

State Administrative Committee (SAC) Minutes
April 12, 2012
Teleconference

Attendees:

NRCS –Loren Graff, Erin Riffey, Molly Hemstock

FSA –Jack Salava, Patty Hageman, Kimy Nash

RD – Terri Pearson, Karissa Berks

IT – Kris Becker, Gail Painter

Meeting called to order at 1:00 PM.

Approval of SAC minutes

Previous SAC minutes from the February 9, 2012 meeting were approved.

Light Activation Center –

Equipment has been moved to the Iola office. Equipment didn't include a laptop or workstation. RD has asked NRCS or FSA to provide a workstation as RD is at limit on EATS/OCIO workstation capacity. FSA agreed to provide workstation.—RD has offered training on how to operate the LINC Pass equipment. Manhattan service center staff may need training. FSA will verify and contact RD. RD will review travel budget to ensure miles can be incurred. ITS confirmed a desktop is available for set up for the activation center.

Sign Request – Manhattan Service Center

Producers are finding it difficult to find the office due to recent construction project that will be completed sometime in 2014. Service center has requested the purchase of signage to direct customers to the alternative route. The signage could be costly. Estimates have not yet been obtained; however, anticipate \$200 or more each and three signs are being requested. The city and contractor are unclear on whose responsibility it is to provide and/or approve the signage being posted. SAC discussed request and recommend local service center first attempt to work on getting information out locally without incurring costs for the signs. Means of communication may be local media, newsletters, mailings, etc. All agencies will increase efforts to send the message regarding the detour to the Manhattan Service Center.

Contractors/Landlords Unescorted Access – PII Concerns

FSA provided information regarding recent Notice SEM-13, which provided clarification regarding background checks on lessors and contractors who require unescorted access (janitors, etc.). Due to budget constraints, FSA is unable to perform this function, except in special circumstances in which case the national office will perform the background check. FSA is required to review all labor contracts; therefore, will be notifying lessors to request all janitorial staff complete/submit OF-306. NRCS agreed to utilize the same document when applicable.

Telework –

RD working with FSA and NRCS on agreements for shared service center space for RD telework employees. Following RD approval of request to use a service center for their telework location, state office representatives will work together to make appropriate reviews/determinations for accommodations. Currently, no need for an official cost share arrangement, since currently only minimal costs may be incurred for printing needs. If concerns arise, an agreement may be needed in the future. IT will assist with adding networked printers for use by telework employees.

LRAT –

FSA requested update on status of outstanding reimbursable agreements needing to be approved in LRAT. SAC discussed specific locations with excess space; however, for the initial LRAT data load of reimbursable agreements, SAC previously agreed during their February 3, 2011 meeting to utilize all previously completed/approved hard copy agreements. All changes and/or corrections to reimbursable agreements will be addressed when new leases and/or space changes occur. NRCS will work with FSA to resolve concerns with remaining reimbursable agreements.

Other Reimbursable Agreements – FSA is working on cleaning up other outstanding reimbursable billing issues. RD is working on postage meter agreement for FY11 4th quarter and will be sending a report on outstanding items still to be collected from previous years. NRCS will also review and submit status of uncollected reimbursements to FSA.

Sharing of Agency Resources –

State Directors of FSA and NRCS met to explore sharing of resources (equipment, vehicles, etc). NRCS has agreed to provide FSA excess scanners. Another meeting is scheduled to evaluate additional resource sharing possibilities. RD can be included as well.

Service Center Manual Updates –

SAC reviewed the process of posting/updating to the Service Center Manual. NRCS maintains the electronic service center manual on website. Changes and/or additions by SAC need to be sent to NRCS, to be posted to electronic service center manual.

SAC reviewed list of manual updates that need to be accomplished –

- Emergency Response Plan - has been completed and posted
- 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
- 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. Possible end date end of summer, date is flexible.

- 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

FAC Notices –

Next FAC meeting is April 17th, SAC chair will work on the following information -

- ADP Room log
- Hazardous weather office policy
- SAC/LFAC chair notice
- OIP Data Stewards

Checking into electronic signatures for FAC to approve

Human Pandemic Plan – handled by Emergency Preparedness Coordinator and FAC.

Conceal Carry Sign –

NRCS reported signs have been distributed to all service centers, including all stand alone offices.

Belleville will need different signage since their door does not have clear glass.

Currently working with an older sticker.

Service Center Updates –

Hugoton (Stevens County) – FSA has initiated process to obtain new lease.

Oakley County (Logan County) – FSA submitted the delegation request to GSA in late March.

Mound City (Linn County)/FSA has initiated process to obtain new lease.

Sharon Springs (Wallace County)/FSA has notified lessor and requested new lease proposal by 4/23.

Next Meeting –

SAC discussed utilizing VTC for the next SAC meeting. RD unable to connect; therefore, teleconferences are recommended.

Next meeting is Wednesday, June 20th @ 9:00 AM

Meeting concluded at 2:45 PM

Karissa Berks
SAC Chairperson