

**For:** State and County Offices

**Posting and Publicizing COC Meeting Minutes and Meeting Schedules**

**Approved by:** Deputy Administrator, Field Operations



**1 Overview**

**A Background**

Promoting transparency and openness to FSA customers and the public about COC meetings and COC actions continues to be a priority of FSA.

**B Purpose**

This notice provides State and County Offices with instructions to continue to publicize and post all COC meeting schedules and **regular** meeting minutes in the County Office.

**2 Action**

**A COC Action**

COC regular meeting minutes shall be available to the public, beginning with the January 2016 organizational meeting. COC's and County Offices shall:

- place a signed copy of all 2016 regular session minutes in the County Office where it is easily accessible by the public
- maintain a binder with copies of each meeting's signed regular session minutes for the calendar year in a location where the public has easy access to the binder.

**Note:** Replace each year's regular session minutes, beginning with the organizational meeting minutes.

No PII shall be entered in the regular meeting minutes. The public shall be informed of each COC meeting date and time by maintaining the information in the County Office in a location easily accessible for the public to read. Meeting dates and times shall also be included in any county newsletter.

**Disposal Date**

December 1, 2016

**Distribution**

State Offices; State Offices relay to County Offices

**2 Action (Continued)**

**B State Office Action**

State Office COC contacts and DD's shall ensure that each County Office has made the following available in a location in the County Office that can be easily viewed by customers and visitors:

- COC regular session minutes
- COC meeting dates and times.

**C Contact**

For questions about this notice, contact Jean Knight by either of the following:

- e-mail at [jean.knight@wdc.usda.gov](mailto:jean.knight@wdc.usda.gov)
- telephone at 202-720-0067.