

STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES
December 20, 2011
Teleconference

ATTENDEES:	Erin Riffey, NRCS	Charles Banks, RD
	Loren Graff, NRCS	Teresa Pearson, RD
	Kris Becker, ITS	Patty Hageman, FSA
	Gail Painter, ITS	Jack Salava, FSA
	Kimy Nash, FSA	Molly Hemstock, NRCS

The meeting was called to order at 9:00 AM. The minutes of the July 14, 2011, teleconference were approved as written.

GENERAL ITEMS:

ITS discussed who needs to be signed into the ADP Room Access Log. Kris Becker will re-send the policy and FAC notice for approval.

SAC agreed that whenever contractors are onsite to perform work (such as building maintenance, remodeling, painting, installing new carpet, etc.) after hours, the lead lease agency for the site is required to provide an employee to be present due to PII concerns.

The current "no firearms" decal displayed in service centers may not be adequate, since it may not properly address concealed firearms. NRCS will further research the Conceal Carry Decal requirements.

SAC agreed, the Emergency Response Plan template in the Service Center Manual needs to be updated.

Due to USDA budget constraints, FSA proposed agencies research/evaluate the possibility of increased sharing of resources, such as equipment, vehicles, furniture, copiers, etc.

SAC discussed recent NRCS/FSA agreement and change to the Hazardous Weather Office Closure policy. RD will need to review and/or approve. The Service Center Manual will be updated accordingly.

RD is closing HSPD-12 LincPass Enrollment Station effective 01-01-12. SAC discussed proposal to open Enrollment Station at Manhattan (Riley/Geary County) Service Center. RD will e-mail contact information. Proposal to move current light activation equipment from Manhattan (Riley/Geary County) to the Iola Service Center (Allen County) office was also discussed. This office has available space for a light activation center; however, the issue needs to be reviewed further.

SAC discussed the status of the initial data load of the Lease Reimbursable Agreement Tracking (LRAT) system. RD is still working on gaining access to the system.

NRCS is having networked copiers installed; there is no current sharing agreement for the equipment. NRCS will research/evaluate the possibility of agency sharing.

NRCS and FSA mentioned the lack of a statewide policy for sharing the cost on fire extinguishers, PO boxes, and flags. Effective immediately, SAC agreed NRCS and FSA will be responsible for these costs in locations where their agency **will have** lead lease responsibility (as agreed-to in KS FAC Notice

2010-1). This arrangement/policy will result in a 50-50 FSA/NRCS agency responsibility and cost split. RD will be responsible for the Manhattan (Riley/Geary County) Service Center office.

FSA inquired about available auto-attendant options/possibilities. ITS will research options available and provide to FSA SED for review.

FSA presented national office statistics regarding the large amount of uncollected reimbursements to FSA from sister agencies. NRCS and RD also continue to report the large amount of established obligations that have not yet been billed/processed/pulled by the FSA finance office. NRCS and RD will provide update to FSA on their current status.

In accordance with NFAC agreement dated October 3, 2011, the FAC and SAC Chair responsibility will continue with RD for an additional year. This is only for one year. Therefore, RD will continue to serve as SAC Chair until December 31, 2012. A KS FAC Notice will be issued and the Service Center Manual will need to be updated to reflect this change.

SAC discussed the Service Center Manual update. During a previous meeting, SAC completed an initial review and identified needed changes/updates; however, Service Center Manual updates still need to be accomplished.

Stamps.com – FSA confirmed their commitment to ensure postage is available on the postage.com account for NRCS and FSA. RD is responsible for their own postage. FSA is responsible for the postage.com service fee and bills NRCS and RD quarterly for their share of the agreed-to service fee.

Discussion was held on the USDA-Department of Labor Partnership on One Stop Career Centers. Training is available in AgLearn about the program. Posters about the program have not yet received.

USDA Service Centers –

Alma (Wabaunsee)— Discussed the approval and status of the 875 in LRAT. NRCS reported that they are working on the routing.

Beloit (Mitchell)— FSA provided SAC an update on the new lease progress in this location. Feb 1 is the target/completion/move-in date.

Burlington (Coffey) –FSA provided SAC an update on the new lease requirements and lack of lessor progress in this location. Lessor did not meet the Dec 1 completion date. FSA met with lessor on 12-15-11, to review outstanding items and major improvements that are expected by Jan 1.

Cimarron (Gray) – NRCS is continuing to work with the lessor on the new lease offer/proposal in this location.

Ft. Scott (Bourbon) – SAC discussed and agreed each agency will now be responsible for submitting their own GSA delegation request application. Therefore, FSA will need to submit a GSA delegation request for FSA lease extension. NRCS has already submitted their GSA delegation application for the long term lease. SAC also discussed temporary space options for ITS to store equipment prior to it being deployed in April; possibly in Highway Patrol space or Conference Room.

Goodland (Sherman) – ITS will use empty NRCS office or conference room for temporary storage space.

Hugoton (Stevens) – Since AD-2061 was initially completed/approved in 2010, FSA requested NRCS re-confirm their requirements. NRCS re-approved and submitted back to FSA the AD-2061 for new lease requirements on 12-13-11.

Iola (Allen)—FSA submitted their GSA delegation request for lease extension. NRCS submitted their GSA delegation request for a new long term lease; it should be up for signature.

Johnson (Stanton)— NRCS still needs to re-solicit for a new long term lease.

Kingman (Kingman)— FSA provided update that recent lease extension and increase was due to significant increase in taxes. NRCS reported there are still safety issue items needing repair. SAC discussed and agreed these items/improvements would need to be addressed when new long term lease is obtained.

Leoti (Wichita)—NRCS provided update that the new lease was signed/awarded and all new lease requirements have been completed. ADP room cooling concerns that were previously reported by FSA are being addressed. FSA requested complete copy of new lease be provided.

Lyndon(Osage)— The USDA Service Center sign frame has deteriorated and sign has blown over. NRCS agreed to split the repair/re-installation cost with FSA. FSA-STO will include in the cost in the next reimbursable billing.

Marion (Marion) – FSA reported that new 10 year lease has been signed/awarded and becomes effective 02-01-12. New lease requirements/remodeling/updating will need to be accomplished. CED will work with NRCS and lessor to coordinate paint and new carpet schedule.

Ness City (Ness)—NRCS is continuing to work on the capital/operating lease analysis.

Oakley (Logan) –ITS requests to move IT from Goodland to Oakley if/when space becomes available. Neither NRCS nor FSA have any additional/available space. AD-2061 was forwarded to NRCS 01-10-12. Once received, FSA will submit GSA delegation request for new long term succeeding lease. NRCS reported the approved AD-2061 will be returned by the end of the week.

Oberlin (Decatur) – NRCS reported GSA delegation request for long-term new lease has not yet been approved.

Scott City (Scott)—NRCS reported additional NRCS lease was signed/awarded and become effective Dec 1.

Sharon Springs (Wallace)—FSA reported the lease extension/tax increase was awarded. NRCS received FSA-875 from FSA and are reviewing. GSA delegation approval for new succeeding lease has been received by FSA.

Sublette (Haskell) – NRCS provided SAC information regarding the new lease. It also has a capital/operating issue.

Topeka (Shawnee)— Lease is expired. SAC reviewed concerns about the safety of the office location. RD has some available space within their STO; however, not enough for 8 service center staff (FSA - 4 and NRCS - 4 positions). RD will provide rental rate on their current space for market survey purposes.

Tribune (Greeley)— NRCS reported they will need to re-solicit and will broadened their advertisement area.

Ulysses (Grant) – NRCS waiver for the ADP room in this location was approved; copy will be forwarded to FSA.

Westmoreland (Pottawatomie) – FSA reports GSA delegation for lease extension with new owner has been received. SLA for lease extension and change of ownership packet was provided to the lessor.

Accessibility reviews information will be sent to RD.

The meeting adjourned at 11:57 AM.

The next SAC meeting will be held in Manhattan on Thursday, February 9, 2012 at 9:00 AM.

/s/ Teresa L. Pearson

TERESA L. PEARSON
Acting SAC Chairperson