



National CAPS Committee (NCC) Conference Call

October 3, 2019

Minutes

Participants

John Bowers	Megan Abraham	Heather Moylett
Lisa Jackson	Tiffany Mauro	Dan Mackesy
Eric Ewing	Emilie Inoue	Cindy Music
Greg Rentschler	Brad Danner	Jesse Hardin
Kim Rice	Ian Foley	Steve Bullington

Continuing Resolution

Congress passed and the President signed a Continuing Resolution to fund the government through November 21. The CR funds the government at 14.21% of FY19 levels. Although Congress hammered out a 2-yr budget deal, the details still need to be worked out and put into a proper appropriations bill. Be aware for messages about partial agreements and pre-award letters.

NCC Term Rotations

The NCC membership for 2020 has been determined. Terms begin January 1, and are for 3 years.

- Darcy Oishi (HI) will replace Ian Foley (MT) as the SSC representative from the Western Plant Board States. Ian is completing his 2nd term on the NCC.
- Alana Wild (NV/UT) will replace Greg Rentschler (IL) as a SPHD representative. Greg is stepping aside after one term in order to increase western states representation on the NCC.
- Megan Abraham (IN) has been re-nominated by the Central Plant Board, and will serve a second term.
- Tiffany Mauro (NJ) has been re-nominated by the PSSs, and will serve a second term.

Darcy and Alana will be invited to the November and December NCC conference calls to begin transitioning in to the NCC.

2020 CAPS Work Plans & Survey Summary Form

Good news: Of the plans that Lisa has reviewed, people are doing great on having all data in NAPIS from 2018 and in following the bundled pest guidance.

Bad news: Work plans and Survey Summary Forms are coming in too slowly this year, similar to past years. The “soft” deadline of September 6th is not working out well. Next year, we should move towards a hard deadline of the first Friday of September. As the CAPS review period falls

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.



during the same time as the review period for PPA suggestions, getting the CAPS work plans in early September would work better. Otherwise, the review period stretches into December.

Status as of Tuesday, October 1:

- 11 states with Survey Summary Forms not completed by SSCs.
- 14 states with Survey Summary Forms not approved by SPHDs/PSSs.
- 5 states do not have work plans uploaded.

Lisa sent a reminder to SPHDs and PSSs and many more came in.

It would be helpful if SPHDs, PSSs, and SSCs, could review the status of your state and reach out to the appropriate individuals to move things forward. Everyone can view the status of your state's Survey Summary Form. Go to the Survey Planning Page and click on "Open Workflow."

2020 ▼	CAPS ▼
Texas ▼	

LINKS

[CAPS Site Home](#)

[Open Instructions](#)

[Open Workflow](#)

These are what the different status levels mean:

- Awaiting Entry: SSC has not started working on the SSF.
- Being Entered: The SSC has started but not completed the SSF.
- At SPHD Office: Awaiting SPHD or PSS approval.
- Awaiting Decision: Waiting on NOM approval.

SPHDs and PSSs, please ensure that all of your states work plans have been uploaded to the agreements SharePoint site.

If you need technical assistance with the SSF, please reach out to Cindy Music at clmusic@ceris.purdue.edu or to the general support email: capsis@groups.purdue.edu. For any other questions, please reach out to Lisa.

Survey Supplies

Webinar

On October 2, Paul Ijams and Lisa Jackson gave a webinar on how to place survey supply orders into IPHIS and best practices for placing orders. The webinar was recorded, and both the recording and slide deck will be posted to the webinars page on the CAPS site in the next few days.

Open Period

The [Survey Supply Ordering System in IPHIS](#) is open now through November 30, 2019. During this time you may submit orders for:



- 2020 CAPS Surveys
- PPQ Supported Programs
- 2019 Approved PPA 7721 Goal 1 Surveys

The Survey Supply Ordering System will open again in early 2020 to support:

- EAB Surveys

The Survey Supply Ordering System will open once again after the 2020 PPA 7721 Spending Plan is announced for:

- 2020 PPA 7721 Goal 1 Surveys

Note: Paul and Lisa will approve orders each week up through November 30. Once your order has been approved, you will receive an automated email from IPHIS. Please be on the lookout for this email between now and soon after November 30. If you do not receive one by December 6th, please reach out to Lisa and Paul.

NAPIS and CAPS R&C Login

Security for NAPIS and the CAPS R&C is being upgraded. One of these changes is to improve the login process and protocols. To implement this change to the new server and protocol, everyone will need to change their password before November 15, otherwise you will be locked out. You will be prompted to do so when you attempt to login now. If you still get the message to change your password after you have changed it, just click on 'Proceed.' Once you change your password, you will be on the new server with the higher security protocol. Please do this now as it may be troublesome to restore your user profile after November 15 if your password is not changed beforehand.

With the new security protocol there exists the ability to send text messages instead of emails. This is not in place yet, but could be useful when resetting passwords, etc. Other sites use this feature for extra security when logging in, for example, so this is moving towards what is becoming industry practice. To have this work, you will need to make sure you have your cell number in your user profile.

Some states are still having issues receiving emails with large distribution lists, such as emails from the CAPS List Serve. This appears to be a state security issue rather than a Purdue issue. As a work-around, we will email the NCC who should, in turn, forward the email to their constituency. Receiving two emails is better than not receiving the information at all, so if you get duplicate emails, this is the reason.

PPA 7721 Update

The SPHDs, SPROs, and SMEs are completing their reviews of the submitted suggestions from their state or under their specific portfolio (PPQ pest programs, IT, etc.). These are due to be completed by Oct. 4. The goal review teams will then begin their reviews on Oct. 7, and are due to be completed by Nov. 4. Goal 1 Survey received 188 suggestions requesting \$20,806,513. Goal 1 Survey likely will have a budget of ~\$14,400,000.



Outreach Display

A large display is available for your outreach events. It was originally created as a Farm Bill project to introduce the Stone Fruit Commodity Survey, but also comes with a black background that attaches to the frame for adhering your own information with Velcro. The package is shipped to you with a return label at no cost to you. Let John know if you would like to use the display for your outreach event.



Annual NCC Meeting

The most promising date for the meeting is the week of January 27, 2020. An S&T Focus Group (PSSs and SSCs) will meet on Tuesday, and the full NCC will meet on Wednesday and Thursday. It will be held at the offices of the Illinois SPHD in Des Plaines, IL, near Chicago's O'Hare International Airport. An opportunity to observe canines in action and talk with CBP about interceptions is possible.

Lisa and I will work with Greg Rentschler and his staff on reserving a meeting room and hotel block. For the NCC, you should begin conversations with your constituency to flesh out topics for discussion at the meeting. We need to discuss topics and issues meaningful for the CAPS community. Send these to John and Lisa so we can put a full 2-day agenda together. This is needed for meeting approval.

The next NCC call will be held on Thursday, November 7, 2019, at 1:00 pm eastern time.

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



In Case You Missed It

S&T CAPS Support – Focus Group Meetings

CAPS Science Support is developing new survey support tools and improving how we present pest-specific information (i.e., datasheets, approved methods for pest surveillance). Throughout this process, we will touch-base with primary customers and stakeholders to ensure what we are developing is useful and intuitive. As the primary customers of survey support products, we would like to invite representatives from the “Core Four” to participate in focus group meetings. We will have two different groups, the Survey and Pest Information Focus Group and the OPEP Focus Group.

Survey and Pest Information Focus Group

Participants: As the primary users of these tools and information, we would like to meet with the four SSCs and two PSSs serving on the NCC.

Date: The day before the Annual NCC meeting (date TBD)

The focus group meeting will last one full day and cover the following topics:

Survey Builder Tool

This new tool will help you determine which targets on the CAPS Priority Pest list are appropriate to include in your survey work plan. You will be able to create a tailored list for your state by selecting the host(s) or pathway of concern (similar to the SSF) and then reviewing relevant information about the target (e.g. states at risk, primary hosts, and survey and ID/diagnostic methods). Once you have reviewed the target list, you will be able to select which targets you want to include in the SSF. You will have the option to download your tailored list as an Excel file or export it directly into your work plan.

Ideally, we will send a beta version for testing to the SSC/PSS group a couple weeks before the NCC meeting. If this is not possible, we will provide an explainer or demonstration so you have something to think over ahead of time. At the focus group meeting, we will:

- Demo the tool,
- Discuss what works and what doesn't – opportunities for improvement,
- Review types of information you use when selecting survey targets from the CAPS Priority Pest list.

Presentation of Pest-Specific Information

Currently, pest-specific information is provided in CAPS Pest Datasheets and the online AMPS pest pages. The datasheets are challenging to maintain and the AMPS pages provide a limited amount of information. In order to improve quality and consistency we will:

- Review your information needs so that we close information gaps while also cutting down on clutter, and



- Present options for simplifying the presentation so that frequently used information is readily accessible to you and easy for us to update.

Objective Prioritization of Exotic Pests (OPEP)

We also may cover OPEP at this meeting. If we do we will review how the Phase I (Impact) and II (Likelihood of Introduction) of the OPEP process is working, and get input on what factors you use to inform survey priorities in your states. This information will be used in Phase III (Feasibility and Policy Considerations) of the OPEP process.

Objective Prioritization of Exotic Pests Focus Group

This focus group will cover OPEP Phase III development (see description under Survey and Pest Info Focus Group). Details are in the works and more information will be shared via email.

Participants: Representatives from the four core CAPS groups. The participants may be different for each session to make sure we get as much perspective as possible.

Date: TBD. We will hold multiple sessions over the next year. If possible, the first one may be held as soon as this fall. The second may be held as part of the Survey and Pest Info Focus Group meeting.