



NCC Conference Call - Thursday, January 8, 2009

## Minutes

### Participants

John Bowers	Mike Wallace
Brian Kopper	Kathy Handy
Kristian Rondeau	Todd Schroeder
Dan Fieselmann	Susan Schechter
Steve Knight	Eileen Luke
Benny Graves	Joel Floyd
Jeff Knight	Richard Zink
Vicki Smith	Christina Jewett
Adam Silagyi	Gibbs Smith
Kennoth Carnes	Tim Bergstrom

### National

- The NCC welcomes several new members and participants, while bidding adieu to those whose terms have expired. Steve Knight (ER SPHD, IL) and Jeff Knight (Western Plant Board, NV) have fulfilled their terms on the NCC. We thank them for their years of service to the CAPS program, and wish them continued success in their future endeavors. We will miss their thoughtful insights. However, we are excited that Jason Watkins (ER SPHD, WV) and Dan Hilburn (Western Plant Board, OR) will replace Steve and Jeff, respectively, and we are looking forward to working with them in the years ahead.
- The NCC also welcomes Mike Wallace (WR SSC, AZ), who will serve out the remainder of Tom Sandoe's term on the NCC, representing the Western Region SSCs.
- The NCC will meet in Raleigh on January 21-22, 2009, to prioritize and develop action items from the CAPS Conference, develop an outline of the 2010 Survey Guidelines, discuss bundled surveys and pest lists, and begin to assess the transition from NAPIS to ISIS.
- There also will be some new voices on our monthly conference calls. Tim Bergstrom from the Professional Development Center will be transitioning in to replace Todd Dutton, who's duties at the PDC have changed. Gibbs Smith (PSS, NC) is filling in for Lisa Jackson in CPHST while Lisa is out on leave.

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## Regions

- A key issue that we may be dealing with again in 2009 is the procurement and delivery of traps and lures. The federal government is under a continuing resolution, and funds are capped to previous year's level. Pest Detection will be funding traps and lures to a greater extent this year, which may impact cooperative agreements with the States. Some changes may have to be made to the cooperative agreements depending on how the funding scenarios in the PPQ Regions play out. This also may be due to budgetary concerns other than just traps and lures. On a related note, we are working internally within PPQ to try and stabilize and make some needed changes with regard to funding, accounting, and product management in the traps and lures procurement program.

## CPHST

- The Soybean Reference manual has been revised, and is posted on the CAPS web site.
- The Analytical Hierarchy Process (AHP) prioritized pest list for 2010 will be available the week on January 12, 2009, and will be posted on the CAPS site.
- There was some discussion on posting pest lists based on a State's priorities. This was a theme from the CAPS Conference. There has been some work on this already in CPHST, and will be presented to the NCC at the January meeting in Raleigh. More on this subject will be forthcoming.

## NAPIS

- NAPIS personnel have been busy working with folks on data entry, and making sure everyone gets their 2008 survey data entered into NAPIS correctly.
- There has been a considerable amount of work on the transfer of data from ISIS to NAPIS, and much still remains to be done. A document on developing NAPIS-compliant templates in ISIS, developed by Marge Rayda (PSS, ND), has been posted on the CAPS site under Data Entry to aid those using ISIS for data entry.
- NAPIS folks also are working on data entry for commodity surveys. More on this will be coming soon.

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- Pest Tracker is going through some major updates. Some of these changes will start to appear soon. As always, your comments are welcomed to help make this a premier site for exotic pest detection.

#### CAPS Conference

- Notes from the CAPS Conference are being finalized, and will be distributed to the CAPS community as soon as possible. The NCC meeting in Raleigh will prioritize items, issues, suggestions, and recommendations from the Conference, and develop action items and assign responsibility/ownership with milestones and deadlines. The NCC also will discuss how best to continue the discussions started in the breakout groups. These will be based on the questions in the white papers for the meeting. By far, the overriding concern from the CAPS Conference was that the NCC and the CAPS program needs to come to resolution on issues, make decisions, and move on. We can not be talking about these same issues at the next CAPS Conference!
- Those on the conference called discussed the fact that there were commonalities throughout the breakout group discussions. These should be cross-referenced with the questions in the white papers. The results should lead to a natural direction that we should focus our efforts. The NCC members were asked to carefully consider this approach, and conduct this analysis in advance of the meeting in Raleigh.
- The NCC discussed the evaluations from the CAPS Conference, what went well, and what we need to do better next time. Overall, the meeting was well received. Many left good comments for the NCC to consider, and we thank you for your input. These comments will be referred to when planning for the next CAPS Conference (in December 2010?)
- On the conference call we talked about two items that we need to address. The first involved the lack of a CAPS 101 session at the Conference. Many were new to CAPS since the last CAPS meeting, and were looking for guidance and direction on how their role and responsibility fits in with the overall CAPS structure and functions. We discussed a possible suite of white papers, presentations, charts, and/or webinars posted in one place that would give both an overview and details of the CAPS program. Cooperative agreement training was suggested to include in the package that would be maintained with up-to-date changes in policy and procedures, and include work plan development, electronic signatures, etc. Perhaps PDC could help pull this together.
- The second aspect the NCC discussed involved the PSS / SSC relationship, and how to strengthen it. The NCC, in cooperation with PPQ and the States, needs to develop guidance

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on what level of sharing is appropriate, developing consistent communications, and how to best assist state cooperators. Just as SPHDs and SPROs have been going through relationship-building exercises, an exercise or training module needs to be developed for the PSS / SSC relationship.

- Lastly, everyone wants a list of acronyms. Several are available. One or two will be posted on the CAPS web site in the near future.
- The NCC will strive to keep everyone fully informed as we work through all the suggestions and recommendations received at the CAPS Conference.
- **Next NCC call will be on Thursday, February 5, at 11:00 eastern time**

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