



National CAPS Committee (NCC) Conference Call

December 1, 2016

Minutes

Participants

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|-----------------|------------------|-----------------|------------------|
| John Bowers | Yolisa Ishibashi | Ian Foley | Steve Bullington |
| Avi Eitam | Tiffany Mauro | Lisa Jackson | Susan Schechter |
| Terry Bourgoign | Darrell Bays | Dan Mackesy | Eileen Luke |
| Piera Siergert | Ruth Welliver | Heather Moylett | |
| Julie Van Meter | Emilie Inoue | John Crowe | |
| Megan Abraham | Sherry Aultman | Mike Tadler | |

NCC Rotations

The December NCC call is one of transition as members rotate off the NCC and new members begin the journey. NCC members serve 3-year terms (Jan.1 – Dec. 31), with terms staggered so that there is a minimum turnover each year. This preserves the stability of the NCC while maintain consistency and opening the possibility for new membership each year. With each ending, there is a new beginning.

John, Brian (and Lisa and Avi), and Rick, as well as the entire NCC, extend a heart-filled appreciation to Joel Bard, Julie Van Meter, Lisa Ishibashi, and Ruth Welliver for their participation and service to the CAPS community. We wish them well in their future endeavors.

At the same time we welcome Greg Rentschler (SPHD IL), Megan Abraham (CPB SPRO IN), Tiffany Mauro (PSS NJ), and Emilie Inoue (EPB SSC VT), and look forward to their participation. Ian Foley (WPB SSC MT) has been re-nominated by her constituency, and will serve a second 3-year term.

Avi's TDY as the National Operations Manager likely will continue through the NCC meeting. Melinda continues on TDY till December 24, but is still available for plant pathology questions.

Annual NCC Meeting

The Annual NCC Meeting will be held at the Kika de la Garza Federal Building in McAllen, Texas, February 7-9, 2017. Travel days are February 6 and 10. Approval for the meeting is in progress pending a final draft agenda. As more details are known (hotel, etc.), that information will be sent to those attending the meeting. Documents will be posted on the NCC page of the CAPS R&C site as available.

In preparing the final agenda for this meeting, the NCC needs to know what is important to the CAPS community. What issues and/or topics does the NCC need to talk about to meet the needs of the community? Do we need updates for pest mapping and/or pest prioritization? Do we

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.



need anyone to call into the meeting? Is there something that the NCC needs to address? Do you have suggestions that will benefit the CAPS program? Please discuss this opportunity among your constituency to get what is on your mind out on the table. Please speak up as everyone has a role and responsibility to improve this Program.

John Crowe will be there the last day to discuss the Survey Supply Procurement Program and will coordinate the trip out to Moore Air Base. John will roll out a survey supply communication plan and talk about inventory, supplies management, and projection modeling. He will give an overview and explain the warehouse operations, and will ask the committee to provide useful feedback to the survey supply program.

Budget

As of today (12/2/16) Congress has not passed a spending bill to fund the government pass Friday, December 9. According to news reports, another Continuing Resolution is likely that will fund the government until March 31. It will be up to the new Congress to decide on the final budget.

Pre-Award Letters

Since APHIS currently is under a CR, it has not received an FY17 budget. As such, agreements cannot be finalized until an allocation is received in Field Operations. An available option is to request a pre-award up to the percentage amount under the CR to start work. States may request up to ~19% of their agreement in a formal Pre-Award Request Letter (or wait until after December 9 to see what happens and request a larger pre-award amount). Sherry said that her state (SC) did not have a problem last year adding the second CR on to the original pre-award request. Contact your ADODR or Avi for more information.

Farm Bill

The review and rating period has finished, the goal teams have submitted their spending plans, and a draft spending plan has been compiled. The Farm Bill team currently is in discussions with the Deputy Administrator to review the plan. A finalized spending plan for FY17 is expected to roll out in early January (but could be sooner). As always, announcements will be made via the Stakeholder Registry.

CAPS Recognition

It is not too early to start thinking of nominating someone for CAPS Recognition for work done in 2016. The call for nominations will go out in January.

CAPS Webinars

Susan will develop a two webinars for January. The tentative topics are an overview of CAPS Information Systems and the work flow among components, and a second one focused on NAPIS data entry. Ask your constituents to list topics that they would like to see in a webinar series or would like to have more information.



Survey Supplies Update

An email concerning *Megaplatypus mutatus* lure was sent to the 10 states that were impacted by this issue. Please pay close attention to the information. Questions can be directed to John Crowe and/or Avi.

Please think about how information is communicated to you from the Survey Supply Procurement Program. The program is soliciting feedback on communication issues, such as presentation, venue, etc. What is the best way to communicate to all groups in the CAPS community (SPHD, PSS, SPRO, SSC, PPQ MT, NPB BOD, etc.). A national forum for the SSCs to interact similar to the national PSS call was suggested.

An improvement to the IPHIS ordering system should allow you to see from the My Orders screen outstanding quantities and orders that are relevant to your state. Shipping emails will be updated to include outstanding quantities.

Orders are going through the approval process. Avi is working through them and should be done soon. You should receive approvals before the end of the year. REMEMBER: Order in units, not boxes.

John C., Lisa, and Avi are working on a communication plan. The *Megaplatypus mutatus* message is an example of improvements. Will use this method to communicate new products, changes in products, problems with products, etc.

Purdue Update

The Sample survey methods in NAPIS have been updated using the Approved Methods for Pest Surveillance (AMPS) centric survey methods. The single record form was completed, and Susan will be sending that out to the NCC for testing. This is in the same vein as updating the trap and lure methods in the overall Survey Reconciliation project. A separate email with description of the process and how that ties in with reconciliation of traps and lures will be sent. Visual surveys are still left and will be addressed similarly fairly soon.

Professional Society Dues

A question was raised as to whether federal funds can be used for an individual's professional society dues. The answer is no. One cannot use cooperative agreement (external) or line item funds (internal) for membership in professional societies. Federal funds cannot be used for this purpose.

PPQ-NPB PartnerNet SharePoint Site

About a year ago this SharePoint site was developed to facilitate PPQ-NPB communications and to share documents, and the review and editing of documents. This would be helpful when preparing documents in advance of the NCC meeting. The CAPS program signed on and tried it, but had only limited success. At that time we dropped the idea. It is back now for round 2, but



before we go too far with it, we need to fully test it again to see if it will work any better now. Some of you may be asked to help test it. More information will be forthcoming (just a heads up).

Plant Board Meetings for 2017

See the [National Plant Board Meeting](#) page.

Have a safe and enjoyable Holiday Season!

The next NCC call will be held on Thursday, January 5, 2017, at 1:00 pm eastern time.

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