



National CAPS Committee (NCC) Conference Call

October 6, 2016

Minutes

Participants

John Bowers	Piera Siergert	Dale Anderson	John Crowe
Lisa Jackson	Yolisa Ishibashi	Ian Foley	Steve Bullington
Rick Zink	Tiffany Mauro	Avi Eitam	Susan Schechter
Mike Tadler	Darrell Bays	Melinda Sullivan	Eileen Luke
Terry Bourgojn	Ruth Welliver	Heather Moylett	

CAPS Transitions

- Lisa Jackson will complete her TDY as National Operations Manager for CAPS and Pest Detection on October 29th. Lisa then will resume her responsibilities in CPHST CAPS Support.
- Avi Eitam will begin a 60-day TDY as National Operations Manager for CAPS and Pest Detection on October 30th. Avi is the Ohio PSS and has served as the PSS representative on the NCC previously. He is beginning to transition into the NOM role.
- John Bowers will be out of office for 4 weeks starting October 17 and returning November 14. Questions concerning Pest Detection / CAPS can be directed to Lisa through October. Starting in November, Avi will be the contact. Avi and Lisa will host the November 3 NCC call, and will send out the draft agenda and request for topics and input as time draws near.

NCC Transitions

- Lisa Ishibashi has completed her term on the NCC and will be replaced on the NCC by NJ PSS Tiffany Mauro. Tiffany was recently hired into the PSS role, and will be an important addition to the NCC, especially in regard to having insight into what a new person to the CAPS arena needs to know and understand. Tiffany will begin her term officially on January 1, 2017, but is starting to transition now.
- At present there are four additional positions on the NCC that need to be filled due to term limits or having accepted another position. These are: PPQ SPHD (Joel Bard rotating out after two terms), Central Plant Board SPRO (Julie Van Meter rotating out after two terms), Eastern Plant Board SSC (Ruth Welliver accepted another position), and Western Plant Board SSC (Ian Foley completed his first term and can be re-nominated).
- Nominations for these positions need to be completed and communicated to John, Avi, and Rick by November 18.
- Mike Tadler will fill the Farm Bill representative seat on the NCC until further notice (see Farm Bill Transitions below).

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 Transitions

- Mike Tadle has been selected to permanently fill the PPQ National Policy Manager position for Farm Bill Section 10007 (vice-DeFeo).
- Ron Weeks has been selected to fill the PPQ Science & Technology position with responsibilities for Farm Bill and Biocontrol (vice-Bloem).
- Kristian Rondeau the National Operations Manager for Farm Bill recently accepted a 60-day TDY as the PPQ Field Operations District 6 Director. He is currently straddling two roles, but a TDY as Acting Farm Bill NOM should be announced soon.

FY17 Continuing Resolution

Congress passed and the President signed a Continuing Resolution (CR) to start FY17. The CR is in effect to December 9 and allows the government to spend ~19% of the FY16 budget. What happens after December 9 likely will depend on what happens in the November elections. States should prepare as they have done in past years. If you are dependent on the funds for salary it may be better to accept the partial agreement (~19%) rather than wait to enter into the full agreement as this may result in a gap in funding. Your individual situation should guide your decisions. If you have any questions, contact Lisa or Avi. They are in the best position to interact with the agreement specialists to answer your questions. Work plans cannot be 'approved' as yet, but the goal is to get everything in order and ready to go once the light changes.

2017 Work & Financial Plans

Lisa has reviewed about 85% of the work plans, and is waiting on some revisions for those already reviewed. Based on Lisa's review of work plans with fresh eyes, and her knowledge of pests, a discussion is ongoing on whether it would be beneficial to have Lisa and Melinda go through a sample of work plans each year. They would provide guidance on pest lists and other aspects within their realm of responsibility. Perhaps rotate through a number each year until all are reviewed over a span of several years. A benefit would be to ensure that states are able to add pests and get credit for the work they may already be doing at no additional cost. See the [minutes to the September NCC call](#) for important information.

ezFedGrants

The official plan for ezFedGrants is to go live at the end of October. However, there yet is no communicated schedule for cooperator trainings. A large scale internal user testing program currently is underway, and train the trainer webinars have been scheduled. Cooperators cannot go into the system to assign roles until the system goes live, so cooperator training may not be available until after ezFedGrants launches. We need to continue with the current agreements processes as they stand for now and not be worried that everything has to be done once the system goes live. A wait and see stance may be the best approach, and wait until training is available before interacting with the system seems to make sense, unless you hear otherwise.



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.

Where

The location should showcase different aspects of the safeguarding continuum and must be no cost. Ideally the location should be a place the NCC has not visited previously. We have found that inviting extra people to avoid webinars works best, so we need a room to hold at least 20-23 people comfortably. Suggested locations include:

- Baton Rouge, Louisiana: New SPHD and irradiation facility.
- Moore Air Base in Edinburg, Texas: Survey supply warehouse, SIT rearing facility, Fruit Fly molecular facility, and CBP activity.
- Charleston, South Carolina: SPHD office and the port is very active.

When

Either the week of January 23 or January 30.

Agenda

- Meeting is two full days (8a-5p)
- The agenda is developed by NCC. The NCC should check in with their constituents to make sure priorities of community are represented and discussed.
- Agenda items should be sent to John, Avi, Lisa, and/or Melinda
- Agenda needs to be finalized in November for travel approval documents.

By next NCC call on November 3

- Have location narrowed down.
- Agenda items put together.

Survey Supplies Procurement Program

SSPP is working towards filling an objective of having about a 1-year inventory in stock in the warehouse to minimize disruptions in the supply chain. This is a huge financial undertaking that SSPP has been working on for several years. In FY16 PPQ spent over \$500,000 in stocking efforts to support this policy shift. There will, however, always be products which cannot be



stored for an entire year because efficacy decreases. Lures, for example, have a shorter shelf life and should not be stored in the warehouse for a year.

In September FY2016 SSPP purchased, Alpha Pinene UHR, Ethanol UHR, spruce blend, and Monochamol. Delivery is expected to be completed in or before November. If key products continue to be purchased in this capacity it will mean little change to operations in the field.

The effect of a Continuing Resolution on survey supply availability is real. Pest Detection is an annual appropriation and as such requires annual authorization from Congress prior to spending any funds. The current CR is only until December, and SSPP is still awaiting a total amount of available funding to purchase supplies in FY17. As of now, there are no funds available. Once funding is received, prioritized supplies will be purchased first. Once a full appropriation is received, SSPP will purchase the remainder.

Keep in mind this point the appropriation has not cleared the department and thus no agency nor program guidance has been received at this time. Despite this, SSPP will be seeking a request from the Deputy Administrator to potentially provide funding to support immediate purchases. The options are still being determined and once they are available the memo will be sent to the DA. This is expected to happen in the next week or two.

Reminder: Ordering inside the IPHIS Survey Supply Ordering System is currently open and orders should be placed in the system for survey supplies before the system closes on November 14.

The best route for someone that thinks they are waiting on something is to go to the status screen on the “My Order” page in IPHIS. SSPP is working on improvements to system that will broaden access to “My Order” page. The clarity of messages delivered through Summary and Shipping screens also will be improved. Outside of this, you can reach out to your SPHD or NOM (Lisa/Avi).

Purdue Update

Susan and the staff at CERIS are continually in the process of modernizing our technology system-wide, but the data collected has more or less been constant. However, we continually are trying to change the data collection methods to be more in line with what CPHST CAPS Support is recommending a little at a time to make sure we get it right. Some of this is data minutia, but will have an overall positive effect on the validity of our data.

Confirmation Method. In the past Confirmation Method has been recorded as a five digit code. The last digit has been 0 for negative status records and 1 for positive status records. Incongruity between Status and Confirmation Method is one of the most commonly triggered validation errors. There are a number of status-assurance steps that have been implemented in the last 8 years that obviate the need for this status check. Data entry of a 4 or 5



digit confirmation method code is now allowed. In the future when most records are being entered with 4 digits, the 5 digit option will be invalid.

Sample Surveys. Ruth Welliver, Dale Anderson and Nichole Carrier provided input for reconciling sample data with the approved methods (AMPS) last spring. The resulting concept was presented to SSC breakouts at Eastern and Central Plant Board meetings. Purdue is now close to implementation of the reconciled sample surveys. The plan is to have this working on the development server by November. Susan will report further on November call.

Data Entry Webinar. Susan will host a data entry webinar in late October or early November, and will work with Avi and Lisa to arrange communication out to the CAPS community.

Farm Bill Update

The deadline for the goal teams to complete their reviews and develop a recommended spending plan was Friday, October 7. The Farm Bill Management Team is now in the process of combining all the recommended spending plans, requesting comments from the goal teams if necessary, and putting together a comprehensive FY17 draft spending plan for the Deputy Administrator. The draft FY17 spending plan will be presented to the Deputy Administrator, likely in a series of meetings as they go over it line by line, beginning on September 18. The goal is for PPQ to obtain Department review and approval before the elections, just to be on the safe side. Whether this will allow for an earlier release of funds is not known, but expect the call for work plans for funded projects to go out earlier than in previous years if Department approval comes early.

The next NCC call will be held on Thursday, November 3, 2016, at 1:00 pm eastern time.

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