

2020-2021 NASCOE Annual Report Index

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NASCOE EXECUTIVE COMMITTEE AND NATIONAL CHAIRS

2020 - 2021



NASCOE National Officers

President	Vice President
Brandon Wilson 785.562.7518 (Cell) Brandon.wilson@nascoe.org	Marcinda Kester 859.553.1774 (Cell) Marcinda.kester@nascoe.org
Secretary	Treasurer
Richard Csutoras 717.991.2545 (Cell) Richard.csutoras@nascoe.org	Curt Houk 641-777-5713 (Cell) Curt.houk@nascoe.org

Area Executive Committee

Northeast Area Executive	Northeast Area Alternate Executive
Annette Hyman 716-998-7294 (Cell) Annette.hyman@nascoe.org	Tina Williams 518-232-2321 (Cell) Tinawilliams2017@yahoo.com
Northwest Area Executive	Northwest Area Alternate Executive
Joel Foster 605-949-2303(cell) Joel.foster@nascoe.org	Lacey Orcutt 406-450-4380 (Cell) Miller454@hotmail.com
Midwest Area Executive	Midwest Area Alternate Executive
Mary Roberts 712-358-0537 (Cell) Mary.roberts@nascoe.org	Kayla Mattson 218-371-8529 (Cell) Mattson56567@gmail.com
Southeast Area Executive	Southeast Area Alternate Executive
Beth Farmer 256-557-5224 (Cell) Elizabeth.farmer@nascoe.org	Donny Green 615-464-7176 (Cell) chief300@dtccom.net
Southwest Area Executive	Southwest Area Alternate Executive
Marla Hammer 620-255-3374 (Cell) Marla.hammer@nascoe.org	Tracy Wilson 580-727-5669 (Cell) tracyjonelle@yahoo.com

National Committee Chairs

Awards/Scholarships	Benefits/Emblems
Julie Goetzman 281-250-4752 (Cell) Julie.goetzman@nascoe.org	Chris Lary 603-448-7730 (Cell) Christine.lary@nascoe.org
Legislative Co-Chair	Legislative Co-chair
Neil Burnette 336-496-7943 (Cell) Neil.burnette@nascoe.org	Clint Bain 731-695-1333 (Cell) Clint.bain@nascoe.org
County Office Advocacy	Programs
Morgan Limmer 903-654-2530 (Cell) Morgan.limmer@nascoe.org	Chris Hare 765-505-3355 (Cell) Christopher.hare@nascoe.org
Publicity	Membership
Teresa Holmquist 507-380-6593 (Cell) Teresa.holmquist@nascoe.org	Glenn Thomas 864-978-7498 (Cell) Glenn.thomas@nascoe.org

NASCOE BOARD OF DIRECTOR LISTING 2021

STATE	DELEGATE	DELEGATE
ALABAMA	Cathy Blackburn	Judy Rudd
	Email Cathyblackburn1@gmail.com	Jlrudd69@gmail.com
ARIZONA	Calvin Johnson	Esmeralda Chavez
	Email caljohnson2006@yahoo.com	esmeralda_chavez3@hotmail.com
ARKANSAS	David Goodson	Sabrina Conditt
	Email david.goodson62@gmail.com	Sabrina.conditt@gmail.com
CALIFORNIA-HAWAII	Brenda Estrada	Desiree Garza
	Email Brenda.estrada@usda.gov	desireekgarza@gmail.com
COLORADO	Kevin Reeves	Dawna Weirich
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MICHIGAN	Jamie Wegner	Joe Giddings
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OHIO	Amy Morman	Brent Orians
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RHODE ISLAND	Sheryl Michener	Anne Belleville
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VERMONT	Tina Williams	Christine Lary
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WEST VIRGINIA	Barbie Parsons	Robert Reed
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WISCONSIN	Christine Bast Pannier	Shelby Niskanen
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WYOMING	Pam Metz	Dee Harbach
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PROPERTY OF NASCOE June 30, 2021

Item	Location
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
Conference Call Speaker (2)	Pennsylvania

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 Committee person 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.

<u>Area</u>	<u>Eligible Affiliates</u>	
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.

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- 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

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- 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**

MONTH	MEETING	ATTENDEES
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

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.

General Guidelines For All Positions

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.

Section 1 Duties and Responsibilities of National Officers

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.

Section 2 Duties/Responsibilities of National Committee Chairpersons

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. 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 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: 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.

Section 3 Area Executive and Alternate Area Executive

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 Committeeperson 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 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.
 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.

Section 4 Area Committee Chairpersons

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. 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
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,
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

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.

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.

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.

2019 Negotiation Items

August 12, 2021

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.

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.

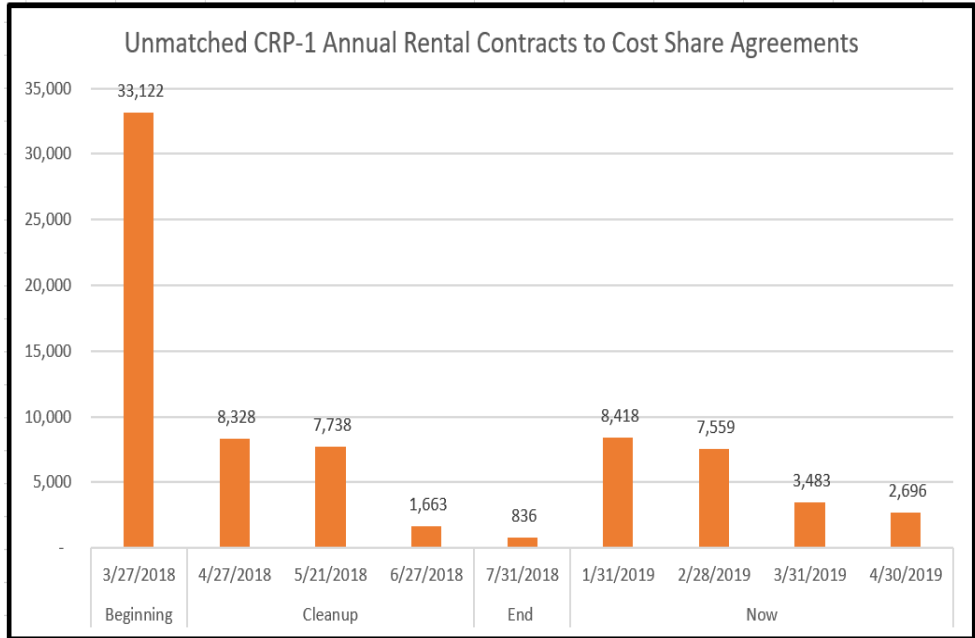
FSA'S RESPONSE:

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.

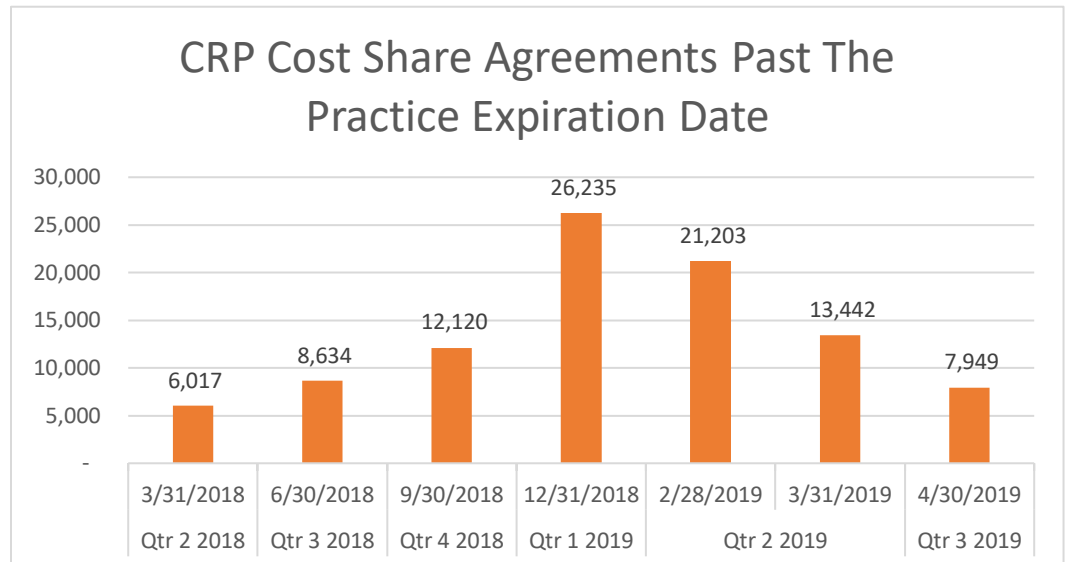
Appropriations Law requires FSA to obligate funds in the year in which the contract is signed. Obligations should be created as part of the CRP-1 contract COC approval process for all the conservation components outlined on the conservation plan of operations (CPO). Users must remember to establish the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

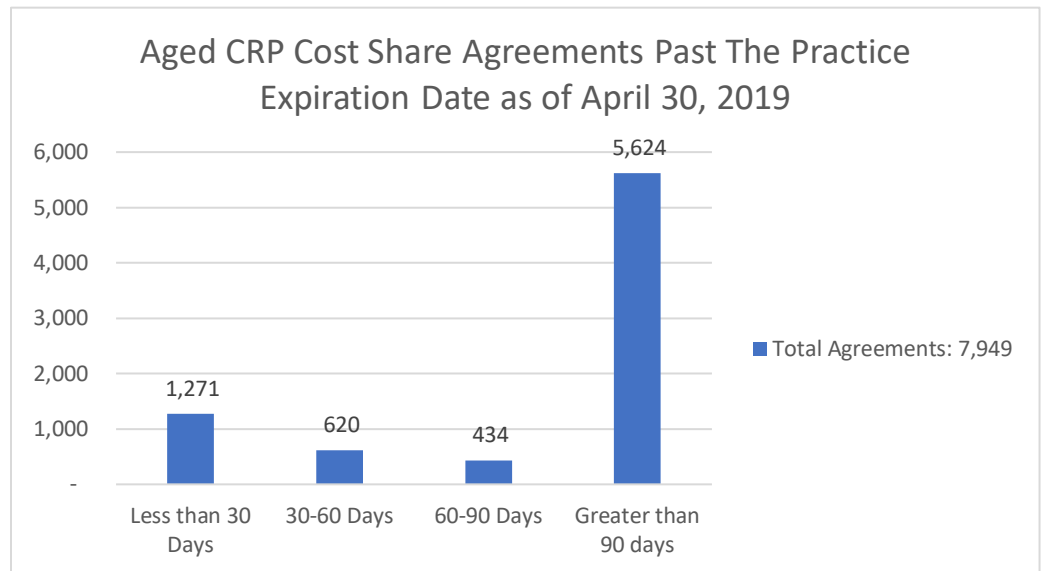
When FSA began reviewing the Cost Share agreements last year, approximately 33,000 Cost Share agreements had not been created in the CSS and grossly understating FSA's conservation liability.



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.

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.

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.

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.

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.

Item: 18

Category: Program Procedure

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.

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.

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 share 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.

Completed 2020 NASCOE Negotiation Items

Item 1

Issue:

The AD-2047 form does not match the entries required for MIDAS and this creates inefficiencies in the County Office.

County Office Staff are required to load the LAA for any new producer added to MIDAS. However, there is no entry in MIDAS for this designation nor is there an item on the AD-2047 form to remind staff to enter this into the COC Election Software. Many times the entry is missed and when offices print their Producers Not Associated with a COC/LAA Report there are many producers listed that the COF must research and load COC LAA.

Additionally, there are additional entries which could be added to the form to make it more efficient for the CO.

Resolution:

As the license for the AD-2047 expires in 2020, we are requesting the form be revised to add a block for the LAA to be entered. This revision would serve as a reminder for the County Office and potentially increase accuracy while reducing the time needed to clean up reports.

Some additional entries that we recommend for the form include:

- US Citizen
- Veteran status
- Birthdate
- Race
- Ethnicity
- Gender

FSA's Response:

FSA has submitted an Information Collection Request (ICR) to OMB to revise Form AD-2047. FSA is proposing to revise the AD-2047 to include collection of information from customers to include:

- Customer business type
- Citizenship status
- Birthdate for minor children
- Race, Ethnicity and Gender data
- COC LAA

OMB approval is required before FSA is able to use a revised version of the AD-2047. A CM notice will be issued to announce the availability of the revised AD-2047.

Note: Form CCC-860 is used for collecting SDA, LR, Beginning Farmer/Rancher, and Veteran farmer/rancher information.

Final Resolution:

NASCOE accepts this response.

Item 2

Issue:

In order to participate in FSA programs, producers are required to provide county offices with written verification of land that they are leasing. It is common practice for producers to have leased acreages on nothing but a handshake thus no formal written agreement exists.

Once written leases are on file, FSA currently uses the CCC-855 to verify leases for programs such as the LDAP, LFP and ARC/PLC programs. However this form is not considered acceptable to verify leased acreages for all programs such as NAP. Therefore, when a producer participates in one of these programs that a CCC-855 is acceptable and also takes out NAP coverage, they are having to duplicate the lease verification and obtain signatures from their landlord multiple times.

Resolution:

NASCOE would like to suggest that we adopt the CCC-855 as a universal lease agreement verification form to be used on all FSA Programs. If this form cannot be adapted to be used for all programs, we suggest that a universal lease agreement verification form be created.

NASCOE also suggests that this form be adequate documentation of the lease agreement between the operator and the landlord thus alleviating the requirement that the producer enter into a written lease agreement.

FSA's Response:

A written lease is not required to establish an Operator or Other Producer on a farm record. 10-CM requires verification from the Owner for an OP or verification from Owner or Operator for an OT. This can be verbal or written verification. Once producers are added/removed from a farm, producer notification to owners/operators (current and prior if applicable) is required giving 30-day appeal rights to the changes. Programs may have additional requirements to prove interest in the land or crop and policy would need to agree or determine if a common verification meets the requirements for each program area.

With NAP we have sometimes had issues with more than one person claiming entitlement to the share of a crop or commodity. Persons claiming program benefits based on land should not have difficulty providing proof of domiciliary interest in the land. This is not an onerous requirement.

That said, we do not have any objection to the CCC-855 being used to verify tenancy for all programs. Keep in mind, we have had disputes as to shares on combination leases and especially with regard to forage crop producers and livestock owners who are merely buyers of forage and producers entitled to a share of the forage crop acreage. We may visit with various program areas to examine the possibility for expansion; however, this issue has tentacles.

Final Resolution:

DAFP is open to the proposal and will look into how this will affect other program areas besides NAP and provide an update to NASCOE by September 1, 2021. In addition, the CCC 855 is an approved form for NAP.

Item 3

Issue:

118-FI, in regard to travel authorizations, is outdated and causing inconsistencies in the field. Notice BU-794 provides instructions for preparing and processing a local travel expense reimbursement including the discontinued use of forms AD-202, AD-616, and SF-1164. The Notice states that the guidance should be followed until 118-FI is revised. This Notice became obsolete as of September 1, 2018, however, 118-FI has not been updated to reflect travel authorization revisions. There is an inconsistency among supervisors on the correct method of authorization with some still using the above referenced obsolete forms. This, combined with the outdated handbook, has created confusion and concerns among county offices.

Resolution:

Handbook 118-FI needs updated to reflect current policy.

FSA's Response:

There are no plans to update the 118-FI, especially now that FSA is a part FPAC. Field offices should continue to follow BU-794 for processing local travel.

Other than that, the SF-1164 is now the OF-1164 and the form may be used for pre-approval and record-keeping purposes. And, even though the AD-202 and AD-616 are no longer available, they can be used as internal documents if a manager so chooses. As per the notice:

“Each office will decide their method of authorization. Preauthorization can be verbal, E-mail, or other method as acceptable at the discretion of the office head”

Final Resolution:

We agree that there is a problem with the directives process and that there needs to be a change to be more consistent in policy. DAFO welcomes NASCOE suggestions and DAFO will advocate for those changes with the FPAC Business Center. DAFO will work with NASCOE on a routine bases to communicate outdated administrative Policy and DAFO will follow up on the use of obsolete forms.

Item 4

Issue:

Completing manual CCC-576's is a time consuming, tedious process that often occurs during heavy workload in the county office. Information needed to complete the form is currently available within our software systems but must be manually transferred onto a hard copy of the form. Requiring office staff and the applicant to fill in dozens of information blocks not only takes an inordinate amount of time, but also lends itself to unintended errors

Resolution:

Current NAP software has the capability to load CCC-576's in "Not for NAP" situations. As noted in 3-NAP Amend. 1 Par. 151 A, "Application for coverage is **not** required to add a Notice of Loss". It is unclear whether this is a warning about a deficiency in the software or policy to allow use of the software in "Not for NAP" applications. Clarification of or change in procedure to allow "Not for NAP" use of the NAP software would save staff time and reduce errors, streamlining completion of CCC-576's for those programs that require a notice of loss; the software imports SCIMS and CARS information for each producer directly onto the CCC-576. Adding a selection button in the software for "NOT for NAP" purposes to differentiate between NAP and "Not for NAP" purposes would allow for easy tracking of each. Allow staff to fully use the capabilities of available software to increase efficiency and accuracy.

FSA's Response:

FSA is technically running a risk in allowing the CCC-576 to be used for purposes other than NAP or when NAP coverage for a crop for which NAP coverage was not obtained by the filer. Years ago, we examined developing a separate non-NAP form for common programs (prevented planting of crops not subject to NAP coverage agreement for example and failed acreage). That effort failed and nothing came of it.

Final Resolution:

There is agreement that the automated software can be used for the loading CCC-576s for "Not for NAP" situations. Policy will be updated pending consultation with DAFP.

Item 5

Issue:

Lack of ability to publicize candidates for the COC Elections

Resolution:

On a national level over the last several years, there has been a low percentage of GovDelivery newsletters being opened. With this in mind, and because of low voter turnout, NASCOE is requesting, on a local level, to be allowed to send a letter or postcard to each household within the current election LAA describing a short bio 30-45 days before elections. This would provide an increased number of voters with a background of the nominees and increase participation.

FSA's Response:

Paragraph 42 of Handbook 15-AO, provides numerous examples of effective means to communicate COC Elections and Candidates to eligible voters. The use of direct mailings are not prohibited however, there is an additional cost associated with these mailings that will have to be considered at the local level. There is also no guarantee that mass mailings to eligible voters will be any more effective than gov delivery.

Final Resolution:

NASCOE accepts this response.

Item 6

Issue:

There are inconsistencies in the implementation of FSA's filing system found in 32- AS. County and State Offices need additional resources, guidance and training for utilizing the system, particularly regarding annual labels for program purposes.

For example, there some offices are creating files whether there is a corresponding record for the folder or not. The field also need more refined instructions as to what labels are required on each individual program file and specifics examples on what forms are to be filed in each folder.

Resolution:

Since FSA has several new employees, NASCOE suggests a national training program be developed on Labeling System Guidance, including what specifically to file in each folder,

which labels are required, where to find these labels, what records are required to be in a locked cabinet, etc.

NASCOE also recommends additional information be added to the FSA File Maintenance & Disposition Manual to ensure consistency. In particular, we suggest adding columns indicating if the file is required as well as common forms contained in that file. This last column would allow for employees to search for a form number and know what file it can be found in.

FSA's Response:

DAFO-PRMD is collaboratively approaching Records Management with FPAC-MSD-Directives, Forms and Records Management Branch (DFRMB). There are ongoing efforts to streamline records management processes across the Mission Area and PRMD welcomes insight into improving the FSA-specific actions.

Final Resolution:

We acknowledge that the records management systems across the nation is a concern and that the filing system needs to be simplified. NASCOE will submit 2 names to the pilot project being done by the FPAC Business Center that is currently working on streamlining the records management process to address common pain point and add suggestions through this project.

Item 7

Issue:

State Offices and District Directors continue to have their own interpretations of policy which is resulting in inconsistencies in performance ratings. For example, employees in Illinois are being told by their immediate supervisor that in order to be rated anything other than fully successful, they must perform work outside of their normal duty station.

Resolution:

Performance rating standards have been an ongoing issue. Continued efforts to resolve this issue should be made through more training and communication from DAFO to STO on the expectations of following policy.

FSA's Response:

With the move to pass/fail plans in EPMA, this should no longer be an issue.

Final Resolution:

NASCOE accepts this response.

Item 8

Issue:

With the increasing incidents of active shooters, many county office employees have concerns about their safety and that of their colleagues and customers. County office layouts often limit employee's options if an incident should arise; a singular entrance makes escape difficult, there are few places to hide, leaving the employees to defend themselves with whatever objects are at hand (2-CRP handbook would be a good choice). Employees are rightly concerned that despite security training, an action plan has little value when offices are insecure.

Resolution:

1-SEM Amend. 3 Par 17A Page 2-3 states that MSD will be responsible for determining the baseline level of protection for all State and County Offices and Service Centers. Furthermore, MSD will assess and assign security levels, and complete assessments for approximately 250 sites per year.

This task was to have been started in 2011, and at that rate, a significant number of office locations should have been assessed by now. Those assessments should be used to upgrade security in all office locations to at least meet the minimal baseline for protection of personnel and their customers.

NASCOE requests an update on the progress made on these assessments, and what steps are being implemented to meet any recommendations.

FSA's Response:

DAFO consulted with the Physical Security Operations Branch of the FPAC Homeland Security Division. Work continues to complete physical security assessments at service centers. The results of these assessments are shared with Management Service Division. When a new lease solicitation is requested the physical security assessment are reviewed and corrections incorporated into the new lease. In addition, Management Service Division has a new office design standard that includes physical barriers to customers (counter and locked door). Employees will control who enters employee workspace in a new office.

The Physical Security Operations Branch reported that approximately 550 service center locations remain on the list to receive a physical security assessment. It was reported that this remains a priority however, it is not likely that all will be able to be completed in FY21 due to staffing and resource limitations.

If a specific security concern is identified and there is a need to do an immediate correction, offices should work with their State Office to consult with the FPAC BC to make a plan for

the correction. Employee safety remains a top priority and any threats should always be reported to management.

NASCOE accepts this response, however we would like to ask that county offices get access to the results of the assessments and NASCOE get more information on the referenced new office design standards.

Final Resolution:

NASCOE accepts this response. DAFO communicated that new office design standards are being developed and they will follow up with MSD regarding county offices receiving access to the assessments.

Item 9

Issue:

Shared management is being utilized now more than ever throughout the Farm Service Agency. This has posed many challenges for CED's and PT's. Offices are not properly staffed nor or is there any incentive for managers to sacrifice by working a shared arrangement. This leads to burn out, resentment and low morale. Offices are not fully staffed due to retirements and turnover which is overwhelming the remaining PT's, especially new hires unfamiliar with the yearly office cycle. This creates an environment in which CED's are forced not only to maintain their management responsibilities but also to act as a PT in order to properly serve our producers while the PT is trained in order to properly serve the producers.

This pressure on the CED increases exponentially when they are then put into shared management situations and there is no added compensation or incentive for this.

Offices not only need a good foundation of program technicians in order to serve our producers effectively, but also a manager that can effectively use their time to "manage". There is no way to track management efficiency and workload but knowing the basic duties of a CED will help in understanding any added workload for a shared management CED. Some of these added duties include spending adequate time with each new employee at both offices and double the time for County Committee meetings along with all the preparation and post-meeting work.

Resolution:

There are many challenges that are still surfacing as we transition to more shared management situations across the country. We understand efforts are underway to set up a "Shared Management Task Force. Are there any added updates to this? Suggested items for the task force to consider would be looking at offices lacking in staffing, management training specific to shared management, and possible incentives for shared management CED's.

The task force could look at those offices where turnover and retirements are high and make

recommendations based upon what is going on rather than relying on the staffing model to dictate what is and isn't needed.

They could also explore updated mandatory management training that would be helpful for those CED's whom have never had to manage multiple offices. This can teach them management styles that are proven to work in these unique situations.

Another element to consider are incentives for those CED's that now have increased workload with no added pay, especially for those situations that combine two grade 12 offices. These incentives would need to be consistent across the nation as some states do not take shared arrangement situation into consideration for performance or spot awards. Investigate options such as performance or percentage bonuses, differential pay, or spot awards specifically for shared management CED's with NOF guidance to ensure fairness nationwide.

FSA's Response:

The decision to implement shared management operations is one left to the states, consistent with guidance in FSA handbook policy. Differential pay would not be warranted in all cases of shared management, but spot and extra effort awards are available to recognize shared management CEDs, and other employees, for their contributions and accomplishments.

National Leadership training addresses the challenges of shared management and hopefully has led to some improved preparation in managing multiple offices. In addition, shared management is required to be covered as part of COT training.

Final Resolution:

DAFO will form the shared management taskforce within 1 month and will reach out to NASCOE to provide participants from their membership. This task force will review the suggestions on training and incentives as part of their mission.

Item 10

Issue:

It has been a challenge for county office employees to provide a Receipt for Service (RFS) as federally mandated for customer interactions as we work through the day. It is ultimately best to enter information immediately following a customer interaction to more accurately record information pertaining to that customer visit. However, with the heavy workload employees are facing, we are having to prioritize the need to meet the customer service demands thus causing the employee to have to rely on memory to record the interaction at a later time.

NASCOE has also received several submissions identifying glitches in the software. One example would be that when a county office employee selects the program involved in the interaction, the software continually jumps to the top of the screen causing the user to have to scroll back down to the area of interest repeatedly. This creates frustration and is time consuming.

Along with members identifying software issues, NASCOE has also received many suggestions on how to make the software more workable thus creating a more efficient way to accomplish our goal of providing top notch customer service and documenting the interactions.

Resolution:

Farmers.gov has given county office employees the ability to complete MFP and WHIP applications while automatically recording the customer service interaction. This is definitely an added benefit in which we appreciate. NASCOE would like to see this ability expanded to other programs. It would be ideal to be able to go into something such as CARS to record a producers acreage report and have an option to create a customer interaction that would automatically record the transaction.

NASCOE feels that by streamlining the process and making the software functionality more user friendly we could reduce the frustration being experienced by county office employees and reduce the need to manually record routine customer interactions allowing more time for employees to focus on providing quality customer service.

NASCOE recognizes the ongoing budgetary constraints for software updates but feels that the mandated RFS is a high priority. Therefore, NASCOE would like to see a “Receipt for Service Taskforce” established. This Taskforce would be highly effective as we envision it being made up of shareholders from all levels of FSA bringing a broad scope of knowledge and we are confident that a workable and viable solution can be made.

FSA’s Response:

Receipt For Service is currently being looked at for enhancements and redesign. This will be looked at as part of that process.

Final Agreement:

Receipt for Service moving back to WebRFS as an interim process. Updates are being made to functionality for June 20 release. NASCOE will be allowed to provide input on the development of the long-term product that will subsequently be developed.

Item 11

Issue:

County Offices routinely utilize the Non-Payment report to identify and resolve payment reduction issues. Currently this report will only display one error at a time. A user must correct one issue and refresh the report before the next issue will appear. Occasionally, even after a refresh of the report, the next error will not appear on the report until the following day.

Many times, correcting these issues requires contact with the producer. The lack of a complete list of issues at the outset can result in multiple follow-up calls and potentially extra trips to the office. This issue has previously been identified by the field as particularly burdensome. Recently there was some apparent movement on this enhancement, however it appears to have stalled.

Resolution:

In the interest of efficiency and time, the Non-Payment report should display all errors at one time for each producer. The report could be similar in fashion to a Subsidiary report.

FSA's Response:

The answer to this issue remains the same as provided previously. The reductions listed on the Nonpayment Report were applied during the payment process. If the producer has a \$1,000 payment due and the producer has a bad AGI value, then the payment is reduced to zero. The payment process stops at that point since the software can't reduce the payment any further since it's a zero payment after the first reduction so no other reductions can be identified at that time.

Final Resolution:

The payment process does not allow software to check for subsequent errors after the first, as the payment is effectively reduced to zero. DAFP will explore ways to develop a report to better assist county offices to know when an eligibility issue is present that could affect payments. NASCOE will review new ARC/PLC prepayment report and provide feedback.

Item 12

Issue:

The current observation in the Farm Service Agency is that people are retiring faster than we can get new people hired and trained. This is causing significant stress and low morale in the county offices where they not only have newer PT's, but also are short staffed and put into newly formed shared management situations. The workload is becoming overwhelming to the veteran PT's.

Farm Service Agency has no official training program in place for our newly hired employees.

Perhaps we can say that as the bulk of our PT hires are grade 4 or 5, that it often takes several years to become fully independent and experts in our programs. Some new hires we have invested in have quit within a few months due to the pressure of the job at only grade 5 pay. This is causing even more money to be invested into hiring yet another person without any money invested in solving the problem of keeping employees. The cycling of new employees through an office puts a lot of workload on the PT's that have been consistent in the agency and this is causing them to get "burnout" and become frustrated, even driving some toward resignation or early retirement. CED's can only help the PT's so much without neglecting their own managing duties, especially those in shared management positions.

NOF has made efforts to be transparent regarding the staffing numbers and how actual workload is used, which has been very helpful, but still not encompassing the whole picture.

Resolution:

NOF should be transparent with the number of staff the staffing model indicates each county office needs independent and separate from budget restraints-the unrestricted number of staff needed by FSA. Uncompleted workload is not currently considered in the workload model and adding this would give NOF a better understanding of the actual workload and may be the key to proper staffing. Allow county offices to hire employees in a timely manner to avoid overwhelming workload to them and the existing PT's in the office. Create a task force that focuses on creating official "New Hire Training" so we can give our new employees the tools they need to be successful in servicing the producers adequately and as quickly as they can after they are hired. Make this training mandatory for all newly hired employees and any PT that would find value in it.

FSA's Response:

NOF has prioritized the measurement of incomplete workload and is in the process of implementing a new methodology in order to capture the best data possible. The new methodology was developed by DAFO BAMSD in consultation with the BAMSD Workload Working Group in order to capture incomplete workload items that encapsulate the major workstreams. Data identified by the Working Group that can be captured in FSA systems will be obtained accordingly however since much of the data cannot be captured in FSA systems the working group determined that a quarterly survey should be used to collect the additional data.

BAMSD is currently working through the development of the survey to collect the data with the goal of collecting FY2020 Q4 data which will be used in conjunction with FY2021 Staffing Recommendations.

Final Agreement:

Agreed that DAFO is working on clarifying staffing needs and that the current unmet demands survey process will better help everyone understand an office's staffing needs. Agreed that hiring has improved since this item was first presented. Agreed that there is a need for resources

for new hires and that a task force will be created to identify these and how best to make them available.

Item 13

Issue:

The 2018 Farm Bill has increased opportunities for CRP participants to utilize their CRP acreage on a more frequent basis. However, participants having CRP acreage located in the Lesser Prairie Chicken (LPC) Action Area are being held to more restrictive regulations even though the LPC was officially removed from the Federal List of Endangered and Threatened Wildlife on July 19, 2016.

The new CRP Haying and Grazing regulations allow participants outside of the LPC Action Area to utilize their acreage on an-every-other-year basis while adding intriguing incentives for beginning farmers. While this is much appreciated and will be well received by CRP participants outside the LPC Action Area, the people within the area can only utilize their acreage on a restrictive three-year rotation.

Additionally, the new policy of having a beginning farmer on a CRP contract for more than a zero percent share is unclear as to how it applies to the LPC Action Area. The beginning farmer outside the LPC area is allowed to graze on a yearly basis excluding the primary nesting season provided that the grass stand is adequate and not affected by the practice. Does this same standard apply within the LPC Action Area for beginning farmers with a share on the CRP contract?

Resolution:

NASCOE would like to see regulations being implemented for participants within the LPC Action Area brought into alignment with what all other CRP participants are being held to. NASCOE acknowledges the policy is influence by US Fish and Wildlife but NASCOE would like FSA to take a proactive, producer friendly approach to the use of CRP in the LPC Action Area for beginning farmers and ranchers. It is our understanding that although the LPC has been removed from the Federal List of Endangered and Threatened Wildlife, the biological opinion that has been in place has not been updated to reflect this change thus requiring the restrictive regulations to be upheld.

FSA's Response:

FSA has granted waivers of the Lesser Prairie Chicken Biological Opinion to all states that have requested for CRP emergency haying and grazing. To expand this waiver to non-emergency haying and grazing in the 5 applicable states will require a review at a higher level.

Final Resolution:

The potential to expand the LPC waivers to non-emergency haying and grazing was elevated to DAFP (5/27) for review and consideration to elevate the request. DAFP's decision was to delay any elevation of the issue until we have further information on the proposed listing. CD will stay updated on the actions and reinitiate the consideration when warranted.

Item 14	Category: Conservation Suggestion
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Issue:

Some policy deadlines/timelines established for CRP appear arbitrary and do not enhance the integrity of the program, while causing undue stress, heavy workload, and invasion of privacy during a grieving period:

2-CRP (Rev. 6) Amend. 1 Par. 554D requires County Offices, in the case of the death of a participant, to send a letter to the last known address of the deceased participant within 10 days.

This immediate notification and request for action by the survivors during a period of grieving is an unnecessary intrusion that accomplishes nothing but hard feelings and uncomfortable interactions between staff and our customers.

2-CRP (Rev. 6) Amend. 1 Par. 500A requires County Offices to process initial FSA-848As for all practices, C/S, Non-C/S, and management activities within 5 days of approving the CRP-1. In practice, most CRP-1 contracts are approved at the end of the fiscal year during a period of intense office activity and heavy workload. Offices with high CRP activity are stretched beyond the max to meet the 5-day deadline.

Resolution:

Revise 2-CRP (Rev. 6) Amend. 1 Par. 554D to allow 30 days from County Office knowledge of a participant's passing to issue notification letters to the survivors. This provides a more respectful window during a difficult time and does not compromise the integrity of the CRP. Revise 2-CRP (Rev. 6) Para. 500A and add a place in COLS for the total obligations of the contract to be entered prior to approving the CRP-1. This would satisfy the requirement that total obligations be assigned to the appropriate fiscal year (for OMB obligation purposes). With the reporting requirement met, the timeline for creation of the FSA-848As can be relaxed to more easily fit within the flow of the County Office workload. Additionally, with CCMS and CSS software often unavailable following the change of the fiscal year, the accessibility crisis is moot. As long as the FSA-848As are created timely for the scheduled practice, the CRP's integrity is maintained.

FSA's Response:

Regarding the procedure in subparagraph 554D, the procedure in 2-CRP, subparagraph 554F, only requires a letter to be sent when the county offices becomes aware of the death of a CRP participant and the county office does not know of an heir or estate of the deceased. The letter is not required every time there is a deceased CRP participant, only when the county office does not know of an heir or estate.

Requesting county office to complete CRP contracts in revision status and addressing the reasons why so many CRP contracts remain in a revision status for such a long time, sometimes years, has been an issue for several years. When researching why some CRP contracts remain in revision status for extended periods, one of the more common reasons provided was that a participant had died and the county office did not know who to contact, so the CRP contract just remained in revision status with no further action. The national office contacted State and county offices that were addressing such revisions timely to determine what actions they were taking. Many indicated they were sending letters to the last known address in order to obtain a point of contact when the county office did not know of an heir or estate.

FSA has the responsibility to administer the program, ensure program integrity, and ensure payments are issued timely and accurately to the eligible participants. While it can be a sensitive topic, identifying potential successors is part of FSAs responsibilities. Therefore, it is essential to identify potential successors quickly to ensure program integrity, payments are accurate and timely, and contract revisions are addressed accurately and timely.

As of November 17, there is about 8,600 contracts that are linked to a deceased producer, representing about \$26.5 million in annual rental payments.

Regarding the procedure in subparagraph 500A, this is being considered as part of the overall discussion on C/S and software application.

Final Resolution:

DAFP discussed extending the deadline for the issuing of the deceased notification letter from 10 days to 30 days and decided to accept the request and make the change. They will consult with FMD to see if the fiscal obligation requirements can be met by the software. DAFP followed up with the request to allow 30 days to do the FSA-848 after CRP-1 approval and it cannot be done.

Item 15

Issue:

Implementing shared management operations is a significant decision that should be made only after consulting with all stakeholder including COC's and county office staff. COF's are reporting to the NASCOE Executive Committee (EC) that policy in 27-PM Par. 52 is not always being followed by SED' regarding the consultation of County Committees for concurrence of shared management operations. The NASCOE EC is being told that District

Directors are informing CED's or COF staff (if the CED position is vacant), that a request is being initiated by the SED to implement shared management operations with county offices, but not officially seeking to obtain COC concurrence. It is also being reported to the NASCOE EC that COC's are being told by SED's/DD's that there is no option but to concur with the shared management request.

27-PM (Rev. 1) Amend. 16, page 3-33, paragraph 52C states "After STC receives or initiates a request or the implementation of shared management, STC or its representative shall meet and work with the affected COC's to obtain their concurrence. The STC's and SED's shall document the reasons for the shared management in their minutes". It also states that "before STC approval of the establishment of a shared management operation, SED shall consult with the NASCOE State affiliate".

Resolution:

This has been an issue since it was first brought before DAFO in 2015 (see Exhibit 1). This is obviously not being resolved. We are asking for the SED's to include the NASCOE State affiliate when making the decision to create a shared management situation and document this action in STC minutes.

Both the COC and NASCOE State Affiliate should receive a copy of the appropriate minutes documenting the consultations.

FSA's Response:

DAFO will continue to emphasize to SEDs/STCs the requirements in 27-PM regarding consultations with COCs and NASCOE State affiliates. In reviewing requests from States in DAFO, this information must be submitted prior to DAFO approval.

Final Resolution:

Agreed to clarify the rules in Para 52C to apply to both shared management and part-time offices. DAFO will look at the requirements and exploring ways to share the information to the county office and will collaborate with NASCOE to work on the language in the next month.

Item 16

Issue:

It has become clear that both COC's and STC's many times do not understand their critical authorities and too often they are uneducated on their roles at FSA. There have been some attempts to educate COC's and STC's but we continue to hear about deficiencies and lack of uniformity in these training efforts such as some states having zero training, some using printed or online materials, and some holding face-to-face trainings but not including CED's or

NASCOE State affiliates. NASCOE and NAFEC have made requests to have formal and engaged COC training but the requests have not yet been properly addressed. In addition, the curriculum developed for FSA’s managers, supervisors, and subordinate employees recently have not included the proper elements identifying the state and county committee’s authorities, roles, and responsibilities.

Resolution:

NASCOE is in full support of having well trained and educated COC and STC members that protect the integrity of FSA mission results. NASCOE understands that efforts are underway to develop a COC training work group. Is there a status update on this?

There are many methods this work group can research and implement to better educate all involved. They can develop a formal training curriculum based off of 15-AO, 16-AO, 5-PM, 22-PM, 27-PM, SFAC/LFAC handbook policies, 7 CFR Part 7, Soil Conservation and Domestic Allotment Act (16 U.S.C. 590), Federal Crop Insurance Reform Act and Department of Agriculture Reorganizations Act of 1994. We should then mandate face to face training, for instance, every three years for COC members, STC members, CED’s, District Directors, State Executive Directors, and Administrative/Executive Officers, along with NASCOE and NAFEC state affiliate representatives. The goal is to engage all stakeholders so that everyone has the same understanding and accountability while promoting integrity.

FSA’s Response:

In April 2020, a working group was formed representing NADD, NASCOE and the National Office, to review the existing 2010 COC Training material, and identify missing information, and outdated policy and practices. The working group completely revised and updated the outdated material and issued a new COC Training Guide and PowerPoint. The updated/revised material was announced in Notice AO-1763, issued October 16, 2020. The Notice states the mandatory use of the revised material by all States, and is now located on the DAFO, Personal Policy and Operations (PPOD) SharePoint site with a tile labeled COC Training. This material is available to all FSA employees.

Final Resolution:

NASCOE accepts this response.

Item 17	Category: Conservation Suggestion
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Issue:

2-CRP (Rev 5) Amendment 1 removed COC approval authority giving CED’s sole approval authority.

Committee members are a critical component of the day-to-day operations of FSA. They help deliver FSA farm programs at the local level. Farmers who serve on committees help decide the

kind of programs their counties will offer. They work to make FSA agricultural programs serve the needs of local producers.

CRP has been a very successful program addressing conservation resource concerns in large part due to COC members providing valuable input into the administration of CRP. CRP can be very different from county to county and having approval authority at the COC level provides integrity and firsthand knowledge of local conditions.

Resolution:

NASCOE would like to recommend a handbook amendment be made to include giving approval authority back to the COC. NASCOE has prepared a draft handbook amendment for your review.

This amendment would bring CRP approval authority in line with most other programs that are administered by FSA.

FSA's Response:

COC's previously had authority to delegate the approval of the CRP contracts and certain other documents and decisions to CED's.

2-CRP (Rev. 5) did not remove the COC approval authority it removed the delegation authority and directly provided that CED's could also have the authority to approve CRP contracts and certain other documents and decisions. It was becoming more and more difficult to meet deadlines for approving CRP contracts and other documents when only the COC had the authority to approve and some COC's would not delegate that authority. CED's are required to review the approvals with the COC and document the review in the COC minutes so the COC is aware of the CED approvals. Again, COC's still have the authority to approve but now CED's also have that authority. Removing the CED authority will further jeopardize meeting deadlines for certain approvals.

Final Resolution:

No agreement was reached. DAFP believes the CEDs need to maintain approval authority to meet deadlines and the COC reviews all approvals in the minutes. NASCOE believes that COC should be allowed to determine if the delegation will be made to the CED.

Item 18

Issue:

The inability to report multiple intended use crops.

Many of the producers we service harvest crops that have multiple intended uses. Due to the

current software restrictions allowing only Grazing and Grain multiple intended uses, we are unable to accurately reflect these crops on producers FSA-578 Acreage Report.

This could cause the ineligibility for multiple programs like Farm Storage Facility Loans (FSFL), Livestock Forage program (LFP) and the Non-insured Crop Disaster Assistance program (NAP). This also does not accurately reflect what is occurring in the field.

Resolution:

We recommend adaptation of the software and policy for allowing multiple intended uses of crops beyond the grazing and grain stated in 2-CP. Because many of the crops that are affected are grazing crops, it is recommended to add a days in use category to CARS to reflect the number of grazing days use in the grazing period for LFP and NAP purposes. Or, at the very least, allow an additional intended use listed as hay.

Therefore, the multiple intended use choices would be Grazing, Grain, and Hay along with the number of grazing days during the grazing period.

FSA's Response:

We will work with the program areas to determine potential impacts of implementing your request and will update policy and prioritize software development as needed. However, this is a policy issue and not an employee issue. A farmer reporting crop acreage can already divide the intended use for each fraction of an acre being reported or revise the intended use up until the ARD. By that date, the producer should have a good indication of what use is applicable on appropriate acres. The current method asks the farmer to identify the predominant intended use of the crop in order to tailor program assistance. Intended use does not lock the farmer into only marketing for that one predominant intention or in not later having a different actual use. This suggestion may actually complicate programs and acreage reporting unnecessarily.

Final Resolution:

Compliance is open to this suggestion but will need to consult with the program divisions to see how this will affect other area's policy and DAFP will follow up with NASCOE by September 1, 2021. Automation could implement this with the change to point and click acreage reporting if adopted.

Item 19

Issue:

There are several quality of life issues related to software that are creating significant pain

points for the field and which result in inefficiencies and loss of time.

First, when trying to print documents, County Offices are dealing with noticeable delays waiting for software to open, waiting on print jobs to load, and waiting for the document to actually print from the application. These add up, particularly when CO's are literally printing thousands of letters, such as for ARCPLC elections, Farm Record updates, and PLC yield changes. These delays are a real concern when employees are waiting on a producer, as failure to provide them in person results in more time and money spent in mailing the letters.

Next, many of our web-based applications seem to require specific web browsers (Internet Explorer, Chrome, Edge, etc.) in order to function correctly. This is causing confusion and often results in employees having to keep trying different browsers until the software works.

Finally, there is a concern over the availability of software. Specifically, that employees cannot load CRP Cost Shares, especially MCM, while CRP Annual payments are being made, nor at the beginning of each fiscal year.

Resolution:

The delays in printing are relatively new. NASCOE would like whatever change that resulted in these delays to be identified and resolved. Additionally, documents that are generated by the system should be identified as trusted, which would eliminate the need to “enable all features” and speed up the process.

While we expect that efforts are already underway to update our web-based software to accommodate all browsers, NASCOE would like to reiterate the need for a common browser to facilitate all our needs.

Finally, NASCOE requests that the decision to lock users out of certain software be reviewed for a solution in order to increase customer service and create a more efficient COF.

FSA's Response:

ISD issued an information bulletin listing what applications are best utilized with Internet Explorer (IE). ISD is also working to upgrade all applications that require IE to utilize another supported browser with an expected completion date of the end of FY 2021.

FSA is awaiting updates from CEC about printing & spooling, and it is noted that this may be isolated instances.

Final Resolution:

NASCOE accepts this response.

Item 20

Issue:

With the recent increases in administrative fees and premium costs under NAP, my county has seen a dramatic reduction in participation by our vegetable growers. The current premium structure based on \$300,000 payment limitation under buy-up, disproportionately impacts on our small to medium sized producers to the point they can no longer afford anything but catastrophic levels of coverage. While the premium calculation is equal across all operation sizes (disregarding reductions for qualified producers), the cost is much harder to absorb for someone with \$300,000 in gross sales (NAP value) versus someone with \$1,000,000 in gross sales (NAP value). While each has the same value of coverage, the larger producer is much more apt to realize maximum benefits versus the smaller producer. In reality, the producer at the \$300,000 gross value level will never get what they pay for; complete loss of production would activate unharvested factoring, reducing benefits.

Resolution:

Develop a premium structure that would allow producers the opportunity to acquire buy-up coverage while avoiding the onerous costs generated by the new \$300,000 payment limitation. Allow producers the ability to choose their payment limitation under NAP buy-up, based on the premiums they can easily afford. The producer could then choose all crops for buy-up, providing better coverage and improved risk management. For example, the payment limitation could be available in \$100,000 increments

FSA's Response:

Thank you for your suggestion. FSA has no authority to alter NAP service fees or premiums as both are explicitly written into the Farm Bill. The 2014 Farm Bill provided for how premiums would be calculated, and the 2018 Farm Bill increased the service fee as well as the payment limitation. The direct impact of increasing the payment limitation increased the maximum premium. In short, FSA has no authority to develop a premium structure and producers must make business decisions for which levels of coverage to obtain.

Final Resolution:

DAFP does not believe they have the authority to change the payment limitation, but they will consult with OGC to confirm. Otherwise they will bring this issue up during the next farm bill discussion.

Item 21

Issue:

The coordination or required reports and the ability to insert the reports into the appropriate software in a reasonable amount of time.

In 2019, CP-754, National Compliance Review, the action was required to be completed before the crops were harvested (summer/fall). The NASS software didn't allow the results to be loaded until late December. Then in January 2020 the notice CP-756 extended the deadline to March 31 because the NASS software was still not available in December. County office staff needs to be able to load the compliance data as it is collected so they can move on to the next program or deadline. This is taking approximately 5-7 months to complete.

Resolution:

As this is an annual occurrence, NASCOE is requesting the software be made concurrent with the data collection to make sure we have the resources to complete the job in a timely manner

FSA's Response:

For the National Compliance Review process and deadlines, FSA collaborates with NASS to try to ensure the software is released timely. FSA is currently reviewing the NCR process to streamline areas that will contribute to efficient compliance processes and software.

Final Resolution:

DAFP understands the concern. NASS is not under FSA's control, but they are developing an alternative software that will be piloted next year. This year should be timelier.

Item 22

Issue:

The current procedure for loading CCC-36 assignments and CCC-37 joint payments is time consuming and cumbersome. They are currently loaded by year and by program. The automated system only allows for a few years out at one time, so we must remember to go back into the software and update the assignment or joint payment years down the road. For example, loading a lender that requests joint payment on all programs throughout the current farm bill would require loading an assignment for each current program available for each year, thus taking a long time to complete. We also risk missing the update to the assignment years after we've received the request since we can only load a few years at a time

Resolution:

Add an option in the FSAFS software to allow for the selection of "all current programs" and an option to specify the span of years, for example, the year span of the current farm bill. This would save the office an enormous amount of time and it would eliminate the possibility of mistakes made by forgetting to update the assignment years from when it was received. 63-FI par. 64C allows an exception for CCC-36's that are accepted for the life of the CRP-1; potentially 10-15 years. This policy could be adapted to all programs and years of the current farm bill.

FSA’s Response:

FPAC-BC FMD has created a Change Order Request to provide the capability to enter a single assignment or joint payment with multiple effective program years for officially announced programs. Because of other mandated priorities for development in Financial Services (FSA-FS), we do not have a targeted development timeframe.

Final Resolution:

NASCOE accepts the response and DAFO will communicate with NASCOE when DAFO has a timeframe of implementation.

Prior Years Items

Item 18

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:

The ECP “frequency of damage” provision applies to farmland that, based on its landscape position, makes the land subject to frequent damage or particularly susceptible to severe damage. ECP handbook policy provides that land is considered as being subject to frequent damage when damaged to the extent rehabilitation is required 3 or more times in the last 10 years by the same type of disaster.

A common misunderstanding is that if a particular county has already implemented ECP twice in the last 10 years, then it may be ineligible to implement the program for a third time; this is not the case. The consideration is made on the distinct acreage that has been damaged. When the COC considers frequency of land damage for which an ECP request is filed, factors such as soil type and its natural erosivity, the land’s position within a flood plain or its flood susceptibility, or the especially severe nature of the current disaster event can be considered. On a case-by-case basis, CD will revisit the issue and determine what individuals or areas may

need DAFP consideration, by submission of a waiver request.

FSA Updated 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.

Final Resolution:

DAFP will issue guidance regarding the waiver process in the next ECP handbook revision.

Item 19

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.

FSA Updated 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.

Final Resolution:

NASCOE accepts this response, however NASCOE would like the template option issued as procedure so that all CO's know it is an option.

2021 Negotiation Items

Statement concerning 2021 Negotiation Items:

NASCOE held our Pre-Negotiation Meeting on February 27-28, 2021. 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 yet occurred. NASCOE is committed to returning to a regular negotiation schedule and is working to schedule the 2021 Negotiation Session as soon as possible. The items and responses will be shared following the actual meeting.

The delay of the 2021 Negotiation meeting is not expected to impact the 2022 Negotiations. NASCOE will continue to accept and prepare items for 2022 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><u>For National Convention:</u> After state has researched and put a proposed bid together for a National Convention</p> <p><u>For a Rally:</u> Area Executive Committeeperson</p>			
Hotel contract approval	<p><u>For a National Convention:</u> After the host state receives host hotel contract before signing</p> <p><u>For a Rally:</u> Approval of contract</p>	 In consultation with Area Committee-person		

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><u>National Convention</u> (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><u>Rally:</u> 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 National Convention only	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 National Convention Only	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>National Convention Only</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 NASCOE

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 (NASCOE) 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, NASCOE 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	Sponsor
Event Title	

Address	Billing Address
City, State Zip	
Phone Number	

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	191

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 1st, 2nd, or 3rd 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: 3rd 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: 1st Floor, Casino

- All you can eat buffet, \$12 Per Person plus Tax and Gratuity

**Less Than an Hour for Dining*

LOCAVORE: 1st 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: 3rd Floor, Casino

- Four Different Grab and Go Lunch Options, Average of \$10 Per Person plus Tax

**Grab and Go Option*

FIREPIT SPORTS BAR: 1st 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*

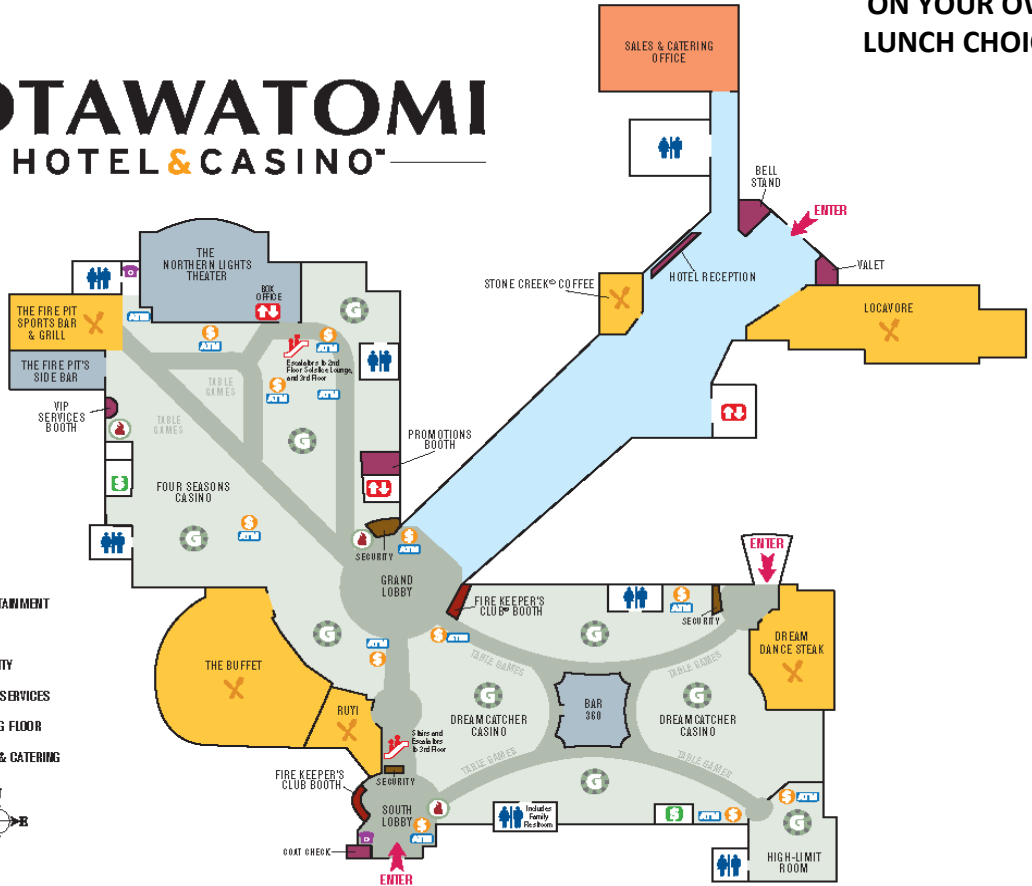
RUYI: 1st Floor, Casino

- Sit Down Lunch Option: \$14 Per Person Average, plus Tax and Gratuity
 - o Asian Cuisine

**About One Hour for Dining*

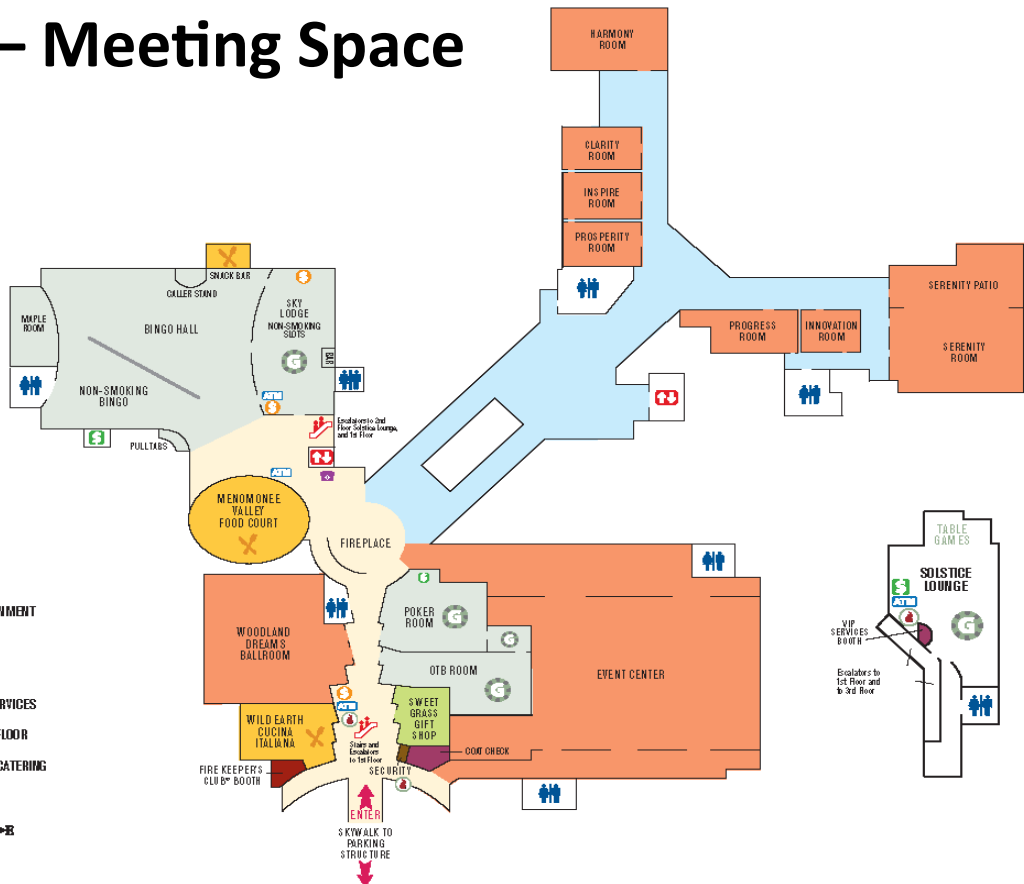
1st Floor

- 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



NASCOE

57th 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.

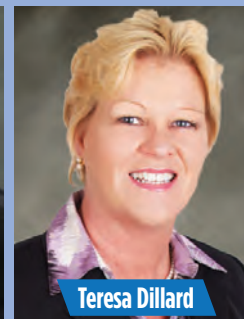
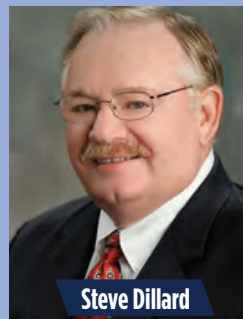
Closing Comments

9pm – 12am: Music by Dueling Pianos

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!



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 Asheville, 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 | |



2021 NASCOE Annual Report

The 2016 NASCOE Convention wouldn't be possible without the generous help of our sponsors!

Dillard Financial Solutions



Blue Cross Blue Shield

JM Marketing

RASCOE



Ingredion Inc.

Iowa Pork Producers

Iowa Corn Growers



Iowa Farm Bureau

Heartland Coop

American Ethanol

County Bank



Big River Resources LLC

SDE Tire & Service

Eastern Iowa Farm Magazine



Cedar County Coop



Cove Equipment

Iowa Department of Agriculture



Stellar Industries



Ingredion

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
and provided by:



Dillard
Financial Solutions, Inc.
Smarter Retirement Strategies

Your **NASCOE** National Benefits Provider!

Email: 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



Photo credit: visitsanantonio.com



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Dillard
Financial Solutions, Inc.
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Your NASCOE National Benefits Provider!

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Home Office: 2381 Peach Orchard Road • Sumter, SC 29154



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Exhibit 5**Sample Budget****Expenses**

Hotel	Estimated	Actual
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
Total	\$33,160	40,073.44

Fundraising	Estimated	Actual
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
Total	\$4,898	\$7299.05

Hospitality	Estimated	Actual
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)		
Total	\$2,500	\$2325.63

Administrative	Estimated	Actual
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
Total	\$17,437	\$13,638.89

Entertainment	Estimated	Actual
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
Total	\$8,300	\$10,089.56

Set Up	Estimated	Actual
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
Total	\$12,450	\$8032.87

Tour	Estimated	Actual
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
Total	\$9,525	\$10,353.79

Decorations	Estimated	Actual
Decorations Banquet and Floral Displays	\$650	\$485.46
Total	\$650	\$485.46

Registration	Estimated	Actual
Name Badges/holders	\$1,000	\$1000
NASCOE 50% Registration Fee	\$10,250	\$9902
Total	\$11,250	\$10,902

Auction	Estimated	Actual
Auctioneer Hotel Room and Stipend (NASCOE Responsibility)	\$500	\$397.39
Total	\$500	\$397.39

Total Expenses	Estimated	Actual
	\$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
Total	\$83,700	\$86,812

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
Total	\$21,500	\$20,310

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
Total	\$15,500	\$13,385

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
Total	\$10,875	\$7,905

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
Total	\$8,100	\$7,455

Decorations	Estimated	Actual
NASCOE share Floral Decoration	\$250	\$250
Total	\$250	\$250

Scholarship Auction	Estimated	Actual
Live and Silent Auction \$10,000 x .25	\$2,500	\$13,202
Total	\$2500	\$13,202

Total Income	Estimated	Actual
	\$142,425	\$149,319

Budget Summary

	Estimated	Actual	Profit
Income	\$142,425	\$149,319	
Expenses	\$100,670	\$103,598.08	\$45,720.92

Exhibit 6



57th 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		

**YOUTH ACTIVITIES: Must submit Parental Consent Form for any and all Youth Activities.
(Form available at www.nascoe.org or at Convention Registration Desk.)**

Youth Name(s): _____ Ages: _____

YOUTH ACTIVITY DATE/TIME	YOUTH ACTIVITY	COST PER PERSON	# ATTENDING	TOTAL \$ DUE
WEDNESDAY Aug 3 6:00 pm	Movies/Games/Swimming	FREE		
THURSDAY, AUG 4 (8:15 am – 4:30 pm)	(AM) Sky Zone Trampoline Park (PM) Old MacDonald’s Farm Petting Zoo	\$25 (lunch included)		
THURSDAY, AUG 4 (6:00 pm – 11:30 pm)	American Ninja Warrior Games (onsite, snacks included)	Free		
FRIDAY, AUG. 5 (8:15 am – 4:00 pm)	(AM) Onsite activity. (PM) Splash Pad/Water Balloon Olympics (offsite)	\$15 (lunch included)		
FRIDAY, AUG. 5 (evening)	Iowa Night – Bloomsbury Farm	See adult activities		
SATURDAY, AUG 6 (8:15 am – 12:00 pm)	Iowa Children’s Museum (ages 2 -12)	\$15 (lunch included)		
SATURDAY, AUG 6 (5:00 pm – 12:00 am)	Minute to Win It Olympics & Movie Night (onsite)	Free (dinner and snacks included)		

PURCHASE YOUR 2016 NATIONAL CONVENTION T-SHIRT (this will get you into the Iowa Night on Friday)

Adult \$20 Quantity _____ Size _____ Quantity _____ Size _____ \$ _____
 Kids \$10 Quantity _____ Size _____ Quantity _____ Size _____ \$ _____

PURCHASE YOUR 2016 NATIONAL CONVENTION DISC OF PICTURES @ \$20 \$ _____

Convenience fee for Pay Pal.... \$5.00 (contact Joni Birkhofer for Pay Pal information) \$ _____

2016 NASCOE NATIONAL CONVENTION REGISTRATION TOTAL
 \$ _____

**RETURN YOUR COMPLETED REGISTRATION FORM AND CHECK PAYABLE TO:
 IASCOE and send to Joni Birkhofer, 1588 River St, Moscow, IA 52760**

INFORMATION NEEDED FOR THOSE ATTENDEES ARRIVING AT THE CEDAR RAPIDS AIRPORT:

ARRIVAL DATE AND TIME: _____

AIRLINE/FLIGHT NUMBER: _____

NUMBER IN PARTY: _____

DEPARTURE DATE AND TIME: _____

*If flight information is not available at the time of registration,
 Please contact Joni Birkhofer when that information is determined.*

<p>QUESTIONS: Joni Birkhofer 563-506-2340 Jennifer Comer 712-303-1157</p>
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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: _____

Registration	Cost Per Person	Attendees	Total Due
Convention Registration Fee: <i>Before March 1, 2016</i>	\$30.00		
Convention Registration Fee: <i>After March 1, 2016</i>	\$35.00		
Hotel	*	*	*
Hyatt: King or Double Room: \$159.00 Savannah Hyatt 2 W. Bay Street Savannah, Georgia 31401 Online: https://resweb.passkey.com/go/GACOE2016 Call: 912-238-1234	BOOK ONLINE OR CALL	*	*
Wednesday April 6, 2016	*	*	*
Carriage History Tour 9:00AM-10:00AM Carriage Tours of Historical Savannah	\$20.00		
Costal Georgia Botanical Gardens 10:00AM-12:30PM Admission is FREE/Shuttle is Required	\$10.00		
Painting With A Twist 2:00PM-4:00PM "Sip & Dip"-Paint a Little Drink a Little	\$38.00		
"Reel Em N" Deep Sea Fishing Pick Your Time, Location, Distance, and Fish Type Online: http://reelemn.com/charter-information	ONLINE	*	*
Hors D'oeuvres in The Hospitality Room 5:00PM-UNTIL *Wear Your Team Colors And Support Your Favorite Sports Team.	FREE		*
Thursday April 7, 2016	*	*	*
The Club At Savannah Harbor Golf Set Your Tee Time Up Online: http://www.theclubatsavannahharbor.com/savannah-tee-times.html	ONLINE	*	*
A Day at Tybee 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>Savannah Slow Ride 3:00PM-5:00PM Eat, Drink, & Pedal. Check it out here: http://www.savannahslowride.com/</p>	\$25.00		
<p>Savannah Riverboat Dinner Cruise 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!)		
Friday April 8, 2016	*	*	*
<p>RASCOE Luncheon 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>Southeast Area Banquet 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>*Band-Bourbon Borderline- Starts at 9:00PM</p>	\$38.00		
Saturday April 9, 2016	*	*	*
<p>Dolphin Magic Tour 4:30PM-6:30PM Tour Savannah's Historic Waterways</p>	\$30.00		
<p>Paula Deen's Restaurant Lady And Sons Make Your Reservations Online: http://www.ladyandsons.com/reservations/</p>	ONLINE	*	*

Ghosts and Gravestones Tour <i>7:00PM-8:30PM</i> Board The Trolley and Gain Entry to Tour The Andrew Low House, Perkins & Sons Ship Chandlery.	\$27.00		
Salt Table Wine Tasting <i>7:00PM-9:00PM</i> FREE Stemless Wine Glass, and Hors D'oeuvres. Also, shop with a discount in the store.	\$38.00		
Miscellaneous	*	*	*
T-Shirt & FREE Coozie <i>Please Circle Size(s) & Color(s):</i> S M L XL XXL 3L 4XL 5XL Mint or Slate	\$25.00		
Cookbook <i>Southeast Area Recipes</i>	\$12.00		
Donation To The Children's Hospital of Georgia <i>100% Of The Proceeds Will Go To The Hospital</i>		*	*
			Total:

***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

Executive Committee/Finance		Jennifer Comer	
		Names	
		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	
319-363-4511		Iowa National Guard	
		Presentation of Colors	
		Lanie Benjamin-Davis Co	
		National Anthem	
Room Reservations		Steve Luke	
Entertainment		Angie Christian	
Volunteers Needed			
Date		Names	
Monday - Sunday		Danielle Sidles	
Wednesday PM - Friday		Megan Ruby-Friedow	
Wednesday PM - Friday		Megan Gerhardt	
Need to verify attendance		Cathleen "Skip" Simons	
"Welcome Bags"/Door Prizes			
Candace Fette			
Volunteers Needed			
Date	Times	Names	
		Shawna Helle, Clayton	
		Allison Cairns - Vavroch, Benton	
		Kimberly Naber, Buchanan	
		Kevin Keegan, DD	
		Danielle Sidles	
Banquet/ Food		Mary Roberts	
		Names	
		Pat Warmbrier	
Scholarship Auction		Katie Kramer	
		Names	
		Aaron Eads	Auctioneer
		Gabriela Thompson	
		Jayne Ruble	
Emblems Table		Kitty Benda	
		Names	
Decorations			
Wendi Denham			
Volunteers Needed			
Date	Times	Names	
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	
Kids Activities		Heidi Nickol	
Volunteers Needed			

Date	Times	Names
Wednesday, August 3	6:00 pm -???	
Movies, Games, Swimming		
Thursday, August 4	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
Friday, August 5	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
Saturday, August 6	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	
Tours		
Amana Farms	Randy Madsen	
Wednesday, August 3	Times	Names
	7:00--?	Mary Roberts
		Dee Ann Lehn
John Deere	Tom Lane	
Wednesday, August 3	Times	Names
	7:00--?	Roger Berg
		Judy Dameron
Dyersville	Adriana Foxen	
Wednesday, August 3	Times	Names
	7:00--?	Cindy Mensen
		Cindy Pistek
Golf	Alan Kiewiet	
Wednesday, August 3	Times	Names
	10:00--?	
Transportation	Curt Houk	
	Jeff Davis	
	Mike Praska	
	Times	Names

		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
Publicity	Anna Boecker		
Information	Devalyn Wilson		
Registration	Joni Birkhofer		
	Times	Names	
Tuesday, August 2	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	
Wednesday, August 3	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	
Thursday, August 4	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	
Friday, August 5	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	
Saturday, August 6	Morning: 8:00 - 10:00	INFO-Karen LaCour	
		INFO-Rose Woerner	
		INFO-Devalyn Wilson	
		INFO-Cindy Bebout	
		REG-Joni Birkhofer	
Volunteers Available as Needed			
		Names	
		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
-------------	---------------------

**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: _____

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 2020

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 *moving 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⁻¹ No proxies shall be voted or allowed to vote in any regular or special meeting called in the manner provided during the convention.

¹ 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 6/30/2021

Account	6/30/2021 Balance
ASSETS	
Cash and Bank Accounts	
8 month CD 09-02-2021	108,690.80
8 Month CD 09-08-2021	100,252.05
NASCOE Checking	353,259.15
NASCOE Savings	150,214.80
NASCOE Scholarship Checking	77,917.45
TOTAL Cash and Bank Accounts	790,334.25
TOTAL ASSETS	790,334.25
LIABILITIES	
	0.00
OVERALL TOTAL	790,334.25

Current Budget - 2021

7/1/2020 through 6/30/2021 Using NASCOE 20/21

7/28/2021

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Category	7/1/2020 Actual	- Budget	6/30/2021 Difference
INCOME	355,873.51	423,228.74	-67,355.23
19-20 Membership Dues	63,437.50	63,437.50	0.00
20-21 Membership Dues	233,756.58	311,331.24	-77,574.66
Dillard Financial Solutions	47,000.00	34,000.00	13,000.00
National Convention	18,000.00	10,000.00	8,000.00
Quarterly	24,000.00	24,000.00	0.00
Interest Income	3,279.43	60.00	3,219.43
JMM Monthly	8,400.00	14,400.00	-6,000.00
EXPENSES	202,068.40	369,629.00	167,560.60
2021 National Convention	0.00	0.00	0.00
2022 National Convention	0.00	0.00	0.00
Annual Filing of Taxes	845.00	675.00	-170.00
Area Chairs - Conventions	5,500.00	20,000.00	14,500.00
Awards & Scholarship Committee	13,625.00	14,749.00	1,124.00
Awards	0.00	14,000.00	14,000.00
Conference Call	0.00	0.00	0.00
DSA Travel	0.00	0.00	0.00
First Timers Contest	0.00	350.00	350.00
Supplies	0.00	399.00	399.00
Benefits & Emblems Committee	1,805.76	2,155.00	349.24
Conference Call	0.00	0.00	0.00
Supplies	0.00	2,155.00	2,155.00
Cash & ATM	0.00	1,500.00	1,500.00
COAC Committee	0.00	0.00	0.00
Conference Call	0.00	0.00	0.00
Organizational Meeting	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Computer	5,720.04	5,000.00	-720.04
Conf Call - Execs	1,512.91	2,000.00	487.09
Discretionary Travel Fund	640.60	20,000.00	19,359.40
Executive Committee	0.00	10,000.00	10,000.00
National Chairs	640.60	10,000.00	9,359.40
Gifts & Donations	125.27	500.00	374.73
Charity	50.00	0.00	-50.00
Gift	75.27	500.00	424.73
Insurance, Bus	1,204.00	5,000.00	3,796.00
Legal, prof fees	8,073.68	7,500.00	-573.68
Legislative Committee	2,026.46	32,950.00	30,923.54
Awards	0.00	700.00	700.00
Conference Call	149.68	150.00	0.32
Emergency Fund	0.00	0.00	0.00
Fly In_Conference	0.00	3,600.00	3,600.00
Leadership Development Program	1,833.78	25,000.00	23,166.22
Organizational Meeting	0.00	0.00	0.00
PAC Promotion	43.00	3,500.00	3,457.00
Legislative Consultant	112,000.00	112,000.00	0.00
Discretionary	10,000.00	10,000.00	0.00
Other Legislative Consultant	102,000.00	102,000.00	0.00
Licenses	0.00	2,550.00	2,550.00

Current Budget - 2021

7/1/2020 through 6/30/2021 Using NASCOE 20/21

7/28/2021

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Category	7/1/2020 Actual	- Budget	6/30/2021 Difference
Membership Committee	2,959.89	12,000.00	9,040.11
Awards	2,769.33	7,000.00	4,230.67
Conference Call	0.00	0.00	0.00
Jump Team	0.00	0.00	0.00
Outreach	68.37	4,500.00	4,431.63
Supplies	122.19	500.00	377.81
Mtg with management	0.00	11,000.00	11,000.00
NACS-NACE-NADD	0.00	2,000.00	2,000.00
NAFEC Travel	0.00	500.00	500.00
National Convention Start Up loan	15,000.00	15,000.00	0.00
Negotiation Meeting	0.00	5,000.00	5,000.00
Organizational Meeting	16,403.84	25,000.00	8,596.16
Postage & Delivery	100.35	500.00	399.65
Pre-Negotiation Meeting	368.42	20,000.00	19,631.58
Programs Committee	0.00	0.00	0.00
Publicity Committee	2,367.97	1,350.00	-1,017.97
Awards	0.00	0.00	0.00
Conference Call	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Technology	300.00	0.00	-300.00
Web	2,067.97	1,350.00	-717.97
Supplies, bus	263.47	1,500.00	1,236.53
Technology Coordinator	0.00	15,000.00	15,000.00
Travel	3,994.86	27,000.00	23,005.14
Area Rally	1,142.19	9,000.00	7,857.81
State Convention	2,852.67	18,000.00	15,147.33
Utilities - Internet	7,530.88	7,200.00	-330.88
Net Difference:	153,805.11	53,599.74	100,205.37

2020 NASCOE National Convention

Open Sessions

Virtual, via Microsoft Teams July 26-27, 2020

1. First Session Welcome – NASCOE President Brandon Wilson
2. Presentations from Farm Service Agency Leadership
 - a. Administrator Richard Fordyce spoke on the challenges the agency has faced with COVID-19. He outlined the many accomplishments of the year, including MFP, CFAP, general CRP, and Ad Hoc disaster programs.
 - b. Deputy Administrator for Field Operations (DAFO) Peggy Browne shared that County Office employees will receive the new Paid Parental Leave benefit that was passed by Congress. She also spoke on the hiring “swat team” that are speeding up the hiring process. DAFO spoke on pandemic and how nimble the agency has been in response, including establishing the call center, virtual jump teams, as well as implementing BOX and OneSpan.
 - c. Deputy Administrator for Farm Programs (DAFP) Bill Beam reiterated the additional programs FSA has implemented in addition to the normal programs work. He shared the incredible number of contracts and payments the agency has processed. Finally, he mentioned the recently concluded pilot for Point and Click acreage reporting and noted that Secretary of Agriculture Perdue is committed to modernizing government.
3. NASCOE Presidential Address – NASCOE President Brandon Wilson
 - a. President Wilson spoke on the challenges that COVID-19 has placed on County Office staff and thanked everyone for their efforts. He shared some discussions that NASCOE has had with FSA and appreciated the agency for the flexibilities that have been provided. He also encouraged everyone to remember our important role in helping farmers and ranchers who are also facing uncertain and stressful times.
 - b. President Wilson provided a brief history of the establishment of the CO system and how it differs from the GS system. He also spoke on the history of NASCOE and its mission to support the CO system.
 - c. President Wilson shared the successes that NASCOE has had over the last year, including a Leadership Development Program, increased workload transparency,

and accomplishments related to the Programs Committee and Negotiations process. He spoke of the Associations' goals moving forward and encouraged all watching to learn more and get involved.

4. Labor Management Agreement – NASCOE President Brandon Wilson
 - a. President Wilson discussed the importance of the Labor Management Agreement between NASCOE, FSA, and USDA. He shared this year's agreement with the attendees.
5. Question and Answer Period – Administrator Richard Fordyce, Deputy Administrator for Field Operations Peggy Browne, and Deputy Administrator for Farm Programs Bill Beam.
 - a. Questions from the attendees were presented by NASCOE Vice-President Marcinda Kester. These questions, along with others submitted but not asked due to time limitations, are attached as Exhibit 1.
6. First Session Closing Remarks
 - a. NASCOE President Brandon Wilson thanked the participants for their attendance and support of NASCOE.
 - b. Administrator Richard Fordyce thanked NASCOE for the opportunity and noted the service NASCOE provides representing employees.
7. NASCOE Standing Committee Breakouts
 - a. National Committee Chairs for the following committees held individual breakout sessions to discuss issues important to their committees.
 - Awards and Scholarship
 - Benefits and Emblems
 - County Office Advocacy
 - Legislative
 - Membership
 - Programs
 - Publicity

8. NASCOE Area Breakouts

- a. Area Executives held individual breakout sessions to discuss issues important to their area and conduct area elections.

9. Second Session Welcome – NASCOE Vice-President Marcinda Kester

- a. Vice-President Kester spoke about the excitement that accompanies NASCOE's National Conventions. She shared how much she values the relationships she has developed through the Association and how valuable they are in an out of work. Finally, Vice-President Kester encouraged attendees to reach out and talk to NASCOE leadership if they have any questions or concerns.

10. Scholarship and Award Presentations – National Scholarship and Award Chairperson Julie Goetzman

- a. Chairperson Goetzman announced the National Scholarship and Distinguished Service Award winners.

11. Memorial Presentation

- a. A presentation was shown honoring regular and associate members who passed away during the last year.

12. NASCOE Programs Committee Question and Answer – National Programs Chairperson Chris Hare

- a. Program questions from the attendees were presented by NASCOE Vice-President Marcinda Kester. These questions, along with others submitted but not asked due to time limitations, are attached as Exhibit 2. Answers were provided by the following Farm Service Agency staff:
 - Bill Beam, Deputy Administrator for Farm Programs
 - Kim Graham, Director Safety Net Division
 - Dani Cooke, Director Price Support Division
 - Dana Ashford, Acting Director Conservation Division
 - Tona Huggins, Deputy Director Safety Net Division
 - Andrea Naughton, Deputy Director Program Delivery Division

13. 2021 NASCOE National Convention Presentation – Indiana Association of FSA County Office Employees (IASCOE)

- a. IASCOE Convention Chair Jamie Garriott gave a presentation on the site of the 2021 NASCOE National Convention, Fort Wayne, Indiana.

14. Second Session Closing Remarks – NASCOE Vice-President Marcinda Kester

- a. Vice-President Kester thanked the participants for their attendance and support of NASCOE. She also thanked everyone involved in NASCOE at all levels for their hard work during the past year. Finally she recognized Northeast Area Executive Lawrence Parker and Midwest Area Executive Jackson Jones, who are finishing up their terms on the Executive Committee.

Respectfully Submitted,

Richard Csutoras
NASCOE Secretary

Identity	Content
Anonymou	Is Teleworking going to be available to PT's after the COVID-19 situation?
Seara Hain	Is there a timeline for when the FEPLA notice will be out? Can you expand on the details of it for CO employees?
Anonymou	Is there a timeline for getting WHIP+ Quality Loss Provisions out to the field? We have producers who have quality losses from 2018 and 2019 that are waiting to see if this program will work for them.
AA-Kansas	Our district held new employere MIDAS training on 6/24. Everything has been compelted and turned in. Those employees still dont have access. Is there a plan to get this access faster?
Anonymou	any time frame on the quality loss portion of WHIP+?
Anonymou	does whip+, in fact, have a projected deadline? roughly?
Judy Behne	Will Annual leave be able to be carried over till next year due to our work situations this year and limitations for travelling restrictions due to COVID19. Having folks in COF's to carry out the office being open and looking for info for those teleworking etc.
Jennifer Ga	Q for Mr. Fordyce- when will FSA provide permanent software for ELAP? The calculation worksheet in Infopath is not correct, and the county offices keep using it. This will eventually result in erroneous payments. Will there be permanent software developed like what we use for LFP and LIP?
Shelly Daug	Although, hiring approvals and on-boarding timeframes have improved, are there plans to improve access and permissions timeframes? When hiring an employee, to actually get to the point they are able to help with anything within software is still a long process.
Anonymou	Is there any recent action or effort being expended on the question of allowing FERS employees hired after 1987 being allowed to buy back their temporary service?
Anonymou	Is there a way to have RMA software and FSA software be more integrated so that we reduce the data entry for WHIP and WHIP+?
Anonymou	for WHIP+ there has been reports that RMA has a calculator that helps determine if a payment will be earned. This is a more condensed version that loading a WHIP+ application and reviewing all of the WHIPR report. If this tool is available for RMA will it soon be available to CO staff to save us time on loading WHIP+ applications?
Anonymou	As County Offices move through the re-opening Phases. Will the Department make it a priority to purchase barriers and shields to ensure safety of employees as they begin working with customers face to face in the future. For example, a plexiglass barrier as seen in many private sector businesses??
Anonymou	It was mentioned that \$30 million has been allocated for staffing and adminisrative. When will our offices be staffed to accommodate the tremendous/constant program delivery work the PTs deliver?
Anonymou	Does annual leave continue to be accrued while on parental leave?
Anonymou	What are staffing levels based off of? We see very uneven levels across the state.
Anonymou	Question for Peggy: When will the retirement calculater be made available/fixed?
Anonymou	Will we see an increase in staffing ceilings with the increase in programs and program delivery?

Teresa Hol	<p>Regarding the CFAP Call Center volunteers. A substantial number of the volunteers in this project are County Office staff. Many of us were very surprised by the MyFPAC and Farmers.gov releases on Monday that indicated that the Call Center focus was expanding to other programs. As COF employees with other workload pressures, dedicating 8 to 12 hours each week is becoming unsustainable for our local customers and our co-workers.</p> <p>With this expansion, will the employees that call center is a collateral duty be phased off the Call Center so that we can serve our local producers more effectively?</p>
Jessi Colgro	<p>Has leadership considered a leave exigency due to the increased amount of time that employees worked this year, with many hours of leave unused? Or leave buyback?</p>
Anonymou	<p>As a new DD I really appreciated the review checklist for CFAP. Any chance there will be review checklists issued for other programs, especially as new programs are implemented</p>
Anonymou	<p>Are there any conversations regarding allowing long time employees with numerous years to retire earlier...</p>
Seara Hain	<p>With so many new employees are there any national trainings that could be conducted across all or most program areas? This would help take some of the budren off offices and provide additional help for new PT's.</p>
Anonymou	<p>Has there been any discussion on a buy-out? We are hearing in the field from employees who are etremely tired. Their work ethic to deliver customer programs does not allow them to simply take extended annul leave, or are unable to take leave due to workload. They love their jobs, their customers, their workplace, but the demands to deliver programs has become overwhelming, compounded with family responsibilities and changes due to the way we are all living right now.</p>
Anonymou	<p>Donny Green, TN: In light of uncertainties with Service Center operational statuses and staffing limitation in service centers, has FSA Management considered an alternative plan, such as meeting at an offsite location, for County Committees to conduct the required COC Election in December?</p>
Anonymou	<p>If we have an advertisement for a PT that just closed last week. If we are able to interview and make a selection in September, will this be held up or have issues with the onboarding due to the end of the FY?</p>
Anonymou	<p>A follow up to Peggy, the question regarding barriers in the County Office was not quite answered. We do appreciate the mask supply; however, as we learn more of the Virus its apparent we may need more than masks, for example a physical barrier, plexiglass wall. Will these be procured by USDA as many private sector businesses have?</p>
Anonymou	<p>August 15 was an excellent date for spring crop acreage reporting deadline. Is there any discussion to make this a permanent deadline date?</p>
Anonymou	<p>GSA allocations of office/desk space per employee do not appear to provide any space for customers. With COVID, the lack of space has become an even greater concern. Are there any efforts underway to get an acception for service centers to the GSA space allotments?</p>
Anonymou	<p>Could the crop acreage reporting dates be different for Crop Insurance producers VS non-insured producers? This is exactly what happened this year.</p>

Beth Batail	Another MIDAS question. Will there ever be a time when we can print a crop reporting ready map directly from MIDAS. OR, if this new crop software will allow point and click, will a map as well as a 578 be printed?
Anonymous	how can we establish a deadline for WHIP+ when we haven't yet announced the quality loss piece? we have many, many producers who want to apply for quality loss whenever it's authorized
Anonymous	Since knowledge transfer is important, why can't we hire people before our current employees retire? One office recently lost 3 of 4 employees to retirement, but didn't have a chance to transfer knowledge. This left us in a terrible bind. Is there any way we can get people hired before? (We knew the retirements were coming within the next year, but it wasn't in writing.)
Anonymous	with the possibility of employees retireing is there going to be a possibility of pre hiring to train the new replacemnt as this would be beneficial to the agency
Anonymous	Has it ever been considered to enroll ARC/PLC contracts after crop reporting and have softwares to interface with one another and less work would need to be done on the PT's part.
Anonymous	The Federal Reopening Dashboard was put out as a tool to help make decisions as to what an office is eligible for. Some STOs seem to be placing offices on the fast track regardless of what the tool says. For example, office is currently in phase 3 yet shows up as upward trajectory. County showed as upward trajectory when they got message from the STO stating they had been in phase 2 for 14 days and were eligible to apply for phase 3. Head scratcher for those in the field. Can an office go backwards and what makes that happen?
Laurie Thib	Question for Richard: Has any progress been made with the task force you set up last year to try and come up with alternatives to the COT program for CED hiring?
Anonymous	Skype is going to be 'turned off' sometime before July 2021. Are there training dollars allocated for states to do training on MS Teams, as a replacement for Skype and also as a solution for the knowledge transfer you have mentioned?
Anonymous	Could the deadline for ARC/PLC deadline be moved to December 31st to have contracts signed and approved? This would eliminate successions in interest and conflicting with acreage reporting.
Anonymous	Will FSA be moving to requiring electronic files for all programs/producers ?
Anonymous	It's my understanding that moving the PT grade ceiling to an 8 has been discussed for many years. What are your thoughts on this and do you think this will ever happen?
Anonymous	Please send out a link to the Administrator's Task Force information you referenced. Thank you.

Calvin John	MIDAS software question....with many new customers coming in for CFAP, when entering a new "Producer Information" for individual persons, MIDAS requires us to enter a "Race determination", "Gender Determination" and "Ethnicity Determination" for the new customers. While we in the office have no way of knowing that personal info. Additionally, According to 1-CM, Para 199 states "No other forms may be used to collect race, ethnicity, or gender data". Collection of said data for MIDAS is not on form AD-2047, or Payment Limitation Form....this is a redundant process in MIDAS. Will you look into this step? and if it is determined as an "irrelevant step", please take the steps to correct the MIDAS software.
Beth Batail	MIDAS stands for Modernize and Innovate the Delivery of Agriculture Systems. Now that it has been around for several years, when will we modernize the access, without new people spending days going through training the more experienced employees can provide?
Anonymous	Are we all going to get laptops and scanner/printers to use while teleworking during COVID-19?
Anonymous	We are finding a delay in the hiring process when an existing CO employee is hired for another location? With the updated USA Staffing hiring process, existing employees are finding that they need to complete numerous documents on multiple occasions in USA staffing and these documents have been completed in the past for the employee - tax forms, identificatino verification, direct deposit, OF-306. Is there a way to treat these actions as more of a transfer rather than a new hire?
Anonymous	is there any chance the receipt for service could be built into the software so when an application is accessed it would trigger the receipt for service without having to go into another application to get that completed when workloand and timeframes are already high volume without needed to add another step to the process
Katie Meyer	Why are computer scanned documents allowed for certain programs, but pictures/photos/phone scans are not acceptable?
Anonymous	Will CFAP be extended beyond the 9/11 deadline? With all the new crops being added, it has created a significant increase in workload to process these applications in just a few short weeks.
Anonymous	has a hazard pay increase been considered for those of us who've been back in the office full time for a while now...and others that may be coming in contact with producers who may or may not wear face coverings.
Anonymous	Is there a plan for new cost-share software development? The current CSS platform is not intuitive or user friendly and contributes towards ULO issues when funds do not properly de-obligate.
Anonymous	Will Whip+ be counted in our workload/staffing?
Anonymous	I have heard talk in media about a second CFAP program. Can you share any information on that?
Anonymous	Could the crop acreage reporting dates be different for Crop Insurance producers VS non-insured producers? This is exactly what happened this year.
Anonymous	The county office I work in has been processing disaster programs for the last 3 years. Will disaster workload count towards hiring ceilings?

Anonymou	<p>FY2021 ARCPLC deadline in March 15, 2021. Where my COF is located, we have a large rotation of crops each year requiring OPs and OTs to change farms on an annual basis which requires additional workload for FarmRecords. In our case, our producers are not sure of what land they will be on until after March 15th. This deadline requires staff to run contracts more than once as contracts will have to be corrected after certification is completed requiring duplication of workload. Is there any chance of changing this deadline?</p>
Anonymou	<p>Many times our producers switch shares on the farm and we only find out when we certify their acres, can we please change the deadline date for ARC/PLC contract till after the Certification date?</p>
Anonymou	<p>WebTA's limit of 30 line entries make it difficult to report daily WL accurately. Can NFC's programming be updated for more than 30 line entries? At the end of PP16 I had 53 line entries that had to be creatively whittled down to 30.</p>
Teresa Hol	<p>Peggy, Thank you for your response. That is a good clarification.(Teresa Holmquist - MN (Unverified) asked "Regarding the CFAP Call Center volunteers. A substantial number of the volunteers in this project are County Office staff. Many of us were very surprised by the MyFPAC and Farmers.gov releases on Monday that indicated that the Call Center focus was expanding to other programs. As COF employees with other workload pressures, dedicating 8 to 12 hours each week is becoming unsustainable for our local customers and our co-workers.</p> <p>With this expansion, will the employees that call center is a collateral duty be phased off the Call Center so that we can serve our local producers more effectively?"</p>
Anonymou	<p>Will there be remote jobs posted for the call center?</p>
Anonymou	<p>AS a PT who has been with the agency 34 years penalized in wages once they hit a step 10 they never receive any raises besides the cost of living.</p>
Anonymou	<p>Inclement weather in DC for a little rain/fog cause the office to be allowed a delayed start or even just be closed or offer telework options. I live in Montana and our winters are worse. I know from personal experience in living in Baltimore as a comparison. In MT we don't get delayed starts even though the schools do, unless the Highway patrol says the roads are closed in some counties. Someone told me "well there are more people dirving in the DC area so it would be a bigger mess" to me a life is a life economists value a life to be 10 million dollars. I think teh cost benefit analysis of permitting those delayed starts when the roads are bad like they do in DC would be a huge benefit for everyone.</p>

Identity	Division	Content
Anonymous (Unverified)	CONSERVATION DIVIS	Are there any plans or something in the works to replace the current Cost Share Software?
Anonymous (Unverified)	CONSERVATION DIVIS	CRP- Can we please have continuous certifications back for CRP....we just got producers thinking they dont have to sign every year and we changed the rules on them again. It is also a lot of work for the local offices to track down absentee landowners.
Anonymous (Unverified)	CONSERVATION DIVIS	CRP- we have has producers that do not complete MCM on time, local COC said terminate and it went to the state committee and on to national and they are over turning the decision. why do we have handbook rules if they are not going to be expected to follow the rules. this is a loosing battle in our county getting people to do what they are supposed to and do it on time
Anonymous (Unverified)	CONSERVATION DIVIS	CRP: our partners at NRCS are having trouble meeting our CRP grasslands planning deadline of 9/11. Is there any discussion of an interim plan to be used for CRP considering the workload and priorities of NRCS planning staff?
Anonymous (Unverified)	CONSERVATION DIVIS	CRP: there have been many situations where County and State Committees have referred waiver requests for cost share increases for CRP components. These end up in the Conservation Division and we never hear a response of yes or no. This leaves the Committees and producers in a tough position. Any solutions on stream online communication from the field to the Conservation Division?
Jeri Pavlovick (Unverified)	CONSERVATION DIVIS	CRP-Where are we nationwide in total acres in CRP versus the nationwide acreage threshold set in the 2018 Farm Bill? Will there be a general signup in the next fiscal year?
Lauren (Unverified)	CONSERVATION DIVIS	Currently in IN we have certain practices that MCM can be waived on (filterstrips, waterways, tree practices, etc.). This only applies to SU 53 and 54. Will this become effective for prior signups as well?
Anonymous (Unverified)	CONSERVATION DIVIS	If a CRP producer has earned a CRP payment but dies in the middle of the fiscal year why can't counties continue to keep the deceased person on for the entire year. When they die at the end of the FY it takes time to get the succession paperwork so payments sit there unpaid
Anonymous (Unverified)	CONSERVATION DIVIS	Is CREP going to close at the end of fiscal year? We often have producers who are finishing up establishment or completing mcm and are not happy that they cant get the payment until the program opens back up.

Anonymous (Unverified)	CONSERVATION DIVIS	Is there a reason that the reenroll Continuous CRP Deadline for the producer to tell us they are interested, NRCS to have a field visit and perfected acres, FSA to have perfected acres in COLS and the producer to have a signature on the CRP-1 & CRP-2C are all the same day? The producer can call us at 4:25 on the day of the deadline and it would be impossible for us to complete all of those tasks by 4:30.
Anonymous (Unverified)	CONSERVATION DIVIS	Is there any plan for new cost-share software? CSS is not user friendly and/or intuitive.
Anonymous (Unverified)	CONSERVATION DIVIS	Our NRCS said they would be getting new software and then they would be making CRP cost share payments.
Anonymous (Unverified)	CONSERVATION DIVIS	The August 31st deadline for CRP managed haying is the same deadline as bale removal. Producers would benefit from additional time to be able to remove the bales. Is there any discussion of moving the bale removal deadline?
Anonymous (Unverified)	CONSERVATION DIVIS	To clarify and expand on the CRP continuous certification process. I understand where Mr Beam is coming from, but I just want to share that as a COF with over 1,000 CRP contracts, we have many producers where CRP is the only program in which they have an interest. Many of them are elderly and live out of state and it is difficult to get signatures back on these CRP certifications. It makes sense for most producers to certify annually but the difficulty lies with the producers who ONLY have CRP. Perhaps a continuous certification could be considered in certain cases?
Anonymous (Unverified)	CONSERVATION DIVIS	we use multiple software applications to enroll participants in CRP. is anyone looking at making this a simpler process.
Judy Behney, PA-Adams (Unverified)	DAFO / DAFP	We have always invited National office personnel visit COF's to see how things are when we are working with producers and to see how important it is have computers working etc.
Anonymous (Unverified)	DAFO / DAFP / COC E	Wouldn't removing it from the election process create some concern that if it went from an individual to an estate that we would in respect be limiting a vote right?
Danny (Unverified)	DAFO / HR	This is an HR question. Why do we veterans in FSA have to buy our military time back? I have talked to several veterans about joining FSA, and when they ask about their military time counting, and having to buy it back, they lose interest. As a Navy Veteran, and with 20+ years in FSA, adding my military time to my FSA time, I am buying my military time back, I would have over 30 years federal service when this is complete.
Anonymous (Unverified)	DAFP	Common Programs- Can we have form AD-2047 changed to have a field that would ask for the LAA code that could be completed by the FSA Office. This will remind the employee helping the customer to ask the customer and will not have to be later looked up or determined.

Anonymous (Unverified)	DAFP	Each year we have more and more deadline dates, and it's hard for producers to keep up with. Has there been any thought to consolidating deadlines across programs when possible?
Anonymous (Unverified)	DAFP	On AD-2047 can we add a box for entity type? We get many entities who we need to call for follow-up before we can add them to MIDAS.
Anonymous (Unverified)	DAFP	Procedures-I'm considered new compared to most and I was wondering if anyone is working on manuals that in a user-friendly way can be used to perform the basic most used tasks. Having the long time employee is great to go to but you get different messages on how to do things. handbooks are good but they don't really provide step by step guidance on how to perform a task. This would also be good for the organization if situations like we learned of yesterday where 3 senior people in the same office have left. Would also be less frustrating for the new employee.
Anonymous (Unverified)	DAFP	Who do we send the information to for the incorrect mailings? Can we get a specific email address?
Anonymous (Unverified)	DAFP	Why werent postcards sent out to all producers regarding CFAP, like they have done for other programs?
Anonymous (Unverified)	DAFP	Often times we arent informed of things (such as new program enrollments, sign up dates, etc.) until it has been announced to the public. It appears to our producers that we are unaware of our own programs when instances like this occur. Is there a specific reason that we are not told information prior to the public announcement? It can cause the county office to appear uncredible at times.
Anonymous (Unverified)	PROGRAM DELIVERY	Automation - When we mark a producer as deceased, can we have that also remove the flag from COC election eligible voters list and remove the direct deposit all at once?
Anonymous (Unverified)	PROGRAM DELIVERY	Better yet, have LAA info included in GIS and automated to update the COC software, as should the deceased flag etc. COC list maintenance is a huge workload!
Anonymous (Unverified)	PROGRAM DELIVERY	CM question - COF's have dealt with a "work round" for producers creating Revocable Trusts after being paid as individuals. Is there any end in site for the "work around?" It has been a thorn in our side as many times the non-DPE entity is inadvertently placed on contracts, applicatons, etc as the naming conventions are confusing.
Anonymous (Unverified)	PROGRAM DELIVERY	I am not sure if this question has been asked yet, but is there a way to link direct deposit with MIDAS or have a better way to look up producers in FS rather than typing in their SS#'s?

Tracy Wilson (Unverified)	PROGRAM DELIVERY	I want to express our appreciation to the software developers for the fantastic software that was rolled out for CFAP! It is the first software i can remember that was fully functional from the onset and it is super easy to use! Again, Thank You!
Anonymous (Unverified)	PROGRAM DELIVERY	Is it possible to show the last 4 digits of a producer's tax ID number on applications? CFAP, DMC, etc? This would alleviate many errors when selecting producers and running applications. For example, a producer that is in MIDAS under his social Farmer A Barn, and also loaded as a sole proprietor as Farmer A. Barn as an EIN.
Anonymous (Unverified)	PROGRAM DELIVERY	Is it true that MIDAS funding is depleted and will be replaced with something new?
Anonymous (Unverified)	PROGRAM DELIVERY	Is there a way to keep deceased producers from receiving mass mailings that come out from NOF when they are marked as deceased and no mail in MIDAS?
Anonymous (Unverified)	PROGRAM DELIVERY	MIDAS software question....with many new customers coming in for CFAP, when entering a new "Producer Information" per AD-2047 for individual persons, MIDAS requires us to enter a "Race determination", "Gender Determination" and "Ethnicity Determination" for the new customers. While we in the office have no way of knowing that personal info. According to 1-CM, Para 199 states "No other forms may be used to collect race, ethnicity, or gender data". Collection of said data for MIDAS is not on form AD-2047, or Payment Limitation Form....this is a redundant process in MIDAS. Will you look into this redundant step? and if it is determined as an "irrelevant step", please take the steps to correct the MIDAS software.
Anonymous (Unverified)	PROGRAM DELIVERY	Or could that be a box in MIDAS that flows to the COC election software such as congressional district.
Anonymous (Unverified)	PROGRAM DELIVERY	Payments- is there a way to have the deceased flag appear in Subsidiary or an alert in NPS before payments are issued? Also is there a way to have an alert in NPS for when direct deposit accounts aren't on file prior to payments being issued?
Anonymous (Unverified)	PROGRAM DELIVERY	Software question: When will Financial Service information link up with MIDAS again? I find it very helpful to use the pdf Fact Sheet to review information with producers. I have caught a lot of bank account changes, but that info is no longer there.
Anonymous (Unverified)	PROGRAM DELIVERY	That DPE flag question earlier... a lot of us agree with that one. The wonky naming convention is creating a lot of unintended problems with other farm records (contracts etc)
Anonymous (Unverified)	PROGRAM DELIVERY	The display in MIDAS FR search can be personalized. You can add or remove columns.
Anonymous (Unverified)	PROGRAM DELIVERY	The user can customize the results in MIDAS, but the standard view in the latest version removed the name.

Anonymous (Unverified)	PROGRAM DELIVERY	We have seen GIS aerial layers that NRCS has received that have better resolutions allowing them to have clearer images while zooming in. Is there any chance that our imagery could be enhanced in the future? Also is there any talk about getting imagery every year to allow us to keep up with the constant changes to the farmland so we and the farmers don't have to wait up to 2 years to see changes?
Anonymous (Unverified)	PROGRAM DELIVERY	We've heard about the GIS acreage reporting pilot... can you give us more details?
Danny (Unverified)	PROGRAM DELIVERY	When entering an individual in Midas, why can't we get a block to put the individual's LAA?
Anonymous (Unverified)	PROGRAM DELIVERY	When someone dies and the flag updates in MIDAS why can't COC elections also get picked up here?
Anonymous (Unverified)	PROGRAM DELIVERY	When you say we don't own the process for making software changes can you elaborate?
Anonymous (Unverified)	PROGRAM DELIVERY	When you search for a farm in Midas and the farm number is found, is it possible to add the producer's name back to the info line that comes up?
Anonymous (Unverified)	PROGRAM DELIVERY	Yesterday DAFP mentioned the new acreage reporting software. Could you give us an estimation of a timeline as to implementation in the field?
Judy Rudd (Unverified)	PROGRAM DELIVERY	You can add the owner's name back to the Midas search results. You can select the customize option and change the view of the search results.
Jennifer Garcia- TEXAS (Unverified)	SAFETY NET DIVISION	5-PL restricts non-family entities to 1 farm manager, unless the operation is over 2500 cropland acres. It does not take into account high labor and costs, that a crop like rice costs to produce. It requires rice 6 times more labor to produce than a traditional row crop. Can we have the acres reevaluated to reflect crops such as rice?
Anonymous (Unverified)	SAFETY NET DIVISION	Acreage reporting: Has there been any consideration of having orchards and Christmas tree farms to have some sort of continuous coverage like hay?
Anonymous (Unverified)	SAFETY NET DIVISION	Administrative Question: Due to the continuation of WHIP+ Sign-up, another CFAP Sign-up coming along with Acreage Reporting starting back up (Wheat and etc.); the Annual Leave continues to build up and employees are unable to use. Will there possibly be an option to have our AL restored so that we can continue to work and not lose the hours we have built up?
Anonymous (Unverified)	SAFETY NET DIVISION	AGI - Will we be able to continue the "new" process for not sending all AGI's to IRS or is that temporary because of COVID complications? It has helped to ease workload! If we didn't have to print the report and attach to the form that would be helpful as well.

Anonymous (Unverified)	SAFETY NET DIVISION	Any consideration of allowing WHIP+ excessive moisture to be added under the flood umbrella much like heat and high winds were with drought. (County has flood designation but RMA told loss adjustors to code all fields as excessive moisture) This would help tremendously. There are a ton of in progress applications because producers are having a hard time figuring out how to gather weather data and send a statement. Also puts COC in a tough spot to make the decision. Not fair to multi-county producers who have one COC approving these and some not (in this case the producer provided the data and statement)
Anonymous (Unverified)	SAFETY NET DIVISION	Arc plc The letters that have been mailed to arc plc producers and landowners have created an influx of calls on many occasions. Is there any way to evaluate the list of recipients before sending- for example, only sending to farms that are not enrolled, instead of to the entire database? Cost and time saver.
Anonymous (Unverified)	SAFETY NET DIVISION	ARC/PLC - ARC/PLC sign-up could be streamlined immensely with far less errors if CARS and ARC/PLC softwares were able to interface after crop reporting. Is there a reason this cannot be done?
Anonymous (Unverified)	SAFETY NET DIVISION	ARC/PLC: Can the sign-up deadline for ARC/PLC be changed to July 15 or August 1. A later date, AFTER acreage reporting is done will improve contract accuracy, by getting shares correct the first time. This is an efficiency for both the COF & producer.
Anonymous (Unverified)	SAFETY NET DIVISION	ARCPLC - What is the reason for having the ARCPLC enrollment deadline in March when acreage reports are not finished until July? Producers don't always know that early in the year what their share of the ARCPLC contract will be. This causes extra work for the County Office to adjust contracts after all acreage has been reported and shares are determined.
Anonymous (Unverified)	SAFETY NET DIVISION	ARCPLC aligns with RMA products of STAX and SCO. Since their sales closing dates are early in the crop year, producers must elect early in the year as well.
Anonymous (Unverified)	SAFETY NET DIVISION	CARS software is no longer maintaining the certification date after a recon, is this a software flaw or policy change? The handbook says it should follow to the new farm.
Anonymous (Unverified)	SAFETY NET DIVISION	CFAP. With the new deadline of 9-11 and the new crops added two weeks ago- is there discussion to extend the deadline? The additional crops and short turnaround has created significant workload in the County Offices- there is not enough time to work with all the new crop participants.
Jennifer Garcia- TEXAS (Unv	SAFETY NET DIVISION	CFAP2- has a hard signup date been set? Based on Sec. Perdue's comments, the COF already has ranchers calling in to sign up for the 2nd round of payments.

Brandon, ND (Unverified)	SAFETY NET DIVISION	Compliance - Is there any talk of eliminating the 576 to report Prevent Plant acres? It's a heavy workload during our busiest time of year. Also crop insurance/RMA already make a PP determination so it seems redundant that we make a separate determination. Couldn't we just use RMA's determinations when looking at planting credit history?
Anonymous (Unverified)	SAFETY NET DIVISION	County Offices are doing all they can to get WHIP+ completed. Some applications can take upwards of 8 hours to complete from beginning to end. With all of our capabilities, why is that program in particular a line by line manual load when the data we need is already coming over from RMA?
Anonymous (Unverified)	SAFETY NET DIVISION	ELAP - The changes that came for ELAP now require beekeepers to submit Notice of Losses within 15 days. All other types of losses for this program and other livestock disaster programs have a 30 day timeframe. This has caused local beekeepers to overwhelm the offices with Notices of Loss and revisions to FSA-578s to be every week or two (especially with losses that are being claimed to be Colony Collapse Disorder). Is there any reason that these types of losses can not be moved back to 30 days as they have been in the past (is it law or FSA policy)?
Teton County, MT (Unverified)	SAFETY NET DIVISION	For ARCPLC sign up purposes, Is it possible to have the multi-year contract option available for all years in situations where producers don't want to change their election?
Anonymous (Unverified)	SAFETY NET DIVISION	I wanted to bring up discussion on how crazy the pro-rating of arc/plc contracts has been for owners getting a share in grass left standing, idle, and tree acres. It just doesn't seem right that we put these owners on the contract with a share for acres that should not get a payment. Sometimes we may not have to do this because the operator may pay cash rent on all the acres or share on all the acres but a lot of times the operator does not pay or share on these acres.
Teton County, MT (Unverified)	SAFETY NET DIVISION	Is there a way to have reminders automatically sent to producers of their appointments?
Anonymous (Unverified)	SAFETY NET DIVISION	Is there anyway we can start a conversation with RMA about coming together on consistent policies between unit numbers?
Anonymous (Unverified)	SAFETY NET DIVISION	PL/PE: Regarding informal JV's, in order to capture land on the CCC-902 we have to trick the system by saying the JV contributes land. Then as we move forward through the survey, certain questions are not asked about the members to truly identify if they are actively engaged. What is the background behind WHY we have to force the creation of these informal JV's versus simply doing individual 902s and identifying their individual contributions per their share?
Anonymous (Unverified)	SAFETY NET DIVISION	Recons - Will we be able to resume recons after 10-1-2020 once rollover is complete? Waiting till March was only for the ARC/PLC election process for 2019/2020, correct?

Anonymous (Unverified)	SAFETY NET DIVISION	Should "0" payment WHIP+ applications be signed by the producer, you stated that we should go ahead and approve those?
Anonymous (Unverified)	SAFETY NET DIVISION	This is Brent(ARCPLC aligns with RMA products of STAX and SCO. Since their sales closing dates are early in the crop year, producers must elect early in the year as well.)
Anonymous (Unverified)	SAFETY NET DIVISION	We currently only have a manual ledger for WHIP+ requests. How important is it to go in and run the WHIPIR to show "in progress"?
Anonymous (Unverified)	SAFETY NET DIVISION	What is the reasoning for having to idle out fields in CARS. Can this be a default in the new software if remaining a requirement. Since RMA does not require fields to be 100% reported why does FSA?
Kate NY (Unverified)	SAFETY NET DIVISION	When will COF be able to use the automated 576 Not for NAP? Adding that check box would be a huge time saver. The form is automated but COF is punished for using it
Anonymous (Unverified)	SAFETY NET DIVISION	Arc plc: the letters that have been sent to arc plc producers and landowners on multiple
Anonymous (Unverified)	SAFETY NET DIVISION	Base acres are not tied to an acre of land therefore cannot relate to an acre of land on an acreage report.
Anonymous (Unverified)	SAFETY NET DIVISION	It has been "suggested" that COF's not do Cont Certifications on FSA-578's for things like hay/pasture because it adversely affects the workload numbers, etc. Is there any validity to that "suggestion"?
Danny (Unverified)	SAFETY NET DIVISION	Why can't CARS deadlines and ARC-PLC deadlines be the same?
Anonymous (Unverified)	SAFETY NET DIVISION	Will there ever be time where producers that carry crop insurance will not have to report their acreage to both FSA and their crop insurance agent? Producers often comment on the inconvenience of doing it twice, or will say they thought it was done when they reported to their agent. I believe that was the intent of ACRSI, but has there been any progress making it a reality?

NASCOE Board of Directors Meeting

2020 Virtual National Convention

August 27, 2020 @ 3:00 pm EDT

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

I. Welcome and Call to Order

- A. President Wilson gave a welcome and called the meeting to order. He discussed the recent virtual convention noting that it was generally well attended and receiving positive feedback. He stressed that the virtual convention was not a precedent for future conventions.

II. Roll Call

- A. Secretary Csutoras conducted a roll call of attendees. A quorum was determined.

III. New Business

A. Officer Elections

1. Due to the virtual nature of the meeting, nominations for President, Vice-President, Secretary, and Treasurer were accepted prior to the meeting. President Wilson informed the Board of Directors that the following nominations had been made:

- Brandon Wilson for the office of President.
- Marcinda Kester for the office of Vice-President
- Richard Csutoras for the office of Secretary
- Curt Houk for the office of Treasurer

President Wilson called for any additional nomination for NASCOE Officers three times. No additional nominations were presented. **A MOTION was moved by Hugh Hunter, Florida, and seconded by Jennifer Garcia, Texas, to close nominations and elect the slate of nominees by acclimation. Discussion. All in favor, motion carried.**

B. Presentation of Reports

1. Secretary Csutoras presented the 2020 Convention reports from the Officers, Area Executives and National Committee Chairs, attached as Exhibit 2, and asked they be accepted as filed. They contain the following Area Election Results:

- Mary Roberts, MWA Executive
- Kayla Mattson, MWA Alternate Executive
- Annette Hyman, NEA Executive
- Tina Williams, NEA Alternate Executive
- Joel Foster, NWA Executive
- Lacey Orcutt, NWA Alternate Executive
- Beth Farmer, SEA Executive
- Donny Green, SEA Alternate Executive
- Marla Hammer, SWA Executive
- Tracy Wilson, SWA Alternate Executive

A MOTION was moved by Jennifer Garcia, Texas, and seconded by Julia Wheeler-Davidson, Mississippi, to accept the reports as filed. Discussion. All in favor, motion carried.

C. Review and Approval of Resolutions of Support

1. Vice President Kester read the Standing Resolutions of NASCOE in support of NAFEC, RASCOE, and the COC system, attached as Exhibit 3. **A MOTION was moved by Jennifer Garcia, Texas, and seconded by Tina Williams, Vermont, to accept the resolutions. Discussion. All in favor, motion carried.**

IV. Additions

- A. President Wilson called for any additions. None were presented.

A MOTION was moved by Calvin Johnson, Arizona, and seconded by Tommy Turner, Tennessee, to adjourn. All in favor, motion carried.

STATE	DELEGATE	DELEGATE
ALABAMA	Cathy Blackburn	Judy Rudd
	Email Cathyblackburn1@gmail.com	Jlrudd69@gmail.com
ARIZONA	Calvin Johnson	Esmeralda Chavez
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ARKANSAS	David Goodson	Stuart Cooper
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WASHINGTON ALASKA	Betty Snell	Sandra Porter
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WEST VIRGINIA	Barbie Parsons	Roger Poling
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WYOMING	Pam Metz	Jennifer Dutton
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National Association of FSA County Office Employees

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NASCOE President's Exit Report 2020 National Virtual Convention August 26th-27th

Greetings Fellow NASCOE Leadership,

As many of you already know, this past year was a challenge for the entire NASCOE leadership team due to the unexpected consequences of a modern-day world pandemic. Even though we faced many challenges with the pandemic, the NASCOE Executive Committee and the Committee Chairpersons were able to demonstrate their commitment to NASCOE by continuing to work on behalf of membership.

As we look back on our year in review, it seems that NASCOE business dealings were similar to any other year, complete with shortcomings and successes. Shortcomings were few and were largely “miscellaneous administrative items” that simply weren’t executed. Contributing factors for shortcoming include heavy workload in the county office, personal obligations and not following up on tasks. These shortcomings have been identified and can be rectified in the upcoming year.

Successes this year far outweighed the shortcomings and were possible because the NASCOE team worked together cohesively. The successes achieved by NASCOE this year are listed in Exhibit 1 of this report. You will note that most of the achievements are above and beyond what would be expected in a normal year.

Moving forward this year, NASCOE and its membership appears to be at a crossroads. NASCOE’s challenge will be heading in the right direction by telling the NASCOE story and recruiting new members. This challenge cannot be overstated. The NASCOE team will need to work together from the grass roots level to the national Executive Committee level to tackle this challenge. Results from our efforts will mark the landscape and set the stage for years to come.

As we close out our 2019/2020 business year and begin another, it was nice to see good attendance at our first ever virtual convention. Participation from both membership and management set a positive atmosphere which is almost certain to fuel NASCOE leadership as they prepare for their organizational meeting in September.

Yours Truly,

Brandon J. Wilson
NASCOE Vice-President

Exhibit 1: NASCOE Accomplishments (v. 08/22/2020)

Specific accomplishments made by NASCOE and services provided by NASCOE this year to date. Items in black are fully implemented. Items in RED are still pending (either partially implemented, in progress or not started).

NASCOE Internal Affairs

1. Combination of Negotiations and Programs Committee Functions & successful first Pre-Negotiations Committee with new structure (SEA Chair piloted the concept)
2. Launching of VEEM electronic payments for NASCOE money transactions (**Partial launch**)
3. Creation of County Office Advocacy Committee to promote the COC role and responsibility
4. Convening Membership Task Force to provide feedback on membership recruitment
5. Face to Face meetings with the NASCOE National Committee Chairs at Organizational meeting (plus extended travel)
6. Timely distribution of NASCOE EC minutes to both EC and Committee Chairpersons
7. Creation of NASCOE Information Database (NID) for tracking membership and conducting NASCOE business
8. North East Area Membership Recruitment Pilot Program
9. New member promotional partnership with Emblems by Superior (92 participating new members receiving gift certificates)
10. Collection of \$10,686.48 in emblems sales for the NASCOE scholarship fund
11. Special recognition bonus award for NASCOE Legislative Consultant
12. NASCOE IT steering committee
13. NASCOE Teleconference Alternatives Task Force
14. **Standardized membership onboarding and accounting process (still in progress/refinement)**
15. Increased video/publicity outreach to general membership from NASCOE leadership
16. Membership Recruitment video completion
17. Increase in NASCOE bulletins issued by committee chairpersons
18. Management of the National Convention cancellation board meeting
19. Successful outcome in cancellation legal dispute with hotel
20. Purchase of Teams software to communicate better and capture money savings

Member Development and Recognition

1. NASCOE Leadership Development Program (LDP)
2. PT Leadership Training (KC February 2020, a product of NASCOE Negotiations)
3. New NASCOE Scholarships effective 2019/2020

Benefits

1. Availability and usage of NASCOE attorney services
2. Member consultation/counseling
3. New offering of Livestreaming Fitness program for members
4. **Temporary Employment Buy-Back Legislation (Started/work in progress with Legislative Committee)**
5. Ensured that COF employees can benefit from the 80 hour Leave benefit for employees who need leave to care for children due COVID-19 (*HR 6201 Families First Coronavirus Response Act*)
6. New Dillard Financial Service 30 minute educational training
7. New Dillard Virtual Benefits Workshops
8. Monthly Emblems Special promotions
9. **Identity Theft Protection (Started/work in progress with Benefits Committee)**
10. New offering of Professional Liability Insurance with NASCOE discount
11. Ensured that Paid Parental Leave would be offered by USDA using Title 7 authorities. **(Started/work in progress with Legislative Committee to codify in law as well)**

Staffing/COF Resources

1. September 2019 NASCOE President meeting with House Agriculture Chairman
2. Attainment of 35 million in FSA staffing and salaries to be used for FY 20 & 21 through Legislative Consultant (NOTE: no one else on earth helped Congress with this one except NASCOE and NACS)
3. Workload Analytics Tool made available for CED's
4. October meeting between NASCOE leadership and DAFO to discuss office resources
5. Maintained ability for CED's and COC's to maintain hiring authorities when USDA questioned authority
6. Ensured the CEDs can have access to certificates of eligible employees and a list of employees who did not meet qualifications to make the certificate of eligible employees.
7. February 2020 NASCOE meeting with House Agriculture Committee majority and minority leadership
8. February 2020 NASCOE participation in House Agriculture Round Table Hearing (NASCOE, NACD, NACS & NAFEC)
9. Creation of FSA County Committee Responsibilities Training Task Force with NASCOE participation in developing materials (Task force satisfies a previous call by NASCOE to educate new COC members and employees alike about COC & CED authorities and responsibilities)
10. **Legislative Outreach and Advocacy Pilot (Started/work in progress with Legislative Committee)**
11. NASCOE Officers and NASCOE Programs Chairperson joint meeting in WDC with DAFP staff
12. Development of Programs Committee Share Point site in partnership with the National Office **(In progress WDC/NASCOE collaboration)**
13. **FSA Negotiations Meeting (rescheduled for fall of 2020)**

14. Creation of FSA Shared Management Task Force (In progress WDC/NASCOE collaboration. Task Force names called for, working around COVID-19)
15. Attainment of \$3 Million extra in Salaries and Staffing for FSA COVID-19 response
16. NASCOE participation in the FSA acreage reporting modernization Point and Click geospatial pilot program
17. COAC “Did you Know” publicity released promoting importance of following handbook procedure for HR operations
18. Regular communication between NASCOE President and NAFEC consultant
19. Referrals to the National Association of Farmer Elected Committees to assist with COC employee issues
20. Referrals to NASCOE attorney to assist with COF employee issues
21. February NASCOE meeting in WDC with DAFO and the National Association of Farmer Elected Committees
22. NASCOE in partnership with DAFP staff processed 150 Programs Committee suggestions for the 2019/2020 year
23. CRP Amendment re-write to restore COC authority submitted to management
24. Development of new NASCOE PAC promotion
25. Legislative consultant working with Congress on administrative resources for the second round of COVID response

COVID-19 Response

1. Regularly consulted with management on issues pertaining to the safety of 6,700 CO employees during the ongoing COVID-19 pandemic
2. Requested continuous flexibilities for employees who have dependents at home and continually monitoring
3. Requested flexibilities for assistance to employees who do not have access to computers or internet at home and continually monitoring
4. NASCOE participation in developing a work guide to promote ideas for portable and effective work at home
5. Requested local flexibility for managers to provide input on office status and staffing (Local Food Ag Council (LFAC))
6. NASCOE COVID-19 webpage launched



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What a crazy year this has been! I think it is amazing the amount of work that we as NASCOE and we as FSA employees have conquered this year with the circumstances we have been handed.

One of the jobs as Vice President of NASCOE is to assist employees when needed with the NASCOE attorney, and boy has 2020 been a busy year. Part of what I do is work with people to determine, whether or not, they need the consultation and that is primarily based on where they are in the administrative process. I also work with folks to educate them about the process and try to seek an answer for them before it results in administrative action. Over the course of 2020 we referred more than a half dozen cases to the NASCOE attorney however Brandon and I probably counseled and worked with more than a dozen and half employees as well as working with State Offices and the National Office to assist in mediating some cases. The cases ranged from the following: COC authority being bypassed, COVID office situations, employees appeal on administrative action, unfair treatment of employees, etc.

If I had to give words of wisdom for our employees, it would be the following. If you are a CED be sure your COC is engaged and aware of any administrative issues. They need to know they are your supervisor. All employees should know their rights and if you are a NASCOE member know we are here to help. It is not our job to advise on cases or pass judgement. We are here as a support system and as a member you have a benefit of one free hour with our NASCOE attorney. But most importantly, make sure you have access to your administrative handbooks and copies of all letters, emails, and memos issued to you regarding your situation. If you feel like you are in a bad situation remember documentation is key. Whether you are right or wrong having your case fully documented in a running will always help you.

It has a complete pleasure to serve as your Vice President and I look forward to seeing what 2021 has to offer.

Respectfully Submitted

Marcinda Kester



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NASCOE Treasurer Report 2020 National Convention

We ended our 19/20 fiscal year in really good financial standing. Overspent in some areas and significant savings in other areas due to the unique year we have had. The NASCOE Conference call line cost us a significant amount of money. Finding alternate low/no cost options is a must.

Membership numbers are concerning to me. Membership dues is our lifeblood and the pool of people to lean on has been fluctuating. Getting these new hires to join is vital to NASCOE's mission. The entire Executive Committee needs to be doing due diligence in member recruiting.

I have attached the final 19/20 budget as well as final net worth on 06/30/2019.

Getting states to timely filing taxes with the IRS still is a concern but we have made significant progress.

With the struggles we have had in previous years, this year was pleasantly surprising that the majority of the states paid on time or shortly after and as of current there is just one state not fully accounted for for the last FY.

The officer team has spent a tremendous amount of time this year dealing with COVID and our National Convention. I cannot say thank you enough for everyone's teamwork on the Executive Committee to work through a most difficult year.

As always, if you have any questions, suggestions, etc. on our financials, please call or e-mail me.

Respectfully submitted,

Curt M. Houk

NASCOE Treasurer

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
INCOME	358,296.50	353,355.00	4,941.50
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	28,000.00	29,000.00	-1,000.00
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
EXPENSES	309,144.67	352,569.68	43,425.01
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	5,847.60	16,499.96	10,652.36
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	0.00	300.00	300.00
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	3,817.81	9,500.00	5,682.19
Executive Committee	3,286.75	7,000.00	3,713.25
National Chairs	531.06	2,500.00	1,968.94
Gifts & Donations	-50.00	500.00	550.00
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	6,534.59	16,899.96	10,365.37
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	112,000.00	102,000.00	-10,000.00
Discretionary	10,000.00	0.00	-10,000.00
Membership Committee	15,019.89	3,649.92	-11,369.97
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	172.00	749.96	577.96
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	0.00	499.92	499.92
Conference Call	0.00	499.92	499.92
Publicity Committee	3,138.99	3,470.00	331.01
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	2,756.77	27,000.00	24,243.23
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
Net Difference:	49,151.83	785.32	48,366.51

Reports
Net Worth - As of 6/30/2020

8/23/2020

Account	6/30/2020 Balance
ASSETS	
Cash and Bank Accounts	
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
TOTAL Cash and Bank Accounts	631,843.70
TOTAL ASSETS	631,843.70
LIABILITIES	0.00
OVERALL TOTAL	631,843.70



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Secretary Report 2020 National Convention

Greetings all!

When I have prepared a report for National Convention in the past, as a Committee Chair or an Area Exec, I have often measured my year on how well I accomplished the goals that were set at the previous Convention or the Organizational Meeting. As I look back this year, my goals seemed so modest, as I had no idea what 2020 had in store for us. While this year certainly threw several curve balls at us, I have been proud of how hard our leadership team has worked and how supportive our membership has been.

I want to thank our Past Secretary, Marcinda Kester, for her help transitioning the Secretary duties over to me this last year. Among other things, I have taken control of an archive of previous NASCOE documents and successfully registered NASCOE as doing business in Pennsylvania.

I also want to thank all the Negotiation Consultants for their help reviewing the many submissions that our members sent in to negotiate with WDC leadership. They spent a lot of time preparing and our Pre-Negotiation meeting in January ran very smoothly as a result. Unfortunately our actual Negotiation Session in Washington DC was cancelled due to travel restrictions put in place from COVID-19. We have submitted all the items to management and we still expect to conduct a virtual negotiation session later this year.

Finally, I want to appreciate Denise and the members of GASCOE for their patience and flexibility during all the discussions that have occurred related to cancelling the face to face meeting in Savannah, GA this year. While I'm sure they are disappointed that they aren't showing us around the waterfront right now, they have been extremely supportive, and I hope they get the chance to show off their great state in a couple of years.

Speaking of cancelling the convention, I'm not sure I have ever been as anxious as I was at the thought of NASCOE having to pay \$124,000 to a hotel to keep our members safe. I am so thankful that we managed to work through that problem and reach a resolution that involved us paying absolutely no cancellation fees.

Obviously, we did not begin this year planning on hosting the 2020 National Convention virtually and nothing can quite compare to getting together face to face with our fellow NASCOE members. However, I am excited about some of the positives that come with this format. Members who have never been able to come to a convention and see what it's all about will be able to experience a piece of it. We will be able to share the message of how NASCOE works for its members to every employee who is willing to hear it. And, we'll be able to record the meetings so those who don't have the time to experience it live will be able to view it whenever they are able.

I'm passionate about NASCOE and every year I'm humbled by how much our members care for each other, our mission, and our producers. Our conventions re-excite me every year and this year is no exception. Thank you for electing me to serve as Secretary on your behalf and thank you for all you do.

Respectfully Submitted,

Richard Csutoras, NASCOE Secretary



National Association of FSA County Office Employees Northeast Area

NEA Executive: Lawrence Parker, VT
 NEA Alternate Executive; Annette Hyman, NY
 Programs: Kathryn Hemstreet, NY Benefits/Emblem: James Newland, MA
 Legislative: Annette Hyman, NY Scholarship/Awards: Sheryl Michener, RI
 Publicity: Carole Hill, MD COAC: Laurie Thiboutot, ME
 Membership: Tina Williams, VT Negotiations: Jamie McLane, MD

Northeast Area Executive Exit Report NASCOE's 61st Annual Convention Held Virtually-Nationwide August 26-27, 2020

Completing my second, and final, year as the Northeast Area Executive calls for a time of reflection; what did I accomplish, did I meet my goals, did I serve the needs of membership, did I grow and develop as an individual? The answers are a mixed bag, but over-all I feel there are more positives than negatives.

The past two years have certainly been eventful, with year one highlighted by the month-long government shutdown. During that period NASCOE was an invaluable asset for the membership, providing the latest information, addressing concerns, providing encouragement, moral support, and challenging administrative dictates. That month marks the period of time I felt most useful, fielding countless questions from stressed members throughout the Northeast. Year two has been, and still is, dominated by COVID-19, when, I could argue, my role has been somewhat diminished. During what normally is NASCOE's most active and participatory time, meetings and events have been cancelled or significantly altered. Everything is electronic; emails, conference calls, Teams, Zoom, and Skype. The value of face to face interaction has never been more evident. Being a confirmed introvert, it surprises me just how much I've missed the personal interactions that physical meetings provide.

As a member of the Executive Committee, I hope I've provided differing perspectives that have caused leadership to pause and consider alternative options or paths forward and am not viewed as a pain in the neck, but maybe a voice of reason. I've never felt discounted, a testament to the willingness of NASCOE's leadership to listen that old guy from Vermont.

I became increasingly involved in NASCOE with a growing appreciation of its value to membership. I admired the hard work and dedication that leadership provided, and decided that annual dues were not enough, that I needed to actively participate in the organization. I understood the work involved and the amount of time demanded; what I didn't appreciate was the payback. I've met some incredibly devoted hard-working individuals whom I've come to consider friends, not just colleagues. Whether it's Jessi in Nebraska, Rick in Pennsylvania, Jackson in Missouri, or Curt in Iowa, I know I can count on them to provide sound advice and guidance, not only on issues concerning NASCOE, but questions that crop up in my FSA work life. I've been enriched by our NASCOE family, thank you.

In closing, I want to thank the members of the Northeast Area for their support and their confidence in me to represent them on the national stage. With the election of Annette Hyman as the incoming NEA Executive, they have a seasoned leader well prepared to represent them in 2021. The newly elected NEA Alternate Executive, Tina Williams of Vermont, brings boundless energy and enthusiasm that will serve both her and membership well. Take care everyone.

Respectfully submitted,

Lawrence 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: Tina Pierce, MT

Membership: Evan Guler, ND

Benefits/Emblem: Pam Metz, WY

Scholarship/Awards: Kyra Hagberg, MT

COAC: James Anderson, SD

Negotiations: Lisa Wiese, NE

Northwest Area Executive Inbound Report 61st NASCOE Convention – Virtual August 26-27, 2020

It has been an interesting first year as the NWA Executive as we negotiate through the uncharted waters of the COVID-19 pandemic. 2020, for good or bad, will be a year to remember.

In September, the NASCOE leadership team met in Savannah, GA for the organizational meeting. At that time, we were looking forward to returning for the 61st NASCOE Convention. The year 2020 threw a curveball where the Board of Directors had an unprecedented meeting to cancel the face to face convention. Rick Csutoras, NASCOE Secretary, did a great a job in organizing the options, and did an even better job of negotiating with the Savannah Hyatt to terminate the contract with no liquidated damages.

In October, the NASCOE Officers and Executives were invited into the national office to participate in the FSA County Office Resource Management meeting that included all the employee associations. FSA national leadership outlined the workload matrix tools, and several SEDs explained how they utilize the tools to manage their applicable states. At the conclusion of the meeting, we were shown several dashboards. Brandon Wilson, NASCOE President, did a great job of leading us through the meeting.

The NASCOE Aspiring Leadership Development Program held in October provided an excellent opportunity to develop new NASCOE leaders. As we have seen in the NWA, there have been several long-standing leaders that have either retired or promoted to other positions within the agency or to other agencies. The need to develop the next generation of NASCOE leaders become very apparent over this last year as several NWA long-standing leaders have either retired or promoted to other positions within the agency or to other agencies.

In January, NASCOE held the pre-negotiation meeting in Kansas City. In addition to the pre-negotiations, the Membership Taskforce met to address a growing concern as our membership continues to decline. It was one of the most productive meetings that I have experienced.

The COVID-19 pandemic hit at about the time that state associations hold their State Conventions and NASCOE held their Area Rallies. I was able to attend the Idaho State Meeting, but all other events within the NWA were cancelled. The pandemic has varying degrees within the NWA from Seattle, WA becoming one of the first hotspots in the nation to the temporary closing of Smithfield hog plant in Sioux Falls, SD. Local and State governments reacted to the pandemic with restrictions to varying degrees. As we are all aware, USDA took measures to protect employees and producers from the COVID-19 pandemic.

NASCOE was formed in 1959 as CO Employees were not receiving the same benefits as other federal (GS) employees. Several of us work for FSA in large part due to the great benefits we enjoy as federal employees. Imagine our current work environment if we were working alongside GS employees without receiving the same benefits. CO employees are not currently eligible for the benefits under the Paid Parental Leave Act

that was recently enacted for GS Employees. NASCOE has taken a very proactive approach to make sure the Paid Parental Leave Act is applicable to CO employees.

NASCOE has enjoyed strong membership over the years. Maintaining the strong membership is what allows NASCOE the ability to go to WDC to negotiate and secure benefits. Members are retiring at a faster rate than new members are coming on board. Oregon made a big push during the Farm Bill meetings to gain membership, and the good news is they are once again above 50%. However, all the other NWA states have experienced decreased membership percentages.

The NWA elected Joel Foster of SD as the Executive Chairperson and Lacey Orcutt of MT as the Alternate Executive for the 2020-2021 year. The 2021 NWA Rally will be held in Deadwood, SD with the proposed dates of May 13-15, 2021.

I have been fortunate to witness the dedication of your NASCOE leadership. The amount of time spent behind the scenes on behalf of CO employees is simply amazing. It has been a privilege and honor to serve as the NWA Executive over the past year, and I look forward to the next year serving as the NWA Executive.

Respectfully submitted
Joel Foster
NWA Executive



National Association of FSA County Office Employees

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The MWA Board of Directors met by conference call on August 20, 2020 at 6:00 pm central. Business was held to a minimum to help prevent virtual fatigue with the upcoming convention. Mary Roberts from Iowa was elected as Midwest Area Executive Committee Chair, and Kayla Mattson from Minnesota was elected as Midwest Area Alternate Committee Chair.

The outgoing Exec thanked the Area Committee Chairs and Presidents for their support over the past two years. Without their support it would have been much more difficult. The Exec highlighted the past two years which included the longest furlough in government history, a difficult farm bill debate, office structure changes, unfavorable relationships with portions of management, staffing shortages, constant stream of Ad Hoc programs to administer and finally the COVID Pandemic.

The Exec encouraged the incoming Exec and Alt Exec to remain firm in their convictions and fight for the thing for which they believe. He reminded them that they and only they represent the members of the Midwest area, while the officers represent the association. He encouraged them to be firm but honest in their deliberations that face the EC and represent their members well.

The last 12 years has been a fun ride. I have met so many wonderful people from all over the nation that I call family. Sometimes it was stressful, but it was always fun. It is time to go enjoy NASCOE retirement, who knows, there may be a fourth smoker in the works... I guess stay tuned.

Respectfully Submitted

JJ



National Association of FSA County Office Employees Southeast Area

AREA Executive: Beth Farmer, AL

Programs: Rachel Mullican, AL	Benefits/Emblem: Katie Taylor, KY
Legislative: David McBryde, NC	Scholarship/Awards: Julia Davidson, MS
Publicity: Hilliary Hancock, KY	COAC: GB Washburn, VA
Membership: Chiquita McDowell, VA	Negotiations: Rachel Mullican, AL
Area Alt Executive: Donny Green, TN	

SEA Exit Report
NASCOE National Convention
Virtual
August 26-27, 2020

This year started off as any other year. I was nervous going into the Organizational Meeting held in Savannah, Georgia, the site of the 2020 NASCOE National Convention, I didn't know what to expect. I was looking forward to spending time with the Officers, National Chairs and other Executive members, I knew that I would be inspired by them. They always set the bar very high with their level of dedication, enthusiasm and NASCOE knowledge. It isn't always easy being the new kid on the block but I was made to feel that I had been around for years. As we planned for the upcoming year I knew that the only way to obtain our goals was to create a team where we would become a family.

We chose our team members very carefully with lots of thought put into the process. We relied upon the knowledge of members who had held the positions and had moved on to become National Chairs. It hasn't been an easy task keeping the members originally chosen because some had to resign from their position due to job changes. We have learned that when one door closes another door opens and that has brought us amazing people with whom to work. It also offered us the opportunity to combine the positions of Negotiations and Programs and we knew that the Southeast was the one to pilot the combined position. Our Negotiation Chair, Rachel Mullican was put to the task and she has proven that these committees belong together.

Everything was right on track, we had a great Leadership Conference in Dallas, Texas in September and every State in the Southeast was well represented with both aspiring leaders and mentors. Everyone left the Conference charged up and raring to go. From there, Donny and I turned our attention to increasing membership, creating a treasurer position in the SEA to handle our SEA dues and he developed a billing and tracking system for SEA dues. Donny also established a system for updating the Southeast Area Directory each quarter by States in order to ensure that we have a current directory when needed.

We started challenging our team to come up with creative, new and exciting ways to engage members. Chiquita has worked very hard along side the National Chair, Glen Thomas to provide State Membership Chairs with all the tools they need to monitor and recruit new members. We saw the results of personal contact in Alabama's recruiting of new members as they increased their membership to 100%. We didn't meet all of our goals set for membership but we did finish leading the Nation in Membership.

National Association of FSA County Office Employees Page

Our Publicity Chair, Hilliary Hancock was off with a bang after an inspiring meeting with National Chair, Teresa Holmquist during the Leadership Conference in Dallas. She immediately started finding ways to reach members utilizing traditional Newsletters issued in the Fall and Winter, Facebook updates on the USDA FSA Employee page, and sending emails on NASCOE news, events and benefits. She and Benefits Chair, Katie Taylor worked together on Katie's idea to have each State create a Fun Facts Flyer featuring a different State each week. They wanted to do something to bring us together during the COVID 19 quarantine during the Springtime. Each State embraced the idea with enthusiasm and submitted a flyer each week for Hilliary to send to members. We all learned interesting facts and felt as though we were touring each State during our stay at home quarantines.

This year our Scholarship/Awards Chair, Julia Davidson was very busy with encouraging submissions for scholarships and awards. Her efforts paid off with an increase in both scholarships and awards for the Southeast. She was kept busy with 40 scholarship applications and 13 award submissions. She is meticulous in her selection of judges for both scholarships and awards which enabled her to create a team as dedicated NASCOE as she is.

Katie Taylor our Emblems/Benefits Chair took charge of her committee and immediately started working with National Chair Chris Lary to promote both Emblems and Benefits to our members. She utilized all means available to share promotional items from our emblems provider Superior and new benefits available to members. She not only works hard with her committee but is always willing to help any other Chair that needs her assistance.

Our Legislative Chair, David McBryde has been extremely busy with the Legislative Team this year. He has been successful in representing the Southeast by encouraging participants from each State to become involved with the Legislative Team which empowers them to develop strong Congressional ties in their States. He is always willing to help answer questions from members and is called upon frequently.

Last but not least we recently added GB Washburn as our COAC Chair. We were excited and honored to add him to our team as we felt he was a natural choice for this position due to him serving on a National Taskforce for the County Committee System. He will be a very instrumental part of our team as he works to educate all employees both members and non on the importance of our County Committee system.

As I reflect upon this past year it is one for the History Books. We all learned to telework, continue to provide customer service by new means other than face to face contact and most of all I realized that as NASCOE leaders we were needed now more than ever. Our members need us to not only steer the ship but steady it also.

I hope that myself, Donny and our Team have not only steered the Southeast Area ship but we have also steadied the ship this year for our members.

As we finish this year with The Southeast Area Breakout Meeting held on Monday, August 24, 2020, we had 89 attendees, the SED from Alabama and North Carolina along with our NASCOE National Officers. Each Area Committee Chair submitted their reports as listed above with Beth Farmer giving the report on behalf of GB Washburn for the COAC. Beth Farmer, AL was reelected as SEA Executive Director and Donny Green, TN was reelected as ALT SEA Exec Director. SEA Alt Exec, Donny Green discussed the Area Directory updates, billing and collection system for SEA dues and upcoming system for tracking IRS compliance. SEA Treasurer Donnell Poss gave the balance of SEA Dues account and number of members. David McBryde presented a bid for the 2021 SEA Rally on behalf of NoCASCOE to be held in Wilmington, North Carolina early June of 2021. The SEA accepted the bid and is looking forward to the 2021 SEA Rally in Wilmington, North Carolina.

As we turn our attention to the upcoming year we look forward to accomplishing our new goals for 2021 which are:

1. Improving Membership Percentages and PAC Contribution Percentages
2. Leadership Team Building with State Associations

National Association of FSA County Office Employees**Page**

3. Create SEA Membership Database for direct membership contact
4. Explore new platforms for Publicity and utilization of technology
5. Create Area Tracking for State IRS Compliance
6. Work with States for electronic submission of dues
7. Increasing Scholarship and Award Submissions
8. Building/Improving State Association relationships with State Management
9. Improving upon communication with State Associations
10. Creating Enthusiasm!!!!!!

I will leave you with the SEA Motto for this upcoming year: ENTHUSIASM IS CONTAGIOUS, CATCH IT!!!!

Respectfully I submit my exit report for National Convention to be accepted as filed,

Beth Farmer
Southeast Area Executive



National Association of FSA County Office Employees Southwest Area

SWA Executive: Marla Hammer, KS
 SWA Alternate Executive: Tracy Wilson, OK Membership: Angie Bierman, OK
 Programs/Negotiations: Tracy Wilson, OK Benefits/Emblem: Maryanne Webster,
 Legislative: Nancy Ensminger, OK Scholarship/Awards: LaCresha Dale,
 Publicity: Brenda Toft, CO COAC: Morgan Limmer, TX

Southwest Area Executive Outbound Report NASCOE National Convention - Virtual August 26-27, 2020

The Southwest Area held its annual business meeting during area breakouts at 3pm on Wednesday, August 26, 2020. Thirty-two members and delegates attended.

The welcome was given by Marla Hammer, SWA Exec. Roll Call was taken by Tracy Wilson, SWA Alternate Exec.

A motion was moved by Julie Goetzman and seconded by Terry Cater to adopt the agenda.

Election of Exec and Alt Exec: it was moved by Terry Cater to nominate Marla Hammer to serve as SWA Exec and to cease nominations and elect Marla Hammer as SWA Exec by acclamation. The motion was seconded by Angie Bierman. Motion carried. Marla Hammer was elected SWA Exec. A motion was made by Julie Goetzman and seconded by Angie Bierman to nominate Tracy Wilson to serve as SWA Alternate Exec and to cease nominations and elect Tracy Wilson as SWA Exec by acclamation. Motion carried. Tracy Wilson was elected to serve as SWA Alt Exec.

The following reports were given:

- a. SWA Executive Year End Report – Marla Hammer, KS
- b. SWA Alt Executive report – Tracy Wilson, OK
- c. SWA Treasurers report – Brandon Wilson, KS
- d. Committee Chair reports
 - i. Scholarship\Awards – LaCresha Dale, TX
 - ii. Publicity – Brenda Toft, CO
 - iii. Benefits\Emblems – Maryanne Webster, NV
 - iv. COAC – Morgan Limmer, TX
 - v. Membership – Angie Bierman, OK
 - vi. Programs\Negotiations – Tracy Wilson, OK
 - vii. Legislative – Nancy Ensminger, OK

A motion was made by Julie Goetzman to accept reports as written. The motion was seconded by Jennifer Garza. Motion carried. Reports approved.

A motion was made to continue plans to hold a joint rally with the NWA in Deadwood Falls, SD next spring by Terry Cater. The motion was seconded by Nancy Ensminger. Motion carried. SWA will coordinate with NWA to hold a joint rally next spring.

Members were reminded of the importance of filing taxes for their state associations in order to stay in compliance with NASCOE bylaws.

Members were also reminded about the importance of soliciting and building membership. Strength in numbers.

A motion was made by Jennifer Garza to adjourn the meeting. The motion was seconded by Maryanne Webster. Motion carried.

SWA Exec will solicit feedback in order to set priorities and goals for the upcoming year to be shared at the Org meeting in Fort Wayne, IN in September.

Respectfully submitted,

Marla Hammer
SWA Exec



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: LaCresha Dale, Texas

The Awards and Scholarship Committee worked to change the face of the committee. We revamped our submission process this fall. We found a new process to implement the Herb Sorley Contest during a virtual convention. While we have not named the winners of the Herb Sorley contest yet, we have named our Scholarship and DSA winners:

National winners are notated in red.

Traditional:

MWA: Victoria Vining, Michigan

NWA: Erin Moncur, South Dakota

SWA: Ashley Stoddard, Texas

SEA: Will Poston, Tennessee

NEA: Alaina Leasure, Pennsylvania

Open Continuing:

MWA: Travis Te Grotenhuis, Iowa

NWA: Kiera Leddy, South Dakota

SWA: Tanner Woffard, Oklahoma

SEA: Kayla Royster, North Carolina

NEA: Brielle Michener, Massachusetts

Continuing Education for Adult Children of Members:

MWA: Cobi Brough, Ohio

Grandchildren:

NWA: Andrew Thompson, Nebraska

SEA: Alexis Hornsby, Louisiana

Member Continuing Education:

NWA: McKenzie Schroeder, North Dakota

SEA: Faith Gilman, Georgia

Associate:

SEA: Natalee Davis, NC

Service to FSA-Ag:

MWA: Liz Ludwig

NWA: Nina Fonk, Montana

SWA: Chuck Hanagan, Colorado

SEA: Sally Rice, North Carolina

Service to Community:

NWA: Bruce Solko, Nebraska

MWA: Debbie Clevenger, Missouri

SWA: Stephen Reynolds, Texas

SEA: Amy Moore, Mississippi

Service to NASCOE:

MWA: Beth Saxton, Michigan

NWA: James Anderson, South Dakota

SWA: Jay Goff

SEA: Dana McKinney, KY

NEA: Jamie McLane

2019-2020 Goals:

- 1) Create new informational flyers for our Awards and Scholarships. *The Awards and Scholarship Committee updated both the DSA and Awards flyers. Our next goal is to create new sick leave flyers.*
- 2) Go live with the new software package that was purchased after pre-negotiations. *The Awards and Scholarship Committee went live with new software in November. We just finished our application process for the 2020 Awards year. The DSA and Scholarship process proved to be less time consuming for area chairs. We had less applicants with incomplete applications. Our Sick Leave awards are significantly down for 2020.*
- 3) We would like to post the judging rubric topics for both Awards and Scholarships. *Instead of publishing the rubrics, the A&S committee opted to add a write up of what should be included in the nomination and application.*
- 4) Create a set of instructions for both Awards and Scholarships. *Instructions were created with screen shots for the 2019-2020 application process. They were posted below the application link, so the applicant could print and refer to the instructions.*
- 5) Create 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. *The committee did not get this accomplished this year, but it is on our list for next year.*
- 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. *Since monetary value has been added to all area categories, there is no longer a need to create new notification letters.*
- 7) The Awards & Scholarship committee would like to implement holding two nationwide conference calls to promote our efforts in the fall and provide judging instructions in the winter. *The A&S committee failed on holding the two national conference calls. This is due to rolling the new online process late. It will be a goal that will stay on our radar for 2020-2021. However, Area chairs utilized Zoom to host our conference calls. The service recorded the conference calls, so they could be viewed later.*

New Goals for 2020-2021:

- 1) Create new fundraising opportunities for scholarships in the event COVID-19 continues.
- 2) Change e-mail addresses for area chairs, since google is difficult to navigate.

Awards and Scholarship Statistics:

Area	DSA FSA/Agriculture	DSA Community	DSA NASCOE
Midwest	7	3	1
Northeast	0	0	1
Northwest	2	3	1
Southeast	7	2	4
Southwest	11	1	1

Area	Traditional	Open Continuing	Grandchildren	Adult Child	Associate	Member Continuing
Midwest	32	9	2	1	0	0
Northeast	1	3	0	0	0	0
Northwest	14	5	1	1	0	1
Southeast	22	12	2	1	1	1
Southwest	17	5	0	0	0	1

Respectfully Submitted,

Julie Goetzman

Julie Goetzman

National Awards/Scholarship Chair



National Association of FSA County Office Employees

President

Brandon Wilson
1654 2nd 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 Inbound Report 2020 National Convention Virtual August 26 – August 27

Area Chairs:

- MWA Kathy Nelson, MI
- NWA Pam Metz, WY
- NEA James Newland, MA
- SWE Maryanne Webster, NV
- SEA Katie Taylor, KY

The NASCOE Benefits & Emblems Committee met for a breakout session during the virtual 61st Annual NASCOE Convention, at 3:00 P.M.

We had 32 people in attendance including two Area Chairs, Pam Metz (NWA) and James Newland (NEA).

We had 2 guest speakers at our meeting, Mike Hamilton, our emblems provider and Teresa Dillard, Dillard Financial Solutions Inc. Both talked a little about what they do for our membership and urged anyone to contact them with any questions or concerns.

Early this year we partnered with Live Streaming Fitness, LLC. They provide live and on-demand fitness classes, as well as cooking and nutrition classes, online, 24/7, taught by some of the industry's best trainers. It gives you a one-stop shop for not only getting in shape, but improving your overall health. NASCOE members receive this valuable resource at only \$49 per family. NASCOE also earns a marketing fee of \$10 per family that registers.

FEDS – Federal Employee Defense Services provides liability insurance to employees with affordable legal representation and indemnity protection, to protect you and your family from the risks and financial consequences of a claim or allegation made against you in the performance of your federal job duties. NASCOE members receive a discount.

Working Advantage continues to provide discounts to members on thousands of items including theme parks & attractions, hotels, car rentals, back to school supplies, water parks, movie tickets, gift cards, concerts, sporting events and more. Signing up is easy, you just need to get the code from your state benefits chair.

We were not able to secure a discount with Sam's Club this year. They were no longer willing to provide a membership discount through the store. A discount would be only be provided if NASCOE collected the membership application and fees and submitted them monthly. The Executive Committee decided the Sam's Club discount was greater through Working Advantage they would not seek to continue this benefit.

We have been working with Trever & Ty from Benefits Direct to secure identity theft protection from InfoArmor. We will be working on the details to bring to the Organizational meeting in September.

In working with Emblems by Superior, they have provided monthly promotions including sale items, discounts, and free shipping. Sales through Superior has provided us with \$10,686.48 in donations to our Scholarship Fund.

We partnered with Emblems by Superior to provide new members with a \$25 gift card. From February through July, 92 new members received gift cards. We are hoping this will not only get employees quality apparel, but will hopefully introduce them to all Superior has to offer.

Dillard Financial Solutions, Inc provided us with updated flyers for our website and added a short video to let you know they are still here to service your retirement needs while working during these troubled times.

Recommendations:

After brief discussion, the group felt it would be helpful to members to have a working list of benefits, i.e. NASCOE, FSA, and government.

It has been an honor to serve as the Benefits & Emblems Chair this past year. Thank you to Brandon Wilson for giving me this opportunity.

Respectfully, I request this report be filed as submitted,

Christine A. Lary

National Benefits/Emblems Committee Chair



National Association of FSA County Office Employees County Office Advocacy Committee

County Office Advocacy Chair: Vacant
Midwest Area: Mary Roberts
Northeast Area: Laurie Thiboutot
Northwest Area: James Anderson
Southeast Area: G.B. Washburn
Southwest Area: Morgan Limmer

NASCOE County Office Advocacy Committee 2020 Virtual National Convention Exit Report August 26, 2020

The County Office Advocacy Committee (COAC) Met at the 2020 NASCOE Virtual Convention. A special presentation by Martin Bomar, Division Director in DAFO gave a special presentation about the new County Committee (COC) Orientation Training. The COAC also discussed goals for the upcoming year. Items are listed below.

Areas of Focus for the 2020/2021 work year.

- Promote the new COC Orientation training
- Ensuring that COC's have the ability to safely meet in person to conduct meetings during the COVID-19 pandemic (consistency)
- Ensuring that COC's have the ability to personally count ballots during the COVID-19 pandemic (consistency)
- Ensuring all COC's across the nation know that meetings are not subject to funding limitations if business needs to be transacted (consistency)
- Ensuring that all state associations have made required changes associated with moving to the new COAC committee from the NAFEC committee
- Re-build a culture where COC's, CED's and PT's understand their roles and relationships with each other
- Ensure COC's know what their responsibilities are for their jurisdiction
- Ensure that NAFEC and NASCOE understand their respective roles as they pertain to helping each other (good communication)
- Appointment of a National COAC Chairperson
- Monthly COAC Teams Meetings

Participation from both membership and management set a positive atmosphere during the meeting which is almost certain to fuel COAC leadership as they move forward with the new year.

Yours Truly,

Brandon J. Wilson
Acting COAC Chairperson



NATIONAL ASSOCIATION OF FSA COUNTY OFFICE EMPLOYEES

Legislative Committee
 Brandon Wilson – NASCOE President
 Clint Bain – National Co-Chair
 Neil Burnette – National Co-Chair
 Sara Bateson – MWA Leg Chair
 Jessi Colgrove – NWA Leg Chair
 Nancy Ensminger – SWA Leg Chair
 Annette Hyman – NEA Leg Chair
 David McBryde – SEA Leg Chair

NASCOE Legislative Committee Exit Report August 27, 2019 Virtual Convention

The past year has provided several new challenges for the Legislative team, yet we have also experienced many of the same hurdles that we tackle each year. I think we are all looking forward to starting fresh in the year 2021, putting 2020 behind us. Among the items the committee has worked on are FY 2020 and FY 2021 appropriations processes, continuing resolutions, leadership development training, coronavirus relief legislative packages, parental leave legislation, temporary time buy-back proposal, monitoring of congressional hearings, the continued development of a legislative outreach initiative plan, and the continuance of building relations with the administration and management team. It is easy to see the NASCOE Legislative Team has been very busy even during this unprecedented year. To say the least, it's been a very stressful year for our employees. We have continued to make it a priority to communicate with membership to keep them abreast of all that was happening in and around the nation's capital. To keep our committee on task and accountable, we have continued to hold monthly legislative committee conference calls. We have also timely published NASCOE Legislative News Flashes and news articles to inform membership of current legislative actions.

During the Legislative Committee Afternoon Breakout Session, some states expressed an interest in participating in the Outreach and Advocacy Initiative. They also expressed concern that due to tight state budgets, some financial assistance might be needed to help the state with travel and lodging expenses. Our committee believes that the expenses for an annual outreach meeting with stakeholders should not cause a significant hardship, we do recognize that some states have a very limited financial reserve. The Legislative Committee request the Executive Board consider if they would be open to the possibility of offering selected states financial assistance to participate in the Outreach and Advocacy Initiative and if so, what criteria they would like for our committee to establish in considering a request for such assistance.

The primary focus of NASCOE's legislative efforts continues to be on appropriations, securing additional funds for staffing, tracking legislation affecting employee benefits, and priorities established by NASCOE's Executive Committee. We have been successful in reversing the trend of declining budgets that resulted in reductions to salaries and expenses funds. We saw a significant increase in FY20 and fully anticipate accomplishing another sizable increase for the FY21 budget year. Our current efforts have been pointed at continuing that success into the next fiscal year. We are happy to see that many county office staffing shortages have and are continuing to be addressed.

The Legislative Committee will continue to work aggressively to address barriers and implement solutions to get our legislative outreach and advocacy initiative active across the nation. We have achieved our goal by having tools available to help identify key contacts who are members of ag-related committees when priority issues arise. Our committee intended to implement an outreach plan this past spring, however our efforts were thwarted by the COVID-19 pandemic. The Legislative Consultant continues to maintain good relationships with key congressional members, however, could occasionally and urgently need reinforcements to firm up NASCOE's position. We will continue to help NASCOE build and identify relationships to educate on the role of NASCOE, FSA, and production agriculture. We expect to have a busy and exciting year as we work to finalize FY 2021 appropriations, move forward with our outreach and advocacy initiative objectives, and continued relationship building with the administration and congressional leaders. Additionally, we are extremely excited to see the results as well as sustained fruits of the NASCOE Leadership Development Training Program that was held

October 24-26 in Dallas, Texas. This was a phenomenal event and we believe it was an extremely rewarding experience for everyone involved.

The Legislative team collaborated to develop a new PAC promotion for 2020. The new promotion provides participants that enroll or increase their contribution by \$3 an awesome junior PAC padfolio. Members that enroll or increase their contribution by \$5 or more will receive a PAC laptop backpack! As a result of the pandemic, the PAC has suffered this year. Even though we have lost some contributions, the NASCOE PAC still remains strong. We have 777 confirmed participants for a total of \$3,739 per pay period as of pay period 15 (\$97,214 per year/ \$194,428 per election cycle). Participants are now contributing an average of \$4.81 per pay period. Since last year’s convention in Manhattan, we have had 76 participants either enroll or increase their contributions! The PAC showed a 9% decrease in participants due to the lack of area meetings, rallies, state conventions, and a significant number of members who retired or left for various other reasons. The NASCOE Legislative Team has worked hard to maintain our contributor base so we can continue to have NASCOE’s PAC thrive! Below is a breakdown of the number of contributors, amount contributed and participation percentage per pay period broken down by area:

Area	# of Contributors	Amount	Percentage
NWA	85	\$427	11%
NEA	48	\$222	18%
SWA	204	\$1013	20%
SEA	252	\$1183	19%
MWA	192	\$894	10%

As much as we enjoy sharing these figures, the Legislative Committee clearly understands that we have plenty of work to do to make NASCOE’s PAC even stronger. We realize that a large percentage of membership still not participating in the PAC, and we see this as an opportunity going forward in the new year. 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.

The chairpersons would like to express our appreciation to the area executives for the work that they have completed over the year. We would also like to thank the national officers for allowing us the opportunity to serve the membership of this association.

Respectfully submitted,
 Clint Bain & Neil Burnette
 Legislative Committee Co-Chairpersons



National Association of FSA County Office Employees Membership Committee

Membership Committee Chair: Glenn Thomas, South Carolina
Midwest Area: LeAnn Oltmanns, Illinois
Northeast Area: Tina Williams, Vermont
Northwest Area: Evan Guler, North Dakota
Southeast Area: Chiquita McDowell, Virginia
Southwest Area: Angie Bierman, Oklahoma

NASCOE Membership Committee 2020 Virtual National Convention Exit Report August 26, 2020

The NASCOE Membership Committee convened their breakout session meeting at 3:00 PM via Microsoft Teams. There were 74 persons in attendance including all 5 Area membership chairpersons Angie Bierman (SWA), Evan Guler (NWA), Chiquita McDowell (SEA), LeAnn Oltmanns (MWA) and Tina Williams (NEA).

NASCOE membership chairperson, Glenn Thomas, welcomed all persons in attendance. He recognized the NASCOE membership committee and thanked them for their time and efforts throughout the year.

The first few minutes were taken to review the highlights of the 2020 Virtual National Convention inbound report. It was stated that during the past year, the NASCOE Membership Committee was hard at work as they were tasked with many items. Those FY 2020 tasks included:

- Updated Membership Database – We began the year with a plan to prepare an accurate and complete membership database that could help us by showing not only where our members are, but also where our non-members are located. We began working on this item in the fall of 2019 and have been able to make great strides in obtaining needed contact information in order to better communicate with our members and nonmembers. We continue to fine tune this method of collecting information and are working towards having a system in place to provide updated information to states on a monthly basis.
- Membership Growth – As of the end of fiscal year 2020, the NASCOE membership stands at 75% membership. This turns out to be 5,177 members out of 6,919 COF employees. In 2019 we had 5,343 members out of 6,632 COF employees for 81%. With the new appropriations that we received earlier in the year, we still have a great opportunity to strengthen our numbers as we continue to hire many new co-workers.
- NASCOE Membership Work Group – In January 2020 the NASCOE Membership Work Group made up of NASCOE officers, NASCOE committee chairpersons, Area membership chairpersons and 5 new co-workers (one from each area) met for the first time in many years. The Work group was charged with gathering information and feedback on ways to effectively recruit and retain FSA COF co-workers as members of NASCOE, while also enhancing the organizational processes of NASCOE to better meet the needs of all COF co-workers. The Work Group provided fresh ideas into attracting new members and providing membership development.
- NASCOE Membership Recruitment Video – After much time and effort, the NASCOE Membership Recruitment Video has been approved and is now posted on the NASCOE website. It can be found under the membership icon. Everyone was encouraged to view the video on their home device.

- Working Relationship with STO's – States are encouraged to build 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.
- Active Membership Drive Teams – In 2020, each state was asked to establish a team within their state association and to keep in contact with them throughout the year. Due to the drop in membership, we need to intensify our efforts.
- NASCOE Membership Training – The Membership Committee was asked, when preparing for the 2020 NASCOE virtual convention, to do a review of the roles and responsibilities of a membership chairperson. The committee has updated the current membership training and this training will be reviewed during this breakout session.
- Submitting NASCOE Dues Timely – Much progress was made this year in dues being submitted timely. As of the date of this breakout session, all states dues have been received by NASCOE.
- Consecutive Years Recognition – the committee was happy to announce that we received 37 applications for individual member continuous awards and 22 applications for county office continuous membership. See Attachment A.

After this update, the membership committee presented and reviewed the recently updated membership powerpoint training. The membership training topics included the state membership chairperson roles and responsibilities, the membership recruitment process and available tools as well as some of the technical aspects of dues collections. There were many good points brought up by those in attendance during this presentation. At this time representatives of ALASCOE (Alabama Association of FSA County Office Employees) were recognized as the only state to attain 100% membership for 2019-2020. This is a major accomplishment and our hats off to ALASCOE. ALASCOE President, Beth Farmer and Vice President, Jennifer Stanley spoke on the strategies they took to reach their goal. We also heard from NEA Area membership chairperson, Tina Williams, on the pilot program that was undertaken in the NEA and the resulting increase in membership. After the presentation was completed, it was noted that the membership training has been posted under the membership section of the NASCOE website.

One of the biggest items reviewed in the breakout session was the NASCOE Membership Workbook. This workbook compares onboard employee data with NASCOE membership data from the NASCOE Information Database (NID). This tool was actively demonstrated during this breakout session by Megan Stevens (NWA) and Tina Williams (NEA). It was noted that this tool can provide up-to-date reports to the State Associations of those co-workers who are currently members of NASCOE as well as those who are not. It is also being updated with members pertinent information (name, address, cell numbers, e-mail address, etc.) as provided by members, so that NASCOE can provide better communication to its membership. Accurate information is the key to better communication. The continuous updating of the NID is very important as we move forward as an Association.

The NASCOE membership chairperson was happy to announce during this breakout session that Oregon had won the 2019-2020 Membership Drive Contest as they had increased new membership by 27.6% for the year. This is a great achievement! Congratulations Oregon!

NASCOE President, Brandon Wilson, was asked if he had any comments to make at this time. He stated that we should all get to know who our non-members are and encourage them to join. The new database

tool should be very helpful in getting this list together. He also encouraged areas and states to make use of the new microsoft teams' software. A license has been purchased for the National officers, executives and committee chairpersons. He noted that Glenn can help set up meetings where needed. We need to seal the deal with members.

NASCOE represents ALL county office employees and membership is everyone's responsibility!

I am grateful for the opportunity to have served as the chairperson of the NASCOE Membership Committee this year. I am looking forward to bigger and better things in the coming year.

I respectfully request this report be filed as submitted.

Respectfully Submitted,

Glenn Thomas

NASCOE Membership Chairperson

ATTACHMENT A

2020 NASCOE MEMBERSHIP AWARD WINNERS

INDIVIDUALS

MIDWEST AREA

Indiana

Lee Ann Eisert – 30 years
 Rebecca Enk – 30 years
 Linda Marlin – 30 years
 Jean Molique – 35 years
 Cheryl Reynolds – 35 years
 Susan Shoaf – 30 years
 Michelle Turmail – 30 years
 Barb Ward – 30 years
 Sherry Werner – 30 years
 Katrina Wangler – 30 years

Missouri

Teresa Blackford – 30 years
 Christy L. Braden – 30 years
 Donna Caton – 25 years
 Cristal Duncan – 25 years
 Catherine E. Hemme – 30 years
 Ronald Highley – 30 and 35 years
 Linda Hodges – 30 years
 Debra Leeper – 30 and 35 years
 Pamela F. Leohr – 30 years
 Kimberly K. Mitchell – 30 years
 Dennis W. Ray – 30 years
 Norma Stransky – 30 years
 Sheria J. Yancey – 30 years

SOUTHEAST AREA

North Carolina

Karen H. Beneville – 35 years
 Janet L. Dziesinski – 30 years
 Tina S. Miller – 30 years
 Martha Mills – 25 & 30 years
 Joyce R. Ramsey – 30 years
 Kimberly F. Rumpfelt – 30 years
 Sharon B. Scott – 35 years
 Rodney B. Speas – 35 years
 Gail N. White – 35 years

South Carolina

Renee Boykin – 35 years Teresa McAlhaney - 30 years
 Wes Daniels – 30 years

COUNTIES

Indiana

Elkhart – 45 years
 Dearborn-Ohio – 50 years

Illinois

Cumberland – 35 years
 Dekalb/Kane/DuPage – 25 years
 Franklin – 55 years
 Jefferson – 30 years
 Jersey – 55 years
 JoDaviess – 30 years
 Knox – 60 years
 Lawrence – 40 years
 Lee – 35 years
 Macoupin – 55 years
 Montgomery- 40 year
 Morgan – 60 years
 Schuyler – 30 years
 Wayne/Edwards – 55

Missouri

Caldwell – 35 years

Wisconsin

Clark – 60 years
 Juneau – 60 years
 Outagamie – 60 years
 Taylor – 60 years
 Walworth - 30 years

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: Rachel Mulligan, Alabama
Southwest Area: Tracy Wilson, Oklahoma

2019 ~ 2020 Programs Committee 2020 National “Virtual” Convention Report August 26, 2020

The NASCOE Programs Committee Breakout Session was called to order by Christopher Hare, NASCOE Programs Committee Chairperson at 3:00 pm EST. All Area Programs Committee Chairpersons were in attendance, with Kate Hemstreet NEA Committee Chair joining a few minutes later due to prior engagements.

Our distinguished surprise guest, Brent Orr from the national office joined our call. After many praises and accolades from the entire Programs Committee, Mr. Orr spoke to the group and informed us that today was his last day in the office with FSA. Beginning Monday, his new role will be with RMA. Brent has been an asset and a supporter to everyone whether they knew him or not. He will be missed.

The National Programs Chair commended Brent on all his work and support for our association, FSA employees, and the American Farmer. Brent will truly be missed. But he did inform the group, he will still attend NASCOE Conventions, because he believes in us.

The National Programs Chair introduced himself and the five Area Program Committee Chairs.

The National Programs Chair then explained the differences between programs submissions and negotiation submissions.

The National Program Chair then shared his screen and shared the nascoe.org webpage and explained the program submissions process. He also explained that if you have an idea, more than likely someone else has had the same thought. There are no “silly” submissions. He encouraged everyone to submit their submissions and possibly help us all out and make things more efficient for the producer and the employees.

Each Area Programs Chair gave their Area Report.

The National Program Committee Chair gave many accolades and praises to this team along with Amy Moore, MS and LaCresha Dale, TX previous 2019-2020 Area Program Chairs.

The National Programs Chair explained to everyone, that the best part of being involved in NASCOE is the networking with the national office folks and employees across the country. He explained that he truly believes that because of his exposure and networking through NASCOE, he has been given the opportunities to serve on task forces, national trainings, handbook creations, and many other activities. He also encouraged everyone to attend the 2021 National NASCOE Convention in Ft. Wayne, Indiana. Their state is striving to make this a very affordable and great convention.

The National Programs Chair opened up the floor for questions after reviewing a few of the outstanding program submissions. There were very good comments and questions that the National Programs Committee Chair had instructed many of them to submit the submission today. A few he felt we could get a response pretty quickly on.

The National Programs Committee Chair also promoted the National Notice PM-3038 “Recruitment for Farmers.gov and Other FSA System Modernization Initiatives. HOT OFF THE PRESSES!

The Programs Committee has received a total of 150 program submissions from 30 states for the 2019-2020 NASCOE Fiscal Year. The number of submissions is up from last year’s total of 93. Of these 150 submissions, 17 were sent to the Negotiations Committee. We currently have 3 pending at the National Office. There are 3 the Area Programs Committee Chair and I are currently working with the submitter prior to sending to the National Office.

The break down by area is as follows:

MWA: 64 (Referred to Negotiations: 9)

Pending DC Response: 2

Closed: 62

Illinois 9

Indiana 10

Iowa 17

Michigan 1

Minnesota 12

Missouri 5

Ohio 7

Wisconsin 2

NEA: 6 (Referred to Negotiations: 2)

Pending DC Response: 0

Closed: 6

Maine 1

Maryland 1

New York 2

Pennsylvania 2

NWA: 21 (Referred to Negotiations: 1)

Pending DC Response: 0

Working with Submitter: 1

Closed: 20

Montana 4

Nebraska 10

North Dakota 3

South Dakota 1

Wyoming 3

SEA: 24 (Referred to Negotiations: 1)

Pending DC Response: 1

Closed: 23

Alabama 7

Arkansas 1

Florida 3
 Georgia 1
 Kentucky 4
 Louisiana 1
 Mississippi 1
 South Carolina 2
 Tennessee 2
 Virginia 2

SWA: 34 (Referred to Negotiations: 3)
 Pending DC Response: 0
 Working With Submitter: 2
 Closed: 32

Kansas 9
 Oklahoma 1
 Texas 24

Negotiation Items by State:

MWA: 9
 Illinois 2
 Indiana 1
 Iowa 2
 Michigan 1
 Minnesota 1
 Ohio 1
 Wisconsin 1

NEA: 2
 Maine 1
 New York 1

NWA: 1
 Montana 1

SEA: 1
 Kentucky 1

SWA: 3
 Kansas 1
 Oklahoma 1
 Texas 1

Since July 1, 2020, the Programs Committee has received 19 submissions. One of these submissions have been referred to the Negotiations Committee. We have seen many positive improvements this past year, with many thanks to programs submissions submitted by end users. I also wanted to take the time to remind all employees that social media should not replace policy and procedure found in FSA handbooks. We need to make sure employees are following guidance in the appropriate handbooks, rather than social media. I personally (along with national office employees) have seen some great tools and ideas shared on social media. My suggestion to anyone who has created a tool to make the service to our producers more efficient, send them to me. We can look them over and even send them to the national office to get their thoughts and even approval to share them with everyone.

As NASCOE moves in to the 2020-2021 Fiscal Year, members will see a few new changes:

- As program submissions are answered, these responses will be posted on the nascoe.org programs webpage. No more bundling submissions into a single PDF. Members will be able to quickly search the website for responses and updates to previously answered program submissions. A disclaimer has been posted to the webpage reminding members or employees that handbooks and policy should still be followed according to 1-AS.

- Beginning September 1, 2020 the Programs Committee will be combined with the Negotiations Committee. Currently these are two separate committees and processes with a very similar goal. There have been duplications between both processes and combining these two committees will bring efficiency to both committees, area chairs and consultants and members submitting their submissions in one location rather than two.

As we begin a new fiscal year for NASCOE, I look forward to maintaining and building upon the working relationships NSACOE has with the National Office and continuing the service to our membership. I also want to thank the Area Program Committee Chairs:

Jamie Garriott, Indiana

Kate Hemstreet, New York

Debbie Sweet, Washington

Rachel Mullican, Alabama (Amy Moore, Mississippi)

Tracy Wilson, Oklahoma (LaCresha Dale, Texas)

The success of this committee is truly because of your work. These Area Program Chairs have spent hours researching the submissions and working with the members in order to achieve the results that will benefit and gain efficiencies for FSA employees to better serve our customers.

I look forward to another year serving in the role of NASCOE Programs Committee Chair.

There were 65 attendees at this year's Programs Committee Break Out session.

The Programs Committee Break Out session adjourned at 4:12pm EST.

I Respectfully submit this report as written.

Christopher Hare
NASCOE Programs Chair

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: Tina Pierce, Montana / Anne Kelley, NE (Sept-Mar)

Southeast Area: Hilliary Hancock, Kentucky

Southwest Area: Brenda Toft, Colorado

2020 Convention Exit Report Publicity Committee Microsoft Teams August 23, 2020

The NASCOE Publicity Committee convened at 3 PM EDT via Microsoft Teams meeting. There were 23 individuals present including four area publicity chairs.

The meeting consisted primarily of reviewing NASCOE's current Publicity efforts and activities over the past year. The National Chair hoped to bring greater awareness of our efforts and hopefully gain some valuable ideas and volunteers to assist with the growing Publicity portfolio.

An advantage to using Microsoft Teams for this breakout session was the ability to go behind the scenes of the NASCOE website, NASCOE Information Database (NID), MailChimp and social media platforms to demonstrate how we use each to communicate with our membership. Some great questions were asked and ideas brought forward for consideration in the coming year.

NASCOE Information Database (NID) / MailChimp Mass Email Distribution

At the Membership workgroup that took place in January 2020, the communications database was re-named as the NASCOE Information Database (NID). The NID and use of the MailChimp mass email software is a critical component of our communication with members.

As the Membership Database project continues, our subscriber number will continue to increase. As time allows, before each mass email, I upload the new addresses from membership database submissions. The expense for MailChimp will go up with the number of addresses we have – currently it is about \$75 with for just over 5200 addresses.

Maintenance of this list is very important. Policies as to what names and addresses the NID should contain should be looked at in the coming year. A few examples:

- retirees who are not associate or life members
- non-members who have provided email addresses (obtained through Membership outreach)
- other interested parties.

The MailChimp Email distribution can be filtered to send out to certain divisions of the 'audience'. For several years, the Southwest Area has had their own MailChimp account that they have populated with their members. There is an interest from at least one Area Publicity Chair to work together in using the NASCOE MailChimp account. With the ability to filter to specific groups, we may be able to assist areas with distribution of Area Bulletins, Rally Information, and other Area Specific Communications. This is

an area that needs to be discussed by the EC along with the National Publicity Committee for feasibility prior to use.

NID Interaction with the NASCOE Membership Database

The NASCOE Membership Database workgroup has taken a great deal of time in this year. We have added over 1000 email addresses so far – and that number will grow as I get more of the results back from the area membership chairs.

With the initial reconciliation that took place last fall, approximately a half-dozen states did not submit information in the manner that it was requested. The result of this was additional time trying to reconcile what was sent out to the states with what was returned. Several states just sent their database listing, not using the worksheet to update. One of those states was my home state and I was very frustrated with the length of time it took to process. I spent nearly 2 hours on Minnesota's list, whereas for states that followed the format it took less than 5 minutes.

The importance to have accurate data for the Membership Committee to work with cannot be overstated. In the coming week, I will be working on an interim process for the Membership committee use NID data along with FSA data to better conduct outreach to new FSA employees regarding NASCOE membership.

The NASCOE Membership workbook was briefly reviewed with the attendees of the breakout session. The importance of the role states in assisting NASCOE with obtaining member home email and mobile numbers in addition to identifying membership status was explained. Attendees were encouraged to assist with membership recruitment as much as possible, as telling our NASCOE story to others is part of Publicity's role in our association.

Convention Cash Club Contest

The Publicity committee met this spring and made tentative discussions regarding the Convention Cash Club Contest. With the uncertainty surrounding the COVID-19 pandemic and its potential effect on the convention, a wait and see approach was undertaken. With the Board of Directors decision to cancel the convention, the contest was not held this year. We hope that an in-person convention will occur in 2021, allowing us to bring back the contest.

NASCOE Website and Social Media

In addition to the nascoe.org website, NASCOE has a presence on three social media platforms:

- Facebook (Nascoe News)
- Instagram (nascoe_news)
- YouTube (NASCOE Video Blog)

At the membership workgroup meeting in January, several recommendations were made regarding social media use by NASCOE.

- This included posting only on website, but sending out on social media with a catch line with an image or GIF, so people know to go to the website
- Discuss pros/cons of hiring a social media coordinator vs using volunteers
- Polling membership to find members who have skills in designing social media posts or web design.

During the breakout session, each of these social media sites were reviewed, number of followers/subscribers noted, and how we use each was outlined. Some techniques in saving time while posting to multiple social media accounts were shared, noting that there are many others.

The website design was discussed during the breakout, with the National Chair showing some examples of potential new themes to use for the website. Questions were raised on ways to make a theme more into something we wanted, and a few examples were shown. Attendees who were interested in either social media promotions or website design are encouraged to come forward as this is an area that will expand greatly in years to come.

An idea brought forth by an Area Chair was the possibility of Area Publicity Chairs to assist in webmaster duties by updating the area pages. This is an idea that may have merit as a way to lessen the burden of website maintenance by one individual.

NASCOE Communications

During the membership workgroup, some very pointed comments were made about the lack of communications from NASCOE leadership to the general membership. In response, I asked how many in the room had read the last NASCOE newsletter (issued Nov 2019). Of the approximately 15 people in the room, only one person indicated that they had read the newsletter. The newsletters have been sent out using the NID with a link to the Newsletter, posted on Facebook and Instagram, and sent to the EC and Committee chairs. This is the classic, “you can lead a horse to water, but you can’t make it drink” problem.

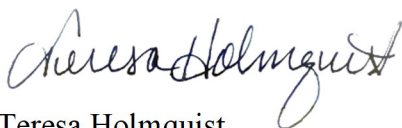
Further, in conversations with the Area Publicity chairs, concern was expressed regarding the lack of communication between the Area Executives and their chairs. There are area chairs who are ready and willing to put together area bulletins, but their Execs are not sending anything to them to communicate. Area Bulletins are a great way to communicate to members. Enlist your publicity chair to assist with coming up with materials for member recruitment.

Virtual Convention

While I understand that conducting our business using virtual means is not an ideal situation, I am glad that we have found a way to still meet to conduct our business. I would like to extend a huge thank you to our NASCOE Secretary, Rick Csutoras, for all his hard work to get this convention online.

As I stated at the beginning - at least for the Publicity Committee - I feel that the use of teams helped with conversation regarding technology. However, it may have reduced the amount of general discussion as many were connecting from their COFs and I am not sure how many had the ability to communicate through their PCs.

Respectfully submitted,



Teresa Holmquist
NASCOE Publicity Chair / Webmaster

A RESOLUTION FOR
THE CONTINUED SUPPORT OF NAFEC

WHEREAS, members of NASCOE continue to this date in the belief that the locally-elected committee system of Administration for farm programs remains in equal degree of importance to that of years past, and

WHEREAS, the successful administration of programs affecting the privately owned land of this Nation during these past decades was indeed made possible by and through the dedicated effort of the FSA committee, and

WHEREAS, locally-elected FSA committee members did organize and are now engaged in organized effort through the National Association of Farmer-Elected Committees (NAFEC) for the purpose of furthering the welfare of farmers and American agriculture, and

WHEREAS, it now becomes the desire of members of NASCOE to express our gratitude to present and past committee members for their unselfish and dedicated service to their community, state, and Nation, now therefore,

BE IT RESOLVED, that the members of NASCOE in convention assembled virtually by adoption of this resolution, reaffirm, for the 42nd time in as many years, our support for the National Association of Farmer-Elected Committees and express our appreciation for the work of NAFEC and for all efforts made in our behalf, and

BE IT FURTHER RESOLVED, that NASCOE, does, by adoption of this resolution, urge each and every NASCOE member and FSA employee to show meaningful support for NAFEC through associate membership in that organization.

A RESOLUTION
OF SUPPORT AND APPRECIATION
of RASCOE

WHEREAS, the goals of NASCOE are strong and steeped in traditions developed over the years, and

WHEREAS, the founders of the great Associations of NASCOE and RASCOE are still committed to employees and members, both current and past, and

WHEREAS, the same group of people are continuing those original goals and purposes in retirement, and,

WHEREAS, the Association of RASCOE continues to support and assist in the attainment of the goals of NASCOE, now therefore,

BE IT RESOLVED, that we the members of NASCOE in attendance at our 61st Annual Convention express our continued support for the Retired Association of County Office Employees. We further express our appreciation for the support they have extended to the membership of NASCOE, and

BE IT FURTHER RESOLVED, that NASCOE, through adoption of this resolution, encourages our membership to show their appreciation and support of RASCOE by becoming associate members of this great association and actively seek to acquaint all FSA employees, past and present, with RASCOE.

RESOLUTION IN SUPPORT AND APPRECIATION OF
FSA COUNTY COMMITTEES

WHEREAS, our agency was built and has enjoyed over 70 years of success on the foundation of our grassroots County Committee system, and

WHEREAS, the law requires and we, the employees recognize the County Committee as the supervisor of the County Executive Director, now therefore,

BE IT RESOLVED, that we, the members of NASCOE in attendance at our 61st annual convention, express our support for the County Committee system,

BE IT FURTHER RESOLVED, that NASCOE through the adoption of this resolution, pledge our continued support and recognition of local grassroots County Committees as the true and only supervisor of County Executive Directors.

NASCOE Executive Committee Meeting

2020 National Convention

August 27, 2020

15:00pm CST

Present:

Brandon Wilson, President	Chris Hare, National Programs Chair
Marcinda Kester, Vice-President	Chris Lary, National B&E Chair
Curt Houk, Treasurer	Teresa Holmquist, National Publicity Chair
Richard Csutoras, Secretary	Glenn Thomas, National Membership Chair
Jackson Jones, MWA Outbound Executive	Neil Burnette, National Legislative Co-Chair
Mary Roberts, MWA Inbound Executive	Clint Bain, National Legislative Co-Chair
Kayla Mattson, MWA Inbound Alternate Executive	Julie Goetzman, National S&A Chair
Lawrence Parker, NEA Outbound Executive	Annette Hyman, NEA Inbound Executive
Tina Williams, NEA Inbound Alternate Executive	Joel Foster, NWA Executive
Lacey Orcutt, NWA Inbound Alternate Executive	Beth Farmer, SEA Executive
Donny Green, SEA Alternate Executive	Marla Hammer, SEA Executive
Tracy Wilson, SWA Alternate Executive	

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. Comments
 - A. President Wilson appreciated everyone for their work with the 2020 Virtual Convention. He noted that the 2020 Organizational Meeting is upcoming and that it would require diligence with regards to safety. NASCOE work will get done, but it will not be a normal meeting.
 - B. Vice-President Kester noted that it had been a great year and hopefully the upcoming year would be positive.
- IV. Administrative Information
 - A. Secretary Csutoras requested that all 2020-21 EC members and National Committee Chairs forward their contact information to him to update the directory. Existing information will be sent out for verification.
 - B. Treasurer Houk reviewed policies related to submitting claims for reimbursement. He also noted that Veem can be used for reimbursements. More discussion on Veem will be held at the Organizational Meeting.
- V. Standing Committees
 - A. President Wilson announced his nominations for National Committee Chairs, pending EC acceptance after September 1:
 - Awards and Scholarship Committee – Julie Goetzman
 - Benefits and Emblems Committee – Chris Lary
 - Membership Committee – Glenn Thomas
 - Legislative Committee Co-Chair - Neil Burnette
 - Legislative Committee Co-Chair - Clint Bain
 - County Office Advocacy Committee – To be announced
 - Program Committee – Chris Hare
 - Publicity Committee – Teresa Holmquist
 - Parliamentarian – Marcinda Kester

- VI. Organizational Meeting
- A. The Organizational Meeting will be September 18-20 in Fort Wayne, Indiana. If there are any requests to arrive early or leave late, they must be approved prior to the meeting. Please keep the Secretary informed of travel plans.
 - B. To maximize safety, physical binders will not be provided. Attendees were instructed to bring their NASCOE laptops.
 - C. The EC discussed bringing second year Alternative Executives to the meeting. It was noted that the budget is not as big a concern as in previous years. There were questions on safety and the need to social distance.
- VII. 2020 Convention Feedback
- A. The EC discussed feedback from the virtual convention. Most feedback has been positive. It was noted that some components, such as sharing the presentations and Q&A to members nationwide, might be beneficial in future years. It was noted that the format for Q&A lacked the emotional weight of the member asking their question in person.
- VIII. Charge to Area Executives
- A. President Wilson requested that the names of Area Committee Chairs and Judges be submitted for his acceptance by September 1st of as soon as possible thereafter.
 - B. President Wilson requested that Area Directories be completed and emailed to Secretary Csutoras by the Organizational Meeting. Please do not copy and paste last year's directory without verifying the information.
 - C. President Wilson directed that a written report be emailed to all attendees in advance of all meetings, with a copy to the Secretary.
 - D. President Wilson requested that all correspondence with states include a carbon copy to himself and Vice-President Kester
- IX. Charge to Committee Chairperson
- A. President Wilson directed that a written report be emailed to all attendees in advance of all meetings, with a copy to the Secretary. He noted that reports for the Organizational Meeting should not be the same report as the National Convention report.
- X. Tentative Meeting Schedule
- A. President Wilson reviewed the tentative meeting schedule for the upcoming year. He noted that the schedule was subject to change due to COVID-19.
- XI. Miscellaneous
- A. President Wilson informed the EC that the budget committee was formed. It consists of Treasurer Houk, Vice-President Kester, MWA Inbound Executive Roberts, and SWA Executive Hammer. A budget should be prepared by the Organizational Meeting.
 - B. President Wilson informed the EC that Microsoft Teams should be used for meetings and conference call. The legacy conference call line is expensive and should be avoided.
 - C. President Wilson thanked MWA Outbound Executive Jones and NEA Outbound Executive Parker for their time on the EC. He noted that commitment takes a lot of time and dedications. The outbound executives were offered departing comments.
- XII. New Business
- A. **A MOTION was moved by Marla Hammer and seconded by Beth Farmer to authorize the second year Alternate Executives to attend the Organizational Meeting if the hotel can accommodate them safely. Discussion. All in favor, motion carried.** Secretary Csutoras will consult with the hotel to assess the situation and follow up with the EC.

- B. President Wilson noted that all NASCOE travel was currently suspended. **A MOTION was moved by Joel Foster and seconded by Beth Farmer to remove restrictions on all NASCOE travel unless future safety conditions require reinstatement. Discussion. All in favor, motion carried.**
- C. President Wilson discussed the travel to the 2020 Organizational Meeting and noted that due to safety related decisions, costs incurred by attendees to travel may be higher than typical. An example would be someone who was driving instead of flying. **A MOTION was moved by Beth Farmer and seconded by Curt Houk that due to COVID-19, NASCOE would authorize a one-time exception for the 2020 Organizational Meeting in Fort Wayne, IN for the attendees to select the safest mode of travel and receive reimbursement accordingly. Discussion.** It was noted that this would include extra overnight allowance. **All in favor, motion carried.**
- D. Vice-President Kester, Treasurer Houk, and Legislative Co-Chair Bain indicated that their laptops were no longer suitable for their duties related to NASCOE. **A MOTION was moved by Jackson Jones and seconded by Marla Hammer to approve a computer refresh for Marcinda Kester, Curt Houk, and Clint Bain, up to the amount allowed by their particular position. Discussion. All in favor, motion carried.**

A MOTION was moved by Joel Foster and seconded by Marla Hammer to adjourn at 17:10 CST. 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

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

Date

Deputy Administrator of Field Operations

Date

Director,
Office of Human Resources Management, USDA

Date

NASCOE Executive Committee Meeting

2020-2021 Organizational Meeting

Fort Wayne, Indiana September 19 & 20, 2020

Present: 9/19	Brandon Wilson, President Marcinda Kester, Vice President Richard Csutoras, Secretary Curt Houk, Treasurer Annette Hyman, NEA Exec (virtual) Mary Roberts, MWA 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, Negotiations and Programs Chair (virtual) Glenn Thomas, Membership Chair Morgan Limmer, COAC Chair (virtual) Lacey Orcutt, NWA Alt Exec (virtual) Donny Green, SEA Alt Exec Tracy Wilson, SWA Alt Exec	9/20	Brandon Wilson, President Marcinda Kester, Vice President Curt Houk, Treasurer Richard Csutoras, Secretary Annette Hyman, NEA Exec (virtual) Mary Roberts, MWA Exec Beth Farmer, SEA Exec Joel Foster, NWA Exec Marla Hammer, SWA Exec Tracy Wilson, SWA Alt Exec Donny Green, SEA Alt Exec
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- I. Roll Call – Secretary Csutoras
- II. Call to Order & Welcome – President Wilson
 - A. President Wilson made brief remarks thanking those in attendance and noted the extra safety precautions that attendees are asked to take. The outcome of this meeting could determine future NASCOE face to face meetings.
- III. Invocation
- IV. Adoption of Agenda - **A MOTION was moved by Mary Roberts and seconded by Beth Farmer to adopt the agenda as presented. Discussion. All in favor, motion carried.**
- V. Approval of Minutes - **A MOTION was moved by Marla Hammer and seconded by Beth Farmer to approve the minutes of the 2020 NASCOE Convention along with Teams minutes of September 1 and September 8, 2020. Discussion. All in favor, motion carried.**
- VI. Reports
 - A. Officers
 - President Wilson gave a review of his written report, attached. He informed the attendees that he will continue to focus on engaging Committee Chairs. He noted the importance of uniform and consistent communication and challenged the EC to provide feedback and be a voice for their members. He reiterated his focus on PT upgrades and promoting the COC. President Wilson requested his report be accepted as filed.
 - Vice-President Kester gave a verbal report. She discussed the role of the NASCOE attorney. She asked that all Executives communicate with her the dates of state meetings and rallies as soon after they are scheduled as possible.

- Secretary Csutoras gave a review of his written report, attached. He gave an update on the status of the 2020 Negotiations and noted that NASCOE intends to keep 2020 and 2021 Negotiations separate from each other. He also shared that planning for the 2021 Convention was going well. Secretary Csutoras requested his report be accepted as filed.
- Treasurer Houk gave a verbal review of his written report. He noted that the EC would act on the budget during this meeting and that plans were underway for state treasurer training. Treasurer Houk requested the Treasurer report be accepted as filed.

B. Executives

- NEA Executive Hyman gave a review of her written report, attached. She noted her goals of more participation in A&S and increasing PAC. She shared issues from her area including leave carryover and social security deferment. A request was made to have the Quarterly Dues Transmittal provided to the EC prior to major meetings. NEA Executive Hyman requested her report be accepted as filed.
- SEA Executive Farmer gave a review of her written report, attached. She noted that excuses related to COVID 19 can be a crutch and that it is important to lead by example. She shared her best practices for increasing membership and challenged all the attendees to bring enthusiasm to area and state leadership. SEA Executive Farmer requested her report be accepted as filed.
- NWA Executive Foster gave a review of his written report, attached. He shared issues from his area including serving producers over the winter in offices closed to the public and hiring qualified applicants at better grades. President Wilson requested this be submitted as an upcoming negotiation item. NWA Executive Foster requested his report be accepted as filed.
- SWA Executive Hammer gave a review of her written report, attached. She noted that workload in the CO is high and made worse by pandemic staffing challenges. This was affecting membership engagement and recruitment. She shared a concern from her area regarding IRDTS reviews being handled by CO field staff, which adds uncompensated workload. Availability of laptops and the retirement calculator not being available are additional concerns. SWA Executive Hammer requested her report be accepted as filed.
- MWA Executive Roberts gave a review of her written report, attached. She noted the programs and deadlines continue to be added to the field and morale is worse now than when we were dealing with LDP. The CO needs tools to succeed. She also provided a list of her goals, including communication and identifying potential task force members. MWA Executive Roberts requested her report be accepted as filed.

C. Committee Chairs

- COAC Committee Chair Limmer gave a review of her written report, attached, and requested it be accepted as filed.
- Legislative Committee Co-Chairs Burnette and Bain gave a review of the committee's written report, attached. They noted that bulletin concerning paid parental leave was upcoming. They also shared an initiative they were starting regarding outreach to Ag Associations. The EC discussed frequency of email distribution. Committee Co-Chairs Burnette and Bain requested their report be accepted as filed.
- Negotiations and Programs Committee Chair Hare gave a review of his written report, attached. He noted this is the first year with the combined committee and noted that he is aware this year will set the tone. He shared a goal for posting Program responses on a NASCOE SharePoint site and discussed recent developments with CFAP 2. 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 noted a suggestion to verify sales from vendors. She also distributed lapel pins. Committee Chair Lary requested her report be accepted as filed.

- Publicity Committee Chair Holmquist gave a review of her written report, attached. She discussed the difference between a bulletin and a newsletter. She also shared her commitment to providing a PT perspective. Committee Chair Holmquist requested her report be accepted as filed.
- Membership Committee Chair Thomas gave a review of his written report, attached. He discussed the membership database and the committee's efforts to finalize the data. He also shared a goal to promote the memorial year-round. The EC discussed continuous membership and a request was made for the committee to add this to the Membership Training PowerPoint. A request was also made for the committee to prepare a bulletin about the new membership video. Committee Chair Thomas requested his report be accepted as filed.
- Scholarship and Awards Committee Chair Goetzman gave a review of her written report, attached, and requested her report be accepted as filed.

D. Acceptance of Reports - **A MOTION was moved by Joel Foster and seconded by Marla Hammer to accept the reports as filed. Discussion. All in favor, motion carried.**

VII. SPECIAL FSA COMMITTEES

A. ACRSI

- President Wilson discussed the history of ACRSI and known changes potentially coming with Geospatial Acreage Reporting.

B. Shared Management

- President Wilson shared that names were provided to DAFO but that the County Committee Training Task Force took precedent with the agency. He noted this was a negotiation item so it should hopefully move forward soon.

C. Managerial Cost Accounting

- Vice President Kester gave an update on recent activities of the group which meets monthly. The group is currently reviewing unmet demands now and any suggestions on what and how to track these should be submitted.

D. Administrators task force

- President Wilson informed the EC that he has requested a copy of the draft 27-PM from this task force.

E. COC Orientation

- President Wilson shared that NASCOE had good representation on this task force and provided an update on the status. He noted the task force's proposal is ready for final approval.

F. IRDTS

- President Wilson informed the EC that congress mandated the agency establish a review system. NASCOE has been informed IRDTS is intended to fulfil this mandate and is not intended to replace the COR. This is intended as a training tool to identify areas where handbooks are unclear or additional training is needed. There is a concern with the workload from this initiative and lack of additional staffing provided. NASCOE is monitoring this as well as the uniformity between reviewers and states. Feedback will be provided to WDC.

VIII. SPECIAL NASCOE COMMITTEES

A. Virtual Membership Workgroup

- President Wilson reminded the EC how successful the Membership Workgroup was last year and suggested NASCOE could host a similar meeting this year virtually. He will discuss this with the Membership Committee in the near future.

- B. Membership Database
 - Committee Chair Holmquist gave a demonstration of the NID and the reconciliation process. President Wilson noted this tool can be used to identify non-members, but preferably NASCOE should reach out to them when they are initially onboarded. The EC discussed access to the NID. Policy will need to be developed.
- C. Social Media and Communications Policy Workgroup
 - President Wilson indicated that there continues to be a need for this initiative and the workgroup should make progress this year.
- D. Conference Call Alternatives
 - President Wilson noted that the adoption of Teams ended the need for this special committee.

IX. SPECIAL ORDERS

- A. President Wilson reviewed Executive Committee Policies as outlined in the NASCOE handbook.
- B. Treasurer Houk 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.
- 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.
- E. President Wilson noted that several conference calls last year cost NASCOE over \$500 each. As Microsoft Teams can be used to facilitate conference calls at no extra cost, the conference call line should not be used. If the conference call line is needed, authorization by the treasurer will be required.
- F. President Wilson discussed the productivity that Office365 allows NASCOE and recommended the EC install Outlook and Teams on their smartphones.
- G. 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. Additionally, an upcoming newsletter will focus on Committee wins. National Chairs were directed to send achievements to Publicity Chair Holmquist and Vice-President Kester by October 15, 2020.
- H. Vice-President Kester will serve as Parliamentarian. She briefly reviewed parliamentary procedure as it relates to EC business requirements.
- I. Secretary Csutoras reminded the EC that NASCOE is seeking bids for the 2023 Convention. He noted the deadline is April 1, 2021 and that the travel consultant is available for use by potential host states. Additionally, it was noted that the recent troubles for the hotel industry may be an opportunity for NASCOE to achieve favorable rates and offers.
- J. 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.
- K. President Wilson reviewed the changes to negotiation process for this year with the merger with Programs. This will be better for membership and he encouraged attendees to support the process. NASCOE did not lose negotiations consultants or change the negotiation process with management.

- L. President Wilson and the EC discussed the need for our benefits partners to validate a member is in good standing with the association when applying. It was determined that currently this is like a self-certification and there have been no recent issues. The EC determined no action was needed.

X. OLD BUSINESS

- A. The Executive Committee reviewed the need for monthly Executive Committee meetings and determined to continue to hold a monthly meeting via Microsoft Teams on the first Tuesday of every month at 6pm Central.
- B. Treasurer Houk informed the Executive Committee that the IRS does not send a report of which states are out of compliance. This is difficult to look up as naming conventions are different for each state association. However, each state can get copies of their tax form (990N) from the IRS and EC policy requires that documentation be sent to the treasurer annually by June 30. Treasurer Houk will develop training for state treasurers and begin sending a reminder of the policy 45 days before the deadline.
- C. Treasurer Houk discussed the adoption of Veem. It was noted that there are existing instructions for individuals to enroll in the service and he will ensure the EC receives these. Additionally, instructions will be prepared for states to enroll by October 10th. It was noted that digital dues payments still require a corresponding transmittal which can be submitted through Veem. The EC requested the Treasurer conduct Teams meetings by area to educate state presidents and treasurers about Veem.
- D. Secretary Csutoras informed the Executive Committee that discussion was still ongoing with WDC on 2020 Negotiations. DAFO has indicated that initial responses to NASCOE's items should be received by September 30th. DAFO has been informed that the 2020 negotiation team will handle these items and that 2021 items will be separate.
- E. Secretary Csutoras indicated that he had received NASCOE associated account logins and passwords as required by the Executive Committee.
- F. Secretary Csutoras reminded the Executive Committee of the proposal by the Technology Coordinator Task Force that a Technology Coordinator position be established within NASCOE. The EC previously requested a list of potential responsibilities which Secretary Csutoras provided (attached). The EC discussed the workload associated with this position as well and noted that it may be challenging to find a volunteer. Continuity in this position will also be important. Secretary Csutoras advised the EC that this person would not necessarily do all the work but will be responsible for coordinating the needed tasks. **A MOTION was moved by Marla Hammer and seconded by Annette Hyman to establish a Technology Coordinator position and solicit candidates. Discussion.** It was noted that the EC will review interested candidates and their qualification to determine if this remains a committee position or if the duties needs contracted. **All in favor, motion carried.**

XI. NEW BUSINESS

- A. The Executive Committee reviewed the following National Committee Proposals:
- The Membership Committee recommended the Executive Committee consider extending the deadline for retroactive Consecutive membership awards for individual and county offices after 25 years. **A MOTION was moved by Marla Hammer and seconded by Curt Houk to extend to June 30, 2021 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 D. Craig Dishman for Honorary Lifetime Membership. **A MOTION was moved by Marla Hammer and seconded by Mary Roberts to approve the Honorary Lifetime Waiver for D. Craig Dishman. Discussion. All in Favor, motion carried.**

- B. President Wilson notified the Area Executives that all Area Committee Chair and Judges that have been submitted are approved.
- C. President Wilson requested that the Executive Committee authorize travel for the President and Vice-President to go to WDC as needed to support NASCOE interests. This has been standard policy in previous years. **A MOTION was moved by Annette Hyman and seconded by Beth Farmer to authorize President Wilson and Vice-President Kester to travel to WDC as needed. Discussion. All in favor, motion carried.**
- D. Secretary Csutoras reviewed a request, attached, by IASCOE for an operating loan to host the 2021 National Convention. **A MOTION was moved by Annette Hyman and seconded by Marla Hammer to approve a \$15,000 loan to IASCOE to be repaid immediately following the National Convention. Discussion. All in favor, motion carried.**
- E. The Executive Committee discussed the need for incoming EC members and National Chairs to obtain professional pictures since these were not able to be taken at the 2020 National Convention. It was noted that these would need to conform to NASCOE requirements to maintain consistency. **A MOTION was moved by Beth Farmer and seconded by Annette Hyman that Lacey Orcutt, Kayla Mattson, Tina Williams, and Morgan Limmer obtain a headshot at NASCOE standards, provide the digital image to NASCOE, and be reimbursed up to \$100. Discussion. All in favor, motion carried.**
- F. The Executive Committee discussed the potential establishment of policy on delaying NASCOE benefits for new members joining NASCOE. Currently there is no waiting period to receive NASCOE benefits, including the NASCOE attorney. This has resulted in occasionally employees joining NASCOE only for the attorney benefit. The EC noted a waiting period could have negative implication for new employees. It was also noted that NASCOE does not take a position on the merits of individual situations where NASCOE attorney services are requested. NASCOE considers service to be one of our highest values and we should be there for employees when they are at their worst. The Executive Committee did not set a policy enacting a delay on NASCOE benefits.

President Wilson informed the EC that a specific state association had taken exception to NASCOE not having a policy which delayed benefits to new members. This particular state association had a specific non-member who was joining NASCOE only for use of the attorney benefit. One state association member, who is part of the state association leadership team, was particularly angry about this development and spoke directly to their State Office and other employees regarding this issue. The state association leader conveyed displeasure regarding the situation and then shared personal details about the new member requesting assistance from the NASCOE attorney. The Executive Committee determined that a breach of confidentiality and a potential appearance of discrimination toward an individual needed a strong response as these go against the core of NASCOE's values. **A MOTION was moved by Marla Hammer and seconded by Beth Farmer that NASCOE issue a letter to the affected state association board concerning the breach of confidentiality, appearance of discrimination, and purpose of NASCOE and the attorney benefit. Discussion.** It was noted that this letter should be on NASCOE letterhead, on the behalf of the Executive Committee, and signed by the President. **All in favor, motion carried.**

- G. Treasurer Houk reviewed the proposed 2020-2021 budget, attached. He noted that this year afforded extra financial flexibility due to the lack of expenditures associated with an in-person convention. This includes setting aside funds for a Leadership Development Program when conditions allow. **A MOTION was moved by Mary Roberts and seconded by Beth Farmer to approve the budget as presented. Discussion. All in favor, motion carried.**

XII. DISCUSSION

- A. President Wilson discussed the Labor Management Agreement and noted that it is an agreement between NASCOE, FSA and USDA. Since the FPAC restructure, only FSA and NASCOE have been signing the agreement. NASCOE is working with FSA to resolve this and obtain a signature for USDA.
- B. President Wilson indicated that membership has varied opinions regarding the level that offices should be open. The administration has been flexible and allowed local managers to have discretion. NASCOE is monitoring the reports that SEDs are indicating the Department is pushing for reopening, which may encourage some to disregard proper safety measures.
- C. President Wilson reminded the Executive Committee that NASCOE travel restriction had been removed. However, he encouraged everyone exercise caution as liability issues remain. When planning Area Rallies, it might be prudent to allow flexibility to react if pandemic conditions change.
- D. President Wilson shared that DAFO has informed NASCOE that SEDs have been told to look at payments instead of just 1099's when grading an office classification. If this continues to be a concern, it will need to be handled through negotiations.
- E. President Wilson discussed exigency of leave and noted that this is a big concern with membership. He has been sharing concerns with FSA leadership who indicate information regarding this issue will be coming out shortly.
- F. President Wilson discussed employee concerns regarding the deferral of social security withholdings. There is widescale unhappiness with this decision, however NASCOE has been advised that the Administration is not allowing any government employees to opt out.
- G. Secretary Csutoras informed the Executive Committee that DAFO is still planning on face to face negotiation meetings in 2021. All members are encouraged to submit items before the December deadline.
- H. President Wilson noted that part time offices are still occurring but not as frequently with the increased workload. NASCOE will continue to monitor.
- I. President Wilson informed the Executive Committee that WDC established a team to deal with CO hiring. STO initial review of applications is an ongoing concern. Additionally, background checks are slowing the process down. President Wilson will share the concerns about background checks with DAFO.
- J. President Wilson discussed Dillard's Financial Solutions performance with regards to providing guaranteed financial obligations contained in their contract with NASCOE.
- K. Secretary Csutoras informed the Executive Committee that negotiations with the Hyatt in Savannah, Georgia were nearly wrapped up. The hotel is willing to waive the deposits if NASCOE will complete a credit application at time of contract signing. NASCOE typically completes a credit application, but not usually until closer to the event. The Executive Committee discussed the potential scenarios and elected not to complete a credit notification early, even if this results in deposits.

XIII. PRESENTATIONS

- A. RASCOE
 - Chad Hart addressed the Executive Committee via Microsoft Teams and gave a presentation to the Executive Committee on behalf of RASCOE. He shared that RASCOE seems more inclined to travel moving forward and he will coordinate convention and rally details with the NASCOE Secretary.
- B. Dillard Financial Services

- Teresa Dillard, along with John Lohr, gave a presentation via Microsoft Teams to the Executive Committee for Dillard Financial Services. They shared that DFS can now give retirement presentation using digital session. They also noted that they can run retirement calculations while USDA currently cannot.

C. Indiana Association of County Office Employees

- Jamie Garriott, IASCOE Convention Chair, provided a tour of the 2021 NASCOE Convention site hotel and convention hall for the Executive Committee and National Chairs. All agreed there is a lot of potential for an amazing convention.

D. NAFEC

- Craig Turner, Bob Brayden, and David Senter, gave a presentation via Microsoft Teams to the Executive Committee on behalf of NAFEC. They noted that NAFEC is working with WDC to ensure the COC can meet and count ballots this December.

E. Legislative Consultant Update

- Hunter Moorhead gave a verbal report to the Executive Committee, via Microsoft Teams, on the status of recent hearings and the current appropriations process. He indicated that the recent passing of a Supreme Court justice along with the upcoming Presidential election will consume Washington DC for the immediate future.

XIV. ADDITIONS

- A. Jamie Garriott, IASCOE Convention Chair, requested that the Executive Committee allot half of the hotel rooms that are comped for the 2021 National Convention to be used toward their fundraiser. IASCOE is not planning on selling raffle tickets and instead would like to request donations from states to be put into a drawing for the donated rooms. The Executive Committee discussed the request, noting that a maximum of 15 rooms nights were to be comped, so the request was for 7 room nights, which NASCOE would need to pay for instead. The EC did not object to IASCOE's choice of promotion, however they determined that the request amounts to paying the prize for a fundraiser. The Executive Committee determined that a fundraiser, whether a raffle or something else, should factor in the cost of the prizes and that NASCOE subsidizing the prize could set a precedent for the future. The Executive Committee did not approve the request.
- B. President Wilson discussed the deliberative process of the Executive Committee. He noted that official actions are documented in the minutes and made public. However, any body requires a safe space to discuss issues internally. He asked that internal deliberations remain confidential to allow him to include as many folks as possible in discussions and to allow for honest debate. If there are specific concerns about the workings of the Executive Committee, they should be brought to President Wilson or Vice-President Kester.

XV. CLOSING REMARKS

- A. 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 Mary Roberts to adjourn the 2020 NASCOE Organizational Meeting. All in favor, motion carried.

September 13, 2020

To: NASCOE Executive Committee

From: Christopher Hare, IASCOE President

Subject: 62nd NASCOE National Convention Fund Request

The Indiana IASCOE Association is gearing up to host NASCOE's 62nd National Convention in Ft. Wayne, Indiana August 2-7, 2021. On September 9, 2020, the IASCOE Executive Committee met and approved to make the official request to borrow the allotted \$15,000 from the capital fund that is being requested for start-up money for the 62nd NASCOE Convention in Ft. Wayne, Indiana. It will be agreed that the IASCOE Association will repay those funds after the convention and has previously submitted the projected budget and plan when we submitted the official bid in April 2019. This request is in reference to page 5 of the NASCOE National Convention & Area Rally Handbook amended March 16, 2017.

Currently IASCOE's budget as of the August 18, 2020 Board of Director's meeting was approximately \$38,014.45. Jamie Garriott, IASCOE National Convention Chair has scheduled the first fundraising meeting for Friday, September 18, 2020. While the fundraising meeting has not yet occurred, the IASCOE Association has already received the following donations to be used for the 62nd National Convention:

\$ 1,500	donated from Hare Family used for hospitality room and items
\$ 700	USDA Mask Sales (second week approximate)
\$ 3,360	IASCOE cookbook sales
\$ 250	Tammy Eibey, CED and Iowa IASCOE Member
\$ 8,500	donated from previous employee / IASCOE Member (working on collecting)

\$ 14,310 Total Donations as of 9/13/2020. This figure should and will continue to grow.

The IASCOE association is driven with a goal to pay for the entire convention from donations. It was, and still is Jamie Garriott's personal goal not to borrow from the NASCOE. However, with the uncertainty of the COVID19 pandemic, the IASCOE Executive Committee felt that requesting from the capital fund could assist the state association, if needed, with any unforeseen costs. If you have any questions or concerns about this request, please contact me at (765)-505-3355 or chrishare78@icloud.com.

Respectfully submitted,
/s/ Christopher Hare,
IASCOE President

Information Technology Coordinator

Reports To

The Information Technology Coordinator will report to the NASCOE President.

Job Overview

Information Technology is a standing committee of NASCOE, overseen by the Coordinator. As needed, supervisors committee chairs at the direction of the President.

Responsibilities and Duties

- Assist EC with questions and issues regarding access and use of NASCOE infrastructure. Examples include assisting with logging in, setting up meetings, troubleshooting errors, etc.
- Develop and implement data security measures
- Implement/Facilitate Online Directory
- Set and enforce naming conventions
- Implement automated NASCOE processes and form
- Develop & maintain user guides
- Instruct and verify EC/Chairs on Antivirus options and computer security updates.
- Develop and maintain backup and disaster plans related to IT recovery.
- Educate membership on government resource use.
- Ensure protection of PII within NASCOE infrastructure
- Work with EC and National Chairs to develop and implement technology Upgrades
- Maintain and support the NID
- Develop and maintain cloud based repositories, such as OneDrive and SharePoint. This includes designing interfaces, educating users, and enforcing good IT policies.
- Create, maintain, and refresh a modernized and user-friendly website.
- Research beneficial technology for the association, makes recommendations to the EC, and works with contractors to implement as directed.

- Responding in a timely manner to requests
- In coordination with the Publicity Committee and the NASCOE President, facilitate the delivery of NASCOE information on outreach channels such as the NASCOE website, Social Media, etc.
- Other duties as assigned

Qualifications

Qualifications and characteristics for this position will vary. Some examples could include:

- A passion or hobby for technology
- Understanding of diverse computer systems and networks a plus.
- Familiarity with various software platforms, such Office365, Access, Adobe, Wordpress, etc.
- Good knowledge of internet security and data privacy principles
- Approachable and patient.
- Good customer service skills.
- Works well independently or as part of a team.
- Handles constructive feedback.
- Solid communication skills.
- A technical, logical thought process.
- Problem-solving skills
- An ability to stick to strict deadlines
- An ability to prioritize and delegate
- A keen eye for detail



National Association of FSA County Office Employees

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President's Report
2020 Organizational Meeting
September 18, 19 & 20, 2020
Ft. Wayne Indiana

As I begin my second year as NASCOE President, I look back and see that our organization accomplished much in the face of adversity over the past year. I also look to the future and see much opportunity to improve upon the work of accomplishing NASCOE's mission of looking out for the well-being of its membership.

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 be ambitious, pro-active 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 it will be important that each Officer, Area Executive and each Committee Chairperson should know and execute their individual roles to help with the collective efforts of the group.

Prioritizing NASCOE work will be key- however, with the talent of the group, multiple priorities can be worked on at the same time. Some of the work internal and external priorities that I believe NASCOE needs to work on this year are listed below.

Membership Accounting- As we all know, membership is declining due to employees "falling through" the cracks by not having been asked to become members. NASCOE leadership, both state and national now have enhanced tools to engage in membership accounting. Processes of recruitment and data collection must be adhered to on a regular basis by all levels of NASCOE leadership. Our success or failure in the short term will mark the landscape for years to come.

Continuing Committee Chairperson Engagement- It is exciting that we again are bringing the Committee Chairpersons in for a day of one-on-one meetings with the officers and a day of combined collaboration with the EC. Last year, all onboard Committee Chairpersons exceeded expectations. Existing Committee Chairpersons are experienced enough that they can work through the upcoming year both together as a team or independently as needed. This year's work goals should be specific and achievable. Progress should be measured periodically.

NASCOE Communication- NASCOE will issue more national publications (newsletters/bulletins) so that all members nationwide have access to the same information- no matter what Area they are from. These additional publications would complement Area and State Newsletters. Uniform and consistent publications are a mandatory business requirement for any national organization that is supported voluntary membership. The burden of regular publicity content falls on the shoulders of everyone.

Work Measurement- The single most critical external issue that NASCOE needs to be aware of and work with management in perfecting is a fair workload measurement system. Workload data should include and count employee leave and work that is not currently being performed due to lack of resources. Good workload data will be critical in allowing both NASCOE and FSA to secure funding for county operations. The data will allow NASCOE to tell the County Office story to stakeholders and also be key in helping FSA defend and maintain its footprint which is critical in delivering critical services to the nation's farmers and ranchers.

Harnessing Technology- NASCOE is falling behind in the area of technology adoption and usage. Countless hours are spent by existing Officers and Committee Chairpersons attempting to fill in the gap of missing technology leadership. Overlap in assignments between existing roles and new roles involving technology have increased stress on leadership and reduced product potential. Last January, our membership workgroup recommended enhanced technology to help NASCOE function better. In addition, other employee organizations who are smaller in size and scope are outpacing NASCOE with the adoption and usage of technology. Our organization can save time and financial resources by formalizing the importance of technology with the adoption of a Technology Coordinator.

Program Technician Upgrades- An effort should be made this year during negotiations to again request that all FSA PT's have an opportunity to be upgraded depending on the programs that they manage. More than ever, PT's are taxed with handling both quantity and management of programs. This task is achievable because CO employee pay, unlike GS employee pay can be negotiated with management.

County Committee Promotion- NASCOE will continue to make protecting and restoring COC authority a top priority through new efforts and initiatives. It will be key for NASCOE to educate existing employees about the roles and responsibilities of the COC. This job will be easier this year since NASCOE helped FSA develop a COC Orientation training.

Leadership Development Program- A leadership program should be offered periodically to NASCOE members who aspire to be leaders. The conference should continue be held in partnership between NASCOE and the state associations with a cost-sharing agreement. The conference will aid in orienting new members, succession planning and leadership development. This effort is especially key to engaging PT participation with NASCOE. State Associations should send for the most part members who have not been exposed to leadership training and development. Participants should be given a leadership role upon returning to their state. In addition, NASCOE should immediately begin work on starting an endowment, which will provide long term viability for the Leadership Development Program.

Jump Teams- Membership jump teams should be authorized by the NASCOE Executive Committee. Jump teams would be leveraged in conjunction with an analysis of systemic issues within the state in question and with other tools such as newsletters, meetings, State Office Cooperation and outreach. Enacting jump teams before the state association reaches 50% membership will be key to Jump Team success.

I look forward to discussing these priorities and other priorities with the NASCOE leadership team. Questions or comments can be sent to myself if needed.

Sincerely,

Brandon Wilson
NASCOE President



National Association of FSA County Office Employees

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In-bound Treasurers Report
Organizational Mtg
Fort Wayne, IN
September 19 & 20, 2020

It will be so great to see my NASCOE family after such a long hiatus, not going to lie, it is with a little apprehension since as far as I know I have been successful at not catching the virus. Sure hope it stays that way, for all of us!

Julie has been assisting me with VEEM and transferring money by this means has been a success. A training is being developed that will go out to the states and hopefully the majority of the nation will adopt the new age tool and help streamline our dues paying process.

Communication is vital and it has been exciting to see what new innovations has brought us in the face of this pandemic, ways that can and will save NASCOE money in the long run. We will still maintain the NASCOE Conference line, but I foresee significant savings this FY in that realm as we transition onto the TEAMS platform.

As I have told many of you that I have spoken with recently, and by working with the Budget and Finance committee, we have an opportunity with the misfortune of having to forgo our face to face convention this year, to use that savings in many ways to make this great organization of ours better.

Attached you will find the current net worth and spending. I am excited to meet with all the committee chairs to discuss the upcoming year.

I hope you all enjoy Fort Wayne and endure safe travels.

As always, if you have any questions, suggestions, etc. on our financials, please call or e-mail me.

Respectfully submitted,

Curt M. Houk

NASCOE Treasurer

Net Worth - As of 9/16/2020

Account	9/16/2020 Balance
ASSETS	
Cash and Bank Accounts	
17 month CD 07-02-2020	108,417.53
6 Month CD 01-08-2021	100,000.00
NASCOE Checking	236,859.69
NASCOE Savings	150,088.10
NASCOE Scholarship Checking	86,506.42
TOTAL Cash and Bank Accounts	681,871.74
TOTAL ASSETS	681,871.74
LIABILITIES	
	0.00
OVERALL TOTAL	681,871.74

Current Budget - 2021

7/1/2020 through 6/30/2021 Using NASCOE 20/21

9/20/2020

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Category	7/1/2020 Actual	- Budget	6/30/2021 Difference
INCOME	86,963.14	423,228.74	-336,265.60
19-20 Membership Dues	63,437.50	63,437.50	0.00
20-21 Membership Dues	0.00	311,331.24	-311,331.24
Dillard Financial Solutions	16,000.00	34,000.00	-18,000.00
National Convention	10,000.00	10,000.00	0.00
Quarterly	6,000.00	24,000.00	-18,000.00
Interest Income	2,725.64	60.00	2,665.64
JMM Monthly	4,800.00	14,400.00	-9,600.00
EXPENSES	41,466.18	369,629.00	328,162.82
2021 National Convention	0.00	0.00	0.00
2022 National Convention	0.00	0.00	0.00
Annual Filing of Taxes	0.00	675.00	675.00
Area Chairs - Conventions	0.00	20,000.00	20,000.00
Awards & Scholarship Committee	0.00	14,749.00	14,749.00
Awards	0.00	14,000.00	14,000.00
Conference Call	0.00	0.00	0.00
DSA Travel	0.00	0.00	0.00
First Timers Contest	0.00	350.00	350.00
Supplies	0.00	399.00	399.00
Benefits & Emblems Committee	2,028.76	2,155.00	126.24
Conference Call	0.00	0.00	0.00
Supplies	0.00	2,155.00	2,155.00
Cash & ATM	0.00	1,500.00	1,500.00
COAC Committee	0.00	0.00	0.00
Conference Call	0.00	0.00	0.00
Organizational Meeting	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Computer	3,295.92	5,000.00	1,704.08
Conf Call - Execs	1,512.91	2,000.00	487.09
Discretionary Travel Fund	0.00	20,000.00	20,000.00
Executive Committee	0.00	10,000.00	10,000.00
National Chairs	0.00	10,000.00	10,000.00
Gifts & Donations	0.00	500.00	500.00
Charity	0.00	0.00	0.00
Gift	0.00	500.00	500.00
Insurance, Bus	0.00	5,000.00	5,000.00
Legal, prof fees	4,905.90	7,500.00	2,594.10
Legislative Committee	1,983.46	32,950.00	30,966.54
Awards	0.00	700.00	700.00
Conference Call	149.68	150.00	0.32
Emergency Fund	0.00	0.00	0.00
Fly In_Conference	0.00	3,600.00	3,600.00
Leadership Development Program	1,833.78	25,000.00	23,166.22
Organizational Meeting	0.00	0.00	0.00
PAC Promotion	0.00	3,500.00	3,500.00
Legislative Consultant	25,500.00	112,000.00	86,500.00
Discretionary	0.00	10,000.00	10,000.00
Other Legislative Consultant	25,500.00	102,000.00	76,500.00
Licenses	0.00	2,550.00	2,550.00

Current Budget - 2021

7/1/2020 through 6/30/2021 Using NASCOE 20/21

9/20/2020

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Category	7/1/2020 Actual	- Budget	6/30/2021 Difference
Membership Committee	0.00	12,000.00	12,000.00
Awards	0.00	7,000.00	7,000.00
Conference Call	0.00	0.00	0.00
Jump Team	0.00	0.00	0.00
Outreach	0.00	4,500.00	4,500.00
Supplies	0.00	500.00	500.00
Mtg with management	0.00	11,000.00	11,000.00
NACS-NACE-NADD	0.00	2,000.00	2,000.00
NAFEC Travel	0.00	500.00	500.00
National Convention Start Up loan	0.00	15,000.00	15,000.00
Negotiation Meeting	0.00	5,000.00	5,000.00
Organizational Meeting	0.00	25,000.00	25,000.00
Postage & Delivery	9.00	500.00	491.00
Pre-Negotiation Meeting	368.42	20,000.00	19,631.58
Programs Committee	0.00	0.00	0.00
Publicity Committee	0.00	1,350.00	1,350.00
Awards	0.00	0.00	0.00
Conference Call	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Technology	0.00	0.00	0.00
Web	0.00	1,350.00	1,350.00
Supplies, bus	0.00	1,500.00	1,500.00
Technology Coordinator	0.00	15,000.00	15,000.00
Travel	0.00	27,000.00	27,000.00
Area Rally	0.00	9,000.00	9,000.00
State Convention	0.00	18,000.00	18,000.00
Utilities - Internet	1,861.81	7,200.00	5,338.19
Net Difference:	45,496.96	53,599.74	-8,102.78



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NEA Organizational Meeting Report Fort Wayne, IN September 19-20, 2020

2020 Organizational Meeting as NEA Executive has started out in true 2020 fashion. As a resident of NY was unable to travel to Indiana as it is one of 35 restricted states that require a mandatory two week quarantine and makes me ineligible for paid sick leave benefits for COVID-19 and testing costs. I missed participating in person and seeing everyone; but felt TEAMS worked well for the most part and I did my part to keep my family and service center safe from potential quarantine.

This year I have a few goals. Obviously increased membership is a goal, as it is for all areas. However, in the NEA we have a much smaller area to obtain members, so to me my number one goal is increased participation. I believe that that has to be the first objective for the NEA. With increased participation, I believe increased membership will follow. The NEA needs people to be involved and excited and to share their experiences with their co-workers and states. My second goal is increased communication. The number one concern that has been expressed is the lack of communication. Along with communication comes transparency. This is the second most expressed concern. With the ability to use TEAMS, I plan on having a monthly TEAMS meeting with state presidents as well as any NEA member that would like to listen. I believe this will help with more states feeling involved and consistently passing on information. My third goal is increasing PAC participation. With recent retirements many of the NEA contributions have ceased. We have slipped from 20% to 17% in a year. My goal is to return the NEA to 20% participation. My fourth goal would be to have increased applications for NASCOE awards and scholarships. We must do something different to increase awareness and ease in applying. We have so many worthy members in the NEA!

I have deliberately tried to select NEA Chairpersons from different states. I feel all states should be represented. Obviously it's impossible every year but I have tried to have most represented this year. A few are returning which is a benefit because of their experience. My area chairpersons and judges have been submitted to NASCOE President Wilson for his approval. Following are what were submitted and approved by NASCOE President Wilson:

- Awards and Scholarships: Kelly Sundy, PA
- Benefits and Emblems: James Newland, MA
- Legislative: Brent Naas, NY
- Membership: Tina Williams, VT
- County Office Advocacy: LaurieThiboutot, ME
- Negotiations and Programs: Barbara Parson, WV
- Publicity: Carole Hill, MD

Awards Judges:

Tara Hamlett, NH
Heather Baylis, MA
Alicia McCue, CT

Scholarship Judges:

Emily Miller, NY
Sheryl Michener, RI
Audre Hayward, ME

I look forward to working with new NASCOE Executive Committee and National Chairpersons. All of the Executive Committee seems committed and has similar goals. I hope that my NASCOE experience will be an asset as we move forward this year. I am very excited to work with new NEA Alternate Executive Tina Williams, VT. I think we will make a great team and we will represent the NEA well.

Respectfully submitted,

Annette M. Hyman
NASCOE NEA Executive



National Association of FSA County Office Employees Northwest Area

NWA Executive - Joel Foster, SD
NWA Alternate Executive - Lacey Orcutt, MT
Awards/Scholarships - Kyra Hagberg, MT
COF Advocacy (COAC) - James Anderson, SD
Membership - Evan Guler, ND
Programs/Negotiations - Lisa Wiese, NE
Benefits/Emblem - Pam Metz, WY
Legislative - Jessi Colgrove, NE
Publicity - Tina Pierce, MT

Northwest Area Executive Exit Report Organizational Meeting Ft. Wayne, Indiana September 19-20, 2020

The NASCOE Organizational meeting was held in Ft. Wayne, IN, the site of the 2021 NASCOE Convention. The Convention Center is within walking distance of several motels and will be a great venue to host the NASCOE Convention. It was a great meeting that was conducted within the social distancing parameters for those able to attend and via TEAMS for those attending virtually.

There will be some organizational changes within NASCOE and the NWA in my second year as your NWA Executive. I look forward to me serving the NWA for the 2020-2021 year.

- The Programs Committee and Negotiation consultants have been combined into one position. Since it is now one position, one group is now able to determine if the item should be addressed via a program submission or negotiations versus two groups needing to come together to make the determination. Lisa Wiese of NE will do a great job of serving the NWA in this new position.
- Dane Schneidt of MT chose not to run as the NWA Alternate Executive due to personal commitments that prevents him from devoting the time necessary for the position. During the virtual NASCOE Convention, Lacey Orcutt from MT was elected as the NWA Alt Exec. I look forward to working with Lacy over the next year.
- The County Office Advocacy Committee is hybrid of the NAFEC Committee that was created last year. As with all new committees, it is a work in progress with the main focus dedicated to the backbone of FSA, the Farmer Elected Committees. Morgan Limmer of TX will be the new national Chairperson while James of Anderson of SD will lead the NWA.

The success of any organization starts at the grass roots level with a strong membership. The declining membership percentage is a main concern and will be a focal point for the coming year. Oregon did a great job during the Farm Bill meetings last fall to increase their membership back up to over 50% and was awarded with \$1,000 for having the largest percentage increase over the past year. Glen Thomas and his membership TEAM is finalizing a tool that will help track membership that will aid in determining the areas of emphasis to increase membership.

As we discovered during the 2019 furlough and the recent pandemic, communication is key. The Publicity Chairpersons has served a dual purpose of providing information along with maintaining the NASCOE webpage and various other social media platforms. In an effort of easing the workload of the Publicity Committee, NASCOE created a Technology Coordinator to work with all the Committees to aid them in developing technological tools that will help them become more effective in this ever changing technological world.

The NWA goals for the coming year is as follows:

- Increase membership. We have several states in the NWA that have just over 50% membership. Once the membership percentage drops below 50%, then the State Association may lose their NASCOE affiliation.
- Increase PAC – Jessi Colgrove did a great job of leading the NWA to having the largest increase in number of PAC contributors. However, we can still be better.
- Communication – We need to do continue to develop and maintain our database so that we can quickly disseminate information to membership.
- Leadership Development – We had a great LDP (Leadership Development Program) in Dallas last fall. We need to take the success of the LDP to the next step to develop our next generation of leaders. There are several states that are being led by just one to three individuals. We need to engage more members to become active in the association.

Since NASCOE has purchased TEAM software, it is available for use by State Associations and NWA Committee Chairs. To utilize the TEAM software, you will need to request that I set up the TEAM meeting on your behalf. You will then send out the TEAM meeting link so others can join like how the TEAM software works on the USDA system. It is free to download onto any compatible device.

We are working on finalizing plans for the Far West Rally to be held in Deadwood, SD.

Respectfully submitted

Joel Foster

NWA Executive



National Association of FSA County Office Employees Midwest Area

Midwest Area Executive: Mary Roberts

Alt Exec: Kayla Mattson, MN

Benefits/Emblem: Kathy Nelson, MI

COAC: Tom Bonk, OH

Legislative: Sara Bateson, IL

Membership: LeAnne Oltmanns, IL

Programs/Negotiations: Jennifer Comer, IA

Publicity: Tammy Eibey, IA

Scholarship/Awards: Amy Smith-Mormon, OH

MWA Proposed Committee Chairs:

Benefits/Emblem: Kathy Nelson, MI

COAC: Tom Bonk, OH

Legislative: Sara Bateson, IL

Membership: LeAnne Oltmanns, IL

Programs/Negotiations: Jennifer Comer, IA

Publicity: Tammy Eibey, IA

Scholarship/Awards: Amy Smith-Mormon, OH

MWA Proposed Judges:

Awards

Debbie Leeper, MO

Mindy Lolie, IL

Judy Dameron, IA

Scholarships

Tammy Morrison, IL

Wayne Strickler, MI

Tammy Pruin, IA

2020 has been the most “interesting” year of my career with the USDA. I feel that with the challenges there has also been success. Managers were encouraged to use their flex management skills to ensure that workload was completed even through telework and locked doors. The barriers to efficiency were around every corner, but creativity and innovation have shown to play a key role in the struggle for success this year. Additional workforce through temporary employees and the allowance for overtime have played a vital role also. Permanent employees have also been onboarded to attempt to fill the gaps for the many retirements. We have not only struggled to make our normal deadlines, but we’ve had Ad Hoc programs to attend to also. There is no doubt in my mind that anyone who is or has worked in 2020 will always remember this year as one of the heaviest workload and most challenging years of their career. Another hurdle was the lack of face to face conventions, but thankfully the MWA snuck in just before the outbreak. The virtual platform is handy, but leaves a lot to be desired for many who need their yearly “family reunion”. As a self-proclaimed extrovert and hugger, this has been one of the most mentally challenging years I’ve experienced in my life, but I know we will get through it. I need my IASCOE and NASCOE friends. They re-energize me and remind me that we are all in this together. I’ve personally worked very hard to find optimism and the silver lining through it all which has required great effort. While as adults, we’ve seen first-hand that situations like this and know that “this too shall pass”. Raising children through this uncertain time has been beyond the realm of anything I’d ever have imagined as a parent. Children are still building their resiliency and need the formative years to have small hurdles, not this giant wall. They are worried every day that they might get cut off from friends, teachers, sports, etc. What I’m getting at is that our whole world is in a place right now that no one could’ve imagined. We must work every day to maintain our physical and mental health so we can serve both the USDA, but also our NASCOE membership. We need to do everything in our power to find the silver linings and celebrate the successes no matter how small they may be. We are all in this together and together we can do amazing things.

My goals for the MWA:

- Find innovative ways to reach out in increase membership
- Increase awareness of the PAC and contributions
- Improve communication at all levels
- Communicate expectations to ensure everyone has the opportunity to succeed
- Quarterly newsletters
- Offer opportunities to increase engagement

Respectfully submitted

Mary Roberts

MWA Executive



National Association of FSA County Office Employees Southeast Area

AREA Executive: Beth Farmer, AL

Programs: Rachel Mullican, AL Benefits/Emblem: Katie Taylor, KY
Legislative: David McBryde, NC Scholarship/Awards: Julia Davidson, MS
Publicity: Hilliary Hancock, KY COAC: GB Washburn, VA
Membership: Chiquita McDowell, VA Negotiations: Rachel Mullican, AL
Area Alt Executive: Donny Green, TN

SEA Exit Report
NASCOE Organizational Meeting
Fort Wayne, Indiana
September 19-20, 2020

I left the Organizational Meeting last year with high hopes and lofty goals for the Southeast Area. This year I left the Organizational Meeting with high hopes again for a productive year looking forward to having the Southeast Area Chairs, my new family, back again for another exciting year of dreams and possibilities for this year. We know that going into this year we will still be battling the feeling of isolation that COVID 19 forced upon us this year. We will rise to that challenge and beat this opponent as only a family can do working together.

We realize that handwork, dedication, and perseverance are needed to obtain our goals especially increasing membership. The time has come for us to band together, pool our resources and develop State Leadership in each State of the Southeast in order for us to ensure that NASCOE will continue to grow stronger. My entrance report for this meeting was Today's The Day! I believe that in order for us to increase membership, develop leaders and inspire mentors, we must start with ourselves and our own States. If we are not encouraging, enthusiastic and an inspiration for others why should we expect others to be that way. If you can't raise the membership in your own State, how do you expect to raise the membership in other States? These principles not only apply to membership but also scholarships, awards, benefits, emblems, COAC, programs, negotiations, legislative, PAC and publicity.

This year we are making it our top priority to develop leadership in our States in any manner that is needed which will in turn increase membership and participation in scholarships, awards, benefits, emblems, COAC, programs, negotiations, legislative, PAC and publicity. Without strong State Associations, Nascoe will not be strong. We will strive to keep the Southeast NUMBER 1 as we build stronger State Associations.

As I close this report, I challenge you to be the change you want to see. Remember that Enthusiasm is Contagious; CATCH IT!

Respectfully I submit my exit report for the Organizational Meeting to be accepted as filed,

Beth Farmer
Southeast Area Executive



National Association of FSA County Office Employees Southwest Area

Southwest Area Executive: Marla Hammer, KS

Alt Exec: Tracy Wilson, OK

COAC: LaCresha Dale, TX

Membership: Desiree Garza, CA

Publicity: Brenda Toft, CO

Benefits/Emblem: Maryanne Webster, NV

Legislative: Nancy Ensminger, OK

Programs/Negotiations: Breeann Fink, KS

Scholarship/Awards: Taylor Stucki, OK

SWA Proposed Committee Chairs:

Benefits/Emblem: Maryanne Webster, NV

COAC: LaCresha Dale, TX

Legislative: Nancy Ensminger, OK

Membership: Desiree Garza, CA

Programs/Negotiations: Breeann Fink, KS

Publicity: Brenda Toft, CO

Scholarship/Awards: Taylor Stucki, OK

SWA Proposed Scholarships & Awards Judges:

Michelle Feltner, KS

Angie Bierman, OK

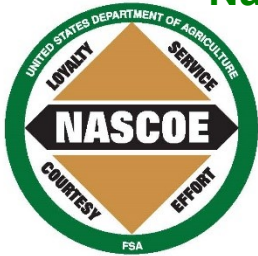
Raquel Grover, KS

For Discussion:

1. Workload
2. Pandemic challenges in the service center
3. Membership engagement and recruitment

SWA Goals:

1. Membership drive in 2020-2021- we have an opportunity this year
2. PAC- increase PAC awareness and participation
3. Newsletters- at least four newsletters to members in the SWA for the 2020/2021 year. More as needed.
4. Migrate all SWA states to VEEM



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:	Sara Bateson, Illinois
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

NASCOE Legislative Committee Organizational Meeting Exit Report September 18-20, 2020 Fort Wayne, IN

It was great to have the opportunity to meet with the Executive Officers, Executive Committee, and the other Committee Chairs during the NASCOE Organizational Meeting. This year has limited face to face meetings, but we truly believe they are beneficial to the success of our organization. It was also great to be able to allow those who could not attend in person attend via Microsoft Teams. We did miss having our area legislative chairs attend the event, but we plan on hosting a Microsoft Teams meeting with them to cover our goals for the year as well as their roles and responsibilities. The Microsoft Teams tool is going to open many doors for NASCOE in the future and allow more members to see what NASCOE really does for its members. We sincerely hope that 2021 will bring some normalcy to NASCOE and are excited about coming back to Fort Wayne for the NASCOE Convention.

As we look back on the last year, most of the issues that the Legislative Committee has dealt with have largely been the same as in previous years however, some of the challenges experienced have been significant, and unprecedented. We were successful in reaching several of our goals that we set during last year's Organizational Meeting however, there were some goals that were completely unobtainable due to the COVID-19 pandemic. NASCOE's entire Leadership team has made great strides in adapting to the current altered environment, and the Legislative Committee is excited at the opportunity to use the new tools available to further our agenda in the coming year. We are also looking forward to working with our returning team members, and welcoming new members as we utilize each of their individual talents for the achievement of the team's established goals. Legislative Co-Chairpersons, Clint Bain and Neil Burnette have merged well as a team during the past year. We look forward to challenging ourselves and the team to continue advancing our legislative agenda in the upcoming year.

The Legislative team has been challenged to develop an outreach and advocacy initiative that models the system developed in the SWA. This initiative has been designed to fully train state association teams to give them the knowledge, and tools they need to confidently deliver NASCOE's message as they develop relationships with leaders of state agricultural industry

partners as well as key congressional contacts. The Legislative Chairs believe that all the pieces of the puzzle are in place to move forward with the implementation of this project this fall. We are of the opinion that meetings can take place safely, either in person, or by using the Microsoft Teams. We sincerely believe NASCOE is making a wise investment in this project and look forward to having the support of our NASCOE leadership as we train state groups for this initiative.

The Legislative Committee is faced with another year full of challenges and high expectations. Our goal is to work with the NASCOE Legislative Consultant and the leadership team to tackle every challenge head on. There are many areas that we are striving to improve on as a committee. This year we plan to focus on increased Area Chair involvement along with re-invigorating our PAC efforts as we move past the pandemic and start to meet face to face again. As always, we are also going to focus on other areas that will help support NASCOE's long range agenda. We are excited to start building stakeholder relationships nationwide because we are convinced it will be a worthy endeavor, therefore, it will be among our first priorities as we leave this meeting. This will be another challenging year 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.

The Legislative Committee established the following goals for 2020-2021, and we remain focused on poising our legislative stance to be proactive, rather than reactive. Effective communication, monitored accountability, membership building, member engagement, and continued leadership development will be a part of every goal we establish. The following bullet points show our specific goals for the upcoming year:

- Continue to 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, temporary time buyback, parental leave, and NASCOE's other priorities as they arise;
- Continue to work with Hunter to maintain talking points that can be updated any time our NASCOE message changes so members can quickly gain access to the message when they 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 new congressional contact list by state that focuses on members of the House and Senate Ag and Appropriations Committees following the election and committee assignments. This list will be a focus for the Outreach and Advocacy Initiative;
- Roll out our Outreach and Advocacy initiative to selected state associations that will provide a step by step process on how to develop stakeholder relationships with state and national industry partners who share similar agricultural interest and concerns. Encourage additional state associations to continue to work with their state level industry partners to stimulate established lines of communication;

- Reinforce responsibility and accountability to ensure we have top-to-bottom communications resulting in 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 the area chairpersons include a membership component in all communications with their areas. Subsequently, we will emphasize that the 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 NASCOE's 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 Microsoft Team meetings to make sure we are meeting expectations, continuing to invite state legislative chairs and presidents to attend as guests;
- 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 intend to regain the level of success that we have grown accustomed to in past years. Plan to strategically target areas with low participation with enhanced outreach and education. As of pay period 16, we have 776 participants contributing \$3,713 per pay period. We plan to continue the PAC promotion that was approved during the 2019 Organizational meeting. Funding for the PAC promotion was included in our 2020-2021 budget request.
- Explore the idea of hosting a 2021 NASCOE Leadership conference every other year. The 2019 Leadership Conference was a huge success, and we would like to capitalize on this event by hosting another conference in 2021.

Respectfully Submitted,

Neil Burnette and Clint Bain
NASCOE Legislative Committee Co-Chairpersons



National Association of FSA County Office Employees

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Brandon Wilson
1654 2nd Rd
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Vice President
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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 Organizational Meeting Fort Wayne, IN September 18-19, 2020

Hello everyone. My first year as National Benefits/Emblems chair has come to an end. Though it has been a tough year, it has also been a rewarding year. We missed many rally's, state meetings, and convention, but as a team, I feel we are stronger than ever.

I have recently learned our contact at Working Advantage has change. I have talked Tarsha Farrow who will find our new contact and get us receiving the monthly bulletin's with specials again. Once those are received, we will be providing them to membership.

I have also learned our contact at Live Streaming Fitness is no long there. I have a called to schedule a meeting to discuss our current benefits. Hopefully in the near future we will be able to promote these to benefits more.

Dillard's will now be promoting their services though Teams and Zoom. They are prepared to offer an additional \$10 per member who attends one of these live sessions to the state hosting it. Area Execs & Area Benefits Chairs will need to help make sure their membership is aware of these meetings.

Thirty-four lapel pins were shipped to Brandon Wilson for his trip to DC. We have ordered 300 standard lapel pins and 300 magnetic lapel pins. They cost NASCOE \$2.99 & \$3.69 respectively. We need to set a price and then have Executives sell them.

Benefits Direct – InfoArmo is now Allstate. We are ready to roll out this new benefit as soon as the meeting is over. A single plan is \$7.95 per person/month and \$13.95 per family/month. No new agreement or contact is needed.

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, and a thank you to those that served last year

Provide benefit/emblem updates to Chairs monthly

Survey to see what benefits members would like

Continue searching for new benefits

Increase communications with states – ask Area Execs for up to date directories quarterly

Current Ideas:

Have a Teams meeting with each Area/State to get feedback on benefits

Get quarterly updates from Curt on benefits/embles income to monitor funds

Team up with Scholarship Chair to see how we can partner to promote Superior sales

Respectfully Submitted,

Chris Lary

Benefits/Emblems 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: LaCresha Dale, Texas

The Awards and Scholarship Committee is extremely excited to be starting a new NASCOE year. We have been working the last few years on modernization, and now we are ready to work towards cleaning up promotion, awards costs and time efficiency.

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) 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.
- 3) The Awards & Scholarship committee would like to implement holding three nationwide teams calls to promote our efforts in the fall, provide judging instructions in the winter and sick leave award instructions in the spring.
- 4) Solicit three bids for new awards vendors. We would like to cut awards costs and find a vendor that is more professional to work with.
- 5) Create a form for awards requests for the states to use. In the past, states have just e-mailed the national chair. The request is forwarded on to the awards provider. It often takes multiple attempts to get the order correct.

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 1st 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 County Office Advocacy Committee

COAC Chair: Morgan Limmer
Midwest Area: Thomas Bonk
Northeast Area: Laurie Thiboutot
Northwest Area: James Anderson
Southeast Area: G.B. Washburn
Southwest Area: LaCresha Dale

County Office Advocacy Committee Organizational Meeting Exit Report September 18-20, 2020 Fort Wayne, IN

The NASCOE Organizational meeting was held in Ft. Wayne, IN. Due to prior obligations, I was not able to attend the meeting in person. I attended the National Committee Chair Orientation, virtually on Friday, September 18, 2020 and Saturday, September 19, 2020.

I look forward to serving as the NASCOE County Office Advocacy Committee (COAC) Chair this year. Over the past year I have served as the SWA COAC chair. New to this national chair position, I look forward to working with the following area chairs: Thomas Bonk (MWA), Laurie Thiboutot (NEA), James Anderson (NWA), G.B. Washburn (SEA), and LaCresha Dale (SWA).

As with any new committee, the COAC is constantly evolving. With broadening the focus of the committee, we will continue to work closely with NAFEC, while promoting the County Committee (COC) system and advocating for county office (COF) employees. The COC is the foundation of FSA and because of this, COF employees are unique in comparison to our GS counterparts. Recently, I was given the opportunity to serve on the COC Orientation/Training taskforce. In the coming months, I look forward to everyone seeing the revamped COC Orientation/Training and hopefully provide consistency across all states in counties when training our COC members.

Moving forward, the COAC goals are as follows:

- Promote and publicize the new COC Orientation training
- Promote and educate COF employees about the importance of the COC system
- Ensure CEDs and PTs understand the roles, responsibilities and relation between them and the COC
- Ensure COCs can meet safely in person to conduct meetings during the COVID-19 pandemic
- Ensure COCs can personally county ballots during the COVID-19 pandemic
- Continue to work closely with NAFEC to promote membership through NASCOE, but understand each association's respective roles as they pertain to helping each other
- Increase communications between COAC, area chairs and membership
- Ensure all state associations have made required changes associated regarding the name change of the NAFEC committee to COAC

- Ensure all state associations have appointed COAC chairpersons
- Establish monthly COAC Team Meetings to increase involvement and communication.

I look forward to serving as the National COAC chairperson and working with the Executive Committee and Area Chairs this year.

Respectfully Submitted,

Morgan Limmer
NASCOE COAC 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

NASCOE Membership Committee 2020-2021 Organizational Meeting Exit Report Ft. Wayne, Indiana

I have never been so happy to see a fiscal year be complete and in the books. I can easily say that 2020 was the most challenging year I have encountered as both an employee of the Farm Service Agency and as a member of NASCOE.

As I begin my second year as the NASCOE Membership Chairperson, I am really looking forward to working with State, Area and National representatives. While in the organizational meeting, 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 in all areas and how we can better serve our membership. I feel that although we had a rough year in areas, I came away from this meeting with a renewed purpose and I am ready to get started. However, I would be remiss if I did not recognize the Area Membership Chairpersons who continue to be very active with the states in their areas and are an invaluable part in making NASCOE a successful association. I am looking forward to working with them again this year.

There are so many moving parts in membership, but we will do our best to attain the goals established by NASCOE. Goals for the Membership Committee for the 2020-2021 fiscal year are:

- Membership Growth – As of the end of fiscal year 2020, the NASCOE membership stands at 75% membership. This turns out to be 5,177 members out of 6,919 COF employees. Compare this to 2019-2020 when we had 5,343 members out of 6,632 COF employees for 81%. This is the item that concerns me the most. At the beginning of the year we had set a goal of gaining 2% and even though we hired many new co-workers, we failed to meet our mark or even equal our percentage from last year. I know that we lost many members to retirement, but we must reach out to our newest co-workers and current non-members and strengthen our Association. I want to set a goal of 5% growth in membership for the upcoming year.
- Continual Update of the NASCOE Informational Database – This will be a front-line topic of the membership committee as the database provides information of where our members and our non-members are located. We will also continue to collect updated communication information from our membership in order to keep them well informed of NASCOE activities. In 2020/2021, Area Membership Chairpersons will be provided updated membership information periodically from the database, in order to work with their applicable states in their recruitment process and to provide accountability. This will help to improve data integrity and make it readily available.
- Develop NASCOE “Touch Card” – This will be an informational card, approximately 6x8, with the NASCOE logo on one side with the headline “*NASCOE - Working for You*”, under the

headline. The front of the card would briefly list major items showing what NASCOE is doing for its members. The back of the card would include details on “how NASCOE started,” along with a brief history of both NASCOE and FSA. On the bottom of the card, follow-up and contact information would be provided. These cards would enable members to share, in a quick glance, with new co-workers and nonmembers who NASCOE is and how it is serving FSA employees.

- Area membership chairpersons will develop working relationships with their area state membership teams and assist in developing ways to effectively monitor job announcements within their state. More personal contacts with new co-workers and nonmembers will be encouraged.
- We need to ensure that states establish and remain in contact with their membership drive teams and report any issues in which we can assist.
- Communicate NASCOE Activities to Membership - Much of this can be accomplished with brief videos from officers, committee chairs and others briefly explaining what is going on at that time and the benefit to membership. We hope to provide video snippets this year outlining various items of importance and deadlines.
- We plan to ensure that the Membership Training power point presentation is shared with new incoming membership chairpersons and officers along with any additional training needed. This will be done through Microsoft team meetings with individual state(s) and area chairs.
- We will continue to work with states on providing dues to NASCOE in a timely manner. This will require the assistance of the area executives in notifying area chairpersons when dues reports are provided and a plan for contacting states can be developed.
- 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 eligible individuals and counties so they can be recognized timely, states will be asked to provide those eligible for an award July 1, 2018 and later be submitted by than June 30, 2021.
- Promote the NASCOE Memorial Presentation – States are asked to promote and provide information year-round for this presentation. NASCOE wants to ensure that we pay tribute to those who were dedicated members of NASCOE and who promoted and supported our employee organization during their lifetime.

NASCOE represents ALL county office employees. As the NASCOE membership chairperson, I can assure you that the NASCOE membership committee will be continuously looking into new avenues of promoting membership.

I am grateful for the opportunity to have served as the chairperson of the NASCOE Membership Committee this past year. I am looking forward to bigger and better things in the coming year.

Respectfully I submit my exit report for the Organizational Meeting to be accepted as filed,

Glenn Thomas

NASCOE Membership Chairperson

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: Tina Pierce, Montana
Southeast Area: Hilliary Hancock, Kentucky
Southwest Area: Brenda Toft, Colorado

2020 Pre-Organizational Meeting Report Publicity Committee Fort Wayne, Indiana September 18 & 19, 2020

This is my fourth consecutive year preparing a Pre-Organizational Meeting report. You would think it would get easier, but it doesn't – well at least not for this year. I feel like I am struggling so much with FSA work and NASCOE work – so much so that I got left behind by the strugglebus and I'm walking. Slowly. Hopefully in the right direction. In search of inspiration, I decided to look back to my previous three reports...and whoa for the same struggles each year.

Successes:

- Approximately 1000 new addresses in the NASCOE Information Database
- Fall NASCOE Newsletter – Overarching Theme: What is NASCOE doing for you now?
Articles:
 - Focusing on the Positive
 - NASCOE Task Force Representation
 - New Benefit: Live Streaming Fitness, LLC
 - NASCOE & National Office Working for YOU!
 - A Voice for Employees: Negotiations Are Coming
 - Legislative Outlook
 - 2019 Leadership Excellence for PTs Program
- 37 emails sent using the NID since last Organizational Meeting
- Spring NASCOE Newsletter – Overarching Theme: What is NASCOE doing for you now?
Articles:
 - What A Year It Has Been (so far)
 - Membership Workgroup
 - NASCOE Outreach and Advocacy Initiative
 - Legislative Accomplishment Spotlight
 - Member Support Bring Membership Strength
 - NASCOE by the Numbers
 - Advocating Field Employee Suggestions
 - Benefits Team in Action
 - NASCOE Candidacy Announcements
- 38 Instagram Posts (nascoe_news)
- Nascoe News Facebook page up to 2,995 Likes, 3,073 Follows and a rating of 4.9 of 5
- NASCOE Video Blog (YouTube) – 20 videos posted this year, 12 from Virtual Convention sessions, 5 President's messages, 2 membership (workgroup video and membership video) and

WE ARE AT 135 SUBSCRIBERS!!! YouTube sent me the official confirmation on September 16 of our progress. Look for an updated channel URL in the coming days.

Failures:

- Missed goal of convening the Communications Policy working group
- Missed goal of 4 National level newsletters by 2
- Area Bulletins are hit and miss. Some areas are very active, others none. Concern was expressed by an Area Publicity chair that they did not receive any direction from their Area Executive.
- Not really a failure, but the Convention Cash Club Contest was not held due to the virtual nature of the convention.

Tech Stuff:

President Wilson asked me in early August to try to come up with a number of hours that I have worked on ‘techy’ tasks. That’s a little like closing the gates after the cows are out. But I can tell you that I average about 8 hours each week monitoring our social media pages and creating content there. The average NID email blast takes 1 to 1.5 hours to format and process. A NASCOE Newsletter, probably about 20-30 hours in compiling articles, formatting into the newsletter, sending it for proofing, posting to the web and then sending through the NID. Website technical maintenance is mainly handled by WordPress as a part of our plan, but content updates can range from 5 minutes to over an hour, depending on what is needed.

Preparing for the virtual convention, between assisting Rick with getting the nascoe.org emails set up with the website domain through sending out publicity emails and website/social media posts, to setting up the pages for members to access the convention links all the way through getting the recordings posted to the website (via YouTube): 100 hours, give or take an hour. The largest block of this time – about 45 hours, was in getting the recordings ready for posting, rendering the videos, and then posting them. I wasn’t necessarily sitting in front of the screen during this entire time, but I literally couldn’t do anything else that involved my internet access. I checked email during one of the video uploads and it added a good 20 minutes to the upload process. The main sessions, at approximately 2 hours each, took about 2 hours to render (prepare) and between 3 and 4.5 hours to upload. And I have high-speed cable internet.

Another issue that I should have known, but didn’t really cross my mind with our videos, is that YouTube automatically either partially or fully blocks any video with copyrighted music. Main Session 2, which contains the Memorial Video and the Fort Wayne video, needed to be uploaded three times. The first time, YouTube blocked all audio. Marcinda was talking away and appeared to be on mute – but I knew she wasn’t! Attempt 2, I received error messages. It partially blocked the portion from the Fort Wayne video that contained copyrighted music. It fully blocked the Memorial Video.

At that point, I began looking for replacement music. Luckily, Amazing Grace is in the public domain, so I was able to replace Chris Tomlin’s “Amazing Grace (My Chains are Gone)” with an instrumental version of Amazing Grace. The Fort Wayne video was more challenging, I went through the public domain songs that YouTube has available for accounts and was able to find something with a similar beat and tempo. I re-edited the Main Session 2 recording with the new audio pieces, and re-uploaded. It’s not perfect, but at least I was able to post the recording without cutting those two important pieces.

Membership Committee Assistance:

As the maintainer of the NID, President Wilson has tasked me to assist the Membership Committee with developing a Membership Analysis and Accounting system. After many hours of thought, conference calls, Teams calls, and repeated attempts (and failures), we have an interim system ready. Membership

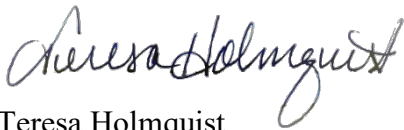
chair Glenn Thomas has charged NEA membership chair, Tina Williams, and NWA membership workgroup member Megan Stevens of South Dakota with learning the system and in turn, educating the other area chairs on how to complete the merge of data from the NID and CO employee data. A rough example was demonstrated during the Membership and Publicity Convention Breakout Sessions. This process is still evolving, with the first official training Teams meeting (Teresa, Glenn, Tina, and Megan) conducted on September 15.

A Pitch for Program Technicians

As a Program Technician (of the Key variety), I am disappointed in the lack of PTs in leadership roles in NASCOE. A comment by our legislative consultant in response to a question about the difficulty in getting and keeping qualified PTs (when they start at GS-4 or GS-5 pay), hit me. In summary, it was “we’re concentrating on increasing CED compensation...anything else is a no-go with this administration”. I know that it wasn’t meant as a slight to PTs, but at a time when NASCOE is obviously struggling with membership, it hit me wrong. It’s not an us or them situation...seriously, CED’s who are managing 2 to 4 grade 12 offices without any bump in pay is ridiculous! Participating in our leadership meetings, I sometimes feel like an outsider. The Publicity Committee has PT’s in 4 of the 6 roles. Maybe it should be up to us to figure out ways to “market” NASCOE and NASCOE leadership roles to our CO PTs.

If you’ve hung in there this long, thanks for reading to the end. The opportunity to serve CO employees in this way is truly an honor.

Respectfully submitted,



Teresa Holmquist
NASCOE Publicity Chair / Webmaster



National Association of FSA County Office Employees Programs Committee

Programs Committee Chair: Christopher Hare, Indiana
Midwest Area: Jennifer Comer, Iowa
Northeast Area: Barbara Parsons, West Virginia
Northwest Area: Lisa Wiese, Nebraska
Southeast Area: Rachel Mullican, Alabama
Southwest Area: Breeann Fink, Kansas

2020 - 2021 Organizational Meeting Negotiations and Programs Committee Exit Report Ft. Wayne, Indiana

As we are all aware, this year is a new beginning for the newly combined Negotiations / Programs Committee. The overall goal was to streamline the process from the time an employee submits the suggestion to the time it is considered closed.

As of October 4, 2020 the Programs Committee has received a total of 52 program submissions already for the 2020-2021 NASCOE Fiscal Year. The break down by area is as follows:

Area

MWA: 22 (16 Closed, 1 Referred to Negotiations, 5 remain Open)

NEA: 3 (3 Closed)

NWA: 6 (6 Closed)

SEA: 10 (7 Closed, 2 Referred to Negotiations, 1 remain Open)

SWA: 11 (8 Closed, 2 Referred to Negotiations, 1 remain Open)

Total: 52 (40 closed, 5 Referred to Negotiations, 7 remain open)

Area chairs continue to be a valuable and active part of Negotiations / Programs Committee by reviewing the suggestions submitted from their respective NASCOE Area and making first contact with submitters. I have created a state programs chairperson email group to engage state chairs.

Goals for the Negotiations and Programs Committee Team for the 2020/2021 NASCOE Fiscal Year are as follows:

- I will be focusing on training the area committee chairs. Host teams' meetings and conference calls with area chairs. This will be the first year with the combined committees. As a team we will be focusing on laying the foundation for subsequent years.
- 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 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.
- Work with Teresa Holmquist, NASCOE Webmaster to determine the flow of the publications of national office responses beginning December 1, 2020

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

NASCOE Executive Committee Meeting

2021 PRENEGOTIATION MEETING

February 27 & 28, 2021

Present: 2/27	Brandon Wilson, President Marcinda Kester, Vice President Richard Csutoras, Secretary Annette Hyman, NEA Exec Mary Roberts, MWA Exec Beth Farmer, SEA Exec Joel Foster, NWA Exec Marla Hammer, SWA Exec Chris Hare, Neg & Programs Chair Lacey Orcutt, NWA Alt Exec Tracy Wilson, SWA Alt Exec Lisa Wiese, NWA Co-Consultant Windy Ingram, NWA Co-Consultant Jennifer Comer, MWA Consultant Barbara Parsons, NEA Consultant Breeann Fink, SWA Consultant Rachel Mullican, SEA Consultant	2/28	Brandon Wilson, President Marcinda Kester, Vice President Richard Csutoras, Secretary Annette Hyman, NEA Exec Mary Roberts, MWA Exec Beth Farmer, SEA Exec Joel Foster, NWA Exec Marla Hammer, SWA Exec Chris Hare, Neg & Programs Chair Lacey Orcutt, NWA Alt Exec Tracy Wilson, SWA Alt Exec Lisa Wiese, NWA Co-Consultant Windy Ingram, NWA Co-Consultant Jennifer Comer, MWA Consultant Barbara Parsons, NWA Consultant Breeann Fink, SWA Consultant
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- I. Welcome and call to order – President Wilson
- II. Invocation
- III. Adoption of Agenda. **A MOTION was moved by Annette Hyman and seconded by Joel Foster to adopt the agenda as presented. Discussion. All in favor, motion carried.**
- IV. Review of the 2021 Negotiation Items
 - A. President Wilson provided a review of the authorities laid out in the Labor/Management Agreement. He discussed the Negotiation Process, in which NASCOE works collaboratively with FSA to come to a mutually beneficial conclusion.
 - 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 52 member submissions that were timely filed, along with 3 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.
 - D. National Negotiations and Programs Chair Hare and the Negotiation Committee reviewed items submitted to Programs that had not yet received a response and were identified by National Chair Hare as most critical. 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.

V. Business

- A. The Executive Committee elected not to conduct Old or New Business until the next scheduled monthly Executive Committee Meeting on March 2, 2021.

A MOTION was moved by Joel Foster and seconded by Marcinda Kester to adjourn the 2021 NASCOE PreNegotiation Meeting. All in favor, motion carried.

NASCOE Executive Committee Meeting

2020 Negotiation Meeting

Virtual Via Microsoft Teams – May 25-27, 2021

Present: Brandon Wilson, President
Marcinda Kester, Vice President
Richard Csutoras, Secretary
Curt Houk, Treasurer
Lawrence Parker, 2020 NEA Exec
Jackson Jones, 2020 MWA Exec
Beth Farmer, SEA Exec
Joel Foster, NWA Exec
Marla Hammer, SWA Exec
Chris Hare, Negotiations and Programs Chair
Barbie Parsons, NEA Consultant
Jennifer Comer, MWA Consultant
Tracy Wilson, SWA Consultant
Hiliary Hancock, SEA Consultant
Windy Ingram, NWA Consultant
WDC attendees, various

The 2020 Negotiation Meeting with WDC leadership had previously been postponed due to the COVID-19 pandemic. To the greatest extent possible, the negotiation team that prepared the 2020 Negotiation Items participated in a meeting on May 25, 2021, to review the FSA responses to these items and prepare for discussion with management.

On May 26 and 27, 2021, the NASCOE negotiation team met virtually with various WDC leadership, along with DAFO and DAFP specialists to negotiate the 2020 items. The 2020 Negotiation Items, FSA responses, and Final Agreements are attached. No other NASCOE business was conducted during these sessions.

The meeting adjourned by unanimous consent following the close of the negotiation sessions.

Completed 2020 NASCOE Negotiation Items

Item 1

Issue:

The AD-2047 form does not match the entries required for MIDAS and this creates inefficiencies in the County Office.

County Office Staff are required to load the LAA for any new producer added to MIDAS. However, there is no entry in MIDAS for this designation nor is there an item on the AD-2047 form to remind staff to enter this into the COC Election Software. Many times the entry is missed and when offices print their Producers Not Associated with a COC/LAA Report there are many producers listed that the COF must research and load COC LAA.

Additionally, there are additional entries which could be added to the form to make it more efficient for the CO.

Resolution:

As the license for the AD-2047 expires in 2020, we are requesting the form be revised to add a block for the LAA to be entered. This revision would serve as a reminder for the County Office and potentially increase accuracy while reducing the time needed to clean up reports.

Some additional entries that we recommend for the form include:

- US Citizen
- Veteran status
- Birthdate
- Race
- Ethnicity
- Gender

FSA's Response:

FSA has submitted an Information Collection Request (ICR) to OMB to revise Form AD-2047. FSA is proposing to revise the AD-2047 to include collection of information from customers to include:

- Customer business type
- Citizenship status
- Birthdate for minor children
- Race, Ethnicity and Gender data
- COC LAA

OMB approval is required before FSA is able to use a revised version of the AD-2047. A CM notice will be issued to announce the availability of the revised AD-2047.

Note: Form CCC-860 is used for collecting SDA, LR, Beginning Farmer/Rancher, and Veteran farmer/rancher information.

Final Resolution:

NASCOE accepts this response.

Item 2

Issue:

In order to participate in FSA programs, producers are required to provide county offices with written verification of land that they are leasing. It is common practice for producers to have leased acreages on nothing but a handshake thus no formal written agreement exists.

Once written leases are on file, FSA currently uses the CCC-855 to verify leases for programs such as the LDAP, LFP and ARC/PLC programs. However this form is not considered acceptable to verify leased acreages for all programs such as NAP. Therefore, when a producer participates in one of these programs that a CCC-855 is acceptable and also takes out NAP coverage, they are having to duplicate the lease verification and obtain signatures from their landlord multiple times.

Resolution:

NASCOE would like to suggest that we adopt the CCC-855 as a universal lease agreement verification form to be used on all FSA Programs. If this form cannot be adapted to be used for all programs, we suggest that a universal lease agreement verification form be created.

NASCOE also suggests that this form be adequate documentation of the lease agreement between the operator and the landlord thus alleviating the requirement that the producer enter into a written lease agreement.

FSA's Response:

A written lease is not required to establish an Operator or Other Producer on a farm record. 10-CM requires verification from the Owner for an OP or verification from Owner or Operator for an OT. This can be verbal or written verification. Once producers are added/removed from a farm, producer notification to owners/operators (current and prior if applicable) is required giving 30-day appeal rights to the changes. Programs may have additional requirements to prove interest in the land or crop and policy would need to agree or determine if a common verification meets the requirements for each program area.

With NAP we have sometimes had issues with more than one person claiming entitlement to the share of a crop or commodity. Persons claiming program benefits based on land should not have difficulty providing proof of domiciliary interest in the land. This is not an onerous requirement.

That said, we do not have any objection to the CCC-855 being used to verify tenancy for all programs. Keep in mind, we have had disputes as to shares on combination leases and especially with regard to forage crop producers and livestock owners who are merely buyers of forage and producers entitled to a share of the forage crop acreage. We may visit with various program areas to examine the possibility for expansion; however, this issue has tentacles.

Final Resolution:

DAFP is open to the proposal and will look into how this will affect other program areas besides NAP and provide an update to NASCOE by September 1, 2021. In addition, the CCC 855 is an approved form for NAP.

Item 3

Issue:

118-FI, in regard to travel authorizations, is outdated and causing inconsistencies in the field. Notice BU-794 provides instructions for preparing and processing a local travel expense reimbursement including the discontinued use of forms AD-202, AD-616, and SF-1164. The Notice states that the guidance should be followed until 118-FI is revised. This Notice became obsolete as of September 1, 2018, however, 118-FI has not been updated to reflect travel authorization revisions. There is an inconsistency among supervisors on the correct method of authorization with some still using the above referenced obsolete forms. This, combined with the outdated handbook, has created confusion and concerns among county offices.

Resolution:

Handbook 118-FI needs updated to reflect current policy.

FSA's Response:

There are no plans to update the 118-FI, especially now that FSA is a part FPAC. Field offices should continue to follow BU-794 for processing local travel.

Other than that, the SF-1164 is now the OF-1164 and the form may be used for pre-approval and record-keeping purposes. And, even though the AD-202 and AD-616 are no longer available, they can be used as internal documents if a manager so chooses. As per the notice:

“Each office will decide their method of authorization. Preauthorization can be verbal, E-mail, or other method as acceptable at the discretion of the office head”

Final Resolution:

We agree that there is a problem with the directives process and that there needs to be a change to be more consistent in policy. DAFO welcomes NASCOE suggestions and DAFO will advocate for those changes with the FPAC Business Center. DAFO will work with NASCOE on a routine bases to communicate outdated administrative Policy and DAFO will follow up on the use of obsolete forms.

Item 4

Issue:

Completing manual CCC-576's is a time consuming, tedious process that often occurs during heavy workload in the county office. Information needed to complete the form is currently available within our software systems but must be manually transferred onto a hard copy of the form. Requiring office staff and the applicant to fill in dozens of information blocks not only takes an inordinate amount of time, but also lends itself to unintended errors

Resolution:

Current NAP software has the capability to load CCC-576's in "Not for NAP" situations. As noted in 3-NAP Amend. 1 Par. 151 A, "Application for coverage is **not** required to add a Notice of Loss". It is unclear whether this is a warning about a deficiency in the software or policy to allow use of the software in "Not for NAP" applications. Clarification of or change in procedure to allow "Not for NAP" use of the NAP software would save staff time and reduce errors, streamlining completion of CCC-576's for those programs that require a notice of loss; the software imports SCIMS and CARS information for each producer directly onto the CCC-576. Adding a selection button in the software for "NOT for NAP" purposes to differentiate between NAP and "Not for NAP" purposes would allow for easy tracking of each. Allow staff to fully use the capabilities of available software to increase efficiency and accuracy.

FSA's Response:

FSA is technically running a risk in allowing the CCC-576 to be used for purposes other than NAP or when NAP coverage for a crop for which NAP coverage was not obtained by the filer. Years ago, we examined developing a separate non-NAP form for common programs (prevented planting of crops not subject to NAP coverage agreement for example and failed acreage). That effort failed and nothing came of it.

Final Resolution:

There is agreement that the automated software can be used for the loading CCC-576s for "Not for NAP" situations. Policy will be updated pending consultation with DAFP.

Item 5

Issue:

Lack of ability to publicize candidates for the COC Elections

Resolution:

On a national level over the last several years, there has been a low percentage of GovDelivery newsletters being opened. With this in mind, and because of low voter turnout, NASCOE is requesting, on a local level, to be allowed to send a letter or postcard to each household within the current election LAA describing a short bio 30-45 days before elections. This would provide an increased number of voters with a background of the nominees and increase participation.

FSA's Response:

Paragraph 42 of Handbook 15-AO, provides numerous examples of effective means to communicate COC Elections and Candidates to eligible voters. The use of direct mailings are not prohibited however, there is an additional cost associated with these mailings that will have to be considered at the local level. There is also no guarantee that mass mailings to eligible voters will be any more effective than gov delivery.

Final Resolution:

NASCOE accepts this response.

Item 6

Issue:

There are inconsistencies in the implementation of FSA's filing system found in 32- AS. County and State Offices need additional resources, guidance and training for utilizing the system, particularly regarding annual labels for program purposes.

For example, there some offices are creating files whether there is a corresponding record for the folder or not. The field also need more refined instructions as to what labels are required on each individual program file and specifics examples on what forms are to be filed in each folder.

Resolution:

Since FSA has several new employees, NASCOE suggests a national training program be developed on Labeling System Guidance, including what specifically to file in each folder,

which labels are required, where to find these labels, what records are required to be in a locked cabinet, etc.

NASCOE also recommends additional information be added to the FSA File Maintenance & Disposition Manual to ensure consistency. In particular, we suggest adding columns indicating if the file is required as well as common forms contained in that file. This last column would allow for employees to search for a form number and know what file it can be found in.

FSA's Response:

DAFO-PRMD is collaboratively approaching Records Management with FPAC-MSD-Directives, Forms and Records Management Branch (DFRMB). There are ongoing efforts to streamline records management processes across the Mission Area and PRMD welcomes insight into improving the FSA-specific actions.

Final Resolution:

We acknowledge that the records management systems across the nation is a concern and that the filing system needs to be simplified. NASCOE will submit 2 names to the pilot project being done by the FPAC Business Center that is currently working on streamlining the records management process to address common pain point and add suggestions through this project.

Item 7

Issue:

State Offices and District Directors continue to have their own interpretations of policy which is resulting in inconsistencies in performance ratings. For example, employees in Illinois are being told by their immediate supervisor that in order to be rated anything other than fully successful, the must perform work outside of their normal duty station.

Resolution:

Performance rating standards have been an ongoing issue. Continued efforts to resolve this issue should be made through more training and communication from DAFO to STO on the expectations of following policy.

FSA's Response:

With the move to pass/fail plans in EPMA, this should no longer be an issue.

Final Resolution:

NASCOE accepts this response.

Item 8

Issue:

With the increasing incidents of active shooters, many county office employees have concerns about their safety and that of their colleagues and customers. County office layouts often limit employee's options if an incident should arise; a singular entrance makes escape difficult, there are few places to hide, leaving the employees to defend themselves with whatever objects are at hand (2-CRP handbook would be a good choice). Employees are rightly concerned that despite security training, an action plan has little value when offices are insecure.

Resolution:

1-SEM Amend. 3 Par 17A Page 2-3 states that MSD will be responsible for determining the baseline level of protection for all State and County Offices and Service Centers. Furthermore, MSD will assess and assign security levels, and complete assessments for approximately 250 sites per year.

This task was to have been started in 2011, and at that rate, a significant number of office locations should have been assessed by now. Those assessments should be used to upgrade security in all office locations to at least meet the minimal baseline for protection of personnel and their customers.

NASCOE requests an update on the progress made on these assessments, and what steps are being implemented to meet any recommendations.

FSA's Response:

DAFO consulted with the Physical Security Operations Branch of the FPAC Homeland Security Division. Work continues to complete physical security assessments at service centers. The results of these assessments are shared with Management Service Division. When a new lease solicitation is requested the physical security assessment are reviewed and corrections incorporated into the new lease. In addition, Management Service Division has a new office design standard that includes physical barriers to customers (counter and locked door). Employees will control who enters employee workspace in a new office.

The Physical Security Operations Branch reported that approximately 550 service center locations remain on the list to receive a physical security assessment. It was reported that this remains a priority however, it is not likely that all will be able to be completed in FY21 due to staffing and resource limitations.

If a specific security concern is identified and there is a need to do an immediate correction, offices should work with their State Office to consult with the FPAC BC to make a plan for

the correction. Employee safety remains a top priority and any threats should always be reported to management.

NASCOE accepts this response, however we would like to ask that county offices get access to the results of the assessments and NASCOE get more information on the referenced new office design standards.

Final Resolution:

NASCOE accepts this response. DAFO communicated that new office design standards are being developed and they will follow up with MSD regarding county offices receiving access to the assessments.

Item 9

Issue:

Shared management is being utilized now more than ever throughout the Farm Service Agency. This has posed many challenges for CED's and PT's. Offices are not properly staffed nor or is there any incentive for managers to sacrifice by working a shared arrangement. This leads to burn out, resentment and low morale. Offices are not fully staffed due to retirements and turnover which is overwhelming the remaining PT's, especially new hires unfamiliar with the yearly office cycle. This creates an environment in which CED's are forced not only to maintain their management responsibilities but also to act as a PT in order to properly serve our producers while the PT is trained in order to properly serve the producers.

This pressure on the CED increases exponentially when they are then put into shared management situations and there is no added compensation or incentive for this.

Offices not only need a good foundation of program technicians in order to serve our producers effectively, but also a manager that can effectively use their time to "manage". There is no way to track management efficiency and workload but knowing the basic duties of a CED will help in understanding any added workload for a shared management CED. Some of these added duties include spending adequate time with each new employee at both offices and double the time for County Committee meetings along with all the preparation and post-meeting work.

Resolution:

There are many challenges that are still surfacing as we transition to more shared management situations across the country. We understand efforts are underway to set up a "Shared Management Task Force. Are there any added updates to this? Suggested items for the task force to consider would be looking at offices lacking in staffing, management training specific to shared management, and possible incentives for shared management CED's.

The task force could look at those offices where turnover and retirements are high and make

recommendations based upon what is going on rather than relying on the staffing model to dictate what is and isn't needed.

They could also explore updated mandatory management training that would be helpful for those CED's whom have never had to manage multiple offices. This can teach them management styles that are proven to work in these unique situations.

Another element to consider are incentives for those CED's that now have increased workload with no added pay, especially for those situations that combine two grade 12 offices. These incentives would need to be consistent across the nation as some states do not take shared arrangement situation into consideration for performance or spot awards. Investigate options such as performance or percentage bonuses, differential pay, or spot awards specifically for shared management CED's with NOF guidance to ensure fairness nationwide.

FSA's Response:

The decision to implement shared management operations is one left to the states, consistent with guidance in FSA handbook policy. Differential pay would not be warranted in all cases of shared management, but spot and extra effort awards are available to recognize shared management CEDs, and other employees, for their contributions and accomplishments.

National Leadership training addresses the challenges of shared management and hopefully has led to some improved preparation in managing multiple offices. In addition, shared management is required to be covered as part of COT training.

Final Resolution:

DAFO will form the shared management taskforce within 1 month and will reach out to NASCOE to provide participants from their membership. This task force will review the suggestions on training and incentives as part of their mission.

Item 10

Issue:

It has been a challenge for county office employees to provide a Receipt for Service (RFS) as federally mandated for customer interactions as we work through the day. It is ultimately best to enter information immediately following a customer interaction to more accurately record information pertaining to that customer visit. However, with the heavy workload employees are facing, we are having to prioritize the need to meet the customer service demands thus causing the employee to have to rely on memory to record the interaction at a later time.

NASCOE has also received several submissions identifying glitches in the software. One example would be that when a county office employee selects the program involved in the interaction, the software continually jumps to the top of the screen causing the user to have to scroll back down to the area of interest repeatedly. This creates frustration and is time consuming.

Along with members identifying software issues, NASCOE has also received many suggestions on how to make the software more workable thus creating a more efficient way to accomplish our goal of providing top notch customer service and documenting the interactions.

Resolution:

Farmers.gov has given county office employees the ability to complete MFP and WHIP applications while automatically recording the customer service interaction. This is definitely an added benefit in which we appreciate. NASCOE would like to see this ability expanded to other programs. It would be ideal to be able to go into something such as CARS to record a producers acreage report and have an option to create a customer interaction that would automatically record the transaction.

NASCOE feels that by streamlining the process and making the software functionality more user friendly we could reduce the frustration being experienced by county office employees and reduce the need to manually record routine customer interactions allowing more time for employees to focus on providing quality customer service.

NASCOE recognizes the ongoing budgetary constraints for software updates but feels that the mandated RFS is a high priority. Therefore, NASCOE would like to see a “Receipt for Service Taskforce” established. This Taskforce would be highly effective as we envision it being made up of shareholders from all levels of FSA bringing a broad scope of knowledge and we are confident that a workable and viable solution can be made.

FSA’s Response:

Receipt For Service is currently being looked at for enhancements and redesign. This will be looked at as part of that process.

Final Agreement:

Receipt for Service moving back to WebRFS as an interim process. Updates are being made to functionality for June 20 release. NASCOE will be allowed to provide input on the development of the long-term product that will subsequently be developed.

Item 11

Issue:

County Offices routinely utilize the Non-Payment report to identify and resolve payment reduction issues. Currently this report will only display one error at a time. A user must correct one issue and refresh the report before the next issue will appear. Occasionally, even after a refresh of the report, the next error will not appear on the report until the following day.

Many times, correcting these issues requires contact with the producer. The lack of a complete list of issues at the outset can result in multiple follow-up calls and potentially extra trips to the office. This issue has previously been identified by the field as particularly burdensome. Recently there was some apparent movement on this enhancement, however it appears to have stalled.

Resolution:

In the interest of efficiency and time, the Non-Payment report should display all errors at one time for each producer. The report could be similar in fashion to a Subsidiary report.

FSA's Response:

The answer to this issue remains the same as provided previously. The reductions listed on the Nonpayment Report were applied during the payment process. If the producer has a \$1,000 payment due and the producer has a bad AGI value, then the payment is reduced to zero. The payment process stops at that point since the software can't reduce the payment any further since it's a zero payment after the first reduction so no other reductions can be identified at that time.

Final Resolution:

The payment process does not allow software to check for subsequent errors after the first, as the payment is effectively reduced to zero. DAFP will explore ways to develop a report to better assist county offices to know when an eligibility issue is present that could affect payments. NASCOE will review new ARC/PLC prepayment report and provide feedback.

Item 12

Issue:

The current observation in the Farm Service Agency is that people are retiring faster than we can get new people hired and trained. This is causing significant stress and low morale in the county offices where they not only have newer PT's, but also are short staffed and put into newly formed shared management situations. The workload is becoming overwhelming to the veteran PT's.

Farm Service Agency has no official training program in place for our newly hired employees.

Perhaps we can say that as the bulk of our PT hires are grade 4 or 5, that it often takes several years to become fully independent and experts in our programs. Some new hires we have invested in have quit within a few months due to the pressure of the job at only grade 5 pay. This is causing even more money to be invested into hiring yet another person without any money invested in solving the problem of keeping employees. The cycling of new employees through an office puts a lot of workload on the PT's that have been consistent in the agency and this is causing them to get "burnout" and become frustrated, even driving some toward resignation or early retirement. CED's can only help the PT's so much without neglecting their own managing duties, especially those in shared management positions.

NOF has made efforts to be transparent regarding the staffing numbers and how actual workload is used, which has been very helpful, but still not encompassing the whole picture.

Resolution:

NOF should be transparent with the number of staff the staffing model indicates each county office needs independent and separate from budget restraints-the unrestricted number of staff needed by FSA. Uncompleted workload is not currently considered in the workload model and adding this would give NOF a better understanding of the actual workload and may be the key to proper staffing. Allow county offices to hire employees in a timely manner to avoid overwhelming workload to them and the existing PT's in the office. Create a task force that focuses on creating official "New Hire Training" so we can give our new employees the tools they need to be successful in servicing the producers adequately and as quickly as they can after they are hired. Make this training mandatory for all newly hired employees and any PT that would find value in it.

FSA's Response:

NOF has prioritized the measurement of incomplete workload and is in the process of implementing a new methodology in order to capture the best data possible. The new methodology was developed by DAFO BAMSD in consultation with the BAMSD Workload Working Group in order to capture incomplete workload items that encapsulate the major workstreams. Data identified by the Working Group that can be captured in FSA systems will be obtained accordingly however since much of the data cannot be captured in FSA systems the working group determined that a quarterly survey should be used to collect the additional data.

BAMSD is currently working through the development of the survey to collect the data with the goal of collecting FY2020 Q4 data which will be used in conjunction with FY2021 Staffing Recommendations.

Final Agreement:

Agreed that DAFO is working on clarifying staffing needs and that the current unmet demands survey process will better help everyone understand an office's staffing needs. Agreed that hiring has improved since this item was first presented. Agreed that there is a need for resources

for new hires and that a task force will be created to identify these and how best to make them available.

Item 13

Issue:

The 2018 Farm Bill has increased opportunities for CRP participants to utilize their CRP acreage on a more frequent basis. However, participants having CRP acreage located in the Lesser Prairie Chicken (LPC) Action Area are being held to more restrictive regulations even though the LPC was officially removed from the Federal List of Endangered and Threatened Wildlife on July 19, 2016.

The new CRP Haying and Grazing regulations allow participants outside of the LPC Action Area to utilize their acreage on an-every-other-year basis while adding intriguing incentives for beginning farmers. While this is much appreciated and will be well received by CRP participants outside the LPC Action Area, the people within the area can only utilize their acreage on a restrictive three-year rotation.

Additionally, the new policy of having a beginning farmer on a CRP contract for more than a zero percent share is unclear as to how it applies to the LPC Action Area. The beginning farmer outside the LPC area is allowed to graze on a yearly basis excluding the primary nesting season provided that the grass stand is adequate and not affected by the practice. Does this same standard apply within the LPC Action Area for beginning farmers with a share on the CRP contract?

Resolution:

NASCOE would like to see regulations being implemented for participants within the LPC Action Area brought into alignment with what all other CRP participants are being held to. NASCOE acknowledges the policy is influence by US Fish and Wildlife but NASCOE would like FSA to take a proactive, producer friendly approach to the use of CRP in the LPC Action Area for beginning farmers and ranchers. It is our understanding that although the LPC has been removed from the Federal List of Endangered and Threatened Wildlife, the biological opinion that has been in place has not been updated to reflect this change thus requiring the restrictive regulations to be upheld.

FSA's Response:

FSA has granted waivers of the Lesser Prairie Chicken Biological Opinion to all states that have requested for CRP emergency haying and grazing. To expand this waiver to non-emergency haying and grazing in the 5 applicable states will require a review at a higher level.

Final Resolution:

The potential to expand the LPC waivers to non-emergency haying and grazing was elevated to DAFP (5/27) for review and consideration to elevate the request. DAFP's decision was to delay any elevation of the issue until we have further information on the proposed listing. CD will stay updated on the actions and reinitiate the consideration when warranted.

Item 14	Category: Conservation Suggestion
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Issue:

Some policy deadlines/timelines established for CRP appear arbitrary and do not enhance the integrity of the program, while causing undue stress, heavy workload, and invasion of privacy during a grieving period:

2-CRP (Rev. 6) Amend. 1 Par. 554D requires County Offices, in the case of the death of a participant, to send a letter to the last known address of the deceased participant within 10 days.

This immediate notification and request for action by the survivors during a period of grieving is an unnecessary intrusion that accomplishes nothing but hard feelings and uncomfortable interactions between staff and our customers.

2-CRP (Rev. 6) Amend. 1 Par. 500A requires County Offices to process initial FSA-848As for all practices, C/S, Non-C/S, and management activities within 5 days of approving the CRP-1. In practice, most CRP-1 contracts are approved at the end of the fiscal year during a period of intense office activity and heavy workload. Offices with high CRP activity are stretched beyond the max to meet the 5-day deadline.

Resolution:

Revise 2-CRP (Rev. 6) Amend. 1 Par. 554D to allow 30 days from County Office knowledge of a participant's passing to issue notification letters to the survivors. This provides a more respectful window during a difficult time and does not compromise the integrity of the CRP. Revise 2-CRP (Rev. 6) Para. 500A and add a place in COLS for the total obligations of the contract to be entered prior to approving the CRP-1. This would satisfy the requirement that total obligations be assigned to the appropriate fiscal year (for OMB obligation purposes). With the reporting requirement met, the timeline for creation of the FSA-848As can be relaxed to more easily fit within the flow of the County Office workload. Additionally, with CCMS and CSS software often unavailable following the change of the fiscal year, the accessibility crisis is moot. As long as the FSA-848As are created timely for the scheduled practice, the CRP's integrity is maintained.

FSA's Response:

Regarding the procedure in subparagraph 554D, the procedure in 2-CRP, subparagraph 554F, only requires a letter to be sent when the county offices becomes aware of the death of a CRP participant and the county office does not know of an heir or estate of the deceased. The letter is not required every time there is a deceased CRP participant, only when the county office does not know of an heir or estate.

Requesting county office to complete CRP contracts in revision status and addressing the reasons why so many CRP contracts remain in a revision status for such a long time, sometimes years, has been an issue for several years. When researching why some CRP contracts remain in revision status for extended periods, one of the more common reasons provided was that a participant had died and the county office did not know who to contact, so the CRP contract just remained in revision status with no further action. The national office contacted State and county offices that were addressing such revisions timely to determine what actions they were taking. Many indicated they were sending letters to the last known address in order to obtain a point of contact when the county office did not know of an heir or estate.

FSA has the responsibility to administer the program, ensure program integrity, and ensure payments are issued timely and accurately to the eligible participants. While it can be a sensitive topic, identifying potential successors is part of FSAs responsibilities. Therefore, it is essential to identify potential successors quickly to ensure program integrity, payments are accurate and timely, and contract revisions are addressed accurately and timely.

As of November 17, there is about 8,600 contracts that are linked to a deceased producer, representing about \$26.5 million in annual rental payments.

Regarding the procedure in subparagraph 500A, this is being considered as part of the overall discussion on C/S and software application.

Final Resolution:

DAFP discussed extending the deadline for the issuing of the deceased notification letter from 10 days to 30 days and decided to accept the request and make the change. They will consult with FMD to see if the fiscal obligation requirements can be met by the software. DAFP followed up with the request to allow 30 days to do the FSA-848 after CRP-1 approval and it cannot be done.

Item 15

Issue:

Implementing shared management operations is a significant decision that should be made only after consulting with all stakeholder including COC's and county office staff. COF's are reporting to the NASCOE Executive Committee (EC) that policy in 27-PM Par. 52 is not always being followed by SED' regarding the consultation of County Committees for concurrence of shared management operations. The NASCOE EC is being told that District

Directors are informing CED's or COF staff (if the CED position is vacant), that a request is being initiated by the SED to implement shared management operations with county offices, but not officially seeking to obtain COC concurrence. It is also being reported to the NASCOE EC that COC's are being told by SED's/DD's that there is no option but to concur with the shared management request.

27-PM (Rev. 1) Amend. 16, page 3-33, paragraph 52C states "After STC receives or initiates a request or the implementation of shared management, STC or its representative shall meet and work with the affected COC's to obtain their concurrence. The STC's and SED's shall document the reasons for the shared management in their minutes". It also states that "before STC approval of the establishment of a shared management operation, SED shall consult with the NASCOE State affiliate".

Resolution:

This has been an issue since it was first brought before DAFO in 2015 (see Exhibit 1). This is obviously not being resolved. We are asking for the SED's to include the NASCOE State affiliate when making the decision to create a shared management situation and document this action in STC minutes.

Both the COC and NASCOE State Affiliate should receive a copy of the appropriate minutes documenting the consultations.

FSA's Response:

DAFO will continue to emphasize to SEDs/STCs the requirements in 27-PM regarding consultations with COCs and NASCOE State affiliates. In reviewing requests from States in DAFO, this information must be submitted prior to DAFO approval.

Final Resolution:

Agreed to clarify the rules in Para 52C to apply to both shared management and part-time offices. DAFO will look at the requirements and exploring ways to share the information to the county office and will collaborate with NASCOE to work on the language in the next month.

Item 16

Issue:

It has become clear that both COC's and STC's many times do not understand their critical authorities and too often they are uneducated on their roles at FSA. There have been some attempts to educate COC's and STC's but we continue to hear about deficiencies and lack of uniformity in these training efforts such as some states having zero training, some using printed or online materials, and some holding face-to-face trainings but not including CED's or

NASCOE State affiliates. NASCOE and NAFEC have made requests to have formal and engaged COC training but the requests have not yet been properly addressed. In addition, the curriculum developed for FSA’s managers, supervisors, and subordinate employees recently have not included the proper elements identifying the state and county committee’s authorities, roles, and responsibilities.

Resolution:

NASCOE is in full support of having well trained and educated COC and STC members that protect the integrity of FSA mission results. NASCOE understands that efforts are underway to develop a COC training work group. Is there a status update on this?

There are many methods this work group can research and implement to better educate all involved. They can develop a formal training curriculum based off of 15-AO, 16-AO, 5-PM, 22-PM, 27-PM, SFAC/LFAC handbook policies, 7 CFR Part 7, Soil Conservation and Domestic Allotment Act (16 U.S.C. 590), Federal Crop Insurance Reform Act and Department of Agriculture Reorganizations Act of 1994. We should then mandate face to face training, for instance, every three years for COC members, STC members, CED’s, District Directors, State Executive Directors, and Administrative/Executive Officers, along with NASCOE and NAFEC state affiliate representatives. The goal is to engage all stakeholders so that everyone has the same understanding and accountability while promoting integrity.

FSA’s Response:

In April 2020, a working group was formed representing NADD, NASCOE and the National Office, to review the existing 2010 COC Training material, and identify missing information, and outdated policy and practices. The working group completely revised and updated the outdated material and issued a new COC Training Guide and PowerPoint. The updated/revised material was announced in Notice AO-1763, issued October 16, 2020. The Notice states the mandatory use of the revised material by all States, and is now located on the DAFO, Personal Policy and Operations (PPOD) SharePoint site with a tile labeled COC Training. This material is available to all FSA employees.

Final Resolution:

NASCOE accepts this response.

Item 17	Category: Conservation Suggestion
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Issue:

2-CRP (Rev 5) Amendment 1 removed COC approval authority giving CED’s sole approval authority.

Committee members are a critical component of the day-to-day operations of FSA. They help deliver FSA farm programs at the local level. Farmers who serve on committees help decide the

kind of programs their counties will offer. They work to make FSA agricultural programs serve the needs of local producers.

CRP has been a very successful program addressing conservation resource concerns in large part due to COC members providing valuable input into the administration of CRP. CRP can be very different from county to county and having approval authority at the COC level provides integrity and firsthand knowledge of local conditions.

Resolution:

NASCOE would like to recommend a handbook amendment be made to include giving approval authority back to the COC. NASCOE has prepared a draft handbook amendment for your review.

This amendment would bring CRP approval authority in line with most other programs that are administered by FSA.

FSA's Response:

COC's previously had authority to delegate the approval of the CRP contracts and certain other documents and decisions to CED's.

2-CRP (Rev. 5) did not remove the COC approval authority it removed the delegation authority and directly provided that CED's could also have the authority to approve CRP contracts and certain other documents and decisions. It was becoming more and more difficult to meet deadlines for approving CRP contracts and other documents when only the COC had the authority to approve and some COC's would not delegate that authority. CED's are required to review the approvals with the COC and document the review in the COC minutes so the COC is aware of the CED approvals. Again, COC's still have the authority to approve but now CED's also have that authority. Removing the CED authority will further jeopardize meeting deadlines for certain approvals.

Final Resolution:

No agreement was reached. DAFP believes the CEDs need to maintain approval authority to meet deadlines and the COC reviews all approvals in the minutes. NASCOE believes that COC should be allowed to determine if the delegation will be made to the CED.

Item 18

Issue:

The inability to report multiple intended use crops.

Many of the producers we service harvest crops that have multiple intended uses. Due to the

current software restrictions allowing only Grazing and Grain multiple intended uses, we are unable to accurately reflect these crops on producers FSA-578 Acreage Report.

This could cause the ineligibility for multiple programs like Farm Storage Facility Loans (FSFL), Livestock Forage program (LFP) and the Non-insured Crop Disaster Assistance program (NAP). This also does not accurately reflect what is occurring in the field.

Resolution:

We recommend adaptation of the software and policy for allowing multiple intended uses of crops beyond the grazing and grain stated in 2-CP. Because many of the crops that are affected are grazing crops, it is recommended to add a days in use category to CARS to reflect the number of grazing days use in the grazing period for LFP and NAP purposes. Or, at the very least, allow an additional intended use listed as hay.

Therefore, the multiple intended use choices would be Grazing, Grain, and Hay along with the number of grazing days during the grazing period.

FSA's Response:

We will work with the program areas to determine potential impacts of implementing your request and will update policy and prioritize software development as needed. However, this is a policy issue and not an employee issue. A farmer reporting crop acreage can already divide the intended use for each fraction of an acre being reported or revise the intended use up until the ARD. By that date, the producer should have a good indication of what use is applicable on appropriate acres. The current method asks the farmer to identify the predominant intended use of the crop in order to tailor program assistance. Intended use does not lock the farmer into only marketing for that one predominant intention or in not later having a different actual use. This suggestion may actually complicate programs and acreage reporting unnecessarily.

Final Resolution:

Compliance is open to this suggestion but will need to consult with the program divisions to see how this will affect other area's policy and DAFP will follow up with NASCOE by September 1, 2021. Automation could implement this with the change to point and click acreage reporting if adopted.

Item 19

Issue:

There are several quality of life issues related to software that are creating significant pain

points for the field and which result in inefficiencies and loss of time.

First, when trying to print documents, County Offices are dealing with noticeable delays waiting for software to open, waiting on print jobs to load, and waiting for the document to actually print from the application. These add up, particularly when CO's are literally printing thousands of letters, such as for ARCPLC elections, Farm Record updates, and PLC yield changes. These delays are a real concern when employees are waiting on a producer, as failure to provide them in person results in more time and money spent in mailing the letters.

Next, many of our web-based applications seem to require specific web browsers (Internet Explorer, Chrome, Edge, etc.) in order to function correctly. This is causing confusion and often results in employees having to keep trying different browsers until the software works.

Finally, there is a concern over the availability of software. Specifically, that employees cannot load CRP Cost Shares, especially MCM, while CRP Annual payments are being made, nor at the beginning of each fiscal year.

Resolution:

The delays in printing are relatively new. NASCOE would like whatever change that resulted in these delays to be identified and resolved. Additionally, documents that are generated by the system should be identified as trusted, which would eliminate the need to “enable all features” and speed up the process.

While we expect that efforts are already underway to update our web-based software to accommodate all browsers, NASCOE would like to reiterate the need for a common browser to facilitate all our needs.

Finally, NASCOE requests that the decision to lock users out of certain software be reviewed for a solution in order to increase customer service and create a more efficient COF.

FSA's Response:

ISD issued an information bulletin listing what applications are best utilized with Internet Explorer (IE). ISD is also working to upgrade all applications that require IE to utilize another supported browser with an expected completion date of the end of FY 2021.

FSA is awaiting updates from CEC about printing & spooling, and it is noted that this may be isolated instances.

Final Resolution:

NASCOE accepts this response.

Item 20

Issue:

With the recent increases in administrative fees and premium costs under NAP, my county has seen a dramatic reduction in participation by our vegetable growers. The current premium structure based on \$300,000 payment limitation under buy-up, disproportionately impacts on our small to medium sized producers to the point they can no longer afford anything but catastrophic levels of coverage. While the premium calculation is equal across all operation sizes (disregarding reductions for qualified producers), the cost is much harder to absorb for someone with \$300,000 in gross sales (NAP value) versus someone with \$1,000,000 in gross sales (NAP value). While each has the same value of coverage, the larger producer is much more apt to realize maximum benefits versus the smaller producer. In reality, the producer at the \$300,000 gross value level will never get what they pay for; complete loss of production would activate unharvested factoring, reducing benefits.

Resolution:

Develop a premium structure that would allow producers the opportunity to acquire buy-up coverage while avoiding the onerous costs generated by the new \$300,000 payment limitation. Allow producers the ability to choose their payment limitation under NAP buy-up, based on the premiums they can easily afford. The producer could then choose all crops for buy-up, providing better coverage and improved risk management. For example, the payment limitation could be available in \$100,000 increments

FSA's Response:

Thank you for your suggestion. FSA has no authority to alter NAP service fees or premiums as both are explicitly written into the Farm Bill. The 2014 Farm Bill provided for how premiums would be calculated, and the 2018 Farm Bill increased the service fee as well as the payment limitation. The direct impact of increasing the payment limitation increased the maximum premium. In short, FSA has no authority to develop a premium structure and producers must make business decisions for which levels of coverage to obtain.

Final Resolution:

DAFP does not believe they have the authority to change the payment limitation, but they will consult with OGC to confirm. Otherwise they will bring this issue up during the next farm bill discussion.

Item 21

Issue:

The coordination or required reports and the ability to insert the reports into the appropriate software in a reasonable amount of time.

In 2019, CP-754, National Compliance Review, the action was required to be completed before the crops were harvested (summer/fall). The NASS software didn't allow the results to be loaded until late December. Then in January 2020 the notice CP-756 extended the deadline to March 31 because the NASS software was still not available in December. County office staff needs to be able to load the compliance data as it is collected so they can move on to the next program or deadline. This is taking approximately 5-7 months to complete.

Resolution:

As this is an annual occurrence, NASCOE is requesting the software be made concurrent with the data collection to make sure we have the resources to complete the job in a timely manner

FSA's Response:

For the National Compliance Review process and deadlines, FSA collaborates with NASS to try to ensure the software is released timely. FSA is currently reviewing the NCR process to streamline areas that will contribute to efficient compliance processes and software.

Final Resolution:

DAFP understands the concern. NASS is not under FSA's control, but they are developing an alternative software that will be piloted next year. This year should be timelier.

Item 22

Issue:

The current procedure for loading CCC-36 assignments and CCC-37 joint payments is time consuming and cumbersome. They are currently loaded by year and by program. The automated system only allows for a few years out at one time, so we must remember to go back into the software and update the assignment or joint payment years down the road. For example, loading a lender that requests joint payment on all programs throughout the current farm bill would require loading an assignment for each current program available for each year, thus taking a long time to complete. We also risk missing the update to the assignment years after we've received the request since we can only load a few years at a time

Resolution:

Add an option in the FSAFS software to allow for the selection of "all current programs" and an option to specify the span of years, for example, the year span of the current farm bill. This would save the office an enormous amount of time and it would eliminate the possibility of mistakes made by forgetting to update the assignment years from when it was received. 63-FI par. 64C allows an exception for CCC-36's that are accepted for the life of the CRP-1; potentially 10-15 years. This policy could be adapted to all programs and years of the current farm bill.

FSA’s Response:

FPAC-BC FMD has created a Change Order Request to provide the capability to enter a single assignment or joint payment with multiple effective program years for officially announced programs. Because of other mandated priorities for development in Financial Services (FSA-FS), we do not have a targeted development timeframe.

Final Resolution:

NASCOE accepts the response and DAFO will communicate with NASCOE when DAFO has a timeframe of implementation.

Prior Years Items

Item 18

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:

The ECP “frequency of damage” provision applies to farmland that, based on its landscape position, makes the land subject to frequent damage or particularly susceptible to severe damage. ECP handbook policy provides that land is considered as being subject to frequent damage when damaged to the extent rehabilitation is required 3 or more times in the last 10 years by the same type of disaster.

A common misunderstanding is that if a particular county has already implemented ECP twice in the last 10 years, then it may be ineligible to implement the program for a third time; this is not the case. The consideration is made on the distinct acreage that has been damaged. When the COC considers frequency of land damage for which an ECP request is filed, factors such as soil type and its natural erosivity, the land’s position within a flood plain or its flood susceptibility, or the especially severe nature of the current disaster event can be considered. On a case-by-case basis, CD will revisit the issue and determine what individuals or areas may

need DAFP consideration, by submission of a waiver request.

FSA Updated 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.

Final Resolution:

DAFP will issue guidance regarding the waiver process in the next ECP handbook revision.

Item 19

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.

FSA Updated 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.

Final Resolution:

NASCOE accepts this response, however NASCOE would like the template option issued as procedure so that all CO's know it is an option.

NASCOE Executive Committee Meeting
Monthly Conference Call, July 7, 2020 @ 18:00 CDT

Present: Brandon Wilson, President
Marcinda Kester, Vice President
Curt Houk, Treasurer
Richard Csutoras, Secretary
Lawrence Parker, NEA Exec
Beth Farmer, SEA Exec
Joel Foster, NWA Exec
Marla Hammer, SWA Exec
Mary Roberts, MWA Alt Exec
Tracy Wilson, SWA Alt Exec
Donny Green, SEA Alt Exec
Julie Goetzman, National S&A Chair

- 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 Lawrence Parker and seconded by Beth Farmer to approve the conference call minutes of June 2. Discussion. All in favor, motion carried.**
- IV. Old Business
 - A. Secretary Csutoras shared an update on the negotiations with the Hyatt in Savannah, GA. The Officers had received advice that an attorney in Georgia should be consulted to ensure that NASCOE’s interests were protected. James Washburn with the law firm Troutman Pepper in Atlanta, GA negotiated on our behalf with the hotel. Secretary Csutoras was happy to report that with the help of the attorney, the Hyatt has agreed to terminate the contract with no cancellation fees. Part of the negotiation did include offering to work with the hotel to hold our convention at that site in 2022. The Executive Committee discussed the benefits of this decision for the membership and also the challenges for holding a successful convention in 2022. It was decided that Secretary Csutoras would begin negotiating with the hotel and the Executive Committee would be consulted before any approval.
 - B. SWA Executive Hammer provided an update on the status of the membership recruitment video that had been commissioned by NASCOE. The latest version of the video was shared, and the Executive Committee provided feedback. It was noted that there were some concerns about the audio in certain spots. It was also shared that feedback from those who had viewed the video indicated a positive reception. President Wilson indicated that, if approved, he expected this recruitment video could be accompanied by other videos from NASCOE Committees. **A MOTION was moved by Marla Hammer and Seconded by Lawrence Parker to approve the latest version of the Membership Recruitment Video for use by NASCOE. Discussion. All in favor, roll call vote called. Marcinda Kester votes YES. Curt Houk votes NO. Richard Csutoras votes YES. Lawrence Parker votes YES. Beth Farmer votes YES. Joel Foster votes Yes. Marla Hammer votes YES. Mary Roberts votes NO. Motion carried.**
 - C. Secretary Csutoras shared plans for the 2020 National Convention to be held virtually. Based on previous discussion, the meetings will be held over Microsoft Teams and last between two to four hours. The expectation is that WDC will allow employees to use their government computers to view the meeting, although there is a caution on legislative material. The Executive Committee discussed the content of the convention. It was also noted that this convention has the potential to showcase NASCOE and should therefore be heavily publicized to maximize our exposure to membership and potential new members.

V. New Business

- A. National Scholarship and Awards Committee Chair Goetzman reviewed a proposal, attached as Exhibit 1, that NASCOE honor 2020 recipients at our 2021 convention. It was also suggested that NASCOE still implement the Herb Sorley First Timers Award and encourage as many first timers as possible. Chairperson Goetzman proposed several suggestions for implementing this, including allowing participants to register via google link or similar software and complete a questionnaire. It was also suggested that the Scholarship and Awards Committee could host a separate Microsoft Teams session with a question and answer period and a contest. The Executive Committee noted that implementation of the Herb Sorley First Timers Award is at the discretion of the Scholarship and Awards Committee and does not require action on their part. **A Motion was moved by Lawrence Parker and seconded by Curt Houk to provide the standard stipend at the 2021 convention for 2020 Distinguished Service Award winners. Discussion. All in favor, motion carried.**

VI. Discussion

- A. President Wilson discussed membership recruitment and urged everyone to focus on encouraging new hires to join. State Associations are asked to be proactive by contacting offices who are hiring. He reminded the Executive Committee that there is a strength in numbers to work with leadership in USDA and on Capitol Hill. It was noted that the NASCOE Emblems provider has only issued 25 gift cards to new members.
- B. President Wilson discussed employee benefits, particularly the differences between CO and GS. He noted that CO benefits are granted by USDA using allocated salaries and expenses. FERS/Health benefits are covered under legislation. President Wilson indicated that NASCOE will soon be sending a letter to FSA officially requesting paid parental leave.
- C. President Wilson noted that he understood some members are still having issues receiving newsletters through Mailchimp, even after the attempted fix with a nascoe.org email address. Information can and should continue to be shared via traditional distribution lists.

VII. Additions

- A. NEA Executive Parker shared that some states are expressing concerns about moving forward through re-opening phases not supported by the FPAC Dashboard. President Wilson noted that USDA allows local control, which NASCOE supported, to LFAC but also to SFAC. NASCOE is aware of some SEDs wanting to move to higher phases and overriding the FPAC Dashboard. USDA has indicated that the data in the dashboard does have holes in certain regions and FSA wants states and counties to have flexibility to use local information. President Wilson will discuss this situation with DAFO in an upcoming call.
- B. Treasurer Houk informed the Executive Committee that a Certificate of Deposit (CD) matured on July 2nd. The Executive Committee discussed how to handle those funds, noting that interest rates are low with a six months CD at 0.5% currently. **A MOTION was moved by Lawrence Parker and seconded by Marla Hammer to move the funds from the matured CD into another CD at 0.5 interest for six months. Discussion. All in favor, motion carried.** Treasurer Houk also reminded the Executive Committee that funds had been set aside from a previous CD to be used for potential cancellation fees to the Hyatt in Savannah, which will now not need to be paid. **A Motion was moved by Lawrence Parker and seconded by Marla Hammer to move \$100,000 from the checking account into CD 0.5% interest for six months. Discussion. All in favor,**

A MOTION was made by Marcinda Kester and seconded by Curt Houk to adjourn at 20:09 CDT. All in favor, motion carried.



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: LaCresha Dale, Texas

Scope:

With the 2020 NASCOE convention being held virtually, it proposes a question on how the Scholarship & Awards Recipients will be recognized. It also poses the problem of how the Herb Sorley First Timer's Award will be ran.

Awards & Scholarship Requests:

The Awards and scholarship committee has been coming up with ideas on how to recognize members. The committee feels that the following solution will best recognize NASCOE Members.

1. Recognize each DSA and Scholarship Recipient during the Awards & Scholarship breakout of the virtual convention.
2. Recognize both 2020 & 2021 Scholarship & DSA winners on boards at the 2021 convention.
3. Reimburse both 2020 and 2021 DSA winners to attend the 2021 convention for a formal awards presentation.

The Awards and Scholarship Committee has also been contemplating on how to best run the Herb Sorley First Timer's Award. We feel like the best way to complete the task will be to:

1. Run a promotional campaign consisting of flyers and YouTube Videos that can be shared on the NASCOE website and Facebook.
2. Create a registration link using the new Awards & Scholarship plugin.
3. Create a questionnaire from the registration.
4. Present a quick briefing during the virtual opening session.
5. Open a Microsoft Teams Group for the participants, so they can virtually get to know each other. They will need to work on the Teams Group to find out questionnaire answers. The alternative to Microsoft Teams is that the Awards and Scholarship Committee creates a Facebook platform to run the group session.
6. The participant with the most correct answers on the questionnaire will win the trophy and \$200. I realize that we normally give the money to defer convention costs, but I feel like we can use this as an incentive to get members to join the virtual sessions.

Reminders:

I want to remind each Area Executive that part of my duties is to create certificates for national convention. Please mark your calendars around July 20th to send me certificate requests. This is to give me time to give you the best quality product possible. I will be creating a google doc to submit requests on.

Respectfully Submitted,

Julie Goetzman

Julie Goetzman
National Awards/Scholarship Chair

NASCOE Executive Committee Meeting
Monthly Conference Call, August 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
Beth Farmer, SEA Exec
Joel Foster, NWA Exec
Marla Hammer, SWA Exec
Annette Hyman, NEA Alt Exec
Dane Schneider, NWA Alt Exec
Tracy Wilson, SWA Alt Exec
Mary Roberts, MWA Alt Exec
Donny Green, SEA Alt, Exec

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. Old Business
 - A. Secretary Csutoras provided an update on the negotiations with the Hyatt in Savannah, Georgia for the 2022 National Convention. Currently the hotel is offering the third week in August with a Sunday through Wednesday format. They are still offering rooms at the per diem rate, however they want to raise the food minimums from \$35,000 to \$40,000. SEA Executive Farmer noted that she had spoken with the Georgia Association and they believe they can make the amended terms work. They have made a lot of effort toward hosting a convention and want to continue. The Executive Committee appreciated Georgia’s efforts but expressed concerns regarding school conflicts and the financial burden that they may face. There were also concerns with the Hyatt’s willingness to accommodate us. There was discussion regarding what other venues may be available in the state of Georgia or other hotels in Savannah. Secretary Csutoras will work with our travel consultant to research other options before committing to the Hyatt.
 - B. Secretary Csutoras provided an update on the 2020 Virtual Convention. Conversations were ongoing with WDC, but it looked like government computers would be allowed. The tentative dates of August 26 and 27 were provided. The agenda included meetings or question and answer periods in the mornings with breakouts and other NASCOE business in the afternoon. Secretary Csutoras indicated that since the time and place of the Board of Directors meeting was not set by the Board, the Bi-laws require the Executive Committee to set the meeting. **A MOTION was moved by Joel Foster and seconded by Jackson Jones to schedule the 2020 Annual Board of Directors Meeting for August 27, 2020. Discussion. All in favor, motion carried.** Secretary Csutoras will send out a list of current delegates and request updates.
- IV. Discussion
 - A. President Wilson discussed NASCOE’s process for our benefits providers verifying membership when offering insurance benefits. NASCOE is not currently verifying with the vendor that the individual is a member before the policies are sold. This used to occur and NASCOE may want to consider implementing in the future if it is important enough. It was suggested that this would be a good discussion item for the benefits breakout at convention.
 - B. President Wilson discussed the Paid Parental Leave benefit for CO. He shared that he has been getting many comments from membership regarding this benefit. He knows DAFO is as well and that the issue is on the Administrator’s weekly brief. USDA may grant CO employees the benefit, but they are still working with OGC. This is a top priority and NASCOE is going to work with

our congressional consultant to go ahead and take steps to put into legislation. It was also noted that obtaining these benefits for employees is one of the key reasons NASCOE exists and President Wilson intends to issue a bulletin to membership regarding it soon.

V. Additions

- A. President Wilson shared that Publicity Committee Chair Holmquist is working on instructions to area membership chairs to use data supplied from DAFO and compare to our NID members and start grading ourselves on membership levels.
- B. NEA Executive Parker inquired about state associations who have not paid dues and whether they would maintain eligibility to have voting delegates. This will need to be discussed. A question was also brought up about states verifying their IRS compliance. President Wilson indicated that more work needed to be done on this. Options suggested included a self-certification or request for proof with final dues transmittal. NASCOE will need to develop a plan for this in the future.
- C. MWA Alternate Executive Roberts inquired about the 2020 Organizational Meeting. Secretary Csutoras reminded the Executive Committee that these dates had already been voted on and he will send out the details. President Wilson indicated he would be deciding soon about how the meeting would be conducted, including setting safety benchmarks to determine if the meeting could occur face to face, virtually, or a hybrid of the two.
- D. President Wilson informed the Executive Committee that WDC has informed him that 2020 Negotiations will not be face to face. NASCOE and WDC will look at options to conduct the negotiations virtually this year. President Wilson stated that WDC has already planned a face to face for next year to avoid the perception of precedence. DAFO is currently reviewing the 2020 items that were submitted.

A MOTION was made by Joel Foster and seconded by Marla Hammer to adjourn at 19:41 CDT. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, September 1, 2020 @ 18:00 CDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Curt Houk, Treasurer
Richard Csutoras, Secretary
Mary Roberts, MWA Executive
Annette Hyman, NEA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SEA Executive
Kayla Mattson, MWA Alt
Tina Williams, NEA Alt
Donny Green, SEA Alt
Tracy Wilson, SWA Alt
Denise Otto, GASCOE

- 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 Curt Houk to approve the conference call minutes of July 7, 2020, and August 4, 2020. Discussion. All in favor, motion carried.**
- IV. Old Business
 - A. Secretary Csutoras reviewed the conditions offered by the Hyatt Regency in Savannah, GA for the 2022 National Convention. A tentative contract was provided by the hotel with a deadline of September 10th for response. It was noted that the contract did not appear to have all the correct meetings, did not have enough rooms on Saturday night, and it had added a condition for deposits. The minimum for food was reduced from their previous offer of \$40,000 to \$38,000, which was still an increase over the 2020 minimum of \$35,000. The Executive Committee determined additional time was needed to review the contract.
- V. New Business
 - A. President Wilson nominated the following list of Committee Chairs for Executive Committee Concurrence. He noted that he intended to have a nominee for the County Office Advocacy Committee before the end of the week.
 - Awards/Scholarship – Julie Goetzman
 - Benefits/Emblems – Chris Lary
 - Legislative Co-Chair – Neil Burnette
 - Legislative Co-Chair – Clint Bain

- Membership – Glenn Thomas
- Programs – Chris Hare
- Publicity/Webmaster – Teresa Holmquist

A MOTION was made by Marla Hammer and seconded by Joel Foster to accept the President’s National Committee chairs as nominated. Discussion. All in favor, motion carried.

B. President Wilson informed the Executive Committee that the Labor Management Agreement is currently missing the signature for USDA. He noted that recently USDA had not signed the agreement, however, it is a three-party agreement between USDA, FSA, and NASCOE. There is an opinion in FSA that does not believe USDA needs to sign and FSA has been honoring the agreement without the signature. The Executive Committee noted that FPAC has taken on many responsibilities that are important to NASCOE members. It was determined that President Wilson will work with FSA to obtain the missing signature.

VI. Discussion

A. President Wilson discussed the upcoming 2020 Organizational Meeting. He asked Area Executives to recommend their appointments for Area Committee Chairs by the meeting. He also reminded everyone that entrance reports are required. These should include what is important to your Area or Committee. Exit reports will also be required and they will be attached to the minutes. Finally, President Wilson reminded the attendees that safety conditions will be important, especially as issues with liability insurance remain.

VII. Additions

- A. SWA Executive Hammer inquired about the 2020 raffle tickets. Secretary Csutoras will follow up to determine if they can be disposed of and notify the EC.
- B. President Wilson informed the EC that the new membership video could be used and shared, however it does contain reference to the NASCOE PAC which is prohibited on government equipment.
- C. President Wilson informed the EC that he is waiting on WDC to schedule 2020 negotiations. They will not be in person this year, however DAFO has indicated that they have already budgeted for a face to face session in 2021. President Wilson noted that the Negotiating Committee from 2020 will still be participating in the 2020 session despite the change in NASCOE year.

A MOTION was moved by Beth Farmer and seconded by Annette Hyman to adjourn at 19:30 CDT. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, September 8, 2020 @ 18:00 CDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Curt Houk, Treasurer
Richard Csutoras, Secretary
Annette Hyman, NEA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SEA Executive
Kayla Mattson, MWA Alt
Tina Williams, NEA Alt
Denise Otto, GASCOE
Megan Kennedy, GASCOE
Chris Orso, GASCOE

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. Old Business
 - A. Secretary Csutoras reviewed the tentative contract provided by the Hyatt Regency in Savannah, GA for the 2022 National Convention. GASCOE Representatives provided feedback on the terms, noting that the deposit was a concern but that overall, they felt the contract acceptable. The Executive Committee reiterated that additional rooms are needed for Saturday night and the Program of Events needs corrected. Additionally, it would be preferable for the food commitment to be reduced and the deposit to be reduced or waived. It was also noted that lower parking costs would be beneficial. **A MOTION was moved by Annette Hyman and seconded by Beth Farmer to proceed with finalizing a contract, contingent on obtaining a full Program of Events for Wednesday, working to increase the Saturday rooms, and reducing the parking costs as possible. Discussion. All in favor, motion carried.**
- IV. New Business
 - A. President Wilson nominated Morgan Limmer for the position of County Office Advocacy Committee Chairperson. He noted that she has recently served on the WDC COC Task Force and has been a COAC Area Chair. **A MOTION was moved by Curt Houk and seconded by Annette Hyman to accept the President’s COAC Chair as nominated. Discussion. All in favor, motion carried.**

A MOTION was moved by Joel Foster and seconded by Annette Hyman to adjourn at 18:45 CDT. All in favor, motion carried

NASCOE Executive Committee Meeting

Microsoft Teams, September 8, 2020 @ 18:00 CDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Curt Houk, Treasurer
Richard Csutoras, Secretary
Annette Hyman, NEA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SEA Executive
Kayla Mattson, MWA Alt
Tina Williams, NEA Alt
Denise Otto, GASCOE
Megan Kennedy, GASCOE
Chris Orso, GASCOE

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. Old Business
 - A. Secretary Csutoras reviewed the tentative contract provided by the Hyatt Regency in Savannah, GA for the 2022 National Convention. GASCOE Representatives provided feedback on the terms, noting that the deposit was a concern but that overall, they felt the contract acceptable. The Executive Committee reiterated that additional rooms are needed for Saturday night and the Program of Events needs corrected. Additionally, it would be preferable for the food commitment to be reduced and the deposit to be reduced or waived. It was also noted that lower parking costs would be beneficial. **A MOTION was moved by Annette Hyman and seconded by Beth Farmer to proceed with finalizing a contract, contingent on obtaining a full Program of Events for Wednesday, working to increase the Saturday rooms, and reducing the parking costs as possible. Discussion. All in favor, motion carried.**
- IV. New Business
 - A. President Wilson nominated Morgan Limmer for the position of County Office Advocacy Committee Chairperson. He noted that she has recently served on the WDC COC Task Force and has been a COAC Area Chair. **A MOTION was moved by Curt Houk and seconded by Annette Hyman to accept the President’s COAC Chair as nominated. Discussion. All in favor, motion carried.**

A MOTION was moved by Joel Foster and seconded by Annette Hyman to adjourn at 18:45 CDT. All in favor, motion carried

NASCOE Executive Committee Meeting

Microsoft Teams, October 6, 2020 @ 18:00 CDT

Present: Marcinda Kester, Vice-President
Curt Houk, Treasurer
Richard Csutoras, Secretary
Mary Roberts, MWA Executive
Annette Hyman, NEA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SEA Executive
Donny Green, SEA Alt
Tracy Wilson, NWA Alt

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order
 - A. Vice-President Kester shared that President Wilson could not be on the call this evening due to an unavoidable conflict.
- III. Old Business
 - A. Secretary Csutoras reviewed duties and assignments from the recent NASCOE Organizational meeting. He reminded the Executive Committee that Area Directories were needed if not already submitted. Any remaining exit reports should also be provided. Secretary Csutoras informed the Executive Committee that the announcement for the Technology Coordinator approved at the Organizational Meeting was in draft status and should be issued shortly.
- IV. New Business - Rick
 - A. Secretary Csutoras informed the Executive Committee that an overflow hotel for Saturday night at the 2022 National Convention in Savannah, GA had been found that is willing to provide 50 rooms at per diem. It is conveniently located next to the main hotel. As there were no concerns, Secretary Csutoras will finalize the contract.
- V. Discussion
 - A. Vice-President Kester discussed the interest in NASCOE's membership database (NID). President Wilson is working on developing policy for what the information can be used for and who will have access to it. In the interim, anyone with access is asked not to share information until the protocols are put in place.
 - B. Vice-President Kester polled the Executive Committee regarding employees receiving the link to the Federal Employee Viewpoint Survey. While it appeared there was an initial concern, everyone appears to have the link at this point. NASCOE members should be encouraged to complete the survey and be honest.

VI. Additions

- A. SEA Executive Farmer inquired about the status of NASCOE Scholarship checks being issued to recipients as her area has received reports that the payments have not yet been made. Treasurer Houk indicated he has not received a list and he cannot release funds until the Awards and Scholarship Committee National Chair A&S certifies all the qualifications have been met. It was also noted that previously the Executive Committee has authorized the Treasurer to pay the funds out of checking and reimburse from the scholarship account due to a limit of six checks per month on the scholarship account. Vice-President Kester indicated she and President Wilson will follow up to determine the cause of the delay. The Executive Committee further discussed the timing of payments to Area level winners as these have traditionally been paid concurrently with the National level winners which causes a significant delay in payment. This issue will be forwarded to the Awards and Scholarship Committee for review and recommendations on potential changes to policy.
- B. Treasurer Houk shared that the team preparing guidance for State Treasurers has nearly completed the training. The instruction will be delivered by Teams soon and the training will include information on IRS reconciliation.
- C. Treasurer Houk shared that the Budget and Finance Committee will be meeting with the National Committee Chairs shortly to review their yearly budgets.
- D. SWA Executive Hammer asked the status of the guaranteed financial obligations due to NASCOE from Dillard's Financial Solutions. Treasurer Houk shared which commitments had been met along with those that were not yet paid.

**A MOTION was moved by Joel and seconded by Annette to adjourn at 18:30 CDT.
All in favor, motion carried**

NASCOE Executive Committee Meeting

Microsoft Teams, November 3, 2020 @ 18:00 CDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Curt Houk, Treasurer
Annette Hyman, NEA Executive
Beth Farmer, SWA Executive
Joel Foster, NWA Executive
Marla Hammer, SEA Executive
Mary Roberts, MWA Executive
Tina Williams, NEA Alt
Lacey Orcutt, NWA Alt
Donny Green, SEA Alt
Tracy Wilson, SWA Alt

- I. Roll Call – President Wilson
- II. Welcome and Call to Order – President Wilson
 - A. President Wilson shared that Secretary Csutoras would not be on the call today due to a death in the family and that Vice-President Kester would be filling in as Secretary for the meeting.
- III. Old Business
 - A. Treasurer Houk advised the Executive Committee that the training for State Treasurers was in a final draft. It is being designed as a tool for ongoing reference.
 - B. President Wilson and MWA Executive Roberts discussed the Executive Committee’s directive to follow up with a State Association due to a potential breach of confidentiality and the follow up actions taken. The situation has been satisfactorily resolved.
- IV. New Business
 - A. President Wilson requested that a stapler, label maker, and old projector from the NASCOE inventory at Secretary Csutoras’ request. **A MOTION was moved by Marla Hammer and seconded by Joel Foster to approve the request. Discussion. All in favor, motion carried.**
- V. Discussion
 - A. President Wilson discussed recent correspondence with the Executive Committee, including a new Programs Fact Sheet and IASCOE Fund Raising letter.
 - B. President Wilson noted that the window was still open for members to apply for the Technology Coordinator position and encouraged everyone to continue to promote the opportunity.

- C. President Wilson reminded everyone that the NASCOE Activity Calendar needed to stay current and Vice-President Kester should be notified when State Association Meetings or Area Rallies are scheduled.
- D. President Wilson reminded the Executive Committee that the deadline for 2021 Negotiation submissions is December 1, 2020. He also provided an update on the status of the 2020 Negotiation session.
- E. Vice-President Kester noted that they were waiting on a couple of outstanding articles to finalize the fall NASCOE Newsletter.
- F. President Wilson gave an update on discussions with WDC on the delays related to background checks on new hires. These are related to FPAC's security division who are also handling COVID related issues. A new process and software have been put in place to improve accountability and transparency. The Executive Committee requested a bulletin be prepared by the President for membership to educate them on this process and recent changes.
- G. President Wilson discussed the concerns regarding the leave carry over process and the recent video released by NASCOE. A recent email was sent by DAFO indicating the Administrator has determined all CO employees are considered essential and eligible for exigency. NASCOE is asking for a notice or memo as the information is not uniformly being shared with employees.

VI. Additions

- A. NEA Executive Hyman requested some Fact Sheets for Scholarships and Awards to help increase participation and awareness.
- B. NEA Alternate Executive Williams gave an update on the Membership Database initiative. Instructions are being developed for merging the NID with the employee listing to be shared with area and state membership chairs.

A MOTION was moved by Joel Foster and seconded by Mary Roberts to adjourn at 19:10 CDT. All in favor, motion carried

NASCOE Executive Committee Meeting

Microsoft Teams, December 1, 2020 @ 18:00 CDT

Present: Brandon Wilson, President
Curt Houk, Treasurer
Richard Csutoras, Secretary
Annette Hyman, NEA Executive
Joel Foster, NWA Executive
Marla Hammer, SEA Executive
Kayla Mattson, MWA Alt
Tina Williams, NEA Alt
Lacey Orcutt, NWA Alt
Donny Green, SEA Alt
Tracy Wilson, NWA Alt

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. Old Business
 - A. Secretary Csutoras provided an update on the recent efforts with DAFO to get FSA’s responses on the 2020 negotiation items. DAFO and NASCOE are working toward a virtual negotiation session in early January, however receiving these items back timely will be critical. DAFO has started to return some outstanding items back individually.
- IV. New Business
 - A. Secretary Csutoras informed the Executive Committee that DAFO has assigned a new representative, Ivan Suarez, to assist all the employee associations. This is due to the recent promotion of our previous representative, Kara Napier. Mr. Suarez was previous a member of NASCOE before moving to WDC.
 - B. Secretary Csutoras and the Executive Committee reviewed the list for the 2020 NASCOE Christmas Card list.
- V. Discussion
 - A. President Wilson discussed recent changes in FSAs COVID posture. He has discussed the roll back of Service Center levels with WDC and noted that this decision was made above the FSA level. NASCOE has communicated with FSA’s leadership about how this may affect deadlines such as WHIP, CFAP, and general CRP. President Wilson also noted that WDC is monitoring use of Box and OneSpan and expects these tools to be of assistance to Service Centers at level 0 or level 1.
- VI. Additions
 - A. President Wilson shared a recent NAFEC letter regarding COC election requiring quorum. DAFO sent out a follow up to states reiterating that quorum is required

and providing flexible option. The election was identified as mission critical. NAFEC is satisfied with the clarification and supports alternate methods of meeting.

- B. President Wilson informed the Executive Committee that two bulletins were scheduled for this week. The COAC Committee is preparing a bulletin encouraging membership in NAFEC and President Wilson is finalizing a bulletin about background checks during the hiring process. The Fall NASCOE Newsletter is also close to ready for release.
- C. President Wilson noted that traditionally the NASCOE President cycles off after the second year and the Vice-President runs for NASCOE President. NASCOE will need someone to run for Vice-President.
- D. President Wilson discussed the National Presidential transition and how this may affect FSA and NASCOE.
- E. NEA Executive Hyman encouraged promotion of the awards and scholarship and noted it would be beneficial to support the Area Chairs this year. President Wilson indicated that he has asked the National Scholarship Chair to have training with the Area Chairs as well as to prepare a bulletin for membership.
- F. NWA Alternate Executive Mattson noted that membership is extremely interested in legislative updates right now and encouraged NASCOE to continue to share information to the field.
- G. President Wilson reminded the Executive Committee of the open Technology Coordinator position and continued to encourage the active solicitation of potential candidates.
- H. President Wilson informed the Executive Committee that DAFO is soliciting candidates for a Shared Work Pilot. This is a new initiative and not a lot of information is known at this time. More information will be shared as it is known.
- I. President Wilson reminded the Executive Committee that leave carry-over should be available to all CO employees. This should have been communicated to each state by this point.

A MOTION was moved by Joel Foster and seconded by Marla Hammer to adjourn at 19:15 CDT. All in favor, motion carried

NASCOE Executive Committee Meeting

Microsoft Teams, January 5, 2021 @ 18:00 CDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Curt Houk, Treasurer
Richard Csutoras, Secretary
Annette Hyman, NEA Executive
Beth Farmer, SEA Executive
Marla Hammer, SEA Executive
Kayla Mattson, MWA Alt
Tina Williams, NEA Alt
Lacey Orcutt, NWA Alt
Donny Green, SEA Alt
Tracy Wilson, NWA Alt
Julie Goetzman, National Awards & Scholarship Chairperson

- 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 Beth Farmer and seconded by Marla Hammer to approve the minutes of October 6, November 3, and December 1, 2020 as well as the Organizational Meeting. Discussion. All in favor, motion carried.**
- IV. Old Business
 - A. Secretary Csutoras provided an update on the status of negotiations. He noted that NASCOE is still waiting on DAFO to provide responses to the 2020 items submitted on June 25, 2020. NASCOE has followed up many times and most recently DAFO has indicated the holdup is out of their hands. The Executive Committee indicated that the situation needs to be elevated and directed President Wilson to consult on the status of the 2020 responses. Secretary Csutoras also indicated that NASCOE was going to move forward with preparing the 2021 negotiation items. These will shortly be prepared by the Negotiation Consultants and a Pre-Negotiation Meeting will soon be scheduled.
- V. New Business
 - A. Treasurer Houk informed the Executive Committee that two Certificates of Deposit (CD) were expiring on January 2 and January 8, 2021. There is an option to roll over the CDs for six months at 0.5% interest. **A MOTION was moved by Annette Hyman and seconded by Marla Hammer to roll over the Certificate of Deposits for six months. Discussion. All in favor, motion carried.**
 - B. National Awards and Scholarship Chair Goetzman updated the Executive Committee on the current submissions. She requested input from the committee on waiving requirements of transcripts in 2020-2021 due to the pandemic. The

Executive Committee did not recommend changing the rules after the signup period has started. Chair Goetzman also requested input on deferring scholarships in certain circumstances, such as those serving in state FFA officer positions. The Executive Committee recommended this be reviewed as a permanent option by the committee at convention and otherwise waiting to address until the situation presents itself.

VI. Discussion

- A. President Wilson discussed membership concerns regarding the recent establishment of 2021 Performance Plans. He indicated he had reached out to DAFO with specific examples. Based on initial feedback, these concerns will likely need to be addressed in formal negotiations.
- B. President Wilson shared that the County Office Advocacy Committee was preparing a packet promoting NAFEC membership which will include a new fact sheet and membership packet.
- C. Secretary Csutoras informed the Executive Committee that preparations were continuing for the 2021 NASCOE Convention. The registration is delayed due to the inability to finalize tours and evening events due to the pandemic. The monthly conference calls will begin soon. President Wilson commented that the Executive Committee will likely have to review potential safety protocols for the convention depending on the conditions at the time.

VII. Additions

- A. President Wilson shared that DAFO was soliciting photographs from associations to help prepare the incoming administration. NASCOE has shared several pictures of WDC and NASCOE working together.
- B. Secretary Csutoras reminded everyone that bids for the 2023 National Convention are due April 1st. He highly encouraged the Executive Committee to actively solicit involvement.
- C. President Wilson shared that the Legislative Committee is researching the recently passed omnibus and stimulus bill to determine how it affects FSA and NASCOE.
- D. President Wilson shared that NASCOE has issued 19 bulletins through the NASCOE Information Database (NID) since September. Additionally, there have been 25 Instagram and 30 Facebook posts. While the Fall/Winter Newsletter has taken a backseat to bulletins, it is still soon ready for release.
- E. President Wilson indicated he has been advised that FSA temporary employees will at least remain until March 2021.
- F. President Wilson indicated the new program authorized by the stimulus bill (CFAP 3) will likely wait until the incoming administration can weigh in on the rules and timing.
- G. President Wilson shared that the Legislative Committee prepared a paper for the transition team outlining NASCOE's priorities in general.
- H. President Wilson shared the need to keep National Chairs updated on any Area Directory changes. This can be done through the Area Chairs.

- I. SWA Executive Hammer inquired about training for state treasurers. Treasurer Houk stated that the training is awaiting final revisions, but the training is still planned.
- J. SWA Executive Hammer inquired about NID emails being shared with Area Chairs. President Wilson indicated the policy and process for information will be shared is still in development.
- K. SWA Executive Hammer inquired about state associations receiving donations from Dillard's Financial Services (DFS). It was noted that DFS requires a form be submitted prior to processing a check.

A MOTION was moved by Marcinda Kester and seconded by Beth Farmer to adjourn at 20:10 CDT. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, February 2, 2021 @ 18:00 CDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Curt Houk, Treasurer
Richard Csutoras, Secretary
Annette Hyman, NEA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SEA Executive
Kayla Mattson, MWA Alt
Tina Williams, NEA Alt
Donny Green, SEA Alt
Tracy Wilson, NWA Alt
Chris Lary, Benefits and Emblems Chair
John Lohr, Dillard's Financial Solutions (left at 18:45)
Teresa Dillard, Dillard's Financial Solutions (left at 18:45)

- 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 Curt Houk and seconded by Marla Hammer to approve the minutes of January 5, 2021. Discussion. All in favor, motion carried.**
- IV. Old Business
 - A. Secretary Csutoras provided an update on the status of 2020 Negotiations. DAFO has indicated they have all the preliminary FSA responses completed and they will be returning them to us soon. NASCOE will work to coordinate the actual negotiation session a few weeks later. NASCOE will request this meeting occur during the week with a day or two of administrative time allotted to prepare for the session.
- V. New Business
 - A. John Lohr and Teresa Dillard reviewed a presentation about Dillard Financial Services' (DFS) upcoming plans for 2021, attached as Exhibit 1. Additionally, they informed the EC that they intend to request a two-year extension to their contract because of COVID limits experienced in 2020 & 2021. Discussion. It was suggested that NASCOE could prepare a bulletin about the retirement calculator availability through DFS.

VI. Discussion

- A. President Wilson announced that NASCOE had formally requested a meeting with the new DAFO. We have been informed that WDC would try and schedule this meeting soon but his calendar is very full at the moment due to the limited number of political appointees.
- B. President Wilson shared that the Officers and the National Negotiation and Programs Chair had recently attended a refresher training on WebTA, workload, and OPO. WDC is encouraging everyone with a license to join the monthly Q&A dashboard call. Additionally, Vice-President Kester shared that there should be a notice soon regarding WDC efforts toward counting unmet work. There will be work needed by the CO to capture workload not getting accomplished, which is frustrating, but it will benefit everyone.
- C. Secretary Csutoras gave an update on the status of the 2021 Convention, particularly regarding fundraising. It is beneficial to Area Execs and State Presidents not to have to try and sell raffle tickets, but funds are still needed to support our business meeting. Indiana is asking for states to support the convention with a donation if they are able.
- D. President Wilson shared recent efforts to select a Technology Coordinator. NASCOE has a real business need to identify specific candidates and he is therefore asking Area Executives to actively solicit interest from their state leadership.
- E. The standing Officers announced their intentions regarding their candidacy in the upcoming year. Brandon Wilson will become Past President while Marcinda Kester will run for President. There are currently no known candidates for Vice President. Richard Csutoras will run for Secretary. Curt Houk announced that due to family and farm obligations he will not run for Treasurer. He announced that he is aware that Jessie Colgrove from NE will be run as a candidate for Treasurer. President Wilson reminded the group that anyone could and should run for NASCOE office.

VII. Additions

- A. President Wilson discussed the recent presentation from DFS regarding their planned extension request due to COVID relief. He indicated that he would provide the proposal to the Executive Committee once it is received. President Wilson also noted that the officers recently had a call with the parent company of JM Marketing, Amerilife, regarding our agreement allowing the use of the FSA-444 in exchange for a monthly donation.
- B. President Wilson shared his plan to hold the 2021 PreNegotiation Meeting shortly and then request a face-to-face Negotiation session with WDC in July. The goal is to allow time for the pandemic conditions to improve and yet still have the meeting prior to the NASCOE Convention. WDC has indicated the safety posture will not be changing very soon. President

Wilson announced that the PreNegotiation Meeting will be held virtually. NASCOE has requested the ability to use government laptops and facilities. WDC is entertaining the request but requesting NASCOE minimize these uses due to COVID restrictions. Secretary Csutoras will be sending out a survey shortly to determine who may need this access and which dates suit the group.

- C. President Wilson shared that he had received a lot of questions regarding the proposed CFAP-3 and the recently announced CFAP-2 expansion. There is a lot of confusion regarding these programs and the Legislative Team is doing some research.

A MOTION was moved by Beth Farmer and seconded by Annette Hyman to adjourn at 20:15 CDT. All in favor, motion carried.

DFS Discussion Topics for NASCOE Executive Committee Meeting

7:00 PM EST TEAMS Meeting

February 2, 2021

1. 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.
2. Explain the need for DFS to continue balancing education and product promotion in its presentations to provide both important retirement and benefit information to NASCOE members and to generate the revenues needed to support NASCOE as per our agreement.
3. Continue to work closely with the Benefits, Membership, and Advocacy (NAFEC) Committees.
 - a. Again for 2020-2021 sponsor the annual membership contest.
 - b. New offering-- Fixed annuity as better alternative to CD
4. Request that NASCOE continue to lobby FSA and FPAC Business Center officials to have DFS, if not accepted as the primary trainer, at least be used to supplement FSA's HR trainers
5. Coordinate any retirement and benefits training for the 2021 Area Rallies to be done by HR and/or DFS.
6. If available this year, DFS requests the opportunity to be a presenter at one of the national convention 1-hour workshops like those held at the 2019 convention in Kansas on Friday afternoon.
7. Appreciation to Rick Csutoras and the Area Execs for the updated area directories. Also thank you to Chris Lary and Teresa Holmquist for their assistance in delivering benefits information to NASCOE members.
8. We are in the process of reaching out to states to begin planning our participation at their in-person and virtual events. We would appreciate periodic updates of state convention dates and locations from Area Execs.
9. Review of the donation rules with emphasis on the difference between state conventions having an option to forego our donation and area rallies where we must be exclusive.
10. Report on the success of the recent Zoom sessions hosted by states and thank NASCOE for promoting them. Emphasize that these are still being offered.
11. Offer to begin negotiations to extend the current agreement between DFS and NASCOE which expires September 30, 2023.

2021 Rally Donation Eligibility Notification

TO: State Association Hosting a 2021 NASCOE Area Rally

To eliminate any misunderstandings with rally-hosting states, we annually provide clarification of NASCOE's eligibility for the \$2000 donation provided by Dillard Financial Solutions, Inc.

Our Rally donations are disbursed, usually at the time of the Rally, as directed by the Area Exec as NASCOE's representative.

As specified in our agreement with NASCOE, this rally donation is predicated on Dillard Financial Solutions being the:

- exclusive presenter of retirement and benefit training
 - government retirement and benefits trainers are an exception to this restriction.
- exclusive exhibitor of life insurance, annuities, and investment products
 - including being the only entity involved with these products listed in the event's program or other promotional material as either an advertiser or sponsor.

Generally, all insurance companies involved with life insurance and annuities, banks and credit unions would be prohibited at a rally under our donation agreement.

As an exception to the bank prohibition in our agreement, an agricultural-lending bank can be a non-attending event sponsor with no mention of any retirement, investment, or financial planning products and services in the event's sponsorship recognition. No bank representatives can be present or participate in any way at the event, except as a non-attending sponsor.

As a special exception to the donation agreement, JM Marketing or its successor may attend a rally, but they cannot advertise or promote life insurance, annuities, or investment products, or have speaking time on your rally agenda to promote these competing products and services.

Since we are not involved in the health insurance business, FEHB providers like BC/BS and GEHA may attend rallies without restriction.

Please contact us in advance of your rally with any questions related to our donation or the compatibility of the other insurance and retirement providers attending your rally.

Also please share this information with anyone in your state association who will be responsible for soliciting vendors and sponsors for your event.

Thank you.

John Lohr

NASCOE Account Marketing Director for Dillard Financial Solutions, Inc.

Email: nascoe@dillardfinancial.com

Phone: 724-771-3682



Dillard
Financial Solutions, Inc.

New Benefits *for* 2021 *for* NASCOE Members

Dillard Financial Solutions is now offering through American Equity two new products.

3-Year Product

2.1%

5-Year Product

2.5%

Current Rates As Of February 8th, 2021

Even Better Than A Traditional CD

Free Withdrawal Up To 10% Starting
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Lock In A Fixed Rate For Either
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For Individuals Or Associations

Disclaimer: Applicants must meet suitability requirements.
Returns are guaranteed by the reserves of the insurance companies. Rates are set at issue and are subject to change.

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Dillard Financial Solutions, Inc. is not affiliated with any government agency. Applicants must meet suitability requirements. Returns are guaranteed by the reserves of the insurance companies.

NASCOE Executive Committee Meeting

Microsoft Teams, March 2, 2021 @ 18:00 CDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Richard Csutoras, Secretary
Annette Hyman, NEA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SEA Executive
Kayla Mattson, MWA Alt
Tina Williams, NEA Alt
Donny Green, SEA Alt
Tracy Wilson, NWA Alt
Hunter Moorhead, Crossroad Strategies

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. New Business
 - A. Secretary Csutoras discussed the potential for assigning nascoe.org emails to Area Alternate Executives and Committee Chairs. This can be done with extra Microsoft Teams licenses at no additional cost. Additionally, this access will allow access to future infrastructure such as Sharepoint. The Executive Committee supported the creation of the emails.
 - B. Vice-President Kester informed the Executive Committee that our attorney has informed us that our fees would be increasing for the first time in many years, from \$300 an hour to \$325. The attorney typically charges between \$360 and \$460 for other clients. **A MOTION was moved by Marla Hammer and seconded by Beth Farmer to accept and approve the fee increase as requested. Discussion. All in favor, motion carried.**
 - C. Mr. Moorhead reviewed proposed upcoming legislation along with potential actions NASCOE could take, including supporting, opposing, or remaining neutral. Discussion. The Executive Committee noted that no request had been made of NASCOE and therefore took no action.
- IV. Discussion
 - A. President Wilson informed the Executive Committee that he was continuing to explore ways to meet with the new FSA leadership.
 - B. President Wilson shared with the Executive Committee that the officers and Chris Hare met with FSA's BAMS division and received a demonstration on dashboards. Additionally, the project to measure unmet workload demands was discussed and NASCOE suggested a pilot before it went nationwide.

- C. President Wilson discussed Area Rallies. He noted that agendas were needed very soon, along with requests for WDC speakers. DAFO typically grants admin leave if the agenda includes a session regarding official benefits or contains discussion with STO or DC. This year's involvement by WDC is challenging with the new office posture which may affect WDC's response, including their asking us to hold virtual events instead of in person. Area Executives gave brief updates on the status of their upcoming Area Rallies.
- D. President Wilson shared an update on the creation of the Technology Coordinator position. He noted that he and Secretary Csutoras have been on several Area Leadership Meetings to promote the position. President Wilson has also spoken with the National Publicity Chair to ensure consistent delivery of existing platforms and potential options moving forward.
- E. Secretary Csutoras discussed the opening for a state to host the 2023 National Convention. As of now, no state has indicated a desire to bid. The deadline is April 1st and the Area Executives were encouraged to solicit their states and encourage them to host.
- F. Secretary Csutoras provided an update on the plans for the 2021 National Convention, including a reminder on the monthly conference calls, the status of the registration form, and details on fundraising.

V. Additions

- A. President Wilson discussed the recent issues with the ARCPLC postcard mailing. He noted that he will share the concerns with WDC but not much can be done at this point. However, he will express concerns over the resulting extra workload and the effect on program's deadline.
- B. President Wilson discussed the recent guidance from FPAC regarding staffing Service Centers at 25% maximum occupancy at the office building. This is generating a lot of understandable concern from members and NASCOE is exploring how best to respond, including a potential letter to the Secretary's office.
- C. NWA Executive Foster shared a recent concern he heard regarding the low pay of the COC. This is worsened with shorter virtual meetings and no travel. He questioned how long it has been since FSA looked at the pay for COC. It was noted that there is a large discrepancy between their pay at grade 6 and the STC at grade 15. President Wilson will share the concern with NAFEC through the COAC Committee.

A MOTION was moved by Joel Foster and seconded by Beth Famer to adjourn at 20:25 CDT. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, April 6, 2021 @18:00 CDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Curt Houk, Treasurer
Richard Csutoras, Secretary
Mary Roberts, MWA Executive
Annette Hyman, NEA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SEA Executive
Kayla Mattson, MWA Alt
Tina Williams, NEA Alt
Donny Green, SEA Alt
Tracy Wilson, NWA Alt

- 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 Beth Farmer and seconded by Marla Hammer to approve the Executive Committee minutes of February 2 and March 2, along with the 2021 Pre-Negotiation Meeting. Discussion. All in favor, motion carried.**
- IV. Old Business
 - A. Secretary Csutoras provided an update on the status of the 2020 Negotiations. He informed the Executive Committee that NASCOE has requested a date be scheduled for the end of April or beginning of May. Additionally, WDC is requesting NASCOE review the initial FSA responses to identify if NASCOE was willing to accept any without further discussion. While the bulk of the FSA responses require additional discussion or negotiation, the Executive Committee identified some responses that NASCOE could accept. An updated list indicating which items require further discussion and which can be accepted will be provided to WDC.
 - B. Treasurer Houk informed the Executive Committee that State Treasurer Training is ready for delivery to membership. He will be working with each Area Executive to schedule a training for their area within the next week or two. NASCOE is requesting that each State Treasurer attend and recommending that other state leadership, such as the Membership Chair, be encouraged to attend. It was suggested and agreed that a session of the training would be recorded for future use.

V. New Business

- A. The Executive Committee discussed the ongoing COVID-19 pandemic and how it affects upcoming NASCOE events, namely the area rallies and national convention. It was noted that, while the Executive Committee previously authorized the resumption of travel, there are still risks associated with the pandemic that require planning. Treasurer Houk spoke with NASCOE's insurance agent and confirmed that we remain not covered for any claims related to COVID-19. Since a release of liability was previously suggested, the officers have consulted with NASCOE's attorney. His advice is that a simple statement on a registration form will not provide significant cover from potential litigation and instead recommended a more robust waiver based on the host state's relevant law.

The Executive Committee noted that NASCOE had a responsibility to conduct events as safely as possible. This may involve some changes to events, for example the hospitality rooms might not be expected to occur this year. They discussed recent safety protocols instituted by USDA for Service Center visitors, including the need for a questionnaire. The Executive Committee discussed whether conditions had improved enough from last year and debated whether to convene the NASCOE Board of Delegates. It was further noted that case counts are lower in parts of the country and more of the population is vaccinated each day. The conditions could be even more improved by the time of each event. Parts of the country are returning to normal, such as the state of Indiana, which just recently announced the end of their face mask mandate.

The Executive Committee discussed the difference between local or state protocols and the federal protocols provided by the CDC. They determined that it was important to enact strict safety measures, both for the safety of our membership and the protection of the association. **A MOTION was moved by Joel Foster and seconded by Marla Hammer to require a release of liability and to enact CDC guidelines in effect at the time such as masks or social distancing at NASCOE sponsored events. Discussion. All in favor, motion carried.** It was noted this would be in addition to state and local requirements and that failure to follow safety protocols will result in expulsion from the NASCOE event.

- B. President Wilson informed the Executive Committee that a reminder was sent to national committee chairs to send the President any request for travel by April 5th. To date, he has received a request from the National Membership Chair to attend the All-West Rally. President Wilson stated he is inclined to approve the travel if there is a plan for specific achievements related to his attendance.

- C. Secretary Csutoras reviewed the proposed registration form for the 2021 National Convention. The Executive Committee requested that the form be amended to include a spot for names of guests, a disclaimer regarding safety requirements and the liability waiver, and that minor typos be corrected. **A MOTION was moved by Annette Hyman and seconded by Mary Roberts to accept the 2021 National Convention Registration with the required revisions. Discussion.** It was noted that the liability waiver will be separate from the registration and may come later. **All in favor, motion carried.**

- D. Secretary Csutoras discussed the need for a host state for the 2023 National Convention. He informed the Executive Committee that no host state had submitted a bid by the April 1st deadline. When this occurs, the Executive Committee has worked to solicit candidates. President Wilson appointed a nominating committee to research and locate a host state for the 2023 National Convention. He appointed Vice-President Kester to lead the committee, along with Northeast Area Executive Hyman and Northwest Area Executive Foster. They were requested to provide an update by the next regular Executive Committee meeting.

VI. Discussion

- A. Secretary Csutoras asked the Executive Committee to begin to consider a Past Treasurer position. He noted that responsibilities related to management of NASCOE's finances can take significant time to transition and that retaining expertise regarding budgeting, regular expenditures, organizing meetings, convention assistance, etc. could be very beneficial to NASCOE. This will require an update of the NASCOE Constitution and Bylaws. Secretary Csutoras will prepare a draft update for the Executive Committee to review.

VII. Additions

- A. Northwest Area Executive Foster discussed concerns with employee's inability to view comments or sign their mid-years or quarterly performance discussions in the latest software. He noted that if these comments are a part of the employee's record, should this be viewable by the employee.
- B. Southwest Area Alternate Executive Wilson reminded the Executive Committee that the deadline for candidacy announcements to be received and be published by NASCOE is in May. Secretary Csutoras noted that a bulletin should be forthcoming.
- C. President Wilson shared that the new Administrator is the FSA point person on an internal task force to examine racism in USDA.

- D. President Wilson discussed the Service Center's safety posture change beginning next week which involves admitting visitors to the office. He noted that NASCOE can and will continue to submit concerns to FSA, however COVID policy decisions were being developed at a higher administrative level than the agency.

A MOTION was moved by Joel Foster and seconded by Beth Farmer to adjourn at 20:10 CDT. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, April 20, 2021 @ 18:00 CDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Curt Houk, Treasurer
Richard Csutoras, Secretary
Annette Hyman, NEA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SEA Executive
Kayla Mattson, MWA Alt
Tina Williams, NEA Alt
Tracy Wilson, NWA Alt
Neil Burnette, Legislative Committee Co-Chair
Clint Bain, Legislative Committee Co-Chair

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. Old Business
 - A. President Wilson presented his nomination for Technology Coordinator, Sarah Francowic and reviewed her qualifications for the position. President Wilson indicated that he has spoken with National Publicity Chair Holmquist who has offered to help with the transition of duties and to continue to provide support with NID and other similar projects. He noted that as the Technology Coordination position is not accounted for in existing policy or budget, the Executive Committee would need to approve funding. **A MOTION was moved by Marla Hammer and seconded by Annette Hyman to approve the nomination of Sarah Francowic as NASCOE Technology Coordinator and provide her with a \$750 reimbursement for hardware expenses and \$50 a month for hotspot and internet. Discussion.** It was noted that additional software needs would be reviewed on an as needed basis. **All in favor, motion carried.**
 - B. The Executive Committee discussed developing a written safety plan for NASCOE events. President Wilson shared that DAFO had informed NASCOE that USDA participation in our rallies was being reviewed by both the FPAC and Department Homeland Security divisions. DAFO is currently moving forward with virtual participation in NASCOE events but this will be dependent on USDA guidance and assurances of safe activity at the NASCOE meetings. DAFO would like a written COVID-19 safety plan to provide to FPAC and the Department in support of their

participation. President Wilson will be working with the relevant Area Executives directly to formulate the safety plans. It was shared that WDC has indicated that all employees who travel, either to attend a NASCOE event or for other non-work-related activities, could be required to telework for a period before returning to the office. Southeast Area Executive Farmer noted for the record that she would like to meet with the officers to discuss potential safety plans for their area rally.

Secretary Csutoras also shared that NASCOE had consulted their attorney to review some language in the release of liability for the National Convention. During this exchange, the attorney referenced that NASCOE was not requiring a vaccine for attendance. The Executive Committee discussed adding a requirement to obtain a vaccine. They noted that CDC guidelines for large groups does not mention vaccines. Additionally, FSA guidance does not require a vaccine for either employees or visitors in USDA Service Centers. Finally, the Executive Committee noted that the vaccine is still in an emergency use classification which some of our members may find concerning.

Secretary Csutoras recommended that minutes recorded at each NASCOE event specifically list the safety protocols and document the expectations that are given to attendees. NASCOE will take all opportunities to ensure that attendees of events are aware of all expectations prior to attending any event, however it was noted that many travel arrangements and other commitments have been made. It was further noted that NASCOE can enforce safety protocols during event times and request those same safety protocols be adhered to after hours.

- C. President Wilson informed the Executive Committee that a draft NASCOE touch card had been mailed to them by the Membership Committee for their feedback. Those who had received it already commented that it is effective and a conversation starter. A mailing list has been obtained with a goal of mailing the touch card to each office within a few weeks.

IV. New Business

- A. Legislative Co-Chairs Burnette and Bain discussed plans for the upcoming Leadership Development Program (LDP) which they are organizing. They explained that the Executive Committee's recently enacted safety protocols would likely necessitate a change in format. The LDP is economically viable when it maximizes attendance, including pairing people to increase networking and encouraging room sharing. Room sharing may not be possible while maintaining social distancing which would mean a higher cost per person.

Alternatively, the organizers are exploring ways to make the program more valuable for a smaller audience, for example by focusing on state leadership training. This “Focused” Leadership Development Plan (FLDP) could involve inviting state leaders who would get training on best practices for state associations. The organizers wanted Executive Committee feedback since this concept is different and the anticipated budget may go over by an estimated \$8,000. The Executive Committee had a positive reception to the FLDP concept and requested more details in writing for action at the next scheduled meeting on May 4th.

V. Discussion

- A. President Wilson discussed the nomination of Robert Bonnie for FPAC Under-Secretary and discussed outreach with the new administration. He shared that NASCOE leadership is having discussions on how best to move forward forging new relationships with all the new political leaders.

VI. Additions

- A. President Wilson discussed a recent post on social media by an FSA GS employee that was inappropriate. He reminded everyone that posting or sharing this post, or other similar posts, is serious and could result in administrative action. NASCOE has shared with leadership that it is not fair or productive to paint all employees with the same brush.

A MOTION was moved by Joel Foster and seconded by Beth Farmer to adjourn at 19:30 CDT. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, May 4, 2021 @ 18:00 CDT

Present: Brandon Wilson, President
Curt Houk, Treasurer
Richard Csutoras, Secretary
Mary Roberts, MWA Executive
Annette Hyman, NEA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SEA Executive
Kayla Mattson, MWA Alt
Tina Williams, NEA Alt
Lacey Orcutt, NWA Alt
Donny Green, SEA Alt
Tracy Wilson, NWA Alt
Clint Bain, Legislative Co-Chair
Neil Burnette, Legislative Co-Chair

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. Review & Approval of Minutes - **A MOTION was moved by Joel Foster and seconded by Annette Hyman to approve the minutes of April 6 & April 20, 2021. Discussion. All in favor, motion carried.**
- IV. Old Business
 - A. President Wilson shared the All-West Area and Southeast Area Rally Safety Plans with the Executive Committee, attached as Exhibits 1 and 2. The EC confirmed the importance of ensuring that the plans are followed, and that each area performs the tasks outlined in these safety plans.
 - B. Secretary Csutoras informed the EC TASCOC had indicated they intended to present a bid to host the 2023 National Convention. Currently they are exploring College Station, TX for the location, where the Texas A&M Hotel and Convention Center can guarantee 230 rooms for \$119 a night, including parking.
- V. New Business
 - A. Legislative Co-Chairs Bain and Burnette reviewed their proposal for the scheduled Leadership Development Program (LDP) and requested feedback. It was noted that the EC felt it was important for follow up after

the meeting that Area Executives be included in the LDP. There was also discussion regarding the effectiveness of the previous LDP's mentorship process. The Co-Chairs shared the expectations for the attendee recommendation process.

- B. President Wilson shared with the EC that he had received requests to travel to the All-West and SEA Rallies from National Committee Chairs Thomas, Hare, and Bain. As these are not authorized under the any other travel policy, these would need approved by the NASCOE President as an emergency situation per the travel handbook. President Wilson noted that he worked with each of these National Chairs on a case-by-case basis to identify their business need for the request. It was noted that NASCOE provides Area Chair stipends to encourage their participation. President Wilson indicated he is not likely to approve any attendance to the All-West Rally as two Area Chairs from each committee will be attending. However, he recognized a need for Chair Hare at the SEA Rally since there is no Program Area Chair for the SEA. Additionally, Legislative Co-Chair Bain is needed at the SEA Rally to fill in for the Legislative Area Chair and promote the NASCOE PAC at the largest in person rally that is currently planned.
- C. President Wilson discussed the Membership Committee's touch card and shared that they had incorporated feedback and will be authorized to move forward with the release.

VI. Discussion

- A. Secretary Csutoras discussed the attendance at the 2021 National Convention by the 2020 Area Executives who are no longer serving and were unable to attend a face-to-face meeting last year. He noted this was previously discussed when making plans for the 2020 virtual convention, however no official action had been taken. **A MOTION was moved by Marla Hammer and seconded by Beth Farmer to approve travel expenses to the 2021 National Convention for the previous Area Executives, Lawrence Parker and Jackson Jones, who did not get to attend a convention during their last year in office. Discussion. All in favor, motion carried.**
- B. President Wilson announced that Sarah Francowic accepted the Technology Coordinator position and is very excited to start in her role and become more involved with the association. Secretary Csutoras is preparing a welcome bulletin to announce her to membership which should be issued shortly.

VII. Additions

- A. Legislative Co-Chair Burnette reminded the EC that the deadline for nominations for the Legislative Awards is July 1st.

- B. Legislative Co-Chair Bain provided a brief explanation of the expectations that have been set for the Legislative Area Chairs during the Area Rallies. These include speaking about the Outreach and Advocacy Initiative and the Leadership Development Program.
- C. President Wilson shared that NASCOE has been invited to meet with some House Agriculture Committee personnel to share information on what we do and how we are different as well as provide feedback and concerns as appropriate.
- D. President Wilson shared that there had been some challenges getting 2020 Negotiations finalized with DAFO, but he and Vice-President Kester was working with WDC to share concerns.
- E. Treasurer Houk gave an update on the State Treasurer Trainings. So far, four of the five areas have received the training and he thanked the Area Execs for their assistance in making them so successful. Treasurer Houk also shared that the SEA has already provided the documentation to show the area is compliant with the IRS. He reminded the EC that these are due from all states by June 30th. Treasurer Houk further reminded the EC that final dues needed to be submitted via an authorized method.
- F. Treasurer Houk discussed NASCOE forming a 501(c)3 for our scholarship program to allow donations to be tax deductible. While some research has been completed, this would likely require professional advice. Treasurer Houk noted that NASCOE has an existing CPA who could provide guidance, however there would likely be some cost. The EC noted that this was a potentially positive venture and worth further research. **A MOTION was moved by Marla Hammer and seconded by Annette Hyman to authorize Treasurer Houk to work with the NASCOE CPA to get the information needed to make an educated decision moving forward. Discussion. All in favor, motion carried.**
- G. Treasurer Houk shared the updated membership numbers, noting they were slightly up from the last quarter at 74%. It was noted our agreement with Dillard Financial Services would provide increased revenue if we maintained a membership level at 80% or higher.
- H. Secretary Csutoras reminded the EC that at this time in previous years NASCOE has provided a bonus to our Legislative Consultant. It was also noted that these funds had been budgeted and there were many business reasons to continue to recognize the work that he does for our membership. **A MOTION was moved by Marla Hammer and seconded by Beth Farmer to approve the distribution of the \$10,000 bonus for Hunter Moorhead. Discussion. All in favor, motion carried.**
- I. President Wilson and the EC discussed the WDC participation at the upcoming NASCOE in-person rallies. It was noted that no new decision had been received but that several further discussions were planned.

- J. President Wilson concurred with the nomination of Hiliary Hancock as the SEA Negotiations & Programs Area chair.
- K. SEA Chair Farmer advised the EC that Penny McCall would be attending the SEA rally as an associate member and a friend of NASCOE. She noted that outside of NASCOE, Mrs. McCall is a financial consultant who competes with Dillard Financial Services (DFS), however she would not be attending in any professional capacity. Noting that nothing in our agreement with DFS conflicts with NASCOE controlling attendance at our events, and that NASCOE does not want to set a precedence of refusing attendance to any associate member, it was determined that Mrs. McCall's attendance is acceptable.

A MOTION was moved by Joel Foster and seconded by Beth Farmer to adjourn at 20:20 CDT. All in favor, motion carried.

COVID 19 Safety Protocol for All West Area Rally May 14-15, 2021

- **Number of COVID-19 cases in the community**—The host state has been monitoring numbers of cases in SD and across the far west region. The state as a whole saw its spike in November and December 2020 and has been in a decline of cases ever since. Availability of vaccines as well as preventative and safety measures put in place by airlines and businesses across the nation will help in mitigating the number of cases being brought to the rally.
- **Exposure during travel**— Attendees planning to travel by air will be instructed to view safety guidelines for COVID 19 Air Travel located at www.tsa.gov. All others will be instructed to follow safety precautions to include wearing masks, using disposable gloves when pumping fuel and using hand sanitizer frequently.
- **Setting of the NASCOE Sponsored Event**—The hotels within the Cadillac Jacks Resort has implemented a safety plan which includes hand sanitizing stations as well as signage indicating the risk and best practices to take to avoid exposure. The Event Center staff will set up the meeting rooms to allow for social distancing. Attendees will be required to wear a mask while in the NASCOE sponsored event space or will be asked to leave.
- **Length of the event** — The Far West Rally will last Friday, May 14- Saturday, May 15. Many of the attendees will not attend the second day because many of the non-NASCOE Leadership attendees will not stay for the area breakouts on Saturday.
- **Number and crowding of people at the event** – Social distancing will be required during the NASCOE sponsored events as well as mask usage. Hand sanitizing and proper hygiene will be expected. The greatest number of attendees are expected to be local South Dakota association attendees. At this time the number of attendees is unknown.
- **Behavior of attendees during an event**— Best practices will be expected. Attendees will be instructed daily on the correct wearing of masks, when it is appropriate for masks to be off such as when eating or drinking only and that masks are to be worn at all times. Congregating in groups where social distancing can not be practiced will be discouraged. Attendees will be encouraged to continue to observe CDC guidelines after meeting hours. Those that fail to follow guidelines during the NASCOE sponsored meetings will be asked to leave.

Promoting Healthy Behaviors that Reduce Spread

- **Stay Home when Appropriate**
 - Event staff and rally attendees will be asked to stay home if:
 - If they have tested positive for COVID-19, are waiting for COVID-19 test results, have COVID-19 symptoms, or if they have had close contact with a person who has tested positive for or who has symptoms of COVID-19.

- Those persons working the registration desk will be conducting health checks by asking a series of questions related to COVID exposure utilizing CDC Facilities COVID 19 Screening questions completed and attached to attendee registration.
- **Physical (Social) Distancing**
 - Meetings and all indoor activities will be located in areas where space is adequate to ensure 6 foot social distancing can be maintained.
 - Attendees will be reminded during opening comments as well as by hotel/event space signage to stay at least 6 feet away from people who do not live in the same household.
 - Attendees upon arrival at registration will be instructed to stay at least 6 feet away from people who don't live with them. Attendees will be instructed daily of CDC guidelines to maintain 6 feet distance from non-family members.
 - Attendees and staff will be instructed to greet others without physical contact (for example, air hugs and elbow bumps). Signs will be displayed to remind that physical distancing is required.
 - Attendees will receive printed CDC guidelines on physical distancing in Welcome Packet.
- **Masks**
 - Masks will be required at all NASCOE events associated with the rally and are to be worn in accordance with CDC guidelines.
 - Masks will be on hand for those who don't have one.
 - Any attendee not complying with proper wearing of mask will be asked to leave the event.
 - Signage for required masks will be displayed by hotel and event planners.
- **Hand Hygiene and Respiratory Etiquette**
 - Attendees will be expected to wash their hands frequently.
 - Hand sanitizer will be available throughout the event space.
- **Signs and Messages**
 - Signs will be posted in highly visible locations advising attendees of best practices to prevent the spread of COVID-19.
 - Regular announcements will be made to encourage best practices by participants.

Maintaining Healthy Environments

- **Cleaning and Disinfection**
 - The hotel and event staff have developed a schedule for increased, routine cleaning. This plan includes cleaning and disinfecting frequently touched surfaces within the venue before the event, at least daily, and as much as possible.
 - Execs and those individuals participating in the presentations will clean shared objects frequently, based on level of use- microphones, computer equipment, etc.

- **Restrooms**
 - Attendees standing in line will be instructed to maintain a 6-foot distance from one another.
 - Restrooms will be cleaned and disinfected regularly.
 - Restrooms are adequately stocked with supplies for handwashing, including soap and water or hand sanitizer.
- **Ventilation**
 - Ventilation systems operate properly. Air turn over will be maximized to the extend possible to encourage healthy environment for attendees.
- **Physical Barriers and Guides**
 - The hotels and event staff have provided physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that people remain at least 6 feet apart in lines and at other times.
 - Pedestrian traffic flow plans have been implemented to reduce bottlenecks and ensure the ability to maintain physical distancing at the event.
 - As much as possible, walkways have been made one-way or clearly divided for bi-directional movement. Directional signs and markers indicate the appropriate direction of pedestrian movement.
 - Sneeze guards and partitions are utilized as much as possible in areas where it is difficult for people to remain at least 6 feet apart.
- **Communal Spaces**
 - Social distancing will be required during the event as well as mask usage. Hand sanitizing and proper hygiene will be encouraged. Attendees are instructed to use good judgement when they leave the event area to protect themselves and others.
- **Food Service**
 - Event staff will utilize appropriate protective methods to limit the number of individuals touching surfaces associated with meals.
 - Touchless payments will be utilized where available.
 - Frequently touched surfaces will be disinfected regularly.
 - Physical guides, such as tape on floors will be utilized to ensure people remain at least 6 feet apart when waiting in line to order or pick up.
- **Shared Objects**
 - People will be discouraged from sharing items that are difficult to clean, sanitize, or disinfect.
 - Adequate supplies will be maintained to minimize sharing of high-touch materials to the extent possible.

Maintaining Healthy Operations

- **Regulatory Awareness**
 - Event planners are aware of local or state regulatory agency policies related to group gatherings and are taking necessary precautions to prevent the spread of COVID-19.
- **Protections for Event Staff and Attendees who are at Higher Risk of Severe Illness from COVID-19**
 - Virtual attendance to the rally will be available for those who choose not to take the risk of crowds at the rally.
 - Attendees will be provided with information about COVID risks so they can make an informed decision about participation. Attendees are encouraged to check for travel restrictions before traveling to the event.
- **Limited, Staggered, or Rotated Shifts and Attendance Times**
 - Attendance at the rally is expected to be lighter than normal due to the nature of the pandemic and peoples risk tolerance which will reduce risk.
- **Travel & Transit**
 - Attendees traveling from another location will be instructed to follow and adhere to CDC guidance for travel during COVID 19.
 - Attendees traveling by air will be instructed to follow CDC guidelines for air travel and COVID 19 travel instructions for applicable airline and airport.
 - Attendees will be asked to consider all travel options and make informed decision when choosing travel method to ensure that the safest travel option is chosen.
- **Designated COVID-19 Point of Contact**
 - NASCOE Northwest Area Executive, Joel Foster is the designated Point of Contact (POC) responsible for responding to COVID-19 concerns and POC with the hotel for COVID 19 concerns. All staff and attendees will be provided upon registration with contact information for Joel Foster.
- **Communication Systems**
 - Staff, attendees, and vendors are requested to self-report to event officials, or a COVID-19 point of contact if they:
 - Have symptoms of COVID-19
 - Have tested positive for COVID-19
 - Were exposed to someone with COVID-19 within the last 14 days.
 - Attendees are advised prior to the event via email communication by Execs and State Presidents that they should not attend if they have tested positive for COVID-19, are waiting for COVID-19 test results, are showing COVID-19 symptoms or if they have had close contact with a person who has tested positive for or who has symptoms of COVID-19.

- Communicate with vendors to ensure they are aware of COVID-19 safety protocols being followed at the event.
- **Leave (Time Off) Policies**
 - Attendees are encouraged to utilize telework if they have been exposed or are experiencing symptoms as advised by USDA policy when they return home.
 - Relevant USDA policy will be communicated to attendees during announcements.
- **Staff Training**
 - The hotel and event staff are trained on all safety protocols.

In Case Someone Gets Sick

- **Advise Sick People of Home Isolation Criteria**
 - Attendees will be advised upon returning from Rally to self- quarantine if needed for sickness and potential exposure to high risk coworkers.
- **Isolate and Transport Those Who are Sick**
 - Hotel and event staff policy is to immediately separate staff and attendees with COVID-19 symptoms. People who are sick will be sent home or to a healthcare facility, depending on how severe their symptoms are, and will follow CDC guidance on how to isolate.
 - People who have had close contact with a person who has symptoms will be separated, sent home, and advised to follow CDC's guidance.
 - Event planners will work with venue administrators, local officials, and healthcare providers to identify an isolation area to separate anyone who has COVID-like symptoms.
- **Clean and Disinfect**
 - In the event of a positive COVID case during the event, the affected areas used by a sick person will be closed off and not used these areas until after cleaning and disinfecting them.
- **Notify Health Officials and Close Contacts**
 - As appropriate, officials associated with COVID-19 testing will be responsible for notifying local health office officials of any case of COVID-19.
 - Event planners will advise those who have had close contact with a person diagnosed with COVID-19 to stay home and quarantine, self-monitor for symptoms, and follow CDC guidance if symptoms develop.
 - Event organizers will keep a list of attendees and their contact information for potential future contact tracing needs.

What to do if anyone becomes sick after hosting or attending a gathering or event

- If a staff member or an attendee develops COVID symptoms, event planners will collaborate with the local health department to facilitate case investigation and contact tracing for event attendees. Event coordinators will also contact and notify the people who were in close contact with the infected party.

Contact Tracing

- Event organizers will collaborate with the local health department to facilitate case investigation and contact tracing for event attendees, as indicated. A registration list will be utilized in the event contact tracing is necessary.

COVID 19 Safety Protocol for Southeast Area Rally June 1-3, 2021

Risk Factors to Consider

Plans to decrease or limit the likelihood of attendees getting and spreading COVID-19 at large events are being implemented:

- **Number of COVID-19 cases in your community**—The Southeast Area is comprised of 11 States containing 1,225 counties with only 176 counties (14%) in an upward trajectory as of 4-17-2021. The Rally will be held in Wilmington located in New Hanover County, North Carolina which is currently rated as downward trajectory. North Carolina has zero counties rated in upward trajectory. Data obtained from USDA COVID 19 Work Place Safety Dashboard.
- **Exposure during travel**—Attendees planning to travel by air will be instructed to view safety guidelines for COVID 19 Air Travel located at www.tsa.gov. All others will be instructed to follow safety precautions to include wearing masks, using disposable gloves when pumping fuel and using hand sanitizer frequently.
- **Setting of the event**—The Hotel Ballast has provided the following per NASCOE/NoCASCOE requests: appropriate space to conduct our general session meeting in the Grand Ballroom which has the capacity for 500 people, indoor and outdoor settings for member guests, modified room layouts and lobby seating to ensure adequate spacing as required by CDC Guidelines.
- **Length of the event**—The Rally is scheduled for June 1-3, 2021. All meetings/events are held in the Grand Ballroom to ensure safety guidelines for distancing are adhered.
- **Number and crowding of people at the event** – At this time the number of attendees is unknown. The meeting space reserved at the Hotel Ballast is more than adequate to ensure required spacing of tables/chairs allowing required 6 feet spacing. The Hotel has developed operating guidelines, outlining measures taken to ensure required CDC guidelines are followed for hotel elevators, restrooms, and other guest spaces. There are no activities planned away from the Hotel Ballast.
- **Behavior of attendees during an event**— Attendees will be instructed daily on the correct wearing of masks, when it is appropriate for masks to be off such as when eating or drinking only and that masks are to be worn at all times. Congregating in groups where social distancing can not be practiced will be discouraged. Attendees will be encouraged to continue to observe CDC guidelines after meeting hours. There are no events planned that would require or encourage boisterous behavior.

Promoting Healthy Behaviors that Reduce Spread

Event planners should consider implementing strategies to encourage behaviors that reduce the spread of COVID-19 among staff and attendees.

- **Stay Home when Appropriate**

- Prior to event staff will be trained and given instructions for appropriate screening of attendees.
 - Attendees and event staff will be screened to determine if they have tested positive for COVID-19, are waiting for COVID-19 test results, have COVID-19 [symptoms](#), or if they have had [close contact](#) with a person who has tested positive for or who has symptoms of COVID-19. Screening criteria from FPAC COVID WorkPlace Safety SOP will be utilized for screening.
 - Refunds will be available for attendees that need to cancel due to COVID 19 infection.
- Health checks will be completed not only upon registration but daily in the form of CDC Facilities COVID 19 Screening questions completed and attached to attendee registration. Temperature screening will be available upon request.

- **Physical (Social) Distancing**

- Meetings and all indoor activities will be located in the Grand Ballroom where space is adequate to ensure 6 foot social distancing can be maintained.
- Attendees upon arrival at registration will be instructed to stay at least 6 feet away from people who don't live with them. Attendees will be instructed daily of CDC guidelines to maintain 6 feet distance from non-family members.
- Attendees and staff will be instructed to greet others without physical contact (for example, air hugs and elbow bumps). Signs will be displayed to remind that physical distancing is required.
- Attendees will receive printed CDC guidelines on physical distancing in Welcome Packet.

- **Masks**

- Staff and attendees are required to wear masks that fit completely over their nose and mouth. Masks may only be removed when eating or drinking. Compliance will be monitored by NASCOE Area Executive, NASCOE ALT Area Executive, NASCOE Area Committee Chairs and NoCASCOE Officers and staff. Any attendee not complying with proper wearing of mask will be asked to leave the event. Signage for required masks will be displayed by hotel and NoCASCOE.
- Attendees will be instructed of mask requirement and encouraged to bring ample number of masks to the event. A daily mask competition will be held for attendees with prizes to encourage enthusiasm for masks. Staff will have disposable masks available at entry doors if needed.
- Staff and attendees will be instructed that masks should **not** be placed on babies or children younger than 2 years old, anyone who has trouble breathing, or anyone who is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

- CDC guidelines for mask wearing will be reviewed with Staff and included in attendee Welcome Packets.
- **Hand Hygiene and Respiratory Etiquette**
 - Staff and attendees will be instructed to wash their hands frequently with soap and water for at least 20 seconds as recommended by CDC guidelines.
 - If soap and water are not readily available, staff and attendees will be provided with hand sanitizer that contains at least 60% alcohol. Signage to encourage handwashing and our hand sanitizer use will be on display by the Hotel and NoCASCOE. No activities are planned that would require or encourage loud speaking, singing or any other activity that could produce respiratory droplets.
- **Adequate Supplies**
 - The Hotel Ballast provides prior event and ongoing event cleaning which complies with recommended CDC guidelines (see Hilton Event Ready and Clean Stay). Hand sanitizer stations are located throughout the hotel and hand sanitizer will be available at each attendee's seat.
- **Signs and Messages**
 - The Hotel Ballast will ensure COVID restriction signage is posted throughout the facility that includes: social distancing, required face coverings/masks and hand washing/hand sanitizer use.
 - NASCOE has informed attendees about following CDC guidelines as well as remind members/guest to adhere to appropriate behavior to reduce risk prior to as well as at the event and outside the event. Disclaimer has been placed on registration form along with Release of Liability that includes CDC reference and CDC 3-part questionnaire will be provided.
 - NASCOE will place message on all social media platforms reminding members of required compliance with CDC COVID 19 recommendations and guidelines.
 - The Hotel Ballast has signage available in different languages.

Maintaining Healthy Environments

The following is being done to ensure a healthy environment.

- **Cleaning and Disinfection**
 - The Hotel Ballast provides prior event cleaning and ongoing event cleaning (Event Ready with Clean Stay) that complies with recommended CDC guidelines.
 - The Hotel Ballast has closed areas that cannot be adequately cleaned during an event.
 - Disposable items will be used as needed to reduce possible COVID 19 contact.

- **Restrooms**
 - Attendees will be encouraged to return to their rooms to use restroom instead of standing in line for hotel lobby restroom.
 - Attendees will be instructed to maintain a 6-foot distance from one another when standing in line for restroom. Signs will be posted to remind attendees of appropriate physical distance of at least 6 feet.
 - The Hotel Ballast will ensure that open restrooms are:
 - Operational with functional toilets.
 - Cleaned and disinfected regularly, particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches.
 - Adequately stocked with supplies for handwashing, including soap and water or hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), a way to dry hands (e.g., paper towels, hand dryer), tissues, and no-touch trash cans.

- **Ventilation**
 - The Hotel Ballast will ensure that ventilation meets CDC COVID 19 guidelines.
 - Portable ventilation equipment like fans will not be used.
 - Hotel Ballast outdoor areas, such as pool area and patio are set up for social distancing.

- **Water Systems**
 - Staff and attendees will be encouraged to bring personal water bottles for use.

- **Modified Layouts**
 - If possible, portions of the Rally will be offered to members online or portions of the event will be recorded for later viewing by members for those not wishing to attend in person.
 - All activities for the Rally will be held in the Grand Ballroom of Hotel Ballast which has the capacity to ensure that seating can be arranged to comply with 6 foot requirement for social distancing.
 - The Grand Ballroom of Hotel Ballast has multiple entrances and exits available to use that will eliminate crowded waiting areas/lines.
 - The seating layout by Hotel Ballast provides seating so that people can remain at least 6 feet apart.
 - The Hotel Ballast has adequate restrooms available for attendee use. Attendees will be encouraged to return to their rooms if possible for restroom use.
 - Social distancing reminders will be placed on each table, signage will be throughout the meeting area and where needed 6 foot markers will be placed on the floor.

- **Physical Barriers and Guides**
 - Physical reminders and guides, such as tape on floors if needed and signs on walls, will be utilized to ensure that people remain at least 6 feet apart in lines and at all times.

- Attendees will be instructed when walking in hallways to stay in a single line spaced 6 foot apart utilizing the right side of the hallway for going and left side for returning.
 - Single-direction entrances and exits will be marked and encouraged for use to discourage crowded areas where it may be difficult to maintain appropriate distance. Separate event entry and exit points will be used.
 - Signage will be utilized throughout the meeting space to instruct directional flow of traffic.
 - The Hotel Ballast has physical barriers, such as sneeze guards and partitions, in areas where it is difficult for people to remain at least 6 feet apart. NASCOE and NoCASCOE staff will use face shields as appropriate.
- **Communal Spaces**
 - All Rally activities are planned for the Grand Ballroom in which allows for required social distancing, limits the exposure of attendees to other hotel guests by not having any activities in communal spaces in the hotel.
 - The Hotel Ballast follows CDC recommended guidelines for distancing and cleaning requirements.
- **Food Service**
 - Meals will be served to attendees to discourage lines.
 - The Hotel Ballast will be providing planned meals following required CDC guidelines.
 - If applicable cost of meals is pre-paid by attendee/guests to eliminate the need for handling cash/credit/debit cards.
 - Attendees and staff will be instructed to not directly hand items instead place on a surface for exchange.
 - Attendees and staff will be instructed to not share pens but bring their own pens for use. In the event that pens are used by more than one person, disinfectant spray and wipes will be provided for clean-up.
 - Signs on walls will be visible to ensure that people remain at least 6 feet apart at all times.
 - The Hotel Ballast is following CDC guidelines for all hotel amenities where food/beverages are available.
 - In the event of NASCOE/NoCASCOE providing food items to attendees they will be prepackaged items placed at the seat of attendee. Disposable gloves will be worn when handling all food/drink including prepackaged items.
 - Attendees and staff will be instructed to wash their hands with soap and water for at least 20 seconds before and after handling food service items.
 - All meals offered to attendees will be served avoiding contact with serving items and lines.
 - **Shared Objects**
 - Attendees will be encouraged to bring pens, paper and all other items needed for business meeting and sharing of items will be discouraged.

- Disinfectant wipes and spray will be available for use to clean supplies used by staff and attendees.

Maintaining Healthy Operations

NASCOE/NoCASCOE staff have considered and planned strategies to maintain healthy operations.

- **Regulatory Awareness**
 - USDA COVID 19 Workplace Safety Dashboard has been utilized to monitor the status of all Southeast States and especially the host state of North Carolina during planning of in person Rally. Along with Federal CDC guidance, the North Carolina State CDC guidance has been monitored to ensure that not only Wilmington, but North Carolina is in a downward trajectory. All attendees are encouraged to know and monitor the status of advisories for travel from their respective states.
- **Protections for Event Staff and Attendees who are at Higher Risk of Severe Illness from COVID-19**
 - For members not wishing to attend the Rally in person due to high risk exposure or other limits, portions of the meeting will be virtual or recorded for later viewing.
 - Attendees will be encouraged to monitor COVID 19 levels so they can make an informed decision about participation. Attendees will be encouraged to check for any travel restrictions before traveling to the event.
 - In the event of attendees experiencing COVID related symptoms, Hotel and NASCOE/NoCASCOE POC will communicate appropriate steps to ensure the isolation and either transportation of attendees home or to local healthcare facility, all required notifications will be issued while maintaining privacy of attendee.
- **Limited, Staggered, or Rotated Shifts and Attendance Times**
 - Recorded and virtual options for viewing meeting will be available to members not wishing to attend the meeting in person.
 - Expanded hours of registration is available for attendees to allow for no line waiting for registration.
- **Travel & Transit**
 - Attendees traveling from another location will be instructed to follow and adhere to CDC guidance for travel during COVID 19.
 - Attendees traveling by air will be instructed to follow CDC guidelines for air travel and COVID 19 travel instructions for applicable airline and airport.
 - Attendees will be provided with updated travel recommendations for North Carolina prior to travel.
 - Attendees will be asked to consider all travel options and make informed decision when choosing travel method to ensure that the safest travel option is chosen.

- Staff and attendees will be reminded to wash their hands with soap and water for at least 20 seconds, use hand sanitizer and wear disposable gloves during their travel to and from the rally.
- All transportation needs will be provided by or arranged for by attendees. Attendees will be instructed to follow recommended guidelines for applicable travel option.
- **Designated COVID-19 Point of Contact**
 - NoCASCOE President, David McBryde is the designated Point of Contact (POC) responsible for responding to COVID-19 concerns and POC with Hotel Ballast for COVID 19 concerns. All staff and attendees will be provided upon registration with contact information for David McBryde and a list of contact information for NASCOE and NoCASCOE staff.
- **Communication Systems**
 - Systems are in place to ensure:
 - Attendees and staff will complete CDC COVID 19 Screening daily. NASCOE/NoCASCOE POC will be communicating daily with hotel POC for any COVID 19 needs.
 - Emails will be sent to attendees and vendors prior to the event or gathering that they should not attend if they have tested positive for COVID-19, are waiting for COVID-19 test results, are showing COVID-19 [symptoms](#), or if they have had [close contact](#) with a person who has tested positive for or who has symptoms of COVID-19.
 - All vendors will receive COVID-19 safety protocols that will be followed at the event.
 - Staff and attendees will be notified of any cancellations and restrictions in place to limit people's exposure to COVID-19.
 - At registration potential language, cultural, and disability barriers associated with communicating COVID-19 will be noted. If needed information will be tailored so that it is easily understood by various audiences and is available in alternative languages and accessible formats.
 - The Hotel Ballast will have COVID 19 information posted in various languages.
- **Leave (Time Off) Policies**
 - Attendees will be encouraged to communicate with State Offices if there is a need for leave or a telework option upon returning from the Rally.
- **Back-Up Staffing Plan**
 - NASCOE/NoCASCOE staff will be cross trained in the event that staff members are absent during the Rally.
- **Staff Training**
 - Staff will be trained on all safety protocols and provided with reference material.

- Training will be done in person, maintaining physical distancing. Prior training will be conducted virtually.
- **Recognize Signs and Symptoms**
 - Daily health checks of staff and attendees will be conducted by completing CDC COVID 19 Screening and temperature checks will be available as needed. All applicable privacy laws and regulations will be followed.
 - NASCOE/NoCASCOE staff will work closely with hotel POC for any illness especially COVID 19 to obtain medical attention for attendee.
- **Sharing Facilities**
 - The Southeast Area Rally is not combined with any other organization.
- **Support Coping and Resilience**
 - Attendees will be receiving training from an Employee Assistance Program representative whose topic will be “Contending with Change” which focuses on issues as the result of COVID 19 pandemic.
 - Attendees will receive training on “Life Simple Pleasures” which will be focused on destressing during anxious times of COVID 19 pandemic.
 - Information will be provided in Welcome Packets for the following:
 - 1-800-985-5990, or text TalkWithUs to 66746;
 - The National Domestic Violence Hotline: 1-800-799-7233 and TTY 1-800-787-3224; and
 - The National Suicide Prevention Lifeline: 1-800-273-TALK (8255).

In Case Someone Gets Sick

NASCOE/NoCASCOE staff are trained for implementing plan if someone gets sick.

- **Advise Sick People of Home Isolation Criteria**
 - Attendees will be advised upon returning from Rally to self- quarantine if needed for sickness and potential exposure to high risk coworkers.
- **Isolate and Transport Those Who are Sick**
 - Attendees and staff with COVID-19 symptoms at the event will be isolated and appropriate measures will be taken for either transportation home or to the local healthcare facility.
 - Contact tracing will be utilized for people who have had close contact with a person who has symptoms and will be advised of need to separate, sent home, and advised to follow CDC’s guidance as applicable.
 - NASCOE/NoCASCOE POC will work with venue POC, local officials, and healthcare providers to identify an isolation area to separate anyone who has COVID-like symptoms.
 - Procedures are in place for safely transporting sick attendees or identified as a close contact to their home or hotel room or to a healthcare facility. The POC will alert either the ambulance or healthcare facility that the person may have COVID-19. Private vehicle transportation will be utilized if needed.

- **Clean and Disinfect**
 - Hotel policy for cleaning and disinfecting contaminated areas and items will be followed.
- **Notify Health Officials and Close Contacts**
 - As appropriate, officials associated with COVID-19 testing will be responsible for notifying local health office officials of any case of COVID-19.
 - Contact tracing will be used to notify those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home and [quarantine](#), self-monitor for symptoms, and follow [CDC guidance](#) if symptoms develop.
 - A list of attendees and their contact information will be utilized for potential future [contact tracing](#) needs.

What to do if anyone becomes sick after hosting or attending a gathering or event

- Staff members and attendees who develop [symptoms consistent with COVID-19](#), will be instructed to follow [steps to prevent the spread of COVID-19](#) and the [Public Health Recommendations for Community-Related Exposure](#). NASCOE/NoCASCOE POC will collaborate with the [local health department](#) to facilitate [case investigation and contact tracing](#) for event attendees. POC will immediately contact and notify the people they were in close contact with, the event organizers, and the [local health department](#).
- Staff members and attendees will be asked to report any positive COVID tests to appropriate officials and NASCOE/NoCASCOE POC.

Contact Tracing

- [Contact tracing](#) plan will be used to slow the spread of COVID-19 and help protect the community by:
 - Attendees and Staff members will be asked to monitor their health for signs of COVID-19 and get tested.
 - Attendees and Staff members will be asked to [self-isolate](#) if they have COVID-19 or develop symptoms of COVID-19 and report to NASCOE/NoCASCOE POC for contact tracing to be implemented.
 - A registration list will be utilized in the event contact tracing is necessary.

NASCOE Executive Committee Meeting

Microsoft Teams, June 8, 2021 @18:00 CDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Richard Csutoras, Secretary
Mary Roberts, MWA Executive
Annette Hyman, NEA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SEA Executive
Kayla Mattson, MWA Alt
Tina Williams, NEA Alt
Lacey Orcutt, NWA Alt
Tracy Wilson, NWA Alt
Clint Bain, Legislative Co-Chair
Neil Burnette, Legislative Co-Chair
Chris Lary, Benefits Chair
Carrie Major, LDP Coordinator
Teresa Holmquist, Publicity Chair
Glenn Thomas, LDP Coordinator
Julie Goetzman, TASCOE
Christa Kraatz, TASCOE
LaCresha Dale, TASCOE

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson recognized the positive results of the recent NEA, SEA & All-West Rallies and noted the MWA Rally is coming soon.
- III. Old Business
 - A. President Wilson gave an update on DAFO’s continued efforts to capture the work that is not being done in offices and add that need to the CO workload. He noted that this effort was a NASCOE request in the past and that the data could be provided to congress to show that more staff is needed. Some examples of unmet demands include GovDelivery bulletins, records disposition, etc. As most of these unmet demands are not in an automated system, DAFO plans to ask COs to give manual counts for these soon. President Wilson noted that this NASCOE has provided feedback to improve the process, but that will be burdensome for COs to provide the information needed which may affect the quality of the data.
 - B. President Wilson informed the EC that Dillard Financial Solution (DFS) requested a meeting with the EC to present their extension proposal. The EC set a meeting date of June 15, 2021, via Microsoft Teams. The EC requested any available documentation be provided ahead of the meeting as well as some background details

on DFS credentials. President Wilson and Secretary Csutoras will work with DFS to obtain the requested information.

- C. Secretary Csutoras reviewed a proposal, attached as Exhibit 1, for an update to the NASCOE Bylaws to include a position for Past Treasurer. The EC agreed the position had merit and should go to the Board of Directors. Secretary Csutoras encourage the Area Executives to ask state associations to provide any updates to their delegates to the Board of Directors.

IV. New Business

- A. Legislative Co-Chairs Burnette and Bain, along with their Focused Leadership Development Program (FLDP) coordinators provided an update on recent guidance and requests made to the Area Executives. They noted that an email dated May 17th contained the application and expense estimate. Area Executives are requested to send in submissions and recommendations by a June 15th deadline.
- B. President Wilson and the Legislative Co-Chairs discussed the Emergency Federal Employee Leave. President Wilson reiterated that CO employees are not eligible for this benefit and note that DAFO had reached out to NASCOE to explain the reasons they are unable to offer it. Namely, the issue is a result of CO employees not specifically being written in the legislation which gives no legal mechanism to adjust CO retirement benefits as mandated. There was some discussion on the overall value of this benefit, and it was noted that some STOs are not encouraging employees to use this program unless necessary since it will have consequences on retirement. However, President Wilson stated that CO not having comparable benefits as GS could still be a concern to our membership. It was noted that no one on the EC had received negative feedback yet. The EC determined that while this was not an ideal outcome, it illustrates the importance of NASCOE, as not every missed benefit will be unpopular.
- C. President Wilson and the EC discussed a potential virtual Option for the 2021 National Convention in Ft. Wayne, IN. President Wilson shared that some members are requesting a virtual option to allow participation, however other members have expressed concerns. IASCOE has specifically requested not to have a virtual option as they feel it will discourage attendance. Regardless of a virtual option for attendees, NASCOE could still have the ability for WDC involved via Microsoft Teams. The EC discussed the various pros and cons to a hybrid convention and determined to table the decision until their regular meeting in July.
- D. TASCOE presented their proposed bid for the 2023 NASCOE National Convention. They provided a presentation for a bid in College Station, Texas, noting that the Texas association has 325 members to help host the Convention and room rates could be between \$129 to \$139 per night. They are planning for the first week in August 2023 using the traditional Wednesday through Saturday model. **A MOTION was moved by Mary Roberts and seconded by Joel Foster to determine the TASCOE bid is viable. Discussion. All in favor, motion carried.** A site visit will be scheduled, and a report prepared for the Board of Director's action at the 2021 National Convention.
- E. Secretary Csutoras presented a request from the Membership Committee to approve an Honorary Lifetime Membership Applicant for Tom Austin, IL. **A MOTION was moved by Annette Hyman and seconded by Mary Roberts to approve Tom**

Austin's Honorary Lifetime Membership application. Discussion. All in favor, motion carried.

IV. Discussion

- A. Publicity Chair Holmquist informed the EC that there are many items lined up for release this week on NASCOE's social media accounts. She discussed NASCOE newsletters performance compared to the committee's goals in recent years. The committee would like to prepare another newsletter and Chair Holmquist provided some potential themes. The EC discussed a hard copy newsletter that could be mailed to county offices, noting there is a benefit to be had for having something physical in hands to increase membership. There were some concerns on timing and content and the EC noted it would be better to have a quality publication rather than rush delivery. It was also noted that the recent Membership touch card will also provide some physical exposure soon. The Publicity Committee will begin to research and price a hard newsletter for a release soon after convention. In the meantime, they will prepare an electronic newsletter to promote the upcoming National Convention.
- B. Publicity Chair Holmquist gave an update to the EC regarding the Convention Cash Club noting that it has had a relatively low response so far. The theme this year is "How is NASCOE like a baseball team and what position do you play on that team?". She encouraged all Area Executives to promote the contest and remind their states about the opportunity and noted the deadline for submissions is June 15th.
- C. President Wilson and the EC discussed member concerns about requiring vaccine to allow flexibility with face masks and social distancing. NASCOE has discussed this with their attorney and FSA does have the ability to implement these policies. President Wilson offered to work with any Area Executives who have concerned members to respond appropriately.
- D. President Wilson reminded the EC that WDC is taking discrimination concerns seriously. He shared recent discussions regarding a recent video posted online and noted WDC has stated they expect all employees, including COC, to act without discrimination and support the programs implemented by congress. NASCOE continues to work with WDC on concerns surrounding these issues and has communicated that we are available to help in a positive way.
- E. Secretary Csutoras provided an update on the 2020 negotiation items. He shared that language for final agreements on each item has been agreed upon and the official document will be available for members soon. 2021 negotiation items have been provided to DAFO and NASCOE has indicated that we would like to move forward with an in-person meeting before the end of July.
- F. Secretary Csutoras reminded the EC that the first registration deadline for the 2021 National Convention is June 15th. The next regularly scheduled convention conference call is scheduled for June 17th.
- G. Secretary Csutoras reminded the EC that Vice-President Kester had emailed potential topics for workshops during the convention. Area Executives were encouraged to review the proposed topics and provide feedback.
- H. Secretary Csutoras shared that at least one National Chair had requested flexibility for traveling to the 2021 National Convention, considering continued COVID-19 concerns, by allowing driving regardless of the mileage. **A MOTION was moved by**

Beth Farmer and seconded by Joel Foster that while under any pandemic COVID-19 restrictions that NASCOE will pay mileage and continue to waive the requirement of comparing mileage to air flights for travel reimbursement when requested by the attendee. Discussion. All in favor, motion carried.

V. Additions

- A. President Wilson noted that three areas did not have a candidate announced for Area Executive, Alternate Area Executive, or both. He encouraged leadership to share the openings with membership and to promote those positions.

A MOTION was moved by Annette Hyman and seconded by Joel Foster to adjourn at 21:30 CDT. All in favor, motion carried.

MEMORANDUM

TO: The NASCOE Board of Directors

FROM: NASCOE Executive Committee

SUBJECT: Amendment to the NASCOE Constitution and Bylaw to include a Past-Treasurer position

SUMMARY:

The NASCOE Constitution and Bylaws currently have provisions to establish that an out-going President and Secretary shall continue to serve on the Executive Committee for a period of one year after they vacate their office. This allows for the orderly transition of information and duties, as well as a learning period for the newly elected Officer. The Treasurer position likewise has significant roles and responsibilities that need to be transferred and learned, however there is no similar procedure currently included in the Constitution or Bylaws.

RECOMMENDATION:

We recommend that the NASCOE Constitution and Bylaws be updated to add Treasurer to the list of positions established when an outgoing Officer vacates their office. This will allow time for the transition of duties and accounts, as well as provide the incoming Treasurer an opportunity to consult with the Past-Treasurer on actions that occur throughout the year.

Some of the duties requiring transition include:

- NASCOE maintains several bank accounts, including checking and scholarship, that will need to be transferred to a new account under the incoming Treasurer. Additionally, Certificates of Deposit will need to be transferred as they mature throughout the year. As there are typically outstanding payments, these accounts cannot be closed or transferred immediately but instead need to remain open for a period of three to six months.
- NASCOE's annual budget is over \$400,000 a year and includes over 50 different line items. The Treasurer leads the budgeting process each year and is relied upon to know the history and future need for everything from legal expenses to discretionary travel.
- There are hundreds of payments that are received and issued each year. This involves knowing what income is expected to be received from our various benefits providers as well as managing the dues process with state associations. Specific and timely payments are also required to be tracked, including to insurance providers and legislative consultant. Reimbursements and stipends to states are also required to be issued at specific intervals.
- The Treasurer works with a CPA to ensure that all required taxes are filed for the national association. Additionally, they need to track and verify that state associations have completed their filings.
- In normal years, the Treasurer is responsible for organizing some of the face-to-face meetings of NASCOE. This includes researching locations and negotiating a contract. They also serve as a Co-Chair on the National Convention to share their expertise.

While all Officers are elected by the Board of Directors, historically the position of NASCOE Treasurer has been held for a significant number of years to provide consistency. The financial obligations of an association the size of NASCOE is significant and it is important that our members and partners are not adversely affected when a transition does occur. Allowing for a Past-Treasurer position, as we do for Secretary and President, will ensure operations continue smoothly and aid the success of the incoming Treasurer.

ATTACHMENT: x1

Constitution Amendment

ARTICLE III – GOVERNMENT

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 Committeeperson from his or her Area shall be provided. Election to be as provided in the By-Laws. The out-going President, **Treasurer**, 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.

By Law Amendment

ARTICLE IV – ELECTION OF OFFICERS AND DIRECTORS

Section 5 The past President, **Treasurer**, 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, VicePresident, 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, **Treasurer**, 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.

NASCOE Executive Committee Meeting

Microsoft Teams, June 15, 2021 @ 18:00 CDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Curt Houk, Treasurer
Richard Csutoras, Secretary
Mary Roberts, MWA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SEA Executive
Kayla Mattson, MWA Alt
Tina Williams, NEA Alt
Donny Green, SEA Alt
Tracy Wilson, NWA Alt
Chris Lary, Benefits Chair
John Lohr, Dillards Financial Solutions
Teresa Dillard, Dillards Financial Solutions
Wes Daniels, Dillards Financial Solutions

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. New Business
 - A. Dillards Financial Solution (DFS) presented a PowerPoint for a proposal to extend their contract with NASCOE by two additional years, until September 30, 2025, due to impacted business from COVID-19. No changes to the existing terms or conditions were proposed. DFS took questions from the EC regarding their proposal and history with NASCOE. A copy of the PowerPoint was requested for these minutes, however DFS declined to provide an unaltered version.

The EC discussed the timing of the proposal and the proximity to the upcoming annual business meetings at the national convention. The EC noted the extended time we have contracted with DFS, along with the pros and cons of another extension versus exploring alternative benefit providers. The EC discussed recent feedback and experiences with DFS by members. **A MOTION was moved by Marla Hammer and seconded by Tina Williams to present the extension proposal for discussion at the Area Breakouts at the National Convention in Ft. Wayne, Indiana. Discussion. All in favor, motion carried.** Treasurer Houk abstained to avoid the appearance of a conflict of interest.

- IV. Additions
 - A. President Wilson discussed the response DAFO provided NASCOE with regards to the recent changes to FSA’s COVID-19 posture. Additionally, the House

Agriculture Committee asked NASCOE for an opinion on the status of County Offices and President Wilson reported conditions were improving.

- B. President Wilson informed the EC that he had met with DAFO regarding providing NASCOE with information needed to work with Congress to improve employee working conditions and staffing.

A MOTION was moved by Joel Foster and seconded by Curt Houk to adjourn at 19:35 CDT. All in favor, motion carried.