



Board of Livestock Meeting

Agenda Request Form

From: Mike Spatz	Division/Program: New Business-Executive Officer Updates to Board	Meeting Date: 12/17/2025
<u>Agenda Item:</u> Human Resources Updates		
Background Info: <ul style="list-style-type: none">• Staff Openings and Recruitment Updates• Requests to Hire<ul style="list-style-type: none">--Microbiologist – Bozeman Lab--Administrative Specialist – Animal Health Meat, Milk & Egg Bureau--IT Support – Level 2 – Central Services Division• General Updates<ul style="list-style-type: none">--Reminder: Year-End Employee Performance Evaluations		
Recommendation: n/a		
Time needed: 30 min	Attachments:	Yes X No 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



DOL Board Meeting December 17, 2025

Human Resource Update:

- **Staff Openings, Recruitment**
- **Requests to Hire:**
 - ❖ *Microbiologist- Bozeman Lab*
 - ❖ *Administrative Specialist- Animal Health Meat, Milk and Egg Bureau*
 - ❖ *IT Support – Level 2 – Central Services Division*
- **General Updates:** Reminder: Year- End Employee Performance Evaluations

Staff Openings and Recruitment



DOL is actively recruiting
for 4 positions:



Veterinary Microbiologist- Section
Head

Livestock Market Inspector- Billings

Livestock Market Inspector- Part-
Time- Glendive, MT

Livestock Market Inspector- Part-
Time- Sidney, MT

➤ OVERVIEW- OCT. 29, 2025,-DEC. 17, 2025

- ✓ DOL had **2** new hires and **1** internal promotion since the last board meeting. (*Animal Health –Meat Inspection Sup. / Sanitarian Supervisor and Brands- Market Inspector*)
- ✓ DOL has had **2** vacated positions (*Animal Health- Microbiologist/ CSD- IT Support*).
- ✓ The Department has **(2)** notices of future resignations at this time. (*Brands- Market Supervisor and District Investigator*)

Staffing/ Position Highlights



ANIMAL HEALTH

DIVISION

- **Daniel Sclavi-** has joined the Department as the Meat Inspection Supervisor in the Southeast area. Daniel joined the department on Nov. 15, 2025
- **Job Greenall-** Was promoted to the Sanitarian Supervisor position in the Meat, Milk and Egg Bureau. His first day in the new role was Dec. 15th.
- **Animal Health Positions to Fill:** Continues to recruit for the Veterinarian Microbiologist – Section Head position in the Lab. Will need to fill a Sanitarian position.

BRANDS DIVISION

- **Wyatt Gaskins-** Joined the Miles City Brands Team as a Market Inspector. Wyatt started with the Department on November 24th.

Brands Positions to fill: Will be recruiting for a Market Supervisor in Ramsey and Investigator for District 11 as well as Market Inspector positions in Eastern Montana Markets.





Requests to Hire

CENTRAL SERVICES DIVISION

1. Request to hire an IT Systems Support- Level 2 Position.
 - Replace the currently vacated IT Support – Level 1 position.
 - Need is for higher level IT Work along with front line support.
 - Pay range is estimated from \$63K Annually to \$73K annually.

ANIMAL HEALTH DIVISION

1. Request to hire a Microbiologist position in the Bozeman Lab.
 - This position would fill a vacated position currently classified as a 'Program Manager'.
 - Requested due to work load needs.
 - Pay is \$59,363.20 Annually
 - 43% savings in wages(Program Manager-\$105,618.00/Annually)
2. Request to hire an Administrative Specialist Position within the Meat, Milk and Egg Bureau.
 - This would be an internal only recruitment filling a currently vacated position (No Increase to FTE Count).
 - Requested due to work needs within the Bureau.
 - Would be similar to vacated position, however classified correctly.
 - Market range for position is \$46k to \$58K annually.

Reminder: Year End Performance Evaluations



❖ **2025 Year-End Annual Performance Evaluation** process started Nov. 1, 2025 ends Jan. 31, 2026

-It is expected that all Department of Livestock employees participate in the annual evaluation process.

- ✓ **95% of employees have completed their self evaluations.**
- ✓ **10% of Managers have completed an evaluation of their staff and have held a feedback meeting.**
- ✓ **3% of the evaluations are finalized.**

*Evaluations are officially recorded in the State's TALENT system.

Criteria: Includes 5-7 specific competency areas for front-line staff.

Leadership roles at DOL involve additional competency sets.

5 Steps in the Year-End Performance Evaluation





Other General Updates...

...Questions?

THANK YOU!!





DEPARTMENT OF LIVESTOCK

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: IT Systems Support - 2

Department: Department of Livestock

Position Number: 56300035

Division and Bureau: Centralized services Division

Location: Helena

Overview of the Department: The Centralized Services Division provides a wide range of services and support for the five divisions in the department. Responsibilities include budgeting, accounting, payroll, personnel, purchasing, property inventory, information technology, legal and general services.

Job Overview: The IT Systems Support 1 position is responsible for providing upper tier and front line technical assistance for IT related systems and tools for the Department of Livestock. This position and the included duties and responsibilities are critical in facilitating an innovative, stable, accurate, and efficient technology environment. This position provides basic and advanced technical support to all agency employees for software, hardware, system access, and other technology-based systems and tools used within the agency. This includes troubleshooting software applications or hardware issues when problems occur by conducting research, working with vendors, working with the State Information Technology Services Division (SITSD), or working within a team to identify solutions, provide recommendations, and assisting in the implementation of the chosen solutions.

This position will manage assigned IT systems utilized by the Department of Livestock employees to perform their job functions including but not limited to: applications, software, computer systems, mobile devices, network tools and features, security tools and features, and other IT systems. This work may include scheduling, conducting, and coordinating computer software or hardware installation and configuration, customization of new or existing software or hardware, and maintaining or patching of existing IT Systems. The incumbent in this position reports directly to the Department's CIO.

Essential Functions (Major Duties or Responsibilities):

A. Systems Support and Analysis

(95%)

- Assists customers and users with computer or technology-related problems.
- Troubleshoots and resolves technical issues and assists with computer testing.
- Answers questions and trains users about computer processes and procedures.
- Maintains records of technical issues, customer problems, and actions taken to resolve problems.
- Resolves technical support issues for non-technical users.
- Setup hardware and software for users.

- Provides training to users for software programs and peripheral hardware such as printers or other equipment.
- Performs routine maintenance tasks.
- Tests and evaluates existing network, applications or computer systems.
- Test and evaluate existing network, applications or computer systems.
- Routinely conducts research to identify and implement solutions for technical problems where the cause is not a known issue.
- Tracks and reports recurring technical issues requiring system modification to IT system administrators, analysts or managers for resolution.
- Responds directly to escalated customer issues that IT Systems Support from lower levels cannot resolve.
- Provides specialized support functions.

B. Other Duties as Assigned:

(5%)

Physical and Environmental Demands:

Duties of the incumbent require physical activity in the form of bending, stooping, lifting, moving throughout the department, and working in confined areas where electronic equipment is located. The incumbent often moves equipment weighing more than 50 pounds between offices. May be required to work more than 8 hours per day working with a computer and occasionally may be required to work more than 40 hours in a work week. May be required to work weekends or after hours or on-call to perform system upgrades or changes and respond to issues. Travel is minimal in this position up to 5% of the time. This position qualifies for 1-2 days of telework.

Knowledge, Skills, and Abilities (Behaviors):

Required for the first day of work:

- A strong customer service focus, with ability to maintain positive working relationships
- Knowledge of information processes and network technologies, including the various hardware platforms, software applications (both server and workstation), hardware and software configurations, peripherals, and troubleshooting and diagnostics tools and techniques
- Knowledge of the following hardware: Computers, servers, printers, mobile devices, and other department-supported hardware as implemented
- Knowledge of the following software: Microsoft Active Directory, Microsoft Windows, Group Policy Management, Microsoft Office (Word, Excel, Outlook, etc.)
- Knowledge of the following software: Microsoft Server, Microsoft PowerShell, security software and tools, and other department- supported software as implemented
- Ability to function effectively as a member of a team and independently
- Ability to effectively communicate complex concepts in one-on-one and teaching situations
- Ability to write clear and usable instructions for both technical and non-technical audiences

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- Ability to prioritize tasks and manage multiple projects to meet deadlines while maintaining consistently high levels of product quality
- Ability to apply innovative thinking in conjunction with an understanding of emerging technologies to address the needs and problems of end users and customers
- Strong aptitude for learning new skills, adapting to new technologies, and implementing new methodologies.

Minimum Qualifications (Education and Experience):

- Associate degree in information technology or related field
- One year of experience working on a help desk or in a helpdesk support role
- Other combinations of education and experience may be substituted and will be evaluated on an individual basis.

Supervisory Requirements: None

Special Requirements:

List any other special required information for this position

☐ Fingerprint check

☐ Driving History Check

☒ Background Check

☒ Union Code None

☐ Other; Describe:

☒ Safety Responsibilities:

1. Complies with the Department's Safety Program as outlined in its Workplace Safety Policy
2. Observes all safety rules and applies accident prevention principles while performing duties
3. Reports all workplace accidents or injuries to the supervisor or designee

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Rick Corder

CIO

Immediate Supervisor

Title

Date

Brian Simonson

CSD Administrator/Deputy EO

Administrative Review

Title

Date

My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: IT Systems Support

Job Code Number: C1F011

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Classification Complete

☒ Organizational Chart attached

Human Resources:

Michael Spatz

Human Resource Officer

Signature	Title	Date
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Position Title	Microbiologist
Organizational Role	Histology, Pathology, Float Technologist
Position Number	56300xxx
Reports to	Veterinary Section Head

This position description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

Laboratory Role within the Montana Department of Livestock

The Montana Veterinary Diagnostic Laboratory (MVDL) is a bureau of the Animal Health and Food Safety Division of the Montana Department of Livestock, within the executive branch of Montana state government. The laboratory is housed in one facility within the Marsh Laboratory building on the Montana State University campus in Bozeman Montana and serves as the only accredited, full-service veterinary diagnostic laboratory in Montana.

Laboratory Mission

MVDL's mission is to serve the State of Montana by providing high quality, accurate, financially accessible, sustainable, and timely veterinary diagnostic testing, results and consultation; to maintain the highest level of honest, ethical and confidential standards of laboratory conduct; to assist state animal health officials in the diagnosis, control and prevention of animal disease; and to contribute to state and national efforts to protect both animal and public health.

Purpose of the Position

This is a technical and support position, encompassing necropsy assistance; pre-analytical, analytical, and post-analytical specimen processing; fixing, infiltrating, embedding, and sectioning tissues; histochemical and immunohistochemical staining; production of slides; completion of quality control measures; monitoring of section technical materials and environmental conditions; maintenance of section equipment; review and revision of section procedure; proficiency testing participation; overseeing laboratory hazardous waste storage and bulking; and coordination and support of quality system and section process to ensure the compliant fulfillment of laboratory objectives.

Paying strict attention to safety; integrity; dependability; analytical thinking; quality control; record detail; regulatory and quality system compliance; industry standards; risk prevention; communication; cooperation; stress tolerance; adaptability; flexibility; self-control; concern for others; initiative; independence; persistence; achievement; effort; social orientation; and client fulfillment is paramount to this position.

Worker Requirements

Education:

- BS or BA or equivalent/comparable science degree is required.
- MS or PhD in a science related field is preferred.

Experience:

- Two years veterinary diagnostic laboratory or relevant work experience is required.
- Hazardous waste handling experience is preferred.

Licensing:

- On-the-job training and certification for basic Hazmat compliance is required, e.g. Department of Transportation HazMat.

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- A valid driver's license is preferred.

Required Knowledge

- **Microbiology:** microbiology, including the disciplines of bacteriology, mycology, parasitology, virology, and immunology. This includes familiarity with molecular biology; the structure, function, propagation and biological and ecological relationships of microbes and prions with animals, plants, humans, other microbes and the environment; antimicrobial resistance, microbial pathogenesis; the components and functions of host defense mechanisms in both antigen-specific and non-specific responses, and applications of immunological processes in laboratory assays; the etiology, pathogenesis, transmission, immunity/resistance, diagnosis, therapeutics, prevention and control of diseases of animals and zoonotic diseases.
- **Biology:** animal organisms, their tissues, cells, functions, interdependencies and interactions with each other and the environment.
- **English Language:** structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- **Chemistry:** chemical and biochemical composition, structures and properties of substances and of the chemical processes and transformations that they undergo to include use of chemical and their interactions, danger signs, production techniques and disposal methods.
- **Mathematics:** arithmetic, algebra, geometry, calculus, and statistics and their applications.
- **Computers and Electronics:** electronic equipment and computer hardware and software, including applications.
- **Customer and Personal Service:** principles and processes for providing client and administrative support services; includes client needs assessment, meeting quality standards for service and evaluation of client satisfaction.
- **Clerical:** required knowledge of administrative and clerical procedures and systems such as word processing, spreadsheet and database use, managing files and records, and compiling reports.
- **Public Safety and Security:** relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, animals, data, property, and institutions.

Required Skills

- **Science:** using scientific rules and methods to solve problems.
- **Reading Comprehension:** understanding written sentences, paragraphs, and terminology in work related documents.
- **Writing:** communicating effectively in writing as appropriate for the needs of the audience.
- **Active Listening:** giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking:** using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Active Learning:** understanding the implication of new information for both current and future problem-solving and decision-making.
- **Speaking:** talking to others to convey information effectively.
- **Judgement and Decision Making:** considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Monitoring:** monitoring and assessing personal performance and task progress to make improvements or take corrective action.
- **Learning Strategies:** selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Complex Problem Solving:** identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- **Systems Analysis:** determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Coordination:** adjusting actions in relation to other's actions.
- **Service Orientation:** actively looking for ways to help people.

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- **Social Perceptiveness:** being aware of others' reactions and understanding why they react as they do.
- **Troubleshooting:** determining causes of operating errors and deciding what to do about it.

Characteristic Abilities

- **Inductive Reasoning:** combining pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Written Comprehension:** reading and understanding information and ideas presented in writing.
- **Written Expression:** communicating information and ideas in writing so that other will understand.
- **Category Flexibility:** generating or using different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning:** applying general rules to specific problems to produce answers that make sense.
- **Information Ordering:** arranging things or actions in a certain order or pattern according to a specific rule or set of rules.
- **Oral Comprehension:** listening to and understanding information and ideas presented through spoken words and sentences.
- **Oral Expression:** communicating information and ideas in speaking so that other will understand.
- **Problem Sensitivity:** telling when something is wrong or is likely to go wrong.
- **Flexibility of Closure:** identifying or detecting a known pattern (figure, object, etc.) that is hidden in other distractive material.
- **Selective Attention:** concentrating on a task over a period of time without being distracted.
- **Speech Recognition:** identifying and understanding the speech of another person.
- **Speech Clarity:** speaking clearly.
- **Near Vision:** seeing details at close range.
- **Finger Dexterity:** making precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Manual Dexterity:** quickly moving hands or arms to grasp, manipulate, or assemble objects.
- **Arm-Hand Steadiness:** keeping hands and arms steady while moving arms or while holding arms and hands in one position.
- **Mathematical Reasoning:** choosing the right mathematical methods or formulas to solve a problem.
- **Number Facility:** adding, subtracting, multiplying, or dividing quickly and correctly.
- **Perceptual Speed:** quickly and accurately comparing similarities and differences among sets of letters, numbers, objects, pictures, or patterns; things to be compared may be present at the same time or one after the other; includes comparing a presented object with a remembered object.
- **Time Sharing:** shifting back and forth between two or more activities or sources of information.
- **Visual Color Discrimination:** matching or detecting differences between colors, including shades of color and brightness.
- **Visualization:** imaging how something will look after it is moved or rearranged.

Occupational Requirements

Work Activities:

Assists Pathologists with Necropsy and Triage

Unloads carcasses; assists with carcass manipulations to facilitate necropsy; assists with equipment and material use during necropsy; labels and packages triaged and save-back specimens; transports waste from necropsy; incinerates necropsy waste; cleans and maintains necropsy tools and areas.

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Completes Pre-analytical, Analytical, and Post-Analytical Specimen Processing

Ensures that accessioned submission information, specimen inventory, specimen signalment, and testing placeholders have been correctly entered into VADDS; evaluates specimens for suitability; prepares specimens for tissue cut in with awareness of generalized veterinary disease processes and normal or abnormal conditions; determines accurate representation of appropriate gross cut sites in tissues; determines areas of interest; gross cuts tissue samples; orders tests in VADDS; further ensures specimen integrity, identification, and organization throughout storage; retains specimens per defined rotation and duration.

Performs Tissue Processing and Histochemical and Immunohistochemical Stains to Produce Slides

Follows defined procedure and workflow for tissue fixation and paraffin infiltration; pretreats bone and nail specimens; positions samples in embedding cassettes to ensure accurate representation of tissue section to aid in diagnosis by the Pathologists; embeds tissue; sections embedded tissue and ensures consistent and smooth sectioning of tissue; mounts sectioned tissue on microscope slides; identifies and problem solves issues that may include wrinkles, bubbles, loss of tissue and uneven staining results; troubleshoots undesirable microtome performance and sectioning of difficult tissue; performs histochemical and immunohistochemical staining procedures; evaluates slide quality; problem solves stains that do not perform as expected; coverslips slides for maximum optical clarity; delivers slides to Pathologists.

Ensures Ongoing Technical Process Quality Control (QC)

Completes defined QC procedure and measure to ensure compliance; enters QC data in compilations as directed; initiates preventive or corrective action as needed in response to QC performance.

Monitors Technical Materials and Environmental Conditions in the Pathology and Histology Areas

Inventories, orders, and stocks consumables; inventories, orders, stocks, and lot tracks defined technical materials; monitors defined environmental conditions; prepares solutions and disinfectants; cleans and disinfects the pathology and histology areas, materials, and tools; properly disposes or processes waste.

Maintains Equipment in the Pathology and Histology Areas

Uses, monitors, maintains, and calibrates section equipment per defined procedure and workflow; completes and records defined equipment monitoring, maintenance, and calibration; communicates with equipment support representatives to trouble shoot as necessary.

Oversees Laboratory Hazardous Waste Storage and Bulking

Follows United States Environmental Protection Agency (USEPA), Resource Conservation and Recovery Act (RCRA), and the United States Department of Transportation (D.O.T.) to collect, categorize, bulk package, label, store, and monitor hazardous waste generated at the laboratory until contractor transport.

Assists in Developing New and/or Improved Pathology or Histology Support Procedures

Develops, reviews, and/or revises procedures or work instructions as directed and/or approved by the Pathology Section Head.

Participates in Proficiency Testing (PT)

Produces PT workups; forwards PT workups to the Pathology Section Head for review prior to submission; initiates preventive or corrective action as needed in response to PT performance.

Supports Workforce Preparedness

May provide additional workflow assistance or be cross trained in other duties as defined by the Pathology Section Head or Laboratory Director.

Completes Personnel Performance Self-evaluation

Completes employee goal setting, measurement, target outcome, task, and self-evaluation using the State of Montana Talent system; reviews manager performance evaluations; attends review meetings; provides final employee feedback.

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Conditions

- Pre-hire background check.
- Pre-exposure rabies vaccination may be required.
- Work is performed in a laboratory environment where exposure to zoonotic disease agents, hazardous chemicals, and physical dangers may occur.
- Unpleasant odors and sights are routinely encountered.
- Weekend or extended work may be required in the event of a disease outbreak or other urgent situation but is not routine.

Physical Demands

- Repetitive motion, extended periods of standing or sitting and some lifting may be required.

Tool and Technology Use

- Equipment used to complete work duties may include: analytical balance; automated tissue stainer; automated slide stainer; band saw; biological safety cabinet; digital imaging system; copier-printer-scanner-fax; embedding center; floatation bath; freezer; fume hood; hoist; incinerator; incubator; knife/blade; labeler; laminar flow hood; microscope; microwave oven; oven; personal computer/tablet; pH meter; pipette; pipette aid; portable electric generator; refrigerator; respirator; retriever; rotary microtome; steamer; stirrer/hotplate; stomacher; telephone; thermometer; timer; tissue blender; tissue processor; water bath; water purification system; wax trimmer.
- Applications used to complete work duties may include: VADDS; digital image databases; office suite software e.g. Microsoft Office; spreadsheet software e.g. Microsoft Excel; Web portals; State of Montana Talent application; proprietary equipment software programs.

Direct Reports

This position does not supervise other positions.

This position does not conduct performance evaluations.

This position is supervised by the Veterinary Pathology Section Head.

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DEPARTMENT OF LIVESTOCK

JOB DESCRIPTION



Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Administrative Specialist

Position Number: 56300054/ 00057

Location: Helena

Department: Department of Livestock

Division and Bureau: Meat Milk and Egg Bureau- Animal Health Division

Overview of the Department: Montana's Meat and Poultry Inspection Section's mission is to ensure that meat and poultry slaughtered, processed and/or stored within Montana meet all state and federal requirements for wholesome and unadulterated products for the consumer's safety. This is accomplished through onsite inspection of establishment facilities, slaughter operations, processing of products, laboratory testing, licensing and product labeling.

The Milk & Egg Section functions to ensure dairy producers and dairy processing plants meet all requirements for shipping raw milk and finished milk products out of state and ensure that all egg producers, graders, and handlers meet the requirements of the Agricultural Marketing Service - Poultry Division. The Bureau investigates complaints and outbreaks of disease related to any dairy products, eggs, or egg products and provides consultative services to sanitarians, businesses and citizens throughout the State as well as administrates environmental protection, disease prevention, and investigations (inspection & intervention) to ensure that FDA and USDA requirements are met.

Job Overview: The Administrative Specialist is instrumental to the success of the department by providing and coordinating a wide range of administrative, developmental, operational, office support and other related activities to support the efficient operations within the Meat Milk and Egg Bureau. Duties include but are not limited to being a knowledgeable initial point of contact, answering questions and providing information and assisting with a variety of requests for internal and external customers. To do this effectively duties related to reviewing, organizing and maintaining multiple program files, documents and mail, writing and reviewing operational reports procedures and policies and analyzing bureau data are essential. The Administrative Specialist will be the lead on departmental and special projects. As a member of a team, this position provides back-up for other functions within the department as needed and leads by example by providing excellent customer service.

Essential Functions (Major Duties or Responsibilities):

A. Operational Functions:

(75%)

- Writes and reviews administrative and operational reports and records.

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- Coordinates special projects and activities, including completing research, identifying issues, making minor changes, recommending major changes, and following up on changes to determine impact or completeness.
- Review administrative and operational changes, procedures, and policies.
- Represent the agency or other stakeholders and facilitates and documents meetings as needed.
- Assists with implementing new or corrective management practices.
- Assists with internal and external communications regarding administrative or operational progress and changes.
- Analyze data to track performance, monitor adherence with procedures and state and federal regulations, and initiate corrective actions.
- Will attend state or federal reviews and provides assistance as requested to determine and ensure compliance with departmental policies and procedures or administrative and operational projects.

B. Administrative and Office Support Duties:

(20%)

- Greets customers answers routine questions and/or responds to various requests such as providing account information and document and invoice processing.
- Maintain and enter information into databases.
- Proofreads documents, records, or other files to ensure accuracy.
- Monitors and maintains office supplies and equipment; responsible for office supply orders.
- Schedules and confirm appointments, events, travel, or meetings for clients, customers, or supervisors.

C. Other Duties as Assigned:

(5%)

- Provides back-up assistance, and tackles special projects for other areas throughout the department as needed or requested.

Physical and Environmental Demands:

The individual in this position will be performing job duties in a typical office environment. Fluctuations with worklode may require more than 8 hours per day on occasion. Frequent interactions with the public and other department staff is common. Minimal travel may be required on occasion and options to telework may be approved on a case-by-case basis.

Knowledge, Skills, and Abilities (Behaviors):

Required for the first day of work:

- Knowledge of standard office procedures along with maintaining electronic and physical files.
- Ability to learn multiple program specific systems, policies and procedures.
- Communicate effectively and diplomatically, both verbally and in writing with other staff members, agencies, and members of the public;
- Ability to analyze information and identify operational and customer needs;
- Resolve problems using critical thinking skills;
- Ability to provide exceptional customer service;

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- Prioritize workload and work on multiple tasks simultaneously while remaining flexible;
- Effectively work both in a team environment and independently to achieve objectives and timelines;
- Adapt to changing conditions and work responsibilities.

Minimum Qualifications (Education and Experience):

- High school diploma or its equivalent.
- One year of experience performing a variety of office support, clerical or other job related duties.
- Other combinations of education and experience may be considered on a case-by-case basis.

Preferred:

- Experience in meat, milk, or egg regulations.

Special Requirements:

List any other special required information for this position

☐ Fingerprint check

☐ Driving History Check

☒ Background Check

☐ Union Code ?????

☐ Other; Describe:

☒ Safety Responsibilities:

1. Complies with the Department's Safety Program as outlined in its Workplace Safety Policy
2. Observes all safety rules and applies accident prevention principles while performing duties
3. Reports all workplace accidents or injuries to the supervisor or designee

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
Alicia Love	M,M. & E. Bureau Chief	
Administrative Review	Title	Date

My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Administrative Assistant **Job Code Number:** Q61022 **Level:** 2

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☒ Classification Complete

☒ Organizational Chart attached

Human Resources:

Michael Spatz

Human Resource Officer

Signature	Title	Date
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Board of Livestock Meeting

Agenda Request Form

From: Lindsey Simon	Division/Program: Legal	Meeting Date: 12/17/2025					
<u>Agenda Item:</u> Executive Session Discussing Prospective Litigation							
<p>Background Info:</p> <p>The Department is considering filing an injunctive action for unlicensed practice, pending a current investigation. If the investigation substantiates reports of unlicensed practice, the Department would like Board approval to file an action.</p> <p>Recommendation:</p> <p>Motion and vote to allow the Department to proceed with unlicensed practice injunctive action.</p>							
Time needed: 10-15 mins	Attachments:	<table border="1"><tr><td>Yes</td><td>No ✓</td><td>Board vote required?</td><td>Yes ✓</td><td>No</td></tr></table>	Yes	No ✓	Board vote required?	Yes ✓	No
Yes	No ✓	Board vote required?	Yes ✓	No			



Board of Livestock Meeting

Agenda Request Form

From: Brian Simonson		Division/Program: Centralized Services		Meeting Date: 12/17/2025	
<u>Agenda Item:</u> Increasing USDA Wildlife Services Funding					
Background Info: Agenda item to facilitate a discussion around increasing the Department's \$575,000 funding for Predator Control.					
Recommendation: n/a					
Time needed: 10 min	Attachments:	Yes	No X	Board vote required:	Yes No X
<u>Agenda Item:</u> November 30, 2025 State Special Revenue Report					
Background Info: Report for month end comparisons of state special revenues.					
Recommendation: n/a					
Time needed: 10 min	Attachments:	Yes X	No	Board vote required:	Yes No X
<u>Agenda Item:</u> December 2025 through June 2026 Budget Projections Report					
Background Info: Report expenditure projections by division and/or bureau and attached boards.					
Recommendation: n/a					
Time needed: 15 min	Attachments:	Yes X	No	Board vote required?	Yes No X
<u>Agenda Item:</u> November 30, 2025 Budget Comparison Report					
Background Info: Report expenditure to budget comparison report by division and/or bureau and attached boards. This report also compares current year expenditures to prior year expenditures.					
Recommendation: n/a					
Time needed: 5 min	Attachments:	Yes X	No	Board vote required	Yes No X

**MONTANA DEPARTMENT OF LIVESTOCK
STATE SPECIAL REVENUE REPORT
NOVEMBER 30, 2025**

DEPARTMENT OF LIVESTOCK
STATE SPECIAL REVENUE/PROPRIETARY COMPARISON FY 2026 - 2025

		FY 2025 as of November 30, 2024	FY 2026 as of November 30, 2025	Difference November 30, FY25 & FY26	Budgeted Revenue FY 2026
	A	B	C	D	E
1	Fund Description				
2	02425 Brands				
	New Brands & Transfers	\$ 60,401	\$ 74,832	\$ 14,431	\$ 198,000
	Re-Recorded Brands	329,014	329,015	1	790,000
	Security Interest Filing Fee	14,398	16,530	2,132	42,300
	Livestock Dealers License	2,600	1,800	(800)	105,000
	Field Inspections	82,032	69,174	(12,858)	285,000
	Market Inspection Fees	538,198	372,359	(165,839)	1,524,800
	Investment Earnings	174,649	137,960	(36,689)	454,800
	Other Revenues	84,886	13,568	(71,318)	145,600
10	Total Brands Division Revenue	\$ 1,286,178	\$ 1,015,238	\$ (270,940)	\$ 3,545,500
12	02426 Per Capita Fee (PCF)				
	Per Capita Fee	\$ 105,232	\$ 88,473	\$ (16,759)	\$ 5,680,000
	Indirect Cost Recovery	104,904	52,331	(52,573)	455,000
	Investment Earnings	230,853	197,226	(33,627)	500,000
	Other Revenues	28,832	8,109	(20,723)	11,659
17	Total Per Capita Fee Revenue	\$ 469,821	\$ 346,139	\$ (123,682)	\$ 6,646,659
19	02701 Milk Inspection				
	Inspectors Assessment	\$ 112,898	\$ 89,143	\$ (23,755)	\$ 273,400
	Investment Earnings	725	200	(525)	500
22	Total Milk Inspection	\$ 113,623	\$ 89,343	\$ (24,280)	\$ 273,900
24	02262 EGG GRADING				
	Inspectors Assessment	\$ 107,447	\$ 90,210	\$ (17,237)	\$ 286,240
26	Total EGG GRADING	\$ 107,447	\$ 90,210	\$ (17,237)	\$ 286,240
28	06026 Diagnostic Lab Fees				
	Lab Fees	\$ 446,220	\$ 439,284	\$ (6,936)	\$ 1,716,002
	* Investment Earnings	1,006	8,362	\$ 7,356	10,000
	Other Revenues	1,299	963	(336)	4,000
31	Total Diagnostic Lab Fees	\$ 448,525	\$ 448,609	\$ 84	\$ 1,730,002
33	Combined State Special Revenue Total	\$ 2,425,594	\$ 1,989,539	\$ (436,055)	\$ 12,482,301

Voluntary Wolf Donation Fund - per 81-7-123 MCA

**** Donations** \$ 35,948 \$ 39,619 \$ 3,671 \$ 135,000

The monthly rate of return on STIP investments was 4.21% and 4.78% for November 30, 2025 and November 30, 2024, respectively. As of November 30, the fiscal year-to-date average rate of return for fiscal year 2026 and 2025 was 4.39% and 5.1%, respectively. The Department's STIP balance in all funds as of November 30, 2025 and November 30, 2024 was \$22,064,893 and \$23,318,462, respectively or \$1,253,569 less than last year. This includes the Proprietary STIP balance of \$460,788.

** Donations to the Volunteer Wolf Donation fund for the current fiscal year as of November 30, 2025 is \$39,619 or \$3,671 more than the same period last year. The total amount of donations received from inception of the voluntary wolf donation program is \$658,230 as of November 30, 2025. The Department has transferred \$482,997 of the voluntary wolf donations to Wild Life Services for predator control since the beginning of the program.

**MONTANA DEPARTMENT OF LIVESTOCK
EXPENSE PROJECTION REPORT
NOVEMBER 30, 2025**

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
NOVEMBER 30, 2025**

DIVISION: DEPARTMENT OF LIVESTOCK
PROGRAM: DEPARTMENT OF LIVESTOCK

			Year-to-Date Actual Expenses November FY 2026	Projected Expenses December to June 2026	FY 2026 Projected Year End Expense Totals	FY 2026 Budget	Projected Budget Excess/ (Deficit)
BUDGETED FTE			144.62				
	A	B	C	D	E	F	
61000 PERSONAL SERVICES							
1	61100	SALARIES	\$ 2,993,742	\$ 5,283,511	\$ 8,277,253	\$ 8,556,601	\$ 279,348
2	61200	OVERTIME	209,096	280,589	489,685	571,118	81,433
3	61300	OTHER/PER DIEM	2,800	6,400	9,200	11,200	2,000
4	61400	BENEFITS	1,267,316	2,001,791	3,269,107	3,392,428	123,321
5	TOTAL PERSONAL SERVICES		4,472,954	7,572,291	12,045,245	12,531,347	486,102
6	62000 OPERATIONS						
7	62100	CONTRACT	662,418	1,202,415	1,864,833	1,961,076	96,243
8	62200	SUPPLY	666,403	766,100	1,432,503	1,437,500	4,997
9	62300	COMMUNICATION	96,689	185,961	282,650	325,414	42,764
10	62400	TRAVEL	84,931	114,076	199,007	222,179	23,172
11	62500	RENT	308,651	543,058	851,709	989,587	137,878
12	62600	UTILITIES	29,890	22,189	52,079	68,892	16,813
13	62700	REPAIR & MAINT	128,633	141,574	270,207	225,012	(45,195)
14	62800	OTHER EXPENSES	114,843	430,217	545,060	595,123	50,063
15	TOTAL OPERATIONS		2,092,458	3,405,590	5,498,048	5,824,783	326,735
16	63000 EQUIPMENT						
17	63100	EQUIPMENT	-	19,967	19,967	19,967	-
18	TOTAL EQUIPMENT		-	19,967	19,967	19,967	-
19	67000 CLAIMS						
20	67200	DEPREDAATION REMIDIATION	161,952	66,640	228,592	150,000	(78,592)
21	TOTAL CLAIMS		161,952	66,640	228,592	150,000	(78,592)
22	68000 TRANSFERS						
23	68000	TRANSFERS	102,802	332,975	435,777	409,488	(26,289)
24	TOTAL TRANSFERS		102,802	332,975	435,777	409,488	(26,289)
25	TOTAL EXPENDITURES		\$ 6,830,166	\$ 11,397,463	\$ 18,227,629	\$ 18,935,585	\$ 707,956
26	BUDGETED FUNDS						
27	01100	GENERAL FUND	\$ 1,715,084	\$ 2,812,346	\$ 4,527,430	\$ 4,751,034	\$ 223,604
28	02262	SHIELDED EGG GRADING FEES	108,719	194,624	303,343	388,007	84,664
29	02425	BRAND INSPECTION FEES	2,053,699	1,597,998	3,651,697	3,651,697	-
30	02426	PER CAPITA FEE	1,258,340	4,329,224	5,587,564	5,898,661	311,097
31	02427	ANIMAL HEALTH	127	17,103	17,230	31,795	14,565
32	02701	MILK INSPECTION FEES	92,621	98,992	191,613	271,496	79,883
33	02817	MILK CONTROL	84,628	129,573	214,201	245,839	31,638
34	03209	MEAT & POULTRY INSPECTION	470,902	784,847	1,255,749	1,255,749	-
35	03032	SHELL EGG FEDERAL INSPECTION FEES	8,307	11,968	20,275	18,219	(2,056)
36	03427	FEDERAL UMBRELLA FFY24	311,162	257,275	568,437	568,437	-
37	03427	FEDERAL UMBRELLA FFY25	223	221,084	221,307	222,165	858
38	03673	FEDERAL ANIMAL HEALTH DISEASE GRA	-	21,729	21,729	21,729	-
39	06026	DIAGNOSTIC LABORATORY FEES	726,354	920,700	1,647,054	1,610,757	(36,297)
40	TOTAL BUDGETED FUNDS		\$ 6,830,166	\$ 11,397,463	\$ 18,227,629	\$ 18,935,585	\$ 707,956

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
NOVEMBER 30, 2025

DIVISION: CENTRALIZED SERVICES

PROGRAM: CENTRAL SERVICES AND BOARD OF LIVESTOCK

		Year-to-Date Actual Expenses November FY 2026	Projected Expenses December to June 2026	FY 2026 Projected Year End Expense Totals	FY 2026 Budget	Projected Budget Excess/ (Deficit)
BUDGETED FTE		14.00				
	A	B	C	D	E	F
	61000 PERSONAL SERVICES					
1	61100 SALARIES	\$ 391,244	\$ 659,579	\$ 1,050,823	\$ 1,000,599	\$ (50,224)
2	61104 OVERTIME	8,367	11,165	19,532	26,073	6,541
3	61300 OTHER/PER DIEM	2,400	4,900	7,300	8,200	900
4	61400 BENEFITS	143,398	220,628	364,026	381,919	17,893
5	TOTAL PERSONAL SERVICES	545,409	896,272	1,441,681	1,416,791	(24,890)
6	62000 OPERATIONS					
7	62100 CONTRACT	95,649	31,535	127,184	114,250	(12,934)
8	62200 SUPPLY	69,207	29,312	98,519	143,889	45,370
9	62300 COMMUNICATION	17,677	22,645	40,322	60,556	20,234
10	62400 TRAVEL	8,560	12,692	21,252	33,210	11,958
11	62500 RENT	69,782	97,485	167,267	301,609	134,342
12	62700 REPAIR & MAINT	-	1,610	1,610	1,704	94
13	62800 OTHER EXPENSES	15,915	22,900	38,815	35,961	(2,854)
14	TOTAL OPERATIONS	276,790	218,179	494,969	691,179	196,210
15	68000 TRANSFERS					
16	68000 TRANSFERS	27,602	168,175	195,777	169,488	(26,289)
17	TOTAL TRANSFERS	27,602	168,175	195,777	169,488	(26,289)
18	TOTAL EXPENDITURES	\$ 849,801	\$ 1,282,626	\$ 2,132,427	\$ 2,277,458	\$ 145,031
19	BUDGETED FUNDS					
20	02426 PER CAPITA	\$ 849,801	\$ 1,282,626	\$ 2,132,427	\$ 2,277,458	\$ 145,031
21	TOTAL BUDGETED FUNDS	\$ 849,801	\$ 1,282,626	\$ 2,132,427	\$ 2,277,458	\$ 145,031

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
NOVEMBER 30, 2025**

DIVISION: CENTRALIZED SERVICES
PROGRAM: LIVESTOCK LOSS BOARD

	Year-to-Date Actual Expenses November FY 2026	Projected Expenses December to June 2026	FY 2026 Projected Year End Expense Totals	FY 2026 Budget	Projected Budget Excess/ (Deficit)
BUDGETED FTE	1.00				
A	B	C	D	E	F
61000 PERSONAL SERVICES					
1 61100 SALARIES	\$ 9,545	\$ 28,822	\$ 38,367	\$ 84,414	\$ 46,047
2 61300 OTHER/PER DIEM	-	500	500	1,500	1,000
3 61400 BENEFITS	3,330	11,970	15,300	27,661	12,361
4 TOTAL PERSONAL SERVICES	12,875	41,292	54,167	113,575	59,408
5 62000 OPERATIONS					
6 62100 CONTRACT	513	2,670	3,183	18,164	14,981
7 62200 SUPPLY	1,382	208	1,590	4,851	3,261
8 62300 COMMUNICATION	687	2,690	3,377	7,343	3,966
9 62400 TRAVEL	701	4,635	5,336	3,308	(2,028)
10 62500 RENT	1,466	1,993	3,459	3,621	162
11 62700 REPAIR & MAINT	-	42	42	408	366
12 62800 OTHER EXPENSES	667	1,254	1,921	5,107	3,186
13 TOTAL OPERATIONS	5,416	13,492	18,908	42,802	23,894
14 67000 CLAIMS					
15 67200 DEPREDATION REMEDIATION	161,952	66,640	228,592	150,000	(78,592)
16 TOTAL CLAIMS	161,952	66,640	228,592	150,000	(78,592)
17 TOTAL EXPENDITURES	\$ 180,243	\$ 121,424	\$ 301,667	\$ 306,377	\$ 4,710
18 BUDGETED FUNDS					
19 01100 GENERAL FUND	\$ 180,243	\$ 121,424	\$ 301,667	\$ 306,377	\$ 4,710
20 TOTAL BUDGETED FUNDS	\$ 180,243	\$ 121,424	\$ 301,667	\$ 306,377	\$ 4,710

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
NOVEMBER 30, 2025

DIVISION: CENTRALIZED SERVICES
PROGRAM: MILK CONTROL BUREAU

	Year-to-Date Actual Expenses November FY 2026	Projected Expenses December to June 2026	FY 2026 Projected Year End Expense Totals	FY 2026 Budget	Projected Budget Excess/ (Deficit)
BUDGETED FTE	2.00				
A	B	C	D	E	F
61000 PERSONAL SERVICES					
1 61100 SALARIES	\$ 53,713	\$ 84,014	\$ 137,727	\$ 132,711	\$ (5,016)
2 61102 OVERTIME	1,192	3,309	4,501	3,274	(1,227)
3 61300 OTHER/PER DIEM	400	1,000	1,400	1,500	100
4 61400 BENEFITS	20,443	30,739	51,182	48,203	(2,979)
5 TOTAL PERSONAL SERVICES	<u>75,748</u>	<u>119,062</u>	<u>194,810</u>	<u>185,688</u>	<u>(9,122)</u>
6					
62000 OPERATIONS					
8 62100 CONTRACT	1,027	1,730	2,757	30,805	28,048
9 62200 SUPPLY	2,750	753	3,503	7,767	4,264
10 62300 COMMUNICATION	1,144	1,535	2,679	5,908	3,229
11 62400 TRAVEL	-	269	269	674	405
12 62500 RENT	3,124	4,410	7,534	9,317	1,783
13 62700 REPAIR & MAINT	-	176	176	200	24
14 62800 OTHER EXPENSES	835	1,638	2,473	5,480	3,007
15 TOTAL OPERATIONS	<u>8,880</u>	<u>10,511</u>	<u>19,391</u>	<u>60,151</u>	<u>40,760</u>
16 TOTAL EXPENDITURES	<u>\$ 84,628</u>	<u>\$ 129,573</u>	<u>\$ 214,201</u>	<u>\$ 245,839</u>	<u>\$ 31,638</u>
17					
18 BUDGETED FUNDS					
19 02817 MILK CONTROL	\$ 84,628	\$ 129,573	\$ 214,201	\$ 245,839	\$ 31,638
20 TOTAL BUDGETED FUNDS	<u>\$ 84,628</u>	<u>\$ 129,573</u>	<u>\$ 214,201</u>	<u>\$ 245,839</u>	<u>\$ 31,638</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

**MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
NOVEMBER 30, 2025**

DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN

PROGRAM: STATE VETERINARIAN IMPORT OFFICE

		Year-to-Date Actual Expenses November FY 2026	Projected Expenses December to June 2026	FY 2026 Projected Year End Expense Totals	FY 2026 Budget	Projected Budget Excess/ (Deficit)
BUDGETED FTE		9.50				
	A	B	C	D	E	F
	61000 PERSONAL SERVICES					
1	61100 SALARIES	\$ 228,836	\$ 472,455	\$ 701,291	\$ 725,909	\$ 24,618
2	61102 OVERTIME	12,778	10,864	23,642	27,460	3,818
3	61400 BENEFITS	88,360	175,866	264,226	275,916	11,690
4	TOTAL PERSONAL SERVICES	329,974	659,185	989,159	1,029,285	40,126
5	62000 OPERATIONS					
6	62100 CONTRACT	19,979	35,984	55,963	59,634	3,671
7	62200 SUPPLY	16,932	7,122	24,054	29,008	4,954
8	62300 COMMUNICATION	8,405	46,461	54,866	52,213	(2,653)
9	62400 TRAVEL	8,051	3,172	11,223	14,603	3,380
10	62500 RENT	15,425	3,221	18,646	19,104	458
11	62600 UTILITIES	-	11	11	110	99
12	62700 REPAIR & MAINT	2,767	1,016	3,783	5,270	1,487
13	62800 OTHER EXPENSES	7,133	13,632	20,765	26,021	5,256
14	TOTAL OPERATIONS	78,692	110,619	189,311	205,963	16,652
15	TOTAL EXPENDITURES	\$ 408,666	\$ 769,804	\$ 1,178,470	\$ 1,235,248	\$ 56,778
16	BUDGETED FUNDS					
17	02426 PER CAPITA FEE	\$ 408,539	\$ 762,276	\$ 1,170,815	\$ 1,227,593	\$ 56,778
18	02427 ANIMAL HEALTH FEES	127	7,528	7,655	7,655	-
19	TOTAL BUDGET FUNDING	\$ 408,666	\$ 769,804	\$ 1,178,470	\$ 1,235,248	\$ 56,778

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
NOVEMBER 30, 2025

DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: DESIGNATED SURVEILLANCE AREA (DSA) & FEDERAL ANIMAL HEALTH DISEASE GRANTS

		Year-to-Date Actual Expenses November FY 2026	Projected Expenses December to June 2026	FY 2026 Projected Year End Expense Totals	FY 2026 Budget	Projected Budget Excess/ (Deficit)
BUDGETED FTE		4.75				
	A	B	C	D	E	F
	61000 PERSONAL SERVICES					
1	61100 SALARIES	\$ 96,800	\$ 163,860	\$ 260,660	\$ 289,766	\$ 29,106
2	61102 OVERTIME	1,059	1,434	2,493	5,748	3,255
3	61400 BENEFITS	40,197	63,094	103,291	114,125	10,834
4	TOTAL PERSONAL SERVICES	138,056	228,388	366,444	409,639	43,195
5	62000 OPERATIONS					
6	62100 CONTRACT	361,756	796,395	1,158,151	1,144,808	(13,343)
7	62200 SUPPLY	12,473	12,006	24,479	23,587	(892)
8	62300 COMMUNICATION	5,855	5,152	11,007	8,809	(2,198)
9	62400 TRAVEL	5,856	3,477	9,333	15,496	6,163
10	62500 RENT	5,519	23,068	28,587	35,590	7,003
11	62700 REPAIR & MAINT	7,018	5,765	12,783	8,270	(4,513)
12	62800 OTHER EXPENSES	5,791	40,932	46,723	52,309	5,586
13	TOTAL OPERATIONS	404,268	886,795	1,291,063	1,288,869	(2,194)
14	68000 TRANSFERS					
15	68000 TRANSFERS	75,200	164,800	240,000	240,000	-
16	TOTAL TRANSFERS	75,200	164,800	240,000	240,000	-
17	TOTAL EXPENDITURES	\$ 617,524	\$ 1,279,983	\$ 1,897,507	\$ 1,938,508	\$ 41,001
18	BUDGETED FUNDS					
19	01100 GENERAL FUND	\$ 306,139	\$ 801,624	\$ 1,107,763	\$ 1,147,906	\$ 40,143
20	03427 FEDERAL UMBRELLA FFY24	311,162	257,275	568,437	568,437	-
21	03427 FEDERAL UMBRELLA FFY25	223	221,084	221,307	222,165	858
22	TOTAL BUDGETED FUNDS	\$ 617,524	\$ 1,279,983	\$ 1,897,507	\$ 1,938,508	\$ 41,001

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
NOVEMBER 30, 2025

DIVISION: ANIMAL HEALTH DIVISION
PROGRAM: DIAGNOSTIC LABORATORY

	Year-to Date Actual Expenses FY 2026	Projected Expenses December 2025 to June 2026	FY 2026 Projected Year End Expense Totals	FY 2026 Budget	Projected Excess/ (Deficit)
BUDGETED FTE	22.01				
A	B	C	D	E	F
61000 PERSONAL SERVICES					
1 61100 SALARIES	\$ 518,400	\$ 971,253	\$ 1,489,653	\$ 1,513,217	\$ 23,564
2 61102 OVERTIME	16,710	56,100	72,810	66,660	(6,150)
3 61400 BENEFITS	200,284	334,439	534,723	533,341	(1,382)
4 TOTAL PERSONAL SERVICES	<u>735,394</u>	<u>1,361,792</u>	<u>2,097,186</u>	<u>2,113,218</u>	<u>16,032</u>
5					
6 62000 OPERATIONS					
7 62100 CONTRACT	65,312	131,392	196,704	206,859	10,155
8 62200 SUPPLY	412,737	685,540	1,098,277	1,030,724	(67,553)
9 62300 COMMUNICATION	12,691	18,262	30,953	32,737	1,784
10 62400 TRAVEL	5,677	5,576	11,253	12,184	931
11 62500 RENT	44,483	70,800	115,283	120,285	5,002
12 62600 UTILITIES	14,890	22,178	37,068	54,141	17,073
13 62700 REPAIR & MAINT	73,667	39,987	113,654	97,185	(16,469)
14 62800 OTHER EXPENSES	49,233	43,043	92,276	89,024	(3,252)
15 TOTAL OPERATIONS	<u>678,690</u>	<u>1,016,778</u>	<u>1,695,468</u>	<u>1,643,139</u>	<u>(52,329)</u>
16 63000 EQUIPMENT					
17 63100 EQUIPMENT	-	19,967	19,967	19,967	-
18 TOTAL EQUIPMENT	<u>-</u>	<u>19,967</u>	<u>19,967</u>	<u>19,967</u>	<u>-</u>
19 TOTAL EXPENDITURES	<u>\$ 1,414,084</u>	<u>\$ 2,398,537</u>	<u>\$ 3,812,621</u>	<u>\$ 3,776,324</u>	<u>\$ (36,297)</u>
20					
21 BUDGETED FUNDS					
22 01100 GENERAL FUND	\$ 687,730	\$ 603,226	\$ 1,290,956	\$ 1,290,956	\$ -
23 02426 PER CAPITA FEE	-	852,882	852,882	852,882	-
24 03673 FEDERAL ANIMAL HEALTH DISEASE	-	21,729	21,729	21,729	-
25 06026 DIAGNOSTIC LABORATORY FEES	726,354	920,700	1,647,054	1,610,757	(36,297)
26 TOTAL BUDGETED FUNDS	<u>\$ 1,414,084</u>	<u>\$ 2,398,537</u>	<u>\$ 3,812,621</u>	<u>\$ 3,776,324</u>	<u>\$ (36,297)</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
NOVEMBER 30, 2025

DIVISION: MILK & EGG BUREAU
PROGRAM: MILK AND EGG / SHIELDED EGG GRADING

	Year-to-Date Actual Expenses November FY 2026	Projected Expenses December to June 2026	FY 2026 Projected Year End Expense Totals	FY 2026 Budget	Projected Excess/ (Deficit)
BUDGETED FTE	6.75				
A	B	C	D	E	F
61000 PERSONAL SERVICES					
1 61100 SALARIES	\$ 125,807	\$ 198,661	\$ 324,468	\$ 388,731	\$ 64,263
2 61200 OVERTIME	5,744	14,352	20,096	86,242	66,146
3 61400 BENEFITS	53,041	75,977	129,018	135,457	6,439
4 TOTAL PERSONAL SERVICES	<u>184,592</u>	<u>288,990</u>	<u>473,582</u>	<u>610,430</u>	<u>136,848</u>
5 62000 OPERATIONS					
6 62100 CONTRACT	33,140	40,450	73,590	140,163	66,573
7 62200 SUPPLY	10,303	2,637	12,940	25,815	12,875
8 62300 COMMUNICATION	2,017	1,016	3,033	20,814	17,781
9 62400 TRAVEL	5,866	7,063	12,929	2,652	(10,277)
10 62500 RENT	10,893	13,641	24,534	19,549	(4,985)
11 62700 REPAIR & MAINT	-	305	305	4,460	4,155
12 62800 OTHER EXPENSES	5,758	7,783	13,541	8,250	(5,291)
13 TOTAL OPERATIONS	<u>67,977</u>	<u>72,895</u>	<u>140,872</u>	<u>221,703</u>	<u>80,831</u>
14 TOTAL EXPENDITURES	<u>\$ 252,569</u>	<u>\$ 361,885</u>	<u>\$ 614,454</u>	<u>\$ 832,133</u>	<u>\$ 217,679</u>
15 BUDGETED FUNDS					
16 01100 GENERAL FUND	\$ 42,922	\$ 56,301	\$ 99,223	\$ 154,411	\$ 55,188
17 02262 SHIELDED EGG GRADING FEES	108,719	194,624	303,343	388,007	84,664
18 02701 MILK INSPECTION FEES	92,621	98,992	191,613	271,496	79,883
19 03202 SHELL EGG FEDERAL INSPECTION	8,307	11,968	20,275	18,219	(2,056)
20 TOTAL BUDGET FUNDING	<u>\$ 252,569</u>	<u>\$ 361,885</u>	<u>\$ 614,454</u>	<u>\$ 832,133</u>	<u>\$ 217,679</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
NOVEMBER 30, 2025

DIVISION: ANIMAL HEALTH DIVISION
PROGRAM: MEAT INSPECTION

	Year-to-Date Actual Expenses November FY 2026	Projected Expenses December to June 2026	FY 2026 Projected Year End Expense Totals	FY 2026 Budget	Projected Budget Excess/ (Deficit)
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BUDGETED FTE	30.50
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	A	B	C	D	E	F
61000 PERSONAL SERVICES						
1	61100 SALARIES	\$ 528,706	\$ 981,783	\$ 1,510,489	\$ 1,524,659	\$ 14,170
2	61200 OVERTIME	8,442	58,231	66,673	90,338	23,665
3	61400 BENEFITS	231,374	393,144	624,518	658,609	34,091
4	TOTAL PERSONAL SERVICES	768,522	1,433,158	2,201,680	2,273,606	71,926
5						
6 62000 OPERATIONS						
7	62100 CONTRACT	32,245	75,110	107,355	105,484	(1,871)
8	62200 SUPPLY	39,439	8,499	47,938	67,373	19,435
9	62300 COMMUNICATION	12,241	14,383	26,624	25,317	(1,307)
10	62400 TRAVEL	35,055	45,361	80,416	89,238	8,822
11	62500 RENT	75,135	171,495	246,630	237,544	(9,086)
12	62700 REPAIR & MAINT	1,125	6,165	7,290	7,888	598
13	62800 OTHER EXPENSES	5,190	270,022	275,212	324,823	49,611
14	TOTAL OPERATIONS	200,430	591,035	791,465	857,667	66,202
15	TOTAL EXPENDITURES	\$ 968,952	\$ 2,024,193	\$ 2,993,145	\$ 3,131,273	\$ 138,128
16						
17 BUDGETED FUNDS						
18	01100 GENERAL FUND	\$ 498,050	\$ 1,229,771	\$ 1,727,821	\$ 1,851,384	\$ 123,563
19	02427 ANIMAL HEALTH FEES	-	9,575	9,575	24,140	14,565
20	03209 MEAT & POULTRY INSPECTION	470,902	784,847	1,255,749	1,255,749	-
21	TOTAL BUDGET FUNDING	\$ 968,952	\$ 2,024,193	\$ 2,993,145	\$ 3,131,273	\$ 138,128

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

MONTANA DEPARTMENT OF LIVESTOCK
PROJECTED EXPENSE TO BUDGET COMPARISON REPORT
NOVEMBER 30, 2025

DIVISION: BRANDS ENFORCEMENT
PROGRAM: BRANDS ENFORCEMENT

	Year-to-Date Actual Expenses November FY 2026	Projected Expenses December to June 2026	FY 2026 Projected Year End Expense Totals	FY 2026 Budget	Projected Budget Excess/ (Deficit)
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BUDGETED FTE	54.11
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	A	B	C	D	E	F
61000 PERSONAL SERVICES						
1 61100 SALARIES		\$ 1,040,691	\$ 1,723,084	\$ 2,763,775	\$ 2,896,595	\$ 132,820
2 61200 OVERTIME		154,804	125,134	279,938	265,323	(14,615)
3 61400 BENEFITS		486,889	695,934	1,182,823	1,217,197	34,374
4 TOTAL PERSONAL SERVICES		<u>1,682,384</u>	<u>2,544,152</u>	<u>4,226,536</u>	<u>4,379,115</u>	<u>152,579</u>
5 62000 OPERATIONS						
6 62100 CONTRACT		52,797	87,149	139,946	140,909	963
7 62200 SUPPLY		101,180	20,023	121,203	104,486	(16,717)
8 62300 COMMUNICATION		35,972	73,817	109,789	111,717	1,928
9 62400 TRAVEL		15,165	31,831	46,996	50,814	3,818
10 62500 RENT		82,824	156,945	239,769	242,968	3,199
11 62600 UTILITIES		15,000	-	15,000	14,641	(359)
12 62700 REPAIR & MAINT		44,056	86,508	130,564	99,627	(30,937)
13 62800 OTHER EXPENSES		24,321	29,013	53,334	48,148	(5,186)
14 TOTAL OPERATIONS		<u>371,315</u>	<u>485,286</u>	<u>856,601</u>	<u>813,310</u>	<u>(43,291)</u>
15 TOTAL EXPENDITURES		<u>\$ 2,053,699</u>	<u>\$ 3,029,438</u>	<u>\$ 5,083,137</u>	<u>\$ 5,192,425</u>	<u>\$ 109,288</u>
16						
17 BUDGETED FUNDS						
18 02425 BRAND INSPECTION FEES		\$ 2,053,699	\$ 1,597,998	\$ 3,651,697	\$ 3,651,697	\$ -
19 02426 PER CAPITA FEES		-	1,431,440	1,431,440	1,540,728	109,288
20 TOTAL BUDGET FUNDING		<u>\$ 2,053,699</u>	<u>\$ 3,029,438</u>	<u>\$ 5,083,137</u>	<u>\$ 5,192,425</u>	<u>\$ 109,288</u>

Due to the lag in timing that expenses are able to be posted to the accounting system, projected expenses are calculated using eight months to the end of the year instead of the anticipated seven months.

**MONTANA DEPARTMENT OF LIVESTOCK
EXPENSE COMPARISON REPORT
NOVEMBER 30, 2025**

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
NOVEMBER 30, 2025**

**DIVISION: DEPARTMENT OF LIVESTOCK
PROGRAM: DEPARTMENT OF LIVESTOCK**

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2026 Budget	Year-to-Date Actual Expenses November FY 2026	Same Period Prior Year Actual Expenses November FY 2025	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE		144.62				
	A	B	C	D	E	F
61000 PERSONAL SERVICES						
1	61100 SALARIES	\$ 8,556,601	\$ 2,993,742	\$ 3,062,650	\$ (68,908)	\$ 5,562,859
2	61200 OVERTIME	571,118	209,096	203,077	6,019	362,022
3	61300 OTHER/PER DIEM	11,200	2,800	3,800	(1,000)	8,400
4	61400 BENEFITS	3,392,428	1,267,316	1,261,778	5,538	2,125,112
5	TOTAL PERSONAL SERVICES	12,531,347	4,472,954	4,531,305	(58,351)	8,058,393
62000 OPERATIONS						
7	62100 CONTRACT	1,961,076	662,418	528,662	133,756	1,298,658
8	62200 SUPPLY	1,437,500	666,403	662,450	3,953	771,097
9	62300 COMMUNICATION	325,414	96,689	133,425	(36,736)	228,725
10	62400 TRAVEL	222,179	84,931	72,577	12,354	137,248
11	62500 RENT	989,587	308,651	319,503	(10,852)	680,936
12	62600 UTILITIES	68,892	29,890	20,960	8,930	39,002
13	62700 REPAIR & MAINT	225,012	128,633	93,820	34,813	96,379
14	62800 OTHER EXPENSES	595,123	114,843	136,647	(21,804)	480,280
15	TOTAL OPERATIONS	5,824,783	2,092,458	1,968,044	124,414	3,732,325
63000 EQUIPMENT						
17	63100 EQUIPMENT	19,967	-	-	-	19,967
18	TOTAL EQUIPMENT	19,967	-	-	-	19,967
67000 CLAIMS						
21	67200 DEPREDATION REMEDIATION	150,000	161,952	150,602	11,350	(11,952)
22	TOTAL CLAIMS	150,000	161,952	150,602	11,350	(11,952)
68000 TRANSFERS						
24	68000 TRANSFERS	409,488	102,802	18,798	84,004	306,686
25	TOTAL TRANSFERS	409,488	102,802	18,798	84,004	306,686
26	TOTAL	\$ 18,935,585	\$ 6,830,166	\$ 6,668,749	\$ 161,417	\$ 12,105,419
27 BUDGETED FUNDS						
28	01100 GENDERAL FUND	\$ 4,751,034	\$ 1,715,084	\$ 2,042,748	\$ (327,664)	\$ 3,035,950
29	02262 SHIELDED EGG GRADING FEES	388,007	108,719	105,014	3,705	279,288
30	02425 BRAND INSPECTION FEES	3,651,697	2,053,699	2,001,851	51,848	1,597,998
31	02426 PER CAPITA FEE	5,898,661	1,258,340	1,203,100	55,240	4,640,321
32	02427 ANIMAL HEALTH	31,795	127	-	127	31,668
33	02701 MILK INSPECTION FEES	271,496	92,621	113,240	(20,619)	178,875
34	02817 MILK CONTROL	245,839	84,628	83,618	1,010	161,211
35	03209 MEAT & POULTRY INSPECTION-FED	1,255,749	470,902	31,728	439,174	784,847
36	03032 SHELL EGG FEDERAL INSPECTION	18,219	8,307	10,381	(2,074)	9,912
37	03427 FEDERAL UMBRELLA FFY24	568,437	311,162	267,268	43,894	257,275
38	03427 FEDERAL UMBRELLA FFY25	222,165	223	-	223	221,942
39	03673 FEDERAL ANIMAL HEALTH DISEASE	21,729	-	-	-	21,729
40	06026 DIAGNOSTIC LABORATORY FEES	1,610,757	726,354	809,801	(83,447)	884,403
41	TOTAL BUDGET FUNDING	\$ 18,935,585	\$ 6,830,166	\$ 6,668,749	\$ 161,417	\$ 12,105,419

The Department of Livestock is budgeted for \$18,935,585 and 144.62 FTE in FY 2026. Personal services budget is 36% expended with 38% of payrolls complete. Personal services expended as of November 2025 was \$58,351 lower than November 2024. Operations are 36% expended with 34% of the budget year lapsed. Operation expenses as of November 2025 were \$124,414 higher than November 2024. Overall, Department of Livestock total expenditures were \$161,417 higher than the same period last year. As of November 30, 2025, 36% of the department's budget has been expended.

The Department had employee termination payouts of \$26,537 and \$295,654 for the period ending November 30, 2025 and November 30, 2024, respectively.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
NOVEMBER 30, 2025**

DIVISION: DEPARTMENT OF LIVESTOCK

PROGRAM: STATUTORY APPROPRIATIONS / BUDGET AMENMENTS / HOUSEBILL 10

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2026 Budget	Year-to-Date Actual Expenses November FY 2026	Same Period Prior Year Actual Expenses November FY 2025	Year to Year Comparison	Balance of Budget Available

STATUTORY APPROPRIATED, BUDGET AMENDED, HOUSEBILL 10 AND ONE TIME ONLY EXPENDITURES

	A	B	C	D	E	F
61000 PERSONAL SERVICES						
1 61100 SALARIES	\$	84,229	\$ -	\$ 10,247	\$ (10,247)	\$ 84,229
2 61400 BENEFITS		33,389	-	7,346	(7,346)	33,389
3 TOTAL PERSONAL SERVICES		117,618	-	17,593	(17,593)	117,618
4 62000 OPERATIONS						
5 62100 CONTRACT		1,008,071	792,136	857,379	(65,243)	215,935
6 62200 SUPPLY		84,254	67,313	1,145	66,168	16,941
7 62300 COMMUNICATION		-	857	3,521	(2,664)	(857)
8 62400 TRAVEL		54,351	4,522	3,555	967	49,829
9 62500 RENT		-	-	-	-	-
10 62700 REPAIR & MAINT		35,250	(6,373)	9,000	(15,373)	41,623
11 62800 OTHER EXPENSES		24,479	40,319	2,244	38,075	(15,840)
12 TOTAL OPERATIONS		1,206,405	898,774	876,844	21,930	307,631
13 63000 EQUIPMENT						
14 63100 EQUIPMENT		1,013,726	190,769	-	190,769	822,957
15 63400 INTANGIBLE ASSETS		395,152	75,232	-	75,232	319,920
16 64100 CAPITAL OUTLAY		548,748	-	-	-	548,748
17 TOTAL EQUIPMENT		1,957,626	266,001	-	266,001	1,691,625
18 66000 GRANTS						
19 66100 FROM STATE SOURCES		220,000	216,336	126,730	89,606	3,664
20 TOTAL GRANTS		220,000	216,336	126,730	89,606	3,664
21 67000 CLAIMS						
22 67200 DEPREDATION REMEDIATION		300,000	-	-	-	300,000
23 TOTAL CLAIMS		310,000	-	-	-	310,000
24 TOTAL EXPENDITURES	\$	3,811,649	\$ 1,381,111	\$ 1,021,167	\$ 359,944	\$ 2,430,538
25 STATUTORY APPROPRIATED (SA) :: BUDGET AMENDED (BA) FUNDS :: HOUSEBILL 10 (HB10)						
26 01100 GENERAL FUND (OTO)	\$	200,400	\$ -	\$ -	\$ -	\$ 200,400
27 02117 PREDATOR ANIMAL CONTROL (SA)		575,000	562,505	575,000	(12,495)	12,495
28 02124 LIVESTOCK LOSS REMEDIATION (SA)		300,000	-	-	-	300,000
29 02125 LIVESTOCK LOSS REDUCTION (SA)		353,500	311,439	242,563	68,876	42,061
30 02136 WOLF MITIGATION DONATIONS (SA)		133,600	133,469	125,915	7,554	131
31 02426 PER CAPITA FEE (HB10)		395,152	75,232	-	75,232	319,920
32 02426 PER CAPITA FEE (OTO)		863,048	-	-	-	863,048
33 02980 INDEMNITY FUND (SA)		10,000	-	-	-	10,000
34 03032 MILK INSPECTION EQUIPMENT		28,184	-	-	-	28,184
35 03427 SWINE SHIP (BA)		12,960	2,309	-	2,309	10,651
36 03427 FAD OUTBREAK (BA)		78,178	1,369	2,114	(745)	76,809
37 03427 HPPI EMERGENCY PREPERADNESS		2,392	236	800	(564)	2,156
39 03673 NAHLN (LIMS IMPROVEMENT)		38,700	-	-	-	38,700
38 03673 NAHLN ARP AWARD (BA)		442,371	190,769	-	190,769	251,602
39 03673 NAHLN ARP (BA)		278,950	102,393	-	102,393	176,557
41 03710 ANIMAL DISEASE TRACEABILITY 3/31/26 (BA)		99,214	1,390	74,775	(73,385)	97,824
40 TOTAL SA, BA AND HB10 FUNDING	\$	3,811,649	\$ 1,381,111	\$ 1,021,167	\$ 359,944	\$ 2,430,538

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT NOTES
NOVEMBER 30, 2025**

DIVISION: DEPARTMENT OF LIVESTOCK

PROGRAM: STATUTORY APPROPRIATIONS / BUDGET AMENMENTS / HOUSEBILL 10 / ONE TIME ONLY

**NOTES TO THE BUDGETARY EXPENSES COMPARISON REPORT FOR STATUTORY APPROPRIATIONS, BUDGET AMENDMENTS,
HOUSE BILL 10 NOTES AND ONE TIME ONLY FUNDING**

2025 Legislation authorized the diagnostic laboratory one-time-only budget authority for the purchase of laboratory diagnostic equipment for the milk lab in the amount of \$200,400 to be paid with general fund.

Predator animal control is funded with a transfer of per capita fees monies to the fund. The department has paid three counties \$41,290 and Wildlife Services \$523,710. The three counties do not have a cooperative agreement with Wildlife Services for predator control.

The Livestock Loss Board is statutorily budgeted with \$300,000 for livestock depredation loss remediation. Because the Livestock Loss Board has House Bill 02 authority for livestock depredation loss claims, it has not paid claims from the Statutory Appropriations fund 02124. From the total amount budgeted for depredation claims of \$450,000 in House Bill 02 and Statutory Appropriations, LLB has expended \$161,952 or 36% of the total depredation claims budgets, account 67200. In FY 2025, LLB paid \$150,602 for depredation claims as of November 30, 2024 or \$11,350 less than the current year.

The Livestock Loss Board is statutorily budgeted with \$353,500 for livestock depredation reductions grants. As of November 30, 2025 the Board has spend \$216,336 on livestock depredations reductions grants in FY 2026.

The Wolf Mitigation Donations fund is funded with donations, mostly from hunters and anglers, while purchasing hunting and fishing licenses. The Department collected \$125,364 and \$114,370 in FY 2025 and FY 2024, respectively, and paid those amounts to Wildlife Services in FY 2026 and FY 2025, respectively. The Department has an MOU with Wildlife Services for the monitoring and removal of wolves.

Housebill 10 authority is for new information technology projects. The 2023 legislation approved HB10 authority for \$1,000,000 of per capita fee for software development. The Department expended \$375,000 in FY 2024. While there is no end date to HB10 authority, DOA monitors the progress of IT projects to ensure that agencies are developing the projects in a timely manner. The department requests authority as needed to pay for work performed on the software development. As of November 30, 2025, the department has requested an additional \$395,152 in HB10 budget authority in FY 2025 and has spent \$75,232 of the requested FY 2025 HB10 authority. Department has two HB10 projects currently in process. There is \$425,000 budgeted for the Animal Health System Replacement and \$125,000 for the Brands Snowflake system.

2025 Legislation authorized the diagnostic laboratory one-time-only budget authority for the purchase of laboratory diagnostic equipment and capital outlay to complete the new diagnostic laboratory in the amount of \$863,048 to be paid with per capita fee.

81-2-203 MCA created a statutory indemnity special revenue fund for compensation of animals for slaughter due to disease under the direction of the Department as per 81-2-201 MCA. The Department may transfer \$10,000 per year to the fund. Unspent monies are carried forward to subsequent years until the fund accumulates \$100,000 of transferred funds. Payments are limited to the cash balance in the fund after the annual transfer. There is a cash balance in the indemnity fund of \$24,924 as of November 30, 2025. The cash is invested in STIP has earned \$161 in interest since the fund was created.

The Department has two federal milk inspection grants. The first federal grant is for milk inspection for High Path Avian Influenza testing personal protection equipment. The amount of the grant is \$15,224. The second federal grant is for two milk inspectors to attend training at two out of state training seminars and for one milk inspection employee to attend two out of state conferences. The amount of the grant is \$14,589.

The Animal Health Bureau receives federal funding for animal disease monitoring and eradication. Unspent federal money at State Fiscal Year (SFY) end is carried over to the next SFY. The Department received \$12,960 from APHIS USDA for Swine SHIP expenses. The Department has spent \$2,309 of the award as of November 30, 2025. The Department received \$88,567 from APHIS USDA for Swine SHIP expenses. The Department spent \$10,389 of the grant in FY 2025. The Department has spent \$11,758 of the award as of November 30, 2025. The Department received \$4,120 from APHIS USDA for Swine SHIP expenses. The Department spent \$1,728 of the grant in FY 2025. The Department has spent \$1,964 of the award as of November 30, 2025.

The Diagnostic Laboratory was awarded \$1,000,000 from the American Rescue Plan (ARP) through USDA, APHIS. This grant is a sub-award through the Colorado State University. This grant is to purchase equipment for the Diagnostic Laboratory including the incinerator for the new lab building. The Department spent \$557,629 in FY2025 leaving \$442,371 for FY2026. As of November 30, 2025, the lab has spent \$748,398 of the APHIS ARP grant. MVDL has until May 31, 2026 to spend the grant funding

In FY 2025, the Diagnostic Laboratory was awarded \$278,950 from the National Animal Health Laboratory Network (NAHLN) through USDA, APHIS. This grant is to purchase testing supplies, travel, maintenance contracts and laboratory equipment for the Diagnostic Laboratory. MVDL has until May 31, 2026 to spend the grant funding.

MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
NOVEMBER 30, 2025

DIVISION: CENTRALIZED SERVICES
PROGRAM: CENTRAL SERVICES AND BOARD OF LIVESTOCK

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2026 Budget	Year-to-Date Actual Expenses November FY 2026	Same Period Prior Year Actual Expenses November FY 2025	Year to Year Comparison	Balance of Budget Available
BUDGETED FT		14.00				
A	B	C	D	E	F	
61000 PERSONAL SERVICES						
1	61100 SALARIES	\$ 1,000,599	\$ 391,244	\$ 395,278	\$ (4,034)	\$ 609,355
2	61104 OVERTIME	26,073	8,367	9,058	(691)	17,706
3	61300 OTHER/PER DIEM	8,200	2,400	3,300	(900)	5,800
4	61400 BENEFITS	381,919	143,398	144,398	(1,000)	238,521
5	TOTAL PERSONAL SERVICES	1,416,791	545,409	552,034	(6,625)	871,382
62000 OPERATIONS						
7	62100 CONTRACT	114,250	95,649	33,512	62,137	18,601
8	62200 SUPPLY	143,889	69,207	49,984	19,223	74,682
9	62300 COMMUNICATION	60,556	17,677	18,995	(1,318)	42,879
10	62400 TRAVEL	33,210	8,560	7,561	999	24,650
11	62500 RENT	301,609	69,782	67,552	2,230	231,827
12	62700 REPAIR & MAINT	1,704	-	1,712	(1,712)	1,704
13	62800 OTHER EXPENSES	35,961	15,915	7,428	8,487	20,046
14	TOTAL OPERATIONS	691,179	276,790	186,744	90,046	414,389
68000 TRANSFERS						
16	68000 TRANSFERS	169,488	27,602	18,798	8,804	141,886
17	TOTAL TRANSFERS	169,488	27,602	18,798	8,804	141,886
18	TOTAL EXPENDITURES	\$ 2,277,458	\$ 849,801	\$ 757,576	\$ 92,225	\$ 1,427,657
19 BUDGETED FUNDS						
20	02426 PER CAPITA	\$ 2,277,458	\$ 849,801	\$ 757,576	\$ 92,225	\$ 1,427,657
21	TOTAL BUDGETED FUNDS	\$ 2,277,458	\$ 849,801	\$ 757,576	\$ 92,225	\$ 1,427,657
22 STATUTORY APPROPRIATIONS (SA) AND HOUSEBILL 10 (HB10)						
23 62000 OPERATIONS						
24	62100 CONTRACT	\$ 708,600	\$ 695,974	\$ 700,915	\$ (4,941)	\$ 12,626
25	TOTAL OPERATIONS	708,600	695,974	700,915	(4,941)	12,626
26 63000 CAPITAL ASSETS						
27	63400 INTANGIBLE ASSETS	395,152	75,232	-	75,232	319,920
28	TOTAL CAPITAL ASSETS	395,152	75,232	-	75,232	319,920
29	TOTAL EXPENDITURES	\$ 1,103,752	\$ 771,206	\$ 700,915	\$ 70,291	\$ 332,546
30 SA FUNDS AND HB10 FUNDS						
31	02117 PREDATOR ANIMAL CONTROL (SA)	\$ 575,000	\$ 562,505	\$ 575,000	\$ (12,495)	\$ 12,495
32	02136 WOLF MITIGATION DONATIONS (SA)	133,600	133,469	125,915	7,554	131
33	02426 PER CAPITA (HB10)	395,152	75,232	-	75,232	319,920
34	TOTAL SA AND HB10 FUNDING	\$ 1,103,752	\$ 771,206	\$ 700,915	\$ 70,291	\$ 332,546

Central Services And Board Of Livestock is budgeted \$2,277,458 and 14.00 FTE in FY 2026 and is funded with per capita fees. Personal services budget is 38% expended with 38% of payrolls complete. The personal services expended through November 2025 was \$6,625 lower than November 2024. Operating expenses are 40% expended as of November 2025 and were \$90,046 higher than November 2024. Overall, CSD total expenditures were \$92,225 higher than the same period last year. As of November 30, 2025, CSD has expended 37% of the its budget.

Predator animal control is funded with a transfer of per capita fees monies to the fund. The department has paid three counties \$41,290 and Wildlife Services \$523,710. The three counties do not have a cooperative agreement with Wildlife Services for predator control.

The Wolf Mitigation Donations fund is funded with donations, mostly from hunters and anglers, while purchasing hunting and fishing licenses. The Department collected \$125,364 and \$114,370 in FY 2025 and FY 2024, respectively, and paid those amounts to Wildlife Services in FY 2026 and FY 2025, respectively. The Department has an MOU with Wildlife Services for the monitoring and removal of wolves.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
NOVEMBER 30, 2025**

DIVISION: CENTRALIZED SERVICES
PROGRAM: LIVESTOCK LOSS BOARD

**BUDGET TO ACTUAL EXPENSE COMPARISON
REPORT**

		FY 2026 Budget	Year-to-Date Actual Expenses November FY 2026	Same Period Prior Year Actual Expenses November FY 2025	Year to Year Comparison	Balance of Budget Available
	BUDGETED FTE	1.00				
	A	B	C	D	E	F
61000 PERSONAL SERVICES						
1 61100 SALARIES	\$	84,414	\$ 9,545	\$ 52,147	\$ (42,602)	\$ 74,869
2 61300 OTHER/PER DIEM		1,500	-	-	-	1,500
3 61400 BENEFITS		27,661	3,330	14,682	(11,352)	24,331
4 TOTAL PERSONAL SERVICES		113,575	12,875	66,829	(53,954)	100,700
5 62000 OPERATIONS						
6 62100 CONTRACT		18,164	513	596	(83)	17,651
7 62200 SUPPLY		4,851	1,382	572	810	3,469
8 62300 COMMUNICATION		7,343	687	1,409	(722)	6,656
9 62400 TRAVEL		3,308	701	-	701	2,607
10 62500 RENT		3,621	1,466	1,424	42	2,155
11 62700 REPAIR & MAINT		408	-	157	(157)	408
12 62800 OTHER EXPENSES		5,107	667	733	(66)	4,440
13 TOTAL OPERATIONS		42,802	5,416	4,891	525	37,386
14 67000 BENEFITS AND CLAIMS						
15 67200 DEPREDEATION REMEDIATION		150,000	161,952	150,602	11,350	(11,952)
16 TOTAL CLAIMS		150,000	161,952	150,602	11,350	(11,952)
17 TOTAL EXPENDITURES	\$	306,377	\$ 180,243	\$ 222,322	\$ (42,079)	\$ 126,134
18						
19 BUDGETED FUNDS						
20 01100 GENERAL FUND	\$	306,377	\$ 180,243	\$ 222,322	\$ (42,079)	\$ 126,134
21 TOTAL BUDGETED FUNDS	\$	306,377	\$ 180,243	\$ 222,322	\$ (42,079)	\$ 126,134
22 STATUTORY APPROPRIATIONS (SA) AND BUDGET AMENDMENTS (BA)						
23 62200 OPERATIONS						
24 62100 CONTRACT	\$	133,500	\$ 95,103	\$ 115,833	\$ (20,730)	\$ 38,397
25 TOTAL OPERATIONS		133,500	95,103	115,833	(20,730)	38,397
26 66000 GRANTS						
27 66100 DEPREDEATION REDUCTION GRANTS		220,000	216,336	126,730	89,606	3,664
28 TOTAL GRANTS		220,000	216,336	126,730	89,606	3,664
29 67000 BENEFITS AND CLAIMS						
30 67200 DEPREDEATION REMEDIATION		300,000	-	-	-	300,000
31 TOTAL STATE SOURCES		300,000	-	-	-	300,000
32 TOTAL EXPENDITURES	\$	653,500	\$ 311,439	\$ 242,563	\$ 68,876	\$ 342,061
33 SA FUNDS						
34 02124 LIVESTOCK LOSS REMEDIATION (SA)	\$	300,000	\$ -	\$ -	\$ -	\$ 300,000
35 02125 LIVESTOCK LOSS REDUCTION (SA)		353,500	311,439	242,563	68,876	42,061
36 TOTAL SA FUNDS	\$	653,500	\$ 311,439	\$ 242,563	\$ 68,876	\$ 342,061

In FY 2026, the Livestock Loss Board is budgeted \$306,377 with 1.00 FTE funded with general fund. This includes \$150,000 of funding for depredation remediation claims. The personal services budget is 11% expended with 38% of payrolls complete. Personal services expended as of November 2025 was \$53,954 lower than November 2024. Operations are 13% expended with 34% of the budget year lapsed. Operation expenses as of November 2025 were \$525 higher than November 2024. In FY 2023, the Board did not have HB02 budget authority for depredation claims. As of November 30, 2025, the board has spent 108% of its HB02 depredation claims budget. Overall, Livestock Loss Board total expenditures were \$42,079 lower than the same period last year, of which \$161,952 was from newly appropriated HB02 funding for depredation claims. As of November 30, 2025, LLB has expended 59% of the its budget.

The Livestock Loss Board is statutorily budgeted with \$300,000 for livestock depredation loss remediation. Because the Livestock Loss Board has House Bill 02 authority for livestock depredation loss claims, it has not paid claims from the Statutory Appropriations fund 02124. From the total amount budgeted for depredation claims of \$450,000 in House Bill 02 and Statutory Appropriations, LLB has expended \$161,952 or 36% of the total depredation claims budgets, account 67200. In FY 2025, LLB paid \$150,602 for depredation claims as of November 30, 2024 or \$11,350 less than the current year.

The Livestock Loss Board is statutorily budgeted with \$353,500 for livestock depredation reductions grants. As of November 30, 2025 the Board has spend \$216,336 on livestock depredations reductions grants in FY 2026.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
NOVEMBER 30, 2025**

DIVISION: CENTRALIZED SERVICES
PROGRAM: MILK CONTROL BUREAU

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2026 Budget	Year-to-Date Actual Expenses November FY 2026	Same Period Prior Year Actual Expenses November FY 2025	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE	2.00
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	A	B	C	D	E	F
	61000 PERSONAL SERVICES					
1	61100 SALARIES	\$ 132,711	\$ 53,713	\$ 52,042	\$ 1,671	\$ 78,998
2	61104 OVERTIME	3,274	1,192	2,121	(929)	2,082
3	61300 OTHER/PER DIEM	1,500	400	500	(100)	1,100
4	61400 BENEFITS	48,203	20,443	20,233	210	27,760
5	TOTAL PERSONAL SERVICES	185,688	75,748	74,896	852	109,940
6						
7	62000 OPERATIONS					
8	62100 CONTRACT	30,805	1,027	1,230	(203)	29,778
9	62200 SUPPLY	7,767	2,750	1,535	1,215	5,017
10	62300 COMMUNICATION	5,908	1,144	1,960	(816)	4,764
11	62400 TRAVEL	674	-	-	-	674
12	62500 RENT	9,317	3,124	3,207	(83)	6,193
13	62700 REPAIR & MAINT	200	-	-	-	200
14	62800 OTHER EXPENSES	5,480	835	790	45	4,645
15	TOTAL OPERATIONS	60,151	8,880	8,722	158	51,271
16	TOTAL EXPENDITURES	\$ 245,839	\$ 84,628	\$ 83,618	\$ 1,010	\$ 161,211
17	BUDGETED FUNDS					
18	02817 MILK CONTROL	\$ 245,839	\$ 84,628	\$ 83,618	\$ 1,010	\$ 161,211
19	TOTAL BUDGETED FUNDS	\$ 245,839	\$ 84,628	\$ 83,618	\$ 1,010	\$ 161,211

In FY 2026, The Milk Control Bureau is budgeted \$245,839 and has 2.00 FTE. The bureau is funded with milk industry fees. The personal services budget is 41% expended with 38% of payrolls complete. Personal services expended as of November 2025 were \$852 higher than November 2024. Operations are 15% expended with 34% of the budget year lapsed. Operation expenses as of November 2025 were \$158 higher than November 2024. Overall, Milk Control Bureau total expenditures were \$1,010 higher than the same period last year. As of November 30, 2025, the Milk Control Bureau has expended 34% of its budget.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
NOVEMBER 30, 2025**

DIVISION: ANIMAL HEALTH DIVISION - STATE VETERINARIAN
PROGRAM: STATE VETERINARIAN IMPORT OFFICE

**BUDGET TO ACTUAL
EXPENSE COMPARISON
REPORT**

	FY 2026 Budget	Year-to-Date Actual Expenses November FY 2026	Same Period Prior Year Actual Expenses November FY 2025	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE 9.50

	A	B	C	D	E	F
61000 PERSONAL SERVICES						
1	61100 SALARIES	\$ 725,909	\$ 228,836	\$ 206,007	\$ 22,829	\$ 497,073
2	61104 OVERTIME	27,460	12,778	6,183	6,595	14,682
3	61400 BENEFITS	275,916	88,360	78,074	10,286	187,556
4	TOTAL PERSONAL SERVICES	1,029,285	329,974	290,264	39,710	699,311
62000 OPERATIONS						
6	62100 CONTRACT	59,634	19,979	23,176	(3,197)	39,655
7	62200 SUPPLY	29,008	16,932	15,259	1,673	12,076
8	62300 COMMUNICATION	52,213	8,405	13,040	(4,635)	43,808
9	62400 TRAVEL	14,603	8,051	4,391	3,660	6,552
10	62500 RENT	19,104	15,425	6,205	9,220	3,679
11	62600 UTILITIES	110	-	-	-	110
12	62700 REPAIR & MAINT	5,270	2,767	1,935	832	2,503
13	62800 OTHER EXPENSES	26,021	7,133	6,901	232	18,888
14	TOTAL OPERATIONS	205,963	78,692	70,907	7,785	127,271
63000 EQUIPMENT						
16	63100 EQUIPMENT	-	-	-	-	-
17	TOTAL EQUIPMENT	-	-	-	-	-
18	TOTAL	\$ 1,235,248	\$ 408,666	\$ 361,171	\$ 47,495	\$ 826,582
19 FUND						
20	02426 PER CAPITA FEE	\$ 1,227,593	\$ 408,539	\$ 361,171	\$ 47,368	\$ 819,054
21	02427 ANIMAL HEALTH FEES	7,655	127	-	127	7,528
22	TOTAL BUDGET FUNDING	\$ 1,235,248	\$ 408,666	\$ 361,171	\$ 47,495	\$ 826,582
23 STATUTORY APPROPRIATIONS (SA)						
24 67000 BENEFITS AND CLAIMS						
25	67200 INDEMNITY PAYMENTS	\$ 10,000	\$ -	\$ -	-	10,000
26	TOTAL STATE PAYMENTS	10,000	-	-	-	10,000
27	TOTAL EXPENDITURES	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000
28 SA FUNDS						
29	02980 INDEMNITY FUND (SA)	\$ 10,000	\$ -	\$ -	-	10,000
30	TOTAL SA FUNDS	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000

The State Veterinarian Office includes Import and Alternative Livestock. In FY 2026, the State Veterinarian Import Office is budgeted with \$1,227,593 of per capita fees and \$7,655 of animal health fees. The personal services budget is 32% expended with 38% of payrolls complete. Personal services expended as of November 2025 was \$39,710 higher than November 2024. Operations are 38% expended with 34% of the budget year lapsed. Operation expenses as of November 30, 2025 were \$7,785 higher than November 29, 2024. Animal Health has spent \$47,495 more than the same period in FY 2025. As of November 30, 2025 the Animal Health Import Office has expended 33% of its budget.

Personal services is higher in FY 2026 due to an FTE moving from the federal umbrella program to import office.

The import office sells some supplies at cost to veterinarians. The income is in the Animal Health Fees.

81-2-203 MCA created a statutory indemnity special revenue fund for compensation of animals for slaughter due to disease under the direction of the Department as per 81-2-201 MCA. The Department may transfer \$10,000 per year to the fund. Unspent monies are carried forward to subsequent years until the fund accumulates \$100,000 of transferred funds. Payments are limited to the cash balance in the fund after the annual transfer. There is a cash balance in the indemnity fund of \$24,924 as of November 30, 2025. The cash is invested in STIP has earned \$161 in interest since the fund was created.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
NOVEMBER 30, 2025**

DIVISION: ANIMAL HEALTH DIVISION
PROGRAM: DESIGNATED SURVEILLANCE AREA (DSA) & FEDERAL ANIMAL HEALTH DISEASE GRANTS

**BUDGET TO ACTUAL
EXPENSE
COMPARISON REPORT**

	FY 2026 Budget	Year-to-Date Actual Expenses November FY 2026	Same Period Prior Year Actual Expenses November FY 2025	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE	4.75				
A	B	C	D	E	F
61000 PERSONAL SERVICES					
1 61100 SALARIES	\$ 289,766	\$ 96,800	\$ 110,412	\$ (13,612)	\$ 192,966
2 61104 OVERTIME	5,748	1,059	1,329	(270)	4,689
3 61400 BENEFITS	114,125	40,197	43,314	(3,117)	73,928
4 TOTAL PERSONAL SERVICES	409,639	138,056	155,055	(16,999)	271,583
5 62000 OPERATIONS					
6 62100 CONTRACT	1,144,808	361,756	300,016	61,740	783,052
7 62200 SUPPLY	23,587	12,473	6,282	6,191	11,114
8 62300 COMMUNICATION	8,809	5,855	2,817	3,038	2,954
9 62400 TRAVEL	15,496	5,856	3,853	2,003	9,640
10 62500 RENT	35,590	5,519	21,896	(16,377)	30,071
11 62700 REPAIR & MAINT	8,270	7,018	2,179	4,839	1,252
12 62800 OTHER EXPENSES	52,309	5,791	13,559	(7,768)	46,518
13 TOTAL OPERATIONS	1,288,869	404,268	350,602	53,666	884,601
14 68000 TRANSFERS					
15 68100 TRANSFERS	240,000	75,200	-	75,200	164,800
16 TOTAL TRANSFERS	240,000	75,200	-	75,200	164,800
17 TOTAL EXPENDITURES	\$ 1,938,508	\$ 617,524	\$ 505,657	\$ 111,867	\$ 1,320,984
18 BUDGETED FUNDS					
19 01100 GENERAL FUND	\$ 1,147,906	\$ 306,139	\$ 238,389	\$ 67,750	\$ 841,767
20 03427 FEDERAL UMBRELLA FFY24	568,437	311,162	267,268	43,894	257,275
21 03427 FEDERAL UMBRELLA FFY25	222,165	223	-	223	221,942
22 TOTAL BUDGETED FUNDS	\$ 1,938,508	\$ 617,524	\$ 505,657	\$ 111,867	\$ 1,320,984
23 BUDGET AMENDMENTS (BA)					
24 61000 PERSONAL SERVICES					
25 61100 SALARIES	\$ 10,720	\$ -	\$ 10,247	\$ (10,247)	\$ 10,720
26 61400 BENEFITS	5,456	-	7,346	(7,346)	5,456
27 TOTAL PERSONAL SERVICES	16,176	-	17,593	(17,593)	16,176
28 62000 OPERATIONS					
29 62100 CONTRACT	93,963	1,059	40,631	(39,572)	92,904
30 62200 SUPPLY	45,722	534	1,145	(611)	45,188
31 62300 COMMUNICATION	-	857	3,521	(2,664)	(857)
32 62400 TRAVEL	27,762	2,658	3,555	(897)	25,104
33 62800 OTHER EXPENSES	9,121	196	2,244	(2,048)	8,925
34 TOTAL OPERATIONS	176,568	5,304	60,096	(54,792)	171,264
35 TOTAL BA EXPENDITURES	\$ 192,744	\$ 5,304	\$ 77,689	\$ (72,385)	\$ 187,440
36 BA FUNDS					
37 03427 SWINE SHIP (BA)	12,960	2,309	-	2,309	10,651
38 03427 FAD OUTBREAK (BA)	78,178	1,369	2,114	(745)	76,809
39 03427 HPPI EMERGENCY PREPERADNESS (BA)	2,392	236	800	(564)	2,156
41 03710 ANIMAL DISEASE TRACEABILITY 3/31/26 (BA)	99,214	1,390	74,775	(73,385)	97,824
40 TOTAL BA FUNDS	\$ 192,744	\$ 5,304	\$ 77,689	\$ (72,385)	\$ 187,440

The Designated Surveillance Area (DSA) is budgeted for \$1,147,906 and 2.00 FTE in FY 2026 and is funded with General Funds. The Federal Umbrella is budgeted for \$790,602 and 2.50 FTE in SFY 2026 and is funded with Federal Funds. Of the \$790,602 Federal Umbrella budgeted, only \$568,437 has been awarded to the Department for the Federal Fiscal Year 2024 (FFY24) which ends March 31, 2025. The Federal Umbrella FFY25 authority is for the upcoming federal grant starting April 1, 2025. This grant has not been awarded at this time.

The personal services budget is 34% expended with 38% of payrolls complete. Personal services expended as of November 2025 was \$16,999 lower than November 2024. Operations are 31% expended with 34% of the budget year lapsed. Operation expenses as of November 2025 were \$53,666 higher than November 2024. Overall, total expenditures were \$111,867 higher than the same period last year with 32% of the budget expended.

The Animal Health Bureau receives federal funding for animal disease monitoring and eradication. Unspent federal money at State Fiscal Year (SFY) end is carried over to the next SFY. The Department received \$12,960 from APHIS USDA for Swine SHIP expenses. The Department has spent \$2,309 of the award as of November 30, 2025. The Department received \$88,567 from APHIS USDA for Swine SHIP expenses. The Department spent \$10,389 of the grant in FY 2025. The Department has spent \$11,758 of the award as of November 30, 2025. The Department received \$4,120 from APHIS USDA for Swine SHIP expenses. The Department spent \$1,728 of the grant in FY 2025. The Department has spent \$1,964 of the award as of November 30, 2025.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
NOVEMBER 30, 2025**

DIVISION: ANIMAL HEALTH DIVISION
PROGRAM: DIAGNOSTIC LABORATORY

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2026 Budget	Year-to-Date Actual Expenses November FY 2026	Same Period Prior Year Actual Expenses November FY 2025	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE		22.01				
	A	B	C	D	E	F
1	61000 PERSONAL SERVICES					
2	61100 SALARIES	\$ 1,513,217	\$ 518,400	\$ 503,089	\$ 15,311	\$ 994,817
3	61104 OVERTIME	66,660	16,710	23,686	(6,976)	49,950
4	61400 BENEFITS	533,341	200,284	203,005	(2,721)	333,057
5	TOTAL PERSONAL SERVICES	2,113,218	735,394	729,780	5,614	1,377,824
6	62000 OPERATIONS					
7	62100 CONTRACT	206,859	65,312	75,012	(9,700)	141,547
8	62200 SUPPLY	1,030,724	412,737	498,065	(85,328)	617,987
9	62300 COMMUNICATION	32,737	12,691	49,072	(36,381)	20,046
10	62400 TRAVEL	12,184	5,677	5,106	571	6,507
11	62500 RENT	120,285	44,483	42,685	1,798	75,802
12	62600 UTILITIES	54,141	14,890	14,460	430	39,251
13	62700 REPAIR & MAINT	97,185	73,667	53,237	20,430	23,518
14	62800 OTHER EXPENSES	89,024	49,233	14,167	35,066	39,791
15	TOTAL OPERATIONS	1,643,139	678,690	751,804	(73,114)	964,449
16	63000 EQUIPMENT					
17	63100 EQUIPMENT	19,967	-	-	-	19,967
18	TOTAL EQUIPMENT	19,967	-	-	-	19,967
19	TOTAL	\$ 3,776,324	\$ 1,414,084	\$ 1,481,584	\$ (67,500)	\$ 2,362,240
20	BUDGETED FUNDS					
21	01100 GENERAL FUND	\$ 1,290,956	\$ 687,730	\$ 614,354	\$ 73,376	\$ 603,226
22	02426 PER CAPITA FEE	852,882	-	57,429	(57,429)	852,882
23	03673 FEDERAL ANIMAL HEALTH DISEASE	21,729	-	-	-	21,729
24	06026 DIAGNOSTIC LABORATORY FEES	1,610,757	726,354	809,801	(83,447)	884,403
25	TOTAL BUDGET FUNDING	\$ 3,776,324	\$ 1,414,084	\$ 1,481,584	\$ (67,500)	\$ 2,362,240
26	BUDGET AMENDED (BA) & ONE-TIME-ONLY (OTO) EXPENDITURES					
27	61000 PERSONAL SERVICES					
28	61100 SALARIES	\$ 73,509	\$ -	\$ -	\$ -	\$ 73,509
29	61400 BENEFITS	27,933	-	-	-	27,933
30	TOTAL PERSONAL SERVICES	101,442	-	-	-	101,442
31	62000 OPERATIONS					
32	62100 CONTRACT	72,008	-	-	-	72,008
33	62200 SUPPLY	24,937	66,779	-	66,779	(41,842)
34	62400 TRAVEL	12,000	1,864	-	1,864	10,136
35	62800 OTHER EXPENSES	15,358	40,123	-	40,123	(24,765)
36	TOTAL OPERATIONS	159,553	102,393	-	102,393	57,160
37	63000 EQUIPMENT					
38	63100 EQUIPMENT	1,013,726	190,769	-	190,769	822,957
39	TOTAL EQUIPMENT	1,562,474	190,769	-	190,769	1,371,705
40	TOTAL BA & OTO EXPENDITURES	\$ 1,823,469	\$ 293,162	\$ -	\$ 293,162	\$ 1,530,307
41	BA & OTO FUNDING					
42	01100 GENERAL FUND (OTO)	\$ 200,400	\$ -	\$ -	\$ -	\$ 200,400
43	02426 PER CAPITA FEE (OTO)	863,048	-	-	-	863,048
44	03673 NAHLN (LIMS IMPROVEMENT)	38,700	-	-	-	38,700
45	03673 NAHLN ARP AWARD (BA)	442,371	190,769	-	190,769	251,602
46	03673 NAHLN 2026	278,950	102,393	-	102,393	176,557
47	TOTAL BA & OTO FUNDING	\$ 1,823,469	\$ 293,162	\$ -	\$ 293,162	\$ 1,530,307

The diagnostic laboratory is budgeted for \$3,776,324 and 22 FTE in FY 2026. It is funded with general fund of \$1,290,956, per capita fees of \$852,882, federal funds of \$21,729, and lab testing fees of \$1,610,757. Personal services are 35% expended with 38% of payrolls complete. Personal services expended as of November 2025 were \$5,614 higher than November 2024. Operations are 41% expended with 34% of the budget year lapsed. Operation expenses as of November 2025 were \$73,114 lower than November 2024. Overall, Diagnostic Laboratory total expenditures were \$67,500 lower than the same period last year. As of November 30, 2025, the Diagnostic Lab has expended 37% of its budget.

2025 Legislation authorized the diagnostic laboratory one-time-only budget authority for the purchase of laboratory diagnostic equipment for the milk lab in the amount of \$200,400 to be paid with general fund.

2025 Legislation authorized the diagnostic laboratory one-time-only budget authority for the purchase of laboratory diagnostic equipment and capital outlay to complete the new diagnostic laboratory in the amount of \$863,048 to be paid with per capita fee.

In FY 2025, the Diagnostic Laboratory was awarded \$278,950 from the National Animal Health Laboratory Network (NAHLN) through USDA, APHIS. This grant is to purchase testing supplies, travel, maintenance contracts and laboratory equipment for the Diagnostic Laboratory. MVDL has until May 31, 2026 to spend the grant funding.

The Diagnostic Laboratory was awarded \$1,000,000 from the American Rescue Plan (ARP) through USDA, APHIS. This grant is a sub-award through the Colorado State University. This grant is to purchase equipment for the Diagnostic Laboratory including the incinerator for the new lab building. The Department spent \$557,629 in FY2025 leaving \$442,371 for FY2026. As of November 30, 2025, the lab has spent \$748,398 of the APHIS ARP grant. MVDL has until May 31, 2026 to spend the grant funding.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
NOVEMBER 30, 2025**

DIVISION: ANIMAL HEALTH DIVISION
PROGRAM: MILK AND EGG / SHIELDED EGG GRADING

**BUDGET TO ACTUAL EXPENSE
COMPARISON REPORT**

		FY 2026 Budget	Year-to-Date Actual Expenses November FY 2026	Same Period Prior Year Actual Expenses November FY 2025	Year to Year Comparisor	Balance of Budge Available
BUDGETED FTE		6.75				
	A	B	C	D	E	G
61000 PERSONAL SERVICES						
1	61100 SALARIES	\$ 388,731	\$ 125,807	\$ 136,406	\$ (10,599)	\$ 262,924
2	61102 OVERTIME	86,242	5,744	3,981	1,763	80,498
	61300 OTHER/PER DIEM	-	-	-	-	-
3	61400 BENEFITS	135,457	53,041	51,273	1,768	82,416
4	TOTAL PERSONAL SERVICES	610,430	184,592	191,660	(7,068)	425,838
62000 OPERATIONS						
6	62100 CONTRACT	140,163	33,140	19,733	13,407	107,023
7	62200 SUPPLY	25,815	10,303	1,218	9,085	15,512
8	62300 COMMUNICATION	20,814	2,017	2,184	(167)	18,797
9	62400 TRAVEL	2,652	5,866	725	5,141	(3,214)
10	62500 RENT	19,549	10,893	8,823	2,070	8,656
11	62700 REPAIR & MAINT	4,460	-	232	(232)	4,460
12	62800 OTHER EXPENSES	8,250	5,758	4,060	1,698	2,492
13	TOTAL OPERATIONS	221,703	67,977	36,975	31,002	153,726
14	TOTAL	\$ 832,133	\$ 252,569	\$ 228,635	\$ 23,934	\$ 579,564
15 BUDGETED FUNDS						
16	01100 GENERAL FUND	\$ 154,411	\$ 42,922	\$ -	\$ 42,922	\$ 111,489
17	02262 SHIELDED EGG GRADING FEES	388,007	108,719	105,014	3,705	279,288
18	02701 MILK INSPECTION FEES	271,496	92,621	113,240	(20,619)	178,875
19	03032 SHELL EGG INSPECTION FEES	18,219	8,307	10,381	(2,074)	9,912
20	TOTAL BUDGET FUNDING	\$ 832,133	\$ 252,569	\$ 228,635	\$ 23,934	\$ 579,564
21 BUDGET AMENDED EXPENDITURES						
22 62000 OPERATIONS						
23	62200 SUPPLY & MINOR EQUIPMENT	\$ 13,595	\$ -	\$ -	\$ -	\$ 13,595
24	62400 TRAVEL	14,589	-	-	-	14,589
24	TOTAL OPERATIONS	28,184	-	-	-	28,184
25 BUDGETED FUNDS						
26	03032 HPAI PPE	13,595	-	-	-	13,595
27	03032 MILK TRAINING	14,589	-	-	-	14,589
28	TOTAL BUDGET FUNDING	\$ 28,184	\$ -	\$ -	\$ -	\$ 28,184

The total Milk & Egg program is budgeted \$832,133 with 6.75 FTE in FY 2026 funded with milk inspection fees, egg grading fees and federal shell egg inspection fees. The personal services budget is 30% expended with 38% of payrolls complete. Personal services expended as of November 2025 was \$7,068 lower than November 2024. Operation expense budget is 31% expended with 34% of budget year lapsed. Operation expenses as of November 2025 was \$31,002 higher than November 2024. The Animal Health Division total expenditures were \$23,934 higher than the same period last year. As of November 30, 2025, the Milk & Egg program has expended 30% of its budget.

The Department has two federal milk inspection grants. The first federal grant is for milk inspection for High Path Avian Influenza testing personal protection equipment. The amount of the grant is \$15,224. The second federal grant is for two milk inspectors to attend training at two out of state training seminars and for one milk inspection employee to attend two out of state conferences. The amount of the grant is \$14,589.

MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
NOVEMBER 30, 2025

DIVISION: ANIMAL HEALTH DIVISION
PROGRAM: MEAT INSPECTION

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2026 Budget	Year-to-Date Actual Expenses November FY 2026	Same Period Prior Year Actual Expenses November FY 2025	Year to Year Comparison	Balance of Budget Available

BUDGETED FTE	30.50
--------------	-------

	A	B	C	D	E	F
61000 PERSONAL SERVICES						
1 61100 SALARIES		\$ 1,524,659	\$ 528,706	\$ 499,718	\$ 28,988	\$ 995,953
2 61102 OVERTIME		90,338	8,442	21,325	(12,883)	81,896
3 61400 BENEFITS		658,609	231,374	218,706	12,668	427,235
4 TOTAL PERSONAL SERVICES		2,273,606	768,522	739,749	28,773	1,505,084
5 62000 OPERATIONS						
6 62100 CONTRACT		105,484	32,245	24,836	7,409	73,239
7 62200 SUPPLY		67,373	39,439	34,543	4,896	27,934
8 62300 COMMUNICATION		25,317	12,241	9,878	2,363	13,076
9 62400 TRAVEL		89,238	35,055	36,567	(1,512)	54,183
10 62500 RENT		237,544	75,135	80,193	(5,058)	162,409
11 62700 REPAIR & MAINT		7,888	1,125	611	514	6,763
12 62800 OTHER EXPENSES		324,823	5,190	73,034	(67,844)	319,633
13 TOTAL OPERATIONS		857,667	200,430	259,662	(59,232)	657,237
14 TOTAL EXPENDITURES		\$ 3,131,273	\$ 968,952	\$ 999,411	\$ (30,459)	\$ 2,162,321
15 BUDGETED FUNDS						
16 01100 GENERAL FUND		\$ 1,851,384	\$ 498,050	\$ 967,683	\$ (469,633)	\$ 1,353,334
17 02427 ANIMAL HEALTH FEES		24,140	-	-	-	24,140
18 03209 MEAT & POULTRY INSPECTION		1,255,749	470,902	31,728	439,174	784,847
19 TOTAL BUDGET FUNDING		\$ 3,131,273	\$ 968,952	\$ 999,411	\$ (30,459)	\$ 2,162,321

In FY 2026, Meat Inspection is budgeted \$3,131,273 with 28.50 FTE. The bureau is funded with general fund of \$1,851,384, federal meat & poultry inspection funds of \$1,255,749 and \$24,140 of animal health fees levied from licensing as per 81-9-201(1)MCA. Personal services budget is 34% expended with 38% of payrolls complete. Personal services expended as of November FY 2026 was \$28,773 higher than November FY 2025. Operations are 23% expended with 34% of the budget year lapsed. Overall, Meat Inspection total expenditures were \$30,459 lower than the same period last year. As of November 30, 2025 the Meat Inspection program expended 31% of its budget.

The Meat & Poultry Inspection program had employee termination payouts of \$488 and \$35,788 for the period ending November 30, 2025 and November 30, 2024, respectively.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
NOVEMBER 30, 2025**

DIVISION: BRANDS ENFORCEMENT DIVISION
PROGRAM: BRANDS ENFORCEMENT

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2026 Budget	Year-to-Date Actual Expenses November FY 2026	Same Period Prior Year Actual Expenses November FY 2025	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE		54.11				
A	B	C	D	E	F	
61000 PERSONAL SERVICES						
1	61100 SALARIES	\$ 2,896,595	\$ 1,040,691	\$ 1,107,551	\$ (66,860)	\$ 1,855,904
2	61200 OVERTIME	265,323	154,804	135,394	19,410	110,519
3	61400 BENEFITS	1,217,197	486,889	488,093	(1,204)	730,308
4	TOTAL PERSONAL SERVICES	4,379,115	1,682,384	1,731,038	(48,654)	2,696,731
5 62000 OPERATIONS						
6	62100 CONTRACT	140,909	52,797	50,551	2,246	88,112
7	62200 SUPPLY	104,486	101,180	54,992	46,188	3,306
8	62300 COMMUNICATION	111,717	35,972	34,070	1,902	75,745
9	62400 TRAVEL	50,814	15,165	14,374	791	35,649
10	62500 RENT	242,968	82,824	87,518	(4,694)	160,144
11	62600 UTILITIES	14,641	15,000	6,500	8,500	(359)
12	62700 REPAIR & MAINT	99,627	44,056	33,757	10,299	55,571
13	62800 OTHER EXPENSES	48,148	24,321	15,975	8,346	23,827
14	TOTAL OPERATIONS	813,310	371,315	297,737	73,578	441,995
15	TOTAL	\$ 5,192,425	\$ 2,053,699	\$ 2,028,775	\$ 24,924	\$ 3,138,726
16 BUDGETED FUNDS						
17	02425 BRAND INSPECTION FEES	\$ 3,651,697	\$ 2,053,699	\$ 2,001,851	\$ 51,848	\$ 1,597,998
18	02426 PER CAPITA FEES	1,540,728	-	26,924	(26,924)	1,540,728
19	TOTAL BUDGET FUNDING	\$ 5,192,425	\$ 2,053,699	\$ 2,028,775	\$ 24,924	\$ 3,138,726

In FY 2026, Brands Enforcement is budgeted for \$5,192,425 with 54.11 FTE. It is funded with brand inspection fees of \$3,651,697 and per capita fees of \$1,540,728. Personal services budget is 38% expended with 38% of payrolls complete. Personal services expended as of November 30, 2025 was \$48,654 lower than November 29, 2024. Operations are 46% expended with 34% of the budget year lapsed. Operation expenses as of November 30, 2025 were \$73,578 higher than November 29, 2024. Overall, Brands Enforcement total expenditures were \$24,924 higher than the same period last year. As of November 30, 2025, the Brands Division has expended 40% of its budget.

The Brands Enforcement division had employee termination payouts of \$14,409 and \$88,821 for the period ending November 30, 2025 and November 30, 2024, respectively.



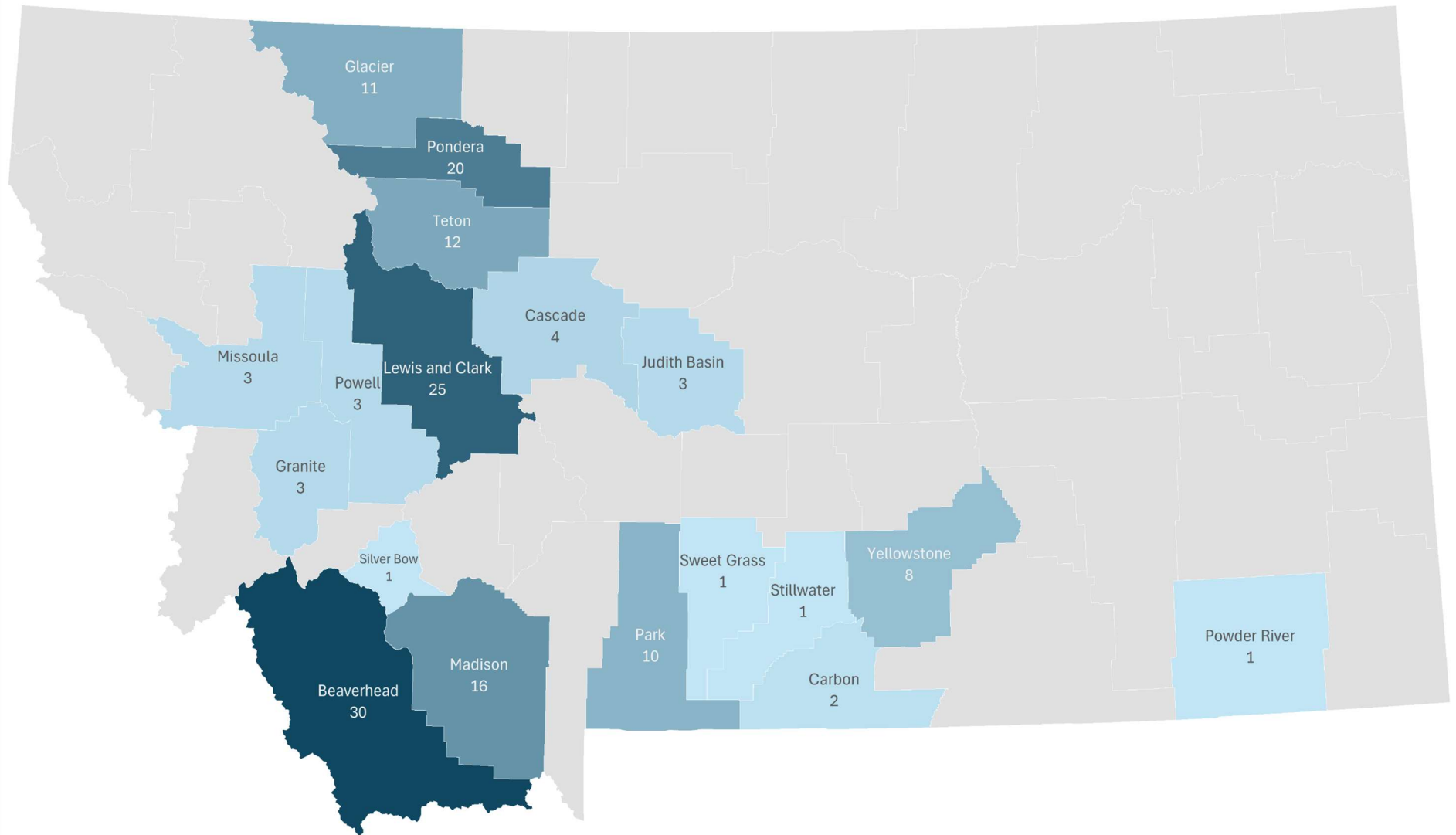
Board of Livestock Meeting

Agenda Request Form

From: Leslie Doely	Division/Program: Livestock Loss Board (LLB)	Meeting Date: 12/17/2025					
<u>Agenda Item:</u> Livestock Loss Board Report to the BOL							
Background Info: Since the last Board meeting, LLB has paid livestock loss claims to 7 producers for 10 losses. LLB has opened the 2026 loss prevention grant cycle and set a due date for grant applications for January 30, 2026. LLB will review applications in late February. Recommendation: n/a							
Time needed: 5 min	Attachments:	<table border="1"><tr><td>Yes x</td><td>No</td><td>Board vote required?</td><td>Yes</td><td>No x</td></tr></table>	Yes x	No	Board vote required?	Yes	No x
Yes x	No	Board vote required?	Yes	No x			

Depredation Losses by County

January 1, 2025 – November 30, 2025

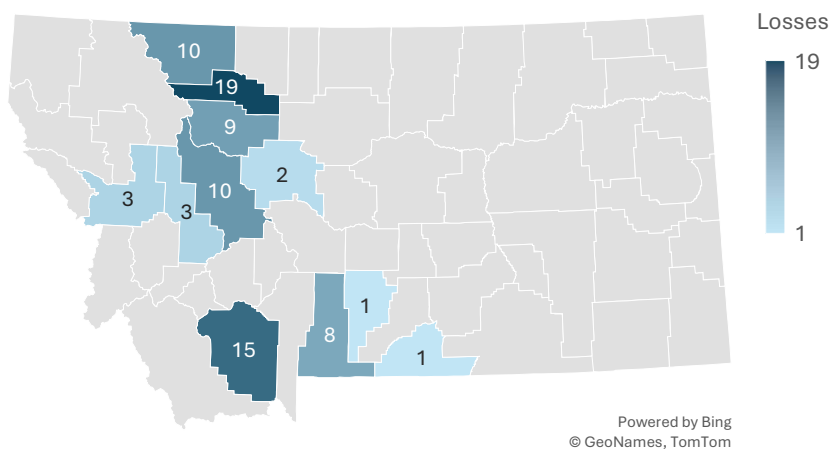


Losses Claimed 1 30

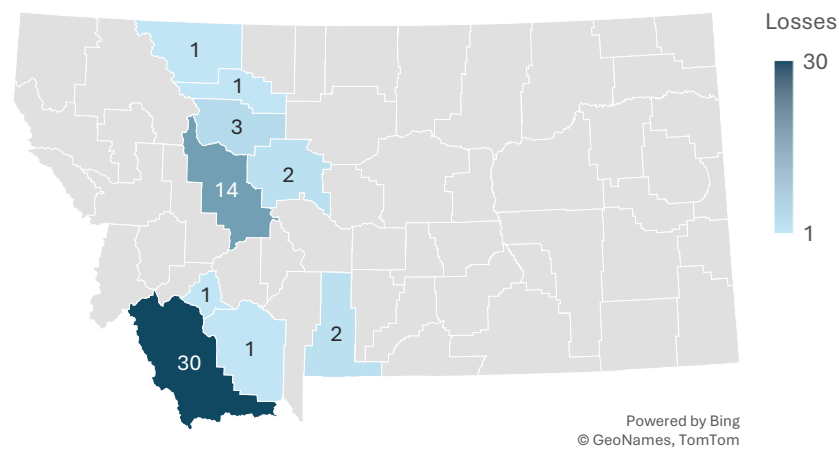
Depredations by Predator Species

January 1, 2025 through November 30, 2025

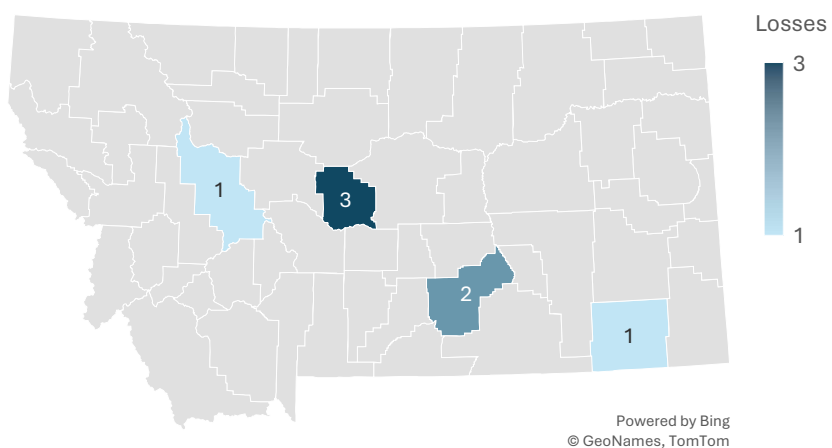
Grizzly



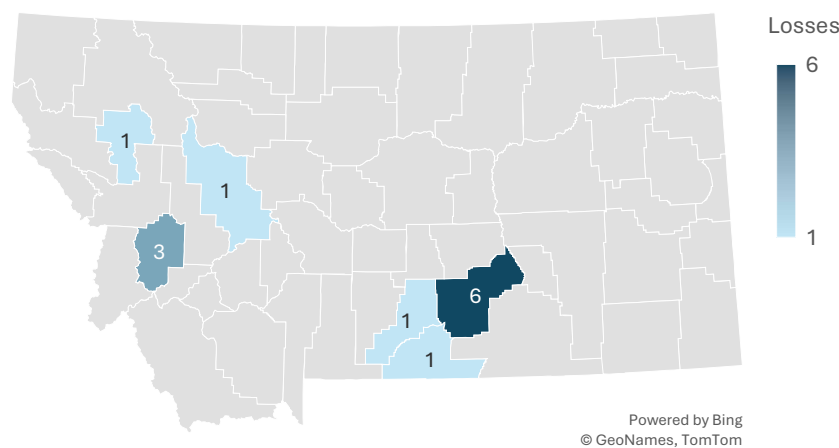
Wolf



Black Bear



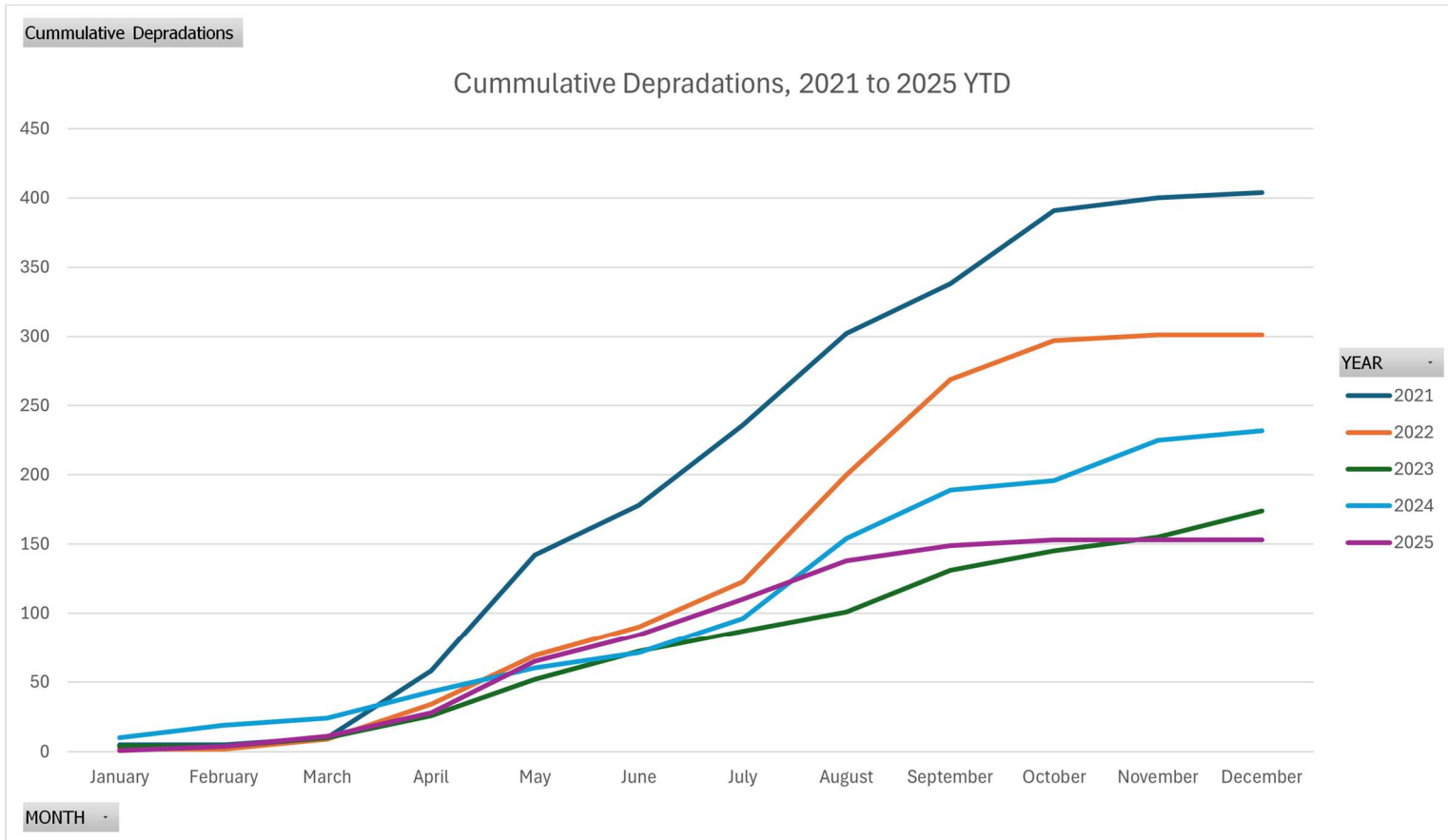
Mountain Lion



2025 YTD Depredations by Predator and Livestock Species

	Black Bear		Grizzly		Lion		Wolves		Totals	
	Number	Amount	Number	Amount	Number	Amount	Number	Amount	Number	Amount
Cattle			69	\$173,463			30	\$64,654	99	\$238,118
Guard Dog							5	\$2,500	5	\$2,500
Goat	2	\$821			1	\$650			3	\$1,471
Sheep	5	\$2,027	4	\$922	11	\$2,061	20	\$10,624	40	\$15,633
Swine			7	\$2,100					7	\$2,100
Totals	7	\$2,848	80	\$176,485	12	\$2,711	55	\$77,778	154	\$259,822

Total livestock owners: 70



LLB Depredation Claims Reimbursed

January 1, 2025 through 11/30/2025

	Cattle		Dog		Goat		Sheep		Swine		Totals	
	Number	Amount	Number	Amount	Number	Amount	Number	Amount	Number	Amount	Number	Amount
Beaverhead	13	\$25,928	5	\$2,500			12	\$8,949			30	\$37,377
Wolves	13	\$25,928	5	\$2,500			12	\$8,949			30	\$37,377
Carbon	1	\$2,161					1	\$207			2	\$2,368
Grizzly	1	\$2,161									1	\$2,161
Lion							1	\$207			1	\$207
Cascade	3	\$6,481							1	\$300	4	\$6,781
Grizzly	1	\$2,061							1	\$300	2	\$2,361
Wolves	2	\$4,420									2	\$4,420
Glacier	10	\$25,517							1	\$300	11	\$25,817
Grizzly	9	\$23,422							1	\$300	10	\$23,722
Wolves	1	\$2,095									1	\$2,095
Granite							3	\$598			3	\$598
Lion							3	\$598			3	\$598
Judith Basin							3	\$1,062			3	\$1,062
Black Bear							3	\$1,062			3	\$1,062
Lewis and Clark	14	\$32,150			1	\$650	10	\$2,439			25	\$35,239
Black Bear							1	\$354			1	\$354
Grizzly	8	\$17,052					1	\$410			9	\$17,462
Lion					1	\$650					1	\$650
Wolves	6	\$15,098					8	\$1,675			14	\$16,773
Madison	16	\$44,422									16	\$44,422
Grizzly	15	\$42,847									15	\$42,847
Wolves	1	\$1,575									1	\$1,575
Missoula							3	\$512			3	\$512
Grizzly							3	\$512			3	\$512
Park	10	\$25,378									10	\$25,378
Grizzly	8	\$20,916									8	\$20,916
Wolves	2	\$4,462									2	\$4,462
Pondera	20	\$49,584									20	\$49,584
Grizzly	19	\$47,231									19	\$47,231
Wolves	1	\$2,353									1	\$2,353
Powder River							1	\$611			1	\$611
Black Bear							1	\$611			1	\$611
Powell	3	\$6,558									3	\$6,558
Grizzly	3	\$6,558									3	\$6,558
Silver Bow	1	\$1,975									1	\$1,975
Wolves	1	\$1,975									1	\$1,975
Stillwater							1	\$183			1	\$183
Lion							1	\$183			1	\$183
Sweet Grass	1	\$3,201									1	\$3,201
Grizzly	1	\$3,201									1	\$3,201
Teton	7	\$14,762							5	\$1,500	12	\$16,262
Grizzly	4	\$8,014							5	\$1,500	9	\$9,514
Wolves	3	\$6,748									3	\$6,748
Yellowstone					2	\$821	6	\$1,074			8	\$1,895
Black Bear					2	\$821					2	\$821
Lion							6	\$1,074			6	\$1,074
Grand Total	99	\$238,118	5	\$2,500	3	\$1,471	40	\$15,633	7	\$2,100	154	\$259,822



Board of Livestock Meeting

Agenda Request Form

From: Alicia Love, MPH, RD Bureau Chief	Division/Program: Animal Health/Meat, Milk, and Egg Inspection Bureau	Meeting Date: December 17, 2025					
<u>Agenda Item:</u> General Updates							
Background Info: <ul style="list-style-type: none">• Update on the FDA Check Rating Results							
Recommendation:							
Time needed: 5 min	Attachments:	<table border="1"><tr><td>Yes</td><td>No X</td><td>Board vote required?</td><td>Yes</td><td>No X</td></tr></table>	Yes	No X	Board vote required?	Yes	No X
Yes	No X	Board vote required?	Yes	No X			



Board of Livestock Meeting

Agenda Request Form

From: Greg Juda		Division/Program: MVDL		Meeting Date: 12/17/25		
Agenda Item: OOS travel request for AAVLD auditor training						
<p>Background Info: The annual AAVLD auditor training provides an opportunity for better understanding of the AAVLD audit and accreditation processes, which benefits the efforts of the laboratory to obtain and maintain accreditation. The training also opens the door for lab staff to participate in AAVLD audits system wide, which is beneficial for quality and process improvement – both for the Montana laboratory and nationwide lab network. MVDL is proposing to send our Quality Manager, Casey Ming, to this training.</p> <p>Recommendation: BOL approval of travel request</p>						
Time needed: 5 minutes	Attachments:	Yes X	No	Board vote required	Yes X	No
From: Greg Juda		Division/Program: MVDL		Meeting Date: 12/17/25		
Agenda Item: OOS travel request for NAHLN HL7 Messaging Symposia						
<p>Background Info: This request is for an in-person March 4-5, 2026 NAHLN HL7 Messaging Symposia Event, hosted by Colorado State University, in collaboration with the NAHLN. This request is being submitted as an out-of-state travel request fully funded by a NAHLN grant.</p> <p>Goals of training:</p> <ul style="list-style-type: none"> Gain better understanding of NAHLN messaging from data entry through the messaging process to routing via EMS to NAHLN Programs Gain a better understanding of the role each person in the process plays in ensuring quality data is collected and available for federal decision making Build social networks of contacts they can utilize for support <p>Recommendation: BOL approval of travel request</p>						
Time needed: 5 minutes	Attachments:	Yes X	No	Board vote required	Yes X	No
From: Greg Juda		Division/Program: MVDL		Meeting Date: 12/17/25		
Agenda Item: Rocky Vista University veterinary school collaboration discussion						
<p>Background Info: MVDL has been in discussions to put in place a Memorandum of Understanding (MOU) between Rocky Vista University College of Veterinary Medicine and the Montana Department of Livestock's Veterinary Diagnostic Laboratory to establish a mutually beneficial partnership. The purpose of the agreement is to foster collaboration between the MVDL and Rocky Vista's faculty, students, and staff in Veterinary education, professional development, and research opportunities.</p> <p>Recommendation: MVDL is seeking BOL approval to continue talks with RVU to outline a mutually beneficial collaboration</p>						
Time needed: 25 minutes	Attachments:	Yes	No X	Board vote required	Yes X	No

Department of Livestock

1) Division
Animal Health, MVDL

2) Employee(s) Traveling

Casey Ming

3) Justification

The annual AAVLD auditor training provides an opportunity for better understanding of the AAVLD audit and accreditation processes, which benefits the efforts of the laboratory to obtain and maintain accreditation. The training also opens the door for lab staff to participate in AAVLD audits system wide, which is beneficial for quality and process improvement – both for the Montana laboratory and nationwide lab network.

4) Itinerary

The training will occur in person on Wednesday Wednesday, February 4, 2026, from 8 am to 5pm at the Luxor Hotel in Las Vegas

5) Cost Estimate

Hotel: \$200

Registration: \$100

Per diem: \$126

Ground transportation: \$100

Airfare (current price on SW): \$500

Airport parking: \$45

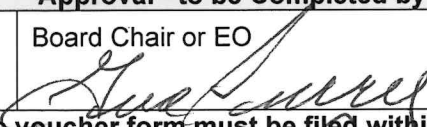
Total: \$879

Funding source will be 2025 AAVLD annual grant funding.

6) Submitted By

Requested By
Greg JudaTitle
Lab DirectorDate
12/17/2025

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board	Board Chair or EO	Title	Date
12-17-25		Chairman	12-17-25

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.

Department of Livestock

1) Division
MVDL

2) Employee(s) Traveling

Steve Smith, Mary Horner-Richardson

3) Justification

This request is for a March 4-5, 2026 NAHLN HL7 Messaging Symposia Event, hosted by Colorado State University, in collaboration with the NAHLN.

4) Itinerary

Training will take place approximately 8 am to 5 pm March 4th and 5th. March 3rd and 6th are designated as travel days.

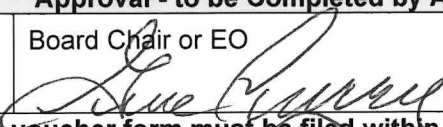
5) Cost Estimate

These symposia are grant funded and hosted by Colorado State University, in collaboration with NAHLN. Symposia travel and hotel expenses are arranged and covered upfront at no cost to participants through the grant supporting these symposia. Meals will be provided or reimbursed after the symposia.

6) Submitted By

Requested By
Gregory JudaTitle
Lab DirectorDate
12/17/2025

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board 12-17-25	Board Chair or EO 	Title Chairman	Date 12-17-25
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: Tahnee Szymanski, DVM	Division/Program: Animal Health Bureau, AH&FS Division	Meeting Date: 12/17/2025
Agenda Item: Request for OOS travel to Texas for TB Testing		
<p>Background Info: Texas has recent tuberculosis detections in several large dairy complexes. Testing in dairies is typically done by large teams. Individual veterinarians will conduct several hundred tests per day, with the team total for a day being several thousand animals. Testing in January/February is expected to cover 100,000 animals plus. AHB would like to send Drs. Peterson and Martin to TX to assist with testing. Testing in these numbers is excellent exposure to TB testing, disease specific biosecurity practices, and data capture/management during regulatory disease work. While it has not yet been finalized, AHB is hopeful that this process would allow Drs. Peterson and Martin to become provisionally certified to conduct the Comparative Cervical Test (CCT) and to get exposure to post-mortem sample collection for TB suspects. Travel would be covered by Federal Cooperative Agreement.</p> <p>Recommendation: Approve 2 veterinarians to travel to Texas Sunday through Saturday to participate in 5 days of TB testing on Texas dairies.</p>		
Time needed: 5 min	Attachments: Yes	Board vote required? Yes
Agenda Item: Request for travel authorization to participate in either a domestic or international USDA review team		
<p>Background Info: USDA conducts disease program reviews at both the state level and international. Program reviews are designed to evaluate the efficacy of disease control programs in mitigating the risk of disease spread through animal movements, whether interstate or internationally. State Animal Health Officials are included on site/status evaluations. Sight evaluations provide an opportunity to learn how other states or countries manage disease and to bring that knowledge back to their respective states and industries. Like reviews of Montana's brucellosis program, these reviews are a tool for increasing understanding and dispelling concerns. To be considered for participation on a review team, candidates must complete online training and a background check that may take several months to complete. USDA is currently compiling an updated list of interested state vets. Travel expenses for review teams are paid by USDA. MDOL would only be responsible for salary during travel.</p> <p>Recommendation: Approve Dr. Szymanski for participation in a single potential future USDA program review.</p>		
Time needed: 5 min	Attachments:	Board vote required Yes
Agenda Item: Request to remove Washington State from requirement for official ID for feeders.		
<p>Background Info: At the January 2025 BOL meeting, the Board approved an updated import policy. The approval included Washington State as it was understood that Washington required Montana origin feeder cattle to be officially identified. Following a recent conversation with Washington's Assistant State Veterinarian, we learned that Washington does not require ID for feeder cattle less than 18 months of age unless going to a Category 1 restricted feedlot. These feedlots are designed to allow animals that have not met state and federal disease testing requirements to move in slaughter channels. For animals less than 18 months of age to a private owner or to a non-Category 1 restricted feedlot, no official ID is required. To be consistent with our policy for other states, Montana is requesting that feeders from Washington no longer require official ID.</p> <p>Washington import requirements: https://agr.wa.gov/departments/animals-livestock-and-pets/animal-health/import-requirements/cattle-import</p> <p>Recommendation: Approve removal of Washington State from requirement to ID feeder cattle, outlined here: https://liv.mt.gov/docs/Animal-Health/import/ImportDocs2025/2025.01.24_Cattle-ID-Memo1.pdf</p>		
Time needed: 10 min	Attachments: Yes	Board vote required: Yes

Agenda Item: Program and Disease Updates

Background Info:

- Introduction of Dr. Kelsey Martin
- Brucellosis – fall testing and epidemiological investigations, BRUH meeting in Bozeman
- EHV-1 – Status of multi-state outbreak and sunset of Emergency Official Order:
<https://liv.mt.gov/docs/Animal-Health/Official-and-Emergency-Orders/Animal-Health-Order-No-2025-02.pdf>
- Vesicular Stomatitis Virus

Recommendation: N/A

Time needed: 20 min	Attachments:	<u>No</u>	Board vote required:	<u>No</u>
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Agenda Item: OOS Travel Report from USAHA Annual Meeting

Background Info: Drs. Szymanski, Kaleczyc, and Peterson recently attended the USAHA annual meeting in Denver, CO. A written summary of content covered during the meeting is included for the Board.

Recommendation: N/A

Time needed: N/A	Attachments:	<u>Yes</u>	Board vote required:	<u>No</u>
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Agenda Item: Indemnity Request- Gallatin County Brucellosis Reactor

Background Info: A Gallatin County DSA animal was identified as non-negative on a brucellosis test. The animal was tested as part of an annual herd test on 12/3/25 and the non-negative result was reported on 12/5/25. It was retested on 12/8/25 to confirm results and identification. As a result of the non-negative tests, the animal will be euthanized and sent to the Veterinary Diagnostic lab in Bozeman for tissue collection for further brucellosis testing (estimated euthanasia date 12/12/25). There is no federal indemnity for animals euthanized due to non-negative brucellosis tests. USDA will pay \$250 dollars for the diagnostic purchase of the animal, which results in a significant loss to the producer. This loss has been a consistent frustration of the program. With the recent legislation that allows MDOL to maintain and pay indemnity for animals destroyed due to program diseases, animal health is requesting the board to consider paying indemnity to better match the value of the animal. Based on recent Montana market sales this animal's estimated value is \$3,100.

Examples will be provided for consideration in determining this animal's value including a USDA indemnity calculator result and comparable market sales.

Request executive closed session to protect identify of the producer.

Recommendation: Approve Indemnity

Time needed: 10 minutes	Attachments:	<u>Yes</u>	Board vote required?	<u>Yes</u>
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Department of Livestock

1) Division
Animal Health

2) Employee(s) Traveling

Kelsey Martin

Brenne Peterson

3) Justification

Travel to Texas for comparative cervical tuberculin (CCT) testing. Texas currently has a TB trace with thousands of cattle needing a CCT performed. Travel to Texas will allow personnel from DOL to gain experience in TB testing. It will also promote relationships and collaboration indisease response.

4) Itinerary

The exact location is unknown for TB testing but the basic itenary will include travel to Texas on Sunday with TB testing being performed Monday through Friday. Travel back to MONTANA will occur on Saturday.

5) Cost Estimate

Travel - ~\$800 per person

Rental Car: ~360 (\$60 per day)

Lodging - ~\$900 per person

Per diem - \$378 per person

Total for 2 people - \$4,876

6) Submitted By

Requested By

Tahnee Szymanski, DVM

Title

State Veterinarian

Date

12/5/2025

Approval - to be Completed by Agency Authorized Personnel

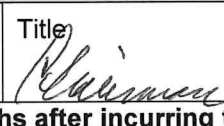
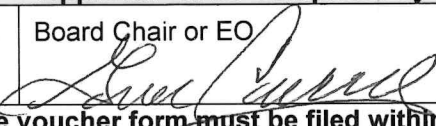
Date Approved by Board

Board Chair or EO

Title

Date

12-17-25



12-17-25

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.

STATE OF MONTANA

REQUEST AND JUSTIFICATION
FOR OUT-OF-STATE TRAVEL

Department of Livestock

1) Division
Animal Health

2) Employee(s) Traveling

Dr. Tahnee Szymanski

3) Justification

USDA conducts disease program reviews at both the state level and international. Program reviews are designed to evaluate the efficacy of disease control programs in mitigating the risk of disease spread through animal movements, whether interstate or internationally. State Animal Health Officials are included on site/status evaluations. Sight evaluations provide an opportunity to learn how other states or countries manage disease and to bring that knowledge back to their respective states and industries. Like reviews of Montana's brucellosis program, these reviews are a tool for increasing understanding & dispelling concerns. To be considered for participation on a review team, candidates must complete online training & a background check that may take several months to complete. USDA is currently compiling an updated list of interested State Vets.

4) Itinerary

No specific location or date have been set for the program review.

5) Cost Estimate

Travel - Paid for by USDA

Travel expenses for Review Teams are paid by USDA. MDOL would only be responsible for salary during travel.

6) Submitted By

Requested By

Tahnee Szymanski, DVM

Title

State Veterinarian

Date

12/5/2025

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

Board Chair or EO

Title

Date

12-17-25

[Signature]

Chairman

12-17-25

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.

STATE OF MONTANA

GREG GIANFORTE, GOVERNOR

DEPARTMENT OF LIVESTOCK
PO BOX 202001
HELENA, MONTANA 59620-2001



DEPARTMENT OF LIVESTOCK (406) 444-7323
ANIMAL HEALTH & FOOD SAFETY DIVISION (406) 444-2976
BRANDS ENFORCEMENT DIVISION (406) 444-2045
CENTRALIZED SERVICES DIVISION (406) 444-4993
FAX (406) 444-1929

MEMORANDUM

From: Dr. Tahnee Szymanski, Administrator & State Veterinarian TS
Subject: Traceability Requirements for Cattle Imported into Montana
Date: January 24, 2025 (Original effective date: August 1, 2013)

In general, all cattle imported into Montana must have the following:

- **Official individual identification (ID) (840-RFID Tag),**
- **A certificate of veterinary inspection (CVI) with all required ID listed*, and**
- **An import permit for handwritten CVIs ONLY.**

Additionally, Canadian origin cattle must have a CAN hot iron brand that is 2-3 inches tall and applied high on the right hip OR a CAN ear tattoo.

Identification exemptions:

- Animals direct to an approved MT tagging site – to be tagged upon arrival. Required statement on CVI: "Animals in shipment are moving to an approved tagging site."
- Beef calves less than 6 months of age with dams – dams must have official individual ID.
- Beef steers and spayed heifers
- Beef heifers less than 18 months of age from all states EXCEPT Washington for FEEDING ONLY - Required statement on CVI: "Heifers are for feeding only."

Documentation exemptions:

- Cattle from farm of origin to a [USDA Federally Approved Livestock Market](#) for qualification upon arrival do not require a CVI.
- Cattle from farm of origin to a [USDA Federally Approved Slaughter Facility](#) do not require a CVI if accompanied by an owner shipper statement.
- Sexually intact beef cattle less than 18 months of age and not in feeding channels do not require ID to be listed on the CVI. Required statement on CVI: "All animals in shipment have official individual ID."

** When a range of tags is listed on a CVI, a minimum of 90% of the listed tag numbers must represent animals in the shipment.*

**MONTANA DEPARTMENT OF LIVESTOCK
ANIMAL HEALTH DIVISION
OFFICIAL ORDER NO. 25-02**

DATE: November 20, 2025

DATE EFFECTIVE: November 20, 2025

SUBJECT: **Import Restriction on Equines Entering the State of Montana Due to Outbreak of Equine Herpesvirus-1 (EHV-1) and Equine Herpes Myeloencephalopathy (EHM)**

STATUTORY AUTHORIZATION: Montana Code Annotated §§ 81-1-302, 81-2-102(1)(d), and 81-2-703.

ORDERED BY: Dr. Tahnee Szymanski, DVM
State Veterinarian
Animal Health Administrator

REVIEWED BY: Michael Honeycutt
Executive Officer
Montana Board of Livestock

ORDER

The Montana Department of Livestock (Department) is statutorily charged with exercising supervision to protect the livestock interests of the state from disease. Mont. Code Ann. § 81-1-102(1).

Multiple confirmed cases of Equine Herpesvirus-1 (EHV-1) and Equine Herpes Myeloencephalopathy (EHM) in horses associated with equine events in Texas and Oklahoma have been reported in those and other states. EVH-1 is a highly contagious virus spread through the respiratory secretions of infected animals. EVH-1 infection can lead to illness, abortions, stillbirths, and the often-fatal neurological disease Equine Herpes Myeloencephalopathy (EHM). The presence of an equine infected with EVH-1 in the state poses a high risk that it will spread the virus to other equines it comes into contact with.

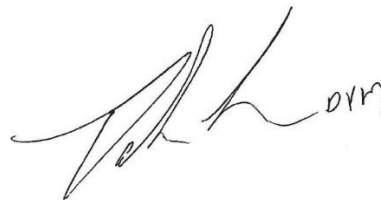
Accordingly, the Department's Animal Health Administrator/State Veterinarian has determined that circumstances exist constituting an imminent peril to equine health and welfare in the State of Montana and is issuing an emergency rule modifying import requirements for equines entering Montana. For purposes of this Order, "equines" means horses, mules, asses, and other members of the family Equidae.

Pursuant to Mont. Code Ann. § 81-2-102(1)(d), IT HEREBY ORDERED that:

1. All equines entering Montana must be traveling on a certificate of veterinary inspection (CVI) issued no earlier than seventy-two (72) hours prior to travel into Montana. *See* Mont. Code Ann. § 81-2-703(2). This 72-hour restriction also applies to equines who are issued a CVI in Montana to travel out-of-state and are returning to Montana on the same CVI. This Order modifies and supersedes the CVI requirements of Admin. R. Mont. 32.3.206.
2. Equines that may have been exposed to EHV-1 within the fourteen (14) days prior to CVI inspection are not eligible for importation into Montana until this Order is lifted. Mont. Code Ann. § 81-2-703(1); Admin. R. Mont. 32.3.203.
3. Equines that are exhibiting any clinical signs consistent with EHV-1 or EHM, including a fever, are not eligible for importation into Montana until this Order is lifted. Mont. Code Ann. § 81-2-703(1); Admin. R. Mont. 32.3.203.
4. All other importation requirements for equines eligible for entry into Montana pursuant to this Order remain in place.
5. This Order is effectively immediately.

This Order may last no longer than five (5) years and is subject to review, modification, or annulment by the Board of Livestock. Mont. Code Ann. §§ 81-2-102(2) and 81-1-302. The Board of Livestock's next regularly scheduled meeting is set for December 17, 2025. Official meeting information, including the agenda and public participation opportunities, will be available at <https://liv.mt.gov/Board-of-Livestock/index> when it becomes available.

DR. TAHNEE SZYMANSKI, DVM

A handwritten signature in black ink, appearing to read 'Tahnee Szymanski DVM', with a stylized flourish at the end.

Montana Department of Livestock
State Veterinarian and Animal Health Administrator



Board of Livestock Meeting

Agenda Request Form

From: Jay Bodner	Division/Program: Brands Enforcement	Meeting Date: 12/17/2025
<u>Agenda Item:</u> Travel Request for Western States Livestock Rural Enforcement Association		
Background Info: Attend the Western States Livestock Rural Enforcement Association (WSLREA) annual conference, March 3-5, 2026, in Reno, NV. The WSLREA consists of multiple agencies dedicated to protecting the Livestock Industry from theft and straying, by utilizing new technologies and techniques with Local, Federal, and international partnerships. Attendees would include Jay Bodner, Brands Area Supervisors: Dan Bugni, Shawn Hando and Wes Seward.		
Estimated cost of attendance: \$ 4580		
Recommendation: Approve Travel		
Time needed: 10 Minutes	Attachments:	No Board vote required? Yes
<u>Agenda Item:</u> Brands Division Update		
Background Info: <ul style="list-style-type: none">• ServiceNow Updates• Miller Creek Feral Horses• Audits		
Recommendation:		
Time needed: 15 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

Department of Livestock

1) Division
Brands Enforcement

2) Employee(s) Traveling

Jay Bodner, Shawn Hando, Dan Bugni and Wes Seward

3) Justification

The Western States Livestock Rural Enforcement Association (WSLREA) consists of multiple agencies dedicated to protecting the Livestock Industry from theft and straying, by utilizing new technologies and techniques with Local, Federal, and International partnerships. It will also be an opportunity for the MT DOL Brands Division to continued training and improve information transfer to successfully investigate crimes and build partnerships across State borders. Attendees would include Jay Bodner, Shawn Hando, Dan Bugni and Wes Seward. The Western States Livestock Rural Enforcement Association (WSLREA) annual conference, will be held March 3-5, 2026 in Reno, NV

4) Itinerary

March 3th - Travel/Board Meeting

March 4th - Conference

March 5th - Conference

March 6th - Travel

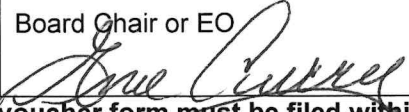
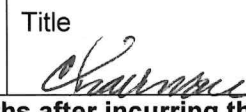
5) Cost Estimate

Transportation	\$1800
Hotel	\$1080
Registration	\$ 900
Per Diem	\$ 800
Total Estimated Cost	\$4580

6) Submitted By

Requested By
Jay BodnerTitle
Brands Division AdministratorDate
12/10/2025

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board 12-17-25	Board Chair or EO 	Title 	Date 12-17-25
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.			