

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
August 20th, 2013
11:00 A.M. – 4:00 P.M.**

**MacKenzie Environmental Education Center
W7303 County Road CS&Q
Poynette, Wisconsin**

**APPROVED MINUTES
June 18th, 2013**

MEMBERS PRESENT: Jeffery Kindrai (Chair), Barry Irmes (Vice-Chair), Karen McKeown, John R. Sullivan, Susan Buroker, Darrell Bazzell, Dr. Robert Corliss and Dr. Charles Brokopp.

MEMBERS ABSENT: Darryll Farmer

WSLH STAFF PRESENT: Terry Burk, Janeen Eisenman, Kristine Hansbery, Linda Johnson, Dr. Jennifer Laffin, Steve Marshall, Dr. Peter Shult, Jim Sterk, Steve Strebel, David Webb, Mike Cavanagh, and Nathaniel Javid

DNR STAFF PRESENT: Camille Turcotte

GUESTS PRESENT: None

Chair Jeffery Kindrai called the meeting to order at 1:00 P.M.

Dr. Brokopp began the meeting by introducing the new board member, Dr. Robert Corliss, who joins the board as a clinical pathologist from UW Health and is a faculty member of the University of Wisconsin School of Medicine and Public Health. Dr. Brokopp also announced Mike Ricker's resignation effective this board meeting.

Item 1. APPROVAL OF MINUTES

Approve the minutes of the April 16th, 2013 board meeting as submitted. Chair Jeffery Kindrai made a motion to approve, seconded by Susan Buroker. The motion passed on a unanimous vote.

Item 2. REORGANIZATION OF AGENDA

None.

Item 3. PUBLIC APPEARANCES

There were no public appearances.

Item 4. BOARD MEMBERS' MATTERS

Chair Jeffery Kindrai asked for confirmation from the Board that the UW's new human resources project was delayed. Darrell Bazzell confirmed this delay stating that the new system will not take effect until 2015.

Item 5. SCIENTIFIC PRESENTATIONS

A) OSHA & Miron Construction Partnership

B) Update on the Development of the Collaborative Genomics Laboratory

A) Janeen Eisenman, WSLH

Janeen (WSLH) provided the Board with an update on our partnership with OSHA and Miron Construction in the renovation of Lambeau Field in an effort to make it a safer worksite. Some of goals of the partnership project included reducing serious injuries and illnesses, increasing the number of safety and health programs and best practices implemented among subcontractors, and lastly, increasing the number of employees, employers and supervisors who have completed relevant safety training. The time frame for this project was February 2012 to June 2013. This included an expansion of 371,000 square feet involving structural steel and metal deck systems, concrete floors, exterior veneer of the precast, metal panels, and glazing.

The north and south end-zones of the building were remodeled. The south end-zone features a brand new structure on top of the existing steel structure including vertical tower transportations (e.g. elevators), concrete seating areas, associated club suite space, lavatories, a new press box and scoreboard, and new food service areas. The north end-zone features an elevator tower, club suite areas, a roof top viewing platform and a new scoreboard. This expansion will provide 6,600 additional seats.

The WSLH facilitated a site audit form with Miron Construction in which on-site workers participated in site audits. Three-hundred-seventy-five audits were conducted and 1,540 potential hazards were found and corrected. A two-strike rule regarding safety was also

implemented in which a first offense receives a written warning and two day suspension, and a second offense receives immediate and permanent termination. Miron also developed site specific "Tool Box Talks" to help improve communications and address safety related concerns. Every worker also participated in a weekly safety and hazard awareness workshop. A safety innovations team was developed with the primary goal of identifying and implementing continuous site safety improvements for potential site-wide concerns or conditions which enhance the safety of all workers on the project.

Janeen also presented to the Board several examples of innovations the team implemented to improve safety at Lambeau Field. The overall statistics for the project at the site were as follows: 1,922 workers attended the site safety orientation training; average manpower of 243; 17 first aid cases; 14 recordable incidents including three eye injuries. Amazingly, there was no lost time injury for the entire project.

Some of the issues encountered were interferences from pedestrians, tour groups, and employees. The wind was also a factor inhibiting the smoothness of the operation. Overall, the project was very successful.

B) Jennifer Laffin, PhD, WSLH

Dr. Jennifer Laffin provided the board with an update on the collaborative genomics laboratory she has worked to establish at the UW. The idea of a collaborative genomics laboratory began two years ago with the goal of bringing the next generation of genetic testing to Wisconsin. At its inception, the partnership was between the clinical genetics laboratory at the WSLH and the molecular pathology laboratory at UW Hospital. It has since expanded to include a partnership with the UW Biotechnology Center to work on new technologies and bioinformatics. The goals of the collaborative genomics laboratory include 1) developing, validating, and integrating new technologies into clinical services across the University of Wisconsin; 2) supporting clinical trials and translational research efforts; 3) providing a state of the art training environment for the education of physicians, clinicians, fellows, residents, medical students, graduate students and undergraduates.

Some components of the collaborative genomics laboratory include an executive advisory board that will represent the major stakeholders in the collaborative genomics lab. There are also clinical committees that propose projects, initiatives, and assist with the interpretation of clinical results and technical committees that are laboratory focused and work on policy decisions, scientific oversight and quality assurance. There are also groups that meet to discuss the ethical, legal, and social implications of the collaborative genomics laboratory and an informatics working group that manages the allocation of computer resources, data flow and security, and software management. An operational committee will be formed to oversee fiscal responsibilities, accreditation, and quality assurance. Lastly, there is a training group that oversees educational opportunities.

Dr. Laffin discussed several pilot projects that are currently in the works with the collaborative genomics laboratory. These projects include oncology testing, a cardiology panel, and the vertebral anomalies and scoliosis panel. An example of an ongoing research project from the collaborative genomics laboratory is the MITOS project (lung cancer trial).

Dr. Laffin described some of the resources the collaborative genomics laboratory needs to thrive including informatics (e.g. data storage, security), a multi-use laboratory information system, and space to co-locate. Lastly, Dr. Laffin underscored the importance of the collaborative genomics laboratory which works to reduce turnaround time, improve data collection and mining capabilities, enhance interpretation of clinical variants, develop flexibility in reporting mechanisms, create an integrated group with active participation with clinical colleagues, and continue clinical medical education.

Item 6. FISCAL YEAR 2014 BUDGET & APPROVAL

1) Jim Sterk, Wisconsin State Laboratory of Hygiene

Jim Sterk provided the budget update to the Board. For expenses, we had a net operating income of \$400,000, with a year to date value of \$266,535. We came in at \$1,117,478, which created a favorable variance of \$850,943. For revenues, we had a favorable variance of \$785,095 and a favorable variance under budget in expenses at \$65,848. On the expense side, salaries and fringes are under budget—this is due to vacancies. Supplies and services are over by \$2,179,966. This is due to IT consultants, lab supplies, and outsourcing OWI samples.

Jim also presented the comparative income statement to the board. On the support and revenue side, we are under budget by \$443,178 comparatively to FY12. On the expense side, we are over budget by \$742,958. In all, our net operating income is reduced by \$1,186,136 compared to FY12. The available working capital for April 2013 was \$7,742,542 compared to \$7,611,309 in June 2012. The available working capital is our current assets minus current liabilities minus our operating contingency.

Darrell Bazzell suggested to Dr. Brokopp that a policy be drafted regarding the use of our reserve fund. Chair Jeffery Kindrai agreed this would be useful for the Board. Dr. Brokopp will create this policy and present to the Board for approval at the next board meeting.

Lastly, Jim presented the budget for fiscal year 2014. The total support and revenue for FY14 is \$44,927,592. The total expenses are \$43,846,459, giving us a net operating income of \$1,081,133. Compared to FY13, the total support and revenue has increased

by \$1,927,592 and the expenses have increased by \$1,246,458 for FY14. The total net operating income has increased by \$681,134.

Chair Jeffery Kindrai called a motion to approve the FY14 budget. Jack Sullivan seconded the motion. The motion carried and the FY14 budget was approved unanimously by the board.

Item 7. WSLH/DATCP CO-LOCATED LAB UPDATE

1) Terry Burk, Wisconsin State Laboratory of Hygiene

Terry Burk, Project Manager, WSLH, gave an update on the new building. If everything had gone as planned, the building would have been move-in ready last week. The delays we are experiencing are largely due to problems with the BSL-3 laboratories. We have also experienced problems with our clean room. We specified since the beginning that this area needs to be metal-free. It turns out that metal air filters were placed in the room. Correcting this problem will require major re-working. There have been many other problems with the design and construction that have been re-designed and re-worked. We believed that these problems have occurred because of multiple plans occurring at once and not meeting in unity. Also, with various modifications of the WSLH plan over time, some details have been lost in the balance. DOA has been finding money to fix this problem.

The DATCP laboratory is essentially complete, with some minor touch-ups remaining. The WSLH laboratory is on-schedule to be complete by the end of August 2013.

Item 8. NBS TASK FORCE UPDATE

1) Karen McKeown, Wisconsin Department of Health Services

Karen McKeown, Public Health Division Administrator, DHS, mentioned to the Board that the NBS task force requested and received permission for another month in completing the report, so she was unable to present a complete update at this time. The task force is working on who should make recommendations to the DHS secretary for newborn screening decision making and what criteria should be considered. The group will not make recommendations regarding specific tests but they will be recommending processes. The group consists of providers, parents, ethics-trained leaders, and legal counsel.

Item 9. DNR/DHS BASIC AGREEMENT APPROVALS

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

Dr. Brokopp introduced the two basic agreements to the Board. The DNR basic agreement for FY14 is \$2,662,224 to support analytical and other service needs of the DNR. The DHS basic agreement is \$3,593,352 of the WSLH GPR and support budget designated to support the statutory health mission of the DHS-DPH including fee-exempt testing for local health departments.

Jeffery Kindrai entertained a motion to approve the DNR & DHS basic agreement with the supplemental agreement. **Susan Buroker** approved, **Jack Sullivan** seconded. The motion carried unanimously.

Item 10. CONTRACTS REPORT

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

Dr. Brokopp provided the contract's report to the Board. Most of the contracts are agreements we have with the Department of Health Services for special testing, largely supported by federal funds and grants. We also perform testing for private organizations.

Item 11. 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 take place on August 20th at the MacKenzie Environmental Education Center in Poynette, WI. The meeting will take place from 11:00 AM – 4:00 PM. Lunch will be served at this board meeting. The last meeting for the year will be on November 5th.

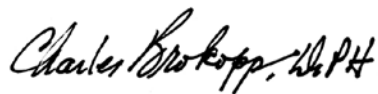
Dr. Brokopp introduced the public and environmental health incidents of recent significance. Our laboratory has been involved in supporting various investigations for disease outbreaks. We have been designated as one of the national core laboratories for vaccine preventable diseases. During the last several months, Dr. Pete Shult (CDD) and his staff have investigated outbreaks on measles.

Dr. Brokopp also mentioned that two months-worth of data on public water system testing was included in the board packet in which we tested over 4,000 water systems. An EPA certificate of appreciation presented to the WSLH was also included in the packet. The certificate recognized the WSLH's contribution to recent field exercises conducted by EPA Region V.

Dr. Brokopp also mentioned that there will be a celebration of the 50th anniversary of newborn screening at the WSLH campus laboratory on Friday, July 12th. This celebration will include presentations from leaders in NBS along with the recognition of Gary Hoffman's retirement from our laboratory as NBS laboratory director.

Jeffery Kindrai made a motion to adjourn meeting at 4:00 P.M. **Susan Buroker** seconded the motion. The motion passed unanimously.

Respectfully submitted by:

A handwritten signature in black ink that reads "Charles D. Brokopp, DrPH". The signature is written in a cursive style with a large initial 'C'.

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