



INDIANA ASSOCIATION OF FARM SERVICE AGENCY COUNTY OFFICE EMPLOYEES

President – Chris Hare

Vice President – Janice Acree

Secretary – Summer Ray

Treasurer – Lacey Poppe

Past President – Stacy Helbert

Website: <http://indiana.midwestnascoe.org>

IASCOE Board of Directors Meeting December 1, 2020 Teleconference Call @ 2:00 p.m.

The Board of Director's meeting of the Indiana Association of FSA County Office Employees was held on Tuesday, December 1, 2020 via a teleconference call. The following directors, members and participants were present for the meeting:

Chris Hare
Janice Acree
Summer Ray
Melanie Campbell
Danette Oswald
Diane Scheurich
Dan Ford
Claire Larson
Jenny Brosius

Lauren Shank
Jake Taylor
Jamie Garriott
Jared Thomas
Leah Hood
Brad Helbert
Tara Wolfe
Abi Armentrout
Mary Jayne Apple

Tracy Soliday
Barb Ward
Samantha Fleenor
Lois Lee
Jennifer Blair
Beth Gudorf
Lisa Hollars
Natasha Loesch

President Chris Hare called the meeting to order at 2:06 p.m.
Attendance was taken. The directors in attendance constituted a quorum.

1.Previous BoD Minutes

The minutes from the August 18, 2020 BoD minutes were sent out via email. There was motion made to accept the August 2020 Treasurer's report by Lois Lee. Samantha Fleenor seconded the motion. Motion presented and voted. Motion carried.

2.Committee Reports

- **Scholarships:**

Presented by Jennifer Blair, Scholarship Chair

- Deadline for Scholarship is January 15, 2021.
- Please spread the word for members that may have eligible recipients.
- Obtaining paper copies of transcripts was discussed due to the increased popularity of sending high school transcripts by "Parchment". Jennifer indicated that she would reach out to her contacts to inquire if any other states have encountered this same issue.
- Selection Committee was determined. Volunteers were Samantha Fleenor, Lois Lee, Jake Taylor, Leah Hood and Tara Wolfe.
- Application packets are usually received in late January and have a two week selection time frame.

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- **Awards/Benefits:**

Presented by Lisa Hollars, Awards/Benefits Chair

- Benefits

- Working Advantage is growing in popularity due to a lot of great discounts. Recommended getting online and checking out the site.
- Working Advantage Company Passcode – Given to BOD. Contact one of the BOD or Chairperson, Lisa Hollars, for the company code.
- Also available to associate members.

- Awards

- Service Awards- There were not any nominations from Indiana last year.
- IASCOE would like to see at least one nomination for each category.
- Anyone can go to nascoe.org to make a nomination.
- Deadline for submissions is Jan. 15th

- **Emblems:**

Presented by Danette Oswald, Emblems Chair

- Indiana is doing a fantastic job for emblems.
- Current Indiana Sales for 2020 is \$3307.85 in purchases. This figure was current up to November 21, 2020. This does not include any sales made during the Black Friday sales.
- Remember that 15% of the emblems sales goes towards the NASCOE scholarship fund.
- Encourage all members and employees to continue to order online merchandise.
- Check emails and Facebook for current promotions being offered to take advantage of discounts.
- Please take the time to go check out the emblems store from the NASCOE website.

- **Membership:**

Presented by Claire Larson, Membership Chair

- Indiana is currently at 173 members.
- Since January 2020 the following changes have occurred:
 - 10 retirements
 - 6 left the agency
 - 2 transferred to the STO
 - 12 new hires
- Letter was sent to retirees to encourage associate membership. Little to no feedback has been received from this mass mailing.
- Indiana is losing a great resource in Shea Frazier as she is going to be leaving the STO for a promotion. IASCOE is hopeful to continue the great working relationship with Nicole Soliday.
- Lauren Shank is now serving as the MWA Membership Chair.

- **Publicity:**

Presented by Lauren Shank, Publicity Chair

- 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.

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- Also, the postings to Facebook will be more efficient and widely spread if individuals will “like” or “comment” on the posts. These actions will increase the popularity of the post and thus put it on more news feeds.
- 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.
- The idea of re-vamping a newsletter is still being considered.
- Please send any and all recommendations or suggestions to Lauren Shank.
- **Website:**
Presented by Natasha Loesch, Webmaster Chair
 - The website has been receiving regular updates for COVID revisions.
 - Natasha is open to any and all suggestions for the website.
 - Please check out the website at www.indiana.midwestNASCOE.org
- **Programs:**
Presented by Barb Ward, Programs Chair
 - Barb attended the Programs breakout session via virtual conference call for the 2020 National Convention.
 - Indiana had six program submissions for the year which covered various topics such as ARC-IC yield software, NAP APH form revisions, CARS notification emails for multi-county certifications, and Receipt for Service within the WHIP+ application.
 - Please submit program recommendations through the NASCOE website or contact Barb for assistance.
- **Legislative:** Committee Chair is vacant. No updates offered. IASCOE is looking for a volunteer to accept this committee chair position.
- **NAFEC / COC Advocacy:** Committee Chair is vacant. No updates offered. IASCOE is looking for a volunteer to accept this committee chair position.
- **Convention:**
Presented by Jamie Garriott, Convention Chair
 - Mask sales are still ongoing. Currently sold 805 masks @ \$8 each. Roughly offering a NET profit of about \$2900.
 - There has been \$410 in donations.
 - A \$1500 donation has been made specifically for use in the hospitality room.
 - The remaining tumblers have sold which generated approximately \$75 profit.
 - Indiana has accepted the NASCOE loan of \$15,000 to have in reserve.
 - Farm Bureau has been contacted to determine interest in being the “Sponsor of the Day” for the National Convention. No response has been received.
 - Letters have been mailed to the individual state associates to inquire about providing a donation rather than selling raffle tickets. Many states have not had their business meetings yet due to COVID, but IASCOE in anticipating the idea to be well received.
 - On-site planning meeting was conducted in September and was very productive.
 - Registration forms cannot be finalized until the Ft. Wayne Tin Caps and the tour selections can confirm their availability due to COVID.



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- Jamie is intending to organize a convention planning committee via conference call.

A motion to accept the committee reports as given was made by Beth Gudorf. Janice Acree provided a second to the motion. Vote taken. All in favor. Reports were accepted.

3. Treasurer's Report

Treasurer, Lacey Poppe, was unable to attend the meeting. The Treasurer's Report will be updated for the next meeting.

4. President's Report

President Chris Hare gave the following updates

- **IASCOE BOD Elections:**
 - Districts up for election in 2021 are Districts 2, 4, & 6.
 - Email will be sent out of members to REMOVE their name if not interested in being elected as a BOD.
- **State Convention:**
 - There will not be an Indiana State Convention in 2021 due to hosting the National Convention in August.
- **General Notes:**
 - Please continue to follow the chain on command. IASCOE is available as a resource if working relations cannot be established for open communication.
 - Encouraged to try to work through the standard chain of command first.
 - IASCOE currently has a good working relationship with the STO and has high hopes to continue with Nicole Soliday after the promotion of Shea Frazier.
- **Staffing Workload:**
 - NASCOE has pushed for years to be able to see the workload dashboard. CED's now have access to it. Recommended viewing it often.
 - Discussed issues with policy being implemented differently among the six different districts. Especially regarding the overtime notices and who/when overtime is granted.
 - Recommended using your use or lose time.
- **COVID-19 Playbook & Matrix:**
 - 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.
 - Document the Local FAC minutes thoroughly. LFAC makes the decision and is then sent to State FAC and include the DD on the email.
 - Well documented minutes is the key to protecting the LFAC
 - Many offices are moving back on the gating criteria. Employees can move into any room except the lunchroom.
 - Wear a mask when traveling away from the desk or while having conversations with co-workers.

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- **Paid Parental Leave Act**
 - This was a HUGE win for NASCOE.
 - 12 weeks paid maternity leave
 - NASCOE will continue to pursue including taking care of elderly parents as an eligible situation.
- **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 livelihood and their retirement. Protect yourself and educate others to do the same. Read the handbook regarding policy procedure. Document well in the COC Executive Minutes.
- **District Updates/Concerns:**
 - DD1: None
 - DD2: Anticipating several CED openings
 - DD3: None
 - DD4: None
 - DD5: CED is pleased to be able to utilize all offices for the rollback gating criteria to keep all employees in the building and maintain only one PT in the “bull pen”.
 - DD6: None

5. DOB Spotlight:

- **Mary Jayne Apple, DD4**
 - Mary discussed concerns with feeling discouraged by doing business under the current operating conditions. She stated that it is frustrating that we are not able to provide the service to our customers with the quality and thoroughness we are accustomed to doing. Mary also wanted to be able to participate more with IASCOE and related activities as a newly elected BOD, but due to COVID, in person contact has been very limited. President Hare assured Mary she was exceeding the expectations. Reiterated that IASCOE has benefited greatly with Mary’s willingness to volunteer and contribute to IASCOE.

6. Adjournment

A motion to adjourn the meeting was made by Melanie Campbell at 3:24 pm. Beth Gudorf seconded the motion. Vote taken. All in favor. Motion carried. Meeting was adjourned.