

2021-2022 Annual Report

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NASCOE EXECUTIVE COMMITTEE AND NATIONAL CHAIRS

2021 - 2022



NASCOE National Officers

President	Vice President
Marcinda Kester 859-553-1774 (Cell) Marcinda.kester@nascoe.org	Joel Foster 605-949-2303(cell) Joel.foster@nascoe.org
Secretary	Treasurer
Richard Csutoras 717-991-2545 (Cell) Richard.csutoras@nascoe.org	Jessi Colgrove 402-806-7065(Cell) Jessi.colgrove@nascoe.org
Past President	Past Treasurer
Brandon Wilson 785-562-7518 (Cell) Brandon.wilson@nascoe.org	Curt Houk 641-777-5713 (Cell) Curt.houk@nascoe.org

Area Executive Committee

Northeast Area Executive	Northeast Area Alternate Executive
Tina Williams 518-232-2321 (Cell) Tina.williams@nascoe.org	Sandra Scott 518-522-3321 (Cell) Sandra.scott@nascoe.org
Northwest Area Executive	Northwest Area Alternate Executive
Lacey Orcutt 406-450-4380 (Cell) Lacey.orcutt@nascoe.org	Megan Coan 402-276-3960 (Cell) Megan.coan@nascoe.org
Midwest Area Executive	Midwest Area Alternate Executive
Kayla Mattson 218-371-8529 (Cell) Kayla.mattson@nascoe.org	Amy Morman 419-966-4168 (Cell) Amy.morman@nascoe.org
Southeast Area Executive	Southeast Area Alternate Executive
Donny Green 615-464-7176 (Cell) Donald.green@nascoe.org	Neil Burnette 336-496-7943 (Cell) Neil.burnette@nascoe.org
Southwest Area Executive	Southwest Area Alternate Executive
Tracy Wilson 580-727-5669 (Cell) Tracy.wilson@nascoe.org	Terry Cater 575-760-0714 (Cell) Terry.cater@nascoe.org

National Committee Chairs

Awards/Scholarships	Benefits/Emblems
Taylor Stucki 405-368-8297 (Cell) Taylor.stucki@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	Publicity
Morgan Limmer 903-654-2530 (Cell) Morgan.limmer@nascoe.org	Julie Goetzman 281-250-4752 (Cell) Julie.goetzman@nascoe.org
Programs Co-chair	Programs Co-chair
Chris Hare 765-505-3355 (Cell) Christopher.hare@nascoe.org	Katie Taylor 859-588-5861 (Cell) Katie.taylor@nascoe.org
Membership	Technology Coordinator
Glenn Thomas 864-978-7498 (Cell) Glenn.thomas@nascoe.org	Sarah Francowic 724-691-9545 (Cell) Sarah.francowic@nascoe.org

NASCOE BOARD OF DIRECTOR LISTING 2021-22

STATE	DELEGATE	DELEGATE
ALABAMA	Beth Farmer	Judy Rudd
	Befarmer6@gmail.com	Jlrudd69@gmail.com
ARIZONA	Calvin Johnson	Esmeralda Chavez
	caljohnson2006@yahoo.com	esmeralda_chavez3@hotmail.com
ARKANSAS	Stuart Cooper	Sabrina Conditt
	1stuart.cooper@gmail.com	Sabrina.conditt@gmail.com
CALIFORNIA-HAWAII	Brenda Estrada	Desiree Garza
	brendafari@gmail.com	desireekgarza@gmail.com
COLORADO	Sam Montoya	Dawna Weirich
	Samuel.montoya09@yahoo.com	dliaweirich@gmail.com
CONNECTICUT	Alicia McCue	Sarah Kubik
	Amott87@hotmail.com	Swoodward262@gmail.com
DELAWARE-MARYLAND	Patrick Goode	Carole Hill
	patgoode@outlook.com	chill570@hotmail.com
FLORIDA	Cal Sherrouse	Kathryn Driver
	calsherrouse@gmail.com	Kawood21@gmail.com
GEORGIA	Monica Watson	Chris Orso
	Mcwatson07@gmail.com	Chrisorso83@hotmail.com
IDAHO	Cary Curtis	Lisa Eaton
	Cary.curtis@gmail.com	Lisa_eaton_8190@outlook.com
ILLINOIS	Charlene Neukomm	Travis Eisele
	Mwaexec.charlene@yahoo.com	traviseisele@gmail.com
INDIANA	Chris Hare	Janice Acree
	chrishare78@icloud.com	acrecattle@gmail.com
IOWA	Angie Christian	Todd Perdew
	angmarchris@gmail.com	todd@grullablue.com
KANSAS	Amanda Ahrens	Tonya Atchinson
	Ahrens785@gmail.com	tonyabonjorno@hotmail.com
KENTUCKY	Adam Haggard	Dawn Ovesen
	aphaggard@outlook.com	dmovesen@hotmail.com
LOUISIANA	Mitchell May	Lisa Zeringue
	Parishe13@live.com	czeringue777@gmail.com
MAINE	Audre Hayward	Laurie Thiboutot
	atsboglake@myfairpoint.net	Laurien235@gmail.com
MASSACHUSETTS	James Newland	Heather Baylis
	newland.jamie@gmail.com	baylisfarm@gmail.com
MICHIGAN	Jamie Wegner	Naomi Skeltis
	Jamie.horeni@gmail.com	Nayskel1@gmail.com

NASCOE BOARD OF DIRECTOR LISTING 2021-22

MINNESOTA	Liz Ludwig lniess@hotmail.com	Kayla Mattson kayla.mattson@nascoe.org
MISSISSIPPI	Kelley Heigle kheigle@gmail.com	Rebecca McKenzie rebeccaismckenzie@msn.com
MISSOURI	Logan McGhee Loganmcghee2010@yahoo.com	Drew Walters atylerwalters@gmail.com
MONTANA	Gina Allen Ginalee1968@hotmail.com	Jennifer Lee jdlee@3rivers.net
NEBRASKA	Raela Brandt rgadeken@gmail.com	Patti Behnk psbehnk@gmail.com
NEVADA	Betty Hodik bettyhodik@hotmail.com	Claire Kehoe bonniesgal@yahoo.com
NEW HAMPSHIRE	Kelsey Hamilton Kelsey.hamilton85@gmail.com	Tara Hamlett tarahamlett@charter.net
NEW MEXICO	Terry Cater terrycater@yahoo.com	Stacie Chavez Schavez515@gmail.com
NEW YORK	Sandy Scott Slferry77@gmail.com	Jennifer Doty Jennifer.doty2745@gmail.com
NORTH CAROLINA	Shannon West Shannon.west843@gmail.com	Ethan Edwards c.ethan.edwards@gmail.com
NORTH DAKOTA	Barb Thoreson Rb.thor321@gmail.com	Kaye Novak Kayenovak1@gmail.com
OHIO	Amy Morman Morman325@gmail.com	Brent Orians Orians9312@gmail.com
OKLAHOMA	Amanda Montgomery Amandand11@hotmail.com	Nancy Ensminger nensminger@sbcglobal.net
OREGON	Heather Tritt trittheather@gmail.com	
RHODE ISLAND	Sheryl Michener Sheryl.michener@outlook.com	Nancy Becker Roobeck1@gmail.com
PENNSYLVANIA	Jason Pontillo Jpontillo83@gmail.com	Jessica Gerhart jessicamgerhart@yahoo.com
SOUTH CAROLINA	Judy Davis judy4bcl@gmail.com	Amy Blum Awblum93@gmail.com
SOUTH DAKOTA	Mary Jane West Maryjane.west@yahoo.com	James Anderson ilasdascoe@midstatesd.net
TENNESSEE	Sarah Smith aliasmith@protonmail.com	Donnell Poss donnellposs@gmail.com
TEXAS	Jeannine Wendel Shoeshine8586@gmail.com	Christa Kraatz ckaching34@yahoo.com

NASCOE BOARD OF DIRECTOR LISTING 2021-22

UTAH	Sherry Funk Sfun70@gmail.com	Barbie Hill barbiegirl8503@hotmail.com
VERMONT	Tina Williams tinawilliams2017@yahoo.com	Christine Lary chiefrelary@comcast.net
VIRGINIA	Jeanette Smith Jeanettesmith1967@gmail.com	Heather Trobaugh htrobaugh.ht@gmail.com
WASHINGTON ALASKA	Debbie Sweet cdsweet@centurytel.net	Susie Rutherford
WEST VIRGINIA	Barbie Parsons Twin2becky@gmail.com	Robert Reed Rreed18631863@gmail.com
WISCONSIN	Christine Bast Pannier Chrisplus3@gmail.com	Shelby Niskanen S3morse@yahoo.com
WYOMING	Pam Metz Pamm03@hotmail.com	Dee Harbach deebenner@hotmail.com

*As of 6/30/2022

PROPERTY OF NASCOE June 30, 2022

Item	Location
Canon MF 743Cdw printer	Nebraska
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)	South Dakota

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
21-Fort Wayne – 2021
22-Special Virtual Meeting – 2022

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 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 serve on the Executive Committee, as an Honorary Officer with no voting rights, 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, 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, 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, Past Treasurer, and/or Past Secretary of the Association as described in Article III, Section 3 of the Constitution shall also serve on the Executive Committee as Honorary Officers, with no voting rights, so long as NASCOE regular membership is maintained. Honorary Officers shall serve for a period not to exceed a one-year term after applicable office is vacated. 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
- I. Technology

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

NASCOE EXECUTIVE COMMITTEE POLICIES

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 “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

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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 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.

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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:

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.
- 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.

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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. Affiliation

According to NASCOE's Constitution and By-Laws, a state cannot be an affiliate of NASCOE unless the state has in excess of 50% of its eligible members as members of the state association. Additionally, a state affiliate is automatically suspended unless all NASCOE dues are submitted to the NASCOE Treasurer by the end of the fiscal year (June 30th). See the flow chart in Exhibit 1.

On July 15th, the NASCOE Treasurer will notify states who have not submitted dues for the previous fiscal year of their automatic suspension. Any suspended state will automatically be reinstated, along with its individual members, when dues are submitted.

At the beginning of each fiscal year, the NASCOE Membership Chair will evaluate each state's membership percentage using the best available data and provide a report to the Executive Committee. The Executive Committee will review the report, contact states who appear to be below 50.01% membership, and provide a timeframe to dispute or update NASCOE's available data. States who do not provide information to support membership in excess of 50% by the established deadline, but no later than August 1st, will be suspended from the National Association. The NASCOE Membership Chair will monitor suspended state association's membership percentage and recommend reinstatement immediately when a suspended state association's percentage is over 50.01%.

18. Suspension

The NASCOE Constitution and Bylaws indicate a suspended state association cannot be afforded all rights, privileges, etc. of NASCOE affiliation. A state in suspended status will likely need additional support from NASCOE to develop strong business processes to address the underlying cause of the suspension. Therefore, the Executive Committee recognizes that is in the best interest of the national association to provide some rights and privileges to suspended state associations to aid state leadership's efforts to become reinstated. These rights and privileges may diminish over time if the suspended state association does not meet the conditions to be fully reinstated.

In the first year of suspension, NASCOE will allow a state association to be eligible to have jump teams in their state, send representatives to NASCOE meetings such as the National Convention and Leadership Development with full stipends, and select two members to serve on the NASCOE Board of Directors. The Executive Committee will review additional rights and privileges on a case-by-case basis. The Executive Committee will further review the rights and privileges of state associations who have been suspended for an excess of one year and determine if any further reduction of privileges is warranted.

Members of states in a suspended status cease to be members of the national association and any office or committee holders from a suspended state association will immediately vacate their position. Vacancies will be filled according to the NASCOE Constitution and Bylaws. Members of suspended state

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associations are also ineligible for benefits specific to individual membership with NASCOE, such as eligibility for area and national scholarship as well as consultation with an attorney.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.

28. 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.

29. **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.

30. **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.

31. **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.

32. **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.

33. **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.

34. **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

35. **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

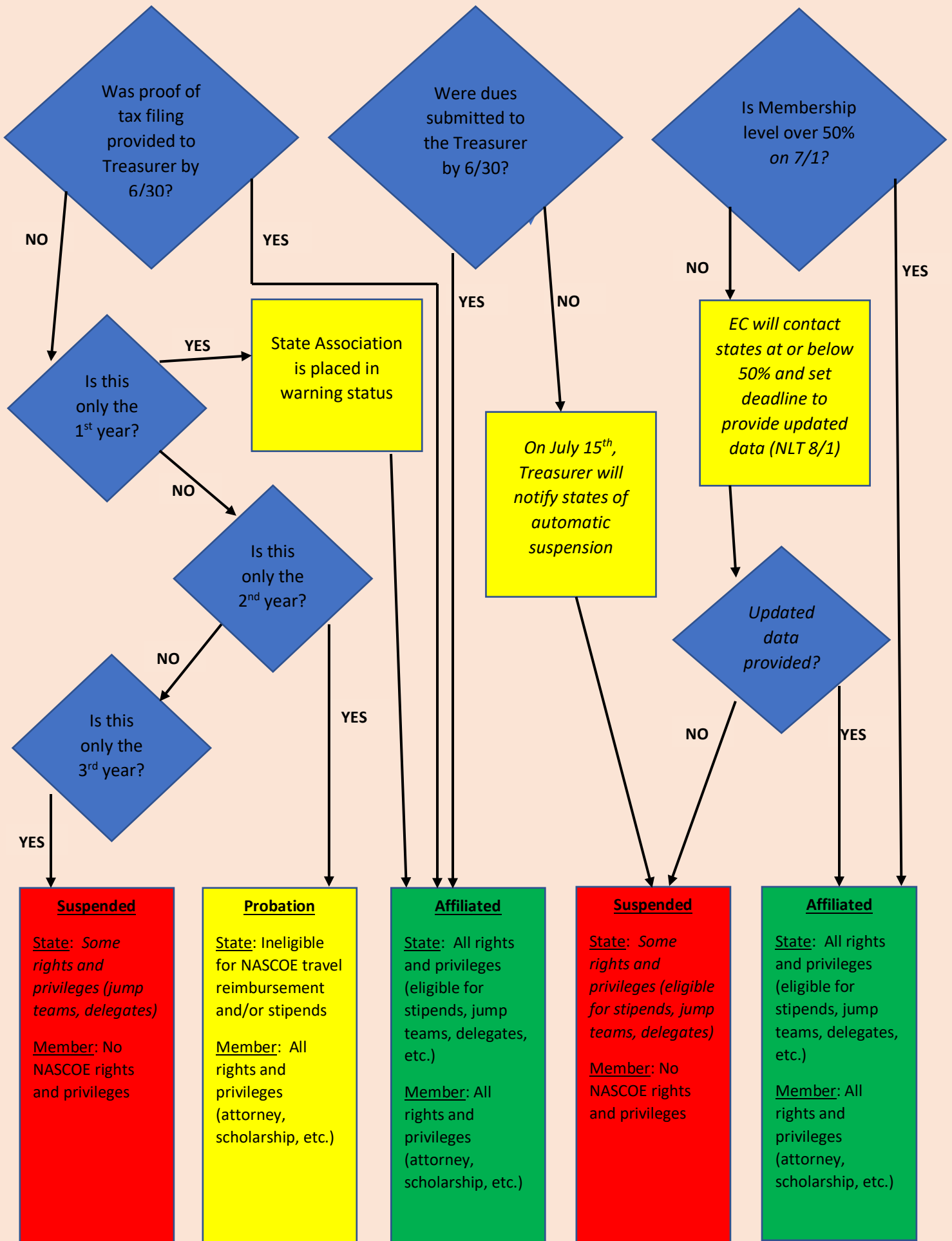


Exhibit 1
Revised February 2022

NASCOE Duties and Responsibility Handbook

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INTRODUCTION

This handbook 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. 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. Wear and promote the NASCOE and NASCOE PAC pins and NASCOE nametag during official functions – All elected and appointed positions.
4. 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.
5. 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.
6. Strive to be fair, impartial, and open-minded to new ideas and change. Respect the views, opinions, and comments of others.
7. 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.
8. 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.
9. All NASCOE leadership positions shall, to the greatest extent possible, set an example of participation and promotion of the NASCOE PAC.

Section 1 Duties and Responsibilities of National Officers

NASCOE President Duties

General

The NASCOE President provides leadership and guidance to the Association's membership, the other officers, Area Executive Committee persons, 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 ensuring 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. Understand and adhere to the presidential responsibilities as outlined in the NASCOE Constitution & Bylaws, NASCOE Executive Committee Policy, NASCOE Travel Policy, FSA policy and other NASCOE policy.
2. Understand and adhere to Robert's Rules of Order.
3. Serve as a Past President after the term of President is complete.
4. Preside over meetings of the Executive Committee and the NASCOE Board of Directors. This also includes other meetings such as but not limited to Pre-Negotiations meeting, Negotiations Meeting, Legislative Conferences, most meetings at the National Convention etc.
5. The President 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.
6. Provide a report of activities of the Executive Committee and the functional committees at each NASCOE Board of Director's meeting.
7. Provide an Annual Report to the Association.
8. Call special meetings of the Board of Directors and the Executive Committee.
9. Delegate the responsibility to research various ideas/suggestions that will assist the Association in meeting its goals.
10. Maintain a file on all areas of presidential responsibilities and activities. Furnish the Presidential file to the new President.
11. The President is the primary official liaison between NASCOE and USDA/FSA Management. The President 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.
12. Sign the NASCOE/FSA Labor Management Agreement annually.
 13. Distribute NASCOE authorized administrative leave.
 14. 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.
 15. The President shall consider becoming a NAFEC associate member and promote NAFEC membership when possible.
 16. 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.
 17. 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 decisions were made. Other members of the Exec Committee can further the goals of the association by supporting the President in difficult decisions.
 18. Appoint national committee chairs with the concurrence of the Executive Committee. This includes a parliamentarian and Webmaster.
 19. Appoint Area Executive committee chairperson nominations.
 20. Delegate authority to committee chairs.
 21. Engage and provide support for committee chairpersons on a regular but frequent basis.
 22. Ensure committee chairpersons and communicating with area chairpersons. Recommend committee chairpersons hold monthly meetings
 23. Attend monthly committee chairperson meetings.
 24. Attend weekly legislative meetings with the NASCOE legislative consultant and legislative committee chairperson.
 25. Appoint Special Committees.
 26. Serve as an ex-officio member of all committees.
 27. Determine when the Programs Chairperson needs to attend meetings with FSA management. This includes virtual meetings or meetings which require travel.
 28. Determine if extra members need to be assigned to the Membership Workgroup as assembled by the EC.
 29. Maintain a current list of potential task force members and current task force membership to insure adequate NASCOE participation as requested.

30. Work with the Publicity Chair to release periodic bulletins (newsflashes) to the membership.
31. Work with the Publicity Chair to release Newsletters.
32. Prepare and provide an official response to inquiries of NASCOE. Assure all issues are properly addressed and individuals are fully informed.
33. Prepare news articles and website articles to disseminate appropriate information.
34. 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.
35. Custodian and authorized user of the NASCOE Certificate of Deposits and NASCOE General Bank Accounts.
36. Coordinate with the Treasurer to reinstate state affiliates who have failed to retain their non-profit status with IRS.

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 Committeeperson 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.
 - Conducts the meeting and moderates the Question and Answer Session of the National Convention.
6. The Vice President may be asked to assume the lead on various projects and duties.
7. The Vice-President will maintain and distribute this Responsibility Handbook to Officers, Execs, and National Committee Chairpersons for further distribution to the areas and committees.
8. Responsible for maintaining list of date/location of state conventions and area rallies. (NASCOE President is responsible for coordination of who is representing NASCOE.)
9. 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.
 - Articles of Incorporation
 - Signed contracts
 - Labor Management Agreements

2. He/she is responsible for the Official Correspondence, Minutes, and Recordkeeping of NASCOE including:
 - Prepares and distributes 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.
 - 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.
 - Maintain an up-to-date list of the NASCOE Board of Directors.
 - 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.
 - Maintain up-to-date list of WDC Leadership. Prepare and send Christmas Cards on behalf of NASCOE to the list each December.
 - Works with WDC annually to prepare the Labor Management Agreement.

3. The Secretary is also the National Convention Co-Chairperson and as such has the following responsibilities:
 - Coordinates with the host state's to negotiate with hotel for meeting space and arrangements for the organizational meeting that is held the year prior to National convention.
 - 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, with authorization from the NASCOE President and adequate funds permitting.
 - Assigns NASCOE leadership sleeping rooms and provides listing for NASCOE Master Account to hotel.
 - Assists the host state in assigning meetings rooms and verifies that all necessary amenities

are on-site.

- In consultation with the host state, arranges for rental of a copier for the NASCOE office at the National Convention as needed.
 - Ensures the host state arranges for exhibit space for Committee Chairs, Bidding states, etc.
 - Prepares agenda for General Session meetings and 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 host state decisions in matters related to the NASCOE business meeting
 - Reconciles all invoices for convention expenses including rooms, meals, copier rental, 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 information.
 - Sends thank you notes to speakers. Purchase and provide speaker gifts.
 - Prepares key information about convention schedule, agenda, etc. for the Executive Committee and National Chairs and distribute as appropriate (binder, sharepoint, etc.)
 - Distributes gratuities as made available by the Executive Committee
 - Maintain custody of the NASCOE banner and state flags and be responsible to have them at each NASCOE Convention for display.
4. Work with the NASCOE Treasurer to ensure all required Department of State annual filings are current with the NASCOE formation state and with required foreign corporation filings in the state of residence of the NASCOE Secretary, as well as the President and Treasurer as appropriate.
5. The Secretary in conjunction with the Negotiations and Programs Committee Chairperson has responsibility for the annual Negotiation /Consultation Session with management to include the following:
- 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 the Negotiation/Consultation Session.
6. The Secretary is responsible for NASCOE Equipment and Supplies to include:
- Maintains listing of equipment owned by NASCOE and location of equipment
 - Maintains executive letterhead
 - 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.
7. 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.
8. 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.

9. 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. Examples include but are not limited to monthly reconciliation reports and transaction reports.
 - Reviews and provides budget and budget estimates. Standing member of budget committee, works on creation of budget.
 - Provides all financial transactions for review by Executive Committee.
 - Provides yearly financial summary report to the Secretary for the annual report.
 - 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 Executive Committee
 - Maintains and distributes travel claim vouchers.
 - Sends advances as requested for NASCOE meetings.
 - Pays and verifies all expenses for the association, which includes: taxes, attorneys, insurance, travel, awards, data plans, and convention expenses, Executive Committee expense, legislative, legislative consultant, e-mail service subscription, newsletter, office equipment, postage, printing and reproduction, scholarships, supplies, administrative expenses and all other expenses incurred by the association.
 - Issues checks to scholarship winners as directed by the National Awards & Scholarships Chair.
3. The Treasurer prepares Financial Reports - Outside the Association:
 - Files all financial reports including taxes and workers compensation forms.
 - Provides the Auditor all information needed to prepare annual Audit.
 - Files NASCOE's Annual 990 to IRS.
 - 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 makes available dues transmittal forms to states.
 - Receives dues from state associations.
 - Works to develop methodology which verifies all dues to assure that correct amount is sent to NASCOE.
 - Processes and provides necessary reports upon request.
 - Issues States/individuals assistance payments for NASCOE meetings according to NASCOE travel policy.
 - Keeps accurate records of all monies owed to NASCOE by state associations.
 - Obtains airfares for each state to calculate travel stipends and reimbursements for 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
 - Responsible for obtaining credit cards for the President and Vice President. This includes maintaining records of cards.
 - Reconciles monthly credit card statement with officers' claims of expenses.
7. Meetings and Hospitality (Excluding the National Convention); coordinate meeting space and other arrangements. Works with the NASCOE Travel Agent if applicable.
 - Organizational Meeting (in consultation with the Secretary).
 - Pre-Negotiation Session.
 - Ad-Hoc and Special Meetings.
 - Consultation meetings with management.
 - Responsible for arranging meals during group meetings (in consultation with the Secretary).
8. National Convention Duties
 - Serve as Convention Co-Chairperson with the NASCOE Secretary.
 - Assists the Secretary to set up the NASCOE office, with supplies, equipment, etc.
 - 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 Honorary President (Past President) Duties

The outgoing NASCOE President serves as an honorary officer on the Executive Committee, with no voting rights, for a period not to exceed one year from when they vacate the office. This position is primarily advisory. The NASCOE Past President will provide support and guidance to the leadership of NASCOE while continuing to promote the Association's goals and objectives. The Past President 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. Introduce the newly elected President to key partners, stakeholders, and FSA/FPAC officials. The Past President will work closely with the newly elected President to foster transitional relationships.
2. The Past President may be asked to take the lead on other various projects. The Past President will be responsible for reporting to the Executive Committee or Board of Directors on activities and contacts made in these efforts.
3. The Past President should maintain a file of all Past President Activities and the progress of such to be forwarded to the next Past President.
4. 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.
5. The Past President may be asked to review the Responsibility Handbook with the newly-elected and appointed members of the Executive Committee.
6. 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.
7. 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.
8. Attend monthly committee chairperson meetings.
9. Attend weekly Legislative Committee meetings.
10. Review and provide feedback on compositions created by NASCOE Officers.
11. Consult/check-in with the NASCOE President periodically.
12. Attend EC meetings.

NASCOE Honorary Secretary (Past Secretary) Duties

The outgoing NASCOE Secretary serves as an honorary officer on the Executive Committee, with no voting rights, for a period not to exceed one year from when they vacate the office. This position is primarily advisory and includes the following roles:

1. The Past Secretary shall transition custody and maintenance of all official NASCOE records to the newly elected NASCOE Secretary. The custody of the NASCOE banner and state flags shall also be transferred.
2. The Past Secretary ensures a smooth transition of knowledge to the newly elected NASCOE Secretary. This includes:
 - All existing contracts between NASCOE and another party
 - All outstanding correspondence with WDC
 - Pending or tabled Executive Committee items still requiring action
 - Listing of equipment owned by NASCOE
 - Repository of NASCOE passwords
3. The Past Secretary advises and reminds the newly elected NASCOE Secretary of important deadlines and activities throughout the year.
4. As needed, the Past Secretary assist the newly elected NASCOE Secretary to prepare for negotiations with management and coordinate for the next National Convention.
5. The Past Secretary attends Executive Committee meetings and provides relevant background as needed.
6. The Past 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 Honorary Treasurer (Past Treasurer) Duties

The outgoing NASCOE Treasurer serves as an honorary officer on the Executive Committee, with no voting rights, for a period not to exceed one year from when they vacate the office. This position is primarily advisory and includes the following roles:

1. Attend EC meetings and other meetings as requested.
2. Maintain an open line of communication with the new treasurer.
3. Introduce the newly elected treasurer to NASCOE business contractors including but not limited to: travel agent, emblems provider, liability insurance provider, NASCOE attorney, legislative consultant, awards provider and National Finance Center contact.
4. Transfer authority of credit cards.
5. Assist the new treasurer in opening bank accounts and aid with the transfer of money between accounts and the eventual closure of any old accounts.
6. Download all Quicken files onto a thumb drive and assist with the transfer of records to the new treasurer's laptop.
7. Share log-in and password information for the following applications: Quicken, Veem, NASCOE Treasurers gmail account and credit card.
8. Coordinate final payments for vendors, scholarships, EC, etc. with the new treasurer.
9. Communicate status of any CD's or invested funds.
10. Provide training and/or discussion on the following: Updating the quarterly dues spreadsheet, Quicken, Veem, EC policies, record keeping guidelines and building a budget.
11. Provide guidance on registering as a foreign non-profit with the new treasurer's secretary of state
12. The past treasurer is responsible for the filing of the final taxes in October after their term has ended
13. Responsible for having access to applicable financial accounts during the transition period to facilitate continuity of business while the new treasurer becomes established.
14. Provide a current status report to newly elected Treasurer to identify all outstanding payables and receivables.

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. Review and provide subsequent year budget request to the NASCOE Treasurer by May 1st.
10. Develop and update an e-mail distribution list of all State Benefits/Emblems chairpersons.

11. Write articles for the national newsletter, as well as, writing articles and regular updates for the NASCOE Website.
12. Communicating with and coordinating with the efforts of the Area Benefits/Emblems Chairpersons and State Benefits/Emblems Chairpersons.
13. Shall provide prompt responses, normally within 48 hours, to inquiries of the Membership, Area Chairpersons, State Chairpersons, outside vendors, and the NASCOE Executive Committee when requested.
14. Keep a record of activities to pass on to successor national chairperson to assist in a smooth transition and in succession planning.
15. Promotes the use of NASCOE's virtual meeting platforms available to state associations and area committees.
16. 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 ensure 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 that emblems will be made available if requested. The Chairperson will also work with Emblems by Superior 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 Co-Chairpersons 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 Co-Chairpersons 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 Microsoft Teams meetings with the committee monthly.
2. Conduct weekly calls with the Legislative Consult, NASCOE President and Vice-President. Send call reminders to the group just prior to the designated call time.
3. 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.
4. Write articles for the national newsletter and issue periodic News Flashes to membership on time sensitive issues of significant interest and needed.
5. 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 managed.
6. Annually prepare a Legislative budget proposal to be presented to the Executive Committee that addresses all funding needs including but not limited to; PAC Promotion, travel needs, awards, etc.
7. 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!
8. Oversee development of position papers, written testimony and related information for use by membership in furthering the goals of NASCOE.
9. Prepare written reports for NASCOE officers and area executives concerning committee actions/recommendations.
10. 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.
11. 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.

12. Promote the Outreach and Advocacy Initiative to all states, encouraging them to build relationships with congressional members and their staff and with stakeholder groups.
13. Work with the PAC Coordinator and the entire Legislative Committee to annually plan, organize and propose a PAC Promotion.
14. Make sure the Legislative team vigorously promotes the PAC at the national convention, area rallies and any NASCOE sponsored general membership meetings.
15. Annually promote the Legislator of the year and Coalition Partner of the year awards.
16. Periodically review the NASCOE Legislative webpages to update forms, informational materials, and contact information.

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 Co-Chairs.
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 Co-Chairs 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 Co-Chairpersons or NASCOE's Executive Committee.
7. The PAC Coordinator will work closely with the National Legislative Co-Chairpersons 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. Works with other Area Legislative Chairs to make sure new enrollees or current participants who wish to adjust their allotment contributions are promptly contacted 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. Promptly responds to requests for specific PAC information from the Legislative Consultant, Executive Committee, Area Legislative Chairs or State Associations. Each response should include a carbon copy (cc) to the National Legislative Co-Chairpersons. Additionally, if there are requests made that are of questionable nature, the PAC Coordinator must refer these requests to the National Legislative Co-Chairpersons 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 Co-Chairpersons for purchases of additional supplies/materials.

14. Works closely with National Legislative Co-Chairpersons 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.

The duties and responsibilities of the Membership Committee Chairperson include the following:

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 State Treasurers have the appropriate Dues Transmittal Forms and are aware of the schedule for submitting dues timely and to ensure that the quarterly membership reports are updated.
3. Work with Area and State Membership Chairpersons to identify non-members and assist with tools for outreach to these non-members inviting them to join their respective state association and NASCOE. The Membership Chairperson shall follow-up with the Area Membership Chairpersons during their monthly meetings.
4. Send the Membership Analysis Team Reports (MAT), when received, to the applicable Area Membership Chairperson who will then send each state's MAT report to their respective State Membership Chairperson and State President requesting updates to any membership information. He/She shall stay in contact with Area Membership Chairpersons to ensure reports are provided to respective states with established due date. He/She should monitor Area google doc reports for members information being uploaded to the NID (NASCOE Information Database).
5. Conduct monthly committee meetings with Area Committee Chairpersons. Invite NASOE officers to attend these monthly meetings. Appoint member of committee to take notes for internal email distribution.
6. Each October the chairperson shall conduct a training session with all Area Membership Chairpersons to review the duties and responsibilities of the Area Membership Chairperson position. The Area Chairpersons will in turn have training sessions with their respective State Membership Chairpersons.
7. Writing articles for the national newsletter, as well as, writing articles and regular updates for the NASCOE Website.
8. Organizing and conducting the Membership Committee meetings at the annual NASCOE Convention. The Chairperson shall prepare and present the Membership Committee report detailing the activities of the Committee and any recommendations/resolutions to membership. Timely prepare and submit committee reports and meeting minutes to the NASCOE officers, Executive Committee, and Area Committee Chairpersons.
9. Keep all Membership Committee materials (Presidents Letters, PowerPoint presentations, training, brochures, flyers, etc.) updated and made available to all Area and State Membership Chairpersons.

10. Review and provide subsequent year budget request to the NASCOE Treasurer by May 1st.
11. Develop and update an e-mail distribution list of all State Membership chairpersons.
12. 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.
13. Create, inform and remind states of deadlines for submitting both counties and individuals who qualify for the 25-year through 55-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.
14. Maintaining a listing of individuals who have received NASCOE Honorary Lifetime Memberships. He/she shall disperse the Lifetime Membership Certificates to the applicable state for presentation.
15. Accepting requests from states for waivers of the requirements for Honorary Lifetime Memberships and presenting those requests to the Executive Committee for decision. Notify applicable states of the Executive Committee's decision.
16. Communicating with and coordinating with the efforts of the Area Membership Chairpersons and State Membership Chairpersons.
17. Shall provide prompt responses, normally within 48 hours, to inquiries of the Membership, Area Chairpersons, State Chairpersons, outside vendors, and the NASCOE Executive Committee when requested.
18. Keep a record of activities to pass on to successor national chairperson to assist in a smooth transition and in succession planning.
19. In accordance with the NASCOE Executive Committee Policies, At the annual organizational meeting, the Executive Committee shall determine if the membership workgroup shall be convened according to the following outline.
 - A. Workgroup Members
 1. President
 2. Vice President
 3. National Membership Chair
 4. All Area Membership Chairs
 5. One Area Executive
 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.

If the Membership Workgroup is scheduled to be convened, the Chairperson shall work with the Committee to prepare an agenda and presentation of the applicable items to review and

discuss during this meeting.

20. Work with both Area and State Committeepersons in obtaining information of those members who have passed during the year so they can be recognized during the NASCOE Memorial at the national convention.
21. Working with host state of the national convention to find a volunteer to prepare PowerPoint presentation of the memorial.
22. 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.

Negotiations and Program Committee Chairperson Duties

Problems arise throughout the year concerning inefficiencies/issues in FSA program areas (policy, software, forms, program requirements, etc.). The Negotiation and Programs Committee Chair is responsible for educating the membership as to the purpose / responsibility / availability of the Negotiations and 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 Negotiations and 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 the "Negotiation and Program Efficiency" submission form. This form is available on the NASCOE web site and may from time to time be included in various NASCOE mailings.

Other duties of the Negotiations and Programs Chairperson include:

1. The Committee 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 Committee Chair may consult with the Board in making the decision. In all cases the Committee Chair will contact the person who submitted the item with an acknowledgement of receipt of the item. The submitter will instantly receive a system generated copy of the submission.
2. The Committee Chair will regularly communicate and work with the Area Chairpersons to research issues. The Committee 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 Chairpersons. The Committee 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 National Committee Chair.
3. It will be the responsibility of the Committee 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, and NASCOE web site after clearance through the NASCOE President.
4. The Committee Chairperson will participate and take an active role in the Negotiation/ Consultation process. Working with the NASCOE Secretary, the 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 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 COAC Committee chair as soon as they become apparent. All committee chairs are encouraged to become COAC associate members, and promote COAC membership when possible.

Publicity Committee Chairperson Duties

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 other outreach platforms. 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, 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 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.
 - σ 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.
 - σ Post photos/updates of NASCOE members at work during all NASCOE meetings & events.
 - σ Post greetings to NASCOE members for all Federal Holidays
 - σ Post other items at the request of the NASCOE Officers
 - σ 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 Social Media Platforms: Promote NASCOE events using official NASCOE Social Media Platforms (Instagram, TikTok, etc.)
 - 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:
 - σ Check for duplicate records, deleting duplicates or records with incorrect addresses σ Quarterly, send the database, filtered by Area and State, to the Area Executive, Publicity Chair and Membership Chair for verification and changes.
 - σ Update the database with any changes received from the NID Coordinator.
 - σ 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:
 - σ Choosing, with Area Chairs, a tagline to coordinate with the Convention location.
 - σ Distributing contest entry information
 - σ Providing submitted essays to Area Chairs for judging. Chairs may not judge entries from their area.
 - σ Overseeing judges, enforcing contest rules, and notifying winners.
 - σ Provide winners with information on how to obtain the stipend
3. Coordinate photography services at the NASCOE Convention. Duties include:
 - σ 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.
 - σ Maintain access for NASCOE's Shoot Proof Website.
 - σ Pay for the cost of having the photos on the Shoot Proof website and send invoice(s) to NASCOE Treasurer for Reimbursement
 - σ Coordinate with convention photographer access to the NASCOE Shoot Proof website.
 - σ 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.
 - σ Determine and publicize the order, time, and location of Area and State group photos
 - σ 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:
 - σ Conduct regular conference calls to coordinate Publicity activities
 - σ Provide assistance with Publicity issues across the country.
 - σ Organize and conduct the Publicity Committee meeting(s) at the NASCOE Convention
 - σ Present the report and recommendations of the committee at the national convention.

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 - σ 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.
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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. Timely, in advance of the annual Organizational Meeting, recommends to the NASCOE President the appointment of the Area Committee Chairpersons for the following Committees: Awards/Scholarship, Benefits/Emblems, Legislative, Membership, Programs/Negotiations, Publicity, and County Office Advocacy. The Executive also recommends members to serve as judges for the Area Awards nomination, and judges for Scholarship.
2. Engages and closely works with the Area Alternate Executive to build experience, continuity and succession planning for the area's continued leadership.
3. Maintains communications and works cooperatively with national committee chairpersons to address any area deficiencies or concerns.
4. Constantly and proactively evaluates area and state membership percentages and takes appropriate action to address potential or actual membership percentage concerns to prevent any state from losing affiliation with NASCOE.
5. Attends all Executive Committee meetings. If unable to attend, notifies the Alternate Executive Committeeperson to attend.
6. Responds 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.
7. Keeps the appointed Area Chairpersons, the Area State Officers, and Publicity Chairperson, informed of NASCOE news and updates by providing them in a timely correspondence, through any or all resources available (email, conference calls, Teams meetings, area social media page, etc.) as deemed appropriate and timely. Providing timely and accurate correspondence is a priority of the Area Executive Committeeperson. Correspondence shall be shared with each of the NASCOE Officers, the other Area Executive Committeepersons, the area's alternate executive, and National Committee Chairpersons.
8. Area Executive Committeepersons should send an introductory message to all members in their area as soon as possible after taking office. This should include personal contact information and include an introduction of area committee chairpersons and the applicable state president.
9. Promotes the use of NASCOE's virtual meeting platforms available to state associations and area committees.
10. Establishes a tracking system to ensure states in assigned area are annually complying with IRS 990N filing requirements.

11. Works with NASCOE Treasurer, each state association, and area membership chairperson to ensure quarterly NASCOE dues, and area dues if applicable, are submitted timely.
12. Works with the NASCOE Treasurer to monitor accuracy, progress, and timeliness of state association/area chairperson stipends/reimbursements.
13. Plans and conducts an Area Rally by selecting and working with the host state.
14. If the NASCOE National Convention is hosted in applicable area, the Area Executive will work, as a liaison, with the host state and the NASCOE Convention Chairperson(s) to ensure planning, organization, promotion, fundraising, and communication activities are effectively and efficiently carried out.
15. Plans and prepares agenda for Area Meetings held during the National Convention. Invite speakers if desired. Conduct the Area Meetings with assistance from Alternate Executive. Ensures a quorum of state delegates are present before convening an official business meeting to transact any business. Minutes should be prepared and submitted when any official delegate action is taken. This includes rally meetings, national convention area breakout meetings, and area conference calls/virtual meetings. The Area Executive should consider appointing a secretary to take notes so that accurate minutes can be prepared.
16. 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
17. Keeps 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.
18. Provides an Area Directory to the NASCOE Officers, Area Executive Committee Persons, Alternate Area Executive Committee Persons, Area Committee Chairpersons, Area State Presidents and Officers and National Committee Chairpersons. At a minimum, the directory shall include the name, personal telephone number, and personal email address of the Area Executive Committeeperson, Alternate Area Executive Committeeperson, Area Committee Chairs, Area State Officers, Area State Committee Chairpersons, and area awards and scholarship judges. Other information may be included as deemed necessary by the Area Executive Committee Person.
19. Evaluates member requests for a conference with the NASCOE attorney for employee related issues. The Area Executive will provide a synopsis of the problem with a recommendation for appropriate action to the appropriate NASCOE Officer (normally the Vice President).

20. 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.
21. 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 County Office Advocacy committee chair as soon as they become apparent. The Area Executive should be a NAFEC associate member 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 County Office Advocacy committee chair as soon as they become apparent. The Alternate Executive should be a NAFEC associate member 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. The Area Benefits/Emblems 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. He/She shall present during the Area meeting, any proposed recommendations/resolutions to membership. 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 Committee person for presentation on his/her behalf.
6. Provides the Area Executive and Emblems Committee Chairperson progress and performance reports. This includes entrance and exit reports for area rallies and national conventions.
7. Participate in Area Executive Meetings when requested. Be prepared to give reports on Area Emblems activities.
8. Keep a record of their activities to pass on to their successor.
9. Contact the National Benefits/Emblems Chairperson or Area Executive Committee person with questions, suggestions, concerns or problems you may have.
10. Shall within 48 hours, send copies of all information received from the National Committee Chairperson and/or the Area Executive Committee person on to each State Benefits/Emblems Chairperson. It is the Area Committee Chairperson's responsibility to see that the information is sent to the Benefits/Emblems Committee Chairperson of each of the Area States. This is a vital and necessary link in the communication within the NASCOE organization.
11. Timely prepare and submit Area Committee reports and meeting minutes to the Area Executive Committee person, and the Benefits/Emblems Committee chairperson.
12. 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 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.
5. 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.
6. 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.
7. The Area Benefits/Emblems 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. He/She shall present during the Area meeting, any proposed recommendations/resolutions to membership. 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 on his/her behalf.
8. Provides the Area Executive and Membership Committee Chairperson progress and performance reports. This includes entrance and exit reports for area rallies and national conventions.
9. Participate in Area Executive Meetings when requested. Be prepared to give reports on Area Benefits/Emblems activities.
10. Keep a record of their activities to pass on to their successor.
11. Contact the National Benefits/Emblems Chairperson or Area Executive Committeeperson with questions, suggestions, concerns or problems you may have.
12. Shall within 48 hours, send copies of all information received from the National Committee Chairperson and/or the Area Executive Committeeperson on to each State Benefits/Emblems

Chairperson. It is the Area Committee Chairperson's responsibility to see that the information is sent to the Benefits/Emblems Committee Chairperson of each of the Area States. This is a vital and necessary link in the communication within the NASCOE organization.

13. Timely prepare and submit Area Committee reports and meeting minutes to the Area Executive Committeeperson, and the Benefits/Emblems Committee chairperson.
14. 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. Serves as the Area representative on the NASCOE Membership Committee.
2. Shall contact each state membership chairperson/president/treasurer to introduce themselves upon beginning the position and request all personal contact information. Develops and updates an email distribution list of State Membership chairpersons. The Area Chairperson should refer to the most current area directory for this information.
3. Encourage each State Membership Chairperson, within their respective Area, to work with their State Treasurer to ensure that dues are submitted promptly to the NASCOE Treasurer when collected. He/she should monitor dues submission from states in the Area.
4. The Area Membership Chairperson shall work with state membership chairs to identify non-members and assist with tools for outreach to these non-members inviting them to join their state association and NASCOE. The Area Membership Chairperson shall follow-up with the area states, when necessary, but no less than each quarter.
5. Area Membership Chairperson shall work closely with the National Membership Chairperson and the Area Executive Committee person to improve the membership percentage for the area and to address any issues/problems timely.
6. Encourage State Membership Chairpersons to reach out to new employees about joining their State Associations and NASCOE. The Area Membership Chairperson shall follow-up with the area states as deemed necessary, but no less than quarterly.
7. Area Membership Chairperson will send the Membership Analysis Team Report (MAT), when received, to each State Membership Chairperson and State President requesting updates to any members information. The Area Membership Chairperson shall stay in contact with the State Membership Chairpersons to ensure new member information is added to the MAT report and returned to the Area Membership Chairperson.
8. Load updated membership information provided by states on their MAT reports into google docs for uploading into the NASCOE Information Database (NID), within two weeks of receipt.
9. Participate in monthly NASCOE Membership Committee meetings. Be prepared to give reports when requested for their Area. Each Area Chairperson will invite a State Membership chairperson to be a guest on monthly scheduled conference calls. Area Membership chairpersons will introduce their guests at the beginning of the call.
10. The Area Membership 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. He/She shall present during the Area meeting, any proposed recommendations/resolutions to membership. 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 Committee person for presentation on his/her behalf.

11. Provides the Area Executive and Membership Committee Chairperson progress and performance reports. This includes entrance and exit reports for area rallies and national conventions.
12. Participate in Area Executive Meetings when requested. Be prepared to give reports on Area membership activities.
13. Keep a record of their activities to pass on to their successor.
14. Contact the National Membership Committee Chairperson or Area Executive Committeeperson with questions, suggestions, concerns or problems you may have.
15. Facilitate opportunities for states to share ideas, tips and best practices for increasing membership. This can be done via conference calls, TEAMS meetings or other form of communication on a quarterly basis.
16. Shall within 48 hours, send copies of all information received from the National Committee Chairperson and/or the Area Executive Committeeperson on to each State Membership Chairperson. It is the Area Committee Chairperson's responsibility to see that the information is sent to the Membership Committee Chairperson of each of the Area States. This is a vital and necessary link in the communication within the NASCOE organization.
17. Timely prepare and submit Area Committee reports and meeting minutes to the Area Executive Committeeperson, and the Membership Committee chairperson.
18. 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/concerns timely.
19. Shall provide prompt responses, normally within 48 hours, to inquiries and/or requests from Membership, National Chairpersons, State Chairpersons, outside vendors, and the NASCOE Executive Committee when requested.
20. If the bi-annual Membership Workgroup meeting is scheduled to be convened, the Area Chairpersons shall work with the Membership Committee Chairperson to prepare an agenda and presentation of the applicable items to review and discuss during this meeting.
21. 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 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 and Programs Committee Chair Duties

The Area Negotiation Consultant and Programs Committee Chair 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. The Area Committee 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 Negotiations and Programs 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 Committee Chair shall assist and encourage state membership in the area to participate in the submission of items for consideration by the Negotiations and Program Committee.
4. The Area Committee Chairperson may act as a conduit to relay items from the NASCOE member identifying the issue to the National Committee Chairperson for consideration. The Area Chairperson will regularly communicate and assist the National Chairperson as requested.
5. 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 County Office Advocacy Committee Chair as soon as they become apparent. All committee chairs are encouraged to become COAC associate members, and promote COAC membership when possible.
6. 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.

7. 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).
8. The NASCOE Secretary and the National Negotiations and 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.
9. 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.
10. 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.
11. The Consultant shall work closely with the Area Executive Committeeperson and be willing to write correspondence, reports and new items, if so requested. The Consultant shall feel free to contact the Area Executive Committeeperson 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.

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.

Updated 02/2018

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

4. Distinguished Service Award Winners

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

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

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

6. Area Rallies

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

7. National Convention / Area Rally Attendees

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

8. NAFEC Meetings

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

9. Visits to Potential National Convention Hotels

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

10. Expenses of Guests of Executive Committee

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

Updated 02/2018

11. Mileage Rate - Phone Calls

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

12. Meals and Incidental Expenses

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

13. Advances

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

14. Authorized Travel Dates

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

15. Emergency Situations

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

16. Dual Compensation

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

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

17. Claims for Reimbursement

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

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

18. Executive Committee Review

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

19. Effective Date

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

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.

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 NASCOE Negotiation Items

Item 1:

Issue:

The Salesforce software does not interface with SCIMS- instead it uses Business Partner from MIDAS. Therefore, the SCIMS search function has been removed in several applications- primarily Salesforce applications. The lack of SCIMS as the primary customer search function has made finding the correct producer in Salesforce applications time consuming and cumbersome, if not impossible in some cases.

If an employee wants to search for a specific customer, that employee must first open MIDAS to query for the producers BP number/ID. Then the employee must copy this over information to the search function in salesforce. In some instances, if the employee does not take the long route to look up a producer, the producer may never pull up using the search function in Salesforce or multiple versions of the same name, from all over the nation, may pull up, creating a high potential for erroneous applications and data entry.

County office employees waste time waiting on MIDAS to load to verify the customer by the BP number and also waste time having to double check everything through the “old” way of doing things- verifying the producer data in SCIMS to make sure they picked the correct person/entity.

Not having the SCIMS search function is a time waster and is frustrating for employees.

Employees need the ability to tailor what items to search by in order to efficiently and accurately search for producers in Salesforce applications.

Position:

Reintroduce the SCIMS search function or create a similar search function for Farmers.gov and other Salesforce applications

FSA Response:

FSA and DAFP will no longer be adding employee facing applications to the farmers.gov platform and are working to remove existing employee facing applications (with the exception of a few programs). Additional changes to functionality in Salesforce will not be implemented because of this effort.

Resolution:

NASCOE accepts this response.

Item 2:

Issue:

Current criteria in handbook 27-PM for determining CED Grade using 1099's to measure program participation is poorly reflective of office workload.

Policy (27-PM (Rev 1) Par. 31C & Exhibit 4.5) sets a benchmark of 340 1099's issued when evaluating the definition for the Program Participation element. 1099's are not issued for payments that are calculated below \$600.00 so therefore many customers do not receive a 1099 even though they have received a payment. Additionally, other programs, such as ARCPLC, are market driven programs which may not annually issue a payment despite work performed by a County Office to approve the application. In these years this could drastically reduce the number of 1099's issued while still being a significant amount of workload. The concern is given current policy for CED grade determinations, many COFs are put in jeopardy of being downgraded even though workload has not decreased, and many times increased.

While some flexibility on these criteria may have been communicated to the SEDs, the handbook has not been updated and policy is not being applied uniformly.

Position:

There are many other factors besides 1099's that can be used to determine a County Office's program participation level. These might include payments issued of all dollar amounts, number of applications for a program processed, supporting payment documentation such as payment eligibility (CCC-902, CCC-941, AD-1026 etc.) filed/ processed and acreage reports processed. Uniform policy needs to be established and 27-PM needs to be updated.

FSA's Response:

DAFO agrees there could be other factors besides 1099's that can be used to determine a County Office's program participation level, which may include payments issued of all dollar amounts, number of applications for a program processed, supporting payment documentation such as payment eligibility (CCC-902, CCC-941, AD-1026 etc.) filed/ processed and acreage reports processed. And that a uniform policy needs to be established and 27-PM needs to be updated.

DAFO looks forward to initiating a CED Grade Review/ Evaluation taskforce with NASCOE participation to discuss other grade determining factors and necessary 27-PM updates.

Resolution:

NASCOE asked for a method of capturing contracts other than the 1099 and the 27-PM revision will be updating the item to include unique payer ID to track data regardless of dollar amount. National Office will continue to engage NASCOE in discussion on this topic.

Item 3:

Issue:

The ARC/PLC contract deadline of March 15th is too soon in the program year as several operations are still deciding what to do for the upcoming year.

Numerous FSA employees are finding that this is simply too early in the year for a lot of producers to have a firm grip on what their shares will be for the current year. Many counties have producers who change shares or plant different commodities with varying base shares on specific crops. Farming practices around the country are quite diverse especially when weather is factored in. Many producers are calving during this time and not working on land leases/shares for the current year. In many cases landlords and tenants are still determining current year operator and shares during the beginning months of each calendar year. It is not uncommon in some parts of the nation for producers to not have a definite decision on what their final shares will be since these decisions have not been worked out by March 15th with their landowners.

Producers are then required to initially enroll without complete data and then revise their ARC/PLC contracts. Often this is forgotten and caught by the county office after producers certify their crops with FSA and the share changes are discovered when comparison reports are reviewed. This has created a large workload on FSA employees when revised contracts must be completed. This is doubling the work for producers as well as our county offices.

Alternatively, producers who are not changing their election and want to ensure they have all the required information before enrolling can late file through September 30th. However, this also creates a workload challenge when these involve additional COC and DD review.

Position:

NASCOE proposes returning the ARC/PLC deadline to August 1st. This would provide the time needed for producers farming on shares to have the adequate information to initially enroll correctly. This will save the producer from extra revisions and reduce unnecessary workload in the county offices.

FSA Response:

Participation in RMA's Supplemental Coverage Option (SCO) states that producers who have elected ARC may not have the SCO insurance plan. If the election date for ARC is extended until August, producers will have a distinct advantage in terminating their SCO coverage and electing ARC.

The same general principle applies to STAX and participation in seed cotton ARC/PLC. If producers are provided the extended August deadline, then those producers have a distinct advantage on terminating their STAX insurance and enrolling in ARC/PLC.

The administration made the decision that March 15 would be the deadline for producers to elect and enroll in ARCPLC to closely align with RMA's sales closing date, which was clarified to field staff during 2018 Farm Bill training held in the summer of 2019.

Resolution:

It is not feasible to change the deadline for this farm bill, but National Office will look at options for the next farm bill. NASCOE and National Office will share and discuss the data related to the efficiency and customer service from the additional workload.

Item 4:

Issue:

County Office employees have been given permission to telework due to COVID-19 but previously were only given the option of Ad-Hoc or told that they were in-eligible for telework all together. During this period of safety related maximum telework, County Office employees have proven they are able to continue to carry out their jobs while teleworking and have done it well. NASCOE would like to see continued telework options remain available after maximum telework procedures related to COVID-19 have concluded.

34-PM Part 5 Telework Program states that telework is of particular interest for its benefits in the following areas:

- Recruiting and retaining the best possible employees
- Helping employees manage long commutes
- Saving taxpayer dollars by decreasing Government real estate costs
- Reducing traffic congestion, emissions, and infrastructure impact in urban areas, thereby improving the environment

Secretary Vilsack stated in his town hall meeting for all USDA employees on March 5, 2021 that he would like to see telework continue and utilized more. Telework works for the reasons stated above as well as with employees with certain medical conditions and those carrying for family members with serious health conditions. In an email issued on March 18, 2021, Secretary Vilsack, reiterated his plan for implementing permanent telework options for all employees.

Position:

NASCOE would like to see 34-PM paragraph 102 changed to include all FSA Federal and Non-Federal employees located in County Offices to be eligible employees for situational telework to be approved by the first-line supervisor. NASCOE is eager to work with leadership in the strategy and development of telework opportunities post COVID-19.

FSA's Response:

Absent performance or conduct concerns, FSA employees have been eligible for ad hoc telework per Departmental Regulation and FSA Notice [PM-3030](#). As noted by Secretary Vilsack, FSA is looking to expand telework options for all employees. Handbook 34-PM will be updated accordingly.

Resolution:

NASCOE accepts this response.

Item 5:

Issue:

The Exit Interview process for retired or separated employees is not a well-known process and there is confusion regarding who has access to the results.

While a recent FPAC Notice regarding the off-boarding checklist references the exit interview application and form, these do not appear as part of the off-boarding checklist in 27-PM. Many supervisors have been unaware of the survey and they have not been consistently offered.

Additionally, it is unclear who has access to the results of the survey and what follow up is being enacted. To implement beneficial change, it is important that feedback from separated or retired employees is communicated to those who can act on any suggestions or concerns.

Position:

NASCOE's position is that the exit interview is a valuable business process that allows the agency to collect important feedback from employees who are departing the agency. FPAC already has the system in place, so the handbook should be updated to reflect the availability of the exit interview and it should also be included in the checklist.

Additionally, the use of the information obtained from the exit interview survey needs to be clarified for employees who complete it to feel confident that the agency is following up with suggestions or concerns. NASCOE would like a process that allows for local managers to have the opportunity to receive and take appropriate action on relevant feedback.

FSA's Response:

FSA will include the requested update in an upcoming Handbook 27-PM revision.

Resolution:

National Office will include the exit interview link and FPAC checklist in the upcoming 27-PM handbook. National Office will check into making sure the summaries are shared down to state office leadership. Additionally, NASCOE can request to see these summaries from DAFO.

Item 6:

Issue:

It has been NASCOE's position for some time that the CO maximum grade levels for Farm Program Technicians (PTs) should be higher than CO-07. Since the last classification review, PT's are expected to be independent subject matter experts over increasingly complex programs, requiring knowledge over diverse software and policy. Often, they are accountable for

implementing and informing producers of these policies without the benefit of approved directives. Additionally, many PTs have full responsibility for more than 2 or 3 programs, particularly when ad hoc programs are implemented.

In 2016, both HRD and DAFO agreed that it was time for a classification review of the CO positions. A work group was established to update position descriptions to ensure these were up to date for such a review. These were issued in 2018 in Notice PM-3001.

As an example, Geospatial Information Systems are included in the new positions descriptions. Payscale.com lists the average salary for a GIS specialist at \$54,089 per year. Meanwhile our FSA GIS PT's, who typically have many other additional responsibilities as well, have a maximum base salary of \$48,978 (Grade 7, Step 10).

This increased technical responsibility and/or the responsibility of many more programs without commensurate grade levels has a negative impact on employee morale, particularly long-term employees who no longer see any increases through WGI's. Additionally, the lower compensation influences the agency's ability to recruit and retain highly qualified individuals.

Position:

NASCOE requests a classification review of CO positions to determine if they should be graded at higher levels based on increased workload and complexity.

FSA's Response:

It recognized that government employees, while having good benefits and pride of public service, often have base salary levels less than nationwide private sector salaries. The Administration has made pay analysis a priority across government. While FSA has control of CO classification, we must ensure consistency across GS and CO systems, positions, and salary levels and also remain cognizant current budget constraints. As efforts are undertaken to analyze GS salaries, FSA will ensure that CO salaries are comparably evaluated.

Resolution:

DAFO is further evaluating pay concerns related to all positions within FSA. DAFO will gather field office input as the complexities of all FSA positions are compared to complexities of other positions at similar grades in government.

Item 7:

Issue:

There are several situations when allowing permanent part-time employees is beneficial to the agency and the employee. Paragraph 330 of handbook 27-PM (Rev. 1) authorizes permanent part-time employees whose tour of duty is at least 16 hours, but not more than 32 hours per week for regular part-time or at least 32 hours but not more than 63 hours per pay period for part time compressed work schedules. It also states in paragraph 491 G that States will stay within allotted FTE as provided by DAFO.

There are two ways in which States stay within the allotted FTE. The targeted method looks at bodies on board. The funded method looks at the cost.

The targeted method considers the permanent part-time employee as 1 body on board regardless of the employee's tour of duty. If the employee is ½ time, then the employee still takes up an entire FTE. If there are two ½ time permanent part-time employees, they are considered as 2 FTE.

The funded method looks at the cost whereas the employee contribution to the allotted FTE is dependent upon the tour of duty. If the employee is ½ time, then the employee only counts as ½ FTE. If there are two ½ time permanent part-time employees, they are considered as 1 FTE.

Position:

NASCOE is requesting that SEDs be allowed to utilize the funded method to maintain the allotted FTE versus the targeted method. This would allow the applicable States to maximize the funded ceiling while utilizing the advantages of permanent part-time employees.

The use of the targeted method limits the opportunities for permanent part-time employees when it is advantageous for the agency and employee. The funded method could be a tool that allows SEDs to take advantage of permanent part-time employees without having an adverse effect on the FTE allotment.

FSA's Response:

FSA issues States a Staff Year Ceiling, not a body ceiling. FSA already uses the funded method. SED's have the flexibility to hire full time or part time employees, as long as they stay within their funded ceiling.

Resolution:

DAFO issues State Executive Director's (SEDs) both Federal (GS) and County (CO) Staff Year/FTE (Full-time Equivalent) Ceilings each Fiscal Year. SEDs are responsible for managing these resources to maximize the hiring and use of the available FTEs to implement FSA programs and responsibilities. While DAFO direction and terminology does not include the use of 'targeted method' and 'funded method' included in NASCOEs Item 7, Issue, we believe the Item 7 Position of NASCOE and the existing direction to SEDs, from DAFO, regarding the management and efficient use of available Staff Year/FTE ceilings have the same intent and direction. States should not use their Staff Year/FTE ceiling level as an 'on-board' employment or hiring target level, rather they should monitor staff year usage verses available funded ceiling to make hiring decisions.

DAFO will continue to communicate to SEDs the need to maximize available ceiling resources through monitoring of staff year usage (hours worked) verses employment levels. DAFO provides States with methodologies to monitor both current and projected staff year usage. Most recently DAFO developed a dashboard with up-to-date usage information to assist States. When the available budget and planning permits, DAFO provides States with not only 'funded' ceiling

levels, but also ‘targeted’ ceiling levels to encourage higher on-board employment levels, staff year ceiling usage and succession planning.

Item 8:

Issue:

Part 6, Section 2 of handbook 27-PM (Rev. 1) provides guidance to the STC and SED on the County Operations Trainee (COT) program. COTs are required to sign form FSA-227, County Operations Agreement, according to Exhibit 51 of handbook 27-PM (Rev. 1) that states the trainee can only decline one interview or job offer. Although 27-PM (Rev. 1), does not specify the area of consideration, the long-standing policy is COTs must accept a CED position anywhere within the applicable state.

FSA Leadership created the Administrator’s Task Force to provide recommendations on recruiting and retaining future CEDs. One of the improvements that came out of the task force was the ability to hire trainees for a specific location in County Offices that are considered “hard to fill”. This has been a great tool as there are potential candidates who want to begin a CED career in a “hard to fill” location, but for various reasons cannot agree to the traditional COT position that requires the candidate to accept any CED position within the respective state.

The traditional COT program is still a vital recruitment tool for potential CED vacancies for those offices that are not considered hard to fill as it provides a CED succession plan as the COT program can provide a pool of candidates to be trained prior to the actual CED vacancy. However, one of the recruitment disadvantages of the traditional COT program is the requirement to accept a CED position anywhere in the state upon successfully completing the COT program. The inability to go “anywhere in the state” limits the recruitment pool.

Position:

State Committees should be allowed to modify the COT agreement contained in Exhibit 51 of handbook 27-PM (Rev. 1) to a specific geographical area versus the entire state. This would increase the recruitment pool of potential candidates who would readily agree to be placed within a geographical area versus an entire state.

There are states that are geographically large with different agricultural practices and other economic factors from one area of the state versus another area of the state. There are potential candidates who do not apply for the COT program based upon the requirement to accept a CED position anywhere in the state.

The ability for the STC to define the area of consideration for accepting a CED position to a geographic area based upon agricultural practices, economic factors, or social factors will increase the potential pool of COT candidates. There are potential candidates who would readily agree to accept a CED position within a geographical area versus an entire state.

FSA Response:

As a result of the Task Force recommendations, 27-PM will be updated to allow for additional flexibility in proceeding with CED Hard-to-Fill positions (renamed CEDs with an Expanded

Area of Consideration). DAFO has been running a pilot since February 2020 and has drafted provisions for a 27-PM revision. Part of the intention with the pilot was that COTs could apply to a specific “Hard to Fill” location and that there would be increased movement from COT to Hard-to-Fill positions (eliminating some of the stress for COTs in not knowing where they might land).

As a result of the pilot, issues have been identified with the different qualification requirements for COTs (which will be renamed County Executive Directors in Training (CEDTs)) and Hard-to-Fill CEDs. For example, Grade 7/Lead/Key PTs with a year time-qualify for a Grade 9 Hard-to-Fill position, but only a Grade 7 COT. DAFO is considering potential qualification changes and would welcome NASCOE feedback on those possible changes and whether they might accomplish the goal of the proposed solution.

Resolution:

DAFO cannot grant this request at this time. This proposal was considered in the previous Administrator’s Task force but had potential issues. However, DAFO has new flexibilities such as expanded area of consideration coming in the new 27-PM handbook.

Item 9:

Issue:

When hiring new employees, managers are limited by the lack of flexibility in determining what outside experience could potentially rate the new employee at a higher grade. See tables in 27-PM (Rev. 1) Amend. 12, Para. 458 referenced below.

Policy currently allows only potential hires with “experience equal to operations of a farm or ranch” or “CO, GS, or experience directly related to the position to be filled”.

Increasingly, the grade assigned to the new hire results in less pay than a private sector position. CO positions need to become more consistent with GS positions that allow private sector experience to be used for specialized experience.

For example: a recent CO hire had previous experience as a GIS specialist, among other things, in a courthouse/county position before that person was hired on as a CO FSA employee. The officials in charge of rating the grades for new hires did not consider the new hire’s extensive experience with GIS software and applications when determining the employee’s grade.

Hiring managers need the flexibility to recruit employees based on experience to attract the best employees possible. Farm Service needs to be competitive with the private sector.

Highly qualified CO candidates with several years of private sector experience in the agricultural industry, are not able to utilize the full array of prior experience to start their career at a higher grade as it is not specific to farm or agricultural programs. The inability of FSA to compete with the private sector results in the loss of diversity and talent in our workforce.

Table identifying requirements for each grade:

458 Qualification Standards for County Office Employees

Par. 458

A General Standards

In addition to qualification standards in Part 5, Section 5, selected candidates for positions subordinate to CED must meet the specific qualification standards, described in this paragraph, for the position at the applicable grade level.

Exception: The high school graduation requirement, in Part 5, does not apply to:

- office positions filled by temporary appointment
- positions for which the duties are primarily performed in the field.

*--B Hard-to-Fill General Standards

The specialized CED qualification standards required in paragraph 453 are waived to facilitate recruitment for hard-to-fill counties. Candidates for CED hard-to-fill positions must meet the basic experience requirements, described in this paragraph, for the position at the applicable grade level.--"

C Experience Requirements

All candidates for subordinate County Office positions must meet the experience requirements listed in this table to be appointed at the indicated grade level.

Grade Level	Experience Requirements
CO-1	No experience required
CO-2	3 months of Type A
CO-3	6 months of Type A
CO-4	1 year of Type A
CO-5	1 year of Type B, equivalent to CO-4 or GS-4
CO-6	1 year of Type B, equivalent to CO-5 or GS-5
CO-7	1 year of Type B, equivalent to CO-6 or GS-6
CO-8	1 year of Type B, equivalent to CO-7 or GS-7
CO-9	1 year of Type B, equivalent to CO-7, CO-8, GS-7, or GS-8

Table identifying Type A experience:

458 Qualification Standards for County Office Employees (Continued)

Par. 458

*--D Type A and B Experience Requirements--"

Type A experience is general experience relating to office work or equal background in the operations of a farm or ranch.

Type B experience is CO, GS, or other experience directly related to the functions of the position to be filled or the following:

- for field positions only, experience in operating or managing a representative operating farm or ranch
- experience in FSA as a COC or CMC member.

Note: Excess Type B experience may be substituted for Type A experience.

E Examples of Type A Qualifying Experience

This table contains examples of Type A experience.

Type of Work or Employment	Type of Agency or Business	Knowledge Acquired in Position
Farm or ranch of at least representative size and scope		<ul style="list-style-type: none"> • Practical farm experience • Knowledge of agricultural crops and livestock and related marketing problems
County-, district-, or State-level positions	<ul style="list-style-type: none"> • USDA agencies • State departments of agriculture • State or local extension services • Vocational agriculture schools 	Operational phases of farm or agricultural credit programs carried out by the respective agencies or institutions
Manager of local business	<ul style="list-style-type: none"> • Feed • Fertilizer • Farm Machinery • Elevators or warehouses for farm products • Other businesses working with farmers and farm-related activities 	Farm operations and problems

Table identifying Type B experience:

F Examples of Type B Qualifying Experience

This table contains examples of Type B experience.

Type of Work or Employment	Previous Duties and Responsibilities	Type of Agencies	Knowledge Acquired
County-, district-, or State-level positions	Equivalent to or no less than 1 grade lower than the County Office job applied for Note: Employees with 1 year of CO-7 or GS-7 Type B experience or equivalent qualify for CO-9 level positions.	<ul style="list-style-type: none"> • USDA agencies • State departments of agriculture • State or local extension services • Vocational agriculture schools 	Operational phases of farm or agricultural credit programs carried out by the respective agencies or institutions
<ul style="list-style-type: none"> • STC member • COC member • State employee • County Office employee 	Equivalent to or no less than 1 grade lower than the County Office job applied for Note: Employees with 1 year of CO-7 or GS-7 Type B experience or equivalent qualify for CO-9 level positions.	FSA or predecessor Agencies	Operational phases of farm or agricultural credit programs carried out by the respective agencies

G Substituting Education for Experience

To substitute education for Type A or Type B experience, or both, academic study must have been at an accredited college or university.

H Qualifying Grade Based on Education

Education above high school may be substituted according to the following.

Grade Level	Amount of Education Required
CO-3	1 year above high school
CO-4	2 years above high school
CO-5	4 years above high school

Position:

27-PM (Rev. 1) Amend. 12, Para. 458 indicate the tables are “examples” which implies there could be other scenarios when HR might rate a new hirer at a higher grade. However, it has been the experience of the CO managers in the field that HR does not allow a higher grade for any other prior work experience other than those listed in the table. To remedy this lack of flexibility, the handbook should be updated to clarify current language/limitations as well as grant greater latitude in determining what outside experience qualifies a new hire for a higher grade. The handbook should identify flexibility is allowed when considering outside experience on behalf of new hires.

FSA Response:

Qualification standards must be strictly adhered to in order to ensure that we are treating all applicants consistently and fairly. If NASCOE has specific suggestions to modifications to the qualification standards, DAFO will take those suggestions under consideration and advisement.

Resolution:

NASCOE will provide additional examples of positions with related qualifying experience for potential inclusion in 27-PM. Concerns about qualification determinations can be forwarded up through State Offices. National Office will be covering qualifications with State Offices when training on the updated 27-PM.

Item 10:

Issue:

The performance year begins on October 1 and performance plans are to be provided to the respective employee, according to 5-PM Handbook, Par. 228, performance plans are to be in place at the beginning of the performance period, October 1. Par. 3G states a final written copy of each plan should be provided to the respective employee as soon as practicable but no later than 30 calendar days after the beginning of each performance year. Subordinate employees are being rated and held accountable for plan performance during time periods when current year FY performance plans have not been developed due to State Office and County Office not receiving directives timely to establish employee performance plans by the required time period in 5-Pm par 3g.

Performance Plan establishment deadline has been extended the last four years. Employees have been held accountable for plan performance and rated for performance during time periods with no current performance plan in place as required. Below are the extended deadlines for each of the last four years:

FY21: January 15, 2021

FY20: November 20, 2019

FY19: February 11, 2019

FY18: January 31, 2018

Position:

According to Notice PM-3039, Par. 2I, "A supervisor's failure to meet the performance management requirements and compliance deadlines established by OHRM and FSA must, at a minimum, preclude an element rating of "Exceeds Fully Successful". Failure to meet the requirements in the performance management category altogether must result in an element rating of "Does Not Meet Fully Successful". Likewise, the second-level supervisor's supervision element rating should reflect the degree to which the first-line supervisor was held accountable for their performance management responsibilities."

NASCOE feels it is difficult to hold field level supervisors accountable for timely performance management when the deadline is inconsistent. Likewise, how can we hold subordinate employees accountable for plan performance when they are not receiving established plans timely. Pushing the deadline back makes it difficult to include employee's ideas and opinions in the development of the performance plans as provided in 5-PM, Par 20B. The handbook should be updated to allow permanent guidance and notices containing year to year changes should be issued before the beginning of the new fiscal year.

FSA Response:

5-PM will be updated to reflect the new pass/fail performance management system. DAFO agrees with the concern expressed regarding the lack of timeliness of annual performance plan

guidance and has expressed similar concerns to FPAC BC-HRD. DAFO will continue to work with HRD to try to get performance plan guidance finalized earlier in the FY.

Resolution:

DAFO concurred with the concern and will continue to share these challenges with the FPAC BC-HRD. 5-PM will be updated to include the pass/fail performance management system.

Item 11:

Issue:

FSA has developed many reports and other resources that allow employees to verify accuracy of program documents and delivery. These tools and reports are beneficial; however, a common concern is that employees do not know they exist or where to find them. This is particularly true with the increased number of retirements and new hires. Some handbooks do include this information, but it is not consistent.

Recommendation:

NASCOE is proposing a new handbook or a standardized exhibit in each handbook (similar to delegations in Exhibit 1) be implemented which will serve the purpose of assisting employees by referencing reports, dashboards, and other resources that are available to assist with program delivery. This would include a monthly report checklist of which reports would be helpful along with instructions on where to access these reports.

FSA Response:

DAFP will explore expanding exhibits in each handbook for reports, dashboards and other resources.

Resolution:

National Office will begin adding available reports, dashboards, and tools to the exhibits in relevant handbooks. They will work with NASCOE to explore a task force for potential checklists.

Item 12:

Issue:

The new two-tier performance management system has unreasonable demands regarding the standards and measures required for employee to meet the fully successful summary rating. The effectiveness of the performance plan tool is undermined by the unobtainable or unclear standards placed upon employees.

Some of the standards seem to be a "prove up" rather than a fully successful.

For example: the plan states for each element “Standards and Measures for Fully Successful: all of the following must be met to achieve the ‘Meets Fully Successful’ rating for this element”.

- In the Developmental and Advanced Stage of Customer Experience it states:
 - Proactively supports and represents a “OneUSDA” mindset by developing and proposing at least one (1) “OneUSDA” collaboration activity throughout the rating period.
 - Question from the field: what is a “OneUSDA’ collaboration activity” and how would a PT meet this?
- In Program Delivery it states:
 - Ensures that applications for benefits are complete, supporting documentation is updated and on file, and payments are processed accurately and within required timeframes with no more than 3 exceptions.
 - Comment from the field: Program Delivery error rate is listed as 3 exceptions, maximum. This is an unobtainable error rate- for example, 3 out of 1900 ARCPLC contracts, represents an error rate of .15%.....which is an expectation for a machine.....not a person. In Counties that have only 100 contracts, their error rate for fully successful would be 3%. Basing the error rate on a number instead of a percent/factor creates inconsistencies across the nation.

FSA County Office Employees pride themselves on program efficiency and integrity. However, constantly changing policy and quick program roll outs combined with fractured training (the field seldom has all the info to run a program at the start of the signup - the information and Q & A’s come out piecemeal causing staff to have to “do over” many applications- many times). These factors create an environment ideal for errors; ideal for failure according to the standards set in the performance plan. PT’s are presented with subpar training and preparation for programs, and at the end of it all, they are held to unreasonable standards for a fully successful performance.

Additionally, paper copies of the signed quarterly reviews are required to be uploaded to verify completion in EPMA software as opposed to an electronic confirmation of the quarterly review as was the process with EmpowHR. This feels like a step backwards regarding technology.

On the plus side, the EPMA software for performance plans is relatively straightforward and user friendly.

Position:

The performance plans should reflect more realistic standards for employees. Standards should be attainable. They should be more specific and less vague. Standards should not be written with “proving up” in mind, rather what actions constitute “fully successful”.

A training program for employees should be implemented to review the expectations and requirements of the performance plan and give employees advance notice of what is expected of them as well as an opportunity to provide input on what goes into the plan.

CED's should be held accountable to review performance plans and implementation for the county office staff with their COC to provide COC the opportunity for input.

NASCOE previously helped National Office create a "standards library". Supervisors should have access to these standards and should be able to utilize them.

EPMA software should be adapted to allow employees to electronically acknowledge "receipt, review and concurrence" with the plan as well as allow the supervisor to upload comments electronically.

FSA Response:

An update to the EPMA system to allow employees to electronically acknowledge plans, discussions, and reviews is planned. It is DAFO's hope this will be in place by the beginning of FY22. DAFO follows FPAC-wide performance plan guidance, some of which was developed from the standards library. DAFO has been working to improve some of the FPAC-wide standards and has been in discussion with FPAC-BC HRD on timing of FY22 plans. We understand that plans will still be written to the "fully successful" or "passing" level. Supervisors can add to the performance plan templates to incorporate applicable standards from the previous library. DAFO will review standards for DDs/CEDs to determine if language needs to be added to make clear the COC role in performance management.

Resolution:

DAFO will look into providing some flexibility on the exceptions based on NASCOE input, though some standards are required by FPAC. DAFO will also provide some examples and explanations for standards in performance notices and the upcoming 5-PM amendment.

Item 13:

Issue:

Handbook 16-AO (Rev. 3) provides guidance on COC Minutes. In addition, Module 5 of the County Committee Training dated September 2020 provides information about County Committee meetings and minutes.

The September 2020 County Committee training material provides better guidance on COC minutes than section 3 and 4 of part 3 of Handbook 16-AO (Rev. 3). Exhibit 8 of 16-AO (Rev. 3) is the only procedural example of COC Minutes.

Taking complete and accurate COC meeting minutes provides needed integrity for future reference. It is an important source of information about what transpired during the meeting, especially for those that did not attend. The CO, COC, STO, WDC, and even NAD reference these minutes, so it is critical that they be complete and consistent.

Current handbook examples are outdated and provide limited guidance on preparing minutes in a uniformed format. This has the potential to cause confusion when referenced or potentially adverse actions when reviewed by the STO and COR. In addition, there needs to be better

examples for personnel action portions and “action between meetings” of Executive COC minutes.

Position:

NASCOE is recommending that Handbook 16-AO (Rev. 3) be updated to include current best practices for composing minutes, such as those in the September 2020 County Committee Training. In addition, there needs to be more guidance and examples for personnel actions. NASCOE would look forward to working with DAFO to help compile these.

FSA Response:

Thank you for the suggestions. We understand that this along with other updates would be beneficial for 16-AO. The COC training guide is updated and posted yearly and we continue to update with details that would provide more guidance on handbook policy. States, Counties and COCs should be familiar with and use the COC training guides along with handbook policy as an additional resource to completely and accurately compile minutes.

Resolution:

DAFO agrees and will be adding some of the examples from the COC training to 16-AO. NASCOE will provide examples for potential inclusion as well.

Item 14:

Issue:

There have been several issues with recent mass mailings sent to producers on various programs including lack of accuracy, poor timeliness, and confusing or misleading information.

Mass mailings have been sent out from KCMO to producers regarding several programs. On October 1, 2020 CRP participants were notified that they had contracts that had expired on September 30, 2020. In many instances, these participants had already re-offered their expiring acreage to be re-enrolled in CRP and those contracts had been accepted and approved. The verbiage in the letter led participants to believe their acreage had expired and was not re-enrolled. This caused panic for participants and subsequently COs were inundated with phone calls.

ARCPLC post cards were mailed out to participants in March reminding them to enroll timely. Most of the post cards went to producers that had already enrolled and in fact their contracts were approved. DMC postcards were also sent to producers reminding them of program deadlines when in fact their contracts were also enrolled.

It is understood that these letters and postcards are generic to encompass all producers. However, the lack of specific information such as contract numbers, farm numbers, and applicable county creates a time-consuming task for COF employees when fielding phone calls. Sending mailings prior to providing COF employees with sample letters and postcards along

with excel sheets identifying recipients is causing confusion not only for participants but for their field offices.

Position:

Provide a 2-day notice to the field offices that a mailing is going to be sent out. Provide a copy of what is being mailed out and a spreadsheet of participants that will be receiving the mailing to the CO directly, or through STO specialists to be disseminated to the field. If possible, NASCOE would like to be involved in developing future mailings.

FSA Response:

DAFP will explore standardizing the mailing method and possibly a mailing application if time and budget allow.

Resolution:

DAFP will work with the program delivery branches to standardize notification of mailings and provide the requested information in a notice similar to DMC-58. When necessary, National Office will streamline information through DAFO to expedite information to the field.

Item 15:

Issue:

COT and new CED's are being hired at grades lower than the PTs they supervise. Depending on how a position is advertised, some employees may be taking a grade demotion to begin the COT program. In some situations, a State Office has started a COT or newly hired CED at one grade only to have HR come back and say the employee must be bumped back to a lower grade.

When the COT program is complete, and employees have accepted a CED position they are not seeing a pay increase until the 1-year mark is reached. If a COT was hired at a grade 5 and is bumped to a grade 7 when hired as a new CED, they may be supervising grade 8 PT's.

Current procedure allows us to promote PTs at the entry level more than once per year if the employee is below a grade 5. However, time-in grade requirements for an entry level CED do not allow for similar promotions until 1 year at the grade level is reached.

Excellent candidates for the COT program are discouraged from applying when they are asked to accept the COT/New CED position at a lower grade than they earn as a PT.

Position:

Employees taking on increased responsibilities, including supervision, should see commensurate compensations. NASCOE suggests that policy should be updated to ensure that entry CEDs consistently begin at a grade level higher than the PTs that are supervised. This could be accomplished by starting all new CEDs at grade 9.

FSA Response:

While there are situations where Grades 5 and 7 are appropriate entry-levels for CEDs, please see response to Item 8 above.

Resolution:

27-PM has been updated to ensure that any grade 7 or 8 PT with minimum time in grade would be hired as a grade 9 CEDT. While there will still be situations where a CED will be hired in as a grade 5, they will be eligible for promotion after 6 months.

Item 16:

Issue:

Handbook 1-AS (Rev 8), Directives Management provides instructions for writing, preparing, clearing, processing, controlling, distributing, filing, and maintaining directives. Directives are to be clear, concise, consistent and complete instructions that comply with governing laws and regulations, departmental policies and procedures and provide FSA employees with instructions and information necessary to do the work required and expected of them to implement Agency programs to the public. There are 2 types of directives; permanent which are handbooks and temporary which are notices.

As we are progressing in an electronic world of communication, we are straying further and further away from directives that are consistent with established standards and instructions in 1-AS (Rev 8) handbook.

Receiving directives in forms other than handbook amendments and notices creates confusion for employees searching for program policy and regulations.

Position:

Based upon the clear and concise policy in handbook 1-AS (Rev 8), communication used by field offices to implement Agency programs to the public must be issued as directives in the form of handbook amendments and notices. No directive is binding unless it is in the appropriate format, the proper final approving official has formally cleared and signed the directive and it is properly numbered, dated, and controlled by the Directives Section. All provisions of both permanent and temporary directives are binding on all affected employees until superseded or obsolete.

NASCOE would like to see policy and procedure changes communicated to FSA personnel using fewer methods, preferably in the forms of handbook amendments and notices to ensure program integrity. Using a uniform system for policy and procedure, such as handbooks and notices, will reduce the number of errors made by the county office because policy for the program will be contained in a uniform system for reference.

FSA's Response:

DAFO-PRMD will work with FSA's Office of Management and Strategy to remind all NHQ offices issuing guidance to utilize the directives process as outlined in 1-AS (Rev 8).

Resolution:

NASCOE would like to see communication to be issued in a directive in the form of a handbook or notice. This will be emphasized with State Offices as well. FSA will do their best to comply but limited resources or timeframes may affect this delivery.

Item 17:

Issue:

The LFP deadline is a concern when a qualifying event happens near the end of the calendar year. 1-LFP Paragraph 22 B states that “2019 and subsequent year calendar year losses, to apply for payment, eligible livestock owners and contract growers who are forage crop producers must submit a completed CCC-853 and required supporting documentation within 30 calendar days after the end of the calendar year in which the grazing loss occurred.”

If a county triggers LFP in December, the short deadline makes it difficult for county offices to deliver the program efficiently. In addition, there is an undue hardship on our producers who must get the proper paperwork filed in a short time.

Position:

NASCOE recommends allowing the COC the authority to request a waiver to extend the sign-up period when LFP triggers late in the calendar year. This authority to request would only be in unique and rare situations. These requests would be reviewed and approved by either the state committee or the state office.

We understand there are provisions in 1-CM to utilize a register. However, the use of a register over an extended sign-up period limits the timeframe that producers must become aware of the program and comply with sign-up provisions. Extension of the deadline allows for a more equitable process for all producers.

FSA Response:

LFP deadline is established in §1416.206 (below) based on several considerations. We understand your concerns and appreciate your suggestion; however, the use of register according to 1-CM has met the needs. As a reminder, in 2018, the acreage reporting date was moved to July 15 and this change was driven to assist with LFP implementation (specifically related to the regulatory prohibition for accepting late-filed acreage reports more than a year after the ARD) and it is the expectation that producers should have their grazed forage certified by July 15th. For those areas that have 365 day grazing periods or fall/winter grazing periods, there have been many situations where counties have triggered late in the grazing period or year and we recognize the limited timeframe to apply for LFP; however, acreage should have been reported months earlier without consideration of whether it triggers for LFP. We will maintain and consider your recommendation when there is an opportunity to review/update regulatory language.

(a) To apply for LFP, the participant that suffered eligible grazing losses for the 2019 and subsequent program years must submit a completed application and required supporting documentation, including some supporting documentation such as an acreage report that may have been required at an earlier date, to the administrative FSA county office no later than 30 calendar days after the end of the calendar year in which the grazing loss occurred.

Resolution:

This is a valid concern, however the deadline cannot be changed due to regulations. National Office will look into options in the future. Additionally, clarification regarding register policy will be coming.

2022 Negotiation Items

Statement concerning 2022 Negotiation Items:

NASCOE held our Pre-Negotiation Meeting on April 9, 2022. 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 2022 Negotiation Session as soon as possible. The items and responses will be shared following the actual meeting.

The delay of the 2022 Negotiation meeting is not expected to impact the 2023 Negotiations. NASCOE will continue to accept and prepare items for 2023 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 ASCOE

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



Dear COC Member:

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

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

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

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

Sincerely,

Name, Chairperson

Address

City, State Zip

Telephone

Host State Executive Committee

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

Goals:

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

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

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

Exhibit 5 for sample budget

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

Setup Committee

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

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

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

For a National Convention:

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

For an Area Rally:

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

Fundraising Committee

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

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

Goals:

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

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

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

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

Suggested targets for fundraising:

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

Suggested Ideas for Fundraising aside from donations:

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

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

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

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



Event Title



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



Date of Event

City, State

Sponsorship Contract

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

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

_____ Name, Chairperson	_____ Sponsor
_____ Event Title	

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

_____ Date:	_____ Date:
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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:
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Hospitality Committee

Purpose: The purpose of this committee is gather items for registration bags, put bags together for Registration Committee, organize RASCOE luncheon, coordinate RASCOE hospitality room, coordinate candidate hospitality rooms, next convention host state hospitality room and bidding states hospitality room and if a rally provide hospitality room but not during official NASCOE business hours.

Goals:

- Have all food and beverages sponsored by local businesses or County Office Employees
- Have all bags filled and ready for Registration Committee prior to Rally/Convention
- Work with each hospitality room host to coordinate joint hospitality rooms. Having several rooms to float to is nice however newcomers are more than likely to come into a room with several people than a room with only a few. Joint hospitality rooms keeps your flow of traffic moving from room to room as well.

Responsibilities: The Chairperson of this Committee will establish a budget required to host hospitality room and submit to Convention/Rally Chairperson. The Chairperson will coordinate with the Fundraising Committee and Decoration Committees for any requirements of these committees for hospitality. The Committee Chairperson should coordinate all activities with the RASCOE President. Committee will be responsible for coordinating with the decorating committee for the luncheon as well as providing door prizes from those provided by the Host Group for the RASCOE luncheon.

Rally: Chairperson will be responsible for coordinating a work schedule for those volunteering to work the hospitality room.

National: Each hospitality room host is responsible for obtaining workers and establishing a set schedule.

Ideas for hospitality rooms:

- Play games
- Trivia
- Have local FSA offices donate food. Have a set schedule and menu.

This committee will work with the National Scholarship Committee and Publicity committee to determine first timers and mentors.

Note: Hospitality rooms are to be shut down during NASCOE planned Evening Activities/Events and NASCOE business hours.

Registration Committee

For National Conventions ONLY:

Item 36 of the NASCOE Executive Committee Policies states the following:

“Honorary Life Memberships

Holders of Honorary Life Membership Cards will be permitted to register at the NASCOE National Conventions and will not be required to pay a registration fee.”

Purpose: The purpose of the Registration Committee to provide an organized method of accounting for attendance at the meeting, banquet, tours, etc. for the convention/rally. This committee is critical in determining budgetary needs.

Goals:

- Have a work schedule established for all committee members prior to Convention/Rally
- Make sure Registration table is up to date on all activities at the Rally/Convention
- Provide name tags and lanyards for all attendees
- Establish registration form in a hard copy format and if possible an online registration. If the Host State wishes to set up an online registration please contact the NASCOE Secretary for assistance.
- Have an up to date/current list of all registration numbers at all times.

Responsibilities: The Chairperson of this committee is responsible for organizing a committee to track all registrations. This person should be familiar with excel and be able to create spreadsheets to track attendees for each event and funds paid. All registrations will go to one location and the registration form will then be sent to the Registration Committee for tracking. Ability to set up an electronic registration is ideal but not required. Chairperson will also establish a schedule of members who will work the registration table and information table during the set times. Chairperson will also be responsible for providing Transportation Chairperson with a list of arrivals by time and airport. This committee will be in charge of welcoming all delegates, members and families. They need to keep current on all upcoming events at the Convention/Rally and in the Host State Area. This will be the center of all information such as tours, daily events, youth activities, etc. All activities of the Convention/Rally will be posted at this booth. They will also schedule van trips for groups throughout the week which also includes shuttles to the airport, store, etc., working in conjunction with the Transportation Committee Chairperson. This committee is responsible for all name tags, envelopes and money. All money must be kept in a safety deposit box with the Chairperson of the Committee and Convention Chairperson having keys.

One person on this Committee must be responsible for banquet number, total registration number, etc.

Registration fees:

- You have options. Some states offer different levels of registration. The earlier the least costly. Most states have found that this does not encourage people to register early. If a person, is typically, late they will register late and some people just do not decide to come until the last minute. Some states set the registration fee at one flat rate regardless of the timing. Timing of registration is critical to the Convention/Rally because you will need the number of tickets for all events. Make sure the deadline to register is set way in advance to confirm these numbers. You might want to offer an incentive to get people to register early such as so many raffle tickets put in for their name or have prizes, t-shirts, etc. for them to win for early registration.
- You don't want registration fees to be the reason someone does not attend a convention/rally however you do want to make sure you collect enough to cover the host states expenses. All the local and city taxes, transportation, food and beverage for tours, hospitality room, etc. should be considered when setting this fee.
- One state was very successful with a one day registration fee special for early birds. Several attendees were gained and a few extra dollars.
- Issue tickets for entry into events participants have signed up for, it is suggested to have a registration envelope with copy of registration form, lanyard, tickets, convention pen, and state pin if state has one.

Registration form things to include:

- Be sure to give good information about the tours
- Transportation to and from the airport
- A place for the registrant to give arrival and departure time
- A place for the registrant to indicate whether they are a first timer attending Convention/Rally and whether or not they would like a first timer mentor
- If you are selling convention/rally t-shirts be sure to include information about sizes and cost.
- Hotel information
 - How to get a room
 - Cost of the room
 - Code to use when booking a room
 - Deadline to book hotel room
 - Address of where they can ship items for the convention/rally and include any fee information if hotel charges to hold items

Exhibit 6 sample registration form for a National Convention

Exhibit 7 sample registration form for an Area Rally

Exhibit 8 for sample schedule for volunteers working the registration table for a National Convention.

Exhibit 9 sample permission slip for offsite youth trips

Tour Committee

Purpose: The purpose of this Committee is to establish fun-filled events such as tours, golf outing, and youth activities.

Goals:

- Keep tour cost to no more than \$45 per person
- Keep charter bus cost around \$800
- Keep youth expenses to no more than \$20 per child per day, including transportation.
- Allocate extra budget for youth expenses over the \$20 per child.
- Establish a golf outing coordinator that will make all necessary arrangements at the Golf Course and for refreshments, snacks, etc. and should provide proper publicity for the outing.

Responsibilities: Establish two Tour Committee Chairpersons: One for Adult Tour Committee Chairperson and one for Youth Tour Committee. The Adult Tour Committee Chairperson is responsible for finalizing tours, assigning member(s) of committee to each tour to facilitate and coordinate with tour facility, and work with the Chairperson of the Convention/Rally to coordinate times and cost of tours. Committee will be responsible for obtaining tour buses, tickets, publicity, tour guides, refreshments on tour buses, etc.

Youth Activities Chairperson: For an Area Rally this is optional. Committee Chairperson will arrange and supervise all youth activities of each day and night. Supply the youth room and post the daily activities. Chairperson is responsible for obtaining supplies and arrangements. Activities must be approved by the Convention Chairperson.

Obtain permission slips for off-site trips.

Types of Adult Tours:

- Breweries
- Ag Tours (NAFEC will always want an Ag Tour and so do most NASCOE folks)
- Wineries
- Local hot attractions
- Malls for shoppers

Types of Youth Tours:

- Museums
- Water parks
- Laser tag parks
- The key is to work with your local visitor convention bureau for ideas and assistance. They should also help with promotional material.

Decoration Committee

Purpose: The purpose of this committee is to work with the theme that has been established for the convention/rally.

Goals:

- Work with each chairperson that has an event that requires decorations to make the event attractive to the eye.

Responsibilities: The Chairperson of this committee is responsible for working with the Convention/Rally Chairperson to establish ideas for each event that requires decorations. The Chairperson will establish a budget based on these themes and required decorations. The Committee Chairperson could coordinate the purchase of floral arrangements for the General Session and banquet with the NASCOE National Convention Chairperson for National Convention ONLY.

NASCOE Responsibilities for National ONLY:

- Pays up to \$250 for floral displays for head table
- State Flags

Host State for National Convention is responsible for:

- State Signs
- Coordinating with RASCOE to ensure either they provide decorations for their luncheon or the host state provides
- Table decorations/favors
- Ordering floral display for head table.
- Reserve table signs for award winners of scholarships family member, area execs and national committee chairs

Things to consider for decorations:

- Make sure when decorating the main business room that all speakers are visible and decorations are not in the way or distracting to the attendees.
- Make sure decorations are not in the way when awards are being presented.
- When ordering the floral display for the head table consider whether to order real or artificial flowers. The floral display will need to last several days and depending on type of flowers, weather, climate of the hotel, etc. a real arrangement may not last.
- Work with your hotel and find out what items they might have available at no charge that can be used such as mirrors, glass vases, floral arrangements, etc.,.

Entertainment Committee

Purpose: The purpose of this committee is to provide entertainment during the convention/rally which could include the following: bands, DJ's, entertainers, performances, etc.

Goals:

- Work within budgetary constraints when contracting performers.
- Provide family friendly entertainment up until 9 pm each night
- Provide a venue with a friendly atmosphere that allows our NASCOE members to network and make new friends.

Responsibilities: This Chairperson of this committee is responsible for establishing a budget for entertainment and submitting it to the Convention/Rally Chairperson. The Chairperson along with the members of the committee will secure entertainment for set nights where entertainment is required. All contracts must be submitted through the Convention/Rally Chairperson for approval.

Things to consider:

- Using the same DJ or band for multiple nights may reduce the cost. Some DJ's or bands offer discounts for multiple nights.
- Review all contracts for entertainment carefully and consider request for hotel, stage, food, beverages, etc. These items can increase your budget needs. Be sure to have the Host State Convention Chairperson review and approve all contracts.

NASCOE's responsibilities:

- NASCOE will reimburse the host state of a National Convention actual cost not to exceed \$2000 for entertainment at the banquet.

Auction Committee

Purpose: The purpose of this committee is to gather items for silent and live auctions for the convention/rally. Funds generated from the silent and live auction are given to the Scholarship Committee.

Goals: Raise money for scholarships!

Responsibilities: The Chairperson of this committee is responsible for organizing and coordinating with other State Scholarship Chairpersons to obtain items to have auctioned off. The Chairperson and their committee will determine which items will be live and which items will be silent auction. The Chairperson will be responsible for finding an auctioneer for the live auction portion of the event for a Convention or Rally. If the state is not able to find a volunteer auctioneer the host state will be responsible for any fees incurred to obtain the auctioneer. A budget will need to be developed for additional items that are needed for the silent and live auction. The Chairperson will coordinate with the Decorations Committee Chairperson for decorating the Scholarship Auction night. The Chairperson will work directly with the Treasurer to make sure all funds are accounted for and dispersed properly for the auction

Area Rally Scholarship Auctions

Area Rally scholarship auction proceeds will be split with 75% going to the host state or states and 25% going to the NASCOE scholarship fund. If the host state does not currently have a scholarship fund, the host state will have the option to begin scholarship program with the rally proceeds or the whole amount will be donated to NASCOE.

National Convention Scholarship Auctions

The National Convention scholarship auction proceeds will be split with 75% going to the NASCOE scholarship fund and 25% going to the host state's scholarship fund. If the host state does not currently have a scholarship fund, the host state will have the option to begin a scholarship program with the convention proceeds or the whole amount will be donated to NASCOE.

Suggestions for a successful live auction:

- Have no more than 50 items for live auction at National Convention
- A PowerPoint of the items is a great tool to increase bidding
- Utilize any youth attending the auction to carry around auction items while they are being bid on
- Use an excel based form to track items, bids and bidder #'s
- Be able to take cash, charge, and checks during the auction. Have one person to take each type of payment and one person to direct people to correct line for payment or have signs posted up high for each type of payment.
- If you are going to use bidder numbers start at least an hour before auction start time. This could be done in conjunction with a cash bar prior to the auction and at that time all hospitality rooms should close.
- Close out and pay for live auction items in one night. Close the silent auction on Friday night prior to evening event. This will allow for collection of money and items for those who decide to leave early on Saturday.
- Silent Auction bidder sheets have a place for name, bid amount and phone number to track down winners.

Transportation Committee

Purpose: Provide transportation to and from the hotel for attendees, speakers, and guest attending NASCOE event.

Goals:

- Ensure all NASCOE attendees are picked up and delivered to the airport so that no member has to pay any additional fees to attend the convention/rally.

Responsibilities: The Chairperson of this committee will be responsible for organizing transportation to and from the airports. Chairperson will also coordinate vehicles whether personal or rented to provide transportation. Chairperson will further be responsible for working with the Registration Chairperson to obtain list of attendee's arrival times and airports. It is highly recommended that a flight calendar be developed to help determine transportation demands on the primary arrival and departure dates. Keep in mind this committee may have to make runs to Malls, Grocery Stores, Liquor Stores, etc. Drivers need to be provided route information to and from airport and local stores. Drivers should act as a tour guides for passengers. It might be helpful to give all drivers a handout highlighting "points of interest" in the area. Many of your personal may not be that familiar with the area.

Work with hotel to see if they have a shuttle available for local runs to mall, liquor store, grocery store, etc.

Most National Conventions have 3 to 4 vans running at all times with one of those vans being designated for the youth events. Vans may also be used for small tours but regular transportation coverage must be maintained for those not on tours or arriving at the airport during this time. Obtain a list of attendee's arrival and departure dates and times from the registration committee.

TIPS:

- Spouses or other attendees that are not interested in NASCOE business might be an option as a driver for one of the shifts.
- Having a person at the airport to direct individuals when they arrive not only makes the attendees feel welcome but it provides a clear direction for them on getting to the hotel.
- Create cards that are put in each registration packet that state " Need a Ride" and have hours of operation and the phone number for them to call if they need to be transported somewhere.
- When working with the hotel with regards to shuttles to and from the airport be sure that your event is the only event going on. Make sure the hotel is aware of how many attendees will require transportation to and from the airport. Additional transportation might need to be secured if the hotel does not have adequate vehicles.
- Ask all drivers scheduled to run transportation to be sure to have a GPS on them.
- Be aware that most departure flights will occur early in the morning after the convention wraps up so additional transportation above prior needs might be needed during this time.
- Be sure to have back up drivers in the event that a person scheduled to drive is not available for some unforeseen reason.

Door Prize Committee

Purpose: The purpose of this committee is to collect enough items so that each member that attends the convention/rally leaves with at least one door prize.

Goals:

- Collect the same amount or more than the number of attendees of the convention/rally.
- Develop system for giving out door prizes.
- Be sure that door prize items are not items that should be placed in the auction whether silent or live.

Responsibilities: Committee will be in charge of collecting door prizes to be presented at the Convention/Rally. Committee should be able to provide at least 15 door prizes to the Retirees Luncheon. The Chairperson will collect and store prizes until the convention. Committee will be in charge of the tickets or process of selection of winners. Coordinate with Convention Chairperson of location to store door prizes during the Rally/Convention.

Suggestions:

- Be creative with how you give away door prizes. Keep in mind that drawing names during NASCOE business hours can delay the agenda.
- Have a board with the winners names posted each day to help those who are busy conducting NASCOE business and might miss that they won a door prize.
- Have the door prizes and winner names available during evening events for those who missed getting their door prize during the day.
- Keep in mind many attendees flew in, so it has to be able to fit into their luggage.

Sales and Catering Contract Hotel & Convnetion Center NASCOE Convention

Convention Hotel
Convention Street
Convention, ST 11111
Telephone Number: (000) 000-0000
Fax Number: (000) 000-0000

Salesperson: Hereto Helpyou
Date Issued: Saturday, month/day/year

Event Date: August week 1, 2, or 3
Event Contract: 0000000111
Event Name: National Association of Farm Service Agency County Office Employees (NASCOE)
Contact: NASCOE Secretary
Organization: National Association of Farm Service Agency County Office Employees (NASCOE)
Mailing Address: NASCOE Secretary's home address
Telephone Number: 000-000-0000

This Agreement is entered into on Month, Day, Year between the Convention Center Hotel and NASCOE Secretary, NASCOE ("Patron"), located at Secretary's home address.

Guest Room Commitment: The Hotel agrees that it will provide, and Customer agrees that is and will be responsible for utilizing, the block of room nights as set forth (the "Room Block") below:

	8/8/2015	8/9/2015	8/10/2015	8/11/2015	8/12/2015	8/13/2015	8/14/2015	8/15/2015	8/16/2015	8/17/2015
Run of House	0	10	20	235	235	245	245	120	10	0

Total Room Nights: 1120

Guest Group Rooms per room, per night

Room	Single Rate	Double Rate
Run of House	119	119

Guest Room rates are subject to applicable state and local taxes in effect at the time of check in.

Rooming List: Reservations will be made by rooming list in the approved electronic format which will be supplied to the Client by the Hotel. Alternate formats will not be accepted to insure accuracy of reservations.

 x **Individual Call In:** Group participants may call into the Hotel and make reservations under the Customer's group rate. This must be done by the listed cut-off date.

Cutoff Date: Reservations must be received on or before July, day, year (the "Cutoff Date"). Requests for guest rooms following the Cutoff Date will be reserved on a space and rate available basis.

Guaranteed Reservations: All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card to be secured.

Guest Room Attrition: The Hotel is relying on Customer to utilize guest rooms as outlined in the "Guest Room Commitment." Customer agrees that a loss will be incurred by the Hotel if the actual usage is less than (80%) of the total Guest Room Commitment. Should Customer fall below 80% of the total rooms as outlined in the Guest Room Commitment, Customer agrees to pay, as liquidated damages and not as penalty, the difference up to 80%. Unused rooms multiplied by the average Group Room Rate equal the liquidated damages due.

Billing:

Individuals: Individual guest accounts are payable at checkout by cash or credit card.

Master Account: Master Account composure must be completed a minimum of fourteen (14) days prior to arrival to include authorized signatures and detail of charges that are to be posted. Any cancellation or attrition fees will be billed to the Master Account. The method of payment for the Master Account will be established upon approval of such for Customer. Outstanding balances for Customer's Master Account (exclusive of disputed charges) will be due and payable upon receipt of invoice. Customer will raise any disputed charge(s) in writing with ten (10) days after receipt of invoice, failure to raise any disputed charges shall constitute a waiver and acceptance of such charge(s). The Hotel will work with Customer in resolving any such disputed charges, the payment of which will be due upon receipt of invoice after resolution of dispute. If payment of any invoice is not received within thirty (30) days of the date it was due, Hotel will impose a finance charge at the rate of the lesser of 1-1/2% per month (18% annual rate) or the maximum allowed by law on the unpaid balance commencing on the invoice date. In the event that credit is not approved, Customer agrees to pay an advance deposit in an amount to be determined by the Hotel in its reasonable discretion.

Check-in/Checkout: Guest rooms will be available at 3:00 p.m. for check-in and until 11 a.m. for checkout. Guests shall inquire at the front desk for late checkout.

Cancellation: Rooms must be cancelled 24 hours prior to check in after which a \$75 cancellation fee shall be assessed.

Guest Room Charges: A valid credit card is required upon check-in, on which an amount of sufficient preauthorization can be obtained to cover the room, tax and other ancillary services for the length of the stay.

Date	Start Time	End Time	Function	Room	Setup	Agr	Room Rental
8/10/2015	8:00 AM	12:00 AM	Office	Meeting Room 5			
8/11/2015	6:00 AM	12:00 AM	Registration	Expo Center			5,000.00
8/11/2015	8:00 AM	8:00 PM	Office	Meeting Room 5	Conference		
8/12/2015	6:00 AM	12:00 AM	General Session	Expo Center	Crescent Rounds	500	
8/12/2015	6:00 AM	12:00 AM	Meeting	Meeting Room 1	Theatre	150	
8/12/2015	8:00 AM	8:00 PM	Meeting	Meeting Room 4	Conference		
8/12/2015	8:00 AM	8:00 PM	Meeting	Meeting Room 3	Conference		
8/12/2015	5:00 PM	12:00 AM	Reception	Expo Center		500	
8/13/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 2	Theatre	60	
8/13/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 3	Theatre	60	
8/13/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 4	Conference	60	
8/13/2015	6:00 AM	12:00 AM	Office	Meeting Room 5	Conference		
8/13/2015	6:00 AM	12:00 AM	General Session	Expo Center	Crescent Rounds	500	
8/13/2015	6:15 AM	12:15 AM	Breakout	Meeting Room 1	Rounds of 8	80	
8/13/2015	8:00 AM	8:00 PM	Breakout	Woodland Dreams Ballroom	Theatre	30	
8/14/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 3	Theatre	60	
8/14/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 2	Theatre	60	

8/14/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 4	Conference		
8/14/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 1	Rounds of 8	80	
8/14/2015	6:00 AM	12:00 AM	Breakout	Woodland Dreams Ballroom	Theatre	60	
8/14/2015	6:00 AM	12:00 AM	General Session	Expo Center	Crescent Rounds	500	
8/14/2015	8:00 AM	8:00 PM	Office	Meeting Room 5	Conference		
8/14/2015	5:00 PM	12:00 AM	Dinner	Expo Center	Rounds of 8	500	
8/15/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 2	Theatre	60	
8/15/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 4	Conference		
8/15/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 3	Conference		
8/15/2015	6:00 AM	12:00 AM	Breakout	Meeting Room 1	Rounds of 8	80	
8/15/2015	6:00 AM	5:00 PM	General Session	Expo Center	Crescent Rounds	500	
8/15/2015	8:00 AM	8:00 PM	Office	Meeting Room 5	Conference		

Room Rental: \$5,000 for all space for the duration of the event

Food and Beverage Minimum: \$25,000 includes Cash Bar sales

Special Inclusions:

- Complimentary Wireless in conference space and hotel rooms
- Complimentary onsite covered parking in our structure
- Free Airport shuttle, 24 hours a day at the top and bottom of the hour
- 1 Complimentary hospitality room
- 7 Complimentary suites – upon availability
- Complimentary In-House Pipe and Drape for the Expo Center
- No charge for under 25 boxes shipped to the hotel
- \$300 Total to hang state flags in the Expo Center
-

Minors Attending the Event: NONE

Minor Security Fee: \$__0__ * Minor Information to be Provided 3 Business Days Prior to Event. *****

The Hotel's professional catering staff will assist you with the responsibilities of planning your event. All reservations and Agreements are made upon, and subject to, the rules and regulations of the hotel.

Tax: All hotel room rates and food and beverage are subject to applicable State, federal and local taxes.

1. **Menu and Bar Selections:** Menu and bar selections must be made no later than fourteen (14) days prior to Event, by 4:00 PM. Any changes to menu or the final count less than 36 hours before the Event will be subject to an additional fee of \$30 per change and are subject to availability.
2. **Food and Beverage Minimum:** Should Customer spend less than Food and Beverage Minimum stated above, Customer shall pay to hotel the difference between the amount Customer actually spent on food and beverage and the Food and Beverage Minimum.
3. **Attendance Count:** Customer's guaranteed attendance and entrée counts must be received no later than three business days prior to the commencement of the event by 4:00 PM or as otherwise provided on the date specified above. This number will be considered guaranteed and is not subject to reduction; charges will be made accordingly. If Customer does not notify the hotel Event Planner of the final counts at least three business days prior to the Event, the expected number of attendees listed on this Agreement will be used as the guaranteed number. The hotel will not be responsible for service to more than 5% over guarantee. Any increases above 5% can only be accepted with the consent of the Catering Operations Manager.
4. **Schedule of Payments:**
 - A 25% deposit of the total estimated charges is due upon execution of this Agreement. This deposit is non-refundable.
 - An additional 50% deposit of the total estimated charges is required sixty (60) days prior to the Event date.
 - In situations where Event is booked within thirty (30) days or less, a 75% non-refundable deposit is due.
 - Final payment arrangements for the Event must be made with the hotel Event Planner. Payment must be made three (3) days prior to the Event unless otherwise arranged with the Catering Manager.
 - Cancellation of Event twenty-eight (28) days or less in advance of the Event date will result in a cancellation fee equivalent to 100% of the total estimated charges.
 - Cancellation of Event within seventy-two (72) hours of the Event start time will result in a cancellation fee equivalent to 100% of the total estimated charges. Total estimated charges include all Food, Beverage and Room Rental Fees.
5. **Service Charge:** A 20% service charge will be added by the Hotel to all food and beverage charges along with room rental and resource orders.
6. **Quoted Pricing:** The prices quoted for Events which take place within ninety (90) days after the date of execution of this Agreement are firm; any price quote given more than ninety (90) days in advance of an Event could be subject to an increase.
7. **Payments and NSF Checks:** Payments may be made by cash; personal, certified, or cashier's check (made payable to the convention Hotel); MasterCard; Visa; Discover; or American Express. Payments made within thirty (30) days of the Event must be made by cash, certified, or cashier's check, MasterCard, Visa, Discover or American Express. All returned checks will be assessed a return check charge of \$75.00 each time a check is returned, regardless of the reason. Should Customer's deposit check be returned to the hotel by a financial institution for any reason or authorization for charge be denied, Customer must make good within ten (10) business days of notice by the hotel of the returned check or denial of charge authorization and the hotel, in its sole discretion, may require Customer to pay the entire balance due in order to ensure full payment. Failure of Customer to make the payments as required shall constitute a material breach of this Agreement and the hotel may in its sole discretion terminate this Agreement with no penalty to the hotel, and retain deposits received by the hotel. This is in addition to any other remedies the hotel may have at law or in equity.

8. **Remodeling:** Should the hotel in its sole discretion elect to modify its premises in a manner that permanently or temporarily eliminates access to or full use of the Event Location, the hotel at its sole option, shall relocate Customer to a comparable or preferable location with no increase in Rental Fee. If no comparable or preferable location is available, the parties may mutually agree to a relocation wherein the Rental Fee for an alternative location is less than the Rental Fee originally paid by Customer with a corresponding reduction in the amount of the Customer's Rental Fee or the hotel may provide a refund of any deposit paid to Customer. The refund of the deposit is the only remedy available to Customer.
9. **Start/Closing Time:** Customer agrees to begin its Event promptly at the scheduled time and agrees to have Customer's guests, invitees or other persons vacate the designated space at the closing hour indicated above.
10. **Liability:** The hotel will not be liable for damage to, or loss of any items brought to the hotel or left at the facility. Customer agrees to be responsible for any damages to the property or any other part of the – contracted Event location during the time of Customer's Event by Customer or Customer's guests, invitees, employees, independent contractors, or other agents who are under Customer's control, or under the control of any independent contractor hired by Customer.
11. **No Solicitation:** The hotel appreciates the business of our valued Customers/Vendors and encourages all Customers/Vendors, including their guests and contractors to enjoy our many amenities. However, to protect the interests of all Customers/Vendors and other guests and to preserve the safety and productivity of our operations, the hotel limits all Customer/Vendor solicitation and distribution of any literature or dissemination of other media to the interior of their designated Event Room Location. Neither Customers/Vendors, nor their guests or contractors may solicit or promote any product, service or cause through the distribution, posting or other media broadcasting of signs, flyers, circulars, pamphlets, brochures, or other literature outside of their designated Event Room Location. The hotel will be exclusively responsible for all signage and other promotion of Customer/Vendor events on the hotel property including the times, Event Room Location and schedule for the event. A violation of this section shall constitute a material breach of this Agreement and be grounds for immediate termination of this Agreement and the Event.
12. **Age Requirements:** Should your event be held in the Woodland Dreams Ballroom or Expo Center located in the casino facility, due to its proximity to the gaming floor, all attendees of Event must abide by the age restrictions of hotel. Should Customer anticipate attendees under the age of 18 to be in attendance at the Event, Customer must notify the hotel Event Planner two (2) weeks prior to the Event. Failure to notify the Sales Department may result in attendees under age 18 being turned away from Event.

Events Held on Hotel/Casino Property: If children are participating in or allowed to attend the Event, please note that the Laws of the state prohibits anyone under 21 years of age from entering the casino area and prohibits anyone under 18 years of age from entering the bingo area.

13. **Dress and Decorum:** The hotel reserves the right to enforce its standards concerning dress and decorum at this Event. The hotel reserves the right to refuse service to any person under the influence of alcohol or unlawful substances, and to request that such person leave the premises. No person under the age of 21 will be served alcohol. The hotel reserves the right to refuse service to any person.
14. **Smoking Policy:** Smoking is only allowed in designated areas of the casino. Smoking is prohibited in all areas inside of the hotel including guest rooms. Any guest who does smoke in their guest room will be assessed a daily fee of \$100. If smoking complaints arise from other guests which result in adjustments to their room charge, the violator will also incur the adjustment amount.
15. **Weapons:** No weapons carried opened or concealed are allowed in the hotel. Weapons may be carried in an automobile. In order to use valet parking weapons must be stored in the trunk of the car or in a locked case if there is no trunk.
16. **Banned Customers:** Persons banned from Casino will not be allowed to enter the casino or hotel facility to attend your Event. Banned persons found on the premises will be escorted from the facility and cited

for trespass.

17. **Food and Beverage on the Premises:** Permission may be given for alcoholic beverages including donated beverages for private events. The hotel is the only authorized licensee able to sell and serve liquor, beer, and wine on the premises. Customer is also prohibited from removing any food or beverage provided under this Agreement from the premises, unless allowed by the Event Planner (examples: extra cake, brownies and cookies)
18. **Music, Cameras, Video and Other Recording Devices:** No live or recorded music will be permitted in the hotel without prior consent of Catering or Entertainment Manager. Any entertainment must be approved by the hotel Event Planner. In addition, NO cameras, video cameras, or other recording devices will be permitted into the hotel by Customer, or Customer's guests, invitees, or contractors without prior written consent of the Catering Operations Manager. However, cameras and video cameras may be used inside of the room where the Event will be held. Should we allow music or other entertainment, the hotel will not be responsible for any licensing fees as may be required by BMI, ASCAP, or other such entities that license businesses that use music.
19. **Shipped Items:** The hotel must be notified of any items to be shipped to its facility. Customer may be subject to a handling and/or storage fee.
20. **Force Majeure:** Performance of the Agreement by the hotel shall be excused if such performance is prevented or impaired due to labor troubles, disputed or strikes, accidents, federal, state, or local government regulations, restrictions upon travel, transportation, food, beverages or supplies, or any other cause beyond the control of the hotel. In no event shall the hotel be responsible for loss of profit or other collateral, incidental, or consequential damages of Customer. Any and all damages shall not exceed the total sum of any payments made hereunder by Customer to the hotel.
21. **Logo's:** Customer hereby grants the hotel a limited, self-terminating, non-exclusive license to use the logos and trademarks of Customer to produce signage as may be included as part of this Agreement. The hotel agrees that it will not use Customer's name, logos, or trademarks in any other manner whatsoever without Customer's prior written approval (which may be withheld in Customer's sole discretion) other than as specifically provided for herein.
22. **Late Fees:** If Customer fails to pay when due any amount payable or any reimbursable costs for damages hereunder, such amount shall bear interest of 1.5% per month, and Customer agrees to pay the hotel for all costs and fees including but not limited to collection costs, court costs, and attorney's fees.
23. **Entire Agreement:** This Agreement constitutes the sole and only Agreement of the parties relating to the matters covered hereby. Any prior or contemporaneous agreements, promises, negotiations, or representations oral or otherwise not expressly set forth in this Agreement are of no force or effect. This Agreement supersedes any and all existing agreements by the parties with respect to the subject matter covered herein.
24. **Assignment:** Customer shall not convey, assign, sell, transfer, or delegate the performance of this Agreement without the hotel's prior written consent. Any such conveyance, assignment, sale, transfer, or delegation without such consent shall not relieve Customer of liability for its obligations hereunder unless an authorized representative of the hotel shall expressly agree to such a release in writing.
25. **Waiver:** A failure of either party to insist upon or enforce any term or provision or to exercise any right, option, or remedy of this Agreement, or to require at any time performance of any provision hereof shall not be construed as a waiver of any such term or provision. No waiver by either party of any term or provision hereof shall be binding unless made in writing and signed by such party. Nor shall any single or partial exercise of any right or power under this Agreement (or any other terms and conditions) preclude further exercise thereof or the exercise thereof of any other right or power.
26. **Severance:** If any of the terms or provisions of this Agreement shall be determined to be invalid, illegal, or unenforceable, all remaining terms, that can reasonably be given effect in the absence of the invalid terms

shall remain in force unless it is clearly unreasonable to do so; such amendment or modification would substantially change the terms of this Agreement to impose new and/or different obligations or legal relationships between the parties; or such amendment materially changes the economic or legal relationships between the parties and rights of the parties.

In the event that this Agreement is signed in the name of a corporation, partnership, association, club or society, the person signing this Agreement represents that he or she has full authority to sign this Agreement and that in the event that he or she is not so authorized he or she will be personally liable for the full performance of the Agreement.

The undersigned acknowledges that they have read and understand this Agreement, including this page and the previous page and accepts this Agreement and all stipulations, and agrees to comply with same.

This Agreement is not valid unless signed by the hotel General Manager for The Convention Hotel, or his/her designee and a fully executed copy is returned to the Catering office.

IN WITNESS WHEREOF the parties hereby have caused this Agreement to be executed the day herein first above written.

CONVENTION CENTER HOTEL

CUSTOMER

Date: _____

Date: _____

Print Name

Credit Card Authorization Form

Event Date: August 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

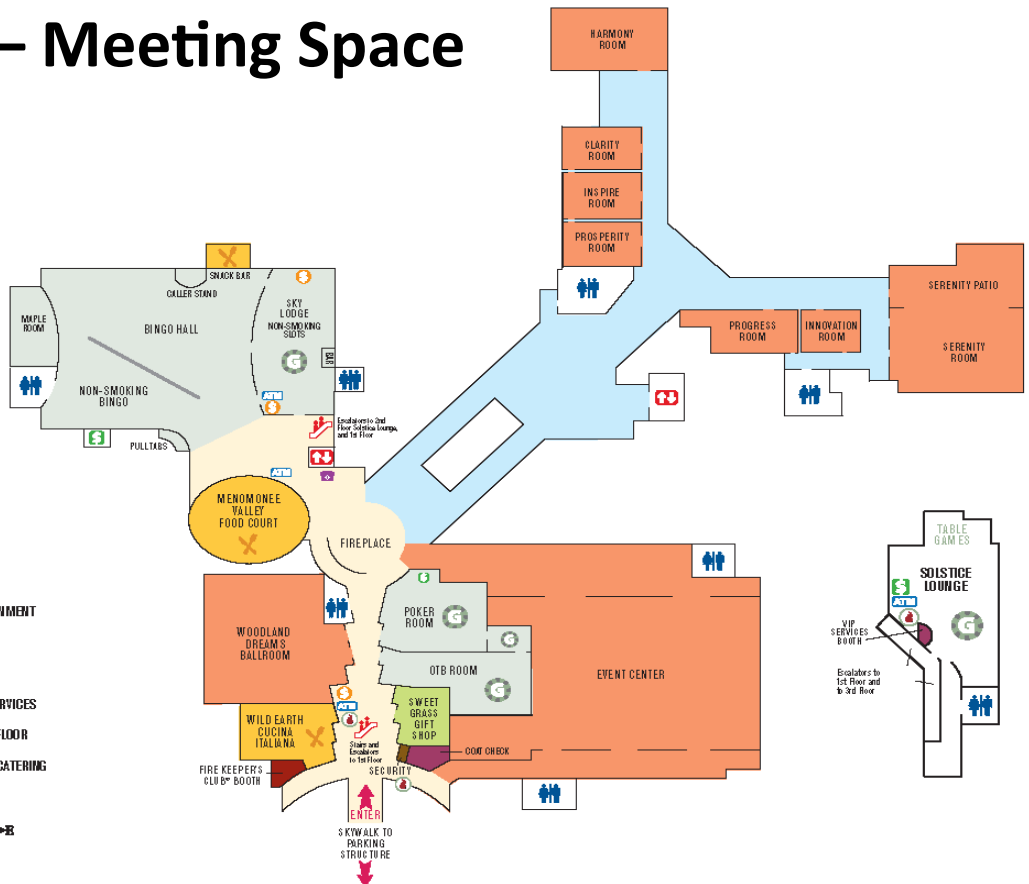


Exhibit 3

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

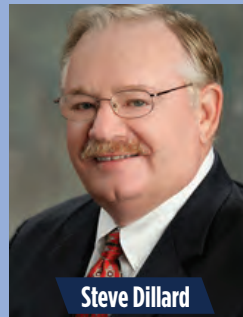
9pm – 12am: Music by Dueling Pianos



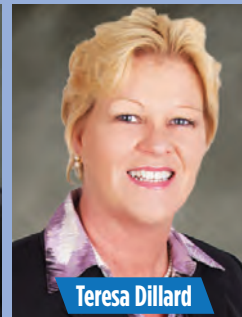
Complimentary one on one Analysis

- . **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!



Steve Dillard



Teresa Dillard



DFS 470

Distinguished Service Awards

Service to NASCOE:

Service to FSA – Agriculture: John Bahnson, MWA

Service to Community: Donny Green, SEA

Service to NASCOE: Tom Oasen, MWA, and Larry Olsen, NWA

NASCOE Scholarship Winners

Traditional Scholarship: Hadley Schotte – SWA

Continuing Education: Mitchell Royer, NWA

Member Scholarship: Angela Vanatta, MWA

Grandchildren Scholarship: Callahan Grund, SWA

First Timer's Essay Contest Winners

MWA: Amanda Morgan, IL

NEA: Laurie Locke, VT

SEA: Julie Davidson, MS

SWA: Cynthia Johnson, TX

Exhibitors

Dillard Financial Solutions, Inc.

Blue Cross Blue Shield Association

Scholarship Winners

FSA/NASCOE Emblems

GEHA

NARFE

NAFEC/JM Marketing

RASCOE

Thomas Photography, Mike and Bev Thomas

The State of Iowa

USDA Military Families courtesy of Deb Esselman

NASCOE Legislative Committee/PAC



NASCOE National Convention History

- | | | | |
|------|------------------|------|---------------------------|
| 1960 | Kansas City, MO | 1991 | Indianapolis, IN |
| 1961 | Louisville, KY | 1992 | Colorado Springs, CO |
| 1962 | Minneapolis, MN | 1993 | Spokane, WA |
| 1963 | Albuquerque, NM | 1994 | Milwaukee, WI |
| 1964 | Atlanta, GA | 1995 | Atlanta, GA |
| 1965 | Des Moines, IA | 1996 | Omaha, NE |
| 1966 | Columbus, OH | 1997 | Rochester, NY |
| 1967 | Wichita, KS | 1998 | Dallas, TX |
| 1968 | Washington, D.C. | 1999 | Oklahoma City, OK |
| 1969 | Grand Rapids, MI | 2000 | Chicago (St. Charles), IL |
| 1970 | Hot Springs, AR | 2001 | Little Rock, AR |
| 1971 | Denver, CO | 2002 | St. Paul, MN |
| 1972 | Buffalo, NY | 2003 | Salt Lake City, UT |
| 1973 | Chicago, IL | 2004 | Baltimore, MD |
| 1974 | Omaha, NE | 2005 | Rapid City, SD |
| 1975 | Atlanta, GA | 2006 | Cleveland, OH |
| 1976 | Washington, D.C. | 2007 | Myrtle Beach, SC |
| 1977 | Louisville, KY | 2008 | Omaha, NE |
| 1978 | Portland OR | 2009 | Gatlinburg, TN |
| 1979 | Memphis, TN | 2010 | Hot Springs, AR |
| 1980 | Springfield, IL | 2011 | Corpus Christi, TX |
| 1981 | Orlando, FL | 2012 | Boise, ID |
| 1982 | Hot Springs AR | 2013 | Ashville, NC |
| 1983 | Rapid City, SD | 2014 | Oklahoma City, OK |
| 1984 | St. Louis, MO | 2015 | Milwaukee, WI |
| 1985 | Ft. Worth, TX | 2016 | Cedar Rapids, IA |
| 1986 | Louisville, KY | | |
| 1987 | Norfolk, VA | | |
| 1988 | Wichita, KS | | |
| 1989 | Tulsa, OK | | |
| 1990 | Greensboro, NC | | |



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

Dillard Financial Solutions



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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Photo credit: visitsanantonio.com, Bob Howen



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>
--

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
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Exhibit 9

**2016 NASCOE Convention
Parental Consent Form**

I hereby authorize _____ to attend
[print child name(s)]

any and all youth activities for the 2016 NASCOE Convention to be held

in Cedar Rapids, IA the week of August 1-6, 2016. These activities will include functions and activities as announced as well as round-trip shuttle transportation to offsite facilities.

I, _____, do not/will not hold the NASCOE/WASCOE
[please print]

organizations or chaperones liable for any injury to my child.

Parent/Guardian

Signature: _____

Date: _____

CONTACT INFORMATION – MUST be provided in case of emergency

County: _____

State: _____

Office Phone: _____

Cell Phone: _____

Exhibit 10

Fill out one sheet for each shift as it is worked – Do not fill out in anticipation of working.

Certification of work hours for Administrative Leave during the NASCOE Convention

Name: _____

County: _____

Supervisor: _____

I certify that I worked at the NASCOE Convention on (circle one):

Tuesday (August 11)

Wednesday (August 12)

Thursday (August 13)

Friday (August 14)

I worked from _____ am/pm to _____ am/pm during my normal work schedule. I am requesting administrative leave for _____ hours.

Signature

Date

NATIONAL CONVENTION POLICIES 2021

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 6/30/2022

Account	6/30/2022 Balance
ASSETS	
Cash and Bank Accounts	
17 month CD 05-12-2020	0.00
1st Nat CD 3-18-18	0.00
8 month CD 09-02-2021	0.00
8 Month CD 09-08-2021	0.00
Ameritas Scholarship Annuity	50,000.00
BOTW CHOICE BUSINESS CHEC...	425,832.23
BOTW SAVINGS	320,086.42
BOTW SCHOLARSHIP CHECKIN...	33,232.05
Checking	0.00
NASCOE Checking	0.00
NASCOE Savings	0.00
NASCOE Scholarship Checking	0.00
Ohio Legacy	0.00
Savings - 3 mo CD	0.00
Scholarship	0.00
TOTAL Cash and Bank Accounts	829,150.70
TOTAL ASSETS	829,150.70
LIABILITIES	0.00
OVERALL TOTAL	829,150.70

Final Budget 2021/2022 - 2022
7/1/2021 through 6/30/2022 Using NASCOE 21/22

7/4/2022

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Category	7/1/2021 Actual	- Budget	6/30/2022 Difference
INCOME	461,876.17	397,560.00	64,316.17
20-21 Membership Dues	73,137.50	76,000.00	-2,862.50
21-22 Membership Dues	275,151.84	247,500.00	27,651.84
Dillard Financial Solutions	39,400.00	34,000.00	5,400.00
National Convention	10,000.00	10,000.00	0.00
Quarterly	24,500.00	24,000.00	500.00
Interest Income	97.83	60.00	37.83
JMM Monthly	19,800.00	0.00	19,800.00
National Convention Loan Payback	15,000.00	15,000.00	0.00
Transfer from Savings	39,289.00	25,000.00	14,289.00
EXPENSES	393,374.10	397,549.64	4,175.54
2019 National Convention	1,368.47	1,368.00	-0.47
2020 National Convention	0.00	0.00	0.00
2021 National Convention	79,702.63	78,154.00	-1,548.63
2022 National Convention	4,100.62	4,000.00	-100.62
Annual Filing of Taxes	850.00	850.00	0.00
Area Chairs - Conventions	6,448.41	15,000.00	8,551.59
Awards & Scholarship Committee	9,142.16	11,655.78	2,513.62
Awards	8,892.16	11,006.78	2,114.62
DSA Travel	250.00	250.00	0.00
First Timers Contest	0.00	0.00	0.00
Scholarship	0.00	0.00	0.00
Supplies	0.00	399.00	399.00
Other Awards & Scholarship Commit...	0.00	0.00	0.00
Benefits & Emblems Committee	0.00	1,800.00	1,800.00
Supplies	0.00	1,800.00	1,800.00
Other Benefits & Emblems Committee	0.00	0.00	0.00
Cash & ATM	0.00	1,500.00	1,500.00
COAC Committee	0.00	0.00	0.00
Organizational Meeting	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Other COAC Committee	0.00	0.00	0.00
Computer	6,159.69	6,160.00	0.31
Conf Call - Execs	0.00	0.00	0.00
Deposit to Savings	0.00	0.00	0.00
Discretionary Travel	7,895.32	9,800.00	1,904.68
Executive Committee	0.00	0.00	0.00
National Chairs	0.00	0.00	0.00
Other Discretionary Travel	7,895.32	9,800.00	1,904.68
Emblems Acct	0.00	0.00	0.00
Fees & Charges	55.25	192.48	137.23
Bank Fee	15.00	0.00	-15.00
Late Fee	20.25	0.00	-20.25
Service Fee	20.00	42.48	22.48
Other Fees & Charges	0.00	150.00	150.00
Gifts & Donations	452.98	500.00	47.02
Charity	0.00	0.00	0.00
Gift	352.98	500.00	147.02
Other Gifts & Donations	100.00	0.00	-100.00

Final Budget 2021/2022 - 2022

7/1/2021 through 6/30/2022 Using NASCOE 21/22

7/4/2022

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Category	7/1/2021 Actual	- Budget	6/30/2022 Difference
Insurance, Bus	8,020.00	5,000.00	-3,020.00
Legal, prof fees	16,466.73	18,000.00	1,533.27
Legislative Committee	41,748.84	35,022.00	-6,726.84
Awards	0.00	0.00	0.00
Emergency Fund	0.00	0.00	0.00
Fly In Conference	0.00	3,600.00	3,600.00
Leadership Development Program	39,288.60	25,000.00	-14,288.60
Organizational Meeting	1,926.42	1,422.00	-504.42
Outreach & Advocacy Initiative	0.00	2,500.00	2,500.00
PAC Promotion	533.82	2,500.00	1,966.18
Travel	0.00	0.00	0.00
Other Legislative Committee	0.00	0.00	0.00
Legislative Consultant	102,000.00	102,000.00	0.00
Discretionary	0.00	0.00	0.00
Other Legislative Consultant	102,000.00	102,000.00	0.00
Licenses	3,163.13	3,200.00	36.87
Meetings with Management	0.00	2,500.00	2,500.00
Membership Committee	11,927.82	13,057.38	1,129.56
Awards	9,575.11	10,025.00	449.89
Jump Team	0.00	0.00	0.00
Outreach	2,032.38	2,032.38	0.00
Supplies	320.33	1,000.00	679.67
Travel	0.00	0.00	0.00
Other Membership Committee	0.00	0.00	0.00
Misc.	0.00	0.00	0.00
NACS-NACE-NADD	0.00	0.00	0.00
NAFEC Travel	0.00	0.00	0.00
National Convention Start Up loan	30,000.00	15,000.00	-15,000.00
Negotiation Meeting	0.00	0.00	0.00
Organizational Meeting	24,208.37	25,000.00	791.63
Postage & Delivery	362.37	500.00	137.63
Pre-Negotiation Meeting	0.00	0.00	0.00
Programs Committee	0.00	150.00	150.00
National Office Travel	0.00	0.00	0.00
Postage	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Other Programs Committee	0.00	0.00	0.00
Publicity Committee	744.12	3,570.00	2,825.88
Awards	0.00	2,500.00	2,500.00
Hard Copy Newsletters	0.00	0.00	0.00
Postage	0.00	50.00	50.00
Supplies	0.00	0.00	0.00
Technology	0.00	0.00	0.00
Web	744.12	1,020.00	275.88
Other Publicity Committee	0.00	0.00	0.00
Supplies, bus	1,092.98	1,500.00	407.02
Technology	257.39	15,000.00	14,742.61
Travel	29,458.39	18,000.00	-11,458.39
Area Rally	23,530.02	14,000.00	-9,530.02
State Convention	5,742.37	4,000.00	-1,742.37
Other Travel	186.00	0.00	-186.00

Final Budget 2021/2022 - 2022
7/1/2021 through 6/30/2022 Using NASCOE 21/22

7/4/2022

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Category	7/1/2021 Actual	- Budget	6/30/2022 Difference
Utilities - Internet	7,748.43	9,070.00	1,321.57
Net Difference:	68,502.07	10.36	68,491.71

NASCOE Executive Committee Meeting

2021 National Convention
August 4, 2021 @ 8:00 EDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Richard Csutoras, Secretary
Curt Houk, Treasurer
Kayla Mattson, MWA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SWA Executive
Tina Williams, NEA Alt
Lacey Orcutt, NWA Alt
Tracy Wilson, SWA Alt
Donny Green, SEA Alt
Chris Lary, Benefits and Emblems Chair
Teresa Holmquist, Publicity Chair
Morgan Limmer, COAC Chair
Glenn Thomas, Membership Chair
Clint Bain, Legislative Co-Chair
Neil Burnette, Legislative Co-Chair
Julie Goetzman, Scholarship and Awards Chair

- I. Welcome and Call to Order – President Wilson
 - A. President Wilson informed the group that the previous MWA Executive, Mary Roberts, had stepped down. Therefore, Kayla Mattson has assumed the role of MWA Executive.
 - B. President Wilson informed the group that NEA Executive Annette Hyman was unable to attend the National Convention for personal reasons. Therefore, Tina Williams will be serving as Acting NEA Executive.
- II. Invocation – Publicity Chair Holmquist
- III. Agenda – **A MOTION was moved by Beth Farmer and seconded by Marla Hammer to adopt the agenda. All in favor, motion carried.**
- IV. Review & Approval of Minutes – **A MOTION was moved by Beth Farmer and seconded by Marla Hammer to approve the minutes of July 6, 2021. Discussion. All in favor, motion carried.**

V. Remarks

- A. Teresa Dillard, Wes Daniels, and John Lohr, Dillards Financial Solutions, addressed the EC regarding the partnership with DFS and NASCOE to date and the proposed extension of their contract.
- B. Chad Hart, RASCOE President, addressed the EC and gave an update on the activities of his association.
- C. Craig Turner, NAFEC President, addressed the EC and gave an update on the activities of his association. He noted that they are working with DFS to provide health and dental insurance to NAFEC members.

VI. Reports

- A. NWA Executive Foster gave a report on issues and concerns in his area.
- B. SWA Executive Hammer gave a report on issues and concerns in her area.
- C. MWA Executive Mattson gave a report on issues and concerns in her area.
- D. Acting NEA Executive Williams gave a report on issues and concerns in her area.
- E. SEA Executive Farmer gave a report on issues and concerns in her area.
- F. President Wilson gave a report on challenges in the past year and appreciated his leadership team.
- G. Vice President Wilson gave a report and also appreciated the efforts of everyone over the last year.
- H. Secretary Csutoras gave a report on the status of various items waiting on WDC action.

VII. Potential Committee Recommendations

- A. Scholarship and Awards Chair Goetzman gave a report and noted that her committee would be discussing potentially new scholarships for trade and vocational school.
- B. Publicity Chair Holmquist gave a report and discussed the proposal for a printed NASCOE Newsletter.
- C. Negotiations and Programs Chair Hare gave a report and noted the volume of suggestions from membership as well as the need to move forward with negotiations.
- D. County Office Advocacy Chair Limmer gave a report and noted the continued need to educate our membership on the COC system.
- E. Legislative Co-Chairs Burnette and Bain gave a report and detailed a contest the committee would be running to engage membership in PAC.
- F. Membership Chair Thomas gave a report and discussed the potential for jump teams and the committee's goal of increasing membership to 80%.
- G. Benefits and Emblems Chair Lary gave a report and noted that her committee would be exploring Past President pins and discussing the proposed extension of the DFS contract.

VIII. Budget Review and Treasurer's Report.

- A. Treasurer Houk gave a report and reviewed the current actual expenses compared to budgeted amounts as well as the net worth of the association.

IX. Convention Procedures

- A. President Wilson discussed the importance of following the established safety plan. The delta variant is a concern and can spread easily. Safety is a top priority and leadership should set an example.
- B. Secretary Csutoras reviewed the proposed agenda for the 2021 National Convention general session.
- C. Vice President Kester reviewed the 2021 National Convention Polices for conducting business during the annual meeting.
- D. Vice President Kester reviewed the expectations for the preparation and presentation of Officer, Area Executive, and National Committee reports to the Board of Directors.
- E. Vice President Kester reviewed proposed resolutions and the Constitution and Bylaw amendment previously submitted to the Board of Directors for potential action during the annual meeting.
- F. Secretary Csutoras reminded the Area Executives that an alternate needed to be submitted to the President for any Area Chairperson not in attendance.

X. Old Business

- A. The Executive Committee discussed the proposed contract extension for Dillard Financial Solutions. They reviewed a decision matrix that had been prepared to help solicit feedback from membership during area breakouts. Secretary Csutoras provided the Executive Committee with the attorney's opinion regarding the commitments and obligations in the existing contracts. The Executive Committee determined to solicit feedback from their areas and discuss the proposal again at a later date.

XI. Additions

- A. IASCOE Convention Chair, Jamie Garriott, provided some feedback on the hosting of the convention, including recent interactions with DFS and the proposal to delay by FSA. She recommended that NASCOE updates the Convention Handbook before the next convention.
- B. President Wilson shared that NASCOE had a meeting scheduled with DAFO later in the week to get an update on agency guidance regarding vaccines, testing, and facemask wearing. It is NASCOE's understanding that the White House and Department have the legal authority to mandate attestation or require testing, however our members will have concerns.

A MOTION was moved by Beth Farmer and seconded by Joel Foster to adjourn at 16:30 EDT. 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).

APPROVALS

For The National Association of FSA County Office Employees:



Digitally signed by BRANDON WILSON
DN: c=US, ou=U.S. Government, ou=Department
of Agriculture, cn=BRANDON WILSON,
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Date: 2021.07.27 08:11:42 -05'00'
Adobe Acrobat version: 2021.065.20058

07/27/2021

President, NASCOE

Date

For the Farm Service Agency and USDA:

ZACHARY DUCHENEAX

Digitally signed by ZACHARY DUCHENEAX
Date: 2021.08.17 10:41:29 -04'00'

Administrator, FSA

Date

Date: 2021.08.13
14:41:13 -04'00'

Deputy Administrator of Field Operations

Date

Director,
Office of Human Resources Management, USDA

Date

NASCOE Executive Committee Meeting

2021-2022 Organizational Meeting

College Station, Texas September 11 & 12, 2021

Present: 9/11	Marcinda Kester, President Brandon Wilson, Past President Joel Foster, Vice President Richard Csutoras, Secretary Jessi Colgrove, Treasurer Curt Houk, Past Treasurer Donny Green, SEA Exec Lacey Orcutt, NWA Exec Tina Williams, NEA Exec Kayla Mattson, MEA Exec Tracy Wilson, SWA Exec Chris Hare, Negotiations/Programs Co-Chair Chris Lary, Benefits/Emblems Chair Morgan Limmer, COAC Chair Katie Taylor, Negotiations/Programs Co-Chair Taylor Stucki, Awards/Scholarship Chair Glenn Thomas, Membership Chair Julie Goetzman, Publicity Chair Neil Burnette, Legislative Co-Chair Clint Bain, Legislative Co-Chair Sarah Francowic, Technology Coordinator (virtual)	9/12:	Marcinda Kester, President Brandon Wilson, Past President Joel Foster, Vice President Richard Csutoras, Secretary Jessi Colgrove, Treasurer Curt Houk, Past Treasurer Donny Green, SEA Exec Lacey Orcutt, NWA Exec Tina Williams, NEA Exec Kayla Mattson, MEA Exec Tracy Wilson, SWA Exec
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- I. Call to Order – President Kester
- II. Invocation
- III. Roll Call – Secretary Csutoras
- IV. Review of Safety Protocols – Secretary Csutoras provided safety protocols relevant to COVID-19.
- V. Welcome- Housekeeping
 - A. President Kester made brief remarks thanking those in attendance. She also reminded everyone to be prudent with member dues, particularly with appropriate charges at meals.
- VI. Adoption of Agenda – **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to adopt the agenda as presented. Discussion.** President Kester noted that Committee Chairs may break off and work on budget tools. **All in favor, motion carried.**
- VII. Approval of Minutes – **A MOTION was moved by Donny Green and seconded by Kayla Mattson to approve the minutes of July 26, July 30, and August 24, 2021, along with the 2021 NASCOE Convention minutes and the July 30 Board of Director minutes, as corrected. Discussion. All in favor, motion carried.**
- VIII. Reports

A. Officers

- President Kester gave a review of her written report, attached. She also noted that the recent federal vaccine mandate would be discussed for a potential NASCOE response.
- Past President Wilson gave a review of his written report, attached.
- Vice President Foster gave a review of his written report, attached.
- Secretary Csutoras gave a review of his written report, attached.
- Treasurer Colgrove gave a review of her written report, attached.
- Past Treasurer Houk gave a review of his written report, attached.

B. Executives

- SWA Executive Wilson gave a review of her written report, attached. She encouraged all Areas to educate leadership on temporary buy back and inquired about moving the NASCOE scholarship to a 501c(3). SWA Executive Wilson also shared information regarding potential Veem payments to recipients without established accounts.
- SEA Executive Green gave a review of his written report, attached. He noted the importance of increasing membership and communicating NASCOE's actions.
- MWA Executive Mattson gave a review of her written report, attached. She noted that she was still assembling the area directory. She encouraged NASCOE to look at ways to get Alternate Executives more involved, particularly in the negotiation process. She also noted that NASCOE needs to ensure that states understand how convention stipends are calculated and suggested that a reminder be sent to states prior to convention with their estimated stipend amount.
- NEA Executive Williams gave a review of her written report, attached. She noted that many state association elections were still pending and was incorporating that information into her area directory.
- NWA Executive Orcutt gave a review of her written report, attached. She noted she was working on the directory and finalizing her Area Publicity Chair and judges.

C. Committee Chairs

- Benefits and Emblems Committee Chair Lary gave a review of her written report, attached. She requested that area directories be updated as much as possible. Secretary Csutoras indicated there was a goal to transition this process to the SharePoint in the near future.
- Publicity Committee Chair Goetzman gave a review of her written report, attached. She indicated the committee is looking at options for texting membership as well as exploring a TikTok account. She is also working on a newsletter. The Executive Committee discussed the different notification members receive for bulletins sent from Mailchimp using our NASCOE Information Database (NID) and from information posted to our website. It was noted that our NID still has government emails. President Kester directed that government emails be removed from the NID.
- County Office Advocacy Committee Chair Limmer gave a review of her written report, attached. She will be working closely with NAFEC regarding educating membership and the public on the importance of the COC system.
- Legislative Committee Co-Chairs Burnette and Bain gave a review of the committee's written report, attached. They also shared plans for a new PAC competition, which would be similar to the National Convention. The Committee is also working on assembling a PAC email database.

- Membership Committee Chair Thomas gave a review of his written report, attached. He noted that additional touch cards were available. He also encouraged state committee chairs to take advantage of their area level committee chairs. President Kester and the Executive Committee reviewed members with over 55 years of continuous membership for potential recognition at the national convention. Area Executives will review available data to identify how many candidates would qualify and review potential recognition at the November Executive Committee meeting.
- Negotiations and Programs Committee Co-Chairs Hare and Taylor gave a review of the committee's written report, attached. The committee is exploring a touch card and will be working with the Technology Coordinator to streamline submissions.
- Awards and Scholarship Committee Chair Stucki gave a review of her written report, attached. The committee is proposing adding two new scholarships and increasing two existing scholarships. After discussion, a reviewed request on the scholarship increases will be submitted to the Executive Committee. There are also plans to update the first-timer's award at national convention to renew interest.
- Technology Coordinator Francowic gave a review of her written report, attached. A demonstration of the SharePoint site was provided.

IX. FSA Special Committee

- A. ACRSI/GEAR
 - Past Treasurer Houk gave an update on the status of the task force and shared that WDC was implementing a process to allow level 2 E-auth customers to access their maps which will be tied to the Business Partner signature authority.
- B. Shared Management
 - President Kester shared that DAFO indicated this task force looked to be gaining some momentum and that NASCOE would be working with DAFO to identify participants.
- C. Managerial Cost Accounting
 - President Kester shared that NWA Executive Orcutt currently sits on the group and that Treasurer Colgrove will be joining the calls moving forward as well.
- D. Administrators Task Force
 - President Kester shared that this task force was no longer standing.
- E. COC Orientation
 - President Kester shared that this task force had finalized the recommended training and was no longer standing.
- F. IRDTS
 - President Kester reminded the Executive Committee that IRDTS was an internal accountability group. However, they are not actively meeting to her knowledge.
- G. Electronic Register
 - President Kester shared that WDC is moving toward software-based solutions for tracking registers.
- H. 27-PM
 - President Kester shared that a WDC group was reviewing proposed changes to 27-PM. NASCOE has requested to review the draft.
- I. Programs SharePoint
 - President Kester shared that the Negotiations and Programs Committee is working with WDC to implement a SharePoint site to streamline the submission and follow up process.
- J. New Hire Resources
 - President Kester shared that as part of the 2020 Negotiation process, WDC has agreed to form a task force to review possible resources and training for new hires.

X. NASCOE Special Committees

A. COC SDA Voting Member

- President Kester reminded the Executive Committee that the Board of Directors had adopted a resolution creating a COC SDA Voting Member task force. She appointed the following members to the task force: G.B. Washburn (VA), Morgan Limmer (TX), Laurie Thibitout (ME), and Curt Houk (IA). The task force was charged with conducting an initial meeting and preparing a report with their goals and plan of action by the November Executive Committee meeting.

B. Convention Handbook

- President Kester noted that recent state hosts have requested the Convention Handbook be revised, a project originally started but abandoned. She appointed the following members to the task force: Joel Foster (SD), Neil Burnette (NC), Taylor Stucki (OK) and Chris Hare (IN). The task force was charged with conducting an initial meeting and preparing a report with their goals and plan of action by the November Executive Committee meeting.

C. Roles and Responsibilities Handbook

- President Kester indicated that the with several updates needed, it was time to review the NASCOE Roles and Responsibilities handbook. This will include combining the Programs and Negotiation Committee and adding the Technology Coordinator. She appointed the following members to the task force: Brandon Wilson (KS), Donny Green (TN), Chris Lary (VT), Tracy Wilson (OK). The task force was charged with conducting an initial meeting and preparing a report with their goals and plan of action by the November Executive Committee meeting.

D. Budget

- President Kester informed the Executive Committee that the budget committee that was formed at the Organizational Meeting was still working to finalize a budget for the Executive Committee's approval. The National Committee Chairs developed a spreadsheet to track their budget and expenses to be housed on the NASCOE SharePoint site.

E. Benefits Provider Solicitation

- President Kester reminded the Executive Committee that member feedback at the National Convention indicated that they wanted NASCOE to solicit offers to serve as our benefits provider as a good business practice. While two years remain, this process will take some time. She appointed the following members to serve on a task force: Chris Lary (VT), Joel Foster (SF), Jay Goff (OK), and David McBryde (NC). The task force was charged with conducting an initial meeting and preparing a report with their goals and plan of action by the November Executive Committee meeting.

F. Travel Handbook

- Following a suggestion that the Travel Handbook be revised, President Kester appointed the following members to serve on a task force: Lacey Orcutt (MT) and Kayla Mattson (MN). The task force will also consider whether stipends would be appropriate for acting Area Chairs at national convention and whether the process for calculating state stipends for attending the national convention should be revised.

XI. Special Orders

- A. President Kester reviewed Executive Committee Policies as outlined in the NASCOE handbook. During this discussion, the Executive Committee requested that resources be developed to assist state associations with obtaining required insurance for their conventions. Additionally, the Executive Committee reviewed the requirement for annual audits of finances. They determined

the Executive Committee review of monthly financials qualifies as auditing and fulfills the requirements outlined in the Bylaws. **A MOTION was moved Lacey Orcutt and seconded by Tina Williams that an external CPA completes an audit of NASCOE finances while transitioning to the new treasurer. Discussion. All in favor, motion carried.**

President Kester also discussed the need for the National Publicity Chair to receive a monthly data plan stipend based on NASCOE's transition to more bulletins sent from the national level via the NID. **A MOTION was moved by Tracy Wilson and seconded by Donny Green to approve a \$50 data plan reimbursement for the Publicity Chair. Discussion. All in favor, motion carried.**

- B. President Kester and Past Treasurer Houk reviewed the NASCOE Travel Policy. It was noted during discussion that travel for NASCOE attendance for an employee human relations meeting will be handled on a case-by-case basis.
- C. President Kester and Secretary Csutoras reviewed requirements of reports heading in to and out of NASCOE meetings. Exit Reports should be professional and written to be seen by membership. Secretary Csutoras committed to sending out NASCOE letterhead.
- D. President Kester discussed the use of personal and government telephone and computer use. With limited exceptions for the Negotiations and Programs Committee, all NASCOE business should be conducted on personal phones and computers and using the nascoe.org emails.
- E. President Kester discussed use of Microsoft Teams and noted that Area Executives and National Committee Chairs should be scheduling regular meetings.
- F. President Kester discussed the productivity that Office365 allows NASCOE and recommended the Executive Committee install Outlook and Teams on their smartphones. The Executive Committee discussed developing a system for calendar reminders.
- G. President Kester cautioned awareness of posting on social media, noting that the National Office may monitor those postings and there can be personal and professional consequences that can come from responding to some controversial posts.
- H. President Kester encouraged all Executive Committee members and National Chairs to establish distribution lists. She requested that the President and Vice President be carbon copied on all emails. Additionally, if an Area Executive's communication concerns membership, please carbon copy the National Membership Chair.
- I. President Kester reminded the Executive Committee that Taylor Stucki will serve as parliamentarian. She will be a resource for any related questions or concerns.
- J. Secretary Csutoras reminded the Executive Committee that NASCOE is seeking bids for the 2024 Convention. He noted the deadline is April 1, 2022 and encouraged them to begin soliciting and encouraging states to host.
- K. President Kester reviewed 22-PM, Exhibit 22 which includes the Labor Management Agreement. It was noted that the agreement should have signatures by NASCOE, FSA, and USDA, however in recent years, following the formation of FPAC, only NASCOE and FSA have signed. NASCOE and DAFO may be examining the agreement for potential updates concerning decisions which are no longer made at the FSA level and possibly changes to the agreement that includes COVID language.

XII. 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 6:30 pm Eastern.
- B. Treasurer Colgrove informed the Executive Committee that she is working through verifying which states are compliant with the IRS verification process. States were required to send documentation, such as their 990N, to the Treasurer by June 30.
- C. Treasurer Colgrove informed the Executive Committee that every state with a Veem account had received their state's convention stipend. There was discussion about sending payments, such as

scholarships, through Veem to recipients without an account, however it was noted that if they don't subsequently create an account the money remains sent. Treasurer Colgrove indicated she will continue to send scholarships through checks but stagger them better, so they don't all come at once as there is a limit of 6 checks per month. She will also work with individual and states to resolve some of the Veem signup issues. During discussion, it was suggested that NASCOE include a printout showing the stipend calculation when sending the stipends to states, especially through Veem.

- D. Secretary Csutoras informed the Executive Committee that discussion is still ongoing with WDC on the 2021 Negotiations. He indicated that these would be handled by the 2021 Negotiation Team, like the process followed for 2020. Once again, the 2022 process will be handled separately and hopefully return to a normal timeframe.
- E. President Kester shared recent discussion with Dillard Financial Solutions informing them of NASCOE's decision regarding the extension. She will address specific concerns with Teresa Dillard and also inform them of the upcoming benefit provider solicitation process.
- F. Secretary Csutoras and the Executive Committee discussed the Technology Coordinator position. He reminded them of the history in creating the position and selection of the candidate. The Executive Committee discussed the role of the Technology Coordinator and how they would best fit into NASCOE's organizational structure. **A MOTION was moved by Kayla Mattson and seconded by Lacey Orcutt to create the Technology Committee. Discussion.** It was noted that this would be similar to the standing Parliamentary Committee and that lower-level chairs, similar to area chairs, could be explored as the position develops. **All in favor, motion carried.**

XIII. New Business

- A. Committee Proposals
 - The Executive Committee reviewed the proposal from the Awards and Scholarship Committee to raise the Open Continuing and the Continuing Education for members scholarship from \$250 to \$500 per year at the area level and from \$1000 to \$1500 per year at the national level. **A MOTION was moved by Kayla Mattson and seconded by Tracy Wilson to approve the increases as proposed. Discussion. All in favor, motion carried.**
 - The Executive Committee reviewed the proposal from the Membership Committee to recognize those members with 50 or more years of continuous membership in NASCOE. It was noted there are at least 2 members and no more than 5 nationwide who meet this criterion. The existing recognition through pins only go up to 45. **A MOTION was moved by Lacey Orcutt and seconded by Jessi Colgrove that NASCOE reimburses for of the cost of attending the national convention for members with 50 or more years of membership with NASCOE, in 5-year increments, and provide them an award. Discussion. All in favor, motion carried.**
- B. Treasurer Colgrove and the Executive Committee discussed how best to invest funds from two expiring Certificates of Deposit (CD), approximately \$100,000 each. Options discussed included rolling them back into CDs or potentially using an annuity product from American Equity. The Executive Committee discussed pros and cons and noted there is potential to research other annuity products. **A MOTION was moved by Tracy Wilson and seconded by Tina Williams to allow the current CDs to expire and cash them out, and research options for the next Executive Committee meeting. Discussion. Majority in favor, motion carried.**
- C. Treasurer Houk recommended that we move NASCOE's funds to the Bank of the West, which is a large chain locally available to the treasurer. She also suggested using the same bank for the NASCOE credit cards which are currently with BBT with a \$30,000 limit. **A MOTION was moved by Jessi Colgrove and seconded by Tina Williams to move all accounts and credit cards to Bank of the West. Discussion.** It was noted that a timeframe was not set, but a period of time will be needed to allow outstanding checks to clear. **All in favor, motion carried.**

- D. President Kester reviewed and concurred with the NWA Committee Chairs, with the exception of Publicity, and Judges nominated by the Area Executive, attached.
- E. President Kester requested that the Executive Committee authorize travel for the President and Vice President to go to WDC as needed to support NASCOE interests. **A MOTION was moved by Kayla Mattson and seconded by Tracy Wilson to authorize President Kester and Vice President Foster to travel to WDC as needed. Discussion. All in favor, motion carried.**
- F. Secretary Csutoras informed the Executive Committee that 19 boxes of NASCOE records had been sent to the previous secretary. He noted some have the records had been sorted, but there is a need to review, scan, and destroy the files. It may be cheaper and more efficient to travel to complete this task then to mail the files again. **A MOTION was moved by Kayla Mattson and seconded by Lacey Orcutt to authorize the Secretary and Treasurer to travel to Florida for the review of NASCOE records and to allow discretionary spending. Discussion. All in favor, motion carried.**
- G. The Executive Committee reviewed a request from TASCOE to hold the banquet on Friday night instead of Saturday night at the 2023 National Convention. It was noted that this change was often requested by the host state, but that it presents challenges with the agenda. Some members are in favor of newer and shorter agenda. **A MOTION was moved by Lacey Orcutt and seconded by Kayla Mattson to accept TASCOE's proposal to move the banquet at the 2023 National Convention to Friday night. Discussion. All in favor, motion carried.**
- H. The Executive Committee reviewed potential options for recognizing Andrea Stafford's contribution to NASCOE in preparing the memorial shown at the national convention since 2009. **A MOTION was moved Tracy Wilson and seconded by Tina Williams to reimburse Andrea Stafford for her travel to the 2022 NASCOE Convention in full. Discussion.** President Kester would notify her of the recognition via letter. **All in favor, motion carried.**
- I. Treasurer Colgrove and Past Treasurer Houk informed the Executive Committee that NASCOE had issued checks from as far back as 2018 that were not yet cashed. The Executive Committee discussed reaching out to the recipients and confirming that they received or still want the payments. Treasurer Colgrove will provide a list of outstanding checks to Area Executives for follow up and implement procedures to address these regularly in the future.

XIV. Discussion

- A. The Executive Committee reviewed membership concerns with the roles of the past officers. It was expressed that the primary concern is their ability to vote which may shift a balance of power away from the Area Executives. It was noted that the past officer position had been in existence since the formation of the association in order to provide continuity, however the membership was only recently aware of the voting privileges they held. The Executive Committee determined that an amendment to the Constitution and Bylaw would be prepared to remove the past officer voting rights for a meeting of the Board of Directors. The Area Executives will discuss the concerns with their members to ensure there is adequate resolution.
- B. The Executive Committee discussed the policy related to requiring a state association to maintain more than 50% membership to retain NASCOE Affiliation. It was noted that the policy is unclear on when the membership level is gauged, what numbers are used, and how NASCOE would remove a states' affiliation. It was agreed that increasing membership is difficult due to factors surrounding the COVID-19 pandemic. The Executive Committee discussed how un-affiliation would affect voting and how removing a state's privileges would likely further hurt recruitment. The Executive Committee determined to continue to consider the issue at a future meeting.
- C. President Kester asked the Area Executives to encourage state associations to verify both the membership counts and the overall state staffing levels when completing membership dues transmittals to ensure that percentages are correct.
- D. President Kester noted that the first performance reviews associated with the new pass/fail system were upcoming. NASCOE membership had concerns regarding the performance plans which

were submitted in the 2021 Negotiation Items, but which were not yet resolved. Area Executives were asked to monitor the situation and elevate any concerns should they arise.

- E. Secretary Csutoras discussed the need for policy regarding the publishing and retention for area meeting minutes, including the breakout meetings at convention in which the area executives are elected. He noted that current policy only applies to national level minutes. It was suggested that the Executive Policies could require the minutes be submitted the Secretary to be included in NASCOE Annual Report. It was also suggested that they be shared with other area executives. The Area Executives will provide policy recommendations by the November Executive Committee meeting.
- F. The Executive Committee reviewed and left in place the exemption to the travel policy, implemented due to COVID-19, waiving the reimbursement requirement to compare actual mileage to the potential air travel costs.
- G. The Executive Committee reviewed safety protocol for the upcoming Leadership Development Program meeting. They determined that NASCOE would continue to require a release of liability and enact CDC guidelines in effect at the time of the meeting.
- H. President Kester shared information related to the new hire process using an FPAC portal, which currently applies to GS employees only, but which could potentially include CO employees in the future. NASCOE intends to request the opportunity to provide input in this process. The Executive Committee also discussed challenges related to the USAJobs hiring process.
- I. President Kester discussed Executive Committee and National Chair attendance at area rallies and state meetings. The Executive Committee confirmed that NASCOE travel is not restricted at this point. President Kester informed the area executives that they are responsible for organizing their area rallies, including arranging the contracts. Area Executives can work with the Treasurer to coordinate the use of the NASCOE Travel Consultant.
- J. President Kester set a goal to create an invoicing process. NASCOE has historically allowed providers to make payments on an honor system and without any sort of bill. With the recent questions and delays in vendor payments, this system could make it clearer to track. The Treasurer will be asked to develop this process.
- K. President Kester shared an update on the status of outstanding provider payments. It was noted that JM Marketing, who was bought out by a parent company, is contracted to pay \$1200 a month in order to continue using the 444 and servicing our members. However, they have not submitted a payment since December 2020. It was suggested that NASCOE send a letter and follow it up with a phone call.
- L. President Kester and the Executive Committee discussed the recent Executive Order mandating the COVID-19 vaccine for federal employees. It was noted that NASCOE had already received significant feedback from membership and that opinions and positions were varied. The Executive Committee discussed NASCOE's options, including our unique position as Title 7 employees. It was noted that the Department had not yet issued policy and suggested that NASCOE put out a communication to membership and encourage them not to make a hasty decision. It was further noted that the potential medical or religious exceptions are unknown, as are the potential penalties. It was determined that NASCOE would issue a bulletin acknowledging concerns and providing what information is both known and unknown.
- M. The National Committee Chairs presented suggestions to get newer members involved in the national convention. These included the use of Kahoot, which could be tracked throughout convention with rewards provided to winners. Another suggestion was a scavenger hunt for first timers and a where's Waldo or Amazing Race style contest.

XV. Presentations

- A. Secretary Csutoras shared information provided by GACOE to promote the 2022 National Convention in Savannah, GA. Area Executives were asked to encourage participation and to support NASCOE's annual meeting.

- B. Teresa Dillard, John Lohr, and Wes Daniels, with Dillard Financial Solutions, delivered a prepared presentation. They reviewed benefits available to membership, including retirement calculators and noted they can provide consultations to members via Zoom. They will be working with the national convention hosts states to negotiation exclusivity opportunities. Finally, they noted they are available to provide advice for any members considering retiring or otherwise leaving the agency.
- C. RASCOE President Chuck Land addressed the Executive Committee and offered their support to NASCOE. RASCOE also appreciates NASCOE's support in legislative initiatives, such as the equal COLA act. It was noted that retirees looking to join RASCOE should go to their website for the latest information.
- D. Hunter Moorhead, with Crossroad Strategies Saturday, delivered a presentation to the Executive Committee. He noted that Congress recently sent a letter to FSA requesting information related to office reopening, staffing, and political appointees. There is also effort to advance a bill to allow former temporary employees to buy-back retirement credit.

XVI. Additions

- A. SWA Executive Wilson requested that NASCOE repeat the state treasurer training with new treasurers. It was also suggested that the need for accurate membership numbers in dues transmittals could be added to this training.
- B. SEA Executive Green shared that he had received a member suggestion that a conflict-of-interest clause could be added to a provider contract through the benefits provider bid process.
- C. SWA Executive Green and NWA Orcutt noted that several states still do not have what they need to telework and in some cases are having to use personal laptops to conduct work. President Kester will follow up with DAFO.
- D. SEA Executive Green expressed concern about the knowledge of the CO system at the FPAC level when developing and implementing policy regarding hiring. President Kester indicated there would be more opportunity for dialogue when the FPAC Under Secretary gets appointed.
- E. MWA Executive Mattson requested the Treasurer carbon copy area executives when issuing payments via Veem and also when emailing payment recipients.
- F. MWA Executive Mattson suggested the parliamentarian be invited to all Executive Committee meetings. President Kester indicated she would likely be including her more moving forward.
- G. NWA Executive Orcutt shared a concern regarding IT not supporting software for offices to continue to use Dymo labelers. It was noted that these little things make a difference with morale. President Kester will follow up with WDC.
- H. President Kester shared how communication flows from officers through area executives to membership. She explained that she will communicate specific state issues to the area executives and outlined various communications that get sent out from NASCOE. Area Executives requested to receive copies of notes from national committee meetings.
- I. NWA Executive Orcutt inquired about getting view access to NID. President Kester noted that the Area Membership Chairs have a portion of the NID for their areas. There is also a plan in place to develop a read-only copy for Area Executives to view and a plan for an upcoming NID demonstration.
- J. The Executive Committee discussed leadership wearing NASCOE lapel pins. President Kester stated there is an expectation to wear them at all NASCOE functions and if anyone fails to comply, they will be requested to donate \$5 to the scholarship fund.

XVII. Closing Remarks – President Kester thanked all the attendees for a productive meeting.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn the 2021 NASCOE Organizational Meeting. All in favor, motion carried.

Exhibit - Approved Area Committee Chair and Judges

Northwest Area:

Committee Chairs:

Awards/Scholarships – Kyra Hagberg
Benefits/Emblems – Pam Metz
COAC – James Anderson
Programs/Negotiations – Windy Ingram
Publicity -
Legislative – Tina Pierce
Membership – Evan Guler

Judges:

Debbie Sweet
Mary Jane West
Kylee Dellwo
Courtney Hansen
James Anderson



National Association of FSA County Office Employees

Past Treasurer Report 2021 Organizational Meeting College Station, TX September 11-12, 2021

President
Marcinda Kester
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Past President
Brandon Wilson
Brandon.wilson@nascoe.org

Vice President
Joel Foster
Joel.foster@nascoe.org

Secretary
Richard Csutoras
Richard.csutoras@nascoe.org

Treasurer
Jessi Colgrove
Jessi.colgrove@nascoe.org

Past Treasurer
Curt Houk
Curt.houk@nascoe.org

Any successful organization has an infrastructure in place that lends to the fluent transfer of knowledge and responsibilities. The transition of personnel within any entity is vital to the long-term functionality and viability. The recent adoption of Past Treasurer position within NASCOE was another step toward the validity of NASCOE in these unprecedented times. NASCOE's roots are deep and built upon a solid foundation.

During my years of service to the Executive Committee as an Executive and an Officer, leadership transition and continuity of elected positions has been a critical concern and a topic of discussion for long term functionality of NASCOE state associations as well as NASCOE leadership.

The office of Past Treasurer is a newly adopted position to maintain viability of finances and NASCOE infrastructure by nature of its relationship with the office of the Treasurer. This provides for a gradual transition, much like co-chairs, for the former NASCOE Treasurer and Treasurer Elect.

My role, as a Past Treasurer, is to assist with duties and provide training/institutional memory for new NASCOE Executive Committee leadership. Knowledge is power, and NASCOE is steeped in tradition and pride in its history. I am proud to have served in the capacities in which I have been entrusted and am honored to assist in the transition of financial and event planning protocol. It is my aspiration that the past officer positions will continue to be instrumental in the strengthening of our great organization and leave behind a group of educated leaders who understand NASCOE processes and previous NASCOE decision making.

As I prepare for my final NASCOE Organizational meeting, I assume a different role than I have ever before, one of support for our newly elected leaders, and am excited to have the opportunities to work hand in hand with Jessi. I have always and will continue to perform my duties with the honor and respect that NASCOE exudes and am honored to be assigned a role that will help facilitate a successful transition to the future.

Respectfully Submitted,

Curt Houk
NASCOE Past Treasurer



National Association of FSA County Office Employees

NASCOE Treasurer's Exit Report Organizational Meeting College Station, TX September 9-13, 2021

I am thankful that I had the opportunity to sit down with NASCOE Past Treasurer Curt Houk during our Organizational Meeting in College Station. While we were both busy with multiple commitments, I would estimate that we spent at least 8 hours together, working one-on-one on the transition and training. We have started a NASCOE Treasurer Transfer Checklist of items that we have been working on and hopefully this will help to ensure a smooth transition in the future. Curt also provided personalized training on Veem payments, Quicken, dues workbooks, and policy and procedure. While we research the documentation necessary to open bank accounts at Bank of the West in Nebraska, Curt and I will continue to communicate on issuing checks, paying invoices, and making deposits. I also intend to move our credit card accounts from BB&T to Bank of the West where we can take advantage of a rewards program that will issue us \$0.015 for every \$1.00 charged. This will be in the form of cash deposited directly into our checking account.

While in College Station, the EC elected to cash out the CD's that have expired at First Iowa State Bank and transfer the funds to checking until we can research alternatives for investment. We have considered a fixed annuity through Dillard Financial Solutions and are soliciting plans and rates from other companies as well. In the long run, this will be a business decision for NASCOE as we will place the funds in the safest option with the highest return.

Some of the other goals that I have added for the year include the following:

- Create a state stipend reminder template with calculation so that states know how their National Convention reimbursements are calculated. This may be in the form of an invoice that is issued with the payment. Area Execs will be copied on Veem payments when convention reimbursements are issued to their states.
- Issue quarterly treasurer's reports to the EC.
- Work with NASCOE Secretary Rick Csutoras to scan, archive, and destroy old NASCOE records as needed.
- File treasurer's records according to a disposition schedule that is consistent with the recommended industry standards. This will aid in future disposition of obsolete materials.
- Continue to increase use of Veem for reimbursements to states and individuals.
- Research creating a NASCOE Endowment Fund.
- Work with Dillard Financial Solutions to track payments to NASCOE for annuities sold to members.

While the learning curve for my role is steep, I am looking forward to the challenge and hope to find new ways to modernize and streamline my responsibilities. In addition, I will be looking for ways for our association to save money and increase our income. I appreciate the patience of the EC and membership as I take on this new challenge!

Respectfully Submitted,

Jessi Colgrove
NASCOE Treasurer



National Association of FSA County Office Employees

Negotiations and Programs Committee Organizational Meeting Exit Report

National Co-Chair:	Christopher Hare, Indiana
National Co-Chair:	Katie Taylor, Kentucky
Midwest Area:	Jennifer Comer, Iowa
Northeast Area:	Barbara Parsons, West Virginia
Northwest Area:	Windy Ingram, Nebraska
Southeast Area:	Hillary Hancock, Kentucky
Southwest Area:	Christa Kraatz, Texas

During our time in College Station, Texas we discussed several ideas we want to implement moving forward. The whole officer team met with each committee chair to discuss their ideas for the upcoming year. We thoroughly enjoyed this and felt as if our ideas were valued by the officers.

- A Programs and Negotiations “How To” post card to be sent to all county offices similar the fact sheet that was designed last year. With the hope to educate the many new members of FSA that might not be familiar with NASCOE or the Programs and Negotiations process and the benefits of submitting those items.—Originally we estimated that this would be approximately \$1,500. We will need to research further. Glenn Thomas, the membership chair believed is cost was \$2,300. We will research this further. We would like to promote submissions as we believe it will help raise membership.
- Provide monthly Programs and Negotiations News Flashes updating members with submission answers and progress the committee is making. - A “NASCOE Nailed It” template was worked up for the formatting of these updates and was sent to the officers for approval.
- Continue to maintain and build strong professional relationships with the national office and foster good morale amongst members. -A list of National Office employees and their roles was requested of the secretary. If we can’t find one current, we will update an older list.
- Streamline the new submissions platform to a sleek and easy to read and maintain adobe format. - Sarah is working on a new submission platform through office 365. The possibility of using word documents instead of google documents is going to be utilized to make the process less time consuming. Once this new platform is developed we are going to test the possibility of having the Area Chairs pull down the submissions for review.
- We plan to hold monthly meetings with the Area Chairs and quarterly meetings with State Chairs.

It was our pleasure to work with the executive committee and we look forward to the upcoming year.

Respectfully Submitted,

Katie Taylor and Christopher Hare
NASCOE Negotiations and Programs CO-Chairs

Submitted: September 14, 2021



National Association of FSA County Office Employees Awards & Scholarships Committee

Awards & Scholarship Chair: Taylor Stucki, Oklahoma
Midwest Area: Amy Morman, Ohio
Northeast Area: Kelly Sundy, Pennsylvania
Northwest Area: Kyra Hagberg, Montana
Southeast Area: Heather Trobaugh, Virginia
Southwest Area: Heidi Clinkingbeard, Kansas

NASCOE Awards & Scholarships Chair Exit Report Organizational Meeting September 9-13, 2021 College Station, Texas

Thank you all for the great discussion on the awards and scholarship changes presented at the organizational meeting. During this next year we plan to lay the foundation for a few changes that will hopefully benefit our members in big ways. As of today, we will keep all submission deadlines the same, January 15th, for both the awards and scholarships.

Immediate Action Items:

- Meet with chairs to discuss the two new scholarships to finalize the details and prepare for the October EC meeting.
 - A scholarship for those attending a Trade School, \$500 National Winner and \$250 for each Area Winner. (Need to define trade)
 - A scholarship for those taking Dual Credit Courses, \$250 National Winner and \$125 for each Area Winner. (Look at making for part time students)
- Work with Sara to update website needs before submissions go live on October 15, 2021.
- Update and review Awards and Scholarship Booklet for EC to approve in October.

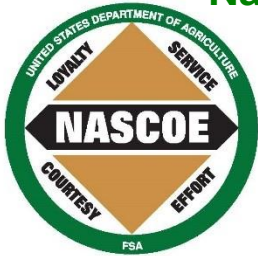
Goals for the year:

- Solicit bids for a new awards vendor, that offers plaques and more practical items.
- Increase publicity and communication at the state and area levels to encourage participation with the Awards and Scholarship programs.
- Create an easier, more efficient way for states to submit awards requests to the National Chair that will guide states on all information needed from the beginning.
- The Awards & Scholarship Committee would like to strive for monthly teams calls and ask for state chairs to join quarterly for training and/or Q&A time on upcoming deadlines.
- Simplify the judging process for all, by writing out the directions in a format that will make it easier for chairs and judges to understand.
- Work with Benefits to promote Superior sales throughout the year.
- Work with the National Chairs to help each other and work on our different engagement activities for National Convention.
- Revamp the Herb Sorley First Timer Activity at the National Convention.

Lastly, just a reminder for each Area Executive and National Chairs that part of my duties is to create certificates for National Convention. Please mark your calendars for June 1st to send me your certificate requests. This will give me ample time to get you the best quality.

Respectfully Submitted,

Taylor Stucki
Awards & Scholarships Chairperson



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:	Ron Pethoud, Iowa
Northeast Area:	Brett Naas New York
Northwest Area:	Tina Pierce, Montana
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 9-12, 2021 College Station, Texas

We are extremely appreciative for the opportunity to meet with the Executive Officers, Executive Committee, Committee Chairs, and the Legislative Committee during the NASCOE Organizational Meeting. The Legislative Committee has experienced yet another busy and exciting year. With much satisfaction, we are happy to report that we were successful in reaching several of our goals that we set during last year's Organizational Meeting. We are very excited about the opportunity to work with our returning team members and welcome a new member in the NWA. Attending from our Legislative Committee were Nancy Ensminger, SWA; David McBryde, SEA; Brett Naas, NEA; and our two newest members Ron Pethoud, MWA; and Tina Pierce, NWA attending via Microsoft Teams. Hunter Moorhead was also able to give us a report via Microsoft Teams. Each committee member was given responsibilities to report on at our monthly Legislative Committee Microsoft Teams meeting which will continue to be held on the second Tuesday of each month at 5:00 central standard time.

- PAC Coordinator/Outreach- Nancy Ensminger
- Program Legislation- Brett Naas
- Pay and Benefits Legislation- Ron Pethoud
- COF Administration and Organization/Secretary- Tina Pierce
- Budget Legislation- David McBryde

As we utilize each team member's individual talents for the achievement of the team's established goals, it is our expectation that the coming year will bring about even greater accomplishments. As Legislative Committee Co-Chairs, we have developed a close relationship and a great deal of trust in each other which has allowed us to specialize in different areas and maximize our efforts. Additionally, we are excited about David McBryde's future as we continue to prepare him for his future position as NASCOE Legislative Co-Chair. We look forward to challenging ourselves and the team to continue advancing our legislative agenda in the upcoming year.

Thanks to the return of some in-person rallies and conventions, we started to make progress toward regaining lost ground on our PAC numbers. Our team members had phenomenal success at the in-person rallies and National Convention. Jessi Colgrove, our PAC coordinator, has done an amazing job developing materials and hashing out creative ideas and we are very confident that our newly selected coordinator, Nancy Ensminger will be highly successful as she takes over that role.

The Legislative team was 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 successfully put all the elements of the plan in place and the first wave of implementation has taken place. We implemented procedures so these meetings could take place safely, either in person, or by using 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 continue to train new state groups for this initiative.

The following request was presented to the Executive Committee at the organizational meeting:

1. Is the Executive Committee willing to help by providing funds to financially stressed state associations to cover some of the travel and lodging cost when completing advocacy visits? If so, what criteria would the state association need to meet in order to be eligible for the assistance?

Last year during the Organizational meeting, the EC tasked the Legislative Co-Chairs with conducting another NASCOE Leadership Development Training. Due to COVID concerns, we along with the Executive Officers, determined that a scaled down audience would promote a safer environment. Thus, the idea of the "Focused Leadership Development Program" was born. This training is focused on developing leadership skills and providing the tools needed to maximize success for those that are expected to be or currently are in state leadership positions. We added Co-Coordinators, Lacey Orcutt and Carrie Major to the planning team so they could focus solely on making this training highly successful and rewarding for attendees. Glenn Thomas, Membership Chair has also been a key member of this team and will be handling transportation services. The conclusion of this effort will culminate in an intense training and networking meeting to be held in Kansas City, October 28-30.

The Legislative Committee fully expects to be 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 again plan to focus on increased Area Chair involvement along carrying out a targeted plan to build PAC participation at the state level. The development of this plan was a major focus of the Legislative Committee during our time together at the Organizational Meeting. The following plans for PAC promotions and competitions were discussed and developed:

- Continue our efforts utilizing the PAC promotional items, backpacks and padfolios.
- Have a yearlong Im “PAC”tical Joker competition between areas as we did at the 2021 NASCOE Convention in Indiana.
- Have a competition in each of the five areas to promote the PAC. For each new member enrolled as a PAC contributor, the member responsible will have their name placed in the drawing. For example, a member signs up ten new contributors by June 15, 2022, that member will have their name entered in a drawing for one night’s stay in Savannah, GA and NASCOE Convention registration fee paid.
- Establish a PAC membership email database for the issuance of quarterly or semi-annual updates regarding PAC contributions to Congressional Leaders in an effort to encourage increases in PAC contributions based of proven results.

The Legislative Committee reviewed the goals established for 2021-2022 and remain focused on poising our legislative stance to be proactive. Effective communication, monitored accountability, membership building, member engagement, and continued leadership development will be a part of every goal we establish. This will be another challenging year as you will see, but our team will be ready to march ahead and establish new heights for those to come behind us.

The following 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, 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 or agricultural industry partners;
- Work aggressively to establish and enhance relationships with new and veteran USDA/FSA officials and congressional members. We plan to further develop our congressional contact list by state that focuses on members of the House and Senate Ag and Appropriations Committees. This list will continue to be a focus for the Outreach and Advocacy Initiative;
- Capitalize on the efforts of the Outreach and Advocacy initiative progress by adding additional state associations so more states can use this model to develop congressional and stakeholder relationships with state and national industry partners who share similar agricultural interest and concerns. We will also encourage currently participating 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 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 and encourage Area Chairs to utilize this same option within their areas;
- Commit ourselves to identifying new ways and opportunities to promote and grow NASCOE's PAC. We will strive to develop a successful strategy to encourage PAC promotion at the state level to ensure we regain and build on the level of success that we have grown accustomed to in past years. A new focus of this plan is to include a monthly option for retirees to contribute to the NASCOE PAC. As of pay period 17, we have 688 participants contributing \$3,570 per pay period. We plan to continue the PAC promotion that was approved during the 2019 Organizational meeting. Funding for the PAC promotion is included in our 2021-2022 budget request.

Respectfully Submitted,

Neil Burnette and Clint Bain
NASCOE Legislative Committee Co-Chairpersons



National Association of FSA County Office Employees

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Secretary
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Benefits/Emblems Committee In-Bound Report Organizational Meeting College Station, TX September 9-13, 2021

Hello everyone. My second 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. It was so good to see everyone at convention, and I am excited to start a new year with the newly appointed benefits team.

Dillard's will continue to be promoting their services though Teams and Zoom. They will continue 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 the availability of these meetings.

Seventeen NASCOE lapel pins were sold at convention and an additional twenty three were sold at the Organizational meeting.

Past President pins – states were polled prior to & during convention. All replies were favorable and a few states wanted to put in their request to purchase pins at that time. The current quote to purchase these is \$1381 (\$13.81 each) for 100 and \$1,786 (\$8.93 each) for 200. During convention it was noted that folks had been able to order pins from the Emblems Chair for all officer positions.

Benefits Direct – InfoArmo is now Allstate. We have rolled out this new benefit. A single plan is \$7.95 per person/month and \$13.95 per family/month. No new agreement or contact was needed.

GOALS:

- Continue open communication with Dillard Financial Solutions Inc.
- Request quarterly reports from Dillard's on the number of annuities & policies they sell.
- 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 and to attend their Teams meetings/calls

Current Ideas:

- Have a Teams meeting with each Area/State to get feedback on benefits
- Get quarterly updates from Jessie on benefits/emblems income to monitor funds
- Team up with Scholarship/Publicity Chairs to see how we can partner to promote Superior sales
- Have a quarterly call with National Chairs to see how we can help each other

- Reach back to theme parks to see if we can get discount tickets, as we have in years past
- Work with the Savannah convention team to see if local shops/restaurants will offer discounts to members during our 2022 convention.

Respectfully Submitted,

Chris Lary

Benefits/Emblems Chair



National Association of FSA County Office Employees County Office Advocacy Committee

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NASCOE COAC Chair Out-bound Report Organizational Meeting College Station, TX September 9-13, 2021

First and foremost, thank you to the Officers, Execs and National Committee Chairs for an outstanding organizational meeting in College Station. I participated in last year's organizational meeting, virtually, but this year I was able to witness firsthand, how hard everyone works to prepare for the upcoming year. As employees and an association, we are fortunate to have exceptional, hardworking leadership that gives so much of their time for the betterment of our agency, association, and all employees.

Although, I know we are all ready for COVID-19 and the pandemic to be behind us, it looks as though we still have a way to go. During the pandemic, the importance of the County Committee (COC) has not changed. COC's are integral in successfully implementing farm programs. The vaccine mandate established in Executive Order 14043, continues to be of utmost importance. We receive new guidance daily. Please know NASCOE, COAC and NAFEC continue to address the situation to the best of our ability. As we receive information, we will pass it along.

Moving forward, the County Office Advocacy Committee has the following goals:

- Continue to work closely with NAFEC to increase membership
- Find new ways to educate employees and COCs about the COC system and its importance
- Work closely with NAFEC to educate COCs with their specific roles and responsibilities concerning shared management offices
- Ensure performance plans are being conducted properly
- Continue to increase communication between COAC, area chairs and membership
- Conduct monthly COAC meetings with area chairs and the EC
- Review and work diligently on the resolution passed at the 62nd annual convention to establish and engage a COC SDA Voting member taskforce.

While the way we conduct business looks a little different due to the pandemic, the importance of our work has not changed. We have been faced with so many unknowns during the pandemic, but we continue to provide top notch service to our producers. NASCOE is no different. As a committee and an association, we continue to serve our membership in these unprecedented times.

Again, a special thanks for to the Officers, Execs, and National Committee Chairs for productive organizational meeting. I look forward to working with each of you, as well as each area chair this upcoming year.

Respectively submitted,

Morgan Limmer
County Office Advocacy Committee Chairperson



National Association of FSA County Office Employees

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NASCOE Midwest Area Report - Organizational Meeting College Station, TX September 9-13, 2021

As I sit here and prepare for my first Organizational Meeting as MWA Executive I approach it with excitement and a bit of nervousness. I feel fortunate to have been able to work as the Alternate Executive this past year and then step in to the Executive role as we went in to National Convention. I have a lot to learn but am thankful to have a great team to work with not only in the MWA but with the entire NASCOE family. I am looking forward to continuing to build relationships with my Alternate Executive, Amy Morman from Ohio. Amy has been involved in NASCOE, MWA and OASCOE for many years I appreciate her views, ideas and opinions that she has been able to share with the area for the past several years. I am also happy to report that most all of our area chairpersons have agreed to continue to serve in their roles to help round out our team.

The Area Chairs and Judges that were recently approved by President Kester are as follows:

Awards/Scholarships- Amy Morman (Ohio)

Benefit/Emblems- Kathy Nelson (Michigan)

Publicity- LeAnn Oltmanns (Illinois)

Membership- Lauren Shank (Indiana)

Programs/Negotiations- Jennifer Comer (Iowa)

Legislative- Ron Pethoud (Iowa)

COAC- Tom Bonk (Ohio)

Awards Judges – Judy Dameron (Iowa), Debbie Leeper (Missouri), Mindy Lolie (Illinois)

Scholarship Judges – Tammy Pruin (Iowa), Tammy Morrison (Illinois), Wayne Stickler (Michigan)

COVID-19, masking, office staffing, mandatory vaccinations/testing are obviously concerns that we are all hearing about and I look forward to talking more about this with the Executive Committee. I am hopeful that as this year goes by we are able to get back to being able to focus our time and attention to the other needs of our members. The items that I feel we that the MWA needs to focus on over the next year are as follows:

1. Building/maintaining relationships with STO leadership – new SEDs and STCs being appointed
2. Increased communication with members in MWA not only with NASCOE bulletins but with monthly communication with members of the area
3. Increased engagement of State Presidents and Area Chairpersons to better understand the concerns and issues that need to be brought forward to NASCOE
4. Encourage sharing of positive stories from the states – at work, personal lives, and NASCOE volunteerism
5. Increased membership for the area in each state back to at least 90% membership for the area and increased PAC participation
6. In the MWA we continue to see increased Permanent and/or Temporary Shared Management with concerns from the area associations. I would like to ensure that STO leadership is engaging with the state association and that each state association is engaging with the COF staff. We need to be certain that COCs were informed/allowed to have a seat at the table when discussing the need for the change in the management of the office(s). Being a Shared Management CED with a large number of counties that I am responsible I also want to make sure that we are helping to find solutions to some of the problems that Shared Management offices are encountering. I am very passionate about this item and it seems to be becoming more of a normal method for staffing in some portions of the area.
7. Support and promote the COC system and make sure that members understand the importance and the role of the COC.
8. For the EC – I believe it is time to move forward with a re-write of the National Convention Handbook

I look forward to seeing everyone soon and continuing to build our relationships to better serve the members of NASCOE.

Kayla Mattson – MWA Executive



National Association of FSA County Office Employees Membership Committee

Membership Committee Chair: Glenn Thomas, South Carolina
Midwest Area: Lauren Shank, Indiana
Northeast Area: Sarah Kubick, Connecticut
Northwest Area: Evan Guler, North Dakota
Southeast Area: Chiquita McDowell, Virginia
Southwest Area: Breeann Fink, Kansas

NASCOE Membership Committee Organizational Meeting Exit Report September 9-12, 2021 College Station, Texas

I want to start by thanking NASCOE for giving me the opportunity to serve a second term on the NASCOE Membership Committee. The past two years were a challenge for everyone, both as an agency and as an Association, but I am optimistic as we begin a new fiscal year.

I am excited to be working again with the NASCOE Membership Committee that has a great mix of returning members MWA (Lauren Shank), NWA (Evan Guler) and SEA (Chiquita McDowell) along with two new members from the NEA (Sarah Kubick) and the SWA (Breeann Fink). This Membership team is ready to roll up their sleeves and take on the new year.

During the NASCOE Organizational meeting, the NASCOE Area Executives, Officers and Committee Chairpersons met and discussed several ideas and goals for the upcoming year in NASCOE. From these meetings, the following goals were discussed for the NASCOE Membership Committee for FY 2022.

- Membership Growth – As of the last report received, the NASCOE membership stood at 74% membership. This turns out to be 5,200 members out of 6,987 COF employees. At the beginning of FY 2021 we had set a goal of gaining 2% in membership. Although we did not meet our mark, the membership committee feels that we have made great strides in preparing our states for the future. States will be encouraged to set membership goals and priorities on meeting them! The committee feels that we are turning the corner as we begin to meet in person once again and to share experiences with one another. This can be the breakout year we have been working hard to achieve. The committee has set a goal of 6% growth in the coming year.
- Continual Update of the NASCOE Informational Database – This will continue to be a front-line topic of the membership committee as the database provides information of where our members and our non-members are located. The most recent NASCOE Membership Workbook update request was sent to Area Chairs and Exec's on July 3, 2021 to be pushed out to states. The deadline for states to have the updated workbooks back to the Area Chairs was July 30, 2021. We have received responses from many states, but we will continue to process updates as they are received. In 2021/2022, 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.
- Promote the use of the NASCOE "Touch Card" – The NASCOE "Touch Card" was mailed out to all county offices in the nation in June 2021. The touch card was designed to enable members to share, in a quick glance, with new co-workers and nonmembers who NASCOE is and how it is serving FSA employees. The card was a great success, and we received many compliments from

membership. We are currently working on a way for states to be able to order their own supply of the touch cards for their use.

- Continued Monthly Membership Teams Meeting – The membership committee will continue to hold monthly Teams Meetings. These regular meetings are scheduled for the second Tuesday of the month at 7:30 PM EST. Area Membership Chairpersons have been asked to invite at least one state membership chairperson and officer to these Teams meetings. We will also discuss having quarterly meetings for all State Membership Chairpersons and Officers for any training needed and Q&A sessions. The Area Chairs will be encouraged to utilize this model in their Areas.
- Monitoring Job Announcements - 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 non-members will be encouraged.
- Drive Teams - Work with states to help them set up membership “drive teams” in each district of their respective states. These drive teams should be established to be the first line of contact with new co-workers when they come onboard in their district as well as those co-workers who are not members. The district chairperson should be one who is a strong believer in NASCOE and who can take the lead on the respective drive team. State Membership Chairpersons should also reach out to retired NASCOE members who may express an interest in leading one of these teams! We have a lot of retirees who would be interested in taking part in this. COMMUNICATION IS KEY!
- Communicate NASCOE Activities to Membership – The NASCOE Membership Committee will work with our technology coordinator and other committees to make use of the available technology platforms to promote membership items using Instagram, Facebook, YouTube and TikTok. This technology is very beneficial as information can be provided to a broader range of persons and is brief and to the point. We will also work to update the NASCOE flyers and other publications shared with membership to bring them up to date with current NASCOE wins.
- NASCOE Membership Training – The committee will continue to work together in updating the Membership Training power point presentation to keep it fresh and easy to use when training new state membership chairpersons. The Area chairpersons will be tasked with reaching out to their respective states and set up a Teams Meeting to review and discuss this training. Area chairpersons will also be tasked with keeping an up-to-date listing of the membership chairpersons and officers of the states in their areas so that information is getting to the right persons.
- NASCOE Dues Review – The committee will continue to monitor the dues reports and continue to encourage states to provide dues monies 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.
- Membership Workgroup – Work on a plan to convene the membership workgroup as found in the NASCOE Executive Committee Policies in the future. With all the COVID restrictions at this time, we may look into having a virtual meeting.

- Consecutive Years Recognition Awards –The committee will encourage state membership chairpersons and officers to provide the names of eligible individuals and counties when they become eligible so they can be recognized in a timely manner. This award began in 2018 and it was decided then to allow states to recognize those who had attained 25, 30, 35 ... consecutive year status as of July 1, 2018 and to award those retroactively. Many states have recognized members and counties for these awards, but most have not. We will continue to ask states to recognize those loyal members and counties for this award. The final date to submit requests will be June 30, 2022.
- List of Do's and Don'ts of Membership Recruiting – the membership committee has been asked to provide a Do's and Don'ts list for recruiting members. This list will show ways in which you can reach out to recruit new members and things that you should not do. We should have this prepared for an initial review by October 1, 2021.

The NASCOE Membership Committee is looking forward to the upcoming challenges in 2021-2022 and working with our State, Area and National officers, executives, and committee chairpersons in promoting NASCOE.

Respectfully submitted,

Glenn Thomas

NASCOE Membership Chairperson



National Association of FSA County Office Employees Publicity Committee

National Chair
Julie Goetzman
julie.goetzman@nascoe.org

NEA Chair
Carole Hill
carole.hill@nascoe.org

NWA Chair
TBD

MWA Chair
LeeAnn Oltmanns
leeann.oltmann@nascoe.org

SEA Chair
Sammie Jo Lawless
sammiejo.lawless@nascoe.org

SWA Chair
Kristal Jackson
kristal.jackson@nascoe.org

NASCOE Publicity Chair Out-Bound Report Organizational Meeting College Station, TX September 9-13, 2021

I would like to start with that I am excited to have a new fire ignited in me by transitioning over to a new committee. Am I nervous about serving a committee that I have never served on? Yes, I know I will have a learning curve to figure out. Do I believe I can do it? I will give it my best shot because I do not want to let NASCOE down. I do understand there will be a learning curve.

I would like to thank Teresa for the hard work she has given the association the last four years. She has laid a great foundation for dividing duties within the committee and transitioning the committee to new technology. I look forward to navigating this transition of dividing duties with Sarah, Teresa, the Executive committee, and myself. I also look forward to serving the Executive Committee, National Chairs, and members.

During the last year, it has become very apparent that we need hard copies of items to touch. It was recommended that we do a hard copy newsletter. In comparing costs from Membership printing and self-research, I would like to make the recommendation of taking the newsletter out in a postal service mail out. In the next month, I will be working with the EC to determine the size of the mail out and bid the project.

In the membership taskforce prior to Covid-19, it was discussed that NASCOE needed to branch out with social media platforms to attract newer members. Teresa did a fabulous job branching out with YouTube and Instagram. I would like to continue using existing platforms, but I would also like to expand the platform to TikTok too. For those unaware of TikTok, it is a social media platform that uses short videos (no more than three minutes) to gain audience. The videos can be shared to other social media platforms. This trend has proven successful for small business, like boutiques, because the short video retains attention, can have music attached, eye catching transitions and pulls people out of their shells. I have identified several areas of concentration that I would like to test using TikTok for. Chris Lary has agreed to jump into the trial with Publicity with an idea to promote NASCOE Emblems. I also foresee it being a great avenue to provide quick glimpses of National Convention promotions.

It has been expressed that a texting app to alert members of future messages. I have been researching platforms for cost. In evaluation, it might be beneficial to NASCOE to use a platform that can offer both e-mail and texting. As we move forward, it will be crucial to capture cell phone numbers in the NID.

Respectfully Submitted,
Julie Goetzman
Julie Goetzman
NASCOE Publicity Chair



National Association of FSA County Office Employees

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2021 -2022 Organizational Meeting NEA Outbound Report

My first NASCOE Organizational meeting is officially in the books! What a whirlwind experience as we all came together to lead NASCOE ahead in these difficult times. I am excited to work with this amazing team of passionate, hardworking individuals and expect we will have some monumental tasks ahead of us.

I look forward to working with my Area Chairs to insure we are meeting memberships needs. Please do not hesitate to reach to them or myself at anytime.

Alt Exec: Sandy Scott (New York) Sandra.scott@nascoe.org

Awards/Scholarships: Kelly Sundy (Pennsylvania) Kelly.sundy@nascoe.org

Benefits/Emblems: Jennifer Doty (New York) Jennifer.doty@nascoe.org

Legislative: Brett Naas (New York) Brett.Naas@nascoe.org

Membership: Sarah Kubik (Connecticut) Sarah.kubik@nascoe.org

County Office Advocacy: Laurie Thiboutot (Maine) Laurie.thiboutot@nascoe.org

Programs/Negotiations: Barbara Parsons (West Virginia) Barbia.Parsons@nascoe.org

Publicity: Carole Hill (Maryland) Carole.Hill@nascoe.org

My goals for the upcoming year remain the same as follows:

- 1) Membership – Not only increase membership by 10% in the NEA but also get the newer members more involved. The NEA has several states teetering at 60% or below and risk losing affiliation.
- 2) Communication – Monthly Teams calls with my area chairs and State Presidents to gather feedback, concerns, hot topics, etc. NASCOE needs to know what individual states are facing to know what to advocate for on their behalf.
- 3) Availability – Be available to all members and have them feel comfortable enough to reach to me with any questions they may have. We have several states in the NEA that have gone through officer changes due to retirements and are in the rebuilding process and may not fully understand how things work with NASCOE and their State Association.

My take aways are:

- 1) Communicate and get people involved. State Presidents and Area Chairs I will be working closely with you and expect the same from you. You have a great national team representing you, but, leadership starts at the state level getting members involved and excited to be members.
- 2) Consistency – We are a new area executive team and we are in constant communication among ourselves to make sure our messages are shared consistently, timely and through the appropriate channels.

- 3) Stress levels and emotions are at an all time high between added workload, reduced staffing and COVID, but as leaders we have the opportunity to be the voice of reason and positivity in with our membership. We will continue to have these challenges and will need to lean on each other to get through these tough times. No one is alone, please reach out if you are overwhelmed and don't make decisions rashly.

In closing, the organizational meeting has inspired and recharged me! It isn't often you can sit through 10+ hours of meetings full of tough conversations and walk away feeling refreshed. I challenge you all to look for the positives in everything we face everyday!

Respectfully Submitted,

Tina Williams
NEA Executive

**Northwest Area Executive
2021 NASCOE Organizational Meeting
September 10, 2021**

Talk about an in-bound report, literally, I write this I am sitting in an airplane on my way to my first Organizational Meeting as the newly elected Northwest Area Executive. To say that this is how I expected my first Org. Meeting to go is a complete understatement. As I left this morning, I began reflecting on this last week and how everything can be turned upside down and not go as planned in a blink of an eye. For those of you that do not know me very well, I am a very detailed person who tends to be 'early' for tasks that I am assigned. However, last Friday as I was at the office preparing to wrap things up for the long weekend and get my inbound report completed and submitted by the requested day of September 5th, I received a phone call from my mom that she had taken my dad to the hospital and he was having a heart attack. So there started my long weekend. I am so thankful and grateful to report that my dad is recovering well, as this was his second heart attack, it is just taking some time to get back to 'normal'. So my report for all of you was delayed as every free minute I had since last Friday was dedicated to helping my family, especially my mom with the care of my dad and doing the livestock chores. So now that my dad is on the road to recovery, I am pleased to regroup and get you all my report.

I am so excited and energized to be serving as the NWA Exec to continue the work that Joel Foster has set in motion and be able to represent our area membership. I have recruited Megan Coan to serve as the NWA Alternate Executive. Megan is excited and enthusiastic about NASCOE and serving the NASCOE mission. I look for this to be a great team for the next two years. Along with Megan, we have been able to retain a few veteran chairpersons and recruit a few new ones. The following are the selections for the NWA committee chairpersons and judges:

- Awards/Scholarships
 - Kyra Hagberg, Montana
- Benefits/Emblems
 - Pam Metz, Wyoming
- County Office Advocacy
 - James Anderson, South Dakota
- Legislative
 - Tina Pierce, Montana
- Membership
 - Evan Guler, North Dakota
- Programs/Negotiations'
 - Windy Ingram, Nebraska
- Publicity
 - TBD
- Area Judges for Awards and Scholarships
 - Debbie Sweet, Washington
 - Mary Jane, South Dakota
 - Kylee Dellow, Montana

With the help of each of these individuals, the NWA team has the following goals and concerns to address for 2021-2022:

- Goals:
 - Membership – we have a goal of increasing the area membership by 2% and getting every state above 51%
 - Communication - reach out to every new SED's and STC's within 30 days of their appointment to let them know what NASCOE is and what we do
 - Engagement - hold bi-monthly calls with all chairpersons for updates, concerns, comments, suggestions in hopes of getting more information out to the membership and keeping them informed
- Concerns:
 - COVID Vaccination implementation guidance to all employees
 - IT issues the COF is facing in office and while teleworking
 - Adhoc Program administration and deadlines
 - Employee on-boarding and retention
 - Making sure every CO employee understands the importance of the County Committee

I am looking forward to the year ahead and the goal that the NWA team have set for ourselves. I am so excited to be starting this journey as the NWA Executive with all of you by my side for encouragement, support and friendship.

Respectfully submitted,
Lacey Orcutt
NASCOE Northwest Area Executive

**Past President Report
2021 Organizational Meeting
College Station, TX
September 11-12, 2021**

Leadership transition and continuity of elected positions has been identified as a critical concern for long term functionality of NASCOE state associations. Equally important is the transition of elected leadership at the NASCOE national level. Recent national leadership turnover has highlighted this concern.

The office of Past President is an elected position by nature of its relationship with the office of the President. It is the final leg of the journey for the former NASCOE President.

My role, as a Past President is to accept duties as assigned and provide training/institutional memory for new NASCOE Executive Committee leadership. It is my hope that I will help leave behind a group of well-informed leaders who understand NASCOE processes and previous NASCOE decision making.

As I approach our next organizational meeting as a Past President, I am excited to read the inbound reports from members of the Executive Committee. Their energy, new ideas and goals are important to the future of NASCOE. I am also excited about how my role will help facilitate a successful transition to the future.

Yours Truly,

Brandon Wilson
NASCOE Past President



National Association of FSA County Office Employees

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Vice President

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NASCOE President Report Organizational Meeting College Station, TX September 9-13, 2021

It is hard to believe that two years have passed since I made the leap to work towards becoming your NASCOE President. I am excited about the upcoming year and the team that has been put together.

I pride myself with telling my staff that I don't ask them to do anything that I will not do myself. Well, I challenged all of you to put together your goals and your expectations for the upcoming year so here is mine.

Goals:

- ✚ Awards and Scholarships- Conduct a bidding process plaques and awards. Determine if we can be more cost efficient.
- ✚ Benefits and emblems- Build on having a positive relationship with our benefit providers and work towards promoting the positive outcomes.
- ✚ COAC- Education of our membership for the roles and responsibility of the COC.
- ✚ Legislative- Continue to the work for temporary buyback time.
- ✚ Membership- Strive to find ways to increase membership in low percentage states. Possibility of a mentor program for states that are below a certain percentage.
- ✚ Programs and Negotiations- Work on a process for telling our wins in programs and work with management for a timelier response for negotiations.
- ✚ Publicity- Strive to have at least 2 bulletins a month and two hard copy newsletters for the year.

Expectations:

Transparency! I promise to be upfront and honest with any information that can be shared. However, in return I expect the same from everyone else. None of us are perfect and we are not always going to agree but I respect every one of you and I respect your opinion so please let me hear them. This is our NASCOE not mine!

Enjoy your position! These are volunteer jobs so if at any point you feel frustrated or are no longer enjoying what you do, please reach out and let's talk. I know sometimes these positions can be thankless and stressful but in the end we all have the same goal in mind, and you are appreciated.

Looking forward to seeing you all soon and get this rolling on the track!

Safe Travels to Texas,

Marcinda Kester

Marcinda Kester
NASCOE President



National Association of FSA County Office Employees Southeast Area

Southeast Area Executive: Donny Green, Tennessee
Southeast Area Alternate Executive: Neil Burnette, North Carolina

Programs/Negotiations: Hilliary Hancock, Kentucky
Legislative: David McBryde, North Carolina
Publicity: Sammie Jo Lawless, Georgia
Membership: Chiquita McDowell, North Carolina

Benefits/Emblems: Nancy Chlapecka, Arkansas
Scholarship/Awards: Heather Trobaugh, Virginia
COAC: G.B. Washburn, Virginia

Southeast Area Executive 2021 NASCOE Organizational Meeting Exit Report September 16, 2021

As I have considered what I want to say in my exit report, my thoughts all circle back to one basic theme; NASCOE is blessed to have a group of leaders committed to serving our membership. We had some very lengthy days filled with deep and genuine discussion where all our leadership team members were focused on doing what's best and right for our membership; both now and long-term. As I think back on the days at the Organizational Meeting, I feel a great sense of accomplishment and success for NASCOE. I saw our national committee chairpersons fully engaged and excited to move forward with the tasks at hand and goals each committee has put in place for the upcoming year. I saw our Executive Committee, with a lot of new faces and ideas, pull together to focus our aim squarely on the target of making NASCOE management better. I want to personally say "thank you" to the Texas Association, Jessi Colgrove (NASCOE Treasurer), and Joel Foster (NASCOE Vice-President) for being such a tremendous help with logistics during this meeting. I also want to express my thanks to Lacey Orcutt, Northwest Area Executive, for helping me get back to the Houston Airport!

First thing Thursday morning, the NASCOE Officers and I (SEA Executive) met with Denise Otto and Sammie Jo Lawless, host Georgia convention representatives, to review current progress and outline a schedule of operations for the upcoming NASCOE Convention in Savannah, GA August 6-11, 2022. We discussed current budgeting progress/concerns, options for sponsorships, concerns about COVID posture, and promotion of the convention. September will kick off the first of our monthly convention SEA planning conference calls. We will also be having calls with the NASCOE Secretary and Treasurer to provide progress reports and to identify any areas of concern.

On Friday, the NASCOE officers tasked me with the opportunity to meet with the national chairpersons to moderate discussions on how to promote engagement of national, area, and state committees. Having previous experience as a national and area chairperson, I thoroughly enjoyed our networking. During our meeting, several suggestions were noted and presented to the NASCOE officers for consideration. The group also got the opportunity to meet and network with Sarah Francowic, our new NASCOE Technology Coordinator, about ways to use our technology tools to assist with committee functions. This group of national chairpersons bring a lot of excitement, knowledge, and leadership to the table, and I know that NASCOE is in good hands as we move forward.

On Saturday morning, the Executive Committee (EC), national chairpersons, and technology coordinator met collectively. All entrance reports were submitted prior to the meeting and the chairpersons, area executives, officers, and the technology coordinator gave a few remarks in addition to their written reports, as well as entertained questions from the group. Denise Otto and Sammie Jo Lawless, Georgia Association representatives, briefly met with the group and provided a status update on planning and implementation of the 2022 NASCOE Convention to be held in Savannah, GA August 6th through 11th. We had some very good discussion on improving communications at all levels of NASCOE, particularly how we can make the NASCOE Information Database (NID) work better for us. It was determined the National Membership Chairperson most definitely should have access to NID and the EC urged the officers to make this happen. We had a short presentation from Dillard Financial Solutions (DFS), during which they offered to set up Zoom meetings for any state association who wants to meet with DFS. We also heard a presentation from RASCOE and discussed that we need to be communicating with our retirees about how they can join RASCOE. There is a membership application available at www.rascoe.org. Hunter Moorhead, our NASCOE Legislative Consultant, visited with us virtually and provided an overview of current budget and legislative situations.

During Sunday's meeting, the EC had in-depth conversations regarding management of NASCOE's budget and preparation/submission of area meeting minutes when any official action is taken. This would include national convention area breakout meetings, area rally meetings, and area conference calls or virtual meetings. The EC agreed that each area executive should send an email via government email address to all states (UG-XX-FSA) in their area to introduce the area executive, area chairpersons, and the state president. This email will provide the personal contact

information (cell phone and personal email) that will assist all employees/members with identifying their NASCOE contacts. The introduction message should include a statement that employees should use personal contact information and not contact by government email or telephone for NASCOE purposes. It was emphasized how important it is to keep updated information in our NASCOE Directory. Ways to improve NASCOE's accounts payables/receivables processes were also discussed and we feel we have some good ideas on how to make these processes more efficient and timelier. The EC dedicated a large portion of Sunday's agenda to discussion and considerations regarding response to COVID mandates and the effects on FSA's field level staffing, operations, and NASCOE's membership, NASCOE's benefits provider solicitation/selection, the NASCOE Executive Committee's structure and representation pertaining to past officers and voting rights, IT concerns by states who do not have laptops available to meet the agency's telework posture protocols, investment in membership recruitment/retention, addressing concerns about states who may be in jeopardy of losing NASCOE affiliation, and concerns about FSA not having adequate county office system representation/input in FPAC.

As identified in my Organizational Entrance Report, our SEA team plans to move forward with the following goals and concerns in the upcoming year:

- Develop a strategic plan to increase state membership. We need to identify what investment NASCOE is willing to put into membership recruitment to make this a top priority;
- Improve communication and accountability at the area, state, and committee levels, including monthly area calls and development of a SEA Facebook group member page;
- Engage area chairpersons, state officers, state committee chairpersons, and membership;
- Address critical IT barriers preventing our employees from efficiently teleworking;
- Diligently engage membership regarding selection of our next NASCOE benefits provider;
- Continue addressing concerns of NASCOE's Executive Committee structure identified in our SEA Breakout Session at the 2021 NASCOE Convention;
- Prepare our states to develop relationships with new SED's and STC's;
- Sustain and enhance state leadership development following the upcoming Focused Leadership Development Program;
- Assist in refining NASCOE's account payables/receivables system to provide better efficiency;
- Promote the county committee system while educating membership on county committee authorities;
- Ensure our members know we care about them, and are working on their behalf, during these uncertain times;
- Work closely with Georgia in preparing and implementing the 2022 National Convention in Savannah;
- Update our SEA Directory quarterly;
- Provide annual accountability for IRS compliance for all SEA states; and
- Ensure SEA states submit national and area dues timely.

I want to express my sincere thanks to the team of NASCOE leaders who inspire me to be better. Now, more than ever, our members need to understand that we care about them, their jobs, and their benefits. I've often heard "no one cares how much you know until they know how much you care". First and foremost, let's all make sure they know we hear them and that we care.

As we chart our course, I am excited to get the opportunity to work with Neil Burnette, our SEA Alternate Executive, our SEA chairpersons, our SEA state officers, and our members!

Respectfully submitted,
Donny Green, Executive
Southeast Area
NASCOE

Secretary Report
2021 Organizational Meeting
College Station, TX
September 11-12, 2021

I feel like my last several reports stressed how I couldn't wait for things to return to "normal". However, it again appears increasing likely that a portion, if not all, of the upcoming year is going to continue to be affected by COVID-19. Like it or not, our normal is changing. Knowing this, the key to our success will be figuring out how to work with the administration within these restrictions, both at the agency and departmental level. Our County Offices and members function best when the employees and the agency work together toward a shared purpose.

IN PROGRESS

- The 2021 National Convention was a huge success, particularly considering all the challenges with tours, WDC, etc. IASCOE did a fantastic job and they are now wrapping up the financial end. I'll share that information as soon as it's available. However, it's time to start looking forward to 2022 in Savannah, GA. While we aren't meeting in GA for this meeting, we do have GACOE representatives meeting with us in TX to review lessons learned and start the process of a great convention next year. We will be discussing opening the room reservations and the registration form.
- We are also meeting with TASCOC representatives this week to review the convention bid proposal with them in depth.
- We're continuing to work with WDC to finalize plans for the 2021 Negotiations. Just like last year, the 2021 Negotiation Committee will still be involved in those meetings. At this point we are waiting for DAFO to get us formal responses to our items and then we will schedule a negotiation session, likely virtually. The goal is to wrap those up by the end of the year. We're proceeding as though the 2022 Prenegotiation and Negotiation Meetings will be face to face, although that will depend on conditions and agency policy at the time.
- As usual, the 2021-22 National Directory is being compiled. Templates were recently sent to Area Executives and Alts. Please get me your updates as soon as possible. Eventually I want to work with the Technology Coordinator to move this to an online submission process that can be updated all year long in real time.

GOALS

- During some recent discussion regarding continuity, it's clear that knowledge transfer and historical information is critical for NASCOE's success. We often need to know how and why things were done to best plan for the future. We saw this just last year when a USDA attorney questioned whether CO employees should be getting benefits. We saw it again while trying to understand why and how our contract with Dillard's were developed. I want to ensure that NASCOE policy, whether new or existing, best supports having all our members educated and ready for whatever comes.
- Part of that goal lies in record retention. We're continuing to learn about the potential of the Office365 platform and working on cloud storage, Sharepoint access, and more which will help with this greatly. Overall, I want to continue to assist the Technology Coordinator to modernize our infrastructure.
- We also have a significant amount of old paper files. Unfortunately, we don't exactly know what we have and referencing them is often not feasible. I want to work with the President and Treasurer to catalog these files, digitize them, and dispose of what is unnecessary. Fund may need to be allotted by the EC for this project.
- The Negotiations and Programs Chair sent me a draft roles and responsibilities revision a significant time ago and I have unfortunately dropped the ball. I plan to work with the committee chairs to finalize those revisions for a potential handbook update in the near future.
- Additionally, we need to continue to increase awareness of Negotiations, as it's one of the most valuable benefits that we have for our membership. As a reminder the deadline for submissions is 12/1. Please promote this as you are able.
- As I've said before, I feel like it's my responsibility as Secretary to aid the EC in keeping organized as much as possible. Therefore, I intend to continue to strive for timely minutes, reminders, and other correspondence.
- And as always, my number one goal is to serve our members to the best of my ability. Please don't hesitate to let me know if there is anything I can do help!

Respectfully Submitted,
Richard Csutoras, NASCOE Secretary

The Organizational Meeting held in College Station, Texas is now in the books and I am super proud of the work that was done on our membership's behalf. I am honored to be a part of an Executive Board that no doubt has our membership's best interest at heart and was able to work through some very complex issues with such grace and respect.

The Southwest Area has a very strong leadership group in place and will be working together to increase membership and awareness of the work that NASCOE is doing. My group is comprised of:

SWA Alternative Executive- Terry Cater (New Mexico)
Awards/Scholarships- Heidi Clinkingbeard (Kansas)
Benefits- Amanda Montgomery (Oklahoma)
Publicity- Kristal Jackson (Texas)
Membership- Breeann Fink (Kansas)
Programs/Negotiations- Christa Kraatz (Texas)
Legislative- Nancy Ensminger (Oklahoma)
COAC- LaCresha Dale (Texas)

Angie Bierman. (Oklahoma), Desiree Garza (California) and Lisa Garay (New Mexico) will be the SWA Awards and Scholarship judges.

As part of my entrance report I shared the following goals:

1. I think it is important to ramp up a campaign to increase membership and also to retain the membership we have. With the current challenges that we are all facing it is going to be important to let membership know that we are always working for them, even when they do not see it.
2. I believe that it is important that we think outside the box. Now more than ever we have got to find new and innovative ways to reach our membership, new and seasoned.
3. It is important to keep an open mind. We all have varying perspectives on a situation. Collectively when we share our perspectives and listen to others we can learn something.

Adding to my entrance report, I added the following:

1. J M Marketing Payments- In reviewing the July 2021 Minutes i was reminded to follow up on the payments that are outstanding from J M Marketing. These payments are still outstanding and communication is being sought to remediate this.
2. Dillard's Payments- At the 2021 National Convention Dillard's announced that they had paid \$10,000 to assist with the national convention. Going in to the convention they had only paid \$5,000 and had not issued the remaining \$5,000. Asking about the status of this payment it was noted that they still had not issued the remaining balance.
3. At the 2020 Organizational Meeting I had noted that information had been presented about possibly changing the tax status for NASCOE to a 501 3C. Texas had done this for their state organization. There was no discussion or status given on this.
4. Veem- During a monthly EC call a status on Veem payments was being discussed. I had brought to the EC's attention that receiving an invoice from a payee is not required to make a payment. I was asked to research this and report back to the EC. I found that NASCOE can submit payments

once all documentation is received by the treasurer without the payee being enrolled in Veem. Of course it is the ultimate goal to have payees enrolled in Veem, however if they are not we can issue a payment to a non-enrolled payee and Veem will send them an email with enrollment information. Once they complete the enrollment and enter their banking information the payment will transmit. This will speed up payments while increasing enrollment in Veem.

My take aways:

1. We have a very good group of Officers, National Chairs and Executives. We dealt with some very challenging and controversial topics and were able to do it professionally and effectively. I believe we have a very diverse group who complements each other and I am proud to have the opportunity to learn from you all.
2. Communication is going to be key! I am going to be stepping up the involvement of my state presidents and getting them engaged.
3. We have a lot of challenges ahead of us. One of the many benefits of being part of the NASCOE family is that we are never treading these waters alone. It is going to be important to keep our heads up and lean on each other for support. Emotions are running high and stress is on overload. As leaders within our agency we have a lot of opportunity to be the voice of reason and positivity to our membership.

Respectively Submitted

Tracy Wilson
Southwest Area Executive



National Association of FSA County Office Employees

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**NASCOE Technology Coordinator
Organizational Meeting
College Station, TX
September 9-13, 2021**

Hello everyone!

I am very excited to start as Technology Coordinator for NASCOE – although I will be joining the Organizational Meeting virtually, I am looking forward to interacting with everyone and learning more about NASCOE. I still am fairly new to FSA; the end of October will be my first year with the agency. I also recently made the switch from a Program Technician to a County Operations Trainee (COT), so that has been exciting!

To share a little about myself and previous experience, before joining FSA I held an internship with the U.S. State Department in DC. I assisted the office of Economic Policy Analysis and Public Diplomacy with updating and managing their internal website while also splitting my time between functioning as an Economic Officer and Public Affairs Officer – so multitasking, working fast paced, and under pressure is nothing new to me! As far as my education, I completed a dual bachelors at The University of Pittsburgh at Johnstown in Journalism/Multimedia and Digital Culture and finished up my masters last year at Northeastern University in Global Studies and International Relations.

With NASCOE I am continuing to learn more about the association, how things operate, and the information/updates that need put out or implemented. I'm excited to start ramping things up with getting the website a fresh look and having everything more accessible and user-friendly for everyone. I know it will be a lot to work through and there will be new things to learn on my end and share with everyone else, but I'm looking forward to any and all challenges that are to come.

Since joining I've been putting together a SharePoint site, and thinking of some new updates for the NASCOE website. I'm also exploring options with different software we could utilize like Adobe and antivirus tools to better protect NASCOE. I'm looking forward to working with Julie, Teresa, and the Executive Committee to get these tasks moving along and begin carrying out the duties Teresa has handed off to me.

If anyone has suggestions about the website or feedback regarding any of the software, SharePoint (etc.) please don't hesitate to reach out!

Best,

Sarah Francowic

Sarah Francowic

NASCOE Technology Coordinator



National Association of FSA County Office Employees

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NASCOE Vice President Exit Report Organizational Meeting College Station, TX September 9-13, 2021

We had a great meeting in College Station, TX. It will be a great venue for the 2023 National Convention. The NASCOE Team that has been put together has a great mixture of experience and energetic ideas.

Marcinda Kester, President, has put together a great group of Committee Chairs. There are some who are continuing in their duties, there are others who are new to their duties, and there are some who have taken on new roles. The energy each one has for their respective areas is contagious.

The Area Executives have some members who have several years of experience serving NASCOE on the national level while there are others who are new to the national stage. Each one of them brings a unique perspective with some great ideas to keep moving NASCOE forward.

NASCOE is also experiencing a change in the NASCOE Officers where all the officers except for the Secretary are new to their position. The great part is that we have a Past President and Past Treasurer who will be huge assets to those transitioning into those positions.

The meeting took a different tone as the Presidential Executive Order related to vaccine mandate was announced just before our meetings started. There are many unknowns related to the vaccine mandate that in the end is going to challenge NASCOE and our dedicated members.

I look forward to working with Marcinda, the other Officers, the National Committee Chairs, and the rest of the Executive Committee. In the process, I will hope to learn a few things from Marcinda as I jump into the Vice President role to support our next NASCOE President and her team.

Joel Foster
Vice President

NASCOE Executive Committee Meeting

2022 PRENEGOTIATION MEETING

April 9, 2022

Present: Marcinda Kester, President
Brandon Wilson, Past President
Joel Foster, Vice President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Tina Williams, NEA Executive
Lacey Orcutt, NWA Executive
Kayla Mattson, MWA Executive
Donald Green, SEA Executive
Tracy Wilson, SWA Executive
Katie Taylor, Negotiations and Programs Chair
Barbie Parsons, NEA Consultant
Windy Ingram, NWA Consultant
Jennifer Comer, MWA Consultant
Hilliary Hancock, SEA Consultant
Christa Kraatz, SWA Consultant

I. Welcome and call to order – President Kester

II. Review of the 2022 Negotiation Items

- A. President Kester provided a review of the authorities laid out in the Labor/Management Agreement. She 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 38 member submissions. 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.

A MOTION was moved by Joel Foster and seconded by Donald Green to adjourn the 2022 NASCOE PreNegotiation Meeting at 5:25 pm. All in favor, motion carried.

NASCOE Executive Committee Meeting

2021 Negotiation Meeting

Virtual Via Microsoft Teams – February 15-17, 2022

Present: Marcinda Kester, President
Brandon Wilson, Past President
Joel Foster, Vice President & 2021 NWA Exec
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Curt Houk, Past Treasurer
Annette Hyman, 2021 NEA Exec
Kayla Mattson, MWA Exec
Beth Farmer, 2021 SEA Exec
Marla Hammer, 2021 SWA Exec
Katie Taylor, Negotiations and Programs Chair
Barbie Parsons, NEA Consultant
Jennifer Comer, MWA Consultant
Breeann Fink, SWA Consultant
Hiliary Hancock, SEA Consultant
Windy Ingram, NWA Consultant
Tina Williams, 2022 NEA Exec
Tracy Wilson, 2022 SWA Exec
Donald Green, 2022 SEA Exec
WDC attendees, various

The 2021 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 2021 Negotiation Items participated in a meeting on February 15, 2022, to review the FSA responses to these items and prepare for discussion with management.

On February 16 and 17, 2022, the NASCOE negotiation team met virtually with various WDC leadership, along with DAFO and DAFP specialists to negotiate the 2021 items. The 2021 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.

2021 NASCOE Negotiation Items

Item 1:

Issue:

The Salesforce software does not interface with SCIMS- instead it uses Business Partner from MIDAS. Therefore, the SCIMS search function has been removed in several applications- primarily Salesforce applications. The lack of SCIMS as the primary customer search function has made finding the correct producer in Salesforce applications time consuming and cumbersome, if not impossible in some cases.

If an employee wants to search for a specific customer, that employee must first open MIDAS to query for the producers BP number/ID. Then the employee must copy this over information to the search function in salesforce. In some instances, if the employee does not take the long route to look up a producer, the producer may never pull up using the search function in Salesforce or multiple versions of the same name, from all over the nation, may pull up, creating a high potential for erroneous applications and data entry.

County office employees waste time waiting on MIDAS to load to verify the customer by the BP number and also waste time having to double check everything through the “old” way of doing things- verifying the producer data in SCIMS to make sure they picked the correct person/entity.

Not having the SCIMS search function is a time waster and is frustrating for employees.

Employees need the ability to tailor what items to search by in order to efficiently and accurately search for producers in Salesforce applications.

Position:

Reintroduce the SCIMS search function or create a similar search function for Farmers.gov and other Salesforce applications

FSA Response:

FSA and DAFP will no longer be adding employee facing applications to the farmers.gov platform and are working to remove existing employee facing applications (with the exception of a few programs). Additional changes to functionality in Salesforce will not be implemented because of this effort.

Resolution:

NASCOE accepts this response.

Item 2:

Issue:

Current criteria in handbook 27-PM for determining CED Grade using 1099's to measure program participation is poorly reflective of office workload.

Policy (27-PM (Rev 1) Par. 31C & Exhibit 4.5) sets a benchmark of 340 1099's issued when evaluating the definition for the Program Participation element. 1099's are not issued for payments that are calculated below \$600.00 so therefore many customers do not receive a 1099 even though they have received a payment. Additionally, other programs, such as ARCPLC, are market driven programs which may not annually issue a payment despite work performed by a County Office to approve the application. In these years this could drastically reduce the number of 1099's issued while still being a significant amount of workload. The concern is given current policy for CED grade determinations, many COFs are put in jeopardy of being downgraded even though workload has not decreased, and many times increased.

While some flexibility on these criteria may have been communicated to the SEDs, the handbook has not been updated and policy is not being applied uniformly.

Position:

There are many other factors besides 1099's that can be used to determine a County Office's program participation level. These might include payments issued of all dollar amounts, number of applications for a program processed, supporting payment documentation such as payment eligibility (CCC-902, CCC-941, AD-1026 etc.) filed/ processed and acreage reports processed. Uniform policy needs to be established and 27-PM needs to be updated.

FSA's Response:

DAFO agrees there could be other factors besides 1099's that can be used to determine a County Office's program participation level, which may include payments issued of all dollar amounts, number of applications for a program processed, supporting payment documentation such as payment eligibility (CCC-902, CCC-941, AD-1026 etc.) filed/ processed and acreage reports processed. And that a uniform policy needs to be established and 27-PM needs to be updated.

DAFO looks forward to initiating a CED Grade Review/ Evaluation taskforce with NASCOE participation to discuss other grade determining factors and necessary 27-PM updates.

Resolution:

NASCOE asked for a method of capturing contracts other than the 1099 and the 27-PM revision will be updating the item to include unique payer ID to track data regardless of dollar amount. National Office will continue to engage NASCOE in discussion on this topic.

Item 3:

Issue:

The ARC/PLC contract deadline of March 15th is too soon in the program year as several operations are still deciding what to do for the upcoming year.

Numerous FSA employees are finding that this is simply too early in the year for a lot of producers to have a firm grip on what their shares will be for the current year. Many counties have producers who change shares or plant different commodities with varying base shares on specific crops. Farming practices around the country are quite diverse especially when weather is factored in. Many producers are calving during this time and not working on land leases/shares for the current year. In many cases landlords and tenants are still determining current year operator and shares during the beginning months of each calendar year. It is not uncommon in some parts of the nation for producers to not have a definite decision on what their final shares will be since these decisions have not been worked out by March 15th with their landowners.

Producers are then required to initially enroll without complete data and then revise their ARC/PLC contracts. Often this is forgotten and caught by the county office after producers certify their crops with FSA and the share changes are discovered when comparison reports are reviewed. This has created a large workload on FSA employees when revised contracts must be completed. This is doubling the work for producers as well as our county offices.

Alternatively, producers who are not changing their election and want to ensure they have all the required information before enrolling can late file through September 30th. However, this also creates a workload challenge when these involve additional COC and DD review.

Position:

NASCOE proposes returning the ARC/PLC deadline to August 1st. This would provide the time needed for producers farming on shares to have the adequate information to initially enroll correctly. This will save the producer from extra revisions and reduce unnecessary workload in the county offices.

FSA Response:

Participation in RMA's Supplemental Coverage Option (SCO) states that producers who have elected ARC may not have the SCO insurance plan. If the election date for ARC is extended until August, producers will have a distinct advantage in terminating their SCO coverage and electing ARC.

The same general principle applies to STAX and participation in seed cotton ARC/PLC. If producers are provided the extended August deadline, then those producers have a distinct advantage on terminating their STAX insurance and enrolling in ARC/PLC.

The administration made the decision that March 15 would be the deadline for producers to elect and enroll in ARCPLC to closely align with RMA's sales closing date, which was clarified to field staff during 2018 Farm Bill training held in the summer of 2019.

Resolution:

It is not feasible to change the deadline for this farm bill, but National Office will look at options for the next farm bill. NASCOE and National Office will share and discuss the data related to the efficiency and customer service from the additional workload.

Item 4:

Issue:

County Office employees have been given permission to telework due to COVID-19 but previously were only given the option of Ad-Hoc or told that they were in-eligible for telework all together. During this period of safety related maximum telework, County Office employees have proven they are able to continue to carry out their jobs while teleworking and have done it well. NASCOE would like to see continued telework options remain available after maximum telework procedures related to COVID-19 have concluded.

34-PM Part 5 Telework Program states that telework is of particular interest for its benefits in the following areas:

- Recruiting and retaining the best possible employees
- Helping employees manage long commutes
- Saving taxpayer dollars by decreasing Government real estate costs
- Reducing traffic congestion, emissions, and infrastructure impact in urban areas, thereby improving the environment

Secretary Vilsack stated in his town hall meeting for all USDA employees on March 5, 2021 that he would like to see telework continue and utilized more. Telework works for the reasons stated above as well as with employees with certain medical conditions and those carrying for family members with serious health conditions. In an email issued on March 18, 2021, Secretary Vilsack, reiterated his plan for implementing permanent telework options for all employees.

Position:

NASCOE would like to see 34-PM paragraph 102 changed to include all FSA Federal and Non-Federal employees located in County Offices to be eligible employees for situational telework to be approved by the first-line supervisor. NASCOE is eager to work with leadership in the strategy and development of telework opportunities post COVID-19.

FSA's Response:

Absent performance or conduct concerns, FSA employees have been eligible for ad hoc telework per Departmental Regulation and FSA Notice [PM-3030](#). As noted by Secretary Vilsack, FSA is looking to expand telework options for all employees. Handbook 34-PM will be updated accordingly.

Resolution:

NASCOE accepts this response.

Item 5:

Issue:

The Exit Interview process for retired or separated employees is not a well-known process and there is confusion regarding who has access to the results.

While a recent FPAC Notice regarding the off-boarding checklist references the exit interview application and form, these do not appear as part of the off-boarding checklist in 27-PM. Many supervisors have been unaware of the survey and they have not been consistently offered.

Additionally, it is unclear who has access to the results of the survey and what follow up is being enacted. To implement beneficial change, it is important that feedback from separated or retired employees is communicated to those who can act on any suggestions or concerns.

Position:

NASCOE's position is that the exit interview is a valuable business process that allows the agency to collect important feedback from employees who are departing the agency. FPAC already has the system in place, so the handbook should be updated to reflect the availability of the exit interview and it should also be included in the checklist.

Additionally, the use of the information obtained from the exit interview survey needs to be clarified for employees who complete it to feel confident that the agency is following up with suggestions or concerns. NASCOE would like a process that allows for local managers to have the opportunity to receive and take appropriate action on relevant feedback.

FSA's Response:

FSA will include the requested update in an upcoming Handbook 27-PM revision.

Resolution:

National Office will include the exit interview link and FPAC checklist in the upcoming 27-PM handbook. National Office will check into making sure the summaries are shared down to state office leadership. Additionally, NASCOE can request to see these summaries from DAFO.

Item 6:

Issue:

It has been NASCOE's position for some time that the CO maximum grade levels for Farm Program Technicians (PTs) should be higher than CO-07. Since the last classification review, PT's are expected to be independent subject matter experts over increasingly complex programs, requiring knowledge over diverse software and policy. Often, they are accountable for

implementing and informing producers of these policies without the benefit of approved directives. Additionally, many PTs have full responsibility for more than 2 or 3 programs, particularly when ad hoc programs are implemented.

In 2016, both HRD and DAFO agreed that it was time for a classification review of the CO positions. A work group was established to update position descriptions to ensure these were up to date for such a review. These were issued in 2018 in Notice PM-3001.

As an example, Geospatial Information Systems are included in the new positions descriptions. Payscale.com lists the average salary for a GIS specialist at \$54,089 per year. Meanwhile our FSA GIS PT's, who typically have many other additional responsibilities as well, have a maximum base salary of \$48,978 (Grade 7, Step 10).

This increased technical responsibility and/or the responsibility of many more programs without commensurate grade levels has a negative impact on employee morale, particularly long-term employees who no longer see any increases through WGI's. Additionally, the lower compensation influences the agency's ability to recruit and retain highly qualified individuals.

Position:

NASCOE requests a classification review of CO positions to determine if they should be graded at higher levels based on increased workload and complexity.

FSA's Response:

It recognized that government employees, while having good benefits and pride of public service, often have base salary levels less than nationwide private sector salaries. The Administration has made pay analysis a priority across government. While FSA has control of CO classification, we must ensure consistency across GS and CO systems, positions, and salary levels and also remain cognizant current budget constraints. As efforts are undertaken to analyze GS salaries, FSA will ensure that CO salaries are comparably evaluated.

Resolution:

DAFO is further evaluating pay concerns related to all positions within FSA. DAFO will gather field office input as the complexities of all FSA positions are compared to complexities of other positions at similar grades in government.

Item 7:

Issue:

There are several situations when allowing permanent part-time employees is beneficial to the agency and the employee. Paragraph 330 of handbook 27-PM (Rev. 1) authorizes permanent part-time employees whose tour of duty is at least 16 hours, but not more than 32 hours per week for regular part-time or at least 32 hours but not more than 63 hours per pay period for part time compressed work schedules. It also states in paragraph 491 G that States will stay within allotted FTE as provided by DAFO.

There are two ways in which States stay within the allotted FTE. The targeted method looks at bodies on board. The funded method looks at the cost.

The targeted method considers the permanent part-time employee as 1 body on board regardless of the employee's tour of duty. If the employee is ½ time, then the employee still takes up an entire FTE. If there are two ½ time permanent part-time employees, they are considered as 2 FTE.

The funded method looks at the cost whereas the employee contribution to the allotted FTE is dependent upon the tour of duty. If the employee is ½ time, then the employee only counts as ½ FTE. If there are two ½ time permanent part-time employees, they are considered as 1 FTE.

Position:

NASCOE is requesting that SEDs be allowed to utilize the funded method to maintain the allotted FTE versus the targeted method. This would allow the applicable States to maximize the funded ceiling while utilizing the advantages of permanent part-time employees.

The use of the targeted method limits the opportunities for permanent part-time employees when it is advantageous for the agency and employee. The funded method could be a tool that allows SEDs to take advantage of permanent part-time employees without having an adverse effect on the FTE allotment.

FSA's Response:

FSA issues States a Staff Year Ceiling, not a body ceiling. FSA already uses the funded method. SED's have the flexibility to hire full time or part time employees, as long as they stay within their funded ceiling.

Resolution:

DAFO issues State Executive Director's (SEDs) both Federal (GS) and County (CO) Staff Year/FTE (Full-time Equivalent) Ceilings each Fiscal Year. SEDs are responsible for managing these resources to maximize the hiring and use of the available FTEs to implement FSA programs and responsibilities. While DAFO direction and terminology does not include the use of 'targeted method' and 'funded method' included in NASCOEs Item 7, Issue, we believe the Item 7 Position of NASCOE and the existing direction to SEDs, from DAFO, regarding the management and efficient use of available Staff Year/FTE ceilings have the same intent and direction. States should not use their Staff Year/FTE ceiling level as an 'on-board' employment or hiring target level, rather they should monitor staff year usage verses available funded ceiling to make hiring decisions.

DAFO will continue to communicate to SEDs the need to maximize available ceiling resources through monitoring of staff year usage (hours worked) verses employment levels. DAFO provides States with methodologies to monitor both current and projected staff year usage. Most recently DAFO developed a dashboard with up-to-date usage information to assist States. When the available budget and planning permits, DAFO provides States with not only 'funded' ceiling

levels, but also ‘targeted’ ceiling levels to encourage higher on-board employment levels, staff year ceiling usage and succession planning.

Item 8:

Issue:

Part 6, Section 2 of handbook 27-PM (Rev. 1) provides guidance to the STC and SED on the County Operations Trainee (COT) program. COTs are required to sign form FSA-227, County Operations Agreement, according to Exhibit 51 of handbook 27-PM (Rev. 1) that states the trainee can only decline one interview or job offer. Although 27-PM (Rev. 1), does not specify the area of consideration, the long-standing policy is COTs must accept a CED position anywhere within the applicable state.

FSA Leadership created the Administrator’s Task Force to provide recommendations on recruiting and retaining future CEDs. One of the improvements that came out of the task force was the ability to hire trainees for a specific location in County Offices that are considered “hard to fill”. This has been a great tool as there are potential candidates who want to begin a CED career in a “hard to fill” location, but for various reasons cannot agree to the traditional COT position that requires the candidate to accept any CED position within the respective state.

The traditional COT program is still a vital recruitment tool for potential CED vacancies for those offices that are not considered hard to fill as it provides a CED succession plan as the COT program can provide a pool of candidates to be trained prior to the actual CED vacancy. However, one of the recruitment disadvantages of the traditional COT program is the requirement to accept a CED position anywhere in the state upon successfully completing the COT program. The inability to go “anywhere in the state” limits the recruitment pool.

Position:

State Committees should be allowed to modify the COT agreement contained in Exhibit 51 of handbook 27-PM (Rev. 1) to a specific geographical area versus the entire state. This would increase the recruitment pool of potential candidates who would readily agree to be placed within a geographical area versus an entire state.

There are states that are geographically large with different agricultural practices and other economic factors from one area of the state versus another area of the state. There are potential candidates who do not apply for the COT program based upon the requirement to accept a CED position anywhere in the state.

The ability for the STC to define the area of consideration for accepting a CED position to a geographic area based upon agricultural practices, economic factors, or social factors will increase the potential pool of COT candidates. There are potential candidates who would readily agree to accept a CED position within a geographical area versus an entire state.

FSA Response:

As a result of the Task Force recommendations, 27-PM will be updated to allow for additional flexibility in proceeding with CED Hard-to-Fill positions (renamed CEDs with an Expanded

Area of Consideration). DAFO has been running a pilot since February 2020 and has drafted provisions for a 27-PM revision. Part of the intention with the pilot was that COTs could apply to a specific “Hard to Fill” location and that there would be increased movement from COT to Hard-to-Fill positions (eliminating some of the stress for COTs in not knowing where they might land).

As a result of the pilot, issues have been identified with the different qualification requirements for COTs (which will be renamed County Executive Directors in Training (CEDTs)) and Hard-to-Fill CEDs. For example, Grade 7/Lead/Key PTs with a year time-qualify for a Grade 9 Hard-to-Fill position, but only a Grade 7 COT. DAFO is considering potential qualification changes and would welcome NASCOE feedback on those possible changes and whether they might accomplish the goal of the proposed solution.

Resolution:

DAFO cannot grant this request at this time. This proposal was considered in the previous Administrator’s Task force but had potential issues. However, DAFO has new flexibilities such as expanded area of consideration coming in the new 27-PM handbook.

Item 9:

Issue:

When hiring new employees, managers are limited by the lack of flexibility in determining what outside experience could potentially rate the new employee at a higher grade. See tables in 27-PM (Rev. 1) Amend. 12, Para. 458 referenced below.

Policy currently allows only potential hires with “experience equal to operations of a farm or ranch” or “CO, GS, or experience directly related to the position to be filled”.

Increasingly, the grade assigned to the new hire results in less pay than a private sector position. CO positions need to become more consistent with GS positions that allow private sector experience to be used for specialized experience.

For example: a recent CO hire had previous experience as a GIS specialist, among other things, in a courthouse/county position before that person was hired on as a CO FSA employee. The officials in charge of rating the grades for new hires did not consider the new hire’s extensive experience with GIS software and applications when determining the employee’s grade.

Hiring managers need the flexibility to recruit employees based on experience to attract the best employees possible. Farm Service needs to be competitive with the private sector.

Highly qualified CO candidates with several years of private sector experience in the agricultural industry, are not able to utilize the full array of prior experience to start their career at a higher grade as it is not specific to farm or agricultural programs. The inability of FSA to compete with the private sector results in the loss of diversity and talent in our workforce.

Table identifying requirements for each grade:

458 Qualification Standards for County Office Employees

Par. 458

A General Standards

In addition to qualification standards in Part 5, Section 5, selected candidates for positions subordinate to CED must meet the specific qualification standards, described in this paragraph, for the position at the applicable grade level.

Exception: The high school graduation requirement, in Part 5, does not apply to:

- office positions filled by temporary appointment
- positions for which the duties are primarily performed in the field.

*--B Hard-to-Fill General Standards

The specialized CED qualification standards required in paragraph 453 are waived to facilitate recruitment for hard-to-fill counties. Candidates for CED hard-to-fill positions must meet the basic experience requirements, described in this paragraph, for the position at the applicable grade level.--"

C Experience Requirements

All candidates for subordinate County Office positions must meet the experience requirements listed in this table to be appointed at the indicated grade level.

Grade Level	Experience Requirements
CO-1	No experience required
CO-2	3 months of Type A
CO-3	6 months of Type A
CO-4	1 year of Type A
CO-5	1 year of Type B, equivalent to CO-4 or GS-4
CO-6	1 year of Type B, equivalent to CO-5 or GS-5
CO-7	1 year of Type B, equivalent to CO-6 or GS-6
CO-8	1 year of Type B, equivalent to CO-7 or GS-7
CO-9	1 year of Type B, equivalent to CO-7, CO-8, GS-7, or GS-8

Table identifying Type A experience:

458 Qualification Standards for County Office Employees (Continued)

Par. 458

*--D Type A and B Experience Requirements--"

Type A experience is general experience relating to office work or equal background in the operations of a farm or ranch.

Type B experience is CO, GS, or other experience directly related to the functions of the position to be filled or the following:

- for field positions only, experience in operating or managing a representative operating farm or ranch
- experience in FSA as a COC or CMC member.

Note: Excess Type B experience may be substituted for Type A experience.

E Examples of Type A Qualifying Experience

This table contains examples of Type A experience.

Type of Work or Employment	Type of Agency or Business	Knowledge Acquired in Position
Farm or ranch of at least representative size and scope		<ul style="list-style-type: none"> • Practical farm experience • Knowledge of agricultural crops and livestock and related marketing problems
County-, district-, or State-level positions	<ul style="list-style-type: none"> • USDA agencies • State departments of agriculture • State or local extension services • Vocational agriculture schools 	Operational phases of farm or agricultural credit programs carried out by the respective agencies or institutions
Manager of local business	<ul style="list-style-type: none"> • Feed • Fertilizer • Farm Machinery • Elevators or warehouses for farm products • Other businesses working with farmers and farm-related activities 	Farm operations and problems

Table identifying Type B experience:

F Examples of Type B Qualifying Experience

This table contains examples of Type B experience.

Type of Work or Employment	Previous Duties and Responsibilities	Type of Agencies	Knowledge Acquired
County-, district-, or State-level positions	Equivalent to or no less than 1 grade lower than the County Office job applied for Note: Employees with 1 year of CO-7 or GS-7 Type B experience or equivalent qualify for CO-9 level positions.	<ul style="list-style-type: none"> • USDA agencies • State departments of agriculture • State or local extension services • Vocational agriculture schools 	Operational phases of farm or agricultural credit programs carried out by the respective agencies or institutions
<ul style="list-style-type: none"> • STC member • COC member • State employee • County Office employee 	Equivalent to or no less than 1 grade lower than the County Office job applied for Note: Employees with 1 year of CO-7 or GS-7 Type B experience or equivalent qualify for CO-9 level positions.	FSA or predecessor Agencies	Operational phases of farm or agricultural credit programs carried out by the respective agencies

G Substituting Education for Experience

To substitute education for Type A or Type B experience, or both, academic study must have been at an accredited college or university.

H Qualifying Grade Based on Education

Education above high school may be substituted according to the following.

Grade Level	Amount of Education Required
CO-3	1 year above high school
CO-4	2 years above high school
CO-5	4 years above high school

Position:

27-PM (Rev. 1) Amend. 12, Para. 458 indicate the tables are “examples” which implies there could be other scenarios when HR might rate a new hirer at a higher grade. However, it has been the experience of the CO managers in the field that HR does not allow a higher grade for any other prior work experience other than those listed in the table. To remedy this lack of flexibility, the handbook should be updated to clarify current language/limitations as well as grant greater latitude in determining what outside experience qualifies a new hire for a higher grade. The handbook should identify flexibility is allowed when considering outside experience on behalf of new hires.

FSA Response:

Qualification standards must be strictly adhered to in order to ensure that we are treating all applicants consistently and fairly. If NASCOE has specific suggestions to modifications to the qualification standards, DAFO will take those suggestions under consideration and advisement.

Resolution:

NASCOE will provide additional examples of positions with related qualifying experience for potential inclusion in 27-PM. Concerns about qualification determinations can be forwarded up through State Offices. National Office will be covering qualifications with State Offices when training on the updated 27-PM.

Item 10:

Issue:

The performance year begins on October 1 and performance plans are to be provided to the respective employee, according to 5-PM Handbook, Par. 228, performance plans are to be in place at the beginning of the performance period, October 1. Par. 3G states a final written copy of each plan should be provided to the respective employee as soon as practicable but no later than 30 calendar days after the beginning of each performance year. Subordinate employees are being rated and held accountable for plan performance during time periods when current year FY performance plans have not been developed due to State Office and County Office not receiving directives timely to establish employee performance plans by the required time period in 5-Pm par 3g.

Performance Plan establishment deadline has been extended the last four years. Employees have been held accountable for plan performance and rated for performance during time periods with no current performance plan in place as required. Below are the extended deadlines for each of the last four years:

FY21: January 15, 2021

FY20: November 20, 2019

FY19: February 11, 2019

FY18: January 31, 2018

Position:

According to Notice PM-3039, Par. 2I, "A supervisor's failure to meet the performance management requirements and compliance deadlines established by OHRM and FSA must, at a minimum, preclude an element rating of "Exceeds Fully Successful". Failure to meet the requirements in the performance management category altogether must result in an element rating of "Does Not Meet Fully Successful". Likewise, the second-level supervisor's supervision element rating should reflect the degree to which the first-line supervisor was held accountable for their performance management responsibilities."

NASCOE feels it is difficult to hold field level supervisors accountable for timely performance management when the deadline is inconsistent. Likewise, how can we hold subordinate employees accountable for plan performance when they are not receiving established plans timely. Pushing the deadline back makes it difficult to include employee's ideas and opinions in the development of the performance plans as provided in 5-PM, Par 20B. The handbook should be updated to allow permanent guidance and notices containing year to year changes should be issued before the beginning of the new fiscal year.

FSA Response:

5-PM will be updated to reflect the new pass/fail performance management system. DAFO agrees with the concern expressed regarding the lack of timeliness of annual performance plan

guidance and has expressed similar concerns to FPAC BC-HRD. DAFO will continue to work with HRD to try to get performance plan guidance finalized earlier in the FY.

Resolution:

DAFO concurred with the concern and will continue to share these challenges with the FPAC BC-HRD. 5-PM will be updated to include the pass/fail performance management system.

Item 11:

Issue:

FSA has developed many reports and other resources that allow employees to verify accuracy of program documents and delivery. These tools and reports are beneficial; however, a common concern is that employees do not know they exist or where to find them. This is particularly true with the increased number of retirements and new hires. Some handbooks do include this information, but it is not consistent.

Recommendation:

NASCOE is proposing a new handbook or a standardized exhibit in each handbook (similar to delegations in Exhibit 1) be implemented which will serve the purpose of assisting employees by referencing reports, dashboards, and other resources that are available to assist with program delivery. This would include a monthly report checklist of which reports would be helpful along with instructions on where to access these reports.

FSA Response:

DAFP will explore expanding exhibits in each handbook for reports, dashboards and other resources.

Resolution:

National Office will begin adding available reports, dashboards, and tools to the exhibits in relevant handbooks. They will work with NASCOE to explore a task force for potential checklists.

Item 12:

Issue:

The new two-tier performance management system has unreasonable demands regarding the standards and measures required for employee to meet the fully successful summary rating. The effectiveness of the performance plan tool is undermined by the unobtainable or unclear standards placed upon employees.

Some of the standards seem to be a "prove up" rather than a fully successful.

For example: the plan states for each element “Standards and Measures for Fully Successful: all of the following must be met to achieve the ‘Meets Fully Successful’ rating for this element”.

- In the Developmental and Advanced Stage of Customer Experience it states:
 - Proactively supports and represents a “OneUSDA” mindset by developing and proposing at least one (1) “OneUSDA” collaboration activity throughout the rating period.
 - Question from the field: what is a “OneUSDA’ collaboration activity” and how would a PT meet this?
- In Program Delivery it states:
 - Ensures that applications for benefits are complete, supporting documentation is updated and on file, and payments are processed accurately and within required timeframes with no more than 3 exceptions.
 - Comment from the field: Program Delivery error rate is listed as 3 exceptions, maximum. This is an unobtainable error rate- for example, 3 out of 1900 ARCPLC contracts, represents an error rate of .15%.....which is an expectation for a machine.....not a person. In Counties that have only 100 contracts, their error rate for fully successful would be 3%. Basing the error rate on a number instead of a percent/factor creates inconsistencies across the nation.

FSA County Office Employees pride themselves on program efficiency and integrity. However, constantly changing policy and quick program roll outs combined with fractured training (the field seldom has all the info to run a program at the start of the signup - the information and Q & A’s come out piecemeal causing staff to have to “do over” many applications- many times). These factors create an environment ideal for errors; ideal for failure according to the standards set in the performance plan. PT’s are presented with subpar training and preparation for programs, and at the end of it all, they are held to unreasonable standards for a fully successful performance.

Additionally, paper copies of the signed quarterly reviews are required to be uploaded to verify completion in EPMA software as opposed to an electronic confirmation of the quarterly review as was the process with EmpowHR. This feels like a step backwards regarding technology.

On the plus side, the EPMA software for performance plans is relatively straightforward and user friendly.

Position:

The performance plans should reflect more realistic standards for employees. Standards should be attainable. They should be more specific and less vague. Standards should not be written with “proving up” in mind, rather what actions constitute “fully successful”.

A training program for employees should be implemented to review the expectations and requirements of the performance plan and give employees advance notice of what is expected of them as well as an opportunity to provide input on what goes into the plan.

CED's should be held accountable to review performance plans and implementation for the county office staff with their COC to provide COC the opportunity for input.

NASCOE previously helped National Office create a "standards library". Supervisors should have access to these standards and should be able to utilize them.

EPMA software should be adapted to allow employees to electronically acknowledge "receipt, review and concurrence" with the plan as well as allow the supervisor to upload comments electronically.

FSA Response:

An update to the EPMA system to allow employees to electronically acknowledge plans, discussions, and reviews is planned. It is DAFO's hope this will be in place by the beginning of FY22. DAFO follows FPAC-wide performance plan guidance, some of which was developed from the standards library. DAFO has been working to improve some of the FPAC-wide standards and has been in discussion with FPAC-BC HRD on timing of FY22 plans. We understand that plans will still be written to the "fully successful" or "passing" level. Supervisors can add to the performance plan templates to incorporate applicable standards from the previous library. DAFO will review standards for DDs/CEDs to determine if language needs to be added to make clear the COC role in performance management.

Resolution:

DAFO will look into providing some flexibility on the exceptions based on NASCOE input, though some standards are required by FPAC. DAFO will also provide some examples and explanations for standards in performance notices and the upcoming 5-PM amendment.

Item 13:

Issue:

Handbook 16-AO (Rev. 3) provides guidance on COC Minutes. In addition, Module 5 of the County Committee Training dated September 2020 provides information about County Committee meetings and minutes.

The September 2020 County Committee training material provides better guidance on COC minutes than section 3 and 4 of part 3 of Handbook 16-AO (Rev. 3). Exhibit 8 of 16-AO (Rev. 3) is the only procedural example of COC Minutes.

Taking complete and accurate COC meeting minutes provides needed integrity for future reference. It is an important source of information about what transpired during the meeting, especially for those that did not attend. The CO, COC, STO, WDC, and even NAD reference these minutes, so it is critical that they be complete and consistent.

Current handbook examples are outdated and provide limited guidance on preparing minutes in a uniformed format. This has the potential to cause confusion when referenced or potentially adverse actions when reviewed by the STO and COR. In addition, there needs to be better

examples for personnel action portions and “action between meetings” of Executive COC minutes.

Position:

NASCOE is recommending that Handbook 16-AO (Rev. 3) be updated to include current best practices for composing minutes, such as those in the September 2020 County Committee Training. In addition, there needs to be more guidance and examples for personnel actions. NASCOE would look forward to working with DAFO to help compile these.

FSA Response:

Thank you for the suggestions. We understand that this along with other updates would be beneficial for 16-AO. The COC training guide is updated and posted yearly and we continue to update with details that would provide more guidance on handbook policy. States, Counties and COCs should be familiar with and use the COC training guides along with handbook policy as an additional resource to completely and accurately compile minutes.

Resolution:

DAFO agrees and will be adding some of the examples from the COC training to 16-AO. NASCOE will provide examples for potential inclusion as well.

Item 14:

Issue:

There have been several issues with recent mass mailings sent to producers on various programs including lack of accuracy, poor timeliness, and confusing or misleading information.

Mass mailings have been sent out from KCMO to producers regarding several programs. On October 1, 2020 CRP participants were notified that they had contracts that had expired on September 30, 2020. In many instances, these participants had already re-offered their expiring acreage to be re-enrolled in CRP and those contracts had been accepted and approved. The verbiage in the letter led participants to believe their acreage had expired and was not re-enrolled. This caused panic for participants and subsequently COs were inundated with phone calls.

ARCPLC post cards were mailed out to participants in March reminding them to enroll timely. Most of the post cards went to producers that had already enrolled and in fact their contracts were approved. DMC postcards were also sent to producers reminding them of program deadlines when in fact their contracts were also enrolled.

It is understood that these letters and postcards are generic to encompass all producers. However, the lack of specific information such as contract numbers, farm numbers, and applicable county creates a time-consuming task for COF employees when fielding phone calls. Sending mailings prior to providing COF employees with sample letters and postcards along

with excel sheets identifying recipients is causing confusion not only for participants but for their field offices.

Position:

Provide a 2-day notice to the field offices that a mailing is going to be sent out. Provide a copy of what is being mailed out and a spreadsheet of participants that will be receiving the mailing to the CO directly, or through STO specialists to be disseminated to the field. If possible, NASCOE would like to be involved in developing future mailings.

FSA Response:

DAFP will explore standardizing the mailing method and possibly a mailing application if time and budget allow.

Resolution:

DAFP will work with the program delivery branches to standardize notification of mailings and provide the requested information in a notice similar to DMC-58. When necessary, National Office will streamline information through DAFO to expedite information to the field.

Item 15:

Issue:

COT and new CED's are being hired at grades lower than the PTs they supervise. Depending on how a position is advertised, some employees may be taking a grade demotion to begin the COT program. In some situations, a State Office has started a COT or newly hired CED at one grade only to have HR come back and say the employee must be bumped back to a lower grade.

When the COT program is complete, and employees have accepted a CED position they are not seeing a pay increase until the 1-year mark is reached. If a COT was hired at a grade 5 and is bumped to a grade 7 when hired as a new CED, they may be supervising grade 8 PT's.

Current procedure allows us to promote PTs at the entry level more than once per year if the employee is below a grade 5. However, time-in grade requirements for an entry level CED do not allow for similar promotions until 1 year at the grade level is reached.

Excellent candidates for the COT program are discouraged from applying when they are asked to accept the COT/New CED position at a lower grade than they earn as a PT.

Position:

Employees taking on increased responsibilities, including supervision, should see commensurate compensations. NASCOE suggests that policy should be updated to ensure that entry CEDs consistently begin at a grade level higher than the PTs that are supervised. This could be accomplished by starting all new CEDs at grade 9.

FSA Response:

While there are situations where Grades 5 and 7 are appropriate entry-levels for CEDs, please see response to Item 8 above.

Resolution:

27-PM has been updated to ensure that any grade 7 or 8 PT with minimum time in grade would be hired as a grade 9 CEDT. While there will still be situations where a CED will be hired in as a grade 5, they will be eligible for promotion after 6 months.

Item 16:

Issue:

Handbook 1-AS (Rev 8), Directives Management provides instructions for writing, preparing, clearing, processing, controlling, distributing, filing, and maintaining directives. Directives are to be clear, concise, consistent and complete instructions that comply with governing laws and regulations, departmental policies and procedures and provide FSA employees with instructions and information necessary to do the work required and expected of them to implement Agency programs to the public. There are 2 types of directives; permanent which are handbooks and temporary which are notices.

As we are progressing in an electronic world of communication, we are straying further and further away from directives that are consistent with established standards and instructions in 1-AS (Rev 8) handbook.

Receiving directives in forms other than handbook amendments and notices creates confusion for employees searching for program policy and regulations.

Position:

Based upon the clear and concise policy in handbook 1-AS (Rev 8), communication used by field offices to implement Agency programs to the public must be issued as directives in the form of handbook amendments and notices. No directive is binding unless it is in the appropriate format, the proper final approving official has formally cleared and signed the directive and it is properly numbered, dated, and controlled by the Directives Section. All provisions of both permanent and temporary directives are binding on all affected employees until superseded or obsolete.

NASCOE would like to see policy and procedure changes communicated to FSA personnel using fewer methods, preferably in the forms of handbook amendments and notices to ensure program integrity. Using a uniform system for policy and procedure, such as handbooks and notices, will reduce the number of errors made by the county office because policy for the program will be contained in a uniform system for reference.

FSA's Response:

DAFO-PRMD will work with FSA's Office of Management and Strategy to remind all NHQ offices issuing guidance to utilize the directives process as outlined in 1-AS (Rev 8).

Resolution:

NASCOE would like to see communication to be issued in a directive in the form of a handbook or notice. This will be emphasized with State Offices as well. FSA will do their best to comply but limited resources or timeframes may affect this delivery.

Item 17:

Issue:

The LFP deadline is a concern when a qualifying event happens near the end of the calendar year. 1-LFP Paragraph 22 B states that “2019 and subsequent year calendar year losses, to apply for payment, eligible livestock owners and contract growers who are forage crop producers must submit a completed CCC-853 and required supporting documentation within 30 calendar days after the end of the calendar year in which the grazing loss occurred.”

If a county triggers LFP in December, the short deadline makes it difficult for county offices to deliver the program efficiently. In addition, there is an undue hardship on our producers who must get the proper paperwork filed in a short time.

Position:

NASCOE recommends allowing the COC the authority to request a waiver to extend the sign-up period when LFP triggers late in the calendar year. This authority to request would only be in unique and rare situations. These requests would be reviewed and approved by either the state committee or the state office.

We understand there are provisions in 1-CM to utilize a register. However, the use of a register over an extended sign-up period limits the timeframe that producers must become aware of the program and comply with sign-up provisions. Extension of the deadline allows for a more equitable process for all producers.

FSA Response:

LFP deadline is established in §1416.206 (below) based on several considerations. We understand your concerns and appreciate your suggestion; however, the use of register according to 1-CM has met the needs. As a reminder, in 2018, the acreage reporting date was moved to July 15 and this change was driven to assist with LFP implementation (specifically related to the regulatory prohibition for accepting late-filed acreage reports more than a year after the ARD) and it is the expectation that producers should have their grazed forage certified by July 15th. For those areas that have 365 day grazing periods or fall/winter grazing periods, there have been many situations where counties have triggered late in the grazing period or year and we recognize the limited timeframe to apply for LFP; however, acreage should have been reported months earlier without consideration of whether it triggers for LFP. We will maintain and consider your recommendation when there is an opportunity to review/update regulatory language.

(a) To apply for LFP, the participant that suffered eligible grazing losses for the 2019 and subsequent program years must submit a completed application and required supporting documentation, including some supporting documentation such as an acreage report that may have been required at an earlier date, to the administrative FSA county office no later than 30 calendar days after the end of the calendar year in which the grazing loss occurred.

Resolution:

This is a valid concern, however the deadline cannot be changed due to regulations. National Office will look into options in the future. Additionally, clarification regarding register policy will be coming.

NASCOE Board of Directors Special Meeting

Microsoft Teams, July 30, 2021 @ 14:00 CDT

Present: Board of Directors, listed in Exhibit 1, attached.

Brandon Wilson, President
Marcinda Kester, Vice President
Curt Houk, Treasurer
Richard Csutoras, Secretary
Annette Hyman, NEA Exec
Beth Farmer, SEA Exec
Joel Foster, NWA Exec
Marla Hammer, SWA Exec
Tina Williams, NEA Alt Exec
Kayla Mattson, MWA Alt Exec
Lacey Orcutt, NWA Alt Exec
Tracy Wilson, SWA Alt Exec
Donny Green, SEA Alt Exec
Chris Hare, IASCOE President
Jamie Garriott, IASCOE Convention Chair

- I. Roll Call
 - A. Secretary Csutoras conducted a roll call of attendees. A quorum was determined.
- II. Welcome and Call to order
 - A. President Wilson gave a welcome and called the meeting to order.
- III. 2021 National Convention Decision
 - A. President Wilson presented a request from FSA to consider postponing or cancelling the upcoming national convention. The National Office is concerned about the increase in COVID-19 cases from the delta variant. President Wilson noted that previous face-to-face rallies had occurred with no subsequent spread. However, the recent information is that delta may be changing the situation.

President Wilson outlined the pros and cons associated with accepting FSA's request and cancelling the national convention, along with taking no action on the request and moving forward. He noted the primary concern is everyone's safety. Also, liability is still an ongoing concern, as NASCOE was not able to purchase insurance to cover pandemic related issues. This is being mitigated by following CDC guidance and requiring a liability waiver. Additionally, there could be some reputational damage with the national office if NASCOE did not take their request seriously. NASCOE will need to work with the national office moving forward on a variety of issues, including telework guidance, vaccine initiatives, office closures, and the upcoming labor management agreement.

President Wilson further pointed out that a significant amount of work has gone into preparing for the national convention, particularly from the Indiana Association (IASCOE). There would be heavy cost to backing out at this late point and NASCOE would still need to conduct a business meeting. Additionally, many members have made plans that would be challenging to change.

IASCOE provided information regarding the financials involved in the convention so far. Many of the costs are pre-paid. Food has been donated, tours and lunches paid, door prizes obtained, scholarship donations made, and more. It is estimated that NASCOE would lose approximately \$122,000 in already paid costs, plus additional expense. IASCOE further noted they were prepared to host the convention safely, including implementing mask and social distancing mandates.

President Wilson answered questions regarding the proposal. A question was asked regarding infection rates in Fort Wayne. Infections are increasing somewhat, but well below previous highs set last fall. A question was asked regarding FSA's participating in the convention, even virtually. FSA does not want to be risk the appearance of condoning a potentially unsafe event and will therefore likely not participate in any format. A question was asked about who would be liable for the financial losses. IASCOE would pay whatever bills are required and NASCOE would ensure they did not lose money because of a potential decision to cancel. NASCOE traditionally pays approximately \$60,000 to \$70,000 toward the national convention. This year it could be around \$120,000, which could be seen as the price for the health and safety of our members. A question was asked concerning IASCOE hosting in a future year, like GACOE last year. Considering the level of work gone into this convention, IASCOE is not interested in hosting in a future year at this time. Finally, a question was asked regarding the need to quarantine following the convention. Members will need to follow agency guidance. Currently the need to quarantine is based on an individual's vaccination status.

A MOTION was moved by Amy Morman, Ohio, and seconded by Leah Hood, Indiana, for NASCOE to not entertain FSA's request to postpone or cancel the national convention. Discussion. Roll Call Vote, listed in Exhibit 1, attached. It was determined by unanimous consent that votes would be recorded by state instead of by delegate. By a vote of 65 yes, 20 no, motion carried.

President Wilson indicated that he would convey the wishes of the NASCOE Board of Directors to the FSA Administrator.

A MOTION was moved by David Goodson, Arkansas, and seconded by Julia Wheeler-Davidson, Mississippi, to adjourn at 15:40 CDT. All in favor, motion carried.

STATE	DELEGATE	DELEGATE
ALABAMA	Cathy Blackburn	Judy Rudd
Vote – Yes(2), No (0)		
ARIZONA		Esmeralda Chavez
Vote – Yes(1), No (0)		
ARKANSAS	David Goodson	Sabrina Conditt
Vote – Yes(2), No (0)		
CALIFORNIA-HAWAII	Brenda Estrada	Desiree Garza
Vote – Yes(2), No (0)		
COLORADO	Kevin Reeves	Dawna Weirich
Vote – Yes(2), No (0)		
CONNECTICUT	Alicia McCue	Teresa Peavey
Vote – Yes(2), No (0)		
DELAWARE-MARYLAND	Patrick Goode	Carole Hill
Vote – Yes(0), No (2)		
FLORIDA	Cal Sherrouse	Kathryn Driver
Vote – Yes(2), No (0)		
GEORGIA	Denise Otto	Chris Orso
Vote – Yes(2), No (0)		
IDAHO	Cary Curtis	Lisa Eaton
Vote – Yes(2), No (0)		
ILLINOIS	LeAnn Oltmanns	Charlene Neukomm
Vote – Yes(2), No (0)		
INDIANA	Leah Hood	Sarah Hines
Vote – Yes(2), No (0)		
IOWA	Todd Perdew	Judy Dameron
Vote – Yes(2), No (0)		
KANSAS	Heidi Clinkingbeard	Tonya Atchison
Vote – Yes(2), No (0)		
KENTUCKY	Nicole Barrier	Hilliary Hancock
Vote – Yes(1), No (1)		
LOUISIANA	Yolanda Day	Lisa Zeringue
Vote – Yes(0), No (2)		
MAINE	Tina Penley	Laurie Thiboutot
Vote – Yes(1), No (1)		
MASSACHUSETTS	James Newland	Heather Baylis
Vote – Yes(0), No (2)		
MICHIGAN	Jamie Wegner	Joe Giddings
Vote – Yes(2), No (0)		

MINNESOTA	Kayla Mattson	Teresa Holmquist
Vote – Yes(1), No (1)		
MISSISSIPPI	Julia Wheeler-Davidson	Rebecca McKenzie
Vote – Yes(2), No (0)		
MISSOURI	Logan McGhee	Drew Walters
Vote – Yes(0), No (2)		
MONTANA	Lacey Orcutt	Kyra Hagberg
Vote – Yes(2), No (0)		
NEBRASKA	Raela Brandt	Patti Behnk
Vote – Yes(1), No (1)		
NEVADA		Claire Kehoe
Vote – Yes(1), No (0)		
NEW HAMPSHIRE		
NEW MEXICO	Terry Cater	Lisa Garay
Vote – Yes(2), No (0)		
NEW YORK	Sandy Scott	Kate Hemstreet
Vote – Yes(0), No (1)		
NORTH CAROLINA	Ethan Edwards	Gail White
Vote – Yes(2), No (0)		
NORTH DAKOTA	Evan Guler	Deana Tranby
Vote – Yes(2), No (0)		
OHIO	Amy Morman	Brent Orians
Vote – Yes(2), No (0)		
OKLAHOMA	Tracy Wilson	Angie Bierman
Vote – Yes(2), No (0)		
OREGON	Heather Tritt	
Vote – Yes(1), No (0)		
RHODE ISLAND	Sheryl Michener	Anne Belleville
Vote – Yes(0), No (2)		
PENNSYLVANIA	Jason Pontillo	Jessica Gerhart
Vote – Yes(0), No (2)		
SOUTH CAROLINA	Judy Davis	Amy Blum
Vote – Yes(2), No (0)		
SOUTH DAKOTA	Mary Jane West	James Anderson
Vote – Yes(2), No (0)		
TENNESSEE	Donnell Poss	Connie Lyons
Vote – Yes(2), No (0)		
TEXAS	Jennifer Garcia	Christa Kraatz
Vote – Yes(0), No (2)		

UTAH	Amy Ahlstrom	Barbie Hill
Vote – Yes(2), No (0)		
VERMONT	Tina Williams	Christine Lary
Vote – Yes(2), No (0)		
VIRGINIA	Jesse Turner	Heather Trobaugh
Vote – Yes(2), No (0)		
WASHINGTON ALASKA	Betty Snell	Sandra Porter
Vote – Yes(2), No (0)		
WEST VIRGINIA	Barbie Parsons	Robert Reed
Vote – Yes(1), No (1)		
WISCONSIN	Christine Bast Pannier	Shelby Niskanen
Vote – Yes(2), No (0)		
WYOMING	Pam Metz	Dee Harbach
Vote – Yes(1), No (0)		

NASCOE Board of Directors Special Meeting

Microsoft Teams, February 17, 2022 @ 7:00 PM EST

Present: Board of Directors, listed in Exhibit 1, attached.

Marcinda Kester, President
Brandon Wilson, Past President
Joel Foster, Vice President
Jessi Colgrove, Treasurer
Richard Csutoras, Secretary
Tina Williams, NEA Exec
Kayla Mattson, MWA Exec
Donald Green, SEA Exec
Tracy Wilson, SWA Exec
Sandra Scott, NEA Alt Exec
Terry Cater, SWA Alt Exec
Amy Morman, MWA Alt Exec
Neil Burnette, SEA Alt Exec

- I. Welcome and Call to order
 - A. President Kester gave a welcome and called the meeting to order.
- II. Roll Call
 - A. Secretary Csutoras conducted a roll call of attendees. A quorum was determined.
- III. New Business
 - A. President Kester provided background on the discussions generated at the 2021 National Convention regarding the rights and authorities of past officers. As a result of these discussions, and feedback with their areas, the Executive Committee proposed an amendment to the NASCOE Constitution and By-laws, attached as Exhibit 2, which was provided to the Board of Directors on January 16th, 2022.
 - B. President Kester opened the floor. **A MOTION was moved by Terry Cater, New Mexico, and seconded by Chris Hare, Indiana, to accept and approve the NASCOE Constitution and By-law amendment as provided by adequate notice. Discussion. Roll Call Vote, listed in Exhibit 1, attached, motion carried.**

A MOTION was moved by Shelby Niskanen, Wisconsin, and seconded by Chris Lary, Vermont, to adjourn at 7:40 PM EST. All in favor, motion carried.

2022 NASCOE Special Board of Directors

First Terry Cater
 Second Chris Hare

Motion: Move to accept and approve the NASCOE Constitution and Bylaws Amendment as provided by adequate notice

Totals	76	0	0	0	0	0	
MOTION:	Yes	No	Abstain	AMEND:	Yes	No	Abstain

Alabama

Beth Farmer	Yes		
Judy Rudd	Yes		

Arizona

Calvin Johnson	Yes		
Esmeralda Rosales	Yes		

Arkansas

Stuart Cooper	Yes		
Sabrina Conditt	Yes		

California-Hawaii

Brenda Estrada	Yes		
Desiree Garza	Yes		

Colorado

Dawna Weirich			
Sam Montoya			

Connecticut

Alicia McCue	Yes		
Sarah Kubik	Yes		

Delaware-Maryland

Patrick Goode	Yes		
Carole Hill	Yes		

Florida

Cal Sherrouse	Yes		
Kathryn Driver	Yes		

Georgia

Monica Watson	Yes		
Chris Orso	Yes		

Idaho

Cary Curtis	Yes		
Lisa Eaton	Yes		

Illinois

Travis Eisele	Yes		
Charlene Neukomm	Yes		

Indiana

Chris Hare	Yes		
Janice Acree	Yes		

Iowa

North Carolina

Ethan Edwards	Yes		
Shannon West	Yes		

North Dakota

Barb Thoreson	Yes		
Grant Buck	Yes		

Ohio

Amy Morman	Yes		
Brent Orians	Yes		

Oklahoma

Amanda Montgomery	Yes		
Nancy Ensminger	Yes		

Oregon

Heather Tritt			

Rhode Island

Sheryl Michener	Yes		
Nancy Becker			

Pennsylvania

Jason Pontillo	Yes		
Jessica Gerhart	Yes		

South Carolina

Brittany Jackson	Yes		
Amy Blum	Yes		

South Dakota

Mary Jane West	Yes		
James Anderson	Yes		

Tennessee

Sara Smith	Yes		
Donnell Poss	Yes		

Texas

Jeannine Wendel	Yes		
Christa Kraatz	Yes		

Utah

Sherry Funk	Yes		
Barbie Hill	Yes		

Vermont

Tina Williams	Yes		
Christine Lary	Yes		

Virginia

Jeanette Smith	Yes		
Heather Trobaugh	Yes		

Washington-Alaska

Debbie Sweet			

West Virginia

Barbie Parsons	Yes		
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Robert Reed	Yes					
Wisconsin						
Christine Bast Pannier	Yes					
Shelby Niskanen	Yes					
Wyoming						
Dee Harbach						
Pam Metz						
Totals	76	0	0	0	0	0

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 **serve on** ~~be a member of~~ the Executive Committee, **as an Honorary Officer with no voting rights**, ~~with full rights and privileges of the other members, except for the out-going Treasurer who will not vote,~~ 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 6 The Executive Committee shall consist of the President, Vice- President, Secretary, Treasurer and one duly elected ~~member~~ **Area Executive** (or the Alternate) from each of the Areas as described in Exhibit 1 to NASCOE's Constitution and By-Laws. The **Past** President, **Past** Treasurer, and/or **Past** Secretary of the Association as described in Article III, Section 3 of the Constitution shall also **serve on** ~~be a member of~~ the Executive Committee **as Honorary Officers, with no voting rights, so long as NASCOE regular membership is maintained. Honorary Officers shall serve for a period not to exceed a one-year term after applicable office is vacated.** The Alternate Area Executive Committeeperson shall serve in the absence of the Area Executive Committeeperson.

Robert's Rules of Order

§47 Honorary Officers (and Members)

An honorary office is in fact not an office but—like honorary membership—a complimentary title that may be bestowed on members or non-members. When it is desired to honor a non-member, it is more usual to elect such a person to honorary membership. An honorary officer—for example, an honorary president or an honorary treasurer—is often elected at the time of retirement from the corresponding actual office, particularly when the person has filled it creditably for a long time. If there are to be honorary officers or honorary members, they must be authorized by the bylaws. Like an honorary degree conferred by college or university, an honorary office or membership is perpetual—unless rescinded or unless its duration is limited by the bylaws. Rights carried out with the honor included the right to attend meetings and to speak, but not to make motions or vote unless the person is also a regular member, or unless the bylaws provide full membership rights. * Honorary president and vice president should sit on the platform, but they do not preside. An honorary office entails no duties and in no way conflicts with a member's holdings of a regular office or being assigned any duty whatever. It is not improper to include in the published list of honorary officers the names of those who are deceased, if that fact is clearly indicated.

NASCOE Executive Committee Meeting

Microsoft Teams, July 6, 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, National Benefits 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 Joel Foster and seconded by Beth Farmer to approve the minutes of May 4th, June 8th, June 15th & the 2020 Negotiation Meetings. Discussion. All in favor, motion carried.**
- IV. Old Business
 - A. Treasurer Houk discussed the transition of dues payments to Veem. He shared that there have been several states setting up accounts, however Veem is vetting a few states harder and requiring significant extra paperwork. He has reached out directly to Veem. Treasurer Houk noted that he understood that this process is affecting the ability to meet the June 30th deadline and he is working with those states affected. The EC discussed some specific examples of the challenges involved in adopting Veem. It was noted once the account is verified, the process goes smoother.
 - B. The EC discussed potential options for members to view and participate in the National Convention virtually, previously tabled. NWA Executive Foster noted that he had heard from one state who already believed there was going to be a virtual option. The EC discussed how a hybrid virtual and in-person model might be set up for a general session as well as area and committee breakouts. Secretary Csutoras indicated a view-only option could be implemented but he felt including break outs and voting remotely would be difficult. He noted that there might also be some review of policies needed, including what constituted a quorum and proxy voting. The EC determined that that there was insufficient time to implement a hybrid model for this year's National Convention. It could still be discussed in future years.

V. New Business

- A. National Benefits and Emblems Chair Lary advised the EC that she had received several requests for a past-president lapel pin. NASCOE previously had these available for states to purchase for \$20 each to give to their outgoing State Presidents. Committee Chair Lary obtained several quotes for the purchase of these pins, with the prices becoming more reasonable the more that are purchased. The EC suggested the committee discuss this at their upcoming breakout during the National Convention to gauge the interest.
- B. The EC reviewed the following topics related to the upcoming National Convention:
- Vice-President Kester and the EC discussed whether NASCOE could provide some financial assistance to the members who had agreed to prepare and deliver presentations for workshops at the National Convention. Currently there were three members who would be aiding NASCOE in this project who would not otherwise be receiving assistance. **A MOTION was moved by Annette Hyman and seconded by Joel Foster to provide travel and lodging reimbursement to the 2021 National Convention Workshop presenters who are not otherwise reimbursed from their state association. Discussion.** It was noted that Area Committee Chairs and Alternate Area Executives do not get full reimbursement and instead get a stipend and they conduct work for NASCOE all year long. **All opposed, motion failed. A MOTION was moved by Joel Foster and seconded by Annette Hyman to provide a \$750 stipend, similar to 2nd year Alternate Area Executives, to the 2021 National Convention Workshop presenters. Discussion. An AMENDMENT was moved by Beth Farmer and seconded by Joel Foster to change the stipend to \$500 from \$750, limited so reimbursements from all sources are no more than actual expenses. Discussion. All in favor, AMENDMENT carried. The question was called to the AMENDED MOTION to provide a \$500 stipend to the 2021 National Convention Workshop presenters, limited so reimbursements from all sources is no more than actual expense. All in favor, motion carried.**
 - Secretary Csutoras shared that NASCOE's contract with Randy Tillman, who has been providing Audio and Visual (AV) assistance at the National Convention, expired after the 2019 convention in Kansas. He noted that Mr. Tillman has assisted NASCOE for many years, including prior to being under contract. The agreement in recent years has been to reimburse his expenses. This is significantly cheaper than hotel costs for AV and performed by someone with a passion for NASCOE. **A MOTION was moved by Beth Farmer and seconded by Kayla Mattson for NASCOE to reimburse Randy Tillman's hotel and travel expenses in exchange for his providing audio and video services at the National Convention. Discussion. All in favor, motion carried.**
 - Vice-President Kester advised the EC that NASCOE provides \$500 cash at the National Convention to give gratuities directly to the hotel staff. It was noted that while our contract with the hotel does include tip & gratuity, both

NASCOE and the host states have felt it was important to show our appreciation to the actual staff performing work on our behalf. Vice-President Kester reminded the EC that many costs have increased over the years and inquired if the amount should be adjusted. The EC discussed how this needed to be addressed in standing policy. **A MOTION was moved by Annette Hyman and seconded by Beth Farmer to provide \$1000 for tips for staff at the National Convention.** Discussion. It was noted gratuities are not obligatory and the entire amount wasn't obligated to be disbursed. **All in favor, motion carried.**

- Secretary Csutoras discussed the safety protocols at the National Convention and how they would affect the group area photographs. These would not be practical while wearing facemasks and social distancing and it would set a poor example to expect attendees to follow the safety protocols during parts of the meeting and not others. The EC determined that unless the CDC guidance changes, NASCOE will have to cancel the area photos. It was noted that there may be some confusion regarding the fact that NASCOE will be enforcing CDC protocols for unvaccinated individuals on all attendees. Secretary Csutoras will be sure this is communicated in future correspondence.

VI. Discussion

- A. President Wilson reviewed some recent communications from IASCOE regarding the National Convention planning. He appreciated everyone's patience with the concerns identified and explained that NASCOE has been and will continue to work with Indiana in good faith to ensure the success of the National Convention and our host state. All the concerns identified have been addressed.
- B. President Wilson informed the EC that he was forming a small task force to collect information regarding the Dillard Financial Services (DFS) extension proposal. Chris Lary and Joel Foster have been asked to prepare a report for the EC with the goal to make as informed a decision as possible. President Wilson noted that all areas need to have the same information that is factual, relevant, and correct. Treasurer Houk recused himself from the discussion to avoid an appearance of conflict of interest.
- C. Secretary Csutoras shared some updates regarding the National Convention. He reminded the EC that the last monthly convention call was scheduled for July 22nd and encouraged as wide an audience as possible. He noted that an email was recently sent by National Awards and Scholarship Chair Goetzman regarding area awards. Secretary Csutoras also informed the EC that the registration form for tours prior to the convention was now available and online.

VII. Additions

- A. Northeast Area Executive Hyman inquired if NASCOE could accommodate providing a full or pro-rated stipend for Area Committee Chairs and Negotiations Consultants who cannot attend the National Convention all three days. It was determined these would be handled on a case-by-case basis by the EC.

- B. Southwest Area Executive Hammer inquired about area rally reimbursements for members who elected not to use Veem, as some had not yet received the funds. Treasurer Houk indicated he would check into any issues.
- C. Secretary Csutoras informed the EC that he was beginning to plan for the Organizational Meeting in September, and he will provide more details when they are available.
- D. President Wilson informed the EC that a decision from DAFO to grant administrative leave for the National Convention is expected within a week.
- E. President Wilson reported that NASCOE is working with FSA to draft legislative language for temporary employees to buy-back their time towards their retirement.
- F. President Wilson informed the EC that NASCOE has requested unrestricting staffing from WDC. He noted that this may impacted by the lack of political appointees in the agency.
- G. President Wilson advised the EC that another conference call may be scheduled before the convention for any last-minute business.
- H. President Wilson informed the EC that he was invited to attend the upcoming Oklahoma association state convention which expects over 150 attendees.

A MOTION was moved by Joel Foster and seconded by Annette Hyman to adjourn at 20:50 CDT. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, July 26, 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, SWA Alt
Chris Lary, National Benefits Chair

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. Old Business
 - A. Secretary Csutoras reviewed the 2021 National Convention Safety Plan, attached. While COVID-19 cases are increasing in portions of the country, it was noted the USDA Dashboard shows that Allen County, Indiana is at levels below 2 cases per 10,000 residents. President Wilson indicated that WDC is still participating in our convention, however they are monitoring the conditions. It was encouraged that everyone emphasizes the importance of all the safety protocols leading up to, during, and after the convention.
- IV. New Business
 - A. Secretary Csutoras noted that policy provided for second-year alternate executives to attend the EC meeting prior to convention and in return receive a larger stipend. He noted that this year several alternate executives in their first year were running for area executive and asked to attend the meeting. **A MOTION was moved by Beth Farmer and seconded by Marla Hammer to authorize any current alternate executive running for area executive to receive the higher \$750 stipend. Kayla Mattson recused herself. Discussion. All in favor, motion carried.**
 - B. Secretary Csutoras proposed that NASCOE consider obtaining a legal review of the agreements with Dillard Financial Solution original agreement. As an extension was being proposed, it was noted that sound business acumen would suggest a review be prudent, particularly with language binding NASCOE into exclusivity. The Executive Committee determined that leadership had a responsibility to membership and state associations. **A MOTION was moved by Joel Foster and seconded by Beth Farmer to authorize NASCOE to seek legal**

counsel to determine the obligations related to the language of the Dillard Financial Solutions contracts and extension proposal and allow the Officers to determine reasonable fees. Discussion. An AMENDMENT was moved by Annette Hyman and seconded by Kayla Mattson to set a limit of \$15,000. All in favor, amendment carried. Discussion. The question was called on the AMENDED MOTION to authorize NASCOE to seek legal counsel to determine the obligations related to the language of the Dillard Financial Solutions contracts and extension proposal and allow the Officers to determine reasonable fees up to \$15,000. All in favor, motion carried.

V. Discussion

- A. President Wilson discussed best practices for presenting the Dillard Financial Solutions' revised extension proposal to membership for feedback. He noted that discussion aids were being prepared for use at the national convention. It was noted that Area Executives have authority to control discussion an attendance at area breakouts and may ask impacted attendees to recuse themselves.

VI. Additions

- A. SWA Executive Hammer inquired about an Area Committee Chair who had not yet received a stipend. Treasure Houk indicated he would follow up. There was some discussion regarding the ability to receive payments through Veem without first obtaining an account. SWA Alternate Wilson will research this option.
- B. The Executive Committee discussed implementing protocols to verify claimed contributions from our vendors. It was noted that this has been requested of the Treasurer.
- C. President Wilson informed the Executive Committee that JM Marketing had indicated they may not attend the convention. He also informed the Executive Committee that they are in arrears on the monthly payments they have agreed to pay NASCOE. President Wilson will be following up with the vendor.
- D. President Wilson shared that NASCOE had expressed concerns on unmet demands to DAFO about potential retaliation and the short timeframes to complete the activities. He noted that WDC has informed District Directors and State Offices that there should be no adverse actions. NASCOE will communicate any issues as we learn of them.
- E. SWA Executive Hammer discussed TASCOE fundraising for the convention within their state but limiting nationwide fundraising so as not to impact the GA convention in 2022.

A MOTION was moved by Beth Farmer and seconded by Joel Foster to adjourn at 19:26 CDT. All in favor, motion carried

COVID 19 Safety Plan for the 2021 NASCOE National Convention Fort Wayne, IN August 3-8, 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** – Fort Wayne is located in Allen County, Indiana. As of July 7, 2021, Allen County has a 7-day average of 15 cases down from a peak of 423 in November of 2020. Case counts have declined steadily since May 2021. Average Daily Count is .4030 per 10,000 (source: USDA COVID 19 Office Status Tracker).
- **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 Grand Wayne Convention Center has agreed to the following per NASCOE requests: require face coverings for all workers, except where an individual is unable to wear a face covering due to a medical condition or disability, require all participants maintain at least 6 feet of physical distance whenever possible, configure common spaces and high-density areas where attendees are likely to congregate to allow social distancing, provide sanitation station with hand sanitizer, frequently clean/disinfect the rental space and high touch surfaces, and post notice to workers and attendees of important health information and relevant safety measures as outlined by CDC.
- **Length of the event** – The National Convention is scheduled for August 4-7, 2021, with travel expected on August 3rd and 8th.
- **Number and crowding of people at the event** – A significant number of attendees is expected, however the meeting space reserved at the Grand Wayne Convention Center should allow for social distancing. Meeting space is allocated so that the largest hall is maximized for the general sessions and various meeting rooms are assigned based on the anticipated attendance of each meeting. The Hotel has developed operating guidelines, outlining measures taken to ensure required CDC guidelines are followed for hotel elevators, restrooms, and other guest spaces.
- **Behavior of attendees during an event** – While the CDC has implemented separate guidance for vaccinated and unvaccinated individuals, NASCOE will not be verifying vaccination status. Therefore, all attendees will be instructed to follow the CDC guidance for unvaccinated individuals during official events. 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 cannot be practiced will be discouraged. Attendees will be encouraged to continue to observe relevant CDC guidelines for their vaccination status after meeting hours. There are no events planned that would require or encourage boisterous behavior.

Promoting Healthy Behaviors that Reduce Spread

Event planners are implementing strategies to encourage behaviors that reduce the spread of COVID-19 among volunteers and attendees.

- **Stay Home when Appropriate**
 - Prior to event, attendees will receive reminders outlining the safety measures for COVID-19 including instructions not to travel if they have recently 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.
 - Announcements will be made regularly for anyone who is feeling unwell to avoid participating in convention activities and to seek medical care if they are experiencing known COVID-19 symptoms. Temperature screening will be available upon request.

- **Physical (Social) Distancing**
 - Meetings and all indoor activities will be arranged to maximize social distancing.
 - Attendees will be instructed upon arrival at registration, and again daily, that CDC guidelines recommend they stay at least 6 feet away from people who don't live with them.
 - Attendees and volunteers 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**
 - Volunteers and attendees will be 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 leadership and the host state association. Any attendee not complying with proper wearing of mask will be asked to leave the event.
 - Signage for required masks will be displayed.
 - Prior to event, attendees will be instructed of mask requirement and encouraged to bring ample number of masks to the event. Volunteers will have disposable masks available at registration if needed.
 - CDC guidelines for mask wearing will be included in attendee Welcome Packets.

- **Hand Hygiene and Respiratory Etiquette**
 - Volunteers 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, volunteers 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.

- **Adequate Supplies**
 - Adequate supplies to support healthy hygiene will be made available, including soap, water, a way to dry hands, and masks. A hand sanitizer station will be provided by the convention center and available at the entrance of meeting rooms.

- **Signs and Messages**
 - The convention center will post notice to workers and attendees of important health information and relevant safety measures as outlined by the CDC or Indiana State Department of Health.
 - Prior to the event, NASCOE will inform 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.
 - NASCOE will place message on all social media platforms reminding members of required compliance with CDC COVID 19 recommendations and guidelines

Maintaining Healthy Environments

The following is being done to ensure a healthy environment.

- **Cleaning and Disinfection**
 - The convention center provides prior event cleaning and ongoing event cleaning that complies with recommended CDC guidelines.
 - 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.
 - Convention center will ensure restrooms are adequately stocked with supplies for handwashing, including soap and water or hand sanitizer with at least 60% alcohol (for volunteers 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.

- **Water Systems**
 - Volunteers and attendees will be encouraged to bring personal water bottles for use.

- **Modified Layouts**
 - Common spaces and high-density areas where attendees are likely to congregate will be configured to allow social distancing.
 - When seated, tables will be configured to limit spacing to 50% of normal or not more than 6 people per table.
 - The convention center has multiple entrances and exits available to use that will eliminate crowded waiting areas/lines.
 - The convention center 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 throughout the meeting area.

- **Physical Barriers and Guides**
 - 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.

- **Communal Spaces**
 - Common spaces and high-density areas where attendees are likely to congregate will be configured to allow social distancing.
 - The convention center follows CDC recommended guidelines for distancing and cleaning requirements.

- **Food Service**
 - As much as possible, meals will be pre-paid by attendee/guests to eliminate the need for handling cash/credit/debit cards.
 - As much as possible, disposable food service items, including utensils and dishes, will be used.
 - Attendees and volunteers will be instructed to wash their hands with soap and water for at least 20 seconds before and after handling food service items.

- **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 volunteers and attendees.

Maintaining Healthy Operations

NASCOE volunteers have considered and planned strategies to maintain healthy operations.

- **Regulatory Awareness**
 - Along with Federal CDC guidance (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>), the Indiana State Department of Health (<https://www.coronavirus.in.gov/>) and the Allen County Department of Health (<https://www.allencountyhealth.com>) will be monitored to ensure that all required policies are followed, and the event can be held.
 - All attendees will be encouraged to know and monitor the status of advisories for travel from their respective states.

- **Protections for Event Volunteers and Attendees who are at Higher Risk of Severe Illness from COVID-19**
 - 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 POC will communicate appropriate steps to ensure the isolation and either transportation of attendee's 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**
 - Hours of registration are extended to allow for no line waiting for registration.
 - Multiple sessions of breakouts and workshops are scheduled to allow staggered attendance and minimize the number of attendees at each meeting.

- **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.
 - Volunteers 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 convention.

- **Designated COVID-19 Point of Contact**
 - NASCOE Vice-President, Marcinda Kester, is the designated Point of Contact (POC) responsible for responding to COVID-19 concerns and POC with the hotel and convention center for COVID 19 concerns. All volunteers and attendees will be provided upon registration with contact information for Chris Hare and a list of contact information for NASCOE.

- **Communication Systems**
 - Via posted signs and announcements, attendees and volunteers will be encouraged to self-report to the COVID-19 POC if they have any symptoms, tested positive, or were exposed to someone with COVID-19.
 - NASCOE will send an announcement to attendees and vendors prior to the event 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.
 - Volunteers and attendees will be notified of any cancellations and restrictions in place to limit people's exposure to COVID-19.

- **Leave (Time Off) Policies**
 - Depending on agency policy and vaccination level, attendees will be encouraged to communicate with State Offices if there is a need for quarantine or a telework option upon returning from the convention.

- **Back-Up Staffing Plan**
 - Adequate volunteers will be available in the event of absenteeism during the convention.

- **Staff Training**
 - Volunteers will be trained on all safety protocols and provided with reference material.

- **Recognize Signs and Symptoms**
 - NASCOE volunteers will work closely with hotel POC for any illness, especially COVID-19 to obtain medical attention for attendee.

- **Sharing Facilities**
 - Vendors and other association attendees, such as NAFEC, RASCOE, NADD, etc. will be requested to follow this guidance.

- **Support Coping and Resilience**
 - Information will be provided in Welcome Packets for the following:
 - The Employee Assistance Program (EAP): 1-800-222-0364;
 - Disaster Distress Helpline: 1-800-985-5990, or text TalkWithUs to 66746;
 - The National Domestic Violence Hotline: 1-800-799-7233 and TTY 1800-787-3224; and
 - The National Suicide Prevention Lifeline: 1-800-273-TALK (8255).

In Case Someone Gets Sick

- **Advise Sick People of Home Isolation Criteria**
 - Attendees and volunteers will be advised upon returning from the convention to self-quarantine if they have been sick with COVID-19, tested positive for COVID-19 or had close contact with a person with COVID-19 until they have met the CDC's criteria to discontinue home isolation.
- **Isolate and Transport Those Who are Sick**
 - Attendees and volunteers 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 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 COVID19. 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

- Volunteers and attendees who develop symptoms consistent with COVID-19, will be instructed to follow steps to prevent the spread of COVID-19 consistent with CDC guidelines. NASCOE 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.

- Volunteers and attendees will be asked to report any positive COVID tests to appropriate officials and NASCOE.

Contact Tracing

- Attendees and volunteers will be asked to monitor their health for signs of COVID-19 following the convention and get tested if they experience any symptoms.
- Attendees and volunteers will be asked to self-isolate if they have COVID-19 or develop symptoms of COVID-19 and report to NASCOE 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, July 30, 2021 @ 8:00 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, SWA Alt
Lacey Orcutt, NWA Alt

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. New Business
 - A. President Wilson informed the Executive Committee that the NASCOE President and Vice President had a meeting earlier that morning with the FSA Administrator and DAFO about the upcoming national convention. FSA provided statistics regarding an increase in COVID-19 infections from the delta variant and requested that NASCOE postpone or cancel our convention. President Wilson indicated he made no commitments during the call. He noted that WDC will likely not participate with the convention if we move forward.

President Wilson and the Executive Committee discussed the challenges involved with accepting FSA's request. They noted that many members are preparing to leave or may have already begun traveling. NASCOE would also take a significant financial penalty for canceling at this point in the process. The Executive Committee discussed the concerns regarding safety as well as the protocols that have been enacted for the national convention.

The Executive Committee determined an emergency meeting of the board of delegates was necessary. Due to urgency of the situation, President Wilson determined to convene the board of directors at 2:00 pm CDT the same day. The Executive Committee will inform their area delegates and submit delegate changes to the NASCOE Secretary as soon as possible.

A MOTION was moved by Beth Farmer and seconded by Annette Hyman to adjourn at 9:30 CDT. All in favor, motion carried.

NASCOE Executive Committee Meeting

2021 National Convention
August 4, 2021 @ 8:00 EDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Richard Csutoras, Secretary
Curt Houk, Treasurer
Kayla Mattson, MWA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SWA Executive
Tina Williams, NEA Alt
Lacey Orcutt, NWA Alt
Tracy Wilson, SWA Alt
Donny Green, SEA Alt
Chris Lary, Benefits and Emblems Chair
Teresa Holmquist, Publicity Chair
Morgan Limmer, COAC Chair
Glenn Thomas, Membership Chair
Clint Bain, Legislative Co-Chair
Neil Burnette, Legislative Co-Chair
Julie Goetzman, Scholarship and Awards Chair

- I. Welcome and Call to Order – President Wilson
 - A. President Wilson informed the group that the previous MWA Executive, Mary Roberts, had stepped down. Therefore, Kayla Mattson has assumed the role of MWA Executive.
 - B. President Wilson informed the group that NEA Executive Annette Hyman was unable to attend the National Convention for personal reasons. Therefore, Tina Williams will be serving as Acting NEA Executive.
- II. Invocation – Publicity Chair Holmquist
- III. Agenda – **A MOTION was moved by Beth Farmer and seconded by Marla Hammer to adopt the agenda. All in favor, motion carried.**
- IV. Review & Approval of Minutes – **A MOTION was moved by Beth Farmer and seconded by Marla Hammer to approve the minutes of July 6, 2021. Discussion. All in favor, motion carried.**

V. Remarks

- A. Teresa Dillard, Wes Daniels, and John Lohr, Dillards Financial Solutions, addressed the EC regarding the partnership with DFS and NASCOE to date and the proposed extension of their contract.
- B. Chad Hart, RASCOE President, addressed the EC and gave an update on the activities of his association.
- C. Craig Turner, NAFEC President, addressed the EC and gave an update on the activities of his association. He noted that they are working with DFS to provide health and dental insurance to NAFEC members.

VI. Reports

- A. NWA Executive Foster gave a report on issues and concerns in his area.
- B. SWA Executive Hammer gave a report on issues and concerns in her area.
- C. MWA Executive Mattson gave a report on issues and concerns in her area.
- D. Acting NEA Executive Williams gave a report on issues and concerns in her area.
- E. SEA Executive Farmer gave a report on issues and concerns in her area.
- F. President Wilson gave a report on challenges in the past year and appreciated his leadership team.
- G. Vice President Wilson gave a report and also appreciated the efforts of everyone over the last year.
- H. Secretary Csutoras gave a report on the status of various items waiting on WDC action.

VII. Potential Committee Recommendations

- A. Scholarship and Awards Chair Goetzman gave a report and noted that her committee would be discussing potentially new scholarships for trade and vocational school.
- B. Publicity Chair Holmquist gave a report and discussed the proposal for a printed NASCOE Newsletter.
- C. Negotiations and Programs Chair Hare gave a report and noted the volume of suggestions from membership as well as the need to move forward with negotiations.
- D. County Office Advocacy Chair Limmer gave a report and noted the continued need to educate our membership on the COC system.
- E. Legislative Co-Chairs Burnette and Bain gave a report and detailed a contest the committee would be running to engage membership in PAC.
- F. Membership Chair Thomas gave a report and discussed the potential for jump teams and the committee's goal of increasing membership to 80%.
- G. Benefits and Emblems Chair Lary gave a report and noted that her committee would be exploring Past President pins and discussing the proposed extension of the DFS contract.

VIII. Budget Review and Treasurer's Report.

- A. Treasurer Houk gave a report and reviewed the current actual expenses compared to budgeted amounts as well as the net worth of the association.

IX. Convention Procedures

- A. President Wilson discussed the importance of following the established safety plan. The delta variant is a concern and can spread easily. Safety is a top priority and leadership should set an example.
- B. Secretary Csutoras reviewed the proposed agenda for the 2021 National Convention general session.
- C. Vice President Kester reviewed the 2021 National Convention Polices for conducting business during the annual meeting.
- D. Vice President Kester reviewed the expectations for the preparation and presentation of Officer, Area Executive, and National Committee reports to the Board of Directors.
- E. Vice President Kester reviewed proposed resolutions and the Constitution and Bylaw amendment previously submitted to the Board of Directors for potential action during the annual meeting.
- F. Secretary Csutoras reminded the Area Executives that an alternate needed to be submitted to the President for any Area Chairperson not in attendance.

X. Old Business

- A. The Executive Committee discussed the proposed contract extension for Dillard Financial Solutions. They reviewed a decision matrix that had been prepared to help solicit feedback from membership during area breakouts. Secretary Csutoras provided the Executive Committee with the attorney's opinion regarding the commitments and obligations in the existing contracts. The Executive Committee determined to solicit feedback from their areas and discuss the proposal again at a later date.

XI. Additions

- A. IASCOE Convention Chair, Jamie Garriott, provided some feedback on the hosting of the convention, including recent interactions with DFS and the proposal to delay by FSA. She recommended that NASCOE updates the Convention Handbook before the next convention.
- B. President Wilson shared that NASCOE had a meeting scheduled with DAFO later in the week to get an update on agency guidance regarding vaccines, testing, and facemask wearing. It is NASCOE's understanding that the White House and Department have the legal authority to mandate attestation or require testing, however our members will have concerns.

A MOTION was moved by Beth Farmer and seconded by Joel Foster to adjourn at 16:30 EDT. All in favor, motion carried.

NASCOE Executive Committee Meeting

2021 National Convention
August 7, 2021 @ 13:00 EDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Richard Csutoras, Secretary
Curt Houk, Treasurer
Jessi Colgrove, Treasurer Elect
Kayla Mattson, MWA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SWA Executive
Tina Williams, NEA Alt
Sandra Scott, NEA Alt Elect
Amy Morman, MWA Alt Elect
Lacey Orcutt, NWA Alt
Megan Coan, NWA Alt Elect
Tracy Wilson, SWA Alt
Donny Green, SEA Alt
Chris Lary, Benefits and Emblems Chair
Teresa Holmquist, Publicity Chair
Morgan Limmer, COAC Chair
Glenn Thomas, Membership Chair
Clint Bain, Legislative Co-Chair
Neil Burnette, Legislative Co-Chair
Julie Goetzman, Scholarship and Awards Chair
Taylor Stucki, Scholarship and Awards Chair Appointee

- I. Welcome and Call to Order – President Wilson
- II. Invocation
- III. President Wilson approved the substitute Area Committee Chairs nominated for the convention by the Area Executives.
- IV. Secretary Csutoras collected contact information from newly elected Officer, Executives, and Alternate Executives, as well as appointed Committee Chairs.
- V. Treasurer Houk reviewed the procedure for submitting claims for reimbursement to NASCOE.

- VI. **A MOTION was moved by Marcinda Kester and seconded by Richard Csutoras to formally appreciate the outgoing Officers, Executives, and Committee Chairs for all their hard work and dedication to NASCOE. Discussion. All in favor, motion carried.**
- VII. President Elect Kester announced the following 2021-2022 National Committee Chair appointees, subject to Executive Committee approval.
- A. Awards and Scholarship – Taylor Stucki
 - B. Benefits and Emblems – Chris Lary
 - C. County Office Advocacy – Morgan Limmer
 - D. Legislative – Neil Burnette and Clint Bain
 - E. Membership – Glenn Thomas
 - F. Negotiations and Programs – Katie Taylor and Chris Hare
 - G. Publicity – Julie Goetzman
 - H. Parliamentarian – Taylor Stucki
- VIII. President Elect Kester assigned the following members to the NASCOE Budget Committee.
- A. Jessi Colgrove, Treasurer Elect
 - B. Curt Houk, Past Treasurer
 - C. Joel Foster, Vice President Elect
 - D. Tina Williams, NEA Executive Elect
- IX. President Elect Kester provided anticipated plans for the 2021-2022 Organizational Meeting. More details will be shared as they are available.
- X. President Wilson solicited feedback regarding on the 2021 National Convention. He also reminded Officers, Executives, and National Chairs that written reports were due by August 11, 2021.
- XI. President Elect Kester provided the following charges to 2021-2022 Area Executives.
- A. Names of Area Committee Chairs and judges need to be submitted by September 1st for Presidential approval.
 - B. Area Directories should be completed and emailed to Officers, Executives, Alternates, and Committee Chairs prior to the Organizational Meeting. All NASCOE business should be conducted on nascoe.org emails.
 - C. A monthly Executive Committee meeting will continue to be schedules via Microsoft Teams.
 - D. Notify the NASCOE Vice President of state conventions and Area Rally dates as soon as they are set.

- XII. President Elect Kester provided the following charges to 2021-2022 Committee Chair appointees.
- A. Regular Microsoft Teams meetings with Committee Area Chairs should be established monthly.
 - B. Begin working on the Organizational Meeting report. This should not be the same as the National Convention report.
- XIII. President Elect Kester reviewed the typical NASCOE meeting schedule.
- XIV. Treasurer Houk reviewed the NASCOE policy for reimbursement toward the purchase of computers and data plans.
- XV. Miscellaneous
- A. Legislative Co-Chairs Burnette and Bain informed the Executive Committee that they had received a request from Vermont to receive full reimbursement for the cost of sending member to the Focused Leadership Development Program in October. They had also received a request from Georgia to receive an additional \$250. **A MOTION was moved by Beth Farmer and seconded by Kayla Mattson to approve both requests. Discussion. All in favor, motion carried.**
 - B. Publicity Chair Holmquist and the Executive Committee discussed the options for releasing a physical newsletter. President Wilson and Vice President Kester will assemble requirements and provide them to the committee.
 - C. Publicity Chair Holmquist noted that guidance will be needed to identify which duties are transitioned to Publicity and which go to the Technology Coordinator.
 - D. Legislative Co-Chairs Burnette and Bain informed the Executive Committee that there will be a new PAC coordinator. Due to the heavy workload of this position, they recommended the coordinator be reimbursed for the purchase of a computer. **A MOTION was moved by Marla Hammer and seconded by Beth Farmer to authorize the PAC Coordinator reimbursement of up to \$500 toward the purchase of a computer and software. Discussion.** Treasurer Houk noted that money may be available in the funds budgeted for PAC. **All in favor, motion carried.**
 - E. President Wilson discussed recent FSA COVID-19 protocols. He noted that many members have expressed frustration. The NASCOE attorney was consulted and has advised us employers can make employees wear masks and that the President of the US can require vaccines. President Wilson also noted that the attorney indicated that the Equal Employment Opportunity Commission has determined that these requirements are not discriminatory. NASCOE will continue to communicate concerns and explore ways to implement any safety measures in a fair manner.
 - F. The Executive Committee discussed the feedback received from membership at the convention regarding the Dillard Financial Solutions proposal for a contract extension. **A MOTION was moved by Marla Hammer and seconded by Beth Farmer that NASCOE does not accept the Dillard Financial Solutions**

extension proposal, and that the Executive Committee begin soliciting bids within the next year to be prepared for the end of the current contract.

Discussion. It was also that beginning to solicit could mean exploring other providers and forming a committee. **The vote was called. Majority in favor, Curt Houk and Kayla Mattson abstained. Motion Carried.**

- G. SEA Alternate Executive proposed that NASCOE consider providing a stipend to Andrea Stafford to allow her to travel to the next convention and witness the memorial presentation she has prepared for the last 12 years. This will be considered at the Organizational Meeting.
- H. Secretary Csutoras presented a request from Barbie Parsons to receive the Area Committee Chair stipend for the National Convention, despite her missing an early portion due to an office staffing conflict. **A MOTION was moved by Marla Hammer and seconded by Beth Farmer to approve the request. Discussion. All in favor, motion carried.**
- I. Secretary Csutoras presented a request from Lawrence Parker to receive reimbursement for registration fees as he was unable to attend due to an obligation to care for elderly family members. **A MOTION was moved by Marla Hammer and seconded by Joel Farmer to approve the request. Discussion. All in favor, motion carried.**
- J. The Executive Committee discussed NADD's decision not to attend and the financial costs associated with that decision, including room rentals and potential refunds of registration costs. The Executive Committee determined that as NADD cancelled their meeting, the financial consequences of that decision should be borne by NADD.
- K. Treasurer Houk present two travel reimbursements from Brandon Wilson for the 2020 MWA Rally and the 2020 Organizational Meeting. Both were submitted past the six-month window allotted in travel policy and therefore require an exemption to pay. President Wilson recused himself from the room. **A MOTION was moved by Joel Foster and seconded by Marla Hammer to approve payment of the claims. Discussion. All in favor, motion carried.**

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 16:30 EDT. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, August 24, 2021 @ 18:00 CDT

Present: Brandon Wilson, President
Marcinda Kester, Vice-President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer-elect
Kayla Mattson, MWA Executive
Joel Foster, NWA Executive
Beth Farmer, SEA Executive
Marla Hammer, SWA Executive
Lacey Orcutt, NWA Alt
Tracy Wilson, NWA Alt
Donny Green, SEA Alt
Chris Lary, Benefits Chair

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Wilson
- III. Discussion
 - A. President Wilson discussed the recent NASCOE bulletin regarding the guidance for the vaccination attestation. He noted that there is information available from OPM about testing for those who are not fully vaccinated, but agency specific guidance is still forthcoming.
 - B. Vice President Kester informed the Executive Committee that she had met with Dillard's Financial Solutions to share the decision not to accept their contract extension proposal. She noted it was a positive, open discussion. Several suggestions on how to improve service were discussed. The Executive Committee discussed how this information should be shared with membership. President Wilson suggested the information be shared with state leadership verbally or with a simple email message. He noted that it was important to maintain professionalism.
- IV. Additions
 - A. NWA Executive Foster shared that he had difficulty with his National Convention flight cancellation. He noted for others benefit those flights need to be cancelled before they take off to get a credit.
 - B. MWA Executive Mattson inquired about recent guidance from USDA directing quarantine for vaccinated individuals. NASCOE will consult with DAFO.
 - C. President Wilson shared that DAFO has been informed about the upcoming Organizational Meeting.

A MOTION was moved by Joel Foster and seconded by Beth Farmer to adjourn at 18:35 CDT. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, September 1, 2021 @ 18:30 EDT

Present: Marcinda Kester, President
Brandon Wilson, Past President
Joel Foster, Vice President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Curt Houk, Past Treasurer
Tina Williams, NEA Executive
Lacey Orcutt, NWA Executive
Kayla Mattson, MWA Executive
Donny Green, SEA Executive
Tracy Wilson, SWA Executive
Neil Burnett, SEA Alt Executive
Terry Cater, SWA Alt Executive

- I. Roll Call - Secretary Csutoras
- II. Welcome and Call to Order - President Kester
 - A. President Kester reminded the Executive Committee that NASCOE follows Roberts Rules of Order.
 - B. President Kester reminded the Executive Committee that confidentiality is needed for frank and effective discussion.
- III. New Business
 - A. President Kester and the Executive Committee discussed the importance and workload associated with the National Negotiations and Programs Committee Chair. NASCOE has not traditionally had co-chairs for this position, however the consensus of the discussion concluded that the importance and complexity of the committee, and the need to prepare for a succession of duties, justified the co-chair positions.
 - B. President Kester submitted the following nominees for appointment as National Committee Chairs:
 - Awards and Scholarship – Taylor Stucki
 - Benefits and Emblems – Chris Lary
 - County Office Advocacy – Morgan Limmer
 - Legislative Co-Chairs – Neil Burnette and Clint Bain
 - Membership – Glenn Thomas
 - Negotiation and Programs Co-Chairs – Chris Hare and Katie Taylor
 - Publicity – Julie Goetzman
 - Parliamentarian – Taylor Stucki
 - Technology Coordinator – Sarah Francowic

A MOTION was moved by Kayla Mattson and seconded by Tina Williams to accept and appoint the National Chairs as nominated by the President.

Discussion. All in favor, motion carried.

- C. President Kester reviewed and concurred with Area Committee Chairs and Judges nominated by Area Executives, attached as Exhibit 1.
- D. President Kester discussed the policy regarding the Treasurer's authority to issue funds on behalf of NASCOE. Accounts will need to be created for Treasurer Colgrove, but in the interim Past-Treasurer Houk will need permission to issue payments until the transition of accounts is completed. **A MOTION was moved by Jessi Colgrove and seconded by Tina Williams to extend Past Treasurer Houk's payment authority by six months or until the transition is complete. Discussion. All in favor, motion carried.**
- E. Treasurer Colgrove shared that the Washington state association requested a stipend for the National Convention, but they are technically not affiliated. It was noted that they have struggled with membership but had been trying to increase their totals, including a recent jump team. However, recent retirements made them fall below the threshold. They did have two people in attendance for the entire convention. The Executive Committee noted they were not eligible for the convention stipend, but alternative financial aid might still be granted. **A MOTION was moved by Donny Green and seconded by Joel Foster to pay an assistance benefit of \$508.66 to the Washington state association in recognition of their diligence in membership. Discussion. All in favor, motion carried.**
- F. President Kester advised the Executive Committee that a memo was expected from the agency advising that NASCOE cannot use government resources or NASCOE leave for the upcoming Organizational Meeting. The National Office has indicated they would allow these if we chose a virtual meeting instead. The Executive Committee expressed frustration that the National Office has not acknowledged our efforts or successes in previous face to face meeting.

IV. Discussion

- A. Secretary Csutoras shared some details for the upcoming 2021 NASCOE Organizational Meeting. He noted the travel authorization and digital binder would be available shortly.
- B. Treasurer Colgrove reminded the group that she needs a list of state treasurers to make some of the convention stipend payments. There was a general suggestion to create a form to obtain updated contact information for state treasurers at the National Convention.
- C. President Kester and the Executive Committee reviewed a letter recently sent to USDA Deputy Secretary Bronaugh on behalf of NASCOE, attached as Exhibit 2. President Kester has reached out FSA leadership to inform them of the new NASCOE Officers and introduce herself.

V. Additions

- A. President Kester shared that former Northeast Area Executive Annette Hyman had requested reimbursement of National Convention registration costs. She was not able to attend the convention and IASCOE is not offering refunds. Additionally, Terry Cater was unable to attend but would have been eligible for reimbursement as a NASCOE presenter. **A MOTION was moved by Kayla Mattson and seconded by Donny Green to reimburse Annette Hyman and Terry Cater for their registration costs and prepaid meals. Discussion. All in favor, motion carried.**
- B. MWA Executive Mattson provided an update on behalf of IASCOE and indicated that the final convention expenses have not yet been finalized.
- C. Secretary Csutoras informed the Executive Committee that the nascoe.org emails will be updated to reflect the new appointments shortly. Also, he shared that the webmaster duties are in the process of transferring from former National Publicity Chair Teresa Holmquist to Technology Coordinator Francowic.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 19:30 EDT. All in favor, motion carried.

Northeast Area:

Committee Chairs:

Awards/Scholarships - Kelly Sundy
Benefits/Emblems - Jennifer Doty
COAC - Laurie Thiboutot
Programs/Negotiations - Barbie Parsons
Publicity - Carole Hill
Legislative - Brett Naas
Membership - Sarah Kubik

Judges:

Tara Hamlett
Heather Baylis
Sheryl Michener
Amanda Mills
Alicia McCue
Audre Hayward

Midwest Area:

Committee Chairs:

Awards and Scholarships - Amy Morman
Benefits and Emblems - Kathy Nelson
COAC - Tom Bonk
Programs and Negotiations - Jennifer Comer
Publicity - LeAnna Oltmanns
Legislative - Ron Pethoud
Membership - Lauren Shank

Judges:

Judy Dameron
Debbie Leeper
Mindy Lolie
Tammy Pruin
Tammy Morrison
Wayne Stickler

Southeast Area

Committee Chairpersons:

Awards/Scholarship – Heather Trobaugh
Benefits/Emblems – Nancy Chlapecka
Legislative – David McBryde
Membership – Chiquita McDowell
County Office Advocacy - G.B. Washburn
Programs/Negotiations – Hilliary Hancock
Publicity - Sammie Jo Lawless

Judges:

Denise Otto
Tia Brock
Katelyn Bailey
Amy Blum
Beth Farmer
Andrea Stafford

Southwest Area

Committee Chairs:

Awards/Scholarships – Heidi Clinkingbeard
Benefits/Emblems – Amanda Montgomery
COAC – LaCresha Dale
Programs/Negotiations – Christa Kraatz
Publicity – Kristal Jackson
Legislative – Nancy Ensminger
Membership – Breeann Fink

Judges:

Desiree Garza
Angie Bierman
Lisa Garay



National Association of FSA County Office Employees

September 1, 2021

Dear Deputy Secretary Bronaugh,

As the incoming President of the National Association of County Office Employees (NASCOE), it is my honor to express our gratitude for your recent email regarding the flexibility for administrative leave. As you know the last two years have been very stressful for field office staff. It has been very hard for employees to use their annual leave, let alone utilize holiday administrative leave granted by the Department. The new flexibility will allow employees to take more time off and allow down time that is very much needed.

Our organization has had a rich history of championing field level employees. In 1958, county office non-federal employees organized state associations to work for employee benefits. In early 1959, the state associations formed NASCOE. We are an all-volunteer association, governed by a board of directors composed of two representatives from each state association. An Executive Committee, elected by the Board of Directors, is the administrative arm of the association. NASCOE is proud to work on behalf of approximately 7,000 employees who have dedicated themselves to public service and administering valuable USDA programs to the benefit of farmers and ranchers.

We understand these are challenging times. I would like you to know that if NASCOE can be of service to you or the Department, please feel free to reach out. Like you, we have the county office employee's interest at heart and are willing to assist with any efforts to improve working conditions in the field.

Furthermore, if you could spare 20 minutes of your time we would love to visit with you via Teams and talk about how we can assist the Department. Please feel free to reach out with any availability.

Again, I would like to say thank you and let you know that your generosity did not go unnoticed. Changes like these do make a difference, especially in these trying times.

Sincerely,

Marcinda M. Kester
NASCOE President

President
Marcinda Kester
Marcinda.kester@nascoe.org

Past President
Brandon Wilson
Brandon.wilson@nascoe.org

Vice President
Joel Foster
Joel.foster@nascoe.org

Secretary
Richard Csutoras
Richard.csutoras@nascoe.org

Treasurer
Jessi Colgrove
Jessi.colgrove@nascoe.org

Past Treasurer
Curt Houk
Curt.houk@nascoe.org

NASCOE Executive Committee Meeting

Microsoft Teams, October 5, 2021 @ 19:00 EDT

Present: Marcinda Kester, President
Brandon Wilson, Past President
Joel Foster, Vice President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Tina Williams, NEA Executive
Lacey Orcutt, NWA Executive
Kayla Mattson, MWA Executive
Donny Green, SEA Executive
Tracy Wilson, SWA Executive
Sandra Scott, NEA Alt Executive
Megan Coan, NWA Alt Executive
Amy Morman, MWA Alt Executive
Neil Burnette, SEA Alt Executive
Terry Cater, SWA Alt Executive
Taylor Stucki, Awards & Scholarship Chair

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Kester
- III. Old Business
 - A. Treasurer Colgrove informed the Executive Committee that an informational meeting was scheduled for next week with a financial advisor to provide information regarding investing funds from the recently expired Certificates of Deposit. She also shared that the NASCOE accounts had been opened at the Bank of the West and she had applied for new NASCOE credit cards. President Kester has directed the BBT credit cards will be maintained as a backup.
 - B. Awards and Scholarship Committee Chair Stucki reviewed a proposal to create a new Part-Time Scholarship, attached. She noted the committee chose not to move forward with the trade scholarship at this time. The Part-Time Scholarship could be used for concurrent classes or trade schools. **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to move forward with the Part-Time scholarship in the amount of \$250 at the national level and \$125 at the area level. Discussion. All in favor, motion carried.**
 - C. Treasurer Colgrove provided an update on the status of the 2021-2022 Budget. She noted the Budget Committee is working through the treasurer transition and processing requests from National Committee Chairs. Final numbers will be available at the upcoming Leadership Development Program meeting. President Kester discussed the need for NASCOE to update the budget preparation process

so that there is a budget approved by the start of the fiscal year. In early April, the Budget Committee will begin the process of preparing next year's budget with plan to have it passed by end of June 2022.

- D. President Kester informed the Executive Committee that she had begun discussions with Amerilife, formerly JM Marketing concerning the missed payments. They will be following up with NASCOE shortly.

IV. New Business

- A. President Kester reviewed a recent memo from DAFO requesting that NASCOE move to conducting all meetings virtually. The memo indicated that failure to do so will result in loss of administrative leave and WDC participation. The Executive Committee noted that recent face-to-face meetings have been conducted safely and additional physical meetings are in the late stages of planning. They determined that NASCOE will continue to travel and meet for business needs at this time. President Kester shared that she is expecting some negotiating about this in the next Labor Management Agreement.
- B. Secretary Csutoras informed the Executive Committee that information identified while trying to open the new bank account appears to indicate that NASCOE has not been maintaining all documentation related to the associations' filings as a corporation. In recent years, on the advice of their home states, the last three secretaries have filed with their state's Department of State as foreign corporations. However, they were not aware that NASCOE also needed to maintain filing with the formation state. Secretary Csutoras and Treasurer Colgrove have been researching the history of NASCOE's corporate filing as well as what steps may be needed to restore any potential non-compliance. Currently it appears that NASCOE is filed in New York and listed as active, although behind in filing annual reports since 2012. Secretary Csutoras noted there would likely be fees associated with filing the missing reports. He also noted that the legal requirements are complicated by the fact that our official business address changes regularly. He suggested that greater research, and potentially legal counsel, is needed to ensure we get into compliance and remain in compliance moving forward. **A MOTION was moved by Jessi Colgrove and seconded by Tina Williams to budget \$15,000 for legal assistance and fees associated with getting our incorporation status up to code. Discussion. All in favor, motion carried.** President Kester appointed Joel Foster (SD) and Sandy Scott (NY) to assist in resolving this issue.

V. Discussion

- A. President Kester advised the Executive Committee that the Technology Coordinator would be providing a demonstration of Microsoft Teams capabilities by the end of the month. This demonstration will be recorded for later reference.
- B. President Kester informed the Executive Committee that she was working with former Publicity Chair Teresa Holmquist to prepare a demonstration on how the NASCOE Information Database (NID) works and how it is filtered for

- membership and email distribution. It was suggested that the Membership and Publicity Committee Chairs attend as well as the demonstration be recorded.
- C. President Kester reviewed a suggestion from membership about creating an anonymous place to ask a question and have someone within NASCOE respond to the question and have all the questions/responses seen by membership. The Executive Committee discussed the logistics of this request, including what platform could host it and how it would be administered. It was determined that it may be a good idea for the future, however the immediate concern appears to be that the general membership isn't getting their voice heard. The Executive Committee discussed having more involvement from state presidents at the local level.
 - D. President Kester shared that she and National COAC Chair Limmer met with NAFEC regarding the potential COC fallout from their vaccination mandate. NAFEC is requesting to meet with DAFO to address several questions on proposed COC activities with missing members and to ensure they are supported by regulation. Additionally, the NASCOE Legislative Consultant will also be talking to congressional members to help educate on the unique and important role of the COC.
 - E. President Kester shared that Era Jared, the previous emblems provider, had excess stock which she provided to NASCOE in exchange for the cost of postage. These were shipped to GA for use at the 2022 National Convention.

VI. Additions

- A. Treasurer Colgrove advised the Executive Committee to be cautious about phishing attempts.
- B. SWA Executive Wilson inquired about past due payments from Dillard Financial Solutions and was informed by Treasurer Colgrove that she had been working with DFS to settle all outstanding payments and they have been responsive.
- C. SEA Executive Green discussed the need to have a special meeting of the Board of Directors to resolve member concerns regarding past officer voting privileges. He will work on preparing language and background information for the delegates. It was suggested that the parliamentarian could be involved in drafting the language as well. Proposed language and a decision matrix should be prepared by the November Executive Committee Meeting and a decision will be made then on when to forward the information to delegates and hold the meeting.
- D. MWA Executive Mattson informed the Executive Committee that she was working with IASCOE to finalize financials from the 2021 National Convention. They have requested a list of lifetime members, preferably alphabetical. President Kester indicated the National Membership Chair should be able to provide that.
- E. The Executive Committee discussed President Kester presenting a video message to membership outlining the information from the all-presidents call. It was noted that not every state association has communicated that information to their members successfully. SEA Executive Green shared that his area is setting up a Facebook page to help share information.

- F. MWA Executive Mattson inquired if NASCOE had received an official response from the Administrator from our letter concerning the COVID-19 vaccine mandate. President Kester informed the Executive Committee that NASCOE had not received an official response.
- G. MWA Executive Mattson shared that beyond COVID-19, there were member concerns regarding the high workload demands from new programs and deadlines. President Kester indicated she had been sharing these with WDC when discussing attrition concerns.
- H. Secretary Csutoras shared that WDC has just returned the 2021 Negotiation Items with FSA's initial responses. These will be shared with the negotiation team soon and NASCOE will move forward preparing for the official 2021 Negotiation Session.
- I. President Kester requested the Executive Committee move the November meeting from November 2nd to November 9th due to a scheduling conflict. **A MOTION was moved by Donny Green and seconded by Tina Williams to change the November Executive Committee Meeting to November 9, 2021. Discussion. All in favor, motion carried.**

A MOTION was moved by Joel Foster and seconded by Brandon Wilson to adjourn at 21:00 EDT. All in favor, motion carried.



National Association of FSA County Office Employees Committee Name

Awards & Scholarships Committee Executive Committee Request October 1, 2021

National Chair
Taylor Stucki
taylor.stucki@nascoe.org

NEA Chair
Kelly Sundy
kelly.sundy@nascoe.org

NWA Chair
Kyra Hagberg
kyra.hagberg@nascoe.org

MWA Chair
Amy Morman
amy.morman@nascoe.org

SEA Chair
Heather Trobaugh
heather.trobaugh@nascoe.org

SWA Chair
Heidi Clinkingbeard
heidi.clinkingbeard@nascoe.org

The scholarship committee is requesting the addition of the following scholarship to the program:

Part-Time Scholarship

- This award may only be used to defray expenses for a high school junior or senior currently enrolled in concurrent classes **OR** a student taking classes to complete a certificate, associate, or bachelor's degree. Student must be enrolled in **less than** 12 hours at an accredited college, university or trade school. Applicants must be a NASCOE member's child, or a member's legal dependent. The NASCOE member's dues must be paid, and membership kept current for the past 5 years, or if less than 5 years, continuous membership has been maintained since becoming a NASCOE member within the first 12 months of becoming a permanent employee. This scholarship can only be won once at the Area and National level.
- Once the Area winner has submitted a Thank You letter, proof of tuition charges and a digital photo to the National Scholarship Chairperson, then the National Treasurer will distribute the Area winner the awarded \$125 in a one-time lump sum check.
- Once selected, the National winner will receive a one-time lump sum payment of \$250.

If approved, this would also be the language that will be added to the Awards & Scholarships Handbook.

Also, the committee is requesting the approval of the updated Awards and Scholarships Handbook that is attached to this email for review. All scholarships are set to go live on October 15th, so this is time sensitive.

Respectively Submitted,

Taylor Stucki

NASCOE Awards & Scholarship Chair

NASCOE Executive Committee Meeting

Microsoft Teams, November 9, 2021 @ 1900 EST

Present: Marcinda Kester, President
Brandon Wilson, Past President
Joel Foster, Vice President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Curt Houk, Past Treasurer
Tina Williams, NEA Executive
Lacey Orcutt, NWA Executive
Kayla Mattson, MWA Executive
Donny Green, SEA Executive
Tracy Wilson, SWA Executive
Sandra Scott, NEA Alt Executive
Neil Burnette, SEA Alt Executive
Terry Cater, SWA Alt Executive
Taylor Stucki, Parliamentarian

- I. Roll Call – Secretary Csutoras
- II. Welcome and Call to Order – President Kester
- III. Review and Approval of Minutes – **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to approve the minutes of the 2021 Organizational Meeting and the Executive Committee minutes of September 1, 2021, and October 5, 2021, as amended. Discussion.** Secretary Csutoras shared his method for determining how to balance documenting specific details with the ability for the Executive Committee to have vigorous discussion. **All in favor, motion carried.**
- IV. Actions Between Meetings - **A MOTION was moved on October 12, 2021, via email by Lacey Orcutt and seconded by Tracy Wilson to approve the purchase of 200 each of 30 year and 35 years of service awards and 200 President Pins. Discussion. All in favor, motion carried.**
- V. Old Business
 - A. The Area Executives provided feedback obtained from their respective areas on the suggested updates to the Constitution and Bylaws to reform NASCOE’s past officer positions. Each area suggested there is value in maintaining the past officer positions for continuity of the association. However, it was also indicated that officers should not retain voting privileges when they are no longer elected. The Executive Committee determined that proposed language and a decision

matrix will be drafted for the Board of Directors to review at a Special Meeting tentatively planned for February 2022. Donny Green and Taylor Stucki will develop draft language for review at the December Executive Committee meeting.

- B. Treasurer Colgrove reviewed the proposed 2021-2022 NASCOE Budget. Discussion included attribution of finances to current or previous fiscal years as well as specific allocations for various line items. **A MOTION was moved by Jessi Colgrove and seconded by Lacey Orcutt to approve the 2021-2022 NASCOE Budget as amended, attached as Exhibit 1. Discussion. All in favor, motion carried.** Treasurer Colgrove proposed offering a drawing for a \$500 incentive to states who paid quarterly dues on-time the next 3 quarters. The Executive Committee discussed the proposal and determined not to implement it at this time.
- C. Treasurer Colgrove and the Executive Committee reviewed proposals for the investment of scholarship funds, attached as Exhibit 2. **A MOTION was moved by Donny Green and seconded by Tracy Wilson to invest \$50,000 in a variable rate annuity with Ameritas for 7 years and keep the remaining funds in the current money market checking accounts. Discussion. All in favor, motion carried.** Treasurer Colgrove and the Executive Committee also reviewed proposals for the investment of funds from recently expired certificates of deposit, attached as Exhibit 3. **A MOTION was moved by Kayla Mattson and seconded by Jessi Colgrove to invest nothing in an annuity and put the money into NASCOE's savings account at Bank of the West. Discussion. All in favor, motion carried.**
- D. Secretary Csutoras and the Executive Committee discussed developing guidance for the retention of NASCOE Area Minutes. It was suggested these be retained on the upcoming NASCOE SharePoint site. Policy may also need to identify how these minutes would be available to the general membership, potentially as part of the annual report.
- E. The Executive Committee received updates from the following NASCOE special committees:
- COC SDA Voting Member – President Kester shared that the committee is working on developing language for NASCOE's proposal to change the status of all COC advisors from non-voting to voting members. It was noted that the proposal had been shared informally with some national office staff and received positive feedback. President Kester indicated she is preparing to meet with DAFO staff soon.
 - Convention Handbook – President Kester noted that the chair of this committee, National Programs Co-Chair Hare, has been extremely busy developing and delivering National Office training. However, movement on this committee is expected soon.
 - Roles and Responsibilities Handbook – SEA Executive Green shared that the committee had recently met and established goals. Past President Wilson has been assigned reviewing officer roles, Area Executives Green and Wilson have been assigned reviewing executive and alternate executive roles, and

National Benefits Chair Lary has been assigned national and area committee chair roles. The committee is preparing to have a draft Roles and Responsibilities Handbook update by the January Executive Committee meeting.

- Benefits Provider Solicitation – President Kester shared that an appointed member of the committee, David McBryde, had indicated he would be unable to serve in this position. SEA Executive Green and President Kester will identify a replacement and provide an update at the December Executive Committee meeting.
- Travel Handbook – NWA Executive Orcutt and MWA Executive Mattson shared that the committee has been researching previous state association convention stipend amounts and is examining ways to simplify that process. The committee is also adding policy for the Technology Coordinator. Secretary Csutoras indicated that it was his understanding that all the duties and policies previously relevant to the NASCOE Webmaster would now fall under the Technology Coordinator position.

VI. New Business

- A. Secretary Csutoras presented a request from IASCOE to receive the \$5,000 donation from Dillard Financial Solutions made during the National Convention. Indiana also provided a basic breakdown of expenses and registration income. It was noted that a full balance sheet was not provided, which was typically received from host states following a convention. **A MOTION was moved by Tracy Wilson and seconded by Lacey Orcutt to table the request until NASCOE receives a full balance sheet. Discussion.** It was noted the Executive Committee is supportive of granting the request if the association shows a need. **All in favor, motion carried.** President Kester will present the Executive Committee's request to IASCOE.
- B. President Kester provided an update on the Amerilife, formerly JM Marketing, contract. Amerilife is still in arrears on their monthly payments. They have also not provided written notification of their intent to terminate their relationship with NASCOE as they indicated they would. The Executive Committee discussed potential responses and the need to educate membership on the situation. President Kester will prepare a message that the Area Executives can share with membership by the December Executive Committee meeting. This will potentially allow some time for additional developments with Amerilife to occur.
- C. Secretary Csutoras and the Executive Committee discussed policy regarding NASCOE affiliation for state associations delinquent in submitting dues. It was noted that much has changed in the association since the policy was created and a review of procedure, including a potential update to the Constitution and Bylaws, may be appropriate. Some suggestions included notification letters and phased consequences. The Executive Committee determined they would revisit this topic at the December Executive Committee meeting

VII. Discussion

- A. President Kester shared that 91% of employees had shared their vaccination status as of Friday, November 5th. WDC has indicated letters will be sent very shortly to anyone who did not complete the survey or who indicated they will not get the vaccine. She was not aware if a decision was made yet on who will issue those letters. Additionally, President Kester shared that she understood that while thousands of accommodation requests had been submitted, there was limited staff to process them. This will result in significant delays in individual responses. The Area Executives indicated they had received feedback that email letters have already started to flow and supervisors do not appear to be notified.

VIII. Additions

- A. President Kester provided an update on the efforts to update the BBT NASCOE credit card contact information. Due to significant challenges presented by the bank, NASCOE will not be retaining that line of credit and instead only maintain the Bank of the West credit card.
- B. President Kester informed the Executive Committee that DAFO is creating a new task force that will fold in the Shared Management Task Force previously agreed upon. DAFO is requesting a document from NASCOE outlining concerns and requests related to shared management by next week. Secretary Csutoras will compile a list of related items from previous negotiation items. Additionally, NEA Executive Williams, Vice President Foster, and President Kester will work on preparing a document. SEA Green indicated that a previous white paper may exist which could serve as a starting point.
- C. President Kester informed the Executive Committee that administrative actions related to the COVID-19 vaccine mandate may result in a significant increase in requests for the NASCOE attorney. The attorney has indicated that these issues will be mostly uniform which would reduce the required time and expense per consultation.
- D. SWA Executive Wilson inquired about former National Publicity Chair Teresa Holmquist's current role with the NID. President Kester indicated that she does currently have sole access to the NID, however a SharePoint site for the NID has been created which will allow for greater, controlled access to the database. President Kester has requested Cal Sherrouse, FL, explore integrating the database with Microsoft Access to provide NASCOE with more reporting and use options.
- E. NWA Executive Orcutt inquired about the status of the financial audit required by the Executive Committee following the change in treasurer. Treasurer Colgrove reported that she had inquired with a local CPA, however they were not able to perform this service. Past Treasurer Houk was inquiring with his CPA. Treasurer Colgrove did not know the current status, but she will follow-up and get an update for the Executive Committee.
- F. SEA Executive Green inquired about the Employee Pulse Survey announced by the Office of the Secretary in an email dated October 19th. This email indicated all USDA employee would receive the survey; however, no known CO employees

obtained it. It appears that only GS employees may have been allowed to participate. President Kester indicated she would follow up with DAFO.

- G. SEA Executive Green inquired about the status of virus protection provided by NASCOE. President Kester informed the Executive Committee that this was part of a list of items she plans to follow up with Technology Coordinator Francowic shortly.

A MOTION was moved by Joel Foster and seconded by Donny Green to adjourn at 21:20 EST. All in favor, motion carried.

Approved Budget 2022 - 2022

7/1/2021 through 6/30/2022 Using NASCOE 21/22

11/9/2021

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Category	7/1/2021 Actual	- Budget	6/30/2022 Difference
INCOME	162,823.34	397,560.00	-234,736.66
20-21 Membership Dues	71,556.25	76,000.00	-4,443.75
21-22 Membership Dues	67,704.33	247,500.00	-179,795.67
Dillard Financial Solutions	23,500.00	34,000.00	-10,500.00
National Convention	10,000.00	10,000.00	0.00
Quarterly	12,500.00	24,000.00	-11,500.00
Interest Income	62.76	60.00	2.76
JMM Monthly	0.00	0.00	0.00
National Convention Loan Payback	0.00	15,000.00	-15,000.00
Transfer from Savings	0.00	25,000.00	-25,000.00
EXPENSES	192,750.45	397,549.64	204,799.19
2019 National Convention	1,368.47	1,368.00	-0.47
2020 National Convention	0.00	0.00	0.00
2021 National Convention	74,027.63	78,154.00	4,126.37
2022 National Convention	1,392.60	4,000.00	2,607.40
Annual Filing of Taxes	0.00	850.00	850.00
Annual Report	0.00	0.00	0.00
Area Chairs - Conventions	4,948.41	15,000.00	10,051.59
Awards & Scholarship Committee	8,756.78	11,655.78	2,899.00
Awards	8,506.78	11,006.78	2,500.00
DSA Travel	250.00	250.00	0.00
First Timers Contest	0.00	0.00	0.00
Scholarship	0.00	0.00	0.00
Supplies	0.00	399.00	399.00
Other Awards & Scholarship Commit...	0.00	0.00	0.00
Benefits & Emblems Committee	0.00	1,800.00	1,800.00
Supplies	0.00	1,800.00	1,800.00
Other Benefits & Emblems Committee	0.00	0.00	0.00
Cash & ATM	0.00	1,500.00	1,500.00
COAC Committee	0.00	0.00	0.00
Organizational Meeting	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Other COAC Committee	0.00	0.00	0.00
Computer	6,159.69	6,160.00	0.31
Conf Call - Execs	0.00	0.00	0.00
Deposit to Savings	0.00	0.00	0.00
Discretionary Travel Fund	0.00	9,800.00	9,800.00
Executive Committee	0.00	0.00	0.00
National Chairs	0.00	0.00	0.00
Other Discretionary Travel Fund	0.00	9,800.00	9,800.00
Emblems Acct	0.00	0.00	0.00
Fees & Charges	20.25	192.48	172.23
ATM Fee	0.00	0.00	0.00
Bank Fee	0.00	0.00	0.00
Late Fee	20.25	0.00	-20.25
Service Fee	0.00	42.48	42.48
Other Fees & Charges	0.00	150.00	150.00
Gifts & Donations	0.00	500.00	500.00
Charity	0.00	0.00	0.00

Approved Budget 2022 - 2022

7/1/2021 through 6/30/2022 Using NASCOE 21/22

11/9/2021

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Category	7/1/2021 Actual	- Budget	6/30/2022 Difference
Gift	0.00	500.00	500.00
Other Gifts & Donations	0.00	0.00	0.00
Gifts Given	0.00	0.00	0.00
Insurance, Bus	3,334.00	5,000.00	1,666.00
Interest Exp	0.00	0.00	0.00
Legal, prof fees	5,539.50	18,000.00	12,460.50
Legislative Committee	7,660.05	35,022.00	27,361.95
Awards	0.00	0.00	0.00
Emergency Fund	0.00	0.00	0.00
Fly In_Conference	0.00	3,600.00	3,600.00
Leadership Development Program	6,050.19	25,000.00	18,949.81
Organizational Meeting	1,422.04	1,422.00	-0.04
Outreach & Advocacy Initiative	0.00	2,500.00	2,500.00
PAC Promotion	187.82	2,500.00	2,312.18
Travel	0.00	0.00	0.00
Other Legislative Committee	0.00	0.00	0.00
Legislative Consultant	42,500.00	102,000.00	59,500.00
Discretionary	0.00	0.00	0.00
Other Legislative Consultant	42,500.00	102,000.00	59,500.00
Licenses	2,695.68	3,200.00	504.32
Membership Committee	10,864.11	13,057.38	2,193.27
Awards	8,511.40	10,025.00	1,513.60
Jump Team	0.00	0.00	0.00
Outreach	2,032.38	2,032.38	0.00
Supplies	320.33	1,000.00	679.67
Travel	0.00	0.00	0.00
Other Membership Committee	0.00	0.00	0.00
Misc.	0.00	0.00	0.00
Mtg with management	0.00	2,500.00	2,500.00
NACS-NACE-NADD	0.00	0.00	0.00
NAFEC Travel	0.00	0.00	0.00
National Convention Start Up loan	0.00	15,000.00	15,000.00
Negotiation Meeting	0.00	0.00	0.00
Organizational Meeting	10,142.17	25,000.00	14,857.83
Postage & Delivery	85.58	500.00	414.42
Pre-Negotiation Meeting	0.00	0.00	0.00
Programs Committee	0.00	150.00	150.00
Gifts	0.00	150.00	150.00
National Office Travel	0.00	0.00	0.00
Postage	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Other Programs Committee	0.00	0.00	0.00
Publicity Committee	0.00	3,570.00	3,570.00
Awards	0.00	2,500.00	2,500.00
Hard Copy Newsletters	0.00	0.00	0.00
Postage	0.00	50.00	50.00
Supplies	0.00	0.00	0.00
Technology	0.00	0.00	0.00
Web	0.00	1,020.00	1,020.00
Other Publicity Committee	0.00	0.00	0.00
Supplies, bus	794.88	1,500.00	705.12

Approved Budget 2022 - 2022

7/1/2021 through 6/30/2022 Using NASCOE 21/22

11/9/2021

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Category	7/1/2021 Actual	- Budget	6/30/2022 Difference
Technology Coordinator	0.00	15,000.00	15,000.00
Travel	9,764.41	18,000.00	8,235.59
Area Rally	8,325.29	14,000.00	5,674.71
State Convention	1,439.12	4,000.00	2,560.88
Other Travel	0.00	0.00	0.00
Utilities - Internet	2,696.24	9,070.00	6,373.76
Net Difference:	-29,927.11	10.36	-29,937.47

NASCOE Annuity Proposal – Scholarship Account

Data & Statistics to Consider:

- ❖ We currently have just under \$85,000 in the scholarship account.
- ❖ If we pay out ALL scholarships it would cost us \$21,225 annually, however we don't typically pay them all out. The historical payout over the last four budget years is as follows:
 - ❖ 2021 - \$13,625
 - ❖ 2020 - \$15,750
 - ❖ 2019 - \$13,750
 - ❖ 2018 - \$10,000

Average = \$13,300
- ❖ Our scholarship income over the past five budget years is as follows:
 - ❖ 2021 - \$9,530
 - ❖ 2020 - \$14,406
 - ❖ 2019 - \$17,406
 - ❖ 2018 - \$23,161
 - ❖ 2017 - \$19,782

Average = \$16,850

❖ We have been quoted the following annuity options:

Company	Type	Period	Interest Rate
Sagicor – Bob & Brandon	Fixed Annuity	5 year	2.75%
Sagicor – F & G Annuities	Fixed Annuity	7 year	2.85%
Dillard Financial	Fixed Annuity	3 year	1.45%
Dillard Financial	Fixed Annuity	5 year	2.00%
F & G Annuities	Variable Annuity		varies
Ameritas	Variable Annuity	7 year	varies

All of these options allow us to pull out 10% per year after the first year with no penalty and allow complete protection against loss. Our best option for increasing our balance without risk is the variable annuity as it offers a higher interest rate. While it does vary, it has averaged between 4 – 6% over the past 10 years.

Proposal 1: Invest nothing in an annuity and keep everything in the current money market checking account. I believe that our interest rate is 0.0348%.

Proposal 2: Invest \$50,000 in a variable rate annuity with Ameritas for 7 years and keep the remaining funds in the current money market checking account.

Proposal 3: Invest \$50,000 in a fixed rate annuity with Sagicor for 5 years and keep the remaining funds in the current money market checking account.

NASCOE Annuity Proposal – Iowa Bank CD's

Data & Statistics to Consider:

- ❖ We currently have roughly \$210,000 from CD's that we cashed out and deposited into checking.
- ❖ We currently have roughly \$150,000 in our savings account at Bank of the West.
- ❖ We have been quoted the following annuity options:

Company	Type	Period	Interest Rate
Sagicor – Bob & Brandon	Fixed Annuity	5 year	2.75%
Sagicor – F & G Annuities	Fixed Annuity	7 year	2.85%
Dillard Financial	Fixed Annuity	3 year	1.45%
Dillard Financial	Fixed Annuity	5 year	2.00%
F & G Annuities	Variable Annuity	7 year	varies
Ameritas	Variable Annuity	7 year	varies

All of these options allow us to pull out 10% per year after the first year with no penalty and allow complete protection against loss. Our best option for increasing our balance without risk is the variable annuity as it offers a higher interest rate. While it does vary, it has averaged between 4 – 6% over the past 10 years.

Proposal 1: Invest nothing in an annuity and put the money into our savings account at Bank of the West so that it is readily available if the funds are needed. Re-visit investment options at Pre-Negotiations meeting to see if we have an idea of how membership shakes out after the vaccine mandate.

Proposal 2: Invest either \$50,000 or \$100,000 in a variable rate annuity with Ameritas for 7 years and move the remaining funds into our savings account at Bank of the West.

Proposal 3: Invest either \$50,000 or \$100,000 in a fixed rate annuity with Sagicor for 5 years and move the remaining funds into our savings account at Bank of the West.

NASCOE Executive Committee Meeting

Microsoft Teams, December 7, 2021 @ 19:00 EST

Present: Marcinda Kester, President
Brandon Wilson, Past President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Curt Houk, Past Treasurer
Tina Williams, NEA Executive
Lacey Orcutt, NWA Executive
Kayla Mattson, MWA Executive
Donny Green, SEA Executive
Tracy Wilson, SWA Executive
Sandra Scott, NEA Alt Executive
Megan Coan, NWA Alt Executive
Amy Morman, MWA Alt Executive
Neil Burnette, SEA Alt Executive
Terry Cater, SWA Alt Executive
Taylor Stucki, Parliamentarian
Chris Lary, Benefits and Emblems Chair

- I. Roll Call
- II. Welcome and Call to Order
- III. Review and Approval of Minutes - **A MOTION was moved by Kayla Mattson and seconded by Donny Green to approve the minutes of the Executive Committee minutes of November 9, 2021. Discussion. All in favor, motion carried.**
- IV. Old Business
 - A. Parliamentarian Stucki reviewed proposed language, attached, to revise NASCOE's Constitution and Bylaw due to member feedback on past officer roles in the association. **A MOTION was moved by Donny Green and seconded by Tina Williams to approve the proposed language for amendment to Article 3 of the NASCOE Constitution and Article 6 of the NASCOE Bylaws. Discussion. All in favor, motion carried.** The EC plans to provide this final language to the Board of Directors in January 2022 for a Special Board of Director's Meeting in February 2022.
 - B. President Kester provided an update on the Benefits Provider Solicitation Task Force and noted activity for this committee will be ramping up in the next few weeks. President Kester informed the group that Nancy Chlapecka would serve in place of David McBryde on this task force.
 - C. President Kester reviewed the information provided by IASCOE requested by the EC detailing the 2021 National Convention finances. **A MOTION was moved by**

Brandon Wilson and seconded by Kayla Mattson to approve their request to receive the \$5,000 donation made to NASCOE from Dillard Financial Solutions.

Discussion. It was noted that the EC wants to have consistency with previous EC requests. MWA Executive Mattson shared her discussions with IASCOE regarding the expenses and noted that many of the costs were higher than anticipated. The EC maintained that they want to ensure Indiana does not suffer a severe financial hardship. **All in favor, motion carried.**

- D. Secretary Csutoras informed the EC that draft policy was being developed to clarify criteria and timing for when state associations are suspended. Additionally, the differences in rights and privileges between affiliated, suspended, and unaffiliated states and their individual members needs clarified. Proposed language will be provided soon.
- E. Vice President Foster provided an update on the status of resolving NASCOE's filings with Department of States. He noted an attorney had recently been contacted who provided a proposed recommendation for moving forward. Costs will be within the allotment previously approved by the EC. No concerns were noted by the EC.

V. New Business

- A. Benefits and Emblems Chair Lary presented a proposal for a NASCOE Credit Card brokered by Dillard Financial Services. The credit card would be through a credit union to members with a low interest rate depending on credit score. DFS would not make any money, but NASCOE would get \$25 per card issued and 5% of interest earned. The EC presented some questions to Chair Lary who will follow up with DFS. The EC tabled the item.

VI. Discussion

- A. President Kester shared that it was announced FSA would not issue employee suspensions until January 2, 2022. Counseling letters were emailed to some CO employees on December 4th. It was also noted that President Kester had recently shared a video message with membership providing an update which had received generally positive feedback.
- B. Treasurer Colgrove informed the EC that she had consulted with NASCOE's accountant in Iowa who files our taxes. He indicated that they rarely do a full audit unless a bank requires it for a loan. It would cost a minimum of \$7,500. Alternatively, they offered to look at "agreed upon procedures" at around \$4,000. He recommended testing a sample of monthly reconciliations, sample checks for proper documentation, verify receipts, etc. **A MOTION was moved by Jessi Colgrove and seconded by Kayla Mattson to conduct an internal audit using three NASCOE members instead of the previously approve CPA to save costs. Discussion. All in favor, motion carried.** President Kester requested suggestions for qualified individuals be sent to Joel by January 15, 2022.
- C. President Kester shared that the annual NASCOE Christmas Cards were ordered and the recipient list was being finalized.
- D. Secretary Csutoras provided an update on the 2022 National Convention preparations. He is working with SEA Executive Green and the GA association to work with the

hotel on the room block availability. Additionally, the registration should be ready for EC approval soon. Secretary Csutoras noted that monthly conference calls were expected to begin early next year.

- E. President Kester shared that several state associations have met with their new SED based on guidance they received from the FLDP which have yielded some beneficial meetings.
- F. President Kester advised the EC that she had met with Technology Coordinator Francowic to discuss the status of key technology initiatives. She is currently working on building a new website that will be easier to update. She is also working through issues with permission on Sharepoint but a potential solution has been identified. President Kester also informed the EC that the Sharepoint site has been set up for the NID. Technology Coordinator Francowic is preparing a comparison of antivirus software options for the EC to review.

VII. Additions

- A. President Kester informed the EC that a draft message regarding the situation with JM Marketing had been prepared and provided to the Execs. The EC suggested NASCOE follow up with Amerilife and advise them of NASCOE's intent to inform membership and allow a week for a response before the message is sent in a bulletin. **A MOTION was moved by Kayla Mattson and seconded by Donny Green to send an email to Amerilife informing them of the message contents and providing 7 days for response before releasing the bulletin. Discussion. All in favor, motion carried.**
- B. Treasurer Colgrove informed the EC that the approved budget for the Focused Leadership Development Program was set at \$25,000. However, the original proposal was for over \$60,000. The actual costs so far are \$38,111, which is over the budgeted amount but below the original proposed amount. Treasurer Colgrove advised the EC that she will need approval to transfer funds from savings to cover the costs over budget. The EC noted that all the reimbursements were not yet received, and the costs were therefore not finalized. A reminder for any outstanding claims will be sent to attendees and the EC will revisit this request once the costs are final.
- C. President Kester and the EC discussed a flyer that Dillard Financial Solutions has prepared to replace the annual email guidance that has been previously sent directly to state associations outlining the DFS donation opportunities for state meetings. The flyer is more positively presented and should be better received.
- D. President Kester informed the EC that she had submitted background information to WDC for review by the newly formed task force addressing Shared Management. President Kester has submitted Robert Frost from TX to serve on behalf of NASCOE.

A MOTION was moved by Jessi Colgrove and seconded by Tina Williams to adjourn at 21:15 EST. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, January 4, 2022 @ 7 PM EST

Present: Marcinda Kester, President
Joel Foster, Vice President
Brandon Wilson, Past President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Curt Houk, Past Treasurer
Tina Williams, NEA Executive
Lacey Orcutt, NWA Executive
Kayla Mattson, MWA Executive
Donny Green, SEA Executive
Tracy Wilson, SWA Executive
Sandra Scott, NEA Alt Executive
Megan Coan, NWA Alt Executive
Amy Morman, MWA Alt Executive
Neil Burnette, SEA Alt Executive
Terry Cater, SWA Alt Executive
Taylor Stucki, Parliamentarian

- I. Roll Call
- II. Welcome and Call to Order
- III. Review and Approval of Minutes – **A MOTION was moved by Tracy Wilson and seconded by Tina Williams to approve the minutes of the Executive Committee meeting of December 7, 2021, as corrected. Discussion. All in favor, motion carried.**
- IV. Actions Between Meetings – On December 19, 2021, President Kester reviewed and concurred with the nomination of Decetti Taylor of Alabama as the SEA COAC Area Chair.
- V. Old Business
 - A. President Kester reviewed the responses provide by National Benefits and Emblems Chair Lary regarding the proposed NASCOE Credit Card. **A MOTION was moved by Donny Green and seconded by Jessi Colgrove to take no action on this proposal at this time. Discussion. All in favor, motion carried.**
 - B. President Kester and the Executive Committee discussed the requested special meeting of the NASCOE Board of Directors regarding the Honorary Officer proposal. It was determined that Tracy Wilson and Amy Morman will prepare supporting documentation to explain the reasoning for the proposed revision to

the NASCOE Constitution and Bylaws. Additionally, Parliamentarian Stucki presented a minor change in wording to the draft language. President Kester will call the special meeting for February 17, 2022, at 7pm eastern time. All supporting documentation will be sent not less than 30 days prior. Area Executives will provide updated state delegate information to the NASCOE Secretary.

- C. Secretary Csutoras reviewed a proposed NASCOE Executive Policy and flow chart, attached. The intention of the policy is clarifying when and how a state association may be subject to suspension and the potential consequences. The Executive Committee discussed how best to educate membership and state associations on this policy. **A MOTION was moved by Donny Green and seconded by Brandon Wilson to adopt the proposed language for the executive policies. Discussion.** The flow chart will be included in the policy as an exhibit. **All in favor, motion carried.**
- D. Vice President Foster provided an update on the resolution for the Department of State filing correction, noting that the attorney is working on the situation.
- E. Treasurer Colgrove informed the Executive Committee that the Financial Audit has been scheduled for January 28-30, 2022. NASCOE members Brian Carpenter, Raela Brandt, and Kathy Henley will perform the audit.

VI. New Business

- A. SEA Executive Green presented a request from GACOE for \$30,000 to make required deposits for the 2022 National Convention. These deposits are due in February and April and registration funds will not yet have been received. Secretary Csutoras noted that these deposits were part of the hotel contract that NASCOE negotiated after canceling the 2020 convention. **A MOTION was moved by Jessi Colgrove and seconded by Kayla Mattson to approve the requested loan of \$30,000. Discussion. All in favor, motion carried.**
- B. President Kester reviewed a proposal by Amerilife, formerly JM Marketing, to revise their contract. The proposal reduces the donation paid to NASCOE from \$1,200 per month to \$5,000 per year and requires we offer membership another benefit from Amerilife. The Executive Committee discussed various options and potential consequences. **A MOTION was moved by Lacey Orcutt and seconded by Donny Green that NASCOE send a reply to the revised amendment requesting Amerilife remove the additional benefit from their proposal. Discussion.** There was discussion regarding requesting the outstanding 2021 funds before entertaining a revised agreement. **None in favor, motion failed. A MOTION was moved by Jessi Colgrove and seconded by Tracy Wilson to request the 2021 outstanding funds before acting on a revision for 2022 and forward. Discussion.** President Kester will request the outstanding balance and the Executive Committee will entertain the revision once a response is received. **All in favor, motion carried.**
- C. SEA Executive Green and Secretary Csutoras reviewed a proposed registration form for the 2022 National Convention. A request was made from GACOE to

revise the form to remove the reference to July 1 and change the fee schedule to increase the registration to \$75 after June 15, 2022. **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to approve the registration form as amended. Discussion. All in favor, motion carried.**

VII. Discussion

- A. President Kester informed the Executive Committee that on December 19, 2021, National Negotiations & Programs Committee Co-Chair Hare had resigned effective immediately. She will not be nominating a replacement as the intent of using co-chairs was for a smooth transition. Additionally, President Kester informed the Executive Committee that Heidi Clinkingbeard would take Mr. Hare's position on the Convention Guide Task Force.
- B. President Kester informed the Executive Committee that she had discussed the lack of laptop availability in some states with the National Office. They are working on the issue and additional laptops have been ordered, but the supply chain delays, and microchip issues have created some back orders. The National Office is reaching out to affected states and will follow up with NASCOE about a proposed resolution.

VIII. Additions

- A. Secretary Csutoras provided an update on recent Technology Coordinator activities. He noted the website is ready to have the coding redone after the scholarship deadline on January 15th. He also shared some research done on potential antivirus software licensing. **A MOTION was moved by Donny Green and seconded by Kayla Mattson to authorize Technology Coordinator Francowic to select an antivirus software and move forward with acquisition. Discussion. All in favor, motion carried.**
- B. President Kester informed the Executive Committee that NASCOE had requested updated information from the National Office to update the NASCOE Information Database.
- C. MWA Executive Mattson requested the Executive Committee authorize funds to allow a stipend of \$250 per state in the MWA to bring an additional person to attend the MWA Rally and authorize National Membership Chair Thomas to travel to the MWA Rally. The intention is to increase membership recruitment, similar to a NASCOE jump team. **A MOTION was moved by Donny Green and seconded by Tina Williams to approve the proposal. Discussion. All in favor, motion carried.**
- D. National Awards and Scholarship Chair Stucki inquired about eligibility for scholarship by children of members who had very recently retired. These will be submitted to the Executive Committee via email for approval on a case-by-case basis.
- E. SWA Executive Wilson inquired if NASCOE had any update about the status on when employees could be expecting disciplinary action due to the COVID-19 vaccine mandate. President Kester indicated the letter of caution had been sent

but we do not know when suspensions may occur. There is an upcoming call for FPAC supervisors which may provide more details. There was discussion regarding any action on COC members, but there has been no further guidance provided beyond that they can continue to serve until told otherwise.

- F. MWA Mattson shared that she had recently conducted interviews and received approval to hire very quickly, indicating the process appears to be moving much faster.

A MOTION was moved by Joel Foster and seconded by Jessi Colgrove to adjourn at 9:45 pm EST. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, February 1, 2022 @ 7 PM EDT

Present: Marcinda Kester, President
Joel Foster, Vice President
Brandon Wilson, Past President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Curt Houk, Past Treasurer
Tina Williams, NEA Executive
Lacey Orcutt, NWA Executive
Kayla Mattson, MWA Executive
Donny Green, SEA Executive
Tracy Wilson, SWA Executive
Sandra Scott, NEA Alt Executive
Megan Coan, NWA Alt Executive
Amy Morman, MWA Alt Executive
Neil Burnette, SEA Alt Executive
Terry Cater, SWA Alt Executive
Taylor Stucki, Parliamentarian
Chris Lary, Benefits and Emblems Chair
Sarah Francowic, Technology Coordinator

- I. Roll Call
- II. Welcome and Call to Order
- III. Review and Approval of Minutes – **A MOTION was moved by Kayla Mattson and seconded by Tracy Wilson to approve the minutes of the Executive Committee meeting of January 4, 2022, as corrected. Discussion. All in favor, motion carried.**
- IV. Old Business
 - A. President Kester shared ongoing discussions with Dillard Financial Solutions regarding their role in contractual role in NASCOE Rallies and the National Convention. To help prevent continued miscommunication, she will be responding to them via letter once the NASCOE contract attorney provides their written opinion on their previous review of the contracts.
 - B. President Kester informed the Executive Committee that Amerilife has issued the outstanding \$14,400, however it was sent to the past treasurer instead of the current treasurer. Amerilife has also provided information on their proposed Metlaw benefit. President Kester shared that NASCOE will consult with DFS to make identify any potential conflict with an amended contract with the JM Marketing parent company. The Executive Committee discussed the proposed

benefit and identified follow-up questions for National Benefits Chair Lary to seek clarification. **A MOTION was moved by Jessi Colgrove and seconded by Kayla Mattson for NASCOE to move forward on the addendum, getting clarification on the benefit, and consulting with DFS. Discussion. All in favor, motion carried.**

- C. The following updates were provided for ongoing NASCOE Task Force activities:
 - A. Vice President Foster indicated the Benefits Provider Solicitation task force is assembled and preparing to begin developing requirements. He noted that Jay Goff has agreed to participate, and he has previous experience with the last bid.
 - B. Vice President Foster provided an update on the Convention Handbook task force. He noted he has obtained the work from the previous task force and they look to continue moving forward shortly.
 - C. President Kester provided an update on the COC SDA Voting member task force and indicated that the initial response from WDC was favorable. COAC Chair Limmer is getting ready to call a meeting of the task force to explore further options and present a formal proposal to DAFO.
 - D. SEA Executive Green reviewed the updated NASCOE Roles and Responsibilities Handbook prepared by the task force and distributed to the Executive Committee prior to the meeting. It was noted that a responsibility should be added to indicate the NASCOE President should hold Executive Committee meetings on a schedule set at the annual organizational meeting. **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to approve the updated Roles and Responsibilities Handbook with the amendments made tonight subject to the upcoming bylaw approval of the board of directors. Discussion. All in favor, motion carried.**
 - E. NWA Executive Orcutt noted the Travel Policy task force was currently reviewing previous policy and collaborating with NASCOE Treasurer to prepare recommendations.

V. Discussion

- A. Technology Coordinator gave an update on the status of her committee, noting that the new NASCOE website should be up live in the next week and that the NASCOE Sharepoint development was making progress. Acquisition of antivirus licensing is pending billing info.
- B. Secretary Csutoras shared that he is preparing for the Special Board of Directors Meeting. It was noted that a roll call of delegate will be taken at the beginning of the meeting and changes will be allowed.
- C. SEA Executive Green provided an update on the 2022 National Convention preparation. He indicated that Saturday night is already booked at the main hotel but members can book their rooms still from Sunday through their exit date. Those traveling in on Saturday can book at the overflow hotel and GA is forming

a waitlist. Additionally fundraising letters have been sent to each state to support the delivery of a successful National Convention.

- D. President Kester reminded the Executive Committee that NASCOE is looking for a host state to bid on the 2024 National Convention Bids. The deadline is April 1st.
- E. President Kester shared that DAFO had considered all the items that NASCOE submitted, and a new notice has been drafted. The NO has indicated that the policy will continue to be reviewed and that issues such as maximum telework days for supervisory versus non-supervisory can be negotiated. She shared that NASCOE is already hearing concerns on implementation and members are looking for information on the grievance process. NASCOE has been advised that manager decisions not based on business needs will likely be overturned. She also noted that telework flexibility is also considered a recruitment tool.
- F. Vice President Foster provided an update on the corrected Secretary of State filings. He has met with the attorney and is gathering documents supporting need for the legal review. The attorney has indicated that a bylaw amendment could be required to allow the association to do business correctly, however he's confident he can correct our status and provide continued service moving forward as NASCOE has treasurer changes.

VI. Additions

- A. National Benefits and Emblems Chair Lary informed the EC that she had received the 200 Past President pins at a cost to NASCOE of \$8.89 each. These were previously sold for \$25 each. The Executive Committee discussed how much to charge and whether the proceeds go to the general funds or be donated to the scholarship fund. **A MOTION was moved by Kayla Mattson and seconded by Jessi Colgrove for NASCOE to sell the pins for \$15 to state associations, which includes the cost for shipping, with the proceeds to go to the scholarship fund. Discussion. All in favor, motion carried. A MOTION was moved by Donald Green and seconded by Tina Williams to transfer funds from the scholarship fund to the checking account to reimburse for the initial cost of the past president's pins. Discussion. All in favor, motion carried.**
- B. Treasurer Colgrove provided an update on the recent financial audit and noted the audit team was currently preparing the report of findings. She indicated the audit team did a great job and completed the task for significantly less than a CPA would have. She suggested that a token of appreciation be provided to the three members who provided this service to NASCOE. **A MOTION was moved by Tracy Wilson and seconded by Jessi Colgrove to purchase \$100 Superior gift cards for each of the member volunteers who did NASCOE's audit in appreciation for their hard work. Discussion.** Treasurer Colgrove clarified this would not include the officers who assisted the audit. **All in favor, motion carried.**
- C. MWA Executive Mattson indicated that she had received feedback suggesting NASCOE request actual data for how many employee retirements and

resignments there were this last year and for the previous two years. President Kester indicated she would make the request from WDC and noted that current NASCOE database developments will allow review this information in the future.

- D. MWA Executive Mattson discussed disparity in the hiring process, noting one state is requiring two weeks of newspaper advertising and another state doesn't require any. She has received a suggestion to allow the agency to use indeed.com to advertise for open positions. This may be addressed in the upcoming 2021 Negotiations with management or if not can be added to the 2022 Negotiations items.
- E. MWA Executive Mattson and President Kester discussed the importance of NASCOE communicating to management regarding the workload that is expected of CO employees. President Kester noted that she has shared these concerns with the National Office who appreciates the workload and has similar frustration. However, much of the work is directed by the Department or Congress. It was suggested that NASCOE explore quantifying the workload challenges and refer the issue to the Legislative Committee to educate congressional representatives.
- F. President Kester informed the Executive Committee that FPAC has released new employee orientation slides which are provided to all new hires. No information pertaining to the employee associations is included in the slides, so she will be reaching out to request NASCOE information be included in the presentation.
- G. President Kester informed the Executive Committee that she had notified Andrea Stafford of NASCOE's appreciation for her work on the memorial presentation and their decision to bring her to the National Convention. She was extremely appreciative.
- H. President Kester informed the Executive Committee that she was preparing to notify the members with 55 years of service members of NASCOE's decision to bring them to the National Convention.
- I. The Executive Committee discussed the ongoing agency COVID-19 protocols, including return to work plans, maximum staffing percentages, and COC meetings.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 9:15 pm EST. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, February 7, 2022 @ 7 PM EDT

Present: Marcinda Kester, President
Joel Foster, Vice President
Brandon Wilson, Past President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Tina Williams, NEA Executive
Lacey Orcutt, NWA Executive
Kayla Mattson, MWA Executive
Donny Green, SEA Executive
Tracy Wilson, SWA Executive

I. Roll Call

II. Welcome and Call to Order

III. Old Business

- A. President Kester and the Executive Committee reviewed the legal opinion obtained regarding NASCOE's contractual obligations to Dillard Financial Solutions. It was noted that recent communication between DFS and GACOE were inconsistent with the legal opinion. The Executive Committee considered the previous communications with DFS regarding these matters, the potential impact on the working relationship between NASCOE and DFS, and the need for GACOE to successfully host the National Convention. **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to move forward sending a letter to DFS as proposed with amended language concerning exclusivity. Discussion. All in favor, motion carried.**

A MOTION was moved by Brandon Wilson and seconded by Joel Foster to adjourn at 7:45 pm EST. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, March 1, 2022 @ 7 PM EST

Present: Marcinda Kester, President
Joel Foster, Vice President
Brandon Wilson, Past President
Jessi Colgrove, Treasurer
Curt Houk, Past Treasurer
Tina Williams, NEA Executive
Lacey Orcutt, NWA Executive
Kayla Mattson, MWA Executive
Donny Green, SEA Executive
Tracy Wilson, SWA Executive
Sandra Scott, NEA Alt Executive
Megan Coan, NWA Alt Executive
Neil Burnette, SEA Alt Executive
Terry Cater, SWA Alt Executive
Taylor Stucki, Parliamentarian

- I. Roll Call
- II. Welcome and Call to Order
- III. Actions Between Meetings – On February 8, 2022, President Marcinda Kester reviewed and concurred with the nomination of Carl Josefy as a SWA Awards and Scholarship Judge.
- IV. Old Business
 - A. Treasurer Colgrove reviewed the final report for the financial audit and noted that there were no negative findings and all business was cleared by review board. **A MOTION was made by Tina Williams to approve the audit report as submitted and seconded by Kayla Mattson. No discussion. All in favor, motion carried.**
 - B. President Kester updated the Executive Committee on discussions with Dillard Financial Solutions regarding their role as a sole vendor of the Georgia Convention. Revised information has been identified and submitted to the NASCOE attorney for review. Additionally, President Kester reminded all Area Executives that DFS provides a \$2,000 donation to each Area Rally. According to the contract, as the Southeast Area is not holding an Area Rally this year that donation will go directly to NASCOE. **A MOTION was made by Jessi Colgrove to direct the funds from Dillard’s for the SEA Rally to Georgia for National Convention and Tina Williams seconded. No Discussion. All in favor, motion carried.**
 - C. President Kester reviewed the responses from Amerilife regarding their proposed contract amendment and new Metlaw benefit. Prior to the meeting, National

Benefits Chair Larry provided answers to the Executive Committee's submitted questions. The Executive Committee discussed the proposal which is for a two-year extension with a donation of \$5000 per year but NASCOE must offer the MetLaw benefit. If NASCOE does not agree to the amendment, then there will be no donation and Amerilife will only service existing contracts with no additional benefits available. **A MOTION was made by Jessi Colgrove to accept the renegotiation of our current contract Amerilife, formally known as J.M. Marketing, by accepting the MetLaw benefit but ask for \$6000 per year to NASCOE instead of the \$5000 offered and Joel Foster seconded. Discussion. Seven in favor and two against, motion carried.**

V. New Business

- A. National Legislative Co-Chair Burnette informed the Executive Committee that the Legislative Committee and PAC have come up with a new promotion. Each time a member refers a new member to sign up for the PAC, the referring member is entered into an area drawing to win a paid registration fee to the Georgia National Convention. Then out of the five area winners there will be a grand prize winner that will receive a two-night stay at the Georgia National Convention. **A MOTION was made by Kayla Mattson that the proposed PAC promotion be approved and taken out of 2022-2023 budget and Donald Green seconded. No discussion. All in favor, motion carried.**
- B. The Executive Committee discussed the Executive Policies Handbook. **A MOTION was moved by Kayla Mattson that we operate off the current approved Executive Policies Handbook that is updated and previously approved and Tina Williams seconded. No discussion. All in favor, motion carried.**

VI. Discussion

- A. President Kester discussed including workshops again at the National Convention and received favorable responses from the Executive Committee.
- B. President Kester reminded the Executive Committee that April 1, 2022, is the deadline for states to submit a bid to host the 2024 National Convention. There are currently no existing bids. Additionally, President Kester encouraged all NASCOE leadership to register for the National Convention as soon as possible.
- C. President Kester informed the Executive Committee that Treasurer Colgrove and Secretary Csutoras are scheduled to travel to Florida to review and digitize NASCOE record at the end of the March.
- D. President Kester advised the Executive Committee that the 2022 Pre-Negotiation Meeting is scheduled for April 9-10, 2022.

VII. Additions

- A. President Kester informed the Executive Committee that National COAC Chair Limmer is preparing information to meet with FSA management to collaborate on COC SDA voting members.
- B. SWA Executive Wilson shared a concern from her area regarding NASCOE requesting the CRP deadline to be extended due to unavailability of signup at

times. President Kester has discussed this with the National Office who have indicated they extended the processing deadline; however, that is not going to help every state as some have more workload than feasible on taking applications and processing.

- C. President Kester inquired if the Executive Committee would like to have a separate meeting with the National Committee Chairs or if they should be invited to the standing April monthly Executive Committee meeting. After discussion, it was determined that Executive Committee members will be invited to a standalone National Committee to join discussion and provide updates.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 8:32 pm EST. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, April 5, 2022 @ 7 PM EDT

Present: Marcinda Kester, President
Joel Foster, Vice President
Brandon Wilson, Past President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Curt Houk, Past Treasurer
Tina Williams, NEA Executive
Lacey Orcutt, NWA Executive
Kayla Mattson, MWA Executive
Donny Green, SEA Executive
Tracy Wilson, SWA Executive
Sandra Scott, NEA Alt Executive
Megan Coan, NWA Alt Executive
Amy Morman, MWA Alt Executive
Neil Burnette, SEA Alt Executive
Terry Cater, SWA Alt Executive
Taylor Stucki, Parliamentarian

- I. Roll Call
- II. Welcome and Call to Order
- III. Review and Approval of Minutes – **A MOTION was moved by Tina Williams and seconded by Donald Green to approve the minutes of the Executive Committee for February 1, 2022, February 7, 2022, and March 1, 2022, as well as the 2021 Negotiation Meeting. Discussion. All in favor, motion carried.**
- IV. Actions Between Meetings – On March 31, 2022, the Executive Committee approved expenses, estimated at \$3,000, for contracting a third-party provider to scan and destroy excess NASCOE records.
- V. Old Business
 - A. President Kester shared that she had communicated the Executive Committee’s counteroffer of \$6,000 donation per year to J.M. Marketing LLC, a division of AmeriLife Group LLC. They re-counteroffer with \$5400 donation annually. **A MOTION was moved by Donald Green and seconded by Tina Williams to approve the counteroffer of \$5400 and accept the amended contract for J.M. Marketing LLC. Discussion. All in favor, motion carried.**
 - B. The following updates were provided for ongoing NASCOE Task Force activities:

- President Kester provided an update on the COC SDA Voting member task force and indicated that they are finalizing a letter to be sent to DAFO with the history of the task force and requesting participants from FSA to serve on it.
- Vice President Foster provided an update on the Convention Handbook task force. He noted that a current draft is planned to be sent to task force members in the next couple of weeks.
- Vice President Foster shared that the Benefits Provider Solicitation Task force had a met to formulate the best direction forward and was preparing bid packet criteria.

VI. New Business

- A. President Kester presented Lifetime Membership Waiver requests on behalf of the Membership Committee for Tammy Eibey (IA), Wes Daniels (SC), and Lorraine Dandignac (NY). Additionally, a request has been received for Tim Wilson (MS) which still needs certified. **A MOTION was moved by Tina Williams and seconded by Kayla Mattson to accept the three certified waiver requests and the fourth conditioned on certification. Discussion. All in favor, motion carried.**
- B. President Kester informed the Executive Committee that it was time to begin preparing the 2022-23 NASCOE Budget with a goal of aligning the budget process to NASOCE's fiscal year and obtaining an approved budget by June 30th. She appointed the budget committee consisting of Jessi Colgrove, Joel Foster, Tracy Wilson, and Morgan Limmer.

VII. Discussion

- A. Secretary Csutoras gave an update on the recent NASCOE file review in Tampa Bay, FL. 16 boxes of files were sorted in detail, containing NASCOE records primarily since 2000, including annual reports, negotiation transcripts, legal proceedings, and more. After discarding documents determined to have no current relevance or historical significance, three boxes remained to be scanned by a third-party vendor. Notably absent from the files were annual reports and fully signed contracts, especially prior to 2000.
- B. Treasurer Colgrove gave a summary of the policy regarding NASCOE Leadership attendance at Area Rallies and Convention. It was noted that the task force reviewing current travel policy could solicit feedback from Area Rallies. President Kester shared that historically NASCOE has tried to avoid all five Area Executives coming on or off the Executive Committee at the same time and suggested consideration be given to how to best move forward with the next election cycle. The Executive Committee noted that with this in mind, there would be value in including first-year Area Alternates to the Sunday Executive Meeting before National Convention. **A MOTION was moved by Kayla Mattson and seconded by Lacey Orcutt to invite the first-year Area Alternates to participate in the Sunday Executive Meeting and those that**

choose to participate receive a stipend at the second-year Area Alternate level. Discussion. All in favor, motion carried.

- C. Treasurer Colgrove provided an update on those state associations who still needed to pay dues or who have not yet certified compliance with IRS filing. It was suggested that state associations be reminded about the policies regarding affiliation and be encouraged to get dues paid on time.
- D. Secretary Csutoras informed the Executive Committee that the National Convention Travel Authorization would be issued in the next couple of days. President Kester is requesting that all Executive Committee members and National Chairs make every effort to arrive prior to Saturday at 6pm to participate in a team building event.
- E. President Kester informed the Executive Committee that she had prepared a video to membership which, among other topics, includes a need for a state association to submit a bid for the 2024 National Convention. The video also includes details on the upcoming Far West Rally, the 2022 National Convention, and the recent GS bereavement benefit being granted to CO employees.

VIII. Additions

- A. President Kester discussed ongoing developments in the vaccine mandate policy, noting that some state offices have been sending guidance to employees. She has talked to FSA Leadership and confirmed that they are still developing agency policy and nothing final has been released.
- B. President Kester shared that Dillard Financial Services has indicated they are exploring financing a membership drive that pays for 36 member's dues to join NASCOE, primarily in states with low membership. Details are still being worked out.
- C. President Kester inquired if the Executive Committee saw value in inviting state association representatives to sit in on some of the regular Executive Meetings. There as generally positive feedback with the caveat that important discussion that required candid deliberation be separated. It was further noted that there would be a benefit in having the National Committee chairs be a part of the calls as well. President Kester request that Area Executives invite two individuals from their area to sit in on the May Executive Meeting.
- D. Secretary Csutoras noted that the agency is returning to normal operations and polled the Executive Committee on whether a change was needed to NASCOE's safety plans for the Area Rallies and National Convention. This would include reviewing the standing exception to comparing mileage reimbursements to airfare and the need for continued use of a liability waiver. It was noted that no changes had occurred in our insurance for COVID-19 and CDC guidance had been updated based on community transmission rates. The Executive Committee made no changes to the NASCOE policy of following standing CDC protocols in place at the time of an event, required a liability waiver from attending, or continuing the standing mileage exception.

- E. President Kester reminded the Executive Committee that the 2022 PreNegotiation Meeting was scheduled for the upcoming weekend, April 9-10, 2022.
- F. President Kester informed the Executive Committee that she has been made aware that an update to 27-PM should be issued soon.
- G. Southeast Area Executive Green noted that many policies, such as HR, is now the responsibility of the FPAC Business Center. It was suggested that NASCOE explore developing a labor management agreement with them. President Kester informed the Executive Committee that the idea has been discussed and that NASCOE and WDC leadership will be reviewing this year's agreement shortly. It was noted that both parties may wish for changes, so opening the agreement to changes may be risky.
- H. Southeast Area Executive Green inquired about the acquisition of anti-virus software. President Kester shared that a vendor had been identified and the billing details were provided to Technology Coordinator Francowic. President Kester will follow up on the status.
- I. President Kester gave remarks regarding the recent Midwest Area Rally and complimented Midwest Area Executive Mattson and her team on the organization of a successful meeting.

A MOTION was moved by Tina Williams and seconded by Tracy Wilson to adjourn at 8:50 pm EST. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, May 3, 2022 @ 7 PM EDT

Present: Marcinda Kester, President
Joel Foster, Vice President
Brandon Wilson, Past President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Curt Houk, Past Treasurer
Alicia Mott, NEA Guest from CT
Laurie Thiboutot, Guest from ME
Lacey Orcutt, NWA Executive
Raela Brandt, NWA Guest from NE
Kayla Mattson, MWA Executive
Travis Eisele, MWA Guest from IL
Drew Walters, MWA Guest from MO
Neil Burnette, SEA Alt Executive
Sarah Smith, SEA Guest from TN
Cal Sherrouse, SEA Guest from FL
Tracy Wilson, SWA Executive
Carl Josefy, SWA Guest from OK
Lance Carter, SWA Guest from OK
Sandra Scott, NEA Alt Executive
Megan Coan, NWA Alt Executive
Amy Morman, MWA Alt Executive
Taylor Stucki, Parliamentarian
Julie Goetzman, National Publicity Committee Chair

- I. Roll Call
- II. Welcome and Call to Order – President Kester welcomed the Executive Committee along with the member guests each area invited.
- III. Review and Approval of Minutes – **A MOTION was moved by Kayla Mattson and seconded by Tracy Wilson to approve the minutes of the Executive Committee for April 5, 2022. Discussion. All in favor, motion carried**
- IV. Old Business
 - A. Task Force Updates
 - President Kester provided an update on the COC SDA Voting member task force. She noted that following positive informal discussions a formal letter was submitted to the National Office inviting them to join the task force. This is being reviewed now and a response is expected soon.

- President Kester provided an update on the WDC Shared Management Task force that was previously negotiated by NASCOE. Robert Frost, TX, serves as NASCOE's representative and he indicated that the task force has met and put together ideas and language for a new manager guide for those going into shared management.
- President Kester advised the Executive Committee that the National Office's pilot on records digitization is ongoing. So far, they have scanned 15 million FSA records. This is a multi-agency initiative, and the pilot is moving to NRCS.
- Vice-President Foster gave an update on the activities of the Convention Handbook task force. The group has met and have a draft document that is being marked up. They plan to meet in person at the upcoming Far West Rally.
- Vice-President Foster provided an update on Benefits Provider Solicitation Task Force. They are currently drafting a solicitation package outlining bid requirements.

V. New Business

- A. National Publicity Chair Goetzman reviewed a proposal, attached as Exhibit 1, for a texting (SMS) service to allow greater and quicker outreach to membership. The service could also target specific distribution groups like state delegates or state presidents for specific items. Service options include subscription companies, pay as you go, or specific apps for events. President Kester asked the Executive Committee to consider the proposal for future action and send questions to Publicity Chair Goetzman.
- B. President Kester informed the Executive Committee that the National Office is working to schedule a face-to-face meeting in Washington DC for all association officers. She has requested that National Negotiations and Programs Chair Taylor be included in official travel. She further noted this might be a good opportunity for the National Legislative Chairs to visit WDC as well. **A MOTION was moved by Kayla Mattson and seconded by Lacey Orcutt to authorize National Legislative Co-Chairs Burnette and Bain to attend the management meeting in WDC. Discussion.** It was noted that funds had been budgeted for this type of trip. **All in favor, motion carried.**
- C. President Kester discussed planning for the 2022-23 Organizational Meeting. She noted that the Executive Committee and National Chairs typically meet at the site of that year's National Convention. However, the Executive Committee recently held a meeting in College Station, TX, she proposed holding the Organization Meeting in a state that may need a membership jump team. It was noted that NASCOE had previous plans to visit OR that were impacted by furlough. Other recommendations for sites included CA and WI. President Kester will work with National Membership Chair Thomas to finalize plans.

VI. Discussion

- A. Vice President Foster informed the Executive Committee that he was seeking feedback on workshops to be held at the National Convention. It was noted that NASCOE should continue scheduling to ensure DAFP and other WDC leadership are available for the Negotiations and Programs Committee breakout.
- B. Secretary Csutoras reminded the Executive Committee that the deadline to submit candidacy announcements to be posted to the NASCOE website is May 15th. A bulletin regarding this deadline was also sent out to membership.
- C. President Kester informed the Executive Committee that NASCOE's bank required Treasurer Colgrove to have a credit card to access the account for online banking. President Kester authorized the card and noted that steps to ensure accountability will be implanted, such as requiring charges authorized by the Treasurer be reviewed by a second party.
- D. Treasurer Colgrove advised the Executive Committee that she is verifying IRS compliance for state associations and some still need to provide documentation. Additionally, some state associations are known to be out of compliance with IRS and working on resolving the issue. Treasurer Colgrove will send specific details to Area Executives.

VII. Additions

- A. President Kester informed the Executive Committee that she needs sample COC minutes to submit to DAFO for potential inclusion in a handbook update. A wide range of minutes would be appreciated, and none should contain PII.
- B. President Kester informed the Executive Committee that she had spoken with Technology Coordinator Francowic who will be on extended leave for personal reasons prior to convention. As she is in the CEDT program, this may affect her ability to get approved leave for the National Convention. Part of her role at convention was to assist Randy Tillman with the audio/visual presentation. If she is not able to attend, then Randy has requested NASCOE consider supporting Jamie Garriott's attendance to assist him. She has served in the past and they work together efficiently. **A MOTION was moved by Kayla Mattson and seconded by Tina Williams that should Technology Coordinator Francowic be unable to fulfil her duties at the National Convention in Savannah, Ga, and if Jamie Garriott is willing, that NASCOE would provide a \$500 stipend for her to assist Randy Tillman. Discussion. All in favor, motion carried.**
- C. President Kester informed the Executive Committee that Cal Sherrouse, FL, has agreed to assist the Technology Committee, including implementing the SharePoint rollout.
- D. President Kester shared that DAFO has approached NASCOE concerning SED attendance at our rallies and convention. She advised DAFO that SED would be welcome to attend. They may have their own meetings concurrently but separately, which would also allow the membership to be more open without their state leadership oversight.
- E. President Kester shared that the National Office has indicated that the administrative leave memo for the Far West Rally should be issued within the

week. They are also working to identify who will be attending the Far West Rally. NASCOE is preparing to send requests for attendance and admin leave to DAFO for the Northeast Area Rally.

- F. President Kester shared that she has discussed the Xerox issues with WDC who indicated that the supply issue for drums has been fixed. If there are issues with toners, waste containers, etc., then the state TMS manager can get orders expedited. Area Executives should communicate up any further issues with Xerox.
- G. President Kester reminded the Executive Committee that the labor management agreement was due for review for the upcoming year. This document should have a signature from USDA as well as FSA, to allow us flexibility to negotiate higher if FSA is unable to address a concern. The National Office believes we should have someone from OHRM sign, which we will work to obtain. There was discussion regarding NASCOE exploring the ability to negotiate directly with FPAC. It was noted there are two avenues for this, either by revising our current agreement or by negotiating a separate agreement with FPAC. President Kester and the officers will discuss this with leadership when they go to WDC in July.
- H. Northeast Area Alternate Scott advised the Executive Committee that her state is losing a staff ceiling, presumably to go to a state that is more understaffed. There were questions on why this is occurring considering the funding level increases FSA was given. National Legislative Co-Chair Burnette advised his committee will research what the budget notes indicated and follow up on this issue.
- I. Midwest Area Executive Mattson shared that the new computer rollout has been inconsistent with some states requiring IT tickets to finish setting them up. President Kester indicated there has been feedback that local IT people are not entirely pleased with the process either and suggested employees having issues contact the TMS manager at the state office.
- J. Midwest Area Executive Mattson discussed a recent press release and ELAP signup to allow livestock transportation to feed, with no corresponding policy, procedure, or training. President Kester requested the issue be submitted to the Negotiations and Programs Committee for follow up with the National Office.
- K. Midwest Area Executive Mattson discussed sharing details regarding the recent negotiation items which address topics that remain concerns of her area. President Kester indicated that Area Executives could absolutely share with membership what we're working on. In some cases, like PT classification, NASCOE is looking at Legislative Committee channels as well.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 9:00 pm EST. All in favor, motion carried.

Scope:

The Publicity Committee was tasked with finding a potential texting platform at the organizational meeting.

Publicity Committee Concerns Regarding Texting:

Will there be event opt in or out options?

I do not want to receive texts for convention, if I am not there.

Legality of taking the membership list for texting without consent.

Publicity Thoughts

Emergency texting would be nice, but it comes with a large price tag. The option of pay as you go might be a better choice financially. However, conventions/rallies seem to be the main concern for texting. Perhaps, we would be better off with an event platform that can manage registration, have optional opt in, provide shared documents and etc.

Companies Specializing in Texting:

Company	Price	Notes
Simple Texting	7,500 texting credits (About 1 Message per month) \$229/month 25,000 texting credits (About 5 Messages per month) \$549/month 50,000 texting credits (About 10 Messages per month) \$899/month	Integrated with MailChimp forms Up to 5 Users Unlimited Contacts 14 Day Free Trial Short Codes
Send in Blue	10,000 text credits (About 2 Messages) \$105.60 (Pay as you go)	No commitment Also has an e-mail platform Europe Based Company

Event Platforms:

Company	Price	Notes
Eventmobi	\$3,500 per event minimum	Event Marketing (website, registration, social media dashboard) Streaming Options

		Onsite Attendee Management (tickets, badges etc) Mobile Event App
expo	Waiting on quote	Event Registration Virtual Experience Check-In Event App Attendance Tracking

NASCOE Executive Committee Meeting

Microsoft Teams, June 14, 2022 @ 7 PM EDT

Present: Marcinda Kester, President
Joel Foster, Vice President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Curt Houk, Past Treasurer
Tina Williams, NEA Executive
Lacey Orcutt, NWA Executive
Kayla Mattson, MWA Executive
Donny Green, SEA Executive
Tracy Wilson, SWA Executive
Sandra Scott, NEA Alt Executive
Megan Coan, NWA Alt Executive
Neil Burnette, SEA Alt Executive
Terry Cater, SWA Alt Executive
Taylor Stucki, Parliamentarian
Chris Lary, Benefits and Emblems Chair
John Lohr, DFS
Teresa Dillard, DFS
Debbie Staley, DFS

- I. Roll Call
- II. Welcome and Call to Order
- III. Review and Approval of Minutes - **A MOTION was moved by Tina Williams and seconded by Tracy Wilson to approve the minutes of the Executive Committee for May 3, 2022. Discussion. All in favor, motion carried.**
- IV. Actions Between Meetings – On May 11, 2022, the Executive Committee approved expenses related to a donation in honor of Steven Wooddell. On May 24, 2022, the Executive Committee accepted President Kester’s appointment of Dawna Hines as National Publicity Committee Chair and Cal Sherrouse as Technology Coordinator. The Executive Committee also approved travel expenses for David McBryde to travel to WDC in July.
- V. Dillard’s Financial Services gave a presentation on the products and services available to NASCOE members. They shared new opportunities and offered promotional opportunities to assist NASCOE in membership growth.

VI. Old Business

A. Task Force Updates

- President Kester provided an update on the WDC Shared Management Task force that was previously negotiated by NASCOE. She will be getting an update from Robert Frost, TX, for the Executive Committee shortly.
- Vice-President Foster gave an update on the activities of the Convention Handbook task force. The group is going through a draft handbook item by item. They hope to have something by convention.
- Vice-President Foster provided an update on Benefits Provider Solicitation Task. They are continuing to draft requirements for a potential bid, including researching what typically is presented for these solicitations. President Kester urged the Executive Committee to provide feedback on items that should be included in the bid packet.

VII. New Business

- ### A.
- Treasurer Colgrove discussed a potential need for software to convert documents to pdf to conduct business. Technology Coordinator Sherrouse is researching options and costs. We need to use pdf to ensure our documents are protected from unintended changes. President Kester will email the Executive Committee for feedback and potential approval once a recommendation is received.

VIII. Discussion

- ### A.
- President Kester shared that a NASCOE team is in New Mexico now visiting the northern portion of the state and another team is scheduled to visit the southern portion next week. They have strong support from the state and so far, they are seeing positive results.
- ### B.
- President Kester discussed conducting the 2022-23 NASCOE Organization Meeting in conjunction with another Jump Team. The Membership Committee is reviewing options now. Additionally, she let the Executive Committee know that as Membership is the focus, the Membership Committee Area Chairs and/or members of the Jump Team will be meeting at the Organizational meeting instead of the Legislative Area Chairs as has been typical. There was no opposition with President Kester and the Membership Committee moving forward with planning this meeting and visits now.
- ### C.
- Treasurer Colgrove gave an update on the budget process. The Budget Committee has made good progress on next year's budget and is waiting to see how the current year's finances end up.
- ### D.
- President Kester reviewed National Convention Items. She reminded the Executive Committee that the Pre-Registration deadline is June 15th. Area Executives were encouraged to have states update their delegates with Secretary Csutoras. President Kester noted that 19 states have donated to support GACOE and encouraged any other states who are able to donate to support the convention. Finally, all awards or certificate request should be submitted to Awards and Scholarship Committee Chair Stucki.

- E. President Kester noted that a NASCOE bulletin went out to membership with the final 2021 Negotiation Items. She also noted there is a potential to hold the 2022 Negotiations in July but more likely this will be done soon after convention. President Kester also shared that the Negotiations and Programs Committee and the National Office are working on a system to submit and track suggestions which will provide efficiency and accountability.

IX. Additions

- A. President Kester noted that we currently do not have a bid for the 2024 National Convention. Illinois had previously expressed interest, however they would likely need to hold the convention outside of the normal timeframes.
- B. President Kester shared that she had discussed the SDA voting resolution with National Office leadership who was looking for a legal opinion on the proposal. Additionally, she has spoken with equity commission representatives at both the agency and departmental level who have been very receptive.
- C. Vice President Foster gave an update on the Secretary of State resolutions with our attorney. Our attorney in South Dakota has put us in touch with an attorney familiar with New York law who will help us to resolve the portions that require action in that state.
- D. President Kester shared that she discussed issues with state offices processing FSA-444's with DAFO who covered it with states during a recent SED training. It was noted that some states are requiring new FSA-444's to be submitted when there is a change which can be pain point for our treasurers to track. This can depend on the state.
- E. President Kester suggested that there be another State Treasurer's training which could incorporate recent developments from the Technology Coordinator to improve the dues transmittal process.
- F. President Kester informed the Executive Committee that the bereavement leave notice authorizing the benefit for CO employees should be coming soon. Additionally, whistleblower procedures for CO will be included in the upcoming 22-PM revision.
- G. President Kester discussed convention plans including scheduling visitors during the area breakouts. She will implement a schedule to avoid conflicts.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 8:35 pm EST. All in favor, motion carried.

**Northeast Area Rally
Lancaster, Pennsylvania
June 6, 2022**

- I. Pledge of Allegiance
 - a. Jason Pontillo, PACOE President
- II. Invocation
 - a. Glen Thomas, NASCOE Membership Chair
- III. Roll Call of States
 - a. Jason Pontillo, PACOE President
- IV. State Executive Director
 - a. Heidi Secord
 - i. Brand new to the Farm Service Agency experience
 - ii. Bringing fresh eyes to the job
 - iii. Brining cultural change
 - iv. Served in the Peace Corp
 - v. Involved in Community Supported Agriculture
 - 1. 26 years of experience
 - vi. She has been on the job four months
 - vii. She has 37 county offices that she wants to visit
 - viii. She believes in the grass roots philosophy
 - ix. She is a big believer in customer service and teamwork
 - x. She works for the county office
- V. Pennsylvania Secretary of Agriculture
 - a. Russell Redding
 - i. FSA is a significant part of agriculture to make sure people are fed
 - ii. Food production will need to increase
 - iii. Food is fundamental to everyone's survival
 - iv. 18% of Pennsylvania's gross product comes from agriculture
 - v. 59,000 farms in Pennsylvania
 - vi. Pennsylvania has a state level farm bill
 - vii. Environment is important
 - 1. 90% of the water that flows down the Chesapeake Bay comes from the Susquehanna River and its tributaries.
- VI. Assistant to the Administrator
 - a. Steve Petersen
 - i. Farmed up till 2017
 - ii. Has been with FSA for 36 years
 - iii. Started off as a COT in Pennsylvania
 - iv. CED in Maryland, then state office specialist, then went to the national office
 - v. Trying to look outside the box to make things easier for the county offices
 - vi. We work for the county office
 - vii. 98.3% of the offices are fully staffed

- viii. 93% do not require the wearing of masks at this time.
- ix. Budget FY2022
 - 1. \$1.467 billion
- x. FSA Employees
 - 1. 10,970 staffing level
 - 2. 10,293 currently
 - 3. 7188 county office employees
 - 4. 717 temporary employees
- xi. Budget FY2023
 - 1. Proposed increase of 70.3 million from FY2022
 - a. \$3.2 million will go to IT improvements
- xii. Staffing
 - 1. With a limited budget looking at other incentives
 - a. Training for hiring managers
 - b. Raising the minimum wage has hurt with hiring
 - c. Emphasize the benefits
 - i. We keep the farming community viable
- xiii. CFAP
 - 1. \$29 billion issued to producers
- b. Deputy Administrator for Field Operations (DAFO)
 - i. Marcus Graham
 - 1. Spoke on diversity and inclusion
 - 2. He said he was a product of the agency
 - 3. Had 23 years with the Farm Service Agency left and came back
 - 4. He worked in the tobacco programs
 - 5. Also worked for the Small Business Administration and Office of Personnel Management (OPM).
 - 6. Pandemic has made things difficult for all and we have had to shy away from in person events
 - 7. Slow with onboarding State Executive Directors
 - a. 45 states with SEDs
 - b. 5 remaining
 - c. This is a White House process not a Marcus Graham process
 - d. SEDs are the ones being tasked to recommend names for State Committee members.
 - 8. Award allotments have been increased
 - 9. Staff ceiling projected to be above 3% projected target
 - 10. DAFO takes requests regarding hiring daily
 - 11. Temps and overtime have increased
 - 12. Recruiting and retaining employees is important
 - 13. Training is important
 - a. Like to see more training but it is definitely budget driven
 - 14. Urban Ag
 - a. A lot of movement on now

- b. Authorized in the 2018 farm bill
 - c. Deputy Administrator for Farm Programs
 - i. Scott Marlow
 - 1. Has been on the job for four months
 - 2. Worked 10 years as part of the farm crisis hotline
 - 3. The crisis hotline has a 95% save rate
 - 4. He learned about farm programs at the kitchen table
 - 5. Has a deep concern about the impacts of COVID on both sides of the counter
 - 6. Emergency Relief Program (ERP)
 - a. Phase 1 Information is provided by crop insurance
 - b. Looked over many reports from crop insurance and the data is right, he has not found any calculation errors.
 - c. Everyone has the position for the producers not to sign the applications yet.
 - d. ERP is a self-certification we need to trust the farmers that they are telling the truth. This is a cultural change from what we are use to.
 - e. Eligible disaster loss if all are part is due to a disaster
- VII. Question and Answer Session
 - a. Panel
 - i. Steve Petersen
 - ii. Marcus Graham
 - iii. Scott Marlow
 - 1. Concerns with county offices keeping grade and pay retention? Grade 12 counties are becoming grade 11 counties after a CED retires or leaves. Grade 4 and 5 Program Technicians are required to run a county office and not being compensated.
 - a. Reclassification of employees is needed
 - b. There is a budget limit to what the upper-level management can do
 - c. Salaries are dictated by the Office of Personnel Management (OPM)
 - d. Open for any and all suggestions
 - e. Stress the importance of FSA benefits compared to the private sector
 - 2. CCC-576 (Notice of Loss and Application for Payment) “Not for NAP” manual forms for failed acreage and prevented planting are not getting credit like the computer-generated forms for a NAP notice of loss?
 - a. No definite answer
 - 3. Emergency Relief Program hay and pasture losses?
 - a. Those losses associated to grazing should not apply
 - b. The panel asked about tools being available at the counter such as drought maps that could assist.

- c. RMA will need to be at the table in the future if future audit findings result in problems
 - 4. How do we retain new employees?
 - a. Mentorships was suggested
 - b. Relationship building amongst other employees
 - c. Recognitions
 - 5. Retirees are waiting 8-10 months to receive their first retirement check how can this be fixed?
 - a. This is an OPM issue, but the panel would make note and seek additional information.
- VIII. NASCOE President
 - a. Marcinda Kester
 - i. No state has lost more than two positions
 - ii. 80 ceiling levels above with County Executive Director Trainees
 - iii. Get on the Tableau dashboards and use
 - iv. Overtime and credit hours are available
 - v. Make sure we use our WebTA codes correctly
 - vi. Taskforce members sought, let Marcinda know if interested
 - vii. FSA County Office employees are Title 5 employees not Title 7
 - 1. When legislation is passed by Congress, we need to make sure that Title 5 employees are included in the legislation. If not included, we do not receive the same benefits as Title 7 employees.
 - 2. Examples include paid parental leave where NASCOE fought to have Title 5 employees included.
 - viii. NASCOE is working on temporary time payback
 - ix. Look for a potential mileage rate increase
 - x. Looking to get rid of KSAs during the hiring process
 - xi. Please stress the importance of membership to members
 - xii. Hopefully Xerox copier and supply problems are being resolved
 - xiii. NASCOE attorney
 - 1. Need to have an adverse determination letter
 - 2. Contact your Northeast Area Executive, who will contact Joel Foster, NASCOE Vice-President
 - 3. NASCOE will not provide advice
 - 4. Keep a timeline of events
 - xiv. No one has expressed an interest in the 2024 NASCOE Convention
 - xv. Dillard Financial Inc.'s contract with NASCOE will expire next year - 2023
 - xvi. JM Marketing's contract with NASCOE will expire next year - 2023
 - xvii. Bids will open for new benefit providers. Dillard and JM Marketing could still be part of NASCOE, but all determined by the bidding process.
 - xviii. Scanning of documents in county offices coming soon. Pilot projects in different states wrapping up.
- IX. RASCOE Northeast Area Executive
 - a. Charlotte Saunders

- i. 30-year member of NASCOE
 - ii. Retired in 2005
 - iii. Spoke on 2021 Basic Reimbursement Accounts
 - iv. Spoke on HR1302 Expanding Opportunities for Recovery Act of 2019
 - 1. Spousal pitfalls – spouse passes away, survivor does not get any of the social security benefits.
 - v. Spoke on Pretax Health Insurance and COLAs
- X. Dillard Financial Solutions
 - a. John Lohr
 - i. Presented PACOE with a \$2,000 check that will be coming in the mail
 - b. Johnny Grassi
 - i. Spoke on TSP, FERS, and other benefits
- XI. Stress and Health
 - a. Information provided to the audience on stress and health and ways to deal with stress
- XII. NASCOE Membership Chair
 - a. Glenn Thomas
 - i. Spoke on membership

NASCOE Executive Members Present:

1. Marcinda Kester, President
2. Rick Csutoras, Secretary
3. Glenn Thomas, Membership Chair

NASCOE Northeast Area Executives Present:

1. Tina Williams, Executive
2. Sandy Scott, Alternate Executive

Farm Service Agency Upper-Level Management Present:

1. Steve Petersen
2. Marcus Graham
3. Scott Marlow
4. All Northeast Area State Executive Directors

2022 NASCOE Midwest Area Rally Minutes **Friday, March 18 - Saturday, March 19, 2022**

Welcome

The 2022 Midwest Area Rally(MWA) convened on Friday, March 18, 2022, in person at the Tundra Lodge in Green Bay, WI. The business meeting was called to order at 8:30am. Opening ceremonies were conducted with a Presentation of the Color Guard, followed by the Pledge of Allegiance by all members present, the National Anthem, sung by Shelby Niskanen and an Invocation. WASCOE President, Shelby Niskanen then gave a warm welcome on behalf of WASCOE and thanked all those in attendance. Additionally, introductions were made for the Midwest Area Executive, Kayla Mattson (MN) and the Midwest Area Alternate Executive, Amy Mormon (OH).

Roll call of delegates

Kayla conducted roll call of the state delegates to establish and conduct any necessary business actions on behalf of the midwest area during the meeting. Present at the meeting were:

Illinois - Travis Eisele and Charlene Neukomm

Indiana - Jared Thomas and Katrina Miller

Iowa - Ron Pethoud and _____

Michigan - Jamie Wegner and Debbie Butchart

Minnesota - Kayla Mattson and _____

Missouri - Drew Walters and _____

Ohio - Annette Perky and Amy Mormon

Wisconsin - Lori Edquist and Shelly Daugs

PAC Presentation

Ron Pethoud, the MWA Legislative Chair, gave a brief presentation and promotion of the NASCOE PAC - our special interest group. He reiterated how very important it is to have NASCOE members contributing to the PAC. He also outlined a competition going on to gain and also increase PAC contributions and the possible rewards to gain if members choose to participate.

NASCOE Updates

Joining the MWA Rally virtually was NASCOE President, Marcinda Kester and in person was Joel Foster. They gave updates as to what FSA employees have accomplished over the last two years as well as what NASCOE leadership have been busy with. Comments were given regarding COVID vaccination and testing requirements. At the moment, there was no plan for testing, even though a GovExec article stated as much. The national office has also ceased working on reasonable accommodation requests for the time being. The White House has and will continue to give the COVID guidance. Currently, if employees want to upload their vaccination cards, we are still able to do so. There has been no discussion on booster vaccinations.

As for telework and return to work decisions, the policy is leaving the decisions at the local level - even though we are still under maximum telework authority. If no circumstances are different for any particular office, then maximum telework is still viable.

There have been 36 SED's appointed throughout the country.

Negotiations between NASCOE and Washington DC leadership took place a few weeks ago. Marcinda reiterated that even if we don't see immediate action on negotiation items, it is still good that we are able to have these discussions with the administration.

Discussions also included re-doing COT classifications and currently also in the process of re-doing 27-PM. Very lengthy discussions as well about PT classifications. It was brought forth by the National office that the recent telework policy was rolled out as a recruitment and retention tool and that the policy is the beginning stages and policy can change.

Several questions and some brief discussion around those questions took place. Questions asked included if Marcinda/NASCOE was planning to do monthly video updates, if NASCOE was planning to put together something for employee retention and if NASCOE had been made aware of any updates or discussions on the next Farm Bill.

As suggested by Joel and Marcinda, if anyone has an interest in being on a task force, please let their STO/NASCOE leadership know.

Wisconsin SED - Gene Schriefer

The membership was joined by Wisconsin SED Gene Schriefer for an update from WI STO and leadership. Currently, WI has approximately 12% turnover rate of employees. He stated that was not sustainable in WI or in any state. He questions what the differences and expectations of employees are at this time. He suggested four items he considers to be substantial at this time regarding employee retention: 1) workplace flexibility - we are all amazed at what we were able to get done remotely, BUT our office doors were locked during that time, 2) what is rewarding for employees?, 3) wage competition is at an all-time high - state administrations are pushing OPM to do a wage equity study, and 4) why farmers are getting program notifications before the agency employees.

Discussion with National Office leadership via Teams

Our day continued with a Teams meeting with National office leadership which included Scott Marlow - Deputy Administrator for Farm Programs, Zach Duchenaus - FSA Administrator, Steve Peterson - FSA Associate Administrator, Marcus Graham - Deputy Administrator for Field Operations, as well as others. Several National office folks were able jump in and out of the meeting as there were available.

They sympathized with members regarding workload and exhaustion. They went on to state that we will see additional disaster programs coming - two programs and two rounds. No estimated timeline was announced for the program implementation. Along this vein, it was stated by a

member that we are happy to have programs and happy to have our jobs, but we are tired; we want to do a really good job - for our producers and our co-workers. Could we possibly get information on programs prior to producers getting that information and good software to go with it?

The national office understands that people are stressed out on both sides of the desk; the fatigue level is noticed for both employees and producers. FSA employees have done extraordinary work and managed amazingly in a radically changing work environment. FSA needs to acknowledge that the need for the programs we are standing up is extraordinary. National leadership will do their best to help suit County office needs. It was encouraged to continue dialogue between County office and National office.

A member pointed out that on a positive note, employees have noticed the improvements and software upgrades and we greatly appreciate them.

FSA Administrator, Duchenaux continued with asking how we can improve delivery of services, find flexibility and serve the producers; a goal of extending flexibilities to as many employees as we can. A couple concerns given by a member was about managing teleworking and also concerns with leasing and shared spaces, more specifically with RD. The scenario given was that there are customers coming into the office and they are not able to get ahold of an RD employee.

Additional concerns to be noted by the National office included a producer appeal that is older than 18 months out; filling vacancies in offices is much more difficult because of the environment we are working in; CRP 848's are confusing for staff and producers alike; staffing, retaining staff, and training accesses (NRCS has access to things like Rosetta Stone).

Response was given that we have temporary help and intermittent help. It was also underscored that FSA employees should be doing Receipt for Services and that data could be pulled at any time for a workload study. When Marcus spoke to the group, he said a new RFS dashboard is getting ready to go, 21-AO is revised and there will be a new ARS training in AgLearn soon.

Afternoon session

After we returned from lunch, we heard a brief set of comments from WRASCOE President Mary Behm. We also were informed to visit www.congress.gov to see a full explanation of legislative items. Jamie Garriot, Program Manager that was in attendance, gave comments on DAFP training site videos and provided a short presentation.

We then had a breakout session with a goal to generate ideas around gaining and retaining NASCOE members. We were divided into four groups and had some activities to prompt ideas and then shared them with everyone else.

Blue Cross Blue Shield gave a presentation on the topic of stress management.

We then adjourned into the evening dinner banquet and scholarship auction portion of the MWA Rally.

Dinner Banquet and Scholarship Auction

The dinner banquet was well attended and folks enjoyed company and socializing. After dinner was complete, there were two drawings as well as the raffle drawings.

The first time attendee drawing winner for \$50 was Janice Acree from Indiana.

The free night hotel stay winner was Jon Beam.

The raffle drawing winners were:

\$1,000 - Faith Daug

\$500 - Ty Larson

\$250 - Jackson Jones (he was sent a text message right away from an attendee and replied that he would donate it back to the scholarship fund)

\$100 - Steph McCarthy-Wondercheck

\$50 - Amy Mormon

\$50 - Jared Thomas

\$50 - Lisa Backus

Prior to the start of the scholarship auction, the award winners were announced, 1) Jake Bourget, 2) Maggie Schut and 3) Caleb Lokker. Both Jake and Maggie were present during the banquet and helped showcase items throughout the auction for the rest of the evening.

Saturday, March 19 Welcome Back

Joel Foster, NASCOE VP gave comments and information about the upcoming National convention in August in Savannah, Georgia.

Dillard Financial Solutions, a NASCOE partner and major sponsor of the WASCOE Convention and MWA Rally, gave a very informative presentation and answered questions from members.

Following Dillard's presentation we heard additional updates from Joel, as well as, NASCOE position candidacy announcement intentions.

Kayla proceeded with a MWA update and stated that if any of the MWA States would like herself or Amy on a meeting, to set it up with them and they'd be glad to speak with any boards and members.

We moved into committee chair reports and respective State President's reports. After hearing all the reports, Charlene moved to accept all the reports as read and Shelby seconded. The delegates present passed the motion. The committee reports and President's reports will be sent to Kayla by the respective member to place on file.

Final Updates and Closing Remarks

In closing, there was an item brought to the floor regarding the NASCOE travel policy. Discussion had ensued recently about the NASCOE stipend reimbursement policy for delegates to the National Convention and the like. The question really was, is NASCOE adequately and fairly compensating the State Associations appropriately for travel to the National Convention.

After clarification of current policy and then discussion of suggestions that have been made, there were several comments from the floor. These comments included a question - have they [NASCOE] looked at actual expenses of the travel versus the research or current policy engaged. Another question was if a suggestion of percentage of State membership used as a basis for reimbursement percentage was actually being fair. An additional question was if it mattered where the delegate(s) live. It was pointed out that State associations should not be making money on any travel reimbursements. Also suggested was a flat rate reimbursement stipend. If there are ideas or concerns that need to be addressed for the travel policy, members should send them to Kayla.

Further comments added were that it seemed simple before and simplicity will be the way to go. It was asked what was previously spent and budgeted for travel reimbursements and if it was feasible to continue that long term. Clarifying point made was that pro-rating the travel by percentage of State membership means that states are already required to be at least 50% to be affiliated with NASCOE and then NASCOE would reduce reimbursement by the prorated percentage on travel. Because of that reasoning, it was suggested that the membership percentage contingency be excluded - NASCOE wants those delegates and members to attend. The monies reimbursed for 2021 was >\$18,000, 2019 was >\$29,000, 2018 was \$27,976 and 2017 was \$18,126. A final point made during that discussion was that the amount spent depends on various factors.

Discussion on the travel reimbursement dwindle down to a close. Janice moved to adjourn the MWA Rally and Travis seconded. Motion passed.

Respectfully submitted,
Shelly Daugs - MWA Rally delegate and designated meeting recorder

All West Rally
Oklahoma City, Oklahoma
May 20-21, 2022

The 2022 All West Rally was called to order at 8:00 A.M. in the Conference Center of the Sheraton Hotel located in downtown Oklahoma City, Oklahoma.

Terry Cater, Southwest Area Alternate Executive, led the Pledge of Allegiance and the Invocation.

Nancy Ensminger, Oklahoma State President, welcomed everyone to Oklahoma.

Area Executives, Tracy Wilson (Southwest Area) and Lacey Orcutt (Northwest Area) gave an opening welcome with Lacey Orcutt going over Covid Protocol and safety announcements.

Roll call was taken by Oklahoma State Secretary/Treasurer, Amanda Montgomery. There was a total of 81 in attendance.

Alaska 0, Arizona 0, California 0, Colorado 0, Idaho 2, Kansas 4, Montana 2, Nevada 0, Nebraska 10, New Mexico 1, North Dakota 1, Oklahoma 46, Oregon 0, South Dakota 2, Texas 8, Utah 0, Washington 0, Wyoming 0, South Carolina 1, Florida 1

Oklahoma State Executive Director, Steve Kouplen, addressed the membership.

Charles Land spoke on behalf of RASCOE.

Oklahoma 3rd District Congressman Frank Lucas addressed the membership with current information on what congress has been working on.

Associate Administrator Steve Peterson spoke and gave updates on behalf of DAFP and fielded questions from the membership.

Marcus Graham, Deputy Administrator for Field Operations, and Scott Marlow, Deputy Administrator for Farm Programs, attended the rally virtually. Both Mr. Graham and Mr. Marlow addressed the membership.

A Question and Answer session was held with Mr. Peterson, Mr. Graham and Mr. Marlow all answering questions from the membership in attendance.

Craig Turner was to be in attendance on behalf of NAFEC, but due to an accident he was unable to attend. Morgan Limmer, National COAC Chair, gave a brief update on Craig and NAFEC/COAC.

Dillard's Financial Solutions presented a thirty minute presentation to membership.

Membership was released for lunch at noon with the meeting reconvening at 1:15 P.M.

A video was played for the attendees that was sent by Oklahoma Senator James Lankford.

Theresa Dillard with Dillard Financial Solutions spoke and donated \$2,000 to each the NWA & SWA.

NASCOE President, Marcinda Kester, addressed attendees giving updates on what NASCOE has been busy workin on.

Scott Blubaugh, American Farmers and Ranchers addressed the membership.

The attendees then participated in the Membership Round Table discussions that were lead by Southwest Area Membership Chair, Breann Fink and National Membership Chair, Glenn Thomas.

The session broke at 3:00 P.M. with Oklahoma convening for their State Business meeting.

The Banquet and Auction was held in the evening.

May 21, 2022

Area Business Meetings were held jointly.

The agenda was adopted as filed. Amanda Montgomery was appointed secretary for this meeting.

Candidacy Announcements

Tracy Wilson of Oklahoma announced her candidacy for SWA Exc.

Terry Cater of New Mexico announced his candidacy for SWA Alt Exc.

Lacy Orcutt of Montana announced her candidacy for NWA Exc.

Megan Coan of Nebraska announced her candidacy for NWA Alt Exc.

Marcinda Kester of Florida announced her candidacy for NASCOE President.

Joe Foster of North Dakota announced his candidacy for NASCOE Vice President.

Taylor Stucki of Oklahoma announced her candidacy for NASCOE Secretary.

Jessi Colgrove of Nebraska announced her candidacy for NACOE Treasurer.

Chair Updates

Heidi Clinkingbeard and Kyra Hagberg gave updates on Awards and Scholarships.

Pam Metz and Amanda Montgomery gave updates on Benefits and Emblems.

Breeann Fink and Lacy Orcutt gave updates on Membership.

Morgan Limmer gave updates on COAC.

Christa Kraatz and Windy Ingram gave updates on Programs and Negotiations.

Julie Goetzman gave updates on Publicity.

Nancy Ensminger gave updates on Legislation.

SWA Breakout

Tracy Wilson reported the SWA had a balance of \$11,136.87 per Brandon Wilson, SWA Treasurer. Tracy is working with Julie Goetzman to update the process in which we format the current area directory. The current process is very cumbersome and time consuming. Jump teams are going to be sent to New Mexico for a membership outreach in June. New Mexico's membership has fallen below the required threshold to be in good standing with NASCOE so two jump teams will be covering the Northern tier and Southern tier respectively. There was discussion of combining the 2023 SWA Rally with the 2023 National Convention if possible. The 2023 National Convention is to be held in College Station, Texas and the thought would be to have the SWA come in a day early and do our area business and breakout at that time.

There being no further discussion, the meeting adjourned.