

STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES
May 9, 2013
Teleconference

ATTENDEES:	Loren Graff, NRCS	Jack Salava, FSA
	Erin Riffey, NRCS	Patty Hageman, FSA
	Molly Hemstock, NRCS	Kimy Nash, FSA
	Kris Becker, ITS	Karissa Berks, RD

The meeting was called to order at 10:04 a.m.

The minutes of the February 26, 2013, teleconference were approved as written.

GENERAL ITEMS:

SAC discussed responsibility for service center phone book listings. ITS will research and present findings at next SAC meeting.

SAC discussed the new EVoIP systems and the options that are now available. Voicemail is available and employees will have their own extension numbers. SAC will review the service center manual to see if it needs to be updated.

SAC discussed the status of the fiscal year 2013 accessibility reviews. All reviews must be completed by July 31, 2013.

FSA requested status of CPAIS occupancy data from RD. RD will research and send to FSA.

SAC discussed the replacement schedule of LincPass Cards and the expected workload on LincPass offices.

SAC discussed the use of agency and department logos on service center signs. FSA and NRCS will research requirements for existing service center signs.

FSA reported that they are in the process of converting to MIDAS.

FSA reported that they will be participating in a pilot regional service office to provide administrative services to a ten state area.

SAC discussed the procurement of supplies, flags and box rentals in service centers where items are not covered under the lease. NRCS agreed to purchase flags and FSA agreed to pay for the rental of post office boxes if not covered under the lease. Service center manual will be updated to reflect change.

Mandatory Poster updates should be sent to Debbie Newton, NRCS. She will update the Service Center Manual.

USDA SERVICE CENTERS:

Iola (Allen County) – SAC reviewed the proposed plan submitted by the local FAC.

RD left the meeting at 11:04 a.m.

Altamont (Lafayette County) – FSA requested succeeding lease proposal from lessor.

Anthony (Harper County) – FSA reported the succeeding lease process has been initiated.

Atwood (Rawlins County) – FSA reported the succeeding lease process has been initiated.

Burlington (Coffey County) – FSA is working to resolve deficiencies at service center.

Cimarron (Gray County) – FSA following-up with lessor regarding proposal for a long-term lease.

Clay Center (Clay County) – FSA recently signed a lease extension. Carpets were cleaned and minor carpet repairs are scheduled as part of the extension.

Columbus (Cherokee County) – FSA will be requesting succeeding lease proposal from lessor.

Dodge City (Ford County) – FSA issued the RLP and is in the process of obtaining a long-term lease.

Ellsworth (Ellsworth County) – SAC discussed the use of signage to address the litter issue. If the litter issue can be addressed through discussions with the neighboring property occupants, the signs should not be necessary. FSA will contact the CED regarding litter in the parking lot.

Fort Scott (Bourbon County) – FSA issued RLP and is in the process of obtaining a long-term lease.

Girard (Crawford County) – FSA requested succeeding lease proposal from lessor.

Holton (Jackson County) – FSA reported succeeding lease process has been initiated.

Hugoton (Stevens County) – FSA reported that project should be completed May 15, 2013. FSA will research proposal regarding window that was not installed.

Independence (Montgomery County) – FSA requested succeeding lease proposal from lessor.

Johnson (Stanton County) – SAC discussed accessibility issues and dust/allergens with the lava rock walls in the service center.

Kingman (Kingman County) – SAC discussed building deficiencies. FSA will follow up with CED and lessor.

Kinsley (Edwards County) – SAC agreed that FSA and NRCS shall alternate the purchase of paper towels for the break room.

LaCrosse (Rush County) – FSA reported the succeeding lease process has been initiated.

Lawrence (Douglas County) – SAC reviewed proposed floor plan and Occupancy Agreements provided by GSA. FSA will contact GSA for clarification on plan. The possibility of utilizing existing ITS wiring was discussed. A site visit would need to be scheduled to determine if current wiring would meet USDA wiring requirements.

Lyndon (Osage County) – SAC reviewed proposed floor plan. FSA will work with lessor regarding proposed remodeling and lease proposal.

Russell (Russell County) – SAC reviewed and approved proposed floor plan. FSA approved NRCS use of one Haworth workstation.

Smith Center (Smith County) – FSA reported the succeeding lease process has been initiated.

Syracuse (Hamilton County) – FSA is working with lessor on succeeding lease proposal.

Ulysses (Grant County) – FSA following-up with lessor regarding long-term lease proposal.

Wellington (Sumner County) – FSA is working with CED and lessor to resolve maintenance issues.

The meeting adjourned at 12:40 p.m.

The next SAC teleconference is scheduled for July 11, 2013, 1:00 p.m.



LOREN L. GRAFF
SAC Chairperson