State Administrative Committee (SAC) Minutes

February 25, 2014
Teleconference

Attendees:
NRCS – Loren Graff, Molly Hemstock
RD – Karissa Berks
FSA – Jack Salava, Patty Hageman
IT – Kris Becker, Gail Painter

Meeting was called to order at 10:00 a.m.

Chairperson Designation
Farm Service Agency will serve as Chairperson for the SAC in calendar year 2014.

Fleet Cards
An email from the Department provided some confusion to FSA employees as no advance information was provided about the process of using a PIN# when using a fleet card. Some employees disposed of the email believing it to be a hoax. NRCS staff confirmed the PIN # was needed when using the Fleet Card to purchase fuel for NRCS owned vehicles. Any employee who may drive an NRCS vehicle should have a PIN# assigned to them. Loren Graff reported that he and Lenny Skieff could assist employees who have lost their PIN# or need a new one assigned to them. Loren would provide FSA with information for using the new NRCS Fleet Card and PIN#. IT confirmed they are obtaining the PIN#s for their employees who may on occasion drive an NRCS vehicle.

LRAT Completion
FSA reported the process for uploading information into the Lease and Reimbursable Agreement Tracking (LRAT) system is often bogged down at the Service Center level when employees are expected to complete entries into an automated system that they rarely use. Most times, employees have had to be guided through the process by a state office employee. The SAC determined the process for entering data into the LRAT could best be accomplished if it was reserved for completion at the level of the state offices and expectations should not be placed on the Service Center employees to complete. The three Agencies will work together to determine the process and employees responsible for loading the data into the system.

Resource Sharing Agreement
FSA acknowledged that staff reductions in the Kansas State FSA Office may affect the FTEs that could be committed by the Agency for leasing activities. The transition of FSA Administrative Division to a Regional Service Office concept may further impact the amount of time that the agency can contribute to leasing activities. NRCS also reported an impact may occur as their agency is moving into a national administrative services center and some of their employees may be involved. Though there may be some contribution changes in the amount of time allocated to working on leases, the other components of the agreement are still in place. Both NRCS and FSA reported the sharing agreement is working well in Service Centers.
Provisions for Space Justification
Some recently announced changes to the USDA guidelines for calculating a Utilization Rate (UR) and authorized space for USDA Service Centers could negatively impact offices that will have to go through the full and open competition solicitation process. The new UR policy applies only to new acquisitions (leases) when present leases become expired and there is no opportunity or the Agencies do not elect to enter into a succeeding lease. Under the new rules, Agencies must absorb the space allocated for conference rooms, break rooms, ITS rooms and storage rooms from the 150 square foot allowance that is provided for each permanent employee. The new rules also specified that permanent employees were only to be counted if they were present in that specific office at least 3 days of the week. FSA reports their National Office is trying to get a change made in the requirements versus getting a blanket waiver to the policy. If implemented, this will severely impact the space available to meet with customers to conduct business. As one example illustrated, space would be cut in almost half to what is now being utilized in some offices.

FY 14 Accessibility Reviews
In accordance with Handbook 18-AO, counties are required to be reviewed on a three-year cycle. Nine locations are past due and need to be reviewed this fiscal year. Additionally, as new leases are obtained, these locations need to be reviewed (once remodeling/updating has been completed) to ensure compliance with the ABAAS.

In an attempt to distribute the accessibility review requirement workload, NRCS agreed to continue to share in the responsibility of the reviews outlined on AD-2056. Rural Development has lost personnel trained for ART reviews and will not be participating in the review process this year. The following offices are to be reviewed in FY 2014 –

<table>
<thead>
<tr>
<th>Allen</th>
<th>Grant</th>
<th>Ness</th>
<th>Wabaunsee</th>
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<tbody>
<tr>
<td>Atchison</td>
<td>Gray</td>
<td>Osage</td>
<td>Washington</td>
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<tr>
<td>Bourbon</td>
<td>Greeley</td>
<td>Osborne</td>
<td>Wilson</td>
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<td>Brown</td>
<td>Hamilton</td>
<td>Rawlins</td>
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<td>Butler</td>
<td>Harper</td>
<td>Rooks</td>
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<td>Cherokee</td>
<td>Jackson</td>
<td>Rush</td>
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<tr>
<td>Crawford</td>
<td>Labette</td>
<td>Scott</td>
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<tr>
<td>Cowley</td>
<td>Marshall</td>
<td>Sherman</td>
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<tr>
<td>Douglas</td>
<td>Montgomery</td>
<td>Smith</td>
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<tr>
<td>Ford</td>
<td>Nemaha</td>
<td>Stevens</td>
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ART reviews are to be completed and submitted to Patty Hageman at the Kansas State FSA Office by July 31, 2014.

Future Plans for MPS Printers and Copiers
The ability to order MPS (Lexmark) printers and copiers was curtailed in fall of 2014 due to budget constraints. For those few locations that did receive, a new printer/or copier, several had concerns about the reliability of the machines and the hardships of using a LincPass or a password to release print jobs. The quality of the print jobs has been good. IT reports BPA to
obtain MPS equipment is expected to be reauthorized soon. FSA notes that they have a number of offices needing new printers and will be reviewing needs and making orders when the process is turned back on again.

**Off-Site Storage of Backup Tapes**
Discussion was held on the storage of backup tapes for the server at each office location and also for FSA’s AS-400 system. FSA came out with a national policy to discourage local offices from renting lock boxes at banks to hold the backup tapes. To prevent unnecessary costs, FSA was instructed to find other storage locations that would not charge fees and even allowed tapes could be stored at an employee’s home. This FSA policy applicable to AS-400 backup tapes conflicts with IT policy for storage of the server backup tapes. It is unknown where these server backup tapes may be stored where the bank boxes have not been terminated. IT recommends off-site storage be another office at least 2 blocks from service center. IT does not recommend tapes be stored in private homes or in a vehicle. IT will perform a survey to determine the location of storage. Also, the information is needed to update the COOP documentation for each location.

**eVOIP Phone System Greeting**
IT reported the new eVOIP phone systems required an entry be made of the office hours for each service center receiving the new system. The 8:00 a.m. to 4:30 p.m. is considered as the official open hours for each of the USDA Service Centers. When that timeframe was entered into the eVOIP phone system, it did have the impact of controlling the auto-attendant so no incoming calls would ring in the building before 8:00 a.m. and instead the caller would receive a message the office was open from 8:00 a.m. to 4:30 p.m. IT asked the three Agencies if this was acceptable or should the systems be changed to allow ringing of phones at an earlier time. Agencies discussed the matter and agreed the phones should be set to ring before 8:00 a.m. IT will set the phones to start ringing at 7:00 a.m. as most offices will have employees available by that time.

**Individual Agency Identification Signs on Office Doors**
SAC discussed individual agency identification signs on office doors. Currently, agency identification is not to be provided on exterior doors since the exterior USDA Service Center sign identifies the building. However, individual agency signage may be necessary if agencies have separate entrances into the building. Additionally, individual agency signage maybe necessary if agency interior suite doors need to be identified. Depending on the lease, lessors may or may not be responsible for building identification signage; therefore, if signage is needed, the agency responsible for the lease will need to work with service centers to obtain appropriate signage.

### Service Centers –
<table>
<thead>
<tr>
<th>City</th>
<th>County</th>
<th>Discussion</th>
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<tbody>
<tr>
<td>Altamont</td>
<td>Labette</td>
<td>FSA reported lessor revised proposal was received.</td>
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<tr>
<td>Anthony</td>
<td>Harper</td>
<td>FSA reported new lease terms have been agreed to. Documents will be sent to lessor for signature with May 1 new lease effective date.</td>
</tr>
<tr>
<td>Concordia</td>
<td>Cloud</td>
<td>FSA reported CED is working with lessor to refinish and/or replace USDA sign.</td>
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Fredonia Wilson  FSA reported lessor is working on revised proposal. FSA will follow-up with lessor on status.

Girard Crawford  FSA reported lessor is working on revised proposal. FSA will follow-up with lessor on status.

Holton Jackson  New lease has been awarded/signed with March 1 effective date. Remodeling/updating items almost completed. FSA provided copy of bill for furniture reconfiguration cost to NRCS. Each agency will pay their share.

Independence Montgomery  FSA reported new lease terms have been agreed to. Documents have been sent to lessor for signature with May 1 new lease effective date.

Iola Allen  FSA reported lessor is still working on proposal. FSA will follow-up with lessor on status.

LaCrosse Rush  FSA reported new lease terms have been agreed to. Documents will be sent to lessor for signature with May 1 new lease effective date.

Lawrence Douglas  FSA and NRCS furniture installed; still need sign and exterior lighting

Lyndon Osage  FSA reported lessor is still working on proposal. FSA will follow-up with lessor on status.

Osborne Osborne  FSA met with lessor and verbally agreed to new lease terms with June 1 effective date.

Pratt Pratt  FSA reported lessor working on new lease proposal.

Riley Manhattan  RD reported that while FY14 budget to handle office closure has been approved, they are waiting for final approval of the office closure plan.

Seneca Nemaha  FSA reported a succeeding lease packet will be sent to lessor.

Smith Center Smith  New lease has been awarded/signed with April 1 effective date.

St. John Stafford  FSA reported new lease terms have been agreed to. Documents have been sent to lessor for signature with May 1 new lease effective date.

Ulysses Grant  New lease has been awarded/signed with March 1 effective date. Remodeling/updating items almost completed.

Meeting adjourned. The next SAC teleconference meeting is scheduled for May 13, 2014 at 10 a.m.

JACK SALAVA
SAC Chairperson