

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
February 18<sup>th</sup>, 2014  
Madison, Wisconsin**

**DATE:** February 12, 2014

**TO:** Chancellor Rebecca Blank, UW-Madison – Darrell Bazzell, Designated Representative  
Kitty Rhodes, Secretary, DHS – Karen McKeown, Designated Representative  
Cathy Stepp, Secretary, DNR – John R. Sullivan, Designated Representative  
Ben Brancel, Secretary DATCP – Susan Buroker, Designated Representative  
Jeffery Kindrai, Chair  
Barry Irmen, Vice-Chair  
Darryll Farmer, Member  
Dr. Robert Corliss, Member

Ron Arneson, DNR Alternate  
Scott Hildebrand, UW-Madison Alternate  
Steven Sobek, DATCP Alternate  
Charles Warzecha, DHS Alternate

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



**RE:** Wisconsin State Laboratory of Hygiene Board of Directors Meeting  
Wisconsin State Laboratory of Hygiene  
2601 Agriculture Drive  
Madison, WI 53718  
February 18<sup>th</sup>, 2014  
1:00p.m. — 4:00p.m.

**C:** Rebecca Adams  
Cynda DeMontigny  
Kristine Hansbery  
Linda Johnson  
Jan Klawitter  
Dr. Daniel Kurtycz  
Steve Marshall  
Marie Ruetten  
Dr. Peter Shult  
Steve Strebel  
David Webb

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

**Tuesday, February 18, 2014**

**1:00p.m. – 4:00p.m.**

**MEETING LOCATION**

**Wisconsin State Laboratory of Hygiene  
2601 Agriculture Drive  
Madison, WI 53718**

**Notice is hereby given** that the Wisconsin State Laboratory of Hygiene Board of Directors will convene at 1:00 p.m. on Tuesday, February 18, 2014 at the Wisconsin State Laboratory of Hygiene in 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 notice 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 accommodations, or requests for a public appearance are addressed by the Wisconsin State Laboratory of Hygiene Administrative Offices by phone at (608) 890-0288 or in writing to the Wisconsin State Laboratory of Hygiene, 465 Henry Mall, Madison, Wisconsin, 53706.

**ORDER OF BUSINESS:** See agenda.

Respectfully submitted,



Charles D. Brokopp, DrPH  
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors  
Director, Wisconsin State Laboratory of Hygiene  
February 12, 2014

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
February 18, 2014  
1:00 P.M. – 4:00 P.M.

Wisconsin State Laboratory of Hygiene  
2601 Agriculture Drive  
Madison, WI 53718

**AGENDA**

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Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
February 18<sup>th</sup>, 2014

**PROCEDURAL ITEMS**

**Item 1. APPROVAL OF MINUTES**

**Description of Item:**

The draft minutes of the November 5<sup>th</sup>, 2013 board meeting are submitted for approval.

**Suggested Board Action:**

Motion: Approve the draft minutes of the November 5<sup>th</sup>, 2013 board meeting as submitted.

**Staff Recommendation and Comments:**

Approve draft minutes.

Once approved, minutes become part of the public record and are posted on the WSLH website: <http://www.slh.wisc.edu/about/board/board-meetings-agendas-and-minutes/>.

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
February 18<sup>th</sup>, 2014

**PROCEDURAL ITEMS**

**Item 2. REORGANIZATION OF AGENDA**

**Description of the Item:**

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

**Suggested Board Action:**

None.

**Staff Recommendation and Comments:**

Reorganize the agenda as requested by the Board

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
February 18<sup>th</sup>, 2014**

**PROCEDURAL ITEMS**

**Item 3. PUBLIC APPEARANCES**

**Description of the Item:**

Under the board's *Policies and Procedures* nonmembers 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, Wisconsin State Laboratory of Hygiene, 465 Henry Mall, Madison, Wisconsin 53706. Telephone (608) 890-0288. 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 its website: <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) 890-0288  
Email: [charles.brokopp@slh.wisc.edu](mailto:charles.brokopp@slh.wisc.edu)

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
February 18<sup>th</sup>, 2014

**BUSINESS ITEMS**

**Item 4. BOARD MEMBERS' MATTERS**

**Description of the Item:**

Board Members' Matters will present board members with the opportunity to ask questions and/or discuss issues related to the Wisconsin State Laboratory of Hygiene.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.



Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
February 18<sup>th</sup>, 2014

**BUSINESS ITEMS**

**Item 5. SCIENTIFIC PRESENTATIONS**

- A) Rebecca Adams, WSLH, Recent Occupational Injury Statistics for Wisconsin
- B) Dr. Pete Shult, WSLH, Vaccine Preventable Diseases, CDC Services

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
February 18<sup>th</sup>, 2014

**BUSINESS ITEMS**

**Item 6. FISCAL YEAR 2014 SECOND QUARTER REPORT**

**Description of the Item:**

Marie Ruetten will present the fiscal year 2014 first quarter report

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
February 18<sup>th</sup>, 2014**

**WISCONSIN STATE LABORATORY OF HYGIENE  
STATEMENT OF INCOME  
For the period July 1, 2013 through December 31, 2013**

	FY 14 APPROVED ANNUAL BUDGET	FY14 YEAR-TO- DATE BUDGET	FY14 YEAR-TO- DATE ACTUAL	VARIANCE Over/(Under)	VARIANCE % of BUDGET
<b>SUPPORT AND REVENUE</b>					
Laboratory Services Revenues (Note 3)					
Agency	\$ 6,527,860	\$ 3,358,361	\$ 3,113,495	\$ (244,866)	-7.3%
Nonagency	20,160,470	9,839,313	10,322,234	482,921	4.9%
GPR Funding	10,682,523	5,355,533	5,215,530	(140,003)	-2.6%
OWI Fund Revenues	1,619,200	846,827	787,365	(59,462)	-7.0%
Grant Funding	5,931,539	2,533,878	2,380,827	(153,051)	-6.0%
Interest Income	6,000	3,000	4,689	1,689	56.3%
<b>TOTAL SUPPORT AND REVENUE</b>	<b>44,927,592</b>	<b>21,936,912</b>	<b>21,824,140</b>	<b>(112,772)</b>	<b>-0.5%</b>
<b>EXPENSES</b>					
Salaries	18,631,424	9,057,890	8,555,272	(502,618)	-5.5%
Fringe Benefits	7,602,158	4,021,411	3,545,677	(475,734)	-11.8%
Supplies & Services	12,471,250	6,275,315	6,685,472	410,157	6.5%
Transfer Overhead to UW	811,416	387,559	384,875	(2,684)	-0.7%
Building Rent	2,460,577	1,155,047	1,031,305	(123,742)	-10.7%
Depreciation	1,802,434	901,217	912,575	11,358	1.3%
Bad Debt Expense	60,000	29,988	61,520	31,532	105.1%
Interest Expense	7,200	3,600	2,488	(1,112)	-30.9%
<b>TOTAL EXPENSES</b>	<b>43,846,459</b>	<b>21,832,027</b>	<b>21,179,184</b>	<b>(652,843)</b>	<b>-3.0%</b>
<b>NET OPERATING INCOME OR (LOSS)</b>	<b>\$ 1,081,133</b>	<b>\$ 104,885</b>	<b>\$ 644,956</b>	<b>\$ 540,071</b>	

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
February 18<sup>th</sup>, 2014**

**WISCONSIN STATE LABORATORY OF HYGIENE  
COMPARATIVE INCOME STATEMENT  
For the 6 months ended December 31, 2013 and December 31, 2012**

	<b>6 Months Actual FY14</b>	<b>6 Months Actual FY13</b>	<b>Variance Over/(Under)</b>	<b>Percentage Change</b>
<b>SUPPORT AND REVENUE</b>				
Laboratory Services Revenues (Note 3)				
Agency	\$ 3,113,495	\$ 2,878,720	\$ 234,775	8.2%
Nonagency	10,322,234	10,086,996	235,238	2.3%
GPR Funding	5,215,530	4,827,836	387,694	8.0%
OWI Fund Revenues	787,365	608,290	179,075	29.4%
Grant Funding	2,380,827	2,967,517	(586,690)	-19.8%
Interest Income	4,689	8,150	(3,461)	-42.5%
<b>TOTAL SUPPORT AND REVENUE</b>	<b>21,824,140</b>	<b>21,377,509</b>	<b>446,631</b>	<b>2.1%</b>
<b>EXPENSES</b>				
Salaries	8,555,272	8,040,694	514,578	6.4%
Fringe Benefits	3,545,677	3,270,801	274,876	8.4%
Supplies & Services	6,685,472	5,551,411	1,134,061	20.4%
Transfer Overhead to UW	384,875	475,271	(90,396)	-19.0%
Building Rent	1,031,305	991,613	39,692	4.0%
Depreciation	912,575	869,773	42,802	4.9%
Bad Debt Expense	61,520	21,000	40,520	193.0%
Interest Expense	2,488	4,031	(1,543)	-38.3%
<b>TOTAL EXPENSES</b>	<b>21,179,184</b>	<b>19,224,594</b>	<b>1,954,590</b>	<b>10.2%</b>
<b>NET OPERATING INCOME OR (LOSS)</b>	<b>\$ 644,956</b>	<b>\$ 2,152,915</b>	<b>\$ (1,507,959)</b>	

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**COMPARATIVE BALANCE SHEET**  
As of December 31, 2013 and June 30, 2013

**ASSETS**

	December 31, 2013		June 30, 2013
<b>CURRENT ASSETS</b>			
Cash	\$ 10,523,030	\$	8,597,506
Cash-restricted-newborn screening surcharge	1,553,486		1,435,900
Net accounts receivables (Note 2)	6,527,944		5,832,065
Other receivables	1,145,776		1,556,015
Inventories	105,426		66,772
Prepaid expenses	338,200		163,878
Total current assets	20,193,862		17,652,136
<b>EQUIPMENT AND BUILDING IMPROVEMENTS</b>			
Equipment	25,691,099		26,089,246
Building improvements	7,200,578		5,616,318
	32,891,677		31,705,564
Less accumulated depreciation	(23,380,242)		(22,484,591)
Total net fixed assets	9,511,435		9,220,973
<b>Total Assets</b>	<b>\$ 29,705,297</b>	<b>\$</b>	<b>26,873,109</b>

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

Salaries payable	\$ 194,893	\$	477,820
Accounts payable	1,761,569		516,229
Newborn screening surcharge payable	1,553,486		1,435,900
Accrued expenses	14,677		122,745
Current obligations under capital leases	58,677		57,526
Notes Payable - current	104,364		108,136
Proficiency testing deferred revenue	2,880,747		1,588,607
Newborn screening deferred revenue	2,048,514		2,104,139
Compensated Absences (Note 5)	813,915		682,778
Total current liabilities	9,430,842		7,093,880

**LONG TERM DEBT**

Obligations under capital leases	-		29,629
Compensated Absences (Note 5)	1,411,567		1,261,718
Total long term debt	1,411,567		1,291,347

**Total Liabilities**

10,842,409 8,385,227

**EQUITY**

Retained earnings-restricted (Note 4)			
Operating contingency	2,136,900		2,078,669
Total restricted retained earnings	2,136,900		2,078,669
Net Operating Income or (Loss)	644,956		1,812,286
Retained earnings-unrestricted	10,665,619		9,192,549
Contributed capital	5,415,413		5,404,378
Total unrestricted retained earnings	16,725,988		16,409,213
<b>Total Equity</b>	<b>18,862,888</b>		<b>18,487,882</b>
<b>Total Liabilities and Equity</b>	<b>\$ 29,705,297</b>	<b>\$</b>	<b>26,873,109</b>

Contingency Funding 10,763,020 10,558,256

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**STATEMENT OF CASH FLOWS**  
For the Period July 1, 2013 through December 31, 2013

**CASH FLOWS FROM OPERATING ACTIVITIES**

Net income	\$ 644,956
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	912,575
Changes in working capital components:	
(Increase) in net accounts receivables	(695,879)
Decrease in other receivables	410,239
(Increase) in inventories	(38,654)
(Increase) in prepaid expenses	(174,322)
(Decrease) in salaries payable	(282,927)
Increase in accounts payable	1,245,340
Increase in newborn screening surcharge payable	117,586
(Decrease) in accrued expenses	(108,068)
Increase in current obligations under capital leases	1,151
(Decrease) in notes payable - current	(3,772)
Increase in proficiency testing deferred revenue	1,292,140
(Decrease) in newborn screen deferred revenue	<u>(55,625)</u>
Net cash provided (used) in operating activities	3,264,740

**CASH FLOWS FROM INVESTING ACTIVITIES**

Purchase of equipment and physical plant improvements	<u>(1,192,001)</u>
Net cash (used in) investing activities	<u>(1,192,001)</u>

**CASH FLOWS FROM FINANCING ACTIVITIES**

Principal payment on Capital Lease	<u>(29,629)</u>
Net cash provided (used in) financing activities	<u>(29,629)</u>

Net increase (decrease) in cash 2,043,110

**Cash:**

Beginning	<u>10,033,406</u>
Ending	<u>\$ 12,076,516</u>

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the period July 1, 2013 through December 31, 2013

**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 2013-2014 operating budget amounts were approved by the WSLH Board on June 18, 2013.

Basis of Presentation:

- The financial statements have been prepared on a modified accrual basis following Generally Accepted Accounting Principles (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 principles 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, 2013 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 account balances as of December 31, 2013 and June 30, 2013 are as follows:

	<u>December 31, 2013</u>	<u>June 30, 2013</u>
Accounts Receivable Total	\$7,040,838	\$6,357,695
Allowance for bad debt	<u>(512,894)</u>	<u>(525,630)</u>
Net Receivables	\$6,527,944	\$5,832,065

**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 computed 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 working capital is greater than the contingency fund restriction. As of December 31, 2013 working capital (current assets less current liabilities) was \$10,763,020 thereby meeting the target contingency reserve requirement of \$2,136,900.

**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:

	Total	Vacation	Pers Hol	Legal Hol	Comp Time	Sabbatical
Current	\$813,915	\$497,213	\$115,866	\$3,657	\$2,069	\$195,110
Long Term	1,411,567	0	0	0	0	1,411,567
	\$2,225,482	\$497,213	\$115,866	\$3,657	\$2,069	\$1,606,677



Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
November 5<sup>th</sup>, 2013

**BUSINESS ITEMS**

**Item 7. CONTRACTS REPORT**

**Description of the Item:**

The table on the following page contains the major grants and contracts that have been received since the last Board meeting. Dr. Brokopp or other staff will be available to provide more details on these grants and contracts.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

There are no contracts requiring board approval.

## February 2014 Contracts

WSLH BOARD DATE	GRANTOR	START DATE	END DATE	CONTRACT NAME	SCOPE OF WORK	AWARD AMOUNT
Feb-14	ALASKA DEPT OF ENV CONSERVATION	12/19/13	06/30/14	2014 ADEC MOU	32 SAMPLES TESTING FOR LEAD-210	\$ 4,000.00
Feb-14	AVATAR	01/23/14	01/23/15	2014 TEEMING AGREEMENT	TEEMING AGREEMENT	\$ -
Feb-14	GEORGIA TECH	10/26/09	12/31/16	OCGA 13 10 91 (b) (1)	FEDERAL E-VERIFY AFFIRMATION	\$ -
Feb-14	GROUNDWATER COORD COUNCIL	07/01/14	06/30/15	RTCR, well assessment, fecal source tracking, sanitary survey	2015 WELL ASSESMENT	\$122,302.00
Feb-14	OPPD	01/01/14	12/31/14	106278	2014 AIR SAMPLES 92007)	\$ 1,600.00
Feb-14	WATER ENVIRON RESEARCH FOUND	03/01/14	03/01/16	EFFECT OF EXTRACELLULAR DNA ON qPCR METHODS	2016 EFFECT OF EXTRACELLULAR DNA ON qPCR METHODS	\$151,521.21
Feb-14	WDHS	01/01/13	12/31/13	FAC 30404	2013 TB LAB SUPPORT	\$ 74,149.00
Feb-14	WDHS	01/01/14	12/31/14	CARS 152002	2014 REPRODUCTIVE HEALTH 1	\$261,500.00
Feb-14	WDHS	01/01/14	12/31/14	CARS 152009	2014 MCH WOMENS REPRO HEALTH QAQI	\$127,482.00
Feb-14	WDHS	01/01/14	12/31/14	CARS 152015	2014 RH TRAIN TECH ASSIST	\$232,829.00
Feb-14	WDHS	01/01/14	12/31/14	CARS 152016	2014 RH EC FPW	\$ 75,000.00
Feb-14	WDHS	01/01/14	12/31/14	CARS 159321	2014 REPRODUCTIVE HEALTH 2	\$206,952.00
Feb-14	WDWD	10/01/13	09/30/14	CONTRACT 201	2014 DWD MATCH FOR MSN168385 WALK	\$157,665.00

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
February 18<sup>th</sup>, 2014

**BUSINESS ITEMS**

**Item 8. DIRECTOR'S REPORT**

- A. FY14 Meeting Calendar**
- B. Public or Environmental Health Incidents of Educational Interest**
- C. Water Systems Report**
- D. Board Appointments and Expiration Dates**
- E. Division Accomplishments – 2013**
- F. Forensic Toxicology Report**
- G. Lab Accreditation and Inspections**

**WISCONSIN STATE LABORATORY OF HYGIENE  
BOARD OF DIRECTORS  
FY14 MEETING CALENDAR**

<b>February 18, 2014</b> <b>1:00p.m. – 4:00p.m.</b> <b>Wisconsin State Laboratory of Hygiene</b> <b>2601 Agriculture Drive, Madison, Wisconsin</b>	<b>April 29, 2014</b> <b>1:00p.m. – 4:00p.m.</b> <b>Wisconsin State Laboratory of Hygiene</b> <b>2601 Agriculture Drive, Madison, Wisconsin</b>
<ul style="list-style-type: none"> <li>■ Present 2nd quarter FY14 report</li> <li>■ Review meeting dates for the year</li> <li>■ Review appointments and expiration dates</li> <li>■ Election of officers</li> </ul>	<ul style="list-style-type: none"> <li>■ Present 3rd quarter FY14 report</li> <li>■ Submit preliminary FY15 budget</li> <li>■ Review board meeting dates (summer vacations)</li> </ul>
<b>June 17, 2014</b> <b>1:00p.m. – 4:00p.m.</b> <b>Wisconsin State Laboratory of Hygiene</b> <b>2601 Agriculture Drive, Madison, Wisconsin</b>	<b>August 19, 2014</b> <b>TBA</b>
<ul style="list-style-type: none"> <li>■ Approve FY15 budget</li> <li>■ Approval of DNR/DHS Basic Agreements</li> </ul>	<ul style="list-style-type: none"> <li>■ Present FY14 year-end closeout report</li> </ul>
<b>November 4, 2014</b> <b>1:00p.m. – 4:00p.m.</b> <b>Wisconsin State Laboratory of Hygiene</b> <b>2601 Agriculture Drive, Madison, Wisconsin</b>	
<ul style="list-style-type: none"> <li>■ Present FY15 1<sup>st</sup> quarter report</li> <li>■ Present annual strategic plan update</li> </ul>	

**Report to the Wisconsin State Laboratory of Hygiene Board**

**Representative Public or Environmental Health Incidents of Educational Interest  
For the Period Oct. 12, 2013 – Jan. 31, 2014**

<b>Approx. Date</b>	<b>Agent or Event Name</b>	<b>Description</b>	<b>Current Status</b>
<b>OUTBREAKS and INCIDENTS</b>			
November 2013 – January 2014	Influenza	The WSLH continues its annual respiratory virus laboratory-based surveillance activities, as well as testing for potential novel influenza viruses. The dominant influenza strain this season has been Influenza A (pH1N1) – the same strain responsible for the 2009 pandemic.	Ongoing
November 2013 – January 2014	Norovirus	The WSLH has performed testing for multiple norovirus outbreaks statewide as part of public health response and surveillance.	Ongoing
January 2014	Measles	A pediatric patient in SE Wisconsin was confirmed to have measles after traveling to the Philippines, where measles is highly endemic. Initial diagnostic testing was completed by a clinical laboratory in SE Wisconsin. The WSLH confirmed the measles result by serology and PCR testing on additional patient specimens, which WI Immunization Program Director Dan Hopfensperger drove to SE Wisconsin to pick up on a Friday night. Samples were tested by WSLH staff the next morning (Saturday) and results sent to DPH by Noon to aid the public health response. The WSLH also performed genotyping on the specimens as part of our responsibilities as a CDC Vaccine Preventable Disease Reference Center. Results were sent to CDC where they will be compared to a worldwide database of measles genotypes to see if the strain the patient was sickened with matches the patient’s travel history. Local and state public health response is ongoing.	Ongoing
<b>RECENT EVENTS and FINDINGS</b>			
November 4, 2013	Wisconsin Clinical Laboratory	The WSLH hosted our annual face-to-face meeting with our Laboratory Technical Advisory Group (LabTAG) in Wisconsin Dells, WI. LabTAG	Completed

	Network -- Communicable Disease Division	consists of 10 clinical laboratory professionals, one from each of the seven regions in the state and three at-large members. All members work in Wisconsin clinical laboratories and represent a mix of rural and urban laboratories. This annual meeting provides a chance to review the effectiveness of the Wisconsin Clinical Laboratory Network (WCLN) activities that the WSLH has hosted over the past year. The meeting also provides the opportunity to set the goals and plan the WCLN activities for the coming year. Much of the meeting was spent planning the agenda for the “ <i>Performing Quality Molecular and Emerging Technology Testing</i> ” workshop the WSLH will be hosting for clinical laboratorians on April 23, 2014.	
November 13, 2013	Wisconsin Clinical Laboratory Network -- Communicable Disease Division	The WSLH presented an audio conference entitled “ <i>Implementation of MALDI-TOF in a Clinical Microbiology Laboratory</i> ”. Approximately 177 clinical laboratorians attended the live audio conference. Dr. Michael Costello, Microbiology Technical Director for ACL Laboratories in West Allis, WI, and Rosemont, IL, was the guest speaker. The purpose of the audio conference was to describe several challenges that may be encountered during the implementation of Matrix Assisted Laser Desorption Ionization – Time of Flight Mass Spectrometry (MALDI-TOF) technology into the laboratory. Dr. Costello discussed how MALDI-TOF has recently migrated from an experimental technique to the method of choice for routine identification of bacteria and yeast. Dr. Costello explained that the implementation of MALDI-TOF in routine clinical microbiology laboratories should be rapid and widespread due to the increased sensitivity, specificity, ease of use and cost-effectiveness of this technology. The audio conference has been posted in the WSLH archived past events for those who were unable to attend the live audio conference.	Completed
December 9, 2013	Wisconsin Clinical Laboratory Network -- Communicable Disease Division	The WSLH presented an audio conference entitled “ <i>Microbiology Testing in the Diagnosis of Prosthetic Joint Infections</i> ”. The audio conference covered the basic microbiology procedures used to help in the diagnosis of prosthetic joint infections. Specific areas of focus were the organisms commonly associated with prosthetic joint infections, specimen collection and transport, Gram stain methodology, and culture parameters and	Completed

		<p>interpretation. Approximately 143 clinical laboratorians were in attendance during the live audio conference. Dr. Raymond Podzorski, Clinical Microbiologist from the Department of Pathology at ProHealth Care Laboratories – Waukesha Memorial Hospital in Waukesha, WI was the guest speaker. The audio conference has been posted in the WSLH archived past events for those who were unable to attend the live audio conference.</p>	
December 10, 2013	WSLH COOP Exercise	<p>WSLH Continuity of Operations Plan (COOP) Manager Susan Percy led a tabletop exercise of the WSLH’s updated COOP at Ag Drive with a scenario of building damage caused by burst and frozen water pipes, based on an actual event at the New Hampshire state public health lab. Since the exercise there have been similar water damage events at WDNR and at the Minnesota state public health lab.</p> <p><i>NOTE: The WSLH conducted testing overnight Dec. 10<sup>th</sup> into Dec. 11<sup>th</sup> on samples from the DNR’s GEF 2 building after the pipes burst.</i></p>	Completed
December 17, 2013	2012 SOII and CFOI data release	<p>The WSLH Bureau of Labor Statistics/Occupational Safety and Health Statistics Unit released the results of its 2012 Survey of Occupational Injuries and Illnesses (SOII). Key findings showed that nonfatal workplace injuries in Wisconsin increased 2% from 2011 to 2012. Conversely, nonfatal lost time injuries decreased 2% nationwide in 2012. A news release was sent statewide and data charts and reports were posted to the WSLH website.</p> <p><i>NOTE: Wisconsin’s 2012 Census of Fatal Occupational Injuries (CFOI) data was released by the U.S. Dept. of Labor/Bureau of Labor Statistics on Dec. 11, 2013. That information is also on the WSLH website.</i></p>	Completed
January 2014	Chemical Emergency Response	<p>Under contract with CDC, the WSLH completed the production and shipment of reference materials for a metabolite of Lewisite, and arsenical vesicant agent. This material will be used for standardization and quality control by the national Lab Response Network.</p>	Completed

January 15, 2013	Wisconsin Clinical Laboratory Network -- Communicable Disease Division	The WSLH presented an audio conference entitled “ <i>Why Are We Concerned With Non-Tuberculous Mycobacteria?</i> ” Julie Tans-Kersten, TB Coordinator for the WSLH Communicable Disease Division, described the clinical significance of the Non-tuberculous Mycobacteria (NTM). Her presentation focused on various methods that may be used to identify NTM, from conventional methods to the newer emerging technologies such as MALDI-TOF and whole genome sequencing, and also touched on recommended susceptibility testing of NTM. Roughly 125 clinical laboratorians participated in the live audio conference. The audio conference has been posted in the WSLH archived past events for those who were unable to attend the live audio conference.	Completed
January 18, 2014	UW Badger Science Olympiad Invitational	This all-day event held on the UW-Madison campus prepares middle school and high school students in Wisconsin to compete in the regional and national Science Olympiads each year. WSLH Interim Deputy Director Steve Marshall was event supervisor for the Disease Detectives segment, previously run by WSLH retiree John Pfister.	Completed
January 27, 2014	New WSLH website	The new WSLH external website went live with an updated look and easier navigation and access. Many staff were involved in the development and review, and will now be able to manage their own web content more easily.	Completed



Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
February 18<sup>th</sup>, 2014

**Report to the  
Wisconsin State Laboratory of Hygiene Board  
Water Systems Tests by the WSLH  
For the period October 1 – December 31, 2013**

Number of systems on a boil water notice	77
Number of water systems tested	3248
Percent of systems on a boil water notice	2.4%
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.	8
Number of boil water notices for <u>transient water systems</u> .	67

	# of systems tested by SLH				# of Boil Water Notices			
	MC	OC	NN	TN	MC	OC	NN	TN
Adams	3	3	0	0	0	0	0	0
Ashland	3	0	1	9	0	0	0	0
Barron	2	2	1	0	0	0	0	0
Bayfield	4	1	1	1	0	0	0	0
Brown	9	0	2	4	0	0	0	1
Buffalo	3	0	1	4	0	0	0	0
Burnett	0	0	0	1	0	0	0	0
Calumet	8	0	1	3	0	0	0	0
Chippewa	1	2	0	20	0	0	0	5
Clark	7	1	5	17	0	0	0	0
Columbia	10	3	9	5	0	0	0	0
Crawford	5	1	0	3	0	0	0	0
Dane	33	8	10	16	0	0	0	1
Dodge	16	3	5	30	0	0	0	3
Door	3	2	3	192	0	0	0	5
Douglas	0	0	1	3	0	0	0	0
Dunn	1	1	0	11	0	0	0	2
Eau Claire	0	0	1	0	0	0	0	0
Florence	1	0	1	3	0	0	0	0
Fond Du Lac	8	3	1	12	0	0	0	0
Forest	4	0	0	1	0	0	0	0
Grant	13	4	3	20	0	0	0	3
Green	8	0	2	2	0	0	0	0
Green Lake	5	1	2	3	0	0	0	1
Iowa	9	1	2	17	0	0	0	0
Iron	5	0	0	5	0	0	0	0
Jackson	3	0	1	10	0	0	0	0
Jefferson	6	9	6	8	0	0	0	1
Juneau	10	2	0	4	0	0	0	1
Kenosha	0	8	14	7	0	0	0	0
Kewaunee	3	1	1	6	0	0	0	1
La Crosse	0	1	0	1	0	0	0	0
Lafayette	7	0	0	5	0	0	0	0
Langlade	1	1	0	6	0	0	0	0
Lincoln	3	0	0	3	0	0	0	0
Manitowoc	6	3	2	19	0	0	0	1
Marathon	3	1	2	0	0	0	0	0
Marinette	7	1	0	18	0	0	0	2
Marquette	1	0	1	9	0	0	0	0
Menominee	0	0	0	0	0	0	0	0
Milwaukee	2	3	1	0	0	0	0	0
Monroe	6	3	1	3	0	0	0	1
Oconto	5	1	1	19	0	0	0	2
Oneida	1	3	1	5	0	0	0	0
Outagamie	9	0	0	3	0	0	0	0
Ozaukee	2	8	17	9	0	0	0	0
Pepin	0	1	0	0	0	0	0	0
Pierce	2	1	2	0	0	0	0	0
Polk	2	0	0	36	0	0	0	1
Portage	4	0	6	0	0	0	0	0
Price	3	1	0	0	0	0	0	0
Racine	1	5	9	7	0	0	1	0
Richland	6	0	2	1	0	0	0	0
Rock	7	4	7	29	0	0	1	4
Rusk	2	0	1	1	0	0	0	0
Sauk	11	3	7	12	0	1	0	0
Sawyer	3	1	1	0	0	0	0	0
Shawano	9	0	1	11	0	0	0	1
Sheboygan	8	1	3	3	0	0	0	0
St. Croix	2	5	1	0	0	0	0	0
Taylor	3	0	1	0	0	0	0	0
Trempealeau	7	1	1	0	0	0	0	0
Unknown	0	0	0	0	0	0	0	0
Vernon	4	0	0	6	0	0	0	0
Vilas	3	2	1	1	0	0	0	0
Walworth	4	2	4	38	0	0	1	4
Washburn	1	1	2	9	0	0	0	0
Washington	1	5	7	4	0	0	0	0
Waukesha	4	4	13	26	0	0	1	0
Waupaca	8	1	3	4	0	0	0	0
Waushara	4	0	1	21	0	0	0	1
Winnebago	5	0	3	0	0	0	0	0
Wood	5	4	8	0	0	0	0	0

## October 2013

### 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.

	# of systems tested by SLH				# of Boil Water Notices			
	MC	OC	NN	TN	MC	OC	NN	TN
Adams	3	2	0	1	0	0	0	0
Ashland	3	0	1	0	0	0	0	0
Barron	2	0	2	0	0	0	0	0
Bayfield	3	1	1	0	0	0	0	0
Brown	9	0	4	1	0	0	0	1
Buffalo	3	0	2	0	0	0	0	0
Burnett	0	0	1	4	0	0	0	1
Calumet	8	2	0	0	0	0	0	0
Chippewa	1	2	0	21	0	0	0	0
Clark	7	1	1	8	0	0	0	0
Columbia	10	2	3	8	0	0	0	0
Crawford	5	0	0	1	0	0	0	0
Dane	33	7	7	21	0	0	0	2
Dodge	16	2	7	46	0	0	0	1
Door	3	0	2	58	0	0	0	5
Douglas	0	0	0	11	0	0	0	0
Dunn	1	1	0	4	0	0	0	0
Eau Claire	0	6	0	0	0	0	0	0
Florence	1	0	0	1	0	0	0	0
Fond Du Lac	8	9	1	2	0	0	0	0
Forest	4	0	0	1	0	0	0	0
Grant	13	3	1	5	0	0	0	1
Green	8	0	2	3	0	0	0	0
Green Lake	5	0	1	2	0	0	0	0
Iowa	9	0	2	2	0	0	0	0
Iron	5	0	0	2	0	0	0	1
Jackson	3	0	2	2	0	0	0	0
Jefferson	6	3	3	3	0	0	0	0
Juneau	10	1	1	2	0	0	0	0
Kenosha	0	12	3	0	0	1	0	0
Kewaunee	3	0	6	2	0	0	0	0
La Crosse	0	1	2	1	0	0	0	0
Lafayette	7	0	0	0	0	0	0	0
Langlade	1	0	3	3	0	0	0	0
Lincoln	3	0	1	0	0	0	0	0
Manitowoc	6	2	8	4	0	0	0	0
Marathon	3	0	1	0	0	0	0	0
Marquette	7	1	2	6	0	0	0	2
Marquette	1	0	3	2	0	0	0	0
Menominee	0	0	0	0	0	0	0	0
Milwaukee	2	1	2	0	0	0	0	0
Monroe	6	2	1	2	0	0	0	0
Oconto	5	0	2	4	0	0	0	0
Oneida	1	3	1	4	0	0	0	0
Outagamie	9	0	3	5	0	0	0	0
Ozaukee	2	6	11	2	0	0	0	0
Pepin	0	0	1	1	0	0	0	0
Pierce	2	0	3	0	0	0	1	0
Polk	1	0	0	13	0	0	0	0
Portage	4	1	0	0	0	0	0	0
Price	3	0	0	0	0	0	0	0
Racine	1	0	10	14	0	0	0	1
Richland	6	0	1	0	0	0	0	0
Rock	7	8	6	20	0	0	1	0
Rusk	2	0	0	0	0	0	0	0
Sauk	11	1	1	1	0	0	0	0
Sawyer	3	0	0	0	0	0	0	0
Shawano	9	1	1	14	0	0	0	1
Sheboygan	8	0	5	4	0	0	0	0
St. Croix	2	5	3	5	0	0	0	0
Taylor	1	0	0	0	0	0	0	0
Trempealeau	7	2	0	0	0	0	0	0
Unknown	0	0	0	0	0	0	0	0
Vernon	4	1	0	2	0	0	0	0
Vilas	3	2	0	3	0	0	0	0
Walworth	4	2	5	22	0	0	0	4
Washburn	1	0	1	2	0	0	0	0
Washington	1	5	3	0	0	0	0	0
Waukesha	5	6	10	11	0	0	0	0
Waupaca	8	0	3	0	0	0	0	0
Waushara	4	0	1	4	0	0	0	0
Winnebago	5	1	0	0	0	0	0	0
Wood	5	1	3	0	0	0	0	0

## November 2013

### 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.

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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.

	# of systems tested by SLH				# of Boil Water Notices			
	MC	OC	NN	TN	MC	OC	NN	TN
Adams	4	2	0	2	0	0	0	0
Ashland	3	0	0	0	0	0	0	0
Barron	2	1	3	0	0	0	0	0
Bayfield	3	1	0	0	0	0	0	0
Brown	9	1	1	0	0	0	0	0
Buffalo	3	0	1	0	0	0	0	0
Burnett	0	1	1	0	0	0	0	0
Calumet	8	0	2	1	0	0	0	0
Chippewa	1	1	4	13	0	0	0	1
Clark	6	1	0	1	0	0	0	0
Columbia	10	2	2	7	0	0	0	0
Crawford	6	0	0	0	0	0	0	0
Dane	33	13	12	4	0	0	1	0
Dodge	16	4	12	37	0	0	0	2
Door	3	2	2	118	0	0	0	1
Douglas	0	0	0	0	0	0	0	0
Dunn	1	1	0	1	0	0	0	0
Eau Claire	0	0	7	0	0	0	0	0
Florence	1	0	0	0	0	0	0	0
Fond Du Lac	8	1	5	6	0	0	0	0
Forest	4	0	0	0	0	0	0	0
Grant	13	4	1	4	0	0	0	0
Green	8	1	2	0	0	0	0	0
Green Lake	5	1	3	1	0	0	0	0
Iowa	9	2	2	2	0	0	0	0
Iron	5	0	0	1	0	0	0	0
Jackson	3	0	1	2	0	0	0	0
Jefferson	6	4	4	8	0	0	0	0
Juneau	10	3	1	4	0	0	0	0
Kenosha	0	9	11	0	0	0	0	0
Kewaunee	3	0	1	1	0	0	0	0
La Crosse	0	2	4	1	0	0	0	0
Lafayette	7	0	0	0	0	0	0	0
Langlade	1	0	0	0	0	0	0	0
Lincoln	3	0	0	0	0	0	0	0
Manitowoc	6	2	6	2	0	0	0	0
Marathon	3	0	3	1	0	0	0	0
Marinette	7	1	0	2	0	0	0	0
Marquette	1	3	4	6	0	0	0	0
Menominee	0	0	0	0	0	0	0	0
Milwaukee	2	1	3	0	0	0	0	0
Monroe	6	2	2	11	0	0	0	0
Oconto	5	4	2	2	0	0	1	0
Oneida	1	5	2	0	0	0	0	0
Outagamie	9	0	1	1	0	0	0	0
Ozaukee	2	4	8	1	0	0	0	0
Pepin	0	0	1	0	0	0	0	0
Pierce	2	1	2	1	0	0	0	0
Polk	1	0	0	3	0	0	0	0
Portage	4	3	2	0	0	0	0	0
Price	3	0	2	0	0	0	0	0
Racine	1	1	10	4	0	0	0	0
Richland	6	0	3	1	0	0	0	0
Rock	7	5	8	9	0	0	0	1
Rusk	2	0	0	0	0	0	0	0
Sauk	11	1	0	1	0	0	0	0
Sawyer	2	1	2	0	0	0	0	0
Shawano	9	0	0	7	0	0	0	1
Sheboygan	8	0	2	3	0	0	0	0
St. Croix	2	5	1	3	0	0	0	0
Taylor	1	0	0	0	0	0	0	0
Trempealeau	5	1	0	0	0	0	0	0
Unknown	0	0	0	0	0	0	0	0
Vernon	4	0	1	1	0	0	0	0
Vilas	3	4	1	0	0	0	0	0
Walworth	3	1	5	8	0	0	0	0
Washburn	1	0	0	0	0	0	0	0
Washington	2	6	3	1	0	0	0	0
Waukesha	4	3	9	1	0	0	0	0
Waupaca	8	1	2	0	0	0	0	0
Waushara	4	2	4	3	0	0	0	0
Winnebago	4	0	0	0	0	0	0	0
Wood	5	1	0	2	0	0	0	0

## December 2013

### Report on Public Water System Testing

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Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
February 18<sup>th</sup>, 2014

**BUSINESS ITEMS**

**Item 9. ELECTION OF OFFICERS FOR 2014**

**Description of the Item:**

The officers of the Wisconsin State Laboratory of Hygiene Board: Chair, Vice-Chair/Chair-Elect, and Secretary are elected at the close of business of the first meeting ("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 18, 2014

**Move the nomination, in accord with Article 5, Policies and Procedures, of the following for officers of the WSLH Board of Directors: Barry Irmen for the position of Chair, Dr. Robert Corliss for the position of Vice-Chair/Chair-Elect, and Dr. Charles Brokopp for the position of Secretary for the year 2014 term.**

**Suggested Board Action:**

Approve motion.

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**Election of Calendar Year 2014 Officers**  
**February 18<sup>th</sup>, 2014**

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 18<sup>th</sup>, 2014.

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."**

Therefore to be elected at the February 18<sup>th</sup>, 2014 board meeting:

Chair for 2014  
Vice-Chair for 2014  
Secretary for 2014; a position consistently held by WSLH 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:

2013	Public Sector Member, Jeffery Kindrai, Grant Co Public Health Dept
2012	Private Sector Member, Darryll Farmer, Private Member
2011	Government Sector Member, John R. Sullivan, Department of Natural Resources
2010	Private Sector Member, Dr. Bernard Poeschel, Private Member
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

From Policies & 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 the Department of Health Services, the Secretary of the Department of Natural Resources, the Secretary of the Department of Agriculture, Trade and Consumer Protection, and 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.

**Rotation of the WSLH Board Chair – Tentative Schedule**

<b>Year</b>	<b>Agency</b>	<b>(Name of Chair, Vice-Chair)</b>
1999	<b>GOVERNMENT</b>	DNR (Mary Jo Kopecky)
2000	<b>PRIVATE</b> Sector	(James Clawson, Vice-Chair, 1999)
2001	<b>GOVERNMENT</b>	DNR (Mary Jo Kopecky, Vice-Chair, 2000)
2002	<b>PRIVATE</b> Sector clinical labs)	(Dr. Deborah Turski, Vice-Chair, 2001) (physician representing
2003	<b>GOVERNMENT</b>	LPH (Robert Bagley, Paul Harris, Vice-Chair)
2004	<b>PRIVATE</b> Sector	(Held by Paul Harris through May. Replaced by Susan Buroker, DATCP)
2005	<b>GOVERNMENT</b>	DATCP (Susan Buroker)
2006	<b>PRIVATE</b> Sector	(Michael Russell, Vice-Chair, 2005)
2007	<b>GOVERNMENT</b>	Coroner/Medical Examiner, (John Stanley)
2008	<b>PRIVATE</b> Sector	(David Taylor)
2009	<b>GOVERNMENT</b>	UW (Darrell Bazzell)
2010	<b>PRIVATE</b> Sector	(Dr. Bernard Poeschel)
2011	<b>GOVERNMENT</b>	DNR (John R. Sullivan)
2012	<b>PRIVATE</b> Sector	Darryll Farmer
2013	<b>GOVERNMENT</b>	Jeffery Kindrai
2014	<b>GOVERNMENT</b>	Barry Irmen
2015	<b>PRIVATE</b> Sector	
2016	<b>GOVERNMENT</b>	
2017	<b>PRIVATE</b> Sector	

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