State Administrative Committee (SAC) Minutes
October 29, 2015
Teleconference

Attendees:
Karissa Stiers, RD
Katherine Hazard, RD
Gail Painter, CTS
Jack Salava, FSA
Patty Hageman, FSA
Kathy Shields, FSA
Loren Graff, NRCS
Gaye Benfer, NRCS

General Items

Approval of Minutes last meeting (Karissa)
Meeting minutes from last meeting were not sent out. Katherine Hazard will send out and Karissa asks that they be approved by email.

CTS Update
57 sites will be upgraded to Cisco EVoIP. The upgrades will commence on November 30, 2015 and be completed no later than May 31, 2016. Gail Painter is requesting information from the field offices to prepare for the conversion. Two locations in Kansas, Medicine Lodge and Oberlin, will be full Session Initiation Protocol (SIP) sites.

Joint SEPM Training in FY16
Rural Development will be researching SEPM training options and reporting back to SAC. The SAC committee will then determine if a joint SEPM training may be an option for the three agencies.

Administrative Transformation
NRCS, FSA and RD continue to work on transitioning to a regional and/or centralized administrative services model.

Furniture Upgrades
Furniture upgrade to occur in eight offices: Cheyenne, Gove, Lincoln, Mitchell, Rawlins, Stanton, Trego and Wabaunsee.

SAC Representative for NRCS (NRCS)
Gaye Benfer was named as the official SAC representative for NRCS. Loren Graff will continue to serve as a backup.
Federal Agency in Search of Lease Space
A Federal Agency associated to NBAF is looking for office space to lease in the Manhattan Area. As questions arise, they are directed to FSA for the time being.

Center of Excellence (COE) for Leasing
Working with brokers on long term lease actions (full & open). TX now has warranted LCO; assistance still being provided by Louisiana LCO and Patty, only as needed. KS actively working on 6 full & open solicitations for new long term leases; 3 remaining broker locations not yet initiated. Leases expiring 2015 calendar year; obtaining lease extensions for KS and COE (MO, NE, IA and TX)

Service Center Updates
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- Allen County, Iola – remodeling completion delayed due to FSA; new lease eff date 10-1-2015.
- Cheyenne County, St. Francis – new lease award pending.
- Coffey County, Burlington – new lease award pending.
- Decatur County, Oberlin – solicitation still open.
- Haskell County, Sublette – succeeding lease packet sent to lessor July 17.
- Kingman County, Kingman – new lease proposals/offers due Nov 5.
- Shawnee County, Topeka – completed site visits Sept 22; solicitation packets to be issued soon.
- Trego County, WaKeeney – completed site visits Sept 24; solicitation packets to be issued soon.

Next Meeting
January 21st at 1:00pm. NRCS is the lead Agency in Fiscal Year 2016.