



1. Call to Order:

9:05 AM MDT, Chairman Ken Wood called the meeting to order.

2. Roll Call:

Governing Body Present: *Chairman Ken Wood, Board Member Dan Hinman, Board Member Ted VanderSchaaf.*

Governing Body by Teleconference: *Board Member Merle Olsen*

Agency Staff, Guests Present: *State Brand Inspector Cody Burlile, Brand Board Business Operations Specialist Jenny Ybarra, ISP Financial Specialist Ryan Feldmeier*

3. Action Item – Vote: Approval of September 29, 2022, 3rd Quarter Brand Board Meeting Agenda

A motion to approve the September 29, 2022, 3rd Quarter Brand Board Meeting Agenda was made by Board Member Dan Hinman and seconded by Board Member Ted VanderSchaaf. Motion passed without objection.

4. Action Item – Vote: Approval of April 28, 2022, 2nd Quarter Brand Board Meeting Minutes

A motion to approve the April 28, 2022, 2nd Quarter Brand Board Meeting Minutes was made by Board Member Ted VanderSchaaf and seconded by Board Member Merle Olsen. Motion passed without objection.

5. YTD Head Count/Cash Flow/OE Report – State Brand Inspector Cody Burlile

Burlile reports on the 15 and 16 account balances. The 15 account currently has an August month end balance of \$91,759.12. The transfer of \$200,000 from fund 0229-16 in September was mentioned due to 3 payrolls and payment of 2 new trucks for \$57,033.92. Burlile stated that this is not uncommon for this time of year due to slow head count and the timing of payroll and vehicle purchases. Also included, was a 15-account operating expense log/journal of detailed expenditures from April 2022 thru August 2022. There was further discussion on the increase of fuel YTD from January thru August of \$37,522.81 which is an increase of 31% compared to same time last year (2021). There was discussion regarding enclosed Revenue vs Expenses Report thru FY2022 year end with a profit of \$359,833.55 until the encumbered trucks were paid which left an actual profit of \$126,000. Also, further discussion on the FY2023 Brand Board Expense Increase report with the definite expense increase for Change in Employee Compensation (CEC) and personnel benefit costs totaling \$229,900 and the additional expense increases of fuel estimated at \$47,000 and replacement trucks estimated at \$37,134.00.

Burlile reports on the enclosed Cash Projections to determine the effect on cash balances in 3 different scenarios for FY23 through FY27.

The 16 account has an August month end balance of \$1,564,095.22 for a combined total of \$1,655,854.34. This is an increase in combined fund total of \$15,410.05 since March month end reported in our 2nd Quarter 2022 meeting held on April 28, 2022. Brand renewals are mostly complete, should see a very small uptick the next couple of months before year end. There will continue to be slow growth in the 16 account until next renewal (April-May 2023).

Head Count (HC) – Burlile reports that the total year end HC for FY22 was 2,326,369 which is up 184,000 from FY21. Roughly 24,000 head less than our record head count in FY01. FY23 YTD (July 2022 thru September) total inspections are 294,413 which is a decrease of 45,064 from same time last year. Graph shows numbers have started to decline July and August.

The projection of a decline was mentioned and noted that historical data shows the department experiences a headcount decline roughly every five years.

6. Accounts Receivable Report – State Brand Inspector Cody Burlile

Burlile reports on the enclosed Accounts Receivable report. The outstanding AR has continued to decrease. August's combined District AR was 4% outstanding. Burlile also noted these are just billing accounts.

Lewiston's receivables were briefly discussed. Board Members requested a detailed break-out of Lewiston District revenue and expenses be provided at a future meeting.

7. Personnel Report - State Brand Inspector Cody Burlile

Burlile reported on current staffing. Of the 3 Brand Inspector (BI) vacancy selections in Twin Falls only 1 has made it to background, 2 FT BI's still need to be filled. A retired BI has agreed to come back to Twin Falls FT temporarily through the busy season. Lewiston district PT BI position in Coeur d'Alene has been filled. Lewiston District is at full staff. Caldwell district Casey Dennis has completed POST. Plan to send 3 BI's to POST in January. District meetings have been put on hold due to the Industry Working Group meetings. Enclosed is a Brand Staff Summary indicating retirement eligibility and salary ranges for staff moving into the future.

Discussion was brought up regarding if as many BI's were needed during the slow time however Burlile explains it's the same number of places to go (miles to cover) just less head count inspected at individual places.

Idaho Falls clerk position was briefly discussed with possibly moving it to FT to free up a BI's office duties because of the increasing feed lots and kill plants coming to the IF area.

8. Industry Petition – Stakeholder Brand Fee Working Group (Discussion) - State Brand Inspector Cody Burlile

Burlile present the enclosed industry sponsored letter requesting development of a stakeholder working group to review Idaho Brand Board fees, subsidiary collections, and efficiencies. Burlile explained the request, members of the working group, and the objective. Two Brand Board Members, Ted VanderSchaaf and Aron Bennet are on the working group. There have been three working group meetings so far and plan to hold at least three additional meetings. There was discussion on the enclosed documents regarding current Brand Board revenue sources and revenue gaps (services provided by the Brand Department at no charge), should the Board charge for those gaps. There was also discussion on the enclosed State Fee Comparison chart and how Idaho brand fees compare to other states.

9. Brands Traceability Software (Update & Discussion) - State Brand Inspector Cody Burlile

Burlile reported on the status and challenges of implementing the Washington State Brand Inspection software. It was determined ISP IT does not have the time nor the know how to implement the software. Burlile reached out to the contractor who developed the WSDA office software. They're willing to contract for office software setup, but they'll need to schedule it among other priority projects. This will also require coordinating development with ISP IT. A secondary contractor will be needed for implementing changes to the field and auction portions of the Washington Software. All of these items will need to undergo the Idaho State purchasing process.

There was discussion regarding two additional software options. 1. Exploring Idaho Technology Services' (ITS's) ability to help with setup of the Washington software. 2. Continuing to explore the Nebraska Brand Inspection program as an alternative solution to the Washington software. Burlile will fully investigate all options and report back to the Board at next meeting.

10. Action Item – Inspection Requirements for Packing Plants/Small Beef Processors/Mobile Butchers (Discussion & Vote) – Brand Board Member Dan Hinman

This item was briefly discussed at the Board's 2nd Quarter 2022 Board Meeting where Board Member Dan Hinman asked for the item to be placed on the agenda as an Action Item for discussion and potential vote at the Board's 3rd Quarter Board meeting. Member Hinman led discussion regarding concern for out of state cattle consigned to an Idaho packing plant, small beef processors or mobile butcher and whether there should be an Idaho Brand Inspection assessed for out of state cattle arriving for slaughter in Idaho. The Board briefly discussed points of concerns and the possible development of a State Meat Inspection Program. Member Hinman requested further discussion be tabled to a future Board meeting (date to be determined). There was no vote or official action taken.

11. Action Item – Administrative Succession Plan (Discussion & Vote) – State Brand Inspector Cody Burlile

The Board review enclosed draft Strategic Operating Plan (SOP) for Emergency Interim State Brand Inspector that had been requested by the Board Members at a previous meeting. The Board planned to act on this item, but further approval is needed. Will be placed on the agenda at a later date.

12. Action Item - Board Chair Policy (Discussion & Vote) – State Brand Inspector Cody Burlile

Burlile presented enclosed draft Policy of the Idaho State Brand Board to always have a Board Chairman in place.

A motion to adopt the policy as written was made by Board Member Dan Hinman and seconded by Board Member Ted VanderSchaaf. Motion passed without objections.

13. New Business (Discussion)

Burlile briefly reported on the audit request from Idaho Beef Council for financials and reports.

Burlile also reported on the speakers and topics from the July 2022 ILIA conference held in Texas.

14. Action Item – Executive Session (If necessary, as identified in subsections of 74-206 i.c.)

No Executive Session was held.

15. Schedule 4th Quarter 2022 Brand Board Meeting:

Discussion for a tentative date of December 8th, 2022. (TBD)

16. Adjournment:

A motion to adjourn was made by Board Member Ted VanderSchaaf and seconded by Board Member Dan Hinman. Motion passed without objections.

Ken Wood
Chairman, Idaho Brand Board

Date

Cody D. Burlile
State Brand Inspector/Secretary

Date