

MONTANA DEPARTMENT OF LIVESTOCK



68th LEGISLATURE PROGRAM EXPENSE AND BUDGET ANALYSIS 2023

**Department of Livestock
2025 Biennium
Legislative Budget Report**

Department Introduction & Overview: Mike Honeycutt, Executive Officer

Mission Statement:

The mission of the Department of Livestock is to control and eradicate animal diseases, prevent the transmission of animal diseases to humans, and to protect the livestock industry from theft and predatory animals.

Statutory Authority: Title 81 & 2-15-3101, MCA

There is a department of livestock. The department shall exercise general supervision over and, so far as possible, protect the livestock interests of the state from theft and disease and recommend legislation that in the judgment of the department fosters the livestock industry.

Agency Description:

The department is organized into three divisions: Centralized Services, Animal Health & Food Safety, and Brand Enforcement.

The Board of Livestock, which is the statutory head of the Department of Livestock, consists of seven members appointed by the Governor and confirmed by the Senate to serve six-year terms.

Agency 2025 Biennium HB2 Budget Request : \$31,684,024

	2023 Base Budget	2024 Adjustments	2024 Total	2025 Adjustments	2025 Total	2025 Biennium
56030 DEPARTMENT OF LIVESTOCK (HB2)						
61000 Personal Services	9,653,510	879,801	10,533,311	929,501	10,583,011	21,116,322
62000 Operating Expenses	3,907,604	716,788	4,624,392	669,383	4,576,987	9,201,379
63000 Equipment & Intangible Assets	65,205	436,951	502,156	-	65,205	567,361
68000 Transfers	399,481	-	399,481	-	399,481	798,962
Total Expenditures	14,025,800	2,033,540	16,059,340	1,598,884	15,624,684	31,684,024
01 GENERAL FUND	3,408,236	477,563	3,885,799	506,637	3,914,873	7,800,672
02 STATE/OTHER SPECIAL REV. FUNDS	8,621,533	1,232,062	9,853,595	753,850	9,375,383	19,228,978
03 FEDERAL SPEC. REV. FUNDS	1,996,031	323,915	2,319,946	338,397	2,334,428	4,654,374
0 FULL TIME EQUIVALENT	132.87	5.00	137.87	5.00	137.87	

- General Funding (GF) FY24 Components = \$3,886K
 - Meat & Poultry Inspection \$1,372K
 - Brucellosis surveillance (DSA) \$1,145K
 - MVDL Zoonotic testing (\$213K New O&M) \$1,221K
 - Livestock Loss Board \$148K

- Federal Special Revenue (FSR) Components = \$2,320K
 - Meat & Poultry Inspection \$1,372K
 - Federal Disease Program Grants \$902K
 - MVDL Grants \$31K
 - Milk & Egg Program \$15K

- State Special Revenue (SSR) Components = \$9.85M
 - Livestock Per-capita Fees \$5.3M
 - CSD-\$1.98M : AHD-\$1.97M : Brands-\$1.38M
 - \$107K New Lab O&M
 - \$8M Reserves (\$1M HB10)
 - \$5.3M/year Revenue Projections
 - Brand's Inspection & Control Fees \$3.5M
 - \$2.5M Reserves
 - \$2.9M/year Revenue Projections
 - Other SSR Programs
 - Milk Inspection \$380K
 - Egg Grading Program \$377K
 - Milk Control Assessment \$264K

- HB2 FY24 Budget increases (over FY23's base budget) = 14.5%
 - Personnel Services increase = 9.1%
 - SWPL (Snapshot) \$429K
 - M&PI 4 Inspector FTEs \$233K
 - Overtime \$165K
 - Brands 1 Market FTE \$53K
 - Operating Expenses increase = 18.3%
 - SWPL (Inflation 5-16%, ITSD \$293K) \$491K
 - M&PI Operations Augment \$130K
 - DSA Expansion \$50K
 - Market OTO Upgrades \$30K
 - OTO Equipment Expenses:
 - Lab Equipment (MALDI System) \$237K
 - Brands Equipment (Radios & Trailers) \$150K
 - Vet Truck \$50K
 - Funding Authority increase requests:
 - General Funds (M&PI, DSA, MVDL) 14.0%
 - State Special Revenues 14.3%
 - Federal Special Revenues 16.2%

- Livestock Budget (FY24) items not in HB2 = \$2,888,421
 - MVDL Proprietary Authority \$1,413,421
 - Livestock Loss SSR (\$400K GF Transfer) \$800,000
 - Predator Control PCF \$575,000
 - Wolf Donations SSR (Estimate) \$100,000

Animal Health & Food Safety Division: Dr. Marty Zaluski, State Veterinarian

	2023 Base Budget	2024 Adjustments	2024 Total	2025 Adjustments	2025 Total	2025 Biennium
56030-04 ANIMAL HEALTH DIVISION (HB2)						
61000 Personal Services	4,688,740	510,510	5,199,250	537,286	5,226,026	10,425,276
62000 Operating Expenses	2,509,507	431,336	2,940,843	462,257	2,971,764	5,912,607
63000 Equipment & Intangible Assets	65,205	286,951	352,156	-	65,205	417,361
68000 Transfers	297,000	-	297,000	-	297,000	594,000
Total Expenditures	7,560,452	1,228,797	8,789,249	999,543	8,559,995	17,349,244
01 GENERAL FUND	3,279,812	458,091	3,737,903	488,249	3,768,061	7,505,964
02 STATE/OTHER SPECIAL REV. FUNDS	2,284,609	446,791	2,731,400	172,897	2,457,506	5,188,906
03 FEDERAL SPEC. REV. FUNDS	1,996,031	323,915	2,319,946	338,397	2,334,428	4,654,374
0 FULL TIME EQUIVALENT	62.76	4.00	66.76	4.00	66.76	

	2023 Base Budget	2024 Adjustments	2024 Total	2025 Adjustments	2025 Total	2025 Biennium
DIAGNOSTIC LABORATORY PROPRIETARY						
61000 Personal Services	326,758	2,076	328,834	3,929	330,687	659,521
62000 Operating Expenses	853,674	104,171	957,845	130,832	984,506	1,942,351
63000 Equipment & Intangible Assets	126,742	-	126,742	-	126,742	253,484
Total Expenditures	1,307,174	106,247	1,413,421	134,761	1,441,935	2,855,356
06 PROPRIETARY FUNDS	1,307,174	106,247	1,413,421	134,761	1,441,935	2,855,356
0 FULL TIME EQUIVALENT	4.75		4.75		4.75	

- Division Goals:

- Prevent, control and eradicate animal diseases.
- Reduce the risks associated with rabies and other zoonotic diseases to humans and animals for the protection of public health.
- Maintain the marketability of Montana’s livestock.
- To ensure that meat, poultry products (meat and eggs), milk, and milk products sold or processed in Montana are safe and wholesome and comply with standards and labels for those products.

- Division Programs:

- Animal Health Bureau conducts disease control measures such as monitoring of animal imports, administration of state and federal disease programs, and mandating animal testing and quarantines.
- Milk & Egg Bureau ensures that milk is produced and processed in a sanitary manner. The Bureau also inspects eggs for quality and marketability.
- Meat & Poultry Inspection Bureau ensures a safe and wholesome meat supply for Montana consumers by conducting inspections at facilities that engage in animal slaughter, meat processing, distribution and sale of meat product.
- Veterinary Diagnostic Laboratory provides diagnostic services for animal disease testing, and milk quality.

- AHD 2025 Biennium Budget Request – New Proposals
 - **NP 401 – MVDL Lab Equipment Purchase (OTO) (BIEN)**: This budget request is for \$236,951 in FY 2024 of state special revenue to fund the purchase of a Bruker MALDI Biotyper Sirius GP System w/ libraries, database, software, peripheral supplies, and freight. This equipment purchase is for the Montana Veterinary Diagnostic Laboratory (MVDL) to replace obsolete microbial identification methods, lower the cost of services for livestock producers, and improve operational efficiency of the lab. The funding is requested as biennial and one-time-only.
 - **NP 402 – MVDL Lab Equipment Maintenance**: This budget request is for \$22,300 in FY 2025 of proprietary revenue to fund reoccurring preventive maintenance (PM) for the new Bruker MALDI Biotyper Sirius GP System. The Bruker LabScape Complete CARE BAL00279 PM contract is to start after 1 year manufacturer’s warranty expiration.
 - **NP 403 – Additional Meat & Poultry Inspectors**: This budget includes \$116,345 in FY 2024 and \$116,422 in FY 2025 of general fund and \$116,344 in FY 2024 and \$116,421 in FY 2025 of federal special revenue to fund 4.00 FTE Meat & Poultry Inspectors. Additional meat inspectors are needed to address increased requests for inspection and enrollment in the Cooperative Interstate Shipping (CIS) program. *Staffing levels are inadequate to address current inspection obligations, and the Department anticipates the need will continue to grow as it is working with additional establishments that have requested inspection. If plants enroll in the Cooperative Interstate Shipping (CIS) CIS, there will be a further increased demand for inspection resources.*”
 - **PL 404 – M&PI Operational Augment**: This budget request is for \$100,000 in FY 2024 and \$100,000 in FY 2025 of general fund and \$100,000 in FY 2024 and \$100,000 in FY 2025 of federal special revenue to fund operational increases related to meat and poultry inspections.
 - **PL 405 – DSA Augment**: This budget request is for \$50,000 in FY 2024 and \$50,000 in FY 2025 general fund to augment the additional brucellosis testing and increased cost of the screening test in Montana's Designated Surveillance Area.
 - **NP 406 – Vet Truck Purchase (OTO) (BIEN)**: This budget request is for \$50,000 in FY 2024 of state special revenue to fund a replacement vehicle for the Animal Health Bureau Veterinarian. The existing vehicle is a 2009 with high miles and all vet trucks require modifications not allowed for motor pool vehicles.

- AHD 2023 Biennium New Proposal Outcomes

- **NP 401 – DSA Expansion**: The Montana brucellosis program undergoes 3-year reviews by the United States Department of Agriculture, and consistently receives positive feedback regarding the success of the program. This success is due to a high level of producer buy-in and compliance that allows the rapid detection of infections in domestic bison and cattle and that has thus far prevented the movement of a brucellosis positive animal outside of the boundary of the DSA. To ensure this success, Montana has worked to promote voluntary whole herd testing of livestock, in addition to the required testing for movement out of the DSA and change of ownership. Additionally, Montana has seen semi-regular adjustments to the DSA boundary, most recently in 2020 following annual live elk capture and surveillance testing by FWP in Madison and Beaverhead Counties. In the last 10 years, the boundary has required adjustment 5 times. With each boundary adjustment, additional cattle are added to the program which also increases costs due to an increased DSA inventory. The confirmation of two new brucellosis affected herds in Montana in 2022, both detected through voluntary herd testing, is an example of the success of our program. Without additional funding and continued program growth, the Department may not be able support voluntary testing, a valuable tool to find infections early and prevent in-herd transmission.

Year	DSA Inventory	Boundary Adjustment	# "Herds"	DSA-Related Tests	Total Cost of Testing (includes lab fees and reimbursements)	Amount Reimbursed
FY11	34500		217	31993		\$295,362.50
FY12	46300	Dillon	234	37234		\$296,669.90
FY13	64522	I-15	249	44101		\$342,278.62
FY14	60109		284	49420		\$414,135.50
FY15	73721	Three Forks	390*	74236		\$643,871.50
FY16	78500		335	66087		\$578,102.50
FY17	84239		340	81610		\$567,414.50
FY18	86352		358	80753		\$630,344.50
FY19	107319	Lima(10/18)	376	89867		\$720,000.00
FY20	114632		393	83359	\$728,222.00	\$660,623.00
FY21	123523	Rubies(7/20)	441	104791	\$1,119,871.00	\$726,268.00

- **NP 402, 403 & 404 –Leased Vehicles**: AHD is replacing four old department-owned vehicles with better managed motor pool alternatives.
- **NP 405 & 406 – Lab Equipment (OTO)**: The laboratory funds requested in NP 406 and the \$25,000 requested in NP 406 (FY 2022) have not been spent. The laboratory equipment requested here were purchased through alternative 2023 emergent funding sources that became available. The \$32,000 in funding included the FY 2023 as part of the NP 406 was utilized to purchase an Applied Biosystems QuantaStudio 5 Real-Time PCR System for the Molecular Diagnostic Lab Section.

- **NP 407 – MPI Training**: In October of 2021, the EIAO attended training with federal inspectors to gain field experience in conducting Food Safety Assessments. These funds were also used to send the EIAO and a field supervisor to the USAHA conferences, where current issues and regulatory changes were discussed.
- **NP 409 – MVDL Disposal Services**: The MVDL contracted the company Veolia to perform hazardous chemical waste disposal services approximately twice per year or as needed. We have been very pleased with their service to date.
- **NP 410 – Milk Lab Application Support**: The Milk Lab at the MVDL is now currently utilizing the VADDS software to record, store, and disseminate milk testing results after utilizing the \$11,000 to pay for a week of on-site implementation support from the vendor. The annual maintenance fee of \$3,000 has been added to the annual maintenance fee for the other MVDL VADDS subscription.
- **NP 411 – Cooperative Interstate Shipping Program (RST/OTO)**: These funds have not yet been spent. Despite offering informational meetings in three different towns, printing and distributing an informational pamphlet and sending letters to all state inspected facilities, the state does not have any plants currently enrolled in this program.

**DEPARTMENT OF LIVESTOCK
ANIMAL HEALTH & FOOD SAFETY DIVISION
ANIMAL HEALTH BUREAU
PROGRAM AND BUDGET COST ANALYSIS**

The Animal Health and Food Safety Bureau is responsible for the health and safety of the State's livestock industry and the food safety for the people of the State of Montana. The Division oversees the Animal Health and Import Bureau, Montana Diagnostic Laboratory and Milk Laboratory, Milk and Egg Inspection Bureau and the Meat and Poultry Inspection Bureau.

Program Importance

The Animal Health Bureau works to foster, promote, and protect the livestock industry in the state of Montana by supporting the diagnosis, prevention, control, and eradication of animal diseases. Among many, one way this is accomplished by imposing restrictions and requirements on animals entering the state of Montana to ensure the health status of imported animals and tracking those animal movements. Additionally, the Animal Health Division administers programs for testing and control of certain important diseases within the state of Montana. The Animal Health Division also protects public health by working to limit the spread of diseases from animals to people.

Legal Authorities

- 81-1-102 – Duties and powers of department
- 81-2-102 – Powers of department
- 81-2-103 – Adoption of rules
- 81-2-104 – Rules – agreement with federal government
- 81-2-111 – Injunctive remedies
- 81-2-120 – Management of wild buffalo or wild bison for disease control
- 81-2-Part 5 – Treatment of garbage fed to swine
- 81-2-Part 6 – Tuberculin Regulation
- 81-2-703 – Documents required for importation – exemptions
- 81-2-704 – Quarantine for illegal entry
- 81-2-707 – Department rulemaking power
- 81-29-Part 1 – Feral Swine

Position Classifications

- a. Compliance Technicians (3)
- b. Compliance Specialist (2)
- c. Compliance Supervisor
- d. Aggregate Seasonal Position
- e. Veterinarians (4)
- f. Program manager
- g. Livestock Crime Investigator

Description of Duties

a. Compliance Technicians

- i. (2) These full-time positions are responsible for answering the phone in the import office and issuing import permits for animals entering Montana. They review all regulatory documents, i.e. health certificates, brucellosis vaccination certificates, and brucellosis testing for federal and state compliance. These positions also organize the EECV Horse Passport program, the Brucella ovis certification program for sheep flocks, and annual permits for various species and animal movements imported into Montana. Additionally, this position has responsibilities in opening and processing mail received by the division and is responsible for mailing and shipping supplies. Also processes import permits received through the answering service and permits email.
- ii. (1) This position is .75 FTE and is responsible for answering the phone in the import office and issuing import permits for animals entering Montana. This position reviews documents for compliance with federal and state regulations and follows-up with non-compliance issues. Additionally, this position organizes the writing and publishing of quarterly reports, newsletters, and annual reports.

b. Compliance Specialist

- i. The first compliance specialist position is responsible for the administrative work relating to disease specific programs of issue in Montana, rabies, trichomoniasis, tuberculosis, b. Ovis, b. canis, and Johne's. Additionally, this position coordinates the import of biological materials into Montana and organizes deputy veterinarian accreditation seminars. This position will also answer the phone as needed.
- ii. The second compliance specialist works on the Brucellosis Designated Surveillance Area (DSA) program with a focus on monitoring compliance with DSA requirements and processing reimbursements for eligible testing. This position also assists with other disease and division programs as needed. This position will also answer the import office phone as needed.

c. Compliance Supervisor

One compliance supervisor works as an assistant to the State Veterinarian and as the manager for the alternative livestock program as well as supervises the import office staff. This position also works closely with the IT department on management of the animal health software USAHerds.

d. Aggregate Seasonal Position

This position covers extra support for bison management when needed based on bison movements and demands of the program.

e. Veterinarians

These positions all require a DVM or equivalent degree as well as a license to practice veterinary medicine in the state of Montana

1. One veterinarian is the State Veterinarian and the Division Administrator. This position also oversees the Veterinarian Diagnostic Laboratory and the Meat, Milk & Egg Bureau.
2. One veterinarian is the Assistant State Veterinarian and the Animal Health Bureau Chief who is responsible for administering animal health programs and incidents. This position oversees the Animal Health Import Office, the Brucellosis Designated Surveillance Area and the Federal Animal Disease programs.
3. One veterinarian works full time on the Brucellosis program to conduct brucellosis testing and outreach
4. One veterinarian works on emergency preparedness, animal disease issues, and diseases with public health implications.

f. Program Managers

All of these positions require POST certification.

1. Two positions, each .50 FTE Animal Health and .50 FTE Brands, perform field supervisor duties and administer animal health and brands laws. These positions each cover a different geographic area in the state.
2. One position manages the Yellowstone National Park Bison Program and supervises the other bison program staff.

g. Livestock Crime Investigator

One position works full time in the YNP bison program and works to maintain separation of YNP bison and cattle and works to maintain separation of YNP bison and cattle. This effort is necessary to mitigate the risk of transmission of brucellosis from infected YNP bison to cattle.

Operational Details

The Animal Health Bureau has three main funding sources that support its mission. State Special Revenue (per capita fees) fund the office of the State Veterinarian and the animal import staff who answer phone calls from veterinarians and the public, document imports, and disease incidents. State General Fund supports the Designated Surveillance Area program by providing reimbursements to veterinarians for brucellosis testing. The Federal Umbrella/Cooperative Agreement funds the brucellosis laboratory testing, the bison program as well as a variety of other disease management programs.

State Veterinarian and Import Office																															
Funding Source	State Special Revenue (Per Capita Fees)																														
Staff	2 Veterinarian; 3 Compliance Technicians, 1 Compliance Specialist; 1 Compliance Supervisor, and two half-time livestock crime investigators																														
General Program Description	This program area encompasses the functions of the State Veterinarian’s office including administrative functions, the import office, and alternative livestock.																														
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Brucella Designated Surveillance Area	
Funding Source	General Fund
Staff	Veterinarian; Administrative Specialist
General Program Description	This program area covers the Brucellosis DSA including administration of DSA requirements, outreach and coordination with DSA producers and veterinarians, monitoring DSA testing, processing DSA reimbursements, monitoring compliance with DSA requirements, and conducting epidemiologic investigations when brucellosis positive animals are identified.
	Expense Description 2022 Actuals
	Personal Services
	Salaries \$ 112,283
	Benefits 37,595
	Total Personal Services 149,878
	Operating Expenses
	Other Services 905,663
	Supplies & Materials 4,140
	Communications 1,117
	Travel 702
	Rent -
	Repair & Maintenance 3,274
	Other Expenses 2,598
	Total Operations 917,494
	TOTAL \$ 1,067,372

Federal Animal Disease Grants

Funding Source	Federal Grants																																
Staff	Veterinarian, Program Manager; Livestock Crime Investigator; Aggregate Seasonal Position																																
General Program Description	This program area covers the Brucellosis Bison program as well as other disease monitoring and control programs, zoonotic disease surveillance and education, emergency preparedness, foreign animal disease investigations, the avian influenza program, and the equine/small ruminant health programs																																
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**DEPARTMENT OF LIVESTOCK
ANIMAL HEALTH & FOOD SAFETY DIVISION:
DIAGNOSTIC LABORATORY BUREAU
PROGRAM AND BUDGET COST ANALYSIS**

Program Importance:

The Montana Veterinary Diagnostic Laboratory (MVDL) is the only accredited, full-service veterinary laboratory in Montana. The laboratory provides disease diagnostic support to veterinarians, livestock producers, companion animal owners, and the Department of Fish, Wildlife, & Parks as well as other state and federal agencies. The Division provides laboratory support to the Department's Animal Health Bureau and Milk & Egg Section and helps protect public health by testing dairy products and testing for zoonotic diseases. The Laboratory is a member and participant of the National Animal Health Laboratory Network established by United States Department of Agriculture (USDA) to provide laboratory diagnostic support in the event of a local, regional, or national animal disease emergency.

Legal Authorities

MCA 81-2-102: Powers of department: (b) foster, promote, and protect the livestock industry in this state by the investigation of diseases and other subjects related to ways and means of prevention, extirpation, and control of diseases or to the care of livestock and its products and to this end may establish and maintain a laboratory.....

- Administrative Rules of Montana 32.1.101 Organization Rule:
The Diagnostic Laboratory Bureau functions are to:
 - a) Provide laboratory support for the Animal Health Division and Meat, Milk & Egg Inspection Bureau
 - b) Provide laboratory diagnostic support to veterinarians and livestock producers
 - c) Protect the public health by testing dairy products and by performing diagnostic tests on suspected rabies and other zoonotic diseases
 - d) Provide laboratory test services to enhance the marketability of livestock
 - e) Provide part of the database for the Animal Health Bureau surveillance system.

The order of priorities in this division is:

- a) Cooperation with the Animal Health Bureau for the purpose of diagnosis, prevention, control, and eradication of animal disease.
- b) Cooperation with the Meat, Milk & Egg Inspection Division's program of insuring the public health.
- c) Cooperation with practicing veterinarians, medical doctors, and state health agencies in the control of zoonotic diseases.
- d) Investigation of diseases of companion animals and wildlife as requested by practicing veterinarians, animal owners, and other state agencies.
- e) Provide such further services and information as required by the Board.

Position Classifications

- a. Laboratory Director
- b. Quality Manager
- c. Lead Pathologist/Safety Officer
- d. Pathologist
- e. Veterinary Microbiologist
- f. Clinical Pathology Lead
- g. Clinical Pathology Technologist
- h. Milk Laboratory Supervisor/Inventory Manager
- i. Milk Laboratory Technologist
- j. Clinical Microbiology Lead
- k. Clinical Microbiology Technologist
- l. Serology Lead
- m. Serology Technologist
- n. Federal Serology Technologist
- o. Virology Lead
- p. Virology Technologist
- q. Histology Lead/Chemical Disposal Manager
- r. Molecular Diagnostics Technologist
- s. Molecular Diagnostic Technologist
- t. Biological Lab Technologist/Shipping and Receiving Assistant
- u. Shipping and Receiving Clerk/Administrative Assistant
- v. Shipping and Receiving Clerk/Administrative Assistant

Description of Duties

a. Laboratory Director

Laboratory Director is responsible for requesting and allocating resources and planning the strategic direction of the laboratory. Director upholds the MVDL commitment to client satisfaction, ensures that employees are competent and safely completing their assigned tasks and endorses the Quality Management System to ensure the continued viability of the laboratory. The laboratory director periodically reviews fees, cost of testing, staff allocation, laboratory needs and assessments as a function of management review. Education requirements: degree in veterinary medicine, board certification, or PhD in related discipline and broad knowledge of diagnostic specialties.

b. Quality Manager

Quality Manager (QM) is responsible for development, implementation, monitoring and revising the Quality Management System (QMS) that defines standardized laboratory practices and supports accreditation requirements of the American Association of Veterinarian Laboratory Diagnosticians (AAVLD), Food & Drug Administration (FDA), National Poultry Improvement Plan (NPIP), and United States Department of Agriculture (USDA). The QM reports the status, effectiveness, and compliance to established procedures directly to the Laboratory Director in order to drive continuous improvement. Education requirements: BS and quality management experience.

c. Pathologists

The Lead pathologist serves as the manager and subject matter expert for the Histology, Clinical Pathology, and Milk Laboratory lab sections. The Lead Pathologist's responsibilities include: writing, compiling, coordinating, authorizing, and correcting client reports; writing and authorizing Standard Operating Procedures; reviewing and trending quality control measures within managed lab sections; completing performance evaluations of personnel in managed lab sections; and serving as a Laboratory Responsible Official for matters related to chain of custody, legal matters, select agent handling, reportable and foreign animal diseases, and other regulatory matters.

Pathologists conduct disease investigations occurring in livestock, wildlife, companion animals and research animals in Montana. Pathologists are case coordinators and provide technical expertise to assure that correct and complete diagnostic results are reported. Pathologists also are consultants and facilitators for veterinarians, state and federal health officials, wildlife entities, private owners, and university faculty for the diagnosis and monitoring of disease affecting both animals and humans. The MVDL has two pathologists with the Lead Pathologist also serving as the MVDL Safety Officer. Education requirements: veterinarian from accredited college and either Board Certification or PhD in Anatomic Pathology.

d. Veterinary Microbiologist

The Veterinary Microbiologist serves as the manager and subject matter expert for the Microbiology, Virology, Serology, and Molecular Diagnostics laboratory sections. This position is responsible for providing technical oversight of the diagnostic testing performed in the four lab sections listed above. Responsibilities include writing, compiling, coordinating, authorizing, and correcting client reports; writing and authorizing Standard Operating Procedures; reviewing and trending quality control measures within managed lab sections; completing performance evaluations of personnel in managed lab sections; and serving as a Laboratory Responsible Official for matters related to chain of custody, legal matters, select agent handling, reportable and foreign animal diseases, and other regulatory matters. Education requirements: DVM or equivalent veterinary degree and MS in microbiology *or* DVM or equivalent/comparable veterinary degree with completion of a microbiology residency program and Diplomate ACVM is required. DVM or equivalent/comparable veterinary degree and PhD is preferred.

d. Section Leads

Section lead responsibilities include: proficiency and competence in performance of all diagnostic tests conducted in the lab section; organizing, assigning and overseeing daily testing; assuring accurate, repeatable and reproducible test results; verifying report completeness and accuracy; conducting and assessing section's personnel training, proficiency and competence; establishing, following, monitoring and revising the section QMS; assuring laboratory safety compliance; communicate with laboratory director the sections personnel, equipment and supply needs; and meeting accreditation requirements and preparing and participating in accreditation inspections. Education requirements: BS or BA or equivalent/ comparable science degree is required. MS or PhD in a science related field is preferred.

e. Section Technologists

Section technologists are responsible for completing testing procedures; adhering to established laboratory system and section QMS and safety procedures; completing assignments and requests of management; and maintaining proficiency and competence in all diagnostic testing procedures trained to perform. Education requirements: BS or BA or equivalent/ comparable science degree is required. MS or PhD in a science related field is preferred.

f. Shipping and Receiving Clerk/Administrative Assistant

Shipping and Receiving Clerks are responsible for the specimen receiving process as well as providing administrative support by serving as the hub for client communication and support. Additional administrative support functions include assuring billing accuracy, monitoring and managing general supply volume and general laboratory expenditures, maintaining MVDL records, and is responsible for establishing and implementing the sections quality system.

Service	Expense Description	2022 Expenses
Milk Laboratory Section	Salaries	\$ 161,819
	Benefits	79,151
	Other Services	23,444
	Supplies & Materials	64,482
	Communications	2,744
	Travel	1,485
	Rent	13,160
	Repairs & Maintenance	29,693
	Utilities	3,672
	Other Expenses	6,499
	TOTAL	\$ 386,149

Service	Expense Description	2022 Expenses
Clinical Pathology Laboratory Section	Salaries	\$ 189,353
	Benefits	141,176
	Other Services	36,190
	Supplies & Materials	114,290
	Communications	4,364
	Travel	1,883
	Rent	9,116
	Repairs & Maintenance	10,369
	Utilities	1,587
	Other Expenses	14,826
	TOTAL	\$ 523,154

Service	Expense Description	2022 Expenses
Clinical Microbiology – Bacteriology, Parasitology & Mycology Section	Salaries	\$ 160,949
	Benefits	121,943
	Other Services	55,391
	Supplies & Materials	123,551
	Communications	6,680
	Rent	2,882
	Travel	15,785
	Repairs & Maintenance	15,319
	Utilities	4,013
	Other Expenses	24,887
	TOTAL	\$ 531,400

Service	Expense Description	2022 Expenses
Serology Laboratory Section	Salaries	\$ 55,046
	Benefits	83,127
	Other Services	36,905
	Supplies & Materials	110,495
	Communications	4,451
	Travel	1,920
	Rent	10,030
	Repairs & Maintenance	9,492
	Utilities	2,486
	Other Expenses	16,328
	TOTAL	\$ 430,280

Service	Expense Description	2022 Expenses
Virology Laboratory Section	Salaries	\$ 134,820
	Benefits	51,288
	Other Services	36,897
	Supplies & Materials	144,059
	Communications	4,450
	Travel	1,918
	Rent	10,263
	Repairs & Maintenance	20,257
	Utilities	2,361
	Other Expenses	16,155
	TOTAL	\$ 422,468

Service	Expense Description	2022 Expenses
Histopathology/ Pathology Laboratory Section	Salaries	\$ 251,882
	Benefits	112,022
	Other Services	64,695
	Supplies & Materials	100,796
	Communications	6,676
	Travel	2,880
	Rent	23,249
	Repairs & Maintenance	52,001
	Utilities	13,387
	Other Expenses	37,846
	TOTAL	\$ 665,434

Service	Expense Description	2022 Expenses
Molecular Diagnostics Laboratory Section	Salaries	\$ 135,556
	Benefits	69,667
	Other Services	55,391
	Supplies & Materials	256,430
	Communications	6,680
	Travel	2,882
	Rent	15,490
	Repairs & Maintenance	16,203
	Utilities	4,244
	Other Expenses	25,203
	TOTAL	\$ 587,746

**DEPARTMENT OF LIVESTOCK
ANIMAL HEALTH & FOOD SAFETY DIVISION:
MEAT, MILK & EGG INSPECTION BUREAU
MILK AND EGG SECTION
PROGRAM AND BUDGET COST ANALYSIS**

Program Importance

The Milk and Egg Section's primary responsibility is to ensure that milk, manufactured dairy products and eggs that are produced, manufactured or sold in Montana are safe and wholesome. The milk inspection serves as the State's mandated FDA compliance program that allows inspected products to pass into interstate commerce. Without this function our dairy producers and processors would not be able to market their products across state lines. The egg inspection service provides the official USDA grading for approximately 500,000 eggs processed each day at Montana Egg Products in Great Falls. Without this program this business would not be able market their products and we would not be in a position to expand egg production and processing within the state in the future.

Legal Authorities

- Title 81.20.201-209 Eggs - The Section is responsible for Wholesale Egg Dealers and Egg Graders to ensure that eggs are properly graded and handled. The Bureau ensures that eggs are labeled properly and meet the standards of label grade claims.
- Title 81.21.101-106 Dairy Products - The Section regulates the dairies producing milk for public consumption to ensure that national quality standards for milk production are maintained. The Bureau also regulates milk plants processing milk and cream or selling dairy products. The Bureau ensures dairy products are safe, wholesome and meet the product's standards of identity.
- Title 81.22.101-602 Manufactured Dairy Products - The Section establishes and regulates sanitary and quality standards for dairy producers and dairy product manufacturers. The Bureau also regulates the hauling, sampling and testing of milk and cream by the milk plant or its operatives. The Bureau ensures that manufactured dairy products produced or sold in Montana are labeled properly. Pasteurized if necessary, safe, wholesome, and meet the product's standards of identity.

Position Classifications

- a. Auditing Technician (0.75 FTE)
- b. Dairy Sanitarian (3.00 FTE)
- c. Egg Grader (2.00 FTE)

Description of Duties

a. Auditing Technician

This position provides office support to the field staff and bureau chief. In addition, this individual maintains and enters lab test results into the data system and compiles required records and reports for FDA compliance audits. In the office this position manages the licensing of all dairy and egg related licenses. As a part of this duty the position prepares billing statements for USDA egg grading services for submittal to accounting.

b. Dairy Sanitarian

The sanitarians conduct routine inspections of dairy facilities, provide ratings for federal compliance listings and conduct investigations of food borne illness or compliance issues. These individuals interpret and enforce rules for disease prevention and public health. The sanitarians assist businesses by testing and approving construction designs of pasteurizer systems and other dairy operations. During inspections they take and submit product samples of raw and finished dairy products for testing at the milk lab in Bozeman and interpret lab results. In addition to dairy farms and plants these individuals inspect single service manufacturing plants, bulk milk hauling trucks, private water systems, and dairy distribution facilities. They ensure compliance with the USDA Pasteurized Milk Ordinance (PMO) and state statutes for manufactured milk production and processing.

c. Egg Grader

These individuals grade eggs at a USDA processing facility in Great Falls using USDA Shield Grade Egg requirements. They are required to maintain USDA certification as a certified egg grader. They monitor the operation of a privately operated egg grading plant during all times of plant operation. In their work they pass or hold eggs processed on the basis of grading results. Each day they conduct pre-operating inspections of egg processing equipment for cleaning and monitor chemicals and the temperature of the egg washing operations. The graders monitor egg labeling for compliance with marketing claims. In their office they maintain records and file reports with USDA.

Operational Details

The administrator of the Milk and Egg Section is the Meat, Milk & Egg Bureau Chief. This section is funded primarily with state special revenues and some federal funds. The expenses in the table below are shown for these two services.

Service	Staff	General Description	Expense Description	2022 Actuals
Administration	Auditing Technician 0.75 FTE	Maintains data and licenses and provides office support	Salaries	\$ 35,505
			Benefits	16,344
			Other Services	6,463
			Supplies & Materials	108
			Communications	469
			Other Expenses	1,714
			TOTAL	\$ 60,603

The bureau chief position was vacant in 2022.

Service	Staff	General Description	Expense Description	2022 Actuals
Milk & Egg Sanitation Inspection	Milk & Egg Inspectors 3.00 FTE	Provides inspection, sampling for dairy and egg programs	Salaries	\$ 125,888
			Benefits	44,598
			Other Services	4,607
			Supplies & Materials	1,146
			Communications	3,232
			Travel	11,320
			Rent	10,962
			Repairs & Maintenance	283
			Other Expenses	9,600
TOTAL	\$ 211,636			

Service	Staff	General Description	Expense Description	2022 Actuals
Shielded Egg Grading	Egg Graders 2.00 FTE	Provides USDA grading of eggs	Salaries	\$ 81,460
			Benefits	36,634
			Other Services	37,344
			Supplies & Materials	582
			Travel	1,314
			Other Expenses	600
TOTAL	\$ 157,934			

Operational Summary

	Expense Description	2022 Actuals
Milk & Egg Section	Salaries	\$ 242,853
	Benefits	97,576
	Other Services	48,414
	Supplies & Materials	1,836
	Communications	5,015
	Travel	11,320
	Rent	10,962
	Repairs & Maintenance	283
	Other Expenses	11,914
	TOTAL	\$ 430,173

**MONTANA DEPARTMENT OF LIVESTOCK
ANIMAL HEALTH & FOOD SAFETY DIVISION:
MEAT, MILK & EGG BUREAU
MEAT AND POULTRY INSPECTION SECTION
PROGRAM AND BUDGET COST ANALYSIS**

Program Importance

Beginning in 1987, the Meat/Poultry Inspection Section's function is to ensure that meat, poultry, and respective products are slaughtered, processed and/or stored in Montana meet state and federal requirements for clean, wholesome, and safe products. The services we provide enable local businesses to add value to Montana's livestock industry and spur economic growth. Without this program in place processors would not be able to sell their product in to the retail supply chain under federal law unless they applied to USDA directly for inspection. A state inspection program allows small establishments to market meat products when the production size makes it difficult to gain federal inspection. As a cooperative program with USDA the federal agency provides a 50% funding match to state general fund that is appropriated to the program.

Legal Authorities

- **81-9-201 MCA** requires anyone slaughtering, storing or wholesaling livestock or poultry products to be licensed by the state of Montana.
- **81-9-216 MCA**, known as the Montana Meat and Poultry Inspection Act, lays out statutory provisions for meat inspection.
- **81-9-219 MCA** -- Montana adopts federal statutes that define and guide how meat and poultry inspection is carried out. Three areas – Federal Meat Inspection Act, Federal Poultry Products Inspection Act, and the Federal Humane Methods of Slaughter Act are all adopted into Montana Code Annotated by reference.
- **81-9-220 MCA** – Montana adopts rules consistent with the requirements of the rules of the United States Department of Agriculture that govern meat inspection. In Montana, ARM 32.6.712 adopts the applicable portions of Title 9 of the Code of Federal Regulations.

Title	District	Description
Meat Inspector (17.50 FTE)	Southwest Northwest Eastern	Conducts inspection activities for official establishments, custom exempt operations, and meat depots
Livestock Inspector Supervisor (3.00 FTE)	Southwest, Northwest Eastern	Oversees inspection activity in his or her respective district.
Meat Inspector Compliance Officer (2.00 FTE)	Statewide Compliance	Conducts surveillance activities in Montana retail establishments. Duties include sampling, labeling, and general compliance work.
Compliance Tech (1.00 FTE)	Helena Office Administration	Oversees Public Health Information System, in charge of the sampling program, and general office administration.
Compliance Tech (1.00 FTE)	Helena Office Administration	Enforces labeling criteria for meat labels for all meat establishments. Performs relief inspector duties when needed.
Training Development Specialist (1.00 FTE)	Helena Office Administration	Trains staff to perform meat inspection activities. Acts as Enforcement Investigation Analysis Officer which conducts in-depth food safety assessments for official establishments.
Regulatory Program Manager (1.00 FTE)	Helena Office Administration	Leads operations for the meat inspection program.

Operational Details

The Meat and Poultry Inspection Section is funded 50/50 with general fund and federal special revenue. Services include three meat inspection districts – Southwest Montana, Northwest Montana, and Eastern Montana. In addition, the Meat and Poultry Inspection Program houses the compliance function which addresses compliance issues dealing with meat and retail operations.

Finally, the Helena Office Administration provides training services, Enforcement, Investigations, and Analysis Officer (EIAO) food safety services, labeling, scientific testing oversight, and overall program leadership. The expenses in the tables below are shown for these five services.

Eastern District

Staff	General Program Description	Expense Description	2022 Actuals
1 Livestock Inspector Supervisor; 6 meat inspectors	Conducts inspection activities for official establishments, custom exempt operations, and meat depots throughout Southwest Montana	Salaries	\$ 351,465
		Benefits	139,058
		Other Services	18,031
		Supplies & Materials	3,284
		Communications	6,100
		Travel	25,718
		Rent	63,739
		Repairs & Maintenance	5,669
		Other Expenses	124,322
		TOTAL	\$ 737,386

Northwest District

Staff	General Program Description	Expense Description	2022 Actuals
1 Livestock Inspector Supervisor; 4 meat inspectors	Conducts inspection activities for official establishments, custom exempt operations, and meat depots throughout Southwest Montana	Salaries	\$ 151,501
		Benefits	67,535
		Other Services	8,052
		Supplies & Materials	1,373
		Communications	3,307
		Travel	9,459
		Rent	29,232
		Repairs & Maintenance	2,531
		Other Expenses	55,514
		TOTAL	\$ 328,504

Southwest District

Staff	General Program Description	Expense Description	2022 Actuals
1 Livestock Inspector Supervisor; 6 meat inspectors	Conducts inspection activities for establishments, custom exempt operations, and meat depots throughout Eastern Montana	Salaries	\$ 246,557
		Benefits	106,547
		Other Services	12,980
		Supplies & Materials	2,213
		Communications	3,009
		Travel	18,158
		Rent	52,317
		Repairs & Maintenance	4,081
		Other Expenses	89,493
		TOTAL	\$ 535,355

Compliance

Staff	General Program Description	Expense Description	2022 Actuals
2 Meat Inspector Compliance Officers	Conducts surveillance activities in Montana retail establishments. Duties include sampling, labeling, and general compliance work.	Salaries	\$ 187,565
		Benefits	67,713
		Other Services	9,384
		Supplies & Materials	1,620
		Communications	2,180
		Travel	14,101
		Rent	6,600
		Repairs & Maintenance	2,950
		Other Expenses	64,706
		TOTAL	\$ 356,819

Helena Office

Staff	General Program Description	Expense Description	2020 Actuals
Bureau Chief and office staff	The Helena Office Administration provides training services, Enforcement, Investigations, and Analysis Officer (EIAO) food safety services, labeling, scientific testing oversight, and overall program leadership.	Salaries	\$ 145,722
		Benefits	44,956
		Other Services	24,294
		Supplies & Materials	11,722
		Communications	7,865
		Travel	9,631
		Repairs & Maintenance	2,204
		Rent	1,400
		Other Expenses	48,327
		TOTAL	\$ 296,121

Meat Inspection TOTAL

Staff	General Program Description	Expense Description	2020 Actuals
		Salaries	\$ 1,082,810
		Benefits	425,809
		Other Services	72,741
		Supplies & Materials	20,212
		Communications	22,461
		Travel	77,067
		Rent	153,288
		Repairs & Maintenance	17,435
		Other Expenses	382,362
		TOTAL	\$ 2,254,185

Brands Enforcement Division: Jay Bodner, Division Administrator

56030-06 BRANDS ENFORCEMENT DIVISION	2023 Base Budget	2024 Adjustments	2024 Total	2025 Adjustments	2025 Total	2025 Biennium
61000 Personal Services	3,548,069	367,236	3,915,305	382,037	3,930,106	7,845,411
62000 Operating Expenses	669,514	142,092	811,606	121,079	790,593	1,602,199
63000 Equipment & Intangible Assets	-	150,000	150,000	-	-	150,000
Total Expenditures	4,217,583	659,328	4,876,911	503,116	4,720,699	9,597,610
02 STATE/OTHER SPECIAL REV. FUNDS	4,217,583	659,328	4,876,911	503,116	4,720,699	9,597,610
0 FULL TIME EQUIVALENT	53.11	1.00	54.11	1.00	54.11	

- The Goal of the Brands Enforcement Division is to provide the livestock industry with professional law enforcement and investigative work in the tracking of livestock ownership and in the deterrence and/or resolution of related criminal activities.
- Division Objectives:
 - Maintain POST certified law enforcement officers with full arrest authority.
 - Work cooperatively with local, state, and federal law enforcement agencies - FBI, BIA, U. S. Forest Service, P & S Administration, U.S. Attorney, Department of Justice criminal investigators, the Montana attorney general, county attorneys, sheriff departments, and other state livestock regulatory agencies and personnel.
 - Inspect the brands of all livestock crossing county and state lines and/or changing ownership. This includes all livestock coming into and going out of the 13 Montana livestock markets.
 - Collect the Beef Promotion and Marketing Act as mandated. This is a \$1.00 per head beef check-off fee for the Montana Beef Council on all change of ownership cattle inspections.
 - Record all livestock brands and transfers.
 - Maintain the livestock lien program.
 - License the 13 livestock auctions and all livestock dealers; regulate livestock markets on all matters affecting the relationship between the livestock market and owners of livestock, and between the livestock market and the purchasers of livestock. Monitor the financial condition of the livestock markets; livestock dealers; and where the department is trustee the trust fund agreements, certificates of deposit, and letters of credit.
 - Respond to all inquiries and complaints from the public, private producers, and governmental officials on all aspects of the Brand Enforcement Division.
 - Coordinate and cooperate with the Stockgrowers; Woolgrowers; Farm Bureau; Montana Cattleman Association; Livestock Market's Associations; local and state law enforcement groups such as the Montana Sheriffs and Peace Officers Association, Law Enforcement Coordinating Committee; Montana Law Enforcement Academy; and other groups including the state-wide Emergency and Disaster Control, Montana County Attorneys Association, International Livestock Identification and Theft Investigators Association, and Western States Livestock Investigators Association.

- BE 2025 Biennium Budget Request – New Proposals
 - **NP 601 – Brands Equipment Upgrades (OTO) (BIEN)**: This budget request is for \$180,000 in FY 2024 of state special revenue to fund equipment upgrades for enforcement and market operations. Major items include approximately \$100,000 in law enforcement radios, \$50,000 in livestock trailers, and the remainder on various Livestock Market minor equipment.
 - **PL 602 – Brands Division Overtime Augment**: This budget request is for \$95,000 in FY 2024 and \$95,000 in FY 2025 of state special revenue to fund reoccurring shortages in overtime expenses for the Brands Division's Market and Enforcement staffing. The overtime budget for the division has been locked at \$55,979. The past five years overtime expenses average is \$134,450 and the past two years average is \$167,355.
 - **NP 603 – Additional Market Staff**: This budget request is for \$52,823 in FY 2024 and \$52,857 in FY 2025 of state special revenue to fund 1.00 FTE Brands Market staff to help regulate at the markets with increasing head counts.

- BE 2023 Biennium New Proposal Outcome
 - **NP 601 – Additional Brands Rerecord Staff (OTO)**: The additional temporary staff were employed and contributed greatly to the successful administration of the department’s 10-year brand re-record evolution during calendar year 2021. Pertinent statistics:
 - 47,669 2021 Montana Livestock Brands Rerecorded
 - 1,000 New Montana Livestock Brands Issued
 - 3,159 Montana Livestock Brand Transfers
 - 1,049 2022 New Montana Livestock Brands issues; 58% increase from 2020
 - 1,050 2022 Montana Livestock Brands have been transferred
 - Total Active Montana Brands are currently 49,718.

**DEPARTMENT OF LIVESTOCK
BRANDS ENFORCEMENT DIVISION
PROGRAM AND BUDGET COST ANALYSIS**

Program Importance:

The primary purpose of Brands Enforcement is to protect Montana livestock interests from theft and other livestock crimes. This is accomplished through inspectors and law enforcement staff to encourage compliance and enforce regulations, and office staff to manage data and verify compliance.

Legal Authorities:

- Title 81 Chapter 3: Marks and Brands
 - The Board appoints inspectors and detectives within Brands Enforcement Division (BE) for purposes of supervising and protecting livestock interests of the state from theft.
 - BE maintains the official record of all brands (Part 1).
 - BE authorizes movement and verifies ownership of livestock through inspection and permits (Part 2).
- Title 81 Chapter 4: Containment of Livestock
 - BE takes estrays into possession, attempts to locate owners, disposes of animals, and disposes of proceeds in the manner prescribed (Part 6).
- Title 81 Chapter 5: Unlawful Transporting or Driving of Livestock
 - BE requires permits for the movement of sheep and bison and investigates any unauthorized movement of livestock from their customary range.
- Title 81 Chapter 8: Marketing
 - BE licenses and regulates livestock markets, livestock dealers, and security interests on branded livestock.
- Title 81 Chapter 9: Slaughter
 - BE inspects hides for ownership verification at licensed slaughter facilities (Part 1)
 - BE licenses hide dealers (Part 4).
- Title 81 Chapter 10: Horse Owner Amnesty
 - The Horse Owner Amnesty Act provides a method by which horse owners can surrender horses to BE when owners can no longer provide basic care.

Position Classifications:

- a. Program Manager – Administrator
- b. Program Manager – Assistant Administrator
- c. Program Manager – Eastern and Western Area Supervisors
- d. Livestock Crime Investigator
- e. Livestock Inspector Supervisor
- f. Livestock Inspector
- g. Administrative Support Supervisor
- h. Market Auditor
- i. Compliance Technician – Brand Recorder
- j. Compliance Technician – Inspection Compliance
- k. Compliance Technician – Market Compliance Specialist
- l. Compliance Technician – Brand Lien Compliance

Description of Duties

- a. Program Manager – Administrator:
The Administrator maintains and improves organizational performance through development of performance management protocol, improving recruitment and training procedures, budget oversight, creation and evaluation of metrics to determine the effectiveness of resource allocation, communication with other agencies to anticipate industry trends or technological and procedural advances that may benefit BE.
- b. Program Manager – Assistant Administrator:
The Assistant Administrator oversees and develops policies and procedures for all livestock market operations and participates in market personnel management. This position also coordinates law enforcement staff compliance with state training requirements and assists other program managers in developing consistent procedural guidelines for law enforcement activities. The Assistant Administrator provides backup for Administrator as needed. This is a law enforcement position requiring Montana POST certification.
- c. Program Manager – Eastern and Western Area Supervisors
Two BE Area Supervisors manage the activities and performance of 16 livestock crime investigators. They monitor subordinate activity to ensure adherence to regulations and Department policies, and assist in investigations or multidistrict cases. They participate in the development of policies and procedures for law enforcement recruitment, training, and performance. This is a law enforcement position requiring Montana POST certification and is funded 50% by Animal Health Division.

d. Livestock Crime Investigator:

Investigators enforce federal and state livestock laws, conduct investigations in criminal activity, issue citations, perform surveillance to monitor and encourage compliance, inspect livestock, provide information to the public regarding livestock laws and issues, recruit, train and supervise deputy stock inspectors, assist other law enforcement agencies, and assist livestock markets. Each investigator is based within one of 16 geographic districts in the state. Three of the 16 FTE serve dual roles as livestock inspector supervisors. This is a law enforcement position requiring Montana POST certification.

e. Livestock Inspector Supervisor:

Livestock Inspector Supervisors directly oversee and supervise 1-2 livestock markets. They provide guidance and interpretation of state and federal livestock regulations for the public, livestock market owners, and other staff, interpret and apply livestock laws and departmental policies for their assigned market(s), coordinate coverage of major livestock sales and on-call dispatch activities, and oversee the collection of fees. This position supervises 1-9 employees.

f. Livestock Inspector:

Livestock Inspectors inspect livestock to ensure that brand inspection, proof of ownership, security interest, and animal health requirements are met prior to change of ownership, slaughter, and transportation transactions through the use of specialized custom software and electronic devices. This position must develop positive relationships with the public, coworkers, and livestock market owners while strictly adhering to Montana regulations. The position reports to the Livestock Inspector Supervisor, and does not supervise others.

g. Auditor:

The market Auditor oversees adherence of federal and state financial requirements for the marketing of livestock (livestock markets, livestock dealers, and non-market sales). It reviews bonding instruments and bond claims, investigates complaints, performs audits of custodial and dealer accounts, and issues licenses and permits.

h. Administrative Support Supervisor

The Administrative Support Supervisor directs operations of the Helena Brand Office. The position assesses a constantly shifting workload, analyzing priorities and procedures for all activities and performs a number of quality control functions to keep the BE Division in compliance with state regulations. It supervises 6 full-time positions and participates in all aspects of personnel management.

i. Compliance Technician – Brand Recorder:

The Brand Recorder is responsible for issuing, transferring, updating and maintaining all official Montana brand records, of which there are roughly 55,000. This position interacts with thousands of customers helping them understand complex brand laws. Brand ownership and transfers often involve interpretation of complex legal documents and require a detailed understanding of Montana inheritance laws, Title 81 statutes, Administrative Rules of Montana, and Departmental brand policies and procedures.

j. Compliance Technician – Inspection Compliance:

Two Cattle Inspection Compliance and one Horse Inspection Compliance positions are responsible for technical examination, data entry, and filing of all livestock inspection documents. They verify compliance with state & federal law, administrative rule, brands enforcement division policy, and interstate commerce agreements. These positions manipulate databases to prepare statistical and administrative analytical reports. They also instruct the public, state stock and deputy stock inspectors in applying state laws, regulations, and department policies and procedures. The Horse Inspection Compliance position serves as a backup Brand Recorder.

k. Compliance Technician – Market Compliance Specialist:

The Market Compliance Specialist manages all data and compliance of documentation associated with licensed Montana livestock market transactions, inspections at licensed slaughter facilities, and special livestock sales. This position assesses ownership documentation to determine whether or not held proceeds or proceeds from estray sales may be released. It conducts extensive research to provide inspection information for staff and other entities as needed.

l. Compliance Technician – Brand Liens:

The Brand Liens Compliance Tech creates, renews, transfers and terminates livestock brand mortgages. The position is one of two Cattle Compliance Technician positions, and is required to answer brand customer questions. It compiles numerous reports (Lost-Strayed-Stolen livestock, monthly lien summary, truck stops, and other ad-hoc reports as needed), and assists other personnel with data entry, filing and other duties as needed.

**Operational
Details**

BE is funded with state special revenues – Brand Fees and Per Capita Fees.

Service	Staff	General Program Description	Expense Description	2022 Actual
Helena	Administrator/program manager; administrative assistant; auditor; compliance technician	Oversees brands enforcement legal authorities; oversees federal and state requirements for marketing livestock; evaluate compliance with department policies.	Salaries	\$ 477,493
			Benefits	186,033
			Other Services	118,835
			Supplies & Materials	32,011
			Communications	21,991
			Travel	4,895
			Rent	534
			Repairs & Maintenance	1,086
			Other Expenses	9,216
			TOTAL	

Service	Staff	General Program Description	Expense Description	2022 Actual
Assistant Administrator/ Central Area Program Manager	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 86,944
			Benefits	26,841
			Other Services	1,147
			Supplies & Materials	2,239
			Communications	3,221
			Travel	2,470
			Rent	15,448
			Repairs & Maintenance	766
			Other Expenses	1,580
			TOTAL	

Service	Staff	General Program Description	Expense Description	2022 Actual
Eastern Area Program Manager	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 36,264
			Benefits	11,934
			Other Services	486
			Supplies & Materials	948
			Communications	1,364
			Travel	357
			Rent	6,543
			Repairs & Maintenance	324
			Other Expenses	669
			TOTAL	\$ 58,889

Service	Staff	General Program Description	Expense Description	2022 Actual
Western Area Program Manager	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 36,601
			Benefits	12,106
			Other Services	491
			Supplies & Materials	958
			Communications	1,379
			Travel	359
			Rent	6,613
			Repairs & Maintenance	328
			Other Expenses	677
			TOTAL	\$ 36,729

Service	Staff	General Program Description	Expense Description	2022 Actual
Billings Markets (Pays and BLS)	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 355,407
			Benefits	174,307
			Other Services	9,089
			Supplies & Materials	5,592
			Communications	7,105
			Travel	3,724
			Rent	6,843
			Utilities	1,000
			Repairs & Maintenance	4,914
			Other Expenses	9,513

Service	Staff	General Program Description	Expense Description	2022 Actual
Chinook Market	Half time of district 16 investigator; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 34,834
			Benefits	11,414
			Other Services	36
			Supplies & Materials	67
			Communications	71
			Travel	27
			Rent	2
			Utilities	385
			Repairs & Maintenance	10
			Other Expenses	50

Service	Staff	General Program Description	Expense Description	2022 Actual
Dillon Market	Half time of district 9 investigator; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 83,640
			Benefits	34,731
			Other Services	1,193
			Supplies & Materials	2,220
			Communications	2,344
			Travel	880
			Rent	71
			Utilities	385
			Repairs & Maintenance	344
			Other Expenses	1,644
			TOTAL	\$ 127,452

Service	Staff	General Program Description	Expense Description	2022 Actual
Glasgow Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 75,597
			Benefits	30,491
			Other Services	1,069
			Supplies & Materials	1,989
			Communications	2,101
			Travel	789
			Rent	64
			Utilities	385
			Repairs & Maintenance	309
			Other Expenses	1,473
			TOTAL	\$ 114,267

Service	Staff	General Program Description	Expense Description	2022 Actual
Glendive Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 55,198
			Benefits	17,296
			Other Services	731
			Supplies & Materials	1,359
			Communications	1,436
			Travel	539
			Rent	44
			Utilities	385
			Repairs & Maintenance	211
			Other Expenses	1,007
			TOTAL	\$ 78,206

Service	Staff	General Program Description	Expense Description	2022 Actual
Great Falls Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 105,482
			Benefits	41,036
			Other Services	1,477
			Supplies & Materials	2,747
			Communications	2,902
			Travel	1,089
			Rent	88
			Utilities	385
			Repairs & Maintenance	426
			Other Expenses	2,035
			TOTAL	\$ 157,677

Service	Staff	General Program Description	Expense Description	2022 Actual
Lewistown Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 66,540
			Benefits	31,961
			Other Services	993
			Supplies & Materials	1,847
			Communications	1,951
			Travel	732
			Rent	59
			Utilities	385
			Repairs & Maintenance	287
			Other Expenses	1,368
			TOTAL	\$ 106,123

Service	Staff	General Program Description	Expense Description	2022 Actual
Miles City Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 110,259
			Benefits	40,635
			Other Services	1,521
			Supplies & Materials	2,830
			Communications	2,988
			Travel	1,122
			Rent	91
			Utilities	385
			Repairs & Maintenance	439
			Other Expenses	2,096
			TOTAL	\$ 162,366

Service	Staff	General Program Description	Expense Description	2022 Actual
Missoula Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 57,885
			Benefits	29,906
			Other Services	344
			Supplies & Materials	641
			Communications	677
			Travel	254
			Rent	21
			Utilities	385
			Repairs & Maintenance	99
			Other Expenses	474
			TOTAL	\$ 90,686

Service	Staff	General Program Description	Expense Description	2022 Actual
Ramsay Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 81,193
			Benefits	35,307
			Other Services	1,174
			Supplies & Materials	2,185
			Communications	2,307
			Travel	866
			Rent	70
			Utilities	385
			Repairs & Maintenance	339
			Other Expenses	1,618
			TOTAL	\$ 125,444

Service	Staff	General Program Description	Expense Description	2022 Actual
Sidney Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 95,091
			Benefits	38,685
			Other Services	1,349
			Supplies & Materials	2,509
			Communications	2,649
			Travel	994
			Rent	80
			Utilities	385
			Repairs & Maintenance	389
			Other Expenses	1,858
			TOTAL	\$ 143,989

Service	Staff	General Program Description	Expense Description	2022 Actual
Three Forks Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 104,861
			Benefits	40,721
			Other Services	1,468
			Supplies & Materials	2,730
			Communications	2,883
			Travel	1,082
			Rent	88
			Utilities	385
			Repairs & Maintenance	424
			Other Expenses	2,022
			TOTAL	\$ 156,664

Service	Staff	General Program Description	Expense Description	2022 Actual
District #4	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 76,112
			Benefits	31,143
			Other Services	1,622
			Supplies & Materials	3,166
			Communications	4,544
			Travel	1,187
			Rent	21,841
			Repairs & Maintenance	1,083
			Other Expenses	2,235
			TOTAL	\$ 142,943

vice	Staff	General Program Description	Expense Description	2022 Actual
District #5	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 56,707
			Benefits	21,274
			Other Services	786
			Supplies & Materials	1,535
			Communications	2,207
			Travel	575
			Rent	10,587
			Repairs & Maintenance	525
			Other Expenses	1,083
			TOTAL	\$ 95,279

Service	Staff	General Program Description	Expense Description	2022 Actual
District #6	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 59,352
			Benefits	21,702
			Other Services	817
			Supplies & Materials	1,595
			Communications	2,294
			Travel	598
			Rent	11,004
			Repairs & Maintenance	545
			Other Expenses	1,126
			TOTAL	\$ 99,033

Service	Staff	General Program Description	Expense Description	2022 Actual
District #10	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 55,540
			Benefits	21,184
			Other Services	773
			Supplies & Materials	1,510
			Communications	2,172
			Travel	566
			Rent	10,416
			Repairs & Maintenance	516
			Other Expenses	1,066
			TOTAL	\$ 93,743

Service	Staff	General Program Description	Expense Description	2022 Actual
District #11	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 58,374
			Benefits	21,724
			Other Services	807
			Supplies & Materials	1,576
			Communications	2,267
			Travel	591
			Rent	10,874
			Repairs & Maintenance	539
			Other Expenses	1,113
			TOTAL	\$ 97,865

Service	Staff	General Program Description	Expense Description	2022 Actual
District #12	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 55,214
			Benefits	21,055
			Other Services	769
			Supplies & Materials	1,501
			Communications	2,159
			Travel	563
			Rent	10,354
			Repairs & Maintenance	513
			Other Expenses	1,059
			TOTAL	\$ 93,187

Service	Staff	General Program Description	Expense Description	2022 Actual
District #13	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 50,136
			Benefits	17,495
			Other Services	682
			Supplies & Materials	2,102
			Communications	1,914
			Travel	499
			Rent	41
			Repairs & Maintenance	455
			Other Expenses	939
			TOTAL	\$ 74,263

Service	Staff	General Program Description	Expense Description	2022 Actual
District #14	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 60,799
			Benefits	21,914
			Other Services	834
			Supplies & Materials	1,628
			Communications	2,341
			Travel	610
			Rent	11,229
			Repairs & Maintenance	557
			Other Expenses	1,149
			TOTAL	\$ 101,061

Service	Staff	General Program Description	Expense Description	2022 Actual
District #15	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 42,972
			Benefits	20,864
			Other Services	1,095
			Supplies & Materials	2,458
			Communications	1,628
			Travel	758
			Rent	10,416
			Repairs & Maintenance	1,074
			Other Expenses	1,184
			TOTAL	\$ 82,449

Service	Staff	General Program Description	Expense Description	2022 Actual
District #16	Program manager; Livestock crime investigator split with Chinook Market	Investigates and enforces federal and state livestock laws.	Salaries	\$ 63,072
			Benefits	22,228
			Other Services	860
			Supplies & Materials	1,679
			Communications	2,414
			Travel	629
			Rent	11,580
			Repairs & Maintenance	574
			Other Expenses	1,185
			TOTAL	\$ 104,221

Service	Staff	General Program Description	Expense Description	2022 Actual
District #17	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 55,676
			Benefits	11,762
			Other Services	680
			Supplies & Materials	1,327
			Communications	1,909
			Travel	498
			Rent	9,155
			Repairs & Maintenance	454
			Other Expenses	937
			TOTAL	\$ 82,398

Service	Staff	General Program Description	Expense Description	2022 Actual
District #18	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 66,403
			Benefits	22,983
			Other Services	901
			Supplies & Materials	2,778
			Communications	2,530
			Travel	659
			Rent	10,572
			Repairs & Maintenance	602
			Other Expenses	1,242
			TOTAL	\$ 108,670

Service	Staff	General Program Description	Expense Description	2022 Actual
District #19	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 91,133
			Benefits	24,199
			Other Services	1,263
			Supplies & Materials	3,585
			Communications	3,265
			Travel	851
			Rent	14,157
			Repairs & Maintenance	776
			Other Expenses	1,602
			TOTAL	\$ 140,731

Service	Staff	General Program Description	Expense Description	2022 Actual
District #25	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 65,008
			Benefits	22,894
			Other Services	886
			Supplies & Materials	1,730
			Communications	2,488
			Travel	648
			Rent	11,418
			Repairs & Maintenance	592
			Other Expenses	1,221
			TOTAL	\$ 106,885

Brands Enforcement Total	Expense Description	2022 Actual
	Salaries	\$ 2,739,211
	Benefits	1,036,817
	Other Services	150,211
	Supplies & Materials	88,530
	Communications	95,831
	Travel	29,583
	Rent	191,101
	Utilities	5,004
	Repairs & Maintenance	15,625
	Other Expenses	52,447
	TOTAL	\$ 4,404,360

Centralized Services Division: Brian Simonson, Deputy Executive Officer

56030-01 CENTRALIZED SERVICES DIVISION (HB2)	2023 Base Budget	2024 Adjustments	2024 Total	2025 Adjustments	2025 Total	2025 Biennium
61000 Personal Services	1,416,701	2,055	1,418,756	10,178	1,426,879	2,845,635
62000 Operating Expenses	728,583	143,360	871,943	86,047	814,630	1,686,573
68000 Transfers	102,481	-	102,481	-	102,481	204,962
Total Expenditures	2,247,765	145,415	2,393,180	96,225	2,343,990	4,737,170
01 GENERAL FUND	128,424	19,472	147,896	18,388	146,812	294,708
02 STATE/OTHER SPECIAL REV. FUNDS	2,119,341	125,943	2,245,284	77,837	2,197,178	4,442,462
0 FULL TIME EQUIVALENT	17	-	17	-	17	

56030-01-01-07 PREDATOR CONTROL SA8107	2023 Base Budget	2024 Adjustments	2024 Total	2025 Adjustments	2025 Total	2025 Biennium
62000 Operating Expenses	525,000	150,000	675,000	150,000	675,000	1,350,000
66000 Grants	200,000	-	200,000	-	200,000	400,000
67000 Benefits & Claims	600,000	-	600,000	-	600,000	1,200,000
Total Expenditures	1,325,000	150,000	1,475,000	150,000	1,475,000	2,950,000
02 STATE/OTHER SPECIAL REV. FUNDS	1,325,000	150,000	1,475,000	150,000	1,475,000	2,950,000

- Division Program Goals:
 - Centralized Services for the DOL – The goal is to provide efficient and accurate administrative functions for the department and the livestock industry. (Responsibilities include: budgeting, accounting, payroll, personnel, risk management, public information, purchasing, data processing and other general services.)
 - Attached Agencies –
 - The Board of Milk Control – Their mission is to regulate and control the transfer of milk among producers and distributors by enforcing Montana milk control laws and rules.
 - The Livestock Loss Board – Their mission is to help support Montana Livestock communities by reducing the economic impacts of wolves, grizzly bears and mountain lions on individual producers by reimbursing confirmed and probable wolf, grizzly bear and mountain lion caused losses and helping to reduce their losses by approving projects and funding programs that will discourage killing livestock.

- CSD 2025 Biennium Budget Request – New Proposals
 - **PL 101 – Predator Control Funding Increase:** This budget request is for \$150,000 in FY 2024 and \$150,000 in FY 2025 of state special revenue to fund additional predator control operations.
 - **PL 102 – Livestock Loss Board Operations Augment:** This budget request is for \$16,000 in FY 2024 and \$14,000 in FY 2025 of general fund to support operational expenses of the Livestock Loss Board.

- CSD 2023 Biennium Budget New Proposal Outcomes

- **PL 102 – LLB Operations Augment**: Funding has not kept up with inflation and automatic vacancy savings reductions for an agency with only one employee severely restricts a small operating budget and ability to hold quarterly board meetings and travel for state stakeholder requested meeting participation. The original board request was double of what was eventually authorized. The board has submitted an additional \$30,000 biennium operating budget increase this session.

- **NP 103 – Helicopter for Predator Control (OTO)**: The department was successful in acquiring and modifying an army surplus 2001 Bell 206B model helicopter that is expected to operate another 20 years. Livestock's current inventory of helicopters also includes an older 1968 Bell Jet Ranger and a 1980 Hughes 500 D model. USDA Wildlife Services is continuing to maintain and operate all three until the older Bell helicopter comes up for significant maintenance and is retired.

CENTRALIZED SERVICES DIVISION PROGRAM AND BUDGET COST ANALYSIS

The Centralized Services Division (CSD) is responsible for overall department administration, budgeting, accounting, payroll, personnel, legal services, purchasing, information technology, public information, risk management, contract administration and general services for the department. The Board of Livestock is the statutory Director of the Department and is budgeted and accounted for in CSD. The Board's Executive Officer and staff are in the Centralized Services division.

I. Legal Authorities

- a. Title 81 – Livestock – The Board of Livestock and its Executive Officer are responsible to oversee, manage and implement all livestock laws in Title 81. CSD supports all programs administering Title 81
- b. 15-24-922 Livestock- Board of Livestock to prescribe per capita fee to pay expenses and enforce livestock laws as per 15-24 Part 9
- c. Title 17 State Finance – The Board, EO and CSD adheres to State Finance Laws in budgeting and accounting processes as required for the department.
- d. Title 18 Chapter 4 State Procurement
- e. Title 2-9-Parts 1 and 2 State Insurance and Liability

II. Position Classifications

- a. Executive Officer to the Board of Livestock
- b. Administrative Secretary to EO and Board of Livestock
- c. Human Resources Officer
- d. Deputy Executive Officer
- e. Finance and Accounting Bureau Chief
- f. Accountant- Cooperative Agreements/Grants
- g. Accounting Technician - Accounts Payable
- h. Accounting Technician – Accounts Receivable
- i. Accounting Technician – Payroll
- j. Information Technology Manager
- k. Systems Analysts
- l. Purchasing Technician
- m. * Legal Services are provided by contract with Agency Legal Services

III. Description of Duties

d. Executive Officer to Board of Livestock

Serves as the Executive Officer to the Board of Livestock carrying out all policies and procedures of the Board. Provides executive direction to the Department of Livestock managing all divisions and staff of the department. Represents the Board of Livestock in the executive branch, before the Legislature, and with all livestock industry organizations and groups. Develops and implements policies and procedures for the Board and livestock industry. Testifies before the Legislature and livestock industry organizations. Works with the executive branch to implement statewide policies and procedures on behalf of Department of Livestock.

e. Administrative Secretary to the Executive Officer and Board of Livestock

Serves as the executive secretary to the executive officer and the Board of Livestock. Responsible for board minutes and records, daily administrative support to the executive officer working with all department managers and staff to provide and receive information to and from the executive officer regarding the operation of the department.

f. Human Resources Officer

Reports to the executive officer and provides human resources services to the department. Responsible for recruitment and selection support to the managers, human resource policy and procedure communications to the executive officer and managers, labor relations coordination, human resources policies and procedures, and working to resolve personnel matters with the managers.

g. Deputy Executive Officer

Directs overall centralized services to the entire department. Provides all budgeting, accounting, information technology, purchasing, general services, vehicle and asset management, risk management and employee safety programs to the department. Provides financial reports to the Board of Livestock, the budget office and the Legislature. Oversees and coordinates state and federal financial audits. Conducts detailed research and analysis projects providing data to the executive officer, the Board of Livestock, livestock industry, the executive and legislative branch. Develops policies and procedures in the areas of budgeting, accounting and finance, information technology, risk management and contract administration, procurement, and administrative services for the department. Coordinates contract administration and risk management programs for the department. Supervises and manages central services division accounting, information technology, procurement and general services staff.

- h. Finance and Accounting Bureau Chief
Supervises the accounting section of the department. Oversees all technical accounting including cooperative agreement and grant accounting, accounts payable, accounts receivable, payroll, and the application of accounting standards. Provides detailed financial statements for reporting to management. Has extensive interaction with auditors regarding accounting applications for the department. Approves accounting transactions. Conducts specialized accounting research and analysis including cost accounting, financial structures, and providing detailed information for budget development and reporting. Provides detailed technical information in spreadsheets charts and graphs. Interacts with state accounting division and ensures compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) policies and procedures.

- i. Accountant - Cooperative Agreements/Grants
Provides accounting for the department's grants and cooperative agreements with federal agencies. Prepares financial statements and quarterly reports for all cooperative agreements. Responds to federal as well as state auditors regarding cooperative agreements. Assist in the development of budgets and financial plans for cooperative agreements. Provides backup to the accounting supervisor, on accounts payable, payroll, and accounts receivable. Processes and approves accounting transactions in the SABHRS, the state accounting system.

- g. Accounting Technicians:
 - 1. Accounts Payable Technician - processes all accounts payable for the department. Ensures that all invoices are properly reviewed and approved by division managers and backup authorization for internal control. Accounts for all payments that need to be approved through contracts, grants, memorandums of understanding with other agencies, and obligations of the department requiring payment. Responsible for the proper coding and entering of journals into the Statewide Accounting Budget and Human Resource System (SABHRS) system. Ensures all transactions are properly documented prior to entering into SABHRS.

 - 2. Accounts Receivable Technician - receives departmental revenue and ensures that they are properly coded into SABHRS. Provides detail accounting and reconciliation for lab fee receivables from veterinarians and others using the diagnostic laboratory in Bozeman. Works with parties owing revenue to the department and strives for collection of funds due to the department. Provides backup to payroll. Provides administrative assistance to division administrator.

3. Payroll – Accounting Technician. Serves as payroll technician for the department. Works with managers and staff to ensure that payroll is properly recorded and processes. Responds to information requests on payroll, employee payouts, and technical payroll questions. Works with accounting supervisor and or state central payroll in resolving payroll issues or concerns. Provides backup to accounts receivable technician.
- h. Purchasing/Supply/Technician – Provides procurement services to department divisions and programs. Ensures proper managerial authorization for purchase of supplies and materials, orders items and maintains asset documentation. Processes mail. Maintains fleet management and works with Montana Department of Transportation on leased vehicle utilization and reporting. Assists with general services and facility service needs, coordinates safety program functions.
- i. Information Technology Manager – Manages information technology (IT) services for the department. Supervises two systems analysts. Works with all department managers and develops information technology plan for the agency. Coordinates with Information Technology Services Division (ITSD) on IT services and costs. Oversees the development and implementation of IT systems. For IT service contracts works with managers to develop system needs, establish bidding criteria and works with administrator and central procurement to ensure proper solicitation of system products and services. Manages department procurement of hardware. Oversees user support, IT licensing and system maintenance agreements.
- j. Systems Analysts (2.00 FTE) – Analyzes IT system needs. Designs systems for the department as requested by managers and approved in the IT plan. Works with department managers, staff and vendors to design implement and maintain ten computerized systems including interface with the federally funded meat inspection system. Designs and updates the department web page. Provides IT services and support to the central office, 16 brand districts, 13 brand markets, milk and egg inspectors, meat inspectors and the diagnostic laboratory in Bozeman.

IV. Operational Details

Centralized Services Division (CSD) is funded with state special revenues – Per Capita Fees. CSD has four main services for the department, Executive Office, Budgeting and Finance, Information Technology and Procurement/General Services. The expenses in the table below are shown for these four services.

Service	Staff	Program Description	Expense Description	2022 Actual
Executive Office	Board of Livestock; Executive Officer; Deputy EO; Executive Secretary; Human Resource Officer	This area of CSD oversees the operations of the department and is responsible for human resource	Salaries	\$316,610
			Benefits	94,489
			Other Compensation	2,600
			Other Services	8,576
			Supplies & Materials	2,554
			Communications	4,107
			Travel	11,730
			Repairs & Maintenance	22
			Other Expenses	4,313

Service	Staff	Program Description	Expense Description	2022 Actual
Budgeting and Finance	Finance & Accounting Bureau Chief; Accountant-Cooperative Agreements/Grants; Accounting Technicians	This area of CSD oversees the operations of the department and is responsible for human resource	Salaries	\$255,206
			Benefits	97,191
			Other Services	123,476
			Supplies & Materials	16,860
			Communications	29,861
			Repairs & Maintenance	157
			Other Expenses	1,963
			Fund Transfers *	525,476

Service	Staff	Program Description	Expense Description	2022 Actual
Information Technology (IT)	IT Manager; System Analysts	IT provides computer and software support to the department	Salaries	\$207,619
			Benefits	68,060
			Other Services	12,369
			Supplies & Materials *	45,191
			Communications	14,986
			Travel	192
			Rent	2,952
			Repairs & Maintenance	2,947
			Other Expenses	1,199
			TOTAL	\$355,515

- *Supplies includes the computers for all of the department except Meat & Poultry Inspection (MPI). MPI is required to obtain computers through the federal program.

Service	Staff	Program Description	Expense Description	2022 Actual
Procurement/ General Services	Purchasing/Supply Technician	Provides procurement services to department divisions and programs	Salaries	\$18,117
			Benefits	8,947
			Other Services	1,492
			Supplies & Materials *	5,294
			Communications	875
			Rent	156
			Other Expenses	2,215
			TOTAL	\$37,096

- *Supplies & Materials are purchases that are not expensed to the various divisions and bureaus. This includes such supplies as paper, pens, folders, printer ink, etc.

Service	Staff	General Program Description	Expense Description	2022 Actual
Equipment & Intangible Purchases / Capitol Rent	n/a	Capitol Rent are payments to DOA Department's building rent. Equipment is mostly the helicopter and intangible assets is software development	Equipment	296,660
			Intangible Assets	457,180
			Fund Transfers*	525,476
			Rent **	159,277
			TOTAL	\$913,117

- *Fund transfer is for predator control and collection of the department's per capita fee in the amounts of \$425,000 and \$100,476 respectively.
- **Rent is the Helena office for all divisions. The rent expense is allocated to other divisions by indirect charges.

**DEPARTMENT OF LIVESTOCK
LIVESTOCK LOSS BOARD
PROGRAM AND BUDGET COST ANALYSIS**

Program Importance

The purpose of the Livestock Loss Board is to administer the programs called for in the Montana gray wolf conservation and management plan and the Montana grizzly bear management plan and established in **2-15-3111** through **2-15-3113**, with funds provided through the accounts established in **81-1-110**, in order to minimize losses caused by wolves, grizzly bears or mountain lions to livestock producers and to reimburse livestock producers for livestock losses from wolf and grizzly bear predation.

Legal Authorities

- Title 2 Chapter 15 Part 31 – Livestock – The Livestock Loss Board administers programs called for in the Montana gray wolf, grizzly bear or management plans.
- The Board is responsible to oversee, manage and implement all livestock loss board laws in Title 2.
- The Board is designated as a quasi-judicial board for the purposes of 2-15-124
- The Board is allocated to the Department of Livestock for administrative purposes only as provided in 2-15-121

Position Classifications

- a. Program Specialist to the Livestock Loss Board
 - * Legal Services are provided by contract with Agency Legal Services

Description of Duties

- j. Program Specialist to Livestock Loss Board

This position is the program manager for the Livestock Loss Board, an autonomous quasi-judicial body. The position manages multiple administrative functions on behalf of the Board, executes Board decisions, ensures consistency and fairness in the Board’s decision making process, and promotes successful outcomes for livestock owners with the state of Montana. Represents the Livestock Loss Board and testifies before the Legislature, other governmental entities, livestock industry organizations and environmental organizations. Develops and implements policies and procedures for the Board.

Operational Details

Livestock Loss Board (LLB) is funded with state general fund. LLB has one main service for the department and their budget is independent from the department’s overall budget. The expenses in the table below are shown for this service.

Service	Staff	General Program Description	Expense Description	2022 Actual Expenses	
Livestock Loss Board			Personal Services		
	Livestock Loss Board; Program Specialist	Minimize losses to livestock producers caused by wolves, grizzly bears and mountain lions.	Salaries	\$ 78,225	
			Benefits	24,738	
			Total Personal Services	\$ 102,963	
			Operating Expenses		
			Other Compensation	550	
			Other Services	1,421	
			Supplies & Materials	945	
			Communications	2,537	
			Rent	3,399	
			Travel	2,740	
	Repairs & Maintenance	-			
	Other Expenses	526			
			Total Operations	12,118	
			TOTAL	\$ 115,081	

The Livestock Loss Board paid \$318,255 for predation losses and \$168,600 for predation prevention in FY 2022.

**DEPARTMENT OF LIVESTOCK - CENTRALIZED SERVICES DIVISION
MILK CONTROL BUREAU / BOARD OF MILK CONTROL
PROGRAM AND BUDGET COST ANALYSIS**

Program Importance

The Milk Control Program staffs the administratively-attached Board of Milk Control. The Board of Milk Control carries out state policy to stabilize the milk market and promote, foster, and encourage intelligent production and orderly marketing of dairy products in order to ensure an adequate supply of milk to Montana's citizens. Central to this mission is the regulation of minimum prices paid to dairy farmers for milk. The minimum prices are market-based and are determined for different classes of utilization (types of products made from milk). Program processes ensure that dairy farms are compensated in accordance with minimum price regulations and in accordance with a statewide market pooling arrangement and quota supply management system, which were created by administrative rule in response to petitions submitted by Montana producers. The board also adopts rules governing fair trade practices pertaining to the milk market. Statute specifically prohibits four methods of business deemed to be unfair and not in the public interest.

Legal Authorities

- 2-15-3105, MCA – authorizes the Board of Milk Control; designates the board as a quasi-judicial board; and allocates the Board of Milk Control to Department of Livestock for administrative purposes only
- 2-15-121(1)(a), MCA: establishes that the Board of Milk Control exercises its quasi-judicial, licensing, and policymaking functions independently and without approval or control of the department
- 2-15-121(2)(d), MCA and 81-23-103(4), MCA - establishes that the Department of Livestock provides staff for the Board of Milk Control
- Title 81 Chapter 23 - provides policy purpose of milk market regulation; provides powers and authorities to the board to administer the chapter; provides authority for licensing, license fees, and assessment upon sales of producers, producer-distributors, and distributors to secure funds to enforce and administer the statute; and authorizes specific market regulation provisions, including regulation of minimum milk prices for producers, establishment of a quota plan and statewide pooling arrangement, authority to audit for compliance, authority to adopt rules governing fair trade practices, and prohibition of four methods of doing business

Position Classifications

- a. Regulatory Program Manager
- b. Accountant
- c. Auditor Technician

* Legal Services are provided by contract with Agency Legal Services

Description of Duties

k. Regulatory Program Manager

Provides administrative support to the Board of Milk Control to carry out directives, ensure compliance with statutes and rules, assist in rulemaking processes, communicate with department management on behalf of the board, and monitor industry developments and conduct analysis to inform and support decisions and policy development of the board. Conducts budgeting and financial management of the bureau. Ensures timely and accurate completion of bureau processes (calculation of minimum milk prices; calculation of minimum payments to dairy farms; calculations pertaining to the quota plan and statewide pooling arrangement; audit procedures and adjustments, industry data collection, license and assessment record-keeping). Investigates and carries out enforcement actions pertaining to fair trade practice violations. Evaluates and designs bureau information systems and processes.

l. Accountant

Uses and maintains bureau information systems to calculate minimum milk prices for classes of utilization of milk; calculate minimum payments to dairy farms; determine payments between plants and the state milk marketing pool clearing account; track producer quota ownership; and capture and analyze industry data statistics. Assists in compiling reports for the board. Conducts the collections, deposit, and records-keeping processes for milk control assessments and licensing.

m. Auditor Technician

Tests assertions that Montana dairy farms were paid at least the minimum required milk prices by performing and documenting audit procedures on reports submitted by distributors; calculations performed by the bureau; and payments made distributors. Calculates audit adjustments and communicates findings so that corrective payments transpire. Monitors for noncompliance with milk control statutes and administrative rules.

Operational Details

The Milk Control Bureau and Board of Milk Control are funded with state special revenue (milk control assessments authorized by 81-23-202(2), MCA). The bureau has three FTEs. The Board of Milk Control is composed of five members appointed by the Governor. All expenditures for the Board of Milk Control are paid with milk control assessment revenue.

Service	Expense Description	2022 Actual
Milk Control Board	Personal Services	
	Salaries	\$ 85,527
	Benefits	28,695
	Total Personal Services	114,222
	Operating Expenses	
	Other Compensation	1,600
	Other Services	25,376
	Supplies & Materials	1,797
	Communications	3,312
	Rent	8,724
	Travel	960
	Other Expenses	2,927
	Total Operations	44,696
	TOTAL	\$ 158,918

The Milk Control Board had one employee and one contracted employee during 2022. This caused personal services to be lower than normal and other services to be higher.