**Purpose:**

The purpose of this 3-day meeting is to bring together National CAPS Committee members to share key pieces of information and make program decisions, including revisiting what makes a priority pest and strategies to maintain the priority pest list.

**Desired Outcomes:**

Share Relevant Information:

* Updates on New NCC Member Rotations
* Updates on CAPS Program
* Review FY21 Mission Updates
* CAPSIS Update
* PPA CFWG Updates
* Preliminary ID & FY22 CFWG Plans
* 2021 NCC Personal Goals
* CAPS Mission Statement Update
* Distribution Maps
* 60% Priority Pests
* NCC Member Rotations
* CAPSIS
* S&T Updates
* SAFARIS Updates

Program Decisions:

* How can we better manage the National Priority Pest List
  + Discussion of historical information on the issue
  + Review how pests go on and off the National Priority Pest List
* Online Work Plan Interface

**Participants**

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| --- | --- |
| **Attendee** | **Organization** |
| John Crowe | PPQ National Policy Manager – Pest Detection |
| Darrell Bays | PPQ National Operations Manager – Pest Detection |
| Lisa Jackson | PPQ National Operations Manager – Pest Detection |
| Michelle (Shelley) Gray | PPQ Science & Technology CAPS Support |
| Feridoon Mehdizadegan (Day 2) | PPQ PPA 7721 Representative |
| Eric Ewing | PPQ SPHD Representative – WV |
| Alana Wild | PPQ SPHD Representative – NV&UT |
| Kimberly Rice | Eastern Plant Board SPRO Representative - MD |
| Tina Peltier | Southern Plant Board SPRO Representative - LA |
| Megan Abraham | Central Plant Board SPRO Representative - IN |
| Helmuth Rogg | Western Plant Board SPRO Representative - HI |
| Avi Eitam | PPQ PSS Representative – OH |
| Greg Aydelotte | PPQ PSS Representative - TN |
| Cindy Kwolek | Eastern Plant Board SSC Representative - RI |
| Brad Danner | Southern Plant Board SSC Representative - FL |
| Sarah Phipps | Central Plant Board SSC Representative - MO |
| Darcy Oishi | Western Plant Board SSC Representative - HI |
| Dan Mackesy | PPQ S&T – CAPS Support Co-Lead |
| Amber Tripodi | PPQ S&T – Risk Analyst |
| James Kruse | CAPSIS Team - CERIS Director |
| Michael Hill | CAPSIS Team - Interim Project Coordinator |
| Van Pichler (Day 2) | PPQ – National Policy Advisor |
| Yu Takeuchi (Day 3) | PPQ S&T –Risk Analyst |
| Colin Funaro (Day 3) | PPQ S&T – CAPS Support Co-Lead |
| Ernie Hain (Day 3) | PPQ S&T – Quantitative Risk Analyst |
| Steve Shearer | Facilitator, PPQ PDC |
| Adrienne Reaves | Facilitator, PPQ PDC |

**January 25, 2022**

**Day 1 MS Teams Meeting:** [Click here to join the meeting](https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253ameeting_N2FhNmNiNGEtYmEzZS00MjFmLWIwN2YtMTdlZTM4MGY1ODQy%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522ed5b36e7-01ee-4ebc-867e-e03cfa0d4697%2522%252c%2522Oid%2522%253a%25221d1ccc97-5807-42e2-8a63-8cec491e0b56%2522%257d&data=04%7C01%7C%7C9819482222ac43be31a608d9bb4d424f%7Ced5b36e701ee4ebc867ee03cfa0d4697%7C0%7C0%7C637746762758039909%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=5mOMgiP72FpqQfqkvBys89rvnmvL3nEALFUvZVPuiQ0%3D&reserved=0)

Option to attend via conference line (audio only) 1 (202) 650-0123; ID: 119 450 186#

**Desired Outcomes:**

* Share Updates on New NCC Member Rotations
* Share Updates on CAPS Program
* Review FY21 CAPS Mission Updates
* Share CAPSIS Update
* Begin Group Discussion on National Priority Pest List
* Share Updates on FY21 Personal Goals

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| **Topic** | **Proposed Process** |
| 1. **Meeting Open**  |  |  | | --- | --- | | TIME: | 2:00 PM - 2:10 PM | | PURPOSE: | Call to Orde | | LEADERS: | Steve Shearer | | * Facilitator will call group to order and discuss: * Meeting purpose * Expected outcomes * Agenda topics |
| 1. **Daily Icebreaker – Musical Guess Who**  |  |  | | --- | --- | | TIME: | 30 MIN | | PURPOSE: | Team Building | | LEADER: | Steve Shearer, Adrienne Reaves | | Topic leader will introduce daily ice breaker activity:   * Play clips of songs identified by attendees * Ask group to match each song to a meeting attendee |
| 1. **New NCC Member Rotations**  |  |  | | --- | --- | | TIME: | 10 MIN | | PURPOSE: | Info Sharing | | LEADER: | John Crowe | | NCC CFWG will review upcoming NCC rotations - who will be cycling off and when |
| 1. **CAPS Program and FY21 Mission Updates**  |  |  | | --- | --- | | TIME: | 20 MIN | | PURPOSE: | Discussion | | LEADER: | John Crowe | | Topic Leader will:   * Share high level CAPS Program Updates * Review of FY 2021 changes to CAPS Mission |
| BREAK – 15 MIN | |
| 1. **CAPSIS Update**  |  |  | | --- | --- | | TIME: | 15 MIN | | PURPOSE: | Review/ Info Sharing | | LEADER: | Mike Hill | | Leader will provide updates on the status of CAPSIS & planned activities for the year |
| 1. **National Priority List**  |  |  | | --- | --- | | TIME: | 60 MIN | | PURPOSE: | Information Sharing | | LEADER: | CAPS CFWG | | Leader will lead the group in a discussion of the National Priority Pest List.  Changes to Pest List for FY2023:  Sharing how decisions are made  Updates:  Background, changes, program pests, why things were removed  Information on how pests are added to the list:   * [About the Priority Pest List | CAPS (purdue.edu)](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/about-priority-pest-list) * [Development of the Priority Pest List](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/development-priority-pest-list)   Background documents for pests that came off the list:   * [Guidance for Bundling Former Priority Pests](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/guidance-bundling-former-priority-pests/2021) * [Bundling Former Priority Pests (Excel File)](http://caps.ceris.purdue.edu/pest-surveillance-guidelines/bundling-former-priority-pests/2021) |
| BREAK – 15 MIN | |
| 1. **NCC Updates on Personal Goals Identified During FY 2021 Meeting**  |  |  | | --- | --- | | TIME: | 4:45 PM – 5:25 PM | | PURPOSE: | Info Sharing | | LEADER: | Steve Shearer | | Facilitator will Invite NCC members who attended the FY 2021 meeting to provide a brief report out on the personal goals identified during last year’s meeting.  Reference: [FY21 NCC Personal Actions](https://usdagcc.sharepoint.com/:w:/r/sites/aphis-ppq-policy/php/PD/CAPS/G4%20Drafts/National%20CAPS%20Committee%20Meetings/NCC%20Mtg%202022%20Virtual/Handouts/NCC_Personal.Actions.FY21.docx?d=we8231650a0934b91911de5f4baba44aa&csf=1&web=1&e=5zzT5j) |
| 1. **Day 1 Close**  |  |  | | --- | --- | | TIME: | 5:25 PM – 5:30 PM | | PURPOSE: | Meeting Close | | LEADER: | Steve Shearer | | Topic leader will:  • Review what was completed during the day  • Preview what is planned for day 3  • Close meeting |

**January 26, 2022**

**Day 2 MS Teams Meeting:** [Click here to join the meeting](https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253ameeting_NDEwODg5NWMtYjk2NC00ZjFiLWE1NTktZmM4NzM4NTFlZjVm%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522ed5b36e7-01ee-4ebc-867e-e03cfa0d4697%2522%252c%2522Oid%2522%253a%25221d1ccc97-5807-42e2-8a63-8cec491e0b56%2522%257d&data=04%7C01%7C%7C2012f33e373849987c0508d9bb4d3cc2%7Ced5b36e701ee4ebc867ee03cfa0d4697%7C0%7C0%7C637746762664838451%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=f2eUohQtoT56RVxnIWgdVEy1rGmiodtCkcWrb6E561E%3D&reserved=0" \t "_blank)

Option to attend via conference line (audio only) 1 (202) 650-0123; ID: 324 061 877#

**Desired Outcomes:**

* Share Updates from PPA CFWG (Van Pichler)
* Share Preliminary ID Updates
* Discuss 60% Priority Pests
* Online Work Plan Interface Updates and Discussion

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| **Topic** | **Proposed Process** |
| 1. **Welcome**  |  |  | | --- | --- | | TIME: | 10 MIN | | PURPOSE: | Call to Order | | LEADERS: | Steve Shearer | | * Group leaders will call group to order and discuss: * Outcomes from day 1 * Agenda topics for day 2 |
| 1. **Daily Icebreaker – General Trivia**  |  |  | | --- | --- | | TIME: | 10 MIN | | PURPOSE: | Call to Order | | LEADER: | Steve Shearer | | * + Topic leader will introduce daily ice breaker activity: * Participants will have 3 minutes to locate Item * Round Robin to share short story and Item | |
| 1. **PPA Update**  |  |  | | --- | --- | | TIME: | 10 MIN | | PURPOSE: | Information Sharing | | LEADER: | Feridoon Mehdizadegan | | Topic leader will provide updates from PPA CFWG then address questions from group. | |
| 1. **Preliminary ID**  |  |  | | --- | --- | | TIME: | 10 MIN | | PURPOSE: | Review/ Info Sharing | | LEADER: | Darrell Bays | | * + Leader will share updates pertaining to preliminary ID and CFWG plans for FY22. | |
| 1. **60% Priority Pests**  |  |  | | --- | --- | | TIME: | 30 MIN | | PURPOSE: | Discussion | | LEADER: | Lisa Jackson,  Darrell Bays | | Leaders will discuss transitioning from 50% to 60% priority pests in work plans with the group:   * Group thoughts on the transition * Issues or concerns from states * Thoughts on adding pests of state concern, if it doesn’t increase the cost of the survey? * Could we be missing out on additional “freebie” pests?   Criteria to evaluate for including more pests of state concern:   * Cost of survey itself (labor, supplies) * Cost of Prelim ID | |
| **Break – 15 Min** | |
| 1. **Online Work Plan Interface**  |  |  | | --- | --- | | TIME: | 75 MIN | | PURPOSE: | Info Sharing/Discussion | | LEADER: | Steve Shearer, Darrell Bays, Lisa Jackson | | Steve will facilitate NCC report outs on constituent feedback (30 min)  **SSC -** Cindy Kwolek, Brad Danner, Sarah Phipps, Darcy Oishi  **SPROs -** Kimberly Rice, Tina Peltier, Megan Abraham, Helmuth Rogg  **SPHDS -** Eric Ewing, Alana Wild  **PSS -** Avi Eitam, Greg Aydelotte  Darrell and Lisa will lead a discussion on planned next steps for the Online Workplan Interface |
| 1. **Meeting Close**  |  |  | | --- | --- | | TIME: | 5:00 PM | | PURPOSE: | Meeting Close | | LEADER: | Steve Shearer | | Topic leader will:   * Review what was completed during the day * Preview what is planned for day 3 * Close meeting |

**January 27, 2022**

**Day 3 MS Teams Meeting:** [Click here to join the meeting](https://gcc02.safelinks.protection.outlook.com/ap/t-59584e83/?url=https%3A%2F%2Fteams.microsoft.com%2Fl%2Fmeetup-join%2F19%253ameeting_YTg5OWU2ZmUtZGY4OC00YTIzLTg3YjgtOTdkNjY5NjBiMWNl%2540thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522ed5b36e7-01ee-4ebc-867e-e03cfa0d4697%2522%252c%2522Oid%2522%253a%25221d1ccc97-5807-42e2-8a63-8cec491e0b56%2522%257d&data=04%7C01%7C%7C1f4c5175835e4d6ba71308d9bb4d32ef%7Ced5b36e701ee4ebc867ee03cfa0d4697%7C0%7C0%7C637746762498159089%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=lSJWOconeRXdKV2kiPHAVcAA3VOpJlHSlhNj0g%2B0Qrs%3D&reserved=0" \t "_blank)

Option to attend via conference line (audio only) 1 (202) 650-0123; ID: 936 194 419#

**Desired Outcomes:**

* Share PPQ S&T Updates
* Demonstration of Interactive Distribution Maps
* Share SAFARIS Updates
* 60% Priority Pests
* Continue Group Discussion on National Priority Pest List

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| **Topic** | **Proposed Process** |
| 1. **Welcome**  |  |  | | --- | --- | | TIME: | 2:00 PM - 2:10 PM | | PURPOSE: | Call to Order | | LEADERS: | Crowe, Jackson, Gray, Bays | | Call to Order  Will discuss:   * Meeting purpose * Outcomes * Agenda topics |
| 1. **Daily Icebreaker**  |  |  | | --- | --- | | TIME: | 2:10 PM - 2:20 PM | | PURPOSE: | Team Building | | LEADER: | Steve Shearer | | * + Topic leader will introduce daily ice breaker activity: * Word Association |
| 1. **S&T Updates**  |  |  | | --- | --- | | TIME: | 20 MIN | | PURPOSE: | Review | | LEADER: | Shelley Gray,  Dan Mackesy | | Leaders will provide updates from S&T   * Shelley will lead a brief discussion on arthropods and pathogens shift * Dan Mackesy will lead AMPS page discussion, CAPS webpage, AMPS change request   Reference: [PPQ S&T Laboratories](https://usdagcc.sharepoint.com/:b:/r/sites/aphis-ppq-policy/php/PD/CAPS/G4%20Drafts/National%20CAPS%20Committee%20Meetings/NCC%20Mtg%202022%20Virtual/Handouts/PPQ%20S%26T%20Lab%20Names.pdf?csf=1&web=1&e=0yCj9h) |
| 1. **Distribution Maps**  |  |  | | --- | --- | | TIME: | 30 MIN | | PURPOSE: | Review/ Info Sharing | | LEADER: | Amber Tripodi | | Leader will present and demonstrate interactive maps and SAFARIS update followed by Q&A with the group. |
| **Break** **- 15 MIN** | |
| 1. **National Priority Pest List**  |  |  | | --- | --- | | TIME: | 60 MIN | | PURPOSE: | Discussion & Decision | | LEADER: | John Crowe | | Leader will build upon National Priority Pest List discussion from Day 1.  When and how do we evaluate pests on the current list?   * Frequency of survey? * Pest presence (e.g., boxtree moth) * Program pests - annual check in (Q1 of FY?) * Other criteria states want included in decision making |
| 1. **Meeting Close**  |  |  | | --- | --- | | TIME: | 4:45 PM – 5:00 PM | | PURPOSE: | Meeting Close | | LEADER: | Steve Shearer | | * Review meeting accomplishments, decisions, and action items * Closing remarks (Crowe, Jackson, Gray, Bays) |