STATE ADMINISTRATIVE COMMITTEE (SAC) MINUTES
January 21, 2016
Teleconference

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

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

The meeting started at 1:00 p.m.

The minutes of the previous meeting have been approved. Karissa will provide the final approved minutes for the past few meetings to Loren for posting on the website.

GENERAL ITEMS:

CTS Assistance on Office Remodels – local offices need to keep in close communication with their CTS person for office remodels to ensure assistance can be provided when needed.

eVOIP – Gail indicated that 13 of 51 sites have been completed thus far. The estimated completion date of the 51 sites is May 2016. With the new systems, there have been requests by staff for longer cords and headsets since the existing ones do not work with the new systems. Decision was made that requests for such items must go through normal channels. CTS will get cost estimates and determine if there any quantity discounts.

Special Emphasis Program Manager (SEPM) Training – Karissa indicated that RD will not pursue a SEPM training this fiscal year due to budget restrictions. Previously RD had asked if the other agencies would like to have a joint SEPM session. RD will pursue AgLearn SEPM training opportunities.

Vehicle Sharing – RD asked about the possibility of sharing vehicles in rare situations. RD has several GSA-leased vehicles but may have occasional need of another vehicle in some locations. RD will make a request outlining their specific needs before any decisions are made.

Emergency Operations Plan – Several aspects of the current Emergency Operations Plan template needs to be updated. FSA will make updates and send to other SAC members for review.

Service Center Back/Side Door Use Policy – There have been numerous concerns at local service centers with the use of back and side doors by the public and whether
those doors should be unlocked during office hours. SAC is in agreement that only the front office doors are to be used by the public and any other doors should remain locked at all times. Those locked doors should be equipped with push bars or similar handle hardware that allows quick exit from the inside in emergency situations while remaining locked from the outside. FSA and NRCS will draft policy for updates to the SAC manual on this matter.

Expired/Expiring Office Leases – all of the service center office leases are current either with new leases or extensions of existing leases. There are four service center leases that are set to expire in calendar year 2016. Those are Cowley County, Greenwood County, and Edwards County where FSA is the lease lead. NRCS is the lease lead for Wichita County.

Service Center Implementation Team (SCIT) Meetings – SAC fully supports local agency attendance and active participation at the SCIT meetings. Each SAC lead will take action at the state level to remind employees of this support.

Hazardous Weather Policy – SAC discussed the consistent implementation of the current hazardous weather policy. SAC fully supports the current policy in that all agencies at the local level must agree on office closings within the guidelines outlined in the policy.

Next SAC Teleconference is scheduled for April 19, 2016 at 10:00 a.m.

**USDA SERVICE CENTERS:**

**Allen County (Iola)** – some delays in remodeling that were not the fault of the lessor. Conference room is to be completed by the end of February.

**Riley County (Manhattan)** – As of January 25th, RD will complete their transfer of employees from the Manhattan office. They will maintain two workstations for telework situations. The phone message will be changed to have RD customers contact their Topeka office. FSA has a flyer to hand out for any walk-in customers for RD.

**Cheyenne County (St. Francis)** – new lease has been awarded. Remodel will begin soon, mostly on the outside first with interior work to be completed thereafter. All remodeling is expected by April 1st.

**Coffey County (Burlington)** – change of ownership completed this past November. A new lease has been awarded. Remodeling began on January 13th with a planned completion in March.

**Cowley County (Winfield)** – AD-2061 has been approved. Information has been requested from county office on office concerns. A succeeding request for lease proposal to be issued.

**Decatur County (Oberlin)** – solicitation process for new lease is ongoing.
Greenwood County (Eureka) – pending plumbing repairs are to be made. Information for AD-2061 being requested to begin new lease process. The current lease is set to expire on February 29, 2016.

Harper County (Anthony) – Recent theft reported due to entry through back door. Locks have been rekeyed. Some NRCS and Conservation District items reported stolen.

Haskell County (Sublette) – still waiting for current lessor’s proposal for a succeeding lease.

Kingman County (Kingman) – working with broker on lease proposals.

Norton County (Norton) – FSA is working with landlord on lack of responsiveness with snow removal and repairs.

Rawlins County (Atwood) – Current lessor is working on proposal for a succeeding lease.

Shawnee County (Topeka) – proposals have been received for new lease. FSA and Broker are currently reviewing proposals.

Stanton County (St. John) – AD-2061 has been approved. Information has been requested from county office on office concerns, as well as floor plan suggestions. A succeeding request for lease proposal to be issued.

Trego County (WaKeeney) – proposals have been received for new lease. FSA and Broker are currently reviewing proposals.

GAYE L. BENFER
SAC Chairperson