State Administrative Committee (SAC) Minutes  
June 23, 2015  
Teleconference

Attendees:
NRCS – Loren Graff  
FSA – Patty Hageman  
RD – Karissa Stiers  
IT – Kris Becker, Gail Painter

Meeting called to order at 10:00 AM.

Approval of SAC minutes
Previous SAC minutes from the March 31, 2015 meeting were approved.

IT Updates
57 sites will be upgraded to the Cisco EVoIP. Gail Painter sent the sites a questionnaire that was due back by June 30th. The installations should take place between August 2015 and April 2016.

Regional Services Update
FSA, NRCS and RD shared a status update on the regional/national administrative services projects.

FY2015 Accessibility Reviews/ART Team
ART reviews are almost completed. Reviews should be wrapped up by Mid-July.

NRCS Lead Lease Transition to FSA
Service Centers where NRCS is the lead agency, FSA will take over as the lead agency as the lease expires.

Evaluation of Joint EEOAC/SEPM Committees
NRCS chaired a joint meeting between NRCS, FSA, and RD to explore the possibility of joining efforts between the EEOAC committees by collaborating on SEPM responsibilities. It was decided by the group that officially joining the committees as it relates to the SEPM positions was not in the best interest of the Agencies. However, the groups will continue to find opportunities to collaborate on events, special emphasis months, and/or career fairs type events.

Joint SEPM Training FY16
NRCS is exploring opportunities to provide SEPM training, shared by Rural Development and Farm Service Agency.
KSU Career Fair
NRCS will be attending a career fair September 22-23, 2015. NRCS has reached out to RD and FSA to do a joint booth.

Transfer of LincPass Station
Working on the transfer of the light activation center from Rural Development in Iola to Farm Service Agency in the Crawford County Service Center.

Furniture Refresh
FSA may be doing a furniture refresh in 5-8 offices.

Non-USDA Vehicles
Requests by non-USDA Federal agencies to park government vehicles at service centers can be granted; permission to park a vehicle must be communicated out to ensure awareness by the service center and the USDA agencies.

Service Center Updates
Allen County – new lease will be effective 8/1/2015. Structural work is done, waiting on painting and carpet. Working with Contract Design Group and lessor on cubicle installation.
Alma Service Center – Update – Lease extension has been signed, waiting for SAMS update.
Cheyenne County, St. Francis – new lease proposals/offers due June 24 – full and open solicitation
Coffey County, Burlington – new lease proposals/offers due July 2
Decatur County, Oberlin – new lease proposals/offers due June 22; now extended to June 29
Kingman County, Kingman – new lease proposals/offers due June 26
Rawlins County, Atwood – Succeeding lease – finalizing floor plan
Riley County, Manhattan – status of lease/building deficiencies – Emailed GSA/Megan – requested updated on 6/22;
Shawnee County, Topeka – expressions of interest due July 29
Trego County, WaKeeney – expressions of interest due July 29

Next Meeting –
August 18, 2015 @ 10:00 AM (Via Conference Call).

Meeting concluded at 12:30 PM

Karissa Stiers
SAC Chairperson