



# Board of Livestock Meeting

## Agenda Request Form

From: <b>Mike Spatz</b>		Division/Program: <b>New Business-Executive Officer Updates to Board</b>		Meeting Date: <b>6/27/2025</b>		
<b><u>Agenda Item:</u>      Human Resources Updates</b>						
Background Info: <ul style="list-style-type: none"><li>• Staff Openings and Recruitment Updates</li><li>• Requests to Hire</li><li>• General Updates</li></ul>						
Recommendation: n/a						
Time needed: 30 min	Attachments:	Yes X	No	Board vote required:	Yes	No X-
<b><u>Agenda Item:</u></b>						
Background Info:						
Recommendation:						
Time needed:	Attachments:	Yes	No	Board vote required:	Yes	No
<b><u>Agenda Item:</u></b>						
Background Info:						
Recommendation:						
Time needed:	Attachments:	Yes	No	Board vote required?	Yes	No
<b><u>Agenda Item:</u></b>						
Background Info:						
Recommendation:						
Time needed:	Attachments:	Yes	No	Board vote required	Yes	No



DOL Board Meeting  
June 27, 2025



## Human Resources Update

### **-Staff, Openings, Recruitment**

#### **-Request to Hire:**

**\*Assistant State Veterinarian (Animal Health)**

**\*Sanitarian Supervisor (Animal Health)**

### **-General Updates**

# Staff Openings and Recruitment



DOL is actively recruiting  
for 3 positions:

Livestock Investigator- District 14  
(Cascade, N. Lewis and Clark and  
Teton Counties)

Veterinary Microbiologist- Section  
Head

Livestock Market Inspector- Billings



## ➤ OVERVIEW- MAY 29, 2025,----- JUNE 27, 2025

- ✓ DOL had 1 new hire since the last board meeting. (*Animal Health*)  
-**The Department had 1 internal promotion and will have 2 new hires on June 30<sup>th</sup>.**
- ✓ DOL has had 2 vacated positions (*Animal Health- Vet Supervisor/ Brands- Investigator*).
- ✓ The Department has (1) notice of future resignations at this time. (*Animal Health- Veterinarian*)

# Staffing/ Position Highlights



## ANIMAL HEALTH DIVISION

- **Jeremy Leavitt** has joined the Department as the NW Meat Inspection Supervisor. Jeremy started on June 23, 2025
- **Animal Health:** has veterinarian positions to fill! Will be recruiting for a Staff Veterinarian in Helena as well as the Vet. Supervisor (This will have a request).

## BRANDS DIVISION

- **Area Supervisor- Field Operations- Central District:** Wes Seward was selected and promoted into this position. Was began his transition into this new role on June 9, 2025.

**Brands Positions to fill:** Brands has 2 new markets inspectors proposed to start on June 30<sup>th</sup>. Is looking for a District 14 Investigator and will need an FTO position filled.





# Requests to Hire

## ANIMAL HEALTH DIVISION:

### 1. Request to hire an Assistant State Veterinarian:

- *This would be the recently vacated Veterinarian Supervisor position.*
- *Re-classify this position back to the Assistant State Vet. Position.*
- *Need for an Assistant State Vet/ potential for recruitment due to the current applicant market.*
- ***Suggested Pay Range: \$119, 392.00 to \$124,722.00 Annually.***

### 2. Request to hire a Sanitarian Supervisor/ Backup ELAO, Meat Milk and Egg Unit:

- *This position would fill an existing previously vacated position and would ideally be located near Helena. (Draft Job Description provided)*
- *In addition to the sanitation, compliance and training benefits, this position would be the immediate supervisor for the Sanitarians in that unit, relieving the Bureau Chief of direct reports.*
- *The cost would be split between meat, milk, and egg.*
- ***Suggested Pay Range: \$38.50-40.50/Hourly***



# Other General Updates...

- HB 13 Pay increases for staff is effective June 28<sup>th</sup>.
- Mid-Year Performance Check-in process is in effect.



## ...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.*

**Department:** 5603, Livestock  
**Bureau:** Animal Health and Food Safety Division, Animal Health Bureau  
**Job Title:** Assistant State Veterinarian, Animal Health Bureau Chief,  
Animal Health & Food Safety Division Assistant Administrator  
**Position Number:** 56300236

*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.*

### **Bureau Description:**

The Animal Health Bureau is responsible for the prevention, control and eradication of animal diseases. This involves safeguarding the health and food production capacity of the State's livestock and poultry and preventing the transmission of animal diseases to man. The prevention and control of domestic animal diseases are achieved through four major areas of activity: Import/Export, Disease Control, Alternative Livestock, and Field Operations. Cooperation with USDA/APHIS on eradication programs is conducted through the local Assistant Director in Helena. The Import/Export Section supervises the livestock and animal import permit system as provided for in Montana Statutes. The Disease Control Program functions to protect the Montana livestock industry from disease loss by providing for the diagnosis, prevention, control, and eradication of animal diseases. The Alternative Livestock Program regulates alternative livestock ranches with elk, deer, and other alternative livestock species for disease control and inspection for ownership, in cooperation with the Department of Fish, Wildlife & Parks. Field operations include investigation of disease occurrence, import compliance and enforcement of Montana Codes and Administrative Rules. Recognition of veterinary practitioners to perform select regulatory work through the Montana Veterinary Accreditation program provides the department with a supplemental pool of professional service, especially in field operation goals.

### **Position Overview:**

The Assistant State Veterinarian is responsible for animal disease control, and protection of the livestock industry through implementation and enforcement of state and federal laws and regulations, and for administering the Animal Health Bureau, including budget development and oversight. Programs administered include the Import/Export Section, Disease Control, Alternative Livestock, and Field Operations. Administration involves establishing bureau priorities and goals, and developing and implementing laws, rules, and animal health

programs. Oversight of disease control involves the enforcement of laws and rules for the protection of livestock, alternative livestock, companion animals, poultry, and public health. The position will prevent, control, and eradicate contagious and infectious diseases in animals. These activities involve analysis and consideration of livestock industry impacts and concerns, participation in national eradication programs, forestalling the importation of such diseases from outside the state, and identifying and coordinating activities for new and emerging diseases.

The position reports to the State Veterinarian and/or the Board of Livestock. Guidance is provided by the State Veterinarian or the Executive Officer on administrative matters. The position is responsible for management of 10 FTE in the Animal Health Bureau and acts for the State Veterinarian in his/her absence. The position is also responsible for oversight of 800+ Deputy Veterinarians throughout the state.

#### **Education & Experience Qualifications:**

Required:

- Graduate of an approved college of veterinary medicine
- Experience in large animal/food animal medicine and associated field experience

Preferred:

- Experience in regulatory veterinary medicine
- Foreign Animal Disease Diagnostician

#### **Principal Duties and Responsibilities (Essential Functions):**

##### **1. Bureau Oversight/Administration (35%)**

Directs the daily operation of the Animal Health Bureau performing administrative, supervisory, technical and professional duties relative to functions of the Department and Animal Health Bureau.

- a. Prioritizes services, establish short and long-term program goals, and allocates resources by reviewing program issues and determining priorities. This involves assessing issues such as new diseases, animal health concerns, environmental issues, and public/livestock industry interests. The position will find a balance between public and industry needs, and determine necessary steps to implement priorities (i.e., legislation, staff assignments, etc.)
- b. Manages bureau staff and contract employees using knowledge of personnel management, public organizational theory, and supervisory practices. The position will supervise and direct the work of subordinates by providing clear direction, training, and motivation and accountability. This work requires the ability to provide organizational leadership and coordination, recognize the abilities of, and instill confidence in, subordinates, and cultivate a loyal staff with enthusiasm for getting work accomplished.
- c. Manages the budget for bureau staff and operations. Provides direction in the budget process by reviewing allocations and expenditures and determining major issues concerning compliance with federal laws, state laws, and other regulations. Oversee spending compliance. Meet regularly with fiscal division representative to assess budget status and make adjustments as needed.
- d. Represents the Animal Health Bureau, attending meetings, committee hearings and making presentations to industry, veterinarians and other scientists in the area of animal diseases and their control.
- e. Oversees grants received by the Bureau for the administration of federal animal health disease programs. Monitoring expenditures for those funds and filing accurate and timely reports as required.

##### **2. Animal Health Program Management (35%)**

Execute the mission of the Animal Health Bureau regarding the prevention, control, and eradication of contagious and infectious diseases, and the regulation of alternative livestock programs within the state. This



work requires thorough knowledge of the concepts and practices of veterinary medicine, livestock and the livestock industry, and federal and state animal health disease control and eradication programs and policies. The work also requires knowledge of the legislative and administrative rule process; government animal and human health programs (USDA, APHIS, VS, etc.); environmental and public health, trends, rules, and regulations; departmental objectives and goals; law enforcement; laboratory diagnostic services; epidemiology; and public relations. Requires ability to plan, implement and evaluate the achievement of goals, objectives, and work plans; recognize organizational and operational problems and apply analysis and judgment in arriving at solutions; and interpret and apply laws and regulations consistently and straightforwardly.

- a. Enforce statutory objectives and provisions of rules for the protection of livestock, alternative livestock animals, companion animals, poultry, and public health.
- b. Resolves conflicts between federal and state mandates for disease control and alternative livestock regulation. These activities involve balancing state legislative intent with federal parameters through interpretation of regulations and legislative intent.
- c. Respond to inquiries from the public, agencies, and others by assessing the issue and ramifications, considering impacts on animal and public health, and conducting case by case risk assessments.
- d. Prevents, controls, and eradicates contagious and infectious diseases in animals by participating in national eradication programs, forestalling the importation of such diseases from outside the state, and identifying and coordinating activities for new and emerging diseases with other states through developing good working relationships and communications with state veterinarians, USDA- APHIS-VS, and the United States Animal Health Association.
- e. Provide oversight, manage, and/or implement the state's animal disease traceability, emergency response, brucellosis and other disease specific programs.
- f. Identifies potential program problems and develops solutions for immediate implementation or approval of State Veterinarian, Executive Officer and Board of Livestock by determining nature and potential impact of problems.
- g. Manage field operations including animal health and poultry disease prevention and control, animal health compliance and enforcement, and diagnostic and regulatory laboratory testing.
- h. Oversight of roughly 700 deputy state veterinarians.

### **3. Disease Control (20%)**

Oversight of and participation in division programs directed toward the prevention, control, and eradication of contagious and infectious diseases, and the regulation of alternative livestock programs within the state. The position requires the ability to speak and write clearly and to establish effective working relationships with a wide range of individuals.

- a. Investigate reported cases of infectious, contagious or dangerous disease or conditions of livestock and/or which constitute a threat to human health. Example actions include:
  - i. thorough and timely documentation
  - ii. immediate application of quarantines
  - iii. collection of diagnostic samples
  - iv. use of biologics
  - v. destruction of carcasses,
  - vi. herd testing and slaughter programs
  - vii. coordination with public health and wildlife agencies
- b. Conduct epidemiological investigations to determine the source of disease infection.
- c. Prepare accurate and timely reports on all activities and actions for the State Veterinarian by gathering and compiling medical information, drawing conclusions, summarizing information, formatting and preparing and supporting documentation.
- d. Perform field duties as required, including education and outreach activities statewide.

- e. Maintain close contact and good relations with veterinarians in the state to keep abreast of animal disease trends.
- f. Engage stakeholders to build trust and productive working relationships.

#### 4. **Administrative Rule Oversight (5%)**

Development and revision of rules and policy for animal health and alternative livestock programs. Administer and support animal health legislation, rules and policy. This requires knowledge of public administration, department policy, public relations, and administrative rule processes. | |

- a. Represents the department at rule hearings, legislative committees, interim legislative committees, public meetings, media interviews, and before various producer and public interest groups. Evaluate information gathered and direct or formulates policy.
- b. Develop and revise rules and policies for animal health and game farm programs. Propose legislation necessary to attain program goals and objectives.

**Commented [ZM1]:** Not relevant to topic of this section, and I don't believe it adds value to this document (already said previously, or not necessary).

**Commented [ZM2]:** These items are more program administration/management and are highly redundant with "Program Management" section. Suggest to strike.

#### **Secondary Duties and Responsibilities:**

##### 5. **Assistant Division Administrator (5%)**

In the absence of the State Veterinarian, the Assistant State Veterinarian has direct overall responsibility of the Animal Health and Food Safety Division, performing administrative, supervisory, financial, technical and professional duties relative to functions of the Department and the Division. Responsibilities also include oversight of the Meat, Milk and Egg Bureau, and the Diagnostic Laboratory.

#### **Supervisory Responsibilities:**

The position directly supervises 2 program veterinarians, 1 import office manager, and 3 FTE field investigators (LEOs). Indirectly 4 FTE Import/Export and Disease Control Support positions. Duties include determining the organizational structure of the bureau, assigning duties, assessing needs, allocating financial and human resources, providing training opportunities, planning, and evaluating performance.

Oversees approximately 820 private veterinarians in their execution of their regulatory function as accredited deputy veterinarians.

**Recommends:**     \_X\_Hiring \_X\_Firing \_X\_Promotions \_X\_Pay \_X\_Organizational Structure

**Approves:**       \_X\_Leave Requests \_X\_Time sheets \_X\_Work Schedules \_X\_Training

**Level of Supervision:** Supervises (11) employees

#### **Required Skills & Behaviors:**

1. Those skills and behaviors expected of a veterinarian licensed, deputized and federally accredited in Montana.
2. Those skills and behaviors expected when working with livestock and other large mammals to ensure both human and animal safety.
3. A special aptitude for preventative interventions, and population medicine.
4. Skills in epidemiology and disease investigations are needed.
5. Excellent written and verbal communication skills.
6. Ability to supervise employees including balancing workload and performance management.
7. Veterinary licensure, or eligibility for licensure in the state of Montana

**Working Conditions & Physical Requirements:**

1. The incumbent works with potentially dangerous, wild and domestic animals under various conditions and circumstances and may be exposed to zoonotic disease agents.
2. Weekend or extended work may be required in the event of a disease investigation or outbreak, but is not routine.

**Special Requirements:**

- ☐ Background check
- ☒ Valid driver's license
- ☐ Pre-exposure and biennial rabies titer and vaccination
- ☐ Licensure: e.g. Annual Clinical Laboratory Scientist (CLS); other

**Signatures**

***Signatures below indicate that I have read this position description and understand and accept the requirements presented herein.***

---

<b>Employee</b>	<b>Title</b>	<b>Date</b>
-----------------	--------------	-------------

---

<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
-----------------------------	--------------	-------------

---

<b>MDOL Administrative Approval</b>	<b>Title</b>	<b>Date</b>
Mike Honeycutt	Executive Officer	

**State of Montana Human Resources Review**

**Position Code Title:**                      **Position Code Number:**                      **Pay Band:**

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

- ☐ FLSA exempt
- ☐ FLSA non-exempt
- ☐ Organizational chart attached
- ☐ Classification complete

---

<b>Signature</b>	<b>Title</b>	<b>Date</b>
------------------	--------------	-------------

***Original to Helena HR; Copy on file in Supervisor's Office***

# 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:** Sanitarian Supervisor

**Position Number:** 563????

**Location:** Helena

**Department:** Department of Livestock

**Division and Bureau:** Animal Health- Meat, Milk and Egg Inspection Bureau

**Overview of the Department:** The Meat & Poultry Inspection Bureau's function is to ensure that meat and poultry products slaughtered, processed, and stored in Montana meet state and federal requirements through product and site inspections, licensing, and laboratory testing. This work is done in cooperation with other state and federal agencies.

**Job Overview:** The Sanitarian Supervisor is responsible for inspection, sampling, record keeping, USDA state ratings, training and evaluation of personnel, investigations, equipment maintenance, regulating intrastate and interstate commerce food firms for dairy production, processing, transportation, storage, and sales activities. As a Supervisor, this position will oversee the work of other sanitarians in the Milk and Egg Division, responsible for hiring, corrective actions and training of others and leads others by example in order to meet the Departments standards.

## **Essential Functions (Major Duties or Responsibilities):**

### **A. Sanitarian Compliance Duties**

(70%)

- Analyze applications to ensure compliance with environmental and public health regulations and works with applicant to address and correct deficiencies.
- Conduct environmental inspections and reviews of licensed or regulated sites, plans, establishments or programs to evaluate their ability to operate healthfully and provide services to the public.
- Respond to and investigate complaints of licensed or regulated establishments, sites, or plans under the jurisdiction of sanitarians.
- Research, study, and recommend measures to help protect consumers, citizens or workers from environmentally hazardous conditions, development activities, work methods, processes, or materials.
- Prepare reports and letters of sanitarians' findings of public health or environmental inspections and investigations.

- Approve and issue operating permits, licenses, renewals, and site approvals under jurisdiction of sanitarians.
- Assess and determine public health materials and training needs by collecting and analyzing data.
- Collaborate with specialists to institute control or remedial measures for hazardous or potentially hazardous sites, conditions or equipment.
- May develop and implement education and training programs for regulatory environmental and public health compliance

**B. Backup EIAO and Training (25%)**

- Performs FSA's and acts as the backup EIAO when required.
- Responsible for conducting Meat Inspection Onboarding training.
- Point of contact regarding training related matters and answers questions within the Meat and compliance units.

**C. Supervision (5%)**

- Perform management and supervisory functions, including hiring, firing, performance management, discipline, work distribution, employee development of compliance staff.
- This position directly supervises 3 FTE and indirectly supervises 1.5 FTE.

**D. Other Duties as Assigned: (5%)**

- May perform onsite inspections of establishment facilities as needed.

**Physical and Environmental Demands:**

The position works in both a standard office environment as well as onsite in facility establishments to perform work, training or investigations. Travel of 50% can be expected to various plants throughout the state. The position also involves exposure to potential hazardous pathogens when conducting training on inspections of carcasses, as well as threat of injury while inspecting/working around unpredictable live animals. The work also involves periodic exposure to unpleasant sights, sounds and odors while training or working in slaughter and processing operations. Additional hazardous include exposure to sterilizers, steam lines, hoists, hanging meat, slick floors, knives, hooks, etc. and possible job hazards relating to other equipment used in a meat processing. The position involves extensive travel throughout the state, well in excess of 1,000 miles per month. The position also involves hazards and physical demands associated with conducting inspections of milk and egg producers and processors including exposure to chemicals, bending, stooping, climbing, potential exposure to pathogens, lifting 50 pounds or more, etc.

**Knowledge, Skills, and Abilities (Behaviors):**

The position requires knowledge of the principles and practices of public health administration, microbiology, disease control, and biostatistics. The position also requires knowledge, skills and abilities related to

food processing technology, manufacturing processes, food labeling and nutritional labeling standards, FDA and USDA program regulations, food and drug toxicology, food infection and toxin illness characteristics, training and statistical methods, and excellent communication skills.

---

Additional specific areas of knowledge required by the Sanitarian include: knowledge of conducting a HACCP (Hazard Analysis Critical Control Point) program for dairy processing and manufacturing plants, including identifying high risk areas for cross contamination of pasteurized and raw product or chemicals, and tracing product and cleaning solution flow through diagrams and plant facilities; GMP (Good Manufacturing Practices) for all cultured and manufactured dairy products; knowledge of 3A standards (Industry Design Standards) for acceptable materials and surface finishes in dairy equipment design for plants, producers, and haulers; sweet water and glycol coolant systems used in processing plants; steam systems and culinary steam applications; non compressed air systems; animal husbandry as it relates to mastitis (udder infection) control using animal housing, bedding, and teat care in preventative measures; animal lactating cycles to determine normal/abnormal milk and different handling practices; and animal grooming requirements.

---

The incumbent must have the ability to deal with the public in a regulatory capacity, diffuse potentially violent situations, and remain calm and professional in very hostile adversary conditions; be able to screen and monitor dairy plant and farm workers for public health risks from disease, infections, and non-hygienic personal practices; the ability to collect pertinent facts in situations where persons under investigation are less than forthright, and apply the information to assess potential health risk or cause using epidemiological methods; and be capable of judging the appropriate action for the situation to condemn or embargo, retain, recall, or regrade non-compliant products.

---

The position also requires the ability to assess program resources and industry risk, develop priorities and goals, perform planning and program monitoring, negotiate, and solve problems.

Required for the first day of work:

- Ability to analyze large amounts of data and take appropriate enforcement actions.
- Knowledge of food inspections, and other food science; including and understanding of the design, application and review of Hazard Analysis Critical Control Points (HACCP).
- Ability to interpret regulations.
- Ability and experience in developing related policy.
- Strong computer and electronic skills, including experience entering data into selected software systems.
- Effective time management and organization skills.
- Strong attention to detail and observation skills.
- Strong troubleshooting skills.
- Ability to use reason and logic to identify and solve problems.
- Ability to lead, instruct and facilitate collaboration and cooperation with others.
- Ability to plan, organize and prioritize work activities without direct supervision.
- Strong communication and customer service skills.

## Minimum Qualifications (Education and Experience):

- The necessary knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree in environmental health or a related field from an accredited program and three years public health sanitarian experience. Continuing education (e.g., FDA 302 & 501 courses in milk sanitation), and standardization with USDA and FDA milk specialists are also required. Rating Officers are required to have continuing education courses every three years. The subject position, as a state rating officer and/or senior sanitarian, is also preferred to be a Registered Sanitarian in the State of Montana.
- Bachelor's degree in a related field.
- Experience with the design, application and review of Hazard Analysis Critical Control Point (HACCP).
- Experience in application of regulations to ensure safe food production with a focus on meat products including animal slaughter and meat processing.
- Equivalent combinations of directly related education and experience may be considered on a case-by-case basis.

## Licensing:

- A valid driver's license is required.

## Preferred:

- Master's degree in Public Health, Food Science, or Veterinary Medicine. Supervisory experience is also preferred.

## Supervisory Requirements: The number of employees supervised is 3

- Compliance Officer (3 FTE) and Label Specialist (1.5 FTE)

## 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.

Immediate Supervisor	Title	Date
----------------------	-------	------

Alicia Love	Bureau Chief	
-------------	--------------	--

Administrative Review	Title	Date
-----------------------	-------	------

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

Employee	Title	Date
----------	-------	------

### Human Resources Review

**Job Code Title:** Compliance Supervisor

**Job Code Number:** E42011

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
-----------	-------	------



# Board of Livestock Meeting

## Agenda Request Form

From: Lindsey Simon	Division/Program: Legal	Meeting Date: 6/27/2025
<b><u>Agenda Item:</u> Robert Sain d/b/a A-S Processing – Custom Exempt Meat Establishing Licensing Action Final Order</b>		
<p>Background Info:</p> <p>The Department sought revocation of Robert Sain d/b/a A-S Processing's custom exempt meat establishment license and a MAPA contested case hearing was held before a hearing examiner on February 6, 2025. The hearing examiner has issued a proposed decision that both the licensee and the Department filed exceptions to. The Board must consider the materials and review the proposed decision for entry of a final order.</p> <p>Licensee's counsel, Samantha Howard, requested oral argument before the Board. Department counsel, Lindsey Simon, will be out-of-the-country on June 27, 2025 but will rely on the Department's briefing in lieu of oral argument.</p> <p>Recommendation:</p> <p>The Department has retained separate counsel, Katheleen Verderber from the Montana Department of Justice's Agency Legal Services Bureau, to advise the Board on this matter. Staff attorney Lindsey Simon is representing the Department in this proposed licensing revocation and is conflicted out from advising the Board on the final order.</p>		
Time needed: 45 mins	Attachments:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Board vote required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>



# Board of Livestock Meeting

## Agenda Request Form

From: Jay Bodner		Division/Program: Brands Enforcement		Meeting Date: 6/27/25	
<b><u>Agenda Item:</u> Draft ARM Rule – Electronic Signatures on a Bill of Sale</b>					
Background Info: The Brands Division has drafted an ARM rule for consideration, to allow electronic signatures on a livestock bill of sale.					
Recommendation:					
Time needed: 15 Minutes	Attachments:	Yes		Board vote required?	Yes
<b><u>Agenda Item:</u> ARM Rule Repeal – 32.18.401 and 32.18.403 Brand Inspection Stamp</b>					
Background Info: Following the Passage of SB 78, which repealed the requirement that “each dressed carcass of a slaughtered animal must be stamped with an ink stamp,” the department now proposes to repeal the associated ARM rules.					
Recommendation:					
Time needed: 10 Minutes	Attachments:	Yes		Board vote required	Yes
<b><u>Agenda Item:</u> Livestock Auction Market – Out of State Cattle Report</b>					
Background Info: Requested document by the BOL during the 5/28/25 meeting to track out of state cattle sold through the livestock auction markets.					
Recommendation:					
Time needed: 10 Minutes	Attachments:		No	Board vote required:	No
<b><u>Agenda Item:</u> Brand Division Update</b>					
Background Info: <ul style="list-style-type: none"><li>• Staffing</li><li>• Enforcement Compliance Truck Stops</li><li>• Glidefast Updates</li></ul>					
Recommendation:					
Time needed: 10 Minutes	Attachments:		No	Board vote required:	No
<b><u>Agenda Item:</u></b>					
Background Info:					
Recommendation:					
Time needed:	Attachments:	Yes	No	Board vote required:	Yes

## **DRAFT [NEW 32.18.209]**

### **ACCEPTANCE OF ELECTRONIC SIGNATURES**

- (1) The department's brands enforcement division will accept bills of sale signed by electronic signature.
- (2) Electronic signatures referenced in (1) must meet the definition set forth in 30-18-102, MCA
- (3) The name and title of the person signing electronically shall also be provided.

**Authorizing statute(s):** 30-18-118, MCA

**Implementing statute(s):** 30-18-117, MCA



## ADMINISTRATIVE RULES OF MONTANA

### **32.18.401 BRAND-INSPECTION STAMP REPEAL**

At any licensed slaughterhouse where the department of livestock, brands-enforcement division provides for a live inspection prior to slaughter, the health inspection stamp (either state or federal) on the beef quarters will be used for identification in lieu of the provisions of section 81-9-112 MCA, that requires stamping of 4 quarters when an inspection is made of the hide.

**Authorizing statute(s):** Sec. 81-9-112 MCA

**Implementing statute(s):** Sec. 81-9-112 MCA

---

**History:** Eff. 12/31/72.



## ADMINISTRATIVE RULES OF MONTANA

### **32.18.403 QUARTERS TO BE STAMPED REPEAL**

Each of the 4 quarters of beef or veal offered for inspection must be stamped with an ink stamp, square in shape, not smaller than 2½ by 2½ inches, which shall show the name of the county, a serial number to indicate the inspector to whom the stamp has been issued, and the words "brand inspection".

**Authorizing statute(s):** Sec. 81-9-112 MCA

**Implementing statute(s):** Sec. 81-9-112 MCA

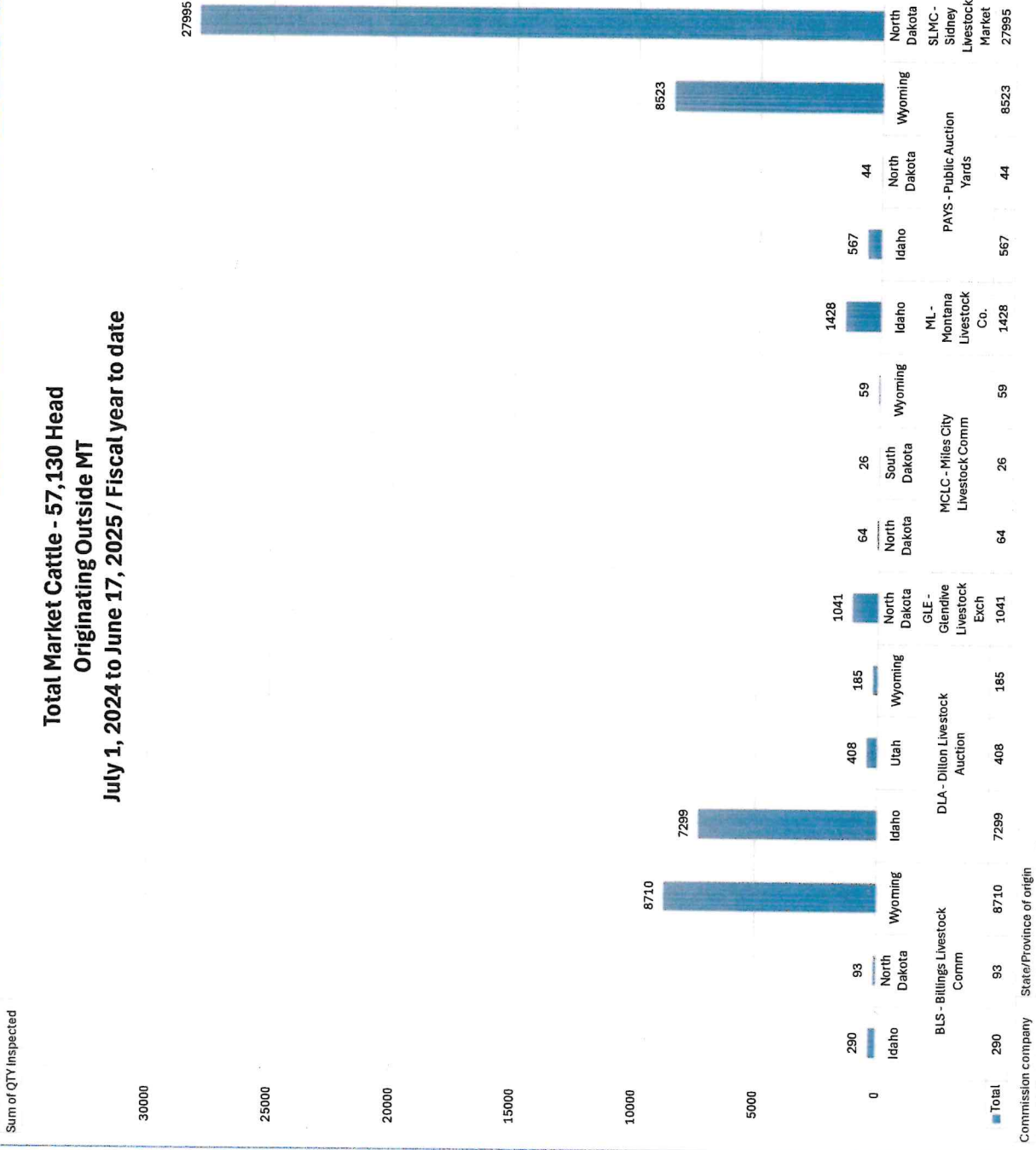
---

**History:** Eff. 12/31/72.

**Total Market Cattle -  
Originating Outside MT**

Alaska	12
Idaho	290
Nevada	9
North Dakota	93
Texas	20
Wyoming	8710
<b>BLS - Billings Livestock Comm</b>	<b>9,134</b>
Idaho	7299
Nevada	4
Utah	408
Wyoming	185
<b>DLA - Dillon Livestock Auction</b>	<b>7,896</b>
North Dakota	1041
<b>GLE - Glendive Livestock Exch</b>	<b>1,041</b>
North Dakota	64
South Dakota	26
Wyoming	59
<b>MCLC - Miles City Livestock Comm</b>	<b>149</b>
Idaho	1428
Nevada	9
Oregon	7
Washington	84
<b>ML - Montana Livestock Co.</b>	<b>1,528</b>
Idaho	567
Nebraska	13
Nevada	1
North Dakota	44
Washington	238
Wyoming	8523
<b>PAYS - Public Auction Yards</b>	<b>9,386</b>
North Dakota	27995
<b>SLMC - Sidney Livestock Market</b>	<b>27,995</b>
Texas	1
<b>WLA - Western Livestock Auction</b>	<b>1</b>
<b>Total Head Count</b>	<b>57,130</b>

**Total Market Cattle - 57,130 Head  
Originating Outside MT  
July 1, 2024 to June 17, 2025 / Fiscal year to date**





# Board of Livestock Meeting

## Agenda Request Form

From: <b>Brian Simonson</b>	Division/Program: <b>Livestock Loss Board (LLB)</b>	Meeting Date: <b>6/27/2025</b>							
<b><u>Agenda Item:</u>      LLB Report to the BOL</b>									
<p>Background Info: Since the last BOL meeting, 18 claims for a total of 32 losses have come across the desk. All were for calendar year 2025.</p> <p>LLB's next meeting is scheduled for 28 July, 2025 to approve this year's round of prevention grant applications. Thirteen application were submitted.</p> <p>Starting July 1<sup>st</sup>, the LLB will begin paying out claims for Black Bear depredation and Bison losses.</p> <p>Communications: <a href="mailto:LIVLossBoard@mt.gov">LIVLossBoard@mt.gov</a> is the new public facing email address for conducting LLB business. The program will continue to use the established phone number: 406-444-5609.</p> <p>Recommendation: n/a</p>									
Time needed: 5 min	Attachments:	<table border="1"><tr><td>Yes</td><td>X</td><td>No</td></tr></table> <table border="1"><tr><td>Board vote required:</td><td>Yes</td><td>No</td><td>X</td></tr></table>	Yes	X	No	Board vote required:	Yes	No	X
Yes	X	No							
Board vote required:	Yes	No	X						



# 2025 LLB Claims

Montana LLB  
PO Box 202005  
Helena MT 59620

(406) 444-5609  
[LIVLossBoard@mt.gov](mailto:LIVLossBoard@mt.gov)  
[www.llb.mt.gov](http://www.llb.mt.gov)

Counties	Cattle	Sheep	Goats	Guard	Horse	Llama/Swine	Totals	Payments
Beaverhead	5	4					9	\$ 9,883
Big Horn							0	
Carbon		1					1	\$ 207
Cascade	1						1	\$ 2,144
Choteau							0	
Glacier	1						1	\$ 2,194
Granite							0	
Lake		1					1	\$ -
L&C	4						4	\$ 9,014
	7						7	\$ 12,909
Madison							0	
Missoula		3					3	
Park	1						1	\$ 2,058
Pondera	1						1	\$ 2,353
	4						4	\$ 8,972
Powder River							0	
Powell	3						3	\$ 6,558
Stillwater		1					1	\$ 183
Teton	2						2	\$ 4,256
	1					5	6	\$ 3,729
Toole							0	
<b>Totals</b>	<b>30</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>45</b>	<b>\$ 64,458</b>
2024 EOY	120	72	23	4	2	0	221	\$ 254,477
2023 EOY	97	40	29	2	6	10	184	\$ 233,630

## Gray Wolves

Confirmed	10	4				
Probable	4					
Value	\$28,765	\$942				
Owners	8	1				

## Grizzly Bears

Confirmed	11					2
Probable	5	3				3
Value	\$32,862					\$1,500
Owners	11	1				1

## Mountain Lions

Confirmed		3				
Probable						
Value		\$389				
Owners		3				



# Board of Livestock Meeting

## Agenda Request Form

From: <b>Alicia Love, MPH, RD Bureau Chief</b>		Division/Program: <b>Animal Health/Meat, Milk, and Egg Inspection Bureau</b>		Meeting Date: <b>June 27, 2025</b>	
<b><u>Agenda Item:</u>      General Updates</b>					
Background Info:					
<ul style="list-style-type: none"><li>Update on hiring for the Northeastern Supervisor</li></ul>					
Recommendation:					
Time needed: 5 min	Attachments:	Yes	No X	Board vote required?	Yes   No X
<b><u>Agenda Item:</u>      Rule change proposal to ARM 32.6.715 Label Review</b>					
Background Info:					
<p>The Meat and Poultry Section is asking for the amendment of ARM 32.6.715 to require submission and approval of labels for single ingredient products that include claims or special statements. Also included is information clarifying special statements and claims that are present on labels. This amendment is to verify that claims and special statements made on single ingredient products made under state inspection are verified as accurate and not misleading to consumers in accordance with the Federal Meat Inspection Act.</p> <p>In addition, the Meat and Poultry Section is also asking to amend the above-mentioned Label Review ARM 32.6.715, to include temporary label approval for labels that are deemed deficient but meet specific conditions for temporary approval. This amendment would allow for labels to be approved temporarily that would otherwise be denied or for temporary ingredient changes.</p>					
Recommendation:					
Time needed: 10 min	Attachments:	Yes X	No	Board vote required	Yes X   No
<b><u>Agenda Item:</u>      Out of State Travel Request- Fred Woelkers SES Training</b>					
Background Info:					
<p>Alicia Love is requesting to send our recently hired Sanitarian, Fredrick Woelkers, to Seattle, Washington for 8 days to train with USDA Egg Graders.</p> <p>This travel is necessary to complete his training to become an egg grader for fill in and additional grading services needed at Wilcox Family Farms, Montana Egg.</p>					
Recommendation:					
Time needed: 5 min	Attachments:	Yes X	No	Board vote required:	Yes X   No

## **32.6.715 LABEL REVIEW**

(1) Except as set forth in (2), the label for a single ingredient product produced in an establishment under state inspection may be used on that product without prior review from the department.

(2) The label for either a single ingredient product bearing special statements and claims as defined in subsection (3) or a multiple ingredient product produced in an establishment under state inspection may not be used on that product unless the establishment has submitted the label for review and the label has been accepted by the department.

(3) Special statements and claims are statements, claims, logos, trademarks, and other symbols on labels. The following are considered special statements and claims:

(a) Those not defined in the Federal meat and poultry products inspection regulations or the Food Standards and Labeling Policy Book

(b) “Natural” claims, regardless of whether they are defined in the Food Standards and Labeling Policy Book; and

(c) Health claims (including graphic representations of hearts), ingredient and processing method claims (e.g., breed claims, high-pressure processing), structure-function claims, claims regarding the raising of animals (e.g., “no antibiotics administered”, “grass fed”), products labeled as organic, and instructional or disclaimer statements concerning pathogens (e.g., “for cooking only” or “not tested for *E. coli* O157:H7”).

(43) Requests for label review must be submitted on an approved label application form containing all required information.

(54) Establishments must maintain a copy of all labels used on products that bear the state mark of inspection.

(6) The department may grant temporary approval for the use of a label that does not meet all regulatory requirements provided the following conditions are met:

(a) The proposed label would not misrepresent the product;

(b) The use of the label would not present any potential health, safety, or dietary problems to the consumer;

(c) Denial of temporary approval would create undue economic hardship; and

(d) Temporary approval would not result in an unfair competitive advantage.

Temporary approval shall not exceed 180 calendar days; provided, however, that the department may extend the temporary approval period when the applicant demonstrates that new circumstances have developed since the original temporary approval was granted and that all the requirements of this subsection (5) are met.

(75) The department's acceptance of a label is valid for three years from the date the acceptance was issued unless the department provides a shorter time period in its acceptance. Establishments must resubmit labels for renewal after the acceptance period has expired.

(86) During the acceptance period, the establishment producing the label must ensure that the label is updated to meet all regulatory requirements following changes to the product formulation, processing procedures, regulation, or other events that may render the label noncompliant with applicable regulations.

**Authorizing statute(s):** 81-2-102, 81-9-220, MCA

**Implementing statute(s):** 81-9-220, 81-9-226, 81-9-228, 81-9-234, MCA

## Department of Livestock

## 1) Division

Meat, Milk, and Egg Inspection

## 2) Employee(s) Traveling

Fredrick Woelkers, District 1 Sanitarian, Egg Grader In Training

## 3) Justification

Alicia Love is requesting to send our recently hired Sanitarian, Fredrick Woelkers, to Seattle, Washington for 8 days to train with USDA Egg Graders.

This travel is necessary to complete his training to become an egg grader for fill in and additional grading services needed at Wilcox Family Farms, Montana Egg.

## 4) Itinerary

Fredrick Woelkers will fly out is on Sunday to begin training at a USDA resident grading facility in Seattle, Washington. He will stay 6 days before returning to Montana. The tentative dates for this travel will be July 27<sup>th</sup> though August 3<sup>rd</sup> 2025.

## 5) Cost Estimate

Transportation: \$1,300

Meals: \$690.00

Lodging: \$1,984.00

Total: \$3,974.00

## 6) Submitted By

Requested By

Alicia Love

Title

MPH, RS, Bureau Chief

Date

6/12/2025

## Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

Board Chair or EO

Title

Date

6-27-25

Alicia Love

Chairman

6-27-25

**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: Greg Juda	Division/Program: MVDL	Meeting Date: 6/27/25
<b>Agenda Item: Operational update</b>		
<b>Background Info:</b> An update on lab operations and events will be provided. <ul style="list-style-type: none"><li>• Veterinary Microbiologist search</li><li>• AAVLD audit response</li><li>• Building construction update</li></ul>		
<b>Recommendation:</b> N/A		
Time needed: 20 minutes	Attachments:	Yes   No X   Board vote required?   Yes   No X
<b>Agenda Item: OOS travel request</b>		
<b>Background Info:</b> MVDL recently verified a new instrument for measuring antimicrobial sensitivity (Sensititre Vizion) and passed NAHLN proficiency testing. Despite this, familiarity with utilizing the instrument is of concern for staff and additional training would benefit our bacteriology staff. We are seeking BOL approval to send one of our lab technicians to the North Dakota veterinary diagnostic lab to conduct training with their staff.		
<b>Cost of travel:</b> Airfare: \$800 Meals: \$252 Lodging: \$800 Other: \$160 <b>Total estimated cost: \$2,012</b>		
Source of funding: FY26 lab travel budget		
<b>Recommendation:</b> N/A		
Time needed: 5 minutes	Attachments:	Yes X   No   Board vote required   Yes X   No

## Department of Livestock

1) Division  
Animal Health, MVDL

## 2) Employee(s) Traveling

Kaylee Shrader

## 3) Justification

MVDL recently verified a new instrument for measuring antimicrobial sensitivity (Sensititre Vizion) and passed NAHLN proficiency testing. Despite this, familiarity with utilizing the instrument is of concern for staff and additional training would benefit our bacteriology staff. We are seeking BOL approval to send one of our lab technicians to the North Dakota veterinary diagnostic lab to conduct training with their staff.

Travel expenses will be covered by the FY26 MVDL operational travel budget.

## 4) Itinerary

TBD. Anticipated travel to take place in August or September 2025.

## 5) Cost Estimate

Airfare: \$800

Meals: \$252

Lodging: \$800

Other: \$160

Total: \$2,012

## 6) Submitted By

Requested By  
Greg JudaTitle  
Lab DirectorDate  
6/27/2025

## Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board 6-27-25	Board Chair or EO 	Title Chairman	Date 6-27-25
-----------------------------------	--	-------------------	-----------------

**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	Meeting Date: 6/27/2025
<b><u>Agenda Item: Animal Health Updates</u></b>		
Background Info: Staff will present updates on the following topics – <ul style="list-style-type: none"><li>• New World Screwworm</li><li>• Highly pathogenic avian influenza (HPAI)</li><li>• Brucellosis</li></ul>		
Recommendation: N/A		
Time needed: 10 minutes	Attachments:	<b><u>No</u></b> Board vote required? <b><u>No</u></b>

<b><u>Agenda Item: Animal Disease Traceability</u></b>		
Background Info: Update on RFID tag purchase and allocation of no cost tags.		
Recommendation: N/A		
Time needed: 10	Attachments:	<b><u>No</u></b> Board vote required: <b><u>No</u></b>

<b><u>Agenda Item: Out of State Travel Request - Tri-National Agricultural Accord Foreign Animal Disease Readiness Exercise</u></b>		
Background Info: This trilateral tabletop exercise brings together representatives from Canada, Mexico, and the United States to discuss the mitigation of trade impacts in a scenario of a foreign animal disease. The primary focus is on readiness, communication and coordination among federal, state, and provincial agricultural leaders related to surveillance, early detection, and rapid response to African Swine Fever.		
During the course of this 2-day exercise, participants will focus on how states and provinces communicate and coordinate efforts related to surveillance, early detection, and rapid response to an African Swine Fever (ASF) outbreak. Discussions will specifically focus on activities after a presumptive positive detection of ASF, and the initial stages after a confirmed positive detection.		
Goals of the exercise include: <ul style="list-style-type: none"><li>• Test and strengthen the full communication chain from federal to state/provincial leaders (and the reverse), as well as internal communications within states and provinces.</li><li>• Enhance strategic communication pathways among federal animal health officials, state &amp; provincial veterinarians, and state/provincial agriculture leaders during the initial stages of an ASF detection.</li><li>• Clarify and validate messaging roles across levels of government.</li><li>• Test how countries can share/provide lab capacity, asset map, and other resources.</li><li>• Identify risks and benefits of various responses to ASF outbreak (i.e., border closures, zoning arrangements).</li></ul>		
Recommendation: Approve travel for 1 individual		
Time needed: 10	Attachments:	<b><u>No</u></b> Board vote required: <b><u>Yes</u></b>



**Department of Livestock****1) Division**  
Animal Health and Food Safety**2) Employee(s) Traveling**

Tahnee Szymanski or Brenee Peterson

**3) Justification**

This trilateral tabletop exercise brings together representatives from Canada, Mexico, and the United States to discuss the mitigation of trade impacts in a scenario of a foreign animal disease. The primary focus is on readiness, communication and coordination among federal, state, and provincial agricultural leaders related to surveillance, early detection, and rapid response to African Swine Fever. Attendance will provide an opportunity for networking with provincial representatives from Canada and an opportunity to represent Montana's interests should a FAD be detected in either of our respective countries.

**4) Itinerary**

Travel August 18 to Laurel, Maryland

Attend Meeting August 19-20

Return Travel August 21

**5) Cost Estimate**

Flight - \$600

Hotel - \$900

Ground transportation - \$80

Per Diem

Travel will be paid out of the Animal Health travel budget.

<b>6) Submitted By</b>	Requested By Tahnee Szymanski, DVM	Title State Veterinarian	Date 6/17/2025
<b>Approval - to be Completed by Agency Authorized Personnel</b>			
Date Approved by Board 6-27-25	Board Chair or EO <i>Shirley Curry</i>	Title <i>Chairman</i>	Date 6-27-25
<b>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.</b>			