

**CALIFORNIA CITRUS PEST AND DISEASE PREVENTION PROGRAM  
FINANCE SUBCOMMITTEE MEETING**

Meeting Minutes  
Tuesday, September 3, 2019

**Opening:**

The Finance Subcommittee webinar was called to order at 10:00 A.M. on September 3, 2019 by Subcommittee Chair Bob Felts, Jr.

**Subcommittee Members Present:**

Craig Armstrong*	Bob Felts, Jr.*	James McFarlane*
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**Subcommittee Members Absent:**

Dr. Etienne Rabe	Dave Tomlinson
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**CDFR Staff and Guests:**

Ryan Fong	Jim Gorden*	Craig Hanes
Victoria Hornbaker	Sara Khalid	

\* Participated via webinar

**Opening Comments**

Finance Subcommittee Chairman, Bob Felts, Jr., welcomed the Subcommittee, guests and staff participating in person and via webinar.

**Review 2018/2019 Budget and Funding Sources**

Ryan Fong stated that February 2019 and March 2019 has closed out. He noted that total expenditures for the second quarter is \$3,921,780. Victoria Hornbaker noted that staff are working on gathering information to use actuals to project end of the year expenditures. She stated that the plan is to hire all of the Division's administrative staff and to have an expenditure tracking process in place by October 1, 2019.

**Review 2018/2019 Revenues**

Ryan stated that in August 2019, the program received \$619,424.73 in revenues. The total revenues received in FY 18-19 are \$17,247,110.04 with an outstanding amount of \$752,889.96. The subcommittee stated that towards the beginning of the year, they were under the impression the projected revenue needed to be modified, however, by looking at the revenue so far, they stated that it might not have been necessary.

**Review 2019/2020 Budget and Revenue Projections**

Victoria stated that the Division is projecting 193,000,000 cartons based on the National Agricultural Statistics Service's June forecast. She noted that these are not final numbers and are open to suggestions from the Committee. She stated that the reserve as of June 2019 is \$10,000,000, Citrus Health Response Program (CHRP) fund is \$12,000,000, and with General Fund, the Division will see an ongoing \$5,000,000. She stated that CHRP funds are restrained by

not being able to charge treatment or staff time due to paying overhead costs, however, Assessment funds can be used instead. CRRP funding are used for contract charges and the General Fund can be used for all staff except those working on treatment.

### **Citrus Division Progress**

Victoria stated that the Division is working on looking for a space for staff, however, during the interim the Division will be able to stay in its current location. She stated that this week, she has a meeting with the Fleet Unit to discuss utilizing long term rentals instead of purchasing vehicles. She noted that herself and staff are visiting various field offices to assess the space availability. She noted that wherever possible, the Citrus Division will continue to share office spaces with Pest Detection and Emergency Projects and share the costs. She stated that the Staff Services Manager I has been hired and interviews for the Associate Governmental Program Analysts and Staff Services Analyst will begin. She stated that the Division will re-announce the Environmental Program Manager (EPM) II position in order to start interviews. Once the EPM II is hired, they will hire the EPM I's and the staff under them. She noted that the goal is to have the Division fully staffed by the end of June 2020.

The meeting was adjourned at 10:50 A.M. The next Finance Subcommittee meeting will be held on September 10, 2019 at 10:00 A.M.