STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES  
February 26, 2013  
Teleconference

ATTENDEES:  
Loren Graff, NRCS  
Erin Riffey, NRCS  
Ron Seibel, NRCS  
Molly Hemstock, NRCS  
SanJeanette Harrell, NRCS  
Karissa Berks, RD  
Jack Salava, FSA  
Patty Hageman, FSA  
Kimy Nash, FSA  
Kris Becker, ITS  
Gail Painter, ITS

The meeting was called to order at 10:00 a.m.

The minutes of the December 13, 2012, teleconference were approved as written.

GENERAL ITEMS:

FSA submitted a request for changes to the Service Center Manual Mandatory Posting Listing. NRCS, as SAC Chair, will send the changes to the webmaster for updating upon receipt from FSA.

SAC discussed the storage of excess computer equipment in the service centers. ITS is required to sanitize excess equipment before it can go through the disposal process. Currently, storage is limited due to the transition to new equipment. ITS is aware of limited storage issue and is working to dispose of excess equipment as workload priorities allow.

SAC discussed the additional workload at the offices that have LincPass stations due to updating LincPass certificates at the five year anniversary. Each agency will determine their method of updating LincPass certificates for their employees.

FSA appreciated the offer of using NRCS conference rooms to conduct MIDAS training. Agencies will work together to schedule the conference rooms as requested once FSA is notified of training timeline.

FSA scheduled to complete 50% of the Accessibility Review Team (ART) reviews. NRCS reported the remaining list of locations scheduled for ART reviews for FY2013 was sent to their Civil Rights Advisory Committee for completion. FSA reported that ART reviews need to be completed by no later than July 31, 2013.

In an effort to keep all agencies timely informed, FSA developed a spreadsheet to provide agencies (at the state level) the ability to view the latest information regarding scheduling of building project items and/or remodeling that result from leasing actions. FSA will maintain the spreadsheet on their share drive. ITS will also be included on correspondence/emails regarding furniture/equipment move/remodel dates. ITS will be
provided at least two weeks’ notice to schedule assistance with moving computer equipment.

SAC discussed issues with Purchase Order (PO) Numbers in LRAT. NRCS reported the PO Numbers for the active records are correct in LRAT. NRCS will work with FSA finance office, Kansas City to resolve issue in reporting. RD reported they are working on entering the PO Numbers in LRAT.

SAC discussed sharing the cost of flags and postage box rental for the service centers. More information is needed before a decision is made. FSA will provide NRCS a list of locations where flags are not provided under the lease.

SAC discussed the cost of furniture schematic drawings needed for service centers that are remodeling. SAC agreed to share the cost based on the percentage of individual space shown on the AD-2061 for the location.

Kris Becker left the meeting at 10:50 a.m.

**USDA SERVICE CENTERS:**

Iola (Allen) – FSA reported that the process to obtain a long-term lease has started.

Hays (Ellis) – FSA reported long-term lease award is pending; lessor must successfully complete SAM registration.

Rural Development left the meeting at 11:15 a.m.

Dodge City (Ford) – FSA reported the requested amended GSA lease delegation for new lease versus succeeding lease was approved.

Altamont (Labette) – FSA reported that the process to obtain a long-term lease has started.

Columbus (Cherokee) – FSA reported that the process to obtain a long-term lease has started. Ad placed in local paper with a response date of March 13, 2013.

Fredonia (Wilson) – FSA reported they received lease delegation approval from GSA. The process to obtain a long-term lease has started.

Fort Scott (Bourbon) – FSA reported that the process to obtain a long-term lease has started. Ad placed in local paper with a response date of March 11, 2013.

Girard (Crawford) – FSA reported that the process to obtain a long-term lease has started. Ad placed in local paper with a response date of March 4, 2013. NRCS reported issues with roof leak and snow removal. CED will be contacted.

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Independence (Montgomery) – FSA reported that the process to obtain a long-term lease has started. Ad placed in local paper with a response date of February 25, 2013.

Lawrence (Douglas) – FSA reported that new GSA Contracting Officer was assigned to work on this location. FSA contacted Contracting Officer and is awaiting response.

Lyndon (Osage) – SAC reviewed locally proposed floor plan. FSA will forward the changes proposed by SAC to local service center for review.

Osborne (Osborne) – FSA reported that the process to obtain a long-term lease will begin soon.

Russell (Russell) – FSA reported that they have forwarded lessor’s scaled building plans to furniture vendor for furniture layout options. Once received, FSA will forward to local service center for review.

Syracuse (Hamilton) – FSA reported that the Request for Lease Proposal for a succeeding lease would be mailed to lessor today.

The meeting adjourned at 12:00 p.m.

The next SAC teleconference is scheduled for April 11, 2013, 10:00 a.m.

LOREN L. GRAFF
SAC Chairperson

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