Participants

John Bowers	Avi Eitam	John Crowe	Eileen Luke
Joel Bard	Carol Motloch	Lisa Jackson	Valerie DeFeo
Piera Siergert	Lisa Ishibashi	Talitha Molet	
Joe Collins	Laurinda Ramonda	Melinda Sullivan	
Julie Van Meter	Ian Foley	Dan Mackesy	
Brad Lewis	Kathy Handy	Susan Schechter	

NCC Member Rotations

The NCC membership is now set for 2014. Joel Bard's – AR (PPQ SPHD representative), Helmuth Rogg's – OR (WPB SSC representative) and Julie Van Meter's – NE (CPB SPRO representative) terms expire on December 31, 2013. All have been re-nominated by their constituencies, and will serve second 3-yr terms on the NCC. Avi Eitam – OH (PPQ PSS representative) has decided not to pursue a second term due to other commitments. The PSSs selected Yolisa (Lisa) Ishibashi – HI to succeed Avi, and will start her 3-yr term on the NCC as of January 1, 2014.

We would like to thank Avi for his participation and contributions to the NCC and the CAPS community, and wish him well on his future endeavors. Avi will continue to lead the CAPS Volunteer Survey Working Group. Those wishing to participate in this effort, please contact Avi or Piera Siergert.

At the same time, we welcome Lisa to the NCC. Lisa has a strong background in the CAPS program, and we are looking forward to her participation.

New Time for Monthly NCC Conference Calls

Due to the new committee make up, the monthly NCC conference calls will be moved to **1:00 pm EST** beginning with the first call on January 9, 2014. For the rest of the year, the calls will still be on the first Thursday of each month, unless otherwise noted.

Please note the new time for the next call! 1:00 pm Eastern Time.

2014 Annual NCC Meeting

The NCC meeting scheduled for January 28-29, 2014, in Gainesville, FL, has been approved. The signed approval document, meeting, travel, and hotel information, and the agenda were sent on Friday, December 6, 2013, to those participating in the meeting. Airline and hotel

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.

reservations can now be made. Due to the possibility of another government shutdown in January, travelers should consider the purchase refundable airline tickets. However, if the cost is greatly increased or prohibitive, folks should use their judgment and do what is in the best interests of PPQ and their institution.

The agenda is packed full for the two day meeting. Between now and the next NCC conference call, members should look through the proposed topics and decide what should and should not be covered during the face-to-face meeting. If you believe a topic can be handled successfully outside of the face-to-face meeting, then let John and Brian know so they can adjust the agenda as necessary. John would like to make sure that the meeting is as productive as possible and that the group has enough time to discuss the essential topics.

Survey Supplies
The Survey Supply Database is now closed. States should have completed all of their orders. There are a few supplies currently that are short, but the program should meet all of the requested supplies by the shipping dates. Supplies will start to ship during the first full week of January 2014. However, lures produced by the Otis Lab will be shipped later. These lures are being produced now, and should start shipping out by mid-February.

Accomplishment Reports
The CAPS program spends a lot of time focusing on the future of the program and not as much time looking back at what was actually accomplished as we should. Going through the accomplishment reports (Infrastructure and 1-3 Surveys per state) one by one can be very time consuming. Also, there are a lot of differences between the different state accomplishment reports, even though a common template is being used. We would like to look into better ways of determining what work was and was not completed without adding any extra burden to capture this information.

In the future, we may look into adding another column in the Survey Summary Form that each state can go back to when submitting their annual accomplishment reports. This may be an easier way to compare what a state said they would do to what they actually accomplished that year (could show proposed funding vs. actual funding and/or proposed work vs. actual work). This way the template would be consistent among all states and the information would be easier to gather, collate, and roll up into a year-end program report. Also, with the rollout of NAPIS 3.0, there will be a few extra data entry fields which will feed into the CAPS Accountability Report, which should make this report more meaningful and accurate. Can certain other information be captured through data entry? Other ideas, in and out of the box, are welcome.

Agreements for 2014
There have been some questions about when agreements will be approved. Based on the budget situation, John and Brian have decided to go ahead and start approving agreements with start

dates before January 15, up to the Continuing Resolution (CR) limit (~29.3%). A message to the SPHDs and PSSs was sent Thursday, December 5 regarding the approval of agreements.
We do not know at this time if there will be another round of sequestration. This will depend on the progress of the congressional budget committee established after the shutdown. If so, we will have to deal with it when it happens.

Also, Brian will be contacting states that are not currently on a January – December agreement cycle. For the purpose of better program management, it would be beneficial to have all Pest Detection agreements on the same cycle. This was first mentioned at the National Plant Board Meeting in August, and in the minutes of previous NCC conference calls. Changes to anyone's agreement cycle will not occur in 2014, but we would like to begin moving some states for 2015, and have all states on the same agreement cycle by 2020. There are some ways we feel that this can be done, but we will discuss this topic in more detail at the NCC meeting to get more state perspectives.

National CAPS Meeting for 2014
A cost analysis packages have been put together for four possible locations for the National CAPS meeting tentatively scheduled for December 2014: Albuquerque, New Mexico; Jacksonville, Florida; Oklahoma City, Oklahoma; and Washington, DC. Currently, Albuquerque, NM, has the lowest cost. The cost analysis includes SPHDs, PSSs, CPHST support, relevant Program Managers, and CAPS and PPQ Management (114 total from PPQ).

John is meeting with the PPQ Deputy Administrator on December 19 to go over the cost analysis package to determine if the DA will support the meeting. If the DA agrees with the meeting, John will go ahead and start working on submitting a full package for Agency and Department approval.

If the meeting ends up being a combined (e.g., PPQ/SPHD and CAPS) meeting, John would like to make sure that the meetings are better integrated with the focus on an inclusive community. The last joint meeting was disjointed and John would like to prevent this from occurring again.

CAPS Volunteer WG
Kathy Handy has reviewed several documents that the group has found for privacy, data sharing, etc., as it may pertain to employing volunteers in CAPS surveys, and recommended that the group ask the Office of the General Counsel (OGC) for advice on the legal aspects and considerations. Kathy will email Avi and Piera with more details.

The next NCC call will be on <u>Thursday, January 9, 2014, at <mark>1:00 pm eastern time</mark></u>.