

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009
1:00 p.m. – 4:00 p.m.
2601 Agriculture Drive, Madison, Wisconsin**

DATE: February 16, 2009

TO: Chancellor Carolyn Martin*, UW-Madison – Darrell Bazzell, Designated Representative
Karen Timberlake*, Secretary, DHS – Dr. Seth Foldy, Designated Representative
Matthew Frank*, Secretary, DNR – Jack Sullivan, Designated Representative
Rod Nilsestuen*, Secretary, DATCP – Susan Buroker, Designated Representative
John Stanley, Member
Robert Bagley, Member
Michael Russell, Member
David Taylor, Member, Chair
Michael Ricker, Member
Dr. Bernard Poeschel, Member
David Webb, DNR Alternate
Steve Sobek, DATCP Alternate
Tom Sieger, DHS Alternate
Sandy Breitborde, DHS Alternate
Chuck Warzecha, DHS Alternate
William Richner, UW Alternate

FROM: Dr. Charles D. Brokopp, Secretary
Director, Wisconsin State Laboratory of Hygiene



RE: Wisconsin State Laboratory of Hygiene
Board of Directors Meeting – AGENDA
February 24, 2009
1:00 p.m. – 4:00 p.m.

MEETING LOCATION:

Wisconsin State Laboratory of Hygiene
2601 Agriculture Drive, Madison, Wisconsin

C: Ron Arneson DNR
Dennis Rhodes (DOA)
Emily Pope (LFB)
*Sent announcement only

Dr. Ronald Laessig
Terry Burk
John Chapin
Sherry Gehl
Dave Hassemer
Jan Klawitter
Dr. Daniel Kurtycz
John Shalkham
Dr. William Sonzogni
Jim Sterk

**WISCONSIN STATE LABORATORY OF HYGIENE
BOARD OF DIRECTORS**

MEETING NOTICE

Tuesday, February 24, 2009

1:00 p.m. – 4:00 p.m.

MEETING LOCATION

**Wisconsin State Laboratory of Hygiene
2601 Agriculture Drive, Madison, Wisconsin**

Notice is hereby given that the Wisconsin State Laboratory of Hygiene Board of Directors will convene at **1:00 p.m. on Tuesday, February 24, 2009**, at the Wisconsin State Laboratory of Hygiene, 2601 Agriculture Drive, Madison, Wisconsin.

Notice is further given that matters concerning Wisconsin State Laboratory of Hygiene issues, program responsibilities or operations specified in the Wisconsin Statutes, which arise after publication of this agenda may be added to the agenda and publicly noticed no less than two hours before the scheduled board meeting, if the board Chair determines that the matter is urgent.

Notice is further given that this meeting may be conducted partly or entirely by teleconference or videoconference.

Notice is further given that questions related to this notice, requests for special accommodation, or requests for a public appearance are addressed by the Wisconsin State Laboratory of Hygiene Administrative Offices by phone at (608) 262-3911 or in writing to Wisconsin State Laboratory of Hygiene, 465 Henry Mall, Madison, Wisconsin, 53706.

ORDER OF BUSINESS: See agenda contents page.

Respectfully submitted,



Charles D. Brokopp, Dr.P.H.
Secretary to the Board, Wisconsin State Laboratory of Hygiene
Director, Wisconsin State Laboratory of Hygiene
February 16, 2009

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009
1:00 p.m. – 4:00 p.m.
2601 Agriculture Drive, Madison, Wisconsin

AGENDA

<u>PROCEDURAL ITEMS</u>	<u>PAGE</u>
Item 1. APPROVAL OF MINUTES	4
Item 2. REORGANIZATION OF AGENDA	13
Item 3. PUBLIC APPEARANCES	14
 <u>BUSINESS ITEMS</u>	
Item 4. SCIENTIFIC PRESENTATION A) Severe Combined Immunodeficiency Disease Grant	16
Item 5. SECOND QUARTER FINANCIAL REPORT	18
Item 6. CONTRACT REPORTS A) Government Agencies – For Information and Discussion (18) B) Private Contracts (0)	26
Item 7. 2009-2014 STRATEGIC PLAN	29
Item 8. WSLH ORGANIZATIONAL CHANGES	51
Item 9. STATE OF THE WISCONSIN STATE LABORATORY OF HYGIENE	52
Item 10. WSLH BUILDING UPDATE	53
Item 11. PANDEMIC PREPAREDNESS UPDATE	54
Item 12. REVIEW APPOINTMENTS AND EXPIRATION DATES REVIEW RECORDS FOR OATH OF OFFICE	56
 <u>ADMINISTRATIVE ITEMS</u>	
Item 13. DIRECTOR'S REPORT A) 2009 Future Board Meeting Dates – Next Meeting: <u>April 21, 2009</u> B) Report of Outbreaks and Other Emergency Response Activities C) Report on Public Water System Testing D) Awards, Honors and Accomplishments E) Staff Publications and Presentations F) Biochemical Genetics Laboratory G) Level One Chemical Laboratory Exercise H) AWARE Coalition	59
Item 14. ELECTION OF OFFICERS FOR 2009	70

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

PROCEDURAL ITEMS

Item 1. APPROVAL OF MINUTES

Description of Item

The draft minutes of the November 18, 2008 board meeting are submitted for approval.

Suggested Board Action:

Motion: Approve the draft minutes of the November 18, 2008 board meeting as submitted.

Staff Recommendation and Comments:

Approve draft minutes.

Note: Board members may access draft minutes from the Wisconsin State Laboratory of Hygiene (WSLH) secure Web site prior to the meeting. Once approved, minutes become part of the public record and are posted on the WSLH Web site: <http://www.slh.wisc.edu/board/meetings/index.php>.

Procedural Note:

Handouts provided to board members and alternates at the meeting will be referenced in the minutes but will not be incorporated into the draft minutes which are distributed for approval. Board members not in attendance will receive copies of the handouts.

The official approved minutes, which are kept by the board Secretary, include the agenda and all handouts.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

PROCEDURAL ITEMS

Item 2. REORGANIZATION OF THE AGENDA

Description of the Item:

Board members may suggest changes in the order in which the agenda items are discussed.

Suggested Board Action:

None.

Staff Recommendation and Comments:

None.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

PROCEDURAL ITEMS

Item 3. PUBLIC APPEARANCES

Description of the Item:

Under the board's *Policies and Procedures*, non-members are invited to make presentations.

Suggested Board Action:

Follow WSLH *Policies and Procedures*.

Staff Recommendation and Comments:

Follow WSLH *Policies and Procedures*.

Per Policies and Procedures of the Wisconsin State Laboratory of Hygiene Board of Directors:

§6.12 *Speaking privileges.* When the board is in session, no persons other than laboratory staff designated by the Director shall be permitted to address the board except as hereinafter provided:

- (a) A committee report may be presented by a committee member who is not a member of the board.
- (b) A board or committee member, in the course of presenting a matter to the board, may request staff to assist in such a presentation.
- (c) If a board member directs a technical question for clarification of a specific issue to a person not authorized in this section, the Chair may permit such a person to respond.
- (d) The board may, by majority vote, or by decision of the Chair allow persons not otherwise authorized in this section to address the board if the situation warrants or the following criteria is followed:
 - (1) Written requests for public appearances on specific current agenda items shall be made to the board Secretary no later than two working days prior to the meetings. The request shall outline the reasons for the request including the subject matter to be discussed in as much detail as is feasible prior to the meeting of the board. Those requesting an appearance may, at or prior to the board meeting, provide board members copies of any written materials to be presented or a written statement of a position.
 - (2) Individual presentations will be limited to five minutes, unless otherwise authorized by the Chair.
 - (3) To schedule an appearance before the Wisconsin State Laboratory of Hygiene Board of Directors, contact the board Secretary, c/o Director, WSLH, 465 Henry Mall, Madison, Wisconsin 53706. Telephone (608) 262-3911. The subject or subjects to be discussed must be identified.
 - (4) The Wisconsin State Laboratory of Hygiene "Guidelines for Citizen Participation in WSLH Board Meetings" are published on their Web site: [http:// www.slh.wisc.edu/index.shtml](http://www.slh.wisc.edu/index.shtml) and printed copies are available on request. (See Appendix 5) [Section §6.12 approved **5/27/03 board meeting.**]

Appendix 5

Guidelines for Citizen Participation at WSLH Board Meetings

The Wisconsin State Laboratory of Hygiene board provides opportunities for citizens to appear before the board to provide information to the board on items listed on the agenda. Such appearances shall be brief and concise. In order to accommodate this participation in the allotted time, the guidelines are as follows:

A. Items To Be Brought Before the Board:

1. The board Secretary and Chair will assign a specific time on the agenda to hear public comment when a request to speak has been received from a member of the public.
2. Individuals or organizations will be limited to a total of five (5) minutes to make a presentation to the board. Following the presentation, board members may ask clarifying questions.
3. An organization is limited to one (1) spokesperson on an issue.
4. On complex issues, individuals wishing to appear before the board are encouraged to submit written materials to the board Secretary in advance of the meeting so the board may be better informed on the subject in question. Such information should be submitted to the board Secretary for distribution to all board members no later than seven (7) working days before the board meeting.
5. No matters that are in current litigation may be brought before the board.

B. The board encourages individuals to confine their remarks to broad general policy issues rather than the day-to-day operations of the Wisconsin State Laboratory of Hygiene.

C. Citizens who have questions for board members should ask these questions prior to the board meeting, during any recess during the board proceedings, or after board adjournment.

D. Written requests to appear before the WSLH Board of Directors should be submitted no later than two (2) working days prior to a scheduled board meeting.

E. Submit written requests to:

Secretary, Wisconsin State Laboratory of Hygiene Board of Directors
C/O WSLH Director
465 Henry Mall
Madison, WI 53706
Telephone: (608) 262-3911
Fax: (608) 262-3257
E-mail: cdb@slh.wisc.edu

BUSINESS MEETING

**Item 4. SCIENTIFIC PRESENTATION
A) SEVERE COMBINED IMMUNODEFICIENCY DISEASE GRANT**

Description of the Item:

The WSLH has received a \$1.5M grant to implement a three-year SCID testing initiative in the Newborn Screening Program. It is summarized in the abstract and a poster that is included in this agenda item.

Dr. Ronald Laessig and Dr. Mei Baker will present a short overview of the project.

This project is excellent recognition for the Newborn Screening team at the WSLH and represents an outstanding collaborative effort with colleagues at the Division of Public Health, the Medical College of Wisconsin and the UW School of Medicine and Public Health.

Suggested Board Action:

Receive for information and discuss

Staff Recommendations and Comments:

Receive for information and discuss

Newborn Screening for Severe Combined Immunodeficiencies (SCID) – A November 2008 Wisconsin Perspective

Wisconsin (WSLH) has become one of two nation-wide programs to receive grant funding to implement routine screening for SCID. The grant, effective October 1, 2008, is for three years and a total of \$1,500,000. Major foci of the grant are to (1) demonstrate feasibility of NBS for SCID, (2) discern basic SCID related data such as normal ranges, incidence rates, etc., and (3) Develop laboratory protocols suitable for other states to implement. The grant will cover the costs of routine screening and developmental research.

On January 1, 2008 the Wisconsin NBS program began screening for Severe Combined Immunodeficiencies (SCID) – also known as “Bubble Boy Disease.” SCID-afflicted newborns do not produce T-Cells and hence have no immune system. Typically they succumb to common childhood infections within the first year of life. Hematopoietic stem cell transplantation, performed at less than 3.5 months, has been demonstrated to be at least 95% successful (curative).

The laboratory methodology is based on the real-time PCR assay of T-Cell Receptor Excision Circles (TRECs) obtained by DNA extraction from 1/8” dried filter paper blood spots. TRECs are a by product of T-Cell synthesis in the thymus. They serve as a surrogate marker for the number of naïve T-Cells that have recently emigrated into the peripheral blood from the thymus. Low or zero TRECs (i.e., positive screening finding) suggest an absence of T-Cells and require follow-up using flow cytometric techniques.

The true incidence of SCID is unknown; estimates range from 1/25,000 to 1/100,000 births. Wisconsin screens approximately 70,000/year at an initial (estimated) cost of \$6.00 per newborn. Utilization of a first tier, PCR-DNA extraction based assay presents some unique technical and logistical challenges for the NBS laboratory. These include developing processing/reporting algorithms which minimize the incidence of “false positives” due to failure to extract or amplify DNA in some samples. The inherent imprecision of micro-sample PCR methods is also a major consideration.

Preliminary cost-benefit data from Children’s Hospital of Wisconsin, based on 5 cases of SCID clinically diagnosed and treated (post 3.5 months of age) and one case diagnosed at less than one month (sibling of

a SCID baby) suggest that the average cost of the clinically diagnosed cases was \$2,200,000 each; the cost of the early diagnosis and successful bone marrow transplant was less than \$350,000. A preliminary finding of the current study demonstrates that very low birth weight babies (i.e. premature births in the NICU) do not initially demonstrate TRECs but develop them in subsequent serial samples.

As of November 2008, we can unofficially report on results from approximately 60,000 routine assays. The findings to date include:

- No true SCID babies found to date
- One infant with DiGeorge Syndrome – being treated in CHW
- One Down's Syndrome infant – septic at time of NBS
- One idiopathic T-cell lymphopenia, being followed
- One infant with leukocyte migration defect – transplanted 9/25/2008

Grant PD/PI Dr. Brokopp¹
Key Personnel: Dr. Baker¹, Dr. Grossman², Dr. Routes², Dr. Seroogy^{1*}, Dr. Verbsky², Dr. Katcher³,
 Dr. Kurtycz¹, Dr. Laessig¹
Key WSLH Staff: Dr. Baker¹, Gary Hoffman¹, Mike Cogley¹, Dave Mickle¹,
 Tom Litsheim¹
 (Mike and Dave handle 100% of the routine screening)

¹University of Wisconsin School of Medicine and Public Health and WSLH

^{1*}University of Wisconsin School of Medicine and Public Health – Dept of Pediatrics and American Family Childrens Hospital (at UW)

²Medical College of Wisconsin and Children's Hospital of Wisconsin

³Wisconsin Department of Health and UW-SMPH

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

BUSINESS MEETING

Item 5. SECOND QUARTER FINANCIAL REPORT

Description of Item:

Sherry Gehl, Deputy Director, will review highlights of the report and answer questions.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.

**WISCONSIN STATE LABORATORY OF HYGIENE
STATEMENT OF INCOME
For the period July 1, 2008 through December 31, 2008**

	FY 09 APPROVED ANNUAL BUDGET	FY 09 YEAR-TO- DATE BUDGET	FY 09 YEAR-TO- DATE ACTUAL	VARIANCE FAVORABLE (UN-FAV.)	VARIANCE % of BUDGET
SUPPORT AND REVENUE					
Laboratory Services Revenues (Note 3)					
Agency	\$ 3,527,896	\$ 1,764,039	\$ 1,811,646	\$ 47,607	2.7%
Nonagency	18,213,585	9,120,822	8,939,951	(180,871)	-2.0%
GPR Funding	9,789,783	5,123,715	5,228,795	105,080	2.1%
OWI Fund Revenues	1,653,000	933,900	1,003,503	69,603	7.5%
Grant Funding	6,029,113	3,014,998	3,023,215	8,217	0.3%
Interest Income	177,500	88,750	16,822	(71,928)	-81.0%
TOTAL SUPPORT AND REVENUE	39,390,877	20,046,224	20,023,932	(22,292)	-0.1%
EXPENSES					
Salaries	18,293,282	9,127,841	8,942,997	184,844	2.0%
Fringe Benefits	6,941,084	3,734,211	4,055,058	(320,847)	-8.6%
Supplies & Services	10,077,846	5,138,845	5,259,645	(120,800)	-2.4%
Transfer Overhead Allow: 133 and 144	968,014	483,851	478,345	5,506	1.1%
Building Rent	1,866,491	933,241	975,257	(42,016)	-4.5%
Depreciation	1,766,160	883,080	934,338	(51,258)	-5.8%
Bad Debt Expense	42,000	21,000	21,000	-	0.0%
Interest Expense	36,000	18,000	11,714	6,286	34.9%
TOTAL EXPENSES	39,990,877	20,340,069	20,678,354	(338,285)	-1.7%
NET OPERATING INCOME OR (LOSS)	\$ (600,000)	\$ (293,845)	\$ (654,422)	\$ (360,577)	

**STATE LABORATORY OF HYGIENE
COMPARATIVE INCOME STATEMENT
For the 6 months ended December 31, 2008 and December 31, 2007**

	6 Months Actual FY09	6 Months Actual FY08	Variance Over/(Under)	Percentage Change
SUPPORT AND REVENUE				
Laboratory Services Revenues (Note 3)				
Agency	\$ 1,811,646	\$ 1,790,440	\$ 21,206	1.18%
Nonagency	8,939,951	8,369,603	570,348	6.81%
GPR Funding	5,228,795	4,712,374	516,421	10.96%
OWI Fund Revenues	1,003,503	780,185	223,318	28.62%
Grant Funding	3,023,215	3,307,694	(284,479)	-8.60%
Interest Income	16,822	87,940	(71,118)	-80.87%
TOTAL SUPPORT AND REVENUE	20,023,932	19,048,236	975,696	5.12%
EXPENSES				
Salaries	8,942,997	8,942,944	53	0.00%
Fringe Benefits	4,055,058	3,496,894	558,164	15.96%
Supplies & Services	5,259,645	5,272,042	(12,397)	-0.24%
Transfer Overhead Allow: 133 and 144	478,345	454,791	23,554	5.18%
Building Rent	975,257	888,998	86,259	9.70%
Depreciation	934,338	872,049	62,289	7.14%
Bad Debt Expense	21,000	19,200	1,800	9.38%
Interest Expense	11,714	29,342	(17,628)	-60.08%
TOTAL EXPENSES	20,678,354	19,976,260	702,094	3.51%
NET OPERATING INCOME OR (LOSS)	\$ (654,422)	\$ (928,024)	\$ 273,602	

**STATE LABORATORY OF HYGIENE
COMPARATIVE BALANCE SHEET
As of December 31, 2008 and June 30, 2008**

ASSETS

	December 31, 2008	June 30, 2008
CURRENT ASSETS		
Cash	\$ 2,555,407	\$ 2,415,908
Cash-restricted-newborn screening surcharge	898,990	921,594
Net accounts receivables (Note 2)	4,724,979	3,868,982
Other receivables	911,232	809,118
Inventories	94,513	127,062
Prepaid expenses	592,501	467,716
Total current assets	9,777,622	8,610,380
EQUIPMENT AND BUILDING IMPROVEMENTS		
Equipment	19,690,428	19,177,700
Building improvements	6,680,980	6,679,280
	<u>26,371,408</u>	<u>25,856,980</u>
Less accumulated depreciation	(17,945,378)	(17,066,864)
Total net fixed assets	8,426,030	8,790,116
Total Assets	\$ 18,203,652	\$ 17,400,496

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Salaries payable	\$ 169,443	\$ 284,718
Accounts payable	913,038	529,239
Accounts payable, Milw Hlth Dept	4,136	21,748
Newborn screening surcharge payable	898,990	921,594
Accrued expenses	157,285	327,435
Deferred revenue	-	8,375
Proficiency testing deferred revenue	3,236,395	1,808,809
Newborn screening deferred revenue	1,224,187	1,272,203
Compensated Absences (Note 5)	721,389	716,661
Total current liabilities	7,324,863	5,890,782

LONG TERM DEBT

Obligations under capital leases	-	-
Compensated Absences (Note 5)	1,443,745	1,448,473
Total long term debt	1,443,745	1,448,473
Total Liabilities	8,768,608	7,339,255

EQUITY

Retained earnings-restricted (Note 4)		
Operating contingency	2,205,457	2,077,808
Total restricted retained earnings	2,205,457	2,077,808
Net Operating Income or (Loss)	(654,422)	(1,439,063)
Retained earnings-unrestricted (Note 6)	2,479,631	4,018,118
Contributed capital	5,404,378	5,404,378
Total unrestricted retained earnings	7,229,587	7,983,433
Total Equity	9,435,044	10,061,241
Total Liabilities and Equity	\$ 18,203,652	\$ 17,400,496

Contingency Funding	2,452,759	2,719,598
---------------------	-----------	-----------

**STATE LABORATORY OF HYGIENE
STATEMENT OF CASH FLOWS
For the Period July 1, 2008 through December 31, 2008**

CASH FLOWS FROM OPERATING ACTIVITIES

Net income	\$ (654,422)
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	934,338
Increase in Compensated Absences	
Changes in working capital components:	
(Increase) in net accounts receivables	(855,997)
(Increase) in other receivables	(102,114)
Decrease in inventories	32,549
(Increase) in prepaid expenses	(124,785)
(Decrease) in salaries payable	(115,275)
Increase in accounts payable	383,799
(Decrease) in payable, Milw Hlth Dept	(17,612)
(Decrease) in newborn screening surcharge payable	(22,604)
(Decrease) in accrued expenses	(170,150)
(Decrease) in deferred revenue	(8,375)
Increase in proficiency testing deferred revenue	1,427,586
(Decrease) in newborn screen deferred revenue	<u>(48,016)</u>
Net cash provided (used) in operating activities	658,922

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of equipment and physical plant improvements	<u>(542,027)</u>
Net cash (used in) investing activities	(542,027)
Net increase (decrease) in cash	116,895

Cash:

Beginning	<u>3,337,502</u>
Ending	<u>\$ 3,454,397</u>

WISCONSIN STATE LABORATORY OF HYGIENE
NOTES TO THE FINANCIAL STATEMENTS
For the period July 1, 2008 through December 31, 2008

NOTE 1 –NATURE OF BUSINESS AND SIGNIFICANT ACCOUNTING POLICIES

Nature of Business:

- The Wisconsin State Laboratory of Hygiene (WSLH) is a governmental institution which provides medical, industrial and environmental laboratory testing and related services to individuals, private and public agencies, including the Department of Natural Resources (DNR) and the Department of Health Services (DHS). Approximately 75% of the WSLH operating revenues are program revenues, including contracts, grants, and fee-for-service billing. The remainder are general purpose revenues (GPR), which are Wisconsin state general fund dollars.

Budgetary Data:

- Fiscal Year 2008-2009 operating budget amounts were approved by the WSLH Board on June 17, 2008.

Basis of Presentation:

- The financial statements have been prepared on a modified accrual basis following Generally Accepted Accounting Principals (GAAP).

Basis of Accounting:

- Revenues are recognized at the completion of the revenue generating processes. Fee-for-service revenues are generally recognized in the period services are completed.
- Revenues from GPR, OWI, Grants, and expense reimbursement contracts for salaries, fringe benefits, capital, and supplies are recognized as expended.
- Expenses are recognized and accrued when the liability is incurred.

Estimates and assumptions:

- The preparation of financial statements in conformity with generally accepted accounting principals requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying footnotes. Actual results could differ from those estimates.

Assets:

- Cash is considered restricted if, by prior agreement with an outside entity, it must be segregated for future use by the outside entity or by WSLH at the outside entity's behest. As of December 31, 2008 available cash is restricted in an amount equal to the newborn screening surcharge payable to the Wisconsin Department of Health Services.
- Accounts receivable are reported at net realizable value. Net realizable value is equal to the gross amount of receivables less an estimated allowance for uncollectible amounts.
- Inventory is stated at cost (first in, first-out method).
- Equipment and building improvements are carried at cost. Expenditures for assets in excess of \$5,000 are capitalized. Depreciation is computed by the straight-line method.

Liabilities

- A liability for unearned revenue is recognized for prepaid receipts for WSLH-provided Proficiency Testing programs and for prepaid newborn screening tests.

NOTE 2- ACCOUNTS RECEIVABLE

- Accounts receivable and allowance for uncollectible accounts balances as of December 31, 2008 and June 30, 2008 are as follows:

	<u>December 31, 2008</u>	<u>June 30,2008</u>
Accounts Receivable Total	\$4,842,333	\$3,981,938
Allowance for bad debt	(117,354)	(112,956)
Net Receivables	\$4,724,979	\$3,868,982

NOTE 3- LABORATORY SERVICES REVENUES

- At the board’s request, Laboratory Service Revenues on the Income Statement have been divided into two groups, Agency and Non-Agency, as follows:

Agency:

DNR contracts

DHS contracts

DATCP

University of Wisconsin

Office of Justice Assistance

Wisconsin Emergency Management

Non-Agency:

UW Hospital Authority

Medicare and Medicaid

Municipalities

Law Enforcement Agencies

Proficiency Testing

Newborn Screening

All other revenues from individuals, businesses, clinics, and hospitals.

NOTE 4- RETAINED EARNINGS - RESTRICTED

- The operating contingency is recomputed annually and reflects two months of salary and fringe benefit cost for positions funded from program revenues. The contingency fund is considered adequately funded if net working capital is greater than the contingency fund restriction. As of December 31, 2008 net working capital (current assets less current liabilities) was \$ 2,452,759 thereby meeting the target contingency reserve requirement of \$2,205,457.

NOTE 5- COMPENSATED ABSENCES

- GASB Statement No. 16, “Accounting for Compensated Absences,” establishes standards of accounting and reporting for compensated absences by state and local governmental entities for which employees will be paid such as vacation, sick leave, and sabbatical leave. Using the criteria in Statement 16, a liability for compensated absences that is attributable to services already rendered and that is not contingent on a specific event that is outside the control of the State and its employees has been accrued. The table below details the liability by benefit category:

	<u>TOTAL</u>	<u>VACATION</u>	<u>PERS HOL</u>	<u>LEGAL HOL</u>	<u>COMP TIME</u>	<u>SABBATICAL</u>
Current	\$ 721,389	\$ 543,643	\$ 117,057	\$ 8,936	\$ 11,999	\$ 39,754
Long-term	1,388,253	-	-	-	-	1,388,253
	<u>\$ 2,109,642</u>	<u>\$ 543,643</u>	<u>\$ 117,057</u>	<u>\$ 8,936</u>	<u>\$ 11,999</u>	<u>\$ 1,428,007</u>

NOTE 6 – RETAINED EARNINGS

A prior period adjustment to increase Retained Earnings in the amount of \$28,225 was made in the first quarter of Fiscal Year 2009, to reflect the capitalization of equipment that was expensed in Fiscal Year 2008.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

BUSINESS MEETING

- Item 6. **CONTRACT REPORTS**
 A) Government Agencies – For Information and Discussion (18)
 B) Private Contracts (0)

Description of the Item:

Contracts listed under this agenda item are described in Section 3.04 and 3.06 of the Policy and Procedures document. Two different mechanisms apply for handling contracts:

- A) Agreements Requiring Director Approval being reported to the Board for Information only under §3.04 (18)**
B) Contracts Requiring Board Approval under §3.06 (0)

Suggested Board Action:

Discuss contracts.

Staff Recommendations and Comments:

There are no contracts requiring board approval.

**WISCONSIN STATE LABORATORY OF HYGIENE BOARD OF DIRECTORS
CONTRACT REPORT FOR FEBRUARY 24, 2009**

As Required Under §3.0 of the Policies and Procedures (P&P) of the Wisconsin State Laboratory of Hygiene Board as Approved at its November 30, 2006 Meeting

For Board Approval under Board Policy and Procedures §3.03 or §3.06 :

For Board Information under Board Policy and Procedures §3.05:

Contractor Name/ Agency	Contract Name	Revenue	Period of Performance	Scope of Work	Reference to Board P&P
Wisconsin Department of Natural Resources	Purchase Orders to DNR Basic Agreement	\$65,492	Expires June 30, 2009	Source Tracking Samples, Sediment Dating, Lake Ripley Core RP-4, Lake Chetac Core CT-1, Beach Sample Shipment, Lake Planning Lab Services, and Small Scale Lake Grants	§3.04(a)
Wisconsin Department of Health Services	Public Health Information Network Interagency Agreement	\$623,981	October 1, 2008- September 30, 2009	This contracts transfers positions from DoIT to WSLH. These employees are housed at DHS.	§3.04(a)
Wisconsin Department of Health Services	Public Health Preparedness Agreement	\$1,426,675	August 9, 2008- August 8, 2009	Pass through funding of CDC chemical and bioterrorism preparedness funding. Objectives include training lab personnel throughout the State, test method development, and development of laboratory networks.	§3.04(a)
Wisconsin Department of Health Services	Epidemiology and Lab Capacity	\$64,060	January 1, 2008- December 31, 2008	DPH increases the grant from \$50,000 to \$114,060, largely to cover influenza surveillance	§3.04(a)
Wisconsin Department of Health Services	Influenza Surveillance	\$48,877	July 1, 2008- December 28, 2008	DHS provides money to the WSLH to pay for a data manager/analyst position.	§3.04(a)
OSHA/Bureau of Labor Statistics	OSHA Data Initiative	\$57,293	October 1, 2008- September 30, 2009	The WSLH collects this data under MOU with the Wisconsin Department of Workforce Development until 2010.	§3.04(b)
US Forest Service	Cost Reimbursable Agreement	\$6,500	Through September 2009	WSLH will analyze organic biocides and conduct chemical analysis for USFS.	§3.04(b)
The Nature Conservancy	Wisconsin Buffer Initiative Project	\$14,500	October 1, 2008- September 30, 2009	This is a joint inorganic project with the Wisconsin DNR.	§3.04(b)

Contractor Name/ Agency	Contract Name	Revenue	Period of Performance	Scope of Work	Reference to Board P&P
Groundwater Coordinating Council	E. coli Detection	\$18,964	July 1, 2009- June 30, 2010	WSLH will determine the effects of acidic pH in relation to detection of E. coli.	§3.04(b)
Washington County Health Department	2009 Blanket Purchase Order	\$6,000	Through December 31, 2009	This purchase order is created to do inorganic environmental testing.	§3.04(b)
University of Southern California	Purchase Order for Samples Analyses	\$2,574	Through December 31, 2009	WSLH will conduct some air chemistry work for USC.	§3.04(b)
Health Resources and Services Administration	National Blood Lead Proficiency	\$299,987	Through December 31, 2010	This is the renewal of the WSLH Blood Lead Proficiency Testing Program.	§3.04(b)
Wisconsin Department of Transportation	Improved Laboratory Services for Drug-Impaired Driver Detection	\$91,401.80	October 1, 2008- September 30, 2009	WSLH will purchase equipment with a WisDOT safety grant to be able to detect drugs in blood better.	§3.04(b)
MWH Americas	Purchase Order for Testing at Kincheloe AFB	\$1,267.80	Expires December 30, 2009	MWH has requested more work; WSLH has been doing soil and water samples for them.	§3.04(e)
MWH Americas	Purchase Order for Testing at Kincheloe AFB	\$727.30	Expires December 30, 2009	Different request, but same project as above. MWH has requested more work; WSLH has been doing soil and water samples for them.	§3.04(e)
Association of Public Health Laboratories	Human Influenza Real-Time RT PCR Detection	\$115,000	July 1, 2008- June 30, 2009	WSLH will conduct influenza testing for APHL and will issue a report to them.	§3.04(e)
Shaw Environmental	Purchase Order with Shaw	\$3,675	December 17, 2008- January 31, 2009	WSLH will conduct analyses of air samples.	§3.04(e)
Sandia Corporation	Purchase Order with Sandia	\$25,000	January 29, 2009- January 30, 2010	Sandia added money to their purchase order for industrial hygiene services.	§3.04(e)

REFERENCES

- §3.02 *Policy on contracts and agreements.* Sections 3.02-3.07 are created by the board in order to carry out its responsibilities under S. 36.25(11)(a), *Wis. Stats.*, to "...set fees, set priorities and make final approval of laboratory resources..." and its authority under S. 36.25(11)(f), *Wis. Stats.*, to "...impose a fee for each test conducted by the laboratory" Any test conducted for a local unit of government is exempt from the fee unless the test is outside the state public health care mission or is required under 42 USC 300f to 300j, as determined by the laboratory of hygiene board. The laboratory may charge state agencies through contractual arrangements for the actual services rendered."
- §3.03 *Basic agreements.* No later than the first meeting of the board in each fiscal year, the board shall approve a basic services agreement with the Department of Natural Resources and the Department of Health and Family Services

respectively for that fiscal year. Absent an approved basic services agreement, the laboratory and agency shall proceed on a "continue to operate" basis.

§3.04 *Director's contract authority.* Except as provided in §3.06, the Director may negotiate and enter into the following contracts:

- (a) All contracts for services with the Department of Natural Resources or the Department of Health and Family Services which are issued pursuant to the basic services agreement with that agency.
- (b) All other contracts for services with state agencies or municipalities under S.36.25(11)(b) *Wis. Stats.*; with federal government agencies, governmental agencies in other states, and educational institutions provided that:
 1. The services are consistent with the Laboratory's mission as approved by the board, and
 2. The contracts do not exceed the board-approved budget for the laboratory by more than 10%.
- (c) Any non-policy amendment or addition to the basic agreements under §3.03.
- (d) All contracts for purchase of supplies, services, and permanent property that are within budget appropriations and the budget resource allocations approved by the board.
- (e) All contracts with private entities and corporations, or other organizations and businesses that wish to contract with the WSLH for services, provided that:
 1. The price for service is at or above the fee in the current fee schedule, or
 2. Custom lab work, not listed in the fee schedule, is priced at or above full cost when using the new work volume.
 3. The Director determines a discount is necessary to carry out the WSLH's public, environmental or occupational health mission as reflected in the state statutes or core functions of state and public health laboratories, or
 4. The Director determines a discount will allow the WSLH to use current capacity or sustain its role within the University and
 5. The Director will ensure the discounted price will at least cover marginal costs and
 6. The WSLH Director will ensure that the long-range implications of a discounted price will not adversely affect the ability of the WSLH to attain the board's reserve requirements.
- (f) Contracts that relate to normal administrative operations and for which the University of Wisconsin provides oversight. Examples include, but are not limited to: pre-qualifying orders intended to stipulate the WSLH's quality assurance program or business standards, Memoranda of Agreement for management of electronic access to WSLH data, HIPAA business associate agreements, and consulting agreements for limited term services from persons with specialized skills (strategic planners, *locum tenens*).

§3.05 *Contract report to board.* A list including brief description of all contracts executed under §3.04(a), §3.04(b), §3.04(c) and §3.04(e) shall be reported to the board at its first meeting after said action. The description shall include name, period, and amount of the contract, as well as the name of the entity with which the lab is contracting. If upon review at that meeting, the board decides to set aside future contracts for certain programs or types of services and upon enactment of a specific motion detailing the constraints the board wishes to impose, the Director shall not authorize such future contracts until approval is granted for each on a case-by-case basis under §3.06.

§3.06 *Board approval required.* The Director shall seek board approval for all of the following contracts prior to execution:

- a. Any contracts for services or purchases that are not covered by §3.03 or §3.04.
- b. Any contract type identified by the board under §3.05 for separate consideration and approval.
- c. Any contract which the Director feels may present either public policy or private competition questions which should be resolved by the board.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

BUSINESS MEETING

Item 7. 2009-2014 STRATEGIC PLAN

Description of Item:

This meeting culminates many months of effort by scores of WSLH managers and staff, many public health partners at DPH and DNR and much input and discussion on the part of WSLH board members. The plan is presented in two parts:

1. WSLH STRATEGIC PLAN 2009-2014: Goals and Strategies. This is the highest level of the plan that represents first, just the goals and then goals and strategies.
2. WSLH STRATEGIC PLAN 2009-2014. Performance Measures for Goals and Strategies: Measurement Details. This is a technical document developed at the request of a board member to explain in detail more of the quantitative evidence for the measures and a discussion of the methodology and processes to be used to monitor these measures. This is not intended as a public presentation document, but is for the board's edification and to give technical direction to those tracking these measures.

There will be a brief presentation by John Chapin to put the plan into its management context.

Suggested Board Action:

Final approval of 2009-2014 Strategic Plan and review of measurement details, with discussion and suggestions as to modifications and edits.

Staff Recommendations and Comments:

Approve the WSLH 2009-2014 Strategic Plan with the incorporation of the board's suggestions, modifications and edits.

WISCONSIN STATE LABORATORY OF HYGIENE
2009-2014 STRATEGIC PLAN
Goals and Strategies
February 24, 2009

The following document represents the Goals and Strategies for the Wisconsin State Laboratory of Hygiene Strategic Plan for 2009-2014 as established by its board in February 2009 to guide the direction and management of the Wisconsin State Laboratory of Hygiene (WSLH).

Goals

Goal #1 Business Process Improvement:

By June 2014 the WSLH will have identified, standardized and unified WSLH-wide business processes and have implemented supporting business procedures, policy and technology in order to efficiently carry out our enterprise mission.

Goal #2 Laboratory Excellence:

By June 2014 the WSLH will have secured an enterprise position of laboratory excellence with leadership within the state and national public health laboratory community and scientific partnerships within the UW-Madison.

Goal #3 Financial Viability:

By June 2014 ensure the financial viability of WSLH by generating sufficient annual net revenue in order to sustain and grow the physical, technological and human capital of the lab required for our mission and to attain board-determined reserve requirements.

Goal #4 Workforce Development:

By June 2014 WSLH will have implemented an internal workforce development plan to ensure continued laboratory workforce excellence and leadership succession.

Goal #5 Informatics:

By 2013 WSLH will have developed an integrated IT infrastructure for the central support of WSLH labs and common business processes with industry standard technology.

Goals and Strategies

Goal #1 Business Process Improvement:

By June 2014 the WSLH will have identified, standardized and unified WSLH-wide business processes and have implemented supporting business procedures, policy and technology in order to efficiently carry out our enterprise mission.

Strategy 1.1 Enterprise Business Process

By January 2008 WSLH will have established and institutionalized a formal process improvement program for unified lab-wide enterprise business processes (EBP)

Strategy 1.2 Process Improvement Study

By January 2009 the WSLH productivity and business process review and analysis will have been completed in key laboratory, business line and support service

Strategy 1.3. Enterprise Business Process Recommendations Implemented

By January 2010 major process improvement recommendations from that analysis will have been implemented.

Strategy 1.4 Implementation of Process and Partnerships for New or Enhanced LIMS Systems

By January 2011 procurement approvals and/or partnership agreements will have been executed by for acquisition of major IT support systems in compliance with university and state major IT project

management procedures, acquisition requirements and within the boundaries of an approved capital budget for SFY11-12.

Goal #2 Laboratory Excellence:

By June 2014 the WSLH will have secured an enterprise position of laboratory excellence with leadership within the state and national public health laboratory community and scientific partnerships within the UW-Madison.

Strategy 2.1 Laboratory Facilities- New Clinical Facility for Henry Mall

By July 2014 WSLH will have acquired modern clinical facility capacity and adequacy either via a replacement laboratory on the Agriculture Drive campus (proposed co-located facility with DATCP) or a renovation of its current clinical laboratory space needs at Henry Mall or other viable options to secured space sufficient for moderate growth over the next decade for its entire laboratory infrastructure

Strategy 2.2 Broaden Collaborative Role with UW as core laboratory in support of Translational Research

By January 2012 WSLH will have established and implemented a UW collaborative strategy via agreements and partnerships with major schools and departments across the UW-Madison campus and UW Systems in promotion of translational research, campus and system use of WSLH as core lab facilities and collaborative research efforts.

Goal #3 Financial Viability:

By June 2014 ensure the financial viability of WSLH by generating sufficient annual net revenue in order to sustain and grow the physical, technological and human capital of the lab required for our mission and to attain board-determined reserve requirements.

Strategy 3.1 Strategic marketing and customer service

By July 2009 WSLH Board of Directors will have established marketing policies and business guidelines that will allow WSLH managers to seek program revenue opportunities in national and international markets, product areas and business lines where it is appropriate and necessary as WSLH finds it essential to support the Wisconsin public health mission and public sector activities of WSLH with funds other than Wisconsin public sector funding.

Strategy 3.2 Augmentation of Public Sector Funding for Support of WSLH Mission

By July 2010 WSLH will have developed and have been approved by the WSLH Board strategic business policy and authority to guide its activities in use of public sector funds which are no longer sufficient to support the WSLH mission and in generating alternative public sector funds. *

*(1) provision of key government services and products to Wisconsin public sector, (2) provision of WSLH core academic services and products as part of the University of Wisconsin-Madison and (3) provision of essential public health and environmental services and products to Wisconsin private sector customers not available or affordable to them through the private lab sector.

Strategy 3.3 Developing New Lines of Business for Support of WSLH Mission

By July 2011 WSLH Board will provide WSLH management with guidance and administrative authority to allow WSLH to develop new lines of business and services to generate added revenue streams in order to provide financial viability to WSLH to help it carry out its mission.*

*The focus will be on growth of national and international markets for high technology lab services, electronic commerce capabilities and product opportunities and a fiscal strategy so that this global business can be used to support WSLH public health mission in Wisconsin and used to supplement and complement remaining state resources to build and maintain first class public health laboratory capabilities and educational opportunities to benefit the citizens of Wisconsin.

Goal #4 Workforce Development:

By June 2014 WSLH will have implemented an internal workforce development plan to ensure continued laboratory workforce excellence and leadership succession.

Strategy 4.1 Enterprise Business Process (EBP) Review for Internal WSLH Workforce Development
By July 2010 the WSLH will have identified using EBP process WSLH-wide work force development policies and processes and have created a plan for implemented centralized and standardized supporting programs, training, procedures, and technology in order to efficiently carry out our internal workforce mission.

Strategy 4.2 WSLH Succession Planning through Organizational and Leadership Realignment
By July 2009 WSLH Director will have defined an organizational leadership structure for WSLH at Director's enterprise, division and office levels to be implemented during strategic plan and developed a succession plan for organizational placement and recruitment of future leaders for WSLH at these levels

Strategy 4.3 WSLH External Partnerships Development to Assist in Wisconsin Laboratorian Workforce Development

By July 2011 WSLH will have established long-term external partnership with members of Wisconsin laboratory and laboratory science community to mutually support training program within funding limitations of enterprise and needs of partner organizations that will ensure that WSLH maintains a training leadership role in addressing workforce competency and adequacy needs of laboratory networks of Wisconsin.

Strategy 4.4 WSLH commitment to UW-Madison teaching and training mission in support of state, national and international laboratory workforce development.

By July 2012 WSLH will have expanded its participation in UW-Madison teaching and training programs in a variety of departments and academic fields identified as key training grounds for future laboratory workforce needs.

Goal #5 Informatics:

By 2014 WSLH will have developed an integrated IT infrastructure for the central support of WSLH labs and common business processes with industry standard technology.

Strategy 5.1 Place IT tools and applications into the hands of WSLH staff

By July 2010 DPHIS will provide IT tools to laboratory staff and managers to: 1) manage, maintain and query their own business data; 2) generate operational and everyday business reports, quality assurance monitoring and business data analysis; 3) conduct their own academic research, business trend analysis and budget development using program data; 4) define and manage business objectives and business rules for their systems and 5) conduct everyday operation of their systems in the lab or office without the need for IT DPHIS staff to engage in business line activities.

Strategy 5.2 Establish Effective Electronic Laboratory Data Transfers

By July 2011 DPHIS will support WSLH-wide electronic lab data extraction from our replacement and enhanced LIMS infrastructure and transfer and exchange of lab data with external customers.

Strategy 5.3 LIMS Systems Replacement and Enhancement

By July 2012 DPHIS will have implemented new or enhanced electronic laboratory (LIMS) system(s) to support our laboratory information needs within an integrated enterprise-wide business process framework.

Strategy 5.4 E-Business Infrastructure

By July 2013 WSLH managers will have established within WSLH the business rules and procedures, Web and e-commerce infrastructure, billing and accounting systems and pricing, payment and product approval processes that will allow WSLH to maximize the regional, national and international marketing discretion provided by the board within an electronic communication environment of Web-based commerce .

WISCONSIN STATE LABORATORY OF HYGIENE 2009-2014 STRATEGIC PLAN

Performance Measures for Goals and Strategies

Measurement Details

John Chapin
February 24, 2009

The WSLH board had indicated that they would like to see performance measures integrated into the plan at the beginning of a strategic plan that directly measure the attainment of strategies and goals. This was preferred over the past practice in 2004-2009 of ad hoc and independent performance objectives created each year as proxy measures for progress. This set of 2009-2014 measures had been developed by WSLH management and staff as draft measures for the strategies previously presented to the board. The measures were presented for consideration, review and discussion by the board at the November 2008 meeting. Based on board input at that meeting, it was also requested that some of the percentage measures be made more explicit in terms of the numerical value they represent and that we provide more details on these measurements and methodologies to be used.¹ Therefore, after each measure is a small methodology statement presented in red with this detailed information, as well as which WSLH manager(s) will be responsible for this measure. These measurement details have been reviewed by senior WSLH management and are presented for the February 24, 2009 board meeting.

The intent is to present to the board annual reports on these measures as they come due as well as to use these measures, even prior to their attainment date, in order to track progress.

The final public documents for the WSLH 2009-2014 Strategic Plan will also have a version (1) without these technical measurement details that focuses on just the goals, strategies and measures and (2) one that just has goals and strategies.

Goal #1 Business Process Improvement:

By June 2014 the WSLH will have identified, standardized and unified WSLH-wide business processes and have implemented supporting business procedures, policy and technology in order to efficiently carry out our enterprise mission.

Measure 1.0 (1) By June 2014 an independent audit will be presented to the WSLH Board concerning WSLH's EBP process implementation with a finding that 80% of the recommended WSLH-wide business processes are operational lab wide.²

The Phase II Enterprise Business Process (EBP) Project report was delivered in October 2008 to Dr. Brokopp. It consisted of a report, multiple appendices and 50 separate individual business process reports. 131 processes were identified and 50 were evaluated within 14 APHL categories. The main report had 8 organizational recommendations; but each of the 50 business process reports (for example, external customer service support being one business process) has from a handful to a score of business rules, suggestions and preferences it recommended for either implementation into lab/business procedures or incorporation through new LIMS system. However, these also have not been vetted by WSLH Director or honed into recommendations that can be prioritized as to institutional importance. For example, uniform sample barcoding standards might be more important than reagent order tracking. The Phase III report is not due until May 2009 and it will look at additional processes, develop a LIMS procurement process/document and create implementation measurements for various proposed recommendations.

The 80% attainment figure will consist of:

¹ Jack Sullivan, board representative for the Department of Natural Resources, made the request.

² Independent audit organization will allow national publications and presentation of our EBP process.

- The number of the original eight organizational recommendations implemented that are explicitly endorsed by Dr. Brokopp in his formal acceptance of the report.
- The number of the original 50 EBP processes, identified as enterprise priorities and endorsed by WSLH Director via their incorporation in the IT RFP's or contracts, that are actually implemented in the LIMS or billing systems. Each of the 50 EBP processes endorsed as priorities will represent a single recommendation.
- The number of new Phase III report recommendations that are explicitly endorsed by Dr. Brokopp in his formal acceptance of the report.

Steve Marshall, coordinator of EBP process, will be responsible for this measure.

Measure 1.0 (2) By July 2014 with the adoption of the SFY15 budget the percentage of administrative support costs as a percentage of total laboratory costs will have been reduced by 10% compared to its SFY09 baseline.

Defining support or administrative costs is complex and especially difficult when it comes to supplies and services, rent and a variety of capital expenditures. Therefore, an accounting proxy is needed for these measures. For the start of the strategic plan we will use the existing accounting measures for administrative costs that include Office of the Director, DPHIS (IT) and all of Business Services within the Resource Division as well as overhead and rent costs. Depreciation is excluded. These costs for SFY09 budget were \$7,962,000 out of an operating budget (again excluding depreciation) of \$38,337,732 or 20.77%. This one-fifth is a minimum number.

Through processes such as EBP, WSLH can look at more accurate approximations. From an efficiency perspective of the nearly 400 people in WSLH, how many are directly involved in output production and how many are in support? To decrease the proportion of support or administrative cost is one measure of efficiency that is important during times of fiscal constraint. The concept of support costs, which include administrative costs calculated above, would be those personnel and other expenditures incorporated into the budget that represent non-revenue generating expenditures both within and external to the individual WSLH laboratories not engaged in the production of WSLH output. This does not mean they are non-essential functions; but in testing functions, for example, they fall into the pre- and post-analytical phases of work, such as test order intake, processing of billing information and other administrative tasks or clerical tasks. Much, but not all of line lab supervisor time would be defined as administrative. The concept of "lean" production is the smallest percentage of support/administrative staff and/or costs [pre- and post- analytical staff/total staff] measured by FTE, salary and fringe. The Resource Division has an existing accounting definition of these support or administrative costs. For this measure we will use the existing definition.

This would be a better baseline for measurement of effectiveness of administrative streamlining, automation and centralization, but this would require an audit of each position and function. However, a 10% reduction in total percentage would equate with a reduction to 18.6% of these administrative costs.

Jim Sterk of Resource Division will be responsible for this measure.

Strategy 1.1 Enterprise Business Process

By January 2008 WSLH will have established and institutionalized a formal process improvement program for unified lab-wide enterprise business processes (EBP)

Measure 1.1 By January 2009 the documentation will exist that an EBP leadership committee has been established, an EBP work plan developed, lab-wide Director message delivered concerning the priority of the effort and Phase I and Phase II report drafted during 2008.

These are binary event measures. They happened or they did not.

Steve Marshall, EBP coordinator, will be responsible for this measure.

Strategy 1.2 Process Improvement Study

By January 2009 the WSLH productivity and business process review and analysis will have been completed in key laboratory, business line and support service

Measure 1.2 By October 2008 the EBP leadership and core committees will have submitted to Dr. Brokopp a final report (Phase II) on business process findings and recommendations that will cover 80% of the identified core processes.

These are binary event measures and of the 131 core business processes identified 50 categories were selected for review; but these included 32 combined processes, so the total reviewed by end of Phase II were 82 out of 131. An additional set was deferred until Phase III report, so that will determine the total number.

Steve Marshall, EBP coordinator will be responsible for this measure

Strategy 1.3. Enterprise Business Process Recommendations Implemented

By January 2010 major process improvement recommendations from that analysis will have been implemented.

Measure 1.3: By October 2009 a progress report (Phase III) will be submitted by the EBP coordinator to Dr. Brokopp documenting that 50% of the recommended enterprise-wide business process reforms (not requiring major new LIMS systems) will have been implemented.³

There are eight major organizational recommendations in Phase II report concerning:

- Milwaukee MA Billing
- Handling of Cash and Checks
- Water Test Billing
- Centralize Ag. Drive data Entry and Customer Service
- Online Requisition Forms
- Costing Process
- Access to Fee Schedules
- Analysis of Current E-Mail System

The 50% number will use the number of these eight organizational recommendations endorsed by Dr. Brokopp as the denominator and the number implemented as the numerator.

Steve Marshall will be responsible for this measure.

Strategy 1.4 Implementation of Process and Partnerships for New or Enhanced LIMS Systems

By January 2011 procurement approvals and/or partnership agreements will have been executed by for acquisition of major IT support systems in compliance with University and state major IT project management procedures, acquisition requirements and within the boundaries of an approved capital budget for SFY11-12.

Measure 1.4: By October 2010 the Phase IV final EBP report will have been delivered to Dr. Brokopp and an RFP(s) or other appropriate procurement or contracting documents will have been issued by the EBP team for at least one major LIMS replacement application and a supportive billing system for WSLH.⁴

This is a binary event number.

Garrett Peterson, DPHIS IT, will be responsible for this measure.

³ John Olson & Matt LeMahieux will be providing EBP process its own internal measures

⁴ Requirements collection although centered within WSLH does not imply exclusion of public partners in DPH, DNR, DATCP and other state entities. In fact because of shared information, report access, need for secure messaging and other cooperative IT efforts state partner review and input into the requirements documents is essential.

Goal #2 Laboratory Excellence:

By June 2014 the WSLH will have secured an enterprise position of laboratory excellence with leadership within the state and national public health laboratory community and scientific partnerships within the UW-Madison.

Measure 2.0 (1): By June 2011 the WSLH will have been recognized in the Wisconsin State 2020 Public Health Plan as an important public sector partner and key infrastructure component with other state health and environmental agencies in the assurance of Wisconsin's public and environmental health.⁵

The 2020 State Health Plan is being currently drafted by a broad-based committee lead by Division of Health employees in addition to community forum input from around the state. WSLH is represented in these processes. This will be a documentation measure dependent on the final text of the plan, where narrative support validating the measure will be presented to the board for their determination as to whether this endorsement has been achieved.

Dr. Brokopp, who represents WSLH on state plan strategic leadership committee, will be responsible for this measure.

Measure 2.0 (2): By June 2012 the WSLH will have been recognized by appropriate external accrediting authorities as meeting or exceeding standards and requirements for a state public and environmental health laboratory.

There are a variety of national laboratory organizations as well as independent accreditation organizations that can be used for this external auditing purpose as part of the normal cycle of accrediting. The intention of this measure is to document via these appropriate organizations and their credential granting authority WSLH attainment of laboratory excellence.

John Shalkam and Miel Barman of OQAC will be responsible for this measure.

Measure 2.0 (3): By June 2013 the WSLH will comply with the public health laboratory competencies that are being developed by APHL, CDC and other laboratory organizations.

WSLH will work with APHL in coordinating this audit or assessment of WSLH's compliance with these national public health laboratory competencies.⁶

Steve Marshall will be responsible for this measure.

Measure 2.0 (4): By June 2014 WSLH Office of Quality Assurance will have retained in each year of the 2009-2014 Strategic Plan 100% of all laboratory certifications and credentials required by appropriate professional accreditation organizations to allow WSLH to carry out its laboratory functions at the highest standards.

The WSLH Office of Quality Assurance and Compliance (OQAC) provides oversight into all issues of laboratory quality including compliance with certification, licensure and other professional proficiency requirements deemed by the various regulatory and professional organizations. The office documents these accreditation criteria and the outcome of various reviews and determinations. It will be these reports that provide the evidence for the attainment of this measure.

John Shalkam and Miel Barman of OQAC will be responsible for this measure.

⁵ Defining the key role for 2020 for WSLH as a part of the state's public health infrastructure and state health plan is not a unilateral activity on part of WSLH. In these areas cooperative definition of role of WSLH with its state partners is crucial. A fundamental example is the role of WSLH in terms of communicable disease services, such as specialized testing, PulseNet, NRVSS and influenza typing and the demand by DPH/LPHD's and others for those services.

⁶ APHL brings in PH partners and representatives from other state labs and conducts an audit using prescribed formats. The process is called LSIP (Laboratory standards and improvement program).

Strategy 2.1 Laboratory Facilities- New Clinical Facility for Henry Mall

By July 2014 WSLH will have acquired modern clinical facility capacity and adequacy either via a replacement laboratory on the Ag. Drive campus (proposed co-located facility with DATCP) or a renovation of its current clinical laboratory space needs at Henry Mall or other viable options to secured space sufficient for moderate growth over the next decade for its entire laboratory infrastructure

Measure 2.1(1) By July 2009 WSLH will have signed an MOU with the University of Wisconsin-Madison Chancellor's Office and UW-Madison School of Medicine and Public Health clarifying the University's intention to find a permanent space on campus for all WSLH Henry Mall functions.

WSLH is at a decision point as to how to proceed with its building and space plans for Henry Mall. The plan for a co-located new laboratory with DATCP in its full complement has proven to be economically unfeasible as state bonding support is available; but not long-term state fiscal support for rental costs of a full facility.⁷ A reduced facility is on the table; but this would solve only part of the long-term space needs. Therefore, an important step before going forward is to have the UW define its willingness to provide a long-term comprehensive space solution on campus before WSLH management can move forward on any DOA proposed reduced facility, as that solution in and of itself is only a partial plan.

Sharon Gehl, Deputy Director, will be responsible for this measure

Measure 2.1(2): By July 2014 WSLH will have located (or have a confirmed timeline for relocation) for its (1) clinical laboratory functions in an adequate, modern, safe and state-of-the-art laboratory space sufficient to support WSLH current and next generation clinical laboratory mission and (2) its Henry Mall administrative support programs to meet the public health challenges of 21st century at a cost within its budgetary capacity.

This is a documentation measure of the attainment of an event in terms of lab space occupancy and administrative space (50,000 sq. ft. to 75,000 sq. ft.) by a given date. This space solution can be via relocation to existing building on campus, creation of new physical space or renovation of existing Henry Mall space.

Sharon Gehl, Deputy Director, will be responsible for this measure

Strategy 2.2 Broaden Collaborative Role with UW as core laboratory in support of Translational Research

By January 2012 WSLH will have established and implemented a UW collaborative strategy via agreements and partnerships with major schools and departments across the UW-Madison campus and UW Systems in promotion of translational research, campus and system use of WSLH as core lab facilities and collaborative research efforts.

Measure 2.2(1): By January 2009 WSLH will be identified by UW-School of Medicine and Public Health as a full institutional partner in ICTR⁸

The Center for Translational Research was recently established within the UW-Madison's School of Medicine and Public Health. It is one of a score of Centers funded by NIH. The attainment of this full partnership will be documented by literature from the ICTR describing their partnerships on UW-Madison campus. Each year WSLH will present to the board an annual report on all ICTR-related research requests, projects and revenue.

Steve Marshall will be responsible for this measure.

Measure 2.2(2): By year 2012 WSLH staff (academic and classified) will demonstrate continuing achievement in peer-reviewed publications, as evidenced by publication quantity (the number of

⁷ For the EHD building DOA provided a 50% GPR rental subsidy.

⁸ ICTR stands for UW-Madison's School of Medicine and Public Health's Institutional Center for Translational Research

publications will be maintained or increase as listed in the annual WSLH Research Report) and/or quality (as evidenced by citation indexes).⁹

The documentation will be generated out of the WSLH Annual Research Report (ARP) which is compiled by Jan Klawitter. In 2006 report there were 12 articles in peer-reviewed journals and 25 presentations at national professional conferences as well as hundreds of regional and state meeting presentations and articles in non-peer reviewed publications. The baseline will be the 2009 WSLH ARP. It is important to understand that this measure can not be strictly quantitative as academic research depends as much on quality as quantity and publication opportunities vary greatly from year to year and the phase of the research cycle faculty are in.

Steve Marshall will be responsible for this measure.

Measure 2.2.(3): By July 2014 WSLH will have increased the percentage of total laboratory funding coming from non state agency **grants** by 10% compared to its SFY09 base.¹⁰

The point of this measure is for WSLH to increase its leveraging of its scientific expertise for external funding from non-state sources, such as federal government, foundations, state governments outside of Wisconsin and other entities. Although “science for science” sake is a noble academic goal, right now WSLH needs to leverage its “science” in terms of revenue generation. The true measure contains both non-agency grants and contracts for “sophisticated testing”. At the moment the accounting details only let us isolate “grants”, which can be used as a proxy. All types of grants come to WSLH and they are defined by UW based on UW-Research and Sponsored Programs definitions for external funding. They typically differentiate between Research and Service grants and identify each grant coming in by these categories. This research or not distinction is a difficult one and a bit arcane. This definition of basic research might exclude what others would call “applied” or providing sophisticated testing services to researchers vs. doing the original research oneself. Using the broader category of grants combines both service, such as the OSHA activities and “research”. There was an anticipated grant total for SFY09 of \$6,029,113 of which \$371,372 fits RSP’s code 4 for “research.” One reason that “research” number is so low is that many faculty affiliated with WSLH put their “research” grants through their academic department rather than WSLH. WSLH will use the broader academic definition of grant. The focus is to leverage lab capacity and lab faculty and staff towards more “research and service” related activities that bring additional grant revenue into WSLH.

In the initial budget for SFY09 the total anticipated total revenue for the year was \$39,390,877 with an anticipated \$ 6,029,113 contribution from grants that results in a percentage of 15.3%. However, the actual baseline needs to be calculated from actuals that will not be determined until fiscal year closeout in September 2009. However, historically the percentages have been very close between budgeted and actuals. To make the measure the SFY13 actual percentage of total revenue coming from grants must be 10% greater than the percentage of actuals in SFY09. This means 16.8% of the future base as a target, using budget as a proxy. As the base is also growing this will require considerable progress in numbers and size of grants to reposition WSLH with nearly \$1.2 million in added grant funding. This puts a “bottom line” measure on the concept of excellence.

Jim Sterk, of Resource Division, will be responsible for this measure.

Goal #3 Financial Viability:

By June 2014 ensure the financial viability of WSLH by generating sufficient annual net revenue in order to sustain and grow the physical, technological and human capital of the lab required for our mission and to attain Board determined reserve requirements.

⁹ Closer academic ties with UW – Madison and greater emphasis on research is also a benefit to state agency partners as greater clinical ties with UW-SMPH ensures a “commitment in principle to investing in technology that advances in diagnostic science will demand.” (BCD/DPH priority). This continued emphasis in leading edge science is of equal benefit on the environmental side to DNR.

¹⁰ This is a lab wide aggregate that need not be reflected at the individual division level, where the ability to generate external funding varies widely.

Measure 3.0 (1) By September 2014 WSLH will have finished 100% of the state's fiscal years (10-14) within the budget targets and the reserve limits as defined by the board

Each year at the early fall WSLH board meeting, following fiscal year closeout, WSLH management makes a quarterly fiscal report to the board that documents how WSLH has financially done compared to board-authorized budget targets agreed to before the start of the fiscal year. The targets consist of authorized expenditure levels for cost, net ending balances (revenues minus costs) and reserve requirements. The determination of attainment of board requirements will, therefore, be done annually. This is a very tough target as it assumes WSLH management will always hit the board's fiscal target even in these difficult financial times.

The Director of Resource Division (TBA) and/or WSLH CFO will be responsible for this measure.

Measure 3.0(2) By SFY14 WSLH will have grown gross revenues of the lab (from all sources) by 10% compared to the SFY09 baseline.

In terms of growth the base budget for gross revenues for SFY09 authorized by the board is \$39,390,877 with actuals to be determined by end of year closeout in September 2009. The actual number will be the 10% baseline. Given the economic difficulties between 2009 and 2014 revenues could likely decline in one or more years; but the goal is to end the strategic plan with a gross increase in revenue to around \$43,329,964. However, the economic downturn could mean that in some of the interim years gross revenues actually fall; but the goal is long-term growth of close to \$4 million dollars. To shrink means capital is not replaced, staff expertise is not retained, IT assets atrophy, new science is not acquired, buildings age out and modernity associated with growth is lost. Therefore, the WSLH Director has a dual responsibility in difficult financial times: to keep WSLH within budget; but to grow the organization to maintain its cutting edge

The Director of Resource Division (TBA) and/or WSLH CFO, will be responsible for this measure.

Strategy 3.1 Strategic marketing and customer service

By July 2009 WSLH Board will have established marketing policies and business guidelines that will allow WSLH managers to seek program revenue opportunities in national and international markets, product areas and business lines where it is appropriate and necessary as WSLH finds it essential to support the Wisconsin public health mission and public sector activities of WSLH with funds other than Wisconsin public sector funding.

Measure 3.1(2): By July 2014 WSLH will have increased the percentage of total laboratory funding coming from non-state agency fee for service revenue by 10% over its SFY09 percentage.¹¹

The policy point is to broaden the fiscal base of WSLH away from state agency and government sources of revenue and towards market-based sales to private sector and out-of-state agencies. In hard times diversifying one's revenue streams is crucial especially considering the expected drop in state agency spending. This is a proportional measure, not an absolute dollar target.

The budgeted total revenues for SFY09 as authorized by the board is \$39,390,877 with a projected non-agency laboratory service revenue of \$18,213,585 coming from non-Wisconsin government sources that also excludes federal grants. These have been defined at board meetings as Program Revenue (PRO) or sometimes as Fee-For-Service income. More accurately, they are laboratory service revenue from non-agency sources. In SFY09 there is an anticipated percentage of about 46% of total revenue coming from this accounting proxy for basically private sector program revenue. The actuals can only be determined at the close of the fiscal year in September; but they have been historically close. The 10% target for increase will be based on SFY09 actuals and SFY13 actuals. The target for SFY13 would be slightly over 50%

¹¹ Each divisional goal and strategy measure must vary based on business reality of that individual division, which need not reflect aggregate agency measures.

revenue coming from this source, which is close to \$22 million on an increased base or a gross increase in almost \$4 million in this area.

Jim Sterk will be responsible for this measure.

Strategy 3.2 Augmentation of Public Sector Funding for Support of WSLH Mission

By July 2010 WSLH will have developed and have been approved by the WSLH Board strategic business policy and authority to guide its activities in use of public sector funds which are no longer sufficient to support WSLH mission and in generating alternative public sector funds. *

*(1) provision of key government services and products to Wisconsin public sector,(2) provision of WSLH core academic services and products as part of the University of Wisconsin-Madison and (3) provision of essential public health and environmental services and products to Wisconsin private sector customers not available or affordable to them through the private lab sector.

Measure 3.2(1): By July 2010 with the adoption of the SFY11 budget that balances available public sector revenue and WSLH mission driven public activities the board will have approved a directive to WSLH management as to public sector priorities and initiatives for strategic plan years 2010-2014 and through the budget adoption process those which are to be phased out.¹²

This is a documentation measure that can only be judged ex-post with the creation of board policies meeting these criteria. WSLH will use the Director's determination as to whether these policies have been established. The intent is to prevent insolvency on the public sector side of WSLH in that the statutes provide WSLH with the ability to contract with state agencies and set fees and WSLH is not funded in a sum sufficient manner for public activities with either unlimited GPR or segregated funds. In the long run WSLH can not provide the public sector more services than it can pay for. Some process must be in place for prioritizing such services.

Dr. Brokopp will be responsible for this measure.

Measure 3.2(2): By July 2014 WSLH will have decreased their reliance on the percentage of total laboratory funding coming from state agency-funded activities by 10% from its SFY09 percentage.

There is a complex mixture of state and federal funding that comes to WSLH through state agencies. These include GPR in the basic agreements with DNR and DPH plus direct contracts with state agencies. This also includes OWI funding from state and local government entities associated with toxicology tests. This is mostly associated with the sale of tests and services to state agencies, some of which is paid via flow through federal dollars to these state agencies. This does not include direct UW GPR coming to WSLH directly from UW-Madison. The concern is that WSLH is over leveraged in terms of state support and that with budget deficits and declining state spending a rapid downward spiral of state funding will destabilize WSLH unless it decreases its leverage. This is a relative concept of percentage of total funds, not an absolute dollar amount.

In SFY09 the approved budget anticipated total revenues of \$39,390,877 with \$11,346,621 anticipated to come from all forms of state agency funding activities resulting in a percentage of 28.8% of total revenue. However, actuals can only be established at the end of the fiscal year. The attainment of a 10% reduction from the actual percentage base will be done using SFY13 actuals; but as a proxy using budget numbers this would mean just under 26% of SFY13 revenue would be anticipated from this source. Using the projected revenue base of SFY13 this would mean that \$11,272,109 is anticipated from state agency funds, which means a basic flat line expectation. Over 5 years it assumes that if funding goes down and then comes back it will never be higher than it is now. State funding is frozen in the long run. Even though the amount of state funding has become relatively less important to WSLH over the course of the last strategic plan, WSLH must plan on it being even less.

¹² This setting of priority based on resources is a Board action and would not be taken unilaterally by WSLH management without consultation with the respective public sector state agencies. This measure has no preordained agenda; but merely recognizes fiscal reality of the next few years.

Jim Sterk, of Resource Division, will be responsible for this measure.

Measure 3.2(3): By July 2014 WSLH will fund 75% of its annual budget with non-state revenue.

It is sadly ironic that a state laboratory, which is in the public sector and has state agency status must find over two-thirds of its revenue outside of state agency funds in order to survive fiscally; but that is the political reality of the times. It must look to federal funding, extramural research funding and program revenue from sales to the private sector to stay fiscally afloat. This determination will be made using SFY13 actuals, but as a comparison guide the SFY09 budget anticipated total revenues of \$39,390,877 with \$26,600,682 coming from non-state agency related revenues (non-agency PRO, grants, interest incomes and UW GPR) for an anticipated percentage of 67.5%. We are already two-thirds independent of state agency government. To achieve greater stability requires greater independence and a 10% increase in that independence would mean nearly 75% by 2014 or a growth of over \$5 million dollars outside of state public sector.

Strategy 3.3 Developing New Lines of Business for Support of WSLH Mission

By July 2011 the WSLH Board will provide WSLH management with guidance and administrative authority to allow WSLH to develop new lines of business and services to generate added revenue streams in order to provide financial viability to WSLH to help it carry out its mission.*

*The focus will be on growth of national and international markets for high technology lab services, electronic commerce capabilities and product opportunities and a fiscal strategy so that this global business can be used to support WSLH public health mission in Wisconsin and used to supplement and complement remaining state resources to build and maintain first class public health laboratory capabilities and educational opportunities to benefit the citizens of Wisconsin.

Measure: 3.3 (1): By July 2011 with the adoption of the SFY12 budget that balances available private sector (program revenue) revenue and WSLH costs for providing those services the board will have approved a directive to WSLH management as to new ventures and partnerships with private sector for strategic plan years 2011-2014 and through budget approval process identified those services to be phase out.¹³

This is a documentation measure that can only be judged ex post with the creation of board policies meeting these criteria. WSLH will use the Director's determination as to whether these policies have been established.

Dr. Brokopp will be responsible for this measure.

Measure 3.3 (2) : By July 2014 WSLH will have expanded the number of out-of-state and international customer-based revenue as a percentage of non-agency fee-for-service by 10% from its SFY09 base-line.¹⁴

The measure is to determine if growth can be generated outside of direct competition with in-state laboratories in in-state markets. If WSLH can grow national and international non-public sector markets that is a niche, which can be used to offset declining or flat state public sector revenue. For the previous fiscal year a rough estimate is that in terms of national sales outside of Wisconsin (also outside of federal government sales) the lab earned \$3,393,784 nationally and \$717,990 internationally for a total of \$4,117,775. This means that 22.6% percent of sales went to non-Wisconsin state customer and non-federal customers. This is a labwide percentage for out of state; but these vary widely by lab as some labs have little or no out-of-state business. Total number of customers varies highly from year to year; but currently we have a dozen or so international customers and thousands of national customers. Currently, Proficiency

^{6,7,8} Each divisional goal and strategy measure must vary based on business reality of that individual division, which need not reflect aggregate agency measures.

Testing is engine out-of-state income. The external market is out there and the goal would be to raise national and international sales to 25% of this part of our income.

The determination of unique customer identification across multiple laboratory systems and a complex billing system is non trivial, but WSLH needs to have a better empirical count on its customer base.

Jim Sterk, of Resource Division, will be responsible for this measure.

Measure 3.3(3) By July 2014 WSLH will be in a position to partially subsidize a portion of the reduced state public sector revenue (identified in SFY11 budget) via an investment of 10% of the net revenue generated from the business plan to augment state revenues with enhanced private national and international sources.

The expected reduction in Wisconsin public sector revenue of WSLH income from between SFY11 and SFY09 will be calculated as the difference between all state and local public sector related funds (GPR, Grant and PRO) coming to WSLH in these two time periods. This will include federal dollars coming to WSLH via state agencies. However, direct federal dollar research grants to WSLH (UW-Madison) will not be included in this calculation or UW GPR. For SFY12- SFY14 non-public sector **net** revenue additions (10%) coming from national and international customers will be designated to support public sector activities devoted to state public and environmental health mission. This assumes that new national and international business generates more revenue than costs. The penultimate justification for WSLH venturing deeper into the national and international private sector market is to subsidize its basic state mission.

Jim Sterk, Resource Division, will be responsible for this measure.

Goal #4 Workforce Development:

By June 2014 WSLH will have implemented an internal workforce development plan to ensure continued laboratory workforce excellence and leadership succession.

Measure 4.0 (1): By June 2013 will have developed and implementation, within the constraints of funding and state guidelines, a lab-wide workforce development plan that addresses the needs of 80% of the WSLH workforce.¹⁵

The Office of Quality Assurance and Compliance (OQAC) will be charged with auditing this EBP-like workforce development project. Recommendations will be counted as they have been in the EBP Phase II documents. WFDP study recommendations must be endorsed by WSLH Director's Office before they are viewed as enterprise-wide recommendations. It is important that the audit standards used by an internal organization be compliant with industry standards so that any report given to the board with a finding that 80% of the approved WSLH-wide workforce development processes are operational lab wide is verifiable.

John Shalkam and Miel Barman will be responsible for this measure.

Measure 4.0(2): By June 2014 the percentage of internal lab-wide WSLH funding spent on annual training and professional development activities for WSLH staff will have increased by 20% from its SFY09 base of total expenditures.¹⁶

Workforce development requires investment in people. In the annual budget explicit supplies and services lines are designated for training/travel for both in-state and out-of-state activities. In addition the Human Relations Department maintains an information system for logging training and travel-related activities. Lastly, course subsidy spending for WSLH employees is also separately approved and monitored. The SFY09 training budget, using Resource Division definitions of education, training and training-related travel was designated at \$363,346 or well less than 1% of total budget. For a university entity or a scientific

⁹ Independent audit criteria and involvement is also useful for publications and presentations on a national level.

¹⁶ One of the on-going activities of WSLH OQACC is to develop measures of professional competency required by WSLH staff based on efforts of national standards organizations as they apply to WSLH.

organization that is a small number. In per capita terms it is around \$1,000 per staff. If by SFY13 that percentage was to increase by 20%; the total lab-wide budget percentage is still under 1.2%; but expenditures with the SFY13 anticipated base would be approaching \$500,000.

Jim Sterk, Resource Division, will be responsible for this measure. OQAC also monitors training for credential requirements.

Strategy 4.1 Enterprise Business Process (EBP) Review for Internal WSLH Workforce Development

By July 2010 the WSLH will have identified using EBP process WSLH-wide workforce development policies and processes and have created a plan for implemented centralized and standardized supporting programs, training, procedures, and technology in order to efficiently carry out our internal workforce mission.

Measure: 4.1 By January 2011 an OQAC Workforce Development Team will have completed an EBP-like assessment of the Workforce Needs of WSLH and lab-wide strategies for delivering on those needs for each WSLH employee in a report to Dr. Brokopp for implementation in the SFY12 budget.

This is an event determination documented by the creation of a report to WSLH Director's Office.

John Shalkam and Miel Barman will be responsible for this measure.

Strategy 4.2 WSLH Succession Planning through Organizational and Leadership Realignment

By July 2009 WSLH Director will have defined an organizational leadership structure for WSLH at Director's enterprise, division and office levels to be implemented during strategic plan and developed a succession plan for organizational placement and recruitment of future leaders for WSLH at these levels

Measure 4.2(1): By May 2009 in the preliminary SFY2010 budget presented to the board Dr. Brokopp will outline the organizational structure and leadership needs he envisions as required to carry out the WSLH Strategic Plan for 2009-2014.

This is an event determination documented by the creation of a plan from the Director's Office that is disseminated to SLT and senior management and shared with WSLH Board.

Dr. Brokopp will be responsible for this measure.

Measure 4.2(2): By July 2012 WSLH will have implemented the organizational and leadership plan proposed by Dr. Brokopp in SFY2010 budget.

This is an event determination document by the publication of a current WSLH organizational chart posted on the WSLH Web site, distributed to UW personnel office and shared with the board. Approval of Vice Chancellor's Office is also required for any reorganization.

Sharon Gehl, Deputy Director, will be responsible for this measure.

Strategy 4.3 WSLH External Partnerships Development to Assist in Wisconsin Laboratorian Workforce Development

By July 2011 WSLH will have established long-term external partnership with members of Wisconsin laboratory and laboratory science community to mutually support training program within funding limitations of enterprise and needs of partner organizations that will ensure that WSLH maintains a training leadership role in addressing workforce competency and adequacy needs of laboratory networks of Wisconsin.

Measure 4.3(1): By July 2011 both the clinical laboratory network and the environmental laboratory emergency response network will have formulated a recommendation to WSLH and corresponding state agencies that defines their mutual long-term training expectations for Wisconsin, those to be

provided by WSLH and other state agencies and those that are dependent on national laboratory training and professional development support and standards.

This is an event determination documented by the formal creation of a public document addressing the above issues with agency and UW partners identified as co-authors and wide public dissemination via WSLH Web and through other public channels to ensure its has been disseminated to the various lab networks.

Dr. Pete Shult and Dr. William Sonzogni will be responsible for this measure

Measure 4.3(2): By July 2012 WSLH will in combination with involved state agencies and other laboratory partners have identified a joint funding strategy to create sustainable long-term annual budget components for laboratory network training that reflects network expectations, WSLH and mutual state agency support, national training development and funding opportunities.

This is an expert judgment measure as to whether the joint strategy for funding gives sufficient explicit guidance to the various agencies and partners as to what they need to prepare for their own agency budget submission, state biennial budget submission or pursuit of federal funding opportunities. This will be determined by Dr. Pete Shultz and Dr. William C. Sonzogni, who will be responsible for this measure.

Strategy 4.4 WSLH commitment to UW-Madison teaching and training mission in support of state, national and international laboratory workforce development.

By July 2012 WSLH will have expanded its participation in UW-Madison teaching and training programs in a variety of departments and academic fields identified as key training grounds for future laboratory workforce needs.

Measure 4.4(1): By July 2009 the WSLH Director will seek to promote the expansion of faculty involvement in WSLH programs by negotiating with the appropriate academic department an individual startup package for all new faculty affiliated with WSLH on a case by case that commits WSLH resources along with departmental resources reflecting the proportion of faculty activities allocated to WSLH endeavors.

This is an event determination measure where to encourage faculty participation with WSLH, the lab makes a commitment to participate in the direct support of the faculty member. The measure is that the departmental and WSLH appointment letters of WSLH-affiliated faculty must be reviewed to define explicitly the relative support packages from both organizations. The concept is proportionality, so the greater their involvement with WSLH endeavors the greater is the direct support. The board's confirmation of that faculty's affiliation with WSLH would come in the approval of the WSLH support embodied in the WSLH annual budget.

The WSLH Director will be responsible for tracking this measure.

Measure 4.4(2): By July 2010 WSLH will develop promotional materials in partnerships with interested organizations, such as APHL, other state labs, UW schools and departments and professional organizations and provide them to students and instructors in identified UW system courses and seminars to increase awareness of career opportunities in medical and environmental laboratory sciences.

This is an event determination measure where the evidence of attainment is the existence and dissemination of this material to a number of course, where the denominator is the number of laboratory-oriented UW system courses identified in the 2008-2009 course review. This material can also be used outside the UW System context; but that is the focus of this measure.

Jan Klawitter, Public Relations Director WSLH, will be responsible for this measure.

Measure 4.4(3): By July 2011 the WSLH will prepare a special publication that highlights its participation in UW System teaching and training programs, and discuss needed expansion in teaching and training for future laboratory workforce needs. The publication will be used as a promotional device to secure resources to meet the training needs.

This is an evidenced judgment based on the existence of the document and its dissemination directed at laboratory workforce development. This would be done after the 2008-2009 academic year. These courses mostly focus on those defined by UW as CLS (Clinical Laboratory Science Courses), which are specifically directed at laboratory workforce.

Dr. Dan Kurtycz, Medical Director, will be responsible for this measure and the source of the documentation will be the WSLH Research Annual Report, prepared by Jan Klawitter.

Measure 4.4(4): By July 2012 WSLH School of Cytotechnology will have a molecular pathology course approved by UW based on materials submitted to the UW for review in July 2010.

This is an event determination measure where the evidence of attainment is the existence of a UW document of course approval.

John Shalkam will be responsible for this measure.

Measure 4.4(5): By July 2014 the average number of UW system courses directed at laboratory workforce development where lectures are provided by WSLH-affiliated UW faculty or staff members will have annually been sustained or increased from the 2008-2009 base.¹⁷

This is an expert judgment measure where a review of the biennial course offerings is required to determine if they are directed at laboratory workforce development. This would be done after the 2008-2009 academic year.

In SFY08 over 70 lectures were presented in all UW systems courses (not just CLS courses). These were presented by 15 different WSLH-affiliated faculty and staff. They were given at four campuses: Madison, Whitewater, Stout and Eau Claire and covered nearly 50 different degree courses. In addition 12 other lectures were presented in for-credit courses at UW-Madison, LaCrosse, and MATC as well as many training sessions not for credit, which are beyond the scope of this measure. The annual WSLH publication (*Research Annual Report*) defines the breath of UW courses that WSLH faculty and staff participate in.

Dr. Dan Kurtycz, Medical Director, will be responsible for this measure and the source of the documentation will be the WSLH Research Annual Report, prepared by Jan Klawitter.

Goal #5 Informatics:

By 2014 WSLH will have developed an integrated IT infrastructure for the central support of WSLH labs and common business processes with industry standard technology.

Measure 5.0 (1) By July 2012 DPHIS will have adopted sufficient industry standard IT processes and procedures relating to the management of IT services such that there will be a 50% improvement in service assessment scores from WSLH internal customers from a 2009 baseline assessment.¹⁸

¹⁷ This does not imply that each division increase its teaching commitment as many are already fully, if not over committed. However, it implies that faculty and teaching are added in areas not currently engaged so that the increase is lab wide. This is a widening of commitment, rather than a deepening.

¹⁸ DPHIS will complete a pre test (2009) before service level agreements are implemented and post test (2012) of a random sample of WSLH internal IT customers (employees and managers) using industry standard assessment tool influenced by ITIL and other validated industry survey questions that measure the efficacy of service level agreements (SLAs) and service offerings. The UW has online survey services available and we are also investigating the use of the popular tool "Survey Monkey" to complete this survey. This survey can also be used in interim years in a sample process to determine progress.

A tool proposed by WSLH Director and included as a performance measure in the 2009-2014 Strategic Plan is a survey of internal IT customers using national standard service questions. The focus of this survey is to clarify and quantify the significant gaps that exist in the service expectations of the customers of IT in the WSLH. As a post test it will provide a measure of improvements in IT service. To provide useful strategic decision-making support, the sampling should include the entire organizational structure and allow us to characterize participants by organizational role, divisional location and job function. The questions would focus primarily on the services provided by IT and the relative importance of those services to one another. We would use the ITIL service categories both as references for the categorization of services and the general wording of the questions. This assumes the pre-survey is done in the immediate future before ITIL processes are put in place. We would then do a post-survey after improved service processes have been put in place and stabilized.

Garrett Peterson will be responsible for this measure.

Measure 5.0 (2) By July 2013 the percentage of total WSLH budget devoted to DPHIS IT in SFY14 will have stabilized at a level that is no more than 10% of WSLH average total annual operating budget across SFY12-13 reflecting reduced infrastructure maintenance and development burden.¹⁹

Total DPHIS IT budget authority between SFY08 and SFY09 varied from \$3,887,763 to \$3,344,383 after a number of years of significant increases when in SFY07 it approached 10% of total WSLH variable costs that it crossed in SFY08. For SFY09 that number is down to 8.72%. The measure will be based on budgeted rather than actuals as the budgeted amount reflects WSLH decision-making; but actuals can depend on unplanned for variables.²⁰ There is nothing magic about the 10% number as many government agencies have IT budgets considerable less and many knowledge industries have IT budgets considerably greater than 10%. The question is balance, if IT grows so fast in difficult economic times it squeezes out other program growth. If it declines to rapidly the stock of IT assets can not be maintained. The 10% is also not applicable to the capital budget because of LIMS acquisition costs and periodic nature of capital expenditures. With an anticipated variable total revenue growth between 2009 and 2014 from \$38,337,732 (not counting depreciation) to \$43,480,965 this means the target for IT should be less than \$4,348,096. This leaves room for a significant increase in operational funds at a rate of \$200,000 per year to cover cost increases and to support modernization efforts in LIMS, lab data transfers and billing systems; but it does not mean an IT monopolization of all growth. This is not an arbitrary way to set IT budgets each year as they will fluctuate with need and organization priorities. It does, however, insure that DPHIS also focuses on efficiency and not dominate operational investment. There is also a lower bound to IT spending in terms of keeping the lights on.

Jim Sterk will be responsible for this measure.

Measure 5.0 (3) By July 2014 the percentage of total available IT staff time devoted to stabilization and maintenance activities in support of operational IT systems will have steadily declined over the planning period and stabilized below 33% of available staff time.²¹

DPHIS monitors staff time allocation to tasks using a time accounting system TASR. Time is denoted in terms of function (type of task of which maintenance is an aggregate category), customer, IT asset and project or non-project. Available time, excludes all type of leave time. This is not just the job of IT managers as reduced maintenance can only happen if WSLH laboratory modernizes and consolidates its LIMS systems as supporting eight different legacy LIMS system is the maintenance pig in the IT python. The

¹⁹ During the period 2005-2008 when investment in DPHIS was increasing total IT support went from below 10% to above 10%.

²⁰ This is the operating variable budget and exceptional one time capital costs, such as those associated with a major LIMS procurement, would not be counted.

²¹ Maintaining a multitude of different and old systems has resulted in percentage of available staff time (excludes leave) devoted to all maintenance activities to grow (2006-2008) from 28% of available staff time to 40%. The expectation is it will continue to grow unless major process and systems (LIMS) changes are made. Variances are expected from: measurement anomalies (increase in leave time available), additional IT systems added and whether process improvements can shift work to prevention.

relationship to Measure 5.0(2) is symmetrical in that if total IT funding drops closer to only enough to “keeping the lights on” the percentage of maintenance will have to increase.

John Olson, DPHIS Project Management Officer, will be responsible for this measure.

Strategy 5.1 Place IT tools and applications into the hands of WSLH staff

By July 2010 DPHIS will provide IT tools to laboratory staff and managers to : 1) manage, maintain and query their own business data; 2) generate operational and everyday business reports, quality assurance monitoring and business data analysis; 3) conduct their own academic research, business trend analysis and budget development using program data; 4) define and manage business objectives and business rules for their systems and 5) conduct every day operation of their systems in the lab or office without the need for IT DPHIS staff to engage in business line activities.

Measure 5.1(1): By October 2009 the specifications for query based data extraction and user defined report capabilities of any replacement LIMS system(s) for WSLH will have been completed and included in any LIMS RFP or development contract.²²

This is an expert judgment measure where documentation of the attainment of the measure will require not only the existence of such specifications in an executed public procurement document; but also the determination of the specifics of the content through the EBP process. WSLH should not engage in procurement or development until it has defined these requirements as part of the EBP process. This does not imply there will be a single tool across WSLH as LIMS replacement strategy need not (and most likely will not) result in a single new LIMS; but the specifications should be consistent. A major complaint against the current 8 different LIMS system and their supporting billing functions is that the every day lab users and customers can not easily extract information.

Garrett Peterson will be responsible for this measure.

Measure 5.1(2): By January 2011 staff from the EBP project will assess within six (6) months after the implementation of any replacement lab system (LIMS) in any one lab whether 70% of lab managers and senior scientist in that lab can pass a basic proficiency test in the use of LIMS query and report generating capability.

This is a basic competency measure not of sophisticated research analysis; but day to day business report generation. This attainment will require considerable training at the lab level in knowledge of LIMS database, basic reporting and tool use. This competency can only be determined through mastery-based testing of specific use of LIMS reporting tools by managers and scientists where the objectives define proficiency in use of query and report capability and the population tested are a stratified sample of senior employment classifications in that laboratory.

Steve Marshall, John Pfister and staff from the EBP project are responsible for this measure

Measure 5.1(3): By July 2013 a laboratory or business unit within WSLH that has had in place for one year a LIMS replacement systems, in consultation with DPHIS, will have begun a needs assessment as to whether WSLH requires access to a Business Intelligence package²³ in addition to the LIMS basic analytical capabilities to meet their business information needs.

²² This is not a full blown Business Intelligence system, which includes visualization, presentation and display capacity in addition to report generation, query and analysis. These requirements are limited to basic inquiry and report generation capability within the LIMS software.

²³ a “set of initial analytic tools for query, quantitative analysis of lab data, report visualization, AVR and presentation as well as basic surveillance analysis” defines general capability of Business Intelligence package that would sit on top of and across all LIMS systems. This type of software is its own industry where Business Objects and SAS are the best known. DPH has acquired SAS (BI) framework and DPH Medical Assistance Program uses Business Objects. WSLH uses tools from SAS and other visualization/presentation software; but does not have a full BI environment.

Access does not mean acquisition as partners, such as DPH/PHIN, are investing in significant AVR technology with a philosophy of shared use.²⁴ However, to do research, epi and surveillance inquiry, especially across lab data sets more analytic capability might be needed either through access or acquisition. This is an event determination measure where both a document must exist explicitly defining the conditions of the needs assessment; but also an affirmation of such activity.

John Pfister, WSLH Epidemiologists will be responsible for this measure.

Measure 5.1(4): By July 2014 WSLH, based on the needs assessment Business Intelligence study in one lab, WSLH will make a judgment as to whether in the SFY15 budget capital budget resources sufficient for access to or acquisition of a business intelligence framework is required in addition to the standard analytical capabilities of the replacement LIMS systems.²⁵

This is a policy determination where the documentation of the attainment of the measure is a binary inclusion or not inclusion of funds in the SFY14 budget. Access to other packages maintained by other organization will require considerable coordination efforts and resources and acquisition of BI technology is a significant capital and operational budget investment.

The WSLH Resource Director (TBA) will be responsible for this measure.

Strategy 5.2 Establish Effective Electronic Laboratory Data Transfers

By July 2011 DPHIS will support WSLH-wide electronic lab data extraction from our replacement and enhanced LIMS infrastructure and transfer and exchange of lab data with external customers.

Measure 5.2(1): By January 2010 WSLH will support as part of its internal infrastructure a messaging technology system that will include transport (automatic lab data transfer), format (HL7 or other national standards) and transformation (filtering and data addition) capabilities that will be compatible with all WSLH LIMS upgrades.

This is based on documentation of the existence of these software systems in a production environment within WSLH and test data indicating that the systems are carrying out these functions appropriately. This will be evidenced on the clinical side by the continued capability to support the current notifiable conditions message stream from external laboratories and a development of electronic interface specifications that are available for potential vendors to utilize in implementing new LIMS at WSLH. EPA is making considerable efforts, which DNR is engaged in and DPHIS is tracking, for developing environmental coding standards, data exchange protocols and other standards already achieved on the clinical side.

Garrett Peterson will be responsible for this measure.

Measure 5.2.(2): By July 2011, more than 50% of the laboratory work departments will have an available and operational viable method for electronically reporting results to a portion of their customer base.

This is an EBP audit function in terms of a review of the various laboratory departments to determine what percentage are engaged to some degree in electronic reporting.

Garrett Peterson will be responsible for this measure.

²⁴ Whether DPH will still be funding an AVR component within PHIN in 2013 or where that support will be located with the withdrawal of DO-IT is dependent on many variables in terms of both federal and state funding and policy. DPH PHIN staff is currently on WSLH position numbers and payroll; but paid for and housed at DPH.

²⁵ If a Business Intelligence environment is determined to be required lab wide on top of the replacement LIMS this will be major effort of next strategic plan; but its costs lab wide are significant and if acquisition vs. access is needed almost equal to the cost of a major LIMS acquisition, and therefore must be done after those acquisitions are complete and business needs are determined.

Measure 5.2(3): By July 2013 the transmission of lab test data out of and into WSLH via paper or phone/fax will have declined by 30% compared to the SFY09 baseline vs. electronic messaging, e-mail and web-based services.

This is an audit functions where by the messaging technology must have internal monitoring of lab data volume to measure growth of volume across this time period. The denominator value will require a baseline measure within SFY09 of the amount of lab test data traffic from all other means. This will have to be collected from each laboratory during SFY09. This also means defining what is a transmission in the various mediums. In SFY2008 we received 23,548 electronically compliant HL7 orders from Planned Parenthood and 174 orders through the WOHL Web interface, so WSLH is just at the beginning of electronic transmissions. Another good proxy measure is the increase in the number of state ELR labs who are part of the PHIN/Reportable conditions framework.²⁶

Garrett Peterson will be responsible for this measure.

Strategy 5.3 LIMS Systems Replacement and Enhancement

By July 2012 DPHIS will have implemented new or enhanced electronic laboratory (LIMS) system(s) to support our laboratory information needs within an integrated enterprise-wide business process framework.

Measure 5.3(1): By July 2011 at least one new or replacement LIMS system will have been budgeted for, acquired/developed, implemented and have passed acceptance testing to support at least 20% of the testing business of WSLH.

This is an event measure that at least one new or replacement comprehensive LIMS system will have been placed into production within WSLH and that based on billing revenues it will be supporting 20% of total lab revenues coming from the sale of tests. At this point WSLH has eight LIMS systems and attainment of one-fifth transformation means a significant part of business will be addressed in the LIMS replacement, such as major clinical system (EPIC and/or Cortex), environmental and occupational LIMS or Proficiency Testing. The latter would require considerable in house development as commercial PT systems are even rarer than commercial lab systems suitable to state labs.

Garrett Peterson and Steve Marshall will be responsible for this measure.

Measure 5.3(2) By January 2013 WSLH will have integrated a new or replacement billing system into the new LIMS framework.

This is an event measure which assumes that a lab-wide billing system representing an upgrade, replacement or new software package will be used as a uniform business platform for all new LIMS systems.

Garrett Peterson, Steve Marshall and Jim Sterk will be responsible for this measure.

Measure 5.3 (3) By July 2014 WSLH will have replaced at least three basic LIMS systems for example(Environmental/Occupational, Proficiency Testing and Clinical) with (a) modernized lab-wide system(s) with an integrated billing system.²⁷

This is an event measure that by this date that three basic lab business functions will be supported by one or more new or replacement LIMS systems all linked to the same integrated billing system. Whether this is done through procurement, joint development with a vendor or in-house redesign and development (PT) is yet to be determined. The hope is that with three new LIMS all of the existing eight systems can be upgraded or consolidated.

²⁶ As of the date of this document the ELR activity as part of PHIN/WEDSS efforts has resulted in nine state clinical labs being electronically connected to this network.

²⁷ Until an RFI, and/or RFP or similar procurement process is complete it is not clear whether one LIMS can support all three areas which are now supported with 8 different LIMS system; but the goal is drastic reduction in number of systems.

Garrett Peterson will be responsible for this measure.

Strategy 5.4 E-Business Infrastructure

By July 2013 WSLH managers will have established within WSLH the business rules and procedures, Web and e-commerce infrastructure, billing and accounting systems and pricing, payment and product approval processes that will allow WSLH to maximize the regional, national and international marketing discretion provided by the board within an electronic communication environment of Web-based commerce .

Measure 5.4: By July 2012 the percentage of WSLH business transactions (marketing, ordering, billing and payment cycle) that are conducted in an E-Commerce environment will have increased to 25% of total business volume.

This is an electronic audit function that requires (1) the definition of a completed transaction, such as service ordered, bill or invoice sent and correct payment received. The second (2) requirement is that both the current billing system (Resolute) and/or whatever its replacement system is be able to track total complete transactions. The third (3) requirement is that the e-commerce (Web) front end to all lab business process also has a transaction monitoring function. Again in 2008 WSLH was not using a true electronic payment system for the public, (currently only credit card information is transmitted) much less a lab-wide e-business framework so we are starting from a baseline of near zero. This measure basically commits WSLH to upgrade its billing system.

Jim Sterk and Linda Johnson (DPHIS –IT) will be responsible for this measure.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

BUSINESS MEETING

Item 8. WISCONSIN STATE LABORATORY OF HYGIENE ORGANIZATIONAL CHANGES

Description of Item:

Suggested Board Action:

For board information and feedback.

Staff Recommendations and Comments:

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

BUSINESS MEETING

Item 9. STATE OF THE WISCONSIN STATE LABORATORY OF HYGIENE

Description of Item:

Dr. Brokopp will share with the board an assessment on the state of the Wisconsin State Laboratory of Hygiene. The presentation will include highlights from the 2008 and the challenges that must be addressed in 2009 and beyond.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

BUSINESS MEETING

Item 10. WSLH BUILDING UPDATE

Description of the Item:

At the previous board meeting, the board approved moving forward with the construction of a small laboratory co-located with DATCP as part of the WSLH long-range facility solution. In addition, the board approved exploring other options including the remodeling of Henry Mall and the identification of other locations on the UW campus.

An update on these activities will be presented.

Suggested Board Action:

Receive for information and provide direction.

Staff Recommendations and Comments:

Receive for information.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

BUSINESS MEETING

Item 11. PANDEMIC PREPAREDNESS UPDATE

Description of Item:

Last year at the direction of the federal government, the WSLH participated in a massive effort led by the Wisconsin Division of Public Health (and involving all other state agencies) to update and further develop Wisconsin's State Pandemic Influenza Operational Plan. As in all other states, the plan was submitted to the federal government to determine an overall grade for all-sector pandemic readiness in Wisconsin.

The federal report was made public last month. In general, Wisconsin scored very well and is among the top tier of states in pandemic readiness. In particular, the public health-related portions of the submission (in which the WSLH has a significant role) have the potential to impact millions of dollars of future Wisconsin preparedness funding.

Wisconsin fared particularly well in the areas of public health and communications. Most notable from the WSLH perspective is the fact that the section of the plan dealing specifically with Surveillance and Laboratory Capability during each Phase of the Pandemic received a grade of 100%. This is a tribute to the close collaborative relationship that exists between the WSLH Communicable Disease Division and WDPH Communicable Disease Epidemiology Section and the novel approaches that together we have developed over the years in the areas of influenza surveillance and laboratory diagnosis, as well as pandemic preparedness and response. The report can be accessed at:

http://pandemicflu.gov/plan/states/state_assessment.html#FindingsfromtheAssessment

Dr. Peter Shult will present and update.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.



State of Wisconsin
Department of Health Services

Jim Doyle, Governor
Karen E. Timberlake, Secretary

Wisconsin Receives High Marks for Pandemic Flu Preparedness
By Karen Timberlake

Planning and preparing for emergencies is a continual process that requires the efforts of federal, state and local officials. In Wisconsin, we are fortunate to have dedicated partners that plan, test and exercise preparedness plans that cover a variety of emergencies, both man made and acts of nature. One of these emergencies that we plan for is a pandemic flu outbreak.

Recently, Wisconsin's hard work on disaster preparedness and pandemic flu planning has been recognized nationally. As a result, our counterparts in other states are modeling the success that Wisconsin has achieved.

Last December, the Trust for America's Health gave Wisconsin a perfect score on 10 key preparedness indicators. The report, *Ready or Not*, noted improvement in pandemic influenza planning, public risk communication, disease tracking and tactical communication. Wisconsin's State Laboratory of Hygiene was praised as "a first-class operation."

Also, an assessment done in 2008 led by the U.S. Department of Health and Human Services and submitted to U.S. Homeland Security ranked Wisconsin among the top states in the nation for pandemic flu preparedness.

Both achievements reflect the hard work of state agencies, local government and the private sector. For example, receiving and distributing medications in a public health emergency requires an orchestrated ballet involving Federal strike teams, state health officials, Wisconsin's National Guard and State Patrol, local health departments, healthcare providers, distribution sites, and a volunteer medical support corps.

Public health, public safety and law enforcement professionals are planning with businesses, utilities, health care providers, education and community-service organizations to respond "as one" to emergencies.

This professionalism and can-do attitude not only helps us prepare for emergencies that have not yet occurred, but is also demonstrated by the response to real events that happen in our state now. Wisconsin's prompt response to last spring's large scale flooding emphasizes our progress. Thirty counties suffered closed highways, destroyed homes, contaminated wells, and disruption of business and tourism.

Throughout the crisis, local, state and federal officials worked together with each community to save lives, control damage, prevent disease and injury, supplement human services, and support economic relief. Intensive prior planning, training and drills helped shape this response. The lessons learned this time will further improve our response to the state's next emergency.

We will continue to work with our partners across the state to continue to prepare and test so that we can help serve the citizens of our state effectively. We also encourage you to think about what you can do in your home and community to prepare yourself.

President Eisenhower once said, "Plans are useless but planning is indispensable." Relationships and skills developed through plans and drills pay off in unexpected ways during any incident. We look forward to continuing to work with our partners on the federal, local and statewide level to help continue our preparation to help the citizens of our state when they are in need.

Karen Timberlake
Secretary, Wisconsin Department of Health Services

The mission of the Department of Health Services is to protect and promote the health and safety of the people of Wisconsin.

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009**

BUSINESS MEETING

**Item 12. REVIEW APPOINTMENTS AND EXPIRATION DATES
REVIEW RECORDS FOR OATH OF OFFICE**

Description of Item:

Annually, at the first meeting of the calendar year, the board reviews board member appointments, expiration dates and Oath of Office records.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.

Wisconsin State Laboratory of Hygiene Board of Directors

Member	Initial Appointment Date	Reappointment Date (3-Year Term)	Appointment. Expiration Date
Robert Bagley City of Racine Health Department Represents Local Public Health Departments	January 7, 2000	April 18, 2002 May 1, 2005	May 1, 2008
Michael Ricker Represents Private Environmental Testing Laboratories	May 1, 2007		May 1, 2010
John Stanley Dane County Coroner Represents Medical Examiners/Coroners	May 1, 2004	May 1, 2007	May 1, 2010
David Taylor Director of Special Projects, Madison Metropolitan Sewerage District Represents Public Member	April 15, 2004	May 1, 2006	May 1, 2009
Dr. Bernard Poeschel Represents Clinical Laboratory Physicians	March 28, 2008		March 27, 2010
Michael Russell Senior Industrial Hygienist Lead Occupational Safety & Health Auditor Represents Occupational Health Laboratories	April 14, 2004	May 1, 2006	May 1, 2009

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

**Wisconsin State Laboratory of Hygiene Board of Directors
Agency or University Appointed Members**

Member	Appointment Date
Darrell Bazzell Appointed by and representing the Chancellor, UW-Madison	March 21, 2003
Dr. Seth Foldy Appointed by and representing the Secretary of the Department of Health Services	
John R. Sullivan Appointed by and representing the Secretary of the Department of Natural Resources	January 15, 2007
Susan Buroker Appointed by and representing the Secretary of the Department of Agriculture, Trade and Consumer Protection	April 28, 1999

**Wisconsin State Laboratory of Hygiene Board of Directors
Board Member Alternates**

Alternate Member	Appointment Date
David Webb Alternate member for John R. Sullivan representing the Department of Natural Resources	January 15, 2007
Thomas Sieger 1 st alternate member for Dr. Seth Foldy representing the Department of Health Services	November 20, 2006
Sandy Breitborde 2nd alternate member for Dr. Seth Foldy representing the Department of Health Services	June 24, 2008
Chuck Warzecha 3rd alternate member for Dr. Seth Foldy representing the Department of Health Services	June 24, 2008
Steven Sobek Alternate member for Susan Buroker representing the Department of Agriculture, Trade and Consumer Protection	July 11, 2007
William Richner Alternate member representing the Chancellor, UW-Madison	April 11, 2006

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

Wisconsin State Laboratory of Hygiene Board of Directors
Oath of Office
On Record as of January 2, 2008

Member	Appointment Date
Robert Bagley	01/26/2006
Darrell Bazzell	05/25/2006
Dr. Charles D. Brokopp	01/25/2007
Susan Buroker	04/08/1999
Dr. Bernard Poeschel	03/28/2008
Dr. Seth Foldy	
William Richner	05/25/2006
Michael Ricker	05/25/2007
Michael Russell	05/25/2004
Thomas Sieger	
Steven Sobek	
John Stanley	05/25/2004
Jack Sullivan	04/08/1999 (Full Board Member 12/21/06); 01/25/2007
Dave Taylor	05/07/2004
David Webb	01/25/2007

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

BUSINESS MEETING

Item 13. DIRECTOR'S REPORT

- A) 2009 Future Board Meeting Dates — Next Meeting: **April 21, 2009**
- B) Report of Outbreaks and Other Emergency Response Activities
- C) Report on Public Water System Testing
- D) Awards, Honors and Accomplishments
- E) Staff Publications and Presentations
- F) Biochemical Genetics Laboratory
- G) Level One Chemical Laboratory Exercise
- H) AWARE Coalition

Description of Item:

Items of interest are presented to the board.

Suggested Board Action:

Receive for information.

Staff Recommendation and Comments:

Receive for information.

A) 2009 Board Meeting Calendar

**WISCONSIN STATE LABORATORY OF HYGIENE
BOARD OF DIRECTORS
2009 MEETING CALENDAR**

<p align="center">February 24, 2009 1:00 p.m. – 4:00 p.m. Wisconsin State Laboratory of Hygiene 2601 Agriculture Drive, Madison, Wisconsin</p>	<p align="center">April 21, 2009 1:00 p.m. – 4:00 p.m. Wisconsin State Laboratory of Hygiene 2601 Agriculture Drive, Madison, Wisconsin</p>
<ul style="list-style-type: none"> ■ Board meeting ■ Present second quarter fiscal report ■ Approve 2009-2014 Strategic Plan ■ State of the Wisconsin State Laboratory of Hygiene ■ Review appointments and expiration dates ■ Review records for “Oath of Office” ■ Review meeting dates for the year ■ Election at close of meeting 	<ul style="list-style-type: none"> ■ Board meeting ■ Present third quarter fiscal report ■ Submit preliminary budget to board (includes GPR allocation) ■ Review board meeting dates. (summer vacations)
<p align="center">June 16, 2009 1:00 p.m. – 4:00 p.m. Wisconsin State Laboratory of Hygiene 2601 Agriculture Drive, Madison, Wisconsin</p>	<p align="center">August 18, 2009 Time and Place To Be Determined</p>
<ul style="list-style-type: none"> ■ Board meeting ■ Approval of next fiscal year budget by board ■ Approval of DNR/DHS Basic Agreements by board ■ Discuss potential biennial budget DINS 	<ul style="list-style-type: none"> ■ Board meeting ■ Present fourth quarter – year end fiscal report ■ New fiscal year begins ■ Announce FY2010 pricing process to board ■ Present annual Strategic Plan update based on Performance Measures ■ Biennial budget DINs presented for final approval
<p align="center">November 17, 2009 1:00 p.m. – 4:00 p.m. Wisconsin State Laboratory of Hygiene 2601 Agriculture Drive, Madison, Wisconsin</p>	
<ul style="list-style-type: none"> ■ Board meeting. ■ Present first quarter fiscal report ■ Present fiscal year closeout budget ■ Approval of new prices by board (effective January 1, 2010) ■ Review Medicare prices and Federal Policies ■ Annual Report published ■ Present Annual Medicare Compliance Report 	

B) Report of Outbreaks and Other Emergency Response Activities

**Report of Outbreaks and Other Emergency Response Activities
November 1, 2008 – January 26, 2009**

Approximate Date	Agent or Event Name	Description	Current Status
OUTBREAKS and INCIDENTS			
November 6 – December 17, 2008	Powder Incidents	3 Powder incidents, the most noteworthy involving a threatening letter sent to the governor. All were negative.	
November 2008	Coronavirus Outbreak	<p>During November 6–25, 2008, a total of 47 persons (23 residents and 24 staff) at an 80-resident long-term care facility (LTCF) had abrupt onsets of febrile illnesses. Three (13%) of the 23 ill residents died. All other ill residents recovered without sequelae.</p> <p>Rapid influenza tests conducted on two specimens from ill patients were negative, and at the time of the outbreak onset, the region was experiencing low influenza activity. Throat swab specimens were obtained from two residents and one employee who had recent onset of illness. These were submitted to the Wisconsin State Laboratory of Hygiene for respiratory virus panel testing. RT-PCR testing of all three specimens was positive for human coronavirus strain OC43 (HCoV-OC43) and negative for all other viruses included in the panel. RNA extracts from the three specimens were forwarded to the CDC Respiratory Diagnostics Program for additional RT-PCR testing which confirmed HCoV-OC43 as the causative agent. Specimens were not available from the three patients who died.</p> <p>Staff at the LTCF have implemented control measures, including droplet precautions when caring for ill residents, restricting visitors, and monitoring residents and staff for additional illnesses. No new illness onsets have been reported since November 25.</p> <p>This is the first laboratory-confirmed outbreak of HCoV-OC43 infection in a Wisconsin LTCF. Although typically associated with common cold symptoms, HCoV can cause serious lower respiratory infections and has been implicated in outbreaks among elderly residents of LTCFs in Canada and Australia. HCoV is difficult to isolate in culture; however, the availability of newer molecular methods makes it possible to quickly and accurately diagnose this virus as a causative agent.</p>	
January 2009	Nationwide Salmonella Typhimurium Outbreak	On January 7, 2009, CDC announced a nationwide <i>Salmonella</i> typhimurium outbreak. Wisconsin has 3 of the nearly 500 cases reported as of 1/26/09. So far there have been 7 deaths linked to the outbreak, none in Wisconsin. As the investigation progressed, a link was made to peanut butter products at a Georgia manufacturer. The 1/26/09 <i>New York Times</i> reported that more than 125 products containing peanut butter or peanut paste from the Georgia plant have been recalled, along with large bulk institutional containers of peanut butter sold under the Parnell's Pride and King Nut labels.	Ongoing

Approximate Date	Agent or Event Name	Description	Current Status
RECENT EVENTS and FINDINGS			
October 2008	ELR Update	Aurora Consolidated Laboratories (ACL) joined Dean, Milwaukee Health Department laboratories and the WSLH in providing live Electronic Laboratory Reporting (ELR) data to the Wisconsin Electronic Disease Surveillance System (WEDSS).	Ongoing
January 12-17, 2009	Ricin Exercise	The Chemical Terrorism Workgroup participated in an exercise with CDC and the other Level One laboratories. The scenario for the exercise involved a mass chemical exposure in a county in Texas. CDC tested human blood and urine and determined that the chemical agent was ricin. CDC then sent 500 urine samples to each of the Level One laboratories to act as “surge capacity” laboratories. We were asked to test these samples for ricinine, a marker for ricin. CDC also asked that the laboratories provide 24/7 service until the completion of the exercise. WSLH staff worked three-nine hour shifts with two people assigned to each shift. The samples arrived on January 13 at 10:00 a.m. and the test results for the last set of samples were reported at 11:40 p.m. on January 17. In general, our participation in the exercise went well with only minor “hitches”. We expect that CDC will provide a summary for the exercise in the future.	Completed
January 15-20, 2009	Unknown Chemical Spill	WSLH received a sample that was collected from a spill of an unknown chemical that occurred at a Super Wal-Mart in Germantown. The response to this spill involved several local, state and federal agencies. WSLH performed some testing of the sample, but a decision was made through the field investigation that the FBI would “open a case” related to this situation. As a result, further testing will be done by the FBI laboratory. <i>Of interest</i> -- This incident occurred during the above mentioned CDC chemical terrorism exercise, so it made the exercise a more “real world” situation.	Ongoing

C) Report on Public Water System Testing

Water Systems Tests by the Wisconsin State Laboratory of Hygiene

October 1, 2008 — December 31, 2008	
Number of systems on a boil water notice	102
Number of water systems tested	3851
Percent of systems on a boil water notice	2.6%
Number of boil water notices for <u>municipal community water</u> systems.	0
Number of boil water notices for <u>other than a municipal community water</u> system	2
Number of boil water notices for <u>non-transient, non-community</u> water systems.	14
Number of boil water notices for <u>transient water systems</u> .	86

OCTOBER 2008								
	# of systems tested by WSLH				# of Boil Water Notices			
	MC	OC	NN	TN	MC	OC	NN	TN
Adams	3	3	0	2	0	0	0	0
Ashland	3	0	1	0	0	0	0	0
Barron	3	3	4	9	0	0	0	0
Bayfield	5	1	3	1	0	0	0	0
Brown	14	0	4	6	0	0	0	0
Buffalo	3	2	3	3	0	0	0	1
Burnett	1	0	4	19	0	0	0	1
Calumet	8	1	1	6	0	0	0	2
Chippewa	3	2	4	39	0	0	0	0
Clark	8	1	7	9	0	0	0	0
Columbia	10	1	4	17	0	0	0	2
Crawford	8	0	0	3	0	0	0	0
Dane	33	12	15	26	0	0	2	2
Dodge	17	4	12	19	0	0	1	0
Door	3	1	5	233	0	0	0	9
Douglas	0	1	2	5	0	0	1	0
Dunn	2	3	2	3	0	0	0	0
Eau Claire	0	2	1	0	0	0	0	0
Florence	1	0	1	4	0	0	0	0
Fond Du Lac	9	2	11	12	0	0	0	0
Forest	4	0	0	6	0	0	0	1
Grant	19	5	3	12	0	0	0	0
Green	8	1	5	2	0	0	0	0
Green Lake	5	2	4	5	0	0	0	0
Iowa	12	1	3	18	0	0	0	0
Iron	5	0	0	7	0	0	0	0
Jackson	8	0	3	14	0	0	0	0
Jefferson	6	7	9	18	0	0	0	2
Juneau	10	3	3	5	0	0	0	0
Kenosha	1	16	12	9	0	0	0	0
Kewaunee	3	1	1	4	0	0	0	0
La Crosse	1	4	4	1	0	0	0	0
Lafayette	9	1	0	2	0	1	0	0
Langlade	2	1	0	12	0	0	0	2
Lincoln	3	1	0	3	0	0	0	0
Manitowoc	9	2	5	3	0	0	0	0
Marathon	3	0	5	0	0	0	0	0
Marinette	7	1	0	27	0	0	0	3
Marquette	1	3	8	12	0	0	0	1
Menominee	0	0	0	0	0	0	0	0
Milwaukee	5	5	5	3	0	0	0	0
Monroe	7	3	1	5	0	0	0	0
Oconto	5	4	3	31	0	0	0	1
Oneida	1	3	4	4	0	0	0	0
Outagamie	12	0	3	10	0	0	0	0
Ozaukee	5	9	8	7	0	0	0	1
Pepin	0	1	2	0	0	0	0	0
Pierce	2	1	4	18	0	0	0	4
Polk	6	0	1	5	0	0	0	0
Portage	4	2	7	0	0	0	0	0
Price	4	0	0	10	0	0	0	0
Racine	1	5	19	9	0	0	0	4
Richland	6	0	1	6	0	0	0	2
Rock	7	7	8	20	0	0	0	3
Rusk	4	1	1	10	0	0	1	1
Sauk	14	2	4	14	0	0	0	0
Sawyer	5	1	1	15	0	0	1	1
Shawano	9	1	0	24	0	0	0	3
Sheboygan	9	0	5	6	0	0	0	1
St. Croix	3	4	8	0	0	0	0	0
Taylor	4	0	1	0	0	0	0	0
Trempealeau	12	2	1	1	0	0	0	0
Unknown	0	0	0	0	0	0	0	0
Vernon	10	1	6	13	0	0	0	0
Vilas	3	4	3	4	0	0	0	0
Walworth	5	4	8	11	0	0	0	0
Washburn	2	1	2	5	0	0	0	1
Washington	4	12	4	13	0	0	0	0
Waukesha	5	9	26	34	0	0	0	1
Waupaca	8	1	4	27	0	0	0	4
Waushara	5	2	2	12	0	0	0	1
Winnebago	5	1	3	0	0	0	0	0
Wood	6	3	5	0	0	0	0	0

Report on Public Water System Testing

MC is municipal community water system which means a water system which serves at least 15 service connections used by year round residents or regularly serves at least 25 year round resident and is owned by a county, city, village, town, town sanitary district, or utility district.

OC is other than municipal community water system which means a community water system that is not a municipal water system. Examples of other than municipal community water systems include but are not limited to those serving mobile home parks, apartments and condominiums.

NN is non-transient non-community water system which means a non-community water system that regularly serves at least 25 of the same persons over 6 months per year. Examples of non-transient non-community water systems include those serving schools, day care centers and factories.

TN is non-community transient water system which means a non-community water system that serves at least 25 people at least 60 days of the year. Examples of transient non-community water systems include those serving taverns, motels, restaurants, churches, campgrounds and parks.

NOVEMBER 2009								
	# of systems tested by SLH				# of Boil Water Notices			
	MC	OC	NN	TN	MC	OC	NN	TN
Adams	3	0	0	0	0	0	0	0
Ashland	3	0	1	1	0	0	0	0
Barron	3	2	0	0	0	0	0	0
Bayfield	5	1	0	0	0	0	0	0
Brown	14	0	2	6	0	0	0	0
Buffalo	3	1	3	0	0	0	0	0
Burnett	1	0	1	3	0	0	0	0
Calumet	8	0	1	1	0	0	0	0
Chippewa	3	3	1	20	0	0	0	0
Clark	8	2	1	1	0	0	0	0
Columbia	10	1	2	9	0	0	0	1
Crawford	8	0	0	3	0	0	0	0
Dane	33	4	8	59	0	0	2	4
Dodge	15	1	7	2	0	0	1	0
Door	3	1	3	49	0	0	0	3
Douglas	0	1	2	2	0	0	0	0
Dunn	2	0	0	1	0	0	0	0
Eau Claire	0	0	1	0	0	0	0	0
Florence	1	0	0	2	0	0	0	0
Fond Du Lac	9	0	3	2	0	0	0	0
Forest	3	0	1	2	0	0	0	1
Grant	19	3	2	5	0	0	1	0
Green	8	0	0	3	0	0	0	1
Green Lake	5	0	0	2	0	0	0	0
Iowa	12	2	1	0	0	0	0	0
Iron	5	0	0	0	0	0	0	0
Jackson	8	0	2	7	0	0	0	0
Jefferson	6	3	3	10	0	0	0	0
Juneau	10	2	0	3	0	0	0	0
Kenosha	1	13	4	3	0	0	0	0
Kewaunee	3	0	5	2	0	0	0	0
La Crosse	1	4	2	1	0	0	0	0
Lafayette	9	0	0	0	0	0	0	0
Langlade	2	0	3	4	0	0	0	0
Lincoln	3	1	1	1	0	0	0	0
Manitowoc	9	2	0	4	0	0	0	0
Marathon	3	1	1	0	0	0	0	0
Marinette	7	1	0	5	0	0	0	0
Marquette	1	1	4	5	0	0	0	0
Menominee	0	0	0	0	0	0	0	0
Milwaukee	5	2	0	0	0	0	0	0
Monroe	7	2	1	1	0	0	0	0
Oconto	5	3	4	4	0	0	0	0
Oneida	1	4	1	0	0	0	0	0
Outagamie	13	0	2	3	0	0	0	0
Ozaukee	5	11	21	6	0	0	0	0
Pepin	0	0	0	0	0	0	0	0
Pierce	2	2	7	5	0	0	0	1
Polk	6	0	1	1	0	0	0	0
Portage	4	1	3	0	0	0	0	0
Price	4	0	0	1	0	0	0	0
Racine	1	3	3	4	0	0	0	2
Richland	6	0	4	3	0	0	0	1
Rock	7	4	6	19	0	0	0	1
Rusk	4	1	1	1	0	1	1	0
Sauk	14	3	5	4	0	0	0	0
Sawyer	5	1	1	4	0	0	0	0
Shawano	9	2	3	3	0	0	0	0
Sheboygan	10	1	2	5	0	0	0	1
St. Croix	3	2	4	0	0	0	0	0
Taylor	4	0	0	0	0	0	0	0
Trempealeau	12	1	0	0	0	0	0	0
Unknown	0	0	0	0	0	0	0	0
Vernon	10	0	2	7	0	0	0	0
Vilas	3	1	2	1	0	0	0	1
Walworth	6	3	3	0	0	0	0	0
Washburn	2	0	1	1	0	0	0	0
Washington	4	8	6	11	0	0	0	0
Waukesha	4	9	8	3	0	0	0	0
Waupaca	8	0	6	1	0	0	0	1
Waushara	5	2	4	1	0	0	0	1
Winnebago	6	1	0	0	0	0	0	0
Wood	6	1	1	4	0	0	0	0

Report on Public Water System Testing

MC is municipal community water system which means a water system which serves at least 15 service connections used by year round residents or regularly serves at least 25 year round resident and is owned by a county, city, village, town, town sanitary district, or utility district.

OC is other than municipal community water system which means a community water system that is not a municipal water system. Examples of other than municipal community water systems include but are not limited to those serving mobile home parks, apartments and condominiums.

NN is non-transient non-community water system which means a non-community water system that regularly serves at least 25 of the same persons over 6 months per year. Examples of non-transient non-community water systems include those serving schools, day care centers and factories.

TN is non-community transient water system which means a non-community water system that serves at least 25 people at least 60 days of the year. Examples of transient non-community water systems include those serving taverns, motels, restaurants, churches, campgrounds and parks.

DECEMBER 2008								
	# of systems tested by SLH				# of Boil Water Notices			
	MC	OC	NN	TN	MC	OC	NN	TN
Adams	3	0	1	2	0	0	0	0
Ashland	3	0	0	0	0	0	0	0
Barron	3	4	4	2	0	0	0	0
Bayfield	5	1	1	0	0	0	0	0
Brown	14	1	3	0	0	0	0	0
Buffalo	3	1	1	0	0	0	0	0
Burnett	1	1	0	3	0	0	0	1
Calumet	8	1	2	1	0	0	0	0
Chippewa	3	2	3	6	0	0	0	0
Clark	8	2	4	1	0	0	0	0
Columbia	10	6	9	4	0	0	1	0
Crawford	8	1	0	2	0	0	0	0
Dane	33	9	11	28	0	0	0	1
Dodge	17	3	12	6	0	0	0	1
Door	3	2	3	66	0	0	0	0
Douglas	0	1	3	0	0	0	0	0
Dunn	2	0	0	0	0	0	0	0
Eau Claire	0	0	8	0	0	0	0	0
Florence	1	0	0	1	0	0	0	0
Fond Du Lac	8	10	2	7	0	0	0	0
Forest	3	1	0	1	0	0	0	0
Grant	19	6	3	3	0	0	1	0
Green	8	1	1	2	0	0	0	1
Green Lake	5	0	3	0	0	0	0	0
Iowa	12	2	4	1	0	0	0	0
Iron	5	0	0	1	0	0	0	0
Jackson	8	0	3	5	0	0	0	0
Jefferson	6	5	2	4	0	0	0	0
Juneau	10	1	0	2	0	0	0	0
Kenosha	1	15	5	0	0	0	0	0
Kewaunee	3	0	1	2	0	0	0	0
La Crosse	1	5	5	1	0	0	0	0
Lafayette	9	0	0	1	0	0	0	0
Langlade	2	0	0	3	0	0	0	1
Lincoln	3	0	0	1	0	0	0	0
Manitowoc	9	2	6	3	0	0	0	0
Marathon	3	0	6	0	0	0	0	0
Marquette	7	1	4	0	0	0	0	0
Marquette	1	1	2	2	0	0	0	0
Menominee	0	0	0	0	0	0	0	0
Milwaukee	5	3	2	0	0	0	0	0
Monroe	7	2	3	3	0	0	0	0
Oconto	5	1	1	4	0	0	0	0
Oneida	1	4	3	0	0	0	0	0
Outagamie	13	0	1	0	0	0	0	0
Ozaukee	5	9	13	5	0	0	0	0
Pepin	0	0	1	0	0	0	0	0
Pierce	2	2	3	2	0	0	0	1
Polk	6	0	0	1	0	0	0	1
Portage	4	3	3	0	0	0	0	0
Price	4	1	2	3	0	0	0	0
Racine	1	1	10	2	0	0	0	0
Richland	6	0	3	2	0	0	0	2
Rock	7	6	6	15	0	0	0	0
Rusk	3	2	1	1	0	0	1	1
Sauk	13	3	3	2	0	0	0	0
Sawyer	5	0	1	3	0	0	0	0
Shawano	9	0	0	2	0	0	0	0
Sheboygan	9	0	3	6	0	0	0	0
St. Croix	3	8	3	2	0	0	0	0
Taylor	4	0	0	0	0	0	0	0
Trempealeau	12	1	0	0	0	0	0	0
Unknown	0	0	0	0	0	0	0	0
Vernon	9	1	0	5	0	0	0	0
Vilas	3	2	2	2	0	0	0	2
Walworth	5	2	4	1	0	0	0	0
Washburn	2	0	0	1	0	0	0	1
Washington	4	8	15	1	0	0	0	0
Waukesha	4	8	9	1	0	0	0	0
Waupaca	8	2	2	1	0	0	0	0
Waushara	5	4	3	0	0	0	0	0
Winnebago	6	0	2	0	0	0	0	0
Wood	6	2	4	0	0	0	0	0

Report on Public Water System Testing

MC is municipal community water system which means a water system which serves at least 15 service connections used by year round residents or regularly serves at least 25 year round resident and is owned by a county, city, village, town, town sanitary district, or utility district.

OC is other than municipal community water system which means a community water system that is not a municipal water system. Examples of other than municipal community water systems include but are not limited to those serving mobile home parks, apartments and condominiums.

NN is non-transient non-community water system which means a non-community water system that regularly serves at least 25 of the same persons over 6 months per year. Examples of non-transient non-community water systems include those serving schools, day care centers and factories.

TN is non-community transient water system which means a non-community water system that serves at least 25 people at least 60 days of the year. Examples of transient non-community water systems include those serving taverns, motels, restaurants, churches, campgrounds and parks.

D) Awards, Honors and Accomplishments



In December **Christine Powell**, WOHL Bioaerosols Unit, was invited to be part of a panel of microbiologists and chemists to audit the American Industrial Hygiene Association Laboratory Quality Association Program. AIHA is a national accreditation organization for industrial hygiene laboratories. Over the course of one week, she reviewed the program's SOPs, policies, and documentation, and compiled a comprehensive report of their operations



Dr. Daniel Kurtycz attended the American Society of Cytopathology 56th Annual Scientific Meeting in Orlando, November 7-11. Dr. Kurtycz participated in a Cytology Workshop: Introduction to Cytogenetics and Molecular Cytogenetics and a panel discussion: 2010: A Cytology Odyssey. Dr. Kurtycz also received the Certificate of Merit for serving four years on the Executive Board of the American Society of Cytopathology.



Dr. Gordana Raca attended the American Society of Cytopathology 56th Annual Scientific Meeting in Orlando, November 7-11, 2008. Dr. Raca participated in a Cytology Workshop: Introduction to Cytogenetics and Molecular Cytogenetics. She attended The American Society of Human Genetics in Philadelphia, November 11-15, 2008. She made a Poster presentation titled "Array Comparative Genomic Hybridization Detects Genomic Imbalances in Samples from Stillborn Infants."



Dr. Jennifer Laffin received notification in November 2008 that the Institutional Review Board (IRB) approved her protocol submission for a DNA Research Bank. The laboratory can now begin collecting research specimens as well as continue traditional banking efforts. This will allow us to conduct and collaborate in a wide variety of genetic research.



Dr. Mei Baker attended the 2008 Newborn Screening and Genetics Testing Symposium in San Antonio, Texas, November 3-6, 2008. Dr. Baker made a Poster presentation: Universal Newborn Screening for Severe Combined Immunodeficiency in Wisconsin.

Dr. Baker also attended the Newborn Screening Molecular Training Workshop in Boston, November 18-21, 2008. She made a Presentation titled "Developing a Molecular Testing Assay in Newborn Screening Program".



On November 25, 2008 **John Shalkham** participated as a facilitator for the 2008 Africa Calls Teleconference: Validation in the Cytopathology Laboratory, sponsored by the Annenberg Center for Health Sciences.

Michele Smith attended the American Society of Cytopathology in Orlando, Florida, November 7-11, 2008 and presented three posters on behalf of the WSLH:



- Screening HPV Tests for Women Ages 30 and Older: One Size May Not Fit All
- HPV Results: First Year of Testing using TWT Invader Methodology
- Significance of Multinucleated and/or Multilobulated Cells in Pap Smears: A Review of 375 Cases of Morphology and Follow Up

Ms. Smith was appointed to be on the Coordinating Council on the Clinical Laboratory Workforce Committee representing ASCT and selected to be Chair of the Education Committee for ASCT.

E) Staff Publications and Presentations



Timothy Monson, Steven Marshall, Dr. David Warshauer, Nicole Broekema, and Tam Van were co-authors of an article titled “Comparison of Cefoxitin and Oxacillin Disk Diffusion Methods for Detection of *medA*-Mediated Resistance in *Staphylococcus aureus* in a Large-Scale Study.” The article appeared in the *Journal of Clinical Microbiology*, January 2009, pp. 217-219.



Dr. Ronald Schell co-authored with Rhonda LaFleur, Jennifer Dant, Terri L. Wasmoen, Steven Callister, Dean Jobe, Steven Lovrich, Thomas Warner, and O. Abdelmagid, a paper titled “Bacterin That Induces OspA and OspC Borreliacidal Antibodies, Provides a High Level of Protection Against Canine Lyme Disease”. The paper was presented in part at the 25th American College of Veterinary Internal Medicine Forum, June 6-9, 2008 in Seattle, Washington.



Dr. George Gruetzmacher is listed as co-author with Frank Pfefferkorn, Dhimiter Bello, Gilbert Haddad, Ji-Young Park, Maria Powell, Jon McCarthy, Kristin Lee Bunker, Axel Fehrenbacher, Yongho Jeon, and Mark Hoover of a paper titled “Characterization of Exposures to Airborne Nanoscale Particles During Friction Stir Welding of Aluminum”. The paper was submitted to *the Journal of Aerosol Science and Technology*. The objective of the study was to characterize exposures to airborne ultrafine particles during friction stir welding (FSW) of two Al alloys.



Leroy Dobson was acknowledged for his participation in a study titled “Effect of Acute Chloramine Exposure on Pulmonary Function Test and Maximal Oxygen Uptake”, sponsored by the University of Wisconsin-Eau Claire Kinesiology Department. The purpose of the study was to determine if acute exposure to chloramines will have an effect on athletic performance using Maximal Oxygen Uptake (VO₂ Max) and Pulmonary Function (PFT) tests as predictors of athletic performance.

G) Level One Chemical Laboratory Exercise

The Wisconsin State Laboratory of Hygiene (WSLH) is one of ten state public health laboratories that are designated as Level One chemical terrorism response laboratories in the CDC Laboratory Response Network. These ten laboratories serve as “surge capacity” laboratories for CDC and they are able to detect human exposure to a number of toxic chemical agents.

In January 2009 WSLH participated with the other Level One laboratories in a functional exercise to test our response and testing capabilities. Each of the laboratories received 500 urine samples and was asked to test these samples for ricinine which is a marker for an exposure to ricin. The laboratories were all asked to provide “24/7” testing until the completion of the exercise. As a result, WSLH was staffed for three nine-hour shifts with approximately two people per shift until the exercise was completed. The WSLH staff tested and reported data for the 500 samples within 4 ½ days. All of the Level One laboratories completed the exercise within five days which was the expectation of CDC. The precision and accuracy data from each of the laboratories met the acceptable quality control requirements set by CDC.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 24, 2009

BUSINESS MEETING

Item 14. ELECTION OF OFFICERS FOR 2009

Description of the Item:

The officers of the Wisconsin State Laboratory of Hygiene Board of Directors: Chair, Vice-Chair/Chair-Elect, and Secretary are elected at the close of business of the first meeting (the "annual meeting") of the calendar year. The officers serve through the end of the annual meeting of the following year.

In January, 1999, the board decided that the Chair should be chosen in alternate years from the "government" and "private" sectors and that each sector would provide appropriate nominees for the board's consideration.

The current Board Policies and Procedures are consistent with the above decision.

§5.05 Intent

(a) It is declared to be the intent of the board that the position of Chair be rotated annually among the voting members of the board and that each successive Vice-Chair is also, in effect, the Chair-Elect.

Draft Motion: To be considered February 24, 2009

Move the nomination, in accord with Article 5, Policies and Procedures, of the following for officers of the WSLH Board of Directors: Mr. Darrell Bazzell the position of Chair; Dr. Bernard Poeschel for the position of Vice-Chair/Chair-Elect; and Dr. Charles Brokopp for the position of Secretary for the year 2009 term. Moreover, also move that the rules be suspended and the nominations be closed and the Secretary be instructed to cast a unanimous ballot for the nominees.

Suggested Board Action:

Approve Motion.

WISCONSIN STATE LABORATORY OF HYGIENE

Election of CY2009 Officers

February 24, 2009

General: The election of Officers takes place at the ANNUAL MEETING, which is the first meeting of the calendar year. This year it is February 24, 2009

General Summary:

Traditionally, the Vice-Chair is also the Chair-Elect and rotates to the Chair's position. This intent is included in the §5.05(a) of the board's Policies and Procedures. In November 1998, the board explicitly affirmed in a motion subsequently incorporated into the Policies and Procedures §5.05(b) that "**the position of Chair-Elect be alternated between the private sector and government sector.**"

Director's Comment: Under this system, David Taylor served as the Chair, January 2008 through December 2008 and Darrell Bazzell served as Vice-Chair, January 2008 through December 2008.

Therefore to be elected at the February 24, 2009 board meeting:

Chair (for 2009)

Vice-Chair (for 2009)

Secretary (for 2009; a position consistently held by the Wisconsin State Laboratory of Hygiene Director)

If the historical rotation of the Chair's position as required by §5.05(b) Policies and Procedures of the WSLH Board is followed:

2009 Government Sector Member, Darrell Bazzell, UW-Madison

2008 Private Sector Member, David Taylor, Private Member

2007 Government Sector Member, John Stanley, Coroner/Medical Examiner

2006 Private Sector Member, Michael Russell, through January 2007 (Occupational Health)

2005 Government Member, Susan Buroker, DATCP

2004 Private Member, Paul Harris (Environmental Lab)

2003 Government Member, Robert Bagley, LPHA

2002 Private Member, Dr. Deborah Turski, (Clinical Laboratory)

2001 Government Member, Ms. Mary Jo Kopeck, DNR

2000 Private Member, James Clawson, Private Sector (Occupational Health)

1999 Mary Jo Kopeck, DNR

1998 John Chapin, DHFS

1997 John Torphy, UW-Madison

1996 Megan Christiansen, DATCP

1995 Private Member, Jay Schamberg, (Clinical labs)

1994 George Million, LPHA

1993 George Million, LPHA

1992 Bruce Braun, DNR

1991 George MacKenzie, DHFS

1990 Jay Noren, UW

The table gives the probable rotation of the Chair. Based on organizational affiliation, in 2009 the Chair would be from government sector members. No requirement exists to follow this or any other sequence except for the requirement to alternate the offices of Chair and Vice-Chair between government and private sector members. Note location in the rotation of Coroner/Medical Examiner who is considered a government member of the board.

From Policies and Procedures 5.05(b)

- (b) It is the declared intent of the board that the positions of Chair and Vice-Chair be elected in alternate years from the "government" and the "private" members of the board. *"Government" members are defined as: the Secretary of Health and Family Services; the Secretary of the Department of Natural Resources; and the Secretary of the Department of Agriculture, Trade and Consumer Protection; the President of the University of Wisconsin System; or their designees, the medical examiner or coroner representative; and the local health department representative.* The "private" members are defined as a physician representing clinical laboratories; a member representing private environmental testing laboratories; and a member representing occupational health laboratories and two additional members.

Note: Italics are added for emphasis

Rotation of the WSLH Board Chair – Tentative Schedule

<u>Year</u>	<u>Agency (Name of Chair, Vice-Chair)</u>
1999	Government DNR (Mary Jo Kopecky)
2000	Private Sector (Mr. Jim Clawson, Vice-Chair, 1999)
2001	Government DNR (Mary Jo Kopecky, Vice-Chair, 2000)
2002	Private Sector (Dr. Deborah Turski, Vice-Chair, 2001) (physician representing clinical labs)
2003	Government LPHA (Mr. Bagley, Paul Harris, Vice-Chair)
2004	Private Sector (Held by Paul Harris through May. Replaced by Susan Buroker, DATCP)
2005	Government DATCP (Susan Buroker)
2006	Private Sector (Mike Russell, Vice-Chair, 2005)
2007	Government Coroner/Medical Examiner (John Stanley)
2008	Private Sector (David Taylor)
2009	Government UW (Darrell Bazzell)
2010	Private Sector
2011	Government, DHFS
2012	Private Sector
2013	Government DNR
2014	Private Sector
2015	Government LPHA
2016	Private Sector

The Secretary shall prepare a ballot for the offices of Chair, Vice-Chair and the Secretary in accord with the Policies and Procedures § 5.01(c), 5.05(d), 6.11.