State Administrative Committee (SAC) Minutes
June 20, 2012
Teleconference

Attendees:
NRCS – Loren Graff, Erin Riffey, Molly Hemstock
FSA – Jack Salava, Patty Hageman, Kimy Nash
RD – Karissa Berks
IT – Kris Becker, Gail Painter

Meeting called to order at 9:00 AM.

Approval of SAC minutes
Previous SAC minutes from the April 12, 2012 meeting were approved.

SAC Minutes Disposition

Three (3) years of minutes will be maintained on the website. Any minutes previous to that time are archived on a CD. The CD will be sent out by Molly Hemstock to each of the Agencies.

FAC Notices Posted to Service Center Manual Website
The following agreements are being followed up on by the SAC Chair:
   ADP Room log
   Hazardous weather office policy
   SAC/LFAC chair notice
   OIP Data Stewards

Notices will be posted to the service center manual website once obtained from FAC.

Service Center Manual Updates
The following updates were discussed including a status update:
   o LincPass Enrollment Stations and Light Activation Stations --should be included in the service center manual. RD will draft information on the activation centers for the manual – **RD is following up on the status of the update.**
   o Telecommunications Map – Phone system information should be updated in the manual update. ITS reported, once the phone system implementation is done then the manual can be updated. Phone system upgrade should be done by July 12th, at that point the map will be updated and finalized.
   o Shared administrative expenses (fire extinguisher maintenance and flags) FSA completed and has been posted in the manual; however, the “modified date” in the service center manual for these two items needs to be updated.
   o Contractors working after hours and PII concerns FSA agreed to draft and include in the manual
Accessibility Reviews (ART TEAM)
FSA established a new contact for the ART Team, Patty Hageman. Patty will coordinate with the agencies to complete ART reviews. Agencies are identifying who can complete ART reviews and possibly training needs.

Sharing of Equipment and Vehicles Between Agencies
FSA is working on a draft agreement between FSA and NRCS.

Distribution of Educational Materials
NRCS ordered 2,000 brochures and will supply each service center with 20 brochures. A memo concerning the distribution of the materials will be posted to the website and sent out to all Agencies.

Contractors/ Landlords Unescorted Access – PII Concerns
FSA is continuing to review the background questionnaire for lessors and contractors who require unescorted access. To date no concerns are noted. National Office will complete a full background check if required.

Check Scanners
FSA will be implementing check scanners to process payments. Notices are currently in service centers. Check scanners will pull draw funds automatically from bank accounts. Scanners will be arriving within the next month.

National Civil Rights Review
A National civil rights review identified several issues with field offices. To respond, agencies will notify lessors of existing issues at the time the leases are renewed.
<table>
<thead>
<tr>
<th>Lead</th>
<th>City</th>
<th>County</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>Altamont</td>
<td>Labette</td>
<td>Service center sign is in very poor condition and needs to be replaced. Lease doesn’t expire until 09-30-13. NRCS agreed to share 50/50 in cost to replace.</td>
</tr>
<tr>
<td>F</td>
<td>Ellsworth</td>
<td>Ellsworth</td>
<td>FSA previously emailed AD-2061 to NRCS for re-confirmation/approval of their space requirements. AD-2061 to be returned by NRCS.</td>
</tr>
<tr>
<td>N</td>
<td>Girard</td>
<td>Crawford</td>
<td>NRCS reported previous conference room space and wiring concerns have been clarified. Office space concerns to be handled in next lease agreement.</td>
</tr>
<tr>
<td>F</td>
<td>Hays</td>
<td>Ells</td>
<td>FSA previously emailed AD-2061 to NRCS for re-confirmation/approval of their space requirements. NRCS returned approved AD-2061. -RD following up on staffing levels.</td>
</tr>
<tr>
<td>F</td>
<td>Hugoton</td>
<td>Stevens</td>
<td>FSA provided update on status of new lease. Solicitation ad was placed; market survey/site visits performed and solicitation packet was issued.</td>
</tr>
<tr>
<td>F</td>
<td>Lawrence</td>
<td>Douglas</td>
<td>FSA previously emailed AD-2061 to NRCS for re-confirmation/approval of their space requirements. AD-2061 to be returned by NRCS.</td>
</tr>
<tr>
<td>N</td>
<td>Leoti</td>
<td>Wichita</td>
<td>Issues with ADP room temperature have been resolved. Lessor added AC unit. Lessor also addressed landscaping concerns.</td>
</tr>
<tr>
<td>F</td>
<td>Lincoln</td>
<td>Lincoln</td>
<td>FSA previously emailed AD-2061 to NRCS for re-confirmation/approval of their space requirements. AD-2061 to be returned by NRCS.</td>
</tr>
<tr>
<td>F</td>
<td>Lyndon</td>
<td>Osage</td>
<td>FSA previously emailed AD-2061 to NRCS for re-confirmation/approval of their space requirements. AD-2061 to be returned by NRCS.</td>
</tr>
<tr>
<td>F</td>
<td>Mound City</td>
<td>Linn</td>
<td>FSA reported lessor notification and succeeding lease packet sent; lessor response not yet received.</td>
</tr>
<tr>
<td>F</td>
<td>Oakley</td>
<td>Logan</td>
<td>FSA reported lessor notification and succeeding lease packet sent; proposal requested by 07-06-12.</td>
</tr>
<tr>
<td>F</td>
<td>Russell</td>
<td>Russell</td>
<td>FSA reported expression of interest ad has been placed; responses due 06-29-12. SAC reviewed 06-15-12 FAC minutes and discussed options.</td>
</tr>
<tr>
<td>F</td>
<td>Sharon Springs</td>
<td>Wallace</td>
<td>FSA provided lessor ‘s succeeding lease proposal to NRCS with recommended approval. NRCS will review today and respond back to FSA.</td>
</tr>
<tr>
<td>F</td>
<td>Syracuse</td>
<td>Hamilton</td>
<td>FSA previously emailed AD-2061 to NRCS for re-confirmation/approval of their space requirements. NRCS returned approved AD-2061.</td>
</tr>
</tbody>
</table>
**F**  Topeka  Shawnee  FSA previously emailed AD-2061 to NRCS for re-confirmation/approval of their space requirements. AD-2061 to be returned by NRCS.

**N**  Tribune  Greeley  NRCS raised concern regarding issue with door jam which is not handicap accessible and also presents safety concern. FSA will follow-up.

**F**  WaKeeney  Trego  FSA previously emailed AD-2061 to NRCS for re-confirmation/approval of their space requirements. AD-2061 to be returned by NRCS

**Next Meeting**
Next meeting is August 22, 2012 @ 1:00 PM

**Meeting concluded at 10:00 PM**

Karissa Berks
SAC Chairperson