



# The Rocky Mountain Governmental Purchasing Association

## Rocky Mountain High Notes

OCT-DEC, 2011

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Questions about the newsletter? Comments? Contact the editor at [msieben@jeffco.us](mailto:msieben@jeffco.us)

### LETTER FROM THE PRESIDENT

Submitted by Jerel Nielsen, CPPO, CPPB



As I write my last letter to you, the membership, I wish to convey to you my sincere thanks for the privilege to serve as your President in 2011, the 30<sup>th</sup> year of RMGPA. The RMGPA Board of Directors has efficiently and effectively accomplished a long list of ground breaking activities in 2011 and endeavors to continue in 2012 to provide outstanding service to membership! It has been a true pleasure to work alongside dedicated professionals and I look forward to a great 2012 as Past President!

I want to highlight a few of the documented Board accomplishments and events in 2011 which have included:

- Vendor sponsorship program developed and launched for the RMGPA website and Newsletter in support of new chapter revenue generation.
  - Media Kit was created and the RMGPA website adjustments made to facilitate the vendor sponsorship program.
  - UMB announced as the first RMGPA program sponsor.
- RMGPA was a finalist for the NIGP Large Chapter of the Year Award.
- RMGPA Past President, **Danielle Hinz**, was a finalist for NIGP Manager of the Year.
- RMGPA member, **Keith Ashby**, was elected as NIGP Region 10 representative.
- NIGP Board Vice President **Bobbi Matthews** was a speaker at the Summer Conference.
- Fall Conference and RVTS were held on the same day in support of member agency registration and travel savings.
- RMGPA received the NIGP Certificate of Achievement for High Percentage of National Members Award.
- Policies and procedures were created for each Executive Board position.
- Conflict of Interest and Whistle Blower policies were created.
- RMGPA financial records were audited for the periods of 2007-2010 with positive auditor feedback for organization and accuracy of records.

I wish to commend and thank the Board along with committee members for the tremendous work accomplished in 2011. The above represents only a partial list of those accomplishments!

As we move from December into January, I wish to welcome **Jill Yellico as RMGPA President for 2012!** I've had the privilege to work alongside Jill in 2011 and know that she will continue the momentum to provide members with excellence in leading the Board in 2012!

RMGPA is only as great as its members and those that donate their time and talents to the association. If you are able, please consider how you might contribute even 1 hour per month of your abundant talent to this great association!

*Jerel Nielsen, CPPO, CPPB*



## 2011 Distinguished Service Award — TRACI BURTNETT, CPPO, CPPB

Submitted by Traci Gorman, CPPB



The candidates for the Distinguished Service Award are nominated by the RMGPA Board and determined by Board vote at the end of each year. The award is presented annually to a current active RMGPA member who exemplifies extraordinary leadership, outstanding integrity, and consistent, excellent service within their entity, their community, RMGPA, NIGP and the Procurement Profession.

The 2011 Board voted to award this year's Distinguished Service Award to Traci Burnett, Materials and Procurement Director for Thompson School District. Traci has been with Thompson School District for 21 years and received her CPPB in 1995 and her CPPO in 2004. Traci was awarded the RMGPA Buyer of the Year in 1998 and Purchasing Manager of the Year in 2007. Traci was the Cooperative Educational Purchasing Council (CEPC) Chairperson in 1998 through 1999.

Traci has been an active member of the Rocky Mountain Governmental Purchasing Association since 1994 serving in various Board Chair positions such as Historian committee, Programs committee, and Chapter Enhancement committee, and as the RMGPA Vice President and then as President in 2001.

The Rocky Mountain Governmental Purchasing Association has benefited from Traci's knowledge, leadership, and service every year with the chapter's Reverse Vendor Trade Show Event.

Thank you Traci for your perseverance, professionalism and service to our organization and to our profession.

**Please extend your CONGRATULATIONS to Traci on receipt of this well deserved award!**

## 2011 Volunteer of the Year—TIM WELLMANN, CPPB

Submitted by Traci Gorman, CPPB



This year the RMGPA Board wanted to acknowledge and recognize the outstanding contributions that volunteers make to enhance, promote and support the activities and programs of RMGPA, NIGP, the community and the Procurement Profession.

The RMGPA Board votes on the nominees for the Volunteer of the Year Award at the end of each year and the award is presented annually to a current active RMGPA member to recognize their volunteer contributions.

The 2011 Board voted to award the first annual Volunteer of the Year Award to Tim Wellmann, Senior Buyer at St. Vrain Valley School District. Tim has a long history of volunteerism within RMGPA and NIGP, has helped at conferences as well as being a speaker, is a member of NIGP, and currently supports their organization as part of their Professional Development Committee.

Tim has been an active member of the Rocky Mountain Governmental Purchasing Association for many years, serving on Board positions such as Programs committee, Communications committee, as the RMGPA Vice President and President.

The Rocky Mountain Governmental Purchasing Association has benefited from Tim's abundant knowledge, leadership, and service.

Thank you Tim for your contributions, professionalism and service to our organization and to our profession.

**Please extend your CONGRATULATIONS to Tim on receipt of the first annual Volunteer of the Year Award!**

## Update from NIGP Region 10 Board Representative Submitted by Keith Ashby, CPPO

The following changes were recommended by the Forum Committee and approved by the Board.

1. The Institute will charge an administrative cancellation fee of \$175.00 for cancellations eligible for refunds, and refunds for cancellations that are received less than 21 days prior to the start of Forum.
2. One of the major initiatives of President Stephanie Creed is to look at "Bridging National and Chapter Membership," and what the pros/cons of doing so would be.
3. Following are the results of an online demographic survey that was sent to 361 people. 176 responses were collected, a response rate of 48%. Respondents were drawn from CPPB and CPPO Prep classes, Contract Administration, Developing and Managing Requests for Proposals and the Fundamental of Leadership and Management classes delivered since July 1, 2010. The following profile can be created for the current online student population:
  - Has been in the industry for 15 or more years (30%)
  - Earns \$46,000-\$55,000 per year (23%)
  - Is 51-60 years old (41%)
  - Is employed by a City (32%)
  - Is employed by a County (17%)
  - Is employed by State Government (17.0%)
  - Is employed by K-12 Education (10.2%)
  - Is employed by Public Utility (3.4%)
  - Is employed by University/College (5.7%)
  - Is employed by the Federal Government (0.6%)



It should also be noted that these demographics represent only those individuals that completed the survey and may not be an accurate depiction of all enrolled students. The Institute is seeing a growth in the number of students taking on-line courses. This can be attributed to agencies still seeing the importance of education while experiencing a reduction in travel budgets.



# Education & Professional Development Report

Submitted by Kristen Spicola, Education & Professional Development Committee Chair

## 2012 Class Schedule

The 2012 schedule is being developed and will be posted to RMGPA's website soon. Thank you to everyone who participated in the educational survey. Your feedback helps to build the calendar each year. The committee values your response.

## New Certifications

***Congratulations to those members who took the CPPB or CPPO Exam in October!***

***Your achievement will be announced in the Spring Newsletter as the information becomes available.***

**The spring CPPB and CPPO examination is scheduled for May 7 – 19, 2012.**

*Apply by February 06, 2012 —Register for Exam by April 02, 2012*



**Webinars** are a great training opportunity without the travel expense! The cost is \$75 for NIGP members and \$105 for non-members.

- *January 12<sup>th</sup> – Best Practices in Contract Monitoring and Performance Management*
- *January 19<sup>th</sup> – Spend Analysis & Spend Management Basics: How to Get Started & Identify Savings*
- *January 28<sup>th</sup> – What's in the Fine Print and Why: Standard P.O. Terms and Conditions for Goods*

Register for the above webinars by going to [www.NIGP.org](http://www.NIGP.org).

## Are you aware of NIGP's Webinar Rewards Program?

Attend five Webinars during the calendar year and choose a sixth one to attend for free.

## Change Management for Procurement Professionals

*Professional Development Event*

**Mar 15 – 16, 2012**

**8:00 AM – 5:00 PM**

**Arapahoe County Sheriff's Office**

13101 East Broncos Parkway  
Centennial, Colorado 80112

Fees for this event \*\*:

NIGP National Members (2.0000 points): \$460.00

Non-NIGP National Members (2.0000 points): \$650.00

**\*\* Receive a \$25 early registration discount by registering 60 or more days in advance of the course. A late fee of \$50 will be assessed for those registrations received within 30 days of the course.**

This two day seminar is designed to assist all who may be involved in the procurement profession to gain an understanding of the process of change, how it effects the procurement organization, as well as learn the key elements of a successful transition. Attendees will be introduced to the psychology of change and methods to implement change in organizational environments.

## SPOTLIGHT ON... LINDA MESERVE, CPPB ELECTIONS COMMITTEE CHAIR

Submitted by Kelly Wooden, Newsletter Committee Co-Chair

Linda Meserve, CPPB is RMGPA's Elections Committee Chairperson! Linda is currently a Supervising Purchasing Agent with Colorado State University in Fort Collins, Colorado. Linda has been with the CSU Purchasing Department since 1998, and in the past year has been promoted to a Supervising Purchasing Agent. Currently, Linda has been a State employee for 23 years. Way to go Linda!

Prior to working for CSU in Fort Collins, Linda worked for CSU in Pueblo. She got her start at CSU Pueblo handling accounts payable duties, cashiering, and issuing travel reimbursements. Through these tasks Linda interacted with the Purchasing Department on a regular basis. Around 1990, the Purchasing Department was beginning their transition to PCs, and one of the veteran purchasing agents (one with 30 years of experience) decided the transition would be too challenging, so the individual retired, opening up a position in the Purchasing Department. Linda jumped at the opportunity and was hired on as the new Purchasing Agent.

Linda has had ties to CSU for quite some time now. In addition to the career opportunities that she has been able to take advantage of through CSU, Linda is also an alumnus of CSU. During her college years, Linda was actively involved in their swim team and lettered all four years!

In 1991, Linda became a member of RMGPA and then obtained her CPPB certification in 1994. Linda has loved being involved with RMGPA and has been deemed the unofficial keeper of the RMGPA By-Laws and chapter history. Since she became an RMGPA member, Linda has always been very involved. She has served on several committees and takes pride in knowing the history of and background on what our chapter has discussed and accomplished in the past. In the early 2000's Linda became the Elections Chairperson.

Linda enjoys the Purchasing profession as well as the variety and challenges that come with it.



Linda compared buying for a university to buying for a city. Their department purchases everything from food service items, to medical equipment for their health center, to veterinary supplies and agriculture equipment. Recently they purchased an MRI machine for a horse and a horse treadmill for the CSU Vet Program. One of Linda's recent accomplishments was the transition of their Campus pouring rights contract to a different vendor. This transition has not only opened up invaluable partnership opportunities for CSU, but it is projected to provide the University with approximately \$5.2 million in revenue over the next 10 years. Very impressive!

Linda currently lives in Windsor, CO with her husband of 23 years and her 10-year old son. When Linda and her family are not busy participating in their son's sports and choir activities, they enjoy traveling and camping. Their family recently enjoyed a trip to Disneyworld in October and will be spending the holidays in Pueblo, where Linda grew up.

Linda – thanks for all of your contributions and knowledge of RMGPA. We wish you a wonderful year as the Elections Committee Chairperson!

# Oh, The CPPB Exam... What's a Person to DO?

## Helpful Hints on Prepping for the CPPB Exam

Submitted by Kelly Wooden, Newsletter Committee Co-Chair

I can remember the morning I took the CPPB exam like it was yesterday; how could I forget?! All of the months of studying and the nervousness were weighing on my shoulders, and it all came down to this one day, this one exam.

In the years leading up to the exam, I was fortunate enough to participate in several NIGP courses and webinars including: Introduction to Public Procurement; When to do an RFP; Performance Based RFPs; Contractual Risk Transfer and Insurance; and Finding, Understanding & Using Price Indices. It was also brought to my attention that there was a CPPB On-Line Prep Class available and designed to provide guidance in preparing for the exam. For me, I found this six-week course was extremely beneficial. The course covered the various domains that would be part of the exam, through a variety of avenues including assigned reading in the course book/Prep Guide, online learning through the course, online practice quizzes, supplemental reading materials, as well as the instructor providing real life examples/scenarios that I could relate to. I would highly recommend this course to anyone preparing for the exam.

Okay, so I had taken NIGP classes, I had submitted my CPPB application and was accepted, and was taking the CPPB On-Line Prep Class, but what else was did I to do to ensure my success on the exam? Below are several hints and friendly suggestions that I found helpful, and I hope you do, too:

- In taking the CPPB On-line Prep Class, each student received a course book/Prep Guide. This book was broken down into ten domains and covered at a high level of understanding an overview of Public Purchasing. I read this book cover to cover (and some sections multiple times). I also highlighted and book-marked important sections or sections that I found myself unfamiliar with.
- NIGP has a great online A-Z dictionary of terms. I went through each and every term under each letter and, if there was a term that I was even slightly hesitant about, I would write the term on one side of an index card and the definition and an example on the other. The great thing about flash cards is they are compact, portable and are a great study tool. I spent countless hours on the treadmill and during lunch breaks reviewing them. They are even great because you can have a spouse, co-worker, or friend quiz you on them. The willing individual doesn't need to be expert on Purchasing because the answers are on the flip side of the card. As I became familiar with the terms, I would weed out the ones I knew and would focus on the remaining terms.
- Another great tool was the NIGP On-Line Assessment Tool. I had to pay a fee to subscribe to this tool, but I found it to be well worth it. Once I registered for this tool, I had access to a number of 100-question comprehensive practice tests, as well as domain-specific exams. The log-in to this tool was time sensitive, meaning I was only able to access the practice exams for a specific number of days, so plan accordingly if you choose to utilize this tool. I took as many of the practice exams as possible within that time period and would PDF the blank version of the test, so I could continue to utilize them even after my log-in had expired. Once I had completed the exam and received the information on which questions I answered correctly and which I did not, I would PDF that document as well for future reference and used this for an answer key. Another friendly suggestion: the CPPB exam is a timed exam, so I would always complete the online practice exams in one sitting and would time myself. This way I could condition myself to be in the right frame of mind for test taking, sitting for that length of time and would have a better understanding of how long it would take me to answer 100 questions.
- In working my way through the on-line practice exams, it became apparent which domains I was proficient in and which I was not. For those that were a struggle, I went back and re-read those sections in the CPPB Prep Guide. If there were still areas that I was unsure of, I would refer to the various related NIGP course books (e.g. Introduction to Public Procurement, Legal Aspects of Purchasing, Contract Administration, etc.). These books went into further depth on various topics. The various books can be purchased through NIGP or you can find a generous colleague who is willing to let you borrow their copy.
- As far as the exam itself, I chose to take it on a Monday morning (personal preference). I guess I figured I had so many months to prepare that an extra day or two probably wouldn't make the difference and may do nothing more for me than add additional stress.
- The day before the exam I reviewed the material one last time, but that night, I didn't study at all. I know it sounds strange, but once again, I figured I had spent so long preparing, that last minute cramming wasn't going to do any good at that point. Instead, I worked out (this time without flashcards), had a nice dinner with my husband, and went to bed extra early.

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## Oh, The CPPB Exam... What's a Person to DO?

### Helpful Hints on Prepping for the CPPB Exam

Submitted by Kelly Wooden, Newsletter Committee Co-Chair

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- The morning of the exam, I did not go into work. Instead, I woke up at my usual time, as not to be rushed; I ate breakfast and allowed myself plenty of travel time to get to the exam site. Be sure to take your photo id and any paperwork that you will need to check in.
- When I arrived at the testing facility, the facility was very crowded. I did not expect to have to wait in a line just to check in. I had also worn a watch that day and I had to take it off and store it in one of the testing facility issued lockers. Definitely was not expecting that. And when they said have nothing in your pockets...they mean it. I literally had to turn my pockets inside out.
- Once you check in, you will be escorted to your workstation and will be required to follow a short navigational tutorial on the computer. Once you have completed the tutorial, the exam begins. There will be a clock on your computer screen that will monitor your time and show you how much time you have remaining.
- Upon entering the testing room, I found it to be intimidating and silent. I pulled up to my station, logged in and took several deep breaths to calm my nerves. My strategy was to make it through all of the questions once and answer all of the questions I knew right off the bat. Any that I didn't know immediately, I "flagged" and came back to them later, to review them in further detail.
- Each question also came with the option to make a comment. During the exam, I made note of any questions that I felt were confusing or that I thought had multiple correct answers. Once I had completed the exam and had time remaining, I went back to all of the ambiguous questions and added a justification as to why I thought the question was confusing or my explanation on why the answer I was choosing was correct. I never received any response back after the exam justifying if any questions were thrown out or if my justifications proved beneficial, but I figured since I had time to spare at the end of the exam, what could it hurt.

I hope this information will be useful to anyone who is currently preparing for the exam; however, this is strictly for informational purposes only and I make no guarantees. Best of luck to anyone who will be taking the exam in the future! Study hard and just remember to do your best!

## It's Time to Renew Your MEMBERSHIP!

Membership renewal for 2012 is now available.

Memberships run the calendar year, and will expire after 12/31/2011. Renewals are past due on 3/31/2012. You may renew online and make changes to your membership roster by visiting the link below after logging in to your profile on RMGPA.org:

[http://www.rmgpa.org/secure/registrations\\_and\\_renewals/renewals/](http://www.rmgpa.org/secure/registrations_and_renewals/renewals/)

If you are a Lifetime or Associate Member, please contact the Membership Chair, Jim Walker, at [jim.walker@state.co.us](mailto:jim.walker@state.co.us) or 303/866-2328 to verify that your profile contact information is still correct and confirm that you wish to remain a member for 2012.

Thanks for the continued support of your NIGP chapter!

# Smiles Galore from the 2011 Winter Conference



# Scenes from the 2011 NIGP Forum



Ms. Stephanie A. Creed, CPPO, CPPB, NIGP 2011-2012 President, awarding RMGPA a certificate of achievement to Jerel Nielsen, RMGPA 2011 President



# Scenes from the 2011 NIGP Forum



Didn't anyone ever tell Jim O'Neill  
YOU ARE WHAT YOU EAT??



Kathy Budd, CPPB, Jefferson County (l), seen here with  
presenter Aaron Ralston, mountain climber, author and  
subject of the film 127 Hours (r)



Sterling Agency Award for Poudre School District R-1,  
presented to Jerel Nielsen, CPPO, CPPB (center) by Ann  
Peshoff, Director of UPPCC (l) and Norma Hall, CPPO,  
CPPB, CPM NIGP Past President (r)



Sterling Agency Award for City of Fort Collins, presented  
to Jim O'Neill CPPO, FNIGP (center) by Ann Peshoff,  
Director of UPPCC (l) and Norma Hall, CPPO, CPPB,  
CPM NIGP Past President (r)

## 2012 Conference Schedule

Look for more details to be posted on the webpage

### Spring Conference

Wed, Mar 28, 2012  
8:00 AM - 5:00 PM

University of Colorado,  
Colorado Springs Campus  
Colorado Springs, Colorado

A regionally-focused half-day Reverse  
Vendor Trade Show is planned  
for March 27th.

### Summer Conference

Jun 7 - 8, 2012  
8:00 AM - 12:00 PM

Manor Vail Lodge  
595 Vail Valley Drive  
Vail, Colorado

Rick Grimm, NIGP Chief Executive Officer,  
will be joining us.

**THE ROCKY MOUNTAIN  
GOVERNMENTAL  
PURCHASING  
ASSOCIATION**



Visit us on the web at [www.rmgpa.org](http://www.rmgpa.org)

*Dedicated to Excellence in  
Public Purchasing*

Rocky Mountain

Regional

Chapter of



**Winner of NIGP's Large Chapter of  
the Year in 2006 and 2009!**

***THE LAST WORD***



The BOARD wishes all of you an  
amazing New Year!

**2012 ELECTION RESULTS**

Officer	Office
Jill Yellico	President
Kathryn Rowe	Vice President (will automatically become President in 2013)
Diana Cantu	Treasurer (year 2 of a 2 year commitment)
Linda Kammerer	Secretary

Jerel Nielsen will automatically become Past President.

Congratulations to the NEW RMGPA Executive Board!

## 2011 RMGPA BOARD OF DIRECTORS

POSITION	OFFICER	E-Mail	PHONE
President	Jerel Nielsen, CPPO, CPPB	<a href="mailto:jnielsen@psdschools.org">jnielsen@psdschools.org</a>	(970) 490-3554
Vice President	Jill Yellico, CPPO, CPPB	<a href="mailto:jill.yellico@asd20.org">jill.yellico@asd20.org</a>	(719) 234-1272
Secretary	Linda Kammerer, CPPB	<a href="mailto:linda_kammerer@dpsk12.org">linda_kammerer@dpsk12.org</a>	(720) 423-3330
Treasurer	Diana Cantu	<a href="mailto:cantu_diana@svvsd.org">cantu_diana@svvsd.org</a>	(303) 702-7715
Past President	Danielle Hinz CPPO, C.P.M.	<a href="mailto:danielle.hinz@ci.longmont.co.us">danielle.hinz@ci.longmont.co.us</a>	(303) 651-8494

## STANDING COMMITTEES

COMMITTEE	CHAIR	E-Mail	PHONE
Awards	Traci Gorman, CPPB	<a href="mailto:tgorman@co.arapahoe.co.us">tgorman@co.arapahoe.co.us</a>	(303) 734-5448
Chapter Enhancement	Farrah Bustamante	<a href="mailto:farrah.bustamante@colostate.edu">farrah.bustamante@colostate.edu</a>	(970) 491-1992
Communications	Marsha Peterson, CPPO	<a href="mailto:peterson_marsha@svvsd.org">peterson_marsha@svvsd.org</a>	(303) 682-7309
Education & Pro-D	Kristen Spicola	<a href="mailto:kspicola@pueblowater.org">kspicola@pueblowater.org</a>	(719) 584-0201
Elections	Linda Meserve, CPPB	<a href="mailto:linda.meserve@colostate.edu">linda.meserve@colostate.edu</a>	(970) 491-6611
Historian	Vera Kennedy	<a href="mailto:Vera.kennedy@cdps.state.co.us">Vera.kennedy@cdps.state.co.us</a>	(303) 239-5875
Legislative	Cindy Lombardi, CPPB	<a href="mailto:clombardi@spike.dor.state.co.us">clombardi@spike.dor.state.co.us</a>	(303) 866-5603
Marketing	Eileen Gonzales, CPPO, CPPB	<a href="mailto:eileengonzales@elpasoco.com">eileengonzales@elpasoco.com</a>	(719) 520-6398
Membership	Jim Walker, CCAS	<a href="mailto:Jim.Walker@state.co.us">Jim.Walker@state.co.us</a>	(303) 866-2328
Newsletter	Marcia Sieben, CPPO, CPPB	<a href="mailto:msieben@jeffco.us">msieben@jeffco.us</a>	(303) 271-8591
Programs (temp)	Danielle Hinz, CPPO, C.P.M.	<a href="mailto:danielle.hinz@ci.longmont.co.us">danielle.hinz@ci.longmont.co.us</a>	(303) 651-8494

2011 COMMITTEE CO-CHAIRS			
COMMITTEE	CO-CHAIR NAME	E-Mail	PHONE
Awards	Mary Jablonski, CPPB	<a href="mailto:jablonskim@thompson.k12.co.us">jablonskim@thompson.k12.co.us</a>	(970) 613-5149
Chapter Enhancement	Traci Burtnett, CPPO, CPPB	<a href="mailto:traci.burtnett@thompsonschoools.org">traci.burtnett@thompsonschoools.org</a>	(970) 613-5151
Communications	Tim Wellmann, CPPB	<a href="mailto:wellmann_timothy@svvsd.org">wellmann_timothy@svvsd.org</a>	(303) 702-7734
Education & Pro-D	Sherri Gibson, CPPB	<a href="mailto:sherri.gibson@state.co.us">sherri.gibson@state.co.us</a>	(303) 866-5877
Historian	Mary Kirschmer, CPPB	<a href="mailto:makirschmer@aps.k12.co.us">makirschmer@aps.k12.co.us</a>	(303)326-1988 x28234
Marketing	Kristine Odom, CPPO	<a href="mailto:odomkr@d11.org">odomkr@d11.org</a>	(719) 520-2462
Membership	Ed Bonnette, C.P.M. —Student Membership	<a href="mailto:ebonnette@fcgov.com">ebonnette@fcgov.com</a>	(970) 416-2247
Newsletter	Kelly Wooden	<a href="mailto:Kelly.L.Wooden@Adams12.Org">Kelly.L.Wooden@Adams12.Org</a>	(720) 972-4208
Programs	(Open)		
OTHER CONTRIBUTORS			
Business Advisory Community	Terri Kindsfather, CPPB  Pete Toth	<a href="mailto:terkin@lakewood.org">terkin@lakewood.org</a>  <a href="mailto:pthoth@arvada.org">pthoth@arvada.org</a>	

