



National CAPS Committee (NCC) Conference Call

April 13, 2017

Minutes

Participants

John Bowers	Tyson Emery	Dale Anderson	Steve Bullington
Lisa Jackson	Megan Abraham	Ian Foley	Cindy Music
Terry Bourgojn	Tiffany Mauro	Heather Moylett	
Greg Rentschler	Emilie Inoue	Dan Mackesy	
Piera Siergert	Sherry Aultman	Feridoon Mehdizadegan	

Annual NCC Meeting

The Annual NCC Meeting was held in McAllen, TX at the Kika de la Garza Federal Building on February 7-9, 2017. The [Minutes](#) to the meeting are now posted on the [NCC page](#) of the [CAPS R&C site](#). The Agenda and other meeting documents also are posted and are available for review by the CAPS community.

Eastern Plant Board Meeting

Emilie, Terry, and Piera reported on successful CAPS, PPQ, and Eastern Plant Board Meetings in Martinsburg, WV. The agendas outlining the topics covered can be found on the National Plant Board's Meeting page at <http://nationalplantboard.org/npb-related-meetings/>.

Central Plant Board, April 17-20, 2017, Indianapolis, IN

Southern Plant Board, May 1-4, 2017, Cocoa Beach, FL

Western Plant Board, May 8-11, 2017, Anchorage, AK

2018 Guidelines

The 2018 National Pest Surveillance Guidelines are due to be published April 22, 2017; Earth Day. The CAPS Team has been busy updating all the supporting documents, and we are in the final stretch getting everything finalized. The NCC was sent a pre-publication link to the 2018 Guidelines as a final review of documents as they are being posted before the Guidelines are published and the web page made public.

Work Plans

A discussion was had regarding adding a table to the work plan template that shows surveys and target pests (and the approved method for each pest?). This would facilitate review by Lisa, and would be useful when submitting combined surveys in one work plan. Lisa will suggest some options. There may be a way to download the table from the Survey Summary Form once it is decided on the fields that Lisa would like to see in the work plan.

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.



Survey Summary Form

Some fields in the Survey Summary Form have been found to have varying meanings to different people, especially, Sites/Traps, Total Number of Visits, etc. Lisa and a subgroup are working to evaluate and define what these fields are and how the CAPS and Survey Supply programs use the information. More information, direction, and definitions will be forthcoming before work plans are due later this summer.

CAPS Recognition

A sub-committee of the NCC is reviewing nominations for 2018 CAPS Recognition. The announcement of this year's awardees will be announced in early May.

2017 Farm Bill Goal 1 Survey Work Plans

There are still some work plans for 2017 Goal 1 Survey that have not yet been submitted to the Field Operations SharePoint site or information entered in the Farm Bill Survey Summary Form. As of April 13, out of 193 Goal 1 Survey projects, 95 work plans have been received. Of these, 62 are being processed in ezFedGrants, and 16 have been fully obligated. Please submit and enter survey information into the Survey Summary Form as soon as possible as it may take some time the first time through in ezFedGrants.

CAPS Webinars

Due to the Regional Plant Board meetings, Guidelines preparation, and everyone getting ready for or starting the survey season, the next CAPS Webinar will be held in late May. The topic will be the new Objective Prioritization of Exotic Pests (OPEP) pest prioritization model. No date has been set yet, but we will notify the CAPS community well in advance.

The NCC talked about some logistics of the webinars on the call, whether to record the webinars or not, and scheduling. For consistency of presentation and technical assistance, John will look into technical help and facilitation of the webinars. Some asked if the webinars could or should be recorded. John was not familiar with the legal aspects (even though there have been recorded webinars in other areas). We should let everyone know the webinar is being recorded so that they can opt out if they or their state regulation have a concern. An option is for the author and presenter of the webinar write out the script or detailed notes in the notes section below the slide in PowerPoint. Some expressed that they would rather read than listen to a recording. The NCC also discussed whether we should post a schedule for folks to pencil in on their calendars. This is a good idea, and we need to get more organized around the webinars. Perhaps as things settle down over the summer we can focus on dates and topics going into the fall and have some strong presentations at that time. We would like to hear what the CAPS community would like in terms of schedule and topics.

CAPS Educational Modules

The steering committee will be called into action very soon. There is still time if you would like to participate. Let [John](#) and [Lisa](#) know as soon as possible.



Survey Supplies

Please contact [Lisa](#) if you need to place an order or to find out the status of an order.

ezFedGrants

Three PowerPoint files that were used in the recent ezFedGrants training for external cooperators have been posted on the [Resources](#) page of the CAPS R&C site. The training covered three topics: (1) accessing ezFedGrants, which covered the basics of gaining access to the ezFedGrants system; (2) application management, which included creating and submitting applications; and (3) submitting claims and reports, which included creating, submitting and working with claims and reports in ezFedGrants.

Purdue Update

Cindy Music is attending the Regional Plant Board meetings representing Purdue. Cindy reported that the three separate Survey Summary Forms will be merged to facilitate management of the Forms by Purdue, tentatively scheduled for August. John noted that many states will be entering information into the Survey Summary Form at that time, and asked to make sure that the merger will not affect states entering information. Otherwise it may be wise to delay implementation until after all works plans have been submitted to FO. Cindy will check with David. Purdue also will implement a mapping upgrade for NAPIS and Pest Tracker that James has been working on based on ArcGIS.

**The next NCC call will be held on Friday, May 5, 2017, at 1:00 pm eastern time.
The date is postponed 1 day due to the Southern Plant Board Meeting that week and the Western Plant Board Meeting the following week.**

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