

# MINUTES BOARD OF LIVESTOCK MEETING

APRIL 20, 2016

Capitol Conference Room #102 Helena, MT

day	date		
Call to Order:	Vice-Chair John Scully at 8:02 AM		
Board Members	s Present:		
	Brett DeBruycker (cattle producer)		
	Ed Waldner (swine producer)		
	John Scully, Vice-chair (cattle producer)		
	Nina Baucus (cattle producer)		
	Lila Taylor (cattle producer)		
	Sue Brown (dairy and poultry)		
Staff Present:			
	Mike Honeycutt, EO		
	Donna Wilham, Adm. Asst. to EO		
•	Dan Turcotte, Milk & Egg Bureau		
	Gary Hamel, Meat Inspection		
	George Harris, Centralized Services		
	Evan Waters, Centralized Services		
	Bill Layton, Diagnostic Laboratory		
	Tahnee Szymanski, Animal Health		
	George Edwards, Livestock Loss Board		
	Evan Waters, Centralized Services		
	George Edwards, Livestock Loss Board		
	Leslie Doely, Adm. For Brands Enforcement Chad Lee, Milk Control Bureau		
Public Present:	Chad Lee, Milk Control Bureau		
Public Present.	Vrois Clarier LICDA Wildlife Comings		
	Kraig Glazier, USDA Wildlife Services		
	Les Graham, MALAM		
	Pat Murdo, Legislative Services		
	Maggie Nutter, rancher, Marias River Livestock Association Krista Lee Evans, Montana Milk Producers Association		
	Chelsey Cargill, Montana Farm Bureau Federation Gene Curry, Montana Stockgrowers Association		
record of official ac clarification. The la	These minutes are in outline form only. They provide a list of participants and a ction taken by the board. A brief summarization of each action taken is provided for ink to the audio recording of the meeting is available on the Department of Livestock listed under Agency Information, then click on Board of Livestock		
8:05 AM	Public Marias River Livestock Association		
O.OO AWI	-Maggie Nutter, Marias River Livestock Association -Maggie Nutter, Marias River Livestock Association and rancher from the Sweetgrass Hills area, reported on a meeting attended by BOL member Nina Baucus and		

		herself on April 19, 2016 of the Northern Continental Divide Ecosystem Interagency Grizzly Bear Subcommittee. Maggie said there was a discussion proposal to establish designated management areas (DMA) for grizzlies around YNP and GNP. Grizzlies within the DMA will be delisted and livestock depredating can be managed by DOL, but grizzlies outside DMA will continued to be managed by the ESA. She would like to see the Governor appoint someone from the livestock industry to a couple of the ecosystem subcommittees and the main executive committee. Information should be conveyed to the livestock industry.
	Approval of 3/21/16 and 3/25/16 Meeting	Vice-Chairman John Scully asked for approval of March 21, 2016 and March 25, 2016 meeting minutes.  -Lila Taylor asked for listing of more discussion in
	Minutes	future minutes.
8:13 AM	Motion/Vote:	Brett DeBruycker moved to approve March 21, 2016 and March 25, 2016 meeting minutes as presented. Nina Baucus seconded. The motion carried.
	Interim Action	Vice-Chairman Scully called for approval of an interim action from Chairman Lehfeldt to approve a travel request for Dr. Eric Liska's travel to Wyoming to attend a Brucellosis Coordinating Team Meeting.
		-Nina Baucus reminded the Board about a previous discussion by the Board to have travel requests received early enough for the Board to discuss before giving approval. Lila Taylor gave her agreement of that.
8:14 AM	Motion/Vote:	Lila Taylor moved to approve Chairman Lehfeldt's interim action for travel request for Eric Liska's travel to Wyoming to attend the Brucellosis Coordinating Team Meeting. Sue Brown seconded the motion. The motion carried.
8:15 AM	Old Business	IBMP Followup Followup on IBMP and request for legal opinion on bison-related statutes was addressed by Mike Honeycutt. He said that the legal opinion on IBMP bison-related statutes addressing wild bison and where their management lies, whether with FWP, BOL or the Governor's Office, is on the AG's desk, and according to the AG, a response in 1-2 weeks is expected.  -Mike also reported on the first IBMP meeting of 2015 during DOL's first year as being the host partner. He

said a request was made to make an active management change to the IBMP to incorporate the year-round tolerance at W. Yellowstone and Gardiner as prescribed by the Governor's proclamation on December 22<sup>nd</sup>. No public vote was taken at the meeting. On April 19<sup>th</sup>, Mike said communication was received from the Governor's Office in regard to the adaptive management change to the IBMP stating that the Governor's Office would be signing on that for both executive agencies. FWP and DOL, with the Governor's signature representing the State because from their standpoint, year-round tolerance is State law.

-Nina Baucus questioned John Scully on how the Governor's Office could be signing for DOL since a response on the legal opinion was still being awaited on from the AG's office.

-John Scully read portions of a letter from the Governor's Office dated January 11, 2016 addressed to the DOL and the April 19, 2016 letter addressed to Mike Honeycutt and Jeff Hagener from the Governor's Office. After discussion, it was decided by the Board to send copies of the request for an opinion addressed to the AG's office and the April 19<sup>th</sup> and January 11<sup>th</sup> letters to interested parties.

-Continuing on his report about the IBMP meeting, Mike Honeycutt said a presentation on an MSU range study at Gardiner Basin had results showing that more grazers could cause significant damage to the Basin because of the delicate nature of that ecosystem. Another study presented attitudes of 50 sampled residents in the Gardiner and W. Yellowstone areas about bison. Attitudes were mixed with confusion about why DOL is involved in their activities. Mike also reported that the Wyoming program of hunting of bison on their elk wildlife refuge has been successful. Mike said that the next time the IBMP meets, he hopes there would be more public attendance from those in the ranching sector because it appears that the ranching community is a small special interest at these meetings.

Budget Review Committee Meeting Update
-Mike Honeycutt gave the Budget Review Committee
update saying that with Scully out of state, no meeting

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		was held before the Board meeting. Mike did however, ask the Board for direction for the staff on what type of targeted fund balance would the Board like the Department to have and the timeline to get that balance established. Mike's suggestion was that 20%-25% of one year's annual budget be carried, about \$2.5 to \$3 million, not including grants, only those designated under HB2. If the Board wants to get back to 40% as in previous years, Mike said that the DOL needs to be prudent with that amount because the public may doubt that our fees are set appropriately.
		-Scully asked if there was a motion that a 25% cash balance target be carried by the DOL
		-Maggie Nutter, Marias River Livestock Association and rancher from the Sweetgrass Hills area, expressed concern that maybe next year there won't be a per capita. Mike said that the structure is being changed according to DOR request and that the per capita fees of \$3 million can't be touched.
8:47 AM	Motion/Vote:	Lila Taylor moved to approve that a 25% cash balance target be carried by the DOL. Nina seconded the motion. The motion carried.
		-Scully said that soon a work session will be done regarding cost structure of the Lab and milk fees. Scully, Mike Honeycutt and the rest of the Committee will post the date when it is known.
		-Scully asked the Personnel Committee about June evaluations that are due on June 15 <sup>th</sup> .
		Economic Affairs Interim Committee Meeting -Mike Honeycutt reported about an Economic Affairs Interim Committee meeting he, Nona Baucus and John Lehfeldt attended this week. John shared budget projections at the meeting, Mike shared what budget would be needed for the Department in going forward and Nina reported on the two meetings she attended on 4/5/16 regarding the proposed Lab complex. Mike said the Committee was informed that even with a zero-based budget, the DOL is improving going forward and coming around from past issues. Mike said that there appeared to be some positivity from the Committee that there is a public health component to the FDA-Compliance Milk Inspection program and that

State needs to be done. His hope is that it may be addressed differently in the next legislature. Mike said the Committee requested again, as they have for several sessions, a cost analysis of the VDL so they feel confident in the Lab moving forward. Mike told the Committee that the DOL is anxiously awaiting the results of the performance audit from the legislative audit division hoping it would give some direction to improve the business operations of the VDL.

-Nina Baucus said she shared with the Committee that MSU President Waded Cruzado does not want MSU to own or be in charge of maintenance and operations of the proposed Lab complex and wants an educational component to be part of each of the labs with any money the University has to go to students. Nina said that after Mike's discussion about the Milk Lab, the Committee said they recognize that in the ag grants, they neglected to give finances for regulatory money to complete the grants, and in the future need to put those finances in place. Nina added that Mike also shared with the Committee that Milk funding doesn't look all that bad but in reality is short 1.5 FTEs and we can't run the program as it should be run without them. No action taken.

#### Grizzlies

- -Nina Baucus shared about a grizzly meeting she, George Edwards, Kraig Glazier and Maggie Nutter attended. She reiterated the information as presented by Maggie Nutter. Nina said that there is another meeting of the IGBC in July and in the fall and they are trying to get a seat on the interagency committee, because at this point there is no one from livestock on that committee.
- -Brett DeBruycker asked about factual population and target numbers.
- -Scully added that the Governor's letter did not have any targeted number listed in it.
- -One final comment from Nina Baucus was that they are looking at about 675 grizzlies in the GYA as the core population and the group wants to do more collaring. The group says that they are not concerned about grizzlies outside designated areas because their

		traditional food source (buffalo) is no longer there. No action taken.
		Executive Planning Process -Mike Honeycutt said that EPP documents are due to the Governor by May 31st and he wanted the Board to decide if they want the documents looked at and approved by a committee or the full Board.
		-Scully said that in Board policies and procedures, it requires discussion of pre-budget submissions. He suggested that this issue be discussed at the end of the meeting when the next meeting date is decided. No action taken.
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9:20 AM	Milk and Egg Bureau	-Dan Turcotte gave program updates and a last minute travel request. Dan said that egg licensing for the year is almost done. Darcy Alm has done an outstanding job stepping into that job. At the Montana Egg Plant, eggs and producers coming in have increased and that trend will stay until the new plant is up and running in February or March of 2017. The plant will be running 7 days per week and hopefully only 12-hour days. Current staff is being utilized for work because when the new plant opens, if too many people are hired now, they will be laid off because of plant efficiency.  Out-of-State Travel Request -Dan Turcotte put in a travel request to attend the FTA training course which will cover a new area of the preventative control documents. Training will take place at the Darigold plant in Portland, OR on June 21-23,
		2016. Dan said the only cost would be hotel and travel
		per diem, which he figures to be around \$1500.
9:29 AM	Motion/Vote:	Lila Taylor moved to approve the travel request for Dan Turcotte to attend an FTA training course in Portland, OR on June 21-23, 2016. Brett DeBruycker seconded. The motion carried.
9:31 AM	Livestock	LLB Meeting Update
	Loss Board	-George Edwards said that their Board will be meeting on Thursday and Friday, April 28-29, 2019 for grant review and to go over and set EPP itemsThursday is set aside for grant review and Friday will be the regular business meeting, which will include EPP and to look at and prepare for the 2017 legislative session. He told Scully his Board will meet the timetable of the BOL

Board or Finance Committee of the Board to present EPP items to them before the May 31st deadline.

-Within the past week, George said that they have been processing kill claims every other day. Since hunting season ended on wolves in March, activity levels have skyrocketed. After a snowstorm the previous week, George said he received a report from Dan Carney with the Blackfeet Tribe that grizzlies had killed cattle in five locations along the east front. George was told by the committee that he will have a spot and a chair at the next NCDE meeting

-Scully asked if BOL should still continue to attend this meeting or only industry and what role does the BOL play in the delisting?

-George said that Kraig Glazier had a count of 62 attending the meeting, with only 6 representing livestock. George said he believes that predator control money is currently all going to coyote work, but ranchers are being impacted by grizzlies. He said Death Loss payment account monies will be, for the first time, put into the Wildlife Services account.

-Nina said that FWP may be losing their \$800,000 wolf management money by the end of June and she says that the \$350,000 given by the Department to Wildlife Services basically is all going to helicopter maintenance and she doesn't know how much is used for on-the-ground predator work. She says that DOL has a predation mandate for livestock, but not the funding, just like Milk.

### **Predator Control**

-Kraig Glazier with USDA-APHIS Wildlife Services spoke for John Steuber who was in Texas. Kraig said FWP still gives Wildlife Services \$110,000 for wolf work, an amount that has been the same for almost 40 years. Wolf funding from FWP service has been tiered down and money phases out at the end of June.

-Kraig's predation numbers since January show \$140,000 in damages so far to the livestock industry, with 52% done by coyotes, 29% by wolves and the rest by magpies, ravens, etc. Lion damage has doubled from last year...20, up from 10. 8 different wolf packs

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		have damaged.
		-Kraig reported they are investigating new hangar space for the DOL and FWP helicopters at the Helena airport.
		-Kraig said that April 1st was the first depredation in the NCDE and Yellowstone by a grizzly, but since then four other depredations by grizzly have occurred. Mountain Lion went near Shelby and killed a steer and 2 colts which it fed on. The lion has not come back so far.
9:48 AM	Recess	Recessed for Break
10:05 AM	Reconvene	
10:05 AM	Centralized Services	State Special Revenue Projections -George Harris said that he, Mike Honeycutt and Evan Waters met with the Department of Revenue to discuss per capita fees on April 7, 2016. DOR had collected over \$4 million by that April 7 <sup>th</sup> meeting. DOL budgeted per capita FY15 for expenditures is \$3.895 million. For FY16, the DOR had a head count difference of 8,484 head, for a total per capita fee shortage of \$24,000. But in spite of this, the DOL is still receiving revenue beyond the budgeted and authorized amount.
		-During the November 2015 BOL meeting, per capita was set for tax year 16, which is DOL revenue for FY17. At the DOR April 7 <sup>th</sup> meeting, George said that collections for FY17 were discussed. Tax bills won't go out until May 6 <sup>th</sup> , with payment due on May 31 <sup>st</sup> . There are changes for ranchers this year with Montana Interactive allowing for online payments and the legislative changes with payments due in the spring rather than the fall. According to DOR, 5,500 owners had not returned a report that normally send in a report by now, causing a reduced head count and less revenue. The DOR was not concerned however, confident that all monies could be collected, being very pleased that 60% had already been collected even though the tax bills hadn't gone out yet.
		-Scully summarized by saying that budgeted amount of money and authorized for this year is below the amount collected, but we still need around \$900,000 for next year's budget numbers, but George Harris is confident we'll meet that number. If we barely meet that number, however, it means it delays the ability to fund for a rainy day. Scully added, if we lose the general fund and

if we don't collect the other side and we end up putting in the per capita, then our fund balance in for capital loans goes down a lot.

- -Nina Baucus asked about getting the staff salaries to 80%.
- -Scully said that would be incremental on top of that.
- -George said that another project has been added, per the Board's request, to project the per capita cash balance at the end of FY16. A per capita fee chart was designed that shows projections for this year of a per capita cash balance of \$2,177,878 million, a number that will be tracked by focusing on expenditures and revenues.
- -George said that in the Brands Enforcement Division, projected revenues are \$2,796,478, provided they bring in as much revenue the last few months of this FY on the run rates as they did last year. Projected expenditures and our budgeted amount and authority shows an increase of \$311,159. Projected cash balance for Brands on June 30, 2016 is \$1,116,361.
- -Lila Taylor referred back to page 3 of George Harris' handout, asking about the \$55,000 per capita given to Milk. George said that the money for the new computer system for the Milk Lab are not restricted, but are in operation.
- -George said that all but \$25,000 or \$30,000 of the money is in Lab fees for Animal Health. In Animal Health there is a \$13,500 increase from the Board action into cash for a \$263,000 cash balance projected until the end of this FY.
- -Based upon a cost analysis at the Milk Lab, projected expenditures, George said we are short \$26,000 this year. However, if you take that \$26,000 from the \$28,000 cash at the beginning of the year, we are \$2,700 to the good in our projections for the Milk fund revenues and cash by June 30<sup>th</sup>.
- -George said that revenue is above the budget, which was \$2,485,000. March to March comparison on per capita shows we are up \$158,000 on the run rate from

a year ago.

- -Dr. Layton's Lab fees, according to George, are \$17,000 above what was brought in last March. Total Animal Health revenues are projected at \$1,085,000.
- -George said that Milk Inspection projections show that the revenue is far below the budget authority, \$20,000 short.
- -In the Lab, you have to spend budgeted State revenue first and then the general fund, and that has been done.
- -When Brett DeBruycker asked where we were on the Milk and Egg fees, Scully said there will be a work session scheduled with the industry invited to figure out cost structures, using information we already have.
- -Les Graham, MALAM, asked if the DOL would design an leaflet explaining per capita, and then the markets could put them in their mailings. Lila Taylor said that for a lot of people that don't pay per capita, it would be a good way to get the message to them.

# **Expenditure Projections**

- -George said that in the Centralized Services Division, budget status meetings were held this past month with Meat Inspection, the State Veterinarian's Office, Animal Health and Brands, but not yet with Milk and Egg Bureau, LLB and Milk Control Bureau, to look at projections.
- -After 14 ½ yrs., the IT manager resigned this past week, leaving Centralized Services \$32,000 short because of payouts.
- -The Livestock Loss Board is around \$5000 to the good.
- -In the Diagnostic Lab George said there was a \$62,000 payout of personal services. Mike Honeycutt added that there will be an employee retirement in the Lab before FY end, affecting FY16 projections and five employees filed wage appeals with the DOA, who found in their favor, which will affect FY17 numbers. After wage appeals go through, those employees will

be earning \$2/hr. more, adding \$25,000 to \$30,000 more to personal services cost for the FY17 budget. For FY16, the retroactive salary increase for the filing employee would add around \$2000 to \$3000.

-Scully said that from a Human Resource management standpoint, the Board should be made aware when actions like this take place because of the risk of those actions.

-In the Animal Health Division, it was found that of three area managers, two were being paid with the per capita fees from Animal Health and that was changed to ½ of the salaries being paid from Animal Health and ½ from Brands.

-Scully asked if Marty Clark's payout was paid with  $\frac{1}{2}$  Brands funds and  $\frac{1}{2}$  Animal Health funds, and George said they would check on that to be sure.

-Nina Baucus asked why Animal Health was in the negative for personal services, and George said it was because of payouts.

-George said that DSA projected authority and cash left over is \$150,000. Speaking with Dr. Liska and Dr. Zaluski, George said he was told by them there should be no increase of expenditures for the next three months. Scully said that funds left are not carried over.

-Mike Honeycutt said a meeting was held with Animal Health due to off track budgets. Budgets were gone over to be sure time was allocated properly to the grants. It was found that during the five months Dr. Zaluski was in the interim EO position, due to the demands of that position, not as much of his time was charged, especially to the umbrella grants. Also, it was found in a previous year when there were huge testing requirements and a contingency payout from the Governor could have been charged, staff continued to charge things like they had in previous years instead of charging DSA funds. Mike said this is sorted out now. Another problem was that some funds were dealt with as transfers rather than as a grant. George Harris said that transfers are now being coded as they should be.

-George said that Brands' operation budget is \$8700 to the good. Mike Honeycutt said that he has asked George and Evan to add possible retirement payouts to the projected numbers so we are not surprised by retirement payouts.

-George said that his office had a good meeting with Gary Hamel in Meat and Poultry and talked to him about his budget and the Compliance Specialist position he wants filled. Projections until the end of the year for Meat and Poultry are \$464,000.

-Nina Baucus asked how much of the general fund can revert back this year from any of the programs. George said that \$300,000 or \$400,000 will revert back.

-George said that after Jim Newhall's resignation, he met with Jim, Dr. Layton and the current IT staff at the Lab in Bozeman. Jim strongly recommends that there be three IT positions in the DOL. There is strong sentiment at the lab that one of the IT positions needs to be at the lab. Dr. Layton said that there is a large workload at the Lab for the IT person. 25% of the Bozeman IT person's time would be in travel to service Brands. George recommended that the IT manager position be filled before the July FY starts. George said that there needs to be two IT persons in Helena because of the large number of divisions to service.

-Mike Honeycutt said that the news of this resignation is new and so there is no pressure for the BOL to make an immediate decision. He supports George's statements that one person would serve remote areas as needed and that this is an opportunity for the IT Manager to move back to the Helena office. To reduce contract amounts paid to vendors, in-house staff could be trained to learn about Support Herds and Fort Supply...Sam McCarthy has stepped up to be the Fort Supply expert and Tom Schultz could be the Support Herds expert. If we move in this direction, Mike feels we should have three IT people and one remote IT person, but that remote IT person would not be the IT Manager.

-Nina Baucus asked what market salary for a new IT person would be since market has not been paid for these people.

-Mike Honeycutt said that according to the State System, systems analyst positions pay the same with a 10% increase if you're a manager.

- -Nina Baucus asked if the BOL needs to redefine the Systems Analyst Manager position.
- -Scully added to Nina's question that if someone in the State system is just handling day to day upgrades and purchasing of hardware or if this position is more technical. Scully said that a market adjustment was already made for both the IT Manager and systems analyst positions.
- -Scully asked that the IT Manager position be reevaluated and also asked for a straw poll as to whether or not the IT Manager should be moved to Helena. The Board agreed that with this opportunity, the position should be moved to Helena. The item will be put on May BOL meeting agenda.
- -Brett DeBruycker said that he would also ask that the 80% market salary adjustment discussion be added to the May BOL meeting agenda.
- Scully asked if a market analysis is needed to reach the 80% of market salary range.
- -Nina Baucus said that included in that, HR needs to rewrite the job description to be sure that the job is listed in the proper way.
- -Mike Honeycutt said that for the next biennium it has been considered, giving us a fund balance target. The most appropriate place for this to be is in EPP which will be on the May agenda. We may need to ask the State for more General funds so we can get more matching Federal funds in HB2 to cover a wage adjustment for that particular Division. We need to look at multiple revenue streams, and Mike thought the Executive planning process was an appropriate place to start. What we are asking for, if we have a good prudent fund balance bill, we can look at the revenue over the authority we've been using to get our expenditures done and that additional revenue is where we begin to address the wage increases. The EPP process, Mike feels, is the DOL's best shot at beginning to put that together and to go forward in the next biennium. No action taken.

11:45 AM	Recess	Recessed for Lunch
12:16 PM	Reconvene	-Scully announced that there would be no Executive
		Session and called the meeting back to order.
12:17 PM	Brands	Administrative Rule Change
	Enforcement	-Leslie Doely put in a request for an Administrative
	Division	Rule change that would increase the equine inspection
		fee from \$6 to \$10, a fee last changed in 2003. She
		based her request on cost of processing paperwork.
		The lifetime fee is \$30. If approved the change would
		go out for public comment.
		-Lila Taylor's concern was that if the fee goes too high,
		people would not get an inspection.
		pospio would not get air mopodion.
		-Les Graham, MALAM, said he fully supports Leslie,
		but to be aware that there will probably be a bill coming
		in western Montana to do away with horse inspections.
12:21 PM	Motion/Vote:	Brett DeBruycker moved for a posting of the
		Administrative Rule change increasing the equine
		inspection fee from \$6 to \$10. Ed Waldner seconded.
		The motion passed.
		Proposal to Put Lifetime Rodeo Inspections into
		Administrative Rule
		-Leslie Doely put in a request to add lifetime rodeo bull inspections into the administrative rule. The proposed
		fee is \$30, the same cost as doing a horse livestock
		inspection.
-		
		-Nina Baucus said that rodeo stock continually goes in
		and out of state, and if there is a lifetime inspection in
		place, will animals only get inspected once and will new
		stock get properly inspected? She also expressed
		concern about passing of diseases, beyond just
		checking the brands.
		Logic said that appaling animals anto chimment was
		-Leslie said that sneaking animals onto shipment may still happen, and added that interstate health inspection
		regulations are in place and animals have to be
-		inspected within 30 days of movement in or out of
		state.
12:26 PM	Motion/Vote:	Brett DeBruycker moved to put lifetime rodeo bull
		inspections into Administrative Rule. Sue Brown
		seconded. The motion passed.
		Update on Fort Supply Contract Renewal
		-Leslie Doely said that at this point we are in the
		process of negotiating the terms and cost of this new,
		one-year contract. The idea is that we will be on more

of an hourly basis rather than a blanket fee basis and itemize what that fee is actually paying for. Utilizing more in-house resources and itemizing should result in reduced costs.

-Lila Taylor asked who owns the intellectual property.

-Mike H said that State law states DOL cannot enter into an agreement unless the State owns the intellectual property. Fort Supply, in doing business with the State of Montana, has to comply with the Montana constitution that requires the State of Montana own the intellectual property.

-Nina Baucus asked if at the same time we are looking into other programs as well. Leslie said yes, it is part of the contract. No action taken.

## Personnel Reconfiguration in Brands Division

-Leslie Doely discussed her ideas for changes in Brands personnel in the near future due to retirements and possible retirements and her thoughts on how to re-configure the Brands Division to accommodate those positions. An overview of those possible change ideas from Leslie: There are 60 positions in Brands with 53 currently filled. One of those 60 positions is being used to add hours to another, and then there are 6 vacant positions. Leslie would like to take the vacant FTE in NW MT and convert it temporarily to a Market Inspector for Miles City. The next step would be to permanently convert the Garfield/Rosebud/Treasure district to a Market Inspector in Miles City. This would require some re-districting, going from 17 to 16 districts. Rosebud County employs a fulltime county inspector who could help a lot with the change.

-Nina Baucus requested a summary of the changes.

-Leslie said she would get a written summary to all of the Board. Leslie said there is a seasonal employee in Ramsey and Three Forks that works only 5 months of the year. His extra time could be used during Fall run to hire a one-day a week or so help. Helena is down a full-time position so, another need is to hire a short term worker in that office, maybe a few months, to process inspection data. Leslie doesn't want to hire a permanent Helena person yet because they are still evaluating the mortgage program and making those

processes more efficient.

- -Both Lila Taylor and Scully asked if they are still behind.
- -Leslie said they have been behind because of Fall run, but are almost caught up and that is why she feels the need for the short term worker in Helena. She made a request to the Board that because of the possibility of so many in-house fills, if they would agree to her filling positions as they come.
- -Scully suggested asking if inquiries could be made to employees as to whether or not they will be retiring.
- -Leslie said that some of the employees have no concrete plans.
- -Mike Honeycutt suggested adding retirement possibilities in the budget projections and perhaps employees could put in paperwork earlier, putting the Department in a better position when they actually retire.
- -Leslie began to summarize her personnel change ideas in three steps—1. Temporarily convert the vacant district into Miles City.
- -Scully asked how many people Miles City needs.
- -Leslie said, based on what she had put together, they would have five people during Fall run and one district inspector. Right now they have two district people, a supervisor, a one-day-a-week tally writer and a part-time inspector. She said they need one more body through Fall run and one of the positions that is already there would be converted to an inspector.
- -Nina Baucus said we need to be aware of windshield time and what they are able to accomplish. Nina also commented that we make sure HR person has the right description for each position and what positions we need in each area.
- -Leslie said that we are paying district investigators to be law enforcement, but we may just need a market inspector instead at a lower fee. The temporary change would be putting NW Montana's district inspector in

Miles City. A new .25 FTE position would be put in Helena as a short-term position to help with office work. BLS and PAYS would remain the same. Glasgow would have an additional tally writer through Fall run. Chinook's only change is to convert that employee from using 2 FTEs to .5 FTEs, just switching the position he's in, so nothing changes for Chinook in terms of who is there or how much they are working. Missoula remains unchanged. Dillon has an additional .25 FTE, to use where needed through Fall run. The other potential there would be Glendive. Great Falls, Lewistown and Sidney remain unchanged, In Glendive, if the staff continues to work as they are working, there is no change in Glendive.

- -Scully asked how confident Leslie is that the employees are working their hours.
- -Mike Honeycutt commented that for full-time State employees, folks visiting their districts may not understand that a worker has no choice but to work a weekend sale for 16 hours, and that the same person may take their comp time during the week, not necessarily working 8 to 5, Monday through Friday. Mike felt confident that the employees were working their full 40 hours, whether it was during the week or combined with work on weekends.
- -Leslie continued speaking about her possible personnel changes: Glendive remains unchanged unless there is an employee change. In Miles City, currently they have two district investigators who work quite a bit in that yard. One of those district investigator positions would be converted to a full-time inspector in the market. You could get a few more hours from that person in that market doing sale day and inspection work. They do a lot of field inspections.
- -Lila Taylor said that in Miles City, if one of the district investigator positions is changed to a market inspector position, and they get called out as an area inspector, they have to go.
- -Leslie said that her understanding is that if they are a market inspector, they cannot walk away from the sale to do an inspection.

- -Les Graham, MALAM, said that what Leslie is trying to alleviate is a district man that leaves when he is called as opposed to someone that is assigned full-time in the market.
- -Lila Taylor said that she wanted to make sure that whoever we put there is at the market when needed.
- -Leslie said that the second change for Miles City is the addition of another sale day help person through Fall run. There already is one, but this would be an additional person.
- -Brett DeBruycker asked for a recap of Leslie's Miles City changes.
- -Leslie said: Convert one district investigator into a market inspector; add an additional sale day help person through Fall run. The only other change, according to Leslie, is in Ramsey and it is the conversion of position 143 from a 1 FTE to a .5 FTE. That person is currently not using 2000 hours.
- -Nina Baucus asked Leslie the difference between a market inspector and a market supervisor.
- -Leslie said that the market supervisor is the head inspector at the market with his job always at the market unless he is the district investigator. In Chinook and Dillon, the district investigator is the market supervisor as well, and they need to balance responsibilities between the market and the district with their 2,000 work hours per year or 1 FTE.
- -Mike Honeycutt said that these staff changes are being proposed because of the volume of work to be done in the larger markets. He explained that in the smaller markets, a 1 FTE position can be split and does not require two full FTE positions. He asked Leslie to respond to that.
- -Leslie said each market is unique and so a lot of considerations need to be made, not just based on cattle. She explained her charts that show numbers of cattle going through each market for 2013, and giving a general ratio of owners vs cattle. Leslie said several considerations play into the numbers of FTEs

needed...the workload, when people haul their cattle in, number of sellers and volume of cattle. -Brett DeBruycker says we should somehow verify those types of things so we do things in a fair and objective manger. -Scully asked if all the markets are happy with the personnel structure Leslie is requesting. -Leslie said she hadn't talked with the owners of the markets yet, just the supervisors, but thought that would be a good idea. -Les Graham, MALAM sent a notice to markets a couple weeks back requesting info on what they need different than what they have now. Les added that a study took place back in the 80s for each market to find out how many market personnel it would take to accomplish an average sale of 400. The study results were presented to the Legislature. Based on those numbers back then. Les feels that the numbers Leslie is presenting for the number of people needed for each market are accurate. -Brett DeBruycker felt the study should be done again to be sure we are correct in each market. -Leslie said she is hoping for the Board to approve her overall concept so the permanent employees could be hired as soon as those vacancies happen rather than having to come and request them individually. -Scully said that sometimes leaving vacancies open for a time may "save your bacon." His concern about preapproving everything up front is that you presuppose you will never have any fiscal issues or priorities that are going to change. -Brett DeBruycker said the flip side of Scully's comments are that we do not want to be put into a position like last Fall when we were scrambling to find people to put into place in Miles City. Brett said Leslie needs the flexibility to run her department to keep the

1:29 PM

Motion/Vote:

Brett DeBruycker moved to approve Leslie Doely's personnel change proposals in the Brands

positions loaded.

		Enforcement Division. Ed Waldner seconded. The motion passed.
1:33 PM	,	Mortgages -Leslie addressed Mr. DeBruycker's earlier question about the mortgages. She said that the mortgage program has not even been explored yet and is in the beginning discussions as to whether or not it is necessary because of the Secretary of State's office record. She did not want to create any rumors that it was going away. The record at the Secretary of State's office, she said, is for ownership of livestock and the record at the DOL is for the brands of livestock.
		-Scully requested an update on Leslie's attendance at the Law Enforcement Academy.
		-Leslie said she is still scheduled to begin training in January 2017 and will be gone for three months.
		-Nina Baucus questioned Leslie's application for hire that it was contingent on her going to the Academy within six months. Nina said it is part of her job description, so it needs to be done so she is in compliance.
		-Leslie said she is enrolled in the Law Enforcement Academy January course and she said it was her understanding the requirement was 12 months. She said it is by no means unprecedented to hire law enforcement in sheriff's departments, etc. where they do not get into the academy for up two years.
		-Lila Taylor asked Leslie if she asked at the Academy if there were any openings when she was hired.
		-Leslie said that she went within the first week of her hire to ask about availability, and their first opening was in January 2017.
1:38 PM	Public Comment	MT Stockgrowers Association -Gene Curry, Montana Stockgrowers Association, said he had a call from Bart at Miles City two or three weeks ago with concerns about the retirement of a brand inspector and the potential issues he saw. Gene suggested he contact Leslie Doely and Mike Honeycutt. Gene hadn't heard back from him since that time and he re-contacted Bart today and Bart told him he spoke with Leslie, and Gene thought Mike

		Honeycutt had some input as well, and Bart said they are working it out and he'll have more solutions to recommend to them. Gene complimented Leslie and said he thinks we are on the right track.
1.40 PM	Veterninary Diagnostic Lab	-Dr. Bill Layton reported that with Jim Newhall's retirement, there is still a need for someone in IT to be at the Lab on a day-to-day basis because when an issue pops up it needs to be corrected and because of the required messaging to NAHL for the grant. At the recent meeting with Jim and the IT people, Dr. Layton said they worked on the order of importance for the Lab. Jim said that it would probably take a year for a new person to become competent with the system. Dr. Layton said that sending people off for training will be required for both the system and for reporting to public health, USA Herds, etc. He said Jim will be missed.
		-Scully said that according to a document he read from Jim Newhall, there is no mention of what the current status is on implementation and whether there are any on-going failures in the new system installed in August 2015. Scully asked Dr. Layton if it can be assumed that everything is running as anticipated and that there are no upgrades or issues with the software implementation that took place in August.
		-Dr. Layton said they are not messaging to NAHL, a criteria they wanted to have, and that is still being resolved. Yesterday he was informed of web based access for practitioners and may have some issues with IGSD because of security issues. He said they have some high priority issues that are not resolved at this time and he would like Jim to resolve them before he leaves because he doesn't believe that current staff will be able to come in and hit the ground running on those particular issues. Dr. Layton wants to sit down with Jim Newhall, Mike Honeycutt and other Lab staff and hammer out what the important issues are, from the Lab's standpoint, for the next month.
		-Lila Taylor asked if either of the other two IT staff had done much with the Lab computer programs.
		-Dr. Layton said that it has been pretty much Jim. He is trying to get the other two IT staff to come down to the Lab once a week, and also have hour-long learning

sessions in a remote status, once a day, so it does not take them away from other responsibilities. If this system goes down, we're down and we won't be able to generate reports and we'll be doing a lot of calling.

-Nina Baucus asked if things are still not working correctly with the system since August 3<sup>rd</sup>.

-Dr. Layton said as a Laboratory system it has been fine and the situations with the system are not unusual for any system. The messaging aspect of the system, that was supposed to be a simple fix with the people who developed the software, is still not working. Interfacing with USA Herds was a part of the negotiated contract. As far as the web base, that is not up and the ISDS password seems to be working. The Lab has constant contact with the software developer who is trying to work out the problems. We have not received any bill for any outside work they have done, it should be part of the contract.

## Building

-Dr. Layton is pulling together a VDL plan for the proposed Lab complex.

### Lab Employment Issue

- -Mike Honeycutt said they are giving it one more go to fill the Clinical Pathology position, and if a suitable person is not found, that part of the lab will need to be shut down. Mike wanted Dr. Layton to talk to the Board about the difficulty if that happens.
- -Dr. Layton said the position has been advertised for two months. One applicant who had a lot of experience, rejected the position due to the low salary offered. Another candidate interviewed just the other day is excited about the position. One person is currently manning the position, and has been since October. This is a clinical pathology position that has to do with blood pathology of small animals, and bacteriology. The revenue lost if that section closes will be \$120,000 each year. The impediment to hiring is that the position requires clinical laboratory certification and clinical microbiology. The salaries offered by the Lab have not competed with those of hospitals. Without quality and accuracy in this section, we will lose the public from utilizing the lab. Dr. Layton also added that

		there is one applicant interested in the job, but for \$2/hr more than what is advertised, which is \$18/hr. If a new person is not hired, Dr. Layton said his projection is that the fill-in person may be lost as well.
2:00 PM	Meat and Poultry Bureau	Request to Fill Compliance Officer Position -Gary Hamel put in a request to hire a Compliance Officer Position which can be done without negatively impacting the budget, according to projections from George and Evan. He plans to post the position internally and would like to fill that position internally as the position requires a lot of knowledge of the meat industry. When the position is filled internally, he will have an empty position to fill and he would like to have permission to fill that position as well for continuity.
		-Scully said he had a problem with hiring internally from a Human Resource management perspective because according to rules, that positions must be posted. He asked Gary how the position is paid for.
		-Gary said the position is paid for by 50% General funds and 50% Federal funds.
2:02 PM	Motion/Vote:	Lila Taylor moved to allow Gary Hamel to fill the Compliance Officer position in the Meat Poultry Bureau. Sue Brown seconded. The motion passed.
2:03 PM		Request to Fill Meat Inspector Position -Gary Hamel put in a request to fill a Meat Inspector position in Big Timber. He said the closest inspector in that area is currently five hours away and that the person who left the position had been there for seven years, but accepted another position that pays \$9/hr. more. The payment is 50/50 for the position and it pays \$14.50/hr., which he feels is probably below the market. Training for the position will take approximately one year.
		-Nina Baucus reminded the Board again about the need for re-classification of the DOL open positions.
2:05 PM	Motion/Vote:	Brett DeBruycker moved to allow Gary Hamel to fill a Meat Inspector position in Big Timber. Lila Taylor seconded. The motion passed.
		Out-of-State Travel Request -Gary Hamel put in an out-of-state travel request for him to attend the Summer meeting of the National Association of State Meat and Food Inspector Directors June 19-23, 2016 in New Orleans for a cost of approximately \$1800. It is an important meeting that he

		has attended in the past discussing what auditors are looking for, new issuances, federal audit process, and how to make the program better and more solvent.
2:06 PM	Motion/Vote:	Nina Baucus moved to approve out-of-state travel request for Gary Hamel to attend the National Association of State Meat and Food Inspector Directors June 19-23, 2016 in New Orleans. Ed Waldner seconded. The motion passed.
2:08 PM	Animal Health Division	Proposal to Revise Administrative Rule 32.3.1203 -Dr. Tahnee Szymanski, State Assistant Veterinarian, spoke for the Animal Health Division since State Veterinarian, Dr. Martin Zaluski, was on vacation. Dr. Szymanski put in a request to revise two Administrative Rules that pertain to how rabies are handled in the state. Revision to 32.3.1203 is to replace accredited veterinarians with licensed veterinarians. Many small animal veterinarians in MT 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 Would revise management of animals exposed to a rabid 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.  -Nina Baucus asked the difference in a licensed veterinarian and an accredited veterinarian.  -Tahnee said a Licensed Veterinarian is a veterinarian licensed through the Board of Veterinary Medicine to practice veterinary medicine in the State of Montana. A Federally-Accredited Veterinarian is accredited to do official specific disease work. Typically, what goes hand-in-hand with a Federally-Accredited Veterinarian is a Deputy State Veterinarian, which is a title bestowed by us with training we do in our office. Deputy State Veterinarians have quarantine authority, can fill out health certificates and are certified to do trichomoniasis testing in the state.  -Lila Taylor asked why we would change the rule to a Licensed Veterinarian if they cannot do a quarantine.
		-Tahnee said that a Licensed Veterinarian, if they are

		not a Deputy State Veterinarian, cannot issue a quarantine, but based upon the structure of our other rabies administrative rules and public health rules, these veterinarians do have that authority. The local health officer has the authority to quarantine animals associated with rabies exposure. The veterinarian is not actually issuing the quarantine, the local health officer is and the veterinarian is overseeing the animal during the course of that quarantine. If a group of animals is exposed to a confirmed-positive animal, that quarantine comes from the DOL office.
2:13 PM	Motion/Vote:	Brett DeBruycker moved to revise Administrative Rule, 32.2.1203, to replace accredited veterinarians with licensed veterinarians, per Tahnee's recommendations. Sue Brown seconded. Motion passed.
		Proposal to Revise Administrative Rule 32.3.1205 -Dr. Tahnee Szymanski's second request for an Administrative Rule change was for 32.3.1205, Animal Contact. This rule basically changes the breakdown recognizing whether animals are current vaccinants, past-due vaccinants or animals that have never been vaccinated. The language in the revised rule is consistent with the recently released Compendium of Animal Rabies Prevention and Control.
2:14 PM	Motion/Vote:	Lila Taylor moved to revise Administrative Rule, 32.2.1205, to revise management of animals exposed to rabid or suspected rabid animal to be consistent with the Compendium of Animal Rabies Prevention and Control, per Tahnee's recommendations. Nina Baucus seconded. Motion passed.
		Request to Fill the Animal Health Compliance Tech Position -Tahnee requested to fill the Animal Health Compliance Tech position, which was presented to the Board in October. She said a hire was made in November, and that individual took another job in the Forest Service.
2:15 PM	Motion/Vote:	Brett DeBruycker moved to fill the Animal Health Compliance Tech position. Ed Waldner seconded. Motion passed.
2:19 PM	Public Comment	MT Stockgrowers Association -Gene Curry of the Montana Stockgrowers Association said he was in DC and talked to APHIS' Dr. Meyers about a new TB/Brucellosis rule change. Gene told Dr. Meyers that TB in a place like a dairy or isolated area can be contained, but brucellosis containment in wildlife is elusive. He was told by Dr. Myers that TB is in whitetail deer in the upper Michigan peninsula.

Gene said that there may be some correlation between the two, but he does not want to see TB and brucellosis put into the same rule and thinks that BOL should look into that and make appropriate comment.

- -Dr. Tahnee Syzmanski said that all the veterinarians in the office have reviewed that rule and Dr. Liska is working on preparing comments that will be finalized from our office.
- -Scully asked Gene if there would be permanent brucellosis funding for Montana if the rule is changed
- -Gene said that MSGA specifically asked Dr. Meyers if the BSA testing program funding would stay in place and he said it would. Gene said they also asked him about removing brucella from the select agent list and it is still in comment period. He assumes that the period would end and that rule would either come out for or against delisting during this calendar year. Dr. Meyers said that all the comments can be found online. MSGA also spoke to him about trying to reinstitute the MOU between the agencies in the Greater Yellowstone Area. Dr. Meyers said he would go through Dept. of Interior and see what needs to be done to get that process rolling. Gene feels a re-instituted MOU would be successful if we could all get behind it, as Idaho and Wyoming Stockman's Association would support that as well and would work to get their governors to back their idea. In 2005 that MOU wasn't signed by our governor. Gene added that Errol Rice said that Senator Daines office is working on getting some changes in wording on the old MOU.
- -Lila asked if MSGA had a copy of the 2005 MOU that could be sent to the Board, and Gene said he would do that.

#### MT Farm Bureau Federation

- Chelsey Cargill, MT Farm Bureau Federation, referenced back to George Edwards' grizzly bear conversation that morning. She said that the rule was posted to the Federal Register in March regarding grizzly bear delisting and it closes May 10<sup>th</sup>, with a possibility of being extended. She said the delisting is not statewide, but only for a region, which is the Greater Yellowstone Area. She said that people along

		the Front area would maybe argue that they had been dealing with the grizzly bear issue longer, but Chelsey feels the ruling is a start that this is a good place for the BOL make their comments and support.  -Chelsey extended gratitude to Leslie and Mike for putting their heads together on issues regarding the Brands Administrator position. Chelsey said that the Board has picked a premiere person for the job with Leslie, but questions whether having Leslie go to the law enforcement academy is best use of Department resources and money and the best use of her time as an Administrative person. Chelsey said she understands contractual obligations, but going forward, she says we are trying to create an effective, innovative and streamlined Department and the requirement of requiring this position be filled with a person in law enforcement should be questioned. Chelsey said that in her understanding, historically, that job didn't require the law enforcement requirement in past years. Chelsey lastly made the Board aware and extended an invitation to the Board, that MT Farm Bureau Federation will be in Great Falls June 7-9 for their Summer Conference and Mike Honeycutt will be speaking at their lunch.
		Marias River Livestock Association - Maggie Nutter Marias River Livestock Association, said that in June, Nina Baucus, George Edwards and herself will be traveling to Bonner's Ferry to an executive session of the Interagency Grizzly Bear Committee (IGBC) and she has been given time on the agenda to present an argument for the DOL to be at that table.
3:36 PM		Recessed for Break
2:51 PM	Reconvene	
2:51 PM	Milk Control Bureau	Milk Control Board March Meeting Report -Chad Lee said that the Milk Control Board met on March 25 <sup>th</sup> . At the meeting they authorized the Bureau to submit an executive planning process and new proposal to request budget authority to conduct a price and market type study. A rough draft of the request is already written and has been approved by the MC Board. As far as doing a standard budget and present law adjustments, Chad said they'll see in late July what the FY 15 and FY16 expenditures are and the present law adjustment requests will be made between August 15 <sup>the</sup> and August 31 <sup>st</sup> . Chad will work with Scott

Mitchell to finalize the request for that number. The MC Board passed a motion to no longer work with BOL towards an amendment of MT Code 81.23.202 because of no strong interest from both boards. The MC Board also appointed a committee that oversees the transfer of quota between farms and potentially oversees the marketing of surplus milk. The committee was reduced from 11 to seven members. For producers who deliver surplus milk to Darigold Bozeman, the committee appointed Tim Huls, David Miller and Nelson Kammerman. For producers delivering to Meadowgold Billings, Mark Kleinsasser was appointed. For producers delivering to Great Falls, the committee appointed Sam Hofer and Reuben Wirz. One at-large committee member appointed was Andrew Wipf. Committee member terms expire on December 31, 2017.

- -Lila asked Chad about the study.
- -Chad said the study was to look at the appropriateness of Montana pricing, comparing it to other states, and find some alternatives on that.
- -Ed said the study doesn't take components into account and that's where producers make their money. Montana milk producers get paid for fat, but not protein. Ed said you have to look at states that have a fluid market not a cheese market.

## **Financial Status of Milk Control Bureau**

-Chad said that the Bureau was audited in February 2016 and is operating well. Financially the Bureau is positioned well, within 3% of budget, leaving about \$9000 under budget.

## **Out-of-State Travel Request**

- -Chad had an out-of-state travel request and wanted to know if it should be approved by the MC Board or the DOL. The MC Board had already approved the travel in October, but the statute says that for administrative purposes the DOL needs to authorize the travel, according to Chad.
- -Mike Honeycutt said that Chad is an employee of the DOL and that the MC Board would not require Chad to do something that would be a hardship to the DOL.

3:01 PM Motion/Vote:

Ed Waldner moved to approve Chad Lee's out-of-state

		travel request. Sue Brown seconded. Motion passed.
3:02 PM	Animal Health	- Report on Wyoming Governor's Brucellosis Coordination Team Meeting -Dr. Eric Liska reported on the Wyoming Governor's Brucellosis Coordination Team Spring meeting he attended in Pinedale, WY, one that is held 2x/yr. He said there were updates from action items that hadn't had any action since 2004-2005. Eric said that updates were requested from Idaho APHIS veterinarian and epidemiologist Brian Clark, Wyoming State Veterinarian Dr. Jim Logan and himself from Montana. There were updates on research and Wyoming's two affected herds and collaring and hunter studies by Wyoming researchers.
		-Brett wanted a synopsis on the agreements and disagreements between groups at this meeting.
		-Eric said Wyoming has a large DSA that is calculated differently than our producers and cattle. Their board approved a change in the risk season from January 15 to July 1st. Montana's risk season is from January 15 to June 15 <sup>th</sup> . This makes a significant difference, Eric said. They have two affected herds, one with a Montana-originated animal. That herd has gone through two negative tests already, with a third test set for July. Another herd in Sublet County was infected, they believe, by an elk to cattle transmission. They found 11 animals in that herd. Wyoming runs cattle on a lot of public ground and have a lot of issues because of that. This could be a template for Montana in the future. Idaho has no herds under quarantine and released their last herd in 2015. They have progress on their biosecurity 3 facility. Positive elk were found in the Big Horn Mountains since 2012 and they are collared and being monitored. The group north of that area that were not found positive are collared and have moved onto the Crow Reservation, but are being monitored.
		-Nina Baucus asked about the Wyoming herd tests saying if there were two negative tests, then one was a positive test, were the positive ones exposed when they were in the grazing area or were they exposed somewhere else.
		-Eric said that they are concerned there may have

3:13 PM	Set Day and Time of Next	been two missed positives on the earlier testing. There also is a good possibility that the animals were just exposed this spring. The animals were pregnant in the fall, but are not pregnant now. The question and concern is, did they abort and then spread the disease to more of the herd? Hopefully, at the calving test this July on the Sublet County herd they will find out some answers. He said that there is not an 8 ft. fence around that area and with all the elk in Sublet County, it is possible some elk could have wandered through there and dropped a placenta.  -Eric spoke in Fort Benton at a buffalo summit held there.  -Lila said she was glad that Eric attended that meeting.  - Mike Honeycutt said that the next BOL meeting should be before May 20th, with the entire meeting
	Meeting	agenda items being EPP. Reports from each division would be what they are doing in regards to EPPScully said a one-day meeting with half of it dedicated to EPP will be scheduled on Wednesday, May 18 <sup>th</sup> , starting at 8 am.
3:18 PM	Adjourn	Brett DeBruycker moved to adjourn the meeting. Lila Taylor seconded. Motion passed. John Scully adjourned the meeting at 3:18 PM.

John Lehfeldt

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