



Board of Livestock Meeting

Agenda Request Form

BOL MEETING March 21, 2016

1. From: Mike Honeycutt	Division/Program: Executive Office	Meeting Date: March 21
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Agenda Item: General Updates

Background Info:

- Donna Wilham will begin on March 23 as Administrative Assistant
- Attended LFC meeting to explain Milk Inspection IT project delays

Recommendation: None

Time needed: 5 minutes	Attachments:	Yes	No	Board vote required?	Yes	No
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Agenda Item: Organization Charts

We will present several proposed changes to our organizational structure to meet the April 1st deadline

Recommendation: Approval of organizational changes to overall department and within the Brands Division

Time needed: 15 minutes	Attachments:	Yes	No	Board vote required	Yes	No
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Agenda Item: Bison Management

Background Info:

The capture season for Yellowstone Bison has come to a close. As usual there is a good bit of negative attention being drawn to the ship to slaughter option for management and control. YNP and tribal leaders have attempted to get our department to change its position on alternative #3 of their recent EA. It appears they may be taking steps to implement alternative #3.

Recommendation: None

Time needed: 5 minutes	Attachments:	Yes	No	Board vote required:	Yes	No
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Agenda Item: Upcoming Calendar

Background Info:

Review upcoming major dates and deadlines for the Board's knowledge and attendance.

Recommendation: None

Time needed: 5 minutes	Attachments:	Yes	No	Board vote required:	Yes	No
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2. From: Marty Zaluski	Division/Program: Animal Health	
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Agenda Item: Out of state Travel Request

Travel permission for Dr. Emily Kaleczyc to National Alliance of State Animal and Agricultural Emergency Programs (NASAAEO) summit on Emergency preparedness in College Station, TX. The Summit provides a forum for personnel and organizations working on emergency management of pets and livestock to meet, network, obtain the latest technical information, and develop a shared vision. Travel and Lodging paid for by NASAAEP.

Recommendation: Resume working group meetings in January 2016

Additional cost to the DOL per diem for a maximum of 5 days travel at \$46 days per day for: \$230.

Time needed: 5 minutes	Attachments:	No		Board vote required?	Yes	
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Agenda Item: Administrative Rule Revision Proposal

Background Info:

Animal Health is be proposing revisions to the following Administrative Rules:

32.3.1203 Isolation of Rabid or Suspected Rabid Animals

32.3.1205 Animal Contacts

32.3.1203 – Replace accredited veterinarian with licensed veterinarian. Many small animal veterinarians in Montana are not deputy state veterinarians. This change recognizes the significant work that non-accredited small animal veterinarians do for rabies management in Montana.

32.3.1205 – Revise management of animals exposed to a rapid or suspected rabid animal to be consistent with the recently released Compendium of Animal Rabies Prevention and Control. These changes reflect current science showing the response to vaccination of an animal past due for rabies vaccination, as well as better data about the incubation period of the disease.

Recommendation: Approve proposed changes for filing with SOS to initiate rule change process.

Time needed: 10 minutes	Attachments:	Yes		Board vote required?	Yes	
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Agenda Item: Out-of-state Travel Request

Background Info: 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 impacts animal health issues in our respective states.

Animal health is requesting permission for the four veterinarians (Zaluski, Szymanski, Liska, and Kaleczyc) to attend.

The meeting is to be held May 25-27, 2016 in Bend, OR

Estimated cost of attendance per person:

Registration -	\$250
Travel (estimate) -	\$600
Lodging - \$150/night (X3)	\$450
Per Diem - \$46/day (X4)	\$184
Total (per person)	\$1484

Travel would be covered under Animal Disease Traceability (cooperative agreement) for one person, Avian Influenza (cooperative agreement) for one person, and Cattle Health (cooperative agreement) for two persons.

Recommendation: Board Approval

Time needed: 5 minutes	Attachments:	No		Board vote required?	Yes	
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Agenda Item: Request to fill animal health Import Technician position.

Background Info: The employee in position of License Permit Technician (56300014) has submitted her resignation, and Animal Health Division is requesting to fill this vacancy.

In FY 2015, the animal health division issued 4,491 import permits for 156,459 cattle and 11,018 permits for horses entering Montana. This position is one of two people whose primary responsibility is to answer the phones.

Consequences of not filling this position:

Increased hold times for veterinarians and their staff calling the permit line

Possible reduced compliance with animal health requirements

Increased use and costs of the 24/7 after hours service

Increased phone duties for other staff which would take them away from their projects which currently include the alternative livestock program, rule review, DSA compliance, traceability and data entry.

Recommendation: Board Approval to fill the position

Time needed: 5 minutes	Attachments:	Yes		Board vote required?	Yes	
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3. From: Gary Hamel	Division/Program: Meat and Poultry Inspection	Meeting Date: 3/21/2016
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Agenda Item: General Updates

Background Info: Follow up from the last board meeting. This discussion will address the 107,000 expense increase over the prior year.

Recommendation:

Time needed: 20 min	Attachments:	Yes	No	Board vote required?	Yes	No
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4. From: George Harris	Division/Program: Centralized Services	Date: March 21, 2016
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Agenda Item: February 2016 Financial Report

Background Info: George will update the Board on the financial status of the programs of the department. The financial reports will include a comparison to Fiscal Year 15. It will also include a review of the status of the department as a whole. Mike will comment on the progress of our financial reporting. George and Mike will respond to any questions from the Board.

Recommendation:

Time needed: 20 min	Attachments:	Yes	No	Board vote required?	Yes	No
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Agenda Item: State Special Revenue Status and Projections

Recommendation: George will update the Board on the state special revenue status. He will also review with the Board the state special revenue projections through Fiscal Year and 2016. He will present various revenue projection charts for fiscal year 2016.

Time needed: 20 minutes	Attachments:	Yes	No	Board vote required	Yes	No
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Agenda Item: Per Capita Fee Update

Background Info:

George will update the Board on the collections of our per capita fee from Tax Year 2015 to date. He will also update the Board on the collection of the per capita fee for Tax Year 2016 to date. He will also update the Board on the investment of per capita fee in the Short Term Investment Pool (STIP). He will then update the Board on the projected per capita fee fund balance have Fiscal Year End 2016.

Recommendation:

Time needed: 20 minutes	Attachments:	Yes	No	Board vote required:	Yes	No
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Agenda Item: Milk and Egg Computer System Update

Background Info:

George and Mike will update the Board on the status of the milk and egg planned computer system procurement. George and Mike will respond to any questions from the Board. Dan Turcotte will be available to respond to questions as well.

Recommendation:

Time needed: 20 minutes	Attachments:	Yes	No	Board vote required:	Yes	No
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Agenda Item: Fiscal Year 2018 and 19 Budget Calendar Review

Background Info:

George will briefly update the board on the fiscal year 2018 and 19 budget calendar. He will comment on items that will be coming up in the next month or two in particular.

Recommendation:

Time needed: Five minutes	Attachments:	Yes	No	Board vote required:	Yes	No
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5. From: George Edwards

Division/Program: LLB

Meeting Date: March 21st

Agenda Item: General Program Updates

Background Info: Maggie Nutter, Marias River Stockgrowers President requested support from the Board of Livestock and Livestock Loss Board to gain seats on the Interagency Grizzly Bear Committee . Ms. Nutter succeeded in getting this topic on the IGBC's summer meeting in Idaho.

Recommendation: Approving out of state travel for Board of Livestock and Livestock Loss Board representatives.

Time needed: 5 minutes	Attachments:		No	Board vote required?	Yes	
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6. From: Dr. Layton	Division/Program: Veterinary Diagnostic Laboratory	Meeting Date: March 2016
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Agenda Item: Incinerator General Program Updates

Background Info: The inspection has occurred while I was on vacation. Bottom line seems to be we are ok but I have not received a report as of this writing. I have contacted the company requesting the report for review and to answer any questions that I may have.

Recommendation: Unknown at this time

Time needed:	Attachments:	Yes	No	Board vote required?	Yes	No
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7. From: Leslie Doely	Division/Program: Brands Enforcement	Meeting Date: March 21
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Agenda Item: Administrative Rule Changes

Background Info:

- o adding lifetime bull inspections to fees in ARM
- o increasing horse inspection fee from \$6 to \$10

Recommendation: Approve rule changes

Time needed: 25 minutes	Attachments:	Yes	No	Board vote required?	Yes	No
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Agenda Item: MCA change: remove dealer fee from statute and refer to ARM

- o the fee in MCA for an initial dealer license is \$50, yet we charge \$250 for renewals per our fees in ARM - the fee should be in ARM, not statute

Recommendation: Approve pursuing change

Time needed: 15 minutes	Attachments:	Yes	No	Board vote required	Yes	No
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Agenda Item: Request to fill open positions

Background Info:

- request to hire assistant administrator (15-20 min)
- request to hire Brand Inspector in Billings area (15-20 min)

Recommendation: Approve posting and hiring

Time needed: 30 minutes	Attachments:	Yes	No	Board vote required:	Yes	No
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Agenda Item: Fort Supply Contract

Background Info:

Contract is due for renewal on April 1st. We are reviewing internally and would like the Board to see it as well

Recommendation: We feel we have no choice but to renew for one more year as we do not have options for replacement in place. Over the next year we are committed to vetting new options and entertaining another competitive bid process moving forward.

Time needed: 10 minutes	Attachments:	Yes	No	Board vote required:	Yes	No
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8. From: Chad Lee		Division/Program: Milk Control Board		Meeting Date:			
<u>Agenda Item:</u> General Program Updates							
Background Info: General Updates							
Recommendation:							
Time needed: 10 Minutes	Attachments:	Yes	No	Board vote required?	Yes	No	

9. From: Dan Turcotte		Division/Program: Milk and Egg Bureau		Meeting Date:			
<u>Agenda Item:</u> General Program Updates							
Background Info: General Updates on programs							
Recommendation:							
Time needed: 10 Minutes	Attachments:	Yes	No	Board vote required?	Yes	No	