STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES
October 24, 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:
            Lance Thompson, FSA          Gaye Benfer, NRCS
            Karissa Stiers, RD           Loren Graff, NRCS
            Patty Hageman, FSA          Debbie Newton, NRCS
            Tracey Weston, FSA          Kris Becker, ITS CTS
            Suzanne B Wear, FSA         Gail Painter, ITS CTS
            Kim Schmidt, FSA

The August 22nd, 2017 minutes were posted.

Next SAC Teleconference: Date: January 23, 2018. Time: 10am-12pm

Updates on Leadership
• RD  Anticipated State Director by the end of the calendar year
• FSA  Anticipated announcement of State Executive Director by with arrival by mid-November.
• NRCS  Eric Banks left to take a position in North Carolina. Acting State Conservationist is Sheldon Hightower

SAC Lead for FY 2018 is Rural Development; and will chair next meeting.

Data Calls
As USDA continues to navigate this changing environment, Gaye reminded us the new Secretary is focused on Customer Service, Efficiency and Effectiveness. Each agency reported they had received data calls on co-located office locations.

Farm Production and Conservation Mission Area (FPAC) Vehicle Reduction
•  Nationwide FPAC fleet will be reduced by 1000. NRCS portion will be 975 vehicles. Specifically in Kansas, there will be a reduction of 23 vehicles.
•  The vehicles marked for reduction will be permanently parked this week.
•  NRCS will be relocating vehicles to areas to accommodate the shortage. NRCS may not be able to accommodate all of FSA vehicle requests at that time, but it is expected to be short-term and sporadic.
MPS
- Kim began with the request for the site plans to be uploaded to a common site.
  - Site plans can be basic outline of building with location of printers.
    Location to be determined
- CTS will upload sites for NRCS
- There were 25 sites that NRCS and FSA that matched up
- FSA and NRCS will act as a backup if there are problems with sister agency printers.
- NRCS is weighing options of repair for RICOH printers if MPS will not arrive in time.

LincPass card enrollment update
- ARS is going from 5 employees to 2 due to attrition
  - Will not be able to staff additional stations
  - Manhattan Enrollment station might be restricted to ARS employees due to high workload.
  - Will be willing to train FSA/NRCS employee to staff extra station
- Debbie reported what the demand is for the following locations:
  - Manhattan – 12 in April-June timeframe, 8 in July-August
  - Emporia – If we could get another mobile enrollment station in the spring, NRCS has 47 employees in the proximity that need a new card, plus any that couldn’t go to Hays. Would be an option for the Manhattan area employees.
  - Hays – Mobile Station is tentatively planned to be in Hays week of Dec 4, 2017, targeting employees to the West of Salina. NRCS has 75 employees that could be sent to Hays mobile enrollment station
  - Dodge City – there are 18 employees in the counties close to Dodge City (5 during April-June, 13 during July–August)
  - Manhattan Enrollment station has proposed that trained activators use their facilities in the future. FSA is researching possibilities
- Kim reported-FSA employees needing updated cards:
  - 141 expire in May 2018,
  - 62 expire in September 2018,
  - 68 in January 2019

Service Center Manual for Missing Children Posters
- Required for GSA offices; optional for other offices
- CED responsible for downloading posters; Kitra Cooper can supply the link to NRCS for updating the mandatory posters web page

FSA Personnel Updates
- Lance Thompson October Executive Officer
- Sarah Falk October District Director Zone 3
- Amanda Aherns October CED, Saline County
- Dawn Dolezal October CED, Ellsworth, Lincoln
- Shevell Bowman October CED, Kingman
- Vacancies, CED, in Washington, Brown/Doniphan, Jefferson/Wyandotte/Leavenworth
- PT positions filled in Shawnee, Bourbon, Gove
• PT vacancies in Clark and Wichita

**Review of Policy for Abusive Customers/ those placed on restrictions**
• Continued to next meeting
• Copy Gaye Benfer and Loren Graff on all incidents

**Service Center Updates:**
**Allen County, Iola** - Landlord still has work to do from remodel. Sign blown down; AC in ADP room not functioning.

**Riley County, Manhattan** - GSA and Lessor had a call and a cure letter will be sent. No action on progress of cure letter.

**Finney County, Garden City** - Requested square footage will be based on current staffing. Requested delegation from GSA.

**Barton County, Great Bend** - New lease project/construction on track. Anticipate occupancy 2/1/2018.

**Brown County, Hiawatha** - Request for Lease Proposal (RLP) with Lessor; still awaiting Lessor proposal.

**Cloud County, Concordia** - CINTAS did not obtain prior Lessor authorization for fire extinguisher inspection. CINTAS continues to issue one billing for both building (Lessor responsibility) and Government vehicle (Government responsibility) inspections. SAC recommends all combined (Lessor/Government) fire extinguisher servicing accounts be separated to avoid any further concerns. FSA will work with DDs and CEDs to accomplish.

**Cowley County, Winfield** - Lessor has completed all new lease items; accepted space/new lease effective August 1.

**Decatur County, Oberlin** - Full & Open (F&O); anticipate award shortly.

**Dickinson County, Abilene** - Request for Lease Proposal (RLP) with Lessor; still awaiting Lessor proposal.

**Edwards County, Kinsley** - Lease signed; improvements to be completed 1/1/18.

**Greeley County, Tribune** - RLP with Lessor; negotiating with Lessor; award anticipated soon.

**Jewell County, Mankato** - Requested delegation from GSA

**Lane County, Dighton** - Requested delegation from GSA

**Lincoln County, Lincoln** - Full & Open (F&O) awarded; remodeling on schedule for 12/1/2017 completion/effective date.

**Miami County, Paola** - Lessor proposal received; returned for update by Lessor.

**Nemaha County, Seneca** - RLP with Lessor; still awaiting return.

**Pawnee County, Larned** - RLP with Lessor; still awaiting return.
**Pottawatomie County, Westmoreland** - Lease signed; anticipate 3/1/2017 completion/effective date.

**Pratt County, Pratt** - Lessor proposal received and review underway.

**Reno County, S Hutchinson** - Lessor proposal received and review underway

**Rush County, LaCrosse** - Was worried about the Fiber Optic cutover and requested it soon. Kris Becker stated the scheduling is done by the contractors, but there have been no issues with switching.

**Shawnee County, Topeka** - Minor items to be completed for new lease still remain; space/occupancy accepted effective 9-1-2017.

**Stanton County, Johnson** - Lessor has not contacted FSA regarding succeeding lease proposal; FSA will contact Lessor -again.

**Thomas County, Colby** - Lease awarded; 2/1/2018 anticipated effective date