

For: State and County Offices

Posting STC and COC Regular Minutes on the Internet

Approved by: Acting Deputy Administrator, Field Operations



1 Overview

A Background

Transparency and openness of FSA STC and COC activity is paramount in bringing about understanding and trust of agency operations and actions by customers, prospective customers, and the general public. Notice AO-1494 instructed County Offices to post COC regular session meeting minutes and meeting dates at a location in the County Office accessible to all customers and visitors. Improved access to STC and COC regular session minutes may be accomplished by posting this information on a State FSA Internet web site. STC and COC regular session meeting minutes shall be made available to the public when requested and posting these minutes on a State FSA Internet web site will provide the public with easy access to this information.

States will not be required to participate in posting STC and COC regular session minutes on their State FSA Internet web site at this time. Each SED shall determine if their STC and COC regular session minutes will be posted to the existing links on their State FSA Internet web site. COC minutes must be made available to the public as directed in Notice AO-1494, even if an SED decides to use the State’s FSA Internet web site.

B Purpose

This notice provides instructions and guidance for states who wish to post STC and COC regular session minutes on their State FSA Internet web site.

2 Action

A COC Action

Beginning with the issuance date of this notice, COC’s shall ensure that COC **regular session** meeting minutes are:

- prepared immediately after every COC meeting
- approved timely by the COC.

Disposal Date	Distribution
January 1, 2012	State Offices; State Offices relay to County Offices

Notice AO-1496

2 Action (Continued)

A COC Action (Continued)

Organizational meeting minutes shall be included in the entries on the web site. COC's shall ensure that the CED and County Office staff **carefully** review the regular session meeting minutes to ensure that PII is **not** released to the public.

B County Office Action

CED or designee shall prepare and forward COC regular session minutes to the State Office. CED's shall use the format for regular session minutes found in 16-AO, Exhibit 8, when preparing these minutes. COC regular session minutes:

- shall be forwarded to the State Office immediately after approval by COC
- shall be forwarded in advance of the next COC meeting
- must be sent to the State Office as a MS Word document.

Counties in States participating in posting regular session minutes on their State FSA Internet web site shall inform all producers that STC and COC regular session minutes are available on the Internet. COC's shall publish in their monthly regular session minutes, the meeting date and time of the next month's meeting. Exhibit 1 provides screen prints of a State FSA Internet web site and instructions for accessing STC and COC minutes.

C STC Action

Beginning with the issuance date of this notice, STC's shall ensure that STC **regular session** meeting minutes are:

- prepared immediately after every STC meeting
- approved timely by the STC.

D State Office Action

SED's shall assign employees to **carefully** review STC and COC regular session minutes **before** they are posted to the State FSA Internet to ensure that proper grammar and spelling are used and that PII is **not** posted and released to the public.

States that decide to post STC and COC regular session minutes on their State FSA Internet web site are required to upload the first sets of all STC and COC minutes on the DAFO SharePoint for DAFO review before the minutes are placed on the Internet. DAFO will notify the State when approved. Subsequent month's regular minutes will not be required to be reviewed by DAFO. State Offices participating will be provided the link to the SharePoint web site.

State Office Web Content Managers will be provided instructions to post the STC and COC regular session minutes to their State FSA Internet.

SED's that do not choose to post STC and COC regular session minutes to the State FSA web site shall ensure that regular session minutes are prepared promptly and are reviewed carefully. Eventually, all States may be required to post STC and COC regular session minutes on the Internet.

Notice AO-1496

3 Posting Minutes and Meeting Schedules

A Posting Session Minutes

The STC and COC web site allows regular session minutes to be posted by month and year. There is no requirement to have an entry for each month, as STC's and COC's may not hold a meeting each month.

B Meeting Schedules

Regular session minutes will be retained on the web site and will be available to the public on a yearly basis. Prior year regular session minutes will remain on the web site, by year, as a permanent record. Meeting schedules must be included in the COC minutes so that producers and the public will be informed of each upcoming meeting. The schedules may be posted as a separate document from the minutes, but must be updated if changes occur.

C Contact

If there are questions about this notice, contact either of the following DAFO employees:

- Kenneth Nagel by:
 - e-mail at kenneth.nagel@wdc.usda.gov
 - telephone at 202-720-78901
- Deborah Johnson by:
 - e-mail at deborah.johnson@wdc.usda.gov
 - telephone at 202-720-0067.

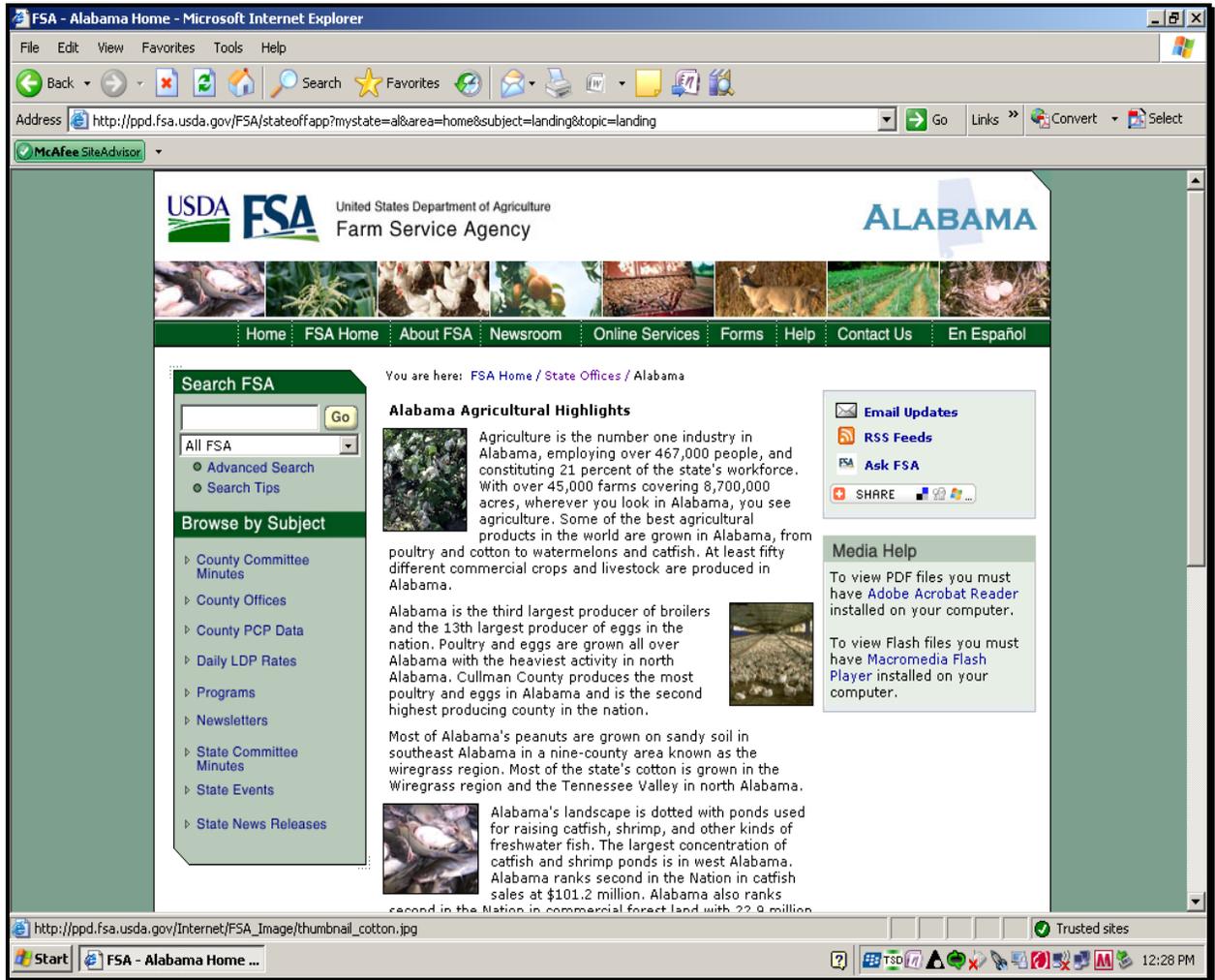
If there are questions about managing the State web site:

- contact the web services office by e-mail at askfsa@usda.gov with a subject of State Site Help
- visit AskFSInternal, the FSA knowledge source at <https://askfsainternal.custhelp.com>.

Accessing COC and STC Minutes

A State FSA Internet Web Site

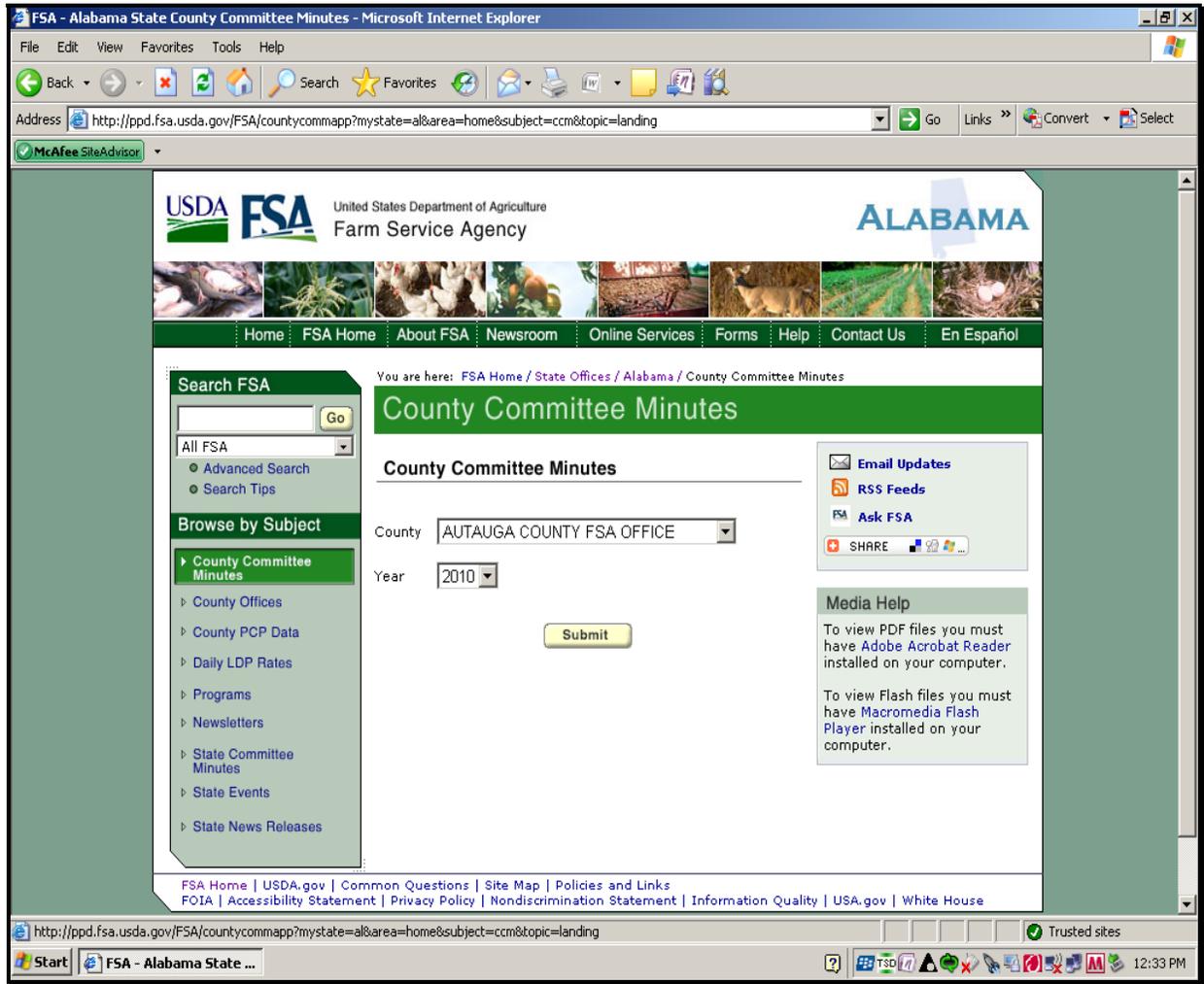
The following is an example of a State FSA Internet Web Site where users may access links to the County Committee Minutes and to the State Committee Minutes. Under the “Browse by Subject” category, click either link to access the page for the appropriate minutes.



Accessing COC and STC Minutes (Continued)

B County Committee Minutes Screen

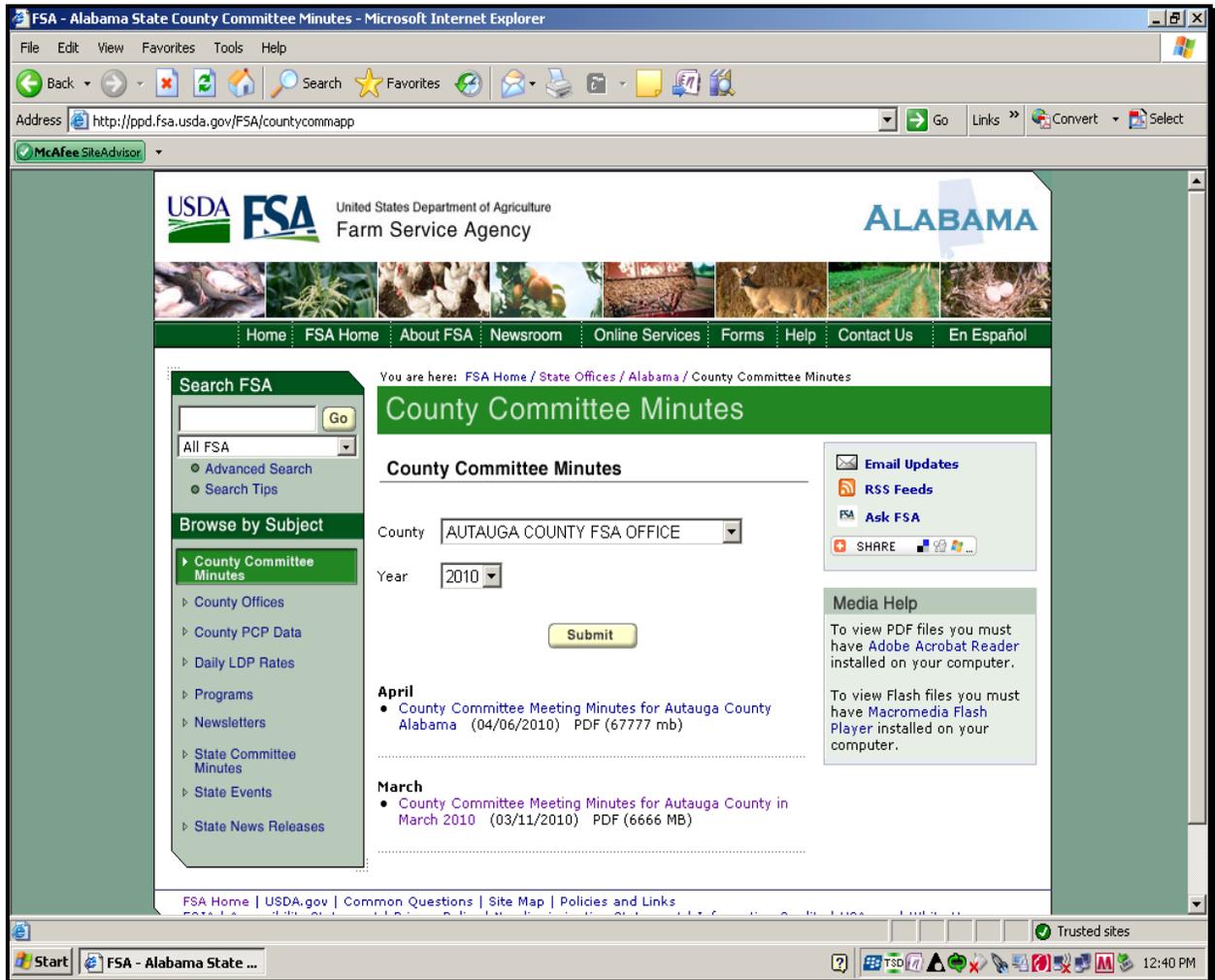
The following is an example of the County Committee Minutes Screen where users may select a County Office and year.



Accessing COC and STC Minutes (Continued)

B County Committee Minutes Screen (Continued)

The following page will be displayed after users select a County Office and year. This page provides users with the posted county committee minutes. County committee meeting minutes are selected by month.



Accessing COC and STC Minutes (Continued)

C State Committee Minutes Screen

The following is an example of the State Committee Minutes Screen that will be displayed when users click State Committee Minutes.

