

**State Administrative Committee (SAC) Minutes
December 13, 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 10:00 AM.

Approval of SAC minutes

Previous SAC minutes from the June 2012 meeting were approved.

MOU – FSA/NRCS

The MOU is signed (12/7) and is being implemented. Further need for clarification will be handled by FSA and NRCS leads. MOU and budget agreement will be in place for one year. MOU is posted to SharePoint.

SAC minutes Correction

The SAC minutes from December 20, 2011 were incorrectly posted to the Service Center manual – the updated version will be uploaded soon and notification will be sent to agencies.

FY2013 Accessibility Reviews/ART Team

NRCS and FSA is working on updating the list of team members.

In accordance w/ 18-AO, counties are required to be reviewed on a three-year cycle. The following locations are past due and will need to be reviewed this fiscal year (12) –

Bourbon	Brown	Douglas
Ellis	Ford	Gove
Nemaha	Ness	Rawlins
Sedgwick	Smith	Thomas

Additionally, locations with recently awarded leases and/or should be awarded in FY13, FSA recommended follow-up reviews (12) –

Wallace	Logan	Linn
Ellsworth	Hamilton	Lincoln

Rural Development will be unable to contribute a team member for reviews; NRCS and FSA will pick up reviews moving forward. Location assignments will be forthcoming.

Special Emphasis Program Activities

Last FY joint SEPM training was conducted by Graduate Schools. Agencies further discussing opportunities for joint activities in the future to highlight special emphasis programs.

MP-52 Poster

The MP-52 poster dated 10-1-2012 will be included in the Service Center Manual; an email will be provided to all employees.

MIDAS Training

FSA reported all employees will be participating in MIDAS training Jan 20-March 1 at 10 different locations across the state.

SAC Chair

January 2013 the SAC chair will be NRCS.

Change in Procedure for ITS Remodels

ITS will be required to get all floorplans and items relative to the APD checklist approved by Mary Conner. ITS is required to follow DM 3510-001, DR 3901-001 and DR 3902-001. ITS will work with Patty Hageman (lead lease contact) to complete the checklist for approval. The checklist and approval process will be implemented immediately.

City	County	Remarks
Dodge City	Ford	FSA reported lease delegation request was submitted to GSA 12-06-12 for lease extension and long term new lease.
Ellsworth	Ellsworth	Succeeding lease has been awarded. Lessor is completing ADP room remodeling, providing new paint/carpet and completing all other new lease requirements/updates.
Hays	Ellis	Agreement has been reached on new lease. Once building/space measurements are locally completed, FSA will finalize new lease documents and forward to lessor for signature.
Hugoton	Stevens	FSA provided construction/remodeling project update. Lessor running slightly behind schedule since contractors are not readily available due to other major ongoing construction projects in the community. May need to extend the projection completion date.
Lawrence	Douglas	FSA reported on status of USDA's 10-30-2012 request to GSA for reconsideration of lease delegation denial. FSA followed-up with GSA several times in November and December; however, GSA has not yet made final determination.
Lincoln	Lincoln	GSA approved lease delegation request for new long term lease.

Lyndon	Osage	FSA reported, the FAC-approved proposed floor plan/turn back of excess space for succeeding lease was received and forwarded to NRCS 12-04-2012. NRCS will review and respond back to FSA.
Manhattan	Riley	NRCS indicated they may need storage shed; however, decision is still pending. RD reported ADA door openers are installed; GSA contacted for adjustments.
Mound City	Linn	Succeeding lease has been awarded. Lessor is completing ADP room remodeling, providing new paint/carpet and is completing all other new lease requirements/updates.
Oakley	Logan	Succeeding lease has been awarded. Lessor is completing ADP room remodeling, providing new paint/carpet and completing all other new lease requirements/updates.
Oskaloosa	Jefferson	SAC discussed new paint/carpet. FSA is working with lessor to coordinate project and installation schedule.
Ottawa	Franklin	SAC discussed cost of hallway. NRCS and FSA will further review to determine how hallway cost should be shared.
Russell	Russell	SAC reviewed/discussed lessor provided building plan. FSA will work with furniture vendor and provide local staff with furniture layout options.
Sharon Springs	Wallace	Succeeding lease has been awarded. Lessor is completing ADP room remodeling, providing new paint/carpet and completing all other new lease requirements/updates.
Syracuse	Hamilton	GSA approved lease delegation request for succeeding lease.
Topeka	Shawnee	GSA approved lease delegation request for new long term lease. SAC also reviewed/discussed parking lot safety concerns.
Wakeeney	Trego	GSA approved lease delegation request for new long term lease.

Next Meeting –

February 12, 2013 @ 10:00 AM (Via Conference Call).

Meeting concluded at 12:00 PM

Karissa Berks

SAC Chairperson