

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

Meeting Minutes  
Tuesday, November 5, 2019

**Opening:**

The Finance Subcommittee webinar was called to order at 10:00 A.M. on November 5, 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

**CDFA Staff and Guests:**

Jill Barnier	Carl Baum	Ryan Fong
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 noted that total expenditures were \$20,065,993. He stated that he redistributed charges from Citrus Research Board to the correct lines on the budget display. He stated that the "Projected Expenditures" columns were added based off Exception Time Reports (ETR) from Pest Detection and Emergency Projects (PDEP) and Pest Exclusion (PE). He noted that the additional projected expenditures based on the ETRs were \$876,680. Victoria Hornbaker stated that expenditures will be redirected to the General Fund and Federal Fund as soon as the redirects are processed. PDEP may have set expenditures to be billed directly to the Federal Funds as the Citrus Health Response Program funds (Federal) are allocated on an ongoing basis to the Department. \$10,000,000 of the \$12,500,000 in General Fund is a one-time allocation and it is difficult to set up direct billing to a one-time allocation, so expenditures will have to be redirected from the Assessment funds to the General Fund. Going forward with the \$5,000,000 in on-going General Fund, the Division will set up direct billing of expenditures to reduce the number of redirects. If General Funds are encumbered in a contract, the division has three years to spend it, however, with federal funding, there is no carryover.

**Review 2018/2019 Revenues**

Ryan stated that in October 2019, the division received \$515,595 in revenues. He stated that the division should expect a few more assessments to come in for September 2019 from late payments and penalties. He noted that the total revenues received in Fiscal Year (FY) 18-19 is \$18,347,883 and that this puts the total \$347,883 above the total projected revenues.

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

Ryan stated that within the Budget Detail report, the division has created a breakdown per line which includes personnel, travel, equipment, supplies, contractual, indirect, and other costs. Victoria stated that previously, the state had used a reporting system called Management and Accounting Reporting System (MARS). When all of the expenditures are uploaded into MARS, staff can see the detail of where expenditures are hitting. With the statewide implementation of Financial Information System for California (FI\$Cal), the division had lost its ability to use MARS. The California Department of Food and Agriculture finally have MARS operating again with limited capability and it is a tool the division can use to provide timely information. Carl Baum stated that with MARS, the division has access to the Sources and Use Statement (SUS) for revenue. The Financial Information System for California (FI\$Cal) did not have this capability. He noted that when the division wanted official updates on collected revenue, Financial Services Branch had to put together a custom report. He also noted that with the return of MARS, the division can check the SUS reports at any time to see how much revenue has come in.

### **Fund Condition Statement**

Carl stated that the total collected revenue in FY 18-19 is \$17,788,766 through June 30, since it's based off the state fiscal year. He noted that the total resources are \$30,189,807 for the previous year. As of right now based on the division's projections, the Agriculture fund will only see \$11,716,478 in expenditures as the staff try to maximize the General Fund and Federal Fund spending. This will leave the division with a \$17,809,304 reserve. He also noted that June 2019 is not yet closed out and there may be some changes.

### **Citrus Division Progress**

Victoria stated that Ryan accepted a promotion to an Associate Governmental Program Analyst (AGPA). The division has posted to backfill the Staff Services Analyst (SSA) position and is waiting for Human Resources to verify potential candidates' eligibility. Those who pass will be offered an interview. Victoria noted that the other AGPA position has been re-advertised and will be re-interviewed. She noted that an offer has been accepted for the Environmental Program Manager II by David Gutierrez from the Department of Conservation. She noted that he was a deputy director over programs in the Division of Oil, Gas and Geothermal Resources. She stated that he has a degree in microbiology, has worked with biological threats and understands diseases. His start date is November 14, 2019. She also noted that the division has hired an SSA named Preetika Pratap and is in the process of conducting interviews for a Research Data Specialist who will be the lead mapper for the Citrus Division. She noted that the division has hired Stephanie Jacobs into the Executive Assistant role and have advertised for nine Senior Environmental Scientist positions. She stated that the Senior Environmental Scientist interviews will occur sometime in early December. Victoria also stated that she conducted a site search for an office in Sacramento and that the Department of General Services is negotiating with different landlords.

The meeting was adjourned at 10:50 A.M. The next Finance Subcommittee meeting will be held on December 3, 2019 at 10:00 A.M.