**Purpose:**

The purpose of this 2-day meeting is to bring together National CAPS Committee (NCC) members, share program information and updates, revisiting what makes a priority pest and strategies to maintain the priority pest list, and to make program decisions accordingly.

**Expected Outcomes:**

Share Relevant Information:

* New NCC Member Rotations
* CAPS Program Updates
* CAPS Information System Update
* PPA 7721 Updates
* Preliminary Identification Plans
* FY24 Pest Detection CFWG Plans
* Distribution Maps
* Performance Measures
* Survey and Diagnostic Assessment
* Site Descriptors
* Science & Technology Updates

**Program Decisions to be Discussed:**

* 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.

**Pre-Work to be Completed Before the Meeting:**

**1. Review the following documents:**

**2. Seek feedback from your constituency about items on the Survey Summary Form:**

* One Agreement as an option
* Site Descriptors
* CAPS Guidelines

**Participants**

|  |  |
| --- | --- |
| **Attendee** | **Organization and Title** |
| John Crowe | PPQ EDP - National Policy Manager |
| Darrell Bays | PPQ FO - National Operations Manager |
| Laurie Morales | PPQ FO - National Operations Manager |
| Damon Crook | PPQ S&T – Acting Assistant Director |
| Jake Bodart | PPQ FO - SPHD Representative – OR |
| Amy Mesman | PPQ FO SPHD Representative – ND and SD |
| Judy Rosovsky | Eastern Plant Board SPRO Representative - VT |
| Tina Peltier | Southern Plant Board SPRO Representative - LA |
| Charles Elhard | Central Plant Board SPRO Representative - ND |
| Sven Spichiger | Western Plant Board SPRO Representative - WA |
| Emily Hagen | PPQ FO PSS Representative – AZ and NM |
| Isaac Powell | PPQ FO PSS Representative – NC |
| Cindy Kwolek | Eastern Plant Board SSC Representative - RI |
| Brad Danner | Southern Plant Board SSC Representative - FL |
| Chelsey Penuel | Central Plant Board SSC Representative - MN |
| Joanna Fisher | Western Plant Board SSC Representative - CA |
| Tina Gresham | National Policy Manager |
| Bonnie Deitrick | CAPSIS Team – Project Coordinator – Purdue |
| Jeff Hash | PPQ FO - Director of Operations |
| Colin Funaro | PPQ S&T CAPS Support – Risk Analyst |
| Patrick Haslem | National Policy Manger |
| Jo-Ann Bentz-Blanco | PPQ EDP Director of the Pest Surveillance and Emergency Management unit |

**Monday, January 29, 2024**

* **Travel day to Baton Rouge, LA. Please arrange for your own transportation from airport to hotel.**
* Airport Transportation:
  + Ride Share or Taxi – about $20 - $30
  + Contact hotel for shuttle availability.
* Hotel

Hilton Baton Rouge Capitol Center

201 Lafayette Street

Baton Rouge, Louisiana, 70801

225-344-5866

Reservations can be made by accessing the Booking Website: [https://book.passkey.com/e/50718910](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbook.passkey.com%2Fe%2F50718910&data=05%7C01%7Cjohn.f.crowe%40usda.gov%7C875228a0967f407dfc7908dbe6b995a5%7Ced5b36e701ee4ebc867ee03cfa0d4697%7C1%7C0%7C638357456970444700%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=GLUuvHmI5u7yJdkYqEtc%2FAGgJfZfU3QTl2XOc%2B1996o%3D&reserved=0) or by calling the hotel directly at 225.344.5866. Room block is under *National CAPS Committee*

Cut-Off for sleeping rooms block:  **January 12, 2024**

3 nights of lodging at $107/night plus applicable taxes (15.95%)

* Parking
  + Self-Parking is also available across the street for similar price a valet and requires a mobile phone to pay.
  + Valet is available at the hotel for $37, please contact the hotel for details.

**Tuesday, January 30, 2024 – Day #1 of the meeting**

**Location:**

Louisiana Department of Agriculture and Forestry

Training Room

5825 Florida Blvd

Baton Rouge, LA 70806

Daily transportation from hotel to meeting will be provided. Please be in the hotel lobby at 7:30 AM.

|  |  |
| --- | --- |
| **Activity** | Topics |
| **Opening session**   |  |  | | --- | --- | | TIME: | 8:00 AM - 12 PM | | 10 min Breaks | On the hour | | LEADERS: | Crowe | | Introduction   * Ice Breaker * Meeting’s purpose * Facility overview and safety * Expected outcomes * Agenda topics * New members and introductions   FY 2025 National Priority Pest List (Crowe/Funaro)   * + Updates to National Priority Pest List   + Program Pests   + General Surveys     - Cerambycidae     - Mollusks   Performance Measures – CAPSIS (Detrich/Crowe)   * 60% of Cooperator Survey Targets are National Priority Pests * Having cooperators do surveys that mainly focus survey sites and site visits to target National Priority Pests   + Survey summary form data entry corrections * Unique Priority Pests targeted for survey. |
| **Lunch** | Lunch at nearby restaurants - small groups. |
| **Opening session continued**   |  |  | | --- | --- | | TIME: | 1:00 PM – 4:30 PM | | 10 min Breaks | On the hour | | LEADERS: | PD CFWG | | Survey Summary Form   * Site Descriptors * No Cost Pests * Condition of Sample * Financials * Difficulties   FY 2025 - One-Agreement discussion  Survey Gap Analysis   * County analysis |
|  |  |

**Wednesday, January 31, 2024 – Day #2 of the meeting**

**Location:**

Louisiana Department of Agriculture and Forestry

Training Room

5825 Florida Blvd

Baton Rouge, LA 70806

Daily transportation from hotel to meeting will be provided. Please be in the hotel lobby at 7:30 AM.

|  |  |
| --- | --- |
| **Activity** | **Topics** |
| **Updates**   |  |  | | --- | --- | | TIME: | 8:00 AM - 12 PM | | 10 min Breaks | On the hour | | Leader: | Crowe | | Ice Breaker  NCC – Document Review   * Bylaws * Roles and Responsibilities * Comparison of Duties and Tasks of State and Federal CAPS Personnel   CAPS Outreach Discussion   * How is CAPS supporting existing campaigns? * Data Recording   Preliminary ID Update and Conversation  PPA 7721 Update  Survey Supply Update  ARM Conversation |
| **Lunch** | Pending group lunch or on your own |
| **Discussion and site visit**   |  |  | | --- | --- | | TIME: | 1 PM – 5 PM | |  |  | | Leaders: | Crowe/Peltier | | * + - Site visit |
|  |  |

**Thursday, February 1, 2024 - Travel Day Home**