



## NCC Conference Call - Friday, February 8, 2008

### Minutes

#### Participants

John Bowers	Susan Schechter
Matthew Royer	Melinda Sullivan
Kathy Handy	Randy McWhorter
Brian Kopper	Kennoth Carnes
Kristian Rondeau	Erin Stiers
Bruce Shambaugh	Tom Sandoe
Stephen Knight	Lisa Jackson
Jeff Knight	Christina Jewett
Vicki Smith	Joel Floyd
Robert Dahl	Todd Dutton

#### Short Updates - anything new since the meeting in Raleigh

##### National

##### Traps & Lures Process meeting in Minneapolis with MRPBS Business Practices Team

- Those involved with the Traps & Lures Procurement program met February 5-7 to discuss, describe, and begin to detail the process of the program. We addressed the procurement process from cradle to grave, starting with the research and development, ordering of trap supplies by the states, and continuing all the way through to the awarding of contracts to vendors. Gaps in the process were identified and many suggestions, both small and large, were discussed and noted about how to improve the program. Participants included personnel from HQ, ER, and WR, CPHST, RMS, and MRPBS. Follow up meetings with budget staff and the CPHST labs will be held to obtain their unique perspective, inputs, and how they connect to the Traps & Lures Program. The result of this process will be to produce a document describing the procurement program in detail, define roles and responsibilities, quality control and quality assurance, and time lines and due dates, all to make sure the program runs seamlessly and efficiently, as well as preparing for succession planning. While most of the suggestion and recommendations that will come out of this process will be internal, our cooperators in the states will benefit by receiving a high quality product that will ensure that the trapping data collected is valid. While the Taps & Lures program represents only a small portion of the budget, the impact of the program on PPQ's mission is enormous, thus the need to run a highly efficient and quality-controlled program.

- Much discussion ensued revolving around a variety of topics (inventory, quality control and quality assurance, time lines with respect to CAPS work plans, etc.), all of which were touched on to some degree by the participants in the meeting.

- There will be a communication plan and an opportunity for input from the States. However, we need to put our own house in order first. The CAPS community will be informed of the progress of the process, and drafts will be shared as appropriate.

#### Regional Plant Board meetings

- The annual regional meetings are upcoming, and PPQ is on the agenda to discuss the CAPS program. In order that we can present and discuss items and issues that are important to the States, feedback was requested from the NCC and others on the call to provide information on what the States would like to know and what is important to them. Suggestions needed in the near future.
  - Some suggestions on the call were: ISIS situation and how it will relate to CAPS data entry and storage; government website on transparency and cooperative agreements; two-way communication and States role in the cooperative program; States need to champion CAPS and be willing to support and promote the program; the States contribution to the program.
- The Central Plant Board (and others as well) are adopting the Eastern Plant Board's format by adding a side meeting organized by and for the PSSs and SSCs to discuss issues important on a state or regional level. While PPQ is not involved in setting the agenda, it wholly supports the initiative, and will participate when asked.
- The Central Plant Board meeting also will offer a session on SPHD/SPRO interactions.

#### CPHST

- A Lucid workshop was held recently for palm diseases. This tool should prove to be very useful.
- Drafts of the Grape, Small Grains, and Pine commodity manuals will be available soon either as final documents or posted for review. All are scheduled to be available for the 2009 survey season.

#### NAPIS

- NAPIS personnel participated in ISIS training in Raleigh and Ft. Collins. This will aid in better understanding and communication between the NAPIS and ISIS staffs.

#### Meeting Summary

- Any edits, additions, subtractions, suggestions, and/or opinions of the draft document need to be submitted now. A final document for distribution will be available in the near future, and will serve as the minutes of the Raleigh meeting.

#### Action Items

- Also, any edits, additions, subtractions, suggestions, and/or opinions of the draft document need to be submitted now. This is an internal, working document that will not be for distribution, but rather as a guide for moving the program forward.

## Outreach

- A separate conference call will be devoted to the discussion of outreach. LPA will be brought into the discussion, and will advise on how CAPS outreach and branding dovetails with PPQ-wide branding. How CAPS interacts with other invasive species groups needs to be investigated.

## Odd and Ends

- NAPPFAST is a tool for States to use when assessing risk. It is not mandatory to use, but suggested as something very useful when planning surveys. Also, there was some discussion about links not working from the CAPS TOP 50 PEST RISK MAPS. Dan Borchert, CPHST, replied, "If people are trying to access the CAPS top 50 Risk maps it is important to select open and not save, otherwise the links in the excel file will not work properly." Open the file, do not download it.
- There was some discussion regarding the inconsistency of States putting data into NAPIS. One problem specifically mentioned was whether county summaries or point data should be entered. This is a re-occurring problem and needs to be fixed. A suggestion was made to mandate data entry formats at the national level for all programs with the goal of uniform submission of data. This is a high priority project as it affects the interpretation of any data report from NAPIS.
- A suggestion was made to make the state pest lists and top commodities entered on the work plans available to the CAPS community.

Next NCC call will be on Friday, March 7, at 11:00 eastern time

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.