



Board of Livestock Meeting

Agenda Request Form

From: George Harris		Division/Program: CSD			Meeting Date: MAY 11, 2016		
<u>Agenda Item:</u> EPP - Summary							
Background Info: Each Manager will present their EPP Requests - George will provide a summary of the cost of the requests and impact on funding.							
Recommendation:							
Time needed: 2-3 hrs?	Attachments:	Yes	No	Board vote required?	Yes X?	No	
<u>Agenda Item:</u> Milk Assessment Analysis							
Background Info: Mike, George and Evan have prepared data for various meetings with the milk industry on milk assessment costs for the milk inspection and milk lab programs. Two options derived from these meetings will be presented to the Board for consideration.							
Recommendation:							
Time needed: 1 hour ?	Attachments:	Yes	No	Board vote required	Yes X?	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	

Centralized Services Division

Pre-EPP 2019 Biennium

1) NP Attorney Position	FY 18	\$100,818	Per Capita
	FY 19	\$100,818	Per Capita

The Department of Livestock has been contracting for legal services since 2003. From 2012 through 2016 there has been a substantial increase in legal challenges throughout the department. There is an important need for legal services to the Board and the each division serving the livestock industry. It is likely that many legal services including contract law, analysis of department laws, administrative rules, statutes, state and federal animal disease legal issues, human resource and other matters that have not been fully addressed because of the lack of a full time attorney. Presently, the Department contracts with Agency Legal Services at \$106 per hour. The recent cost of legal services has averaged \$78,979 since 2012. During years of heavy legal issues costs were \$90,586 in 2012, \$96,276 in 2014, and \$82,889 in 2015. FY 2013 was a low year of \$46,163. Since the attorney serves the entire department for the industry the funding source is likely per capita fee.

2) Information Technology	FY 18	\$17,000	Per Capita
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Replacement server for Helena IT office:

A new server is needed to replace the current system, as the current server is at/past the ITSD recommended timeframe for computer replacement. In addition, the current server is slowly approaching its maximum storage capacity, and since this server hosts various applications used by the Department of Livestock, it needs to be available and able to handle the user workload. Cost is based on current prices for the exact same server with additional processing and storage capacity.

Server Replacement in the Helena Office in FY 2018 = \$14,000, \$3,000 UPS FY 18. Note: The IT staff estimates the Milk and Egg System will cost \$150,000 in FY 2018 and \$10,000 maintenance in FY 2019. This item is included in the Milk and Egg Bureau EPP request.

3) Broad Band Pay Adjustments – 80% of 2014 market.	FY2018	\$2,011	FY2019	\$2,011	PCF
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The EO has addressed the Broad Band Pay issue with the Board. Based on the September 2015 analysis 14% of CSD employees are under 80% of the 2014 market. An adjustment of \$5,088 each year is needed to bring the division to 80% of market. The division is funded with per capita fee.



Board of Livestock Meeting

Agenda Request Form

From: George Edwards		Division/Program: LLB			Meeting Date: 5/11/16		
<u>Agenda Item:</u>							
Background Info: Update on Livestock Loss Board meeting actions							
Recommendation:							
Time needed: 5 minutes	Attachments:		No	Board vote required?		No	
<u>Agenda Item:</u>							
Background Info: Livestock Loss Board EPP requests. May have an attachment by the time of the meeting listing board EPP items.							
Recommendation:							
Time needed: 10 minutes	Attachments:		No	Board vote required	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	

Montana Livestock Loss Board

Pre-EPP 2019 Biennium

1) NP Livestock Loss Payments	FY 18	\$300,000 GF
	FY 19	\$300,000 GF

During the 2011 legislative session HB 622 was passed providing \$200,000 per year for livestock death loss payments due to predation by wolves. Unused funds rolled over to following years in the event of high predation years. This appropriation expires on June 30, 2017. The 2013 legislature passed HB 323 adding grizzly bear caused predation using the same funds from HB 622 for wolf predation. Livestock losses due to grizzly bears increased 50% from calendar year 2014 to 2015. In calendar year 2015 the board provided payments within a few thousand dollars of the entire appropriation. This request would allow the board to continue to make full payments for livestock losses due to grizzly bears and wolves as the rate of grizzly bear predation continues to increase. Private funding sources no longer exist with the last donation for death loss payments occurring in 2009. This program is highly regarded by both the livestock and environmental communities. Without this appropriation the board will not be fully functional and Montana's livestock producers will suffer financial losses beyond their control due to the current endangered species status of grizzly bears. Even with this program livestock producers are not fully compensated for losses from wolves and grizzly bears. Other states provide for a multiplier of 7:1 for wolf caused losses and 3:1 for grizzly bear caused losses. Data from other states indicate losses are far greater than what can be verified. Because of limited studies in Montana and restrictions contained within HB 622 the board has only provided payments based upon USDA Wildlife Services verified livestock losses.

2) NP Livestock Loss Prevention Programs	FY 18	\$200,000 GF
	FY 19	\$200,000 GF

Loss prevention programs are the second of two main components of the Livestock Loss Board. This program has only received sporadic federal funding for a few years and is limited to only projects related to wolves. No federal funding has been available for grizzly bear caused loss prevention. The federal funds when available require a 50% match that has been difficult to provide since no state funding has been available for loss prevention projects. HB 145 in the 2015 session allowed for funds in excess of \$300,000 to be used for non-lethal loss prevention programs that can be used for both wolf and grizzly bear loss prevention. However the statutory appropriation expires on June 30, 2017 so this will be a one-time only availability of funds. Loss prevention projects are strongly supported by the livestock and environmental communities. This appropriation is needed to continue existing and new loss prevention efforts which will help

reduce the economic impacts from grizzly bear and wolf predation. During calendar year 2015 livestock losses reached an all-time high since the board's formation in 2007. Demand for loss prevention projects continues to increase each year but limited funding has not allowed for full implementation of requested projects.

3) PLA Board and Staff Meetings

FY 18 \$8,000 GF

FY 19 \$8,000 GF

Currently the board is only able to hold board meetings two days per year. In order to adequately conduct business, the board needs to be able to meet at least four times per year. Meetings that include grant application review consume two days per meeting. In order to stay within their current budget board members and their one staff member are leaving home early in the morning and are traveling home late at night after meetings instead of staying in a motel. Because of the number of hours spent traveling and attending a meeting it becomes a safety issue. Safety of board members and their staff requires an increase in their current budget. Additionally requests for board and board staff to attend meetings have increased with the addition of grizzly bear caused losses to the board's programs. Board staff has been limiting current meeting attendance to venues with larger audiences. Both board members and staff need to be able to attend additional meetings in order to maintain a fairness issue to all individuals seeking information about board programs.



Board of Livestock Meeting Agenda Request Form

BOL Meeting Date:
May 11, 2016

1. From: Chad Lee	Division/Program: Milk Control Bureau	
Agenda Item: EPP Requests		
Time needed: 10 Minutes	Attachments: None	Board vote required?

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

2019 BIENNIUM EXECUTIVE PLANNING PROCESS NEW PROPOSAL REQUEST NARRATIVE

	<u>State Special</u>	<u>Total Funds</u>
FY 2018	\$100,000	\$100,000
FY 2019	\$0	\$0

Milk Control Study Adjustment *(biennial appropriation requested)*

The budget includes \$100,000 in 2019 biennium state special revenue to provide the Board of Milk Control budget authority in the amount of \$100,000 to contract outside professional expertise to conduct a study of the price formulas and the methodology of the statewide pooling arrangement and quota plan systems that determine dairy compensation. Current applicable administrative rules have not substantively changed since 2000. The study will provide information for potential administrative rule changes by the board.

Montana pool dairy compensation is determined by calculating the statewide unit value of milk sold by pool dairies, which is based on how buyers use the milk purchased (end-use classification).

- Price formulas are used to calculate the utilization value of three classes of milk utilization. The current system uses two formulas for each class of milk utilization. One price formula establishes the price of milk containing 3.5% butterfat. The other price formula establishes the price of butterfat, which is valuable and varies with dairy. Prices are calculated each month, in advance of production. The price formulas currently in administrative rule are indexed to national and regional market prices, which are adjusted using a number of factors.
- The statewide utilization value is adjusted by adding the economic “net gain” of the sale of milk to out-of-state markets and subtracting in-state plant-to-plant freight costs and freight costs for bulk milk sold to out-of-state plants. The pool value of the skim portion of milk and butterfat portion of milk are reduced to a per pound price to be used in determining the compensation of individual dairies based on individual dairy’s butterfat content and volume of production relative to the volume of quota owned by the dairy. The statewide pooling works to stabilize the dairy industry through uniform pricing but does not prohibit buyers from paying quality premiums.
- A price differential is applied to the pool value of the skim portion and butterfat portion of milk to establish the actual prices to be paid to a dairy for milk produced within quota (quota price) and in excess of quota (excess price). The purpose of the price differential is to discourage dairies from producing volumes of milk in excess of quota. Excess volumes of milk may contribute to depressing the statewide pool value unit price by increasing the portion of milk sold at lower-priced classes. The state-wide volume of quota is determined by formula and may be automatically raised when the surplus of milk production over in-state fluid milk demand becomes relatively small.

The study will consider the balance between production and consumption of milk, the costs of production and distribution, and prices in adjacent and neighboring or comparable states. Stakeholders will be provided opportunity to be involved in planning and reviewing the study and will contribute information. Department of Livestock Milk Control Bureau staff will provide support to the study but is limited in capacity, with only three full time equivalent employees. Outside expertise will be utilized to assist with technical aspects of the study, particularly with analyzing the price formulas and developing recommendations for changes to the system that will benefit all segments of Montana’s dairy value chain and Montana consumers.



Board of Livestock Meeting Agenda Request Form

BOL Meeting Date:
May 11, 2016

1. From: Dr. Bill Layton	Division/Program: Veterinary Diagnostic Lab	
Agenda Item: EPP Requests		
Time needed: 30 Minutes	Attachments: None	Board vote required?

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

Montana Veterinary Diagnostic Laboratory
Executive Planning Process 2019/2020 Biennium

Preparer- A. W. Layton, Director

Personnel:

1) Pay adjustments to attain 80% market for the following positions: \$55,976 SSR

Salaries of these positions are not 80% market value which is the starting pay level in DOL Pay Policy. Recruitment and retention have and will become more difficult to achieve in the Bozeman competitive market. Most of the positions require college degrees and in house training often exceeds one year. Training time investment in the personnel is lost when employees leave after one to two years to accept other positions that often require the skill sets that we have provided the employee.

2) Position modifications

Position number	Current	Modification	Cost
56300029	0.75 FTE	1.0FTE	\$6,760
56300183	1.0 FTE	0.5 FTE X2	
56300302	0.96FTE	1.0 FTE	\$2,945
Total Increase			

Positions 56300029 and 56300302 were previously 1.0 FTE. The assumption of the required and essential duties has fallen on other staff members to complete which then interferes with the completion of their own responsibilities.

Position 56300183 is a 0.5 FTE Serology and 0.5 FTE Milk Laboratory shared position. Scheduling conflicts are common between the sections which interfere with effective utilization of personnel and create staff shortages, especially in Serology during heavy Brucellosis testing periods. The two sections have different funding sources, Milk Laboratory and the Main Laboratory. Originally, the position was in Milk Laboratory only but was later combined when a temporary 1.0FTE for brucellosis testing that was decrease to 0.5FTE after regaining Brucella free status per sunset clause in Brucella funding legislation. Also, funding issues have always existed in the Milk program and dividing this position would allow for better accountability of the personnel usage in both sections.

3) New Positions

DVM/Board Certified or PHD Microbiologist \$84,469 (incl benefits)

Currently, MVDL has three veterinary professional staff, all of whom are anatomic pathologists. Until now, the pathologists have been given oversight responsibilities of various sections. It is difficult to impossible for the pathologists to remain competently current in these diverse specialized fields pertaining directly to microbiology (ie clinical microbiology, virology, immunology and molecular testing). Adoption of newer testing methodologies has been slowed and current oversight is not ideal. Molecular testing is becoming the norm in many sections and supervision and forward guidance by a highly qualified professional with veterinary medicine background is needed. AAVLD accreditation review will likely identify the need for this position.

Business manager Consultant \$75,000 per BOL

The DOL Long Range Planning Committee has stated that the administrator should have minimal case responsibilities allowing for more and better attention to management issues. The BOL needs to determine the need and responsibilities of this position. Estimated 500 hours @ \$150/hr

Equipment:

1) Replacement over \$5000.00

Fossmatic- Milk Laboratory \$83,000 /

Fossmatic is a 20 year old piece of equipment used to determine fat content, total solids, lactose and protein in finished and raw milk and cream. These tests are utilized to determine milk quality and in dairy finish product, label compliance. The new equipment is needed to meet the Milk Laboratories FDA responsibilities and since the current machine is 20 years old, service will be discontinued by the manufacturer in 2018.

Centrifuge-Serology \$6,000/

Our current centrifuges in this section are 6-8 years old and are used daily. Centrifuges are used to separate blood cells from the serum for antibody testing in this section, including over 80,000 samples/year for brucellosis testing alone.

2) New over \$5,000

Industrial dishwasher-multiple MVDL sections \$8,500

Clean dishware is required for testing and requires up to 15 hour/week of staff time. Dishwashers are commonly used in laboratories and would allow personnel time to focus on test performance and improving and maintaining the MVDL Quality Management System.

3) Replacement under \$5000

Clinical Pathology

Centrifuge	\$1,200/
Refractometer	\$1,140/
Specimen rocker bar	\$700/
12 slide stainer carousel	\$400/

All of the above are near life expectancy.

Milk Laboratory

Incubator	\$2,000/
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Replaces incubator near life expectancy

Serology

Refrigerator	\$600/
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Replacement of 10 year old refrigerator

Virology

Balance	\$1,400/
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Actually, this item is used by multiple sections to measure weights for diagnostic testing and non-certified pipette calibrations.

4) New equipment under \$5,000

Clinical Microbiology

Portable Safety Bunsen burner	\$900/
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This item will replace an open flame burner currently being used in a biosafety cabinet in order to obtain cultures from sere tissue surfaces. Cultures can be collected more safely in a bio-cabinet but OSHA discourages the use of open flames in a bio-cabinet because of potential explosion and fire accidents. Obtaining this burner would help address OSHA's concerns.

Serology

Incubator 35 degree \$700/

Tests such as compliment fixation test for Brucella or VS need to be incubated near room temperature. The environmental temperature of this section can range from 65-85 degree F and temperature fluctuations of this range can effect test results. They have currently been using incubators in Clinical Microbiology and Milk laboratory. These section incubators either contain potentially pathogenic cultures or are too small to hold the volume of serologic tests being done. This piece of equipment is needed to assure personnel safety, accurate test results and convenience.

Virology

Freezer data collector and phone warning system \$2,300/

The system is to be used to warn MVDL personnel when there has been disruption of electrical service to a vital piece of ultra-low freezer equipment that contains specimens, stock cell cultures, test kits and reagents. Replacement of these items due to thawing would cost in the tens of thousands of dollars.

Travel and Continuing Education \$7,500/inc/yr

A \$7,500 increase from FY2015/16 is request to provide more continuing education to staff and replacement of outdated library books.

New Maintenance Contract

VADDS \$12,000/yr

This maintenance contract is not in the current base. This is a MVDL expense but VADDS also serves Animal Health and Centralize Services. In the current state of IT section, this contract is essential.

VADDS update and site visits are recommended \$10,000/yr

These visits should benefit all DOL agencies using VADDS

Immunlite \$7,000/

The contract was discontinued for this biennium for cost saving but would like to reinstate since the machine is over 10 year.



Board of Livestock Meeting Agenda Request Form

BOL Meeting Date:
May 11, 2016

1. From: Dr. Marty Zaluski	Division/Program: Animal Health Division	
Agenda Item: EPP Requests		
Time needed: 30 Minutes	Attachments: None	Board vote required?

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

Animal Health Division

Pre-EPP 2019 Biennium

1) PLA Broadband Pay Adjustment	FY 18	\$5,302 GF	\$5,303 Fed
	FY 19	\$5,302 GF	\$5,303 Fed

Staff has fallen behind on broadband pay. The program is requesting an adjustment to bring inspection staff's pay to 80% of the 2014 market survey. The Bureau has already seen turnover due to pay issues. Trained staff is a valuable resource. It requires approximately one year to fully train a staff member to provide the expected level of service.

2) NP Leased vehicles (1 AH, 1 BE, 1 BISON)	FY 18	\$4,458 SSR (1/2 Brands)
	FY 19	\$4,458 SSR (1/2 Brands) \$5,991 Federal - Bison

Add 2 leased vehicles (3/4 ton in FY18, and 1/2 ton in FY19). One of the vehicles currently used by the Area Supervisors that are 1/2 Animal Health Division is at 60,000 miles and the other is at 70,000 miles, and these individuals drive approximately 35,000 miles to fulfill their duties of enforcing animal health and brands laws. Currently, one vehicle is owned by DOL, and the other is leased.

Add 1 leased vehicle (3/4 ton) for the bison program in FY19. Bison operations personnel monitor Yellowstone National Park bison in Montana, and conduct bison operations to mitigate the risk of brucellosis to livestock. 20,000 miles FY 19

3) NP Data Compliance Specialist	FY 18	\$44,982 Fed
	FY 19	\$44,982 Fed

Animal Health Division is requesting a 0.5 FTE position funded by cooperative agreement (federal dollars) to improve compliance with animal health requirements.

Documentation of livestock movement is rapidly transitioning from paper health certificates (Certificates of Veterinary Inspection – CVI) to electronic methods. During the last five years, at least 10* different formats for transferring data have been developed by the federal government, states, and vendors. This change from paper to digital has the potential to save staff time when performing records searches to meet federal requirements and or to trace animal movement for disease incidents. Unfortunately, most

of the recently developed systems are not interoperable, and therefore, animal movement data is incomplete, and often unavailable for review and retrieval. This jeopardizes compliance and reduces the capacity of the Animal Health Division to respond to disease outbreaks and other emergencies. Therefore, additional expertise is needed to connect the various data streams of animal health information.

The person in this position must be knowledgeable in electronic data transfer of documents in different formats, and have the ability to understand database structures, XML, interfaces, mapping, and various electronic data exchange standards. The individual also needs to have knowledge of networking, security, mobile application software, and conversion of PDF files to electronic format.

*CAI-OPS, GVL, VSPS, Adobe-CVI, Fort Supply-CVI, m-CVI, Smart-CVI, CIVET, VADDS, Core-One



Board of Livestock Meeting Agenda Request Form

BOL Meeting Date:
May 11, 2016

1. From: Dan Turcotte	Division/Program: Milk and Egg Bureau	
Agenda Item: EPP Requests		
Time needed: 20 Minutes	Attachments: None	Board vote required?

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

Milk and Egg Bureau

Pre-EPP 2019 Biennium

1) Milk and Egg Software System	FY 18	\$150,000	<i>Gen Fund</i>
	FY 19	\$10,000	<i>Gen Fund</i>

Milk and Egg software:

FY 2018:

- The estimated cost (\$150,000) for this software package is based on hiring a third-party vendor to research, code, test, implement, and provide training, and is also dependent on the final scope of the project (meaning, costs can fluctuate up or down based on additional requirement needed, or if current requirements were found to not take as long as expected to implement). The cost estimate has been provided by a vendor that responded to our original bid solicitation for this project.

FY 2019:

Maintenance cost for Milk and Egg software:

- The fee charged by a vendor that responded to our original bid solicitation for this software project is based on an hourly rate and is charged on a per-issue basis (meaning, there is not a flat-rate maintenance contract). At the current rate structure, the cost for one hour of service is about \$100.00. Typically, most issues will occur in the first year (or two) after the software goes into a production environment, so we are estimating a first-year cost of about 100 hours, or a dollar estimate of \$10,000.

2) PL Leased vehicles	FY 18	\$15,882 SSR	
	FY 19	\$23,823 SSR	

The Milk Inspection program has a vast area to cover for inspection work. It is estimated that inspectors travel 30,000 miles per year in doing their work. Two vehicles will be leased in FY18 and a third one will be leased in FY19. These are large pickups and on the state lease schedule with the high mileage with a cost of \$15,882 in FY18 and \$23,823 in FY 2019. The funding is state special revenue from milk industry inspection fees.



Board of Livestock Meeting Agenda Request Form

BOL Meeting Date:
May 11, 2016

1. From: Leslie Doely	Division/Program: Brands Enforcement Division	
Agenda Item: EPP Requests		
Time needed: 30 Minutes	Attachments: None	Board vote required?

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

Brands Enforcement Division

Pre-EPP 2019 Biennium

1) PLA Broadband Pay Increase

FY 18 \$ 322,475

FY 19 \$ 322,475

The Brands Enforcement Division has over 60 employees when fully-staffed. In the 2014 analysis, 75% of those employees were under 80% of market value. The starting wage for entry-level brand inspectors is \$11.86, or 69% of the market rate. Candidate pools for vacancies within the division are often very small, sometimes with no applicants at all. The division has losses in law enforcement positions (after training investments) via lateral transfers into comparable, higher-paying positions in other agencies.

2) NP Leased Vehicles

FY 18 \$10,449

FY 19 \$10,449

Add one lease vehicle. Currently scheduled to receive 5 new leases per year. The size of several districts has increased in the last 3 years, leading to an increase in mileage on vehicles. The last three vehicles that were replaced had over 150,000 miles (one at 167,000). The optimal replacement mileage for vehicles owned by the department is approximately 120,000, after which they are used by market staff to do field inspections. Based on 20,000 miles a year for a large pick up the lease cost is \$5,990 each year.

The Brand Enforcement Division shares 50% of the lease costs for the area supervisor leased vehicle with the Animal Health Division. The area supervisor travel an estimated 35,000 miles per year. There is an additional \$4,458 to the Brands lease cost for a total of \$10,449 each year in Brands for both leases.

3) NP Law Enforcement Equipment: ballistic vests, firearms

FY 18 \$5,000

FY 19 \$5,000

District Investigators (MDOL has 20 law enforcement personnel when all vacant positions are filled) have essential equipment such as handguns, shotguns and ballistic vests that are not currently included in the base budget. Handguns last 10-15 years, shotguns up to 20 years, and ballistic vests about 5. Handguns were updated about 5 years ago, ballistic vests and shotguns

are all outdated. The cost to replace an entire set in a given year is substantial: shotguns are roughly \$275 each; ballistic vests \$800-\$1200 each; handguns about \$90 each through a buyback program. Rather than trying to purchase equipment in bulk, replacing part of a set of equipment each year is much more sustainable. Divided out according to the replacement schedule and at the current estimated costs, 2-3 handguns, 1-2 shotguns, and 4 ballistic vests would cost \$3655-\$5620.

4) NP Computers for District Investigators

FY 18 \$10,400

FY 19 \$10,400

District investigators are required to be able to use email, create reports, compile data for investigations, and use a variety of MDOL software in the course of work. Currently none of the 16 investigator positions have computers. At a cost of \$1300 each, half would be purchased in FY18 and half in FY19. This would increase the total number of computers in the department from 100 to 116, necessitating an increase in the number of devices replaced each year from 20 to 23 or 24.



Board of Livestock Meeting

Agenda Request Form

From: Gary Hamel		Division/Program: Meat and Poultry Inspection			Meeting Date: 05/11/2016		
<u>Agenda Item:</u> EPP							
Background Info: Presenting EPP requests for Meat and Poultry Inspection							
Recommendation:							
Time needed: 30 min	Attachments:	Yes	No X	Board vote required?	Yes X	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	

Montana Meat and Poultry Inspection

Pre-EPP 2019 Biennium

1) PLA Broadband Pay Adjustment	FY 18	\$6,691 GF	\$6,691 Fed
	FY 19	\$6,691 GF	\$6,691 Fed

Staff has fallen behind on broadband pay. The program is requesting an adjustment to bring inspection staff's pay to 80% of the 2014 market survey. The Bureau has already seen turnover due to pay issues. Trained staff is a valuable resource.

2) NP Meat and Poultry Inspector	FY 18	\$52,294 GF	\$52,294 Fed
	FY 19	\$52,294 GF	\$52,294 Fed

Add 2.0 FTE to the meat and Poultry Inspection Program. Currently we have new establishments that have requested to come under inspection. Due to the large geographical size of the state, inspectors needing time off, and lack of inspectors in most areas, providing new inspection services to is difficult. Inspection services allow establishments to sell products wholesale state-wide. Consequently, economic development is cut short. Without the positions, any growth within the industry would be hampered. These positions would only be utilized should there be establishments to inspect. Also included in the request is leased vehicles, computers, and minor equipment necessary to carry out job functions.

3) NP Leased vehicles	FY 18	\$6,824 GF	\$6,825 Fed
	FY 19	\$6,824 GF	\$6,825 Fed

Add 2 leased vehicles. Currently, we have a department owned truck that is being utilized by an inspector supervisor. This vehicle currently has nearly 200,000 miles on it and it is reaching the end of its useful life. This leased vehicle would replace the department owned vehicle. Further, an inspector in Big Timber currently has no leased vehicle. Consequently, the bureau is unable to send this inspector to cover other establishments as the need arises without having the employee utilize a personal vehicle to conduct state business. The leased truck will be replaced with a truck and the other leased vehicle will be a small SUV.

4) NP/OTO/Bien Training and associated travel USDA	FY18, 19	\$12,335 GF	\$12,335 Fed
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Requesting training for select employees responsible for carrying out job functions in specific areas. EIAO school and the Inspection Methods course are each a month long with SIEM training lasting two weeks. A key employee has indicated that he will likely retire within two years which would leave the program with untrained staff and no one to carry out food safety analyses. Lack of trained

staff may impact Montana's "at least equal to" status. Cost will cover per diem, hotel costs, and other costs associated with training required by USDA. Approval of EIAO and Inspection Methods courses will help ensure that the program maintains continuity in these areas.

The program is seeking a biennial appropriation for the training activity because the dates of the courses are unknown until about two months prior to the course taking place. Consequently, the biennial appropriation would enable the program to address training needs outside of the constraints of a particular fiscal year.

The FSIS Enforcement Investigations and Analysis Officer (EIAO) conducts comprehensive food safety assessments (FSA) at establishments in which they consider all food safety aspects that relate to that establishment and its products, the nature and source of all materials received, the establishment's processes, and the environment of the establishment.

The Inspection Methods course covers the essential FSIS inspection verification tasks. Further, this course provides training on PHIS, and includes hands-on practice using the PHIS system. The content of this course will be taught to all staff members by the bureau's trainer.

Office of Investigation, Enforcement and Audit's Surveillance, investigations and Enforcement Methods (OIEA)(SIEM) training teaches investigation of violations of the food safety, food defense, and other consumer protections statutory requirements; control unsafe products through detentions, civil seizures, and voluntary recalls; and develops cases through surveillance and investigation activity to ensure that appropriate criminal, administrative and civil sanctions are carried out according to laws, regulations, and directives. This two week training course would be a requirement of the program's compliance officers.