



Board of Livestock Meeting

Agenda Request Form

From: Brian Simonson		Division/Program: Centralized Services		Meeting Date: 8/1/2023		
<u>Agenda Item:</u> Predator Control Aerial Hunting Allocations						
Background Info: Report the Counties' and Wildlife Service's allocations per 81-7-102 MCA. The three counties (Carter, Powder River and Richland) have elected not to utilize Wildlife Services to perform predator control, therefore a portion of the predator control fund is paid directly to these three counties.						
Recommendation: n/a						
Time needed: 10 min	Attachments:	Yes X	No	Board vote required:	Yes X	No
<u>Agenda Item:</u> June 30, 2023 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> End of Fiscal Year 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: 15 min	Attachments:	Yes X	No	Board vote required	Yes	No X

**MONTANA DEPARTMENT OF LIVESTOCK
PREDATOR CONTROL
PAYMENT ALLOCATION
FY 2024**

**DEPARTMENT OF LIVESTOCK
PREDATOR CONTROL - THREE COUNTY ALLOCATION
FY 2024**

Counties not covered by Wild Life Services

	<u>PCF Billed</u>	
Carter	\$ 170,918	
Powder River	166,486	
Richland	<u>77,657</u>	
Total PCF billed to three counties		\$ 415,061
Total Per Capita Fee billed		\$ 4,644,485
Percentage of PCF paid by the three counties		8.94%

Amount Available for Allocation	\$ 575,000
Percentage of PCF paid by the three counties	<u>8.94%</u>
Amount Allocated to the three counties	<u><u>\$ 51,405</u></u>

Budgeted Amount	\$ 575,000
Less: Helicopter Insurance	(12,935)
Less: Amount Allocated to the three counties	<u>(51,405)</u>
Amount Available for Wildlife Services	<u><u>\$ 510,660</u></u>

Counties not covered by Wild Life Services

	<u>PCF Billed</u>		<u>County Allocation</u>
Carter	\$ 170,918	41.18%	\$ 21,169
Powder River	166,486	40.11%	20,619
Richland	<u>77,657</u>	18.71%	<u>9,617</u>
	<u>\$ 415,061</u>	100.00%	<u><u>\$ 51,405</u></u>

**MONTANA DEPARTMENT OF LIVESTOCK
STATE SPECIAL REVENUE REPORT
JUNE 30, 2023**

DEPARTMENT OF LIVESTOCK
STATE SPECIAL REVENUE COMPARISON FY 2023

FY 2022 as of June 30, 2022	FY 2023 as of June 30, 2023	Difference June 30 FY22 & FY23	Budgeted Revenue FY 2023
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	A	B	C	D	E
	Fund Description				
1	02425 Brands				
2	New Brands & Transfers	\$ 678,683	\$ 269,480	\$ (409,203)	\$ 34,760
3	Re-Recorded Brands	561,371	821,684	260,313	831,500
4	Security Interest Filing Fee	40,974	67,937	26,963	32,100
5	Livestock Dealers License	98,400	102,175	3,775	103,000
6	Field Inspections	272,499	244,375	(28,124)	310,000
7	Market Inspection Fees	1,948,929	1,447,738	(501,191)	1,540,000
8	Investment Earnings	14,850	395,867	381,017	20,000
9	Other Revenues	202,370	85,051	(117,319)	99,473
10	Total Brands Division Revenue	\$ 3,818,076	\$ 3,434,307	\$ (383,769)	\$ 2,970,833
11					
12	02426 Per Capita Fee (PCF)				
13	Per Capita Fee	\$ 5,026,835	\$ 4,583,187	\$ (443,648)	\$ 5,250,000
14	Indirect Cost Recovery	510,458	428,056	(82,402)	444,930
15	Investment Earnings	39,068	473,457	434,389	60,000
16	Other Revenues	1,699	10,307	8,608	6,322
16	Total Per Capita Fee Revenue	\$ 5,578,060	\$ 5,495,007	\$ (83,053)	\$ 5,761,252
17					
18	02701 Milk Inspection				
19	Inspectors Assessment	\$ 311,729	\$ 284,897	\$ (26,832)	\$ 325,000
20	Investment Earnings	427	5,269	4,842	3,930
21	Total Milk Inspection	\$ 312,156	\$ 290,166	\$ (21,990)	\$ 328,930
22					
23	02262 EGG GRADING				
24	Inspectors Assessment	\$ 199,109	\$ 211,929	\$ 12,820	\$ 185,000
25	Total EGG GRADING	\$ 199,109	\$ 211,929	\$ 12,820	\$ 185,000
26					
27	06026 Diagnostic Lab Fees				
28	*** Lab Fees	\$ 1,532,258	\$ 1,531,070	\$ (1,188)	\$ 1,500,000
29	Other Revenues	(1,723)	4,216	5,939	4,000
30		\$ 1,530,535	\$ 1,535,286	\$ 4,751	\$ 1,504,000
31					
32	Combined State Special Revenue Total	\$ 11,437,936	\$ 10,966,695	\$ (471,241)	\$ 10,750,015

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

** Donations	\$ 98,793	\$ 114,370	\$ 15,577	\$ 80,000
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Brands rerecord occurred in calendar year 2021. This is the beginning of the ten year brands rerecord cycle which starts the amortizing of new brands and transfers over the ten year cycle. New brands and transfer revenues will be low at the beginning of the ten year cycle and will increase from year to year.

The security interest brands liens renewal began in January 2023. Brands liens are amortized from January 2023 to December 2027. Security Interest Filing Fee revenue will be low at the beginning of the five year cycle and will increase from year to year.

** Donations for the current fiscal year received as of June 30, 2023 is \$114,370. The total amount of donations received from inception of the voluntary wolf donation program is \$357,492 as of June 30, 2023. The Department has transferred \$243,124 of the voluntary wolf donations to Wild Life Services for predator control.

**MONTANA DEPARTMENT OF LIVESTOCK
EXPENSE COMPARISON REPORT
JUNE 30, 2023**

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2023**

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

**BUDGET TO ACTUAL
EXPENSE COMPARISON
REPORT**

FY 2023 Budget	Year-to-Date Actual Expenses June FY 2023	Same Period Prior Year Actual Expenses June FY 2022	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE	137.61
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	A	B	C	D	E	F
61000 PERSONAL SERVICES						
1 61100 SALARIES		\$ 7,284,282	\$ 7,109,094	\$ 6,726,102	\$ 382,992	\$ 175,188
2 61200 OVERTIME		210,399	172,506	268,393	(95,887)	37,893
3 61300 OTHER/PER DIEM		7,550	3,950	4,750	(800)	3,600
4 61400 BENEFITS		2,884,005	2,838,473	2,574,176	264,297	45,532
5 TOTAL PERSONAL SERVICES		10,386,236	10,124,023	9,573,421	550,602	262,213
6						
62000 OPERATIONS						
7 62100 CONTRACT		1,760,515	1,557,852	1,533,662	24,190	202,663
9 62200 SUPPLY		1,109,135	1,050,894	1,081,063	(30,169)	58,241
10 62300 COMMUNICATION		223,513	206,958	233,585	(26,627)	16,555
11 62400 TRAVEL		209,847	200,517	169,819	30,698	9,330
12 62500 RENT		716,490	662,352	629,239	33,113	54,138
13 62600 UTILITIES		43,838	37,103	31,752	5,351	6,735
14 62700 REPAIR & MAINT		232,482	220,429	184,650	35,779	12,053
15 62800 OTHER EXPENSES		598,245	570,589	644,954	(74,365)	27,656
16 TOTAL OPERATIONS		4,894,065	4,506,694	4,508,724	(2,030)	387,371
17 63000 EQUIPMENT						
18 63100 EQUIPMENT		51,967	34,200	46,478	(12,278)	17,767
19 TOTAL EQUIPMENT		51,967	34,200	46,478	(12,278)	17,767
20 68000 TRANSFERS						
21 68000 TRANSFERS		342,481	335,914	232,027	103,887	6,567
22 TOTAL TRANSFERS		342,481	335,914	232,027	103,887	6,567
23 TOTAL		\$ 15,674,749	\$ 15,000,831	\$ 14,360,650	\$ 640,181	\$ 673,918
24						
25 FUND						
26 01100 GENDERAL FUND		\$ 3,349,458	\$ 3,177,221	\$ 2,926,380	\$ 250,841	\$ 172,237
28 02262 SHIELDED EGG GRADING FEES		242,375	206,713	162,443	44,270	35,662
29 02425 BRAND INSPECTION FEES		3,140,583	3,121,586	3,179,631	(58,045)	18,997
30 02426 PER CAPITA FEE		4,707,629	4,455,039	4,339,601	115,438	252,590
31 02427 ANIMAL HEALTH		5,721	-	-	-	5,721
32 02701 MILK INSPECTION FEES		375,455	360,095	254,558	105,537	15,360
33 02817 MILK CONTROL		281,555	216,940	158,918	58,022	64,615
34 03209 MEAT & POULTRY INSPECTION-FED		1,138,971	1,106,533	1,052,334	54,199	32,438
35 03032 SHELL EGG FEDERAL INSPECTION		14,403	12,902	10,314	2,588	1,501
36 03427 AH FEDERAL UMBRELLA		887,528	850,985	816,077	34,908	36,543
37 03673 FEDERAL ANIMAL HEALTH DISEASE		31,022	5,982	-	5,982	25,040
38 06026 DIAGNOSTIC LABORATORY FEES		1,500,049	1,486,835	1,460,394	26,441	13,214
39 TOTAL BUDGET FUNDING		\$ 15,674,749	\$ 15,000,831	\$ 14,360,650	\$ 640,181	\$ 673,918

The Department of Livestock is budgeted for \$15,674,749 including \$210,064 in 2021 budget carryforward and 137.61 FTE in FY 2023. Personal services budget is 97% expended with 89% of payrolls complete. Personal services expended as of June 2023 was \$550,602 higher than June 2022. Operations are 92% expended with 83% of the budget year lapsed. Operation expenses as of June 2023 were \$2,030 lower than June 2022. Overall, Department of Livestock total expenditures were \$640,181 higher than the same period last year. As of June 30, 2023, 96% of the department's budget has been expended.

In all programs, personal services budget authority and operations were increased by \$53,950 and \$4,550, respectively with transfers expenses decreased by \$58,500. Shielded Egg budget authority was decreased by \$102,500 and Per Capita Fee and Milk Inspection Fee budget authority was increased by \$85,000 and \$17,500, respectively.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2023**

DIVISION: CENTRALIZED SERVICES

PROGRAM: CENTRAL SERVICES AND BOARD OF LIVESTOCK

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		Year-to-Date		Same Period		Balance of Budget Available
		FY 2023 Budget	Actual Expenses June FY 2023	Prior Year Actual Expenses June FY 2022	Year to Year Comparison	
BUDGETED FTE		13.00				
A	B	C	D	E	F	
61000 PERSONAL SERVICES						
1	61100 SALARIES	\$ 853,065	\$ 836,916	\$ 797,552	\$ 39,364	\$ 16,149
2	61300 OTHER/PER DIEM	4,500	3,350	2,600	750	1,150
3	61400 BENEFITS	306,651	305,535	268,688	36,847	1,116
4	TOTAL PERSONAL SERVICES	1,164,216	1,145,801	1,068,840	76,961	18,415
5						
6 62000 OPERATIONS						
7	62100 CONTRACT	179,414	102,643	145,840	(43,197)	76,771
8	62200 SUPPLY	131,380	81,852	59,899	21,953	49,528
9	62300 COMMUNICATION	46,447	40,805	49,830	(9,025)	5,642
10	62400 TRAVEL	22,384	15,724	11,922	3,802	6,660
11	62500 RENT	207,182	161,592	163,074	(1,482)	45,590
12	62700 REPAIR & MAINT	4,129	30	3,126	(3,096)	4,099
13	62800 OTHER EXPENSES	20,827	12,128	6,653	5,475	8,699
14	TOTAL OPERATIONS	611,763	414,774	440,344	(25,570)	196,989
15 68000 TRANSFERS						
16	68000 TRANSFERS	102,481	95,971	-	95,971	6,510
17	TOTAL TRANSFERS	102,481	95,971	-	95,971	6,510
18	TOTAL EXPENDITURES	\$ 1,878,460	\$ 1,656,546	\$ 1,509,184	\$ 147,362	\$ 221,914
19						
20 BUDGETED FUNDS						
21	02426 PER CAPITA	\$ 1,878,460	\$ 1,656,546	\$ 1,509,184	\$ 147,362	\$ 221,914
22	TOTAL BUDGETED FUNDS	\$ 1,878,460	\$ 1,656,546	\$ 1,509,184	\$ 147,362	\$ 221,914

Central Services And Board Of Livestock is budgeted \$1,878,460 and 13.00 FTE in FY 2023 and is funded with per capita fees. Personal services budget is 98% expended with 89% of payrolls complete. The personal services expended through June 2023 was \$76,961 higher than June 2022. Operation expenses are 68% expended as of June 2023 and were \$25,570 lower than June 2022. Overall, CSD total expenditures were \$147,362 higher than the same period last year. As of June 30, 2023, CSD has expended 88% of the its budget.

Operating budget authority in the amount of \$62,600 was moved to personal services.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2023**

DIVISION: CENTRALIZED SERVICES
PROGRAM: LIVESTOCK LOSS BOARD

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2023 Budget	Year-to-Date Actual Expenses June FY 2023	Same Period Prior Year Actual Expenses June FY 2022	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE		1.00				
	A	B	C	D	E	F
	61000 PERSONAL SERVICES					
1	61100 SALARIES	\$ 78,771	\$ 79,292	\$ 78,225	\$ 1,067	\$ (521)
2	61300 OTHER/PER DIEM	605	50	550	(500)	555
3	61400 BENEFITS	27,092	27,063	24,738	2,325	29
4	TOTAL PERSONAL SERVICES	106,468	106,405	103,513	2,892	63
5						
6	62000 OPERATIONS					
7	62100 CONTRACT	2,403	1,729	1,421	308	674
8	62200 SUPPLY	1,860	1,682	945	737	178
9	62300 COMMUNICATION	5,275	2,022	2,537	(515)	3,253
10	62400 TRAVEL	5,245	1,004	2,740	(1,736)	4,241
11	62500 RENT	6,824	3,403	3,399	4	3,421
12	62700 REPAIR & MAINT	20	10	-	10	10
13	62800 OTHER EXPENSES	1,434	1,114	526	588	320
14	TOTAL OPERATIONS	23,061	10,964	11,568	(604)	12,097
15	TOTAL EXPENDITURES	\$ 129,529	\$ 117,369	\$ 115,081	\$ 2,288	\$ 12,160
16						
17	BUDGETED FUNDS					
18	01100 GENERAL FUND	\$ 129,529	\$ 117,369	\$ 115,081	\$ 2,288	\$ 12,160
19	TOTAL BUDGETED FUNDS	\$ 129,529	\$ 117,369	\$ 115,081	\$ 2,288	\$ 12,160

In FY 2023, the Livestock Loss Board is budgeted \$129,529 with 1.00 FTE funded with general fund. The budget includes \$137 of 2021 budget carryforward. The personal services budget is 100% expended with 89% of payrolls complete. Personal services expended as of June 2023 was \$2,892 higher than June 2022. Operations are 48% expended with 83% of the budget year lapsed. Operation expenses as of June 2023 were \$604 lower than June 2022. Overall, Livestock Loss Board total expenditures were \$2,288 higher than the same period last year. As of June 30, 2023, LLB has expended 91% of the its budget.

Operating budget authority in the amount of \$3,300 was moved to personal services.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2023**

DIVISION: CENTRALIZED SERVICES
PROGRAM: MILK CONTROL BUREAU

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT			Same Period		
	Year-to-Date	Prior Year			
	Actual	Actual			
	Expenses	Expenses			Balance of
FY 2023	June	June	Year to Year		Budget
Budget	FY 2023	FY 2022	Comparison		Available

BUDGETED FTE	3.00
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	A	B	C	D	E	F
	61000 PERSONAL SERVICES					
1	61100 SALARIES	\$ 170,811	\$ 133,244	\$ 85,527	\$ 47,717	\$ 37,567
2	61300 OTHER/PER DIEM	2,445	550	1,600	(1,050)	1,895
3	61400 BENEFITS	57,184	49,347	28,695	20,652	7,837
4	TOTAL PERSONAL SERVICES	230,440	183,141	115,822	67,319	47,299
5						
6	62000 OPERATIONS					
7	62100 CONTRACT	27,856	14,320	25,376	(11,056)	13,536
8	62200 SUPPLY	2,627	4,860	1,797	3,063	(2,233)
9	62300 COMMUNICATION	4,728	3,087	3,312	(225)	1,641
10	62400 TRAVEL	1,327	251	960	(709)	1,076
11	62500 RENT	11,080	8,315	8,724	(409)	2,765
12	62700 REPAIR & MAINT	-	-	-	-	-
12	62800 OTHER EXPENSES	3,497	2,966	2,927	39	531
13	TOTAL OPERATIONS	51,115	33,799	43,096	(9,297)	17,316
14	TOTAL EXPENDITURES	\$ 281,555	\$ 216,940	\$ 158,918	\$ 58,022	\$ 64,615
15						
16	BUDGETED FUNDS					
17	02817 MILK CONTROL	\$ 281,555	\$ 216,940	\$ 158,918	\$ 58,022	\$ 64,615
18	TOTAL BUDGETED FUNDS	\$ 281,555	\$ 216,940	\$ 158,918	\$ 58,022	\$ 64,615

In FY 2023, The Milk Control Bureau is budgeted \$281,555 and has 3.00 FTE. The bureau is funded with milk industry fees. The personal services budget is 79% expended with 89% of payrolls complete. Personal services expended as of June 2023 were \$67,319 higher than June 2022. Operations are 66% expended with 83% of the budget year lapsed. Operation expenses as of June 2023 were \$9,297 lower than June 2022. Overall, Milk Control Bureau total expenditures were \$58,022 higher than the same period last year. As of June 30, 2023, the Milk Control Bureau has expended 77% of its budget.

Personal services for Milk Control budget was increased by \$2,560 authorized by 2023 legislation in HB13.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2023**

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

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2023 Budget	Year-to-Date Actual Expenses June FY 2023	Same Period Prior Year Actual Expenses June FY 2022	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE	8.25
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	A	B	C	D	E	F
	61000 PERSONAL SERVICES					
1	61100 SALARIES	\$ 446,858	\$ 452,998	\$ 427,791	\$ 25,207	\$ (6,140)
2	61400 BENEFITS	168,044	163,522	144,050	19,472	4,522
3	TOTAL PERSONAL SERVICES	614,902	616,520	571,841	44,679	(1,618)
4						
5	62000 OPERATIONS					
6	62100 CONTRACT	38,279	38,232	42,068	(3,836)	47
7	62200 SUPPLY	22,788	22,784	9,186	13,598	4
8	62300 COMMUNICATION	18,529	18,520	23,835	(5,315)	9
9	62400 TRAVEL	10,940	10,900	17,931	(7,031)	40
10	62500 RENT	6,419	5,896	10,174	(4,278)	523
11	62700 REPAIR & MAINT	4,226	4,174	3,180	994	52
12	62800 OTHER EXPENSES	14,079	12,605	23,016	(10,411)	1,474
13	TOTAL OPERATIONS	115,260	113,111	129,390	(16,279)	2,149
14	TOTAL	\$ 730,162	\$ 729,631	\$ 701,231	\$ 28,400	\$ 531
15						
16	FUND					
17	02426 PER CAPITA FEE	\$ 730,162	\$ 729,631	\$ 701,231	\$ 28,400	\$ 531
18	TOTAL BUDGET FUNDING	\$ 730,162	\$ 729,631	\$ 701,231	\$ 28,400	\$ 531

The State Veterinarian Office includes Import and Alternative Livestock. In FY 2023, the State Veterinarian Import Office is budgeted \$730,162 with 8.25 FTE and is funded with 02426 per capita fees. The personal services budget is 100% expended with 89% of payrolls complete. Personal services expended as of June 2023 was \$44,679 higher than June 2022. Operations are 98% expended with 83% of the budget year lapsed. Operation expenses as of June 2023 were \$16,279 lower than June 2022. Animal Health has spent \$28,400 more than the same period in FY 2022. As of June 30, 2023 the Animal Health Import Office has expended 100% of its budget.

Personal services budget authority in the amount of \$15,000 was moved to operations. Personal services budget authority was decreased by \$34,000 and moved to the diagnostic laboratory.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2023**

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

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT			Year-to-Date Actual Expenses June FY 2023	Same Period Prior Year Actual Expenses June FY 2022	Year to Year Comparison	Balance of Budget Available	
FY 2023 Budget							
BUDGETED FTE			5.50				
A			B	C	D	E	F
61000 PERSONAL SERVICES							
1	61100 SALARIES	\$ 318,801	\$ 316,289	\$ 286,700	\$ 29,589	\$ 2,512	
2	61400 BENEFITS	115,640	117,434	105,440	11,994	(1,794)	
3	TOTAL PERSONAL SERVICES	434,441	433,723	392,140	41,583	718	
4							
5 62000 OPERATIONS							
6	62100 CONTRACT	1,026,423	937,534	889,958	47,576	88,889	
7	62200 SUPPLY	44,716	34,387	54,645	(20,258)	10,329	
8	62300 COMMUNICATION	12,498	6,372	14,812	(8,440)	6,126	
9	62400 TRAVEL	19,381	16,016	11,035	4,981	3,365	
10	62500 RENT	17,317	15,069	18,973	(3,904)	2,248	
11	62700 REPAIR & MAINT	13,320	8,985	17,310	(8,325)	4,335	
12	62800 OTHER EXPENSES	63,173	56,572	89,949	(33,377)	6,601	
13	TOTAL OPERATIONS	1,196,828	1,074,935	1,096,682	(21,747)	121,893	
14							
15	68000 TRANSFERS	238,500	239,943	232,027	7,916	(1,443)	
16	TOTAL TRANSFERS	238,500	239,943	232,027	7,916	(1,443)	
17	TOTAL EXPENDITURES	\$ 1,869,769	\$ 1,748,601	\$ 1,720,849	\$ 27,752	\$ 121,168	
18							
19 BUDGETED FUNDS							
20	01100 GENERAL FUND	\$ 982,241	\$ 897,616	\$ 904,772	\$ (7,156)	\$ 84,625	
21	03427 FEDERAL FUNDING	887,528	850,985	816,077	34,908	36,543	
22	TOTAL BUDGETED FUNDS	\$ 1,869,769	\$ 1,748,601	\$ 1,720,849	\$ 27,752	\$ 121,168	

The Designated Surveillance Area (DSA) is budgeted for \$982,241 and 2.00 FTE in FY 2023 and is funded with General Funds. The Federal Animal Disease Grants is budgeted for \$887,528 and 3.50 FTE in FY 2023 and is funded with Federal Funds. The personal services budget is 100% expended with 89% of payrolls complete. Personal services expended as of June 2023 was \$41,583 higher than June 2022. Operations are 90% expended with 83% of the budget year lapsed. Operation expenses as of June 2023 were \$21,747 lower than June 2022. Overall, total expenditures were \$27,752 higher than the same period last year with 94% of the budget expended.

Federal Umbrella budget was increased to match the federal program award amount by \$36,634. DSA operations budget authority was decreased by \$35,000 and moved to diagnostic laboratory budget authority.

Personal services budget authority and transfers budget authority were decreased by \$24,750 and \$1,500, respectively and the operations budget authority was increased by \$26,250

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2023**

DIVISION: DIAGNOSTIC LABORATORY
PROGRAM: DIAGNOSTIC LABORATORY

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2023 Budget	Year-to-Date Actual Expenses June FY 2023	Prior Year Actual Expenses June FY 2022	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE		22.00				
A			C	D	E	F
1	61000 PERSONAL SERVICES					
2	61100 SALARIES	\$ 1,329,776	\$ 1,325,837	\$ 1,258,637	\$ 67,200	\$ 3,939
3	61400 BENEFITS	481,362	481,361	441,231	40,130	1
4	TOTAL PERSONAL SERVICES	1,811,138	1,807,198	1,699,868	107,330	3,940
5						
6	62000 OPERATIONS					
7	62100 CONTRACT	203,693	202,644	165,839	36,805	1,049
8	62200 SUPPLY	802,520	800,627	844,204	(43,577)	1,893
9	62300 COMMUNICATION	39,342	37,311	20,793	16,518	2,031
10	62400 TRAVEL	7,471	5,679	5,579	100	1,792
11	62500 RENT	104,297	102,570	95,820	6,750	1,727
12	62600 UTILITIES	38,338	31,990	31,752	238	6,348
13	62700 REPAIR & MAINT	166,814	163,285	127,691	35,594	3,529
14	62800 OTHER EXPENSES	94,654	93,020	74,183	18,837	1,634
15	TOTAL OPERATIONS	1,457,129	1,437,126	1,365,861	71,265	20,003
16	63000 EQUIPMENT					
17	63100 EQUIPMENT	51,967	34,200	46,478	(12,278)	17,767
18	TOTAL EQUIPMENT	51,967	34,200	46,478	(12,278)	17,767
19	TOTAL	\$ 3,320,234	\$ 3,278,524	\$ 3,112,207	\$ 166,317	\$ 41,710
20						
21	BUDGETED FUNDS					
22	01100 GENERAL FUND	\$ 997,505	\$ 994,554	\$ 708,731	\$ 285,823	\$ 2,951
23	02426 PER CAPITA FEE	791,658	791,153	943,082	(151,929)	505
24	03673 FEDERAL ANIMAL HEALTH DISEASE	31,022	5,982	-	5,982	25,040
25	06026 DIAGNOSTIC LABORATORY FEES	1,500,049	1,486,835	1,460,394	26,441	13,214
26	TOTAL BUDGET FUNDING	\$ 3,320,234	\$ 3,278,524	\$ 3,112,207	\$ 166,317	\$ 41,710

The diagnostic laboratory is budgeted for \$3,320,234 and 22 FTE in FY 2023. It is funded with general fund of \$997,505, per capita fees of \$791,658, federal funds of \$31,022, and lab testing fees of \$1,500,049 which includes 2021 per capita fee carryforward of \$27,782. Personal services are 100% expended with 89% of payrolls complete. Personal services expended as of June 2023 were \$107,330 higher than June 2022. Operations are 99% expended with 83% of the budget year lapsed. Operation expenses as of June 2023 were \$71,265 higher than June 2022. Overall, Diagnostic Laboratory total expenditures were \$166,317 higher than the same period last year. As of June 30, 2023, the Diagnostic Lab has expended 99% of its budget.

Personal services budget and operation budget authority was increased by \$10,400 and \$108,600, respectively. General fund and per capita fee authority was increased by \$35,000 and \$84,000, respectively. The increase is from budget authority transfer from DSA and Shield Egg programs.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2023**

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

**BUDGET TO ACTUAL EXPENSE
COMPARISON REPORT**

	FY 2023 Budget	Year-to-Date Actual Expenses June FY 2023	Same Period Prior Year Actual Expenses June FY 2022	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE	6.75
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	A	B	C	D	E	G
61000 PERSONAL SERVICES						
1 61100 SALARIES		\$ 349,581	\$ 322,420	\$ 239,844	\$ 82,576	\$ 27,161
2 61102 OVERTIME		5,000	4,600	3,009	1,591	400
3 61400 BENEFITS		139,114	133,790	97,576	36,214	5,324
4 TOTAL PERSONAL SERVICES		493,695	460,810	340,429	120,381	32,885
5						
62000 OPERATIONS						
7 62100 CONTRACT		64,413	55,828	46,621	9,207	8,585
8 62200 SUPPLY		10,716	10,627	1,646	8,981	89
9 62300 COMMUNICATION		6,049	4,511	3,641	870	1,538
10 62400 TRAVEL		20,261	19,934	13,004	6,930	327
11 62500 RENT		16,822	13,115	8,778	4,337	3,707
12 62700 REPAIR & MAINT		1,774	1,711	283	1,428	63
13 62800 OTHER EXPENSES		18,503	13,174	12,913	261	5,329
14 TOTAL OPERATIONS		138,538	118,900	86,886	32,014	19,638
15 TOTAL		\$ 632,233	\$ 579,710	\$ 427,315	\$ 152,395	\$ 52,523
16						
17 BUDGETED FUNDS						
18 02262 SHIELDED EGG GRADING FEES		\$ 242,375	\$ 206,713	\$ 162,443	\$ 44,270	\$ 35,662
19 02701 MILK INSPECTION FEES		375,455	360,095	254,558	105,537	15,360
21 03032 SHELL EGG INSPECTION FEES		14,403	12,902	10,314	2,588	1,501
22 TOTAL BUDGET FUNDING		\$ 632,233	\$ 579,710	\$ 427,315	\$ 152,395	\$ 52,523

The total Milk & Egg program is budgeted \$632,233 with 6.75 FTE in FY 2023 funded with milk inspection fees, egg grading fees and federal shell egg inspection fees. The personal services budget is 93% expended with 89% of payrolls complete. Personal services expended as of June 2023 was \$120,381 higher than June 2022. Operation expense budget is 86% expended with 83% of budget year lapsed. Operation expenses as of June 2023 was \$32,014 higher than June 2022. The Milk & Egg Inspection Bureau total expenditures were \$152,395 higher than the same period last year. As of June 30, 2023, the Milk & Egg program has expended 92% of its budget.

Shield egg budget authority was decreased by \$102,500. This authority was transferred to the Milk & Egg program and Diagnostic Laboratory in the amounts of \$17,500 and \$84,000, respectively. Personal service budget authority and operations budget authority were decreased by \$9,300 and \$74,700, respectively.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2023**

DIVISION: MEAT & POULTRY INSPECTION PROGRAM
PROGRAM: MEAT INSPECTION

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT		FY 2023 Budget	Year-to-Date Actual Expenses June FY 2023	Same Period Prior Year Actual Expenses June FY 2022	Year to Year Comparison	Balance of Budget Available
BUDGETED FTE		24.50				
A	B	C	D	E	F	
61000 PERSONAL SERVICES						
1	61100 SALARIES	\$ 1,108,164	\$ 1,037,674	\$ 1,003,254	\$ 34,420	\$ 70,490
2	61102 OVERTIME	67,228	48,275	79,558	(31,283)	18,953
3	61400 BENEFITS	482,093	465,919	425,810	40,109	16,174
4	TOTAL PERSONAL SERVICES	1,657,485	1,551,868	1,508,622	43,246	105,617
5						
6	62000 OPERATIONS					
7	62100 CONTRACT	69,167	73,730	68,709	5,021	(4,563)
8	62200 SUPPLY	12,146	17,969	20,212	(2,243)	(5,823)
9	62300 COMMUNICATION	20,719	26,221	22,457	3,764	(5,502)
10	62400 TRAVEL	81,045	86,653	77,067	9,586	(5,608)
11	62500 RENT	166,510	172,022	153,287	18,735	(5,512)
12	62700 REPAIR & MAINT	24,264	27,211	17,435	9,776	(2,947)
13	62800 OTHER EXPENSES	318,539	318,541	382,341	(63,800)	(2)
14	TOTAL OPERATIONS	692,390	722,347	741,508	(19,161)	(29,957)
15	TOTAL EXPENDITURES	\$ 2,349,875	\$ 2,274,215	\$ 2,250,130	\$ 24,085	\$ 75,660
16						
17	BUDGETED FUNDS					
18	01100 GENERAL FUND	\$ 1,205,183	\$ 1,167,682	\$ 1,197,796	\$ (30,114)	\$ 37,501
19	02427 ANIMAL HEALTH FEES	5,721	-	-	-	5,721
20	03209 MEAT & POULTRY INSPECTION-FE	1,138,971	1,106,533	1,052,334	54,199	32,438
21	TOTAL BUDGET FUNDING	\$ 2,349,875	\$ 2,274,215	\$ 2,250,130	\$ 24,085	\$ 75,660

In FY 2023, Meat Inspection is budgeted \$2,349,875 with 24.50 FTE and includes \$54,842 of 2021 budget carryforward, \$30,953 general fund and \$23,889 in federal funds. OBPP authorized contingency general fund for employee termination payouts in the amount of \$59,697 which has been added to the budget amount. The bureau is funded with general fund of \$1,205,183, federal meat & poultry inspection funds of \$1,138,971 and \$5,721 of animal health fees levied from licensing as per 81-9-201(1)MCA. Personal services budget is 94% expended with 89% of payrolls complete. Personal services expended as of June 2023 was \$43,246 higher than June 2022. Operations are 104% expended with 83% of the budget year lapsed. Operation expenses as of June 2023 were \$19,161 lower than June 2022. Overall, Meat Inspection total expenditures were \$24,085 higher than the same period last year. As of June 30, 2023 the Meat Inspection program expended 97% of its budget.

Personal services budget authority was decreased by \$58,300 and operations budget authority was increased by \$58,300.

**MONTANA DEPARTMENT OF LIVESTOCK
BUDGETARY EXPENSE COMPARISON REPORT
JUNE 30, 2023**

DIVISION: BRANDS ENFORCEMENT DIVISION
PROGRAM: BRANDS ENFORCEMENT

BUDGET TO ACTUAL EXPENSE COMPARISON REPORT	FY 2023 Budget	Year-to-Date Actual Expenses June FY 2023	Same Period Prior Year Actual Expenses June FY 2022	Year to Year Comparison	Balance of Budget Available
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BUDGETED FTE 53.61

	A	B	C	D	E	F
	61000 PERSONAL SERVICES					
1	61100 SALARIES	\$ 2,610,955	\$ 2,604,424	\$ 2,548,572	\$ 55,852	\$ 6,531
2	61200 OVERTIME	138,171	119,631	185,826	(66,195)	18,540
3	61400 BENEFITS	1,099,575	1,094,502	1,037,948	56,554	5,073
4	TOTAL PERSONAL SERVICES	3,848,701	3,818,557	3,772,346	46,211	30,144
5						
6	62000 OPERATIONS					
7	62100 CONTRACT	133,617	131,192	147,830	(16,638)	2,425
8	62200 SUPPLY	80,382	76,106	88,529	(12,423)	4,276
9	62300 COMMUNICATION	70,926	68,109	92,368	(24,259)	2,817
10	62400 TRAVEL	44,793	44,356	29,581	14,775	437
11	62500 RENT	182,539	180,370	167,010	13,360	2,169
12	62600 UTILITIES	5,500	5,113	-	5,113	387
13	62700 REPAIR & MAINT	17,935	15,023	15,625	(602)	2,912
14	62800 OTHER EXPENSES	63,539	60,469	52,446	8,023	3,070
15	TOTAL OPERATIONS	599,231	580,738	593,389	(12,651)	18,493
16	TOTAL	\$ 4,447,932	\$ 4,399,295	\$ 4,365,735	\$ 33,560	\$ 48,637
17						
18	BUDGETED FUNDS					
19	02425 BRAND INSPECTION FEES	\$ 3,140,583	\$ 3,121,586	\$ 3,179,631	\$ (58,045)	\$ 18,997
20	02426 PER CAPITA FEES	1,307,349	1,277,709	1,186,104	91,605	29,640
21	TOTAL BUDGET FUNDING	\$ 4,447,932	\$ 4,399,295	\$ 4,365,735	\$ 33,560	\$ 48,637

In FY 2023, Brands Enforcement is budgeted for \$4,447,932 with 53.61 FTE and includes \$127,303 of 2021 budget carryforward, \$13,717 in brands fees and \$113,586 in per capita fees. It is funded with brand inspection fees of \$3,140,583 and per capita fees of \$1,307,349. Personal services budget is 99% expended with 89% of payrolls complete. Personal services expended as of June 2023 was \$46,211 higher than June 2022. Operations are 97% expended with 83% of the budget year lapsed. Operation expenses as of June 2023 were \$12,651 lower than June 2022. Overall, Brands Enforcement total expenditures were \$33,560 higher than the same period last year. As of June 30, 2023, the Brands Division has expended 99% of its budget.

Personal services budget authority was increased by \$84,000 and operations budget authority was decreased by \$84,000.



Board of Livestock Meeting

Agenda Request Form

From: Mike Spatz		Division/Program: New Business-Executive Officer Updates to Board			Meeting Date: 8/1/2023			
<u>Agenda Item:</u> Human Resources Updates								
Background Info: <ul style="list-style-type: none">• Staff Openings, Recruitment and General Updates								
Recommendation: n/a								
Time needed: 15 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 August 1, 2023



Human Resource Update:

-Staff Openings, Recruitment and General Updates.



Staff Openings and Recruitment

Currently, DOL is actively recruiting for 8 positions.

Compliance Technician	23142290	Pending
Meat Poultry Relief Inspector- (Must Live within 50 Miles of Kalispell, Rollins, Plains or Superior, MT)	23142219	Open
Meat Poultry Inspector -Temporary Position- (Must live within 60 Miles of White Sulphur Springs, MT)	23142151	Open
District Livestock Investigator- District 11 (Yellowstone, Golden Valley, Musselshell and Wheatland Counties)	23142149	Open
Assistant State Veterinarian- Animal Health Bureau Chief	23142125	Open
District Livestock Investigator- District 12 (Gallatin, Eastern Madison, Meagher and Park Counties)	23142072	Open
Livestock Market Supervisor- Ramsay	23141987	Open
Meat Poultry Relief Inspector- Gallatin County Area	23140565	Open

JUN, 21, 2023 TO AUG. 01, 2023

- ✓ DOL is preparing to interview for 2 of the posted positions.
- ✓ DOL had 4 new hires since the last board meeting. (Animal Health and Brands)
- ✓ DOL has had 1 newly vacated position.
- ✓ 1 future vacancy- (Brands Division)



Livestock Attorney – Position Update

DESIRED ESSENTIAL DUTIES FOR LIVESTOCK

- ✓ Represent and perform legal work for all divisions within the Department.
- ✓ Provide sound and defensible legal advice.
-Agency, Enforcement and Personnel Issues.
- ✓ Assist in Contract Negotiations.
- ✓ Assist with agency complaints.
- ✓ Public records requests.

INITIAL CLASSIFICATION DETERMINED APPROPRIATE AT LEVEL-2- (JD ATTACHED)

<input type="checkbox"/> Lawyer 2 G11012
<input type="checkbox"/> Analyze, interpret, and advise about new laws that have no case precedent.
<input type="checkbox"/> Assign, manage, lead or sole attorney in cases such as death penalty, life in prison, class-action lawsuits, high-profile cases, or cases involving significant liability exposure.
<input type="checkbox"/> Serve as legal advisor across multiple fields of law.
<input type="checkbox"/> May plan, develop, and accomplish the agency's overall litigation strategy.
<input type="checkbox"/> May handle cases at the Montana Supreme Court.
<input type="checkbox"/> May serve as the agency's principal legal advisor in a field of law.

Pay Range- Per Current Market

\$88,201 - \$114,696 / Annually

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: Attorney

Department: Department of Livestock

Position Number: 56303706

Location: Helena

Division and Bureau: Central Services Division

Overview of the Department: The Department of Livestock is responsible for the control and eradication of animal diseases, the prevention of the transmission of animal disease to humans and for the protection of the livestock industry from theft and predatory animals.

Job Overview: The Attorney for the Department of Livestock is the sole legal counsel for the agency and performs professional legal work for all Divisions within the Department as well as any boards and committees attached to the Agency for administrative purposes. This position represents the Agency on all issues presented, ranging from regulatory enforcement, as well as personnel discipline, termination proceedings and the draft, review, and interpretation of administrative rules. The Attorney for the Department of Livestock must have the ability to provide sound legal advice and has the responsibility of effectively arguing the position of the Agency on a number of various presented issues.

Essential Functions (Major Duties or Responsibilities):

A. Department Legal Counsel:

(85%)

- Represents the agency in court, at hearings, or before other government entities.
- Reviews and prepares legal documents, opinions, forms, contracts, permits, and other legal agreements.
- Prepares appropriate findings of fact, conclusions of law, orders for judgement(s) after administrative and court proceedings.
- Prepares evidence, exhibits, and legal documents necessary to litigate cases and argue the position of the agency.
- Interprets and applies state and federal laws and administrative rules.
- Drafts or reviews administrative rules.
- Interviews parties, witnesses, and experts involved during the legal proceedings.
- Receives, researches, and responds to questions or complaints; provides information, explains policy and procedure, and/or facilitates a resolution.

- Provides consultation, make recommendations, give appropriate legal advice, settlement negotiations, and/or facilitates legal decisions.
- Assist or collaborate with other attorneys during trials and appeals.
- Represents clients during administrative hearings, court, or other legal proceedings; May handle cases at the Montana Supreme Court as necessary.
- Handles cases with substantial legal precedent.
- Analyze, interpret, and advise about new laws that have no case precedent.
- Plan, develops, and accomplishes the agency's overall litigation strategy.
- Serves as the agency's principal legal advisor in a field of law.
- Acts as the sole attorney in high-profile cases, or cases involving significant liability exposure.
- Serve as legal advisor across multiple fields of law.

B. Public Records Requests: (10%)

- Responsible for advising and providing appropriate responses to public information requests while adhering to agency policy and state law.

C. Other Duties as Assigned. (5%)

Physical and Environmental Demands:

The position primarily works in a standard office environment, however, may occasionally spend significant time offsite in court, for hearings or negotiations. Travel out of town or state is minimal, however may be required on occasion. Fluctuation in workload may require more than 40 hours of a work week when necessary and may require exposure to stressful situations.

Knowledge, Skills, and Abilities (Behaviors):

Required for the first day of work:

- Knowledge of legal research methods and techniques; of court, hearing, and legislative proceedings; of state and federal statute, case law and constitutional provisions effecting the program area served by the attorney.
- Knowledge of administrative practices and procedures and ability to learn the rules, policies, practices, precedents, and organizational structure of the program served.
- Knowledge of the organization of state government, and how program operations interrelate with those of other state and federal agencies and the private sector.
- Ability to analyze the most difficult legal problems and to synthesize and recommend a legally defensible course of action; to be able to communicate with and provide assistance to a diverse or highly specialized staff; to represent the agency in legislative hearings before managers and officials of other agencies, boards, committees, task forces and other interactions requiring knowledge of agency obligations and authority and functions.
- Ability to communicate effectively, orally and in writing; to establish and maintain effective working relationships.

- Effective time management and organization skills.
- Skilled in use of standard office equipment, programs and software.
- Strong organization, time management, and oral written communication skills.
- Ability to learn and understand the principles and practices of discovery.
- Ability to effectively research and analyze documents.
- Able to maintain professionalism in a variety of situations.
- Ability to discern when to consult with peers to develop arguments.
- Ability to work independently on arguments with multiple issues.

Minimum Qualifications (Education and Experience):

- Juris Doctorate Degree from an accredited law school.
- Membership in the State Bar of Montana.

Preferred:

- Two years of specialized law and litigation experience.
- Eligible to be admitted to practice in federal and state courts, as needed.

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

Mike Honeycutt

Administrative Review

Title

Date

Attorney JD 07.2023

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

Employee	Title	Date
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Human Resources Review

Job Code Title: Lawyer

Job Code Number: G11012

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: George Edwards	Division/Program: Livestock Loss Board	Meeting Date: 8/1/23					
<u>Agenda Item:</u>							
<p>Background Info: Statistically 2023 claim numbers are almost equal to 2022 numbers. However more registered livestock have been killed in 2023 which accounts for a portion of the higher number for payout dollars. Calf prices are also higher than 2022 values. This time of year about 1/3 of all claims are submitted. Typically most claims are received in September and October.</p> <p>Board operations continue to be stable. All claims are processed within days of their receipt. Our board wanted to hold a board meeting for loss prevention grants in July but scheduling conflicts with board members prevented it from happening. The current plan is to have the meeting in August once a date can be found to allow all board members to be present. The board's grant screening committee has completed their review of all grant applications.</p> <p>Recommendation:</p>							
Time needed:	Attachments:	<table border="1"><tr><td>Yes</td><td></td><td>Board vote required?</td><td></td><td>No</td></tr></table>	Yes		Board vote required?		No
Yes		Board vote required?		No			

Bol August Meeting (Claims January to July 18)

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

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

Counties	Cattle	Sheep	Goats	Guard	Horse	Llama/Swine	Totals	Payments
Beaverhead	2	5					7	\$4,180.37
Glacier	12				1		13	\$24,338.59
Granite	3						3	\$4,632.45
Madison	5						5	\$10,635.97
Pondera	11	5					16	\$48,454.34
Powell	4						4	\$6,604.48
Teton	2						2	\$3,129.62
Totals	39	10	0	0	1	0	50	\$101,975.82
2022	48						49	\$54,307.22

Wolves

Confirmed	7	2				
Probable	2				1	
Value	\$20,689.90	\$618.00			\$5,000	
Owners	5	1			1	

Grizzly Bears

Confirmed	21	5				
Probable	9					
Value	\$73,195.92	\$1,545.00				
Owners	18	1				

Mtn Lion

Confirmed		3				
Probable						
Value		\$927.00				
Owners		1				



Board of Livestock Meeting

Agenda Request Form

From: Jay Bodner	Division/Program: Brands Enforcement	Meeting Date: 8/1/23
<u>Agenda Item:</u> Financial Recordkeeping Rule Change		
Background Info: ARM 32.15.102 <u>Records to be Kept</u> , change proposal is to include livestock video auctions and livestock dealers into the rule. The passage of HB 153 updated laws regarding livestock video auctions. This rule is being updated to reflect that change.		
Recommendation:		
Time needed: 15 Minutes	Attachments:	Yes
Board vote required?		Yes
<u>Agenda Item:</u> Request for Hire		
Background Info: <ul style="list-style-type: none">• Assistant Market Supervisor – Billings• Market Inspector - Billings		
Recommendation:		
Time needed: 10 Min	Attachments:	No
Board vote required		Yes
<u>Agenda Item:</u> Brands Enforcement Update		
Background Info: <ul style="list-style-type: none">• Staffing• GlideFast• International Livestock Identification Association• Headwaters Livestock Market Update• DOL Truck Stops/4-H		
Recommendation:		
Time needed: 20 Min	Attachments:	No
Board vote required:		No
<u>Agenda Item:</u>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes
Board vote required:		Yes
<u>Agenda Item:</u>		
Background Info:		
Recommendation:		
Time needed:	Attachments:	Yes
Board vote required:		Yes

BEFORE THE DEPARTMENT OF [NAME OF DEPARTMENT]
OF THE STATE OF MONTANA

In the matter of the amendment of
ARM 32.15.102 RECORDS TO BE
KEPT

NOTICE OF PROPOSED
AMENDMENT

NO PUBLIC HEARING
CONTEMPLATED

TO: All Concerned Persons

1. The Department of Livestock proposes to amend the above-stated rule.

2. The Department of Livestock will make reasonable accommodations for persons with disabilities who wish to participate in this rulemaking process or need an alternative accessible format of this notice. If you require an accommodation, contact Department of Livestock no later than 5:00 p.m. on , September 18, 2023 to advise us of the nature of the accommodation that you need. Please contact Executive Officer, Department of Livestock, 301 N Roberts St., Room 304, P.O. Box 202001, Helena, Montana, 59620-2001; telephone (406) 444-9525; fax (406) 444-4316; TDD/Montana Relay Service 1 (800) 253-4091; or e-mail MDOLcomments@mt.gov.

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

32.15.102 RECORDS TO BE KEPT (1) Each licensed market, livestock video auction, or livestock dealer shall keep and maintain a complete, true and accurate record of all animals purchased and sold, including description of the animal, brand or brands carried, if any, name of person selling or offering for sale, date of sale, and the name of the person to whom sold.

(2) Each licensed market, livestock video auction, or livestock dealer shall keep and maintain business records showing the following information:

(a) The names of the owners or persons having an interest in the market, livestock video auction, or livestock dealer.

(b) The names of the managers or operators of the market, livestock video auction, or livestock dealer.

(c) The names of the owners of the premises upon which the market is located if different than the owners of the licensed market; if a corporation, the names of the directors, officers, and the stockholders, showing their interest in the corporation.

(d) Any contracts or leases executed in connection with the operation of the market, livestock video auction or livestock dealer .

(e) The type of organization used in operating the market, livestock video auction or livestock dealer and the members thereof.

(f) If a corporation, the names of the directors, officers, and the stockholders, showing their interest in the corporation.

(3) ~~Such r~~Records and information must be available for inspection and examination by any ~~specifically qualified and authorized agent of the department of livestock, brands-enforcement division. Such information as provided above and~~ must be submitted by the licensee of any market to the Montana department of ~~livestock, brands-enforcement division~~ upon request. All records used in the purchase and sale of livestock and all records required by this rule must be kept and maintained by the licensed market, livestock video auction, or livestock dealer for a period of not less than 5 years.

AUTH: 81-8-231, MCA

IMP: 81-8-231, 81-8-251, 81-8-264, 81-8-271, MCA

REASON: The department proposes to amend this rule to comply with the revisions of 81-8-213, 81-8-251 and 252, and 81-8-264 and 265, MCA passed by the Montana State Legislature in 2023 via HB 153 carried by Representative Ler at the request of the Department. The changes proposed by the Department ensure that those operating sales have the same requirements as physical livestock markets and make payment to consigners at the conclusion of a sale.

Other language has been updated for clarity and conciseness and implementing statutes have been updated.

4. Concerned persons may submit their data, views, or arguments concerning the proposed action in writing to: Department of Livestock, P.O. Box 202001, Helena, Montana, 59620-2001; telephone (406) 444-9321; fax (406) 444-1929; or e-mail MDOLcomments@mt.gov, and must be received no later than 5:00 p.m., September 22, 2023.

5. If persons who are directly affected by the proposed action wish to express their data, views, or arguments orally or in writing at a public hearing, they must make written request for a hearing and submit this request along with any written comments to Executive Director at the above address no later than 5:00 p.m., September 22, 2023.

6. If the agency receives requests for a public hearing on the proposed action from either 10 percent or 25, whichever is less, of the persons directly affected by the proposed action; from the appropriate administrative rule review committee of the Legislature; from a governmental subdivision or agency; or from an association having not less than 25 members who will be directly affected, a hearing will be held at a later date. Notice of the hearing will be published in the Montana Administrative Register. Ten percent of those directly affected has been determined to be 26 persons based on approximately 266 currently licensed markets, video livestock auctions, and livestock dealers.

10. The department maintains a list of interested persons who wish to receive notices of rulemaking actions proposed by this agency. Persons who wish to have their name added to the list shall make a written request that includes the

name, e-mail, and mailing address of the person to receive notices and specifies for which program the person wishes to receive notices. Notices will be sent by e-mail unless a mailing preference is noted in the request. Such written request may be mailed or delivered to the contact person in 4 above or may be made by completing a request form at any rules hearing held by the department.

11. An electronic copy of this proposal notice is available through the Secretary of State's web site at <http://sos.mt.gov/ARM/Register>.

12. The bill sponsor contact requirements of 2-4-302, MCA, do apply and have been fulfilled. The primary bill sponsor was contacted **by email on July**

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

/s/ Darcy Alm
Darcy Alm
Rule Reviewer

/s/ Michael S. Honeycutt
Michael S. Honeycutt
Executive Director
Department of Livestock

Certified to the Secretary of State August 15, 2023.



Board of Livestock Meeting

Agenda Request Form

From: Alicia Love, BC		Division/Program: Meat, Milk & Egg Inspection Bureau		Meeting Date: August 1, 2023	
Agenda Item: Travel Requests – Meat Staff					
Background Info: Request to send both Alicia Love, BC and Jay Nelson, EIAO to the National Association of State Meat Inspection Directors conference in National Harbor, MD, October 16 & 17. This conference and meeting are essential for communication between Meat Inspection staff across the United States. This will be paid for out of the Meat and Poultry budget, as it has been previously.					
Recommendation: approve					
Time needed: 5 min.	Attachments:	Yes	No	Board vote required?	Yes No
Agenda Item: Travel Requests – Egg Staff					
Background Info: Request to send our egg grading staff at the Montana Egg plant to USDA shell egg training in Athens, GA. Elaine Hartman will attend in September, and Terry Cavin will attend in December. This will be paid out of the Shelled Egg budget.					
Recommendation: approve					
Time needed: 5 min.	Attachments:	Yes	No	Board vote required	Yes No
Agenda Item: Recap of FSIS Audit					
Background Info: FSIS auditors visited the State to audit the meat program June 5 th – 16 th . A summary of findings will be provided.					
Recommendation: n/a					
Time needed: 5 min.	Attachments:	Yes	No	Board vote required:	Yes No
Agenda Item: Letter to establishments regarding HACCP plans					
Background Info: The FSIS onsite audit brought to light issues with some establishments slaughtering animals under inspection but then processing product as custom. This is a potential violation of HACCP plans and the department wishes to address the issue and provide guidance to avoid future issues. A draft of the letter we wish to send will be shared with the Board.					
Recommendation: discussion - approve					
Time needed: 10 min	Attachments:	Yes	No	Board vote required:	Yes No
Agenda Item: Request to hire temporary employee					
Background Info: Due to an extended absence of an employee, the Bureau requests to hire a temporary employee to perform inspection tasks at an establishment in White Sulphur Springs. This establishment operates 5 days per week and rotating inspectors for coverage from other areas is cumbersome and expensive.					
Recommendation: approve					
Time needed: 10 min	Attachments:	Yes	No	Board vote required:	Yes No

STATE OF MONTANA

REQUEST AND JUSTIFICATION FOR OUT-OF-STATE TRAVEL

Department of Livestock

1) Division
Animal Health - Meat, Milk Egg

2) Employee(s) Traveling

Alicia Love and Jay Nelson

3) Justification

Alicia has been asked to attend the National Association of State Meat Inspection Directors meeting in conjunction with the United States Animal Health Association conference on October 16 and 17 of 2023 in National Harbor, Maryland. This conference and meeting are essential for communication between meat inspection staff across the United States. In addition, Alicia requests to attend in order to introduce the new EIAO Jay Nelson and provide him with assistance in navigating these conferences for the future..

4) Itinerary

Travel to National Harbor, MD October 15 - 18, 2023

5) Cost Estimate

Hotel: \$1,300.00

Meals: \$400.00

Transportation: \$1,300.00

Total Estimated Cost: \$3,000

Funding will come from the Meat and Poultry Inspection budget.

6) Submitted By

Requested By
Alicia Love

Title
Bureau Chief

Date
7/13/2023

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

Board Chair or EO

Title

Date

8-1-23

[Signature]

Chair

8-1-23

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 - Meat, Milk Egg

2) Employee(s) Traveling

Terry Cavin

3) Justification

The United States Department of Agriculture Livestock and Poultry 's Standard and Specifications Division is hosting technical training for Agricultural Commodity Graders in Athens, Georgia at USDA's Richard Russel's Research Center. The two day session will focus on Shell Eggs and cover the fundamentals of grading and certification services.

The training will be held on December 4 and 5, with travel the day prior to and after the course.

USDA will provide transportation from Atlanta Airport to Hotel and training facility..

4) Itinerary

Travel to Athens, GA December 3 - 6, 2023

5) Cost Estimate

Hotel: \$385.00

Meals: \$220.00

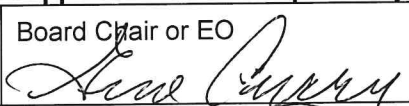
Transportation: \$700.00

Total Estimated Cost: \$1,305

Funding will come from the Meat and Poultry Inspection budget.

6) Submitted By	Requested By	Title	Date
	Alicia Love	Bureau Chief	7/14/2023

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board	Board Chair or EO	Title	Date
8-1-23		Chair	8-1-23
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 - Meat, Milk Egg

2) Employee(s) Traveling

Elaine Hartman

3) Justification

The United States Department of Agriculture Livestock and Poultry 's Standard and Specifications Division is hosting technical training for Agricultural Commodity Graders in Athens, Georgia at USDA's Richard Russel's Research Center. The two day session will focus on Shell Eggs and cover the fundamentals of grading and certification services.

The training will be held on September 11 and 12, with travel the day prior to and after the course.

USDA will provide transportation from Atlanta Airport to Hotel and training facility.

4) Itinerary

Travel to Athens, GA September 10 - 13, 2023

5) Cost Estimate

Hotel: \$385.00

Meals: \$220.00

Transportation: \$700.00

Total Estimated Cost: \$1,305

Funding will come from the Meat and Poultry Inspection budget.

6) Submitted By

Requested By

Alicia Love

Title

Bureau Chief

Date

7/14/2023

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

9-21-23

Board Chair or EO

Alicia Love

Title

Chair

Date

9-21-23

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.

Summary of Audit Findings

Background

The Montana Meat, Milk, and Egg Inspection Bureau had an onsite audit with USDA on June 5- June 16, 2023. The exit meeting for this audit was held on July 5, 2023. Since the Montana Meat and Poultry Inspection program holds an equal to status, these audits are scheduled routinely every three years. Due to the COVID-19 pandemic, the 2020 audit was delayed until 2021, but the 2023 audit was held on schedule.

Findings

The Montana Meat and Poultry Inspection program was granted an “At Least Equal To Status” with provisions. These provisions will be the focus on the next routine audit in 2026. The focus will have two components:

1. Food Safety Assessments (FSAs) are not being conducted every three years at all state inspected facilities. The state has offered a corrective action to USDA for the EIAO to conduct 10 FSAs per year until these are caught up. If for some reason, the EIAO cannot conduct an FSA, an additional FSA will be done in another month, or the Bureau Chief will conduct an FSA to keep the FSAs on schedule.
 - a. This is due to the EIAO position experiencing high levels of vacancy and turnover for several years. The newly hired EIAO will complete training by mid-August and will be able to begin conducting FSAs in the state.
 - b. The state currently has 26 inspected facilities. Five plants have current FSAs, five have FSAs that will be out of date by 2024, and 16 plants that are overdue for FSA.
 - c. The state will conduct For Cause FSAs to address food safety concerns when needed. This practice has been existing, even when no EIAO was employed during 2022 and early 2023.
2. The USDA determined that misbranded product has been allowed in state inspected facilities. Establishments with a grant of inspection are requesting inspection, processing animals and products under inspection, and then labeling the final product as “Not for Sale”. This is a violation of HACCP and labeling regulations and was determined to be not compliant with federal “equal to status”. To rectify this finding, the state has proposed to send a letter to all inspected facilities informing them that this practice cannot continue. Staff will be directed to enforce labeling and HACCP requirements by documenting noncompliances when inspected product is labeled as ‘Not for Sale’. Supervisors will confirm this is addressed during plant reviews. This letter is presented to the board for approval prior to sending.

Conclusion

The state will maintain its equal to status for the next three years. The auditors stated that the program overall is operating well. They gave praise to the training program and agreed with the long-term goals discussed.

STATE OF MONTANA

GREG GIANFORTE, GOVERNOR

MT DEPARTMENT OF LIVESTOCK

PO BOX 202001
HELENA, MONTANA 59620-2001
(406) 444-7323/FAX (406) 444-1929
livemail@mt.gov



ANIMAL HEALTH & FOOD SAFETY DIVISION (406) 444-2043
BRANDS ENFORCEMENT DIVISION (406) 444-2045
CENTRALIZED SERVICES DIVISION (406) 444-4994
EXECUTIVE OFFICE (406) 444-9321

July 12, 2023

Dear Establishment Owner,

As an establishment engaged in slaughter or meat processing, I want to thank you for being a critical component in animal protein food production in Montana.

The Department of Livestock (DOL), Meat Milk and Egg Inspection Bureau recently completed the federal on-site audit by USDA FSIS (United States Department of Agriculture Food Safety Inspection Service). During the audit, it was determined that some state-inspected facilities are incorrectly marking state-inspected products as "Not for Sale". The regulations require that a HACCP (Hazard Analysis Critical Control Point) plan be followed in its entirety, including applying approved labels for inspected and passed products.

The USDA has clarified that products produced during official hours of operation with the benefit of inspection shall be labeled as inspected and passed to conform with federal requirements. Products that are made under custom exempt processing that do not receive the benefit of inspection shall be labeled, "Not for Sale" and returned to the owner of the animal.

To conform with these regulations, a facility has a few options for compliance:

1. Produce meat and poultry products during approved hours and label all products with the mark of inspection. Any products intended for retail sales may be dually regulated by the Montana Department of Livestock and the local health department in this option. Products intended for personal use by the owner of the animal will need to be labeled with an approved label.
2. Separate inspected and passed products from retail exempt and custom products. Products intended for retail exemption and custom use will be made outside of official hours of inspection. Retail exempt products will follow the requirements of the 2013 Model Food Code, enforced by the local health department and Department of Public Health and Human Services. Custom exempt products will be marked as Not for Sale and will not bear the inspection legend.
3. Products that will be produced for meat depots will be processed under inspection and labeled as inspected and passed, as required in ARM 32.6.713.

STATE OF MONTANA

GREG GIANFORTE, GOVERNOR

Please note that establishments do have the ability to produce a product under one HACCP plan under inspection and then finish the product as custom exempt or retail exempt in a different HACCP plan. For example, a plant may choose to slaughter an animal under inspection, have the carcass marked as 'Inspected and Passed', and then cut the carcass under a custom exemption with the finished product marked as 'Not for Sale'.

With this correction to regulatory interpretation, I understand that current approved Hours of Operations may not accurately reflect the needs of your establishment. A copy of this form has been enclosed to assist you in modifying your inspection schedule, if needed. Please note, requests for additional inspection are not guaranteed and will be granted based on needs of the establishment demonstrated by volume of product made and availability of DOL staff.

The applicable regulations for this interpretation include Federal Code of Federal Regulations, 9 CFR 317.2 (c)(5) and 9 CFR 307.4(d).

As a "at least or equal to" state meat inspection program, the department is obligated to follow federal rules and directives including those relating to hours of operation. Thank you for helping us maintain compliance with these regulations and ensuring that our limited staffing resources are used most efficiently.

Please contact me with any questions or concerns at 406-438-6262 or Alicia.love2@mt.gov.

Sincerely,



Alicia Love, MPH, RS
Meat, Milk, and Egg Inspection Bureau Chief



Board of Livestock Meeting

Agenda Request Form

From: Dr. Tahnee Szymanski	Division/Program: Animal Health & Food Safety	Meeting Date: 8/1/23
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Agenda Item: Out-of-State Travel Requests

The Animal Health Bureau is requesting permission to travel for:

1. Three veterinarians to United States Animal Health Association (USAHA) Annual Meeting October 12-18, 2023, in National Harbor, Maryland. USAHA is the primary meeting for state and federal animal health officials where recommendations are made on animal health policies. Committee meetings provide Montana personnel with current information on disease risks and epidemiological investigations. Additionally, USAHA provides a forum where resolutions are debated and passed that affect state of Montana livestock commerce. There is clear benefit to having DOL veterinarians attend. Because of the number of concurrent committees, it is impossible for even two veterinarians to be able to adequately cover. Attendance at the meeting will be staggered to minimize total number of days of attendance.

Approximate cost is \$2,800 per attendee. Costs for 2 attendees are expected to be covered by Federal Cooperative Agreement funds with exception of per diem and salary.

2. One veterinarian to Swine Health Improvement Plan (SHIP) House of Delegates Meeting in Bloomington, MN September 5-7, 2023.

SHIP is modeled after the National Poultry Improvement Plan (NPIP), with the goals to develop an African Swine Fever and Classical Swine Fever monitoring program for the swine industry, as the poultry industry has done for avian influenza and other diseases. This meeting helps shape the program for Montana producers through discussion and decision making on program content, program direction and requirements for participation. Each state asks to send delegates that include a state animal health official and industry representatives. Cost for 1 attendee will be paid by SHIP or by Federal Cooperative Agreement funds with the exception of per diem and salary.

3. One veterinarian to attend USDA's foreign animal disease diagnostician (FADD) training. This is a critical training to enable deploying a veterinarian into the field to investigate a suspected foreign animal disease. Should the state of Montana experience an incursion of a foreign animal disease, it has been well recognized that foreign animal disease diagnosticians will be a limiting factor and may impair a successful response. The course is expected to consist of 1-week online training followed by 1-week hands-on training in Kansas.

Approximate costs are expected to be \$2,300. Costs for attendee are expected to be covered by Federal Cooperative Agreement funding with exception of per diem and salary.

Recommendation: Approve

Time needed: 10 min	Attachments:	Yes		Board vote required:	Yes	
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Agenda Item: Provide Zoonotic Potential of Brucellosis

Background Info: During a prior board meeting, Ms. Nina Baucus requested Dr. DeGroot to provide an overview of the zoonotic potential of brucellosis.

Dr. DeGroot will present on *Brucella abortus*, and other common strains of brucellosis of human significance.

Recommendation:

(8)

Time needed: 20 min	Attachments:	No		Board vote required:		No
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Agenda Item: Request Clarification on Hiring of Assistant State Veterinarian						
Background Info: Previous approval was given to hire the assistant state veterinarian position. Requesting clarification on Board's wish regarding involvement in the hiring process Brucellosis case investigation						
Recommendation:						
Time needed: 5 min	Attachments:	No		Board vote required:	No	

Agenda Item: Operational Updates						
Background Info: No Updates at this Time						
Recommendation:						
Time needed: 0	Attachments:			Board vote required:		No

Agenda Item:						
Time needed:	Attachments:			Board vote required:		

Agenda Item:						
Time needed:	Attachments:			Board vote required:		

Department of Livestock

1) Division
Animal Health

2) Employee(s) Traveling

State Veterinarian, and Assistant State Veterinarian, and Staff Veterinarian

3) Justification

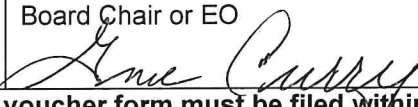
USAHA is the primary meeting for state and federal animal health officials where recommendations are made on animal health policies. Additionally, attendance at committee meetings, provides Montana personnel with current information on disease risks and epidemiological investigations. Additionally, USAHA provides a forum where resolutions are debated and passed that affect state of Montana livestock commerce. There is clear benefit to having Department of Livestock veterinarians attend. Because of the number of concurrent committees, it is difficult for even three veterinarians to be able to adequately cover.

4) Itinerary

October 12-18 in National Harbor, MD. A detailed schedule of lectures/meetings/committees has not been released as of the time of this request.

5) Cost Estimate

Cost per attendee ranges from 2,614. Costs for 2 attendees are expected to be covered by Federal Cooperative Agreement funds with exception of per diem and salary. See attached spreadsheet for itemized budget.

6) Submitted By	Requested By Tahnee Szymanski	Title State Veterinarian	Date 7/19/2023
Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board 8-1-23	Board Chair or EO 	Title Chair	Date 8-1-23
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

Animal Health and Food Safety

2) Employees Traveling

Veterinarian

3) Justification

Background Info: The House of Delegates meeting for the Swine Health Improvement Plan (SHIP) will be held in Bloomington, MN September 5-7, 2023.

SHIP is modeled after the National Poultry Improvement Plan (NPIP), with the goals to develop an African Swine Fever and Classical Swine Fever monitoring program for the swine industry, as the poultry industry has done for avian influenza and other diseases. This meeting will shape the program for Montana producers through discussion and decision making on program content, program direction and certification requirements for participation.

Each state has been asked to send a state animal health official as well as industry representative(s), as is done with the NPIP Biennial Conference.

Estimated cost of attendance: \$1776

Funding for attendance: Federal Cooperative Agreement - Umbrella or US SHIP/Montana Pork Producers Association

4) Itinerary

TBD

5) Submitted By

Requested By

Dr. Tahnee Szymanski

Title

State Veterinarian

Date

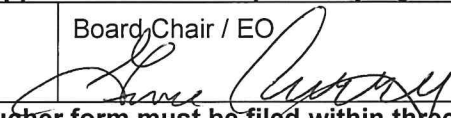
7/19/2023

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

8-1-23

Board Chair / EO



Date

8-1-23

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
Animal Health

2) Employee(s) Traveling

Staff veterinarian

3) Justification

One veterinarian to complete Foreign Animal Disease Diagnostician training. This is a critical training to enable deploying a veterinarian into the field to investigate a suspected foreign animal disease. Should the state of Montana experience in incursion of a foreign animal disease, it has been well recognized that foreign animal disease diagnosticians will be a limiting factor, and may impair a successful response. The course is expected to consist of 1 week online training followed by 1 week hands-on training in Kansas.

4) Itinerary

Likely December 2023, in Manhattan, KS. Hands on training at USDA's brand new foreign animal disease diagnostic laboratory that replaces the Plum Island, NY facility.

5) Cost Estimate

Approximate costs are expected to be \$2,314. Costs for attendee to be covered by Federal Cooperative traceability fund with exception of per diem and salary.

6) Submitted By

Requested By

Tahnee Szymanski

Title

State Veterinarian

Date


7/19/2023

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

8-1-23

Board Chair or EO



Title



Date

8-1-23

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.

Out-of-State Travel Request for Animal Health Bureau

Reason for Travel	Airfare	Lodging	Transportation	Per Diem	Airport Parking	Registration Fees	Total
USAHA Annual Meeting - State Veterinarian	\$600	1200	100	432	120	500	\$ 2,952.00
USAHA Annual Meeting - Assistant State Veterinarian	\$600	1000	100	324	90	500	\$ 2,614.00
USAHA Annual Meeting - Veterinarian	\$600	800	100	216	60	500	\$ 2,276.00
Foreign Animal Disease Diagnostician USDA Training	\$600	1200	100	324	90		\$ 2,314.00
US SHIP House of Delegates	\$600	800	100	216	\$60		\$ 1,776.00
Western States Livestock Health Association - State Veterinarian	TBD	600	TBD	162	TBD	350	\$ 1,112.00
Western States Livestock Health Association - Veterinarian	TBD	600	TBD	162	TBD	350	\$ 1,112.00
USAHerds User Group Meeting	TBD	600	TBD	162	TBD	75	\$ 837.00
USAHerds User Group Meeting	TBD	600	TBD	162	TBD	75	\$ 837.00
Grand Total							\$ 15,830.00

Zoonotic Brucellosis

Montana Department of Livestock

The most recent human brucellosis infection data available from the Centers for Disease Control and Prevention (CDC) are 2016 to 2020 state level aggregates.ⁱ Over those five years, Montana reported no brucellosis cases, Wyoming reported 2 cases, and Idaho reported 7 cases. The total of 8 cases in the Designated Surveillance Area states amounts to roughly 1.4% of the 657 cases nation-wide during that time. The 2017 case in Wyoming was contracted by a hunter from outside of the Wyoming Designated Surveillance Area (DSA) who field dressed an elk east of the National Elk Refuge in far-western Fremont, County, Wyoming. The 2020 case was a Wyoming resident with a *Brucella suis* infection. He had contact with cattle, elk, and deer in Wyoming and hunted and field dressed feral swine in Texas. By contrast, 5 of the 7 Idaho cases were caused by *Brucella melitensis* infections associated with patients who consumed foreign origin, unpasteurized goat milk or cheese. The ID Department of Health and Welfare did not identify the foreign countries to which the contaminated, unpasteurized dairy products were traced. The *Brucella* species and source of infection in the other 2 cases could not be determined.

Nationally, reported brucellosis case counts in the 2016-2020 period ranged from 87-165 with roughly ½ of those reported from only 4 states: Texas, California, Florida, and Arizona. The 2017 CDC Brucellosis Reference Guide states in the Foodborne Exposure section on page 16 that 70% or more of human brucellosis cases reported in the U.S. are caused by consumption of unpasteurized dairy products from countries where brucella is still endemic.ⁱⁱ The California Department of Public Health reportsⁱⁱⁱ that brucellosis is more common in the California Latino population than the rest of the California subpopulations, and that most of those Latino cases report consumption of unpasteurized Mexican dairy products. The CDC Brucellosis Reference Guide states that *Brucella suis* infections in feral swine hunters account for most of the rest of U.S. brucellosis cases investigated each year.

While now dated, the global perspective provided by the World Health Organization (WHO) “Brucellosis in man and animals”^{iv} explains brucellosis in more detail than the CDC Brucellosis Reference Guide. Significantly, the introduction to Chapter 7 – “Prevention, control and eradication of animal brucellosis” on page 57 places the primary responsibility for brucellosis control on animal health.

A recent commentary in the China CDC Weekly indicates that despite China’s recent technological advancement, that modernizing country has recently suffered serious setbacks in brucellosis control. A national brucellosis control program in China reduced annual human incidence by 10-fold from around 1 case per 100,000 person years in the late 1950s through the early 1970s to 0.1 cases per 100,000 person years in 1994. All that progress was lost with human brucellosis incidence peaking in 2014 at 4.2 cases per 100,000 person years. Increasing brucellosis incidence was attributed to expansion of size and geographic distribution of livestock production in response to increased meat demand.

More importantly for the United States, Mexico continues to struggle with brucellosis. The USDA continues to recognize only the Mexican state of Sonora as brucellosis free^v even though the Mexican Servicio Nacional de Sanidad, Inocuidad y Calidad Agroalimentaria (SENASICA) classifies other states as free or progressing toward eradication.^{vi}

Human brucellosis infections in the United States are rare because of our extensive animal health and food systems hygiene. Epidemiological investigations in border states link brucellosis prevalence in

Mexico to a significant proportion of U.S brucellosis cases. Mexico stands as a nearby example of how human health suffers in the absence of such rigorous hygiene measures. Similarly, recent Chinese experience demonstrates that human brucellosis incidence can increase dramatically when livestock hygiene efforts are not rigorously maintained.

Summary bullet points:

- Human brucellosis infections in the United States are rare because of our extensive animal health and food systems hygiene.
- Travel to brucellosis endemic countries and traveler associated (non-commercial) importation of unpasteurized dairy products accounts for over 70% of the U.S. human brucellosis burden.
- Brucellosis rates can quickly increase when hygiene standards are not maintained
 - U.S. cattle prevalence increased from 2.5% in 1941 to 5% by 1946 as the war diverted attention away from brucellosis control efforts,
 - Mexico continues to struggle with brucellosis control in livestock and those failures contribute significantly to the U.S. human brucellosis burden,
 - Chinese human brucellosis rates increased over 40-fold between 1994 and 2014

ⁱ CDC WONDER database query tool available at <https://wonder.cdc.gov/nndss-annual-summary.html> access (accessed 2023/07/08). An aggregate summary of the data accompanies this document on a sheet named Human Brucellosis Case Counts by State or Region.

ⁱⁱ Brucellosis Reference Guide available at <https://www.cdc.gov/brucellosis/pdf/brucellosis-reference-guide.pdf> (accessed 2023/07/08). An excerpt of the pdf document available from the CDC internet site accompanies this document identified by the title "Brucellosis Reference Guide: Exposures, Testing, and Prevention (Excerpt).

ⁱⁱⁱ California Department of Health Brucellosis Fact Sheet available at <https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/BrucellosisFactSheet.pdf> (accessed 2023/07/08) and accompanies this document as "CDPH Brucellosis (Undulant fever, Mediterranean Fever).pdf .

^{iv} An excerpt World Health Organization "Brucellosis in man and animals" accompanies this document. The full report is available at <https://www.who.int/publications/i/item/9789241547130> (accessed 2023/07/08).

^v USDA-APHIS Animal Health Status of Regions, Brucellosis drop-down available at <https://www.aphis.usda.gov/aphis/ourfocus/animalhealth/animal-and-animal-product-import-information/animal-health-status-of-regions/animal-health-status-of-regions> (accessed 2023/07/08).

^{vi} Servicio Nacional de Sanidad, Inocuidad y Calidad Agroalimentaria (SENASICA) map accompanies this document as CAMPAÑAS NACIONALES CONTRA LA BRUCELOSIS EN LOS ANIMALES. The full document is available at <https://www.gob.mx/senasica/documentos/situacion-actual-del-control-de-la-brucelosis-en-mexico> (accessed 2023/07/08).

Human Brucellosis Case Counts by State or Region

	<u>Years</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Grand Total</u>
United States total		127	140	138	165	87	657
TX, CA, FL, AZ total		66	74	71	77	46	334
TX, CA, FL, AZ total as percent of U.S.		0.520	0.529	0.514	0.467	0.529	0.508

	<u>Years</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Grand Total</u>
Texas		43	26	18	44	17	148
California		20	29	36	23	19	127
Florida		2	11	13	8	4	38
Arizona		1	8	4	2	6	21
Pennsylvania		2	4	2	7	4	19
Louisiana		2	2	4	5	5	18
Hawaii		3	3	2	6	1	15
Minnesota		4	4	2	4	1	15
Illinois		3	1	3	5	1	13
Virginia		0	5	3	3	2	13
Georgia		0	6	1	5	0	12
New York (excluding New York City)		5	1	2	3	1	12
Arkansas		3	1	2	3	2	11
Michigan		2	1	4	1	3	11
New York City		2	2	2	5	0	11
Oklahoma		5	2	2	2	0	11
Wisconsin		3	2	3	1	1	10
Nebraska		2	4	0	2	1	9
North Carolina		0	1	6	1	1	9
Iowa		1	1	1	2	3	8
Maryland		0	3	2	2	1	8
Oregon		1	3	4	0	0	8
Washington		0	2	1	3	2	8
Delaware		0	1	1	5	0	7
Idaho ^a		3	0	0	2	2	7
Missouri		1	2	3	1	0	7
Ohio		3	0	2	0	2	7
Alabama		0	0	1	4	1	6
Alaska		2	1	2	1	0	6
Colorado		0	0	3	2	1	6
South Carolina		2	2	0	2	0	6
District of Columbia		0	2	2	1	0	5
Kansas		2	0	1	0	2	5
Kentucky		0	1	4	0	0	5
Tennessee		1	1	0	2	1	5
Massachusetts		0	2	0	2	0	4
Nevada		2	0	0	2	0	4
Territories		0	0	1	1	2	4
New Jersey		1	1	0	1	0	3
North Dakota		1	0	1	0	1	3
Connecticut		2	0	0	0	0	2

Human Brucellosis Case Counts by State or Region

	Years	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>Grand Total</u>
Guam		0	0	1	1	0	2
Mississippi		1	1	0	0	0	2
New Mexico		1	0	0	1	0	2
Puerto Rico		0	0	0	0	2	2
Utah		0	0	0	1	1	2
West Virginia		1	1	0	0	0	2
Wyoming ^b		0	1	0	0	1	2
Indiana		0	0	0	1	0	1
Maine		0	1	0	0	0	1
New Hampshire		0	0	1	0	0	1
South Dakota		0	1	0	0	0	1
American Samoa		0	0	0	0	0	0
Commonwealth of Northern Mariana Islands		0	0	0	0	0	0
Montana		0	0	0	0	0	0
Rhode Island		0	0	0	0	0	0
U.S. Virgin Islands		0	0	0	0	0	0
Vermont		0	0	0	0	0	0

a

2016: *Brucella melitensis* cluster traced to foreign origin, unpasteurized goat cheese;

2019: 1 case of *B. melitensis* traced to goat cheese consumed in another country, no species was available for the second case and no history of foreign travel or wildlife exposure was found;

2020: 2 cases - 1 similar to the unspiciated case in 2019, the other was *B. melitensis* most likely from foreign livestock exposure.

b

2017: Wyoming elk hunter who lived outside of the DSA field dressed an elk in the DSA, laboratory genotyped the isolated *Brucella abortus* and found it was most closely related to an isolation from elk in the area

2020: Wyoming resident who reported hog hunting in TX and cutting his hands while field dressing carcasses

GYA states 5-year human brucellosis counts as a percentage of U.S. count	9	1.4%
	657	

CDC WONDER database query tool

<https://wonder.cdc.gov/nndss-annual-summary.html> access



Board of Livestock Meeting

Agenda Request Form

From: Gregory Juda	Division/Program: MVDL	Meeting Date: 8/1/2023
Agenda Item: Out of state travel requests for FY2023		
<p>Background Info: The MVDL would like approval for several out of state travel requests in FY24.</p> <ul style="list-style-type: none">• Rabies workshop (Brian Eilers)• AAVLD annual meeting (Tess Moore)• AAVLD annual meeting (Greg Juda)• AAVLD annual meeting (Steve Smith)• AAVLD annual meeting (Erika Schwarz-Collins)• CRWAD/ACVM meeting (Erika Schwarz) <p>It should be noted that additional out of state travel may become necessary if any additional required training from USDA, FDA, or AAVLD is announced.</p> <p>Recommendation: Approval of out of state travel requests</p>		
Time needed: 15 minutes	Attachments:	Yes X No Board vote required Yes X No
Agenda Item: MVDL new building update		
<p>Background info: Max Grebe of LPW Architecture will provide an update on the new lab project</p> <p>Recommendation: N/A</p>		
Time needed: 15 minutes	Attachments:	Yes No X Board vote required: Yes No X

STATE OF MONTANA

REQUEST AND JUSTIFICATION
FOR OUT-OF-STATE TRAVEL

Department of Livestock	1) Division MVDL
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2) Employee(s) Traveling

Brian Eilers

3) Justification

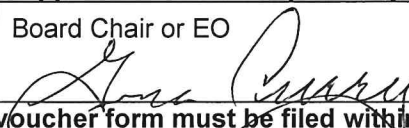
The CDC Rabies Workshop is historically offered on an annual basis for training lab personnel involved in rabies testing. The next meeting is scheduled for September 25-28 in Richmond, CA. Historically this travel has been funded by grant money from the CDC which we anticipate to be available again this year..

4) Itinerary

September 25-28 in Richmond, CA

5) Cost Estimate

\$2020 (see attached spreadsheet for itemized budget)

6) Submitted By	Requested By Gregory Juda	Title MVDL Director	Date 6/20/2023
Approval - to be Completed by Agency Authorized Personnel			
Date Approved by Board 8-1-23	Board Chair or EO 	Title Chair	Date 8-1-23
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

Greg Juda, Tess Moore, Erika Schwarz-Collins, Stephen Smith

3) Justification

The American Association of Veterinary Laboratory Diagnosticians (AAVLD) annual meeting is held annually in the fall. This year's meeting is in National Harbor, MD from October 12-18, 2023. This request is being submitted as an out of state travel request although it is unknown at this time if all MVDL attendees will attend in person.

This meeting is primarily educational in nature and provides an opportunity for business and regulatory networking. Typical topics of interest include changes in regulations, new test methods, emerging technologies, and trends in infectious disease. The meeting also serves to provide continuing educational credits for our professional veterinarian staff.

The MVDL has \$6000 approved in the NAHLN financial plan to supplement this travel request.

4) Itinerary

October 12-18 in National Harbor, MD. A detailed schedule of lectures/meetings/committees has not been released as of the time of this request.

5) Cost Estimate

\$2628/on-site attendee (see attached spreadsheet for itemized budget)

6) Submitted By

Requested By
Gregory JudaTitle
MVDL DirectorDate
6/2/2023

Approval - to be Completed by Agency Authorized Personnel

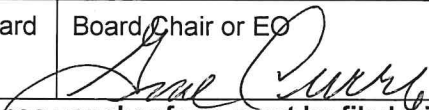
Date Approved by Board

Board Chair or EO

Title

Date

8-1-23




8-1-23

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
Veterinary Diagnostic Lab

2) Employee(s) Traveling

Erika Schwarz-Collins

3) Justification

Participation in official business for the American College of Veterinary Microbiologists as part of the Conference of Research Workers in Animal Diseases (CRWAD).

4) Itinerary

Conference dates: January 20-23, 2024 in Chicago, Illinois

Depart on either January 19th or 20th, return on either January 23rd or 24th depending on conference events/speakers (not yet published).

5) Cost Estimate

Registration - \$450

Hotel - \$700 (using government rate)

Flight/Parking - \$860

Per Diem - \$324

Ground Transportation - \$100

Total = \$2434

6) Submitted By

Requested By
Dr. Greg Juda

Title
MVDL Director

Date
7/19/2023

Approval - to be Completed by Agency Authorized Personnel

Date Approved by Board

Board Chair or EO

Title

Date

8-1-23

[Signature]

[Signature]

8-1-23

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.

FY2024 Out of State Travel Request for MVDL

Reason for Travel	Airfare	Lodging	Transportation	Per Diem	Airport Parking	Registration Fees	Total
¹ Rabies workshop (Brian Eilers)	\$800	800	100	270	50	0	\$ 2,020.00
² AAVLD annual meeting (Tess Moore)	\$800	800	100	324	60	500	\$ 2,584.00
² AAVLD annual meeting (Greg Juda)	\$800	800	100	324	60	500	\$ 2,584.00
2AAVLD annual meeting (Steve Smith)	\$800	800	100	324	60	500	\$ 2,584.00
² AAVLD annual meeting (Erika Schwarz-Collins)	\$800	800	100	324	60	500	\$ 2,584.00
² CRWAD/ACVM annual meeting (Erika Schwarz)	\$800	700	100	324	60	450	\$ 2,434.00
Grand Total							\$ 14,790.00
Total amount expected to be covered by grants at present (NAHLN)							\$ 11,000.00
Amount requested from DOL to supplement OOS travel							\$ 3,790.00

¹Historically funded by a CDC grant that is administered by Public Health

²Partially funded by FY23 NAHLN grant