



National CAPS Committee (NCC) Conference Call

January 5, 2017

Minutes

Participants

John Bowers	Tyson Emery	Ian Foley	Steve Bullington
Avi Eitam	Brad Lewis	Lisa Jackson	Susan Schechter
Rick Zink	Tiffany Mauro	Melinda Sullivan	Cindy Music
Terry Bourgoin	Emilie Inoue	Heather Moylett	Eileen Luke
Greg Rentschler	Sherry Aultman	Dan Mackesy	
Piera Siergert	Dale Anderson	John Crowe	

NCC Rotations and Transitions

January starts a new year, and with it, we welcome new members to the NCC.

- Greg Rentschler is the PPQ State Plant Health Director in Illinois (replaces Joel Bard),
- Megan Abraham is the State Plant Regulatory Official in Indiana and represents the Central Plant Board (replaces Julie Van Meter),
- Tiffany Mauro is the PPQ Pest Survey Specialist in New Jersey (replaces Lisa Ishibashi),
- Emilie Inoue is the State Survey Coordinator in Vermont and represents the SSCs in the Eastern Plant Board states (replaces Ruth Welliver), and
- Ian Foley, the State Survey Coordinator in Montana, begins his second term as the SSC representative in the Western Plant Board states.

Term Limits & Rotations

An updated NCC [Term Limits & Rotation](#) file has been posted on the NCC page of the CAPS R&C site. This chart shows terms on the NCC through 2019.

The NCC confirmed that the monthly NCC conference call will continue to be held first Thursday of the month at 1:00 pm eastern time. John will send a calendar invite for the rest of the year.

Other Comings and Goings

- Susan Schechter, User Services at CERIS, Purdue University, has announced her retirement. Her last day will be Friday, February 17th. We thank Susan for her dedication and support of the Pest Detection and Farm Bill Programs, and wish her well in her future endeavors.
- Purdue currently is going through the process for approval to advertise to fill behind Susan. The Department Head realizes the importance and critical nature of the position and supports filling the position. In the interim, Purdue is marshalling its workforce to take on Susan's duties. Cindy Music and David McClure both will attend the NCC

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.



meeting in McAllen so that they can become more familiar with a broader aspect of the program. This also will help with the transition once a new person is hired.

- Kristian Rondeau, formerly of the Farm Bill program, has accepted a new position in PPQ. Mike Tadde, National Policy Manager, is the new Farm Bill representative to the NCC. Mike also will attend the NCC meeting in McAllen.
- Dave Asher retired, and Martha Garza has been selected to fill Dave's position as the Contracting Officer's Representative (COR) for Survey Supplies at Moore Airbase in Edinburg, TX. Martha will handle a lot of the administrative contract work for the procurement of supplies. Questions, however, should be directed to John Crowe.
- Avi Eitam's TDY as the NOM for Pest Detection has been extended through the NCC meeting to Feb 17th, but may be shortened if the position is filled before that time. Avi and the person hired both may attend the NCC meeting as part of the transition.

Annual NCC Meeting

The Annual NCC Meeting will be held in McAllen, TX at the Kika de la Garza Federal Building on February 7-9, 2017. A hotel room block has been reserved and reservations are due. Please make your reservations asap if you have not already done so. The hotel has a courtesy shuttle to and from the airport. A [Draft Agenda](#), as well as [Meeting Justification](#), and [Travel Information](#) documents have been posted on the [NCC page](#) of the CAPS R&C site. Please let John know if any other information is needed for individual travel approvals.

Please review the draft agenda. 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? Is there something that the NCC needs to address? What is going well and what is not? Do you have suggestions that will benefit the CAPS program? Basically, have hotel and travel arrangements made, talk to your constituency about the meeting agenda so that you can participate on their behalf, and let us know if there are other topics that we should be talking about. 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. January is the month to have these critical conversations.

In preparing for the meeting, every attempt will be made to post documents on the [NCC page](#) of the CAPS R&C site in advance of the meeting. This will allow the NCC the ability to review these documents and be able to discuss the information at the meeting. Those presenting information are encouraged to have their information posted ahead of time as a document, presentation, summary, and/or outline, as appropriate. Coordinate with John. The deadline is January 25 so preparations can be made. Additionally, what other documents would the NCC like to see ahead of time? Let John know so that they can be prepared.

Dale asked about the nursery survey discussion on the meeting agenda. While reviewing work plans, Lisa noticed that some of the targets associated with nursery surveys seemed unlikely or a



bit of a stretch. Lisa would like to know more about how the surveys are conducted and would like to discuss placing a little more scrutiny about what pests are included in those surveys. Please gather some information from your colleagues on their nursery surveys so that we can have an informed discussion.

Survey Summary Form Changes

Very soon, Avi, John Crowe, and Steve Bullington will be using the information states entered in the Survey Summary Form to plan for trap and lure procurement and inventory, and to coordinate screening, identification, and sample routing help that states requested. It is important that the information in the Survey Summary Form is accurate and correct for the surveys you plan to complete in 2017. This is why it is important to review this information each year, and not to copy and paste from the previous year. If changes need to be made, see the following.

The CAPS and PPQ Survey Summary Forms have been closed. To request changes, use the Change Request protocol that has been established. On the [Survey Summary Form page](#), there is a link to a form requesting a change as shown below. Clicking on the link will take you to a form where you will choose your state and describe what change you would like to make and the justification for the change, e.g., delete XX survey because we could not hire a person to complete the survey, or delete xx pest from YY survey because the lure was unavailable. The NOM for Pest Detection (currently Avi) will be asked to approve the change, and if approved, either Purdue will make the change or you will be given instructions on how to make the change yourself. This is a new process, so we may need to work out any bugs. Alternatively, an email to napis@perdue.edu can be used if you are having issues with the Change Request form.

Survey Summary Forms

Links to survey summary forms.

- CAPS 2017 Survey form is [available for change requests](#).
- PPQ 2017 Survey form is [available for change requests](#).
- Farm Bill 2017 (Goal 1) Survey form is [coming soon](#).

Remember, the idea behind this is to keep the information in the Survey Summary Form up-to-date so that it is accurate at the end of the survey season, and the information in the Survey Summary Form matches what is in the Accomplishment Report. Keeping the information up-to-date also makes sure that the information in the [Accountability Report](#) is accurate. The ADODR and ROAR should be checking the Accountability Report in concert with the Accomplishment Report to see if the terms of the agreement have been reached with regards to data entry for each pest. (A quick look shows that a lot of 2016 data has yet to be entered into NAPIS.)

Partial Agreements

In December, Congress passed a second Continuing Resolution that funds the government through April 28, 2017, and left the remainder of the year to the new Congress that started on



January 3. As of today, all CAPS work plans have been accepted and a cooperative agreement budget has been developed. Field Operations currently is developing and processing partial awards up to 57% of the total agreement. Contact your ADODR or Avi for more information.

CAPS Webinars

Susan will present a two webinars in the coming weeks. Save these dates and mark your calendars. The topics and schedule are below. Webinar information and call-in numbers will be forthcoming.

1. The CAPS Services Ecosystem, Wednesday, January 25, 2017, at 2:00 pm eastern time
2. NAPIS Data Updates, Wednesday, February 1, 2017, at 2:00 pm eastern time

Tentative webinar(s) for February/March will address the development of pest lists and the new prioritized pest list. Ask your constituents to list topics that they would like to see in future webinars.

2017 CAPS Recognition

The 2017 version of CAPS Recognition is about to begin. The call for nominations will go out shortly. Nominations should include a narrative on the specific activity conducted or achievement of the person or group being nominated that occurred in 2016. This will include a description of the activity/achievement, its significance to Pest Detection activities, and the impact of the effort. Narratives should be no more than two pages in length, and shall be submitted along with the nomination form, to the National CAPS Program Manager by COB Friday, March 17, 2017. Up to three awardees will be recognized publically at the 2017 National CAPS Meeting (if held) or at the 2017 National Plant Board Meeting (if feasible). See [CAPS Recognition](#) on the Resources page of the CAPS R&C site for more detailed information. Consider nominating a worthwhile individual or group. The [Nomination Form](#) also is located on the [Resources page](#).

Survey Supplies Update

The Survey Supply Procurement Program (SSPP) is working on a new communication plan. Please think about how information is communicated to you from the SSPP. 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.). This will be discussed at the NCC meeting in McAllen.

Identification Confirmations

There was a discussion on the necessity of NIS confirmations on new county records. The answer is, it depends. For pests for which there exists or may exist a regulatory program, e.g., establish quarantines, then new county records should have national confirmation as the documentation is/may be needed to establish a quarantine. This also holds true for any pest on



the CAPS Priority Pest List. For other pests “that are more widespread, use the identifications from PPQ identifiers or state taxonomists. When in doubt, contact the PPQ Domestic Diagnostic Coordinator (Steve) or National Survey Coordinator (John).” See the [Taxonomic Support Guidance](#) document on the [2017 Guidelines page](#) or the [Resources page](#). John and Steve will work to update the Taxonomic Guidance document to provide more clarity.

Plant Board Meetings for 2017

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

The next NCC call will be held on Thursday, February 2, 2017, at 1:00 pm eastern time.

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