



Board of Livestock Meeting

Agenda Request Form

BOL Meeting Date: December 18, 2015

1. From: Marty Clark		Division/Program: Brands Enforcement			
Agenda Item: Fee Increase / BE Finance Working Group					
Background Info: Previously worked on 2014 fee increases (BOL designees, Industry: Gene Curry & Les Graham; BE employees) Update – information only.					
<ul style="list-style-type: none"> • Would like to reconvene to address remaining fee increase items (example: annual horse inspections) 					
Recommendation: Resume working group meetings in January 2016					
Time needed: 5 minutes		Attachments:	No	Board vote required?	No

2. From: Marty Clark		Division/Program: Brands Enforcement			
Agenda Item: Brands Enforcement IT Issues					
Background Info: Update – Information only. Refer to updated BE “Roadmap” attachment					
<ul style="list-style-type: none"> • Roadmap Update Info – Items with December completion dates: <ul style="list-style-type: none"> ○ Design Training Plan: <ul style="list-style-type: none"> ▪ Outline and draft plan estimated to be complete by 12/31/15 (Howey / Hughes) ○ Contract reviewed; an addendum is being drafted to specify scope of maintenance and enhancements for current contract. ECD 12/31/15 ○ Fort Supply User Poll – Features Used, Usability, Comments <ul style="list-style-type: none"> ▪ 38% response rate for all BE (21 out of 55); <ul style="list-style-type: none"> • 50% response rate with Market employees (12 out of 24) ▪ Top 3 issues cited by more than 50% of Market responders: <ul style="list-style-type: none"> • Look-up process slow and not user friendly • Would like a quick reference user guide • Dislike updates – disruptive and changes too many features ▪ Plan to re-survey after training Q1 & Q2 2016 ○ System Benefits <ul style="list-style-type: none"> ▪ Analysis in work – ECD 12/31/15 ▪ Report results to BOL in January 2016 ○ Long Term Planning date changes <ul style="list-style-type: none"> ▪ Verify backup procedures – ECD moved to Q1 2016 ▪ Establish transition / separation plan from vendor – ECD moved to Q1 2016 • 9 out of 13 Market BE offices will receive new computers in January 2016; working on plan for remaining 4 Market BE offices. • All Markets will receive the same, most current FS software updates – ECD January 15, 2016. 					
Recommendation:					
Time needed: 10 – 15 minutes		Attachments:	Yes	Board vote required?	No

3. From: Marty Clark	Division/Program: Brands Enforcement	
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Agenda Item: Rule Proposal

Background Info:
Change in Administrative Rule:

- This is in MCA 31-2-211(6)(d)
- Insert the \$25.00 fee into rule.
- Lifetime Brand Inspection on Rodeo Bulls
 - Producers requested this to allow them to move animals, as long as they own them, with this one brand inspection.
 - Allows for out-of-state movement (need to meet health requirements).
 - Must have owners brand and a number brand

Recommendation: Please Approve

Time needed: 5 Minutes	Attachments:	Yes		Board vote required?	Yes	
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4. From: Marty Clark	Division/Program: Brands Enforcement	
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Agenda Item: Fall Run – Market Headcounts

Background Info:
Update – Information only. Refer to two BE Market Headcount tables provided as attachments.

- 2015 monthly market headcount totals through 11/23/15; includes 2014 data for comparison;
- 2015 market headcounts by market – July 1, 2015 through November 23, 2015; includes 2014 and 2013 data for comparison

Recommendation:

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

Update – Information only:

- Positions Update
- Long Range Planning report impression
- Autoclave/heater
- Other

Recommendation:

Time needed: 30 Minutes	Attachments:	No		Board vote required?	no	
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6. From: George Harris	Division/Program: Centralized Services	
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Agenda Item: MOU – Department of Revenue (SABHRS Offset Collection System)

Background Info:

The Department of Revenue (DOR) and Department of Livestock (DOL) wish to establish a Memorandum of Understanding (MOU) for the DOR to use the Statewide Budget and Accounting Human Resource System (SABHRS) to collect bad debts on behalf of DOL. The DOL provides bad debt information including Social Security numbers or other federal identification numbers for each debtor. The Department of revenue will cease payments due the debtor within the offset system for potential offset of the debt. Board approval of the MOU is requested.

Recommendation:

Time needed: 10 - 15 Minutes	Attachments:	Yes		Board vote required?	No	
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7. From: George Harris	Division/Program: Centralized Services	
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Agenda Item: FTE Costs/Organizational Chart Update

Background Info:

The analysis has been completed showing the budgeted and projected cost for personal services in each program that coincides with the FTE identified in the organizational charts. George will review these costs with the Board and identify any potential issues.

Recommendation:

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

Background Info:

In December we have had both the Legislative auditors and the federal Food Safety Inspection Service (FSIS) auditors here. George will update the Board on the progress of these audits.

Recommendation:

Time needed: 5 Minutes	Attachments:	No		Board vote required?	No	
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9. From: George Harris and Jim Newhall	Division/Program: Centralized Services	
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Agenda Item: Information Technology Update

Background Info:

Jim Newhall will update the Board on the following items: milk and egg system procurement, personal computer procurement, information technology projects within the department, webpage updates, brand market backup, smart phone application, and lab information management system (VADDS) update.

Recommendation:

Time needed: 15 Minutes	Attachments:	No		Board vote required?	No	
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10. From: Dr. Marty Zaluski	Division/Program: Animal Health	
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Agenda Item: Out-of-State Travel Request

Background Info:

Travel to Plum Island, New York for Foreign Animal Disease Diagnostician training.

- Travel and room/board costs paid out of umbrella cooperative agreement.

Recommendation:

Time needed: 5 Minutes	Attachments:	No		Board vote required?	Yes	
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11. From: Dan Turcotte	Division/Program: Milk & Egg	
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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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12. From: Gary Hamel	Division/Program: Meat & Poultry Inspection	
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Agenda Item: Rule Proposal

Background Info:

Proposed rule change will reflect USDA FSIS changes to the CFR.

Recommendation:

Time needed: 10 Minutes	Attachments:	No		Board vote required?	Yes	
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13. From: Chad Lee	Division/Program: Milk Control Bureau	
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Agenda Item: Report of Board of Milk Control Activity

Background Info:

Brief discussion of two proposals to amend ARMs approved by Board of Milk Control on 12/03/2015 that will be published 12/24/2015.

Time needed: 10 Minutes	Attachments:	No		Board vote required?	No	
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14. From: George Edwards	Division/Program: Livestock Loss Board	
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Agenda Item: General Updates

Update on livestock loss numbers.

Recommendation:

Time needed: 5 - 10 Minutes	Attachments:	No		Board vote required?	No	
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