

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 21st, 2017
1:00 P.M – 4:00 P.M.
2601 Agriculture Drive
Madison, WI 53718**

**APPROVED MINUTES
December 13th, 2016**

MEMBERS PRESENT: Chair Jeffery Kindrai, Vice-Chair James Morrison, Dr. Robert Corliss, Barry Irmen, James Wenzler, Charles Warzecha (on behalf of Karen McKeown), Deborah Meltzer (on behalf of Dr. Richard Moss), Gil Kelley (on behalf of Michelle Wachter), Eric Lobner (phone; on behalf of Mark Aquino)

WSLH STAFF PRESENT: Dr. Peter Shult, Dr. Daniel Kurtycz, Dr. Patrice Held, David Webb, Steve Strebel, Kristine Hansbery, Jan Klawitter, Steve Marshall, Cynda DeMontigny, Marie Ruetten, and Nathaniel Javid

DNR STAFF PRESENT: Ron Arneson, Steve Geis

GUESTS PRESENT: None

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

Item 1. APPROVAL OF MINUTES

Approve the minutes of the August 16th, 2016 Board Meeting as submitted. James Wenzler noted two typos and one grammatical error in the minutes. **Charles Warzecha** made a motion to approve with the aforementioned changes, seconded by **James Wenzler**.

Item 2. REORGANIZATION OF AGENDA

There was no reorganization of the agenda.

Item 3. PUBLIC APPEARANCES

There were no public appearances.

Item 4. BOARD MEMBERS' MATTERS

James Wenzler introduced himself to the Board as a new Public Member. Mr. Wenzler noted that he was appointed by Governor Walker and this is his first WSLH Board meeting. He expressed gratitude to the WSLH for providing him with a tour and background information on the WSLH Board. The Board welcomed Mr. Wenzler.

Item 5. SCIENTIFIC PRESENTATION

a) "Wisconsin Newborn Screening Program: A Focus on Continuous Quality Improvement"

■ *Dr. Patrice Held, Co-Director, WSLH Newborn Screening*

Dr. Patrice Held introduced herself to the Board and thanked them for the opportunity to share her presentation. Dr. Held provided background information on the WSLH newborn screening system which includes three stages: pre-analytic, analytic, and post-analytic. The pre-analytic stage includes prenatal education, specimen collection, and transport. The analytic stage is exclusively laboratory testing. The post analytic stage includes short-term follow-up and long-term follow-up. Dr. Held addressed the issue of timeliness in newborn screening and noted an investigative report published by the *Milwaukee Journal Sentinel* in November 2013, entitled "Deadly Delays." Out of this report came not only a statewide but national effort to improve timeliness in newborn screening. One result was a new set of recommendations from the Advisory Committee for Heritable Disorders in Newborns and Children (ACHDNC) for timeliness in newborn screening. Dr. Held reviewed the recommended guidelines with the Board which provide time limits on collection and reporting.

Dr. Held next presented graph visuals of newborn screening specimen collection time in Wisconsin compared to the national median. Ninety-eight percent of Wisconsin's specimens are collected within the appropriate timeframe. Wisconsin ranks nine out of thirty-seven for the 2015 state rank of specimen collection within forty-eight hours of birth. Dr. Held next presented graph visuals of newborn screening specimen delivery time in Wisconsin compared to the national median. Eighty-three percent of Wisconsin's specimens are received within forty-eight hours after collection. Wisconsin ranks ten out of thirty-six for the 2015 state rank of specimen delivery within forty-eight hours of collection. Dr. Held presented graphs of transit times on weekdays and weekends. Dr. Held also addressed Monday holidays at the WSLH, and the time extensions in sample receipt they cause. To address the transit time concerns, Dr. Held proposed addressing

the specimen receipt and time-critical testing on Monday holidays, with the addition of two chemists and two data entry staff along with a minimal increase in cost for salary. Making these changes would prevent a two-day lapse in testing. Ultimately, there is still pressure to move towards a seven-day operation. Iowa is the only state that currently tests samples seven days a week.

Dr. Held noted that the WSLH also tracks unsatisfactory specimens. The percentage of unsatisfactory specimens has been reduced because of two initiatives: the distribution of monthly quality assurance reports to submitters and the release of a webinar explaining proper specimen collection. The WSLH also took the initiative to provide quality assurance reports to providers. These reports are sent by fax to ensure quick receipt.

Steve Marshall, Assistant Director, WSLH, discussed the progress of HL7 implementation in proposed birthing hospitals. Several years ago, the WSLH updated their computer systems to allow for electronic test ordering and results reporting. They now have an interface between their Communicable Disease Division, University Health Services, and UW Hospital. They are now working on setting up an interface for Newborn Screening with Columbia St. Mary's in Milwaukee, with a projected go-live date at the end of January 2017. A NewSTEPs 360 grant was necessary in order to enable the WSLH to financially move forward with this process. They plan to continue building interfaces with hospitals in the future. This will greatly improve Newborn Screening.

Dr. Held next discussed a case of propionic acidemia that was reported in the *Milwaukee Journal Sentinel* on December 9, 2016. Board Member Wenzler inquired about the newspaper article accuracy. Responses were given by Jan Klawitter and Pete Shult. The clinical presentation of propionic acidemia includes symptoms that are classically present in the first several weeks of life, with overwhelming illness after the initiation of protein rich foods. Although symptoms are often nonspecific, they can include poor feeding, lethargy, vomiting, coma, stroke and death. Survivors are often neurologically injured. Treatment includes a low protein diet with special formulas and supplements (Carnitine, Biotin, B12, and glycine). Sometimes, a liver transplant is needed. In 2010, newborn screening for propionic acidemia involved an initial evaluation with two markers. If flagged abnormal, the test was repeated in duplicates and the director reviewed all three evaluations of the sample to determine how to report. For 2016, the threshold was lowered for initial evaluation and repeating in duplicates. A second tier test that quantifies specific markers for propionic acidemia is also performed. The director reviews three evaluations and the second tier test results with a report of normal or abnormal. Dr. Held concluded her presentation by noted that the WSLH is constantly finding new ways to improve newborn screening.

After discussion between Dr. Held and the Board, **Charles Warzecha** made a motion to support the Umbrella Committee's recommendations for WSLH Newborn Screening. **James Wenzler** noted that this motion was not on the agenda, and as such it may not

be appropriate to carry the motion to a vote. The WSLH Board Secretary was instructed to investigate this matter, and will report back to the Board.

After review of the "Policies and Procedures of the Wisconsin State Laboratory of Hygiene Board," it was determined that such a motion is void as it was not included on the meeting agenda, and as such, was formally requested to be on the March Board meeting agenda.

Item 6. FY17 FIRST QUARTER FINANCIAL REPORT

a) Marie Ruetten, Financial Manager, Wisconsin State Laboratory of Hygiene

Ms. Ruetten noted that this report is through October 31st, 2016, meaning it goes beyond the first quarter. Our year-to-date net gain is \$1,013,030, which is substantially over budget by \$833,134. Revenue is \$291,703 over budget and expenses are \$541,431 under budget. Revenue is \$15,087,766 year-to-date.

We are at \$14,074,736 in expenses, which is \$541,431 under budget. This is primarily in payrolls, supplies, and rent. Our net operating income is at \$1,013,030 year-to-date. On a cash basis, our net operating income is \$1,190,631. Compared to last year, revenue is up by \$811,263 year-to-date and expenses are down by \$56,714. Our net operating income is greater than last year by \$867,977. On a cash basis, we are up by \$685,010 compared to last year.

For cash obligations, our cash balance is \$13,701,468 as of October 31st, 2016 compared to \$13,843,585 as of June 30th, 2016. Subtracting our restricted cash (newborn screening surcharge and UW contingency), deferred revenue, and encumbered payables, we are left with an available unrestricted cash balance of \$4,394,832. This is compared to an available unrestricted cash balance of \$3,992,794 as of June 30, 2016.

Item 7. STRATEGIC MAP UPDATE

a) Steve Marshall, Assistant Director, Wisconsin State Laboratory of Hygiene

The WSLH three-year strategic map was developed last year. An activity was performed with the Board to determine the categories for the map. These categories include growth and sustainability, connectivity and data use, workforce enhancement, research and education support, and quality improvement. Steve Marshall reviewed an Excel spreadsheet with Board outlining how these processes are being tracked. The document included a timeline, assignments of responsibility, and a current project status. Overall, the map is on-track. Mr. Marshall noted that the WSLH Strategic Leadership Team will be looking at future goals. The timing of this process works out well with the anticipated start of new leadership once the new Director is hired. Board

member Wenzler and Warzecha inquired about Board involvement and how to support increase Board activity within Strategic Plan.

Item 8. WSLH DIRECTOR SEARCH UPDATE

a) Dr. Pete Shult, Interim Director, Wisconsin State Laboratory of Hygiene

Dr. Shult mentioned that the assured consideration date for the WSLH Director application was November 30th. Quality applications have been received. The next step is convening the search and screen committee. A screening tool will be employed to develop the list of finalists that will be presented to Dr. Moss. After this, the interview process will be determined. Completion of this process is on-target for spring 2017.

Item 9. CONTRACTS REPORT

a) Marie Ruetten, Financial Manager, Wisconsin State Laboratory of Hygiene

Marie Ruetten presented the contracts report to the Board. Since August 1st, 2016, the lab has obtained one contract with the Illinois Department of Health, three contracts with the Association of Public Health Laboratories, twelve with the Wisconsin Department of Health Services, nine with the Department of Natural Resources, one with the U.S. Department of Interior, and one with the Nature Conservancy. This gives a grand total of \$4,328,086. Ms. Ruetten asked the Board to refer to the packet for more details on the contracts.

Item 10. DIRECTOR'S REPORT

a) Dr. Peter Shult, Interim Director, Wisconsin State Laboratory of Hygiene

Dr. Shult shared the public and environmental health incidents with the Board. Environmental Health Division Director, David Webb, addressed cyclohexylsarin, which was part of a WSLH Chemical Emergency Response exercise. The exercise was successful. Mr. Webb also noted a hazmat response incident we were involved in. We were successful in our response. Dr. Shult noted that the WSLH was involved in an aggressive identification process for an outbreak of meningitis. The WSLH has also been involved in identifying cases of Salmonella Heidelberg. We performed the necessary testing to confirm the link between cases across states, identifying the same bug. This case highlights the close work the WSLH performs with their epidemiologists. Dr. Shult had the Board refer to the packet for public relations updates at the WSLH since the August 2016 Board meeting.

Dr. Shult had the Board refer to the public water systems report in the packet. **Chuck Warzecha** made a motion to remove the water report in future Board packets with the exception of the summary chart. The motion passed unanimously.

James Wenzler made an informal consideration to remand the Board resolution of addressing Chuck Warzecha's motion supporting Newborn Screening program to the March Board agenda.

Chuck Warzecha requested Board rules training from the Secretary.

Chair Jeffery Kindrai made a motion to adjourn meeting at 3:15 P.M. **James Morrison** seconded the motion. The motion passed unanimously and the meeting was adjourned.

Respectfully submitted by:

A handwritten signature in cursive script, appearing to read "Peter A. Shult".

Peter A. Shult, PhD
Interim Secretary, Wisconsin State Laboratory of Hygiene Board of Directors