State Administrative Committee (SAC) Minutes

May 13, 2014
Teleconference

Attendees:

NRCS – Loren Graff, Molly Hemstock
RD – Karissa Berks
FSA – Jack Salava, Patty Hageman
IT – Keith Budreau

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

Minutes:
The minutes of the February 25, 2014 meeting were approved by the SAC.

1. Notice SEM 32 – Emergency Preparedness Division (EPD) Physical Security Assessment (PSA)

In accordance with the Interagency Security Committee (ISC), chaired by the Department of Homeland Security, all occupied federal facilities are required to undergo PSAs every 3-5 years. USDA Service Centers are determined to be Security Level I; and security assessments are required to be completed every 5 years.

For FSA, EPD is responsible for ensuring the physical security assessments where FSA is the Lead Agency for leasing. EPD began conducting Physical Security Assessments for FY 2014 selected facilities beginning March 2014 using a self-assessment template provided by EPD and completed by local leadership in the facility. Those selected for a review include:

Bourbon (Fort Scott)
Grant (Ulysses)
Douglas (Lawrence)
Ford (Dodge City)

The assessment is to be completed by CED, in coordination with sister agency representatives within 10 days following receipt of the template. Completed reports are submitted directly to FSA’s Emergency Preparedness Division.
2. Utilization Rate (UR) Waiver Requests Submitted to WDC/MSD

The Department of Agriculture had advised leasing officials that the space authorization rates were changing several months ago and would affect those offices that would be going through the full and open competition solicitation process. Space would only be authorized at the rate of 150 square feet per permanent employee and conference rooms, break rooms, etc. would have to be absorbed out of that allocation. A waiver policy was put in place through FSA’s MSD Leasing Division that would allow exceptions to space justification policy. Kansas has submitted the following requests for a waiver (those marked with A have been approved, others are still pending):

<table>
<thead>
<tr>
<th>COUNTY</th>
<th>CURRENT LEASE EXPIRATION</th>
<th>GSA DELEGATION AUTHORITY APPROVED</th>
<th>UR WAIVER REQUEST SUBMITTED TO MSD</th>
<th>UR WAIVER APPROVED OR DENIED</th>
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<tbody>
<tr>
<td>Coffey</td>
<td>11/30/2021</td>
<td>1/29/2014</td>
<td>4/23/2014</td>
<td>A 05/05/2014</td>
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<td>Decatur</td>
<td>10/31/2013</td>
<td>1/9/2012</td>
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3. FY 2014 Accessibility Reviews – Revised Schedule

The FY14 accessibility review list has initially issued/emailed to county/field offices and ART team members on 03-25-14. Revised list/schedule was issued/emailed 05-08-14. Due to later remodeling completion/new lease effective dates, several locations will not be ready for FY14 accessibility reviews as originally indicated or will not be ready for accessibility reviews this FY14 and will be reviewed in FY15. See date changes in the “COMMENTS” below –
### 4. Agency Equipment Sharing

Recent changes in the space layout at the USDA Service Center in LaCrosse, KS (Rush County) required equipment formerly located in the ADP Room to be moved to other locations. Due to limited space, discussion was held on the possibility of FSA and NRCS sharing a copier. Presently there are two copiers in the facility.
FSA advised SAC that there were intentions to obtain an MPS copier for the facility. NRCS will check with local office to evaluate options for space. At present time, two copiers will be maintained at the location.

5. MPS Printers/Scanners/Copiers

The Farm Service Agency has determined to move forward with a plan to equip all of their offices with a color multi-functional copier/scanner/printer. As four offices already have been equipped with the multi-functional machines, 92 additional units will now be ordered. Those offices with high printing needs and lack suitable existing printer(s) will also be furnished with a black and white MPS printer. A total of 35 printers will additionally be added at specific sites across Kansas. The hope is to have these new printers in place before the FSA begins the signup for the upcoming ARC and PLC programs expected later this fall. Some discussion was held about the capabilities of the MPS machines to determine usage by agency since LincPass cards must be used to release print jobs. FSA has sought authority to not have card readers attached to the units if all printing would be conducted only for FSA business thus there would be no need to have the feature added on. As the order is just now being formulated, dates for receipt or installation are not yet known.

6. Update Office Information Profile (OIP) database – Fax2Mail Numbers

The SAC discussed how each agency is handling updating of the OIP database to reflect the conversion to the new Fax2Mail system. The transition to the new fax system will require termination of having one fax number for a facility (Site) as each agency (Office) will now have their own Resource Accounts (RA) and each will have a separate fax phone number. Presently, faxes will be handled in the following manner by the three agencies:

USDA Service Center (Site ID) – the fax number will be removed and left blank to ensure users/producers/public utilize agency specific (Office ID) fax numbers.

FSA Office ID: Each county office will have their own fax number and associated RA account for receipt of the faxes.

NRCS Office ID: Areas within the state will share a common fax number and shared access to a common RA account.

RD Office ID: A common fax number will be used for the entire state and one RA account will be shared by all units across the state.

FSA and NRCS have Data Steward with access/capability in OIP. FSA will update OIP and remove the fax number from the USDA Service Center Site IDs and will enter the new fax numbers for FSA and RD Office IDs. NRCS will update the new fax numbers for the NRCS Office IDs. Unless Conservation Districts are maintaining their own fax lines, Conservation District Offices will also be switched over to the new fax number to be used by the NRCS.
7. **LincPass Stations (Iola and Manhattan)**

**Iola** - Rural Development is undergoing some organizational changes that will no longer allow for an employee to work a substantial amount of time on the LincPass Light Activation Site located in Iola, Kansas. A possibility of other agencies taking on this responsibility was discussed by SAC members. Both NRCS and FSA acknowledged having low staff numbers at this location and would have difficulty in manning the LincPass station. Having a LincPass station in the eastern area of the state was desired by the SAC; however, no agreement was reached on any alternate sites. Agencies will discuss with management officials and determine if some other options could be viable.

**Manhattan** – FSA has been hosting the LincPass Enrollment Station in Manhattan, KS since 2010 but, recent staff reductions have left only two permanent employees in the facility. It has become very difficult to operate the enrollment station with such limited numbers. The ARS Office in Manhattan, KS also provides a Light Activation Site for LincPass. Contact was recently made to the ARS Office to see if there was a possibility that they could take over the Enrollment Station. This was determined unfeasible by ARS however, they did offer the assistance of an employee to work one day per week at the Enrollment Station and handle workload by appointments only until the end of the FY. This method is presently being used to handle the LincPass issues at the USDA Service Center in Manhattan. Other options will have to be considered for handling the station after September 30, 2014. NRCS will check with their staff to determine possibilities. RD will not have staff available at this location.

8. **Approval of Service Center Manual Updates**

   a. **Flags** - NRCS will be purchasing flags at any locations where the lease does not already require a building owner to furnish the flags for the facility. The manual will be updated.

   b. **Post Office Boxes** – In an effort to curtail expenses, USDA Service Centers have been requested to terminate use of a paid-for post office box and have mail delivered to the office location either inside or in an outside box. Some offices have previously requested exemption from the policy stating that mail was delivered in the afternoon and thus received too late in the day. The SAC determined this was no longer a valid reason for paying the expense of a box in the post office. It was noted by SAC that the new physical assessment conducted for the Emergency Preparedness Division of FSA does request information on how mail is received at each facility. The SAC will review the evaluations and the response from the EPD to see if any changes are required in the mail handling procedure such as obtaining lockable outside mail boxes. The matter will be reviewed at the next SAC meeting. In meantime, policy will remain that FSA will pay the cost of any shared post office boxes currently rented for the benefit of multiple agencies.

   c. **Poster Updates** – SAC determined information in the SAC Manual regarding posters needed to be updated. The following changes were made:
i. Hatch Act – Date of Revision was changed to 05/11
ii. Know Your Rights When Reporting Wrongs (OSC) added as IH under Rural Development.
iii. Prohibited Personnel Practices – Date of Revision was updated to 02/13.

9. Changing Lease Reimbursable Agreement Tracking (LRAT) Approvals to State Level and Above

The process for handling of LRAT agreements was addressed by the SAC Committee. It was determined some administrative steps would be needed so that LRATs are directed to go to State Level employees instead of how they have presently flowed to local management officials. To streamline the process of handling LRATs, the SAC had previously determined in their February meeting to elevate all processing steps of the LRAT to the State Office level. To facilitate this transfer, the lead agency for the lease will select the option to route the agreement document straight to other agency state offices. Local management LRAT action/entry will no longer be needed.

10. Corporate Property Automated Information System (CPAIS) – Software Updates and Personnel Information

FSA is to participate in a webinar on May 13, 2014 to learn about some new software updates to the CPAIS. There will be some changes on how the agencies count employee numbers for each of the locations. An update on the staffing levels for each facility is to be reported in the CPAIS System by the end of May. Patty Hageman is serving as CPAIS Coordinator and will be gathering information from each agency for the report.

11. USDA Service Center Lease Updates

Iola (Allen County) The architect for the building owner has presented an initial proposal for space layout of the USDA Service Center with the understanding of the need to maintain eight private offices for RD, 1 private office for NRCS and 1 private office for FSA. The number of private offices does have an impact on the options for space layouts in the facility. After some discussion on possibilities, RD advised SAC they would revisit the requirement for the number of private offices with their management and determine if the number could be downsized. NRCS offered the assistance of some extra work stations available from the Lawrence USDA Service Center if RD needed additional work stations.

Manhattan (Riley County) RD has presented a plan to NFAC for closing their office in Manhattan. No decision has yet been made on the proposal. Questions have been posed on costs for putting the space back in marketable condition.

Burlington (Coffey County) SAC was advised the landlord has again failed to timely complete required maintenance items at the facility. Another cure notice was issued to address a number of items where the landlord has not responded to local management requests. CED will take steps to remedy deficiencies. STO will notify finance office to deduct incurred costs from rent.
**Hugoton (Stevens)** SAC reviewed item from SCIT minutes addressing the contacting of the building owner to install a doorbell on the office. The RPLO had checked with the office manager to determine the need for a door bell. It was learned a handicap participant sometimes requires assistance in getting into the building. The participant usually calls the office employees on a cell phone to also ask for assistance to move from his vehicle to the office. As the lease does not require the landlord to install a door bell, this cannot be asked of the landlord. Furthermore, as the participant presently uses a cell phone to call ahead to request assistance, there does not appear to be a need to install a door bell.

**Concordia (Cloud)** FSA reported the Lessor provided/installed new USDA service center sign week of March 24.

**Independence (Montgomery)** FSA reported new lease awarded effective May 1. New lease items/requirements almost completed. Only minor punch list items remain.

**LaCrosse (Rush)** FSA reported new lease awarded effective May 1. Recently amended completion/effective date to June 1. Building remodeling/updating ongoing.

**Lawrence (Douglas)** FSA reported they have signed the final GSA occupancy agreement. Minor punch list items remain (bathroom tile and mulch). Lawn mowing is not being timely completed, GSA followed up with lessor. FSA requested names/addresses of janitor staff so background check/investigation can be completed.

**Liberal (Seward)** FSA reported in accordance with the lease terms, a lease amendment for rent increase effective May 1 was sent to lessor for signature.

**Lyndon (Osage)** FSA reported the new lease was verbally awarded. New lease documents were sent to lessor for signature. New lease effective/completion date is 09-01-14.

**Osborne (Osborne)** New lease awarded effective June 1. New lease items/requirements almost completed.

**Smith Center (Smith)** FSA reported new lease was awarded rent decreased effective Apr 1. Remodeling/updating almost completed. CED indicates lessor is doing a little better in showing up on a regular basis. All items should be completed by June 1.

**St John (Stafford)** FSA reported the new lease was verbally awarded. New lease documents were sent to lessor for signature. New lease effective June 1.

Meeting adjourned. The next SAC teleconference meeting is scheduled for August 20, 2014 at 10 a.m.

JACK SALAVA
SAC Chairperson