

**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:

- 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.***
- 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.
- 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.
- 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.

Service Center Updates

Lead	City	County	Remarks
N	Altamont	Labette	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.
F	Ellsworth	Ellsworth	FSA previously emailed AD-2061 to NRCS for re-confirmation/approval of their space requirements. AD-2061 to be returned by NRCS.
N	Girard	Crawford	NRCS reported previous conference room space and wiring concerns have been clarified. Office space concerns to be handled in next lease agreement.
F	Hays	Ells	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.
F	Hugoton	Stevens	FSA provided update on status of new lease. Solicitation ad was placed; market survey/site visits performed and solicitation packet was issued.
F	Lawrence	Douglas	FSA previously emailed AD-2061 to NRCS for re-confirmation/approval of their space requirements. AD-2061 to be returned by NRCS.
N	Leoti	Wichita	Issues with ADP room temperature have been resolved. Lessor added AC unit. Lessor also addressed landscaping concerns.
F	Lincoln	Lincoln	FSA previously emailed AD-2061 to NRCS for re-confirmation/approval of their space requirements. AD-2061 to be returned by NRCS.
F	Lyndon	Osage	FSA previously emailed AD-2061 to NRCS for re-confirmation/approval of their space requirements. AD-2061 to be returned by NRCS.
F	Mound City	Linn	FSA reported lessor notification and succeeding lease packet sent; lessor response not yet received.
F	Oakley	Logan	FSA reported lessor notification and succeeding lease packet sent; proposal requested by 07-06-12.
F	Russell	Russell	FSA reported expression of interest ad has been placed; responses due 06-29-12. SAC reviewed 06-15-12 FAC minutes and discussed options.
F	Sharon Springs	Wallace	FSA provided lessor 's succeeding lease proposal to NRCS with recommended approval. NRCS will review today and respond back to FSA.
F	Syracuse	Hamilton	FSA previously emailed AD-2061 to NRCS for re-confirmation/approval of their space requirements. NRCS returned approved AD-2061.

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