



National CAPS Committee (NCC) Conference Call

March 1, 2018

Minutes

Participants

John Bowers	Tyson Emery	Sherry Aultman	Cindy Music
Rick Zink	Megan Abraham	Brittaney Allen	Eileen Luke
Greg Rentschler	Helmuth Rogg	Dale Anderson	
Eric Ewing	Tiffany Mauro	Ian Foley	
Kimberly Rice	Emilie Inoue	Dan Mackesy	

Budget

The current, and fifth (?), Continuing Resolution (CR) to fund the Government expires on Friday, March 23, 2018. Any state that has asked for a partial agreement, that agreement has been partially executed. The amount that they received was dependent on the CR we were under at the time they requested the partial. At this time, no revisions to increase funds have been done. All other states are “holding” under pre-awards. For the states that start in Jan., the pre-awards will be extended at the end of this month if we fall under another CR.

Annual NCC Meeting

The Annual NCC Meeting was held in Newnan, GA at the National Detector Dog Training Center (NDDTC) on February 7-8, 2018. A big thank you to all who participated to make this a very successful meeting. A draft of Minutes to the NCC meeting were sent to the NCC and those that attended the meeting for review. Thanks to Heather and Dan for taking notes during the meeting. The NCC is asked to review the draft Minutes and send any suggestions, comments, clarifications, and/or edits to John as soon as possible so that they can be finalized and distributed to the CAPS community. The presentations for the meeting have been posted on the NCC page of the CAPS R&C site.

Action Items from the meeting will be compiled into a separate document for tracking purposes. The PDMT has made a commitment to keep better track of these items and report out on their status throughout the year.

Pest Surveillance Guidelines

During the month of March, the NCC should review the [2018 Pest Surveillance Guidelines](#) and the accompanying documents in preparation of developing the 2019 Guidelines. Suggestions, comments, and edits should be sent to John, Lisa, Dan, and/or Heather. All documents need to be updated and posted on the CAPS R&C site by COB April 20. The 2019 Guidelines are due to be published on Monday, April 23 (Earth Day, April 22 is on a Sunday).

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.



As per the discussion in Newnan regarding updates to the Priority Pest List; there will be no new pests added to the Priority Pest List for 2019, mostly due to the staff shortage where assessments were not able to be completed, but some pests will be removed from the Priority Pest List for 2019. A summary of changes will be published along with the Guidelines that will specify what pests were removed and from where.

2018 CAPS Recognition

The 2018 version of CAPS Recognition has begun. The call for nominations went out on January 18. Nominations should include a narrative on the specific activity conducted or achievement of the person or group being nominated that occurred in 2017. 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 16, 2018. Up to three awardees will be recognized publically at the 2018 National CAPS Meeting (if held) or at the 2018 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](#).

Farm Bill

The FY18 Farm Bill Spending Plan has been approved by the Department. The timing of the official press release is now in the hands of those who schedule those types of things. Look for the announcement on the Stakeholder Registry within the next couple of weeks. Work plans cannot be accepted until a final spending plan is announced, so please refrain from submitting 2018 Farm Bill work plans until then.

Goal 1 Survey Work Plans

Work plans for surveys under FY18 Farm Bill funding for Goal 1 Survey will be due 2 months after the public announcement of 2018 Farm Bill Spending Plan on the Stakeholder Registry. Goal 1 Survey had an early due date last year for work plans, and we want to keep that momentum. Specifying 2 months after the spending plan is released frees the program from any particular date, and ‘codifies’ when work plans are due for future years. With the large number of work plans in Goal 1 Survey, this also gives the program and agreements staff more time to process them in a timely manner. The overall goal is to have surveys occur in the calendar year for which funding is offered. Keeping administrative timelines short will help in this effort.

2017 Accomplishment and Accountability Reports

All data from 2017 CAPS and Farm Bill surveys are due in NAPIS when the Final Accomplishment Report is due, usually 90 days after the conclusion of the agreement. For states that are on a calendar year schedule, that date is at the end of March. The Accomplishment Report should state that all data for surveys under the agreement have been entered into NAPIS. ADODRs should check the Accountability Report on the CAPS R&C website (login required) to



verify compliance. States also should check the Accountability Report for missing data from their state. For any data not entered into NAPIS, a justification needs to be entered in the Final Accomplishment Report. Otherwise, ADODRs are not obligated to accept, and should not accept, the final report or any final request for reimbursement.

The PDMT will check the Accountability Report for missing data early spring into summer, and will be contacting states with missing data. Work plans for 2019 may not get reviewed and/or approved if 2017 or earlier survey data has not been entered into NAPIS. ADODRs likewise should be checking compliance for their states.

The one exception is for Honey Bee surveys. Results are being sent to the states piecemeal, not all pests on the Honey Bee list are being tested for by the University of Maryland lab, and often SSCs do not know if their state is conducting the survey, and if so, adds extra work entering the data in NAPIS. As such, missing data in the Farm Bill Accountability Report for the Honey bee survey can be disregarded. Changes for data management are being discussed by the Honey Bee Program, and guidance for 2018 will be sent out when it is available.

If any information in the Accountability Report is incorrect, please use the Change Request process for the Survey Summary Form. The Accountability Report draws survey and target pest information from the Survey Summary Form, and matches it with data entered into NAPIS.

Purdue – CAPSIS Updates

Cindy had two items to report. The Purdue Marketing Department has been reviewing the CAPS Resource & Collaboration website with an eye towards overhauling how the site works from a marketing approach, similar to the way businesses approach website design. A meeting is scheduled with the CERIS staff in mid-March to go over some preliminary findings.

*A survey is scheduled to go out to users from Purdue asking for input and feedback on the CAPS R&C. Please ask your constituencies for the 10 minutes it will take to complete the survey, and not ignore it. This is an important piece to make sure the site works for you and them.

Visual Survey reconciliation has been implemented and is in production. The Approved Methods pages have been updated, and updating the Dictionaries will be completed soon. This completes the methods reconciliation project to simplify method codes in NAPIS as Trap and Sample survey methods have been completed previously. Call or email Cindy if you have any questions.

PSS and SSC Engagement

There was a lot of discussion at the meeting in Newnan and continued on the call regarding PSS and SSC inter-communication and engagement. It appears that this happens unevenly across the country. One example that was mentioned was that not all SSCs receive notes from the PSS



calls, or that information on the PSS call is not communicated to the SSCs. It is vitally important to the CAPS Program that communication occur in both directions vertically from the PDMT through the NCC to the various constituencies and back, as well as horizontally among constituencies at all levels.

An Action Item from the Newnan meeting is, “Discuss further, facilitate, and provide guidance on PSS and SSC communication from both national and state views.” We need to begin this process now as the survey season is beginning and planning for 2019 CAPS and Farm Bill is just around the corner.

Tiffany and Darrell, PSS reps on the NCC, will begin to work out the logistics of communication to the SSCs; what is appropriate to communicate, when should this occur, and who should take responsibility for initiating the communication, and how should the communication take place. Is it forwarding notes or minutes of the call, inviting the SSCs to the call, or should the SSCs have their own national call? All this need to be worked out and implemented. Note should be taken of those states without a resident PSS as to who in that state will act in that function.

After Tiffany and Darrell draft the initial guidance, they will engage the SSCs on the NCC prior to presentation to the NCC and PDMT. If all are in agreement on how to proceed, a formal guidance document will be shared with the CAPS community. SPHDs will have the responsibility to reinforce the message. This effort will be led by Greg and Eric, SPHDs on the NCC.

The next NCC call will be held on Thursday, April 5, 2018, at 1:00 pm eastern time.

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