AGENCIES:  Natural Resources Conservation Service (NRCS) – Chair  
              Farm Service Agency (FSA)  
              Rural Development (RD)  
              Client Technology Services (CTS)

ATTENDEES:  Gaye Benfer, NRCS  
             Loren Graff, NRCS  
             Jack Salava, FSA  
             Patty Hageman, FSA  
             Karissa Stiers, RD  
             Gail Painter, CTS

The meeting started at 1:00 p.m.

The minutes of the previous meeting have been reviewed, approved, and posted to the website. There were no additional changes to the minutes.

OLD BUSINESS ITEMS:

Emergency Response Plan template – FSA will draft changes and send to other agencies to review.

Policy on Back/Side doors – FSA will draft policy and send to other agencies to review.

NEW GENERAL ITEMS:

Active Threat Training – RD worked with Department of Homeland Security to conduct training at the RD state office. It was good training. RD will provide contact name to NRCS and FSA in case other agencies would be interested in the training.

Financial Training – RD has used Benchmark Financial to conduct financial retirement training in the past. RD wanted to explore interest in a future training in which VTC might be used to reach a broader audience.

Accessibility Reviews – this year, RD will handle reviews at Iola and Newton where they have a presence. RD will train additional employees so they can conduct some reviews in offices that RD does not have a presence to assist with workload.

Session Initiated Protocol (SIP) – CTS will be working to transition 43 sites to SIP by early Fiscal Year (FY) 2017. There will be 19 full SIP sites and 24 Long Distance only (LD) sites. Surveys for these sites are to be completed by late-June.

eVOIP – by the end of May or early June, the eVOIP transition should be completed. The FSA and RD state offices should be the last ones. Changes are being made that will give CTS more control over programming of eVOIP phone systems. Agencies will
further evaluate if connections for eVOIP phones should be installed in breakrooms due to the additional costs.

Wichita Farm & Ranch Show – all three agencies will participate in a shared booth at the Wichita Farm & Ranch Show to be held in November.

Security Assessments – several consistent suggested items were noted from the recent Security Assessments completed by field staff and submitted to the Emergency Preparedness Division. The items that require costs and are not an urgent concern will be addressed as leases are revised. Some items do not involve costs and/or are currently in policy that should be followed.

FSA Information Technology (IT) Steering Committee – FSA conducted an internal review of IT activities. FSA is trying to improve systems and connections to reduce employee wait times. FSA has 10 offices in Kansas with slow download/upload times due to low bandwidth.

Office Information Profile (OIP) Data Steward – in order to make changes to those with permissions to the OIP data, a memo must be signed by the State Food and Agriculture Council (FAC) and submitted to the National OIP Data Steward. Each agency will submit any changes to NRCS. NRCS will draft a FAC memo to be signed by each member for submission to the National OIP Data Steward.

Next SAC Teleconference is scheduled for August 2, 2016 at 10:00 a.m.

**USDA SERVICE CENTERS:**

**Riley County, Manhattan** – National Agricultural Statistics Service (NASS) space is almost completed. RD presence at this location is only sporadic when an employee is teleworking.

**Cheyenne County, St. Francis** – remodeling is progressing and new lease items should be completed soon

**Coffey County, Burlington** – remodeling has been completed; walkthrough was completed on March 4th. The new lease was effective April 1, 2016.

**Cowley County, Winfield** – request for lease proposal for new/succeeding lease was sent to lessor earlier this month

**Greenwood County, Eureka** – waiting on General Services Administration (GSA) delegated lease authority approval. Request for lease proposal for new/succeeding lease will be sent to lessor this month.

**Haskell County, Sublette** – proposal received from lessor; working with lessor on new/succeeding lease

**Kingman County, Kingman** – working on final stages of new lease
Shawnee County, Topeka – new lease awarded; kick-off meeting was held with local staff on May 5th; completion date of remodeling to be October 1, 2016.

Stanton County, Johnson – request for lease proposal for new/succeeding lease was sent to lessor earlier this month.

Trego County, WaKeeney – working on final stages of new lease

Barton County, Great Bend; Clay County, Clay Center; and Lincoln County, Lincoln – last 3 locations (full & open solicitations) that were assigned to broker. Anticipate initiating the full & open solicitation process in May.

GAYE L. BENFER
SAC Chairperson