

Executive Officer Performance Standards 2016-2017

- Monitor and effectively manage department finances
 - Work with staff to establish clear and concise financial reports monthly for the Board of Livestock and the public
 - Engage department management in monthly budget conferences to increase engagement and knowledge of finances at division and bureau levels
 - Maintain departmental expenditures within legislative authority without need to engage additional resources from the legislature or governor's office
 - Manage revenues and expenditures to create opportunities to build appropriate fund balances to protect department against seasonal or unforeseen stresses on department revenue sources
 - Create and defend a prudent and reasonable budget to be submitted to the Governor's office and legislature for the 2017 Legislative Session
 - Engage with staff to ensure proper internal controls are in place to deter waste, fraud and abuse of state resources; work to ensure the Department does not have major financial audit findings from the legislature or federal cooperators
- Effectively manage departmental day to day operations with consent of the Board of Livestock
 - Communicate with and inform the Board of Livestock on major activities being conducted by staff on a regular basis in the interim period between BOL meetings
 - Effectively supervise and manage division administrators, bureau chiefs and other direct reports through formal performance evaluation and regular performance guiding conversations
 - Ensure that the department follows all statutes, administrative rules and state policies outlined in the Montana Operations Manual (MOM) in the discharge of daily duties
 - Create opportunities for improvement and innovation of department operations through the use of technology and internal processes that increase compliance, efficiency and customer service
 - Create favorable conditions for the recruitment and retention of quality employees and manage personnel resources to meet the service needs of our primary customers; this includes developing appropriate agency pay plan rules to ensure all employees are treated fair and equitably based on their position descriptions, duties and needed skills
 - Seek consent and advise the Board of Livestock on controversial issues/decisions facing the department
 - Help the Board of Livestock construct strategic plans to guide departmental operations
- Effectively communicate with the industry and public on Departmental priorities and operations
 - Engage with local and state organization meetings to inform them of department activities and seek input on needed changes or service issues
 - Communicate effectively and factually with the press on issues related to the Department of Livestock
 - Create an annual report on the operations and state of the Department of Livestock for approval by the Board

- Engage stakeholder committees in subject specific committees as designated by the Board of Livestock
- Effectively communicate and coordinate with partners in state government
 - Engage productively with leadership in cooperating state agencies (DOR,DOA,Ag, Labor and Industry, etc.) for the benefit of the Department of Livestock and its customers and employees
 - Engage with Governor's office and staff serving as BOL's day to day representative and subject matter expert as a part of the executive branch
 - In a timely and professional manner, engage with the Legislature and their staff to present needed information and reports to committees and individual legislators as requested
 - Participate effectively in required state boards/committees (DWSAC, Board of Review, IBMP)

9/12/16

Archived 6 Boxes

Box 1: Montana Board of Livestock Sanitary Board Meeting Minutes (5 Books)

1. April 1907 – July 1928
2. January 1929 – January 1944
3. April 1944 – March 1957
4. May 1957 – December 1965
5. March 1966 – September 1971

Box 2: Montana Livestock Commission Meeting Minutes, Etc. (4 Books)

1. August 1910 – June 1927
2. Bylaws adopted at first meeting of the Montana Livestock Commission on March 26, 1917
3. Mill request dated December 12, 1919
4. September 1927 – December 1947
5. 1942 Treasurer's Receipt for Bonds
6. Cost of Livestock Building Paperwork 1916-1919
7. January 1948 – June 1962
8. Recordings of January 6-7, 1955 and April 1-2, 1954 MT Livestock Commission Meetings
9. Letter and Resolution from May 21-23, 1961 Livestock Commission Meeting
10. August 1962 – April 1975

Box 3: Montana Board of Livestock Meeting Minutes (8 Books)

1. December 1971 – March 1975
2. April 1975 – May 1977
3. July 1977 – May 1978
4. July 1978 – September 1979
5. November 1979 – January 1981
6. March 1981 – September 1982
7. November 1982 – July 1983
8. August 1983 – November 1984

Box 4: Montana Board of Livestock Meeting Minutes (8 Books)

1. January 1985 – July 1985
2. September 1985 – March 1986
3. May 1986 – November 1986
4. January 1987 – May 1987
5. June 1987 – January 1988
6. March 1988 – May 1990

7. August 1990 – November 1992

8. January 1993 – September 1995

Box 5: Montana Board of Livestock Meeting Minutes (4 Books)

1. November 1995 – February 1997

2. March 1997 – May 1998

3. July 1998 – May 1999

4. July 1999 – December 1999

Box 6: Annual Reports

1. Montana Livestock Commission Annual Reports

- Calendar years 1957-1960, 1962-1964
- Fiscal Years: 1957-1958, 1958-1959, 1959-1960,, 1960-1961, 1963-1964, 1965-1966, 1966-1967, 1967-1968, 1968-1969

2. Montana Board of Livestock Sanitary Board Annual Reports

- July 1, 1959 – June 30, 1960
- FY ended June 30, 1960

3. Montana Department of Livestock Annual Reports

1991-1999 (2 reports for 1999)

BOL Meeting Room Possibilities

November 2016 – Mid-May 2017

Fish Wildlife and Parks

Positives –

- Close proximity to DOL building –Walk across our parking lot
- Ample space in meeting room; set up for power point presentations;
- FWP has “gooseneck” and “hockey puck” mics and will audio record the meeting, providing an mp3 file to DOL afterwards probably at no cost (depends on staff time required)

Negatives –

- Set-up and tear down of tables, chairs, podium, A/V equipment and clean up need to be done by DOL staff;
- Small break area – enough for coffee, cookies
- Lack of parking during Legislative Session;
- BOL meeting schedule must work around FWP meeting schedule
- FWP IT Dept. will not live-stream the BOL meeting;
- Not certain of quality of FWP audio recordings, it might be better to provide our own audio equipment to assure each meeting participant is heard clearly;
- No video recording of meetings unless DOL provides their own equipment and am not certain how compatible that is with the FWP audio system

Montana Public Service Commission – 1701 Prospect

Positives –

- Close drive to DOL building
- Ample space for public in meeting room
- Lots of outside parking
- Has a separate area for break snacks and coffee
- Mics, similar to ones at the Capitol, for Board and public
- Meeting can be audio and video live streamed and recorded – Camera is stationary
- No cost to DOL

Negatives –

- Need to work around PSC schedule – No Tuesday meetings, need to check with PSC to find out about any scheduled hearings
- There are 6 mics at the front table, 4 other mics are at a table that faces the front table, but with backs to the public.

- Need to transport all food and drink items to PSC

Best Western Great Northern Inn

Positives –

- Room set-up and clean-up done by hotel staff
- Ample space for BOL members and general public
- Ample parking
- Hotel staff handles all food set up and clean up

Negatives –

- Cost - \$225/day for meeting room, extra cost for additional Audio/Visual set-up; all food and drink items must be purchased from hotel
- DOL may still need to have audio/video equipment in place to record meeting
- Video streaming may not be possible
- Not too close to DOL building – across town

Department of Livestock Meeting Room

Positives –

- Convenient for staff – meeting room set up and set up of break items; close to copiers, printers and desktop computers
- Ample seating for BOL members
- No cost
- BOL has priority when scheduling meetings
- Live streaming of meeting possible with configuration – possible cost
- Once audio/video equipment is purchased, most of it can remain in room

Negatives –

- Although table space for BOL members is ample, seating area for the general public may not be;
- Lack of parking during Legislative Session;
- Both audio and video equipment would need to be purchased;
- Live streaming may require a configuration cost

Scott-Hart Auditorium

Positives –

- Convenient for staff – meeting room set up and set up of break items; close to copiers, printers and desktop computers
- Ample seating for BOL members and the general public

- No cost
- More flexibility in scheduling meetings than off-site meeting rooms
- Live streaming of meeting possible with configuration
- No cost

Negatives –

- Lack of parking during Legislative Session
- Both audio and video equipment would need to be purchased and set up in auditorium
- Audio/visual equipment needs to be set up and taken down after meeting



AN ACT REQUIRING THE BOARD OF LIVESTOCK TO ELECTRONICALLY RECORD MEETINGS; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MONTANA:

Section 1. Board meetings -- recording required. (1) The board shall audio record and may video record all board meetings, including meetings held by conference call or other electronic means.

(2) The board shall make the audio or video recording available online in real time when possible and shall make meeting recordings publicly available on the board's website within 2 business days of the meeting date.

Section 2. Codification instruction. [Section 1] is intended to be codified as an integral part of Title 81, chapter 1, part 1, and the provisions of Title 81, chapter 1, part 1, apply to [section 1].

Section 3. Effective date. [This act] is effective on passage and approval.

- END -

HOUSE BILL NO. 439

INTRODUCED BY A. REDFIELD

AN ACT REQUIRING THE BOARD OF LIVESTOCK TO ELECTRONICALLY RECORD MEETINGS; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

March 23-24, 2015
BOL Meeting

Wool Growers, Montana Farmers Union, Montana Ag Bankers and the Montana Livestock Markets) to develop and present a strategic plan going forward recommending structural changes to the department (including issues such as local inspector program, job descriptions, assignment of personnel, workload, efficiencies, livestock transfer fee, and market staffing) with a timeframe and updates at each board meeting. Nina Baucus seconded. The motion carried unanimously.

Motion/Vote: John Scully moved to continue a budget subcommittee made up of board and industry group members to monitor and implement budget appropriations, revenue and expenditures. Brett DeBruycker seconded. The motion carried unanimously.

Motion/Vote: John Scully moved that bullet number 3 & 4 of the advisory committee Plan Going Forward be adopted as amended. (# 3. Add language to HB2 that the Board of Livestock will report on structural balance of all fees to the EAIC at the beginning of every fiscal year; and # 4. That each division will operate within its appropriated budget and that any fund switch necessary within the department will only come with a vote of the full Board of Livestock.) Brett DeBruycker seconded. The motion carried unanimously.

Motion/Vote: John Scully moved that the department provide to the legislature an organization chart for the entire department as well as each division. An updated chart will be provided to the EAIC during the interim. Jeff Lewis seconded. The motion carried unanimously.

Motion/Vote: John Scully moved that all meetings in the future will be recorded to provide transparency and accountability to the livestock industry of Montana. Brett DeBruycker seconded. The motion carried unanimously.

Motion/Vote: John Scully moved that all meetings in the future be televised, with internet access when and if practical to do so. Brett DeBruycker seconded. The motion carried unanimously.

Motion/Vote: John Scully moved that all recorded meetings will be retained as per retention policy of the Secretary of State and duplicates will be retained at separate locations for historical record. Brett DeBruycker seconded. The motion carried unanimously.

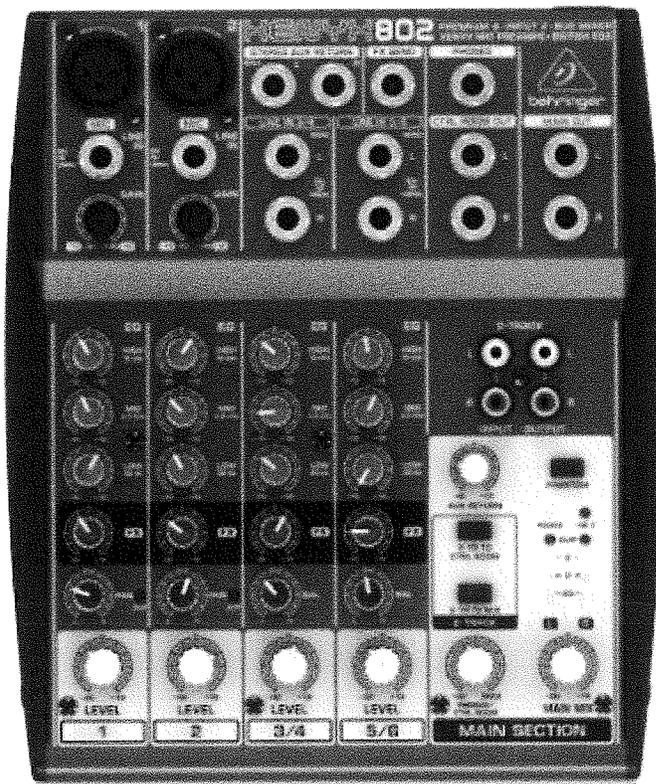
Motion/Vote: John Scully moved that the department agrees to work with the Legislative Audit Subcommittee on oversight and budget implementation. Brett DeBruycker seconded. The motion carried unanimously.

Motion/Vote: John Scully moved that the department arrive at a general fund total number including DSA request for 2016 & 2017; 41% for lab

Audio Equipment for streaming and recording meetings

Total cost is estimated at \$650.00. Below is the breakdown of the equipment. IT can provide a PC, small monitor, keyboard and mouse. All is portable, however, there could be some additional network configuration if used in different sites.

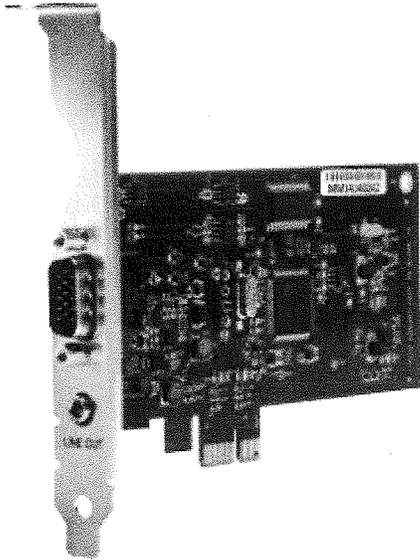
Mixer: \$90.00



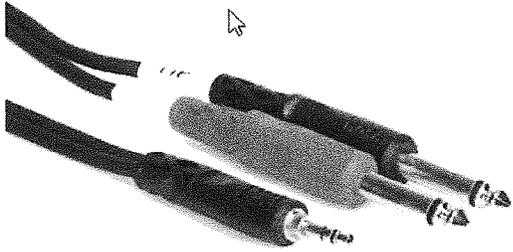
Mic Cables x2: \$15



Audio/Video Capture card: \$280



Misc Cables to connect from Mixer to PC: \$10



Wireless Mic's: \$100



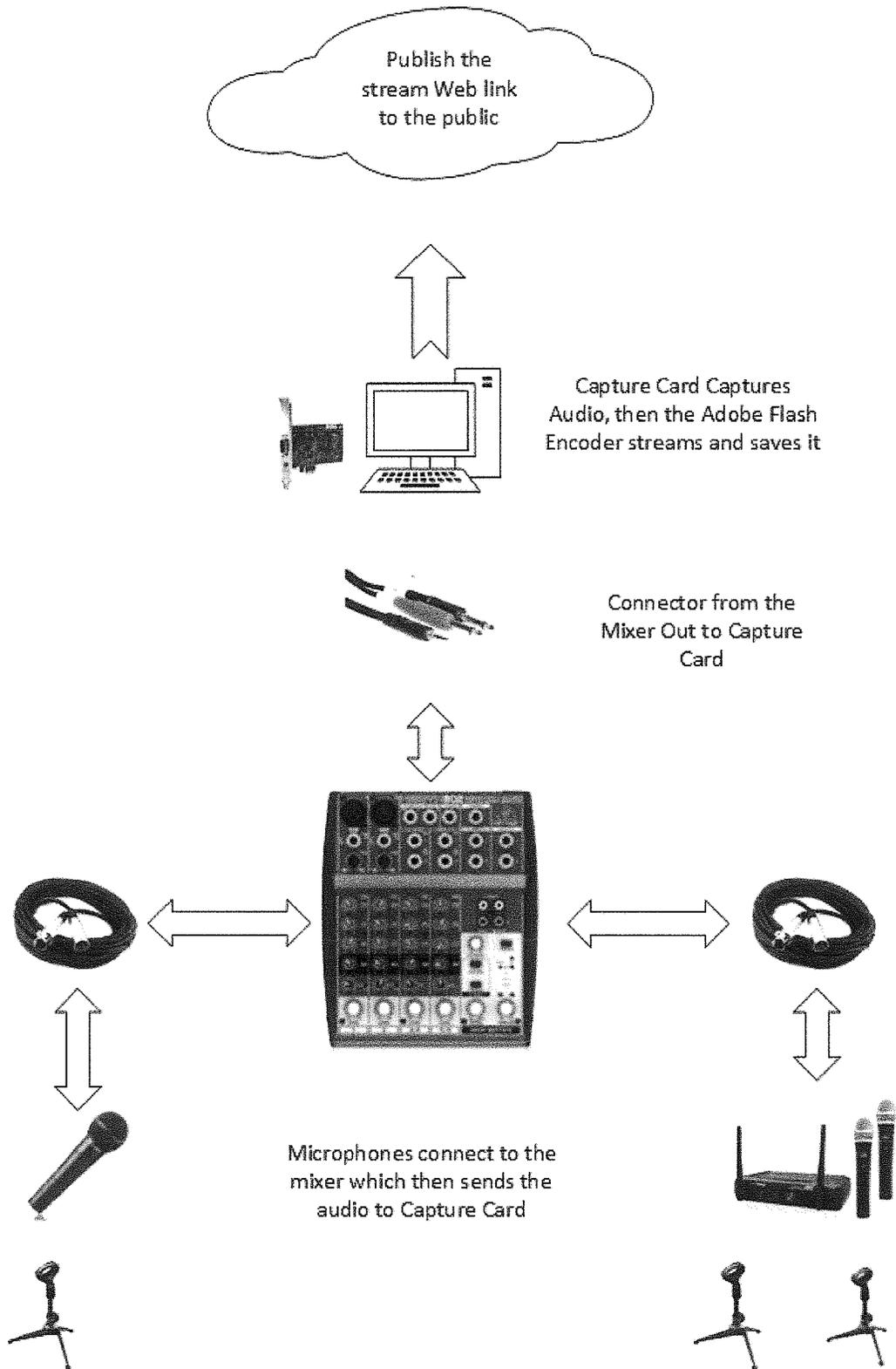
Wired Mic(good for back up purposes): \$20



Mic Stands x3: \$40



Layout:



Montana Public Service Commission meeting room – 1701 Prospect Avenue



Seating for six at front of room with mics. Extra seating for four with mics facing the front. Table with mic to the side of the front for public comments. Both classroom and theatre sitting for public in back of room.

Separate break room with plug-ins.

Meetings can be audio- and video-streamed in real time and recorded for archives.

No cost.

Power point display is on side of room.





Board of Livestock Meeting

Agenda Request Form

From: Dan Turcotte		Division/Program: Milk and Egg Bureau			Meeting Date: September 23, 2016		
<u>Agenda Item:</u> General Updates							
Background Info:							
Recommendation:							
Time needed: 15 Minutes	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	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	



Board of Livestock Meeting

Agenda Request Form

From: George Edwards		Division/Program: LLB			Meeting Date: 9/23/16		
<u>Agenda Item:</u>							
Background Info: General Updates							
Recommendation:							
Time needed: 10 minutes	Attachments:		No	Board vote required?		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	
<u>Agenda Item:</u>							
Background Info:							
Recommendation:							
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No	

Sept 22 2016 Losses

Montana LLB
PO Box 202005
Helena MT 59620
www.llb.mt.gov

George Edwards
Executive Director
(406) 444-5609
gedwards@mt.gov

Counties	Cattle	Sheep	Goats	Guard	Horse	Llama	Totals	Payments
Beaverhead	7			1			8	\$8,042.85
Carbon	13						13	\$12,668.97
Cascade							0	
Deer Lodge	1						1	\$1,006.39
Glacier	21						21	\$23,313.17
Granite	1						1	\$1,129.03
Lake	3						3	\$3,364.54
L&C	8						8	\$9,101.25
Lincoln	2						2	\$2,211.75
Madison	11						11	\$10,924.80
Missoula	1						1	\$1,198.08
Pondera	9	52					61	\$21,747.27
Powell	6						6	\$6,381.15
Ravalli	5						5	\$5,688.83
Sanders	2						2	\$1,950.00
Silver Bow							0	
Stillwater	3						3	\$3,490.50
Sweet Grass							0	
Teton	3	1					4	\$3,325.96
Toole	2	13					15	\$5,475.37
Totals	98	66	0	1	0	0	165	\$121,019.91

Wolves

Confirmed	29			1		
Probable	8					
Value	\$39,701.25			\$787.59		
Owners	23			1		

Grizzly Bears

Confirmed	24	26				
Probable	37	40				
Value	\$64,500.87	\$16,030.20				
Owners	32	4				

\$787.59 Paid with federal compensation funds for injured guard dog in Bvhd Cty

2015	Jan - Sept 22						
Wolves	19	16					
Grizzlies	18	32			1	86	\$78,974.55



Montana Association of Counties
 2715 Skyway Drive
 Helena, MT 59602-1213
 (p) 406.449.4360 | (f) 406.442.5238
 maco@mtcounties.org | http://www.mtcounties.org

RESOLUTION 2016-__

ALLOW COUNTIES TO SET BOUNTIES ON PREDATORS

It is the intent of the Montana Association of Counties to seek legislation to revise laws regarding setting bounties on predators.

WHEREAS, predators are an issue for livestock producers; and

WHEREAS, county commissioners, at the recommendation of local predator boards, should have the authority to set bounties within the county.

NOW, THEREFORE BE IT RESOLVED that the Montana Association of Counties will pursue allowing counties to set bounties on predators.

SPONSOR:	PETROLEUM COUNTY
RECOMMENDATION:	
REFERRED TO:	MACo AGRICULTURE COMMITTEE
ADOPTED:	

SUGGESTED LANGUAGE

81-7-202. Signers of petition -- time for presenting -- limitation on bounties -- bounty inspectors.

~~(1) The petition provided for in 81-7-201 must be signed by the owners or agents of the owners of not less than 51% of the livestock of the county and must recommend to the board of county commissioners the bounties to be paid on predatory animals, which may not exceed the following:~~

- ~~— (a) on each wolf or mountain lion, \$100;~~
- ~~— (b) on each wolf pup or mountain lion kitten, \$20;~~
- ~~— (c) on one coyote, \$5; and~~
- ~~— (d) on each coyote pup, \$2.50.~~

~~(2) A petition must be presented not later than August 1 of each year, and the board on determining the sufficiency of the petition shall make an order granting the petition. A signature on a petition may not be withdrawn by the signer after the hour set for hearing the petition. The order must fix the fee for that year and the amount of the bounties to be paid for the killing of each predatory animal, which may not exceed the amounts recommended in the petition. The order may also appoint not less than 10 or more than 20 stockowners of the county to be bounty inspectors under this part, without compensation, who shall hold their offices for 1 year.~~

(1) When county commissioners are presented with a petition as provided for in 81-7-201 that has been signed by the owners or agents of the owners of not less than 51% of the livestock of the county, they shall set bounties to be paid on predatory animals.

(2) The petition to establish a bounty shall remain in effect until a subsequent petition as described in 81-7-201 is presented to modify or eliminate the bounty. County commissioners may appoint bounty inspectors in addition to those provided for in 81-7-112.

81-7-303. County commissioners permitted to require per capita license fee on sheep. (1) To defray the expense of protection, the board of county commissioners of a county may require all owners or persons in possession of a sheep 1 year of age or older in the county on the regular assessment date of each year as provided in 15-24-903 to pay a per capita license fee in an amount to be determined by the board. All owners or persons in possession of a sheep 1 year of age or older coming into the county after the regular assessment date and subject to the per capita levy under the provisions of Title 15, chapter 24, part 9, are subject to payment of the license fee.

(2) Upon the order of the board of county commissioners, the license fees may be imposed by entering the name of the licensee upon the assessment record of the county by the department of revenue. The license fees are payable to and must be collected by the county treasurer. When levied, the fees are a lien upon the property, both real and personal, of the licensee. If the person against whom the license fee is levied does not own real estate against which the license fee is or may become a lien, then the license fee is payable immediately upon its levy and the treasurer shall collect the fee in the manner provided by law for the collection of personal property taxes that are not a lien upon real estate.

(3) When collected, the fees must be placed in the predatory animal control fund and the fund may be expended on order of the board of county commissioners of the county for predatory animal control only including bounties. Interest earned on money in the fund must be deposited in the fund.

(4) Money from any source may be deposited in the predatory animal control fund provided for in this section to carry out the provisions of this part.

81-7-603. County commissioners permitted to require per capita license fee on cattle. (1) To defray the expense of protection, the board of county commissioners may require all owners or persons in possession of cattle 9 months of age or older in the county on the regular assessment date of each year, as provided in 15-24-903, to pay a per capita license fee in an amount to be determined by the board. All owners or persons in possession of cattle 9 months of age or older coming into the county after the regular assessment date and subject to the per capita levy under the provisions of Title 15, chapter 24, part 9, are subject to payment of the license fee.

(2) Upon the order of the board of county commissioners, the license fee may be imposed by entering the name of the licensee on the assessment record of the county by the department of revenue. The license fee is payable to and must be collected by the county treasurer. When levied, the fee is a lien upon the property, both real and personal, of the licensee. If the person against whom the license fee is levied does not own real estate against which the license fee is or may become a lien, then the license fee is payable immediately upon its levy and the treasurer shall collect the fee in the manner provided by law for the collection of personal property taxes that are not a lien upon real estate.

(3) The fees must be placed in a predatory animal control fund separate from the fund provided for in 81-7-303. ~~The money in the predatory animal control fund may be expended by the board of county commissioners only for the predatory animal control program. Interest earned on money in the fund must be deposited in the fund.~~ The money in the predatory animal control fund may be expended by the board of county commissioners for predatory animal control including bounties.

(4) Money from any source may be deposited in the predatory animal control fund provided for in this section to carry out the provisions of this part.



Board of Livestock Meeting Agenda Request Form

BOL Meeting Date:
September 23, 2016

1. From: Leslie Doely	Division/Program: Brands Enforcement Division	
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

From: Layton		Division/Program: MVDL			Meeting Date: Sept, 2016		
<u>Agenda Item: Cost Analysis</u>							
Request for status update. Direction for director and staff.							
Recommendation:							
Time needed: 10m	Attachments:	yes	No x	Board vote required?	yes	no	
<u>Agenda Item: Out of state travel- Dr. Smith, VADDS training</u>							
Background Info: At the time of this writing, have not receive authorization for Dr. Smith out of state travel to South Dakota VADDS training. I originally requested in the weekly update for the week of Sept 5. Costs are attached. Since Dr. Smith is the DOL VADDS expert, this training would be beneficial to Dr. Smith and laboratory staff.							
Recommendation: Approve							
Time needed: 5 m	Attachments:	Yes x	no	Board vote required	Yes x	no	
<u>Agenda Item: Safety Inspection</u>							
Background Info: Safety inspection response to Labor and Industry accepted. Respirator program in place, 5 staff tested for respiratory function and respirator fitness.							
Recommendation:							
Time needed:5m	Attachments:	yes	no	Board vote required:	yes	Nox	
<u>Agenda Item: Other items</u>							
Background Info: The below items have been brought to the attention of the Board and members will be updated Electrical power- no outages since repair of arresstor and other deteriorated items Rabbits- see Sept 5 update Closure Entry way to laboratory Sept 5 update							
Recommendation:							
Time needed:	Attachments:	yes	no	Board vote required:	yes	No	
<u>Agenda Item: AAVLD management review in progress</u>							
Background Info: Annual management review- (concentration on the quality system) has commences. Review responses of supervisors.							
Recommendation:							
Time needed:	Attachments:	yes	no	Board vote required:	yes	no	

Department of Livestock

1) Division
Veterinary Diagnostic Lab**2) Employees Traveling**

Dr. Steve Smith

3) Justification

Dr. Smith would like to attend the VADDS user group meeting and since he is a vital part of this system, I concur. Dan Olsen will also be attending. At the last BOL meeting, a motion was approved for IT personnel to attend but whom and how many was not specified. Dr. Smith will be involved with the system for some time to come and he is also on site for immediate attention.

After September 18, registration is non-refundable and he still needs to make hotel accommodations.

Registration: \$525

6 nights hotel @ \$95/night: \$570

7 days per diem @ \$46/day: \$322

Total \$1417

Approx. rental car (8 days) @ \$40/day: \$320

Approx. rental car fuel: \$190

Airfare: \$567

So, we are looking at \$1417, plus either \$510 or \$567 to drive or fly, respectively. This would be significantly cheaper than the ACVP meeting, which is pre-approved by the board (rough calculation total cost = \$3464). The entirety of the registration is non-refundable after September 18, and the hotel reservation needs to be made by that date. If these numbers look good, I can fill out the official form.

4) Itinerary**5) Submitted By**

Requested By

Dr. Bill Layton

Title

Date

9/12/2016

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

Board Chair / EO

Date

NOTE: A travel expense voucher form must be filed within three months after incurring the travel expenses, otherwise the right to reimbursement will be waived.

Diagnostic Laboratory Update, September 8, 2016

- Out of state travel- VADDS training in South Dakota for Dr. Steve Smith.

Dr. Smith would like to attend the VADDS user group meeting and since he is a vital part of this system, I concur. Dan Olsen will also be attending. At the last BOL meeting, a motion was approved for IT personnel to attend but whom and how many was not specified. Dr. Smith will be involved with this system for some time to come and he is also on site for immediate attention.

I have attached his e-mail to me with cost specifics. After September 18, registration is non-refundable and he still needs to make hotel accommodations.

I ask that the Board consider and respond to this request as soon as possible.

- Rabbits

We are becoming overrun by rabbits. Last year had the same problem and during the colder months they would get under staff cars and chew on the wires. We have facilities coming out to devise a game plan for control. The cost (yet to be determine and if acceptable) will be split amongst the various departments (60%) and facilities (40%).

- Entry closure

The closure of our entry way is going to be a headache. This afternoon I attended a meeting with the project manager.

Within the next 10 days, dewatering wells will be dug and this will constitute one day of entry closure.

One week after, excavation to install and connect the sewer pipe will commence and the project could take up to 4-6 weeks to complete. During this time the entry and Lincoln Street to the east will be closed but 19th will remain open. Estimated completion dates Oct 25 to Nov 15.

Detour signs directing staff, deliveries and visitors will be place. I have had input in to the signage and placement and have been assured if problems arise, we can change wording, placement etc.

We have a liaison, Bill Macklin from MSU, who will attend the weekly construction meetings.

Entry into the laboratory complex will be from Garfield Street to the north utilizing a service road for the MSU BSL-2 and 3 labs. The road looks adequate. Plowing will either be done by MSU or the contractor.

We will alert clients of the changes by e-mail, fax, direct communications and will see if we can post on the web page.

Clients delivering animals will be provided directions when the call.

- NAHLN Coordinating Council- I will be attending in Ames, IA next week.



Board of Livestock Meeting

Agenda Request Form

From: George Harris		Division/Program: Centralized Services			Date: September 23, 2016 Board Meeting		
Agenda Item: Cash Analysis FY 2017/Per Capita Fee Update							
Background Info: George will present to the Board the actual cash balances achieved in our state special revenue accounts including, per capita fee, brand inspection revenue, animal health (lab fees) and milk inspection projections through August 31, 2016. He will also provide an update on our per capita collections for TY 2015 and TY 2016 through August 2016.							
Recommendation:							
Time needed: 15 min	Attachments:	Yes	No	Board vote required?	Yes	No	X
Agenda Item: State Special Revenue Collection Comparison FY 2016 with FY 2017 Actuals							
Background Info: George will present the FY 2017 state special revenue collections through August 2016 compared to the same period last fiscal year.							
Recommendation:							
Time needed: 10 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	X
Agenda Item: Budget Status Through FYE 2016							
Background Info: The budget status reports submitted to the Board will be included in the CSD report. The reports will include FY 2017 budget compared to FY 2017 actual expenses through August 2016 and compared to the same period last fiscal year.							
Recommendation:							
Time needed: 10 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	X
Agenda Item: Unearned Revenue /Brands Revenue							
Background Info: George will review the status of unearned revenue in the Brand Enforcement Division. George will review the status of our unearned revenue and the impact on the brand division's overall revenue for FY 2017 through FY 2023.							
Recommendation:							
Time needed: 15 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	X
Agenda Item: FY 18-19 Budgeting Update							
Background Info: George will update the Board on the FY 2018-19 budgets submitted to OBPP on the September 1, 2016 deadline. He will review the submitted Revenue Estimates for FY 2018-19. He will review the submitted budgets for FY 2018-19. He will discuss the impact of the proposed budget on cash balances in FY 2018-19 for per capita fees, brand fees, lab fees and milk inspection revenue. He will also brief the Board on the budget process as it is considered by OBPP and the executive budget.							
Recommendation:							
Time needed: 30 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	X



Board of Livestock Meeting

Agenda Request Form

From: Gary Hamel	Division/Program: Meat and Poultry Inspection	Meeting Date: September 23, 2016
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Agenda Item: Permission for out of state travel

Background Info: Travel to Greensboro, North Carolina to attend the Fall meeting with my 26 counterparts. This meeting is particularly important as we will be discussing upcoming on-site audits. Montana is scheduled for an on-site audit in the Spring of 2017.

Recommendation:

Time needed: 5 minutes	Attachments:	Yes	No <input checked="" type="checkbox"/>	Board vote required?	Yes	No
					<input checked="" type="checkbox"/>	

Agenda Item: General Program Updates

Background Info:
General program updates

Recommendation:

Time needed: 10 minutes	Attachments:	Yes	No <input checked="" type="checkbox"/>	Board vote required	Yes	No
						<input checked="" type="checkbox"/>

Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No
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Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No
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Agenda Item:

Background Info:

Recommendation:

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No
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Department of Livestock

1) Division
Meat and Poultry Bureau

2) Employees Traveling

Gary Hamel

3) Justification

Background Info: Travel to North Carolina to attend the Fall meeting for the National Association of State Meat and Food Inspection Directors with my 26 counterparts. This meeting is in conjunction with the United States Animal Health Association Meeting. This meeting is particularly important as we will be discussing upcoming on-site audits. Montana is scheduled for an on-site audit in the Spring of 2017. Dates of the meat inspection portion of the meeting are October 17-18, 2016.

4) Itinerary

5) Submitted By

Requested By
Gary HamelTitle
Bureau ChiefDate
9/23/2016

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

Board Chair / EO

Date

9/23/16

NOTE: A travel expense voucher form must be filed within three months after incurring the travel expenses, otherwise the right to reimbursement will be waived.



Board of Livestock Meeting

Agenda Request Form

September 23, 2016

1. From: Marty Zaluski		Division/Program: Animal Health	
Agenda Item: <u>Trichomoniasis Tags (Received Interim Approval)</u>			
Animal Health Division received interim authorization to proceed with a rule change regarding the fee for trichomoniasis tags.			
The color of trich tags changes on an annual basis to provide a timeframe for assessing when a bull out on range was last tested. The annual color change occurs on September 1 of each calendar year. MDOL orders tags for the upcoming year in August of each year based upon any remaining inventory of the upcoming color and total tag distribution for the past several years.			
By receiving an interim approval, we are be able to file the proposed rule 2 weeks earlier (September 12) with a 28 day comment period ending on October 21. Adoption of the final rule may occur on October 31 with the effective date of the rule being November 11. Without interim approval, this entire process would be extended to an adoption date of November 26. The rule proposal is enclosed .			
<u>32.2.401 DEPARTMENT OF LIVESTOCK ANIMAL HEALTH DIVISION FEES</u> (1) through (4)(i) remain the same.			
(j) Trichomoniasis tags (5)		6.45	<u>8.35</u>
(k) Trichomoniasis tags (10)		12.90	<u>16.70</u>
(l) Trichomoniasis tags (25)		32.25	<u>41.75</u>
AUTH: 81-2-102, MCA			
IMP: 81-1-102 , 81-2-502 , 81-2-704			
REASON: The department proposes to amend the above-stated rule to ensure fees are commensurate with the costs as required by 81-1-102 (2), MCA.			
Time needed: 2 MIN	Attachments:	YES	Board vote required? YES

2. From: Marty Zaluski		Division/Program: Animal Health	
Agenda Item: <u>Rule Revisions</u>			
Please see the attached enclosed rule proposals to:			
<ul style="list-style-type: none"> • Provide consistency between the regulations of our state B. ovis program and our import requirements for B. ovis testing in ARM 32.3.218 Special Requirements for Sheep. • Add the “V” brand for trichomoniasis positive bovines to ARM 32.3.2001 Brands and Earmarks. • Add ‘biological permits’ to the list of permits that valid for greater than 10 days per ARM 32.3.207. • Update citation changes in ARM 32.3.218 and 32.3.2001 			
Future rule change proposals: In upcoming BOL meetings, Animal Health anticipates submitting numerous non-substantive rule changes to address citation errors or minor technical issues. We will also likely propose a rule to change the change requirements for tagging and CWD testing of alternative livestock.			
Time needed: 15 MIN	Attachments:	YES	Board vote required? YES

3. From: Marty Zaluski	Division/Program: Animal Health	
Agenda Item: Report on Out-of-State travel (NVS Exercise)		
<p>Dr. Eric Liska and Emily Kaleczyc traveled to Jerome, ID August 23-25 to attend the Idaho State/USDA joint National Veterinary Stockpile (NVS) exercise. NVS is a stockpile of equipment and supplies maintained by the USDA that can be deployed to states during large scale infectious animal disease outbreaks. Emily Kaleczyc is currently working on writing the NVS plan for Montana. Valuable lessons learned from observing this exercise include:</p> <ul style="list-style-type: none"> • NVS plans only encompass warehouse operations – they do not extend to how supplies would be distributed to the field • Choosing an existing warehouse (such as the DPHHS commodities warehouse in Helena that is tentatively included in the plan at this time and is willing to work with DOL on the NVS plan) for the NVS distribution site would make the NVS plan significantly easier to implement – professional warehouse staff already have the skills and equipment to unload pallets from a truck and store supplies in an organized manner • Planning a full-scale exercise would likely take a considerable amount of time, money, and effort – it may be more practical to request a table-top exercise of the Montana NVS plan when it is finished. There would be limited value in performing a full scale exercise if we plan to use an existing warehouse because professional warehouse staff are already more than capable of performing the necessary tasks for NVS and a full scale exercise would take them away from their usual, daily, duties in other programs. • The majority of supplies contained in NVS are personal protective equipment (PPE) <p>Attending this exercise helped significantly in writing the NVS plan for Montana as it allowed observation of an NVS plan in action and was a good opportunity for discussion with other state and federal officials involved in NVS.</p>		
Time needed: 5 MIN	Attachments:	NO
	Board vote required?	NO

BEFORE THE DEPARTMENT OF LIVESTOCK
OF THE STATE OF MONTANA

In the matter of the)	NOTICE OF PROPOSED AMENDMENT
amendment of ARM 32.2.401)	
department of livestock animal)	
health division fees and)	NO PUBLIC HEARING CONTEMPLATED
32.4.602 exportation of)	
alternative livestock,)	

TO: All Concerned Persons

1. On **October 23, 2016** the Department of Livestock proposes to amend and repeal the above-stated rules.

2. The Department of Livestock will make reasonable accommodations for persons with disabilities who wish to participate in the rulemaking process or need an alternative accessible format of this notice. If you require an accommodation, contact the Department of Livestock no later than 5:00 p.m., January 15, 2016, to advise us of the nature of the accommodation that you need. Please contact Executive Officer, Department of Livestock, 301 N. Roberts St., Room 304, P.O. Box 202001, Helena, MT 59620-2001; telephone: (406) 444-9525; TTD number: 1 (800) 253-4091; fax: (406) 444-4316; e-mail: MDOLcomments@mt.gov.

3. The rules as proposed to be amended provide as follows, new matter underlined, deleted matter interlined:

32.2.401 DEPARTMENT OF LIVESTOCK ANIMAL HEALTH DIVISION FEES (1) through (4)(i) remain the same.

(j) Trichomoniasis tags (5)	6.45 <u>8.35</u>
(k) Trichomoniasis tags (10)	12.90 <u>16.70</u>
(l) Trichomoniasis tags (25)	32.25 <u>41.75</u>

AUTH: 81-2-102, MCA
IMP: 81-1-102, 81-2-502, 81-2-704

REASON: The department proposes to amend the above-stated rule to ensure fees are commensurate with the costs as required by 81-1-102(2), MCA.

32.4.602 EXPORTATION OF ALTERNATIVE LIVESTOCK (1) Any alternative livestock exported must be tagged and marked in compliance with ~~81-3-102(2) and 87-4-414, MCA~~ ARM 32.4.201.

(2) The animal must meet the inspection requirements for change of ownership and movement of ~~game farm animals~~ alternative livestock prior to movement from the alternative livestock farm in accordance to ARM 32.4.301.

(3) The shipment must be accompanied by a certificate of inspection and valid bill of sale for animals that have changed ownership

AUTH: 87-4-422, MCA

IMP: 81-3-102, 87-4-414, 87-4-422, MCA

REASON: Other alternative livestock rules have been amended to remove the term "game farm animals" replacing that phrase with "alternative livestock." ARM 32.4.602(2) was apparently overlooked and the department is proposing to amend the section accordingly.

In (3), the department is proposing to insert the word "must" as to read grammatically correct.

Implementation citations are being added to accurately reflect all statutes implemented through the rule.

5. Concerned persons may submit their data, views, or arguments in writing concerning the proposed action to Department of Livestock, 301 N. Roberts St., Room 306, P.O. Box 202001, Helena, MT 59620-2001, by faxing to (406) 444-1929, or by e-mailing to MDOLcomments@mt.gov to be received no later than 5:00 p.m., **October 21, 2016**.

6. If persons who are directly affected by the proposed action wish to express their data, views, and arguments orally or in writing at a public hearing, they must make a written request for a hearing and submit this request along with any written comments they have to the same address as above. The written request for hearing must be received no later than 5:00 p.m. **October 21, 2016**.

7. If the department receives requests for a public hearing on the proposed action from either 10 percent or 25, whichever is less, of the persons who are directly affected by the proposed action; from the appropriate administrative rule review committee of the Legislature; from a governmental subdivision or agency; or from an association having not less than 25 members who will be directly affected, a public hearing will be held at a later date. Notice of the public hearing will be published in the Montana Administrative Register. Ten percent of those persons directly affected has been determined to be 3 based upon 32 licensed alternative livestock facilities in the state of Montana.

8. The department maintains a list of interested persons who wish to receive notices of rulemaking actions proposed by this department. Persons who wish to have their name added to the list shall make a written request that includes the name, e-mail, and mailing address of the person to receive notices and specifies for which program the person wishes to receive notices. Notices will be sent by e-mail unless a mailing preference is noted in the request. Such written request may be mailed or delivered to the contact person in 5 above or may be made by completing a request form at any rules hearing held by the department.

9. An electronic copy of this proposal notice is available through the Secretary of State's web site at <http://sos.mt.gov/ARM/Register>. The Secretary of State strives to make the electronic copy of this notice conform to the official version of the notice, as printed in the Montana Administrative Register, but advises all concerned persons that in the event of a discrepancy between the official printed text of the notice and the electronic version of the notice, only the official printed text will be considered. In addition, although the Secretary of State works to keep its web site accessible at all times, concerned persons should be aware that the web site may be unavailable during some periods, due to system maintenance or technical problems.

10. The bill sponsor contact requirements of 2-4-302, MCA does not apply.

11. With regard to the requirements of 2-4-111, MCA, the department has determined that the adoption and amendment of the above-referenced rules will not significantly and directly impact small businesses.

BY: /s/ Michael S. Honeycutt
Michael S. Honeycutt
Executive Officer
Board of Livestock
Department of Livestock

BY: /s/ Cinda Young-Eichenfels
Cinda Young-Eichenfels
Rule Reviewer

Certified to the Secretary of State, September 12, 2016.

<u>Rule No.</u>	<u>Rule Title</u>	<u>Reason for Revision</u>
32.3.218	Special Requirements for Sheep	<p>To provide consistency between the regulations of our state B. ovis program and our import requirements for B. ovis testing.</p> <p>(1) Sheep may enter the state of Montana provided they are transported or moved in conformity with ARM 32.3.201 through 32.3.211.</p> <p>(2) All breeding rams <u>eight months of age and older</u> must have a negative ELISA, or other recognized test, for Brucella ovis within 30 days prior to entry into Montana or originate directly from an officially recognized Brucella ovis free flock. <u>Animals must be individually identified with an approved method of official</u> Individual identification <u>in conformity with ARM 32.3.1308</u>by eartag or tattoo is required along with <u>and the</u> date of the last Brucella ovis herd test, <u>if applicable, must be cited on movement document</u>. All rams must be free of any gross lesions of ram epididymitis upon examination by the certifying accredited veterinarian.</p> <p>(3) If tested rams are destined for an official Montana free flock they will be held separate and apart from other sheep at destination and officially retested for Brucella ovis 45 days after arrival.</p> <p>(4) Sheep infected with biting lice may enter by permit only after acceptable insecticide treatment under supervision of an accredited veterinarian.</p> <p>(History: 81-2-102, 81-20-101<u>81-2-703</u>, MCA; <u>IMP</u>, 81-2-102, 81-20-101, 81-2-103, MCA; Eff. 12/31/72; <u>AMD</u>, Eff. 11/4/75; <u>AMD</u>, Eff. 6/5/76; <u>AMD</u>, Eff. 5/5/77; <u>AMD</u>, 1977 MAR p. 962, Eff. 11/26/77; <u>EMERG</u>, <u>AMD</u>, 1/20/78; 1978 MAR p. 579, Eff. 4/25/78; <u>AMD</u>, 1978 MAR p. 1179, Eff. 8/11/78; <u>AMD</u>, 1979 MAR p. 844, Eff. 8/17/79; <u>AMD</u>, 1980 MAR p. 1713, Eff. 6/27/80; <u>AMD</u>, 1990 MAR p. 300, Eff. 2/9/90; <u>AMD</u>, 1996 MAR p. 2300, Eff. 8/23/96.)</p>
32.3.2001	Brands and earmarks	<p>Addition of the "V" brand for trichomoniasis positive bovines to produce an inclusive list of animal health brands.</p> <p>(3) The following brands and earmarks owned and registered in the name of the Department of Livestock, Animal Health Division shall be used only for the purpose herein designated and shall not be used on livestock by anyone other than an official representative of the Montana Department of Livestock, Animal Health Division.</p> <p>(a) Brands and earmarks for cattle:</p> <p>(i) "T" on right or left jaw designates reactors to the tuberculin test and animals otherwise determined to be affected with tuberculosis.</p>

		<p>(ii) "B" on right or left jaw designates reactors to the blood test for brucellosis and cattle otherwise determined to be affected with brucellosis.</p> <p>(iii) "U" out of bottom of each ear designates calves officially vaccinated with Brucella abortus vaccine.</p> <p>(iv) "0 - 9" inclusive on right side of neck of calves designating the year in which calves are officially vaccinated with Brucella abortus vaccine. (For example - 8 for 1958, 4 for 1964.)</p> <p>(v) "0" (hole) in either ear designates adult cattle officially vaccinated with Brucella abortus vaccine.</p> <p>(vi) "F" on left shoulder designated feeder cattle in a quarantined feedlot.</p> <p>(vii) "S" on right or left side of neck or ♠ (spade mark) on right or left side of jaw designates officially spayed heifers.</p> <p>(viii) "S" on left jaw to designate animals exposed to brucellosis.</p> <p><u>(ix) "V" on the right tailhead to designate trichomoniasis positive bovines.</u></p> <p>(b) Brands and earmarks for sheep:</p> <p>(i) "S" on right back designated quarantined sheep (imported or quarantined for any purpose.)</p> <p>(c) Brands and earmarks for horses:</p> <p>(i) "81A" on left neck or left shoulder, to be used with marks "0 to 99".</p> <p>(ii) "0 to 99" on left neck to be used with "81A".</p> <p>(History: 81-2-102, MCA; <u>IMP</u>, 81-2-102, <u>81-2-103</u> MCA; Eff. 12/31/72; <u>AMD</u>, 1980 MAR p. 1082, Eff. 3/28/80; <u>AMD</u>, 1983 MAR p. 737, Eff. 7/1/83; <u>AMD</u>, 1996 MAR p. 2300, Eff. 8/23/96; <u>AMD</u>, 2012 MAR p. 1637, Eff. 8/10/12; <u>AMD</u>, 2015 MAR p. 936, Eff. 7/17/15.)</p>
32.3.207	Permits	<p>Per 32.3.2301 MDOL is able to issue long term biologics permit upon request. MDOL is including this greater than 10 day biologics permits in this list for completeness.</p> <p>(1) Permits are issued by the Montana Department of Livestock. Persons applying for permits shall provide the following information: names and addresses of the consignor and consignee, number and kind of animals, origin of shipment, final destination, purpose of shipment, method of transportation, including names of transporter, and such other information as the state veterinarian may require.</p> <p>(2) Permits are valid for no longer than ten days from the date of issuance unless otherwise specified as follows:</p> <p>(a) blanket:</p> <p>(i) permanent market, until rescinded;</p> <p>(ii) temporary market, up to 30 days;</p> <p>(b) cross border grazer, nine months;</p>

		<p>(c) entry extended, 30 days; (d) equine annual, yearly; (e) NPIP poultry, yearly; (f) re-entry, up to 30 days; (g) semen: (i) equine, annual; (ii) bovine, domestic, annual; (iii) bovine, international, annual; and (h) six-month horse passport, six months <u>(i) biologics, annual;</u> <u>(j) biologics, long term.</u></p>
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