



Board of Livestock Meeting

Agenda Request Form

From: Dan Turcotte		Division/Program: Milk and Egg Bureau			Meeting Date: 10/27/16		
<u>Agenda Item:</u> General Updates							
Background Info:							
Recommendation:							
Time needed: 10 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: 10/27/16		
<u>Agenda Item:</u> General Updates							
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	



Board of Livestock Meeting

Agenda Request Form

From: Leslie Doely	Division/Program: Brands Enforcement	Meeting Date: 10/27/2016
Agenda Item: Over-the-counter Services for Brands Customers		
Background Info:		
<p>BE currently allows customers to walk into the Helena office, apply for a new brand or transfer, and walk out of the office with their new certificate. These applicants have always been helped ahead of any mail-in applications that may be waiting to be processed. This practice is contradictory to a 2010 performance audit that states that as a competitive process, all new brand applications should be processed in the order in which they are received; in other words, someone could walk in and apply for a brand that someone else has already applied for via mail, and get that brand ahead of the mail-in simply because they came in to the office.</p>		
<p>Recommendation: Please recommend whether BE should comply with the audit recommendation, or continue to offer new brands and transfer services over the counter to brand customers.</p>		
Time needed: 30 min?	Attachments: Yes No	Board vote required? Yes No
Agenda Item: Crimestoppers Board Member Appointment		
Background Info:		
<p>2-15-3104 MCA indicates that Board Chair appoints members of the Crimestoppers board.</p>		
<p>Recommendation: Two members of the public are required to be on the Crimestoppers board and have not yet been recruited.</p>		
Time needed: 15 min	Attachments: Yes No	Board vote required Yes No
Agenda Item: General Updates		
Background Info:		
Recommendation:		
Time needed: 10 min	Attachments: Yes No	Board vote required: Yes No
Agenda Item:		
Background Info:		
Recommendation:		

Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No
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use new brands for a significant amount of time. Without a brand, it is difficult to prove livestock ownership. This makes it more challenging to sell livestock or to legally transport livestock across county or state lines.

RECOMMENDATION #5

We recommend the Department of Livestock:

- A. *Establish policy and procedures for refunding application fees.*
 - B. *Establish time-limits for processing of new brand applications and brand transfer requests.*
 - C. *Evaluate its current conflict-checking procedures to determine if the process could be carried out more efficiently.*
 - D. *Establish policy governing the denial of applications and rejection of incomplete applications.*
-

Setting Priorities for Processing New Brand Applications and Brand Transfer Requests

The Brands Enforcement Division (division) does not have a formal system for prioritizing new brand applications and brand transfer requests. Generally, division staff indicated new brand applications are processed in the chronological order in which they were received by the division. However, two key exceptions were noted. The first is brand transfer requests are processed before new brand applications. As noted previously, we found that for the files we reviewed, the average time to process new brand applications was over six times longer than the time to process brand transfer requests. The second key exception is that new brand applications physically brought to the Helena office by the applicant are processed before those mailed in. During our file review, we noted eight out of 30 new brand applications had been physically brought into the office. Seven of these had available date information and the average time between when the application was received by the division and the date the brand certificate was issued was 20 days. For those applications mailed in (22 out of 30), the average time was 237 days. This is due in part to the current prioritization system.

The lack of department guidance for prioritizing applications and transfer requests directly affects the livestock industry. The availability of a brand for issuance depends on if it conflicts with brands already recorded. If an application or transfer request is processed out of chronological order, the resulting conflicts may render the requests of another brand application, received earlier but not yet processed, unavailable.

According to the National State Auditors Association, best management practices for regulatory programs require clear guidelines and procedures for processing applications, including how to prioritize applications. Since regulatory decisions affect individual applicants, regulatory agencies must ensure application processing is fair to all applicants. Even the perception of unfairness can damage the integrity of the regulatory program. By failing to consider the implications of processing applications out of chronological order, including the impacts to other applicants, the department may be hampering its ability to issue new brands efficiently.

RECOMMENDATION #6

We recommend the Department of Livestock process all new brand applications and brand transfer requests according to the date received by the department.

Department Staff Process Applications for Which No Fee Was Received

During audit work, we found division staff process applications for which there is no accompanying fee. We reviewed 25 files requiring further action before processing can be completed. Of these 25, we noted six of these were new brand applications had been checked for conflicts, even when no application fee had been received. For four of the six, staff researched similar brands and notified the applicants of brands currently available. It should be noted, no brand certificates were issued in association with these six applications.

Department management has failed to provide clear guidance to staff on this issue. The occurrence of staff processing new brand applications for which no fee has been received results in the department providing a service for which it has not been paid. This practice results in delayed brand issuance for those applicants who have submitted the full application fee along with a complete application.

RECOMMENDATION #7

We recommend the Department of Livestock only process applications for which there is an accompanying fee.

Montana Code Annotated 2015

[Previous Section](#) [MCA Contents](#) [Part Contents](#) [Search](#) [Help](#) [Next Section](#)

2-15-3104. Livestock crimestoppers commission. (1) There is a livestock crimestoppers commission.

(2) The commission consists of five members appointed by the presiding officer of the board of livestock. The members are:

- (a) the administrator of the brands enforcement division, or the administrator's designee;
- (b) a member of the board of livestock, or the member's designee;
- (c) a law enforcement official; and
- (d) two members of the public, appointed at large.

(3) The commission shall elect a presiding officer from its members.

(4) A member must be appointed for a term of 2 years and may be reappointed.

(5) (a) A vacancy must be filled within 14 days of occurrence in the same manner as the original appointment.

(b) A vacancy does not impair the right of the remaining members to exercise the powers of the commission.

(6) The commission is allocated to the department of livestock for administrative purposes only as provided in [2-15-121](#).

History: En. Sec. 3, Ch. 571, L. 1983; amd. Sec. 93, Ch. 61, L. 2007.

Provided by Montana Legislative Services

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Board of Livestock Meeting

Agenda Request Form

From: Dr. Bill Layton		Division/Program: Veterinary Diagnostic Laboratory			Meeting Date: October 27, 2016		
<u>Agenda Item:</u> General Updates							
Background Info:							
Recommendation:							
Time needed: 10 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 Harris		Division/Program: Centralized Services			Date: October 27, 2016 Board Meeting		
<u>Agenda Item:</u> 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, and animal health (lab fees) projections through September 30, 2016.							
Recommendation:							
Time needed: 15 min	Attachments:	Yes	No	Board vote required?	Yes	No	X
<u>Agenda Item:</u> State Special Revenue Collection Comparison FY 2016 with FY 2017 Actuals							
Background Info: George will present the FY 2017 state special revenue collections through September 30, 2016 compared to the same period last fiscal year.							
Recommendation:							
Time needed: 10 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	X
<u>Agenda Item:</u> FY 2017 Expenditure Projections to Fiscal Year End (FYE) 2017							
Background Info: Although early in the FY 2017, the initial expenditure projections to FYE 2017 by program will be presented.							
Recommendation:							
Time needed: 20 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	X
<u>Agenda Item:</u> Budget Status Through September 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 September 2016 and compared to the same period last fiscal year.							
Recommendation:							
Time needed: 5 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	X
<u>Agenda Item:</u> Per Capita Fee Setting Tax Year (TY) 2017							
Background Info: George will provide the Board with per capita fee data for TY 2017 which generates revenue for FY 2018. He will show the present head counts and projected revenues. He will show the three year statutory limit of the fee to be set. He will also show the budget requested per capita fee need for the department. The Board will be asked to formally vote on the per capita tax rate that will be provided to the Department of Revenue.							
Recommendation:							
Time needed: 15 minutes	Attachments:	Yes	No	Board vote required:	Yes	No	X
<u>Agenda Item:</u> Per Capita County Contract Amounts/FY 2017 Allocation to USDA/Wildlife Services							
Background Info: The data to update the county contracts for per capita allocation will be presented to the Board. This information will provide the Board with the information they need to authorize the allocation to the three							

counties. It will also show the amount of the statutory \$350,000 that remains and allocated to USDA Wildlife Services.

Recommendation:

Time needed: 30 minutes	Attachments:	Yes	No	Board vote required:	Yes	No
					X	

Agenda Item: Lab Cost Analysis

Background Info:

The lab cost analysis process has been reviewed by two board members, the executive officer, lab administrator and CSD staff. We will update the Board on the progress of our lab cost analysis project to date.

Recommendation:

Time needed: 20 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: October 27, 2016
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Agenda Item: Discuss meeting in North Carolina

Background Info: I recently traveled to North Carolina to attend the Fall meeting with my 26 counterparts. I plan to provide information regarding the meeting.

Recommendation:

Time needed: 5 minutes	Attachments:	Yes	No X	Board vote required?	Yes	No X
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Agenda Item: General Program Updates

Background Info:
General program updates

Recommendation:

Time needed: 10 minutes	Attachments:	Yes	No X	Board vote required	Yes	No X
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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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Agenda Item:

Background Info:

Recommendation:

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

Agenda Request Form

October 27, 2016

1. From: M. Zaluski/ E. Liska		Division/Program: Animal Health		
Agenda Item: <u>Out of State Travel Request – Wyoming Governors Brucellosis Coordination team meeting</u>				
<p>The Wyoming BCT meets two times per year and a Montana representative is requested each time to present a State brucellosis update. This meeting will be the first following Montana’s brucellosis testing requirements on cattle originating from Bighorn County Wyoming. The BCT will likely have questions on this subject. We have received multiple calls from producers in the area and have directed many of them to the Wyoming livestock board. Therefore, we feel it is important to have a MDOL representative attend. The upcoming meeting is on November 2 in Greybull, WY. Travel expenses would be covered by DSA General Fund dollars.</p> <p>Travel estimates are as follows: 700 miles x \$.25/mile= \$175 hotel 1 night = \$100 per diem x 2 =46 = \$92 Total \$423</p>				
Time needed: 10 MIN	Attachments:	NO	Board vote required?	YES

1. From: Marty Zaluski		Division/Program: Animal Health		
Agenda Item: <u>Out of State Travel Report – USAHA Greensboro, WY</u>				
<p>Drs. Zaluski, Szymanski, and Liska attended the annual USAHA meeting in Greensboro, NC recently.</p> <ul style="list-style-type: none"> • Dr. Zaluski attended sessions on brucellosis, animal welfare, captive cervids and alternative livestock, and tuberculosis. As a member of the executive committee Dr. Zaluski also attended executive committee and board of director meetings. • Dr. Szymanski attended sessions on: rabies and public health, farmed cervidae, USDA APHIS Veterinary Services, livestock identification, regionalization with states to establish a Scrapie free region, sheep and goats, and trichomoniasis. • Dr. Liska attended the State Animal Health Officials meeting, the Western States district meeting, the scientific advisory subcommittee on brucellosis, the subcommittee on brucellosis in the Greater Yellowstone Area, and the committee on brucellosis. 				
Time needed: 10 MIN	Attachments:	NO	Board vote required?	NO

Department of Livestock

1) Division
Animal Health**2) Employees Traveling**

Eric Liska, DVM

3) Justification

Wyoming Governor's Brucellosis Coordination Team, meeting on November 2ndth. Montana's brucellosis testing requirements on cattle coming from Bighorn County Wyoming will be discussed. Additional agenda items include an update on the current brucellosis cases in Wyoming (1 heavily infected herd currently under quarantine), Montana and Idaho updates, brucellosis research updates, Wyoming Game and Fish Department (WGFD) elk brucellosis surveillance and research updates.

Montana representation and attendance at this meeting will help keep DOL up to date on brucellosis issues in the three GYA states as well as new research and information.

700 miles x \$.25/mile= \$175

hotel 1 night = \$110

per diem x 3 =46 = \$138

Total \$423

4) Itinerary

November 1st departure and 430 miles travel day, 8 hours for meeting on Nov 2nd and return trip

5) Submitted By

Requested By
Eric Liska

Title
Program Veterinarian

Date
10/17/2016

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.



Board of Livestock Meeting

Agenda Request Form

From: Chad Lee		Division/Program: Milk Control Bureau			Meeting Date: October 27, 2016		
<u>Agenda Item:</u> General Update							
Background Info: General update							
Recommendation:							
Time needed: 10 min.	Attachments:	Yes	No X	Board vote required?	Yes	No X	
<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	