

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

Meeting Minutes  
Tuesday, March 3, 2020

**Opening:**

The Finance Subcommittee webinar was called to order at 10:00 A.M. on March 3, 2020 by Subcommittee Chair Bob Felts, Jr.

**Subcommittee Members Present:**

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

**CDFA Staff and Guests:**

Carl Baum	Ryan Fong	Alisha Garcia
Amelia Hicks	Anmol Joshi*	David Phong
Preetika Pratap	Jennifer Willems*	

\*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 presented the budget for the Citrus Pest and Disease Prevention Division (CPDPD) for fiscal year (FY) 2018-2019. He stated the total expenditures reported for June 2019 are \$8,583,941 and that the month has closed in the accounting system. This is an increase from the \$3,300,000 reported at the last subcommittee meeting. This increase in expenditures is due to post audit and accrual expenses in the accounting process being appropriately moved from July 2019 to the month of June 2019. Carl Baum clarified that this movement occurs at the end of the state fiscal year when accounting closes the books at the end of June. CPDPD will be working with the Pest Detection/Emergency Projects Branch (PDEP) to allocate expected expenditures for the months of July, August and September. Carl noted that the expenditures will be up to date after federal billing is done for the 2019 months of July, August, September and last fiscal year of 2018 between PDEP and CPDPD. The subcommittee asked why there was an increase in some of the buckets, such as Asian citrus psyllid (ACP) southern survey for \$850,000. Ryan mentioned the increase is due to the redirection of expenditures from PDEP to the appropriate CPDPD budget line items. He noted that since June 2019 is closed, the department should not expect any further expenditures to report to the month of June 2019.

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

Ryan stated there is a delay on the expenditure report for FY 2019-2020, but the amount will increase once redirects and Exception Time Reports (ETRs) are reported from PDEP, the Plant Pest Diagnostic Center and Pest Exclusion to the CPDPD. The presented expenditure report for 2019-2020 is based on the information from manual tracking not information reported from the Financial Information System for California (FI\$Cal). Overall there was an increase of \$2,100,000 in expenditures compared to the report from last month. Alisha Garcia then presented the February 2020 revenue of \$1,851,806.28, which parallels previous yearly reports for the month of February. The FY 2019-2020 total revenue to date is \$5,200,063.81.

### **Citrus Division Progress**

Carl stated that the CPDPD is looking at two potential locations for the Sacramento headquarters and the Department of General Services will start the lease negotiations in June. Once a lease is negotiated the department will work with space planners to make the office fit state requirements to be compliant with the Americans with Disabilities Act. The move is projected to occur in the calendar year of 2020. Carl mentioned that all vacancies in the Central and Southern Districts have been posted and are in the process of being filled. David Phong was introduced as, the new Supervisor for the Data Analysis Unit. David comes from the California Air Resources Board and specialized in air permitting and compliance. Amelia Hicks mentioned that another supervisor will join the CPDPD next week, concluding the managerial position vacancies in the Northern District. In 30-to-60 days the CPDPD will be completing the transition process away from PDEP. David Gutierrez is working with Raymond Leclerc the Branch Chief of PDEP in transitioning staff and operations from PDEP to the CPDPD.

The meeting was adjourned at 10:27 A.M. The next Finance Subcommittee meeting will be held on April 7, 2020 at 10:00 A.M.