STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES
August 22, 2017; 10-11:30 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    Kris Becker, ITS CTS
Patty Hageman, FSA    Kim Schmidt, FSA
Tracey Weston, FSA    Gail Painter, ITS CTS

The June 13, 2017 minutes were posted.

MPS machines
- FSA is approved for 50 sites and NRCS has submitted an order for 48 sites, which includes Area Offices and State Office
- XEROX has the contract and will be doing a site assessment on each location. Each agency has the choice to accept XEROX’s recommendations or to do something different.
- Orders placed in August will be scheduled to be installed in December.
- Debbie Newton will be NRCS’s POC and FSA CEDs will be the site POCs
- Future decisions will be coordinated between agencies to see if efficiencies can be gained by sharing resources.

Resource Sharing Agreement
The Resource Sharing Agreement has worked well for both agencies. Both FSA and NRCS have agreed to continue the Resource Sharing Agreement.

FSA Personnel Updates
- The Executive Officer vacancy should be filled soon.
- Interviews for the District Director Position in the NE part of the state (District 1) will be next week.
- CED vacancies will be filled in Saline, Kingman, and Ellsworth/Lincoln Counties
- One PT vacancy was filled in Smith County.
- Approvals were obtained to hire 4 more PT positions. Gove or Brown County’s position and needs national approval. Counties that will fill these vacancies are: Shawnee, Clark, Bourbon, and Gove or Brown.

Hayworth Furniture
- FSA is paying to store Hayworth furniture at Contract Design Group’s facilities. If NRCS has any needs, contact FSA.
- RD also has some pieces that will be excessed in Garden City and Manhattan, so if any of the offices need any of the pieces, please let them know.
Retirement Training Webinar
FSA is arranging for some retirement training for FERS employees who are 5 years from
retirement eligibility. There will be a 2 hour webinar on September 28 by Federal Benefits that
RD and NRCS are invited to attend. Details will be sent out in the next couple of weeks.

Review of Policy for Abusive Customers/those placed on restrictions
- FSA will review the customers on the restricted list with the District Directors and any
  changes will be approved by all effected agencies located within the building.
- In future letters to customers placed on restriction, it might be prudent to put the burden of
  lifting the restriction on the customer. The letter that is sent to the customer will be
  reviewed.

Next SAC Teleconference: Date: Tuesday, October 24; Time: 10 am-12 pm

Service Center Updates:

Barton County (Patty) – FSAs broker contractor will be managing the new lease build-
out/building project. December 1 was the original completion date, however, that date will
change due to a delays in obtaining permits.

Brown County, Hiawatha (Suzanne) – Request for Lease Proposal (RLP) with Lessor

Clay County, Clay Center (Patty) – Building is complete, move completed and space accepted
July 1.

Cowley County, Winfield (Patty) – Improvements are complete and space accepted August 1.

Decatur County, Oberlin (Patty) – Full & Open (F&O) solicitation proposals are being
reviewed.

Dickinson County, Abilene (Tracey) – RLP with Lessor

Edwards County, Kinsley (Tracey) – Lease signed, effective 1/1/18 after improvements complete

Finney County, Garden City (Suzanne) – The 150 UR will be difficult to obtain for RD as it has
only one employee. RD asked that space requirements change from an office to a workstation as
office space is no longer needed. Using those changes, the 150 UR will be met.

Greeley County, Tribune (Tracey) – RLP with Lessor

Hamilton County, Syracuse – The Syracuse Post Office is no longer providing a post office box
for free. Since both agencies are sharing the same mailbox, it was determined that payment will
be on alternative years by FSA and NRCS.

Lincoln County, Lincoln (Patty) – FSAs broker contractor will be managing the new lease build-
out project. Lessor on completion schedule.

Miami County, Paola (Suzanne) – Lessor proposal received and is being reviewed

Montgomery County, Independence – Extension Service is moving out of the Service Center
and has furniture in the conference room available for purchase. Neither FSA nor NRCS will
purchase the furniture. FSA will contact lessor regarding continued use of conference room.
Nemaha County, Seneca (Suzanne) – RLP with Lessor

Pawnee County, Larned (Tracey) – RLP with Lessor

Pottawatomie County, Westmoreland (Tracey) – Final stages of negotiation with Lessor

Shawnee County, Topeka (Patty) – Improvements are to be complete by the end of August.

Stanton County, Johnson (Patty) – Lessor in contact with FSA regarding succeeding lease and obtaining new bids with different contractor.

Thomas County, Colby (Suzanne) – RLP has been received and is being reviewed

Trego County - Wakeeney – Hail caused damage to the metal siding and window. Repairs have been made in a timely manner by the Lessor. NRCS had a vehicle that was significantly damaged by the hail.