

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

Meeting Minutes  
Tuesday, February 1, 2022

**Opening:**

The Finance Subcommittee webinar was called to order at 9:00 A.M. on February 1, 2022 by Subcommittee Chair Bob Felts, Jr.

**Subcommittee Members Present:**

Bob Felts, Jr.\*

James McFarlane\*

Dave Tomlinson\*

**Subcommittee Absent:**

Etienne Rabe

Craig Armstrong

**CDFA Staff and Guests:**

Carl Baum\*

Anmol Joshi\*

Claudia Vazquez\*

Alisha Garcia\*

Jana Miscevic\*

Jason Wu\*

David Gutierrez\*

Alex Muñiz-Chavez\*

Victoria Hornbaker\*

Keith Okasaki\*

Laura Irons\*

ThuyVy Truong\*

\*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. September 2021 closed with a total of \$2,357,172 in expenditures and the year-to-date expenditures total \$29,926,990.

Expenditures have not changed since the last Finance Subcommittee meeting. Alisha noted that there will be minimal changes to the FY 2020-21 expenditures due to post audits being actualized in the Financial Information System of California (FI\$Cal). The only changes would be the result of Exception Time Reports and rent redirects from Plant Health and Pest Prevention Services for shared office space, however these will not significantly affect FY 2020-21 expenditures.

**Review 2020-21 Revenue**

Alisha presented the FY 2020-21 revenue. There was a reduction in revenue of \$686 bringing the annual total to \$15,547,655. This is due to money that Citrus Pest and Disease Prevention Division (CPDPD) received, however that money was intended for a different program. Bob Felts, Jr. asked how CPDPD determines if revenue is meant for another program. Alisha explained that Jason Wu deals with all CPDPD revenue, and common signs of unintended revenue are noticing an unfamiliar vendor or receiving a different program remittance form. When it's determined that revenue was intended for another program, Jason will contact that

program and get the revenue redirected. Bob asked about the status of CPDPD's P.O. Box. Carl added that he will follow up with the California Department of Food & Agriculture Financial Services Branch (FSB) to get an idea of where they are in the process. Alisha mentioned that the \$15,547,655 in revenue converts to approximately 194,345,687 cartons that CPDPD received in FY 2020-21.

### **Review 2021-22 Budget and Expenditures**

Alisha presented the FY 2021-22 expenditures. November and December 2021 are closed in FISCAL, which means the totals are up to date through December 2021. November 2021 closed out \$3,287,542 in expenditures and December 2021 closed out \$3,179,224. From the previous meeting, the increase in December 2021 expenditures is due to office and field supplies, as well as staff salaries and benefits. Expenditures have increased by \$3,442,269 from the January 4, 2021 meeting bringing the year-to-date total to \$8,710,916. Bob inquired about the reduction in expenditures from the prior month for the Southern Treatment budget. Alisha answered that there were expenditures allocated to the Southern Treatment budget that were intended for Border Treatment budget and Southern Survey budget. Bob also asked about the reduction in expenditures for the Outreach Budget. Alisha explained that it was due to unrealized invoices that were disencumbered. Bob also asked why the expenditures were so high for the Administration budget for one month at \$1,187,502. Alisha answered that it is due to the actualization of staff salaries. James McFarlane requested to add a column for prior year expenditures so that it is easy to see where each budget stands compared to prior years. James asked about the \$3,208,472 increase in year-to-date expenditures from FY 2020-21. Alisha answered that the FSB has been better about catching up on processing invoices, so they are more up to date this FY than last FY.

### **Review 2021-22 Revenue**

Alisha presented the FY 2021-22 revenue. For December 2021 and January 2022, CPDPD received \$1,220,369 in revenue bringing the year-to-date revenue total to \$1,641,590. Bob asked what the year-to-date total was at this time last year. Alisha answered that the prior year year-to-date total this time last year was \$2,880,776. The differences from this year to prior year year-to-date is due to the assessment rate change from eight cents (\$0.08) to seven cents (\$0.07). Bob added that this year's crops have been smaller, which could also be a factor to the difference. Alisha confirmed that the year-to-date total of cartons for FY 2021-22 is 23,451,285, which is significantly lower than the prior year-to-date total of 36,009,712 cartons. CPDPD is projecting to collect 184,450,000 cartons by the end of FY 2021-22. Dave Tomlinson stated that he is comfortable with the projections presented but as the year proceeds, CPDPD may not reach the projected number of cartons.

### **Moving Committee Fiscal Year to State Fiscal Year**

Victoria explained that since the Finance Subcommittee decided to move its expenditures from the Federal FY to the State FY, CPDPD must get ready to prepare a new budget for the new FY starting July 1, 2022. CPDPD will present a new budget to the Finance Subcommittee in March with hopes to approve and present to the Full Committee in April.

**Other Business**

Victoria explained that Mark McBroom has been elected the new Committee Chairman and would like to include Keith Watkins, the newly elected Secretary Treasurer, to the Finance Subcommittee moving forward.

The meeting was adjourned at 9:27 A.M. The next Finance Subcommittee meeting will be held on March 1, 2022 at 9:00 A.M.