



National CAPS Committee (NCC) Conference Call

September 10, 2015

Minutes

Participants

John Bowers	Eric Ewing*	Saul Vaiciunas	Melinda Sullivan
Brian Kopper	Joe Collins	Sherry Aultman	Dan Mackesy
Rick Zink	Julie Van Meter	Dale Anderson	Susan Schechter
Kristian Rondeau	Brad Lewis	Ian Foley	Eileen Luke
Joel Bard	Lisa Ishibashi	Lisa Jackson	Alan Dowdy

*for Piera Siegert

PPQ / NPB Strategic Alliance

Last year, the PPQ Management Team and the National Plant Board's Board of Directors came together to discuss the nature of our longstanding relationship and evaluate how we could more effectively work together in a strategic alliance to identify and address high-priority issues. Four issues were chosen to focus on at the outset: Evaluating programs and the path to deregulation; Leveraging federal and state authorities and capacities for effective compliance and enforcement; Funding of programs to ensure continuous cash flow; and Training. Working groups were established around each of the priorities. Alan Dowdy (Assistant Deputy Administrator, Phytosanitary Issue Management (PIM)), briefed the NCC on the third initiative concerning funding and cooperative agreements. Alan leads this effort along with Brad White (SPRO for WA State) and Katie Hough in PPQ Field Operations.

Under the funding initiative there are four goals: 1) Cooperative agreement funds (not including Farm Bill) are available to state regulatory cooperators for programs as soon as possible; 2) Bundle or combine cooperative agreements to reduce the administrative burden; 3) Document the cooperative agreement workflow to communicate the process and identify potential challenges to success; and 4) Explore whether the use of the multi-year agreements would reduce administrative burden and improve funding continuity.

1) The group canvassed the states and found that most states want a January start date before survey and other activities begin. Going forward, the recommendation will be a calendar year alignment of agreements to move the start date well past the beginning of the federal fiscal year in October to account for potential government funding issues and continuing resolutions. The CAPS program already has started to move in this direction with only a few states not on the calendar year schedule currently. We plan to have ongoing discussions with these states.

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.



2) A Business Process Initiative (BPI) project is underway at the APHIS level to evaluate the feasibility of combining work plans into fewer agreements to reduce the administrative burden. There are some issues regarding multiple line items that PPQ uses to fund different projects in a state that may not be present in other parts of APHIS (VS has two major line items?), so this has to be evaluated carefully against current regulations, or if updated regulations need to be proposed if indeed this is the preferred direction. Processes for charging multiple line items associated with one agreement would need to be developed (e.g., extensions for part of the combined agreement). In CAPS we have begun this approach by allowing the combination of survey work plans into one agreement. We will evaluate the approach, acceptance, and participation, and provide feedback to the initiative working group.

3) Much effort is being put into documenting work flow with the goal to provide standard and consistent processes and communication. Flow charts, timelines, reporting streams, etc. on both the PPQ and State sides are all being developed and evaluated, as well as communication tools to support the work flow. A software program named Grantor is being evaluated at the USDA level for use Department-wide in an effort to streamline processes, reduce paper work, and provide funding in a more efficient and effective manner. Electronic signatures also should be available for those states that allow them.

4) The group has decided not to pursue multi-year agreements at this time. While good for planning, there are obstacles that would require considerable effort that did not make sense to tackle in lieu of work needed for the above three goals. CAPS agreements are funded through the Pest Detection line item, which is annual funding. Commitments cannot be made beyond the year in which funding is authorized, so multi-year agreements would not be possible anyway.

If anyone would like to provide input or comment to this or other portions of the initiative, you may contact Alan Dowdy at 301-851-2303 or by email at Alan.K.Dowdy@aphis.usda.gov. You also may contact Brad White (bwhite@agr.wa.gov) or Katie Hough (Katherine.P.Hough@aphis.usda.gov) with your comments.

National CAPS Meeting

On August 31 an email was sent to the NCC to forward to the CAPS community informing every one of the decision to postpone the National CAPS Meeting until the week of November 14, 2016. The email is reproduced at the end of these minutes for reference. As mentioned in the email, a revised strategy for funding state travel to the meeting will need to be developed. In the meantime, please prioritize your state travel under the FY16 cooperative agreement so funds are available to travel to the National CAPS Meeting next November. PPQ travel will be addressed in the FY17 budget. Approval for the meeting will still be pursued with the goal of gaining approval early next calendar year. Questions can be addressed to John.



CAPS Work Plans

Most work plans have been submitted and are being reviewed. There are a few outstanding states. If you are one, please contact Brian and let him know your status if you have not done so already. As in past years, no news is good news and you can assume your work plan has been accepted. We cannot officially approve a work plan until we have a budget, so unless you hear otherwise, all is good.

Survey Summary Form

All PPQ Pest Detection and State surveys need to be entered into the Survey Summary Form ASAP. The site is being upgraded to Drupal 7 and the SSF needs to close in order to transition. Additionally, you will face an old, time consuming process for any additions after the SSF closes. You are strongly encouraged to enter your survey information by COB Friday, September 25. This information is required of all PPQ and State Pest Detection surveys.

Farm Bill

The open period for FY16 suggestions closes Monday, September 14. Be aware of the following time line for review of suggestions.

Sept 14th - Open Period closes

Sept 25th - SPHD/SPRO review period ends (2 weeks)

Oct 23rd - Review Team reviews / Decision Lens ratings complete

Oct 30th - Goal team draft funding recommendation due to FBMT

Jan/Feb - Planned time frame to announce approved project funding to public

Purdue Updates

Purdue is upgrading to Drupal 7 across all CAPS services. The testing environment will be available on the development servers on September 21. Volunteers are needed to do what you normally do on the CAPS R&C site to help determine if everything is transitioning correctly. If you are good at breaking things, we need you. Please contact Susan if you would like to help test the new environment.

Survey Supplies

John Crowe sent an email to the CAPS community on September 10 announcing the dates that the Survey Supply Ordering System will be open and contained instructions on how to place orders. Briefly,

The Survey Supply Ordering System in IPHIS will be open September 23, 2015 – November 20, 2015. During this time you may submit orders for:

- CAPS
- PPQ Supported Programs
- Approved Farm Bill – Goal 1 Survey



The Survey Supply Ordering System will open again in the winter of 2016 to support:

- EAB Survey
- Future Farm Bill – Goal 1 Surveys

Shipping Start Dates:

- Late December

Contact [John Crowe](#) if alternate delivery dates will be needed.

Instructions for placing an order can be found on the [CAPS Collaboration Site](#). Web based trainings will be available and announced in the coming weeks.

PPQ Pest Detection & Emergency Programs

As announced in the July NCC minutes, Umesh Kodira, Director of Pest Detection and Emergency Programs, has accepted a new position with CPHST PERAL in Raleigh, and has completed his transition to Raleigh. John Bowers has accepted a detail into the Director's position starting September 6 and lasting until December 12. John will still have responsibility for the CAPS program, but may not be able to respond as in the past due to the responsibilities of the Director (i.e., no one will be backfilling for CAPS). Please contact Brian and/or Rick as appropriate.

The next NCC call will be held on Thursday, October 1, 2015, at 1:00 pm eastern time.

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



Bowers, John H - APHIS

From: Bowers, John H - APHIS

Sent: Monday, August 31, 2015 3:18 PM

To: Bard, Joel W - APHIS; Bob Rabaglia (brabaglia@fs.fed.us); Bourgoin, Terry L - APHIS; Bowers, John H - APHIS; Brad Lewis (BLewis@nmda.nmsu.edu); Bullington, Stephen W - APHIS; Crowe, John F - APHIS; Dale Anderson; Eileen Luke (eluke@ceris.purdue.edu); Ian Foley (ifoley@mt.gov); Ishibashi, Yolisa C - APHIS; Jackson, Lisa D - APHIS; Joe Collins (Joe.Collins@uky.edu); Julie Van Meter (Julie.vanmeter@nebraska.gov); Kopper, Brian J - APHIS; Mackesy, Daniel Z - APHIS; Motloch, Carol M - APHIS; Piera Siegert (Piera.siegert@agr.state.nh.us); Rondeau, Kristian C - APHIS; Saul Vaiciunas (saul.vaiciunas@ag.state.nj.us); Sherry Aultman (saltmn@clemson.edu); Sullivan, Melinda J - APHIS; Susan Schechter (schechte@ceris.purdue.edu); Zink, Richard T - APHIS

Cc: Defeo, Valerie F - APHIS; Bloem, Kenneth - APHIS; Vo, Trang T - APHIS; Neeley, Alison D - APHIS; Roda, Amy L - APHIS; Bullington, Stephen W - APHIS; Haslem, Patrick S - APHIS; Kennaway, Lisa F - APHIS; Cook, Gericke L - APHIS; Walters, Terrence W - APHIS; Holtz, Tara M - APHIS; Webb, Craig - APHIS; Brown, Robert C - APHIS; Webb, Craig - APHIS; Metz, Kira M - APHIS; Brambila, Julieta - APHIS; Jim Labonte (JLABONTE@ODA.STATE.OR.US) (JLABONTE@ODA.STATE.OR.US); elagasa@agr.wa.gov; G Keith Douce (kdouce@uga.edu)

Subject: CAPS Meeting Postponed

All,

Over the last few days I had conversations with Brian Kopper and Rick Zink in our Pest Detection Management Team regarding the National CAPS Meeting, and I met with Matt Rhoads and Scott Pfister last Friday. Based on where we are now and the time left before the meeting, I, with everyone's concurrence, decided that it would be best to postpone the CAPS Meeting until November of next year (in FY17). The proposed dates are the week of November 14, 2016.

There are multiple factors that went into this decision. Chief among these is the need to address several challenges in the Pest Detection Program with PPQ management, including the FY16 budget, and gain a consensus internally about moving forward. This also will give us more time to interact with the CAPS community, re-evaluate how the meeting is presented, and gain a firmer grasp on proposed outcomes that may be more in line with what is expected in APHIS today. I think we can present a better meeting if we postpone now instead of forcing it into a December timeframe.

I also had FY15 funds set aside to amend agreements so that state cooperators could travel to the meeting once the meeting was approved. Given we are only one month removed from the end of FY15, and with the rush to obligate Farm Bill funds, I did not see this as a possibility given that approval by the Administrator could be two or more weeks away. We needed to redirect those



funds now to avoid losing them at the end of the FY. Without funds to travel, state cooperators would not be able to attend the meeting, so moving forward was not much of an option. We will need to discuss a new funding strategy for the meeting.

Regardless, we would like to move forward to gain approval for the meeting, with a tentative goal of gaining approval before the end of the calendar year, if possible. This will give us ample time to lock down a site for the meeting, provide confirmed dates well in advance for planning and logistics, and allow the Program to better prepare and present a better meeting.

Our next steps are to map out a plan, and then re-engage the NCC, CAPS community, and the PPQ Management Team. Please let me know if you have any questions or concerns. Given all the time and energy that has gone into this effort by many people, this was not a decision that was easy to make. I know that many will be disappointed; I am disappointed. However, I do feel that we will be better aligned and prepared to present a fantastic meeting next year.

Please distribute this email to your constituency, management, and others who need to know. Thanks.

John

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