



National CAPS Committee (NCC) Conference Call

December 1, 2011

Minutes

Participants

John Bowers	Vicki Smith	Laurinda Ramonda	John Crowe
Brian Kopper	Piera Siegert	Helmuth Rogg	Eileen Luke
Kristian Rondeau	Julie Van Meter	Kathy Handy	Susan Schechter
Rick Zink	Brad Lewis	Lisa Jackson	Joel Floyd
Joel Bard	Avi Eitam	Melinda Sullivan	
Terry Bourgoin	Chris Pierce	Talitha Molet	

NCC for 2012

Several NCC members will be rotating off the NCC at the end of December, and will be replaced by new members according to the NCC rotation schedule posted on the CAPS R&C site at http://caps.ceris.purdue.edu/webfm_send/910. Vicki Smith, representing the Eastern Plant Board, and our longest serving member, will be replaced by Piera Siegert, the SPRO from New Hampshire. Jason Watkins, the PPQ Eastern Region SPHD representative, also has completed his term and will be replaced by Terry Bourgoin, The SPHD from Maine. These individuals will serve 3-year terms. Additionally, Laurinda Ramonda, the SSC representative from the Central Plant Board states, and Brad Lewis, representing the Western Plant Board, will continue in their positions for an additional 3-year term. The CAPS management team sincerely appreciates the contributions of Vicki, Jason, and all the NCC members past and present. Without their participation, the CAPS Program would not be as strong and successful as it is today. We wish them well in their future endeavors.

CAPS Review

The Pest Detection/CAPS Management Team (Matt, John, Brian, and Kristian) and the 2012 NCC SPHD representatives (Joel Bard and Terry Bourgoin) met in Frederick, MD, at the Professional Development Center to review and have an open discussion on all aspects of the CAPS program. Discussions revolved around many inter-related topics including the structure of CAPS, funding, cooperative agreements, outreach goals, general surveillance, and IPHIS. The most important message to come out of the meeting is that CAPS will not be able to do business as we have in the past, and that some aspects of the Program will change depending on which way the budget goes in the future. Many of this is unknown at the current time, so no final decisions have been made on the direction of CAPS and Pest Detection. As of now, 2012 should look a lot like 2011, but nothing is guaranteed. A summary of the meeting will be given at the upcoming NCC meeting at the end of January where different ideas and scenarios will be discussed.

Note: A reminder to the NCC, please distribute CAPS updates, conference-call minutes, and other CAPS-related information to the constituency that you represent in a timely manner. Also, please bring their items, issues, concerns, and opinions back to the NCC for discussion. It is our responsibility that everyone is kept engaged in the CAPS program.



Annual NCC Meeting

Pending approval, the Annual NCC Meeting will be planned to take place January 31 – February 1, 2012, travel days the day before and after, at the Miami Plant Inspection Station, Miami, Florida. To keep travel costs low, only the NCC proper will attend in Miami. Others who may be able to provide input will join the meeting either by phone or video. If anyone has a topic that needs to be discussed by the NCC, please send that topic to your NCC representative so that it can be put on the agenda. Let John know of any needed documentation that may be needed for your travel approval.

CAPS Recognition

Many considered the CAPS Recognition Awards last year to be worthwhile and productive. The NCC agreed that the recognition program should continue to move forward, and that doing something early next year would be appropriate. Based on comments received last year, more direction or criteria should be provided, and a justification given when the award is presented. It was noted that individuals being nominated should deserve recognition and merit above, beyond, and outside the normal expectations of their job description. The NCC, or an assigned group, will need to decide what criteria for the CAPS Recognition Awards is appropriate, and to move the nomination process forward. An online nomination submission format may be useful. However, the criteria and nomination process should not be such a burden that individuals will not want to put the effort into the nomination. The Plant Board and APHIS Administrator Award guidelines may be useful in deciding what the CAPS criteria should be. Brad Lewis did a review for the Western Plant Board, and will forward that information to John. A tentative timeline could entail sending out a call for nominations sometime after the first of the year for nominations based on efforts in 2011. Contact John if you have any comments or suggestions on the format or criteria for this year. Also, contact John if you would like to participate on this year's recognition working group.

CAPS 101 / CAPS'opedia

The need was identified at the CAPS Conference in Kansas City for a resource of all things associated with CAPS that would be useful to everyone in the CAPS community. In the evolution of our thinking about this subject, we are realizing that the best way to deliver this information, knowing that people will enter from all different levels, angles, and perspectives, is to have a comprehensive index of topics, issues, and information, and then provide links to that information, perhaps in a CAPS'opedia-like format. (In hindsight, the CAPS 101 moniker was poorly chosen as it denotes something more structured than what was originally envisioned.)

A Working Group was set up to work on the project, and Kay Kromm agreed to lead the effort. Kay has posted an outline of various topics and resources on the CAPS 101 Group site on the CAPS R&C site. In order to get broader participation in this effort, Kristian will open up the CAPS 101 link to all PSSs and SSCs. The questions to these folks are, "Is there anything in the outline that is missing, and are there any resources that would be useful that do not currently



exist on the CAPS R&C site?” In essence, what do you need in order to perform the many facets of your job? Any feedback should be sent to Kristian.

Since starting this Working Group, the CAPS R&C site has become an important resource, and contains much of the information that may be needed for anyone to know anything about the CAPS Program. The website should be the central source of CAPS information that the community should use when looking for specific information. As such, it is important to identify topics and resources that are not present that should be present. The follow up question is whether the site is arranged in a fashion that facilitates the navigation to specific information. Is the CAPS R&C site our CAPS’opedia?

A mentoring program was suggested as a potentially useful way for new individuals to learn more about the CAPS Program. Currently this is done informally. When a new individual comes on board, it should be announced to the group. New appointments have been announced in the ‘News and Announcements’ section of the CAPS R&C site. Please share your new hires with us so that we can help integrate them into the CAPS community.

Survey Supplies

The last day to submit orders for survey supplies was December 2, after which you will need to contact John Crowe. If there are items requested that need different shipment dates, they should have been submitted in different orders. All items in an order will have the same shipment dates. Individuals will be able to see the database once the system closes. The catalog will always be open and available. All trap and lure names in the catalogue also appear on the Approved Methods site. This may be a useful resource to use when writing up work plans. As always, it is best to order traps and lures through the Survey Supply Procurement Program database instead of through the cooperative agreement because the efficiency and economy of scale saves money. Contact John Crowe or your Regional Program Manager if you have any questions regarding use of the system, product names, or if you wish to suggest new products to offer through the SSPP.

IPHIS

A demonstration of IPHIS is scheduled for December 8. This is an important milestone that will show whether the group is on track to develop the required functionality needed in IPHIS for the CAPS Program. For 2012, NAPIS will be used for data entry. John will keep the NCC informed of the progress on IPHIS.

NAPIS Message

The Deputy Administrator for PPQ, Rebecca Bech, will issue an update on IPHIS that mentions CAPS use of NAPIS for 2012. John will send out the CAPS announcement on using NAPIS for data entry in 2012 once the PPQ announcement is released.



Farm Bill

The logistics for criteria rating, project request process, etc., currently are being worked on for the 2012 Farm Bill. The suggestion period could open as soon as mid-December until mid-February, but this is not final. Once the suggestion period opens, requestors will have about 6-8 weeks turnaround. It may be wise to begin putting information together for the upcoming suggestion period. John will have more information once it is available. Updates will be sent via the PPQ Stakeholder Registry.

The next NCC call will be on **Thursday, January 5, at 11:00 am eastern time.**