

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

Meeting Minutes
Tuesday, October 1, 2019

Opening:

The Finance Subcommittee webinar was called to order at 10:00 A.M. on October 1, 2019 by Subcommittee Chair Bob Felts, Jr.

Subcommittee Members Present:

Bob Felts, Jr.*	James McFarlane*	Dr. Etienne Rabe*
Dave Tomlinson*		

Subcommittee Members Absent:

Craig Armstrong

CDFR Staff and Guests:

Carl Baum	Craig Hanes	Sara Khalid
Ryan Fong	Victoria Hornbaker	

* 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 Fiscal Year (FY) 18-19 has not yet been closed out. All months prior to May 2019 have been closed out. He stated that the current total expenditures for FY 18-19 is \$17,372,938. He displayed a breakdown of the total expenditures, separated by the Federal Trust fund, Food and Agriculture fund, and General fund. Victoria Hornbaker noted that the significant increase in expenditures in comparison to the previous meeting was due to various expenditures by Pest Detection and Emergency Projects (PDEP) being redirected to Citrus funding sources. She noted that the division is working to implement a manual tracking system to provide a more real time view of expenditures. She stated that there are lags from certain vendors. For example, through the statewide Enterprise contract, there is a four-month lag for invoice submissions. She stated that once the Citrus administration staff is hired, the division will have full control over manually tracking all expenditures.

Review 2018/2019 Revenues

Ryan stated that in September 2019, the division received \$449,585 in revenues. He stated that he is still expecting a few more assessments to come in for September 2019. He noted that the total revenues received in FY 18-19 is \$17,832,287 with an outstanding amount of \$167,712 based on the projected \$18,000,000.

Review 2019/2020 Budget and Revenue Projections

Victoria stated there was a 4,000,000 carton reduction in Navel crop projections in the September National Agricultural Statistics Service (NASS) forecast. She noted that with the reduction, the total crop estimate projection for FY 19-20 would be 189,000,000 cartons. The Subcommittee agreed to not change the projection based off the September NASS forecast and to keep the projected crop estimate at 193,000,000 cartons. Victoria noted that there were no changes to the budget that was approved at the previous full committee meeting.

Citrus Division Progress

Victoria presented a hiring timeline for the Citrus Division. She introduced Carl Baum who has filled the Staff Services Manager I position. She noted that interviews and hiring have started and are moving forward in progress. She stated that the Environmental Program Manager (EPM) II position should be filled by the mid-October, the EPM I position should be filled by the end of October, the Senior Environmental Scientist positions should be filled by mid-November, and the Environmental Scientist positions should be filled by the end of December. She stated that with all the work that PDEP has put in to hiring the Pest Prevention Assistant positions, the Citrus division is on track to be fully staffed by January 2020. Carl stated that he is working to create the Citrus division in the accounting system, instead of having to separate out monies through other programs. He noted that he has been working with PDEP and Victoria to move positions over to reduce the amount of salary redirects that the division currently has to do. He noted that he is also working on getting an update on the Fund Condition Statement and is working with Fleet in order to obtain more vehicles.

The meeting was adjourned at 10:50 A.M. The next Finance Subcommittee meeting will be held on November 5, 2019 at 10:00 A.M.