National CAPS Committee (NCC) Conference Call
July 10, 2014
Minutes

Participants

John Bowers	Carol Motloch	Talitha Molet
Joel Bard	Lisa Ishibashi	Melinda Sullivan
Piera Siergert	Saul Vaiciunas	Susan Schechter
Joe Collins	Laurinda Ramonda	Eileen Luke
Julie Van Meter	Helmuth Rogg	
Brad Lewis	Lisa Jackson	

Budget

There are no current updates for the FY15 budget. While there is still some hope that an appropriations bill will be signed before the beginning of the fiscal year, the likely scenario will be that we will begin the year on a Continuing Resolution due to mid-term election activity. The FY15 CAPS budget will likely be the same as the FY14 CAPS budget. As individuals prepare their state work plans, they should plan using FY14 budget numbers.

Farm Bill Update

States should complete their 2014 Farm Bill Survey Summary Forms as soon as possible if not yet submitted. Several states have not yet completed the workflow process to submit the Form. **The PPQ Deputy Administrator asks that all Farm Bill funds be obligated by August 1.** Keep in mind that it takes time to get agreements in place with signatures. SPHDs should follow up with states that have not completed the agreement process for 2014 Farm Bill funding.

Survey Summary Forms

Work and financial plans are due in a little over a month (COB, Friday, August 15). The 2015 CAPS and PPQ Survey Summary Forms will be open shortly. These should be filled in and submitted as soon as possible. As in previous years, work plans will not be reviewed without a completed Survey Summary Form. The format will be similar to last year. If there are any new or different surveys, contact John or Brian so the form can be adjusted to accommodate them.

Is there a way to identify Priority Pests in a commodity when searching for them?
Susan will add an asterisk in front of Priority Pests for each commodity survey. This will allow the user to search by the asterisk when looking for Priority Pests.

Reminders: 1) Make sure that you only choose pests (Priority or otherwise) that are relevant to your state, and 2) Other Priority and State Pests can be added to a survey if appropriate.

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.

Evaluation of NAPIS 3.0 to Occur in October or November
An evaluation of NAPIS 3.0 will occur sometime in October or November. This will allow users more time to use the site and get a feel for how it is working. Everyone using NAPIS should write down and save any comments, suggestions, what works and what needs to be improved, and any other thoughts as data is entered and reports developed. It is important that we all contribute and add value to the evaluation. If there is a specific problem that needs to be addressed immediately, do not hesitate to contact Susan.

CAPS Resource & Collaboration Site
The CAPS R&C site will be updated to Drupal 7. The update allows the CAPS R&C site to stay in a familiar template while modernizing the functionality of the site. In general, the NCC and CAPS community should not see much of a difference between the old and new site as most of the changes will be behind the scenes. Certain new features will become available and others will no longer be supported. For example, Drupal 7 does not have a feature to store files in a directory structure as we do now. However, the new features should allow for more effective document management. Perdue is working on the migration of the directory structure and possible solutions available in Drupal 7. Purdue hopes to have the new site ready for testing by the end of September for CPHST CAPS support and CAPS management. Purdue will announce to the group when the site has been updated and is live.

The Purdue group wants to look at what features currently are used on the CAPS R&C site and whether they can be improved, and also what is used least and if it is still needed.

Open Groups feature
Open Groups is one of the lesser used features, and has not been used in the last 6 months. The feature allows for both private and public groups. Several Open Groups were started and were used initially, but then usage decreases. An example is the Volunteer group. Purdue would like to know if they should continue this feature in the new Drupal 7 environment.

- The NCC agrees that the Open Groups feature is a low priority for migration. The NCC currently uses conference calls and emails to communicate with each other and their constituency. If the group finds that there is a need for this, it can be revisited at a later time.
- This feature is different from the Forums feature. The Open Groups feature could be used to replace the Forums feature if it is more efficient. Susan will look into it.

Calendar feature
The calendar is found on the right hand menu bar.

- The NCC agrees that the Calendar feature is a low priority for migration. It is a nice-to-have item, but does not seem to be necessary. If the CAPS community would like to keep it, we can revisit after the migration is complete.

News and Announcements

The News and Announcements page is not viewed often, possibly because it does not come up automatically and you have to actively click on the link. When the migration occurs, Purdue will merge the current Home (landing) page (the page that appears after you log in) that displays the CAPS Mission with the News and Announcements page.

Viewing current news and announcements on the Home page should encourage more individuals to submit information to be shared with the CAPS community. This is a place where individuals can share what is going on their state that may be of interest to others. It is important that we continue to develop a sense of community by sharing what is going on across the country. Many of us regularly report activities and such to our management. These also may be appropriate for the CAPS R&C site. Please consider sharing your news with the rest of the community.

To submit news or announcements, the individual currently emails Susan. Purdue will work on adding a function for individuals to add their own content to the page.

CAPS'opedia

CAPS'opedia is an alternative navigation concept and project that came out of the National CAPS Meeting in Kansas City. The feature is used, but Purdue would like the material to be updated before it is migrated over as some of it may be dated. We are looking for volunteers.

The task of updating CAPS'opedia does not have to be done by an NCC member, but could be done by folks in the community. Susan would like to work with at least one person that is newer to the CAPS Program and at least one person that has been in the Program for a while to ensure that the material is relevant and no gaps are present. This should not take a long time, perhaps a couple of hours spread over a couple of days.

Joel will follow up with his SCC, and Brad also has a new SCC that he can contact. Anyone else?

Outreach Library

The materials in the Outreach Library are being used and downloaded quite a bit. Purdue will work on adding a way to upload material directly. The submitter likely will fill out a form that will show them where the material should be displayed. Purdue also will look into adding a way for individuals to evaluate, comment, and suggest changes to the posted material. This would make the process more interactive, and let the authors and others know how the material was used and how to better meet various needs.

CAPS Recognition

The CAPS Recognition page link will be added to the landing page making it more visible to the group.

The CAPS Program is always looking for input on current sites and the documents and content on these sites that the Program uses, including the CAPS R&C site, Pest Tracker, Survey Summary Forms, Approved Methods, and CAPS Accountability Report. It is important that these sites and their content stay relevant and up to date. If there are any issues that need to be addressed or suggestions on how to improve, please let the CAPS management team know.

Established by Consensus and Survey

Kathy and Susan have been working on the map logic in Pest Tracker to make persistent records of establishment by consensus and survey. This will be defined as the date of establishment, and roll forward from there. The change will be announced soon as the final details are worked out.

Commodity Surveys

As mentioned in the minutes to the June NCC call, in order for new commodity surveys to be developed, the proposed survey will need a Champion. CPHST CAPS Support currently does not have enough resources to produce the commodity surveys without help from the field. Suggested surveys from the June minutes are listed below. If you are interested in helping develop one of these surveys, please contact Lisa and Melinda.

Proposed Survey	Champion
Dry beans / Peas, Pulse Crops	
Orchards (apple, pear)	
Small Fruit / Berry (blueberries, raspberries, strawberries, etc.)	Saul Vaiciunas (SSC, NJ)
Sorghum / Canola	
Sunflower	
Cucurbits (squash, pumpkin, cucumber, etc.)	
Small Vegetables (lettuce, etc.)	
Nut Trees	

The Champion will work with CPHST CAPS Support (Lisa, Melinda, Talitha, Dan) in developing an appropriate pest list. The pests should be exotic to the United States or of limited distribution. Suggested pests should follow the same rules as the other Priority Pests. The Champion also should make sure that there is enough interest in the survey, not only in their state, but other states as well.

There is interest in New Jersey for a small fruit commodity survey, mainly blueberries and cranberries. In order to make this a viable survey, it may have to be expanded to include strawberries and cane berries. Those who have an interest in this type of survey should contact Saul Vaiciunas as the survey Champion.

Combining Different Commodities

Several states are conducting stone fruit, apple, pear, and general orchard surveys with Farm Bill funding. Since an apple/pear survey appears to be of interest, do we think about developing a separate commodity survey, or do we combine it with stone fruits under an orchard umbrella? Another example is the small fruits survey mentioned above. We already do this with the small grains survey. Is this the way forward, or would separate commodity surveys be best?

The general consensus within the NCC is that combining related commodities under an umbrella survey should be acceptable. For example, many states have mixed orchards, so it would make sense for them to be combined. Other states will focus specifically on one commodity or another. An umbrella survey also may be appropriate if the issue is logistics and having one agreement instead of two. However, does the umbrella survey mask the commodities of the survey for reporting purposes? PPQ is often asked about surveys in specific commodities. One suggestion would be to add a level to the Survey Summary Form that would specify the commodity or commodities under the umbrella survey that the survey would target.

The NCC should talk to their constituency to get the perspectives and suggestions of the CAPS community, and be prepared to discuss this topic on the August NCC call.

The next NCC call will be held on Thursday, August 7, 2014, at 1:00 pm eastern time.

Please forward to your NCC representative any agenda topics for discussion on the August call.