

## CPDPC Budget Task Force Meeting

May 5, 2017 Minutes

The meeting was called to order by James McFarlane at 2:30 p.m. on Friday, May 5, 2017. The following were in attendance:

### **Budget Task Force Members**

Nick Condos

James McFarlane\*

Keith Watkins\*

Gus Gunderson\*

Kevin Olsen\*

Bob Wynn\*

### **Other Attendees\***

Victoria Hornbaker

Leandro Ramos

Debby Tanouye

\*Participated via webinar

James McFarlane welcomed the Task Force members and attendees to the meeting.

### **Budget Reduction Documents**

NST, Pest Exclusion and CRB were all asked to provide budgets and indicate where cuts could be made without major impacts to the program. Gus Gunderson, discussed the budget that NST provided, noting that the budget was reduced by \$40,000. Many of the line items where the reductions are being proposed, appear to be underutilized. Gus was asked if he was comfortable with the outreach reductions and he stated that he was. The document provided by Pest Exclusion did not include budget amounts or proposed reductions. Staff was directed to go back to Pest Exclusion and ask for dollar amounts to be added to the document so the group will know how much each activity costs, additionally Pest Exclusion will be asked to provide budgets for the additional funding allocated in September 2016 for retail nursery inspections and for county enforcement of bulk citrus safeguarding. Kevin Olsen recommended using layman nursery screeners to make initial visits to nurseries and alert CDFA inspectors if the nursery is out of compliance. The group also reviewed CRB revised budget, noting the proposed reductions are \$55,000 for data management and \$919,000 for the Laboratory, which equals \$974,000 in reductions. The Task Force was comfortable with the NST and CRB reductions and will be presenting them to the Committee on May 10<sup>th</sup>.

- Action Item: Have Pest Exclusion add budget amounts to the update and also get budgets for retail nursery and bulk citrus enforcement. The budgets should indicate where savings can be achieved.

### **CDFA Organizational Charts**

The group reviewed organizational charts for Pest Exclusion, Pest Detection and Emergency Projects and Plant Pest Diagnostic Center. The Pest Exclusion and Plant Pest Diagnostic Center organizational charts included the percentage that each staff member was assigned to citrus program activities. The Pest Detection and Emergency Projects organizational chart indicated if staff was involved in activities, but did not indicate the percentage of time they spent doing the activities. Nick Condos recommended a companion spreadsheet for the Pest Detection and Emergency Projects that only included the staff involved in citrus program activities. Nick also recommended that the funding source for permanent staff and temporary staff and the amount from each funding source be indicated for each organizational chart. The Task Force would like to review the organizational charts quarterly.

- Action Item: Have the amounts per permanent and temporary staff for each funding source added to the organizational charts.
- Action Item: Have Pest Detection and Emergency Projects create a companion spread sheet for the staff involved in citrus program.

### **Review the Questions for the Science Advisory Panel**

The Task Force reviewed the list of questions that James prepared for the Science Advisory Panel (SAP). Victoria reported that Dr. Jason Leathers has set a date for the SAP meeting, noting that the meeting, which is scheduled for May 31, 2017 will be a webinar. The first part of the Webinar will be an update of the program activities and the second half will be a session for the SAP to discuss the Task Forces question. The group asked how soon they could expect a response from the SAP and Victoria stated that they are asking the SAP to have a response prepared within 2 weeks of the meeting.

- Action Item: Verify the meeting date and the deadline for the response to be received from the SAP.

### **Other Items**

The Task Force asked when staff will begin preparing the budget for 2017/2018. Victoria stated that program starts developing budgets in June and has a draft by August. The budget will be presented to the Committee in September. The Task Force asked to be included in the development of the 2017/2018 budget.

The meeting was adjourned at 3:44 p.m.