

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
September 19th, 2017
1:00 P.M – 4:00 P.M.
2601 Agriculture Drive
Madison, WI 53718**

**APPROVED MINUTES
June 20th, 2017**

MEMBERS PRESENT: Chair James Morrison, Vice-Chair Dr. Richard Moss, Dr. Robert Corliss, Barry Irmes, James Wenzler, Charles Warzecha (on behalf of Karen McKeown), Jeffery Kindrai, Gil Kelley, Zana Sijan (on behalf of Mark Aquino)

WSLH STAFF PRESENT: Dr. James Schauer, Dr. Peter Shult, Dr. Daniel Kurtycz, David Webb, Steve Strebel, Kristine Hansbery, Jan Klawitter, Steve Marshall, Cynda DeMontigny, Jim Sterk, Chris Gunter, and Nathaniel Javid

DNR STAFF PRESENT: Zana Sijan, Steve Geis

GUESTS PRESENT: None

Chair James Morrison called the meeting to order at 1:00 P.M.

Chair James Morrison welcomed Dr. James Schauer as the new Director of the Wisconsin State Laboratory of Hygiene and the Board introduced themselves.

Item 1. APPROVAL OF MINUTES

Approved the minutes of the March 21st, 2017, Board Meeting as submitted. Nathaniel Javid noted two corrections to the minutes made in advance by Director Wenzler, and Steve Geis noted that his name should be added to the attendance list. **James Morrison** made a motion to approve with the aforementioned changes, seconded by **James Wenzler**. The voice vote approving the minutes was unanimous.

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 inquired if a motion should be entertained to appoint a new Board Secretary, now that the new WSLH Director is in place. Jan Klawitter confirmed a motion should be entertained based on statute. **Chair James Morrison** entertained a motion to appoint Dr. James Schauer as Secretary of the Board, seconded by **Steve Geis**. The voice vote approving Dr. Schauer as Secretary was unanimous. Dr. James Schauer now serves as Board Secretary.

Steve Geis mentioned that the DNR has a laboratory certification proposal available for public comments. The certification is expected to go to the legislature in January. The last date to submit comments is July 31st.

Director Wenzler asked to have the Secretary of the Board forward the link mentioned by Steve Geis for Laboratory Certification Rule proposal for the Board Members to review and submit comments.

Item 5. WSLH BOARD BYLAWS REVIEW & CALENDAR

■ Steve Marshall, Assistant Director, Wisconsin State Laboratory of Hygiene

The WSLH staff is in the process of reviewing and updating the Board bylaws based off the original request by Director Wenzler. Several WSLH staff have reviewed these bylaws, which have not been updated since 2006. Mr. Marshall asked the Board to refer to their packets for a summary of what was reviewed. Mr. Marshall noted that any changes made to the bylaws need to be approved by a two-thirds vote of the Board. The current bylaws that have not been followed include producing administrative rule proposals, submitting biennial budget requests, setting strategic priorities for the lab, and a six-year facilities improvement plan. The Board mission and vision statements were updated in the past several years by the Strategic Leadership Team but the Board was not engaged in the process at the time of revision. The policies note that the Board should meet outside of the capitol city once annually. Mr. Marshall noted that meetings of the executive committee of the Board can be called at any time. James Wenzler asked if staff had a chance to look at statute 4.01, which is outdated. Mr. Marshall noted that we have not reviewed 4.01 but it will be addressed. Dr. Schauer mentioned that we will be working on developing the facilities and strategic plans. Dr. Schauer mentioned

that he plans to reach out individually to Board members and connect with them on these issues.

Dr. Richard Moss noted that he has concerns about the ambiguity in the statues of the Board's role as an approval authority for high-level positions. Dr. Moss mentioned defining the role of the Board in these situations. James Wenzler asked if the Board could have information on high level position changes in the laboratory. Dr. Schauer noted the distinction between the Board providing an advisory role and making an ultimate decision. Dr. Schauer noted that we will be reviewing and likely renaming the cross cutting teams, which will be responsible for maintaining various functions throughout the laboratory. Barry Irmen mentioned concerns about having delays in hiring processes with increased involvement of the Board. Charles Warzecha noted that from a timing standpoint, it might not be feasible to have the Board involved more heavily with recruitment. Dr. Moss mentioned having a cut-off above an assistant director of a division for Board oversight and approval with hiring, but not below an assistant director level. The Board agreed to continue this discussion when the updated bylaws are presented at the September Board meeting.

Mr. Marshall presented the updated Board meeting calendar, reflecting the shift from meeting five times a year to four (with the year divided into quarters), with draft outlines of what will be covered at each meeting.

Item 6. WSLH STRATEGIC PLANNING PROCEDURE UPDATE

■ Steve Marshall, Assistant Director, Wisconsin State Laboratory of Hygiene

Steve Marshall presented a draft of the strategic planning procedure to the Board. The procedure documents the steps the WSLH takes to periodically develop, approve, monitor and share the outcomes of the lab-wide strategic plan. The intent is to share this document with the Board for their input. In general, we plan to make more data-driven decisions which are outlined in this procedure. We plan to update strategic map categories and objectives, and collect data through online surveys. We also plan to engage more with our stakeholders in this process. In the past, our strategic plan was more operational, but now we will focus on higher-level planning.

Item 7. FINANCIAL REPORT

■ James Sterk, Accounting Supervisor, Wisconsin State Laboratory of Hygiene

As of April 30, 2017, our net operating income came in at \$2,636,691, which is \$2,608,923 higher than budgeted at \$28,398. This is the result of a budgeted total support and revenue of \$35,813,593 (\$38,165,812 actual), with budgeted expenses of

\$35,785,195 (\$35,529,121 actual). Compared to last year, we have an increase in support and revenue by \$2,945,330 and an increase in expenses by \$567,397. Mr. Sterk went over the comparative balance sheet which outlines assets, liabilities and equities, and the statement of cash flows.

Item 8. PRESENTATION OF FY18 BUDGET

■ James Sterk, Accounting Supervisor, Wisconsin State Laboratory of Hygiene

Our final FY18 budget shows \$45,168,717 in total support and revenue, with \$45,054,370 in expenses, giving us a net operating income of \$114,347 compared to \$0 in the preliminary budget. This difference is due to an ELC contract. Compared to our FY17 budget, our total support and revenue is up by \$1,960,146 and our total expenses are up by \$1,945,800. Mr. Sterk next went over the budget by division, which went into specific detail. **Chair James Morrison** made a motion to approve the budget as presented, seconded by **Jeffery Kindrai**. The motion passed unanimously and the budget was approved.

Item 9. CONTRACTS REPORT

■ Christine Gunter, Financial Program Supervisor, Wisconsin State Laboratory of Hygiene

Christine Gunter went over the contracts report for the Board. Since January 1st, 2017, we've had three contracts with the Association of Public Health Laboratories totaling \$1,000,000, five contracts with the WI Department of Health Services totaling \$711,553, four contracts with the WI Department of Natural Resources totaling \$128,921, one contract with Children's Hospital and Clinics at \$14,000 and one contract with the CDC at \$147,000. The grand total of contracts new or renewed since January 1, 2017 was \$2,001,474.

Item 10. DIRECTOR'S REPORT

■ Dr. James Schauer, Director, Wisconsin State Laboratory of Hygiene

Dr. Schauer had Jan Klawitter present on public and environmental health incidents at the WSLH. Ms. Klawitter noted an article by Dr. Sharon Long on cryptosporidium testing in soil in the *Agriculture and Environmental Letters* journal. The WSLH also successfully completed a CDC exercise for Level 1 chemical emergency response labs and APHL granted an award to the WSLH for the implementation of three new disorders tested for newborn screening. Ms. Klawitter had the Board refer to the packet for information on other updates.

Dr. Schauer had the Board refer to the public water systems report in the packet.

Dr. Schauer introduced the Human Resources Update and had WSLH HR Director, Cynda DeMontigny, present the report. There was a grand total of eight retirements from July 1, 2016 to June 7, 2017. There were fourteen new employees from July 1, 2016 to December 31st, 2016 and twenty-eight new employees from January 1, 2017 to June 7, 2017. James Wenzler asked for an update on succession planning in the next HR report.

James Wenzler asked for an update on the status of the Financial Manager recruitment. Dr. Schauer responded to say that interviews are being scheduled and we expect to fill the position by the end of the summer.



Chair James Morrison made a motion to adjourn meeting at 2:45 P.M. **Charles Warzecha** seconded the motion. The motion passed unanimously and the meeting was adjourned.

Respectfully submitted by:

James J. Schauer, PhD, P.E., M.B.A.
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors