

Pacific Northwest Economic Region Annual Meeting
Saskatoon, SK
July 23-24, 2019

Cross Border Livestock Health Committee

Objectives

- Enhances relationships and network-building between U.S. and Canadian jurisdictions
- Exchanges information on animal health issues/concerns
- Develops a common understanding of disease policies
- Exchanges information on emergency response to emerging and foreign animal disease
- Advances Canadian and American animal health interests
- Identifies and executes action items to collectively address animal and cross-border issues.

Priority Action Items from 2018

CFIA and USDA prioritize development and delivery of electronic certification at all livestock border port crossings:

- Including integrated regulatory platforms, compatible/seamless animal electronic identification (EID) and livestock movement tracking systems. ADT updates.

CFIA and USDA streamline and align livestock handling procedures and standards at border ports:

- Establish 'preferred transporter' program for trusted exporters-importers
- Address non-compliant, non-tagged, or down animals in trailer/conveyance (e.g., designated offload areas) versus entire shipment;
- Provide adequate staff and back-up including during week-ends/holidays;
- Address new transport regulations (e.g., electronic logging device rules).

Content

Overview – Ag trade: Canada and the US in the new NAFTA and Globally – A summary was presented regarding what has changed related to the current NAFTA negotiations, what might happen if the US withdraws from NAFTA, and regulators making decisions independent of best science available due to political pressures.

The USDA and CFIA directors of port operations presented summaries of what progress/changes have been made regarding international movement requirements to facilitate the movement of cattle between the US and Canada. These include on-truck Canadian feeder cattle inspections, verification of 10-20% of official ID, requirements for CAN brand/no tattoo, electronic signatures to expedite animal movement, and electronic transfer of official movement documentation.

Drs. Shere and Komal, Chief Veterinary Officers (CVOs) for the United States and Canada respectively, provided updates on African Swine Fever (ASF) related preparedness activities that the two countries have been working on as well as joint efforts between the two countries.

A presentation was given regarding animal health emergency management projects in Canada. Topics covered included biosecurity standards, depopulation, C&D, addressing media requests, outreach, mental health, disease surveillance, and industry involvement in the ICS structure.

A scenario was conducted where ASF was detected on a small hobby farm in Washington State located along the Canadian border. Multiple species and animals' movements are associated with the premises, including importation of pigs from Canada. Additionally, the premises had received a feed shipment from a Montana source. The CVOs from Canada and the US spoke about how the first 24 hours of a confirmed case of ASF would look in each country and then the scenario was opened to attendees for discussion.

The 2020 meeting will be held in Big Sky, MT. Dr. Szymanski will serve as a co-chair on the Cross-Border Livestock Health Committee. A list of priority action items has been developed for 2019 that the committee will work to address ahead of or during the 2020 meeting.

Trip report on National Cattlemen's Beef Association - Cattle Health Research and Herd Security WG in Denver, Colorado

July 30

Zaluski attended and presented on a panel focusing on brucellosis vaccination. The panel was also attended Dr. Dennis Hughes, Nebraska State Veterinarian, Dr. Susan Keller, North Dakota State Veterinarian, Dr. Jim Logan, Wyoming State Veterinarian, Dr. Dusty Oedekoven, South Dakota State Veterinarian, Dr. Keith Roehr, Colorado State Veterinarian. Presentations covered vaccination practices, benefits and risks. Most speakers agreed that long established practices, and improved marketability of brucellosis vaccinated cattle (premium) were barriers to reducing the focus of brucellosis vaccination to areas of continued risk (Greater Yellowstone Area).

Zaluski and several other state animal health officials (Colorado, South Dakota, Kansas) also attended a working group focused on the implementation of the Kansas Identification Pilot project. As part of the project, managed by the not-for-profit, Cattle-Trace, feeder cattle are tagged with Ultra High Frequency (UHF) tags and the tags are read at certain collection and processing points. This data collected is limited to location, time, ID, and GPS coordinates where the animal was sited. This information can be used for expediting disease investigations and excluding premises from suspicion when quarantining facilities based on dangerous contacts. Furthermore, the limited data that's being collected when the tags are read may create an incentive for adoption of electronic tags by producers.

Trip report from USAHA Executive Committee meeting in Denver, Colorado

Aug 8-9

The Executive Committee of the United States Animal Health Association (USAHA) met in Denver to discuss operations of the Association, plan for the fall membership meeting, and conduct other business items including:

- Review and approve the ~\$500K budget for the year
- Plan for the annual meeting including schedule of committees, keynote speaker, other invited speakers, collaboration with the sister organization (American Association of Veterinary Diagnosticians – AAVLD), set registration fees, decide on future meeting locations, etc...
- Conduct performance review of the executive director of the USAHA
- Review strategic plan and set direction for future planning.



Board of Livestock Meeting

Agenda Request Form

From: Leslie Doely/Ty Thomas	Division/Program: Brands Enforcement Division	Meeting Date: 8/28/19
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Consent Agenda Item: Estray and Lost-Strayed-Stolen Reports

Background Info:

Current Estray list and Lost-Strayed-Stolen Reports as seen on the MDOL website:

Estrays: <http://liv.mt.gov/Brands-Enforcement/Livestock-Found-Lists>Lost-Strayed-Stolen: <http://liv.mt.gov/Brands-Enforcement/Livestock-Lost-Lists>

Recommendation:

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

Background Info:

Recommendation:

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

Background Info:

Recommendation:

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

Background Info:

Recommendation:

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

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No
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Montana Department of Livestock
 Brands Enforcement Division
 PO BOX 202001, Helena, MT 59620-2001
 2018 LOST-STRAYED-STOLEN BULLETIN

April 15, 2019

If you have information concerning these animals, please report it to Department of Livestock: 406-444-2045

REPORT NUMBER	DATE OF REPORT	MISSING	BRAND & LOCATION	EARMARKS OR EARTAGS	OLD BRANDS & LOCATION	LOST FROM	COUNTY	OWNER & CITY
01-2019	01/14/19	6 black angus cows & 6 black angus calves	 RH	Cows - yellow, green & white tags Calves – red tags in left ear		Sage Hen Grazing District	Garfield	James Stampfel Absarokee, MT
02-2019	01/03/19	Approximately 12 black angus pairs	 RR	Orange ear tags		Near Bridger and Fromberg	Carbon	Yedlicka Farm Partnership LLC Fromberg, MT
03-2019	01/14/19	5 black angus x	 RH	Yellow tags		Sage Hen Grazing District	Garfield	Ray Johnson Froid, MT
04-2019	01/31/19	1 black angus male	 RH	White tags		18 th LN, Choteau	Teton	Clay Neal Choteau, MT
05-2019	01/17/19	2 BWF heifers & 1 BWF calf	 RH	Heifers – white tags Calf – black tag	 LR	Round Butte	Lake	W Shane Carr Hot Springs, MT
06-2019	02/08/19	5 angus cows & 1 bull	 LR/LH	Yellow ranch tag - left ear Orange tric tag	Quarter circle AB	30 miles NE of Broadus	Powder River / Carter	Padlock Ranch Co Ranchester, WY



Montana Department of Livestock
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 PO BOX 202001, Helena, MT 59620-2001
 2018 LOST-STRAYED-STOLEN BULLETIN

April 15, 2019

If you have information concerning these animals, please report it to Department of Livestock: 406-444-2045

07-2019	02/08/19	43 cows & 40 calves – red & black angus X	 LR/LH	Yellow ranch tag - left ear		Forks Unit Trail Creek	Big Horn	Padlock Ranch Co Ranchester, WY
08-2019	02/20/19	922 mixed	 RR	Right ear swallow fork 58 heifers – bangs tag	Various other brands	Corsica, SD	Corsica, SD	Singleton Farms Miles City, MT
09-2019	02/01/19	32 black angus pairs	 LR  LSh	White tag – left ear Blue tag – right ear	Hot # on LH	In and around Lewis and Clark and Cascade Counties	Cascade & Lewis and Clark	Sieben Livestock Cascade, MT
10-2019	01/10/19	1 red cow and 1 red calf	 LH	Cow- pink ear tag in both ears Calf – pink ear tag left ear		Bentonite Road	Valley	Bette Uphaus Glasgow, MT

The Montana Department of Livestock has taken up the following estrayed animals. For more information or to claim the stray, please contact your [district investigator](#).

201908081019506

The Montana Department of Livestock has taken up the estrayed animal listed below on the 8th day of August, 2019 in the area of 2 miles North of Forsyth, MT in Rosebud County.

The animal will sell at Miles City Livestock Commission, Miles City, MT on the 27th day of August.

The animal is described as follows:

- Black angus cross steer, 2-3 years old, no brand.
- Contact Natt Noyes, District Investigator at 406-860-2177.



(from MDOL website: <http://liv.mt.gov/Brands-Enforcement/Livestock-Found-Lists>)



Board of Livestock Meeting

Agenda Request Form

From: George Edwards	Division/Program: Livestock Loss Board	Meeting Date: 8/28/19
<u>Consent Agenda Item:</u>		
Background Info: Livestock Loss Board Claim statistics January 1 to August 14th		
Recommendation:		
Time needed:	Attachments:	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Board vote required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Agenda Item:</u>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Board vote required <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Agenda Item:</u>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Board vote required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
<u>Agenda Item:</u>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Board vote required: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Livestock Loss Board Report for BoL August 2019 Meeting

Counties	Cattle	Sheep	Goats	Guard	Horse	Llama	Totals	Payments
Beaverhead	7	8					15	\$8,130.37
Carbon	2						2	\$2,088.34
Cascade	3						3	\$16,946.28
Choteau	1						1	\$1,021.81
Deer Lodge	1		2				3	\$1,302.29
Flathead		3	6			1	10	\$2,166.80
Glacier	13						13	\$12,974.21
Granite	2		1				3	\$2,426.50
Jefferson		5					5	\$1,294.19
Lake	1	10	1				12	\$3,587.88
L&C	3	9	5				17	\$7,432.32
Lincoln	1						1	\$613.76
Madison	3	4					7	\$18,698.00
Missoula	1		4			1	6	\$2,446.99
Pondera	4						4	\$4,375.54
Powell	6						6	\$6,107.96
Ravalli		5	3				8	\$1,687.92
Richland		1					1	\$150.27
Sanders	5	2					7	\$5,061.55
Silver Bow	1						1	\$939.00
Stillwater		2					2	\$428.66
Teton	6						6	\$6,472.72
Totals	60	49	22	0	0	2	133	\$106,353.36
2018	60	25	6		2	2	95	\$98,630.12

Wolves

Confirmed	22	12				
Probable	7					
Value	\$43,042.59	\$3,332.20				
Owners	10	3				

Grizzly Bears

Confirmed	12	2				
Probable	16	8				
Value	\$42,125.48	\$2,477.11				
Owners	20	2				

Mtn Lion

Confirmed	2	18	17			2
Probable	1	9	5			
Value	\$2,707.78	\$7,810.07	\$3,658.16			\$1,200.00
Owners	3	7	11			2



Board of Livestock Meeting

Agenda Request Form

From: Gary Hamel		Division/Program: Meat and Poultry Inspection			Meeting Date: August 28, 2019		
<u>Agenda Item:</u> Board Report in Lieu of a Presentation (Consent Agenda)							
Background Info:							
<ul style="list-style-type: none"> Grants of Inspection 							
Recommendation:							
Time needed:	Attachments:	Yes X	No	Board vote required?	Yes	No	
					X		
<u>Agenda Item:</u>							
Background Info:							
Recommendation: Approval							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	

Meat and Poultry Inspection Bureau
Board Report in Lieu of a Presentation

August 28, 2019

Grants of Inspection

The Meat and Poultry Inspection Bureau recently welcomed two new establishments that now fall under inspection services. The KK Ranch out of Darby recently began processing operations under state inspection. In addition, Schoolhouse Meats (aka Missoula County Public Schools) began receiving inspection services for their slaughter and processing operations. Both of these operations are newly constructed establishments and are clean, sanitary, and well organized. They will both be welcomed additions to the program.



Board of Livestock Meeting

Agenda Request Form

From: Chad Lee		Division/Program: Milk Control Bureau			Meeting Date: 8/28/2019		
<u>Consent Agenda Items:</u>							
<ul style="list-style-type: none"> • Impact To-Date of "New" Montana Class II and Class III Price Formulas • International Association of Milk Control Agencies 2019 Conference 							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required?	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	

Milk Control Bureau Submission for Board of Livestock August 28, 2019 Meeting Consent Agenda

Impact To-Date of “New” Montana Class II and Class III Price Formulas

New producer price formulas went into effect in Montana for Class II and Class III milk beginning in October 2018. Since October 2018 (through July 2019), the price formula changes have increased producer prices by approximately 4% (roughly \$0.70/cwt). Most of the increase is attributable to the change in the Class III butterfat price formula, which is applied to approximately half of Montana’s butterfat utilization. Montana’s blend prices, which were among the lowest in the United States, are now closer to the national median.

International Association of Milk Control Agencies 2019 Conference

The conference was attended by milk market regulators of two federal milk marketing orders, five states, seven provinces, USDA-AMS Dairy Program top management, a representative of the USDA Foreign Agriculture Service, the Canadian Dairy Commission, Dairy Farmers of Canada, Dairy Farmers of America, a representative of a Mexican trade standards organization, and other industry participants.

Things learned at the conference through participation and networking:

- The bureau was able to get answers to some questions it has regarding USDA’s Dairy Margin Coverage (DMC) Program and underlying information used to calculate feed costs that will be helpful as the bureau seeks to develop a milk revenue to feed cost margin statistic to function as an indicator of the financial condition of dairy production that is applicable to Montana. The statistics is being developed for the benefit of the Board of Milk Control and others.
- USDA-AMS has contracted an economist from Wisconsin to examine the make allowances and yield factors used in federal Class III and Class IV price formulas. The study will likely be completed in 2019, after which USDA will release the study. Any proposed changes to the Class III and Class IV formulas would need to be proposed/petitioned by industry (farmers or processors), after which a hearings process would ensue. Depending on the information provided in the hearings, changes to the federal Class III and Class IV formulas could result. If there are changes to the federal Class III and Class IV formulas, the changes will affect Montana because all of its price formulas either refer to or are affected by the federal Class III and Class IV price formulas. Such changes would not necessitate changes to Montana’s formulas but potentially could lead the Montana industry or the Board of Milk Control to examine Montana’s milk price formulas in light of any federal changes.
- USDA-AMS has an economist in Texas examining the federal Class I price differentials. If there are any changes to federal Class I price differentials, it will likely not occur for several years and would likely occur after any changes to the federal Class III and Class IV price formulas. Changes to federal Class I price differentials would not impact Montana’s right to have its own Class I differential but could impact required pricing of Montana Class I milk sold into federally regulated market and could affect the competitiveness of Montana’s Class I price relative to neighboring federally-regulated markets.
- Piper Systems, an Irish company, is poised to get U.S. approval this fall for its automated raw milk sampling system that enables milk to be metered and milk samples to be taken while the milk truck is being loaded, without the need for milk tanks to be agitated (unless the amount of milk being picked up is less than 2,700 lbs). This significantly reduces the amount of time spent by milk haulers at the farm, eliminates paperwork, and reduces/eliminates the potential for error in weights, sample collection, and documentation. Were Montana milk haulers to adopt the technology, several of the Milk Control Bureau’s audit procedures could be changed/eliminated; additionally, it might affect the necessity for the Milk & Egg Bureau to

license milk samplers, since individuals would not be taking samples. Dairy Farmers of America, the largest dairy cooperative in the country, will likely lead in the adoption of the system in the United States. The system is widely used in Ireland, the United Kingdom, Europe, New Zealand, and Australia.

- Presentations were made by two entrepreneurs who are converting dairy byproducts (whey and milk permeate) into a “whey beer” and vodka.
- Globally, venture capital is now providing almost as much capital for R&D as publicly traded companies. One of the reasons that this is noteworthy, is that the types of innovation developed using venture capital tend to be more likely to be disruptive technologies. Venture capital funding in the agriculture sector significantly jumped beginning in 2008. Some of this investment has been in the dairy sector for things like product development and various innovations that reduce costs of production. Venture capital also has funded dairy substitute product development. It is reasonable to expect significant change in the dairy industry and agriculture in general. Meanwhile, Class I (fluid milk) consumption continues to decline in the United States, Canada, Mexico, and other countries.



Board of Livestock Meeting

Agenda Request Form

From: Dan Turcotte	Division/Program: Milk & Egg Bureau	Meeting Date: 8/28/2019
<u>Consent Agenda Items:</u>		
<ul style="list-style-type: none">Report on Activities in Milk & Egg Bureau		
Recommendation:		
Time needed:	Attachments:	Yes No Board vote required? Yes No
<u>Agenda Item:</u>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes No Board vote required Yes No
<u>Agenda Item:</u>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes No Board vote required: Yes No
<u>Agenda Item:</u>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes No Board vote required: Yes No
<u>Agenda Item:</u>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes No Board vote required: Yes No

Report of Activities for Milk and Egg

August 16, 2019

The FDA Regional Milk Safety Officer was in the State in late July and completed a Check Rating at the Darigold Plant in Bozeman. This was Montana's first Check Rating that includes all the changes required under the new FSMA rules. The Plant scored well, and it was a good learning experience for industry and regulatory personnel.

FDA also completed comparative inspections at numerous farms and plants with me and Rosemary to renew our credentials as State Rating Officers.

I recently completed a State Rating of the Darigold Plant and of a producer BTU. Both ratings scored well.

A conventional dairy milking parlor is in the process of converting to an automatic milking system with a robotic milker. The installation should be completed this fall. This will be the second time a robotic milking system has been built in the State. The first one was removed approximately fifteen years ago due to problems with the system. The new generation of robotic systems are much improved and becoming popular nationwide.

Since Spring there has been 120,000 eggs per day added to the Montana Egg production. There are an additional 100,000 eggs per day increase in production planned for the end of 2019 or early 2020. This will bring the daily production up to 1.3 million eggs per day. Some of the current production is being sent out of state for processing. The amount sent out of state varies from week to week.



Board of Livestock Meeting

Agenda Request Form

From: Dr. Tahnee Szymanski, Asst. State Veterinarian		Division/Program: Animal Health Bureau			Meeting Date: 8/28/2019			
<u>Agenda Item: 2019-2020 Out of State Travel Requests (Consent Agenda)</u>								
Background Info:								
<ul style="list-style-type: none"> • October 2019 USAHA Annual Meeting • December 2019 Foreign Animal Disease Training Focusing on Secure Food Supply Planning • December 2019 National Alliance of State Animal and Agriculture Emergency Programs Summit • 2020 Foreign Animal Disease Diagnosticians Training • Spring 2020 Wyoming Brucellosis Coordination Team Meeting • Spring 2020 USAHerds User Group Annual Meeting • August 2020 NPIP Biennial Conference 								
Recommendation: Board approval of the travel requests.								
Time needed:		Attachments:	Yes X	No	Board vote required?		Yes X	No
<u>Agenda Item:</u>								
Background Info:								
Recommendation:								
Time needed:		Attachments:	Yes	No	Board vote required:		Yes	No
<u>Agenda Item:</u>								
Background Info:								
Recommendation:								
Time needed:		Attachments:	Yes	No	Board vote required:		Yes	No
<u>Agenda Item:</u>								
Background Info:								
Recommendation:								
Time needed:		Attachments:	Yes	No	Board vote required:		Yes	No

Department of Livestock	1) Division Animal Health and Food Safety
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2) Employees Traveling

Marty Zaluski
Tahnee Szymanski
Eric Liska

3) Justification

The Animal Health Bureau is requesting travel authorization for three individuals to attend the United States Animal Health Association annual meeting in Providence, RI (October 25-30). This annual meeting is the single most critical meeting for discussing animal health programs, preparedness, and timely issues relating to animal health with other state animal health officials and federal counterparts. Dr. Zaluski currently sits on the executive committee of USAHA. As the Bureau Chief for the Animal Health Bureau and assistant State Veterinarian, Dr. Szymanski administers multiple programs including rabies, tuberculosis, and captive cervids for which committee meetings at USAHA will be informative. Additionally, Dr. Szymanski will be able to attend meetings in the place of Dr. Zaluski if he is busy with other commitments. Dr. Liska is the chair of the Brucellosis sub-committee and will be presiding over that meeting.

Cost of attendance expected to be covered by cooperative agreement (Zaluski, Szymanski) and General Fund (Liska).

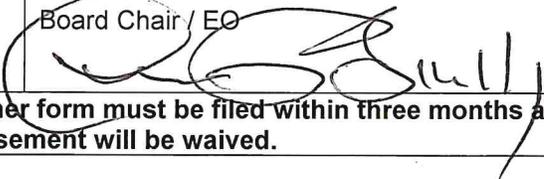
Registration: \$350
Travel: \$900 (estimated)
Hotel: \$1134
Per Diem: \$350

Per person TOTAL: \$2734
TOTAL: \$8211

4) Itinerary

Marty Zaluski - October 24-30, 2019
Tahnee Szymanski - October 24-30, 2019
Eric Liska - October 26-30, 2019

5) Submitted By	Requested By	Title	Date
	Tahnee Szymanski	Assistant State Veterinarian	8/13/2019

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.

Department of Livestock	1) Division Animal Health and Food Safety
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2) Employees Traveling

Dr. Forseth and Dr. Liska or Dr. Szymanski

3) Justification

Background Info: As a state, Kansas is extremely progressive in its FAD preparation efforts. This is due in large part to the size and diversity of their agriculture industry. Attending the exercise would allow the AHB to participate in real-time discussion and make contacts from around the country that would be called upon during a true FAD response. The AHB has identified specific department employees that will be holding specific positions in the incident command structure. The goal of the AHB's attendance is for the veterinarians to focus, during the exercise, on the area they have been assigned to hold in a real outbreak. Examples may include logistics, planning or operations.

Estimated cost of attendance:

Flight: \$450 x 2

Hotel: 4 nights at \$110 per night = \$440 x 2

Per Diem: 5 days at \$50 per day = \$250 x 2

Rental car = \$150

Total: \$2,430

Travel and attendance for this training will be paid out of a Federal Cooperative Agreement.

4) Itinerary

Foreign Animal Disease training focusing on Secure Food Supply Planning (RAMPART)

Location: Manhattan, KS

Time: Specific dates TBD (December 2019)

5) Submitted By

Requested By Tahnee Szymanski	Title Assistant State Veterinarian	Date 8/28/2019
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Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board	Board Chair / EO 	Date
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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.

Department of Livestock	1) Division Animal Health and Food Safety
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2) Employees Traveling
Dr. Forseth

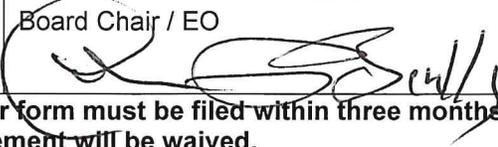
3) Justification
Background Info: The National Alliance of State Animal and Agriculture Emergency Programs (NASAAEP) focus on animal disaster response. Subjects discussed at previous summits include pet shelters in disasters, managing captive wildlife during avian influenza outbreaks, foot and mouth disease, emergency situations involving research animals, preparedness and response for animal agriculture based on experiences with hurricanes, carcass disposal options following a disease outbreak, the human impact of emergency response, role of the packing plant industry during an FMD outbreak, euthanasia, FMD vaccines, and FAD outbreaks on multispecies premises, among others.

Estimated cost of attendance:
Flight: \$200
Hotel: 3 nights at \$290 per night = \$870
Per Diem: 3 days at \$50 per day = \$150
Total: \$1,220

Travel and attendance for this training will be paid out of a Federal Cooperative Agreement.

4) Itinerary
NASAAEP 2019 Summit
Location: Bellevue, WA
Time: Specific dates: December 10-12, 2019

5) Submitted By	Requested By	Title	Date
	Tahnee Szymanski	Assistant State Veterinarian	8/28/2019

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.

Department of Livestock	1) Division Animal Health and Food Safety
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2) Employees Traveling
Dr. Forseth and Dr. Kaleczyc

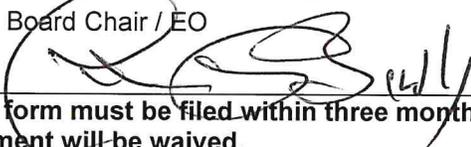
3) Justification
In order to investigate reported cases of a suspected foreign animal disease, regulatory veterinarians are required to be trained as Foreign Animal Disease Diagnosticians. Increasing the number of trained veterinarians in Montana is beneficial in case of a large-scale disease outbreak that would greatly tax our current FADD resources.

Estimated cost of attendance:
 Flight: \$600 x 2
 Hotel: 12 nights at \$160 per night = \$1920 x 2
 Per Diem: 12 days at \$50 per day = \$600 x 2
 Total: \$6240

Travel and attendance for this training will be paid out of a Federal Cooperative Agreement.

4) Itinerary
2020. Specific dates have not been announced by USDA.

5) Submitted By	Requested By	Title	Date
	Tahnee Szymanski	Assistant State Veterinarian	8/28/2019

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.

Department of Livestock	1) Division Animal Health Bureau
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2) Employees Traveling
Dr. Eric Liska

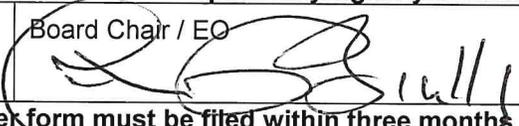
3) Justification
The Wyoming BCT has historically asked for animal health officials from Montana, Idaho and USDA to give update on their respective agencies. State and federal wildlife agencies and research groups often present on new research and give updates as well.

This has been an opportunity to share information and work with the other GYA state and USDA officials, on brucellosis related issues. This meeting is now held annually in the spring, (generally in April). It is a one day meeting that requires two ½ days of travel (State vehicle) and one night, out of state, hotel stay.

Estimated cost of attendance:
Travel: 800 miles (round trip in State vehicle)
Hotel: \$130
Per Diem: 2 days=\$100
TOTAL: \$230

4) Itinerary
Exact date yet to be determined. Dr. Liska will depart the morning prior, and return the next day when the meeting adjourns.

5) Submitted By	Requested By	Title	Date
	Eric Liska	Brucellosis Program DVM	8/2/2018

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.

Department of Livestock	1) Division Animal Health and Food Safety
--------------------------------	---

2) Employees Traveling
Anna Forseth, Brooke Ruffier

3) Justification
USAHerds is a software system used by the Animal Health Bureau for managing and tracking animal imports and exports, quarantines, and the brucellosis program testing. The program is also used by several other states. A hands-on workshop is held once a year to help end users use new features and better use the program through collaboration with others.

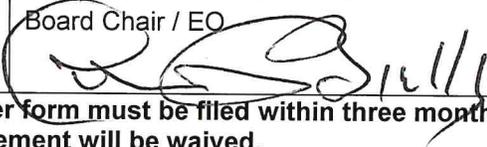
Animal Health is requesting out-of-state travel approval for two individuals to travel to the USAHerds User Group Annual Meeting.

The conference date and location is TBD. The detailed breakdown is below, but the total costs are estimated to be \$1560-1760. Travel for both individuals will be covered out of the Animal Disease Traceability Cooperative Agreement.

- Costs per person:
- Flight: \$700-900
 - Hotel: \$140/night for 4 nights= \$560
 - Per Diem:
 - o Monday \$50
 - o Tuesday \$50
 - o Wednesday \$50
 - o Thursday \$50
 - o Friday \$50
 - Registration \$50
- Max grand total including registration: \$1560-1760

4) Itinerary
Spring 2020, Date TBD.

5) Submitted By	Requested By	Title	Date
	Tahnee Szymanski	Assistant State Veterinarian	8/14/2019

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.

Department of Livestock	1) Division Animal Health and Food Safety
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2) Employees Traveling
Dr. Forseth

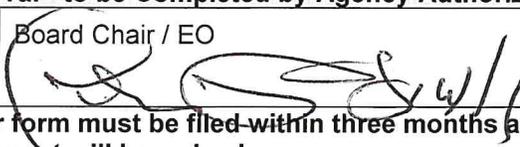
3) Justification
Background Info: Topics covered at the National Poultry Improvement Plan (NPIP) Biennial Conference have included an update from the Centers for Disease Control, laboratory updates, disease updates including Mycoplasma and Salmonella, as well as NPIP, USDA and the National Veterinary Services Laboratory updates. The attendance at this conference includes regulatory officials as well as industry stakeholders and producers.

Estimated cost of attendance:
 Flight: \$550
 Hotel: 2 nights at \$150 per night = \$300
 Per Diem: 3 days at \$50 per day = \$150
 Total: \$1,000

Travel and attendance for this training will be paid out of a Federal Cooperative Agreement.

4) Itinerary
National Poultry Improvement Plan Biennial Conference
 Location: Rhode Island
 Time: Specific dates: August 25-27 2020

5) Submitted By	Requested By	Title	Date
	Tahnee Szymanski	Assistant State Veterinarian	8/28/2019

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.



Board of Livestock Meeting

Agenda Request Form

From: Ty Thomas, Assistant Brands Administrator	Division/Program: Brands Enforcement Bureau	Meeting Date: August 28, 2019
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Agenda Item: CONSENT AGENDA OUT-OF-STATE TRAVEL REQUEST

Travel request: Travel to Boise, ID to view the newly implemented IT system that manages the Idaho brands, issues electronic field brand inspections, and houses several other databases and programs for Idaho. MDOL staff have been in contact with managers in Idaho throughout the development and implementation of this system and have had positive feedback from the state. It would be beneficial to see the system in the central office environment to determine whether or not it will be a viable option for Montana.

Day 1: Travel to Boise via car (8 hours)

Day2: View IT system

Day 3: Return to Helena (8 hours)

Motor Pool rental for 3 days, 1000 miles: \$160
3 hotel rooms, 2 nights: \$840
Total: \$1000

Trip planned for September, dates not finalized.

Recommendation: Approve

Time needed:	Attachments:	Yes	X	No	Board vote required?	Yes	X	No
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Agenda Item:

Background Info:

Recommendation; Approve

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

Background Info:

Recommendation: None

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

Recommendation: Approve

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

Department of Livestock	1) Division Brands Enforcement
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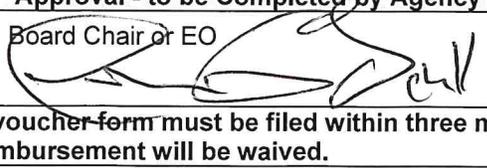
2) Employee(s) Traveling
 Dan Olson, Ty Thomas, Leslie Doely

3) Justification
 Travel request to Boise, ID to view the newly implemented IT system that manages the Idaho brands, issues electronic field brand inspections, and houses several other databases and programs for Idaho. MDOL staff have been in contact with managers in ID throughout the development and implementation of this system and have had positive feedback from the state. It would be beneficial to see the system in the central office environment to determine whether or not it will be a viable option for Montana.

4) Itinerary
 Day 1: travel to Boise via car (8 hours)
 Day 2: view IT system
 Day 3: return to Helena (8 hours)
 Trip planned for September, dates not finalized

5) Cost Estimate
 Motor Pool rental for 3 days, 1000 miles: \$160
 3 hotel rooms, 2 nights: \$840
 Total: \$ 1000

6) Submitted By Ty Thomas	Requested By Ty Thomas	Title Assistant Administrator	Date 8/26/19
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Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board	Board Chair or EO 	Title	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.



Board of Livestock Meeting

Agenda Request Form

From: Gary Hamel	Division/Program: Meat & Poultry Inspection Bureau	Meeting Date: August 28, 2019
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Agenda Item: Request for OOS Travel – October 2019 & June 2020 NASMFID Meetings

Background Info: The Meat and Poultry Inspection Bureau is requesting permission to send two staff members to two out of state meetings. 50 percent of funding is provided by USDA and 50 percent is general fund. The National Association of State Meat and Food Inspector Directors (NASMFID) will be meeting in October 2019 and approximately June of 2020. These meetings are important because they bring staff up to date on issues affecting state meat inspection programs.

State Directors’ Meetings (NASMFID):

- a. October 2019 – Bureau Chief and EIAO. Approximate cost: \$2,400 including hotel, airfare, and registration for two attendees. Cost is split 50/50 between general fund and federal funding.
- b. June 2020 -- Bureau Chief and EIAO. Approximate cost: \$2,400 including hotel, airfare, and registration for two attendees. Cost is split 50/50 between general fund and federal funding.

This request is included in the projected budgeted expenditures for FY 2020.

Recommendation:

Time needed:	Attachments:			Board vote required?	Yes
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Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:			Board vote required	
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Department of Livestock	1) Division Meat & Poultry Inspection
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2) Employee(s) Traveling
Bureau Chief and EIAO

3) Justification
State Directors Meeting (NASMFID)
The Meat and Poultry Inspection Bureau is requesting permission to send two staff members to two out of state meetings. 50 percent of funding is provided by USDA and 50 percent is general fund. The National Association of State Meat and Food Inspector Directors (NASMFID) will be meeting in October 2019 and approximately June of 2020. These meetings are important because they bring staff up to date on issues affecting state meat inspection programs.

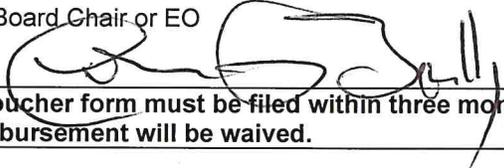
4) Itinerary

5) Cost Estimate

October 2019 – Bureau Chief and EIAO. Approximate cost: \$2,400 including hotel, airfare, and registration for two attendees. Cost is split 50/50 between general fund and federal funding

This request is included in the projected budgeted expenditures for FY 2020

6) Submitted By	Requested By	Title	Date
	Gary Hamel	Bureau Chief	8/28/2019

Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board	Board Chair or EO	Title	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.

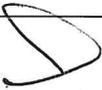
Department of Livestock	1) Division Meat & Poultry Inspection
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2) Employee(s) Traveling
Bureau Chief and EIAO

3) Justification
State Directors Meeting (NASMFID)
The Meat and Poultry Inspection Bureau is requesting permission to send two staff members to two out of state meetings. 50 percent of funding is provided by USDA and 50 percent is general fund. The National Association of State Meat and Food Inspector Directors (NASMFID) will be meeting in October 2019 and approximately June of 2020. These meetings are important because they bring staff up to date on issues affecting state meat inspection programs.

4) Itinerary

5) Cost Estimate
June 2020 -- Bureau Chief and EIAO. Approximate cost: \$2,400 including hotel, airfare, and registration for two attendees. Cost is split 50/50 between general fund and federal funding.
This request is included in the projected budgeted expenditures for FY 2020.

6) Submitted By	Requested By	Title	Date
	Gary Hamel 	Bureau Chief	8/28/2019

Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board	Board Chair or EO	Title	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.



Board of Livestock Meeting

Agenda Request Form

From: Dan Turcotte /Bureau Chief, Milk and Egg Bureau		Division/Program: Animal Health/ Milk and Egg Bureau			Meeting Date: August 28, 2019		
<u>Agenda Item:</u> CONSENT AGENDA OUT-OF-STATE TRAVEL REQUEST							
Travel request: Elaine Hartman, USDA Egg Grader at the Montana Egg Plant, LLC will be traveling to Sacramento, CA to attend a mandatory USDA training September 25 - 27. Travel dates are 9/25 and 9/28							
Flight \$337.99 Hotel \$218.12 <u>Per Diem \$50/day max</u> Max est. total: \$756.11							
Funds to come from the Shell Egg budget and will be covered with the new fee schedule that begins in October.							
Recommendation: Approve							
Time needed:	Attachments:	Yes	No	Board vote required?	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation; Approve							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation: None							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation: Approve							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							

Department of Livestock	1) Division Milk & Egg Bureau
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2) Employees Traveling

Elaine Hartman, USDA Egg Grader at the Montana Egg Plant, LLC

3) Justification

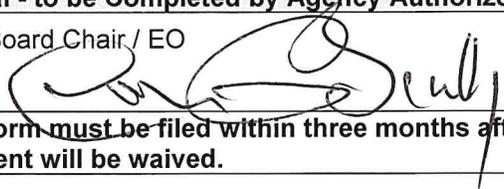
Elaine Hartman, USDA Egg Grader at the Montana Egg Plant, LLC will be traveling to Sacramento, CA to attend a mandatory USDA training September 25 – 27. Travel dates are 9/25 and 9/28

Flight \$337.99
 Hotel \$218.12
 Per Diem \$50/day max
 Max est. total: \$756.11

Funds to come from the Shielded Egg budget and will be covered with the new fee schedule that begins in October.

4) Itinerary

5) Submitted By	Requested By	Title	Date
	Dan Turcotte	Bureau Chief	8/20/2019

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.



Board of Livestock Meeting

Agenda Request Form

From: Gregory Juda	Division/Program: MVDL	Meeting Date: 8/28/2019
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Agenda Item: 2019 Out of State Travel Requests (Consent Agenda)

Background Info:

- September 2019 National Veterinary Services Lab Meetings
- October 2019 Leica Bond Training Course
- October 2019 AAVLD Quality Management Annual Meeting
- November 2019 American College of Veterinary Pathologists
- TBD 2019 National Veterinary Services Lab CWD ELISA Training
- TBD 2020 National Laboratory Training Network Rabies Course
- May 2020 NPIP Avian Influenza PCR Workshop
- May 2020 Western States Livestock Health Assn. Annual Meeting

Recommendation: Board approval of the travel requests.

Time needed:	Attachments:	Yes X	No	Board vote required?	Yes X	No
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Agenda Item:

Background Info:

Recommendation:

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

Background Info:

Recommendation:

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

Background Info:

Recommendation:

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

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No
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Department of Livestock	1) Division MVDL
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2) Employee(s) Traveling
Steve Smith, Dan Zou

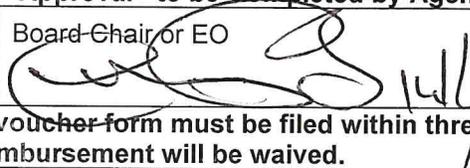
3) Justification
Travel request for Steve Smith and Dan Zou to travel to the National Veterinary Services Laboratory (NVSL) in Ames, Iowa to be trained for Chronic Wasting Disease testing (immunohistochemistry assay). There is no cost for the training itself, and travel expenses will be covered by our NAHLN cooperative agreement funds for the current year (\$3,600).

4) Itinerary
NVSL CWD IHC training: TBD September 2019 in Ames, IA.

5) Cost Estimate

Airfare	\$700
Hotel (\$150/night)	\$600
Ground Transportation	\$200
Per Diem (\$50/day)	\$250
Subtotal (per person)	\$1750
(x2) Total	\$3500

6) Submitted By	Requested By	Title	Date
	Gregory Juda	Lab Director	8/8/2019

Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board	Board-Chair or EO	Title	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.

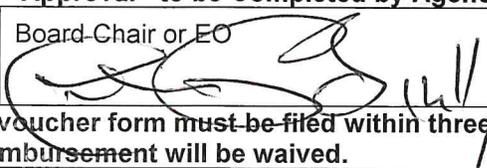
Department of Livestock	1) Division MVDL
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2) Employee(s) Traveling
Steve Smith, Dan Zou

3) Justification
Travel request for Dan Zou and one other lab staff member to attend the Leica Bond training course for using and maintaining the new immunohistochemistry instrument we are purchasing for Chronic Wasting Disease testing. The cost of the course and travel expenses for one trainee is included in the purchase price of the instrument, and remaining travel expenses will be covered by our NAHLN cooperative agreement funds for the current year.

4) Itinerary
Leica Bond Training course: October 2-4, 2019 in Buffalo Grove, IL.

5) Cost Estimate
Registration and all travel expenses for two (arranged by Leica) \$3213

6) Submitted By	Requested By Gregory Juda	Title Lab Director	Date 8/8/2019
Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board	Board-Chair or EO 	Title	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.			

Department of Livestock	1) Division MVDL
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2) Employee(s) Traveling
Tess Moore and Gregory Juda

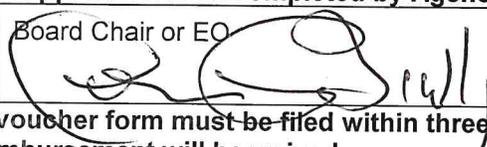
3) Justification
Travel request for two individuals to AAVLD Quality Management Symposium and Annual Meeting October 24-26, 2019 in Providence, RI. Tess Moore is a member of multiple AAVLD committees that meet at this event and will participate in the quality management accreditation symposium thus providing her with exposure to the most current quality practices and emerging trends in the regulatory environment.

\$4000 of the trip cost was budgeted into FY2019 NAHLN grant appropriation and the funding and financial plan were approved.

4) Itinerary
Meeting dates are October 24-26, 2019. October 23rd and 27th will be reserved for travel to and from the meeting.

5) Cost Estimate

Registration	\$500
Airfare	\$600
Hotel (\$210/night)	\$840
Ground Transportation	\$75
Per Diem (\$50/day)	\$300
Total X2	\$4,630

6) Submitted By	Requested By	Title	Date
	Gregory Juda	Lab Director	8/15/2019
Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board	Board Chair or EO	Title	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.			

Department of Livestock	1) Division MVDL
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2) Employee(s) Traveling
Steve Smith

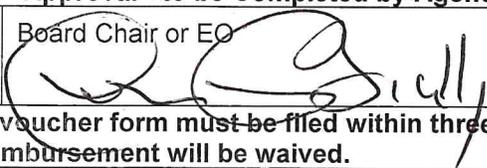
3) Justification
Travel request for Steve Smith (veterinary pathologist) to attend the American College of Veterinary Pathologists (ACVP) Annual Meeting. Attendance will serve as continuing education for current best practices in the regulation of animal disease control and emerging pathology lab techniques. These travel expenses would be paid for from the lab enterprise account.

4) Itinerary
ACVP: November 8-13, 2019 in San Antonio, TX.

5) Cost Estimate

Registration (conference + workshop)	\$1075
Airfare	\$600
Hotel (\$235/night)	\$1410
Ground Transportation	\$50
Per Diem (\$50/day)	\$350
Total	\$3485

6) Submitted By	Requested By	Title	Date
	Gregory Juda	Lab Director	8/8/2019

Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board	Board Chair or EO	Title	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.

Department of Livestock	1) Division MVDL
--------------------------------	----------------------------

2) Employee(s) Traveling

Sarah Horak and a technician to be named at a later date (possible new hire)

3) Justification

Travel request for Sarah Horak and an additional lab technician to travel to the National Veterinary Services Laboratory (NVSL) in Ames, Iowa to be trained for Chronic Wasting Disease testing (ELISA assay). There is no DOL cost for the training itself, and travel expenses will be covered by our NAHLN cooperative agreement funds for the current year (\$3,600).

4) Itinerary

NVSL CWD ELISA training: TBD 2019 in Ames, IA.

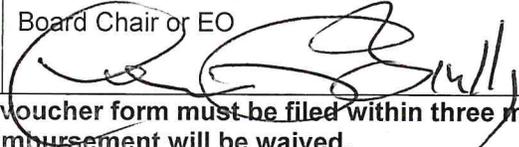
5) Cost Estimate

Airfare	\$750
Hotel (\$150/night)	\$600
Ground Transportation	\$200
Per Diem (\$50/day)	\$250
Subtotal (per person)	\$1750
(x2) Total	\$3600

6) Submitted By

	Requested By Gregory Juda	Title Lab Director	Date 8/8/2019
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Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board	Board Chair or EO 	Title	Date
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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.

Department of Livestock	1) Division MVDL
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2) Employee(s) Traveling
Sarah Horak

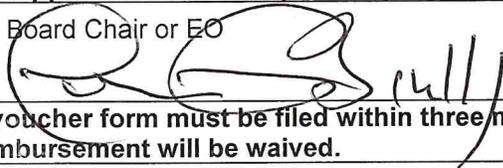
3) Justification
Travel request for one virology lab technician to attend the 2020 National Laboratory Training Network (NLTN) Rabies course. This course provides the opportunity for to remain current in accepted rabies testing protocols and best practices and provides and opportunity a networking opportunity and sharing of ideas with dianostic lab professionals. \$1825 of these travel expenses are covered by a grant from The Epidemiology and Laboratory Capacity for Prevention and Control of Emerging Infectious Diseases (ELC) grant for 2020.

4) Itinerary
The workshop has traditionally been held in February and runs Monday through Thursday. The location of the 2020 course has not been announced as of yet.

5) Cost Estimate

Airfare	\$750
Hotel (175/night)	\$875
Ground Transportation	\$100
Per Diem (\$50/day)	\$350
Total	\$2075

6) Submitted By	Requested By Gregory Juda	Title Lab Director	Date 8/15/2019
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Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board	Board Chair or EO 	Title	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.

Department of Livestock	1) Division MVDL
--------------------------------	----------------------------

2) Employee(s) Traveling
June Pounder

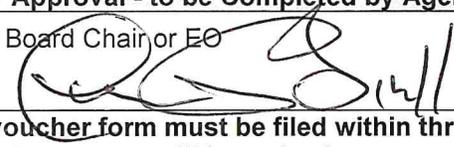
3) Justification
Travel request for one molecular diagnostics lab technician to attend the National Poultry Improvement Plan (NPIP) Avian Influenza PCR Workshop in Athens, GA May, 2020. This workshop is required to maintain NPIP certification for the MVDL. These travel expenses would be paid for from the lab enterprise account.

4) Itinerary
Travel days for the workshop will be in May 2020 with travel on a Monday and return travel on a Friday. The workshop has been scheduled for Tuesday through Thursday in the past.

5) Cost Estimate

Registration	\$500
Airfare	\$700
Hotel (103/night)	\$450
Ground Transportation (Atlanta to Athens)	\$150
Per Diem (\$50/day)	\$250
Total	\$2050

6) Submitted By	Requested By Gregory Juda	Title Lab Director	Date 8/15/2019
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Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board	Board Chair or EO 	Title	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.

Department of Livestock	1) Division MVDL
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2) Employee(s) Traveling
Gregory Juda

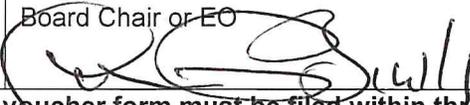
3) Justification
The Western States Livestock Health Association annual meeting is a chance for state animal health officials from 17 western states to meet and discuss current issues. Meetings topics include brucellosis, trichomoniasis, avian influenza, traceability, and tuberculosis. The meeting is an opportunity to collaborate with other states on policy that impact animal health issues in our respective states. The 2020 meeting is being held in Broomfield, CO.

4) Itinerary
Depart May 30, 2020 and Return to Bozeman June 2, 2020

5) Cost Estimate

Registration	\$250
Airfare	\$600
Hotel (\$150/night)	\$600
Ground Transportation	\$100
Per Diem (\$50/day)	\$250
Total X2	\$1,800

6) Submitted By	Requested By	Title	Date
	Gregory Juda	Lab Director	8/15/2019

Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board	Board Chair or EO	Title	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.

CHAPTER V

DUTIES OF EXECUTIVE OFFICER

1. In accordance with the laws, rules, and regulations of the state of Montana the Executive Officer serves at the direction of the Board, and is an at-will hire pursuant to, MCA 81-01-102(5).
2. The duty of the Executive Office is to ensure that the department functions in a manner consistent with the directives, policies, and rules of the Board and the laws of Montana.
3. The Executive Officer shall consult with administrators, bureau chiefs, supervisors, and employees to ensure that concerns, suggestions, and requests are brought before the Board.
4. The Executive Officer shall have authority consistent with these policies and procedures to act on behalf of the Board and shall consult with the Board on pertinent matters.
5. The Executive Officer shall review the budget and present it to the Board in ample time for its review and approval prior to submitting the proposed budget to the Governor's Budget Office. The Executive Officer shall provide information on the status of the financing and management of the approved budget, expenses, and revenues at each regular meeting or as requested by the Board.
6. The Executive Officer shall direct the activities of the department and comply with all orders, rules, and policy directives of the Board and all livestock laws of the state of Montana. It shall also be his/her responsibility to ensure similar compliance from all other departmental employees.
7. The Executive Officer shall cooperate with the Governor, other state and federal agencies, and the legislature in providing technical assistance when necessary and shall refer partisan political requests to the Board.
8. The Executive Officer may represent the department on policy matters approved by the Board and shall seek advice of the chairperson or the appropriate member when needed to obtain further interpretation of Board intent.
9. **The Executive Officer shall see that annual evaluations of all employees are conducted prior to June 15 of each year.**

10. The Executive Officer shall establish in-service training programs to train and retrain department employees to improve their usefulness to the department as authorized by the Board. In addition to in-service training for employees, the Executive Officer shall hold regularly scheduled staff meetings with division administrators.
11. Reports to the Board:
 - A. The Executive Officer shall provide reports to the Board on a monthly basis unless circumstances dictate or a special report is requested. Reports shall be in such detail as to fully inform Board members of all actions taken by the Executive Officer in implementation of board policy, and of action taken by the Executive Officer in exercise of discretionary powers.
 - B. The Executive Officer shall promptly provide information to any individual Board member when requested and copy other board members as requested or required. Information directed to the Executive Officer for Board information shall be distributed to each Board member in a timely manner.
 - C. Full non-conditional approval of the Executive Officer's report, by a majority of a quorum of the Board, shall constitute full approval of all individual acts specified in the report.
 - D. On any item contained within an Executive Officer's report, either the Executive Officer or any Board member may request a vote which shall be taken before adjournment of the Board.
12. The Executive Officer shall proactively and effectively communicate with individuals, industry, and organizations regarding current industry trends, topics, and requests.
13. The Executive Officer shall be reviewed and evaluated by the Board annually prior to June 15th.



Board of Livestock Meeting

Agenda Request Form

From: Tahnee Szymanski, DVM Animal Health Bureau	Division/Program: Animal Health and Food Safety	Meeting Date: Aug 2019
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Agenda Item: Proposed Change to Administrative Rules of Montana – Import Requirements for Goats

Background Info: This proposed change is at the request of a Montana veterinarian: "I would like to see the requirement for Brucellosis testing on meat goats over six months old removed. It makes it very difficult to buy goats from sales due to the sales don't have a place to test or hold livestock until testing and results can be performed." The Animal Health Bureau concurs with the requested change as the incidence of brucellosis in meat goats in the United States is low and therefore removing this test requirements will not increase the risk of spread of brucellosis (*abortus* and *melitensis*) to Montana livestock.

32.3.214 SPECIAL REQUIREMENTS FOR GOATS (1) Goats may enter the state of Montana provided they are transported in conformity with ARM 32.3.201 through 32.3.211.

(2) Brucellosis test-eligible dairy breeds of goats may enter the state of Montana provided the animals:

(a) originate from a certified brucellosis-free herd, for which the certified herd number and date of last herd test are shown on the permit, or health certificate; or

(b) have been tested for brucellosis with negative results within 30 days of the date of shipment; or

(c) are for exhibition purposes only and are not originating from a brucellosis management area.

(3) All test-eligible dairy breeds of goats originating from a tuberculosis accredited-free U.S. state or zone must have one negative tuberculosis test within 60 days prior to importation unless:

(a) the animals are for exhibition purposes only and will return to the state of origin; or

(b) they originate directly from a tuberculosis-accredited herd; or

(c) they are less than six months of age and accompanied by a tuberculosis test-negative dam.

(4) All test-eligible goats originating from a tuberculosis modified accredited-advanced U.S. state or zone must have one negative tuberculosis test within 60 days prior to importation unless:

(a) they originate directly from a tuberculosis-accredited herd; or

(b) they are less than six months of age and accompanied by a tuberculosis test-negative dam.

(5) All test-eligible goats originating from a tuberculosis modified accredited U.S. state or zone must meet one of the following requirements:

(a) two negative tuberculosis tests 60-120 days apart, with the second test occurring within 60 days prior to importation into Montana; or

(b) one negative tuberculosis test within 60 days prior to importation into Montana and part of a whole herd test within the past 12 months; or

(c) one negative tuberculosis test within 60 days prior to importation into Montana and must originate directly from an accredited tuberculosis-free herd.

(6) Goats less than two months of age originating from, and residing for 60 days or more, in a tuberculosis modified accredited U.S. state or zone must be quarantined for testing between two and four months of age.

(7) All test results and dates, including herd accreditation numbers, shall be recorded on or attached to all copies of the animal's health certificate. (History: 81-2-102, 81-2-103, 81-2-707, 81-20-101, MCA; IMP, 81-2-102, 81-2-103, 81-2-701, 81-20-101, MCA; Eff. 12/31/72; AMD, Eff. 11/4/75; AMD, Eff. 6/5/76; AMD, Eff. 5/5/77; AMD, 1977 MAR p. 962, Eff. 11/26/77; EMERG, AMD, 1/20/78; AMD, 1978 MAR p. 579, Eff. 4/25/78; AMD, 1978 MAR p. 1179, Eff. 8/11/78; AMD, 1979 MAR p. 844, Eff. 8/17/79; AMD, 1980 MAR p. 1713, Eff. 6/27/80; AMD, 1982 MAR p. 602,

Eff. 3/26/82; AMD, 1996 MAR p. 2300, Eff. 8/23/96; AMD, 2012 MAR p. 1262, Eff. 6/22/12; AMD, 2013 MAR p. 1846, Eff. 10/18/13; AMD, MAR p. 2308, Eff. 12/13/13).

Recommendation: Approve for filing proposed changes with SOS

Time needed: 10 Minutes	Attachments:	<u>No</u>	Board vote required?	<u>Yes</u>
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Agenda Item: Proposed Change to Administrative Rules of Montana - Trich Epizootic Area

Background Info: Marias River Livestock Association has submitted a written request asking the BOL to consider revising current administrative rule requiring a negative trichomoniasis test on all non-virgin bulls being sold out of Pondera and Glacier Counties (see attached). The Animal Health Bureau supports pursuing the rule-making process for this change as the number of trich positive herds from those counties has significantly decreased since the regulation was put into place and for recent trich positive herds, MDOL has been able to successfully complete epidemiological investigations including neighbor notification and testing.

(23) "Trichomoniasis epizootic area" is an area as defined in ARM [32.3.111](#) determined to have a higher risk of trichomoniasis and includes the entirety of:

- (a) ~~Glacier County;~~
- (b) ~~Pondera County;~~
- (~~ea~~) Yellowstone County; and
- (~~db~~) Big Horn County.

Recommendation: NA – First review of proposed rule change

Time needed:15 Minutes	Attachments:	<u>No</u>	Board vote required:	<u>No</u>
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Agenda Item: Proposed Changes to Administrative Rules of Montana – Requirements for Importation (HB 112)

Background Info: HB112 was a Department requested build that revised the requirements for importation of animals, animal semen, and animal biologics into Montana, clarifying documentation and permit requirements for animal movements, and repealed regulations for semen used in artificial insemination. The changes to MCA associated with HB112 are set to take effect October 1, 2019. The proposed changes to Administrative Rule reflect the HB of HB112.

Recommendation: NA- First review of proposed rule change

Time needed:15 Minutes	Attachments:	<u>Yes</u>	Board vote required:	<u>No</u>
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Agenda Item: Request to purchase captive bolt

Background Info: During a depopulation event, there are multiple euthanasia methods that can be implemented. Certain methods are more appropriate than others. Considerations made when determining euthanasia method include human safety, environment, species, age of animals to be depopulated and others. The penetrating captive bolt gun is a recommended method of euthanasia by the American Veterinary Medical Association. It is a method that is approved for use in many of the species we may deal with in Montana including cattle, swine, cervids and small ruminants.

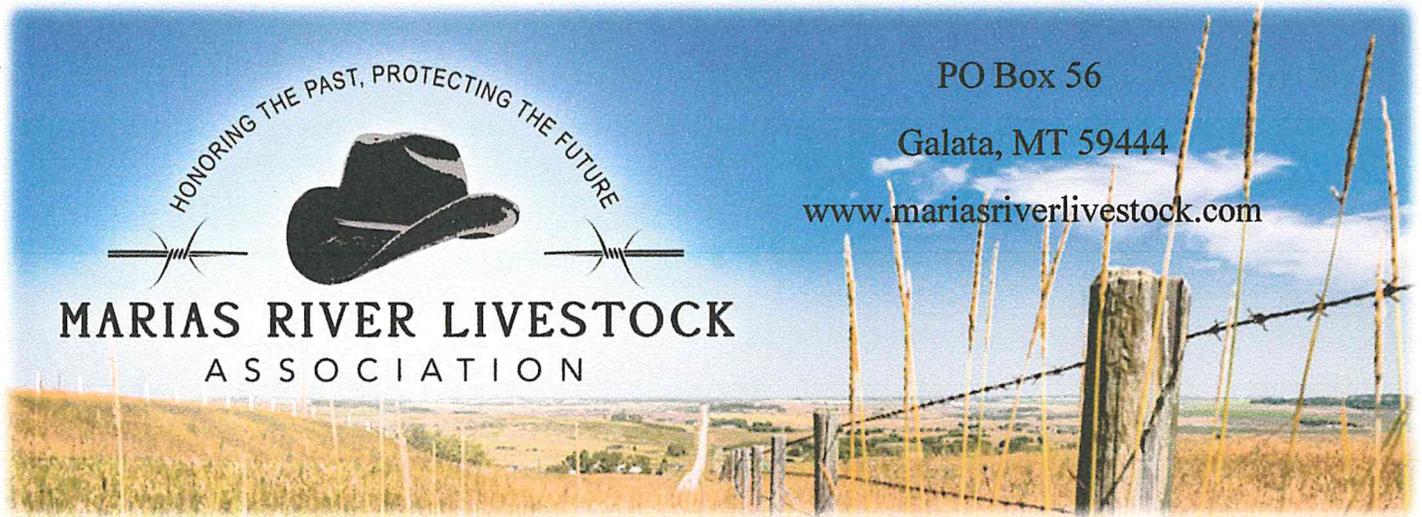
The AHB would like to purchase 4 penetrating captive bolt guns as part of our preparedness for an animal disease outbreak. These euthanasia tools would also be available for use during non-emergency situations such as tuberculosis testing which may require an animal be euthanized.

Cost: \$1,600 x 4 = \$6,400

Captive bolts would be paid for out of Federal Cooperative Agreement funding.

Recommendation: Approve

Time needed: 10 Minutes	Attachments:	No	Board vote required:	Yes
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Director Mike Honeycutt and Board of Livestock Members,

The Marias River Livestock Association Board of Directors and members would like to encourage you to write an Administrative Rule regarding the mandatory trichomoniasis testing for non-virgin bulls being sold out of Pondera and Glacier Counties, including the Blackfeet Indian Reservation.

According to a recent report from State Veterinarian Marty Zaluski, there have been no known infected cattle herds in either county for some time, which means it is absolutely unnecessary for ranchers in the two counties to be subject to the additional costs when sending bulls to market.

We urge you to take our request under careful consideration, and do contact us with any questions you may have.

Thank you for your time and service.

Sincerely,

A handwritten signature in black ink, appearing to read "TJ Bradley", written in a cursive style.

Trina Jo Bradley

Vice President, MRLA

Proposed Changes to Administrative Rule of Montana following the success of HB112

32.3.202 REQUIREMENTS FOR IMPORTATION

(1) ~~Unless otherwise specifically provided in this rule all animals, animal semen, and animal biologics transported or moved into the state of Montana must be accompanied by an official health certificate and a permit. Animals or animal semen may not be brought into the state of Montana without a certificate of veterinary inspection or other documentation as approved by the department. For each individual shipment, the person in charge of the animals or all drivers of vehicles transporting animals must have in their possession copies of all required documentation. The driver of the vehicle or person in charge of the animals must have in their possession a copy of the official health certificate and permit number. When a single health certificate or permit is issued for animals being moved in more than one vehicle the driver of each vehicle shall have in his possession a copy of the health certificate or permit.~~

(2) ~~The department may also require a permit for animals, animal semen, or animals biologics brought into the state.~~

History: [81-2-102](#), [81-2-703](#), [81-2-707](#), [81-20-101](#), MCA; [IMP](#), [81-2-102](#), [81-2-703](#), [81-20-101](#), MCA; Eff. 12/31/72; [AMD](#), Eff. 11/4/75; [AMD](#), Eff. 6/5/76; [AMD](#), Eff. 5/5/77; [AMD](#), 1977 MAR p. 962, Eff. 11/26/77; EMERG, [AMD](#), 1/20/78; [AMD](#), 1978 MAR p. 579, Eff. 4/25/78; [AMD](#), 1978 MAR p. 1179, Eff. 8/11/78; [AMD](#), 1979 MAR p. 844, Eff. 8/17/79; [AMD](#), 1980 MAR p. 1713, Eff. 6/27/80; [AMD](#), 2015 MAR p. 936, Eff. 7/17/15.

32.3.203 IMPORTATION OF DISEASED ANIMALS

(1) ~~No permit may be issued for livestock. Livestock infected with or exposed to brucellosis, tuberculosis, or any other infectious, contagious, or communicable animal disease may not enter the state unless destined directly for slaughter at a slaughterhouse under USDA supervision, except that cattle with a positive reaction to a recognized test for brucellosis may be permitted entry when destined directly for slaughter at a slaughterhouse under USDA supervision.~~ In addition, all conditions for the movement of animals from a quarantined area established by the quarantining authority or U.S. Department of Agriculture must be met.

(2) If any animal in a lot presented for shipment or movement into Montana shows a suspicious or positive reaction to any test required for admission to Montana, no animal from that lot or from the herd in which the animal reacting to the test originates may enter the state of Montana without special permission from the state veterinarian or his agent.

History: [81-2-102](#), [81-20-101](#), [81-2-703](#) MCA; [IMP](#), [81-2-102](#), [81-20-101](#), MCA; Eff. 12/31/72; [AMD](#), Eff. 11/4/75; [AMD](#), Eff. 6/5/76; [AMD](#), Eff. 5/5/77; [AMD](#), 1977 MAR p. 962, Eff. 11/26/77; EMERG, [AMD](#), 1/20/78; 1978 MAR p. 579, Eff. 4/25/78; [AMD](#), 1978 MAR p. 1179, Eff. 8/11/78; [AMD](#), 1979 MAR p. 844, Eff. 8/17/79; [AMD](#), 1980 MAR p. 1713, Eff. 6/27/80; [AMD](#), 1984 MAR p. 267, Eff. 1/27/84.

32.3.206 OFFICIAL HEALTH CERTIFICATE DOCUMENTS FOR IMPORTATION

(1) Health certificates are valid for not more than 30 days after the date of inspection, except where otherwise noted in this rule, and may not be issued unless the animals described thereon comply with Montana entry requirements, and the health certificate contains: names and addresses of the consignor and consignee, place of origin of shipment, its final destination, accurate description and identification of each animal, purpose for which they are shipped, and method of transportation.

(2) It must indicate the health status of the animals involved, including dates and results of inspections, tests and vaccinations required by the state of Montana. A copy of the health certificate must be sent to the state veterinarian of Montana.

(3) The accredited veterinarian issuing the health certificate must certify that the animals shown thereon are free from evidence of any infectious, contagious, or communicable disease or known exposure thereto.

(4) The state veterinarian may waive requirements for animals imported into Montana on a case-by-case basis if granting the waiver does not create a threat of disease to livestock or to the public.

(5) Accredited veterinarians who are approved by the chief livestock sanitary official of the state of origin and accredited veterinarians in the employ of the U.S. Department of Agriculture may inspect animals for entry into the state of Montana.

History: [81-2-102](#), [81-2-104](#), [81-2-703](#), [81-2-707](#), [81-20-101](#), MCA; [IMP](#), [81-2-102](#), [81-2-104](#), [81-2-703](#), [81-20-101](#), MCA; Eff. 12/31/72; [AMD](#), Eff. 11/4/75; [AMD](#), Eff. 6/5/76; [AMD](#), Eff. 5/5/77; [AMD](#), 1977 MAR p. 962, Eff. 11/26/77; EMERG, [AMD](#), 1/20/78; 1978 MAR p. 579, Eff. 4/25/78; [AMD](#), 1978 MAR p. 1179, Eff. 8/11/78; [AMD](#), 1979 MAR p. 844, Eff. 8/17/79; [AMD](#), 1980 MAR p. 1713, Eff. 6/27/80; [AMD](#), MAR 2010 p. 2974, Eff. 12/24/10; [AMD](#), 2015 MAR p. 936, Eff. 7/17/15; [AMD](#), 2018 MAR p. 1960, Eff. 10/6/18.

32.3.207 PERMITS

(1) Permits are issued by the Montana Department of Livestock. Persons applying for permits shall provide the following information: names and addresses of the consignor and consignee, number and kind of animals, origin of shipment, final destination, purpose of shipment, method of transportation, and such other information as the state veterinarian may require.

(2) Permits are valid for no longer than ten days from the date of issuance unless otherwise specified as follows:

- (a) blanket:
 - (i) permanent market, until rescinded;
 - (ii) temporary market, up to 30 days;
- (b) cross border grazer, nine months;
- (c) entry extended, 30 days;
- (d) equine annual, yearly;
- (e) NPIP poultry, yearly;
- (f) re-entry, up to 30 days;
- (g) semen:
 - (i) equine, annual;

- (ii) bovine, domestic, annual;
- (iii) bovine, international, annual; and
- (h) six-month horse passport, six months.
- (i) biologics, conditional, up to 2 years; and
- (j) biologics, permanent, 5 years.

(3) Permits will be issued provided the animals shown thereon are in compliance with these rules. However, in order to cope with changing disease conditions the state veterinarian may refuse to issue a permit or make such conditions not specifically set forth in these rules for its issuance as is necessary to protect livestock health in Montana.

(4) Permits will be provided to persons requesting them immediately upon issue. To facilitate the movement of animals or items required to enter Montana by permit, if the prerequisites have been met, a permit number may be issued by telephone. The permit number so issued must be affixed to the health certificate if required, waybill, brand inspection certificate and any other official documents in this fashion: "Montana Permit No." followed by the number.

(5) When these rules require entry by permit, at the time the permit is issued, the department may require that an official health certificate or other approved documentation be obtained either at the point of origin, the point of destination, or some other location within Montana designated by the department.

History: [81-2-102](#), [81-2-103](#), [81-2-104](#), [81-2-703](#), [81-2-707](#), [81-20-101](#), MCA; [IMP](#), [81-2-102](#), [81-2-103](#), [81-2-104](#), [81-2-703](#), [81-20-101](#), MCA; Eff. 12/31/72; [AMD](#), Eff. 11/4/75; [AMD](#), Eff. 6/5/76; [AMD](#), Eff. 5/5/77; [AMD](#), 1977 MAR p. 962, Eff. 11/26/77; EMERG, [AMD](#), 1/20/78; 1978 MAR p. 579, Eff. 4/25/78; [AMD](#), 1978 MAR p. 1179, Eff. 8/11/78; [AMD](#), 1979 MAR p. 844, Eff. 8/17/79; [AMD](#), 1980 MAR p. 1713, Eff. 6/27/80; [AMD](#), 2014 MAR p. 1096, Eff. 5/23/14; [AMD](#), 2015 MAR p. 936, Eff. 7/17/15; [AMD](#), 2016 MAR p. 2428, Eff. 12/24/16; [AMD](#), 2018 MAR p. 1960, Eff. 10/6/18.



Board of Livestock Meeting

Agenda Request Form

From: Dr. Emily Kaleczyc		Division/Program: Meat and Poultry Inspection			Meeting Date: August 28, 2019		
<u>Agenda Item:</u> Request Permission to Hire Compliance Investigator							
Background Info: The Meat and Poultry Inspection Bureau would like to request permission to hire a compliance investigator. A long-term employee currently filling the role of compliance investigator will retire on September 1, 2019. The consequences of not filling this position include leaving coverage of the entire state to one compliance investigator leaving large gaps in our compliance coverage. On-the-job training, job shadowing, and mentoring will be used to provide a level of training that would meet an “at least equal to” standard. If approved, the position will work out of the Missoula/Kalispell area which will allow compliance coverage primarily in the western half of the State.							
Recommendation:							
Time needed: 5 Minutes	Attachments:	Yes	No X	Board vote required?	Yes	No	
					X		
<u>Agenda Item:</u> Request Permission to Hire an Inspector in the NW District							
Background Info: The NW district supervisor was filled with an internal candidate. Consequently, this creates an opening for a meat inspector in the NW district. We are seeking Board approval to hire this position.							
Recommendation:							
Time needed: 5 Minutes	Attachments:	Yes	No	Board vote required	Yes X	No	
<u>Agenda Item:</u> Administrative Rule Changes							
Background Info: The Meat and Poultry Inspection Bureau is proposing a comprehensive administrative rule change. The majority of the rules being proposed for change relate to simplifying administrative rules significantly. The following summarizes proposed changes:							
<ol style="list-style-type: none"> 1. Update “at least equal to” requirements by adopting the most current version of 9 CFR. Periodically, FSIS changes regulatory requirements. Once they do, we have an obligation to update our rule that adopts applicable portions of 9 CFR by reference. 2. The proposed rules eliminate several burdensome requirements and conflict with 9 CFR. For example, current rules require that parking lots at establishments be paved. 3. The proposed rules more clearly define the concept of a “meat depot” and how they will be regulated. 4. Clarifies the requirement for restroom facilities located within custom and official establishments. 							
Recommendation:							
Time needed: 25 Minutes	Attachments:	Yes X	No	Board vote required:	Yes	No	
						X	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	

Proposed Meat & Poultry Inspection Administrative Rule Changes

Background

The Meat & Poultry Inspection Bureau (MPI) within the Department of Livestock maintains a state meat and poultry inspection program that operates under the authority of the Federal Meat Inspection Act (FMIA, 21 U.S.C. §661) in cooperation with the USDA Food Safety Inspection Service (FSIS). The FMIA requires states to operate inspection programs with standards “at least equal to” those of FSIS. The rules under which MPI conducts meat and poultry inspection within the state must be at least equal to those applied by FSIS. All state programs are required to conduct an annual self-assessment of the program’s at least equal to status. Part of that assessment includes a review of the relevant Administrative Rules of Montana (ARM).

Based on MPI’s assessment of current administrative rules, the following changes are proposed:

- Update the effective date of adoption of the Code of Federal Regulations (CFR) – A more recent adoption date is required to capture changes to CFR that have occurred since the August 22, 2016 adoption date currently in ARM.
- Repeal regulations that impose an undue regulatory burden on the industry and are unnecessary given the rules incorporated by reference to CFR.
- Clarify the requirements for meat depot licensing and operation.
- Clarify requirements for bathroom facilities in licensed establishments.

Overall, these rule changes should decrease the regulatory burden on state licensed establishments and clarify existing policy. Further detail on each of these proposed changes is presented below.

Update to 32.6.712

FSIS has extensive rules in the CFR governing meat and poultry inspection. To meet the at least equal standard for state meat inspection programs, MPI has incorporated the relevant sections of the CFR by reference in the ARM 32.6.712. Most recently ARM 32.6.712 was updated in 2016 to update the CFR references to the version of the federal rules as of August 22, 2016. FSIS has made several changes to CFR since then, so the rule now needs to be updated to reflect the current version of CFR.

This update is necessary to ensure that Montana continues to maintain the at least equal to status required for operation of a state meat inspection program.

Repeal of 32.6.703-32.6.711 and 32.6.801-32.6.815

Prior to the incorporation of CFR in 1988 (MAR p. 390), MPI had existing rules governing meat and poultry inspection that were originally adopted in 1972. These older rules were left in effect following the incorporation of CFR and were only updated once in 2006 to address the addition of mobile slaughter facilities for inspection during the 2005 legislature. However, the content of these rules overlaps with the sections of CFR incorporated in 32.6.712, and in some cases the older rules are more restrictive or conflict with CFR. For example, 32.6.704 requires toilet rooms to have a window that admits direct, natural light. This is a higher burden than that posed by the federal regulation relating to

toilet rooms, and MPI feels that this higher burden is unnecessary for the maintenance of sanitary conditions and the production of safe, wholesome, unadulterated meat and poultry products. Likewise, 32.6.709 stipulates that outside areas of establishments be paved; again, this is more restrictive than the corresponding federal regulation.

Repeal of these rules is necessary to remove unnecessarily burdensome requirements, to avoid duplication and conflict between rules, and to simplify regulatory requirements.

Update to 32.6.701

Montana Code Annotated (MCA) uses the term “meat depot” in 81-9-202 but does not provide a definition for the term. Currently, ARM 32.6.701 includes a definition for the term “meat depot” that is overly broad because it includes everywhere that meat intended for human consumption is stored. This definition would technically include private homes, which is not the intent of the rule. **The definition of a meat depot will be updated to include only those facilities storing meat that is intended for sale.**

Additionally, 32.6.701 contains some definitions that already appear in MCA, the Federal Meat Inspection Act (21 U.S.C. 601), or the sections of CFR adopted by reference. These definitions in relevant law and CFR would supersede those found in ARM. Terms thus defined include: meat, meat by product, meat food product, mobile slaughter facility, and product. Numbering within the rule has also been updated accordingly. **This rule change would remove duplicate definitions from ARM.**

The third change to 32.6.701 is to add “or poultry” to the definitions for meat depot and packing house. **Combining meat and poultry definitions into the same rule will allow the repeal of 32.6.801 and simplify the definitions used in this subchapter.**

Update to 32.6.702

Along with the previous rule, MPI is proposing to update ARM 32.6.702 to include poultry as well as meat so that 32.6.802 can be repealed. **Combining meat and poultry into one subsection will reduce the number of rules governing meat and poultry inspection and simplify the regulations for ease of use by the industry.**

ARM 32.6.702 is also being updated to create an exemption to the meat depot license requirement for facilities that are already licensed by a local public health authority and subject to sanitary inspections by that authority. This is to avoid putting an undue regulatory burden on businesses that are already subject to licensing and oversight by a public health authority. Numbering within the rule has also been updated accordingly. **Retail businesses with a license through a local health authority would not be required to have a meat depot license.**

New Meat Depot Rule

Meat depots are currently subject to the sanitation requirements in ARM 32.6.703 through 32.6.711 and 32.6.803 through 32.6.815. MPI is recommending repeal of these rules for the reasons stated above.

Also, these rules were unnecessarily burdensome for the low-risk storage of meat in a meat depot. It is not necessary for meat depots to have specific plumbing and sewage installations, toilets, or the other extensive facilities required for establishments that process meat and poultry. Other types of activities/operations currently covered by the rules recommended for repeal are also covered by 32.6.712 and the incorporated sections of CFR. Meat depots are not an entity included in CFR, so a new rule is necessary to address requirements for these facilities. This rule contains some basic sanitation requirements to ensure product is stored under conditions which will not lead to contamination or adulteration of product. This rule also clarifies an existing policy that meat depots may store only product that is “inspected and passed” by either the state of Montana or USDA FSIS to ensure that product stored in a meat depot is eligible for both wholesale and retail use.

The new rule governing meat depots will replace the previous requirements which were unnecessarily burdensome and clarify that product stored in a meat depot must be inspected and passed.

New Bathroom Rule

After repeal of 32.6.704, the requirements for bathroom facilities are in 9 CFR 416.2(h) which is incorporated in ARM 32.6.712. These requirements apply to both custom exempt operations and official establishments. The rule states that bathrooms must be “conveniently located,” but the definition of “convenient” is not included. This has led to a situation in which some custom exempt operations have a bathroom that is in an adjacent private residence. It is the policy of MPI that inspectors will not enter a private residence, so MPI inspectors cannot determine if bathrooms in a private residence are maintained in a sanitary condition as required by regulation. The new rule proposed here clarifies that bathrooms for any licensed facility required to have a bathroom must be dedicated to the licensed business and may not be in a private residence. There is an exemption written into this rule that will grandfather in existing licensees. However, whenever a business is sold the facility will lose its grandfathered status.

The addition of a rule specifically addressing bathrooms in licensed facilities is necessary to ensure that MPI inspectors can conduct adequate sanitary inspections as required by regulation.

Subchapter 7

Slaughterhouses, ~~Meat~~ Packing Houses, Meat Depots,
and Mobile Slaughter Facilities32.6.701 DEFINITIONS In this subchapter:

~~(1) "Meat" means the edible part of the muscle of cattle, sheep, swine, goats or other animals, which is skeletal or which is found in the tongue, in the diaphragm, in the heart, or in the esophagus, with or without the accompanying and overlying fat, and portions of the bone, skin, sinew, nerve, and blood vessels which normally accompany the muscle tissue, and which are not separated from it in the process of dressing. It does not include the muscles found in the lips, snout or ears.~~

~~————(2) "Meat by-product" means any edible part, other than meat, which has been derived from one or more cattle, sheep, swine or goats.~~

~~(31) "Meat depot" means an facility establishment where meat or poultry, meat or poultry food products, and/or meat or poultry by-products, intended capable for use as human food consumption and intended for sale are stored.~~

~~(4) "Meat food product" means any article of food, or any article intended for or capable of being used as human food which is derived or prepared, in whole or in substantial and definite part from any portion of any cattle, sheep, swine or goats, except such articles as organotherapeutic substances, meat juice, meat extract, and the like, which are only for medicinal purposes, and are advertised only to the medical profession.~~

~~(52) "Meat ~~p~~ Packing house" means an establishment where meat or poultry, meat or poultry food products, and or meat or poultry by-products, intended for human consumption capable for use as human food, are prepared and/or processed.~~

~~————(6) "Mobile slaughter facility" is defined in 81-9-217, MCA.~~

~~————(7) "Product" means any part or all of meat, meat by-product, and/or meat food product.~~

~~(83) "Slaughterhouse" means an establishment where animals are butchered for human consumption. (History: 81-2-102, 81-9-220, MCA; IMP, 81-2-102, 81-9-217, 81-9-220, MCA; Eff. 12/31/72; AMD, 2006 MAR p. 1283, Eff. 5/19/06.)~~

32.6.702 APPLICATIONS TO BE IN WRITING; INSPECTION OF PLANS AND FACILITIES PRIOR TO ISSUANCE OF LICENSE

(1) Any person, firm, or corporation desiring to maintain or conduct a slaughterhouse, ~~meat~~ packing house, mobile slaughter facility, or meat depot shall file a written application for a license on a form to be provided by the Department of Livestock.

~~(2) A meat depot license shall not be required for facilities at physical locations that are licensed by a local public health authority and subject to onsite sanitary inspections by that authority.~~

~~(23) Complete drawings and specifications for remodeling establishments and for new structures must be submitted to the department, and approval obtained for the plans, in advance of construction.~~

(34) No license for a slaughterhouse, ~~meat~~ packing house, mobile slaughter facility, or meat depot may be granted until a representative of the Montana Department of Livestock, ~~Meat, Milk, and Egg Inspection Division~~ has inspected the establishment, or facility, and premises proposed to be licensed, and has specified in writing, addressed to the applicants, the requirements for sanitation and necessary facilities for sanitary operation in conformity with the requirements of this subchapter. (History: 81-2-102, 81-9-220, MCA; ~~IMP~~, 81-2-102, 81-9-201, 81-9-217, 81-9-219, 81-9-220, 81-9-226, 81-9-227, 81-9-228, 81-9-229, 81-9-230, 81-9-231, MCA; Eff. 12/31/72; AMD, 2006 MAR p. 1283, Eff. 5/19/06.)

32.6.712 FOOD SAFETY AND INSPECTION SERVICE (MEAT, POULTRY)

(1) The Department of Livestock incorporates by reference the following as they were effective ~~August 22, 2016~~ July 1, 2019:

***The rest of the rule is unchanged

New Rule (1):

Owners of a meat depot must:

- (1) Operate and maintain the facility in a manner sufficient to prevent the creation of insanitary conditions and to ensure that product is not adulterated; this includes but is not limited to:
 - (a) Construct facilities in such a way to prevent the entrance of vermin, and have in place a pest management program that prevents the harborage and breeding of pests on the grounds and within the facility;
 - (b) Control the climate and conditions under which product is stored in a manner appropriate for each type of product;
 - (c) Store product in a secure manner that prevents unauthorized access to or tampering with product;
 - (d) Keep facilities clean and in good repair;
- (2) Store only meat and poultry products which are marked "inspected and passed" either by the state of Montana or the United States Department of Agriculture, Food Safety Inspection Service.

New Rule (2):

Operations required to provide dressing rooms, lavatories, or toilets must provide such facilities dedicated to the business and not located in a private residence. Except:

- (1) All operations with an active license as of July 1, 2019 shall be allowed to operate with existing dressing rooms, lavatories, or toilets.
- (2) To preserve the exemption in (1) an eligible license must be renewed annually with no change in ownership or other modifications.

Repeal:

- 32.6.703 through 32.6.711
- 32.6.801 through 32.6.815



Board of Livestock Meeting

Agenda Request Form

From: Gregory Juda		Division/Program: MVDL			Meeting Date: 8/28/2019		
<u>Agenda Item: Revised ARM for adjustments to testing fee schedule</u>							
Background Info: The MVDL proposed modifications to the existing fee schedule that have been approved by the BOL. A modification of the proposed Administrative Rule was required prior to publication of the modified fee schedule. The attached ARM outlines these final changes.							
Recommendation: Board approval to post amended rule changes							
Time needed: 5 minutes	Attachments:	Yes X	No	Board vote required?	Yes	No X	
<u>Agenda Item: Equipment purchases associated with HB2</u>							
Background Info: HB2 appropriated \$159,572 for MVDL lab equipment purchases in FY2020. The MVDL would like approval to move forward with the following purchases:							
Hematology Analyzer: \$113,053.73							
Microscope 28,318.00							
Clinical Centrifuge: 8,884.86							
Scale for necropsy hoist: 5,805.00							
Total \$156,061.59							
Recommendation: Board approval to move forward on equipment purchases							
Time needed: 5 minutes	Attachments:	Yes	NoX	Board vote required:	Yes X	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	

32.2.403 DIAGNOSTIC LABORATORY FEES (1) ~~Test services~~ Services available through the Montana Department of Livestock Veterinary Diagnostic Laboratory (MVDL) are listed in the chart in (4), entitled MVDL Services and Fees.

(a) A 50 percent surcharge will be assessed on accessions from out-of-state submitters for tests conducted on nonresident animals.

(b) Mailing costs:

(i) all submissions must have shipping cost or postage prepaid;

(ii) "collect on delivery" shipments are not accepted;

(iii) any mailing costs incurred by the laboratory will be billed to the submitter.

(c) Delinquent accounts:

(i) A 1.5 percent monthly interest rate will be charged on accounts over 30 days.

(ii) Laboratory results on any account 90 days delinquent will be withheld until the entire payment is received.

(d) A 50 percent surcharge will be assessed when expedited processing is requested on a case.

~~(2) A minimum laboratory fee of \$8.00 will be charged on all accessions.~~

(3) ~~Accession~~ An accession is defined as ~~the an~~ an MVDL case number assigned to specimens from animals that are submitted by a veterinarian, owner, or other agent to the laboratory for diagnostic or surveillance testing.

(a) A fee of ~~\$5.00~~ 4.00 will be assessed for each accession except those that are exempted. Exempted accessions are Equine Infectious Anemia (EIA) tests.

(4) MVDL services and fees:

(a) Clinical Microbiology/Bacteriology:

Test	Fee
aerobic culture	\$20.00 17.60
aerobic aerobic <u>culture</u> - additional isolate	\$10.00 8.80 each
anaerobic culture	\$24.00 20.90 each
anaerobic culture - each additional isolate	\$10.00 8.80 each
antibiotic sensitivity - per isolate	\$15.00 11.55
brucella culture	\$20.00 17.60
campylobacter culture	\$16.00 14.30
clostridium perfringens genotyping	referral lab fee + shipping/handling
dermatophyte culture & PAS	\$30.00 28.87
direct microscopy	\$10.00 9.35
environmental culture	\$20.90 each
fecal occult blood	\$11.00 9.35
fungus culture	\$30.00 25.57
listeria culture	\$24.00 18.70
milk culture	\$17.60
mycoplasma culture	\$20.00 17.60
non-dermatophyte fungus culture	\$25.57

salmonella culture	\$ <u>20.00</u> 17.32
salmonella enteritidis <u>confirmatory culture</u> /if negative	\$ <u>28.00</u> 23.10
salmonella enteritidis/additional testing	\$26.95
special requests	contact lab
trichomonas foetus culture:	\$ <u>7.00</u>
1-100	\$6.50 each
101-500	\$6.00 each
501 or more	\$5.50 each

(b) Clinical Microbiology/Parasitology

Test	Fee
cryptosporidia exam	\$ <u>10.00</u> 9.35
dirofilaria immitis (canine heartworm) ELISA	\$ <u>12.00</u> 10.45
dirofilaria immitis microfilaria filtration	\$ <u>12.00</u> 9.50
fecal flotation	\$ <u>15.00</u> 11.55
giardia ELISA	\$ <u>34.00</u> 32.45
parasite or arthropod identification	\$ <u>28.00</u> 31.35
special parasite identification procedures	contact lab
liver fluke sedimentation	\$ <u>30.00</u> 28.50
trichinella – pepsin degradation:	\$ <u>84.00</u>
1-4 samples	\$80.00 each
5-10 samples	\$65.00 each

(c) Clinical Pathology

Test	Fee
Clinical profiles:	
small animal health screen	\$ <u>58.00</u> 46.25
large animal health screen	\$ <u>60.00</u> 46.25
small animal clinical profile	\$ <u>43.00</u> 35.00
large animal clinical profile	\$ <u>46.00</u> 35.00
small animal pre-anesthetic profile	\$ <u>30.00</u> 25.25
feline profile	\$ <u>80.00</u> 69.50
equine fitness profile	\$ <u>40.00</u> 34.00
Endocrinology:	
canine thyroid panel	\$ <u>35.00</u> 29.50
thyroid panel - feline	\$ <u>30.00</u> 25.25
canine total T4	\$ <u>12.00</u> 10.50
total T4	\$ <u>12.00</u> 10.50
canine TSH	\$ <u>12.00</u> 10.50
free T4 – canine & feline	\$ <u>12.00</u> 10.50
total T3	\$ <u>12.00</u> 10.50

cortisol: canine, feline, equine	\$ <u>18.00</u> 16.00 each
ACTH stimulation	\$ <u>35.00</u> 31.50
cortisol: pre & post	\$ <u>35.00</u> 31.50
dexamethasone suppression: pre & post	\$ <u>50.00</u> 47.25
Biochemistry panels:	
small animal panel	\$ <u>30.00</u> 26.25
large animal panel	\$ <u>30.00</u> 26.25
small animal hepatic panel	\$ <u>24.00</u> 21.00
small animal renal panel	\$ <u>24.00</u> 21.00
canine endocrine panel	\$ <u>28.00</u> 24.25
feline geriatric panel	\$ <u>18.00</u> 15.00
electrolyte panel	\$ <u>13.00</u> 10.50
expanded electrolyte panel	\$ <u>18.00</u> 15.75
Other serum chemistry:	
PLI: canine, feline	\$ <u>28.00</u> 23.75
bile acids: canine, feline, equine	\$ <u>30.00</u> 25.25
bile acids: pre & post	\$ <u>42.00</u> 35.75
phenobarbital	\$ <u>28.00</u> 25.25
individual biochemical test	contact lab
Hematology:	
<u>small animal</u> CBC/differential	\$ <u>18.00</u> 15.75
large animal CBC/differential	\$ <u>18.00</u> 15.75
small animal CBC/without differential	\$ <u>10.00</u> 7.00
large animal CBC/without differential	\$ <u>10.00</u> 7.00
reticulocyte count	\$ <u>8.00</u> 7.00
feline anemia panel	\$ <u>48.00</u> 38.00
fibrinogen	\$ <u>6.00</u> 4.25
hemotropic parasite screen	\$ <u>6.00</u> 4.25
urinalysis	\$ <u>15.00</u> 12.75
urinalysis with culture & sensitivity	\$35.75
Miscellaneous clinical pathology tests:	
blood cross match	\$ <u>18.00</u> 15.75
buffy coat exam	\$ <u>32.00</u> 31.50
canine direct coombs	\$ <u>32.00</u> 31.50
individual coagulation test – PT & APTT only	\$ <u>24.00</u> 21.00
IgG RID – bovine & equine	\$ <u>18.00</u> 15.75
ocular nitrate	\$ <u>16.00</u> 14.75

(d) Cytology

Test	Fee
bone marrow cytology	\$46.20
CSF analysis: SG, microprotein, cytospin, cytology	\$ <u>60.00</u> 27.77 plus

	microprotein referral fee
cytology with culture	\$39.32 + culture
fluid analysis: total cell count, TP, SG, cytology	\$47.00 41.80
FNA: imprint, smear, stained, or unstained	\$45.00 39.32 + culture

(e) Histopathology Histology/Immunohistochemistry

biopsy standard, per site biopsy (1-3 slides) (includes special stains, as needed)	\$55.00 39.32
mail-in necropsy (includes special stains, as needed)	\$55.00
per biopsy or necropsy (4-6 slides)	\$46.20
per biopsy or necropsy (7-10 slides)	\$53.35
per biopsy or necropsy (11 or more slides)	\$60.22
decalcification/keratin	\$11.00 9.35
margin inking/evaluation	\$10.00
hematoxylin & eosin (H & E):	
duplicate H & E (up to 3 slides)	\$19.80
additional H & E (4 or more slides)	\$5.77 each
immunohistochemistry (IHC)	\$32.00 28.87
special stains (additional request)	\$10.00 9.35 each
Duplicate/research/other slide processing (H&E) bulk research – slide prep staining only	\$7.00 per slide 4.40/slide + \$26.40/hour

(f) Milk Testing

Test	Fee
added water	\$5.00 3.25
antibiotic	\$25.00 24.25
brucella ring	\$8.00 2.25
coliform count	\$10.00 5.25
component	\$5.00 1.25
gerber	\$5.00 3.25
laboratory certification review	contact milk lab
listeria environmental culture	\$11.75/swab site
majonnier	\$15.00 13.25
pesticide:	
organophosphate & carbamates	\$25.25 minimum
chlorinated hydrocarbons	\$220.50 minimum
phosphatase	\$8.00 6.50
somatic cell count:	
direct	\$7.50 5.25
electronic	\$4.00 1.25
standard plate count	\$8.00 6.00
yeast & mold	\$8.00 6.00

(g) Molecular Diagnostics (PCR)

Test	Fee
new tests as implemented	contact lab
avian influenza (AI)	<u>\$40.00</u> 34.65
Bovine coronavirus/rotavirus multiplex	<u>\$45.00</u> 37.77
bovine virus diarrhea (BVD):	
individual samples (ear notch samples)	<u>\$40.00</u> 34.65
MVDL pooled (ear notch samples)	up to 24 samples for <u>\$65.00</u> 57.75
retest in positive pools/antigen capture ELISA	\$4.40/sample
E. coli - K99	<u>\$40.00</u> 34.65
Infectious bovine rhinotracheitis (IBR) Call lab first	\$40.42
<u>bovine respiratory disease viral PCR panel</u>	<u>\$50.00</u>
National Animal Health Laboratory Network (NAHLN) tests performed: Classical Swine Fever, Foot & Mouth Disease, Vesicular Stomatitis Virus, Swine Influenza Virus, <u>or and Avian Paramyxovirus PCR</u>	<u>\$40.00 each</u> contact lab
mycobacterium avium paratuberculosis (Johne's):	
individual sample	<u>\$36.00</u> 34.65
MVDL pooled (up to 5 feces samples)	<u>\$42.00</u> 40.42
retest in positive pools	\$34.65/sample
salmonella enteritidis PCR	<u>\$36.00</u> 32.45
suspect culture confirmation	\$36.30
tritrichomonas foetus:	
individual sample	<u>\$30.00</u> 28.50
MVDL pooled (up to 5 samples)	<u>\$55.00</u> 52.50/pool
retest in positive pools	\$28.50/sample

(h) Pathology

Test	Fee
abortion workup, livestock - MVDL kits only	<u>\$65.00</u> 57.75
neonatal diarrhea workup - livestock, MVDL kits only	<u>\$125.00</u> 110.00
carcass disposal (CD) – incineration (<u>livestock</u>)(per lb)	<u>\$0.50</u> 40.00 per 100 lbs
<u>carcass disposal – incineration (other species)(per lb)</u>	<u>\$1.00</u>
Animal remains return/transfer	\$25.00
Pathologist time (after hours/)-insurance/legal cases)	<u>\$200.00</u> 173.25/hour
<u>after hours carcass receiving</u>	<u>\$25.00</u>
necropsy - bovine & equine:	
fetus	\$80.85 + CD
less than 150 lbs	\$98.17 + CD
150 to 500 lbs	\$127.05 + CD

more than 500 lbs	\$173.25 + CD
necropsy - canine & feline:	\$127.05 + CD
necropsy - porcine (swine):	
fetus (same litter)	\$80.85 + CD
less than 25 lbs	\$80.85 + CD
25 to 250 lbs	\$98.17 + CD
more than 250 lbs	\$127.05 + CD
necropsy - small ruminant:	
fetus (same dam)	\$80.85 + CD
up to 20 lbs	\$80.85 + CD
more than 20 lbs	\$98.17 + CD
<u>necropsy - livestock</u>	<u>\$120.00</u>
necropsy - other species	<u>\$150.00</u> 46.20 minimum CD
research	contact lab
spinal cord removal (in addition to necropsy fee):	
small animal	<u>\$75.00</u> 57.75
large animal	<u>\$125.00</u> 115.50
transmissible encephalopathies:	
brain removal only	\$34.65 minimum
immunohistochemistry and ELISA test	referral + shipping/handling

(i) Rabies

Test	Fee
small animal	<u>\$35.00</u> 31.50
livestock with histopathology	<u>\$65.00</u> 58.00
entire carcass disposal (excluding bats & small rodents):	
Up to 30 lbs	\$55.00
31-60 lbs	\$85.00
61-90 lbs	\$115.00

(j) Serology

Test	Fee
anaplasmosis cELISA	<u>\$10.00</u> 8.80
avian influenza (AI) AGID:	<u>\$8.00</u>
1-9	\$6.60 each
10-24	\$5.50 each
25-49	\$3.30 each
50 or more	\$2.20 each
bluetongue (BT) AGID - contact laboratory	\$7.15 minimum
bluetongue cELISA:	<u>\$10.00</u>
1-100	\$9.62 each

	101-500	\$7.15 each
	501 or more	\$4.40 each
bovine leukemia virus (BLV) ELISA:		\$8.00
	1-100	\$7.70 each
	101-500	\$6.60 each
	501 or more	\$4.40 each
bovine leukemia virus (BLV) AGID		\$10.00 8.00 each
bovine respiratory syncytial virus (BRSV) – SN		\$10.00 7.70
bovine virus diarrhea type I, II – SN		\$18.00 15.12
bovine virus diarrhea (BVD) ELISA:		\$6.00
	1-100	\$5.77 each
	101-500	\$4.67 each
	501 or more	\$4.12 each
brucella abortus:		
	card, BAPA, FP, or RAP	\$2.50 1.60 each
	FP	\$3.50
	rivanol, SPT, CF, STT	\$3.50 2.65 each
brucella ovis ELISA		\$9.00 8.00
caprine arthritis encephalitis (CAE) <u>cELISA</u> :		\$9.00
	AGID	\$7.15
	cELISA	\$7.15
epizootic hemorrhagic disease (EHD) – AGID		\$13.00 11.55
equine infectious anemia (EIA) AGID individual sample		\$10.00 8.00
equine infectious anemia (EIA) AGID – same owner:		
	1-15	\$8.00 each
	16-50	\$6.00 each
	51 or more	\$4.75 each
equine infectious anemia (EIA) cELISA individual sample		\$14.00 13.00 each
EIA Global Vet Link <u>surcharge</u> submissions (per animal)		\$2.00 1.10
equine infectious anemia (EIA) cELISA same owner:		
	1-15	\$13.00 each
	16-50	\$10.50 each
	51 or more	\$9.50 each
infectious bovine rhinotracheitis (IBR)-SN		\$9.00 7.70
leptospirosis MAT:		
	(routine) L. canicola, L. grippo, L. hardjo, L. ictero, L. pomona	\$15.00 11.55
	L. autumnalis, L. bratislava/per each	\$3.00/serovar 2.47/sample
mycobacterium paratuberculosis (PTB) ELISA:		\$9.00
	1-100	\$8.80 each

101-500	\$6.60 each
501 or more	\$4.40 each
ovine progressive pneumonia (OPP):	
AGID or cELISA	<u>\$8.00</u> 7.15
parainfluenza 3 (PI3) - HAI	<u>\$7.00</u> 5.77
pseudorabies - gB ELISA	<u>\$7.50</u> 6.60
salmonella pullorum MAT	<u>\$6.50</u> 5.22
vesicular stomatitis (VS):	
CF	<u>\$55.00</u> 51.97
NJ & Ind - SN	<u>\$18.00</u> 15.12
west nile virus <u>IgM ELISA (WNV):</u>	
July 1 - Oct 15 IgM ELISA	\$23.10
off season	referral lab fee + shipping/handling

(k) Serology - Small Animal

Test	Fee
brucella canis - RSAT screen, 2ME-TAT confirmation	<u>\$26.00</u> 23.00
feline infectious peritonitis (FIP) ELISA	<u>\$35.00</u> 31.35
feline leukemia virus (FeLV) <u>SNAP ELISA</u>	<u>\$24.00</u> 19.80
feline leukemia/feline immunodeficiency virus/ <u>heartworm SNAP (FeLV, FIV) ELISA</u>	<u>\$32.00</u> 31.35

(l) Virology

Test	Fee
bovine virus diarrhea - cELISA	see serology section
canine parvovirus <u>SNAP ELISA</u>	<u>\$30.00</u> 27.77
electron microscopy (EM)	\$34.65
fluorescent antibody (FA) testing - per agent:	
bovine coronavirus (BCV)	<u>\$11.00</u> 9.35
bovine respiratory syncytial virus (BRSV) SN	<u>\$11.00</u> 9.35
bovine virus diarrhea (BVD)	<u>\$11.00</u> 9.35
canine distemper (CDV)	<u>\$11.00</u> 9.35
canine parvovirus (CPV)	<u>\$11.00</u> 9.35
equine herpesvirus (EHV)	<u>\$11.00</u> 9.35
feline panleukopenia (FPLV)	<u>\$11.00</u> 9.35
feline infectious peritonitis (FIP)	<u>\$11.00</u> 9.35
feline herpes (FHV)	<u>\$11.00</u> 9.35
infectious bovine rhinotracheitis (IBR)	<u>\$11.00</u> 9.35
leptospira	<u>\$11.00</u> 9.35
parainfluenza - 3 Virus (PI-3)	<u>\$11.00</u> 9.35
porcine parvovirus (PPV)	<u>\$11.00</u> 9.35

<u>rotavirus ELISA</u>	<u>\$28.87</u>
<u>chronic wasting disease IHC</u>	<u>\$34.00</u>
<u>chronic wasting disease ELISA</u>	<u>\$14.00</u>
<u>virus isolation (livestock only)</u>	<u>\$34.00 28.87</u>

(m) Miscellaneous Tests/Fees

<u>Test</u>	<u>Fee</u>
<u>duplicate test result reporting (hard copy)</u>	<u>\$4.00 3.30</u>
<u>organization fee</u>	<u>\$75.00 69.30/hour</u>
<u>referral testing</u>	<u>referral lab fee + shipping/handling</u>
<u>stat/after hours reporting fee</u>	<u>\$20.00 17.32</u>
<u>shipping and handling (referrals)</u>	<u>\$20.00</u>
<u>incoming shipping (web submissions)</u>	<u>7.00</u>
<u>neospora ELISA</u>	<u>\$8.00</u>
<u>pregnancy ELISA</u>	<u>\$6.00</u>
<u>kits (abortion, diarrhea, necropsy, biopsy)</u>	<u>\$5.00</u>
<u>pads of forms</u>	<u>\$5.00</u>
<u>rabies shippers</u>	<u>\$22.00</u>
<u>blood tube mailers (small)</u>	<u>\$2.50</u>
<u>blood tube mailers (medium)</u>	<u>\$5.00</u>
<u>blood tube mailers (large)</u>	<u>\$7.50</u>
<u>40 tube blood mailers</u>	<u>\$5.00</u>
<u>trich pouches</u>	<u>\$7.50</u>
<u>campylobacter tube</u>	<u>\$2.00</u>

AUTH: 81-1-102, 81-2-102, MCA

IMP: 81-1-301, 81-1-302, 81-2-102, MCA

REASON: The department proposes to amend the above-stated rule to ensure that fees charged by the Montana Veterinary Diagnostic Laboratory (MVDL) are commensurate with the cost of performing the tests or services as listed, as required by 81-1-102(2), MCA. The cost of performing testing has increased since the last fee adjustment, but it is not possible to raise fees to that full extent because of competitive market levels. Therefore, the current fee adjustments are based on market pricing for the same and similar tests at other regional competitive laboratories. The increase in the accession fee and addition of new fees for supplies and other administrative functions offset administrative expenses that were previously unaccounted for.

Pricing for some tests, including necropsies and histopathology for biopsies and "mail-in" necropsies, has been streamlined and restructured for simplification and better client service. Several volume discounts have been eliminated, as they did not reflect either the cost to perform the tests or the surrounding market.

The department also proposes to add new test fees for new assays and remove tests that are no longer performed.

The department estimates that the increase in fees will generate approximately \$260,000 of revenue over an entire fiscal year, based on an anticipated 20,000 accessions and similar testing numbers to previous years, though testing fluctuates significantly with the presence or absence of animal disease. Additional testing revenue of approximately \$50,000 per year is expected once test methods for Chronic Wasting Disease are instituted and validated. There are approximately 600 veterinary submitters, at least 150 nonveterinary submitters, and 100 governmental entities affected by the proposed fee adjustments.



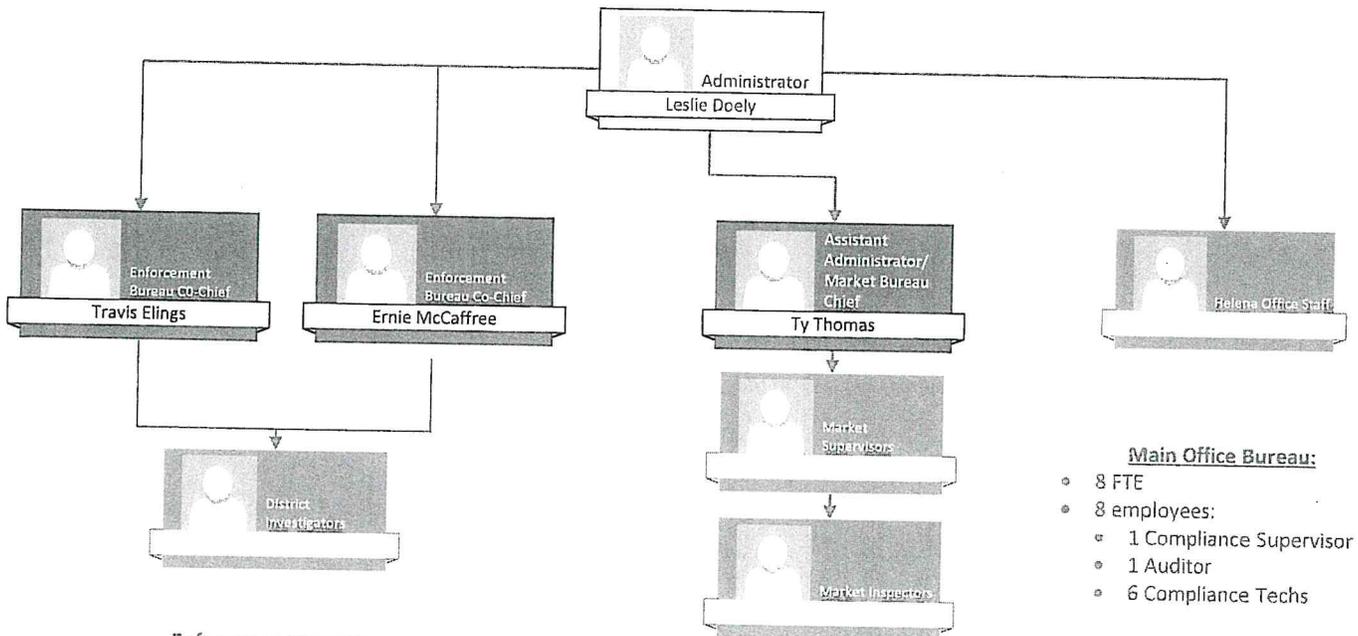
Board of Livestock Meeting

Agenda Request Form

From: Leslie Doely/Ty Thomas		Division/Program: Brands Enforcement Division			Meeting Date: 08/28/2019		
<u>Agenda Item: Request to Hire District Investigator</u>							
Background Info: Lewistown District Investigator position is vacant. Requesting permission to post this position.							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required?	Yes	No	
<u>Agenda Item: Request to Transfer Market Certificate: Glasgow Stockyards</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<u>Agenda Item: New Market Certificate Application: Robbie Cattle Co Inc. & Montana Cattle ConneXion.com</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item: Rerecord Updates & Fees Discussion</u>							
Background Info: Updates on status of rerecord preparation, including determining an appropriate fee for the 2021 rerecord.							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item: Followup on New Radio Purchases & Law Enforcement Connectivity</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item: Followup on Pre-Employment Evaluation for Law Enforcement Candidates</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required?	Yes	No	

Brands Enforcement Division

Total FTE: 53.11



Enforcement Bureau:

- 17 FTE
- 2 Bureau Chiefs
- 16 Investigators

Market Bureau:

- 26.34 FTE
- 1 Bureau Chief
- 36 Employees:
 - 10 Market Supervisors
 - 2 Asst Market Supervisors
 - 11 Full-Time Market Inspectors
 - 3 Half-Time Market Inspectors
 - 10 Short-Term Workers

Main Office Bureau:

- 8 FTE
- 8 employees:
 - 1 Compliance Supervisor
 - 1 Auditor
 - 6 Compliance Techs

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Working Title: Brands Enforcement Division Administrator

Position Number: 563000106 **Job Code:** 188047 **Location:** Helena **Band:**

Department: Livestock **Division and Bureau:** Brands Enforcement Division

Department Mission: The mission of the Montana Department of Livestock is to control and eradicate animal diseases, prevent the transmission of animal diseases to humans, and to protect the livestock industry from theft and predatory animals. The Brands Enforcement Division performs professional law enforcement and investigative work, tracks livestock ownership, and deters and/or solves related criminal activities.

Jobs Overall Purpose: The Administrator directs all regulation, enforcement, permitting/licensing, and compliance for activities that protect livestock producers from livestock theft and livestock-related crimes and aid in the Department's mission to control and eradicate animal disease. The Administrator is responsible for overall leadership and management of three bureaus: Market Bureau, Enforcement Bureau, and the Brands and Records Bureau – including field operations. The Brands Enforcement Division includes 19 law enforcement staff. The Administrator directly supervises the Chief Law Enforcement Officer for the agency. The Administrator reports to the Executive Officer, and speaks and acts for the Executive Officer in his/her absence for administrative, recruitment, and personnel issues related to Brands Enforcement.

Major Duties:

A. Program Management

70%

1. Based on state and federal statutes, administrative rules of Montana, and executive or department policies, coordinates the operations of three subordinate organizational bureaus: Market Bureau, Enforcement Bureau, and Brands & Records Bureau; determines priorities; develops objectives; and allocates personnel, funding and related equipment and materials for the programs.
2. Coordinates program activities with other department executives to satisfy goals and objectives.
3. Evaluates industry, economic, political and legal issues to ensure achievement of the department's mission, statutory requirements, and program goals and objectives.
4. Reports on program achievements of the division and evaluates programs for needs, resources, or cost savings to determine if objectives are feasible and attainable. Prepares strategies and recommendations for new or revised programs for the Executive Officer, legislative committees and the public.
5. Monitors fiscal year budgets for appropriation, revenue, and expenditure status; and for compliance with statutory and state policy requirements. Ensures expenditures are appropriate and utilized in support of the particular programs for which they are allocated.
6. Provides leadership and management to ensure effective planning, development, implementation, and evaluation of effective strategies and direction for the programs in the division.

7. Consults with attorneys and program specialists to determine legal interpretations for programs. Monitors oversight of regulatory and enforcement actions of programs.
8. Implements and conducts dialogue with industry and legislative groups, executive agencies, and the public to obtain recommendations and comments on existing, revised or new programs; coordinates financial assets of related programs; and evaluates effectiveness of Division programs.

C. Personnel Management

20%

Manages subordinate supervisors; is responsible for the overall direction, coordination, and evaluation of these bureaus. Also directly supervises two non-supervisory employees. The Division Administrator carries out supervisory responsibilities in accordance with the departments policies and applicable state and federal laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance and disciplining employees; addressing complaints and resolving problems.

D. Legislative, Board, and Public Relations

10%

Serves as a spokesperson for the division with the legislature, members of the public, affected industry representatives, and special interest organizations. Formulates and develops legislative and executive proposals, establishes justifications for proposals, coordinates these activities with public and industry interest groups, other agencies, the Executive Officer, and Central Services. Oversees preparation of draft legislative bills to propose needed or desired changes to state laws to facilitate administration of the program's goals and objectives. Prepares biennium budget proposals, coordinates preparation with other department divisions; prepares written testimony and data justifying budget; and testifies on the program elements and funding levels. Examines the impact of new or proposed federal and state legislation or administrative rules and determines the effect on the department and the division. Represents the division and may testify on legislation or regulatory matters affecting the division. Directs preparation and review of administrative rules to implement division responsibilities or to make changes due to case law, technological changes, or policy reformulation.

Supervision

The number of employees supervised is: 5 fulltime employees (3.5 FTE under Brands Enforcement Division because 3 positions are half Animal Health Division), 53.86 total FTE

The position number for each supervised employee is:

Position #	FTE	Position Title	FTE Supervised
563000102	1.0 FTE, full time	Admin Support Supervisor	6.75
563000079	0.5 FTE, full time	Assistant Administrator/Market Bureau Chief	12 (additional 16.61 FTE staff supervised by the 12 FTE)

563000336	0.5 FTE, full time	Eastern Enforcement Supervisor	9
563000440	0.5 FTE, full time	Western Enforcement Supervisor	7
563000055	1.0 FTE, full time	Market Auditor	0
<p>This position is responsible for: (check all that apply)</p> <p> <input checked="" type="checkbox"/> Hiring <input checked="" type="checkbox"/> Firing <input checked="" type="checkbox"/> Performance Management <input checked="" type="checkbox"/> Promotions <input checked="" type="checkbox"/> Supervision <input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Pay Level <input type="checkbox"/> Other: </p>			

Physical and Environmental Demands:

Predominant work involves working in an office environment, travel throughout the state to attend meetings, represent the agency, and fulfill managerial responsibilities as required. The position also involves demands associated with mediating conflicts between parties such as industry representatives, agricultural organizations, contractors, members of the public, and agency employees. Critical presentations, negotiations, and representations to industry, public, contractors, and Legislative parties contribute to stressful working conditions.

Knowledge, Skills and Abilities:

The division administrator must possess extensive knowledge of the principles and techniques of managing a multi-layered organization, knowledge of government operations, the legislative process, budgeting and fiscal management principles, and personnel and program management concepts. Required skills include leadership, negotiating, dispute resolution, decision-making, planning, goal setting, continuous process improvement, and monitoring progress toward goals.

Working knowledge of governmental organizational operation and functions, including the legislative process. Budgeting and fiscal management experience is preferred. The incumbent must maintain current knowledge of issues and trends affecting the state and national agriculture industry.

The incumbent must be able to safely operate a motor vehicle.

Minimum Qualifications (Education and Experience):

Education

The checked box below indicates the **minimum** educational requirements for this job, as it relates to a new employee on the **first day** of work (**not** the educational background of the person now in the position):

College degree (Bachelor's) or equivalent (*)

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Signature

Title

Date

**STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION
STATE PERSONNEL DIVISION**

**POSTION
DESCRIPTION**

Allocation: To be completed after final classification approval by the State Personnel Division or by agencies with delegated classification authority:

<u>Class Code</u>	<u>Title</u>	<u>Grade</u>
188047	Career Executive Assignment	19

PART I: Identification

CURRENT CLASSIFICATION: Class Code: 188047 Title: Career Executive Assignment Grade: 19

AGENCY: Agency Code: 563 Position Number: 00106

<u>Department</u>	<u>Division</u>	<u>Bureau</u>
Livestock	Brands Enforcement	

ADDRESS:

<u>Building & Street</u>	<u>City</u>	<u>Zip Code</u>	<u>Business Telephone</u>
Scott Hart Building	Helena	59620-20001	444-2023

FUNCTIONAL DESCRIPTION OF THE WORK UNIT:

The Brands Enforcement Division of the Department of Livestock is responsible for the protection of the livestock industry from losses due to theft or straying, the recording and filing of marks and brands, supervision and licensing of markets and dealers, filing security interests on livestock, and brand inspection of livestock. The Brands Enforcement Division investigates livestock violations, enforces aerial hunting, animal health and disease control laws, investigates Milk and Egg Bureau violations, import violations, supervises livestock markets and dealers, enforces all of the laws pertaining to the livestock industry: (See MCA 81-1-202(. This currently includes enforcing 13 Chapters of MCA Title 81, various chapters in MCA Title 45 & 46. (MCA 81-1-202) Cross reference laws relating to various titles of the MCA Codes, resulting in the protection of the livestock industry.

Position overview:

1. **ASSIGNED DUTIES:**

Under the direction of the Executive Officer to the Board of Livestock, the Brands enforcement Division Administrator supervises all the functions of this division as described in item #5. IN addition, the incumbent acts as liaison with federal agencies i.e., FBI, BIA, BLM, Forest Service, USDA-Packers and Stockyards Administration Service, and the U.S. Attorney; State and Local Officials i.e. Attorney General, County Attorneys and Local Law Enforcement Agencies; International Law Enforcement Officials i.e., RCMP, and other state's livestock regulatory agencies and personnel. The incumbent is the department's Chief Law Enforcement Officer. Reviews and evaluates program operations within the state to determine program effectiveness and recommends/initiates changes to policy and objectives. Directs the work of District Livestock Inspectors, Market Brand Inspectors, Deputy Livestock Inspectors, technical, professional and clerical division staff. Directs and initiates the implementation of livestock related policies,. Procedures, rules and laws, perform other duties as assigned.

- A. As the Department's Chief Law Enforcement Officer, direct the duties and related activities of 25%
Of the District Livestock Investigators.
1. There are currently twenty (20) District Livestock Investigators employed by the department are P.O.S.T. certified Law Enforcement and investigative work in the tracking of livestock ownership and in the deterrence and/or solution of related criminal activities.
 2. The District Investigators are stationed throughout the state and report to the incumbent (Division Administrator) through weekly reports and special incident reports. The incumbent becomes involved in all felony cases either in a supervisory capacity and/or hands on basis.
 3. Provide P.O.S.T. Certification training relating to Livestock crimes and related activities for Department employees and the following:
 - a. Montana Law Enforcement Academy-Basic Training
 - b. Montana Highway Patrol recruits
 - c. Fish Wildlife and Parks Wardens
 - d. GVW Officers
 - e. Regional training seminars for Sheriffs and deputies
 4. Cooperate fully with and provide necessary information to the Livestock Crimestoppers Commission whose goals are to maintain and promote a statewide Livestock Crimestoppers Program in order to assist law enforcement agencies in detecting and combating livestock related crimes.
- B. Respond to inquires and complaints from the public, private producers and governmental officials on all aspects of the Brand Enforcement Division. 20%
1. Mediate and /or resolve verbal and written complaints from livestock producers, market owners, dealers, inspectors, investigators and the public by explaining the State and/or Federal laws or rules under which the division operates and the reason for those laws and/rules, to improve understanding of the complainant and their obligation to adhere.
 2. Provide testimony at legislative hearing on matters pertaining to the livestock industry to clarify technical aspects of the subject being discussed using extensive knowledge of the Montana Livestock industry.
 3. Meet with private, local, State and Federal Government groups such as; Livestock Industry groups, i.e. Stock growers, Woolgrowers, Farm Bureau, Livestock Market's Assoc., Cattle Feeders, etc, local law enforcement groups, i.e. Montana Sheriff's & Peace Officers Assoc, Law Enforcement Coordinating Committee, State groups, i.e., Statewide emergency and Disaster Control, Montana County Attorneys Assoc., National Groups, i.e., National Cattlemen's Association, International Livestock Identification and Theft Investigators Association, (I.L.I.T.I.A), Western States Livestock Investigators Association, etc. (The Montana Department of Livestock, Brands Enforcement Division is the permanent Secretary

responsible for the dissemination of the Livestock Theft bulletins nation wide. This is coordinated through the I.L.T.I.A)

- C. Direct the duties and related activities of the Market Brand Inspectors and Deputy Stock Inspectors. 15%
1. Brand inspection is required on all livestock coming into and going out of all livestock markets in Montana. There are currently 15 livestock markets operating within the State with approximately one million head sold annually.
 2. Brand inspection is required on all livestock when crossing county and state lines and any change of ownership. Approximately one million head of livestock are inspected annually. This is accomplished through both state employed brand inspectors and non-salaried deputy livestock inspectors acting as agents of the Department.
 3. State employed Brand Inspectors and Deputy Brand Inspectors are required to collect Beef Check Off fees for the Montana Beef Council on all change of ownership inspections of cattle, this amounts to approximately two million dollars annually. The beef check off fee is mandated by the Federal Farm Bill.
- D. Develop Policies and procedures for the implementation and enforcement of regulatory laws and rules 10%
1. Recommend new laws and/or rules and changes for established laws and/or rules for approval by the board of Livestock, the Legislature and the public as changes in the industry, state and/or federal regulations require new approaches, methods and techniques. This requires the incumbent to maintain current knowledge of industry changes and changes in State and Federal laws and rules.
 2. The incumbent must comply with all orders; rules and policy directives established by the Board and all livestock laws of the State of Montana. It is his/hers responsibility to direct similar compliance from all other division employees.
 3. Cooperate with the Board of Livestock, the Governor, the Legislature and other Department Administrators in providing technical assistance when necessary.
- E. Prepare and administer the Brands Enforcement Division Budget. 10%
1. Estimate the biennium budget requirements of the inspection and control program to assist the operational and equipment needs and costs based on anticipated workload.
 2. Attend hearings of the legislative appropriations committee to justify the requested budget for the Brands Enforcement Division and explain the current functions and the associated cost of any modifications.
 3. Monitor program expenditures for all Division Programs each month to determine if expenditures are within the annual appropriation by projecting current rates of expenditures through the balance of the fiscal year and comparing the projections to the appropriations.
- F. Hire, supervise and train a professional law enforcement, clerical and regulatory staff 10%
1. Review applications for employment to determine the most qualified applicants by confirming claimed education, experience and contacting employer and personal references.
 2. Devise a written, oral and practical examination to be used for hiring new employees.
 3. Transfer employees between positions, subject to state and agency policies.
 4. Appraise the performances of all District Livestock Investigator/Supervisors, the Assistant Brands Enforcement Division Administrator and the Brands & Records Bureau chief annually to determine their strength and weaknesses; to improve communications and to suggest ways of improving job performance.
 5. Discipline division employees beginning with informal through formal disciplinary actions including counseling, documentation and possible if necessary discharge.
 6. Establish programs to train and retrain employees to improve their job skills and performance and provide for theirs and the public safety. This is accomplished by the following activities:
 - a. Schedule attendance at the Montana Law Enforcement Academy (M.L.E.A.).
 - b. Establish and maintain Department Firearms Policy and adherence to by employees.

- c. Formulate brand inspection procedures. This includes annual training sessions for deputy stock inspectors.
 - d. Provide semi-annual departmental training sessions for Department employees covering all facets of brand inspections, Law Enforcement etc.
- G. The Division Administrator must maintain the central office in Helena for this Division of the Department and any other offices necessary to the conduct of Departmental business and keep and preserve all records, documents and property pertaining to this Division of the Department. 5%
- 1. The Department handles hundreds of thousands of documents annually all are original documents that pertain to Brand recording certificates, lien filings, brand inspection documents and original bills of sales used for livestock transactions. A large percentage of this information is given to County assessors for tax purposes, lien information given to the Secretary of State for their Centralized Lien filing system.
 - a. Supervise - Recorder of Marks & Brands is responsible for recording all new livestock brands and transfers (70,000) and issuing brand certificates that are prima facie evidence that the person, firm or corporation are entitled to use the mark or brand.
 - b. Supervise – Livestock security agreement (Livestock lien) program of which there are 8,000 security interest filings for 350 lenders and to furnish to persons making inquiry about such files all necessary information concerning the same.
- H. Supervise “The Montana livestock Marketing Act”, the purpose of this part is to: 5%
- 1. Simplify, clarify, and modernize the law governing livestock marketing business and livestock marketing transactions.
 - 2. Encourage, stimulate, and stabilize the livestock economy.
 - 3. Promote open free and competitive factors in the market place in relation to all market conditions involving the sale and purchase of livestock.
 - 4. Licensing the 15 livestock auctions and the 754 livestock dealers.
 - 5. Regulate the properties, facilities, operations, services and practices of all livestock markets and livestock dealers.
 - 6. Supervise and regulate livestock markets in all matters affecting the relationship between the livestock market and owners of livestock and between the livestock market and purchasers of livestock.
 - 7. Monitor the financial condition of the livestock markets and livestock dealers who shall provide a current financial statement when requested by the Department.
 - 8. Monitor trust fund agreements, DC’s letters of credit, which the Department is the trustee for livestock dealers.

These duties require in excess of a 40 hour work week, in fact the position often loses leave time as criminal activities are not guided by a time clock nor are many meeting with the livestock producers or involvement with the various groups.

1. **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The predominant work consists of administration of the division (as opposed to enforcement work) and is performed in a normal office environment. The position involves travel in excess of 1,000 miles per month. At times, it will be required to work in extreme weather conditions in cattle yards and on the open range. Must have quick reflexes and above average horseback skills Hazards will be in the form of “spooky” cattle, very rough terrain and uncooperative criminal suspects.

2. **KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of; State and Federal Laws and Rules regulating the livestock industry, of current investigative techniques and procedures, current livestock industry trends and practices. Ability to communicate effectively, verbally and in writing, inform public and private groups of program regulations, procedures and objectives, establish and maintain effective working relationships, conduct meetings and training seminars, design and conduct investigations of violations, maintain confidentially,

function effectively under stress, set objective and evaluate program performance, supervise and direct the work of subordinates by providing clear plans, adequate direction and training.

3. **MANAGEMENT and SUPERVISION of OTHERS**

THE POSITION IS RESPONSIBLE FOR ADMINISTRATION OF THE BRANDS ENFORCEMENT Division. The Division consists of the Investigation Bureau and the Brands and Records Bureau. The position administers a variety of programs including Inspection & Criminal Records, Loss Report including Inspection, Investigation & Enforcement, Aerial Hunting, Brand Recording, Security Interest Filing, Inspection & Criminal Records, Loss Report records and Notification Crimestoppers, Bison Management and Licensing and Bonding (Auditing). The position directly supervises 1 FTE Investigation Bureau Chief, 1 FTE Markets Bureau Chief and 1 FTE Brands & Supervisor; and indirectly supervises an additional 61.21 State Employees and approximately 38.25 FTE Deputy State Stock Inspectors (510 Deputies working 3 hrs. or more per week).

Supervision is exercised in the following areas: set policies and objectives within the guideline of state and Federal Laws and Rules, assign work schedules, methods and priorities monthly according to state requirements, leaving latitude for special assignments when they occur. Review submitted documents daily, work reports weekly, evaluate total performance annually and review performance performed by subordinate annually. Hire and train subordinates, conduct disciplinary action as required. Conduct staff meetings.

4. **SUPERVISION RECEIVED:**

The work of this position is self assigned based on requirements so state and federal Laws and Rules. Work methods, procedures and priorities are determined by requirements of State and federal laws and rules and by the Board of Livestock. Guidelines are available in the volumes of MCA, ARM, the CFR, the Department's employee handbook, Board of Livestock Policy and the I.L.I.T.I.A. handbook. Assistance is available from the Department's Attorney, Executive Officer to the Board of Livestock, U.S. Attorney's Office, County Attorneys and the Montana Attorney General's Office. Work is reviewed by the Executive Officer to the Board of Livestock or as the Livestock Industry and/or criminal activities require.

5. **SCOPE & EFFECT:**

The position is responsible for the content of livestock enforcement, investigation, inspection, record keeping, security filing, and bison management services provided to citizens of the State. These activities represent a major function of the Department of Livestock and have a significant impact on the State's livestock industry. Decisions concern the policies, procedures, and rules by which the Division's efforts will be conducted, the content of supportive programs, and the allocation of resources.

In addition, decisions related to interstate, tribal, and international livestock policies and issues directly affect the relationship of Montana with other state, nations, and tribes with respect to long-term commercial (livestock) operations and policies.

6. **PERSONAL CONTACTS:**

Contacts are with the public, livestock industry, and other agencies to carry out Department of Livestock Brand Enforcement goals, programs, and policies. Contacts are to motivate, establish rapport, gain support, and persuade or influence individuals or groups. There is also a need to defend, justify, negotiate and mediate disputes related to controversial investigation and enforcement actions as well as agency policies which have significant impact on affected parties.

*****PART III SIGNATURES *****

IMMEDIATE SUPERVISOR

To the best of my knowledge, the statements in Parts I and II are accurate and complete.

Signature: _____ Date _____
Name: Marc Bridges Title: Executive Officer

ADMINISTRATIVE REVIEW

Signature: _____ Date _____



Board of Livestock Meeting

Agenda Request Form

From: Brian Simonson		Division/Program: Centralized Services - Fiscal Bureau			Meeting Date: 08/28/2019			
<u>Agenda Item</u> : End of Fiscal Year 2019 Comparison Report								
Background Info: Report expenditure to budget comparison report by division and/or bureau and attached boards. This report also compares current year expenditures to prior year expenditures.								
Recommendation: n/a								
Time needed: 15 min		Attachments:	Yes X	No	Board vote required?		Yes	No X
<u>Agenda Item</u>: June 30, 2019 State Special Revenue Report								
Background Info: Report on state special revenues for fiscal 2019 year end.								
Recommendation: n/a								
Time needed: 5 min		Attachments:	Yes X	No	Board vote required		Yes	No X
<u>Agenda Item</u>: June 30, 2019 Cash Balance Update								
Background Info: Report on cash balance status as of EOY 2019.								
Recommendation: n/a								
Time needed: 5 Min		Attachments:	Yes X	No	Board vote required:		Yes	No X
<u>Agenda Item</u>:								
Background Info:								
Recommendation:								
Time needed:		Attachments:	Yes	No	Board vote required:		Yes	No
<u>Agenda Item</u>:								
Background Info:								
Recommendation:								
Time needed:		Attachments:	Yes	No	Board vote required:		Yes	No

- **LPW Architecture & Clark Enersen Partners (Andy Stepp)**, proposed outline of the work for the \$100,000 compensation budget.
 - 1. Conduct an on-site program verification workshop. The purpose will be to review the room list and record any changes to the assumptions made in the verification or the original study.
 - 2. Prepare room data sheets for all the spaces associated with the veterinary diagnostics laboratory portion of the facility. Room data sheets will include descriptions of space use, environmental parameters, appropriate finishes, equipment, and a plan layout of each space.
 - 3. Based on required adjacencies, organize the plan vignettes into suites associated with the various laboratory sections and major building support areas.
 - 4. Develop adjacency diagrams and personnel/material flow diagrams for the facility.
 - 5. Convert the adjacency diagrams into a conceptual floor plan(s).
 - 6. Conduct an on-site review of the proposed conceptual floor plan(s).
 - 7. Make refinements to the conceptual floor plans based on user input and comments.
 - 8. Review potential exterior materials palette.
 - 9. Create 3-D massing model for the facility.
 - 10. Create conceptual exterior views of the facility.
 - 11. Conduct on-site review of all material and collect comments from administration, staff, and users.
 - 12. discuss potential sites for the facility.
 - 13. Create a conceptual design package for publication that includes:
 - a. Room data sheets
 - b. Finalized conceptual floor plans.
 - c. Exterior renderings
 - d. Narratives describing architectural features, selection of engineered systems, site implications, and code study info.
 - e. Construction and project cost estimate.

**MONTANA DEPARTMENT OF LIVESTOCK
EXPENSE COMPARISON REPORT
JUNE 30, 2019**

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2019**

**DIVISION: DEPARTMENT OF LIVESTOCK
PROGRAM: DEPARTMENT OF LIVESTOCK**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	Year-to-Date	Same Period	Year to Year Comparison	Balance of Budget Available
	Actual Expenses June FY 2019	Prior Year Actual Expenses June FY 2018		

BUDGETED FTE	137.62
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61000 PERSONAL SERVICES					
61100 SALARIES	\$ 6,293,248	\$ 5,831,578	\$ 5,802,008	\$ 29,570	\$ 461,670
61200 OVERTIME	124,692	137,144	141,562	(4,418)	(12,452)
61300 OTHER/PER DIEM	6,250	3,375	4,275	(900)	2,875
61400 BENEFITS	2,740,462	2,615,874	2,354,878	260,996	124,588
TOTAL PERSONAL SERVICES	<u>9,164,652</u>	<u>8,587,971</u>	<u>8,302,723</u>	<u>285,248</u>	<u>576,681</u>
62000 OPERATIONS					
62100 CONTRACT	1,454,916	1,330,347	1,490,178	(159,831)	124,569
62200 SUPPLY	822,748	781,200	713,742	67,458	41,548
62300 COMMUNICATION	197,300	177,323	195,686	(18,363)	19,977
62400 TRAVEL	160,644	160,633	146,224	14,409	11
62500 RENT	624,767	562,779	533,799	28,980	61,988
62600 UTILITIES	48,722	47,696	52,340	(4,644)	1,026
62700 REPAIR & MAINT	148,406	149,831	170,405	(20,574)	(1,425)
62800 OTHER EXPENSES	842,649	864,666	659,860	204,806	(22,017)
TOTAL OPERATIONS	<u>4,300,152</u>	<u>4,074,475</u>	<u>3,962,234</u>	<u>112,241</u>	<u>225,677</u>
63000 EQUIPMENT					
63100 EQUIPMENT	55,306	44,574	16,100	28,474	10,732
TOTAL EQUIPMENT	<u>55,306</u>	<u>44,574</u>	<u>16,100</u>	<u>28,474</u>	<u>10,732</u>
68000 TRANSFERS					
68000 TRANSFERS	318,963	318,940	413,834	(94,894)	23
TOTAL TRANSFERS	<u>318,963</u>	<u>318,940</u>	<u>413,834</u>	<u>(94,894)</u>	<u>23</u>
69000 CAPITAL LEASES					
69000 LEASES	9,235	10,163	13,882	(3,719)	(928)
TOTAL LEASES	<u>9,235</u>	<u>10,163</u>	<u>13,882</u>	<u>(3,719)</u>	<u>(928)</u>
TOTAL	<u>\$ 13,848,308</u>	<u>\$ 13,036,123</u>	<u>\$ 12,708,773</u>	<u>\$ 327,350</u>	<u>\$ 812,185</u>

FUND

01100 GENDERAL FUND	2,609,526	\$ 2,599,884	\$ 2,307,695	\$ 292,189	\$ 9,642
02262 SHIELDED EGG GRADING FEES	357,665	165,400	124,583	40,817	192,265
02425 BRAND INSPECTION FEES	3,058,575	3,039,207	2,895,324	143,883	19,368
02426 PER CAPITA FEE	3,950,468	3,822,898	3,584,752	238,146	127,570
02427 ANIMAL HEALTH	5,717	5,717	5,717	-	-
02701 MILK INSPECTION FEES	446,931	407,864	355,026	52,838	39,067
02817 MILK CONTROL	306,884	269,328	359,871	(90,543)	37,556
03209 MEAT & POULTRY INSPECTION-FED	1,051,644	975,480	906,948	68,532	76,164
03032 SHELL EGG FEDERAL INSPECTION	14,932	14,929	18,406	(3,477)	3
03427 AH FEDERAL UMBRELLA	828,109	820,736	767,285	53,451	7,373
03673 FEDERAL ANIMAL HEALTH DISEASE GRANT	35,184	30,606	31,309	(703)	4,578
06026 DIAGNOSTIC LABORATORY FEES	1,182,673	884,074	1,351,857	(467,783)	298,599
TOTAL BUDGET FUNDING	<u>\$ 13,848,308</u>	<u>\$ 13,036,123</u>	<u>\$ 12,708,773</u>	<u>\$ 327,350</u>	<u>\$ 812,185</u>

The Department of Livestock is budgeted for \$13,848,308 and 137.62 FTE in FY 2019. Personal services budget is 94% expended with 100% of payrolls complete. Personal services expended as of June 2019 was \$285,248 higher than June 2018. Operations are 95% expended with 100% of the budget year lapsed. Operation expenses as of June 2019 were \$112,241 higher than June 2018. Overall, Department of Livestock total expenditures were \$327,350 higher than the same period last year. With 100% of the budget year lapsed, 94% of the budget is expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2019**

DIVISION: CENTRALIZED SERVICES
PROGRAM: CENTRAL SERVICES AND BOARD OF LIVESTOCK

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019 Budget	Year-to-Date	Same Period	Year to Year Comparison	Balance of Budget Available
		Actual Expenses June FY 2019	Prior Year Actual Expenses June FY 2018		

BUDGETED FTE 13.00

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 690,614	\$ 758,753	\$ 645,402	\$ 113,351	\$ (68,139)
61300 OTHER/PER DIEM	4,500	2,175	2,575	(400)	2,325
61400 BENEFITS	367,369	281,713	224,390	57,323	85,656
TOTAL PERSONAL SERVICES	1,062,483	1,042,641	872,367	170,274	19,842
62000 OPERATIONS					
62100 CONTRACT	157,359	177,007	276,759	(99,752)	(19,648)
62200 SUPPLY	89,711	95,446	87,784	7,662	(5,735)
62300 COMMUNICATION	30,374	14,801	64,807	(50,006)	15,573
62400 TRAVEL	3,503	27,778	15,890	11,888	(24,275)
62500 RENT	228,769	145,889	144,761	1,128	82,880
62700 REPAIR & MAINT	1,488	620	1,601	(981)	868
62800 OTHER EXPENSES	205,385	215,785	14,638	201,147	(10,400)
TOTAL OPERATIONS	716,589	677,326	606,240	71,086	39,263
68000 TRANSFERS					
68000 TRANSFERS	96,943	96,942	194,977	(98,035)	1
TOTAL TRANSFERS	96,943	96,942	194,977	(98,035)	1
TOTAL EXPENDITURES	\$ 1,876,015	\$ 1,816,909	\$ 1,673,584	\$ 143,325	\$ 59,106
<u>BUDGETED FUNDS</u>					
02426 PER CAPITA	1,876,015	\$ 1,816,909	\$ 1,673,584	\$ 143,325	\$ 59,106
TOTAL BUDGETED FUNDS	\$ 1,876,015	\$ 1,816,909	\$ 1,673,584	\$ 143,325	\$ 59,106

FY 2019 personal services are higher than FY 2018 due to the hiring of the deputy executive officer in July 2018. This position was not filled in FY 2018.

Central Services budget was increased by a \$30,000 budget transfer from Shielded Egg Inspection Program.

Communications and contract expenses are lower than 2018 because the bureau was able to allocate ITSD expenses to the other department bureaus.

Other expenses is \$201,147 higher than 2018 due to a settlement.

The transfers expense category is the money transferred to the Department of Revenue for the 2% collection fee for Per Capita Fee. The FY 2019 amount was \$98,035 less than 2018 because the Department paid DOR for two years of collection due to the change in timing of the PCF collection.

Central Services And Board Of Livestock is budgeted \$1,876,015 and 13.00 FTE in FY 2019 and is funded with per capita fees. Personal services budget is 98% expended with 100% of payrolls complete. The personal services expended through June 2019 was \$170,274 higher than June 2018. Operation expenses are 95% expended as of June 2019 and were \$71,086 higher than June 2018. Overall, Central Services And Board Of Livestock total expenditures were \$143,325 higher than the same period last year. With 100% of the budget year lapsed, 97% of the budget is expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2019**

**DIVISION: CENTRALIZED SERVICES
PROGRAM: LIVESTOCK LOSS BOARD**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019 Budget	Year-to-Date Actual Expenses June FY 2019	Same Period Prior Year Actual Expenses June FY 2018	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE	1.00
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HOUSE BILL 2 AND SB 418 APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES

61100 SALARIES	\$ 53,802	\$ 61,069	\$ 56,375	\$ 4,694	\$ (7,267)
61300 OTHER/PER DIEM	400	150	350	(200)	250
61400 BENEFITS	29,186	22,169	20,680	1,489	7,017
TOTAL PERSONAL SERVICE:	83,388	83,388	77,405	5,983	-

62000 OPERATIONS

62100 CONTRACT	864	624	85	539	240
62200 SUPPLY	1,054	744	318	426	310
62300 COMMUNICATION	1,936	2,719	233	2,486	(783)
62400 TRAVEL	1,781	925	-	925	856
62500 RENT	4,920	5,461	5,361	100	(541)
62700 REPAIR & MAINT	71	3	-	3	68
62800 OTHER EXPENSES	645	795	327	468	(150)
TOTAL OPERATIONS	11,271	11,271	6,324	4,947	-

TOTAL EXPENDITURES

	\$ 94,659	\$ 94,659	\$ 83,729	\$ 10,930	\$ -
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BUDGETED FUNDS

01100 GENERAL FUND	\$ 94,659	\$ 94,659	\$ 83,729	\$ 10,930	\$ -
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TOTAL BUDGETED FUNDS

	\$ 94,659	\$ 94,659	\$ 83,729	\$ 10,930	\$ -
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In FY 2019, the Livestock Loss Board is budgeted \$94,659 with 1.00 FTE funded with general fund. The personal services budget is 100% expended with 100% of payrolls complete. Personal services expended as of June 2019 was \$5,983 higher than June 2018. Operations are 100% expended with 100% of the budget year lapsed. Operation expenses as of June 2019 were \$4,947 higher than June 2018. Overall, Livestock Loss Board total expenditures were \$10,930 higher than the same period last year. With 100% of the budget year lapsed, 100% of the budget is expended.

The Livestock Loss Board had expenses that were required to be paid from it's Livestock Loss Reduction fund and Loss Mitigation fund license plate fees.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2019**

DIVISION: CENTRALIZED SERVICES
PROGRAM: MILK CONTROL BUREAU

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019 Budget	Year-to-Date	Same Period	Year to Year Comparison	Balance of Budget Available
		Actual Expenses June FY 2019	Prior Year Actual Expenses June FY 2018		

BUDGETED FTE

HOUSE BILL 2 AND SB 418 APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 160,840	\$ 165,669	\$ 164,166	\$ 1,503	\$ (4,829)
61300 OTHER/PER DIEM	1,350	1,050	1,350	(300)	300
61400 BENEFITS	85,256	67,004	59,930	7,074	18,252
TOTAL PERSONAL SERVICES	<u>247,446</u>	<u>233,723</u>	<u>225,446</u>	<u>8,277</u>	<u>13,723</u>
62000 OPERATIONS					
62100 CONTRACT	31,177	7,633	107,170	(99,537)	23,544
62200 SUPPLY	1,868	4,682	1,271	3,411	(2,814)
62300 COMMUNICATION	1,662	3,865	1,715	2,150	(2,203)
62400 TRAVEL	3,702	4,002	6,636	(2,634)	(300)
62500 RENT	7,921	7,741	9,031	(1,290)	180
62700 REPAIR & MAINT	97	-	187	(187)	97
62800 OTHER EXPENSES	13,011	7,682	8,415	(733)	5,329
TOTAL OPERATIONS	<u>59,438</u>	<u>35,605</u>	<u>134,425</u>	<u>(98,820)</u>	<u>23,833</u>
TOTAL EXPENDITURES	<u>\$ 306,884</u>	<u>\$ 269,328</u>	<u>\$ 359,871</u>	<u>\$ (90,543)</u>	<u>\$ 37,556</u>
BUDGETED FUNDS					
02817 MILK CONTROL	\$ 306,884	\$ 269,328	\$ 359,871	\$ (90,543)	\$ 37,556
TOTAL BUDGETED FUNDS	<u>\$ 306,884</u>	<u>\$ 269,328</u>	<u>\$ 359,871</u>	<u>\$ (90,543)</u>	<u>\$ 37,556</u>

In FY 2018, the Milk Control Bureau conducted a milk pricing study which was \$97,295. This accounts for the significant decrease in contract spending.

In FY 2019, The Milk Control Bureau is budgeted \$306,884 and has 3.00 FTE. The bureau is funded with milk industry fees. The personal services budget is 94% expended with 100% of payrolls complete. Personal services expended as of June 2019 were \$8,277 higher than June 2018. Operations are 60% expended with 100% of the budget year lapsed. Operation expenses as of June 2019 were \$98,820 lower than June 2018. Overall, Milk Control Bureau total expenditures were \$90,543 lower than the same period last year. With 100% of the budget year lapsed, 88% of the budget is expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2019**

DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: STATE VETERINARIAN IMPORT OFFICE

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019 Budget	Year-to-Date Actual Expenses June FY 2019	Same Period Prior Year Actual Expenses June FY 2018	Year to Year Comparison	Balance of Budget Available

BUDGETED FTE 8.50

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 416,353	\$ 413,778	\$ 388,349	\$ 25,429	\$ 2,575
61400 BENEFITS	212,882	173,476	145,881	27,595	39,406
TOTAL PERSONAL SERVICES	<u>629,235</u>	<u>587,254</u>	<u>534,230</u>	<u>53,024</u>	<u>41,981</u>
62000 OPERATIONS					
62100 CONTRACT	30,190	26,516	14,754	11,762	3,674
62200 SUPPLY	19,380	22,011	11,145	10,866	(2,631)
62300 COMMUNICATION	32,655	36,850	11,771	25,079	(4,195)
62400 TRAVEL	19,785	17,333	16,668	665	2,452
62500 RENT	14,476	13,463	12,095	1,368	1,013
62700 REPAIR & MAINT	2,309	4,490	1,769	2,721	(2,181)
62800 OTHER EXPENSES	21,485	19,030	19,464	(434)	2,455
TOTAL OPERATIONS	<u>140,280</u>	<u>139,693</u>	<u>87,666</u>	<u>52,027</u>	<u>587</u>
TOTAL	<u>\$ 769,515</u>	<u>\$ 726,947</u>	<u>\$ 621,896</u>	<u>\$ 105,051</u>	<u>\$ 42,568</u>
FUND					
02426 PER CAPITA FEE	\$ 769,515	\$ 726,947	\$ 621,896	\$ 105,051	\$ 42,568
TOTAL BUDGET FUNDING	<u>\$ 769,515</u>	<u>\$ 726,947</u>	<u>\$ 621,896</u>	<u>\$ 105,051</u>	<u>\$ 42,568</u>

The State Veterinarian Office includes Import and Alternative Livestock. In FY 2019, the State Veterinarian Import Office is budgeted \$769,515 with 8.50 FTE and is funded with per capita fees. The personal services budget is 93% expended with 100% of payrolls complete. Personal services expended as of June 2019 was \$53,024 higher than June 2018. Operations are 100% expended with 100% of the budget year lapsed. Operation expenses as of June 2019 were \$52,027 higher than June 2018. The repair and maintenance includes a contract for the USA Herds system of \$25,000. The total budget is 94% expended with 100% of the year lapsed. This is \$105,051 more than the same period in FY 2018.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2019**

DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: DESIGNATED SURVEILLANCE AREA (DSA)

**BUDGET TO ACTUAL EXPENSE
COMPARISON REPORT**

FY 2019 Budget	Year-to-Date Actual Expenses June FY 2019	Same Period Prior Year Actual Expenses June FY 2018	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE	0.00
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HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 93,128	\$ 104,523	\$ 115,031	\$ (10,508)	\$ (11,395)
61400 BENEFITS	50,145	38,741	40,147	(1,406)	11,404
TOTAL PERSONAL SERVICES	143,273	143,264	155,178	(11,914)	9
62000 OPERATIONS					
62100 CONTRACT	572,960	571,431	569,675	1,756	1,529
62200 SUPPLY	1,645	1,918	489	1,429	(273)
62300 COMMUNICATION	2,882	3,970	2,232	1,738	(1,088)
62400 TRAVEL	4,452	1,108	3,762	(2,654)	3,344
62700 REPAIR & MAINT	292	256	50	206	36
62800 OTHER EXPENSES	3,009	6,555	5,065	1,490	(3,546)
TOTAL OPERATIONS	585,240	585,238	581,273	3,965	2
TOTAL EXPENDITURES	\$ 728,513	\$ 728,502	\$ 736,451	\$ (7,949)	\$ 11
<u>BUDGETED FUNDS</u>					
01100 GENERAL FUND	\$ 728,513	\$ 728,502	\$ 736,451	\$ (7,949)	\$ 11
TOTAL BUDGETED FUNDS	\$ 728,513	\$ 728,502	\$ 736,451	\$ (7,949)	\$ 11

The Designated Surveillance Area (DSA) is budgeted for \$ and 2.00 FTE in FY 2019 and is funded with general funds. The personal services budget is 100% expended with 100% of payrolls complete. Personal services expended as of June 2019 was \$11,914 lower than June 2018. Operations are 100% expended with 100% of the budget year lapsed. Operation expenses as of June 2019 were \$3,965 higher than June 2018. Overall, DSA total expenditures were \$7,949 lower than the same period last year with 100% of the budget expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2019**

**DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: FEDERAL ANIMAL HEALTH DISEASE GRANTS**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	Year-to-Date		Same Period		Balance of Budget Available
	FY 2019 Budget	Actual Expenses June FY 2019	Prior Year Actual Expenses June FY 2018	Year to Year Comparison	

BUDGETED FTE	3.75
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HOUSE BILL 2 AND SB 418 APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 143,053	\$ 123,728	\$ 122,696	\$ 1,032	\$ 19,325
61400 BENEFITS	33,055	52,333	46,920	5,413	(19,278)
TOTAL PERSONAL SERVICES	<u>176,108</u>	<u>176,061</u>	<u>169,616</u>	<u>6,445</u>	<u>47</u>
62000 OPERATIONS					
62100 CONTRACT	251,842	251,735	246,734	5,001	107
62200 SUPPLY	15,540	15,448	23,109	(7,661)	92
62300 COMMUNICATION	6,173	5,726	6,066	(340)	447
62400 TRAVEL	13,212	13,117	11,799	1,318	95
62500 RENT	43,910	42,889	48,785	(5,896)	1,021
62700 REPAIR & MAINT	6,921	2,303	5,281	(2,978)	4,618
62800 OTHER EXPENSES	47,809	46,885	37,038	9,847	924
TOTAL OPERATIONS	<u>385,407</u>	<u>378,103</u>	<u>378,812</u>	<u>(709)</u>	<u>7,304</u>
63000 EQUIPMENT					
63100 EQUIPMENT	44,574	44,574	-	44,574	-
TOTAL EQUIPMENT	<u>44,574</u>	<u>44,574</u>	<u>-</u>	<u>44,574</u>	<u>-</u>
68000 TRANSFERS					
68000 TRANSFERS	222,020	221,998	218,857	3,141	22
TOTAL TRANSFERS	<u>222,020</u>	<u>221,998</u>	<u>218,857</u>	<u>3,141</u>	<u>22</u>
TOTAL EXPENDITURES	<u>\$ 828,109</u>	<u>\$ 820,736</u>	<u>\$ 767,285</u>	<u>\$ 53,451</u>	<u>\$ 7,373</u>
<u>BUDGETED FUNDS</u>					
03427 AH FEDERAL UMBRELLA	\$ 828,109	\$ 820,736	\$ 767,285	\$ 53,451	\$ 7,373
TOTAL BUDGETED FUNDS	<u>\$ 828,109</u>	<u>\$ 820,736</u>	<u>\$ 767,285</u>	<u>\$ 53,451</u>	<u>\$ 7,373</u>

The Federal Animal Health Disease Grants are budgeted for \$828,109 and 3.75 FTE in FY 2019 funded with Animal Health Federal Umbrella grants. The 3.75 FTE are bison workers. Personal services budget is 100% expended with 100% of payrolls complete. Personal services expended as of June 2019 was \$6,445 higher than June 2018. Operations are 98% expended with 100% of the budget year lapsed. Operation expenses as of June 2019 were \$709 lower than June 2018. Overall, Federal Animal Health Disease Grants total expenditures were \$53,451 higher than the same period last year with 99% of the budget expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2019**

DIVISION: DIAGNOSTIC LABORATORY
PROGRAM: DIAGNOSTIC LABORATORY-MAIN LAB

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019 Budget	Year-to-Date Actual Expenses June FY 2019	Same Period Prior Year Actual Expenses June FY 2018	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE 20.01

HOUSE BILL 2 AND SB 418 APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 1,055,926	\$ 769,656	\$ 946,787	\$ (177,131)	\$ 286,270
61400 BENEFITS	385,477	332,529	334,139	(1,610)	52,948
TOTAL PERSONAL SERVICES	<u>1,441,403</u>	<u>1,102,185</u>	<u>1,280,926</u>	<u>(178,741)</u>	<u>339,218</u>
62000 OPERATIONS					
62100 CONTRACT	108,282	112,767	81,261	31,506	(4,485)
62200 SUPPLY	474,854	478,421	428,705	49,716	(3,567)
62300 COMMUNICATION	16,182	23,505	25,302	(1,797)	(7,323)
62400 TRAVEL	7,783	9,471	4,399	5,072	(1,688)
62500 RENT	698	622	(196)	818	76
62600 UTILITIES	35,690	37,836	42,192	(4,356)	(2,146)
62700 REPAIR & MAINT	102,341	101,577	110,810	(9,233)	764
62800 OTHER EXPENSES	132,061	131,717	124,464	7,253	344
TOTAL OPERATIONS	<u>877,891</u>	<u>895,916</u>	<u>816,937</u>	<u>78,979</u>	<u>(18,025)</u>
63000 EQUIPMENT					
63100 EQUIPMENT	10,732	-	16,100	(16,100)	10,732
TOTAL EQUIPMENT	<u>10,732</u>	<u>-</u>	<u>16,100</u>	<u>(16,100)</u>	<u>10,732</u>
69000 CAPITAL LEASES					
69000 LEASES	9,235	10,163	13,882	(3,719)	(928)
TOTAL LEASES	<u>9,235</u>	<u>10,163</u>	<u>13,882</u>	<u>(3,719)</u>	<u>(928)</u>
TOTAL	<u>\$ 2,339,261</u>	<u>\$ 2,008,264</u>	<u>\$ 2,127,845</u>	<u>\$ (119,581)</u>	<u>\$ 330,997</u>
BUDGETED FUNDS					
01100 GENERAL FUND	\$ 678,497	\$ 671,927	\$ 273,793	\$ 398,134	\$ 6,570
02426 PER CAPITA FEE	442,907	421,657	470,886	(49,229)	21,250
03673 FEDERAL ANIMAL HEALTH DISEASE GRANTS	35,184	30,606	31,309	(703)	4,578
06026 DIAGNOSTIC LABORATORY FEES	1,182,673	884,074	1,351,857	(467,783)	298,599
TOTAL BUDGET FUNDING	<u>\$ 2,339,261</u>	<u>\$ 2,008,264</u>	<u>\$ 2,127,845</u>	<u>\$ (119,581)</u>	<u>\$ 330,997</u>

The diagnostic laboratory-main lab is budgeted for \$2,339,261 and FTE in FY 2019. It is funded with 01100 general fund of \$678,497, 02426 per capita fee of \$442,907, federal funds of \$35,184, and 06026 diagnostic laboratory fees of \$1,182,673. Personal services are 76% expended with 100% of payrolls complete. Personal services expended as of June 2019 were \$178,741 lower than June 2018. Operations are 102% expended with 100% of the budget year lapsed. Operation expenses as of June 2019 were \$78,979 higher than June 2018. Overall, Diagnostic Laboratory-Main Lab total expenditures were \$119,581 lower than the same period last year. With 100% of the budget year lapsed, 86%

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2019**

**DIVISION: DIAGNOSTIC LABORATORY
PROGRAM: MILK LABORATORY**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019 Budget	Year-to-Date Actual Expenses June FY 2019	Same Period Prior Year Actual Expenses June FY 2018	Year to Year Comparison	Balance of Budget Available

BUDGETED FTE 1.50

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 83,950	\$ 85,154	\$ 58,929	\$ 26,225	\$ (1,204)
61400 BENEFITS	36,057	39,869	24,425	15,444	(3,812)
TOTAL PERSONAL SERVICES	<u>120,007</u>	<u>125,023</u>	<u>83,354</u>	<u>41,669</u>	<u>(5,016)</u>
62000 OPERATIONS					
62100 CONTRACT	4,499	1,864	4,390	(2,526)	2,635
62200 SUPPLY	13,855	13,523	37,227	(23,704)	332
62300 COMMUNICATION	369	240	141	99	129
62400 TRAVEL	190	100	1,064	(964)	90
62500 RENT	209	-	4,855	(4,855)	209
62600 UTILITIES	3,862	3,360	3,648	(288)	502
62700 REPAIR & MAINT	5,834	2,848	8,491	(5,643)	2,986
62800 OTHER EXPENSES	9,625	9,466	9,834	(368)	159
TOTAL OPERATIONS	<u>38,443</u>	<u>31,401</u>	<u>69,650</u>	<u>(38,249)</u>	<u>7,042</u>
TOTAL	<u>\$ 158,450</u>	<u>\$ 156,424</u>	<u>\$ 153,004</u>	<u>\$ 3,420</u>	<u>\$ 2,026</u>
<u>BUDGETED FUNDS</u>					
01100 GENERAL FUND	\$ 82,699	\$ 88,753	\$ 90,869	\$ (2,116)	\$ (6,054)
02701 MILK INSPECTION FEES	75,751	67,671	62,135	5,536	8,080
TOTAL BUDGETED FUNDS	<u>\$ 158,450</u>	<u>\$ 156,424</u>	<u>\$ 153,004</u>	<u>\$ 3,420</u>	<u>\$ 2,026</u>

In FY 2019, the Milk Laboratory budget is \$158,450, and has 1.50 FTE funded with milk inspection fees and general fund. Personal services budget is 104% expended with 100% of payrolls complete. Personal services expended as of June 2019 was \$41,669 higher than June 2018. Operations are 82% expended with 100% of the budget year lapsed. Operation expenses as of June 2019 were \$38,249 lower than June 2018. Overall, milk lab total expenditures were \$3,420 higher than the same period last year. The total milk lab budget is 99% expended with 100% of the budget year complete. Although the Milk Lab is over-budget, it is combined with the Diagnostic Laboratory for final budgetary analysis. In FY 2017, it was deemed appropriate that the Milk Laboratory was charged for its portion of utilities and recharges. While this increases the Milk Lab's expenses, it decreased the Diagnostic Lab's expenses by equal amount. These expenses were not in the Milk Lab's budget.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2019**

DIVISION: MILK & EGG INSPECTION BUREAU
PROGRAM: MILK AND EGG INSPECTION

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019	Year-to-Date	Same Period	Year to Year	Balance of
	Budget	Actual Expenses June FY 2019	Prior Year Actual Expenses June FY 2018	Comparison	Budget Available

BUDGETED FTE	4.75
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HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES					
61100 SALARIES	\$ 197,883	\$ 208,283	\$ 188,512	\$ 19,771	\$ (10,400)
61400 BENEFITS	101,378	85,482	72,688	12,794	15,896
TOTAL PERSONAL SERVICES	<u>299,261</u>	<u>293,765</u>	<u>261,200</u>	<u>32,565</u>	<u>5,496</u>
62000 OPERATIONS					
62100 CONTRACT	7,777	3,414	4,193	(779)	4,363
62200 SUPPLY	6,491	8,715	9,724	(1,009)	(2,224)
62300 COMMUNICATION	11,019	5,365	4,778	587	5,654
62400 TRAVEL	26,926	9,878	11,092	(1,214)	17,048
62500 RENT	9,254	12,209	5,294	6,915	(2,955)
62700 REPAIR & MAINT	4,432	5,458	2,225	3,233	(1,026)
62800 OTHER EXPENSES	20,952	16,318	12,791	3,527	4,634
TOTAL OPERATIONS	<u>86,851</u>	<u>61,357</u>	<u>50,097</u>	<u>11,260</u>	<u>25,494</u>
TOTAL	<u>\$ 386,112</u>	<u>\$ 355,122</u>	<u>\$ 311,297</u>	<u>\$ 43,825</u>	<u>\$ 30,990</u>

BUDGETED FUNDS

02701 MILK INSPECTION FEES	\$ 371,180	\$ 340,193	\$ 292,891	\$ 47,302	30,987
03032-2 SHELL EGG FEDERAL INSPECTION	14,932	14,929	18,406	(3,477)	3
TOTAL BUDGET FUNDING	<u>\$ 386,112</u>	<u>\$ 355,122</u>	<u>\$ 311,297</u>	<u>\$ 43,825</u>	<u>\$ 30,990</u>

In FY 2019, the Milk and Egg Inspection program is budgeted \$386,112 with 4.75 FTE. It is mainly funded with Milk Inspection Fees of \$371,180 and Shell Egg Federal Inspection Fees of \$14,932. The personal services budget is 98% expended with % of payrolls complete. Personal services expended as of June 2019 was \$32,565 higher than June 2018. Operations are 71% expended with 100% of the budget year lapsed. Overall, operation expenses as of June 2019 were \$11,260 higher than June 2018. Total Milk Inspection expenditures were \$43,825 higher than the same period last year. With 100% of the budget year lapsed, 92% of the budget is expended.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2019**

**DIVISION: MILK & EGG INSPECTION BUREAU
PROGRAM: SHIELDED EGG GRADING PROGRAM**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019 Budget	Year-to-Date Actual Expenses June FY 2019	Same Period Prior Year Actual Expenses		Year to Year Comparison	Balance of Budget Available
			June FY 2018			

BUDGETED FTE	2.50
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HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES

61100 SALARIES	\$ 157,299	\$ 74,399	\$ 63,076	\$ 11,323	\$ 82,900
61102 OVERTIME	2,771	1,928	1,616	312	843
61400 BENEFITS	61,463	43,280	25,021	18,259	18,183
TOTAL PERSONAL SERVICES	<u>221,533</u>	<u>119,607</u>	<u>89,713</u>	<u>29,894</u>	<u>101,926</u>

62000 OPERATIONS

62100 CONTRACT	117,940	40,919	32,619	8,300	77,021
62200 SUPPLY	11,114	444	761	(317)	10,670
62400 TRAVEL	-	1,829	-	1,829	(1,829)
62800 OTHER EXPENSES	7,078	2,601	1,490	1,111	4,477
TOTAL OPERATIONS	<u>136,132</u>	<u>45,793</u>	<u>34,870</u>	<u>10,923</u>	<u>90,339</u>
TOTAL	<u>\$ 357,665</u>	<u>\$ 165,400</u>	<u>\$ 124,583</u>	<u>\$ 40,817</u>	<u>\$ 192,265</u>

BUDGETED FUNDS

02262 SHIELDED EGG GRADING FEES	\$ 357,665	\$ 165,400	\$ 124,583	\$ 40,817	\$ 192,265
TOTAL BUDGET FUNDING	<u>\$ 357,665</u>	<u>\$ 165,400</u>	<u>\$ 124,583</u>	<u>\$ 40,817</u>	<u>\$ 192,265</u>

The Shielded Egg Grading Program is budgeted \$357,665 with 2.50 FTE in FY 2019 and is funded with Egg Grading fees. Personal services budget is 54% expended with 100% of payrolls complete. Personal services expended as of June 2019 was \$29,894 higher than June 2018. Operations are 34% expended with 100% of the budget year lapsed. Operation expenses as of June 2019 were \$10,923 higher than June 2018. Overall, the Egg Grading program total expenditures were \$40,817 higher than the same period last year with 46% of the budget expended.

MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2019

DIVISION: MEAT & POULTRY INSPECTION PROGRAM
PROGRAM: MEAT INSPECTION

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019 Budget	Year-to-Date	Same Period	Year to Year Comparison	Balance of Budget Available
		Actual Expenses June FY 2019	Prior Year Actual Expenses June FY 2018		

BUDGETED FTE 24.50

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES

61100 SALARIES	\$ 942,377	\$ 848,374	\$ 914,932	\$ (66,558)	\$ 94,003
61102 OVERTIME	16,643	38,896	35,144	3,752	(22,253)
61400 BENEFITS	422,406	435,295	414,263	21,032	(12,889)
TOTAL PERSONAL SERVICES	1,381,426	1,322,565	1,364,339	(41,774)	58,861

62000 OPERATIONS

62100 CONTRACT	66,028	70,290	57,626	12,664	(4,262)
62200 SUPPLY	101,251	25,213	13,540	11,673	76,038
62300 COMMUNICATION	19,857	20,620	17,975	2,645	(763)
62400 TRAVEL	51,154	54,070	49,048	5,022	(2,916)
62500 RENT	161,029	168,479	156,405	12,074	(7,450)
62700 REPAIR & MAINT	2,839	1,165	15,090	(13,925)	1,674
62800 OTHER EXPENSES	298,935	334,838	361,495	(26,657)	(35,903)
TOTAL OPERATIONS	701,093	674,675	671,179	3,496	26,418

TOTAL EXPENDITURES

\$ 2,082,519	\$ 1,997,240	\$ 2,035,518	\$ (38,278)	\$ 85,279
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BUDGETED FUNDS

01100 GENDERAL FUND	\$ 1,025,158	\$ 1,016,043	\$ 1,122,853	\$ (106,810)	\$ 9,115
02427 ANIMAL HEALTH FEES	5,717	5,717	5,717	-	-
03209 MEAT & POULTRY INSPECTION-FED	1,051,644	975,480	906,948	68,532	76,164
TOTAL BUDGET FUNDING	\$ 2,082,519	\$ 1,997,240	\$ 2,035,518	\$ (38,278)	\$ 85,279

FSIS granted the Department an additional \$142,763 for the current grant year. This increased the Federal budget authority.

In FY 2019, Meat Inspection is budgeted \$2,082,519 with 24.50 FTE. The bureau is funded with general fund of \$1,025,158, Meat & Poultry Inspection-Fed of \$1,051,644 and \$5,717 animal health fees levied from licensing as per 81-9-201(1)MCA. Personal services budget is 96% expended with 100% of payrolls complete. Personal services expended as of June 2019 was \$41,774 lower than June 2018. Operations are 96% expended with 100% of the budget year lapsed. Operation expenses as of June 2019 were \$3,496 higher than June 2018 because the Federal indirect expenses were not recorded as of October 31, 2017. Overall, Meat Inspection total expenditures were \$38,278 lower than the same period last year. The total budget is 96% expended with 100% of the budget year lapsed.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2019**

DIVISION: BRANDS ENFORCEMENT DIVISION
PROGRAM: BRANDS ENFORCEMENT

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2019 Budget	Year-to-Date Actual Expenses June FY 2019	Same Period Prior Year Actual Expenses June FY 2018	Year to Year Comparison	Balance of Budget Available

BUDGETED FTE 53.11

HOUSE BILL 2 AND PAYPLAN APPROPRIATED EXPENDITURES

61000 PERSONAL SERVICES

61100 SALARIES	\$ 2,298,023	\$ 2,218,192	\$ 2,137,753	\$ 80,439	\$ 79,831
61200 OVERTIME	105,278	96,320	104,802	(8,482)	8,958
61400 BENEFITS	955,788	1,043,983	946,394	97,589	(88,195)
TOTAL PERSONAL SERVICES	3,359,089	3,358,495	3,188,949	169,546	594

62000 OPERATIONS

62100 CONTRACT	105,998	66,147	94,912	(28,765)	39,851
62200 SUPPLY	85,985	114,635	99,669	14,966	(28,650)
62300 COMMUNICATION	74,191	59,662	60,666	(1,004)	14,529
62400 TRAVEL	28,156	21,022	25,866	(4,844)	7,134
62500 RENT	153,581	166,026	147,408	18,618	(12,445)
62600 UTILITIES	9,170	6,500	6,500	-	2,670
62700 REPAIR & MAINT	21,782	31,111	24,901	6,210	(9,329)
62800 OTHER EXPENSES	82,654	72,994	64,839	8,155	9,660
TOTAL OPERATIONS	561,517	538,097	524,761	13,336	23,420
TOTAL	\$ 3,920,606	\$ 3,896,592	\$ 3,713,710	\$ 182,882	\$ 24,014

BUDGETED FUNDS

02425 BRAND INSPECTION FEES	\$ 3,058,575	\$ 3,039,207	\$ 2,895,324	\$ 143,883	\$ 19,368
02426 PER CAPITA FEES	862,031	857,385	818,386	38,999	4,646
TOTAL BUDGET FUNDING	\$ 3,920,606	\$ 3,896,592	\$ 3,713,710	\$ 182,882	\$ 24,014

In FY 2019, Brands Enforcement is budgeted for \$3,920,606 with 53.11 FTE. It is funded with Brand Inspection Fees of \$3,058,575 and Per Capita Fees of \$862,031. Personal services budget is 100% expended with 100% of payrolls complete. Personal services expended as of June 2019 was \$169,546 higher than June 2018. Operations are 96% expended with 100% of the budget year lapsed. Operation expenses as of June 2019 were \$13,336 higher than June 2018. Overall, Brands Enforcement total expenditures were \$182,882 higher than the same period last year. With 100% of the budget year lapsed, 99% of the budget has been expended.

**MONTANA DEPARTMENT OF LIVESTOCK
STATE SPECIAL REVENUE REPORT
JUNE 30, 2019**

**DEPARTMENT OF LIVESTOCK
STATE SPECIAL REVENUE COMPARISON FY 2019**

	FY 2018 as of June 30, 2018	FY 2019 as of June 30, 2019	Difference June 30 FY18 & FY19	Budgeted Revenue FY 2019
Fund Description				
02425 Brands				
New Brands & Transfers	\$ 255,080	\$ 325,941	\$ 70,861	\$ 413,725
Re-Recorded Brands	464,705	464,706	1	464,705
Security Interest Filing Fee	59,747	23,245	(36,502)	47,500
Livestock Dealers License	114,289	101,883	(12,406)	76,764
Local Inspections	302,691	365,367	62,676	334,800
Market Inspection Fees	1,688,212	1,490,361	(197,851)	1,625,200
Investment Earnings	54,855	84,793	29,938	40,215
Other Revenues	195,823	195,153	(670)	17,225
Total Brands Division Revenue	\$ 3,135,402	\$ 3,051,449	\$ (83,953)	\$ 3,020,134
02426 Per Capita Fee (PCF)				
PCF - Current Reporting Period*	\$ 4,681,718	\$ 4,708,374	\$ 26,656	\$ 4,900,040
PCF - Prior year reporting period**	264,369	185,369	(79,000)	-
PCF - Deferred Revenue ***	4,804,437	-	(4,804,437)	-
Non Federal Indirect Cost Recovery	198,002	219,208	21,206	154,000
Federal Indirect Cost Recovery	277,793	217,866	(59,927)	219,930
Investment Earnings	115,691	216,270	100,579	72,645
Other Revenues	2,111	2,477	366	27,020
Total Per Capita Fee Revenue	\$ 10,344,121	\$ 5,549,564	\$ (4,794,557)	\$ 5,373,635
02427 Animal Health				
Books	\$ 8,109	\$ 14,804	\$ 6,695	\$ 8,600
Trich Tags	18,873	17,657	(1,216)	1,000
Animal Health Licenses & Permits	8,302	8,625	323	8,300
Investment Earnings	2,276	1,099	(1,177)	1,000
Other Revenues	2,318	2,792	474	1,000
Total Animal Health Revenue	\$ 37,602	\$ 43,878	\$ 5,099	\$ 19,900
02701 Milk Inspection				
Inspectors Assessment	\$ 386,592	\$ 344,762	\$ (41,830)	\$ 250,000
Investment Earnings	-	2,211	2,211	2,500
Total Milk Inspection	\$ 386,592	\$ 346,973	\$ (39,619)	\$ 252,500
02262 EGG GRADING				
Inspectors Assessment	\$ 131,136	\$ 134,158	\$ 3,022	\$ 150,000
Total EGG GRADING	\$ 131,136	\$ 134,158	\$ 3,022	\$ 150,000
06026 Diagnostic Lab Fees				
Lab Fees	\$ 1,043,630	\$ 1,021,589	\$ (22,041)	\$ 1,180,000
Other Revenues	3,385	1,130	(2,255)	4,000
	\$ 1,047,015	\$ 1,022,826	\$ (24,296)	\$ 1,184,000
Combined State Special Revenue Total	\$ 15,081,868	\$ 10,148,848	\$ (4,934,304)	\$ 10,000,169

* For the 2018 reporting period, the Department collected \$4,681,718 as of June 30, 2019. The Department has collected \$4,708,374 for the 2019 reporting period as of June 30, 2019 or \$26,656 more than the prior year.

** In FY 2019, the Department collected \$185,369 in PCF for year reporting periods before January 1, 2019. In FY 2018, the Department collected \$264,369 for reporting periods before the January 1, 2018.

*** Calendar year 2017 Per Capita Fee revenue was deferred to FY 2018. The 2017 biennium audit found that per capita fee must be recorded as revenue when received. The CY 2018 PCF revenue that was collected before June 30, 2018 was recorded as revenue in FY 2018. The amount that was deferred from FY 2017 to FY 2018 was \$4,804,437.

Total state special revenue was lower in FY 2019 than 2018 by \$4,934,304. This was due to recognizing two years of per capita fee collections in FY 2018.

The 2019 Per Capita Fee reported to DOR is \$4,961,626. PCF amount due from livestock owners is \$253,252.

**MONTANA DEPARTMENT OF LIVESTOCK
CASH BALANCE REPORT**

**MONTANA DEPARTMENT OF LIVESTOCK
STATE SPECIAL REVENUE
CASH BALANCES AND UNEARNED REVENUE
FY 2019**

CASH & INVESTMENTS		<u>FY 2019</u>	<u>FY 2018</u>	<u>Change of Balance</u>
02262	EGG SHIELDED GRADING	\$ 43,466	\$ 69,854	\$ (26,388)
02425	BRANDS FEES	3,740,493	4,160,147	(419,654)
02426	PER CAPITA FEES	11,445,019	10,087,151	1,357,868
02427	ANIMAL HEALTH FEES	75,706	31,809	43,897
02701	MILK & EGG INSPECTION	143,027	200,123	(57,095)
02817	MILK CONTROL BUREAU	149,676	192,503	(42,827)
		<u>\$ 15,597,387</u>	<u>\$ 14,741,587</u>	<u>\$ 855,801</u>
 UNEARNED REVENUE				
02425	BRANDS FEES	<u>\$ 2,252,340</u>	<u>\$ 2,782,042</u>	<u>\$ (529,702)</u>

Investments consists of Short Term Investment Pool managed by the Montana Board of Investments. Total amount invested in STIP on June 30, 2019 was \$14,334,029.

Unearned revenue consists of the ten year brands rerecord, new brands and brand transfers, five year mortgage renewals, and security interest filing fees.

The brands rerecord and the new brands and transferred revenues are amortized over the period from 2011 to 2021. The mortgage renewals and security interest filing fees are amortized for the 2018 to 2023 period.



Board of Livestock Meeting

Agenda Request Form

From: Brian Simonson		Division/Program: Centralized Services - Human Resources			Meeting Date: 08/28/2019		
<u>Agenda Item:</u> Harassment Prevention Training							
Background Info: John Pavao, Department of Administration, to provide training to Board.							
Recommendation: n/a							
Time needed: 60 min	Attachments:	Yes X	No	Board vote required	Yes	No X	
<u>Agenda Item:</u> MVDL Scope of Work for \$100,000 HB5 Funds							
Background Info: Partners, LPW-Clark Enerson have submitted a proposed work outline for the BOL's consideration.							
Recommendation: n/a							
Time needed: 30 min	Attachments:	Yes X	No	Board vote required:	Yes X	No	
<u>Agenda Item:</u>							
Background Info: .							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required?	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	



Welcome to
DEPARTMENT OF LIVESTOCK

Harassment and Discrimination Prevention Training

By John Pavao, State Diversity Program Coordinator

1

What Does This Have To Do With Me?



2

Montana Constitution Article II, Declaration of Rights

- **Section 3**
Establishes
Montana
Citizens'
Inalienable
rights
- **Section 4**
Guarantees
Equal Protection
for All Montana
Citizens



3



Welcome to
DEPARTMENT OF LIVESTOCK

Mission Statement

To control and eradicate animal diseases, prevent the transmission of animal diseases to humans, and to protect the livestock industry from theft and predatory animals.

4

Federal Laws Prohibiting Harassment

- **Title VII of the Civil Rights Act of 1964**
 - ✓ **Race, Color, National Origin, Religion, & Sex**
- **Age Discrimination in Employment Act**
- **Pregnancy Discrimination Act**
- **Title I of the Americans with Disabilities Act**
- **Genetic Information Nondiscrimination Act**
- **Uniformed Services Employment & Reemployment Rights Act**

5

Montana Human Rights Act Governmental Code of Fair Practices

- **Includes the following protected classes:**
 - ✓ **creed, political ideas, ages (all), and marital status**
- **Illegal to discriminate in the following areas:**
 - ✓ **Employment, referrals, and placement services**
 - ✓ **Education, counseling, and training programs**
 - ✓ **Licensing**
 - ✓ **Governmental services**
 - ✓ **Distribution of funds and public contracts**
 - ✓ **Public accommodation laws**
- **Retaliation is illegal**

6

Executive Order No. 04-2016, Prohibiting Discrimination in State Employment and Contracts

- **Includes the following protected classes:**
 - ✓ **Sexual Orientation, Gender Identity or Expression, Culture, Creed, Social Origin or Condition, Ancestry, Military Service and Veteran Status**

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Unlawful Harassment

- **Harassment becomes unlawful when it is:**

1. **unwanted or unwelcome;**
2. **based upon a protected class; and**
3. **enduring the offensive conduct becomes a condition of continued employment, or**
4. **the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider as intimidating, hostile, or abusive.**



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Harassment may include, but is not limited to...

- Offensive jokes, slurs, or epithets
- Name calling
- Ridicule or mockery
- Insults or put-downs
- Physical assaults or threats
- Intimidation
- Bullying
- Offensive e-mails or texts
- Offensive objects or pictures
- Interference with work performance



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Sexual Harassment

- A form of sex discrimination
- Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature
- Two types of sexual harassment:

1. Quid Pro Quo



2. Hostile Work Environment



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Sexual harassment may include, but is not limited to...

- **sexual jokes, comments, gestures, or innuendos**
- **unwelcome touching, hugging, or kissing;**
- **staring/leering;**
- **sexually explicit pictures, screen savers, or posters;**
- **sexually explicit emails or text messages;**
- **unwanted invitations to go out on dates or requests for sex;**
- **intrusive questions/comments about a person's private life/body;**
- **unnecessary familiarity;**
- **insults or taunts based on your sex;**
- **physical assault, indecent exposure, sexual assault, stalking, or obscene communications.**

11



**Just because
it isn't illegal
doesn't mean
it's okay!**

12

Retaliation

- It is unlawful take a materially adverse action because an individual:
 - ✓ opposed discriminatory practices;
 - ✓ filed a complaint; or
 - ✓ testified, assisted, or participated in any manner in an investigation or legal proceeding involving unlawful discrimination.
- Any action that might well deter a reasonable person from engaging in a protected activity.



13

TITLE 49. HUMAN RIGHTS CHAPTER 3. GOVERNMENTAL CODE OF FAIR PRACTICES Part 2. Duties of Governmental Agencies and Officials Retaliation Prohibited

49-3-209. Retaliation prohibited. It is an unlawful discriminatory practice for a state or local governmental agency to discharge, expel, blacklist, or otherwise discriminate against an individual because the individual has opposed any practices forbidden under this chapter or because the individual has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this chapter.

History: En. Sec. 3, Ch. 540, L. 1983; amd. Sec. 1802, Ch. 56, L. 2009.

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Harassment by a Supervisor

- **Automatically liable when harassment results in a negative employment action**
- **If a supervisor's harassment results in a hostile work environment, employer can avoid liability if it can prove that:**
 1. **it reasonably tried to prevent and promptly corrected the harassing behavior; and**
 2. **the employee unreasonably failed to take advantage of preventive or corrective opportunities provided by the employer.**

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Harassment by Non-Supervisory Employees and Non-Employees

Employer will be liable for harassment by non-supervisory employees or non-employees if

1. **The employer knew, or should have known about the harassment, and**
2. **Failed to take prompt and appropriate corrective action.**

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Employee Options Subject of Harassment

- Tell someone
- Address the behavior
- Document and keep copies of all communications
- Notify management
- Notify EO officer or HR staff
- Use internal complaint procedures
- Contact the Montana Human Rights Bureau or Equal Employment Opportunity Commission



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What can an employee do if they observe harassment?

- Be an ally
- Talk with the person toward whom the behavior was directed
- Let the person know they don't have to put up with the behavior or treatment
- Provide information on how they could confront the wrongdoer or report it
- Document the behavior
- Notify management or the HR staff



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Management Actions After a Complaint

- Take all complaints seriously and remain neutral
- Document relevant information
- Promptly notify human resources
- Monitor work environment
- Report any allegations of reprisal to Human Resources
- Protect confidentiality



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State of Montana Resources

- DOA human resources staff
- Equal Employment Opportunity Commission
 - ✓ <http://www.eeoc.gov/>
- Human Rights Bureau
 - ✓ <http://erd.dli.mt.gov/human-rights>
- Uniformed Services Employment & Reemployment Rights Act (USERRA)
 - ✓ <http://www.dol.gov/vets/programs/userra/>

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