

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

Meeting Minutes
Tuesday, January 7, 2020

Opening:

The Finance Subcommittee webinar was called to order at 10:00 A.M. on January 7, 2019 by Subcommittee Chair Bob Felts, Jr.

Subcommittee Members Present:

Bob Felts, Jr.*	Mark McBroom*	James McFarlane*
Dave Tomlinson*		

Subcommittee Members Absent:

Craig Armstrong	Dr. Etienne Rabe
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CDFA Staff and Guests:

Carl Baum	David Gutierrez	Amelia Hicks
Victoria Hornbaker	Sara Khalid-Davis	Preetika Pratap

*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

Carl Baum presented the budget for the Citrus Pest and Disease Prevention Division (CPDPD) for Fiscal Year (FY) 2018-2019. He stated that total expenditures reported in December were \$20,254,774 and that the total expenditures to date are \$23,527,472, which is an increase of \$3,272,998. He stated the reason for the first quarter discrepancies are due to the Exception Time Reports (ETR). He stated that \$12.5 million in the General Fund have not been spent. Carl has arranged with Financial Services to do a one-time fund shift, which will move money from the Food and Agriculture Fund to the General Fund. Carl stated that Pest Detection and Emergency Projects (PDEP) have not finished billing for federal agreement that ended on September 30, 2019. He will be working with PDEP to resolve it as soon as possible. He noted that PDEP has requested an extension through March 2020 to finalize and bill the expenditures.

Review 2018/2019 Revenues

Carl stated that there was no change in revenues since the last meeting in December.

Review 2019/2020 Budget and Revenue Projections

Carl stated that the Fiscal Year started in October 2019, so expenditures are slowly coming in. He stated that Financial Services have not yet closed out October, November and December in the accounting system. He stated most of the expenditures in December are being processed and are not reflected in the financial reports. The committee asked if the division has enough experience to bill the monthly budget upfront. Victoria Hornbaker stated that there are so many

unknown variables in the division. The division would not be able to budget for treatment and delimitation since these are based on biological activity, however, the division could budget for area wide treatment, grove trapping and risk survey since these are routine.

Citrus Division Progress

Carl stated that Amelia Hicks has accepted the Environmental Program Manager (EPM) 1 position in the Northern District and Anmol Joshi accepted the EPM 1 position in the Southern District. Ryan Fong was promoted to a new position and his old position has been filled by Alicia Garcia. Carl stated that he will be working with Victoria and David Gutierrez on splitting seasonal staff with PDEP. PDEP is estimating at least 47 staff will be working with the Citrus Division. Carl stated that this will have a financial impact on the Citrus Division. He stated the next task will be vehicles. Carl and Victoria will be deciding which vehicles will come over from PDEP and be part of the new Citrus Division.

The meeting was adjourned at 10:53 A.M. The next Finance Subcommittee meeting will be held on February 11, 2020 at 10:00 A.M.