

STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES
February 9, 2012
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 December 20, 2011 meeting were approved as written.

GENERAL ITEMS:

- FSA noted to SAC that the December 20, 2011 SAC Minutes previously approved by SAC still need to be posted. Otherwise, local staffs are not aware of SAC information/determinations and/or discussions.
- At the December 20 meeting, SAC discussed the proposal to open a HSPD-12 Enrollment Station at the Manhattan Service Center (FSA). New Enrollment station operation date will begin on March 1. Rural Development will provide training support. NRCS will provide administrative support when current NRCS vacancy is filled.
- Since the Manhattan Service Center will now become a HSPD-12 Enrollment Station, SAC discussed the need for a new HSPD-12 Light Activation Station in Southeast Kansas. Rural Development will discuss opportunity with RD State Director to provide support from the Iola Office.
- NRCS reported the "no firearms" decal currently displayed in service centers does not meet the "no firearm" nor "conceal carry" signage requirements for Kansas. The correct signage (which covers both requirements) is available online. NRCS agreed to print the proper signage and order plastic decal/sign protectors for all service centers. NRCS will distribute new signage to all service centers along with proper posting/display instructions. NRCS will also provide extra supply of new signage to RD and FSA.
- FSA reported LRAT data load action for FSA-875, Reimbursable Agreements is needed/required by NRCS, and RD to complete portfolio and billings.
- FSA previously requested ITS provide available auto-attendant options for review. ITS provided options to SAC. However for consistency purposes, FSA determined to maintain the same auto-attendant options. No additional action will be taken to change telephone programming at this time.
- SAC reviewed/discussed status of outstanding FSA reimbursements from sister agencies. Previous year's billings have not been received by FSA. During the December 20, 2011 SAC meeting, FSA requested RD and NRCS verify status of inter-agency agreement/billings and obligations. NRCS and RD reported some of the FY2011 obligations have been pulled by FSA; however, still no activity on all other previous year's outstanding/unliquidated obligations.
- Due to USDA budget constraints, FSA previously proposed agencies research/evaluate the possibility of increased sharing of resources, such as equipment, vehicles, furniture, copiers, etc. Rural Development is undergoing a Midwest Administrative Services Regionalization Initiative. Rural Development will be cutting fleet in half in March 2012, if possible. Rural Development's

telework agreements are likely to increase and workstation space within other service centers may be requested to be utilized under Core or Situational/Adhoc/Unscheduled agreements. NRCS stated that recently purchased Network copiers can be used/shared on a case-by-case basis; however, they need additional time to further evaluate. Due to NRCS GOV fleet reduction, as well as, past concerns/issues, NRCS is currently not in favor of vehicle sharing; however, will continue to discuss/evaluate. ITS advocated for sharing equipment. Discussion will continue to be evaluated and discussed with management and state leaders.

- ITS discussed the Electronic Fax pilot.
- FSA provided update to SAC on FSA Task Force Proposals for Restructure of Program Delivery.
- FSA provided update to SAC on FSA efforts to utilize GovDelivery.
- ADP Room Log FAC Notice was discussed. ITS previously provided a draft FAC Notice; however, minor revisions are still needed.
- SAC reviewed list of outstanding FAC Notices needed and posted to Service Center Manual website. Additionally, several FAC Notices need to be updated.
 - ADP Room Log – revise/finalize FAC Notice
 - Hazardous weather office policy – draft FAC Notice
 - SAC/LFAC chair notice – update FAC Notice
 - OIP Data Stewards – update FAC Notice
- Service Center Manual updates added or forthcoming. These updates include:
 - Emergency Response Plan (ERP) template – already completed/posted
 - LincPass Enrollment Stations and Light Activation Stations – create new section in SC Manual
 - Telecommunications Map –update map
 - Agreement on shared administrative expenses (fire extinguisher maintenance and flags) FSA agreed to draft. - update manual
 - Contractors working after hours in USDA service centers/PII concerns/lead lease agency responsibility – update manual
- Current ITS Vacancies - ITS has a current vacancy in Goodland (Sherman County). Space location is to be determined. ITS previously requested space in Oakley (Logan County); however, neither FSA nor NRCS have available space to accommodate ITS request. ITS needs space in NW Kansas; Colby (Thomas County) might be a possibility.
- ITS addressed office move procedures for all agencies. SAC reviewed with ITS their request for advance notice of office moves, remodeling, repainting, carpet that impact workstations. ITS presented SAC with AT&T request forms that need to be completed to accomplish USDA moves and/or service changes. ITS addressed the importance of completing the forms and proper notification to ITS personnel. SAC reminded ITS that SAC meetings/discussions include office moves, remodeling, repainting, re-carpet decisions and scheduling specifics/dates. ITS attends/participates in all SAC meetings. SAC also mentioned that ITS used to maintain an online spreadsheet for each agency to post applicable service center information that impacted these items. SAC suggested that ITS re-establish and maintain a similar method to ensure all agencies are informed of service center moves, remodeling, etc.

USDA Service Centers –

Beloit	Mitchell	FSA reported lessor timely completed the new/remodeled space and the Government accepted occupancy February 1; however, agencies could not move in due to a delay of TI line installation and telephone install/service. FSA will be moving on February 27 th and NRCS will move on March 1 st ; phones will be available March 1 – afternoon. FSA will also be notifying current lessor that USDA will officially vacate on March 2.
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Burlington	Coffey	FSA reported granting another extension for new completion date. Interior remodeling has been substantially completed by lessor. Minor outside work remains; new rental rate will be paid effective Feb. 1
Hugoton	Stevens	FSA reported GSA delegated authority has been obtained. FSA re-confirmed NRCS space needs. FSA ready to begin new lease process utilizing new lease reform documents.
Fort Scott	Bourbon	ITS needs more space in this location. NRCS reports this will be first new lease process utilizing new lease reform documents. FSA re-confirmed/initialed AD-2061/space requirements.
Leoti	Wichita	FSA requested update on ADP room temperature from NRCS; NRCS will need to follow-up. NRCS provided copy of new lease to FSA as previously requested.
Lyndon	Osage	FSA reported service center sign underway. Scheduled to be installed by March 1. NRCS share of the installation cost will be included in next postage billing.
Marion	Marion	FSA reported remodeling to meet new lease requirements progressing; however, extending completion date to March 1; from Feb 1.
Oakley	Logan	FSA reported NRCS has re-confirmed AD-2061/space requirements; FSA needs to submit delegated authority request to GSA.
Sharon Springs	Wallace	FSA has received GSA delegation authority approval. FSA ready to begin new lease process utilizing new lease reform documents.
Winfield	Cowley	FSA submitted to and NRCS approved lessor's request for tax increase which becomes effective 02-01-12. FSA sent notification and SLA to lessor.

The meeting adjourned at 3:15 PM.

The next SAC meeting will be held in via teleconference on Thursday, April 12, 2012 at 1:00 PM.

/s/ TERESA L. PEARSON

TERESA L. PEARSON
Acting SAC Chairperson