



1. Call to Order:

10:10 AM MDT, Chairman Ted VanderSchaaf called the meeting to order.

2. Attendance/Roll Call:

Governing Body Present: Board Chairman Ted VanderSchaaf, Board Member Steve Sutton, Board Member Bruce Billington

Governing Body Virtual: Board Member Jay Smith, Board Member Aron Bennett

Agency Staff, Guests Present: State Brand Inspector Cody Burlile, Brand Department Business Operations Specialist Jenny Ybarra

3. Action Item – Vote: Approval of November 20, 2025, 4th Quarter Brand Board Meeting Agenda.

A motion to approve November 20, 2025, 4th Quarter Brand Board Meeting Agenda was made by Board Member Steve Sutton and seconded by Board Member Bruce Billington. Motion passed without objection.

4. Action Item – Vote: Approval of September 18, 2025, 3rd Quarter Brand Board Meeting Minutes.

A motion to approve September 18, 2025, 3rd Quarter Brand Board Meeting Minutes was made by Board Member Bruce Billington and seconded by Board Member Steve Sutton. Motion passed without objection.

5. Cash Flow/Operating Expense (OE) Report/YTD Head Count – State Brand Inspector Cody Burlile;
Business Operations Specialist Jenny Ybarra

Cash Flow - Burlile reported on the balances of the 15 and 16 accounts. The 15-account had an October month-end balance of \$161,864.03, and the 16-account had an October month-end balance of \$618,933.80, for a combined total balance of \$780,797.83. This represents an increase in combined funds of \$68,917.93 compared to the September 2025 month-end balance reported at the 3rd Quarter 2025 Board Meeting.

No transfers were made from the 16-account to the 15-account during September or October.

The Monthly Profit/Loss Log reflects continued losses from June FY23 through June FY25. However, profits were recorded in three of the last four months (July, September, and October).

The Month-End Balance Log for October FY26 shows:

- *\$332,760.14 less cash on hand compared to October FY25*
- *\$532,531.78 less cash on hand compared to October FY24*

OE Report – The **15-account Operating Expense Log** for September and October were provided, along with the **WEX fuel bill spreadsheet**.

Staff also provided a detailed explanation of the **breakouts and percentages that are collected on the CAM accounts** for the new board members. CAM accounts include Beef Council, Horse Board, Disease Control, Animal Damage Control, and Wolf Control. Additional discussion included the possibility of providing a more **detailed breakout of the US Bank P-card charges**.

YTD Head Count – Burlile reported that the **October FY26 headcount** shows **648,562 total inspections July through October**, representing a **decrease of 26,963 total inspections** compared to the same period in FY25.

Graphs indicate **below-average numbers in October**, but a **strong September**, with projections suggesting a **strong November**.

The board discussed potential **future declines in headcount**, including when such declines may occur and what impacts they may have. Discussion also addressed the **upcoming budget**, potentially including **Cost of Employee Compensation (CEC)**, rising **health benefit costs**, and possible areas where budget adjustments may be necessary.

6. Accounts Receivable Report - State Brand Inspector Cody Burlile

Burlile reviewed the enclosed **Accounts Receivable (AR) report for August through October**.

- **Total outstanding AR as of the end of October: \$465,020.60**
- **Total AR outstanding: 13%**
- **AR more than 30 days past due: \$62,339.67**
- **AR more than 90 days past due: approximately \$5,600**

The **higher-than-normal outstanding AR** was attributed primarily to **personnel issues, computer issues with office staff, and past due BLM billing**.

There was discussion regarding **late payers** and how the **new field inspection program** is expected to improve **accounts, payments, and collections**.

7. Personnel Report - State Brand Inspector Cody Burlile

Burlile reported the following personnel updates:

- **Lewiston: One part-time Brand Inspector vacancy will occur as of November 7**, with plans to **post the position after the first of the year**.
- **Caldwell District: One full-time Brand Inspector position will become vacant after December 5**. Interviews were conducted for the **part-time Office Clerk position**, a candidate was selected, but the individual **declined the offer for another job**. There were **no other suitable candidates**, and the position will be **reposted within the next couple of weeks**.
- **Twin Falls: The district is fully staffed, with no injuries or vacancies reported**.
- **Idaho Falls: There is currently one full-time Brand Inspector vacancy and one part-time Office Specialist opening**. Both positions are planned to be **reposted**. One **part-time Brand Inspector candidate passed the background check and began employment on October 14**.

Burlile also informed the board that, under the **governor's mandate**, any full-time positions that have remained open for more than six months have been removed.

Old Business

8. Mobile Brand Inspection Software (Update/Discussion) – State Brand Inspector Cody Burlile

Burlile reported that the **Mobile Brand Inspection Software program has been fully tested and completed** and is currently **awaiting approval from ITS to go live**. He noted that he has been waiting for a response from ITS for approximately **two months**, and although he followed up again **two weeks prior to the board meeting**, no reply has been received.

Board members suggested they could **provide input to ITS to help move the process forward**, or that Burlile **contact the Director of ITS directly**.

Burlile stated that once approved, the program will **initially be rolled out in Brand Inspector Supervisor Kris Budde's district**, as he conducted the testing and it is the **smallest district**, allowing any **bugs or issues** to be addressed before expanding to other districts.

The **next phase of implementation** is planned for the **Idaho Falls district**, with assistance from **Brand Inspector Greg Olson**.

9. Social Media Presence (Update/Discussion) – State Brand Inspector Cody Burlile

Burlile met with the ISP Public Information Officer to discuss several **options related to a social media presence**. The number of social media platforms the board chooses to use will depend on the **amount of time available to monitor and manage those platforms**, as a larger online presence requires greater involvement.

Burlile also shared data regarding the number of views and downloads from the current webpage. The group discussed potential additions to the website, including **posting information about state events** such as rodeos, conferences, and association meetings. Other ideas included adding the **board's mission statement** and creating a **"Meet the Board" page**.

Overall discussion focused on **identifying ways to better promote the board and increase awareness of the industry**.

10. International Livestock Identification Assoc (ILIA) 2027 Annual Conference (Update/Discussion) – State Brand Inspector Cody Burlile

Burlile briefly **explained the Association to the board** and provided an **update on our progress in hosting the event in 2027**.

New Business

11. Department of Government Efficiency (DOGE) Task Force (Update/Discussion) – State Brand Inspector Cody Burlile

Burlile explains the Department of Government Efficiency (DOGE) Task Force and its purpose. Discussion focused on how the board should approach the topic when communicating with stakeholders and the public.

It was emphasized that the board should **not take an official position on the task force** and will remain **neutral in the public arena**. Members were reminded to **avoid lobbying or advocating for a specific outcome** when discussing the matter.

Board members agreed that any conversations with stakeholders should **focus on sharing factual information** only. It was further noted that **the board's role is not to set direction on this issue** but rather **take direction from stakeholders** as appropriate. The board highlighted the **importance of maintaining professionalism and careful communication in public discussions**.

12. Additional New Business (As brought forth for consideration)

None at this time.

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

No executive session was held.

14. Schedule 1st Quarter 2026 Brand Board Meeting (Discussion)

1st Quarter Brand Board Meeting tentatively scheduled for February 19, 2026, 10:00 am.

15. Adjournment:

A motion to adjourn was made by Board Member Bruce Billington and seconded by Board Member Steve Sutton. Motion passed without objection.



Ted VanderSchaaf, Chairman, Idaho Brand Board

03-26-2026
Date



Cody D. Burlile, State Brand Inspector/Secretary

3-26-2026
Date