

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

Meeting Minutes  
Tuesday, December 8, 2020

**Opening:**

The Finance Subcommittee webinar was called to order at 10:00 A.M. on December 8, 2020, by Subcommittee Chair Bob Felts, Jr.

**Subcommittee Members Present:**

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

**Subcommittee Members Absent:**

Dave Tomlinson

**CDFA Staff and Guests:**

Carl Baum*	David Gutierrez*	Alex Muniz-Chavez*
Kiana Dao*	Amelia Hicks*	Michael Soltero*
Paul Figueroa*	Victoria Hornbaker*	ThuyVy Truong*
Alisha Garcia*	Anmol Joshi*	Jennifer Willems*

\*Participated via webinar

**Opening Comments**

Finance Subcommittee Chairman, Bob Felts, Jr., welcomed Subcommittee members, guests and staff participating via webinar.

**Review 2019-2020 Budget**

Alisha Garcia presented the Fiscal Year (FY) 2019-2020 budget. The current expenditures total is \$25,002,664 with a remaining balance of \$15,484,481. The Citrus Pest and Disease Prevention Division (CPDPD) staff are continually updating expenditures but are waiting on delayed invoices for county contracts. July 2020 and August 2020 has closed in the Financial Information System of California (FI\$Cal). FI\$Cal expenditure reports will reflect on the FY 2019-2020 budget display prior to the next Finance Subcommittee meeting. Bob Felts noticed an increase for prior month expenditures on the manual tracking budget display. Carl Baum explained the increase on the report for prior months is due to post audits being processed by Alisha.

Bob requested an update on the Fund Condition Statement (FCS) and why FY 2019-2020 projected expenditures decreased by \$278,000 since last reported at the November 17, 2020 Subcommittee meeting. Carl explained that the Division anticipated budget items to be fully expended. Bids for budget items associated with contracts may have come in lower than what was originally budgeted. Projected expenditures are adjusted monthly when expenditures are tracked leading to a change in the projection. Carl is working with the Budget Office to receive the new FCS.

**Review 2019-2020 Revenue**

Alisha Garcia presented the FY 2019-2020 revenue. The revenue for October 2020 is \$355,188.80 with a yearly total of \$18,425,358.15. Bob asked for clarification on the cut off for revenue to report for FY 2019-2020. Victoria Hornbaker stated that additional revenue for FY 2019-2020 is expected to come in through January 2021. Revenue that comes in after January 2021 will be for FY 2020-2021, even if the reporting month was for FY 2019-2020.

**Review 2020-2021 Budget**

Alisha presented the budget for FY 2020-2021. The current expenditures for FY 2020-2021 total \$1,232,567 with a remaining balance of \$41,015,591. CPDPD anticipates receiving an increase in expenditures by January 2021.

**Review 2020-2021 Revenue**

Alisha presented the FY 2020-2021. Revenue for November 2020 is \$391,686.84 and December 2020 is \$56,261.35, with a yearly total of \$447,948.19. Carl Baum mentioned that the revenue report will change due to the issuance of refunds to packing houses that overpaid their assessments of nine cents (\$0.09) instead of eight cents (\$0.08) for fruit packed after October 1, 2020.

Victoria Hornbaker provided a Division update. She mentioned the Division may have to perform a budget drill to reduce the Division's General Fund budget by five percent (5%). All state agencies have been told to reduce their budget by five percent (5%) to verify if the Division can function on a decreased operating budget. Carl Baum has submitted an exemption to the Department of Finance to exempt CPDPD. Staff have already taken a ten percent (10%) salary cut due to California's deficit which will be carried out for two years. This decrease was already reflected in the Division's budget.

The meeting adjourned at 10:32 A.M. The next Finance Subcommittee meeting will be held on January 5, 2021 at 10:00 A.M.