



## National CAPS Committee (NCC) Conference Call

September 6, 2018

### Minutes

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#### Participants

John Bowers	Eric Ewing	Emily Inoue	Feridoon Mehdizadegan
Lisa Jackson	Kimberly Rice	Dale Anderson	Cindy Music
Tara Holtz	Megan Abraham	Heather Moylett	Eileen Luke
Rick Zink	Helmuth Rogg	Dan Mackesy	Rosemarie Rodriquez-Yanes
Greg Rentschler	Tiffany Mauro	Steve Bullington	

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#### CAPS Work Plans

Work plans were due Friday, September 7. Submissions will be reviewed in the order that they are received in Field Ops. It may take 5-6 weeks to review all work plans, so do not expect to hear anything back until mid-October or later. Late submissions will go to the bottom of the stack and reviewed last. If you are late, do not inquire as to its status as it will be a while before you hear.

The process for submitting and approving CAPS work plans is as follows.

1. State develops work plans with surveys and target pests and the State's Survey Summary Form according to CAPS guidance with SPHD/PSS input and concurrence.
2. SPHD office uploads the State's work plans to the Field Operations (FO) Cooperative Agreements SharePoint site.
3. SPHD approves the State's Survey Summary Form and passes it to FO.
4. SPHD emails Lisa Jackson to let her know that the work plans have been uploaded and the Survey Summary Form passed to FO, and are ready for review.
5. Lisa will review the State's work plans and Survey Summary Form. The Survey Summary Forms must be completed and passed to FO before Lisa will review the work plans.
6. As Lisa reviews work plans and the Survey Summary Forms, and if everything looks good, she will send the SPHD an email saying that everything is in order and there is no further action at this time.
7. Otherwise, Lisa will recommend changes and pass the work plan and Survey Summary Form back to the SPHD office for communication with the State.
8. The status of work plans will not change in SharePoint until FO receives a notification from the budget staff to begin processing agreements (likely in November). At that time, Lisa will change the status of the work plans to "FOM Approved" and notify the agreements staff.
9. The agreements staff will begin entering the "opportunities" into ezFedGrants.

Signatures are still required for all work plans.

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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.



### **Accomplishment Reports**

With the use of ezFedGrants, Accomplishment Reports no longer require signatures. This is done within ezFedGrants. John will remove the signature block on the Accomplishment Report template. Please let John know if you still need a signature block on the Accomplishment Report because of your specific state processes.

### **As a Reminder**

Heather Moylett has been selected as a Risk Analyst in the S&T Pest Epidemiology & Risk Analysis Laboratory (PERAL). In this position she will be the lead for CAPS scientific support with the responsibility of coordination of CAPS scientific needs throughout the organization. Questions, comments, suggestions, and other issues related pests and pest lists, survey methodology, and other scientific facets of the CAPS program can be addressed to Heather.

A new email address has been created to contact S&T CAPS Support. The new mailbox serves as the S&T CAPS Support “customer hotline” for the CAPS community. All members of the S&T CAPS Support team have access to the shared mailbox. The shared mailbox ensures faster response to requests and questions and documents. The address is [S&TCAPS@aphis.usda.gov](mailto:S&TCAPS@aphis.usda.gov).

Please copy the S&T CAPS email address ([S&TCAPS@aphis.usda.gov](mailto:S&TCAPS@aphis.usda.gov)) on all S&T CAPS Support requests and communications with individual members of the S&T CAPS Support team.

### **CAPS Introductory Guidebook and Trap Videos**

On August 23, 2018, the Cooperative Agricultural Pest Survey [CAPS Introductory Guidebook](#) was published on the [CAPS Resource & Collaboration](#) website. The purpose of the CAPS Introductory Guidebook is to provide to those both new and seasoned in the CAPS community an overview of CAPS program and operations that include: the funding stream, organizational structure, general workflow, and various required tasks necessary for successful operation of a CAPS program in the states. Each section of the Guidebook includes descriptions of the tasks and suggestions for best practices in accomplishing those tasks.

In addition to the CAPS Introductory Guidebook, three new trap construction and placement [videos](#) also were published with a closed captioned option. These cover the modification of the cross-vane panel trap, construction of the Lindgren multi-funnel trap, and the placement of these traps in the field.

The CAPS Introductory Guidebook and trap videos were made possible through a Farm Bill-funded project with Texas A&M University and the participation of both APHIS and State personnel.

### **CAPS Webinar – Survey Planning Page**

The August 22 CAPS Webinar presented by Cindy Music and Lisa Jackson on the new [Survey Planning Page](#) has been posted on the [CAPS Resource & Collaboration](#) website on the [Webinars](#)



page. Both the recorded version and slide deck are available. Seventy-one (71) people attended the webinar.

Survey Planning

[slide deck](#)

[recording](#)

### **Survey Planning Page**

Initially there were reports of the Survey Planning Page on the CAPS R&C site not working as intended with some browsers. We believe that the situation has been rectified and that the page now appears correctly with all browsers. If you are having difficulty with the new Survey Planning page please contact the folks at Purdue at [napis@purdue.edu](mailto:napis@purdue.edu).

### **New CAPS R&C Website**

The Office of Marketing and Media at Purdue has delivered content reviews of the proposed new website to CERIS. The programmers are now starting to develop the site in Drupal 8, the open-source language used to run the CAPS Information Systems. All content will be preserved, but the site will have a new look and functionality. No timetable as yet. A preview is available in the minutes to the August NCC call.

### **Farm Bill**

A total of 529 suggestions were received for FY19 with a combined request of approximately \$92 million. Goal 1 Survey received 179 suggestions requesting \$23,374,073. After sequestration and National Clean Plant Network deductions, there is \$63.5 million to distribute across all Goals, including the Rapid Response which is set at \$14.5 million.

Currently, the SPHD and SPRO review of suggestions is in progress. The next step is for the Goal Review Teams to review the suggestions for a 6 week period that ends October 19. The Farm Bill team then will compile the recommended suggestions for funding and present the recommended spending plan to the PPQ Management Team.

The Farm Bill Team can be reached at [farmbillsection10007@aphis.usda.gov](mailto:farmbillsection10007@aphis.usda.gov).

### **Survey Supplies**

The warehouse is up to date on shipping orders. If any survey plans changed as a result of the lack of survey supplies, please initiate a change request so that the SSF/SPP remains up-to-date for your state.

It is still not know when or if the funnels for the *Dendrolimus* traps will be available, perhaps late winter of early spring. If the funnels are available and you need them, we will ship them out to you so the survey can proceed. If you specified *Dendrolimus* as targets in your work plan and the funnels are not available, please consider alternate target pests. Conversely, if the funnels



become available and you would like to add those target pests to your survey, then please let us know. Use the Change Request process to modify your Survey Summary Form.

As discussed on last month's call, John Crowe has been re-assigned as National Policy Manager for the Spotted Lanternfly Program. There will be a series of TDY positions to cover his vacancy until permanently filled. Rosemarie Rodriguez-Yanes is the acting National Survey Supply Coordinator from June 10 – September 29, 2018. If you have any concerns about your orders, please continue to reach out to both Rosemarie Rodriguez-Yanes ([Rosemarie.Rodriguez-Yanes@aphis.usda.gov](mailto:Rosemarie.Rodriguez-Yanes@aphis.usda.gov)) and Lisa Jackson.

### **Survey Supplies Webinar – Ordering Process**

As the open period for ordering survey supplies approaches, the Survey Supply Procurement Program will offer two identical webinars on Tuesday, September 11 at 2:00 pm eastern time, and Wednesday, September 12 at 1:00 pm eastern time. The webinars will cover the ordering process for survey supplies. The audience for these webinars are State Survey Coordinators, Pest Survey Specialists, and other individuals who place survey supply orders. These webinars will give you the tools to ensure that your orders are complete and accurate. Contact John Crowe, Lisa Jackson, or Heather Moylett for connection information.

### **Regional Plant Board Meetings**

In February we received an email from the Deputy Administrator informing us that a national meeting will not be supported in the near future. In the email we were encouraged to utilize the Regional Plant Board meetings or other regional venues. This puts us in a difficult situation because the Regional Plant Board Meetings are not our meeting and have objectives and goals other than allowing larger time blocks for CAPS. The NCC discussed the ins and outs of this approach in length on the call.

In 2019 it appears that every Regional Plant Board Meeting will incorporate a CAPS breakout session in one format or another. These sessions are and should be planned by the State Survey Coordinators and Pest Survey Specialists in the respective regions. It should be about what they want to talk about among themselves from a field and operational perspective. The Pest Detection Team and folks at Purdue are available to assist in the planning and participate in the sessions as requested. To maximize regional coordination and outcomes it is very important that all PSSs and SSCs in the region attend and participate the meeting. This travel has the Pest Detection Team's strongest support as we see it as invaluable to the success of the Program.

There also are topics and issues that are of interest and importance to the larger CAPS community that also includes the SPHDs and SPROs. These may not be covered in the CAPS breakout sessions and/or the SPHDs and SPROs may not be able to attend due to concurrent sessions at the larger meeting. The question remains of how does the Program cover these topics, in lieu of a national meeting where everyone can be present, in a regional meeting without disrupting the regional meeting?



Several conversations have been started with various representatives of the Regional Plant Boards. However, since it is their meeting, we would like to ask the SPROs on the NCC to talk with their colleagues in their region to determine 1) if time can be incorporated into the agenda for CAPS topics that would be of interest to all, and, if so, 2) what specific topics would the Regional Plant Board want the Program to address. The NCC also will need to discuss if there are certain topics that would be of interest for each Regional Plant Board this year that could be addressed nationally by region. In other years, other topics could be planned.

As planning for the various regional Plant Boards are already in progress, we need to have those conversations now. Any questions or needs to talk further can be addressed to John and Lisa.

### **National CAPS Conference Call**

The possibility of having a National CAPS Conference Call was discussed. It would have to be focused with preparation and information regarding the topic distributed in advance. A town hall format was suggested with the ability to submit questions in advance, etc. A possibility would be to have a national call sometime soon after the NCC meeting in early February to inform the community on discussions that took place and preparing for the 2020 Guidelines. The NCC will discuss and refine the objective of the call, etc.

### **2019 Annual NCC Meeting**

The 2019 Annual NCC Meeting will be held in Portland, Oregon at the Customs and Border Protection (CBP) meeting room (Plan A) or at the Port of Portland (Plan B) in case construction at CPB has not concluded. When planning this annual meeting, we look for locations that highlight the safeguarding continuum in order to give the members a broader perspective. This meeting will provide an excellent opportunity to showcase a facet of the safeguarding continuum not touched upon in previous annual NCC meetings. The tentative dates for the meeting are during the week of February 4, 2019. NCC members should pencil this week in on their calendars.

### **NCC Rotations**

Tyson, Darrell, and Emilie are completing their first 3-yr term on the NCC, and are eligible for a second 3-yr term if they and their constituency agree. John and/or Lisa will reach out to the respective groups to begin the discussions. Sherry is completing her second 3-yr term, and will be rotating off the NCC at the end of the year. The SSCs in the Southern Plant Board states are ahead of the game, and have nominated Jake Bodart from Arkansas to replace Sherry. The NCC policy is to have no two members from the same state to promote diversity in perspective across the country. Since Jake is penciled in, no other representative from AR is eligible this cycle.

**The next NCC call will be held on Thursday, October 4, 2018, at 1:00 pm eastern time.**

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