



1. Call to Order:

9:04 AM MDT, Chairman Ted VanderSchaaf called the meeting to order.

2. Roll Call:

Governing Body Present: Board Chairman Ted VanderSchaaf, Board Member Aron Bennett, Board Member Dan Hinman, Board Member Carl Crabtree, Board Member Jay Smith,

Agency Staff, Guests Present: State Brand Inspector Cody Burlile, Brand Department Business Operations Specialist Jenny Ybarra, DHR/ISP Human Resource Officer Bonnie Olay, ISP Colonel Ked Wills, Deputy Attorney General/ISP Marian Swanberg, Deputy Attorney General/ISP Cheryl Rambo, Idaho Cattle Association Patxi Larrocea-Phillips, Idaho Dairymen's Association David Claiborne.

3. Action Item – Vote: Approval of May 29, 2024, 2nd Quarter Brand Board Meeting Agenda.

A motion to approve the May 29, 2024, 2nd Quarter Brand Board Meeting Agenda was made by Board Member Dan Hinman and seconded by Board Member Jay Smith. Motion passed without objection.

4. Action Item – Vote: Approval of March 28, 2024, 1st Quarter Brand Board Meeting Minutes.

A motion to approve the March 28, 2024, 1st Quarter Brand Board Meeting Minutes was made by Board Member Carl Crabtree and seconded by Board Member Aron Bennett. Motion passed without objection.

5. Personnel Report - State Brand Inspector Cody Burlile

Burlile reports still 1 FT BI vacancy in Caldwell, selection was made but candidate turned down the position and with no other qualified applicants to select from, this position will be reposted at a later date.

1 FT BI vacancy left in Twin Falls after 1 new recent hire. 1 FT BI has been scheduled for POST in September after the postponement in April.

2 FT BI vacancies in Idaho Falls after 1 retirement and 1 due to performance issues. Positions have been posted with 17 applicants, will schedule interviews for both positions in the next couple of weeks along with an Idaho Falls district meeting.

1 FT BI in Lewiston will be out on medical leave for several weeks.

The last group of Brand Inspectors have finished the required POST CE training last week, but all still have the required firearms course to complete by the end of the year. Working on a plan/course with ISP.

6. 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 an April month end balance of \$120,363.60. There have been two transfers since the 4th Quarter Brand Board meeting held November 2, 2023. One in February for \$200,000 as mentioned in the 1st Quarter Board Meeting held March 28, 2024, to cover 5 replacement truck payments and another transfer in April for \$100,000 to cover the last replacement truck payment and 3 payrolls in March. Burlile expects another transfer from the 16-account again due to 2 retirement payouts and receiving 10 months of FSO interagency billing all at once. The 16-account April month end has a balance of \$1,041,113.15 for a combined total balance of \$1,161,476.75. This is a decrease in combined funds of \$95,844.51 since February 2024 month reported at our 1st Quarter 2024 Board meeting. The Monthly Profit/Loss Log shows a continued loss July 2023 – February 2024. As of February month end FY24 loss shows \$112,952.24 (8 months into FY24). End of Month Balance Log shows (-\$531,290.322) less cash on hand than same time period(April) FY23. Burlile mentions there still has been no interest received in the 16-account since the implementation of LUMA in July 2023. Enclosed is the email from Chief Deputy Controller Scott Whitworth regarding this issue. The email also mentions as to why the interest proration for the 15-account goes to general fund and not the Brand Board. Burlile mentions the mailing of Brand Renewals has been completed. With a return so far of \$103,900.00 from February – April. There will be approximately 3,900 renewals at \$100 each with a return of about 85-90% to total roughly \$335,000.00 for the 16-account. Dealer licenses have also been mailed with updates and changes, should see a return of roughly \$24,000.00.

OE Report – The 15-account Operating Expense Log/journal for March-May is enclosed along with the WEX fuel bill spreadsheet.

YTD Head Count (HC) – Burlile reports April FY24 headcount shows 1,861,630 of total inspections July-April. This is an increase of 83,643 total inspections compared to same time FY23. Graph shows high numbers in December, February, and April possibly due to dairy buyouts in February and April. Headcount remains comparable to FY20.

7. Accounts Receivable Report - State Brand Inspector Cody Burlile

Burlile reports on the enclosed Accounts Receivable(AR) report (Mar-Apr). Outstanding AR ending April @ 7% with Total AR at \$368,257.01. Of that, \$26,870.49 being over 30 days past due and roughly \$2,500 being over 90 days past due. There was discussion regarding late fees/admin fees for uncollectable's. Burlile mentions with the new software in the field, the collections/billing will go through Tyler Tech.

Old Business

8. Brand Inspector Reclassification (Update) – State Brand Inspector Cody Burlile; ISP HRO Bonnie Olay

Burlile introduces Bonnie Olay and updates on the BI reclassification. Olay briefly explains the enclosed Classification Review Request form needed for DHR & DFM approval. There is discussion regarding reclassification differences (pay scale, POST & non-POST certifications, PERSI Rule of 80/90).

9. FY25 Budget/CEC (Update) - State Brand Inspector Cody Burlile

Burlile briefly mentions the enclosed approved final CEC plan that will take effect June 9th to be disbursed July 5th pay date.

10. FY26 Budget Dialogue (Discussion) - State Brand Inspector Cody Burlile; ISP Colonel Ked Wills

Burlile introduces ISP Colonel Ked Wills. There was dialog among the Board and Col. Wills regarding the prospect of the Brand Board receiving general funding through ISP for law enforcement essential items, such as training, vehicles, equipment, vests, etc. Wills expressed his interest in assisting if and wherever possible. There was mention of further investigating this possibility and bringing DFM into the conversation.

11. LUMA/Fiscal Yearend (Update/Discussion) - State Brand Inspector Cody Burlile; Business Operations Specialist Jenny Ybarra

Burlile and Ybarra briefly mention the LUMA on-site team meeting held April 3rd had clarified some questions and problems. with an additional meeting set up for next week. There is still some work on improving reporting and now preparing for the Fiscal Yearend process with more anticipated problems and concerns.

12. Policy/Procedure/Employee Handbook (Update) - State Brand Inspector Cody Burlile

Burlile briefly mentions employing Howard Slack, former ISP Human Resource officer, to update the Brand Board Employee Handbook. The handbook has been updated but a review for any changes still needs to be completed.

13. Action Item – Brand Board Policy/By Law (Discussion/Vote) - State Brand Inspector Cody Burlile

There was discussion regarding Brand Board Policy/By Laws. Burlile mentions the Board Chairman policy is in place along with Board Statutes. There was further discussion among the Board. Board Member Carl Crabtree made a motion for the Board to carry forward with creating written policies as guidance for Board members. Board Member Jay Smith seconded the motion. Motion passed without objection.

14. Mobile Brand Inspection Software(Update) – State Brand Inspector Cody Burlile

Burlile reports Tyler Tech is currently working on system integration. They had not gained full access until 5/22/24 but in the meantime continued to complete the work necessary. We hope to have complete integration by end of July. Burlile mentions he will have Brand Inspector(s) test the platform in the field for changes and errors before going live.

15. Action Item – Board Recommendation for Statutory Fee Adjustment/2024-2025 Rulemaking (Update/Discussion/Vote) – State Brand Inspector Cody Burlile

Enclosed is the Board Approved Statutory Fee Cap Adjustment Proposal. Burlile mentions there was discussion with the Governor's office and Administrative Rules Coordinator in their support for Executive Legislation if industry shows their support in writing. There was further discussion with the industry on timely notification because of deadlines with meetings and legislation. Board Member Aron Bennett made a motion pursuant to action item #15 that the State Brand Board grant the State Brand Inspector the authority to conduct meetings

with industry stakeholders for the purpose of creating executive legislation for statutory fee adjustments and submit a collective legislative idea to the Governor's office for the purpose of pursuing executive legislation. Motion was seconded by Board Member Jay Smith. Motion passed without objection.

Board Member Dan Hinman made an additional motion pursuant to action item #15 that the State Brand Board issue a "Notice of Intent to Promulgate/Negotiated Rulemaking" in anticipation of executive legislation and statutory fee adjustments. Motion was seconded by Board Member Carl Crabtree. Motion passed without objection.

New Business

16. Additional New Business: (As brough forth for consideration) – State Brand Inspector Cody Burlile

Upcoming ICA meeting to be held June 24-25 in Lewiston, ID. Board Member Carl Crabtree, and Cody Burlile to attend. Upcoming ILIA conference to be held July 14-17 in Billings, MT. Burlile typically sends 1 Board Member, District Supervisors, Brand Recorder, and himself.

17. Action Item - Executive Session (if necessary, as identified in subsections of 74-206 i.c.)

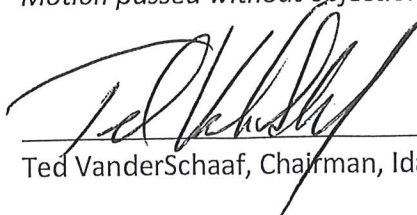
No executive session held.

18. Schedule 3rd Quarter 2024 Brand Board Meeting(Discussion)

Schedule July-first part of August for Special Negotiated Rulemaking meetings. 3rd Quarter Brand Board Meeting scheduled for September. Date TBD.

19. Adjournment:

A motion to adjourn was made by Board Member Jay Smith and seconded by Board Member Aron Bennett. Motion passed without objection.



Ted VanderSchaaf, Chairman, Idaho Brand Board

9-26-24
Date



Cody D. Burlile, State Brand Inspector/Secretary

9-26-24
Date