



## National CAPS Committee (NCC) Conference Call

October 4, 2012

### Minutes

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#### Participants

Kristian Rondeau	Chris Pierce	Lisa Jackson
Brian Kopper	Saul Vaiciunas	Talitha Molet
Joel Bard	Beth Long	Susan Schechter
Julie Van Meter	John Crowe	Eileen Smith
Joe Collins	Kathy Handy	

#### TDY Positions

John Bowers' TDY is ending, and he will return to Pest Detection/CAPS the week of October 8. Eileen Smith is currently serving a TDY in Matt Royer's position as Director of Pest Detection & Emergency Programs until mid-November. (Pest Detection has been renamed Pest Detection & Emergency Programs, PDEP, and includes CAPS, Farm Bill, Survey Supplies, Data Sharing Policy, FRSMF, Pest Evaluations for new pest detections, and several emergency programs: ICS, COOP, ESF-11, and biosurveillance.)

#### Changes to Field Operations

PPQ is currently undergoing a re-organization transitional period. The main change is that there no longer will be an Eastern and Western Region. Instead there will be hub offices in Ft. Collins, CO and Raleigh, NC that operate as one Field Operations unit. Program Managers, renamed Field Operations Managers, will be in charge of all program operations on a national level, not just a regional level. The goal is to make the transition as seamless as possible.

Brian Kopper will be the lead for Pest Detection and CAPS, while Kristian Rondeau will be the lead for Farm Bill in FO. More clarification on how that affects CAPS will be forthcoming as new roles and responsibilities are developed. Matt Royer is now the Executive Director of FO, and is located in Ft. Collins.

#### Reassessing the agreements process

The FO group currently is trying to develop a common process for receiving and reviewing work plans, and completing agreements that will work for both hub offices. The goal is to have one common process, and to ensure that the field does not see a drop in service while changes are being made.

#### Reassessing the PSS monthly call

Instead of having two separate PSS monthly calls (East and West), there will be one national PSS monthly call. The group is working on when the calls will occur and the format of the calls.

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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.



Most programs within PPQ will have representatives of the three core functional areas (Policy Management, Field Operations, and Science and Technology) to help manage and guide the program (to mirror the overall PPQ structure). Leads and points-of-contact have been identified for most programs. For CAPS, John Bowers will remain the lead in Policy Management, Brian Kopper will be the lead in Field Operations, and Rick Zink will be the lead for Science and Technology. The day-to-day operation and management of the CAPS program will not change, nor will the role of the NCC. John Bowers still will have overall responsibility for the CAPS program. There should be a document coming out soon regarding new organizational charts with the points-of-contact for the various programs.

### **Continuing Resolution FY13**

APHIS currently is under a budgetary Continuing Resolution at FY12 levels through March 27, 2013. For now, states should plan agreement budgets at FY12 levels; however, now is the time to develop priorities. If budget cuts are made, they will affect agreements. States should have a game plan in place so changes can be made easily. Until PPQ receives further guidance, spending for all programs will be prudent as not to get caught short should cuts in funding occur.

### **Survey Supplies Reminder (October 12)**

The survey supplies database will close on October 12 for orders in all programs, including CAPS (except for EAB). EAB orders should not be placed until the system opens specifically for EAB (around December). If a state is ordering *Agrilus biguttatus* traps (same as EAB), they should enter these under Pest Detection and not EAB.

One of the main fixes being worked on now is allowing orders to be tracked for offices under your assignment (i.e. the SPHD's office in FL will now be able to look at all orders in Florida that need approval). If you are a SPHD state approver, approvals will need to be completed by the beginning of November to get the process moving. SPHDs will not get an email once an order is placed. SPHDs should periodically check the IPHIS task list where placed orders will appear.

States should not wait for CAPS agreement approval before submitting their orders.

### **NAPIS for CAPS in 2013**

For 2013, The CAPS program will continue to use NAPIS for data entry. CAPS piloted IPHIS this past year with limited surveys in three states to help determine requirements for IPHIS data management and data entry. During the pilot, it was determined that IPHIS is not ready for the needs of CAPS. The program now has a better idea of what it needs in IPHIS, however it will be a while before this development work is started and completed. The new contract for IPHIS has just been awarded and a transition process is underway. Further information will be relayed to the NCC as it becomes available.



It is important to note that this does not apply for other programs, but only for CAPS Pest Detection agreements. Data management requirements of other programs should follow the guidance of those programs. This information should be shared with your constituents.

### **January NCC Meeting**

The annual NCC meeting usually occurs in areas that are a part of the safeguarding continuum (detector dogs in Newnan, GA; plant inspection station in Miami, FL). Possible locations for the 2013 meeting include California (Long Beach), South Texas, Tucson, AZ, and Huston, TX. This year, the NCC meeting may take place in the third or fourth week of January or the first week of February. A decision on location and available dates will be made soon so the meeting request can be submitted by the end of the month. As last year, travel to the meeting will be limited to the NCC proper, with others calling as necessary. Travel costs will need to be kept low.

### **Reporting Requirements**

Reporting requirements are up to the individual ADODR, but usually does not require more than quarterly reports. CAPS agreements usually require a semiannual and year end accomplishment reports, with the year-end report being very important. Plans are being discussed to post year-end reports on the CAPS R&C site.

### **CAPS Recognition**

The NCC should review the white paper and template previously sent by Chris Pierce regarding awards and recognition. Comments should be sent to the group so a finalized document can be completed before the next conference call.

**The next NCC call will be on Thursday, November 1, 2012, at 11:00 am eastern time.**