

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
August 19th, 2014
12:00 P.M – 4:00 P.M.
3330 Atwood Ave.
Madison, WI 53704**

**APPROVED MINUTES
June 17th, 2014**

- MEMBERS PRESENT:** Barry Irmen (Chair), Dr. Robert Corliss (Vice-Chair), Susan Buroker, Jeffery Kindrai, Renee O'Day (on behalf of Karen McKeown), Scott Hildebrand (on behalf of Darrell Bazzell), Dr. Ruth Etzel, Dr. Charles Brokopp
- WSLH STAFF PRESENT:** Dr. Pete Shult, Dr. Daniel Kurtycz, Kristine Hansbery, Laura Liddicoat, Jan Klawitter, Marie Ruetten, Dave Webb, Erin Bowles and Nathaniel Javid
- DNR STAFF PRESENT:** Steve Geis
- GUESTS PRESENT:** David Guberud, Rebecca Mortiz, and Russ Van Gilder

Chair Barry Irmen called the meeting to order at 1:00 P.M.

Item 1. APPROVAL OF MINUTES

Approve the minutes of the April 29, 2014 board meeting as submitted. Chair Barry Irmen made a motion to approve, seconded by Susan Buroker. The motion passed on a unanimous vote.

Item 2. REORGANIZATION OF AGENDA

Dr. Brokopp took this time to introduce our new Board member, Dr. Ruth Etzel. Dr. Etzel is a professor at the Zilber School of Public Health at UW-Milwaukee with an M.D. from the University of Wisconsin and a PhD from the University of North Carolina, Chapel Hill. On behalf of the Board, Dr. Brokopp formally welcomed Dr. Etzel. Dr. Brokopp mentioned that Mr. James Morrison has also been appointed to our Board to fill our

occupational health/industrial hygiene position. Mr. Morrison is an industrial hygiene officer with University Health Services at UW-Madison. Mr. Morrison was unable to join us at this meeting, but we anticipate his attendance at the meeting in August. The Governor's office will also be appointing Ms. Carrie Lewis to fill our public member seat and Steve Geis has been appointed as the alternate representative from the Department of Natural Resources (DNR).

Dr. Brokopp recognized several WSLH employees who are or will be retiring. Dr. Brokopp announced that Mary Carlstedt has retired after 19 years of service in the Newborn Screening Lab. Dave Webb recognized Laura Liddicoat who has served 28 years with the forensic toxicology department and Dan Gilbertson who has served 25 years within the water department. Kris Hansbery recognized Paul Statz who worked in PT customer service for the past 16 years.

Item 3. PUBLIC APPEARANCES

There were no public appearances.

Item 4. BOARD MEMBERS' MATTERS

Jeffery Kindrai asked the Board for more information on the new algorithm testing for HIV. Dr. Pete Shult responded that he would give an update on this at the August Board meeting. Jeffery also checked in with the Board on the individual who requested their animal remains post rabies testing. Dr. Shult mentioned that if the specimen tested positive or equivocal, it would not leave the laboratory under any circumstance. In this case, the sample was negative. Because this was a highly specialized and unusual circumstance, the WSLH released the remains through the proper channels. The WSLH informed the requestor of the potential risks and strongly discourage this practice despite taking all the necessary precautions.

Item 5. SCIENTIFIC PRESENTATIONS

1) New Building Update

- a) Russ Van Gilder, DOA
- b) David Guberud, Ring & DuChateau
- c) Rebecca Moritz, UW Safety

Russ Van Gilder from the Department of Administration presented first to the Board. Russ is an architect and has been the project lead for the new building since its inception. Russ thanked the WSLH staff who have been involved in this project. Meetings took place every two weeks for two years to ensure the project was on the right path. The project planned for an 82,000 square foot building with a construction budget of \$26,000,000 and a project budget just under \$30,000,000. The building is almost a 50/50 split between DATCP and WSLH in terms of space. The building was

constructed via four major contracts: general, plumbing, mechanical, and electrical. This allowed the project to be built at the lowest cost per square foot. The target completion date was June 2013. With additional work that arose, substantial completion did not occur until October 2013. The goal is to have all contractors out by the end of July 2014. This project was challenging due to the need for highly specialized spaces and accommodating the needs of many people. Having two tenants in the building also posed some obstacles regarding access and security.

Dave Guberud, commissioning agent for Ring & DuChateau, presented on the building commissioning. Ring & DuChateau was hired as a third-party consulting authority to provide commissioning on this project. Commissioning is a quality-focused process for enhancing the delivery of a project. The process focuses upon verifying and documenting that the facility and all of its systems and assemblies are planned, designed, installed, tested, operated and maintained to meet the owner's project requirements. Commissioning is necessary due to building complexity, interactions between different units occupying the same space, ensuring energy conservation, and fulfilling LEED and agency requirements. Ultimately, commissioning is done to meet the owner's needs. Some of the systems in the new building include a dedicated, 100% redundant BSL3 exhaust, a clean room, multiple heat recovery methods, chillers, boilers, hot water heaters, emergency power, and fire protection. Mr. Guberud presented pictures of the commissioning process for the BSL-3 labs including before-and-after shots of fixes the contractor made to ensure proper commissioning.

Rebecca Moritz, manager of the University of Wisconsin Select Agent Program, presented on the building status. Bringing a laboratory with these specifications into the Select Agent Program is a long and extensive process. The Select Agent Program has little control over the timeline for project completion. There is still a lot of work that needs to be done regarding balances, controls, HVAC, and security. The main administrative task will be revising the current WSLH SOP for building use and making it facility specific. Registration forms and incident security response plans also need to be complete. Once this and the building commissioning are complete, we can submit to the CDC and the USDA. Provided no obstacles, we are estimating the laboratory will be complete by spring 2015.

2) "WCLN – A Laboratory Response Network and So Much More!"

a) Erin Bowles, WSLH

Dr. Pete Shult introduced Erin Bowles, Laboratory Network Coordinator for the WSLH. The responsibility for running this network is solely placed on Erin Bowles. The Wisconsin Clinical Laboratory Network (WCLN) is nationally recognized by APHL and the CDC. In the 1990s, the model for how public health laboratories should function beyond diagnostic testing was developed. The model revolved around partnerships and communications, training and education, emergency response, and disease prevention, control, and surveillance. The virology network was established in 1992, followed by the TB network in 1995. In 2001, the Wisconsin Clinical Laboratory Network (WCLN) was

developed to include sentinel labs (community and clinical hospital labs), reference labs (state and local public health labs), and national labs (CDC & USAMRIID). The WCLN serves as an integrated network of state and local public health, clinical, federal, military & international laboratories to respond to all-hazards: biological, chemical, and/or radiological terrorism and other public health threats. The WCLN works with approximately 139 sentinel clinical laboratories. Sentinel clinical laboratories are laboratories certified to perform high complexity testing under CLIA by CMS for microbiology. Laboratory in-house testing included Gram stains and at least one of the following: lower respiratory tract, wound, or blood cultures. The role of the sentinel clinical laboratories is to support the successful operation of the laboratory response network (LRN), collaborate with state or local LRN reference laboratories by recognizing a suspicious agent, performing rule-out testing on possible bioterrorism agents, and notifying/referring an isolate to an LRN reference laboratory if unable to rule-out a suspect agent. A sentinel clinical laboratory also cannot opt-out of participation.

The role of the LRN reference laboratory is to facilitate the sentinel-reference lab partnership through the creation of the WCLN. This is done by maintaining a sentinel clinical laboratory database, performing additional analysis and characterization using standardized validated confirmatory assays, providing training, planning and conducting exercise drills to evaluate the effectiveness of the network, along with ensuring a robust electronic communication system for emergency alerts and critical information. In order to grow the WCLN, a laboratory technical advisory group (LabTAG) was created to provide useful resources to clinical laboratories such as training materials and conferences. The WSLH strengthens the WCLN by challenging our level of preparedness through exercises and identifying any gaps and working to resolve those issues. The WSLH also build relationships through face-to-face meetings that allow for the opportunity to offer support and mentor young laboratorians. In the end, there are many benefits to having the WCLN. For the WSLH, benefits include surveillance (samples and data), detection of outbreaks and emerging infectious diseases, and respect and support. For the clinical labs, benefits include free continuing education, the WCLN listserv, opportunities for networking, free resource materials, 24/7 emergency page, and help with validation studies.

Item 6. FISCAL YEAR 2014 REPORT AND FISCAL YEAR 2015 BUDGET

1) Marie Ruetten, Wisconsin State Laboratory of Hygiene

Marie Ruetten, Financial Manager, WSLH, presented the FY14 update and the FY15 budget & approval. Through the end of April 2014, we have a positive net operating income of \$881,560. We are under budget by \$633,462 in revenue, primarily in contracts and grants. We have a few payments yet to arrive to balance that budget. Expenses are under budget by \$500,518. This is largely due to salaries, fringes, and building rent. With time, this will balance out. Compared to last year, our revenue is down in agency and non-agency funding due to timing with DOA building issues. Expenses, salaries and fringes are up due to filling more positions; however, supplies

and services are down from FY13. In the end we are at a net gain for total expenses by \$472,307 with a net operating income of \$235,918 under budget. Our total current assets are \$19,086,910 on April 30, 2014 compared to \$17,652,136 on June 30, 2013. Of that amount, our available working capital is \$8,082,853 as of April 30, 2014 compared to \$8,479,587 as of June 30, 2013. This is because our liabilities and operating contingency increased from the previous year. Our cash-unrestricted is \$10,884,871 as of April 30, 2014 compared to \$8,597,506 on June 30, 2013.

Marie presented the FY15 budget proposal to the Board. Total support and revenue is expected to decrease by \$2,008,686. This is largely due to the loss of a major client. This will bring us at \$42,918,906 in revenue for FY15. Total expenses are expected to decrease by \$493, 569, giving us a net operating loss of \$1,515,117. With reserve expenditures of \$1,515,117, we come out with a modified net operating income of \$0. Marie presented a breakdown of the FY15 budget by division. Our beginning year cash balance is \$12,370,865 for our projected cash reserves. Without our restricted cash, UW contingency, and accounts payable, we have an available cash balance at the beginning of FY15 of \$6,316,284. Subtracting our budgeted reserve expenditures for FY15 and anticipated additional expenditures gives us a project available year-end balance of \$3,643,228. This is well within the guidelines of the University.

Chair Barry Irmen made a motion to approve the FY15 budget seconded by Jeffery Kindrai. The FY15 budget passed unanimously.

Item 7. DNR/DHS Basic Agreements

1) Dr. Charles Brokopp, Director, Wisconsin State Laboratory of Hygiene

The basic agreements serve as an ongoing commitment to DHS and DNR to provide resources to support their programmatic missions by earmarking a certain portion of WSLH assets to support those agencies. The amount is negotiated with the agencies and approved by the Board. Dr. Brokopp asked the Board to refer to the packet for the latest version of the agreements. The DNR basic agreement is unchanged for FY15, with \$2,662,224 dedicated for support. The WSLH is proposing a change from the FY14 DHS basic agreement with an increase in GC and chlamydia testing costs of \$3/test. This is due to the major loss of one of our contracts. The WSLH and DHS agree that \$3,593,352 of the WSLH GPR and support budget is designated for support of the statutory health mission of the DHS including fee-exempt testing for local health departments and the Department of Corrections. The DNR and DHS basic agreements are currently unsigned. Therefore, Dr. Brokopp noted that the Board may approve the basic agreements as proposed for today or the Board may approve a 60 day extension of the FY14 agreements with or without the proposed changes.

Barry Irmen made a motion to the Board to approve the 60 day extension of the FY14 agreements. Dr. Ruth Etzel seconded the motion. The motion passed unanimously.

Item 8. CONTRACTS REPORT

1) Dr. Charles Brokopp, Director, Wisconsin State Laboratory of Hygiene

Dr. Brokopp presented the Contract's Report to the Board. Dr. Brokopp asked the Board to refer to the packet for more specific information on WSLH current contracts. Two contracts are from APHL to provide ongoing virus isolation work and to maintain the Calicinet network. The remaining contracts are mostly with DHS and DNR. The DNR contracts are largely for special monitoring projects around Wisconsin, generally funded by another source with a laboratory component that the WSLH is part of.

Item 9. DIRECTOR'S REPORT

1) Dr. Charles Brokopp, Director, Wisconsin State Laboratory of Hygiene

Dr. Brokopp provided the Director's Report to the Board. The next Board meeting will be on August 19th, 2014. The location for this meeting is yet to be determined. Dr. Brokopp asked the Board to submit to him any ideas for the meeting location if they have them. The agenda for the August meeting will include a wrap-up of the FY14 budget.

Dr. Brokopp asked the Board to refer to the Board packet for information on public and environmental health incidents including mumps, shigella, *Coxiella burnetti*, MERS, and *Burkholderia mallei*. With water testing, 22 out of 2,864 tested with a boil water notice (0.8%). All 22 systems were transient water systems. For more information on public water system testing, please consult the Board packet.

Jan Klawitter, WSLH, participated in a public health employee orientation for DPH staff and for new employees in local health departments. The WSLH also participated in a six hour training course for hazardous materials responders in Appleton, Oshkosh, and Green Bay. Overall, WSLH staff is very active in promoting public and environmental health outside the lab.

The WSLH has received a significant grant request for the National Children's Study in which it would serve as the analytical lab to support their project. The WSLH also submitted a research request to the NIH for a NBS pilot project for Pompe disease and discussed with the CDC on a project involving the measurement of human exposure to algal toxins.

Chair Barry Irmen made a motion to adjourn meeting at 4:00 P.M. **Jeffery Kindrai** seconded the motion. The motion passed unanimously and the meeting was adjourned.

Respectfully submitted by:

A handwritten signature in black ink that reads "Charles D. Brokopp, DrPH". The signature is written in a cursive, flowing style.

Charles D. Brokopp, DrPH
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors