



## National CAPS Committee (NCC) Conference Call

May 5, 2016

### Minutes

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#### Participants

John Bowers	Julie Van Meter	Sherry Aultman	Dan Mackesy
Brian Kopper	Brad Lewis	Ian Foley	Steve Bullington
Terry Bourgoin	Yolisa Ishibashi	Lisa Jackson	Susan Schechter
Joel Bard	Mark Hitchcox	Heather Moylett	Eileen Luke
Kristian Rondeau	Ruth Welliver	Melinda Sullivan	

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#### 2016 CAPS Recognition

Nominations for CAPS Recognition have been received and reviewed by a subcommittee of the NCC. Based on the policy set for CAPS Recognition, at most three individuals or groups will be recognized in any one year. The announcement of those receiving 2016 CAPS Recognition will be made shortly.

#### 2017 Survey Guidelines

As of yet, the NCC did not have any feedback from their constituency about the 2017 Guidelines that were published on April 22. States are preparing for the survey season, and likely have not had time to fully review the 2017 guidance. Several members will be having calls with their constituency in the following weeks and will discuss the 2017 Guidelines at that time. The PDMT would like to know what everyone thinks in order to better serve the community. The CPHST CAPS Support Team put a lot of work into getting the 2017 Guidelines published on time, and also would like to hear back from constituents.

#### SSC/PSS Sessions at the Regional Plant Board Meetings

The Eastern, Southern, and Central Plant Board Meetings all contained breakout sessions for SSCs and PSSs. All feel that these are very productive and necessary, especially lacking a National CAPS Meeting. These meetings allow peers to interact on a regional basis to discuss important and relevant topics, and to learn from each other. The Western Plant Board meets May 10-13, and the CAPS community urges those in the WPB states to support a similar meeting when next the WPB meets.

One topic that was discussed at the SPB SSC/PSS meeting was the reliance on CAPS Infrastructure funding for the SSC. If these positions were not funded, then no survey work would be accomplished. They also discussed the many other activities they do for other programs and surveys, and that they capture these activities in the annual Accomplishment Reports. In essence, Pest Detection is funding a state position that supports more work than just CAPS surveys. It was suggested that a disclaimer be placed on future survey work plans and

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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.



farm Bill survey suggestions that states that the proposed work will not occur if the SSC position is not funded. Other regions also may want to discuss this topic.

### **Work Plan and Agreement Changes**

Ruth brought up an issue regarding changes in the work and financial plans requested by an agreements specialist. These happen after the work and financial plan are approved by the Program (Brian) and signatures obtained. In some instances, states have to repeat the whole work and financial plan process and obtain signatures again if changes are requested later. Ruth asked if these changes can be requested before the work plan is approved to avoid repeating the process.

Brian explained the process and that there are policies that we have to follow, and it can seem complicated at times. Basically, Brian has to approved work and financial plans and develop a program budget before the agreements staff develops the specific agreement with the correct dollar amount included. The program budget often is the item that holds up an agreement or creates a bottleneck. Brian focuses on adherence to program guidelines, and the agreements staff is looking for adherence to regulations and inconsistencies that may affect a potential audit. If found, the agreements staff will reach back out to the state to fix whatever they suggested. We understand that this may result in extra work, but it is in everybody's best interest that the agreement contain no potential traps in an audit. It is hoped that when ezFedGrants is implemented that there will be a way to make small changes without much fuss.

### **ezFedGrants**

No one quite knows what ezFedGrants will look like yet, or when it actually will be implemented. The target date is October 1, but like other large encompassing systems, one can never tell. There has been some talk that other Agencies are having difficulties, and there still are questions like; will we be using the same forms, will we upload documents or complete everything online, how will reimbursements work, and when will training occur.

Since the target date for going live with ezFedGrants is after the date when work and financial plans are due, the CAPS program will keep to the processes already in place as used in previous years. States will complete the work and financial forms, submit them to their SPHD, who will enter them into the Field Operations SharePoint site as specified in the 2017 National Pest Surveillance Guidelines (do not forget to enter your survey information into the Survey Summary Form on the CAPS R&C site).

### **Purdue and NAPIS**

Susan noted that many SSCs are new in their position and do not have the required amount of familiarity with NAPIS and other services offered to the CAPS community. She will plan to hold a series of webinars later this summer to help get the new people up to speed. In the meantime, if anyone has questions, please contact Susan or one of your more experienced colleagues. No question is too trivial, and everyone is more than happy to help.



Trap and Lure fields are now required for NAPIS data entry for insect trapping surveys. Most of the information from the Approved Methods and your Survey Summary Form should appear in your My Surveys in NAPIS. This is for the priority Pests where this information is available in the Approved Methods. For a non-Priority Pest, this information may not yet be available. Lisa has reached out to many of you to get this information in the system to facilitate data entry. When you need a trap and/or lure added to the system for a non-Priority Pest, there is a link

For trap & lure, when states trap for a non-priority pest and need a trap added, there is a link during the data entry process to request a new trap & lure that will go to Lisa Jackson. A link to the Trap and Lure workflow currently appears during data entry if the user has entered an invalid combination of Trap and Lure, or specifies “Other” in the Trap or Lure fields. As an example, the following is from the interactive Add Record interface when a user specifies “Other.”

Please use this [form](#) to request an additional Trap or Lure.

This message can also appear in an email, if an Excel file is uploaded.

Purdue also is working with CPHST CAPS Support on other issues as well. Some are internal processes and logistics. Others that may affect the CAPS community will be reported out when completed.

### **Farm Bill Update**

- The FY16 program is well under way. A reminder to SPHDs and cooperators of the [work plan submission deadline of July 1](#). The deadline to have all Farm Bill agreements obligated is August 1. States (SPHDs) should set internal deadlines to meet these requirements. Please let Kristian know ASAP if project funds cannot be used in order to redirect those to other program needs in time.
- The FY17 program will be announced very soon. We are anticipating an early to mid-July start to a 6 week open period.
- We will continue to utilize the Metastorm Farm Bill suggestion for FY17. Cooperators should request access if they do not already have an account. There has been some discussion that the Metastorm system will be retired in the near future; however, there is no set date for this occur.

#### *Metastorm: Suggestion Portal*

- [Login to Metastorm](#)
- [Request a Metastorm Account for Farm Bill Suggestion System](#)
- [How to link eAuthentication Account to Metastorm](#)
- [Information Sheet: How to Establish a Metastorm Account](#)

### **Survey Supplies Update**

The open period for ordering supplies for Farm Bill-funded surveys is now closed.



There have been reported delays in delivery of some items. Most of these issues have been resolved, and the products will be going out soon, if not already delivered. There may be some items that are backordered, but this should not be for long. There also still is a staffing shortage at the warehouse at Moore Air Base that may be slowing things down a bit. Contact Brian if you are still missing items.

From the field, it appears that supply delays are becoming a perennial problem. The Survey Supply Program has gone to great lengths to correct past problems. They have done so successfully, but new, unforeseen problems have arisen that were out of control of the Program. Last year a contractor went bankrupt, and the process had to play out before we could switch to another source. This year, some requisition paperwork were delayed in Minneapolis. Also, some moth lures are produced at the CPHST Otis Lab, and they also are short on staff. The Program and the IPHIS ordering system will be reviewed by the Survey Supply Management Team to look for ways to improve the supply system. Julie suggested that the Program be proactive with states. One notice to all states when issues occur would be better than individual states inquiring about supply delays.

### **Personnel Announcements**

Mark Hitchcox is taking a lateral transfer from his present PSS duties in Oregon to Plant Health Safeguarding Specialist (PHSS) position in Ohio. This move will bring him closer to family. As a result, Mark is resigning from the NCC to concentrate on his new duties. John and Brian will announce a new PSS representative for the NCC soon. In the meantime, Mark will carry on until a new person is aboard. Also, look for an announcement that Mark's old PSS position in Oregon may become available. As of now, no decision has been made.

Carrie Larson, the SPRO for North Dakota is leaving her position for a job in the private sector. We wish Carrie the best.

The SSC position in Arkansas is vacant as the former occupant took a position with PPQ. The state needs a waiver to fill the position, and it is not known if there will be one. If there is, it is not known when the position could be announced.

**The next NCC call will be held on Thursday, June 2, 2016, at 1:00 pm eastern time.**

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