

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

Meeting Minutes
Tuesday, April 2, 2019

Opening:

The Finance Subcommittee webinar was called to order at 10:03 A.M. on April 2, 2019 by Subcommittee Chair Bob Felts, Jr.

Subcommittee Members Present:

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| Bob Felts, Jr.* | James McFarlane* | Dave Tomlinson* |
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Subcommittee Members Absent:

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| Craig Armstrong | Dr. Etienne Rabe |
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CDFR Staff and Guests:

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| Ryan Fong | Victoria Hornbaker | Gavin Iacono* |
| Sara Khalid | Lea Pereira* | |

* Participated via webinar

Opening Comments

Finance Subcommittee Chairman, Bob Felts, Jr., welcomed the Subcommittee, guests and staff participating in person and via webinar.

Expenditure Tracking Update

Ryan Fong stated that Ray Leclerc is still making progress with the new coding system. Codes have been rolled out to the field staff and they have been able to distinguish what the codes mean and how to use them. Ray also said that Pest Detection and Emergency Projects staff are starting to identify employees that work fully with the Citrus Pest & Disease Prevention Program (CPDPP) to automate their coding, which will minimize the Exception Time Report process. Victoria Hornbaker explained that with the new coding system, the program will be able to accurately place the correct expenditures in the appropriate groups on the budget display. Victoria noted that the goal is to have the new coding system implemented in the upcoming fiscal year.

Review 2017/2018 Budget and Expenditures

Ryan stated that September 2018 has finally been closed out. The total expenditures through Fiscal Year (FY) 17-18 are \$33,291,469. There was a \$3,733 drop from the previous month's report, which could be due to having the incorrect allocation of expenditures in the budget display.

Review 2018/2019 Budget and Funding Sources

Ryan stated that the expenditures through FY 18-19 are \$7,204,930. Victoria noted that because of the new accounting system, FISCal, staff continually review prior month expenditures and

current month expenditures to ensure that late expenditures are captured. This is the reason that although there was only \$1,073,322 in expenditures in March 2019, the total expenditures for FY 18-19 increased by \$1,412,984.

Review 2018/2019 Revenues

Ryan stated that in the month of March 2019, the Citrus program received \$2,005,473 from assessment collections. The total amount received for FY 18-19 is \$7,364,046. Bob Felts, Jr. stated that the committee was not interested in revising the total revenue.

Review Dedicated Resources

Victoria stated that she had a meeting with the Senate Budget Committee and they voted to pass the budget proposal. Last week, she also had a meeting with the Assembly Budget Committee and they decided to hold the proposal open. There is a relatively vocal opposition to the proposal from several pesticide activist organizations who stated that they would oppose the proposal as presented, unless \$1,000,000 and staff were added to conduct research on citrus plant resiliency. Victoria noted that the program is moving in the correct direction and working with the California Department of Human Resources to complete a reorganization of staff. Ray and his staff are hiring positions for the CPDPP to get staff into the field and working in the correct areas. Victoria stated that she has advertised for a Branch Chief position for CPDPP. She noted that the program will also be looking to hire another Staff Services Analyst, two Associate Governmental Program Analysts, and one Staff Services Manager. The program will have its own unit to manage the human resources related tasks for staff, manage contracts, budgets, and other necessary tasks.

Discuss Encumbrances

Victoria explained that an encumbrance works by having a contract or purchase order that has a dedicated amount set aside to be spent. Encumbrances slowly reduce as expenditures are charged to the account. The main issue has been not being able to link up the expenditures on the encumbrance report to the actual expenditure in the budget tracking display. The encumbrances have been removed from the budget detail report, but will be continually tracked off the sheet.

The meeting was adjourned at 10:44 A.M. The next Finance Subcommittee meeting will be held on May 2, 2019 at 9:30 A.M.