

**AGENDA ITEMS FROM DIVISION/SECTION
HEADS
(16 items on 5 pages)**

3

BOL Meeting Date: November 23 & 24, 2015

1. From:	Marty Clark	Division/Program:	Brands Enforcement	
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Agenda Item: Per Capita Information on Forms

Update Information Only:

- Per Capita info sited on brand inspection forms, permit books, and online permits.

Time needed: 5 minutes	Attachments:	No		Board vote required?	No	
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2. From:	Marty Clark	Division/Program:	Brands Enforcement	
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Agenda Item: Fall Run Seasonal Employees

Update Information Only:

- Status on the hiring of seasonal market employees

Time needed: 10 minutes	Attachments:	No		Board vote required?	No	
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3. From:	Marty Clark	Division/Program:	Brands Enforcement	
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Agenda Item: Brands Enforcement IT Issues

Update – Information only. Refer to updated BE “Roadmap” attachment and Vendor Scorecard attachment.

- Roadmap Update Info – Items with Oct & Nov completion dates:
 - Open Item / Issue tracking list in place and in use.
 - Single points of contact identified:
 - Field – Nye Howey
 - Helena / Program – Laura Hughes
 - Contract reviewed; an addendum is being drafted to specify scope of maintenance and enhancements for current contract. ECD 12/31/15
 - User Poll – Features Used, Usability, Comments
 - Responses due NTL 11/18/15.
 - Report results to BOL in December 2015
 - Plan to re-survey after training Q1 & Q2 2016
 - System Benefits
 - Analysis in work – ECD 12/31/15
 - Report results to BOL in January 2016
 - Vendor Scorecard created
 - Provide scorecard to software vendors Q1 2016

Time needed: 20 Minutes	Attachments:	Yes		Board vote required?	No	
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4. From: Dr. Bill Layton	Division/Program: Diagnostic Laboratory	
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Agenda Item: Positions

Update – Information only:

- Hired receiving room clerk, beginning November 23, 2015.
- Clinical Microbiology Supervisor – still open, applicants but no significant bench work experience, still advertised.
- Serology/Milk Laboratory – open to advertise, want to break down to two separate positions. The serology will continue to work in Serology, but will cross train. Milk Lab duties will focus on milk laboratory.
- Clinical pathology – to advertise.
- Before EPP, BOL/EO/LD need to review Laboratory personnel structure.

Time needed: 10 Minutes	Attachments:	No		Board vote required?	no	
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5. From: Dr. Bill Layton	Division/Program: Diagnostic Laboratory	
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Agenda Item: American Association of Veterinary Laboratory Diagnosticians (AAVLD) meeting

Update of meeting:

- Pathology Committee
- Scientific Meeting – AI
- Vendors

Time needed: 5 Minutes	Attachments:	No		Board vote required?	No	
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6. From: Dr. Bill Layton	Division/Program: Diagnostic Laboratory	
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Agenda Item: Autoclave Equipment

At this writing, obtaining a quote for repair/replacement of autoclave chamber.

- Instrument sterilizes media, etc.
- Chamber has one crack, possibly more.
- Considered at first welding; however, need to find high pressure welder who are expensive and no guarantee that other week sites occur.
- Looking into chamber only replacement, or
- Autoclave replacement.

Time needed: 10 Minutes	Attachments:	No		Board vote required		Possible
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7. From: Dr. Bill Layton	Division/Program: Diagnostic Laboratory	
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Agenda Item: Legislative Auditor

Update – Information only:

- What has been discussed: Fees, Funding, Annual Report, Other

Time needed: 20 Minutes	Attachments:	No		Board vote required	No	
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8. From: George Harris	Division/Program: Centralized Services	
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Agenda Item: Per Capita Reporting Process Update/MOU

Background Info:
The Department of Revenue (DOR) has an updated system that enables producers to pay their per capita fee on line through Montana Interactive. DOR provided producers with step by step information as to how to utilize the new process. This information and the Board approved rates have been placed on our web site. The DOR also provided producers with information regarding the change in law from SB 62 which requires next years' reporting and collection to be in the spring rather than the fall. Also the Department of Livestock enters into a Memorandum of Understanding (MOU) which allows the Department of Livestock access to DOR's billing and payment data which enables the department to work on compliance issues. George will provide the background on this process and Department of Revenue officials have been invited to discuss the process and respond to any questions from the Board or others as approved by the Chairman.

Time needed: 20 Minutes	Attachments:	No	Board vote required?	No
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9. From: George Harris	Division/Program: Centralized Services	
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Agenda Item: Department Monthly Financial Report through October 2015

- George will report to the Board the budget status of the department through October 2015.
- He will review the status of each program and respond to questions.
- The state special revenue comparison will also be reviewed.
- He will also update the Board on the cash position of deferred revenue.

Time needed: 20 Minutes	Attachments:	No	Board vote required?	No
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10. From: George Harris	Division/Program: Centralized Services	
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Agenda Item: Legislative Audit/FSIS (Meat Inspection Audit)/Internal Control

Background Info:
In December we will have both the Legislative auditors and the federal Food Safety Inspection Service (FSIS) auditors here. George will report to the Board the department's internal control efforts and progress.

Time needed: 10Minutes	Attachments:	No	Board vote required?	No
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11. From: George Harris, Chad Lee, and George Edwards	Division/Program: Centralized Services	
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Agenda Item: Milk Control Bureau and Livestock Loss Board Updates

Background Info:

- Chad Lee will update the Board on activities from Milk Control Bureau and the Board of Milk Control. He will also update the Board on recent Milk Board Meetings and any actions. He will be available to comment on administrative rule updates regarding the collection of revenues for the Milk and Egg Inspection Bureau and the Milk Lab in Bozeman.
- George Edwards will update the Board on Livestock Loss Board activity and provide data on losses. He will comment on any issues regarding federal funding and loss prevention grants.

Time needed: 15 Minutes	Attachments:	No		Board vote required?	No	
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12. From: George Harris	Division/Program: Centralized Services	
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Agenda Item: Department Organizational Chart/Structure

Background Info:

- The Department of Livestock Organizational Chart has not been updated since 2007.
- George and Dr. Zaluski will present an updated organizational chart and discuss the process to get it approved by the Governor's Office, update the Administrative Rule, and filed with the Secretary of State's office.

Time needed: 20 Minutes	Attachments:	No		Board vote required?	Yes	
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13. From: Dr. Tahnee Szymanski	Division/Program: Animal Health	
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Agenda Item: Administrative Rule Revisions

Revise or write the following rules:

- **32.2.401 Fees:** Update fee for elk tags commensurate with price charged by vendor.
- **32.3.212 Additional Requirements for Cattle:** Increase the duration of a negative TB test to 12 months for rodeo cattle to acknowledge the low risk and be consistent with surrounding states.
- **New Rule – Feral Swine Reporting:** describe feral swine reporting requirements established in MCA 81-29-106.
- **32.3.220 Semen Shipped Into Montana:** Strike overly prescriptive and now outdated language (some language referring to USAHA guidelines from 1962) and refer to the health status of the sire.

Time needed: 20 Minutes	Attachments:	Yes		Board vote required?	Yes	
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14. From: Dr. Marty Zaluski	Division/Program: Animal Health Division	
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Agenda Item: General Updates

- Updates on current issues.

Time needed: 10 Minutes	Attachments:	No		Board vote required?	No	
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15. From: Dan Turcotte	Division/Program: Milk & Egg	
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Agenda Item: General Updates

Updates on current issues.

Time needed: 20 Minutes	Attachments:	No		Board vote required?	No	
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16. From: Gary Hamel	Division/Program: Meat & Poultry Inspection	
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Agenda Item: General Updates

Updates on current issues.

Time needed: 15 Minutes	Attachments:	No		Board vote required?	No	
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**ANIMAL HEALTH DIVISION
ATTACHMENTS**

<u>Rule No.</u>	<u>Rule Title</u>	<u>Last Revision Date</u>	<u>Reason for Revision</u>
32.2.401	DEPARTMENT OF LIVESTOCK ANIMAL HEALTH DIVISION FEES	4/17/15	<p>The price of the alternative livestock tag for elk has increased in price from \$1.47 per tag to \$2.37 per tag. The new shipment costs are \$2.37 X 25 tags per bag = \$59.25 + 5.25 postage and handling = \$64.50 new cost per \$25 tags.</p> <p>(b) Alternative livestock tags - elk (medium) 42.00<u>64.50</u></p> <p>Establish in ARM the fee for Pullorum authorized testing agents.</p> <p>(h) <u>Pullorum authorized testing agent license</u> 50.00</p>
<u>32.3.212</u>	ADDITIONAL REQUIREMENTS FOR CATTLE	5/1/15	<p>Montana is proposing a 12 month negative TB test for sporting bovines, instead of the current 6 month test requirement, to be consistent with surrounding states.</p> <p>(5) Sporting bovines originating from a tuberculosis accredited free U.S. state or zone require a negative tuberculosis test within six<u>twelve</u> months prior to importation if they:</p> <p>(a) are six months of age and older; or</p> <p>(b) have attended at least a single sporting event; or</p> <p>(c) are being imported for a specific sporting event.</p>
<u>TBD</u>	FERAL SWINE REPORTING	NEW	<p>Establishment of reporting requirements for feral swine as outlined in MCA 81-29-106.</p> <p>New language:</p> <p><u>(1) Any person, including, but not limited to landowners, tenants, or persons responsible for property oversight in Montana who knows or has reason to believe feral swine as defined in ARM/MCA? are present on private or public property must report such knowledge to the</u></p>

			<p><u>Department of Livestock.</u></p> <p><u>(2) The presence of feral swine must be reported by phone within 24 hours to the Department of Livestock.</u></p> <p><u>(3) The Department of Livestock shall report the presence of feral hogs to other state agencies with an expressed interest in their presence.</u></p>
<u>32.3.220</u>	SEMEN SHIPPED INTO MONTANA		<p>Remove language that specifies Certified Semen Services (CSS) testing requirements. This is duplicative to animals being permanent residents of a CSS facility. Remove language that specifies chemotherapeutic agents to be used for semen in place of more broad requirements that procedures used be approved by both the United States Animal Health Association (USAHA) and the National Association of Breeders. Removed reference to an outdated official order and the 1962 proceedings of the USAHA.</p> <p>The final proposed rule will read as follows (complete revisions included below):</p> <p>(1) Sires shall not be used for natural service while semen is being collected and certified for artificial insemination.</p> <p>(2) Bovine semen transported into Montana for the purpose of artificial insemination must originate from bulls that at the time of collection:</p> <p>(a) Meet all of Montana's import requirements; or</p> <p>(b) Are permanent residents of an approved certified semen services (CSS) facility, having completed all CSS required testing.</p> <p>(3) Bovine semen destined for use in artificial insemination in Montana must be treated using a procedures and chemotherapeutic agents recognized as acceptable by the United States Animal Health Association and the National Association of Animal Breeders.</p>

32.3.220 SEMEN SHIPPED INTO MONTANA (1) ~~All sires shall~~ must not have been used for natural service while the semen is being collected and certified for artificial insemination.

(2) Bovine semen ~~may not be transported into Montana for the purpose of artificial insemination and bovine semen may not be used for artificial insemination unless it~~ must originates from bulls that at the time of collection ~~whose health status conforms to the requirements that follow:~~

(a) ~~All bulls must~~ Meet all of Montana's import requirements; or

(b) ~~All bulls must be~~ Are permanent residents of an approved certified semen services (CSS) facility, having completed all CSS required testing the bull stud, and a licensed accredited veterinarian must certify that the testing is being done. A permanent resident is a bull that has passed all testing requirements and is qualified to remain in the stud as long as it meets the biannual requirements:

——— (i) ~~All bulls must be interpreted to be free of Tuberculosis by the state disease regulatory officials on the basis of an official Tuberculosis test within 60 days prior to the first collection of semen destined for use in artificial insemination, and annually thereafter.~~

——— (ii) ~~All bulls must be interpreted to be free of Brucellosis by the state regulatory officials on the basis of official test conducted by a state federal laboratory within 60 days prior to the first collection of semen destined for use in artificial insemination, and be interpreted to be Brucellosis free by the state regulatory officials on the basis of an official test as recognized by the Code of Federal Regulations each six months thereafter. Bulls permanently residing at a bull stud in a class free area may (at the state veterinarian's discretion) be exempt from the Brucellosis testing.~~

——— (iii) ~~All bulls must pass three negative examinations for three consecutive weeks for Trichomonas fetus following the last natural service performed and within 60 days prior to the first collection of semen destined for artificial insemination, and one negative examination each six months thereafter. The inpouch method (or equivalent method as determined by the state veterinarian) must have been used. If the inpouch or equivalent was not used then six negative tests for six consecutive weeks are required.~~

——— (iv) ~~All bulls must pass two approved negative blood tests 30 days apart, or the titre shall be shown to be stabilized if present, for Leptospirosis within 60 days prior to the first collection of semen destined for use in artificial insemination, and each six months thereafter.~~

——— (v) ~~All bulls must be negative to Bovine Virus Diarrhea (BVD) using culture of the blood serum, or semen. If the culture is positive then isolate and reculture in 21 days. If the culture is negative, reculture in 14 days; if still negative the bull may be returned to the bull stud and semen may be collected 30 days later.~~

——— (vi) ~~Bulls must not be showing evidence of infection with Paratuberculosis, Bluetongue disease, or Bovine Leukosis.~~

(3) Bovine semen destined for use in artificial insemination in Montana must be treated using a recognized procedure and recognized chemotherapeutic agents to prevent transmission of *Campylobacter fetus* and other pathogenic microorganisms. Those recognized at this time are:

——— (a) ~~semen treated to achieve a final concentration of 50 micrograms tylosin, 250 micrograms gentamicin, and 150/300 micrograms lincospectrin per milliliter of frozen semen as~~

~~described by Lorton and Shin to the National Association of Animal Breeders (NAAB), 1986, (Lorton, 1986; Shin, 1986; 11 NAAB Technical Conference, 1986), or~~

~~———— (b) semen treated in accordance with the procedures and chemotherapeutic agents recognized as acceptable by the United States Animal Health Association and the National Association of Animal Breeders.~~

~~———— (4) All tests must be conducted according to specifications adopted by the United States Animal Health Association and approved by the United States Department of Agriculture, Agricultural Research Service and the official order dated the 26th day of September 1990 by the Board of Livestock recognizing certified semen service (CSS) health standards as equal to Montana requirements will be continued.~~

~~———— (5) All tests must be reported on the uniform certificate recommended by the United States Animal Health Association on page 170, 1962 proceedings of the United States Animal Health Association, or other form subsequently approved by the United States Animal Health Association, in applying for the annual permit to transport bovine semen into Montana to be used in artificial insemination.~~

**BRANDS ENFORCEMENT DIVISION ATTACHMENTS
(2)**

IT CLIENT-VENDOR ASSESSMENT

ITEM	SCORE (*****)
Techincal Support during business hours	
Techincal Support during non-business hours	
Communicates effectively	
Timely and effective resolution of bugs	
Timely and effective implementation of new features	
Meets schedule commitments for deliverables	
Software Usability / User Friendly	
Product Value	
Would we recommend your vendor?	
TOTAL	

BRANDS ENFORCEMENT IT SYSTEMS ROADMAP

GOAL	TASK	WHO	WHEN				
			Oct	Nov	Dec	1st Qtr	2nd Qtr
Define process for updates / bug fixes							
	Establish open item tracking (bug fixes / enhancements)	LH	XXX				
	Identify single point of contact for issues	LH, MC	XXX				
	Review contracts to define policies for payment of fixes	LH		XXX			
Refine training - support							
	Design training program	LH, NH, LD			XXX		
	Implement training program	LH, NH, LD				XXX	
	Poll users regarding features / functionality	LH		XXX			
	Establish in-house 'super users' non-IT support	LH, NH, LD				XXX	
	Establish in-house IT support capacity - CSD IT staff	LH, JN				XXX	
Long term planning							
	Establish system to future proof access to data	LH				XXX	
	Establish medium-long term vision for features capability	LH				XXX	
	Verify backup procedures	JN			XXX		
	Establish transition / separation plan from vendor	LH, JN			XXX		
Measure performance							
	Document current functionality and compare to 'paper' (benefits)	LH	XXX				
	Develop vendor scorecard tool	LH		XXX			
	Provide scorecard to vendors	LH				XXX	

Revised Date: 11/13/15