

STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES
July 14, 2011
Salina, Kansas – NRCS State Office

ATTENDEES:	Erin Riffey, NRCS	Julie Koch, RD
	Mathew Rigdon, NRCS	Teresa Pearson, RD
	Kris Becker, ITS	Patty Hageman, FSA
	Gail Painter, ITS	Jack Salava, FSA

The meeting was called to order at 9:26 AM. The minutes of the June 6, 2011, teleconference were approved as written.

GENERAL ITEMS:

ITS provided an update on the phone installation at the Hays (Ellis) Service Center. The system was installed on 07/13/11.

ITS asked SAC to review the current auto attendant menu options at the Elkhart (Morton) Service Center. After review, SAC agreed no change was needed to their menu options.

The ADP Access Log has been referred to FAC and will be discussed at the July 19th FAC meeting. The additional guidance received from FSA Security and approved by ITS will be added to the information referred to FAC for discussion.

SAC discussed the use of negative numbers with the Lease Reimbursable Agreement Tracking (LRAT) system. Further discussion will be had with the implementation team to determine if this option needs to be pursued further.

SAC agreed that digital signatures would be accepted on FSA-875s. However, on FSA-875s where pen and ink changes must be made at the state level, hard copies of the FSA-875's will continue to be used.

FSA reported that funds are available for postage and they are working on the 2nd and 3rd quarter reimbursements. NRCS will work with FSA on the ability to run reports within Stamps.com.

FSA and ITS provided information to SAC regarding staffing.

NRCS is working to obtain additional guidance from GSA and their National Office pertaining to obtaining waivers for longer leases. As information becomes available NRCS will share with SAC.

RD discussed Telework opportunities for their employees. SAC asked that RD send request to each State Office if an RD employee requests to utilize a Service Center for teleworking.

ITS requested that SAC keep them informed of leases which are coming due as ITS may consider other locations for potential office locations.

FSA requested a plan of action for holdover leases from NRCS. NRCS will be providing by 07/18/11.

USDA Service Centers –

Alma (Wabaunsee)—NRCS reported that the lessor signed the new lease. The lessor is required to have new carpet installed, ADP room remodeled, paint, and a new door.

Beloit (Mitchell)— FSA provided SAC an update on the new lease process in this location.

Burlington (Coffey) –FSA provided SAC an update on the new lease process in this location.

Cimarron (Gray) – NRCS is continuing to work on the capital/operating lease test in this location.

Colby (Thomas)—A partial lease termination for RC&D space, as well as, a lease extension was sent to the lessor on 05/31/11.

Concordia (Cloud) – FSA reported the lessor has started work on the ADP room remodeling project. .

Council Grove (Morris) – FSA reported an accessibility review was recently completed by the ART Team in this location. FSA notified lessor of deficiencies and requested response and/or corrections.

Dighton (Lane) – FSA reported an accessibility review was recently completed by the ART Team in this location. FSA notified lessor of deficiencies and requested response and/or corrections.

Erie (Neosho) – FSA reported an accessibility review was recently completed by the ART Team in this location. FSA notified lessor of deficiencies and requested response and/or corrections.

Eureka (Greenwood) – FSA reported an accessibility review was recently completed by the ART Team in this location. FSA notified lessor of deficiencies and requested response and/or corrections.

Garden City (Finney) – FSA reported an accessibility review was recently completed by ART Team. FSA is reviewing the information and will be preparing a notice to lessor, if needed.

Great Bend (Barton) – NRCS terminated RC&D portion of the lease. NRCS will be working on AD-2061.

Hill City (Graham) – FSA reported an accessibility review was recently completed by the ART Team in this location. FSA notified lessor of deficiencies and requested response and/or corrections.

Hugoton (Stevens) – FSA received approval for lease extension through 01/31/13. GSA delegation for new lease received.

Iola (Allen)—FSA submitted GSA delegation request for lease extension on 06/30/11; however, to date GSA delegation authority has not yet been received.

Johnson (Stanton)—FSA sent notification and SLA for lease extension to lessor on 05/27/11. NRCS will be reissuing the SFO once the simplified SFO process becomes available, as well as, broadening their advertisement.

Leoti (Wichita)—NRCS is waiting to hear back from lessor on SFO. NRCS will notify FSA upon receipt.

Liberal (Seward)—FSA will follow-up with lessor on status of new lease requirements to be completed. FSA had previously requested lessor not begin remodel project until sign-up was over.

Manhattan (Riley) – RD provided an update on the installation of the automatic door opener in the conference room. The lessor will be working with a contractor to install in the coming weeks.

Mankato (Jewell) – FSA reported an accessibility review was recently completed by the ART Team in this location. FSA notified lessor of deficiencies and requested response and/or corrections.

Marion (Marion) – FSA reported that they received limited approval on the ADP room waiver which was submitted. FSA is working with CED and lessor on revised ADP remodeling requirements.

Marysville (Marshall)— FSA reported that the lessor will begin in a few weeks on ADP room remodeling, installing new carpet and painting.

McPherson (McPherson) – FSA reported an accessibility review was recently completed by the ART Team in this location. FSA notified lessor of deficiencies and requested response and/or corrections.

Minneapolis (Ottawa) – FSA reported an accessibility review was recently completed by the ART Team in this location. FSA notified lessor of deficiencies and requested response and/or corrections.

Ness City (Ness)—NRCS is continuing to work on the capital/operating lease. Contacted lessor to obtain a response from the letter that was issued. No response as of date.

Newton (Harvey)—FSA reported that in the low clearance area near the conference room padding or caution sign will be installed this week by the lessor.

Oberlin (Decatur) – FSA reported that lease extension/tax increase was awarded. NRCS mailed FSA-875 to FSA on July 8, 2011. NRCS reported they are still working on GSA delegation request for long-term new lease.

Oskaloosa (Jefferson/Leavenworth/Wyandotte) – FSA reported an accessibility review was recently completed by the ART Team in this location. FSA notified lessor of deficiencies and requested response and/or corrections.

Ottawa (Franklin)—FSA sent a partial lease termination for the RC&D space along with a lease extension to the lessor.

Phillipsburg (Phillips) – FSA reported an accessibility review was recently completed by the ART Team in this location. FSA notified lessor of deficiencies and requested response and/or corrections.

Scott City (Scott)—NRCS reported a need for additional square footage in this location. NRCS will be doing a separate sole source lease for this additional space as it is for a partner agency.

Sharon Springs (Wallace)—FSA reported the lease extension/tax increase was awarded. NRCS received FSA-875 from FSA and are reviewing.

Stockton (Rooks)—FSA sent a revised partial lease termination for RC&D space to lessor.

Sublette (Haskell) – NRCS provided SAC information regarding the new lease.

Tribune (Greeley)—FSA sent notification and SLA for lease extension to lessor on 05/27/11. NRCS will be reissuing the SFO once the simplified SFO process becomes available, as well as, broadening their advertisement.

Ulysses (Grant) – NRCS submitted a waiver for the ADP room in this location. No response has been received to date.

Washington (Washington)—FSA reported that remodeling has started with the ADP room and the lessor will start on the parking lot next week.

Wellington (Sumner) – FSA reported the FSA-875 is completed and will be sent for signature.

Westmoreland (Pottawatomie) – FSA reports GSA delegation for lease extension was submitted on 05/26/11; however, to date GSA delegation authority has not yet been received.

The meeting adjourned at 3:00 PM.

The next SAC meeting will be held by teleconference on September 1, 2011 at 9:00 AM.

/s/ Teresa L. Pearson

TERESA L. PEARSON
Acting SAC Chairperson