



National CAPS Committee (NCC) Conference Call

November 7, 2019

Minutes

Participants

John Bowers	Megan Abraham	Ian Foley	Steve Bullington
Lisa Jackson	Helmuth Rogg	Heather Moylett	
Shelley Gray	Chris Pierce	Lisa Ferguson	
Eric Ewing	Brad Danner	Dan Mackesy	
Kim Rice	Dale Anderson	Cindy Music	

FY20 Continuing Resolution

The current Continuing Resolution to fund the government runs through November 21, and funds the government at 14.21% of FY19 levels. Word has it that the Senate has passed an appropriations bill that now needs to go back to the House. The House passed a bill earlier, so now they need to agree to the Senate's version, or go into a joint committee to work out differences. Folks think that there will be a bill on the President's desk to sign well before the end of the CR. However, politics in Washington being what they are, we will have to wait and see what happens.

Pre-Award Letters

If you need a Pre-Award Letter based on the current CR, please contact your agreement specialist asap, and let Lisa know that this is what you are interested in.

Pest Detection Team Changes

Due to recent changes in S&T PERAL, Alison Neeley is no longer part of the Pest Detection Team. Michelle (Shelley) Gray is taking her place and overseeing CAPS Scientific Support. Shelley will be at the NCC meeting where everyone will get a chance to meet her. Additionally, Lisa Ferguson of PERAL will be supporting Heather on the CAPS Support Team with plant pathogens, and will be helping develop support products. Welcome Shelley and Lisa.

Annual NCC Meeting

The Annual NCC Meeting will take place January, 29-30, 2020, at the offices of the Illinois SPHD in Des Plaines, Illinois (near Chicago's O'Hare International Airport). A pre-meeting with PSSs and SSCs on the NCC will be held the day before, and will go into the details of a couple development projects for state perspective (see last month's Minutes). Travel information will be forthcoming.

To have the meeting to be as productive as possible, we need to hear from the NCC and their constituencies of any topics, issues, subjects, complaints, criticisms, comments, and suggestions

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.



that should be discussed. If we do not know about them, we will not know that it needs discussion. Please discuss this with your constituencies. This will help us round out the agenda for the meeting, and give a reference point so that the topic is not lost. Also, we need a full agenda to have the meeting approved, and since this needs to be submitted soon, please have your discussions as soon as possible. Send any and all comments and suggestions to John before November 15 to get it on the agenda.

2020 PPQ Survey Summary Form

The 2020 PPQ Survey Summary Form for Pest Detection surveys is open for entering survey information. It will close on November 30, so please enter your survey information before then. This is important information for reporting Pest Detection measures and metrics, especially in support of budget requests and reports to Congress.

Survey Supplies

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

Approving Orders

PSSs and SPHDs, please approve orders for your state, both PPQ offices and your state counterparts. Please check IPHIS frequently to see if you have pending orders for review.

For CAPS, in a perfect world, Lisa would be able to review all work plans before survey supply orders were entered and approved. However, the timelines do not mesh well and also overlap with PPA suggestion review. Since PSSs/SPHDs should have already reviewed the Survey Summary Form and work plans, the SSCs are fine to move forward with placing orders and the PSSs are ok to approve them. This is different than PPA, where we must wait for the spending plan to be announced before survey supply orders may be placed.

*Note, Paul and Lisa will approve orders each week up through November 30. Once your order has been approved, the person whose email address is listed in the “Order Receiver” portion of the order 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.



Webinar

The Survey Supply program recently gave a webinar - How to Place Survey Supply Orders in IPHIS. The slide deck and recording of the presentation are now both available on the CAPS Resource and Collaboration website on the webinars page.

<http://caps.ceris.purdue.edu/webinars>

Placing Survey Supply Orders in IPHIS:

[Slide deck](#) and [Recording](#)

The webinar covered:

- How to place orders in IPHIS.
- Best practices for ordering.
- How to avoid common mistakes in placing orders.

December Closure

As in the past two years, the survey supply warehouse located at Moore Airbase will be closed for shipping from December 16, 2019 through January 5, 2020. No products will be shipped out of the warehouse during this time. We expect that all orders with a December delivery date should be able to be shipped out before December 13. If you need products before January 5, please be sure to submit those orders now, and include a requested delivery date of December 13 or before.

In addition, if we have a government shutdown, no products will be shipped during that time.

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.

Two-factor authentication also is available as an option with the security upgrade. As of now it is not required. You may need the Duo Mobile app. Once again, this option is selected in your profile. Direct any questions to Cindy.



CAPS Webinar

The next CAPS Webinar is scheduled for Wednesday, December 4, 2019, at 2:00 pm eastern time. A save the date invitation was sent out on Friday, Nov. 8, to the NCC to distribute. Links and call-in information will be provided later. The webinar will be about NAPIS data entry and preparing data for entry into NAPIS. Cindy will be the presenter. If anyone has any issues or specific topics that they would like Cindy to cover in the webinar, please reach out to her directly, preferably now and not the week or day before the webinar.

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.

PPA 7721 Update

The Goal Teams are completing their reviews of the submitted suggestions, and submitting their recommended spending plan to the PPA team. Goal 1 Survey received 188 suggestions requesting \$20,806,513, but has a budget of only \$14,300,000.

The next NCC call will be held on Thursday, December 5, 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.