

KANSAS STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES
December 15, 2009
FSA State Office, Manhattan, Kansas

ATTENDEES:

Rhonda Sulsar, NRCS	Patty Hageman, FSA
Molly Hemstock, NRCS	Jack Salava, FSA
Erin Riffey, NRCS	Julie Koch, RD
Kris Becker, ITS	Jim Parker, ITS

The meeting was called to order at 9:00 a.m.

The minutes of the October 6, 2009, meeting were approved as written.

GENERAL ITEMS:

NRCS reported they attended a teleconference on new software program that tracks an electronic FSA-875, Reimbursable Agreement. FSA reported that they are also involved in the test program. Training for the use of the new software is scheduled for state offices in the spring.

SAC discussed and reviewed information regarding the proposal for NRCS to become the lead leasing agency for some of the service center locations. A FAC memo will be prepared detailing the changes. FSA will notify affected lessors of the change in lead agency.

SAC discussed standardizing the leasing process for each agency. NRCS and FSA will work together to create a step-by-step process that is consistent when following national policies and will provide guidance and a timeline to the field when working on leasing actions.

SAC requested a list of offices the ART team will review for 2010. Per ART Team Leader, some of the 2010 have already been completed due to new leases. SAC will inform the ART Team of the offices needing review.

SAC agreed to update the Service Center Manual to create a link under "Communications" for the ITS Responsibility Map.

New phone systems ordered at the end of the fiscal year are scheduled for installation. Belleville, McPherson, Pratt, Oakley, Wichita, Sunflower RC&D, Gove, Lakin and the FSA State Office are in the process of receiving new phone systems. The new phone systems have additional functions available for use. ITS will research workload and cost of installing/maintaining these additional functions and report findings at the next SAC meeting.

SAC discussed potential of purchasing new phone systems in Fiscal Year 2010 and cost-sharing. On future phone purchases, SAC agreed to split costs based on number of employees in active directory (including phone in break room, conference room, ADP room and vacant workstations).

SAC discussed pen/ink changes to the FSA-875. SAC agreed that pen/ink changes are acceptable if there is documentation to support the change. NRCS will initial and date next to the change and resign the FSA-875.

SERVICE CENTERS:

Concordia (Cloud County) – NRCS reported that the carpet is bubbled and worn. FSA reported that this lease is expired. FSA will request delegation authority. Issues will be addressed in new lease.

Council Grove (Morris County) – FSA received lease proposal from lessor. Offer is being reviewed/evaluated.

Dighton (Lane County) – FSA provided update on lease renewal option process.

Emporia (Lyon County) – FSA received lease proposal from lessor. Offer is being reviewed/evaluated.

Garden City (Finney County) – SAC discussed local office concerns regarding the parking lot and remodeling. FSA is working with the lessor to correct the drainage issues in the parking lot. SAC agreed the issues brought forward can be addressed and corrected at the current location with the current lessor.

Garnett (Anderson County) – NRCS received two FSA-875s for review and signature.

Great Bend (Barton County) – NRCS requested staffing information from FSA so they can prepare initial AD-2061.

Hugoton (Stevens County) – SAC recommends exercising the renewal option. FSA provided AD-2061 to NRCS for review and signature.

Jetmore (Hodgeman County) – NRCS will review FSA-875, approve/sign and return to FSA.

Meade (Meade County) – FSA provided NRCS AD-2061 for review and signature.

Minneapolis (Ottawa County) – NRCS requested current floor plan from FSA to review and verify information on FSA-875 submitted to NRCS for signature. FSA will follow up on request for current floorplan from lessor.

Newton (Harvey County) – FSA reported the current status of the lease action. SAC reviewed information submitted to FSA. FSA will request additional information and then coordinate the technical evaluation with local office.

Oakley (Logan County) – SAC discussed additional functions available on the new phone system. ITS will research cost and workload and report at the next SAC meeting.

Osborne (Osborne County) – NRCS reported that the FSA-875 shows a different date than the lease. SAC agreed to make pen/ink change to show expiration date of 1/31/10. FSA will prepare another month-to-month FSA-875 effective 2/1/10.

Phillipsburg (Phillips County) – FSA provided NRCS an AD-2061 for review and approval. SAC agrees to exercise the renewal option.

Stockton (Rooks County) – FSA reported status of leasing action.

Wellington (Sumner County) – FSA reported status of leasing action.

Wichita (Sedgwick County) – SAC agreed to delay the installation of the new phone system so it installs in the new location. SAC discussed layout of office space and FSA will request revised plan from lessor.

Winfield (Cowley County) – FSA provided AD-2061 to NRCS for review and approval. SAC agreed to exercise the renewal option.

Rural Development left the meeting at 1:30 p.m.

The meeting adjourned at 3:30 p.m.

The next SAC meeting is scheduled for January 20, 2010, 9:00 a.m. at the FSA State Office in Manhattan, Kansas.

A handwritten signature in cursive script that reads "Rhonda G. Sulsar".

RHONDA G. SULSAR
SAC Chairperson