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Description of document: Farm Credit Administration (FCA) senior staff meeting minutes, January-August 2017

Requested date: 22-August-2017

Released date: 19-September-2017

Posted date: 05-March-2018

Source of document: FOIA Compliance Office  
Commodity Futures Trading Commission  
Three Lafayette Centre  
1155 21st Street NW  
Washington, DC 20581  
[Online FOIA Request Form](#)

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From: Agans, Autumn  
Sent: Tue, Sep 19, 2017 4:05 pm  
Subject: RE: Freedom of Information Act request

This letter is in response to your Freedom of Information Act, 5 U.S.C. § 552 (FOIA), request to the Farm Credit Administration (FCA or Agency). On August 23, 2017, you requested a copy of the senior staff meeting minutes from January 1, 2015, to the present. In a telephone call on August 23, 2017, you amended your request to include a copy of the senior staff meeting minutes from January 1, 2017, to present.

We have conducted a thorough search of the Agency's records and located 121 pages responsive to your amended request. I have determined that 121 pages are appropriate for release with partial redactions pursuant to Exemptions 5, 6, and 8. 5 U.S.C. §§ 552(b)(5), (b)(6), and (b)(8).

Exemption 5 protects "inter-agency or intra-agency memorandums or letters which would not be available by law to a party . . . in litigation with the agency." This exemption has been construed to exempt those documents normally privileged in the civil discovery context. The most frequently invoked privilege incorporated within Exemption 5 is the deliberative process privilege, the general purpose of which is to prevent injury to the quality of agency decisions. The records withheld under this exemption consist of internal memoranda created by and generated within FCA. These records are predecisional and deliberative, or express opinions on legal, compliance, or policy issues. Meeting minutes can be included within this exemption. While Exemption 5 generally does not protect purely factual material, those factual portions of the documents withheld under this Exemption were inextricably connected to the deliberations and were, thus, protected from disclosure.

Exemption 6 protects from mandatory disclosure information about individuals, "the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." This exemption has been interpreted broadly to apply to all information about a particular individual. If there is a protected privacy interest, the public interest in disclosure must be weighed against the privacy interest in nondisclosure. Generally, the withheld information includes that names of constituents and FCA employees.

Exemption 8 protects "matters contained in or related to examination, operation, and condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions." Exemption 8 protects the security of financial institutions by withholding from the public reports that contain frank evaluations of an institution's stability and promotes cooperation and communication between institution employees and FCA examiners. Records withheld under this exemption generally consist of information concerning the examination process and not disclosed outside the Agency. In this specific instance, this exemption was used to protect information that was reported by our Chief Examiner to the senior staff group about a particular institution or institutions.

To note, some of the redacted material from the list of topics at upcoming board meetings was withheld because it is still tentative. Some information contained in these meeting minutes pertains to meetings or events that have not yet occurred or may never occur.

There were no fees associated with this request.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of FOIA. See 5 U.C.S. § 552(c) (2006 & Supp. IV (2010)). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

I trust this information fully satisfies your request. If you need further assistance or would like to discuss any aspect of your request, please do not hesitate to contact me at 703.883.4082 or [agansa@fca.gov](mailto:agansa@fca.gov). FCA's FOIA Public Liaison is also available for assistance at [FOIAPublicLiaison@fca.gov](mailto:FOIAPublicLiaison@fca.gov).

If you choose to appeal this response to your request, the appeal should be in writing and addressed to the Director, Office of Agency Services, Farm Credit Administration, 1501 Farm Credit Drive, McLean, VA 22102-5090. Both the letter and envelope should be clearly marked "FOIA Appeal." Appeals must be postmarked or electronically transmitted within 90 days of the date of the response to your request.

You may also contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration (NARA) to inquire about the FOIA mediation services they offer. The contact for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road – OGIS, College Park, Maryland, 20740-6001; email at [ogis@nara.gov](mailto:ogis@nara.gov); telephone at (202) 741-5770; toll free at 1-877-684-6448; or facsimile at (202) 741-5769.

Sincerely,

Autumn R. Agans  
FOIA Officer, Privacy Act Officer  
Farm Credit Administration  
1501 Farm Credit Drive, McLean, Virginia 22102  
P 703.883.4082 • [agansa@fca.gov](mailto:agansa@fca.gov)

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for January 5, 2017  
**Date:** Monday, January 9, 2017 1:53:18 PM

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10:30 a.m., January 5, 2017

Attendees: Wendy Laguarda, Russell Middleton, Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charles Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Laurie Rea, Mike Stokke

Bill:

- Welcome back to the New Year.
- Board meeting next week.
- The group has been working on the Chairman's speech for San Diego. Robert, Charlie, Gary, Jerry, and I – will be in San Diego for the breakout session.

Dale:

1. Notational Votes:
  - a. Out for Vote: None
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – None
3. FCA Board Meeting: January 12<sup>th</sup>, 2017 – (Proposed Agenda approved by Board Chairman 12/22/2016)
  - a. Open Session – ORP – Draft Third Amended and Restated Market Access Agreement to be entered into by the Farm Credit System Banks and the Federal Farm Credit Banks Funding Corporation (David Lewandrowski and Rebecca Orlich)
  - b. Open Session - Auditor's Report on FCA FY 2016/2015 Financial Statements (Harper, Rains, Knight, and Company, P.A.; Matthew Farage and Joseph Fletcher)
  - c. Closed Session – Executive Meeting with Auditors

Note 1: Materials due for Board Books due Wednesday January 4<sup>th</sup>.

Note 2: There is a FCSIC Audit Committee starting at 11:00 a.m. this day also.
4. FCA Board Meeting: February 9<sup>th</sup>, 2017 – (Plan to Submit Proposed Agenda to Board Chairman Friday 1/20/2017)
  - a. Open Session – ORP – Unified Agenda (Joi Neal, (b)(5))
  - b. Open Session – ORP – (b)(5)

- c. Closed Session – OSMO Quarterly Report
- 5. FCA Board Meeting: March 9<sup>th</sup>, 2017 – (Plan to Submit Proposed Agenda to Board Chairman Friday 2/17/2017)
  - a. Open Session – ORP – ??.
  - b. Open Session - (b)(5)
  - c. Executive Closed Session – (b)(5)

Note: There is a Regular FCSIC Board Meeting at 2:00 p.m. this day.

- 6. PPM 101 – Federal Reporting Requirements – Beginning of the month reminder to consider if you/your office has any Federal Reporting Requirements subject to PPM 101 that would be due by 1/31/2017.
- 7. (b)(5) :

**New items in Blue**

Date	Time / Where	Who	What	Notes
None Scheduled				

- 8. (b)(5) :

**New items in Blue**

Date	Time / Where	Who	What	Notes
None Scheduled				

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Jerome:

**Operations**

- Carpet on the 3<sup>rd</sup> floor is being replaced
  - Hallway next week
  - Offices the following week
  - Basically for offices, when your office is being replaced
    - Box stuff on top the desk, bookcase that would fall
    - Out of the office at 5pm that day
    - Back in the office the next day
  - Morgan will talk to people that have lateral file cabinets that need to be boxed

- We are going to work with OGC on (b)(5)

## Human Resources

- (b)(5)
  - 
  - 
  -
- (b)(5)
  - 
  -
- (b)(6)
  - 
  - 
  -
- Attended meeting of FIRREA CHCOs yesterday at NCUA.
  - Going to do a conference call every other month to discuss common issues
  - Attendees included SEC, OCC, FDIC, NCUA, FHFA
  - Some issues discussed:
    - Hiring Freeze
    - Pay Adjustments
    - Impact of Dodd-Frank going away
    - Rumors of Transitioning FIRREAs to GS Salary system
    - FEVS Survey
    - Performance Management
    - H/R Technology
  - Will put together report for Human Capital Steering Committee and senior

management

- Awilda will be reaching out to schedule a Human Capital Steering Committee meeting this month
- I will be in HR Boot Camp Training next week. Veronica will be Acting.

Steve:

- Will be 15-20 people across Agency to do a survey on the System travel system. It will take about 10 minutes. A message will come to those participating alerting them that it is coming.
- You will be receiving a list of people who have traveled 50 nights or more who will be receiving a Travel Award.
- Will be closing first quarter and coming out with the budget status report next week.

Charlie:

- (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
- Working on (b)(5) [REDACTED].
- Working with everyone on Chairman's speech for San Diego.
- Paul Gibbs and Autumn have been working (b)(5) [REDACTED] final rule.  
(b)(5) [REDACTED]

Robert:

- (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED] Should have more details soon.
- (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED] (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- (b)(5) [REDACTED]  
[REDACTED]
- OE staff – 3 people left – Don Sullivan retired and Patrick Tewell and Luke Galiegos took positions (b) (6) [REDACTED].

Gary:

- We have not heard back from (b)(5) [REDACTED] We have sent an email for an update.
- We will present the draft MAA for the Board's consideration at the January meeting next week. A notice of the Board's action will be published in the Federal Register with a copy of the draft MAA.
- We have (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
OGC is reviewing.
- (b)(5) [REDACTED]  
[REDACTED]
- On the (b)(5) [REDACTED] to senior staff and the EAs late this week or early next week.
- We plan to send senior staff a draft of the Unified Agenda abstract early next week and schedule a meeting to discuss.
- We are reviewing a draft of the (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]

Jerry:

**Phishing Email Purge**—OIT is writing and implementing a policy to delete known phishing emails from the server. Most email phishing attempts are blocked by automated filters; however sometimes they do get through the filters. Generally, someone in the agency is quick to recognize the potential fraud and it is reported to the help line. If at that time the email is determined to be malicious, OIT will find all copies of that email and delete them from the server. The IG will be notified of the action, but has indicated they do not need to approve the action.

**FCA Phishing Emails**—Several months ago I announced that OIT has purchased a service that would allow us to send simulated phishing emails in order to raise awareness and keep staff alert to the constant threat. We ran into issues when we installed and tested the product because we couldn't get the emails through our own filters. Working with the vendor, we finally got the product working last month and sent a phishing email to OIT staff last week. Sometime week, OIT will work with OCPA to publish a notice prior to us sending a simulated phishing email to all FCA staff.

**Caution about Help Line Email Requests**—OIT helpline prefers requests come to us via email. The electronic receipt allows us to better capture and track the service provided. However, staff needs to understand that information sent this way is copied to numerous people in OIT and is published to everyone on the Service Requests SharePoint site. We are quick to clean it up when it occurs, but we need staff to consider the nature of what their sending and the potential to leak sensitive information. Things we've seen in the past few weeks include screen captures with PII and blocked email release requests where the subject discloses the nature of a confidential action.



**Difference Between Teamwork and Partnership**-OIT supervisors have been working with Mike Beckman through the discussions of the “Five Dysfunctions of a Team”. As part of that work, my staff asked what the difference was between Team.

#### What Partnership Means to Me

A partnership is a mutually complementary relationship where both parties need the other to accomplish their objectives. Each party in the partnership has skills, tools, and experience that the other lacks and for either or both to be successful, they need each other.

To make FCA be the best it can be, it is crucial that OIT understand what our partners need from us to succeed. With this knowledge we will build long-lasting relationships based on mutual respect, a common mission, and core principles. One major principle needed to gain full understanding is frequent communication in an honest, proactive, and transparent way. That is why in 2016 OIT began in-depth talks with our partners to understand what they need from us to realize their success and to align our efforts with their goals. OIT will engage in these discussion and focus on providing value that will lead to results through our ideas, advice, knowledge, solutions, and services.

Another major principle on which OIT is committed is Transparency. One of the end results of our partnership meetings is the published OIT Project Board which lists all project ideas that we have heard from our partners. We ask our partners to review the OIT Project Board to make sure we are doing everything we can to help them succeed.

Laurie:

- We are evaluating (b)(5) [REDACTED]
- We continue to work on (b)(5) [REDACTED]
- We are in the process of developing slides for our February 2017 quarterly report.
- We continue to make good progress on our database and call report projects as well.

Mike:

- Congress sworn in on Tuesday.
- OGC has signed off on Farm Bill legislative agenda.
- (b)(5) [REDACTED]
- (b)(5) [REDACTED]
- Holman Rule was adopted. Allows Congress to line item agencies and employees.
- House Ag Hearing likely in February.

Adjournment 11:30 a.m.

Submitted by Gaye



**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for January 10, 2017  
**Date:** Tuesday, January 17, 2017 1:49:16 PM

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10:30 a.m., January 10, 2017

Attendees: Wendy Laguarda, Russell Middleton, Kevin Kramp, Bill Hoffman, Dale Aultman, Veronica McCain, Steve Smith, Charlie Rawls, Robert Coleman, Gary Van Meter, Laurie Rea, Mike Stokke

Bill:

- Federal Women's Program this morning at 11:00 in Room 3226.

Dale:

1. Notational Votes:
  - a. Out for Vote: AgStar Bond Investment Request to invest in Park View Homes, Inc.
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – None
3. FCA Board Meeting: January 12<sup>th</sup>, 2017 – (Proposed Agenda approved by Board Chairman 12/22/2016)
  - a. Open Session – ORP – Draft Third Amended and Restated Market Access Agreement to be entered into by the Farm Credit System Banks and the Federal Farm Credit Banks Funding Corporation (David Lewandrowski and Rebecca Orlich)
  - b. Open Session - Auditor's Report on FCA FY 2016/2015 Financial Statements (Harper, Rains, Knight, and Company, P.A.; Matthew Farage and Joseph Fletcher)
  - c. Closed Session – Executive Meeting with Auditors

Note 2: There is a FCSIC Audit Committee starting at 11:00 a.m. this day also.

4. FCA Board Meeting: February 9<sup>th</sup>, 2017 – (Plan to Submit Proposed Agenda to Board Chairman Friday 1/20/2017)
  - a. Open Session – ORP – Unified Agenda Abstract (Joi Neal and (b)(5) ) ( (b)(5) )  
(b)(5)
  - b. Open Session – ORP – (b)(5)
  - c. Closed Session – OSMO Quarterly Report (Laurie Rea and Jeremy Del Moral)
5. FCA Board Meeting: March 9<sup>th</sup>, 2017 – (Plan to Submit Proposed Agenda to Board Chairman Friday 2/17/2017)
  - a. Open Session – ORP – ??.
  - b. Open Session - (b)(5)
  - c. Executive Closed Session – (b)(5)

Note: There is a Regular FCSIC Board Meeting at 2:00 p.m. this day.

6. PPM 101 – Federal Reporting Requirements – Beginning of the month reminder to consider if you/your office has any Federal Reporting Requirements subject to PPM 101

that would be due by 1/31/2017.

7. [REDACTED] (b)(5)

New items in Blue

Date	Time / Where	Who	What	Notes
None Scheduled				

8. (b)(5)

New items in Blue

Date	Time / Where	Who	What	Notes
None Scheduled				

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Veronica:

- Financial seminar today at noon in Marsha Martin Training room video conferenced to the field offices.
- Continuing to coordinate for March supervisory training that is coming up.
- HR is scheduling monthly meetings with office directors to discuss HR initiatives and any concerns/issues.
- Working with (b)(5).
- Carpet installation started on the third floor.

Steve:

- (b)(5). Will be after San Diego.

Charlie:

- In the interests of time I will mention just two items. First, Our new admin person started yesterday. She is Antonya Brown who has worked here before back in the 1990s until 2002.
- (b)(5) Very moderate changes. Will review and get that out soon. Expect we can wrap this up this week or early next.

Robert:

- Reported last week that (b)(5) last Friday. (b)(5)  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Gary:

- (b)(5) will be sent soon. (b)(5)  
[REDACTED]
- We are ready to present the MAA to the Board.
- We will continue to route for clearance (b)(5)

(b)(5)

- We will brief Board Member Hall this afternoon on the (b)(5) and Board Member Tonsager tomorrow afternoon. We are also briefing Board Member Tonsager today on (b)(5) and Board Member Spearman today on the (b)(5)
- Also, on (b)(5) we will be calling them to discuss (b)(5)
- OGC is reviewing the draft Unified Agenda abstract, which we hope to send out later this week to senior staff. Tentatively, we plan to meet with senior staff on Thursday of next week.
- (b)(5)

Jerry:

1. **PhishMe Update (Scoring):** Last week I mentioned that OIT purchased a product called PhishMe to begin sending simulated Phishing emails to staff this week. Today, I want to provide details on results PhishMe produces. The tool counts the number of users who open the email or click on the link within the email and identifies the results by browser type (e.g., IE 11 or iOS). It is important to understand that risk increases when a user goes beyond a simple email Preview to Open.
  - **Open:** The phishing email is considered open if the graphics within the email are downloaded (malware can download with graphics). If you “preview” the message in Outlook in the reading pane or on the iPhone/iPad, it will not count as open as the graphics are not downloaded. If you open the email by clicking on the message in Outlook or on the iPhone/iPad, PhishMe will record it as open.
  - **Clicked:** Actually clicking on the link. PhishMe can register as clicking a link even if the message was not opened. A link can be clicked on in when previewed.
  - While the reports do show “Who”, OIT will not reveal individual outcomes.

**Potential COGCON Change:** The COGCON Alert Level is typically raised with events involving large gatherings of people such as the State of the Union Address. With the upcoming Inauguration activities on Friday, January 20, 2017, there is a possibility that FEMA may direct all agencies to set COGCON readiness level to Level 3. (b)(5)

OAS would also need to submit a readiness report that we reached COGCON 3 prior to the imposed deadline.

3. **PPM 906 Update:** The Employee Council has asked OIT to make a few changes to the

recently published PPM 906, "Limited Personal Use of Farm Credit Administration Assets". We have updated the plan to address most of their comments. We have already had OGC review the updates and have sent it to the IRMOC for their review. Once all have reviewed the changes, we will pass it along to the COO and Chairman for review and signature.

Laurie:

- On Wednesday, we plan to brief Chairman Tonsager on (b)(5) [REDACTED]
- We continue to make good progress on our other key projects (b)(5) [REDACTED]

Mike:

- Todd Batta started yesterday. He comes from USDA.
- Will be setting up meetings for our Chairman to go up and meet with our committee chairs.
- (b)(5) [REDACTED]

Adjournment: 11:00 am

Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for January 24, 2017  
**Date:** Tuesday, February 14, 2017 11:11:48 AM

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10:30 a.m., January 24, 2017

Attendees: Dallas Tonsager, Wendy Laguarda, Russell Middleton, Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charles Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Laurie Rea, Mike Stokke

Bill:

- News today – regulatory moratorium and hiring freeze. Regulatory does not apply to us but the hiring freeze does.
- Working on our Farm Credit Council breakout session. A little different this year. The System sent us a number of questions from institutions. We are sorting through them to result in a more manageable number of question themes for the meeting.
- Chairman will have dry run on his FCC Meeting speech tomorrow, 2:00, in the Marsha Martin Training Room.

Dale:

1. Notational Votes:
  - a. Out for AgTexas, FCS Series A Cumulative Stock
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – None
3. FCA Board Meeting: February 9<sup>th</sup>, 2017 – (Plan to Submit Proposed Agenda to Board Chairman Wednesday 1/25/17)
  - a. Open Session – ORP – Unified Agenda Abstract (Joi Neal and (b)(5))
  - b. Closed Session – OSMO Quarterly Report (Laurie Rea and Jeremy Del Moral)
4. FCA Board Meeting: March 9<sup>th</sup>, 2017 – (Plan to Submit Proposed Agenda to Board Chairman Friday 2/17/2017)
  - a. Open Session – ORP – (b)(5)
  - b. Open Session - (b)(5)
  - c. Executive Closed Session – (b)(5)

Note: There is a Regular FCSIC Board Meeting at 2:00 p.m. this day.

5. (b)(5)

New items in Blue

Date	Time / Where	Who	What	Notes
None Scheduled				

6. (b)(5)

New items in Blue

Date	Time / Where	Who	What	Notes
Tuesday	9:00 to noon /	(b)(5)	This group comes	(b)(5)

02/28/2017	Board Room	(b)(5)	every year or so.	(b)(5)
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Jerome:

### **Operations**

1. Carpet installations in the office are on-going. Thanks to OIT for continued support in the disconnection and set-up of the IT equipment.
2. (b)(5)
3. Continuity of Operations during the Inauguration. Went to COGCON 3 and back to 4 as of Friday night.

### **Human Resources**

1. Have Hiring Freeze memo
  - a. The reports that it included Pay are false.
  - b. No positions may be created, except in limited circumstances
  - c. Any positions vacant as of noon, January 22, 2017 may not be filled
  - d. Exception granted by exempt positions necessary for national security or public safety responsibilities
  - e. Director of OPM may grant exceptions
  - f. Within 90 days, Director of OMB, in consultation with Director of OPM, put together a plan to reduce the size of federal government through attrition.
    - i. Order expires once plan is implemented
  - g. Contracting to circumvent the intent of the memo is not permitted
  - h. Includes all executive department agencies regardless of the sources of funding, except military
  - i. Does not include
    - i. Presidential appointment/Senate confirmed positions,
    - ii. Non-career SES, or
    - iii. Schedule C in Excepted Service or
    - iv. Any other position serving at pleasure of appointing authority



- j. No appointments made prior to 1/22/17 are affected
- 2. [REDACTED] (b)(5).
- 3. Human Capital Steering Committee meeting was postponed until 2/13.
  - a. Succession Planning
  - b. Technology initiatives proposed for HR
  - c. Get input on what folks are interested in seeing from the Committee
- 4. Office of Special Counsel training on 2/1 (Whistleblower training, etc.)

Steve:

- Thanks to those of you who met with Joan and Ira (b)(5) [REDACTED]  
Will do a follow up meeting after San Diego to pull information together and have a joint meeting with senior staff.

Charlie:

- Regulatory freeze – it does not apply to FCA but there isn't an explicit exemption. The policy objective is to delay regulatory actions pending the appointment of a Trump Administration official. And to allow that person time to review the pending regulatory action. FCA does not fit that mode of operation. Also, the memorandum defines regulation in a way that did not apply to us. Nevertheless, we would be wise to talk to OMB about any regulatory actions before moving forward with anything significant.
- Hiring freeze – We may be in the situation for a while. They are going to want to have a confirmed OPM director in place first before lifting the freeze.
- Working on answers for the questions for FCC meeting
- Unified agenda will be ready for February meeting.
- (b)(5) [REDACTED] we have a good draft going now. Gary will discuss.
- (b)(6) [REDACTED].

Robert:

- Management updates:
  - (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- Last year and year before there was a lot of information gathered on (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]

- We have capital training going on in 1101-1102 today.

Gary:

- The proposed (b)(5) is in routing for clearance. (b)(5)
- We are considering (b)(5)
- We will brief the Chairman tomorrow on (b)(5)
- Training on the new capital regulations is taking place in McLean today. It will be video recorded. Training will be provided in the Denver and Bloomington offices in February.
- We have sent the most recent draft of the unified agenda out to senior staff and the EAs for any comments they may have. Our plan is to present it at the February Board meeting.
- We received an inquiry from (b)(5)
- The draft booklet on (b)(5)
- The recommendation on the AgTexas request to issue preferred stock has been provided to the Board Secretary.

Jerry:

(b)(5)  
(b)(5)

**Smartcard Bypass**—OIT is working on a solution to allow users to log onto their laptops while off site should their smartcard reader become inoperable. The solution will provide a secure, two-factor workaround that will allow the user to enter some secret keystrokes to remove the smartcard logon requirement. The user will need to call the Helpline to obtain the secret keystrokes. The keystroke sequence will change regularly. After the keystrokes are entered on the computer, the user will be able to use their username/password to log onto their laptop. We are including in the solution a way to track when a user uses this smartcard bypass. We plan to have this complete by January 30, 2017.

**Partnership Meetings**—Last year FCA began a new process of exchanging ideas quarterly in OIT and Office Partnership meetings. In these meetings, each office identifies what IT projects and initiatives are most important to them and OIT provides updates on project status. The quarterly cycle begins this week and will be complete mid-February.

Partnership Meeting

## Schedule

- January 24<sup>th</sup>
  - \* OCFO – 9:00
  - \* FCSIC – 3:00
- January 25<sup>th</sup>
  - \* OIG – 9:00
  - \* OE – 3:00
- January 26<sup>th</sup>
  - \* OAS – 3:00
- February 2<sup>nd</sup>
  - \* ORP – 3:00
- February 8<sup>th</sup>
  - \* OSMO – 1:30
- February 15<sup>th</sup>
  - \* OGC, EEOI, OCPA  
– 1:30

**IRMOC Disbanded**—While the Quarterly partnership meetings provide a great one-on-one communication venue between each office and OIT, the IRMOC has traditionally been the group made up of members from each office that interacted with OIT. OIT has added another meeting to the Partnership Meeting cycle called the “Directors Partnership Overview Meeting”. This meeting will take place after all the Partnership meetings have been completed and will be a detailed presentation by the CIO on all the meeting findings and the resulting OIT project priorities for the next quarter. It is anticipated that senior staff will attend this briefing along with their designated staff in order to ensure OIT’s Enterprise priority focus is in alignment with their Office’s mission needs. The Directors Partnership Overview Meeting will be an opportunity to redirect OIT priorities.

**Debbie Kleinwachter**—Last week Debbie accepted an offer from OAS for a rotational detail to help them focus on HRIS planning and implementation. I will not be assigning anyone into her spot, but will be taking the lead of the Applications Division myself. This change provides numerous opportunities—it will strengthen the already strong partnership between OIT and OAS, it provides Geoffrey Chu and Anand Mohan an opportunity to enhance their leadership, and it gives me a chance to get more into the weeds of our Application efforts.

Laurie:

- We along with OIT staff had a successful meeting with our consultants on (b)(5) [REDACTED]. The project is moving forward successfully.
- We provided (b)(5) [REDACTED].
- We continue to work (b)(5) [REDACTED].
- We are also working on (b)(5) [REDACTED].

Mike:

- Met with Senate approps last week. May do smaller minibus.
- Meeting with House approps today and tomorrow.
- (b)(5) [REDACTED]

Adjournment: 11:25 a.m.

Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for February 7, 2017  
**Date:** Tuesday, February 14, 2017 10:26:16 AM

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10:30 a.m., February 7, 2017

Attendees: Wendy Laguarda, Russell Middleton, Kevin Kramp, Charlie Rawls, Dale Aultman, Jerome Fowlkes, Steve Smith, Robert Coleman, Gary Van Meter, Jerry Golley, Laurie Rea, Mike Stokke

Charlie:

- House Appropriation Subcommittee hearing later this month. Will hear more about that from Mike. We will need to work together and quickly.
- There has been a lot of discussion about the two executive orders regarding regulations. Have been studying this and by and large, these regulatory initiatives do not apply to FCA. Hiring freeze executive order does apply to us. More on that from Jerome.
- Farm Credit Council Meeting in San Diego went very well. No big issues or problems. (b)(5)  
[REDACTED]
- Had a very nice dinner for Ken Spearman at Hotel del Coronado. Both he and his family really appreciated the event.

Dale:

1. Notational Votes:
  - a. Out for vote: Compeer Merger
  - b. (b)(5) [REDACTED]
2. Joint Board Briefings/Meetings:

This Week – None  
Next Week – None
3. FCA Board Meeting: February 9<sup>th</sup>, 2017 – (Proposed Agenda approved by Board Chairman Wednesday 1/25/17)
  - a. Open Session – ORP – Unified Agenda Abstract (Joi Neal and Jennifer Cohn)
  - b. Closed Session – OSMO Mission Report (Laurie Rea and Jeremy Del Moral)
4. FCA Board Meeting: March 9<sup>th</sup>, 2017 – (Plan to Submit Proposed Agenda to Board Chairman Friday 2/17/2017)
  - a. Open Session – (b)(5) [REDACTED]

Note: There is a Regular FCSIC Board Meeting at 2:00 p.m. this day.
5. FCA Board Meeting: April 13<sup>th</sup>, 2017 – (Plan to Submit Proposed Agenda to Board Chairman Friday 3/24/2017)
  - a. ORP - ??
  - b. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson & Steve Gabriel)
  - c. Open Session - FCS Building Association's Auditors Report on 2016 Financial Audit (Cherry Beakert, LLC, Brynn McNeil, Craig Hunter, and Jeremy Burgess; and Rick Albrecht).

- d. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)
- e. Executive Session – FCS Building Association’s Auditors Report on 2016 Financial Audit (Cherry Beakert, LLC, Brynn McNeil, Craig Hunter, and Jeremy Burgess).
- 6. PPM 101 – Federal Reporting Requirements – Beginning of the month reminder to consider if you/your office has any Federal Reporting Requirements subject to PPM 101 that would be due by 2/28/2017.
- 7. [REDACTED] (b)(5)

**New items in Blue**

Date	Time / Where	Who	What	Notes
None Scheduled				

- 8. (b)(5) [REDACTED]

**New items in Blue**

Date	Time / Where	Who	What	Notes
Tuesday 02/28/2017	9:00 to noon / Board Room	(b)(5) [REDACTED] [REDACTED] [REDACTED]	This group comes every year or so.	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED]

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Jerome:

- Operations:
  - 1. Travel Card audit from OIG completed. Minimal findings. Have closed out findings.
  - 2. Sustainability Report (Greenhouse Gases) went out to OMB last week
- Human Resources:
  - 1. (b)(5) [REDACTED]
  - 2. Human Capital Steering Committee next Monday at 11 (in 3510)
    - a. Succession Planning
    - b. Discuss the Management Training
    - c. Update on HR IT plans
    - d. Get feedback on how the committee can be most useful
  - 3. Office of Special Counsel training last Wednesday.
    - a. Working to make available to everyone not there
    - b. Will get back to everyone with deadline

#### 4. Hiring Freeze

- a. Waiting on pending FAQ before releasing update to managers
- b. No additional information on plan proposed within 90 days

Steve:

- Will be following up on the initial discussion on (b)(5) [REDACTED].
- Will begin delivering the budget status reports on SharePoint.
- (b)(5) [REDACTED]
- We are preparing information for Mike for budget hearings.

Robert:

- (b)(5) [REDACTED]
- (b)(5) [REDACTED]
- (b)(5) [REDACTED]
- (b)(5) [REDACTED] We are working with OGC for next steps.
- Admin – Every year we are required to report to CFPB on certain consumer compliance performance in the FCS. That letter has been drafted with a cc to the Chairman, Bill Hoffman, and Dale Aultman.
- Have a commissioning test coming up for October in St. Louis. None scheduled for this spring. Looking for other locations because hotel has changed their process.
- Have an EMT video conference this afternoon and tomorrow. Trying to save travel money so are looking at different ways to have our meetings.

Gary:

- The FCA Board has until (b)(5) [REDACTED]
- We will brief the Board Members Hall and Spearman tomorrow on the Unified Agenda.
- Training session on (b)(5) [REDACTED]
- Today, we are sending a letter to (b)(5) [REDACTED]

(b)(5)

- We have sent the EAs the draft (b)(5) . We will share the booklet with representatives of the System. Our plan is to present (b)(5) for Board consideration at the March Board meeting.
- We are still reviewing what impact the regulation EO will have on FCA's projects.
- Last Friday, we sent our recommendation (b)(5) .

Jerry:

**VPN Password Change**—FCA Policy requires us to change our VPN password every 6 months. The last time we changed our passwords agency wide, many users experienced frustrating delay issues. For this reason, OIT is off schedule in having all passwords changed; they were scheduled to be changed in mid-December. We were hoping we would be able to resolve the delay problems, but so far we have not. Therefore, everyone must change their password in the two-week window starting next Monday. Because there is a delay in synchronizing the password with our cloud hosted email service, users need to change the password just before a break (breakfast, lunch, going home, etc.). In this way, the delay will not be felt.

(b)(5)

(Pick up on project on January 10<sup>th</sup>)

**Scheduled SharePoint Maintenance**—OIT will be performing maintenance on SharePoint this Saturday, February 11th. We will be installing patches on all of the SharePoint servers to address two outstanding Microsoft Office vulnerabilities detected by our weekly Retina scans. We are expecting SharePoint to be down from 6am-12pm.

**Qlik Training Schedule**—Three week-long Qlik training sessions will be conducted at FCA HQ in McLean. Each session will take a group of users working with similar data sets through Qlik training. The first class will be with OIT next week (February 13-17). A second class will be for OE, ORP, OSMO and FCSIC members from March 6 - 10. The dates for the last class are yet to be finalized, but it will be for OCFO and OAS and anyone else that would like to attend. There are open seats in each class, should anyone from your offices be interested in Qlik training. At the completion of each class, FCA will benefit from a class produced dashboard or other visualization of specific FCA data interests.

Laurie:

- (b)(5)
- We will present our periodic report on Farmer Mac at the February board meeting. The report will focus on Farmer Mac's (b)(5) .



- (b)(5) (b)(5)

Mike:

- Have a tentative ag approp subcommittee hearing February 28. Our Chair and FCSIC Chair will be invited to testify. Meetings this afternoon on that.
- Also meeting this afternoon with ag committee to get more information.
- We need to meet with our Board next week on hearings.

Adjournment: 11:25 a.m.

Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for February 14, 2017  
**Date:** Thursday, March 9, 2017 10:55:47 AM

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10: 30 a.m., February 14, 2017

Attendees: Dallas Tonsager, Wendy Laguarda, Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charles Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Laurie Rea, Mike Stokke

Bill:

- Getting ready for hearings that are coming up. Will have our first meeting this afternoon the Chairman and Jeff Hall.
- Outlook conference next week. A number of us will be attending that. There may be several passes available for other to use.
- Next Thursday there will be a Black History Program in the Marsha Martin Room.
- Got an email from Charlie Dana thanking us for our presentation at the FCC meeting. The Q&A went very well. Many positive comments on Dallas' speech as well.

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – None
3. FCA Board Meeting: March 9<sup>th</sup>, 2017 – (Plan to Submit Proposed Agenda to Board Chairman this Friday 2/17/2017)
  - a. Open Session – ORP – (b)(5)
  - b. Open Session – ORP – Annual FCS Funding Update (Dave Lewandrowski) - tentative

Note: There is a Regular FCSIC Board Meeting at 2:00 p.m. this day.

4. FCA Board Meeting: April 13<sup>th</sup>, 2017 – (Plan to Submit Proposed Agenda to Board Chairman Friday 3/24/2017)
  - a. ORP - ??
  - b. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson & Steve Gabriel)
  - c. Open Session - FCS Building Association's Auditors Report on 2016 Financial Audit (Cherry Beakert, LLC, Brynn McNeil, Craig Hunter, and Jeremy Burgess; and Rick Albrecht).

- d. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)
- e. Executive Session – FCS Building Association’s Auditors Report on 2016 Financial Audit (Cherry Beakert, LLC, Brynn McNeil, Craig Hunter, and Jeremy Burgess).

5. [REDACTED] (b)(5) :

**New items in Blue**

Date	Time / Where	Who	What	Notes
None Scheduled				

6. (b)(5) [REDACTED]

**New items in Blue**

Date	Time / Where	Who	What	Notes
Tuesday 02/28/2017	9:00 to noon / Board Room	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED]	This group comes every year or so.	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

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Jerome:

- Had Human Capital Steering Committee meeting on Monday. Discussed succession planning and March training. Jerome will spend time with Office Directors to discuss other areas on agenda. Deck will be set up in a separate SharePoint site.
- (b)(5) [REDACTED]  
[REDACTED]
- Received new FAQ’s for hiring freeze. Will review and put out updated info on status.
- There was an issue with Wells Fargo 401K associated with people that had a Roth component. They didn’t get matching for PP26 and 1. Issue is with NFC. We are working with them to fix problem and will notify specific staff about the issue.

Steve:

- (b)(5) [REDACTED]
- Looking at an iPhone app for Concur. Expect to set up a test in March with a group of frequent users before a roll that out.
- (b)(5) [REDACTED]

- (b)(5) .
- Have set up appointments with most office directors to discuss (b)(5) .

Charlie:

- Not a lot of new items.
- (b)(5) . Staff is reviewing.
- Working on Appropriations hearing preparation.
- (b)(5) .
- Human capital planning meeting on Monday was good. Focused on the retirement bubble. The situation will become more acute with a lengthy hiring freeze. Also if something to changes to encourage retirements. For example a change to the high three rule.

Robert:

- Convened a (b)(5) .  
Reevaluating now how to move forward.
- (b)(5) .  
Haven't heard any updates today.
- (b)(5) .  
.
- (b)(5) .  
.
- (b)(5) .  
.
- Have 6 former summer interns that we got before the freeze that are scheduled to start next summer. Six associate examiners are scheduled to come back this year as well after a summer internship last year. Working with Jerome and the Pathway program which is exempt from the hiring freeze.

Gary:

- (b)(5) .  
We are reviewing and to see if they are sufficient. The FCA Board has until (b)(5) to make its decision on the (b)(5) .
- We plan to share the (b)(5) representatives of the System later this week. If we have sufficient time, we would like to present (b)(5) for Board consideration at the March 9<sup>th</sup> meeting.



users, as this user did, to call the Helpline.

3. **Qlik Training This Week**-Just a reminder that 9 OIT staff (including myself) will be in Qlik Training the remainder of this week.

Laurie:

- (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]

Mike:

- Meeting at 1:30 today for the first go around in prep for the hearing on March 28.
- Jeff Hall and Chairman Tonsager will be meeting with Chairman Aderholt this Friday. Hopefully we will get a better idea of what they are looking for.
- February 28 is the notice we received from House Ag approps hearing. March 29 is for the full Ag committee hearing.

Adjournment: 11:05

Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for March 7, 2017  
**Date:** Thursday, March 9, 2017 11:00:04 AM

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10:30 a.m., March 7, 2016

Attendees: Wendy Laguarda, Russell Middleton, Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charles Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Laurie Rea, Mike Stokke.

Bill:

- Board meeting this week.
- OIT partnership meeting tomorrow at 2:00 p.m.
- Women's History meeting on Thursday after the FCSIC Board meeting. Krista Harden formerly of USDA will be speaker.
- Robert and I will be meeting next week with (b)(5) Tuesday-Thursday.
- Leadership meeting March 21-24.

Dale:

1. Notational Votes:
  - a. Out for vote: Removal of Regulatory Capital Conditions Previously Imposed on Third-Party Capital and Determination of Regulatory Third-Party Capital Treatment Under the Tier 1/Tier 2 Capital Framework Final Rule
  - b. Future: (b)(5)
2. Joint Board Briefings/Meetings:

This Week – None  
Next Week – None
3. FCA Board Meeting: March 9<sup>th</sup>, 2017 – (Proposed Agenda approved by Board Chairman 2/16/2017)
  - a. Open Session –ORP – Annual FCS Funding Update (Dave Lewandrowski)  
Note: There is a Regular FCSIC Board Meeting at 1:00 p.m. this day.
4. FCA Board Meeting: April 13<sup>th</sup>, 2017 – (Plan to Submit Proposed Agenda to Board Chairman Friday 3/24/2017)
  - a. ORP - ??
  - b. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson & Steve Gabriel)
  - c. Open Session - FCS Building Association's Auditors Report on 2016 Financial Audit (Cherry Beakert, LLC, Brynn McNeil, Craig Hunter, and Jeremy Burgess; and Rick Albrecht).
  - d. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)
  - e. Executive Session – FCS Building Association's Auditors Report on 2016 Financial Audit (Cherry Beakert, LLC, Brynn McNeil, Craig Hunter, and Jeremy Burgess).

5. FCA Board Meeting: May 11<sup>th</sup>, 2017 – Plan to Submit Proposed Agenda to Board Chairman 4/21/2017)

- a. Open Session –ORP – ??
- b. Closed Session – OSMO – Periodic Report (Joe Connor)

6. PPM 101 Reporting – Regarding FCA’s Federal Reporting Requirements – Soon Dale will be sending e-mail to selected staff, with cc to Senior Staff, who normally report/track the Agency’s Federal Reporting Requirements. Period covered with be six-months ended 3/31/2017. The email will contain a Table in Word that your office will update and return to me around April 7<sup>th</sup>. And you will send me a “certification” email that you/your office met Federal Reporting requirements for the period. Finally, as a beginning of the month reminder, please consider if your office has any Federal Reporting requirements that are due by the end of March.

7. [REDACTED] (b)(5)

New items in Blue

Date	Time / Where	Who	What	Notes
None Scheduled				

8. System (and others) visits to FCA to receive presentations from FCA/FCSIC Staff:

New items in Blue

Date	Time / Where	Who	What	Notes
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b)(5)	This group comes annually	(b)(5)

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Jerome:

- Operations
  - Favorable report for the Purchase Card Audit. Addressed minor issues cited
  - Credit Card requests to Veronica
- Human Resources:
  - Met with CHCO of GSA last Thursday.
    - Spoke about H/R IT issues, change of H/R philosophy
    - Spoke about Hiring Freeze
      - OMB had call with large agency CHCO’s
        - Will look in MAX System for FTE count
        - OMB will give us a number to reach



- In FY 19 budget, show plan to reach that number
- Made no differentiation between Appropriated and Non-appropriated funding
- Working with OGC to determine (b)(5)
- Finalizing email to go out about Roth 401(k) plan
- Management training email came out yesterday with the pre-work.
  - Check clutter
  - Panel on Leadership at end of session; Beckmann to speak with everyone on that
- SOFA Education Session tomorrow: Tax Planning
- Recruiting committee meeting tomorrow

Steve:

- Had entrance conference on the financial audit last Wednesday. (b)(5)
- Completed the reallocation of funds for the 2017 Compensation Program.
- Getting ready to roll out a pilot Concur APP for the iPhone with a small group from OE. This pilot will help the BFS helpdesk become more familiar with helping users before there is a broader rollout planned for June. Biggest payoff with the app seems to be for the approvers. There will be some training for the new APP.

Charlie:

- Jerome mentioned question from the Appropriations hearing on our authority to require service agreements for examiners. Appreciate Jerome's help, (b)(5)
- We have a number of issues under consideration coming out of the White House and Congress regarding regulatory reform. Things are confusing so we are trying to follow closely. We have confirmed with OMB that the most recent Executive Order issued on February 24<sup>th</sup> does not apply to independent agencies. (b)(5)
- Also, should mention that there seems to be a serious move for Congress to do something on regulatory reform.

Robert:

- (b)(5)

- (b)(5) [redacted]  
[redacted]
- (b)(5) [redacted]  
[redacted]  
[redacted]  
[redacted]
- (b)(5) [redacted]  
[redacted]
- (b)(5) [redacted]  
[redacted]  
[redacted]
- (b)(6) [redacted], retired January this year after 40 years of FCS service.

Gary:

- (b)(5) [redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]
- We shared the (b)(5) [redacted]  
[redacted] We are reviewing the comments. We are planning to present (b)(5) [redacted] to the FCA Board at its April meeting.
- We finished our (b)(5) [redacted]  
[redacted]  
[redacted]  
[redacted]
- Unified Agenda notice received. Must submit by March 31.
- We will present the Funding Update at the Board meeting this week.
- Pursuant to (b)(5) [redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]  
[redacted]
- (b)(5) [redacted]  
[redacted]  
[redacted]  
[redacted]
- We are working on information as a follow-up to the Appropriations hearing.
- We are meeting this afternoon on whether (b)(5) [redacted]  
[redacted]
- We are meeting March 9 and 10 with (b)(5) [redacted]

- On Monday, March 13, we have a meeting with (b)(5)

- We are meeting on March 16 with (b)(5)

- We are briefing Board Member Hall tomorrow on (b)(5)

Jerry:

**Qlik Training** --10 OIT staff (including myself) were in Qlik Training the week of February 13. This week 15 people from OE and ORP staff are in the same class taught by a Qlik employee. The class goes over a lot of the features of the product very quickly. Even though I had been using Qlik with some very productive results for the past few months, I learned something new with each lesson.

**Director's Partnership Overview Meeting Tomorrow**—Tomorrow, March 8 at 2:00 p.m. in the Marcia Martin conference center, I will present a summary of the 2<sup>nd</sup> Quarter partnership series. Directors and staff are expected to attend. Video Conference will be available for field office staff. Video Conference ID: 7034444, Phone in # 877-322-2830, Conference ID: 7034444

**OIT Staff Team Building**—On February 23<sup>rd</sup>, OIT staff participated in a team building workshop facilitated by Mike Beckman. This was organized and facilitated by OIT team leaders (Grade 40 Supervisors) and participated by all OIT staff except Associate Directors and the CIO. The purpose was to build upon the OIT team culture and energize them to more productive team results.

**OIT Satisfaction Survey**—OIT will be asking all FCA staff to complete a satisfaction survey in the next month. There will be two different versions of the survey, one for supervisors and leadership, the other for all other staff. The purpose is to get feedback on how well OIT is providing services and support. The results will be tabulated into a comprehensive scorecard that will be published for all to see and will be used to guide future IT investments.

**Bloomington Trip**—It was about a year ago that I had completed a tour to all of the field offices. At that time, I found so much value from the trips that I said I'd make two trips to each office each year. I've been unable to keep that promise, but will be scheduling field office visits when I can. The week of March 13<sup>th</sup>, I will be traveling to Bloomington field office; Ricardo and Jerry Versace will be joining me on the trip. I've asked Dan Fennewald and Jerry Lindlauf to help me schedule some meaningful meetings.

**Mobile Device Issues**—We have had a few iPhones returned with broken screens. While this is to be expected, it is discouraging that the majority that are being returned have been weakened by the staff member removing its phone case and/or screen protector. Because of these issues, we have written and published a new procedure on how to deal with these damaged devices. OIT will have these devices repaired, but a replacement phone will not be issued while the phone is sent out for repairs.

**Advanced OIT Examination Team** – In partnership with OE, OIT has established the concept an OIT Examination Advance team. If requested 30-60 days before an exam, OIT will work with the EIC to help lay the technical ground work for a technically efficient exam (e.g.

connectivity, communications, access to ELF). We have only established the Advanced team structure last week (team members from both side have been identified and communication process is documented). OIT is working with two EIC's now on examinations scheduled ion the next 30 days.

**Institution Technology Inventory** – OE and OIT have worked together to create an inventory of institutions' technical environments to better understand connectivity and communication options and to help examiners prepare for upcoming examinations. The SharePoint, called "Institution Connectivity Information", will serve as a place where EICs and OIT can store connectivity information for future exams. The list currently includes all of the information from the recent connectivity survey for each institution. This information will help transfer knowledge to future EICs and examination teams.

**Phishme Button in Outlook** – There will be a new button in Outlook, called "Report Phishing". Staff will use this button to easily report suspected phishing email. Directions will be sent to staff via FCA Today in coordination with the implementation of the new feature.

- **Employee's Council Chair** – The FCA Employee's Council elected Jerry Versace, Program Manager within the OIT Governance Division, as the Council Chair.

**PPM 900** – OIT has updated PPM 900, "IRM Planning" to reflect the new IRM process we have implemented over the last year. It is currently in circulation for review and signature.

Laurie:

- Joe Connor will present OSMO's periodic report at the May Board meeting.
- We issued our first in a series of revised call report requirements and instructions—this new schedule will capture Tier1/2 capital information on both the standardized and Advanced approach under Basel III.
- We provided Farmer Mac with a letter confirming their authority under the Act to make investments in non-leveraged RBICs.

Mike:

- Thanks to everyone for help on the hearing last week. Hearing transcripts are now available.
- We start our meetings (b)(5) [REDACTED]

Adjournment: 11:35 a.m.

Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Connor, Joseph](#); [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for April 4, 2017  
**Date:** Tuesday, April 18, 2017 4:05:55 PM

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10:30 a.m., April 4, 2017

Attendees: Russell Middleton, Kevin Kramp, Bill Hoffman, Dale Aultman, Veronica McCain, Steve Smith, Charlie Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Joe Connor, Mike Stokke

Bill:

- Board meeting next week. ORP/OE quarterly report; FCSBA auditor's report; OE report on supervisory condition.
- Lost one of our Board members last week. There is a Website up for condolences that I know the family would appreciate. There will be no service in California. May have something here later.
- (b) (6)

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b) (5)
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – None
3. FCA Board Meeting: April 13<sup>th</sup> – (Proposed Agenda approved by Board Chairman Friday 3/24/2017)
  - a. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson & Steve Gabriel)
  - b. Open Session - FCS Building Association's Auditors Report on 2016 Financial Audit (Cherry Beakert, LLC, Brynn McNeil, Craig Hunter, and Jeremy Burgess; and Rick Albrecht).
  - c. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)
  - d. Executive Session – FCS Building Association's Auditors Report on 2016 Financial Audit (Cherry Beakert, LLC, Brynn McNeil, Craig Hunter, and Jeremy Burgess).
4. FCA Board Meeting: May 11<sup>th</sup> – Plan to Submit Proposed Agenda to Board Chairman 4/21/2017)
  - a. Open Session –ORP – Reg. Burden Solicitation- Tentative
  - b. Open Session – (b)(5)
  - c. Closed Session – OSMO – Periodic Report (Joe Connor)

Note: 8 FCA Examiners participating in Management Integration Training will observe open session; plus 2 trainers.
5. FCA Board Meeting: June 8<sup>th</sup> – (Plan to Submit to Board Chairman Friday 5/19/2017)

- a. Open Session – ORP - ??
- b. Open Session – ORP – Annual Report on the Farm Credit System’s Young, Beginning, and Small Farmer Mission Performance: 2016 Results (???)
- c. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson and Steve Gabriel)
- d. Open Session - OE Semi-Annual Report on Operations (Hal Johnson)
- e. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)

Notes: 1) There is a FCSIC meeting at 2:00 p.m. this day,  
 2) Please provide your Board Book materials by Wednesday, May 31<sup>st</sup>, 4:00 p.m.

6. PPM 101 Reporting – Regarding FCA’s Federal Reporting Requirements – On March 16, I sent most of you an e-mail, with cc: to staff who normally report/track the Agency’s Federal Reporting Requirements on a daily basis. We are covering the six-months ended 3/31/2017. The email contained a Table in Word that your office will update and you will return to me **no later than Friday April 28, 2017**. In your email you will also “certify” (if true) that you/your office met Federal Reporting requirements for the period.

7. [REDACTED] (b) (5)

New items in Blue

Date	Time / Where	Who	What	Notes
Wednesday – 7/12/2017	10:00 to 11:30 / Board Room	(b) (5)	Periodic Visit / Presentation to FCA Board	[REDACTED]
Wednesday - 7/12/2017	1:00 to 2:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Thursday – 11/2/2017	2:30 to 4:00 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)

8. (b)(5)

New items in Blue

Date	Time / Where	Who	What	Notes
Thursday 04/27/2017	10:00 to 11:30 / Board Room	(b)(5)	Around 20 Seasoned Employees for annual visit	(b)(5)
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b)(5)	This group comes annually	(b)(5)

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Veronica:

- Received positive feedback from leadership training. Will be following up with attendees on suggestions for learning opportunities.
- Having a SOFA Workshop tomorrow – noon to 1:00 – on Transition into Retirement.
- Jerome will be sending out an email on midyear reviews.
- Federal employee survey coming out next month.

Steve:

- Coming to the end of the midyear. (b)(5)
- (b)(5)
- (b)(5)
- In two weeks, there will be an OPM review group coming in to do an audit of our personnel security files. This is routine and was last performed about 5 years ago.

Charlie:

- We continue to get a number of new Presidential executive orders. Trying to look at each one carefully to see how it might impact the Agency.
- Executive Orders:
  - Freeze memo – haven't seen anything on extending the period beyond the 90 days. But this could be done.
  - Procurement issues addressed. Not a big impact on us.
  - Energy and climate change.
  - Legislative coordination and clearance – looking at that closely. (b)(5)
  - Reorganization – 180 day requirement on each agency to review their structure and organization to improve efficiency and effectiveness and reorganize themselves as

necessary. Looking at that.

- (b)(5) [REDACTED]  
[REDACTED]
- Trying to stay focused on the (b)(5) issue. Letter to (b)(5) being drafted for their legal opinion.
- (b)(6) [REDACTED]

Robert:

- Institutions:
  - (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- Bill and I are trying to work on dates to visit with (b)(5).
- The week of April 25, (b)(5) [REDACTED]  
[REDACTED]
- Executive Order on hiring freeze – we had one examiner retire this past Friday. Am aware of 5 people in the who are planning to retire within 60-100 days. Doesn't affect us immediately but will if the freeze is extended out.
- (b)(6) [REDACTED]

Gary:

- We have received the request for (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
- We continue to work on the (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
- We are working on issues surrounding (b)(5) [REDACTED]  
[REDACTED].
- We will have a conference call with (b)(5) [REDACTED]  
[REDACTED]
- We will meet with OGC to discuss (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
- We have forwarded our recommendation on (b)(5) [REDACTED]  
[REDACTED]

Jerry:


**Testing CRS Capital Rule Changes--**OIT has deployed the new and revised Call Report



schedules to our test environment. Select employees from OE and ORP have been assisting OIT with testing to ensure that the schedules are in accordance with the red-lined Call Report mock-ups. Call Report ratio data will also be reviewed to ensure their calculations are accurate. OIT has been implementing changes as necessary based on testing feedback before the roll out into production in mid-April.

**SharePoint maintenance** – SharePoint will be down for scheduled maintenance on Saturday, April 8<sup>th</sup> from 7am-1pm. We will be installing patches on all SharePoint servers to address outstanding Microsoft Office vulnerabilities detected by our weekly Retina scans.

**Olik Issues** – (b)(5)



**Farmer Mac Visit** – Geoffrey Chu and I accompanied OSMO yesterday for a visit to Farmer Mac. The meeting was intended only to establish a relationship with OIT and Farmer Mac.

**IT Change Management** – The Wikipedia definition of “**Change management**’ is an [IT service management](#) discipline. The objective of change management in this context is to ensure that standardized methods and procedures are used for efficient and prompt handling of all changes to control IT infrastructure, in order to minimize the number and impact of any related incidents upon service.” FCA has not been using this discipline. OIT is in the first phases of establishing a Change Management Process within the Governance Division (GD). Audrey Hicks has been assigned the role of Change Management Analysts and is scheduled to attend formal training and work on a month long detail at the CFTC to prepare us for this new discipline.

**DHS Einstein 3a Email and DNS Monitoring** – The Department of Homeland Security has required all federal agencies to implement Email and Domain Name Service (DNS) Monitoring. Last month we completed the activation of DNS monitoring and this month we completed the activation of the Email monitoring. This initiative began 4 years ago, experienced multiple delays and challenges, and involved collaboration between FCA, DHS and Verizon. As of the end of 2016, E3A is providing coverage to all civilian cabinet-level departments, and a total of 45 federal departments and agencies, representing 93% of the civilian workforce of the executive branch. This includes the Departments of Energy, Commerce, Homeland Security, Interior, Justice, Labor, State, Veterans Affairs, and the Office of Personnel Management.

**Survey Reminder** – only 12 supervisors completed so far (20%). Employee survey went out yesterday. Please remind your staff of the importance of this feedback.

**Denver Visit** - Anand Mohan and Yun Huang are in Denver this week

(b)(5)



(b) (6)

**OIT Pot Luck** – OIT has a pot luck lunch today. It will either be in the Marcia Martin room or in the picnic area depending on how wet it is outside.

Joe:

- Tim Buzby testifies today at 2pm before House Ag Committee.
- (b)(5)
- (b)(5) After our meeting yesterday at (b)(5)
- (b)(5)
- (b)(5) – thanks to Veronica and her team for their support in this process.
- (b)(5)

Mike:

- Sent the GAO report.
- FCSIC had a report due to the House Oversight Committee on government reform. That was sent.
- Hearing last week went well. Board did well.
- No Fear report went up.
- About a dozen items in ag approp follow up. Hope to get back to them this week.
- Thais talked to Senate Ag Investigative Council on her No Fear report. Went well.

Adjournment: 11:25 am

Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Emily W. F.](#)  
**Cc:** [Mohan, Anand](#); [Paulsen, Roger A.](#); [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for April 11, 2017  
**Date:** Wednesday, April 19, 2017 1:22:20 PM

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10:30 a.m., April 11, 2017

Attendees: Chairman Tonsager, Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charles Rawls, Anand Mohan, Gary Van Meter, Roger Paulsen, Laurie Rea, Mike Stokke

Bill:

- Welcome to the Chairman today.
- Board meeting this week.
- We will have a portrait of Ken Spearman, in his honor, in front of the Board Room on Thursday. Board members will have comments on his behalf.

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – None
3. FCA Board Meeting: April 13<sup>th</sup> – (Proposed Agenda approved by Board Chairman Friday 3/24/2017)
  - a. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson & Steve Gabriel)
  - b. Open Session - FCS Building Association's Auditors Report on 2016 Financial Audit (Cherry Beakert, LLC, Brynn McNeil, Craig Hunter, and Jeremy Burgess; and Rick Albrecht).
  - c. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)
  - d. Executive Session – FCS Building Association's Auditors Report on 2016 Financial Audit (Cherry Beakert, LLC, Brynn McNeil, Craig Hunter, and Jeremy Burgess).
4. FCA Board Meeting: May 11<sup>th</sup> – Plan to Submit Proposed Agenda to Board Chairman 4/21/2017)
  - a. Open Session –ORP – Regulatory Burden: Notice of Intent and Request for Comment (Tom Risdal & Mary Alice Donner)
  - b. Open Session- ORP – (b)(5)
  - c. Closed Session – OSMO – Periodic Report (Joe Connor)

Note: 8 FCA Examiners participating in Management Integration Training will observe open session; plus 2 trainers.
5. FCA Board Meeting: June 8<sup>th</sup> – (Plan to Submit to Board Chairman Friday 5/19/2017)

- a. Open Session – ORP - ??
- b. Open Session – ORP – Annual Report on the Farm Credit System’s Young, Beginning, and Small Farmer Mission Performance: 2016 Results (???)
- c. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson and ??)
- d. Open Session - OE Semi-Annual Report on Operations (Hal Johnson)
- e. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)

Notes: 1) There is a FCSIC meeting at 2:00 p.m. this day,  
 2) Please provide your Board Book materials by Wednesday, May 31<sup>st</sup>, 4:00 p.m.

6. [REDACTED] (b)(5)

**New items in Blue**

Date	Time / Where	Who	What	Notes
Wednesday – 7/12/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Wednesday - 7/12/2017	1:00 to 2:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Thursday – 11/2/2017	2:30 to 4:00 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)

7. [REDACTED] (b)(5)

**New items in Blue**

Date	Time / Where	Who	What	Notes
Thursday 04/27/2017	10:00 to 11:30 / Board Room	(b)(5)	Around 20 Seasoned Employees for annual visit	(b)(5)
Thursday 06/15/2017	10:00 to 11:30 /	(b)(5)	Around 20 New Employees /	(b)(5)

	Board Room	(b)(5)	Interns	(b)(5)
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b)(5)	This group comes annually	(b)(5)

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Jerome:

- On-Line Employment Verification in Testing
  - NFC Provides the service
  - Call #, Get Code, Give Code to Lender, Lender uses code and gets info
  - In Testing, Article coming out next week with specifics
- Take Your Child to Work on 4/27
  - No specific program
  - Bring your child and each employee can determine what happens that day
  - Article coming out this week with specifics and asking for email if you're participating-know how many children are coming in
- Sending out an email this week as reminder on Mid-Years
- Attended Delegated Examining Unit Training last week
  - OPM Delegation of Outside Hiring Authority
  - Initial Training and renewal every 3 years
  - DEU Authority can be revoked—many stories
  - Lesson learned about outside hiring
- Conference call: Reshaping Workforce for Small Agencies
  - Sponsored by OPM
  - Thursday, 1:30-3:00
  - Conference room 3510

Steve:

- (b)(5)

(b)(5)

- Last week we received notification from OMB that they agree with us that we are not subject to the DATA act.
- OPM audit team will be here next Tuesday-Thursday to look at our personnel security files.

Charlie:

- Already talked about Board meeting and (b)(5).
- Appropriation Q&A shaping up.
- Working with Laurie on an (b)(5) matter.
- Would like to get the (b)(5) out this week.
- Working with ORP on (b)(5).
- Annual financial disclosures SF 278 process is underway. Deadline is May 15th.

Anand:

**CRS Capital Regulatory changes going into effect April 14-17-** We have been working with the Capital Regulatory group, the CRS users group, and other FCA users for many months now to implement Capital Regulatory changes to the CRS reports. An FCA today article will go out today to notify users of CRS downtime this weekend. On Friday, April 14, several scripts will be run to prepare numerous database objects for the changes. On Saturday, April 15, and Sunday, April 16, data will be moved from the old data structures to the new ones and the web reports and front-end will be updated. A system test will also take place then. On Monday, April 17, after successful tests of the system, certain maintenance executable files will be deployed early in the morning.

**Data Integrity and Reporting database** (b)(5)

**Risk Project update** – (b)(5)

**Field Office trip to Denver** –Our Denver office field users were experiencing trouble with certain database queries on (b)(5). We went to Denver to install specialized querying software for two OE analysts and to train them on querying with the tool. In the field we ran queries with the users to dramatically reduce response times, while also training them on techniques to optimize future queries that they might have. While in Denver we had discussions with the users on the state of the (b)(5), on strategies to refine data storage and reporting and on best practices in data analysis. Finally, we ran tests

on network performance, latency, utilization and query response to establish where our hardware could be improved.

**Qlik Training** –As of March 31, we have trained 29 FCA staff members from OE, ORP, OSMO, OIT, OIG, OCFO and OAS on the use of Qlik Sense Desktop for Data visualizations. The training participants have developed dashboards of varying sophistication to support their work.

### **OIT Satisfaction Survey Update—**

#### **CIO Vision Survey (sent to FCA Supervisors)**

#### **IT End User Satisfaction Survey (sent to FCA Non-Supervisors)**

- **70 Completed Responses (29%)**

- **FCSIC Furniture Replacement** –OIT is helping FCSIC with furniture and equipment upgrades. FCSIC staff will be packed up and ready to move by Friday, April 14. During the upgrade FCSIC staff will work out of the 1st floor in OIT offices, Room 1141 or the Computer Training Room. The work is scheduled to be completed by April 28.

Gary:

- We are meeting on Thursday to determine (b)(5) (b)(5)  
(b)(5)
- This morning, we met with representatives of (b)(5).
- We met yesterday with OGC on (b)(5)  
(b)(5) We will likely request a (b)(5) later this week or early next week.
- We will have a (b)(5) tomorrow on (b)(5).
- We will brief the Chairman tomorrow on (b)(5)  
(b)(5)
- (b)(5) (b)(5)  
(b)(5)
- An Executive Order (13777) requires agencies to appoint a Regulatory Reform Officer within 60 days after February 24, 2017. Unclear whether it applies to independent agencies.

Roger:

- Have the OE Quarterly report to the Board this week.
- (b)(5)  
(b)(5)
- (b)(5)  
Results in next 30 days.
- (b)(5) governance issue there. Meeting with board next week.
- Hiring – 9 summer interns committed to us. Extended offer to six for associate examiners. Two accepted and four are pending.
- Budget – having our midyear round up scheduled for the 21<sup>st</sup> of this month to do our projections. Several retirements will have an effect on our budget.

Laurie:

- We are reviewing (b)(5) [REDACTED]  
[REDACTED]
- We received a draft (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
- We are evaluating our needs for a summer intern.
- Tim Buzby's testimony at the house Ag subcommittee was well received. His testimony focused on Farmer Mac's legislative agenda, in particular the "1,000 acre rule".

Mike:

- House Ag Appropriations transcript has one question still outstanding.
- House ag record should have closed yesterday.
- Last Friday, we heard from the Senate Ag committee that they would like to bring a group here like they did several years ago. Maybe in late May. Others from Capitol Hill will also be invited.

Adjournment: 11:05 a.m.

Submitted by Gaye



**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#); [Chu, Geoffrey](#)  
**Subject:** Senior Staff Notes for April 18, 2017  
**Date:** Tuesday, April 25, 2017 9:02:34 AM

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10:30 a.m., April 18, 2017

Attendees: Wendy Laguarda, Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charles Rawls, Jeffrey Chu, Robert Coleman, Laurie Rea, Christine Quinn

Bill:

- Welcome back everyone from the Easter holiday.
- The Chairman has asked that we (b)(5)

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – None
3. FCA Board Meeting: May 11<sup>th</sup> – Plan to Submit Proposed Agenda to Board Chairman this Friday 4/21/2017
  - a. Open Session –ORP – Regulatory Burden: Notice of Intent and Request for Comment (Tom Risdal & Mary Alice Donner)
  - b. Closed Session – OSMO – Periodic Report (Joe Connor)

Note: 8 FCA Examiners participating in Management Integration Training will observe open session; plus 2 trainers.

4. FCA Board Meeting: June 8<sup>th</sup> – (Plan to Submit to Board Chairman Friday 5/19/2017)
  - a. Open Session – ORP - (b)(5)
  - b. Open Session – ORP – Annual Report on the Farm Credit System’s Young, Beginning, and Small Farmer Mission Performance: 2016 Results (???)
  - c. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson and Steve Koenig)
  - d. Open Session - OE Semi-Annual Report on Operations (Hal Johnson)
  - e. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)

Notes: 1) There is a FCSIC meeting at 2:00 p.m. this day,  
2) Please provide your Board Book materials by Wednesday, May 31<sup>st</sup>, 4:00 p.m.

5. FCA Board Meeting: July 13<sup>th</sup> – Plan to Submit *Proposed Agenda to Board Chairman Friday 6/23/17*
  - a. Open Session –ORP – ??
6. GAO Engagement – Government-Wide Engagement on Civil Monetary Penalty Inflation Adjustments. On 4/14/17 the GAO contacted us to assess federal agencies' compliance with civil monetary penalty inflation adjustments. Steve has proposed a response. FCA's answer is due this Friday 4/21/17.
7. GSA Data Call on Agency real estate leases - Yesterday they had a follow up question to their annual questionnaire. Steve answered them. Short answer, FCA does not have any leases, the Building Association has the leases.
8. PPM 101 Reporting – Reminder that your table and certifications are due next Friday 4/28/17. Please see my March 16, 2017 email to most of you.
9. [REDACTED] (b)(5)

**New items in Blue**

Date	Time / Where	Who	What	Notes
Wednesday – 7/12/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Wednesday - 7/12/2017	1:00 to 2:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Thursday – 11/2/2017	2:30 to 4:00 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)

10. System (and others) visits to FCA to receive presentations from FCA/FCSIC Staff:

**New items in Blue**

Date	Time / Where	Who	What	Notes
Thursday 04/27/2017	10:00 to 11:30 / Board Room	(b)(5)	Around 20 Seasoned Employees for	(b)(5)

		Employees	annual visit	(b)(5)
Thursday 06/15/2017	10:00 to 11:30 / Board Room	(b)(5) [REDACTED] [REDACTED]	Around 20 New Employees / Interns	(b)(5) [REDACTED] [REDACTED] [REDACTED]
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b)(5) [REDACTED] [REDACTED]	This group comes annually	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

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Jerome:

- Operations
  - Small Business Vendor Outreach Session (3<sup>rd</sup>/4<sup>th</sup> Week in May)
    - Encourage competition
    - Increase diversity in vendor pool
    - Reduce requirements for sole source requests
    - Generate a database of vendors for market info
    - Program managers to brief participants on
      - Who we are
      - What we do
      - What we purchase
  - Meeting with Chairman's Office tomorrow (b)(5) [REDACTED]
  - Veronica's 30<sup>th</sup> Year in Government
- Human Resources
  - Meeting with Chairman's Office today (b)(5) [REDACTED]
    - Ready to meet with Board member Hall at his convenience
  - Work number for employment/salary reference checks is active. Notice is being generated.
  - CPR Training for 22 people on May 2<sup>nd</sup> to Recertify

- FEVS (Viewpoint Survey)-Communication will start last week in April and roll out the First week in May

Steve:

- (b)(5). Happy to help out.
- GAO engagement on CMPs. Agency did its job updating the CMP on inflation. We have drafted a response back to GAO on what we did and why we did not include a table in our PAR.
- Contacted GSA to report that the FCS Building Association owns, or leases all of the real estate we use. This doesn't fit neatly into their spreadsheet so they are referring the matter to OMB for its advice.
- Have drafted a (b)(5)

Charlie:

- Jerome mentioned working on the requirements for government records archive. (b)(5) This of course is a Government-wide problem. "Capstone" will be the method most all other agencies adopt.
- Working with OSMO as I've mentioned before (b)(5).
- Beginning to look at the Executive Order on reorganization and what we really need to do.
- Buy America – need to look at this as well. Seems like it doesn't change how we do things.
- (b)(5)

Geoffrey:

- We rolled out the March 2017 CRS changes this past weekend. Everything went smoothly and according to plan.
- The deadline for the IT survey has been extended to this Thursday. 56% of our supervisors have responded and 45% of our end users have responded.
- We'll be performing maintenance on the network this Thursday from 7-11pm so there will be some downtime.

Robert:

- Examiners are meeting with the (b)(5) tomorrow morning to discussing OE's examination report from follow-up on (b)(5).
- (b)(5)
- (b)(5) and we will likely have follow-up.
- Bill and I are working on a date to meet with (b)(5)
- Working with Jerome's group to get another announcement out on Associate Examiners for

2017.

- Next week I will be at (b)(5) on Wednesday meeting with System representatives on general discussion on OE focus areas and hot topics.

Gary:

- (b)(5)
- This afternoon, we have a conference call (b)(5)
- We plan to call (b)(5)
- We contacted (b)(5)
- We will begin routing of (b)(5)
- We forwarded a fact sheet on the (b)(5)
- We will send out another draft of (b)(5)
- We would like to move forward on an announcement for the vacant economist position in ORP.

Laurie:

- We are working on developing a notational vote package related to (b)(5)
- Our (b)(5) has been moved to the first week of May.
- Joe Connor will present OSMO's periodic report to the board in May.
- We are reviewing (b)(5)

Christine:

- Late last week, we submitted FCA's responses to the questions we received from the House Ag Appropriations Subcommittee following the February 28 hearing. Nothing else is due to be submitted to this Subcommittee.
- We are waiting to receive a report from the House Ag Committee regarding the March 29 hearing. As of yesterday, we have received nothing. If we receive questions, we will have at least 30 days to respond.
- (b)(5)

Adjournment: 11:05 a.m.  
Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for April 25, 2017  
**Date:** Tuesday, May 2, 2017 10:21:16 AM

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10:30 a.m., April 25, 2017

Attendees: Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charlie Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Laurie Rea, Mike Stokke

Bill:

- Yesterday, we kicked off the (b)(5) [REDACTED]  
[REDACTED] I will soon assign a workgroup to initiate this project.
- Had an intro meeting on the President's Executive Order on Reorganization. We have a small workgroup on that project. Members are Mike Beckman, Laurie Rea, Phil Shebest, Michael Anderson, and Debbie Kleinwachter.
- [REDACTED] (b)(5) [REDACTED]  
[REDACTED]
- [REDACTED]  
[REDACTED]

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5) [REDACTED]
2. Joint Board Briefings/Meetings:

This Week – None  
Next Week – None
3. FCA Board Meeting: May 11<sup>th</sup> – Proposed Agenda approved by Board Chairman 4/20/2017
  - a. Open Session –ORP – Regulatory Burden: Notice of Intent and Request for Comment (Tom Risdal & Mary Alice Donner)
  - b. Closed Session – OSMO – Periodic Report (Joe Connor)  
Note: 8 FCA Examiners participating in Management Integration Training will observe open session; plus 2 trainers.
4. FCA Board Meeting: June 8<sup>th</sup> – (Plan to Submit to Board Chairman Friday 5/19/2017)
  - a. Open Session – ORP - [REDACTED] (b)(5)  
[REDACTED]
  - b. Open Session – ORP – Annual Report on the Farm Credit System's Young, Beginning, and Small Farmer Mission Performance: 2016 Results (???)
  - c. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson and Steve Koenig)
  - d. Open Session - OE Semi-Annual Report on Operations (Hal Johnson)
  - e. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)

Notes: 1) There is a FCSIC meeting at 2:00 p.m. this day,

2) Please provide your Board Book materials by Wednesday, May 31<sup>st</sup>, 4:00 p.m.  
This is week of Memorial Day Holiday.

5. FCA Board Meeting: July 13<sup>th</sup> – Plan to Submit *Proposed Agenda to Board Chairman Friday 6/23/17*

a. Open Session –ORP – ??

6. PPM 101 Reporting – Reminder that your table and certifications are due **this Friday 4/28/17**. Please see my March 16, 2017 email to most of you. I have certifications from: Gary, Laurie, Thais, Jerry/Jeannie, and Jerome. Thank You!

7. (b)(5)

New items in Blue

Date	Time / Where	Who	What	Notes
Wednesday – 7/12/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Wednesday - 7/12/2017	1:00 to 2:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Thursday – 11/2/2017	2:30 to 4:00 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)

8. (b)(5)

New items in Blue

Date	Time / Where	Who	What	Notes
Thursday 04/27/2017	10:00 to 11:30 / Board Room	(b)(5)	Around 26 Seasoned Employees for annual visit	(b)(5)
Thursday 06/15/2017	10:00 to 11:30 / Board Room	(b)(5)	Around 20 New Employees / Interns	(b)(5)
Tuesday	4:00 to 5:00	(b)(5)	This group comes	(b)(5)



10/3/2017	p.m. / Board Room	(b)(5)	annually	(b)(5)
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File Location: OBSEC Drive \ SENIOR STAFF MEETINGS \ 2017 \ 4-25-2017 Dale One Pager.docx

Jerome:

- Group is working on (b)(5)
- Open to suggestions/thoughts from other managers or senior leaders on what they want to see.
- FEVS Coming up in May. Running through June. Supervisor memo will come out soon.
- Reminder to do Mid-year appraisals.
- Working on (b)(5) briefings with the Board.
- An ICTAP job announcement went out for a Deputy in OAS.

Steve:

- Responded last week to GAO on their inquiry about our CMPs and whether we had reported the inflation adjustment in our performance report. Explained (b)(5) and that the instructions in OMB A-136 were unclear. Committed to including a table going forward.
- Budget – Participated on a call with OMB on government shut down plans. They did not anticipate there would be a shut down but advised that shut down plans should be up to date.
- (b)(5)
- OPM came in last week and did a review of our personnel security program. Had a couple of minor findings which were address while they were onsite. The reviewers stated our process was unusually efficient.

Charlie:

- Midyear reviews have been scheduled.
- Jerome mentioned the (b)(5) issue. Working with him on that.
- Met with Laurie on the (b)(5).
- Reorganization Executive Order – talked about communicating to employees.
- Need to get with Robert on (b)(5)

Robert:

- (b)(5)
- Have received the report (60 pages).
- (b)(5)

- (b)(5) [REDACTED]
- (b)(5) [REDACTED]
- Texas – attended the annual stockholders meeting.
- Leaving this afternoon to visit with (b) (b)(5) [REDACTED] representatives. Back to the office on Thursday.
- Trying to hire 7 additional examiners and increase the class of Associate Examiners 2017 to 12. However, we have limited time and we are late in the game for another college level announcement.

Gary:

- (b)(5) [REDACTED]
- (b)(5) [REDACTED]
- (b)(5) [REDACTED]
- (b)(5) [REDACTED]
- We have contacted (b)(5) [REDACTED] We will likely meet with them next Tuesday or Wednesday.
- The (b)(5) [REDACTED] is in routing for clearance.
- We are preparing a one-pager on (b)(5) [REDACTED] and plan to distribute it soon.
- The (b)(5) [REDACTED] will soon be ready for a PC meeting.
- The pre-policy committee group will meet tomorrow to discuss issues for policy committee consideration.

Jerry:

1. **FIRS Application**—OIT is nearing completion of a development effort we started back in October with OE to rebuild the FIRS as web based application. FIRS is the rating system used by FCA examiners for evaluating and categorizing the safety and soundness of System institutions. The new application features a more modern and intuitive interface, provides real-time feedback, incorporates built-in workflow, and has advanced auditing and search capabilities. We also updated the application to reflect changes due to the new capital rule. We anticipate rolling out this application next week.
2. **CRS Data Files Received**—As of this morning, we have received a total of seven call reports for the March quarter. Four are from banks, two are from service corporations, and one is from an association. We are working on loading this data into our systems.
3. **FCSIC Office Furniture**—OIT is helping with the FSCIC Office furniture replacement. We anticipate being ready for them to return to their office on Friday. After staff is back in their office, we will support them with any issues or configuration adjustments needed.
4. **FOIA Request**—OIT is assisting the OGC on a FOIA request for a named email communication search.
5. **People out in May**—(b) (6) [REDACTED]
6. **AgFirst IT Symposium**—AgFirst is hosting an IT Symposium from May 15-May 17 in Columbia, SC. OIT was invited to present to the group during this conference. Jerry Golley, Ricardo Matos, and Anand Mohan will be presenting.

Laurie:

- We are scheduling briefings for our periodic report at the May Board meeting.
- We are revising the (b)(5)
- We provided (b)(5) to OCPA
- We are having (b)(5)

Mike:

- Will be working in the Board room today working on the memorial film for Ken.
- On Thursday, the (b)(5).
- Tomorrow, there is a bill drafted that puts all FIREA agencies under appropriations except us. Todd will be there to hear what they are saying about that.
- Have questions for the record from the House Ag committee. Waiting for one response on YBS.

Adjournment: 11:15 a.m.

Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for May 2, 2017  
**Date:** Tuesday, May 9, 2017 8:38:36 AM

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May 2, 2017, 10:30 a.m.

Attendees: Dallas Tonsager, Wendy Laguarda, Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charles Rawls, Robert Coleman, Jerry Golley, Laurie Rea, Gary Van Meter, Mike Stokke

Bill:

- Last Friday, we kicked off (b)(5)
- I will send a memo to our staff later today discussing our plans concerning the President's executive order on reorganization and making agencies more efficient.
- 

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – None
3. FCA Board Meeting: May 11<sup>th</sup> – Proposed Agenda approved by Board Chairman 4/20/2017
  - a. Open Session –ORP – Regulatory Burden: Notice of Intent and Request for Comment (Tom Risdal & Mary Alice Donner)
  - b. Closed Session – OSMO – Periodic Report (Joe Connor)

Note: 8 FCA Examiners participating in Management Integration Training will observe open session; plus 2 trainers.
4. FCA Board Meeting: June 8<sup>th</sup> – (Plan to Submit to Board Chairman Friday 5/19/2017)
  - a. Open Session – ORP - (b)(5)
  - b. Open Session – ORP – Annual Report on the Farm Credit System's Young, Beginning, and Small Farmer Mission Performance: 2016 Results (???)
  - c. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson and Steve Koenig)
  - d. Open Session - OE Semi-Annual Report on Operations (Hal Johnson)
  - e. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)

Notes: 1) There is a FCSIC meeting at 2:00 p.m. this day,

2) Please provide your Board Book materials by Wednesday, May 31<sup>st</sup>, 4:00 p.m.

This is week of Memorial Day Holiday.
5. FCA Board Meeting: July 13<sup>th</sup> – Plan to Submit Proposed Agenda to Board Chairman Friday

6/23/17)

a. Open Session –ORP – ??

6. **PPM 101 Reporting** – Thanks to you and your staff for reporting. All offices reported meeting reporting requirements.
7. **PPM 1006 on Audit Follow Up Policy and Procedures** - Under the “RESPONSIBILITIES”, “Management Officials” heading, number 6 states the Management Official (which is mostly you as Office Directors) will be responsible for: submitting a report to the AFO (which is me) by the 15th of the month prior to the end of each quarter (March, June, September, December) concerning the status of all recommendations for which management decisions have not been reached, and corrective actions that have not been implemented. This means after the OIG Report is issued, if an audit recommendation is not “closed” by the OIG and “resolved” by me, or if you have not reached a decision on an OIG recommendation, then please report it to me on this quarterly basis. I will help you remember by sending a reminder approximately 2 weeks before you are required to report to me.

8. [REDACTED] (b)(5)

New items in Blue

Date	Time / Where	Who	What	Notes
Wednesday – 7/12/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Wednesday - 7/12/2017	1:00 to 2:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Wednesday – 8/9/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Thursday – 11/2/2017	2:30 to 4:00 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)

9. (b)(5)

New items in Blue

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Date	Time / Where	Who	What	Notes
Thursday 06/15/2017	10:00 to 11:30 / Board Room	(b)(5) [REDACTED] [REDACTED]	Around 20 New Employees / Interns	(b)(5) [REDACTED] [REDACTED]
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b)(5) [REDACTED] [REDACTED]	This group comes annually	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

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Jerome:

- Operations

1. Discussion Draft on Contract Audit Received.

- a. Preliminary Meeting is Tomorrow

- Human Resources

2. Worked on Locality Increase

- a. Working on Notification Letters (by end of PP 9)

- b. (b)(5) [REDACTED]

3. (b)(5) [REDACTED] (b)(5) [REDACTED]

- a. (b)(5) [REDACTED]

- b. (b)(5) [REDACTED]

- c. Want to get on circulation soon to adopt and begin implementing

4. Working with OCPA, OGC and others on (b)(5) [REDACTED]

- a. (b)(5) [REDACTED]

5. FEVS Survey Starts Next Week

- a. Email to managers this week

6. First Aid Training Recertification is Today in Marsha Martin

7. Long-Term Investing Training by SOFA on May 10th

## 8. Kick-Off Meeting for the Flex Spending Plan OIG Audit (Today at 2pm)

Steve:

- (b)(5)
- (b)(5)
- (b)(5)

Charlie:

- Already talked about the (b)(5).
- Mary Alice preparing for the Board meeting next week (b)(5)
- Still working on our midyear reviews.
- Have the questions for the record from the House hearing going around. Working on what to do with those.
- Financial disclosures are due May 15.

Robert:

- (b)(5) in town this week. (b)(5) on Thursday. May be some follow up meetings from that.
- (b)(5) week after next – May 15. All of OE management will be out of the office.
- (b)(5)
- Posted a job announcement on Friday for 7-8 additional associate examiners. Have lost two of our class of 2014 and two from 2016.
- Having some discussion (b)(5)

Jerry:

**Construction**—The building association has given us additional office space in suite 1700. The space provides for two additional offices, an exit door, and enough space to add a large conference room (holding up to 20). Construction is expected to start this week. Rick is providing us with a large conference table and OIT will equip the room with video conferencing capability. Once completed, the conference room will be added to the list of available FCA conference rooms.

**Smartcard Bypass** – Recently, an examiner on-site locked his ID card requiring him to call the Help Line to get connected. We had him run the smartcard bypass tool created by Joan Greene a few months ago; it was only the second time the technique had been needed. The tool allowed the individual to continue his examination without major disruption. The way it works is that OIT walks the user through a few quick steps to allow them to sign into their laptops with username and password. Before Joan developed this clever technique, OIT would have had to ship a new laptop to the user in the field.

**New VPN Client** – The OIT just released a new, more stable version of the GlobalProtect VPN client software. The new version is more stable, has better performance, and will notify users of VPN status--either Disconnect or Connected. A detailed FCA Today article is coming soon, but we need to have everyone install the update at their convenience using the Microsoft System Center→Software Center Application; they must be connected via an Ethernet connection (not VPN). While we could push the version out to users, if they were on a VPN connection at the time, it would disconnect them and not allow them to reconnect until they were wired.

**CRS Update** – The CRS file submission deadline was yesterday. We have received a file from every institution, but have only loaded about half of them so far. (b)(5)

(b)(5) he anticipates having the data ready by the end of the week.

**FCA.gov Redesign** – The FCSIC website redesign project is being delivered by a contractor by the name of Stratcomm, Inc. Their contract includes an option to have them work on the FCA website redesign. Last week, we had them provide us an informal price proposal to move forward with this project. The price is affordable for this fiscal year so we working with procurement to get a formal proposal so that they can begin work soon.

**Microsoft Office Updates** – OIT staff has noticed some changes in Microsoft Office application interfaces. To date, these have been enhancements made by Microsoft that we get through our regular software patching procedures. However, next week we will be pushing out a new version of Microsoft Office that will have many new features. OIT is putting together an FCA Today article that will list some of those features and explain more about the update.

Laurie:

- Yesterday received additional information (b)(5)
- We have completed our slide deck and scheduled briefing for our periodic report to the board at the May meeting.
- We are working with OIT to evaluate (b)(5)
- Our examination team is onsite at Johnston, Iowa this week. (b)(5)

Gary:

- (b)(5) – any thoughts?
- Reg. Burden ready for Board Mtg. next week
- Meeting with (b)(5) – Wed. 2:00P
- Staff assisting OCPA with responses to Appropriations Committee Questions
- (b)(5)
- (b)(5)



- One-page summary of (b)(5) for possible discussion at Policy Committee
- The (b)(5) project will soon be ready for a PC meeting.
- We are reviewing the (b)(5)
- On the (b)(5)

Mike:

- CR went till Friday this week. This week they need to vote on the Omni appropriation bill. Our cap will go up \$3 million.
- Congressman Hensarling is marking up his bill today – the one that puts FIREA agencies under appropriations. We are not included.
- Ag committee meeting tomorrow.
- Reply to Ag committee QFRs will go up this week as well.  
Have not heard back from Senate ag committee on visiting here.

Adjournment: 11:05 a.m.

Submitted by Gaye Calhoun

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for May 9, 2017  
**Date:** Thursday, May 18, 2017 10:55:13 AM

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10:45 a.m., May 9, 2017

Attendees: Dallas Tonsager, Wendy Laguarda, Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charles Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Laurie Rea, Mike Stokke.

Bill:

- Steve and I will schedule meetings with each of you to discuss expenditures for Fiscal 2017.
- Let me know who from your office will attend the RAAW Conference.
- Diversity Day, New Employee Orientation and the Agency picnic will be during the week of the July Board meeting.

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – None
3. FCA Board Meeting: May 11<sup>th</sup> – Proposed Agenda approved by Board Chairman 4/20/2017
  - a. Open Session –ORP – Regulatory Burden: Notice of Intent and Request for Comment (Tom Risdal & Mary Alice Donner)
  - b. Closed Session – OSMO – Periodic Report (Joe Connor)

Note: 8 FCA Examiners participating in Management Integration Training will observe open session; plus 2 trainers.
4. FCA Board Meeting: June 8<sup>th</sup> – (Plan to Submit to Board Chairman Friday 5/19/2017)
  - a. Open Session – ORP - (b)(5)
  - b. Open Session – ORP – Annual Report on the Farm Credit System’s Young, Beginning, and Small Farmer Mission Performance: 2016 Results (???)
  - c. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson and Steve Koenig)
  - d. Open Session - OE Semi-Annual Report on Operations (Hal Johnson)
  - e. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)

Notes: 1) There is a FCSIC meeting at 2:00 p.m. this day,

2) Please provide your Board Book materials by Wednesday, May 31<sup>st</sup>, 4:00 p.m.

This is week of Memorial Day Holiday.

*th*



Jerome:

- Operations:
  - Working on (b)(5) Should have late today or tomorrow
  - OIG Meeting on (b)(5) postponed until Thursday
- Human Resources:
  - Letters sent out with the new adjusted salary after Locality Pay
  - Working with OGC to (b)(5)
  - Meeting with Wells Fargo today on the 401K
  - FEVS kicks off this week
  - Meeting this Wednesday with (b)(5)
  - Call with other (b)(5)
  - Leadership Corner Email-Sent out on May 8<sup>th</sup>
    - Leadership Training Webinars (supports OMB Initiative)
    - May 16<sup>th</sup> 1-2: Leading and Mentoring a Multigenerational Workforce
    - May 30<sup>th</sup> 1-2: Writing Effective Performance Plans
- Other Training:
  - May 9<sup>th</sup>: Innovation-Lunch (Computer Training Room) 12-1
  - May 9<sup>th</sup>: Caregiving 2-3 (Long Term Care Insurance Program) 2-3
  - May 10<sup>th</sup>: Long Term Investing 12-1
- Meeting with Employee Council Next week
- Vonda Bell joins OAS next Monday as Deputy Director

Steve:

- Working through all the reallocations for locality increase, as well as a few that came up from the midyear budget round up. Will meet with Board members after this is completed.
- Additional \$3 million approved for the Agency that we will need to prepare a spending plan for the rest of this year, as well as a detailed organizational chart.
- Been sending office directors a weekly report of travelers to McLean. Would like to hear if you are using that.
- We are working on new reports from the travel system. For example, we have asked for a report on non-refundable fares with canceled trips so that supervisors are aware there are some funds available to the traveler for future trips.

Charlie:

- Received a (b)(5)
- Monday, May 15, financial disclosure reports are due.
- Someone had a question about whether to report Wells Fargo 401K. Answer is no.
- Begin by populating your form first thing. If you don't it won't work later.
- Phil is available if you have questions.

Robert:

- (b)(5)

- (b)(5).
- Going to be doing the (b)(5).
- RAAW Conference – August or September – we have 8 people registered to go. Have several that are speaking.
- Have an EMT meeting for OE next week in Sacramento. Roger, Bev and I will be out.

Gary

- Reg. Burden ready for Board Mtg. this week
- We met with (b)(5) last week.
- We continue to work on the Staff assisting OCPA with responses to Appropriations Committee QFRs.
- We had a call last week with (b)(5) provided them our position on this.
- We have been reviewing the (b)(5)
- (b)(5).
- Notational votes working on: (b)(5)
- Last week, we shared a one page summary (b)(5) At the appropriate point, we plan to request a discussion with the policy committee.
- On the (b)(5) we are working on some additional questions on the proposal. We are also going to engage in some additional outreach with the System.
- June Board meeting we will plan to present the annual YBS report.
- We received a request from (b)(5) Mary Alice and Paul Gibbs will contact him.

Jerry:

1. **Partnership Meetings**—The 3<sup>rd</sup> Quarter Partnership meetings started last week and the Directors Partnership Overview is scheduled for June 6 at 3:30. The Office Partnership meeting schedule is as follows:
  - OIG – May 3<sup>rd</sup>, 9:00
  - FCSIC – May 9<sup>th</sup>, 2:30
  - OCFO – May 10<sup>th</sup>, 10:00
  - OE – May 10<sup>th</sup>, 2:00
  - ORP – May 18<sup>th</sup>, 11:00
  - OSMO – May 18<sup>th</sup>, 2:30
  - EEOI – May 23<sup>rd</sup>, 9:00
  - OCPA – May 24<sup>th</sup>, 9:00
  - OGC – May 24<sup>th</sup>, 2:00
  - OAS – May 31<sup>st</sup>, 1:30

2. **CFTC Detail** – On April 4<sup>th</sup>, I mentioned in this Senior Staff meeting that OIT is beginning a new Change Management program. We have moved Audrey Hicks to work in that program under Jeannie Shaffer and the Governance Division. We have been working with OAS to coordinate a working Detail for Audrey at the CFTC so that she becomes familiar with the process. CFTC has prepared an MOU for the relationship and once they give it to us, we'll have OGC review it; we'd like the 4-week Detail to begin as soon as possible.
3. **Intern** – OIT has selected a Washington Center unpaid intern to start on May 30<sup>th</sup>. Marcus Nichols is a college senior from Tennessee State University with a major in Computer Science. He will be working for Ricardo on the Infrastructure Team in the Technology Division.
4. **FISMA IG Audit** – The IG's annual independent review of FCA's security program is scheduled for May 15, 2017. The review is required under the Federal Information Security Modernization Act (FISMA). Unlike recent years where IG staff conducted the review, the IG contracted this year's audit with Brown & Co. The scoring metrics changed for 2017 so we don't know what to expect from a score. The final report is due to DHS and OMB on October 31, 2017.
5. **FIRS Application Released** – Last week OIT, working with OE, released the new FIRS Report application. The new web-based application replaces the InfoPath template we have used since 2009. OE provided training on its use and created a series of short videos to introduce users to the application.
6. **AgFirst IT Symposium** – AgFirst is hosting an IT Symposium next week, May 15-May 17, in Columbia, SC. OIT was invited to present to the group during this conference. Jerry Golley, Ricardo Matos, and Anand Mohan will be presenting.

Laurie:

- We understand that (b)(5) [REDACTED]  
[REDACTED] (b)(5) [REDACTED]
- Farmer Mac will release its first quarter financial results on Wednesday, May 9<sup>th</sup>. All indications are that first quarter performance is favorable.
- We plan to schedule a policy committee meeting/EA meeting on (b)(5) [REDACTED]  
[REDACTED]
- OSMO is evaluating options for filling an new Associate Examiner position to improve efficiency of onsite work at Farmer Mac.

Mike:

- Reply to House ag committee went up Friday.
- Getting together Thursday on where we are at with the House approps committee QFRs.
- Date on the reply of the two things Steve mention is due July 1.

Adjournment 11:30 a.m.

Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Mardock, Barry](#); [Amaya, Victor](#); [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for May 16, 2017  
**Date:** Tuesday, May 30, 2017 2:45:39 PM

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10:30 a.m., May 16, 2017

Attendees: Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charlie Rawls, Barry Mardock, Victor Amaya, Laurie Rea, Mike Stokke

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – None
3. FCA Board Meeting: June 8th – (Plan to Submit to Board Chairman this Friday 5/19/2017)
  - a. Open Session – ORP – FCA’s Annual Report on the Farm Credit System’s Young, Beginning, and Small Farmer Mission Performance: 2016 Results (Sal Iannetta and Jessica Potter)
  - b. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson and Steve Koenig)
  - c. Open Session - OE Semi-Annual Report on Operations (Hal Johnson)
  - d. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)

Notes: 1) There is a FCSIC meeting at 2:00 p.m. this day,

2) Please provide your Board Book materials by Wednesday, May 31<sup>st</sup>, 4:00 p.m.

This is week of Memorial Day Holiday.
4. CA Board Meeting: July 13<sup>th</sup> – Plan to Submit Proposed Agenda to Board Chairman Friday 6/23/17)
  - a. Open Session –ORP – ??
5. FCA Board Meeting: August 10<sup>th</sup> – Plan to Submit Proposed Agenda to Board Chairman Friday 7/21/17)
  - a. Open Session –ORP – ??
  - a. (b)(5) :

**New items in Blue**

Date	Time / Where	Who	What	Notes
Wednesday – 7/12/2017	10:00 to 11:30 / Board Room	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Periodic Visit / Presentation to FCA Board	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED]

		(b)(5)		
Wednesday - 7/12/2017	1:00 to 2:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Wednesday – 8/9/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Thursday – 11/2/2017	2:30 to 4:00 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)

6. (b)(5)

New items in Blue

Date	Time / Where	Who	What	Notes
Thursday 06/15/2017	10:00 to 11:30 / Board Room  The group will arrive early and receive a 30 minute presentation from Ronnie Hucks of AgFirst about "Farm Credit University" starting around 9:30	(b)(5)	Around 20 New Employees / Interns	(b)(5)
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b)(5)	This group comes annually	(b)(5)



Jerome:

1. Fire Drill Last Week
  - a. Cleared the building in 3 minutes
  - b. We are working on a plan to deal with disabled employees during drills and actual situations
  - c. Will start using Air Horns to signal when it is okay to return to the building
2. Working to complete (b)(5)
  - a. (b)(5)
  - b. (b)(5)
3. Employee Council this week
  - a. Old-From 3/20 meeting with Chairman Tonsager
    - i. Enhanced Communication
    - ii. Talent Utilization and Retention (Rotational program/Leadership Development)
  - b. New
    - i. OIG Awards Audit
    - ii. Performance Appraisal Workgroups/Revisions
    - iii. Consistency in application of policies
    - iv. Compensation Committee for 2018
4. New Deputy Director Started Yesterday
  - a. Here M, W, F for two weeks
  - b. Still setting up visits with Office Directors and Deputies
5. FEVS
  - a. 29.1% Response rate vs. 25.2% last year
  - b. Small agencies at 21.2%
  - c. Governmentwide: 16.8%
6. Money Management Seminar with Agricultural Federal CU. (5/17 11:30-1)
7. NEO

- a. Week of July 10<sup>th</sup>
- b. Two modified half days
- c. Picnic and Diversity and Inclusion Fair (Thursday)

Steve:

- Financial auditors were on site walking through procedures. They interviewed several individuals as part of their standard inquiry about fraud. In prior years we have completed and signed a fraud questionnaire. They will follow up with phone interviews with people they were not able to meet with.
- We are working with OIT to prepare a reduced assessment notice to the system institutions for the 4th Quarter. The assessment is probably going to be (b)(5)

Charlie:

- No notes.

Barry:

- (b)(5) – listening session scheduled for Thursday, May 16 with (b)(5) – attendance from senior staff or OE staff is welcomed
- (b)(5) completing additional System outreach to cross section of institutions – welcome additional suggested contacts – (b)(5)
- – hope to sort out this issue
- YBS Annual Report – plan to complete individual briefings with Board members – preparing to June Board meeting for Annual YBS Report
- (b)(5)
- (b)(5)
- (b)(5)
- (b)(5)
- (b)(5)
- (b)(5)

Victor:

**“WannaCry” Ransomware** - On Friday, May 12, OIT became aware of the “WannaCry” ransomware attack throughout the world. This ransomware attack began with a phishing email and spread to machines with an unpatched Microsoft vulnerability. The ransomware quickly hit over 200,000 machines world-wide, including FedEx. In response, we checked the status of

our patches and other protections. We alerted users to take precautions including not connecting to personal email. We coordinated with OE to ask examiners not to connect to institutions until we could further evaluate. Our efforts reduced the risks of the “WannaCry” and we will be publishing updates today. We will continue to monitor as we anticipate variances of “WannaCry” to be forthcoming.

**Executive Order** – The “Strengthening the Cybersecurity of Federal Networks and Critical Infrastructure” directive was released on May 11, 2017. We will be participating in a conference call with the Office of the Federal CIO concerning the new Executive Order. The goal is to better protect critical infrastructure against cybersecurity threats through risk mitigation. Agencies must provide a risk management report to DHS and OMB within 90 days of this release of the Order.

**FISMA Review** - We met with the Office of Inspector General and Brown & Co for the kickoff of the annual FISMA review. Brown & Co anticipate completing a draft report by September 30, 2017. We asked Brown & Co to prioritize their initial request of 150 documents.

**IT Survey Results** – OIT received the results from the CIO Business Vision and End User Satisfaction surveys. We are currently evaluating the results. Jerry Golley plans to meet with each director one-on-one to discuss the results.

Laurie:

- We were informed (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- We completed (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
- We plan to look at (b)(5) [REDACTED]  
[REDACTED]

Mike:

- Our reply to QFR’s for the House Ag appropriations committee will be complete next week.
- Sec. Perdue testifies before the House Ag committee Wednesday.
- Our budget is due on the hill next Tuesday.

Prepared by: Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Mardock, Barry](#); [Quinn, Christine](#); [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for May 23, 2017  
**Date:** Tuesday, May 30, 2017 2:44:02 PM

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10:45 a.m., May 23, 2017

Attendees: Wendy Laguarda, Kevin Kramp, Bill Hoffman, Mary Alice Donner, Jerome Fowlkes, Steve Smith, Charles Rawls, Barry Mardock, Robert Coleman, Jerry Golley, Laurie Rea, Christine Quinn

Bill:

- Will be ready to meet with the Board members later this week on the spending plan for the rest of 2017.
- Appreciate all of the work those of you around this table did on the 90 QFR questions.

Mary Alice:

1. Notational Votes:
  - a. Out for vote: Farm Credit Leasing Capital Elements
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – None
3. FCA Board Meeting: June 8th – (Board Chairman approved proposed agenda Thursday 5/18/2017)
  - a. Open Session – ORP – FCA’s Annual Report on the Farm Credit System’s Young, Beginning, and Small Farmer Mission Performance: 2016 Results (Sal Iannetta and Jessica Potter)
  - b. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson and Steve Koenig)
  - c. Open Session - OE Semi-Annual Report on Operations (Hal Johnson)
  - d. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)

Notes: 1) There is a FCSIC meeting at 2:00 p.m. this day,

2) Please provide your Board Book materials by Wednesday, May 31<sup>st</sup>, 4:00 p.m.

This is week of Memorial Day Holiday.
4. FCA Board Meeting: July 13<sup>th</sup> – Plan to Submit Proposed Agenda to Board Chairman Friday 6/23/17)
  - a. Open Session –ORP – ??
5. FCA Board Meeting: August 10<sup>th</sup> – Plan to Submit Proposed Agenda to Board Chairman Friday 7/21/17)
  - a. Open Session –ORP – ??
6. (b)(5) :

New items in Blue

Date	Time / Where	Who	What	Notes

Wednesday – 7/12/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Wednesday - 7/12/2017	1:00 to 2:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Wednesday – 8/9/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Thursday – 11/2/2017	2:30 to 4:00 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)

7. (b)(5) :

**New items in Blue**

Date	Time / Where	Who	What	Notes
Thursday 06/15/2017	10:00 to 11:30 / Board Room  The group will arrive early and receive a 30 minute presentation from Ronnie Hucks of AgFirst about “Farm Credit University” starting around 9:30	(b)(5)	Around 20 New Employees / Interns	(b)(5)
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b)(5)	This group comes annually	(b)(5)

				(b)(5)

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Jerome:

- FEVS Results
  - 23.6% Government Wide
  - 33.9% Small Independent Agencies
  - 45.4% FCA
  - 34.2% FCA Last Year YTD
- OMB Project
  - (b)(5)
    - (b)(5)
    -
  - Office Directors getting an email today with things to think about
  - Meetings with other Directors are Wednesday and Thursday
- (b)(5) is in Routing
  - (b)(5)
  - 
  - 
  - 
  - 
  -
- Looking at (b)(5)
  - 
  - 
  -

(  
b) [REDACTED]  
)  
(  
b) [REDACTED]  
)

- Trainings
- Paula Brown is here Tuesday and Wednesday (not Thursday and Friday).
- Industry Day is Thursday
  - 30 Vendors
  - All Offices participating
- Debbie made modifications to Personnel Retrieval System to make easier to use - announcement coming out today

Steve:

- Have been working with Emily on [REDACTED] (b) (5)  
[REDACTED]  
[REDACTED]
- Bill and I plan to talk with the Board members this week (b)(5) [REDACTED]  
[REDACTED]
- (b) (6) [REDACTED]

Charlie:

- Have been back through the 90 QFRs. Will get back over to Christine soon.
- Working with Jerome on (b)(5) [REDACTED]
- We have work to be done on (b)(5) [REDACTED].
- (b) (6) [REDACTED].

Barry:

- Staff met with (b)(5) [REDACTED]  
—presentation available for review.
- (b)(5) [REDACTED]  
[REDACTED].
- (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED].
- Briefing Jeff Hall on the (b)(5) [REDACTED]  
[REDACTED]
- (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]

Robert:

- Had our (b)(5) meeting last week. (b)(5)
- From a human capital standpoint, we hired 5 additional Associate Examiners from our summer interns last year. We will be discussing with HR hiring a couple of external staff soon. Duane Shafer, Tom Gist, and Doug Kuplic will be retiring this fiscal year. Hope to be issuing some job announcements for replacements.
- Directive (b)(5)
- New capital rule has one FIRs rating change for (b)(8). Don't see it as a significant change.
- Tom Gist's retirement party is tomorrow at 2:00 p.m. in the MM Room. Expecting 25 former FCA employees to be attending.

Jerry:

**AgFirst IT Symposium** – Last week OIT attended and presented at AgFirst's IT Symposium in Columbia, SC. We made some good connections with people that can help us with our technology solutions and learned about some new products and solutions that are being used by Associations to solve business problems. We are considering some of the software we learned about to see if there is a place for them at FCA.

**Cyber Security Executive Order** — On May 11<sup>th</sup>, the President issued an executive order on "Strengthening the Cybersecurity of Federal Networks and Critical Infrastructure". (b)(5) OMB provided guidance on the executive order late Friday night; their first reporting deliverable is this Friday—OIT will respond within the mandated timeframe. This order includes three main parts:

- Cybersecurity of Federal Networks – includes various reporting requirements for OMB, DHS, GSA and agencies. **If applicable to FCA, we must provide a Risk Management Report within 90 days. We anticipate a heavy lift.**
- Cybersecurity of Critical Infrastructure – various reporting requirements for DHS, DNI, Commerce, and DOD, and Energy.
- National Security – includes cyber workforce efforts. Reporting requirements for DHS, FBI, DNI, Treasury, State, etc.

**Fort Belvoir Technology Plus Expo** — On Thursday, May 25 OIT will be attending a Technology Expo at Fort Belvoir. Exhibitors will demonstrate the latest in cloud technologies, cyber security, communication technologies, systems integration, wireless, manufacturers, cell phones, greening, network solutions, construction, defense and Homeland Security equipment, information technology products, Storage solutions, office automation products, data management, audio and visual equipment, hardware and software, and more.

**OIT Satisfaction Survey Results** – OIT overall satisfaction score was 83%. Compared to other Public Administrations we are on the high side ([min, mean, max] 49% - 70% - 86%). We are perceived to provide a 79% value, which is also high when compared to similar groups (50% - 69% - 82%). The three most important services OIT provides are Network & Comm. Infrastructure, Devices, and Data Quality; Industry trends rate Network & Comm.



Infrastructure, Business Applications, and Help Desk Services the most important. While our scores are excellent, the survey has helped us identify several key areas to focus—Business Applications, Innovation Leadership, and improving Field Office services. We are still working through the more than 70 pages of results and have many feedback comments to review. Many of the comments we received were about VPN connection issues and an out-of-date website, both are already in the process of being addressed.

**Lunch with FarmerMac Director** – The FCA CIO will be having lunch with Mario Morais, the Director of Operations at FarmerMac. There are several topics that need to be worked out with FarmerMac and this meeting is the first step to these initiatives.

Laurie:

- Farmer Mac CEO Tim Buzby indicated (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
- We are working on an contract for Second Pillar consulting to (b)(5) [REDACTED]  
[REDACTED]
- We are working through (b)(5) [REDACTED]  
[REDACTED]
- OIG is planning (b)(5) [REDACTED].
- We have several meetings scheduled this week (b)(5) [REDACTED].

Christine:

- Mike is on the Hill delivering the FY 2018 budget request and related testimony.

Adjournment: 11:30 a.m.

Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff notes for June 6, 2017  
**Date:** Friday, June 16, 2017 1:32:38 PM

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June 6, 2017, 10:30 a.m.

Attendees: Dallas Tonsager, Wendy Laguarda, Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charles Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Laurie Rea, Mike Stokke

Bill:

- Welcomed Gary back.
- Today, Jerry will have his Directors Partnership Overview (DPO) at 2:30 in the Marsha Martin Room.
- The Chairman will be on travel next week.
- Robert and I will be at (b)(5) next Tuesday.

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5)
2. Joint Board Briefings/Meetings:
  - This Week – None
  - Next Week – None
3. FCA Board Meeting: June 8th – (Board Chairman approved proposed agenda Thursday 5/18/2017)
  - a. Open Session – ORP – FCA’s Annual Report on the Farm Credit System’s Young, Beginning, and Small Farmer Mission Performance: 2016 Results (Sal Iannetta and Jessica Potter)
  - b. Open Session – OE & ORP Quarterly Report on Economic Conditions and FCS Condition and Performance (Hal Johnson and Steve Koenig)
  - c. Open Session - OE Semi-Annual Report on Operations (Hal Johnson)
  - d. Closed Session – OE Quarterly Report on Supervisory and Oversight Activities (Robert Coleman & Roger Paulsen)

Note: There is a FCSIC meeting at 2:00 p.m. this day,

FCA Board Meeting: July 13<sup>th</sup> – Plan to Submit Proposed Agenda to Board Chairman Friday 6/23/17)

  - a. Open Session –ORP – ??
4. FCA Board Meeting: August 10<sup>th</sup> – Plan to Submit Proposed Agenda to Board Chairman Friday 7/21/17)
  - a. Open Session –ORP – ??
5. **PPM 1008 on Federal Reporting Requirements:** This is my beginning of the month reminder to consider if your office/role has any Federal Reporting Requirements that are due by the end of June. You do not need to notify me at this time; this is only a reminder.

In late May old PPM 101 on Federal Reporting Requirements was updated and renumbered to PPM 1008. Updates were minor, mostly to address changes in FCA's office structure.

6. **PPM 1006 on Audit Follow Up Policies and Procedures:** As I mentioned last month regarding PPM 1006 on Audit Follow Up Policy and Procedures - Under the "RESPONSIBILITIES", "Management Officials" heading, number 6 states the Management Official (which is mostly you as Office Directors) will be responsible for: submitting a report to the AFO (which is me) by the 15th of the month prior to the end of each quarter (March, June, September, December) concerning the status of all recommendations for which management decisions have not been reached, and corrective actions that have not been implemented. This means after the OIG Report is issued, if an audit recommendation is not "closed" by the OIG and "resolved" by me, or if you have not reached a decision on an OIG recommendation, then please report it to me on this quarterly basis. **If you have items that meet this criteria, please email me with the information by Thursday of next week on June 15, 2017.** Bill and the IG have asked that I forward to them so they are in the loop.

7. **(b)(5)** :

**New items in Blue**

Date	Time / Where	Who	What	Notes
Wednesday – 7/12/2017	10:00 to 11:30 / Board Room	<b>(b)(5)</b>	Periodic Visit / Presentation to FCA Board	<b>(b)(5)</b>
Wednesday - 7/12/2017	1:00 to 2:30 / Board Room	<b>(b)(5)</b>	Periodic Visit / Presentation to FCA Board	<b>(b)(5)</b>
Wednesday – 8/9/2017	10:00 to 11:30 / Board Room	<b>(b)(5)</b>	Periodic Visit / Presentation to FCA Board	<b>(b)(5)</b>
Thursday – 11/2/2017	2:30 to 4:00 / Board Room	<b>(b)(5)</b>	Periodic Visit / Presentation to FCA Board	<b>(b)(5)</b>
TBD	TBD / Board Room	<b>(b)(5)</b>	Periodic Visit / Presentation to FCA Board	<b>(b)(5)</b>
TBD	TBD / Board Room	<b>(b)(5)</b>	Periodic Visit / Presentation to FCA Board	<b>(b)(5)</b>

8. **(b)(5)**

**New items in Blue**

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Date	Time / Where	Who	What	Notes
Thursday 06/15/2017	10:00 to 11:30 / Board Room  The group will arrive early and receive a 30-minute presentation from Ronnie Hucks of AgFirst about "Farm Credit University" starting around 9:30	(b)(5) [REDACTED] [REDACTED]	Around 20 New Employees / Interns	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b)(5) [REDACTED] [REDACTED]	This group comes annually	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]

File Location: OBSEC Drive \ SENIOR STAFF MEETINGS \ 2017 \ 6-6-2017 Dale One Pager.docx

Jerome:

1. FEVS Data
  - a. 59.7% response vs. 57.2% last year
  - b. 32.1% government-wide
  - c. 48.5% small independent agencies
2. NEO
  - a. Different format for 2017
  - b. 2 half days on Tuesday, July 11<sup>th</sup> and Wednesday, July 12<sup>th</sup>
  - c. Tuesday: 12:45-1:30 & 1:45-2:30 Leader Meetings
  - d. EEO & Diversity and Ethics on Wednesday
3. Diversity Day & Picnic
  - a. Thursday, July 13<sup>th</sup> 11:00-12:00 and 12:00-3:00
  - b. Announcements going out today or tomorrow

4. Working with OGC and OCPA on (b)(5)
5. Student Loan PPM Adopted
  - a. Working on PPM announcement to go out today
  - b. Working on procedures announcement within 3 days
6. We have two reports going out this month
  - a. Fair Act Inventory (Inherently governmental functions)
  - b. Sustainability (Greenhouse, emissions, etc)
7. Active Shooter Presentation Scheduled for June 15<sup>th</sup>
8. Eagle Horizon is June 21<sup>st</sup>
  - a. Test of WETS/GETS cards practice next week

Steve:

- A week ago Friday, we sent out an IM on reducing assessments. Email messages were sent out to System institutions on Monday. We are also calling each institution so they know their assessments have been reduced and make accurate payments.
- We prepared an IM to distribute to institutions on how the assessments will work next year. The change in the capital rule has changed the reporting of risk adjusted assets which is the basis of the assessment formula. We will send the IM out later this month.

Charlie:

- Working on (b)(5)
- Announcement for the IG is open and we are working with OAS on that. This process is guided by the IG Act which makes this one a little different. But otherwise a very open and transparent process for FCA employees that meet minimum qualifications.
- A question is going around on (b)(5) Working with OE and ORP to resolve.
- Continue to work on the (b)(5)
- Policy committee meeting on (b)(5) this Thursday.
- Working on a letter to OMB on (b)(5)

Robert:

- A week ago, we received notice that (b)(5) We will keep our Board updated on the situation.

- (b)(5)

(b)(5)

- Announcement is out for associate examiners. Hope to get 4-5 on board.
- Working with HR for announcement for up to 3 supervisory examiners to replace recent retirees.

Gary:

- Board Meeting – YBS Annual Report—Jessica Potter and Sal Iannetta – Economic Update – Steve Koenig.
- Briefings—Mr. Hall on (b)(5) tomorrow morning and the Chairman tomorrow afternoon. Briefing Mr. Hall tomorrow afternoon on (b)(5)
- FDIC Ag Roundtable – Steve Gabriel part of panel discussion on Thursday. FDIC's chief economist will be in attendance.
- (b)(5) – Policy Committee Meeting scheduled for Thursday after Board meeting.
- (b)(5)
- Staff completing additional outreach on (b)(5) – cross section of System institutions – small/large associations and banks.
- Assisting OCPA - presentation to South Korean Group on July 8 – also gathering additional information on (b)(5).
- (b)(5) need to set up meeting with System representatives for additional discussion.
- (b)(5)
- We will have a notational vote package in routing soon on (b)(5)
- We are reviewing the request from (b)(5)

Jerry:

- **OIT Intern Withdrew** – The Washington Center intern that we had selected has withdrawn from consideration because (b) (6).
- **CIO Field Office Visits** – The Week of June 12<sup>th</sup>, the CIO, along with the team lead for the User Support Team, will be visiting the Sacramento and Dallas field offices. Among other meetings, he will be presenting a modified Director Partnership Overview presentation to all hands in the office.
- **FBIIC Response** – On May 18, FBIIC had requested that each bank regulator identify their authority in the event of a Cyberattack. OIT has been working almost of the offices to prepare our 2-page reply. Responses are due today; the draft is currently with Dallas for review.
- **2017 FISMA** - The 2017 FISMA review is underway. OIT is meeting with Brown and Company (the consultant hired to conduct the audit) and the OIG representatives weekly. We used the first meeting to clarify the initial request of 150 items and report status. We are addressing

the prioritized requests as best we can. We let the IG and contractors know we will not meet their target date June 9, 2017 to fulfill the initial request. (b)(5)

This project will require a significant amount of OIT staff time as they plan to interview OIT staff, test controls, and request additional documentation. The final report utilizing new scoring metrics is due to the Department of Homeland Security (DHS) and the Office of Management and Budget (OMB) on October 30, 2017.

- **Cognos Licensing Decision** – FCA purchased Cognos several years ago. Since the purchase, the product has gotten limited usage within FCA. Last year we evaluated our licensing needs and reduced the number of licenses and therefore the costs considerably. In the meantime, Cognos has released a new version of the product that promises to have an easier to use interface. In addition, OIT is in the process of increasing the data support within the agency by adding contract support. Based on the potential growth in the use of Cognos with the contract support in OIT and the promise of the new version of the product, we have determined it is in our best interest to keep Cognos for the next period of performance that starts in September. If we were to discontinue the maintenance on the Cognos licenses now and chose to repurchased later, there would be a significantly greater cost.
- **3<sup>rd</sup> Qtr DPO** – This afternoon at 2:30 in the Marcia Martin Conference Center, I will host the 2017 3<sup>rd</sup> Quarter Director's Partnership Overview meeting.
- **OIT Satisfaction Survey Published** – This morning, OIT published the OIT satisfaction survey results on SharePoint (<http://fcahome/mgmtadmin/IT/SitePages/Technology.aspx>).

Laurie:

- Board members briefings on (b)(5) are schedule for this Thursday.
- We are working diligently on a number of examination activities, including (b)(5)
- We are working on an engagement to (b)(5)
- Farmer Mac provided us with a (b)(5)

Mike:

- Met with House approps last week about an OMNI bill in July. Would mean out bill will come up this month.
- Senate homeland scheduled a hearing Thursday this week on reporting requirements. Now it is indefinitely postponed.
- South Korean group will be in here in July.
- Kevin found some talk about FCS tax proposal.
- HR 10 on the House floor this week on marijuana and making it legal.

Adjournment 11:20 a.m.

Submitted by Gaye



**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for June 20, 2017  
**Date:** Tuesday, June 27, 2017 3:32:33 PM

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10:30 a.m., June 20, 2017

Attendees: Dallas Tonsager, Wendy Laguarda, Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charles Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Laurie Rea, Mike Stokke

Bill:

- We are thinking about an Economic Update (1980's vs present) from ORP at the July Board meeting.
- Good presentation last week on active shooters. Will have a workgroup working on recommendations concerning security in this building.

Dale:

1. Notational Votes:

a. Out for vote: None

b. (b)(5) [REDACTED]  
[REDACTED]

2. Joint Board Briefings/Meetings:

This Week – None

Next Week – None

3. FCA Board Meeting: July 13<sup>th</sup> – Plan to Submit *Proposed Agenda to Board Chairman* this Friday 6/23/17

a. Open Session –ORP – ??

4. FCA Board Meeting: August 10<sup>th</sup> – Plan to Submit *Proposed Agenda to Board Chairman* Friday 7/21/17

a. Open Session –ORP – ??

5. [REDACTED] (b)(5)

**New items in Blue**

Date	Time / Where	Who	What	Notes
Wednesday – 7/12/2017	10:00 to 11:30 / Board Room	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Periodic Visit / Presentation to FCA Board	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED]

Wednesday - 7/12/2017	1:00 to 2:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Wednesday – 8/9/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Thursday – 11/2/2017	2:30 to 4:00 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)

6. (b)(5) :

New items in Blue

Date	Time / Where	Who	What	Notes
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b)(5)	This group comes annually	(b)(5)

File Location: OBSEC Drive \ SENIOR STAFF MEETINGS \ 2017 \ 6-20-2017 Dale One Pager.docx

Jerome:

- FEVS Ends Today
  - Down 6% from last year.
  - 69% FCA, 61% Small Independent; 39% Government Wide
  - Context-Filling out the survey can be affected by factors outside the agency
  - Content-Affected by things inside the survey
  - Ask: All Directors to send something to their staff asking them to complete the survey today and that it matters.
- Eagle Horizon Tomorrow

- Continuity of Operations-all this week at various agencies
- No official message from FEMA-unlike previous year
- Message will go out tomorrow to change COGCON levels
- Meeting with the Chairman at 11 to indicate the exercise
- (b)(5)
- Tabletop exercise at 1:30
- OAS will file reports with FEMA
- OIG beginning the Physical Security Audit-Entrance Conference Today
- NEO: Second Week in July (Ma
- Diversity and Inclusion Celebration and Picnic on July 13<sup>th</sup>
- Looking at briefing deck for reform plan. Briefings later this week

Steve:

- Budget Call will be issued Wednesday or Thursday of this week.
- Bill and I had a discussion with the Chairman on taking a longer range look at the agency's finances. After the Budget Call we will be requesting supplemental information so that we can build a 5 year financial model for the agency that incorporates staffing and technology expectations.

Charlie:

- Jerome, Laurie and I are on a panel for a personnel selection.
- (b)(5) will be coming along to the Board for approval.
- Working with Robert on (b)(5).
- Have a legal opinion for Jerry and Robert on (b)(5).
- (b)(6)

Robert:

- (b)(5)
- (b)(5)
- (b)(5)
- (b)(5). The respond is due to us by July 31.
- (b)(5)

Gary:

- The investment request from (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED].
- Upcoming Policy Committee meeting requests—three items we plan to request a meeting on are (b)(5) [REDACTED]  
[REDACTED]
- Outreach on (b)(5) [REDACTED]  
[REDACTED]
- The final approval letters for (b)(5) [REDACTED]  
[REDACTED]
- (b)(5) [REDACTED] ORP, OGC and OE are meeting this week to discuss the request and any issues we have identified so far.

Jerry:

- **Dallas and Sacramento Trip** – The Week of June 12<sup>th</sup>, the CIO, along with the team lead for the User Support Team, visited the Dallas and Sacramento field offices. While in Dallas, the CIO learned of the Texas District IT Roundtable to be held in August and he got himself invited to attend that.
- **Funding Corp Visit** – On June 19<sup>th</sup>, the CIO, was invited by ORP to join them in a visit to the Funding Corp. Among other benefits, I met with (b)(6) [REDACTED], their Director of Technology Operations.
- **Network Equipment in the Field Offices** – Mike Johnson is in Bloomington this week to install network equipment, asses their Wi-fi coverage, and install new video conferencing equipment. He will be visiting Sacramento and Denver the week of July 10<sup>th</sup> with to install network equipment and assess Wi-fi coverage. The conferencing equipment installed in Bloomington is a pilot project for integrating skype with conference rooms; in McLean we will have the equipment in 1508, 1725, and ORP’s conference room.
- **Advance Data Training** – Yun Huang attended “Data Warehouse for SQL Server” training last week. She is now responsible for Loans2/CRS data warehouse operations support so this training will help us optimize that effort. This week Shubin is attending an “Introduction to Data Science for Big Data Analytics” class; with this training, we will be learning new methods to optimize how we handle our data.
- (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
- **Construction and new Conference Room** Completed – The Building Association has completed the construction in Suite 1700. A new conference room is now available for FCA use. The room is available for use, but the technology has not yet been installed. We expect to have a projector, and video conferencing and presentation capability in a month or so.
- (b)(5) [REDACTED] – OIT will have three people (Ruth, Ricardo, and Kurt) at (b)(5) [REDACTED]

(b)(5)

- **Cisco Live Conference** – Next week, OIT will have two people at the Cisco Live Conference in Las Vegas. The conference showcases new technology, discusses latest technology trends, and provides classroom training. We attend this conference every year and usually learn about some technology that we later implement at FCA.
- **Phishing Simulation Results** – A couple of weeks ago we ran an unadvertised email phishing simulation. The email looked like an invitation for a Father's Day ecard. Four people clicked on the link and 17 reported it as a Phishing email. OIT will continue to run these simulations to make sure people maintain awareness of the risks of responding to unsolicited email.
- **Mandatory Cyber Security Training** – Each year we are required by OMB to conduct Cyber Security training. Like last year, we have hired a contractor to conduct the in-person training. They have committed to 20 sessions to begin on July 12 and end on August 31.

Wednesday - July 12	McLean, VA	1
Thursday - July 13	McLean, VA	1
Tuesday - July 25	McLean, VA	2
Wednesday - July 26	McLean, VA	2
Tuesday - Aug 1	Bloomington, MN	2
Wednesday - Aug 2	Dallas, TX	2
Thursday - Aug 3	Sacramento, CA	2
Tuesday - Aug 15	Denver, CO	2
Wednesday - Aug 16	McLean, VA	2
Wednesday - Aug 30	McLean, VA	2
Thursday - Aug 31	McLean, VA	2
Total Sessions		20

- **FCA.gov Website Redesign Kickoff Meeting – Tomorrow, June 21, the contractor that has been hired to design and develop the new FCA.gov website** will be in the office to kick off the project. They will be interviewing a few stakeholders during the day and going over their project plan at 2:00.

Laurie:

- We are circulating (b)(5) [REDACTED]  
[REDACTED] We briefed both board members last week.
- We continue with our examination activities. (b)(5) [REDACTED]  
[REDACTED] We will share the final documents with the board when completed.

Mike:

- QFRs in last week. Thanks to everyone for their help. No follow-up questions so far.
- Several hearings this Thursday – Senate Ag on CFTC nomination; House Ag on Farm Bill; and Small Business on rural broadband. Have staff going up.
- Received three press inquiries - (1) Politico-YBS; (2) Brownfield Network-YBS; and (3) American Banker-AFTA's declining trade impact on FCS.

Adjournment 11:20

Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for June 27, 2017  
**Date:** Wednesday, June 28, 2017 3:01:30 PM

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10:30 a.m., June 27, 2017

Attendees: Dallas Tonsager, Wendy Laguarda, Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charles Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Laurie Rea, Mike Stokke

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – None
3. FCA Board Meeting: July 13<sup>th</sup> – Proposed Agenda approved by Board Chairman Friday 6/23/17
  - a. Open Session –ORP – Report on “Why We Are Not Facing Another 1980’s-Style Farm Sector Crisis (Steve Gabriel)
4. FCA Board Meeting: August 10<sup>th</sup> – Plan to Submit Proposed Agenda to Board Chairman Friday 7/21/17
  - a. Open Session –ORP – ??
5. (b)(5) :

**New items in Blue**

Date	Time / Where	Who	What	Notes
Wednesday – 7/12/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Wednesday - 7/12/2017	1:00 to 2:30 / Board	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)





				(b)(5)
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Jerome:

- FEVS-Final
  - FCA 75%-- Last year 81%
  - Small Independent Agencies 66%
  - Government wide 40%
- Due June 30<sup>th</sup>
  - Agency Reform Plan
  - FAIR Act Inventory
  - Sustainability Plan
- Last Week
  - (b)(5)
  - Worked well with OIT/Building Association
- (b)(5)
  - (b)(5)
  - (b)(5)
- Changing over from Campus Wire to Rapid Notify for emergency contacts
- Reasonable Accommodations training in July (specialty staff from Census Bureau coming over)
- Student Loan process is changing
- (b)(6)

Steve:

- (b)(5)

(b)(5)

- The financial auditors are coming in later this week to look at electronic personnel files.
- Budget call went out last week.
- (b) (6)

Charlie:

- Involved last week on the panel with Jerome and Laurie. We are scheduled to finish that work this week on Friday morning.
- Looking at the (b)(5) It is a brief report. Looks good.
- (b) (6) is moving to Denver. Robert and OE have made arrangements for her to be working out of the Denver office.
- (b) (6)

Robert:

- Drafted an (b)(5)
- Offers to 4 new associate examiners made from the last job posting. Plan for everyone on board by the NEO.
- (b)(5)
- (b)(5)
- (b)(5)

Gary:

- The request from (b)(5), has routed for the Chairman to review.
- Upcoming Policy Committee meetings—A pre-policy committee meeting (b)(5) This week, we plan to send Bill a request for a PC meeting to discuss the (b)(5)
- Outreach on (b)(5) We have three calls this week.
- The final approval letters for (b)(5)
- (b)(5)—We met last week to discuss some of the issues. (b)(5) We plan to provide a summary of the request soon to senior staff and the EAs.

Jerry:

- **Tech Crunch Series Begins** – OIT has announced the TechCrunch pilot to help raise awareness and train employees on technologies available to them. They consist of short sessions up to 30 minutes long and will be offered on a scheduled or as needed basis. The first TechCrunch demonstrating how to use the Outlook Scheduling Assistant presented by Victor Amaya is scheduled for June 28<sup>th</sup>. Upcoming TechCrunch sessions and dates are available on the TechCrunch SharePoint site (<http://techcrunch>).

- **Laptop Shutdown Issues** – OIT is seeing a variety of issues arise on laptops that are being caused by staff not properly shutting down their laptops each night. Without a shutdown, many of the patches and security controls we have put in place are not implemented on the laptop. Closing the screen or pulling the PIV card out of the machine does not properly shut down the laptop; we need to select Power+”Shut down” or press the power button on the laptop to properly shut it down; Alt-Fn-F4 will close an application and if all applications are close, it will open the Shutdown dialogue box.. OIT will be sending out a FCA Today article out as a reminder, but any communication you can push down will be helpful.
- **IRM Budgeting** – OIT has begun the IRM Budgeting process. Instead of the IRM application as in previous years, I am meeting with each office to discuss the requirements and to make it clear what technology services and products OIT will provide. With OIT centralizing the provisioning of many products, the need for the office to budget for IT supplies is significantly reduced. When I meet with each Office, we review last year’s IRM budget items in one of three statuses--OIT provided, an office supply, and an IRM Budget Pass-through. OIT will provide printers, fax machines, monitors, monitor stands, iphone and ipad covers, cables, and replacement batteries, keyboards, and mice. We will not provide wireless mice nor special laptop bags. I’m asking Offices to budget for these supplies in the budget call application, not the IRM process.

Laurie:

- We are beginning to (b)(5) [REDACTED].
- We have shared a draft of (b)(5) [REDACTED].
- We are also preparing our (b)(5) [REDACTED].
- My schedule continues to be busy with work on (b)(5) [REDACTED].

Mike:

- Approps hearing up tomorrow - cap is at last year’s level. Will be up there today and tomorrow to gather more information.

Adjournment: 11:00

Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for July 11, 2017  
**Date:** Monday, July 17, 2017 2:03:40 PM

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10:30 a.m., July 11, 2017

Attendees: Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charles Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Laurie Rea, Mike Stokke, Thais Burlew

Bill:

- Sad to report that former employee Patty Telford (mailroom) passed away Saturday. Information will be coming out in the newsletter.
- New Employee Orientation kicking off this morning.
- (b)(5)
- Liz Dean's retirement reception is tomorrow at 2:00 in the SOD. Carl Clinefelter and maybe Eldon Stoehr will attend.
- Tom McKenzie will attend Thursday's Board meeting.
- Diversity Day is also on Thursday. Thais will talk about that in a few minutes. .
- FCA Picnic also will be on Thursday afternoon.

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – (b)(5)

Next Week – None
3. FCA Board Meeting: July 13<sup>th</sup> – Proposed Agenda approved by Board Chairman Friday 6/23/17
  - a. Open Session –ORP – Report on “Why We Are Not Facing Another 1980’s-Style Farm Sector Crisis (Steve Gabriel)
4. FCA Board Meeting: August 10<sup>th</sup> – Plan to Submit Proposed Agenda to Board Chairman Friday 7/21/17
  - a. Open Session –ORP – ??
5. FCA Board Meeting: September 14<sup>th</sup> – (Plan to Submit Proposed Agenda to Board Chairman Friday 8/25/17)
  - a. Open Session – ORP – (b)(5)
  - b. Open Session – (b)(5)
  - c. Closed Session – (b)(5)
6. PPM 1008 on Federal Reporting Requirements: This is my beginning of the month reminder to consider if your office/role has any Federal Reporting Requirements that are due by the end of July. You do not need to notify me at this time; this is only a reminder. In late May

old PPM 101 on Federal Reporting Requirements was updated and renumbered to PPM 1008. Updates were minor, mostly to address changes in FCA's office structure.

7. (b)(5) :

New items in Blue

Date	Time / Where	Who	What	Notes
Wednesday – 7/12/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Wednesday - 7/12/2017	1:00 to 2:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Wednesday – 8/9/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Thursday – 11/2/2017	2:30 to 4:00 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)

8. (b)(5)

New items in Blue

Date	Time / Where	Who	What	Notes
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b)(5)	This group comes annually	(b)(5)

				(b)(5)

File Location: OBSEC Drive \ SENIOR STAFF MEETINGS \ 2017 \ 7-11-2017 Dale One Pager.docx

Jerome:

- Meeting set up with SEC on (b)(5) (next Wednesday, 19<sup>th</sup>).
- Closed out 3 additional items on (b)(5).
- We've got (b)(5)

Steve:

- Reminder that budgets are due on Monday.

Charlie:

- Working on our budget this week.
  - We already talked about NEO.
  - I have signed (b)(5)
- (b)(5) We could provide them a letter.
- Very happy to report that (b) (6) is back after maternity leave.
  - (b) (6) family making the move to Denver. Closing on a house end of this month. She hopes to be back full time in the Denver office sometime in August.

Robert:

- (b)(5) Update provided on current investigation activities.
  - (b)(5)
- (b)(5)
- NEO – finished with our hiring for 2017. We have 9 new examiners and also working with HR for filling the announcement for 3 senior supervisory examiners.

Gary:

- (b)(5)

- (b)(5)
- We have received (b)(5)
- We have requested a PC meeting to discuss (b)(5)
- We plan to request a PC meeting late this month or early next month on (b)(5)
- On the (b)(5), we have received input from all the institutions we contacted.
- (b)(5)
- (b)(6) will work from California. At least 2 days per pay period, he will work in the Sacramento Field Office.
- We are seeing increased volatility in the grain markets. Steve believes it is primarily weather related.

Jerry:

- **Security Training Begins This Week** – On Wednesday and Thursday (July 12-13) OIT will be going through the first cybersecurity training sessions. With OIT going through it first, we hope to improve it for the sessions to follow; the next session will be in McLean on July 25. An FCA Today article will be coming out soon with all the dates.
 

o Tuesday - July 25	McLean, VA	2
o Wednesday - July 26	McLean, VA	2
o Tuesday - Aug 1	Bloomington, MN	2
o Wednesday - Aug 2	Dallas, TX	2
o Thursday - Aug 3	Sacramento, CA	2
o Tuesday - Aug 15	Denver, CO	2
o Wednesday - Aug 16	McLean, VA	2
o Wednesday - Aug 30	McLean, VA	2
o Thursday - Aug 31	McLean, VA	2
- **Cybersecurity Executive Order** – The Presidential Executive Order for strengthening cybersecurity across the government has a deliverable due this Friday. We are working to complete the “CIO Matrix” document for submission to OMB and DHS through a system called Cyberscope.
- **Phishing Simulation Tomorrow** – Tomorrow we will send a phishing email simulation to all FCA staff. The email lures the user by claiming that their Roth password has been changed.
- **Hardware Install in Sacramento & Denver** – Mike Johnson and Kurt Ingram are in Sacramento now through Wednesday and will be in Denver Thursday and Friday. They are installing new network equipment as part of our agency wide tech refresh.
- **Mail Disruption with (b)(5)** – Last Monday, the secure email credentials between (b)(5) were compromised. As a result, email between us and them was disrupted. The issue was resolved on Thursday; no email was lost, just held up in a queue until the technology issue was fixed. There were a total of 15 emails affected by the delay. We are working on an approach to proactively prevent this type of disruption in the future.
- **Secure Email with Farmer Mac** – Secure email using TLS has been set up with Farmer Mac. They have also completed the technology survey that OE had completed for all Institutions.
- (b)(5)

(b)(5)

- **Granite Room Phone** – OIT has installed a new conference phone here in the Granite room. It has high-quality audio and is easy to use; for outgoing calls, you have to dial “9”, for internal calls we can use 5-digit dialing.

Laurie:

- (b)(5) will be meeting with the Chairman on Friday to discuss (b)(5)
- Our consultants (b)(5)
- We have several members of the exam team (b)(5)
- We are working on our budget this week as well.

Mike:

- House approps full committee markup is tomorrow.
- Meeting tomorrow afternoon with Senate.
- Town hearings July 31 in Texas, August 3 in Minnesota, and August 5 in California.
- Met with Todd Vanhose and Dennis Shields on (b)(5)

Thais:

- Reported on the upcoming events Thursday for Diversity Day. Encourage your staff to participate.

Adjournment: 11:05

Submitted by Gaye



**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Buccolo, Debra](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#)  
**Subject:** Senior Staff Notes for July 18, 2017  
**Date:** Thursday, July 20, 2017 4:52:00 PM

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10:30 a.m., Tuesday, July 18, 2017

Attendees:

Attendees: Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charles Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Laurie Rea, Russell Middleton

Bill:

- Last week we had much going on. All went well thanks to all the work done by our staff.
- Next major event internally is on August 10, 2:00 p.m., the Celebration of Life for Chairman Ken Spearman. Russell is managing this process. We have invited previous Board members and individuals from the System. The SOD room will be dedicated in the honor of Ken Spearman.

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – Annual IT Security Training, Wed. 7/26/17; from 10 a.m. to 11:00 a.m. in Board Room

FCA Board Meeting: August 10<sup>th</sup> – Plan to Submit Proposed Agenda to Board Chairman Friday 7/21/17

- a. Open Session –ORP – ??
3. FCA Board Meeting: September 14<sup>th</sup> – (Plan to Submit Proposed Agenda to Board Chairman Friday 8/25/17)
    - a. Open Session – (b)(5)
    - b. Open Session – (b)(5)
    - c. Closed Session – (b)(5)
  4. (b)(5)

New items in Blue

Date	Time / Where	Who	What	Notes
Wednesday – 8/9/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
Thursday –	2:30 to 4:00 /	(b)(5)	Periodic Visit /	(b)(5)

11/2/2017	Board Room	(b)(5)	Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)

5. (b)(5)

**New items in Blue**

Date	Time / Where	Who	What	Notes
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b)(5)	This group comes annually	(b)(5)

File Location: OBSEC Drive \ SENIOR STAFF MEETINGS \ 2017 \ 7-18-2017 Dale One Pager.docx

Jerome:

- Visiting SEC tomorrow on (b)(5)
- New contractor in procurement through Year End
  - Gina Komrada
  - Sitting near Finance area
  - 10-15 years in contracting, last two at FDIC
- Meeting with FISMA Auditors on Thursday re: COOP issues
- NEO
  - Generally 4 and 5 scores for all sessions
  - 4 and 5 for executive sessions
  - Thanks to everyone for being a part
- Mike and I will be meeting with Bill to assign OMB reform items
- Reviewing:
  - Bill that would impact Administrative Leave (National Defense Authorization Act of 2017)
  - Reviewing the Executive Order 13788 (Buy American and Hire American)

Steve:

- (b)(5) [REDACTED]  
[REDACTED]

Charlie:

- Our (b)(5) is into Steve now.
- Have mentioned (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
- The New Employee Orientation – having them interact (small groups) with senior staff was a good idea. Seemed to work better than the large classroom style used in the past.

Robert:

- Signed a letter to (b)(5) [REDACTED]  
[REDACTED]
- (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
- Interviewing for three senior supervisory positions that recently closed.
- Out budget is in and we are below our approved FY2018 request.

Gary:

- The recommendation on (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]
- Thursday, we will meet to discuss (b)(5) [REDACTED] before deciding whether it is ready to go to the PC.
- The recommendation on the request (b)(5) [REDACTED]  
[REDACTED].
- We will send out soon (b)(5) [REDACTED] (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
- I received a call this morning from (b)(5) [REDACTED]  
[REDACTED].
- An executive summary is under review on (b)(5) [REDACTED]  
[REDACTED]. We will contact the EAs soon to discuss with them.

Jerry:

- **FBIIC Meeting** – Yesterday, July 17, the CIO attended the quarterly seniors Financial and

Banking Information Infrastructure Committee (FBII) meeting. FBII's mission is threefold, to Assess Financial Sector Cyber Vulnerabilities, Harmonize Cybersecurity Regulations, and to Enable Mutual Assistance among federal regulators. Their mission requires member agencies to freely share specific sensitive information with the Committee. A good portion of yesterday's meeting was a discussion about their difficulty in obtaining this information. It was mentioned that the MOU signed only provides for the sharing of information in case of an incident, not in the efforts of assessment or prevention. It is likely that the MOU will be rewritten and redistributed for signature.

- **Phishing Simulation Results** – OIT ran an unadvertised email phishing simulation on Tuesday, July 11. The email was a fake alert to notify users that their Roth password was changed and to click a link if they didn't recognize the activity. The sender address was spoofed to look like "FCA Advisory." Twenty-one people clicked on the link. About 162 used the PhishMe button to report the phishing email. Around eleven people forwarded the phishing email to Helpline or other OIT members rather than using the Report Phishing button or [Report\\_Phishing@fca.gov](mailto:Report_Phishing@fca.gov). OIT will continue to run these simulations to make sure people maintain awareness of the risks of responding to unsolicited email and increase awareness and use the appropriate reporting mechanism.
- **SharePoint Maintenance, July 22** – OIT will be performing maintenance on SharePoint this Saturday, July 22nd from 7am-1pm. We will be installing patches on both our internal and external SharePoint servers to address outstanding Microsoft Office vulnerabilities. All content on FCA Home will be unavailable internally. The FCS Data Portal, FCA Handbook, FCA Exam Manual, and Informational Memorandums will be down externally.
- (b)(5) [REDACTED]
- (b)(5) [REDACTED]

Laurie:

- We are planning to schedule a briefing on (b)(5) [REDACTED]
- Last week our (b)(5) [REDACTED]
- (b)(5) [REDACTED] visit with (b)(5) [REDACTED] went well. Their discussion centered around (b)(5) [REDACTED]
- We entered our budget information into the Budget call System and we are working on our operating plan for next FY.

Russell:

- Mike and Todd are at the Senate appropriation mark up.
- They are going to full committee on Thursday.

- Mike and I will be attending some field hearings next month.
- Mike and Russell attend House Ag committee hearing on rural infrastructure.

Adjournment: 11:05

Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Dean, Elizabeth M.](#)  
**Cc:** [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Laguarda, Wendy](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Aultman, Dale](#); [Donner, Mary Alice](#); [Ibelli, Heyam](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#); [Batta, Todd](#); [Connor, Joseph](#)  
**Subject:** Senior Staff Notes for July 25, 2017  
**Date:** Thursday, July 27, 2017 8:57:00 AM

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10:30 a.m., July 25, 2017

Attendees: Dallas Tonsager, Todd Batta, Bill Hoffman, Mary Alice Donner, Jerome Fowlkes, Steve Smith, Charles Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Joe Connor, Christine Quinn

Bill:

- Welcome to Todd Batta as the Chairman's new EA.
- Celebration of Life in honor of Kenneth Spearman on August 10 at 2:00 p.m. in the Marsha Martin Training Room. Russell has been working on this and invitations have gone out to former Board members that worked with Ken.
- There will be a farewell for Wendy at J. Gilbert's on Thursday at 4:00.

Mary Alice:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
2. Joint Board Briefings/Meetings:

This Week – Annual IT Security Training, Wed. 7/26/17; from 10 a.m. to 11:00 a.m. in Board Room

Next Week – None
3. FCA Board Meeting: August 10<sup>th</sup> – (Proposed Agenda Sent to Board Chairman this morning)
  - a. Open Session –ORP – Compeer Financial, ACA's Request to Invest in a Rural Continuous Care Facility  
(Mark Johansen, Mary Alice Donner)
4. FCA Board Meeting: September 14<sup>th</sup> – (Plan to Submit Proposed Agenda to Board Chairman Friday 8/25/17)
  - a. Open Session – ORP – (b)(5)
  - b. Open Session – (b)(5) [REDACTED]  
[REDACTED]
  - c. Closed Session – (b)(5) [REDACTED]  
[REDACTED]
5. [REDACTED] (b)(5)

**New items in Blue**

Date	Time / Where	Who	What	Notes
Wednesday – 8/9/2017	10:00 to 11:30 / Board Room	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Periodic Visit / Presentation to FCA Board	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED]

		(b)(5)		(b)(5)
Thursday – 11/2/2017	2:30 to 4:00 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)

6. (b)(5) :

**New items in Blue**

Date	Time / Where	Who	What	Notes
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b)(5)	This group comes annually	(b)(5)

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Jerome:

- Student Loan deadline is 7/28. 14 applications to date.
- OAS is reviewing Executive Order Buy American Act. Also has a Hire American component. Response due 9/15 will coordinate with OGC.
- Procurement cut offs: August 4<sup>th</sup> for using FY17 funds. August 11<sup>th</sup> for using FY18 funds
- Working on new employee on-boarding. Will lead to new concierge on-boarding for executives as well as new off-boarding. Please provide feedback to OAS on new processes.
- Training for HR and Director's Office. Reasonable Accommodations tomorrow; FMLA and Leave on Thursday
- Finalizing (b)(5). Will get to OGC.

Steve:

- Continue to work the budget numbers. The House number is different than the Senate number. (b)(5). The Chairman will meet with each office on their budget in August.

Charlie:

- Working with Steve on the new budget numbers.
- As Mary Alice reported, we are getting ready for the August Board meeting (b)(5)

- I will be attending the Board's annual IT security training tomorrow as the Sunshine officer for Dale.
- Jerome talked about Buy-America. Shouldn't mean big changes but we need to work on that to see that we are in compliance.

Robert:

- (b)(5) [REDACTED]
- (b)(5) [REDACTED]
- Continued increase in new criminal referrals.
- Our 3<sup>rd</sup> quarter and new hires have us at 173 staff on board. We will start recruiting plans next month for a large class of Association Examiners for 2018.

Gary:

- (b)(5) [REDACTED]
- We have drafted an overview of the (b)(5) [REDACTED] including a summary of the review process and legal authorities. We plan to provide the overview this week to the Board and senior staff.
- The recommendation on the request by (b)(5) [REDACTED] should be to the Chairman this week for clearance.
- Yesterday, we sent out the (b)(5) [REDACTED]
- We are preparing background materials for (b)(5) [REDACTED]
- There are two outstanding requests for PC meeting (b)(5) [REDACTED] Potential future PC meetings include:
  - (b)(5) [REDACTED]
- (b)(5) [REDACTED]

Jerry:



- **Weekly Travel Report a Big Hit** – I would like to thank Steve for establishing the “Weekly Travel Report”. I personally find it valuable each week and I forward it to All OIT staff. Several of them have benefited from the notice and communicated to me the value in receiving the report.
- **Datamart Training** – The OIT Contractor that has helped us design and develop the CRS/Loans2 data mart will be providing ½ day training on the use of the data and its associated OLAP cubes on July 26. Anyone is welcome to attend and data analysts in OE, ORP, FCSIC, and OSMO are scheduled to attend. There are several staff in the field offices that are planning on participating via video conference.
- **Security Training** – As Mary Alice mentioned, tomorrow is Security training for the Board and Senior Staff. Next week the trainer will be in Bloomington on Tuesday (August 1<sup>st</sup>), Dallas on Wednesday (August 2<sup>nd</sup>), and Sacramento on Thursday (August 3<sup>rd</sup>). He will be in Denver on Tuesday, August 15<sup>th</sup>.
- **CFTC Detail Completed** – Audrey Hicks spent this past month on a Detail at the CFTC to learn about their Change Control processes. She is back in the office this week and we will be immediately initiating our 1<sup>st</sup> phase change control processes.
- **3<sup>rd</sup> Quarter Partnership Meetings** Underway – Last week OIT started our 3<sup>rd</sup> Quarter Partnership meeting series. So far we’ve met with FCSIC and EEOI, we will meet with each office over the next four weeks.
- **My Verizon App Broken** – Verizon recently rewrote their My Verizon App for the iPhone. The new version does not work as expected on agency issued iPhones. OIT is working with the vendor to reestablish the service. Over the phone, Verizon admitted that they did not consider how it would be used by their corporate customers.

Joe:

- (b)(5) sent late last week. Among other points, (b)(5) .
- (b)(5) .
- (b)(5) No date is set, targeting late August.
- OSMO drafting (b)(5) should be ready soon.
- (b)(5) .
- (b)(5) – and (b)(6) returns tomorrow.

Christine:

Mike and Russell are downtown today.

- Mike is at the Farm Credit Council, which is holding a fly-in this week.

- Russell is attending a Senate Ag Committee hearing on “Commodities, Credit, and Crop Insurance: Perspectives on Risk Management Tools and Trends for the 2018 Farm Bill.” A Farm Credit System representative, Mandy Minick, who is the Washington State President of Northwest Farm Credit Services, is presenting testimony as a member of the third panel.

On Thursday, July 27, the Senate Ag Committee is holding a nomination hearing for the Commodities Futures Trading Commission. The nominees are:

- Rostin Behnam
- Brian D. Quintenz
- Dawn DeBerry Stump

The House of Representatives is scheduled to leave for the August recess on Friday, July 28.

The Senate is scheduled to leave for the August recess on Friday, August 11.

Adjournment: 11:10 a.m.

Submitted by Gaye

**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Laguarda, Wendy](#)  
**Cc:** [Batta, Todd](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#); [Paulsen, Roger A.](#)  
**Subject:** Senior Staff Notes for 8/1/2017  
**Date:** Thursday, August 3, 2017 3:45:42 PM

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10:30 a.m., August 1, 2017

Attendees: Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charlie Rawls, Roger Paulsen, Gary Van Meter, Jerry Golley, Laurie Rea, Mike Stokke

Bill:

- (b)(5)  
[REDACTED]  
[REDACTED]
- The Chairman Spearman memorial event is next Thursday at 2:00 in the Marsha Martin Training Room. There will be refreshments afterward in the atrium. The SOD room will be dedicated to Chairman Spearman and renamed the Ken Spearman Room. The memorial plaque is already on display.
- (b)(5)  
[REDACTED]

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5) [REDACTED]
2. Joint Board Briefings/Meetings:

This Week – None

Next Week – (b)(5) [REDACTED]
3. FCA Board Meeting: August 10<sup>th</sup> – (Proposed Agenda approved by Board Chairman 7/25/17)
  - a. Open Session –ORP – Compeer Financial, ACA's Request to Invest in a Rural Continuous Care Facility  
(Mark Johansen, Mary Alice Donner)
4. FCA Board Meeting: September 14<sup>th</sup> – (Plan to Submit Proposed Agenda to Board Chairman Friday 8/25/17)
  - a. Open Session – (b)(5) [REDACTED]
  - b. Open Session – (b)(5) [REDACTED]  
[REDACTED]
  - c. Closed Session – (b)(5) [REDACTED]  
[REDACTED]
5. **PPM 1008 on Federal Reporting Requirements:** This is my beginning of the month reminder to consider if your office/role has any Federal Reporting Requirements that are due by the end of August. You do not need to notify me at this time; this is only a reminder.

6. [REDACTED] (b)(5)

### New items in Blue

Date	Time / Where	Who	What	Notes
Wednesday – 8/9/2017	10:00 to 11:30 / Board Room	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Periodic Visit / Presentation to FCA Board	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]  [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Thursday – 11/2/2017	2:30 to 4:00 / Board Room	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Periodic Visit / Presentation to FCA Board	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]
TBD	TBD / Board Room	(b)(5) [REDACTED]	Periodic Visit / Presentation to FCA Board	(b)(5) [REDACTED] [REDACTED] [REDACTED]
TBD	TBD / Board Room	(b)(5) [REDACTED]	Periodic Visit / Presentation to FCA Board	(b)(5) [REDACTED] [REDACTED] [REDACTED] [REDACTED]

7. (b)(5)

## New items in Blue

Date	Time / Where	Who	What	Notes
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b) (5)	This group comes annually	(b)(5)

				(b)(5)

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Jerome:

- SOFA workshop on 8/2: Retirement for New Federal Employees
  - 8/2; noon to 1pm
  - Marsha Martin
- FEVS—Expect an Agency Summary Next Week
  - Learning Team working on a Roll-Out Plan
- Received a directive that DOD will centralize small package delivery for all the civilian agencies
  - Called Next Generation Delivery Service
  - Working with GSA to understand
  - Begins October 1
  - Will be using Fed Ex, UPS, DHL at discounted rates
- Reminder about Procurement Deadlines
  - FY 17: 8/4
  - FY 18: 8/11
- (b)(5)

Steve:



- **2017 Requisitions** – OIT is working on completing our 2017 spending requisitions. We are entering them directly into PRISM and helping to provide Commitment accounting for the CFO. We will not have spent all our 2017 budget by the end of this week, but we will get as close as possible.
- **Executive Order 13800** – “Strengthening the Cybersecurity of Federal Networks and Critical Infrastructure” OIT is keeping abreast of the reporting requirements for this Executive Order and will attend a mandatory OMB conference call at 11:00 today to discuss the deliverables due on August 9.
- **3<sup>rd</sup> Quarter Partnership Meetings Underway** – OIT continues to discuss technology projects with Office Directors in our 3<sup>rd</sup> Quarter Partnership meeting series.
- **Field Office Security Training** – Three of the field offices are attending cyber security training this week. Bloomington on Tuesday (August 1<sup>st</sup>), Dallas on Wednesday (August 2<sup>nd</sup>), and Sacramento on Thursday (August 3<sup>rd</sup>). Denver will be on Tuesday, August 15<sup>th</sup>. Two of the OIT staff have traveled to the field (Shaffer and Versace) and four others are on vacation

(b) (6)

- (b)(5)

Gary:

- This week, we will send questions to (b)(5)
- The overview on the (b)(5) should be sent out as early as today.
- (b)(5)
- We are finishing up a draft of the (b)(5)
- We will have a draft of a recommendation completed soon (b)(5)

Laurie:

- We are refining our budget and working on our draft operating plan for FY18-21.
- This week we have (b)(5)
- Over the next couple of weeks (b)(5)

- (b) (6)

Mike:

- House is out; Senate is still in. Noncontroversial nominees - may move this week.
- Appros from the House is over in the Senate.
- Russell was in Texas on Monday attending a field hearing. I am going to Minnesota tomorrow for a field hearing.
- Provided to the House Ag Committee some noncontroversial technical corrections and three substantive items – 2 from FCA and 1 from FCSIC.
- Announcement out for a person to serve as a press assistant.

11:05 adjournment

Submitted by Gaye



**From:** [Calhoun, Gaye](#)  
**To:** [Tonsager, Dallas](#); [Laguarda, Wendy](#)  
**Cc:** [Batta, Todd](#); [Burlew, Thais](#); [Calhoun, Gaye](#); [Coleman, Robert](#); [Corey, Kathryn](#); [Fowlkes, Jerome](#); [Golley, Jerry](#); [Hoffman, William](#); [Kramp, Kevin](#); [Middleton, Russell](#); [Quinn, Christine](#); [Rawls, Charlie](#); [Rea, Laurie](#); [Secretary to the Board](#); [Smith, Stephen G.](#); [Stokke, Michael](#); [Strickland, Joy](#); [Van Meter, Gary K.](#); [Connor, Joseph](#)  
**Subject:** Senior Staff Notes for August 8, 2017  
**Date:** Friday, August 11, 2017 2:30:00 PM

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10:30 a.m., August 8, 2017

Attendees: Dallas Tonsager, Todd Batta, Kevin Kramp, Bill Hoffman, Dale Aultman, Jerome Fowlkes, Steve Smith, Charlie Rawls, Robert Coleman, Gary Van Meter, Jerry Golley, Joe Connor, Mike Stokke

Bill:

- Tough day yesterday with the announcement of the passing of Tom Risdal, a longtime employee of FCA.
- Busy week. (b)(5)
- Board meeting on Thursday. Lee Strom will be attending.
- Tribute for Ken Spearman is Thursday afternoon at 2:00. Russell and staff have done a great job with the arrangements.
- First, I am going to congratulate staff, today at 1:30, who were instrumental in the highly successful Diversity Day. Then I will congratulate staff who worked on the very successful picnic. I think it is important to express our appreciation for all of their dedication and work in the planning and execution of the entire Diversity Day/ Picnic event.

Dale:

1. Notational Votes:
  - a. Out for vote: None
  - b. (b)(5)
2. Joint Board Briefings/Meetings:

This Week – (b)(5)

Next Week – None Scheduled
3. FCA Board Meeting: August 10<sup>th</sup> – (Proposed Agenda approved by Board Chairman 7/25/17)
  - a. Open Session –ORP – Compeer Financial, ACA’s Request to Invest in a Rural Continuous Care Facility  
(Mark Johansen & Mary Alice Donner)  
Note: Former Chairman Lee Strom will attend as an outside visitor
4. FCA Board Meeting: September 14<sup>th</sup> – (Plan to Submit Proposed Agenda to Board Chairman Friday 8/25/17)
  - a. Open Session – (b)(5)
  - b. Open Session – (b)(5)
  - c. Closed Session – (b)(5)
5. (b)(5) :

Date	Time / Where	Who	What	Notes
Wednesday – 8/9/2017	10:00 to 11:30 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board  Amie Pala will be presenting	(b)(5)
Thursday – 11/2/2017	2:30 to 4:00 / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)
TBD	TBD / Board Room	(b)(5)	Periodic Visit / Presentation to FCA Board	(b)(5)

### New items in Blue

Date	Time / Where	Who	What	Notes
Tuesday 10/3/2017	4:00 to 5:00 p.m. / Board Room	(b)(5)  	This group comes annually	(b)(5)         

Jerome:

- Steve:

- (b)(5) [REDACTED]  
[REDACTED]

Charlie:

- Dale mentioned the Board packages on (b)(5) [REDACTED] Those are moving along.
- Looking forward to the program for Ken Spearman on Thursday, and (b)(5) [REDACTED] being here on Wednesday.
- Continue work on (b)(5) [REDACTED].
- Ongoing work with not a lot new to report.

Robert:

- Immediately after the Board meeting Thursday, we will be meeting with a group (b)(5) [REDACTED]  
[REDACTED]
- Reported that several things were going on with (b)(5) [REDACTED]  
[REDACTED]  
[REDACTED]
- (b)(5) [REDACTED] Meeting next week to better understand some of the details.
- Commissioning text in October. We have up to 11 candidates.

Gary:

- (b)(5) [REDACTED] will be presented at Thursday's Board Meeting
- (b)(5) [REDACTED]  
[REDACTED] Board notational vote next week.
- (b)(5) [REDACTED]  
[REDACTED] by notational vote next week.
- (b)(5) [REDACTED]  
[REDACTED] by notational vote next week.
- (b)(5) [REDACTED]  
[REDACTED].
- (b)(5) [REDACTED]. We have a briefing with Board Member Hall tomorrow.
- (b)(5) [REDACTED] – setting up a meeting with (b)(5) [REDACTED] to discuss.
- (b)(5) [REDACTED]  
[REDACTED]
- (b)(5) [REDACTED].
- (b)(6) [REDACTED].

Jerry:

- 3<sup>rd</sup> Quarter Partnership Meetings Underway
- Mandatory Cyber Security Training – 143 trained, 178 to go and only 4 more scheduled classes in McClean, Denver is next Tuesday.
- Completed our 2017 requisitions and are working on early 2018 requisitions

Working with OAS to hire a Database Administrator

- Continue to Meet Executive Order 13800 Requirements – “Strengthening the Cybersecurity of Federal Networks and Critical Infrastructure”
- Working with OAS on two contact Task Orders
- Assisting with the setup for Thursdays Ken Spearman ceremony
- Jerry Versace In the OIT Governance team earned a Certified Information Systems Security Professional (CIISP) certificate. This is no small task. Jerry joins only Jeannie Shaffer as FCA staff with this certificate.

Joe:

- (b)(5) underway and expected early September.
- (b)(5) – to be scheduled – (b)(5)
- (b)(5) thanks to OCFO and OAS for flexibility – we hope to have a reviewed contract and signed purchase order in a week.
- (b)(5).

Mike:

- (b)(5).
- House and Senate are out.
- Talk of an Omni bill in September.
- Russell and I were at field hearings last week for the farm bill.
- Probably will make several calls tomorrow (b)(5)

Adjournment: 11:00 a.m.

Submitted by Gaye