STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES
April 11, 2017; 10-11 am
Teleconference

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

Attendees: Jack Salava, FSA                 Loren Graff, NRCS
           Karissa Stiers, RD                  Gaye Benfer, NRCS
           Patty Hageman, FSA                  Suzanne Bertrand-Wear, FSA
           Tracey Weston, FSA                  Kim Schmidt, FSA
           Gail Painter, ITS

The February 14, 2017 minutes were posted.

Emergency Response Plan – Kim Schmidt sent out a proposed plan in which information on
Active Shooter has been added. All changes were approved. It will be posted with the Service
Center Manual and each agency will be informed of the changes.

Administrative Updates

FSA
- Hiring Freeze is still in effect, but some exceptions have been given. That has allowed
  FSA to finish the hiring process which was in process prior to the freeze for one Kansas CED vacancy.
- No information has been given regarding the Continuing Resolution which expires April 28.
- Appointment of Kansas SED – The Secretary of Agriculture should be appointed by the end of April. Political leadership positions within FSA should be filled shortly afterward.
- Many USDA agencies and organizations have collaborated in working with the wild fires that occurred in Kansas.

Rural Development
- 2018 Budget proposes to eliminate critical programs in Rural Development; programs that will impact community water and wastewater resources, businesses and farmers and ranchers.
- No word on a State Director; no word on an official timeline for an appointment, but appears to be extended.

NRCS
- Trying to get some reassignments completed within the agency with the hiring freeze still in effect
- Able to hire new student trainees. 4 current, 3 have been hired and attempting to hire 6 new interns.
- Waiting for the Continuing Resolution to be approved regarding the budget.
FY2017 Accessibility Reviews – Suzanne Bertrand
We have not yet received any completed reviews at this time. Reviews are completed on a rotational basis, as well as, performing a follow-up review when a new lease becomes effective.

AGPMR Advisory No. 16-01, Rev.1 – Patty Hageman
- The new utilization rate requirement which was issued by the USDA (2-4-2016), initially applied to full and open solicitations; however, this revision (4-6-2017) now includes and applies to all new and succeeding lease processes. This will likely not change/impact Kansas processes as much since we already determine/evaluate current space needs and execute new/succeeding leases accordingly.
- Agencies will need to review Section 3 of the Advisory to determine applicable staffing definitions.
- If an agency cannot achieve the 150 square foot per person utilization rate, the agency effected will need to request/obtain waiver.
- AD-2061s that were recently signed will need to be re-evaluated as soon as possible to ensure the UR requirement is met.

Lease Amendments – Tracey Weston
FSA has completed 12 Ownership changes and 4 Tax Escalations.

Outreach Event – Tracey Weston (on behalf of Kitra Cooper)
May 31 – FFA Career Fair, KSU-Manhattan

Next SAC Teleconference: Date: Tuesday, June 13; Time: 10:00 am -12:00 pm

Service Center Updates/Items –

Barton County, Great Bend – new lease update
- Awarded; anticipated effective date is 12-1-2017
- Lessor has begun initial work to prepare site and obtain necessary permits, etc.
- Anticipate initial kick-off meeting with lessor and agency later this month.

Clay County, Clay – new lease update
- A lot of progress has been made with the build out.
- Estimated completion 7-1-2017; move-in may not be until July 15 due to FSA sign-up deadlines.
- The system furniture might be able to be moved prior to the actual move.
- NRCS plans to take the lead on coordinating/procuring moving company; agencies to split/share cost.
- The floor plan with the proposed system furniture layout will be forwarded to Loren.
- Loren has been talking with David Ross (FSA) regarding the conference and breakroom tables.
- Formal termination notice has been issued/mailed to the Lessor.
Cowley County, Winfield – succeeding lease update
• Several new lease items have not yet been completed; interior door between ADP room and break room needs to be removed and the wall closed up. Defective window(s) still need to be repaired or replaced. New janitor is still needed.
• FSA will follow-up with Lessor.

Decatur County, Oberlin – F&O update
• Solicitation is still open
• Request for lease proposals have been issued/sent; responses due the end of April.

Edwards County, Kinsley – succeeding lease update
• Sending Request for Lease Proposal (RLP) packet to Lessor as soon as the Delegation Request has been approved by GSA
• current lease expired 12-31-2016; extended thru 12-31-2017

Greenwood County, Eureka – succeeding lease awarded/update
• Everything has been completed.
• Space measurement and punch list documents are being obtained; amendment to accept space/lease will be executed.

Haskell County, Sublette – succeeding lease awarded/update
• Space updates have been completed; space/lease been accepted effective 2/1/2017.

Kingman County, Kingman – new lease update
• Interior is complete. Exterior items; parking lot needs to be completed.

Lincoln County, Lincoln - full & open solicitation update
• New ownership documents have been received and sent to the Regional Attorney for review and approval. Once approved, the new lease will be awarded.

Rawlins County, Atwood – succeeding lease update
• Space updates have been completed.

Shawnee County, Topeka – new lease update
• Garage is installed; doors and openers still need to be installed, as well as, security system.
• Should be completed by the end of this month.

Stanton County, Johnson – succeeding lease update
• New building owner is not responding to our requests for a succeeding lease proposal.

Trego County, WaKeeney – new lease update
• Everything has been completed.