

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

Meeting Minutes
Tuesday, December 7, 2021

Opening:

The Finance Subcommittee webinar was called to order at 9:00 A.M. on December 7, 2021 by Subcommittee Chair Bob Felts, Jr.

Subcommittee Members Present:

Bob Felts, Jr.* James McFarlane* Dave Tomlinson*
Craig Armstrong*

Subcommittee Absent:

Etienne Rabe

CDFA Staff and Guests:

Carl Baum*	Jana Miscevic*	Michael Soltero*
Alisha Garcia*	David Morgan*	ThuyVy Truong*
David Gutierrez*	Alex Muñiz-Chavez*	Jennifer Willems*
Victoria Hornbaker*	Keith Okasaki*	Jason Wu*
Anmol Joshi*	Lydia Rodriguez*	

*Participated via webinar

Opening Comments

Finance Subcommittee Chairman, Bob Felts, Jr., welcomed Subcommittee members, guests and staff participating via webinar.

Review 2020-21 Budget and Expenditures

Alisha Garcia presented the Fiscal Year (FY) 2020-21 expenditures. Expenditures have increased by \$1,153,246 from the November 2, 2021 meeting bringing the total to \$29,375,047. Alisha noted that September 2021 is not closed in the Financial Information System of California (FI\$Cal), therefore the projected expenditure totals are subject to change. Bob Felts, Jr. asked about the Administration budget being over spent. Alisha responded that there were expenditures that did not fall under the specific program codes for the other budget lines, therefore those expenditures are temporarily shown in the Administration budget. Alisha also stated that those expenses will be moved to their correct budget lines, so that the total Administration expenditures will be closer to the approved budget. Bob inquired if post audits will be added to the total expenditures. Carl Baum answered that post audits for September 2021 are not available yet but will be anticipating their release in January 2022 and once released, they will be added to the correct budget lines.

Review 2020-21 Revenue

Alisha presented the FY 2020-21 revenue. For September 2021, Citrus Pest and Disease Prevention Division (CPDPD) received \$26,357 bringing the annual total to \$15,528,403. The

annual total is \$1,800,000 below the average of the past three years. Alisha stated that the low revenue average may be due to the reduced assessment rate and dropped fruit, which is not processed by packing houses.

Review 2021-22 Budget and Expenditures

Alisha presented the FY 2021-2022 expenditures. October 2021 expenditures totaled \$1,902,713 and November 2021 expenditures total \$1,315,547 bringing the current total expenditures to \$3,218,260 with a remaining balance of \$41,370,550. Alisha stated that October 2021 and November 2021 are not closed in FISCAL, therefore the totals are subject to change, but the totals are on par with previous years closed in FISCAL. Bob requested to add prior year expenditure totals for comparisons at the next Finance Subcommittee meeting presentation.

Review 2021-22 Revenue

Alisha presented the FY 2021-22 revenue. For October 2021, CPDPD received \$421,221 bringing the annual total to \$421,221. This monthly total is seventy-three percent (73%) of the past 3-year average and is due to the change of assessment rate.

New PO Box for Assessment Payments

Victoria Hornbaker explained that checks for assessments meant for CPDPD are occasionally misdirected to the wrong program due to account processing and organizing issues within California Department of Food and Agriculture Financial Services Branch (FSB). When assessments are misdirected, it creates several time-consuming tasks to redirect assessment funds to the correct program. Victoria stated that the CDFA FSB suggested a possible solution to secure a Post Office Box (PO Box) for each Division. This would mean that all assessments received for the CPDPD would be mailed to the CPDPD PO Box to prevent misdirected assessments. Victoria concurred with FSB's suggestion and proposed that CPDPD try the PO Box for one year to see if it is worth the additional cost. Subcommittee members agreed to implement the PO Box for one year and then will re-evaluate its effectiveness.

The meeting was adjourned at 9:30 A.M. The next Finance Subcommittee meeting will be held on January 4, 2021 at 9:00 A.M.