

# National Association of FSA County Office Employees

JULY 1, 2019 – JUNE 30, 2020



**Annual Report**  
**Richard Csutoras, NASCOE Secretary**

# 2019-2020 Annual Report

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## NASCOE National Officers

<b>President</b>	<b>Vice President</b>
Brandon Wilson 785.562.7518 (Cell) <a href="mailto:Wilsonbj86@gmail.com">Wilsonbj86@gmail.com</a>	Marcinda Kester 859.553.1774 (Cell) <a href="mailto:marcindakester@gmail.com">marcindakester@gmail.com</a>
<b>Secretary</b>	<b>Treasurer</b>
Richard Csutoras 717.991.2545 (Cell) <a href="mailto:rick.csutoras@gmail.com">rick.csutoras@gmail.com</a>	Curt Houk 641-777-5713 (Cell) <a href="mailto:curt80houk@gmail.com">curt80houk@gmail.com</a>
<b>Past President</b>	<b>Past Secretary</b>
Dennis Ray 573.382.2087 (Cell) <a href="mailto:djray2239@sbglobal.net">djray2239@sbglobal.net</a>	Marcinda Kester 859.553.1774 (Cell) <a href="mailto:marcindakester@gmail.com">marcindakester@gmail.com</a>

## Area Executive Committee

<b>Northeast Area Executive</b>	<b>Northeast Area Alternate Executive</b>
Lawrence Parker 802-482-3866 (Home) <a href="mailto:lap1955@gmail.com">lap1955@gmail.com</a>	Annette Hyman 716-998-7294 (Cell) <a href="mailto:ahymana@aol.com">ahymana@aol.com</a>
<b>Northwest Area Executive</b>	<b>Northwest Area Alternate Executive</b>
Joel Foster 605-949-2303(cell) <a href="mailto:jrfoster@itcmilbank.com">jrfoster@itcmilbank.com</a>	Dane Schneidt 406-321-0965 (Cell) <a href="mailto:dane.schneidt@gmail.com">dane.schneidt@gmail.com</a>
<b>Midwest Area Executive</b>	<b>Midwest Area Alternate Executive</b>
Jackson Jones 417-818-9147 (Cell) <a href="mailto:want2c_bass@hotmail.com">want2c_bass@hotmail.com</a>	Mary Roberts 712-358-0537 (Cell) <a href="mailto:sistermarymwa@gmail.com">sistermarymwa@gmail.com</a>
<b>Southeast Area Executive</b>	<b>Southeast Area Alternate Executive</b>
Beth Farmer 256-557-5224 (Cell) <a href="mailto:befarmer6@gmail.com">befarmer6@gmail.com</a>	Donny Green 615-464-7176 (Cell) <a href="mailto:chief300@dtccom.net">chief300@dtccom.net</a>
<b>Southwest Area Executive</b>	<b>Southwest Area Alternate Executive</b>
Marla Hammer 620-255-3374 (Cell) <a href="mailto:marlajohammer@yahoo.com">marlajohammer@yahoo.com</a>	Tracy Wilson 580-727-5669 (Cell) <a href="mailto:tracyjonelle@yahoo.com">tracyjonelle@yahoo.com</a>



## National Committee Chairs

<b>Awards/Scholarships</b>	<b>Benefits/Emblems</b>
Julie Goetzman 281-250-4752 (Cell) <a href="mailto:juliegoetzman@yahoo.com">juliegoetzman@yahoo.com</a>	Chris Lary 603-448-7730 (Cell) <a href="mailto:chiefrelary@comcast.net">chiefrelary@comcast.net</a>
<b>Legislative Co-Chair</b>	<b>Legislative Co-chair</b>
Neil Burnette 336-496-7943 (Cell) <a href="mailto:neil.burnette@yahoo.com">neil.burnette@yahoo.com</a>	Clint Bain 731-695-1333 (Cell) <a href="mailto:clihbain@gmail.com">clihbain@gmail.com</a>
<b>County Office Advocacy</b>	<b>Programs</b>
Donny Green 615-464-7176 (Cell) <a href="mailto:chief300@dtccom.net">chief300@dtccom.net</a>	Chris Hare 765-505-3355 (Cell) <a href="mailto:nascoeprogramschair@gmail.com">nascoeprogramschair@gmail.com</a>
<b>Publicity</b>	<b>Membership</b>
Teresa Holmquist 507-380-6593 (cell) <a href="mailto:nascoepublicitychair@gmail.com">nascoepublicitychair@gmail.com</a>	Glenn Thomas 864-978-7498 (Cell) <a href="mailto:thomas928613@bellsouth.net">thomas928613@bellsouth.net</a>

NASCOE BOARD OF DIRECTOR LISTING 2020

STATE	DELEGATE	DELEGATE
<b>ALABAMA</b>	Cathy Blackburn	Judy Rudd
	<b>Email</b> <a href="mailto:Cathyblackburn1@gmail.com">Cathyblackburn1@gmail.com</a>	<a href="mailto:Jlrudd69@gmail.com">Jlrudd69@gmail.com</a>
<b>ARIZONA</b>	Calvin Johnson	Esmeralda Chavez
	<b>Email</b> <a href="mailto:caljohnson2006@yahoo.com">caljohnson2006@yahoo.com</a>	<a href="mailto:esmeralda_chavez3@hotmail.com">esmeralda_chavez3@hotmail.com</a>
<b>ARKANSAS</b>	Jake Reid	Sabrina Conditt
	<b>Email</b> <a href="mailto:jakereid1911@gmail.com">jakereid1911@gmail.com</a>	<a href="mailto:Sabrina.conditt@gmail.com">Sabrina.conditt@gmail.com</a>
<b>CALIFORNIA-HAWAII</b>	Brenda Estrada	Desiree Garza
	<b>Email</b> <a href="mailto:brendafari@gmail.com">brendafari@gmail.com</a>	<a href="mailto:desireekgarza@gmail.com">desireekgarza@gmail.com</a>
<b>COLORADO</b>	Brenda Toft	Dawna Weirich
	<b>Email</b> <a href="mailto:dbtoft@live.com">dbtoft@live.com</a>	<a href="mailto:dalisaweirich@gmail.com">dlisaweirich@gmail.com</a>
<b>CONNECTICUT</b>	Alicia McCue	Sarah Kubik
	<b>Email</b> <a href="mailto:Amott87@hotmail.com">Amott87@hotmail.com</a>	<a href="mailto:Swoodward262@gmail.com">Swoodward262@gmail.com</a>
<b>DELAWARE-MARYLAND</b>	Patrick Goode	Carole Hill
	<b>Email</b> <a href="mailto:patgoode@outlook.com">patgoode@outlook.com</a>	<a href="mailto:chill570@hotmail.com">chill570@hotmail.com</a>
<b>FLORIDA</b>	Hugh Hunter	Melissa Rodgers
	<b>Email</b> <a href="mailto:Hughhunter6014@gmail.com">Hughhunter6014@gmail.com</a>	<a href="mailto:morod99@yahoo.com">morod99@yahoo.com</a>
<b>GEORGIA</b>	Denise Otto	Chris Orso
	<b>Email</b> <a href="mailto:Otto.denise@yahoo.com">Otto.denise@yahoo.com</a>	<a href="mailto:Chrisorso83@hotmail.com">Chrisorso83@hotmail.com</a>
<b>IDAHO</b>	Cary Curtis	Kassy Holzheimer
	<b>Email</b> <a href="mailto:Cary.curtis@gmail.com">Cary.curtis@gmail.com</a>	<a href="mailto:kassyholzheimer@gmail.com">kassyholzheimer@gmail.com</a>
<b>ILLINOIS</b>	Jeff Pingsterhaus	Charlene Neukomm
	<b>Email</b> <a href="mailto:Jeffpingsterhaus@hotmail.com">Jeffpingsterhaus@hotmail.com</a>	<a href="mailto:Mwaexec.charlene@yahoo.com">Mwaexec.charlene@yahoo.com</a>
<b>INDIANA</b>	Amy Barber	Jenny Brosius
	<b>Email</b> <a href="mailto:Amybarber18@gmail.com">Amybarber18@gmail.com</a>	<a href="mailto:jennygoetz2000@yahoo.com">jennygoetz2000@yahoo.com</a>
<b>IOWA</b>	Todd Perdeu	Angie Christian
	<b>Email</b> <a href="mailto:todd@grullablue.com">todd@grullablue.com</a>	<a href="mailto:angmarchris@gmail.com">angmarchris@gmail.com</a>
<b>KANSAS</b>	Heidi Clinkingbeard	Lory Willinger
	<b>Email</b> <a href="mailto:heidiclink@hotmail.com">heidiclink@hotmail.com</a>	<a href="mailto:lory.scott@yahoo.com">lory.scott@yahoo.com</a>
<b>KENTUCKY</b>	Katie Taylor	Dawn Ovesen
	<b>Email</b> <a href="mailto:Katie.Taylor0801@gmail.com">Katie.Taylor0801@gmail.com</a>	<a href="mailto:dmovesen@hotmail.com">dmovesen@hotmail.com</a>
<b>LOUISIANA</b>	Susan Phillips	Lisa Zeringue
	<b>Email</b> <a href="mailto:phillipssusan40@yahoo.com">phillipssusan40@yahoo.com</a>	<a href="mailto:czeringue777@gmail.com">czeringue777@gmail.com</a>
<b>MAINE</b>	Marcia Hall	Gary Raymond
	<b>Email</b> <a href="mailto:Hall51gm@gmail.com">Hall51gm@gmail.com</a>	<a href="mailto:garyraymondxxx@aol.com">garyraymondxxx@aol.com</a>
<b>MASSACHUSETTS</b>	James Newland	Nancy Miller
	<b>Email</b> <a href="mailto:newland.jamie@gmail.com">newland.jamie@gmail.com</a>	<a href="mailto:Nm0745a@verizon.net">Nm0745a@verizon.net</a>
<b>MICHIGAN</b>	Ashley Akl	Rhonda Barnett
	<b>Email</b> <a href="mailto:Ashley.akl@hotmail.com">Ashley.akl@hotmail.com</a>	<a href="mailto:myfrontporch@msn.com">myfrontporch@msn.com</a>
<b>MINNESOTA</b>	Kayla Mattson	Liz Ludwig
	<b>Email</b> <a href="mailto:mattson56567@gmail.com">mattson56567@gmail.com</a>	<a href="mailto:lniess@hotmail.com">lniess@hotmail.com</a>
<b>MISSISSIPPI</b>	Julia Wheeler-Davidson	Rob Riggan
	<b>Email</b> <a href="mailto:juliadavidson2@yahoo.com">juliadavidson2@yahoo.com</a>	<a href="mailto:flyin_rjr11@yahoo.com">flyin_rjr11@yahoo.com</a>
<b>MISSOURI</b>	Mandi Bird	Drew Walters
	<b>Email</b> <a href="mailto:Mandi.bird.9112@gmail.com">Mandi.bird.9112@gmail.com</a>	<a href="mailto:atylerwalters@gmail.com">atylerwalters@gmail.com</a>
<b>MONTANA</b>	Billy Denison	Kyra Hagberg
	<b>Email</b> <a href="mailto:billydenison@yahoo.com">billydenison@yahoo.com</a>	<a href="mailto:Kyra_leanne@yahoo.com">Kyra_leanne@yahoo.com</a>
<b>NEBRASKA</b>	Raela Brandt	Lisa Wiese
	<b>Email</b> <a href="mailto:rgadeken@gmail.com">rgadeken@gmail.com</a>	<a href="mailto:lwiese001@gmail.com">lwiese001@gmail.com</a>

NASCOE BOARD OF DIRECTOR LISTING 2020

<b>NEVADA</b>	Maryanne Webster	Claire Kehoe
	<b>Email</b> <a href="mailto:maryannewebster@hotmail.com">maryannewebster@hotmail.com</a>	<a href="mailto:bonniesgal@yahoo.com">bonniesgal@yahoo.com</a>
<b>NEW HAMPSHIRE</b>	Jenn Gehley	Carol Sargent
	<b>Email</b> <a href="mailto:jennghehly@gmail.com">jennghehly@gmail.com</a>	<a href="mailto:crsarge@hotmail.com">crsarge@hotmail.com</a>
<b>NEW MEXICO</b>	Terry Cater	Stacie Chavez
	<b>Email</b> <a href="mailto:terrycater@yahoo.com">terrycater@yahoo.com</a>	<a href="mailto:schavez505@hotmail.com">schavez505@hotmail.com</a>
<b>NEW YORK</b>	Ali Maher	Annette Hyman
	<b>Email</b> <a href="mailto:Amaher92@yahoo.com">Amaher92@yahoo.com</a>	<a href="mailto:ahymana@aol.com">ahymana@aol.com</a>
<b>NORTH CAROLINA</b>	David McBryde	Lindsay Rodriguez
	<b>Email</b> <a href="mailto:davidmcbryde72@gmail.com">davidmcbryde72@gmail.com</a>	<a href="mailto:countrygirl0915@aol.com">countrygirl0915@aol.com</a>
<b>NORTH DAKOTA</b>	Jennie Budahl	Sondra Duda
	<b>Email</b> <a href="mailto:jbudahl@gmail.com">jbudahl@gmail.com</a>	<a href="mailto:srhuss@hotmail.com">srhuss@hotmail.com</a>
<b>OHIO</b>	Annette Purkey	Jodi Bolen
	<b>Email</b> <a href="mailto:Annette.purkey@gmail.com">Annette.purkey@gmail.com</a>	<a href="mailto:Jo4bol@aol.com">Jo4bol@aol.com</a>
<b>OKLAHOMA</b>	Tracy Wilson	Angie Bierman
	<b>Email</b> <a href="mailto:tracyjonelle@yahoo.com">tracyjonelle@yahoo.com</a>	<a href="mailto:angiebierman01@gmail.com">angiebierman01@gmail.com</a>
<b>OREGON</b>	Phil Morton	
	<b>Email</b> <a href="mailto:philcatmorton@hotmail.com">philcatmorton@hotmail.com</a>	
<b>RHODE ISLAND</b>	Sheryl Michener	
	<b>Email</b> <a href="mailto:Sheryl.michener@outlook.com">Sheryl.michener@outlook.com</a>	
<b>PENNSYLVANIA</b>	Jason Pontillo	Jessica Gerhart
	<b>Email</b> <a href="mailto:Jpontillo83@gmail.com">Jpontillo83@gmail.com</a>	<a href="mailto:jessicamgerhart@yahoo.com">jessicamgerhart@yahoo.com</a>
<b>SOUTH CAROLINA</b>	Judy Davis	Brandon Lambert
	<b>Email</b> <a href="mailto:judy4bcl@gmail.com">judy4bcl@gmail.com</a>	<a href="mailto:Lambert.Brandon88@gmail.com">Lambert.Brandon88@gmail.com</a>
<b>SOUTH DAKOTA</b>	Mary Jane West	Desiree Pewe
	<b>Email</b> <a href="mailto:maryjane.west@yahoo.com">maryjane.west@yahoo.com</a>	<a href="mailto:desiree.king114@gmail.com">desiree.king114@gmail.com</a>
<b>TENNESSEE</b>	Tommy Turner	Donnell Poss
	<b>Email</b> <a href="mailto:t_dawg68@hotmail.com">t_dawg68@hotmail.com</a>	<a href="mailto:donnell.ford68@yahoo.com">donnell.ford68@yahoo.com</a>
<b>TEXAS</b>	Jennifer Garcia	Christa Kraatz
	<b>Email</b> <a href="mailto:garcia.jennifer1989@gmail.com">garcia.jennifer1989@gmail.com</a>	<a href="mailto:ckaching34@yahoo.com">ckaching34@yahoo.com</a>
<b>UTAH</b>	Ty Thompson	Barbie Hill
	<b>Email</b> <a href="mailto:sledneckty@gmail.com">sledneckty@gmail.com</a>	<a href="mailto:barbiegirl8503@hotmail.com">barbiegirl8503@hotmail.com</a>
<b>VERMONT</b>	Tina Williams	Christine Lary
	<b>Email</b> <a href="mailto:tinawilliams2017@yahoo.com">tinawilliams2017@yahoo.com</a>	<a href="mailto:chiefrelary@comcast.net">chiefrelary@comcast.net</a>
<b>VIRGINIA</b>	Chiquita McDowell	Heather Trobaugh
	<b>Email</b> <a href="mailto:Hislady1126@yahoo.com">Hislady1126@yahoo.com</a>	<a href="mailto:htrobaugh.ht@gmail.com">htrobaugh.ht@gmail.com</a>
<b>WASHINGTON ALASKA</b>	Betty Snell	Sandra Porter
	<b>Email</b> <a href="mailto:everbetty@hotmail.com">everbetty@hotmail.com</a>	<a href="mailto:sandralporter7501@gmail.com">sandralporter7501@gmail.com</a>
<b>WEST VIRGINIA</b>	Barbie Parsons	Daniel Shockey
	<b>Email</b> <a href="mailto:Twin2becky@gmail.com">Twin2becky@gmail.com</a>	<a href="mailto:dan.shockey@gmail.com">dan.shockey@gmail.com</a>
<b>WISCONSIN</b>	Jake Bourget	Shelby Niskanen
	<b>Email</b> <a href="mailto:Huntin4fish@yahoo.com">Huntin4fish@yahoo.com</a>	<a href="mailto:S3morse@yahoo.com">S3morse@yahoo.com</a>
<b>WYOMING</b>	Pam Metz	Dee Harbach
	<b>Email</b> <a href="mailto:Pamm03@hotmail.com">Pamm03@hotmail.com</a>	<a href="mailto:deebenner@hotmail.com">deebenner@hotmail.com</a>

# PROPERTY OF NASCOE June 30, 2020

<b>Item</b>	<b>Location</b>
Electric Stapler	Lakeland, FL
GBC Image Maker 2000 (Binder)	Lakeland, FL
Dell 2400MP Projector	Lakeland, FL
Canon MF 3240 laser printer	Iowa
Quicken home/office software	Iowa
Canon MF 644Cdw printer	Pennsylvania
3 ring hole punch	Pennsylvania
JBL GO2 Bluetooth Speaker	Kansas
ONN 720p Portable Projector	Tennessee

# CONSTITUTION AND BY-LAWS

## NATIONAL ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

### NASCOE

As Amended:1-Kansas City – 1960  
2-Albuquerque – 1963  
3-Columbus – 1966  
4-Wichita – 1967  
5-Buffalo – 1972  
6-Chicago – 1973  
7-Louisville – 1977  
8-Portland – 1978  
9-Louisville – 1986  
10-Norfolk – 1987  
11-Wichita – 1988  
12-Greensboro – 1990  
13-Atlanta – 1995  
14-Rochester - 1997  
15-St. Paul – 2002  
16-Salt Lake City – 2003  
17-Baltimore – 2004  
18-Asheville – 2013  
19-Cedar Rapids – 2016  
20-Manhattan – 2019

### CONSTITUTION

#### ARTICLE I - NAME, OFFICE LOCATION AND PURPOSE

- Section 1** This Association shall be known as the National Association of FSA County Office Employees. The Association shall be commonly called NASCOE.
- Section 2** The offices of the Association shall be located in the cities of residence of the Association President and Secretary.
- Section 3** The purpose of the Association shall be to promote the welfare of the Association members.

#### ARTICLE II - MEMBERSHIP

- Section 1** Any member of a state association which is affiliated with the national association shall be a member of the national association. A state cannot be an affiliate of NASCOE and be afforded all rights, privileges, etc. of a state affiliate unless the state has in excess of 50% of its eligible members as members of the state association. No state is eligible for affiliation with NASCOE unless all NASCOE dues

collected within the state are transmitted to the NASCOE Treasurer. The amount of NASCOE dues will be as determined by the Board of Directors in accordance with Article I, Section 1 of the By-Laws.

**Section 2** Any non-profit state association, which may be comprised of one or more states, may affiliate with the national association upon payment of the national association dues. See Exhibit 1 to the By-Laws for a list of eligible state affiliates and areas.

**Section 3** Each individual member must show in good faith that he or she is interested in the purpose of this Association. He or she must not be a member of an organization of government employees who asserts the right to strike against the government of the United States; and during such time as he or she is a member of this Association, must not become a member of an organization of government employees who asserts the right to strike against the government of the United States; nor may a member engage in a strike against the government of the United States. Any person who belongs to an organization which advocates the overthrow of our constitutional form of government shall not be allowed membership in this Association. No officer nor member of NASCOE shall use his or her office or membership for the purpose of engaging in activities other than the stated purpose of this organization.

**Section 4** Any State Association, which may be comprised of one or more States, may also offer full State Membership to eligible employees in adjoining and neighboring States where NASCOE affiliation provisions are not met.

## **ARTICLE III – GOVERNMENT**

**Section 1** The governing body of the Association shall be vested in a Board of Directors composed of two members from each state affiliate to be duly selected by the state affiliate and shall serve in the manner provided in the By-Laws. These Directors shall be responsible for the general management of the organization as stated in the By-Laws.

**Section 2** The Officers of this Association shall be a President, a Vice-President a Secretary and a Treasurer and shall be elected and serve as provided in the By-Laws.

**Section 3** The Executive Committee shall consist of the four Officers and one member from each Area as outlined in the By-Laws. Alternates from each Area to serve in the absence of the Executive Committee person from his or her Area shall be provided. Election to be as provided in the By-Laws. The out-going President and/or Secretary shall also be a member of the Executive Committee with full rights and privileges of the other members for a period of one year after their applicable office is vacated provided his or her eligibility as a member of the Association is retained.

**Section 4** The Executive Committee shall be the executive arm of the Board of Directors. It shall consider each preceding action taken by the Board to see that such action is carried out. At each meeting of the Board of Directors, the President shall report on activities of the Executive Committee. The President's report shall also include pertinent action by committees of NASCOE. The Board of Directors may accept, modify, reject or question the President's report. During the intervals between lawful meetings of the Board, the Executive Committee may authorize action which may be considered urgent but which has not been specifically considered by the Board. Such action must be in keeping with the Constitution and By-Laws of the Association. Minutes of all Executive Committee meetings shall be made available to the Board of Directors at each meeting relating activities of the Executive Committee. The Board of Directors may accept, reject, modify or question the action of the Executive Committee.

**Section 5** Only active, permanent FSA County Office employees under permanent appointment are eligible to hold any office or committee assignment of NASCOE. All persons holding an office or committee assignment must be a member of this Association.

#### **ARTICLE IV - AMENDMENTS**

**Section 1** This Constitution may be amended at any regular or special meeting of the Board of Directors by a vote of two-thirds of the members present, provided, however, that a copy of the proposed amendment shall have been mailed to all of the Directors not later than 30 days immediately preceding the meeting at which the proposed amendment is voted on.

## **BY-LAWS**

### **ARTICLE I – DUES & TAXES**

- Section 1** The annual dues of this association shall be set by the Board of Directors based on the fiscal year July 1 - June 30 and will remain in effect until the Board of Directors takes action to change such dues. This applies to regular members and associate members.
- Section 2** Any state affiliate failing to submit collected dues to NASCOE's Treasurer by the end of the fiscal year (June 30) is automatically suspended. The individual members of a suspended state shall cease to be members of the national Association. Any suspended state shall automatically be reinstated along with its individual members when dues are submitted. See Exhibit 1 for a list of eligible state affiliates and areas.
- Section 3** Any state affiliate failing to maintain their non-profit status with the IRS, as outlined in the NASCOE Executive Committee Policies, shall be subject to a vote of the Executive Committee for suspension. The individual members of a suspended state shall cease to be members of the National Association. Any suspended state shall be reinstated along with its individual members when the NASCOE Treasurer and President certify to the Executive Committee that the state affiliate is either in compliance or has completed the required steps to become compliant.

### **ARTICLE II – MEMBERSHIP**

- Section 1** Any permanent appointment FSA County Office employee who is a member in good standing of his or her affiliated state association shall be eligible to become an active member of this Association and upon payment of the state dues to the national association, said person will automatically become a member of this Association. A permanent appointment county office employee according to this section is defined as a permanent FSA employee whose work performance evaluation rating or reviewing official is the county committee or a district director. Further, the County Operations Trainees (COT's) and Farm Loan Officer Trainees (FLOT's) also meet the definition of a permanent appointment county office employee for membership eligibility purposes.



**Section 2** Any state affiliate may have associate members as determined by the state's Constitution and By-Laws. State associate members automatically are associate members of NASCOE upon submission of dues by the state affiliate to the national Treasurer. Dues for national Association members shall be as determined under Article I, Section 1. Associate members may not vote, hold office or be a member of a committee of the national Association. Associate members may participate in state association activity excluding those matters which may have a direct or indirect bearing on national NASCOE policy.

**Section 3** Any person who was a member of his or her state association since the second year of formation or from the first full membership year of employment until retirement and an annuity is earned would be eligible for Honorary Life Membership in NASCOE. Honorary Life Membership for RIF'ed employees is limited to those retaining their Civil Service Retirement Rights.

States must certify to the above at the time a request is submitted to the National Membership Chairperson for recognition as an Honorary Lifetime Member. NASCOE will supply an Honorary Lifetime Membership Card to the state. The State will be responsible for issuing the card to the recipient. If any state has a person they would like to recognize and the person does not meet the above requirements, the state may request a waiver with the proposed member's consent through the NASCOE National Membership Committee Chairperson. The request shall include the person's membership history and the reasoning for the exception. Such request will be acted upon by the Executive Committee at the next scheduled board meeting and the state will be notified of the board's action.

## **ARTICLE III - MEETINGS**

**Section 1** There shall be at least one meeting of the Board of Directors annually. The time and place to be set by the Board of Directors. A quorum shall consist of a majority of the membership of the Board of Directors. In the absence of selection of time and place of the annual meeting by the Board of Directors, the Executive Committee shall make this determination. In addition to normal Association business, the Officers, including Area Executive Committeepersons and Alternate Area Executive Committeepersons, shall be elected.

**Section 2** Special meetings may be called by the President or by written petition of the majority of the Board of Directors. The time and place of such meetings shall be at the discretion of the President or the petition group.

**Section 3** Meetings of the Executive Committee may be called by the President or by written petition of the majority of the Executive Committee. The Secretary shall notify all members of the Executive Committee at least ten days prior to the meeting. A majority of the membership shall constitute a quorum.

**Section 4** No proxies shall be voted or allowed to vote in any regular or special meeting called in the manner provided herein.

## **ARTICLE IV - ELECTION OF OFFICERS AND DIRECTORS**

**Section 1** The Board of Directors of this Association shall consist of two duly selected delegates from each member state affiliate. These Directors shall be responsible for the general management of the organization and shall elect the President, Vice-President, Secretary, and Treasurer. The Board of Directors from each Area shall elect their respective Area Executive Committeeperson and an Alternate.

**Section 2** In the event of a vacancy in the office of President, for any reason, the Vice-President shall assume, through succession, the office of President and will serve in this office for the remainder of the unexpired term. In the event of a vacancy in the office of Vice-President, Secretary, or Treasurer, the Executive Committee shall appoint a qualified person to fill such vacancy for the remainder of the unexpired term. In the event of a vacancy in the office of Area Executive Committeeperson, and no Alternate Committeeperson is available, the Executive Committee may appoint a qualified person to fill such vacancy for the remainder of the unexpired term or for that period of time required for election of the Executive Committeeperson by the Area in accordance with the procedure otherwise provided by these By-Laws. In the event the Alternate Executive Committeeperson position becomes vacant, the Executive Committeeperson for the Area where the vacancy occurred will conduct a special election to fill the position for the unexpired term in accordance with the procedure otherwise provided by these same By-Laws. Each state affiliated within the applicable area is to be entitled to two voting delegates. Such delegates are to be selected by each respective state affiliation.

- Section 3** The officers elected as provided for above shall serve as such officers for the Board of Directors.
- Section 4** The President, Vice-President, Secretary, Treasurer and Executive Committee will take office the first day of the month after election at the annual meeting and will serve through the last day of the month of election at the next annual meeting, or until such time as a successor has been duly elected and/or qualified in accordance with the By-Laws of the Association.
- Section 5** The past President and/or Secretary shall serve as outlined in Article III, Section 3, of the Constitution.
- Section 6** The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer and one duly elected member (or the Alternate) from each of the Areas as described in Exhibit 1 to NASCOE's Constitution and By-Laws. The past President and/or Secretary of the Association as described in Article III, Section 3 of the Constitution shall also be a member of the Executive Committee. The Alternate Executive Committeeperson shall serve in the absence of the regular elected member.

## **ARTICLE V – OFFICERS**

- Section 1** The President shall preside at all meetings, regular and special, of the Association and at all meetings of the Board of Directors and Executive Committee and shall perform all such duties as may be necessary to and pertaining to the office.
- Section 2** The Vice-President shall perform the duties of the President during his or her absence and at such times as the President, at his or her discretion, may deem necessary.
- Section 3** The Secretary shall conduct the official correspondence of the Association. He or she shall keep an accurate record of regular and special business meetings, including an accurate record of all transactions of the Association. He or she may disperse monies in lieu of the Treasurer subject to the approval of the Executive Committee. The Secretary shall keep accurate minutes of the meetings of the Board of Directors and the Executive Committee. The Secretary shall preside at meetings during the absence of the President and Vice-President. He or she shall perform such additional duties as the Association Board of Directors or the Executive Committee shall prescribe.

**Section 4** The Treasurer shall receive dues from all the state affiliates. He or she shall collect and disburse monies subject to the approval of the Executive Committee. He or she shall deposit all funds in an accredited financial institution or other accredited depositories subject to the approval of the Executive Committee. He or she shall give an audited financial report to the Association annually. The Treasurer shall also perform such additional duties, as the Association Board of Directors shall prescribe.

**Section 5** All disbursements of the Association shall be made by checks signed by the Treasurer or the Secretary in lieu of the Treasurer and shall be subject to approval by the Executive Committee. All expenses of the National Association of FSA County Office Employees shall be paid from the funds of the National Association of FSA County Office Employees.

**Section 6** The President shall give an annual report to the Association.

**Section 7** The Secretary shall give an annual report to the Association.

## **ARTICLE VI – COMMITTEES**

**Section 1** The standing committees of the Association shall be determined by the Executive Committee. The Committees of NASCOE shall perform duties as prescribed by the Board of Directors and/or the Executive Committee to fulfill the objectives and purpose of the Association. The President may appoint special committees subject to approval of the Executive Committee.

**Section 2** The committee chairpersons and committee members of each Committee shall be appointed by the President with concurrence by the Executive Committee.

**Section 3** The President shall be ex-officio member of all committees.

## **ARTICLE VII - PROCEDURE**

**Section 1** Roberts' Rules of Order shall govern the proceedings of all general, regular and special meetings of the Association and its constituent parts except as provided in these By-Laws.

## **ARTICLE VIII - POWERS OF DELEGATION**

**Section 1** Delegation of authority to committees or individuals shall be made by the President subject to the approval of the Executive Committee to represent the Association at any convention, meeting, assembly or legislative hearing as may be necessary. They shall have no authority by virtue of their appointment to obligate the Association to any expense or to concur in any action contrary to the express policies of the Association. The President or succeeding Officer shall serve as Chairperson of any delegation but in the event of his or her absence, he or she shall appoint a member to serve in his or her place.

## **ARTICLE IX - ASSISTANCE TO STATE ORGANIZATIONS**

**Section 1** The national Association will assist any state affiliate needing any type of assistance to promote membership, etc. within the general policies of NASCOE.

## **ARTICLE X - AMENDMENTS**

**Section 1** These By-Laws may be amended by a two-thirds vote of the Board of Directors present at any regular meeting or special meeting provided that the amendment proposed shall have been acted on according to the method set out in the Constitution for amendments to the Constitution.

<b><u>Area</u></b>	<b><u>Eligible Affiliates</u></b>	
Midwest	Illinois Indiana Iowa Michigan	Minnesota Missouri Ohio Wisconsin
Northeast	Connecticut Delaware-Maryland Maine Massachusetts New Hampshire	New York Pennsylvania Rhode Island Vermont West Virginia
Northwest	Idaho Montana Nebraska North Dakota	Oregon South Dakota Washington-Alaska Wyoming
Southeast	Alabama Arkansas Florida Georgia Kentucky Louisiana	Mississippi North Carolina South Carolina Tennessee Virginia
Southwest	Arizona California-Hawaii Colorado Kansas Nevada	New Mexico Oklahoma Texas Utah

## NASCOE EXECUTIVE COMMITTEE POLICIES

Following are the general policies approved by the NASCOE Executive Committee. These policies will remain in effect and dictate the operation of NASCOE on the items covered until changed or amended by the Executive Committee or the Board of Directors of NASCOE at the Annual NASCOE Convention.

### **1. NASCOE'S Board of Directors and Maintaining an Updated List**

NASCOE's Constitution and By-Laws states in Article III – Government, Section 1, of the Constitution, the following:

“The governing body of the Association shall be vested in a Board of Directors composed of two members from each state affiliate to be duly selected by the state affiliate and shall serve in the manner provided for in the By-Laws. These Directors shall be responsible for the general management of the Organization as stated in the By-Laws”.

In view of the above, it is determined those persons serving as each state affiliate's members of the NASCOE Board of Directors at the National Convention are the state affiliate's members until the NASCOE Secretary is notified differently. NASCOE Secretary is to inform states of this policy annually and request state affiliates to promptly notify him or her as changes occur in a state affiliate's members. Secretary is to maintain an up-to-date list of the NASCOE Board of Directors and place them on the National Convention mailing list. The Secretary will issue to states a list of NASCOE's Board of Directors, including personal email addresses, to be used by states for NASCOE business.

### **2. Standing Committees of NASCOE**

The standing committees of NASCOE are:

- A. Awards & Scholarship
- B. Benefits & Emblems
- C. Legislative
- D. Membership
- E. Program
- F. Publicity
- G. Resolutions – Parliamentarian
- H. County Office Advocacy

### **3. Filling Vacancies on Executive Committee**

In accordance with the NASCOE Constitution and By-Laws, the Executive Committee has authority to fill a vacancy in the position of Area Executive Committee Person. Before exercising this authority, the Executive Committee will consult with all state delegations within the Area under consideration. In the event the Alternate Executive position becomes vacant, the Executive for the Area will conduct a special election to fill the position for the unexpired term in accordance with the NASCOE Constitution and Bylaws.

**4. Reimbursements for Computers, Data Plans, and Telephones**

- A. Reimburse newly-elected officers or executive committee persons up to \$750 for the purchase of computer hardware and software. Reimburse all officers and executive committee persons up to \$50 per month for their wireless data plans.
- B. Reimburse new-appointed national chairpersons of NASCOE's standing committees up to \$500 for the purchase of computer hardware and software. Reimburse the legislative committee chair(s), and NASCOE webmaster up to \$50 per month for their wireless internet plans.
- C. To be eligible for reimbursement, all computer equipment must be purchased within 3 months of taking office or being initially appointed.

**5. NASCOE Liability Insurance**

These policies provide a variety of coverage for the officers and board members acting on behalf of NASCOE.

- A. Individual Policy: Provided by J&M Marketing. This policy insures NASCOE in the event of a Wrongful Act, Employment Practice, Personal Injury or Publishers Liability committed by an Officer of NASCOE. In the event that a lawsuit is filed against NASCOE and/or an officer the policy provides for defense costs and settlement not to exceed \$1,000,000 per incident with a yearly limit of \$1,000,000. This policy has many benefit clauses and restrictions of coverage regarding officers' operations.
- B. Income Tax Filing Policy: Provided by Anderson, Larkin, and Co. This policy insures NASCOE in the event of an audit or other IRS finding in which NASCOE might otherwise be determined to have erred in the completion of our taxes and found financially liable. The policy will cover the costs of representation during an audit and the differences between what the IRS determines owed and what the tax preparer calculated at the time of filing.
- C. Events Policy: Provided by J&M Marketing. This policy is specifically for events sponsored by NASCOE or a state affiliate. It provides NASCOE Officers and the Association coverage for each event. For example, the policy insures NASCOE against loss if a guest/member sustains an injury while attending an event or while being transported by NASCOE representatives to/from the event.
  - 1. State Convention, Area Rally Coverage: The host state MUST notify the Insurer at least 2 weeks in advance to add the event to the policy. Many convention sites (Hotels) will require the events policy in order for NASCOE to hold the event at their property. It is also important due to the fact that NASCOE holds many events off site of hotel. II. National Meetings and Conventions: NASCOE must notify the insurer at least 2 weeks in advance to add the event to the policy.

**6. NASCOE News Flash by the President or Vice President**

Periodic NASCOE information alerts or "News Flash" released by the National Publicity Chair or Webmaster, at the direction of the President or Vice President, are to be continued as in the past using



## NASCOE EXECUTIVE COMMITTEE POLICIES

“good judgment” in the releases. Questionable items for release will be discussed among the Officers prior to release. This includes official NASCOE releases via social media, including Facebook and Twitter. Releases will generally be made electronically and should include:

- A. Members who have signed up for NASCOE news releases through a distribution database as approved by the Executive Committee or who have otherwise followed NASCOE for social media releases.
- B. Executive Committee Members, Alternates, and National Committee Chairpersons, who will be responsible for distributing to State Association Officers, Area and State Committee Chairpersons and the Board of Directors in their states.
- C. RASCOE and NAFEC
- D. Selected FSA personnel and others as deemed advisable by the NASCOE Officers.

### **7. Periodic Releases**

Executive Committee Members, National Committee Chairpersons, or Area Chairpersons are authorized to release information as they deem necessary and at whatever time(s) they deem necessary. Questionable items for release should be vetted by the Officers prior to release. Releases will generally be made electronically to the proper recipients with copies to the Officers, Executive Committee Members, and appropriate Committee Chairpersons or Area Chairpersons.

### **8. RASCOE and NAFEC Activities**

The Officers and others are to work closely with RASCOE and NAFEC for common goals. Everyone is cautioned to always be aware of NASCOE’s Constitution and By-Laws and the regulations and laws governing NASCOE’s activities.

### **9. Legislative Contacts by State Associations and/or NASCOE Members**

State associations and/or members are encouraged to maintain and/or establish a working relationship with their respective members of Congress. Informed members of Congress will respond to specific requests of NASCOE more favorably than uninformed members of Congress.

Numerous state associations and NASCOE members continue to visit with and/or write members of Congress, thereby keeping them informed of NASCOE’s activities, goals, desires, accomplishments, etc. This type of action continues to be an essential form of communication. State associations and/or members are encouraged to maintain and/or establish a working relationship with their respective members of Congress.

State associations and/or members are encouraged and requested to keep NASCOE informed of their Congressional and Coalition partner contacts whether made by letter, telephone, or in person. State associations and members are requested to keep NASCOE informed by periodically submitting a report of their Congressional and Coalitions activities to NASCOE’s Legislative Committee Chairperson with copies to their respective Area Executive Committee Member.

This report may be via copies of their letter to members of Congress and/or Coalition partner along with the replies or by a brief written summary of their activities. Periodically, the Legislative Committee

## NASCOE EXECUTIVE COMMITTEE POLICIES

Chairperson is to submit a summary of state association and/or members legislative activities to the NASCOE Executive Committee.

The above action will permit NASCOE to keep abreast of state association and/or NASCOE members legislative and coalition actions and to further pursue pertinent information obtained by state associations and/or NASCOE members.

Everyone is reminded in their official FSA capacity, county employees cannot attempt to influence members of Congress in any manner to favor or oppose any legislation or appropriation. FSA employees acting as private citizens are free to express their viewpoints to members of Congress provided these activities do not take place during their regular tour of duty or utilize any government resources.

The Legislative Committee Chairperson will issue a release annually to states emphasizing the above, as well as prepare an article on the subject for Area Executives to include in their bulletins.

### **10. NASCOE Newsletter and Area Bulletins**

NASCOE will prepare a minimum of four national bulletins. These bulletins shall be distributed widely, using electronic distribution methods, including but not limited to: posting to the NASCOE website, mass email distribution, and through social media.

The NASCOE President and National Publicity Chair will work together to develop newsletter themes and assign articles. Article authors may include NASCOE Officers, Area Executive Committee Members and Alternates, National Committee Chairpersons, and other members as assigned by the NASCOE President.

Area Executives, along with their Area Publicity Chair, shall prepare and distribute, via email, a minimum of three area bulletins per year. Area Executives are encouraged to utilize area chairs to develop articles of importance to their area. All area bulletins shall be distributed to the Executive Committee and the National Publicity Chair shall be included to ensure the bulletin is posted to the NASCOE website.

### **11. Annual Secretary's Report and Treasurer's Report**

#### **A. Annual Secretary's Report:**

1. Report to contain information pertinent to the NASCOE year, including but not limited to: a list of Officers, Executive Committee, National Chairs, and Board of Directors; material and financial assets of the association; Negotiation Items; budget information; and Executive Committee minutes. Additionally any changes to NASCOE's Constitution and By-Laws, the NASCOE Travel Policy, the Executive Committee Policies, or other major revisions of policies or procedure should be included.
2. In advance of the national convention the Report is to be posted on the NASCOE website.
3. The Secretary will provide the report via first class mail for any member specifically requesting it and take extra copies of the report to the convention for use if needed.

#### **B. Annual Treasurer's Report:**

## NASCOE EXECUTIVE COMMITTEE POLICIES

1. Report to contain cumulative financial information for the fiscal year, including historical records for comparison, as well as any additional information the Officers determine is necessary for adequate Board of Director oversight.
2. The Treasurer will be responsible for submitting all financial reports to the Secretary timely for inclusion in the Annual Report.

### **12. Instructions to Secretary and Treasurer**

Secretary is responsible for the following:

- A. Prepare and distribute to the Officers, Executive Committee Members and Alternates and National Committee Chairpersons a list of telephone numbers and personal email addresses for the Officers, Executive Committee Members and Alternates and National Committee Chairpersons.
- B. Officially notify Administrator, Associate Administrator, Deputy Administrators and DAFO of NASCOE Officers and Executive Committee Members' names, addresses and phone numbers and email addresses.

Treasurer is responsible for the following:

- A. Obtain credit cards, such as Visa or MasterCard, for officers as needed and maintain an inventory listing of such cards.
- B. Work with an accountant, approved by the Executive Committee, to ensure all applicable taxes are completed and the income tax insurance is obtained.
- C. Annually remind state treasurers of their tax filing requirements. Monitor IRS reports to ensure affiliate compliance.

### **13. Distribution of Executive Committee Minutes**

Secretary is to electronically distribute copies of all Executive Committee meeting minutes to NASCOE Officers, Executive Committee Members and Alternates, and National Committee Chairpersons to enable them to keep abreast of NASCOE activities. The naming convention for minutes will be year\_month\_day\_location\_meeting.

Upon request to the NASCOE Secretary from a regular NASCOE member, approved NASCOE Executive Committee minutes will be provided to that member. All approved minutes are included in NASCOE Annual Reports. No other distribution of NASCOE Executive Committee minutes is authorized.

### **14. Financial Accounts**

- A. The Treasurer, or the Secretary in lieu of the Treasurer, is authorized to deposit funds not otherwise needed for immediate expenses in savings accounts, to purchase time certificates, etc., in such a manner as to obtain the greatest return possible while still maintaining accessibility of those funds.

## NASCOE EXECUTIVE COMMITTEE POLICIES

- B. The NASCOE Secretary's signature shall be recorded as an alternate signer on NASCOE accounts with financial institutions. This will permit access to all accounts in the event the person responsible for the account is unable to sign for NASCOE.
- C. A specified amount of NASCOE's funds will be set aside in a Certificate of Deposit, or other similar account to which neither the Treasurer nor the Secretary have access. The President and Vice-President shall be recorded as authorized signers on this account with the financial institution. The size of this account must be sufficient to meet all expected financial needs of NASCOE for any given period of time. This account will be accessed only in the event that NASCOE's regular funds cannot meet the normal obligations incurred by NASCOE. The status of this fund will be reported in the Minutes of the NASCOE Executive Committee meetings at least twice annually.
- D. Any claim for reimbursement for an amount greater than \$1,500.00 shall be subject to second-party review by the Secretary prior to payment. All claims for reimbursement must be submitted to the NASCOE Treasurer within 6 months of incurred expense unless there are extenuating circumstances that would require Executive Board approval.
- E. The Treasurer will routinely submit a summarization of expenditures and collections, by month, to the Officers and Executive Committee Members.

### 15. **Dues**

Dues are due and payable to the NASCOE Treasurer on July 1 for the forthcoming year. If an employee pays dues directly to their state association, the entire \$55 must be transmitted to the NASCOE Treasurer not later than the end of the first quarter (September 30), or no later than the end of the quarter in which the employee pays. If an employee is on dues check-off, at least \$13.75 must be transmitted to the NASCOE Treasurer within 10 days after the end of each quarter with the exception that all dues must be transmitted to the NASCOE Treasurer by June 30.

### 16. **IRS Compliance**

As an association of government employees, it is important that we set an impeccable example with regards to regulatory compliance. It is also vital to the function and image of NASCOE that the both the member association and all state affiliates are non-profit. All state affiliates are responsible for maintaining their non-profit status by filing required IRS tax documents before the applicable deadline as determined by the IRS based on the association's fiscal year. Failure to file taxes for multiple years can result in the state association's loss of non-profit status with the IRS. State associations shall annually provide documentation to the NASCOE Treasurer by June 30 that their tax documents have been filed.

States who fail to file taxes or provide the required documentation to NASCOE will be notified by the NASCOE Treasurer and placed in a warning status. States who fail to file for a second year will be placed in a probationary status and lose eligibility for NASCOE travel reimbursement or stipends. States who fail to file for a third year will be suspended from the National Association, subject to a vote of the NASCOE Executive Committee. State associations will need to work with the IRS to retain their non-profit status and following this coordinate with the NASCOE Treasurer and President to be reinstated.

**17. Internal Audits**

When there is a transition in any position where finances are involved, there shall be an internal audit. Additional audits may be conducted as determined needed by the Executive Committee.

**18. NASCOE Supplies**

Membership and Sick Leave Certificates and membership cards may be obtained by states at no charge through the National Awards Chairperson and/or National Membership Chairperson.

**19. Obsolete Records**

All records maintained by the Treasurer which are current minus 1 year old, shall be forwarded to the NASCOE Secretary for central filing. Obsolete records which are not of permanent nature are eligible for destruction after the fifth year following the year they are originated. The Secretary is authorized to send to each state association secretary any records on file which are eligible for destruction at the request of the state association.

**20. Announcements of Candidates**

Secretary is to notify states that NASCOE will post to the NASCOE Website announcements of persons desiring to run for any NASCOE office provided the announcement is received by the Secretary no later than May 15 of the applicable year. All announcements will be posted at the same time as soon after June 1 as practical. In no way is this to be construed that announcements must be publicized in this manner as candidates may, if they so desire, initiate their own mailing. If no announcement for an Officer, Area Executive or Alternate Area Executive is received by May 15, a statement will be placed on the NASCOE Website that no candidates have announced at this time for the respective position(s). Neither the NASCOE newsletter nor area bulletins are to be used for announcements of candidates. It is the responsibility of the candidate to ensure that the announcement has been correctly posted.

**21. Convention Chairperson**

The NASCOE Secretary and the NASCOE Treasurer shall serve as convention co-chairpersons for all NASCOE conventions with authority to act on behalf of NASCOE. The NASCOE Parliamentarian may serve as a co-chair at the discretion of the NASCOE President.

**22. NASCOE Banner and State Flags**

The NASCOE Secretary will have custody of the NASCOE banner and the state flags and be responsible to have them at each NASCOE Convention for display.

**23. Committee Members – Certificate of Appreciation**

All outgoing Committee Members (this does not include National Chairpersons), and Judges (including Alternates who serve as Judges) shall receive a NASCOE Certificate of Appreciation. Certificates will be provided by NASCOE to Area Executives for distribution to the respective area chairpersons. Area Executives are responsible for requesting the certificates from the National Awards Chairperson.

**24. NASCOE Member Eligibility for Benefits (Award/Scholarship Member Eligibility Requirements are in the Awards Policy.)**

NASCOE policy is to make benefits available to NASCOE membership with the following guidelines:

- A. A current or former FSA employee (including NADD and NAFEC members) must be a member of NASCOE to the fullest extent allowed by his/her state to be eligible for benefits as purchased by the membership, and which excludes scholarships and awards. If the employee is eligible for regular membership he/she must be a regular member of NASCOE. If the employee is only eligible for associate membership he/she must be an associate member of NASCOE.
- B. A RASCOE member is eligible for any NASCOE benefit without further NASCOE membership. Exception: If NASCOE membership is an eligibility requirement of the company offering the benefit then the RASCOE member must also be a member of NASCOE.
- C. A NASCOE or RASCOE member's eligibility for benefits is extended to his/her spouse and dependent family members.
- D. Associate NASCOE members may be limited to one-half hour with the NASCOE attorney, at the NASCOE Officers discretion, should the funding for this line item exceed the amount budgeted in any year.

**25. Awards-Scholarship Program Recognition**

The National Awards/Scholarship/Emblem Chair shall work with the Area Executives to publish the names of all of the recipients in the following categories in an area bulletin and also ensure they are posted on the NASCOE website:

- A. National Distinguished Service Award Winners, including their picture and written nomination: 1. Service to ASCS/FSA Agriculture 2. Community Service 3. Service to NASCOE
- B. Professional Improvement: The names of any Professional Improvement Awardees and their accomplishments.
- C. Scholarship: The names of all the Area and National Scholarship Winners, including a picture and news article on the National Scholarship Winner.
- D. Sick Leave: The names of all 3,000 hours and up Sick Leave Awardees.

**26. Membership Awards**

- A. Membership plaques for 25 years (and every 5 years thereafter) of 100% membership for County Offices will be issued on an annual basis at the NASCOE National Convention. Individuals who have maintained their membership 100% for 25 years (and every 5 years thereafter) will be issued a commemorative pin.
- B. NASCOE on an annual basis recognizes state associations with 100% membership at the NASCOE National Convention.

27. **Honorary Life Memberships**

Holders of Honorary Life Membership Cards will be permitted to register at the NASCOE National Conventions and will not be required to pay a registration fee. Host states shall indicate this benefit on the convention registration form.

28. **State Association Right to Develop Benefits**

State associations have the right to develop benefit items exclusive to NASCOE members within their state. However, these benefits are not eligible for payroll deduction based on the NASCOE/FSA negotiated purpose of payroll deduction being for items available to all members.

29. **NASCOE Web Site**

The NASCOE President may appoint a NASCOE Webmaster with the technical responsibility of maintaining the NASCOE web site. The NASCOE web site will be under the supervision of the Publicity Committee Chairperson who will be responsible for overseeing the web content and acting as liaison between the Webmaster and NASCOE. The Webmaster may be asked to assist the Publicity Chairperson during national convention in facilitating sharing of ideas and techniques associated with web sites. In keeping with the policies of NASCOE any expense associated with maintaining the NASCOE web page must be approved in advance by the Executive Committee.

30. **Coalition Partner of the Year**

NASCOE will provide the person selected by the Legislative Committee as "Coalition Partner of the Year" with a plaque and, if this partner attends that year's National Convention, one night's lodging at the convention hotel and \$250 toward travel.

31. **Programs Committee Chairperson Attendance at Management Meetings**

Whenever possible the Programs Committee Chairperson's attendance will be considered for any program-related meetings with FSA Management at the discretion of the NASCOE President.

32. **Membership Workgroup**

At the annual organizational meeting, the Executive Committee shall determine if the membership workgroup shall be convened according to the following outline: Membership Workgroup and Schedule for Continued Evaluation

A. Members

1. President
2. Vice President
3. National Membership Chair
4. All Area Membership Chairs
5. One Area Executive

NASCOE EXECUTIVE COMMITTEE POLICIES

- 6. Five new members (one from each area)
- 7. Others invited at the discretion of the President

B. Meeting Schedule

- 1. Every other year
- 2. Consider meeting in January, preferably in conjunction with the Pre- Negotiation Meeting

32. **Typical Meeting Schedule**

<b>MONTH</b>	<b>MEETING</b>	<b>ATTENDEES</b>
September	Organizational	Executive Committee National Committee Chairpersons
November - December	FSA Management	President & Vice-President
January - February	Pre-Negotiation	Executive Committee National Committee Chairpersons Second Year Alternate Executives Negotiation Consultants
April - May	Negotiation	Executive Committee Negotiation Consultants National Legislative and Program Chairs
As Needed	Legislative Conference or MiniConfrence	Executive Committee Full Legislative Committee



# NASCOE Responsibility Handbook

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## *INTRODUCTION*

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This booklet was prepared in an effort to provide guidelines regarding the duties and responsibilities of Officers, Area Executive Committeepersons and Alternate Area Committeepersons, National and Area Committee positions, Webmaster, and Negotiation Consultants. These guidelines are not meant and should not supersede the established NASCOE Constitution and Bylaws, the Executive Committee Policies, or the Travel Policy. With a complete understanding of the responsibilities associated with these positions, the elected/appointed persons will be better prepared to fulfill their duties, thus strengthening NASCOE.

There may be other responsibilities which occur in addition to the ones outlined here that are at the discretion of the National Committee Chairperson, Area Executive Committee Chairperson or Executive Board of NASCOE. If you have ANY questions in regard to the duties and responsibilities of these positions, please contact the National Committee Chairperson, Area Executive Committeeperson or Officers of NASCOE.

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## *General Guidelines For All Positions*

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These general guidelines apply to all positions within the leadership of NASCOE:

1. Maintain a professional appearance and demeanor when attending functions as a representative of NASCOE. This would include all meetings of state affiliates, other employee associations, other organizations, meetings with management, meetings with Congressional representatives, etc. This also applies when attending social activities in conjunction with meetings. Remember in the membership's eyes you are a representative of NASCOE whether on official or unofficial time.
2. All NASCOE positions, whether elected or appointed, require a certain amount of dedication, creativity and enthusiasm. The ability to communicate both orally and in writing; formally and informally with officers, executives, chairpersons, general membership and outside organizations will be very beneficial when performing the duties of the position. NASCOE encourages development of these skills.
3. Remember that NASCOE leadership is a team effort. Individuals on the Executive Committee may not always agree with the decisions of the group, but once a decision is made the individual members are responsible for presenting the decision in a positive manner and refraining from presenting personal or biased opinions to the membership. The spirit of cooperation is important in maintaining all NASCOE relationships.
4. Be prepared for all meetings with information and/or questions. Generally, a written report will be required for all meetings with an electronic copy of the report presented to the Secretary for record-keeping purposes and to aid in compiling accurate minutes of the meetings.
5. Strive to be fair, impartial, and open-minded to new ideas and change. Respect the views, opinions, and comments of others.
6. Respect the confidentiality of any information, matters or problems discussed at meetings. Use good judgment in distributing information; especially that which should be distributed only by the President. Recognize that information is generally fluid and may change quickly.
7. All NASCOE leadership positions shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All officers and committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

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## ***Section 1 Duties and Responsibilities of National Officers***

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### **NASCOE President Duties**

The NASCOE President provides leadership and guidance to the Association's membership, the other officers, Area Executive Committeepersons, Committee Chairpersons, etc. The President conducts the business of NASCOE in a responsible and professional manner in accordance with the Association's Constitution and By-Laws while insuring that every member receives proper representation. He/she must have the ability to pull the "Leadership Team" together into a cohesive group that will work together for the common good.

Presidential duties include but are not limited to the following:

1. Act, and in many situations, react, to circumstances as they develop. At times, there may be a need to act immediately without full consensus of the Executive Committee. All decisions and actions shall be made in the best interest of the Association.
2. Maintain good public relations, promoting objectives and goals of the Association always. The President must at times make decisions for the common good that are not readily accepted in some areas or states. He/she should always attempt to explain to the membership why the decision was made. Other members of the Exec Committee can further the goals of the association by supporting the President in difficult decisions.
3. The President is the primary official liaison between NASCOE and USDA/FSA Management. He/she will establish and maintain an active working relationship with the Administrator and other management officials; work with management on areas of mutual interest between membership and Administration. Liaison duties may be delegated by subject matter to another officer as appropriate. The President will participate in all conference calls and meetings with management as requested. This participation may be delegated as appropriate.
4. The President will preside at and conduct all Executive Committee meetings including, but not limited to, organizational meeting, fall meeting with management, Pre-Negotiation meeting, Legislative Conference, and the Negotiation Session with Management. The President will preside at most General Session meetings at Convention. He/she oversees all business of the Association; keeps abreast of all changes, concerns and points of interest regarding the Association, its membership and/or the Agency.
5. The President is responsible for appointing National Committee Chairpersons. Appointments are subject to the concurrence of the Executive Committee. The President acts as appropriate to approve/disapprove the Area Committee appointments made by the Area Executive Committeepersons. The President maintains a close working relationship with the Committee Chairs in an effort to provide guidance as appropriate.
6. Maintain a current list of potential task force members and current task force membership to insure adequate NASCOE participation as requested.

7. Prepare news articles and website articles to disseminate appropriate information. Work closely with the Board of Directors on all Association issues assuring they are kept informed on all issues. Promotes open communication with all members via regular information sharing with officers, Area Executive Committeepersons, Committee Chairpersons and State Contacts.
8. Provide guidance and direction to those desiring assistance. Be available to listen and discuss issues pertaining to FSA/NASCOE with the membership, management, and other associations. Prepare and provide an official response if necessary. Assure all issues are properly addressed and individuals are fully informed.
9. Delegate the responsibility to research various ideas/suggestions that will assist the Association in meeting its goals and promote positive visibility of the Association. Ascertain that responses are made promptly to the Executive Committee, Department/Agency officials, and NASCOE members when requested.
10. Maintain a file on all areas of presidential responsibilities and activities. Furnish the Presidential file to the new President.
11. The President shall, to the greatest extent possible, ensure the county committee system is promoted and supported by the Executive Committee and National Committee Chairpersons. The President shall be aware of reductions in COC authority, in procedure or in practice. The President shall be aware of all erosions in COC authority shall be elevated to the appropriate management officials in Washington D.C. All Officers and National Committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **NASCOE Vice President Duties**

The NASCOE Vice President will act in the absence of the President and assist the President as requested. Other duties include:

1. Promote the goals and objectives of the Association and educate him/her to keep abreast of the current issues.
2. Maintain ongoing communication with the President to assist the President in achieving the objectives set for the Association.
3. The Vice President may be asked to act as the liaison between the NASCOE attorney and membership needing assistance. The Vice President will assess the situation and communicate with the Area Executive Committee person to determine the best course of action. The Vice President will maintain a file, keep the President abreast of the situation, and notify the Treasurer when attorney time has been approved.
4. He/she works with the Secretary and Programs Committee Chairperson in preparing negotiation/consultation positions for submission to management and various other aspects of the Negotiation/Consultation process as requested.
5. National Convention Duties include:
  - Prepares and sends invitations to management, speakers, coalition groups, etc.
  - Confirm speakers and guests for convention.
  - Officially greets guests, makes accommodations, obtains gifts, etc. as needed.
  - The Vice President conducts the meeting and moderates the Question and Answer Session of the Convention.
  - Hosts hospitality room for Executive Committee during convention.
6. The Vice President may be asked to assume the lead on various projects and duties.
7. The Vice President provides a monthly second-party review of all financial accounts of the association.
8. He/She will maintain and distribute this Responsibility Handbook to Officers, Execs, and National Committee Chairpersons for further distribution to the areas and committees.
9. Responsible for maintaining list of date/location of state conventions and area rallies. (NASCOE President is responsible for coordination of who is representing NASCOE.)
10. All committee chairs shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members and promote NAFEC membership when possible.

11. The Vice-President shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President and County Office Advocacy committee chair as soon as they become apparent. All Officers and National Committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## NASCOE Secretary Duties

The NASCOE Secretary shall act for NASCOE in the absence of the President and Vice President. Other Responsibilities of the NASCOE Secretary include:

1. The Secretary is responsible for the custody and maintenance of official copies of:
  - Constitution and Bylaws
  - Official Copies of every annual report beginning in 1959-1960 containing the official records of NASCOE
  - Back issues of NASCOE Newsletters
2. He/she is responsible for the Official Correspondence, Minutes, and Recordkeeping of NASCOE including:

### Annual Notifications

The Secretary is responsible for annually notifying state associations of certain information by compiling the Fall and Spring Notifications and posting these notifications to the NASCOE website.

The Fall Notification is to be posted no later than November 15 and will contain, but is not limited to, the following:

- ♦ General Information from NASCOE Secretary
- ♦ Current Year NASCOE Officers and Area Execs
- ♦ President's Report
- ♦ Vice President's Article
- ♦ NASCOE Financial Statements
- ♦ Current Board of Directors and Change Form
- ♦ NASCOE Constitution and By-Laws
- ♦ NASCOE Executive Policies
- ♦ NASCOE Travel Policies
- ♦ Current Year Negotiation Information and Form
- ♦ Area Information/Upcoming Rallies
- ♦ Note from NAFEC
- ♦ Note from RASCOE
- ♦ National Committee Convention Reports

The Spring Notification is to be posted no later than June 1 and will contain, but is not limited to, the following:

- ♦ Listing of Current Officers and Execs
- ♦ President's Report
- ♦ Delegates List (Please update as necessary)
- ♦ Parliamentary Procedure Notes
- ♦ Current Year Convention Policies
- ♦ Convention Registration Form and Information
- ♦ National Convention Tours and Activities
- ♦ NASCOE Memorial Form
- ♦ Military Tribute Request Form
- ♦ Candidacy Announcements



- ♦ (Officers, Area Execs, and Alternate Area Execs)
  - ♦ National Committee Reports
  - ♦ Award Winners If Available
  - ♦ NASCOE Financial Statements
  - ♦ Future Convention Information
- Prepares accurate minutes of all meetings of the Exec Committee including all convention meetings and Exec Committee meetings in conjunction with fall meeting with management, pre-negotiations meeting, legislative conference, and Negotiation meeting
  - Maintains records of monthly conference calls and all other actions between meetings.
  - Maintains files of all current and historical records of the association
  - Preparation of Agendas for all meetings
  - Prepares, prints, and distributes annual report which includes all official records of the association for the year
  - Maintains the NASCOE directory and officially notifies management of contact information
  - Maintains the name/address database of 5500+. The name/address database includes information for all county offices in the nation; all state officers, area chairs and judges; national leadership; department/agency contacts; Congressional members; and all associate members. The data base must be updated as changes are received as it is used for all mailings including mailing of newsletters.
  - Notify appropriate publication officials with results of the National elections.
  - Write letters of appreciation to Department/Agency personnel who have contributed to the Association.
3. The Secretary is also the National Convention Co-Chairperson and as such has the following responsibilities:
- Negotiates with hotel for meeting space and arrangements for the organizational meeting that is held the year prior to National convention.
  - Negotiates and signs Contract and Banquet Event Orders with hotel
  - Travels to the hotel to meet with host state and hotel personnel two or three times as necessary in the planning of the convention
  - Provides financial history information to the hotel to obtain Direct Billing
  - Assigns sleeping rooms and provides listing for NASCOE Master Account to hotel
  - Assigns meetings rooms and verifies that all necessary amenities are on-site
  - Hires and contracts with a Court Reporter for the Q&A Session
  - Locates and arranges for rental of a copier for the NASCOE office
  - Arranges for exhibit space for Committee Chairs, Bidding states, etc.
  - Prepares Program –for General Session meetings and Agendas for all Exec Meetings
  - Works with the host state to design program covers, name badges, etc.
  - Works with and advises host state convention chairs on duties and responsibilities
  - Approves all Host State decisions
  - Works with Membership Chairperson to insure that any necessary Audio/Visual

- equipment necessary for Memorial Presentation is available and insure any guest presenter's audio/visual needs are met, within reason.
- Reconciles all invoices for convention expenses including rooms, meals, copier rental, court reporter, etc.
  - Works with Publicity Chairperson to contract for Convention Photographer
  - Prepares and submits follow up questions to management
  - Follow-up to obtain and distribute Q&A transcript
  - Sends thank you notes to speakers
4. The Secretary in conjunction with the Programs Committee Chairperson has responsibility for the annual Negotiation /Consultation Session with management to include the following:
    - Collects and compiles negotiation items submitted by membership.
    - Categorizes items and prepares book of negotiation items for Pre-Negotiation Session.
    - Works with the Negotiation Consultants to provide information on the process
    - Collects and compiles negotiation/consultation positions that were prepared by the Consultants and Area Executives and forwards these positions to Management for their responses. Also follows up to obtain timely response from management
    - Acts as Recording Secretary for the Negotiation Session and follows up with management to finalize the positions and obtain necessary signatures
    - Works with management to schedule both the Negotiation/Consultation Session in May and the fall visit with management.
  5. The Secretary is responsible for NASCOE Equipment and Supplies to include:
    - Initiate orders and maintains inventory for all equipment and supplies.
    - Verifies all billing prior to submission to Treasurer for payment
    - Maintains listing of equipment owned by NASCOE and location of equipment
    - Designs, orders and maintains adequate supply of letterhead, envelopes, etc.
    - Shall be responsible for ordering name badges for National Officers, Area Executive Committeepersons, and National Committee Chairpersons to be distributed at the Organizational Meeting following the national convention.
  6. The Secretary is authorized to disperse monies in lieu of the Treasurer and is an authorized signatory on all checking accounts of the association. Any claim for reimbursement greater than \$1,500.00 will be subject to second-party review by the NASCOE Secretary prior to payment.
  7. The Secretary shall, in safe keeping, maintain all passwords maintained to operate NASCOE's website, secured documents, and any other permission required document not specifically specified.
  8. The Secretary shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All Officers and Committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **NASCOE Treasurer Duties**

The office of NASCOE Treasurer carries the following responsibilities:

1. The Treasurer is responsible for maintaining all financial records of the Association:
  - Prepares financial reports for all meetings.
  - Reviews and provides budget and budget estimates.
  - Provides all financial transactions for review by Exec. Committee
  - Provides yearly financial summary report to the Secretary for the annual report.
  - Recordkeeping - Serves as official record keeper for all current financial records.
  
2. The Treasurer is responsible for regular disposition of income/expenses:
  - Deposits all income
  - Reviews all expense claims for adherence to policy.
  - Pays all expenses and claims for reimbursement as authorized by Exec. Committee
  - Maintains and distributes travel claim vouchers.
  - Sends advances as requested for NASCOE meetings.
  - Pays and verifies all expenses for the association, which includes: phone, taxes, attorneys, insurance, travel, awards, convention expenses, Executive Committee expense, legislative, legislative consultant, newsletter, office equipment, postage, printing and reproduction, scholarships, supplies, administrative expenses and all other expenses incurred by the association.
  
3. The Treasurer prepares Financial Reports - Outside the Association:
  - Files all financial reports including taxes and workmen's compensation forms.
  - Provides the Auditor all information needed to prepare annual Audit
  - Files NASCOE's Annual 990 to IRS
  - Keeps accurate records of all payroll
  - Prepares and submits W-2's to individuals, IRS, and State tax dept.
  - Prepares and submits quarterly tax filings for state and federal taxes.
  
4. The Treasurer working in conjunction with the Membership Chairperson:
  - Prepares and sends dues transmittal forms to states.
  - Receives dues from state associations and submits a verification of receipt to states.
  - Checks and verifies all dues to assure that correct amount is sent in.
  - Processes and provides necessary reports
  - Issues States/individuals assistance payments for NASCOE meetings
  - Keeps accurate records of all monies owed to NASCOE by state associations
  - Provides reports to Membership Chair
  - Obtains airfares for each state and figures assistance to conventions and legislative conferences.

5. The Treasurer is responsible for establishing and maintaining Bank Accounts:
  - Ensures funds are deposited in safe/secure financial institutions
  - Works with banking institution to resolve any problems
  - Reconciles all bank accounts monthly
6. Credit Cards and Pre-paid Telephone Cards:
  - Responsible for obtaining credit cards for officers and maintaining records of cards.
  - Reconciles monthly credit card statement with officers' claims of expenses.
  - Obtains prepaid telephone credit cards for officers and execs and maintains records
7. Meetings and Hospitality
  - Meetings - Negotiates with hotel for meeting space and hotel arrangements for:
    - Legislative Organizational Meeting
    - Pre-Negotiation Session
    - Legislative Conference
    - Fall Meeting with management
    - Negotiation /Consultation meetings with management
    - Prepares for/arranges Reception for Management during negotiations including sending invitations to management.
8. National Convention Duties
  - Sets up NASCOE office, with supplies, equipment, etc.
  - The Secretary will obtain keys to the NASCOE Office and the Parliamentarian, Secretary, and Treasurer will each have a key.
  - Shall assist the Secretary with the Flags and NASCOE banner by hanging, taking down, folding, and packing; and coordinate shipping with other items the Secretary must ship.
  - All candidates' hospitality room – supplies and arrangements
  - Assists the Secretary during the Convention with the Audio/Visual needs, rehearsals, etc.
9. The Treasurer shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All Officers and Committee Chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **NASCOE Past President Duties**

The NASCOE Past President will provide support and guidance to the leadership of NASCOE while continuing to promote the Association's goals and objectives. He/she serves as a "sounding board" for newly-elected officers, and offers advice and council where appropriate. Individuals in the position of Past President possess institutional and historical knowledge of the association which will be a valuable tool to assist the current leadership.

The Past President continues to support the Association by accepting duties or responsibilities as assigned. Assigned duties may include:

1. The Past President often serves as the Parliamentarian and Resolutions Chairperson, and may act as a technical advisor to the Executive Committee, Board of Directors and/or NASCOE members. As such, the Past President would review and present any proposed resolutions to the membership during the national convention. As Parliamentarian the Past President may also review prior to being proposed any suggested resolutions to change the Constitution and Bylaws of NASCOE. He/she may provide guidance to committee members on the proper format of preparing reports and minutes of meetings at national convention. He/she may also be asked to review Parliamentary Procedure with the general assembly at national convention.
2. The Past President may be asked to take an active role in the Negotiation Process including assisting in the assignment of issues, writing NASCOE position on issues, and educating and preparing the Negotiation Team.
3. The Past President may be asked to take the lead on other various projects and he/she will be responsible for reporting to the Executive Committee or Board of Directors on activities and contacts made in these efforts.
4. He/She may maintain a file of all Past President Activities and the progress of such to be forwarded to the next Past President.
5. The Past President may be asked to "Host" the reception for Past Officers and Past Execs at national convention.
6. The Past President may be asked to review the Responsibility Handbook with the newly-elected and appointed members of the Executive Committee.
7. NASCOE Past Presidents have traditionally continued to promote the goals of NASCOE long after service is completed. They have provided moral support to future generations of officers assuring that, as far as they can influence, they foster the continuation of the great association of NASCOE.
8. The Past President shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All Officers and Committee chairs Are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

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## ***Section 2 Duties/Responsibilities of National Committee Chairpersons***

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### **General Duties of All Committee Chairpersons**

The Standing Committees of NASCOE are set by the Executive Committee. The Committee Chairpersons are appointed by the NASCOE President and approved by the concurrence of the NASCOE Executive Committee.

Duties of the Chairperson of each Committee are listed on the following pages. General duties and responsibilities of all Committee Chairpersons include the following:

1. National Committee Chairpersons shall develop goals to further the effectiveness of the committee. A verbal and written report of goals and objectives for the year shall be presented to the Executive Committee at the Organizational Meeting. The Chairperson should provide 25 copies for those in attendance and an electronic copy to the Secretary for the minutes.
2. All Committee Chairpersons will be working with the other Committee Members to coordinate your efforts. Communication is the key to success of the committee. Regular communication is expected between the national chairperson, area chairpersons, and state chairpersons. Any breakdowns in communication should be discussed with the President and/or the Area Executive if the problem is one particular area.
3. Committee Chairpersons attend the Pre-Negotiation Meeting of NASCOE and provide a report of the activities of the Committee, attainment of goals, problems, concerns, etc. This includes providing written and verbal reports. An electronic copy of all reports shall be submitted to the Secretary for inclusion in the minutes of the meeting.
4. National chairpersons shall prepare the agenda and conduct committee meetings at national convention. The Chairperson shall prepare and present the Convention report detailing the activities of the Committee and any recommendations/resolutions. The Chairperson will appoint a Secretary for Committee meetings who will record minutes. Minutes will be forwarded to the National Secretary for recordkeeping.
5. Review and provide subsequent year budget request to the NASCOE Treasurer by May 1st.
6. The Committee Chairperson should notify the NASCOE President of any concerns or issues that need the NASCOE Executive Committee's immediate attention.
7. Committee Chairperson is responsible for maintaining the official committee files and at the end of the year delivering the files to the new Committee Chairperson.
8. Communication is the key to success of any organization. NASCOE is no exception. Committee Chairpersons shall provide responses promptly to inquiries of the membership, Area Chairpersons, State Chairpersons, outside vendors, and the NASCOE Executive Committee when requested.
9. All Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or

in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **Awards and Scholarship Committee Chairperson Duties**

The Awards, Scholarship, and Emblems Chairperson is responsible for three important NASCOE programs - Awards, Scholarship, and Emblems. He/she may delegate responsibilities as deemed necessary to fulfill the duties of the assigned committees. For the purposes of this handbook the duties of each program will be listed separately as they pertain to each program.

### **Awards Program Responsibilities**

1. The Awards Committee Chairperson shall be familiar with the rules of the Awards Program. The Awards Chairperson is responsible for updating and maintaining the Awards booklet and the information to be placed on the NASCOE web site [www.nascoe.org](http://www.nascoe.org). He/she shall be keenly aware of the timetable for submitting and judging of Awards nominations, and shall be responsible for assuring that the other members of the Awards Committee are aware of the importance of adhering closely to the timetable and assuring that the other members of the Awards Committee have a full understanding of the Awards requirements.
2. The Awards Committee Chairperson shall send timely notices to the Area Awards Chairpersons encouraging the promotion of the Awards Program. These shall be sent early enough for Area Chairpersons to relay the information to the area states to adhere to the timetable for Awards selection and judging. The Awards Committee Chairperson shall notify the National winners, send a congratulatory letter to person(s) who submitted the nomination, and notify the NASCOE Executive Committee of the area and national winners.
3. The National Awards Chairperson is responsible for negotiating with a supplier to get the best price and fastest service on preparation of Award plaques and other items. The National Awards Chairperson is responsible for ordering plaques for National and Area Award winners to be presented at the national convention, area rally, or other meetings provided that sufficient advance notice has been given for plaques to be prepared timely. The Awards Chairperson is responsible for ordering other items such as Awards for outgoing Executive Committee members as directed by the President of NASCOE or the Executive Board.
4. The Awards Committee Chairperson shall keep the Judges informed of their duties and impress upon them the need for promptness in judging the nominations. (The State Awards Chairperson shall be responsible for verifying that nominations submitted from the State meet the eligibility requirements.)
5. All Awards Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

### **Scholarship Program Responsibilities**

1. The Scholarship Committee Chairperson shall review the Awards Handbook and be familiar with the rules of the Awards Program as it pertains to Scholarships. He/she should be aware of the timetables for submitting and judging the Scholarship applications, and the importance of adhering closely to the timetables. He/she shall insure that the Judges and Area



Scholarship Chairpersons have a full understanding of the requirements.

2. The Scholarship Committee Chairperson shall send timely notices to the Area Chairpersons encouraging the promotion of the Scholarship Program. These shall be sent early enough for Area Chairs to adhere to the established timetables.
3. The State Scholarship Committee Chairperson shall be responsible for verifying that applications submitted from the state meet the eligibility requirements and are certified by an Officer of that State. Any application that does not meet the requirements shall be returned to the applicant for revision, if time permits. He/she shall notify the National Winner after selection and notify the NASCOE Executive Committee of the winner.
4. The national Scholarship Committee Chairperson is responsible for soliciting items for the annual Scholarship Auction held during the national convention. He/she shall work with the Host State to locate an auctioneer to conduct the auction. The Scholarship Chairperson is responsible for accepting, labeling, and displaying the auction items. He/she should work with the NASCOE Secretary/National Convention Chairperson to assure proper locked space is available to store items prior to the auction. Scholarship Chairperson is responsible for other fundraising activities to maintain the Scholarship Fund.
5. All Scholarship Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **Benefits and Emblems Chairperson Duties**

Mission: To promote, preserve and make existing benefits accessible that were obtained by hard work and perseverance, while constantly seeking out new NASCOE benefits that are affordable, appropriate and appealing to NASCOE membership.

The National Benefits Chair rarely works independently. The Benefits Chairperson should seek advice from the previous Chairperson, past and current NASCOE Executive Committee members, other past and present standing Committee Chairs as well as NASCOE membership. Setting goals and doing your best are critical to this position. Though you are not called upon daily to perform functions for this position, you must be ready every day to answer questions from membership and handle whatever may come your way. The combination of your leadership abilities, your respect and understanding of what NASCOE is and your commitment to serve will be a large component to your success.

### **Benefits Program Responsibilities**

1. Constantly be on the lookout for benefit programs, products and services that would be available to NASCOE members. Promptly assist members with questions or concerns. Work closely with other National Committee Chairpersons. NASCOE's mission depends on committees working together and sharing ideas.
2. Communicate frequently with all Area Benefits Chairpersons and insure that information is properly distributed to the respective State Officers and State Benefits Chairs. Involve Area Chairpersons by delegating and assigning various tasks such as research, tracking or writing an article.
3. Work closely with Teresa Dillard of Dillard Financial Solutions to understand various products the company promotes or services for NASCOE members. Also work closely with Trevor Gartner of JM Marketing as they continue to serve NASCOE with their group policies. As chairperson, you are to do everything possible to protect the discounts exclusively available to NASCOE members. Fact finding and protecting privacy are also important aspects to this position.
4. Conduct all NASCOE Benefits Committee meetings during the NASCOE Convention. There are two committee meetings that are held at the NASCOE Convention. The first one will take place prior to Area meetings, at which time you will review what is taking place with benefits and discuss any ideas or recommendations for Area chairs to take back to their Area meetings for review. The second meeting will be held following Area meetings, at which time you will receive feedback from the Area Chairs as to what was discussed in their Area meetings. At this meeting, you are responsible for providing an agenda or any needed handouts as well as appointing a secretary to take notes for you.
5. After this meeting, you will be expected to give a verbal report of the committee's discussion and recommendations to the NASCOE Executive Committee as well as a written exit report that will be distributed accordingly. These reports will be made readily available to the NASCOE Secretary.
6. Attend the National Convention, the Organizational Meeting (generally held in September), the Pre-Negotiation Meeting, and the Legislative Conference if requested by the President.

On certain occasions, the Executive Committee may request your presence at other meetings. Most meetings will require a Benefits Committee report, written and verbal.

7. Develop contacts with OPM and HRD. Meetings in Washington DC should include scheduling meetings with personnel in these departments that can assist with questions and concerns brought forth by membership.
8. Communicate & promote both NASCOE and government-wide benefit information to membership through NASCOE newsletters, the NASCOE website or other means of communication.
9. All Benefits Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

### **Emblems Programs Responsibilities**

1. The Emblems Committee Chairperson shall be responsible for promotion of [thenascoestore.com](http://thenascoestore.com) via the NASCOE website, the NASCOE newsletter, and through the Area Chairpersons. He/She will submit news articles to the National Newsletter.
2. The Emblems Committee Chairperson works closely with the state and area chairpersons on any questions, concerns, or suggestions they may have with the store front. The Chairperson shall inform states of the convention packets that will be made available if requested. The Chairperson will also work with BEJ's Advertising or other vendors to keep storefront up to date on NASCOE.
3. The Emblems Chairperson will continue to sell NASCOE Emblem lapel pins and to keep an accurate inventory of such.
4. All Emblems Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **Legislative Committee Chairperson Duties**

The job of Legislative Committee Chairperson is a position which generates a great deal of feedback and response from membership. While extremely rewarding, it will be challenging and frustrating as well. The Chairperson must recognize the different interests and opinions of each region and mold those concerns into a comprehensive policy for consideration by NASCOE leadership. It is important to fully utilize the committee to develop policy and delegate the work that must be accomplished. Further, success will come in small increments and the race must be recognized as a marathon and not a sprint!

Duties of the Legislative Committee Chairperson include the following:

1. Organize and conduct meetings of the national legislative committee. This would include the organizational meeting and committee meetings at the national convention. Conduct teleconferences with the committee as needed.
2. Communicate and work with the Legislative Consultant and Legislative Committee in developing policy and recommendations for action. Act as a liaison between the Consultant and NASCOE leadership, the legislative committee and members.
3. Write articles for the national newsletter.
4. Manage and develop annual legislative conferences as directed by NASCOE leadership. Fully utilize the legislative committee and the consultant in this process. Responsibilities include rooming assignments for the conference and arranging for registrations tables to be supplied and manned.
5. Travel to Washington, DC and other states to make contacts with congressional delegations for the purpose of furthering the legislative agenda. Travel could occur with little notice!
6. Oversee development of position papers, written testimony and related information for use by membership in furthering the goals of NASCOE.
7. Prepare written reports for NASCOE officers and area executives concerning committee actions/recommendations.
8. Work through the area legislative committee chairs to develop a network of contacts for key legislators. Encourage members to contact congressional representatives and have a working relationship with them. Be knowledgeable of the proper procedure to make contacts with Congress and work with consultant to train membership in this area.
9. All Legislative Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## NASCOE PAC Duties/Responsibilities

Area Legislative Chairperson Assigned as Political Action Committee (PAC) Coordinator:

1. Is selected by and reports directly to the NASCOE Legislative Committee chair.
2. Maintain a current list of each state's active PAC participants.
3. The PAC Coordinator is responsible for maintaining the official PAC files. Upon assignment of a new PAC Coordinator, delivering the files (including electronic files) and associated supplies and materials to the new coordinator and ensuring a smooth and efficient transition.
4. Works closely with the NASCOE Legislative Consultant (PAC Treasurer) to ensure the PAC account is adequately managed.
5. Refers any matters or questions of PAC policy or procedures to the Legislative Consultant and/or Legislative Chair as appropriate.
6. In addition to the required area legislative reports for area rallies and national conventions, the PAC Coordinator will provide a separate PAC progress report at the national convention, as well as periodically throughout the year when requested by the National Legislative Chairperson or NASCOE's Executive Committee.
7. The PAC Coordinator will work closely with the National Legislative Chairperson and the entire Legislative Committee to annually plan, organize, and propose a PAC Promotion. This proposal, once adopted by the Legislative Committee, will be presented to NASCOE Executive Committee for consideration.
8. Promptly contacts new enrollees or current participants who wish to adjust their allotment contributions to assist with completion of financial allotment processing through the National Finance Center (NFC) or Employee Personal Page (EPP) programs.
9. Communicates and works with the Legislative Consultant and Legislative Committee.
10. At the end of each pay period, reconciles PAC account bank statements and compares previous pay period contributor roster to current pay period contributor roster to identify contributors who have become inactive.
11. Works through the area legislative committee chairs to maximize opportunities to recruit and retain PAC contributors.
12. Often state associations, other state and area chairs, members of the Executive Committee, and the Legislative Consultant will request status reports for specific information. The PAC Coordinator is responsible for timely responding to these requests. Each response should include a carbon copy (cc) to the National Legislative Chairperson. Additionally, if there are requests made that are of questionable nature, the PAC Coordinator must refer these requests to the National Legislative Chairperson for review before any information is released.
13. Maintains an inventory of associated supplies and materials used for PAC promotion and enrollment. Requests budget consideration from the National Legislative Chairperson for purchases of additional supplies/materials.

14. Works closely with National Legislative Chairperson to coordinate the availability and shipment of PAC promotional materials to states and areas that are hosting rallies and conventions.
15. At least quarterly, and more frequently during PAC promotional periods, updates participation reports by state, area, and national levels.
16. Keeps all PAC educational/recruitment materials (PowerPoint presentations, brochures, fact sheets, etc.) updated and made available to all area legislative chairs.
17. Submits requests for reimbursement for expenses such as postage, supplies/materials, telephone calls, etc., by filing an expense claim with the NASCOE Treasurer.

## **Membership Committee Chairperson Duties**

The Membership Chairperson is responsible for providing leadership in the effort to promote and maintain high levels of membership in NASCOE. The Membership Chairperson will be responsible for identifying and resolving percentage of membership problems as they occur.

Other Responsibilities include:

1. Coordinating the effort to contact every non-member County Office Employee in the country about joining NASCOE.
2. Working with the NASCOE Treasurer to ensure that states have the appropriate Dues Transmittal Forms and are aware of the schedule for submitting dues timely and quarterly membership reports are updated.
3. Writing articles for the national newsletter, as well as, writing articles and regular updates for the NASCOE Website.
4. Organizing and conducting the Membership Committee meetings, as well as, present the Membership Committee report and recommendations of the committee at the national convention.
5. Maintain an inventory of all membership supplies for distribution to States, as well as, receiving, processing, and shipping all Membership supply orders in a timely manner.
6. Create, inform and remind states of deadlines for submitting both counties and individuals who qualify for the 25 through 45 year membership awards. Membership Chairperson is also responsible for presenting these awards at the national convention, and providing a list to the NASCOE Secretary for inclusion in the Convention Minutes.
7. Maintaining a listing of individuals who have received NASCOE Honorary Lifetime Memberships and dispersing the Lifetime Membership Cards.
8. Accepting requests from states for waivers of the requirements for Honorary Lifetime Memberships and presenting those requests to the Executive Committee for decision.
9. Communicating with and coordinating with the efforts of the Area Membership Chairpersons and State Membership Chairpersons.
10. Working with states to obtain names for the NASCOE Memorial at national convention.
11. Working with host state to find a volunteer to prepare PowerPoint presentation of the memorial.
12. All Membership Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## County Office Advocacy National Committee Chairperson Duties

Mission Statement of the NASCOE County Office Advocacy Committee (COAC): To protect, enhance, and provide continual education for the farmer-elected committee and county office system for the betterment of NASCOE's membership, county office FSA employees, and the agricultural communities we serve while working independently, but cooperatively, with the National Association of Farmer-Elected Committees (NAFEC).

Duties of the County Office Advocacy Committee National Chairperson include the following:

1. Provide to the Executive Committee an annual operating plan at the Organizational Meeting covering the following topics:
  - Communications
    - Number of communication bulletins to be sent to membership
    - Schedule of communication with area chairpersons
    - Copy of e-mail distribution lists
    - Tracking report on outreach and educational articles/events
    - Summary report of interaction with FSA Management and congressional members
  - Engagement
    - Efforts to promote NASCOE membership
    - Efforts to promote NAFEC membership recruitment (both COC and associate members)
    - Efforts for continued education so that NASCOE leadership is vigilant and knowledgeable concerning COC/CO authorities
2. Provide the Executive Committee a report of performance annually at the National Convention that ensures previous year's successes and failures are analyzed.
3. Direct the committee to work cooperatively with NAFEC while maintaining NASCOE autonomy.
4. Work with NASCOE and NAFEC leadership and committees to encourage NAFEC membership and associate membership.
5. The National Committee Chairperson will lead by example and actively recruit their own COC members for NAFEC membership and leadership roles within NAFEC.
6. The national chairperson will encourage all area chairperson to become NAFEC associate members and promote NAFEC membership when possible.
7. Support and participate with NAFEC in its annual membership drive by distributing and publicizing NAFEC brochures, media, and other promotional materials to all current and prospective members and associate members.



8. When requested, assist NAFEC in the development of NAFEC position papers, written testimony and related information that will be of benefit to both NAFEC and NASCOE.
9. Be aware of all benefits that are available to NAFEC members and share that information with NASCOE/NAFEC Area Chairs.
10. Write articles for the NASCOE Newsletter on a regular basis.
11. Work closely with the NASCOE Publicity Chairperson to use all available media to provide educational outreach regarding county committee/county office authorities.
12. Monitor FSA directives (notices, handbook amendments, and policies) for issues potentially impacting the farmer-elected committee and county office system. Issues and concerns shall be elevated and resolved through appropriate NASCOE and NAFEC channels immediately. When national, regional or state issues arise, engage area/state chairs in a process which will achieve committee chair empowerment, engagement, education and workload sharing.
13. Promote meaningful and effective county committee training for all FSA county committee members, FSA district directors, and FSA county executive directors by working with NASCOE officers, Executive Committee, and FSA national and state offices.
14. Promote the tenet that county committee/county office authorities and roles are core components of county operations trainee (COT), county office program technician (PT) training and other administrative and management-oriented programs.
15. Organize and conduct meetings of the COAC. Also, participate NASCOE committee meetings at the national convention, legislative conferences and other national or area meetings. Along with coordinating events, take into consideration attendees who need to be invited or could be invited (e.g. NAFEC leadership and/or COC members from local area). Appoint member of the committee to take minutes of all meetings.
16. Timely prepare and submit committee reports and meeting minutes to the NASCOE officers, Executive Committee, and committee area chairpersons.
17. Conduct monthly committee conference calls with committee area chairpersons. Invite NASOE officers to attend monthly conference calls. Appoint member of committee to take notes for internal (Executive Committee and the COAC only) email distribution.
18. Assign each area chairperson with a specific area of responsibility (examples: handbook/policy monitoring, liaison for NAFEC and other partner associations/organizations, publicity and education, training, and recruitment/benefits promotions).
19. Collaborate with the NASCOE Legislative Committee. Attend and assist with the annual legislative conferences as directed by NASCOE leadership. Fully utilize the COAC in this process. Cooperate with both the NASCOE and NAFEC legislative consultants in

identifying key congressional and/or USDA contacts.

20. Keep a record of activities to pass on to successor national chairpersons to assist in a smooth transition and in succession planning.
21. Establish an electronic library of resource documents for county committee/county office authorities.
22. Each October conduct a conference call training with all area chairpersons to review responsibilities handbook with the COAC national and area chairpersons.
23. Ensure the county office system is promoted; and be aware of reductions in COC/county office authorities, in procedure or in practice. The national chairperson shall work with the NASCOE Officers and Executive Committee, as well as the area COAC chairpersons to identify, research, and resolve issues promptly.
24. Emphasize to all NASCOE leaders and members the critical importance of knowledge and vigilance of county office authorities. These authorities are the foundation of NASCOE's existence and future.

## **Program Committee Chairperson Duties**

Problems arise throughout the year concerning inefficiencies/issues in FSA program areas (software, forms, program requirements, etc.). The Program Committee Chair is responsible for educating the membership as to the purpose / responsibility / availability of the Program Committee. He or she is also responsible for accepting, presenting to the Board, and acting on any issues brought to his or her attention by the membership. The issues may be submitted to the Program Chair by e-mail, regular mail, or via the NASCOE website. Depending on whether a submission is for program efficiency or negotiation/consultation, the item should be submitted on either the "Program Efficiency" form or the "Negotiation/Consultation" submission form. Both are available on the NASCOE web site and may from time to time be included in various NASCOE mailings.

Other duties of the Program Chairperson include:

1. The Program Chair will review the issue and make the decision whether to act immediately or to wait and approach the issue during the negotiation/consultation period. The Program Chair may consult with the Board in making the decision. In all cases the Program Chair will contact the person who submitted the item with an acknowledgement of receipt of the item.
2. The Program Chair will regularly communicate and work with the Area Program Chairpersons to research issues. The Program Chair may delegate responsibility for conferring with the person who submitted the issue, researching the item, and/or preparing a presentation of the item to the Area Program Chairpersons. The Program Chair will be responsible for contacting and conferring with the appropriate Program area in Washington DC for a response and resolution to the problem. Follow up to provide additional information and/or to obtain responses from WDC may be required of the Program Committee Chair.
3. It will be the responsibility of the Program Chair to respond to the NASCOE member with the response and/or resolution to the issue. All listings of items/responses/resolutions should be cleared through the NASCOE President before distribution and will be shared with the Officers, Area Executives and NASCOE Committee Chairs. A listing of items/responses/resolutions may be published in the NASCOE newsletter, NASCOE mailings, or NASCOE web site after clearance through the NASCOE President.
4. The Program Committee Chairperson will participate and take an active role in the Negotiation/Consultation process. Working with the NASCOE Secretary, the Program Committee Chairperson will participate in researching/preparing items for consideration by the Negotiation Team, educating Negotiation Consultants in the process of negotiations with management, writing NASCOE positions on program items for consultation with management, may be assigned the "lead" to present individual items during the Negotiation/Consultation meeting with management, may be asked to assist with the official minutes of the meeting, etc.
5. All Programs Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## Publicity Committee Chairperson Duties

Mission Statement of the NASCOE Publicity Committee: The NASCOE Publicity Committee works to inform and engage NASCOE members through timely, accurate, and visually appealing communications. The Publicity Committee must be cognizant of the needs/desires of the membership when determining the content of the newsletter and website.

The Publicity Committee Chairperson is responsible for providing leadership to NASCOE in achieving the mission of the committee. Technical skills in written and visual communications, including web design, desktop publishing, social media, photography, and video production, are beneficial for the National Publicity Chair to possess.

Duties of the Publicity Chairperson include:

### 1. Ensuring the production and maintenance of NASCOE's Communication Channels.

- NASCOE News Bulletins: Ensure the production, publication and distribution of four news bulletins annually: three are to be produced by the Area Publicity Chairs and one national News Bulletin. This includes setting and enforcing the deadlines, gathering the news and graphics, layout and design.
- NASCOE Website [www.nascoe.org](http://www.nascoe.org): Ensure the production, publication and maintenance of the NASCOE Website. The Publicity Chair may also serve as the webmaster. When the Publicity Chair serves as the webmaster, their supervision will be conducted by the NASCOE Officer team. Duties of the webmaster are listed under the following section.

If the National Publicity Chair does not have web design experience, a separate webmaster may be utilized. When a separate webmaster is used, the Publicity chair is responsible for supervision of the Webmaster. Coordination and cooperation between the Webmaster and the Publicity Chairperson are of utmost importance to ensure efficient and accurate distribution of information. This coordination is also important in the reduction of duplication of efforts.

- NASCOE Facebook Page – Nascoe News (<https://www.facebook.com/NASCOENews/>): The Publicity Chair will serve as the Administrator for the Nascoe News Facebook page. The Chair will assign all Area Publicity Chairs to an Editor role on the page. Substitutions for these roles can be made when the chair(s) do not have a Facebook account. However, it is strongly suggested the members filling these roles have a Facebook account and a familiarity with Facebook page administration.
  - ♦ All Area Rallies shall have events created, hosted by Nascoe News, as soon as the date, time and location of the Rally is finalized. The Area Publicity chair shall keep the event updated and post to the Nascoe News page during the event.
  - ♦ Post photos/updates of NASCOE members at work during all NASCOE meetings & events.
  - ♦ Post greetings to NASCOE members for all Federal Holidays
  - ♦ Post other items at the request of the NASCOE Officers
  - ♦ Respond timely to questions or messages that come into the Nascoe News page, consulting with the appropriate officer, exec or committee chair, if needed.

- NASCOE News Flash blast emails: As directed by the NASCOE President, assemble and send NASCOE News Flash emails. Duties may include editing, email formatting as well as using MailChimp or other email blast service to which NASCOE may subscribe to transmit the email to NASCOE membership.
  - NASCOE Communications Database: Maintain the NASCOE Communications database, adding new members, updating existing records and deleting persons who are no longer members. Activities include:
    - ♦ Transfer member records from the database survey to the active database.
    - ♦ Check for duplicate records, deleting duplicates or records with incorrect addresses
    - ♦ Quarterly, send the database, filtered by Area and State, to the Area Executive, Publicity Chair and Membership Chair for verification and changes.
    - ♦ Update the database with any changes received from State or Area membership chairs
    - ♦ Before sending a NASCOE News Flash, update the mailing list of the email blast software with the current database.
2. Conduct the annual Convention Cash Club essay contest. The Convention Cash Club essay contest awards \$500 to one member in each area who has not previously attended a NASCOE Convention. Responsibilities for this contest include:
    - ♦ Choosing, with Area Chairs, a tagline to coordinate with the Convention location.
    - ♦ Distributing contest entry information
    - ♦ Providing submitted essays to Area Chairs for judging. Chairs may not judge entries from their area.
    - ♦ Overseeing judges, enforcing contest rules, and notifying winners.
    - ♦ Provide winners with information on how to obtain the stipend
  3. Coordinate photography services at the NASCOE Convention. Duties include:
    - ♦ Between September 1 and December 1 of the year: Contact vendors and solicit bids for photography at the national convention and submitting contract to NASCOE Secretary for approval.
    - ♦ Maintain access for NASCOE's Shoot Proof Website.
    - ♦ Pay for the cost of having the photos on the Shoot Proof website and send invoice(s) to NASCOE Treasurer for Reimbursement
    - ♦ Coordinate with convention photographer access to the NASCOE Shoot Proof website.
    - ♦ After contract is approved, communicate with National Convention Host State to determine a suitable area for State and Area Group Photos, Officer, Executive and Committee chair individual and group photos.
    - ♦ Determine and publicize the order, time, and location of Area and State group photos
    - ♦ Assist convention photographer with the group photos
  4. The National Publicity Chair is responsible for the supervision and coordination of Area Publicity Chairpersons. Duties may include:
    - ♦ Conduct regular conference calls to coordinate Publicity activities
    - ♦ Provide assistance with Publicity issues across the country.
    - ♦ Organize and conduct the Publicity Committee meeting(s) at the NASCOE Convention
    - ♦ Present the report and recommendations of the committee at the national convention.

- ♦ Represent the Publicity Committee at the Organizational and Pre-Negotiation meetings, as well as any other meetings as requested by the NASCOE Executive Board.
5. Coordination with NAFEC and RASCOE on Articles for the Newsletter and Website. The Publicity Chair shall coordinate with NAFEC and RASCOE officers, at least annually, to ensure that up-to-date information is displayed on the NASCOE website.
  6. Support the County Committee System. All Publicity Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible

### **Webmaster Duties**

The NASCOE Webmaster is responsible for creating, designing, optimizing and updating web pages, and maintaining the national NASCOE website. The work for this position shall be done on the webmaster's personal equipment. Government Equipment shall not be used for creating or maintaining the NASCOE website.

Skills necessary: Technical skills in written and visual communications, including web design, desktop publishing, social media, photography, and video production, are beneficial for the NASCOE webmaster to possess. Webpage design experience and training using WordPress is necessary. Experience using Flash, Adobe Photoshop, Adobe Acrobat, and others will be beneficial. Webmaster should keep current with major web technologies, in order to provide the best content and functionality of the Website.

The Webmaster Chairperson duties and responsibilities include:

1. Create and update the national NASCOE website and sub-pages that may include forms, menus, tables, frames, graphics (such as buttons and menus), and other elements. Create and maintain other web elements as directed by the Officers and Area Executives.
2. Work closely with NASCOE officers, Area Executives and Committee persons to ensure web content is current and accurate.
3. Maintain the website structure and organization including backing up the website, deleting unused files and organizing directories. Maintain data on server to facilitate the utilization of other tools as needed.
4. Scan, optimize, and upload photographs, convert documents to PDF files, and upload to the appropriate place in the web.
5. Weekly maintenance, to include updating the site to delete outdated content and add current information, as directed by email and phone, looking for and fixing errors, looking for and repairing broken links, making certain that all pages are correctly formatted, and all other upkeep as needed.

6. Work closely with other agencies, internal and external customers and organizations regarding all aspects of the website. Provide regular reports on Web activity to the Officers.
7. Webmaster may be required to communicate technical information through non-technical verbal and written interactions.
8. Maintains the nascoe.org domain name, and the hosting account on the server, billing NASCOE for any expenditures involved. Expenditures which exceed normal hosting and domain expenditures must be approved by the Executive Committee in advance.
9. Confidentiality is important to this position. The Webmaster will need the ability and judgment to identify what is appropriate for the web, and verify that submissions have been approved through official channels, i.e. the NASCOE President or other Officers.
10. This position reports to the Publicity Chairperson. If the Publicity Chairperson serves as the webmaster, then supervision will be provided by the NASCOE Officer Team.
11. All Webmaster Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **Resolutions and Parliamentarian Chairperson Duties**

The NASCOE Parliamentarian and Resolutions Chairperson is appointed by the NASCOE President to provide support and guidance to NASCOE in Parliamentary Procedure as it pertains to Executive Committee meetings and meetings of membership including national convention. The Parliamentarian is also responsible for providing technical advice to the Executive Committee, National Committee Chairpersons, Board of Directors and/or NASCOE members on interpretation and implementation of the Constitution and Bylaws, Exec Committee Policies, Travel Policy, and other policies of NASCOE.

The Parliamentarian and Resolutions Chairperson duties and responsibilities include:

1. The Chairperson should be well-versed in Roberts Rules of Order and the application of those rules to facilitate or direct the discussions and keep order at meetings of NASCOE.
2. The Parliamentarian should have a working knowledge of the NASCOE Constitution and Bylaws, and ALL standing policies of NASCOE including the Executive Committee Policies and Travel Policy. He/She should be prepared to offer technical advice in the interpretation and implementation of said policies.
3. The Parliamentarian reviews proposed resolutions for proper structure and content. He/She will present any proposed resolutions to the membership.
4. He/She provides guidance to committee chairpersons on the proper format of preparing reports, minutes of meetings at national convention.
5. He/She provides guidance and assistance to the Secretary in preparing meeting agendas, taking meeting notes, and preparing meeting minutes.
6. He/She reviews the NASCOE Executive Policies and Travel Policies, presents proposed changes to NASCOE Executive Board and updates documents of action taken and distributes as needed.
7. He/She is responsible for establishing, maintaining, distributing, and presenting the National Convention Policies.
8. He/She may be asked to review Parliamentary Procedure with the general assembly at national convention.
9. He/She should have knowledge of all the business to come regularly before the meeting, and call for it in its regular order.
10. The Parliamentarian shall be unbiased in matters being discussed at meetings. Participation in meetings should be limited to giving parliamentary or policy advice to the Chair, and, when requested, to any other member of NASCOE.
11. The Parliamentarian shall call the attention of the Chair to any errors in parliamentary procedure.
12. All Resolutions and Parliamentarian Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in



COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

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### ***Section 3 Area Executive and Alternate Area Executive***

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#### **Area Executive Committeeperson Duties**

The Area Executive Committeeperson is elected at the National Convention by the representatives of the states in attendance from the Area. The Area Executive Committeeperson serves on the NASCOE Executive Committee.

Responsibilities include:

1. Recommending to the NASCOE President the appointment of the Area Committee Chairpersons for the following Committees: Awards/Scholarship, Benefits/Emblems, Legislative, Membership, Programs, and Publicity. The Exec also recommends members to serve as judges for the Area Awards nominations, judges for the Area Newsletter contest, and judges for Scholarship.
2. Appoints a Negotiation Consultant. If the Area Executive Committeeperson is a CED, then the Consultant must be a PT. If the Area Executive Committeeperson is a PT, then the Consultant must be a CED.
3. Attends all Executive Committee meetings. If unable to attend, the Alternate Executive Committeeperson may attend if requested to do so.
4. Respond to the NASCOE President (or others) within 2 days with requested information when changes in policy are proposed. If no response, it is assumed that the document(s) will become “official” positions of NASCOE or that changes are approved as written.
5. Keep the appointed Area Chairpersons, the Area State Officers, and Publicity Chairperson, informed of NASCOE news and updates by providing them in a timely manner, correspondence via land mail, electronic mail, newsletter, postcard, telephone or other correspondence as deemed appropriate and timely. Providing timely and accurate correspondence is a priority of Area Executive Committeeperson. Copies of correspondence shall be submitted to each of the NASCOE Officers, the other Area Executive Committeepersons and National Committee Chairpersons.
6. Keep Area States and Committees informed as NASCOE business warrants. Maintain a line of communication between the states and NASCOE Executive Board. Area Executive Committeepersons should consider sending an introductory letter to all members in their area as soon as possible after taking office.
7. Plan and conduct Area Rally.
8. Plan and prepare agenda for Area Meetings held during the National Convention. Invite speakers if desired. Conduct the Area Meetings with assistance from Alternate.
9. Additional National Convention duties include:
  - Check general session meeting rooms – 1 hour before meeting starts – NEA
  - Check set-up of area/committee meeting rooms 1 hr. before meeting starts – SEA

- Work with hotel on Air, audio/visual, etc. during general session – SWA
  - Questions not asked – collecting/typing/submitting to WDC – NWA
  - Collection of cards during Q&A at convention – MWA - All execs
  - Making sure doors are closed during memorial service – All execs
  - Submit a news item for each issue of the NASCOE newsletter
10. Keep current on NASCOE issues within states in the Area and be available to assist as needed. Acts as liaison between area states and the Executive Committee of NASCOE. Keep the Officers of NASCOE informed of any NASCOE issues in the Area that warrant action by an Officer of NASCOE. The NASCOE Officers and Area Executive Committee person will determine an appropriate course of action.
  11. Provide an Area Directory to the NASCOE Officers, Area Executive Committee Persons, Alternate Area Executive Committee Persons, Area State Presidents and Officers and National Committee Chairpersons. At a minimum, the directory shall include the name, addresses, telephone numbers and email addresses of the Area Executive Committee Person, Alternate Area Executive Committee Person, Area Committee Chairs, Area State Officers and Area State Committee Chairpersons. Other information may be included as deemed necessary by the Area Executive Committee Person.
  12. Evaluating member requests for a conference with the NASCOE attorney for employee related issues and provide a synopsis of the problem and recommendation for appropriate action to the appropriate NASCOE Officer (normally the Vice President).
  13. Attend state conventions within the area as a NASCOE representative if invited by the state. The Alternate Executive Committee person may attend state conventions within the area as a NASCOE representative if the Area Executive Committee person has been invited but CANNOT attend and the NASCOE Travel Policy is followed. Any change in state convention attendance should be approved by the NASCOE President in advance.
  14. All Area Executive Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **Alternate Area Executive Committeeperson**

The Alternate Area Executive Committeeperson is elected at the National Convention by the representatives of the States in attendance from the Area. The Alternate Executive Committeeperson serves as an alternate to the Area Executive Committeeperson and will assume the duties of the Area Executive Committeeperson whenever he/she is unable to perform the duties of that office.

1. The Alternate Executive Committeeperson shall work with the Area Executive Committeeperson and assist whenever it is necessary. He/she may be requested to be responsible for specific duties in the Area as determined by the Area Executive Committeeperson.
2. The Alternate Executive Committeeperson will not assume any duties of the office unless requested to do so by either the Area Executive Committeeperson or a NASCOE Officer.
3. The Alternate Executive Committeeperson may conduct a portion of the Area Rally meetings as well as the Area Meetings held during the National Convention.
4. The Alternate Executive Committeeperson may be invited to attend Executive Meetings if authorized by the NASCOE President. The Alternate Executive Committeeperson may attend state conventions within the area as a NASCOE representative if the Area Executive Committeeperson has been invited but CANNOT attend and the NASCOE Travel Policy is followed. Any change in state convention attendance should be approved by the NASCOE President in advance.
5. All Alternate Executives shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

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## *Section 4 Area Committee Chairpersons*

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### **General Duties: Area Committee Chairpersons; Awards & Scholarship Judges**

Committee Chairperson Duties as they apply specifically to the committee are listed on the following pages. Some general duties apply to all Area Committee Chairpersons and include:

1. The Area Committee Chairperson shall work closely with the National Committee Chairperson and the other Area Committee Chairpersons for the respective committee. Any request made by the National Committee Chairperson shall be answered promptly with copies sent to the National Committee Chairperson for confirmation that the task has been completed.
2. The Area Committee Chairperson shall within 48 hours send copies of all information received from the National Committee Chairperson and/or the Area Executive Committeeperson on to each Area State Chairperson. Information from the NASCOE President or other Officers will be sent to the Area Executive Committeeperson and it is their duty to send it on to the Area Chairpersons and Area State Officers. It is the Area Committee Chairperson's responsibility to see that the information is sent to the Committee Chairperson of each of the Area States. This is a vital and necessary link in the communication within the NASCOE organization.
3. The Area Committee Chairperson will be responsible for submitting a news article as assigned by the National Committee Chairperson for publishing in the NASCOE newsletter.
4. The Area Committee Chairperson is responsible for giving a report of the yearly activities at the Area Rally and at the Area Meetings during the National Convention. In the event the Area Chairperson is unable to attend either of these functions, he/she shall timely notify and submit a report to the Area Executive Committeeperson for presentation in his/her behalf.
5. Any resolutions originating within the Area pertaining to a specific Committee shall be submitted to that respective National Committee Chairperson prior to the National Convention. If not written in correct form, ample time shall be allowed for the Parliamentarian(s) to compose them properly.
6. If responses from the State Chairpersons are not satisfactory the Area Chairperson should inform the State President. The communication network of NASCOE is the link between membership and national officers. Everyone must do his/her part to follow the communication chain.
7. Keep a record of your activities to pass on to your successor. Contact the National Committee Chairperson or Area Executive Committeeperson with questions, suggestions, concerns or problems you may have.
8. Any expense for postage, telephone calls, etc., is reimbursable by filing a claim with the NASCOE Treasurer.
9. Download and forward all applications for awards / scholarships to both state Committee

Chairpersons and State Judges. – (added 3/6/2018)

10. All Area Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **Area Awards Committee Chairperson Duties**

The Area Awards Committee Chairperson works under the direction of the National Committee Chairperson. Duties of the Area Awards Committee Chairperson include:

1. The Area Awards Committee Chairperson should be familiar with the rules of the Awards Program. The Awards booklet and other information are available on the NASCOE web site [www.nascoe.org](http://www.nascoe.org). He/she should be aware of the timetable for submitting and judging of Awards nominations. The Chairperson shall be aware of the importance of adhering closely to the timetable and be sure the other members of the Area Awards Committee have a full understanding of the Awards requirements.
2. The Area Awards Committee Chairperson shall send timely notices to the Area States encouraging the promotion of the Awards Program. These shall be sent early enough for States to adhere to the timetable for Awards selection and judging. The Area Awards Committee Chairperson shall notify the Area winners, send a congratulatory letter to person(s) who submitted the nomination, notify the National Awards Chairperson and Area Executive Committee members and Alternate of Area winners. This will allow the National Awards Chairperson to order plaques for Area Award winners to be presented at the Area Rally or meetings. Keep in mind that sufficient advance notice should be given so that the plaques can be prepared timely.
3. The State Awards Chairperson shall be responsible for verifying that nominations submitted from the State meet the eligibility requirements and are certified by an Officer of that State. Any nominations that have not been certified by an Officer of the State as meeting the eligibility requirements shall be returned to the State.
4. The Area Awards Committee Chairperson shall keep the Area Judges informed of their duties and impress upon them the need for promptness in judging the Area nominations.
5. Prepare certificates for sick leave awards. – (added 3/6/2018)
6. Forward recommendations to the area chair to make the process more efficient. (added 3/6/2018)
7. All Area Awards Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

### *Area Award Judges Duties*

The Area Awards Judges are appointed by the NASCOE President upon recommendation of the Area Executive Committee person. The Judges should be a blend of members from the various State Associations with PT's and CED's represented. There should be three (3) to five (5).

1. These Judges are responsible for following instructions of the Area Awards Committee Chairperson. The primary function is the judging of the nominations submitted for Area competition.
2. It is the responsibility of those persons serving as Judges to become familiar with the Awards Program regulations by reading the Awards Program information available on the NASCOE web site: [www.nascoe.org](http://www.nascoe.org)
3. There is a timetable that must be adhered to and it is imperative that all judges realize this and carry out the duties of this important function. If an award nomination that does not meet the eligibility criteria is submitted to be judged it is the responsibility of the Judge to notify the Area Awards Chairperson for further instruction.
4. The Area Committee Chairperson shall encourage all State Awards Chairpersons to set a reasonable deadline to submit all chairs and judging committees.
5. All Area Award Judges shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.



## **Area Scholarship Committee Chairperson**

The Area Scholarship Committee Chairperson should read the Awards Handbook and be familiar with the rules of the Awards Program as it pertains to Scholarships.

Responsibilities include:

1. He/she should be aware of the timetables for submitting and judging the Scholarship applications. The Chairperson shall be aware of the importance of adhering closely to the timetables and be sure the Judges and State Scholarship Chairpersons in the Area have a full understanding of the Awards requirements.
2. The Area Scholarship Committee Chairperson shall send timely notices to the Area States encouraging the promotion of the Scholarship Program. These shall be sent early enough for states to adhere to the established timetables.
3. The Area Scholarship Committee Chairperson shall notify the Area Winner(s), notify the National Awards Committee Chairperson, Area Executive Committeeperson and Alternate Committeeperson of all Area Winners. He/she shall also notify all non-winners that their application can be resubmitted if all eligibility requirements remain in effect.
1. 4. The State Scholarship Committee Chairperson shall be responsible for verifying that applications submitted from the state meet the eligibility requirements and are certified by an Officer of that State. Any application that is not certified by an Officer of the State shall be returned to the State for revision, if time permits.
4. All Area Scholarship Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

### *Area Scholarship Judges*

The NASCOE President shall appoint Scholarship Judges, upon the recommendation of the Area Executive Committeeperson, to judge applications. The Judges should be a blend of members from the various State Associations with PT's and CED's represented. There should be three (3) to five (5) judges.

Responsibilities include:

1. Persons serving as Judges should become familiar with the Scholarship regulations by reading the Awards Handbook.
2. There is a timetable that must be adhered to and it is imperative that all Judges realize this and carry out the duties of this important function.
3. All Area Scholarship Judges shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **Area Emblems Committee Chairperson**

The Area Emblem Chairperson will be responsible for:

1. Encouraging Emblem displays at State Conventions and the Area Rally.
2. He/she may be responsible for securing the displays and keeping track of the sales and monies to be sure it reaches the National Emblem Committee Chairperson.
3. Maintain and distribute information within the Area States concerning purchasing emblems from [www.nascoe.org](http://www.nascoe.org),
4. Keep thinking of ideas for new Emblem items and pass them on to the National Emblem Chairperson.
5. All Area Emblems Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **Area Benefits Committee Chairperson**

The Area Benefits Committee Chairperson has many duties including:

1. He/she should keep abreast of any information that could possibly be of value in pursuing more improved benefits for our members.
2. The Area Benefits Committee Chairperson should stay in contact with the Area Legislative Committee in working on common issues with Congress regarding Benefits.
3. Communication is key to the success of the NASCOE Benefits Committee. Area Benefits Chairpersons are critical links to the States in their area. Area Chairpersons should timely forward all relevant information to the respective State President and State Benefit Committee Chairpersons.
4. Area Benefit Committee Chairpersons will annually contact, in writing, the group sales department of each recreational fun park (Six Flags, Sea World, etc.) located in your area and request discount packets be sent to you. This is generally accomplished in February or March. A current list of parks with addresses for your area, as well as a sample letter with suggested details will be sent to you by the National Benefits Committee Chair.
5. Area Benefits Committee Chairpersons should always promptly assist members with questions or concerns, and never hesitate to contact the National Benefits Committee Chairperson for assistance in resolving such matters.
6. Area Benefits Committee Chairpersons should be willing to develop a good working relationship with the NASCOE Benefits Provider as well as their supporting staff. By fostering good, open communication, you are a vital link between the NASCOE membership and the NASCOE Benefits Provider. Please be aware that you may encounter confidential information at times and you will need to respectfully and confidentially handle the details accordingly.
7. Area Benefits Committee Chairpersons should promptly report any known abuse of any benefits by non-members to the National Benefits Committee Chairperson. Steps should also be taken with the President of the State Association involved in gathering all details and coming up with a solution.
8. All Area Benefits Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **Area Legislative Committee Chairperson**

The following are expected duties and responsibilities for Area Legislative Committee Chairpersons:

1. Serve as your Area's representative on the national legislative committee and attend all national legislative committee meetings, reporting results of these meetings to the area executive and states.
2. Attend and participate in the National Legislative Committee organizational meeting and legislative conferences as requested.
3. Maintain an up-to-date email and regular mail listing of state legislative chairpersons and presidents for the purpose of forwarding legislative updates and requests for action in furthering the legislative agenda.
4. Work through the State Legislative Chairpersons to develop a list of NASCOE members and friends of NASCOE to serve as contacts to influence key congressional members on NASCOE issues.
5. Lead legislative committee area meetings. Area legislative committees shall be made up of state legislative chairs.
6. Make legislative contacts or direct contacts through states as directed by the National Legislative Chairpersons. Area Chair could be expected to develop example correspondence for use by States.
7. Area Legislative Chairpersons can expect an assignment to monitor a legislative area or assist in projects that further the legislative agenda.
8. Encourage membership to contact congressional representatives and have a working relationship with them. Be knowledgeable of the proper procedure to make contacts with Congress and advise the Area States of this in communication with them.
9. Work closely with the Area Benefits Committee Chairperson in following legislation which may affect membership. Do not hesitate to contact the National Chairpersons if you hear or read something that may have been unknown to others.

### ***All Area Legislative Committee Chairs:***

1. Promotes the goals and objectives of NASCOE's PAC and educate, recruit, and retain participants.
2. Communication and outreach are the key elements to success of the PAC. Regular communication is expected between the national chairperson, area chairpersons, and state chairpersons. Any breakdowns in communication should be discussed with the National Legislative Chairperson, Area Executive, or State President.
3. Coordinates the effort to recruit every non-PAC contributor in his/her represented area.
4. Requests information/reports from the PAC Coordinator that will help identify potential target contacts for recruitment.

5. Communicates, coordinates, and participates in PAC recruitment/retention efforts by working closely with state legislative chairs and state presidents in his/her represented area.
6. Follows up to determine status of contributors who are identified, by the PAC Coordinator, as inactive by the PAC coordinator.
7. Keeps all PAC educational/recruitment materials (PowerPoint presentations, brochures, fact sheets, etc.) updated and made available to state associations in represented area.
8. Attends state conventions within the area as a NASCOE representative, if invited by the state.
9. Promptly carries out and responds to any request made by the National Committee Chairperson.
10. Responsible for giving a report of the yearly PAC activities/accomplishments at the Area Rally and at the Area Meetings during the National Convention. In the event the Area Chairperson is unable to attend either of these functions, he/she shall timely notify and submit a report to the Area Executive Committeeperson for presentation in his/her behalf.
11. Maintain an up-to-date email and phone number listing (preferably cell phone # for urgent text messaging) listing of state legislative chairpersons and presidents for the purpose of contacting and forwarding legislative updates and requests for action to forward the PAC agenda and enhance communications.
12. Responsible for being present at the NASCOE PAC recruitment table at National Conventions to assist members enroll in the NASCOE PAC.
13. Area Chairpersons shall work with State Presidents and State Legislative Chairs to identify NASCOE members to serve as contacts to Congressional members in each state.
14. All Area Legislative Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **Area Membership Committee Chairperson**

The duties of the Area Membership Committee Chairperson include:

1. Encourage Area States to submit dues promptly to the NASCOE Treasurer when collected. He/she should monitor dues submission from states in the Area.
2. The Area Membership Chairperson shall request from the state membership chairpersons the names and contact information of FSA employees who are not NASCOE Members or are delinquent on their dues. He/she shall contact these employees inviting them to join NASCOE. A copy of this list shall be forwarded to the National Membership Committee Chairperson who will also contact these employees. The Area Membership Chairperson may be requested to follow up with the area states as deemed necessary.
3. Area Membership Chairperson shall work closely with the National Membership Chairperson and the Area Executive Committeeperson to improve the membership percentage for the area and to address any issues/problems timely.
4. All Area Membership Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and NAFEC committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## County Office Advocacy Area Committee Chairperson Duties

Duties and responsibilities of the County Office Advocacy Area Chair include:

1. Serves as the area representative on the NASCOE County Office Advocacy Committee;
2. The COAC Area Chairperson serves at the pleasure of the Area Executive but works with the national chairperson to perform functions advancing the mission of the COAC.
3. Provides input to the national chairperson in developing an annual operating plan to be presented to the Executive Committee at the Organizational Meeting.
4. Develops and updates an email distribution list for state COAC chairpersons. The area chairperson should refer to the most current area directory for this information.
5. Immediately sends committee communications to area executives and state COAC chairperson. Each electronic mail communication should be carbon copied (cc'd) to the national chairperson to allow communications tracking.
6. Provides the area executive and national COAC committee chairperson progress and performance reports. This includes entrance/exit reports for area rallies and national conventions.
7. Assists the committee to work cooperatively but maintaining NASCOE autonomy.
8. Work with NASCOE and NAFEC leadership and committees to encourage NAFEC membership and associate membership.
9. The area chairperson will lead by example and actively recruit their own COC members for NAFEC membership and leadership roles within NAFEC.
10. The area chairpersons are urged to be NAFEC associate members and promote NAFEC membership when possible.
11. Supports and participates with NAFEC in its annual membership drive by distributing and publicizing NAFEC brochures, media, and other promotional materials to all current and prospective members and associate members.
12. When requested, works with the national chairperson to assist NAFEC in the development of NAFEC position papers, written testimony and related information that will be of dual benefit to both NAFEC and NASCOE.
13. Be aware of all benefits that are available to NAFEC members and share that information with NASCOE/NAFEC Area Chairs.
14. As assigned by the national chairperson, monitors FSA directives (notices, handbook amendments, and policies) for issues potentially impacting the farmer-elected committee and county office system. Issues and concerns shall be elevated and resolved through appropriate NASCOE and NAFEC channels immediately. When national, regional or state issues arise, engages state COAC chairs in a process which will achieve committee chair empowerment, engagement, education and workload sharing.
15. Promotes meaningful and effective county committee training for all FSA county committee members, FSA district directors, and FSA county executive directors by working with



NASCOE officers, Executive Committee, and FSA national and state offices.

16. Promotes the tenet that county committee/county office authorities and roles are core components of county operations trainee (COT), county office program technician (PT) training and other administrative and management-oriented programs.
17. Organizes and conducts meetings of the County Office Advocacy Committee at area rallies. Also, participate NASCOE committee meetings at the national conventions and other national or area meetings. Along with coordinating events, take into consideration attendees who need to be invited or could be invited (e.g. NAFEC leadership and/or COC members from local area). Appoint a state COAC chairperson (s) to take minutes of committee meetings at area rallies.
18. Timely prepares and submits committee reports and meeting minutes to the COAC national chairperson, area executive, and state chairpersons.
19. Participates in scheduled monthly committee conference calls with the COAC. If selected, takes call notes and timely submit to the national chairperson for internal (Executive Committee and County Office Advocacy Committee only) email distribution.
20. Each area chairperson will invite a state COAC chairperson to be a guest on monthly scheduled conference calls. Area chairpersons will introduce their guests at the beginning of the call.
21. As assigned, each area chairperson will have a specific area of responsibility (examples: handbook/policy monitoring, liaison for NAFEC and other partner associations/organizations, publicity and education, training, and recruitment/benefits promotions).
22. Collaborates with the NASCOE Legislative Committee. Cooperates with both the NASCOE and NAFEC legislative consultants in identifying key congressional and/or USDA contacts.
23. Keeps a record of activities to pass on to successor area chairpersons to assist in a smooth transition and in succession planning.
24. Establishes and maintains an electronic library of resource documents for county committee/county office authorities.
25. Each October participates in conference call training with the COAC to review responsibilities handbook with the County Office Advocacy Committee national and area chairpersons.
26. Ensures the county office system is promoted; and be aware of reductions in COC/county office authorities, in procedure or in practice. The area chairperson shall work with the national chairperson to identify, research, and resolve issues promptly.
27. Emphasizes to all NASCOE leaders and members the critical importance of knowledge and vigilance of county office authorities. These authorities are the foundation of NASCOE's existence and future.

## **Area Program Chairperson Duties**

The Area Program Chairperson will work with the national Program Chair to ensure that items submitted from the area are addressed appropriately.

Other duties may include:

1. The Area Program Chair may be delegated the responsibility of conferring with the person who submitted the item, researching issues, and/or preparing a presentation of the issue. The presentation may be prepared for consideration of the Negotiation Team or for submission to the appropriate Program Area in Washington DC.
2. The Area Program Chairperson is responsible for publicizing the purpose/responsibility/availability of the Program Committee to the membership within the Area. The Area Program Chair is encouraged to identify program issues and inefficiencies that may need to be considered for presentation to either the Negotiation Team or the FSA Program Area.
3. The Area Program Chairperson shall assist and encourage state membership in the area to participate in the submission of items for consideration by the Program Committee.
4. The Area Program Chairperson may act as a conduit to relay items from the NASCOE member identifying the issue to the national Program Chairperson for consideration. The Area Program Chairperson will regularly communicate and assist the National Program Chairperson as requested.
5. All Area Programs Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **Area Publicity Committee Chairperson Duties**

The Area Publicity Committee Chairperson duties include the following:

1. Coordination with the Area Executive for the planning and publication of a minimum of three area bulletins. This includes the following:
2. Selecting relevant topics, this includes selecting relevant topics, soliciting articles from the Area Executive, Alternate Executive, and committee chairpersons as needed, and compiling and formatting into a digital document that is professional in appearance.

\*\*\*NOTE\*\*\*: News and/or articles from states may also be solicited for inclusion in area bulletins.

3. Maintenance of area photo albums on the NASCOE News Facebook page. Appropriate photos include those from area rallies, state conventions, training meetings, and other NASCOE activities.
4. Communication with State Publicity Chairs. Concerns and suggestions should be shared with the National Publicity Chair and reported at the Publicity Committee meeting at the National Convention.
5. Encouragement of state newsletters, websites, and/or Facebook pages. Area Publicity Chairpersons should be available to provide assistance and support to State Publicity Chairpersons in all publicity efforts.
6. Assistance with the annual Convention Cash Club contest. This includes publicizing the contest, soliciting entries, and judging entries.
7. All Area Publicity Committee Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **Area Resolutions and Parliamentarian Chairperson Duties**

The AREA Resolutions and Parliamentarian Chairperson shall be appointed by the NASCOE President upon the recommendation of the Area Executive Committee person. The Area Resolutions and Parliamentarian Chairperson shall provide support and guidance to the Area in Parliamentary Procedure as it pertains to Area meetings. The appointee is also responsible for providing technical advice to the Area Executive Committee person and Area Committee Chairpersons to facilitate or direct the discussions and keep order.

The Area Parliamentarian and/or Resolutions Chairperson duties and responsibilities include:

1. The Chairperson should be well-versed in Roberts Rules of Order and the application of those rules to facilitate or direct the discussions and keep order at Area and/or Area Committee meetings.
2. The Parliamentarian reviews and presents any proposed resolutions to the membership at Area meetings.
3. He/She provides guidance to committee chairpersons on the proper format of preparing reports and minutes of Area meetings.
4. He/She may be asked to review Parliamentary Procedure at Area meetings.
5. The Parliamentarian shall be unbiased in matters being discussed at meetings. Participation in meetings should be limited to giving parliamentary or policy advice to the meeting Chair, and, when requested, to any other member of NASCOE.
6. The Parliamentarian shall call the attention of the Chair to any errors in parliamentary procedure.
7. All Area Resolutions and Parliamentarian Chairperson(s) shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

## **Area Negotiation Consultant Duties**

The Area Negotiation Consultant will be appointed by the NASCOE President upon recommendation of the Area Executive Committeeperson. If the Executive Committeeperson is a CED, the Consultant will be a PT. If the Executive Committeeperson is a PT, the Consultant will be a CED. Responsibilities are many and varied but shall include:

1. A Pre-Negotiation Session is usually held in January. Items may be submitted after the deadline which is December 15th. The Negotiation Consultant shall contact the Area States requesting items for the Pre-Negotiation Session. This notification may be conducted by e-mail, postal service, area web page articles, etc. The Consultant and Executive Committeeperson shall work together to prepare the items for presentation at the Session. The Consultant and/or the Executive Committeeperson shall forward a copy of each item received to the NASCOE Secretary to ensure the item is included for presentation at the Pre-Negotiation Session. The Consultant attends the Pre-Negotiation Session. During this Session, the items are reviewed and discussed by those in attendance. Items that are duplicated or similar are usually combined into one. The items are divided into categories, for example, items to be consulted with management, items to negotiate, items to be referred to another committee, or items which are program issues. Occasionally, the Executive Committee may determine not to present a particular item to management at that time. All items will be thoroughly reviewed and the "NASCOE position" on each item should be developed at this meeting.
2. Immediately after the Pre-Negotiation Session, individuals who submitted items from your area must be notified as to the status of the item. The Area Executive Committeeperson may notify the individuals or may ask the Consultant to notify the individuals. (See EXHIBIT 1).
3. The NASCOE Secretary and the Programs Committee Chairperson work together to write up the items as they will be presented to management. Assignments to the individuals who will research the items for further clarification are generally made at the Pre-Negotiation Session, but may be made immediately after the Pre-Negotiation Session. Research can include, but is not limited to, conducting surveys, polling states, reviewing regulations and procedures, and/or outside sources to prepare to defend NASCOE's position at the actual Negotiation Session.
4. The Negotiation Consultation Session with Management is normally held in May. The Area Executive Committeeperson and Consultant along with the NASCOE Officers shall attend this meeting which is held at the USDA/FSA offices in Washington, DC. The Consultant shall be active at this meeting to the degree requested by the Executive Committee. The Consultant may be requested to do follow-up work on items as deemed necessary by the Executive Committeeperson or NASCOE Officers.
5. The Consultant is responsible for giving a report of the Negotiation activities at both the Area Rally and the Area Meeting during the National Convention. In the event the Consultant is unable to attend either of these functions, he/she shall submit a report to the Area Executive Committeeperson for presentation in his/her behalf. It is important to note that the expenses of the Consultant for attending the Area Rally and/or the Area Meeting during the Convention are not authorized expenses of NASCOE.

6. The Consultant shall work closely with the Area Executive Committee person and be willing to write correspondence, reports and new items, if so requested. The Consultant shall feel free to contact the Area Executive Committee person or NASCOE Officers with any questions and/or suggestions. Expenses such as postage and telephone calls are reimbursable by filing a claim with the NASCOE Treasurer.
7. All Negotiation Consultants shall, to the greatest extent possible, ensure the county committee system is promoted; and be aware of reductions in COC authority, in procedure or in practice. All erosions in COC authority shall be elevated to the NASCOE President, Vice-president and County Office Advocacy committee chair as soon as they become apparent. All committee chairs are encouraged to become NAFEC associate members, and promote NAFEC membership when possible.

***Exhibit 1      Sample Negotiation Response Letter***

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Date

Dear \_\_\_\_\_,

I would like to personally thank you for taking the time to submit your negotiation items regarding the National Mentoring Program. Each item submitted is carefully reviewed by the NASCOE Officers, Execs, and Area Negotiation Consultants to determine if the item(s) should be:

- Referred to the appropriate committee (Legislative, Benefits, etc.) for further review and/or analysis. The committee will report back to the Executive Committee and make a recommendation as to what action should be taken regarding the item(s). The individual(s) submitting the item(s) will then be notified of NASCOE's final decision.
- Consulted with management to resolve the issue. In many cases, it is a matter of making technical corrections to existing procedures and/or policies that in NASCOE's opinion will not require negotiation.
- Negotiated with management. In most cases, NASCOE is requesting a procedural or policy change, enforcement of existing policies and/or procedures, or making sure policies and/or procedures are being fairly and equitably implemented.
- Reviewed by the NASCOE Officers with management. Items in this category are informally reviewed with management due to the nature of the issue. In most cases, these issues are resolved very quickly.
- Tabled/Not Reviewed due to the nature of the item, timing, or other circumstances that would not be in the best interest of the person submitting the item or NASCOE's.

After review of your item, NASCOE plans to negotiate this with management.

If you have any questions regarding the action taken on your item, please feel free to call or email me.

Sincerely,

Area Negotiation Consultant

## NASCOE TRAVEL POLICIES

Following are the general travel policies approved by the NASCOE Executive Committee. These policies will remain in effect and dictate the operation of NASCOE on the items covered until changed or amended by the Executive Committee or the Board of Directors of NASCOE.

1. The Executive Committee, National Committee Chairpersons or Co-Chairpersons, Special Legislative Consultants and Parliamentarians

The Executive Committee, National Committee Chairpersons or Co-Chairpersons, special legislative consultants and Parliamentarians are to be paid reasonable travel costs related directly to NASCOE business, including necessary meetings and national conventions.

2. Persons Performing NASCOE Functions Other Than Executive Committee, National Committee Chairpersons or Co-Chairpersons, and Special Legislative Consultants

Any person performing NASCOE functions as requested by NASCOE is to be paid all costs related directly to NASCOE.

Examples: (A) Persons on the Negotiating Committee attending meetings.

(B) Special assignments to specific persons to perform a specific task such as visiting Washington on legislative issues.

If authorized by the NASCOE President, the NASCOE Webmaster will be reimbursed according to established travel policy for all costs associated with their attendance at the national convention, including any associated Executive Committee meetings.

3. Assistance from NASCOE to State Associations to Assist NASCOE's Board of Directors (Delegates) to Attend National Conventions

Assistance to be the cost of two (2) round trip plane tickets computed from the respective state capitol to the convention site. The NASCOE Executive Committee shall determine prior to June 1 which type of airfare will be used. If membership in a state is below 100%, a corresponding reduction in the amount of funds determined will be made to the nearest 5%. (Example: (1) A state with 96% membership will receive 95% of the cost of the plane tickets; (2) A state with 83% membership will receive 85% of the cost of the plane tickets.) If the fare chosen by the Executive Committee, based on the criteria, does not cover the percentage cost of the plane fare, the state may submit an additional claim to NASCOE.

Stipend will be dispersed after the convention has concluded. This will save the NASCOE Treasurer from having to collect back from states that do not send two or even one delegate to the convention.

Updated 02/2018



If for some reason a state cannot wait until after the convention to receive their check, a special request may be submitted to the Executive Committee giving the reasons why they need the money in advance

#### 4. Distinguished Service Award Winners

National winners under the Awards program for Distinguished Service (NASCOE, FSA-Agriculture, and Community Service) to be paid the lesser of a round trip plane ticket from their respective home state capitol or mileage to the site of the National Convention purchased according to the NASCOE travel policy. In addition to the above, \$250.00 shall be awarded to each winner to assist in defraying the cost of attending the convention and up to \$30.00 to help offset the cost of the required photograph provided they attend the entire National Convention. Rate class will be the same as used to compute assistance to the State Associations for the Board of Directors to attend the convention.

#### 5. State Association Conventions and/or State Association Board of Directors Meetings and State FSA Conferences

*General:* The person or persons to be invited to attend a state event is the prerogative of the state association. State associations shall submit their percentage of payment directly to the NASCOE Treasurer. State associations can request additional financial assistance for special circumstances. NASCOE will only pay expenses for one Official visit per state per year and it is the responsibility of the traveler and host state to understand the following reimbursement policy: NASCOE will pay 100% of the expense for visits to states when the Area Executive (or Alternate, if acting for the Executive Committee Person) attends a State Convention, State Board of Directors Meeting or State FSAConference. NASCOE will pay 50% of the cost for visits to a state when an additional person such as National Officer or National Committee Chair is invited to attend a State Convention, State Board of Directors Meeting or State FSA Conference with the state being responsible for 50% of the cost.(i.e. 50% of the National Officer or National Committee Chair and 50% of the Area Executive (or Alternate, if acting for the Executive Committee Person)). In the event a state chooses to only invite a National Officer or National Committee Chair, the respective state shall be responsible for 100% of the cost for that person to attend. Two NASCOE representatives is the maximum number who may attend a State Convention, State Board of Directors Meeting or State FSA Conference with NASCOE sharing the cost.

#### 6. Area Rallies

NASCOE will pay the expense of the Area's respective Executive Committee Person (or Alternate, if acting for the Executive Committee Person) and one National Officer to attend an Area Rally. The decision whether to invite a National Officer is the prerogative of the Area.

## 7. National Convention / Area Rally Attendees

NASCOE will reimburse Area Committee Chairs, First Year Alternate Executives and Negotiation Consultants \$500.00 to attend the National Convention and their respective Area Rallies. NASCOE will reimburse Second year Alternate Executives \$750 for attending the National Convention and \$500 for their respective Area Rally. This reimbursement would be limited to a maximum of 8 committee chairs per area as approved by the Area Executive. To receive the \$500.00 reimbursement the individual will be required to attend the entire event, provide reports and participate in Committee and Area Meetings at the National Convention. In addition, to receive the \$500 reimbursement at the Area Rally the individual will be required to attend the entire event, participate, and provide reports at the Rally. Stipends issued may NOT exceed actual expenses minus any other additional reimbursements from other sources (e.g. State Associations). Please refer to Item 17 of these Travel Policies concerning Dual Compensation.

## 8. NAFEC Meetings

Subject to the discretion of the President, NASCOE will pay the expense of not more than three (3) members, all of whom must be members of the Executive Committee, when attending national meetings of NAFEC.

## 9. Visits to Potential National Convention Hotels

- A. The NASCOE President or his or her designee - who must be a member of the Executive Committee - will visit the hotel selected by any state, group of states, individuals, etc. as convention headquarters when bidding for a national convention to insure the hotel meets NASCOE requirements, providing the Executive Committee has determined the bid to be acceptable. Upon visiting the hotel, the NASCOE official will arrange to meet with the bidding group to review plans, etc.
- B. In the event there are no bids for a national convention or the Board of Directors does not select a convention site, the Executive Committee selects the convention site (see NASCOE's Constitution & By-Laws, Article III, Section 1, By-Laws); therefore, the Executive Committee will determine the convention site and arrange for a visit to the hotel selected.
- C. If a member of the Executive Committee has visited a potential convention hotel headquarters prior to bids for a convention by any state, group of states, individuals, etc. (or the convention hotel is selected by the Executive Committee) and can certify the hotel meets NASCOE requirements, there will be no expenditures for a visit to the hotel as described above.

## 10. Expenses of Guests of Executive Committee

With the exception of the National Convention and Organizational Meeting, anyone on the NASCOE Master Account will be liable to pay one-half the room cost and other related expenses if bringing guests.

Updated 02/2018

11. Mileage Rate - Phone Calls

- A. Mileage rate for necessary automobile travel will be the same as paid by FSA to county FSA employees for official travel. If a person drives in lieu of flying for his or her own convenience, the maximum amount of reimbursement will be computed on the least expensive method of travel. Justification to be provided with the claim.
- B. Personal telephone calls shall be documented and rate shall be the same as paid by FSA to county FSA employees on official travel.

12. Meals and Incidental Expenses

NASCOE will pay actual expense for M&IE not to exceed the CONUS rate for the location. Any claim submitted that exceeds the CONUS rate will require receipts and written justification. M&IE payment for first and last day of travel will be limited to actual expense not to exceed 3/4 of the CONUS rate for the location.

13. Advances

- A. An advance may be made for any type reimbursable NASCOE expense. However, no additional or future advances will be issued if an advance is already outstanding, except in extenuating circumstances. An advance is considered to be outstanding if:
  - 1. The activity has not occurred.
  - 2. The activity occurred, but the recipient of the advance did not participate and has not refunded the amount advanced.
  - 3. The activity occurred, but the recipient of the advance has not provided an accounting of related costs if such accounting is required.
- B. All outstanding advances shall be reconciled with the NASCOE Treasurer within 30 days of the scheduled event. If not reconciled within 30 days, no additional advances will be issued unless requested in writing and approved by the Executive Committee.

14. Authorized Travel Dates

Any travel outside authorized "travel-in" and "travel-out" dates must be requested in writing and approved in advance by the Executive Committee.

15. Emergency Situations

In the event expense is necessary for travel for any person for the benefit of NASCOE which is not authorized above, the President may authorize such travel expense. Any authorization granted by the President is subject to review by the Executive Committee and/or Board of Directors.

16. Dual Compensation

No person is eligible to receive reimbursement or stipend from NASCOE and another entity (e.g. state associations or government) through dual compensation that would exceed actual expenses to attend any meeting or function. The reimbursement or stipend from the other entity will be subtracted from the actual expenses before being filed with NASCOE for reimbursement.

A certification statement will be included on travel reimbursement forms for persons to sign certifying that reimbursement or stipend plus any dual compensation will not exceed actual expenses to attend the meeting or function.

17. Claims for Reimbursement

All claims for reimbursement are to be submitted to the NASCOE Treasurer for payment and receipts included for all expenses except meals. Any claim for reimbursement greater than \$1,500.00 will be subject to second-party review by the NASCOE Secretary prior to payment. All claims for reimbursement must be submitted to the NASCOE Treasurer within 6 months of incurred expense unless there are extenuating circumstances that would require Executive Board approval.

Reimbursements and stipends under the NASCOE travel policy may NOT exceed actual expenses for the meeting or function. A certification statement will be included on travel reimbursement forms for persons to sign certifying that reimbursement or stipend will NOT exceed actual expenses for the meeting or function.

18. Executive Committee Review

- A. The Executive Committee will periodically review these policies. The Executive Committee is empowered with authority to further restrict any policy above if necessary to promote the welfare of the Association or to insure expenditures do not jeopardize the operations of NASCOE. Any restriction imposed by the Executive Committee will be fully justified and subject to review and action by the Board of Directors.
- B. The Executive Committee is empowered with authority to make administrative decisions to insure the policies herein are implemented.

19. Effective Date

This travel policy was adopted by the 1976 national convention and amended by the 1977, 1980, 1981, 1989, 1999, 2001, 2002, 2004, 2006, 2007, 2009, 2010, 2015 National Conventions.

## **ITEM 1**

### **Staffing/Personnel**

#### **Issue:**

One of the tools available to handle peak workload and also to recruit new employees to FSA is the volunteer and intern programs. These individuals would either help out when workload requires more people than are staffed at location or they may want to see how the agency operates and what they can provide as a future employer. The problem is that volunteers and interns are unable to access programs such as CARS or Farm Records because they do not have the right to permissions. Volunteers and interns are not given the same access as FTEs even if requested on a FSA-13A.

#### **NASCOE's Position:**

Volunteers or interns are required to go through the same background checks, take the same security training, and obtain a LincPass card the same as full time employees, yet they are denied access to vital programs. This exhibits their ability to be of assistance in the COF or to gain hands on experience and observe the applications in which they could do potential work as an employee. This leaves a bad impression when they can't get access. This is a decision that was made at the national level regarding roles and access according to the Access Management staff.

As long as the volunteer or intern completes all required training, such as the annual security training or application training such as is required for MIDAS Access they should have the same permissions as a full time employee.

#### **FSA's Response:**

**OCIO:** The Access Management staff is the messenger not the decider. It was a business decision (i.e., Farm Programs) to disallow volunteer access. This is actually something that is tracked. These are the ones OCIO has researched so far: [https://sharepoint.apps.fsa.usda.net/iso/public/Wiki%20Pages/ISOG\\_Volunteer%20Information.aspx](https://sharepoint.apps.fsa.usda.net/iso/public/Wiki%20Pages/ISOG_Volunteer%20Information.aspx) and we are wrapping up final analysis on all remaining Farm Program systems for Farm Program's review.

**HRD:** FSA HRD supports the system access deemed necessary by the hosting office for their volunteers and interns. In order to effectively provide a fulfilling and enriching experience with the agency, volunteers and interns should be able to learn and understand systems used to achieve mission results.

Volunteers and interns are required to go through a background investigation process to receive a favorable approval to work notification that is required prior to any temporary or permanent assignment. FSA HRD defers to EPD concerning additional details concerning the levels of approved background investigations for different sensitivity levels for volunteers, interns, and full-time employees.

After a favorable determination is received by HRD, we instruct the hosting office to fill out the FSA-13A to obtain computer access which is approved or denied by OCIO. The decision of system access for any individual position belongs to the first line supervisor and the direction of the hosting office. There is no regulation within the Pathways Program that encourages offices to withhold system access to interns. Volunteers do have regulations on the duties they may perform per USDA's Departmental Regulation 4231-001 that do not speak directly to why system access may or may not be provided but may go into the decision making of the host office:

- Under 7 U.S.C. 2272, volunteer services performed by those not employed by USDA will meet the following criteria:
  - Services will be performed without compensation; and
  - Volunteers will not be used to displace any employee of the Department of Agriculture including the local, county, and State committees established under 16 U.S.C 590h(b).
- Volunteers providing services under 7 U.S.C. 2272 are not Federal employees for any purpose except for the purposes identified under:
  - 5 U.S.C. 81, relating to compensation and injury; and
  - 28 U.S.C. 2672 – 2680, relating to tort claims.
- Volunteer service, in general, may not displace any USDA employee nor may it be used to perform any work which is inherently a government function as defined by Office of Management and Budget (OMB) Circular A-76, *Performance of Commercial Activities*.

**DAFP:** ITSD is reviewing all systems to determine if security is in place to allow volunteer access. DAFP is going to provide access as soon as the final analysis is complete on all of the systems.

**NASCOE Response:** What is the timeline for the final analysis to occur? To take this a step further temps need to have access to SCIMS in order to help us more for the short time they are working in the office.

**Response:** There is a website that can be shared through Kara. DAFP will respond on this issue as well. The overall goal is to give Temps access to our systems.

**DAFP:** Once KC completes their review of all our processes the accesses for interns and volunteers will be approved. Temporaries should have access to all systems. Midas is a separate system. AD-2017 is still required for SCIMs access even though it is read only. Within the month the final review of all the systems should be completed and request should start being approved.

**Resolution:**

**DAFO:** The request for access was originally being denied because the request was not clear as to the security they have been through. By the end of the month the final review of all requests should be done and access may be granted. Once they pass through security they will be approved. Temporaries are allowed accesses. They should not be disapproved.

## **ITEM 2**

### **Staffing/Personnel**

#### **Issue:**

Where is the National Mentoring Program at? It is my understanding that there was not enough interest in the program at the time and thus it did not move forward.

Across the country, new CEDs are not being supported after the completion of COT training, or upon being hired as a CED after a Hard to Fill position or a PT who was Acting in Charge was selected for the position.

#### **NASCOE's Position:**

The National Mentoring Program has, in the past, been a successful program. Those who have participated feel that it was a very beneficial to their jobs and provided them with an invaluable resource. NASCOE supports the National Mentoring Program and recommends that it be re-advertised. In addition, NASCOE recommends participation in the program be a required element for all new employees.

In an effort to ensure the programs continued success, NASCOE would gladly offer assistance to the National office in identifying trainers as well as providing additional resources as needed.

Please see attached Exhibit 1 in support of the National Mentoring Program.

#### **FSA's Response:**

**HRD:** On March 2, 2018, FSA/LEDB (Learning and Employee Development Branch) was informed that the Virtual University (VU) team is being defunded at the end of March 2018, as well as 19 positions affiliated with VU, including the Departmental Mentoring Manager. USDA agencies may continue their own mentoring programs; however, it is unclear whether or for how long FSA will be able to continue to use the Mentoring Portal, which matches up mentors/mentees, or matches up a mentor and mentee that have already pre-selected each other. FSA will continue the program using the portal as it is the only way FSA/USDA can manage and report the number of employees participating in the mentoring program. In the event the Mentoring Portal is no longer available, FSA is researching methods to do so independently of the system to continue the mentoring program.

FSA supports NASCOE's request to re-advertise the National Mentoring Program with both GS and CO employees, to increase participation.



FSA greatly appreciates NASCOE's offer of "assistance to the National office in identifying trainers/mentors as well as providing additional resources as needed" and would be glad to explore this kind of collaboration with NASCOE.

Concerning adding a performance element for mentoring, FSA can add an element or standard without Departmental permission. HRD recommends adding a standard instead of an element, under Execution of Duties. FSA can bolster mentoring accomplishments through activities like scheduling monthly check-ins/training/tips, and providing suggestions for mentoring activities such as brown bag lunches for mentees and mentors.

**NASCOE Response: The intent was not to add another element to the performance plan. This is more of an onboarding element. What would be the method of pairing up the mentor with the mentee without the portal.**

**Resolution:**

HRD is not sure of the answer to the question. HRD will provide an update after they have discussions about this item. HRD has raised the issue at the CHCO level and hopefully they will come up with a constructive response. In the absence of a constructive response HRD will reach out to NASCOE for assistance but will keep NASCOE updated.

### **ITEM 3**

#### **Benefits**

##### **Issue:**

USDA does not currently cooperate with the TSA Pre-check travel program.

Participating in the USDA TSA pre-check program should be analyzed for viability. It is possible that USDA and TSA could cooperate on a blanket scale and save both time and money for FSA employees when traveling. It would seem that since USDA has already processed background checks that they may already have all of the elements of information needed to qualify for TSA pre-check.

##### **NASCOE's Position:**

Currently if a USDA employee wanted to opt to be a TSA Pre Check traveler, they would have to submit an online application and then make an appointment to visit an enrollment center in order to process the request and pay the \$85 fee.

USDA employees are required to be finger printed and a background check ran as a prerequisite to their employment. Once the screenings are complete, the employee's credentials are then placed on a LincPass card which is provided to the employee in order to access government buildings and operating systems.

Having these credentials already in place, it makes sense that a partnership would be beneficial to both USDA and TSA alike. USDA employees would be given the added benefit of qualifying for the program using their LincPass credentials allowing USDA to realize time savings while employees are traveling on official duty and saving them the \$85 application fee. TSA would be able to realize cost savings by utilizing the background check information and fingerprints already provided by USDA.

In November 2014, TSA and the DOD announced a partnership to expand TSA Pre-Check expedited screening benefits to more than 2.6 million U.S. Armed Forces service members. The service members opt in thru MilConnect (DOD employees website), and use their ID Number when booking their flights. Through negotiations USDA could implement a similar process utilizing existing systems and the employees LincPass cards that would fulfill TSA requirements.

It is very encouraging that TSA has successfully formed a partnership with another government agency. NASCOE would like to request USDA/FSA leadership to pursue partnership negotiations with TSA to save time, money along with adding an additional benefit to its employees.

**FSA's Response:** FMD is in support of forming a partnership with TSA to provide Agency employees expedited screening with the TSA Pre-Check program. This initiative needs to be supported and lead by the Travel Area of the Department OCFO. FMD Travel Section will discuss this effort with the Department OFCO to determine if feasible for USDA/FSA employees.

**NASCOE Response:** What is the process and the timeline? Have you initiated contact with the other agency to start the process?

**Resolution:**

Currently TSA has a different vendor than OPM and therefore the finger prints are not transferable. EPD will reach out to TSA to see if they can generate a conversation about sharing fingerprints and developing a process to collaborate on gaining USDA employees Pre-check credentials. Follow-up will be forthcoming.

## **ITEM 4**

### **Directives**

#### **Issue:**

File Maintenance and Disposition Manual (32 AS Transfer Guide) is not amended when changes are made to the manual. This results in employees not being able to properly update the manual when a hard copy manual is used in the COF. There is no way to know what part of the manual was updated, therefore, an entire new manual will need to be printed if hard copy is required.

#### **NASCOE's Position:**

The File Maintenance and Disposition Manual (32-AS Transfer Guide) is not amended when changes are made to the manual. If a County Office uses a hard copy of the manual, the employee is not able to properly update it because there is no way to know what part of the manual was updated. Therefore, an entire new manual must be printed if a hard copy is required.

Handbook 1-AS, Par. 3A (last bullet) states the MSD Records Staff is responsible for "amending periodically the agency's File Maintenance and Disposition Manual to ensure that filing codes and retention and disposition authority instructions are current and accurate." NASCOE would like to recommend that the File Maintenance and Disposition Manual (32-AS Transfer Guide) be updated according to handbook 1-AS to include amendments in the same manner as any other handbook.

#### **FSA's Response:**

The File Maintenance and Disposition Manual is a file plan. Because of the fluidity of records and the many changes that will continue to be required, this manual will not be considered as a handbook or directive.

FSA, however, has agreed to post changes to the file plan as an amendment. This amendment will contain each page on which there were changes/corrections since the last manual was updated on the Records Management SharePoint site. This will be added so that when a paper copy of the File Maintenance and Disposition Manual has been printed, only the amendment will need to be printed to replace the pages in the printed file.

**NASCOE Response:** Accepts response as submitted with a projected deadline.

#### **Resolution:**

August 1 is the proposed date for this to begin. With the transition to Business Center some other things need to be in place first however that is the projected date.

## **ITEM 5**

### **Leave policy**

#### **Issue:**

FSA's current procedure when interviewing for any USDA agency, restricts county office employees from using administrative leave when interviewing for an out of state vacancy. This leads to inconsistencies and inequality between national office and field level employees.

Par 161 G 17-PM as follows;

161 \*-G Interviews

FSA/RMA National Office employees may be granted administrative leave if the interview is for another USDA job.

Permanent full-time or part-time employees may be granted administrative leave if the interview is within FFAS in the same State as their regularly assigned duty station. If the interview is outside of FFAS or out-of-State, the employee must use their own annual leave to cover the time absent from work.

Notes: Permanent employees may be granted a maximum of 4 hours administrative leave.

For permanent part-time employees, the administrative leave must correspond with their tour of duty.--\* 5-29-08 17-PM (Rev. 2) Amend. 5 Page 7-3

#### **NASCOE's Position:**

Every permanent, full-time FSA employee should be eligible for a maximum of 4 hours administrative leave to apply for another USDA positions, regardless of geography or agency. This would bring consistency and equality to the process and also potentially increase hiring pools. Allowing existing employees who have been selected to interview for USDA job openings to receive some administrative leave could promote applications and help staff critical and hard to fill positions.

#### **FSA's Response:**

**HRD:** This policy is one which will be reviewed with the evolution of Farm Production and Conservation.

**NASCOE Response:** Where do they see the evolution of FPAC going and where does HRD stand on this issue.

#### **Resolution:**

HRD will have to merge their policy with FPAC. We are in the process of working with design of the two working groups. The unique county challenges will be brought to that

process. The first look will be an August -September look. HRD will take this to the Business Center through FPAC sometime in August -September and again later in 2019.

## **ITEM 6**

### **Staffing and Personnel**

#### **Issue:**

Staffing in offices is a continuing to become problematic issue. Not only does understaffing affect the service to producers, it also affects employee's performance and morale as well. NASCOE notes there were 6 items in regards to staffing / personnel submitted as negotiation items by membership. We have combined these into one item to reduce redundancy.

#### **NASCOE's Position:**

NASCOE believes that staffing is a problematic issue, at the same time we recognize the situation the Agency is in right now with the budget and a hiring freeze. In an effort to come to a solution that will alleviate some of the hardship being placed on our workforce, NASCOE proposes the following:

- **Develop an accurate and comprehensive workload and staffing tool:**  
Through critical hire requests and the removal of the hiring freeze, staff offices based on actual workload needs. Consider all administrative, program, and applications not counted in the current workload systems. Many Administrative functions, County Committee functions, other miscellaneous required duties and use or lose annual leave could equal a considerable portion of 1 FTE.
- The county level workload and staffing data should be available for CED's to evenly distribute workload among employees.
- **Shared Management Training:**  
Through the shared management task force, develop a training (face to face preferred) for CED's who are currently in shared management to utilize.
- **Utilizing OneUSDA:**  
Collaborate with sister agencies (NRCS, SWCD) to develop a policy of mutual assistance to the greatest extent practical when staffing situation occurs.

#### **FSA Response:**

**HRD:** HRD is supportive of the above ideas. HRD would defer to DAFO who leads on these issues at this time.

**DAFO:** County level analytics are available to State Offices. The staffing model will only be used as a tool in developing State ceiling levels.

**NASCOE Response:** Needs to go to the county level so that managers have that tool to staff their offices and manage their programs. Supervisors are having to deny request of employees who wish to participate in programs such as the fellows because they do

not have the tools to manage their staffing. New managers do not have the tools to manage their staff since they don't have the history or understand the workload of the programs. Not having the workload tools keeps managers from allowing their staff to volunteer to assist other states. We recognize the reports are accessible through OBE however a report with the hours would be most helpful. NASCOE wants transparency to the field.

### **Resolution:**

Workload and Staffing Tool: DAFO is not sure where that is going to end up. FPAC eluded to the fact that the best resources are needed to staff offices accurately. OBF can address the staffing model questions. FPAC's Optimal Office model came after the FSA staffing model. The report lays out the programs, the metrics, hours spent, and leave records. The optimal office workload tool looks at the same information as MCA but takes out the anomalies.

To attempt to provide county offices with workload data, DAFO requests that NASCOE to provide to them what data elements are needed from the old County Office Workload Measurement System report 14. Those would be items that would be helpful for county offices to manage staff and workload.

There is also a 66 page report that should have been shared by STO's with all county offices. It might have been helpful for COF's to help manage staffing and workload. DAFO will discuss with the STO offices about sharing that info down to the county office level.

Shared management training: The task force was stopped until we had SED's on board and the creation of FPAC it has been slowed down however the intent to start the task force back up and continue the process. DAFO agrees to continue with the Shared Management task force. In 60 days DAFP will come up with a timeline for the task force.

Revision of 27-PM revision 2: It is in final review. The changes that were agreed to last year are included in the revision

Utilizing ONE USDA: The local FAC is the vehicle to make those decisions. FSA will entertain asking the National FAC about setting some policy that can be pushed down to the local FAC. Policy would be voluntary practices and suggestions that may be used by service center personnel to assist each other in servicing the customer. The FPAC Optimal Office concept may bleed into this and help resolve some of these issues.



## ITEM 7

### Benefits

#### Issue:

Consistent official benefits/retirement counseling/training are not being provided by State Offices.

Handbook 35-PM Par. 3 C, State AO Responsibilities states that State AO's shall:

- provide benefits guidance to all employees
- counsel all employees in matters about benefits and retirement
- assist CED's in providing guidance for newly hired employees for eligible benefits

#### NASCOE's Position:

According to 35-PM Amend 2 Par 17 A & C:

#### **A: Agency Responsibilities**

The Thrift Savings Plan Open Elections Act of 2004 (Pub. L. 108-469) requires OPM to develop and implement a retirement financial literacy and education strategy for employees as part of the retirement training offered by OPM under 5 U.S.C. 8350. The implementation of the strategy **must**:

- educate employees on the need for retirement savings and investment
- provide information on how to:
  - plan for retirement
    - calculate the retirement investment needed to meet their retirement goals

The programs **must** target employees at a minimum of 3 career points:

- New employee
- Mid-career
- Pre-retirement

The financial education strategy is designed to:

- provide employees with a framework for analysis and decision-making so that they can achieve their retirement goals
- leverage the existing resources of agency benefits officers to broaden their focus in helping employees plan for retirement
- set forth a model of financial education to improve the financial literacy of employees

- create a system that allows employees to learn how to plan for retirement and to calculate what their retirement investment should be for the goals the employees have established.--\*

## **B: Retirement Workshops**

State Offices shall conduct retirement workshops at least every 2 years on a district, multi-district, or State level for all employees that are age 50 or older.

State Offices may:

- invite outside speakers to participate in the workshop; include a Social Security representative, if possible
- use available audiovisual aids to explain retirement programs.

If State or County Office employees require retirement training, contact the State Administrative officer.

Currently there is a wide array of options being offered by states, from not providing any assistance to others providing an adequate face to face training for the employees in differing stages of their careers. Obviously the benefits/retirement options are the same across the country and likewise all employees need the same opportunity to understand and be educated on their benefits towards their retirement. Along with the differences among States we are sure that there are differing reasons, ranging from budget to training resources.

NASCOE is requesting to work with leadership to establish a standard and the budgetary requirements and resources so that all employees are afforded an equal opportunity to education and exercising their employee benefits. NASCOE believes the agencies greatest resource is its employees and know that an investment into their future will be, and has been, reciprocated in the agencies mission.

### **FSA's Response:**

**HRD:** On July 13, 2017, HRD provided, to the State Offices, through DAFO, two PowerPoint presentations which could be used for retirement training. One of these presentations was for CSRS employees and the other was for FERS employees. In accordance with Handbook 35-PM, paragraph 3B, HRD will continue to lead the efforts of developing training materials for State Offices to use in conducting benefit sessions for employees across the agency.

As an additional comment, Aglearn also contains a wealth of information on benefits/retirement-related issues which employees may use to supplement the information received from their State Office.

**NASCOE Response:** How many STO's have provided the training? Has it been monitored? The PowerPoints are not fulfilling their obligation. Open dialogue to address the disparity. Accountability?

**Response:** There is not any tracking outside of AgLearn. There are going to be some initiatives coming out of OPM to assist our new employees in understanding the benefits of TSP. As part of the new FPAC organization design there is an initiative to review the training that has been conducted and design the type of trainings we want our employees to have. In terms of the retirement training, we will be looking at retirement training but at this point we are not sure how we will conduct that. The training models that currently exist are being reviewed to see if it meets our needs. HRD is in support of providing personnel at the NASCOE convention to provide training. FSA will also commit to providing some form of retirement training during the SEA rally and possibly other Area Rallies. FSA will conduct a review of what trainings state offices are providing and will make sure they are consistent.

## **ITEM 8**

### **Staffing/Personnel**

#### **Issue:**

We have many excellent employees that work in our County Offices that would like to apply for the COT program/CED positions, but they are tied to the community that they live in. They are unwilling or unable to commit to a training program and being placed "somewhere" within the state.

Current practice has our STC interviewing and selecting COTs. They train for 6 months to a year and then interview for various open CED positions. The positions that are open at the start of the training program are not necessarily the ones that are open at the end of the program, either due to permanent shared management or possibly a permanent hire. The end result is that people end up in locations that they don't really want to be at, maybe even 5 to 6 hours from home. This practice puts an extra strain on the family members or causes employees to choose between what's best for their career or what's best for their family.

#### **NASCOE's Position:**

NASCOE recommends incorporating a Leadership Program for PTs that allows the Agency to identify future leadership candidates and that changes be made in the COT hiring process to reflect the same opportunities that are afforded in FLOT hiring. Doing such will allow added upward mobility opportunity for the incredibly talented cadre of qualified employees that have leadership potential within FSA.

A recent Federal Employee Viewpoint Survey for FSA asked employees "how satisfied are you with opportunities to get a better job in your organization?" Results showed that less than a third of employees offered a positive response. County committees are hiring COT's that stay in a county office for 2 years and move to another county office that they find more attractive. Many of these county committee's endure a revolving door of CED's leading to low morale and lack of direction/continuity for the county office staff.

Management has stated that the COT program is working adequately to fill the need for CED's and that PT's can apply for this opportunity and compete. NASCOE sees county offices going too long without a CED and when a COT is hired, county offices must struggle to deliver programs until the COT slot is released to use somewhere else. In addition, many PT's have expressed they would like to apply for a COT position however can't because of current situations and the uncertainty of where they may be placed. The door for hiring CED's-in-training for the county office where stationed has already been opened through Hard-to-Fill provisions in paragraph 458 of 27-PM.

The following recommendations will address the intent of this item and make it even more successful for employees and county committees:

#### Recommendation #1

NASCOE believes FSA is missing an opportunity to develop leadership/management skills in our Program Technician workforce. Why not create a program that identifies PT's with management potential and provides a career ladder opportunity to feed the FLOT and COT program rather than waiting until a PT applies and "hope" management skills are present?

NASCOE proposes a two year Aspiring Leadership program be developed that PT's could apply to participate in that would train and give opportunities to enhance management skills. Through an application process, selected PT's would take part in leadership development programs taught by FSA as well as other outside organizations. FSA would also have a mentoring element to this program that would assist in oversight of the training. Participants passing this two year program would help FSA identify a cadre of qualified PTs that have COT/FLOT potential. Many universities have similar programs that train potential leaders in agricultural practices through comparable methods and have document great success.

#### Recommendation #2

NASCOE proposes that the hiring system for COT's be enhanced to be comparable to the FLM/FLOT system where COT's can be hired in the county where they will be stationed with an end goal that it will be a long term career decision. This would also provide an opportunity for PT's to apply for a COT position with the insight of knowing where they will be stationed, avoiding the potential situation of having to uproot their family. This hiring process would not only benefit PT's in the advertising county, but those in surrounding counties as well as. In recognizing that county committees might be more inclined to hire PT's that they know rather than the most qualified candidates; certain safeguards would need to be put in place to assure the most qualified and suitable candidates are hired.

NASCOE suggests the following steps to avoid "preselection":

1. Smith County advertises both within and outside of FSA for CED's and COT's that would ultimately be the CED in Smith County.
2. All applicants apply through USAjobs.
3. A panel, similar to the one that does COT interviews currently (AO, FLC, CED, DD, etc.), conducts interviews and submits qualified candidates to the STC.
4. The STC determines the top 3-5 candidates to submit to the COC for interview.
5. The COC, with the counsel of the DD, selects a COT that will begin training for the CED position in Smith County.
6. As training progresses the selected COT will increase the amount of time spent in Smith County as he/she takes the opportunity to put into practice skills that have been developed over the course of training. The COT would progress by

conducting staff meetings and COC meetings while working under the direction of a mentor who would be the temporary shared management CED.

### Additionally

Why is a policy of hiring FLOT's to specific counties acceptable on the GS side and not acceptable for COT's on the CO side? Why are some FLOT's being hired with the expectation of being placed in a "region" of the state when COT's do not receive this same opportunity? NASCOE sees Program Technicians leaving their position for FLOT positions when the same career ladder flexibility is not made available for COT position.

### In Summary

NASCOE recommends incorporating a Leadership Program for PTs that allows the Agency to identify future leadership candidates and that changes be made in the COT hiring to reflect the same opportunities that are afforded in FLOT hiring. Doing such will allow added upward mobility opportunity for the incredibly talented cadre of qualified employees that have leadership potential within FS

### **FSA's Response:**

**HRD:** The decision on how to hire and train COTs as well as how to place them upon completion of the training program is an agency choice. There are considerations associated with the current hiring, training, and placement process just as there are considerations with the proposed hiring, training, and placement process. HRD defers to DAFO for their determination on what is best for the State and County Offices on this issue.

**DAFO:** Not all FLOT positions have a permanent duty location cited in the announcement. We understand the NASCOE position on this issue, but it is very difficult to determine which CED position would be available at the beginning of COT training, and, in fact, openings cannot be predicted with any certainty at all.

**NASCOE Response:** Not all COT'S will be hired using this method so is management agreeing with our method.

**Resolution:** DAFO's position has not really changed. There is a process for the hard to fill program and for local PT's to be able to apply. FLOT's are under the authority of the SED and can be moved at any time, therefore they are not hired for set areas. DAFO will visit with HR and will revisit this item to see if there are more options for us to open doors for our PT's.

## ITEM 9

### Staffing/Personnel

#### Issue:

The SWA RSO pilot has become an approved organization and consists of employees in state offices throughout the southwest area. There have been several job opportunities within the RSO, but they only list state offices as potential duty locations.

By limiting duty stations to state offices, numerous highly-qualified candidates do not apply because they don't want to move across the state. If a job can be carried out across state lines, it doesn't make sense that the same job couldn't be carried out remotely in a county office.

RSO positions, as well as many other NOF jobs that allow STO duty stations, should allow the selected employee to work out of a county office.

#### NASCOE's Position:

NASCOE presented this item last year (item 4, 2017) and accepted the response. In the final response it was stated that this item would be considered in the future and discussed with RSO management the possibility of doing remote positions. NASCOE feels that in order to achieve the goals of maximum efficiency and effectiveness the ability to pursue the best and the brightest for these positions should not be limited by the physical location of the duty station. The evolution of FPAC gives us the opportunity to mimic successful private business models for our employees. NASCOE would like to know if this discussion has happened if not how soon can it happen.

#### FSA's Response:

**HRD:** HRD defers to DAFO for a response on whether conversations have occurred with the SWA-RSO Leadership team on this issue.

**DAFO:** The discussion has occurred and RSO leadership maintains that the organization best functions and fulfills its purpose when its employees are co-located and not scattered. Concentrations of employees provide for many benefits including training and enhanced privacy protection because of the nature of the work performed, all of which ultimately provide payback to the end-user/customer in form of available and informed personnel to respond rapidly and efficiently.

Appropriate, available space in county offices remains a concern as well. The (10) SWA States have committed to make space available in any of the respective STOs where RSO employees are hired and duty-stationed. A similar commitment is not in place for duty stationing newly hired RSO employees in any of the (458) Service Centers across the SWA or outside of the SWA.

**NASCOE Response:** Through FPAC we are trying to create a model that allows our producers to apply through different portals. We should be to allow our own personnel models to follow the same model. The current RSO is spread out all over the SWA.

**Resolution:** The RSO is going to merge into the FPAC Business Center.

## **ITEM 10**

### **CRP 848 Review**

#### **Issue:**

CRP 848 Review Process has been very grueling. I am the Conservation Technician in our county which has heavy CRP participation in both regular CRP and the SAFE program. The spreadsheet provided for review was overwhelming and a very short deadline was given to complete the process. There was no option for a "register" or any extension that would be granted. The timeframe given was unrealistic and caused a lot of added stress on the county office employees.

We were given a spreadsheet listing CRP 848's with expired expiration dates to review during the third week of December and given until January 11th to complete the review. In my case I had 719 848's to review. This process is not a quick and easy process. The majority of the 848's were set up to expire during the first year of the time span for the two mid contract management practices and are valid 848's. When software was moved from the SYS36 we had to reissue new referrals for each contract with little guidance. As with most things we deal with, the way they want us to handle setting up these 848's and the rules to the program have changed numerous times making it impossible to make the revisions it would take to keep them off these lists that they are coming out with now. It is my understanding that now that we have cleaned up this report it does not keep them from appearing on a future report to look at again. Apparently if an 848 has no activity on it for over 12 months, that 848 will reappear on the report to look at to see if it is still valid. We have a hard enough time keeping our heads above water without having to go back over the same issues only to tell them it is still valid.

#### **NASCOE Position:**

Now that an initial review of outstanding FSA-848's has been completed and the county office has identified which 848's are valid, that information should be carried forward. It should not be necessary to routinely conduct such a time-consuming review of these FSA-848's which could knowingly continue to appear on the report. Further, automated MCM tracking should be developed to assist county offices and ensure uniformity.

#### **FSA's Response:**

**DAFP:** FSA is working on several items to try to identify cost share issues prior to their placement on the ULO report. CEPD agrees that County Offices should only have to look at a specific FSA-848 once during a fiscal year. Additional guidance will be issued to State and County Offices providing more flexibility on creating FSA-848's when the CRP contract is approved.

**NASCOE Response:** What solutions and items are PECD working on?



**Resolution:**

CEPD stated that ULO's has been a topic of discussion. A letter just went out today to the STO's from FMD that described the next round of reviews. The items on the list not yet expiring will be taken care of by the NO. The field will be responsible for the items on the report that have expired will need to be reviewed. CEPD would be open to any suggestions on how to handle 848's and cost share tracking/automation in the future. CEPD recommends that when a practice is completed that it be marked final in the system to clear that item off the list as complete. PECD will check with EDW to see what parts moved to that to see what reports can now be generated to assist us with tracking our practices.

## **ITEM: 11**

### **Issue:**

National Notice PM-2993 contained several changes that are of concern to NASCOE. These include New Supervisory Standards for Managing Employee Performance contained in Exhibit 1, Standards in Exhibit 3: Customer Service, Outreach Education and Engagement and paragraph 3H Employee Performance and PIP.

NASCOE is concerned with the suspension of language in DR 4040-430, Section 9.g.(3)(a) pertaining to the minimum 60 day PIP. The requirement to hold the employee in “unacceptable” performance status for the entire appraisal period, despite an employee’s successful completion of the terms of the PIP, is not a fair and objective directive to allow managers to properly assess performance. Suspension of the 60 day minimum for a PIP, does not allow an employee a fair pathway to correct and meet their performance goals.

Exhibit 3, Page 2 Under Element 815: NASCOE believes that the standard requiring supervisors and managers to ensure receipts for service are issued when required with no more than 1 exception is not realistic or attainable. Additionally, the standard requiring non-supervisory employees to issue receipts for service for customer interactions with no more than 2 exceptions is not realistic or attainable. Furthermore, this standard directly conflicts with guidance provided in Par. 4A of this notice that states *“exceptions should be stated within a range.....exceptions should not be stated as an absolute.”*

Exhibit 1, Pages 1 and 2 list the 11 the required standards for meeting fully successful and the requirements for exceeding fully successful. Although FSA policy encourages the use of only 5 to 7 standards, PM-2993 requires 11. NASCOE doesn’t want to marginalize performance process but believes the 11 standards are excessive.

### **NASCOE’s Position:**

NASCOE believes a minimum 60 day performance improvement period (PIP) should be used to allow supervisors/managers to fairly assess the employees progress in complying with terms of the PIP (Par. 3H);

NASCOE does not agree that an employee should continue to be rated “unacceptable” for the entire rating period if the employee has successfully met the goals and terms of his/her PIP (Par. 3H);

NASCOE believes there are too many standards in Exhibit 1 for meeting fully successful and they should be reduced to FSA’s recommended number.

NASCOE has concerns with the use of absolutes in standards. It is particularly concerning to see absolutes used in Exhibit 3, Pages 2 and 3 under Element 815. Attainable ranges should be used for all standards and measures (Par. 4A).

## **FSA's Response:**

**HRD:** The Department (OHRM) mandated the changes regarding the length of the PIP as well as if the duration of the PIP exceeds October 30<sup>th</sup>, the "unacceptable" rating for the employee will remain the employee's rating of record for that year.

It is FSA's policy to encourage the use of only 5 to 7 standards for each element; however, the Department may provide supplemental guidance which will cause these numbers to be exceeded.

Since the above items were mandated by the Department, they were incorporated into FSA Notices and cannot be changed by HRD. However, these issues can be escalated for formal discussion with USDA.

HRD defers to the Outreach Staff regarding the language in the standards required under Element 815, Customer Service WITH Outreach Education and Engagement Outreach Education and Engagement Standards. If the Outreach Staff elects to changes this language, HRD will accommodate this in the next notice.

**DAFO Outreach Response:** Outreach will remove absolutes from the exceptions listed in Exhibit 3 pages 1 and 2 and provide changes in the next HRD performance guidance that is issued. Outreach has proposed the removal of absolutes with NRCS and RD regarding the number of exceptions cited in employee performance plans for issuing receipts and will advise of changes also in the next notice.

**NASCOE Response:** When will this take effect? We ask that pages 3 and 4 be looked as well. NASCOE would like a formal discuss with USDA regarding the number of standards.

## **Resolution:**

**DAFO:** A standard can be changed mid-year before a final is issued. DAFO will start the correction now to remove the absolutes from items 1-4 and send forward for review. A notice will be issued and midyears should not be done until then. An email will be sent to STO's to make them aware of the changes coming.

**HRD:** They will start the discussions with FPAC regarding the standards. Dennis and Brandon will be updated on the progress.

## ITEM 12

### Category: RCO Compliance Reviews

#### Issue:

The FSA/RMA reimbursable agreement on RCO compliance reviews performed by FSA only includes mileage and no compensation for supplies and actual time spent performing the RCO compliance reviews. A well thought out reimbursable agreement that includes dollars for time spend performing the reviews would allow FSA the ability to hire good steady field assistants who could perform the RCO compliance reviews, stay on board longer, work multiple counties and obtain specialized knowledge and experience. This would allow USDA to utilize teamwork and expand opportunities for FSA to use its network of offices and staff to help RMA ensure insurance compliance. The end result will be a public that is confident in the vital insurance program that USDA administers.

#### Position:

FSA and RMA are required to “work together to improve program compliance and integrity of the Federal Crop Insurance Program”. NASCOE believes FSA should continue the current arrangement with RMA, however, through planning associated with the new FPAC mission area, re-negotiate the following:

- Funding available from RMA for time (hours worked) spent by field assistants and other office staff performing RCO compliance checks.
- Expand the number of RCO compliance reviews to ensure program integrity
- Supply each USDA service center with one GPS unit for all agencies present to use
- Supply each USDA service center with one digital camera for all agencies present to use
- Arrange for the use of USDA fleet to be available for all agencies present to perform any USDA official duties
- Hire field assistants that will work multiple counties performing RCO compliance reviews as well as other USDA compliance reviews (CRP, Farm Program, NRCS etc.)

#### FSA's Response:

**DAFP:** The previous Memorandum of Agreement (MOA) only include mileage incurred when completing RMA growing season inspections. We have reached out to RMA to execute a subsequent MOA for these inspections and will broach additional expenses incurred in these compliance efforts when we negotiate.

#### **NASCOE Response:** When is the agreement done?

**Resolution:** The MOU will have to be reviewed to see when it is up for renewal. They do not have expiration dates.

## **ITEM 13:**

### **ISSUE:**

1-INFO (Rev. 3), Amend. 1 was issued 10/24/17. The issuance date of 1-INFO (Rev. 2) was 4/9/85. A lot has changed in communications technology since 1985 and it's understandable that a revision was certainly needed. However, as much as the methods of communication have evolved, communication at the local level with our customers has not changed; our customers expect to be informed with information specific to their locality and circumstances. One concern with Revision 3 is the content of Paragraph 94C. This new directive requires field offices to consult and receive clearance from the OEA Director and/or the PAB Chief through field PAS, share drafted text of the news release information at least 2 weeks in advance of the proposed announcement for all local issuances of news releases about local programs, issues, and concerns.

CED's are grade 11 and grade 12 employees that should be held accountable for communication content and success at the local level. This has always been the expectation and responsibility of CED's and accountability should not be diminished. The fact that communications technology and equipment has changed does not mean that CED roles and duties for direct customer service and outreach have changed. It is simply not feasible or efficient to require such bureaucracy and delays to affect information delivery to our customers at the local level. If there are noted communication deficiencies, this should be addressed by adequate and proper training or, in cases of disregard for procedure, CED's should be held accountable for performance.

### **NASCOE's Position:**

Par. 94C should not require consultation, clearance, or 2 week advance submission to the OEA Director and/or PAB Chief through field PAS for field offices to issue news releases about local programs, issues, and concerns. It is reasonable to require CED's to be accountable for all content released in local issuances and to require local consultation and review of all local releases prior to issuance.

### **FSA's Response:**

**OEA:** OEA understand the concerns. The clearance of news releases and other public-facing communications tools is imperative to ensure a consistent FSA, FPAC and OneUSDA message. We, at the national level, are required to have clearance, and the states and counties are held to the same standards. It is extremely important that we ensure that programs and policies have final approval from FPAC and the Department prior to external announcement— especially as we embark on a new farm bill. To date, with the 1-INFO policy in place, we have received few, if any, complaints from the communications coordinators. OEA staff understands the necessity for their responses to the requests for review and approval of locally issued materials to be as timely as possible without getting out ahead of the Administration. OEA staff works closely with states and counties to clear narrative that may be required to meet specific needs outside of strategic department and national office messaging.

**Response:** Due to time constraints, DAFO agreed to facilitate a teleconference between NASCOE and appropriate staff at a later date.

## Items from 2017 for follow up

### **ITEM 1:**

#### **LOAN APPROVAL AUTHORITY**

**Issue:** Currently, 1-FLP, Par. 25 outlines that SED's, in conjunction with FLC, should identify areas of their State that could justify and benefit from CED having loan approval and servicing authority.

The office or area where CED would be designated by SED to obtain loan making and servicing approval authority must meet both of the following conditions.

- Direct and/or guaranteed caseload in the office or area is high, complex, or geographically challenging and FLM, SFLO, or FLP team servicing the office or area needs additional help.

- CED has sufficient time for additional responsibilities required to obtain and maintain loan making and servicing authority without negatively impacting CED's current farm program obligations.

The announcement of the new Microloan-FSFL program is an exciting opportunity to reach a new customer base with a streamlined loan product, but an already heavy workload of FLP loans may be an obstacle in this implementation.

**NASCOE Position:** Many Farm Loan teams already have a broad portfolio of direct and guaranteed loans, including microloans. Their workload in some locations is at a level that already equates to delayed processing of FSFL applications. This impacts our ability to deliver Microloan-FSFLs, which by nature are intended to be streamlined, easily accessible, and quickly processed.

A good number of CED's have either educational background or work history that includes finance, and equips them to be a candidate for Farm Loan approval authority. When loan applicants present to FSA with a proposed project and are assigned to work with FLO/FLM to determine credit worthiness, we may see situations where customers could be redirected to the FLP Microloan program, instead of the FSFL.

A change in policy that would allow for CED's to have a limited Loan Approval Authority specific to FSFLs up to \$50,000 or \$100,000, this would allow for a much more streamlined implementation of the FSFL Program, specifically the recently announced Microloan-FSFL.

*A suggestion is for CED's be required to complete Phase 1 of the FLOT program as currently prescribed in 6-PM, Part. 13, but then complete Phase 2 in a modified format to include meeting the state-established credit quality standards on a prescribed number of independently prepared files, which consist only of FSFLs up to \$50,000/\$100,000, or comparable direct microloans.*

This delegation of authority would apply to loan approval only for FSFLs. It would accomplish a significantly improved delivery of service for FSFL applications, particularly in counties without a full-time FLP presence.

*(Reference #1)*

**DAFLP Response:** According to 1-FSFL Handbook, the COC or STC is the approval official for FSFL loans, and FLP loan approval officials only provides a recommendation. FSFL loans are not mentioned in the loan delegation section of FLP Handbook (1-FLP), only Exhibit 15 for FBP, which describes how to document the recommendation. Our FLP handbooks only cover FLP functions and program policies and procedures. We believe changes for approval of FSFL Microloans be a Price Support/DAFP, rather than DAFLP, decision.

**DAFO Response:** This would be a sea-change in CED duties requiring major discussions with DAFO, HRD, and FLP. Likewise, any such changes in the duties of the CED would require the assent of respective county committees to determine if the CED would be able to assume added duties.

**DAFP Response:** We appreciate the suggestion submitted requesting a change to FSFL policy where CED's can be trained to have limited loan approval authority for FSFL's up to \$50,000 or \$100,000.

The National Price Support Division and Farm Loan staff will work together to develop a modified "no cost" loan approval authority training package. At a later time, we will share more details about the loan approval authority training package and intended audience.

**NASCOE:** The COC has the authority for FSFL, but the question is to allow CED's to have the ability to make the financial analysis. The option is available to designate CED's to get loan authority for FLP in states now, but if this could be an option for FSFL. You must be delegated loan approval authority at this time to do financial analysis. There are two things: loan approval authority to compete with FLM on a level playing field and do not take authority away from COC. This would allow the microloan program to become more viable. COC would have final approval authority.

**Management Response:** This will be deferred to FL and they want to make this a larger issue than just FSFL. They did agree with the recommendation and FL agreed also and were ready to start the process. Currently CED's can receive loan authority if the SED consents with the need. There are no real extra costs associated with this type of request at this time. NASCOE wants the loan approval authority to do the financial analysis for FSFL loans up to \$100,000 with the final approval under the COC authority.

**Final Agreement:** The DAFLP agreed to put together a pilot program to give CED's loan approval authority for the purpose of doing financial analysis for FSFL to include micro loans. The COC would still have final approval up to \$100,000.00 for all FSFL loans.

**Final Agreement from 2017 Negotiations:** "Agreement: As resources may permit, DAFLP and DAFP agreed to put together a pilot program to give CED's authority to conduct financial analysis on Farm Stored Facility Loans under the County Committee approval limits. The COC would still have final approval up to \$100,000.00 for all FSFL loans. NASCOE accepts the response. "

**NASCOE Response:** What is the status?



**Resolution:**

**DAFP:** Nothing has been done at this point but will be added to the radar to be done.

**DALP:** Has been discussing this for FP and will be getting together in the next few months to put a plan together. The will reviewing the FLOT training to determine what portions of the training that will be utilized. The will have to decide whether this will be expanded to the Micro loan program. Finding trainers for the program will be a challenge. Meeting with FP in the next 3-4 weeks to put together a more formalized approach for the training.

## **ITEM 12**

### **INCLUDING THE NASCOE NEW HIRE PACKET PART OF EXHIBIT 6 IN 28-PM**

**Issue:** NASCOE and management have agreed in previous negotiation meetings that State Offices shall make NASCOE membership informational brochures and application forms available to all new hires. This has been communicated to SED's and AO's through emails and memos from DAFO to the state offices. However, with routine turnover in SED's and DAFO, NASCOE has to make subsequent requests that State Offices be reminded of this agreement.

**NASCOE Position:** If the membership informational brochure, membership application and FSA-444 were added to the new hire checklist in exhibit 6 in 28-PM it would be made available to all new employees as previously agreed to by NASCOE and Management.

**HRD Response:** While HRD recognizes NASCOE as an employee organization, we do not feel that putting informational material in our agency handbooks is appropriate. Exhibit 22 of Handbook 22-PM, contains a copy of the Labor-Management Relations Agreement between USDA/FSA and NASCOE, and Section 3, Item 15 of this handbooks specifically states that solicitation of membership shall be conducted during non-duty hours of the employees involved.

**Final:** 27-PM and 28-PM are in process of revision, they have no problem adding the form FSA-444 to the checklist. They could provide links or information to employee associations in the informational packet. This would be especially helpful if the packets were done electronically. NASCOE accepts this response.

**HRD:** Handbook 28-PM is in the process of being re-written, and this item will be addressed in the handbook revision.

**NASCOE Response:** What is the status of this handbook?

**Resolution:**

28-PM revision will start after 27-PM is released. 27-PM is in the final review process.

## Items to Follow-up from 2016

The following items were addressed during the 2017 negotiation session. Both items were addressed and agreed upon pending the release of 27-PM revision. Please provide the status of the 27-PM revised handbook.

**HRD:** Handbook 27-PM has a complete revision which is in the final review stage. We would anticipate this handbook being issued by this summer.

### **ITEM 2**

#### **SHARED MANAGEMENT-PROCEDURE**

**Issue:** “Before STC approval of the establishment of a permanent shared management operation, the SED will consult the NASCOE state affiliate.” At present, many STO’s are not following this procedure.

**NASCOE Position:** NASCOE recommends that SED’s be reminded of applicable handbook procedures in 27-PM, paragraph 52C. SED’s are to consult in pre-decisional format before the establishment of a shared management operation.

**HRD Response:** We agree that the policy requires the consultation and defer to DAFO on any reminders to or reinforcement of the policy with the States. We do stand ready to assist if any clarifications or changes to the handbook need to be issued.

**DAFO Response:** States routinely send in requests for approval of shared management proposal. DAFO always ascertains if consultation has taken place. If this is not happening, we should be informed.

**Negotiation agreement:** NASCOE would like an official response from the state association attached to the decisions regarding shared management to ensure the NASCOE state affiliate is involved. DAFO will review this issue to come up with a solution to show a written NASCOE position accompanying the State request for permanent shared management. A response will be sent back to NASCOE within 30 days. This is to ensure the states are following current policy. NASCOE will provide feedback in the consultation. Written documentation of the consultation with the state association included in the submission to DAFO for permanent shared management. An email will be sufficient for a response. HRD can draft policy for DAFO review to be submitted to NASCOE.

**DAFO Response:** Shared management is and has been a reality for many years. Given budgetary and legislative restrictions, we see no realistic alternatives in the near future. DAFO approves all shared management requests and ensures that NASCOE affiliates have been contacted and that all requisite COC and STC approvals have been obtained.

**HRD Response:** HRD will defer to DAFO on this issue; however, if the decision is made to incorporate this into the handbook, HRD can certainly update Handbook 27-PM, Paragraph 52C accordingly.

**FINAL: Management will agree to having the associations also be part of the shared management situation and having COC involvement. There will be an amendment to 27 PM to include such reference. NASCOE accepts this response.**

**RESOLUTION:**

**HRD:** Handbook 27-PM has a complete revision which is in the final review stage. We would anticipate this handbook being issued by this summer.

## **ITEM 4**

### **TEMPORARY SHARED MANAGEMENT-LENGTH OF TIME**

**Issue:** Provisions in 27-PM paragraph 53C “temporary shared management operations shall not exceed 120 calendar days.” At present, many STO’s are not following this procedure.

**NASCOE Position:** NASCOE recommends that SED’s be reminded of applicable handbook procedures. Procedures shall be followed in instances where shared management operations exceed 120 days by SED’s meeting with COC’s to “work out a permanent solution. Any exceptions to the 120 calendar day limitation shall be approved in advance by DAFO.”

**HRD Response:** We concur with the statement of the policy and defer to DAFO on any reminders to or reinforcement of the policy with the States. We do stand ready to assist if any clarifications or changes to the handbook need to be issued.

**DAFO Response:** All extensions are approved by DAFO after it is determined how long the shared management operation will continue and what plans the State has to end it. As we have reiterated many times, budgetary and current Congressional restrictions prevent us from taking necessary steps to ease the situation of so many shared management offices.

**Agreement:** DAFO agreed to have temporary defined as 6 months and the review will have attached COC minutes showing the consultation with the state affiliate of NASCOE was done.

**DAFO Response:** Given the many variables in each situation, it is often difficult to determine prospectively when it might be feasible to discontinue a shared management operation. DAFO always asks the state what their future plans are.

**HRD Response:** The 120 days has already been changed to 6 months in Handbook 27-PM. As soon as Revision 2 is released, this will be visible to all employees.

**FINAL: Management agreed to have COC’s involved in shared management extensions. DAFO agreed to have temporary defined as 6 months and the review will have attached COC minutes showing the consultation with the state affiliate of NASCOE was done.**

**NASCOE:** Accepts this response.

**Resolution:**

**HRD:** Handbook 27-PM has a complete revision which is in the final review stage. We would anticipate this handbook being issued by this summer.

## Items to Follow-up from 2015

### Item #4

#### **ASPIRING LEADER PROGRAM FOR PROGRAM TECHNICIANS**

Issue: Management has an aspiring leadership program for Grade 9 employees but no such program for CO-7 employees. We have many Program Technicians that have leadership potential and need a vehicle to develop leadership skills making them more attractive to promotion opportunities.

NASCOE position: NASCOE supports an aspiring leadership program for CO program technicians that will provide an opportunity to develop leadership skills and open the door for more opportunities in our agency. NASCOE proposes a national task force to develop an aspiring leadership program that might encompass one or two years of leadership development for program technicians.

HRD RESPONSE: Regarding an Aspiring Leaders Program for PTs, LEDB welcomes a work group with representation from NASCOE, which would explore what the program would look like, from a nonmonetary perspective. Please provide LEDB with NASCOE contacts consisting of members interested in following through with this idea.

Resolution: NASCOE will provide names of 6-8 employees to work on this group (CED's and PT's, one PT from each area and balance CED's) within 30 days.

This was agreed to and NASCOE was informed that a contractor had been hired a couple of years ago. Barbara Boyd informed NASCOE that the contractor was not meeting expectations and would have to be replaced. NASCOE would like a status update on the item agreed upon in 2015.

HRD: The first phase of the PT Leadership program was completed in FY 2015-2016. In FY 2017, there was no funding available to hire contractors to complete this training program. In FY 2018, HRD hired DAI Solutions to carry out the final curriculum for Phase 2 of the PT Leadership program, which includes a train-the-trainer aspect. This contract is currently in progress under the auspices of Theresa Martin and Linda Treese, DAFO. HRD has received positive feedback from both contractors and DAFO that the program planning is moving along as planned and is on time. The PT Leadership Program is scheduled to be completed and ready to implement, by September 30, 2018.

#### **Resolution:**

DAFO: Leadership Excellence for Program Technicians will be completed in September 2018, and ready to roll out in FY 2019. The course is a nine month process with 2 virtual and 3 live training sessions. The purpose of the course is to help PT's prepare to advance their career paths or become a better leader in place. The course will be an application and selection process, similar to the Graduate School Aspiring Leader course.

## Item #16

### SHARED MANAGEMENT ISSUES

Several items agreed to in the FSA/NASCOE Shared Management Agreement, Exhibit 8, in 27 PM are currently not being followed by some State Offices.

• **Issue:** *“Before STC approval of the establishment of a permanent shared management operation, the SED will consult the NASCOE state affiliate.”* At present, many STO’s are not following this procedure.

**NASCOE Position:** NASCOE requests that SED’s be reminded of applicable handbook procedure. SED’s are to consult in pre-decisional format before the establishment of a shared management operation.

• **Issue:** In a permanent shared management operation, *“one Program Technician (PT) position in the headquarters office and each full-time sub-office shall be graded one level higher than their normal grade up to a CO-8, if the PT is responsible for all the activities in the office when the CED is absent, and the CED is absent at least 40 percent of the time.”* At present, many STO’s are not following this procedure.

**NASCOE Position:** NASCOE requests that SED’s be reminded of applicable handbook procedure. STO’s and CED’s should follow procedure by grading applicable employees one level higher than their normal grade.

• **Issue:** *“For temporary shared management operations expected to last more than 30 days, upgrades for CED’s and lead PT’s shall be on the beginning of the first pay period following the effective date of the shared management operation. CED’s and lead PT’s in current temporary shared management operations where the arrangement has been effective for more than 30 days shall be immediately upgraded according to this agreement.”* At present, many STO’s are not following this procedure.

**NASCOE Position:** NASCOE requests that SED’s be reminded of applicable handbook procedure. STO’s and CED’s should follow procedure by grading applicable employees one level higher than their normal grade.

• **Issue:** Provisions in 27-PM Par. 53C *“temporary shared management operations shall not exceed 120 calendar days”* At present, many STO’s are not following this procedure.

**NASCOE Position:** NASCOE requests that SED’s be reminded of applicable handbook procedure. Procedure should be followed in instances where shared management operations exceed 120 days by SED’s meeting with COC’s to *“work out a permanent solution”*.

• **Issue:** The challenge of shared management for CED’s and PT’s is often overwhelming. CED’s are required to handle a double workload and with the CED out of the office, responsibility falls on PT’s to handle management issues for which they have not been trained or compensated. To date, little or no resources are available to assist CED’s and PT’s operating in a shared management working environment.

**NASCOE Position:** NASCOE request that a national task force be assembled to develop resources and tools for CED's and PT's geared specifically for shared management. Information gathered by the task force should include input from round table discussions between employees to share ideas and problem solving. NASCOE requests that by May 30th, a shared management task-force be appointed and subsequent framework be developed to guide the task-force. Improving shared management is also expected to increase positive feedback on future Employee Viewpoint Surveys (EVS).

**DAFO RESPONSE:** DAFO will remind States of the requirements in the handbook related to establishment of temporary or permanent shared management operations. Note: DAFO always asks if the State consultation with the NASCOE affiliate has occurred when notified of a shared management proposal.

Please note that upgrades are not always appropriate but DAFO agrees that when they are appropriate then they should be implemented. CED's must meet the provision for the higher classification, and an upgrade for a lead PT is appropriate only IF they are delegated to perform the CED's duties during the CED's absence when the CED is absence at least 40% of the time. If the CEDs retain control and handle much of their duties remotely (work assignments, program or payments approvals, leave approvals, etc.), then the requirements for a lead PT position is not met. That determination on the delegation of the duties is made locally; the national policy and procedures provide the option when warranted.

If the policies and procedures are not being followed please provide the specifics so that DAFO can address it with the applicable SEDs.

DAFO does not believe a taskforce is required to develop resources and tools for CEDs and PTs for shared management but we do agree that a tool kit to provide State Offices and applicable CEDs and PTs with shared management best practices could be helpful to all involved. DAFO will solicit best practices and develop a method to provide access to this information.

**Resolution: Management agrees to encourage states to work with NASCOE to do some more education with state presidents on consulting for shared management proposals and management will do more education on using these positions.**

**Grade 8 positions: Management agrees with NASCOE on this issue Will include language of lead PT's in check sheet for these combinations**

**Temporary Shared Management: NASCOE will inform management of any unofficial shared management situations.**

**Workload problems with shared management: Management will put together a virtual workgroup. Management will work with NASCOE on development of this group.**



**HRD** will continue to work with DAFO to support any needs they may have with this request.

**Resolution:**

Shared management training: The task force was stopped until we had SED's on board and the creation of FPAC it has been slowed down however the intent to start the task force back up and continue the process. DAFO agrees to continue with the Shared Management task force. In 60 days DAFP will come up with a timeline for the task force.

# **USDA MENTORING PROGRAM**

**Transfer Institutional Knowledge · Enhance Employee Skills  
Increase Employee Retention · Attract Top Talent**



**WHO**

***Any employee can benefit from a mentoring relationship. Matches of particular significance are outlined below.***

- Program Technician paired with Program Technician
  - similar program assignments
  - new Program Technician paired with experienced\* Program Technician
  - Program Technicians assigned to new programs
  
- County Executive Director paired with a County Executive Director
  - New County Executive Director paired with experienced\* County Executive Director
  
- District Director paired with a District Director
  - New District Director paired with experienced\* District Director

*\*Experience does not refer solely to length of service. We must consider whether the experience includes actively following and adapting to policy changes, comfort with software modifications, time management shifts, and history of coworker relationships and customer service.*

*All potential mentors/mentees are subject to an application process. Only those believed to be in a good position to teach and learn will be chosen.*



**WHAT**

***USDA Mentoring Program Information can be found here:***

<http://www.eservices.usda.gov/usdamentoring/gendocuments.aspx>

While the information found at the website listed above is important, we feel our personal descriptions of the program may better address the need to promote the program in the future. For us, this program has been a way to **build a network** within the agency. It is a great asset for **team building** within your office or intra-office work teams. **New ideas and skills** learned as a program participant are shared with coworkers who have not participated.



**WHEN**

**The program could be re-established at any time, and pairings should be active for at least 9 months.**

As we near the implementation of a new Farm Bill, we feel this is a terrific time to reintroduce the mentoring program. While the level of involvement from program leaders would certainly affect the implementation, offering this program at least once every two years would establish a momentum and a recent history of testimonials.



## WHERE

**The program can be implemented anywhere, as face-to-face meetings are not required.**

In our experience, Skype is a fantastic tool for this program. It allows for a more conversational relationship than e-mail, but is more flexible than phone calls. While we utilized all three methods and did eventually meet in person after our time in the program had ended, we found Skype to be the most effective for us. Each set of program participants would need to evaluate their own needs and preferences to determine the best 'where' for their pairing.



## WHY

**The real question is 'Why Not?'**

We can think of no true cons or disadvantages to participating in this program if you are a person who has interest in mentoring or being mentored. It is an opportunity to create and maintain a trusted working relationship with someone outside your own service center. Fresh ideas and new perspectives abound, differences in training are discussed, and there is opportunity to 'put yourself out there' in ways you may not have been able to prior to participation in the program.

*"I am happy I took the time to reach outside my comfort zone."*

*"This experience proved to exceed my expectations."*

/s/ Tina Young, Program Technician and Mentor

/s/ Melanie Campbell, Program Technician and Mentee

Macon County, Missouri

Carroll County, Indiana

tina.young@mo.usda.gov

melanie.d.campbell@in.usda.gov

# 2019 Negotiation Items

August 24, 2020

**Item:**

**1**

**Category: IT/Computer Environment**

**ISSUE:**

While making field divisions in MIDAS GIS, there are issues when dividing a field that has been enrolled in a Conservation Reserve Program (CRP) contract. When dividing that field, the subsequent fields are not always totaling back up to the contract acreage that was based on the original field acreage. This is causing contractual problems in CCMS particularly when it increases the contract acreage.

**RECOMMENDATION:**

NASCOE recommends that the MIDAS software be updated to recognize when a field contains CRP attributes, the division of a field must total back to the original field acreage eliminating discrepancies between MIDAS GIS and CCMS.

**FSA'S RESPONSE:**

This is the result of the GIS editing functionality and how outside boundaries of a CLU are adjusted due to new vertices placed when dividing or combining fields. If an existing field is split, in most cases new vertices are placed on the outside boundaries that results in a slight adjustment to the overall acreage. While this change is very small, in some cases due to rounding the overall acreage of the field may be adjusted by .01 acres. If this happens, offices should adjust boundaries as needed with the Vertex Edit tool to match back to the original field acreage and ensure that the CRP acreage matches the contract.

This cannot be fixed with our current CRM GIS functionality using Silverlight. If Silverlight is replaced, this issue will hopefully be addressed. Additionally, we have a long-term plan to address issues with CRM and Farm Records that includes making a direct connection with CCRM and TERRA scenarios to incorporate the data in the FRs.

**NASCOE's Response:**

Could we incorporate a policy, in regards, to tolerance until we are able to replace Silverlight.

**RESOLUTION:**

**At this time software cannot be changed, however there are long term plans to correct the problem. The Conservation Division is going to look at the NASCOE recommendation to see if that would make a difference and may ask to incorporate a tolerance until the issue could be resolved in the long term.**

**Item: 2**

**Category: Performance Standards**

**ISSUE:**

Lack of Stakeholder engagement in development of performance has not only taken away from the COC's supervisory ability but has made the performance plans more cumbersome and stressful on our employees.

**RECOMMENDATION:**

NASCOE also recommends that a task force be assembled, consisting of a NASCOE and NAFEC representatives, to work with management to create a performance management system that incorporates all the requirements to hold employees and managers accountable, and works towards the following goals:

- Making performance plans less cumbersome
- Providing consistency amongst employees
- Allows for COC input
- Provide for individuality while being consistent
- Allows for employee participation
- Provides fairness to employees at grade and position

**FSA'S RESPONSE:**

At the direction of Undersecretary Northey, the FPAC Business Center's Human Resources Division is coordinating a joint effort among all FPAC Customer Agencies to accomplish all of these goals. Generally, the direction is to reduce the number of performance elements and to consistently assign those Elements to Supervisory and Non-Supervisory Employees. While a number of the Performance Standards will be required for all employees, flexibility will remain for the assignment of unique standards.

**RESOLUTION:**

**NASCOE accepts FSA's response.**

**It has been asked to include the employee associations at this point, however, including employee associations has not been approved at this time. FSA/FPAC will consider input from the associations.**

**NASCOE will create a task force and develop standards and have them back to James Douglas by the end of June.**

**ISSUE:**

The CRP 848 Quarterly Review Process is a very grueling and time consuming process. County Office employees are struggling to meet the short turn around time-frame to complete the process, especially those counties with significant CRP participation. Established deadlines seem to be set at the worst possible times with little or no leniency to complete the task. The process causes added unnecessary stress on the County Office employees.

Quarterly ULO reviews require the excessive use of COF staffing hours. In addition, the practice of obligating funds for practices which are to be carried out in future years ties up USDA capital and locks in cost share rates that are outdated when the time comes to implement the practice. NASCOE believes the current process of obligating funds in the year of contract approval for completion of practices in future years should be recinded and replaced.

**RECOMMENDATION:**

NASCOE recomends that the agency develop a way to make the CRP cost share funding obligation and accounting process easier.

In the case of practices carried out in future years, it would be advantageous to:

- enter into agreement with the contract holder at the time of contract approval, specifying the requirement to perform the practices in a future year (subject to funding availability at that time) as outlined in the Conservation Plan of Operations.
- Schedule the required practice in the applicable future year (per Conservation Plan of Operations specifications),
- allocate the funding for the practice only in the applicable future year when the practice is to be completed,
- Re-process all existing 848 agreements and make them subject to the new process of cost share accounting.

Benefits of allocating funding for future year scheduled practices include the following:

- FSA is only required to account for the apportionment or allocation of that funding in the appliable future year,
- Funding isn't unnecessarily obligated for multiple years prior to being expended,
- Producers and the agency enjoy the benefit of using cost share rates that are current for the applicable year, rather than rates that were established multiple years earlier.

Process flow would be as follows:

- 848 (cost share request) is signed at the time of contract approval for all practices specified on the Conservation Plan of Operations. Practice completion timespans would be added here so those dates could be queried in the future.
- Annually, COF's would print a report of agreed to required practices. At that time, the COF would affirm the validity of the required and agreed to practice and then allocate the necessary funding to carry out that particular practice based on current cost share rates. COF users would have access to reports that would generate reminder letters for producers, which would be sent as reminders of practices to be completed.
- 848A (cost share agreement) is signed by the producer the year the practice is to be completed within the practice timespan.
- 848B (cost share/performance certification) is signed by producer/TSP after the practice is completed. Cost share is issued.

CRP contracting software must be dynamic, for example, when revisions are made to a contract, the cost share components required to be completed should also be revised.

As promised during the 2018 NASCOE/FSA Negotiations session, a task force comprised of COF, STO and National Office employees should be assembled to help design processes and software functionality that will address this issue.

#### **FSA'S RESPONSE:**

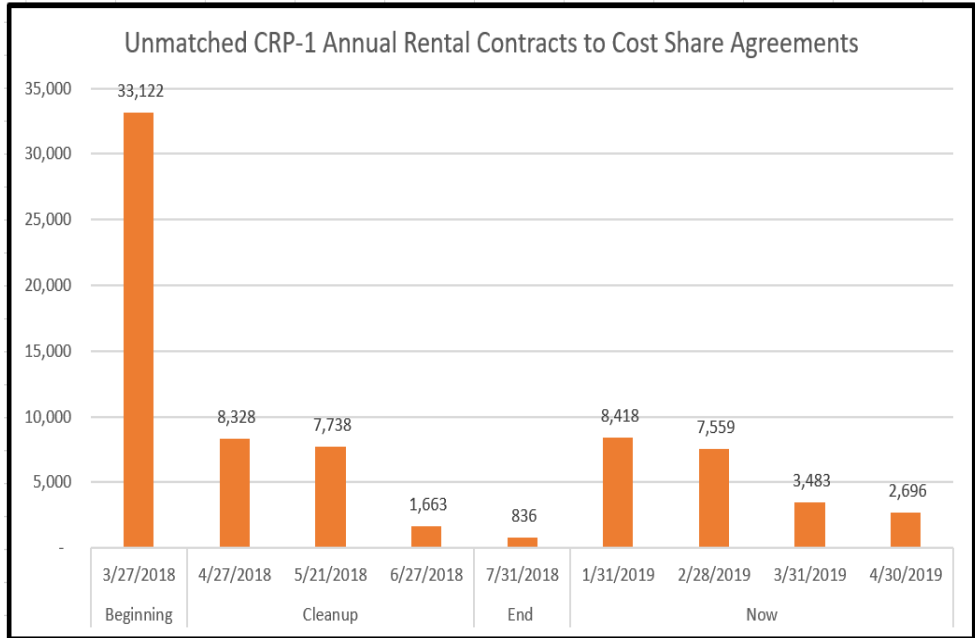
FSA concurs that we need to have the conservation obligations timely and easier for the field.

As part of the program's COC approval process, the maximum contract value must be calculated and successfully reserved, called an obligation.

Modifications to the contract data or other triggering events require revised obligations. FSA/CCC's Financial Statements were not properly stated due to obligation deficiencies with repeated audit findings preventing a clean audit option.

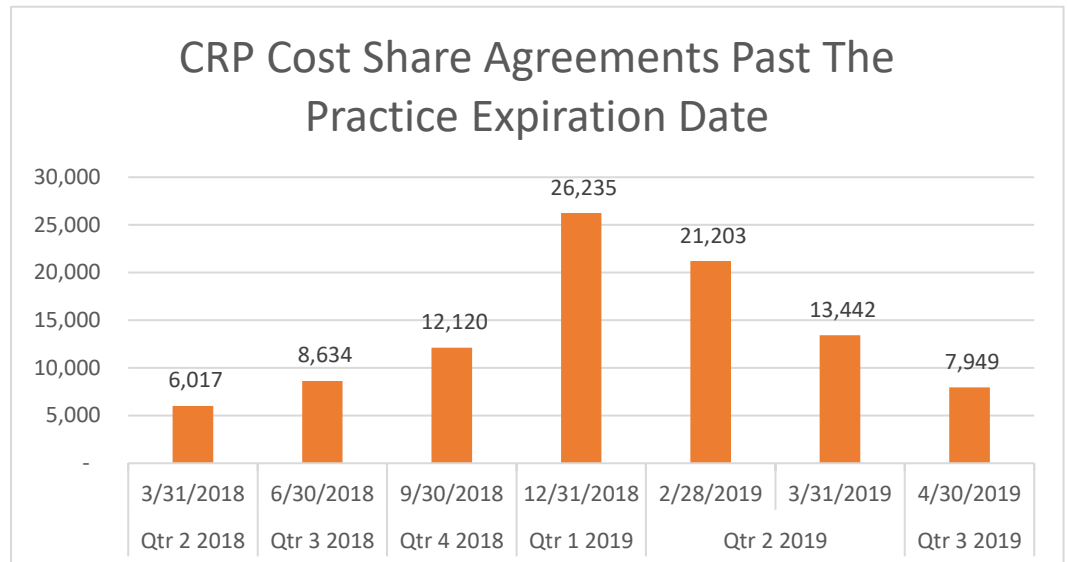
Appropriations Law requires FSA to obligate funds in the year in which the contract is signed. Obligations should be created as part of the CRP-1 contract COC approval process for all the conservation components outlined on the conservation plan of operations (CPO). Users must remember to establish the Cost Share (CS) after the CRP-1 is approved.

When FSA began reviewing the Cost Share agreements last year, approximately 33,000 Cost Share agreements had not been created in the CSS and grossly understating FSA's conservation liability.

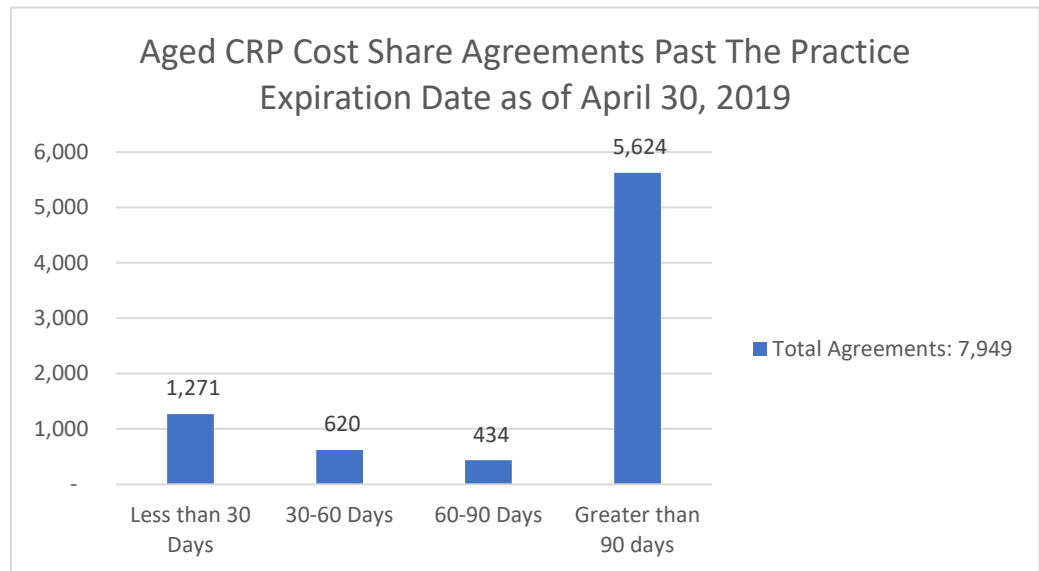


A monthly report has been being provided to the STOs to serve as a compensating control to identify when a CS agreement has not been established related to a CRP-1.

Additionally, there large numbers of CS agreements with expired practices which need actions related to open obligations. FSA has 90 days to enter practice completion data after the expiration date.







The Conservation Farmbill taskforce comprised of national, state and county office personnel discussed the obligation processes changes required for the future to how automate these obligations for the field.

**RESOLUTION:**

The Conservation Division is currently working with FMD to only pull current practices on the cost share agreement and not pull all practices. The Conservation Division will also discuss with FMD the possibility of incorporating high level estimates. Overall continued dialogue with FMD with hopes of improvement.

A task force was developed and it is composed of folks from Conservation, FMD and a State Office Specialist. They are currently looking at sending out procedure for approving practices and the overall obligation policy. They are looking to add additional folks to the task force in the future and will welcome NASCOE input when they do.

The Conservation Division will add clarification to the handbook as to whether a contract can be paid after the expiration date.

**ISSUE:**

National Notice CM-791 was issued to provide a work around for individuals who own the land as a living trust but are operating using their social security number.

While it is written in policy, the steps we are to follow for Business Partner (all contracts and applications, and all farm operating plans when an individual changes to a revocable trust), this process is cumbersome and repetitive.

**RECOMMENDATION:**

Consider a change to procedure that would allow FSA to note that the individual has set up a trust so that when that individual passes, we can then look further into where the land goes through the trust. Until that time, allow us to leave our paperwork as-is when the person is still operating using their social security number.

**FSA'S RESPONSE:**

CM-791 was issued to provide a temporary workaround for customers who requested to receive payment under a different name or entity than has been paid in prior years, when using the single Tax ID Number (the SSN). Once obsolete, the notice was incorporated into 11-CM paragraph 119.

The SSN Family is working as intended in MIDAS, it was a process improvement designed to allow the customer to participate as multiple entity/roles using the same SSN. The limitation requiring the cumbersome workaround is with SCIMS, which can only store a unique SSN for a single record and must retain that SSN on any record that was previously paid. The Designated Paying Entity (DPE) flag restriction is only necessary until SCIMS is modified or retired, which is a priority for the National Office.

**RESOLUTION:**

**Currently nothing can be done unless FSA updates SCIMS software. Once the decision on the architectural paper as it relates to MIDAS is finalized then a decision will be made on what to do with SCIMS. NASCOE suggested that we use the comment field for noting the use of the social security number instead of using the work around. Policy and options will be reviewed and then a decision will be made. Until a decision is made, current policy stands.**

**Item: 5**

**Category: Workload**

**ISSUE:**

Sending CCC-941's to the IRS repeatedly is not only time consuming but not cost effective.

**RECOMMENDATION:**

NASCOE would like to work with WDC management and the IRS to develop an easier and more cost-effective way to verify compliance with AGI regulations.

**FSA'S RESPONSE:**

FSA is attempting to work with IRS on an automated solution to this problem. The issues with receiving determinations from IRS have been communicated with the Under Secretary. In the past, IRS has insisted they require the CCC-941 originally signed by the customer to ensure the customer is allowing information from their taxes to be released to FSA to determine if their income exceeds the \$900,000 threshold. FSA has confirmed that the issues with not receiving an IRS determination typically occur on the IRS side where the forms are lost, or the incorrect year is input by IRS personnel. FSA has noticed that on occasion, county offices are not following the steps outlined in 3-PL Rev 2 subparagraph 26J prior to mailing the form to IRS.

**RESOLUTION:**

**NASCOE accepts the response. Information will be provided on the findings regarding those who falsely certified.**

**Item: 6**

**Category: Staffing/Personnel**

**ISSUE:**

The last few years, FSA has offered the Farm Service Agency State and County Fellowship Program (FSASCFP). These have presented some really interesting sounding opportunities. However the timing for these opportunities is during the busiest time of the year (acreage reporting) when most offices need all hands on deck just to get through the day to day responsibilities.

Realizing there is not a good time of year for participating in the Fellowship Program, the timing is creating an issue which is troubling a number of employees. It is causing these employees to have conflicting loyalties between their COF and self-improvement by applying for the program. Early June through Mid-July, is typically when the fellowship program is implemented. It also happens to be the busiest time of the year in the COF.

**RECOMMENDATION:**

NASCOE recognizes the 2019 fellowship dates were earlier than normal, thus avoiding the busy season in the COF. NASCOE would encourage FSA to consider similar policies in the future. Changing the May/June dates to March/May and the June/Sept dates to Aug/Sept, would encourage a larger pool of applicants to apply for fellowship.

**FSA'S RESPONSE:**

DAFO thanks you for the recommendation and recognizes the inconvenience that the timing of the FSASCFP program places on the State and County Offices and DAFO will recommend that the program period change to lessen the impact on State County Offices and that periods provided in the recommendation could increase the number of individuals available to participate in the program.

**RESOLUTION:**

**NASCOE accepts FSA's response.**

**Item: 7**

**Category: Employee Health**

## **ISSUE:**

Health and Safety is part of every employee's performance plan and a large factor to an employee's health is their work station. Over the years research has shown the health benefits associated to ergonomically designed chairs and stand up workstations. For the most part, FSA has been very good at getting employees updated chairs and for some stand up workstations, resulting in better employee health and a more accommodating work environment. However, this is not being done consistently across the country and not all employees are being properly accommodated.

While the Agency has been good about replacing employees' chairs and providing stand up work stations, there is not a set guideline nor is there consistency between states as to how the process works. When it comes to these purchases, usually employees are not involved in the selection of the chair and not every employee has the same needs when it comes to what functions a chair has. Also, some states have deemed it unnecessary or not an essential need to provide employees with stand-up workstations, even with medical documentation.

## **RECOMMENDATION:**

The Agency develop a Health and Safety Workstation Policy that States shall adhere to. As part of the process it is recommended that employees have the opportunity to provide what their needs are and to have input on the chair selection itself, as well as a set timeframe on the years between purchases (it is recommended that chairs be replace every 3-5 years to ensure an employee's health needs are being met). The plan would also include the requirement to provide stand-up workstations to any employee who provides a substantial request (not necessarily medical, but documentation as to why they would benefit from the stand-up workstation). Not every employee wants or needs a stand-up work station, but there are many health benefits to having one and employees should not be expected to sit for hours on end nor should they be asked to pay for one out of pocket when Health and Safety is a performance plan requirement. By developing this policy, it would ensure that all health needs of the employees are being taken into consideration when it comes to their workstation and that there is consistency and continuity across the country.

## **FSA'S RESPONSE:**

FSA makes every effort to provide reasonable accommodation when the appropriate medical documentation is provided. DAFO accepts the intent of the recommendation and FSA will work with the FPAC-BC Management Service and Human resources Divisions to development guidelines and a strategy to provide for furniture upgrades when funding is available.

## **RESOLUTION:**

**FSA will make every effort to meet with FPAC/HRD to get further education about the policy by next year's negotiations.**

**Item: 8**

**Category: Staffing/Personnel**

ISSUE:

CO Employees hired to do GS work full time. CO ceiling slots should not be used for full time GS positions.

**RECOMMENDATION:**

Recind policy making future CO ceiling slots available to be used for full time GS work carried out under CO position description. SED's should utilize "flexing" to address issues created with temporary staffing shortages.

**FSA'S RESPONSE:**

It is DAFO's policy that employees in CO and GS positions deliver FSA programs as described by their official position descriptions. DAFO will continue to emphasize the use of "flexing" on a temporary basis when needed.

**RESOLUTION:**

DAFO will review the policy. NASCOE does not accept this resolution as current policy circumvents GS work measurement ceiling results. Also, no data on this subject is available. The National Office is not enforcing annual reporting requirements from STO's which are using this policy. NASCOE believes SED's should utilize "flexing" to address issues created with temporary staffing shortages.

**Item: 9**

**Category: IT/Computer Environment**

**ISSUE:**

There are several outstanding improvements which need to be implemented to make Web TA more user friendly and accurate. Those improvements include: adding more than 30 lines at a time for activities, sortable data fields, adding an activity for Light Activation Linc Pass Stations and an option to freeze the header pane when scrolling. (Note: this item combines six similar items).

**RECOMMENDATION:**

Make necessary upgrades to increase employee efficiency and data accuracy.

Carry out suggested improvements in Web TA software.

**FSA'S RESPONSE:**

**30 Lines in Web TA** – FSA attempted to remove the 30-line limitation in Web TA when Web TA transitioned from version 3.8 to 4.2. FSA was informed that this was not a feasible augmentation due to data constraints.

FSA recognizes that the 30-line limitation causes difficulty for some employees that perform a variety of functions. In order to help mitigate this the BAMSD working group has consolidated some ARS codes and further has made workload measurement program driven as opposed to activity driven. FSA stands ready to assist employees in recommending best practice when challenged by the 30-line limitation.

**Create Activity for Linc Pass** – There are currently 4 activities that can be used for light activation linc pass stations. 1. Emergency Prep Management for FSA Employees, 2. NRCS Support for NRCS Employees, 3. Crop Insurance Support for RMA Employees and lastly Other agency support for everyone else.

**Freeze Header in viewing Pain** – Web TA 4.2 migration is complete and the window to request enhancements has elapsed. FSA will note this request and recommend the enhancement the next time NFC is open to receiving such requests.

**RESOLUTION:**

USDA National Finance Center is responsible for WebTa. For the most part, the “activity” is not as relevant as the “program” field. Activities are not used to drive the proficiency analysis, but they are looked at by the Agency for other purposes. When running out of lines for coding, field level staff may consolidate at the “program” level to save lines.

DAFO/BAM will provide guidance on how the light activation stations should code their time in the guide.

**Item: 10**

**Category: Hiring Process**

**ISSUE:**



An external job applicant applied for the COT program using an announcement for the COT program as guidance. The applicant intended on using “education” and “masters degree” as a qualifying factor for applying at the grade 9 level. Upon reading the announcement, the applicant only applied for grades 5 and 7 because the announcement asked for a “completed masters degree” in order to qualify at a grade 9. The applicant had not yet completed his masters degree as he had three more months of classes before graduating. After being accepted into the COT program, the applicant/employee then realized after reading Handbook 27 PM Par. 480 D that it was not a requirement to have a completed “*masters degree*” because having “*two full years of progressively higher level graduate education leading to such a degree*” was also a qualifying option for grade 9. Provisions set forth in Handbook 27 PM for CO 9 qualifications were not incorporated into the job announcement.

Novice applicants should not be required to make a self determination of eligibility.

**RECOMMENDATION:**

Applicants should be able to apply at the 5, 7 and 9 grade level without the agency asking the novice applicant to make a self determination. That determination would be made at or before the time of the interview by the supervising official. The local CO hiring official should make the determination of grade eligibility per instructions found in Handbook 27 PM. Also, application software should mirror application requirements set forth in handbook procedure.

**FSA’S RESPONSE:**

Our standard COT Job Opportunity Announcement provides that, At CO-09, applicants must meet one of the following criteria in order to qualify for this position:

- A Masters or equivalent graduate degree or two full academic years of progressively higher-level graduate education leading to such a degree from an accredited college or university: **OR**
- One year \*--**specialized experience** equivalent to grade CO-7 or GS-7 or be equivalent to grade CO-9 or GS-9 or above applying office methods and procedures to provide clerical and limited technical support to independently perform a full range of farm program processes. Experience that shows your ability to perform progressively more complex, responsible, or difficult duties, and that shows your ability to learn the specific work of this position. Experience in providing program interpretation, and instruction for an agriculture program area or operational phases of farm loan programs. Such work experience included acquiring data and providing information to producers, farm loan borrowers and farming operations; writing summary reports; assisting staff with policy guidance; arranging and scheduling activities of subordinates to complete technical/clerical review: **OR**
- A combination of education and experience as listed above.

It is possible that the specific instance that was cited was an anomaly.

It sounds like the latest standard COT job opportunity announcement was not used and might be just a one of case.

**RESOLUTION:**

DAFO/HRD will share with OPM, NASCOE's suggestion that applicants should be able to apply at the 5, 7 and 9 grade level without the agency asking the novice applicant to make a self determination. DAFO will work with FPAC to develop a narrative within the application to fully explain to the novice applicant how to properly apply for various grades within an announcement. This narrative will also include a description of consequences associated with choices the applicant made during the application process. NASCOE is willing to put an educational tool on the NASCOE website to assist with educating our employees. Completion date of no later than December 2019.

**ISSUE:**

With the amount of recent disasters and the need for jump teams and volunteers to assist in the implementation of programs it has become apparent that FSA could benefit from having a pool of qualified employees at hand that could be dispersed to highly effected areas to provide immediate and necessary assistance. The need for immediate help to these disaster-stricken areas is essential and it is the understanding that there were not enough volunteers or able employees to provide assistance for the latest disasters that hit the US and Puerto Rico.

Not only is there the need for employees that are willing and able to assist, there is also a need that these employees be properly trained and “ready to assist”.

There are many qualified current employees, retirees and/or future retirees that have experience in programs that would be a great asset to assist FSA in training new employees, assisting with disaster situations, implementing new programs, and assisting understaffed offices.

**RECOMMENDATION:**

NASCOE proposes that FSA create a Disaster Ready Team that consists of highly skilled employees who can be deployed to disaster-stricken areas to assist offices in implementing programs to those in need. This pool of employees would be trained and ready to assist, and a plan would be in place as to who, how, and when employees are deployed. Having a Team in place would eliminate the need to call upon volunteers and risk being unable to provide the required assistance timely. Having a Disaster Ready Team will stream line the process, reduce confusion, and allow proper planning for staffing and office coverage.

As part of this Disaster Ready Team, NASCOE encourages the utilization of retired FSA employees through a rehired annuitant program along with current employees with flexible schedules and workload.

NASCOE would be willing to assist in preparing a document that outlines the creation of this team, including how employees and retirees can become members of the Disaster Ready Team and the process of how they would be trained, deployed, and how offices would be prepared for coverage in their absence.

**FSA’S RESPONSE:**

DAFO is keenly aware of the abundant need for staff resources to deliver and administer all Disaster and Non-Disaster Programs. Relative to the Disaster Ready Team, actions are underway to define protocols and identify members for such a mechanism. DAFO welcomes NASCOE’s offer to draft a document outlining the creation of this team, including how employees can

become members of the Disaster Ready Team and the process of how they would be trained, deployed, and how offices would be prepared for coverage in their absence.

Regarding the rehire of annuitants, the National Defense Authorization Act for 2015 authorizes the Department to approve the reemployment of Civilian Retirees with a Dual Compensation Waiver. That authority remains valid through December 31, 2019 and it is unknown at this time whether the authority will be extended beyond that date.

**RESOLUTION:**

**FSA is already in the process of exploring the use of reemployed annuitants for the purpose of jump teams. NASCOE accepts FSA's response. NASCOE appreciates and looks forward to helping out with DAFO's offer to draft a document outlining the creation of this team, including how employees can become members of the Disaster Ready Team and the process of how they would be trained, deployed, and how offices would be prepared for coverage in their absence.**

**Item: 12**

**Category: Staffing/Personnel**

**ISSUE:**

The code NP/Travel does not really show travel TO/FROM a shared management office because it does not really tell what the travel is for. It is too vague.

**RECOMMENDATION:**

We are requesting a specific program code that will cover only travel between county offices that is weighted in with other activity for determining staffing in County Offices. By using NP/Travel it penalizes both offices because it doesn't tell which office it is for.

**FSA'S RESPONSE:**

Time coded to NP/Travel does not penalize offices for any workload purposes. Further creating more specific versions of travel would likely lead to confusion and further burden employees who are already challenged by the 30-line limitation in Web TA. FSA is not opposed to creating more specific codes however FSA is hesitant to do so without a more clearly defined business need and data capture objective.

***\*\*\* This information is available now in the ARS Quick Reference Guide. Please see Notice AO-1730 for more information about the ARS Quick Reference Guide***

**RESOLUTION:**

Travel should be coded based on the work the employee is completing however if you are coding it as NP the time is still being allocated back to the programs.

Guidance on how to code time when traveling will be provided.

DAFO/BAM will provide guidance on travel policy for shared management offices.

**ISSUE:**

Handbook 21-AO needs to be updated. With the workload model being an important tool to determine allocation of employees which utilizes the ARS system, it would stand to reason that if the handbook is not current, then how can the tool be expected to properly work? Some of the items not current are resources and links. In paragraph 25 it talks about the link for the Activity Worksheet of which does not currently work. We understand the process of adding policy to the handbooks and that it takes time, but also need to realize the data utilized in the workload tool will have its inadequacies due to the process.

Notice PM-2763 mentioned the role of the COC and DD to the software. As of yet this has not made it to the handbook. When will NASCOE see this added to 21-AO?

**RECOMMENDATION:**

Update 21-AO and make it current and provide training.

**FSA'S RESPONSE:**

As a first step to updating handbook 21-AO DAFO has created the ARS Quick Reference Guide. The ARS Quick Reference Guide will be disseminated to employees via DAFO's website and will allow FSA to capture feedback and update the document frequently in response to that feedback. The Quick Reference Guide will serve as a source document for the updates to 21-AO.

FSA does not know why the information in PM-2763 was not added to the 21-AO handbook and will contact the respective authorities to determine if the guidance provided in that notice is still applicable.

***\*\*\* DAFO does not have the resources to update this handbook in the immediate future and the ARS Quick Reference Guide identified in Notice AO-1730 can be used to answer ARS questions until the handbook is updated.***

**RESOLUTION:**

**The recent changes will be clarified in the form of a notice and examples will be added to the handbook.**

**Item: 14**

**Category: Staffing/Personnel**

**ISSUE:**

The 27-PM is written so that an applicant with a Masters' Degree in an ag-related field can be hired at no higher than a CO-5. The way Par. 458 is written, the experience that qualifies an applicant for a CO-5 instead of a CO-4 is other USDA agencies, state departments of agriculture, or extension services. For example, someone who has worked for the county government and could be considered an expert in researching deeds is only eligible to start at a CO-4.

The concern is that FSA has not reviewed these standards since 2006. In order to remain competitive as an employer and attract the best and the brightest talent, it is imperative that we be allowed to hire at higher grade levels by considering other types of relevant experience. We are often interviewing candidates who would take large pay cuts to start working for FSA and we have no way to compensate them for their abilities and experience.

**RECOMMENDATION:**

Review and revise the starting grade criteria in 27-PM, Par. 458 to give hiring officials the opportunity to offer a higher starting grade in order to attract the best talent. NASCOE would like to participate in the review process of this criteria.

**FSA'S RESPONSE:**

Need dialogue with NASCOE to better understand. Don't know that there is an immediate answer. Qualify on education or experience. No matter your educational level, the handbook allows the highest starting grade at a CO-5 when using education to qualify.

**RESOLUTION:**

**DAFO will review the policy. DAFO will also work with FPAC/HRD in the BC to make the handbook clearer and add examples so that STO's and hiring managers are aware of their ability to make exceptions to starting pay rates according to education and/or experience according to 27-PM.**

**Item: 15**

**Category: IT/Computer Environment**

**ISSUE:**

In MIDAS CRM the software is set to allow fifteen minutes use before the system times out. This is not allowing employees enough time to complete projects without the possibility of losing their work.

In the course of the work day, many distractions occur causing employees to move away from what they are working on. For example, the phone rings or a producer comes in, causing employees to divert from what they are working on. It is very frustrating to come back to the project to see that the five-minute warning has expired, and all the work previously performed has been lost.

**RECOMMENDATION:**

NASCOE would like to recommend that the settings in MIDAS CRM be revised to enhance the usability of the software. While actively working within MIDAS, the system should recognize the activity and not timeout. If there is inactivity in Midas due to unforeseen circumstances and the system "times out" then a draft should be saved to be able to come back to and start back where you left off. This recommendation would eliminate frustrations for county office employees that occur in multiple scenarios every day. Employees could make more efficient use of their time and garner more productivity.

**FSA'S RESPONSE:**

The time allowed to complete tasks in CRM due to inactivity is set by security. For security reasons, the system needs to timeout when a user is interrupted with another task. It is a security violation to have the system retain the open editing session if the user has abandoned the system for longer than 15 minutes. Most editing tasks can be saved immediately, and the user can come back into a subsequent editing session to make additional changes as necessary. GIS editing is different because at this time in the system there is no way to save draft edits to the CLU layer. We do have a long-term plan to create a draft/measurement service layer but do not have a timeframe when this can be implemented.



There is an issue in the system that is not restarting a session after it times out. This was address in an IB and will be corrected in an upcoming software release.

**RESOLUTION:**

Software will be reviewed to determine if and when it times MIDAS user out and if that is a defect in the software. FSA suggested that NASCOE discuss with IT/Security about the 15-minute time out period to see if we can expand this time. **Timeframe on follow-up???**

**ISSUE:**

ARS Workload Analysis, we are told it is critical that ARS data be correctly reported on timesheets in WebTA.

We used to conduct workload meetings to freely share the weighting when Heidi Ware had the program. Either folks don't genuinely know, or they aren't willing to say. Can something be done about this so each State can use the system to illustrate the need for staff? Diversity that is not measured is a real issue. I am told the data is not quite right for measuring FTEs.

**RECOMMENDATION:**

County Offices need to see ARS Workload Analysis data. The data contained in the report can help county directors appropriately assign work tasks. The ARS data can help county directors and county committees determine if they are effectively targeting certain segments of a county's producers. The report also serves as a gauge if activities and outreach are being effective or not in specific program areas. This has been discussed with WDC previously. Numerous STO's shared this report completely with county offices and many more shared specific parts with county offices. In addition, the sharing of the ARS Workload analysis data will help counties report data more accurately to enhance the quality of the data analysis. NASCOE would like to create consistency and requests that the report be shared with all counties.

**FSA'S RESPONSE:**

DAFO has created an enhanced version of Workload Analytics which is in the pilot stage at the moment. There will be both a Farm Program and a Farm Loan Program version of the document and all CEDs and FLMs will receive a copy. Workload Analytics will allow managers to view all of the data used to compute workload measurements as well as provide an monthly update on current year ARS code usage.

**RESOLUTION:**

**NASCOE accepts FSA's response.**

**ISSUE:**

Career Advancement Opportunities for PTs – there need to be more Grade 8/9 opportunities for FSA; more availability in the CO level.

**RECOMMENDATION:**

NASCOE recommends that FSA management re-visit the grade 8 “Senior PT” position which was recommended by the PT Classification Task Force in 2017.

**FSA’S RESPONSE:**

When the PT Classification Task Force met, the major accomplishment which came out of the task force was the creation of updated standardized Position Descriptions for all PT positions. The task force also developed a “draft” PD for a Senior PT position. This PD was provided to DAFO leadership at that time; however, was tabled due to budget concerns. DAFO is willing to present this to current leadership for another review.

**RESOLUTION:**

**NASCOE accepts FSA’s response. DAFO is willing to add this topic to the Administrators task force agenda for consideration.**

**ISSUE:**

ECP Frequent damage provisions. Regulations found in 7-CFR Part 701.105 3 (b) (6) does not specifically state any limitations on land eligibility as it relates to frequent damage. With frequent natural disasters occurring across the country our producers are taking extreme financial and physical losses. Producers are struggling to recover from these disasters and will be further hindered should they use up their eligibility for cost share assistance.

**RECOMMENDATION:**

NASCOE would like to recommend the policy put in to place in 1-ECP (Rev 5) Amend 1 Par 112 B be amended to lessen the restriction on our producers. The change should more accurately reflect the increased frequency and severity of natural disasters affecting our producers today.

**FSA'S RESPONSE:**

**Pending DAFP Response.**

**RESOLUTION:**

The regulation does not state 3 and 10 however it does state frequency, so the agency had to define. Frequency of damage is related to a point on the earth not a county and that has been clarified to the State Office. The Conservation Division will evaluate the possibility of adding the option to request a waiver for those instances when the request to evaluate certain frequencies is legitimate. If policy is developed, the National Office will provide guidance in the handbook for requesting the waiver and adding STC to the flow of recommendation process.

**Item: 19**

**Category: Program Procedure**

**ISSUE:**

Marking attributes on FSA-578 maps. It is repetitive and cumbersome to fit all the required information onto each field. For all crops, sometimes the fields are so small, it is difficult to do so.

**RECOMMENDATION:**

Allowing county offices, through their COC, at the first COC meeting of the new fiscal year, to establish the normal routine of crops for their specific counties so that only the exceptions are listed on the map.

The variety type, status, irrigated practice, can be put into the COC minutes with the note of “unless otherwise noted” for usual crops in each county.

Another option could be to add a key at the bottom of the map, covering all attributes, which would correspond to a symbol or code placed in each field.

**FSA’S RESPONSE:**

If state and county offices are using Python Map Series to create maps for acreage reporting purposes, the state GIS specialist can update the Map Series template (either mapseries\_portrait.mxd or mapseries\_landscape.mxd) to include text that meets this need. Templates used in CLU Maintenance Tool can also be modified by the user to meet this need. However, because the “unless otherwise noted” is a COC decision, maps generated from CARS cannot be adapted to have a different statement for each county.

**RESOLUTION:**

**The Point and Click functionality is being looked at which will allow the user to click on a field and it will label the field for the user. The National Office will educate GIS Specialist and their Supervisors on the fact that the Python Map Series and other GIS techniques should be used to assist County Offices for acreage reporting purposes. Kim and Lisa will work together to determine whether use of a label on the map is acceptable.**

**Item: 20**

**Category: Career Development/  
Employee Opportunities**

**ISSUE:**

Employees have recently been given opportunities for development through programs such as the Fellowship Program and the PT Leadership Program. These are great programs and offer employees the chance at better job opportunities, potential higher pay, and overall career growth/development.

Currently, in order to apply for these programs a requirement is that the employee's immediate supervisor as well as the SED must sign off on the application. In some states this requirement is hindering employees from being allowed to apply. In addition, there have been other requirements that have prohibited employees from applying such as performance rating and training requirements.

Often the stipulations being placed on employees as requirements to apply are out of their control, several employees have not been allowed the opportunity to grow through these programs because of them. These programs are for the betterment of our employees and often will give them an advantage when applying for promotions. The fact that we have employees who aren't being allowed these opportunities is not acceptable. It is agreed that there needs to be set criteria, however an employee who wants to better themselves should not be held back by personal preferences/agendas, a state's lack of providing training, or managers not willing to rate their employees appropriately for performance.

**RECOMMENDATION:**

It is recommended that there be a better process for employees to apply for these programs that does not allow for impartial treatment. The recommendation includes that an employee be allowed to apply to these programs without the consent of others, just as if they were applying for a job. It is understood that these are competitive programs and the selection criteria would further weed out program participants utilizing set criteria and a selection committee with non-objective viewpoints. It is also understood that this is not a way of leaving immediate supervisors and a state out of the process, once an employee has applied, and if selected by the selection committee, the selected employees' immediate supervisor and SED would be contacted and informed of the employee being accepted into the program. At that time, the employee's ability to proceed with the program would be confirmed. If the immediate supervisor and/or SED does not concur with the employee continuing on with the program then written documentation shall to be provided to BOTH DAFO and the selected employee with detailed explanation as to why, the employee at that time would have the right to appeal this decision to DAFO.

Another solution would be to amend the application to allow for concurrence or denial by the CED and SED with a written justification. This would allow the application to still be submitted and reviewed. With the current process the application is never submitted without their concurrence.

**FSA'S RESPONSE:**

DAFO will ensure plausible reasons for non-concurrence. Need clear information conveyed among all parties. DAFO will not circumvent process. Proposal is unreasonable. Future notice will emphasize need for equity in the selection of candidates. Open communication with interested employees. If denied, you will be provided with a reason.

**RESOLUTION:**

**NASCOE accepts FSA's response. As future training, fellowship's, etc. are announced, language will be added to the announcement (Notice or Memo) regarding States proper notification to employee of approved or not approved to apply, and why.**

**Item: 21**

**Category: Program Procedure**

**ISSUE:**

Redesign the FSA-848s as the format doesn't flow well and is hard to read and understand by employees and customers. Currently the layout is too busy, making it difficult to find information quickly.

NASCOE believes that FSA should reformat or replace the FSA-848's and the process of producing the 848's.

**RECOMMENDATION:**

NASCOE believes that FSA should update the cost-share agreements document FSA-848 when making future updates to the form. It is recommended to utilize a task force with county office representation to help identify and remedy concerns with the current form.

**FSA'S RESPONSE:**

We are aware that the entire 848 series, especially the 848B, is cumbersome and we are trying to improve the information that is displayed. The form serves multiple purposes in that it is used for producer certification and also a summary of payments.

**RESOLUTION:**

A large effort designed to look at more than just the 848 process, but the cost share process as a whole has been launched. A contract was put in place with IBM as a contractor to examine cost share commonalities across all FPAC agencies. The "as is" process has been mapped and deficiencies and similarities have been determined.

FSA will share with NASCOE the draft of the revised 848 to see if they are going in the right direction.

Andrea is going to see if she can share the data from the IBM study that was gathered by participants through the reengineering process. It was determined that a summary was sufficient.



**Item: 22**

**Category: Performance Standards**

**ISSUE:** District Directors are assuming roles and responsibilities of managing CED performance, which is ultimately the responsibility of County Committees.

**RECOMMENDATION:** NASCOE recommends that the National Office notify and reaffirm with SED's, AO's, & DD's that they must respect the performance process and the supervisory roles of County Committees.

**FSA'S RESPONSE:**

SEDs will have to reemphasize with DDs the importance of keeping the COC informed on the CEDs regular performance in the office and not just how they see the CED at meetings. SEDs suggest to the DDs to visit quarterly with the COC to update them on the CEDs daily performance.

**RESOLUTION:** Since policy is still being developed, table this item for further discussion. All agree that COC Orientation and HR training activities are needed for COC members and DD's to better do their job. We need follow up and to know more about what "policy is still being developed " that intersects with this topic. Also, need to follow up on timeframe for "further discussion" with NASCOE on this issue.

## Follow up items

**Item: 1**

**Category: Staffing/Personnel**

### 2016 Item 4

#### **TEMPORARY SHARED MANAGEMENT-LENGTH OF TIME**

**Issue:** Provisions in 27-PM paragraph 53C “temporary shared management operations shall not exceed 120 calendar days.” At present, many STO’s are not following this procedure.

**NASCOE Position:** NASCOE recommends that SED’s be reminded of applicable handbook procedures. Procedures shall be followed in instances where shared management operations exceed 120 days by SED’s meeting with COC’s to “work out a permanent solution. Any exceptions to the 120 calendar day limitation shall be approved in advance by DAFO.”

**HRD Response:** We concur with the statement of the policy and defer to DAFO on any reminders to or reinforcement of the policy with the States. We do stand ready to assist if any clarifications or changes to the handbook need to be issued.

**DAFO Response:** All extensions are approved by DAFO after it is determined how long the shared management operation will continue and what plans the State has to end it. As was have reiterated many time, budgetary and current Congressional restrictions prevent us from taking necessary steps to ease the situation of so many shared management offices.

**Agreement:** DAFO agreed to have temporary defined as 6 months and the review will have attached COC minutes showing the consultation with the state affiliate of NASCOE was done.

**DAFO Response:** Given the many variables in each situation, it is often difficult to determine prospectively when it might be feasible to discontinue a shared management operation. DAFO always asks the state what their future plans are.

**HRD Response:** The 120 days has already been changed to 6 months in Handbook 27-PM. As soon as Revision 2 is released, this will be visible to all employees.

**FINAL: Management agreed to have COC’s involved in shared management extensions. DAFO agreed to have temporary defined as 6 months and the review will have attached COC minutes showing the consultation with the state affiliate of NASCOE was done.**

**NASCOE:** Accepts this response.

#### **Resolution:**

**HRD:** Handbook 27-PM has a complete revision which is in the final review stage. We would anticipate this handbook being issued by this summer.

**RESOLUTION:** Handbook revision is done but it still needs modifications. Completion date of no later than December 2019.

**2018 ITEM 3:****Issue:**

USDA does not currently cooperate with the TSA Pre-check travel program.

Participating in the USDA TSA pre-check program should be analyzed for viability. It is possible that USDA and TSA could cooperate on a blanket scale and save both time and money for FSA employees when traveling. It would seem that since USDA has already processed background checks that they may already have all of the elements of information needed to qualify for TSA pre-check.

**NASCOE's Position:**

Currently if a USDA employee wanted to opt to be a TSA Pre Check traveler, they would have to submit an online application and then make an appointment to visit an enrollment center in order to process the request and pay the \$85 fee.

USDA employees are required to be finger printed and a background check ran as a prerequisite to their employment. Once the screenings are complete, the employee's credentials are then placed on a LincPass card which is provided to the employee in order to access government buildings and operating systems.

Having these credentials already in place, it makes sense that a partnership would be beneficial to both USDA and TSA alike. USDA employees would be given the added benefit of qualifying for the program using their LincPass credentials allowing USDA to realize time savings while employees are traveling on official duty and saving them the \$85 application fee. TSA would be able to realize cost savings by utilizing the background check information and fingerprints already provided by USDA.

In November 2014, TSA and the DOD announced a partnership to expand TSA Pre-Check expedited screening benefits to more than 2.6 million U.S. Armed Forces service members. The service members opt in thru MilConnect (DOD employees website), and use their ID Number when booking their flights. Through negotiations USDA could implement a similar process utilizing existing systems and the employees LincPass cards that would fulfill TSA requirements.

It is very encouraging that TSA has successfully formed a partnership with another government agency. NASCOE would like to request USDA/FSA leadership to pursue partnership negotiations with TSA to save time, money along with adding an additional benefit to its employees.

**FSA's Response:** FMD is in support of forming a partnership with TSA to provide Agency employees expedited screening with the TSA Pre-Check program. This initiative needs to be supported and lead by the Travel Area of the Department OCFO. FMD

Travel Section will discuss this effort with the Department OFCO to determine if feasible for USDA/FSA employees.

**NASCOE Response:** What is the process and the timeline? Have you initiated contact with the other agency to start the process?

**Resolution:**

Currently TSA has a different vendor than OPM and therefore the finger prints are not transferable. EPD will reach out to TSA to see if they can generate a conversation about sharing fingerprints and developing a process to collaborate on gaining USDA employees Pre-check credentials. Follow-up will be forthcoming.

**RESOLUTION:** Currently the issue is in the FPAC Business Center and they are researching the possibility.

**2018 ITEM 13:****ISSUE:**

1-INFO (Rev. 3), Amend. 1 was issued 10/24/17. The issuance date of 1-INFO (Rev. 2) was 4/9/85. A lot has changed in communications technology since 1985 and it's understandable that a revision was certainly needed. However, as much as the methods of communication have evolved, communication at the local level with our customers has not changed; our customers expect to be informed with information specific to their locality and circumstances. One concern with Revision 3 is the content of Paragraph 94C. This new directive requires field offices to consult and receive clearance from the OEA Director and/or the PAB Chief through field PAS, share drafted text of the news release information at least 2 weeks in advance of the proposed announcement for all local issuances of news releases about local programs, issues, and concerns.

CED's are grade 11 and grade 12 employees that should be held accountable for communication content and success at the local level. This has always been the expectation and responsibility of CED's and accountability should not be diminished. The fact that communications technology and equipment has changed does not mean that CED roles and duties for direct customer service and outreach have changed. It is simply not feasible or efficient to require such bureaucracy and delays to affect information delivery to our customers at the local level. If there are noted communication deficiencies, this should be addressed by adequate and proper training or, in cases of disregard for procedure, CED's should be held accountable for performance.

**NASCOE's Position:**

Par. 94C should not require consultation, clearance, or 2 week advance submission to the OEA Director and/or PAB Chief through field PAS for field offices to issue news releases about local programs, issues, and concerns. It is reasonable to require CED's to be accountable for all content released in local issuances and to require local consultation and review of all local releases prior to issuance.

**FSA's Response:**

**OEA:** OEA understand the concerns. The clearance of news releases and other public-facing communications tools is imperative to ensure a consistent FSA, FPAC and OneUSDA message. We, at the national level, are required to have clearance, and the states and counties are held to the same standards. It is extremely important that we ensure that programs and policies have final approval from FPAC and the Department prior to external announcement— especially as we embark on a new farm bill. To date, with the 1-INFO policy in place, we have received few, if any, complaints from the communications coordinators. OEA staff understands the necessity for their responses

to the requests for review and approval of locally issued materials to be as timely as possible without getting out ahead of the Administration. OEA staff works closely with states and counties to clear narrative that may be required to meet specific needs outside of strategic department and national office messaging.

**Response:** Due to time constraints, DAFO agreed to facilitate a teleconference between NASCOE and appropriate staff at a later date.

**Resolution:**

**NASCOE will get an update from FSA and the BC on how external communications will be governed by the BC. Brenda Carlson will convey to the BC NASCOE's position of CED's being able to compose "home grown articles" about established programs.**

**Also, NASCOE will work with FSA and the BC on ideas to help celebrate FSA's birthday/legacy and promote FSA's enduring infrastructure that continues to serve American farmers and ranchers.**

**FPAC External Affairs Division response** to NASCOE membership's expressed concerns regarding the current communications content review process outlined in National Handbook 1-INFO (Rev. 3), Amend 1, Paragraph 94C that requires state and county offices to submit drafted text intended for local communications (i.e. news releases), to be reviewed and approved by External Affairs leadership at least two weeks in advance of planned issuance.

**Resolution**

External Affairs leadership is evaluating all existing agency policy to develop a framework that ensures the agencies are empowered to engage in locally-led communications under a new governance framework. We welcome conversations with NASCOE leadership as a key stakeholder in the development of this framework and request that conversations begin in early August.

As you are aware, FSA had developed template news releases to support local communications by allowing for county office localization and issuance. The purpose of these templates is to save valuable local office time and ensure consistency in messaging as all templates have cleared FSA HQ subject matter experts. There are currently 18 templates covering a variety of programs. The templates are currently being updated to reflect 2018 Farm Bill related changes and will be posted (all or in part) on the new myFPAC intranet site by mid-August 2019. External Affairs will provide information to NASCOE to help ensure that all county office employees are familiar with the templates.

# 2020 Negotiation Items

## **Statement concerning 2020 Negotiation Items:**

NASCOE held our Pre-Negotiation Meeting on January 25-26, 2020. Our members once again submitted a lot of great items. The Negotiation Consultants worked through the items and prepared NASCOE positions. These items and positions have been sent to WDC for preliminary response.

However, due to restrictions put in place due to COVID-19, a face to face Negotiation Session with WDC has not been possible. NASCOE understands the value of working directly of being face to face when negotiating and as such we delayed the official Negotiation Session in hopes the restrictions would be removed. Unfortunately, this did not happen.

WDC has indicated that 2020 Negotiations cannot occur in person and therefore plans will be made to conduct the session virtually. The items and responses will be shared following the actual meeting.

The delay of the 2020 Negotiation meeting is not expected to impact the 2021 Negotiations. NASCOE will continue to accept and prepare items for 2021 and WDC has committed to holding an in-person session, provided it is safe to do so.

# NASCOE NATIONAL CONVENTION/ AREA RALLY HANDBOOK



Adopted June, 1999

Amended:

August, 2004  
January, 2008  
October, 2009  
September, 2010  
March, 2015  
March, 2017

## INTRODUCTION

This Handbook is intended to be a guide for states and members of NASCOE in the bidding process, planning for, and hosting a National Convention or Area Rally. It also contains rules/guidelines for the National NASCOE Convention.

**NASCOE Purpose:** Run the business of the Convention/Rally

**Host State Purpose:** Provide entertainment and hospitality for NASCOE members.

The Handbook contains a Preface of Background Information and is divided into 14 sections as follows:

1. Preface/Bidding Process
2. Research Committee
3. Host State Convention Chairperson
4. Host State Executive Committee
5. Setup Committee
6. Fundraising Committee
7. Hospitality Committee
8. Registration Committee



9. Tour Committee
10. Decoration Committee
11. Entertainment Committee
12. Auction Committee
13. Transportation Committee
14. Door Prize Committee
15. Exhibit 1 BEO for Hotel
- Exhibit 2 Site Map for Hotel
- Exhibit 3 National Convention Program Sample
- Exhibit 4 Area Rally Program Sample
- Exhibit 5 Sample Budget
- Exhibit 6 National Convention Registration Form Sample
- Exhibit 7 Area Rally Registration Form Sample
- Exhibit 8 Sample Volunteer Schedule for National Convention
- Exhibit 9 Youth Tour Permission Slip Sample
- Exhibit 10 Supplemental form to track hours worked

**March 16, 2017**

“If you have an apple and I have an apple and we exchange these apples then you and I will still each have one apple. But if you have an idea and I have an idea and we exchange these ideas, then each of us will have two ideas.”

— **George Bernard Shaw**

## Preface

**Article III- meetings, Section 1 of the NASCOE Bylaws states the following:**

“There shall be at least one meeting of the Board of Directors annually with the time and place to be set by the Board of Directors. A quorum shall consist of a majority of the membership of the Board of Directors. In the absence of selection of time and place of the annual meeting by the board of Directors, the Executive Committee shall make this determination. In addition to normal Association business, the Officers, including Area Executive Committeepersons and Alternate Area Executive Committeepersons, shall be elected.”

**Item 30 of the NASCOE Executive Committee Policies states the following:**

“Convention Chairperson

The NASCOE Secretary, NASCOE Treasurer and additional members as appointed by the NASCOE President shall serve as convention co-chairpersons for all NASCOE conventions with authority to act on behalf of NASCOE.”

**Item 31 of the NASCOE Executive Committee Policies states the following:**

“NASCOE Banner and State Flags

The Secretary will have custody of the NASCOE banner and the state flags and be responsible to have them at each NASCOE Convention for display.”

**Item 14 of the NASCOE Travel Policy states the following:**

“Visits to Potential National Convention Hotels

- A. The NASCOE President or his or her designee- who must be a member of the Executive Committee-will visit the hotel selected by any state, group of states, individuals, etc. as convention headquarters when the bidding for a national convention. This is to insure the hotel meets NASCOE requirements, providing the Executive Committee has determined the bid to be acceptable. Upon visiting the hotel, the NASCOE official will arrange to meet with the bidding group to review plans, etc.
- B. In the event there are no bids for a national convention or the Board of Directors does not select a convention site, the Executive committee selects the convention site (see NASCOE’s Constitution & By-Laws, Article III, Section 1, By-Laws); therefore, the Executive Committee will determine the convention site hotel and arrange for a visit to the hotel selected.
- C. If a member of the Executive Committee has visited a potential convention hotel headquarters prior to bids for a convention by any state, group of states, individuals, etc. (or the convention hotel is selected by the Executive Committee) and can certify the hotel meets NASCOE requirements, there will be no expenditures for a visit to the hotel as described above.”

## Steps to follow for bidding on a Area Rally or National Convention:

1. Who may bid for a National Convention:
  - a. A State Association
  - b. A Group of State Associations
  - c. A NASCOE Area
2. Who may bid for an Area Rally:
  - a. A State Association
  - b. A Group of State Associations
3. Submitting Bid:
  - a. Establish a research committee
  - b. Review the report of the research committee with the Host State Executive Board to determine whether or not the state wants to put in a bid. This is the time to make sure that you have the backing of your state and hopefully the State Office. SED's should be made aware before a bid is submitted.
  - c. Before putting in a bid establish a Host State Convention Chairperson and Committee Chairs.
  - d. Bids shall be submitted to the NASCOE Executive Committee by April 1 two years prior to bid year. NASCOE's Board of Directors will act on the bids for a National Convention two years prior to the action event. For example any state wishing to bid on the 2018 National Convention would submit their bid by April 1, 2016. For an Area Rally bids shall be submitted to the Area Executive Committeeperson at the previous year's Area Rally.
  - e. Copies of bids for a National Convention are to be submitted to NASCOE's President, Vice-President, Secretary, Treasurer and the bidder's respective Area Executive Committeeperson.
  - f. A letter signed by an authoritative person from the Hotel selected shall be attached to the bidding letter and shall contain reference to all items listed in section entitled "Hotel Requirements" under Research Committee of this Handbook. The letter from the Hotel must include copies of meeting room floor plans.
  - g. No official contract is to be signed by the NASCOE Secretary or the host state until the vote of approval is obtained by the NASCOE Board of Directors for a National Convention. For a Rally, no official contract shall be signed by the hosting state until voted on by the Area and approved by the Area Executive Committeeperson for the state to host.
  - h. Bidders shall always be cognizant of conflicts of interest as stated in applicable handbooks in FSA Offices.
4. Prior to any scheduled vote of NASCOE's Board of Directors, the Executive Committee will review bids and determine, if, in their opinion, the bids meet all requirements. A report of their action will be made to NASCOE's Board of Directors.
5. NASCOE's Board of Directors has final authority in any action by the Executive Committee or others in any determination made and/or requested.
6. Follow the remainder of guide for responsibilities of each committee.

## NASCOE Will:

1. Determine eligibility of state, city and hotel.
2. Work with bidders on any problems for National Conventions and provide advice for those hosting rallies.
3. Have final determination of convention/rally program.
4. Arrange programs and obtain speakers as directed by the Executive Committee with Officers authorized to finalize or change, if necessary.
5. Invite persons not on the official program to attend such as FSA Negotiating Committee Members, USDA-FSA Officials, etc.
6. Establish/provide agendas for area and committee meetings through Area Executives and National Committee Chairs.
7. Work with host state in implementing a successful National Convention/Rally.
8. Make available a capital fund. The following is an excerpt from Organizational minutes from 2015-2016 held in Cedar Rapids September 12-13, 2015

“NASCOE will establish a capital fund at \$15,000 that can be requested for start-up money for a NASCOE Convention and it will be agreed that the host state will repay those funds after the convention and also the host state will submit a projected budget and plan and there will be monthly reports submitted to the NASCOE Convention Chairpersons until the convention would begin. This would become effective for 2017”.

9. Receive 50% of registration collected for a NASCOE convention from the hosting state. Hosting States that wish to request more than 50% of the registration fees, shall submit request and justification to the NASCOE Executive Board.
10. Provide speaker gifts for all NASCOE invited guest. Any host state that wishes to add to those gifts please coordinate with the NASCOE Secretary.
11. Provide a cost breakdown of the final hotel bill to the Host State Convention Chairperson regarding NASCOE’s responsibilities and the Host State’s responsibilities after the convention is over.

# Research Committee

**Purpose:** Before bidding to host a NASCOE event whether it be a rally or a National Convention, it is ideal for a state to establish a research committee. This committee would research the cost for putting on the event and determine whether or not the state has the ability to raise the money and if the location is reasonable and economical for our members to want to come.

## **Responsibilities:**

1. This committee should provide a report to the State President of the estimated cost involved in putting on a convention as well as hotel and tour options for the area. The committee should follow the following guidelines for hotel accommodations for a **National Convention**:
  - a. Dates, City and Hotel -Dates, city and hotel of convention are to be selected two years in advance of actual convention date.
  - b. Convention Dates- First, second, or third week of August. Be sure to research school start dates before selecting a date for your convention. Many schools start back the third week of August.
  - c. Hotel requirements:
    - i. Ensure that hotel understands that the bid is for the location not the hotel. Hotel can change if it does not meet the needs of the convention.
    - ii. Within or near a city with adequate transportation facilities-air, rail, etc.
    - iii. Seven meeting rooms with seating capacities of 50-150 persons and four meetings rooms with seating capacity of 50-75 plus rooms for youth activities. This should include NAFEC and NADD when needed.
    - iv. Office space for NASCOE of about 12' x 18' or larger in which to store and secure supplies etc.
    - v. Two lockable storage rooms to store and secure Emblems and Scholarship items and one for use by the host state.
    - vi. Convention meeting room (auditorium) with seating capacity for anticipated attendance (usually plan for 500). The room is to have no post obstructions with head table on raised platform for about 20 comfortable seated with PA system (which includes necessary microphones), proper lighting, etc. and set up chevron style. Room should be large enough to accommodate display tables around the perimeter of the room for the scholarship items during the business meeting. Be sure to include 25 tables in the number of tables in BEO.
    - vii. Banquet hall to seat anticipated (usually plan for 300) without post obstructions, with head table on raised platform for minimum of 22 seated comfortably and with PA system (which includes necessary microphones), proper lighting, etc. A 4' X4' platform in front of the head table, stand-up lectern with microphone and a small table (a sub-head table may be substituted). Two tables and a chair close to the head table for the awards presentation. Three tables at the front of the room for display of DSA award winners.







- viii. Scholarship auction night. Scholarship committee will need approximately 35 tables around the perimeter of the room for silent and live auction items. One table will need to be placed in the entry way of the room for bidder numbers to be assigned. Scholarships will also need two tables for money collections with at least 4 chairs. It would be helpful if the hotel would assist in moving the auction items from the main meeting room to the auction room if the room changes.
  - ix. Furnish banquet meal at reasonable cost.
  - x. Furnish meeting rooms, banquet hall, etc. at no charge.
  - xi. Large dance floor and stage if requested by entertainment
  - xii. Recommend a minimum 300 sleeping rooms at reasonable cost.
  - xiii. Research committee should negotiate a allotment of complimentary rooms to be used by NASCOE and have them credited to the NASCOE Master Account. Please consult with the NASCOE Secretary and Treasurer for an acceptable allotment.
  - xiv. Hotel should provide free rooms for nightly functions.
  - xv. Hotel must be completely air-conditioned.
  - xvi. Hotel should have ample elevators and attendants.
  - xvii. Have ample public restroom facilities.
  - xviii. Swimming pool (if possible).
  - xix. Be located near the center of other activities such as stores, theatres, adequate eating facilities, etc.
  - xx. Have adequate parking-complimentary if possible.
  - xxi. Meet required handicap requirements.
  - xxii. Transportation facilities to be available to airports, train stations, etc. if possible. If hotel provides free transportation be sure to include that in your contract with the hotel so that a bigger function will not override your event. Make sure that hotel provided shuttles are adequate to accommodate the number of attendees. If not the host state may have to rent vans for transporting.
  - xxiii. Have a large lobby for a "gathering place" and registration.
  - xxiv. Ice for hospitality rooms
  - xxv. No charge for boxes mailed to the hotel should be included prior to the convention from NASCOE, JM Marketing, Dillard's, or other vendors.
  - xxvi. Ensure there is adequate space outside the meeting room entrance for PAC, Scholarships and Awards table and Emblems. Emblems requires 7 tables and 4 chairs and 2 tables for awards and scholarships as well as electric for both. Emblems also needs a storage room that 3-4 racks of clothes can be stored in nightly that locks.
- d. Review attrition clause with the Host State Exec Board.

2. This committee should provide a report to the State President of the estimated cost involved in putting on a rally as well as hotel and tour options for the area. The committee should follow the following guidelines for hotel accommodations for an Area Rally and check with Area Exec as requirements vary from Area to Area:
  - a. Dates, City and Hotel -Dates, city and hotel of convention are to be selected and ready for proposal during prior year's rally.
  - b. Hotel requirements:
    - i. Within or near a city with adequate transportation facilities-air, rail, etc.
    - ii. Seven meeting rooms with seating capacities of 50-75 persons and rooms for youth activities.
    - iii. Two lockable storage rooms to store and secure Emblems and Scholarship items and one for use by the host state.
    - iv. Convention meeting room (auditorium) with seating capacity for anticipated attendance (usually plan for 200). The room is to have no post obstructions with head table on raised platform for about 10 comfortable seated with PA system (which includes necessary microphones), proper lighting, etc. and set up chevron style. Room should be large enough to accommodate display tables around the parameter of the room for the scholarship items during the business meeting.
    - v. Banquet hall to seat anticipated (usually plan for 125) without post obstructions, with head table on raised platform for minimum of 10 seated comfortably and with PA system (which includes necessary microphones), proper lighting, etc. A 4' X4' platform in front of the head table, stand-up lectern with microphone and a small table (a sub-head table may be substituted). Awards committee will need one table at the front of the room to display awards and one table for DSA winners.
    - vi. Scholarship Auction night. Scholarship committee will need approximately 5 tables around the parameter of the room for silent and live auction items. One table will need to be placed in the entry way of the room for bidder numbers to be assigned. Scholarship committee will also need one table for money collector with at least 2 chairs. It would be helpful if the hotel would assist in moving the auction items from the main meeting room to the auction room if the room changes.
    - vii. Furnish banquet meal at reasonable cost.
    - viii. Furnish meeting rooms, banquet hall, etc. at no charge.
    - ix. Large dance floor and stage if requested by entertainment.
    - x. Recommend a minimum 75 sleeping rooms at reasonable cost.
    - xi. Research committee should negotiate an allotment of complimentary rooms to be used by NASCOE. Please consult with your Area Exec for a reasonable number of rooms.
    - xii. Hotel should provide free rooms for night functions.
    - xiii. Hotel must be completely air-conditioned.
    - xiv. Hotel should have ample elevators and attendants.
    - xv. Have ample public restroom facilities.

- xvi. Swimming pool (if possible).
  - xvii. Be located near the center of other activities such as stores, theatres, adequate eating facilities, etc.
  
  - xviii. Have adequate parking-complimentary if possible.
  - xix. Meet required handicap requirements.
  - xx. Transportation facilities to be available to airports, train stations, etc. if possible. If hotel provides free transportation be sure to include that in your contract with the hotel so that a bigger function will not override your event. Make sure that hotel provided shuttles are adequate to accommodate the number of attendees. If not the host state may have to rent vans for transporting.
  - xxi. Have a large lobby for a "gathering place" and registration.
  - xxii. Ensure there is adequate space outside the meeting room entrance for PAC, Scholarships and Awards table and Emblems. Emblems requires 7 tables and 4 chairs and 2 tables for awards and scholarships as well as electric for both. Emblems also needs a storage room that 3-4 racks of clothes can be stored in nightly that locks.
- c. Review attrition clause with the Host State Exec Board.



# RESEARCH COMMITTEE CHECKLIST

ITEM	DESCRIPTION	HOST STATE RESPONSIBILITY	NASCOE RESPONSIBILITY	DONE (  )
Location	Determine ideal location in the state for the rally or National Convention.			
Hotel	Research hotels in this area and get bids from each of the hotels. This will require a tentative agenda being put together prior so that the hotel will know all of your needs. Keep in mind that for each item on the BEO (Banquet Event Order) they will charge tax (City and State) and 20% gratuity.			
Tours	Provide a list of tour options and cost of the tours for the area for adults and youth.			
Transportation	Provide all airline options			
Camping	Provide all a list of all camping facilities			





ITEM	DESCRIPTION	HOST STATE RESPONSIBILITY	NASCOE RESPONSIBILITY	DONE (  )
Eligibility of state, city and hotel	<p><b><u>For National Convention:</u></b> After state has researched and put a proposed bid together for a National Convention</p> <p><b><u>For a Rally:</u></b> Area Executive Committeeperson</p>			
Hotel contract approval	<p><b><u>For a National Convention:</u></b> After the host state receives host hotel contract before signing</p> <p><b><u>For a Rally:</u></b> Approval of contract</p>	 <b>In consultation with Area Committee-person</b>		

Exhibit 1 for an example of a BEO

Exhibit 2 site map for hotel.

Note: These are merely examples not a requirement of the layout.

# Host State Convention Chairperson

**For National Convention's ONLY:** Refer to Item 30 of the Preface.

**Purpose:** The purpose of the Host State Chairperson is to set the momentum of the Convention/Rally and to keep the event organized, timely and on track.

## **Goals:**

- NASCOE Convention Chairperson and Host State Chairperson will work closely on all details for National Conventions. For a Rally Host State Chairperson will work closely with Area Executive Committeeperson.
- Ensure that no convention activities take place during the official NASCOE functions, i.e. meetings, NASCOE sponsored hospitality.

## **Responsibilities:**

### **For National Convention:**

#### **Host State Convention Chairperson:**

- Host bi-monthly conference calls up until October prior to the convention and then have monthly conference calls. This will keep all committees on track and informed on all Convention/Rally events.
- On the very first conference call review the responsibilities of each Committee Chairperson from the NASCOE Convention /Rally handbook.
- If state budget permits mail letter to all COC members inviting them to attend Rally/Convention to learn about NAFEC. See example letter and documents on next page.
- Approving exhibit tables for display or sale of items. Approval will be based on availability of space, costs involved, etc. Make sure vendor does not conflict with current benefit providers. Determine whether vendors need electricity and the number of tables and chairs required. This number should be obtained and put in your hotel BEO along with a request for waste baskets for each vendor. Some hotels charge for additional tables requested outside the BEO.
- Have NASCOE office available for preparing Committee Reports during Convention.
- Select rooms for Committee, Area Meetings (for National only), as well as other meetings and identify the rooms accordingly.
- Obtain arrival times of dignitaries.
- Arrange for head table banquet seating
  - Joint effort between Awards and Scholarship Chairperson, NASCOE Secretary and Host State Chairperson on seating

- Host State Convention Chairperson is responsible for inviting the SED for opening remarks and any other guest speakers upon request from the NASCOE Exec Board.
- Provide notes daily to the NASCOE President to update guest on housekeeping items
- Host State is responsible for State invited guest speaker gifts.
- Hotel should provide you with a running total at least every other day so that you can monitor the commitment you have to the hotel on food and beverages.
  - Beverages during your events should go towards this commitment.
  - Consider serving an inexpensive lunch during the meetings. This not only helps the attendees to get back timely and avoid long lines but this would also go towards your food and beverage commitment.

#### NASCOE Chairpersons:

- Prepare Convention Agenda
  - Set times
  - Agenda must be proofed by NASCOE Executive Committee and Host State Chairperson before publishing
  - See attached sample agendas for a National Convention and Area Rally.
- Ascertain that National Office employees have reserved sleeping rooms.
  - NASCOE Secretary will work with host state before cancelling or changing room reservations
  - NASCOE Secretary will work with National Awards and Scholarship Chairperson to book any necessary rooms.
  - Who books them? NASCOE Secretary is responsible for booking them.
  - Who pays for them? Because each person is on official travel they will pay for their own rooms.
- Arrange for head table banquet seating
  - Joint effort between Awards and Scholarship Chairperson, NASCOE Secretary and Host State Chairperson on seating
- Approve all NASCOE expenses associated with the Convention.
- Obtain the rental of a copier for the NASCOE office if one is not provided complementary by the hotel. If the hotel does not provide a copier it is the responsibility of the NASCOE Chairperson to obtain one. Host state should provide NASCOE Chairs a list of recommendations of where locally one can be obtained.

#### For Area Rally:





- Host bi-monthly conference calls up until 6 months prior to the rally and then have monthly conference calls. This will keep all committees on track and informed on all Rally events.
- On the very first conference call review the responsibilities of each Committee Chairperson from the NASCOE Convention /Rally handbook.






- If state budget permits mail letter to all COC members inviting them to attend Rally to learn about NAFEC. See example letter and documents at the end of this section.
- Approving exhibit tables for display or sale of items. Approval will be based on availability of space, costs involved, etc. Be sure that any display request are not in competition with our current benefits provider. Area Benefits Chairperson should review request get guidance from National Chairperson if required.
- Prepare Convention Agenda
  - Set times
  - Agenda must be proofed by NASCOE Area Executive Committeeperson and Host State Chairperson before publishing
  - See Exhibit 3 sample agendas for an Area Rally.
- Select rooms for Committee Meetings, as well as other meetings and identify the rooms accordingly.
- Arrange for head table banquet seating
  - Joint effort between Executive Officer, Awards and Scholarship Chairperson and Host State Chairperson
- Be sure to remind Area Executive Committeeperson to appoint a Secretary and Parliamentarian for the meetings and Q&A session if applicable.
- Provide notes daily to the Area Exec to update guest on housekeeping items
- Hotel should provide you with a total at least every other day so that you can monitor the commitment you have to the hotel on food and beverages.
  - Beverages during your events should go towards this commitment.
  - Consider serving lunch during the meetings. This not only helps the attendees to get back timely and avoid long lines but this would also go towards your food and beverage commitment.

#### Things to consider:

- NASCOE emblems is always available for speaker gifts however please notify the Chairperson ahead time to arrange custom orders.
- Some states as a gesture of appreciation and as a welcome gift have put gifts in the Executive Committee's rooms, Area Exec's rooms and National Chairs rooms. This is not a requirement however it does show appreciation for the work that these members do for NASCOE. The gifts do not have to be on any large scale.

# HOST STATE CONVENTION CHAIRPERSON CHECKLIST

ITEM	DESCRIPTION	HOST STATE RESPONSIBILITY	NASCOE RESPONSIBILITY	DONE (  )
Committees	Establishment of Convention/Rally Committee Chairperson			
Convention Program and Agenda	<p>Setting up and printing the programs</p> <p><b><u>National Convention</u></b> (the Host State Convention Chairperson provides information to the NASCOE Secretary. NASCOE Secretary works with the Host State Convention Chairperson on program layout. HS Chairperson and Executive Board proof program prior printing.</p> <p><b><u>Rally:</u></b> Information for the program is provided by the Area Executive Committeeperson and should be proof by them prior to printing.</p>			

ITEM	DESCRIPTION	HOST STATE RESPONSIBILITY	NASCOE RESPONSIBILITY	DONE (  )
Speakers for <b>National Convention only</b>	Setting up Washington Dignitaries to speak on agenda			
Hotel Rooms National Convention only	Washington Dignitaries			
Set up by-monthly calls with Committee Chairs	To get organized and have reports on program for all committees			
Monthly Convention Calls <b>National Convention Only</b>	Held with Host State Convention Chairperson/ Area Executives and State Presidents	Provides Information to NASCOE Executives for report.	The calls and agendas for the calls are set up by the NASCOE National Convention Moderator	
COC Convention/ Rally Invitations	Mailing to all COC's inviting them to the Convention/ Rally			
Approving Exhibit tables for display	Request for outside vendors to set up displays during the Convention/Rally	For Rally in conjunction with Area Executive Committee Person	For National Convention receives request from HS Chairperson Reviews and approved request.	



ITEM	DESCRIPTION	HOST STATE RESPONSIBILITY	NASCOE RESPONSIBILITY	DONE (  )
<p>NASCOE Office</p> <p><b>National Convention Only</b></p>	<p>Work Space</p>	<p>Should be in Hotel BEO</p>	<p></p> <p>NASCOE Convention Co-Chairs set up the office and materials needed.</p>	

Exhibit 3 sample program for a National Convention

Exhibit 4 sample program for Area Rally





Event Title

Hosted by **ASCOE**

**State** Association of State and  
County Office Employees of the  
Farm Service Agency



Dear COC Member:

I am a representative of the **State** Association of Farm Service Agency County Office Employees (**ASCOE**) which is an organization that represents the county level employees of the Farm Service Agency (FSA), United States Department of Agriculture (USDA). This professional association represents the Interests of all county office employees of the FSA, regardless of membership.

On **Date of Event**, **ASCOE** will be the host for 11 states from the Southeast for the Southeast Area Rally. This rally will reach over 2,412 employees in the Southeast that service the farmers and ranchers in those prospective states. During our rally NAFEC (National Association of Farmer Elected Committees) would like to invite you to attend to learn about NAFEC and how you can take part of this great organization.

Enclosed please find a letter from NAFEC President, Craig Turner along with the member initiative and registration form for the rally.

If you have any questions please feel free to contact either Craig Turner or myself. I look forward to seeing you at the rally!

Sincerely,

**Name**, Chairperson

Address

City, State Zip

Telephone

# Host State Executive Committee

**Purpose:** Provide guidance and assistance through the entire process of consideration and hosting a Convention/Rally. Ensures that the Host State Convention Chairperson stays on budget and target days for completion of projects heading up to the event.

## Goals:

- Ensure Convention Chairperson is aware of NASCOE policies and procedures for Conventions/Rallies.
- Guide the Convention Chairperson through the entire process

**Responsibilities:** The following are the responsibilities of the Host State Executive Committee:

- Provide a budget to the Convention Chairperson
- Work with Convention Chairperson on the agenda for bi-monthly and then monthly conference calls leading up to the Convention/Rally.
- Communicate constantly and consistently with the Convention Chairperson and Committee Chairpersons.
- Work with NASCOE Secretary to set up organizational meeting for the Executive Board and provide the opportunity for one of the tours. This is not required for a Rally.
- Review attrition clause in the BEO before the hotel contract is signed.
- Determine theme for Convention/Rally.

Exhibit 5 for sample budget

[Click on link for a fillable excel budget document](#)

# Setup Committee

**Recommendation:** This committee should be comprised of Host State Chairperson, all Committee Chairs, and a back-up for the Host State Chairperson.

**Purpose:** The purpose of this committee is make sure that all items are placed as required by NASCOE. This Chairperson will work closely with the hotel to make sure that the needs of the Executive Board, NASCOE Officers and Convention Chairperson are met in regards to set up.

**Responsibilities:** The following are the responsibilities of the Setup Committee:

**For a National Convention:**

- a. Ensure that the NASCOE banner and state flags are in convention meeting room by 1:00 pm on Wednesday and removed prior to the banquet and placed in the NASCOE office. Expense for hanging flags should be negotiated with the hotel package and if not, the expense will be paid by the hosting state association. NASCOE Secretary provides the flags and works with the hotel on setup and take down of the flags.
- b. Contact all National Committee Chairs and Area Executive Committeepersons and determine the needs of the committees and area such as display tables, room set up, etc. in addition to the following:
  - i. Emblems tables shall be placed in an area where attendees mingle during their break
  - ii. Scholarships and awards table
  - iii. NAFEC table
  - iv. Legislative Committee for PAC near the primary entrance to the meeting space
  - v. RASCOE table
- c. Determine the needs of other displays tables as approved.
- d. Determine audio, visual, headsets, etc. are in place as stipulated in the hotel BEO.
- e. Check daily room set up according to hotel BEO.
- f. Ensure arrangements are in place for onsite meeting by NASCOE Executive Committee.
- g. Make sure there is a podium in place that is visible to all attendees for the awards ceremony.
- h. Make sure photographer has a prime location for taking state and area photos. They will provide the back drop we however need to make sure there is a location that is suitable for that many people to be photographed.

### For an Area Rally:

- a. Contact all Area Committee Chairs and Area Executive Committee person and determine the needs of the committees and area such as display tables, room set up, etc. in addition to the following:
  - i. Emblems tables shall be placed in an area where attendees mingle during the break.
  - ii. Scholarships and awards table
  - iii. NAFEC table
  - iv. Legislative Committee PAC table should be near the primary entrance to the meeting space.
  - v. RASCOE Table
- b. Determine the needs of other displays tables as approved by the Host State Chairperson .
- c. Determine audio, visual, headsets, etc. are in place as stipulated in the hotel BEO.
- d. Check daily room set up according to hotel BEO.
- e. Have a meeting with the hotel two weeks out from the event to do a walk-through of the BEO.
- f. Make sure photographer has a prime location for taking state and area photos. They will provide the back drop we however need to make sure there is a location that is suitable for that many people to be photographed.

# Fundraising Committee

## For a Convention or a Rally this must start EARLY!!!!

**Purpose:** The purpose of this committee is to raise money for the Convention/ Rally. This position is the most challenging of all of the committees and it critical to the success of the Convention/Rally.

### Goals:

- A budget will be generated to determine the amount of funds needed to host the Convention/Rally.
- Generate sponsor packets using the following example sponsor contracts that were used for a rally but can be altered for a National Convention as well. These contracts are merely suggestions feel free to be creative and alter to the needs of your state and type of event. Include with the sponsor contract information about NASCOE and benefits that our organization provides to our employees and farmers. Be sure to always represent yourself as a NASCOE member.

**Note:** Do not solicit donations from anyone as a FSA employee. Do not use FSA letterhead or business cards. Do not solicit sponsorships from any vendor that would be in direct competition with any of our benefit providers.

- Each District Member would be responsible for distributing the sponsorship forms to all members in their district.
- Provide all members in your state a copy of the sponsor packet. All members should be soliciting for donations whether it be funds or items. Anything helps when putting on a convention or rally.

**Responsibilities:** The Chairperson of this committee is responsible for monitoring the activity of the members of the committee. Set target goals for each district member and provide a list of suggested fundraising targets. Track funds raised to assure budget goals are reached. Report monthly to the Chairperson of the Convention/Rally and Finance Committee or expected and received donations.

### Suggested targets for fundraising:

- Farm Bureau
- Commodity Groups
- JM Marketing
- Dillard's Financial
- Local Businesses
- FEHB providers (BCBS, AETNA, etc.)
- Dairy Processers
- Food Processers

## Suggested Ideas for Fundraising aside from donations:

- **Raffle**
  - Raffles can be very hard to track but they are a great money maker.
  - It is suggested to have tickets with numbers on them, one contact person per state and have a date for all tickets to be returned. This would allow tracking to go much smoother.
  - Tickets should be prepared and ready to hand out to the Area Exec during the Organizational meeting. This would avoid a large cost in mailing the tickets to each state.
  - A contest to encourage sales is a great idea. The sooner you can get your tickets in the states the more money you will generate for the Convention/Rally.
- **Cookbook**
  - Create a State and/or National cookbook and sell them prior to the event to generate money. This would have to be worked on at least two years in advance to have printed and ready for sales.
- **Wine Pull**
  - If several bottles of wine are donated then you sell tickets for wine pulls. The winning tickets get a bag with bottles of wine in them. Be sure to check with hotel to make sure they are okay with giving wine away. Most hotels will be since you are not giving it away for consumption.
- **T-shirts**
  - It is suggested to have a convention logo/theme for the shirts
  - Be sure to check with the NASCOE Emblems Chairperson for prices on shirts. They may be able to obtain them for less than your Association can and also it is a win/win for NASCOE for the sales. Shirts ordered through National Emblems provider benefits the NASCOE Scholarship fund.
  - Make t-shirts a requirement to get into an event this will increase t-shirt sales
- **50/50 Raffle**
  - Be sure to check with your state laws on requirements for gambling permits for any type of raffles.

## Type of items that can be given in lieu of money for a sponsorship:

- Auction Items for live or silent auction
- State name signs for a National Convention. States have in the past had someone donate the signs and then ask that they be sold at the auction for scholarships or just sold by the hosting state for it to go back in their general fund.
- Adult Beverages
- Food/event, they can sponsor a dance, breakfast or an evening.
- Water and snacks for tours.

**Note:** Be sure to make sure that any adult beverages or food donated for hospitality rooms or other events are approved by the hotel. Some states have requirements for bartenders that are certified with the state and covered by liability insurance.



Event Title



Hosted by ASCOE  
State Association of State and  
County Office Employees of the  
Farm Service Agency



Date of Event

City, State

### Sponsorship Contract

1. ASCOE will allow Sponsor to provide flyers, brochures, or other items for welcome bags that are given to each registrant of the convention/rally.
2. ASCOE will put company logo on program as a listed sponsor.
3. **Sponsor** will provide ASCOE, the total sum of Two Hundred Fifty Dollars.

Event Title (ASCOE) – Date of Event \$ 250.00

_____ Name, Chairperson	_____ Sponsor
_____ Event Title	

_____ Address	_____ Billing Address
_____ City, State Zip	
_____ Phone number	

_____ Date:	_____ Date:
----------------	----------------



Event Title

Hosted by ASCOE

State Association of State and  
County Office Employees of the  
Farm Service Agency



Date of Event  
City, State

### Sponsorship Contract

4. ASCOE will allow Sponsor to provide flyers, brochures, or other items for welcome bags that are given to each registrant of the rally.

5. **Sponsor** will provide ASCOE, the total sum of Five Hundred Dollars.

Event Title (ASCOE) – Date of Event \$ 500.00

\_\_\_\_\_  
Name, Chairperson  
Event Title

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Address  
City, State Zip  
Phone number

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:





Event Title

Hosted by           ASCOE

State Association of State and  
County Office Employees of the  
Farm Service Agency



Date of Event

City, State

### Sponsorship Contract

6.           ASCOE will place name and/or logo on the            Event Title Program.
7.           ASCOE will allow Sponsor to provide flyers, brochures, or other items for welcome bags that are given to each registrant of the rally.
8. **Sponsor** will provide           ASCOE, the total sum of One Thousand Dollars.

Event Title (          ASCOE) –            Date of Event                      \$ 1,000.00

\_\_\_\_\_  
Name, Chairperson  
Event Title

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Address  
City, State Zip  
Phone Number

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:



Event Title

Hosted by \_ASCOE

State Association of State and County Office Employees of the Farm Service Agency



Date of Event

City, State

### Sponsorship Contract

- 9. \_ASCOE will place Sponsor's Logo on all printed advertising (i.e. posters, flyers, etc.).
- 10. \_ASCOE will place name on the website of \_ASCOE website (website address).
- 11. \_ASCOE will allow Sponsor to provide flyers, brochures, or other items for welcome bags that are given to each registrant of the rally.
- 12. Sponsor will provide \_ASCOE, the total sum of Two Thousand Dollars.

Event Title (\_ASCOE) – Date of Event      \$ 2,000.00

Name, Chairperson  
Event Title

Sponsor

Address  
City, State Zip  
Phone Number

Billing Address

Date:

Date:



Event Title

Hosted by           ASCOE

State Association of State and  
County Office Employees of the  
Farm Service Agency



Date of Event

City, State

### Sponsorship Contract

13.           ASCOE will place Sponsor’s Logo on all printed advertising (i.e. posters, flyers, etc.).
14.           ASCOE will place name on the website of           ASCOE website (website address).
15.           ASCOE will recognize Sponsor during the Event Title at all events Date of Event.
16.           ASCOE will allow Sponsor to provide flyers, brochures, or other items for welcome bags that are given to each registrant of the rally.
17. **Sponsor** will provide           ASCOE, the total sum of Three Thousand Dollars.

Event Title (          ASCOE) – Date of Event                      \$ 3,000.00

<u>          </u>	<u>          </u>
Name, Chairperson	Sponsor
<u>          </u>	
Event Title	

<u>          </u>	<u>          </u>
Address	
<u>          </u>	
City, State Zip	Billing Address
<u>          </u>	
Phone Number	

<u>          </u>	<u>          </u>
Date:	Date:



Event Title

Hosted by ASCOE

State Association of State and  
County Office Employees of the  
Farm Service Agency



Date of Event

City, State

## Sponsorship Contract

18. ASCOE will place Sponsor's Logo on all printed advertising (i.e. posters, flyers, etc.).
19. ASCOE will place name on the website of ASCOE website (website address).
20. ASCOE will provide 4 Admission Tickets to the banquet and dance date of dance.
21. ASCOE will recognize Sponsor during the Event Title at all events Date of Event.
22. ASCOE will allow Sponsor to provide flyers, brochures, or other items for welcome bags that are given to each registrant of the rally.
23. Sponsor will provide ASCOE, the total sum of Four Thousand Dollars.

Event Title ( ASCOE) – Date of Event \$ 4,000.00

Name, Chairperson  
Event Title

Sponsor

Address  
City, State Zip  
Phone Number

Billing Address

Date:

Date:

# Hospitality Committee

**Purpose:** The purpose of this committee is gather items for registration bags, put bags together for Registration Committee, organize RASCOE luncheon, coordinate RASCOE hospitality room, coordinate candidate hospitality rooms, next convention host state hospitality room and bidding states hospitality room and if a rally provide hospitality room but not during official NASCOE business hours.

**Goals:**

- Have all food and beverages sponsored by local businesses or County Office Employees
- Have all bags filled and ready for Registration Committee prior to Rally/Convention
- Work with each hospitality room host to coordinate joint hospitality rooms. Having several rooms to float to is nice however newcomers are more than likely to come into a room with several people than a room with only a few. Joint hospitality rooms keeps your flow of traffic moving from room to room as well.

**Responsibilities:** The Chairperson of this Committee will establish a budget required to host hospitality room and submit to Convention/Rally Chairperson. The Chairperson will coordinate with the Fundraising Committee and Decoration Committees for any requirements of these committees for hospitality. The Committee Chairperson should coordinate all activities with the RASCOE President. Committee will be responsible for coordinating with the decorating committee for the luncheon as well as providing door prizes from those provided by the Host Group for the RASCOE luncheon.

**Rally:** Chairperson will be responsible for coordinating a work schedule for those volunteering to work the hospitality room.

**National:** Each hospitality room host is responsible for obtaining workers and establishing a set schedule.

Ideas for hospitality rooms:

- Play games
- Trivia
- Have local FSA offices donate food. Have a set schedule and menu.

This committee will work with the National Scholarship Committee and Publicity committee to determine first timers and mentors.

**Note:** Hospitality rooms are to be shut down during NASCOE planned Evening Activities/Events and NASCOE business hours.

# Registration Committee

## For National Conventions ONLY:

Item 36 of the NASCOE Executive Committee Policies states the following:

“Honorary Life Memberships

Holders of Honorary Life Membership Cards will be permitted to register at the NASCOE National Conventions and will not be required to pay a registration fee.”

**Purpose:** The purpose of the Registration Committee to provide an organized method of accounting for attendance at the meeting, banquet, tours, etc. for the convention/rally. This committee is critical in determining budgetary needs.

### Goals:

- Have a work schedule established for all committee members prior to Convention/Rally
- Make sure Registration table is up to date on all activities at the Rally/Convention
- Provide name tags and lanyards for all attendees
- Establish registration form in a hard copy format and if possible an online registration. If the Host State wishes to set up an online registration please contact the NASCOE Secretary for assistance.
- Have an up to date/current list of all registration numbers at all times.

**Responsibilities:** The Chairperson of this committee is responsible for organizing a committee to track all registrations. This person should be familiar with excel and be able to create spreadsheets to track attendees for each event and funds paid. All registrations will go to one location and the registration form will then be sent to the Registration Committee for tracking. Ability to set up an electronic registration is ideal but not required. Chairperson will also establish a schedule of members who will work the registration table and information table during the set times. Chairperson will also be responsible for providing Transportation Chairperson with a list of arrivals by time and airport. This committee will be in charge of welcoming all delegates, members and families. They need to keep current on all upcoming events at the Convention/Rally and in the Host State Area. This will be the center of all information such as tours, daily events, youth activities, etc. All activities of the Convention/Rally will be posted at this booth. They will also schedule van trips for groups throughout the week which also includes shuttles to the airport, store, etc., working in conjunction with the Transportation Committee Chairperson. This committee is responsible for all name tags, envelopes and money. All money must be kept in a safety deposit box with the Chairperson of the Committee and Convention Chairperson having keys.

One person on this Committee must be responsible for banquet number, total registration number, etc.

## Registration fees:

- You have options. Some states offer different levels of registration. The earlier the least costly. Most states have found that this does not encourage people to register early. If a person, is typically, late they will register late and some people just do not decide to come until the last minute. Some states set the registration fee at one flat rate regardless of the timing. Timing of registration is critical to the Convention/Rally because you will need the number of tickets for all events. Make sure the deadline to register is set way in advance to confirm these numbers. You might want to offer an incentive to get people to register early such as so many raffle tickets put in for their name or have prizes, t-shirts, etc. for them to win for early registration.
- You don't want registration fees to be the reason someone does not attend a convention/rally however you do want to make sure you collect enough to cover the host states expenses. All the local and city taxes, transportation, food and beverage for tours, hospitality room, etc. should be considered when setting this fee.
- One state was very successful with a one day registration fee special for early birds. Several attendees were gained and a few extra dollars.
- Issue tickets for entry into events participants have signed up for, it is suggested to have a registration envelope with copy of registration form, lanyard, tickets, convention pen, and state pin if state has one.

## Registration form things to include:

- Be sure to give good information about the tours
- Transportation to and from the airport
- A place for the registrant to give arrival and departure time
- A place for the registrant to indicate whether they are a first timer attending Convention/Rally and whether or not they would like a first timer mentor
- If you are selling convention/rally t-shirts be sure to include information about sizes and cost.
- Hotel information
  - How to get a room
  - Cost of the room
  - Code to use when booking a room
  - Deadline to book hotel room
  - Address of where they can ship items for the convention/rally and include any fee information if hotel charges to hold items

Exhibit 6 sample registration form for a National Convention

Exhibit 7 sample registration form for an Area Rally

Exhibit 8 for sample schedule for volunteers working the registration table for a National Convention.

Exhibit 9 sample permission slip for offsite youth trips

# Tour Committee

**Purpose:** The purpose of this Committee is to establish fun-filled events such as tours, golf outing, and youth activities.

## **Goals:**

- Keep tour cost to no more than \$45 per person
- Keep charter bus cost around \$800
- Keep youth expenses to no more than \$20 per child per day, including transportation.
- Allocate extra budget for youth expenses over the \$20 per child.
- Establish a golf outing coordinator that will make all necessary arrangements at the Golf Course and for refreshments, snacks, etc. and should provide proper publicity for the outing.

**Responsibilities:** Establish two Tour Committee Chairpersons: One for Adult Tour Committee Chairperson and one for Youth Tour Committee. The Adult Tour Committee Chairperson is responsible for finalizing tours, assigning member(s) of committee to each tour to facilitate and coordinate with tour facility, and work with the Chairperson of the Convention/Rally to coordinate times and cost of tours. Committee will be responsible for obtaining tour buses, tickets, publicity, tour guides, refreshments on tour buses, etc.

**Youth Activities Chairperson:** For an Area Rally this is optional. Committee Chairperson will arrange and supervise all youth activities of each day and night. Supply the youth room and post the daily activities. Chairperson is responsible for obtaining supplies and arrangements. Activities must be approved by the Convention Chairperson.

Obtain permission slips for off-site trips.

## **Types of Adult Tours:**

- Breweries
- Ag Tours (NAFEC will always want an Ag Tour and so do most NASCOE folks)
- Wineries
- Local hot attractions
- Malls for shoppers

## **Types of Youth Tours:**

- Museums
- Water parks
- Laser tag parks
- The key is to work with your local visitor convention bureau for ideas and assistance. They should also help with promotional material.



# Decoration Committee

**Purpose:** The purpose of this committee is to work with the theme that has been established for the convention/rally.

**Goals:**

- Work with each chairperson that has an event that requires decorations to make the event attractive to the eye.

**Responsibilities:** The Chairperson of this committee is responsible for working with the Convention/Rally Chairperson to establish ideas for each event that requires decorations. The Chairperson will establish a budget based on these themes and required decorations. The Committee Chairperson could coordinate the purchase of floral arrangements for the General Session and banquet with the NASCOE National Convention Chairperson for National Convention ONLY.

**NASCOE Responsibilities for National ONLY:**

- Pays up to \$250 for floral displays for head table
- State Flags

**Host State for National Convention is responsible for:**

- State Signs
- Coordinating with RASCOE to ensure either they provide decorations for their luncheon or the host state provides
- Table decorations/favors
- Ordering floral display for head table.
- Reserve table signs for award winners of scholarships family member, area execs and national committee chairs

**Things to consider for decorations:**

- Make sure when decorating the main business room that all speakers are visible and decorations are not in the way or distracting to the attendees.
- Make sure decorations are not in the way when awards are being presented.
- When ordering the floral display for the head table consider whether to order real or artificial flowers. The floral display will need to last several days and depending on type of flowers, weather, climate of the hotel, etc. a real arrangement may not last.
- Work with your hotel and find out what items they might have available at no charge that can be used such as mirrors, glass vases, floral arrangements, etc.,.

# Entertainment Committee

**Purpose:** The purpose of this committee is to provide entertainment during the convention/rally which could include the following: bands, DJ's, entertainers, performances, etc.

**Goals:**

- Work within budgetary constraints when contracting performers.
- Provide family friendly entertainment up until 9 pm each night
- Provide a venue with a friendly atmosphere that allows our NASCOE members to network and make new friends.

**Responsibilities:** This Chairperson of this committee is responsible for establishing a budget for entertainment and submitting it to the Convention/Rally Chairperson. The Chairperson along with the members of the committee will secure entertainment for set nights where entertainment is required. All contracts must be submitted through the Convention/Rally Chairperson for approval.

**Things to consider:**

- Using the same DJ or band for multiple nights may reduce the cost. Some DJ's or bands offer discounts for multiple nights.
- Review all contracts for entertainment carefully and consider request for hotel, stage, food, beverages, etc. These items can increase your budget needs. Be sure to have the Host State Convention Chairperson review and approve all contracts.

**NASCOE's responsibilities:**

- NASCOE will reimburse the host state of a National Convention actual cost not to exceed \$2000 for entertainment at the banquet.

# Auction Committee

**Purpose:** The purpose of this committee is to gather items for silent and live auctions for the convention/rally. Funds generated from the silent and live auction are given to the Scholarship Committee.

**Goals:** Raise money for scholarships!

**Responsibilities:** The Chairperson of this committee is responsible for organizing and coordinating with other State Scholarship Chairpersons to obtain items to have auctioned off. The Chairperson and their committee will determine which items will be live and which items will be silent auction. The Chairperson will be responsible for finding an auctioneer for the live auction portion of the event for a Convention or Rally. If the state is not able to find a volunteer auctioneer the host state will be responsible for any fees incurred to obtain the auctioneer. A budget will need to be developed for additional items that are needed for the silent and live auction. The Chairperson will coordinate with the Decorations Committee Chairperson for decorating the Scholarship Auction night. The Chairperson will work directly with the Treasurer to make sure all funds are accounted for and dispersed properly for the auction

## Area Rally Scholarship Auctions

Area Rally scholarship auction proceeds will be split with 75% going to the host state or states and 25% going to the NASCOE scholarship fund. If the host state does not currently have a scholarship fund, the host state will have the option to begin scholarship program with the rally proceeds or the whole amount will be donated to NASCOE.

## National Convention Scholarship Auctions

The National Convention scholarship auction proceeds will be split with 75% going to the NASCOE scholarship fund and 25% going to the host state's scholarship fund. If the host state does not currently have a scholarship fund, the host state will have the option to begin a scholarship program with the convention proceeds or the whole amount will be donated to NASCOE.

## Suggestions for a successful live auction:

- Have no more than 50 items for live auction at National Convention
- A PowerPoint of the items is a great tool to increase bidding
- Utilize any youth attending the auction to carry around auction items while they are being bid on
- Use an excel based form to track items, bids and bidder #'s
- Be able to take cash, charge, and checks during the auction. Have one person to take each type of payment and one person to direct people to correct line for payment or have signs posted up high for each type of payment.
- If you are going to use bidder numbers start at least an hour before auction start time. This could be done in conjunction with a cash bar prior to the auction and at that time all hospitality rooms should close.
- Close out and pay for live auction items in one night. Close the silent auction on Friday night prior to evening event. This will allow for collection of money and items for those who decide to leave early on Saturday.
- Silent Auction bidder sheets have a place for name, bid amount and phone number to track down winners.

# Transportation Committee

**Purpose:** Provide transportation to and from the hotel for attendees, speakers, and guest attending NASCOE event.

**Goals:**

- Ensure all NASCOE attendees are picked up and delivered to the airport so that no member has to pay any additional fees to attend the convention/rally.

**Responsibilities:** The Chairperson of this committee will be responsible for organizing transportation to and from the airports. Chairperson will also coordinate vehicles whether personal or rented to provide transportation. Chairperson will further be responsible for working with the Registration Chairperson to obtain list of attendee's arrival times and airports. It is highly recommended that a flight calendar be developed to help determine transportation demands on the primary arrival and departure dates. Keep in mind this committee may have to make runs to Malls, Grocery Stores, Liquor Stores, etc. Drivers need to be provided route information to and from airport and local stores. Drivers should act as a tour guides for passengers. It might be helpful to give all drivers a handout highlighting "points of interest" in the area. Many of your personal may not be that familiar with the area.

Work with hotel to see if they have a shuttle available for local runs to mall, liquor store, grocery store, etc.

Most National Conventions have 3 to 4 vans running at all times with one of those vans being designated for the youth events. Vans may also be used for small tours but regular transportation coverage must be maintained for those not on tours or arriving at the airport during this time. Obtain a list of attendee's arrival and departure dates and times from the registration committee.

**TIPS:**

- Spouses or other attendees that are not interested in NASCOE business might be an option as a driver for one of the shifts.
- Having a person at the airport to direct individuals when they arrive not only makes the attendees feel welcome but it provides a clear direction for them on getting to the hotel.
- Create cards that are put in each registration packet that state " Need a Ride" and have hours of operation and the phone number for them to call if they need to be transported somewhere.
- When working with the hotel with regards to shuttles to and from the airport be sure that your event is the only event going on. Make sure the hotel is aware of how many attendees will require transportation to and from the airport. Additional transportation might need to be secured if the hotel does not have adequate vehicles.
- Ask all drivers scheduled to run transportation to be sure to have a GPS on them.
- Be aware that most departure flights will occur early in the morning after the convention wraps up so additional transportation above prior needs might be needed during this time.
- Be sure to have back up drivers in the event that a person scheduled to drive is not available for some unforeseen reason.

# Door Prize Committee

**Purpose:** The purpose of this committee is to collect enough items so that each member that attends the convention/rally leaves with at least one door prize.

## Goals:

- Collect the same amount or more than the number of attendees of the convention/rally.
- Develop system for giving out door prizes.
- Be sure that door prize items are not items that should be placed in the auction whether silent or live.

**Responsibilities:** Committee will be in charge of collecting door prizes to be presented at the Convention/Rally. Committee should be able to provide at least 15 door prizes to the Retirees Luncheon. The Chairperson will collect and store prizes until the convention. Committee will be in charge of the tickets or process of selection of winners. Coordinate with Convention Chairperson of location to store door prizes during the Rally/Convention.

## Suggestions:

- Be creative with how you give away door prizes. Keep in mind that drawing names during NASCOE business hours can delay the agenda.
- Have a board with the winners names posted each day to help those who are busy conducting NASCOE business and might miss that they won a door prize.
- Have the door prizes and winner names available during evening events for those who missed getting their door prize during the day.
- Keep in mind many attendees flew in, so it has to be able to fit into their luggage.

# Sales and Catering Contract Hotel & Convnetion Center NASCOE Convention

**Convention Hotel**  
**Convention Street**  
**Convention, ST 11111**  
**Telephone Number: (000) 000-0000**  
**Fax Number: (000) 000-0000**

**Salesperson:** Hereto Helpyou  
**Date Issued:** Saturday, month/day/year

**Event Date:** August week 1, 2, or 3  
**Event Contract:** 0000000111  
**Event Name:** National Association of Farm Service Agency County Office Employees (NASCOE)  
**Contact:** NASCOE Secretary  
**Organization:** National Association of Farm Service Agency County Office Employees (NASCOE)  
**Mailing Address:** NASCOE Secretary's home address  
**Telephone Number:** 000-000-0000

This Agreement is entered into on Month, Day, Year between the Convention Center Hotel and NASCOE Secretary, NASCOE ("Patron"), located at Secretary's home address.

**Guest Room Commitment:** The Hotel agrees that it will provide, and Customer agrees that is and will be responsible for utilizing, the block of room nights as set forth (the "Room Block") below:

	8/8/2015	8/9/2015	8/10/2015	8/11/2015	8/12/2015	8/13/2015	8/14/2015	8/15/2015	8/16/2015	8/17/2015
Run of House	0	10	20	235	235	245	245	120	10	0

Total Room Nights: 1120

**Guest Group Rooms per room, per night**

Room	Single Rate	Double Rate
Run of House	119	119

Guest Room rates are subject to applicable state and local taxes in effect at the time of check in.

**Rooming List:** Reservations will be made by rooming list in the approved electronic format which will be supplied to the Client by the Hotel. Alternate formats will not be accepted to insure accuracy of reservations.

  x **Individual Call In:** Group participants may call into the Hotel and make reservations under the Customer's group rate. This must be done by the listed cut-off date.

**Cutoff Date:** Reservations must be received on or before July, day, year (the "Cutoff Date"). Requests for guest rooms following the Cutoff Date will be reserved on a space and rate available basis.

**Guaranteed Reservations:** All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card to be secured.

**Guest Room Attrition:** The Hotel is relying on Customer to utilize guest rooms as outlined in the "Guest Room Commitment." Customer agrees that a loss will be incurred by the Hotel if the actual usage is less than (80%) of the total Guest Room Commitment. Should Customer fall below 80% of the total rooms as outlined in the Guest Room Commitment, Customer agrees to pay, as liquidated damages and not as penalty, the difference up to 80%. Unused rooms multiplied by the average Group Room Rate equal the liquidated damages due.

**Billing:**

**Individuals:** Individual guest accounts are payable at checkout by cash or credit card.

**Master Account:** Master Account composure must be completed a minimum of fourteen (14) days prior to arrival to include authorized signatures and detail of charges that are to be posted. Any cancellation or attrition fees will be billed to the Master Account. The method of payment for the Master Account will be established upon approval of such for Customer. Outstanding balances for Customer's Master Account (exclusive of disputed charges) will be due and payable upon receipt of invoice. Customer will raise any disputed charge(s) in writing with ten (10) days after receipt of invoice, failure to raise any disputed charges shall constitute a waiver and acceptance of such charge(s). The Hotel will work with Customer in resolving any such disputed charges, the payment of which will be due upon receipt of invoice after resolution of dispute. If payment of any invoice is not received within thirty (30) days of the date it was due, Hotel will impose a finance charge at the rate of the lesser of 1-1/2% per month (18% annual rate) or the maximum allowed by law on the unpaid balance commencing on the invoice date. In the event that credit is not approved, Customer agrees to pay an advance deposit in an amount to be determined by the Hotel in its reasonable discretion.

**Check-in/Checkout:** Guest rooms will be available at 3:00 p.m. for check-in and until 11 a.m. for checkout. Guests shall inquire at the front desk for late checkout.

**Cancellation:** Rooms must be cancelled 24 hours prior to check in after which a \$75 cancellation fee shall be assessed.

**Guest Room Charges:** A valid credit card is required upon check-in, on which an amount of sufficient preauthorization can be obtained to cover the room, tax and other ancillary services for the length of the stay.

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
8/10/2015	8:00 AM	12:00 AM	Office	Meeting Room 5			
8/11/2015	6:00 AM	12:00 AM	Registration	Expo Center			5,000.00
8/11/2015	8:00 AM	8:00 PM	Office	Meeting Room 5	Conference		
8/12/2015	6:00 AM	12:00 AM	General Session	Expo Center	Crescent Rounds	500	
8/12/2015	6:00 AM	12:00 AM	Meeting	Meeting Room 1	Theatre	150	
8/12/2015	8:00 AM	8:00 PM	Meeting	Meeting Room 4	Conference		
8/12/2015	8:00 AM	8:00 PM	Meeting	Meeting Room 3	Conference		
8/12/2015	5:00 PM	12:00 AM	Reception	Expo Center		500	
8/13/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 2	Theatre	60	
8/13/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 3	Theatre	60	
8/13/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 4	Conference	60	
8/13/2015	6:00 AM	12:00 AM	Office	Meeting Room 5	Conference		
8/13/2015	6:00 AM	12:00 AM	General Session	Expo Center	Crescent Rounds	500	
8/13/2015	6:15 AM	12:15 AM	Breakout	Meeting Room 1	Rounds of 8	80	
8/13/2015	8:00 AM	8:00 PM	Breakout	Woodland Dreams Ballroom	Theatre	30	
8/14/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 3	Theatre	60	
8/14/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 2	Theatre	60	



8/14/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 4	Conference		
8/14/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 1	Rounds of 8	80	
8/14/2015	6:00 AM	12:00 AM	Breakout	Woodland Dreams Ballroom	Theatre	60	
8/14/2015	6:00 AM	12:00 AM	General Session	Expo Center	Crescent Rounds	500	
8/14/2015	8:00 AM	8:00 PM	Office	Meeting Room 5	Conference		
8/14/2015	5:00 PM	12:00 AM	Dinner	Expo Center	Rounds of 8	500	
8/15/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 2	Theatre	60	
8/15/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 4	Conference		
8/15/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 3	Conference		
8/15/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 1	Rounds of 8	80	
8/15/2015	6:00 AM	5:00 PM	General Session	Expo Center	Crescent Rounds	500	
8/15/2015	8:00 AM	8:00 PM	Office	Meeting Room 5	Conference		

**Room Rental:** \$5,000 for all space for the duration of the event

**Food and Beverage Minimum:** \$25,000 includes Cash Bar sales

**Special Inclusions:**

- Complimentary Wireless in conference space and hotel rooms
- Complimentary onsite covered parking in our structure
- Free Airport shuttle, 24 hours a day at the top and bottom of the hour
- 1 Complimentary hospitality room
- 7 Complimentary suites – upon availability
- Complimentary In-House Pipe and Drape for the Expo Center
- No charge for under 25 boxes shipped to the hotel
- \$300 Total to hang state flags in the Expo Center
- 

**Minors Attending the Event: NONE**

**Minor Security Fee: \$\_\_0\_\_ \*\*\* Minor Information to be Provided 3 Business Days Prior to Event. \*\*\***

The Hotel's professional catering staff will assist you with the responsibilities of planning your event. All reservations and Agreements are made upon, and subject to, the rules and regulations of the hotel.

**Tax:** All hotel room rates and food and beverage are subject to applicable State, federal and local taxes.

1. **Menu and Bar Selections:** Menu and bar selections must be made no later than fourteen (14) days prior to Event, by 4:00 PM. Any changes to menu or the final count less than 36 hours before the Event will be subject to an additional fee of \$30 per change and are subject to availability.
2. **Food and Beverage Minimum:** Should Customer spend less than Food and Beverage Minimum stated above, Customer shall pay to hotel the difference between the amount Customer actually spent on food and beverage and the Food and Beverage Minimum.
3. **Attendance Count:** Customer's guaranteed attendance and entrée counts must be received no later than three business days prior to the commencement of the event by 4:00 PM or as otherwise provided on the date specified above. This number will be considered guaranteed and is not subject to reduction; charges will be made accordingly. If Customer does not notify the hotel Event Planner of the final counts at least three business days prior to the Event, the expected number of attendees listed on this Agreement will be used as the guaranteed number. The hotel will not be responsible for service to more than 5% over guarantee. Any increases above 5% can only be accepted with the consent of the Catering Operations Manager.
4. **Schedule of Payments:**
  - A 25% deposit of the total estimated charges is due upon execution of this Agreement. This deposit is non-refundable.
  - An additional 50% deposit of the total estimated charges is required sixty (60) days prior to the Event date.
  - In situations where Event is booked within thirty (30) days or less, a 75% non-refundable deposit is due.
  - Final payment arrangements for the Event must be made with the hotel Event Planner. Payment must be made three (3) days prior to the Event unless otherwise arranged with the Catering Manager.
  - Cancellation of Event twenty-eight (28) days or less in advance of the Event date will result in a cancellation fee equivalent to 100% of the total estimated charges.
  - Cancellation of Event within seventy-two (72) hours of the Event start time will result in a cancellation fee equivalent to 100% of the total estimated charges. Total estimated charges include all Food, Beverage and Room Rental Fees.
5. **Service Charge:** A 20% service charge will be added by the Hotel to all food and beverage charges along with room rental and resource orders.
6. **Quoted Pricing:** The prices quoted for Events which take place within ninety (90) days after the date of execution of this Agreement are firm; any price quote given more than ninety (90) days in advance of an Event could be subject to an increase.
7. **Payments and NSF Checks:** Payments may be made by cash; personal, certified, or cashier's check (made payable to the convention Hotel); MasterCard; Visa; Discover; or American Express. Payments made within thirty (30) days of the Event must be made by cash, certified, or cashier's check, MasterCard, Visa, Discover or American Express. All returned checks will be assessed a return check charge of \$75.00 each time a check is returned, regardless of the reason. Should Customer's deposit check be returned to the hotel by a financial institution for any reason or authorization for charge be denied, Customer must make good within ten (10) business days of notice by the hotel of the returned check or denial of charge authorization and the hotel, in its sole discretion, may require Customer to pay the entire balance due in order to ensure full payment. Failure of Customer to make the payments as required shall constitute a material breach of this Agreement and the hotel may in its sole discretion terminate this Agreement with no penalty to the hotel, and retain deposits received by the hotel. This is in addition to any other remedies the hotel may have at law or in equity.

8. **Remodeling:** Should the hotel in its sole discretion elect to modify its premises in a manner that permanently or temporarily eliminates access to or full use of the Event Location, the hotel at its sole option, shall relocate Customer to a comparable or preferable location with no increase in Rental Fee. If no comparable or preferable location is available, the parties may mutually agree to a relocation wherein the Rental Fee for an alternative location is less than the Rental Fee originally paid by Customer with a corresponding reduction in the amount of the Customer's Rental Fee or the hotel may provide a refund of any deposit paid to Customer. The refund of the deposit is the only remedy available to Customer.
9. **Start/Closing Time:** Customer agrees to begin its Event promptly at the scheduled time and agrees to have Customer's guests, invitees or other persons vacate the designated space at the closing hour indicated above.
10. **Liability:** The hotel will not be liable for damage to, or loss of any items brought to the hotel or left at the facility. Customer agrees to be responsible for any damages to the property or any other part of the – contracted Event location during the time of Customer's Event by Customer or Customer's guests, invitees, employees, independent contractors, or other agents who are under Customer's control, or under the control of any independent contractor hired by Customer.
11. **No Solicitation:** The hotel appreciates the business of our valued Customers/Vendors and encourages all Customers/Vendors, including their guests and contractors to enjoy our many amenities. However, to protect the interests of all Customers/Vendors and other guests and to preserve the safety and productivity of our operations, the hotel limits all Customer/Vendor solicitation and distribution of any literature or dissemination of other media to the interior of their designated Event Room Location. Neither Customers/Vendors, nor their guests or contractors may solicit or promote any product, service or cause through the distribution, posting or other media broadcasting of signs, flyers, circulars, pamphlets, brochures, or other literature outside of their designated Event Room Location. The hotel will be exclusively responsible for all signage and other promotion of Customer/Vendor events on the hotel property including the times, Event Room Location and schedule for the event. A violation of this section shall constitute a material breach of this Agreement and be grounds for immediate termination of this Agreement and the Event.
12. **Age Requirements:** Should your event be held in the Woodland Dreams Ballroom or Expo Center located in the casino facility, due to its proximity to the gaming floor, all attendees of Event must abide by the age restrictions of hotel. Should Customer anticipate attendees under the age of 18 to be in attendance at the Event, Customer must notify the hotel Event Planner two (2) weeks prior to the Event. Failure to notify the Sales Department may result in attendees under age 18 being turned away from Event.

Events Held on Hotel/Casino Property: If children are participating in or allowed to attend the Event, please note that the Laws of the state prohibits anyone under 21 years of age from entering the casino area and prohibits anyone under 18 years of age from entering the bingo area.

13. **Dress and Decorum:** The hotel reserves the right to enforce its standards concerning dress and decorum at this Event. The hotel reserves the right to refuse service to any person under the influence of alcohol or unlawful substances, and to request that such person leave the premises. No person under the age of 21 will be served alcohol. The hotel reserves the right to refuse service to any person.
14. **Smoking Policy:** Smoking is only allowed in designated areas of the casino. Smoking is prohibited in all areas inside of the hotel including guest rooms. Any guest who does smoke in their guest room will be assessed a daily fee of \$100. If smoking complaints arise from other guests which result in adjustments to their room charge, the violator will also incur the adjustment amount.
15. **Weapons:** No weapons carried opened or concealed are allowed in the hotel. Weapons may be carried in an automobile. In order to use valet parking weapons must be stored in the trunk of the car or in a locked case if there is no trunk.
16. **Banned Customers:** Persons banned from Casino will not be allowed to enter the casino or hotel facility to attend your Event. Banned persons found on the premises will be escorted from the facility and cited

for trespass.

17. **Food and Beverage on the Premises:** Permission may be given for alcoholic beverages including donated beverages for private events. The hotel is the only authorized licensee able to sell and serve liquor, beer, and wine on the premises. Customer is also prohibited from removing any food or beverage provided under this Agreement from the premises, unless allowed by the Event Planner (examples: extra cake, brownies and cookies)
18. **Music, Cameras, Video and Other Recording Devices:** No live or recorded music will be permitted in the hotel without prior consent of Catering or Entertainment Manager. Any entertainment must be approved by the hotel Event Planner. In addition, NO cameras, video cameras, or other recording devices will be permitted into the hotel by Customer, or Customer's guests, invitees, or contractors without prior written consent of the Catering Operations Manager. However, cameras and video cameras may be used inside of the room where the Event will be held. Should we allow music or other entertainment, the hotel will not be responsible for any licensing fees as may be required by BMI, ASCAP, or other such entities that license businesses that use music.
19. **Shipped Items:** The hotel must be notified of any items to be shipped to its facility. Customer may be subject to a handling and/or storage fee.
20. **Force Majeure:** Performance of the Agreement by the hotel shall be excused if such performance is prevented or impaired due to labor troubles, disputed or strikes, accidents, federal, state, or local government regulations, restrictions upon travel, transportation, food, beverages or supplies, or any other cause beyond the control of the hotel. In no event shall the hotel be responsible for loss of profit or other collateral, incidental, or consequential damages of Customer. Any and all damages shall not exceed the total sum of any payments made hereunder by Customer to the hotel.
21. **Logo's:** Customer hereby grants the hotel a limited, self-terminating, non-exclusive license to use the logos and trademarks of Customer to produce signage as may be included as part of this Agreement. The hotel agrees that it will not use Customer's name, logos, or trademarks in any other manner whatsoever without Customer's prior written approval (which may be withheld in Customer's sole discretion) other than as specifically provided for herein.
22. **Late Fees:** If Customer fails to pay when due any amount payable or any reimbursable costs for damages hereunder, such amount shall bear interest of 1.5% per month, and Customer agrees to pay the hotel for all costs and fees including but not limited to collection costs, court costs, and attorney's fees.
23. **Entire Agreement:** This Agreement constitutes the sole and only Agreement of the parties relating to the matters covered hereby. Any prior or contemporaneous agreements, promises, negotiations, or representations oral or otherwise not expressly set forth in this Agreement are of no force or effect. This Agreement supersedes any and all existing agreements by the parties with respect to the subject matter covered herein.
24. **Assignment:** Customer shall not convey, assign, sell, transfer, or delegate the performance of this Agreement without the hotel's prior written consent. Any such conveyance, assignment, sale, transfer, or delegation without such consent shall not relieve Customer of liability for its obligations hereunder unless an authorized representative of the hotel shall expressly agree to such a release in writing.
25. **Waiver:** A failure of either party to insist upon or enforce any term or provision or to exercise any right, option, or remedy of this Agreement, or to require at any time performance of any provision hereof shall not be construed as a waiver of any such term or provision. No waiver by either party of any term or provision hereof shall be binding unless made in writing and signed by such party. Nor shall any single or partial exercise of any right or power under this Agreement (or any other terms and conditions) preclude further exercise thereof or the exercise thereof of any other right or power.
26. **Severance:** If any of the terms or provisions of this Agreement shall be determined to be invalid, illegal, or unenforceable, all remaining terms, that can reasonably be given effect in the absence of the invalid terms

shall remain in force unless it is clearly unreasonable to do so; such amendment or modification would substantially change the terms of this Agreement to impose new and/or different obligations or legal relationships between the parties; or such amendment materially changes the economic or legal relationships between the parties and rights of the parties.

In the event that this Agreement is signed in the name of a corporation, partnership, association, club or society, the person signing this Agreement represents that he or she has full authority to sign this Agreement and that in the event that he or she is not so authorized he or she will be personally liable for the full performance of the Agreement.

The undersigned acknowledges that they have read and understand this Agreement, including this page and the previous page and accepts this Agreement and all stipulations, and agrees to comply with same.

This Agreement is not valid unless signed by the hotel General Manager for The Convention Hotel, or his/her designee and a fully executed copy is returned to the Catering office.

IN WITNESS WHEREOF the parties hereby have caused this Agreement to be executed the day herein first above written.

CONVENTION CENTER HOTEL

CUSTOMER

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

# **Credit Card Authorization Form**

**Event Date:** August 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> week

**Event Contract:** 0000000111

**Event Name:** National Association of Farm Service Agency County Office Employees (NASCOE)

**Contact:** NASCOE Secretary

**Organization:** National Association of Farm Service Agency County Office Employees (NASCOE)

**Mailing Address:** NASCOE

Secretary's home mailing add.

**Telephone Number:** 000-0000-0000

I hereby authorize the convention center hotel to bill the following credit card number for item(s) listed below.

*Please check the appropriate box(es):*

\_\_\_\_\_ *Event Deposit*

\_\_\_\_\_ *Room Rental*

\_\_\_\_\_ *Guest Rooms*

\_\_\_\_\_ *Food & Beverage of Function*

\_\_\_\_\_ *Audio Visual Charges*

\_\_\_\_\_ *All Function Space Charges*

\_\_\_\_\_  
*Credit Card Number*

\_\_\_\_\_  
*Expiration Date*

\_\_\_\_\_  
*Name of Card Holder (Printed)*

\_\_\_\_\_  
*Signature of Card Holder*

**\*\*\*\*\*PLEASE ATTACH A PHOTOCOPY OF THE FRONT AND BACK OF CREDIT CARD\*\*\***

*Hotel Sales and Catering Department*

*(000)000-0000 or fax (000)000-0000*



NASCOE Conference August 12 – 15  
On Own Lunch Options

**WILD EARTH CUCINA ITALIANA: 3<sup>rd</sup> Floor, Casino**

- Boxed Lunch Option: \$13 Per Lunch plus Tax
    - o Includes Assorted Sandwiches, Chips, Fruit, Cookies, Soft Drink
- \*Grab and Go Option*

**THE BUFFET: 1<sup>st</sup> Floor, Casino**

- All you can eat buffet, \$12 Per Person plus Tax and Gratuity
- \*Less Than an Hour for Dining*

**LOCAVORE: 1<sup>st</sup> Floor, Hotel Lobby**

- Sit Down Lunch Option, Average of \$13 Per Person plus Tax and Gratuity
- \*Less Than an Hour for Dining*

**MENOMONEE VALLEY FOOD COURT: 3<sup>rd</sup> Floor, Casino**

- Four Different Grab and Go Lunch Options, Average of \$10 Per Person plus Tax
- \*Grab and Go Option*

**FIREPIT SPORTS BAR: 1<sup>st</sup> Floor, Casino**

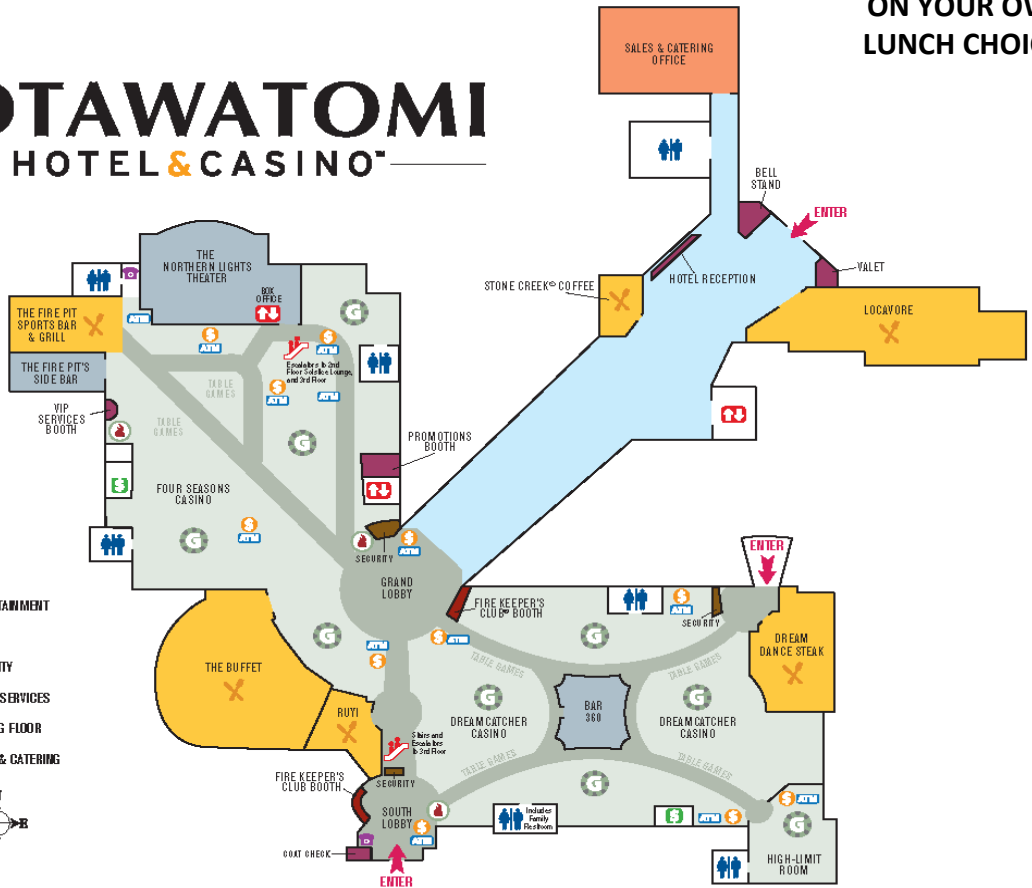
- Sit Down Lunch Option: \$13 Per Person Average, plus Tax and Gratuity
    - o Burgers, Nachos, Casual Dining
- \*Less Than an Hour for Dining*

**RUYI: 1<sup>st</sup> Floor, Casino**

- Sit Down Lunch Option: \$14 Per Person Average, plus Tax and Gratuity
    - o Asian Cuisine
- \*About One Hour for Dining*

## 1st Floor

- ENTRANCE
- GAMBLING FLOOR
- DINING
- REST ROOM
- ELEVATOR
- PROMOTIONAL KIOSK
- ESCALATOR
- CASHIER
- ATM
- TICKET REDEMPTION
- TELEPHONE
- HOTEL
- DINING
- ENTERTAINMENT
- FNC
- SECURITY
- GUEST SERVICES
- GAMING FLOOR
- SALES & CATERING



## 2nd Floor— Meeting Space

- ENTRANCE
- GAMBLING FLOOR
- DINING
- REST ROOM
- ELEVATOR
- PROMOTIONAL KIOSK
- ESCALATOR
- CASHIER
- ATM
- TICKET REDEMPTION
- TELEPHONE
- HOTEL
- DINING
- ENTERTAINMENT
- FNC
- SECURITY
- GUEST SERVICES
- GAMING FLOOR
- SALES & CATERING

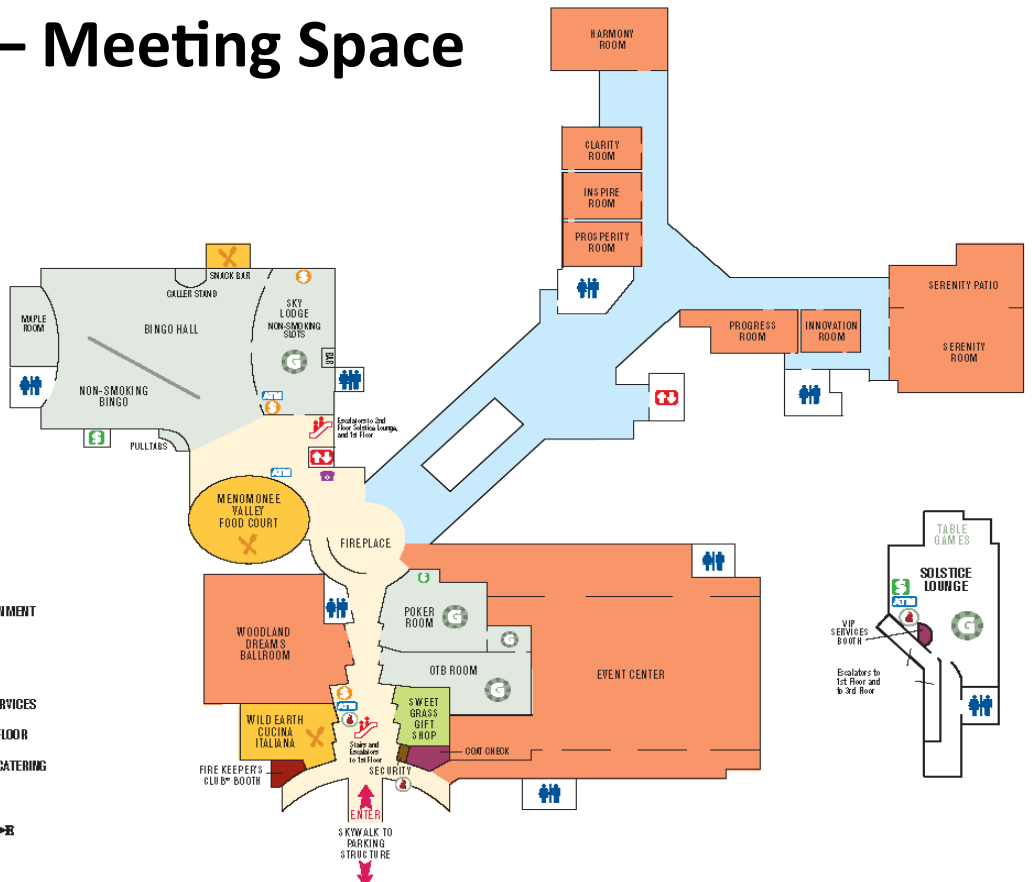




Exhibit 3

# NASCOE

## 57<sup>th</sup> Annual National Convention



**The City of Five Seasons**  
Cedar Rapids, Iowa  
August 3-6, 2016

# 2015-2016 NASCOE OFFICERS EFFECTIVE SEPTEMBER 1, 2015 – AUGUST 31, 2016

## Pledge of Allegiance

"I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

President: Wes Daniels  
Vice President: Dennis Ray  
Secretary: Deborah Esselman  
Treasurer: Shelly Odenkirk  
Past President: Mark VanHoose

### NASCOE Area Executive Committee Persons & Alternates

Northeast: Richard Csutoras  
Southeast: David Curtis and Mike Mayfield  
Midwest: Curt Houk and Chris Hare  
Northwest: Jenae Prescott and Jessi Colgrove  
Southwest: Darvin Collins and Jay Goff

### NASCOE National Committee Chairpersons

Awards/Scholarship/Emblems Chairperson: Micki Crider  
Benefits Chairperson: Larry Olsen  
Legislative Chairperson: Jackson Jones  
Membership Chairperson: Samantha Garrison  
NAFEC Chairperson: Billy-Wayne Dennison  
Programs Chairperson: Richard Csutoras/Dana McKinney  
Publicity Chairperson/Webmaster: Kristal Rater  
Parliamentarian-Resolutions: Mark VanHoose

### Negotiation Consultants

NEA: Jamie McLane  
SEA: Sabrina Conditt  
MWA: Sara Bateson  
NWA: Harold Boggs  
SWA: Lynette Bond



## Wednesday, August 3, 2016

**Tours: 8:00am to 4:00pm**

**8am – 2:30pm:** NASCOE Executive Meeting in Taft B Officers, Area Execs, Alternate Execs and National Committee Chairs

**3 – 5pm:** Free Time / Hospitality Rooms 1509-1520

**5 – 6pm:** Informational Meeting for State Officers and Delegates in Room Taft A. All interested members invited Kid's Room will be 302 Tuesday – Sunday

### Wednesday Evening Activities

**5:30pm – 11:30pm:** Take Me Out to the Ball Park Theme; Exhibit Room BC, Dinner (Ball Park Style), and DJ will be provided

## Thursday, August 4, 2016

President Wes Daniels, Presiding in Exhibit Hall A

**6 – 8am:** Continental Breakfast courtesy of NASCOE in Exhibit Hall A (As a courtesy to the speakers and the audience, PLEASE turn off your cell phones.)

**7am – 3pm:** Registration and Information-convention hall

**8am:** Convene – President, Wes Daniels

Invocation – Maria Rosmann, Presentation of Colors – IA National Guard, Pledge of Allegiance – Ron Pethoud, CED, Chickesaw Co

**8am – 4pm:** NAFEC Meeting Room 310

**8:10am:** Roll Call and Seating of Delegates

**8:30 am:** Introductions

**8:35am:** Agenda Review and Adoption First-Timer's Packet – Micki Crider, Awards Chairperson

**8:40am:** Bid for 2018 National Convention

**9 – 11:30am:** County Committee members to meet in General Session-Exhibit Hall

**9am:** Welcome – John Whitaker – Iowa SED, Bill Northey – Iowa Secretary of Agriculture, Jennifer Comer – State Convention Chairperson

**9:25am:** Val Dolcini, FSA Administrator

**10am:** Chris Beyerhelm, Associate Administrators

**10:20am:** Break

**10:35am:** Greg Diephouse, Deputy Administrator for Field Operations

**10:55am:** Brad Pfaff, Deputy Administrator for Farm Programs

**11:15am:** Mark Rucker, Deputy Administrator for Management

**11:30am–1pm:** County Committee members to meet with NAFEC/management – Grand Ball Room (working lunch)

**11:40am:** Teresa Dillard, Dillard Financial Solutions, Inc., National Benefits Provider

**11:55am:** Announcements

**12pm:** Lunch on your own-hot/cold Concessions will be available in Second Floor Arena Concourse Area

**1pm:** Reconvene

**1:05pm:** Sign Labor Management Agreement

**1:10pm – 3:30pm:** County Committee members to reconvene in Exhibit Hall A

**1:10pm:** Question and Answer Panel

Val Dolcini, ADM; Chris Beyerhelm, Associate ADM; Brad Pfaff, DAFP; Greg Diephouse, DAFO; Darren Ash, FSA CIO; Radha Sekar, CFO; Thomas Mulhern, Director, HRD; Mark Rucker, DAM; Glen Schafer, BTO, Doug Nash-OCIO-CIO

**3:30pm:** NACS – John Gehrke, NASE – Angie Biester, NADD – Michael Kresin

**4pm:** Adjourn

**4 – 6pm:** Free Time

Area Pictures-location to be announced

Hospitality Rooms: 1509 & 1520: RASCOE/NASCOE

Candidates and SD/MO each have rooms next to each other

### Thursday Evening Activities

**6 – 7pm:** Social Hour (cash bar available), Exhibit Hall BC

**7 – 9pm:** Scholarship Auction, Exhibit Hall BC

**9 – 10pm:** Nathan Allen, The Maniac of Magic, Magician/Comedian, to be followed by the DJ. (It is for adults only)

**9pm to midnight:** DJ-Down on the Farm Theme, Exhibit Hall BC

## Friday, August 5, 2016

Vice-President Dennis Ray, Presiding in Exhibit Hall A

**6 – 8am:** Continental Breakfast Courtesy of IASCOE-Event Center (Thank you for turning off your cell phones.)

**7:30am – 3pm:** Registration and Information-Convention Center Lobby

**8am:** NAFEC Meeting in Room 310, RASCOE Meeting in Exhibit Hall B

**8am:** General Session: Convene/Announcements

**8:10am:** Officer Candidacy Announcements

**8:20am:** Hunter Moorhead; Crossroads Strategies, NASCOE Legislative Consultant

**8:45am:** Recess for Break-out sessions



## Friday Activities Continued...

### 9am: NASCOE Committee Meetings-BREAK OUT

Awards, Scholarship, Emblems: Room 304, Benefits: Room Exhibit C,  
Legislative: Room Taft A, Membership: Room 315, NAFEC: Room 310,  
Programs: Room Taft B, Publicity: Room 316

### 10:30am: Break

### 10:45am: Area Meetings-Break outs

MWA-Curt Houk: Room Exhibit Hall C  
NEA-Richard Csutoras: Room 3316  
NWA-Jenae Prescott: Room Taft A  
SEA-David Curtis: Room Taft B  
SWA-Darvin Collins: Room 315

### 12 – 1pm: Lunch on your own – hot/cold Concessions will be available in Second Floor Arena Concourse area

### 12 – 2pm: RASCOE Luncheon – Exhibit Hall B

1– 3pm: NADD Meeting: Room Exhibit Hall C, NAFEC Meeting: Room 316

### 1pm – 4pm: Retirement Training – Dillard Financial Solutions, Inc., National Benefits Provider – Parlor Ballroom

### 1pm: JOINT MEETING of all NASCOE Committees

Awards, Scholarship, Emblems: Micki Crider  
Benefits: Larry Olsen  
Legislative: Jackson Jones  
Membership: Samantha Garrison  
NAFEC: Billy Wayne Denison  
Publicity: Kristal Rater  
Programs: Richard Csutoras/Dana McKinney



### 2:30pm: Area Meetings – Break Outs

MWA-Curt Houk: Room Exhibit Hall C  
NEA-Richard Csutoras: Room 316  
NWA-Jenae Prescott: Room Taft A  
SEA-David Curtis: Room Taft B  
SWA-Darvin Collins: Room 315

### 4pm: Adjourn

4 – 6pm: Hospitality Rooms: 1509 & 1520: RASCOE/NASCOE Candidates and SD/MO each have rooms next to each other

**Friday Evening Activities – Buses will load at 5:30pm at the Convention Center Lobby (See next page).**

Bloomsbury Farm Iowa Night in the Corn, meal, games, and an acoustic set with Iowa Native and Nashville Recording Artist, Jason Brown. (family event)

## Saturday, August 6, 2016

### President Wes Daniels, Presiding – Exhibit Hall A

6 – 8am: Continental Breakfast will be served  
(Thank you for turning off your cell phones.)

8am – Noon: Registration and Information

8am: Convene  
Announcements  
“In Memoriam” Presentation  
Designed by Andrea Stafford, PT Giles County, TN

8:30am: NAFEC – Craig Turner, President

8:40am: RASCOE-Brenda Boomer, President

8:50am: 2017 Convention comments – Selection of the 2018 Convention site

9:10am: New Resolutions-new resolutions from the floor

9:15am: President’s Report

9:30am: Secretary’s Report

9:40am: Treasurer’s Report

9:45am: BREAK

10am: Committee Reports

10:20am: Report by Area of Election of Area Executive  
Committee Persons and Alternates

10:40am: Discussion of NASCOE Business Resolutions  
Nomination and Election of NASCOE Officers

11:30am: Adjourn

11:30am – 12:30pm: Executive Committee Meeting –Room Taft B  
All Current and Newly Elected Officers, Execs. & Chairs

## Saturday Evening Activities

### 3rd Floor Ballroom

5 – 6pm: Social Hour (cash bar)

6:30 – 9pm: Banquet, Dinner and Awards Introductions Invocation  
First Timer’s Award—Micki Crider First Timer’s Scholarships— Kristal Rater  
DSA & Scholarship Awards—Micki Crider Special Recognition/Awards —Wes Daniels,  
President.

Closing Comments

9pm – 12am: Music by Dueling Pianos



*Dillard*  
Financial Solutions, Inc.  
Smarter Retirement Strategies

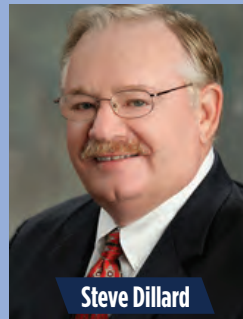
**NASCOE National Benefits Provider**



# Complimentary one on one Analysis

- . **Federal Retirement Analysis** Contact us today if retiring within 24 months. Let us help you make the right decisions.
- . **Products that provide income for Life**
- . **TSP alternatives for Retirement Income**
- . **Spousal Benefits**
- . **Life Insurance**

**Stop by our table to spin the wheel for many door prizes!**



Steve Dillard



Teresa Dillard



DFS 470



# Distinguished Service Awards

## Service to NASCOE:

Service to FSA – Agriculture: John Bahnson, MWA

Service to Community: Donny Green, SEA

Service to NASCOE: Tom Oasen, MWA, and Larry Olsen, NWA

## NASCOE Scholarship Winners

Traditional Scholarship: Hadley Schotte – SWA

Continuing Education: Mitchell Royer, NWA

Member Scholarship: Angela Vanatta, MWA

Grandchildren Scholarship: Callahan Grund, SWA

## First Timer's Essay Contest Winners

MWA: Amanda Morgan, IL

NEA: Laurie Locke, VT

SEA: Julie Davidson, MS

SWA: Cynthia Johnson, TX

# Exhibitors

Dillard Financial Solutions, Inc.

Blue Cross Blue Shield Association

Scholarship Winners

FSA/NASCOE Emblems

GEHA

NARFE

NAFEC/JM Marketing

RASCOE

Thomas Photography, Mike and Bev Thomas

The State of Iowa

USDA Military Families courtesy of Deb Esselman

NASCOE Legislative Committee/PAC



# NASCOE National Convention History

1960	Kansas City, MO	1991	Indianapolis, IN
1961	Louisville, KY	1992	Colorado Springs, CO
1962	Minneapolis, MN	1993	Spokane, WA
1963	Albuquerque, NM	1994	Milwaukee, WI
1964	Atlanta, GA	1995	Atlanta, GA
1965	Des Moines, IA	1996	Omaha, NE
1966	Columbus, OH	1997	Rochester, NY
1967	Wichita, KS	1998	Dallas, TX
1968	Washington, D.C.	1999	Oklahoma City, OK
1969	Grand Rapids, MI	2000	Chicago (St. Charles), IL
1970	Hot Springs, AR	2001	Little Rock, AR
1971	Denver, CO	2002	St. Paul, MN
1972	Buffalo, NY	2003	Salt Lake City, UT
1973	Chicago, IL	2004	Baltimore, MD
1974	Omaha, NE	2005	Rapid City, SD
1975	Atlanta, GA	2006	Cleveland, OH
1976	Washington, D.C.	2007	Myrtle Beach, SC
1977	Louisville, KY	2008	Omaha, NE
1978	Portland OR	2009	Gatlinburg, TN
1979	Memphis, TN	2010	Hot Springs, AR
1980	Springfield, IL	2011	Corpus Christi, TX
1981	Orlando, FL	2012	Boise, ID
1982	Hot Springs AR	2013	Ashville, NC
1983	Rapid City, SD	2014	Oklahoma City, OK
1984	St. Louis, MO	2015	Milwaukee, WI
1985	Ft. Worth, TX	2016	Cedar Rapids, IA
1986	Louisville, KY		
1987	Norfolk, VA		
1988	Wichita, KS		
1989	Tulsa, OK		
1990	Greensboro, NC		



The 2016 NASCOE Convention wouldn't be possible without the generous help of our sponsors!

Dillard Financial Solutions



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Big River Resources LLC

SDE Tire & Service

Eastern Iowa Farm Magazine



Cedar County Coop



Cove Equipment

Iowa Department of Agriculture

Stellar Industries



Iowa Pheasant Forever



Down On The Farm





# Thank You

Thank you to all of those who have worked so hard to put this event together.  
We couldn't have done it without you!

Thank you to all of our NASCOE Members Nationwide for all of your hard work and dedication.

And a very special thank you to all of our guest speakers and special guests that have joined us!

Thank You for Coming  
and Have a Safe Journey Home!

The 58th Annual Convention will be held in  
St. Charles, MO  
See You Next Year!



# Tribute to FSA Employees

Someone was needed to tend to the farm needs of our Farmers, So God made an FSA Employee.

Someone was needed that would work 10 hours a day for 8 hours of pay without complaining, So God made an FSA Employee.

Someone was needed to serve their community after going home from the FSA Office, milking the cows, tending to the live stock, picking up children after school activities, coaching youth sports, being a church leader, being a member of their school board, a 4-H leader, and FFA leader, So God made an FSA Employee.

Someone was needed to be the voice of the farmers in Government, So God made an FSA Employee.

And finally, someone was needed that will never take for granted that they are a Government employee, and treat each and every Farmer with the respect they deserve, So God made an FSA Employee.

— Tom Oasen, 2013







Programs created  
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*Dillard*  
Financial Solutions, Inc.  
Smarter Retirement Strategies

Your **NASCOE** National Benefits Provider!

Email: [MyNASCOEBenefits.com](http://MyNASCOEBenefits.com) • Toll Free: (800) 692-7643  
Home Office: 2381 Peach Orchard Road • Sumter, SC 29154



# All South Area Rally

February 16–18, 2017



**Drury Plaza Hotel**  
105 South St. Mary's St.  
San Antonio, TX 78205





## Thursday, February 16, 2017

(All Activities are being held on the 4th floor)

1:00pm – 5:00pm

Registration

6:30pm – 11:00pm

NASCOE Night @ San Antonio Rodeo

## Friday, February 17, 2017

7:00am – 4:00pm

Registration

Call To Order - Darwin Collins, SWA Executive

8:00am – 8:15am

Invocation

Presentation of Colors - Jr. ROTC, Roosevelt High School,  
San Antonio, TX

8:15am – 8:30am

Welcome to Texas - Eddie Trevino, Texas Acting SED

8:30am – 9:00am

Dan Hunter - Texas Assistant Commissioner for Water and  
Rural Affairs

**9:00am – 9:15am**

**Break**

9:15am – 9:45am

Chris Beyerhelm - Acting FSA Administrator

9:45am – 10:15am

Steve Peterson - Acting Deputy Administrator for Farm  
Programs

10:15am – 10:45am

Brent Orr - DAFP Representative

**10:45am – 11:00am**

**Break**

11:00am – 11:50am

Q&A with FSA Management

11:50am – 12:00pm

Laura Mansour - Blue Cross Blue Shield

12:00pm – 1:00pm

Lunch

1:00pm – 1:30pm

Wes Daniels - NASCOE President

1:30pm – 1:50pm

Dennis Ray - NASCOE Vice President

1:50pm – 2:05pm

Craig Turner - NAFEC President

2:05pm – 2:15pm

RASCOE


**2:15pm – 2:30pm**

**Break**

2:30pm – 3:00pm

J M Marketing





3:00pm – 5:00pm

5:00pm

6:30pm

Dillard Financial Solutions Retirement & Benefits Training

Adjourn

Dinner/Banquet/Scholarship Auction (Entertainment  
Sponsored by J M Marketing)

## Saturday, February 18, 2017

8:00am – 8:15am

8:15am – 10:00am

10:00am – 10:15am

10:15am – 11:00am

11:00am – 11:15am

11:15am – 12:00pm

12:00pm

Reconvene /Announcements - David Curtis, SEA Executive

SEA & SWA breakout for  
committee reports

Break

Old Business

New Business

Candidacy Announcements

2017 NASCOE Convention Update

Open

Adjourn

**Thank you All for Attending**

## **Sponsors of 2017 All South Rally**

Dillard Financial Solutions, Inc.

Ag Workers Insurance

Blue Cross/Blue Shield

J M Marketing

Farm Services of South East Arkansas







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Photo credit: visitsanantonio.com, Bob Howen



**Exhibit 5****Sample Budget****Expenses**

<b>Hotel</b>	<b>Estimated</b>	<b>Actual</b>
Taste of Host State Wednesday Night (\$35x 500)	\$17,500	\$9790.50
Coffee and Danish Thursday Morning (\$10 x 300)	\$3,000	\$5456.57
Coffee and Danish Friday Morning (\$10 x 300)	\$3,000	\$5456.57
Taxes 5.5% Tax, plus 1.5% city tax	\$2,160	\$2344.46
Gratuities 20% on everything provided by hotel Est. \$30,000	\$6,000	\$6346.66
RASCOE Luncheon (\$30 x 50)	\$1,500	\$2678.68
Hotel for Staff/Volunteers	\$8,000	\$8000.00
<b>Total</b>	<b>\$33,160</b>	<b>40,073.44</b>

<b>Fundraising</b>	<b>Estimated</b>	<b>Actual</b>
Raffle Tickets Printing Cost	\$253	315.72
Incentives Raffle Ticket Sales Incentives	\$1,000	2475.89
Tee Shirts	\$3200	400 x \$8 \$4062.44
Tea Towels	\$445	\$445
<b>Total</b>	<b>\$4,898</b>	<b>\$7299.05</b>

<b>Hospitality</b>	<b>Estimated</b>	<b>Actual</b>
Hospitality Room 50/50 Tickets Sales paid out	\$300	\$300
Hospitality Room	\$2200	\$2025.63

## Exhibit 5

Help cover hospitality room expenses (\$400 x 2 nights)		
<b>Total</b>	<b>\$2,500</b>	<b>\$2325.63</b>

<b>Administrative</b>	<b>Estimated</b>	<b>Actual</b>
Display permit Permit to Display Raffle Item	\$85	\$150.00
Travel to Promote Convention/Rally	\$3,000	\$718.49
Tour for NASCOE Fee for Exec Committee Tour	\$352	\$352
Transportation	\$9000	\$8579.07
Misc. Unknown Exp.	\$5,000	\$3839.33
<b>Total</b>	<b>\$17,437</b>	<b>\$13,638.89</b>

<b>Entertainment</b>	<b>Estimated</b>	<b>Actual</b>
DJ Wednesday night	\$600	\$1300
Dueling Piano's Thursday night	\$2,600	\$3900
DJ Friday night	\$600	\$1300
Band Saturday night	\$4,000	\$3200
Hotel Rooms for Entertainment	\$500	\$389.56
<b>Total</b>	<b>\$8,300</b>	<b>\$10,089.56</b>

<b>Set Up</b>	<b>Estimated</b>	<b>Actual</b>
State Name Posts Posts and state name sign 8' tall (50 x \$20)	\$1,000	\$979.85
AV Room Rental Audio visual/ meeting Rooms	\$7,500	\$1628.03
Large projection screen \$500 x 3 days	\$3,000	\$3000.00
State Flags Cost to hang/take down State Flags	\$350	\$424.99

### Exhibit 5

Donor Banners Banners for Donors	\$600	\$2000.00
<b>Total</b>	<b>\$12,450</b>	<b>\$8032.87</b>

<b>Tour</b>	<b>Estimated</b>	<b>Actual</b>
Youth Activities And Food	\$1,200	25 x \$25 \$198
Tour Headsets Headsets for Farm Tour (\$6 x100)	\$600	\$600
Tour 1 and lunch (\$45 x 50)	\$2,250	75 x \$50 \$3375
Tour 2 and lunch (\$39 x 100)	\$3,900	50 x \$39 \$1950
Tour 3 and lunch (\$45 x 50)	\$2,250	75 x \$45 \$3375
Golf Tournament	\$1125	\$682.25
Snacks for tours	\$200	\$174.54
<b>Total</b>	<b>\$9,525</b>	<b>\$10,353.79</b>

<b>Decorations</b>	<b>Estimated</b>	<b>Actual</b>
Decorations Banquet and Floral Displays	\$650	\$485.46
<b>Total</b>	<b>\$650</b>	<b>\$485.46</b>

<b>Registration</b>	<b>Estimated</b>	<b>Actual</b>
Name Badges/holders	\$1,000	\$1000
NASCOE 50% Registration Fee	\$10,250	\$9902
<b>Total</b>	<b>\$11,250</b>	<b>\$10,902</b>

<b>Auction</b>	<b>Estimated</b>	<b>Actual</b>
Auctioneer Hotel Room and Stipend (NASCOE Responsibility)	\$500	\$397.39
<b>Total</b>	<b>\$500</b>	<b>\$397.39</b>

<b>Total Expenses</b>	<b>Estimated</b>	<b>Actual</b>
	\$100,670	\$103,598.08



## Exhibit 5

### Income

Fundraising	Estimated	Actual
Raffle Ticket Sales 3000 x \$20	\$60,000	2003 x \$20 \$40,060.00
Dillard Financial Donation	\$5,000	\$5000.00
Blue Cross Donations	\$5,000	\$5000.00
Sponsor	\$500	\$5000.00
Sponsor	\$500	\$500.00
Sponsor	\$500	\$200.00
Sponsor	\$100	\$100.00
Sponsor	\$500	\$200.00
Sponsor	\$2,000	\$6500.00
Sponsor	\$1,000	\$2000.00
Sponsor	\$1,000	\$1000.00
Sponsor	\$500	\$200.00
Sponsor	\$500	\$200.00
Sponsor	\$100	\$100.00
Sponsor	\$500	\$500.00
Sponsor	\$500	\$500.00
Additional Sponsors		\$9800.00
Tee Shirts/Tea towel Sales	\$5,000	\$8252.00
Wine Pull	\$500	\$1,700
<b>Total</b>	<b>\$83,700</b>	<b>\$86,812</b>

Registration	Estimated	Actual
Registration Fee \$45 x 200	\$9000	\$9180
Registration Fee \$55 x 100	\$5500	\$5995
Registration Fee \$65 x 100	\$6500	\$3055
One day registration		\$1080
Name Badges/holders Sponsor	\$1,000	\$1000
<b>Total</b>	<b>\$21,500</b>	<b>\$20,310</b>

Hotel	Estimated	Actual
Banquet \$45 x 250	\$11,250	\$6975
NASCOE Band after Banquet	\$2,000	\$2000
RASCOE Luncheon \$30 x 50	\$1,500	\$1410

### Exhibit 5

NASCOE share Coffee/Danish Thursday only	\$3,000	\$3000
<b>Total</b>	<b>\$15,500</b>	<b>\$13,385</b>

Tour	Estimated	Actual
Tour Sales \$45 x 200	\$9,000	\$6750
Golf Tournament 50 x\$25	\$1250	\$700
Youth Committee \$20 fee/day to cover food and activities x 20 x3 days	\$625	\$455
<b>Total</b>	<b>\$10,875</b>	<b>\$7,905</b>

Hospitality	Estimated	Actual
Hospitality Room 50/50 Raffle Sales \$1 each or 6 for \$5	\$600	\$475
Sponsor Donations		\$800
Iowa Night (Adults) \$20 x 375	\$7500	\$6180
<b>Total</b>	<b>\$8,100</b>	<b>\$7,455</b>

Decorations	Estimated	Actual
NASCOE share Floral Decoration	\$250	\$250
<b>Total</b>	<b>\$250</b>	<b>\$250</b>

Scholarship Auction	Estimated	Actual
Live and Silent Auction \$10,000 x .25	\$2,500	\$13,202
<b>Total</b>	<b>\$2500</b>	<b>\$13,202</b>

Total Income	Estimated	Actual
	\$142,425	\$149,319

### Budget Summary

	Estimated	Actual	Profit
Income	\$142,425	\$149,319	
Expenses	\$100,670	\$103,598.08	<b>\$45,720.92</b>

# Exhibit 6



## 57<sup>th</sup> NASCOE CONVENTION REGISTRATION FORM

August 3-6, 2016

Double Tree Hilton, Cedar Rapids, IA Telephone: 319-731-4444

<http://doubletree3.hilton.com/en/hotels/iowa/doubletree-by-hilton-hotel-cedar-rapids-convention-complex-CIDCCDT/index.html>

Name: \_\_\_\_\_ Guest \_\_\_\_\_

Circle One: Delegate    Member    RASCOE    NAFEC    Honorary Member    District Director

Address: \_\_\_\_\_

e-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

*Please choose ALL EVENTS that you plan to attend—even if it is FREE!*

*Honorary Life Members and guest under 13 years of age may attend the Convention free as our guest. Your registration is essential so that we can be prepared for the correct number of attendees to each event.*

DATES/TIMES	EVENT	COST PER PERSON	# ATTENDING	TOTAL \$ DUE
POSTMARKED BY JUNE 15, 2016	REGISTRATION	\$45		
POSTMARKED FROM JUNE 16 – JULY 15	REGISTRATION	\$55		
POSTMARKED AFTER JULY 15	REGISTRATION	\$65		
WEDNESDAY, August 3 8:00 – 4:00	The Dyersville Area Tour: National Farm Toy Museum, Field of Dreams Movie Site, Basilica of St. Francis Xavier, FarmTek Campus Greenhouse Tour, Lunch at Country Junction	\$45 adults \$25 kids		
WEDNESDAY, August 3 8:00 – 4:00	John Deere, Engine Works and Museum Tour (must be at least 13 years old)	\$45		
WEDNESDAY, August 3 8:00 – 4:00	Amana Farms Tour/Kinze Manufacturing	\$45		
WEDNESDAY, August 3 8:00- 4:00	GOLF TOURNAMENT-fee includes outing, cart, lunch and a beverage	\$50		
WEDNESDAY, August 3 7:00 p.m.	Take Me Out to the Ballpark (dress in your favorite team colors) Lite Dinner/DJ	Free		
THURSDAY, August 4	Down on the Farm Night Scholarship Auction with a Magician (adults only) and DJ to follow	Free		
FRIDAY, August 5	RASCOE LUNCHEON	\$30		
FRIDAY, August 5	Bloomsbury Farm Iowa Night in the Corn, meal, games, and an acoustic set with Iowa Native and Nashville Recording Artist, Jason Brown. (family event)	2016 NASCOE Convention T-shirt (order below); OR \$20 for adults; \$10 kids under 12		
SATURDAY, August 6 6:00 pm – 7:00 PM	SOCIAL HOUR	CASH BAR		
SATURDAY, August 6 7:00 – 9:00 PM 9:00 – MIDNIGHT	NASCOE Banquet and Awards Dueling Pianos	\$45		



Exhibit 7



*2016 Southeast Area Rally*

*April 6-9, 2016*

G.A.C.O.E., F.A.S.C.O.E., S.C.A.S.C.O.E., A.L.A.S.C.O.E.

-----  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Guest's Name: \_\_\_\_\_

Flight Information

Airline: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

<b>Registration</b>	<b>Cost Per Person</b>	<b>Attendees</b>	<b>Total Due</b>
Convention Registration Fee: <i>Before March 1, 2016</i>	\$30.00		
Convention Registration Fee: <i>After March 1, 2016</i>	\$35.00		
<b>Hotel</b>	*	*	*
<b>Hyatt: King or Double Room: \$159.00</b> Savannah Hyatt 2 W. Bay Street Savannah, Georgia 31401 Online: <a href="https://resweb.passkey.com/go/GACOE2016">https://resweb.passkey.com/go/GACOE2016</a> Call: 912-238-1234	BOOK ONLINE  OR  CALL	*	*
<b>Wednesday April 6, 2016</b>	*	*	*
<b>Carriage History Tour</b> 9:00AM-10:00AM Carriage Tours of Historical Savannah	\$20.00		
<b>Costal Georgia Botanical Gardens</b> 10:00AM-12:30PM Admission is FREE/Shuttle is Required	\$10.00		
<b>Painting With A Twist</b> 2:00PM-4:00PM "Sip & Dip"-Paint a Little Drink a Little	\$38.00		
<b>"Reel Em N" Deep Sea Fishing</b> Pick Your Time, Location, Distance, and Fish Type Online: <a href="http://reelemn.com/charter-information">http://reelemn.com/charter-information</a>	ONLINE	*	*
<b>Hors D'oeuvres in The Hospitality Room</b> 5:00PM-UNTIL *Wear Your Team Colors And Support Your Favorite Sports Team.	FREE		*
<b>Thursday April 7, 2016</b>	*	*	*
<b>The Club At Savannah Harbor Golf</b> Set Your Tee Time Up Online: <a href="http://www.theclubatsavannahharbor.com/savannah-tee-times.html">http://www.theclubatsavannahharbor.com/savannah-tee-times.html</a>	ONLINE	*	*
<b>A Day at Tybee</b> Visit the Beach, Shop, Dine, Tour the Lighthouse, Kayak, Fish, You Name it! 9:30AM-2:30PM Shuttle To/From Tybee Island	\$10.00		

<p><b>Savannah Slow Ride</b>  3:00PM-5:00PM  Eat, Drink, &amp; Pedal. Check it out here:  <a href="http://www.savannahslowride.com/">http://www.savannahslowride.com/</a></p>	\$25.00		
<p><b>Savannah Riverboat Dinner Cruise</b>  Boarding Begins at 6:00PM, Departs at 7:00PM,  Returns at 9:00PM  Dinner, River Tour, Music, and Dancing.  (Casual Dress)</p> <p>*Prime Rib, Shrimp and Grits, Lemon and Artichoke Chicken Breast, Catch of the Day, Squash Casserole, Vegetarian Pasta, Side Salad and Garden Salads, Fresh Fruit, Bread, and Choice of Dessert. Beverage Included. Full Service Cash Bar.</p>	\$30.00 (\$68 Value!)		
<b>Friday April 8, 2016</b>	*	*	*
<p><b>RASCOE Luncheon</b>  12:00PM-1:00PM  Tuscan Breast of Chicken with Sun-Dried Tomatoes and Wild Mushrooms, Caesar Salad, Rosemary Roasted Potatoes and Primavera Vegetables, and Bread Presentation, Tea and Coffee</p>	\$20.00		
<p><b>Southeast Area Banquet</b>  Live Music, Southern Buffet, Live Auction, Raffle, Door Prizes, Games, and More!  (Casual Dress)  6:00PM-12:00AM  Fried Chicken, Pulled Pork, Mixed Salad with Shredded Carrots and Buttermilk or Ranch Dressing, Cole Slaw, Sour cream and Dill Potato Salad, BBQ Baked Beans, Corn on Cob, Macaroni and Cheese, Buttermilk Biscuits, and Peach Cobbler. Drink is Included and Cash Bar is Available.</p> <p><i>*Band-Bourbon Borderline- Starts at 9:00PM</i></p>	\$38.00		
<b>Saturday April 9, 2016</b>	*	*	*
<p><b>Dolphin Magic Tour</b>  4:30PM-6:30PM  Tour Savannah's Historic Waterways</p>	\$30.00		
<p><b>Paula Deen's Restaurant</b>  Lady And Sons  Make Your Reservations Online:  <a href="http://www.ladyandsons.com/reservations/">http://www.ladyandsons.com/reservations/</a></p>	ONLINE	*	*

<b>Ghosts and Gravestones Tour</b> <i>7:00PM-8:30PM</i> Board The Trolley and Gain Entry to Tour The Andrew Low House, Perkins & Sons Ship Chandlery.	\$27.00		
<b>Salt Table Wine Tasting</b> <i>7:00PM-9:00PM</i> FREE Stemless Wine Glass, and Hors D'oeuvres. Also, shop with a discount in the store.	\$38.00		
<b>Miscellaneous</b>	*	*	*
<b>T-Shirt &amp; FREE Coozie</b> <i>Please Circle Size(s) &amp; Color(s):</i>  S M L XL XXL 3L 4XL 5XL  Mint or Slate	\$25.00		
<b>Cookbook</b> <i>Southeast Area Recipes</i>	\$12.00		
<b>Donation To The Children's Hospital of Georgia</b> <i>100% Of The Proceeds Will Go To The Hospital</i>		*	*
			<b>Total:</b>

**\*The hospitality room will remain open during the entire rally. We will have contests, games, snacks, beverages, and just good old' fashion fun. Be sure to drop by and see us!**

**\*\*If you have any questions or concerns, please feel free to contact Megan Kennedy at 706-401-1448.**

**\*\*\*Please Make Checks Payable To GACOE. Mail Completed Form And Fees To:**

**Megan Kennedy- 1291 Greensboro Hwy. Watkinsville, GA 30677**



Exhibit 8

<b>Executive Committee/Finance</b>	<b>Jennifer Comer</b>		
		<b>Names</b>	
		Dee Ann Lehn	
		Jduy Dameron	
		Cindy Pistek	
		Cody Jones	Fund Raising
		Todd Dirksen	Fund Raising
		Maria Rosmann-STC	Invocation
		Ron Pethoud-Chickasaw Co	Pledge of Alligence
<b>319-363-4511</b>		Iowa National Guard	Presentation of Colors
		Lanie Benjamin-Davis Co	National Anthem
<b>Room Reservations</b>	<b>Steve Luke</b>		
<b>Entertainment</b>	<b>Angie Christian</b>		
Volunteers Needed			
<b>Date</b>		<b>Names</b>	
Monday - Sunday		Danielle Sidles	
Wednesday PM - Friday		Megan Ruby-Friedow	
Wednesday PM - Friday		Megan Gerhardt	
Need to verify attendance		Cathleen "Skip" Simons	
<b>"Welcome Bags"/Door Prizes</b>	<b>Candace Fette</b>		
Volunteers Needed			
<b>Date</b>	<b>Times</b>	<b>Names</b>	
		Shawna Helle, Clayton	
		Allison Cairns - Vavroch, Benton	
		Kimberly Naber, Buchanan	
		Kevin Keegan, DD	
		Danielle Sidles	
<b>Banquet/ Food</b>	<b>Mary Roberts</b>		
		<b>Names</b>	
		Pat Warmbrier	
<b>Scholarship Auction</b>	<b>Katie Kramer</b>		
		<b>Names</b>	
		Aaron Eads	Auctioneer
		Gabriela Thompson	
		Jayne Ruble	
<b>Emblems Table</b>	<b>Kitty Benda</b>		
		<b>Names</b>	
<b>Decorations</b>	<b>Wendi Denham</b>		
Volunteers Needed			
<b>Date</b>	<b>Times</b>	<b>Names</b>	
Wednesday-set up/take down		Anna Boecker	
Thursday-set up/take down		Mary Roberts	
Saturday- set up/ take down		Kara Ruch	
		Dee Ann Lehn	
		Dawn Stewart	
		Teresa Simonton	
		Cindy Bebout	
		Keokuk County Staff	Make State Signs
<b>Kids Activities</b>	<b>Heidi Nickol</b>		
Volunteers Needed			

Date	Times	Names	
<b>Wednesday, August 3</b>	6:00 pm -???		
<b>Movies, Games, Swimming</b>			
<b>Thursday, August 4</b>	8:15 am- Noon	Pat Helmichs	
Sky Zone Trampoline Park		Jessie Wegner	
		Danielle Sidles	
Old MacDonald Farm	Noon - 4:30 pm	Pat Helmichs	
		Megan Gerhardt	
		Megan Ruby-Freidow	
American Ninja Warrior Games	6:00 pm - 11:30 pm	Luann Amundson	
		Lyn Berg	
<b>Friday, August 5</b>	8:15 am -Noon	Luann Amundson	
On Site activity		Jesse Wegner	
		Jill Roberg	
		Kathy Rahe	
Splash Pad/Water Balloon Olympics	Noon - 4:30 pm	Luann Amundson	
		kathy Rahe	
		Jill Roberg	
<b>Saturday, August 6</b>	8:15 am -Noon	Jenny Ness	
Iowa Children's Museum		Adriana Foxen	
		Heidi Nickol	
Minute to Win It Olympics & Movie night	5:00 pm - Midnight		
<b>Tours</b>			
<b>Amana Farms</b>	<b>Randy Madsen</b>		
<b>Wednesday, August 3</b>	<b>Times</b>	<b>Names</b>	
	7:00--?	Mary Roberts	
		Dee Ann Lehn	
<b>John Deere</b>	<b>Tom Lane</b>		
<b>Wednesday, August 3</b>	<b>Times</b>	<b>Names</b>	
	7:00--?	Roger Berg	
		Judy Dameron	
<b>Dyersville</b>	<b>Adriana Foxen</b>		
<b>Wednesday, August 3</b>	<b>Times</b>	<b>Names</b>	
	7:00--?	Cindy Mensen	
		Cindy Pistek	
<b>Golf</b>	<b>Alan Kiewiet</b>		
<b>Wednesday, August 3</b>	<b>Times</b>	<b>Names</b>	
	10:00--?		
<b>Transportation</b>	<b>Curt Houk</b>		
	<b>Jeff Davis</b>		
	<b>Mike Praska</b>		
	<b>Times</b>	<b>Names</b>	

		Carol Boos-Greeter	Tuesday/Wednesday
		Don Snakenberg	Wednesday-All Day
		Tricia Moore/ Dawn Stewart -team	Wednesday-afternoon only
		Jayne Ruble	
		Mr. Comer--Jennifer's Hubby	
		Bill Simonton-Teresa's hubby	Thursday, Friday, Saturday
		Curt Stewart-Dawn's hubby	Tuesday
		Trice Smith/Hubby	Saturday
		Tammy Eibey	Sunday Morning
<b>Publicity</b>	<b>Anna Boecker</b>		
<b>Information</b>	<b>Devalyn Wilson</b>		
<b>Registration</b>	<b>Joni Birkhofer</b>		
	<b>Times</b>	<b>Names</b>	
<b>Tuesday, August 2</b>	Morning: 8:00 - 1:00	INFO-Devalyn Wilson	
		INFO-Cindy Bebout	
		INFO-Renee Shultz	
	Afternoon: 1:00-6:00	REG-Maureen Freese	
		REG-Joni Brikhofer	
		REG-Judy Dameron	
		INFO-Devalyn Wilson	
		INFO-Cindy Bebout	
<b>Wednesday, August 3</b>	Morning : 8:00 - 1:00	INFO-Karen LaCour	
		INFO-Devalyn Wilson	
		INFO-Cindy Bebout	
		INFO-Leslie Feekes	
		INFO-Katie Kramer	
		REG-Jane McCulley	
		REG-Maureen Freese	
		REG-Tricia Moore	
		REG-Dawn Stewart	
		REG-Ashley Sherod	
		REG-Joni Birkhofer	
	Afternoon: 1:00 - 6:00	INFO-Leslie Feekes	
		INFO-Katie Kramer	
		INFO-Devalyn Wilson	
		INFO-Cindy Bebout	
		INFO-Allison Vavroch	
		INFO-Kim Nabor	
		REG-Stephanie Rank	
		REG-Janis Collins	
		REG-Angie Christian	
		REG-Danielle Sidles	
		REG-Deanna Meyer	
		REG-Joni Birkhofer	
		REG-Deb Rurup	
<b>Thursday, August 4</b>	Morning: 8:00 - 1:00	INFO-Andrea Carroll	
		INFO-Karen LaCour	
		INFO-Amy Castillo	
		INFO-Leslie Feekes	

		INFO-Devalyn Wilson	
		INFO-Cindy Bebout	
		REG-Kathryn Stauffer	
		REG-Mary Kay Schmidt	
		REG-Cathy Fry	
		REG-Maureen Freese	
		REG-Joni Birkhofer	
	Afternoon: 1:00 - 6:00	INFO-Nadine Smith	
		INFO-Tammy Dougherty	
		INFO-Tracy Mikesell	
		INFO-Teresa Morrison	
		INFO-Devalyn Wilson	
		INFO-Cindy Bebout	
		REG-Kari Barker	
		REG-Deb Kinney	
		REG-Lori Carroll	
		REG-Kathryn Stauffer	
		REG-Joni Birkhofer	
<b>Friday, August 5</b>	Morning: 8:00 - 1:00	INFO-Sara Adrian	
		INFO-Amy Castillo	
		INFO-Karen LaCour	
		INFO-Devalyn Wilson	
		INFO-Cindy Bebout	
		REG-Lori Carroll	
		REG-Joni Birkhofer	
	Afternoon: 1:00 - 6:00	INFO-Jenny Ness	
		INFO-Renee Schultz	
		INFO-Devalyn Wislson	
		INFO-Cindy Bebout	
		REG-Jessica yuska	
		REG-Jane Mculley	
		REG-Joni Birkhofer	
<b>Saturday, August 6</b>	Morning: 8:00 - 10:00	INFO-Karen LaCour	
		INFO-Rose Woerner	
		INFO-Devalyn Wilson	
		INFO-Cindy Bebout	
		REG-Joni Birkhofer	
<b>Volunteers Available as Needed</b>			
		<b>Names</b>	
		Shawna Helle	
		Candace Fette	
		Angie Christian	
		Anna Boecker	
		Curt Houk	
		Wes Daniels	
		Jeff Davis	
		Steve Luke	Wednesday thru Saturday A M
		Keith Wheeler	Tuesday eve thru Friday
		Tammy Eibey	Wednesday thru Saturday

Susan Lange	Thursday and Friday
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Exhibit 9

**2016 NASCOE Convention  
Parental Consent Form**

I hereby authorize \_\_\_\_\_ to attend  
*[print child name(s)]*

any and all youth activities for the 2016 NASCOE Convention to be held

in Cedar Rapids, IA the week of August 1-6, 2016. These activities will include functions and activities as announced as well as round-trip shuttle transportation to offsite facilities.

I, \_\_\_\_\_, do not/will not hold the NASCOE/WASCOE  
*[please print]*

organizations or chaperones liable for any injury to my child.

**Parent/Guardian**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CONTACT INFORMATION – MUST be provided in case of emergency**

**County:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

Exhibit 10

Fill out one sheet for each shift as it is worked – Do not fill out in anticipation of working.

## Certification of work hours for Administrative Leave during the NASCOE Convention

Name: \_\_\_\_\_

County: \_\_\_\_\_

Supervisor: \_\_\_\_\_

I certify that I worked at the NASCOE Convention on (circle one):

Tuesday (August 11)

Wednesday (August 12)

Thursday (August 13)

Friday (August 14)

I worked from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm during my normal work schedule. I am requesting administrative leave for \_\_\_\_\_ hours.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## NATIONAL CONVENTION POLICIES 2019

1. Roll Call – Vote by Lot – A state will be selected by lot to begin roll call for voting on any item where it is determined to vote by roll call.
2. Roll Calls – All roll calls to be alphabetical except those described in #1 above.
3. How decisions are made
  - A. The primary purpose of a meeting, that uses rules, is for the group to make decisions. To begin the process of making any decision, a member offers a proposal by *making a motion*. A motion is a formal proposal by a member for the group to take action.
    - i. Only one motion may be before the group at a time.
      1. The chair shall designate who can speak and will recognize by name, or a nod, when to do so. When you are authorized, you are said to *have the floor*.
  - B. When a member has made a main motion, it must be seconded in order to be considered by the group. If there is no second, then the motion shall not be placed for consideration.
  - C. When a motion has been moved and seconded, the chair shall “state” “It has been moved and seconded that ..... This is for two reasons:
    - i. It is important that everyone in the group knows exactly what proposal is up for consideration
    - ii. The chair determines if the motion is in order and ensures that it is properly phrased and helps with the re-wording if it is not clear.
  - D. When a main motion has been stated by the chair, it is said to be pending and is before the group for debate (discussion of the merits of whether it should or should not be accepted) and action.
    - i. After restating the motion (sometimes referred to as “the question”) the chair normally turns toward the maker of the motion to see if they want to be assigned the floor.



1. It is good manners to allow each side of the motion (for and/or against) to speak in an alternate fashion.
2. Often it may become appropriate to not only limit the time in which an item can be debated, but to end the debate all together.
  - a. To do so, one must seek recognition from the chair and make a motion for the "Previous Question."
    - i. This must be seconded
    - ii. Is not debatable and requires a two-thirds vote
  - ii. When no one else seeks recognition to debate, the chair will ask, "Is there any further debate?" This means, is everyone in the group ready to vote on the question/proposal? Remember; debate the issue, not the personality. When debating, speak as though you are talking to the chair and not the member who offered the motion.
    1. Sometimes a secondary motion/amendment, which may occur if adopted, may modify the wording, and often the meaning, of the main motion.
      - a. This too must be seconded before being made for consideration/debate. If seconded, after any further debate, the chair will put the secondary motion/amendment to vote. *Please note, after an amendment to a motion (secondary notion) is made and voted upon, the newly amended main motion will still need to be voted upon.*
  - iii. If there is no effort to get the floor after the Chair asks for "any further debate", the chair will put the question to vote by stating "the question is on the adoption of the motion (the main motion) that.....Those in favor of the motion, say aye, those opposed say no.

1. When the voting is complete, the chair shall report
  - a. which side "has it"
  - b. declare whether the motion was adopted or lost
  - c. if necessary indicate when it becomes effective
  - d. announces the next item for business

#### 4. Resolutions

- a. The resolution committee will review and consider two types of resolutions.
  - i. Floor resolutions are those that may, or may not, originate from the resolutions committee. Floor resolutions are usually requested for, and are presented before any other resolution action is taken on the floor. Floor resolutions are traditionally introduced before "considerate/standing resolutions". Resolutions that change the NASCOE Constitution and By-Laws must be presented to the delegates at least 30 days prior to the convention.
  - ii. Considerate/Standing Resolutions usually occur from year to year and are developed to recognize those who contribute to the convention and or the organization. Such resolutions could include resolutions in support of RASCOE, NAFEC and the National Convention host state.
  - iii. Resolution Action-Both types of resolutions (Floor and Considerate/Standing) will be voted upon when the presiding officer calls for each resolution in turn.

#### 5. Voting

- a. Proxies<sup>1</sup> No proxies shall be voted or allowed to vote in any regular or special meeting called in the manner provided during the convention.

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<sup>1</sup> Proxy is when a member who expects to be absent from a meeting authorizes someone else to act in his or her place at the meeting.

- b. Secret Balloting – No votes will be by secret ballot unless the Board of Directors determines to do so on a specific item during the assembled convention. For this purpose, area meetings are not considered to be a part of the assembled convention.
  - c. Election of Officers – Executive Committee Persons – and Alternate Committee Persons – Area Caucus – Each state shall be granted two votes, all in accordance with the procedure prescribed in the By-Laws of the Association.
  - d. Regular/General Business Session Meetings- Each state shall be granted two votes, all in accordance with the procedure prescribed in the By-Laws of the Association.
  - e. Committee Business Session Meetings – Each state is to have one vote on each subject upon which a vote is taken. *If during the committee meeting a state is represented by its total official delegates, the state shall be still limited to only one vote.* The person voting will not have to be a member of the state association's NASCOE Board of Directors, but must be an official representative of the state association. It is felt this type of voting is necessary to permit equal representation on subjects of vital importance which probably will be considered in committee meetings.
  - f. Area Business Session Meetings Each state is to have a vote for each official delegate (2 votes) on each subject upon which a vote is taken. The person voting will not have to be a member of the state association's NASCOE Board of Directors, but must be an official representative of the state association. It is felt this type of voting is necessary to permit equal representation on subjects of vital importance which probably will be considered in meetings.
  - g. Tie Votes-Can the President/Chair only vote to break a tie? No. If the President/Chair is a member of the assembly, he or she has exactly the same rights and privileges all other members, including the right to speak in debate and the right to vote on all motions/questions. *However, the impartiality required of the*
-

*presiding officer of an assembly precludes exercising the right to debate and also required refraining from voting except:*

- i. When the vote is by ballot, or
  - ii. Whenever his or her vote will affect the result
    1. If a motion requires a majority vote, it fails when there is a tie vote.
6. Participation in Activities by Persons - Any NASCOE member can make motions, second motions, make nominations, etc.
7. Executive Sessions – Area and Committee Meetings – Executive sessions may be held if determined necessary by an Executive Committee Person or a committee chairperson in an area or committee meeting. Persons present in an area or committee meeting may also, by majority vote under voting policies in effect, determine to have an executive session.
8. Presentations By Individuals, States or Groups – In area meetings, Area Executive Committeepersons will encourage individuals, states, or groups who desire to present recommendations to NASCOE’s Board of Directors for action to present their views in the appropriate committee (or area) meeting to enable the recommendation(s) to become a part of the overall committee (or area) report if approved therein. Although this is preferred so as to save time in the assembled convention, it is not an absolute necessity as recommendations may be presented to the Board of Directors for action during any assembled meeting.
9. NASCOE Committee Reports
- a. Committee reports usually include:
    - i. Reports should be brief and clear. It should give background necessary to an understanding of any recommendations the committee is making for decision by the assembly. There is a difference between a committee “report” and “recorded minutes” of a committee meeting.
    - ii. Recommendations from the committee should be attached, or listed at the end of the report. Each recommendation should be in the form of a motion so that it may be presented, discussed, and acted on the voting body. If opinions and

recommendations are included in a report, and the report is approved, they are binding. Such a blanket commitment of “approving a report” is precarious.

b. Agreement of Committee Reports

- i. The report and the recommendations of a committee must be agreed on in a committee meeting. (See 4, E for committee voting) The committee members must have an opportunity to hear all the different viewpoints and be able to discuss them freely.

c. Presentation of Committee Reports

- i. In the order of business for committee reports, the presiding officer calls for each report in turn. Standing committees usually report first in order in which they are listed in the bylaws and are followed by special committees in the order of their appointment.
- ii. A committee report is presented by its chairperson or by a designated member of the committee. The reporting member may introduce the report with a brief explanation if necessary. If a committee report is long, usually only a summary of it is presented.
  1. In conventions or annual meetings, committee reports usually are printed in advance of their presentation.

d. Consideration of Committee Reports

- i. A committee report, after being presented to an assembly, is open for comment, questions or criticism.
  1. A committee report cannot be amended except by the committee. A committee report, after it is presented, may be disposed in any of the following ways:
    - a. The report may be filed. This is the usual method for disposing of a committee report. It may be filed by a motion, or the presiding officer may announce, “The report will be filed”. A filed

report is not binding and is available for consideration at any time.

- i. A subject, and the report covering it, may be referred back to the committee for further study, modification, or recommendations.
- b. A report may be adopted/approved. This is not the usual method for disposing a committee report. Doing so causes the entire report to become binding. The word "accept" is sometimes used instead of adopt/approved. Since the adoption/approval of a committee report binds the assembly to everything in the report, organizations are wise to file reports instead of adopting/approving them.

#### 10. Record of Committee Reports

- a. After a committee report has been presented, the reporting member hands it to the secretary for filing. A committee report is not included in the minutes unless the assembly votes to file, adopt/approve the report.
- b. Recommendations may be acted on separately, when they are presented, postponed to a definite time, or taken up under new business (organizational meeting). When several recommendations are interrelated and have not been printed or sent to the members previously, they should be read before being considered and voted upon.
  - i. Organizational meeting. Whenever the assembly desires to consider the recommendations, the chairperson of the committee reads the first recommendation of the committee and moves for its adoption.
    1. The motion should be stated in a form that will allow the assembly to vote directly on the proposal itself, not on whether to agree or disagree with the recommendation of the committee. A well-stated

motion requiring a decision directly on the proposal helps prevent confusion.

## 11. Committee Minutes

- a. Minutes are the official history and legal record of proposals, reports, and decisions. Generally, they are records of all actions and proceedings, not a record of discussion.
  - i. The opening sentences must record the date, hour, and place at which the meeting was called to order, the type of meeting (regular, special, or continued), the name of the presiding officer, and the fact that a quorum was present.
  - ii. Minutes of committees are often kept by the chairperson, but in large committees a secretary may be appointed. Committee minutes are generally brief, but in some cases they may be more detailed than those of meetings of the organization because they often serve as the basis for the committee's report.

## Net Worth - As of 6/30/2020

Account	6/30/2020 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
17 month CD 07-02-2020	105,719.73
NASCOE Checking	294,067.27
NASCOE Savings	150,088.10
NASCOE Scholarship Checking	81,968.60
<b>TOTAL Cash and Bank Accounts</b>	<b>631,843.70</b>
<b>TOTAL ASSETS</b>	<b>631,843.70</b>
<hr/>	
<b>LIABILITIES</b>	<b>0.00</b>
<hr/>	
<b>OVERALL TOTAL</b>	<b>631,843.70</b>



## Current Budget

7/1/2019 through 6/30/2020 Using NASCOE 19/20

8/23/2020

Page 1

Category	7/1/2019 Actual	- Budget	6/30/2020 Difference
<b>INCOME</b>	<b>358,296.50</b>	<b>353,355.00</b>	<b>4,941.50</b>
18-19 Membership Dues	66,830.25	12,000.00	54,830.25
19-20 Membership Dues	247,893.75	296,455.00	-48,561.25
Dillard Financial Solutions	<b>28,000.00</b>	<b>29,000.00</b>	<b>-1,000.00</b>
National Convention	10,000.00	5,000.00	5,000.00
Quarterly	18,000.00	24,000.00	-6,000.00
Interest Income	2,372.50	1,500.00	872.50
JMM Monthly	13,200.00	14,400.00	-1,200.00
National Convention Loan Payback	0.00	0.00	0.00
<b>EXPENSES</b>	<b>309,144.67</b>	<b>352,569.68</b>	<b>43,425.01</b>
2019 National Convention	74,631.61	65,000.00	-9,631.61
2020 National Convention	0.00	1,000.00	1,000.00
2021 National Convention	875.10	0.00	-875.10
Area Chairs - Conventions	17,816.03	35,000.00	17,183.97
ASE Committee	<b>5,847.60</b>	<b>16,499.96</b>	<b>10,652.36</b>
Awards	3,778.30	13,850.00	10,071.70
Conference Call	0.00	399.96	399.96
DSE Travel	2,069.30	2,250.00	180.70
Supplies	0.00	0.00	0.00
Benefits Committee	<b>0.00</b>	<b>300.00</b>	<b>300.00</b>
Conference Call	0.00	300.00	300.00
Computer	3,568.30	3,000.00	-568.30
Conf Call - Execs	6,615.31	4,000.00	-2,615.31
Discretionary Travel Fund	<b>3,817.81</b>	<b>9,500.00</b>	<b>5,682.19</b>
Executive Committee	3,286.75	7,000.00	3,713.25
National Chairs	531.06	2,500.00	1,968.94
Gifts & Donations	<b>-50.00</b>	<b>500.00</b>	<b>550.00</b>
Gift	-50.00	500.00	550.00
Insurance, Bus	4,524.00	4,500.00	-24.00
Legal, prof fees	2,554.04	2,500.00	-54.04
Legislative Committee	<b>6,534.59</b>	<b>16,899.96</b>	<b>10,365.37</b>
Awards	0.00	700.00	700.00
Conference Call	1,272.08	699.96	-572.12
Emergency Fund	0.00	0.00	0.00
Fly In_Conference	405.00	5,000.00	4,595.00
Organizational Meeting	1,860.63	5,000.00	3,139.37
PAC Promotion	2,996.88	5,500.00	2,503.12
Legislative Consultant	<b>112,000.00</b>	<b>102,000.00</b>	<b>-10,000.00</b>
Discretionary	10,000.00	0.00	-10,000.00
Membership Committee	<b>15,019.89</b>	<b>3,649.92</b>	<b>-11,369.97</b>
Awards	6,871.98	3,000.00	-3,871.98
Conference Call	95.76	499.92	404.16
Jump Team	4,312.46	0.00	-4,312.46
Supplies	3,739.69	150.00	-3,589.69
Mtg with management	423.76	11,000.00	10,576.24
NACS-NACE-NADD	0.00	2,000.00	2,000.00
NAFEC Committee	<b>172.00</b>	<b>749.96</b>	<b>577.96</b>
Conference Call	172.00	249.96	77.96
Organizational Meeting	0.00	0.00	0.00

## Current Budget

7/1/2019 through 6/30/2020 Using NASCOE 19/20

8/23/2020

Page 2

Category	7/1/2019 Actual	- Budget	6/30/2020 Difference
Supplies	0.00	500.00	500.00
Negotiation Meeting	1,187.69	5,000.00	3,812.31
Organizational Meeting	24,237.24	18,000.00	-6,237.24
Postage & Delivery	120.00	500.00	380.00
Pre-Negotiation Meeting	16,126.98	12,000.00	-4,126.98
Programs Committee	<b>0.00</b>	<b>499.92</b>	<b>499.92</b>
Conference Call	0.00	499.92	499.92
Publicity Committee	<b>3,138.99</b>	<b>3,470.00</b>	<b>331.01</b>
Awards	2,500.00	2,500.00	0.00
Conference Call	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Technology	0.00	70.00	70.00
Web	638.99	900.00	261.01
Supplies, bus	1,220.10	1,000.00	-220.10
Travel	<b>2,756.77</b>	<b>27,000.00</b>	<b>24,243.23</b>
Area Rally	334.16	9,000.00	8,665.84
State Convention	2,422.61	18,000.00	15,577.39
Utilities - Internet	6,006.86	6,999.96	993.10
<b>Net Difference:</b>	<b>49,151.83</b>	<b>785.32</b>	<b>48,366.51</b>

**Thursday, August 1, 2019**  
**Minutes**  
**President, Dennis Ray Presiding**

**Called to order:** The meeting was called to order at 8:00 am by President Dennis Ray

Presentation of Colors was presented by the Manhattan Fire Department.

Kevin Dale gave the invocation.

National Anthem was presented by Raquel Grover, Cheyenne County FSA Office

Secretary Marcinda Kester conducted roll call and the seating of the delegates. There were 388.5 in attendance.

Hugh Hunter made the motion to approve the agenda as amended. Mark Goudy seconded the motion.

Steve Peterson addressed the group.

Peggy Browne addressed the group.

1. Q: By eliminating CED positions and moving to more shared management does that mean we can hire more PT's to back fill positions?

A: (Peggy Browne) -Not sure there is a direct correlation to the hiring of PT's where there are less CEDs. This is fully a management decisions.

2. Q: Acreage reporting date specifically for wheat is January 15<sup>th</sup> and we cannot change the intended use after the reporting date. We ask if we can change the date to March 15<sup>th</sup> to match with RMA date.

A: (Brad Karmen)- We actually added actual use on the acreage report however many of our programs use intended. Brad stated he will take that back to DC.

3. Q: With states using right sizing what is DC doing to make sure that states are following policy

A: (Patti Murray) – We do not have directed reassignment with the CO employees unless we are looking at the state as a whole.

(Peggy Browne)- From a managerial stand point right sizing is actually a useful tool.

4. Q: The question was asked this morning as to how DC can help us be more efficient in the office and we were wondering if we could just a code to be able to use the copies without logging in and can we get longer log out times in Midas and other programs.

A: (Darren Ash)- Will work with Brad Karmen (DAFP) to determine how long “time-out” issue with MIDAS ~~the time~~ can actually be, they will also research the copier issue.

5. Q: The printers are supposed to order the toners automatically. Emails are being sent that the toners are being ordered but they are never arriving at the office.

A: (Darren Ash)- stated he will work on getting use the shipping number so that we can see where the toner is going.

6. Q; Can press releases not be sent out before we are trained on a program.

A: (Steve Peterson)- We have to wait for the Secretary to approve things before we can release it to the field and the press. We try to be very close to the announcement but sometimes it gets difficult.

7. Q: What are the chances of ACRSI going live? If it was live it would help FSA and crop insurance agents.

A: (Steve Peterson)- ACRSI is live at this time. The producer should be able to file with FSA or RMA and it goes to the clearing house and by the time the producer goes to the other office. At times there can be a delay with CIMS, which is the other information sharing system between RMA and FSA.

8. Q: Question about shared management. One CED and salary is eliminated has there been any consideration being given to CED's in shared management.

A: (Peggy Browne)- She doesn't disagree but we have to remember that the reason we are putting offices into shared management and its about our resources being spread extremely thin which is a budget issue. When shared management is occurring CED's are having to transition to managing employees more rather than waiting on producers. Peggy stated that compensation for shared management CED's is not likely.

9. Q: Question about trimble units and the number that we have and the ability to use them because we have to alter how we use them. When a producer pays for a measurement service the cost of those would cover the cost of new GPS units.

A: (Steve Peterson)- Because of the current position that our budget is in we had to reject the purchase of new units however now because we are in a place with our budget Darren has been authorized to purchase additional units.

10. Q: How should we handle producers who appear to be circumventing RMA prevent plant rules?

A: (Richard Fordyce)- Producers should be following RMA guidance and rules.

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11. Q: Hiring process is broken and needs to be fixed. Had a retirement last fall did not get permission to hire until spring. The certificate took three weeks to come back. The hiring process is taking far too long and we are losing good people. Are we going to remove the requirement where the applicant has to apply for a certain grade?

A: (Peggy Browne)-CED's are going to see the full certs.

(Patti Murray)- We had the perfect storm because of the furlough. We have 7 vacancy processors located in State Offices. We are continuing to refine this process and we are continuing to refine the process. We have lowered the quality check down to 40% and expect to lower that even more. At this time we will not be removing the requirement for a person to apply for a certain grade.

12. Q: Question about LIP producer has to come in and provide all kinds of documentation why can photos not be used as proof of livestock deaths. When losses are filed the producer has to use the mortality rate for the entire year why could we not use a prorated normal mortality rate for the time of loss.

A: (Steve Peterson)- He thought photos can be used in certain situations, but will likely be reliable and not verifiable. Steve will double check this answer. There is a stricter policy on the inventory to validate than there is a valid loss. Producer has a choice as to when they file for their application for payment.

13. Q: Performance management why is the national office not being held to the same standards as the field as to customer service because we are your customer.

A: (Steve Peterson)-The Secretary wants to make sure that these performance plans are going all the way down to the county office level. The Business Center is already having meetings so that when October 1 rolls around we should be able to discuss the 2020 performance plans.

14. Q: How are the MFP rates calculated?

A: (Brad Karmen)-Will work with this specific county and show the history of how they are calculated.

15. Q: Handbook 2 CRP refer to several links however many of the links are limited to State Office employees. Many of the Sharepoint sites are not for county office employees. Why does policy list links that are not accessible by field office staff?

A: (Brad Karmen)- The user guides should not be restricted. They will look into that.

16. Q: Why does policy only allow for one voice mail per employee?

A: (Darren Ash)-we will look into this.

Richard addressed the group.

Meeting adjourned at 2:00 pm for Committee meetings.

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**FRIDAY, August 2, 2019**  
**Minutes**  
**Vice President Brandon Wilson, Presiding**

**Called to order:** The meeting was called to order at 8:00 am by VP Brandon Wilson

1. **Announcements** by Joel Foster, SDASCOE and Marcinda Kester, Secretary
2. **Bid for 2021 Convention by IASCOE**

Indiana presented their bid for the 2021 convention.

3. **Officer Candidacy Announcements**

- A. President-Brandon Wilson-KS announced his candidacy
- B. Vice President-Marcinda Kester-FL announced her candidacy
- C. Secretary-Rick Csutoras-PA announced his candidacy
- D. Treasurer-Curt Houk-IA announced his candidacy

4. **Dillards Financial Solutions and American Equity      See Exhibit 1**  
**John Lohr and Kevin Beekman**

5. **Hunter Moorhead- *Crossroads Strategies, NASCOE Legislative Consultant-***

He discussed the following:

- Overview of what Crossroads Strategies does for NASCOE
- Staffing
- Legislative process- Senate announced language for the passage of a 2-year budget.

6. **NASCOE Committee Meetings-BREAK OUT SESSIONS**

Awards and Scholarship	Fort Riley Rm
Benefits and Emblems	Big Blue River Rm
Legislative	Flint Hills Rm Convention Center
Membership	Konza Rm
NAFEC	Tuttle Rm
Programs	Kings Rm
Publicity	Alcove Rm

7. **Area Meetings-Break Out Sessions**

MWA-Jackson Jones	Konza Rm
NEA-Larry Parker	Fort Riley Rm
NWA-Jessi Colgrove	Big Blue River Room
SEA-Mike Mayfield	Flint Hills Rm Convention Center
SWA-Jay Goff	Kings Rm

8. **Break Out Sessions      1:00 -1:45 pm and 2:00- 2:45 pm**

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How COC Protects You!  
Grow Your Connection tree with  
Your local representatives and  
Partners  
NASCOE Evolution  
Start Your TSP Right  
Take a Leg up n your career

Tuttle Room

Flint Hills Room In the Convention Center  
Alcove Room  
Kings Room  
Konza Room

**9. Area Meetings-Break Outs to 3:00-4:30 pm**

MWA-Jackson Jones  
NEA-Larry Parker  
NWA-Jessi Colgrove  
SEA-Mike Mayfield  
SWA-Jay Goff

Konza Rm  
Fort Riley Rm  
Big Blue River Room  
Flint Hills Rm Convention Center  
Kings Rm

**10. Convention to reconvene on Saturday**

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## Exhibit 1

# 2019 Dillard Financial Solutions Report

Presented by John Lohr to NASCOE Exec Committee

- In the last year, Dillard Financial Solutions, Inc. provided retirement and benefit training to over 720 NASCOE members, FSA employees and their spouses at 32 events including state conventions, area rallies, and stand-alone sessions. Of the 32 events where we made presentations, 11 were our stand-alone retirement and benefits training workshops, 16 were at state conventions, and 5 were at Area Rallies.
- In the past 12 months, we have donated \$48,500 to NASCOE, \$78,420 to state affiliates, and provided members with \$54,000 in door prizes and complementary items. Total \$180,920.
- We are still working hard to secure additional funding for NASCOE.

American Equity is the primary company we use for our very popular retirement products and American Equity's leadership is very interested in maintaining a close and supportive relationship with NASCOE.

- In addition to the donations specified in our agreement, American Equity will again in 2019 be donating \$5000 to support NASCOE.
- Aubrey Smith, Business Development Specialist for the Southeast for American Equity, will be presenting a check Friday morning during our presentation time.
- We applaud NASCOE for its efforts to implement a Leadership Development Program and have offered to provide some ancillary support for evening social activities at the event.
- Now in its third year, we are again sponsoring the NASCOE Presidential Membership Award. For 2019 the state with the highest increase in new members, including associate membership, from July 1, 2018 to June 30, 2019 will receive a \$1,000 award sponsored by DFS. The state president will receive a plaque on behalf of his or her state association, presented by the NASCOE President at the National Convention.
  - This year's winner is Utah.
  - Thanks to Curt for leading the process this year to identify a winner.

- We have taken steps to improve our email by changing to a more secure service.
-



Recently, we have been having problems with our old AOL account where our contacts were getting phishing scam emails. This was unacceptable to us.

Our new secure email for all our NASCOE business is [nascoe@dillardfinancial.com](mailto:nascoe@dillardfinancial.com)

Encourage EC and Committee Chairs to circulate this change widely to all of NASCOE.

Appreciate that Teresa Holmquist has already made changes on the NASCOE website.

We will continue to maintain the old AOL account indefinitely to monitor for NASCOE email activity.

- Emphasize our addition of new DFS representatives (Eric Bollingberg and Larry Eubanks) with FSA experience and our interest to adding more folks to our team.
  - DFS is opening a Regional Office to improve our service to the central portion of the country.
    - Located in Minnesota
    - Kevin Beekman will serve as DFS Regional Director
  - As a complimentary service to NASCOE and its state affiliates, Jamie, a graphic arts specialist on our staff in the home office, will continue to be available to create and print flyers, posters, and banners for conventions and other special association related events.
    - Jamie needs at least three weeks advance notice and more lead time would be appreciated.
    - Requests should be sent to [nascoe@dillardfinancial.com](mailto:nascoe@dillardfinancial.com)
    - We have printed a supply of updated NASCOE membership brochures and all the convention programs for this week.
  - DFS trainers and agents have all received extensive training and regular updates on all federal benefits and are Chartered Federal Employee Benefits Consultants<sup>SM</sup> (ChFEBC<sup>SM</sup>)
    - We have alerted state associations about the opportunity to dovetail membership promotional events around the upcoming FSA program training. The overnight stays at this training provides an excellent time to reach folks who do not attend conventions and rallies. We can help the state associations with costs.
      - Currently we are working with 4 states on scheduling these events. This opportunity is somewhat limited because of the very short timeline for the FSA training.
    - In lieu of a longer training session at the national convention, DFS we will be requesting an opportunity to present a topical retirement and benefit subject at one of the hour-long workshops like those this year on Friday afternoon.
    - Significantly, only our licensed agents are legally able to talk about many of the options for a person's TSP. FSA's HR trainers cannot cover these important options that DFS representatives can explain to NASCOE members.
      - It is extremely significant that DFS representatives must establish suitability of an annuity for TSP funds. The government's TSP annuity does not.
-

- Additionally, DFS is registered as a Verified Vendor on the US Federal Registry giving us the capability to both bid on government contracts and to teach retirement and benefit classes on government time.
  - Report that last fall we became the national benefits provider for NAFEC.
    - Indicate our plan to work closely with NASCOE's NAFEC Committee and keep in regular contact with Carla Spencer
  - Report that we are routinely providing our donation rules to each state association anytime they invite us to their state convention.
    - Inquire as to how can we best assure that this information filters down to any person soliciting vendors, sponsors, and advertisers for the national convention, area rallies, and state conventions.
    - Report that we will be continuing to use the donation request form for conventions and rallies that was implemented last year
  - Request continued promotion by the NASCOE leadership team of DFS's important role as NASCOE's benefits provider to state associations and the membership in general. Ask for the NASCOE leadership to take opportunities to mention and support DFS in their communications with members, including state convention and rally presentations.
    - Indicate that in recognition of our position as NASCOE's benefits provider and major contributor in support of NASCOE, we also respectfully request to be scheduled to speak when most of the attendees are expected to be in their seats.
  - We will continue to work through the Benefits Committee in communicating retirement and benefit information and potential services out to states and members.
    - Note increased promotion of supplemental polices like cancer, critical illness, and accident.
  - Explain that currently we are scheduling state-level training sessions for non-duty time because of DAFO's refusal to allow SEDs to provide attendees with administrative leave.
    - Request that NASCOE continue to lobby FSA officials to have DFS, if not accepted as the primary trainer, at least be used to supplement FSA's HR trainers
      - Explain that all DFS trainers are both licensed agents and Chartered Federal Employee Benefits Consultants giving them the authority to address all the options for utilization of an employee's TSP.
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**2019 NASCOE Convention  
Manhattan, Kansas  
Hilton Garden Inn  
Saturday, August 3, 2019**

President Dennis Ray, Presiding

1. **Convene** – President Ray called the meeting to order at 8:00 am

Announcements

“In Memoriam” – Power Point Presentation designed by  
Andrea Stafford, PT, Giles County TN

2. **NAFEC** – Craig Turner, President. Gave an overview of the items that NAFEC is currently working on.
3. **RASCOE**-Chad Hart, President gave a report of the items RASCOE has been working on this past year.
4. **2019 Convention Comments**-Dennis encouraged all members to attend the Georgia convention next year in Savannah, Ga.

**5. Selection of 2021 Convention Site**

***A motion was moved and seconded to accept Indiana’s bid for the 2021 National Convention. Mark Goudy , KS made the motion to accept the bid for the 2021 Convention. Hugh Hunter, FI seconded the motion. A vote was taken and the motion passed.***

6. **Resolutions**-no new resolutions
7. **President’s Report**- Dennis Ray **See Exhibit 1**
8. **Secretary’s Report**- Marcinda Kester **See Exhibit 2**
9. **Treasurer’s Report**-Curt Houk **See Exhibit 3**
10. **Committee Reports**

The following reports were submitted as filed:

Julie Goetzman	Awards and Scholarships	<b>See Exhibit 4</b>
Tracy Wilson for Chris Hare	Programs	<b>See Exhibit 5</b>
Lynsey Brooks	Membership	<b>See Exhibit 6</b>

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Christy Wallace	Benefits and Emblems	<b>See Exhibit 7</b>
Teresa Holmquist	Publicity	<b>See Exhibit 8</b>
Neil Burnette and Donny Green	Legislative	<b>See Exhibit 9</b>
Carla Spencer	NAFEC	<b>See Exhibit 10</b>

**11. Area Executive Reports** Including Area Executive and Alternate Election Results

**Committee Persons and Alternates**

<u>Area</u>	<u>Exec-newly elected</u>	<u>Alternate-newly elected</u>
NEA	Larry Parker	Annette Hyman
SEA	Beth Farmer	Donny Green
MWA	Jackson Jones	Mary Roberts
NWA	Joel Foster	Dane Schneidt
SWA	Marla Hammer	Tracy Wilson

**NEA:** Executive Larry Parker gave his report for the NEA. **See Exhibit 11**

**MWA:** Executive Jackson Jones report for the MWA. **See Exhibit 12**

**NWA:** Executive Jessi Colgrove gave her report for the NWA. **See Exhibit 13**

**SWA:** Executive Jay Goff gave his report for the SWA. **See Exhibit 14**

**SEA:** Executive Mike Mayfield gave his report for the SEA. **See Exhibit 15**

***A motion was made by Mark Goudy moved and seconded by Hugh Hunter to accept the Committee and Executive Reports as filed. A vote was taken and the motion passed.***

**12. NASCOE BUSINESS**

Resolutions of Appreciation-Present standard resolutions

1. NAFEC Support-Vice President Wilson
2. RASCOE Support-Vice President Wilson
3. COC System Support-Vice President Wilson

4. Appreciation to KASCOE-Secretary Kester
5. Appreciation to Randy Tillman and Jamie Garriott- President Ray

13. **Officer Elections**

- A. Roll Call – Delegates were confirmed by Secretary Kester
- B. Nomination and Election of Treasurer
  - i. Curt Houk was nominated for treasurer by Jay Goff, Ok. ***A motion was moved and seconded to close nominations and elect Curt Houk as Treasurer by acclamation by Terry Cater and Angie Bierman. A vote was taken and the motion passed.***
  - ii.
- C. Nomination and Election of Secretary
  - iii. Rick Csutoras was nominated by Larry Parker, Vt ***A motion was moved and seconded to close nominations and elect Rick Csutoras, PA as Secretary by acclamation by Terry Cater and Angie Bierman seconded the motion. A vote was taken and the motion passed.***
- C. Nomination and Election of Vice President
  - i. Marcinda Kester, FI was nominated as Vice President by Hugh Hunter, FI and Jessi Colgrove, Ne ***was moved and seconded to close nominations and elect Marcinda Kester as Vice President by acclamation by Terry Cater and Hugh Hunter seconded the motion. A vote was taken and the motion passed.***
- D. Nomination and Election of President
  - i. Brandon Wilson was nominated for president by Marla Hammer, KS. ***A motion was moved and seconded to close nominations and elect Brandon Wilson as President by acclamation by Terry Cater and Angie Bierman made the motion. A vote was taken the motion passed***

14. **ANNOUNCEMENTS**

15. ***Adjourn: A motion was move to adjourn the convention by Glenn Thomas and Charlene Neukomm.***
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## Exhibit 1

### President's Exit Report 60<sup>th</sup> National Convention Manhattan, Kansas August 1-3, 2019

I would like to start off by thanking the entire Kansas Association for their hard work and effort in making the convention such a success. It was the culmination of two years of planning, worrying and anticipation for them and we very much appreciate their efforts. I would also like to thank the Executive Committee, National Committee Chairs and Alternate Executives for their support during the past two years and their willingness to sacrifice their time and resources for the good of NASCOE.

The Executive Committee (EC) came in a day early this year in order to have an additional day of business meetings. The EC met all day Tuesday and Wednesday prior to the convention starting on Thursday. We do not get to meet face to face very often throughout the year and this was an excellent way to meet without incurring much additional expense. We do have routine conference calls to conduct business, but I think we can all agree that face to face meetings are much more productive. We also had an impromptu meeting with Peggy Browne and Patti Murray Friday afternoon to discuss pain points in the hiring process. We were able to bring in a couple of NASCOE members that could give firsthand experiences with the hiring process which was important for them to hear.

During my report on Saturday morning I mentioned several areas where NASCOE is starting to see some results on some topics that have been before management for a while now. For example:

- The recent PT Excellence in Leadership training was the result of a NASCOE negotiation item that management had agreed to from a previous negotiation session. NASCOE kept tabs on the development of the program and is happy to see all of the positive comments from the training.
  - It was reported during the Thursday session that a workload analytics tool was being developed and would be released to local managers. This will allow them to analyze their workload and will be an excellent management tool. The data in this tool is the same data that is used in the Optimally Productive Office (OPO) and Staffing Model (SM) dashboards. NASCOE has been advocating since the start of development of the workload tool that that information should be available to local managers.
  - While local managers will not have access to the OPO and SM dashboards, DD's have been given licenses and have been directed to share that with local managers. Again, NASCOE has been a proponent of this since the beginning.
  - During the 2019 negotiation session NASCOE again brought up the issue of using CO FTE slots to fill GS positions. NASCOE fully supports the temporary flex of
-

dollars to meet emergency needs. However, there have been instances in the past where those were permanent hires and not true flex situations. We have seen some movement recently where states are starting to advertise those positions as GS and moving those slots back to the where they were originally.

- NASCOE has had the opportunity to represent membership on several workgroups and task forces that covered leasing, farm bill work groups and hiring processes. If you are interested in potentially serving on one of these work groups, please let your area exec know so they can have a pool of names readily available.

These are just a few of the issues that has kept the Executive Committee busy the past year. We have made some progress but there is more work to be done. Please continue to support the new leadership team as they take charge and move the association forward. Their time is valuable, and they have chosen to devote that time to you, the member. I want to thank them for their willingness to take on this challenge.

Finally, I would like to thank you all for giving me the opportunity to serve as NASCOE President the past two years. It been a true privilege and I hope that I have served you well. I have worked with a great group of people as chairs and the executive committee. Each of them has contributed immensely to any success we might have had. They deserve a great deal of credit and I hope you thank them the next time you see them.

Respectfully submitted,

Dennis Ray  
NASCOE President

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## Exhibit 2

### Secretary Exit Report National Convention Manhattan, Kansas August 3, 2019

As we close out the 60<sup>th</sup> Annual NASCOE convention I would like to say thank you to the KANSAS delegation. They did an amazing job hosting our NASCOE family reunion. Their hard work made things so much easier for Curt and myself.

The Georgia membership has won the bid for the 2020 National Convention. The theme has been determined to be "Boots on the Beach". Curt and I did the onsite inspection and the location will be excellent for the convention. The venue is a newly renovated hotel with local hot spots within walking distance. The beauty of Savannah along with the history will make this a great place for family vacations during the National Convention.

Indiana will be the host of the 2021 Convention. Jackson and I have already completed a site inspection and we are very excited about what Ft Wayne has to offer our NASCOE family. Jamie Garriott and her team were very organized and have a great plan for the 2021 convention. I look forward to another great convention in Ft Wayne, Indiana.

I would like to thank RASCOE for jointly hosting the hospitality room on Thursday night. RASCOE does all the work putting that together and NASCOE officers elect donate money to support that effort.

The 2019 NASCOE Negotiation process is almost complete this year. The process was very successful with both management and NASCOE working together well to resolve the negotiation items presented by members. However, we are still waiting on the final responses from WDC. NASCOE President Dennis Ray, FSA Administrator, Richard Fordyce and Deputy Administrator for Field Operations, Peggy Browne signed the Labor Management Agreement in front of membership during the general session. I would like to thank the Negotiation Consultants for all their time and hard work Jamie McLane NEA, Sabrina Conditt, SEA, Debbie Staley, MWA, Jenae Prescott, NWA and Tracy Wilson, SWA did a great job aiding the NASCOE Executive Committee this year. We had a lot of new members involved this year in the negotiation session and they did an amazing job.

We are already preparing for the organizational meeting to be held in Savannah, Ga September 19-23, 2019.

Thanks to all the Executive Committee members and National Chairs for their support and help throughout the year. I look forward to the upcoming year watching NASCOE grow and face even more challenges.

Respectfully submitted,

Marcinda Kester

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### Exhibit 3

## Treasurer Exit Report National Convention Manhattan, Kansas August 3, 2019

The 60<sup>th</sup> Annual NASCOE convention has come to a close and I would like to say thank you to KASCOE and the Kansas delegation. It is very fulfilling to see the hard work of so many come together for our annual NASCOE Family Reunion. They accomplished a tremendous feat. Their hard work made things so much easier for Marcinda and me.

NASCOE ended the fiscal year in good shape slightly overspending the proposed budget due to unforeseen expenditures. It is good business practice to have at least one years' worth of expenditures in reserve and we are really close to that goal. Our spending has been trending along the same lines of the membership dues we accumulate during the year.

Membership accounting is very critical to the survival of our organization as we know it. While our total membership percentage has been holding steady at 85%, the pond in which we fish in has become smaller. The new hires that are onboarding are so critical to conduct outreach with, preferably on the onset.

The open discussion this week about the growing concern with the postal system is greatly appreciated. There is great frustration on both ends and the Executive Committee is working to remedy the situation. All actions are on the table and being considered. Please communicate any and all ideas with your Area Executive so they can be researched.

The majority of the states follow the same fiscal year that NASCOE does, which is July 1<sup>st</sup> thru June 30<sup>th</sup>. That equates to a November 15<sup>th</sup> deadline to file taxes with the IRS annually. It is imperative that states file and remain compliant with IRS tax laws so that they do not lose their not for profit status and lose their tax exemption. If taxes are not filed for at least 3 consecutive years, their status is revoked, making each penny brought in a taxable one. Including membership dues and scholarship fundraisers.

Thank you to the Area Executives and all the state Treasurers for all the work that you do. It truly is enjoyable and satisfying working with you throughout the year.

Georgia is the home for our next reunion. Marcinda and I have visited the site and I assure you it will not disappoint. So much history and beauty. Rick and I will be working side by side with the Georgia membership and will welcome the Indiana membership in preparing for 2021

Respectfully submitted,

**Curt M. Houk**

## Exhibit 4

### Awards & Scholarship Committee Out Bound Report National Convention Manhattan, Kansas July 31-August 3, 2019

#### Awards & Scholarship Committee Members:

National Chair, Julie Goetzman – NEA Awards & Scholarship, Chair Sheryl Michener– NWA Awards & Scholarship Chair, Kyra Hagberg – SWA Awards & Scholarship Chair, Julie Goetzman – SEA Awards & Scholarship Chair

Julia Davidson – MWA Awards & Scholarship Chair, Marilyn Dunn

First and foremost, the Awards and Scholarship Committee would like to thank Kansas for hosting not only a great learning expense, but also a fun packed convention. It made for a great experience by all that attended.

The national chair called the meeting to order. Area chairs and judges were recognized and roll call was taken. The national chair started the meeting by talking about the deadline change vs. submissions for the 2019 year. While the number of submissions were down overall, many areas saw record submissions. The committee decided to give the January 15<sup>th</sup> deadline another year to see how people do with consistency and no furlough.

The committee then reviewed the goals and priorities for the coming year:

1. Publicizing Awards and Scholarships

Scholarships and Awards have been using the same flyers to advertise Awards and Scholarships for the past few years. At the All South Rally we received feedback that the flyers do not capture attention, are not detailed enough in each category and are not published enough. The Scholarship and Awards Committee will be looking at creating new flyers that will need to be vetted before publicizing.

2. Creating a Calendar to Be Placed on the Awards & Scholarship Page

We would like to create a calendar to be placed directly on the Awards & Scholarship tab on the NASCOE webpage. The purpose is to put beginning dates of the application process, deadlines for scholarships, judging deadlines, and deadlines for submitting awards.

3. Distinction if Associate Members Are Allowed for Sick Leave Awards

This year we were asked if associate members were eligible for Sick Leave Awards. Clarification needs to be written in the Awards and Scholarship Handbook.

4. Email Addresses

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The Awards and Scholarship Committee would like to propose that DSA applications are disqualified, if the government e-mail address is used. Since we should not be conducting NASCOE business on government time, we feel that the application should reflect that practice. During the furlough, we were also not able to contact employees that used government e-mails in submissions.

5. Awards & Scholarship Judging

The past few years we have run both state and area judging simultaneously and used a combined ranking from the states and area judges to name winners. We have had numerous complaints on the concept. We propose that the states have a February 10<sup>th</sup> deadline and the area judges have February 25<sup>th</sup> deadline. Area judges could have a quicker turn around, since they have less applications to judge.

6. DSA and Scholarship Word Limit

The observation has been made that people feel like DSA nominations are given to the person that is able to write the best. The membership would like to see 500 words limit on DSAs and a table of achievements instead of a long narrative. They feel this would encourage submissions and make it easier to judge.

7. Revising the Awards & Scholarship Handbook

Under page 3, At the State Level, the handbook reads: If a State does not receive a nomination in a category, but the state did receive a nomination in that category the previous year (and that nomination did not win at the Area level), the state has the option of submitting the previous year's nomination in that category with the current year's nominations. The Awards and Scholarship committee would like to strike it from the Awards and Scholarship handbook. We would like to encourage states to submit new applications each year and it will allow us to keep better numbers on applications being judged.

The committee agreed that the set priorities would be beneficial for the coming year.

During the meeting, it was brought up if the years of membership prior to the applying for scholarships could be revised. Currently, the rule states within one year of being hired or 5 years of consecutive membership. It has caused issues with children never being eligible in a four-year schooling period. The National Chair promised to take the current rule up and work on providing wording for the Negotiations Meeting in September.

Respectfully Submitted,

Julie Goetzman  
National Awards & Scholarship Chair

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## Exhibit 5

### **Programs Committee National Convention Report Committee Break Out Session Manhattan, Kansas August 1 – August 2, 2018**

The Programs Committee National Convention Break Out session was called to order at 2:30pm on Thursday, August 1 by Christopher Hare, NASCOE National Programs Chairperson. Angie Christian, member from Iowa was appointed Recording Secretary. There were 41 members present. All 5 Area Chairpersons were present. The National Programs Chair gave a short biography of his service to FSA and NASCOE. Washington D.C. guests included Darren Ash from the FPAC Business Center and Brad Karmen, proxy for Bill Beam, the Deputy Administrator of Farm Programs.

The National Chairperson turned over the floor to Mr. Ash and an informal relaxed question and answer session was held. Upon Mr. Ash's departure, the floor was turned over to Mr. Karmen and the same informal relaxed question and answer session was held. Many topics were discussed in regard to many programs, but mainly focused on LIP and MFP.

The National Chairperson wrapped up with thanking Mr. Ash and Mr. Karmen for their support and work they do for our membership. The August 1<sup>st</sup> Programs Committee adjourned at 3:30 pm.

#### **August 2, 2019 Programs Committee Break Out – Reconvene**

The Programs Committee Break Out session reconvened at 9:55 a.m. and was called to order by the National Programs Committee Chairperson. Angie Christian, member from Iowa was appointed Recording Secretary. The National Chairperson provided a report to the room.

*“This year, the Programs Committee has evaluated the submission process. The overall goal was to streamline the process from the time an employee submits the suggestion to the time it is considered closed. The Area Program Committee Chairs were tasked with reviewing all program submissions for FY 2017/2018 and for FY 2018/2019. A total of 186 items were reviewed by the Area Programs Chairs within a 2 week time from.*

*A few positive changes we have made as your Programs Committee Team to better serve our members are:*

- *Redesigning the Program Submission Link*
- *Immediate acknowledgement / copy of submission email to submitter when a program submission is submitted*
- *Weekly review of submissions instead of daily reviews*
- *Assigning Control Numbers to each submission for tracking purposes*
- *Area Chairs communications strengthening and sharing information and responses with each other*

The National Chairperson recognized and introduced the 5 Area Program Committee chairs, they are (please stand if you are in the room):

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MWA – Jamie Garriott, Indiana

NEA - Kate Hemstreet, New York (Sandra Scott was her proxy for this convention).

NWA – Debbie Sweet, Washington State

SEA – Amy Moore, Mississippi

SWA – LaCresha Dale, Texas

Each Area Chair presented their area report. Upon completion of Area Program reports, the National Chairperson reviewed the process of submitting a program submission.

A presentation of an actual program submission was completed. Followed by a short discussion about the use of the Data Mart Enterprise Warehouse. Many submissions have inquired about a reporting or analytic data processing (or querying system like we had with the SYS 36). The National Programs Chair encouraged all attendees to go back and take the time to review the data that is in the Data Mart Warehouse according to 12-CM.

The National Chairperson also explained the difference between program submissions and negotiations submissions and plans of creating a one-page “fact sheet” comparing the two. The National Chair reminded the room, that if they are still unsure if the submission is program or negotiations, then submit it as a program submission and the National and Area Chairs will make the determination. All submissions that are referred to WDC are confidential. The submitters name, contact info, and location is removed when the submission is referred to WDC.

***Looking Ahead:*** *Goals for the Programs Committee Team for the 2019/2020 NASCOE Fiscal Year are as follows:*

- *Continue to foster and build relationships with programs specialists in the National Office and educate members and employees regarding Programs and Negotiations processes.*
- *Reinstate and promote VTC Monthly Call Notes to membership*
- *Reinstate the use of NASCOE Alerts when a program submission has been answered by program specialists in Washington D.C.*
- *Designing a Program Submission / Negotiation Item Fact Sheet to membership explaining and defining the differences between the two.*

A big THANK YOU goes out to Teresa Holmquist, NASCOE for all of her hard work as NASCOE’s Publicity Chairperson. She has spent numerous hours setting up spreadsheets, links, google drives etc. to ensure that the Programs Committee is a success, and for that, I thank her.

And Finally, following suit with our 2019 convention shirts “This one time at NASCOE.....a first timer sitting the in the Programs Committee Break Out, witnessed someone ask Brad Karmen, a question. The response Mr. Karmen gave was “what do you think we should do?” It was this

time at the national convention, this first timer realized, Washington D.C gets it, and gets us! They truly want to help us in the county offices and value our input.

Respectfully Submitted,  
Christopher Hare,  
National Programs Chairperson

## Exhibit 6

### Membership Committee Exit Report 2019 National Convention Manhattan, Kansas July 31 - August 4

The 2019 NASCOE Convention was one for the history books! What a great time of fellowship with our FSA family! The summer is flying by and with that comes massive workload in the office! MFP Signup, Program and Farm Records Training, ARC/PLC Signup and not to mention the disaster programs in many parts of the nation that we are still finishing up. End of summer also means school is around the corner! It is a busy time for all of us! Finishing up my second year serving as your NASCOE Membership Chair, I have learned so much...with that has come a deep respect for all our NASCOE Leaders and Executives. NASCOE work never stops.

The NASCOE Membership Area Chairs are as follows.

NEA - Tina Williams, Vermont  
SEA - Glenn Thomas, South Carolina  
MWA - LeAnn Oltmanns, Illinois  
SWA - Nancy Ensminger, Oklahoma  
NWA - Joni Johnson, Nebraska

I am pleased to announce we received 52 applications for County Office Continuous Membership and 133 Individual Member Continuous Membership Applications submitted. This is almost double from last year!! I would like to stress the importance of keeping track of years of service. We want to recognize our members!

Utah won the Membership Drive Contest this year with an increase of 12%!

During the Membership Breakout Sessions, we had an open floor discussion. Some of the ideas:

- Foster your relationship with your STO to ensure they are including the Membership Information in the New Employee Packet. Some STOs share the new employees. If your STO isn't doing this, reach out to them for monthly updates.
- Offer incentive to go to conventions such as states helping pay for hotel stays, registration etc. for states that can afford.
- Difficulty passing state membership down to new chairs. Remember to use the Membership Training. Reach out to your Area Chair for material.

- States having trouble getting updated member info, request in a yearly dues transmittal. Ask questions like 'Year NASCOE Service Began' and ask for their email address, since those change often.
- Frustrations with dues not being received by the NASCOE Treasurer.
- We need Jump Teams!
- Working on a proposal to the Executive Committee to allow members with over 25 years of service who should have received their Years of Service lapel pin between July 1, 2018 to present, to apply. This would allow states to get caught up. Many members are upset because they have not received theirs.

The NASCOE Video Project was approved in February at the Pre-Negotiation Meeting in Portland. The video is being developed to motivate current members and obtain new members. We have the privilege of working with Dusty Kraatz, owner and producer of XI Productions out of Texas. Dusty is part of our NASCOE family. His lovely wife Christa Kraatz is the NASCOE Vice President! Filming began at the MWA Rally in March, continued at the All South Rally in April and finished up at the National Convention. Thank you to everyone who has been a part of the video! We are all so excited to see the end products! The project should be complete and ready for your viewing/sharing pleasure in the next couple of months.

I am also excited to have the opportunity to co-coordinate the upcoming National Leadership Development Program being held October 24-26, 2019 in Dallas, Texas. We have so much undiscovered talent in our agency! This is a great opportunity for members who are aspiring leaders, to be trained by some great leaders within our agency. We hope to inspire these future leaders to continue to carry the NASCOE torch.

With that being said, I have made the decision to pass the membership torch. I am so grateful for the last two years that I have served as your NASCOE Membership Chair. I want to thank Dennis for seeing something in me, that I didn't. This has been a very humbling experience. I will forever be grateful for the opportunity. I have made so many friendships that I will forever cherish. I am hooked!!! I look forward to attending the 2020 Convention as a regular member! See ya in Savannah!!

**Respectfully Submitted,**



**Lynsey Brooks**  
**NASCOE Membership Chair**

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## Exhibit 7

### Benefits/Emblems Committee Exit Report 2019 National Convention Manhattan, Kansas July 31 - August 4

#### Area Chairs:

- NWA Pam Metz
- NEA Maria Granger
- MWA Kate Gerlemann
  
- SWA Angie Bierman
- SEA Nancy Chlepecka

The NASCOE Benefits Committee met for a break out session during the 60<sup>th</sup> Annual NASCOE National Convention in Manhattan, Kansas on Thursday August 1, 2019 at 2:15 PM in The Big Blue River Room at the Hilton Garden Inn.

There were 22 people in attendance including three Area Chairs, Katie Gerlemann (MWA), Pam Metz (NWA) & Nancy Chlepecka (SEA). Also present was the new incoming National Chair, Chris Lary from Vermont. All Areas were represented by membership.

We had 3 guest speakers at our meeting, John Lohr, Dillard Financial Solutions Inc, Aubrey Smith, American Equities Business Development Specialist for the Southeast with American Equity Investment Life Insurance Co. and Mike Hamilton, our Emblems provider from Superior. All three talked a little about what they do for our membership and urged anyone to contact them with any questions or requests.

Working Advantage was reviewed and how to sign up for it as well as some of the discounts that members had received from it, one being a \$90 savings in Disneyland passes. On July 24, 2019, I connected with Christine Tancredi, the Account Executive for Client Services of Working Advantage and she is planning to provide updated benefits materials/information and assist us moving forward. So hopefully this will result in some additional benefits for membership.

We also talked about our Sam's Club offer and how frustrating it has been to get Sam's Club to continue the \$10 discount for our membership. It was reported that there is a reduced Sam's Club membership on the Working Advantage website but it expires within a short period of time. Nancy Chlepecka (SEA Chair) recently connected with Mary Owens from Sam's Club and has been working on a new benefit from Sam's Club to offer our membership. Chris Lary and Nancy will be working on the details to be brought to the Organizational meeting in September.

A TSP flyer regarding withdrawal changes that will be taking affect September 15, 2019 was distributed. There is a lot of good information on the flyer that will help us all in the long run.

Mike Hamilton with Superior has been great to work with. Membership is urged to contact him directly if you are looking for specialized items. He and his wife Denise are thoroughly interested in what our membership wants and know that trends are always changing.

Mike also supplied a quote for getting new lapel pins that are magnetic instead of push pin. The quote came in at the following:

100-299 \$3.63

300-499 \$3.06

500-999 \$2.84

1000+ \$2.13

Micki Crider does have some left over old stock that she intended to send with Mike Hamilton but forgot. We also need to get some kind of an inventory on what is left in the system, in the past Execs were given 25 to sell & the President & VP were given 50 each. A decision will need to be made on how or what to do in moving forward.

#### **Recommendations**

After members visited with their respective Areas, they came back with two requests.

1. The creation of an Emblems flyer that could be put on Service Center lunch tables to share with other agencies. This will help increase our scholarship fund and be beneficial to other USDA employees.
2. Asking Management about Farm Service Agency being written on our clothing/emblem items. Not using the FSA logo, simply writing the words. Employees are proud of the agency and feel this is very needed.

It has been an honor to serve as the Benefits Chair this past year. Thanks to Dennis Ray for giving me this opportunity.

Respectfully, I request this report to be filed as submitted,

Christy Wallace

NASCOE National Benefits/Emblems Committee Chair

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## Exhibit 8

### Publicity Committee Exit Report 60<sup>th</sup> NASCOE Convention Manhattan, Kansas August 3, 2019

We had great participation and discussion at the two publicity breakout sessions. The first on Thursday had 16 participants, the Friday morning session had 11 returning participants.

#### Bulletins

Publicity Committee Breakout Recommendations for bulletins

- Members would like to hear more from the NASCOE President.
- Somehow, we need to show to non-members what NASCOE is doing.
- Short, to the point articles.
- For longer articles, possibly have a short synopsis and then a link to read the complete report.
- The publicity emails are great
- Possibly go to quarterly National Bulletins
- Include status reports on all current NASCOE Task Forces in each National Bulletin
  - What they are?
  - Who serves on them?
  - What the status is?
  - When have they, or will they meet?

#### Convention Cash Club Contest

For this year's contest, we changed the essay topic from, "Why do you want to attend the NASCOE Convention" to "*This year's NASCOE convention theme is Denim and Diamonds.*"

*Please tell us how the theme applies to you and your involvement in NASCOE.*" We received nine entries, and for the first time, had at least one entry from each NASCOE Area! The area chairs and I all felt that the essays were well thought out and written.

This year's winners are:

MWA - Jennifer Blair, Indiana  
Massachusetts

NEA - James Newland,

NWA - Emilee Seier, Nebraska  
SWA - Joshua Coleman, Texas

SEA - Carrie Major, Tennessee

This year, the National publicity chair created a sign-in form for each winner. As participating in all General Sessions and the Banquet is a requirement for receiving the stipend, the Convention Cash Club attendees have been asked to complete these

forms, jotting down their thoughts on the highlights of each day, comments about the day (both good and bad), and then some general questions about the convention: Was the convention like what they expected? What, if anything, surprised them about the convention?,convention? How would they describe the convention to someone who had never attended one?

### **NASCOE Communications Database**

The number of members in the database is currently at 4,165. The database has been used to send 37 News Flash or Legislative updates. We have averaged 4,023 recipients with an average open rate of 47.51%. This open rate is 2.5 times the industry average of 18.55%.

Discussed how the emails came out, and the importance of reviewing the email database when it is transmitted to the Area Chairs, and then returning the reviewed database back to the NASCOE Publicity Chair for resolution. The more we keep on keeping the addresses current, the less difficult the job ends up being.

### **NASCOE News Facebook Page**

The NASCOE News Facebook page continues to have the most obvious activity, as Facebook pages can provide vast amounts of data on page interactions. Once again, regular posts keep individuals interacting with the page. Facebook events were established for the NASCOE Convention and all Area Rallies. This fall, I will be working with the Area Publicity Chairs to establish, maintain, and update the events for the Facebook page. Area Executives can assist with this effort by ensuring that host states keep in contact with the Area Publicity Chair and National Publicity Chair so that updates can occur timely.

In the breakout sessions, we had a great discussion regarding using social media for our association activities. Does your state have a Facebook “Page” or a Facebook “Group”? A Facebook “Page”, by definition, is Public. Page administrators have little to no control over who sees those posts, because of the Public designation. Your Facebook “Group” administrators can choose its visibility you can decide whether to make it publicly available for anyone to join, require administrator approval for members to join or keep it private and by invitation only.

Also discussed was the need to be cautious on what we as individuals, and what NASCOE and its affiliates post on social media. An example is with 2019 MFP, a significant number of employees, and a few NASCOE-affiliated groups/pages posted articles from Agri-Pulse, Pro Farmer, Agriculture.com and others. In the current climate, a well-meaning re-post, share or comment can be construed to be official information for members of the public. With NASCOE News and State Association pages, be very cautious when posting third-party material, as doing so under these account names can also be viewed as voicing an opinion for the entire association.

### **Communications Policy**

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On January 5, an interim NASCOE social media best practices email was sent to Area Publicity Chairs, the Executive Committee and Committee Chairs. The Facebook page was receiving messages with questions from followers and were being answered “anonymously” by the page. Additionally, post comments were being added that were just lists of individuals - tagging them to the post. While this is ok, each time this happens it creates notifications to anyone that has reacted to the post - which can be very aggravating for page followers. The interim policy has been posted to the Nascoe News Facebook page, and is being enforced.

At the pre-negotiations meeting, an action item was submitted to establish a working group to include Publicity Committee members, an officer, executive, and committee chair, to work on a communications policy for NASCOE. In March, I was notified that Marcinda Kester, Julie Goetzman and Jessi Colgrove had been appointed to serve on this committee along with the Publicity Committee members. It is my hope to begin committee work this fall.

### **Technical Assistance**

Over the course of the year, I have assisted the following committees and programs with achieving their objectives.

**Awards, Scholarships** - researching new website options for awards and scholarship submissions, creating demo applications to be viewed during the committee breakout at the NASCOE convention

**Benefits, Emblems** - creating Dillard Financial Services feedback page on website, troubleshooting NASCOE store technical issues

**Executive** - Creating Furlough Guidance for NASCOE members page

**Membership** - assisting with the video production work at the MWA Rally

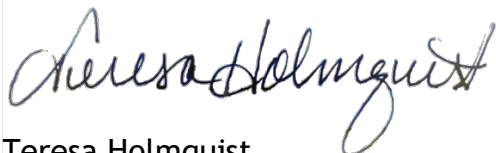
**Programs** - revising the program submission survey and updating accesses to include all area program chairs, in addition to the National Program Chair, creating a merge document to use when downloading survey entries to prepare for evaluation.

**Legislative** - Creating NASCOE Leadership Development Program Page

**Negotiations** - Creating a merge document to use when downloading negotiation survey entries to prepare for pre-negotiations.

I would like to thank President Dennis Ray and the Executive Committee for the opportunity to serve as the NASCOE Publicity Chair.

Respectfully Submitted,



Teresa Holmquist  
NASCOE Publicity Chair / Webmaster

## **Exhibit 9**

### **Legislative Committee:**

Dennis Ray – NASCOE President

Donny Green – National Co-Chair

Neil Burnette – National Co-Chair

Annette Hyman – NEA Leg Chair

Dane Schneidt – NWA Leg Chair

Robert Payne – SWA Leg Chair

Clint Bain – SEA Leg Chair

Kay Lumsden – MWA Leg Chair

### **NASCOE Legislative Committee Post-Convention Report Manhattan, Kansas July 31 - August 3, 2019**

We would like to first say, THANK YOU to the Kansas delegation for hosting a fabulous convention in Manhattan! The NASCOE Legislative Committee meeting was called to order by Neil Burnette, CoChairperson. Roll was taken, and all area chairpersons were recognized.

The Committee outlined our legislative priorities for the new year: 1) Rolling out a grassroots advocacy and outreach initiative nationwide; 2) Implementing the 2018 Farm Bill; 3) FY20 appropriations; 4) Increasing PAC participation by 5 percent; and 5) Promote NASCOE legislative awards. It is our mission to keep the Legislative Team on task, engaged and accountable. Much of this is accomplished on our monthly Legislative Committee conference calls.

Each area chairperson gave a report of their efforts since the last convention. The top concern from every area was staffing needs; followed by concerns about, future government shutdowns, 2018 Farm Bill implementation, 2020 appropriations, and communication with membership.

The group was briefed by the Legislative Consultant, Hunter Moorhead, who addressed legislative activities on the Hill, status of proposed appropriations legislation, concerns with available budget and the staffing model, as well as measures affecting employee benefits. Hunter took questions from those in attendance regarding benefits and furlough legislation, the new hiring process and staffing numbers. These questions and answers are included in the Legislative Committee Break-out Session Minutes.

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The PAC promotion has continued to show significant results with 841 confirmed participants for a total of \$3,911 per pay period as of pay period 13 (\$101,686 per year/ \$203,372 per election cycle). Participants are now contributing an average of \$4.65 per pay period. Since last year's convention in Sioux Falls, we have had 175 participants either enroll or increase their contributions! The PAC showed a 3% increase in participants despite a significant number of members who retired or left for various other reasons; 99 this year! The NASCOE Legislative Team has enjoyed a great year as we have made NASCOE's PAC thrive!

Here is a breakdown of the contributors/amount/participation percentage per pay period

by area:

NWA	82	/\$346	/10%
SWA	208	/\$1,015	/21%
MWA	190	/\$896	/11%
NEA	53	/\$235	/19%
SEA	283	/\$1,273	/20%

During the Legislative break-out, there was significant discussion about changing the PAC promotion from the Ozark Trail 20 oz tumbler to a new item that will create renewed interest. The goal is to have something that can be used regularly and seen by coworkers to generate conversation about the PAC. Several ideas were suggested, and the Legislative committee will research feasibility of these ideas and make a recommendation to the Executive Committee at the Organizational meeting in Savannah. As much as we enjoy sharing these great results, the Legislative Committee clearly understands that we have plenty of work to do to make NASCOE's PAC even stronger, as we realize that a large percentage are still not participating in PAC. Annette Hyman has done an outstanding job managing and coordinating the PAC and she has submitted an excellent detailed PAC Report that we encourage everyone to read.

Hunter reported the Senate just passed a 2-year budget bill to prevent a government shutdown. At this time, we do not know what the final FSA budget will be but another increase in S&E is expected. The last shutdown was the longest in history and there has been legislation introduced to severely limit legislators' activities in WDC in the event of another shutdown. What happened last year did not go un-noticed.

There was a discussion on FSA staffing numbers compared to the salary and expense budget for the previous 5 years. The administration continues to claim that the budget numbers have been flat which results in less employees as cost of living and expenses increase. Hunter explained that according to all five of the previous appropriations bills there has been an increase in S&E funding. It was noted that there have been well over 800 hires this year. Part of the problem is the hiring process itself. We will keep trying to work with the administration and Congress to get our on-board staffing numbers to a level that is reflective of the unrestricted OPO report.

We expect to have a busy and exciting year with hosting the Leadership Development Training in Dallas, Texas, new Farm Bill program rollouts, 2020 appropriations, and

building relationships with stakeholder organizations, the administration and new congressional leaders. The Legislative Team is up for the task and will be working hard for NASCOE's membership.

In closing, the chairpersons praised the work of the Legislative Committee area chairpersons for their levels of engagement throughout the year. The co-chairpersons presented each area legislative committee chairperson with a certification of appreciation for their service to the Legislative Committee. Donny Green will be moving into his new role as SEA Alternate Executive. The progress and results obtained while Donny served as Co-Chair speak for themselves and he certainly has every reason to be proud of where he had led this team. The Legislative Committee Co-Chairpersons want to thank President Dennis Ray for trusting in our ability to lead this awesome team. We also want to express our appreciation to the other national officers and members of the Executive Committee for their support in our endeavors to serve membership.

Respectfully filed as submitted,  
Donny Green & Neil Burnette  
Legislative Committee Co-Chairpersons



## Exhibit 10

### NAFEC Committee Exit Report National Convention Manhattan, KS August 3, 2019

The 60<sup>th</sup> Annual NASCOE Convention in Manhattan Kansas was a very different convention for me! This was not my first convention, but it was my first convention as a national chair. As the NASCOE NAFEC Chair, I serve the NASCOE President with the mission of taking a little NASCOE to NAFEC, and then bringing a little NAFEC back to NASCOE. Since the two annual meetings ran simultaneously, I spent very little time in NASCOE meetings and a whole LOT of time in NAFEC ones. I got a very different perspective this year - one that I will never forget.

Thursday morning started with NAFEC calling to order its 2019 Annual Meeting. There were 14 people in the morning meeting including me and two Area NASCOE Chairs, Pam Rhoades and Dan Shockey. NAFEC got straight to work discussing COF staffing, performance plan creation and evaluation issues, COC approval authorities, COC training, COF hiring and COC appeal processes. We were scheduled to adjourn and join NASCOE later in the morning, but the business at hand was critical, complicated and pressing. NAFEC forgo the morning speeches by FSA Management from WDC to continue the business of NAFEC. By Thursday afternoon, NAFEC was ready to take the morning discussions and turn them into requests for action from FSA Management.

We boarded vans and caravanned over to the IGP Institute on the Kansas State campus for a Q&A session between NAFEC leadership and FSA Management. In total, 25 people were in the room for those discussions. It turns out, Marla needed to have 3 vehicles go, as Administrator Fordyce had a short window and would need to return prior to facility tours, so she asked me to drive a van . . . with your NAFEC leadership inside . . . through town . . . with traffic lights and everything! Levi Garlick was less than impressed. Ronnie Davis is pretty sure they'll have TWO photos of me at the court hearing. But we made it.

Richard Fordyce and Steve Peterson from Washington D.C. and David Schemm, the SED of Kansas, discussed concerns with NAFEC that included training for not only COC, but also for SEDs, STCs, DDs, and COF staff, hiring issues, COC authority within the performance process, and appeal processes. Your COCs were very well represented! NAFEC leadership was professional, articulate, informed and passionate. NAFEC left with an assignment from Washington D.C. leadership on the request for county committee training for all FSA employees, and the FSA management team left informed about some instances of county committees being left out of important duties in the field. What an awesome opportunity to watch NAFEC work with FSA leadership on behalf of our county committees! We then toured the IGP and Kansas Wheat facilities. WOW! Yes, we were late for supper, but what an amazing tour - Kansas is sure proud of agriculture and there is a ton going on in wheat!

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The NAFEC Legislative Consultant, David Senter, gave his report Friday morning on all things agriculture and NASCOE leaders Dennis Ray and Brandon Wilson came over for some NASCOE/NAFEC discussions on workload, staffing, and shared management. NAFEC audited their financial records - Bob Braden is doing a fine job keeping track of NAFEC dollars - elected new officers, and some brand new Area Directors came on board. Robert Martin will be the new SWA director and Ronnie Davis will be your NAFEC go-to for the SEA. NAFEC resolved to continue their mission of protecting COC authorities, of promoting agriculture and of furthering the mission of FSA through program administration integrity.

Friday afternoon found us in the NASCOE NAFEC break-out session discussing the importance of a good NAFEC membership list for chairs to have access to, NAFEC input and participation on task forces, COC training, the new "Did You Know" campaign that the NASCOE NAFEC committee started this year and some details of the GCI program. Don't forget, the COC is the first line appeal for NRCS producers as well! Twenty-five people attended the NASCOE NAFEC break-out session and 45 minutes flew by! I had an agenda of 7 items . . . we got through 2 of them. But, the discussion was great!

One of the highlights for NAFEC leadership was an introduction made by Kevin Dale. Kevin brought over Jimmy Emmons from Oklahoma. Mr. Emmons has been appointed by Under-Secretary Northey as the Regional FPAC Coordinator for Oklahoma, New Mexico, Texas, Kansas and Colorado. Mr. Emmons is tasked with bringing local concerns and solutions from the field directly to the Under-Secretary's office. He is serious about his task. NAFEC asked some hard questions and is excited about the potential in this new avenue to Washington D.C. There will be 8 Regional FPAC Coordinators when it is all said and done. Currently, five have been appointed and placed in the areas surrounding Maine, Iowa, Alabama and Washington state. Don't be surprised if one stops by your office!

Twenty-eight folks renewed their NAFEC membership or joined as a new member at the NASCOE Convention this year. One of those new members, Byron Smith from Kansas, won the drawing for a Moore Maker letter opener with "NAFEC" lasered into the white bone handle. Congratulations, Byron, and welcome to NAFEC!

NAFEC is serious about increasing membership. The NASCOE NAFEC committee is tasked with assisting in that - we have access to you, our NASCOE membership, and you have access to the county committees across this nation. NAFEC asks that we - you - discuss the importance of the COC system with your committee, make sure they understand the depth of the process they are involved in, and encourage them to reach out to any NAFEC officer or director to learn why NAFEC membership is important. Our county committee system is what makes FSA strong, unique and efficient. NAFEC wants to protect that heritage.

**Respectfully Submitted,**  
**Carla Spencer**  
**NASCOE NAFEC Chair**

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## Exhibit 11

### NEA Executive Exit Report 2019 NASCOE National Convention Manhattan, Kansas July 31-August 3, 2019

Well, that year sure flew by! A wide range of NASCOE experiences, great colleagues to work with, and a sense of satisfaction made for an awesome year. I appreciate the patience of the NASCOE leadership in mentoring me, and special thanks to Jessi and Marcinda for watching out for me. My greatest challenge for the coming year will be filling the shoes/high heels of the experienced executives moving off the committee, a daunting task. I think the high heels will fit best!

I went into the convention concerned that too much time had been devoted to area breakout sessions, based on past experiences within the NEA. I was pleasantly surprised; not only did we spend all the time productively listening to reports, discussing hot topics, and entertaining special guests, we could have used more time! 15 members joined the sessions, a mixture of delegates, regular & associate members, plus a candidate vying for the NASCOE secretary's position. Our area chairs presented detailed reports generated from committee breakouts, filling members in on the year's activities and plans for 2020.

Discussion surrounding the proposed amendment to the by-laws was minimal; all members present were supportive of the proposal, hands down, putting the onus on each state to abide with IRS requirements. Membership felt NASCOE needed to have leverage to encourage compliance.

There was an extended dialog on the topic of mail delivery, or lack of, and the consequences of missing dues checks. Several solutions were suggested, and a sense of urgency to correct the problem was pressed upon leadership.

Goals for the next year are consistent with historical goals; increasing membership, development of the next generation of leaders, promoting the NASCOE PAC, improving communications, and getting more people engaged. I would like to see more involvement of state committee chairs by taking charge of their areas of responsibility and lessening the burden on state presidents. I've encouraged that at the area level and feel our NEA chairs flourished.

I would be remiss if I didn't give a huge shout out to the Kansas folks who did an outstanding job hosting this year's convention. Personally, from the early Monday personal pickup at the airport, to the late drop off on Sunday, I felt they were watching out for me and everyone else to ensure we had a great time. We sure did!

Closing, I respectfully request that my report be filed as submitted.

Respectfully,

Lawrence A. Parker, NASCOE North East Area Executive

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## Exhibit 12

### **MWA Exec Out Bound Report NASCOE National Convention Manhattan Kansas July 31- Aug 3, 2019**

That is another NASCOE National Convention in the books, 60 of them to be exact. That is a great milestone for a great organization. The MWA would like to express sincere gratitude to the Kansas association for hosting such a great event.

As a wrap up for the year, the two most common issues coming out of the Midwest Area states are staffing and hiring. Staffing has become so critical in most states that part time offices are being utilized to fill the gaps, but at a cost to our producers. Of greatest concern is ensuring that the local committees are consulted during the pre-decisional phase of the process.

Also, of great concern has been the process of hiring. There were states that chose to pre-screen applications prior to submitting the certificates to the CED. One CED reported that they only received applications of people who had college degrees. Fortunately, NASCOE was able to work with management and help ensure that the role of the CED, as entrusted by the COC, will remain intact. This is an issue that NASCOE must remain aware of to ensure local control remains in the future. It is also important that local managers adhere to policy to ensure this authority remains local.

The MWA has traditionally had robust membership numbers, however the overall poll of employees is at about 70% of what it was just a little over 10 years ago. This makes ensuring that all new employees are educated on the role of NASCOE and are given the opportunity to become a member even more important.

Moving forward, Mary Roberts was re-elected as MWA Alt-Executive and Jackson Jones was re-elected as MWA Executive. In the coming months and year, Mary will be charged with leaning the position of Executive through delegation and inclusion on decisions and discussions to ensure the MWA tradition of excellence continues. Mary will be attending the NASCOE organizational meeting in Savannah Georgia due to a scheduling conflict of the Exec. This will be a great learning experience for Mary as an alt.

Respectfully submitted

Jackson Jones

MWA Exec

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## Exhibit 13

### **NWA Executive Exit Report 2019 National Convention Manhattan, KS July 31 – August 3, 2019**

Kansas deserves a huge thank you for hosting our convention this year! As always, it was a great time and they deserve a round of applause for all their hard work!

With the new convention schedule, the NWA met on Thursday, August 2 and twice on Friday, August 3 for our area breakout meeting with 39 members in attendance. Area chairs gave their presentations and we were pleased to hear that membership in the area was up to 79%. South Dakota, Washington/Alaska, and Wyoming saw increases in membership while Idaho (-5%), Montana (-11%), Nebraska (-5%) and Oregon have seen decreases in membership. Oregon's membership has fallen below the 50% threshold required to remain a state affiliate. NWA dues have all been paid and I want to thank the state presidents and treasurers for their diligence. I have worked with several states this year to set up an ACH transfer for dues and anyone interested can reach out to their area exec and National Treasurer Curt Houk for assistance.

The 2020 NWA Rally was also a topic of discussion and we learned that we will be partnering with the SWA to put on an incredible All-West Rally on May 14-16 in Deadwood, SD. We will be staying at the new Lodge at Deadwood Gaming Resort and our keynote speaker will be VJ Smith, author of *The Richest Man in Town*. If you have never been to Deadwood, it is a NEAT place with lots of fun things to do! With a combined area rally I expect a large turnout!

Elections were held and I am pleased to be able to pass the torch to our new NWA Exec Joel Foster from SD. Dane Schneidt from MT was elected as Alternate Exec. Stay tuned for updates on area chairs and judges as Joel assembles his team.

We currently have \$909.00 in the area fund with the group voting to continue this account. Each state pays \$1 per member, per year and invoices will be emailed in the new fiscal year.

The NWA Directory needs to be updated by each state and returned to Joel Foster by September 1, 2019. States are encouraged to appoint their committee chairs and elect officers as soon as possible so that we can meet this deadline for the national association.

Finally, it has been an amazing two years. Thank you to the NWA for trusting me to serve as your exec. I have thoroughly enjoyed every single state meeting, rally, and convention and I will miss having that interaction with our members. On the bright side, you will see me around and I'm always here if you need anything. I said at convention that Joel has high heels to fill but I am confident that he's up to the task!

With that, I request that my report be filed as submitted.  
Respectfully Submitted,



Jessi Colgrove, NASCOE Northwest Area Executive

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## Exhibit 14

### SWA Executive Exit Report 2019 NASCOE Nat'l Conv. Manhattan, KS 8-9-19

This one time at NASCOE, was the general theme for this year's Nat'l Convention which stimulated the reflections of personal experiences and opportunities. For myself I've been involved with association work for the better part of a decade which allows for plenty of experiences and opportunities to learn and grow. This year's event was similar in nature but different in a way that is hard to explain. What I mean by that is we have found ourselves inundated with work from new programs and farm bill implementation and all the work that goes around that process. Of course, it is exhausting at times, but I believe these types of situations are a matter of perspective that drives our attitude and ultimately our direction (where focus goes, energy flows). So, I've chosen to preview our current state of affairs as such that we are of such value to the US Gov't and to our producers that we are being trusted to implement and assist in one of the more trying agricultural economics times. Now this doesn't make the process any easier, but it does bring light to the value of work we do and how effective we are as an agency/association. Along with our challenges come opportunity and NASCOE has been hard at work to facilitate moving forward on big items such as the following:

- NASCOE has representation on over 7 different task forces working with the NO.
- Negotiations have rendered steps forward in the following items
  - PT Leadership Program
  - Pathways to CED
  - Workload to County Level
  - Staffing model to the DD level to be shared with CED.
  - Performance Plans
- Streamlining the hiring process
- S&E dollars added to budget proposals

During the SWA breakout sessions during the Nat'l Convention there were 141.5 in attendance with lots of first timers learning about our association and its engagement within FSA. We discussed the following items:

- NASCOE Leadership Program – Great opportunity for state association to facilitate succession planning.
  - Membership – percentage in the area has grown 9% over the past two years but still have plenty of opportunities.
    - Membership video will be available for states to use to help with membership drives within their states.
  - Legislative updates from NASCOE consultant Hunter Moorehead.
  - 2020 the SWA will join the NWA for an All West Rally in Deadwood, SD. Look for more information on that event and plan on attending.
  - New Break-out session at the Nat'l Convention received great reviews and state leaders appreciated the opportunity to collaborate.
-

- Committee Reports from the following chairs, and huge THANK YOU for their dedication and service to NASCOE/FSA:
  - ASE – Julie Goetzman
  - Benefits – Angie Bierman
  - Legislative – Robert Payne
  - Membership – Nancy Ensminger
  - Negotiations – Tracy Wilson
  - Programs – LaCresha Dale
  - Publicity – Brenda Toft
  - NAFEC – Marla Hammer
- SWA Election Results
  - SWA Executive – Marla Hammer
  - SWA Alt. Executive – Tracy Wilson

In closing, this one time at NASCOE I found myself on stage as Larry Parker, NEA executive playing family feud. Yeah, I know for those of you that were not in attendance it doesn't make sense but instead of telling you the whole story I encourage you to reach out to someone that did attend to get the "rest of the story" and ask about the whole event. It's hard to have a memory or an experience if you don't attend these events, so I encourage you as members to take some time and join the fellowship and networking opportunities that currently exist. Kansas did a great job hosting the convention and our hats off to the KASCOE team for their efforts and hospitality.

Lastly, I want to thank everyone for the opportunity to serve as the SWA executive. As I reflect over the year and try to encapsulate in one word, I would choose "honored". I'm honored to serve a great organization that not just represents its members but is always considering the mission of our agency. Secondly, I'm honored to work for a great agency that helps sustain agriculture that feeds the world three times a day. Lastly, I'm honored to work with some of the best people in the world that foster an environment that values the human element of our jobs, which is better known as the NASCOE family.

Respectfully Submitted,  
Jay Goff  
SWA Executive

## **Exhibit 15**

### **Post Convention Report National Convention Manhattan Kansas July 31- August 3, 2019 Mike Mayfield, Southeast Area Executive**

The Kansas association hosted a great convention and a lot of good business discussions were held and many ideas have surfaced to shape our agenda for the remainder coming year.

The executive committee has plenty of information to take into the organizational meeting in Manhattan, KS. Some of those items are listed below:

- Making sure the agreement with the DAFO to put CO hiring back in the hands of the CED in county office is followed and adhered to.
- Assuring county offices are getting the tools and training to be successful in program implementation.
- Pushing to get the promised sharing of the OPO from the District Directors and the delivery to CED's the data analytics tool that has been promised to help enhance efficiency and reporting.
- There are approximately 87 open offices across the country with no employees. How does NASCOE respond and go forward with policy on zero employee offices.
- Monitoring the FSA footprint change that is underway with the establishment of part time offices in numerous states across the country. Assuring members the necessary steps are being followed before the decision to create part time offices is implemented.
- How is FPAC going to influence our business model going forward and where does NASCOE need to be engaged.
- It is becoming increasingly evident that the need to protect our salary and expenses for employees inside the salary expenses line item budget is becoming very important.
- NASCOE needs to find a way to get the workload model released to congress unrestricted to show how many employees FSA actually needs.

The Southeast Area meeting was well attended with 41 members present and all states represented except Louisiana. The area decided they definitely wanted to support all job applications being sent to the CED of the county office hiring program technicians. The area also supported additional newsletter correspondence and short news notes or blasts.

The area committee chairs gave reports to the group on activities within each committee area and discussions were held on each report. Committee chairs were charged with taking the recommendations back to afternoon committee breakout sessions. An extensive discussion was held with Hunter Moorhead over staffing and budget.

Denise Otto, GA President presented information on the 2020 National Convention to be held in Savannah, GA. The convention attendees were given an opportunity to vote on a theme and Boots on the Beach was selected.

The area held the election of the leadership for the Southeast. Beth Farmer was elected to be the Area Executive and Donny Green, was elected to be the Alternate Area Executive.

I must say once again what a pleasure it has been to serve as the Southeast Area Executive and to serve the NASCOE membership. I cherish very deeply everyone of the executive committee and national chairs friendship. I wish the new executive board and national chairs the very best of luck with the challenges that lie ahead of them.

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**2019 NASCOE Convention  
Manhattan, KS  
Hilton Garden Inn  
SATURDAY, August 3, 2019**

**Executive Committee Meeting**

**In attendance:**

President Dennis Ray  
Vice President Brandon Wilson  
Secretary, Marcinda Kester  
Treasurer, Curt Houk  
SEA Executive, Mike Mayfield  
SEA Alternate Executive, Beth Farmer  
NWA Executive, Jessi Colgrove  
NWA Alternate Executive, Joel Foster  
NWA Alternate Executive Elect, Dane Schneidt  
NEA Alternate Executive, Annette Hyman  
NEA Executive, Larry Parker  
SWA Executive, Jay Goff  
SWA Alternate Executive, Marla Hammer  
SWA Alternate Executive Elect, Tracy Wilson  
MWA Executive, Jackson Jones  
MWA Alternate Executive, Mary Roberts  
Awards and Scholarships Chairperson, Julie Goetzman  
Publicity Chairperson, Teresa Holmquist  
NAFEC Chairperson Carla Spencer  
Legislative Co-Chairperson, Donny Green  
Legislative Co-Chairperson, Neil Burnette

1. **Call to Order:** by President Dennis Ray 12:00 pm
2. **Prayer-**Vice President Brandon Wilson
3. **Comments by-** Newly-Elected President Brandon Wilson

Brandon stated that he would like to have an administrative call prior to September Communication externally and internally with membership was discussed.

4. **Administrative Information** – Secretary -Marcinda Kester

Contact information sheets have been passed around for everyone to complete and return to Secretary Elect, Rick Csutoras. Exit reports are to be submitted by next Friday to the Secretary so that they can be emailed out to the Board of Directors.

5. **Claim Information** –Treasurer Curt Houk- The claim forms are on the website and he reminded everyone of the per diem rules, mileage,etc. The NASCOE Travel
-

Policy outlines the rules for everyone who travels for NASCOE. Curt stated the would like the list of state Treasurers sent to him no later than next Friday so that he can start working on state stipens.

6. **Motion of Appreciation of Outgoing Officers and Execs, and Committee Chairs— Appreciation:** Vice President Brandon Wilson.

***MWA Executive Jackson Jones seconded the motion, all in favor, motion carried.***

7. **Standing Committees of NASCOE**

Awards/Scholarship	Julie Goetzman
Benefits/Emblems	Christine Lary
Legislative	Neil Burnette and Clint Bain
Membership	Glenn Thomas
NAFEC	Donny Green
Program	Chris Hare
Publicity/Webmaster	Theresa Holmquist
Parliamentarian	Marcinda Kester

10. **Organizational Meeting – Savannah, Ga**

If there are any requests for Early Arrivals or Late Departures, they must be approved prior to the meeting.

11. **Miscellaneous Actions/Assignments from Convention**

A. Feedback from convention attendees

- i. One areas stated that they would like the convention one day shorter.
  - ii. Break out sessions were great
  - iii. Parliamentarian procedure break out session was requested for next convention.
-



software. Reimburse all officers and executive committee persons up to \$50 per month for their wireless data plans.

- B. Reimburse newly-appointed national chairpersons of NASCOE's standing committees up to \$500 for the purchase of computer hardware and software. Reimburse the legislative committee chair, and NASCOE webmaster up to \$50 per month for their wireless internet plans
- C. To be eligible for reimbursement, all computer equipment must be purchased within 3 months of taking office or being initially appointed.
- D. Officers and Executive Committee persons may be reimbursed for additional telephone charges beyond their standard wireless plan needed to conduct NASCOE business.

17. **Miscellaneous-**

- A. Approve Newly Elected President and Vice President travel to WDC to as needed to meet with management.

Mike Mayfield made the motion to approve travel as needed. Curt Houk seconded the motion. Discussion Jay Goff asked about the budget. A vote was taken and the motion passed.

- B. Mail Issues

Mike Mayfield made the motion that Curt obtain a P O Box, track outgoing mail and states can choose to track their envelopes but they are to note the tracking number on the transmittal that they send to Curt. Brandon Wilson seconded the motion. Jay Goff asked that the motion be amended to include that by the organizational meeting we have at three software options for due to be paid as opposed to mailing them. Mike accepted the amended motion

A committee composed of the following was formed to find three software options:

Julie Goetzman  
Mike Mayfield  
Glenn Thomas  
Curt Houk

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19. Curt asked that emails that are sent out not be forwarded. He asked that the Execs reword them.
20. **Adjourn: A motion was moved by Joel Foster and seconded by Mike Mayfield to adjourn the meeting at 1:45 pm. All in favor, motion carried.**

**LABOR-MANAGEMENT RELATIONS AGREEMENT**

**between,  
U.S. Department of Agriculture  
(USDA)  
The Farm Service Agency  
(FSA)**

**and**

**The National Association of FSA County Office Employees  
(NASCOE)**

**SECTION 1 GENERAL PROVISIONS**

**1. PURPOSE:**

The purpose of this agreement is to (1) identify the parties to the agreement and define their respective roles and responsibilities under the agreement; (2) state the policies, procedures, and methods that will govern working relationships between the parties, and (3) indicate the subject matter of proper mutual concern.

The object of the parties in their cooperative endeavors under the agreement is to provide means for and to facilitate:

- A. Employee participation in the formulation of policies and procedures governing the terms of their employment and the conditions under which they work;
- B. The fair and prompt settlement of grievances, disputes, and impasses;
- C. Systematic labor-management relations in the attainment of FSA program objectives; and
- D. More effective and active support of the farmer-elected committee system for the betterment of agriculture.

**2. AUTHORITY**

Exclusive recognition of NASCOE was granted by the Secretary on June 12, 1962, under the authority of Section 8 (b) of the Soil Conservation and Domestic Allotment Act, as amended. This was done to accord FSA county employees rights similar to those provided regular Federal employees by Executive Order

10988, approved by the President January 7, 1962, and is continued under the Executive Order 11491 approved by The President October 29, 1983.

**3. PARTIES TO THE AGREEMENT**

The parties to this agreement are the U.S. Department of Agriculture, herein referred to as the Department or USDA, and the Farm Service Agency, herein referred to as the Service or FSA, on the one hand, and the National Association of FSA County Office Employees, herein referred to as NASCOE, on the other hand. Primary responsibility for cooperative relations with NASCOE under this agreement rests with FSA management; matters may be taken up with the Department that are of Departmentwide concern, or that are otherwise beyond the discretion of FSA management.

**4. COVERAGE**

This agreement is applicable to all FSA county employees. Under this agreement NASCOE has exclusive rights to represent all county employees in consultations and negotiations with management of FSA and USDA. As a condition of this exclusive right, NASCOE accepts responsibility for and agrees to represent in good faith the interests of all county employees without discrimination and without regard to membership in NASCOE.

**5. RECOGNITION AT THE STATE LEVEL**

To obtain recognition at the State level, a NASCOE affiliate must have membership of at least 51 percent of the County employees serving under regular appointment in the State or States covered by the affiliate. Where NASCOE affiliate has such membership, recognition may be requested by written application to the Chairman of the State Committee from the recognized officers of the of the NASCOE affiliate. The request shall contain a statement as to the number of county employees holding regular appointment within the States who are NASCOE members. Where a finding is made that sufficient membership is present, the Chairman of the State Committee shall notify the appropriate NASCOE affiliate official in writing that recognition is granted. NASCOE may not modify the geographic boundary of its affiliates without prior agreement at the National level between NASCOE and FSA. Written agreements supplementary to and consistent with this agreement may be entered into at the State level as may be deemed necessary or desirable.

**6. LEGAL AND REGULATORY REQUIREMENTS**

In the event that any law, executive order, regulation or policy binding on FSA is hereafter enacted or issued and is inconsistent with any of the provisions of this agreement, such enactment or issuance shall prevail. NASCOE and FSA shall issue a joint statement interpreting the effect of such a change.

**7. MANAGEMENT RIGHTS**

FSA management officials retain the right in accordance with applicable laws and regulations to:

- A. Direct and supervise employees;
- B. Hire, promote, transfer, remove, assign, suspend, demote, discharge, or take disciplinary action against employees;
- C. Relieve employees from duties because of lack of work or for other legitimate reasons;
- D. Maintain the methods, means, and personnel by which operations are to be conducted;
- E. Take whatever actions may be necessary to carry out the mission of the Agency in situations of emergency.

**8. EMPLOYEE MEMBERSHIP RIGHTS**

Employees have the right to organize or join or refrain from joining any employee organization. In the exercise of this right, employees shall be free from any and all interference, coercion, restraint, or discrimination.

**9. MAINTAINING CONTINUOUS OPERATIONS**

Employees covered by this agreement do not have any rights individually or collectively to strike, cease work, or otherwise interfere by concerted action, in any way at any time with the expeditious accomplishment of assigned work.



## SECTION 2 CONSULTATIONS AND NEGOTIATIONS

### 10. JOINT RESPONSIBILITIES

The parties to the Agreement pledge themselves to conduct all consultations and negotiations objectively and in good faith for the purpose of fair and equitable solutions. They will make every effort to reach agreement on all matters within a reasonable period of time.

### 11. NEGOTIABLE MATTERS

The parties' shall consult and negotiate from time to time in the formulation and implementation of personnel policies affecting county employees. In general, these include policies, practices, and matters affecting working conditions and terms and security of employment which are within the administrative jurisdiction of the FSA National office or that of a State Office. Whenever administratively practicable, FSA will consult with NASCOE before implementing any major change affecting terms of employment or working conditions. As a rule, FSA will not seek the views of NASCOE on individual applications of basic policy. NASCOE may consult and negotiate with FSA management officials if it believes a policy is not being uniformly and impartially applied and implemented. Individual actions taken by county committee or a *county* executive director within their delegation of authority and in accordance with procedure shall not be reviewed by or negotiated upon at the State or National level.

### 12. NASCOE REVIEW OF INDIVIDUAL ACTIONS

NASCOE or State affiliate officials may as observers, sit in on employee hearings which are held as a result of removal or disciplinary action. This right is extended so as to facilitate arriving at recommendations for changes in policy or method. FSA and NASCOE agree with the interpretation that this right will be exercised only if the employee agrees.

### 13. NEGOTIATION AND CONSULTATION PROCEDURE

Negotiations relating to a matter within the administrative authority of a State Office must be initiated at the State level. Where the agreement cannot be reached, either the NASCOE affiliate or the State Office may terminate negotiations by notifying the other in writing. National representatives of NASCOE may obtain reconsideration of the matter at the National level by notifying the designated FSA National official. As a general rule, negotiations and consultations shall be by letter. If, after attempting to reach agreement by

correspondence it becomes apparent that face to face discussion is needed, management or NASCOE may request a meeting. If agreement on issues cannot be reached between NASCOE and FSA, NASCOE may present its case to USDA.

#### 14. REPRESENTATIVES

For the purpose of handling consultations and negotiations between the parties, each shall select representatives in the following manner:

- A. USDA Level. The Department representatives shall be those designated by the Department. NASCOE representatives shall be those designated by the NASCOE Officers.
- B. FSA Level. NASCOE and FSA shall each select a maximum of ten members to compose the negotiation committee at FSA level. Each shall designate the individual through whom requests will be initiated. In addition, NASCOE and FSA may not at any one time have more than two consultants attend any meeting except that NASCOE may have one program assistant from each NASCOE area attend.
- C. State Level. The NASCOE affiliate and the State Committee shall each select maximum of four members to compose the negotiation committee at the State level. Each shall designate the individual through whom requests will be initiated. In addition, NASCOE and FSA each may not have more than two consultants to attend any meeting. Where NASCOE has jurisdiction covering more than one State, the affiliate may use one committee or separate committees to negotiate with the separate State groups.

### SECTION 3 OFFICIAL TIME AND USE OF FACILITIES.

#### 15. OFFICIAL TIME

Representatives of NASCOE shall not be on official time when attending internal NASCOE meetings to negotiate an agreement with FSA management. Meetings between FSA and NASCOE requested by management officials will be conducted on official duty. Other meetings approved by management shall be on official time or the employee's time as determined by the appropriate management official. The internal business of employee organizations such as the solicitation of membership, collection of dues, election of officers, and other meetings shall be conducted during non-duty hours of the employees involved.

Excused absence to attend NASCOE's officially recognized state, area, and national conventions or conferences will be granted by FSA to any county office employee when there is a separation on the convention or conference agenda and a dedicated and continuous block of time is devoted to presentations by FSA State or National management officials and/or approved employee benefit trainers. The maximum total excused absence per convention or conference is 8 hours with a limit of 6 hours for FSA management and a limit of 2 hours for benefit training. This benefit training (pre-approved by DAFO) should contemplate benefit training and not product sales by an outside entity.

**16 TRAVEL AND PER DIEM**

Normally FSA will not authorize travel or per diem for meetings with NASCOE or State affiliate officials. FSA may authorize official travel and per diem if the meeting is called by management, and the subject of the meeting is primarily in the interest of FSA when engaged in (but not limited to) activities such as: preventing accidents, improving communications, insuring equal opportunities, and maintaining employee productivity and morale. Authorization for official travel within the State must be approved by the State Committee or the State Executive Director. Authorization for travel to meetings outside the State requires approval of the Deputy Administrator for Field Operations. All approved memorandums will state that the travel is for the primary benefit of FSA and explain the basis for such a finding.

**17. USE OF OFFICIAL SPACE**

NASCOE may be granted permission to use official space for meetings on non-duty hours of the employees involved. Management will permit the use of such space when available and in instances where such use will not conflict with the performance of official functions. Official space when available at no added cost may also be used for NASCOE files. NASCOE is responsible for exercising reasonable care in the use of such facilities.

**18. EFFECTIVE DATE AND AMENDMENT**

This agreement is effective upon written approval by USDA, FSA, and NASCOE. The provisions of this agreement may be opened for amendment at any time by USDA, FSA, or NASCOE. Such modification shall become effective only after written approval by USDA, FSA, and NASCOE.

**19. PROVISION FOR TERMINATION**

This agreement will terminate, subject to renegotiation on August 31, of each year. Recognition at the State level may be terminated after a finding that the NASCOE affiliate has less than 51% membership within the State(s).

Amendment and Extension of

**LABOR-MANAGEMENT RELATIONS AGREEMENT**

Between

U.S. Department of Agriculture  
(USDA)

Farm Service Agency  
(FSA)

and

The National Association of FSA County Office Employees  
(NASCOE)

This extends the current agreement between the U.S. Department of Agriculture (USDA), the Farm Service Agency (FSA), and The National Association of FSA County Office Employees (NASCOE).

**19 PROVISION FOR TERMINATION**

This agreement will terminate, subject to renegotiation, on August 31 of each year. Recognition at the State level may be terminated after a finding that the NASCOE Affiliate has less than 51 percent membership within the State(s).

APPROVALS

For The National Association of FSA County Office Employees:

  
\_\_\_\_\_  
President, NASCOE

8-1-19  
Date

Amendment and Extension of  
LABOR-MANAGEMENT RELATIONS AGREEMENT  
Between  
U.S. Department of Agriculture (USDA),  
Farm Service Agency (FSA),  
And  
The National Association of FSA County Office Employees  
(NASCOE)

APPROVALS

For the Farm Service Agency and USDA:

  
\_\_\_\_\_  
Administrator, FSA

8/1/2019  
Date

  
Deputy Administrator of Field Operations

  
Date

\_\_\_\_\_  
Director,  
Office of Human Resources Management, USDA

\_\_\_\_\_  
Date

# NASCOE Executive Committee Meeting

2019-2020 Organizational Meeting

Savannah, Georgia September 21 & 22, 2019

Present: 9/21 Brandon Wilson, President  
Marcinda Kester, Vice President  
Richard Csutoras, Secretary  
Dennis Ray, Past President  
Lawrence Parker, NEA Exec  
Mary Roberts, MWA Alt Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Neil Burnette, Legislative Co-Chair  
Clint Bain, Legislative Co-Chair  
Teresa Holmquist, Publicity Chair  
Chris Lary, Benefits/Emblem Chair  
Julie Goetzman, Scholarship/Award Chair  
Chris Hare, Programs Chair  
Glenn Thomas, Membership Chair  
Donny Green, NAFEC Chair  
David McBryde, SEA Area Leg Chair  
Nancy Ensminger, SWA Area Leg Chair  
Annette Hyman, NEA Area Leg Chair  
Jessi Colgrove, NWA Area Leg Chair

9/22 Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer (via phone)  
Richard Csutoras, Secretary  
Dennis Ray, Past President  
Lawrence Parker, NEA Exec  
Mary Roberts, MWA Alt Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Annette Hyman, NEA Alt Exec

- I. Roll Call – Secretary Csutoras
- II. Call to Order & Welcome – President Wilson
  - A. President Wilson made brief remarks thanking those in attendance. He offered an explanation regarding the timing of the Organizational Meeting and regretted that Curt Houk (Treasurer) and Jackson Jones (MWA Exec) were unable to attend.
- III. Invocation
- IV. Adoption of Agenda - **A MOTION was moved by Richard Csutoras and seconded by Marla Hammer to adopt the agenda as presented. Discussion. All in favor, motion carried.**
- V. Approval of Minutes - **A MOTION was moved by Dennis Ray and seconded by Lawrence Parker to approve the minutes of the 2019 NASCOE Convention along with conference call minutes of September 4 and September 5, 2019. Discussion. All in favor, motion carried.**
- VI. Reports
  - A. Officers
    - President Wilson gave a review of his written report, attached. He thanked Past President Ray for all the hard work which he is just beginning to appreciate. He acknowledged and appreciated the positivity in this group which will be a huge theme of his for this year. He also gave an update on his visits with WDC staff earlier this week. President Wilson requested his report be accepted as filed.
    - Vice-President Kester gave a review of her written report, attached. She expressed how excited she was to work with this great team. She asked that all Executives communicate

with her the dates of state meetings and rallies as soon after they are scheduled as possible. Vice-President Kester requested her report be accepted as filed.

- Secretary Csutoras gave a review of his written report, attached. He indicated the transition between him and the Past Secretary is moving smoothly. He is in the process of registering the association in PA. Secretary Csutoras requested his report be accepted as filed.
- Secretary Csutoras gave a verbal review of the Treasurer's report. Treasurer Houk is requesting a conference call task force be assembled to help with the ballooning costs of our conference call line. President Wilson will entertain the notion. Secretary Csutoras requested the Treasurer report be accepted as filed.
- Past President Ray gave a review of his written report, attached. He reiterated that his mission is to provide moral support. He also encouraged strong debate and noted that disagreement is normal and fine. However, he stressed that NASCOE leadership needs to have a united front in public with membership. Past President Ray requested his report be accepted as filed.

#### B. Executives

- NEA Executive Parker gave a review of his written report, attached. He shared how challenging it can be getting responses from states. He reiterated that communication within the organization remains a major challenge, often at the state level where leadership can have low turnover and excitement can be waning. NEA Executive Parker requested his report be accepted as filed.
- SEA Executive Farmer gave a review of her written report, attached. She indicated she is building the best team possible, which includes many new area chairs. She has set an expectation for her states to be leaders in the area and NASCOE. She noted morale of employees, particularly with MFP, is very low and that we need to share that NASCOE is an outlet for those employee's frustrations. SEA Executive Farmer requested her report be accepted as filed.
- NWA Executive Foster gave a review of his written report, attached. He noted that membership is a challenge in many of the states in the area, which has resulted in vacant positions in some states. He also believes communication could be improved. NWA Executive Foster requested his report be accepted as filed.
- SWA Executive Hammer gave a review of her written report, attached. She expressed concerns that FSA workload is still secretive with some DD's not sharing OPO & Staffing Model data with CO's. She shared concerns from her area regarding timeliness of dues and reimbursements to and from NASCOE. She also has concerns about the implementation of Shared Management. SWA Executive Hammer requested her report be accepted as filed.
- MWA Alternate Executive Roberts gave a review of her written report, attached, in consultation with Executive Jones who could not be present. She shared concerns about the slow timing of the hiring process and subsequent computer access. They are still working on filling area chairs due to retirements and promotions. The MWA Area Rally will be in Branson, MO with dates to be determined. MWA Alternate Executive Roberts requested her report be accepted as filed.

#### C. Committee Chairs

- Legislative Committee Co-Chair Burnette gave a review of the committee's written report, attached. He welcomed Clint Bain as a new Co-Chair. He also shared our Legislative Consultant was very busy this week with an Agriculture Hearing, Appropriations, etc. and so he couldn't make it to the Organizational Meeting. Committee Co-Chairs Burnette and Bain requested their report be accepted as filed.
- Programs Committee Chair Hare gave a review of his written report, attached. He shared the committee's goals this year are to act quickly on submissions and get VTC notes sent



out to membership. The committee is also working to streamline submissions within FSA. Already this year the committee has received 35 submissions so far. Committee Chair Hare requested his report be accepted as filed.

- Benefits and Emblems Committee Chair Lary gave a review of her written report, attached. She reviewed a benefit proposal from Sam's Club, attached. She noted that our benefits with Working Advantage could be advertised better. She shared that she has some lapel pins on hand, but she has received a suggestion for magnetic pins. Committee Chair Lary requested her report be accepted as filed.
- NAFEC Committee Chair Green gave a verbal report. He proposed the committee have new responsibilities and duties with an emphasis on COC education and training. The EC reviewed the proposal under New Business. Following the EC action, Committee Chair Green reviewed his written report, attached, and requested it be accepted as filed.
- Publicity Committee Chair Holmquist gave a review of her written report, attached. She noted that outreach needs to focus on what NASCOE is doing for membership today. She plans for more newsletters which will somewhat replace our news blasts and provide something that can be printed and set in the breakroom and be a tool for recruitment. She challenged the EC to consider if it is time for NASCOE to have a technology person. Committee Chair Holmquist requested her report be accepted as filed.
- Membership Committee Chair Thomas gave a review of his written report, attached. He noted that assembling a Membership Database is a high priority. The goal is to track membership status and home emails. His committee has set a deadline of 12/1 for completion of the first phase and he challenged the EC to help solve roadblocks. Committee Chair Thomas requested his report be accepted as filed.
- Scholarship and Awards Committee Chair Goetzman gave a review of her written report, attached. Her committee has been collecting feedback on scholarship and awards and revamping the publicity of these. She has a goal of increasing trainings with area chairs, preferably in a format that can be replayed or shared with state chairs. Committee Chair Goetzman requested her report be accepted as filed.

D. Acceptance of Reports - **A MOTION was moved by Richard Csutoras and seconded by Marcinda Kester to accept the reports as filed. Discussion. All in favor, motion carried.**

## VII. SPECIAL FSA COMMITTEES

### A. ACRSI

- President Wilson shared that the agency is currently looking at Geospatial acreage reporting, which will eventually supersede CARS. FSA could be collecting both Geospatial data and tabular data. This appears to be a high priority initiative for the Department.

### B. Shared Management

- President Wilson shared that DAFO has indicated the Shared Management Task Force agreed upon at Negotiations will be formed soon. He is looking for recommendations on who could serve on this. The ideal candidate would know NASCOE's positions, support the COC, and have shared management experience. Shared Management is not likely to go away, so this task force will be challenged to think of ways to make it better.

### C. Leasing

- President Wilson shared that FSA and FPAC were looking at the leasing experience. NASCOE is sharing our member's concerns on the leasing process with this group.

### D. FPAC Customer Service

- President Wilson recently attended a meeting of this task force which met earlier in the week. They are looking at how to enhance customer service for producers as they interact with all three FPAC agencies. They are looking at duplicate processes, etc.

- E. Managerial Cost Accounting
  - Past President Ray noted the last call for this group focused on changing some of the activity codes. Additionally, workload information should be getting made available to County Managers. The information that CEDs will see is the same data set as they use for OPO. DD's have access to the OPO. This workload data is supposed to be updated monthly. There should also be a STO liaison that you can report issues or data holes to. The EC should encourage members to share issues with NASCOE as well.
- F. Administrators task force
  - President Wilson discussed this task force made up mostly of AO's and DD's. The Administrator assembled the task force in part to expand the way we hire COTs. They are also looking at way to get experienced PTs through the program a little quicker as well as site specific hires for COTs under some scenarios.
- G. Performance Standards
  - President Wilson shared that as part of our Negotiation's agreement, NASCOE was asked to provide input to FSA for future PT and CED performance standards.
- H. WHIP, NAP, CRP
  - President Wilson shared that these task forces have NASCOE membership involved.

## VIII. SPECIAL NASCOE COMMITTEES

- A. Membership Workgroup
  - President Wilson announced NASCOE will be assembling the workgroup as recommended by the Membership Committee and approved by the EC under New Business.
- B. Convention Handbook Processes
  - Secretary Csutoras will be taking over this workgroup, which has fallen behind schedule. The workgroup will refocus, and President Wilson tasked the group with having a draft for review by the Pre-negotiation Meeting.
- C. Dues/Fiscal Modernization
  - Committee Chair Goetzman gave a presentation on behalf of this workgroup which the EC reviewed under New Business.
- D. Membership Database
  - President Wilson assembled a workgroup to begin assembling a Membership Database. This group came to GA early with a goal of linking releasable information from FSA with NASCOE's existing communication database to get a foundation to identify members and non-members. The Membership Committee will be working to fill in missing information by December 1.
- E. Conference Call Alternatives
  - President Wilson will be working with Treasurer Houk to assemble a group who can review conference call alternatives.
- F. Social Media and Communications Policy Workgroup
  - President Wilson will begin forming a Communication Working Group as proposed by the Publicity Committee and approved by the EC under New Business.

## IX. SPECIAL ORDERS

- A. President Wilson reviewed Executive Committee Policies as outlined in the NASCOE handbook.

- B. Secretary Csutoras reviewed the NASCOE Travel Policy
- C. President Wilson reviewed requirements for submission of reports heading in to and out of NASCOE meetings. Exit Reports should be professional and written to be seen by membership. The deadline for 2019 Organizational Meeting exit reports is September 30<sup>th</sup>.
- D. President Wilson discussed the use of personal and government telephone and computer use. With limited exceptions for Negotiations and the Programs Committee, all NASCOE business should be conducted on personal phones and computers using non-government email. This includes NASCOE Conference Calls. All NASCOE directories will have government phone numbers and email addresses removed to discourage their use.
- E. President Wilson encouraged all EC members and National Chairs to establish distribution lists. He reminded everyone present that it is a high priority for us to establish consistent communication.
- F. Vice-President Kester will serve as Parliamentarian. She briefly reviewed parliamentary procedure as it relates to EC business requirements.
- G. Secretary Csutoras reminded the EC that NASCOE is seeking bids for the 2022 Convention. The Convention Handbook update should help clarify the bid policy requirements.
- H. President Wilson reviewed 22-PM, Exhibit 22. This policy outlines the negotiation procedure for states to work with State Offices. All Execs are asked to encourage their State Presidents to review this policy.

#### X. UNFINISHED BUSINESS

- A. Establishment of monthly Executive Committee teleconferences – President Wilson revisited the need for routine business meetings and his belief that conference calls provides for better discussion on topics that the EC might vote on. The EC discussed including Alternate Executives on these calls and it was determined they would be allowed on the call but could only vote in the absence of the Area Executive. **A MOTION was moved by Marla Hammer and seconded by Beth Farmer to establish a conference call on the first Tuesday of the month at 6pm central. Discussion. All in favor, motion carried.**
- B. Updating by-laws with applicable changes – Secretary Csutoras requested any previous versions of the NASCOE Constitution and By-Laws. In addition to the required update with the amendment approved at the 2019 Convention, there is some concern that a copying error was made during a previous update. The Secretary will begin with a 2003 copy of the document and compare it to the relevant minutes from 2013 and 2016 amendments.

#### XI. NEW BUSINESS

- A. Committee Proposals
  - The Membership Committee recommended the Executive Committee establish a deadline for retroactive Consecutive membership awards for individual and county offices after 25 years. A recent change allows these members to receive a lapel pin or offices to receive a plaque with a replaceable plate. This was discussed at the convention area breakouts. **A MOTION was moved by Dennis Ray and seconded by Marla Hammer to set June 15, 2020 as the deadline for states and individuals to provide documentation for retroactive Consecutive Membership Awards for individuals and counties. Discussion. All in favor, motion carried.**
  - The Membership Committee recommended the Executive Committee grant a waiver to Brian Stuckey and Barry Laslie for Honorary Lifetime Membership. **A MOTION was moved by Dennis Ray and seconded by Marcinda Kester to approve the Honorary**

**Lifetime Waiver for Brian Stuckey and Barry Laslie. Discussion. All in Favor, motion carried.**

- The Membership Committee recommended the Executive Committee review existing EC policy which requires a membership workgroup be considered yearly at the Organizational Meeting, particularly as increasing membership is a stated goal of the association at this time. **A MOTION was moved by Marla Hammer and Seconded by Beth Farmer to activate the Membership Workgroup. Discussion. An AMENDMENT was moved by Dennis Ray and seconded by Beth Farmer to activate the Membership Workgroup and to approve the funding from NASCOE reserves. Discussion. All in favor, amendment carried. Discussion on amended motion. All in favor, motion carried.**
- The Membership Committee recommended the Executive Committee consider Jump Teams for states below or near 50% membership. President Wilson noted there was a need to discuss how to move forward with DAFO which would likely require refreshed plans. The Executive Committee took no action at this time.
- The NAFEC Committee Chair recommended the Executive Committee change the name of the NAFEC committee to recognize a different function and different mission. There is a need for NASCOE to focus on promoting COC awareness and training. The proposed name is County Office Advocacy Committee. This committee would be focusing on and promoting NAFEC still, but it would not be the primary function. A new mission statement was also recommended. **A MOTION was moved by Beth Farmer and seconded by Mary Roberts to rename the NAFEC Committee to the County Office Advocacy Committee and to establish the following mission statement: “To protect, enhance, and provide continual education for the farmer-elected committee and county office system for the betterment of NASCOE’s membership, county office FSA employees, and the agricultural communities we serve while working independently, but cooperatively, with the National Association of Farmer-Elected Committees (NAFEC)”.** Discussion. All in favor, motion carried.
- The Legislative Committee recommended the Executive Committee approve a change to the PAC promotion from the tumbler to a computer back-pack. This new promotion would require a contribution increase of \$5.00, unless you already contribute \$10 or more a pay period, then it would be \$3.00. They will also offer Mini-portfolio for contribution increase of \$3.00. **A MOTION was moved by Lawrence Parker and seconded by Joel Foster to accept the PAC promotion change. Discussion. All in favor, motion carried.**
- The Publicity Committee recommended an update to Executive Committee Policy regarding the NASCOE Newsletter and Area Bulletins. They propose that NASCOE will prepare four national bulletins, a change from one newsletter, which will be distributed electronically. They also propose a policy update that requires Area Executives to work with their Area Publicity Chair to distribute three area bulletins. Sample language was provided. **A MOTION was moved by Dennis Ray and seconded by Joel Foster to accept the proposed policy changes. Discussion. All in favor, motion carried.**
- The Publicity Committee recommended the Executive Committee approve an increase in the budget for MailChimp which has gone up from \$50 to \$60. Consultation with Treasurer Houk via conference call indicated the difference could be taken from the general fund. **A MOTION was moved by Beth Farmer and seconded by Mary Roberts to increase the bill for MailChimp by \$10. Discussion. All in favor, motion carried.**
- The Publicity Committee recommended the President appoint a communication working group to review standards for NASCOE communication. Suggested members include NEA Executive Parker, Publicity Committee Chair Holmquist, Secretary Csutoras, Scholarship and Awards Chair Goetzman, and the Area Publicity Committee Chairs. President Wilson appointed the working group as suggested.
- The Benefits and Emblems Committee recommended that the Executive Committee approve a benefits package proposed by Sam’s Club, attached. **A MOTION was moved by Marcinda Kester and seconded by Dennis Ray to accept the proposal. Discussion. All in favor, motion carried.**

- The Scholarship and Awards Committee recommended the Executive Committee change the deadline for sick leave awards to match that of the scholarships. **A MOTION was moved by Lawrence Parker and seconded by Marla Hammer to move the sick leave award deadline to January 15<sup>th</sup>. Discussion. All in favor, motion carried.**
- The Scholarship and Awards Committee is considering a recommendation to create scholarships awards at the Area Level for Continuing Education for Adult Children, Grandchildren and Associate scholarship. President Wilson directed the committee to consult with the Treasurer and submit a written proposal for the Executive Committee to consider.

B. DAFO Draft Re-Organization Plan

- President Wilson shared that DAFO has indicated they will be putting together a draft re-organization plan and will want association input. Some of the topics include how FSA could manage offices with low resources. DAFO has indicated she will be bringing the officers of all the associations to WDC on this topic. NASCOE continues to believe FSA needs to justify closings with workload.

C. Kansas Convention Reimbursement Request (9/22 @ 14:20)

- KASCOE made a request to the Executive Committee to keep 100% of the registration fees (\$10,295) and be given the \$5,000 donation from American Equities. Without the waiver of registration fees, KASCOE will lose money on the convention. With the waiver, they would make \$2,831.05 for the general fund. With the donation, they would make \$7,831.05 for their general fund. Curt Houk, Treasurer joined the conversation Via conference call. **A MOTION was moved by Dennis Ray and seconded by Beth Farmer to accept Kansas' request to waive registration fees to NASCOE and to receive the \$5,000 American Equity donation made to NASCOE. Discussion. An AMENDMENT was moved by Lawrence Parker and seconded by Curt Houk to waive registration fees only to a level that KASCOE breaks even and deny the request for the American Equity donation. Discussion. All in Favor, roll call vote called. Marla Hammer ABSTAINS. Joel Foster votes NO. Curt Houk votes NO. Beth Farmer votes NO. Mary Roberts votes NO. Lawrence Parker votes NO. Dennis Ray votes NO. Marcinda Kester votes NO. Richard Csutoras votes NO. Amendment fails. Discussion on original motion. All in favor, roll call vote called. Marla Hammer ABSTAINS. Joel Foster votes YES. Curt Houk votes YES. Beth Farmer votes YES. Mary Roberts votes YES. Lawrence Parker votes YES. Dennis Ray votes YES. Marcinda Kester votes YES. Richard Csutoras votes YES. Motion carried.**

D. Secretary of Agriculture to Convention Invitation

- President Wilson noted that Secretary of Agriculture Perdue is from Georgia, which is hosting the 2020 National Convention. The Secretary has recently indicated he would come after being asked by a NASCOE member at a public meeting. President Wilson will work with the Legislative Committee to issue a formal invitation.

E. WDC Associate Membership procedure

- President Wilson noted that there are FSA employees, particularly in WDC, who wish to become associate members of NASCOE. Currently they are required to find a state association to host them, but this isn't always easy for them. President Wilson charged the Membership Committee with developing outreach material to promote and assist associate membership for WDC employees.

F. New Member Video

- President Wilson gave a preview of the recent New Member Video commissioned by the Executive Committee. Prior to viewing the video, the attendees discussed what the goals of the video should accomplish. After viewing the video, the attendees discussed their impressions. While it was acknowledged that there is a lot of interest in the video, it was

the consensus of the Executive Committee that the video needs some additional editing prior to release to membership for recruiting. President Wilson will work with former National Membership Chair Brooks to communicate the requested changes and determine the next steps.

G. Programs Committee and Negotiations Process duplication

- President Wilson discussed potential duplication between the Programs Committee and Negotiations. As the Programs Committee has become more successful, the negotiations process and the role of the Negotiation Consultant have changed significantly. There was discussion on a potential benefit to considering a consolidation, however more research needs to be done. President Wilson directed Programs Committee Chair Hare to determine the feasibility of a merger and prepare a proposal if appropriate. Committee Chair Hare is to work with Secretary Csutoras and Past Secretary Kester to provide an update by the upcoming Leadership Development Workshops.

H. Proposed FPAC Negotiations

- President Wilson discussed with the Executive Committee how the FPAC Business Center has taken over many administrative functions from FSA. The Labor Management Agreement allows NASCOE to consult with the Department on items that FSA doesn't have jurisdiction over. President Wilson will explore options and willingness to consult with FPAC Business Center.

I. Updating EC policy to reflect new bylaw change

- Secretary Csutoras reminded the Executive Committee that the Executive Committee Policies need revised to address the IRS requirements contained in the recently adopted Constitution and By-Law amendment. He noted that potential language was provided to the Board of Directors during the convention, attached. **A MOTION was moved by Marla Hammer and seconded by Mary Roberts to adopt the Executive Committee Policy language provided with the Constitution and By-Law amendment. Discussion. All in favor, motion carried.**

J. State associations maintaining good standing (50% membership rule)

- President Wilson indicated that it was communicated to him that NASCOE's rule determining state associations are no longer associated with NASCOE if their membership drops below 50% is not in existing policy. It was determined that this policy was part of the error in the current version of the Constitution and By-Laws. Secretary Csutoras will correct this error when he updates the document.

K. Technology Initiatives

- President Wilson indicated that the Publicity Committee Chair had suggested there may be a need for a Technology Coordinator (Webmaster). NASCOE needs to evaluate what roles and responsibilities we want this position to have. Could this position allow NASCOE to implement a drop box style repository, an association share point site, govdelivery type distribution, text messaging, etc. President Wilson will form a work group to put together a proposal for the position.

L. Per diem rules and president's credit card

- President Wilson indicated there were concerns that the NASCOE practice of using the president's credit card for large groups at restaurants allows attendees the possibility of exceeding per diem. Treasurer Houk joined the conversation via conference call. It was noted that attending dinner as a group is a good team building activity and many restaurants require one check with larger groups. Treasurer Houk indicated he does not feel that there has been any abuse, although he has followed up with a request on occasion. President Wilson indicated that the practice may continue, but we should all be mindful of membership dues and a reminder to that effect would be provided as appropriate.

M. Convention customs and protocol

- President Wilson has received a suggestion that the Executive Committee need not sit at the front of the room during the banquet at the convention. There was general discussion with the consensus being that having leadership together at the front of the room is important and should continue.
- President Wilson has received a suggestion that the Invocation at meetings be more secular. There was general discussion and the consensus is that invocations are important to existing leadership and membership. They are also at the style of the person selected by the host state.

N. President's acceptance of Area Committee Chair and Judge recommendations

- President Wilson notified the Area Executives that all Area Committee Chair and Judges that have been submitted are approved.

O. NASCOE Membership Dues Task Force Presentation

- Scholarship and Awards Chair Goetzman presented three recommendations to the Executive Committee on behalf of Treasurer Houk and the rest of the task force. She presented pros and cons for each recommendation. The task force recommended that the Executive Committee expand the wire transfer pilot and adopt Veem. It was noted that any electronic dues payment will need policy for emailed transmittals and update of form to include method of payment. **A MOTION was moved by Marcinda Kester and seconded by Marla Hammer to require Veem using a ghost account for both dues transmittals to NASCOE and reimbursements from NASCOE. Discussion. An AMENDMENT was moved by Beth Farmer and seconded by Marla Hammer to require Veem, or wire transfer that will not cost NASCOE additional funds, for both dues transmittals to NASCOE and reimbursements from NASCOE. Discussion. An AMENDMENT to the amendment was moved by Lawrence Parker and seconded by Mary Roberts to require Veem, or wire transfer that will not cost NASCOE additional funds, for both dues transmittals to NASCOE and reimbursements from NASCOE by January 10, 2020. Discussion. All in favor, amendment of the amendment carries. Discussion of amendment. All in Favor, amendment carries. Discussion of motion. All opposed, motion failed.**
- **A MOTION was moved by Marcinda Kester and seconded by Marla Hammer to pilot all EC members and National Chairs to use Veem for reimbursement from the Organizational Meeting and Texas to use Veem for dues transmittals for the next dues cycle. Discussion. All in favor, motion carried.**

XII. ADDITIONAL DISCUSSION

A. Convention Recommendations

- KASCOE recommended the Executive Committee consider moving the banquet from Saturday to Friday. Discussion indicated this recommendation will depend on the flexibility of the agenda.
- KASCOE also shared that Dillard Financial is indicating to the host states that the American Equity donation will be made available to them as opposed to the NASCOE general fund. This is creating some of the confusion. It was also recommended that NASCOE examine their agreement with Dillard Financial as their limitations are affecting sponsorships. Discussion indicated the agreement is not currently up for renewal or change, but it could be considered in the future.

B. Area Exec Responsibilities

- President Wilson reminded the Area Executives of their responsibilities not previously discussed. These include attending State Conventions, having conference calls and other regular communication with their area, and evaluating their Area Chair's performance.

### XIII. PRESENTATIONS

#### A. RASCOE

- Chad Hart gave a presentation to the Executive Committee on behalf of RASCOE. He expressed their appreciation to NASCOR for allowing RASCOE to come to Convention and Rallies. RASCOE is working on health insurance being taxed on retirees when it's pre-tax while working as well as eliminating windfall provisions. RASCOE is also working with NARFE and AARP.

#### B. Dillard Financial Services

- Teresa and Steve Dillard, along with John Lohr, gave a presentation to the Executive Committee for Dillard Financial Services. DFS intends to continue to notify states of their donation requirements. DFS is now national benefits provider for NAFEC and NACS.

#### C. Georgia Association of County Office Employees

- Denise Otto, GACOE president, gave an update to the Executive Committee about the convention planning and provided potential tour options. It was noted that this convention will run on different days than usual, however there is still a lot of interest.

#### D. Legislative Consultant Update

- Hunter Moorhead gave a verbal report to the Executive Committee, via conference call, on the status of recent hearings and the current appropriations process. He indicated that there has been a recent focus on FSA staffing by congress.

### XIV. INSPECTION OF 2020 CONVENTION SITE HOTEL

- #### A.
- The Executive Committee toured the site of the 2020 NASCOE Convention, including the main meeting hall, break out rooms, hospitality areas, and the banquet room which looks out over the river. All agreed there is a lot of potential for an amazing convention.

### XV. CLOSING REMARKS

- President Wilson thanked all the attendees for a productive meeting. He noted that everyone seemed excited and positive.

**A MOTION was moved by Joel Foster and seconded by Beth Farmer to adjourn the 2019 NASCOE Organizational Meeting. All in favor, motion carried.**





## National Association of FSA County Office Employees

### President

Brandon Wilson  
1654 2<sup>nd</sup> Rd  
Waterville, KS 66548  
785-562-5343 – Office  
785-562-7518 – Cell

### Vice President

Marcinda Kester  
4560 Aaron Morgan Rd  
Lakeland, FL 33811  
863-533-2051 – Office  
859-553-1774 – Cell

### Treasurer

Curt Houk  
21189 Highway 34  
Blakesburg, IA 52536  
641-774-2119 - Office  
641-777-5713 – Cell

### Secretary

Richard Csutoras  
170 Burberry Lane  
Mount Wolf, PA 17347  
717-755-2966 - Office  
717-991-2545 - Cell

President's Exit Report  
2019 Organizational Meeting  
September 20 and 21, 2019  
Savannah, Georgia

The 2019/2020 NASCOE Organizational meeting was very successful. NASCOE is fortunate to have an extraordinary group of Officers, Area Executives and Committee Chairpersons that can be described as individuals who have characteristics such as leadership, talent and self-motivation. These characteristics set the stage for high expectations. Forward movement by this talented group should will ambitious, proactive and progressive. The upcoming NASCOE work year will be full of expected and unexpected challenges which should not be allowed to interfere with executing normal NASCOE functions and special initiatives. To ensure that NASCOE remains functional during challenging times, each Officer, Area Executive and each Committee Chairperson know what their responsibilities are, and how to execute those responsibilities.

Progress was made at the Organizational Meeting on the topics listed below:

**Engaging, and Communicating with Committee Chairpersons:** Committee Chairs have been engaged one-on-one and have been assigned specific duties throughout the year. Committee Chairs interacted with the Executive Committee and provided much needed input as it relates to their respective chairperson responsibilities.

**NASCOE Communication:** NASCOE will issue more national publications (newsletters/bulletins). These additional publications would complement Area and State Newsletters. In addition, NASCOE will keep communicating with members using social media. The President will also release more video messages to members.

**Membership Accounting:** Membership accounting was discussed at the Organizational Meeting and will be a top priority for the Membership Chairperson. Membership accounting is defined as engaging new and current employees who are not members in a systematic way.

**Membership Database:** NASCOE will create a National Membership Database that will contain critical member information that is needed to conduct NASCOE business. The first iteration of the database is expected to be complete by December 1, 2019.

**County Committee Promotion:** NASCOE will continue to make protecting and restoring COC authority a top priority through new efforts and initiatives. To streamline and expedite the process of promoting the COC, the NASCOE NAFEC Committee was renamed the County Office Advocacy Committee. A mission was assigned for the new committee with allows for COC promotion, protection and restoration to occur in broad and all encompassing fashion. The new assigned mission allows the COA Committee to work with not only NAFEC, but also the Department and fellow COF staff members.

**Membership Task Force-** A membership task force was re-established by the NASCOE Executive Committee to determine how to convince non-members to join NASCOE. The task force should gather input from new members or newly recruited former non-members. A date for the task force meeting will be decided in the near future.

**Jump Teams-** Membership Jump Teams were not yet authorized by the NASCOE Executive Committee. A formal request to the Executive Committee to authorize Jump Teams will be made once communications with DAFO have taken place and current Jump Team plans have been modified.

**Site of the 2020 Convention:** The NASCOE EC inspected the hotel facilities which will host the 2020 NASCOE Convention. Facilities are excellent and members attending the convention will enjoy low room rates.

**Budget-** The budget will remain a top priority for NASCOE. NASCOE will continue to fight for FSA workload data to be made available to the public and the Congress. FSA workload data which includes “unrestricted” staffing levels is key to share with Congress so they can more accurately provide funding for FSA.

Again, I am very excited about this years NASCOE team and I expect to produce good results to membership. Questions or comments can be sent to myself if needed.

Sincerely,

Brandon Wilson  
NASCOE President



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**Brandon Wilson**  
1654 2<sup>nd</sup> Rd  
Waterville, KS 66548  
785-562-5343 – Office  
785-562-7518 – Cell

**Vice President**

**Marcinda Kester**  
4560 Aaron Morgan Rd  
Lakeland, FL 33811  
863-533-2051 – Office  
859-553-1774 – Cell

**Treasurer**

**Curt Houk**  
21189 Highway 34  
Blakesburg, IA 52536  
641-774-2119 - Office  
641-777-5713 – Cell

**Secretary**

**Richard Csutoras**  
170 Burberry Lane  
Mount Wolf, PA 17347  
717-755-2966 - Office  
717-991-2545 - Cell

## NASCOE Vice President's Report September 18, 2019

I look forward to seeing everyone this week in Savannah. I am excited to sit back, watch and learn my role as the new Vice President. I think we have a lot of exciting things going on and I look forward to working with everyone to help NASCOE achieve any goals set by the EC.

This will be my third trip to Savannah and I can promise you the city has a lot to offer. I hope everyone will have time to visit some of the sites and take the town in.

My goals for this upcoming year are to watch and learn and help wherever Brandon needs me. I feel that I have a lot of things to learn and a lot of things to offer being in this position. I look forward to the upcoming year and I hope that if I can assist anyone that they please reach out to me.

Safe travels and see you soon,

Respectfully Submitted by,

Marcinda Kester  
Vice President



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717-991-2545 - Cell

## Secretary Report 2019 Organizational Meeting Savannah, GA September 21-22, 2019

Greetings all!

After a brief hiatus, I'm glad to be involved in another NASCOE Organizational Meeting. These meetings always get me fired up! While it was a lot of hard work over several days, it's great to see how passionate everyone is and how committed we are to making NASCOE as strong as possible. I'm excited about the upcoming year. So here we go:

### IN PROGRESS

- Marcinda has been working with me to transition the Secretary duties. We're communicating regularly to ensure a smooth transition. I've taken possession of the NASCOE flags as well as the most important documents. We'll coordinate the exchange of the archive of documents in the near future.
- I am working with the PA Dept of State to formally register NASCOE in Pennsylvania. Every state is a little different, so this has involved some researching on NASCOE's "jurisdiction of formation".
- I had some great meetings with GASCOE during the weekend and I'm excited about our upcoming convention in Savannah. The location is amazing, and the food is outstanding! In fact, we're pretty sure that many of you will want to stay past the convention, so we are working with the hotel to obtain a block of rooms through the following weekend at the per diem rate. Finalizing the registration is a high priority for Georgia, so look for it soon.
- I'm still finalizing the compiling of the National Directory. The decision has been made to issue these without any government emails or phone numbers. I'll make the suggested changes and have them available for everyone shortly.

### GOALS

- I want to increase awareness of Negotiations, as it's one of the most valuable benefits that we have for our membership. I'll be including an article about it in an upcoming newsletter.
- As the Secretary, I feel like it's my responsibility to aid the EC in keeping organized as much as possible. To that end, I'll be sending out courtesy reminders as appropriate.
- I strongly believe that it's time for NASCOE to modernize our infrastructure and am looking forward to seeing the recommendation from the new task force that will be coming. Suggestions I have included official NASCOE emails, an online directory submission process, and a NASCOE sharepoint style repository/Library. We know we're falling behind when the federal government is more advanced than we are. When we attend National Training, we don't have binders made for us. We don't even have the slides emailed to us. We have a site that we can go to get the latest slides, Q&A, etc.
- My mantra for this year will be "Timeliness and Transparency". My goal is to serve our members to the best of my ability, so please don't hesitate to let me know if there is something I can do help!

Respectfully Submitted,  
Richard Csutoras, NASCOE Secretary



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## NASCOE Past President's Report September 30, 2019

The organizational meeting held in Savannah is likely my final NASCOE meeting and I have struggled finding the words to write for my final report. For many years I have been amazed at the time, resources and effort that many individuals have contributed for the betterment of membership. The current leadership team is no different.

I came out of the organizational meeting in Savannah encouraged by the discussion, energy and ambition demonstrated by the group. It is exciting to see new executive committee members represent their areas and begin to understand the demands of their positions. NASCOE is in good hands going forward.

For a volunteer organization to be effective, members must be willing to step up and lead and NASCOE is no different. I expect the upcoming year to be challenging and ask that you all join me in supporting the new officers, executive committee members and national committee chairs.

Respectfully Submitted by,

Dennis Ray  
Past President



# National Association of FSA County Office Employees North East Area

NEA Executive: Lawrence Parker, VT

Programs: Kathryn Hemstreet, NY  
Legislative: Annette Hyman, NY  
Publicity: Carole Hill, MD  
Membership: Tina Williams, VT

Benefits/Emblem: James Newland, MA  
Scholarship/Awards: Sheryl Michener, RI  
NAFEC: Daniel Shockey, WV  
Negotiations: Jamie McLane, MD

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## North East Area Executive Exit Report Organizational Meeting Savannah, Georgia September 21-22, 2019

What an inspiring weekend! Though the days were long and tiring, I left Savannah knowing that NASCOE's future is in good hands. The leadership team has assembled an energetic and dedicated group of committee chairs full of enthusiasm, focused on their goal of serving the interests of membership, doing right by our farmers, and improving the work environment of FSA. I enjoyed the time spent with colleagues from around the country, intrigued by the range of ideas expressed, and appreciative of the passion displayed. I look forward to the coming year with optimism and knowledge that we will make a positive difference for the NASCOE family.

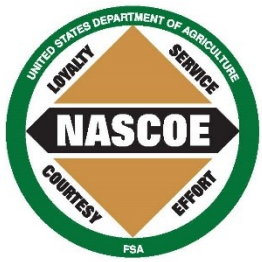
My goals for the NEA in 2020 are:

- The NEA has the lowest percentage of membership in the country; increasing that from 71% to 75% is realistic, above that would be a note-worthy accomplishment. Our committee chair Tina Williams has the drive to make that happen.
- Having spent three years as the NEA legislative chair, I recognize the importance of NASCOE's PAC. The challenge for Annette will be to engage each state's leadership team in spreading the PAC's message and convincing their membership to sign-up. A 22% participation rate would be a significant increase, but it would be better to top Beth's 25%!
- Improve communication. I, along with all our area chairs, will continue to encourage timely and informative communications. Publicity chair Carole Hill has done a great job getting out NEA bulletins and creating an NEA Facebook page. The NEA has a small enough membership base that an area distribution list may be manageable, lessening the burden on the state level.
- Increase submissions for scholarships and DSA awards. Each state has employees worthy of recognition, they deserve to be nominated. Chair Sheryl Michener has a personal connection with NASCOE's scholarship program; two of her daughters have been area scholarship recipients.
- Increase awareness of program submissions. Everyone at some point has an idea of how to do things better, share it! This committee is one of the most active and important for NASCOE.

With these goals in mind, a great group of area chairs with a blend of experienced and new, is ready to get to work in membership's best interests. The next year will bring its challenges, but I am confident our team will make great progress in improving our organization and meeting the needs of membership.

Respectfully submitted,  
Lawrence A. Parker  
NEA Executive





# National Association of FSA County Office Employees Northwest Area

NWA Executive: Joel Foster, SD

NWA Alternate Executive; Dane Schneidt, MT

Programs: Debbie Sweet, WA

Legislative: Jessi Colgrove, NE

Publicity: Anne Kelley, NE

Membership: Evan Guler, ND

Benefits/Emblem: Pam Metz, WY

Awards/Scholarships: Kyra Hagberg, MT

County Office Advocacy: Phil Morton, OR

Negotiations: Jenae Prescott, ID

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## Northwest Area Executive Exit Report Organizational Meeting Savannah, Georgia September 21-22, 2019

This was my first official act as the NWA Executive attending Savannah, GA for the NASCOE Organizational Meeting. I would like to thank Jessi Colgrove for her dedication in leading the NWA over the last couple years and showing me the ropes.

The Savannah Hyatt Regency will be a great venue to host the 2020 NASCOE Convention in Savannah, GA. There is a change from the traditional format whereas the 2020 NASCOE Convention will begin on Saturday, August 9 – Wednesday, August 12. The convention will begin with tours will be conducted on Sunday, August 9 with the banquet on Wednesday, August 12. There will be an option to extend your stay though the weekend. The Savannah River runs right by the motel with Savannah being one of the largest ports in the country so you will see some very large cargo ships going past the motel. River Street, which is literally right below the Hyatt and accessible via an elevator is lined with restaurants, gift shops, and nighttime entertainment. On the ground level of the Hyatt, there are several other points of interest within walking distance of the Hyatt including several historical sites that are rumored to be haunted.

In regard to the Organizational Meeting, the Committee Chairs along with the Area Legislative Chairs met with the officers on Thursday, Sept 19 and/or Friday, Sept 20. On Saturday Sept 21, the meetings were expanded to include the Area Executives. The Sunday, Sept 21 meetings were reserved for the Officers and Area Executives. NASCOE is being led by a very dedicated team that will accomplish great things for the membership.

NASCOE Treasurer, Curt Houck, was not able to attend the meetings as he was in WDC working on an ACRSI task force. The task force is working on a “point and click” platform to replace CARS.

### Awards and Scholarships – Julie Goetzman, Texas

At one time, Julie was the Awards and Scholarships Chair but had to step away due to family commitments. Julie has agreed to step back in, and her goal is to make the process simpler, more efficient with better software, and improved instructions for the judges. The submission deadline date for SL awards is to be the same the DSA and Scholarship as January 15. Julie is proposing a word limit on the DSA in hopes of encouraging more nominations and to expedite the judging. Last year we had nominees in every category, which is great. We have many deserving individuals, but they cannot get recognized if they are not nominated. I want to thank Kyra Hagberg of MT for continuing as the NWA Chair.

### Benefits/Emblems – Christine Lary, Vermont

Chris is working with Sam’s Club and Working Advantage on getting programs for NASCOE members. Dillard Financial Services have an agreement with NASCOE for the National Convention and the Area

Rallies where they are the exclusive providers, and in return they make donations to help cover expenses. The State Associations are not tied to the same exclusivity agreement. If a State Association wants Dillard Financial Services to come to their State Convention to provide a brief update, then they will provide a donation to the State Association based upon the number of members and associate members present provided they are the only benefit provider other than health insurance. In addition, they will come out to your state to provide retirement workshops designed for all years of service. I want to thank Pam Metz from WY for agreeing to continue as the Benefits/Emblems Chair.

#### County Office Advocacy (NAFEC) - Donny Green, Tennessee

It was decided at the Organizational Meeting the NAFEC Committee be renamed the County Office Advocacy Committee. Everyone knows the Farmer Elected Committees are the backbone of our agency. The main emphasis of the County Office Advocacy Committee is still NAFEC (National Association of Farmer Elected Committee), but this committee roles will be expanded to help preserve and serve the County Committee. Donny Green is very passionate about the new roles of this committee. I am also very happy that Phil Morton of Oregon has agreed to become the NWA County Office Advocacy Chair. Phil's history and knowledge of NAFEC, NASCOE, and FSA will be a valuable asset.

#### Legislative – Neil Burnette, North Carolina, and Clint Bain, Tennessee

Frist of all, I want to thank Jessi Colgrove to continue to serve the NWA as our Legislative Chair. Jessi was in Savannah, so she can provide a report on the Legislative side of things. I do want to mention the importance of PAC contributions. Unfortunately, this is the way of doing business in today's political environment to assist those legislators who are friends to FSA and NASCOE. I encourage everyone to contribute at least \$3.00 of each pay period for PAC. Neil and Clint will do a great job of leading our legislative efforts. Several from the NWA are attending the Leadership Conference scheduled in Dallas the end of October. I encourage all of you to come back and becoming leaders within your State Association.

#### Membership – Glenn Thomas, South Carolina

Glenn is the new membership chair, and he has some great ideas on ways to increase membership numbers. Although the membership percentages are remaining constant, we have fewer members due to declining staffing numbers. NASCOE is working on an updated membership database. In December, each state will be asked to review the database that will already have identified those with payroll deduction so each state will need to take it one step farther to determine those who pays their dues via check along with updating the correct contact information for the members. The Membership Taskforce that has been idle for several years and is being activated.

Mr. Thomas has a goal of 2% increase. The NWA needs to do better than that considering we have one state that needs to get their membership back over 50% along with other states who have had their percentage drop over the past year. A huge shout out to WY as they have increased their percentage to 81% as not that long ago, they were on the verge of dipping below 50%. Although SD leads the NWA in membership, it is a constant battle to maintain those numbers due to retirement and educating the new hires on the importance of NASCOE. Thank you to Evan Guler of ND for stepping up to become our new Membership Chair!

#### Publicity – Teresa Holmquist, Minnesota

Teresa is continuing as the Publicity Chair. She also serves a dual role of webmaster. This dual duty creates a large workload for Teresa. There were discussions on ways to minimize this workload. It became very apparent during the government shutdown in January that communication with membership is vital to our success. Hence, the reason for the need to update the membership database with accurate contact



information. Our younger members are more apt to check social media so there is a need to create and actively maintain social media platforms.

Teresa's goal is to produce a NASCOE Bulletin for each quarter for a total of 4. Our NWA Publicity Chair, Anne Kelley of NE, does a great job with the NWA Bulletins and managing the NWA Facebook page. We need to get her articles when requested so that we can make her job easier, and that includes me as I am already tardy on her latest request.

#### Programs – Chris Hare, Indiana

Chris Hare has is the new Programs Chair after serving as the MWA Executive. Chris was a great MWA Executive and there is no doubt he will have the same energy and dedication to Programs. One of his goals is to foster and develop relationships with National Office Program Managers. Debbie Sweet of WA agreed to continue as the NWA Program Chair in large part due to Chris Hare. The NWA has made 7 program submissions this NASCOE fiscal year. Please continue to route those submissions through this link <https://nascoe.org/programs/programs-submission/> that is on the NASCOE webpage under Programs.

Brandon Wilson of Kansas will be a great leader as your NASCOE President. His goal is to improve communication, increase membership, promote the County Committee system, and to make the workload tools transparent that will aid in staffing. Marcinda Kester will be a great Vice-President who will be a great assistant to Brandon. Curt Houk of Iowa does a great job as Treasurer maintaining the assets of NASCOE so that we can function as an organization. Richard Csutoras of Pennsylvania is our new Secretary and will do a great job of modernizing the way NASCOE maintains our records.

This past year has been one of our most challenging due to several reasons beyond our control from the government shutdown to the weather issues. We have a new Farm Bill along with several ad hoc programs to implement, which adds to the stress levels of the County Offices. You can be assured that NASCOE is hearing your concerns and is working hard for our membership.

The NWA and SWA will be holding a joint rally in Deadwood SD over the weekend May 14-16, 2020. There will be tours of Black Hills on Thursday, May 14 while SDASCOE has their state convention. On Friday morning, VJ Smith author of "The Richest Man in Town" will provide some motivation. It will be a joint meeting on Friday with each area breaking out into separate rooms on Saturday morning.

Respectfully submitted  
Joel Foster  
NWA Executive



## National Association of FSA County Office Employees Midwest Area

Midwest Area Executive: Jackson Jones, MO  
Programs: Jamie Garriot, IN                      Benefits/Emblem: Vacant  
Legislative: Kay Lumsden, MI                  Scholarship/Awards: Marilyn Dunn, MO  
Publicity: Tammy Eibey, IA                      County Office Advisory: Mary Roberts, IA  
Membership: Leann Oltmanns, IL              Negotiations: Debbie Staley, IL

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### Midwest Area Executive Exit Report Organizational Meeting Savannah, Georgia September 21-22, 2019

I was very thankful to have the unique opportunity to attend the 2019 Organizational Meeting in Savannah representing Jackson Jones, Midwest Area Executive. The only other Organizational meeting I had attended, prior to Savannah, was 2015 in Cedar Rapids as a NAFEC representative. I can say for a fact that my first organizational meeting was nothing like the weekend we spent in Savannah. The leadership that is in place including our NASCOE Executive Board, Area Executives, and National Program Chairs are a very hard-working, dedicated, and enthusiastic bunch. As I was headed to Savannah, I'll admit that I was very anxious about what we would talk about and what actions needed to be made as I wanted to ensure that I did my best to represent both Jackson and our Midwest Area. I can assure you that everyone at the meeting was very welcoming of new faces and new ideas. We are all ready to take the "bull by the horns" and dig in to get the work done that needs to be done.

Our first meeting of the weekend was the large group that included the Program Chairs, Area Execs, and the Executive Board. The brainstorming and ideas that were shared amongst the group was outstanding. One of the changes that came from these discussions was to expand the focus of the committee formerly known as the NAFEC Committee. This committee and chairs will now be called the County Office Advisory Committee. The focus of this committee will not only be to work with NAFEC, but also expand the outreach to other organizations that could work in conjunction with the county office. A discussion was also held that FSA is currently onboarding many new employees who may not truly know the role of the County Office, why we are County Office Employees, and the role of our County Office Committee. Donny Green is the new national chairperson for this committee, and he has a lot of energy and enthusiasm for the County Office system. I have no doubt in my mind that he will energize the area chairs and we will see some great information out of this committee.

Another item that was brought up was new ways to electronically send funds for both membership dues and potentially reimbursements. All attendees to the Organizational Meeting are testing a new method that will hopefully bring efficiency to both those sending and receiving the funds. If this is successful, we could hopefully avert the complications with the postal system. Look for more on this in the future.

We had also the opportunity to hear an update from Hunter Morehead, Legislative Consultant, on what was happening on the Hill. He shared that the House had passed a continuing resolution funding the government through November 21. It is anticipated that the Senate will pass this when they meet next week. It was also noted that the House Ag Committee had a hearing with Deputy Undersecretary Bill Northey. Some thought-provoking questions were posed of Mr. Northey regarding FSA staffing and how many employees were needed to complete the task at hand. Title 1 programs, disaster and FSA (as a whole) were also discussed. This hearing is available on the internet if you have a few hours, take the time to watch it.

The Workload Analytics tool was also discussed this weekend. It was stated that DAFO instructed all SEDs to share this tool with their CEDs prior to September 30<sup>th</sup>. Those who have seen the workload analytics tool stated that it will be beneficial to assist with proper time coding at the county level. This tool will also give you an idea of

where your office stands based on a state and regional basis. Iowa training was held on September 24<sup>th</sup> and I hope all states have had the opportunity to see the tool and get the current data to review.

It was determined that the membership work group will be set up for 2019-2020. This work group has not been in effect since Brandon was a newbie to NASCOE possibly in 2005. The task force will consist of the President, Vice President, Membership Chairperson, Glenn Thomas, Area Membership Chairs, an Exec, and one new member from each area. The goal of this group is both to help boost membership but also look at new and innovative ways to reach future members.

The Executive Committee met and discussed everything from current policies, updates from special FSA committees (task force), Area Execs gave an update from their areas, and we discussed a plan for conference calls and Area Exec responsibilities. This meeting is to set the priorities and goals for the coming year within NASCOE. Our President, Brandon Wilson is looking forward to a positive group with lots of new ideas for the coming year.

We had the opportunity to tour the facility that will host the 2020 NASCOE National Convention. This will most definitely be one destination you will not want to miss. The hotel is top notch with some outstanding views of the river that has a lot of barge and container ship traffic. I'll admit that I didn't do my homework on Savannah prior to the Organizational Meeting and I was blown away at the architecture, scenery, history, and the shops and eateries within walking distance of the hotel. The GACOE team is working on some great tours, a ride on the Georgia Queen, and a banquet in a beautiful ballroom plus much more. I can assure you that August 9-12 will be a convention you must attend. Another exciting offer is that the hotel will be extending a deal to NASCOE members for anyone who wants to stay for the remainder of the week or invite their families down to sightsee. The hotel room rates will be at a much lower rate than normal for the additional dates. Details on this will be coming soon! I want to encourage everyone to set the date for the 2020 NASCOE National Convention in Savannah, Georgia.

In closing, I was very impressed by the people I met, discussions that were held, and the work that was done in 2 very long but productive days. I look forward to the opportunity to work with this outstanding team this year.

Respectfully submitted as filed,

Mary Roberts, MWA Alternate Executive



## National Association of FSA County Office Employees Southeast Area

Southeast Executive: Beth Farmer, Alabama

Programs: vacant

Benefits/Emblem: Katie Taylor, KY

Legislative: David McBryde, NC

Scholarship/Awards: Julia Davidson, MS

Publicity: Hilliary Hancock, KY

NAFEC: Charla Brannon, TN

Membership: Chiquita McDowell, VA Negotiations: Rachel Mullican, AL

### Southeast Area Executive Exit Report Organizational Meeting Savannah, Georgia September 21-22, 2019

My first Organizational Meeting was truly an eye opening experience for me. The level of dedication and commitment that the NASCOE Officers, National Chairs and Area Executives has for NASCOE is inspiring. I knew going into this position that it would take a lot of my time, energy and devotion but what I didn't expect is how fast it took over my heart. I have been told before that I care too much for the producers in my county, so I guess with that mind set it is natural for me to transfer those same feelings over to the NASCOE members in the Southeast and Nation.

It is mind boggling to understand how many different directions that NASCOE Officers and Executives have to move in at the same time. There are numerous task forces such as The Administrator's Task Force, ACRSI Point and Click Task Force, WHIP and NAP Task Forces, FPAC Customer Service Task Force and that is just a sample of the different task forces that members of NASCOE have volunteered to give their time and talents to making things better for us.

National Committee Chairpersons have been tasked with developing their teams of area chair persons to step up and develop new ways to communicate, recruit, inspire, engage and energize our members for the betterment of NASCOE for the future. The NAFEC Committee will have a new name and mission. The name will be the County Office Advocacy Committee. Each person has their work cut out for them but after spending time with our National Chairs, I know they are up to the task. It is lead, follow or get out of their way. You will be hearing great things from this group of individuals.

This year look for your NASCOE Officers and Executive Committee to be proactive as much as possible. We always live and work in trying times and now is no different. Everyone has a voice and you need to use it. A great way of getting things changed is to utilize the process of Program submissions and Negotiation submissions. Also, this year we turn our attention to increasing membership, engaging, inspiring and developing new members. The NASCOE Leadership Development Program next month in Dallas, Texas will be a great kickoff to accomplish these goals.

Many Areas and State Associations are preparing for Rallies and Conventions in this upcoming year so please show your support in any way possible. Georgia is preparing for the National Convention to be

## National Association of FSA County Office Employees Page

held in Savannah, Georgia, August 8-13, 2020 at one of the most beautiful locations I have ever seen. It is guaranteed to be full of fun, learning, networking, and memory making. If you give it a chance you will create some of the best memories and best friends of your life. Look for registration and hotel information coming soon. Please join the Southeast for Boots on the Beach.

Just as the National Committee Chairs were tasked with developing great teams in their respective committees, the Area Execs were also charged with many different tasks. I take this challenge very seriously and will work to make the Southeast the best Area in NASCOE. I have set lofty goals of increasing membership, PAC donations, program and negotiation submissions, awards and scholarship submissions and create new platforms for communication with members. I have no doubt that the Southeast will rise to the challenge.

Never forget that NASCOE wants to work for you and is working for you.

Please accept my report submitted as filed,

Beth Farmer  
Southeast Area Exec.



## National Association of FSA County Office Employees Southwest Area

Southwest Area Executive: Marla Hammer, KS

Programs: LaCresha Dale, TX

Legislative: Nancy Ensminger, OK

Publicity: Brenda Toft, CO

Membership: Angie Bierman, OK

Benefits/Emblem: Maryanne Webster, NV

Scholarship/Awards: Julie Ann Goetzman, TX

NAFEC: Morgan Limmer, TX

Negotiations: Tracy Wilson, OK

Group think: one person cannot possibly think of all the great ideas, but if you put a high caliber group together and then give them the green light to brain storm and trouble shoot, the world opens up. The Executive Committee and National Chairs were a prime example of this when they came together at this year's Organizational Meeting. I was blown away with the brilliant ideas, suggestions, and innovations that churned out of this group. I cannot wait to see these thoughts and processes set into motion. A SharePoint site for programs suggestions? A membership task force? A county office advocacy committee to safeguard and educate CO employees regarding COC authority? And so many other good ideas from every person at the table. Every person - chair, officer, exec - brings phenomenal energy, passion and fire to serve NASCOE.

This group sets high standards for themselves and what they would like to achieve while in service to NASCOE. And in tandem with the high standards they set for themselves, their areas and their committees, they also have high hopes for the bright future of NASCOE. The excitement and energy are tangible. If you stand too close, this group will rub off on you! You've been warned.

Serving members is a pride point for this group so membership needs to utilize them!

### Regarding the SWA:

The SWA intends to issue a newsletter in December (solicit info before pre-negotiations), March (solicit info before negotiations/advertise for rally), June (solicit info before national convention/advertise for convention), and September (solicit info before organizational meeting).

The SWA intends to hold conference calls with state leadership in October (update on Org mtg), December (solicit info before pre-negotiations), March (solicit info before negotiations/advertise for rally), April (update on negotiations meeting), June (solicit info before national convention/advertise for convention), and September (solicit info before organizational meeting). More as needed.

SWA goals will include the timely submission of dues and growing membership and PAC by 5% in 2019/2020.

### Regarding the Organizational Meeting in General:

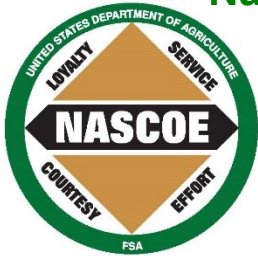
Staffing/workload: Have you seen the footage from the House Ag Committee Hearing on September 19, 2019? NASCOE has been hard at work. NASCOE acknowledges member concerns regarding lack of staffing and NASCOE is making strides in making others aware of the shortcomings. NASCOE has been telling the story and others are now asking the hard questions. Unequivocally, this issue is at the top of the list of concerns NASCOE is working on.

Challenges centered around dues: A solution for dues submission is in the testing phases. VEEM may be used to electronically process dues and therefore remove the challenges with dues collection NASCOE was experiencing.

It's hard to cram two days' worth of info into an exit report, hopefully I can impart what I learned over the next several months on calls and emails with my Southwest Area. Many topics were discussed at org meeting: plans for task forces/committees, building a membership database, membership recruitment and engagement, plans for 2019/2020 for each National Chair/committee, National Convention 2020, and more. Your NASCOE Executive Committee and National Chairs are working hard to protect the best interests of membership.

Respectfully submitted as filed,  
Marla Hammer, SWA Exec





## National Association of FSA County Office Employees Legislative Committee

Legislative Committee Co-Chair:	Neil Burnette, North Carolina
Legislative Committee Co-Chair:	Clint Bain, Tennessee
Midwest Area:	Kay Lumsden, Michigan
Northeast Area:	Annette Hyman, New York
Northwest Area:	Jessi Colgrove, Nebraska
Southeast Area:	David McBryde, North Carolina
Southwest Area:	Nancy Ensminger, Oklahoma
Legislative Consultant:	Hunter Moorhead, Washington, DC

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### NASCOE Legislative Committee Organizational Meeting Exit Report September 19-22, 2019 Savannah, GA

The Legislative Committee had an extremely productive meeting during the 2019 Organizational Meeting. Our sincere thanks to the Executive Committee, Brandon, Marcinda, Curt and Rick for continuing to allow the Legislative Committee to attend the Organizational Meeting. This gives our committee a much-needed opportunity to share our goals and expectations with the new and returning committee members. As first order of business, we welcomed back our returning members as well as welcomed our newest members, Legislative Co-Chairperson, Clint Bain, and area chairs, SWA, Nancy Ensminger, NWA, Jessi Colgrove, and SEA, David McBryde. It was undoubtedly inspiring to be able to work with these amazingly dedicated people during the breakout sessions and hear them share their ideas for reaching the goals of the committee. They each bring a unique perspective and talent to our committee, and we look forward to great things from each of them. Our committee is without a doubt moving in a positive direction with the selection of these great folks as area chairs, and we are eager to see where this year leads. The following assignments were given to each of the area chairs:

- PAC/Outreach – Annette Hyman
- Program Legislation – Jessi Colgrove
- Pay and Benefits Legislation – Kay Lumsden
- COF Administration and Organization/Secretary – Nancy Ensminger
- Budget Legislation – David McBryde

Each area chairperson will be responsible for providing a report on their assigned area during the monthly Legislative teleconference which will be held on the first Wednesday of each month at 10:00 CST.

The Leadership Development Training scheduled for October 24-26, in Dallas, Texas is another area of excitement. A year ago, the Executive Committee challenged the Legislative team to develop this training as an investment into our future by engaging aspiring leaders from within

and giving them the background necessary to become effective future leaders for NASCOE. We sincerely believe NASCOE is making a wise investment and hope NASCOE leaders continue to invest in future leadership training/development initiatives.

During one of the Legislative Committee breakout sessions, we agreed to submit a proposal to the Executive Committee to change the PAC promotion by discontinuing the cups and adding a back pack and a portfolio as new promotional items. The proposal suggested that for a contributor to receive a backpack, they must agree to make a \$5/pay period contribution or increase their current contribution by \$5/pay period. If a current PAC member is already contributing at a double-digit level, the member will only have to agree to increase their contribution by \$3/pay period to receive the backpack. The portfolio will be available for those who wish to give \$3/pay period or increase their contribution by \$3/pay period. Funding for the PAC promotion was requested and approved by the Executive Committee in the 2019-2020 budget. The Executive Committee voted to accept our proposal. We are very excited about the new promotion and new slogan, "PAC it UP". Our plan is to launch the new PAC promotional items at the 2019 NASCOE Leadership Training in Dallas, TX, October 24<sup>th</sup>-26<sup>th</sup>. While these will be our main PAC promotional items, the committee is determined to find new ways to promote and educate members on the benefits of the PAC. The committee plans to present at a meeting with the "first timers" at the 2020 NASCOE Convention in Savannah as an initial step in the education of new convention attendees, and we will also focus on promoting the PAC to the expected large attendance of the Georgia delegation.

The Legislative Committee will be faced with yet another year full of challenges and high expectations. Our goal is to work with the NASCOE leadership team to tackle every challenge head on. There are many areas that we are striving to improve on as a committee. Budget/appropriations presents an annual challenge, but we are also going to focus on other areas that will help support NASCOE's long range agenda. We believe that building stakeholder relationships will be a worthy endeavor so it will be among our top priorities. This year will be challenging as you will see from our list of goals, but our team will be ready to forge ahead and establish new heights for those to come behind us.

As we establish our committee's goals for 2019-2020 and beyond, we are focused on poising our legislative stance to be proactive, rather than reactive. Effective communication, monitored accountability, engagement of membership, and continued leadership development will be a part of every goal we set. Here are our specific goals for the upcoming year:

- Work closely with our Legislative Consultant, Hunter Moorhead, to diligently research and address legislation that affects staffing, appropriations, budget, office structure, county office hiring authority, county committee authority, benefits, and NASCOE's 2018 Farm Bill priorities;
- Work with Hunter to establish talking points that can be updated weekly or monthly for use when members have an opportunity to attend town halls or visit congressional leaders.
- Work aggressively to establish and enhance relationships with new and veteran USDA/FSA officials and congressional members. We plan to develop a congressional



contact list by state that focuses on members of the House and Senate Ag and Appropriations Committees.

- Roll out an outreach initiative to state associations that provides a step by step process on how to develop stakeholder relationships with state and national industry partners who share similar agricultural interest and concerns.
- Reinforce responsibility and accountability for making sure we have top-to-bottom communications so that we have a well-informed and highly-engaged membership;
- Make recruitment and retention of membership a high priority as we coordinate and cooperate with other NASCOE committees. We will ensure that our area chairpersons include a membership component in all communications with their areas. Subsequently, we will emphasize that our area chairpersons convey that same duty to each of the state chairpersons in their respective states;
- Ensure that area committee chairpersons are encouraged and empowered to work within their areas to move our legislative priorities forward, as we align every goal with NASCOE's mission. We will systematically set priorities and expect accountability and responsibility of ourselves and our team members. Open and frequent lines of communication will be expected from everyone on the team. We will continue to hold monthly Legislative Team conference calls to make sure we are meeting expectations, continuing to invite state legislative chairs and presidents to attend as guests; and encourage our state associations to reach out to industry partners to establish a line of communication. Work with state and national industry partners who share similar concerns as NASCOE. Establish an updated contact list for each state's Congressional Leaders.
- Commit ourselves to identifying new ways and opportunities to promote and grow NASCOE's PAC. WE will strive to grow NASCOE's PAC by 5% in each area. We are continuing to enjoy an all-time record number of participants and contributions, but there are so many more opportunities to improve participation. We plan to strategically target areas with low participation with enhanced outreach and education. As of pay period 14, we have 848 participants contributing \$3,945 per pay period.

Respectfully Submitted,  
Neil Burnette and Clint Bain  
NASCOE Legislative Committee Co-Chairpersons



# National Association of FSA County Office Employees County Office Advocacy Committee

NAFEC Committee Chair: Donny Green, Tennessee  
Midwest Area: Mary Roberts, Iowa  
Northeast Area: Dan Shockey, West Virginia  
Northwest Area: Phil Morton, Oregon  
Southeast Area: Charla Brannon, Tennessee  
Southwest Area: Morgan Limmer, Texas

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## NASCOE NAFEC Organizational Meeting Exit Report September 19-21, 2019 Savannah, Georgia

It was great to meet with the new NASCOE leadership team last week in Savannah, Georgia. The short time we spent organizing and planning was busy and full of intense and productive discussions on how we can better serve our membership.

NASCOE's leadership has decided to chart a different course to focus our mission on education, protection, promotion, and enhancement of county office roles and authorities. As such, our committee presented two measures to the NASCOE Executive Committee:

Proposal # 1: Change committee name to "County Office Advocacy Committee".

Action: The Executive Committee approved the proposed name change.

Proposal #2: Establish new committee mission statement: *"To protect, enhance, and provide continual education for the farmer-elected committee and county office system for the betterment of NASCOE's membership, county office FSA employees, and the agricultural communities we serve while working independently, but cooperatively, with the National Association of Farmer-Elected Committees (NAFEC)."*

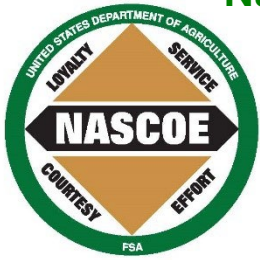
Action: The Executive Committee approved the proposed County Office Advocacy Committee Mission Statement.

There was additional discussion about the development of the Committee's duties and responsibilities. The Chairperson was tasked with developing a proposal for County Office Advocacy Duties and Responsibilities to be submitted to the President for consideration of adoption by the Executive Committee on their scheduled October 1, 2019 conference call.

By October 15, we will publish an article that will be distributed to membership regarding the Committee's name change and new mission statement.

I look forward to working with our new area chairpersons: Mary Roberts, Midwest Area; Dan Shockey, Northeast Area; Phil Morton, Northwest Area; Charla Brannon, Southeast Area; and Morgan Limmer, Southwest Area. These team members bring an extensive amount of knowledge, experience and commitment to this committee, and we look forward to the challenges before us.

Respectfully Submitted as Filed,  
Donny Green, Chairperson  
NASCOE County Office Advocacy Committee



# National Association of FSA County Office Employees Publicity Committee

Publicity Committee Chair / Webmaster: Teresa Holmquist, Minnesota  
Midwest Area: Tammy Eibey, Iowa  
Northeast Area: Carole Hill, Delaware/Maryland  
Northwest Area: Anne Kelley, Nebraska  
Southeast Area: Hilliary Hancock, KY  
Southwest Area: Brenda Toft, Colorado

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## 2019 – 2020 Organizational Meeting Exit Report Publicity Committee Savannah, Georgia September 18 – 21, 2019

As my third year as NASCOE's Publicity Chair begins, the task ahead seems as daunting as it did in year one. The role and its responsibilities are more comfortable, yet the scope of involvement of the Publicity committee in NASCOE's workings is growing more and more as our communication becomes more reliant on technology. At the 2019 NASCOE convention, the Publicity Committee had several recommendations to enhance NASCOE's communication with membership.

### National Bulletins

At the breakout session, it was evident that members want more communication about what NASCOE is doing for them. In the National level bulletins, they stated that an emphasis should be on what NASCOE is currently doing for them. The attendees believed that the national level bulletin can and should be an integral part of outreach to non-members. The challenge should be

The more seasoned members looked fondly on the magazine-type newsletters that were produced, but acknowledged that, both financially and in time commitment, this type of newsletter is no longer feasible. Other ideas for bulletins included:

- Bulletin articles should be short, and to the point
- Could include short synopsis of lengthy articles, with a link to the full article posted on the website.
- Having information on the NASCOE members who are currently working on national task forces, and what those task forces are working on, when they have met.
- Members would like to hear more from the NASCOE President.

The Executive Committee approved updating Item 10 in the Executive Committee policies to the following:

#### 10. NASCOE Newsletter and Area Bulletins

NASCOE will prepare a minimum of four national bulletins. These bulletins shall be distributed widely, using electronic distribution methods, including, but not limited to: posting to the NASCOE website, mass email distribution, and through social media.

The NASCOE President and National Publicity chair will work together to develop newsletter themes and assign articles. Article authors may include NASCOE Officers, Area Executive Committee Members and Alternates, National Committee Chairpersons, and other members as assigned by the NASCOE President.

Area Executives, along with their Area Publicity Chair, shall prepare and distribute, via email, a minimum of three area bulletins per year. Area Executives are encouraged to utilize area chairs to develop articles of importance to their area. All area bulletins shall be distributed to the Executive Committee and the National Publicity Chair. The NASCOE webmaster, if different from the National Publicity Chair shall be included to ensure the bulletin is posted to the NASCOE website.

**NASCOE Communications Database / MailChimp Mass Email Distribution**

The Communications Database and use of the MailChimp mass email software was a critical component in our connection with members during the furlough. We have used the MailChimp service to send emails for NASCOE News Flashes, Legislative News Flashes, Awards and Scholarship reminders, Newsletter distributions.

The Publicity committee commended the use of the Communications Database via MailChimp in the past year. At a cost of approximately \$0.003 per email sent, it is a very efficient use of NASCOE resources.

On September 11, 2019, we received notification from MailChimp that their pricing structure had changed. NASCOE's plan has been moved to a "Legacy Pricing" structure, and will be increasing from \$50 monthly to \$60 monthly after the September charge. Additionally, we have been utilizing a two-factor authorization 10% discount, it appears that this discount will continue with the new price structure.

The Executive Committee approved an increase in the technology line of the Publicity Committee's budget to allow for the \$10 per month increase in the MailChimp software cost.

**Communications Policy**

At the 2019 pre-negotiations meeting, an action item was submitted to establish a working group to include Publicity Committee members, an officer, executive, and committee chair, to work on a communications policy for NASCOE. In March, I was notified that Marcinda Kester, Julie Goetzman and Jessi Colgrove had been appointed to serve on this committee along with the Publicity Committee members. It is my hope to begin committee work this fall.

There is a need for NASCOE's Visual Communications to be standardized. There are at least three versions of the NASCOE logo in use, colors and fonts are varied. While newsletters and flyers can and should have some variations, official organizational communications should have a standard look and feel.

Items for the Communications work group to consider:

- Design: Logo use, color schemes with Pantone, RGB or CMYK values, font schemes, layout guidelines
- Form / Document Requests: Process for having a form/document created, when form/documents should be reviewed, tracking document versions, who is responsible for maintaining current forms/documents
- Technology: Guidelines for publishing information on the NASCOE website, Nascoe News Facebook Page, NASCOE communications database, State Association webpages and Social Media pages, who is responsible for creating, maintaining, and / or approving technology use and expenditures

The Executive Committee confirmed the Communications Policy working group consisting of the following members:

- NASCOE Secretary, Rick Csutoras
- NEA Executive, Lawrence Parker
- Awards / Scholarships Chair, Julie Goetzman
- NASCOE Publicity Chair, Teresa Holmquist
- All Area Publicity Chairs

**Publicity Chair vs. Webmaster vs. Communications vs. Information Technology**

This item is recycled from the 2018 NASCOE Convention inbound report and it is still a question for today. A significant part of my time this year has been spent on website and data management issues. Traditional Publicity roles have been replaced with questions on how to make surveys, “is it possible?” questions, coordination of data, forms, and publications. As we look at creating and maintaining databases, surveys, information portals, I have been pulled into calls and discussions with Officers, Membership, Benefits/Emblems, Awards/Scholarship, Legislative, and Program Committees. The following **tough questions** come to mind and should be addressed in the coming year.

- Is this truly a Publicity role? Or is it because of the Website?
- Where does Publicity end and Webmaster begin? It may not always be the same individual filling the two roles.
- Should it be a Publicity Committee, or should it be a Communications Committee?
- Should it be Publicity or Communications or is it more Information Technology?
- Should supervision of the Webmaster / IT / Communications (whatever we call it) move to under the supervision of the officer team, instead of the Publicity committee?

**Publicity Committee Goals for 2019 – 20**

- 
1. Convene the Communications Policy working group and have a tentative policy ready for approval by the 2020 NASCOE Convention
  2. Produce four NASCOE Bulletins, approximately one each quarter
  3. Ensure that Area Bulletins are being produced and distributed to area membership
  4. Continue the Convention Cash Club Contest and develop an essay theme for the Savannah site.

Thank you to the Executive Committee for the opportunity to continue to serve my fellow NASCOE members. I look forward to working with all of you in the coming months.

Respectfully submitted,

Teresa Holmquist  
NASCOE Publicity Chair / Webmaster



# National Association of FSA County Office Employees

**President**  
Brandon Wilson  
1654 2<sup>nd</sup> Rd  
Waterville, KS 66548  
785-562-5343 – Office  
785-562-7518 – Cell

**Vice President**  
Marcinda Kester  
4560 Aaron Morgan Rd  
Lakeland, FL 33811  
863-533-2051 – Office  
859-553-1774 – Cell

**Treasurer**  
Curt Houk  
21189 Highway 34  
Blakesburg, IA 52536  
641-774-2119 - Office  
641-777-5713 – Cell

**Secretary**  
Richard Csutoras  
170 Burberry Lane  
Mount Wolf, PA 17347  
717-755-2966 - Office  
717-991-2545 - Cell

## Benefits/Emblems Committee Exit Report Pre-Negotiation Meeting Savannah, GA September 20-21, 2019

Hello everyone. I am excited and nervous at the same time about the thought of being National Benefits/Emblems Chair. I spent time at Convention visiting with some of the Area Benefits Chairs, introduced myself to Mike & Denise Hamilton, and talking with Christy Wallace. So, at the moment, I am just going to let my excitement drown out my nerves.

I want to thank Christy for all of her emails and words of encouragement. I have spent time reading, printing and organizing them. I still need to find a copy of the contracts with Superior and Dillard Financial Solutions Inc.

The Sam's Club Proposal has been received. For new Sam's Club membership, they will receive a \$20 gift card and \$45 in coupons will be loaded to the membership card. If they are signing up for a new Plus Membership, they will receive a \$20 gift card and \$100 in coupons loaded to their membership card. Renewals will receive the coupons loaded to their membership card. The Board approved the proposal.

On September 5<sup>th</sup> I spoke with Christine Tancredi from Working Advantage. She has provided me with a bulletin about the benefits of Working Advantage and an Entertainment Guide. She will be providing me a savings code for the month of October which will provide a, additional \$10 in savings on a purchase of \$100 or more.

I have tracked down the NASCOE lapel pins, they are with Julie Goetzman. There are approximately 30 pins, which Julie will bring with her to Savannah. Should more be ordered, if so, how are they paid for?

### **GOALS:**

- Continue opening communication with Dillard Financial Solutions Inc.
- Regular conference calls
- Keeping all of our Chairs involved
- Acknowledge email requests within 24 hours, even if it is a simple acknowledgement and you need to get back to someone
- Letter to Chairs introducing myself
- Provide benefit/emblem updates to Chairs monthly
- Have Chairs poll states to see what has been provided to members

### **Current Ideas:**

- Talk with Superior about possibly running a monthly special that we can promote out to the states
- Send out the monthly bulletin from Working Advantage

Respectfully Submitted As Filed,

*Chris Lary*

Benefits/Emblems Chair





# National Association of FSA County Office Employees Programs Committee

Programs Committee Chair: Christopher Hare, Indiana  
Midwest Area: Jamie Garriott, Indiana  
Northeast Area: Kate Hemstreet, New York  
Northwest Area: Debbie Sweet, Washington  
Southeast Area: Amy Moore, Mississippi  
Southwest Area: LaCresha Dale, Texas

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## 2019 – 2020 Post Organizational Meeting Programs Committee Exit Report Savannah, Georgia

While returning home from Savannah, I reflected on the work the Programs Committee has accomplished the past 6 months; and what strengths and weaknesses I have to work on as the Programs Committee Chairperson over the next year. I want to convey to all membership, I am truly excited what our leadership will have in store for us this next year.

The President, Vice-President, and Secretary met one-on-one with each Committee Chair. I felt this was very personal and respectful to all of us.

I began the meeting focusing on what I need to improve as the NASCOE Programs Chairperson:

1. Work with Teresa Holmquist, NASCOE Publicity / Webmaster to start posting responses to program submissions when they are answered by Washington D.C. The result will be that all employees will be able to see the communication between the county office and national office and the progress we are making within our committee.
2. Start publishing the Monthly VTC Call notes to all members. My plan is to start this after the next VTC call. The result will be that all employees will be able to see the communication between the and national office and both state and county offices.
3. With over 2,124 offices and over 5,700 employees, we have A LOT Of great ideas being turned in daily. This takes time for the Area Chair persons to vette them. I am sure I can improve my turn around time can be better. I have proposed a possible SharePoint Site that all employees at the national office can access and be notified when a submission is entered. The result would be less email traffic and quicker response times from the national office. I want to make this as easy for the employees in Washington as well.

The strengths I focused on during the one-on-one meeting:

1. The 5 Area Chairs are a hardworking, knowledgeable, and cohesive team who make me look good.
2. Having, maintaining, and building trust and relationships with management and national office employees.
3. People skills.

Area chairs continue to be a valuable and active part of Programs Committee by reviewing the suggestions submitted from their respective NASCOE Area and making first contact with submitters.

Goals for the Programs Committee Team for the 2019/2020 NASCOE Fiscal Year are as follows:

- Continue to foster and build relationships with programs specialists in the National Office and educate members and employees regarding Programs and Negotiations processes.
- Currently in discussion with Washington D.C. in regard to setting up a SharePoint site to submit NASCOE Program Submissions for Washington D.C. employees to be notified and respond to program submissions. This will cut down on email traffic.

- Reinstate and promote VTC Monthly Call Notes to membership
- Reinstate the use of NASCOE Alerts when a program submission has been answered by program specialists in Washington D.C.
- Designing a Program Submission / Negotiation Item Fact Sheet to membership explaining and defining the differences between the two.

The Programs Committee has received a total of 33 program submissions already for the 2019-2020 NASCOE Fiscal Year. The break down by area is as follows:

**MWA: 12**

**NEA: 4**

**NWA: 8**

**SEA: 4**

**SWA: 5**

Of the 33, four submissions are in closed status. The remaining 29 submissions are in a referred to Washington D.C. status or the Area Program Committee Chairpersons are reviewing them to determine what action should be taken.

It has been my pleasure to serve as National Programs Chairperson for the Executive Committee and membership. I am looking forward to another great and productive year with NASCOE.

Respectfully Submitted,  
Christopher Hare  
NASCOE Programs Chair





## National Association of FSA County Office Employees Awards & Scholarship Committee

Awards & Scholarship Committee Chair: Julie Goetzman, Texas  
Midwest Area: Marilyn Dunn, Minnesota  
Northeast Area: Sheryl Michener, Rhode Island  
Northwest Area: Kyra Hagberg, Montana  
Southeast Area: Julia Davidson, Mississippi  
Southwest Area: Julie Goetzman, Texas

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The Awards and Scholarship Committee is extremely excited to be returning with the same faces as last year. After constant change on the committee the last couple of years, we believe the consistency will allow us to take ideas to the next level.

The Executive Committee approved on one change to the Awards & Scholarship Handbook. The previous Sick Leave deadline read “Certificates and plaques shall be requested through the Area Awards Chairperson 60 days prior to the Area Rally or National Convention.” The new change shall read “Certificates and plaques shall be requested online by January 15<sup>th</sup> for Area Chair Verification.”

As we move forward this year, we plan on keeping submission dates for Scholarships and DSAs the same, but our goals are to clean up our processes and make them more efficient for the committee chairs, judges and applicants. We are looking at revamping the following:

- 1) Our first goal is to create new informational flyers for our Awards and Scholarships. The major complaint that we have received at convention is that people do not know what is available. Going over our past flyers, they seem confusing and are not the most appealing to look at.
- 2) Our next goal is to go live with the new software package that was purchased after pre-negotiations. As a committee, we believe it will decrease the number of applications that are not judged do to not being complete with supporting documentation.
- 3) We would like to post the judging rubric topics for both Awards and Scholarships. I have had the complaint from judges that often the judging topics are not fully addressed in the nomination. By posting what we are looking for, all aspects of the application should be fully addressed.
- 4) Create a set of instructions for both Awards and Scholarships. Often applying is intimidating. We want people to feel comfortable submitting nominations, so we are wanting to create instructions for submitter to follow.
- 5) I am creating a Google Doc Form for area chairs to fill out as soon as they get the name, address, picture, proof of enrollment and thank you letter for each winner. I am hoping this will cut down on the e-mails that I have been sending the last couple of years.
- 6) We are planning to reword our winner announcement template this coming year. It came to my attention that recipients were confused on why they were getting winner letters at the area level, if there is no monetary value for certain area categories. My proposed wording for those categories will be that the area is forwarding your name to the national judging panel as a finalist in \_\_\_\_\_ category. For scholarships with monetary value at the area level, we will continue to use the same notification letter.

- 7) The Awards & Scholarship committee would like to implement holding two nation wide conference calls to promote our efforts in the fall and provide judging instructions in the winter.

I want to remind each Area Executive and National Chair that part of my duties is to create certificates for national convention. Please mark your calendars around June 1<sup>st</sup> to send me certificate requests. This is to give me time to give you the best quality product possible. Last minute requests might be missed in travel preparation or may have errors from rushing.

Respectfully Submitted,

*Julie Goetzman*

Julie Goetzman  
National Awards/Scholarship Chair



# National Association of FSA County Office Employees Membership Committee

Membership Committee Chair: Glenn Thomas, South Carolina  
Midwest Area: LeeAnn Oltmanns, Illinois  
Northeast Area: Tina Williams, Vermont  
Northwest Area: Evan Guler, North Dakota  
Southeast Area: Chiquita McDowell, Virginia  
Southwest Area: Angie Bierman, Oklahoma

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## NASCOE Membership Committee Organizational Meeting Exit Report September 19-21, 2019 Savannah, Georgia

I want to start off by thanking the NASCOE Leadership team for giving me the opportunity to serve as the NASCOE membership chair. During the organizational meeting in Savannah, Georgia last week, I had the privilege of meeting with the NASCOE Officers, Area Executives, Committee Chairpersons and the Area Legislative Chairpersons who represent every area of the country.

As I sat in on the meetings each day and participated in the business of NASCOE, I could see and feel the passion that everyone there has for NASCOE and its membership. There was a great deal of discussion and ideas on how to make NASCOE stronger and how we can serve our membership better. I came away from these meetings with guidance and direction from the NASCOE leadership and I am ready to get started.

The NASCOE Membership Committee was tasked with many items, however with the membership team that has been assembled, I am confident we can reach the goals that have been set. The NASCOE Membership team is made up of: LeAnn Oltmanns, Midwest Area; Tina Williams, Northeast Area; Evan Guler, Northwest Area; Chiquita McDowell, Southeast Area; and Angie Bierman, Southwest Area.

Many of the membership items discussed during these meetings are built on past foundations. In the words of NASCOE President Brandon Wilson, we want to have better communication with our membership and membership accountability (who are members and if not, why). Goals for the Membership Committee for the 2019-2020 fiscal year are:

- Updated Membership Database – An accurate membership database can help us by showing where our members are, but also helps know where our non-members are located. This database will be essential in not only providing information to our membership, but also to reach those who are non-members and find out why they have not chosen to participate. To do this, we will submit information from our current database to each respective state and request that they have membership review (if on file) or provide their home e-mail addresses, mobile numbers and their years of continuous membership. We have set a goal for this to be done and returned to Publicity Chairperson, Teresa Holmquist, by December 1, 2019.
- Membership Growth – As of the end of fiscal year 2019, the NASCOE membership stands at 81% membership. This turns out to be 5,343 members out of 6,632 COF employees. When compared to 2008-2009 when we had 7,179 members out of 8,651 COF employees for 83%. When you have a reduction in potential members, you have to re-double your efforts to increase membership. With that being said, now is a perfect opportunity to strengthen our numbers as we are hiring many new co-workers. We have set a goal of at least a 2% growth in membership for the upcoming year.

- Working Relationship with STO's – Each Area Chair will work with their respective states and encourage building a working relationship with their respective State Offices to ensure they are including the Membership Information in the New Employee Packet to all new hires. State membership chairpersons and presidents will be asked to monitor job announcements within their respective state to make an initial contact with those CED's who will be hiring. A follow-up personal contact should also be made with the new co-workers welcoming them to the agency and be available to answer any questions.
- Active Membership Drive Teams – In 2018, each state was asked to establish a team within their state association and to keep in contact with them throughout the year. We need to ensure that these teams are still active, working and reporting any issues in which we can assist.
- NASCOE Membership Training – In 2018, a power-point showing how to recruit and obtain new members was provided to all state membership chairpersons to review during conference calls headed up by then NASCOE Membership Chair, Lynsey Brooks. As a result of the many changes in personnel, the membership committee will work to ensure that the Membership Training presentation is shared with new incoming chairpersons along with any additional training needed.
- Submitting NASCOE Dues Timely – Work with states on providing dues to NASCOE in a timely manner. A new system of submitting dues digitally is in the works. A pilot system will be attempted soon.
- Consecutive Years Recognition - The new awards program recognizing individuals and counties for consecutive years of membership began July 1, 2018. To encourage states to provide the names of those individuals and counties so they can be recognized timely, all states will be asked to provide those eligible for an award as of July 1, 2018 be submitted no later than June 15, 2020!
- Membership Workgroup – Work on a plan to convene this workgroup as found in the NASCOE Executive Committee Policies.

NASCOE represents ALL county office employees and membership is everyone's responsibility! The NASCOE membership committee will be continuously looking into new avenues of promoting membership.

I am looking forward to what I feel will be a great year to be a member of NASCOE!

Respectfully Submitted,

*Glenn Thomas*

NASCOE Membership Chairperson



**Members-only Services**

**legalzoom**  
Special discounts on legal services and bundles

**LifeLock**  
Save up to 25% on identity protection services\*\*

**Club Pickup**  
A convenient, fast and free service



**FREE Rx Program†**  
Plus members can receive select prescriptions for free and deeper discounts on qualifying prescriptions



**New Membership \_\_\_\_ ( \$45)**

**Plus Membership \_\_\_\_ (\$100)**

**Renew Membership \_\_\_\_ (\$45)**

**Renewal Plus Membership \_\_\_\_(\$100)**

**Current Membership # \_\_\_\_\_**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

Mail this form with a check made out to **Sam's Club** to the following address:

Chris Lary  
National Benefits Chair  
91 Bouldervale Rd  
Grantham, NH 03753

**Membership packets will be mailed directly to you.**

New memberships will receive a \$20 gift card, plus \$45 in savings loaded to the membership card. Renewals will receive \$45 in savings loaded to their card. New Plus membership will receive a \$10 gift card plus \$100 in savings loaded to their card. Renewal of Plus membership will receive \$100 in savings loaded to their card. All will receive a free rotisserie chicken.

# NASCOE Executive Committee Meeting

2020 PRENEGOTIATION MEETING

Kansas City, Missouri January 25 & 26, 2020

Present: 1/25 Brandon Wilson, President  
Marcinda Kester, Vice President  
Richard Csutoras, Secretary  
Curt Houk, Treasurer  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Chris Hare, Programs Chair  
Glenn Thomas, Membership Chair  
Mary Roberts, MWA Alt Exec  
Jamie McLane, NEA Consultant  
Debbie Staley, MEA Consultant  
Rachel Mullican, SEA Consultant  
Lisa Wiese, NWA Consultant  
Tracy Wilson, SWA Consultant

1/26 Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer (via phone)  
Richard Csutoras, Secretary  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Chris Hare, Programs Chair  
Mary Roberts, MWA Alt Exec  
Jamie McLane, NEA Consultant  
Debbie Staley, MEA Consultant  
Rachel Mullican, SEA Consultant  
Lisa Wiese, NWA Consultant  
Tracy Wilson, SWA Consultant

- I. Welcome and call to order – President Wilson
- II. Invocation
- III. Adoption of Agenda. **A MOTION was moved by Curt Houk and seconded by Joel Foster to adopt the agenda as presented. Discussion. All in favor, motion carried.**
- IV. Approval of Minutes. **A MOTION was moved by Marcinda Kester and seconded by Lawrence Parker to approve the minutes of the conference call minutes of December 3, 2019. Discussion. All in favor, motion carried.**
- V. Membership Workgroup Update
  - A. National Membership Chair Thomas briefed the Executive Committee concerning the 2020 NASCOE Membership Workgroup which had just concluded their meeting. He reported that the new members, along with the Area Membership Chairs, NASCOE Officers, and the National Programs and Publicity Chairs provided beneficial discussion on how to attract and maintain membership. Some examples include more social media, more videos, and new member touch cards. National Chair Thomas will summarize the meeting and provide a report for the Executive Committee.
- VI. Review of the 2020 Negotiation Items
  - A. President Wilson provided a review of the authorities laid out in the Labor/Management Agreement. He discussed the nuances between Programs submissions, in which NASCOE makes suggestions to FSA and Negotiation Submissions, in which NASCOE works collaboratively with FSA to come to a mutually beneficial conclusion. President Wilson also shared that a previous Programs related trip to WDC had been initially canceled, but it was now rescheduled for sometime in February. Some submissions may be able to be handled during these meeting.

- B. Secretary Csutoras reviewed the negotiation process, including what action the Negotiation Committee and Consultants would take during the PreNegotiation Meeting, immediately following the meeting, and at the official Negotiation Meeting with management.
- C. The Area Negotiation Consultants reviewed 34 member submissions that were timely filed, along with 6 additional items submitted shortly after the deadline. The Negotiation Committee discussed each item and determined if they should be negotiated, referred to a NASCOE committee, consulted with management, or not acted on at this time. Those items determined to be negotiated were assigned to an Area Executive and Consultant to draft a NASCOE position and return to the NASCOE Secretary no later than February 15, 2020.
- D. Secretary Csutoras reviewed outstanding 2019 negotiation items. Those items identified as needing follow up will be sent to DAFO for an update prior to 2020 negotiations. Those items that still need action will be included in the 2020 items submitted to WDC.
- E. National Programs Chair Hare informed the Negotiation Committee that there were 72 programs items submitted to WDC that had not yet received a response. The Committee reviewed those items identified by National Chair Hare as most critical and determined to either negotiate each item or consult them during the upcoming trip to WDC.
- F. The Executive Committee deliberated on the benefits of bringing additional attendees to the Negotiation Meeting in WDC. **A MOTION was moved by Lawrence Parker and seconded by Jackson Jones to bring the second year Alternate Executives to the Negotiation Meeting. Discussion. All in favor, motion Carried. A Motion was moved by Beth Farmer and seconded by Jackson Jones to bring the National Programs Chair to the Negotiation Meeting. Discussion. All in favor, motion carried.** The Executive Committee considered the attendance of the National Legislative Chairs and determined that they should go to WDC when there was a specific legislative purpose.

#### VII. Dillard's Financial Service

- A. Steve Dillard and John Lohr gave a presentation to the Executive Committee for Dillard's Financial Services. DFS has developed a presentation on the recent SECURE Act and would like NASCOE to consider allowing DFS to have one of the breakout sessions at the National Convention. The Executive Committee informed DFS that the number of breakouts and topics to be covered would be determined at a later time.

#### VIII. Legislative Consultant Update

- A. Hunter Moorhead gave a verbal report, vis conference call, on recent congressional action. He informed the Executive Committee that the 2020 appropriations process had concluded and the 2021 would begin soon. The President's budget is due February 14<sup>th</sup>. He informed the Executive Committee that he was working with Congress and USDA to include CO employees in a technical correction to the Paid Parental Leave act.

#### IX. Reports

- A. President Wilson, Vice-President Kester, Treasurer Houk, and Secretary Csutoras gave reviews of their written reports, attached.
- B. NEA Area Executive Parker, NWA Area Executive Foster, MWA Area Executive Jones, SEA Area Executive Farmer, and SWA Area Executive Hammer gave reviews of their written reports, attached.
- C. Secretary Csutoras reviewed the written reports submitted by the National Committee Chairs, attached. He noted the Membership Committee report contained a request to the Executive Committee to grant Honorary Lifetime Membership waivers. **A MOTION was moved by Marla Hammer and seconded by Lawrence Parker to approve the Honorary Lifetime Membership Waivers for Earline Jirik and James McPherson. Discussion. All in favor, motion carried.** The Executive Committee also reviewed the County Office Advocacy Committee's report on the status of NAFEC. President Wilson indicated that he would reach out to NAFEC and discuss best practices in meeting both our associations goals.



- D. Acceptance of Reports - **A MOTION was moved by Marcinda Kester and seconded by Curt Houk to accept the reports as filed. Discussion. All in favor, motion carried.**

X. Old Business

- A. Treasurer Houk provided an update to the Executive Committee concerning Veem. He shared that discussion with legal counsel indicated that anyone could get hacked. NASCOE needs to document due diligence that we took appropriate precautions in using this service. This could include the initial research by Julie's task force, reassurances from the company, and bank consultations. It was noted that Google and Facebook are also customers of Veem. Treasurer Houk had also researched obtaining insurance against a data breach, however this policy requires internet security protocols that NASCOE does not currently have. The Executive Committee discussed the findings from the Veem pilot and the options moving forward. **A MOTION was moved by Marcinda Kester and seconded by Marla Hammer to have a call with state treasurers and presidents to offer the options to allow Veem, ACH, or use the post office with certified mail for dues payments to NASCOE and provide appropriate training. Discussion.** It was noted that the call and training would be in place before the April dues deadline. **All in favor, motion carried. A MOTION was moved by Marcinda Kester and seconded by Lawrence Parker to allow VEEM or mailed paper checks for NASCOE reimbursements to individuals. Discussion. An AMENDMENT was moved by Marcinda Kester and seconded by Beth Farmer to allow VEEM or mailed paper checks for NASCOE stipends to state associations and reimbursements to individuals. Discussion of amendment. All in favor, Amendment carried. Discussion of amended motion.** It was noted that NASCOE should add a disclaimer to the claim form to note that US Postal Service times are outside of NASCOE's control. It was also suggested that leadership might include VEEM instructions in travel authorizations during the adoption period. **All in favor of the amended motion. Motion carried.**
- B. President Wilson briefed the Executive Committee on his progress standing up the Technology Coordinator and Teleconference Workgroups. Attendees of the recent Leadership Development Conference (LDC) were solicited for involvement in these workgroups. He reminded the Committee that the Teleconference Workgroup was formed to look for a lower cost alternative to our current teleconference needs. He has appointed MWA Exec Jackson Jones to chair the workgroup along with Chris Lary, Julie Goetzman, and one LDC attendee yet to be named. The Technology Coordinator Workgroup is formed to review the current workload associated with the website, NASCOE Information Database and other existing IT projects along with evaluating the need for additional IT needs. The group will make a recommendation on the position, and if necessary, create a position description outlining the anticipated roles and responsibilities. President Wilson has appointed Secretary Csutoras to chair the workgroup along with Lindsey New, Josh Coleman, Julie Goetzman, and one LDC attendee yet to be named. Meghan Kennedy will sit on the workgroup as a consulting expert and National Publicity Chair Holmquist will serve in an advisory role to provide background on the current state of NASCOE's IT.
- C. Vice President Kester reviewed the existing NASCOE calendar of rallies and state conventions. She requested the Area Executives to submit dates to her as soon as they are made official to allow proper tracking and publicity.

XI. New Business

- A. Treasurer Houk reviewed the requirements necessary for NASCOE to apply for insurance against cyber risk, application attached. The Executive Committee noted that it was important for NASCOE to begin to take steps to implement practices that would allow us to qualify for the insurance. The application will be forwarded to the Technology Coordinator Workgroup to consider in their IT needs and recommendations. It was noted that backup procedures should be implemented immediately. **A MOTION was moved by Marla Hammer and seconded by Curt Houk to resolve to move toward the requirements laid out in the cyber-risk insurance application. In addition, up to date backups of all NASCOE associated account logins and passwords will be maintained by the NASCOE Secretary, to be implemented immediately. Executive Policy and appropriate Roles and Responsibilities shall be updated appropriately. Discussion. All in favor, motion carried.**



- B. President Wilson reviewed a fact sheet on which the County Office Advocacy Committee had been collaborating with NAFEC. He noted that there are questions regarding COC members and how much they are allowed to be politically active and voice concerns to their elected officials regarding their FSA offices. President Wilson informed the Committee that a memo concerning ethics that applies to COC was sent from a STO. It stated that COC members can lobby, but they cannot identify themselves as COC and they need to make it clear they are acting on behalf of themselves and not the agency. The Executive Committee reviewed the draft fact sheet and determined that NAFEC should provide final review and distribute it. It was noted that this might help promote their association.
- C. Secretary Csutoras shared information about FEDS professional liability insurance, which he personally carries. As a CED in a shared management situation, with more work, less time, and inexperienced staff, he felt it was beneficial. He noted that there are other providers, but FSA policy reimburses managers for half the cost of professional liability insurance. President Wilson reminded the Committee to appropriately use their time and resources. Government email should generally not be used for NASCOE business.
- D. President Wilson reviewed nationwide scenarios regarding part time offices. SEA Executive Farmer and SWA Executive Hammer shared situations within their areas. There appears to be a wide amount of discrepancy on how these are implemented. The Executive Committee discussed the pros and cons of part time offices. They noted that employees are not 100% satisfied, but they are happier than if an office had closed. Should funding be allocated, it is easier to increase hours in a part time office than reopen a closed office. Employee, COC, and stakeholder engagement are the key to success. NASCOE will continue to monitor these situations and take action as appropriate. The Committee further determined that the previously negotiated Shared Management Task Force needs to be assembled and Officers should follow with WDC.
- E. Secretary Csutoras reviewed the draft registration from submitted by GASCOE for the 2020 National Convention. Comments and suggestions were provided, and these will be forwarded to GASCOE for consideration. The Executive Committee will approve the form once it is complete.

## XII. Additions

- A. Vice-President Kester reviewed the list of proposed topics for breakout sessions at the 2020 National Convention. The Executive Committee discussed the topics and ranked the top five in the following order: How to apply for Federal Jobs by HRD was ranked first, COC education was ranked second, Introduction to NACOE Committees was ranked third, Training for State Association Leadership was ranked fourth, DFS Retirement and Estate Planning was ranked fifth. It was noted that the DFS presentation would be in leau of a presentation during the general session and that the Executive Committee would expect there not to be a sales pitch during the breakout session. Treasurer Houk recused himself pertaining to DFS discussion. President Wilson appointed SEA Executive Farmer and SWA Executive Hammer to organize the breakout sessions.
- B. President Wilson updated the Executive Committee on recent member issues he's discussed with WDC. He noted that there had been many promising responses to these issues.
- C. SEA Executive Farmer and the Executive Committee discussed FSA policy regarding re-evaluating the CED grade of an office when it becomes vacant. Policy currently requires the grading to be based on the number of 1099's issued for payments. However, it was noted that now there are no 1099s issued for payments below \$600, which can be a significant number, primarily in a small county. Also, ARCPLC still has lots of work but doesn't issue payments each year. President Wilson will follow up with WDC and potentially include this as a 2020 Negotiation Item depending on the response.
- D. President Wilson shared details of the call that DAFO recently held with all the FSA employee associations. He indicated staffing was a topic of note and that DAFO indicated they are waiting on information from OPM to finalize ceilings for 2020.
- E. The Executive Committee had a general discussion concerning low morale and the exhaustion FSA employees feel. It was noted that the recent FEVS survey reflects this.
- F. MWA Executive Jones requested notes from the weekly call held between the Legislative Consultant and the NASCOE President and Vice-President be shared with the Executive Committee. President Wilson agreed.

- G. President Wilson discussed with the Executive Committee the recent Direct Hiring Authority granted for GS positions and how it related to the CO hiring process. He noted the process requires the STO to initially review the applicants for eligibility to prevent certificate from containing ineligible candidates. He has had reports of CEDs not getting software access to review applications, but WDC indicates that all hiring CEDs should get access to review approved certificates. NASCOE has been made aware of minor errors preventing known good applicants from making the certificates as well as isolated examples of a state office review being done incorrect.
- H. MWA Executive Jones shared his concern that NASCOE may be losing our history in an effort to change. The example he provided was the Leadership Development Conference, which was billed as a brand-new effort but in fact had been organized in the past by members. He noted that failing to recognize past achievements may discourage members from participating in the future.
- I. President Wilson and the Executive Committee discussed the recent Leadership Development Conference. It was noted that the total cost will wind up being around 50k. President Wilson felt this was a worthy investment that the Executive Committee should consider sponsoring at least every other year. He noted this would require between \$25,000 to \$30,000 each year and he would like the Budget Committee thinking about ways to earmark these funds.
- J. NEA Executive Parker reviewed portions of the NASCOE Responsibilities Handbook, noting that portions appeared to be obsolete. It was noted that the handbook is in the process of being revised and any edits or policy revisions should be reviewed by the Executive Committee when the revision is completed.
- K. NEA Executive Parker and the Executive Committee discussed the policy regarding state affiliates becoming non-affiliated. President Wilson indicated the current interpretation is that the state gets no representation on the NASCOE Board of Directors and that the Labor Management Agreement indicates that state may not be able to officially negotiate with their state office. NEA Executive Parker indicated the policy is not clearly laid out in procedure and there are outstanding questions. He requested a group review the policy prior to Convention. President Wilson agreed.
- L. NEA Executive Parker and the Executive Committee discussed that state associations allowing GS employees full membership can't count those members toward their overall membership percentage with NASCOE. He noted that in those states the employees are paying full dues and this affects stipends and convention reimbursements. Treasurer Houk pointed out that this has been the historical precedence and President Wilson indicated he was willing to review the policy.
- M. The Executive Committee discussed the current dues rate. It was noted that it had been 12-13 years since the last dues increase. A modest increase could offset initiatives like the Leadership Development Conference. President Wilson noted that while it was proper for the Committee to discuss this in the course of business, that increasing dues could adversely affect some states and members more than others. It was determined that NASCOE would continue to show value and educate our membership.
- N. The Executive Committee discussed recent social media posts that poorly portrayed NASCOE activities and examined appropriate responses.
- O. The Executive Committee examined the cost benefit of National Jump Teams with the purpose of identifying if the expense justifies the increase in membership. President Wilson noted that the value from increased membership is more than increased income. Larger membership brings added authority which allows us to more effectively work on behalf of all our members. It was also noted that politicians and those outside of our agency often evaluate our membership percentage to determine how much credibility we carry.
- P. President Wilson provided an update regarding the NASCOE Membership Video. He noted that the Membership Workgroup evaluated both the MWA recruitment video and the first draft of the NASCOE Membership Video. He reported that the group discussed required criteria and assessed how each video met these criteria. Their consensus was the video is not ready for release as it currently stands. President Wilson assigned SWA Executive Hammer to work with former Membership Chair Brooks to resolve the issues and obtain a final version.

**A MOTION was moved by Joel Foster and seconded by Marcinda Kester to adjourn the 2020 NASCOE PreNegotiation Meeting. All in favor, motion carried.**

## **NASCOE Board of Directors Special Meeting**

Conference Call, May 2, 2020 @ 12:00 CDT

Present: Board of Directors, listed in Exhibit 1, attached.  
Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Dane Schmidt, NWA Alt Exec  
Mary Roberts, MEA Alt Exec  
Donny Green, SEA Alt Exec

- I. Roll Call
  - A. Secretary Csutoras conducted a roll call of attendees. A quorum was determined.
- II. Welcome and Call to order
  - A. President Wilson gave a welcome and called the meeting to order.
- III. Parliamentary Instructions
  - A. Vice-President Kester provided an explanation of parliamentary procedure as it related to the business of the special meeting.
- IV. NASCOE Business Update
  - A. President Wilson provided a brief update on NASCOE activities this year. This included working with management on staffing concerns and assisting with personnel issues. President Wilson met personally with congressional representatives to assist with budgeting and provide input on customer service and staffing. This resulted in FSA receiving \$35 million extra for staff and expenses, which will yield additional new employees. NASCOE also participated in a congressional round table where we testified on member's behalf. The COVID-19 pandemic shifted both NASCOE's and FSA's focus. FSA will be getting a new program and NASCOE helped secure \$3 million in the legislation for FSA to help with delivery. NASCOE is working with management to keep the program simple and with the current working conditions in mind.
- V. 2020 National Convention Decision
  - A. President Wilson informed the Board of Directors that the Executive Committee needed guidance regarding holding the 2020 National Convention during the ongoing COVID-19 pandemic. The main concern is safety of attendees and their families back home. Liability is also a concern that we have not had before. The decision on how to move forward needs to be made by the Board of Directors.
  - B. Secretary Csutoras reviewed prepared documents, attached as Exhibit 2, detailing the situation and the leading options moving forward. These options consist of cancelling the 2020 National Convention and rescheduling to 2022, postponing the 2020 National Convention to a later date in the year, or moving forward with the 2020 National Convention in August. Pros and cons of each option were detailed.
  - C. President Wilson provided some comments related to the decision. He shared that health experts expect social distancing to be recommended until a vaccine is developed. This will mean that if the National Convention is held, it would not have hospitality rooms or tours and would instead be largely a business meeting. NASCOE is still working with the hotel to see how they would implement these guidelines. President Wilson shared that this decision could also affect our ability to negotiate with management about safety, as it may be a conflict in message if we encourage strong safety measures in FSA offices and then move forward with a face to face

meeting. President Wilson noted that the EC had elected not to approve the registration form and as such the Georgia Association had not received any funds related to that yet. He also informed the Board of Directors that our sister associations have moved their meeting from June to September. Finally, President Wilson discussed the lack of a pandemic rider on our liability insurance and the risks that imposes. There will likely be a lot of lawsuits associated with COVID-19 and our insurance provider advises that NASCOE not put itself in unnecessary risk.

- D. Georgia State Association, Denise Otto, provided a statement regarding the situation with COVID-19 in Georgia. She asked the Board of Directors to consider what risks they were willing to take in order to have the Convention. There are many unknowns. Most of the Georgia Association supports moving the convention to 2022 but this is NASCOE's decision, not just Georgia's. Georgia is willing to hold the convention this year but will likely need extra support.
- E. President Wilson answered Board of Director member's questions. These are listed in the Q&A, attached as Exhibit 3.
- F. President Wilson opened the floor. **A MOTION was moved by David McBryde, North Carolina, and seconded by Jennifer Garcia, Texas, for NASCOE to accept option #1 and cancel the 2020 National Convention at a time determined appropriate by the Executive Committee and allow the Georgia Association to host the 2022 National Convention in Savannah, GA and allow the Executive Committee to schedule the annual business meeting in a manner the Executive Committee deems safe under current conditions.** Discussion. It was noted that the motion allows the Executive Committee to negotiate with the hotel. **Roll Call Vote, listed in Exhibit 1, attached, motion carried.**
- G. President Wilson indicated the Executive Committee would move forward with planning an alternative annual meeting for 2020.

**A MOTION was moved by Kyra Hagberg, Montana, and seconded by Calvin Johnson, Arizona, to adjourn at 2:00 CDT. All in favor, motion carried.**

2020 NASCOE Board of Directors Special Meeting

First  
Second

David Mcbryde - NC

Motion: NASCOE accept option #1 and cancel the  
2020 national convention at a time

Totals	79	5	0	0	0	0	
MOTION:	Yes	No	Abstain	AMEND:	Yes	No	Abstain

**Alabama**

Cathy Blackburn	Yes		
Judy Rudd			

**Arizona**

Calvin Johnson	Yes		
Esmeralda Chavez	Yes		

**Arkansas**

Nancy Chlapecka	Yes		
Sabrina Conditt		No	

**California-Hawaii**

Brenda Estrada	Yes		
Desiree Garza	Yes		

**Colorado**

Brenda Toft	Yes		
Dawna Weirich	Yes		

**Connecticut**

Alicia McCue	Yes		
Sarah Kubik	Yes		

**Delaware-Maryland**

Patrick Goode	Yes		
Carole Hill	Yes		

**Florida**

Hugh Hunter	Yes		
Melissa Rodgers	Yes		

**Georgia**

Denise Otto	Yes		
Chris Orso		No	

**Idaho**

Cary Curtis	Yes		
Kassy Holtzheimer	Yes		

**Illinois**

Jeff Pingsterhaus		No	
Charlene Neukomm		No	

**Indiana**

Amy Barber	Yes		
Jenny Brosius	Yes		

**Iowa**

Todd Perdew	Yes		
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Angie Christian	Yes		
<b>Kansas</b>			
Heidi Clinkingbeard	Yes		
Sarah Shove	Yes		
<b>Kentucky</b>			
Katie Taylor	Yes		
Dawn Ovesen	Yes		
<b>Louisiana</b>			
Susan Phillips	Yes		
Lisa Zeringue	Yes		
<b>Maine</b>			
Marcia Hall			
Gary Raymond			
<b>Massachusetts</b>			
James Newland	Yes		
Nancy Miller			
<b>Michigan</b>			
Ashley Akl	Yes		
Rhonda Barnett	Yes		
<b>Minnesota</b>			
Kayla Mattson		No	
Liz Ludwig			
<b>Mississippi</b>			
Julia Wheeler-Davidson	Yes		
Rob Riggin	Yes		
<b>Missouri</b>			
Mandi Bird	Yes		
Drew Walters	Yes		
<b>Montana</b>			
Billy Denison	Yes		
Kyra Hagberg	Yes		
<b>Nebraska</b>			
Raela Brandt	Yes		
Lisa Wiese	Yes		
<b>Nevada</b>			
Maryanne Webster	Yes		
Claire Kehoe	Yes		
<b>New Hampshire</b>			
Jenn Gehley	Yes		
Carol Sargent	Yes		
<b>New Mexico</b>			
Terry Cater	Yes		
Stacie Chavez	Yes		
<b>New York</b>			
Ali Maher	Yes		
Annette Hyman	Yes		
<b>North Carolina</b>			


David McBryde	Yes				
Lindsay Rodriguez	Yes				
<b>North Dakota</b>					
Jennie Budahl	Yes				
Sondra Duda	Yes				
<b>Ohio</b>					
Annette Purkey	Yes				
Jodi Bolen	Yes				
<b>Oklahoma</b>					
Tracy Wilson	Yes				
Angie Bierman	Yes				
<b>Oregon</b>					
Phil Morton	Yes				
<b>Rhode Island</b>					
Sheryl Michener					
<b>Pennsylvania</b>					
Jason Pontillo	Yes				
Jessica Gerhart	Yes				
<b>South Carolina</b>					
Judy Davis	Yes				
Brandon Lambert	Yes				
<b>South Dakota</b>					
Mary Jane West	Yes				
Desiree Pewe	Yes				
<b>Tennessee</b>					
Tommy Turner	Yes				
Donnell Poss	Yes				
<b>Texas</b>					
Jennifer Garcia	Yes				
Christa Kraatz	Yes				
<b>Utah</b>					
Ty Thompson	Yes				
Barbie Hill	Yes				
<b>Vermont</b>					
Tina Williams	Yes				
Christine Lary	Yes				
<b>Virginia</b>					
Chiquita McDowell	Yes				
Heather Trobaugh	Yes				
<b>Washington-Alaska</b>					
Betty Snell	Yes				
Sandra Porter	Yes				
<b>West Virginia</b>					
Barbie Parsons	Yes				
Daniel Shockey	Yes				

**Wisconsin**

Jake Bourget	Yes		
Shelby Niskanen	Yes		


**Wyoming**

Pam Metz	Yes		
Dee Harbach	Yes		


Totals	<b>79</b>	<u>5</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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## 2020 NASCOE National Convention Decision Matrix

	<b>Reschedule (Option 1) (2022)</b>	<b>Postpone to Fall (Option 2) (2020)</b>	<b>No change to convention (Option 3) (August 2020)</b>
<b>Pro</b>	<ul style="list-style-type: none"> <li>-No risk of exposure to members</li> <li>-NASCOE does not pay normal convention costs (approx. \$80,000), offsetting some cancellation fees</li> <li>-NASCOE has a host for 2022</li> <li>-Potential to return to normal Wed-Sun Schedule</li> </ul>	<ul style="list-style-type: none"> <li>-More time to promote</li> <li>-Able to conduct business meeting</li> </ul>	<ul style="list-style-type: none"> <li>-Potential to renegotiate minimums (opening contract may affect Rights of Termination)</li> <li>-Able to conduct business meeting</li> </ul>
<b>Cons</b>	<ul style="list-style-type: none"> <li>-Alternative 2020 business meeting needed</li> </ul>	<ul style="list-style-type: none"> <li>-Unknown attendance, could be affected by acreage reporting, kids in school, or holidays</li> <li>-Fundraising in economic depression will be challenging</li> <li>-Unknown GA staffing</li> <li>-Unknown WDC involvement</li> <li>-No plan for 2022</li> </ul>	<ul style="list-style-type: none"> <li>-Potential to be cancelled remains</li> <li>-Limited time to promote &amp; promoting during pandemic</li> <li>-Low attendance</li> <li>-Likely no WDC involvement</li> <li>-Fundraising Challenges</li> <li>-No plan for 2022</li> </ul>
<b>Potential Liability</b>	<ul style="list-style-type: none"> <li>-Hotel will still charge cancellation fee of \$124,750. 50% (\$62,375) credited to convention in future year</li> </ul>	<ul style="list-style-type: none"> <li>-Hotel will still charge cancellation fee of \$124,750. 100% credited to convention if this calendar year</li> <li>-NASCOE is responsible for difference up to guarantees (\$159,750).</li> <li>-NASCOE pays normal convention costs (approx. \$80,000, although there is overlap with hotel guarantees)</li> <li>-No insurance for coronavirus exposure</li> </ul>	<ul style="list-style-type: none"> <li>-NASCOE is responsible for difference up to guarantees (\$159,750)</li> <li>-NASCOE pays normal convention costs (approx. \$80,000, although there is overlap with hotel guarantees)</li> <li>-No insurance for coronavirus exposure</li> </ul>
<b>Comments</b>	<ul style="list-style-type: none"> <li>Wait to cancel/reschedule:</li> <li>-Potential for Rights of Termination (No cancellation fee) if travel restrictions continue.</li> <li>-If cancelled after 6/9, without rights of termination, cancellation fee is \$133,500</li> </ul>	<ul style="list-style-type: none"> <li>Available dates this year:</li> <li>-Sun 9/27 – Wed 9/30 (End of FSA FY)</li> <li>-Sun 11/29 – Wed 12/2 (Weekend after Thanksgiving)</li> <li>-Sun 12/13 – Wed 12/16 (Week before Christmas)</li> </ul>	<ul style="list-style-type: none"> <li>If CDC restricts travel, Rights of Termination in our <i>current</i> contract allow us to cancel with no fees</li> </ul>

**NASCOE BOARD OF DIRECTORS SPECIAL MEETING**  
**2020 NATIONAL CONVENTION GUIDANCE**  
May 2, 2020

The Constitution of NASCOE stipulates that the Board of Directors is the governing body of the association. In light of the challenges posed by COVID-19, the Executive Committee is asking the Board to consider whether it is in the best interest of the association and its members to proceed with the 2020 National Convention as scheduled. The Executive Committee has done some research and believes that there are three basic options to consider as NASCOE moves forward with decision making. Those options are outlined in this document.

**Background Information**

- A. NASCOE has a contract with the Hyatt Hotel in Savannah, Ga for an event (our National Convention) August 8 through August 13. This contract guarantees certain minimum incomes to the hotel, which include a minimum room income of \$116,000, a minimum food income of \$35,000, and service fees of at least \$8,750. If the National Convention continues as scheduled, the hotel is contracted to receive \$159,750 and NASCOE will be financially responsible for any difference between the guarantee and the actual income received. The less members attend, the greater the cost to NASCOE, up to the minimum.
- B. NASCOE annually incurs costs associated with the National Convention. These include some miscellaneous convention costs (for example flowers and some entertainment fees), stipends for delegates from each State Association to attend, as well as stipends for all Area Committee Chairs. NASCOE also pays the expenses for the Executive Committee and National Committee Chairs to attend the convention. On average, this amounts to approximately \$80,000. If the convention moves forward as scheduled, these costs would be in addition to the above differences in hotel minimums. There could be some overlap in the expenses that NASCOE pays with the hotel minimum, such as room costs for the Executive Committee and Committee Chairpersons. This overlap would reduce the \$80,000 figure. If the convention is not held, the budgeted savings could help offset potential cancellation fees (described below).
- C. The NASCOE contract with Hyatt Hotel stipulates that if NASCOE cancels the hotel, they will receive a cancellation fee of \$124,750 to make up for their lost revenue. If NASCOE cancels within 60 days of our event (6/9/20), then NASCOE will owe an additional \$8,750, for a total of \$133,500.
- D. Acknowledging that COVID-19 is impacting the time NASCOE needs to plan an event, the hotel has agreed to credit NASCOE with 100% of our cancellation fee if we postpone to another available date within calendar year 2020. If we reschedule to another calendar year, then NASCOE will be credited with 50% of the cancellation fee (\$62,375) at the time of that event.

- E. If the hotel continues to be closed in August, or there is restricted airline travel at the time of our event, the hotel will cancel our meeting with no fees to NASCOE.
- F. NASCOE has been advised by our insurance company that any liability claims related to COVID-19 would not be covered by our policy and recommended that we take a cautious approach and not put ourselves in jeopardy. There is a potential for lawsuits if someone gets sick. This prompted the Executive Committee to previously cancel all events, including most Area Rallies, until further notice. NASCOE has also been advised that, in the event of a lawsuit, the Board of Directors, Area Executives, and Officers could all be personally liable.
- G. This potential cancellation was not requested by the Georgia Association, who is hosting the event, however they have indicated they are willing to host the convention in 2022 instead of 2020. Considering the challenges and risks facing a convention this year, they generally favor this option, however they will honor the wishes of the Board.
- H. FSA has implemented travel restrictions as well. It is unclear if NASCOE will have WDC attendance, and the traditional Q&A, if NASCOE holds the Convention.

## **Options**

While there are some variations, the Executive Committee generally believes NASCOE's options are 1) to cancel the 2020 Convention and reschedule Georgia to 2022, 2) postpone the 2020 Convention to later in the year, or 3) continue forward as scheduled, knowing there are financial and legal risks. The details of each option are outlined farther below.

## **Parliamentarian Instructions**

During the special meeting of the Board of Directors, you will be asked to consider how best to move forward. As the situation requires a resolution, the Board of Directors will be asked to indicate their wishes to the Executive Committee through the adoption of a motion regarding the convention. Only delegates will be allowed to participate in the meeting and a roll call will be taken at the outset.

As this will be a lawful meeting of the board, a motion can be made by any delegate. Delegates may move one of the proposed motions or another motion of their choice. Any motion will require a second. As this will be a conference call meeting, delegates are asked to announce their name and state when speaking during the call. While it's not required, if a delegate plans ahead of time to submit a motion it would be beneficial for the flow of the meeting to send it to the NASCOE Secretary in advance.

Discussion will be called for after a motion is seconded. Once discussion has concluded, a vote will be called. The presiding officer may call for a voice vote "all in favor" or it may be a roll call vote. Following the passage of a motion regarding the convention, the Board will move on to other items on the agenda, if applicable, or move to adjourn. If you have any questions, please contact the NASCOE Secretary or Parliamentarian.

## **Option 1: Cancel the 2020 National Convention and Reschedule Savannah, GA for 2022**

### Details:

NASCOE will not hold a face to face annual meeting in 2020. Instead, the Georgia Association will host the NASCOE annual meeting in Savannah in 2022. NASCOE will work with the hotel to secure terms similar to the current rates and to hold the convention on our traditional day range (Wednesday to Saturday).

### Pros:

- A. Least safety risk to members. Should the challenges with COVID-19 continue in some form throughout the rest of the year, NASCOE will not have caused anyone to be exposed at a large gathering.
- B. No potential legal liability without insurance coverage.
- C. Cancellation costs to NASCOE are offset by not incurring stipend and travel costs and by the 50% credit from the hotel.
- D. NASCOE will have a host for 2022. The deadline has passed for NASCOE to receive bids for the 2022 convention and no bids were submitted. The same challenges facing GA now likely weighed on a state association's decision not to volunteer. Having the convention in Savannah, GA in 2022 allows us to not search for a potential host state while under travel restrictions.

### Cons:

- A. NASCOE will need to pay the cancellation costs up front and wait for the credit in 2022.
- B. An alternative annual business meeting for 2020 will need to be held.

### Notes:

- A. The Board could choose this option and then empower the EC to wait to notify the hotel of the decision to cancel. If travel restrictions remain in place, this could potentially prevent the cancellation fee entirely. Alternatively, if the travel restrictions are changed before the EC officially cancels and reschedules, then the hotel may not offer the credit for a future year. The cancellation fee increases to \$133,500 if the EC cancels within 60 days of the event.
- B. The Board could choose to cancel the 2020 convention and not hold the 2022 convention in Savannah, GA. If cancellation fees still apply, then NASCOE would forfeit the credit offered by the hotel for a future year.

### Potential Motion:

I move that NASCOE cancels the 2020 National Convention, at a time determined appropriate by the Executive Committee, and that the 2022 National Convention be held in Savannah, GA.

## **OPTION 2 – Postpone the 2020 National Convention**

### Details:

NASCOE will hold the face to face annual meeting in 2020, but not in August as currently scheduled. The hotel has indicated the following dates are available.

- Sunday September 27 through Wednesday September 30.
- Sunday November 29 through Wednesday December 2.
- Sunday December 13 through Wednesday December 16.

### Pros:

- A. NASCOE is able to conduct business in a more traditional manner
- B. This allows more time for COVID-19 to potentially no longer be a concern.
- C. This allows more time for the Georgia Association and vendors to prepare for the convention, promote attendance, and attempt to fundraise.
- D. NASCOE receives 100% of our cancellation fee back as a credit.

### Cons:

- A. If cases of COVID-19 are still occurring, NASCOE continues to be liable without insurance. Our options to cancel a second time without incurring fees could be limited. Reopening our contract with the hotel may result in them adding language addressing coronavirus.
- B. The dates offered are not ideal. School will be in session. The first week coincides with the end of FSA's fiscal year, fall acreage reporting in some areas, and work that is needed to prepare for rollover and payments. The other two weeks are in the middle of holiday season when members may already have family obligations. These may result in reduced attendance.
- C. NASCOE will be responsible for the difference between actual income to the hotel and the full hotel guarantee. Reduced attendance could increase these costs.
- D. WDC attendance and Q&A may be affected depending on FSA policy at the time, which also may affect member attendance.

### Notes:

- A. NASCOE will still need to pay the normal convention business costs (Background Info Item B), in addition to the hotel guarantees.
- B. The By-Laws do not stipulate a timeframe for the annual meeting, so this option is allowed under NASCOE rules. The By-Laws also state that the Officers and Executive Committee will serve through the last day of the month of the next annual meeting. Therefore, the current EC would remain in place until the postponed meeting.
- C. There are some negative effectives for Georgia in rescheduling. Much as the hotel's offered dates could limit our attendees, they could also limit the available Georgia Association volunteers for the convention, as they could also have existing family obligations. Additionally, Georgia gambling rules do not permit an extension to the

raffle, so the sold tickets would need to be refunded and a new raffle started. Finally, with 22% and growing unemployment, an economic depression is forecasted which may limit donations.

- D. The preferred date of the postponed convention could be obtained by an electronic vote of the membership.
- E. NASCOE will not have a host state for 2022. Another state association will need to volunteer to make a bid for 2022.

Potential Motion:

I move that NASCOE postpones the 2020 National Convention to later in the calendar year, to be determined based on availability and member preference.

### **OPTION 3 – Continue with the 2020 Convention as Scheduled**

Details:

NASCOE will hold the face to face annual meeting in August 2020.

Pros:

- A. NASCOE is able to conduct business in our traditional manner
- B. NASCOE does not pay any cancellation fee.
- C. NASCOE may be able to negotiate lower minimums. In exchange for lower minimums, the hotel may require concessions on our part, such as language guaranteeing some income or rescheduling if there are travel restrictions still in place.

Cons:

- A. If cases of COVID-19 are still occurring, NASCOE continues to be liable without insurance. Members from states with a lot of cases of the virus will be meeting and socializing with members from states with fewer cases.
- B. Registration and fundraising will take place this spring and summer during a period of travel restrictions and shelter-in-place orders. Members currently in areas hard hit by COVID-19 may not feel comfortable making travel plans. This could result in reduced attendance and funds to pay for the convention.
- C. Due to the high rate of unemployment and closed businesses, the Georgia Association will likely continue to have fundraising challenges. This could increase NASCOE's costs.
- D. NASCOE will be responsible for the difference between actual income to the hotel and the full hotel guarantee. Reduced attendance could increase these costs.
- E. WDC attendance and Q&A will likely be affected depending on FSA policy at the time, which also may affect member attendance.

Notes:

- A. NASCOE will still need to pay the normal convention business costs (Background Info Item B), in addition to the hotel guarantees.
- B. NASCOE will not have a host state for 2022. Another state association will need to volunteer to make a bid for 2022.
- C. The Convention may still be cancelled if hotel is closed or Georgia has travel restrictions. How this affects our ability to reschedule likely depends on if we reopen the contract to try and reduce minimums. As it stands now, there would be no cancellation fee in this event.

Potential Motion:

I move that the 2020 NASCOE National Convention continues as scheduled, acknowledging that the Executive Committee has outlined the potential risks and liability to the association.

# **NASCOE Board of Directors Meeting**

## **Special Meeting, May 2, 2020**

### **Q&A**

**Q1 - How will we elect officers and execs/alt execs if the convention is not held?**

**A1** – It's a requirement to have a business meeting. We have looked at a couple different alternatives. Very likely that technology will be utilized in some way. The \$80,000 that we would typically spend would not be spent and some of this could be invested in technology. We are confident that something could be done, and we would put together a committee or group to figure out alternatives and set a timeframe for a business meeting.

**Q2 - How will we as areas vote for issues that may be discussed in area breakouts that they bring back for discussion?**

**A2** – We would probably again use technology in some way and look to consult members on how to meet their needs. It's important to note that we can discuss issues that face NASCOE at any time, it doesn't take a business meeting.

**Q3 - Has anyone let RASCOE know about the issues**

**A3** – They have been notified, but not timely. RASCOE reached out to us and we responded and told them it was fine for them to review the materials and visit with their members. The status of the meeting is just as important to them and they know this is a very important decision. If I could go back, I would probably have brought them in sooner than I did.

**Q4- Should we pass a motion to hold or cancel the NASCOE convention today doesn't that limit the ability for NASCOE to negotiate with the hotel to lessen the cost to cancel or even hold a smaller convention? Would postponing a decision to possibly save \$60,000, \$125,000, or more be a doable option?**

**A4** – If canceling, the best option would be for the hotel to cancel the event and then we would have zero financial liability. We will likely see peaks and valleys with the infection, so we don't know how it will be in August. But we do know that if we postpone to 2022 now, we will be able to get \$62,000 as a credit. That offer is not in writing. The hotel is going to be looking out for themselves and probably doesn't care about our financial wellbeing. They don't have to offer the credit and they have been difficult to negotiate with at this point. We could wait, but it comes with uncertainty.

**Q5 - Since Georgia is one of the first states that has reopened in the last week, would it be pertinent to postpone any decisions for a short time until we see how their reopening goes?**



**A5** – The Board could do that. Postponing leads to a couple other factors. The main one would be fundraising. We can't postpone it another month and then be all in. If we're going to do this, we need to promote it and need people to go. We would need commitments, registrations, and money starting to go to Georgia. Making a determination today would provide closure to those who are organizing this. We know that Coronavirus will still be around in some way in August and we will have to prepare for that either way.

**Q6 - Let's not worry about losing that ~62,000 if we reschedule. Let's just think of it as doing our part in helping an industry who is hurting right now while we are still working as normal.**

**A6** – NASCOE has done a good job saving money for a rainy day. We have reserves for emergencies. Sometimes this is to protect our jobs and programs that are important. A world pandemic would be a different type of emergency.

**Q7 - I recognize the concerns and the difficulty this situation has put Georgia and NASCOE in. Georgia recently reopened their state and others will be doing that soon. In a month we may all know more as to what the situation is for the state and possibly for other states once we start reopening. Is it possible to move a motion to delay the vote for a month?**

**A7** – We would defer back to our previous comments on that question.

**Q8 - Will these questions and answers be put on NASCOE website?**

**A8** – Yes, we can do that. We will need to let everyone know what was discussed and what factors were considered in this decision. An information package should come out in the next few days.

# NASCOE Executive Committee Meeting

Conference Call, September 4, 2019 @ 19:00 CDT

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Dennis Ray, Past President  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Neil Burnette, Legislative Co-Chair (Left at 19:30)  
Clint Bain, Legislative Co-Chair (Left at 19:30)

- I. Roll Call – Secretary Csutoras
- II. Call to Order & Welcome - President Wilson
- III. New Business
  - A. President Wilson nominated the following list of National Committee Chairs for the Executive Committee (EC) concurrence:
    - Awards/Scholarship – Julie Goetzman
    - Benefits/Emblems – Chris Lary
    - Legislative Co-Chair – Neil Burnette
    - Legislative Co-Chair – Clint Bain
    - Membership – Glenn Thomas
    - NAFEC – Donny Green
    - Programs – Chris Hare
    - Publicity/Webmaster – Teresa Holmquist

**A MOTION was made by Beth Farmer and seconded by Marla Hammer to accept the President’s National Committee Chairs as nominated. All in favor, motion carried.**
  - B. President Wilson discussed Area Chair Appointments. Area Executives were given a deadline of September 16, 2019 to submit names of their appointments to the NASCOE President. Selections will be reviewed and notification of acceptance will be provided at the 2019 Organizational Meeting.
  - C. President Wilson requested nominations for a Program Technician to serve on a WDC Internal Control Task Force. This position will require travel to WDC, likely the week of September 16<sup>th</sup>. Nominations are preferred by September 5<sup>th</sup> but no later than September 6, 2019.

- D. President Wilson notified the EC that USDA was putting together a task force to review requirements for geospatial acreage reporting. NASCOE has submitted names to be included on the task force. President Wilson noted that acreage reporting is integral to what we do and important to membership, therefore we will take every opportunity to provide input into the process.
- E. President Wilson informed the EC that he was selected for the FPAC Customer Service Task Force meeting in WDC on September 17-18. He is intending to visit with WDC personnel on September 16<sup>th</sup> and travel directly to the Organizational Meeting on September 18<sup>th</sup>.
- F. President Wilson notified the EC that he has a conference call scheduled with the Administrator and he plans to address membership concerns about MFP and WHIP, among other things.
- G. President Wilson reviewed the guidance previously issued regarding the 2019 Organizational Meeting in Savannah, GA. Past President Ray reviewed the EC policy regarding written reports prior to and following EC face to face meetings. Secretary Csutoras will provide guidance on formatting for these reports. President Wilson set a deadline of September 16, 2019 to submit Inbound Reports.
- H. President Wilson updated the EC on a DAFO call held with all employee association presidents on August 30, 2019. The intent of the call was to inform employee organizations that USDA was looking for alternatives to managing offices with zero employees working in them.
- I. President Wilson reminded the EC that each area is generally expected to distribute four Area Newsletters. Area Chairs should be utilized in creating content for these. There will be further discussion at the Organizational Meeting.
- J. President Wilson provided an update on the efforts NASCOE is undertaking to create a member database. A task force will be meeting prior to the Organizational Meeting to review potential resources from the Department and to explore what information is needed and how best it can be used.
- K. Legislative Co-Chairs Burnette and Bain provided an update on FY 2020 appropriations activity on Capitol Hill.
- L. Legislative Co-Chairs Burnette and Bain provided an update on the upcoming Leadership Conference. A call with presenters is scheduled for September 5<sup>th</sup> and a call with all attendees is tentatively scheduled for October.
- M. The EC tabled discussion regarding scheduling a standard conference call for updates and potential EC action. The EC will revisit this subject at the Organizational Meeting.
- N. The EC discussed providing flowers for NAFEC President Craig Turner after the recent passing of his Mother. **A MOTION was made by Marcinda Kester and seconded by Joel Foster to donate \$50 to the Motley County Livestock Association. All in favor, motion carried.**

O. Secretary Csutoras asked for discussion regarding going paperless for the Organizational Meeting. Individual EC members were asked to communicate their preference by end of day on September 5, 2019.

P. President Wilson notified the EC that DAFO is conducting quarterly calls with all association officers. The next scheduled call is on September 5<sup>th</sup>. All the officers will be on the call with the exception of the President who has a scheduling conflict.

Q. Secretary Csutoras discussed the distribution of minutes. Minutes should be drafted shortly after an EC meeting and then sent to the Officers, Execs, Alternate Execs, and National Committee Chairs. Minutes will subsequently be reviewed and approved at the next meeting of the EC.

R. Treasurer Houk notified the EC that he is distributing scholarship checks in batches of six due to banking limitations. The August distribution had been sent out and the September distribution will be sent shortly.

S. Treasurer Houk reminded the EC that he needed lists of state treasurers to finalize processing of stipend checks.

**A MOTION was made by Dennis Ray and seconded by Marcinda Kester to adjourn at 20:28 CDT. All in favor, motion carried.**

Respectfully Submitted

Richard Csutoras  
NASCOE Secretary

# NASCOE Executive Committee Meeting

Conference Call, September 5, 2019 @ 19:00 CDT

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Dennis Ray, Past President  
Lawrence Parker, NEA Exec  
Mary Roberts, MWA Alt Exec  
Beth Farmer, SEA Exec  
Dane Schneidt, NWA Exec  
Marla Hammer, SWA Exec

I. Roll Call. President Wilson appointed Dane Schneidt as Acting Secretary in absence of NASCOE Secretary Richard Csutoras.

II. Old Business

A. The EC discussed how scholarship funding can only be distributed at a rate of 6 checks per month in the special money account where the scholarship funding is currently being held. This year there are 16 scholarship award recipients. Concerns are rising from scholarship recipients about not timely receiving scholarship funding before school starts. **A MOTION was made by Curt Houk and seconded by Marla Hammer to pay the remaining scholarships from the NASCOE checking account and then reimburse the account from the scholarship account. All in favor, motion carried.**

**A MOTION was made by Dennis Ray and seconded by Marcinda Kester to adjourn at 19:10 CDT. All in favor, motion carried.**

Respectfully Submitted

Richard Csutoras  
NASCOE Secretary

# NASCOE Executive Committee Meeting

Conference Call, October 1, 2019 @ 18:00 CDT

Present: Brandon Wilson, President\*  
Marcinda Kester, Vice President\*  
Curt Houk, Treasurer\*  
Richard Csutoras, Secretary\*  
Dennis Ray, Past President\*  
Lawrence Parker, NEA Exec\*  
Jackson Jones, MWA Exec\*  
Beth Farmer, SEA Exec\*  
Joel Foster, NWA Exec\*  
Marla Hammer, SWA Exec\*  
Annette Hyman, NEA Alt Exec\*  
Mary Roberts, MWA Alt Exec\*  
Donny Green, SEA Alt Exec\*  
Dane Schneidt, NWA Alt Exec\*  
Tracy Wilson, SWA Alt Exec\*  
Neil Burnette, Legislative Co-Chair\*  
Clint Bain, Legislative Co-Chair\*

I. Roll Call – Secretary Csutoras

II. Call to Order & Welcome - President Wilson

III. Old Business

- A. Secretary Csutoras updated the group on the revisions to the Bylaw and Constitution following the amendment from convention. Revisions included corrections from the 2013 and 2016 amendments that had resulted in incorrect previous versions. Notification will be made to EC members, National Committee Chairs, EC alts, and the Board of Directors. Previous versions will be obsolete and should be destroyed.
- B. Treasurer Houk informed the group that the NASCOE Veem account was established. A test had been conducted and the process seemed to work well. Claimants should complete a claim form and then send an invoice through Veem to the NASCOE account. NASCOE will verify the VEEM invoice against the NASCOE claim form and then issue payment. Payments go immediately to a processing stage. We are still determining how long that actual payments take. Veem gives Treasurer Houk a report that he can attach to his claim. There was a suggestion that Julie develop some instructions for requesting a payment. The EC will evaluate more as the pilot concludes.

IV. New Business

- A. President Wilson shared concerns about states using part-time offices as a solution to the staffing challenges. Examples include reassigning employees and restructuring

- all offices within a state. One state is 86 employees short based on their unrestricted numbers, so this is the STO reactions to these kinds of shortages. NASCOE is trying to get the agency to report to Congress what the unrestricted numbers are to address these situations.
- B. Secretary Csutoras informed the group that the room rate for extra rooms after the convention would be \$185 instead of the \$118 previously thought. A request was made for an informal poll to determine interest to allow for appropriate booking.
  - C. Treasurer Houk presented a written proposal (attached) from the Membership committee to fund three new scholarships at the NASCOE area level. We typically spend less on scholarships than what we bring in every year. Increasing scholarships is a real benefit for membership. **A MOTION was made to accept the proposal to fund these three scholarships at the area level. Marcinda seconded. Discussion. All in favor. Motion carried.**
  - D. CO Advocacy Chairperson Green discussed a memo from FPAC yesterday concerning performance reviews. An update on actual policy contained in 5-PM was provided. The EC shared examples of various states who are implementing procedures different than procedure. To better educate our membership, the CO Advocacy committee will prepares a “did you know” bulletin and a fact sheet for disbursement.

**A MOTION was made by Marcinda Kester and seconded by Joel Foster to adjourn at 19:15 CDT. All in favor, motion carried.**

Respectfully Submitted

Richard Csutoras  
NASCOE Secretary



# National Association of FSA County Office Employees Awards & Scholarship Committee

Awards & Scholarship Committee Chair: Julie Goetzman, Texas  
Midwest Area: Marilyn Dunn, Minnesota  
Northeast Area: Sheryl Michener, Rhode Island  
Northwest Area: Kyra Hagberg, Montana  
Southeast Area: Julia Davidson, Mississippi  
Southwest Area: Julie Goetzman, Texas

It has been brought to attention of the Awards and Scholarship committee that members are disgruntled that there is not money to be awarded at the area level for each scholarship category. In an effort to maintain membership and increase scholarship participation, we would like to propose the following scholarships at the area level:

Scholarship:	National Winner Amount:	Proposed Area Winner Amount:	Amount Awarded Increase:
Continuing Education for Adult Children	\$250	\$125	\$625
Grandchildren	\$500	\$250	\$1,250
Associate	\$500	\$250	\$1,250

Currently, we have \$69,848.99 in the scholarship account. Under current obligations, we will pay out \$15,750 in scholarships if all scholarships are awarded. The proposed changes in the award amount would equate to an additional \$3,125.

Since going to Superior Emblems, our sales have increased. Additionally, our contract last year was negotiated from 7% of sales to 14%. In 2017-2018, the total emblems sales were almost \$70,000. On \$70,000, that would be \$9,800, which is up \$4,900 from the previous contract. We conservatively expect \$6,250 to come into the fund from Area Rallies and an additional \$8,500 from the national convention auction. We expect to have a total of \$24,550 come into the scholarship fund, which would cover current obligations and proposed obligations without going into the \$69,848.99 reserves.

Respectfully Submitted,

*Julie Goetzman*

Julie Goetzman  
National Awards & Scholarship Chair



# NASCOE Executive Committee Meeting

Conference Call, October 9, 2019 @ 18:00 CDT

Present: Brandon Wilson, President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Dennis Ray, Past President  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Annette Hyman, NEA Alt Exec  
Mary Roberts, MWA Alt Exec  
Chris Lary, Benefits and Emblems Committee Chair

I. Roll Call – Secretary Csutoras

II. Call to Order & Welcome - President Wilson

III. Old Business

A. Benefits Chair Lary informed the EC that there had been a significant change in the proposal for Sam's Club from her previous presentation to the EC. Instead of a set promotion that each member could take advantage of at their local Sam's Club, the benefit will change monthly and require Benefits Chair Lary to collect and submit all new and re-enroll applications. As such, she suggested that the EC reconsider their previous adoption of the benefit. Benefits Chair Lary was willing to move forward with Sam's Club, however she also reminded the EC that members could receive a discount or promotion for Sam' Club via their Working Advantage.

**A MOTION was made by Curt Houk and seconded by Dennis Ray to rescind the approval made at Org Meeting to accept the Sam's Club Proposal. Discussion. All in favor, motion carried.**

IV. New Business

A. Benefits and Emblems Committee Chair Lary explained that she has been working with livestreaming fitness.com. Live streaming, on demand. Exercise classes, cooking classes, weight loss challenges. Family gets their own log ins. Proposal is to offer NASCOE \$49.00 year, down from \$99.00. Opportunity to help release stress for our employees. \$10 per membership back to membership. Sign-ups this year will go to 12/20 for the same cost. No written agreement appears to be needed.

**A MOTION was made by Beth Farmer and seconded by Lawrence Parker to accept the proposal from Livestream. Discussion. All in favor, motion carried.**

V. Announcements

A. President Wilson provided a briefing on decisions that some STO are doing which are resulting in reassigned employees. There is uncertainty if this action is compliant with existing law that prohibits using agency money to create an office with two or fewer employees. The employees have a limited time to respond. President Wilson may have a follow up call with the EC to discuss what position NASCOE should take.

B. President Wilson gave a reminder that all EC members and National Committee Chairs are to get reimbursed for the Organizational Meeting via Veem. Instructions to sign up and to send a bill to Treasurer Houk were sent out. It appears that there is an average delay of five to six days. This is still a pilot at this time, so all state associations except Texas should continue to pay dues via existing procedures.

C. President Wilson reminded the EC that the email [nascoesec@gmail.com](mailto:nascoesec@gmail.com) was no longer maintained by Vice President Kester. If anyone is sending information to the Vice President, particularly of a sensitive nature, they were asked to be sure the right address was used.

D. President Wilson notified the EC that the officers have been informed that space is limited in Fort Wayne, IN (site of the 2021 NASCOE Convention) in September 2020 for the 2020 Organizational Meeting. Currently the only available dates are September 17-20, 2020. Additional research is being made, but the EC may be asked to approve this date in order to ensure we have the necessary space.

E. President Wilson called attention to the Performance Management Fact Sheet released recently by the County Office Advocacy Committee. This has been generating positive feedback.

F. Secretary Csutoras sent out minutes for previous EC meetings. These will be acted on at the next EC meeting.

G. President Wilson informed the EC that the NASCOE newsletter was in its final stages and that it should be issued shortly.

**A MOTION was made by Lawrence Parker and seconded by Joel Foster to adjourn at 18:37 CDT. All in favor, motion carried.**

Respectfully Submitted

Richard Csutoras  
NASCOE Secretary

# NASCOE Executive Committee Meeting

Conference Call, October 10, 2019 @ 19:00 CDT

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec

I. Roll Call – President Wilson

II. Call to Order & Welcome - President Wilson

III. New Business

A. President Wilson discussed the memo and travel authorization issued earlier in the day by DAFO for NASCOE leadership and other associations to participate in the FSA County Office Resource Management Meeting. He noted that Past President Ray is not invited, however he is requesting his attendance. There will be close to 30 participants for this two-day meeting.

It is expected that DAFO will want to talk about a lack of funds to properly staff offices and ask for suggestions on what is acceptable for one PT and no PT offices. The EC noted that it will be important to discuss FSA's mission, the importance of accessibility to farmers, and the stress that farmers are currently enduring. It is suggested that the EC meet prior to the official meeting in order to discuss our position, decorum, and other administrative type concerns, such as access to the South Building.

The EC determined that staffing is a priority concern for our membership and it is important to be organized to best act on their behalf. All attendees will work with their STO to try and schedule their trip through CONCUR to arrive on Sunday by noon. President Wilson will try and acquire meeting space.

**A MOTION was made by Curt Houk and seconded by Marcinda Kester to adjourn at 19:37 CDT. All in favor, motion carried.**

Respectfully Submitted

Richard Csutoras  
NASCOE Secretary

## FSA County Office Resource Management Pre-Meeting

Washington DC

Sunday, October 20, 2019

13:30-18:00 EDT

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec

1. Roll Call – Secretary Csutoras
2. Welcome and Call to Order – President Wilson
  - A. Approval of Minutes – **A Motion was moved by Beth Farmer and seconded by Marcinda Kester to approve the amended minutes of the 2019 NASCOE Organizational Meeting along with the conference call minutes of October 1, 2019. Discussion. All in favor, motion carries.**
3. Discussion
  - A. President Wilson shared feedback from the recent “All Presidents” conference call. He noted there were audio issues, but it is believed they were from a user, not a result of the actual call line. States have been sharing that the content was good. Execs should encourage state associations to consult with them before engaging their STO on Shared Management situations. The County Office Advocacy Committee is preparing a Fact Sheet on Shared Management Consultation that should be helpful.
  - B. President Wilson gave an update on the status of the Membership Database. State Membership Chairs will soon be provided a worksheet and asked to fill in missing information regarding membership and emails. Each Area Executive was asked to support this initiative and encourage timely completion.
4. Old Business
  - A. President Wilson reviewed updated County Office Advocacy Committee roles and responsibilities prepared by National Chair Green. **A Motion was moved by Jackson Jones and seconded by Curt Houk to approve the County Office Advocacy Committee roles and responsibilities as submitted. Discussion. Potential changes were reviewed. An AMENDMENT was moved by Jackson Jones and seconded by Curt Houk to approve the County Office Advocacy Committee as amended. Discussion on Amendment. All in favor, amendment carries. Discussion on amended motion. All in favor, motion carries.**
  - B. President Wilson asked for an update on the Veem pilot. Treasurer Houk indicated it is working well. He has similar internal controls with Veem as he does with paper checks. The dues payment from Texas went without issue. There is a request for more comprehensive instructions if Veem is adopted association wide. Treasurer Houk indicated it is his opinion that Veem will meet NASCOE’s needs. Some options for rollout include allowing states to pay their dues via ACH or Veem and allowing members seeking reimbursement to use Veem or request a physical check. There is a fee for each Veem transaction and NASCOE will need to monitor this expense to see how it affects budget. **A MOTION was moved by Marla Hammer and seconded by Beth Farmer for NASCOE to require payments from NASCOE are made in the form of Veem or check, with check being the exception not the rule, beginning January 1, 2020. Discussion.**

**Suggestion that NASCOE obtain legal advice on liability with regards to payment breach. All opposed, motion fails.**

- C. Secretary Csutoras asked the EC if there was enough interest for NASCOE to contract a new room block with the hotel for the nights after the 2020 Convention in Savannah, GA. It was noted that the convention ends in the middle of a week, which hasn't happened in recent memory. There is no way to determine if there will be member interest in staying in town and a significant financial risk. The Executive Committee took no action so no additional room reservations will be made.
  - D. President Wilson shared that the 2020 Organizational Meeting in Fort Wayne, IN only had dates in late August, September 17-20, or mid-October 2020. Due to restriction in NASCOE bylaws, August is not an option. President Wilson felt like it would not be in NASCOE's best interest to wait until October to organize. **A MOTION was moved by Marcinda Kester and seconded by Marla Hammer to set the 2020 NASCOE Organizational Meeting dates as September 17-20, 2020 and to reserve the location. Discussion. All in favor, motion carries.**
5. New Business
- A. Treasurer Houk reviewed a request from Jenae Prescott to travel outside of the approved travel authorization for the Leadership Development Meeting in Dallas, TX. He reviewed the policy and noted that members who make these requests must submit documentation showing that the travel reimbursement is not increased due to the change. **A Motion was moved by Lawrence Parker and seconded by Joel Foster that NASCOE approve Jenae Prescott's request. Discussion. All in favor, motion carries.**
  - B. President Wilson and the EC discussed potential FSA proposals regarding the FSA County Office Resource Management Meeting. The Workload Analysis tool provided to CEDs was reviewed. It was noted that the meeting was going to have a big group, many with different goals than NASCOE. The EC resolved to listen and pay attention.
6. Additions
- A. President Wilson discussed challenges with the performance process in some offices and states. It was noted that the county offices just ran the MFP program with historically low staffing. Discrepancies in the performance management process should be forwarded up through the Execs.
  - B. President Wilson informed the EC that the Legislative Committee was working on talking points for members to help with discussion with legislators. Part time offices will likely be included.
  - C. Secretary Csutoras brought some questions to the EC regarding the 2021 Convention. The host state is asking if they can use the \$2000 budgeted for a breakfast on a breakout snack instead. The EC determined this was allowable. There was additional discussion regarding traditional instructions for flowers, hospitality rooms, and breakouts.
  - D. President Wilson discussed the upcoming Leadership Development Training. He noted that we often see a different perspective from newer hires. We also know that part time offices are hard on morale and membership looks to NASCOE for assistance.
  - E. President Wilson discussed ongoing issues with the MFP program. It was noted that recent software problems, along with ongoing policy uncertainty, has led to inconsistent program delivery. This most recent issue has resulted in overpayments which seems unfair to producers. NASCOE will continue to discuss the challenges this program has caused with management.

**A MOTION was moved by Jackson Jones and seconded by Joel Foster to adjourn. All in favor, motion carried.**

Respectfully Submitted  
Richard Csutoras  
NASCOE Secretary

# NASCOE Executive Committee Meeting

## Monthly Conference Call

Tuesday, November 5, 2019  
18:00 CST

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Dennis Ray, Past President  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Annette Hyman, NEA Alt Exec  
Donny Green, SEA Alt Exec  
Dane Schneidt, NWA Alt Exec  
Tracy Wilson, SWA Alt Exec  
Chris Hare, Programs Chair

1. Roll Call – Secretary Csutoras
2. Welcome and Call to Order – President Wilson
3. Review and Approval of Previous Minutes - **A Motion was moved by Lawrence Parker and seconded by Dennis Ray to approve the amended minutes of the Resource Management Meeting along with the conference call minutes of October 9, 2019 and October 10, 2019. Discussion. All in favor, motion carries.**
4. Old Business
  - A. Vice President Kester provided an update on Veem. The NASCOE attorney’s guidance is that we are to perform ‘due diligence’ in researching to make sure they are reliable company. It was noted that anyone can still sue though, so NASCOE should look into insurance. Treasurer Houk reminded the EC that NASCOE has liability insurance. He will get clarification from our insurance company concerning its coverage toward Veem. Vice President Kester was asked to follow up with the attorney regarding whether our existing efforts constitute ‘due diligence’
5. New Business
  - A. Programs Chair Hare reviewed a proposal, attached, to combine the duties of the Negotiation Consultants with those of the Programs Committee. NASCOE would still take consultants to negotiations with management, however rather than a separate individual, this consultant would also be the Area Programs Chair. It was noted that often our membership doesn’t know the difference between negotiation and programs items. They just have issues that they want NASCOE to address. The Programs Committee receives most of these submissions. Historically, areas used to be challenged to bring 50 or more items from each area to negotiate. WDC suggested we would get better results with less negotiation items. NASCOE created the Programs Committee and the bulk of those submission items began to shift over to the new committee. Lately the number of actual negotiated items has been between 15 and 20 total. The Programs Committee now handles 90% of suggestions. Secretary Csutoras noted this proposal is suggesting NASCOE take some proactive steps to reduce redundancies while providing an opportunity to have negotiators who are more active year-round and thus potentially more informed and experienced. Concerns were shared regarding the loss in NASCOE leadership building positions. It was also noted that this change would result in cost-savings at a time when NASCOE income is down. If there are duplications in the process, it’s prudent for NASCOE to evaluate if our

negotiation consultant positions still make business sense. There was discussion about how negotiations is an important foundation behind NASCOE. Regardless of the outcome of the proposal, membership should be assured that the actual negotiation process will not change. **A MOTION was moved by Curt Houk and seconded by Marcinda Kester to combine the Negotiations Consultants with the Programs Committee to create the Negotiations and Programs Committee, with the area chairs chosen the same as consultants are now, to be effective immediately. Discussion. An AMENDMENT was moved by Lawrence Parker and seconded by Jackson Jones to combine the Negotiations Consultants with the Programs Committee to create the Negotiations and Programs Committee, with the area chairs chosen the same as consultants are now, to be effective on September 1, 2020. Discussion on Amendment. All in favor of Amendment, roll call vote called. Marcinda Kester votes YES. Curt Houk votes NO. Dennis Ray votes YES. Richard Csutoras votes YES. Lawrence Parker votes YES. Jackson Jones votes YES. Marla Hammer votes YES. Beth Farmer votes YES. Joel Foster votes Yes. Amendment carried. Discussion on Amended Motion. All in favor of Amended Motion, roll call vote called. Marcinda Kester votes YES. Curt Houk votes YES. Dennis Ray votes YES. Richard Csutoras votes YES. Lawrence Parker votes YES. Jackson Jones votes NO. Marla Hammer votes YES. Beth Farmer votes YES. Joel Foster votes Yes. Motion carried.**

- B. President Wilson informed the EC that DAFP had invited himself, Vice President Kester, and Programs Chair Hare to come to WDC and meet with program specialists. This is tentatively scheduled for December 9 and 10. In addition to DAFP and his staff, the group plans to meet with DAFO and the Administrator. President Wilson noted that the President and Vice President have existing EC approval to expend funds to travel to WDC as needed, however the EC will need to approve travel for Programs Chair Hare. **A MOTION was moved by Beth Farmer and seconded by Jackson Jones to approve funding for Programs Chair Hare to travel to WDC and meet with DAFP and his staff. Discussion. All in favor, motion carried.**
- C. President Wilson informed the EC that during the Organization Meeting, the National Committee chairs had indicated they felt that coming to the Pre-Negotiation Meeting would be extremely beneficial. However, funding was not budgeted for them to travel to Pre-Negotiation so the EC will need to approve funds for this purpose. President Wilson asked for a motion from the floor to send the National Committee Chairs to the Pre-Negotiation Meeting. The Executive Committee took no action at this time.

#### 6. Discussion

- A. President Wilson shared feedback from the recent Leadership Development Meeting in Dallas, TX. He has been receiving extremely positive stories from all who attended. The consensus is that these kinds of meetings are valuable to membership and there is a desire to conduct a similar meeting every year, but at a cost of \$60,000 to \$70,000 that may not be doable. The EC will need to continue to look for ways to engage and encourage our membership.
- B. President Wilson noted that the Membership Database will be coming out to the Area Membership Chairs very shortly. All Area Execs are asked to support the effort and encourage states in getting items returned.
- C. President Wilson discussed how the formation of the FPAC business center has made certain issues difficult to resolve within traditional FSA channels. He discussed with the EC potential avenues for addressing these types of concerns in the future.
- D. President Wilson provided the EC with recent updates from our Legislative Consultant regarding staffing and appropriations.

#### 7. Additions

- A. President Wilson provided an update on the status of the membership recruitment video. He noted the Membership Workgroup would likely be convened in conjunction with Pre-Negotiations and addressing the status of the video will be on their agenda. That will provide feedback for the EC as they consider release. He noted that while there are some concerns about not releasing it yet, it is probably normal to need multiple iterations or revisions on a project of this scope.
- B. Secretary Csutoras reviewed an updated version of the NASCOE Roles and Responsibilities handbook that incorporates the changes from the formation of the County Office Advocacy

Committee. The EC noted that there are several pre-existing errors in the document and it needs many more edits. A working group consisting of NEA Exec Parker and SWA Exec Hammer will be convened to conduct a full review in the near future. **A MOTION was moved by Jackson Jones and seconded by Curt Houk to approve the updated version of the NASCOE Roles and Responsibilities Handbook. Discussion. All in favor, motion carried.**

- C. Secretary Csutoras reviewed an updated version of the NASCOE Executive Policies Handbook that incorporates the IRS compliance requirements and updated publicity language previously approved by the EC. **A MOTION was moved by Jackson Jones and seconded by Curt Houk to approve the updated NASCOE Executive Policies Handbook. Discussion. All in favor, motion carried.**

**A MOTION was moved by Jackson Jones and seconded by Curt Houk to adjourn at 20:15 CST. All in favor, motion carried.**

Respectfully Submitted

Richard Csutoras  
NASCOE Secretary



# NASCOE Executive Committee Meeting

## Monthly Conference Call

Tuesday, December 3, 2019  
6:00pm CST

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Dennis Ray, Past President  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Annette Hyman, NEA Alt Exec  
Dane Schneidt, NWA Alt Exec  
Tracey Wilson, SWA Alt Exec  
Glenn Thomas, National Membership Chair (left at 18:30)

1. Roll Call – Secretary Csutoras
2. Welcome and Call to Order – President Wilson
3. Review and Approval of Previous Minutes - **A Motion was moved by Jackson Jones and seconded by Joel Foster to approve the conference call minutes of November 5, 2019. Discussion. All in favor, motion carries.**
4. Old Business
  - A. National Membership Chair Thomas reminded the EC that the Membership Database drive is still in progress. Execs were asked to work with their Area Membership Chairs to be sure they are getting everything they need. The Membership Committee will continue to provide updates.
  - B. President Wilson informed the EC that he was still convening the Conference Call Alternative Task Force. Treasurer Houk noted the October cost for the conference call line was over \$1600. NASCOE has been encouraging more communication and it shows in the costs. Once assembled, the task force will be charged with coming up with alternative options. President Wilson noted some of the National Committee Chairs were already using non-cost alternatives. MWA Executive Jackson shared that MO is also using a free conference call option.
  - C. President Wilson informed the EC that he had solicited interested candidates for the Technology Coordinator Workgroup from attendees of the National Leadership Development meeting. This group will be tasked developing the responsibilities of a Technology Coordinator based on NASCOE's needs in the future.
5. New Business
  - A. Treasurer Houk informed the EC that he is finalizing the Pre-Negotiation Meeting details. He is looking at Kansas City for ease of travel and low cost, but there is no availability for meeting room for the MLK weekend when the meeting is traditionally held. He advised the EC that there is availability the weekend before or after and in exchange for our flexibility the hotel will reduce our rates. President Wilson indicated he is also looking to have the Membership Workgroup Meeting the Thursday leading up to the Pre-Negotiation Meeting to consolidate travel costs. President Wilson asked for input from the EC and the general consensus was that meeting the weekend after MLK will allow more time to organize the meetings. It was further determined that a delay of a week would still allow NASCOE to timely research and organize negotiation items for submission to WDC.

- B. President Wilson called for Area Executives to work with National Membership Chair Thomas and nominate attendees for Membership Workshop by Monday, December 9<sup>th</sup>. NASCOE needs the names finalized in order to get an accurate room count. The EC discussed the definition of a new member and each Area Executive expressed that they felt they could determine the definition for themselves based on their area.
- C. Secretary Csutoras polled the EC on when best to begin the National Convention calls. It was noted that Jennifer Comer is willing to continue her role in chairing these calls. She has some suggestions to make these more effective and make it as easy on the host state as possible. The EC determined that the Secretary will work with Jennifer and GA to arrange a start time and determine the best schedule.
- D. Secretary Csutoras reviewed the Christmas card mailing list. It was noted that there had been a lot of movement in WDC and NASCOE did not want to create ill will by missing someone on the list. There was discussion on how far down the organizational chart to send the cards. It was determined that the Secretary will send Christmas Cards to everyone at the section head level or higher. It was suggested that the National Programs Chair could recognize individual specialists who had been particularly helpful throughout the year separately.

## 6. Discussion

- A. President Wilson asked that Area Executives remember to include Negotiation Consultants in any communication they are sending to their other Area Committee Chairs. He asked that Execs please make sure they are on their distribution lists.
- B. Treasurer Houk informed the EC that he is working with our assigned representative for Veem to assess what protections from liability they provide. He has been informed that both Google and Facebook also use Veem, which would imply a certain level of security. Treasurer Houk has left a message with the Veem legal team but hasn't received a response yet. He has also reached out to the insurance representative for confirmation that we are covered. President Wilson directed the Treasurer to build a file on our due diligence efforts at the guidance of our attorney.
- C. President Wilson challenged the EC to reflect on what items we should be addressing with WDC when we meet face to face for Negotiations. President Wilson also directed the Secretary to summarize the negotiation items submitted and send them to Negotiation Consultants and EC.
- D. President Wilson informed the EC that he had assigned National Benefits Chair Lary the task to review our furlough resources to make sure that we successfully are able to provide information to membership in the event of a shut down.
- E. President Wilson discussed the 2020 appropriation. He noted that by the end of the week we should know FSA's allocations. The Legislative Committee is optimistic that there will be an increase and that the USDA budget will be passed before the Dec 20 deadline. The language prohibiting office closures will likely remain as Congress is still looking for FSA to provide staffing numbers by state.
- F. President Wilson provided an update on the WDC visit for Programs that the EC had previously authorized. Conversations with DAFP were positive, however at this point the trip was canceled due to concerns from DAFO. President Wilson will work with the Administrator to resolve these issues and reschedule the trip.

## 7. Additions

- A. President Wilson informed the EC that as of this point funding had not been authorized to bring the Committee Chairs to the Pre-Negotiation Meeting. Discussion determined that this meeting should primarily involve negotiations and as such there was not currently a strong enough business reason to authorize the expense of bringing all the National Committee Chairs to the meeting. It was noted that the National Programs Chair would be the exception as he would have background information on many of the submissions and it would better prepare him for the Negotiations/Programs merger next year. **A MOTION was moved by Beth Farmer and seconded by Marla Hammer to approve funding for National Programs Chair Hare to travel to the Pre-Negotiation meeting. Discussion. All in favor, motion carried.**
- B. President Wilson informed the EC that the working group that worked on developing the proposal for combining Negotiations and Programs, along with the officers, had a conference call with the Area Programs Chairs and Negotiation Consultants. The purpose was to inform them of the

upcoming merger and be sure they had accurate information. The discussion was open and the various pros and cons that had been considered by the EC were shared. President Wilson indicated that there was a good dialogue back and forth. He listened to comments from the group and addressed their concerns. One of their concerns was about the Pre-Negotiation Meeting getting off topic and sidelining the consultants from the EC. This year's meeting format will primarily focus on negotiations and include the Area Consultants along with the EC jointly as much as possible. Another concern brought up on the call was that Negotiation Consultants weren't engaged all year round. The merger next year should resolve much of this and Area Execs have been asked to include them in area communication moving forward this year.

- C. President Wilson reminded the group that this was the last EC meeting for Past President Ray as he was retiring at the end of the year. Dennis shared what a privilege it has been to work with everyone and that he is proud of the work that NASCOE is getting done. He will appreciate the friendships and memories. NASCOE does a lot of good for a lot of people.

**A MOTION was moved by Marcinda Kester and seconded by Joel Foster to adjourn at 19:42 CST. All in favor, motion carried**

# NASCOE Executive Committee Meeting

Monthly Conference Call, February 4, 2020 @ 18:00 CDT

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Annette Hyman, NEA Alt Exec  
Mary Roberts, MWA Alt Exec  
Dane Schmidt, NWA Alt Exec  
Tracy Wilson, SWA Alt Exec  
Chris Lary, National Benefits Chair (leave @ 18:51)

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. New Business
  - A. The Benefits Committee has been working with Benefits Direct and Dillard Financial Services to offer identify theft protection to our membership. DFS has indicated we are not currently under contract for an identity theft product, but they have provided Lifelock in previous years. InfoArmor is the product that Benefits Direct offers. National Benefits Chair Lary provided a summary of each product and reviewed pros and cons of various identify theft products, document attached. It was also noted that Benefits Direct might provide coverage to the Executive Committee complimentary. The Executive Committee determined that follow up with DFS was needed to confirm whether our contract prevents our offering identity theft products from another vender.
  - B. National Benefits Chair Lary reported that her committee has worked with Superior to get a proposal for a \$25 gift card for all new members. She has been consulting with the National Membership Chair on how to track the new members and work out the logistics. President Wilson noted that this was an agreement with an existing vendor and did not require any new agreements or action from the Executive Committee although they were encouraged to send in suggestions for this process.
  - C. National Benefits Chair Lary reported that 23 members so far have signed up for the livestreamingfitness.com service. She will follow up with the company to be sure that they provide the incentive payment to NASCOE that was promised.
  - D. The Executive Committee was asked to provide feedback concerning how much advance notification is needed prior to the Benefits Committee beginning negotiating for new benefits. President Wilson indicated that a preliminary discussion with himself to identify any concerns and then an email to the entire Executive Committee would be appropriate.
  - E. Secretary Csutoras informed the Executive Committee that the National Convention monthly calls will begin later this month. Jennifer Comer has agreed to facilitate the calls again.
- IV. Additions
  - A. President Wilson provided an update on the Technology Coordinator and Teleconference Workgroups. He has identified the Leadership Development Conference attendees that will be assigned to each group and he will notify the workgroup chairs shortly.
  - B. President Wilson informed the Executive Committee that per the request from the PreNegotiation meeting, the notes from the weekly Legislative Consultant call are being distributed to the Executive Committee. The content of these notes are confidential and not to be shared.

- C. SWA Executive Hammer provided an update on the NASCOE Membership Video. She has visited with former National Membership Chair Brooks and indicated her desire to review existing unused footage. She has also communicated the need to replace the footage from the MWA. SWA Executive Hammer asked the Executive Committee to consider approving funds to provide travel to the MWA for herself, the contractor, and possibly Ms. Brooks. After some discussion, the Executive Committee determined that Executive Hammer will discuss the needed revisions with the contractor and assess what our initial investment covers.
- D. NWA Executive Foster inquired whether the Area Membership Chairs and new members who attended the Membership Workshop would get reimbursed through Veem or with a paper check. President Wilson indicated that either was currently allowed but the paper check would be quickest until procedures are written.
- E. Secretary Csutoras informed the EC that we had received an admin leave memo for the MWA and a tentative list of attendees from WDC. He requested the agendas and registrations from the remaining Rallies to send up.

**A MOTION was moved by Marla Hammer and seconded by Lawrence Parker to adjourn at 19:30 CST. All in favor, motion carried.**

# NASCOE Executive Committee Meeting

Conference Call, February 18, 2020 @ 20:00 CDT

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Neil Burnette, Legislative Co-Chair  
Clint Bain, Legislative Co-Chair

- I. Roll Call – Secretary Csutoras
- II. Call to Order & Welcome - President Wilson
- III. New Business

A. President Wilson informed the EC that NAFEC representatives will be participating in a round table discussion with Congress on February 27<sup>th</sup>. The format is closed door, with no media attending and only employee groups invited. President Wilson was to be on a conference call with NAFEC tomorrow to provide them with input on potential issues. NACS and NASE are sending representatives to the congressional round table. Earlier today, NASCOE was invited to participate in the hearing as well. President Wilson presented the EC with various options in response.

The Executive Committee agreed that NASCOE needed to accept the invitation and send a representative. Discussion was held about who should attend the meeting. The Committee had discussion about President Wilson being that representative. **A MOTION was moved by Curt Houk and seconded by Joel Foster to send current President Brandon Wilson to represent NASCOE and attend the round table hearing. Discussion. All in Favor, motion carried.**

The Executive Committee discussed hiring concerns. Timing, transparency and communication were topics that were addressed. Unofficial temporary shared management situations, background check pain points, succession planning, and qualified candidates not making certificates due to the complicated process were also discussed.

B. President Wilson informed the Executive Committee that friend of NASCOE, Brent Orr's father had recently passed away. **A MOTION was moved by Marcinda Kester and seconded by Joel Foster for NASCOE to make a \$50 donation to the Vaiden Baptist Church Cookshed account in honor of Jimmie Donald Orr. Discussion. All in favor, motion carried.**

**A MOTION was made by Lawrence Parker and seconded by Marcinda Kester to adjourn at 21:00 CDT. All in favor, motion carried.**

Respectfully Submitted

Richard Csutoras  
NASCOE Secretary

# NASCOE Executive Committee Meeting

Conference Call, February 20, 2020 @ 19:00 CDT

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Richard Csutoras, Secretary  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Mary Roberts, MWA Alt Exec

I. Roll Call – Secretary Csutoras

II. Call to Order & Welcome - President Wilson

III. Old Business

- A. President Wilson informed the EC that DAFO is now working on assembling the Shared Management Task Force. NASCOE has been requested to submit approximately five names. NADD will be requested to submit names as well, because they have a role in Shared Management. The NASCOE employees that are appointed should solicit feedback from other interested members. The EC discussed how to identify which individuals to nominate. There has been a large amount of interest and will likely be more. President Wilson will work up a solicitation and send it out for comments.
- B. President Wilson reported that National Membership Chair Thomas had a conference call with the Membership Task Force this evening and has promised a report to the EC shortly. Everyone understands the gravity of the situation with the new members coming on board. He has a plan to outreach to those offices hiring new employees and is including his committee and the five new chairs. We know there is a lot of workload in the field, which is a factor. There will be more communication to the Area Executives soon. The key will likely be finding that person in each state who is ambitious and able to make an impact.

IV. New Business

- A. President Wilson informed the EC that National COAC Chair Green had tendered his resignation. Mr. Green is very passionately against parts of the hiring process and feels that he can't help NASCOE inform membership about something that he feels is wrong. He has indicated that he still supports NASCOE and will support the EC going forward.
- President Wilson wanted to clarify that NASCOE is not endorsing the current process, but he feels we do have an obligation to inform membership. He reminded the EC that approximately one year ago, CO hiring was going to stop utilizing KSA's and FPAC BC was going to manage hiring and tell COs who they could interview. NASCOE invited FPAC BC individuals to the field to meet with the COC to show how important our system is. Now today, FSA has maintained a large portion of the hiring process at the field level. Still, Mr. Green disagrees with a review of the minimum qualification (transcripts, SF-52, etc.) being conducted at the State Office level and points out that 27-PM states that the CED does all of the hiring. President Wilson acknowledged this but informed the EC that he has consulted DAFO and they indicated that 27-PM will be updated. Further, the actual federal regulations state that CED's are required to hire based on methods set by the State Committee. As the STC and SED answer to DAFO and FPAC, they have the statutory authority to conduct these reviews. NASCOE has been working with DAFO on this issue for some time and they are very supportive of CO hiring and will support us with FPAC as best they are able.

The EC discussed the hiring process and Mr. Green's concerns. They appreciated his position and passion, however there can be constructive disagreements. It was noted that the hiring process can be complicated and easy for inexperienced supervisors to make a mistake. A suggestion was made that NASCOE request that STO provide a complete list of all candidates, including an explanation of those who STO determined did not meet the qualifications. While the process is not perfect, the EC noted that, to their understanding, DAFO has been working hard with FPAC to keep the CO hiring in the field. The EC directed President Wilson to meet with DAFO to gauge how best to address our concerns with the process.

President Wilson noted that the recent creation of the County Office Advocacy Committee from the former NAFEC Committee was largely steered by Mr. Green. He will soon have a call with committee's area chairs and see what ideas they have for the Committee moving forward.

V. Additions

- A. President Wilson shared examples of Vice President Kester's handling of member concerns in order to highlight and appreciate her recent efforts behind the scenes.
- B. Secretary Csutoras shared that the 2020 National Convention registration form was expected to be completed tomorrow. He and Vice President Kester will review it and forward it on to the EC for approval.
- C. Secretary Csutoras informed the EC that the deadline for 2022 National Convention bids was April 1<sup>st</sup>. NASCOE is still looking for a state association to answer the call.
- D. MWA Executive Jackson inquired about the reimbursements for the Pre-Negotiation and Membership Workgroup meetings. SWA Executive Hammer informed the EC that Treasurer Houk had responded to her email indicating that he makes payments on the 2<sup>nd</sup> & 4<sup>th</sup> weekends. The EC discussed the perception with timely reimbursements, particularly with newer members who are not familiar with NASCOE processes and who may need the funds quickly. President Wilson indicated he would visit with Treasurer Houk and share the feedback. The EC further suggested that an email from Treasurer Houk to the requester letting them know the check was being processed would be beneficial.
- E. MWA Alternate Executive Roberts provided some feedback on Veem. She noted that there is no way to edit an invoice when there is a mistake. Treasurer Houk can reject it on his end and then another invoice would need submitted. The EC suggested this be included in the documentation that is developed.

**A MOTION was made by Marcinda Kester and seconded by Beth Farmer to adjourn at 20:33 CDT. All in favor, motion carried.**

Respectfully Submitted

Richard Csutoras  
NASCOE Secretary



**NASCOE Executive Committee Meeting**  
Monthly Conference Call, March 3, 2020 @ 18:00 CDT

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Annette Hyman, NEA Alt Exec  
Dane Schmidt, NWA Alt Exec  
Mary Roberts, MEA Alt Exec  
Donny Green, SEA Alt Exec  
Tracy Wilson, SWA Alt Exec  
Chris Hare, Program Chair

1. Roll Call – Secretary Csutoras
2. Welcome and Call to Order – President Wilson
3. Approval of Minutes. **A MOTION was moved by Jackson Jones and seconded by Marcinda Kester to approve the minutes of the PreNegotiation Meeting as well as the conference call minutes of February 4, February 18, and February 20, 2020. Discussion. All in favor, motion carried.**
4. Old Business
  - A. SWA Executive Hammer provided an update on the Membership Video. She reported that a call had been made with the contractor, XI Media Productions, to itemize the list of requested edits. The contractor reminded NASCOE that he had originally received alternative guidance. He indicated it would cost an additional \$1000, on top of the total \$5000 previously committed, to make all the requested changes. NASCOE was also informed that the contractor had not received the second half of the original payment. It was noted that a second invoice was not submitted. Finally, the contractor had originally prepared a plan of action submitted back in January 2019 and has been waiting for official feedback. The EC determined that the contractor had been acting in good faith with NASCOE. They felt as though the audio issues should be fixed under the original agreement, but that the additional funds requested for the new edits appeared reasonable. **A MOTION was moved by Jackson Jones and seconded by Lawrence Parker to authorize the remaining payment of \$2500 to XI Media Productions upon submission of an invoice. Discussion. All in favor, motion carried. A MOTION was moved by Lawrence Parker and seconded by Beth Farmer to authorize payment of \$1000 to XI Media Production upon completion of the specific edits outlined by NASCOE. Discussion.** It was noted that the goal is to have a draft final video for review at the Negotiation Meeting. **All in favor, motion carried.**
  - B. Secretary Csutoras provided an update on the 2020 National Convention. The EC reviewed a draft registration form and provided feedback. Secretary Csutoras also provided information on the monthly conference calls. The next call will include National Chairs, and then SWA State Presidents will be added next. Finally, the EC discussed bids for 2022 and the upcoming April 1 deadline. President Wilson urged the EC to visit with states and share the opportunity.
5. New Business
  - A. National Program Chair Hare provided an update on his recent visit to WDC. He indicated he had received positive feedback from both membership and DAFP specialists following the visits. He had received constructive feedback as well, including recommendations to include our desired end results with submissions. Programs Chair Hare indicated he had closed out 44 items following the

visit. He reported the WDC Sharepoint site for programs submission is still in development and is receiving positive comments from WDC leadership.

- B. President Wilson provided an update on his recent visit to WDC. He noted that his discussion with the agency regarding HR issues had been released in a recent video to membership. He shared that DAFO wants the CO hiring system to stand out as effective and is working on shortening hiring times. During his visit to WDC, President Wilson reiterated the need for capturing work that is needed but not getting done. He shared with the EC that DAFO is taking action on COC training and requesting names of potential members from NASCOE. President Wilson also described his visits with congressional representatives later in the week to discuss data and transparency. He noted that NACD, NACS, NAFEC were also part of that meeting.
  - C. President Wilson discussed a potential bonus for our Legislative Consultant. The EC has previously recognized that NASCOE is paying our consultant a comparatively low fee and they have, on occasion, provided him with an additional cash award in recognition for the efforts he takes on our member's behalf. The EC noted that this was not a budgeted item and as such it would need to come out of savings. **A Motion was moved by Marla Hammer and seconded by Beth Farmer to recognize Hunter Moorhead for his advocacy of NASCOE during the last year and award him \$10,000. Discussion.** The EC discussed the financial burdens of the year and Treasurer Houk shared financials. **Majority in favor, motion carried.**
6. Additions
- A. President Wilson gave a brief update on the activity of the Benefits Committee. He reported that 6 gift cards had been issued to date to new members. Some states are also providing gift cards for existing members who recruit new members. There was one negative comment. He reported that National Benefits Chair Lary did a good job of responding by explaining both this unique opportunity as well as other benefits for existing members. Additionally, Identity Theft protection is close to being finalized, with an agreement due by the April Meeting. Finally, President Wilson reported that Benefits Chair Lary is helping, with National Membership Chair Thomas's support, in a NEA pilot program for membership recruitment by providing handwritten notes to potential new members and offering the gift card.
  - B. Treasurer Houk shared information regarding his personal situation and how it was affecting the timeliness of NASCOE reimbursements. He indicated he was not making excuses, but he has been pulled many ways. Treasurer Houk reported that he is issuing checks twice a month, which has been the practice since the previous treasurer. The Executive Committee shared concerns that they had received from individual members. Treasurer Houk felt that moving to Veem will handle a lot of these issues with reimbursements moving forward. He reported that the documentation for members and state associations is in development and should be available soon. It is still his plan to have a conference call with states to go over the process and he indicated that there will be an effort to increase the communication moving forward.
  - C. President Wilson discussed the upcoming MWA Rally and noted that MWA Exec Jones and he had communicated regarding which topics they planned to speak on. President Wilson requested that each Area Executive do the same and he shared a list of topics that he would like discussed.

**A MOTION was made by Beth Farmer and seconded by Lawrence Parker to adjourn at 20:35 CDT. All in favor, motion carried.**

**NASCOE Executive Committee Meeting**  
Monthly Conference Call, March 12, 2020 @ 15:30 CDT

Present: Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Annette Hyman, NEA Alt Exec  
Mary Roberts, MEA Alt Exec

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – Vice President Kester called the meeting to order and informed the EC that President Wilson was currently on another call with WDC.
- III. Old Business
  - A. Secretary Csutoras noted that the 2020 National Convention registration form was still awaiting approval. However, in light of recent developments, the EC decided to postpone consideration of the registration form to a future meeting.
- IV. New Business
  - A. Vice President Kester and the EC discussed the declared coronavirus pandemic and how it might affect both FSA and NASCOE operations. Treasurer Houk reported that he had contacted our insurance provider regarding liability of holding meetings. NASCOE has been informed that our insurance products do not cover infectious disease and that any claims would be denied. Our agent's advice is that we take a cautious approach and not to put ourselves in jeopardy, as NASCOE could be sued if something unfortunate happens.

The EC noted that many events and sporting leagues had been cancelled in recent days. Additionally, WDC and STO's are implementing travel restrictions and they will not be coming to our rallies or state meetings. The EC determined that safety should be a priority. The EC discussed association travel, including to state conventions, and reiterated they don't want to put anyone's health at risk or create NASCOE liability.

The EC reviewed upcoming NASCOE meetings, particularly Area Rallies. Discussion was had on postponing or cancelling these meetings and financial repercussions to states. The EC determined to review financial aid on a case by case basis. **A MOTION was moved by Jackson Jones and seconded by Marla Hammer that all NASCOE events be cancelled or postponed until further notice and that NASCOE will not send any representative to any state events.** **Discussion.** It was noted that at this time the EC plans that the National Convention will occur, but they will continue to monitor the situation. NASCOE will need to issue bulletins to help educate membership on cancelling hotel rooms and airlines. **All in favor, motion carried.**

The EC noted that NASCOE should be available to help state associations review hotel contracts when possible.

- B. Secretary Csutoras noted how disruptions to our membership could be similar to that of the furlough and the EC discussed how to communicate pertinent information with membership. The EC suggested that NASCOE establish a dedicated page on our website similar to our furlough page.

**A MOTION was moved by Lawrence Parker and seconded by Joel Foster to adjourn at 16:00 CDT. All in favor, motion carried.**

**NASCOE Executive Committee Meeting**  
Conference Call, March 18, 2020 @ 12:00 CST

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Richard Csutoras, Secretary  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Annette Hyman, NEA Alt Exec  
Mary Roberts, MEA Alt Exec

1. Roll Call – Secretary Csutoras
2. Welcome and Call to Order – President Wilson
3. Discussion
  - A. President Wilson reviewed the FPAC memo from March 15<sup>th</sup>. It was noted that many of the decisions regarding the coronavirus response are being made at the Department or higher level. NASCOE has been informed that managers can make special consideration for employees at a higher risk and are expected to be flexible. President Wilson is waiting on some clarifications on when weather and safety leave applies. The Executive Committee also discussed the guidance establishing 3 levels allowing LFAC/SFAC to determine if the office is impacted and request locking the door (level 2) or closing (level 3).
  - B. President Wilson and the Executive Committee reviewed examples of hardship scenarios that had been communicated to them. Some states are prohibiting telework, others are directing offices to lock their doors. There is no consistency. DAFO is encouraging managers to use creative solutions, such as coming in before or after the customer hours. There was an acknowledgment that employees with childcare issues are in a unique situation and NASCOE is communicating this to WDC.
  - C. President Wilson indicated that they are trying to work with DAFO to share concerns and get answers. Not every state is communicating well, so NASCOE needs to be sure membership is educated to the greatest extent possible.

**A MOTION was made by Beth Farmer and seconded by Joel Foster to adjourn. All in favor, motion carried.**

**NASCOE Executive Committee Meeting**  
Monthly Conference Call, March 23, 2020 @ 12:00 CST

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Annette Hyman, NEA Alt Exec

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. Discussion
  - A. President Wilson and the EC discussed the current pandemic situation and how it is affecting USDA and NASCOE. DAFO just held a conference call for all employee associations where NASCOE visited with DAFO staff about telework and weather and safety leave. The notes from this call went to members only. The message being told to NASCOE is the agency is trying to provide maximum flexibility. This includes a definition of telework that includes those with no computers or internet, the ability to have as few as one employee in an office, and the ability to telework around childcare challenges. NASCOE is concerned that the situation could be more restrictive in some states or that SEDs are failing to communicate to employees all their options. WDC is also preparing should this last an extended period and looking at potentially handling acreage reporting remotely. WDC can't commit to program deadlines being extended.
- IV. Additions
  - A. President Wilson indicated that our traditional communication structure is still important and future NASCOE messaging will encourage members to work with their area representatives.
  - B. President Wilson indicated the page on the website for Covid19 was still under development and will include a Q&A, a list of items you can telework on, and other beneficial information.
  - C. The EC noted that some emails sent through our communication databases are not making it to all members, including some on the EC. President Wilson will work with the Publicity Committee to see how widespread this is and identify a solution.
  - D. President Wilson acknowledged the issues some of our members have with teleworking, however he noted that it would be a difficult position for NASCOE to come out against using all means available to try and continue serving our producers. It's important to try and make working remotely successful so that USDA doesn't have an incentive to put all employees back in the office and increase exposure for our members.

**A MOTION was moved by Joel Foster and seconded by Beth Farmer to adjourn at 12:35 CDT. All in favor, motion carried.**

**NASCOE Executive Committee Meeting**  
Monthly Conference Call, April 1, 2020 @ 18:00 CST

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Annette Hyman, NEA Alt Exec  
Mary Roberts, MEA Alt Exec  
Teresa Holmquist, National Publicity Chair (left @ 18:30)

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. New Business
  - A. National Publicity Chair Holmquist outlined a request to purchase an add-on to our website that would provide NASCOE with a nascoe.org email address. She noted that the service is offered through G suite, so it's a google platform. Publicity Chair Holmquist indicated obtaining this email address should help with some recipients of our news releases not getting them delivered. This service costs \$6 per email per month, so \$72 per year for the one address. **A MOTION was moved by Jackson Jones and Seconded by Joel Foster to approve obtaining one nascoe.org email address. Discussion. All in favor, motion carried.**
- IV. Discussion
  - A. President Wilson outlined challenges with the USDA leave policy for employees during COVID-19. He outlined member concerns with employees working remotely. It was noted that while FSA's customer facing work doesn't lend itself to the sudden telework situation we're in, there are potential future consequences with staffing and workload if we maintain there is no work needed to be done. The EC discussed how weather and safety leave affects extenuating situations, such as no laptop or internet or no childcare. President Wilson informed the EC that WDC has implemented a task force to help identify existing tasks that can be completed remotely as well as ascertain ways to facilitate more tasks that can be done remotely.
  - B. President Wilson shared concerns with the various actions taken by leadership. The mixed messages and lack of consistency is adding to member stress and anxiety. Additionally, some supervisors at all levels were discouraging the use of approved tools. NASCOE will continue to share information to the greatest extent possible.
  - C. President Wilson shared that a newsletter was in development for release. It will focus on Newsletter update on our recent advocacy on the hill as well as other committee updates. He noted that prior to a month ago, NASCOE's focus was on staffing and we had some success on that front. He acknowledged that the COVID-19 situation is serious, and that outreach is needed to share everything that NASCOE has done and address all the questions that membership might have.
  - D. President Wilson reiterated that there should be two modes of communication, both the national bulletins and emails sent through the Area Executives and State Presidents. President Wilson committed to sending bulletins out through the Area Executives more often moving forward.
  - E. The EC discussed the COVID-19 page on the NASCOE website and whether it should contain additional information or links for members, such as the Small Business Administration. This was referred to the Publicity Committee for determination.

- F. Secretary Csutoras discussed moving forward with a decision on the 2020 National Convention. The EC previously determined to cancel or postpone all NASCOE events and to monitor the situation with regard to the National Convention. Secretary Csutoras noted that the convention is 4 months away and we have not yet begun to advertise or support the convention. Typically, NASCOE would have had the registration form approved, held monthly teleconference calls, and generally been promoting the convention. Due to COVID-19 and the associated social distancing and various shelter-in-place orders, this has been understandably delayed. As of now, it will be difficult to promote the convention and encourage members to book travel when there are travel restrictions in place nationwide. However, if GASCOE is still expected to host the convention then they need to begin to try as soon as possible. A decision needs to be made on whether the National Convention is moving forward and Secretary Csutoras proposed it should be made by the Board of Directors.

The EC discussed various options and how they may affect the membership. The EC acknowledged the significance of this decision and opinions were varied. Treasurer Houk confirmed that if we moved forward that our insurance would not cover us for any disease related incidents. There were questions regarding what flexibility the hotel would offer. Secretary Csutoras indicated that he had a conference call scheduled with the hotel to discuss the issue and identify what options they had for postponement or cancellation. The EC determined that they would wait to make a decision until they heard the hotel's position.

V. Additions

- A. President Wilson shared that some hiring managers were reporting they were not getting access to USAStaffing. If an Area Executive is aware of this issue, they should communicate that with Vice President Kester who will pass it along to WDC. Other concerns:
- B. President Wilson informed the EC that other employee associations had expressed a concern to NASCOE that FSA's OPO tool is dropping workload in acreage reporting between 2018 and 2019 for some County Offices. It appears continual certification is not counting in workload data anymore. It was noted that County Offices do have work associated with verifying continuous coverage acres and it should be counted. President Wilson will work with WDC to verify the discrepancy.
- C. MWA Executive Jones indicated that County Offices are starting to get IPIA findings returned. Some STO have notified County Offices that there is only one chance to submit these files and if something was not submitted then the offices are not getting a chance to resubmit documentation. The EC discussed various experiences and determined that this is an example of lack of consistency in policy. NASCOE will share it with WDC as appropriate.

**A MOTION was moved by Marcinda Kester and seconded by Lawrence Parker to adjourn at 20:15 CST. All in favor, motion carried.**

**NASCOE Executive Committee Meeting**  
Monthly Conference Call, April 9, 2020 @ 18:00 CST

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Annette Hyman, NEA Alt Exec  
Dane Schneidt, NWA Alt Exec  
Mary Roberts, MEA Alt Exec  
Donny Green, SEA Alt Exec  
Tracy Wilson, SWA Alt Exec  
Denise Otto, GASCOE President  
Chris Orso, GASCOE Vice-President

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. Old Business

- A. The EC reviewed their options with regard to the 2020 National Convention in Savannah, GA. A decision matrix, attached, was provided prior to the call. Secretary Csutoras provided a summary of the call with the hotel and the options they provided. The EC examined the potential fiscal liability that these options presented, including the guaranteed minimums to the hotel in August, the cancellation fees, and the costs to NASCOE for a normal convention. They examined the liability of a meeting, including the advice from our agent that NASCOE would not be insured against any COVID-19 exposure or potential lawsuits. The EC additionally discussed concerns with timing and potentially waiting to make a cancellation decision.

GASCOE President Otto shared her association’s feelings regarding continuing to hold the convention. There are concerns about attendance, fundraising and registrations during this pandemic. There are also concerns with safety. Generally, GASCOE favors moving the convention to 2022, however they stressed that they would honor whatever decision the EC or the Board of Directors makes.

The EC shared their opinions regarding moving ahead with, postponing or canceling the National Convention and the potential opinions of our members. Various options and consequences, along with the pros and cons of the options, were reviewed and vigorously discussed.

As this is an unprecedented situation, the EC reviewed the Constitution and By-Laws regarding the required annual meeting of the Board of Directors. As the Board of Directors is tasked with determining the time and place of the National Convention and as they had previously decided to meet in Savannah in August 2020, it was proposed that the Board of Directors be asked to provide guidance and determine the proper path forward. **A MOTION was moved by Marcinda Kester and seconded by Curt Houk to convene a special meeting of the Board of Directors.**

**Discussion.** It was noted that the Secretary would prepare documentation for the Board of Directors to review and an updated list of delegates would be solicited from state associations. **Majority in favor, motion carried.** A tentative date of May 2, 2020 was proposed.

- IV. Discussion



- A. President Wilson provided an update on the Membership Workgroup report. He is in possession of the report and is finalizing the formatting. It will be provided to the EC shortly. Additionally, President Wilson encouraged each Area Executive to work with their Area Membership Chair and State Membership Chairs to work with counties who are hiring to ensure that NASCOE membership is promoted.
- V. Additions
- A. SWA Executive Hammer requested an update on the negotiation items. Secretary Csutoras indicated that the items are on hold due to the FSA travel restrictions. NASCOE want to ensure that negotiations continue to be face-to-face and not handled remotely. The officers will continue to evaluate the situation to ensure we accomplish negotiations this year without setting an unfortunate precedent.
  - B. President Wilson provided an update on the recent County Office Advocacy Committee conference call. They discussed outstanding items, including NAFEC review of COC political activities. They also discussed ensuring that COC's know they can and should continue to operate during the pandemic despite the restrictions. President Wilson shared that no decision had been made regarding a National COAC Chair appointment.

**A MOTION was moved by Joel Foster and seconded by Lawrence Parker to adjourn at 20:00 CDT. All in favor, motion carried.**

**NASCOE Executive Committee Meeting**  
Monthly Conference Call, May 5 @ 18:00 CDT

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Annette Hyman, NEA Alt Exec  
Dane Schmidt, NWA Alt Exec  
Tracy Wilson, SWA Alt Exec

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. Review and Approval of Previous Minutes **A MOTION was moved by Joel Foster and seconded by Marla Hammer to approve the conference call minutes of March 3, March 12, March 18, March 23, April 1, and April 8, 2020. Discussion. All in favor, motion carried.**
- IV. New Business
  - A. President Wilson discussed outreach to membership regarding the recent Board of Directors meeting and what steps were needed to move forward. He shared that RASCOE had already shared the decision with their membership. It was determined that the National Convention Co-Chairs would send out a bulletin to the membership. President Wilson shared that he had spoken with both NAFEC and Dillard's and they were supportive of the Board's decision. They will likely be part of any Virtual Convention we host. The Executive Committee discussed the appropriate protocol for approving Board of Director minutes. It was determined that the minutes would be sent to each Board of Director member and if there are no objections, they will be considered approved by unanimous consent and included in annual report.
  - B. Secretary Csutoras discussed the Executive Committee's wishes regarding the timing of cancelling the hotel contract in Savannah, GA. It was noted that some members are starting to cancel rooms. After a brief discussion, it was agreed that approaching the hotel up front would be preferable to waiting until the last minute. It was agreed that Secretary Csutoras will begin the process to cancel the 2020 contract and begin negotiating 2022. The Executive Committee will authorize the cancellation funds once the 2022 contract is finalized.
  - C. Treasurer Houk informed the Executive Committee that a Certificate of Deposit (CD) was maturing on May 12, 2020 in the amount of \$119,301.43. There was discussion regarding withdrawing the funds or putting them into a new CD. It was noted that this amount would cover the cancellation fees for the 2020 National Convention as money in savings was primarily earmarked for legislative purposes. **A MOTION was moved by Lawrence Parker and seconded by Joel Foster to cash the Certificate of Deposit and earmark the funds for the 2020 National Convention hotel cancellation fees. Discussion. All in favor, motion carried.**
- V. Old Business
  - A. President Wilson provided an update on the identity theft insurance benefit offered by InfoArmor. He has learned that the company was bought by Allstate. Their preliminary offer for identity theft was based on our also entering into a contract with Allstate to sell other products. This would conflict with our agreement with Dillard Financial Services. Our broker, Benefits Direct, is going back to Allstate to see if they will honor the preliminary rates and promotions since NASCOE

does already have members with contracts with Allstate.

VI. Discussion

- A. President Wilson informed the Executive Committee that he continues to be in contact with WDC concerning County Office posture as it relates to the pandemic. They have indicated that FSA will look at local safety conditions when deciding to open doors. We will need to continue to do social distancing. FSA is continuing to look at alternative ways to interact with customers, such as BOX.
- B. President Wilson discussed the importance of recruiting new hires. Area Membership Chairs should be proactive and there are tools to help membership chairs keep track of and meet goals. The Area Executives asked for communication from the National Membership Chair in order to assist and properly follow up. It was pointed out that some states already have proactive processes in place that should be allowed to continue.
- C. President Wilson shared that the Membership Workgroup Report has been sent to the Executive Committee for review and comments. A lot of the suggestions from this workgroup have been covered with the Membership Committee and some have started to be initiated.
- D. President Wilson updated the Executive Committee on the COC Orientation Task Force. NASCOE has three members meeting monthly with three District Directors to develop a training for COC members. There is a focus from this group on fundamentals. It is important that all CED be engaged on working with their COC as well. The Task Force is looking at the possibility of a user's guide for the COC.
- E. President Wilson gave up update on the NASCOE Spring Newsletter. He reported that the newsletter was nearly ready, and it should be out to membership soon.

**A MOTION was moved by Joel Foster and seconded by Lawrence Parker to adjourn at 19:25 CST. All in favor, motion carried.**

Respectfully Submitted

Richard Csutoras  
NASCOE Secretary

# NASCOE Executive Committee Meeting

Monthly Conference Call, June 2 @ 18:00 CDT

Present: Brandon Wilson, President  
Marcinda Kester, Vice President  
Curt Houk, Treasurer  
Richard Csutoras, Secretary  
Lawrence Parker, NEA Exec  
Jackson Jones, MWA Exec  
Beth Farmer, SEA Exec  
Joel Foster, NWA Exec  
Marla Hammer, SWA Exec  
Annette Hyman, NEA Alt Exec  
Dane Schneidt, NWA Alt Exec  
Mary Roberts, MWA Alt Exec  
Tracy Wilson, SWA Alt Exec  
Donny Green, SEA Alt Exec

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson.
- III. Review and Approval of Previous Minutes. **A MOTION was moved by Joel Foster and seconded by Lawrence Parker to approve the conference call minutes of May 5, 2020. Discussion. All in favor, motion carried.**
- IV. New Business
  - A. Secretary Csutoras discussed the 2020 NASCOE National Virtual Convention. The Executive Committee discussed potential agenda items, such as breakouts, committee reports, WDC Q&A, etc. They also discussed preferred timing of the meetings, including length of the meeting, which days to meet, etc. A suggestion was made to allow individual Areas to have their own meetings separate from the main National Meeting. Secretary Csutoras will send out a proposed agenda for comment.
  - B. Secretary Csutoras reviewed a proposal from the NASCOE Technology Coordinator Task Force, attached. The Executive Committee discussed the merits of the proposal, including concerns about cost. It was also noted that NASCOE has tried to handle technology needs internally before and success requires the right person. The Executive Committee agreed that the various task for Publicity, Webmaster, and all the IT projects is a lot of work for one person. The Executive Committee took no action on the proposal. They indicated they would revisit it if the Task Force prepared specific expectations for the new position.
  - C. Treasurer Houk reviewed claims from the California and Nebraska associations related to the Leadership Development meeting. After the Leadership Development meeting, states were expected to submit costs on a specialized claim form. These reimbursements don't go to the attendee, they go to the state, but attendees had to follow the travel policies. Attendees were expected to be reimbursed from their state association. Expenses were tracked then submitted to Treasurer Houk for payment. Nebraska and California recently submitted partial or incomplete claims. The Executive Committee discussed the particulars of each claim. **A MOTION was moved by Joel Foster and seconded by Marla Hammer to reimburse the Nebraska and California state associations for claims they submitted that were justified.** Discussion regarding adequate justification. **All in favor, motion failed.** The Executive Committee conducted further discussion on the merits of the requests and further information regarding these claims will be provided to the Executive Committee.

V. Discussion

- A. MWA Executive Jones gave an update on the Teleconference Task Force Update. He noted that he had tried some of the no cost options and call quality was not acceptable. The Task Force planned to continue testing additional options.
- B. SWA Executive Hammer gave an update on the Membership Video. The contractor is working on implementing NASCOE's revisions and the project is expected to wrap up soon.

VI. Additions

- A. Secretary Csutoras provided an update on negotiations with the Hyatt regarding the cancellation of the 2020 National Convention. He informed the Executive Committee that a letter had been sent to the hotel indicating that NASCOE believed the situation met requirements in the contract to terminate with no cancellation fees. He was waiting on a response, but he would share the letter with the Executive Committee. The Executive Committee indicated that they felt that NASCOE's position was strong and that no funds should be given to the hotel until the Committee has reviewed the situation. Secretary Csutoras committed to keeping them informed as the process unfolded.
- B. President Wilson discussed challenges related to membership percentages as we bring on new employees. He reiterated the need to be sure that new hires were informed of NASCOE and invited to join. He requested that each Area Executive forward the last NASCOE Newsletter out to individual states for distribution.
- C. The Executive Committee discussed the current COVID-19 posture of FSA and how many County Offices are anxious to return to normal operations.

**A MOTION was moved by Joel Foster and seconded by Marla Hammer to adjourn at 19:50 CST. All in favor, motion carried.**

## Scope

### *Question 1 – Does NASCOE need a separate Information Technology Coordinator?*

The Task Force all agreed that NASCOE's business will be more effective and efficient with investment in various technologies, such as social media, advanced websites, professional email, cloud storage, etc. These technologies often entail detailed requirements that need to be routinely updated and managed. Currently this is performed by the Publicity Chair, however the mission of a Technology Coordinator is different than that of the Publicity Committee. Publicity creates content, Tech delivers the content. Author vs Publisher. Publicity will determine what needs to be said, format, when released. Public Affairs vs IT. Technology Coordinator will manage platforms, access/permissions, etc. The Taskforce feels that all of the required modernizations would be an excessive amount of work for one individual. Either outsourcing some upgrades or forming a committee will likely be necessary.

### *Question 2 – Can the modernizations (website, app, etc.) be accomplished internally.*

Companies that specialize in IT projects can be costly and once they have control of our infrastructure, they can assess small expenses that tend to add up. Costs will likely be lower the more that can be accomplished internally. Finding members with a passion and talent will allow us to spend our resources on the technology itself. Internal development also allows us to control the timing of releases, upgrades, etc. It will take time to identify appropriate personal and then development of certain infrastructure may be more haphazard or slower than outsourcing. Having an internal group of members working on modernizing the association also provides some redundancy and a transition platform for the Technology Coordinator.

### *Question 2 – Can/should modernizations be outsourced?*

Development of the platforms could be outsourced. It may be beneficial to hire out certain upgrades, such as revamping the website, developing an App, etc. However, we will still need someone to write the requirements, manage internal policy, manage access, etc. What to outsource, to who, and for how much are considerable decisions that will require research. A Coordinator would be needed to serve to fill this role. Ultimately, how much we outsource will depend on costs.

### *Question 4 – If internal, how would these positions fit into the NASCOE structure?*

The role of webmaster at one time fell under the Publicity Committee, however the Technology Coordinator will have many more responsibilities than just the website. NASCOE could establish a Technology committee, which does not necessarily have any Area level chairpersons, led by the National Technology Coordinator. This would mirror the Resolutions Committee spelled out in our Executive Policy, whose sole member is the Parliamentarian. As with other a standing committees, the NASCOE President would appoint the Technology Coordinator who would serve at their pleasure.

While the Technology Committee could assist Area and State leadership, the requirements of the any other members of the committee would be more technical in nature and less regional. It may not be necessary to have committee members from each area or even the traditional 5 members. Rather the number of members could fluctuate on the technological needs of the associations and relevant expertise. This would also change based on any outsourcing.

Attendance to NASCOE events would be at the discretion of the President, however it is expected the Technology Coordinator's presence at the Organizational Meeting would be particularly beneficial.

**Recommendation:**

The Taskforce recommends that the Executive Committee approve the formation of a standing Technology Committee, to be comprised of a Technical Coordinator at a minimum. If approved, NASCOE should immediately put out a call for persons interested in filling the Technology Coordinator position with any additional interested members being considered for placement in the Technical Committee depending on their skills.

Once appointed, the Technology Coordinator, with guidance from the Executive Committee, should begin to research the cost of outsourcing the suggested modernizations. The choices of which technologies to adopt and the associated timelines will depend on the skillset of the Technology Committee and outsourcing costs. The Taskforce has assembled a potential list below. Ideally, we will find that there are many members with hobbies and passions that mirror our needs. This will allow us to maximize our control and minimize our costs. If we find that we cannot identify individuals within our association who can perform the required functions, then we will know that we need to consider outsourcing more strongly.

In addition to the modernization project, the Technology Coordinator could also immediately begin to assume IT related duties currently under the Publicity Chair. This include managing the NASCOE Information Database (NID), updating the website, and assisting the various Committees with technology needs. To reiterate, the Publicity Committee would still be responsible for generating website content and the Membership Committee would still be responsible for obtaining and verifying member information. The Technology Coordinator/Committee would facilitate the means for them to deliver the content or track and use the information.

Other functions of the Technology Committee would include setting NASCOE's electronic retention rules/naming conventions, setting backup procedures, and developing and maintaining user guides

**Suggested Modernizations:**

- Updated/Reinvigorated Website (Highest voted need by taskforce)
- Text Message Service similar to GovDelivery
- Mobile App
- Cloud Storage
- NASCOE specific email addresses