

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
November 5th, 2013
1:00 P.M – 4:00 P.M.
2601 Agriculture Drive
Madison, WI 53718**

**APPROVED MINUTES
August 20th, 2013**

MEMBERS PRESENT: Jeffery Kindrai (Chair), Barry Irmn (Vice-Chair), Karen McKeown, John R. Sullivan, Susan Buroker, Darryll Farmer, Scott Hildebrand, Dr. Robert Corliss and Dr. Charles Brokopp.

MEMBERS ABSENT: None

WSLH STAFF PRESENT: Dr. Daniel Kurtycz, Kristine Hansbery, Linda Johnson, Cynda DeMontigny, Steve Marshall, Jan Klawitter, Jim Sterk, Steve Strebel, David Webb, and Nathaniel Javid

DNR STAFF PRESENT: Ron Arneson

GUESTS PRESENT: Ellen Gabler

This Board Meeting was preceded by a tour of the MacKenzie Environmental Education Center, W7303 County Road CS&Q in Poynette, Wisconsin. Board Members toured the grounds of the facility hosted by MacKenzie Center Lead Educator, Derrick Johnson. The tour lasted approximately forty-five minutes.

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

Item 1. APPROVAL OF MINUTES

Approve the minutes of the June 18th, 2013 board meeting as submitted. Chair Jeffery Kindrai made a motion to approve, seconded by Jack Sullivan. The motion passed on a unanimous vote.

Item 2. REORGANIZATION OF AGENDA

None.

Item 3. PUBLIC APPEARANCES

There were no scheduled public appearances.

Item 4. BOARD MEMBERS' MATTERS

Karen McKeown updated the Board informing them that the Newborn Screening Task Force has completed their work for the report. This will ultimately be shared with laboratory staff. So far, the report has been well received and there are no concerns.

Item 5. FISCAL YEAR 2013 YEAR END CLOSEOUT REPORT

1) Jim Sterk, Wisconsin State Laboratory of Hygiene

Jim Sterk gave the year-end closeout report to the Board. Our FY13 annual operating budget was \$400,000. We ended the year at \$1,812,286, giving us a favorable variance of \$1,412, 286. Looking at our comparative income statement, with regards to support and revenue, we are under variance by \$1,253, 266 in FY13 compared to FY12. With regards to expenses, we are over variance by \$893,902 in FY13 compared to FY12. Therefore, our net operating income is under variance by \$2,147,168.

Our working capital (current assets minus current liabilities) on June 30, 2013 was \$10,558,236, which has increased by \$966, 480 since June 30, 2012. Our total working capital minus our operating contingency on June 30, 2013 is \$8,479,587 which has increased by \$868, 278 since June 30, 2012.

Item 6. HUMAN RESOURCES UPDATE

Cynda DeMontigny, WSLH Human Resources Director, presented the human resources update to the Board. First, Cynda discussed the priority position status. Our new

Financial Manager will be Marie Ruetten and she will begin September 5th. Our new Financial Program Supervisor will be Jean Touchett and she will begin August 26th. Our Environmental Health Director position has been filled by Dr. Patrick Louchouart and he will begin in August 2014. Dr. Louchouart's appointment is a joint appointment between the WSLH and the UW College of Engineering. Lastly, the Science Management Supervisor position in Toxicology is currently open. We will be receiving applications for that position through September 9th.

Currently, we have approximately twenty-five active recruitments broken down as follows: four in Administration, six in the Disease Prevention Division, seven in the Environmental Health Division, two in the Occupational Health and Safety Division, one in the Laboratory Improvement Division, four in the Communicable Disease Division, and finally two for DHS Employee Contracts.

Item 7. PROCEDURES FOR USE OF RESERVE FUNDS

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

Dr. Brokopp introduced the topic of the reserve fund procedure to the Board. Dr. Brokopp asked the Board to refer to the proposal included in the Board packet for more details on the use of reserve funds. These funds are cash reserve funds that exceed the UW contingency funds (which are funds set aside for unforeseen budget reductions and emergencies) including profits from fee for service testing, contracts, grants, donations, and savings from prior years.

In the past, reserve funds have been used for building and remodeling projects, capital purchases of equipment, support for research projects and purchasing of IT systems and support for the relocation of our laboratory. Currently, our proposed procedure establishes a set of guidelines for use of the reserve funds in which the finance director and accounting staff monitor and report the status of the contingency funds and cash reserves. This would be reported to the Director and the Strategic Leadership Team on a quarterly basis. We will also be creating an annual plan for use and retention of the fund. Ultimately, this will be reviewed and approved by the Board. Reports to the Board from the Director will occur on an annual basis.

Dr. Brokopp asked for feedback from the Board regarding the proposed guidelines. Jack Sullivan commented that he approved the idea of an annual plan, but requested more specific timeline for sharing information and review. Jeffrey Kindrai suggested to set aside funding for quality improvement projects. Dr. Brokopp responded to the timeline question by stating he plans to share our report concurrently with the annual budget report to the Board. Dr. Brokopp concluded the discussion by stating a finalized plan will be presented to the Board at the November 2013 meeting.

Item 8. VCFA PRIORITY OBJECTIVES ANNUAL REPORT

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

Dr. Brokopp introduced the VCFA objectives to the Board. These objectives have been provided by the Vice Chancellor for Finance and Administration's Office at the University of Wisconsin. The priorities of these objectives include 1) engagement, inclusion and diversity; 2) student leadership development; and 3) process improvement. The employee engagement, inclusion and diversity objective aims to create an environment of respect and inclusiveness through opportunities for employee engagement. We had an engagement and inclusion survey performed one year ago by a contractor who surveyed WSLH staff on six categories including environment of work unit, relationships with co-workers, tools and opportunities available to employees, work unit itself, supervisors in unit, and overall satisfaction. This survey is important because it serves as a baseline for us to recognize our accomplishments and know where we need to improve. The WSLH will receive the survey again in April 2014 so we may compare our evaluations. In the interim, we will be addressing these concerns within our lab to improve our workplace.

Dr. Brokopp outlined some of our goals for addressing improvement in these initiatives. First, we will work to improve employee participation in the survey itself. In 2012, our participation was 51%. Our goal for 2014 is to reach 80% participation. Second, we want to increase representation of under-represented groups at all levels and create a more diverse pool of applicants for interviewees and finalists. Also, we plan to develop an annual performance review for each employee that includes an individualized development plan. We will also provide engagement, inclusion and diversity competency assessments, with an initial focus on leaders, managers, and supervisors.

The next major objective is concerning student leadership development. Our goal is to evaluate and increase the role of student employment at the WSLH. During FY13, we employed eighteen students. We will also be working on student and supervisor surveys and training along with feedback from students. Another objective we will be focusing on is in process improvement. We had staff trained on Lean Six Sigma techniques and have implemented various process improvement projects throughout FY13.

Dr. Brokopp also informed the Board about the five goals in the five year WSLH strategic plan. These goals include business process improvement, laboratory excellence, financial viability, workforce development, and informatics. We will be implementing a new five year plan in the next six months. Dr. Brokopp highlighted some details of the strategic goals in our current five year plan. With our business process improvement goal, we reviewed more than fifty business processes and prepared for new LIMS (Epic, Psyche, and ChemWare). For laboratory excellence, we have staff in leadership roles within state and national public health laboratory organizations; we have scientific collaborations at UW-Madison and other academic centers, and have procured modern lab facilities including specialized laboratories.

For financial viability, we generate net revenue to sustain and grow physical, scientific, and human capital required for our mission. We have maintained required reserves for FY13 and have an \$8.2M reserve as of July 1, 2013. We have also renegotiated combined leases for our Agriculture Drive laboratories.

For workforce development, we are still focusing on filling key positions. During FY13, we filled forty-two vacancies, thirty-four of which were filled by outside candidates. We have also worked to maintain a focus on teaching and training of lab professionals.

For informatics, we are implementing industry standard technologies. Four new IT systems have or are being implemented including a central billing system, electronic test ordering and reporting including laboratory reportable test results.

Dr. Brokopp concluded by stating we will be compiling the annual plan for FY14 in the next six months. This plan will include the aforementioned VCFA strategic priorities and WSLH strategic goals that are specific and measurable. Ultimately, this will be shared with the Board.

Item 9. CONTRACTS REPORT

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

Dr. Brokopp provided the contracts report to the Board which includes contracts since the June 2013 Board Meeting. Dr. Brokopp noted a particular contract from Medical Services Consultants, which is a Canadian group that is helping to develop laboratory testing in Saudi Arabia, Oman, UAE, Qatar, Kuwait and Bahrain. MSC asked for our assistance in proficiency testing for these endeavors and we prepare the samples and assess the results. We also are preparing PT rabies testing for APHIS. Other contracts include St. Mary's Hospital, The Nature Conservancy, Life Technologies Corporation, Astra Zeneca, Sandia, and the Wisconsin DHS and DNR.

Item 10. DIRECTOR'S REPORT

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

Dr. Brokopp provided the Director's Report update to the Board. The next meeting will take place on November 5th at the WSLH Agriculture Drive laboratory. Dr. Brokopp presented the FY13 approved capital requests to the Board with a grand total of \$1,760,315. Dr. Brokopp highlighted some public and environmental health incidents of interest including Legionella infections in Southeastern Wisconsin, well water *E.coli*, Salmonella, *Corynebacterium diphtheria*, *Cyclospora cayetanensis*, Carbapenem-resistant *Enterobacteriaceae* and a *Listeria monocytogenes* outbreak from contaminated soft cheese made here in Wisconsin.

Dr. Brokopp also presented some WSLH staff accomplishments to the Board. Julie Tans-Kersten received a national TB controller's award, and Rebecca Adams joined the Surveillance Occupational Injuries and Illnesses National Committee and was one of two selected. Our Environmental Toxicology laboratory has also garnered national attention in a research study and our Cytogenetics staff hosted a science exploration station for kids at the UW Day at the Wisconsin State Fair.

On Friday, July 12th, more than 125 people attended the 50th anniversary of newborn screening celebration at the WSLH's Henry Mall facility. National leaders in NBS were present at the event. We also celebrated the retirement of Gary Hoffman, the past WSLH NBS Director, on that day.

Dr. Brokopp also updated the Board on the new building. The construction completion date of the new building has been delayed due to certain mechanical systems not being installed as designed. There has been significant re-work in some areas of the building. On August 7th, the Building Commission approved \$600,000 for new equipment and furnishings. Right now, we are looking at a Fall move-in date.

We are also making great progress with turn-around time in our forensic toxicology lab. Dave Webb, Interim EHD Director, WSLH, provided an update on our forensic toxicology lab. Employing some Lean Six Sigma principles, our alcohol turn-around times have improved from one-to-two weeks to three-to-four days. The average turn-around time for drugs has gone from 300 days to 112 days. Our ultimate goal is 60 days.

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:



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