**Meeting Purpose and Expected Outcomes:**

The purpose of this 2-day meeting is to bring together National CAPS Committee (NCC) members, exchange updates and information regarding survey years 2024 and 2025, discuss overall CAPS program performance and the national priority pest list, and consider ideas for updating and improving the 2026 CAPS survey guidance document and resources.

**Invitees:**

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| Tina Gresham | PPQ Emergency and Domestic Programs - National Policy Manager |
| Darrell Bays | PPQ Field Operations - National Operations Manager |
| Leah Granke | PPQ Science and Technology - Assistant Director |
| Jake Bodart | PPQ Field Operations – State Plant Health Director Representative (OR) |
| Amy Mesman | PPQ Field Operations - State Plant Health Director Representative (ND, SD) |
| Judy Rosovsky | Eastern Plant Board - State Plant Regulatory Official Representative (VT) |
| Tina Peltier | Southern Plant Board - State Plant Regulatory Official Representative (LA) |
| Charles Elhard | Central Plant Board - State Plant Regulatory Official Representative (ND) |
| Sven Spichiger | Western Plant Board - State Plant Regulatory Official Representative (WA) |
| Emily Hagen | PPQ Field Operations - Pest Survey Specialist Representative (AZ, NM) |
| Isaac Powell | PPQ Field Operations - Pest Survey Specialist Representative (NC) |
| Cindy Kwolek | Eastern Plant Board - State Survey Coordinator Representative (RI) |
| Matt Howle | Southern Plant Board - State Survey Coordinator Representative (SC) |
| Chelsey Penuel | Central Plant Board - State Survey Coordinator Representative (MN) |
| Joanna Fisher | Western Plant Board - State Survey Coordinator Representative (CA) |
| Bonnie Dietrich | Cooperative Agricultural Pest Survey Information System – Project Coordinator |
| Waleska Ramirez | PPQ Emergency and Domestic Programs - National Policy Manager |
| Patrick Haslem | PPQ Emergency and Domestic Programs - National Policy Manager |
| Jeff Hash | PPQ Field Operations – National Operations Director |
| Colin Funaro | PPQ S&T CAPS Support – Risk Analyst |
| Jo-Ann Bentz-Blanco | PPQ Emergency and Domestic Programs - Director |
| Nicole Russo | PPQ Emergency and Domestic Programs – Associate Deputy Administrator |

**Monday, February 10, 2025 (Travel Day)**

Travel day to Chandler/Phoenix, AZ. Please arrange for your own transportation from airport to hotel. Rideshare options available, prices vary depending on time of day.

Hyatt Place Phoenix/Chandler Fashion Center

3535 West Chandler Blvd.

Chandler, AZ, (480) 812-9600

**Tuesday, February 11, 2025 – Meeting Day 1**

**Location:** Hotel Conference Room, Hyatt Place Phoenix/Chandler Fashion Center

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| **Day 1 (Tuesday, February 11)** | **Topics** |
| **Morning session 8:00 AM – 12:00 PM**   |  |  | | --- | --- | |  |  | |  |  | |  |  | | Opening Remarks   * Facility overview and safety * Meeting purpose, expected outcomes * Introductions * Agenda review * Ice breaker activity   2024 Highlights and 2025 Survey Plans   * Regional updates   FY 2026 Planning and Discussion   * Proposed changes to National Priority Pest List * CAPS Survey Guidance 2026 |
| **Lunch 12:00 PM – 1:00 PM** | Lunch at nearby restaurants (walking distance) |
| **Afternoon Session 1:00 PM – 4:30 PM** | Program Performance Measures   * Review of current measures * Priority pest survey percentage * Brainstorming/discussion session   Program administration/Cooperator Support   * Review available resources * Maintaining consistent program delivery * Brainstorming/discussion session |

**Wednesday, February 12, 2025 – Meeting Day 2**

**Location:** Hotel Conference Room, Hyatt Place Phoenix/Chandler Fashion Center

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| **Day 2 (Wednesday, February 12)** | **Topics** |
| **Morning session 8:00 AM – 12:00 PM**   |  |  | | --- | --- | |  |  | |  |  | |  |  | | * Opening Remarks/Recap of Meeting Day 1 * CAPSIS update * Preliminary identification update * Survey supply program update * PPQ Pest Detection cross-functional working group update * FY 2026 meeting: potential locations, dates, and format |
| **Lunch 12:00 PM – 1:00 PM** | Lunch at nearby restaurants (walking distance) |
| **Afternoon Session 1:00 PM – 4:30 PM** | * Learning opportunity/field trip to ARS Arid Lands Agricultural Research Center (transportation provided) |

**Thursday, February 13, 2025 – (Travel Day)**

Travel day home. Please arrange for your own transportation from the hotel to the airport. Rideshare options available, prices vary depending on time of day.