

**State Brand Board**  
**Minutes of the Meeting**  
**November 7, 2012 Conference Call**

The conference call meeting was called to order at 11:00 a.m. by President Mark Kimball. Board members present were Wanda Blair, Bart Blum, and Curt Mortenson with Scott Vance joining the meeting in progress. Other attending were Harold Deering, Larry Stearns, Wray Shouldis, Courtney De La Rosa, Jody Anderson, and Sylvia Christian.

Blair moved and Blum seconded the motion to adopt the agenda. The motion carried with voting as follows: Blair, yes; Blum, yes; Mortenson, yes; and Kimball, yes.

The Brand Inspector Policy tabled at the last meeting was discussed. Mortenson moved and Blum seconded the motion to adopt the policy. The motion carried with voting as follows: Blair, yes; Blum, yes; Mortenson, yes; and Kimball, yes.

**Legislative Proposals:**

**AGR-SD Brand Board #13- An Act to Establish a Service Fee for Local Inspection of Up To 100 Head or Less.**

A short discussion was held. Christian said the Stockgrowers would like to see a cap on the fee in law. Mortenson said that he felt that by placing a cap in law, that the legislature would be in the position of micro-managing the Board. Mortenson moved and Blair seconded the motion to proceed with the legislation as written. Blair added that as bull producers, they sell differently, with numerous sales and would have to pay the fee on many local inspections. The details would be worked out in the administrative rules process. The motion carried with voting as follows: Blair, yes; Blum, yes; Mortenson, yes; and Kimball, yes.

**AGR-SD Brand Board #14- An Act to Change the Fee Structure for a Livestock Transportation Permit.**

Christian said that the Stockgrowers opposed this bill as there would be no way to identify individual animals. Kimball added that the people who asked for this should be the ones bringing it to the legislature. Blum moved to table this proposal. Blair seconded the motion. The motion carried with voting as follows: Blair, yes; Blum, yes; Mortenson, yes; and Kimball, yes.

**AGR-SD Brand Board #15- An Act to Amend Inspection Laws Concerning Shipper's Permits.**

This proposal would allow a producer to use a shipper's permit to transport to a willing in-state open market to obtain a local inspection. Blum moved to table this proposal, Mortenson seconded the motion. The motion carried with voting as follows: Blair, yes; Blum, yes; Mortenson, yes; and Kimball, yes.

**AGR-SD Brand Board #16 - An Act to Increase the Fee Cap for Horse and Mule Inspection.**

This proposal will increase the cap on horse inspection fee to \$4.00. Christian said that the Stockgrowers will not support this increase. Mortenson moved to increase the fee to where horse inspection will pay its own way. Blum seconded the motion which passed. Voting as follows: Blair, yes; Blum, yes; Mortenson, yes; Vance, no, and Kimball, yes

**AGR-SD Brand Board #17 – An Act to Eliminate Inspection of Horses and Mules.**

Following a brief discussion, Mortenson moved to table this proposal. Blair seconded the motion. Blair said that with cattle numbers as low as they are that inspection may go into the red. Motion passed with voting as follows: Blair, yes; Blum, yes; Mortenson, yes; Vance, yes, and Kimball, yes

Christian invited members to meet with the Stockgrowers to discuss the rules for a service fee. Kimball said that the Board would consider this.

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Stearns said that Human Resources suggested that the Board advertise for the Director's position. Kimball said the director should start the process.

Blum moved and Vance seconded the motion that the meeting be adjourned. Motion carried. Meeting adjourned at 12:05 p.m.

\_\_\_\_\_  
Director

\_\_\_\_\_  
President

These minutes were filed for the record on \_\_\_\_\_.

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Brand Board Policy # 19  
Adopted November 7, 2012

**BRAND INSPECTOR**  
Policy and Procedure

Inspectors will be able to perform accurately all phases of brand inspection without constant supervision, which shall include accurate yard books, local inspections, lifetime inspections, market clearances, inspector's receipts, writing tallies, placing holds, roping, and performing physical brand inspection.

Each Inspector will readily know and understand the reasons for brand inspection as well as the benefits derived from the program.

Inspectors should not be satisfied with the status quo. Inspectors should always strive for improving work habits as well as finding methods of improving the quality and quantity of work, and service to the general public.

Additional training in all phases of work will be offered to allow the inspector an opportunity to perform without immediate supervision.

Inspectors who attain information that state brand laws have been violated shall forward the information promptly to the Chief Brand Inspector and / or an investigator for the State Brand Board. When an animal is initially reported as an estray, inspectors should gather all relevant information.

Inspectors should strive for open communication with investigators, ranchers, feed lot operators, packing plants, truckers, auction markets and other inspectors.

Inspectors will be contacted with questions if an inaccurate inspection comes into the office.

The Chief Brand Inspector will evaluate the inspector at the end of the first year. This evaluation will involve knowledge of brand laws, rules and regulations, and departmental policies pertaining to all types of special permits.

The Chief Brand Inspector will constantly monitor all phases of the inspectors' work.

The Chief Brand Inspector will respond to a written complaint received through a letter, an email or fax within 7 business days of receipt of the written and signed complaint. All valid complaints will be documented and filed including the manner with which the complaint was handled and any response from the complainant. The Chief Brand Inspector will immediately contact the inspector who performed the inspection or other work, and will obtain the inspector's perspective on the situation and document all information. If a brand inspector is

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at fault, the inspector will be notified immediately and a proper remedy will be implemented.

All brand inspectors, brand clerk, and Chief Brand Inspector are exempt at-will employees.

A SD Brand Board employee may not apply for, register, or otherwise acquire a brand for the purpose of resale.