

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

Meeting Minutes
Tuesday, August 13, 2019

Opening:

The Finance Subcommittee webinar was called to order at 10:00 A.M. on August 13, 2019 by Subcommittee Chair Bob Felts, Jr.

Subcommittee Members Present:

Bob Felts, Jr.* James McFarlane* Dave Tomlinson*

Subcommittee Members Absent:

Craig Armstrong Dr. Etienne Rabe

CDFA Staff and Guests:

Ryan Fong Craig Hanes Victoria Hornbaker*
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 reviewed the project code to program code conversion chart. He stated that employees have been using the new project codes which roll up to 20 FISCAL program codes. He noted that eventually, the program will be able to view the total expenditures in each project code.

Review 2018/2019 Budget and Funding Sources

Ryan stated that January 2019 has closed out. He noted that the decrease in expenditures in the first quarter was due to some Citrus Research Board (CRB) expenses being charged to the incorrect Fiscal Year (FY). He noted that the expenditures have been reallocated to the correct FY. He stated that in June 2019, the expenditures were \$1,172,793 and in July 2019, the expenditures were \$1,908,22. Victoria Hornbaker explained that the budget for Southern Survey and Border Survey are only supposed to be used for the sites that field staff are surveying, to ensure they can treat in the buffer areas or along the border.

Review 2018/2019 Revenues

Ryan stated that in July 2019, the program received \$974,884.29. The total revenue in FY 18-19 is \$16,627,685.31. He noted that in comparing the Citrus Division's list of handlers to CRB's list of handlers, there were seven packing houses that have not been reporting assessments to CDFA. He noted that he sent out welcome packets those packing houses.

Review 2019/2020 Budget and Revenue Projections

Ryan stated the end of the year budget projections were based off a straight-line projection from the approved budget and actual expenditures. Craig Hanes stated that in order to have more accurate projections for the coming years, staff are trying to develop a more real-time tracking system outside of FISCAL in order to have a more detailed look at expenditures.

Review Dedicated Resources

Victoria stated that the Citrus Division is in the process of looking for a space for staff in the same vicinity staff are currently in. The division will be conducting interviews to hire a Staff Services Manager I (SSM I), who will be the office manager that will supervise administration staff. After the SSM I is in place, the Division will hire two Associate Governmental Program Analysts and one Staff Services Analyst. The Division Director position has been advertised for and applications have been received. Once the Division Director position is filled, the Director will hire an Environmental Program Manager II. There will be one Environmental Program Manager I (EPM I) in Sacramento to handle the northern region and science unit, one EPM I in Central Valley, and one EPM I in Southern California.

The meeting was adjourned at 10:52 A.M. The next Finance Subcommittee meeting will be held on September 3, 2019 at 10:00 A.M.