**IASCOE Board of Directors Meeting August 18, 2020**

**Teleconference Call @ 2:11 p.m.**

The Board of Director’s meeting of the Indiana Association of FSA County Office Employees was held on Friday, January 31, 2020 via a teleconference call. The following directors, members and participants were present for the meeting:

Chris Hare

Janice Acree

Summer Ray

Lacey Poppe

Stacey Helbert

Dan Ford

Melanie Campbell

Danette Oswald

Tara Wolfe

Jenny Brosius

Jake Taylor

Jared Thomas

Leah Hood

Brad Helbert

Brittany Shepherd

Abi Armentrout

Holly Plank

Lisa Hollars

Lacie Deputy

Beth Gudorf

Samantha Fleenor

Lois Lee

Lauren Shank

Jamie Garriott

Natasha Loesch

Claire Larson

President Chris Hared called the meeting to order at 2:11 p.m.

Attendance was taken. The directors in attendance constituted a quorum.

**1.Previous BoD Minutes**

The minutes from the January 31, 2020 BoD minutes were sent out via email for review on 2/21/2020. BoD accepted minutes on 2/23/2020. Minutes were dispersed to all members on 2/29/2020 via email.

**2.Committee Reports**

* **Scholarships:** Committee Chair Jennifer Blair will provide an update when available.
* **Awards/Benefits:** Lisa Hollars offered the update that sick leave awards were submitted via the NASCOE website and are being processed.
* **Emblems:** Danette Oswald offered an updated that sales have been good during the COVID pandemic and that there continue to be good deals on the website. Please check out the NASCOE Store at <https://nascoe.org/store/>
* **Membership:** Chris Hare gave membership update for committee chair, Claire Larson. Claire and Lisa might try working on a method to try to consolidate the awards listing with the annual office certification. IASCOE is still trying to find and encourage our retirees to become associate members.
* **Publicity:** Lauren Shank is pleased with the increased activity on the IASCOE Facebook page but is still encouraging all members to post relevant information to the page. If you know of a member who is not linked to the page, please spread the word and share the Facebook page information with them.
* **Website:** Jay County PT, Natasha Loesch, has volunteered to look into the website and accepted the webmaster material from Chris Hare. She will give the website a trial run and determine if she would be willing to accept the Webmaster Committee Chair.
* **Programs:** President Chris Hare has reached out to Barb Ward to offer the Programs Committee Chair position to Barb since she has a history of submitting excellent program submissions.
* **Legislative:** Committee Chair is vacant. No updates offered.
* **NAFEC / COC Advocacy:** Committee Chair is vacant. No updates offered.
* **Convention:** Jamie Garriott offered the committee report for the 2021 National Convention in Fort Wayne.
  + The Courtyard Hotel link is up and running to reserve your hotel room. The rate is $124 per night with free parking included. This is the hotel that the Indiana members will be staying at for the convention.
  + Indiana will have a 10-minute block of time to present for 2021 Convention advertising at the 2020 NASCOE Virtual National Convention.
  + There should be two more live links for hotel reservations after the 2020 NASCOE Virtual Convention.
  + The Courtyard Hotel will be for the Indiana attendees and overflow. The Hilton will be for our guests.
  + All help for planning, set up, organization, and preparation will be accepted and appreciated.
  + The visitors center is offering a free website as part of the package for choosing Fort Wayne. The website is projected to be up and running by the last week of August.
  + Fundraising is still a hot topic. The etched tumblers were put on hold due to COVID. A teacher and class were going to be making these for us and with schools being out of session last spring the equipment was unavailable. Other ideas that have been mentioned were USDA logo masks and a Nationwide Raffle ticket buy-out option presented to other state NASCOE organizations.
  + There will be a planning meeting to be held on September 18th at Fort Wayne. Please let Jamie know if you are interested in attending to insure there are enough hotel rooms blocked. IASCOE will be reimbursing mileage for certain. Hotel reimbursement has not been confirmed yet by IASCOE.

A motion to accept the committee reports as given was made by Jake Taylor. Lois Lee provided a second to the motion. Vote taken. All in favor. Reports were accepted.

**3. Treasurer’s Report**

Treasurer, Lacey Poppe, presented the treasurer’s report.

Checking

Lake City Bank Balance 7.31.2020: $26,983.75

Savings Money Market

Lake City Bank Balance 7.31.2020: $11,030.70

Lacey did notify the BOD of two service fees on the savings account of $6.00 each due to inactivity on the account. Lacey has now set up an automatic transfer. This automatic transfer will pull $5.00 from the Checking Account each month and deposit it into saving to prevent the account from becoming inactive and creating more service fees.

WE NEED TO GET A MOTION, 2ND AND APPROVAL FOR THE TREASURER’S REPORT AS A STAND-ALONE REPORT. WE DIDN’T DO THAT IN THE MEETING. WE MIGHT WANT TO DO THIS WHEN WE SEND OUT THE MINUTES TO THE BOD FOR REVIEW.

**4. 2020 National Convention**

* Jenny Brosius and Amy Barber will be IASCOE’s Delegates.
* Savannah, GA has been postponed to 2022 due to COVID.
* There will be a virtual NASCOE convention on 8/27/2020 via Microsoft Teams @ 3 p.m.
* Will be voting on NASCOE’s Executive Committee.
  + Brandon Wilson – President
  + Marcinda Kester – Vice President
  + Richard Csutoras – Secretary
  + Curt Houk – Treasurer
* Three primary topics for business will be the following resolutions:
  + Continued Support for NAFEC
  + Continued Support for RASCOE
  + Continued Support for FSA
* There will be a MWA breakout session call on Thursday Evening (8/20/2020).
  + Will be voting on MWA Exc. And MWA Alt. Exc.
    - Jenny and Amy are our delegates and the only members eligible to vote.

**5. President’s Report**

President Chris Hare had a quick district by district synopsis and update of how the COVID playbook is being addressed and received membership updates by district.

* **COVID-19 Playbook & Matrix:**
  + Follow the Playbook – ver. 10 dated 6/26/2020
  + Follow the Matrix
  + National Office is proud to have made the decision to keep the management at the local FAC level.
  + If there is an exposure in the office, the whole service center goes down. Not just NRCS or FSA. THE WHOLE SERVICE CENTER IS SHUT DOWN.
  + Follow HIPAA and PII rules and regulations. Keep health information private and confidential.
  + If you are exposed and sent home, you can telework if you are well enough to work. You do not have to take sick or annual leave unless you are truly sick and cannot work.
  + Document potential exposure in the FAC minutes and leave the building.
  + Local FAC should not get “pushed” from upper management. National Office has made this a local FAC decision because health and safety is the number one priority.
* **Self-Quarantine & Travel Policy:**
  + No official written guidance has been offered.
  + State line rule should be applied to routine and normal business. If you normal and routine business is across state lines, then you shouldn’t need to self-quarantine. If you are on vacation/travel status, or outside your normal and routine schedule, then you need to self-quarantine.
  + The traveling over 250-mile rule that has been floating around is an arbitrary number. It has never been written or published as official.
  + No office is in Phase 3.
  + Maximize flexibility.
  + Always follow the chain of command.
  + Try to work out your differences locally, then involve the district director if needed. However, Pauletta Dusterberg, has reiterated that she is the administrative officer and every employee is welcome to call upon her if needed.
* **Paid Parental Leave:**
  + CO employees were unintentionally left out of this new federal benefit. This is the one of the major reasons we pay our dues and hire Hunter Moorhead to fight for our benefits. Most likely it will be corrected and will include CO employees. If /when this happens it will be a major victory and push for encouraging nonmembers to join IASCOE.
* **Pay Grade & WGI**
  + Educate new hires about the difference between pay grades and within grade increases. Encourage all new employees to read 27-PM Par. 128, 129, 130, & 131. If an employee is doing the work, then the employee needs to be receiving the correct pay grade. This is their lively hood and their retirement. Protect yourself and educate others to do the same. Read the handbook regarding policy procedure.
* **District Updates:**
  + DD1: Reports that business and relations seem to be on a positive note in the district.
  + DD2: Concerned that the playbook and matrix are being interpreted differently by each District Director.
  + DD3: Concerned that the DD is too involved with the playbook and matrix decisions when it should be handled by the local FAC.
  + DD4: Concerned over telework policy interpretation depending on different family status. Family with kids versus no kids and how to keep it fair.
  + DD5: Reviewed mask requirements in an open workspace when social distancing can be maintained.
  + DD6: Concerned with dates and timeline interpretation for the matrix when testing is done versus when test results are received.

**Adjournment**

A motion to adjourn the meeting was made by Lois Lee at 3:36 pm. Beth Gudorf seconded the motion. Vote taken. All in favor. Motion carried. Meeting was adjourned.