

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

Meeting Minutes  
Tuesday, May 2, 2019

**Opening:**

The Finance Subcommittee webinar was called to order at 9:30 A.M. on May 2, 2019 by Subcommittee Chair Bob Felts, Jr.

**Subcommittee Members Present:**

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

Craig Armstrong	Dr. Etienne Rabe	Dave Tomlinson
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**C DFA Staff and Guests:**

Ryan Fong	Sara Khalid	Lea Pereira*
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\* 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 the coding system is making progress. The codes have been rolled out to field staff and they are understanding how to use them. The staff at the Pest Detection/Emergency Projects (PDEP) branch have been identifying employees who work fully with the Citrus Pest & Disease Prevention Program (CPDPP) to automate their coding, which will minimize the Exception Time Report (ETR) process. With the new coding system, the program will be able to accurately place the correct expenditures in the appropriate groups as shown on the budget display. The goal is to have the new coding system implemented in Fiscal Year (FY) 2019 – 2020.

**Review 2018/2019 Budget and Funding Sources**

Ryan stated that October 2018 has been closed out and that the program should not be seeing any further changes to those expenditures. In April 2019, the program received a total of \$1,333,503 so far. The total expenditures through FY 18-19 is \$9,676,318. Since not all the months in FY 18-19 have been closed out, the program may continue to see an increase in expenditures for those months until they are closed out. Ryan noted that there are negative remaining balances for some of the groups on the Budget Display. This is due to being unable to track to an accurate level of detail. However, with the new coding system, it will eliminate the issue of coding to the incorrect group.

**Review 2018/2019 Revenues**

Ryan stated that in the month of April 2019, the program has so far received \$2,890,301. In FY 17-18, the total amount of assessment collections received in April was \$1,824,553. In FY 16-17, the total amount of assessment collections received in April was \$2,549,576. The subcommittee noted that using the revenue totals from FY 16-17 as a comparison to FY 18-19 would be more accurate due to the similarities of the crop. The total amount received in FY 2018 – 2019, so far, is \$10,254,347.

**Review Dedicated Resources**

Ryan stated 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 Leclerc and his staff at PDEP are hiring for the Citrus division to get staff into the field and working in the correct areas. Ryan noted that Victoria Hornbaker had advertised for a Branch Chief position for Citrus and will be looking for another Staff Services Analyst, two Associate Governmental Program Analysts, and one Staff Services Manager who will manage any Human Resource related tasks for staff, manage contracts, budgets, and other necessary tasks.

**Discuss Fund Condition Statement**

Ryan stated that the Fund Condition Statement (FCS) only includes agriculture funded programs, AB 281 revenues and expenditures. The report is only generated once a year at the close of the state fiscal year, not federal fiscal year. Since it is only generated once a year, the number that are on the FCS are projected amounts. Ryan noted that the amounts were not too far off when comparing the actual expenditure amount from the Budget Display to the projected amount on the FCS. The projected total expenditures for FY 18-19 was \$16,973,024 and the actual total expenditures to date is \$15,129,765. The projected total revenues for FY 18-19 was \$18,000,000 and the actual total revenue to date is \$12,607,305.

The meeting was adjourned at 9:53 A.M. The next Finance Subcommittee meeting will be held on June 11, 2019 at 10:00 A.M.