The meeting was called to order at 10:02 a.m.

The minutes of the July 11, 2013, teleconference were approved as written.

**GENERAL ITEMS:**

NRCS reported they have on-site training for Special Emphasis Program Managers (SEPM) scheduled for January 14-16, 2014, in Salina. NRCS offered the training opportunity to FSA and RD.

SAC discussed the Emergency Occupancy Plan and possible upcoming templates and changes.

ITS provided an update on Fax2Mail requests. SAC discussed how each agency is handling their Fax2Mail process.

SAC discussed ITS request to move ITS location from Goodland to Colby. NRCS and FSA will review and notify ITS of decision.

ITS provided an updated telecommunications map/phone system map. This map is posted to the Service Center Manual. SAC also discussed current issues with the EVoIP installations and training.

ITS reported that OCIO made it mandatory to use the night greeting for EVoIP sites. This will be active on systems that are currently being installed. ITS will provide information so the SAC manual can be updated to reflect the change.

ITS requested a status of potential moves. SAC discussed upcoming moves and provided a status to ITS.

RD requested the Mandatory Poster List be revised to include Receipt of Services Poster.

SAC discussed the SAC Chair rotation. FSA is SAC Chair effective January 1, 2014.
USDA SERVICE CENTERS:

Manhattan (Riley County) – SAC discussed that as the lead agency for the service center, any issues should be reported to RD. RD will contact GSA who will resolve the issues with the lessor.

Iola (Allen County) – FSA is working on obtaining a long-term lease.

RD left the meeting at: 11:08 a.m.

Altamont (Labette County) – FSA is working on obtaining a long-term lease.

Anthony (Harper County) – FSA is working on obtaining a long-term lease.

Atwood (Rawlins County) – FSA is working on obtaining a long-term lease.

Burlington (Coffey County) – FSA is working to resolve deficiencies at the service center.

Cimarron (Gray County) – FSA reported on the status of the remodeling.

Dodge City (Ford County) – SAC discussed status of remodel and move.

Fort Scott (Bourbon County) – FSA reported on the status of remodeling. New lease starts January 1, 2014.

Fredonia (Wilson County) – FSA is working on obtaining a long-term lease.

Girard (Crawford County) – FSA is working on obtaining a long-term lease.

Holton (Jackson County) – FSA is working on obtaining a long-term lease.

Independence (Montgomery County) – FSA is working on obtaining a long-term lease.

LaCrosse (Rush County) – FSA is working on obtaining a long-term lease.

Lawrence (Douglas County) – SAC discussed the status of the remodeling and service center sign.

Lyndon (Osage County) – FSA is working on obtaining a long-term lease.

Lyons (Rice County) – SAC discussed the Highway 56 expansion that will change the location of the service center sign. FSA will work with the lessor to relocate the sign.

Pratt (Pratt County) – FSA is working on obtaining a long-term lease.
Smith Center (Smith County) – FSA is working on obtaining a long-term lease.

St. John (Stafford County) – FSA is working on obtaining a long-term lease.

Syracuse (Hamilton County) – FSA provided a status of the remodeling.

The meeting adjourned at 12:00 p.m.

The next SAC teleconference is scheduled for February 13, 2014, at 10:00 a.m.

\[Signature\]

LOREN L. GRAFF
SAC Chairperson