

MONTANA DEPARTMENT OF LIVESTOCK



69th LEGISLATURE PROGRAM EXPENSE AND BUDGET ANALYSIS 2025

**Department of Livestock
2027 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 2027 Biennium HB2 Budget Request : \$36,101,273

	2025 Base Budget	2026 Adjustments	2026 Total	2027 Adjustments	2027 Total	2027 Biennium
56030 DEPARTMENT OF LIVESTOCK (HB2)						
61000 Personal Services	11,496,736	546,445	12,043,181	574,181	12,070,917	24,114,098
62000 Operating Expenses	4,626,514	301,095	4,927,609	279,232	4,905,746	9,833,355
63000 Equipment & Intangible Assets	65,205	528,400	593,605	-	65,205	658,810
64000 Capital Outlay	-	510,048	510,048	-	-	510,048
67000 Benefits & Claims	150,000	-	150,000	-	150,000	300,000
68000 Transfers	342,481	-	342,481	-	342,481	684,962
Total Expenditures	16,680,936	1,885,988	18,566,924	853,413	17,534,349	36,101,273
01 GENERAL FUND	4,217,138	816,377	5,182,868	771,657	4,988,795	10,171,663
02 STATE/OTHER SPECIAL REV. FUNDS	10,036,493	1,053,898	11,090,391	212,567	10,249,060	21,339,451
03 FEDERAL SPEC. REV. FUNDS	2,427,305	(133,640)	2,293,665	(130,811)	2,296,494	4,590,159
0 FULL TIME EQUIVALENT	137.87	8.00	145.87	8.00	145.87	

- Livestock Budget (FY26) items not in HB2 = \$2,790K
 - MVDL Proprietary Test Fees \$1,705K
 - Predator Control PCF \$575K
 - Livestock Loss SSR (GF Transfer) \$400K
 - FWP Wolf Donations SSR (Estimate) \$100K
 - Livestock Indemnity SSR \$10K

- OTO Expense Requests:
 - MVDL (PCF) New Construction \$863K
 - Milk Lab (GF) Equipment \$200K

FY26 Fund Type Components:

- State Special Revenue (SSR) = \$11,090K
 - Livestock Per-capita Fees (PCF) \$6,636K
 - CSD-\$2,237K : AHD-\$2,896K : Brands-\$1,503K
 - \$7.5M Reserves
 - \$5.5M/year Revenue Projections
 - Brand’s Inspection & Control Fees \$3,541K
 - \$2.5M Reserves
 - \$3.4M/year Revenue Projections
 - Other SSR Programs
 - Egg Grading Program \$380K
 - Milk Inspection \$268K
 - Milk Control Assessment \$241K

- General Funding (GF) = \$5,183K
 - Meat & Poultry Inspection \$2,107K
 - MVDL Zoonotic Testing \$1,481K
 - Brucellosis Surveillance (DSA) \$1,142K
 - Livestock Loss Board \$304K
 - Milk Inspection \$149K

- Federal Special Revenue (FSR) = \$2,294K
 - Meat & Poultry Inspection \$1,472K
 - Disease Investigation \$782K
 - MVDL Grants \$22K
 - Milk & Egg Program \$18K

Animal Health & Food Safety Division: Dr. Tahnee Szymanski, State Veterinarian

	2025 Base Budget	2026 Adjustments	2026 Total	2027 Adjustments	2027 Total	2027 Biennium
56030-04 ANIMAL HEALTH DIVISION (HB2)						
61000 Personal Services	5,655,613	488,569	6,144,182	500,980	6,156,593	12,300,775
62000 Operating Expenses	3,003,998	249,184	3,253,182	224,007	3,228,005	6,481,187
63000 Equipment & Intangible Assets	65,205	528,400	593,605	-	65,205	658,810
64000 Capital Outlay	-	510,048	510,048	-	-	510,048
68000 Transfers	240,000	-	240,000	-	240,000	480,000
Total Expenditures	8,964,816	1,776,201	10,741,017	724,987	9,689,803	20,430,820
01 GENERAL FUND	3,914,549	815,046	4,878,948	770,611	4,685,160	9,564,108
02 STATE/OTHER SPECIAL REV. FUNDS	2,622,962	945,442	3,568,404	85,187	2,708,149	6,276,553
03 FEDERAL SPEC. REV. FUNDS	2,427,305	(133,640)	2,293,665	(130,811)	2,296,494	4,590,159
0 FULL TIME EQUIVALENT	66.26	8.00	74.26	8.00	74.26	

	2025 Base Budget	2026 Adjustments	2026 Total	2027 Adjustments	2027 Total	2027 Biennium
DIAGNOSTIC LABORATORY PROPRIETARY						
61000 Personal Services	365,429	4,266	369,695	4,693	370,122	739,817
62000 Operating Expenses	992,529	216,023	1,208,552	215,413	1,207,942	2,416,494
63000 Equipment & Intangible Assets	126,742	-	126,742	-	126,742	253,484
Total Expenditures	1,484,700	220,289	1,704,989	220,106	1,704,806	3,409,795
06 PROPRIETARY FUNDS	1,484,700	220,289	1,704,989	220,106	1,704,806	3,409,795
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, and mandating animal testing and quarantines.
- Meat, Milk, and Egg Inspection Bureau ensures a safe and wholesome food supply for Montana consumers by conducting inspections at facilities that engage in animal slaughter, meat processing, milk and egg production and processing, and distribution and sale of meat products to ensure sanitation and food safety standards are met.
- Veterinary Diagnostic Laboratory provides diagnostic services for animal disease testing, and milk quality.

- AHD’s 2027 Biennium Budget Request – New Proposals
 - **NP 40 – Milk Inspection Fee Shift**: This budget request is to move \$150,000 of authority in FY 2026 and FY 2027 from state special revenue to general fund due to the 74% reduction (144 to 38) of dairy producers in the state since CY 2000. Milk inspection in the past was a wholly general funded program. Industry stakeholders and the department collaborated to propose a 70% shift from SSR to general fund to ensure Montana milk production continues.
 - **NP 42 – New Construction Laboratory Expenses (BIEN/OTO)**: This budget request is for \$863,048 in FY 2026 of state special revenue to fund new lab facility furnishings, equipment, and moving expenses. These items were pulled from the original construction budget in order to narrow the gap between the low bid and the approved building budget. The bulk of this request is for lab casework totaling \$510,048 and laboratory equipment totaling \$243,000. It also includes new construction augments of \$50,000 for furnishings, \$35,000 for A/V conferencing equipment and \$25,000 for moving expenses and equipment requalification. The funding is requested as biennial and one-time-only.
 - **NP 43 – Meat Inspection Additional Staff**: This budget request is for \$630,780 in FY 2026 and \$631,141 in FY 2027 of general fund to support five additional Meat & Poultry Inspector FTEs, one Meat Inspection Supervisor FTE, one Compliance Investigator FTE, and one relief Meat Inspector FTE. Additional meat inspectors are needed to address increased requests for inspection and enrollment in the Cooperative Interstate Shipping (CIS) program. Meat plants are increasing in far eastern Montana and the current region size is no longer manageable for one supervisor. Additionally, the relief inspector responsibility is too large for one employee to reasonably assist with growth in this area. An additional compliance investigator is needed to manage the growth of this program. Due to the FY 2024 FSR cut of \$300,000 and additional anticipated shortfalls of federal funding, this request is entirely state funded but if additional federal funding becomes available, then the program will use the that to match the state funding as close to 50/50 as allowed.
 - **NP 44 – State Milk Laboratory Instruments (BIEN/OTO)**: This budget request is for \$200,400 in FY 2026 of general fund to replace two grade A milk laboratory instruments that are at the end of their effective operational lifespan. The funding is requested as biennial and one-time-only.
 - **NP 45 – Animal Health Application Maintenance**: This budget request is for \$75,000 in FY 2026 and FY 2027 of state special revenue to fund the annual maintenance contract for Animal Health Software Application - The current cost of maintenance is \$35,000 per year and has been paid primarily through a federal cooperative agreement. Two changes that precipitate this request: 1) AH is in the process of researching and transitioning to a new software. The maintenance cost for the new software is expected to be \$75,000 annually. 2) Montana received a \$40,000 reduction in funding from USDA for animal disease traceability and it has been communicated that additional reductions may occur in Federal FY 2025.

- **NP 47 – Laboratory Operations Augment**: This budget request is for \$210,000 in FY 2026 and FY 2027 of proprietary funds for additional testing supplies expenses. The additional budgetary request is necessary to cover increased costs (\$112,000) associated with the chronic wasting disease testing program and the conversion of the Brucella screening tests (\$98,000) from the RAP to FP test method.
 - **NP 48 – Emergency Preparedness Veterinarian Funding Shift**: This budget request is to move \$136,013 of authority in FY 2026 and FY 2027 from federal special revenue to state special revenue that funds the Emergency Preparedness - Program Veterinarian FTE. The position is focused on zoonotic disease issues, avian influenza, and emergency preparedness which has allowed the Department to advance our ability to respond to a large-scale disease outbreak. For Federal FY 2024, the Department saw a \$360,000 decrease in funding for Cattle Health, Avian, and OneHealth. In order to maintain this position and still accomplish the brucellosis related goals associated with federal cooperative agreement funding, Livestock would like to transition this position to PCF as future federal funding levels are uncertain.
- AHD’s 2025 Biennium New Proposal Outcomes
 - **NP 401 – MVDL Lab Equipment Purchase (OTO) (BIEN)**: This budget request was 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. A purchase order for the Bruker MALDI Biotyper Sirius GP System was executed on 10/2/2023 in the amount of \$246,114. All funds requested for this purchase were exhausted. This piece of lab equipment has performed as expected and contributed to improved services for our clients.
 - **NP 402 – MVDL Lab Equipment Maintenance**: This budget request was for \$22,300 in FY 2025 of proprietary revenue to fund reoccurring preventive maintenance (PM) for the new Bruker MALDI Biotyper Sirius GP System. DOL submitted a purchase order for a 5-year maintenance agreement on the Bruker MALDI Biotyper System on 4/8/2024. The total annual cost increased to \$29,830 due to inflationary adjustments relative to when the original quote was obtained. All requested funds will be spent for this recurring funding request.
 - **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. DOL has hired four additional inspectors and has 1 approved CIS plant. We continue to have interest in state inspection and CIS

inspection. There are several plants that have submitted applications for inspection services that we anticipate will be under one of these programs in the near future.

- **PL 404 – M&PI Operational Augment**: This budget request was 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. USDA has continued provide less than 50% of funding requested by the state inspection program. This additional funding has allowed meat and poultry inspection to operate with a budget that is balanced while meeting the needs of industry and consumers of Montana meat and poultry products.
- **PL 405 – DSA Augment**: This budget request was 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. This funding has been used to support veterinarian and producer reimbursement for brucellosis testing and to accommodate growth of the program.
- **NP 406 – Vet Truck Purchase (OTO) (BIEN)**: This budget request was 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. The truck was originally included on a Spring 2024 motor pool bid that did not get picked up and is now on the Fall 2024 bid for delivery in Spring 2025.

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

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. 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.

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 Bureau administers programs for testing and control of certain important diseases within the state of Montana. The Animal Health Bureau 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.
	Expense Description 2024 Actuals
	Personal Services
	Salaries \$ 443,976
	Benefits 159,490
	Total Personal Services 603,466
	Operating Expenses
	Other Services 38,505
	Supplies & Materials 3,529
	Communications 25,803
	Travel 6,414
	Rent 17,893
	Repair & Maintenance 9,870
	Other Expenses 11,652
	Total Operations 113,666
	TOTAL \$ 717,132

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 2024 Actuals
	Personal Services
	Salaries \$ 134,542
	Benefits 49,072
	Total Personal Services 183,614
	Operating Expenses
	Other Services 612,619
	Supplies & Materials 4,708
	Communications 3,220
	Travel 3,332
	Rent -
	Repair & Maintenance 3,080
	Other Expenses 4,153
	Total Operations 631,112
	TOTAL \$ 814,726

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																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; text-align: left;">Expense Description</th> <th style="width: 20%; text-align: right;">2024 Actuals</th> </tr> </thead> <tbody> <tr> <td colspan="2">Personal Services</td> </tr> <tr> <td>Salaries*</td> <td style="text-align: right;">\$ 143,664</td> </tr> <tr> <td>Benefits</td> <td style="text-align: right;">55,046</td> </tr> <tr> <td>Total Personal Services</td> <td style="text-align: right;">198,710</td> </tr> <tr> <td colspan="2">Operating Expenses</td> </tr> <tr> <td>Other Services</td> <td style="text-align: right;">392,894</td> </tr> <tr> <td>Supplies & Materials</td> <td style="text-align: right;">17,204</td> </tr> <tr> <td>Communications</td> <td style="text-align: right;">5,820</td> </tr> <tr> <td>Travel</td> <td style="text-align: right;">4,317</td> </tr> <tr> <td>Rent</td> <td style="text-align: right;">17,262</td> </tr> <tr> <td>Repair & Maintenance</td> <td style="text-align: right;">3,751</td> </tr> <tr> <td>Other Expenses</td> <td style="text-align: right;">37,109</td> </tr> <tr> <td>Fund Transfers</td> <td style="text-align: right;">208,345</td> </tr> <tr> <td>Total Operations</td> <td style="text-align: right;">686,702</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$ 885,412</td> </tr> </tbody> </table>	Expense Description	2024 Actuals	Personal Services		Salaries*	\$ 143,664	Benefits	55,046	Total Personal Services	198,710	Operating Expenses		Other Services	392,894	Supplies & Materials	17,204	Communications	5,820	Travel	4,317	Rent	17,262	Repair & Maintenance	3,751	Other Expenses	37,109	Fund Transfers	208,345	Total Operations	686,702	TOTAL	\$ 885,412
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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. MVDL 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 Bureau'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	2024 Expenses
Milk Laboratory Section	Salaries	\$ 117,406
	Benefits	47,132
	Other Services	13,800
	Supplies & Materials	52,399
	Communications	6,076
	Travel	969
	Rent	8,560
	Repairs & Maintenance	9,653
	Utilities	2,906
	Other Expenses	3,973
TOTAL	\$ 262,874	

Service	Expense Description	2024 Expenses
Clinical Pathology Laboratory Section	Salaries	\$ 119,538
	Benefits	47,737
	Other Services	20,493
	Supplies & Materials	96,121
	Communications	7,533
	Travel	985
	Rent	8,703
	Repairs & Maintenance	14,947
	Utilities	2,955
	Other Expenses	5,891
TOTAL	\$ 324,903	

Service	Expense Description	2024 Expenses
Clinical Microbiology – Bacteriology, Parasitology & Mycology Section	Salaries	\$ 226,844
	Benefits	80,681
	Other Services	22,685
	Supplies & Materials	77,303
	Communications	10,707
	Rent	1,812
	Travel	16,007
	Repairs & Maintenance	8,753
	Utilities	5,434
	Other Expenses	6,535
	TOTAL	\$ 456,761

Service	Expense Description	2024 Expenses
Serology Laboratory Section	Salaries	\$ 117,782
	Benefits	47,915
	Other Services	19,592
	Supplies & Materials	90,527
	Communications	7,314
	Travel	976
	Rent	8,620
	Repairs & Maintenance	10,027
	Utilities	2,926
	Other Expenses	5,633
	TOTAL	\$ 311,312

Service	Expense Description	2024 Expenses
Virology Laboratory Section	Salaries	\$ 57,394
	Benefits	23,748
	Other Services	22,707
	Supplies & Materials	131,264
	Communications	6,333
	Travel	478
	Rent	4,221
	Repairs & Maintenance	25,597
	Utilities	1,433
	Other Expenses	6,516
	TOTAL	\$ 279,691

Service	Expense Description	2024 Expenses
Histopathology/ Pathology Laboratory Section	Salaries	\$ 341,359
	Benefits	115,795
	Other Services	24,894
	Supplies & Materials	56,370
	Communications	14,067
	Travel	2,694
	Rent	23,799
	Repairs & Maintenance	6,651
	Utilities	8,080
	Other Expenses	7,185
TOTAL	\$ 600,894	

Service	Expense Description	2024 Expenses
Molecular Diagnostics Laboratory Section	Salaries	\$ 188,092
	Benefits	74,849
	Other Services	57,324
	Supplies & Materials	251,713
	Communications	15,026
	Travel	1,549
	Rent	13,680
	Repairs & Maintenance	28,547
	Utilities	4,644
	Other Expenses	13,610
TOTAL	\$ 649,034	

Service	Expense Description	2024 Expenses
Veterinarian Diagnostic Laboratory Administrative	Salaries	\$ 224,166
	Benefits	75,331
	Other Services	11,415
	Supplies & Materials	68,857
	Communications	9,103
	Travel	-0-
	Rent	14,856
	Repairs & Maintenance	5,294
	Utilities	15,264
	Other Expenses	3,811
		TOTAL

**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	2024 Actuals
Administration	Auditing Technician 0.75 FTE	Maintains data and licenses and provides office support	Salaries	\$ 38,878
			Benefits	14,806
			Other Services	-0-
			Supplies & Materials	120
			Communications	-0-
			Other Expenses	3,173
			TOTAL	\$ 57,746

The bureau chief position was vacant in 2022.

Service	Staff	General Description	Expense Description	2024 Actuals
Milk & Egg Sanitation Inspection	Milk & Egg Inspectors 3.00 FTE	Provides inspection, sampling for dairy and egg programs	Salaries	\$ 190,708
			Benefits	69,898
			Other Services	7,968
			Supplies & Materials	10,349
			Communications	5,211
			Travel	5,698
			Rent	23,043
			Repairs & Maintenance	1,815
			Other Expenses	9,600
TOTAL	\$ 211,636			

Service	Staff	General Description	Expense Description	2024 Actuals
Shielded Egg Grading	Egg Graders 2.00 FTE	Provides USDA grading of eggs	Salaries	\$ 104,619
			Benefits	47,440
			Other Services	41,864
			Supplies & Materials	878
			Communications	96
			Travel	498
			Other Expenses	1,560
TOTAL	\$ 196,955			

**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 (21.50 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	2024 Actuals
1 Inspector Supervisor; 6 meat inspectors	Conducts inspection activities for official establishments, custom exempt operations, and meat depots throughout Southwest Montana	Salaries	\$ 363,921
		Benefits	170,295
		Other Services	26,610
		Supplies & Materials	8,216
		Communications	6,114
		Travel	28,021
		Repairs & Maintenance	1,378
		Other Expenses	87,820
		TOTAL	\$124,322

Northwest District

Staff	General Program Description	Expense Description	2024 Actuals
1 Inspector Supervisor; 4 meat inspectors	Conducts inspection activities for official establishments, custom exempt operations, and meat depots throughout Southwest Montana	Salaries	\$ 295,585
		Benefits	124,719
		Other Services	20,936
		Supplies & Materials	6,464
		Communications	4,810
		Travel	22,046
		Repairs & Maintenance	1,082
		Other Expenses	69,094
		TOTAL	\$ 669,174

Southwest District

Staff	General Program Description	Salaries	2024 Actuals
1 Inspector Supervisor; 6 meat inspectors	Conducts inspection activities for establishments, custom exempt operations, and meat depots throughout Eastern Montana	Salaries	\$ 278,108
		Benefits	122,411
		Other Services	19,950
		Supplies & Materials	6,160
		Communications	4,584
		Travel	21,008
		Repairs & Maintenance	1,031
		Other Expenses	65,841
		TOTAL	\$ 519,093

Compliance

Staff	General Program Description	Salaries	2024 Actuals
2 Meat Inspector Compliance Officers	Conducts surveillance activities in Montana retail establishments. Duties include sampling, labeling, and general compliance work.	Salaries	\$ 195,508
		Benefits	73,419
		Other Services	2,571
		Supplies & Materials	3,899
		Communications	1,131
		Travel	4,221
		Other Expenses	58,646
		TOTAL	339,394

Helena Office

Staff	General Program Description	Salaries	2024 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	\$ 166,138
		Benefits	65,289
		Other Services	10,944
		Supplies & Materials	21,624
		Communications	12,821
		Travel	26,029
		Repairs & Maintenance	251
		Other Expenses	47,353
		TOTAL	581,877

Brands Enforcement Division: Jay Bodner, Division Administrator

	2025 Base Budget	2026 Adjustments	2026 Total	2027 Adjustments	2027 Total	2027 Biennium
56030-06 BRANDS ENFORCEMENT DIVISION						
61000 Personal Services	4,297,245	(64,895)	4,232,350	(52,702)	4,244,543	8,476,893
62000 Operating Expenses	795,908	15,940	811,848	16,278	812,186	1,624,034
Total Expenditures	5,093,153	(48,955)	5,044,198	(36,424)	5,056,729	10,100,927
02 STATE/OTHER SPECIAL REV. FUNDS	5,093,153	(48,955)	5,044,198	(36,424)	5,056,729	10,100,927
0 FULL TIME EQUIVALENT	54.61	-	54.61	-	54.61	

- 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 12 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 12 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.

- BED's 2025 Biennium New Proposal Outcomes
 - **NP 601 – Brands Equipment Upgrades (OTO) (BIEN)**: This budget request was 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. This revenue was utilized for the replacement of aging equipment in the brands division. Those purchases included two livestock trailers, as well as radios for enforcement staff. Additional upgrades were made in livestock market equipment and law enforcement communications.
 - **PL 602 – Brands Division Overtime Augment**: This budget request was 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. This budget request allowed the division to address the traditional overtime faced in the livestock markets and the time required to implement a new software system in the markets.
 - **NP 603 – Additional Market Staff**: This budget request was 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. The brands division is currently recruiting for this position. The position has been designed to help at three eastern livestock markets.

- 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 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	2024 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	\$ 540,556
			Benefits	194,242
			Other Services	51,426
			Supplies & Materials	14,873
			Communications	36,335
			Travel	11,786
			Rent	2,228
			Repairs & Maintenance	51,522
			Other Expenses	38,876
			TOTAL	\$ 941,843

Service	Staff	General Program Description	Expense Description	2024 Actual
Assistant Administrator/ Central Area Program Manager	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 98,839
			Benefits	31,920
			Other Services	1,063
			Supplies & Materials	4,954
			Communications	2,484
			Travel	575
			Rent	2,938
			Repairs & Maintenance	666
			Other Expenses	358
			TOTAL	\$ 143,797

Service	Staff	General Program Description	Expense Description	2024 Actual
Eastern Area Program Manager	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 38,461
			Benefits	12,767
			Other Services	657
			Supplies & Materials	1,138
			Communications	407
			Travel	892
			Rent	7,285
			Repairs & Maintenance	976
			Other Expenses	171
			TOTAL	\$ 62,757

Service	Staff	General Program Description	Expense Description	2024 Actual
Western Area Program Manager	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 42,986
			Benefits	13,398
			Other Services	662
			Supplies & Materials	1,224
			Communications	443
			Travel	1,172
			Rent	7,415
			Repairs & Maintenance	1,075
			Other Expenses	191
			TOTAL	\$ 68,566

Service	Staff	General Program Description	Expense Description	2024 Actual
Billings Markets (Pays and BLS)	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 379,616
			Benefits	157,433
			Other Services	9,563
			Supplies & Materials	12,319
			Communications	5,495
			Travel	629
			Rent	2,249
			Utilities	1,000
			Repairs & Maintenance	1,033
			Other Expenses	1,489
			TOTAL	\$ 570,826

Service	Staff	General Program Description	Expense Description	2024 Actual
Chinook Market	Half time of district 16 investigator; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 5,691
			Benefits	484
			Other Services	2,125
			Supplies & Materials	237
			Communications	1,106
			Travel	28
			Rent	140
			Utilities	500
			Repairs & Maintenance	12
			Other Expenses	17
			TOTAL	\$ 10,340

Service	Staff	General Program Description	Expense Description	2024 Actual
Dillon Market	Half time of district 9 investigator; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 93,636
			Benefits	42,643
			Other Services	2,125
			Supplies & Materials	3,126
			Communications	2,618
			Travel	715
			Rent	3,097
			Utilities	500
			Repairs & Maintenance	262
			Other Expenses	378
			TOTAL	\$ 149,100

Service	Staff	General Program Description	Expense Description	2024 Actual
Glasgow Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 74,227
			Benefits	34,087
			Other Services	2,125
			Supplies & Materials	4,150
			Communications	2,081
			Travel	481
			Rent	2,461
			Utilities	500
			Repairs & Maintenance	209
			Other Expenses	300
			TOTAL	\$ 120,621

Service	Staff	General Program Description	Expense Description	2024 Actual
Glendive Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 62,253
			Benefits	23,803
			Other Services	3,188
			Supplies & Materials	3,297
			Communications	1,653
			Travel	630
			Rent	1,955
			Utilities	500
			Repairs & Maintenance	166
			Other Expenses	239
			TOTAL	

Service	Staff	General Program Description	Expense Description	2024 Actual
Great Falls Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 87,255
			Benefits	30,762
			Other Services	3,188
			Supplies & Materials	2,707
			Communications	2,267
			Travel	524
			Rent	2,681
			Utilities	500
			Repairs & Maintenance	227
			Other Expenses	327
			TOTAL	

Service	Staff	General Program Description	Expense Description	2024 Actual
Lewistown Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 71,592
			Benefits	34,701
			Other Services	3,188
			Supplies & Materials	4,073
			Communications	2,042
			Travel	473
			Rent	2,416
			Utilities	500
			Repairs & Maintenance	205
			Other Expenses	295
			TOTAL	\$ 119,485

Service	Staff	General Program Description	Expense Description	2024 Actual
Miles City Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 94,213
			Benefits	38,082
			Other Services	5,313
			Supplies & Materials	3,035
			Communications	2,541
			Travel	587
			Rent	3,006
			Utilities	500
			Repairs & Maintenance	254
			Other Expenses	367
			TOTAL	\$ 147,398

Service	Staff	General Program Description	Expense Description	2024 Actual
Missoula Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 24,739
			Benefits	16,230
			Other Services	1,063
			Supplies & Materials	1,570
			Communications	1,203
			Travel	181
			Rent	932
			Utilities	500
			Repairs & Maintenance	2,704
			Other Expenses	114
			TOTAL	\$49,236

Service	Staff	General Program Description	Expense Description	2024 Actual
Ramsay Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 84,207
			Benefits	36,254
			Other Services	2,125
			Supplies & Materials	4,616
			Communications	2,314
			Travel	897
			Rent	2,738
			Utilities	500
			Repairs & Maintenance	232
			Other Expenses	334
			TOTAL	\$ 134,217

Service	Staff	General Program Description	Expense Description	2024 Actual
Sidney Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 106,049
			Benefits	45,392
			Other Services	2,125
			Supplies & Materials	5,802
			Communications	2,909
			Travel	674
			Rent	3,441
			Utilities	500
			Repairs & Maintenance	292
			Other Expenses	420
			TOTAL	\$ 167,604

Service	Staff	General Program Description	Expense Description	2024 Actual
Three Forks Market	Livestock inspector supervisor; livestock inspectors	Inspect livestock for proper ownership, security interest and animal health requirements.	Salaries	\$ 98,342
			Benefits	38,345
			Other Services	1,063
			Supplies & Materials	6,100
			Communications	2,626
			Travel	798
			Rent	3,106
			Utilities	500
			Repairs & Maintenance	7,084
			Other Expenses	379
			TOTAL	\$ 158,343

Service	Staff	General Program Description	Expense Description	2024 Actual
District #4	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$113,155
			Benefits	24,545
			Other Services	1,371
			Supplies & Materials	3,237
			Communications	1,214
			Travel	2,791
			Rent	14,493
			Repairs & Maintenance	3,053
			Other Expenses	543
			TOTAL	\$ 164,402

vice	Staff	General Program Description	Expense Description	2024 Actual
District #5	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$63,016
			Benefits	24,545
			Other Services	1,299
			Supplies & Materials	2,032
			Communications	712
			Travel	1,925
			Rent	13,635
			Repairs & Maintenance	1,674
			Other Expenses	298
			TOTAL	\$ 109,136

Service	Staff	General Program Description	Expense Description	2024 Actual
District #6	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 74,150
			Benefits	26,581
			Other Services	1,312
			Supplies & Materials	2,252
			Communications	804
			Travel	2,485
			Rent	12,877
			Repairs & Maintenance	1,926
			Other Expenses	343
			TOTAL	\$ 122,730

Service	Staff	General Program Description	Expense Description	2024 Actual
District #10	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 63,138
			Benefits	24,782
			Other Services	1,299
			Supplies & Materials	2,038
			Communications	715
			Travel	1,536
			Rent	11,367
			Repairs & Maintenance	1,681
			Other Expenses	299
			TOTAL	\$ 106,855

Service	Staff	General Program Description	Expense Description	2024 Actual
District #11	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 51,432
			Benefits	19,382
			Other Services	1,282
			Supplies & Materials	1,752
			Communications	596
			Travel	1,832
			Rent	9,902
			Repairs & Maintenance	1,354
			Other Expenses	241
			TOTAL	\$ 87,773

Service	Staff	General Program Description	Expense Description	2024 Actual
District #12	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 59,830
			Benefits	21,119
			Other Services	1,292
			Supplies & Materials	1,921
			Communications	666
			Travel	1,658
			Rent	10,792
			Repairs & Maintenance	1,548
			Other Expenses	275
			TOTAL	\$ 99,101

Service	Staff	General Program Description	Expense Description	2024 Actual
District #13	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 68,761
			Benefits	25,802
			Other Services	1,306
			Supplies & Materials	1,956
			Communications	764
			Travel	1,402
			Rent	12,689
			Repairs & Maintenance	1,808
			Other Expenses	322
			TOTAL	\$ 114,810

Service	Staff	General Program Description	Expense Description	2024 Actual
District #14	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 74,852
			Benefits	27,000
			Other Services	1,313
			Supplies & Materials	2,266
			Communications	810
			Travel	2,487
			Rent	13,460
			Repairs & Maintenance	1,942
			Other Expenses	346
			TOTAL	\$ 124,206

Service	Staff	General Program Description	Expense Description	2024 Actual
District #15	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 69,664
			Benefits	25,744
			Other Services	1,307
			Supplies & Materials	2,163
			Communications	767
			Travel	2,408
			Rent	16,789
			Repairs & Maintenance	1,824
			Other Expenses	325
			TOTAL	

Service	Staff	General Program Description	Expense Description	2024 Actual
District #16	Program manager; Livestock crime investigator split with Chinook Market	Investigates and enforces federal and state livestock laws.	Salaries	\$ 62,837
			Benefits	21,720
			Other Services	1,296
			Supplies & Materials	1,982
			Communications	691
			Travel	3,479
			Rent	12,726
			Repairs & Maintenance	1,617
			Other Expenses	288

Service	Staff	General Program Description	Expense Description	2024 Actual
District #17	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 71,863
			Benefits	26,367
			Other Services	1,309
			Supplies & Materials	2,210
			Communications	787
			Travel	1,717
			Rent	12,490
			Repairs & Maintenance	1,878
			Other Expenses	334
			TOTAL	\$ 118,955

Service	Staff	General Program Description	Expense Description	2024 Actual
District #18	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 77,780
			Benefits	27,202
			Other Services	1,316
			Supplies & Materials	2,323
			Communications	833
			Travel	2,724
			Rent	11,071
			Repairs & Maintenance	2,007
			Other Expenses	357
			TOTAL	\$ 125,613

Service	Staff	General Program Description	Expense Description	2024 Actual
District #19	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 60,851
			Benefits	24,665
			Other Services	1,297
			Supplies & Materials	1,998
			Communications	698
			Travel	1,494
			Rent	9,556
			Repairs & Maintenance	1,635
			Other Expenses	291
			TOTAL	\$ 102,485

Service	Staff	General Program Description	Expense Description	2024 Actual
District #25	Program manager; Livestock crime investigator	Investigates and enforces federal and state livestock laws.	Salaries	\$ 61,202
			Benefits	24,400
			Other Services	1,297
			Supplies & Materials	1,999
			Communications	699
			Travel	1,496
			Rent	9,379
			Repairs & Maintenance	1,637
			Other Expenses	291
			TOTAL	\$ 102,400

Centralized Services Division: Brian Simonson, Deputy Executive Officer

56030-01 CENTRALIZED SERVICES DIVISION (HB2)	2025 Base Budget	2026 Adjustments	2026 Total	2027 Adjustments	2027 Total	2027 Biennium
61000 Personal Services	1,543,878	122,771	1,666,649	125,903	1,669,781	3,336,430
62000 Operating Expenses	826,608	35,971	862,579	38,947	865,555	1,728,134
67000 Benefits & Claims	150,000	-	150,000	-	150,000	300,000
68000 Transfers	102,481	-	102,481	-	102,481	204,962
Total Expenditures	2,622,967	158,742	2,781,709	164,850	2,787,817	5,569,526
01 GENERAL FUND	302,589	1,331	303,920	1,046	303,635	607,555
02 STATE/OTHER SPECIAL REV. FUNDS	2,320,378	157,411	2,477,789	163,804	2,484,182	4,961,971
0 FULL TIME EQUIVALENT	17.00	-	17.00	-	17.00	

56030-01-01-07 PREDATOR CONTROL SA8107	2025 Base Budget	2026 Adjustments	2026 Total	2027 Adjustments	2027 Total	2027 Biennium
62000 Operating Expenses	675,000	-	675,000	-	675,000	1,350,000
66000 Grants	100,000	-	100,000	-	100,000	200,000
67000 Benefits & Claims	300,000	-	300,000	-	300,000	600,000
Total Expenditures	1,075,000	-	1,075,000	-	1,075,000	2,150,000
02 STATE/OTHER SPECIAL REV. FUNDS	1,075,000	-	1,075,000	-	1,075,000	2,150,000

- 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: administration, budgeting, accounting, payroll, human resources, legal counsel, risk management, public information, purchasing, information technology, 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 grant projects and funding programs that will discourage killing livestock.

- CSD’s 2025 Biennium Budget New Proposal Outcomes

- **PL 101 – Predator Control Funding Increase:** This budget request was an ongoing \$150,000 annual increase of state special revenue to fund additional predator control operations. This proposal was met and ongoing. For the purpose of harvesting coyotes via Livestock’s three owned helicopters, the ranching community now funds \$575,000 per year mostly to USDA Wildlife Services for aerial hunting operations across most of the State.

PL 102 – Livestock Loss Board Operations Augment: This budget request was for \$16,000 in FY 2024 and \$14,000 in FY 2025 of general fund to support operational expenses of the Livestock Loss Board (LLB) program. These funds were added to its ongoing operational budget along with the \$150,000 of general funds added by the committee for more loss claim support.

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 Resource Officer
- d. Attorney
- e. Deputy Executive Officer
- f. Finance and Accounting Bureau Chief
- g. Accountant- Cooperative Agreements/Grants
- h. Accounting Technician - Accounts Payable
- i. Accounting Technician – Accounts Receivable
- j. Accounting Technician – Payroll
- k. Purchasing Technician
- l. Chief Information Officer
- m. Systems Analysts

III. Description of Duties

- a. 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.
- b. 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.
- c. 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.
- d. Attorney
Reports to the executive officer and provides agency legal counsel, policy development, and rulemaking services to the department.
- e. 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.

f. 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.

g. 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. Chief Information Officer – This is a shared position with the Department of Agriculture and manages information technology (IT) services for the department. Supervises three 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 (3.00 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	2024 Actual
Executive Office	Board of Livestock; Executive Officer; Deputy EO; Executive Secretary; Attorney; Human Resource Officer	This area of CSD oversees the operations of the department and is responsible for human resource	Salaries	\$417,430
			Benefits	128,141
			Other Compensation	7,250
			Other Services	9,570
			Supplies & Materials	4,708
			Communications	10,961
			Rent	1,497
			Travel	1,737
			Repairs & Maintenance	286
			Other Expenses	5,208
			TOTAL	\$586,788

Service	Staff	Program Description	Expense Description	2024 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	\$288,580
			Benefits	113,604
			Other Services	115,593
			Supplies & Materials	24,041
			Communications	31,597
			Rent	160,665
			Travel	121
			Repairs & Maintenance	39
			Other Expenses	7,767
			Fund Transfers *	98,509
			TOTAL	\$840,516

Service	Staff	Program Description	Expense Description	2024 Actual
Information Technology (IT)	IT Manager; System Analysts; CIO shared with Department of Agriculture	IT provides computer and software support to the department	Salaries	\$148,723
			Benefits	52,436
			Other Services	18,865
			Supplies & Materials *	41,631
			Communications	9,971
			Travel	1,043
			Rent	105
			Repairs & Maintenance	7,332
			Other Expenses	953
			TOTAL	\$344,667

- *Supplies includes the computers for all of the department.

Service	Staff	Program Description	Expense Description	2024 Actual
Procurement/ General Services	Purchasing/Supply Technician	Provides procurement services to department divisions and programs	Salaries	\$ 41,891
			Benefits	19,804
			Other Services	1,523
			Supplies & Materials *	11,433
			Communications	1,911
			Travel	18
			Repairs & Maintenance	268
			Other Expenses	6,601

**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

a. 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	2024 Actual Expenses	
Livestock Loss Board	Livestock Loss Board; Program Specialist	Minimize losses to livestock producers caused by wolves, grizzly bears and mountain lions.	Personal Services		
			Salaries	\$ 82,620	
			Benefits	27,083	
			Total Personal Services	\$ 109,703	
			Operating Expenses		
			Other Compensation	1,600	
			Other Services	3,102	
			Supplies & Materials	1,303	
			Communications	3,515	
			Rent	3,417	
			Travel	5,976	
			Repairs & Maintenance	268	
			Other Expenses	1,769	
					Depredation Claims
			Total Operations	170,950	
		TOTAL	\$ 280,653		

The Livestock Loss Board paid \$44,635 for predation losses from State Special Revenue and \$143,276 for predation prevention grants in FY 2024.

**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. Market Compliance Specialist

* Legal Services are provided by contract with Agency Legal Services

Description of Duties

- a. 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 program. Uses and maintains program 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; and capture and analyze industry data statistics. Investigates and carries out enforcement actions pertaining to fair trade practice violations. Evaluates and designs program information systems and processes.

- b. Market Compliance Specialist

Conducts the collections, deposit, and records-keeping processes for milk control assessments and licensing. Track producer quota ownership and provides administrative support to the milk Producer Committee. 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 program; and payments made distributors. Communicates findings so that corrective payments transpire.

Operational Details

The Milk Control Program and Board of Milk Control are funded with state special revenue (milk control assessments authorized by 81-23-202(2), MCA). The bureau has two 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	2024 Actual
Milk Control Board	Personal Services	
	Salaries	\$ 117,733
	Benefits	42,506
	Total Personal Services	160,239
	Operating Expenses	
	Other Compensation	950
	Other Services	2,766
	Supplies & Materials	2,744
	Communications	4,820
	Rent	7,330
	Travel	500
	Repairs & Maintenance	176
	Other Expenses	1,963
	Total Operations	21,249
	TOTAL	\$ 181,488

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