



Board of Livestock Meeting

Agenda Request Form

BOL Meeting Date:
April 20, 2016

1. From: Tahnee Szymanski	Division/Program: Animal Health	
Agenda Item: Administrative Rule Revision Proposal		
Background Info:		
<p>Animal Health is be proposing revisions to the following Administrative Rules:</p> <ul style="list-style-type: none"> • 32.3.1203 Isolation of Rabid or Suspected Rabid Animals • 32.3.1205 Animal Contacts <p>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.</p> <p>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.</p> <p>Recommendation: Approve proposed changes for filing with SOS to initiate rule change process.</p>		
Time needed: 10 minutes	Attachments: Yes	Board vote required? Yes

2. From: Tahnee Szymanski	Division/Program: Animal Health	
Agenda Item: Request to fill Animal Health Compliance Tech Position		
Background Info: The employee in position of Compliance Tech (56300012) has submitted her resignation, and Animal Health Division is requesting to fill this vacancy.		
<p>The Import/Export and Disease Control office in the Animal Health Division requests to fill this position which has key tasks of:</p> <ul style="list-style-type: none"> • Organized deputy accreditation trainings for incoming veterinarians • Reviewed and issued 94 biological permits collecting \$8,627 in fees • Coordinated communication on 14 rabies positive cases, quarantined 2 counties, and 9 individuals. Tasks for this item include: consultation with the Public Health on pre and post exposures to evaluate the level of disease exposure and appropriate quarantine measures, and geographically track cases. • Reviewed and issued 54 seasonal grazer permits for Montana producers and for Border States' producers to move cattle into Montana for grazing. • Reviewed certificates for compliance and issued permits for 1,147 Canadian cattle to be imported in FY 2015. • Managed 88 quarantines in FY 2015 for animals imported. 		

The risks of not filling this position would include:

- A workload that cannot be met by four remaining staff members.
- Permits issued would increase from 276 per person monthly to 346 per person monthly.
- Impaired ability to identify and execute a timely response to a disease outbreak that could have major economic and/or Zoonotic implications.
- Misinformation provided by temporary or under-trained staff causing serious liability to the state and the department, inaccurate information could be provided to private veterinarians impacting their practice negatively.

This position was previously vacant in late 2015, and Animal Health requested to fill it in October 2015. We request permission to hire at an hourly rate of \$14.00-\$16.00 per hour

Time needed: 5 MIN	Attachments:	No		Board vote required?	Yes	
--------------------	--------------	----	--	----------------------	-----	--



Board of Livestock Meeting Agenda Request Form

BOL Meeting Date:
April 20, 2016

1. From: Leslie Doely	Division/Program:	Brands Enforcement			
Agenda Item: Brands Personnel Planning - Executive Session					
Time needed:	Attachments:	None	Board vote required?		

2. From: Leslie Doely	Division/Program:	Brands Enforcement			
Agenda Item: Administrative Rule Changes					
Time needed:	Attachments:	Yes	Board vote required?	Yes	

3. From: Leslie Doely	Division/Program:	Brands Enforcement			
Agenda Item: Fort Supply Contract					
Time needed:	Attachments:		Board vote required?		



Board of Livestock Meeting

Agenda Request Form

From: George Harris		Division/Program: Centralized Services			Date: April 20, 2016		
<u>Agenda Item:</u> State Special Revenue Projections 2016							
George will update the Board on the state special revenue projections for through Fiscal Year and 2016. He will present various revenue projection charts and respond to any questions regarding the estimates.							
Recommendation:							
Time needed: 20 min	Attachments:	Yes	No	Board vote required?	Yes	No	X
<u>Agenda Item:</u> Expenditure Projections 2016							
George will also present to the Board the expenditure projections for each program through FYE 2016. He will respond to any questions there may be regarding the illustrations presented and estimates made.							
Time needed: 20 minutes	Attachments:	Yes	No	Board vote required	Yes	No	X
<u>Agenda Item:</u> Cash Balance Brands/Milk Inspection							
Background Info: CSD has started a cash balance projection project beginning with Brands Enforcement and Milk Inspection. George will present these projections and respond to questions.							
Recommendation:							
Time needed: 20 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	x
<u>Agenda Item:</u> Budget Status Through March 2016							
Background Info: The budget status reports submitted to the Board will be included in the CSD report. The reports will include FY 2016 expenditures to date compared to budgeted authority and a comparison to Fiscal Year 15 run rates. It will also include a review of the status of the department as a whole. George and Mike will respond to any questions from the Board.							
Recommendation:							
Time needed: 10 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u> Per Capita Fee Revenue Collection Update/Cash Balance Projection							
Background Info: George and Mike will update the Board on the Per Capita Collections to date for tax years 2015 and 2016. The data presented will be based upon the latest information from the Department of Revenue. DOR and DOL met and reviewed DOR collection methods and progress in detail. Updated information will be provided as to headcounts, collections and revenue projections for each year.							
George will provide the projected per capita cash balance for FYE 2016. The Board may be asked to comment on the level of balance that they would like to work toward in per capita fee.							
Recommendation:							
Time needed: 20 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	

Agenda Item: EPP 2018-19

Background Info:

George will briefly update the board on the fiscal year 2018 and 19 EPP process. The instructions are due out the date of the Board meeting. However, managers and staff are aware of EPP timelines and that our submission is due May 30th. Mike will discuss with the Board how they wish to participate in the EPP process. The Board will need to approve the EPP submissions that are made to the Governor's office.

Recommendation:

Time needed: 15 minutes	Attachments:	Yes	No	Board vote required:	Yes	No
-------------------------	--------------	-----	----	----------------------	-----	----



Board of Livestock Meeting Agenda Request Form

BOL Meeting Date:
April 20, 2016

1. From: George Edwards	Division/Program:	Livestock Loss Board
Agenda Item: General Updates		
Time needed: 5 minutes	Attachments: None	Board vote required? No

2. From:	Division/Program:	
Agenda Item:		
Time needed: MIN	Attachments:	Board vote required?



Board of Livestock Meeting

Agenda Request Form

From: Gary Hamel	Division/Program: Meat and Poultry Inspection	Meeting Date: April 20, 2016
---------------------	--	--

Agenda Item: Request to Fill Positions

Background Info:

An inspector for one of our high volume meat establishments resigned. I am requesting to fill this position as quickly as possible. Second, I would like to fill the compliance officer position that I proposed to the Board a couple of months ago. The Meat Inspection budget is in good shape according to projections. I anticipate that the compliance officer position will be filled internally. Consequently, if that occurs, I am requesting permission to back-fill the vacant position generated.

Recommendation:

Time needed: 10 min	Attachments:	Yes	No X	Board vote required?	Yes X	No
---------------------	--------------	-----	---------	----------------------	----------	----

Agenda Item: Out of state travel request

Background Info:

I am requesting to travel to Louisiana to attend a meeting with my 26 counter parts. The meeting will take place in late June and is estimated to cost about \$2,000. Based upon budget projections, there is enough funding remaining to attend this meeting.

Recommendation:

Time needed: 5 min	Attachments:	Yes	No X	Board vote required	Yes X	No
--------------------	--------------	-----	---------	---------------------	----------	----

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No
--------------	--------------	-----	----	----------------------	-----	----

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No
--------------	--------------	-----	----	----------------------	-----	----

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No
--------------	--------------	-----	----	----------------------	-----	----



Board of Livestock Meeting Agenda Request Form

BOL Meeting Date:
April 20, 2016

1. From: Dan Turcotte	Division/Program: Milk and Egg	
Agenda Item: General Updates		
Time needed: 15 Minutes	Attachments: None	Board vote required?

2. From:	Division/Program:	
Agenda Item:		
Time needed: MIN	Attachments:	Board vote required?



Board of Livestock Meeting Agenda Request Form

BOL Meeting Date:
April 20, 2016

1. From: Chad Lee	Division/Program:	Milk Control Bureau		
Agenda Item: General Update				
General Update				
Time needed: 5 minutes	Attachments:	None	Board vote required?	NO

2. From:	Division/Program:			
Agenda Item:				
Time needed: MIN	Attachments:		Board vote required?	



Board of Livestock Meeting Agenda Request Form

BOL Meeting Date:
April 20, 2016

1. From: Dr. Bill Layton	Division/Program: Veterinary Diagnostic Lab	
Agenda Item: General Updates		
Audit information, although nothing has been received as of yet.		
Time needed: 20 minutes	Attachments: None	Board vote required?

2. From:	Division/Program:	
Agenda Item:		
Time needed: MIN	Attachments:	Board vote required?