

**STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES**  
**October 5, 2010**  
**FSA State Office, Manhattan, Kansas**

**ATTENDEES:**      **Molly Hemstock, NRCS**                      **Patty Hageman, FSA**  
                         **Erin Riffey, NRCS**                                      **Jack Salava, FSA**  
                         **Kris Becker, ITS**                                      **Kimy Nash, FSA**  
                         **Julie Koch, RD**

The meeting was called to order at 9:40 a.m.

The minutes of the June 16, 2010, meeting were approved as written.

**GENERAL ITEMS:**

RD provided SAC with the status of phone systems. Topeka (RD State Office) phone system will be installed the week of Nov. 15 and Iola Service Center will be installed the week of Oct. 27. Newton installation is on hold due to the remodel. The Hays and Garden City phone systems have been ordered but have not arrived. The tentative installation dates are Nov. 1 and Nov. 29, respectively. Cost for the systems were divided as follows: Newton – NRCS/FSA are only paying for headsets; Manhattan and Iola – funded by RD; Garden City and Hays – everything is split between the agencies.

SAC discussed the sharing of computers by USDA service center agencies. SAC agreed to have ITS check with the applicable agency before allowing sharing computers amongst agencies.

SAC discussed the responsibility of fire extinguishers. FSA will do a survey of counties to see who has fire extinguishers and what kind. RD will check with GSA on the fire extinguishers in the Manhattan Service Center to get information on ownership, maintenance, etc. ITS Departmental regulations require an FE-36 to be in the ADP room.

RD updated SAC on the status of VTC equipment in RD offices. RD has received the high-end computers. Garden City and Manhattan have their computers and the other locations' computers will be disbursed. The TVs and carts have not yet been received.

LincPass Light Activation Stations were discussed. Equipment will be sent to connect to the current computers on hand. Applicable employees will be trained to activate LincPass cards. Light Activation Stations will be operated by FSA in Manhattan, Hoxie, El Dorado; by RD in Iola; and by NRCS in Hays.

Smokeless tobacco use in service centers was discussed. The SAC determined not to impose any restrictions on use of smokeless tobacco in the service centers until more information on the issue is received

Post office box payment process was discussed. Currently NRCS pays for some of the boxes and FSA pays for some of the boxes. SAC agreed to have FSA pay for all post office boxes and request

reimbursement from NRCS/RD. The reimbursement will be included in the postage meter rental reimbursement paperwork.

FSA will be participating in a Postage On-Line pilot project. The pilot project is with the Stamps.com company. FSA National Office predicts a \$40,000-\$60,000 savings per year using online postage versus the current postage meters. The cost is \$25.18/month per unit for 100+ units with 3 licenses per location. Postage reports will be available on-line from the system and each agency would have their own code to track postage used. Postage meters will stay in the service centers at least until the end of the first quarter of fiscal year 2011, while the pilot is being completed. More information will be coming soon.

SAC discussed the fax machine/remanufactured cartridge policy. The ABM Blanket Purchase Agreement is extinct, so the agencies may buy new or remanufactured cartridges.

SAC reviewed a request from the ARTeam to establish 20 offices for FY11 reviews. A discussion was held to determine if the ARTeam should go back and review the corrections made to a service center after a landlord had corrected deficiencies noted by the original review. The consensus was made for the review team to make follow-up inspections. NRCS and FSA will coordinate to provide the ARTeam with a list of FY11 reviews.

FSA provided SAC an update on the revision to Handbook 33-AS. The RPLOs received training in Kansas City on the new revision to 33-AS Handbook. FSA is not authorized to exercise any more unpriced renewal options under the old CCC authority. Therefore, any CCC leases with unpriced renewal options after January 1, 2011 who are slated to be NRCS lead leases, will be turned over to NRCS once the lease expires. Note: FSA will maintain lease management responsibility until NRCS has established a new lease. FSA RPLOs have been assigned to FSA's Management Service Division in the National Office for operational management responsibility.

NRCS and RD requested that FSA State Office send notifications to lower the flag at service centers when received by the National office. FSA agreed.

SAC discussed the decision of FAC concerning placing a sign in service centers to limit the use of cell phones of customers. FAC did not feel it was a good policy to place these signs in service centers. Employee usage of cell phones is a supervisor responsibility.

The FSA State Executive Director proposed implementing an "Infants In The Workplace" program. FSA National Office (DAFO) denied the request to implement the program.

SAC discussed the SFO Attachment 2, USDA/OCIO/ITS Requirements. The new attachment removed specific number of quad/hex plates required. FSA proposed to put the information back in the SFO attachment. ITS will devise a proposal and SAC will review for approval.

FAC Notice 2007-1 should be obsolete and removed from service center manual. FAC Notice 2009-5 is the correct notice which states FAC/SAC chair is rotated annually on a calendar year basis not a fiscal year basis.

SAC was informed that FSA and NRCS have conflicting procedures on handling Personal Identifier Information (PII).

## **USDA SERVICE CENTERS:**

Garden City (Finney) – FSA-875 was presented to SAC. NRCS/FSA/RD will review distribution of excess space. FSA-875 was not signed at this time and may need revised.

Hays (Ellis) – RD inquired on status of new lease. FSA reported no change.

Iola (Allen) – NRCS presented and SAC reviewed delineated area map and justification. SAC determined to square up the boundaries and approved the delineated area. FSA will obtain a lease extension of 18-months.

Manhattan (Riley) – RD gave an update on the AC/humidity issues in the service center. Comments have been good from employees/customers. A fire extinguisher for the ADP Room is needed in this location. RD will check with GSA on specific requirements.

Newton (Harvey) – RD's new storage unit has been installed. Phase 1 of remodel is almost complete. Phase II has started and should be completed by end of October. Phase III will begin either the week of Nov. 8 or 15. Total completion is scheduled for Jan. 24<sup>th</sup>. FSA wants to have an auction for excess furniture and RD and NRCS are to let FSA know if they have excess furniture to be included. The County office is still concerned that parking will not be adequate for service center.

Rural Development left the meeting at 1:30 p.m.

Alma (Wabaunsee) – NRCS has submitted delegation of authority, which has not yet been granted.

Burlington (Coffey) – FSA issued a cure notice to lessor to repair parking lot entrance and sidewalk. FSA also recently addressed water leaks and mold under break room sink with lessor. Lessor indicated appropriate repairs would be made.

Cimarron (Gray) – Delegation of authority has been granted and NRCS to continue with the lease process.

Clay Center (Clay) – NRCS provided FSA a signed month-to-month FSA-875.

Effingham (Atchison) – Negotiations continue with lessor to obtain lease renewal option.

El Dorado (Butler) – Negotiations continue with lessor on lease renewal option.

Emporia (Lyon) – SAC received complaints of odor in men's restroom. FSA will follow-up to resolve/repair.

Erie (Neosho) – SAC received complaint of afterhours littering issue.

Ft. Scott (Bourbon) – NRCS will seek GSA delegation of authority.

Fredonia (Wilson) – NRCS provided FSA a signed month-to-month FSA-875.

Great Bend (Barton) – NRCS issued a cure notice to the lessor for the RC&D lease for mold in the conference room.

Goodland (Sherman) – Negotiations continue with lessor to obtain lease renewal.

Hiawatha (Brown) – FSA inquired on status of lease due to request to make adjustment to workstations in the FSA open office space. NRCS lease and will be awhile before starting the lease process in this location.

Johnson (Stanton) – GSA granted lease delegation authority to NRCS.

Leoti (Wichita) – GSA granted lease delegation authority to NRCS.

Lincoln (Lincoln) – NRCS reported to SAC the lack of space in open office area and conference room, parking issues, handicap parking spot is out of compliance and men's restroom is storage for cleaning cart. Issues will be addressed in new lease.

McPherson (McPherson) – FSA provided FSA-875 to NRCS for approval/signature.

Ness City (Ness) – GSA granted lease delegation authority to NRCS.

Norton (Norton) – Service center sign is not within sight of the road. FSA will review the sign placement to see if easily corrected. If not, signage will be addressed in new lease.

Scott City (Scott) – Negotiations continue with lessor to obtain lease renewal.

Sedgwick (Wichita) – FSA provided FSA-875 to NRCS for approval/signature.

Stevens (Hugoton) – NRCS provided FSA with the signed AD-2061.

Stockton (Rooks) – FSA is following up and working with lessor to complete new lease requirements.

Sublette (Haskell) – GSA granted lease delegation authority to NRCS.

Tribune (Greeley) – NRCS submitted GSA delegation authority, has not yet been granted.

Ulysses (Grant) – GSA granted lease delegation authority to NRCS.

Wellington (Sumner) – Negotiations continue with lessor to obtain a succeeding lease.

Winfield (Cowley) – Negotiations continue with lessor on proposal for succeeding lease.

The meeting adjourned at 3:15 p.m.

The next SAC meeting is scheduled for December 2, 2010, 9:00 a.m. at the FSA State Office in Manhattan, Kansas.

/s/ Jack R. Salava  
JACK R. SALAVA  
SAC Chairperson