Information on Safes

Here is information on safes or vaults to store Board of Livestock archived minutes on-site at the Department of Livestock Building.

Options to consider in the construction of a safe

1. Paper will burn when it reaches 451 degrees – Consider heavier gauge steel construction for the safe. No more than 12 gauge is the best.
2. A regular home fire can reach 1300-degree temperatures quite quickly – Burn patterns on gun safes that have survived fires show that the top portion of a safe will have to deal with much hotter temperatures than the bottom.
3. Consider purchasing a safe that offers some sort of water resistance as well as fire resistance as water damage from fire hoses can occur both during and after the fire.
4. Major fluctuations in temperature can cause humidity problems inside the safe, but if we choose to store this safe in the basement of the livestock building, there should not be a problem with that. To avoid both excessive dryness and mold problems, relative humidity levels inside the safe should be kept between 25%-65%, such as what is recommended inside museums.
5. Boxes to be stored inside this safe are 10" tall x 12" wide x 15" deep – As of right now, there are six boxes to go into archived storage.

Safes – Capital Sports and Western

1. **CHAMPION MEDALIST SERIES Safe** - $1349.99 + $150 delivery charge
   Fire-Resistant up to 1350-degrees for 60 minutes
   Combination Lock
   Interior Dimensions: 38.5" wide x 22"-24" deep

Safes - Home Depot

1. **TOTAL DEFENSE 69-Gun Fire/Waterproof Safe** - $1393.20
   This safe weighs 837 lbs.
   Fire-Resistant up to 1400-degrees for 75 minutes
   Waterproof when standing in 2-feet of water for 72 hours
   Combination Lock
   Exterior Dimensions: 59" tall x 43" wide x 28.5" deep
   Interior Dimensions: 56.61" tall x 40.59" wide x 22.05" deep

2. **TOTAL DEFENSE 40-Gun Fire/Waterproof Safe** - $925.97
   This safe weighs 562 lbs.
   Fire-Resistant up to 1400-degrees for 75 minutes
   Waterproof when standing in 2-feet of water for 72 hours
   Electronic Lock
   Exterior Dimensions: 60" tall x 28.75" wide x 30.50" deep
   Interior Dimensions: 55.75" tall x 22.95" wide x 18.98" deep

Safes - Costco

1. **SPORTS AFIELD Professional Series, 18.75 cu. ft** - $1199.99
   This safe weighs 617 lbs.
   Fire-Resistant up to 1200-degrees for 60 minutes
   Electronic Lock
   Exterior Dimensions: 59" tall x 33" wide x 22" deep
   Interior Dimensions: 56.5" tall x 31" wide x 18.5" deep

2. **CANNON EX40-DLX Executive Series, 32.7 cu. ft** - $999.99 -$200 rebate through 12/10/16
   This safe weighs 510 lbs. - 14 gauge steel
   Fire-Resistant up to 1200-degrees for 60 minutes
   Electronic Lock
   Exterior Dimensions: 59" tall x 40" wide x 24" deep
   Interior Dimensions: 57.38" tall x 38.5" wide x 18.75" deep
   (several bad reviews on the "flimsy" locking mechanism of this safe)

3. **BIGHORN ULTIMATE ACCESS Gun Safe UAB7144EX** - $1999.99
   This safe weighs 990 lbs. - 12 gauge steel
   Fire-Resistant up to 1200-degrees for 75 minutes
   Electronic Lock
   Exterior Dimensions: 71" tall x 44" wide x 26" deep
   Interior Dimensions: 67" tall x 40" wide x 21" deep

Safes - Walmart

1. **STACK-ON 24-Gun Safe** - $586.26 + $9.99 shipping surcharge
   This safe weighs 425 lbs. – 14 gauge steel
   Fire-Resistant up to 1400-degrees for 30 minutes
   Combination Lock
   Exterior Dimensions: 55" tall x 29.25" wide x 20.25" deep

2. **STACK-ON 48-Gun Safe** - $1499 + $9.99 shipping surcharge (Same safe with an electronic lock is $1199 + $99.97 shipping surcharge)

   This safe weighs 651 lbs.
   Fire-Resistant up to 1400-degrees for 30 minutes
   Combination Lock
   Exterior Dimensions: 59" tall x 43" wide x 26" deep
   Interior Dimensions: 56.69" tall x 40.59" wide x 19.84" deep

HUMAN RIGHTS AND THE GOVERNMENTAL CODE OF FAIR PRACTICES

AGENDA

- ❑APPLICABLE LAWS – OVERVIEW
- ❑OVERVIEW OF THE GCFP
- ❑OVERVIEW OF THE ADMINISTRATIVE PROCESS
- ❑ADMINISTRATIVE RULES
- ❑QUESTIONS AND ANSWERS

APPLICABLE LAWS

- FEDERAL:
  - CIVIL RIGHTS ACT OF 1964
  - AMERICANS WITH DISABILITIES ACT
- MONTANA:
  - MONTANA HUMAN RIGHTS ACT
  - GOVERNMENTAL CODE OF FAIR PRACTICES
    - GOVERNOR'S EXECUTIVE ORDERS
    - DLI INTERNAL POLICIES

DISCRIMINATION LAW IN MONTANA

- MONTANA HUMAN RIGHTS ACT, TITLE 49, CHAPTER 2.
- GOVERNMENTAL CODE OF FAIR PRACTICES, TITLE 49, CHAPTER 3.

MONTANA HUMAN RIGHTS ACT

- FORBIDS DISCRIMINATION IN
  - EMPLOYMENT.
  - PUBLIC ACCOMMODATIONS.
  - HOUSING.
  - FINANCING AND CREDIT TRANSACTIONS.
  - EDUCATION.
  - INSURANCE AND RETIREMENT PLANS.
- WHETHER PRIVATE OR STATE INSTITUTION.

WHAT IS DISCRIMINATION?

- TREATING SOMEONE DIFFERENTLY BASED ON THE GROUP, CLASS, OR CATEGORY TO WHICH THAT PERSON BELONGS RATHER THAN ON INDIVIDUAL MERIT.
- CERTAIN TYPES OF DISCRIMINATION ARE PROHIBITED BY LAW, OTHERS ARE JUST UNPROFESSIONAL IN THE WORKPLACE.
- REMEMBER THE GOLDEN RULE.

WHAT ARE THE PROTECTED CLASSES?

- RACE OR NATIONAL ORIGIN
- RELIGION
- CREED
- SEX
- PHYSICAL OR MENTAL DISABILITY
- MARITAL STATUS

- AGE
- RETALIATION
- POLITICAL BELIEF (GOVERNMENT EMPLOYEES)
- COLOR
- FAMILY STATUS (HOUSING ONLY)

POLITICAL BELIEF

A PUBLIC EMPLOYEE DOES NOT RELINQUISH HIS FIRST AMENDMENT RIGHT TO COMMENT ON MATTERS OF PUBLIC INTEREST BY VIRTUE OF GOVERNMENT EMPLOYMENT. PLAINTIFF'S SUPPORT OF PROPOSED LEGISLATION WAS A MATTER OF PUBLIC CONCERN AS TO HOW GOVERNMENT SHOULD BE CONDUCTED AND THUS WAS AN EXPRESSION OF HER POLITICAL IDEAS OR BELIEFS. FAILURE TO HIRE HER BECAUSE OF THOSE IDEAS OR BELIEFS CONSTITUTED ILLEGAL DISCRIMINATION.

- *TALIAFERRO V. DEPT. OF SOCIAL AND REHABILITATION SERVICES, 235 M 23, 764 P2D 860, 45 ST. REP. 2131 (1988).*

(NOTE: SINCERITY OF THAT BELIEF NOT AN ISSUE....)

RETALIATION

- IT IS UNLAWFUL TO RETALIATE AGAINST OR OTHERWISE DISCRIMINATE AGAINST A PERSON BECAUSE THE PERSON ENGAGES IN PROTECTED ACTIVITY. A SIGNIFICANT ADVERSE ACT AGAINST A PERSON BECAUSE THE PERSON HAS ENGAGED IN PROTECTED ACTIVITY OR IS ASSOCIATED WITH OR RELATED TO A PERSON WHO HAS ENGAGED IN PROTECTED ACTIVITY IS ILLEGAL RETALIATION. ARM 24.9.603(1)

EMPLOYMENT

49-3-201. EMPLOYMENT OF STATE AND LOCAL GOVERNMENT PERSONNEL.

UNDER THE EMPLOYMENT PROVISIONS OF THE GCFP, **STATE AND LOCAL GOVERNMENT OFFICIALS** AND **SUPERVISORY PERSONNEL** ARE REQUIRED TO "RECRUIT, APPOINT, ASSIGN, TRAIN, EVALUATE, AND PROMOTE PERSONNEL ON THE BASIS OF MERIT AND QUALIFICATION" WITHOUT REGARD TO A PERSONS PROTECTED CLASS STATUS.

EMPLOYMENT

- TANGIBLE EMPLOYMENT ACTIONS– DIFFERENT PAY OR JOB ASSIGNMENTS; UNFAIR DISCIPLINARY ACTION; TERMINATION.
- HARASSMENT – HOSTILE WORK ENVIRONMENT OR QUID PRO QUO ("THIS FOR THAT")
- FAILURE TO ACCOMMODATE – NOT ONLY DISABILITY, BUT ALSO RELIGION AND PREGNANCY.
- FAILURE TO HIRE BECAUSE OF PROTECTED CLASS STATUS.

GOVERNMENTAL SERVICES

49-3-205. GOVERNMENTAL SERVICES.

ALL SERVICES OF A GOVERNMENTAL AGENCY MUST BE PERFORMED WITHOUT DISCRIMINATION BASED UPON THE LISTED PROTECTED CLASSES.

STATE FACILITIES MAY NOT BE USED IN THE FURTHERANCE OF ANY DISCRIMINATORY PRACTICE, NOR MAY THE STATE BECOME A PARTY TO AN AGREEMENT, ARRANGEMENT, OR PLAN THAT HAS THE EFFECT OF SANCTIONING DISCRIMINATORY PRACTICES.

GOVERNMENTAL SERVICES (CONT.)

- AGENCIES SHALL ANALYZE ALL OF ITS OPERATIONS TO ASCERTAIN POSSIBLE INSTANCES OF NONCOMPLIANCE WITH THE POLICY OF THIS CHAPTER AND SHALL INITIATE COMPREHENSIVE PROGRAMS TO REMEDY ANY DEFECT FOUND TO EXIST.

49-3-201, MCA (CONT.)

- ALL STATE AND LOCAL GOVERNMENTAL AGENCIES MUST HAVE POLICES TO CARRY OUT THIS MANDATE AND GUARANTEE EQUAL EMPLOYMENT OPPORTUNITIES AT ALL LEVELS OF STATE AND LOCAL GOVERNMENT.
- THESE POLICES ARE TO BE REVIEWED **REGULARLY** TO ASSURE COMPLIANCE.
- AND, THE STATE MUST CONDUCT CONTINUING ORIENTATION AND TRAINING PROGRAMS WITH EMPHASIS ON HUMAN RELATIONS AND FAIR EMPLOYMENT PRACTICES.

GCFP HAS SPECIFIC PROVISIONS IN THE FOLLOWING AREAS:

- EMPLOYMENT
- EMPLOYMENT REFERRALS AND PLACEMENT SERVICES
- EDUCATIONAL, COUNSELING, AND TRAINING PROGRAMS
- LICENSING
- GOVERNMENTAL SERVICES
- DISTRIBUTION OF GOVERNMENTAL FUNDS
- NONDISCRIMINATION PROVISION IN ALL CONTRACTS
- PUBLIC ACCOMMODATION LAWS
- RETALIATION

WHY YOU SHOULD CARE....

- UNLIKE MOST DISCRIMINATION LAWS, THE GCFP CONTAINS AFFIRMATIVE OBLIGATIONS. THIS MEANS THAT AS A GOVERNMENTAL ENTITY, YOU HAVE TO DO SOMETHING ~ AFFIRMATIVELY TAKE ACTION ~ IN ORDER TO AVOID VIOLATING THE ACT.

....AND

(CUE DRAMATIC MUSIC...)

YOU COULD BE NAMED (INDIVIDUALLY) UNDER THE GCFP (ONLY IN EMPLOYMENT CASES).

HRB'S GCFP TOOL

- *THIS TOOL HAS NOT BEEN DECLARED TO BE SUFFICIENT OR INSUFFICIENT BY A HEARINGS OFFICER OR COURT OF LAW.*
- *THE TOOL CONTAINS QUESTIONS FOR EACH STATUTORY PROVISION, BUT EACH AGENCY ONLY NEEDS TO ANALYZE THE APPLICABLE SECTIONS (E.G. AGENIES THAT DO NOT LICENSE DO NOT ANALYZE THEMSELVES FOR "LICENSING.")*
- *EACH AGENCY WILL HAVE TO DECIDE HOW TO ADMINISTER THE TOOL. IF THEY WANT TO PERFORM IT AGENCY-WIDE OR AT THE PROGRAM LEVEL.*

CONTRACTS

49-3-207. NONDISCRIMINATION PROVISION IN ALL PUBLIC CONTRACTS. EVERY STATE OR LOCAL CONTRACT OR SUBCONTRACT FOR CONSTRUCTION OF PUBLIC BUILDINGS OR FOR OTHER PUBLIC WORK OR FOR GOODS OR SERVICES **MUST** CONTAIN A PROVISION THAT **ALL HIRING** MUST BE ON THE BASIS OF MERIT AND QUALIFICATIONS AND A PROVISION THAT THERE MAY NOT BE DISCRIMINATION ON THE BASIS OF RACE, COLOR, RELIGION, CREED, POLITICAL IDEAS, SEX, AGE, MARITAL STATUS, PHYSICAL OR MENTAL DISABILITY, OR NATIONAL ORIGIN BY THE PERSONS PERFORMING THE CONTRACT.

PRACTICAL GUIDANCE:

- READ THROUGH THE GCFP, THE WHOLE THING.
- UNDERSTAND YOUR RESPONSIBILITIES AS A GOVERNMENTAL EMPLOYEE.
- UNDERSTAND THE DIFFERENCE BETWEEN PROVIDING EQUAL OPPORTUNITIES IN EMPLOYMENT AND PROVIDING GOVERNMENTAL SERVICES IN A NON-DISCRIMINATORY MANNER.

ADMINISTRATIVE PROCESS

1. **HUMAN RIGHTS BUREAU**
2. **HUMAN RIGHTS COMMISSION**
3. **OFFICE OF ADMINISTRATIVE HEARINGS**

ADMINISTRATIVE PROCESS: HRB

ENFORCEMENT OF MCA TITLE 49, CH. 2 AND 3

- NEUTRAL INVESTIGATIONS INTO COMPLAINTS OF UNLAWFUL DISCRIMINATION
- FAST-TRACK MEDIATION
- EDUCATION/OUTREACH

ADMINISTRATIVE PROCESS: HRC

- THE COMMISSION HEARS APPEALS OF DECISIONS FROM HRB AND THE OFFICE OF ADMINISTRATIVE HEARINGS.
- 5-MEMBER PANEL APPOINTED BY THE GOVERNOR WITH QUASI-JUDICIAL POWERS.
- AUTHORITY TO ISSUE THE FINAL AGENCY DECISION.

ADMINISTRATIVE PROCESS: OFFICE OF ADMINISTRATIVE HEARINGS

- AGENCY WITHIN THE DEPARTMENT OF LABOR AND INDUSTRY THAT RECEIVE APPROXIMATELY 1,350 CASES FOR HEARING PER YEAR (INCLUDES HR, UI, ULP, EMPLOYEE GRIEVANCES, ETC.)
- CONDUCTS CONTESTED CASE HEARINGS.
- ISSUES FINDINGS OF FACT, CONCLUSIONS OF LAW, AND HEARING OFFICER DECISION

ADMINISTRATIVE PROCESS: LAW

- 49-2-501 – FILING COMPLAINTS
- 49-2-504 – INFORMAL INVESTIGATION
- 49-2-505 – CONTESTED CASE HEARINGS
- 49-2-512 – FILING IN DISTRICT COURT (ATTY FEES AND COSTS)

ADMINISTRATIVE RULES

- RULE CHAPTER: 24.8 HUMAN RIGHTS BUREAU
  - 24.8.203 – FORM OF COMPLAINTS
  - 24.8.210 – CONFIDENTIALITY AND RELEASE OF INFORMATION
  - 24.8 SUBCHAPTER 7 – THE HEARINGS PROCESS
- RULE CHAPTER: 24.9 HUMAN RIGHTS COMMISSION
  - 24.9 SUBCHAPTER 6 – PROOF OF UNLAWFUL DISCRIMINATION

Board of Livestock Meeting

Agenda Request Form

From: Dan Turcotte	Division/Program: Milk and Egg Bureau	Meeting Date: **10/27/16**

Agenda Item: **General Updates**

Background Info:

Recommendation:

Time needed: 10 minutes	Attachments:	Yes	No	Board vote required?	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Board of Livestock Meeting

Agenda Request Form

From: George Edwards	Division/Program: LLB	Meeting Date: 10/27/16

Agenda Item: General Updates

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required?	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

October 25 2016 Losses

Montana LLB
PO Box 202005
Helena MT 59620
www.llb.mt.gov

George Edwards
Executive Director
(406) 444-5609
gedwards@mt.gov

Counties	Cattle	Sheep	Goats	Guard	Horse	Llama	Totals	Payments
Beaverhead	11	4		1			16	$12,899.18
Carbon	16						16	$15,716.62
Deer Lodge	1						1	$1,006.39
Glacier	22						22	$24,083.17
Granite	1						1	$1,129.03
Lake	3						3	$3,364.54
L&C	9						9	$10,311.65
Lincoln	2						2	$2,211.75
Madison	11						11	$10,924.80
Missoula	1						1	$1,198.08
Park	2						2	$2,495.25
Pondera	10	52					62	$22,864.77
Powell	8						8	$8,087.31
Ravalli	5						5	$5,688.83
Sanders	2						2	$1,950.00
Silver Bow	1						1	$764.15
Stillwater	4						4	$4,260.50
Teton	3	1					4	$3,325.96
Toole	2	13					15	$5,475.37
Wheatland		6					6	$878.46
Totals	114	76	0	1	0	0	191	$138,635.81

Wolves

Confirmed	36	5		1		
Probable	10	5				
Value	$47,504.58	$1,901.14		$787.59		
Owners	28	2		1		

Grizzly Bears

Confirmed	30	26				
Probable	38	40				
Value	$72,412.30	$16,030.20				
Owners	36	4				

2015	Jan - Sept 22							
Wolves	23	18						
Grizzlies	28	33				1		
Totals	51	51				1	103	$103,404.14
Change	Plus 63	Plus 25				Minus 1	Plus 88	$35,231.67

Board of Livestock Meeting

Agenda Request Form

From: Leslie Doely	Division/Program: Brands Enforcement	Meeting Date: **10/27/2016**

Agenda Item: **Over-the-counter Services for Brands Customers**

Background Info:

BE currently allows customers to walk into the Helena office, apply for a new brand or transfer, and walk out of the office with their new certificate. These applicants have always been helped ahead of any mail-in applications that may be waiting to be processed. This practice is contradictory to a 2010 performance audit that states that as a competitive process, all new brand applications should be processed in the order in which they are received; in other words, someone could walk in and apply for a brand that someone else has already applied for via mail, and get that brand ahead of the mail-in simply because they came in to the office.

Recommendation: Please recommend whether BE should comply with the audit recommendation, or continue to offer new brands and transfer services over the counter to brand customers.

Time needed: 30 min?	Attachments:	**Yes**	No	Board vote required?	**Yes**	No

Agenda Item: **Crimestoppers Board Member Appointment**

Background Info:
2-15-3104 MCA indicates that Board Chair appoints members of the Crimestoppers board.

Recommendation: Two members of the public are required to be on the Crimestoppers board and have not yet been recruited.

Time needed: 15 min	Attachments:	Yes	**No**	Board vote required	Yes	No

Agenda Item: **General Updates**

Background Info:

Recommendation:

Time needed: 10 min	Attachments:	Yes	**No**	Board vote required:	Yes	**No**

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

use new brands for a significant amount of time. Without a brand, it is difficult to prove livestock ownership. This makes it more challenging to sell livestock or to legally transport livestock across county or state lines.

RECOMMENDATION #5

We recommend the Department of Livestock:

A. *Establish policy and procedures for refunding application fees.*

B. *Establish time-limits for processing of new brand applications and brand transfer requests.*

C. *Evaluate its current conflict-checking procedures to determine if the process could be carried out more efficiently.*

D. *Establish policy governing the denial of applications and rejection of incomplete applications.*

Setting Priorities for Processing New Brand Applications and Brand Transfer Requests

The Brands Enforcement Division (division) does not have a formal system for prioritizing new brand applications and brand transfer requests. Generally, division staff indicated new brand applications are processed in the chronological order in which they were received by the division. However, two key exceptions were noted. The first is brand transfer requests are processed before new brand applications. As noted previously, we found that for the files we reviewed, the average time to process new brand applications was over six times longer than the time to process brand transfer requests. The second key exception is that new brand applications physically brought to the Helena office by the applicant are processed before those mailed in. During our file review, we noted eight out 30 new brand applications had been physically brought into the office. Seven of these had available date information and the average time between when the application was received by the division and the date the brand certificate was issued was 20 days. For those applications mailed in (22 out of 30), the average time was 237 days. This is due in part to the current prioritization system.

The lack of department guidance for prioritizing applications and transfer requests directly affects the livestock industry. The availability of a brand for issuance depends on if it conflicts with brands already recorded. If an application or transfer request is processed out of chronological order, the resulting conflicts may render the requests of another brand application, received earlier but not yet processed, unavailable.

According to the National State Auditors Association, best management practices for regulatory programs require clear guidelines and procedures for processing applications, including how to prioritize applications. Since regulatory decisions affect individual applicants, regulatory agencies must ensure application processing is fair to all applicants. Even the perception of unfairness can damage the integrity of the regulatory program. By failing to consider the implications of processing applications out of chronological order, including the impacts to other applicants, the department may be hampering its ability to issue new brands efficiently.

RECOMMENDATION #6

We recommend the Department of Livestock process all new brand applications and brand transfer requests according to the date received by the department.

Department Staff Process Applications for Which No Fee Was Received

During audit work, we found division staff process applications for which there is no accompanying fee. We reviewed 25 files requiring further action before processing can be completed. Of these 25, we noted six of these were new brand applications had been checked for conflicts, even when no application fee had been received. For four of the six, staff researched similar brands and notified the applicants of brands currently available. It should be noted, no brand certificates were issued in association with these six applications.

Department management has failed to provide clear guidance to staff on this issue. The occurrence of staff processing new brand applications for which no fee has been received results in the department providing a service for which it has not been paid. This practice results in delayed brand issuance for those applicants who have submitted the full application fee along with a complete application.

RECOMMENDATION #7

We recommend the Department of Livestock only process applications for which there is an accompanying fee.

2-15-3104. Livestock crimestoppers commission. (1) There is a livestock crimestoppers commission.

(2) The commission consists of five members appointed by the presiding officer of the board of livestock. The members are:

(a) the administrator of the brands enforcement division, or the administrator's designee;

(b) a member of the board of livestock, or the member's designee;

(c) a law enforcement official; and

(d) two members of the public, appointed at large.

(3) The commission shall elect a presiding officer from its members.

(4) A member must be appointed for a term of 2 years and may be reappointed.

(5) (a) A vacancy must be filled within 14 days of occurrence in the same manner as the original appointment.

(b) A vacancy does not impair the right of the remaining members to exercise the powers of the commission.

(6) The commission is allocated to the department of livestock for administrative purposes only as provided in 2-15-121.

History: En. Sec. 3, Ch. 571, L. 1983; amd. Sec. 93, Ch. 61, L. 2007.

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Board of Livestock Meeting

Agenda Request Form

From: Dr. Bill Layton	Division/Program: Veterinary Diagnostic Laboratory	Meeting Date: **October 27, 2016**

Agenda Item: **General Updates**

Background Info:

Recommendation:

Time needed: 10 minutes	Attachments:	Yes	No	Board vote required?	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Board of Livestock Meeting

Agenda Request Form

From:	Division/Program:	Date:
George Harris	Centralized Services	October 27, 2016 Board Meeting

Agenda Item: Cash Analysis FY 2017/Per Capita Fee Update

Background Info:
George will present to the Board the actual cash balances achieved in our state special revenue accounts including, per capita fee, brand inspection revenue, and animal health (lab fees) projections through September 30, 2016.

Recommendation:

Time needed: 15 min	Attachments:	Yes	No	Board vote required?	Yes	No X

Agenda Item: State Special Revenue Collection Comparison FY 2016 with FY 2017 Actuals

Background Info:
George will present the FY 2017 state special revenue collections through September 30, 2016 compared to the same period last fiscal year.

Recommendation:

Time needed: 10 minutes	Attachments:	Yes	No	Board vote required:	Yes	No x

Agenda Item: FY 2017 Expenditure Projections to Fiscal Year End (FYE) 2017

Background Info:
Although early in the FY 2017, the initial expenditure projections to FYE 2017 by program will be presented.
Recommendation:

Time needed: 20 minutes	Attachments:	Yes	No	Board vote required:	Yes	No X

Agenda Item: Budget Status Through September 2016

Background Info:
The budget status reports submitted to the Board will be included in the CSD report. The reports will include FY 2017 budget compared to FY 2017 actual expenses through September 2016 and compared to the same period last fiscal year.

Recommendation:

Time needed: 5 minutes	Attachments:	Yes	No	Board vote required:	Yes	No X

Agenda Item: Per Capita Fee Setting Tax Year (TY) 2017

Background Info:
George will provide the Board with per capita fee data for TY 2017 which generates revenue for FY 2018. He will show the present head counts and projected revenues. He will show the three year statutory limit of the fee to be set. He will also show the budget requested per capita fee need for the department. The Board will be asked to formally vote on the per capita tax rate that will be provided to the Department of Revenue.
Recommendation:

Time needed: 15 minutes	Attachments:	Yes	No	Board vote required:	Yes X	No

Agenda Item: Per Capita County Contract Amounts/FY 2017 Allocation to USDA/Wildlife Services

Background Info:
The data to update the county contracts for per capita allocation will be presented to the Board. This information will provide the Board with the information they need to authorize the allocation to the three

counties. It will also show the amount of the statutory $350,000 that remains and allocated to USDA Wildlife Services. Recommendation:						
Time needed: 30 minutes	Attachments:	Yes	No	Board vote required:	Yes X	No
<u>Agenda Item:</u> Lab Cost Analysis						
Background Info: The lab cost analysis process has been reviewed by two board members, the executive officer, lab administrator and CSD staff. We will update the Board on the progress of our lab cost analysis project to date. Recommendation:						
Time needed: 20 minutes	Attachments:	Yes	No	Board vote required:	Yes	No X

DEPARTMENT OF LIVESTOCK
DIAGNOSTIC LABORATORY
PRELIMINARY COST ANALYSIS BY SECTION
OCTOBER 27, 2016

LABORATORY SECTION	Clinical Pathology Laboratory Section	Milk Laboratory Section	Clinical Microbiology - Bacteriology, Parasitology & Mycology Section	Serology Laboratory Section	Virology Laboratory Section	Histopathology/ Pathology Laboratory Section	Molecular Diagnostics Laboratory Section	Total Diagnostic & Milk Lab Expenses
Personal Services	$ 105,186.12	$ 86,352.86	$ 191,090.27	$ 118,734.77	$ 210,800.98	$ 328,694.74	$ 257,924.46	$ 1,298,784.21
Contract Services	11,929.19	5,748.55	18,248.92	12,193.27	12,193.27	18,294.46	18,203.39	96,811.05
Supply Expense	72,772.58	47,269.02	46,987.71	66,536.42	50,150.62	31,337.77	143,672.53	458,726.65
Communication	4,168.30	933.16	6,376.54	4,260.57	4,260.57	6,392.45	6,360.63	32,752.22
Travel	731.87	1,377.86	1,119.59	748.07	748.07	1,122.38	1,116.80	6,964.64
Rent	217.28	111.21	332.56	222.24	222.24	333.45	331.86	1,770.84
Utilities	5,242.27	2,683.08	8,023.62	5,361.90	5,361.90	8,044.98	8,006.53	42,724.28
Repairs & Maintenance	18,056.83	12,309.45	6,253.30	4,931.63	4,551.43	11,268.18	20,604.33	77,975.15
Misc. Expenses	888.92	1,827.59	1,917.77	1,213.21	1,168.62	5,226.15	1,997.76	14,240.02
Recharges	3,854.03	5,988.57	9,738.85	6,033.05	5,729.16	32,477.63	10,294.72	74,116.01
Indirect Costs	2,322.87	1,025.24	3,553.45	2,374.29	2,374.29	3,562.32	3,544.59	18,757.05
Equipment	-	-	-	5,000.00	-	-	-	5,000.00
Capital Leases	-	-	-	-	-	13,834.79	-	13,834.79
Total Operating Costs	120,184.14	79,273.73	102,552.31	108,874.65	86,760.17	131,894.56	214,133.14	843,672.70
Total Personal Services & Operating Costs	**225,370.26**	**165,626.59**	**293,642.58**	**227,609.42**	**297,561.15**	**460,589.30**	**472,057.60**	**2,142,456.91**
Less Equipment & Equip Leases	-	-	-	(5,000.00)	-	(13,834.79)	-	(18,834.79)
Annualized Equipment Cost over five years	21,653.00	30,324.00	12,365.00	10,047.00	6,328.00	40,340.00	40,761.00	161,818.00
Total Cost	**$ 247,023.26**	**$ 195,950.59**	**$ 306,007.58**	**$ 232,656.42**	**$ 303,889.15**	**$ 487,094.51**	**$ 512,818.60**	**$ 2,285,440.12**
Total Tests (3 year average)	103,915	10,886	10,014	90,181	20,062	9,531	11,746	256,335
Average Cost / Test	$ 2.38	$ 18.00	$ 30.56	$ 2.58	$ 15.15	$ 51.11	$ 43.66	$ 8.92
Zoonotic/Public Health Tests	-	10,886	8,634	86,590	9,826	9,531	11,448	136,915
Total Zoonotic Testing	**$ -**	**$ 195,950.59**	**$ 263,837.57**	**$ 223,392.06**	**$ 148,863.90**	**$ 487,094.51**	**$ 499,808.22**	**$ 1,818,946.86**
Non-Zoonotic Tests	103,915	-	1,380	3,591	10,236	-	298	119,420
Total Non-Zoonotic Testing	**$ 247,023.26**	**$ -**	**$ 42,170.01**	**$ 9,264.36**	**$ 155,025.25**	**$ -**	**$ 13,010.38**	**$ 466,493.26**

NOTE: The numbers for Zoonotic testing is not final. A review of the tests that encompasses Zoonotic diseases is being reviewed. The total costs for Zoonotic and the Non-Zoonotic tests are not the department's final analysis.

DEPARTMENT OF LIVESTOCK
DIAGNOSTIC LABORATORY
PRELIMINARY COST ANALYSIS BY SECTION
OCTOBER 27, 2016

This report is a preliminary analysis. The numbers for Zoonotic testing is not final. A review of the tests that encompasses Zoonotic diseases is being reviewed. The total costs for Zoonotic and the Non-Zoonotic tests are not the department's final analysis.
The personal services and operating expenses used in this analysis are FY 2016 actuals. The test count for the milk laboratory is the FY 2015 total and does not include quality control test. The test counts for the other sections are a three year average from FY 2013 to FY 2015.
The personal services and operating expenses used in this analysis are FY 2016 actuals. The test count for the milk laboratory is the FY 2015 total and does not include quality control test. The test counts for the other sections are a three year average from FY 2013 to FY 2015.
Expenses for personal services was calculated by obtaining a personal services expense report for all employees. Employee salaries and benefits were extracted for each of the sections listed above. The personal service expenses that are not directly related to any of these sections were allocated based on FTE's. 50% of the laboratory's director personal service expense was allocated to the Pathology Laboratory section and the remaining 50% was similarly allocated to all sections.
The allocation for supply expenses was derived from the lab's purchase-order database and expensed to the corresponding areas reported in the PO database. Supplies for areas not reported above were allocated to the lab sections above based on FTE's.
Area of the laboratory includes shared areas such as hallways, bathrooms, breakrooms, reception and receiving areas. These areas were allocated to the sections reported above using a square footage percentage allocation.
Utilities and recharge expense were spread to all areas based on square footage of the entire lab.
Equipment and capital leases are not included in the total cost because it does not account fully for replacing or purchasing equipment. An annualized equipment cost analysis was used. The annualized cost analysis is based on equipment currently owned by the department at historical purchase price and amortized over five years. The equipment report maintained by the laboratory designates the section the equipment is located. Some equipment could be used be different sections. Equipment not located in any of the sections above is allocated using total equipment costs.
The remaining expenses were allocated by using either an FTE or the square footage allocation method.

Board of Livestock Meeting

Agenda Request Form

From: Gary Hamel	Division/Program: Meat and Poultry Inspection	Meeting Date: October 27, 2016

Agenda Item Discuss meeting in North Carolina

Background Info: I recently traveled to North Carolina to attend the Fall meeting with my 26 counterparts. I plan to provide information regarding the meeting.

Recommendation:

Time needed: 5 minutes	Attachments:	Yes	No X	Board vote required?	Yes	No X

Agenda Item: General Program Updates

Background Info:
General program updates

Recommendation:

Time needed: 10 minutes	Attachments:	Yes	No X	Board vote required	Yes	No X

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Board of Livestock Meeting

Agenda Request Form

October 27, 2016

1. From: M. Zaluski/ E. Liska	Division/Program: Animal Health			
Agenda Item: **Out of State Travel Request – Wyoming Governors Brucellosis Coordination team meeting**				
The Wyoming BCT meets two times per year and a Montana representative is requested each time to present a State brucellosis update. This meeting will be the first following Montana's brucellosis testing requirements on cattle originating from Bighorn County Wyoming. The BCT will likely have questions on this subject. We have received multiple calls from producers in the area and have directed many of them to the Wyoming livestock board. Therefore, we feel it is important to have a MDOL representative attend. The upcoming meeting is on November 2 in Greybull, WY. Travel expenses would be covered by DSA General Fund dollars. Travel estimates are as follows: 700 miles x $.25/mile= $175 hotel 1 night = $100 per diem x 2 =46 = $92 Total $423				
Time needed: 10 MIN	Attachments:	NO	Board vote required?	YES

1. From: Marty Zaluski	Division/Program: Animal Health			
Agenda Item: **Out of State Travel Report – USAHA Greensboro, WY**				
Drs. Zaluski, Szymanski, and Liska attended the annual USAHA meeting in Greensboro, NC recently. • Dr. Zaluski attended sessions on brucellosis, animal welfare, captive cervids and alternative livestock, and tuberculosis. As a member of the executive committee Dr. Zaluski also attended executive committee and board of director meetings. • Dr. Szymanski attended sessions on: rabies and public health, farmed cervidae, USDA APHIS Veterinary Services, livestock identification, regionalization with states to establish a Scrapie free region, sheep and goats, and trichomoniasis. • Dr. Liska attended the State Animal Health Officials meeting, the Western States district meeting, the scientific advisory subcommittee on brucellosis, the subcommittee on brucellosis in the Greater Yellowstone Area, and the committee on brucellosis.				
Time needed: 10 MIN	Attachments:	NO	Board vote required?	NO

STATE OF MONTANA

REQUEST AND JUSTIFICATION FOR OUT-OF-STATE TRAVEL

Department of Livestock	**1) Division** Animal Health

2) Employees Traveling

Eric Liska, DVM

3) Justification

Wyoming Governor's Brucellosis Coordination Team, meeting on November 2ndth. Montana's brucellosis testing requirments on cattle coming from Bighorn County Wyomig will be discussed. Additional agenda items include an update on the current brucellosis cases in Wyoming (1 heavily infected herd currently under quarantine), Montana and Idaho updates, brucellosis research updates, Wyoming Game and Fish Department (WGFD) elk brucellosis surveillance and research updates.

Montana representation and attendance at this meeting will help keep DOL up to date on brucellosis issues in the three GYA states as well as new research and information.

700 miles x $.25/mile= $175

hotel 1 night = $110

per diem x 3 =46 = $138

Total $423

4) Itinerary

November 1st departure and 430 miles travel day, 8 hours for meeting on Nov 2nd and return trip

5) Submitted By	Requested By	Title	Date
	Eric Liska	Program Veterinarian	10/17/2016

Approval - to be Completed by Agency Authorized Personnel		
Date Approved by Board	Board Chair / EO	Date

NOTE: A travel expense voucher form must be filed within three months after incurring the travel expenses, otherwise the right to reimbursement will be waived.

REVISED 11/2015

Board of Livestock Meeting

Agenda Request Form

From: Chad Lee	Division/Program: Milk Control Bureau	Meeting Date: **October 27, 2016**

Agenda Item: General Update

Background Info: General update

Recommendation:

Time needed: 10 min.	Attachments:	Yes	**No X**	Board vote required?	Yes	**No X**

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No