



National CAPS Committee (NCC) Conference Call

March 6, 2014

Minutes

Participants

John Bowers	Carol Motloch	Lisa Jackson	Valerie DeFeo
Brian Kopper	Lisa Ishibashi	Melinda Sullivan	Kristian Rondeau
Rick Zink	Saul Vaiciunas	Dan Mackesy	Sarah Marnell
Terry Bourgoin	Sherry Aultman	John Crowe	
Joe Collins	Laurinda Ramonda	Joel Floyd	
Julie Van Meter	Helmuth Rogg	Susan Schechter	

Budget / Agreements Update

There is no new information at this time. We are waiting for clarification of the Pest Detection budget before we can finalize agreements. Cooperators are getting concerned because they want to get started. If there is a dire need (a *real* dire need), then contact Brian Kopper.

There was a question as to whether or not there was a document that describes the budget process top to bottom that can be shared with cooperators. This would help other understand the processes better. John will inquire.

➤ CAPS Recognition

The deadline for nominations for CAPS Recognition is Friday, **March 14** (or at least by Monday morning). Please consider nominating a worthy member of the CAPS community. Send nominations to John or Brian as soon as possible. The nomination form was sent with an email to the NCC, and also can be found in Appendix Q of the 2014 survey guidelines.

Strategic Planning

The PDMT and the NCC will develop a strategic plan during 2014. The focus will be on what the Program will look like in 2020. The PDMT will meet with Jane & Christina to learn more about the strategic planning process. (This meeting has been postponed several times as we work it into the transition from Jane to Christina). The goal is to have a strategic planning document that is supported by PPQ management as well as the National Plant Board, and officially approved at the 2015 NCC meeting.

2015 Guidelines – CAPS R&C site

There has been some quirkiness with the CAPS site. The page with the 2015 Guidelines is now available to the NCC. A menu item on the left bar appears that links to 2015 guidelines after you log in to the site. Documents will be posted for review soon.

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.



Helmuth is working on an updated template for work plans and budgets. He hopes to have it ready for review by the PDMT in a few weeks.

There was some discussion regarding reporting state share on the budget forms. Some cooperators have reported that it has caused some frustration in recent audits. Saul brought up that in his state you need to meet your promised amount when it comes to cooperator share. We had this discussion in the past and advised states not to put cooperator share on the budget form. To capture this information for reporting requests, The PDMT advised states to report share amounts only in the Survey Summary Form because of the problems it may cause being part of the official budget. The 2014 Guidelines (page 9) state, “States are strongly encouraged to list State contributions to the survey effort on the Survey Summary Form.”

Constituency Feedback from the NCC Gainesville Meeting

A question was asked about how pests get onto our list and whether methods are available before we recommend a pest for survey. Yes, CPHST has a defined process for assessing a pest, including pathways and methods among other issues, before it is either run through the AHP model or placed on a commodity pest list. In other words, pests are well vetted for survey suitability.

Another question asked whether weeds will be a focus of CAPS surveys. Rick agreed that the weed issue should be brought up and discussed. One problem has been the Congressional cut in funding for federal noxious weeds (read Congressional intent) and whether it is appropriate for another program to address the issue when Congress clearly did not fund the effort through appropriations.

- The NCC was encouraged to continue discussions with their constituency. This is especially important at this time as we develop the 2015 Survey Guidelines. This is the opportunity for the CAPS community to have a voice in shaping the Guidelines.

NAPIS 3.0 – Testing Update and Webinar Schedule

Susan has been conducting testing on NAPIS 3.0 with several volunteers. It is going well. They have a couple more significant changes to work on, but they expect to be done in a couple of weeks. She could use 1 or 2 more testers. There are fewer issues with each tester, so things are getting better.

The goal for implementation is April 1. Webinars for reporting and data entry will be scheduled. Possible March 19-20 and April 1-2. Susan will relay information through John.

Note: the webinar schedule was sent to the NCC for distribution and posted on the CAPS R&C site on the News and Announcement page on 3/13/14. The schedule also appears at the end of these minutes.



New state records

From Kathy: There have been several instances where states enter a new county record without first entering a new state record. New state records must be recorded and get priority. This information is used in program performance and reporting.

A long-standing element of CAPS has been the recording of new U.S., State, and county pest find records. By priority, a new U.S. record is also a new State and a new county record. Likewise, any new State record is also a new county record. Only the highest priority needs to be reported.

Survey Summary Form / NAPIS data entry / Accountability Report

The information entered into the Survey Summary Form when submitting work plans is used to populate the CAPS Accountability Report. Data entered into NAPIS is then matched against what a state planned to do, and results are reflected in the Accountability Report for target pests. The Report shows whether or not a state entered data for a pest that it was targeting when work plans were submitted. Changes to data entry with new required fields in NAPIS 3.0 refine this process to be more accurate. However, changes in surveys that happen from time to time over the course of a survey season are not always reflected in the Accountability Report since it draws on information from the planning stages. Things happen and pests and/or surveys are not always completed as planned.

The issue is; how does the Survey Summary Form get updated (with a legitimate reason) during the survey season so that results are accurately portrayed in the Accountability Report. What is the most efficient and effective way to do this? If something changes mid-season, would it be better to report changes as they occur vs. reporting them at the end in accomplishment reports? One suggestion was adding a checklist to the Survey Summary Form. Would the states enter this information? Brian suggested a process where the states would send him any changes with the reason for the change, and that he would make the correction in the Survey Summary Form.

The PDMT will talk with Susan to discuss the technical details before going forward. Alternative ideas are welcomed.

CAPS'opedia

The CAPS'opedia content is in need of review and retooling. The review team will review the structure, test all the links, and determine what is not on the site that should be. John is looking for a volunteer to form a group and go over CAPS'opedia with Susan. Perhaps a new SSC and a veteran SSC should pair up to get a broad perspective of the site. Let John and Brian know if you are interested or know of someone who could use a little persuasion.

National CAPS Meeting

Until an FY14 budget is in place, there is uncertainty about travel funding for people at the state level. If there is not adequate funding for travel, the meeting may not take place. We are



currently not moving forward with detailed planning until we have some resolution on the budget. We also are looking for a good new name for this meeting. “CAPS Conference” cannot be used. If anybody has suggestions for a new name, contact John.

The next NCC call will be on Thursday, April 3, 2014, at 1:00 pm eastern time.

A new version of NAPIS will be released April 1. If you would like a sneak peak at the new NAPIS database there will introductory webinars.

Wednesday, March 19.

11:00 am Eastern NAPIS 3.0 Data out: Creating Reports and Maps

4:00 pm Eastern NAPIS 3.0 Data In: Add a Record Form and Uploading Excel Files

If next Wednesday does not work for you, don't worry. There are more times available.

April 1 – Tuesday

11:00 am Eastern NAPIS 3.0 Data out: Creating Reports and Maps

4:00 pm Eastern NAPIS 3.0 Data In: Add a Record Form and Uploading Excel Files

April 3 - Thursday

11:00 am Eastern NAPIS 3.0 Data In: Add a Record Form and Uploading Excel Files

4:00 pm Eastern NAPIS 3.0 Data out: Creating Reports and Maps

Webinar Link (<https://gomeet.itap.purdue.edu/napisdemonstration/>)

Call # (866)847-5697 – no passcode needed

A core goal in developing NAPIS 3.0 was to maintain familiarity. If you are not able to attend a webinar, I expect that you can generate a report or map in NAPIS 3.0 without training. If you are doing data entry in NAPIS 3.0, please plan to attend one of the data entry webinars. Additional webinars will be scheduled as need dictates.

Questions? Contact Susan Schechter (765)494-9853 napis@purdue.edu .