

CPDPC Executive Committee Webinar Meeting

May 29, 2020 Minutes

The meeting was called to order by Jim Gorden at 1:00 p.m. on May 29, 2020. There was a quorum of the Executive Committee and the following were in attendance via webinar:

Executive Committee Members Present:

Bob Felts*	Mark McBroom*	Keith Watkins*
Jim Gorden*	Dr. Etienne Rabe*	

CDFA Staff:

Price Adams*	Amelia Hicks*	David Phong*
Carl Baum*	Victoria Hornbaker*	Lydia Rodriguez*
Alisha Garcia*	Gavin Iacono*	Claudia Vasquez*
David Gutierrez*	Alex Muniz*	Jennifer Willems*
Ryan Fong*	Keith Okasaki*	Sandra Zwaal*

Other Attendees:

Jeri Blaser*	Cressida Silvers*
Sylvia Robillard*	Judy Zaninovich*

*Participated via webinar

Opening Comments:

Jim Gorden welcomed the Executive Committee, guests and staff participating via webinar.

Review Previous Organizational Charts and Program Proposals

Victoria Hornbaker stated that the Citrus Pest and Disease Prevention Committee (CPDPC) developed a strategic plan and from that decided that they needed dedicated resources for the program. She mentioned the organizational chart was originally prepared by Nick Condos and contained 490 staff based on workload analysis and was quite expensive. Using Nick's organizational chart, Victoria and Ray Leclerc created a new organizational chart that considered three factors, working within the means of the CPDPC, continuing to provide support and to be more focused on commercial citrus. The revised org chart was presented to the Committee on November 7, 2019.

Victoria also provided a document that explained that the program had anticipated 160 staff from Pest Detection/Emergency Projects (PDEP) but received 103 staff as of April 1, 2020. The 103 PDEP staff in addition to the 61 staff from the 2019 budget change proposal (BCP) and the previously existing citrus staff brought the total number of staff to 166. Pest Exclusion Branch then gave the regulatory enforcement workload to the Citrus Pest and Disease Prevention Division (CPDPD), along with two additional staff making the total for the CPDPD 168 permanent staff.

Review Strategic Plan

Jim Gorden, CPDPC Chairman noted that the strategic plan should be reviewed, and making amendments as needed and as things change. He recommended devoting a full day to reviewing

the strategic plan in the Fall. Victoria agreed that the plan needs to be reviewed periodically to make sure CPDPD is making necessary changes to accomplish developments. Victoria stated that all state departments including CDFA have been directed by Governor Gavin Newsom through the Office of Emergency Services to provide five percent of staff for COVID-19 contact tracing for nine months. For CPDPD this will be five staff.

Citrus Pest and Disease Prevention Division Organizational Chart Review

Review Offices by Region

Victoria explained that all managers and Environmental Program Managers (EPMIs) will present for each of their regions and describe duties performed by their staff. Victoria started by stating that she is the Director of CPDPD, David Gutierrez is the Branch Chief Manager, and Carl Baum is the Administrative Manager. David Gutierrez manages three EPMIs who oversee the Southern District, the Central District, and the Northern District. Each EPMI has three Senior Supervisor Scientists (SES), each SES has field and office staff to support duties performed in each district such as risk-based survey, treatment, tree removal, sampling and mapping of treatment or survey areas. Carl Baum's Administrative staff consist of two Associated Governmental Program Analysts, three Staff Service Analysts and two Office Technicians. Each administrative staff has individual duties they are responsible to perform to support all staff, statewide. The Committee asked for clarification regarding the organizational chart structure and if vacancies on the chart indicate that some staff are inessential. They also asked about the need to have only three EPMIs under the EPMII. Victoria clarified that the organizational chart structure is based on guidelines from the California Department of Human Resources (CalHR) for medium sized organizations. The vacancies on the chart represent staff positions from the BCP that have not been filled. For example, PDEP did not have dedicated citrus staff for the Camarillo/Ventura area, so Victoria and Ray assigned vacant BCP positions to create a unit in Camarillo/Ventura to be able to monitor 26,000 acres.

Review Staffing and Program Activities by Region

Amelia Hicks, an EPMI for the Northern District presented program activities in her region. She manages two field teams and a technical unit for the Northern District that covers the Northern California/Bay Area and Sacramento. The Northern CA/Bay area and Sacramento field teams are supervised by Keith Okasaki and Zachary McCormack and conduct the following activities trapping, surveying, treating, submitting trap samples to the laboratory, monitoring nurseries, timeliness of treatments and completing associated paperwork to manage treatments. In addition, Keith Okasaki is one of the division-wide subject matter experts in regulatory enforcement. He advises counties and staff on quarantine regulations. Keith also serves on the Omnibus Citrus Risk Assessment Team and oversees administrative development for county ACP cooperative agreements for regulatory activities. Supervisor and SES, Laura Irons, has experience in regulatory enforcement and supports Keith's regulatory activities in the Bay area. Laura ensures all field staff receive training for regulatory activities and manages the medical monitoring program for the Citrus Division. The Northern District technical unit that manages data analysis is led by David Phong, his team created maps for area-wide treatments for new and amended citrus pest areas, mapping for statewide risk-based survey which creates routes for field staff to use. These maps are also used for public meetings to inform the public of areas that will be tested or treated in their residential area. The public meetings are currently being held by webinar which are overseen by Brian Bishop, one of David Phong's team members. Brian also enters geographical coordinates and county data to ensure sample items are related to citrus entomology or plant pest prior to sending to the lab. The data analysis unit has two vacancies, they according to the requirement under the California Environmental Quality Act need one staff member to also perform the environmental consultation process for treatment activities. The Committee asked if tasks were incomplete due to the current staff vacancies for

the Northern District. Amelia confirmed that due to the amount of vacancies within the team, they are behind on regulatory tasks, nursery inspections, and ensuring treatment are occurring within the 90-day required time window. Victoria clarified that the vacancies are not for new workloads, the need to hire is based on an existing workload that PDEP and Pest Exclusion have previously assisted the Citrus Division with and is now unable to assist.

Jennifer Willems, the EMPI for the Cantal District, presented for her offices in Fresno, Visalia, Shafter, and Camarillo that cover eleven counties in the Central Valley and Central Coast citrus growing regions. Claudia Vasquez is the current SES for the Fresno Area, Gavin Iacono for the Visalia and Shafter area, and Michael Soltero for the Camarillo area. The activities in the Central Region include but are not limited to trapping, surveying, treating, submitting trap samples to the laboratory, monitoring nurseries, timeliness of treatments, and completing associated paper work to manage treatment. The committee asked the difference between Pest Prevention Assistant I (PPA I), Pest Prevention Assistant II (PPA II) and Pest Prevention Assistant III (PPA III). Jennifer responded that the differences include time working in the program and their skill level. Victoria differentiated the levels of field staff stating a PPA I as an entry level field staff member, a PPA II as a field staff lead for PPA Is, and a PPA III is expected to perform the required activities executed by PPA I or PPA II levels and is capable of independent work. Jennifer described the activities that the PPAs do. PPA Is are responsible for detection trapping, monitoring and servicing traps, and survey work. PPA IIs cover field maintenance, monitoring risk-based survey assignments, training, and trapping as well as the duties conducted by PPA Is. PPA IIIs are responsible for monitoring training and management of all staff for their designated areas and act as leads. Environmental Scientists compile data and reporting to SES. SES also assist with public outreach and meetings, maintaining vehicle paperwork, supervise and train all staff, and submitting samples to the lab and database for detections. Jennifer explained that due to vacancies, her team will be unable to meet the deadline to complete the risk-based survey project cycle.

Etienne Rabe asked what workload the Pest Control District (PCD) could take on and Victoria responded that she would research this with PCDs to see what they are willing, able and legally allowed to do. Mark McBroom asked if the Committee felt like the time, effort and money going into risk-based survey is worth it. Etienne mentioned that this should be revisited during review of the strategic plan.

Anmol Joshi the EPMI for the Southern District spoke regarding his staff and limitations. The Southern District covers Los Angeles, Orange, San Diego, San Bernardino, Imperial and Riverside Counties. Lydia Rodrigues, an SES, manages three offices in Commerce, Lincoln Heights, and in Cerritos she is responsible for presenting at public meetings, delimitation, treatment, survey and regulatory for Orange and LA Counties. Paul Figueroa, an SES, manages offices in Cridge and Research Park, he is responsible for HLB survey, regulatory, areawide managements, HLB treatment, commodity survey, and serves as a Liaison between CDFA and local counties for Riverside and San Bernardino Counties. Alex Muniz-Chavez is the SES over Imperial and San Diego and he manages offices in San Marcos and Spring Valley. He is responsible for boarder survey, boarder treatments, regulatory ACP, areawide risk-based survey, and presenting at public meetings. Anmol established that he does not have enough staff to manage HLB detections in Southern California, their activities consist of surveying all properties in a delimitation area which can average 300 properties per delimitation. They also work on quadrant surveys, risk-based survey, area-wide buffer survey and treatments, trapping, statewide commodity survey, nursery survey, delimitation treatments, and assisting Ventura and Santa Barbara county since they do not have an office in Camarillo. In addition, they are responsible for regulatory activities such as responding to pest hotline calls, visiting 150

nurseries every 30 days to regulate the import of plants from outside the HLB quarantine area or to regulate propagation of unapproved plants, and regularly visiting 1,500 fruit sellers and over 40 certified farmers' markets in Southern California.

The Committee concluded there needs to be a change in workload so tasks can be achievable by staff. Victoria Hornbaker noted that in becoming an independent division, the CPDPD will work towards a goal of being more efficient and impactful. David Gutierrez added that he has developed several state and federal programs and in starting a new program comes challenges and structure changes. To confront these challenges staff are being cross trained so they can assist various projects and surveys.

Review Vehicle Needs by Region

Carl Baum presented an update for CPDPD vehicles. CPDPD sent in a request to the Department of General Services (DGS) for 250 vehicles the division deems necessary for field staff to operate effectively. DGS approved for CPDPD to receive 114 long-term lease vehicles, to fill the remaining 136 vehicle spots, the Citrus Division will work with CDFA Fleet to use unutilized state vehicles from other divisions. Long-term lease vehicles have a monthly rental fee that covers maintenance, gas up to 12,000 miles per year and a monthly millage log that must be filed for the use of each vehicle. The estimated annual cost for 114 long-term lease vehicles is \$764,340. The total consists of forty-three Ford F-150 trucks \$7,260 each, fifty-eight Honda Clarity is \$6,720 each, and thirteen Volkswagen E-golfs \$4,800 each. CPDPD will continue to utilize unutilized state vehicles from other divisions before considering the use of long-term and short-term lease vehicles.

Other Business

Victoria Hornbaker provided a CPDPD office update. A location was under negotiation, but due to the coronavirus the lease negotiation was cancelled. CPDPD has considered and reassessed space needed for staff, resources and telework capabilities toward finding a new location.

Closing

The meeting was adjourned at 3:20 p.m. The next meeting will be held on July 10, 2020.