



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, Board Member Aron Bennett.*

Governing Body by Teleconference: *Board Member Merle Olsen*

Agency Staff, Guests Present: *State Brand Inspector Cody Burlile, Brand Board Business Operations Specialist Jenny Ybarra, Canyon County Idaho Sheriff Kieran Donahue, Idaho Farm Bureau Federation Zack Lanier, Idaho Dairymen's Association Rick Naerebout, Idaho Cattle Association Cameron Mulrony*

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

Board Member Dan Hinman noted the Mountain Standard Time (MST) should read Mountain Daylight Time (MDT).

A motion to accept the change and approve the agenda was made by Board Member Dan Hinman and seconded by Board Member Ted VanderSchäaf. Motion passed without objection.

4. Action Item – Vote: Approval of March 24, 2022, 1st Quarter Brand Board Meeting Minutes

A motion to approve the March 24, 2022, 1st Quarter Brand Board Meeting Minutes was made by Board Member Ted VanderSchaaf and seconded by Board Member Aron Bennett. 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 a March month end balance of \$394,856.78. The purchase of 1 new truck in March for \$26,683.43 was noted. Also included was a 15-account operating expense comparison from the same time period last year and the operating expense log/journal of detailed expenditures from January 2022 thru April 2022. Burlile explains the higher expenses due to ISP billing 6 months at once. Burlile also noted the April expense log indicates a \$9,821.94 computer purchase which will be reimbursed through the Coronavirus Emergency Supplemental Funding grant (CESF). There was a brief discussion on the increase of fuel, truck maintenance/repairs and the cutting of costs for maintenance/repairs with the purchase of new trucks. There was further discussion on what kind of detail break-out for OE the Board would like to see.

The 16 account has a March month end balance of \$1,245,587.51 for a combined total of \$1,640,444.29. This is an increase in combined fund total of \$44,254.20 since February month end balances reported at our 1st Quarter Brand Board Meeting held on March 24, 2022. There have been no transfers from the 16-account to 15 since last report. Brand renewals are coming in, we should start to see a high impact in the 16-account balance.

Head Count (HC) – Burlile explains that the total HC from July 2021 thru February 2022 is up 171,923 total inspections from the same time period in FY21. Graphs show numbers have remained strong. Burlile reports inspections for March of 202,715 appears to be biggest March head count on record since 2001 in which there was a total head count that year of over 2.3 million. Auctions remain busy, field work has slowed down, but it is starting to pick up with spring movement.

There was discussion regarding projection of declined cattle numbers due to price increases: hay, grazing land being bought up for the housing market and drought.

6. Accounts Receivable Report – State Brand Inspector Cody Burlile

Burlile reports on the enclosed Accounts Receivable report. Twin Falls district has tremendously improved their AR with the recent move of the position to Twin Falls to cut down in mailing time and with the changing of the position to full-time due to their quantity of inspections. Overall past due AR for March month end is 10%.

Lewiston districts monthly revenue vs. expenses was briefly discussed.

Burlile updated the Board on his upcoming Board of Examiners (BOE) meeting regarding the deposit exemption from a previous audit finding.

7. Personnel Report - State Brand Inspector Cody Burlile

Burlile reported on current staffing. Of the 3 Brand Inspector (BI) vacancies in the Twin Falls district, 3 selections have been made and are in background. The 1 PT BI vacancy in the Lewiston district currently had 3 applicants and are being set up for interviews. Jay Wiley has pushed back his retirement date 1 month to July 1, 2022. We consolidated his FT position into 2 PT positions which saves the agency in benefits and provides better coverage in busy times of the year. Jay Wiley plans to return for fall run after his required separation. This also leaves an FTP open which could be utilized differently in the Idaho Falls District. Investigating the possibility of placing a Financial Tech in the Idaho Falls District due to the increased cattle flow which will eliminate accumulation of BI OT and will create overall cost savings. BI Casey Dennis from the Caldwell district is set to attend the POST Academy Monday May 2, 2022. Idaho Falls and Lewiston district meetings are still in the works. The Beef Quality Assurance (BQA) training hosted by Idaho Beef Council (IBC) is scheduled for Friday April 29, 2022 with approximately 10 BI's attending for training hours in certifications.

8. IDAPA Rule (Update) - State Brand Inspector Cody Burlile

Burlile briefly updated the Board that Legislature adopted HCR 37 "The Going Home Bill" which voided the precautionary rule action that the Board previously voted on. Final effective date for IDAPA 11.02.01 was March 15, 2022. Brand Board rules are in full affect, and we shouldn't have to act on them in the near future unless changes are brought forth.

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

Burlile briefly reported that he and ISP IT met with Washington State Department of Agriculture (WSDA) Friday March 25, 2022. It was determined that WSDA does not have the ability to help us further with the setup of the software. We reached out to the contractor, Mark Clerget that developed the office portion of the WSDA software system and that he can assist us with setup for a fee TBD later. A meeting is being scheduled with Burlile, ISP IT, ISP FSO and Clerget to figure out the details and cost.

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

The Board discussed a succession plan for an interim State Brand Inspector position in case of an emergency. District supervisors and specific issues regarding day-to-day field operations and policies were discussed.

A motion to develop an organized strategic plan to fill an interim position as State Brand Inspector for emergency purposes was made by Ted VanderSchaaf and seconded by Dan Hinman. Motion passed without objections.

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

Burlile explained the enclosed 25-1102 Idaho Code regarding Chairman. There was open discussion regarding past events into implementing a policy to always have a Chairman in place.

A motion to have a written policy in place to always have a Chairman selected was made by Board Member Dan Hinman and seconded by Ted VanderSchaaf. Motion passed.

12. Action Item – FY 2023 BUDGET/CEC (Update & Discussion) – State Brand Inspector Cody Burlile

Burlile briefly explained the enclosed approved CEC plan which consists of 2 components. 1. Salary increase. 2. Performance-Based Pay Increases. This plan will be implemented effective June 12, 2022, with pay date of July 8th, 2022. No action was taken.

13. Action Item – Revenue/Expense/Brand Fee (Discussion & Vote) – State Brand Inspector Cody Burlile

Burlile reports on the enclosed Revenue vs. Expense report. The Board welcomed Idaho Cattle Association Cameron Mulrony, Idaho Dairymen's Association Rick Naerebout, and Idaho Farm Bureau Federation Zack Lanier. There was open discussion with the industry regarding the importance of being prepared due to the projected decrease in cattle numbers and the rising costs of employee benefits and fuel.

Many options were discussed. 1. Raising caps on Renewals/Recordings/Dealer/Dealer Reps. which would require statute/rule change. 2. Collecting the \$0.06 remaining on the Brand Inspection fee before statutory cap. 3. Pursuing a percentage increase from subsidiary collections. There was discussion on the process of statute/rule change. Further discussion is needed, and multiple industry meetings will be scheduled.

14. Action Item – Cinematic Documentary Re: Livestock Investigations, Theft and Prosecution (Presentation & Discussion) – Canyon County Sheriff Kieran Donahue

Sheriff Donahue briefly reports on the direction of the documentary and explains the positive outcome of public education. There was discussion among the Board regarding potential negative effects. Concerns were addressed by Donahue to include the major role he will have in placing a positive influence on industry within the documentary. It was determined a motion was not needed at this time. The Board agreed to proceed forward with the prospect of participating in the cinematic documentary.

15. New Business (Discussion)

There was discussion about small beef processing plants, mobile butchers & packing plants on implementing fees, licensing and how to regulate. Action item for next meeting.

Zack Lanier brought up discussion regarding communication between Brand Inspectors and Law Enforcement, education/training classes advised for Law Enforcement pertaining to cattle.

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

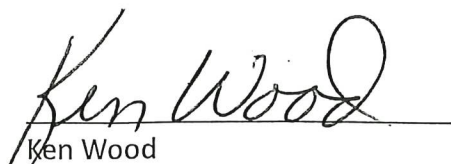
No Executive Session was held.

17. Schedule 3rd Quarter 2022 Brand Board Meeting:

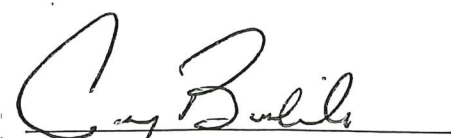
Discussion for July, date TBD. Further discussion on pre-scheduling tentative dates for Quarterly Board Meetings

18. Adjournment:

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


Ken Wood
Chairman, Idaho Brand Board

9-29-22
Date


Cody D. Burlile
State Brand Inspector/Secretary

9-29-22
Date