



# MNASCOE

## MINNESOTA ASSOCIATION OF FSA COUNTY OFFICE EMPOLYEES

President Kayla Mattson 801 Jenny Ave St# 1 Perham, MN 56573 218-346-4260	Vice President Darlene Johnson 1103 Gruenhagen Dr Glencoe, MN 55336 320-864-5178	Secretary/Treasurer Andrea Grimm 809 8 <sup>th</sup> St SE Detroit Lakes, MN 56501 218-847-9392	Past President Liz Ludwig 629 N 11 <sup>th</sup> St. #8 Montevideo, MN 56265 320-269-6528
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### Board of Directors Meeting Minutes October 11, 2018 3:30PM

1. Roll Call:
  - a. Kayla Mattson
  - b. Darlene Johnson
  - c. Liz Ludwig
  - d. Andrea Grimm
    - i. District 1, Dustin Spaeth
    - ii. District 2, Nathan Peterson & Jana Kunza
    - iii. District 3, Jennifer Achman
    - iv. District 4, Veronica Curfman & Marilyn Dunn
    - v. District 5, Scott Newberg
    - vi. District 6, Kara Durward & Lisa Campbell
    - vii. District 7, Jennifer Simek
2. Review of Previous Meeting Minutes – corrections to update the Membership Quarterly Drawings to \$50 a piece – motion by Lisa to approve the minutes as amended, 2<sup>nd</sup> by Jana, motion passed
3. Secretary/Treasurer Report
  - a. Working on closing Gaylord checking account. Dan Mahoney helping with closeout.
  - b. Reconciling NFC reports and membership reports
  - c. 1<sup>st</sup> Quarter Dues submitted – certified mail
4. Committee Reports
  - a. **Membership** – Angie and Danielle – 92% membership based on dues mailing. Working on a New Member Packet (to be discussed in New business). Committee has been tracking CO position openings throughout the state but would like help from Directors for reaching out to new employees. Current vacancy list which is continuously being updated – Roseau, Clay, EOT, Sherburn, Stearns (2), Wright (2), Pope, Lyon, Pipestone, Redwood, Watonwan, Steele Blue Earth, Dakota, Goodhue, Fillmore, Olmstead.

With the potential of new employees coming on board is there a need for membership cards to be printed? What are the benefits of having a membership card? Can receive a \$10 Sam's Club gift card. We have a template to print cards as needed if requested. Veronica motioned to print membership cards as requested, Scott second the motion, motion passed.

- b. **Scholarship/Awards** – Nathan - Awards and scholarship nomination are due January 1, 2019. It is an online submission process for both categories. For scholarships it is crucial that we start spreading the word of what it takes to be a complete application. We need eligible students to complete the online application plus email transcripts, letter of recommendations by this date. More instructions are on the NASCOE website. By applying they are automatically applying for our Minnesota scholarship. We authorized two scholarships last year. One in the amount of \$1,000 and one in the amount of \$500 and this will continue for each year following. The online application has not been opened up by NASCOE. Once that process begins we will start advertising both awards and scholarships. From Gabe's minutes: Scholarship fund is at \$2,418.06 at the time of convention

As a reminder we also recognize employee who have accumulated sick leave balances of 1,000 hours, 1500, 2000, 2500, 3000, 3500, 4000. Please send those names to Nathan Peterson as soon as possible but no later than January 10, 2019.

- c. **Emblems** – Marilyn – NASCOE by Superior has agreed to increase the amount that NASCOE receives from sales – from 8% to 15%. Watch the website for new items that appear periodically.
- d. **Programs** – Lauren – Nothing new to report. Keep submitting suggestions for improvements through the NASCOE website. The MWA chair is working to follow up on any outstanding submissions. Recently we sent out MFP tool tips and hope that this was well received. We will continue to relay information as it is received.
- e. Publicity – Julie – no report
- f. NAFEC – Nicki (National Association for Farmer Elected Committees). Encourage everyone to become associate members to help support our County Committees
- g. Ways and Means – Jennifer A – nothing new to report. Please think of new ideas for continuing to fundraise for the scholarship fund. Liz mentioned that she appreciates the District Prize raffle and the Annual Scholarship raffle.
- h. **Webmaster** – Danielle - The website has been built on the new platform.  
<http://minnesota.midwestnascoe.org/>

There are some formatting issues and we haven't been able to figure all of those out. We will need to request Teresa's input at some point. The site has been updated occasionally with content that goes out in the emails, however it isn't always known what is fully public and what needs to stay within the organization.

Is the goal to post every (public) email possible? Conversation about how it is nice being able to go back and find everything in one place.

A request for photos of the officers was posted in the spring, but we didn't receive any. We would really like to still get those and add them to the site, it will add more of a personal connection. Get pics to Danielle.

- i. **Benefits** – Liz - We have a brochure which is 2 pages back and front that are folded in half describing NASCOE and what NASCOE has done for all FSA employees. It also outlines the benefits and our benefit providers. How do we want to be sure these get out in front of members and non-members? Would we want to include one brochure with the newsletter that goes out this winter? Kayla will see how many brochures we have and discuss later to determine the best way to get the brochures out to all offices.

Dillard Financial Solutions – MNASCOE worked with DFS to hold a benefits training on September 11, 2018. Approximately 30 members and spouses attended the workshop.

“New Employee” retirement workshop is desired by members. Liz is in contact with Michelle Page, attempting to organize this. Ideally, we'd like to have sessions throughout the state, held during the workday, with Administrative Leave for those attending. We are unsure if or when this will get accomplished

#### 5. Action Taken between meetings - MNASCOE concurrence requested and issued to STO

- a. Limited Service
  - i. Carver County
- b. Temporary Limited Service
  - i. Red Lake
- c. Temporary Shared Management
  - i. Kandiyohi - Meeker
  - ii. East Polk - West Polk
  - iii. East Otter Tail/ - Wadena/Hubbard
  - iv. LeSuer - Dakota/Scott/Washington/Ramsey
  - v. Goodhue – Rice
  - vi. Redwood – Renville (now permanent)
- d. Permanent Shared Management
  - i. Redwood/Renville

#### 6. Old Business

- a. **Elections** – Kayla President, Darlene Vice President, Gabe Sec/Treasurer and the Directors as voted upon by ballot. With Gabe's resignation the remaining Executive Committee appointed Andrea Grimm, Becker County as the new Sec/Treas to serve out Gabe's term. Additionally, John McRae has agreed to serve as the District 7 CED Director for the interim. Thank you to Lauren and Angie for assisting in these recruitment efforts.

Upcoming elections – Secretary/Treasurer is up for election this spring and additionally Darlene would like to step back to allow for a new Vice President to be elected this spring. This would give a great opportunity for training during the upcoming year to help with future transitions following elections.

- b. **Membership Cash Drawings** – Quarterly Drawing winners of \$50 were Trish Nelson, Kevin Hidde, Lynnea Challander, Yvonne Girard. For 2019 do we want to continue this and if so what are some ideas for better recognizing the winners to help increase exposure to our non-members? Motion made by Andrea to continue with the \$50 quarterly drawing, 2<sup>nd</sup> by Lisa, discussion had that we will recognize winners through email database and on Facebook, possibly get a short bio about the person to include. Motion passed
- c. **Secretary “wage”** - \$1500 (increase approved at April meeting) wages are paid around annual meeting time
- d. **Webmaster time – “wage”** - \$500 paid at the time of the annual meeting. After building and updating the site as needed, Danielle personally doesn't feel it needs to increase.

## 7. New Business

- a. **Executive Committee meeting** – On October 6<sup>th</sup> the committee met in St Cloud and discussed our upcoming year. We discussed staffing concerns, COC roles, Expectations of Directors and Committee chairs, Development of a team to put together a proposal for COT hiring. Negotiations with STO will be coming around again in March and we would like to have this proposal finalized to present. If anyone is interested in being a part of the COT hiring proposal “team” please email Kayla.
- b. **Monthly BoD Conference Call** – We will plan to have these each month on the 3<sup>rd</sup> Wednesday of the month. We will continue to ask for reports to be submitted ahead of the call to help reduce the amount of time we spend on the call.
- c. **Deceased persons - members, former members, etc.** – At the NASCOE convention there is a presentation for persons that have passed away. We would like to have someone help to keep a file of this information and help submit the form, pictures, etc. prior to National Convention. Any volunteers please notify Kayla or she will appoint someone to handle this.
- d. **Retirements** – Membership is requesting that if you know of an upcoming retirement of a member that you contact them in advance. Jennifer Achman is in contact with members to check if they would like a plaque or certificate. However, MNASCOE has been asked to also relay retirees information to RASCOE (Retired Association). Finally, if the retiree has been a lifetime member they are eligible to be submitted for a Lifetime Membership which will allow them to have their registration fee waived at National Convention.
- e. **Communication with members**
  - Fall Newsletter – Deadline to submit articles October 31<sup>st</sup>. Kayla will handle working with Dillard's and submitting the compilation to them for printing. One article in particular we are already working on is why we are an association and not a union. This may end up including some history of the association as well.
  - Email Database – Membership will work with Directors to identify

members without home email addresses. Directors will reach out to members within their district to see if they have a home email address to list for the association

- Minutes of each meeting will be finalized following the meeting and emailed to the Board and Committee chairs. We will ask for a vote from the Board to approve the minutes and will distribute the approved minutes to the members immediately. The hope is that members will see the items that are being discussed and help to keep them engaged with association business.

- f. **New Member Packet** - Idea is to have a pocket folder with new member information materials inside. (Attached as PDF)
- NASCOE Invitation Letter from Dennis Ray
  - MNASCOE/NASCOE Membership Flyer
  - MNASCOE Membership Application
  - NASCOE Membership Booklet
  - MNASCOE Organization Chart
- Cost for the packet itself is expected to be less than \$1 each.
  - Depending on if we mail the packets or give them to the Board to distribute to the appropriate CED in their district, we may have postage costs but expect those to be minimal.
  - We would like to get a packet to each office and request the CED include it with the new hire paperwork.
  - Our hope is to have one of the district representatives contact the new employees in their districts. (Should we set tentative timeframe for this contact?) This will be an opportunity to welcome them and to allow the new employee to ask any questions they may have about MNASCOE. Veronica motioned to move forward with new member packet. Jana second, motion passes.
- g. **Concerns for next SED conference call** – ~~October 30<sup>th</sup>~~ now November 13<sup>th</sup>– Kayla will send out reminder email. Calls are now held quarterly. 1<sup>st</sup> quarter call was held and much of what was discussed had already been covered during the SED calls with the entire state. Additional items worth mentioning is that Michelle is working with Kansas City regarding Maternity/Paternity leave because the laws have been updated but procedure is not in line with the laws. Also, we asked to have the new workload and staffing models released to the association – we were informed that this information was to be held confidentially with the SED, EO and AO and not to be shared. We will ask about this again. Finally, we raised concerns about CED vacancies and asked that they be opened prior to COTs graduating and we were told that Leadership made the decisions to not open these vacancies due to the additional holes it may/would create in areas of the state.
- h. **2019 MNASCOE Convention** – Darlene. Convention going back to Arrowwood in Alexandria, will take place on the 1<sup>st</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> weekend in April 2019. Darlene will send out info.
- i. **2019 NASCOE Convention** – Kayla has raffle tickets that we will need to sell

and we will start publicizing that soon

## 8. District Updates

- a. **District 1** – Dustin and Jacalyn – Significant increase in MAL and FSFL inquiries, MFP and payments are keeping the district busy. Vacancies – PT Roseau; Temp Shared Management – East and West Polk
- b. **District 2** – Nathan and Jana – NAP Regionalization proposal is in the beginning stages, FLP restructure taking place with files being moved about in the district with all borrowers being notified of their new servicing office. Harvest is slow and we are hearing frustration and concern from producers- very wet conditions for harvest. MFP participation is moderate. Vacancies – Kathy Steiner (Wilkin PT) retiring at the end of this pay period, Clay county recently interviewed for PT position and EOT PT vacancy closed last week – initial reports are that the hiring process seems to be going quicker than before. Temp Shared Management – East Otter Tail and Wadena/Hubbard. Carol Poppel's upcoming retirement will create a vacancy in Wilkin county which there has been discussion with WOT becoming a potential shared management option.
- c. **District 3** – Trisha and Jennifer – No new shared management. Vacancies – PT positions in Stearns, Elk River, Wright, Kanabec is hiring an FLM.
- d. **District 4** – Veronica and Marilyn - Payments are being made including MFP. Harvest is slow and it is very wet.
- e. **District 5** – Scott and Jennifer – Lyon and Pipestone will be Temporary Shared Management as well as Murray and Rock Counties with each becoming effective December 24<sup>th</sup> (Note: Rock and Pipestone agreed to Permanent Shared management last year so we are divided out temporarily). Nobles and Jackson counties are temporary shared management effective October 1<sup>st</sup>. Went from 13 CED/FLM's this time last year and will be down to 8 by the end of 2018. All counties with the exception of one will be in either a permanent or shared management capacity.
- f. **District 6** - Kara and Lisa – Carver County has gone to Part Time Services. Both PT's have been assigned to McLeod County with All PT's able to staff the Carver Office on Tuesdays and Thursdays when it is open. McLeod was not able to rehire after PT left, and Carver went to Part Time services when a PT retired. LeSuer County is currently temporary shared management with Dakota County
- g. **District 7** - John and Jennifer – nothing new to report
- h. **Concerns** –
  - Staffing shortages with inability to hire to levels which may be necessary. Lower ceiling numbers - Stress is rising in offices due to workload and not being able to spend quality time on items in order to push things through to get the job done
  - MN NRCS Pilots – concern of work FSA is doing for NRCS and in areas of the state NRCS is not always as willing to help us with what we need

but FSA is always there to pick up and do the work efficiently and accurately for them.

- Possible need to review the roles of the COC and as an association we need to continue to promote the importance of the COC.
- Concerns also regarding offices that serve multiple counties and adequate staffing – with FLP presence there is at least additional persons to help answer phones and keep the doors open.
- Concerns with USA JOBS website with recent vacancies applicants were having difficulties with the website when trying to finalize the applications. County office personnel are unable to see what the holdup is to assist the applicants and the 800 number on the website was called with no return call or assistance provided to applicant(s).

## 9. Upcoming Events

- a. ~~October 30<sup>th</sup>~~ now November 13<sup>th</sup>– MNASCOE/MACS President’s call with STO Leadership
- b. November – Newsletter
- c. December 1<sup>st</sup> – Negotiations Submissions Due
- d. January 1<sup>st</sup> – Scholarship and Awards deadline
- e. January 29<sup>th</sup> – MNASCOE/MACS President’s call with STO Leadership
- f. March 14<sup>th</sup> -16<sup>th</sup> - MWA Rally - Champaign, IL
- g. March\_\_\_\_ - MNASCOE/MACS Negotiations
- h. April\_\_\_\_ - MNASCOE Convention – Alexandria, MN
- i. August – National NASCOE Convention – Manhattan, KS

10. Jennifer A motioned to adjourn call at 4:25. Nathan second, motion passes.