



## National CAPS Committee (NCC) Conference Call

September 1, 2016

Minutes

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### Participants

John Bowers	Yolisa Ishibashi	Ian Foley	Steve Bullington
Lisa Jackson	Darrell Bays	Heather Moylett	
Terry Bourgoin	Ruth Welliver	Dan Mackesy	
Piera Siergert	Sherry Aultman	Susan Schechter	
Tyson Emery	Dale Anderson	Eileen Luke	

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### A New National Operations Manager for Pest Detection

Lisa Jackson (CPHST CAPS Support) has been selected to temporarily fill the National Operations Manager position in Field Operations vacated by Brian Kopper. Lisa will fill the position for 60 days, and started on August 29. Her major responsibilities will be to review the 2017 work plans that have been submitted and develop the CAPS spending plan. For any reason that you previously contacted Brian, please contact Lisa (919-855-7549; [Lisa.D.Jackson@aphis.usda.gov](mailto:Lisa.D.Jackson@aphis.usda.gov)). Welcome, Lisa, to your new role.

Note: Lisa will not fill Brian's role as the lead for Farm Bill Goal 1 Survey. Instead, the lead will pass to Joel Bard (SPHD AR).

### Another Important Change

Ruth Welliver (SSC PA) has accepted the position as the Director of the Bureau of Plant Industry in the Pennsylvania Department of Agriculture. She will continue her duties on the NCC until the SSCs in the Eastern Plant Board States name a replacement. Congratulations, Ruth, and all the success in your new position.

### NCC Rotations

Terms on the National CAPS Committee are for 3 years, with a second 3-year term a possibility dependent on the wishes of the constituency (see the NCC [Bylaws](#)). Terms are from January 1 to December 31. There will be significant turnover on the NCC going into January. Joel Bard, PPQ SPHD Representative, Field Ops, and Julie Van Meter, Central Plant Board SPRO Representative, are nearing the completion of their second term on the NCC. Yolisa Ishibashi, PPQ PSS Representative, Field Ops, is nearing the completing of her first term, but has accepted a new position and will not continue on the NCC after December. Similarly, Ruth Welliver, Eastern Plant Board SSC Representative, has accepted a new position and will not continue on the NCC. Ian Foley, Western Plant Board SSC Representative, is coming to the end of his first term and is eligible for renewal. These constituencies will need to meet and nominate an individual for the NCC. John and Lisa will reach out to these groups in the coming weeks.

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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.



Nominations should be completed by late November – early December. The earlier the better so new members can transition into their roles and plan for the Annual NCC Meeting and the Regional Plant Board meetings.

### **2017 Annual NCC Meeting**

Planning needs to begin for the 2017 Annual NCC Meeting, historically held late January/early February. The meeting each year is scheduled at a location that can showcase various facets of the Safeguarding Continuum. Justification for the meeting needs to incorporate what the NCC members can learn and/or experience from meeting at a certain location. Suggestions or offers of hosting are welcomed. The only caveat is that the hosting location cannot charge the Program for meeting space.

Justification for the meeting also needs to include a full agenda. Some topics discussed include: pathogen screening and diagnostics guidance; work plan and Survey Summary Form guidance; standard guidelines for pest lists; improvements to CAPS processes; and CAPS 101 and training materials. Suggestions, topics, and issues from the CAPS community are requested as the NCC needs to discuss matters that are relevant to the functioning of the Program.

### **2017 Work & Financial Plans**

Lisa Jackson, as part of her NOM duties, is reviewing work plans with fresh eyes. She has observed some issues that she wanted to raise with the group to get feedback.

- Work plan and Survey Summary Form pest lists do not match. **The pest lists should match exactly!**
  - The Survey Summary Form typically is current, but work plans may be copy and pasted from previous years.
  - For example, if the survey for the next year is the same as the current year, it likely will be copy and pasted. In some instances, pests may be added to the Survey Summary Form but not added to the work plan. Both work plan and Survey Summary Form information needs to be critically evaluated annually, with decisions made at the State CAPS Committee accurately recorded where necessary.
  - It is not always clear where the pest list should go in the work plan, and as a result, it is repeated in many places. Each time it is repeated, the likelihood of making mistakes increases. Add to that, the Survey Summary Form is separate from the work plan and it is not easy to copy and paste from inside the form. It would be helpful to develop and post standardized guidance for pest list development in the work plan.
  - Another contributing factor may be that there are multiple people developing the work plan and entering the Survey Summary Form information. Depending on the state, there may be one person responsible for all or there may be a team.
  - Pests of state concern that are bundled into CAPS surveys are not available to be entered into the Survey Summary Form. This is incorrect. Susan confirmed that all pests should be available through the Pest Dictionary in NAPIS, and if one is missing it should be brought to the attention of the NAPIS team so that it can be added to the pest dictionary.



Lisa suggested that this be announced to the CAPS community so everyone is aware that the NAPIS dictionary extends beyond the CAPS pest list, and that any missing pests should be submitted to the NAPIS team.

- John reiterated that the Survey Summary Form only is to be used for State and PPQ surveys with Pest Detection funding and Farm Bill Goal 1 Survey funding. Pest Programs have separate funding and not appropriate to enter into the Survey Summary Form.
- Traps and lures are not being used to their full potential. There are pests that will come to these traps that are not included in the work plans. Lisa recommends adding these “bonus pests” because the state will get extra credit for no additional work or need of additional taxonomic support.
  - Ruth asked: Can the work plan be revised while it is being reviewed? A revised work plan requires new signatures and the ADODR to upload it to SharePoint. There may not be enough time for FY17 work plans to be revised. Could we submit an addendum instead; acknowledging the additional pests, agreeing to enter them into NAPIS, and stating that the pests will be formally added to the work plan the following year? Dale agreed with this idea.
  - Terry stated that work plans were revised using addenda in the past. An SSC would submit the change via email and the change would be documented and uploaded to SharePoint by the ADODR. John added that changes should be documented before funding is awarded and that survey summaries still need to be updated and accurate because that information is used in many applications.
  - John asked Lisa to reach out the agreements people and see what our options are before we agree to any changes.
  - Lisa was amenable and expressed that she is primarily concerned with capturing pest data. If all possible pests are added to work plans – it will boost survey metrics. Lisa will follow up.
  - What is the best way to encourage the states to keep their work plans current?
  - Ruth suggested that the NOM for Pest Detection/CAPS attend a couple SSC calls around the time work plans are being developed to check-in and provide guidance.
  - Sherrie stated that she doesn’t utilize her PSS as much as she should for work plan development, but thinks she should. Suggested that the states get the work plan to the PSSs early and the PSSs can work with the NOM before it is submitted.
  - Lisa offered that the CAPS core team could also review some work plans and offer comments before submission.
  - Terry asked if there was a tool available to search pests by trap and lure to reduce the number of missed targets. Susan said that we did have something like that at one time and it could be reinstated.



- The following guidance was provided by Lisa after the call regarding the updating of submitted work plans.

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On last week's NCC call, the committee decided that we should make a concerted effort to make CAPS Work Plans and Survey Summary Forms agree in terms of pest lists. I worked with one of our agreements staff to develop the following plan for revising work plans. Please use this to make revisions that just require a **change of pests** and do not change the budget.

#### Revising Work Plans

1. Prepare an addendum (a Word document, with additions or deletions for your pest list). Next, pdf the document and add it to the end of your current Survey work plan (create one pdf).
2. Upload the new Survey work plan onto SharePoint.
3. Notify Carrie Croy-Owen (agreements staff) that you uploaded a new version of your plan.
4. Carrie will remove your previous plan.
5. For next year, please make the changes in the body of the document.
6. It will be up to you to ensure that the appropriate individuals are made aware of the changes (ADODR, ROAR, etc.). The agreements does not need documentation of this.

#### Revising Survey Summary Forms

1. Use the change request box on the Survey Summary Form:  
<http://caps.ceris.purdue.edu/node/174>.
2. Make additions or deletions to your pest list and denote which survey ("Corn Survey: add *Helicoverpa armigera*," for example).
3. Susan Schechter will make the changes from there and contact you once the changes have been completed.

Please contact me if you have any questions and thank you for your cooperation.

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#### Farm Bill

- SPHD/SPRO review ends 9/2/16 and will progress to goal team review.
- John Bowers and Joel Bard are co-leads for Goal 1.

#### Survey Supplies

- Survey Supply Ordering System is in draft form and will be open at the end of September.



#### CAPS 101/Training

- Texas A&M University has submitted a Farm Bill suggestion to develop training modules for the CAPS Program.
- If funded, NCC will be tasked with helping with content development.

**The next NCC call will be held on Thursday, October 6, 2016, at 1:00 pm eastern time.**

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