



NCC Conference Call - Friday, May 2, 2008

Minutes

Participants

John Bowers	Kathy Handy
Brian Kopper	Susan Schechter
Kristian Rondeau	Eileen Luke
Dan Fieselmann	Kennoth Carnes
Bruce Shambaugh	Adam Silagyi
Stephen Knight	Erin Stiers
Jeff Knight	Todd Schroeder
Vicki Smith	
Robert Dahl	

National

- There have been good discussions about the CAPS program at the regional Plant Board meetings. The CAPS breakout sessions also have been extremely productive, and there is a need for them to continue at future Plant Board meetings. These are great networking opportunities for PSSs and SSCs. We have taken good suggestions and recommendations back with us.
- The 2009 Survey Guidelines have been distributed to the NCC for distribution to their constituency. They also are posted, along with the Appendices, on the CAPS website. A new version of the Excel spreadsheet, Appendix J-3, also is posted. The work plan templates have been slightly modified, one for Infrastructure, and another for Surveys. We are beginning to have talks with the Agreements staff on how we can streamline and make this process more efficient. The suggestion was made to work along lines that reflect what cooperators do in the field.
- We have begun the process for the 2010 budget. The Pest Detection program has asked for (which does not mean we will get) a \$10 million increase over the projected 2009 base funding. In addition to an increase in funding for the states to do surveys, we aim to increase capacity in the program by funding diagnostic and pest identification capacity, hire an additional 10 PSSs, update the Trapping Supplies database, and outreach and other capacity-building initiatives.
- The NCC needs to begin discussions on what our data management needs will be in 5, 10, 25 years from now. PPQ has started these discussions, and the CAPS community needs to be ready to give suggestions and recommendations that will meet our needs. This should be a good discussion at the National CAPS meeting in December. Todd Schroeder has volunteered to organize these sessions.



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- As mentioned previously, the Traps and Lures Procurement Process is broken. We are attempting to redevelop the process to avoid disconnects that continue to happen. In order to do this, we need to know where the system is breaking down. Please contact Brian Kopper (ER) and Roeland Elliston (WR) for any problems that you have or may be experiencing in obtaining traps and lures in a timely fashion. For 2009 supplies, the Trapping Supplies Database will remain as is, and is scheduled to open for orders around August 15. We are working on upgrading the Database. The plan is that a new database will be available next year for ordering 2010 supplies. A feature we need to incorporate into a new database is the ability for states to track their orders.

- We need a forum to communicate and continue discussions in between conference calls. Several suggestions were made, including a blog format, the NAPIS forum, and Sharepoint. These will be investigated and recommendations presented to the NCC. This will only work if everybody gets in the habit of going to whatever site we decide on and contributing to the discussions.

Regions

- A project is underway in the Western Region office to develop NAPIS-complaint templates for ISIS, and to draft a document that will standardize the template-development process.

CPHST

- The EWB/BB matrix for negative data has been completed, and made a part of the 2009 Survey Guidelines (Appendices M-1 and —2).

- Several commodity-based survey documents are on the CAPS website for review. Please review the documents and submit comments as directed. All comments and suggestions, positive and negative are appreciated.

NAPIS

- The new Pest Tracker website went live on May, 1, 2008. We would appreciate any comments and suggestions to make this site the best it can be.

- There have been several instances where data has been modified, or asked to be modified, sometimes years after initial entry. There is a procedure that has not been enforced recently. The rules for modifying or editing data have been changed. The person entering the data can edit or modify the entry for a 2 week period following the initial entry. After that time frame, all requests for editing data needs to be submitted to the National Survey Coordinator in writing with a justification. Interested parties with expertise will be brought into a discussion



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regarding the need to edit the data before a decision is rendered. We will use this procedure until we have a Configuration (or Change) Control Board in place.

National CAPS Meeting

- The National CAPS meeting will be held at the Sheraton Crescent Hotel in Phoenix, Arizona. We are in the process of completing the paperwork, contract, etc. The website is: <http://www.starwoodhotels.com/sheraton/property/overview/index.html?propertyID=102>. Information on meeting registration and room reservation will be distributed as soon as it is available.
- Meeting agenda suggestions are attached to the email with these minutes. A conference call to discuss the meeting agenda was tentatively set for Friday, May 16. However, this will have to be changed to Monday, May 19, at 1:00 pm. The call number and passcode will be the same as for the monthly conference calls. All those with an interest in developing the agenda for the national meeting are encouraged to be on the call.

Outreach

- Discussions continue regarding a national outreach initiative. An email was sent on April 11, and is attached to these minutes. Please make an effort to contribute. We will talk more about outreach and how to reach out to our industry partners on the next NCC call.

Next NCC call will be on Thursday, June 5, 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.



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Outreach email sent 04/11/08\

Hi all,

Matt and I had a meeting today with folks from our Legislative and Public Affairs (LPA) program (http://www.aphis.usda.gov/about_aphis/programs_offices/lpa/index.shtml). The purpose of the meeting was to begin the process of developing outreach materials for CAPS that we can distribute nationwide, as well as national branding of the CAPS program. The goal is to have materials available at the National CAPS meeting in December, and to celebrate the kickoff of our national outreach effort at the meeting.

We would like these materials to have a consistent look and feel to them, and to develop a theme for our outreach program. We are essentially starting from scratch, so anything is possible conceptually. We want to develop materials and communication messages that will be useful, and support state outreach and communication efforts. Our initial thinking is that we would like our outreach efforts to focus on commodities and risk-based pathways to parallel our survey efforts, as opposed to specific pest emphasis, and we welcome all discussion. We also want to inform and publicize the CAPS program to the public and industry.

To reach this point, we need your feedback. Please consider, for example: what are your information needs; what type of products do you need or would like to have; would you like different products/messages for industry, public, and/or other stakeholders, and if so, what might those be; and what can we make available to you to support your communication efforts. Please engage your constituencies and states in this important effort. We need to know what the states want, need, and dream about to carry out the CAPS mission. Think specifically, think globally, and think both inside and outside of the lines! Your opinions, suggestions, and comments are vitally important if this program is to be a success.

You may reply to me, but please copy the group. Your ideas may inspire more ideas in others. Thanks in advance for your efforts.

John