

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

Meeting Minutes
Tuesday, May 5, 2020

Opening:

The Finance Subcommittee webinar was called to order at 10:00 A.M. on May 5, 2020 by Subcommittee Chair Bob Felts, Jr.

Subcommittee Members Present:

Bob Felts, Jr.*	Dr. Etienne Rabe*	Dave Tomlinson*
James McFarlane*		

Subcommittee Members Absent:

Craig Armstrong

CDFA Staff and Guests:

Carl Baum*	Amelia Hicks*	Sara Khalid*
Ryan Fong*	Victoria Hornbaker*	Kelly Salinas*
Alisha Garcia*	Anmol Joshi*	Jennifer Willems*
David Gutierrez*		

*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 stated the expenditure report for the month of September 2019 has closed in the Financial Information System for California (FI\$Cal) accounting system. The expenditures for September 2019 are \$1,460,885. The current total for FY 2018-2019 expenditures are \$29,864,223. Victoria Hornbaker mentioned, that even with the closing of September in the FI\$Cal accounting system, CPDPD anticipates receiving redirects and Exception Time Reports (ETRs) from Pest Detection/ Emergency Projects Branch (PD/EP) for the work performed to support the program. The anticipated reports will be reflected on the FY 2018-2019 budget once received. In the funding source breakdown, the Federal Trust Fund and the General Fund are fully expended. There is a remaining balance of \$12,651,670 in the Ag Fund. The Subcommittee requested a new Fund Condition Statement (FCS) to show the expenditure budget details of the Ag Fund cash reserves from FY 2018-2019. The Subcommittee requested clarification on the starting budget for 2018-2019 and the remaining budget carried over to FY 2019-2020. The FCS only allots for the Ag Fund, not the Federal Trust Fund or the General Fund. To account for all funding sources expenditures will need to be entered manually. Carl Baum presented an expenditure and revenue balance sheet based on the prior FY 2017-2018

FCS. The balance sheet is an example, awaiting Subcommittee approval, to show fully expended items and items projected to be expended by the end of the FY period.

Review 2019/2020 Budget and Revenue Projections

Ryan presented the FY 2019-2020 Budget Display, he stated for March 2020 there was an increase of \$1,243,163. The current total expenditures for FY 2019-2020 are \$17,434,079. An increase of \$1,193,030 for November 2019 expenditures is due to current salary reports showing prior month(s) expenditures. CPDPD will investigate all expenditures from prior months and verify if they have been accounted for in manual tracking. CPDPD received activity reports from PD/EP that will be used to split expenditures into the appropriate buckets and will balance any overspent or underspent bucket areas such as Southern Treatment and Southern Survey. Alisha Garcia presented the revenue report for FY 2019-2020, stating April 2020 revenues are \$2,185,753.72, bringing the reported monthly total to \$9,963,281.36. Based on prior year revenue reports CPDPD is on track for the monthly total.

Citrus Division Progress

As of May 5, 2020 CPDPD, has received an additional \$2,000,000 in Citrus Health Response Program (CHRP) funding. At the full Committee meeting in March CPDPD was asked by the Committee to contract with a financial analyst. A Request for Proposal (RFP) has been sent to the Contracts Office and the Budget Office who have requested a variance from the State Controller's Office and the Department of Finance (DOF). Once the variance is received the RFP can be posted and proposals can be accepted. Carl stated that CPDPD has completed its first month of separation from the PD/EP. All processes have been made as a new division to delegate and track work, and to track associated finances. The DOF has notified CDFA of the need to reduce current year expenditures. CPDPD will file the appropriate paperwork to get an exemption allowing it to proceed with the hiring and purchasing required to continue the normal course of business.

The meeting was adjourned at 10:56 A.M. The next Finance Subcommittee meeting will be held on June 2, 2020 at 10:00 A.M.