

NASCOE ANNUAL REPORT

2022 - 2023



Parts of report of been redacted due to the nature of some business not being completed at the end of the FY. When business is completed redacted parts will be published.

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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
Taylor Stucki 405-368-8297 (Cell) taylor.stucki@nascoe.org	Jessi Colgrove 402-806-7065(Cell) jessi.colgrove@nascoe.org
Past Secretary	
Richard Csutoras 717-991-2545 (Cell) richard.csutoras@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	Matt Weddingfeld 402-540-9345 matt.weddingfeld@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
Heidi Clinkingbeard 620-453-0330 heidi.clinkingbeard@nascoe.org	Travis Eisele 309-255-2959 travis.eisele@nascoe.com
Legislative Co-Chair	Legislative Co-chair
Clint Bain 731-695-1333 clint.bain@nascoe.org	David McBryde 919-418-3380 david.mcbryste@nascoe.org
County Office Advocacy	Publicity
Jeannine Wendel 940-550-5513 jeannine.wendel@nascoe.org	Dawna Hines 979-743-5639 dawna.hines@nascoe.org
Programs Co-Chair	Programs Co-Chair
Christa Kraatz 512-398-4176 christa.kraatz@nascoe.org	Jennie Budahl 605-881-6117 jennie.budahl@nascoe.org
Membership Co-Chair	Membership Co-Chair
Glenn Thomas 864-978-7498 glenn.thomas@nascoe.org	Emilee Seier 402-302-9154 emilee.seier@nascoe.org
Technology Coordinator	
Cal Sherrouse 850-326-2823 cal.sherrouse@nascoe.org	

NASCOE BOARD OF DIRECTOR LISTING 2022-23

STATE	DELEGATE	DELEGATE
ALABAMA	Beth Farmer	Judy Rudd
ARIZONA	Calvin Johnson	Esmeralda Chavez
ARKANSAS	Nancy Chlapecka	Sabrina Conditt
CALIFORNIA-HAWAII	Brenda Estrada	Desiree Garza
COLORADO	Sam Montoya	Dawna Weirich
CONNECTICUT	Alicia McCue	Sarah Kubik
DELAWARE-MARYLAND	Susan Mackey-Taylor	Molly Bryden
FLORIDA	Cal Sherrouse	Anthony Williams
GEORGIA	Sammie Jo Lawless	Dana Blankenship
IDAHO	Melissa Klucken	Lisa Eaton
ILLINOIS	Charlene Neukomm	Travis Eisele
INDIANA	Katrina Miller	Janice Acree
IOWA	Curt Houk	Ron Pethoud
KANSAS	Amanda Ahrens	Tonya Atchinson
KENTUCKY	Lindsey New	Dawn Ovesen
LOUISIANA	Mitchell May	Lisa Zeringue
MAINE	Audre Hayward	Laurie Thiboutot
MASSACHUSETTS	Kip Graham	Julie Viveiros
MICHIGAN	Jamie Wegner	Kay Hillock-Vining

NASCOE BOARD OF DIRECTOR LISTING 2022-23

MINNESOTA	Jennifer Achmann	Teresa Holmquist
MISSISSIPPI	Rebecca McKenzie	Missy Love
MISSOURI	Logan McGhee	Drew Walters
MONTANA	Jill Lorang	Jennifer Lee
NEBRASKA	Anne Rexroth	Patti Behnk
NEVADA	Betty Hodik	Claire Kehoe
NEW HAMPSHIRE	Kelsey Hamilton	Tara Hamlett
NEW MEXICO	Terry Cater	Stacie Chavez
NEW YORK	Sandy Scott	Jennifer Doty
NORTH CAROLINA	Shannon West	Ethan Edwards
NORTH DAKOTA	Brooke Kessel	Deana Tranby
OHIO	Annette Purkey	Cindy McConnell
OKLAHOMA	Amanda Montgomery	Nancy Ensminger
OREGON	Heather Tritt	
RHODE ISLAND	Sheryl Michener	Nancy Becker
PENNSYLVANIA	Richard Csutoras	
SOUTH CAROLINA	Kayla Jordan	Amy Blum
SOUTH DAKOTA	Kathy Torres	Sherri Hanson
TENNESSEE	Sarah Smith	Donnell Poss
TEXAS	Lori Deblou(sp?)	Christa Kraatz

NASCOE BOARD OF DIRECTOR LISTING 2022-23

UTAH	Sherry Funk	Barbie Hill
VERMONT	Courtney LeCuyer	Christine Lary
VIRGINIA	Jeanette Smith	Heather Trobaugh
WASHINGTON ALASKA	Debbie Sweet	Susie Rutherford
WEST VIRGINIA	Barbie Parsons	Andrea Landis
WISCONSIN	Marilyn Lentz	Jodie Groeschel
WYOMING	Pam Metz	Kimberly Nusbaum

*As of 8/08/2022

PROPERTY OF NASCOE June 30, 2023

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	Oklahoma
Conference Call Speaker (2)	Oklahoma
4 Projector Screens	Illinois
Brother MFC-L8900CDW Printer	Oklahoma

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), Publicity Committee Chair, Technology Coordinator, 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

NASCOE EXECUTIVE COMMITTEE POLICIES

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.

NASCOE EXECUTIVE COMMITTEE POLICIES

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.

NASCOE EXECUTIVE COMMITTEE POLICIES

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. Membership Calculations

According to NASCOE's Constitution and By-Laws, a permanent appointment county office employee is defined as a permanent FSA employee whose work performance evaluation rating or reviewing official in the COC or DD, which includes CO and GS employees. COTs (now CEDT's) and FLOTs are also eligible. In order to ensure consistent membership counts, the Executive Committee has set the following rules for counting membership.

State Associations that allow GS employees to be full members, will count all CO members and eligible GS members in their total count of membership. A membership percentage will be calculated by dividing this total by the total number of CO employees only in the state minus any CO employees who perform 100% Farm Loan work. This percentage will be capped at 100%. If a CO employee is doing 100% GS work and is a member, then they will be counted in the membership as well as total employees. NASCOE will provide data obtained from WDC as available, but it is up to each state association to verify accuracy.

Furthermore, for states that allow GS members however only charge associate members' dues those states will only count them as associate members. They will not count in membership or employee total.

18. 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%.

19. 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 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.

28. 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:

NASCOE EXECUTIVE COMMITTEE POLICIES

- 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.

29. **Membership Awards**

- A. Membership plaques for 25 years (and every 5 years thereafter) of 100% cumulative membership for County Offices will be issued on an annual basis at the NASCOE National Convention. Individuals who have maintained their membership for 25 consecutive years to align with their years of service (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.
- C. NASCOE Diamond Awards will be presented to members with 50 or more years, in 5-year increments of continuous membership in NASCOE. NASCOE will reimburse the cost of these members attending the National Convention the year they receive the award.

30. **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.

31. **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.

32. **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.

33. **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.

34. **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.

35. **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
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

36. 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 Mini Conference	Executive Committee Full Legislative Committee

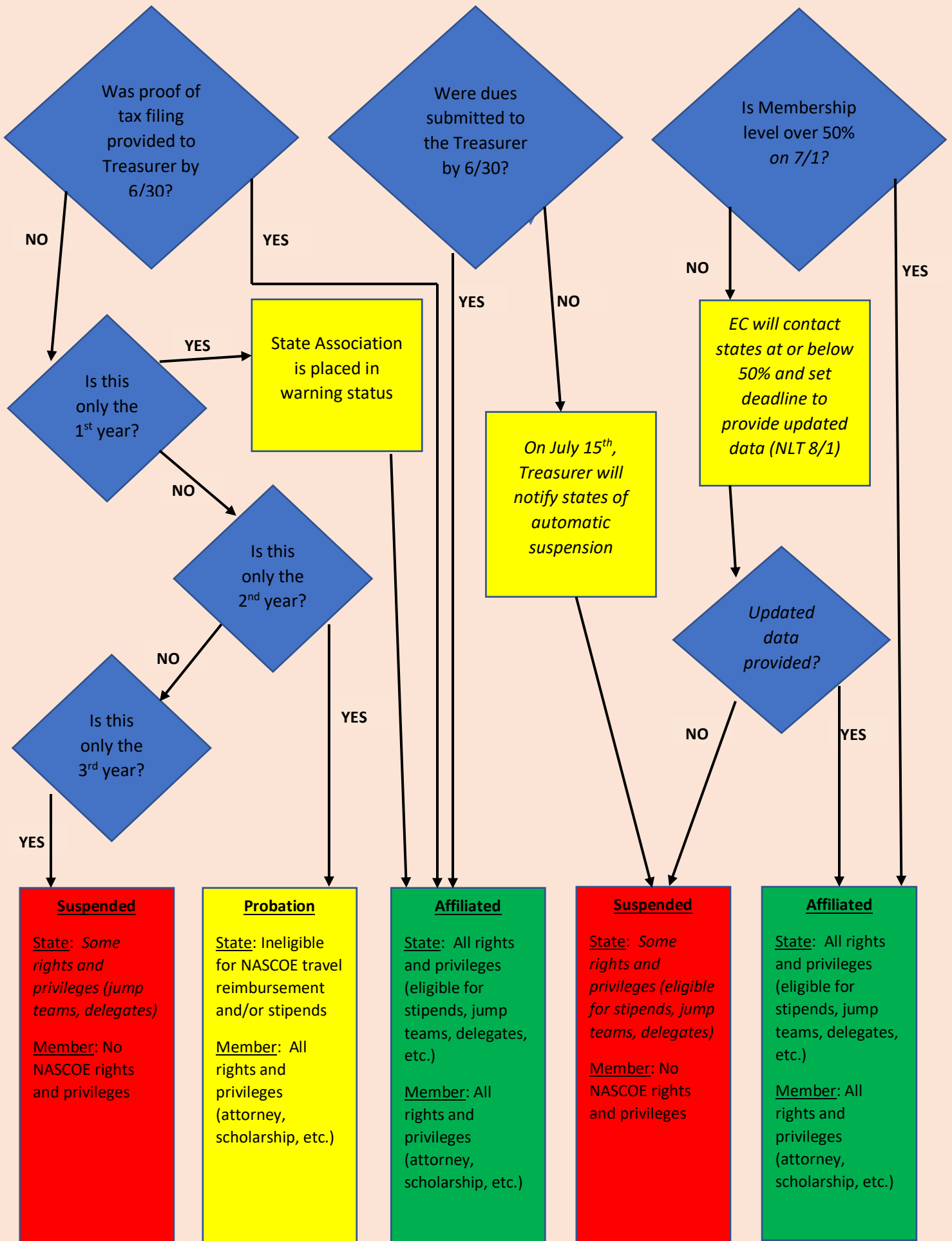


Exhibit 1
Revised February 2022

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.

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.

2022 NASCOE Negotiation Items

Item 1

Issue:

COVID19 has greatly increased the number of electronic-signature submissions to FSA producers because of office closures and CDC guidance. Now that producers have “gotten a taste” of this ability FSA is seeing more requests from busy producers to continue with these methods. With the move to electronic records and having producers requesting to have information emailed to them for electronic applications, FSA staff is finding a lack of consistency with producer email and phone number information being included on the application paperwork. There is not uniformity of what is printed on the FSA program applications depending perhaps on when the document was created.

Lastly, it appears there is a variance in which name is pulled from MIDAS on producer applications. Sometimes it is the LEGAL name and other times it is the COMMON name.

Position:

NASCOE is requesting to include both the producer email and phone number printed on all program applications. This would give consistency and save county office staff time by eliminating the need to log into multiple systems to find the needed information. An “auto-submit” tab that would allow the county office to email the contract or application directly from the software either to the producer email associated with the producer or give the ability to add an email through one tap would be an excellent option, but we recognize the software update list is long. The short ask is to simply include all automated applications to have producer email and phone number blocks. The long ask is to include an auto-tab to have instant email sent to the address of record or possibly link to OneSpan for saving time in preparing for electronic signature. NASCOE would also like to request that the LEGAL name is the option used for all producer applications when printing the name on applications.

FSA Response:

DAFP-PDD will include printing of the producer email and phone number for all DAFP programs on the list of future software enhancements.

DAFP-PDD is also in the process of developing electronic signature requirements to allow for applications to be emailed to producer(s) for digital signature. This change will be implemented on a program-by-program basis.

As far as the issue of LEGAL name vs. COMMON name, we agree that what is printed should be consistent. DAFP will determine the best approach and add this to the list of future software enhancements for impacted programs.

Resolution:

National Office will be reviewing all forms with the aim of consistency looking to ensure adding the name, address, phone, and email of customers are included on all future applications/documents. This will primarily be accomplished as forms are updated or developed. Also, after further review, forms should show only the legal name as that is policy.

Item 2

Issue:

FPAC employees have been instructed by OCIO to use the available OCIO "HELP" Icon v8.0 and not contact their local IT directly by phone or email. The OCIO "Help" Icon software gives employees the choice to request IT services by either using the BMC Live chat feature, submitting a remedy ticket and/or calling the 1-877 number for IT assistance.

When an FPAC employee uses the Live Chat feature the employee starts by asking a question and waits for OCIO/CEC help desk representatives/chat technician to respond. The employee is greeted by chat technician and asked for a phone number in case they need to call back. If it is an issue with a ticket number, the employee gives the ticket number and addresses the ongoing issue with the chat technician. If this is a new issue, then chat technician will prompt the employee to provide his/her/their computer demographic and profile information.

To provide this information employees then go to back to Help Icon box and locate the tab labeled "Device information." This tab provides the employee's computer name, account name, IP address, serial number, etc. The employee keeps the BMC Live Chat window open and then either types in the demographic and profile information, takes screen shots or uses the clipping tool to paste said information into the chat with the chat technician/help desk.

Once the chat is started between chat technician and FPAC employee, then the employee attempts their best to describe the issue with his/her/their computer, device, software, etc. If a resolution is not found during the live chat discussion the said request can be promoted or escalated to a different tiered level, and then a ticket is created for the employee and later assigned to another IT personnel or local IT representative. Employees are reporting these escalated level requests are getting routed back to some of their same local IT personnel employees with whom they have previously used for assistance with previous IT services and computer issues.

After a chat is concluded between the chat technician and the employee, the employee closes out or leaves the chat box. Employees have reported they cannot go back within the chat feature and view previous conversations or chats the employee previously had with chat technicians. The employee can request a chat technician to send the chat notes by providing the incident number. The employee can view the notes submitted by the chat technician or IT specialist from the ticket/incident email.

If the chat technician does not get a response from the user/employee in a certain time frame the technician will close the session, and the employee must start a new chat. If the employee starts a new chat, then he/she/they will have to start the process over again and then will be prompted to provide their computer's demo/profile information once more.

Position:

NASCOE position is to have the ability for BMC Live Chat software to automatically pull and/or gather FPAC employee's device information, which would include demographic and computer profile information for the employee. In interest of time and efficiency, at minimum the ability to copy and paste from the device information tab located in the OCIO "Help" Icon v8.0, which would reduce time needed by chat technician to address the employee's IT issue and/or find resolutions faster by IT and help desk personnel.

FSA Response:

The request has been escalated to the OCIO team in charge of BMC Live Chat to determine if automatically pulling in the computer details is possible or if there is an easier way for employees to copy/paste from the Device Information screen. DAFO is awaiting a response and will provide the response once it has been received.

As an alternative, employees could use the OCIO "Help" icon and then click Online Help > Support via Email. That generates an email with all of the computer information already included. They can answer the additional questions and submit the ticket via email OR they can just use that function to more easily copy/paste their computer information from the generated email.

Employees will not be able to re-open chat sessions. To view details of closed chat sessions, they can use the Digital Workplace - DWP (<https://usdacts-myit.fed.onbmc.com/dwp/app/#/catalog>) to see all of their OCIO/CEC requests. Employees can continue to communicate through DWP with the technician assigned to the ticket.

Resolution:

NASCOE accepts this response. National Office will continue to follow up with OCIO to complete these resolutions.

Item 3

Issue:

Employees are being locked out of EAUTH and ACCESS to CRM, Active Directory account, and various software applications when they are on leave for more than 30 days. It is our understanding that MIDAS is attached to the Active Directory account, unlike most of our other systems. Specific examples are when employees are on paid parental, sick, or military leave for more than 30 days. Supervisors can request the employee's access to be re-enabled, but this request can only be submitted within 24 hours of the employee returning to official duty and signing on. If the employee does not return and sign on within 24 hours of the request, the account will again be disabled. We are hearing that when employees return to official duty, it is taking anywhere from 3 days to 2 weeks for accounts to be re-enabled. This causes significant inefficiencies at the field level when there is heavy workload and pressing deadlines to meet.

Position:

NASCOE would like Management to pursue a process, working with the appropriate FPAC-BC division that handles these functions, to flag employees in approved leave status to NOT be inactivated. Maybe this process could start with the supervisor, after approving requested leave in excess of 30 days, submitting an FSA-13A to the SLR to request an exemption for inactivating the employee's account accesses. The SLR would forward the FSA-13A to the appropriate level to flag the employee's account for inactivation waiver. We think it would be appropriate to grant this waiver for up to 90 days, but only for employees on approved leave who are expected to return to official duty at the end of the approved leave period. If the employee remains on approved leave status beyond the 90-day waiver period, the supervisor would be required to submit another inactivation waiver request (possibly on an FSA-13A) to the SLR to begin processing an additional waiver request for a specified period.

If the waiver option cannot be granted, NASCOE would ask for an alternative solution; that the 30-day access inactivation trigger be extended to 60 days. With the average approved leave period for paid parental leave and extended sick leave (surgeries, mild injuries, etc.) being 8-10 weeks, as well as the frequent use of paid parental leave (recently authorized), NASCOE feels extending the inactivation trigger to 60 days would be a tremendous benefit and efficiency to both the employee and agency.

FSA Response:

DAFO connected with FPAC-Information Assurance Branch to discuss the possibility of extending the timeframes of the inactivation trigger. The issue has been elevated to OCIO to determine if a policy change is possible.

Resolution:

DAFO has received an answer from ISD that a waiver for a policy change to the security restraints from 30 days to 60 days has been submitted to OCIO for review. Currently an SLR can request reactivation, but the Business Center is looking into allowing supervisors to have the ability to submit the AD account reactivations without having to go thru an SLR. The update on supervisors having these permissions is on hold until September 2023 due to contract issues. However, DAFO will work on sending out an IB to advise supervisors and employees to login on day 25 of leave for a few minutes to help alleviate this loss in access until we can get an answer on the waiver solution. Also, DAFO is going to inquire if a possible email notification can be sent to the employee and supervisor at the 25-day mark to help in notifying individuals when the inactive period is nearing the 30 days.

Item 4

Issue:

FSA's county offices are struggling to recruit and retain quality employees. The feedback we are getting from potential applicants and departing employees indicate we are not providing competitive pay, as compared to the private sector. In addition, the work complexity for our positions is much more demanding and stressful than many private sector jobs that pay as much, or more, than our FSA county office field positions. Not too many years ago, our FSA county offices were considered very attractive places to work among talented and skilled job applicants because of our pay and benefits. However, that simply and sadly is not the case today.

One specific example of this is in a large town in Kansas. A CO-3 employee starts out making \$13.78/hr. and a CO-4 employee starts at \$15.47/hr. The FSA office in this town has found it extremely difficult to find quality candidates to apply for a PT position, as they can go work in the fast-food industry, department stores, or drug stores for as much, or more, starting pay. When potential candidates see our pay rate, they just breeze on by the ad not realizing we have an excellent benefits package. This particular office just had a vacancy announcement and, in a town of 46,000 people, only had two applicants make it to the certificate list. Along the I-135 interstate, all offices in Kansas are having a really difficult time getting quality applicants to apply. This was an issue even before the pandemic and vaccine mandate. The entire FSA District had temporary positions that never got filled when they were desperately needed. This Kansas town example is not unique. We are hearing these same issues in every area of the country.

The work we do requires talented employees. We cannot recruit and retain quality employees unless we do a better job adjusting our pay scales and working conditions to be competitive with the private sector.

Position:

USDA/FSA should quickly begin developing a plan to update the pay scale that will provide effective results for recruiting and retaining quality employees. FSA is seeing a tremendous rate of employee turnover. It is critical that we do our best to recruit talented candidates while retaining our experienced employees in whom we have invested a great amount of training and experience.

NASCOE suggests that a task force, to include FSA CO Hiring Managers who have faced recruitment/retention challenges, be created to study and address employee recruitment and retention barriers.

FSA Response:

USDA and FSA Leadership recognize the need for increased base pay within FSA, USDA, and across the Federal government. An increase of base pay across all positions within Farm Service Agency is a multi- step process involving numerous organizations and agencies. USDA and FSA are exploring all options to advocate for increased basic pay for all employees however, this process takes significant time and coordination with the Office of Personnel Management and the Office of Management and Budget.

USDA and FSA Leadership continue to advocate that increased base pay for employees must be matched with a corresponding congressional appropriation to ensure overall staff numbers are not negatively impacted by increased salary rates.

Considering the amount of time, it takes to implement wide scale increased base pay, FPAC and FSA leadership are focused on providing immediate, interim solutions, to address employee recruitment and

retention. For example, in FY2022, FSA implemented Student Loan Repayment as a retention tool for existing employees. FSA Leadership continues to evaluate the need for and best methods to implement recruitment and retention incentives for employees where necessary.

Resolution:

NASCOE and the National Office are committed to exploring opportunities to advocate on behalf of FSA Employees for pay increases and recruitment and retention incentives with the USDA Leadership.

Item 5

Issue:

Advertising for local job openings in county FSA offices is becoming an issue and has also proven to be costly. Social media has created a loss of subscribers to local newspapers or the closing of small newspapers. Classified ad costs in these larger newspapers have increased significantly. Hiring supervisors would like to see more advertising opportunities available for these county office openings. A CED recently created a free Indeed.com account to advertise for a PT opening and questioned all the applicants to see where they heard about the vacancy. ALL responded with Indeed.com. More candidates would have been interested if offices had the ability to "boost" these listings for fee. This would likely be more economical and effective than the newspaper ads.

Position:

NASCOE is aware that county office jobs are advertised on-line via USAJOBS.COM, however this is not well-known for many potential applicants. County offices can post job announcements in their office on the bulletin board, include it in an electronic newsletter or send via text message; but these options will only reach current individuals who conduct business with FSA or have previously signed up to receive notifications. On-line job sites such as Indeed, ZipRecruiter, Monster, etc. are just a few of the on-line websites that are widely known. It appears that other government agencies are taking advantage of these tools to a greater extent than FSA.

NASCOE is asking if FSA county offices can have more advertising opportunities so that we may have a broader base of applicants to choose from by using these on-line options to greatly increase the number of candidates. We would also like to ask for the ability to "boost" a vacancy announcement, especially in cases where a significant number of applicants have not yet responded to the job vacancy.

FSA Response:

DAFO's Staffing and Recruitment team has been concentrating on recruitment this year to assist states with their applicant pools. Recruitment has been an issue for many areas due to competition, pandemic changes, new admin staff and the economy.

We have found many opportunities with state unemployment offices, universities/colleges, local minority groups and job boards that do still allow free job postings. In addition, we have found that many of the "free" options are only free for a limited number of postings or limited exposure. Many resort to charging in order to expand the possibilities of posting. Many state unemployment sites do get pulled to outside sites such as Indeed and ZipRecruiter. Unfortunately, OPM will not authorize the same for USAJOBS.

DAFO is exploring the possibility of FPAC/FSA social media accounts for sharing job announcements. In the meantime, we have recommended that FSA STOs partner with NRCS for their twitter account, conservation districts and extension service for Facebook and their own employee base to share job announcements on social media.

DAFO's Staffing and Recruitment team has created instructions as well as a toolkit to assist states in increasing their recruitment efforts. In addition, DAFO posts every FSACO external position on HandShake to 150 land grant and minority serving institution that subscribes to that service which has allowed for over 100,000 postings this year.

It is possible for a state to create online accounts and use the job boards listed but it would be a budget.

item, possibly outreach.

Resolution:

The National Office has provided the field with resources for job recruitment. DAFO will share these resources with NASCOE to help increase awareness to employees in the field.

Item 6

Issue:

Honeybee producers or apiculturist who report their honey production in their respective FSA county offices have an acreage reporting date of January 2, or the date their colonies are set in place for honey production for the current crop year. The crop year for honeybee producers with honey production is from January 1 through December 31 of the calendar year, as per 1-NAP (Rev. 2) par.976C.

Honeybee producers may have multiple colonies located in various counties at different times during the crop year. Apiaries located in different counties are considered one unit. Honey producers who have interest in colonies and/or honey production will use their recording county for their honey operation and honey inventory reporting. As per 1-NAP (Rev. 2), par. 976D, a producer sharing in the unit must accurately report in the recording county office with their total number of the unit's colonies present in all counties. If any changes or increase occurs with their colony counts used for honey production, they have 30 calendar days to report their total number of colonies or their additional counties if bees were moved. With these changes of colony counts or moves the county offices are instructed to have the honeybee producers use a manual FSA-578 to accept the honeybee producer's honey inventory reports according to 1-NAP (Rev. 2), par. 976D.

In addition to NAP, processing ELAP applications for colonies and hives for bees is also cumbersome and inefficient. Currently, tracking of colonies must be done through a manual process, which results in the County Office having to keep a running record of the producer inventories. This results in inconsistencies and is challenging for accurate reporting.

The county offices are dependent on the honeybee producers for accurate and timely notifications of these changes and/or increases to help complete their colony inventory reports for the crop year. Using the manual FSA-578 to capture these changes or increases can fluctuate numerous times throughout the crop year. Creating many manual FSA-578s reports being taken by county offices for one honeybee producer per unit per recording county. County offices have reported one honeybee producer can have upwards of 50 manual FSA-578s in one recording county. This same county also services numerous other honeybee producers. County offices continue to assist producers with their reports and helping these producers maintain accurate records but have found it difficult helping producers maintain all of their colony counts on manual forms that are taken within a given crop year.

Position:

NASCOE is requesting that software be developed to assist in reporting colonies and hives for bee producers as the current policy requires multiple manual FSA-578's and no continual tracking for either of these items. If time or funding is an issue, an alternative could be to have an automated spreadsheet or accumulation sheet be provided for honeybee producers to help keep an accurate count or tally of their inventory reports going to county offices. The automated tracking sheet would capture accurate data collections throughout the crop year and allow FSA employees to be proficient with honeybee colony reporting, as per 1-NAP, 976D. This sheet could also be used to verify total colony counts reported on FSA-578s, and this data could be used if losses occur because of a disaster event and/or later if an application is submitted for various FSA disaster related programs like NAP and ELAP. A spreadsheet or inventory tool would improve accuracy on acreage reporting and program applications. It would also improve efficiency with the delivery of disaster programs and payments to honeybee producers who suffer losses.

FSA Response:

An effort is already underway to develop the alternative spreadsheet that has been suggested. The team is working to ensure the spreadsheet can be used to record the necessary information in a manner that will include all necessary data elements for ELAP and NAP.

Additionally, this item can be considered with future development of geospatial acreage reporting.

Resolution:

NASCOE accepts this response and will provide feedback on resources that are currently in progress for field distribution.

Item 7

Issue:

Software for the Emergency Livestock Assistance Program (ELAP) that the County Office staff can use to input data is needed. Currently all ELAP applications are ran through an excel type workbook and then payments computed are manually entered into the ELAP payment software. Not having ELAP software that the County Office can utilize from the beginning of an application through payment is cause for concern as the way it is currently being done increases the chance for human error and incorrect payments.

Position:

To help eliminate errors from a manual process involving an excel workbook, NASCOE would like to see the development of an ELAP software platform, which includes the Notice of Loss and payment calculation processes.

FSA Response:

ELAP software continues to be delayed due to higher priorities. Development of an ELAP software platform continues to be a priority; however, the recent pandemic and emergency assistance programs have necessitated that FSA dedicate time and resources to the successful and timely rollout of these critical programs. InfoPath and the subsequent excel workbooks are interim solutions until full blown automation can be developed.

Resolution:

ELAP software is actively being developed with an aim for deployment of March 2024! NASCOE will be providing a list of individuals for program testing.

Item 9

Issue:

When National Amendment 76 of 1-CM was released on December 20, 2021, it revised the register policy, but doing so increased the amount of workload required for a register and decreased the amount of time for the County Office to complete the register. This restrictive timeline is burdensome considering the additional circumstances going on in the county office right now, including the decreased staffing numbers.

Requiring producers to request to be placed on a register versus just requesting FSA service could result in poor customer service. Most producers don't know anything about FSA policy regarding registers and wouldn't know that they specifically need to ask to be placed on one. This would be particularly true for producers who are requesting service via email, fax, or another remote method encouraged in recent years. The requirement for the register to include all necessary documents to complete an application could also diminish customer service and reduce a producer's eligibility.

Absent the extreme workload requiring the County Office to need a register, the staff would usually review the applications with the producer to ensure completeness. Our programs can be complicated, and it is not uncommon for producers to believe that they have provided everything needed for benefits, when the reality is there is more needed to have a complete application. Not allowing producers on a register the opportunity to provide follow up documents after the County Office has had time to review the application will increase in the number of application denials and appeals.

Additionally, in some cases setting the producer appointment date and time as the initial register is being completed causes confusion for the County Office staff and producers. Depending on the office staffing and workload, accurately predicting the time needed to process preceding requests can be difficult. Additionally, review of supporting documentation can require more or less time, requiring a change in the appointment. This process, versus working through the application and notifying the producer once their appointment date and time are accurately known, can be time-consuming for an already burdened office and confusing to the producer.

Finally, the timeline of three-weeks to complete the register is onerous in many situations. Registers are typically needed when County Offices are short staffed and/or have many programs going on at one time. This is particularly true for disasters including LFP, ELAP, and LIP. Often it is the same County Office Program Technician who is administering these multiple programs. Shortened signup periods or signups occurring during busy periods for producers can also result in last minute surges in interest resulting in larger than expected register use. Having an inflexible, limited timeframe to service producers on a register adds considerable stress and undue hardship to the staff who are trying to timely complete their job.

Position:

Timely and complete program enrollment is important to both FSA and producers. However, agency leadership has acknowledged that staffing challenges exist throughout the country. Additionally, we have seen an unprecedented number of additional programs and workload in recent years. Employees are struggling to maintain a healthy work life balance which results in retention challenges. NASCOE understands that in many ways workload and staffing are dependent on Congress. However, this more restrictive policy is discretionary. NASCOE would request that leadership revisit National Amendment 76 to 1-CM to allow greater flexibility on the use of registers, including ensuring required entries on the register are truly necessary and consideration of local conditions (such as workload and staffing) when setting time limits on completion of the register.

FSA Response:

Leadership has evaluated many comments received associated with the register policy included in 1-CM, Amendment 76, and updated policy is forthcoming this summer.

Resolution:

National Office will review feedback on current register policy and hopes to have an update in the coming months.

2021 Follow Up

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 ARC/PLC 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.

Resolution Follow-up:

National Office continues to hear the feedback from the field and will continue to have these discussions with policymakers during this time of Farm Bill discussion.

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.

Resolution Follow-Up:

As of now the National Office is holding at the current posture as outlined in notice PM-3056. An update for handbook 34-PM is still a priority.

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.

Resolution Follow-Up:

An amendment for 5-PM is still a priority, so that it reflects the current pass-fail performance management system and associated guidance. DAFO will continue to work with FPAC BC-HRD to emphasize the need for earlier performance plan deadlines.

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. PTs 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.

Resolution Follow-Up:

Updating Handbook 5-PM revision remain a priority. Recent performance plan guidance in PM 3065 allowed for the modification of most standards, providing flexibility in the number of allowable exceptions. While some performance plan standards are mandatory under the Departmental Regulation, DAFO will continue to look at standards that NASCOE identifies as problematic.

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.

Resolution Follow-Up:

DAFP is going to create a taskforce for the creation of a user guide to assist with reports/checklists. NASCOE will provide a list of individuals that specialize in each program area for assistance.

2020 Follow-Up

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.

Follow Up:

This has been discussed with PDD and something similar as "Not for NAP" is included for future software enhancements; however, at this point there is no timeline for implementation.

The existing policy included in 2-CP, subparagraphs 27 K and 38 C which states the CCC-576 should be marked "Not for NAP" has been re-evaluated. Based on currently policy and software, there is no longer a reason to mark the CCC-576 as "Not for NAP"; therefore, the applicable paragraphs in 2-CP will be amended in a forthcoming amendment to remove the requirement.

Resolution:

National Office is going to provide guidance that it will be required for a CCC-576 to be loaded in the NAP Software, regardless of if it is for NAP use or not. The National Office will also be updating the handbooks 2-CP, 1-NAP, and 3-NAP to reflect these changes.

Item 12 PPOD

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 PTs, 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 PTs 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.

Follow Up:

FSA survey and system data have been collected for FY20 and FY21. The Staffing Model does not indicate how much staff an office needs and that is why we are performing the total need analysis. Additionally, we are exploring data to measure disengaged, ineffective and overextended performance factors, and increased outreach needs for our total need analysis.

The Task force to address improvements to new hire training is actively being discussed as part of a broader agency training goals and objectives. The Administration has identified training our workforce as a top priority. Investment in our employees through both technical and professional training will build a stronger workforce. DAFO has a repository of previously delivered training designed for all sectors of the workforce. These previously established training programs will serve as a “Jumping off Point” for the task force. A comprehensive review of the training programs will provide an opportunity to update the programs to better meet the needs of our workforce today. Creating a training program that meets the needs of both new hires and tenured employees will be a focus of the task force. DAFO has committed staff to support this effort moving forward.

Additional Follow Up:

The process of standing up the task force is currently underway, with taskforce work to begin in FY 2023.

Additional Follow-Up:

This is still a priority to DAFO, and they will continue to explore options in providing resources for the field.

Item 14

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.

Recommendation:

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 become 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 FSA's 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.

Follow UP:

There will not be a revision to Handbook policy as 2-CRP currently references the 10 days. In the event that DAFP could have accommodated the request to support a 30-day timeframe a policy revision would have been necessary. Unfortunately, in this case when DAFP consulted with FMD to identify if it is feasible to allow 30 days to complete the FSA-848 after CRP-1 approval we learned that the proposed 30-day time period could not be accommodated to meet the time frames to report fiscal obligations.

Resolution Follow-Up:

Policy will not be changed at this time. The National Office is committed to continuing discussion with FMD on NASCOE's suggestions.

2023 Negotiation Items

Statement concerning 2023 Negotiation Items:

NASCOE held our Pre-Negotiation Meeting on March 11, 2023. 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 negotiation time delays from previous years, we have been unable to negotiate the 2023 items. We did, however, finalize all 2022 items face-to-face in WDC in May of 2023. NASCOE is committed to returning to a regular negotiation schedule and is working to schedule the 2024 Negotiation Session as soon as possible. The items and responses will be shared following the actual meeting.

The delay of the 2023 Negotiation meeting is not expected to impact the 2024 Negotiations. NASCOE will continue to accept and prepare items for 2024 and WDC has committed to holding an in-person session.

NASCOE

National Convention Handbook



Adopted: June 1999

Amended:

August 2004

January 2008

October 2009

September 2010 March

2015

March 2017

October 2022

Introduction

This handbook is intended to be a guide for states and members of NASCOE in the bidding process, planning, and hosting of 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

Preface

ARTICLE III – MEETINGS, Section 1 of the NASCOE By-Laws states the following: 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.

Item 24 of the NASCOE Executive Committee Policies states the following:

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.

Item 25 of the NASCOE Executive Committee Policies states the following:

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.

Item 9 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 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.

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1) Steps to Bid a National Convention

Any individual or group of individual affiliated state associations in good standing according to the NASCOE by-laws may place a bid to host a National Convention.

- a. Establish an exploratory committee to review the convention handbook
- b. Exploratory committee should complete a bid proposal containing all required elements listed in Section 2.
- c. Bid proposals should be reviewed and approved by state association board of directors
- d. States should make every effort to submit bid electronically to the NASCOE Executive Committee by April 1 two years prior to the proposed convention. Copies of bids for a National Convention are to be submitted to NASCOE's President, Vice-President, Secretary, Treasurer, any past officers, and the bidder's respective Area Executive. The NASCOE Secretary shall ensure all EC members receive an electronic copy of the bid.
- e. A site visit and evaluation will be performed according to the NASCOE travel policies by June 30th of the year the bid is submitted unless directed by the President to travel on an alternative date. If 3 or more bids are submitted by April 1, site visits will be extended to a deadline of July 15, or later at the discretion of the President.
- f. All bids submitted to the NASCOE Executive Committee, including site evaluations, will be reviewed, and an EC recommendation memo including positive/negative remarks, documentation, media, etc. will be made to the Board of Directors.
- g. An electronic version of each bid along with EC recommendation memo and site evaluation will be submitted to the Board of Directors no less than 30 days prior to national convention.
- h. If feasible, NASCOE's Board of Directors will act on the bids for a National Convention two years prior to the event.
- i. No official contract may be signed until the vote of approval is obtained by the NASCOE Board of Directors for a National Convention. Only the NASCOE Secretary is authorized to sign National Convention contracts.

2) Bid Requirements

- a. Cover memo from host state with overview information signed by the State President and Vice President including but not limited to:
 - Names of host state, convention chairs/co-chairs, and budget officer.
 - Dates: The first or second week of August are the traditional dates; however, alternative dates should be presented to the Executive Committee prior to the bid being submitted. Convention traditionally runs Thursday through Saturday of the week, with tours/Executive meeting on Wednesday following NASCOE Business Meetings on Thursday thru Saturday morning.
 - Proposed location (City, State, Hotel, Convention Center)
 - Estimated hotel room rate
- b. Host city must be accessible by mass transportation hub, i.e., airport. Bid must include transportation options from airport to the convention site and any offsite events
- c. Submit the "Hotel Requirements Checklist" in **Exhibit 1**
- d. Submit a proposed budget following the sample in **Exhibit 2**
 - Anticipated income from registrations, fund raising, donations, etc.
 - Expected NASCOE contributions

- All anticipated expenses including hotel expenses, transportation, food, A/V, volunteer compensation, etc.
 - Separate Justifications for each line item, i.e., statement on how each figure was arrived at, types of fundraising activities etc.
- e. Any requests to deviate from the requirements of this handbook shall be submitted as an additional exhibit attached to the bid
 - f. Proposed registration fees and deadlines
 - g. Anticipated tours (should always include an ag tour) and children’s activities and estimated cost for these activities
 - h. Room rates, number, and type of available rooms
 - i. Proposed hotel contract – **Only** the NASCOE Secretary is authorized to sign the National Convention contracts
 - j. Area attractions, including shopping, restaurants, etc.
 - k. Identify nearby campgrounds
 - l. Available modes of ground transportation
 - m. Available hotel parking options and fees
 - n. Consult with STO about hosting National Convention and include remarks from the meeting

3) Hotel Requirements

- a. Meeting rooms with the following seating capacity
 - Seven meeting rooms with seating capacity of 50 – 150 (list room use i.e. committee breakouts)
 - Four meeting rooms with seating capacity of 50 – 75 (list room use i.e. area breakouts)
 - Rooms for Youth Activities
 - One room 12’ x 18’ or larger for convention office for the NASCOE Officers (Hosting state should have a separate meeting room/convention office)
 - Two lockable storage rooms for emblems and scholarship items (Not sure this is necessary if the area they are in is secure.)
 - One auditorium with seating capacity of up to 500 depending on attendance, with no obstructions and WIFI capabilities
 - One banquet hall to seat up to 300, with no obstructions
 - A suitable location for pictures near the banquet hall or inside the banquet hall
 - Space suitable for scholarship auction (could be same as banquet hall)
 - Common area near main auditorium for registration with (additional could be required):
 - Two PAC tables with priority placement
 - Area for Emblems store with priority placement with a dedicated circuit for embroidery machine
 - Two tables for NASCOE Benefit Provider ○ Two tables for NAFEC ○ Two tables for RASCOE
 - One table for the next year convention host state

- One table for each state bidding to host a convention
 - Hospitality rooms - up to two rooms needed per night
 - Capable of providing a contract proposal with all possible associated costs including all possible emergency expenses itemized, with the understanding that the contract will not be signed before voted on by the Board of Directors
 - Delegate meeting room for the evening prior to the convening of the Convention
 - Board room for the EC on the day prior to the convening of the Convention and for the afternoon immediately following the adjournment of convention
 - Flags must be available for opening ceremonies
 - NASCOE Convention Co-Chairs will need exact timing that set up can begin (noting any delays due to events the day before or ending on the same day as registration begins)
- b. Capable of supplying banquet meal at a reasonable cost
 - c. Minimum 300 sleeping rooms
 - d. Hotel must be completely air-conditioned
 - e. Swimming pool, workout rooms, business center highly encouraged
 - f. Adequate lighted parking
 - g. ADA accessible
 - h. Complimentary shuttle service for local transport, highly encouraged
 - i. Provide tables, chairs, and labor for setup
 - j. Provide a hotel representative with authority to make all decisions anytime during and prior to the convention, including room reassignments as necessary
 - k. Hotel/convention center must be modern, in good clean condition by reasonable standards, and have modern technology capabilities to support reasonable A/V needs
 - l. Be capable of supplying needed A/V equipment following **Exhibit 3**
 - m. Provide regular updates on room reservations to assist in monitoring pickup/attrition rates for room guarantee
 - n. Provide daily updates on food and beverage usage during convention dates
 - o. Provide detailed invoice at the conclusion of the convention

4) Financial Obligations and Entitlements (See Exhibit 2)

- a. Income Entitlements • Host State:
 - Any proceeds from fund raising efforts
 - Sponsorships received
 - Donations received
 - 50% of registration fees collected
 - Benefits provider contribution according to NASCOE contract
 - Scholarship Auction proceeds split = 25% of total to the host state if there is an existing scholarship fund or if they can provide proof, one has been established
 - Available NASCOE loan (up to \$15,000.00, or as determined by the EC, to be repaid no later than 90 days after the convention)
- NASCOE:

- 50% of registration fees (provide supporting documentation showing total registration information with final financial report)
- Benefits provider contribution according to NASCOE contract ○ Scholarship Auction proceeds Split = 75% of total

b. Expense Obligations

- Host State:
 - Transportation between hotels and the airport for attendees ○ Hotel invoice ○ All fundraising expenses, i.e., cost of items, printing costs, etc. ○ Repayment of NASCOE loan (if used) ○ Cost incurred for bid preparation ○ Promotion Items/Travel
 - Expenses related to hanging the state flags if not negotiated with the hotel package
- NASCOE:
 - \$250.00 toward decorations of the head table
 - Up to \$2,000.00, not to exceed actual cost, of the entertainment following the banquet ○ Speaker gifts for all NASCOE invited guests
 - Expenses related to shipping the state flags to the convention location

5) NASCOE Executive Committee Responsibilities

- a. Perform a comprehensive review of bid packets including site reviews and make a recommendation to the host state for bid improvements and to the Board of Directors for concerns or potential issues
- b. Submit all bid packets to Board of Directors electronically no less than 30 days prior to voting
- c. Be available to state leaders to answer any questions or provide advice on the bidding process d. Make official invites for convention guests
- e. Provide a NASCOE loan (up to \$15,000, or as determined by the EC, pending available funds, and EC approval) to the host state upon request for startup funds, that will be repaid by the host state following the conclusion of the convention
- f. Review and approve the final version of the convention registration and event schedule by February 15th
- g. Review and approve the final version of the convention agenda by July 15th
- h. Provide a final comprehensive convention financial report from the NASCOE treasurer, which shall include all income and expenses incurred by NASCOE and the host state, an invoice to the host state for outstanding liabilities or a payment to the host state for any outstanding payables, no later than 90 days after the convention
- i. Assist states in fundraising and publicity actives as needed
- j. Promote National Convention at all Area Rallies
- k. Attend monthly conference calls with host state to aid in the planning process

6) NASCOE Convention Chair Responsibilities

- a. The NASCOE Secretary, NASCOE treasurer and additional members as appointed by the NASCOE

- President, shall serve as the convention co-chairpersons for all NASCOE conventions
- b. Work with host state convention chairs, at all times, to ensure convention procedures are being followed
 - c. Develop, request EC approval, provide, and distribute a meeting agenda for all convention business meetings, working with host state to coordinate non-business meeting activities
 - d. Present the proposed agenda to the EC for approval
 - e. Monitor host state fund raising activities and expenses to ensure budget is being followed and report any irregularities to the EC
 - f. Work with host state to ensure rooms are secured including blocks for:
 - NASCOE Officers, Execs, Chairs
 - National Office Guests
 - Other distinguished guests
 - g. Ensure room confirmation numbers are distributed, as soon as known, along with travel instructions
 - h. Work with hotel/host state for table arrangement placement and room sets
 - i. Ensure availability of all necessary office equipment
 - j. Schedule and host planning conference calls (may be delegated to any member with the approval of the NASCOE President)
 - k. Provide speaker gifts for all invited guests (states are encouraged to coordinate with the NASCOE secretary to personalize gifts from the host state)
 - l. Sign all hotel and convention contracts following the vote of the Board of Directors
 - m. Ensure no entertainment activities are planned during meeting times
 - n. NASCOE Secretary, or designee, serves as recording secretary of all business meetings
 - o. NASCOE Secretary will obtain and maintain list of convention delegates
Host a final convention close out conference call to review final financial breakdown with the NASCOE Officers, EC, and host state convention chairs/state President and Treasurer, no later than 30 days after convention

7) Host State Responsibilities

- a. Prepare a comprehensive bid packet according to Section 2, ensuring each bid meets the requirement listed in this handbook
- b. Submit an electronic bid packet to the EC by April 1st, two years preceding the convention
- c. Conduct all fund-raising activities needed to provide the host states portion of convention expenses.
- d. Maintain a current budget and provide a copy to NASCOE upon request of any officer and at all monthly planning meetings
- e. Constantly review hotel reservations and attrition rates
- f. Plan activities that are within the state's budget and ability to carry out
- g. Provide transportation to any off-site function
- h. Arrange transportation of all dignitaries
- i. Always be cognizant of conflicts of interest according to FSA procedure

- j. Welcome packs/bags and name tags
- k. Provide daily updates/announcements during the convention
- l. Provide quick inexpensive lunch options during business days
- m. Invite state guests including SED, STO, etc. and provide the NASCOE Secretary a list of state invited guests prior to invitation being made
- n. Participate on planning conference calls, providing updates on rooms, fundraising etc.
- o. Establish all necessary committees needed to host convention
- p. Host state should work with STO/NAFEC/NASCOE and National COAC Chair to plan/invite all COC members to participate in NAFEC meetings and COC training as applicable
- q. Arrange for invocation, color guard/posting of colors, pledge of allegiance, and national anthem during opening ceremonies
- r. Provide a method for accepting and maintaining registrations as well as payment of registration fees, must include at least one digital option for payments s. Work with NASCOE Publicity Chair for publicity web needs
- t. Be aware of host state financial responsibilities according to Section 4 and **Exhibit 2**
- u. **Establish registration refund policy to adhere by for the duration of registration and conference period**

8) Agenda requirements

- a. The National Convention business agenda will be developed by the NASCOE Secretary/President and approved by the Executive Committee
- b. All evening and other activities outside the business meetings will be planned by the host state including but not limited to:
 - Optional Day 0 evening hospitality for early arrivals (recommended, not required)
 - Day 1 Tours
 - Day 2/Day 3/Day 4 evening activities (must include one night for scholarship auction and one night for banquet)
- b. Printing of agendas will be the responsibility of the NASCOE Secretary

9) Recommended Committees

It is the host states responsibility to designate the committees needed to host a successful convention. It is recommended that the following committees be established to properly delegate all state responsibilities associated with hosting a National Convention. All committees listed below are suggestions, but not requirements.

a. Exploratory Committee

- Research the feasibility of hosting a National Convention
- Review responsibilities listed in convention handbook and identify barriers/benefits of hosting a convention
- Review example budget items to use as a baseline, see **Exhibit 2**

- Identify and explore potential locations, venues, host sites

Establish convention committee structure including chair, budget officer, and committee chairs

- Prepare a national convention bid according to Section 2
- Make recommendation to state association whether to proceed with bid process and obtain endorsement from SED

b. Convention Committee

- Comprised of all committee chairs, chaired by host state Convention Chair
- Should meet regularly with NASCOE convention co-chairs to ensure convention runs efficiently
- Participate on the monthly convention planning conference calls

c. Fundraising Committee/Budget Committee/Budget Officer

- It is recommended that one person be designated budget officer to maintain the official books for the convention i.e., running balance sheet
- The convention budget and account should be kept separately from the normal state budget for accounting purposes
- Loans from the state's bank account into the convention budget are authorized, however should be properly accounted for during the closeout period
- Budget officer shall work with host state and NASCOE Convention Chairs to ensure all projected income and expenses and reasonable
- Budget officer should request budget estimates from committee chairs when establishing budget framework, based on example budget in **Exhibit 2**
- Develop and monitor fundraising activities to ensure adequate funds are raised to support the convention budget. Suggested fundraisers:
 - Raffles ○ 50/50 drawings ○ Cookbook sales ○ Wine Pull ○ T-shirt sales
 - Request monetary donations from State Associations
- Budget officer shall work with NASCOE Treasurer to ensure there is clarity with financial responsibilities prior to, during, and after the bid process
- Generate sponsor packets to solicit donations. Sample contract in **Exhibit 6**
- Do not solicit donations from FSA employees, using USDA computer resources, or USDA letterhead to solicit donations, we represent NASCOE not FSA
- Provide all state association members with copies of the solicitation requests and delegate responsibilities to all members

-
- Donations can include:
 - Auction items/door prizes
 - Registration items
 - Hospitality room items
 - Food/beverage
 - Break snacks/drinks
 - Advertising signage sales
- Donations from financial institutions shall be reviewed/approved by NASCOE and the NASCOE Benefits Provider to ensure there are no violations of the NASCOE/Benefits Provider agreement

d. Hospitality Committee

- Secure items for and prepare registration bags
- Organize RASCOE luncheon
- Coordinate Hospitality rooms, typically for RASCOE and Convention bidding states
- Ensure hospitality rooms are staffed, stocked, and advertised
- Provide transportation to get last minute supplies, snacks, drinks, and utensils •
- Recommended snacks include but not limited to:
 - Local or popular adult beverages
 - Cocktail snacks/cheese trays
 - Light hand sandwiches, lunchmeat, pulled chicken, etc.
- Ensure hospitality room is closed during business meetings and other NASCOE sponsored functions and activities

e. Registration Committee

- Establish an organized method of accounting for attendance and registration fees
- Maintain an organized list of all attendees participating in tours, banquets, children's activities, transportation needs, etc.
- Provide regular updates to convention chairs and convention committee for planning purposes
- Maintain a staff schedule for the registration table to check attendees in and pass out nametags
- Collect unpaid registration fees, establish a method of maintaining last minute collections that is secure (work in conjunction with auction committee for fund collection)
- Request a list from the EC on who will be attending as guests and the fee required
- Establish payment rules for just attending evening activities as guest or paying full registration fees
- Work with NASCOE Web Master to establish an online registration portal
- The registration table will serve as the convention information desk. All workers at the registration desk should be aware of agenda times, room locations, lost and found, etc.
- Post schedule/agenda updates as needed

- Maintain a list of registration email addresses and make available to other committees as needed, such as transportation, tours, to be used to convey important updates timely, etc.
- Establish a method to track volunteer hours worked, volunteers should check in and out at the registration table
Assist with staging tour transportation
- Request the honorary member listing from the National Membership Chair as of July 1st to cross reference with registration fees received

f. Tour Committee

- Three to four fun-filled tours should be set up for Day 0 prior to the convention
- Keep costs as low as possible, less than \$45.00 is ideal
- Tours typically highlight local attractions/agribusiness locations in the area
- Local Chamber of Commerce could be of assistance
- Transportation should be included in the cost as well as lunches

g. Decoration Committee

- Work with the convention theme to decorate the convention area
- Ensure head table is decorated including podium area
- Host state is responsible for state signs
- Coordinate with RASCOE for luncheon decorations
- Work with NASCOE Secretary to reserve tables for National Committee Chairs, Award winners, family etc. as needed
- Ensure NASCOE banner and state flags are posted by 1:00 PM Day 0 and removed prior to the banquet and stored in the NASCOE office

h. Entertainment Committee

- Provide entertainment during evening hours of convention
- Do not plan events during business sessions
- Work within budget when contacting performers
- Entertainment should be creative and family friendly until 9 PM each night
- Review hotel contracts carefully to ensure planned events do not violate terms of the contract
- Plan evening and noon meal options, attendees should know in advance of the convention what the meal plans/options are for planning purposes

i. Auction Committee

- Auction Committee should work directly with the NASCOE Awards & Scholarship Chair
- Collect items for live and silent auctions

-
- Auction proceeds go to scholarship account according to the split listed under financial responsibilities Section 4
- Locate a professional auctioneer willing to donate services (host state will be responsible for any professional fees if donated services can't be secured)
- Coordinate with Decorations Committee to decorate tables for auction event
- Make auction number paddles, maintain a list of registered bidders, and collect winning bid information during live auction

- Work with Budget Officer to collect money at end of auction and as soon as possible report revenue to NASCOE Awards & Scholarship Chair
- If state does not have a scholarship program, the state will either establish one or forfeit states share of the auction proceeds to the NASCOE scholarship fund
- It is preferred that the host state be capable of accepting Cash, Check or Credit Cards to expedite the auction close out.
- Designate bid callers prior to auction event

j. Transportation Committee

- Provide transportation for convention dignitaries to and from airport
- Ensure all convention attendees are aware of transportation options to and from airport
- Responsible for organizing transportation to and from tours or any external events planned by the host state
- If transportation is provided to/from airport, it is highly recommended that a flight schedule and contact information be obtained from the registration committee
- Work with hotel transportation to establish a boundary or transportation routes and make available at registration table
- Provide transportation for youth events
- Be aware that some flights are very early or very late, transportation should be available at all times of the day
- Budget for rental vehicle(s) or to pay milage on personal vehicle(s)

k. Door Prize Committee

- Collect items to be given away to attendees for being present during meeting sessions
- Establish a method of awarding door prizes that is least disruptive to the agenda
- Work with auction committee to ensure door prizes are not of such value that they should be made auction items
- Be responsible for collecting, storing, and making items available at the appropriate time, work with registration table as a drop off point

l. Youth Activities

- Review agenda and coordinate youth activity times to correspond with business sessions, hospitality, and evening activities
- Come up with cost conscience activities that are both hands on or relaxing at strategic times to ensure kids entertained and engaged, and have downtime
- Off-site activities should be coordinated with transportation committee
- Pool time, crafts, movies, games are examples of activities
- Committee Chair is responsible for maintaining a list of emergency contact information for parents, as well as ensuring parents can reach youth activity leaders at any time

-
- There should be an adequate ratio of responsible adults to youth at all times
- Ensure waivers are on file for all youth attendees
Be aware of all hotel emergency evacuation procedures and establish a designated evacuation meeting point and ensure parents are aware of that location in the event of an emergency
- Snacks and youth friendly meals should be part of activities and included in the fees
- Require background checks for all children/youth chaperones

Exhibit 1:

Hotel Requirement Checklist

- Can vendors and sponsors set up their own booths? Yes _____
No _____
- Any restriction regarding audio visual set up? Including microphones, projectors, etc. (ex: must be hooked up by hotel, tap fee for sound, in house AV assistance if needed, etc.)

- Do hospitality suites with adult beverages need a bartender? Yes _____
No _____ • Is there a copier available?
Yes _____ No _____
If yes, is there a fee for copier?
Yes _____ No _____
- Does the hotel have in house pipe and drapes for head table?
Yes _____ No _____
- Is there a fee or availability of a lift to use to hang state flags in convention hall?
Yes _____ No _____ • Can outside catering or donated
food/beverage be used? Yes _____ No _____ •
Wireless internet in all rooms?
Yes _____ No _____
- Is there a charge for wireless internet in the convention hall/meeting rooms?
Yes _____ No _____
- Hotel Room Tax: _____
- Food Tax: _____
- Other taxes/additional rates added to hotel cost:

Exhibit 2: Sample Budget

Expenses		
Hotel	Estimated	Actual
Taste of Host State		
Coffee and Danish Morning of Day 2		
Coffee and Danish Morning of Day 3		
Taxes		
Gratuities		
RASCOE Luncheon		
Hotel Rooms for Staff/Volunteers		
Total		
Fundraising	Estimated	Actual
Raffle Tickets		
Printing Cost		
Incentive for Raffle Tickets		
T-Shirts Design and Printing		
Total		
Hospitality	Estimated	Actual
Hospitality Room Rental		
Costs for food/beverages		
Total		
Administrative	Estimated	Actual
Display Permits at Hotel		
Travel to promote convention		
Fee for NASCOE EC to Tour Facility		

Transportation		
Misc. Expenses		
Total		

Entertainment	Estimated	Actual
Evening Entertainment Night 1		
Evening Entertainment Night 2		
Evening Entertainment Night 3		
Evening Entertainment Night 4		
Hotel Rooms for Entertainment		
Total		

Set Up	Estimated	Actual
Cost to hang/remove state flags		
AV Rental		
Hotel Set Up Fees		
Total		

Tours	Estimated	Actual
Youth Tours and Activities		
Tour 1 and Lunch		
Tour 2 and Lunch		
Tour 3 and Lunch		
Misc. Expenses		
Total		

Decorations	Estimated	Actual

Banquet Decorations		
Convention Hall		
Total		
Registration	Estimated	Actual
Name/Badge Holders		
Pay NASCOE 50% Registration Fee		
Total		
Auction	Estimated	Actual
Auctioneer Hotel Room and Stipend		
Total		
Total Expenses	Estimated	Actual

Income		
Fundraising	Estimated	Actual
Raffle Ticket Sales		
Benefits Provider Donation		
Donations		
Sponsorships		
T-Shirt Sales		
50/50 raffle		
Total		
Registration	Estimated	Actual
Early Registration Fee		

Registration Fee		
Late Registration Fee		
One Day Registration		
Total		
Hotel	Estimated	Actual
Banquet Food Payments		
NASCOE Share of Banquet Entertainment	\$2,000	\$2,000
RASCOE Luncheon Payments		
NASCOE Share of Coffee/Danish Day 2		
NASCOE Share of Coffee/Danish Day 3		
Total		
Tours	Estimated	Actual
Tour Sales		
Youth Tour/Activates Sales		
Total		
Hospitality	Estimated	Actual
State Night Sales		
Hospitality Room Donations/Sponsorships		
Total		
Decorations	Estimated	Actual
NASCOE Share of Head Table	\$250	\$250
Total		
Total Income	Estimated	Actual

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	Estimated	Actual	Profit
Income			
Expenses			

Exhibit 3: AV Needs

Working on list from Rick and Randy

Exhibit 4: Sample Registration Form

Exhibit 5: COC Invitation Letter Example



20XX NASCOE National Convention

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

Dear COC Member:

I am a representative of the _____ Association of Farm Service Agency County Office Employees 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 _____, _____ will be the host for all states from across the nation. This national convention will reach over _____ employees in the nation that service the farmers and ranchers in each state. During our convention 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, _____, along with the member initiative and registration form for the convention.

If you have any questions, please feel free to contact either the NAFEC President or myself. I look forward to seeing you at the convention!

Sincerely,

_____, Chairperson

Address

City, State, Zip

Telephone

Email

Exhibit 6: Sponsorship/Donation Contract Example



20XX NASCOE National Convention

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

Date of Event

City, State

Sponsorship Contract

1. (Association) will allow (Sponsor) to provide flyers, brochures, or other items for welcome bas that are given to each registrant of the convention/rally.
2. (Association) will put (Sponsor) logo on program as a listed sponsor.
3. (Sponsor) will provide (Association) the sum of \$_____.

Event Title (Association) – Date of Event

\$_____

Convention Chairperson

Sponsor

Date

Date

Mail to donation to:

Sponsor Contact Information:

Address

Name: _____

City, State Zip

Address: _____

Phone Number

Email

City, State Zip: _____

Phone Number: _____

Email: _____

Exhibit 7: State Donation Request Letter Example

Insert Georgia's Example

Exhibit 8: Minor Release Form

**20XX NASCOE Convention
Parental Consent Form**

I hereby authorize _____ to attend

{Print child name(s)}

all youth activities for the 20XX NASCOE Convention to be held in
_____ the week of _____.

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/ _____ organizations or chaperones liable for any injury to my child.

Parent/Guardian Signature: _____

Date: _____

Contact Information – Must be provided in case of emergency

Name: _____

Cell Phone: _____

Room Number: _____

State/County: _____

Exhibit 9: Volunteer Administrative Leave Request Form

Fill out a new sheet for each shift as it is worked – do not fill out in anticipation of working.

Certification of Work Hours for Administrative Leave NASCOE Convention

Name: _____

County:

Supervisor: _____

I certify that I worked at the NASCOE Convention on the following dates:

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

Signature

Date

Exhibit 10: Proposed Committee Checklist(s)

Exploratory Committee Checklist				
Item	Description	Host State Responsibility	NASCOE Responsibility	Completed

Location	Determine ideal location in the state for the rally or National Convention	X		
Hotel	Research hotels in the area and ask for bids from each. This will require a tentative agenda so the hotel will know your needs.	X		
Tours	Provide a list of tour options and cost of the tours for adults and youth.	X		
Transportation	Provide all airline options	X		
Camping	Provide a list of all camping facilities	X		
Eligibility of Location	National Convention: Executive Committee and Board of Directors will review proposed bid. Rally: Area Executive Committeeperson		X	
Hotel Contract Approval	National Convention: Executive Committee will review, and Secretary/Treasurer will sign. Rally: Review by Area Executive Committeeperson		X	

Host State Convention Chairperson Checklist

Item	Description	Host State Responsibility	NASCOE Responsibility	Done
Committees	Establishment of Convention Committee Chairperson(s)	X		
Convention Program and Agenda	Setting up and printing the programs National: Host State Chairperson and NASCOE Secretary work together and EC will proof and approve. Area: Area Executive and host state will work together.	X	X	
Speakers for National Convention	Setting up WDC Dignitaries to speak on agenda		X	
Hotels Rooms for WDC, National Chairs, EC	Plan and Reserve		X	
Set up bymonthly calls with committee chairs	To get organized and have reports on programs for all committees	X		

Monthly Convention Calls	Held with Host State Convention Chairperson, Area Executive, and EC	Provides Information to NASCOE Secretary/Treasurer to report	Sets call times, agendas and moderated by NASCOE Co-Chairs and	
COC Invitations	Mailing to all COC's inviting them to the Convention	X		
Approving Exhibit Tables for Display	National: Host State Chairperson notified EC and will give approval Area: Area Executive Committee will work with host state	X	X	
NASCOE Office	National Convention Only – Workspace for EC	Include on Hotel Bids	NASCOE Convention Co-Chairs set up the office and materials needed	

NATIONAL CONVENTION POLICIES 2022

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. Proxies¹ 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 Committee persons 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 6/30/2023

Account	6/30/2023 Balance
ASSETS	
Cash and Bank Accounts	
Ameritas Scholarship Annuity	50,169.73
BOTW 13-month CD	200,000.00
BOTW CHOICE BUSINESS CHEC...	296,296.50
BOTW SAVINGS	220,121.04
BOTW SCHOLARSHIP CHECKIN...	37,376.46
TOTAL Cash and Bank Accounts	803,963.73
TOTAL ASSETS	803,963.73
<hr/>	
LIABILITIES	0.00
<hr/>	
OVERALL TOTAL	803,963.73

Current Budget - 2023

7/1/2022 through 6/30/2023 Using NASCOE 22/23

7/17/2023

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Category	7/1/2022 Actual	- Budget	6/30/2023 Difference
INCOME	322,249.00	399,701.71	-77,452.71
21-22 Membership Dues	7,046.25	6,000.00	1,046.25
22-23 Membership Dues	266,702.75	247,500.00	19,202.75
Dillard Financial Solutions	43,100.00	34,000.00	9,100.00
Annuities	3,100.00	0.00	3,100.00
National Convention	10,000.00	10,000.00	0.00
Quarterly	30,000.00	24,000.00	6,000.00
Interest Income	0.00	60.00	-60.00
JMM Monthly	5,400.00	5,400.00	0.00
National Convention Loan Payback	0.00	30,000.00	-30,000.00
National Convention Registration Split	0.00	8,250.00	-8,250.00
Previous Year Carry Over	0.00	68,491.71	-68,491.71
Transfer from Savings	0.00	0.00	0.00
EXPENSES	346,169.80	399,143.00	52,973.20
2022 National Convention	81,246.87	98,750.00	17,503.13
Cash Withdrawal	1,510.00	2,000.00	490.00
Gifts	420.73	500.00	79.27
Hotel	16,170.40	20,000.00	3,829.60
Individual Stipends	11,385.30	25,000.00	13,614.70
Miscellaneous	6,433.25	1,000.00	-5,433.25
Reimbursement to Host State	0.00	5,250.00	5,250.00
State Stipends	22,627.25	30,000.00	7,372.75
Travel Reimbursements	22,699.94	15,000.00	-7,699.94
2023 National Convention	2,608.77	18,500.00	15,891.23
Miscellaneous	0.00	1,000.00	1,000.00
Start-Up Loan	0.00	15,000.00	15,000.00
Travel Reimbursements	1,199.81	2,500.00	1,300.19
2024 National Convention	0.00	3,000.00	3,000.00
Area Rallies	18,749.99	31,250.00	12,500.01
Individual Stipends	9,813.90	21,250.00	11,436.10
Travel Reimbursements	8,936.09	10,000.00	1,063.91
Awards & Scholarship Committee	5,715.79	4,350.00	-1,365.79
Awards	2,582.42	1,050.00	-1,532.42
DSA Travel	2,983.82	3,000.00	16.18
Supplies	149.55	300.00	150.45
Benefits & Emblems Committee	0.00	0.00	0.00
Business Expense	28,319.09	35,900.00	7,580.91
Annual Filing of Taxes	865.00	1,000.00	135.00
Bank Fees & Charges	143.57	0.00	-143.57
DOS Filing Fees	28.00	300.00	272.00
Insurance	4,494.00	5,000.00	506.00
Legal Fees	19,206.86	27,000.00	7,793.14
Office Supplies	940.29	2,000.00	1,059.71
Postage	651.39	600.00	-51.39
Charitable Donations	0.00	0.00	0.00
COAC Committee	0.00	0.00	0.00
Discretionary Travel	-575.51	10,000.00	10,575.51
Travel Reimbursements	-575.51	10,000.00	10,575.51

Current Budget - 2023

7/1/2022 through 6/30/2023 Using NASCOE 22/23

7/17/2023

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Category	7/1/2022 Actual	- Budget	6/30/2023 Difference
Legislative Committee	5,663.05	7,600.00	1,936.95
Awards	0.00	100.00	100.00
Fly In Conference	2,970.38	3,000.00	29.62
Leadership Development Program	0.00	0.00	0.00
Organizational Meeting	0.00	0.00	0.00
Outreach & Advocacy Initiative	0.00	0.00	0.00
PAC Promotion	2,692.67	4,500.00	1,807.33
Legislative Consultant	102,000.00	102,000.00	0.00
Discretionary	0.00	0.00	0.00
Monthly Consulting Fee	102,000.00	102,000.00	0.00
Membership Committee	29,710.75	33,700.00	3,989.25
55+ Consecutive Travel	2,020.08	2,500.00	479.92
Awards	3,637.02	6,000.00	2,362.98
Jump Team	23,967.62	25,000.00	1,032.38
Outreach	0.00	0.00	0.00
Supplies	86.03	200.00	113.97
NACS-NACE-NADD	1,726.48	1,500.00	-226.48
Organizational Meeting	24,555.64	25,000.00	444.36
Hotel	5,840.52	10,000.00	4,159.48
Miscellaneous	3,525.13	3,000.00	-525.13
Travel Reimbursements	15,189.99	12,000.00	-3,189.99
Pre-Negotiation Meeting	0.00	0.00	0.00
Hotel	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00
Travel Reimbursements	0.00	0.00	0.00
Programs Committee	0.00	450.00	450.00
Gifts	0.00	450.00	450.00
National Office Travel	0.00	0.00	0.00
Postcards	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Publicity Committee	2,850.00	2,500.00	-350.00
Awards	2,500.00	2,150.00	-350.00
Convention Cash Club	350.00	350.00	0.00
State Conventions	6,347.48	6,000.00	-347.48
Travel Reimbursements	6,347.48	6,000.00	-347.48
Technology	37,251.40	18,643.00	-18,608.40
Computers & Software	2,117.76	2,500.00	382.24
Data Reimbursement	8,772.72	9,903.00	1,130.28
Licenses	5,718.00	3,500.00	-2,218.00
Texting Platform	18,950.00	1,300.00	-17,650.00
Web	1,642.92	1,440.00	-202.92
Net Difference:	-23,920.80	558.71	-24,479.51

NASCOE 2022 Annual Board of Directors Meeting

2022 National Convention

Savannah, Georgia

Present: Board of Directors, list attached.
Marcinda Kester, President
Brandon Wilson, Past President
Joel Foster, Vice President
Jessi Colgrove, Treasurer
Curt Houk, Past Treasurer
Richard Csutoras, Secretary
Tina Williams, NEA Exec
Kayla Mattson, MWA Exec
Donald Green, SEA Exec
Lacey Orcutt, NWA Exec
Tracy Wilson, SWA Exec
National & Area Chairs, Alternate Executive, and general membership.

MONDAY, August 8, 2022

- I. Welcome and Call to Order
 - A. President Kester called the meeting to order.
 - B. Presentation of colors was presented by Alfred E. Beach High School JROTC.
 - C. Darby Hall gave the invocation.
 - D. Darby Hall led the pledge of allegiance.
 - E. Laney Hall presented the National Anthem.
- II. President Kester provided safety protocols relevant to COVID-19.
- III. Secretary Csutoras conducted roll call and the seating of the delegates. There were 333 in attendance.
- IV. President Kester introduced past officers of NASCOE, current NASCOE leadership, and representatives from NAFEC and RASCOE.
- V. President Kester reviewed the agenda. **A MOTION was moved by Beth Farmer (AL) and seconded by Susan Mackey-Taylor (DE/MD) to adopt the agenda as presented. Discussion. All in favor, motion carried.**
- VI. Chris Orso and Denise Otto addressed the attendees and welcomed all to Georgia on behalf of GACOE.

- VII. Sanford Bishop, U.S. Representative GA 2nd district, delivered prepared remarks and received the 2022 NASCOE Legislator of the Year award.
- VIII. Arthur Tripp, Georgia State Executive Director, virtually delivered prepared remarks.
- IX. Steve Peterson, FSA Associate Administrator, virtually delivered prepared remarks.
- X. Zach Ducheneaux, FSA Administrator, virtually delivered prepared remarks.
- XI. President Kester presented the Friends of NASCOE award to Steve Peterson and Brent Orr for their continued support of NASCOE's mission.
- XII. President Kester, Marcus Graham, DAFO, and Administrator Ducheneaux, signed the 2022 Labor Management Agreement.
- XIII. Marcus Graham, Deputy Administrator for Field Operations, virtually delivered prepared remarks.
- XIV. Scott Marlow, Deputy Administrator for Farm Programs, virtually delivered prepared remarks.
- XV. Bill Cobb, Deputy Administrator for Farm Loan Programs, virtually delivered prepared remarks.
- XVI. Zach Ducheneaux, Administrator, Steve Peterson, Associate Administrator, Marcus Graham, DAFO, Scott Marlow, DAFP, Bill Cobb, DAFLP, and various WDC specialists virtually participated in a question-and-answer period with NASCOE membership.

RECESS for Area and Committee Meetings; end of day.

TUESDAY, August 9, 2022

- I. Vice President Foster reconvened the meeting and called it to order.
- II. Vice President Foster provided safety protocols relevant to COVID-19.
- III. Officer Candidacy Announcements
 - A. Jessi Colgrove announced her candidacy for office of the Treasurer
 - B. Taylor Stucki announced his candidacy for office of the Secretary
 - C. Joel Foster announced his candidacy for office of the Vice President
 - D. Marcinda Kester announced her candidacy for office of the President

- IV. Dillards Financial Solutions delivered a presentation on benefits available to NASCOE members and state associations. They announced that Connecticut won the annual contest for highest gain in membership.
- V. Hunter Moorhead, Crossroad Strategies, delivered a presentation on legislative issues important to NASCOE. These included funding levels anticipated for FSA and pending legislation related to temporary buyback.
- VI. Ben Herink, NACS President, delivered prepared remarks.
- VII. Teresa Windham, NADD SEA Representative, delivered prepared remarks.
- VIII. Tamee Renwick, NASE President, delivered prepared remarks.
- IX. The Texas Association, TASCOE, provided a presentation regarding the 2023 National Convention to be held in College Station, TX.
- X. The Illinois Association, IASCOE, presented a bid for the 2024 National Convention to be held in Quad Cities.

RECESS for Area and Committee Meetings; Workshop Sessions; end of day.

WEDNESDAY, August 10, 2022

- I. President Kester reconvened the meeting and called it to order.
- II. An “In Memoriam”, prepared by Andrea Stafford, a PT in Giles, TN, was presented.
- III. President Kester provided safety protocols relevant to COVID-19.
- IV. Jim Zumbrink, NAFEC President, delivered prepared remarks.
- V. Chuck Land, RASCOE President, delivered prepared remarks.
- VI. Secretary Csutoras conducted a roll call of delegates. 70 delegates were present, and a quorum was determined.
- VII. Selection of the 2024 National Convention site
 - A. **A MOTION was moved by Sheryl Michener, RI, and seconded by Marilyn Lentz, WI, to approve Illinois as host of the 2024 National Convention. Discussion. All in favor, motion carried.**

- VIII. Nomination of NASCOE Officers
- A. Jessi Colgrove was nominated for office of Treasurer.
 - B. Taylor Stucki was nominated for office of Secretary.
 - C. Joel Foster was nominated for office of Vice President.
 - D. Marcinda Kester was nominated for office of President.
- IX. Resolutions
- A. President Kester called for resolutions from the floor. None were presented.
- X. Reports
- A. Marcinda Kester, President, delivered her report, attached.
 - B. Jessi Colgrove, Treasurer, delivered her report, attached.
 - C. Richard Csutoras, Secretary, delivered his report, attached.
 - D. Taylor Stucki, Awards and Scholarship Chair, delivered her report, attached.
 - E. Chris Lary, Benefits and Emblems Chair, delivered her report, attached.
 - F. Neil Burnette and Clint Bain, Legislative Co-Chairs, delivered their report, attached.
 - G. Glenn Thomas, Membership Chair, delivered his report, attached.
 - H. Dawna Hines, Publicity Chair, delivered her report, attached.
 - I. Morgan Limmer, County Office Advocacy Chair, delivered her report, attached.
 - J. Katie Taylor, Negotiations and Programs Chair, delivered his report, attached.
 - K. Cal Sherrouse, Technology Coordinator, delivered his report, attached.
 - L. Tina Williams, NEA Alternate Executive, delivered her report, attached.
 - M. Donald Green, SEA Executive, delivered her report, attached.
 - N. Kayla Mattson, MWA Executive, delivered her report, attached.
 - O. Lacey Orcutt, NWA Executive, delivered his report, attached.
 - P. Tracy Wilson, SWA Executive, delivered her report, attached.
 - Q. **A MOTION was moved by Amanda Montgomery, OK, and seconded by Nancy Chlapecka, AR, to accept the reports as filed. Discussion. All in favor, motion carried.**
- XI. NASCOE Business
- A. Standing Resolutions of Appreciation
 - 1) Vice President Foster presented a resolution for the continued support of NAFEC, attached.
 - 2) Vice President Foster presented a resolution of support and appreciation of RASCOE, attached.
 - 3) Vice President Foster presented a resolution in support and appreciation of FSA County Committees, attached.
 - 4) Secretary Csutoras presented a resolution of appreciation to GACOE, attached.

5) A MOTION was moved by Teresa Holmquist, MN, and seconded by Susan Mackey-Taylor, DE/MD, to accept the standing resolutions of appreciation as presented. Discussion. All in favor, motion carried.

B. A MOTION was moved by Terry Cater, NM, and seconded by Sabrina Conditt, AR, to elect all NASCOE nominated NASCOE Officers by acclimation. Discussion. All in favor, motion carried.

A MOTION was moved by Joel Foster, SD, and seconded by Ron Pethoud, IA, to adjourn the 2022 National Convention. All in favor, motion carried.

STATE	DELEGATE	DELEGATE
ALABAMA	Beth Farmer	Judy Rudd
ARIZONA		
ARKANSAS	Nancy Chlapecka	Sabrina Conditt
CALIFORNIA-HAWAII		
COLORADO	Sam Montoya	
CONNECTICUT		
DELAWARE-MARYLAND	Susan Mackey-Taylor	Molly Bryden
FLORIDA	Cal Sherrouse	Anthony Williams
GEORGIA	Sammie Jo Lawless	Dana Blankenship
IDAHO	Melissa Klucken	Lisa Eaton
ILLINOIS	Charlene Neukomm	Travis Eisele
INDIANA	Katrina Miller	Janice Acree
IOWA	Curt Houk	Ron Pethoud
KANSAS	Amanda Ahrens	Tonya Atchinson
KENTUCKY	Lindsey New	Dawn Ovesen
LOUISIANA		
MAINE	Audre Hayward	Laurie Thiboutot
MASSACHUSETTS	Kip Graham	Julie Viveiros
MICHIGAN	Kay Hillock-Vining	

MINNESOTA	Jennifer Achmann	Teresa Holmquist
MISSISSIPPI	Gene Nunnery	Missy Love
MISSOURI	Logan McGhee	Drew Walters
MONTANA	Jill Lorang	Jennifer Lee
NEBRASKA	Anne Rexroth	Patti Behnk
NEVADA		
NEW HAMPSHIRE		
NEW MEXICO	Terry Cater	
NEW YORK	Sandy Scott	Jennifer Doty
NORTH CAROLINA	Shannon West	Ethan Edwards
NORTH DAKOTA	Brooke Kessel	Deana Tranby
OHIO	Annette Purkey	Cindy McConnell
OKLAHOMA	Amanda Montgomery	Nancy Ensminger
OREGON		
RHODE ISLAND	Sheryl Michener	
PENNSYLVANIA	Richard Csutoras	
SOUTH CAROLINA	Kayla Jordan	Amy Blum
SOUTH DAKOTA	Kathy Torres	Sherri Hanson
TENNESSEE	Sarah Smith	Donnell Poss
TEXAS	Lori Deblou(sp?)	Christa Kraatz

UTAH		
VERMONT	Courtney LeCuyer	Christine Lary
VIRGINIA	Jeanette Smith	Heather Trobaugh
WASHINGTON ALASKA	Susie Rutherford	
WEST VIRGINIA	Barbie Parsons	Andrea Landis
WISCONSIN	Marilyn Lentz	Jodie Groeschel
WYOMING	Pam Metz	Kimberly Nusbaum

A RESOLUTION FOR
THE CONTINUED SUPPORT OF NAFEC

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

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

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

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

BE IT RESOLVED, that the members of NASCOE in convention assembled in Savannah, Georgia by adoption of this resolution, reaffirm, for the 44th time in as many years, our support for the National Association of Farmer-Elected Committees and express our appreciation for the work of NAFEC and for all efforts made in our behalf, and

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

A RESOLUTION
OF SUPPORT AND APPRECIATION
of RASCOE

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

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

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

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

BE IT RESOLVED, that we the members of NASCOE in attendance at our 63rd Annual Convention express our continued support for the Retired Association of County Office Employees. We further express our appreciation for the support they have extended to the membership of NASCOE, and

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

RESOLUTION IN SUPPORT AND APPRECIATION OF
FSA COUNTY COMMITTEES

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

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

BE IT RESOLVED, that we, the members of NASCOE in attendance at our 63rd annual convention, express our support for the County Committee system,

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

A RESOLUTION OF APPRECIATION TO GACOE



WHEREAS, we the membership of NASCOE have accepted the invitation to meet in the 4th state to enter the Union, the great state of Georgia and to Savannah the city known as the “Hostess City of the South. Whereas Savannah was founded in 1733 and dubbed as the America’s First Planned City. Whereas Georgia the 8th most populous of the 50 United States and known as the birthplace of wine and as the number one producer of peanuts, pecans and Vidalia onions.

Whereas, the members of the GACOE Association have done an excellent job of extending their Southeast hospitality and open friendship in the mixture of true culture, with delicious food, healthy sport, beautiful atmosphere and excitement to ensure the tradition is carried forth for the annual NASCOE family reunion, and

Whereas, we the members of NASCOE, have experienced a truly wonderful time participating in various activities and fellowship and now being of sound mind to voice our appreciation for this special time provided for us,

BE IT RESOLVED, that the delegates, members and families of NASCOE and their friends who, having enjoyed this wonderful privilege of convention participation, do by adoption of the resolution, express our thanks and compliments to our host, the GACOE Association, for all they have done for us, and

BE IT FURTHER RESOLVED, that as each of us leave the beautiful city of Savannah, the oldest city in Georgia, full of diverse and spooky heritage and rich in history, we do so with a new sense of direction and renewed spirit contributing to NASCOE’s responsiveness to the tasks ahead, and we pledge our continued effort in our work in FSA for greater agriculture and a greater America.



National Association of FSA County Office Employees Awards & Scholarship Committee

Awards & Scholarship Committee 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

2022 Awards and Scholarship Committee National Convention Exit Report Savannah, Georgia August 7-10, 2022

First, I would like to say a big thank you to the Georgia Association for hosting a wonderful NASCOE Convention in Savannah! It was wonderful to be with everyone in person and explore such a beautiful city. Also, I would like to say thank you to President Marcinda Kester for allowing me this year to serve as the National Chairperson for the Awards and Scholarship Committee.

This year I would not have been able to do my job without the wonderful assistance of my area chairs and I would like to thank them for everything they have done.

MWA Chair – Amy Morman, Ohio

NWA Chair – Kyra Hagberg, Montana

NEA Chair – Kelly Sundy, Pennsylvania

SWA Chair – Heidi Clinkingbeard, Kansas

SEA Chair – Heather Trobaugh, Virginia

The Awards and Scholarship Committee made great progress this year with the way applications were processed on the backside. It takes timing of several different individuals to make it all work timely, and my chairs did an amazing job. This year we revamped the Herb Sorley Contest this year and are excited for the great response from everyone on how different it was. I would also like to report that with all the NASCOE Member's support Georgia was able to raise \$20,493.50 in the NASCOE scholarship auction.

We had a total of 78 scholarships, 18 Distinguished Service Award (DSA) nominations, and 65 Sick Leave Awards submitted for 2022. I would like to thank all the state, area, and national judges for their hard working in combing thru all the excellent applications we received. Below are the winners of each DSA and scholarship division and the national winners are noted in red:

Traditional Scholarship:

MWA: Marissa Vosberg, Wisconsin

NWA: Mackenzie Serano, Montana

NEA: Kinley Elliott, Maryland

SWA: Shelby Santos, Texas

SEA: Lane Hornsby, Alabama

SEA: Briley Robinson, Kentucky

Member Continuing Education Scholarship:

MWA: Allison Bragger, Wisconsin

NWA: Emilee Johnson, North Dakota

NEA: Nicholas Lohret-Froio, New York

SEA: Ian Brooks, Georgia

Open Continuing Education Scholarship:

MWA: Alyssa Francis, Missouri

NWA: Jaeden Biehn, Oregon

SWA: Courtney Prieset, Kansas

Associate Member Scholarship:

SEA: Sheila Mode, North Carolina

Service to FSA/Agriculture:

MWA: Tom Bonk, Ohio

NWA: Sharon Rolstad, South Dakota

SWA: Kathy Williams, Texas

SEA: Laurie Langford, Florida

Service to NASCOE:

MWA: Chris Hare, Indiana

NWA: MaryJane West, South Dakota

NEA: Larry Parker, Vermont

SWA: Jennifer Garica, Texas

Service to Community:

NWA: Donald McManus, South Dakota

SEA: Julia Davidson, Mississippi

Award and Scholarship Statistics:

Area	Scholarships Submissions	DSA Nominations	Sick Leave Awards
Midwest Area	25	4	15
Northwest Area	21	6	8
Northeast Area	3	1	1
Southwest Area	12	5	28

Using the self-certifying option for the Sick Leave awards the following certificates and plaques were presented to the individuals (or state representatives) in Savannah:

2022 NASCOE Sick Leave Award Plaques					
Area:	First Name	Last Name	County	State	Sick Leave Award Eligibility
Midwest Area	David	Studnicka	Clay	Nebraska	2500 hours: Plaque
Northeast Area	Amelia	Farrell	St. Mary's - Calvert	Maryland	3000 hours: Plaque
Northwest Area	Kenneth	Carriker	Red Willow Frontier	Nebraska	3500 hours: Plaque
Southwest Area	Martin	Garcia	Duval	Texas	2500 hours: Plaque
Southwest Area	Marco	Arizmendi	Martin	Texas	2500 hours: Plaque
Southwest Area	Denise	Stansbury	San Patricio	Texas	2500 hours: Plaque
Southwest Area	Sandra	Knox	San Patricio/Aramsas & Potter/Armstrong	Texas	3000 hours: Plaque
Southwest Area	James	Hall	Box Elder	Utah	3000 hours: Plaque

2022 NASCOE Sick Leave Award Certificates					
Area:	First Name	Last Name	County	State	Sick Leave Award Eligibility
Midwest Area	Patricia	Graves	Tazewell	Illinois	1000 hours: Certificate
Midwest Area	Lois	Lee	Orange	Indiana	1000 hours: Certificate
Midwest Area	Nancy	Best	Randolph	Indiana	2000 hours: Certificate
Midwest Area	Jim	Austerman	Wayne	Indiana	2000 hours: Certificate

Midwest Area	Colette	Zeigler-Staley	White	Indiana	1000 hours: Certificate
Midwest Area	Michelle	Bailey	Shiawassee	Michigan	1000 hours: Certificate
Midwest Area	Bernadette	Schneider	Shiawassee	Michigan	1000 hours: Certificate
Midwest Area	Juanita	Beauchamp	Benton/Mille Lacs	Minnesota	1000 hours: Certificate
Midwest Area	Ryan	Brunn	Benton/Sherburne	Minnesota	1000 hours: Certificate
Midwest Area	Jean	Johnson	Sherburne/Anoka	Minnesota	1500 hours: Certificate
Midwest Area	Timothy	Dreier	Boone	Missouri	2000 hours: Certificate
Midwest Area	Debra	Clevenger	Caldwell	Missouri	1500 hours: Certificate
Midwest Area	Travis	Claypool	Vernon	Missouri	1000 hours: Certificate
Midwest Area	Pamela	Plager	Johnson	Nebraska	1000 hours: Certificate
Northwest Area	Nichole	Swallows	Benewah	Idaho	1000 hours: Certificate
Northwest Area	Jennifer	Bernica	Lewis	Idaho	1000 hours: Certificate
Northwest Area	Kathryn	Nahrgang	Liberty	Montana	1500 hours: Certificate
Northwest Area	Shari	Evenson	Corson	South Dakota	1500 hours: Certificate
Northwest Area	Jill	Beaner	Marshall	South Dakota	1000 hours: Certificate
Northwest Area	MaryKay	Schmidt	Potter	South Dakota	1000 hours: Certificate
Northwest Area	Karen	LaFurge	Sully	South Dakota	1000 hours: Certificate
Southeast Area	Katie	Grimes	Elmore	Alabama	1000 hours: Certificate
Southeast Area	William	Smith	Elmore	Alabama	1000 hours: Certificate
Southeast Area	Patrick	Hicks	Chicot	Arkansas	2000 hours: Certificate
Southeast Area	James	Arnold Jr	Calhoun	Georgia	2000 hours: Certificate
Southeast Area	Michael	Brannon	Colquitt	Georgia	1000 hours: Certificate
Southeast Area	Dianne	Lindsey	Colquitt	Georgia	1000 hours: Certificate
Southeast Area	Nazel	Lee	Decatur/Seminole	Georgia	1000 hours: Certificate
Southeast Area	Shawn	Cleveland	Miller	Georgia	1000 hours: Certificate
Southeast Area	Michelle	Slappey	Terrell/Lee	Georgia	1000 hours: Certificate
Southeast Area	Wanda	McCurdy	Turner	Georgia	1500 hours: Certificate

Southeast Area	Jared	Stephens	Daviess and Hancock	Kentucky	1000 hours: Certificate
Southeast Area	Demetria	Stokes	Washington	Mississippi	2000 hours: Certificate
Southeast Area	Melanie	Scott	Wythe	Virginia	1500 hours: Certificate
Southwest Area	Deena	Cash	Little river	Arkansas	1000 hours: Certificate
Southwest Area	Lisa	Wolfe	Edwards	Kansas	1500 hours: Certificate
Southwest Area	Brandon	Wilson	Marshall	Kansas	1000 hours: Certificate
Southwest Area	Judy	Schmidt	Smith	Kansas	2000 hours: Certificate
Southwest Area	Amanda	Ahrens	Salina	Kansas	1000 hours: Certificate
Southwest Area	Loessa	Thompson	Cotton	Oklahoma	1000 hours: Certificate
Southwest Area	Carl	Josefy	Jackson	Oklahoma	1500 hours: Certificate
Southwest Area	Jodi	Crippen	Texas	Oklahoma	1000 hours: Certificate
Southwest Area	Michael	McDonald	Clay	Texas	1000 hours: Certificate
Southwest Area	Lori	Ross	Floyd	Texas	2000 hours: Certificate
Southwest Area	Darryl	Perryman	Gaines/Andrews	Texas	1500 hours: Certificate
Southwest Area	Shawn	Ferguson	Haskell/Stonewall	Texas	1000 hours: Certificate
Southwest Area	Lisa	Gabrysch	Jackson	Texas	1500 hours: Certificate
Southwest Area	Mary Ann	Gutierrez	Karnes	Texas	1000 hours: Certificate
Southwest Area	Corley	Baker	Lamb	Texas	1500 hours: Certificate
Southwest Area	Jeremy	Hughes	Liberty	Texas	1000 hours: Certificate
Southwest Area	Lance	Jacobs	Nacogdoches	Texas	2000 hours: Certificate
Southwest Area	Ralph	Jordan	Panola	Texas	1000 hours: Certificate
Southwest Area	Adam	Acker	Potter/Armstrong - Oldham	Texas	1000 hours: Certificate
Southwest Area	Frankie	Sliva	San Patricio	Texas	1500 hours: Certificate
Southwest Area	Rene	Reyna	Starr/Zapata	Texas	2000 hours: Certificate

Southwest Area	Ryan	Worsham	Victoria	Texas	2000 hours: Certificate
Southwest Area	Leann	Lewis	Yoakum	Texas	1500 hours: Certificate

Goals for 2021/2022:

- ◇ Solicit bids for a new awards vendor, that offers plaques and more practical items. ***The Awards and Scholarship has found a vendor, K2 Awards, and have been very pleased with their work, the variety of awards available, and the financial savings using this company.***
- ◇ Increase publicity and communication at the state and area levels to encourage participation with the Awards and Scholarship programs. ***We believe we have been able to reach more individuals this year thru social media and emails at all levels of organization.***
- ◇ 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. ***For sick leave awards we used the Microsoft Forms platform and had great success. We will continue to explore options and try new ways to make the scholarship application process more user friendly.***
- ◇ 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. ***The committee successfully held monthly calls or bi-monthly after our scholarship and award deadlines and rankings were completed. The state judges, area judges, and many other state representatives joined on a training call in early January to go over the ranking process for scholarships.***
- ◇ 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. ***A PowerPoint presentation was created to assist all judges in the process, and we also used Microsoft Forms for all judges to submit their rankings.***
- ◇ Work with Benefits to promote Superior sales throughout the year. ***The Benefits Committee has done an amazing job, and we have shared all information that has been shared with our committee to let others know the importance of the Superior sales and how that benefits NASCOE.***
- ◇ Work with the National Chairs to help each other and work on our different engagement activities for National Convention. ***Incorporated this into the Herb Sorley First Timer Activity.***
- ◇ Revamp the Herb Sorley First Timer Activity at the National Convention. ***The activity involves all National Officer, Area Execs, Alt Execs, and National Chairs. We are hoping to promote more genuine conversation and not just passing around for signatures.***

Goals for 2022/2023:

- ◇ Update and simplify the awards and scholarship application platform for easier use and processing.

- ◇ Put together training on scholarship funds and processes for State Associations to utilize.
- ◇ Assess the payment method of the Traditional Scholarship for National Winners to better serve the student and reduce tracking for National Chair and Treasurer.
- ◇ Add award pictures and suggestions to the website to assist states in ordering awards for their own conventions.

I respectfully submit this report as written.

Taylor Stucki

Taylor Stucki
National Awards & Scholarship Chair



National Association of FSA County Office Employees Committee Name

National Chair
Christine Lary
christine.lary@nascoe.org

NEA Chair
Jennifer Doty
jennifer.doty@nascoe.org

NWA Chair
Pam Metz
pam.metz@nascoe.org

MWA Chair
Kathy Nelson
kathy.nelson@nascoe.org

SEA Chair
Nancy Chlapecka
nancy.chlapecka@nascoe.org

SWA Chair
Amanda Montgomery
amanda.montgomery@nascoe.org

Benefits/Emblems Committee Incoming Report 2022 National Convention Savannah, GA August 7 – August 10

Area Chairs:

- MWA Kathy Nelson, MI
- NWA Pam Metz, WY
- NEA Jennifer Doty, NY
- SWA Amanda Montgomery, OK
- SEA Nancy Chlapecka, AR

During 2022 President lapel pins were purchased. We sold President pins at convention for \$15, along with NASCOE lapel pins for \$5.

In our continued efforts to provide valuable benefits, we have partnered with MetLife to bring you MetLaw. With MetLife Legal Plans, members have easy access to legal help for many common issues — from estate planning to traffic and real estate for \$18.75/month.

The NASCOE Benefits Committee met for a breakout session during the 63rd Annual NASCOE Convention on Monday, August 8, 2022 at 2:30 PM.

1. Administration

- A. There were 12 people in attendance including 4 Area Chair. All areas were represented by membership.

2. FEDS - Federal Employee Defense Services

- A. A presentation regarding a policy was presented, along with a review of 35-PM, paragraphs 151-154 on how to receive 50% reimbursement.

3. NASCOE Lapel Pins

- A. President's pins were available for purchase. For \$15
B. NASCOE lapel pins are available, both standard closure and magnetic closures. Either type pin sells for \$5.

4. Benefits Survey

- A. A sample survey was provided to members and will be sent out in a bulletin.

5. NASCOE Benefits Provider Dillard Financial Solutions

- A. Notified the attendees about the bid packet and discuss the process that will be used.
- B. Teresa Dillard and John Lohr from Dillard Financial Solutions were guest speakers and give us information regarding benefits that were offered to NASCOE members throughout the year.

6. NASCOE Emblems by Superior

- A. Sales through Superior has provided us with \$7,194 in donations to our Scholarship Fund.
- B. The contract for Emblems by Superior will end in 2023. Superior would like to request another 5-year contract, ending on December 31, 2028. Feedback was received from all 5 areas, recommending an extension of the contract.
- D. Superior can now put Farm Service Agency under the USDA logo!

7. Amerilife

- A. Ty Christenson from Amerilife was a guest speaker and talk about MetLaw and the services through it.

Recommendations

1. Sign another 5-year contract with Emblems by Superior

It has been an honor to serve as the Benefits & Emblems Chair this past year. Thanks to Marcinda Kester for giving me this opportunity. I look forward to the new year and what's to come.

Respectfully, I request this report be filed as submitted,

Christine A. Lavy

National Benefits/Emblems Committee Chair



National Association of FSA County Office Employees County Office Advocacy Committee

2022 County Office Advocacy Committee National Convention Exit Report Savannah, Georgia August 7-10, 2022

National Chair
Morgan Limmer
Morgan.limmer@nascoe.org

NEA Chair
Laurie Thiboutot
Laurie.thiboutot@nascoe.org

NWA Chair
Jim Anderson
James.anderson@nascoe.org

MWA Chair
VACANT

SEA Chair
Decetti Taylor
Decetti.taylor@nascoe.org

SWA Chair
LaCresha Dale
LaCresha.dale@nascoe.org

First and foremost, a big thank you to GACOE for hosting such a great convention. Savannah was beautiful and a wonderful location. Also, thank you to Marcinda Kester and the other officers for trusting me in this position this past year.

As I reflect on this year, as well as the last few years, it has been hard for the County Office Advocacy Committee (COAC), just as it has for all of NASCOE and our other standing committees. In true NASCOE and FSA fashion, we have persevered. This would not have been possible without the help of each of my area chairs. A special thanks to the following area chairs:

NWA Chair - Jim Anderson
NEA Chair - Laurie Thiboutot
SEA Chair - Decetti Taylor
SWA Chair - LaCresha Dale

The County Office Advocacy Committee held two productive breakout sessions, with 11 in attendance at the first session and 10 in attendance the second session. Jim Zumbrink, NAFEC president and David Senter, NAFEC consultant provided NAFEC updates. We also discussed the importance of paying our COC members when they are conducting official business or making decisions concerning producer applications. COAC continues to work with NAFEC promote membership and the COC system. If you or your COC members are not NAFEC members, I urge you to complete an associate member application and talk to your COC members about the importance of NAFEC. It should be noted, there are many benefits offered to NAFEC members. One of the newest benefits is a health insurance option to self-employed individuals, such as our COC members.

A brief update was given concerning the resolution passed at last year's NASCOE Convention to form a taskforce to review the possibility of converting SDA minority advisors to SDA voting members. A working group was formed at the organizational meeting in College Station, Texas and we have worked hard to address the resolution. We worked diligently to put our thoughts together and a letter was sent to the National Office on behalf of NASCOE from Marcinda. Since that time, the National Office has requested OGC guidance concerning the best way to proceed. Once guidance is received, we have been assured NASCOE and NAFEC will be a part of the taskforce, moving forward.

Additionally, we discussed National Notice AO-1808, COC Urban COC Nomination and Election. Although the timing of the notice was not ideal, it is important to note the final date to count ballots in Exhibit 1 of the notice. We now have an extra week or until December 19, 2022, to count ballots. This was a programs and negotiations submission, as well as the National Office reached out to the COC Orientation and Training taskforce for recommendations. COAC will continue to work closely with the National Office concerning COC elections.

Moving forward, COAC will continue to work with other NASCOE committees for the betterment of county office employees and COC members, promote the importance of the COC system, work closely with the National Office concerning COC elections and the

SDA resolution previously submitted. It is also our goal to develop a COAC Fact Sheet to educate membership about the County Office Advocacy Committee. We will continue to have monthly calls the first Wednesday of every month. Area Chairs are encouraged to invite one state COAC chair from their area to the call.

Thank you for the opportunity to serve membership and our association. I look forward to seeing everyone in Texas in 2023.

I respectfully submit this report as written.

Morgan Limmer
NASCOE COAC Chair



National Association of FSA County Office Employees

NASCOE Treasurer's Inbound Report 2022 NASCOE National Convention

Savannah, GA
August 7 – 11, 2022

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

Serving as your NASCOE Treasurer over the past year has kept me busy, frustrated, educated, enlightened, and fulfilled. I would like to thank you again for the trust you put in me last year in Fort Wayne when you elected me to serve. I can honestly say that while there have been challenges, I truly enjoy what I do. It has been an honor to oversee our finances but because it is an enormous responsibility, it is important for me to note that I could not have done it alone.

I would like to thank Past Treasurer Curt Houk for his guidance and support over the past year. In total, I would estimate that we spent approximately 40 hours together at the Organizational Meeting in College Station and in phone calls, texts, and emails. The role of the Treasurer involves a lot of attention to detail and opening and closing accounts takes more than just a signature at the bank. I had a lot of questions and Curt patiently answered them. For his service over the past year I am grateful.

I would also like to thank our NASCOE Secretary Rick Csutoras who acted as a mentor and editor while I worked through my first year. As I attempted to keep the EC updated or provide information and training to the states, Rick was always willing to proofread my writing for grammar and tone. I laughed in Fort Wayne when Brandon Wilson called Rick a “steady hand” but he has definitely earned that title in my eyes.

Our current net worth as of June 30, 2022 is approximately \$829,000 and while that is down from our 2021 net worth of \$849,000, I am pleased that I was able to help carry on a tradition of fiscal responsibility within our association. A copy of our June 30 net worth is attached, as well as the final 2021/2022 budget analysis.

As is often the case with a change in leadership, I have looked at our financial situation with a different lens. I have made a few changes that I am proud of and would like to share those successes with you.

- Streamlined the process of data entry and reconciliation in Quicken by linking our bank accounts directly to the software. This has resulted in a faster monthly reconciliation and more accurate data entry on my end.
- Opened new accounts at Bank of the West, including new BOTW rewards credit cards. These credit cards earn double points which equates to \$15 cash back for every \$1,000 charged and we were able to take advantage of an introductory offer where we earned 60,000 bonus points if we charged \$5,000 in the first 90 days. We were able to accomplish this and those bonus points equate to \$450. We won't get rich off cash back rewards but

at least it is one small way for NASCOE to generate some additional income.

- Researched annuity and investment options and presented them to the EC. We ultimately elected to transfer \$50,000 of scholarship funds to an indexed, variable rate annuity with Ameritas Financial. Interest rates on CD's have been averaging around 0.02% while this annuity has seen returns of around 4% to 12%. We are guaranteed that we won't lose money and if we go two consecutive years without making money, Ameritas will automatically give us 2%.
- For the first time many of us can remember, all state associations had their dues either fully paid in Veem or postmarked by June 30. I apologize for the constant emails and reminders but I would like to thank everyone who had a hand in making this happen as it made the budget process much easier for me! This is an accomplishment that I think we can all take pride in.

As we move into the next year, I hope to work with the Tech Coordinator to simplify the dues transmittal and process and improve the accuracy of employee and member numbers submitted by states. Part of that transition, if realized, will include treasurer training for the state officers and I look forward to putting that together.

Thank you again for a wonderful first year!

Respectfully submitted,



Jessi Colgrove
NASCOE Treasurer

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

Page 3

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

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



National Association of FSA County Office Employees Committee Name

NASCOE Legislative Committee Post Convention Report National Convention Savannah, Georgia

August 7-11, 2022

National Chairs
Clint Bain
clintbain@nascoe.org

Neil Burnette
neil.burnette@nascoe.org

NEA Chair
Brett Naas
brett.naas@nascoe.org

NWA Chair
Tina Pierce
tina.pierce@nascoe.org

MWA Chair
Ron Pethoud
ron.pethoud@nascoe.org

SEA Chair
David McBryde
david.mcbride@nascoe.org

SWA Chair
Nancy Ensminger
nancy.ensminger@nascoe.org

We would like to first say, THANK YOU to the Georgia delegation for hosting a fabulous convention in Savannah. It was an absolute great convention! It was also a great honor and privilege to have Congressman Sandford Bishop, JR (GA) attend the convention and accept the 2022 NASCOE Legislator of the Year Award. We are truly appreciative of the support that he provides agriculture and NASCOE.

The NASCOE Legislative Committee meeting was called to order by Neil Burnette, Co-Chairperson. A roll of officers was taken, and all area chairpersons were recognized, as well as other past and present NASCOE leadership in the room.

Each area chairperson gave a report of their efforts since the last convention. The top areas of concern were as follows:

1. Secure FY2023 Appropriations for FSA Salaries and Expenses
2. PAC Promotion
3. Outreach and Advocacy Initiative
4. HR 4268 Federal Retirement Fairness Act
5. Retiree's ability to contribute to the PAC using the OPM Self Service Tool
6. Increase in pay for PTs and Shared Management CEDs
7. 2023 Farm Bill

Legislative Issues

The list of issues the Legislative committee will be working on this year continues to grow. Each year, agriculture appropriations is a primary focus as we work to ensure FSA funding for salaries and expenses is sufficient to support our on-board employees, back-fill vacancies, and account for the increases due to cost-of-living adjustments, the agency portion of health insurance and TSP contributions. When our funding allocation is standing still, we are losing ground. Funding looks very promising for FY23, with the President proposing a \$70 million dollar increase and the House passing an agriculture appropriations bill on July 20th that came in just below that at \$68 million. The Senate Appropriations Committee has released the Chairman's markup of the 12 Senate appropriations bills including Agriculture. The Senate is proposing funding FSA Salaries and Expenses \$8 million below the House passed funding level which remains at \$60 million above FY 22 enacted levels. The Senate proposal directs \$15 million be spent on the hiring of county office and farm loan employees. We are already looking toward FY24 and the monetary headwinds that we all will be facing following the tremendous spending levels we have seen in response to COVID.

Additional priorities for the Legislative Committee remain, securing legislation that allows employees to buy-back temporary time so it can be applied towards retirement calculations. This is a big ask that affects all federal employees, but it remains our

number one priority when it comes to benefits legislation. This year we have added a couple more legislative bills to our wish list. The first of those is HR 82, Social Security Fairness Act or better known as the Windfall Elimination Repeal Act. This legislation affects retirees that had outside income in addition to their federal career. We expect to see this bill come to the floor this fall for a vote and based on some recent conversations with congressional members during our recent visit to WDC, as well as the fact it has over 290 co-sponsors, we think it has a fair shot of passing! The final bill we are endorsing is HR 304, Equal COLA Act. This bill is of tremendous interest to FERS employees. Passage of this legislation would allow FERS retirees to participate in the full calculated COLA each year just like CSRS retirees. We are hopeful that over time, this bill will gain additional support.

Through the NASCOE negotiations process, a member explained that several southern states have grazing seasons that extend through the end of the year. Current law requires that an LFP application along with all supporting documentation must be submitted to the county office no later than 30 calendar days following the end of the calendar year in which the grazing loss occurred. A granted extension only allows for an extra 30 days to complete a signup. When this program triggers late in the year, it is not feasible for county offices to sign up all producers and meet program requirements in such a short timeframe. The Legislative team plans to work with our congressional contacts to make a revision in the law that will extend this deadline to a more reasonable timeframe. Look for this special legislation in appropriation language or in the upcoming Farm Bill.

Speaking of the Farm Bill, we are already looking ahead to the 2023 Farm Bill. We have watched several Farm Bill listening sessions and Hunter is listening closely to the chatter on the hill. The commodity groups have not yet concluded what policy changes will be the best for their industries, but talks are well under way, and we expect some significant changes. We are hearing talk about increasing target prices, loan rates, and moving to a margin-based approach that will shift as inputs and commodity prices fluctuate. On the surface this seems to be a move in the right direction considering the drastic rise this past year of both commodity prices and input cost which have made several of our programs ineffective.

Finally, as you are all aware, starting salaries for PT's has become a serious obstacle in our ability to hire and retain quality employees. During our July visits with House and Senate congressional members, we discussed this issue and how it's affecting our ability to service our farmers. Congress seems well aware of the problem, but they are currently short on answers as how to address it. The Federal government is not as well equipped as Corporate America in responding to these challenges, but we will keep sounding the alarm in hopes there will be a quick response.

Washington DC Hill Visits

Last month, part of our team was fortunate enough to spend two days on Capitol Hill. Hunter Moorhead, our Legislative Consultant, put together two days filled with appointments and appearances that put NASCOE in front of many staffers, Congressmen and Senators. We focused on representatives from Tennessee and North Carolina, but we also met other key members from across the country. There is a significant added benefit when Hunter can introduce NASCOE members to Congressional members, allowing them the opportunity to show appreciation for the support they have shown NASCOE.

While in the nation's capital, we had the fortune to attend a couple of fundraiser events where we meet several members of congress in one location. These events presented us with amazing

opportunities to spread the NASCOE message. We made a point to discuss all the issues listed above but also had the freedom to discuss questions they had on their mind. The relationships we started in WDC are already resulting in personal emails from congressional offices asking input on various issues. These contacts will be vital as we go through the writing of the next Farm Bill. We had one final appointment before wrapping up our meetings. Two representatives from OPM met with us virtually to discuss the retirement process and challenges our recent retirees are facing. It is our goal to dig deeper into the retirement process and identify ways that we can assist to make it easier and hopefully faster. Now that we have established a line of communication, look for future updates about retirement expectations and ways to shorten your wait to receive the benefits you have earned. We have also asked them to add the NASCOE PAC as a drop-down withholding option for annuitants.

Outreach and Advocacy

The Legislative Committee will continue to encourage states to work aggressively to develop their own outreach and advocacy initiatives with congressional members and farm organizations. There is much work to be done in this area, but the tools are there to successfully train and prepare state association advocacy groups to meet with these representatives to discuss issues that affect our offices. We have developed talking points for congressional and stakeholder meetings as well as similar talking points for meetings with FSA personnel. Kansas is to be commended for their continued efforts to further the relationships they have built over the years. This is a rewarding endeavor, and we look forward to assisting more states this coming year.

Leadership Development Training

NASCOE hosted a focused leadership development training in Kansas City, Missouri, October 28-30, 2021. This event was designed to focus exclusively on State leadership development and enhancement which will pay dividends from the state level up to the national level. We would like to thank Lacey Orcutt, Carrie Major and Glenn Thomas for their major contributions in helping make this an exciting and motivational event. A big thank you also goes out to all those that dedicated their time, knowledge and experience serving as trainers. NASCOE continues to invest in developing leaders across the nation to promote sustainability and success far into the future. We look forward to continuing to provide this training periodically in the years to come.

The NASCOE PAC

The importance of the NASCOE PAC cannot be overstated. The money spent on political campaigns these days is staggering. The fundraising machine never stops in WDC. A major part of the funding for these campaigns come from PAC donations. Although the NASCOE PAC might not be flush with hundreds of thousands of dollars, our collective contributions have a significant influence. It's the old, "you help me, and I'll help you" game. It is imperative that NASCOE continues to work hard to promote our PAC. The formula is simple: No PAC = No influence = No voice = No benefits. If we don't have a seat at the table, we may just find ourselves on the menu. It's a very simple equation, we need every member to support the PAC!

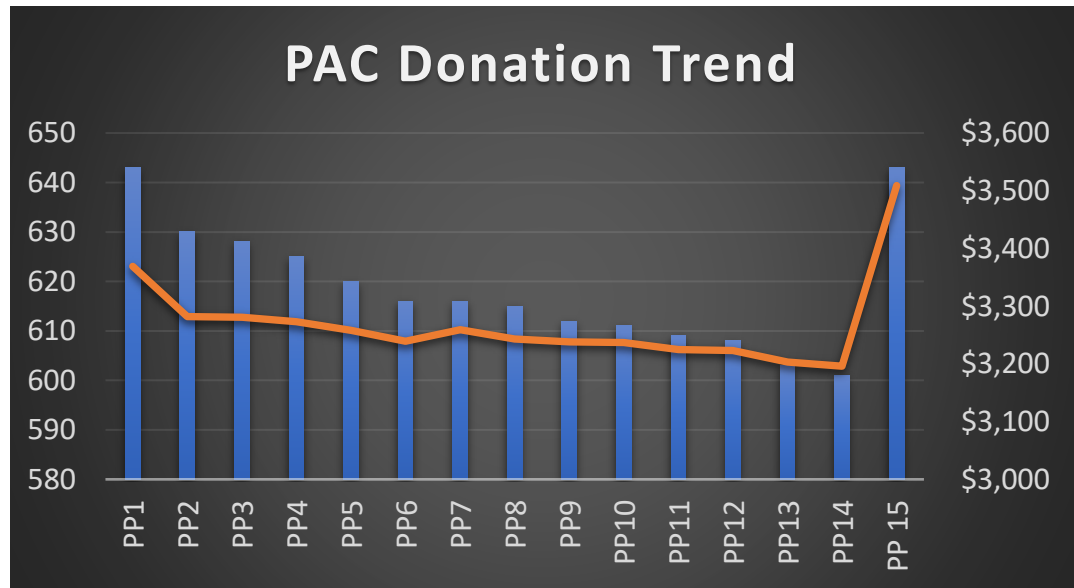
The Legislative Team put together two additional PAC promotional contest to generate excitement and increase participation. The first promotion was a cash prize drawing of \$100 and \$50. Anyone who increased or enrolled while at the convention had their name placed on a wheel for a spin to win contest held during the live auction. The second promotional contest was a competition between the Areas. We had really good results with this promotion last year, so we

decided to try it once again. We changed the parameters of the contest to create a fairer competition. The area with the highest number of points accumulated would be the winner and given the opportunity to choose someone on the executive committee, an officer, or a committee chair to receive a challenge. The losing area’s executive would also receive a challenge. Both competitions were a great success, and fun was had by everyone, especially Vice President Joel Foster and Treasurer Jessi Colgrove as they participated in a Tortilla Challenge. The results were as follows:

1 st Place	SEA	232 points
2 nd Place	MWA	210 points
3 rd Place	NWA	175 points
4 th Place	NEA	118 points
5 th Place	SWA	113 points

During the NASCOE Convention, the PAC generated a total of 42 new enrollments and 41 increases for a total increase of \$313 per pay period. This brings the total contributions per pay period to \$3502.

This is testament to how successful we can be when face to face meetings are held with membership. The NASCOE Legislative Team will continue to work hard to build NASCOE’s PAC so we can thrive as an association, but we continue to need YOUR help to continue our rise. Nancy Ensminger has done an outstanding job managing and coordinating the PAC and she has submitted an excellent detailed PAC Report that we encourage everyone to read.



Legislative Consultant

Hunter Moorhead, our NASCOE Legislative Consultant continues to maintain and build relationships with key congressional members. He presented a Legislative update to the membership during the General Session, and answered questions during Legislative Committee Breakout Session, and area meetings. He is well connected within the political circles inside the



National Association of FSA County Office Employees Membership Committee

NASCOE Membership Committee Exit Report 2022 National Convention Savannah, Georgia August 7-11, 2022

National Chair
Glenn Thomas
Glenn.Thomas@nascoe.org

NEA Chair
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NWA Chair
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SWA Chair
Breann Fink
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I want to start off by thanking GACOE and their members for putting on a great National Convention. I really enjoyed the accommodations, the activities and most of all, the opportunity to meet with my NASCOE family. Being able to re-ignite old friendships and making new friends is what it is all about.

It was also exciting to have over 60 “first-timers” in attendance and to see them getting involved and learning what NASCOE is all about. I have to say that I get re-energized every time I experience this.

During our breakout session on **August 8th** there were 15 members in attendance. During this session, we recognized the states that met the 100% membership plateau for fiscal year 2022 which were:

- Alabama
- New Hampshire
- Rhode Island

Congratulations to these three states on their outstanding accomplishment.

We then reviewed and discussed multiple topics including:

- Responsibilities of State Association Treasurers and Membership Chairpersons and how they need to be working closely in the membership process;
- NASCOE Dues Submission – working to timely and accurately submit the states reports and dues;
- The NASCOE Information Database (NID) and the current process for updating co-worker information from the states to the national database;
- Sharing information and ideas that were discussed during membership breakout sessions held at the fiscal year 2022 Area Rallies;
- Membership Recruitment examples and the tools that are available on the NASCOE website;
- The NASCOE Do’s and Don’ts on government computer usage for membership recruitment;

We had great conversations as we navigated through these topics. We heard from members who are a part of their state membership teams and the strategies that they have used to gain new members in their states. There was great conversation during the meeting as those in attendance discussed the issues they have faced and also shared answers on what has worked for them.

The NID, and the changes to come, were discussed as we continue to move forward with maintaining and updating a database of our co-workers (members and non-members). It was impressed upon everyone how important it is to keep this database up to date as well as how to use it to their own advantage as they reach out to their own membership and to recruit those who are not members.

During our breakout session on August 9th there were 16 members in attendance. During this session we discussed:

- The NASCOE Membership Toolkit for Items that are available for use in membership recruitment (including NASCOE Jump Teams). These are found on the NASCOE website under the membership icon;
- The NASCOE Membership Awards and eligibility requirements.
- Area reports on whether to update the eligibility requirements for the consecutive year membership award to include cumulative years as well as consecutive years. The Areas reported that they would like for the policy to include cumulative years as part of the eligibility criteria as it was in the past.

In discussing the awards that were presented this year, it was reported that we had received the following submissions from states for the 2021-2022 year:

- 105 submissions from 14 states for those eligible for the Honorary Life Membership Award (See Exhibit A).
- 21 submissions from 4 states for counties eligible for the consecutive year's membership awards (See Exhibit B).
- 81 submissions from 13 states for individuals eligible for the consecutive year's membership award (See Exhibit C).

The group then discussed and made some recommendations for membership teams to consider:

For the State Associations:

- States membership chairs and the state board should discuss and establish their membership goals for 2022-2023. They should then monitor these goals throughout the year and update their plan accordingly.
- States are encouraged to continue developing working relationships with their State Offices. State Associations should encourage their state office to have state association membership packages provided to all new co-workers when they come on board as well as periodic meetings (monthly or quarterly) with the state association.
- States need to update their state directories when changes occur and report them to their Area Executive Committeepersons so that proper contact information is readily available to all committee members and officers (state, area and national).
- States should make use of the availability of "Microsoft Teams." This tool could be used between their in-person meetings for continued communication between association officers, board, committeepersons and members. All NASCOE representatives have access to TEAMS and can set up a meeting for states when needed.

For the NASCOE Membership Committee:

- The NASCOE Membership Committee should continue to make necessary updates to current membership recruiting tools to reflect NASCOE accomplishments.
- Area Membership Chairpersons should hold quarterly meetings with their respective State Membership Chairpersons to discuss ideas of recruitment and what activities are working in their states. Share success stories.
- NASCOE Officers and Committee Chairpersons should work to provide brief videos and news snippets informing membership of what is going on in NASCOE at the time and the benefit to membership (not just the President).
- Provide tips, strategies and possible video on membership recruitment.
- Provide examples of state membership packages as well as how different states distribute them to their co-workers.
- Membership committee chairpersons Facebook page.
- NASCOE Jump Teams be made available to states where necessary.

During the convention, it was announced that Connecticut had won the 2021-2022 Membership Drive Contest presented by Dillard Financial Solutions as they had increased their membership by 33% for the year. Congratulations Connecticut!

Recruitment is crucial in the coming year. With our current membership at 69%, we have a lot of work to do. We received many ideas from those in attendance on how they recruit members in their own states. These will be added to the membership training power point found on the NASCOE website in the near future. Everyone needs to share their own NASCOE story with those who are not members and be active!

As I enter 2022-2023 as the NASCOE Membership Chairperson, I am looking forward to working with State, Area and National representatives in promoting and growing NASCOE. There was a great deal of discussion and ideas on how to make NASCOE stronger and how we can better serve our membership. Just as we saw how ideas being shared and a little competition helped to increase the number of persons contributing to the PAC fund while here at the NASCOE Convention, we need to do the same with membership.

Those in attendance feel that although we have had a decline in membership, we are turning the corner as we begin to meet in person once again and to share experiences with one another.

In closing, I want to thank the members of the NASCOE Membership Committee for their dedication to NASCOE and its members. I want to thank NASCOE President, Marcinda Kester, for the honor to serve as the chairperson of the NASCOE Membership Committee. I would also like to express my appreciation to the National Officers, members of the Executive Committee and the National Committee Chairpersons for their support of NASCOE.

Respectfully Submitted,

Glenn Thomas

NASCOE Membership Committee Chairperson

beltline on both sides of the isle. Hunter does a great job in representing our members. However, occasionally, an urgent need for member relationships could be called upon to help reinforce NASCOE's position. It is important that each of us does our part to build and cultivate congressional relationships and use every opportunity to educate those leaders on the role of NASCOE, FSA and production agriculture.

Conclusion

This past year has been another exciting but challenging year for the Legislative team. We look forward to the upcoming year as we build new relationships with dozens of new members in Congress. It will be a year that will challenge us to work harder to communicate the story of NASCOE and the challenges our members face on the front lines of agriculture in America. We will also look for new ways to educate FSA employees on the value of NASCOE membership and the value of the NASCOE PAC.

The chairpersons would like to express our sincere appreciation to our Area Chairs, and to our Executive Officers for the assistance they have provided us during the past year. Our effectiveness would be greatly diminished if it were not for their hard work and the amazing work of our Legislative Consultant, Hunter Moorhead. We would like to thank President Kester for her confidence in us to lead NASCOE in our legislative priorities and affording us the opportunity to serve the members of this great association.

Respectfully Submitted,

Clint Bain and Neil Burnette
NASCOE Legislative Committee Co-Chairpersons

EXHIBIT A

HONORARY LIFE MEMBERSHIP AWARDED 2022

<u>Last Name</u>	<u>First Name</u>	<u>State</u>	<u>AREA</u>
Ackerman	Rodney	KS	SWA
Ault	Janet	ID	MWA
Bain	Pamala	KS	SWA
Bartosh	Karen	TX	SWA
Bannister	Jaime	KS	SWA
Birkenfield	Nancy	TX	SWA
Blackburn	Cathy	AL	SEA
Blaser	Karina	KS	SWA
Bourgei	Jake	WI	MWA
Breth	Anita	KS	SWA
Brown	Jill	KS	SWA
Brown	Renda	KS	SWA
Bult	Sharon	IN	MWA
Bustamante	Jaime	TX	SWA
Butler	Judy	KS	SWA
Cahoone	Carol	KS	SWA
Christy	Marjorie	VT	NEA
Couch	Beverly	TX	SWA
Cullop	Kelly	KS	SWA
Dandignac	Lorraine	NY	NEA
Daniels	Wes	SC	SEA
Daugherty	Bunnie	IN	MWA
Daugherty	Michelle	IN	MWA
Davidson	Cynthia	IN	MWA
Davidson	Julia	MS	SEA
Dewey	Micheale	KS	SWA
Doerksen	Pam	KS	SWA
Dunlap	RaNaye	NE	NWA
Durkin	Raymond	ND	NWA
Duesterhaus	Karen	TX	SWA
Ebel	Annette	NE	NWA
Ehly	Jill	TX	SWA
Eibey	Tammy	IA	MWA
Eiden	Lori	AZ	SWA
Ellis	Julie	KS	SWA
Fagan	Anita	NY	NEA
Falkner	Tammy	NY	NEA
Federer	Barb	IN	MWA
Geiger	Barbara	KS	SWA
Gerstner	Marsha	KS	SWA
Goodson	David	AR	SEA
Gregg	Margaret	NE	NWA
Guhr	Lynette	KS	SWA

<u>Last Name</u>	<u>First Name</u>	<u>State</u>	<u>AREA</u>
Haines	Debbie	KS	SWA
Hake	Jan	KS	SWA
Halfmann	Angela	TX	SWA
Hall	Julie	NE	NWA
Hays	Tammy	NE	NWA
Hickey	Patricia	KS	SWA
Hoggard	Anita	NC	SEA
Holloway	Karen	KS	SWA
Horne	Patricia	NC	SEA
Howell	Stacey	TX	SWA
Huseman	Dianne	TX	SWA
Johnson	Darlene	MN	MWA
Jordan	James	KS	SWA
Klozenbucher	Kim	KS	SWA
Knowles	Paula	TX	SWA
Larimer	Velma	KS	SWA
Latham	Mary	TX	SWA
Levin	Kevin	KS	SWA
Lundy	Coral	TX	SWA
Marlin	Linda	IN	MWA
Martin	Josephine	KS	SWA
McMillan	Sandra	NC	SEA
McCune	Karen	KS	SWA
Miller	Cheryl	KS	SWA
Morrical	Carla	KS	SWA
Nelson	Leann	NE	NWA
Oasen	Tom	WI	MWA
Pendergast	Tom	NY	NEA
Pflugger	Kay	TX	SWA
Pollard	Pamela	NC	SEA
Pounds	David	KS	SWA
Ramsey	Annette	KS	SWA
Rice	Sally	NC	SEA
Rinehart	Susan	KS	SWA
Rogers	Emmett	NC	SEA
Rumfelt	Kimberly	NC	SEA
Sanders	Joan	KS	SWA
Schmidt	Kimberly	KS	SWA
Schneweis	Douglas	KS	SWA
Scott	Sharon	NC	SEA
Solesbee	Anita	NC	SEA
Specht	Kim	KS	SWA
Stapp	Melinda	TX	SWA
Starnbach	Roxie	SD	NWA
Sudbeck	Barb	NE	NWA
Taber	Dianne	KS	SWA

<u>Last Name</u>	<u>First Name</u>	<u>State</u>	<u>AREA</u>
Tharrington	Elbert	NC	SEA
Tirado	Maria	NC	SEA
Turmail	Michelle	IN	MWA
Ulrich	Lorrie	NE	NWA
Unruh	Trudy	KS	SWA
VanHorn	Ted	KS	SWA
Vinson	Christine	NC	SEA
Wait	Karla	NE	NWA
Ward	Barbara	IA	MWA
Warner	Carla	KS	SWA
Weiss	Debra	NE	NWA
Weise	Rita	NE	NWA
Westerman	Michael	KS	SWA
Whiteman	Tina	NY	NEA
Williams	Jonathan	WI	MWA
Willinger	Lory	KS	SWA

EXHIBIT B

(FY 2022)100% Consecutive Years Membership Awards

Area	County	Years of 100% Membership	Years
Midwest	Bureau, IL	50 Years of 100%	1972-2022
	Clark, IL	55 Years of 100%	1967-2022
	Coles, IL	55 Years of 100%	1967-2022
	Douglas, IL	55 Years of 100%	1967-2022
	Fayette, IL	55 Years of 100%	1966-2022
	Hancock, IL	50 Years of 100%	1971-2022
	Jersey, IL	55 Years of 100%	1966-2022
	McDonough, IL	60 Years of 100%	1962-2022
	Woodford, IL	55 Years of 100%	1967-2022
Northwest	Cuming, NE	35 Years of 100%	1988-2022
	Gage, NE	30 Years of 100%	1993-2022
	Merrick, NE	35 Years of 100%	1988-2022
	Pierce, NE	35 Years of 100%	1988-2022
	Clay, SD	60 Years of 100%	1962-2022
	Deuel, SD	60 Years of 100%	1962-2022
	Grant, SD	60 Years of 100%	1962-2022
Southwest	Butler, KS	55 Years of 100%	1986-2021
	Lincoln, KS	35 Years of 100%	1986-2022
	Republic, KS	35 Years of 100%	1987-2022
	Sheridan, KS	35 Years of 100%	1987-2022
	Wilson/Woodson, KS	35 Years of 100%	1987-2021

EXHIBIT C**(FY2022) 100% Consecutive Year Membership Awards**

Area	State	Name	Beginning Year	50 + YR	40 YR	35 YR	30 YR	25 YR
Northeast	VT	Christine Lary	1987			1		
	MA	Kip Graham	1986			1		
Northwest	NE	Annette Ebel	1988			1		
	NE	Tammy Hays	1988			1		
	NE	Deb Johnson	1988			1		
	NE	Carolyn McManigal	1988			1		
	NE	Cheryl Mohler	1993				1	
	NE	Barb Nelson	1988			1		
	NE	Julee Patzel	1988			1		
	NE	Rod Reppening	1988			1		
	NE	Melissa Ruge	1988			1		
	NE	Cynthia Schuster	1993				1	
	NE	Lorie Spier	1988			1		
	NE	Marci Teten	1988			1		
	NE	Penny Veprovsky	1988			1		
	NE	Rita Weise	1988			1		
	SD	Cheryl Baxa	1987			1		
	SD	Christi Borgers	1992				1	
	SD	Gail Huwe	1987			1		
	SD	Brenda Kennedy	1987			1		
	SD	Karen Lafurge	1987			1		
	SD	Lisa Odenbach	1992				1	
	SD	Jill Perman	1997					1
	SD	Laurie Pfeifle	1992				1	
	SD	Leah Turgeon	1987			1		
	SD	Mary Jane West	1987			1		
	SD	Marcie Williams	1987			1		
Midwest	IL	Kimberly Feldman	1987			1		
	IL	Kathy Frost	1987			1		
	IL	Lori Haddix	1987			1		
	IL	Michele Hobson	1987			1		
	IL	Bonnie Holsapple	1997					1

	IL	Tammy Hubert	1987			1		
	IL	Jan Johnston	1987			1		
	IL	Shelly Lenox	1987			1		
	IL	Mindy Lolie	1987			1		
	IL	Anne Martin	1987			1		
	IL	Charlene Neukomm	1987			1		
	IL	LeAnn Oltmanns	1987			1		
	IL	Dawn Rath	1987			1		
	IL	Sharon Seifert	1987			1		
	IL	Crystal Street	1987			1		
	IL	Julie Waldon	1987			1		
	IN	Amy S. Foust	1992				1	
	IN	Jerri George	1987			1		
	IN	Sandra Haferkamp	1989				1	
	IN	Greg Knowles	1982		1			
	IN	Sheryl Longstreth	1987			1		
	IN	Traci J. Merida	1986			1		
	IN	Colette Zeigler-Staley	1992				1	
	MO	Debra L. Clevenger	1982		1			
	MO	Melissa K. Baker	1987			1		
	MO	Rhonda Browning	1987			1		
	MO	Anita Elson	1987			1		
	MO	Lisa J. Logsdon	1987			1		
	MO	Timothy L. Dreier	1992				1	
	MO	Chris S. Grojean	1992				1	
	MO	Pamela D. Hunolt	1992				1	
	MO	Barbara L. Locke	1992				1	
	MO	Kimberly S. Tenhulzen	1992				1	
	MO	Debbie Rister	1997					1
	MT	Dale Barta	1991				1	
	MT	Candace Schneider	1997					1
	WI	Jake Bourget	1990				1	
Southwest	KS	Ellen Alvarez	1966	1				
	KS	Judy Jacquinet	1964	1				
	TX	Helen Chamberlain	1967	1				
	TX	Penny Kelton	1982		1			

	TX	Leora Gaylean	1987			1		
	TX	Porter Johnson	1987			1		
	TX	Tracy Meadows	1987			1		
	TX	Paula Miller	1987			1		
	TX	Debra Townsend	1987			1		
	TX	Jeannine Wendel	1987			1		
	TX	Nelva Berend	1992				1	
	TX	Tina Crofford	1992				1	
	TX	Tracye Mayberry	1992				1	
Southeast	AL	Shannon Parker	1997					1
	AL	Belinda Bryant	1987			1		
	AL	Charles Thomas	1992				1	
	SC	H Glenn Thomas	1986			1		
Totals				3	3	51	19	5
								81



National Association of FSA County Office Employees Midwest Area

August 16, 2022

Greetings,

As my first year as the Midwest Area Executive comes to a close, I sit here and reflect back to all the different items and concerns that we have worked together on as NASCOE and in the Midwest Area. I remember entering National Convention last year as the Executive suddenly and felt so unprepared. I wish I could say that I feel better after serving in this role for the past year; however, I still have a lot to learn and definitely areas to improve upon.

We started the year off really well with our communication and involvement with the Area Presidents and Chairpersons by having monthly conference calls/TEAMS meetings. Once things picked up for me with things at work and in life, I found myself not having the time to devote to holding the monthly calls and I know that needs to pick back up as communication is a MUST. The first half of the year was consumed with COVID-19 vaccination requirements and hearing from many members about their concerns and questions they had. We unfortunately lost some members in the area due to the mandate and also saw an increase in retirements and resignations in offices across the area. Once the mandate came to a pause the emails and calls related to this lightened up. Then the focus moved to the other struggles that we were facing in the Midwest – workload, hiring delays and insufficient applicants, inability to hire and retain employees due to a non-competitive starting wage and the numerous programs being implemented. During our rally in Green Bay, Wisconsin, members were able to share those concerns with FSA Leadership and NASCOE Leadership. There have been some changes that we have seen but we will continue to work on these issues and discuss ways to improve in these areas as an association and agency.

Speaking of the rally, Wisconsin did a fantastic job welcoming us in and sharing their hospitality. While the crowd was small, we had a great breakout session related to Membership. We were very fortunate to work with Glenn Thomas and Lauren Shank (former area Membership Chairperson) during these breakouts to help lead discussions pertaining to membership. Ideas of how to improve communication, share success stories, increase membership and work together to promote who we are were discussed, shared, role played and will continue to be used in the area to help try to build and retain membership. We identified that without members we start to lose our voice and negotiating abilities. Membership is a large concern with a huge percentage of the agency's employees hailing from our area. We will continue to work with leaders in our states and also with NASCOE on identifying areas that may need a jump team or targeted outreach for membership. We will discuss at convention what our area goal for membership percentage will be for the forthcoming year.

With the help of Amy Morman, Alternate Executive, we were able to participate in the state conventions held in our area. We are both excited to have the opportunity to get out in the area and speak with our members. It has been fun getting to meet so many people and help states to continue engagement with their state leadership. Both Amy and I have tried to be available to all members as they need. I know that I will work harder next year at dedicating more time and energy to individual states and helping them with any concerns, questions or ideas that they have.

The area is in need of filling some vacancies in our chairperson roles of Publicity and COAC. Discussions took place during area breakouts to help identify members that may be

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MWA Area Alternate
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Benefits & Emblems
Kathy Nelson
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County Office Advocacy
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Vacant

Legislative
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Membership
LeAnn Oltmanns
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Negotiations & Programs
Jennifer Comer
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Publicity
Name
Vacant

interested in these roles. Both roles are vital to the success of our area goals for communication and continued promotion and support of the COC system. Amy and I will be working diligently in the next few days to finalize the list of Area Chairpersons and our Judges for Awards and Scholarships.

During the convention we had numerous members, visitors and guests from the Midwest Area in attendance. Over the course of our three breakout sessions we had 30 in attendance. A special thank you to those Area Chairpersons that were able to join us in person, Ron and Amy, and also to alternate chairpersons that assisted to ensure proper coverage and conversations - Marilyn, Logan, Drew, Cindy, Kaye, Jennifer and Katrina. The Midwest Area states support the following items brought before the delegates/members:

- Promotion of Met Law benefit and Professional Liability Insurance
- Renewal of contract with Emblems by Superior
- Promotion of NASCOE pins and President's pins for sale
- Support looking into changing the disbursement of the Traditional Scholarship
- Support the verbiage change for Consecutive Membership Awards to be *CUMMULATIVE* membership
- Finding ways for Area and/or State Chairpersons to assist with the Program Submission follow-up needed that is being handled solely by the National Programs Chairperson
- Promotion of the PAC – MWA did have a successful promotion thanks to the members in attendance and Area Legislative Chairperson, Ron Pethoud
- Support and promotion of NAFEC to NASCOE members and to COC members
- Support the proposed draft Benefit Provider Solicitation Package

The area did identify some concerns that will be developed into goals for the upcoming year and discussed more in the Inbound/Exit reports for the Organizational Meeting. These will include engagement with SEDs/STOs to share NASCOE information, working with NASCOE to help find solutions to large staff turnover/retention/recruitment concerns, COC Orientation Training in states, Communication with MWA States, Chairs and Members, rebuilding of state Board of Directors, possibilities of Membership Jump Teams, ways to share history of NASCOE, FSA, etc., and we will be working to pull together a method to spotlight members in our area. Again, more to come on this at the Organizational Meeting.

Elections were held and I, Kayla Mattson, was reelected to serve as the Midwest Area Executive and Amy Morman was reelected to serve as the Midwest Area Alternate Executive. We both thank the area delegates and all members for their continued support

The Midwest Area Rally is still being planned for this coming spring and will be held in the state of Michigan.

The area members in attendance enjoyed our time in Savannah and thank Georgia and the Southeast Area for their warm welcome and southern hospitality. We all feel very fortunate to have been able to come together to build relationships, celebrate and share the successes of NASCOE and work together as a large team to find solutions to concerns we are all facing. We look forward to seeing everyone in Texas at the 2023 National Convention and then hosting you all back in the Midwest Area for 2024 in the Quad Cities!

Respectfully Submitted,



Midwest Area Executive



National Association of FSA County Office Employees

2022 NASCOE Convention NEA Outbound Report Savannah, GA August 7-10, 2022

President
Marcinda Kester
Marcinda.kester@nascoe.org

Past President
Brandon Wilson
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Vice President
Joel Foster
Joel.foster@nascoe.org

Secretary
Richard Csutoras
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Treasurer
Jessi Colgrove
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Past Treasurer
Curt Houk
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As my first year serving in the NEA Area Executive position comes to a close, I reflect back on my goals set at the Organizational meeting in September 2021 in College Station, TX site of the 2023 National Convention. I am happy to say although I did not meet all my goals, I survived a very tough year and sometimes that's all you can hope for. I am honored to represent the NEA and could not ask for a more supportive group of people.

There were 25 people in attendance representing the NEA including 15 members and 10 guests/retirees. 4 of the members were first timers.

A big Thank you to GACOE for hosting an amazing convention. I also want to thank my team for a great year.

NEA Alternate Executive – Sandra Scott, NY
Benefits & Emblems – Jennifer Doty, NY
Legislative – Brett Naas, NY
COAC – Laurie Thiboutot, ME
Publicity – Carole Hill, MD
Membership – Sarah Kubik, CT
Awards & Scholarships – Kelly Sundy, PA
Programs & Negotiations – Barbie Parsons, WV

Goal 1 Membership:

This is NASCOES biggest priority as well as mine in the NEA. I did not meet my 10% increase goal, but we worked hard to keep everyone affiliated by not falling below 50%. This will continue to be a priority for the upcoming year as we plan for jump teams in states falling close to the 50% mark.

35 Year membership awards were presented to Christine Lary, VT and Kip Graham, MA. 7 NEA Lifetime Members were presented. Consecutive vs cumulative service was discussed with consensus being consecutive or cumulative unless there was a break of service.

Awards & scholarships gathered feedback on how the Scholarships are currently dispensed and the area was in favor of doing one lump sum payment instead of over 4 years. I will be following up with state to see which have a state level scholarship.

Benefits and Emblems reported that Superiors contract ends in 2023 and that a new 5 year contract was being requested. The NEA is in support of doing another 5 year contract with Superior.

There was a lively discussion on temporary shared management exceeding 6 months, uncompensated temporary shared management, and official shared

management vs. acting. I will continue to follow up with states to attempt to get some numbers of each situation.

The 2023 NEA Rally will be April 20-22 2023 in Wheeling, WV at Oglbey. Reservations can be made until March 23, 2023 under WVASCOE.

Elections for the Executive and Alt Executive wrapped up our break out sessions. I will serve as your NEA Executive for another year and Sandra Scott will serve as the NEA Alt Exec.

In closing, I want to say a big thank you to my alternate executive Sandy Scott for helping me along the way through this past year. I also want to thank my fellow executives, the officer team, National Chairs, Area chairs and all the NEA Membership for your support in the last year as I got my feet under me in my new role and I look for your continued support as I continue for a 2nd year. I look forward to a new year and a new challenge.

Respectfully, I request this report be filed as submitted.

Tina Williams
NEA Executive



National Association of FSA County Office Employees Northwest Area

August 3, 2022

As the first year of serving as the Northwest Area Executive comes to a close, I am reflecting back on what the last year has been like, what I have learned and accomplished, and what didn't get to where I had hoped it would. I am happy that I made progress on some of my goals but also know that there is more work to be done.

Goal 1 – Communication

When this was set as Goal 1, little did I know that we would still be dealing with COVID and the number of communications that this one topic would entail. I am very thankful for the executive committee members who have been more than willing to answer any question that is presented to them, including the long conversations regarding COVID and related to COVID for work schedules, etc. Without the group of members that I have had the opportunity to service with this would have been a much harder goal to feel any progress.

The part of this goal that excites me is that the NWA has had 6 State Presidents calls over the last year. These started out pretty short and sweet but progressed into a discussion amongst the call attendees. We also held 3 Area Chairs calls. This is an area that I felt wasn't as successful, but it was a starting point.

Goal 2 – Membership

As the year progressed, it became apparent that Membership should have been our top priority for 2022. Over the course of the year, the NWA really struggled with membership as most of the states in the Area are very close to that 50% membership level. There is current conversation for jump team coming to the Area, which I feel could be a great starting block for the upcoming year.

Goal 3 – Accountability/Accessibility

During the first couple months as the Northwest Area Exec, I don't recall hearing from any member in the area that had a concern. After many conversations with other members of the Executive Committee, it was apparent that members are speaking up in other areas, just not in mine and I was determined to find out why. After holding a few of the State Calls, I was starting to see the questions/comments start coming from the members. I feel that this goal has begun to be met as membership is realizing that we are working for them and are available to assist if given the opportunity.

In closing, this year was a huge learning opportunity. I want to say thank you to Megan Coan for her assistance as well as the Area Chairs and State Presidents for your assistance and guidance throughout the year. I also want to send a big thank you to my fellow Area Executives, National Officers, and National Chairs for your support to me and all the continued work you do for NASCOE. I would close that I feel there were some big wins in the NWA this year with dues being paid timely, communications increasing, and the Far West Rally in OK that went amazing!

Respectfully Submitted,
Lacey Orcutt
Northwest Area Executive
NASCOE

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Publicity
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National Association of FSA County Office Employees

President's Exit Report Savannah, GA August 7-11, 2022

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Curt Houk
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What a year to be NASCOE President! As I stated in my candidacy speech at convention, this position has not defined me, but it has made me grow as a person. I no longer look at things from my world and my circumstances. I am a big picture person now which I honestly believe has made me a better person and I hope a better president.

The FY22 budget was passed and once again we were approved for 7188 SY. That is the same number we have had since 2019. However, due to some funding left over from the previous year we did receive 80 above ceiling CEDT positions. The money funding the CEDT positions however did not fund the travel for training needs for these positions. The agency did allow states a 3% targeted ceiling which means a state can hire 3% above ceiling to account for retirements or employees planning to leave the agency, however they should be back to their 2022 ceiling by 2023. In reality, we need to be budgeted for our full unrestricted numbers. We have workload that is not being accounted for in ARS that should be reflected in our funded budget. I cannot stress enough the importance of looking at the dashboards, making sure that ARS is completed properly, and most of all not working for free. All work should be accounted for, and no one should be working without putting it in ARS. When we do this, we are reducing our SY's even more.

Last year during the National Convention a resolution was passed for NASCOE to create a task force to explore the voting rights of our SDA members of COC's. After convention we reached out to DC to invite them to be part of the task force and they responded by informing us that they were already looking into this and would be putting a task force together that would include NASCOE and NAFEC. I reached out to them prior to convention to find out the status and they stated that they are awaiting a response from OGC to determine if the change would be regulatory or if a handbook amendment could be done. Once that is determined then a task force will be developed and NASCOE and NAFEC will be part of it.

NASCOE had two big wins with the passing of bereavement and paid parental leave this year. As a title 7 employee we were not originally included in the language that is passed so we generally must work with the department for them to extend the same benefits for county office employees. Sometimes they do it automatically and sometimes we have to reach out to see if it can be applied.

As everyone is aware the struggle is real when it comes to hiring. We are often not the best paying job in town. Through our negotiation process we have had a lot of conversations with DAFO about PT and CED classification. Our CED's are being asked to do more with no more compensation of pay which also affects our PT's when the CED takes on additional duties. These things cannot happen

overnight. Congress budgeted us for 7188 employees. If we raise pay, then that means we cannot hire to 7188. So, we need to figure out how much money we need to do PT and CED reclassifications and request that from Congress. We hope to continue these conversations with DAFO and hopefully make progress in this area.

NASCOE is also aware of the Xerox issues that county offices are having. We have been sending up the concerns that we have received and DAFO has been working directly with Xerox to resolve these issues. DAFO did inform us that if you are having issues and you do not get a response or solution from Xerox to reach out to your state TMS manager and they should be able to reach out to Xerox or DAFO directly.

Lastly, I cannot express enough the importance of communication. Whether its communication from my NASCOE or from your area or state officers we need to be communicating. Communication is the key to maintaining and increasing membership. Please let me or your Exec know if there is something we can do better or if you have ideas about how we can do certain things. We need to be thinking out of the box and do new things that keep our membership informed. We have new members, and everyone's need are different so please, we want to hear from you.

Thank you for being part of NASCOE and for supporting your state affiliate. I look forward to serving you another year.

Sincerely,

Marcinda Kester

Marcinda Kester
NASCOE President

National Association of FSA County Office Employees Programs Committee



Programs Committee Katie Taylor, Kentucky
Midwest Area: Jennifer Comer, Iowa
Northeast Area: Barbara Parsons, West Virginia
Northwest Area: Meghan Sudderland, Nebraska
Southeast Area: Hillary Hancock, Kentucky
Southwest Area: Christa Kraatz, Texas

2022 Negotiations and Programs Committee National Convention Exit Report Savannah Georgia August 7-10, 2022

The NASCOE Programs Committee Breakout Session was called to order by Katie Taylor, NASCOE Programs Committee Chairperson. The following Committee chairs were in attendance: Christa Kraatz, SWA, Barbie Parsons, NEA, and Hilliary Brown, SEA. There were 47 attendees in the first break out session.

The first breakout session was focused around the Q&A with DAFP and Scott Marlow's team. There were multiple questions that were asked of DAFP to which some we have already received an answer and several that DAFP would like further clarification.

The National Programs Chair introduced herself and the five Area Programs Committee Chairs. The National Program Committee Chair gave many accolades and praises to this team.

The National Programs Chair then explained provided the group with the 2022's Programs and Negotiations Numbers as listed:

The total submissions reviewed for the 2022 programs year were 211, 72 of these items were closed. Of the 211 items 57 were duplicate submissions and 23 referred to negotiations. With 59 items still in Washington D.C. pending a response or awaiting the Negotiations and Programs teams evaluation, this is a 54.96% answered / closed response rate.

Total Program Submissions Breakdown by AREA for FY 2022:

MWA- 81 Submissions
SEA- 20 Submissions
SWA- 74 Submissions
NEA- 5 Submissions
NWA- 31 Submissions

The Programs Committee has received a total of 19 program submissions already for the 2022/2023 NASCOE Fiscal Year all of which are in pending status.

The breakout session had several distinguished surprise guest, Jamie Garriott, Jenae Prescott, and Reebecca Cstarus from the national office. President Marcinda Kester commended Jamie, Jenae, and Rebecca on all their work and support for our association, FSA employees, and the American Farmer

The National Program Chair then asked the room for any questions they might have. One of the attendees asked, "What can we do to give our submission a better chance of approval?" The National Program Chair explained the need for examples, policy, and details in the submission is the best opportunity to get a win. There was great discussion within the group.

After this the National Program Chair adjourned the meeting.

The second breakout session was held on Tuesday, August 9, 2022. There were 19 in attendance. During this breakout session The National Programs Chair discussed the need for education on the Negotiations and Programs submission process. Many in the room were new to the submission process. The National Chair provided a flyer with step by step instructions on how to complete a submission. An attendee suggested that a video be made of the step by step process.

The National Chair asked for discussion on how membership would like to see NASCOE wins. Those in attendance like the NASCOE Nailed It Bulletins and would like to explore further options to see the submission and the results for not only wins but losses. This led to the introduction of the SharePoint NASCOE and the National Office are working on.

The National Chair introduced the new Sharepoint that NASCOE and the National Office are working on to streamline the submission process. The National Chair asked for discussion on this process and if there were concerns or thoughts. Everyone in the room was very excited for the new sharepoint process and had no concerns as long as the submissions remain anonymous.

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

Jennifer Comer, MWA
Christa Kraatz, SWA
Windy Ingram, NWA now replaced by Meghan Sudderland
Barbie Parsons, NEA
Hilliary Hancock, SEA

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

Looking Ahead

Goals for the Programs Committee Team for the 2022/2023 NASCOE Fiscal Year are as follows:

- Continue to foster and build relationships with programs specialists in the National Office and educate members and employees regarding Programs and Negotiations processes.
- Continue the use of Bulletins to update membership of wins
- Work with National Office to develop a more streamlined submission process
- Work to improve the answered/closed response perecentage

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

I Respectfully submit this report as written.

Katie Taylor
NASCOE Negotiations and Programs Chair



National Association of FSA County Office Employees Committee Name

National Chair
Dawna Hines, TX
Dawna.hines@nascocoe.org

NEA Chair
Carole Hill

NWA Chair
Vacant

MWA Chair
Vacant

SEA Chair
Sammie Jo Lawless, GA

SWA Chair
Kristal Jackson, TX

2022 Publicity Committee National Convention Exit Report Savannah, Georgia August 7-10, 2022

Present: Dawna Hines, National Publicity Committee Chair
Sammie Jo Lawless SEA Publicity SEA Chair

I have been honored to serve as your NASCOE publicity chair for the last few months. I have learned a lot and I would like to thank everyone for their help, patience, and guidance.

Future Goals

After meeting in our breakout publicity sessions and receiving feedback, we refined what members would like to accomplish in the new year. The main priorities will be:

- two hardcopy Newsletters next year
- work with Membership Committee on a touchpoint card about NASCOE accomplishments mailed to every county office
- a texting app
- work with the Technology Committee and refresh the address list of all the NASCOE members in MailChimp to make sure that we reach our members that don't have social media.
- review and update the rules on the Facebook page.

In addition, provide guidance to Area chairs and states as they build their social media pages and email address lists to engage members so that each Area and state can communicate efficiently.

I would like to recognize the publicity chairs that have helped out this year.
Carole Hill-NEA
Sammie Jo Lawless-SEA
Kristal Jackson-SWA

It's been a privilege to serve you over the last few months and I've been thankful for this opportunity, and I look forward to working with you in the coming months.

I ask that our report be submitted as filed.

Dawna Hines
NASCOE Publicity Chair

"When people talk listen completely. Most people never listen."- Ernest Hemingway



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 Brown, 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: Decetti Taylor, Alabama

Southeast Area Executive 2022 NASCOE Convention Exit Report August 17, 2022

It was great to see our NASCOE Family at the 63rd NASCOE Convention! Georgia did a fantastic job hosting our Convention and served up some fine southern hospitality! “Thank you” just doesn’t seem to adequately capture the appreciation we owe to Georgia for all the planning, fundraising, and work for making this Convention a huge success!

We are so grateful to our NASCOE Board of Directors, made up of delegates from each state association, for coming together each year to conduct NASCOE’s business meeting. The NASCOE officers, Executive Committee, and national chairpersons work for you! It was so encouraging and exciting to see 63 first-time convention attendees this year! This clearly shows that NASCOE is still strong, and we have a bright future. The energy was high throughout the entire convention, and everyone seemed to really enjoy the fellowship, especially the chicken song dance and tortilla slaps!

Prior to arrival at the Convention, we had discussions on our monthly SEA state leadership calls encouraging states to be thinking about items they would like to be included on our SEA breakout session agendas. Additionally, I sent out an email to all Southeast Area (SEA) state officers, delegates, and area committee chairpersons requesting agenda items for discussion and/or action at our SEA breakout sessions. A request was made to dedicate a segment of one our breakout sessions to membership recruitment/retention training. We also received requests from some states to include the following on our breakout agendas: 1) discussions of the NASOE benefits provider solicitation package, 2) continued commitment to state leadership development, 3) consideration of establishing a labor-management agreement with FPAC, 4) ways NASCOE can address employee pay disparities and lack of workforce competitive to recruit and retain FSA employees, and 5) NASCOE’s promotion and involvement on COC SDA Voting Member Task Force. We had three area breakout sessions during the Convention and the SEA had just over 30 persons in attendance at each of the sessions. We dedicated a portion of our Monday afternoon SEA breakout session to provide membership recruitment and retention training, presented by Beth Farmer and her “Alabama Backroads Posse”. This training included roll plays and printed materials that will be used to help our states reach out to prospective members. Alabama is one of the very few states in the nation with 100% membership! Great job Alabama!

The Southeast Area is blessed to have an excellent group of area committee chairpersons and judges. We were excited to see all 7 of our Southeast Area committee chairpersons in attendance during the Convention, as well as most of our SEA judges! Neil and I want to express our sincere thanks to our following SEA committee chairpersons and judges:

Programs/Negotiations: Hilliary Brown, Kentucky
Benefits/Emblems: Nancy Chlapecka, Arkansas
Legislative: David McBryde, North Carolina
Scholarships/Awards: Heather Trobaugh, Virginia
Publicity: Sammie Jo Lawless, Georgia
County Office Advocacy: Decetti Taylor, Alabama
Membership: Chiquita McDowell, North Carolina
Awards Judges: Denise Otto, Georgia Tia Brock, Arkansas Katelyn Bailey, Mississippi
Scholarship Judges: Amy Blum, South Carolina Beth Farmer, Alabama Andrea Stafford, Tennessee

Each area committee chairperson presented items for their respective committee’s consideration and these items are provided in the national committee chairpersons’ convention exit reports.

During our final session of our SEA breakout meetings, we presented special recognitions. One highlight was the presentation of the SEA Spirit Award. This award is a perpetual annual award and is co-presented to a deserving member by the previous year's SEA Spirit Award recipient. The 2022 SEA Spirit Award was presented to Sammie Jo Lawless from Georgia who serves as our SEA Publicity Chairperson. Sammie Jo has exemplified outstanding service to the SEA by greatly improving publicity and communications resources for our members in the Southeast Area.

We discussed the need for a SEA state to host the 2023 SEA Rally. The South Carolina delegation indicated they are interested in hosting. They will be discussing this further and will provide a final response soon.

During Session 2 of our SEA breakout session, we conducted our elections of the SEA Executive and SEA Alternate Executive. I was honored by being re-elected for my 2nd year as the SEA Executive. Neil Burnette was elected as SEA Alternate Executive, also for his second year in this position. Neil and I sincerely appreciate the confidence placed in us and we solicit your support and prayers.

I want to express my sincere thanks to the team of NASCOE leaders who inspire me to be better (sometimes to even step outside my comfort zone!). 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". It is my goal to make sure our members know their NASCOE leaders hear them and that we care. As we approach the 2022 NASCOE Organizational Meeting next Month, our goals in the SEA will continue to include objectives to place high priority on membership recruitment and retention, improve communications, continue our commitment to leadership development, and hold ourselves accountable to our membership. The SEA has committed to take a positive approach in addressing our low membership percentage by looking at our challenges as opportunities.

I am excited to get the opportunity to work with the NASCOE officers, Executive Committee, Neil Burnette, our SEA Alternate Executive, our SEA committee chairpersons, our SEA state officers, and our members!

Respectfully submitted,
Donny Green, Executive
Southeast Area
NASCOE



National Association of FSA County Office Employees

2022 National Convention Secretary Report

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Past President
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Vice President
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Secretary
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Treasurer
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Past Treasurer
Curt Houk
Curt.houk@nascoe.org

Greetings all!

Usually at this point I would reference back to the goals we set at the beginning of the year and judge how well I met my personal goals as well as how well NASCOE did implementing our set objectives. This year, as with every year, we had mixed results in those regards. However, as I look back on 2021-2022, I am struck by how much we accomplished this last year while still dealing with various challenges related to COVID that we all thought would have been long gone by now. You will find plenty of details concerning the Executive Committee's actions in the official 2022 Annual Report which is available for everyone's review on the NASCOE website however, as it is over 400 pages long, I'd like to summarize some key topics.

We started the NASCOE year with our Organizational Meeting in Texas, where we also had an opportunity to meet with the host state of our 2023 National Convention. The hotel was very accommodating and NASCOE has a lot of exciting things planned for us next year, including getting inside the impressive Kyle Stadium, home of the A&M Aggies. Details will start coming out soon so start making your plans to attend now!

The very next month we hosted a NASCOE Focused Leadership Development Program where many of our up-and-coming State Association leadership met and learned valuable tips and skills to become better leaders for our states and NASCOE.

Shortly after the first of the year, our 2021 Negotiations Team met with the National Office to discuss suggestions and concerns from membership. Our 2022 Negotiations Team also met in April to vet the items that were sent in through the Negotiations and Programs Committee. Every year I am impressed at the quality of suggestions we receive and the caliber of the team that represents our members. We are continuing to work with WDC to have face-to-face negotiations in 2022, however the 2021 Negotiation Items are finalized and available now on the NASCOE website.

This year we also had an unprecedented Special Board of Directors meeting to consider changes to our Constitution and Bylaws. In addition to those updates, the Executive Committee reviewed and updated the Executive Policies and Roles and Responsibilities handbooks to help ensure clarity and continuity in NASCOE's service to membership. These also are all available on the NASCOE website.

We conducted a thorough review of our paper files, sorting those that were still relevant and scanning them for future reference. They are in the process of being catalogued and will be available for reference by future NASCOE leadership on our Sharepoint site. The Sharepoint site hasn't been finalized as quickly as desired, but it is still a work in progress and will be a valuable tool in the near future. Similarly, the NASCOE website had a refresh on the backend coding that will allow for more flexibility and modernization in the future.

Finally, we've started work to ensure that our incorporation status is correct with the Department of State's in which we do business. This can get rather complicated and is full of legal challenges, but we're making important steps to ensure this is resolved for the future.

In fact, that has been the theme throughout the last year and with all my years as a committee chair, executive, or officer... to leave NASCOE in a better position to fulfill our mission, which is simply to support our members. As I wrap up this last year as the NASCOE Secretary, I want to thank everyone for all your support, both by helping me whenever I needed and also by supporting the continued strength and purpose of our association. I believe my job is better because of the work

NASCOE has done, but I know my life is better thanks to the people NASCOE has allowed me to meet and work with.

I'd like to close by thanking Denise, Chris, Sammie Jo, Megan, and all the rest of the GACOE folks who worked tirelessly to pull off this convention. Planning a convention can be incredibly hard and they have had the unique task of having to do it not once, but twice thanks to rescheduling the 2020 convention. I've wanted to pull my hair out many times and I know that I don't have to contend with a fraction of what the host state has to coordinate. They have done a fantastic job and I heard a tremendous amount of positive feedback from everyone who attended!

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'R. Csutoras', with a long horizontal flourish extending to the right.

Richard Csutoras
NASCOE Secretary



National Association of FSA County Office Employees Southwest Area

SWA Area Executive
Tracy Wilson
tracy.wilson@nascoe.org

My time as the Southwest Area Executive has definitely been a time of learning and growing. I was fortunate enough to have shadowed under Past SWA Executive Marla Hammer giving me a good understanding of what to expect moving in to the position of Executive.

Awards & Scholarship
Heidi Clinkingbeard
heidi.clinkingbeard@nascoe.org

Going into my first year as the SWA Executive I set three main goals for myself. I wanted to increase communication and membership while being accessible to my coworkers in my area.

Benefits & Emblems
Amanda Montgomery
amanda.montgomery@nascoe.org

While I did start off the year holding monthly calls with my area chairs and state presidents, the later part was more of a struggle to fit in everything that had to be done. This is an area that I will be working to improve in the coming year. Communication is key and I want my team to be updated on current events so that we can communicate information out to our membership. I want everyone to know the work that is being done that they are not aware of if we do not tell our story.

County Office Advocacy
LaCresha Dale
lacresha.dale@nascoe.org

Legislative
Nancy Ensminger
nancy.ensminger@nascoe.org

Obviously the pandemic has been one of our biggest challenges making it virtually impossible to get out in front of people keeping our story alive. Couple this with the huge turn over in coworkers and we are realizing a sharp decline in membership numbers. When I received the 3rd Quarter Membership Report I was shocked to see that several of my states were in the danger zone and a few of them had crossed over in to the war zone. I just could not let that happened so correspondence was sent expressing my concerns for New Mexico which was at 41% membership. I asked for urgent assistance in getting a jump team sent in to New Mexico and my concerns were met with total support to address the situation. In short fashion two jump teams were assembled.

Membership
Breann Fink
breann.fink@nascoe.org

Negotiations & Programs
Krista Kraatz
krista.kraatz@nascoe.org

Publicity
Kristal Jackson
kristal.jackson@nascoe.org

Team 1 was sent in to the northern tier of New Mexico. This team was comprised of Glenn Thomas, National Membership Chairman, Nancy Ensminger, SWA Legislative Chair and myself. The three of us developed a plan which was well orchestrated to include visits to all offices regardless of membership. This worked out really well and allowed us to visit with members and nonmembers alike sharing NASCOE's mission and giving an in-depth view of the inner workings of the organization.

As Team 1's journey across the northern half came to its final office visits, circumstances enabled us to complete our offices visits on Thursday which was a day earlier than expected. Glen was scheduled to catch a flight out of Amarillo, Texas on Saturday so the group discussed the situation and I suggested that we utilize the added bonus day to visit some offices in the northern panhandle of Texas. A few phone calls were made and the next thing we knew Christa Kraatz, Texas State President and Morgan Limmer, Texas

Membership Chair, were on board giving us all the tools we needed to set the plan in motion. We were able to visit 4 offices on Friday.

Team 2 was comprised of Jeannine Wendel, Alejo Sierra and Kyle Longoria who visited the southern tier of New Mexico.

Between the two teams we were about to enroll 12 new regular members and 2 associate members in New Mexico. Team 1 was able to enroll 4 new members in Texas.

On the July SWA Membership Teams Meeting Glenn reported that New Mexico is now setting at 78% Membership. I think that this shows how beneficial it is for NASCOE to invest in Jump Teams and how important it is for us to take the time to tell our story to members and nonmembers alike.

I can not express just how much I myself benefited from being a part of this process. We have some of the best individuals serving our producers and hearing their stories brought me a lot of inspiration. We laughed and we cried with our coworkers and I will always count this as one of the many blessings of being a part of NASCOE.

When I made the decision to run for Alternate Executive and ultimately Executive, I promised myself that I would give it my all and be present for everyone. I want my area membership to know that I truly care and I want to hear from them. The only way that we can be of benefit to the organization is to be accessible to our members and to know where they stand on the issues that we face. I do check my email and texts frequently and I try very hard to be attentive and timely in my responses. It is my personal goal to be approachable and even if I do not share an opinion, I will always listen and discuss anything in a professional manner.

As we have just returned home from the 2022 National Convention held in Savannah, Georgia I must say that seeing my NASCOE family is just what I needed. Not only did Georgia bring the southern hospitality my NASCOE family brought the inspiration!

The SWA had 41 members and guests in attendance. I am very proud of my area for the great showing and involvement that we have. There was great discussion in our area breakout sessions.

The SWA is in support of

- Renewing the contract with Emblems by Superior for 5 years
- Changing the verbiage for Consecutive Members Awards to say Cumulative
- Promoting the PAC
- The Benefit Provider Solicitation Package
- Changing the Disbursement of the Traditional Scholarship funds

Area elections were held with Terry Cater, New Mexico, being elected as the SWA Alternate Executive and I will serve the upcoming year as the SWA Executive.

The SWA is in discussions of where we will be holding our 2023 area rally. I have been visiting with TASCOE leadership and we are looking at the logistics of holding the rally in

conjunction with the 2023 National Convention to be held in College Station, Texas. Should this not be doable, I have visit with NMASCOE and will purse looking at holding the rally in the land of enchantment, New Mexico.

Again, it has been a pleasure serving the SWA as the Executive and look forward to seeing what hurdles we can clear in the upcoming year.

Respectfully Submitted

A handwritten signature in black ink that reads "Tracy Wilson". The signature is written in a cursive, flowing style.

Tracy Wilson
Southwest Area Executive



National Association of FSA County Office Employees Technology Committee

In-Bound Report 63rd Annual NASCOE National Convention Savannah, GA August 7-11, 2022

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

Greetings!

First, let me say that it is a privilege to share responsibilities with such great leaders as you all. There's no doubt that the NASCOE leadership team is the best of FSA.

This is the first Technology Committee report and there isn't anything to reflect on last year, so we'll look ahead. As we will work primarily behind the scenes helping each of you carry out your mission; we will have a few goals of our own.

1. NID – First, I would like to incorporate this tool into our business practices, for it to be all it can be, it must be valuable to all officers and committees, not just used as a record of membership. We are in process of translating the NID from Excel spreadsheet to an Access database. I plan to reduce the amount of data input required from our area membership chairs but at the same time be able to provide real-time data and reports. Also, we need to establish standard inputs and working procedures to make this possible.
2. SharePoint – Create a SharePoint site for those officers/committees where its needed. Rick has shared a list with me, I will use that as a starting point.
3. Website – it has been brought to our attention that the NASCOE website needs to be cleaned up. The plan is to move information for membership to view to a SharePoint site and make the website more informational to the public and prospective members.

I am looking forward to seeing each of you in Savannah.

Let's get to work,

Cal Sherrouse
Technology Coordinator



National Association of FSA County Office Employees

NASCOE VICE-PRESIDENT INBOUND REPORT 63RD Annual NASCOE National Convention Savannah, GA - August 7-11, 2022

Greetings:

President
Marcinda Kester
Marcinda.kester@nascoe.org

It has been an interesting and eventful year serving as your NASCOE Vice-President. At the time I submitted my nomination for Vice-President, we were all hoping the pandemic would soon be a thing of the past. As we all know, it is far from over as we continue to adapt our professional lives.

Past President
Brandon Wilson
Brandon.wilson@nascoe.org

As the Vice-President, the main goal was to sit back and learn from Marcinda and others while providing support for Marcinda. As I enter my 2nd year as Vice-President, the goal is to be more active in supporting NASCOE.

Vice President
Joel Foster
Joel.foster@nascoe.org

As we started the year, the vaccine mandate was announced. As we all know, this created emotions and opinions that were ultimately out of the control of NASCOE. The number of emails that Marcinda was responding to daily was alarming, and it became obvious there was no easy solution. There were several COC members and employees that resigned or took an early than anticipated retirement over the mandate. The vaccine mandate remains uncertain due to the injunction.

Secretary
Richard Csutoras
Richard.csutoras@nascoe.org

Treasurer
Jessi Colgrove
Jessi.colgrove@nascoe.org

There is one duty of the Vice-President that has been an eye-opening experience, and that is being the liaison between our membership and the NASCOE Attorney. Once it is turned over to the NASCOE Attorney, we do not know the results of the inquiry unless the member shares the outcome. As in all matters, there is always two sides of the story, and the truth tends to reside in the middle.

Past Treasurer
Curt Houk
Curt.houk@nascoe.org

I was a part of 3 major focus groups this year that have been very challenging. The Benefit Provider Solicitation package has been presented to the EC for their review. The Convention Handbook is in rough draft and is close to being ready for EC review. The final focus group deals with our Secretary of State filings to determine if we have the appropriate filings in place, and as expected this process is complicated with many twists and turns that will soon be ready for evaluation.

Membership continues to be a high priority, and with declining membership comes reduced membership dues. In the end, this impacts the way we do business so we will need to think outside the box to meet our needs within a declining budget.

It has been a pleasure learning from Marcinda over the past year along with working with all the EC. There are many challenges that we faced over the last year, and that we will be facing next year. As I enter the last chapter of my career, I hope to be able to give back to NASCOE a little bit of what the organization has given me over nearly 32 years of being a member.

Respectfully submitted
Joel Foster
NASCOE Vice-President

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:

Marciada Kester
President, NASCOE

8.8.2022
Date

For the Farm Service Agency and USDA:

Zach Duchensons Date: 2022.08.05
06:30:07 -04'00'
Administrator, FSA

Date

MamDA Date: 2022.08.04
18:13:01 -04'00'
Deputy Administrator of Field Operations

Date

Director,
Office of Human Resources Management, USDA

Date

NASCOE Executive Committee Meeting

2022-2023 Organizational Meeting
Davenport, IA, October 15-16, 2022

Present: 10/15

Joel Foster, Vice President	Chris Lary, Benefits/Emblems Chair
Jessi Colgrove, Treasurer	Glenn Thomas, Membership Chair
Taylor Stucki, Secretary	Katie Taylor, Programs/Negotiations Chair
Richard Csutoras, Past Secretary	Clint Bain, Co-Legislative Chair
Lacey Orcutt, NWA Executive	Morgan Limmer, COAC Chair
Tina Williams, NEA Executive	Heidi Clinkingbeard, Awards/Scholarships Chair
Kayla Mattson, MWA Executive	Donny Green, SEA Executive (Virtual)
Tracy Wilson, SWA Executive	Marcinda Kester, President (Virtual)
Neil Burnette, SEA Alt Executive	Terry Cater, SWA Alt Executive (Virtual)
Megan Coan, NWA Alt Executive	David McBryde, Co-Legislative Chair (Virtual)
Cal Sherrouse, NASCOE Tech Coordinator	

Present: 10/16

Joel Foster, Vice President	Tracy Wilson, SWA Executive
Jessi Colgrove, Treasurer	Neil Burnette, SEA Alt Executive
Taylor Stucki, Secretary	Megan Coan, NWA Alt Executive
Richard Csutoras, Past Secretary	Donny Green, SEA Executive (Virtual)
Lacey Orcutt, NWA Executive	Marcinda Kester, President (Virtual)
Tina Williams, NEA Executive	Terry Cater, SWA Alt Executive (Virtual)
Kayla Mattson, MWA Executive	Sandra Scott, NEA Alt Executive (Virtual)

- I. Roll Call
- II. Welcome and Call to Order
- III. Invocation – Membership Chair Glenn Thomas
- IV. Welcome – Housekeeping
- V. Adoption of Agenda – **A MOTION was moved by Tina Williams and seconded by Lacey Orcutt to adopt the agenda. Discussion. All in favor, motion carried.**
- VI. Approval of Minutes
 - A) October 4, 2022, EC Meeting – **A MOTION was moved by Lacey Orcutt and seconded by Tina Williams to approve the minutes as presented. Discussion. All in favor, motion carried.**

VII. Guest Presentations

- A) NASCOE Legislative Consultant, Hunter Moorhead – Update on matters going on at Capitol Hill and the upcoming Senate and House elections. Also, we have had some progress with OPM processing retirements. Hoping that pushing everyone to return to the office in WDC will help with workflow.
- B) Presentation by Dillard’s Financial Solution

VIII. Reports

A) Officers

- Vice President Foster gave a review of his written report, attached.
- Secretary Stucki gave a review of her written report, attached.
- Past Secretary Csutoras gave a review of his written report, attached.
- Treasurer Colgrove gave a review of her written report, attached.

B) Executives

- Donny Green, SEA Executive, gave a review of his written report, attached. Donny encouraged everyone to promote the COC and share information to educate our members and stakeholders about the importance of the COC.
- Tracy Wilson, SWA Executive, gave a review of her written report, attached. Noted that jump teams are working, so the SWA will continue to work out details to go into other states in the area to visit employees and talk to potential members.
- Tina Williams, NEA Executive, gave a review of her written report, attached. Highlighted that the 2023 NEA Rally plans have been posted and they are starting to take registrations and plan the final details.
- Kayla Mattson, MWA Executive, gave a review of her written report, attached. The MWA will focus on strong communication and positive vibes this year to repair past relationships and build a stronger area.
- Lacey Orcutt, NWA Executive, gave a review of her written report, attached. Voiced concerns that Washington reached out to Lacey during her travels that employees feel they aren’t being heard about issues in the state.

C) Committee Chairs

- County Office Advocacy Committee Chair Limmer gave a review of her written report, attached. She is working with her chairs to create a simple fact sheet to explain exactly what her committee does. Also, she will be working with NAFEC and the Legislative Committee to educate about the COC roles and responsibilities.
- Legislative Committee Co-Chairs Bain and McBryde gave a review of her written report, attached. They are monitoring the equity commission findings and will review the report as soon as it is released. This year the legislative committee would like to focus more on advocacy this year and help other state with outreach activities they can implement.
- Awards and Scholarships Committee Chair Clinkingbeard gave a review of her written report, attached. The committee has come up with some new ways to submit applications and will implement this year for the submission process.
- Programs and Negotiations Committee Chair Taylor gave a review of her written report, attached. The committee is getting a ton of submissions, they are doing what they can with the current platform but will need a change implemented soon to be able to keep up with the numbers.
- Membership Committee Chair Thomas gave a review of his written report, attached. He has updated the membership PowerPoint slides and has sent the information to Technology Coordinator Sherrouse to be placed on the NASCOE.org website for states to use as a resource.
- Benefits and Emblems Committee Chair gave a review of her written report, attached. American Equity and Dillard's have extended an invite to the EC and the Benefits Chair to attend a brief meeting the beginning of December. The officers will be in touch with Theresa to begin planning for that trip.

D) Technology Coordinator

- NASCOE Technology Coordinator Sherrouse gave a review of his written report, attached. He shared that SharePoint site for all chairs are now operational. He also presented the Publicity Chair report that was submitted as Dawna Hines was absent, attached.

IX. FSA Special Committee Reports

A) ACRSI/GEAR

- No updates reported

B) Shared Management

- No Updates reported

C) Managerial Cost Accounting

- Lacey Orcutt and Brandon Wilson are on this task force. Lacey reported they are still meeting, but no changes and/or updates.

D) Records Management

- No updates reported

E) 2-CP

- No updates reported

F) Programs SharePoint

- Programs/Negotiations Chair Taylor reported that things are still moving forward and NASCOE Technology Coordinator Sherrouse has been looped in on the project to make sure we protect our information and who is submitting the items.

X. NASCOE Special Committees

A) SDA Voting Member

- No updates reported

B) Convention Guidebook

- The committee has sent out the handbook to be reviewed by the officers and EC members. They have requested all changes be emailed back to Taylor Stucki by October 24, 2022, and they will present the final draft at the November EC Meeting.

C) Benefits Provider Solicitation

- The committee has finalized the packet and it is currently being distributed upon request and will posted publicly soon.

XI. Special Orders

A) Vice President Foster reviewed the EC Standing Policy Requirement and encouraged everyone to review the full document.

B) Vice President Foster and Treasurer Colgrove reviewed the EC Travel Policy Requirements that have been set. This policy was reviewed this year and is still in progress of being revamped.

C) Vice President Foster went over requirements for report submission deadlines and requirements. Entrance reports are not final, so all exit reports are due for each officer and chair.

- D) Vice President Foster reminded everyone that the use of Government computer and phone use is not acceptable for NASCOE business unless you are working on Programs and Negotiations or NFC account information.
- E) NASCOE has Microsoft licenses for all National Chairs, Executive Officers, and Officer to use TEAMS for all conference calls and set up information portals for all leaders. If you need assistance with any of these options reach out to Technology Coordinator Sherrouse or Past Secretary Csutoras.
- F) Vice President Foster recommend all leadership to download the Outlook and TEAMS app on your cell phone to always have easy access.
- G) Vice President Foster reminded everyone that even when off the clock to make sure and watch all use of social media use
- H) Review of distribution list and communication requirements
 - Make sure to copy the President and Vice President on all emails sent to your area or chairs.
- I) Review of Parliamentary Procedure Requirements
 - Secretary Stucki went over basic requirements for voting on issues that may be at the state or area level, but reminded everyone that ultimately, they need to have each state review their bylaws to determine how they are to be operating.
- J) Review of Convention Bid Policy Requirements
 - Secretary Stucki reminded the EC that the timeline for a 2025 bid submission is April 1, 2023. Please reach out to states and if they have questions about the process/requirements one of the officers would be glad to work with them.
- K) Vice President Foster reminded everyone to review 22-PM, Exhibit 22 for our Labor Management Agreement.

XII. Old Business

- A) Secretary of State Filing – Vice President Foster updated where the attorney is on updating the Secretary of State Filing. NASCOE is compliant in the state of New York, we would be required to file a state income tax each year if we stay. However, we could merge into South Dakota and the firm we are using could take care of all officer changes and no annual income tax filings are required. **A MOTION was moved by Tracy Wilson and seconded by Tina Williams that NASCOE start the process of merging in South Dakota. Discussion. All in favor, motion carried.**

XIII. New Business

A) Committee Proposals

Membership:

- Membership Chair Thomas has requested clarification in EC Policy 29A to state consecutive or cumulative. **A MOTION was moved by Kayla Mattson and seconded by Jessi Colgrove seconded to amend EC policy item 29A to state “Membership plaques for 25 years (and every 5 years thereafter) of 100% consecutive or cumulative membership for County Offices will be issued on an annual basis at the NASCOE National Convention. Individuals who have maintained their membership for 25 consecutive or cumulative years (and every 5 years thereafter) will be issued a commemorative pin.” Discussion. A MOTION was moved by Tracy Wilson and seconded by Tina Williams to postpone this motion till the December EC meeting. All in favor, motion carried.**
- Membership Chair Thomas has requested that the EC help to create a plan to utilize the membership funds offered by Dillard Financial Solutions. The EC suggest we used the \$3600 being offered for the year and divide the funds evenly to promote jump team membership efforts within their area.
- Membership Chair Thomas reported that he receives call from National Committee Chairs from time to time requesting membership eligibility information. These reports have a lot of information that could be very useful to other committee chairpersons. We would like to propose that all committee chairpersons be allowed to obtain copies of membership reports as well. **A MOTION was moved by Lacey Orcutt and seconded by Kayla Mattson to upload a name only copy of the NID for National Chairs on the NASCOE SharePoint. Discussion. All in favor, motion carried.**
- Membership Chair Thomas requested that the Membership Workgroup meet during FY 2023 during the Pre-Negotiations meeting. The EC reported that this year, due to budget reasons, it has been decided earlier this year that Pre-Negotiations would be held virtually. President Kester is going to follow up and brainstorm alternative ideas for this workgroup to meet. **A MOTION was made by Lacey Orcutt and seconded by Tina Williams to allow Membership Glenn Thomas to set a Membership Workgroup Meeting in conjunction with a jump team to a state in need during FY2023. Discussion. All in favor, motion carried.**

Legislative:

- The Legislative Committee requested the EC decide on the 2023 Leadership Development Program. **A MOTION was moved by Tina Williams and seconded by Kayla Mattson to postpone the LDP to fall of 2024 due to a heavy load on the Legislative Committee for this year. Discussion. Majority in favor, motion carried.**

Benefits:

- Benefits and Emblems Committee Chair Chris Lary notified the EC that the Benefits survey was ready for distribution. **A MOTION was moved by Tina Williams moved and seconded by Lacey Orcutt seconded to have the Benefits Survey distributed and approved by President Kester. Discussion. All in favor, motion carried.**

Publicity:

- Publicity Chair Hines has proposed a bid to set NASCOE up with an app from a company that would also be able to revamp our website to integrate with app. **A MOTION was moved by Lacey Orcutt and seconded by Tina Williams to proceed with GlueUP to set up App and Website revamp and set a spending limit of \$20,000 for the first year of a two-year contract to cover all set up and development fees. Discussion. All in favor, motion carried.**

Awards and Scholarships:

- Awards and Scholarship committee recommended adding a Sick Leave Award category for 4000 hours. **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to add a 4000-hour award and continue to award members in increments of 500 hours thereafter. Discussion. All in favor, motion carried.**
- Awards and Scholarship Chair Clinkingbeard suggested that we change Sick Leave Awards to have the recipient receive a certificate and no longer award plaques for this category. All area chairs have brought back that this is a thought from all areas to save money on purchasing and shipping. **A MOTION was moved by Tracy Wilson and seconded by Tina Williams to change the language in the Awards and Scholarship handbook to only award certificates for Sick Leave Awards and no plaques would be presented. Discussion. All in favor, motion carried.**

- Awards and Scholarship Chair Clinkingbeard requested a change in how the Traditional Scholarship is awarded to the national winner. The committee has suggested a one- or two-year payment option. **A MOTION was made by Tracy Wilson and seconded by Tina Williams to pay the traditional scholarship winners with a one-time lump sum payment and have Chair Clinkingbeard and Treasurer Colgrove work together to pay the remaining payments on past winners to get all payments complete. Discussion. All in favor, motion carried.**
- Awards/Scholarships Chair Clinkingbeard has made the following request:
 - Addition of a Vocational Scholarship:

“This award may only be used to defray expenses for a graduating high school senior or first-year college freshman enrolled as a full-time student at a vocational, technical, or trade school. Vocational schools include a form of education that is designed to teach students the valuable skills they need to perform a particular task or job, usually in a practical training that focuses single field. 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.” **A MOTION was moved by Donny Green and seconded by Kayla Mattson to move forward with adding the vocational scholarship to the list of eligible scholarship on the NASCOE area and national level. All in favor, motion carried.**
- The Awards and Scholarship Committee has requested approval to update the handbook to change and clarify the issues with which area a student applying for the Grandchild Scholarship would apply. **A MOTION was moved by Kayla Mattson and seconded by Lacey Orcutt to have the student apply in the area where the NASCOE member is employed. Discussion. All in favor, motion carried.**

Programs and Negotiations:

- Programs and Negotiations Chair Taylor requested to have the Negotiations deadline moved from December 1st to December 31st to help align requests with the calendar year. **A MOTION was moved by Lacey Orcutt and seconded by Kayla Mattson to move the negotiations submission deadline to December 31st. Discussion. All in favor, motion carried.**

- B) Authority for P/VP to Travel – **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to give the President and Vice President the authority to travel as necessary for NASCOE business. Discussion. All in favor, motion carried.**

XIV. Items for Discussion

- A) President Kester brought up discussion that she would like a task force to be assembled and begin looking at the schedule and ways of the NASCOE Convention.

- B) Budget Process (i.e., rolling over funds)

- Treasurer Colgrove explained that for the FY23 budget year we had to roll over funds to make the budget balance this year. That is not a standard practice, but due to prior circumstances this was the call the budget committee saw was necessary. Donny Green requested that if we do this in the future, we make it known in the budget that the funds are roll over and not an income portion of the budget.

- C) 2022/2023 Negotiations/Officer Meeting Status

- 2022 negotiations have not been returned with initial responses from the National Office. President Kester and Secretary Stucki have both followed up and will continue to monitor status. No matter the status of 2022, NASCOE will move forward to keep 2023 on track.

- D) Benefits Solicitation Timelines

- The packet will be posted on a company website for businesses looking for providers by November 1, 2022. All information is due back to Vice President Foster and Benefits/Emblems Chair Lary by March 15, 2023.
- The EC would like to see a survey sent out to membership asking for comments and/or suggestions on what they would like to see in a benefits provider as bids will be reviewed in the Spring of 2023.

- E) Dues Transmittal Modernization and State Treasurer Training

- Treasurer Colgrove will work with Technology Coordinator Sherrouse to finalize dues transmittal process and schedule a training.

F) GA Convention Finances

Georgia President Chris Orso sent a request to NASCOE asking for the \$15,000 loan be forgiven and NASCOE send a payment for convention function items that have been paid by Georgia to finalize the hotel bill. **A MOTION was moved by Lacey Orcutt and seconded by Tina Williams to forgive the GA convention loan of \$30,000 with no further exchange of funds on either end, apart from Georgia sending NASCOE the amount \$15,134.98 for the scholarship auction revenue. Discussion. Five in favor and two against, Treasurer Colgrove abstained from voting, motion carried.**

G) The EC and National Chairs will have training via TEAMS with Technology Coordinator Sherrouse on the new SharePoint sights he has finished assembling for all members of the EC and National Chairs.

H) Membership Affiliation State Date (July 1) needs clarified.

- Treasurer Colgrove and Past Secretary Csutoras clarified that on July 1 if you are below 51% states would be given a 30-day notice letter to increase membership to remain affiliated and have all voting rights at National Convention.

I) Tracking/Promoting Associate Members

- Treasurer Colgrove noted that NASCOE does not track, but when dues are paid by the state there is a number listed. Some states have been including names of new and/or associate members. Treasure Colgrove is going to work with Membership Chair Thomas to make sure Area Chairs are collecting this data.

J) NAFEC Newsletter Support Request

- President Kester updated that after discussion with NAFEC President at National Convention and NAFEC will be utilizing support from Dillard Financial Solution to handle this task.

K) Publicity was requested to notify NASCOE leadership of all social media posts & bulletins prior to release via email.

- President Kester has spoken with Publicity Chair Hines and President Kester will share hard copy/screenshot of all posts to Officers and EC emails when approval to distribute has been given.

L) Consult with WDC about COC elections to verify if COVID protocols are in effect for 2022.

- COVID policies have been revised and all offices are at 100% staffing with or without masks depending on transmittal levels and can conduct business as normal with COC elections for 2022.

- M) Update Roles & Resp with Technology roles under appropriate chairs
 - Secretary Stucki will review the handbook and get updates made with EC approval.
- N) State Conventions
 - Vice President Foster reminded all execs to send State Convention and Area Rally dates to him as soon as possible to avoid any conflicting dates.
- O) American Equity Trip
 - President Kester shared that Dillard Financial Solutions and American Equity have invited the Officer, Executives, Alt Executives, and the National Benefits and Emblems Chair to attend a meeting at the American Equity Headquarters in Des Moines, IA, December 5-6, 2022. More details will be distributed in the following weeks.
- P) Travel Policy Updates
 - Kayla Mattson and Lacey Orcutt shared that the travel policy revisions are not complete but will work with Treasurer Colgrove to work thru the stipend portion of the policy that is needing revised.

XV. Upcoming Deadlines

- A) Organizational Meeting Exit Reports are due October 24, 2022.
- B) Organizational Meeting travel reimbursements are due to Treasurer Colgrove by October 24, 2022.
- C) Review and send additions for NASCOE Convention Handbook to Taylor by October 24, 2022.

A MOTION was moved by Tina Williams and seconded by Tracy Wilson at 5:55pm on 10/16/2022 to adjourn. All in favor, motion carried.



National Association of FSA County Office Employees

NASCOE VICE-PRESIDENT EXIT REPORT ORGANIZATIONAL MEETING DAVENPORT, IA OCTOBER 12-16, 2022

President
Marcinda Kester
marcinda.kester@nascoe.org

As I enter my second year as Vice President, Marcinda told me the training wheels are coming off. Unfortunately, Hurricane Ian escalated this process while Marcinda remained in Florida to tend to more immediate and urgent needs due to the aftermath of the storm. We had a productive Organizational Meeting with Marcinda and others able to participate virtually.

Vice President
Joel Foster
joel.foster@nascoe.org

IASCOE will do a great job of hosting the 2024 NASCOE Convention. The Quad Cities have a lot of options that will be perfect for our ag minded group. We look forward to the 2023 NASCOE Convention in College Station, TX.

Secretary
Taylor Stucki
taylor.stucki@nascoe.org

We faced many challenges over the past 3 years due to the pandemic. It changed the way we provided service to our ag customers, national office leadership, and our membership. Regardless of the challenges, we have continued to evolve during the pandemic that will forever change the way we do business whether it be in the office or as the greatest employee association within USDA.

Past Secretary
Richard Csutoras
richard.csutoras@nascoe.org

Treasurer
Jessi Colgrove
jessi.colgrove@nascoe.org

We are entering the time when the 2023 Farm Bill discussions will take center stage. Although it appears the program areas will see minimal changes, there will be an emphasis on the future of the County Committee. The Legislative Committee and COAC Committee along with NAFEC are working on a plan for us to implement in advance of and once the Equity Commission report is released.

We are looking forward to the opportunity to have a long-awaited face to face meeting with our national leaders to discuss our negotiation items along with educating them on the importance of the County Committee. We look forward to working with our national leadership in the coming year to be part of the solution.

Maintaining membership levels has been a constant challenge that also ultimately affects our budget. We have had some great success stories in the past few months with our jump teams increasing membership in states that were on the verge of falling below 50% membership. As we begin having face to face meetings in our applicable states, there will be opportunities to educate employees on the importance and benefits of being a NASCOE member. It will be equally important to listen to our membership so that NASCOE continues to meet the needs of membership.

My goal over the next year is very simple, to continue to learn from and assist Marcinda to help her lead our team through the next year. I look forward to working with all the NASCOE Officers, Executives, and Committee Chairs as we meet the challenges of the coming year.

Respectfully submitted
Joel Foster
NASCOE Vice President



National Association of FSA County Office Employees

NASCOE Secretary's Exit Report Organizational Meeting Davenport, IA October 12-16, 2022

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Marcinda Kester
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Vice President
Joel Foster
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Secretary
Taylor Stucki
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Past Secretary
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Treasurer
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Extremely excited and motivated! This is what comes to my mind heading into my first Organizational Meeting as NASCOE Secretary. This year will be full of obstacles, but I believe that it will be an amazing year for NASCOE and our members. Taking on the responsibilities of Secretary I have a few goals to help make sure the EC functions as smoothly as possible.

Tasks in Progress:

- We met with the Illinois Association this week to tour Quad Cities and start the planning process for the 2024 National Convention.
- We will begin working with TASCOE mid-end of October to get the 2023 National Convention details finalized.
- Hoping to have the 2022-2023 NASCOE directory finalized the week after Org Meeting, pending all Area information is updated.

Goals:

- Work with WDC to get negotiations back on the normal schedule. As well as finalize all the 2022 items that are still pending.
- Continue to work on the NASCOE SharePoint to keep track of all documents that may be needed for future officers and chairs.
- First, and foremost, my goal is to assist the members and EC to carry out all NASCOE Business to help grow and strengthen our organization.

I can't wait to see many of you in a few days for some NASCOE family time!

Respectfully submitted,

Taylor Stucki

NASCOE Secretary



National Association of FSA County Office Employees

Past Secretary Report 2022 Organizational Meeting Quad Cities, IL October 14-16, 2022

President
Marcinda Kester
marcinda.kester@nascoe.org

Vice President
Joel Foster
joel.foster@nascoe.org

Secretary
Taylor Stucki
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Past Secretary
Richard Csutoras
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Treasurer
Jessi Colgrove
jessi.colgrove@nascoe.org

As I transition into an Honorary Officer, my job this year is to continue to assist the new NASCOE Secretary and be available to share any pertinent knowledge I may have. Taylor is doing a fantastic job assuming the duties of the Secretary and I'm excited for the potential that NASCOE has moving forward. While my role is advisory in nature, here are a few items in progress I am monitoring as well as some goals that I have for the upcoming year:

IN PROGRESS

- The National Convention is always a significant undertaking and I want to do my part to ensure that TASCOS and IASCOE have all the information and support they need to host our annual meetings the next couple of years.
- We're still waiting for WDC to schedule our 2022 Negotiation session. I believe we are also waiting on their initial responses to these items as well. I am aware that the National office is bringing in SEDs to WDC and they are moving forward scheduling face to face trainings and meetings. Hopefully this bodes well for us to handle negotiations in person, ideally before the end of the calendar year because...
- The 2023 Negotiation process will be starting very soon. If possible, it would be nice to get back to our normal timeframes and have PreNegotiations in the winter and then the formal negotiations over the summer in time to share the results with membership at the next convention.

GOALS

- Talk less 😊. Seriously though we have a great group of NASCOE leaders, and I want to be sure to support the EC as much as possible while allowing room for other voices to be heard.
- While we have struggled to finalize the NASCOE Sharepoint, there are several pages set up. I have many years' worth of documents from being a National Chair, Area Executive, and Secretary. I hope to identify all the files that may be useful and work on uploading these documents to the Sharepoint for future reference.
- We've also come a long way with the Office365 platform and I hope to continue working with our Technology Coordinator to maximize the value of these tools.
- 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, Past Secretary



National Association of FSA County Office Employees

NASCOE Treasurer's Exit Report Organizational Meeting Davenport, IA October 12-16, 2022

President
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marcinda.kester@nascoe.org

Vice President
Joel Foster
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Secretary
Taylor Stucki
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Past Secretary
Richard Csutoras
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Treasurer
Jessi Colgrove
jessi.colgrove@nascoe.org

As I prepare to head into my second organizational meeting, I am filled with excitement and optimism. After working with much of the NASCOE team for a year and knowing the new members who have joined us, I am convinced that we have the ABILITY, the MOTIVATION, and the ATTITUDE to do amazing things for our association!

I am hopeful that my second year as NASCOE Treasurer will be smoother than my first, as our accounts are set up, our credit cards have arrived, and I am comfortable with my role and duties.

Many of my goals for the upcoming year involve simply maintaining the status quo, however there are a couple of things that I would like to see realized:

- ❖ The creation of a simplified and streamlined dues process that incorporates accurate on-board employee numbers.
- ❖ Development and delivery of State Treasurer training to explain the new process
- ❖ Submission of all state association dues by June 30, 2023

I was disappointed to learn that Veem would begin charging a monthly platform fee starting November 1 for entities who send money, which means that states will need to be able to absorb approximately \$440 in fees each year to pay their dues using Veem. After reviewing a proposal for a NASCOE app, I believe that this is a solution that will help us reach the goals that we have been working on and I look forward to contributing toward its development. I also anxiously await the app's deployment to membership!

While NASCOE is maintaining a strong financial profile, I hope to assist in boosting membership nationwide to help ensure that we have the funds to continue providing valuable enrichment opportunities such as the Future Leadership Development Program, Membership Jump Teams, and travel assistance.

I have received positive feedback regarding frequent communication on dues submissions and various issues that affect state treasurers, and I will do my best to keep that communication coming on a regular basis!

Here's to an amazing year!

Respectfully Submitted,

Jessi Colgrove
NASCOE Treasurer



National Association of FSA County Office Employees Northwest Area

October 25, 2022

Greetings my fellow NASCOE Execs, Officers, and Chairs. It is hard for me to believe that I am beginning my second year as the Northwest Executive and just completed my second Organizational Meeting. I don't know about all of you, but I feel that 2022-2023 year is already in full motion, and I am excited for the goals that the NWA area team has put together for the upcoming year and a renewed energy for what our mission is following our gathering in Davenport, IA.

The 2022-2023 year brings about a lot of changes for the NWA team. As we begin the new year, I thought it was extremely important to try and get more people involved with NASCOE and one of the big ways I that I can do this is to step outside of the norm and look for others that are interested in stepping up and take on a leadership role. This decision had nothing to do with the group of individuals that served last year, but simply a reach to try and get others involved in hope of gaining NASCOE support. Therefore, all but 1, Pam Metz, are new to serving in an area role. My 2022-2023 NWA team consists of:

- NWA 2nd year Alt: Megan Coan, NE
- Awards & Scholarships: Deana Tranby, ND
 - Area Judges: we are still working on obtaining
- Benefits & Emblems: Pam Metz, WY
- County Office Advocacy: Jill Lorang, MT
- Legislative: Melissa Klucken, WY
- Membership: Emilee Seier, NE
- Negotiations & Programs: Meghan Soderlund, NE
- Publicity: Cheyenne Osmundsen, MT
- State Presidents:
 - Washington/Alaska – Betty Snell
 - Oregon – Heather Tritt
 - Idaho – Lisa Eaton
 - Montana – Kyra Hagberg
 - Wyoming – Pam Metz
 - North Dakota – Barb Thoreson
 - South Dakota – Kathyn Torres
 - Nebraska – Raela Brandt

The goals for the NWA have set for the next year are:

- Communication
 - This starts with monthly calls with State Leadership as well as all Chairpersons
 - Accountability
 - Set up a system for addressing Membership concerns that don't necessarily fit into the Programs and Negotiation process

NWA Area Executive
Lacey Orcutt
lacey.orcutt@nascoe.org

Awards & Scholarship
Deana Tranby
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Benefits & Emblems
Pam Metz
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County Office Advocacy
Jill Lorang
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Legislative
Melissa Klucken
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Membership
Emilee Seier
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Negotiations & Programs
Meghan Soderlund
meghan.soderlund@nascoe.org

Publicity
Cheyenne Osmundsen
cheyenne.osmundsen@nascoe.org

- Ensure that the State Presidents have a current copy of the labor management agreement and fully understand what this means between them and their SED/AO/State Offices
- Membership
 - Provide Jump Team assistance to states that need a boost or assistance
 - Timely submission of quarterly dues
 - Ensure that every state has an on-boarding packet that can be sent to new employees
 - Set up a system for addressing Membership concerns that don't necessarily fit into the Programs and Negotiation process
 - Ensure our membership knows they have a voice and a concern can be brought forth and someone is listening
- Publicity
 - Start NWA social media page(s)
 - Send out NWA Emails/Updates to all members quarterly

My NWA team and I look forward to the new year and the challenges and triumphs that we are sure to endure. However, I have began the year taking a step back and focusing on "Why am I willing to serve in this role" and "What does our member need from me". Getting back to the basics of what is important to our membership and why we are willing to donate our time to this association. I am going to be encouraging the entire EC to focus on "why are you wanting to serve on the NASCOE board and executive committee" and for all of us to remember who is supporting us in this mission in all actions that we consider. I want to thank the membership of the NWA for allowing me to serve in the capacity for another year.

Respectfully Submitted,

Lacey Orcutt

NWA Executive

2021-2022 Organization Meeting
SWA Inbound Report

The old adage “The days are long but the years are short” are so true! It is hard to believe we are moving in to the second year as serving as the Southwest Area Executive. The past year has been very challenging yet very rewarding.

We all know that the chronic situations still plague us. Staffing, Pay, Retention and Workload just to name a few. It has truly been a learning and growing experience being a part of the Executive Committee who has taken all the challenges we have faced and truly made a difference to FSA employees and the producers we serve.

My first year as Executive I set some pretty basic goals for myself and as I move in to the second year I still feel that those goals, albeit basic, are still appropriate with the challenges will face in the coming year.

- ❖ Communication- Key to everything. It is my intention to improve on communication with my Area Chairs and State Presidents. It is easy to fall in to the abyss with all that we have going on day to day and not fully communicate what we need to. I plan to begin my monthly calls directly following the Organizational Meeting. I will be working with my publicity chair and Dawna to set up a facebook page for my area. I think that by using the tools that we have to get the information about what NASCOE is doing for our members out there will go a long way with keeping members informed.
- ❖ Membership- Fully focused on this! During my first year as Executive I made this goal a priority. We were able get a jump team in to New Mexico which extended to the far Northern Texas Panhandle and saw great results. Being able to sit face to face with our members and non members allowed us to tell our story and give them our attention to listened to what mattered to them.
I also was able to attend a jump team in Oregon where we meet with employees at their district meetings. This was an opportunity given to NASCOE to get up in front of a group and give an overview of NASCOE. This approach was also effective. I will continue to focus on increasing membership and will make and take all opportunities to tell our story. I have been contacted by another one of my states to get something set up and going for them. This makes me so happy that word is getting out that NASCOE is out there and stoking the fire!
- ❖ Team Building- I plan to work more cohesively with my area chairs and state presidents. Terry and I have discussed having a Team Building segment at our next area rally.

I have been able to put together a great team of Area Chairs. Those serving in the coming year are:

Awards/Scholarships- Sabrina Blaser, Oklahoma

Benefits- Amanda Montgomery, Oklahoma

Publicity- Leslie Leyba, New Mexico

Membership- Breeann Fink, Kansas

Programs/Negotiations- Christa Kraatz, Texas

Legislative- Nancy Ensminger, Oklahoma

COAC- Samuel Montoya, Colorado

I also submitted Angie Bierman. (Oklahoma), Carl Josefy (Oklahoma) and John Tyler (Texas) as the Awards and Scholarship judges.

I am excited about my team and look forward to seeing what we can accomplish this coming year.

Respectfully submitted,

Tracy Wilson



National Association of FSA County Office Employees Midwest Area

October 24, 2022

Greetings,

It is hard to believe that I am in my second year as Executive for the Midwest Area. Entering the Organizational meeting I was excited to come together as a team to discuss our priorities for the upcoming year in order for us to represent our members and all employees of FSA in a unified and positive manner.



The past years have been trying for all of us and we all continue to face various roadblocks and delays in our lives – personally, professionally and as representatives of our NASCOE family and team. My own life has had its time of tribulation, but I am choosing to change my mindset and promote the TRIUMPHS! I know many have read and studied the various works of Author Jon Gordon. I recently was able to talk with a dear friend of mine that is a coach for a college men’s basketball team. He shared his story of needing to make a change in his life and focus more on the positives in his life and that of his team. He encouraged me to read and study “The Energy Bus” and assured me that I will find this book and study guide to be beneficial in my goal to celebrate the triumphs and positives. I hope that through the reading, studying and putting the teaching into practice that I can promote an environment in the MWA of positivity and encourage all members in the area to keep trying to do their best and to enjoy/celebrate the positives in all aspects of our lives by being energy givers not energy takers.

Now that you know my personal goal and how I hope for that to impact all in the area, here are the goals that the MWA would like to work on over the next year which are similar to most of all of our goals:

- Communication
 - Monthly calls with Chairpersons and State Leaders
 - Continue to Improve Communication with the Members in our states – starting with sharing information from Area to state leaders and publicity chairs. Also, revamp our website and develop social media channels to share information
 - Continue to engage and ask for feedback or communication from NASCOE regarding “Hot Topics”
- Membership
 - Identify states or areas of states that would benefit from Jump Team assistance. Work with those that have a proven track record for Jump Teams.
 - Ensure all states maintain at least 51% membership and set goals for each state to increase membership percentage compared to last year
 - Timely submission of Quarterly Dues
- Recognition and “Get to Know the Midwest Area”

The goal here is to be able to engage with all members across the area that may not be able to make it to an in-person rally, convention or state meeting. We want to support the area getting to know each other and becoming familiar with others that are doing the same jobs as them. We all know the side conversations that take place at in person meetings are so beneficial in making connections so we are hoping that this will foster an environment for people to learn who others are and encourage everyone to want to come to in person meetings to meet everyone in the flesh!

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MWA Area Alternate
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County Office Advocacy
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Legislative
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- Start year off with an email to employees of all states with photos and brief bios of the Area Leaders
- Monthly states will alternate sharing at least 4 persons within their states to share photos, bios and something positive interesting, positive or encouraging that is going on with them. Give an opportunity for us to share the great things that are being done by our members.
- Concerns from the Area Discussed
 - Administrator in the area quite a bit and state leadership, including Area leaders would like to find ways to engage with him during his travels
 - NRCS staffing – states have gone to more of a Shared Management structure with Team Leads overseeing multiple offices. These offices are now starting to hire/promote existing employees to be GS-11s and will be non-supervisory DCs. The area is concerned as to where the funding keeps coming from for NRCS to be hiring and promoting employees when FSA seems to be cutting positions and states are having to entertain more Shared Management.
 - County Committee System and continued support – due to recent reports from the USDA Equity Commission, the MWA believes we need to take a strong stance to ensure that stakeholders, legislators, FSA Administration, etc. understands the role of the COC, the importance of the COC and share the success stories of the COC instead of the misinformation that has been being shared as of recent.
 - The area is continuing to work with STO to have states be able to share updates regarding NASCOE with all employees during statewide meetings. Many states have reported success with this and positive relationships with their SEDs and we will all work to continue to build/retain those relationships.
 - Civil Rights reviews were conducted in at least one state. Results of those reviews show need for improvement in many areas of the review. One large concern is that the review showed in one state that the FSA Workforce was not representative of the state. Due to this, recruitment efforts have been adjusted and more targeted recruitment and outreach of vacancies is expected. The concern here is that even if the targeted recruitment takes place, we would like to be sure that the person hired is still the best qualified candidate.
 - Many states seem to have great tools and resources. We are finding in our monthly calls that there may be need to encourage states or even facilitate a means for states to share those resources – training, hiring, recruitment, etc.
 - Many states are working to build their team of chairs and board of directors. There has been a lot of turnover and also burnout among those that have been in leadership roles. We are looking for ways to help states find and retain members that wish to serve in a leadership role.

Amy Morman, Alternate Executive, and I are very excited to work with the fantastic team that have volunteered for the year:

Area Chairpersons

Awards & Scholarship – Jennifer Achman, Minnesota

Benefits – Kathy Nelson, Michigan

COAC – Katrina Miller, Indiana

Legislative – Ron Pethoud, Iowa

Membership – LeAnn Oltmanns, Illinois (Lauren Shank – Indiana as Assistant Membership Chairperson)

Programs & Negotiations – Jennifer Comer, Iowa

Publicity – Logan McGhee, Missouri

Area Presidents

Illinois – Travis Eisle

Indiana – Janice Acree

Iowa – Todd Perdew

Michigan – Jamie Wegner

Minnesota – Kayla Mattson

Missouri – Drew Walters

Ohio – Amy Morman

Wisconsin – Shelby Niskanen

Area Judges

Awards – Judy Dameron, Debbie Leeper and Cindy McConnell

Scholarship – Kaye Hillock-Vining, Tammy Morrison and Brad Helbert

The Midwest Area Rally is being planned but will be held in Grand Rapids, MI April 26-28. We would like to invite you to join us as the Michigan team is sure to show you a good time!

The MWA is excited to be hosting the 2024 National Convention in the Quad Cities and look forward to supporting Illinois through the planning and preparation in any way they need. The few days that were spent in Davenport showed me that the Illinois team is putting together a lot of great options for us all and we are definitely going to have a fantastic time!

The Organizational Meeting was a great opportunity for us all to come together, share ideas and concerns, and to start putting our priorities together for the upcoming year. I am blessed to be able to be apart of this outstanding team and look forward to serving the MWA Membership and NASCOE family this year.

Respectfully Submitted,

Kayla Mattson

Midwest Area Executive



National Association of FSA County Office Employees Northeast Area

2022 -2023 Organizational Meeting NEA Outbound Report

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NEA Alt Executive
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As I head into my second year as the NEA Executive, I reflect on all that we have accomplished over the last year and all the challenges we faced. I am feeling more prepared to hit the ground running this year and the organizational meeting has inspired me to do great things. I continue working closely with NEA Alternate Executive Sandy Scott and giving her a foundation so she is ready to take the reins in the future. I appreciate all her help and support as we lead the NEA. I also have an invaluable team of great people I work with to keep the NEA membership informed and engaged.

The Area Chairs for the NEA are as follows:

Awards/Scholarships: Andrea Landis (West Virginia)
Benefits/Emblems: Jennifer Doty (New York)
Legislative: Laurie Thiboutot (Maine)
Membership: Sarah Kubik (Connecticut)
County Office Advocacy: Barbie Parsons (West Virginia)
Programs/Negotiations: Audre Hayward (Maine)
Publicity: Julie Viverios (Massachusetts)

Awards Judges:
Susan Mackey-Taylor (DE/MD)
Alicia McCue (Connecticut)
Sheryl Michener (Rhode Island)

Scholarship Judges:
Amanda Mills (Massachusetts)
Courtney LeCuyer (Vermont)
Jessica Edge (DE/MD)

My goals for the upcoming year are as follows:

- 1) Membership – Not only increase membership by 10% in the NEA but also get members more involved. The NEA has several states teetering at 60% or below and risk losing affiliation. Jump Teams are a priority for NASCOE this year to increase membership and I will be taking a hard look at how and where we can implement one in the NEA to increase membership.
- 2) Communication – Continue 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. These were new last year but well received and conversations invaluable!

- 3) Accountability/Inspiration – I plan to hold my State Presidents and Area Chairs accountable that they are sending information out to membership. I also want to task them with inspiring members to get involved and reaching to all new employees to be members. There may even be a contest involved!

Hot Topics in my area:

- 1) Equity Committee effect on our COC system
- 2) Pay Scale increases for all employees to compete with private industry in recruitment and retention
- 3) Making all CED's Grade 12 making them eligible for DD positions; lowered ceilings effected the number of staff they supervise not lack of workload

I am excited that we already have our Area Rally Date and Location set and reservations can be made. This will give us ample time to promote and get record attendance.

It was great working with everyone at the Organizational meeting and I am excited for things to come! We have a great team and have priorities set for the upcoming year to serve our NASCOE family.

Respectfully submitted

Tina Williams
NEA Executive



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: Sarah Houin, Alabama
Legislative: Lindsey New, Kentucky
Publicity: Sammie Jo Lawless, Georgia
Membership: Sarah Smith, Tennessee

Benefits/Emblems: Nancy Chlapecka, Arkansas
Scholarship/Awards: Amy Blum, South Carolina
COAC: Decetti Taylor, Alabama
Treasurer: Donnell Poss, Tennessee

Southeast Area Executive 2022 NASCOE Organizational Meeting Exit Report October 13-17, 2022 Davenport, Iowa

I regret that my schedule did not allow me to be in-person at this year's October Organizational Meeting. However, I sincerely appreciate the opportunity to participate in this Executive Committee (EC) meetings via Teams. It's bittersweet to know I'm writing my last Exit Report as the Southeast Area (SEA) Executive. However, I am excited to see new leaders step up into NASCOE positions, and I know the SEA certainly has plenty of leadership talent just waiting to be engaged.

We feel we have pulled together some tremendous talent with the following selections for our SEA leadership team:

Programs/Negotiations: Sarah Houin, Alabama Benefits/Emblems: Nancy Chlapecka, Arkansas
Legislative: Lindsey New, Kentucky Scholarships/Awards: Amy Blum, South Carolina
Publicity: Sammie Jo Lawless, Georgia County Office Advocacy: Decetti Taylor, Alabama
Membership: Sarah Smith, Tennessee
Awards Judges: Denise Otto, Georgia Tia Brock, Arkansas Katelyn Bailey, Mississippi
Scholarship Judges: Leigh Fuson, Tennessee Beth Farmer, Alabama Andrea Stafford, Tennessee

Our SEA team plans to be accountable to the following goals and concerns in the upcoming year:

- Aggressively promote the county committee system while educating membership and stakeholders on county committee authorities. Should NASCOE consider asking for opportunity to address the USDA Equity Commission to provide our position on the value and integrity of the FSA County Committee? Engage stakeholders and partners to communicate their support of the local farmer-elected county committee system;
- Implementing strategies and tactics developed by the SEA Membership Task Force to increase state membership. We have challenged our area and each state to set quarterly benchmark goals for membership increases. We are committed to holding ourselves accountable to recruitment and retention of members. I was pleased to see the EC support an in-person Membership Workgroup event, as requested by the Membership Chairperson;
- Ensure our members know we care and are working on their behalf to address concerns of staffing shortages, pay rates (compared to private sector), benefits, and opportunities for quality employee training and networking;
- Working closely with South Carolina as they plan to host the 2023 SEA Rally during the first week of May. The location will be either Greenville or Myrtle Beach;
- Continue to improve communication and accountability at the area, state, and committee levels, including continuing our schedule of monthly area calls, and maintenance of a SEA Facebook group member page. I am really excited about the features of the new GlueUp application presented by the Publicity Chairperson and approved by the EC.
- Engage area chairpersons, state officers, state committee chairpersons, and membership. I am very encouraged that some of our national chairpersons have already engaged their area chairpersons;
- Engage membership regarding selection of our next NASCOE benefits provider. We will immediately contact our SEA states to submit any concerns/issues with past benefits providers so that we can address these items in the negotiations process of selecting our next benefits provider;
- Continue to emphasize the importance of states relationships with SED's and STC's;
- Sustain and enhance state leadership development delivered through the Focused Leadership Development Program. I was pleased to see the EC approve a 2024 Focused Leadership Development Program (FY25);
- Continue to provide quarterly SEA Directory updates;
- Provide annual accountability for IRS compliance for all SEA states; and
- Ensure SEA states submit national and area dues timely.

Our annual Organizational Meeting is always a great way for NASCOE's leadership to re-evaluate our priorities and re-energize our teams as we look forward to the opportunities ahead of us. Let's keep the "NASCOE Energy Bus" rolling!

Respectfully submitted,
Donny Green, Executive
Southeast Area
NASCOE



National Association of FSA County Office Employees Awards & Scholarships Committee

Outbound Organizational Meeting Report Davenport, Iowa October 13-17, 2022

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As I reflect on my first NASCOE organizational meeting, I am honored to be trusted with this role and eager to get started. The awards and scholarships committee is a new group of area chairs this year. We had a training call in September to set our goals and hit the ground running since submissions start in the fall. I am hopeful and excited to see what we can accomplish this year. The awards and scholarships submission portal will go live on November 1st to provide time for some of the below goals to be approved and implemented.

2022-2023 Goals

- Create and request a new Vocational scholarship option
- Request a change to the payment method of the Traditional Scholarship for National Winners to better serve the student and reduce tracking for National Chair and Treasurer.
- Clarify in the handbook that the grandchildren scholarship is submitted to the state where the NASCOE member is an employee.
- Update and simplify the awards and scholarship application platform for easier use and processing.
- Add a portal to the website for states to utilize NASCOE's vendor to assist in ordering spotlight awards. Include pictures and suggestions based on order experience
- Update the fact sheet to standard 8.5 X 11 paper size
- Research adding a 4000-hour category to the sick leave awards
- Work with our supplier, K2, on ordering the plates for our consecutive year membership plaques. This is the last item our previous provider is utilized for
- Work with Area Execs and NASCOE Treasurer to obtain a list from states that have an established scholarship fund and what awards or scholarships they offer at a state level. Provide training and assist states with establishing a scholarship & awards program
- Establish a tracking system on sharepoint for area chairs to view incoming submissions in real time
- Establish a monthly meeting for area chairs
- Notify non-winning DSA nominees so they know they are appreciated
- Publicize winners on social media accounts and through email notifications
- Have an applicant in each category at the national level
- Create a master distribution list in excel on sharepoint to help track changes to area judges or state committee members throughout the year

I was able to present the inbound report and explanation of the committee's goals to the NASCOE officers, Area Executives, Alternate Area Executives, and National Chairs during Saturday's meeting. The updated process for submissions of

scholarships, DSA awards, and Sick leave awards using Microsoft forms was reviewed and tested.

The following items are the official requests made by the awards & scholarships committee that will be considered and voted on by the Exec committee. The proposed changes, if approved or approved as revised by the EC, will be implemented and the handbook and website will be updated with a quick turnaround before the November 1st start date for the 2022-2023 Awards & Scholarships year.

- Create a new Vocational scholarship for those attending a vocational, technical, or trade school. Vocational schools include a form of education that is designed to teach students the valuable skills they need to perform a particular task or job, usually in a practical training that focuses on a single field, awarding \$500 to National Winner and \$250 for Area Winner
- Amend the traditional scholarship payout to change from a 4-year distribution to a 2-year distribution
- Amend the Grandchildren Scholarship to clarify the scholarship application will be submitted and judged in the state the NASCOE member is employed
- Amend the Sick Leave Awards category to:
 - Present certificates for all awards
 - Add a 4000-hour award category
 - Clarify to qualify for this award, the member must have the accumulated sick leave hours in the respective category by pay period 26 the prior year

I look forward to working with the NASCOE team and for our members to make this a fabulous year.

Respectively submitted,

Heidi Clinkingbeard

NASCOE Awards & Scholarships Chair



National Association of FSA County Office Employees Benefits/Emblems Chair

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Benefits/Emblems Committee In-Bound Report Organizational Meeting Davenport, Iowa October 13 - 17

Hello everyone. My third 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. Our word for the year will be engagement, and we hope to take that to the state level.

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.

Twenty-five NASCOE lapel pins were sold at convention, an additional 25 pins were given to Katie to use as thank you gifts for DC folks. Two President pins were sold at convention.

MetLaw, Legal experts on your side, whenever you need them. For \$18.75 a month, you, your spouse and dependents get legal assistance for some of the most frequently needed personal legal matters — with no waiting periods, no deductibles and no claim forms, when using a network attorney for a covered matter. You can choose one from our network of prequalified attorneys, or use an attorney outside of our network and be reimbursed some of the cost.

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, including state Chairs
- 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
- Send out survey to membership in the first quarter of the year.
- Send out a bulletin on MetLaw
- 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 survey
- 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 had in years past

New Benefits Outreach:

- Reached to Hello Fresh for partnership, August & October
- Reached to Darn Tough, October
- Reached to Danner Boots, September
- Reached to Muck Boots, October
- Reached to Hey Dudus, October
- Reached to Remarkable, will provide a 5% discount if 5-9 purchased, 10% if 10 or more are purchased.

Respectfully Submitted,

Chris Lary

Benefits/Emblems Chair



National Association of FSA County Office Employees County Office Advocacy Committee

Organizational Meeting Exit Report Davenport, Iowa October 13-17, 2022

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SEA Chair
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SWA Chair
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As I prepare for my third year as County Office Advocacy Committee (COAC) chair, it truly is an honor to serve in this capacity. I am excited to work with the officers, execs, area chairs, state leadership and NAFEC, again this year. A special thanks to the following people for agreeing to serve as area chairs during the upcoming year.

- Barbie Parson, Northeast Area
- Jill Lorang, Northwest Area
- Katrina Miller, Midwest Area
- Decetti Taylor, Southeast Area
- Samuel Montoya, Southwest Area

We held our first monthly Teams meeting in October. These calls are held the first Wednesday of every month at 1:00 PM CST. The COAC has four new area chairs, so this first call allowed us to get to know each other and receive updates from Joel Foster, NASCOE Vice President and David Senter, NAFEC consultant. We also set the following goals for the upcoming year. I am certain we will add to the list below, as we navigate through the year.

- Develop a COAC Fact Sheet to inform membership of COAC roles and responsibilities.
- Work closely with the Legislative Committee and NAFEC to continue to monitor Equity Commission developments
- Increase communication with NAFEC officers and consultant.
- Increase employee education concerning the COC system
- Ensure COC's are being trained properly and fully understand the significance of their responsibilities as COC members.
- Hold monthly Teams meetings with area chairs, officers, execs and NAFEC.
- Encourage area chairs to invite a state chair from their area to participate in monthly calls.
- Ensure performance appraisals are being conducted properly and COCs are involved.
- Work with WDC concerning the SDA resolution taskforces, once established.

The Equity Commission continues to be high on our priority list. There are many reports and speculations concerning the commission and intentions of doing away with the County Committee System. COAC will work closely with the Legislative Committee, NAFEC and Execs to monitor developments moving forward. It is

important for our stakeholders, such as commodity groups, as well as our own employees understand the importance of the County Committee system.

I look forward to working with officers, execs and area chairs this year to reach the goals of the committee.

Respectfully submitted,

Morgan Limmer
NASCOE COAC Chair



National Association of FSA County Office Employees Legislative Committee

October 13-16, 2022
NASCOE Legislative Committee
Organizational Meeting Exit Report
Davenport, IA

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It was great seeing everyone that was able to attend the Organizational Meeting in the Quad Cities. We are certainly looking forward to the convention being held there in 2024. We are also excited about heading back to College Station, TX for the 2023 Convention. We know everything is bigger in Texas so it should be one heck of a good time! The Legislative Committee is looking forward to yet another busy year. The Farm Bill will be a hot topic of discussion in 2023, as well as securing increases in the 2023 FSA Appropriations. Hunter Moorhead, NASCOE Legislative Consultant, gave an update to the executive committee via Microsoft Teams, officers and committee chairs on Friday. A large portion of his update revolved around the 2023 Farm Bill, Appropriations, and the recent Equity Commission proposal to eliminate the County Committee System.

As our committee worked to establish goals for the 2022-2023, we are poised for our legislative stance to be proactive. Effective communication, monitored accountability, engagement of membership, and continued leadership development will be a part of every goal we set. In addition, we are excited about the opportunity to work with both returning team members as well as welcome three new members to the team.

We plan to utilize each team member's individual talents for the achievement of the established goals. It is our expectation that the coming year will bring about even greater accomplishments. Legislative Co-Chairpersons, Clint Bain and David McBryde are looking forward to the working together to advance NASCOE's legislative agenda this coming year. 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.

- Nancy Ensminger- PAC Coordinator
- Ron Pethoud- Pay and Benefits
- Lindsey New- Budget
- Laurie Thiboutot- Programs
- Melissa Klucken- Outreach and Advocacy

A new role was established for Outreach and Advocacy. Melissa Klucken will be taking on this responsibility. She will be reporting back to the committee what is going on in the field regarding the Outreach and Advocacy Initiative.

Since the Area Legislative Chairs were not authorized to attend this year's Organizational meeting, our plan is to meet with them via Microsoft Teams on Tuesday, October 25th at 5:00 CST to cover the Roles and Responsibilities of Area Legislative Chairs.

The Legislative team will continue to capitalize on the progress already made with the Outreach and Advocacy Initiative. 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. 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 Kansas Association has really taken charge and planned several meetings with stakeholder groups as well as Congressional members. Just recently, the Kansas Outreach and Advocacy Team met with Congressman Tracy Mann who serves on the House Agriculture Committee. The team, led by Amanda Ahrens and Heidi Clinkingbeard, were able to utilize the talking points that were provided by the Legislative committee. They have also scheduled a visit with Congresswoman Sharice Davids for October 26th, 2022. Ms. Davids serves on the House Agriculture Committee. We are looking forward to more states following the lead of Kansas.

Our team members have had phenomenal success at the in-person Rallies and the Convention promoting the PAC. We plan to utilize the same strategy in the upcoming year, and begin preparation for a new PAC promotional item to be presented to the at the 2023-2024 Organizational Meeting.

The Legislative Committee 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 with developing a targeted plan to build PAC participation at the state level. As always, we are also going to focus on other areas that will help support NASCOE's long range agenda.

Here are our specific goals and timeline 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, salaries, office structure, county office hiring authority, temporary time buyback, and NASCOE's other priorities as presented.
- ✓ Work with the COAC committee to form an outreach plan that educates stakeholders and Congressional members on the important role the Elected FSA County Committee Members play at the grassroots level administering farm programs.
- ✓ Ensure that the LFP application and documentation deadline is amended so that producers and customers will have an ample amount of time to apply and receive benefits.

- ✓ Continue to support for the passage of HR 4268 Federal Retirement Fairness Act sponsored by Derek Kilmer (WA) and Tom Cole (OK).
- ✓ Continue to work with RASCOE to improve the retirement process for FSA employees by sharing concerns and issues with the FSA Administrator and OPM.
- ✓ Work with OPM representatives to establish the NASCOE PAC as an option for an allotment in the Retirement Online Services Tool.
- ✓ Continue to work with Hunter to maintain up to date 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 working relationships with current USDA/FSA Officials as well as established and newly elected 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.
- ✓ Make recruitment and retention of membership a high priority as we coordinate and cooperate with other NASCOE committees. Reinforce responsibility and accountability to ensure we have top-to-bottom communications resulting in a well-informed and highly engaged membership. In addition, ensure 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 again strive to grow NASCOE's PAC by 3% in each area. We intend to regain the level of success that we have grown accustomed to in past years. Plan to strategically target areas with low participation with enhanced outreach

and education. Our committee is dedicated to finding ways to promote PAC involvement at the state level. As of pay period 17, we have 620 participants contributing \$3,395 per pay period. Our contribution amounts have regained much of what we lost during COVID, but the actual number of participants has declined significantly. We plan to work on establishing a new PAC Promotion for 2022-2023.

Respectfully Submitted,

Clint Bain and David McBryde
NASCOE Legislative Committee Co-Chairpersons



National Association of FSA County Office Employees Membership Committee

NASCOE Membership Committee Organizational Meeting Exit Report Davenport, Iowa October 13-16, 2022

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Breeann Fink
Breeann.Fink@nascoe.org

I would like to thank NASCOE for giving me the opportunity to serve another year on the NASCOE Membership Committee. The Membership Committee was very active in 2022, as we worked with states to try and regain ground that we had lost over the past 2 years. We faced many challenges together, as we continued to deal with COVID issues, higher than normal co-worker turnover and more disaster programs. However, we remain very optimistic about membership growth in the coming year as opportunities for in person meetings appear to be on the horizon. These meetings allow members to meet face-to-face with new co-workers and non-members and share their NASCOE testimonies.

I am really looking forward to working with the NASCOE Membership Committee which has a great mix of returning Area Chairpersons representing the NEA (Sarah Kubik - CT), SWA (Breeann Fink - KS), MWA (LeAnn Oltmanns - IL) along with two new Area Chairpersons representing the NWA (Emilee Seier - NE) and the SEA (Sarah Smith - TN). This Membership team is eager to take on the new year.

I am very appreciative for the opportunity to have met with the NASCOE Officers, Executive Committee members and Committee Chairs during the NASCOE Organizational Meeting. In review of the goals set from the prior year's Organizational Meeting, it was noted that we met most, but not all goals:

- Membership Growth – As of the last report received for fiscal year 2022, the NASCOE membership stood at 69% membership. This turns out to be 4,659 members out of 6,721 COF employees. At the beginning of FY 2022 we had set a goal of gaining 6% in membership. Although we did not meet our mark, the membership committee is making great strides in preparing states for the future. States will be encouraged to set membership goals and priorities on meeting them!
- Continued Update of the NASCOE Informational Database (NID) – This was a challenge with the many staffing changes around the country. The Area Chairs worked closely with their respective states and were able to obtain a great deal of member and non-member information to keep the lines of communication open to our membership. We are now working with Cal Sherrouse, Technology Coordinator, on more ways to share this information with states.
- Membership Jump Teams – A successful jump team plan was carried out in New Mexico in the month of June when it was learned that the membership percentage had dropped below 50%. Two jump teams were authorized to travel within the state and the membership level was increased to 78%. One of the

teams also had the opportunity to visit District 1 in Texas and gained new members there as well. Future jump teams will be planned where needed.

- Attendance at Area Rallies – Membership Committee members attended all Area Rallies held in 2021-2022. During these rallies, we were able to participate in membership breakout sessions to discuss valuable tools and concerns that members have while also discussing things that do work in their counties.
- Membership Breakout Sessions – during the Midwest Area Rally held in Green Bay, and the Far West Rally held in Oklahoma City, membership committee members participated in breakout sessions with those in attendance to discuss, share and make recommendations on the following topics:
 1. Identify 4 ways that your states engage with its members;
 2. Identify 4 things that you feel are the top reasons that being a member of NASCOE is important;
 3. Identify 4 things that cause struggles with promoting, retaining or engaging with members in your states;
 4. Identify the top 3 items that you feel should be priorities for NASCOE.
- Updated Membership training materials and resources – we continue to update and provide training materials to both new and experienced state membership chairpersons and officer. We also prepared updated membership flyers, President letters, and membership award forms that were provided to all states along with updated membership application examples.
- List of Do's and Don'ts of Membership Recruitment - the membership committee completed a list of Do's and Don'ts when recruiting members and provided it to all state associations.
- Membership Awards – During the year, the membership committee received and presented 207 awards during the National Convention.

With that being said, we still have a lot of work ahead of us as an Association.

The following proposals were presented to the Executive Committee at the organizational meeting:

- Review item #29A of the Executive Policy concerning the eligibility requirements for membership awards made to individuals and counties who have maintained their membership for 25 years and every 5 years thereafter.
- Propose looking into possible jump teams for those states who drop to 60% and below with the request made by the state and recommended by the Area Executive.

- Consider working on a plan to convene the Membership Workgroup in fiscal year 2023. This is normally held in conjunction with the Pre-Negotiation Meeting.

It has been stated by NASCOE officers and executives that membership must be the top priority as membership percentage has steadily fallen over the past three years. During the Membership breakout sessions at the National Convention, recommendations and goals were made for the following year and will be promoted in the coming year:

- Membership Growth - The committee will continue to identify new ways and opportunities to promote respective states and NASCOE membership. We will work together to provide tips, strategies and possible videos on membership recruitment. We will work towards a 5% increase in membership in each respective area.
- Continued Monthly Membership Teams Meeting – The NASCOE 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. Area Chairpersons will also begin having quarterly meetings with their respective State Membership Chairpersons and Officers to provide any needed training and to discuss ideas of recruitment, STO involvement and what activities are working in their states.
- Update Membership Training Materials and Resources - The NASCOE Membership Committee will continue to make necessary updates to current membership recruiting tools to reflect recent NASCOE accomplishments. Recommendations were given at the NASCOE Convention for the NASCOE brochure and flyer. The Membership Committee plan to work with the Publicity Committee on making the “touch card” available to states in a format to be modified and printed.
- 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. Area Membership Chairpersons will be provided updated membership information periodically from the database, 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.
- Membership Workgroup – If approved, the NASCOE Membership Committee will work with the NASCOE Officers on a plan to convene the membership workgroup in the near future.
- NASCOE Jump Teams – Area Executives and Area Membership Chairpersons will continue conversations with their respective states and monitor the NASCOE Membership Report to make jump teams available to states where necessary.
- State Membership Package Examples – Many states have asked for examples of

membership packages used by other states. The membership committee will work with Technology Coordinator, Cal Sherrouse, on a platform on which examples can be shared.

As I enter 2022-2023 as the NASCOE Membership Chairperson, I am looking forward to working with State, Area and National representatives in promoting and growing NASCOE. Just as we saw how ideas being shared and a little competition helped to increase the number of persons contributing to the PAC fund while at the NASCOE Convention, we need to do the same with membership.

Recruitment is crucial in the coming year. We have a lot of work to do and the NASCOE Board has made this the number one priority. Everyone needs to share their own NASCOE story with those who are not members and be active!

Respectfully Submitted,

Glenn Thomas

NASCOE Membership Committee Chairperson



National Association of FSA County Office Employees

Negotiations and Programs Committee Organizational Meeting Exit Report

National Chair:	Katie Taylor, Kentucky
Midwest Area:	Jennifer Comer, Iowa
Northeast Area:	Audre Hayward, Maine
Northwest Area:	Meghan Soderlund, Nebraska
Southeast Area:	Sarah Houin, Alabama
Southwest Area:	Christa Kraatz, Texas

NASCOE Executive Committee:

During our time in Moline, Illinois 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. I thoroughly enjoyed this and felt as if the Programs and Negotiations teams' ideas were valued by the officers.

- Continuance of promoting wins and publishing ALL programs submissions and their results
- Streamline the new submissions platform to a sleek and easy to read and maintain sharepoint. – We will schedule a call with PDD and Cal to connect the two sharepoints. Once this new platform is developed, we are going to test the possibility of having the Area Chairs pull down the submissions for review, and recording their review all on the same sharepoint where these submissions will be maintained. This will eliminate the need for maintain a separate tracking spreadsheet. This will also eliminate the time associated with tracking these submissions.
- Changing of the Negotiations submission Deadline from December 1 to December 31 to make the Negotiations year a true calendar year.

It was my pleasure to work with the executive committee and I look forward to the upcoming year.

Respectfully Submitted,

Katie Taylor
NASCOE Negotiations & Programs Chair

Submitted: October 25, 2022



National Association of FSA County Office Employees Committee Name

2022-2023 Publicity Committee Organizational Meeting Inbound Report

National Chair
Dawna Hines, TX
Dawna.hines@nascoe.org

NEA Chair
Julie Viverios MA

NWA Chair
Vacant


MWA Chair
Logan McGhee, MI

SEA Chair
Sammie Jo Lawless, GA

SWA Chair
Leslie Leyba, New Mexico

As I reflect back on NASCOE Convention and my short time as publicity chair a few things really stand out in my mind. Communication is the key to telling our story and letting members know what we are doing, however, effective, and concise communication is what members truly want. We all hold a small yet powerful device in the palm of our hands, and technology influences our daily decisions in ways we never thought possible. Over the next few days, I ask that each of you think about how you communicate, engage, and even conduct daily business transactions. We will all make important decisions over the next few days that affect members. I'm looking forward to a great meeting.

Goals

- One of the top goals for publicity would be a fully branded NASCOE App. Please watch the short demos for the options I have researched at the links below. Pricing and other options are available in the next attachment.
 - GuideBook Demo
<https://1drv.ms/u/s!AsPUFOsKZnjugwoE6t7GOZ5qlOQA>
 - Glue Up Demo
 [Glue Up High Level Overview Recording](#)
 - Mobile Up Demo
https://us02web.zoom.us/rec/share/l9buxe08iDCKcQ54-0qZmtzePuOygF0JO9XJ_jGseeJnN4POTMinqCngpHDxrG5l.s3KyhB19g5hKAK1
- Communication and consistency among our area publicity chairs is a goal of mine and I plan to hold a welcome call for all the new publicity chairs.
- Assist Area Chairs and Execs with their communication efforts in an efficient way so that we don't inundate members with the same "forwarded" emails.
- Develop a plan of how often to refresh the mailchimp list from the new membership database
- Develop a hard copy newsletter with the approval of the Executive Committee and discuss timing and goals for the newsletter
- Obtain permission to deactivate the Gmail account and discuss the setup of generic emails for committees or other options.
- Upload convention photos to SharePoint as soon as possible. Currently unable to complete this task because a DVD was received

I look forward to the year ahead and working with everyone to accomplish our goals and exceed expectations of membership.

Dawna Hines
NASCOE Publicity Chair



National Association of FSA County Office Employees Technology Committee

In-Bound Report Organizational Meeting Davenport, IA October 14-16, 2022

President
Marcinda Kester
marcinda.kester@nascoe.org

Vice President
Joel Foster
joel.foster@nascoe.org

Secretary
Taylor Stucki
taylor.stucki@nascoe.org

Past Secretary
Richard Csutoras
richard.csutoras@nascoe.org

Treasurer
Jessi Colgrove
jessi.colgrove@nascoe.org

First, let me say that it is a privilege to share responsibilities with such great leaders as you all. There's no doubt that the NASCOE leadership team is the best of FSA.

I am proud to be a part of the first Organizational meeting for the Technology Committee. As we will work primarily behind the scenes helping each of you carry out your mission; we will have a few goals of our own.

1. NID – First, I would like to incorporate this tool into our business practices, for it to be all it can be, it must be valuable to all officers and committees, not just used as a record of membership. We are in process of translating the NID from Excel spreadsheet to an Access database. I plan to reduce the amount of data input required from our area membership chairs but at the same time be able to provide real-time data and reports. Also, we need to establish standard inputs and working procedures to make this possible.
2. SharePoint – Create a SharePoint site for those officers/committees where its needed. Rick has shared a list with me, I will use that as a starting point.
3. Website – it has been brought to our attention that the NASCOE website needs to be cleaned up. The plan is to move information for membership to view to a SharePoint site and make the website more informational to the public and prospective members.

I am looking forward to seeing each of you in Davenport.

Respectfully Submitted,

Cal Sherrouse
Technology Coordinator

NASCOE Executive Committee Meeting

Microsoft Teams, July 5, 2022 @ 7 PM EDT

Present: Marcinda Kester, President
Joel Foster, Vice President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Brandon Wilson, Past President
Tina Williams, NEA Executive
Barbie Parsons, WV, NEA Guest
Susan Mackey Taylor, MD, NEA Guest
Lacey Orcutt, NWA Executive
Kayla Mattson, MWA Executive
Jared Thomas, IN, MWA Executive
Donny Green, SEA Executive
Blake Jefferson, AR, SEA Guest
Jeanette Smith, VA, SEA Guest
Tracy Wilson, SWA Executive
John Perea, NM, SWA Guest
Linda Alcon, NM, SWA Guest
Sandra Scott, NEA Alt Executive
Megan Coan, NWA Alt Executive
Neil Burnette, SEA Alt Executive
Terry Cater, SWA Alt Executive
Taylor Stucki, Parliamentarian
Glenn Thomas, Membership Chairperson

- 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 Donny Green and seconded by Kayla Mattson to approve the minutes of the Executive Committee for June 14, 2022. Discussion. All in favor, motion carried.**
- IV. New Business
 - A. National Membership Chair Thomas and the Executive Committee reviewed the best data available to determine state association membership percentages. It was noted that policy requires states who are not in excess of 50% membership to be placed in a suspended status. The Executive Committee determined that Montana and New Mexico had moved above 50%, however Washington/Alaska was below 50%. **A MOTION was moved by Donny Green and seconded by Lacey Orcutt to allow a**

period until August 1st for the state association to provide updated information. Discussion. All in favor, motion carried.

B. President Kester and the Executive Committee discussed scenarios in which state associations are counting membership differently. President Kester suggested that NASCOE needs some business rules for calculating membership percentage to ensure consistency and presented draft language, attached, for the Executive Policies handbook. **A MOTION was moved by Donny Green and seconded by Lacey Orcutt to accept the proposed Executive Policy update. Discussion. All in favor, motion carried.**

C. President Kester discussed the need for NASCOE to better track and support associate members. She is working with the Membership Committee to implement processes to collect associate member information for the NID. Additionally, employees who are identified by the NID as leaving CO employment could be shared with RASCOE as potential members.

D. The Executive Committee discussed updating the dues transmittal process to make it easier for state associations and more accurate in general. President Kester indicated portions of the form may be automated with data from the NID and it could be available through NASCOE's SharePoint. Finalizing a new transmittal process is a first step in providing training to states. It was noted that invoicing would be beneficial but may have hurdles yet to implement.

E. Treasurer Colgrove reviewed the proposed 2022-23 budget that was prepared by the Budget Committee. It was noted that this year's budget is contingent on carry over funds from last year that may not be sustainable. It was further noted the budget expects that significant emphasis will be placed on efforts to increase membership levels moving forward. **A MOTION was moved by Joel Foster and seconded by Richard Csutoras to approve the budget as proposed. Discussion.** Concerns were identified about having more time to review the figures. **An AMENDMENT to the MOTION was moved by Joel Foster and seconded by Donny Green to table the vote until a special meeting to be scheduled at a later date. No discussion. All in favor, motion carried.**

F. Vice President Foster provided an updated on the steps needed to resolve the outstanding Department of State filing. This may include creating a new association in South Dakota and merging it with the existing association in New York. Legal guidance appears to indicate that this will require a resolution by the delegates to approve the merger. NASCOE's attorney will provide the required language and a resolution could potentially be ready for review at the National Convention.

V. Discussion

A. SWA Executive Wilson and National Membership Chair Thomas provided a report on the results of the recent membership jump team in New Mexico. SWA Guest Perea spoke on concerns regarding combined management versus shared management and the classification of county offices.

B. President Kester gave various reminders concerning the 2022 National Convention. These included the availability of NASCOE leave, the upcoming

deadline for entrance reports, the upcoming deadline for the room block, and the need to send delegate updates to the Secretary.

- C. President Kester shared that the Illinois Association has indicated a desire to present a bid for the 2024 National Convention. They are finalizing the required research and should have a proposal for the Executive Committee's review shortly.
- D. President Kester reminded the Area Executives that they needed to submit any minutes for the Area Rallies to the Secretary if they wanted them included in the NASCOE Annual Report.
- E. President Kester discussed the National Convention safety plan and noted that final protocols will be determined as we get closer to the convention and actual transmission rates are known. If the CDC indicates a high transmission rate, then the National Office will likely not attend and NASCOE will need to decide if additional safety measures will be required.

VI. Additions

- A. The following updates were provided for NASCOE Task Forces:
 - Vice President Foster indicated progress was continuing on the Convention Handbook but that due to workload the task force was still waiting to meet and review the latest version.
 - Vice President Foster noted a draft version of the solicitation package for the next benefits provider is under review. The committee anticipate having a product for the Executive Committee's initial comments prior to the National Convention. It was noted that the Executives would prefer to have time to review it with state associations for comments at National Convention before any potential approval at the Organizational Meeting.
 - President Kester gave a status update on the COC SDA Voting Member Task force. She indicated that the National Office is still waiting on an OGC determination on whether this proposal requires congressional action or if it could be done by the administration before committing to participating in a task force.
 - President Kester provided an update on recent actions on the FSA Shared Management Task Force noting that some training materials for new CEDs had been reviewed but the task force had little other movement. She is reviewing the commitments made by the National Office regarding this task force at previous negotiations and will follow up.
- B. President Kester informed the Executive Committee that NASCOE used to present an Extra-Mile Award to members who made significant extra efforts in the support of NASCOE. She noted that National Chair Thomas has attended several state association meetings and every Area Rally at his own expense. President Kester proposed presenting the Extra-Mile Award to Glenn Thomas and potentially providing a \$500 cash award to accompany it. **A MOTION was moved by Tina Williams and seconded by Kayla Mattson to award Glenn**

Thomas the NASCOE Extra Mile Award, along with \$500, at the 2022 National Convention. Discussion. All in favor, motion carried.

- C. Treasurer Colgrove requested the Executive Committee consider providing \$500 for Bruce Solko to attend this year's National Convention. Mr. Solko was a 2020 National DSA winner who was unable to attend the 2021 convention due to the death of his spouse. **A MOTION was moved by Tina Williams and seconded by Jessi Colgrove to approve \$500 for Bruce Solko to attend the 2022 National Convention in Savannah, GA. Discussion. All in favor, motion carried.**
- D. President Kester discussed preparations for the 2022 Organizational Meeting occurring concurrently with a jump team in Washington State. A review of membership needs appears to focus primarily on the eastern portion of the state allowing teams to fly into Spokane, which could be the location of the Organizational Meeting. The Area Legislative chairs will not be coming in, rather the Area Membership chairs will come in and assist with the jump team. The Executive Committee discussed travel policy regarding doubling up in rooms being reinstated for budget purposes. **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to return to the travel policy for rooming together and those who choose to room individually would be responsible for half the cost. Discussion. All in favor, motion carried.**
- E. President Kester informed the Executive Committee that the NASCOE Officers and Negotiations and Programs Chair Taylor were approved for official travel to WDC to meet with leadership the week of July 18th. She noted that topics of proposed discussion include funding for pay classification, recruitment and retainment, SDA voting rights, workload staffing, and labor management. President Kester also provided an update on recent discussions regarding the labor management agreement with FPAC and the Department.
- F. President Kester requested input from the Area Executives for members who have expertise with social media to assist with a workshop at the National Convention. This workshop is intended to help state associations better utilize social media to keep their membership informed.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 9:40 pm EST. All in favor, motion carried

XX. Membership Calculations

According to NASCOE's Constitution and By-Laws, a permanent appointment county office employee is defined as a permanent FSA employee whose work performance evaluation rating or reviewing official in the COC or DD, which includes CO and GS employees. COTs (now CEDT's) and FLOTs are also eligible. In order to ensure consistent membership counts, the Executive Committee has set the following rules for counting membership.

State Associations that allow GS employees to be full members, will count all CO members and eligible GS members in their total count of membership. A membership percentage will be calculated by dividing this total by the total number of CO employees only in the state minus any CO employees who perform 100% Farm Loan work. This percentage will be capped at 100%. If a CO employee is doing 100% GS work and is a member, then they will be counted in the membership as well as total employees. NASCOE will provide data obtained from WDC as available, but it is up to each state association to verify accuracy.

Furthermore, for states that allow GS members however only charge associate members dues those states will only count them as associate members. They will not count in membership or employee total.

NASCOE Executive Committee Meeting

Microsoft Teams, June 19, 2022 @ 7 PM EDT

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

I. Roll Call

II. Welcome and Call to Order

III. Old Business

- A. Treasurer Colgrove offered to answer any outstanding questions on the proposed 2022-2023 NASCOE budget, attached. It was noted that funding wasn't set aside for Leadership Development, however it remains a commitment of the association. **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to approve the 2022-2023 NASCOE budget as provided. Discussion. All in favor, motion carried.**

IV. New Business

- A. Secretary Csutoras and the Executive Committee reviewed a proposal submitted by the Illinois Associations to host the 2024 National Convention at the Quad Cities. It was noted that this location had several potential viable locations, each with different pros and cons. Secretary Csutoras noted that a site visit would occur after the delegate's vote at National Convention due to timing. **A MOTION was moved by Kayla Mattson and seconded by Joel Foster to determine that the proposed bid by Illinois is reasonable. Discussion. All in favor, motion carried.**

V. Discussion

- A. Secretary Csutoras discussed the challenge with room night attrition at the National Convention hotel and the last-minute membership outreach to meet required overnight stay minimums. President Kester encouraged Area Executives

to reach out to state associations to see if they could pick up extra rooms. Additionally, it was noted that NASCOE may pick up rooms to help meet attrition and still have them available to membership at the discounted rate until the deadline to cancel.

VI. Additions

- A. The Executive Committee discussed exploring ways to encourage and innovate the National Convention. This will be placed on the agenda for discussion at the Org Meeting.
- B. President Kester informed the Executive Committee that she and Secretary Csutoras had met with the National Office regarding ways to increase safety at the National Convention. The National Office appeared to be pleased at the safety plan that is in place. Additionally, they agreed to send 400 COVID-19 test kits for distribution at the National Convention. President Kester reiterated that NASCOE wants to do everything possible to protect our members. Savannah, GA is listed as high transmission by the CDC and some establishments may require facemasks.
- C. Vice-President Foster suggested that NASCOE provide a stipend to members who are doing workshops for NASCOE. He was noted that most presenters were getting some reimbursed or stipend from other sources, except for Robin Hudson. It was noted that travel policy implies that NASCOE should fully reimburse members for all official work related to NASCOE but that there are significant budget restrictions this year. **A MOTION was moved by Joel Foster and seconded by Jessi Colgrove to reimburse Robin Hudson a stipend equal to Area Committee Chairs. Discussion. All in favor, motion carried.**

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 7:45 pm EST. All in favor, motion carried.

Current Budget - 2023

7/1/2022 through 6/30/2023 Using NASCOE 22/23

7/5/2022

Page 1

Category	7/1/2022 Actual	- Budget	6/30/2023 Difference
INCOME	0.00	399,701.71	-399,701.71
21-22 Membership Dues	0.00	6,000.00	-6,000.00
22-23 Membership Dues	0.00	247,500.00	-247,500.00
Dillard Financial Solutions	0.00	34,000.00	-34,000.00
Annuities	0.00	0.00	0.00
National Convention Quarterly	0.00	10,000.00	-10,000.00
Quarterly	0.00	24,000.00	-24,000.00
Interest Income	0.00	60.00	-60.00
JMM Monthly	0.00	5,400.00	-5,400.00
National Convention Loan Payback	0.00	30,000.00	-30,000.00
National Convention Registration Split	0.00	8,250.00	-8,250.00
Previous Year Carry Over	0.00	68,491.71	-68,491.71
Transfer from Savings	0.00	0.00	0.00
EXPENSES	504.37	399,143.00	398,638.63
2022 National Convention	0.00	98,750.00	98,750.00
Cash Withdrawal	0.00	2,000.00	2,000.00
Gifts	0.00	500.00	500.00
Hotel	0.00	20,000.00	20,000.00
Individual Stipends	0.00	25,000.00	25,000.00
Miscellaneous	0.00	1,000.00	1,000.00
Reimbursement to Host State	0.00	5,250.00	5,250.00
State Stipends	0.00	30,000.00	30,000.00
Travel Reimbursements	0.00	15,000.00	15,000.00
2023 National Convention	0.00	18,500.00	18,500.00
Miscellaneous	0.00	1,000.00	1,000.00
Start-Up Loan	0.00	15,000.00	15,000.00
Travel Reimbursements	0.00	2,500.00	2,500.00
2024 National Convention	0.00	3,000.00	3,000.00
Site Visit Travel	0.00	3,000.00	3,000.00
Area Rallies	0.00	31,250.00	31,250.00
Individual Stipends	0.00	21,250.00	21,250.00
Travel Reimbursements	0.00	10,000.00	10,000.00
Awards & Scholarship Committee	0.00	4,350.00	4,350.00
Awards	0.00	1,050.00	1,050.00
DSA Travel	0.00	3,000.00	3,000.00
Supplies	0.00	300.00	300.00
Benefits & Emblems Committee	0.00	0.00	0.00
Business Expense	0.00	35,900.00	35,900.00
Annual Filing of Taxes	0.00	1,000.00	1,000.00
Bank Fees & Charges	0.00	0.00	0.00
DOS Filing Fees	0.00	300.00	300.00
Insurance	0.00	5,000.00	5,000.00
Legal Fees	0.00	27,000.00	27,000.00
Office Supplies	0.00	2,000.00	2,000.00
Postage	0.00	600.00	600.00
Charitable Donations	0.00	0.00	0.00
COAC Committee	0.00	0.00	0.00
Discretionary Travel	0.00	10,000.00	10,000.00
Travel Reimbursements	0.00	10,000.00	10,000.00

Current Budget - 2023

7/1/2022 through 6/30/2023 Using NASCOE 22/23

7/5/2022

Page 2

Category	7/1/2022 Actual	- Budget	6/30/2023 Difference
Legislative Committee	0.00	7,600.00	7,600.00
Awards	0.00	100.00	100.00
Fly In Conference	0.00	3,000.00	3,000.00
Leadership Development Program	0.00	0.00	0.00
Organizational Meeting	0.00	0.00	0.00
Outreach & Advocacy Initiative	0.00	0.00	0.00
PAC Promotion	0.00	4,500.00	4,500.00
Legislative Consultant	0.00	102,000.00	102,000.00
Discretionary	0.00	0.00	0.00
Monthly Consulting Fee	0.00	102,000.00	102,000.00
Membership Committee	504.37	33,700.00	33,195.63
55+ Consecutive Travel	0.00	2,500.00	2,500.00
Awards	0.00	6,000.00	6,000.00
Jump Team	504.37	25,000.00	24,495.63
Outreach	0.00	0.00	0.00
Supplies	0.00	200.00	200.00
NACS-NACE-NADD	0.00	1,500.00	1,500.00
Organizational Meeting	0.00	25,000.00	25,000.00
Hotel	0.00	10,000.00	10,000.00
Miscellaneous	0.00	3,000.00	3,000.00
Travel Reimbursements	0.00	12,000.00	12,000.00
Pre-Negotiation Meeting	0.00	0.00	0.00
Hotel	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00
Travel Reimbursements	0.00	0.00	0.00
Programs Committee	0.00	450.00	450.00
Gifts	0.00	450.00	450.00
National Office Travel	0.00	0.00	0.00
Postcards	0.00	0.00	0.00
Supplies	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Publicity Committee	0.00	2,500.00	2,500.00
Awards	0.00	2,150.00	2,150.00
Convention Cash Club	0.00	350.00	350.00
State Conventions	0.00	6,000.00	6,000.00
Travel Reimbursements	0.00	6,000.00	6,000.00
Technology	0.00	18,643.00	18,643.00
Computers & Software	0.00	2,500.00	2,500.00
Data Reimbursement	0.00	9,903.00	9,903.00
Licenses	0.00	3,500.00	3,500.00
Texting Platform	0.00	1,300.00	1,300.00
Web	0.00	1,440.00	1,440.00
Net Difference:	-504.37	558.71	-1,063.08

NASCOE Executive Committee Meeting

2022 National Convention, Savannah GA

August 7, 2022 @ 8:00 EDT

Present: Marcinda Kester, President
Brandon Wilson, Past President
Joel Foster, Vice-President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Curt Houk, Past Treasurer
Kayla Mattson, MWA Executive
Lacey Orcutt, NWA Executive
Donald Green, SEA Executive
Tracy Wilson, SWA Executive
Tina Williams, NEA Executive
Sandra Scott, NEA Alt
Amy Morman, MWA Alt
Terry Cater, SWA Alt
Chris Lary, Benefits and Emblems Chair
Dawna Hines, Publicity Chair
Morgan Limmer, COAC Chair
Glenn Thomas, Membership Chair
Clint Bain, Legislative Co-Chair
Neil Burnette, Legislative Co-Chair
Taylor Stucki, Scholarship and Awards Chair
Katie Taylor, Negotiations and Programs Chair
Cal Sherrouse, Technology Coordinator

- I. Welcome and Call to Order – President Kester
- II. Invocation – Membership Chair Thomas
- III. Agenda – **A MOTION was moved by Kayla Mattson and seconded by Tracy Wilson to adopt the agenda. All in favor, motion carried.**
- IV. Remarks
 - A. Jim Zumbrink, NAFEC President, Bob Brayden, and David Senter addressed the EC and gave an update on the activities of their association. They indicated a desire to work with NASCOE about concerns with new programs without COC involvement or authority and loss of integrity.
 - B. Teresa Dillard, Tammy Eibey, Wes Daniels, and Sally Rice, Dillard's Financial Solutions, reviewed the benefits that are available for NASCOE members.

- C. Chuck Land, RASCOE President, addressed the EC and gave an update on the activities of his association.
 - D. Tammy Renwick, NASE President, addressed the EC and gave a brief introduction while encouraging all employee associations to continue to work together.
- V. Area Executive Reports and Potential Recommendations
- A. SWA Executive Wilson gave a report on issues and concerns in her area, noting the success of a recent jump team to New Mexico. She recommended state secretary and treasurer training be conducted again.
 - B. NWA Executive Orcutt gave a report on issues and concerns in her area, stressing the importance of communication.
 - C. MWA Executive Mattson gave a report on issues and concerns in her area, noting the benefit of individual discussions and area concerns around hiring.
 - D. NEA Executive Williams gave a report on issues and concerns in her area, noting challenges with membership.
 - E. SEA Executive Green gave a report on issues and concerns in her area, noting the need to continue to grow the next generation of leadership.
- VI. Committee Chair Reports and Potential Recommendations
- A. Scholarship and Awards Chair Stucki gave a report and noted the number of submissions for scholarships and DSAs. The first timer's contest will be changing somewhat this year to keep it fresh.
 - B. Publicity Chair Hines gave a report and discussed social media best practices. There was a discussion to be continued at the Organizational Meeting regarding informing NASCOE leadership as outreach items are released to membership.
 - C. Negotiations and Programs Chair Taylor gave a report and noted the new submission process is not user friendly. There are also challenges with WDC responses to items which should improve after the implementation of a new DAFP SharePoint process.
 - D. County Office Advocacy Chair Limmer gave a report and noted recent guidance allows for an extra week to count COC ballots. Additional discussion with WDC will be needed for COC elections if COVID protocols are in effect.
 - 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 challenges with membership noting that 10 states are below 60%. Additionally, the committee will be discussing whether membership year awards should be cumulative or consecutive.
 - G. Benefits and Emblems Chair Lary gave a report and noted that "FSA" can now be printed under the USDA logo on apparel and Superior sales contributed to \$7,194 to the scholarship fund. There is also a new benefit for a MetLaw service. The committee will be reviewing a sample benefits survey.
 - H. Technology Coordinator Sherrouse gave a report and noted the NID continues to evolve. There was discussion regarding providing SharePoint training at the Organizational Meeting and updating the Roles and Responsibilities Handbook.

VII. Budget Review and Treasurer's Report.

- A. Treasurer Colgrove gave a report and reviewed the current actual expenses compared to budgeted amounts as well as the net worth of the association. Additionally, the Executive Committee audited the monthly financial documents from July 2021 to July 2022.

VIII. Convention Procedures

- A. President Kester reviewed the safety announcements, noting that as Savannah, GA is ranked as high transmission by the CDC masks will be recommended. It is important for NASCOE leadership to set a good example. Vice President Foster is the emergency point of contact.
- B. Secretary Csutoras reviewed the proposed agenda for the 2022 National Convention general session.
- C. Vice President Foster reviewed the 2022 National Convention Polices for conducting business during the annual meeting.
- D. President Kester and Secretary Csutoras reviewed the expectations for the preparation and presentation of Officer, Area Executive, and National Committee reports to the Board of Directors.
- E. Vice President Foster reviewed proposed resolutions for potential action during the annual meeting.
- F. President Kester reviewed the process for the Q&A session with management.
- G. Vice-President Foster reviewed the options for the Workshop sessions.
- H. President Kester concurred with the following Area Executives alternate committee chair recommendations for Area Chairpersons not in attendance.
- NEA – Courtney LeCuyer (Membership), Andrea Landis (Awards and Scholarship), Sandra Scott (Legislative), and Sheryl Michener (publicity)
 - SWA – Dawna Hines (Publicity) and Morgan Limmer (COAC)
 - MWA – Cindy McConnell (Awards and Scholarship), Kaye Vining (Benefits), Marilyn Lentz (Membership), Katrina Miller (COAC), Drew Walters (Negotiations and Programs), and Jennifer Achmann (Publicity)
 - NWA – Rebecca Brown (Awards and Scholarship), Jennifer Lee (Membership), Cheyenne Osmundsen (Publicity), Jill Lorang (COAC), and Melissa Klucken (Negotiations and Programs)

IX. Old Business

- A. President Kester informed the Executive Committee that the 2022 Negotiations would likely be later this fall and combined with an association leadership meeting. The initial FSA responses to the items are expected soon.
- B. Vice President Foster discussed the solicitation bid process for the upcoming benefits provider search. A draft solicitation notice was provided to the Area Executives to get feedback from their area breakout meetings.
- C. Awards and Scholarship Chair Stucki discussed the status of the Convention Handbook revision. The Georgia Association will be given an opportunity to provide input and a draft is expected for review at the Organizational Meeting.

- D. President Kester informed the Executive Committee that the Washington/Alaska Association was now above 50%. There was a discussion to be continued at the Organizational Meeting clarifying when NASCOE reviews membership percentage for affiliation.

X. New Business

- A. President Kester shared that the Texas Association is in full preparation for the 2023 National Convention in College Station. Additionally, the Illinois Association is ready to submit their proposal for the 2024 National Convention in the Quad Cities to the delegates.
- B. President Kester noted that she is exploring combining the Organizational Meeting with a jump team in Oregon and Washington State. It was noted that COVID protocols may affect NASCOE's ability to visit offices. Various options were discussed, and a final decision will be made at a later time.
- C. President Kester reviewed the expectations for the Delegates Meeting. All Officers, Area Executives, Alternate Area Executives, and National Committee Chairs are asked to attend.
- D. President Kester discussed challenges associated with meeting the attrition rates at the hotel and noted that these nightly room counts were part of the renegotiation with the hotel following cancelling in 2020 and originally set in 2018. Additionally, the host state had unexpected Audio/Visual costs necessary to host Washington DC virtually. **A MOTION was moved by Tina Williams and seconded by Lacey Orcutt that GACOE will not be allowed to lose money on the National Convention, contingent on financial documentation provided. Discussion. An AMENDMENT was moved by Kayla Mattson and seconded by Tina Williams to add that NASCOE will reimburse the Audio/Video fees. Discussion on amendment. All in favor, amendment carried. Amended motion reads NASCOE will reimburse Audio/Video fees and GACOE will not be allowed to lose money on the National Convention, contingent on financial documentation provided. Discussion. All in favor, motion carried.**

XI. Additions

- A. President Kester informed the Executive Committee that some members had inquired about registration refunds and that in general GACOE would not be issuing refunds as they had already incurred expenses. This will be clarified in future registration forms.
- B. President Kester informed the Executive Committee that the Officers and Area Executives were asked to meet during lunch on Monday and Tuesday to discuss any opportunities related to the National Convention's progress.
- C. President Kester reminded the Executive Committee of the solemnity of the Memorial Presentation and asked Area Executives to monitor the doors to ensure respectful silence.
- D. President Kester reminded the National Chairs to recognize their Area Chairs during their general session presentation.

- E. President Kester reminded the Area Executives to announce the Area election results during their general session presentation.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 3:15 PM EDT. All in favor, motion carried.

NASCOE Executive Committee Meeting

2022 National Convention, Savannah GA

August 10, 2022 @ 1:00 PM EDT

Present: Marcinda Kester, President
Brandon Wilson, Past President
Joel Foster, Vice-President
Richard Csutoras, Secretary
Jessi Colgrove, Treasurer
Curt Houk, Past Treasurer
Kayla Mattson, MWA Executive
Lacey Orcutt, NWA Executive
Donald Green, SEA Executive
Tracy Wilson, SWA Executive
Tina Williams, NEA Executive
Sandra Scott, NEA Alt
Amy Morman, MWA Alt
Terry Cater, SWA Alt
Chris Lary, Benefits and Emblems Chair
Dawna Hines, Publicity Chair
Morgan Limmer, COAC Chair
Glenn Thomas, Membership Chair
Clint Bain, Legislative Co-Chair
Neil Burnette, Legislative Co-Chair
Taylor Stucki, Scholarship and Awards Chair
Katie Taylor, Negotiations and Programs Chair
Cal Sherrouse, Technology Coordinator
David McBryde, Legislative Co-Chair Nominee
Heidi Clinkingbeard, Scholarship and Awards Chair Nominee

- I. Welcome and Call to Order – President Kester
- II. Invocation – Membership Chair Thomas
- III. President Kester thanked all in attendance for their hard work and positive attitude during the National Convention. Vice President Foster provided encouraging remarks and noted there is an opportunity to step up into the Vice President role soon. Treasurer Colgrove noted that she would do her best to pay claims timely, but recent changes may result in it not being as quick as in previous year.
- IV. Secretary Elect Stucki collected contact information from newly elected Officer, Executives, and Alternate Executives, as well as appointed Committee Chairs.

- V. Treasurer Colgrove reviewed the procedure for submitting claims for reimbursement to NASCOE. She asked that if a receipt is missing for some reason to add a note to the claim.
- VI. **A MOTION was moved by Marcinda Kester and seconded by Tina Williams to formally appreciate the outgoing Officers, Executives, and Committee Chairs for all their hard work and dedication to NASCOE. Discussion.** The entire team echoed the sentiments of appreciation. **All in favor, motion carried.**
- VII. President Elect Kester announced the following 2022-2023 National Committee Chair appointees, subject to Executive Committee approval.
- A. Awards and Scholarship – Heidi Clinkingbeard
 - B. Benefits and Emblems – Chris Lary
 - C. County Office Advocacy – Morgan Limmer
 - D. Legislative – Clint Bain and David McBryde
 - E. Membership – Glenn Thomas
 - F. Negotiations and Programs – Katie Taylor
 - G. Publicity – Dawna Hines
 - H. Technology Coordinator – Cal Sherrouse
 - I. Parliamentarian – Taylor Stucki
- VIII. President Kester provided anticipated plans for the 2022-2023 Organizational Meeting. More details will be shared as they are available.
- IX. President Kester informed the Executive Committee that American Equity had requested to meet with the NASCOE leadership. This has been done in the past with previous leadership. The Executive Committee was generally favorable to having the meeting and noted that the visit could be paired with a leadership initiative in Iowa.
- X. President Kester solicited feedback regarding on the 2022 National Convention. She also informed Officers, Executives, and National Chairs that written reports were due by August 18, 2022.
- XI. President Kester reviewed existing NASCOE and National Office Task Forces.
- XII. Secretary Csutoras informed the Executive Committee that the Executive Policies Handbook update containing the new policy regarding counting membership was ready for approval. **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to approve the Executive Policies Handbook. Discussion. All in favor, motion carried.**
- XIII. President Kester provided the following charges to 2022-2023 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 scheduled via Microsoft Teams for the first Tuesday of each month at 7pm eastern. However, the next call will be on September 1st to approve National and Area Chair nominees.
 - D. Notify the NASCOE Vice President of state conventions and Area Rally dates as soon as they are set.
 - E. Assign duties to second year Alternate Executives to help train them to make NASCOE stronger and assist with transition for the upcoming year.
- XIV. President Elect Kester provided the following charges to 2022-2023 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.
- XV. President Kester reviewed the typical NASCOE meeting schedule.
- XVI. Treasurer Colgrove reviewed the NASCOE policy for reimbursement toward the purchase of computers and data plans. The Executive Committee discussed data plan reimbursement for the Technology Coordinator and National Publicity Chair. **A MOTION was moved by Kayla Mattson and seconded by Lacey Orcutt to amend the Executive Policies to include the Technology Coordinator and Publicity Chairs in the reimbursement of data plans up to \$50. Discussion.** It was clarified that Sarah Francowic is still helping with the website and will serve as our webmaster. **All in favor, motion carried.** Treasurer Colgrove asked the Executive Committee to consider adding reimbursement for Adobe PDF licenses to certain NASCOE leadership. **A MOTION was moved by Kayla Mattson and seconded by Lacey Orcutt to approve NASCOE Officers to purchase ADOBE PDF licensing as needed and other will be approved by the Executive Committee as needed. Discussion. All in favor, motion carried.**
- XVII. Miscellaneous
- A. President Kester requested all Area Executives and National Chairs to carbon copy the President and Vice President on all email correspondence.
- XVIII. Additions
- A. President Kester advised the Executive Committee that members who have personnel issues brought to the President or Vice President are not shared with the

Area Executives for privacy purposes. It was noted that this may need clarified in the Roles and Responsibilities handbook.

- B. The Executive Committee discussed challenges related to National Office review of applicants resulting in certificate grading issues. It is believed that only two people are processing these nationwide which is leading to rushed work and errors.
- C. President Kester informed the Executive Committee that RASCOE was no longer hiring their own legislative consultant in order to conserve funds. They will continue to work with NASCOE on shared legislative priorities.
- D. President Kester shared NAFEC's concern regarding communication and noted that they are not specifically requesting that NASCOE write or create bulletins but rather potentially share our communication platforms. There was discussion on whether these would reach NAFEC's intended audience.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 3:30 PM EDT. All in favor, motion carried.

NASCOE Executive Committee Meeting

Microsoft Teams, September 1, 2022 @ 6:00 PM CST

Present:

Marcinda Kester, President
Joel Foster, Vice President
Jessi Colgrove, Treasurer
Taylor Stucki, Secretary
Richard Csutoras, Past Secretary
Lacey Orcutt, NWA Executive
Tina Williams, NEA Executive
Kayla Mattson, MWA Executive
Tracy Wilson, SWA Executive
Donny Green, SEA Executive
Sandra Scott, NEA Alt Executive
Terry Cater, SWA Alt Executive
Neil Burnette, SEA Alt Executive

- I. Welcome and Call to Order – President Kester
- II. Roll Call – Secretary Stucki
- III. Review and Approval of Minutes – **A MOTION was made by Kayla Mattson and seconded by Tina Williams to approve the minutes of July 7, July 19, and the minutes from the 2022 NASCOE Convention minutes. Discussion. All in favor, motion carried.**
- IV. Action Between Meetings
 - A. Approval of, Megan Soderlund, NE, as the 2021-2022 NWA Programs and Negotiations Chair Appointment by President Kester on August 3, 2022.
- V. Old Business
- VI. New Business
 - A. Presidential appointment of the 2022-2023 National and Area Committee Chairs see Exhibit 1 of all approved appointments by President Kester.
 - B. Proposal of Executive Policy Update the Data reimbursement section to include the Technology Coordinator and the National Publicity Chair. **A MOTION was moved by Donny Green and seconded by Tina Williams to approve adding the Technology Coordinator and National Publicity Chair to receive reimbursement. Discussion. All in favor, motion carried.**

- C. President Kester presented the draft letter to be sent to Secretary of Agriculture concerning pay classification. All agree to move forward when language is updated on recruitment and retention.

VII. Discussion

- A. Organizational Meeting Update – Remember NASCOE will reimburse air travel or milage, but milage is only reimbursable if cheaper than air travel would have been. **A MOTION was moved by Donny Green and seconded by Tina Williams for NASCOE Travel Policy to follow guidelines prior to COVID-19 changes. Discussion. All in favor, motion carried.**
- 2nd Year Alt Discussion – President Kester informed the EC that all Alt Execs are 2nd Year Alts and would be eligible, according to travel policy, to attend the organizational meeting. There was no disagreement and all available will attend.
 - Secretary Stucki reminded all EC members that Org Meeting Entry Reports are due October 9th.
- B. President Kester reached out to NFC and was notified that NFC Transmittals would no longer be printed out and mailed to State Treasurers. President Kester shared with Area Execs a report that state office employees can run to assist State Association Treasurers, directions were emailed out to states.
- C. President Kester updated that her and Cal Sherrouse, NASCOE Technology Coordinator, are working to revamp the NASCOE Dues Transmittal. 1st quarter dues may still be paid using the old system, but they are working to make sure we can get this out ASAP. President Kester and Cal will get to Treasurer Colgrove, to distribute to states very quickly. We will set up a State Treasurer training as soon as new system is up and working.
- D. President Kester asked for feedback on the Benefits Provider Solicitation Packet that was emailed to EC members. Vice President Foster noted remarks and revisions will be made and emailed to group. Tentatively, March 1st packets are due back for review by the Solicitation Special Committee. Donny Green suggested to have a special called meeting to vote on packet prior to org meeting.
- E. OR & WA Jump Teams – Lacey Orcutt updated the EC on the route and stops planed for the OR jump team starting September 19th. President Kester approved to include the OR State Membership Chair, Jennifer Lee, to travel with NASCOE leadership during the jump team.
- F. Treasurer Colgrove requested the EC review Mike Thomas' convention photography bill. **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to approve \$5,400 for services minus room expense that were billed to the NASCOE master account for 2022 convention. Discussion. All in favor, motion carried.**
- G. President Kester asked that NASCOE send flowers to the Hamilton Family. **A MOTION was moved by Jessi Colgrove and seconded by Kayla Mattson to**

spend \$100 to send a card and flowers on behalf of NASCOE to the Hamilton Family. Discussion. All in favor, motion carried.

VIII. Additions

- A. Treasurer Colgrove Update on Stipends, Reimbursements, etc. – Still missing a few from National Convention, but all state delegates, Area Chairs, and Execs are done.
- B. Secretary Stucki reminded Area Execs that she needs the information for the NASCOE Directory Deadline by October 1st.
- C. Next EC Meetings:
 - October – Org Meeting
 - November – November 1st at 6 PM CST

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 7:04 PM CST. All in favor, motion carried.

Exhibit 1:

2022/2023 Approved National Chairs and Area Chairs & Awards/Scholarship Judges

National Chairs:

Awards and Scholarship: Heidi Clinkingbeard, KS
Benefits and Emblems: Christine Lary, VT
Legislative Co-Chair: Clint Bain, TN
Legislative Co-Chair: David McBride, NC
Membership Chair: Glenn Thomas, SC
COAC Chair: Morgan Limmer, TX
Publicity Chair: Dawna Hines, TX
Programs and Negotiations: Katie Taylor, KY

Judy Dameron
Debbie Leeper
Cindy McConnell

Scholarship Judges:

Kaye Hillock-Vining
Tammy Morrison
Brad Helbert

Northwest Area:

Awards and Scholarship: Deana Tranby, ND
Benefits and Emblems: Pam Metz, WY
COAC: Jill Lorang, MT
Legislative: Melissa Klucken, ID
Membership: Emilee Seier, NE
Programs and Negotiations: Meghan Soderlund, NE
Publicity: Cheyenne Osmundsen, MT

Northeast Area:

Awards and Scholarships: Andrea Landis, WV
Benefits and Emblems: Jennifer Doty, NY
COAC: Audre Hayward, ME
Legislative: Laurie Thiboutot, ME
Membership: Sarah Kubik, CT
Programs and Negotiations: Barbie Parsons, WV
Publicity: Julie Viverios, MA

Southwest Area:

Awards and Scholarship: Sabrina Blaser, OK
Benefits and Emblems: Amanda Montgomery, OK
COAC: Samuel Montoya, CO
Legislative: Nancy Ensminger, OK
Membership: Breann Fink, KS
Programs and Negotiations: Christa Kraatz, TX
Publicity: Leslie Leyba, NM

DSA Awards Judges:

Susan Mackey-Taylor, DE/MD
Sheryl Michener, RI
Alicia McCue, CT

Scholarship Judges:

Amanda Mills, MA
Courtney LeCuyer, VT
Jessica Edge DE/MD

Awards/Scholarship Judge:

Angie Bierman, OK
Carl Josefy, OK
John Tyson, TX

Southeast Area:

Awards and Scholarship: Amy Blum, SC
Benefits and Emblems: Nancy Chlapecka, AR
COAC: Decetti Taylor, AL
Legislative: Lindsey New, KY
Membership: Sarah Smith, TN
Programs and Negotiations: Sarah Houin, AL
Publicity: Sammie Jo Lawless, GA

Midwest Area:

Awards and Scholarship: Jennifer Achman, MN
Benefits and Emblems: Kathy Nelson, MI
COAC: Katrina Miller, IN
Legislative: Ron Pethoud, IA
Membership: LeAnn Oltmanns, IL
Assistant Membership: Lauren Shank, IN
Programs and Negotiations: Jennifer Comer, IA
Publicity: Logan McGhee, MO

Awards Judges:

Denise Otto
Tia Brock
Katelyn Bailey

Scholarship Judges:

Beth Farmer
Leigh Fuson
Andrea Stafford

Awards Judges:

NASCOE Executive Committee

Microsoft Teams, October 4, 2022 @ 6:30 PM CST

Present:

Marcinda Kester, President
Joel Foster, Vice President
Jessi Colgrove, Treasurer
Taylor Stucki, Secretary
Richard Csutoras, Past Secretary
Lacey Orcutt, NWA Executive
Tina Williams, NEA Executive
Tracy Wilson, SWA Executive
Donny Green, SEA Executive
Neil Burnette, SEA Alt Executive
Megan Coan, NWA Alt Executive
Amy Morman, MWA Alt Executive

- 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 Donny Green to approve the minutes of September 1, 2022. Discussion. All in favor, motion carried.**
- IV. Action Between Meetings
 - a. On September 10, 2022, President Kester requested approval for Cal Sherrouse to purchase a new computer as NASCOE Technology Coordinator. **A MOTION was moved by Tracy Wilson and seconded by Joel Foster to allow Cal Sherrouse to purchase a laptop computer within limits to allow him to conduct NASCOE business. Discussion. All in favor, motion carried.**
 - b. Approval of, Barbie Parsons, WV, as NEA COAC Chair and, Audre Hayward, ME, as NEA Programs and Negotiations Chair by President Kester on September 22, 2022.
- V. Old Business

- a. Benefits Solicitation Packet – **A MOTION was moved by Tina Williams and seconded by Lacey Orcutt to release the Benefits Solicitation Packed as presented. Discussion. All in favor, motion passed.**

VI. New Business

- a. Honorary Lifetime Membership – **A MOTION was moved by Donny Green and seconded by Tina Williams to approve the Honorary Lifetime Membership request for Mike Eaves, NC. Discussion. All in favor, motion passed.**
- b. Superior Contract for 2023 Renewal – **A MOTION was moved by Tina Williams and seconded by Lacey Orcutt to renew our contract with Superior for 5 years. Discussion. All in favor, motion passed.**

VII. Items for Discussion

- a. Update on Convention Photography – President Kester updated us that the first copy mailed to Dawna Hines, NASCOE Publicity, was broken in transit. Dawna has reached out to get a digital replacement.
- b. One Mission Cancer Awareness T-Shirts from Superior – **A MOTION was moved by Donny Green and seconded by Tina Williams to donate NASCOE’s 15% share of the Cancer Awareness T-shirt by Superior to be donated to One Mission. Discussion. All in favor, motion carried.**

VIII. Additions

- a. Q1 Dues Transmittal – Treasurer Colgrove updated that all information had been distributed to states and dues were already being received.
- b. President Kester and Vice President Foster were invited to join a National Farmers Union Call where NFU expressed worried about FSA being understaffed. NFU would like to work with NASCOE in reaching out to the administration.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 7:25PM. All in favor, motion passed.

NASCOE Executive Committee

Microsoft TEAMS, November 8, 2022 @ 6:00 PM CST

Present:

Marcinda Kester, President
Joel Foster, Vice President
Taylor Stucki, Secretary
Richard Csutoras, Past Secretary
Lacey Orcutt, NWA Executive
Tina Williams, NEA Executive
Tracy Wilson, SWA Executive
Donny Green, SEA Executive
Kayla Mattson, MWA Executive
Megan Coan, NWA Alt Executive
Sandra Scott, NEA Alt Executive
Terry Cater, SWA Alt Executive

- I. Roll Call
- II. Welcome and Call to Order
- III. Review and Approval of Minutes
 - a. Organizational Meeting (10/15-16/2022) – **A MOTION was moved by Donny Green and seconded by Kayla Mattson to approve the Organizational Minutes from October 15-16,2022. Discussion. All in favor, motion carried.**
- IV. Action Between Meetings
 - a. President Kester appointed Christa Kraatz, TX, to serve as the NASCOE Co-Chair for Programs and Negotiations on November 2, 2022.
 - b. President Kester approved Carl Josefy, OK, to serve as the SWA Programs and Negotiations Chair on November 2, 2022.
- V. Old Business

VI. New Business

- a. President Kester approved Charla Brannon, TN, to serve as the SEA COAC Chairperson.
- b. President Kester asked the executive committee if all concurred with the National Chairs and Area Chair appointments for 2022-2023. All members of the EC were in concurrence with the appointments.

VII. Items for Discussion

- a. COC Equity Commission Task Force – President Kester has formed this task force and appointed Neil Burnette to create educational information as to what the roles of the COC are in the county office. Neil is heading this group up and working alongside the NASCOE Officer, COAC Committee, and Legislative Committee.
- b. 2022 Negotiations Update – President Kester noted that she had received word that our 2022 negotiation items have been reviewed and several responses were sent back to be rewritten before being released to NASCOE. The National Office is hoping to get them to us in the coming weeks, but most likely the beginning of 2023.
- c. Management Meeting Update – President Kester updated that there has not been another meeting set for NASCOE leadership to go to DC for an in-person meeting. However, there have been discussion that a blanket memo is forthcoming to all employee associations to help with administrative leave requests. Also, they have discussed scheduling quarterly meeting with management that would lead to individual meeting with leadership.
- d. Benefit Provider Bid Packet Update – Vice President Foster updated that one company out of Florida has requested the packet and will be submitting information. Also, we have a contact to get the packet advertised on one website to seek interest in the bidding process.
- e. NASCOE Convention Revamp Task Force – President Kester has formed a task force of EC Members and NASCOE Members to look at the way NASCOE Conventions are put on and think of out of the box ideas to possibly change the ways in the future to be more financial and time friendly to the organization.

- f. Publicity App/Website Update – Secretary Stucki updated that NASCOE has signed a contract with GlueUP, and we are moving forward. There have been several meetings with Dawna Hines, Cal Sherrouse, Rick Csutoras and the GlueUP team to begin preparation for the app and website. At this time GlueUP believes that we should have a “Go Live” date for the first of January. Also, we will be holding a SharePoint Training for the EC and National Chairs in the coming week to demonstrate where all items that will go on the website should be saved as well as how we would like everything in the future to be submitted for Website and App approval.

VIII. Additions

- a. State IRS Updates – Secretary Stucki noted that Treasurer Colgrove has several states that are still not compliant or have not filed. She will be sending the email out to all execs with the listing, please reach out to Treasurer Colgrove if states are needing assistance and try to clear this up before the end of the calendar year.
- b. VEEM update – Secretary Stucki will have Treasure Colgrove send a follow up email on any updates regarding VEEM. However, we are still having issues with them charging monthly payments and are looking for alternative payment solutions.
- c. American Equity Trip – Secretary Stucki requested that everyone please send your flight information as soon as possible so we can make final arrangement with Dillard’s and American Equity on Travel.
- d. Donny Green mentioned that he has have received a blessing from the Louisiana SED for NASCOE to come to the state for a membership jump team. President Kester requested that Donny send her the jump team detailed plan for approval.
- e. Kayla Mattson mentioned that the grade qualifications on hard to fill CED positions that are made available to a CEDT are causing the CEDT to go down in grades if they are applying before their one year with the agency, even though the position description allows them to apply. President Kester will get with the National Office to see if we can get clarity on this issue.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 6:51 PM CST. All in favor, motion carried.

NASCOE Executive Committee

Des Moines, Iowa, December 5, 2022 @ 10:00 AM CST

Present:

Marcinda Kester, President

Joel Foster, Vice President

Taylor Stucki, Secretary

Richard Csutoras, Past Secretary (virtual)

Jessi Colgrove, Treasurer (virtual)

Lacey Orcutt, NWA Executive

Tina Williams, NEA Executive

Tracy Wilson, SWA Executive (virtual)

Donny Green, SEA Executive (virtual)

Neil Burnette, SEA Alt Executive (virtual)

Kayla Mattson, MWA Executive

Sandra Scott, NEA Alt Executive

Terry Cater, SWA Alt Executive (virtual)

Chris Lary, National Benefits and Emblems Chair

Morgan Limmer, National COAC Chair (virtual)

Clint Bain, National Co-Legislative Chair (virtual)

David McBryde, National Co-Legislative Chair (virtual)

Hunter Moorhead, NASCOE Legislative Consultant (virtual)

- I. Roll Call
- II. Welcome and Call to Order
- III. Review and Approval of Minutes
 - a. November EC Meeting (11/8) – **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to approve the minutes from the November 8, 2022, EC Meeting. Discussion. All in favor, motion carried.**

IV. Old Business

Clarify consecutive or cumulative membership in EC Policy 29A from October EC meeting:

- **A MOTION was moved by Kayla Mattson and seconded by Lacey Orcutt to bring a motion from the table concerning EC Policy 29A stating “A MOTION was moved by Kayla Mattson and seconded by Jessi Colgrove to amend EC policy item 29A to state “Membership plaques for 25 years (and every 5 years thereafter) of 100% consecutive or cumulative membership for County Offices will be issued on an annual basis at the NASCOE National Convention. Individuals who have maintained their membership for 25 consecutive or cumulative years (and every 5 years thereafter) will be issued a commemorative pin.” Discussion. A MOTION was moved by Tracy Wilson and seconded by Tina Williams to postpone this motion till the December EC meeting. All in favor, motion carried.” Discussion on motion from table. All opposed, motion failed.**
- **A MOTION was moved by Kayla Mattson and seconded by Lacey Orcutt to amend the EC Policy in 29A to state “Membership plaques for 25 years (and every 5 years thereafter) of 100% cumulative membership for County Offices will be issued on an annual basis at the NASCOE National Convention. Individuals who have maintained their membership for 25 consecutive years to align with their years of service (and every 5 years thereafter) will be issued a commemorative pin.” Discussion. All in favor, motion carried.**

Task Force Updates presented by Vice President Foster

Customer Service Kiosk Task Force – Cal Sherrouse

There are 12 pilot counties involved with this workgroup. We continue to have bi-weekly meetings. Recapping our last meeting held on 11/28/22:

- They will be scheduling Box + OneSpan training nationwide. The training will be virtual, 2-3 duplicate trainings held on different days. Topics will include: PDF Naming Convention, “In-Person eSigning” vs “eSigning”, Dummy Email Address, Box Folder Structure, Box + OneSpan User Guide, and updates to the v8 guide.

- The Development team is creating a “temporary credential” eSigning process; eSignature Access Management System (eSAMS) and FarmSign. These 2 applications will work together to enable customers to eSign from a kiosk. The employee facing part, eSAMS, will give the employee the ability to select, mark, and store a retrieved package from OneSpan and generate a new random temporary access code. The customer facing part, FarmSign, will give the customer the ability to enter their last name and the access code to retrieve a package from OneSpan for eSigning.
- Kiosk equipment deployment to the pilot sites is targeted for delivery by the week of December 12th. No action will be necessary with devices until day of virtual training.
- In our next meeting, scheduled for 12/12/22, we will have equipment training, discuss best practices for use, pilot program feedback, and eSAMS and FarmSign training.

2-CP Task Force - Curt Houk and Brandon Wilson

Currently there is not much activity, however we are always on standby and are periodically asked by the NO for opinion on issues that arise concerning program policy/procedure.

MCA Task Force - Brandon Wilson and Lacey Orcutt

Lacey reported that the task force is looking to revamp the workload spreadsheet to include unaccounted workload. The next call is on December 15th and Lacey will take several questions that members have passed on to her since their last call.

IRDTS Task Force - Marsha Schell

We have not received any communication regarding IRDTS meetings. Let me reach out to Ron Duvall to see if he will be scheduling anything in the near future.

COC Training/Election Task Force - Morgan Limmer

We started out having weekly meetings and going through the existing training manual to condense it to something more suitable for returning members. The beginning of November, we transitioned to reviewing the material independently and were supposed to have the remaining edits to

Kim by the end of November. The goal is to have the material ready for organizational meetings in January.

GEAR Task Force - Curt Houk

We have been in a holding pattern. As far as the GEAR project itself, which DAFP at the time, was forced to be built with salesforce. We are still “on call” and occasionally are called upon for opinions and/or testing of certain software enhancements. NASCOE still has a voice along these lines, and I am willing to continue to work on this on NASCOE’s behalf continuing to foster the long-standing relationships.

Shared Management - Robert Frost

We have not had any meetings since the last one that I reported that I think was almost a year ago.

Records Management – Dawna Hines and Brenda Toft

Dawna reported that they are getting new software for digital uploading and will begin uploading another round of records soon hopefully.

V. New Business

a. Louisiana Jump Team – Donny Green, SEA Executive, updated the EC on the Louisiana Jump team.

- Glenn Thomas (National Membership Chair), Sarah Smith (SEA Membership Chair), Mitchell May (Louisiana State President) started with the northern part of the state last week. They were able to secure roughly 9 new members and their SED as an associate member, with other commitments from employees in the offices they visited. Beth Farmer and the team from Alabama will go to southern portion of the state next week to cover the final offices.

b. Convention Revamp Task Force

- President Kester has finalized the Convention Revamp Task Force and has asked Secretary Stucki to chair this task force. Meetings will begin after the new year and there will be a report for the February meeting.

VI. Items for Discussion

a. COC and the Equity Commission

- Outreach Plan and Talking Points are in place, with Neil Burnette working a lot on this with the Execs and Legislative Team, as well as Hunter Moorhead.
- Members can ask for the talking points from Neil Burnette, Clint Bain, or David McBryde if you will be meeting with a stakeholder group in your state soon.
- Area Execs will be involved in outreach implementation, helping get the message out about the good work of COCs and their responsibilities.
- The final report of the Equity Commission has not been released, but videos of the preliminary hearings are publicly available.
- NASCOE's position on this matter will be proactive vs. reactive.

b. Benefit Provider Bid Packet Update

- Vice President Foster updated that there have been a few packets requested and emailed out. If anyone has any more suggestions on benefits or how to publicize the packet, please email Joel Foster and Chris Lary.

VII. Additions

a. State IRS Updates

- Treasurer Colgrove sent an email to update the Executives on which states were still needing to verify IRS compliance status. If any state needs assistance, reach out to Treasurer Colgrove.

b. Convention Handbook updates

- Secretary Stucki will email out the copy for everyone to review one final time. We will do an email voting the week of December 19th. Please email all questions/suggestions to Taylor Stucki and Neil Burnette asap.

- c. 2022 Negotiations Update
 - President Kester has reached out to WDC, and they responded that we should have the 2022 items back in the coming days.
- d. Leadership Meeting with DC Update
 - President Kester updated that there have been no updates on the leadership meeting in WDC.
- e. 2023 Pre-Negotiations Date
 - We will aim to have a virtual 2023 pre-negotiation meeting the weekend of February 18-19, 2023. Once the schedule is finalized, we will email out details to all involved.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 12:18PM. All in favor, motion carried.

NASCOE Executive Committee

Microsoft Teams, January 3, 2023 @ 6:00 PM CST

Present:

Marcinda Kester, President
Joel Foster, Vice President
Taylor Stucki, Secretary
Rick Csutoras, Past Secretary
Jessi Colgrove, Treasurer
Lacey Orcutt, NWA Executive
Tina Williams, NEA Executive
Tracy Wilson, SWA Executive
Donny Green, SEA Executive
Neil Burnette, SEA Alt Executive
Kayla Mattson, NWA Executive
Terry Cater, SWA Alt Executive

- I. Roll Call
- II. Welcome and Call to Order
- III. Review and Approval of Minutes
 - a. December EC Meeting (12/5) – **A MOTION was moved by Tina Williams and seconded by Lacey Orcutt to approve the minutes from the December 5, 2022, EC Meeting. Discussion. All in favor, motion carried.**
- IV. Action Between Meetings
 - a. President Kester approved Kylee Dellwo (MT), Jennifer Halvorson (ND), and Kyla McNamara (MT) to serve at NWA Awards and Scholarship judges and Rebecca Brown (MT) to serve as an alternate judge on December 20, 2022.
- V. Old Business
 - a. Convention Handbook – **A MOTION was moved by Tina Williams and seconded by Kayla Mattson to approve the convention handbook as revised. Discussion. All in favor, motion carried.**
 - b. Task Force Updates
 - Shared Management – No update.
 - Records Management – No update.
 - GEAR – No update.

- MCA – No update.
- 2-CP – No update.
- COC Training/Election – No update.
- IRDTS – No update.
- Customer Service Kiosk – President Kester updated that the twelve offices received the new kiosk/digital signature technology has been released, so technology should be delivered soon.
- Convention Revamp – No update.
- Equity Commission – See update below.

VI. New Business

VII. Items for Discussion

- a. COC and the Equity Commission – NAFEC is hosting an in-person meeting in Lubbock, TX, and will talk about the direction of the Equity Commission. COAC Chair, Morgan Limmer, will be in person while President Kester and Legislative Consultant Hunter Morehead will be attending virtually. The goal of NASCOE attendees is to share our information that has been put together by the taskforce and answer any questions that the NAFEC members may have. President Kester will update the EC on the conference after the conclusion this week.
- b. Benefit Provider Bid Packet Update – Vice President Foster updated that he has received a couple more suggestions to send packets to. Also, he is going to follow up with reminder emails to those that have already been sent a packet. We haven't received any packets as of now, but the deadline is March 1, 2023.
- c. Secretary of State Update – Vice President Foster reported that we got an email the week of December 21st, 2022. He has responded to the South Dakota Attorney with follow up questions to clarify the information that was provided. Will provide information during the February EC meeting.

VIII. Additions

- a. State IRS Updates – Treasurer Colgrove has emailed all states and area executives to follow up on 2022 status and states that are out of compliance.
- b. Texas Registration Form – The EC found some changes that they would like to see. President Kester asked that everyone review the form and

send all change recommendations to herself and Secretary Stucki by noon on Thursday, January 5, 2023.

- c. 2022 Negotiations Update – President Kester updated that they are still working on dates in February. No update as of now.
- d. 2023 Pre-Negotiations Date – Tentative date of March 11-12, 2023.
- e. Leadership Meeting with DC Update – No new update.
- f. Publicity App/Website Update – President Kester updated that Dawna Hines has uploaded all members in the software, and she is working on a welcome email that will hopefully be cleared to send mid-January. The EC recommends that Dawna reach out to her Area Chairs to update them on all that is happening and work with them when cleanup is needed.
- g. SharePoint Training – Cal Sherrouse has updated that he has a few more pages to update and then he will make sure all pages are working properly. After all is good to go, he will get with Secretary Stucki to get a SharePoint training scheduled.
- h. Discussion on Dues – Treasurer Colgrove just mentioned that our budget is not increasing, but with the rising cost of the economy we need to have the discussion to raise dues. Nothing that must be decided soon, just something to think about over this fiscal year.
- i. Training State Treasurers – Treasurer Colgrove is available to get on area calls if they have any questions needing answered. Also, the executives have been asked to contact each State Treasurer to touch base with them on not using VEEM as it is charging states for use. The states need to also make sure that they all have two people on all banking accounts to ensure the states can keep operating in the event one person retires or leaves the agency.
- j. COC and Equity Commission information rollout – Neil Burnette will set up a call before the February EC meeting to layout the plan that the taskforce has put together and go over all the information with each area executive. This will be a time to get everyone on the same page and answer any questions that the executives may have.
- k. 27-PM, Rev. 2, Amendment 2. - Southeast Area Exec Donnie Green brought forward discussion noting that NASCOE/FSA Management Shared Management Agreement (Exhibit 8) was removed during the

amendment and replaced with a copy of the NASCOE Labor Management decision. The Labor Management agreement is not in the handbook twice. President Kester is going to follow up with DAFO to question if this is intentional or a simple error in the publication.

- I. Southeast Area Exec, Donny Green, brought to the EC's attention the language in the most recent Omnibus Bill pertaining to directed GSA briefings to Congress on "How to reduce office space requirements based on lessons learned from agencies' use of telework during the COVID-19 pandemic." President Kester is going to refer this information to the legislative committee for further review.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 7:20pm. All in favor, motion carried.

NASCOE Executive Committee

Microsoft Teams, February 7, 2023 @ 6:00 PM CST

Present:

Marcinda Kester, President
Taylor Stucki, Secretary
Rick Csutoras, Past Secretary
Jessi Colgrove, Treasurer
Lacey Orcutt, NWA Executive
Tina Williams, NEA Executive
Tracy Wilson, SWA Executive
Donny Green, SEA Executive
Neil Burnette, SEA Alt Executive
Kayla Mattson, NWA Executive
Terry Cater, SWA Alt Executive
Amy Morman, MWA Alt Executive
Sandra Scott, NEA Alt Executive
Matt Weddingfeld, NWA Alt Executive

- I. Roll Call
- II. Welcome and Call to Order
- III. Review and Approval of Minutes
 - a. January EC Meeting (1/3) – **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to approve the minutes from the January EC Meeting. Discussion. All in favor, motion carried.**
- IV. Action Between Meetings
 - a. President Kester concurred on the election of Matt Weddingfeld by the NWA to serve as a First-Year Alt Executive on January 7, 2023.
 - b. On January 9, 2023, President Kester presented the idea of highlighting members from each area quarterly with a new award called the “President’s Sunshine Award”. The award would be announced quarterly, and the recipient would be shipped a coin and note thanking them for their extra efforts to support NASCOE from President Kester. The cost to order 100 coins would cost roughly \$550. **A MOTION was moved by Tracy Wilson and seconded by Donny Green to approve ordering the coins and starting this award recognition this quarter. Discussion. Six members were in favor, two opposed. Motion carried.**

- c. President Kester appointed Jeannine Wendell, Texas, to serve as the National COAC Chair, and Emilee Seier, Nebraska, to serve as the National Co-Membership Chair on January 20, 2023. The EC concurred with her appointments via email.
- d. President Kester concurred with Kayla Mattson's appointment of a MWA Programs and Negotiations chair, Stacia Slover, Illinois.

V. Old Business

a. Task Force Updates

- Shared Management – No update currently.
- Records Management – No update currently.
- GEAR – No update currently.
- MCA – President Kester updated that they are adding new members and had a review of the task force this week. DC has reached out to get more recommendation of employees from certain states in the SWA that need representation. Tracy Wilson gathered names from the SWA, and we have completed DC's request.
- 2-CP – No update currently.
- COC Training/Election - No update currently.
- IRDTS - No update currently.
- Customer Service Kiosk – President Kester updated everyone that more information on this topic that was discussed during the National Training held in Dallas, TX, will be delivered during state ERP/PARP trainings in the coming weeks.
- Convention Revamp – Secretary Stucki updated that the first call will be held February 15, 2023.

- b. President Kester followed up with National office concerning the Shared Management agreement that was missing in the most recent 27-PM amendment. Per the National Office, this was a complete oversight and will be included in an upcoming amendment.

VI. New Business

a. NAFEC

- President Kester updated on administrative leaders assisting NAFEC in updating their publicity and reaching out to their members. We need to make sure that we have each state recommend a representative to Jeannine Wendell, COAC Chairperson, as soon as possible.

- b. Equity Commission – Neil Burnette updated the EC about the Equity Commissions hearing that happened last week. The Equity Commissions recommendation did not include the elimination of the COC; however, the conversation changed to converting CEDs to GS employees to hold the CED accountable on items, that in the past, may have been viewed as discrimination. Neil said that this is just words from the hearing itself, and not the formal written recommendation. The Equity Commission Taskforce believes they need to continue to move forward in educating our members and stake holders on the important roles the COC holds. When more information on the final recommendation is released the task force will continue to work on education and guidance.

VII. Items for Discussion

- a. Kayla Mattson, MWA Executive, brought forward a request from a Michigan member asking that NASCOE bring forward adding AED Equipment in each service center nationwide and provide trainings for the employees in the offices. The EC has agreed to the best way to send this up to DAFO, and get a response, is by adding the topic to the 2023 Negotiation items that will be reviewed and sent this spring.
- b. Benefit Provider Bid Packet Update – Vice President Foster updated that no bid packets have been received as of today. Reminder emails have been sent out to those that inquired or those that were sent a packet as requested by a member. He will send an additional reminder the last week of February to encourage companies to submit a packet by the deadline of March 1, 2023.
- c. President’s Sunshine Award – President Kester explained how she envisions the awards to be presented each quarter. Each area is not required to nominate an individual; however, please strive to nominate a minimum of two but it is not required. Individuals that could be submitted are those that are going above and beyond in your area/states for the members or organization of NASCOE.

VIII. Additions

- a. State IRS Updates – Treasurer Colgrove updated all Area Execs with a detailed email showing which states are needing to submit documents. Please reach out to her if you have any questions.
- b. Texas Registration Form – **A MOTION was moved by Lacey Orcutt and seconded by Kayla Mattson to approve the Texas registration form pending they add a picture of the t-shirt, koozie and elaborate on what is included in the box lunches. Discussion. All in favor, motion carried.**

- c. 2022 Negotiations Update – No update as of now, we will continue to follow up and get everyone the information as soon as we receive anything.
- d. 2023 Pre-Negotiations Date – March 11-12, 2023, via TEAMS
- e. National Chairs Update Call – February 21, 2023
- f. National Convention Planning Monthly Calls will be the 4th Wednesday of each month starting February 22, 2023.
- g. Donny Green, SEA Executive, requested that Treasurer Colgrove host a nationwide State Treasurer’s training to help with the large number of new treasurers. Treasurer Colgrove stated that she was happy to get on the area calls, but at this time there isn’t a good time to host nationwide. This will be looked at further to decide when and how to coordinate a nationwide training.

A MOTION to adjourn at 7:15pm was moved by Tina Williams and seconded by Kayla Mattson. All in favor, motion carried.

NASCOE Executive Committee

Microsoft Teams, March 7, 2023 @ 6:00 PM CST

Present:

Marcinda Kester, President
Joel Foster, Vice President
Taylor Stucki, Secretary
Jessi Colgrove, Treasurer
Lacey Orcutt, NWA Executive
Tina Williams, NEA Executive
Tracy Wilson, SWA Executive
Donny Green, SEA Executive
Neil Burnette, SEA Alt Executive
Kayla Mattson, NWA Executive
Terry Cater, SWA Alt Executive
Amy Morman, MWA Alt Executive
Sandra Scott, NEA Alt Executive
Matt Weddingfeld, NWA Alt Executive
Jeannine Wendel, National COAC Chair

- I. Roll Call
- II. Welcome and Call to Order
- III. NAFEC Comments and Updates – Jeannine Wendel updated that she is still working to ensure NASCOE has done their part to get NAFEC two members from each state to serve on their board and to assist with the outreach/administrative responsibilities required nationwide. Dillard’s Financial has also stepped up to assist. There is an upcoming meeting with the NAFEC leadership later this month, President Kester and Jeannine Wendel will be on the call and relay any updates to the EC afterwards.
- IV. Review and Approval of Minutes
 - a. February EC Meeting (2/7) - **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to approve the minutes as corrected from the February 7, 2023, EC meeting. Discussion. All in favor, motion carried.**

V. Action Between Meetings

- a. President Kester appointed Travis Eisele, Illinois, to serve as the National Benefits and Emblems Chair on February 27, 2023. The EC concurred with the appointment via email.
- b. President Kester appointed Jennie Budahl, South Dakota, to serve as the National Co-Chair for Programs and Negotiations on March 1, 2023. The EC concurred with the appointment via email.

VI. Old Business

a. Task Force Updates

- Shared Management – No recent update.
- Records Management – No recent update.
- GEAR – Per Curt Houk, this taskforce hasn't met since the new administration, no new updates.
- MCA – No recent update.
- 2-CP – Brandon Wilson and Curt Houk have been contacted for new ideas, but as of now no new updates.
- COC Training/Election – The updated refresher training is being reviewed at the higher level and will hopefully be released soon.
- IRDTS – No recent update.
- Customer Service Kiosk – Cal Sherrouse reported that the keypad trials have ended, and each office has them now. The next items will be iPads/Chromebooks for Kiosk use and will be tested in several offices nationwide.
- Convention Revamp – Secretary Stucki reported that they have met in February and are going to start working thru material to bring forward new ideas by June 2023. Also, she will start soliciting for a bid for 2025 and hoping to work with a state/area to engage new ideas during the bid process for NASCOE Convention.
- Equity Commission – Neil Burnette reported that the “Interim Equity Commission Report” has been released and a briefing was held with the Secretary to go over the recommendation for the USDA; however, Neil believes that this is the final recommendations for the USDA with no additional major changes. The taskforce was very pleased with the report, compared to the early talks from the September hearing. Although there

is some wording in the background that could be better, there is nothing that was recommended that NASCOE isn't prepared for. Neil believes that this is the final report for the Equity Commission Taskforce at this time, if anything in the future comes up, they can begin meeting and planning again.

VII. New Business

VIII. Items for Discussion

- a. Benefit Provider Bid Packet Update – Vice President Foster reported that more than one bid was received at the deadline of March 1, 2023. Chris Lary is going thru each bid and working up a summary report to show the details what each company is offering (no company name will be on the report the EC is given). The Bid Packet Committee is going to work on a criteria listing & grading system to make sure that we can all look at the packets fairly and with an unbiased opinion. Vice President Foster will set up a separate meeting for the EC to go thru and create the criteria listing and do a preliminary review of information that was received.
- b. CED and PT Classification Letter Update – President Kester updated that she had a TEAMS meeting on Monday, March 6, 2023, with DAFO about the joint letter sent up in January pertaining to the CED and PT Classification. As of now, WDC is currently working on CED Classifications that have been affected due to the recent change where pay IDs are counted which resulted in downgrading many CED positions nationwide. There will be a forthcoming notice to address this change. As for PT Classification, WDC is working with an outside research firm and 17 State Offices to ask questions pertaining to hiring/promotions/retention for PTs and will report back to WDC with suggestions. DAFO is working on three options and will be sending out information to NASCOE in the coming weeks to see the suggestions that are being proposed.
- c. Whistle Blower Policy Update – President Kester reached out to DAFO for an update and was told it is scheduled to be in a 27-PM handbook amendment that is on the table to be revised and released. If a member has any issues they are to reach out to OIG and go forward with filing.
- d. President Sunshine Award Update – President Kester updated that she has three submissions as of today, and she will be getting those awards mailed out to members this weekend. Please make sure to share the information with your states and areas at upcoming Rally's, we want to make sure that we are showing

appreciation to those well deserving members. All nominations, need to be funneled thru the Area Executives then sent to President Kester.

- e. Vice President Foster went over a presentation he put together on 22-PM pertaining to employees having representation during the appeal process at the state level. He will email the presentation out to the Area Execs to distribute to anyone interested.

IX. Additions

- a. 2022 & 2023 Negotiations Update – We are still waiting on details from DAFO.
- b. 2023 Pre-Negotiations Date – March 11-12, 2023, via TEAMS – Digital Binder will be sent out by Friday, March 10th.
- c. President Kester will be at a round table discussion and farm tour with Secretary Vilsack on Thursday, March 9, 2023.
- d. Kayla Mattson asked if we had any information following the discussion on who is responsible for setting/requesting locality pay with OPM. President Kester is going to check back with DAFO for the answer.
- e. Treasurer Colgrove updated the Area Execs on which states were missing dues and who is still needing to prove compliance with the IRS. She will send out an email to follow up with all information.

A MOTION to adjourn was made at 7:46PM by Joel Foster and seconded by Tina Williams. All in favor, motion carried.

NASCOE Executive Committee

Microsoft Teams, April 4, 2023 @ 6:00 PM CST

Present:

Marcinda Kester, President
Joel Foster, Vice President
Taylor Stucki, Secretary
Jessi Colgrove, Treasurer
Lacey Orcutt, NWA Executive
Tina Williams, NEA Executive
Tracy Wilson, SWA Executive
Donny Green, SEA Executive
Neil Burnette, SEA Alt Executive
Kayla Mattson, NWA Executive
Terry Cater, SWA Alt Executive
Sandra Scott, NEA Alt Executive
Matt Weddingfeld, NWA Alt Executive
Glenn Thomas, National Co-Membership Chair
Emilee Siler, National Co-Membership Chair
Cal Sherrouse, National Technology Coordinator
Dawna Hines, National Publicity Chair

- I. Roll Call
- II. Welcome and Call to Order
- III. Review and Approval of Minutes
 - a. March EC Meeting (3/7) – **A MOTION was moved by Kayla Mattson and seconded by Donny Green to approve the minutes as presented for the March 7, 2023, EC meeting. Discussion. All in favor, motion carried.**
- IV. Action Between Meetings
 - a. **On March 24, 2023, via email, Secretary Stucki made a motion and Kayla Mattson seconded to allow all Area Alt Executives to be reimbursed \$750 at the 2023 National Convention. Discussion. All in favor, motion carried.**

V. Old Business

a. Task Force Updates

- Shared Management – No update.
- Records Management – No update.
- GEAR – No update.
- MCA – No update.
- 2-CP – No update.
- COC Training/Election – No update.
- IRDTS – No update.
- Customer Service Kiosk – Cal Sherrouse updated that there are no new updates or information that has been released.
- Convention Revamp – We are working to get a mock shortened agenda to help with bids for the 2025 convention hopefully. Will report back at the May EC meeting.
- Equity Commission – No update.

VI. New Business

- a. Rules for Associate Members on the App – President Kester would like to publish some rules for the App membership levels and participation within the app. These rules will be forthcoming for the EC to review.
- b. Membership Numbers for the Merger – President Kester reminded everyone that Treasurer Colgrove is needing Q2 dues and membership numbers turned in ASAP so we can move forward with the next steps of the Secretary of State merger.
- c. President Kester updated who would be serving on the 2023-2024 budget team:
 - Jessi Colgrove, NASCOE Treasurer
 - Joel Foster, NASCOE Vice President
 - Donny Green, SEA Executive
 - Heidi Clinkingbeard, National Awards and Scholarship Chair

VII. Items for Discussion

- a. Treasurer's Training – Treasure Colgrove updated that there is nothing on the calendar as of now, she is still waiting to clarify a few issues with Veem before moving forward.
- b. Thank You Notes for Jump Teams – President Kester is encouraging all State President's to send Thank You notes to those FSA members that are assisting in your state on Jump Teams.
- c. President's Sunshine Award – There are a few Area Execs that haven't submitted any names for the award. President Kester will be reaching out soon to those areas.
- d. PM Notice Update – The PM Notice references a dashboard that shows workload but doesn't establish who can see that dashboard. However, if it is required why

can't it be accessed by the CED. President Kester will follow up with this when we meet with leadership in May. Also, we are not giving on the increased PT pay, but to get WDC's attention each time we send a memo, we want them to not be overloaded by sending multiples about the same subject. It will be brought up in May.

- e. Benefit Provider Bid Packet Update – Chris Lary has comparison mostly done. Hopefully it will be done and ready to send out to everyone early next week.
- f. 2025 Convention – Where are we? – Secretary Stucki updated that as of this meeting there were no bid submitted, nor interest. The Convention Revamp Taskforce will work on getting an updated agenda for “new convention” to help with getting someone's attention.
- g. Technology Coordinator Roles – Cal Sherrouse has taken a DD job, so we are needing to find a replacement for this role or find another solution.

VIII. Additions

- a. 2022 & 2023 Negotiations Update – We are still waiting on the official memo from WDC. The dates proposed are May 8th – 12th, 2023.
- b. Negotiations Process – It is the job of the consultants (area chair and exec) to work together on these items. Not one person is solely responsible for writing up the request for the negotiation item.
- c. 2023 National Convention Travel – Everyone please remember to refer to the NASCOE travel auth and the NASCOE travel policy before making any plans.
- d. Secretary Stucki reminded to Area Execs to get the state delegate listings for the merger updated ASAP. List is on the SharePoint.
- e. Donny Green brought up discussion about the reimbursement for Alt Execs for the 2023 Convention. In between meetings we upped the stipend to \$750 for each person that attends events Wednesday thru Saturday. However, with the high flight costs and room rates the \$750 won't cover the required expenses. **A MOTION was moved by Donny Green and seconded by Kayla Mattson to increase the stipend for the two Alt Execs that will move forward as Execs, Neil Burnette and Amy Morman, from \$750 to \$1,000 for the 2023 National Convention. Discussion. Majority in favor, motion carried.**
- f. Kayla Mattson had a question about the convention tickets when registering two people. Secretary Stucki updated that the person who registered (the member) would have two tickets in their app or emailed to them, so best way is to screenshot one of the tickets to send to a spouse/guest. There will be no “hard tickets” for the convention this year.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 7:47PM. All in favor, motion carried.

NASCOE Executive Committee

Microsoft Teams, May 2, 2023 @ 6:00 PM CST

Present:

Marcinda Kester, President
Joel Foster, Vice President
Taylor Stucki, Secretary
Jessi Colgrove, Treasurer
Richard Csutoras, Past Secretary
Lacey Orcutt, NWA Executive
Tina Williams, NEA Executive
Tracy Wilson, SWA Executive
Donny Green, SEA Executive
Neil Burnette, SEA Alt Executive
Kayla Mattson, NWA Executive
Terry Cater, SWA Alt Executive
Sandra Scott, NEA Alt Executive
Matt Weddingfeld, NWA Alt Executive
Chris Lary, Retired National Benefits and Emblems Chair
Travis Eisele, National Benefits and Emblems Chair

- I. Roll Call
- II. Welcome and Call to Order
- III. Review and Approval of Minutes
 - a. March EC Meeting (4/4) – **A MOTION was moved by Kayla Mattson and seconded by Lacey Orcutt to approve the minutes as amended. Discussion. All in favor, motion carried.**
- IV. Action Between Meetings
 - a. On April 5, 2023, via email, **A MOTION was moved by Jessi Colgrove and seconded by Taylor Stucki to increase the stipend for all Alternate Executives that attend all events from the Wednesday EC Meeting thru the Saturday EC**

meeting during the week of the 2023 National Convention to \$1,000. Discussion.

Majority in favor, motion carried.

V. Old Business

- a. Task Force Updates – There are no task force updates for this meeting.

VI. New Business

VII. Items for Discussion

- a. 2025 Convention – President Kester and Secretary Stucki updated that as of today we do not have any states that have reached out with interest in hosting the 2025 Convention. If you have a state or area interested, please let us know and we would love to have a conference call to answer any of their questions or concerns.
- b. Business Rules for App – President Kester presented a draft document of “Business Rules for the NASCOE App”. The EC reviewed this document and made suggestions on additions/deletions. President Kester will make modifications and present the document again for the EC to vote on implementing these rules.
- c. Tech Coordinator Position – **A MOTION was moved by Kayla Mattson and seconded by Tina Williams to appoint Cal Sherrouse as a Technology Consultant for NASCOE and compensate him by paying \$50 per month for his data plan until there is a replacement Technology Coordinator Committee Chair trained for the position. Discussion. All in favor, motion carried.**
- d. Break Sessions for 2023 NASCOE Convention – If you have any ideas on breakout sessions for National Convention, please get these ideas to Vice President Foster as soon as possible so we can begin planning.
- e. Benefit Provider Bid Packet Update – Vice President Foster, Chris Lary, and Travis Eisele reviewed the five bids that were submitted to NASCOE to be the company representing NASCOE as our National Benefits Provider. **A MOTION was moved by Tina Williams and seconded by Taylor Stucki to have the Benefit Provider Bid Committee move forward with Company A and Company B and being necessary negotiations with the bids submitted. Discussion. All in favor, motion passed.**

VIII. Additions

- a. May Negotiation and Leadership Meeting – As a reminder, please bring your LincPass, Government Computer, Personal Laptop, and any information that could help you better prepare for this meeting. All negotiation items/schedules/etc. will be provided for you in a binder at your arrival in WDC.

A MOTION was moved by Joel Foster and seconded by Tina Williams to adjourn at 7:56PM. All in favor, motion carried.

NASCOE Executive Committee

Microsoft Teams, June 6, 2023 @ 6:00 PM CST

Present:

Marcinda Kester, President
Joel Foster, Vice President
Taylor Stucki, Secretary
Jessi Colgrove, Treasurer
Richard Csutoras, Past Secretary
Lacey Orcutt, NWA Executive
Tina Williams, NEA Executive Tracy
Wilson, SWA Executive
Donny Green, SEA Executive
Neil Burnette, SEA Alt Executive
Kayla Mattson, NWA Executive
Matt Weddingfeld, NWA Alt Executive
Amy Morman, MWA Alt Executive
Cal Sherrouse, NASCOE Technology Consultant
Chris Lary, Retired National Benefits and Emblems Chair
Travis Eisele, National Benefits and Emblems Chair
John Lohr, Dillard Financial Representative
Teresa Dillard, Dillard Financial Representative

- I. Roll Call
- II. Welcome and Call to Order
- III. Presentation by Dillard's Financial
- IV. Review and Approval of Minutes
 - a. May EC Meeting (5/2) – **A MOTION was moved to by Joel Foster and seconded by Kayla Mattson to approve the minutes from the May 2, 2023, EC Meeting as presented. Discussion. All in favor, motion carried.**

V. Action Between Meetings

- a. On May 15, 2023, via email, President Kester concurred with SWA Exec Tracy Wilson on the placement of Jonathan Weishaar, CO, as the SWA Program and Negotiations Chair.

VI. Old Business

- a. Task Force Updates

- Workforce Engagement Taskforce – There are 25 employees participating nationwide – Richard Csutoras will be serving to represent NASCOE. Travis Eisele will also be serving for the state of Illinois.

VII. New Business

- a. Business Rules for App – President Kester reviewed the changes that had been made since the draft copy was distributed out to the Executive Committee and National Committee Chairs. **A MOTION was moved by Tina Williams and seconded by Lacey Orcutt to approve the App Business Rules as written for internal use only. Discussion. All in favor, motion carried.**

- b. National Chair Quarterly Update – President Kester updated that she and the National Chairs had a quarterly call Monday, June 5, 2023, to discuss items for National Convention and what will be needing completed prior to convention.

- National Chairs will all be working together to host an information table in Texas.
- The Legislative Committee has requested that we grant our Legislative Consultant, Hunter Morehead, access to the app for business purposes. **A MOTION was moved by Tracy Wilson and seconded by Tina Williams to amend the App Business Rules under number 2 to allow paid NASCOE**

Consultants to have full access to the NASCOE App. Discussion. All in favor, motion carried.

- Membership – Due to ordering and shipping times, the Membership Committee has moved the awards deadline to July 1st.

VIII. Items for Discussion

- a. 2025 Convention – The Convention Revamp Taskforce is working to propose the plan of an area hosting the 2025 Convention. Although, it will be in one state but the idea of multiple states helping run the convention has been appealing to many since volunteers are sometimes the hardest to attract. The Convention Taskforce will have a detailed outline for the EC to review during the EC Meetings at National Convention in College Station. As a reminder, no area/state has committed as of now and the timeline is rapidly approaching to get the ball rolling. If anyone has questions on how this will work or if anyone is interested, please reach out to Secretary Stucki.
- b. 2023 Convention Updates and Reminders:
 - Early Registration deadline is June 15th – please share with all area and state leadership
 - Main Hotel is filling up with only minimal rooms left (no doubles), so please pass on to your states to book quickly, deadline is June 30th. If there are any issues or need a double, please reach out to LaCresha at the convention email provided.
- c. Breakout Sessions for 2023 NASCOE Convention – Vice President Foster asked for input on ideas to change or have the same groups. He will be finalizing this list to get invitations out as soon as possible.
- d. Benefit Provider Bid Packet Update – The taskforce along with the EC has looked at all proposed bids. The taskforce is going to move forward in setting up

individual interviews with the top three companies that met the needs outlined in the composed bid packet. Vice President Foster will be sending out the TEAMS invites for these calls in the coming weeks so please attend if possible.

e. Updates from Amy Webbink – PM Updates

- 27-PM Rev. 2 – Shared Mgt. Agreement will be in the next amendment.
- Whistleblower Protection for Title 7 Employees – A notice will be coming out to address this in the coming weeks.

IX. Additions

- a. Treasure Colgrove reminded everyone that budget requests are due now. Also, she and the Budget Committee will be meeting to prepare a budget for the 20232024 year soon and they hope to have a prepared budget for operation purposes by July 1st.

A MOTION to adjourn at 7:50pm CST was moved by Joel Foster and seconded by Tina Williams. All in favor, motion carried.

NASCOE Executive Committee

Microsoft Teams, June 29, 2023, @ 6:00 PM CST

Present:

Marcinda Kester, President
Joel Foster, Vice President
Taylor Stucki, Secretary
Jessi Colgrove, Treasurer
Richard Csutoras, Past Secretary
Lacey Orcutt, NWA Executive
Tina Williams, NEA Executive
Tracy Wilson, SWA Executive
Donny Green, SEA Executive
Neil Burnette, SEA Alt Executive
Kayla Mattson, NWA Executive
Matt Weddingfeld, NWA Alt Executive
Amy Morman, MWA Alt Executive
Terry Cater, SWA Alt Executive
Sandra Scott, NEA Alt Executive
Chris Lary, Retired National Benefits and Emblems Chair
Travis Eisele, National Benefits and Emblems Chair

- I. Roll Call
- II. Welcome and Call to Order
- III. New Business
- IV. Items for Discussion
 - a. Benefit Provider Bid Packet Update – Vice President Foster updated the EC with the questions that arose during the interviews held in the previous week with the top three companies who placed a bid. The top three were chosen based of the qualifications that were set forth in the Bid Solicitation Packet. Vice President Foster spoke on behalf of the Benefit Provider Task Force that they were seeking direction on which company to begin preliminary negotiations with to keep the

process of selection moving forward. With this process NASCOE would not be selecting one company today and dismiss the other companies, the task force is simply asking for a starting point. **A MOTION was moved by Kayla Mattson and seconded by Jessi Colgrove to move forward with negotiations with [REDACTED] [REDACTED] to reach an agreement on serving as the NASCOE provider. Discussion. Six in favor, two opposed, motion carried.**

V. Additions

- a. Treasurer Colgrove presented the 2023-2024 budget as prepared by the budget committee. She explained this budget is only temporary as we don't have final numbers of income due to the upcoming Benefit Provider selections. **A MOTION was moved by Tina Williams and seconded by Kayla Mattson to pass the presented budget for 2023-2024 as an interim budget until details could be available for a final budget. Discussion. All in favor, motion carried.**
- b. Donny Green brought up the discussion that we cannot operate business in the red as an organization and with increasing cost of operating we will need to find ways to cut expenses or increase income. Treasurer Colgrove entered the discussion that the budget committee proposed looking at increasing the NASCOE dues from \$55 per year to \$70 which would help our budget. The EC realizes this is not an easy solution and will continue to look at all avenues for ways at balancing the budget.

A MOTION to adjourn at 7:58pm CST was made by Joel Foster and seconded by Tina Williams. All in favor, motion carried.

Northeast Area Rally 2023 – Wheeling, WV

Registration & Social, Thursday April 20, 2023 – pick up goody bags, preview auction items. Dinner on our own at Glassworks Grill located in the resort.

Business Meeting, Friday April 21, 2023

Roll Call – ME 3, NH 0, VT 1, MA 3, RI 1, CT 0, DE/MD 2, PA 1, NJ 1, NY 6, WV 11

WV SED John Perdue – interactive cheer “Lets Go” + “FSA”. Spoke on partnership and future. Introduced NEA SEDs present: Robin Talley – DE, John Sullivan – MD, Jim Barber – NY, Heidi Seacord - PA. SEDs had met on Thursday, only stayed part of Friday morning.

DAFO – Marcus Graham (in person) – introduced Hunter Henderson, assistant. Entry level salary – evaluating – greater than FSA, its USDA issue, make salary scale competitive w/ other employers. Retention & recruitment incentives, student loan repayments, streamline hiring, working on other incentives for retention. Ceilings – will have regional meetings w/ SED/AO to review. 1st Quarter allotment rewards arriving. Laptop refresh – working through business center. E-Signature pads – move in modernization. Jump teams – for disaster or backlogs, when help is needed, looking at more permanent jump team (retirees); benefit of seeing how other states work. Training – PT Skills for Success returning, return to in person/face to face but have benefit of virtual/hybrid. Manager training returned. CED classification – potential for Grade 12; salary issue being addressed in segments. Urban Ag – initiative started in 2018, kicking off again; not taking away from traditional farms, adding another item to agency footprint.

Q&A – DAFO team virtual from DC:

Remote STO Positions: Marcus – flexed telework policy, hard to fill position in more urban areas. Amy – assessed positions, pre-Covid vs Covid telework maximized, finding balance, PM notice technically obsolete but still following, 4 days telework w/ one day in STO expands pool of potential employees, recruit/relocate incentives as needed. Marcus – some positions can be remote, try to be competitive & comparable to other agencies, case by case, not blanket “FSA is remote”.

Jump Team incentives? Marcus – wonderful opportunity for employees, learning is incentive, will look at reward after serving. Kim – opportunity to travel and pick up tips.

Key PTs in each district? Amy – Key PT allotment per state

CED classification, additional outreach/program participation? Amy – intent of PM notice, normal promotion process from grade 11 by COC, not automatic promotion; outreach needed for CED that doesn't meet 3 employee/traditional reasons for higher grade; use dashboards for workload numbers to focus outreach on programs, nontraditional farmers from CFAP signups – advocate for other programs

National Leadership for Excellence PT training? Marcus – bringing back training programs to pre-covid. Martin – on agenda to get back to full regimen of trainings. Marcus – plan to get all back

Northeast Area Rally 2023 – Wheeling, WV

Why are trainings saved in random locations: Martin – AgLearn for development/employee, DAFP for training calls/presentations, 'PeaPod' page for admin training resources

Temporary shared management being long term, why can't PTs be acting and paid as such? Amy – PT in Charge grade 9 temp promotion, Lead PT grade 8 temp promotion; temp shared mgmt. situation should be improving

Sharepoints need model/template to standardize across states. Terena – can do that, should be out there already but will search

CED elevation of grade, MA STC approval authority of 15-page outreach plan that will delay raise. Amy – COC Time-in-Grade and Fully Successful promotion does not need outreach plan first.

John Berge (virtual) – NE SED acting DAFP as Scott Marlow is on IRA assignment: lag time on relief cases – is working on operations so they process quicker, reduce delays. Open to suggestions on trainings; low staff numbers + high enrollment/programs overlapping – need better training to support us. FLP delinquency programs example on how we can respond to changes/challenges in various industry. CRP Erodibility Tool issues. Disaster relief (ERP2 – myths & misinformation & lack of interest) low number of applications compared to ERP1. John has a sense of urgency in his job because farmers relying on answers.

DAFP Q&A

NAP on Honeybees – is Colony Collapse Disorder (CCD) eligible, before/after harvest? Kathy Sayers – need clarification in handbook, not being interpreted correctly

Nesting dates for birds on grassland, can they be changed? TJ – no; if there is a gap locally, we can review & discuss

Reduce complexity of programs in new Farm Bill to improve employee retention? TJ – agree that cant have signups on the heels of another, limit overlapping; working on it, consolidate and reduce handbook. Kathy – complexity is something they all try to look at, look at what they can simplify but get money out faster; statutory changes to simplify NAP with the expanded NAP eligibility, expanded ELAP coming; reaching out to STO areas to create task force to help COFs administer; new non-traditional crops need expanded training/knowledge. TJ – welcome feedback – see something that can be worded better, let him know! Programs are complex when DC staff is only implementing one (compared to offices implementing several).

CCD needs definition, supporting docs, guidelines, program integrity with less than honest producers. Kathy – American Apiculture Inspectors, does not meet eligible cause alone, working to monitor w/ honey inspectors; looking to remove CCD as eligible cause replace w/ true eligible cause and outline needed records. Program integrity.

Compliance – AD1026 waiting 2-3 years for determination on hedgerow removal, etc. Kathy – revamp of 2-CP on list to simplify and remove antiquated language. TJ – escalate them, helps identify bottlenecks.

Northeast Area Rally 2023 – Wheeling, WV

NRCS & FSA are both under FPAC, when will they train together on 1026 process? Kathy – new training coming on new Conservation Gateway software

Can next year's acreage reporting come online sooner? (2024 came online March 1, Florida citrus deadline is April 15, 2023). Kathy – will look at that, did not realize

Emergency Grain Storage – first come, first serve creates competition between offices and producers, is not good business. Kelly Dawson – will share comments, did not anticipate this many applications, working to get more funding. Regretful but working on it.

TJ – working in Conservation Division on variety of ideas to improve

860 on Veterans vs Beginning Farmers was written in regulatory. Kathy – would need congressional change

Difficulty of ERP2 & complexity. Kathy – communications push & YouTube video walking producer through process coming. Traditional producers like traditional programs, not revenue based. Timing was off w/ tax preparers' busy season. We are accustomed to filling out for producers, hard for COF to accept; training was not for us to become tax experts.

2-CP kickback CCC-576 Not for NAP in NAP software, to be written in? Kathy – amendment in fall was supposed to be included, wording needs improvement.

ECP drought well drilling – needs determination before appropriation, NRCS wont complete needs determination until obligation. TJ – agree should not be happening. Tech assistance gets reimbursed, MOU, need to collaborate with NRCS nationally.

ECP handbook clarification on failed practices i.e., wells 2 year after install within 10-year lifespan, lack policy. TJ – subsequent disaster/poor design, shouldn't be opening new signup to repair/replace, will take to work on policy.

Dillard's presentation – Steve Dillard – introduced Kevin Dale as new team member. \$2,000 check presentation to WV NASCOE for Rally. Dillards licensed in all 50 states (myfederalretirement.com), National Ethics Bureau approved, Certified Federal Retirement consultant, USFCR verified vendor.

NADD – Paul Winklosky – NADD promotes; modernizing DDORS, working w/ NASCOE on CED classification; streamlining RFS; leasing issues; meeting w/ FSA mgmt. May 9 in DC.

RASCOE – Chuck Rand, President – old friends, new friends, friends we haven't met yet; membership important for NASCOE at all levels (PTs that pay but don't participate). Plan for retirement. 2 bills pushing: HR82 Social Security Fairness Act (windfall elimination) effects CSRS employees, HR304 Equal COLA Act – cost of living increase is less for FERS employees than CSRS.

Northeast Area Rally 2023 – Wheeling, WV

NAFEC – Kevin Dale, National Marketing Director – COC only system in govt w/ local grassroots. COC's need trainings and orientations, agency has quit training. Need NAFEC directors (current or former COC members), NY on list of states needing directors (DE, MD, WV covered). Associate membership \$1/PP, COC member \$4/meeting. NAFEC can try to help issues we can't work on. Has scholarships.

John Perdue won \$35 in 50/50 raffle, donated back. Mary Juever won Dillard \$100 gift card.

NEA Rally 2024 – April 11-14 in Freeport, Maine at Hilton Garden. \$157/night

Awards - Lifetime membership presented to Chris Lary

No new candidacy announcements for NEA Exec/Alt.

NASCOE President candidacy announcement – Joel Foster. This is Marcinda's last year.

Kayla Mattson candidacy for NASCOE Vice President

Taylor Stucky candidacy to continue NASCOE Secretary

Jessi Colegrove candidacy to continue NASCOE Treasurer

Marcinda Kester, NASCOE President – PM3069 CED classification was still in negotiations, but Notice was a win. Hoping to get negotiations caught up before Texas. Increase pay would reduce ceiling, process to get budget increase for current ceiling with pay increase – congress appropriated. Loan analyst/assistant positions at grade 9, we should be able to get COF PT equal adjustments or opportunities. Customer service task force. Its not that we don't want to do the work but it is getting impossible. Equity commission – no recommendation to get rid of COC, support NAFEC to build them. WebTA – call w/ Ted & Trina, WebTA important to code right ('someday' use in MOU reimbursement for NRCS Eligibility 902s); count your time – don't work off the clock. NASCOE App – associate & lifetime members can also join except for member only area; Mailchimp shutting down. Program/Negotiations in May. National Convention in Texas 2023, Illinois 2024, no one for 2025 yet. Q&A – increase grade also gains 2 steps, no loss in pay. T&A – attach to program better than NP. RFS – Brandon & Lacey on task force. Leasing – GSA has leases but delegated some to USDA; USDA leases ok but GSA managed leases have problems. New leasing regs: 48 sq ft per PT, 120 sq ft per manager, 150 sq ft general area, cubicle space for employees not in existence yet, all open concepts. Remote positions as option for hard-to-fill higher level positions.

Dillard gift card drawings.

GEHA Wellness Presentation on Stress Management: Practice Gratitude for improved well being BCBS

– Essential Health Screenings

Northeast Area Rally 2023 – Wheeling, WV

WV put on a great rally. No lack of food! Sadly, low attendance, counted 28 at banquet dinner. Auction lively as usual brought in \$1600+. NY put together a basket of maple items, coffee and pancake mix that brought \$75. 3 individual bottles of NY wine brought \$55 total.

Saturday, April 22, 2023 - Historical tour of WV Penitentiary on Saturday morning. Mound (Native American burial ground) across street was not open for climbing due to weather.

The resort was beautiful, very busy with weddings and proms on the weekend. GPS dropped signal navigating the sharp corners and steep grade both going up and returning down the mountain. Banjos may have been heard on the recalculated route home. Crossed into PA on some random back road before finally reaching the highway.

Minutes credit to Jennifer Doty, NYASCOE member and NEA Benefits & Emblems Chair.

Submitted by:

Tina Williams

NEA Executive



National Association of FSA County Office Employees

Southeast Area

Donny Green, Area Executive

SEA Rally Minutes
Myrtle Beach, South Carolina

The Southeast Area met in Myrtle Beach, South Carolina on, April 25, 2023, for the convening of the 2023 SEA Rally.

I. OPENING OF MEETING ANF FIRST DAY ACTIVITIES

Donny Green, Southeast Area Executive, opened the meeting at 8:00 a.m. EDT. All members and guest were welcomed. This day consisted of presentations by Donny Green, SEA Executive; Amy Blum, SCASCOE President; South Carolina SED, Laurie Funderburk; Steve Peterson, FSA Associate Administrator; Kim Graham, Assistant Deputy Administrator for Farm Programs followed by a Q&A session with many FSA National Office personnel joining via Microsoft Teams. Following the Q&A session, NASCOE President Marcinda Kester addressed the attendees prior to a presentation on Program Submissions and a review of employee benefits from Dillard Financial.

After lunch, those in attendance were treated to a choice of 2 workshops; one on TSP benefits and the other on health care benefits presented by BCBS. Meetings adjourned at 2:00 to allow people to attend one of the planned tours prior to the evening banquet.

II. DAY TWO AND THE ROLL CALL OF STATE DELEGATES

Neil Burnette, SEA Alternate Executive, opened day two of the meeting and addressed rally attendees followed by a roll call of Southeast Area state delegates. The following state delegates were present: Alabama: Judy Rudd, Arkansas: Stuart Cooper and Nancy Chlapecka, Florida: Cal Sherrouse and Anthony Williams, Georgia: Sammie Jo Lawless and Samantha Fowler, Kentucky: David Wayne and Dawn Ovesen, Mississippi: Gene Nunnery and Halie Horn, North Carolina: Gail White and Shannon West, South Carolina: Amy Blum and Kayla Jordan, Tennessee: Donnell Poss and Sarah Smith, and Virginia: Laura Begoon and Jeanette Smith. The Chairperson declared a quorum of state delegates were present.

III. NEW BUSINESS

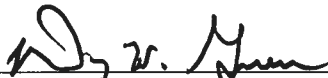
The Chairperson presented a Resolution supporting the Farm Service Agency Farmer-Elected County Committees and Authorities. An advance copy of the resolution was sent to state delegates by Area Executive Donny Green on April 10th, 2023 for review. Following the presentation of the resolution, Amy Blum made a motion that the resolution be adopted as presented. Judy Rudd seconded the motion. The Chairperson called for discussion. Being no discussion offered, the Chairperson called for a voice vote. The “ayes” were unanimous, and the motion passed. This SEA Resolution will be submitted to the NASCOE Secretary along with the minutes of this meeting.

Following the vote on the resolution, Committee reports were presented. Judy Rudd moved a motion that all reports be accepted as submitted. Sarah Smith seconded the motion. There was no discussion. Roll call was conducted and the motion passed unanimously.

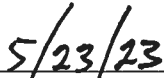
The second day of the rally continued with a presentation from our NASCOE Legislative Consultant, Hunter Moorhead, followed by a membership and recruitment presentation by Sarah Smith and the Alabama Delegation. Our meeting concluded after presentations from RASCOE, NAFEC, BCBS and a breakout session on state leadership.

IV. ADJOURNMENT

Donny Green, SEA Executive, officially adjourned the 2023 SEA Rally after the conclusion of all business and presentations on Wednesday afternoon, April 26, 2023.



(Southeast Area Executive)



(date)

Minutes approved unanimously at 5/23/23 meeting of SEA state Delegates.

**RESOLUTION SUPPORTING THE FARM SERVICE AGENCY
FARMER-ELECTED COUNTY COMMITTEES AND AUTHORITIES**

WHEREAS, 16 U.S. Code § 590 and the 1935 Soil Conservation Act and most recently, CFR Title 7, Subtitle A, part 7 as amended February 2023, provides provisions for state, and county committee structure, composition, elections, and duties of the County Committee.

WHEREAS, throughout the history of USDA, Farmer-Elected County Committees have represented their neighbors and farming communities by providing local knowledge and experience in understanding the trials and challenges farmers face.

WHEREAS, the farmer-elected FSA County Committee has a long history of representation through democratic open nomination and election processes providing transparency and accountability of supervision of county office employees and the highest standards of customer service.

WHEREAS, this time-tested system must be preserved, respected, and enhanced, both administratively and programmatically, to ensure continued accountability, equality and transparency are demonstrated in the administration and delivery of services and programs at the Farm Service Agency.

BE IT RESOLVED, the Southeast Area of NASCOE, in attendance at our 2023 Southeast Area Rally in Myrtle Beach, SC on April 25, 2023, hereby reaffirms our unwavering support for the Farm Service Agency Farmer-Elected County Committee System, the current authorities provided by statute and regulation, and the National Association of Farmer-Elected Committees (NAFEC).

BE IT FURTHER RESOLVED, the Southeast Area respectfully disagrees with, and adamantly opposes, any initiative that diminishes, erodes, or removes any administrative, supervisory, or program delivery authorities historically and currently granted to Farmer-Elected County Committees. Specifically, the Southeast Area **does not support** 1) removing the democratic local farmer-elected system and replacing with a bureaucratic appointment process; 2) removing or diminishing the Farmer-Elected County Committee authorities to hire, supervise, and evaluate performance for county executive directors and subordinate county office employees; 3) removing or diminishing any programmatic authorities for delivery of federal farm programs, and, 4) changing the employment system for any Title VII county office (CO) employee to the Title V General Schedule (GS) system.

**NORTHWEST AREA RALLY
ANCHORAGE, ALASKA
MARCH 22-26, 2023**

RALLY CONTACT INFORMATION

Position:	Name:	Phone Number:
NWA Executive	Lacey Orcutt	406-450-4380
NWA Alternate Executive	Matthew Weddingfeld	402-540-9345
Convention Host	Cheyenne Osmundsen	406-406-4061
	Rebecca Brown	406-217-2284
Registration	Cheyenne Osmundsen	406-406-4061
	Rebecca Brown	406-217-2284
Tours	Rebecca Brown	406-217-2284
Silent Auction	Kyra Hagberg	406-861-2231
First Aid/Medical	Lacey Orcutt	406-450-4380

STATE PRESIDENTS

State:	Name:
Washington/Alaska	Suzy Rutherford
Oregon	Heather Tritt
Idaho	Lisa Eaton
Montana	Kyra Hagberg
Wyoming	Pam Metz
North Dakota	Barb Thoreson
South Dakota	Kathy Torres
Nebraska	Raela Brandt

NWA LEADERSHIP TEAM

Position:	Name:
Executive	Lacey Orcutt Montana
Alternate Executive	Matthew Weddingfeld Nebraska
Awards & Scholarships Chair	Deana Tranby North Dakota
Benefits & Emblems Chair	Pam Metz Wyoming
County Office Advocacy Chair	Jill Lorang Montana
Legislative Chair	Melissa Klucken Idaho
Membership Chair	Emilee Seier Nebraska
Programs & Negotiation Chair	Meghan Soderlund Nebraska
Publicity Chair	Cheyenne Osmundsen Montana

NWA Rally Agenda & Minutes Anchorage, AK

WEDNESDAY, MARCH 22, 2023

- Arrival Day
- 5:00 PM – 8:00 PM– Poker Run
 - Meet in the Hotel Lobby

THURSDAY, MARCH 23, 2023

- 9:30 AM – 5:00 PM – Matanuska Glacier Winter Hike & Tour
 - Meet at the Visitor's Center
- 11:00 AM – 2:00 PM – Anchorage All Around City Tour
 - Meet at the Visitor's Center
- 11:00 AM – 3:30 PM – Wildlife Conservation Center & Turnagain Arm Tour
 - Meet at the Visitor's Center
- 4:00 PM – Registration Booth Opens
 - Hotel Lobby
- 6:00 PM – Registration Booth Closes
 - Hotel Lobby

FRIDAY, MARCH 24, 2023

- 7:30 AM – Registration Opens
 - Denali Conference Room
- 7:30 AM – Silent Auction Opens
 - Set up in the Denali Conference Room
- 8:00 AM – Convention Called to Order
 - Invocation
 - Kyra Hagberg
 - Pledge of Allegiance
- 8:15 AM – Opening Comments & Welcome
 - Montana Rally Host Team
 - Becky Brown
 - Lacey Orcutt, NWA Executive
 - Adopt Agenda
 - Welcome
 - Emilee Seier, NWA Membership Chair
 - Roll Call of States
 - WA/AK – 2 and 1 RASCOE
 - OR – 2
 - ID – 2 and 2 guests
 - MT – 6, 2 guest, and 1 RASCOE
 - WY – 1 RASCOE, 1 NADD
 - ND – 0
 - SD – 3 and 1 guest
 - NE – 3 and 4 guests
 - IN – 1
 - RI – 2
 - SC – 1
 - VA – 2

- Total in attendance: 37
- 8:10 AM – NASCOE Officer Update
 - Joel Foster, Vice-President
 - 50 States visited accomplishment to Chris and Brent
 - Equity Commission
 - Report to the Commission were not kind to the COC system
 - Plan put together by NASCOE to update the inform
 - COC member from TN and NASCOE put together a position page
 - Encourage reading the report regarding COC and loan programs
 - COC would be a representation of a percentage of the COF producer
 - Ensuring equal opportunities for all to serve on the COC through election process
 - 2023 Farm Bill is starting to negotiate so this could be looked at in that new bill
 - Keep informing stakeholders, public, COF of the importance of the COC systems
 - Brought to light that we need to continue to work to make the COC better
 - Need to make NAFEC a stronger organization
 - Want each state to come up with 2 state delegates to represent NAFEC
 - Former or current COC members
 - Need to encourage our COC members to become members of NAFEC
 - Encouraging states to consider paying for a NAFEC representative to the National Convention
 - You can talk about NAFEC with our COC members during the COC members
 - There is a PowerPoint on the DAFO webpage
 - Send out the web address and the PowerPoint to all
 - 2023 Farm Bill – There is really nothing to far along in this process at this point
 - If there are changes to the COC it would be done during a farm bill
 - President’s budget has been released
 - Nothing huge, pretty much keeps us at level terms
 - Haven’t gained much with the number of employees
 - The agency cannot go to congress and ask for money, we need our stakeholders to do that on our behalf
 - All the additional money is for COLA, health insurance, IT, rent
 - Staffing levels
 - Recruitment and retention is a huge problem all over the US
 - Mr. Ducheneaux has testified to congress about our staffing concerns
 - September 2022 – letter to Sec. Of Ag to look at OPM salary rates
 - NADD and NASCOE has issued a joint letter
 - Promote grades 3 and 4 sooner than 27-PM
 - Downgrades possible in some offices
 - Hopefully there will be some notices coming out to address our staffing concerns
 - Membership
 - Declining mainly due to the increase in new employees
 - We are title 7 employees, GS are title 5 – title 5 is under the executive branch and doesn’t include us at all times
 - Paid Parental Leave Act we had to ask for

- Retirement and Health Insurance were the only ones granted, the rest have to be fought for
 - Engage our members
 - Keep developing new leadership to keep the association moving forward
 - Negotiations and Programs
 - 2022 and 2023 will be done together – hopefully in May 2023
 - Working with National Office for a SharePoint site
 - App and Web
 - Need to be a member and a valid email address
- 8:45 AM – National Association of District Directors (NADD)
 - Sherri Weins, NWA Representative
 - Work on behalf of all FSA employees really try to work to be all inclusive
 - Working with DC on promotion from grade 4 to 5
 - Re-evaluations of CED and grade classifications
 - How are the COF grading
 - Employee supervises
 - Payees in 2 years
 - Complexity of programs
 - Working with NASCOE and NO
 - Retention of employees and moral decreases with these things weighing on everyone’s minds
 - Employees are stressed out
 - Trying to help with benefits, pay increases, anything that they can look at
 - WY is having a really hard time getting positions filled – can’t just announce the job opportunity full potential at once – working through these for more than 12 months before they can really get these filled
 - Different states handle these differently
 - Working on streamlining the RFS options
 - Want these integrated into the programs to help with workload
 - In PD and Performance Plans – they are not going away
 - These protect the employees and the agency
 - Building leases – they are time consuming and hope to help this system be better and more streamlined
 - National Leadership Training – looking at revamping this training
 - Looking for new trainers as most have retired
- 9:15 AM – Break
- 9:30 – Alaska State Office
 - Shelby Johnson
 - Hired in ID as a temp PT by Cary Curtis
 - Found a COT position in NM
 - Went to AZ as a CED
 - Then to AK for a CED position – but didn’t apply 3 times but did and has loved it
 - AK is very supportive of everyone – they all support each other and a win for Agriculture is a win for everyone
 - Major crops
 - Peonies
 - Over 60 in AK
 - Lots of vegetables and you pick crops in the state
 - Barley and hay production

- Mainly in the northern offices
 - 2 COF –
 - Palmer and Delta Junction
 - STO is in Palmer
 - Did a field visit on a water taxi for oysters
 - All employees are cross-trained – they take their FLOT trainings as well as CED knowledge
 - Been in AK as a CED for a year and now a STO position
 - CED in northern office – also going through FLOT training
 - RTCP is the major program
 - Helps with costs for shipping and transportation of living in AK
 - 3 million dollars appropriated for the program
 - Really hard summer in AK –
 - Not good for dry land farmers
 - Started raining in July and didn't stop until September
 - Amy is really in touch with the Ag community
 - Worked really hard with DC to administer the ELAP program
 - 3 employees in Delta
 - 3 employees in Palmer
- 10:00 AM – Alaska State Executive Director
 - Amy Petit
 - From OR
 - Stresses that FSA can't do the work that is done without the COF Employees
 - AK farms are growing
 - 70% of operators are female
 - Lots of direct from farm to consumer farms
 - Largest export besides fish are Peonies
- 10:15 AM – Farm Service Agency Administrator
 - Zach Ducheneaux
- 10:45 AM – Question & Answer with National Office Guests
 - Zach Ducheneaux, Ivan Suarez, Michael Walter, TJ Wilson, Kimberly Floehr, John Berge, Kimberly Graham, Trina Brake, Steve Peterson, Martin Bomar, BreAnna Martinez, and Kathy Sayers
 - Is the PARP and ERP2 software calculating the CFAP payments to be subtracted or should the producer? The online material and what we were told in training are conflicting.
 - Michael Walter response: The producer should count it, because the software will deduct that amount since we know exactly what it is. Farmers.gov will be updated to clarify what should/shouldn't be counted.
 - Are NRCS programs counted as conservation programs and should they be counted against the PARP total?
 - Kimberly Graham response: Per the rules, these payments should be excluded from the producers totals.
 - A comment by a member from Montana that from a field office perspective, this is a very difficult program as we are to not assist the producers due to using tax information, but the guidelines are fuzzy and difficult for the producers to understand.
 - Administrator's response: We will work with our tax cooperative partners that assist with Farm Loan to get us help for the field or a way for assistance. In the future, DC will be more cognitive on what information

- is requested to make sure it is a simple matter for producers and offices.
- Would it be possible to get accountants for the producers at the agency's expense? Or a hotline they can call to speak with an accountant?
 - Administrator's response: We can't "hire" accountants, but we will work with the tax cooperatives to get information clarified.
 - When will the guidelines be updated in 16AO par. 178B?
 - DC will follow up when they can research this item.
 - Will the RFS be updated to list all employees when working with multiple in one office visit? Also will it be updated for all programs and forms?
 - The software is updated as law pertains to all forms and programs. There are still revisions in progress and hopefully soon it will have the ability to list all employees. But we need all states to start using the software as is, many don't even have any RFS loaded at all.
 - We are evaluated on whether or not we can speak multiple languages and in some offices this would better help our offices to assist producers. Could we get Rosetta Stone to complete as an IDP?
 - Administrator's Response: Yes, he will work to get this added to software programs we have access to as employees, but wants to see employees actually use the tool.
 - FSA is implementing new offices with new staff but we can't backfill and hire new employees in heavy workflow offices. How is this justified?
 - If you are having trouble in the field getting high workflow offices restaffed, reach out to the administrator's office and they will evaluate the situation and get you the resources you need.
 - When will the word "by" be added to our forms in the signature section?
 - Administrator's Response: This is not something that we will pursue. Every form would have to be cleared again and would cost more time and money than necessary. We will make sure that as long as the COF has the signee's title (manager, partner, etc.) on the form that a COR won't mark this as an improper payment.
 - A producer had grass certified for 2022, no NAP application on file, but wants to file a CCC-860 for 2020-2023. However, the 860 was not on file by the 2022 Grass NAP Application closing date. Why can we retroact on CFAP payments but not sign them up for 2022 NAP?
 - Statute language for NAP stops us from going back to sign a producer up after the coverage closing date. The Administrator's office reached out to verify and was told this was not possible; however, CFAP is a more administrator friendly program when it comes to changes being made.
 - FSA tends to have multiple program deadlines on the same day or just a couple days apart. In an office that is affected by all programs, an office is forced to choose which program to finish first and which program could work off a register. Is there any way deadlines can be reviewed?
 - DC will look at all deadlines and see which ones could be altered. However, we work a lot based on production cycles, so no promises that all deadlines can be moved.
 - Do you see a correlation between less staff and higher error rates in audits in the field?
 - Administrator's response: I am working to have auditors give us more notice and to help us learn from our mistakes not just write up an office for the error.

- Lacey Orcutt made the comment that she had a temp accept an offer in January and still is not onboard, hiring is taking way too long.
- Lacey Orcutt brought up the Livestock Tracking Software that has been mentioned before and asked if there were any new updates on the progress of this for producers.
- A comment from the crowd is that stress is high and pay is low, will there be any changes to pay in order to try and attract new employees and keep current employees.
 - Going digital in the field is very frustrating when things don't work and IT won't assist in a timely manner. Assistant Administrator made the comment that going digital is required by law and we need to do our part to get up to speed with the 21st century. KIOSK will allow producers to check in to offices and possibly take care of small business items to allow us to continue processing other items at the same time. We are still a work in progress but hope that these changes will help everyone.
- Joel Foster mentioned that as CRP rental rates have gone up, producers appreciate it; however, the payment limitation also needs to be adjusted to take these higher rates into consideration.
- Postage has been a nightmare lately. Any way to keep this from happening?
 - Kimberly Graham stated that this issue should be resolved for the remainder of the fiscal year, but if you have issues to contact DAFO.
- When will employee workload account for LIP, ELAP, LFP?
 - When distributing ceilings all programs are counted equally.
 - The OPO has all programs treated the same and accounts for the three previous years. Disaster and AdHoc programs are displayed for the STO to use them for permanent or temp ceilings and the STO has the freedom to place these positions where they are needed.
- Could we possibly add a WebTA line for taking NOL for ELAP and LIP similar to how NAP is?
 - Send this recommendation to Trina Brake and she will forward on to the ARS working group.
- NRCS recently received a substantial amount of funding for CSP and EQUIP. This is having a large impact on FSA farm records and eligibility. Are temps available for the NRCS workload?
 - The Administrator's office is working with NRCS to see how the funds they were provided for administrating the funds could be used to get assistance on the FSA side for these matters.
- The field wants WDC to know that the NRCS field staff is the ones that needs certifications for MIDAS access in order to print off 156-EZs and Producer Data Reports. They only need a "Read Only" version, but all these certs have gone to their STO employees or the Farm Bill Specialist and that is not efficient.
- Many states are missing their Length of Service Coins. How can this be fixed?
 - There is an FPAC notice for STO Admin on how to request the certifications and coins.
- Any timeline on when we will hear results of relief cases sent to the NO? There are cases that were sent up in July of 2022 and we still don't have any answers.
 - John Berge is going to working with the department to get through these cases, so please give them a little more time to get through them all. Also, he is hoping to implement a new process for submitting these so they can all be tracked.

- When will we get ELAP software?
 - Every year this is an IT priority, but with new programs and AdHoc it gets pushed down due to funding issues.
- Cheryl from RI made a couple comments:
 - IT going virtual and not visiting offices any more is not working when we don't have time to stop and troubleshoot, we need them to come to our offices again and do their job.
 - We need a new process for NAP Pricing – to get crops added to the crop table we spend a lot of time gathering local prices, just for them to be denied by the NO.
- Our workflow has increased due to the IRS not processing 3-5 AGIs per batch we send. This requires us to find the ones that are processed via an overpayment report, then we have to get the producer in to sign a new one and resend to the IRS to hopefully have it updated before the receivable is created.
 - Send this issue to Administrator Zach as he is having talks with treasury soon and will try to see if we can find a better way to process these with the IRS.
- 11:45 AM – Closing Comments
 - Montana Rally Team
 - Becky Brown
- 12:00 PM – Adjourn
- 1:00 PM – 7:00 PM – Alyeska Aerial Tram & Option to Ski
 - Meet in Hotel Lobby
- 2:00 PM – 4:00 PM – Alaska Native Heritage Center
 - Meet in Hotel Lobby

SATURDAY, MARCH 25, 2023

- 8:00 AM – Convene NWA Rally Meeting
 - Montana Rally Host Team
 - Kyra Hagberg
 - Matthew Weddingfeld
 - Roll Call of Delegates
 - NE – Emilee and Matt
 - SD – Paula and Larissa
 - MT – Marsha and Kyla
 - ID – Lisa and Melissa
 - OR – Heather and Melissa
 - WA/AK – Suzy and Emma
 - WY – no one present
 - ND – no one present
- 8:15 AM – Dillard Financial Solutions
 - Wes Daniels
 - What Dillard's can do for you.
 - Send in your retirement paperwork to them for a review
- 8:30 AM – National Association of Farmer Elected Committee (NAFEC)
 - Dan Noteboom, NWA NAFEC Representative
 - Thank you to the COF staff that continued to work with producers through COVID and took the time to go to their homes or come outside to complete the paperwork on the hood of the pickup
 - Acknowledge the producers are struggling as the commodity prices are not in

- line with what the expenses are
 - Working on the CED reclassification from a 12 to an 11
 - Watching the farm bill very closely
 -
 - Lifetime member for NAFEC \$200
 - Send the DAFO information, PP and flyer to all attendees and State Presidents
- 8:45 AM – RASCOE
 - Chuck Land, President
 - Old friends, new friends and friends we haven't met yet
 - Need to work on NAFEC and Membership
 - House bills to watch
 - Transfer bills for promotions
 - Build up your membership
 - Associate members for RASCOE
- 9:00 AM – NASCOE Legislative Consultant
 - Hunter Moorehead, Crossroads Strategies
 - \$1 trillion in funding, highest ever
 - Questions if we are going to be cutting some of the programs to keep funding reasonable
 - Two primary focuses in the farm bill are SNAP and Climate Change
 - There will be about 200 members of congress that were not part of the last farm bill that will be a part of this one
 - Understands that retention and pay are serious concerns
 - Senate Ag Committee stressed that we need to keep employees and working in production agriculture
 - House will probably move first on the new farm bill, maybe have something by the end of May beginning of June
 - Farmers concerns are waters of the US on track to go to the senate
 - NASCOE needs to focus on membership – there is strength in numbers when talking with constituents
- 9:30 AM – Candidacy Announcements
 - Joel Foster
 - NWA Executive
 - Lacey Orcutt
 - NWA Alternate Executive
 - Matt Weddingfeld
 - NASCOE Treasurer
 - Jessi Colgrove
 - NASCOE Secretary
 - Taylor Stucki
 - NASCOE President
 - Joel Foster
 - NASCOE Vice President
 - No one has submitted at this time
- 9:45 AM – Committee Reports
 - Matthew Weddingfeld
 - Awards & Scholarships
 - Deana Tranby via Kyra Hagberg
 - 75% goes to host state and 25% to NASCOE
 - Reading the notices of scholarships and awards received
 - Be sure to send in your nominations

- o The NW Area had 3 Open Continuing Ed Applications, 12 Traditional Applications, 1 Vocational Application, 1 Member Continuing Application, 1 Continuing Education for Adult Children of Members Application and 2 DSA Applications.

Thank you for the opportunity to serve as your NW Area Scholarship and Award Chair. I can say that this year was a learning year and I would like to continue to serve the NW Area as the S & A Chair if you all will give me another chance. Have a wonderful time in Alaska and I am sorry I can't be with you all!!! I will see you all in Texas in August!!

- Benefits & Emblems
 - Pam Metz
 - o No report given
- County Office Advocacy
 - Jill Lorang

If there has ever been a time when a unified voice for the COC system it is now! The equity commission released their interim report and the COC system is under fire. I would encourage you to read the report. The report was published on February 23, 2023. It can be found at the following link.

<https://www.usda.gov/sites/default/files/documents/usda-ec-interim-report-2023.pdf>

It is important that COC members are involved in NAFEC. There are fact sheets to hand out to your COC members. In addition to COC members county office employees can choose to be associate members.

The COAC committee meets once a month and is keeping a close eye on the equity commission findings. A tool kit is being designed for people to use when visiting with with ag organizations about the County Committee structure.

NASCOE believes in the COC system and has expressed concerns to the Equity Commission and leadership. We would encourage you to become informed on the issue.

- Legislative
 - Melissa Klucken
 - o Worked to secure a \$53.9 million increase in the FY 2023 Agriculture Appropriations Bill signed by the President in December 2022.
 - \$ 696,594,000 shall be made available for funding County Committee meetings in the current fiscal year that the Administrator of the Farm Service Agency deems to exceed or not meet the amount needed for the county committees and may be transferred to or from the Farm Service Agency for necessary expenses.
 - No funds available to the Farm Service Agency shall be used to close Farm Service Agency County offices
 - No funds available to the Farm Service Agency shall be

- used to permanently relocate county-based employees that would result in an office with two or fewer employees without prior notification and approval of the Committees on Appropriations of both Houses of Congress.
- Expressed to House Agriculture Appropriations subcommittee how important it is for State Executive Directors and State Committees to be timely appointed.
 - Voiced our concern to the House Agriculture Appropriations subcommittee the need for FSA to attract and retain county office employees and how critical their work is in the rural community.
 - Made Congress aware of the need for the administration to factor disaster assistance programming when contemplating additional staffing resources needed to successfully carry out its mission.
- Monitored the public meetings held by the USDA Equity Commission to ensure there was a clear understanding by the committee of the roles and responsibilities of the Elected FSA County Committee.
 - The Legislative Committee released the FSA County Committee Preservation plan and FSA County Committee Talking Points to assist NASCOE members in educating Congress and Stakeholder groups about the importance of the COC as well as address any misconceptions.
 - Due to efforts of NASCOE members, NASCOE Legislative Consultant, and the Legislative Committee, the recently released Interim USDA Equity Commission Report did not recommend eliminating the Elected FSA County Committee.
 - Consulted with legal counsel, our legislative consultant and contacted various Executive and Legislative branch officials regarding the interpretation of Section 1111 of the NDAA Bill and confirmed there would be no potential adverse effect on county office employees. FSA employees who were deemed essential due to an exigency of public business will be able to have all their excess leave restored as previously granted by the FSA administrator.
 - Identified a gap in the Whistleblower Protection Process affecting CO employees that is currently being rectified
 - Secured Parental Bereavement Leave for CO employees that were left out of the 2022 NDAA bill
 - The Legislative Team traveled to Washington D.C. in July of 2022 to meet with Congressional Members and Staffers regarding Employee Pay and Retention as well as current Legislative Goals established by NASCOE.
 - The Legislative Team has met with OPM to address concerns with the length of time it is taking for our employees to finalize their retirement.
 - NASCOE and NADD sent a letter to DAFO-1/27/2023, addressing concerns about downgrading CO-12 positions due to the recently updated CED Pay and Reclassification changes and

reducing time-in-grade required for promotion in grades 3, 4, and 5,

- o Working with Congress can be a very cumbersome process. Several of the following issues will have a significant impact on the Federal Budget if they are signed into law. With the right timing, under the right circumstances, these measures may be added to other pieces of Legislation and passed by Congress. The Legislative Team is continuously working in various areas to represent NASCOE membership. If you ever have an item, you think we need to consider, please reach out to your Area Legislative Chair or directly to one of us and we will be glad to look at your concern.
- o **Goals**
 - Secure passage of HR 4268 Federal Retirement Fairness Act passed which provides a path for employees to “buy-back” their temporary time
 - Work with OPM to secure a PAC drop-down option for retirees to contribute to the NASCOE PAC through a monthly pension allocation
 - Continue to work with RASCOE to address issues employees/retirees are having with OPM and the retirement process.
 - Secure grade reevaluations for PT’s along with a comprehensive GS pay system increase
 - Secure passage of HR 866 Equal COLA Act (Rep. Gerry Connolly-D-VA) Reintroduced Bill on 2/8/2023 (Formally HR 304)
 - Secure passage of the HR 82 Social Security Fairness Act- Repeal of Windfall Elimination Act
 - Promote Legislative action to amend current LFP regulations to reflect a deadline of January 30 of the following year **or** 90 days after the county becomes eligible for LFP, whichever comes later.
 - Closely monitor Farm Bill negotiations to ensure FSA workload is protected, keeping our jobs secure.
 - Continue to promote and build the NASCOE PAC.
- o The legislative team would like to challenge each state to appoint a Legislative Committee Chair to build a strong team for outreach in each State. If you have any questions on talking points or outreach feel free to contact your Area Chair, Melissa Klucken, and she can make sure you have all of the information needed to successfully advocate for the Legislative team in your State. We would also like to remind you how important PAC contributions are to making these accomplishments happen year after year for the Employees of FSA.
- Membership
 - Emilee Seier

I’m very excited to be here today and see many familiar faces and lots of new ones.

For those that don’t know me, my name is Emilee Seier. I am a

CED in Northeast Nebraska.

I currently serve as NEBRASCOE's Membership Chair, the Northwest Area Membership Chair, and I'm excited for my newest adventure as your NASCOE Membership Co-Chair serving alongside Glenn Thomas out of South Carolina.

NASCOE continues to face membership challenges from the inability to meet in-person and with recent retirements of loyal career long members. These challenges are reflected in our membership percentages nationwide where we currently sit around 70 percent. Hopefully as offices can begin meeting in person, we can make every effort to spread the news and importance of NASCOE to our co-workers. Our membership is the strength of NASCOE. I can tell you firsthand that FSA National Leadership sees the commitment and dedication that your county office co-workers are putting into NASCOE, but we need everyone's help to increase our membership numbers. Our voice is still being heard, but there is always strength in numbers. We need to show FSA leadership that we believe in our association and grow our membership so that all will see our commitment to NASCOE. By doing so, we can bring even greater attention to the many important matters and challenges that affect all county office employees. Please continue to monitor your states membership numbers and reach out to Lacey Orcutt if you feel like a membership jump team is needed or if you have any concerns.

The National Membership Team and State Membership Chairs continue to maintain the NASCOE Information Database, or as we like to call it the (NID). The NID is crucial in our fluid work environment for tracking membership information within each state as well as providing ways for NASCOE to relay information to all members. It's become very important to collect personal e-mail addresses for full members and associate members, not only for another line of communication, but as we transition to the new website and app an email address will be required for access to the app. As you gather this information from your new and existing members, please be sure to send to your area membership chair so we can get this information updated in the database.

We continue to work as a team to come up with new and creative ideas to attract new members. If you haven't seen already, the NASCOE flyer was updated for a fresh new look, with all the same important information that was on the previous flyer. Please continue to use this tool with your outreach efforts and the other resources that are available to you and can be found on the NASCOE website.

It is also important to continue to recognize our members. A few important areas I would like to highlight would be:

- The Honorary Lifetime membership award. These awards can be submitted at any time throughout the year. This is a great way to honor the retiree that has been a continuous NASCOE member since the first year of their career with FSA. This also gives them to opportunity to attend Rallies and National Conventions without paying the registration fee. This form can be found on the NASCOE website under the membership tab.
- Individual and Office Consecutive Membership Awards. These awards start at 25 years of membership and go in 5-year increments. The form can be found on the NASCOE website under the Membership tab and submissions can be made anytime throughout the year but must be received by **June 15, 2023**. An important change was made this year for the County Office Consecutive Membership awards, these are no longer required to be contiguous years of membership, which allows offices that may not have had 100% membership for all years to still have enough cumulative years to earn an award when they are able to get back to a 100% Membership County office.
- The NASCOE Memorial. This is a way to remember former co-workers and NASCOE members. At National Convention each year, a touching tribute presentation is put together to remember those we lost in the last year. These include NASCOE Members, RASCOE members, FSA employees and County Committee Members. **The deadline to submit is July 1, 2023**, and the submission form is found on the NASCOE Website under the Membership tab.
- Finally, I want to bring attention to the Membership Drive Contest – NASCOE’s Benefits Provider, Dillard Financial Solutions, Inc, offers a special membership drive contest each year. The state with the highest increase in new members, including associate membership, from July 1 to June 30 of each year will receive a \$1,000 award sponsored by Dillard Financial Solutions, Inc. Dues must be postmarked by **July 10, 2023**, to be eligible for the contest.

And lastly, a special thank you to Lacey Orcutt, our NWA Exec, and everyone involved in planning and preparing for the NWA Rally. Your time and dedication are very much appreciated by all NASCOE members. Please feel free to contact me at any time with any questions or concerns.

- Programs & Negotiation
 - Meghan Soderlund
 - No Report Given
 - Discussion on submitting a form – clarification on who to send additional documentation if you run out room
 - Has the idea of jump team CEDs been discussed
 - When are our negotiation items going to be reviewed with the National Office

- State meeting is being rescheduled to May
- Budget is an issue to have state know which direction to go with hiring and supplies
- Moral is low
- Shared management with the distance is a waste of time with half the day being spent traveling
- No SED currently in ID
- Whole new FP staff because they don't really know what they are doing and little direction
- Not extending deadlines to all producers
- Procedure and policy coming out in an email vs in a handbook
- Montana
 - Kyra Hagberg
 - Low on membership
 - Doing a lot to change
 - Thinking about doing a jump team
 - State Conference Call on Thursday
 - Will be on All Employee Calls
 - SED is very supportive and wants to hear from us
 - New bags for membership drive/train
- Wyoming
 - Pam Metz
 - No report given
- North Dakota
 - Barb Thoreson
 - We are busy preparing for our 2023 State Convention, to be held March 31, in Carrington. Our SED and AO have provided us with six hours of administrative leave for all CO employees attending the convention. The NDASCOE board decided to try something new this year by changing our convention location to showcase unique sites in our small town communities. The day will began with a tour to VanBedaf Dairy and Cows & Co to learn more hands on about the dairy industry. After the tour, we will have an afternoon meeting session full of speakers and business to address. Our guest speakers will consist of our SED, AO, and all Chief State Specialists by participating in a 'round table' discussion for those in attendance. Lacey, NWA Exec, will address us with updates and Dillard Financial Solutions will also offer their services. We are hoping for larger attendance then previous years.
 - Each year at our state convention, we hold a silent auction to raise funds for our scholarship applicants. Each county office is asked to donate/contribute a silent auction item. For 2023, we have funding to award two traditional scholarship applicants. The 2023 winners will be announced during our convention.
 - 2022 was a successful year for NDASCOE for we were able to have a negotiation/consultation meeting with our SED and AO. The last negotiation session held in our state was in 2016. We were not able to meet prior, from 2017 – 2021, due to changes in leadership for SED, AO, and NDASCOE. Some of the topics NDASCOE addressed were: Benefits training, CO salary, shared

management, program training guides availability, additional Key PT positions and/or PT in Charge positions.

- NDASCOE continues to work on our publicity to keep members informed. We've done some updating to our website, continue with a NDASCOE gmail account and distribution list, and maintain a Facebook page. During the ERP and Disaster programs training, recently held in person, NDASCOE was allowed to have the floor, for a few minutes, to address the employees present on what NASCOE/NDASCOE is and does for county office employees. Form FSA-444 was available for those who have not enrolled yet.
- As for our membership and morale, our membership is currently at 80% – this percentage has increased some from last year, but would like it see it increase more. We are hoping, with the in person networking and participating in our upcoming convention, our numbers will increase. Like other sister associations, it is a challenge to retain and train new employees, while our expert employees are retiring. Even though employees are tired, they continue to fight through and get the job done.
- South Dakota
 - Kathy Torres via Joel
 - Membership
 - 86% currently
 - Holes to fill in the state leadership
 - State convention will be held in April
- Nebraska
 - Raela Brandt via Patty
 - Membership
 - Outreach
- 10:30 AM – Break
- 10:45 AM – Silent Auction Closes
 - Silent Auction \$505 was raised
- 10:45 AM – Old Business
 - Lacey Orcutt
 - Dues
 - Please ensure that these are submitted timely, they help with the NASCOE budget
 - By-Laws Update
 - Please make sure you know where yours are
 - How does your state vote (delegate, quorum, etc)
 - Review of Directories
 - Please submit quarterly review of your directory to Matt
 - Task Force Needs
 - If you wish to sit in on a task force, please be sure your state president knows you are interested and your name is passed along
 - Jump Team Needs
 - If you are interested in sitting in on a jump team, refer to Notice AO-1818 from June 2022 as it provides instructions on how to enroll/apply
 - State Conventions
 - WA/AK – Not sure if having one

- OR – Not sure if having one
 - ID – May 12th and 13th
 - MT – Not having one
 - WY –
 - ND – March 31st
 - SD – April 28th and 29th
 - NE – Not sure if having one
- 11:00 AM – New Business
 - Lacey Orcutt
 - Duties & Responsibilities Guide
 - Please review and if you want a digital copy please let me know and I can provide you
 - NASCOE Mission, Vision, and Core Values team member
 - Need 2 representative from our area ASAP
 - President's Sunshine Award
 - If you know of someone who has gone above and beyond in work, community, NASCOE, whatever stands out to you. Please submit a write-up to myself and Matt and we will submit for consideration
 - NAFEC
 - Encourage membership to NAFEC
 - Help protect our COC system
 - Be sure to inform your COC. This can be done during the COC meeting
 - It is part of the COC Training Guide from March 2023 on the DAFP COC Training page:
 - https://usdagcc.sharepoint.com/sites/fsa-dafops/COC_Training/SitePages/Home.aspx?RootFolder=%2Fsite%2Fsa%2Ddafops%2FCOC%5FTraining%2FShared%20Documents%2FCOC%20Orientation%20Training&FolderCTID=0x012000BA1169B82BF7EE46B070BC8FD1FFE1B4&View=%7B3518402E%2DDA5C%2D4EB8%2DAA8A%2D6186243FBFF4%7D
 - Dues Transmittals
 - Please submit timely
 - If you need a refresher on how to complete please reach out to Jessi
 - Veem
 - Is anyone being charged?
 - If you are please reach out to Jessi as there is a setting that needs changed
 - Membership Drive
 - What ideas can we do to help promote
 - Provide snacks at trainings
 - Provide drinks at trainings
 - Have drawings for gifts
 - Jump teams
 - Have constant conversations
 - CED & PT Classification Letter

Dear Mr. Graham:

Thank you for your commitment to the Farm Service Agency's County Office Employees. We write to you today on behalf of the National Association of Farm Service Agency County Office Employees (NASCOE) and the National Association of District Directors (NADD). Due to the high workload and the staffing shortage nationwide, we are coming together in hopes that the following recommendations may be considered.

- Our first recommendation is to clarify the promotion requirement according to Par. 377A to include language stating that employees classified as grades CO/GS-3 and CO/GS-4 can be promoted to the next higher grade after 90 days at the supervisor's recommendation. We believe this would encourage a higher retention rate for new employees and make the job opportunities more attractive compared to similar jobs in the private sector.
- Second, we would like to see a hold placed on the policy in 27-PM, Para 32 that downgrades CO-12 positions in County Offices that do not meet the C&PP requirements when vacant. The number of potential downgrades is not insignificant, and these are occurring while the agency is losing managers at a high rate and filling open positions is challenging. A downgraded position not only offers a lower salary, but it also has less promotion potential. Additionally, downgrading a County Office lowers morale which affects retention. We believe if the agency moves forward in downgrading these positions at this time that County Office would likely be unable to fill even more vacancies nationwide.

Thank you for considering this important request. Please don't hesitate to contact either of us on these recommendations if your office needs additional information. NASCOE and NADD stand ready to work with you to ensure our FSA workforce is adequately staffed and able to carry out current and future federal farm programs.

Sincerely,

MARCINDA
KESTER

Digitally signed by
MARCINDA KESTER
Date: 2023.01.27
10:47:18 -0500

Marcinda Kester
NASCOE President

USDA
Farm & Food
Digitally signed by
JASON ISSAC
Date: 2023.01.27
10:47:18 -0500

Jason Issac
NADD President

- - 2024 NWA Rally
 - Please have suggestions submitted by April 1st to Matt and Lacey
 - NWA Fund
 - Do we want to continue to use and begin contributing to again?
- 11:50 AM – National Convention Updates
 - 2023 College Station, Texas
 - August 1-5, 2023
- 12:15 AM – Closing Comments
 - General Announcements
 - Becky Brown
- 12:20 PM – Adjourn
- 2:00 PM – 4:00 PM – Avalanche Escape Rooms
 - Meet in the Hotel Lobby
- 2:00 PM – 4:00 PM – The Alaska Zoo
 - Meet in the Hotel Lobby
- 5:30 PM – 8:00 PM – Evening Celebration “Awards Banquet”
 - Frosted Axe Throwing
 - Meet in the Hotel Lobby

SUNDAY, MARCH 26, 2023

- Departure Day

NASCOE 2023 MWA Rally

Holiday Inn Grand Rapids Airport– Grand Rapids, MI★ April 28, 2023

- Mitch Towne offered an invocation.
- The DW Cassard Post 208 of Kentwood, Michigan led the Presentation of Colors.
- Jamie Wegner led the Pledge of Allegiance and National Anthem.

Introductions and Opening Remarks

Kayla Mattson

- Welcomed the group to the MWA Rally.
- Established Olivia Tenney as the official Secretary for the MWA Rally.

Roll Call

Kayla Mattson/Olivia Tenney

State	Delegate(s)
Illinois	LeAnn Oltmanns, and Katie Hanger
Indiana	Jacey Fears, and Kathy Fears
Iowa	Judy Dameron, and Ron Pethoud
Michigan	Sherry Adams, and Debra Butchart
Minnesota	Kayla Mattson
Missouri	No Delegate(s) in Attendance
Ohio	Andy Nelson, and Amy Morman
Wisconsin	Shelby Niskanen, and Jon Beam

Guest Speaker(s)

Guest Speaker – Director for Michigan Department of Agriculture & Rural Development

Tim Boring

Spoke to the importance of several issues including:

- Importance of upward economic mobility for the communities we serve.
- Climate smart initiatives.
- Diversity in all aspects of farming from the workplace to soils.

National Leadership

National Leadership - FSA Administrator

Zach Ducheneaux

Answered questions relating to:

- PT pay classifications.
- FSA employees gaining access to Rosetta Stone.
- COFs gaining access to FSA provided cellphones during outages.
- Advertising for positions outside of USAJOBS.gov.

National Leadership – DAFO

Marcus Graham

Informed membership that he is looking into several areas including:

- Pay scales, and CED classifications.
- Staffing issues that have not been addressed in decades.
- Currently working on kiosks that producers will be able to use.

National Leadership – Assistant DAFP

Kimberly Graham

Informed attendees about several program areas including:

- Encouraged employees to review notices relating to the CCC-860 forms.

- Stated that ERP Phase I went well with the help of prefilled information on applications.
- Hope to see an increase in the number of applicants for ERP Phase 2/PARP.
- Expect to see further communications relating to conservation programs areas. Specifically, accepted vs. rejected CRP offers.

NASCOE Leadership

NASCOE Leadership – NASCOE Vice President

Joel Foster

Spoke to the complexity of increased employee pay and increased number of employees.

- It would cost approximately \$25 million to increase PT pay from a grade 7 to an 8.
- Currently, a good portion of the budget is allocated towards increased rent costs, and software upgrades.

NASCOE Leadership - NASCOE 2023 National Convention Presentation

Kayla Mattson

Kayla provided information pertaining to the upcoming 2023 National Convention. Specifically, Kayla provided information about the location, hotel, and flights. It was noted that the registration process will occur through the App, but paper copies would be made available for those that would not be registering through the App. Furthermore, Kayla provided information about the Cash Club and how it relates to those that would be attending the event.

NASCOE Leadership – NASCOE Legislative Consultant

Hunter Moorehead

Joined the group discussion and noted:

- Farm bill discussions are occurring.
- Staffing negotiations to occur in May.
- Will be working to advocate for PT reclassifications, and carrying use or lose into TSP.

NASCOE Leadership – MWA NADD Director

Randall Dufner

Randall began his opening remarks with expressions of gratitude for NASCOE. Additionally, he spoke to the importance of National Leadership training.

NASCAOE Leadership – RASCOE Vice President

Becky Zirpel

Joined the group to discuss important topics relating to:

- Certifying that employees receive copies from their STO when it relates to retirement paperwork.
- Encouraged employees to plan on at least 4 months ahead of their official retirement to finalize all documentation.
- Spoke about the H. R. 82 bill.

Becky concluded her presentation by noting that NASCOE membership is important, because it demonstrates unity, compassion for others and the coming togetherness of the FSA family.

NASCAOE Leadership – NAFEC

Tammy Eibey

Informed members that NAFEC has partnered with Dillard Financial Solutions. Tammy spoke about the importance of COCs, and the importance of working together as one to achieve common goals.

MWA Awards Announcements

Amy Morman

Amy Morman presented Ronald Pethound with the Distinguished Service Award.

MWA Executive and Alternative Executive Reports

MWA Executive and Alternative Executive Reports – MWA Executive

Kayla Mattson

The MWA Executive expressed the importance of meeting with presidents and area chairs monthly. Furthermore, she reported that the group will continue to monitor activities associated with the Equity Commission, Program Technician salary adjustments, updates to handbooks and filing guidelines, automated CCC-576 forms, AED placement and training in all offices, change(s) to policy for further guidance on electronic signatures, and proper training and safety equipment for staff that partake in grain bin measurements. Kayla notated recent victories such as RFS being automatically built into FSA applications. Mattson encouraged members to attend the National Convention.

MWA Executive and Alternative Executive Reports – MWA Alternative Executive

Amy Morman

Amy informed membership that she is working on Convention Revamp team. The team is working to identify new ideas to certify that the limited time is well spent. Additionally, she mentioned that a new benefits provider search is occurring. Amy concluded her presentation with mentioning the importance of the NASCOE PAC.

MWA NASCOE Business

Old Business

None.

Review, Discussion and Acceptance of Written Reports

Janice Acree moved to accept reports as submitted, Ronald Pethound seconded, motion passed.

Candidacy Announcements

It was notated that written candidacy announcements are due by May 15, 2023. The following candidacy announcements were made:

NASCOE President

Joel Foster

NASCOE Vice-President

Kayla Mattson

NASCOE Secretary

Taylor Stucki

NASCOE Treasurer

Jessi Colgrove

MWA Executive

Amy Morman

MWA Alternative Executive

Janice Acree

Adjournment

Having no further business, Jon Beam moved to adjourn the meeting, Sherry Adams seconded; the motion passed.