The meeting was called to order at 1:01 p.m.

The minutes of the May 9, 2013, teleconference were approved as written.

**GENERAL ITEMS:**

FSA will start placing Lexmark printers in larger offices (6-10 employees) under Managed Print Services on an as-needed basis; existing Ricoh printers will still be used in smaller offices as part of NRCS/FSA resource sharing agreement.

SAC discussed the new EVoIP systems and the options that are now available; the priority order of installation offices was discussed as well as updating the directories which is an IT function; Service Center (SC) personnel will work with IT personnel to get information into AT&T directory, then emailed out in consistent format; the service center manual contains the proper format.

SAC discussed that FSA has been approved for Voluntary Early Retirement Authority (VERA) for a limited time.

The NRCS Administrative Solutions Project (ASP) is moving forward as planned; scheduled for full implementation by December 2014.

SAC discussed the FSA/NRCS Resources Sharing Agreement. The agreement will be renewed for another year.

NRCS has completed all 2013 ART reviews; FSA will finish up and route for signature by all authorities.

SAC discussed E-Verify posters with a requirement to post in all offices. FSA will verify with their national office and notify RD and NRCS on posting requirement. FSA will notify NRCS and RD of their findings; If required by all agencies, the posters will be added to required posters list.

SAC discussed the telework policy and the use of telework by employees.

Karissa Berks is the SAC contact for Rural Development. SAC correspondence only needs to be sent to her.
USDA SERVICE CENTERS:

Iola (Allen)—(RD)—FSA will be requesting succeeding lease proposal from lessor.

Altamont (Labette)—FSA is working with lessor on succeeding lease proposal.

Anthony (Harper)—FSA is working with lessor on succeeding lease proposal.

Atwood (Rawlins)—Local FAC submitted office layout plans. NRCS needs to further discuss options and will get back to FSA.

Burlington (Coffey)—FSA is working to resolve deficiencies at service center.

Cimarron (Gray)—FSA reported the new lease was awarded and lessor began remodeling.

Columbus (Cherokee)—FSA received the lessor’s proposal for succeeding lease and will review.

Dodge City (Ford)—FSA is in the process of obtaining a long-term lease.

Fort Scott (Bourbon)—FSA is in the process of obtaining a long-term lease.

Fredonia (Wilson)—FSA reported the succeeding lease process has been initiated.

Girard (Crawford)—FSA is working with lessor on succeeding lease proposal.

Holton (Jackson)—FSA is working with lessor on succeeding lease proposal.

Independence (Montgomery)—FSA is working with lessor on succeeding lease proposal.

Kingman (Kingman)—FSA is working to obtain a long-term lease.

LaCrosse (Rush)—FSA is working with the lessor on succeeding lease proposal.

Lawrence—(Douglas)—SAC will schedule meeting with GSA to discuss wiring, furniture, floor plans and available space; due to time requirement for lessor to obtain building permit for remodeling, USDA will temporarily occupy vacant space in the building by October 1, 2013.

Lyndon (Osage)—FSA is working with the lessor on succeeding lease proposal.

Osborne (Osborne)—FSA is working with the lessor on succeeding lease proposal.
Pratt (Pratt)—SAC reviewed local FAC suggested layout options; the cost associated with moving the ADP area is significant so SAC does not support that option since other options are possible.

Russell (Russell)—FSA reported lessor has potential new tenant for returned space. SAC discussed sharing the break and conference area with the tenant.

Seneca (Nemaha)—FSA reported the succeeding lease process has been initiated.

Sharon Springs (Wallace)—FSA reported that per the new lease, new carpet/paint will be provided by September 1, 2013.

Smith Center (Smith)—FSA is working with the lessor on succeeding lease proposal.

Stafford (St John)—FSA is working with the lessor on succeeding lease proposal.

Syracuse (Hamilton)—FSA is working with lessor on succeeding lease proposal.

Ulysses (Grant)—FSA is working with lessor on succeeding lease proposal.

Meeting was adjourned at 3:03 p.m. The next SAC teleconference is scheduled for October 8 at 10 a.m.

(Signed)

LOREN L. GRAFF
SAC Chairperson