



National CAPS Committee (NCC) Conference Call

September 6, 2012

Minutes

Participants

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

Update on TDYs

John Bowers is currently on a TDY as the Acting Director of Regulations, Permits, & Manuals in PPQ, Plant Health Programs until September 29. He will be returning to his current position on October 1. Brian Kopper is currently on a TDY as the Chief of Staff for Field Operations, also returning to his current position in October. In their absence, John Crowe is handling NIS results notifications and Kristian Rondeau is leading the CAPS Program.

Online Survey Summary Forms (Appendix J-3)

The CAPS program has been working with Susan Schechter and the folks from Purdue to develop online Survey Summary Forms for CAPS, PPQ, and Farm Bill surveys. These forms are located in the CAPS R&C site. The Farm Bill form is closed, the CAPS form currently is open, and work is progressing on the PPQ form. It is becoming increasingly important to capture this information for accountability and reporting. The CAPS form works similar to the Farm Bill form with a process for approval and passing to the next level. The majority of states have completed the process, but approximately ¼ of the states have not. See the Report page at <http://caps.ceris.purdue.edu/node/454>. It is important to complete the process as soon as possible. Work plans will not be reviewed unless the online Survey Summary Form is completed and passed to the Region. NCC members should send a reminder to their constituency to remind them that it is important to complete the process.

Survey Supply Database

The Survey Supply Database (SSD) is now open for orders. States need to submit their work plans and online survey forms before placing orders in the system. Brian and Kristian are less likely to approve orders if these are not submitted. The SSD is for every survey except EAB. The SSD is open until October 12.

There will be three webinars on the SSD. You can sign up on the CAPS site by clicking on the 'Supply Procurement' tab of the CAPS Resource and Collaboration Site. The three webinar dates are September 13 (2 pm EST), September 17 (12 pm EST), and October 3 (1 EST). The

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.



webinars are similar to last year's, but it includes information on the changes that have occurred this year. Any questions should be addressed to John Crowe.

Another lure option is available for *Tuta absoluta* (hard glue) through the SSD. This option should only be used for *T. absoluta* for now. Also, the lure for *Neoleucinodes elegantalis* (tomato fruit borer) is now available in the SSD.

CAPS Conferences (?)

In lieu of a large CAPS conference, the group needs to brainstorm some potential alternatives to present to the PPQ Leadership Team for consideration. A conference is more likely to be approved if it is smaller than previous meetings, but any format will still need to have an impact on the Program.

Current ideas:

- CAPS could have smaller meetings.
 - CAPS could send SSCs to regional plant boards and hold CAPS sessions there. This could be an option for discussing very specific topics.
 - Sending CAPS representatives from each region to each regional meeting to maintain familiarity between regions.
 - Have smaller regional meetings. The CAPS Program used to have national, regional, and state committees where these types of meetings occurred.
 - CAPS can hold four regional meetings at the same time and then VTC between each one. This wouldn't appear to be one big meeting and there might be some cost savings.
- CAPS could survey attendees for the best of meeting presentations to do as a webinar for the complete CAPS community. CAPS could host about one webinar a month.
 - Issues with this could include low participation and time differences. A potential solution is to have shorter, but more frequent webinars.
- CAPS can hold a national meeting but alternate who comes to each one (one with PSSs/SCCs and another with SPHDs/SPROs).

NCC members should ask their constituency if they have any ideas for alternate meetings for the CAPS conference. Write up and submit your ideas to Kristian (Kristian.C.Rondeau@aphis.usda.gov) (cc John Bowers; John.Bowers@aphis.usda.gov) by October 1, 2012.

2013 NCC Meeting

The 2013 NCC Meeting will occur either the week of Jan. 21 (Monday is a holiday) or Jan 28. The meeting will be for 2days with a travel day on each end (total 4 days).

The NCC needs to consider potential locations. Each year, the group tries to pick places that also have something to do with the safeguarding continuum initiative (e.g. Newnan, GA, detector dogs; Miami, FL, PIS). Also, the meeting should be tied to a federal building for cost savings.



Current ideas include:

- Somewhere out west
 - Portland, OR
 - California (with ports)
- Beltsville, MD: post entry quarantine work, diagnostics, etc.
- Moore Airbase (Mission, TX): trap and lure warehouse, SIT facility

Caps Recognition

Chris Pierce will have a white paper completed and ready to send out to the NCC by the end of next week. Chris will provide a due date for feedback. Please respond.

Volunteer Group

The committee on volunteer groups has had a couple of calls. Avi would like to develop a team charter to help refocus the group and give it structure and purpose. This will provide a good basis for future discussions. Please consider participating.

CPHST updates

CPHST is currently working on finishing the Asian Defoliator Introduction (target delivery date of October 15). Five of the datasheets were recently posted to the CAPS Resource and Collaboration Site. The five remaining datasheets should be posted soon.

CPHST is currently working on Palm datasheets. Notices will be pushed out once new datasheets/lures are available.

Other

In the Farm Bill notice of the CAPS R&C site, a work file of a change log was recently added. Susan and co. are currently working on a search function for this that should be available in the near future.

The next NCC call will be on Thursday, October 4, 2012, at 11:00 am eastern time.