



1. Call to Order:

9:02 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, Board Member Aron Bennett, Board Member Jay Smith.

**Agency Staff, Guests Present:** State Brand Inspector Cody Burlile, Brand Department Management Assistant Debbie Neider, ISP Human Resource Officer Kristy Bobish-Thompson, ISP Financial Specialist Ryan Feldmeier, ISP Principal Financial Specialist Michele Hanrahan, Guest Idaho Farm Bureau Zack Lanier, Guest Idaho Farm Bureau Brody Miller.

The Brand Board welcomed new Board Member Jay Smith and Burlile introduced agency staff and guests.

3. Action Item – Vote: Approval of March 23, 2023, 1<sup>st</sup> Quarter Brand Board Meeting Agenda.

A motion to approve the March 23, 2023, 1<sup>st</sup> Quarter Brand Board Meeting Agenda was made by Board Member Dan Hinman and seconded by Board Member Aron Bennett. Motion passed without objection.

4. Action Item – Vote: Approval of December 15, 2022, 4<sup>th</sup> Quarter Brand Board Meeting Minutes.

A motion to approve the December 15, 2022, 4<sup>th</sup> Quarter Brand Board Meeting Minutes was made by Board Member Ted VanderSchaaf and seconded by Board Member Dan Hinman. Motion passed without objection.

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

**Cash Flow** - Burlile reports on the 15 and 16 account balances. The 15-account has a February month end balance of \$145,059.44 and the 16-account balance of \$1,480,075.57 for a combined total balance of \$1,625,135.01. This is an increase in combined funds of \$59,168.00 since November month end reported at our 4<sup>th</sup> Quarter 2022 meeting held on December 15, 2022. This increase in combined total is primarily in the 16-account due to the Brand Renewals being received starting February this year. Burlile mentioned the early transfer of \$200,000 from the 16-account to the 15-account as previously discussed in the 4<sup>th</sup> Quarter Brand Board Meeting due to the declined fall headcount, OT paid out in January and employee vacation payouts due to 2 separations. Burlile projects possibly another early transfer in June/July also due to OT payout, the 3 payrolls in March, another separation payout, and payment for replacement vehicles that are on order when they arrive. This will be highly dependent on headcount.

There was discussion on the Monthly Profit Loss Log with a now recorded loss of 8 consecutive months which is typically only a 2–3-month loss per year during the slower months. Current YTD loss is (\$24,238.55). Burlile reports we should see a profit in March and April due to the Brand Renewals coming in but mentions this will change once the trucks on order arrive and payment is made.

**OE Report** - There was discussion on the 15-account operating expense log/journal that was enclosed for December 2022 thru February 2023. Burlile reports current fuel cost are down \$3690 YTD and decreasing, but not back to 2021 prices. Burlile briefly reports on the End of Month Balance Log.

**Head Count (HC)** – Burlile reports total YTD headcount thru February is 1,443,524 total inspections. Compared to YTD (same period) FY 22, HC is down -150,576 inspections. Graph shows headcount is lower than normal in July but with average numbers in November, December, and February. October and January show the lowest headcount on record which is critical because these 2 months are normally our largest HC months of the year. Numbers appear to have decreased across the board with report of the lowest cattle inventory since 1962. There was over-all discussion on trends: feedlot expansions, auction/cattle prices, and reported low replacement heifer numbers.

**6. Accounts Receivable Report - State Brand Inspector Cody Burlile**

Burlile reports on the enclosed Accounts Receivable report. Current outstanding AR is 6%, the vast majority of that is 30-60 days outstanding. \$3280 is 60 days or more past due.

**7. Personnel Report - State Brand Inspector Cody Burlile**

Burlile reported on current staffing. The 1 FT BI vacancy in Caldwell from January has been filled. A candidate for the 1 FT BI vacancy in Twin Falls from March has been selected and currently in background. The 1 FT BI vacancy in Idaho Falls is still vacant for the time being to create salary savings and to determine the best placement when filled due to expansions and new feedlots in the IF area. The Caldwell district clerk retired in January and that position has been filled PT for salary savings. 1 BI has been scheduled to attend POST in May with a 2<sup>nd</sup> planned to attend in May, but POST did not have availability. There are approximately 7 BI's that need to attend the POST academy. There is a Supervisor and District Clerk meeting scheduled for April 6<sup>th</sup>, 2023 to address policies and procedures. Plan to schedule District meetings for May.

**8. LUMA (Update) - State Brand Inspector Cody Burlile**

Burlile briefly updated the Board on the LUMA go live date for July 1, 2023. Some portions of LUMA will go into effect prior to July 1<sup>st</sup>.

**9. 2023 Legislative Services Audit – State Brand Inspector Cody Burlile**

Burlile advised the Board of the upcoming LSO FY20-22 audit scheduled for May-June.



**10. Brand Inspector Reclassification (Update) – State Brand Inspector Cody Burlile, Human Resource Officer Kristy Bobish-Thompson**

*Kristy briefly updates on the Brand Inspector reclassification that would consist of hiring a brand inspector at a lower job classification (non-law enforcement), PERSI rule of 90 and upon completion of POST moving to a higher job classification (law enforcement), PERSI rule of 80. Kristy reports that it may take another month to submit the reclassification request to DHR due to their consolidation with other agencies human resource departments.*

**11. Action Item - FY24 Budget/CEC (Update/Discussion/Vote) – State Brand Inspector Cody Burlile; ISP Financial Specialist Ryan Feldmeier; ISP Principal Financial Specialist Michele Hanrahan**

*Burlile updates on JFAC and legislature CEC plan which requires a mandatory pay scale mid-point shift to 75% of mid-point. This shifts the salary structure upward by an average of 8.5%. The legislature also appropriated for \$1.20 per hour Change in Employee Compensation (CEC) to be distributed based on Merit with flexibility for agencies to distribute funds for recruitment and retention purposes in hard-to-fill, hard-to-retain positions. There was discussion on the enclosed budget projection with multiple scenarios provided to illustrate the fiscal impact for each.*

*After discussion, Board Member Ted VanderSchaaf made a motion to proceed with and approve CEC scenario 2: [Which allows for a \$1.20 CEC increase for fulltime employees based on Merit, to include the mandatory pay scale shift to 75% of midpoint, and flexibility within implementing CEC within group positions]. Motion was seconded by Board Member Dan Hinman. Motion passed without objection.*

**12. Stakeholder Brand Fee Working Group (Update) - State Brand Inspector Cody Burlile**

**Discussion:** *Stakeholders continue to support their respective members and encourages the Board to educate the industry more before pursuing a fee increase, along with future reports on revenues and expenses for the stakeholder meetings. There was discussion regarding the Board being appointed by the industry and therefore allowing them to make proper decisions for the industry. There was further discussion on what fees may need to be raise, implementing a service fee, the legislative process, the statutory fee caps, relative expenses, and the importance of getting ahead of the issue before the Brand Board is operating in the negative. Burlile will work with the stakeholder working group to schedule another meeting to determine the need and/or support for negotiated rulemaking to be presented at the 2024 legislature.*

**13. Brands Traceability Software (Update/Discussion) – State Brand Inspector Cody Burlile**

*Burlile reports on the continued efforts to adopt the Nebraska software and possibly sending some employees to Nebraska to see the software in action. Burlile updates the Board on the efficiencies of collecting payments, how it will integrate with the new state system LUMA, and it could take up to a year for final implementation with an exact timeline TBD.*

**14. New Business (Discussion)**

- *Burlile mentions the enclosed new Brand pamphlet.*
- *Burlile updates the Board on the 2023 WSLREA Conference held in Reno, NV March 7-9.*
- *Burlile mentions holding the next Board meeting at the ICA Conference in Jackpot NV June 26-27.*
- *There was discussion regarding Brand Inspector availability.*

**15. Action Item – Executive Session(as identified in subsections of 74-206(1)(b) i.c.)(Discussion/Vote)**

Re: Individual staff performance evaluation.

*A motion to move to Executive Session to discuss individual staff performance evaluation as allowed by Idaho Code 74-206(1)(b) was made by Board Member Ted VanderSchaaf and seconded by Board Member Dan Hinman. Motion passed without objection.*

*A motion to move out of Executive Session was made by Board Member Aron Bennett and seconded by Board Member Ted VanderSchaaf. Motion passed without objection.*

**16. Schedule 2<sup>nd</sup> Quarter 2023 Brand Board Meeting:**


*Discussion for a TBD date after May 2023.*

**17. Adjournment:**

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

  
Ken Wood  
Chairman, Idaho Brand Board

6-15-23  
Date

  
Cody D. Burlile  
State Brand Inspector/Secretary

6-15-23  
Date