

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

Meeting Minutes  
Tuesday, December 3, 2019

**Opening:**

The Finance Subcommittee webinar was called to order at 10:00 A.M. on December 3, 2019 by Subcommittee Chair Bob Felts, Jr.

**Subcommittee Members Present:**

Bob Felts, Jr.\*                                  James McFarlane\*                                  Dr. Etienne Rabe\*

**Subcommittee Members Absent:**

Craig Armstrong                                  Dave Tomlinson

**CDFA Staff and Guests:**

Carl Baum    Ryan Fong    David Gutierrez  
Gavin Iacono                                      Lea Pereira                                      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**

Ryan Fong presented the budget for the Citrus Pest and Disease Prevention Division (CPDPD) for Fiscal Year (FY) 2018-2019. He noted that June 2019 has not yet been closed out by Financial Services. He stated that the total expenditures are \$20,254,474, which include projections based off the Exception Time Reports (ETRs). Carl Baum stated that Financial Services has been working overtime to close out June, but he noted that the inability to close June prevents accruals from occurring.

**Review 2018/2019 Revenues**

Ryan stated that in November 2019, the division received \$116,870 in 2018/2019 revenue. He noted that the total collected revenue in FY 2018-2019 is \$18,464,753, which is over the total projected revenue of \$18,000,000. He also stated that if late payments or late fees are received, the FY 2018-2019 revenue will increase.

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

Carl stated that there is no update to the FY 2019-2020 budget. He stated that the total budgeted amounts were received, however, a breakdown needs to be established for each bucket. He noted that once months start closing in the current fiscal year, the division will be able to see the correct information in the Financial Information System of California (FISCal) and will no longer need to extract the information from Pest Detection and Emergency Projects (PDEP). Ryan stated that in November 2019, the division received \$516,101 in revenue.

### **Citrus Division Progress**

Carl stated that Preetika Pratap is the newest Staff Services Analyst who will be taking over the contracts that PDEP had managed for the Citrus Division. He stated that ThuyVy Truong has filled the other Associate Governmental Program Analyst position and that she has experience with human resources, contracts, and purchasing. He stated that there is one more Environmental Program Manager I interview to conduct in Riverside on December 10, 2019. He also noted that there were 103 applications for nine Senior Environmental Scientist positions and that the next step is to conduct interviews in the first part of January. Once the Senior Environmental Scientist positions are in place, the division will have its own supervisors in the field and will no longer need to report to PDEP staff.

The meeting was adjourned at 10:25 A.M. The next Finance Subcommittee meeting will be held on January 7, 2020 at 10:00 A.M.