

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017
Madison, Wisconsin**

DATE: December 6, 2017

TO: Dean Robert N. Golden, MD, UW-SMPH – Dr. Richard Moss, Designated Representative
Linda Seemeyer, Secretary, DHS – Karen McKeown, Designated Representative
Cathy Stepp, Secretary, DNR – Steven Geis, Designated Representative
Ben Brancel, Secretary, DATCP –Gilbert (Gil) Kelley, Designated Representative
James Morrison, Chair
Dr. Richard Moss, Vice-Chair
Dr. Robert Corliss, Member
Barry Irmey, Member
James Wenzler, Member
Jeffrey Kindrai, Member

Zana Sijan, DNR Alternate
Charles Warzecha, DHS Alternate

FROM: Dr. James Schauer, 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
December 6, 2017
1:00p.m. — 4:00p.m.

C: Cynda DeMontigny
Christine Gunter
Kristine Hansbery
Jan Klawitter
Dr. Daniel Kurtycz
Kevin Karbowski
Dr. Martin Shafer
John Shalkham
Dr. Peter Shult
Steve Strebel
David Webb

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

MEETING NOTICE

*****CLOSED SESSION RESERVED DURING AGENDA ITEM 10*****

Tuesday, December 12, 2017

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, December 12th, 2017 at 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,



James J. Schauer, PhD, P.E., M.B.A.
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors
Director, Wisconsin State Laboratory of Hygiene
December 6, 2017

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12th, 2017
1:00 P.M. – 4:00 P.M.

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

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Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017

PROCEDURAL ITEMS

Item 1. ROLL CALL

Description of Item:

Roll call of attendance at Board Meeting led by Board Chair.

Suggested Board Action:

Submit roll call

Staff Recommendation and Comments:

Roll call will be recorded by Board Secretary

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017**

PROCEDURAL ITEMS

Item 2. APPROVAL OF MINUTES

Description of Item:

The draft minutes of the September 19th, 2017 board meeting are submitted for approval.

Suggested Board Action:

Motion: Approve the draft minutes of the September 19th, 2017 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
December 12th, 2017
1:00 P.M – 4:00 P.M.
2601 Agriculture Drive
Madison, WI 53718**

**UNAPPROVED MINUTES
September 19th, 2017**

MEMBERS PRESENT: Chair James Morrison, Vice-Chair Dr. Richard Moss, James Wenzler, Charles Warzecha (via telephone on behalf of Karen McKeown), Jeffery Kindrai, Gil Kelley, Steve Geis (on behalf of Mark Aquino)

WSLH STAFF PRESENT: Dr. James Schauer, 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: Steve Geis

GUESTS PRESENT: None

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

Dr. James Schauer introduced the new Chief Financial Officer for the Wisconsin State Laboratory of Hygiene, Kevin Karbowski. Mr. Karbowski provided some of his professional background to the Board, and the Board introduced themselves to Mr. Karbowski.

Board Member Wenzler asked Chair James Morrison to initiate a roll call of the Board. The Board completed their roll call.

Item 1. APPROVAL OF MINUTES

Approve the minutes of the June 20th, 2017 Board Meeting as submitted. Nathaniel Javid noted corrections to the minutes made in advance by Board Member Wenzler. These include adding a comma after the date under “Approval of Minutes,” along with adding the letter “d” to the word “approved.” Other corrections include adding who made the motion and the resolution of the motion under “Board Member Matters” for the appointment of Dr. James Schauer as Board Secretary. Lastly, Board Member Wenzler submitted corrections changing the wording of a sentence under “WSLH Board Bylaws” and adding language that Board Member Wenzler requested a link mentioned by Steve Geis under “Board Member Matters.” **James Wenzler** made a motion to approve with

the aforementioned changes, seconded by **Jeffery Kindrai**. 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 mentioned he spoke with the WSLH Director about having more contact information posted on the WSLH website for the Senior Leadership Team. Charles Warzecha agreed that there should be a mechanism for communication with the public, noting, however, that the website is not a likely means. Dr. Richard Moss noted that email should be the primary form of communication with the public.

James Wenzler asked Jan Klawitter about reorganizing the Board website to improve user friendliness, perhaps including headshots of Board Members. Ms. Klawitter was amenable to the idea, with the approval of the Board. Chair James Morrison suggested entertaining a motion to discuss this further at the December Board meeting. **James Wenzler** made a motion to have the WSLH come up with a proposal for Board accessibility online, seconded by **Steve Geis**. The motion was approved unanimously.

James Wenzler asked the Board if they would be willing to have the Board packets sent electronically only, with hard copies available at the meeting and not mailed beforehand. The Board was generally in agreement and **James Wenzler** made a motion to end the mailing of Board packets, seconded by **Charles Warzecha**. Dr. Richard Moss suggested that Board packets not be provided in hard copy at the meetings, as doing otherwise would not be saving paper. The Board agreed with this, and **James Wenzler** amended the motion to have Board packets printed only upon request. The motion was approved unanimously. With this change in process, Nathaniel Javid noted that Board members should retain their previously mailed parking passes as they were sent with the hard copies of the packet.

James Wenzler asked the Board if they would be interested in having a Board Social for new Board members when they join. Dr. James Schauer suggested inviting Board members to WSLH lab-wide events as an alternative. Steve Geis suggested having a lunch meeting preceding the Board meeting when a new member arrives. The Board discussed having a motion on this topic, but decided it would be best to keep this unofficial and leave the matter up to the discretion of the Board Secretary.

Item 5. FINANCIAL REPORT

■ James Sterk, Financial Manager, Wisconsin State Laboratory of Hygiene

Dr. Schauer mentioned that at the previous Board meeting there was discussion about renaming the financial reserves. The Board will not be discussing this topic today as we will be discussing strategic planning which will ultimately affect the naming of the reserves. Also we would like to have these discussions with our new CFO as he settles in.

Mr. Sterk continued the financial report. From the period of July 1, 2016 through June 30, 2017, we had a favorable net income of \$2,984,000. This is the result of \$3,592,146 in revenue and \$608,146 in expenses. Our total support and revenue for this period was 8.3% more than what was budgeted. Our expenses were also more than budgeted at 1.4%.

Compared to last year, our total support and revenue is up by 10.1% and our expenses are up by 3.0%.

Mr. Sterk went over the working capital slide with the Board. Our available working capital (minus current liabilities and operating contingency) is \$9,812,312 as of June 30, 2017 compared to \$8,094,164 as of June 30, 2016. Cash unrestricted as of June 30, 2017 is \$11,483,542.

Board Member Wenzler noted that a thank you letter should be sent to the individual(s) who contributed gifts to the WSLH.

Item 6. BOARD BYLAWS

■ Jan Klawitter, Public Relations Officer, Wisconsin State Laboratory of Hygiene

Ms. Klawitter had the Board refer to the Board packet for the redlined changes in the bylaws. Ms. Klawitter also had the Board refer to the language in the statutes that was distributed to the Board. In the updated copy of the bylaws, agency and UW titles and phrasing were updated to be consistent with statute. Language to the Board meeting outside of Madison was updated. A 1996 letter from the State of Wisconsin Ethics Board was deleted and the section referring to the letter was updated. WSLH contact information, Board names and titles, and certification dates were also updated. Ms. Klawitter presented the language on the appointment of staff, which Dr. Schauer clarified for the Board. Dr. Moss noted that the Laboratory Director is the chief executive of the WSLH and as such has authority over hiring processes in the lab. The structure of the WSLH, being part of the UW, is consultative by nature and as a result concerns about transparency in hiring should be ameliorated.

James Wenzler mentioned other items for consideration by the Board in updating the Bylaws. Keeping consistent with state statute 36.04, these include renaming the Policies and Procedures of the WSLH Board to the Bylaws of the Wisconsin State

Laboratory of Hygiene Board and changing language from “person” to “position” in article 2, section 2.01. The Board discussed keeping the language as-is with regards to the “person” to “position.” As a result, James Wenzler withdrew this recommendation. A motion was brought forth by **Chair James Morrison** to proceed with publishing the aforementioned changes to the Bylaws seconded by **Charles Warzecha**. The motion passed unanimously.

James Wenzler mentioned that he will connect with Jan Klawitter after the Board meeting to go over the edits to the Bylaws in more detail.

Item 7. BOARD OPERATIONS

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

Dr. James Schauer mentioned that we are gathering more information on what we need to make available on our website and the requests for Board Online Resources will be addressed at the December meeting. For future agenda items, if any Board members have a request for an agenda item, they may contact the Chair or Secretary of the Board with their suggestions. The Secretary will meet with the Chair two weeks before the Board meeting and the agenda will be finalized. We will include more programmatic and scientific presentations as time allows.

Item 8. ORGANIZATIONAL STRUCTURE UPDATE

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

Dr. James Schauer went over the organizational structure of the WSLH. Dr. Schauer mentioned that he intends to keep the Board informed of any major changes made to the organizational structure of the lab. Dr. Schauer noted that the division and office directors of the WSLH comprised what was called the Strategic Leadership Team. This team will now be divided into two committees: an Operations Committee and a Strategic Planning Committee. The Operations Committee would be comprised of the Director of Human Resources, Chief Financial Officer, and Chief Information Officer. The Strategic Planning Committee would be comprised of the Division Directors of the Environmental Health Division, Disease Prevention Division, Laboratory Improvement Division, Communicable Disease Division, and Occupational Health Division. The Director's Office would have a participatory role in the Operations and Strategic Planning Committee. Dr. Schauer fielded questions from the Board regarding the specific roles of the Medical Director and Associate Director of the lab. Dr. Schauer mentioned that in the future, we will update the Board on the Cross-Cutting Committees as they evolve.

Item 9. STRATEGIC & FACILITIES PLANNING

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

Dr. Schauer transitioned into discussing strategic planning. Dr. Schauer mentioned that we are focusing on a three-year cycle. Our goal is to have a strategic plan in place by July 1st, 2018. Our strategic plan will be two-fold: focusing on organizational management and a scientific strategic plan. We will also be working on a facilities plan

that we will update the Board on at a later date. For organizational management, we will focus on operations including financial management, information technology, information management systems, human resources, workforce development and diversity. As an outcome of recent Engagement, Inclusion and Diversity (EID) surveys and the WSLH Director meetings with staff, initial efforts will be focused on WSLH culture, climate, and staff engagement. For our scientific strategic plan, we will focus on investment in technology and testing developments including research, equipment, staff training and strategic hires. We will also improve engagement of stake-holders.

Dr. Schauer presented a timeline for our organizational management plan through FY20. Our organizational management strategic priorities will focus on communications, clarifications and compliance with campus intimidation and bullying policies, adopting best management practices, developing strategies to integrate scientific leadership into organizational management, and staff engagement. In FY18 we will update the WSLH Program Matrix, have meetings with stakeholders in programmatic areas, develop strategic priorities for each program, engage with the WSLH Board to prioritize initiatives, and finally have the Board approve the Strategic Plan. Dr. Schauer also mentioned that we will be updating our Program Matrix which is an Association of Public Health Labs planning tool.

Item 10. HUMAN RESOURCES REPORT

■ Cynda DeMontigny, HR Director, Wisconsin State Laboratory of Hygiene

Human Resources Director, Cynda DeMontigny, provided the Human Resources Report to the Board. We have 327.60 FTE's across all divisions of the laboratory. In total, we have twenty-four vacancies, twelve of which are in active recruitment. Ms. DeMontigny fielded questions from the Board clarifying the data. The Board responded favorably to the amount of information provided for this report.

Dr. Schauer mentioned that we are actively recruiting for our new Chief Information Officer. Ms. DeMontigny presented on staff hires, resignations, and retirements. From July through September, the lab saw three retirements, nine resignations, and nineteen hires. Charles Warzecha suggesting having a comparison to previous years presented at the next Board meeting.

Item 11. CONTRACT'S REPORT

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

Christine Gunter went over the contracts report with the Board. From June through August of 2017, we've had contracts with the WI Department of Natural Resources, WI Department of Health Services, Association of Public Health Laboratories, United States Department of Agriculture, Other States & Universities and International contracts totaling \$4,511,347.

Item 12. 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 highlighted an incident of Brucella, Hepatitis A investigations, and a Salmonella outbreak related to farmers markets. Two WSLH CDD scientists, Dr. David Warshauer and Erin Bowles received prestigious APHL awards. A pilot study in Newborn Screening was started for Pompe Disease. The WSLH Chemical Emergency Response staff participated in a CDC sponsored cyanide exercise at the lab.

Ms. Klawitter highlighted some of the employee appreciation events at the WSLH. In May, there was a staff recognition event in which all staff received gifts of varying levels based on seniority. In August, there was a Madison Mallards event and a breakfast potluck. In September, there was a UW Badgers tailgate lunch.

Nathaniel Javid noted that the Water Boil Notice for the Board is forthcoming.

James Wenzler made a motion to adjourn meeting at 2:43 P.M. **Jeffery Kindrai** 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

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017

PROCEDURAL ITEMS

Item 3. 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 if requested by the Board.

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017**

PROCEDURAL ITEMS

Item 4. 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: nathaniel.javid@slh.wisc.edu

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017**

BUSINESS ITEMS

Item 5. 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.

Agenda Topics

1. Board Meetings at Other Venues
2. Pledge of Allegiance

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017

BUSINESS ITEMS

Item 6. OCTOBER FY18 FINANCIAL REPORT

Description of the Item:

Kevin Karbowski, WSLH Chief Financial Officer, will provide the October FY18 Financial Report to the Board.

Suggested Board Action:

Review and provide input.

Staff Recommendations and Comments:

Receive for information.

WISCONSIN STATE LABORATORY OF HYGIENE

FINANCIAL REPORT

FISCAL YEAR 2018

October 31, 2017

Contents

FINANCIAL STATEMENTS

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Comparative income statement

Comparative balance sheet

Statement of cash flows

Notes to the financial statements

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017**

**WISCONSIN STATE LABORATORY OF HYGIENE
STATEMENT OF INCOME
For the period July 1, 2017 through October 31, 2017**

	Year to Date Actual	Year to Date Budget	Variance Over/(Under)	Variance % of Budget	Fiscal Year 2018 Annual Budget
SUPPORT AND REVENUE					
Laboratory Services Revenues (Note 2)					
Department of Health Services	\$ 2,281,997	\$ 2,288,155	\$ (6,158)	-0.3%	\$ 6,972,343
Newborn Screening	1,869,726	1,895,778	(26,052)	-1.4%	5,240,000
Driver Improvement Surcharge (OWI)	551,940	520,455	31,485	6.0%	1,619,200
Department of Natural Resources	263,903	333,664	(69,761)	-20.9%	731,006
University of Wisconsin Systems	247,940	176,245	71,695	40.7%	574,462
Other Wisconsin State and Local Agencies	9,787	14,400	(4,613)	-32.0%	54,200
Wisconsin State and Local Agencies	5,225,293	5,228,697	(3,404)	-0.07%	15,191,211
Clinical	1,662,273	1,834,870	(172,597)	-9.4%	5,384,160
Proficiency Testing	1,014,094	994,497	19,597	2.0%	3,086,655
Occupational Health	638,985	638,400	585	0.1%	1,795,200
Federal Agencies	464,927	348,820	116,107	33.3%	1,470,333
Environmental Testing	617,272	657,872	(40,600)	-6.2%	1,731,121
Other Nonagency	30,295	15,500	14,795	95.5%	55,401
Nonagency	4,427,846	4,489,959	(62,113)	-1.4%	13,522,870
Sponsored Projects	1,928,083	1,857,652	70,431	3.8%	5,234,636
Earnings - Investment Income	40,112	40,000	112	0.3%	120,000
Program Revenue	11,621,334	11,616,308	5,026	0.0%	34,068,717
State General Program Revenue (GPR)	3,748,998	3,678,791	70,207	1.9%	11,100,000
TOTAL SUPPORT AND REVENUE	15,370,332	15,295,099	75,233	0.5%	45,168,717
EXPENSES					
Salaries	5,752,916	5,849,432	(96,516)	-1.7%	18,250,372
Fringe Benefits	2,500,742	2,636,684	(135,942)	-5.2%	7,263,594
Supplies & Services	4,874,677	4,320,375	554,302	12.8%	13,752,930
Transfer Overhead to UW	287,769	274,896	12,873	4.7%	815,960
Building Rent	996,463	973,580	22,883	2.4%	2,993,651
Depreciation	654,699	615,563	39,136	6.4%	1,963,463
Bad Debt Expense	1,449	800	649	81.1%	2,400
Interest Expense	6,943	4,000	2,943	73.6%	12,000
Loss From Disposal Of Assets	4,410	-	4,410		-
TOTAL EXPENSES	15,080,068	14,675,330	400,328	2.7%	45,054,370
NET OPERATING INCOME (LOSS)	\$ 290,264	\$ 619,769	\$ (329,505)	-53.2%	\$ 114,347

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017**

**WISCONSIN STATE LABORATORY OF HYGIENE
COMPARATIVE INCOME STATEMENT
For the four months ended October 31, 2017 and October 31, 2016**

	Current Year Actual	Prior Year Actual	Variance Over/(Under)	Percentage Change
SUPPORT AND REVENUE				
Laboratory Services Revenues (Note 2)				
Department of Health Services	\$ 2,281,997	\$ 1,811,508	\$ 470,489	26.0%
Newborn Screening	1,869,726	1,878,213	(8,487)	-0.5%
Driver Improvement Surcharge (OWI)	551,940	525,806	26,134	5.0%
Department of Natural Resources	263,903	336,013	(72,110)	-21.5%
University of Wisconsin Systems	247,940	169,599	78,341	46.2%
Other Wisconsin State and Local Agencies	9,787	59,417	(49,630)	-83.5%
Wisconsin State and Local Agencies	5,225,293	4,780,556	444,737	9.30%
Clinical	1,662,273	1,772,686	(110,413)	-6.2%
Proficiency Testing	1,014,094	1,063,862	(49,768)	-4.7%
Occupational Health	638,985	632,792	6,193	1.0%
Federal Agencies	464,927	391,360	73,567	18.8%
Environmental Testing	617,272	602,509	14,763	2.5%
Other Nonagency	30,295	49,167	(18,872)	-38.4%
Nonagency	4,427,846	4,512,376	(84,530)	-1.9%
Sponsored Projects	1,928,083	1,930,311	(2,228)	-0.1%
Gifts	-	149,599	(149,599)	
Earnings - Investment Income	40,112	20,017	20,095	100.4%
Program Revenue	11,621,334	11,392,859	228,475	2.0%
State General Program Revenue (GPR)	3,748,998	3,694,907	54,091	1.5%
TOTAL SUPPORT AND REVENUE	15,370,332	15,087,766	282,566	1.9%
EXPENSES				
Salaries	5,752,916	5,557,734	195,182	3.5%
Fringe Benefits	2,500,742	2,447,504	53,238	2.2%
Supplies & Services	4,874,677	4,303,308	571,369	13.3%
Transfer Overhead to UW	287,769	306,591	(18,822)	-6.1%
Building Rent	996,463	852,917	143,546	16.8%
Depreciation	654,699	600,019	54,680	9.1%
Bad Debt Expense	1,449	3,154	(1,705)	-54.1%
Interest Expense	6,943	3,509	3,434	97.9%
Loss From Disposal Of Assets	4,410	-	4,410	
TOTAL EXPENSES	15,080,068	14,074,736	1,005,332	7.1%
NET OPERATING INCOME (LOSS)	\$ 290,264	\$ 1,013,030	\$ (722,766)	-71.3%

WISCONSIN STATE LABORATORY OF HYGIENE
COMPARATIVE BALANCE SHEET
As of October 31, 2017 and June 30, 2017

ASSETS

	<u>October 31, 2017</u>	<u>June 30, 2017</u>
CURRENT ASSETS		
Cash	\$ 12,746,252	\$ 11,483,542
Cash-restricted-newborn screening surcharge	2,218,279	2,399,717
Net accounts receivables (Note 3)	4,680,292	4,237,974
Other receivables	230,219	948,904
Inventories	51,651	75,607
Prepaid expenses	428,114	142,798
Total current assets	<u>20,354,807</u>	<u>19,288,542</u>
EQUIPMENT AND BUILDING IMPROVEMENTS		
Equipment	27,744,718	27,569,768
Building improvements	7,211,782	7,211,782
	<u>34,956,500</u>	<u>34,781,550</u>
Less accumulated depreciation	<u>(25,094,271)</u>	<u>(24,967,363)</u>
Total net fixed assets	<u>9,862,229</u>	<u>9,814,187</u>
Total Assets	<u>\$ 30,217,036</u>	<u>\$ 29,102,729</u>

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Salaries and fringe benefits payable	\$ 86,702	\$ 60,577
Accounts payable	1,073,246	860,694
Accrued expenses	211,304	93,460
Compensated absences (Note 4)	617,515	657,981
Deferred revenue	309,592	-
Proficiency testing deferred revenue	1,430,879	1,030,526
Newborn screening deferred revenue	2,411,326	2,472,310
Newborn screening surcharge payable	2,218,279	2,399,717
Total current liabilities	<u>8,358,843</u>	<u>7,575,265</u>
LONG TERM DEBT		
Compensated Absences (Note 4)	<u>1,779,089</u>	<u>1,613,972</u>
Total long term debt	<u>1,779,089</u>	<u>1,613,972</u>
Total Liabilities	<u>10,137,932</u>	<u>9,189,237</u>

EQUITY

Retained earnings-restricted (Note 5)		
Operating contingency	1,900,965	1,900,965
Total restricted retained earnings	<u>1,900,965</u>	<u>1,900,965</u>
Net Operating Income (Loss)	290,264	2,984,000
Retained earnings-unrestricted	12,459,159	9,599,811
Contributed capital	5,428,716	5,428,716
Total unrestricted retained earnings	<u>18,178,139</u>	<u>18,012,527</u>
Total Equity	<u>20,079,104</u>	<u>19,913,492</u>
Total Liabilities and Equity	<u>\$ 30,217,036</u>	<u>\$ 29,102,729</u>

WISCONSIN STATE LABORATORY OF HYGIENE
STATEMENT OF CASH FLOWS
For the four months ended October 31, 2017 and October 31, 2016

	<u>Current Year</u>	<u>Prior Year</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Net income	\$ 290,264	\$ 1,013,030
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation	654,699	600,019
Changes in working capital components:		
Decrease/(Increase) in net accounts receivables	(442,318)	(1,190,293)
Decrease/(Increase) in other receivables	718,685	481,038
Decrease/(Increase) in inventories	23,956	33,054
Decrease/(Increase) in prepaid expenses	(285,316)	(122,634)
(Decrease)/Increase in salaries payable	26,125	(352,884)
(Decrease)/Increase in accounts payable	212,552	97,735
(Decrease)Increase in accrued expenses	117,844	(63,577)
(Decrease) Increase in deferred revenue	309,592	-
(Decrease) Increase in proficiency testing deferred revenue	400,353	(178,647)
(Decrease)/Increase in newborn screen deferred revenue	(60,984)	82,411
(Decrease)/(Increase) in newborn screening surcharge payable	(181,438)	(118,952)
Net cash provided (used) in operating activities	1,784,014	280,300
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of equipment and physical plant improvements	(702,742)	(422,417)
Net cash provided (used) in investing activities	(702,742)	(422,417)
CASH FLOWS FROM FINANCING ACTIVITIES		
Principal payment on Capital Lease	-	-
Net cash provided (used) in financing activities	-	-
Net increase (decrease) in cash	1,081,272	(142,117)
Cash:		
Beginning	13,883,259	13,843,585
Ending	\$ 14,964,531	\$ 13,701,468

WISCONSIN STATE LABORATORY OF HYGIENE
NOTES TO THE FINANCIAL STATEMENTS
For the period July 1, 2017 through October 31, 2017

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 2017-2018 operating budget amounts were approved by the WSLH Board on June 20, 2017.

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 October 31, 2017 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 - 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:

Department of Health Services
 Newborn Screening
 Driver Improvement Surcharge (OWI)
 Department of Natural Resources
 University of Wisconsin Systems
 Municipalities
 Law Enforcement Agencies
 Department of Agriculture, Trade and Consumer Protection
 Office of Justice Assistance
 Wisconsin Emergency Management

Non-Agency:

UW Hospital Authority
 Medicare and Medicaid
 Proficiency Testing
 Occupational Health
 Federal Agencies
 All other revenue from individuals, businesses, clinics, and hospitals.

NOTE 3 - ACCOUNTS RECEIVABLE

- Accounts receivable and allowance for uncollectible account balances as of October 31, 2017 and June 30, 2017 are as follows:

	<u>October 31, 2017</u>	<u>June 30, 2017</u>
Accounts Receivable Total	\$4,874,018	\$4,437,974
Allowance for bad debt	<u>(193,726)</u>	<u>(200,000)</u>
Net Receivables	\$4,680,292	\$4,237,974

NOTE 4 - 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	Sabbatical
Current	\$617,515	\$430,725	\$83,920	\$17,358	\$85,512
Long Term	<u>1,779,089</u>	-	-	-	<u>1,779,089</u>
	\$2,396,604	\$430,725	\$83,920	\$17,358	\$1,864,601

NOTE 5 - 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 October 31, 2017 working capital (current assets less current liabilities) was \$11,995,964 thereby meeting the target contingency reserve requirement of \$1,900,965.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017

BUSINESS ITEMS

Item 7. BOARD BYLAWS UPDATE

- a) Jan Klawitter, Public Relations Officer, WSLH

Description of the Item:

Jan Klawitter will update the Board on the revisions made to the bylaws by Director James Wenzler.

Suggested Board Action:

Approve the updated Board Policies and Procedures

Staff Recommendations and Comments:

Receive for information.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017

BUSINESS ITEMS

Item 8. BOARD ONLINE RESOURCES

- a) Jan Klawitter, Public Relations Officer, WSLH

Description of the Item:

Review draft WSLH Board webpage below.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.

[ABOUT
WSLH](#)
[WSLH
SERVICES](#)
[LAB NETWORKS
& SURVEILLANCE](#)
[RESEARCH
SUPPORT CENTER](#)
[NEWS
& PUBLICATIONS](#)
About WSLH

[At a Glance](#)
[Locations](#)
[WSLH News](#)
[History](#)
[Mission](#)
[WSLH Board of Directors](#)
[Strategic Map 2015-2017](#)
[WSLH Board of Directors](#)
[Board Meetings, Agendas and Minutes](#)
[Guidelines for Citizen Participation at WSLH Board Meetings](#)
[Board Presentation Webcasts](#)
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[Privacy](#)
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WSLH Board of Directors

WSLH Board members can also be reached via the WSLH Director's Office at WSLHBoard@slh.wisc.edu or 608-890-0288.

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Senior Associate Dean for Basic Research, Biotechnology and Graduate
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 Public Health
 Executive Assistant: (608) 265-0523
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Board Member**Mark Aquino**

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Board Member**Robert Corliss, MD**

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Board Member**Barry Irmen**

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Board Member

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Board Member

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Karen McKeown
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Board Member



James Wenzler
Profession: Human Resources/Mediation
Representing: Public Member
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**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017**

BUSINESS ITEMS

Item 9. BOARD PRESENTATIONS

- a) National Atmospheric Deposition Program (NADP), Dr. Martin Shafer, Wisconsin State Laboratory of Hygiene
- b) Wisconsin Clinical Laboratory Network (WCLN), Dr. Peter Shult, Wisconsin State Laboratory of Hygiene

Description of the Item:

Drs. Shafer and Shult will give their respective presentations to the Board with time for discussion at the end of each.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017

BUSINESS ITEMS

Item 10. HUMAN RESOURCES REPORT

- a) Cynda DeMontigny, Human Resources Director, WSLH

Description of the Item:

Cynda DeMontigny will provide the HR update to the Board.

The Board will enter **CLOSED SESSION** for portions of this item if it deems necessary.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.

Retirements
10/1/17-12/1/17

	AS	US	
DPD	0	0	
EHD	0	0	
LID	0	0	
CDD	0	1	
Admin	0	0	
OHD	0	1	Total
	0	2	2

Terminations
10/1/17-12/1/17

	AS	US	
DPD	0	0	
EHD	3	1	
LID	1	0	
CDD	0	1	
Admin	0	1	
OHD	0	0	Total
	4	3	7

New Employees
10/1/17-12/1/17

	AS	US	SH	FT	LTE	
DPD	2	0	0	0	0	
EHD	0	0	1	0	0	
LID	0	0	0	0	0	
CDD	0	1	0	0	0	
Admin	0	0	0	0	0	
OHD	0	1	0	0	0	Total
	2	2	1	0	0	5

Recruitments
10/1/17-12/1/17

	AS	US	
DPD	2	1	
EHD	6	0	
LID	0	1	
CDD	0	0	
Admin	1	1	
OHD	2	1	Total
	11	4	15

Vacancy Rate (October 2017): 2.069
 Vacancy Rate (October 2016): 4.8625

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017**

BUSINESS ITEMS

Item 11. CONTRACTS REPORT

- a) Christine Gunter, Financial Program Supervisor, WSLH

Description of the Item:

The table on the following pages contains the major grants and contracts that have been received from September 1st through November 30th, 2017. WSLH 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.

CUSTOMER	CONTRACT NAME	START DATE	END DATE	ACCOUNT NAME	SCOPE OF WORK	AWARD AMOUNT	WSLH DEPT
WDHS	ELC FY18 - 13 AWARDS	8/1/2017	7/31/2018	Epidemiology and Lab Capacity for Infections Diseases	Build/Maintain an effective public health and safety network for rapid response to infectious disease outbreaks.	\$ 2,479,081	CDD
WDHS	NBS Prg Coordinator	7/1/2017	6/30/2018	Newborn Screening Program Coordinator - Genetics	Genetics Information - Data and System integration	\$ 96,876	NBS
WDHS	ILNET	11/1/2017	6/30/2018	Pilot - ILNET Surveillance	Pilot initiative to assess the feasibility of expanding ILNET surveillance activities to incorporate population based rates of influenza.	\$ 8,280	CDD
APHL	SCID Amendment	9/1/2016	8/31/2017	SCID - Amendment Yr 2	Additional Yr2 SCID services/funding available from APHL for DNA and PCR extraction plates.	\$ 14,149	NBS
APHL	NBS PEER YR 3	9/1/2017	8/31/2018	NBS Peer YR3	Peer Newborn Screening - Pompe	\$ 68,000	NBS

Contracts Summary

Total awarded Sept-November 2017	\$ 2,666,386
Recap	
Newborn Screening	\$ 179,025
CDD	\$ 2,487,361
Wisconsin Dept of Health Services	\$ 2,584,237
APHL	\$ 82,149
	\$ 2,666,386

Wisconsin State Laboratory of Hygiene
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BUSINESS ITEMS

Item 12. DIRECTOR'S REPORT

a) Dr. James Schauer, Director, WSLH

A. Public or Environmental Health Incidents of Educational Interest

B. Update on Strategic Planning

C. Next Board Meeting: Tuesday, March 20th, 2018

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
December 12, 2017**

Report to the Wisconsin State Laboratory of Hygiene Board

**Representative Public or Environmental Health Incidents of Educational Interest
For the Period September 8 – November 28, 2017**

Approx. Date	Agent or Event Name	Description	Current Status
OUTBREAKS and INCIDENTS			
September – November 2017	Hepatitis A	The WSLH Communicable Disease Division (CDD) performed testing in support of multiple Hepatitis A outbreak investigations by the WI Division of Public Health (WDPH).	Complete
September 2017	<i>E. coli O157:H7</i>	Both the WSLH CDD and Environmental Microbiology labs provided testing support for a state and local outbreak investigation of <i>E. coli O157:H7</i> . Several children at a party fell ill and were hospitalized. An environmental source for the bacteria was not found.	Complete
October 2017	<i>Burkholderia pseudomallei</i>	<i>Burkholderia pseudomallei</i> is a bacterial pathogen endemic in tropical and sub-tropical parts of the world, particularly in Australia and SE Asia. A patient in NE Wisconsin became sick and testing at the WSLH was positive for <i>Burkholderia pseudomallei</i> . Because the bacteria can lay dormant in an infected person for several years without causing disease, WDPH epidemiologists think based on the patient's history that the patient acquired the bacteria years ago while traveling/living overseas. This case provided an opportunity for WSLH and WDPH to reinforce with staff at hospital labs the proper biosafety and personal protective equipment procedures for dealing with pathogens like <i>Burkholderia pseudomallei</i> . There has been no spread beyond the infected patient.	Complete
July 2017 - Present	Powassan Virus	WSLH CDD in conjunction with Marshfield Laboratories and WDPH are in the process of conducting a Powassan Virus study. The study is	In Progress

		looking at the prevalence of the tickborne disease since the WSLH brought on Powassan Virus testing capabilities last year.	
RECENT EVENTS and FINDINGS			
September 2017	Certified Safety Professional Accreditation	<p>Terry Lawrin, industrial hygiene consultant with the WisCon Onsite Safety and Health Consultation Program, passed his exam to become a Certified Safety Professional (CSP).</p> <p>Along with the Certified Industrial Hygienist certification (which Terry has held since 2010), the ANSI-accredited Certified Safety Professional certification is considered to be the “gold-standard” of professional occupational safety and health certifications, an internationally-respected mark of professional excellence.</p>	Complete
September 2017	WisCon Brown Bag	<p>The WisCon Onsite Safety and Health Consultation Program helps small businesses in Wisconsin provide safe and healthy workplaces for their employees. The OSHA-funded program is free for the business and WisCon assists about 300 businesses each year, influencing the working conditions of about 10,000 employees.</p> <p>During fiscal year 2016, WisCon consultants identified and verified correction of more than 2,100 workplace safety and health hazards and performed more workplace exposure sampling than any other OSHA consultation program in the nation.</p> <p>In this Brown Bag webinar WisCon Industrial Hygiene Supervisor Ernie Stracener explained how WisCon consultants help small businesses and their employees throughout Wisconsin.</p> <p>http://slhstream.ad.slh.wisc.edu/Mediasite4/Viewr/?peid=606c26d02c0b4a55a4daad5aee1c81d81d</p>	Complete
September - November 2017	Dongqing Fang - Visiting Scholar from China	Dongqing Fang, a Ph.D. student from the University of Chinese Academy of Sciences (UCAS) in Beijing, visited with the WSLH Environmental Toxicology unit as part of a long-standing collaboration between Dr. Jamie Schauer, the UCAS laboratory of YuanXun Zhang and the WSLH Environmental Toxicology unit. Dr. Dagmara Antkiewicz and Dr. Jocelyn Hemming	Complete

		from Environmental Toxicology provided Dongqing with hands-on training in a variety of toxicological assays. In addition, Dr. Martin Shafer and Dr. Antkiewicz worked with Dongqing on a manuscript that has been in the works for the last two years.	
September 18-22, 2017	India-Wisconsin Newborn Screening Scientific Exchange	<p>Scientists from NeoGen Labs in Bangalore, India, spent a week in September at the WSLH Newborn Screening Laboratory learning about Wisconsin's testing and reporting processes.</p> <p>NeoGen scientists Dr. Ruby Poickaranparambil Babu, consultant biochemist, and Aggunda Channa Poornima, senior manager for laboratory operations, came to Wisconsin to learn about validating test assays and determining result cutoffs, routine testing workflow, troubleshooting, quality control, and assay result interpretation and reporting.</p> <p>NeoGen has been performing newborn screening in India for 10 years. Currently, the lab screens between 25,000 – 30,000 babies a year for 57 disorders.</p>	Complete
September 18, 2017	Governor's Highway Association Annual Conference, Louisville, KY	Forensic Toxicology Section Director Amy Miles presented during two workshops at the annual GHSA conference. One workshop detailed marijuana and challenges in forensic toxicology and the other was about oral fluid testing and drug pharmacodynamics.	Complete
September 20, 2017	New and Emerging Threats: From A to Zika	<p>CDD Director Dr. Pete Shult gave a talk on emerging infectious diseases at the Wisconsin Hospital Association's Emergency Preparedness Conference on Sept. 20th.</p> <p>In addition to discussing infectious disease threats, Dr. Shult also highlighted the vital role that Wisconsin's clinical and hospital laboratories play in emergency response and disease surveillance. The WSLH coordinates the 130+ member Wisconsin Clinical Laboratory Network (WCLN).</p> <p>Video of his talk -- https://youtu.be/nsczEyUrpeU</p>	Complete
September 27, 2017	WI DPH Training Day	WSLH Communicable Disease Division (CDD) Microbiologist TJ Whyte gave a talk/update on STD testing and STD statistics at the WI DPH Annual Training Day.	Complete

		The talk was given to Wisconsin Family Planning nurses and practitioners. Topics covered included: new STD testing offered by the WSLH, requirements for shipping and testing, and a review of statistics from the previous year.	
October 2017	DNR staffers tours	The WSLH hosted three groups of DNR staffers from across Wisconsin as they came to Madison to tour the environmental and occupational health labs. While most of the staffers were newer to DNR (hired in last few years), a few of the attendees were long-time DNR staffers who had never had the chance to see the labs in person.	Complete
September 20-22, 2017	Department of Justice OWI Training, Milwaukee, WI	Eight members of the Forensic Toxicology Section assisted in planning and presenting at an OWI Training event sponsored by the DOJ.	Complete
September 22, 2017	DRE Oversight Committee meeting, Milwaukee, WI	Forensic Toxicology Section Chemist Kimberle Glowacki attended the DRE Oversight Committee meeting.	Complete
September 28, 2017	Grand Rounds, Froedtert & Medical College, Milwaukee, WI	Amy Miles provided several toxicologists and MDs with a general overview of the WSLH's role in OWI and Medical Examiner investigations and discussed case histories.	Complete
October 9-13, 2017	Robert F. Borkenstein Course on Drugs and Human Performance, Austin, TX	Forensic Toxicology Section Chemist Ted Savage attended the week long course and Amy Miles presented as faculty.	Complete
October 16-20, 2017	North Carolina – Wisconsin Newborn Screening Laboratory Scientific Exchange	<p>Dr. Ellen Stevens from the North Carolina Public Health Laboratory's newborn screening laboratory spent a week at the WSLH learning the next-generation sequencing assay the WSLH performs for cystic fibrosis (CF) screening.</p> <p>Last year the vendor that produced the type of assay the North Carolina lab was using for CF screening testing decided to remove it from the market due to quality issues. NCPHL needed help quickly to continue CF screening and the WSLH stepped up since we use the next-generation sequencing method and weren't affected. Dr.</p>	Complete

		<p>Stevens' Wisconsin visit was to learn this testing method and reporting process to help NCPHL establish it in-house.</p> <p>Dr. Stevens is the current APHL-Ronald H. Laessig Newborn Screening Fellow. Dr. Laessig was WSLH Director from 1980–2006 and a national leader in newborn screening. After his death in 2009, the Association of Public Health Laboratories (APHL) created the fellowship in his honor.</p> <p>WSLH Newborn Screening Laboratory Co-Director Dr. Patrice Held was the first Laessig fellow.</p>	
October 17, 2017	UW Directory of Resources for Researchers	WSLH Public Affairs Manager Jan Klawitter worked with scientists from across the WSLH to develop entries about our resources and services for the UW Directory of Resources for Researchers. The searchable online database was developed by the UW Office of Campus Research Cores in the Office of the Vice Chancellor for Research and Graduate Education.	Complete
October 20, 2017	DRE Technical Advisory Panel meeting (annual), Philadelphia, PA	Amy Miles attended the annual DRE TAP meeting. Amy is the Toxicology subject matter expert for the Advisory group.	Complete
October 23, 2017	Governor's Highway Safety Council, State Capitol	Amy Miles attended and presented to the Council on the WSLH's role in the Dane County Roadside Oral Fluid Project	Complete
October 23-25, 2017	WI Coroner and Medical Examiner Assoc. fall conference, Elkhart Lake, WI	Forensic Toxicology Section Chemist Diane Kalscheur attended and presented at this bi-annual conference. Diane covered the results of a joint survey by the WI Dept. of Health Services and the WSLH regarding Coroner/ME issues.	Complete
October 24, 2017	Water @ UW Poster Session	<p>WSLH Environmental Toxicologist Dawn Perkins represented the WSLH with a poster titled "Cyanobacterial Harmful Algal Blooms: Results from Wisconsin's Multi-Year Public Health Surveillance Program."</p> <p>Water@UW-Madison is an umbrella organization that connects water scholars across the UW-Madison Campus. Their goal is to facilitate</p>	Complete

		communication among members of the UW-Madison water community and to convey the scope and diversity of UW-Madison's water research to the UW community and beyond.	
October 24, 2017	Japan-Wisconsin scientific exchange	<p>Atsuko Araki, PhD, associate professor and researcher at Hokkaido University's Center for Environmental and Health Sciences in Sapporo, Japan, visited the WSLH on Oct. 24th to meet with WSLH scientists from the environmental and communicable disease divisions.</p> <p>Dr. Araki and her team are working on two large birth cohort studies with more than 21,000 mother and child participants in Japan.</p>	Complete
October 25-27, 2017	Minnesota Toward Zero Deaths Conference, St. Paul, MN	Kimberle Glowacki presented on the changing synthetic cannabinoids trend at this annual conference.	Complete
October 26, 2017	Wisconsin STD Summit	<p>WSLH Cytology Supervisor Josh Faulkes, CDD Microbiologist TJ Whyte and Disease Prevention Division Administrative Assistant Rebecca Hervonen attended the Wisconsin STD Summit and set up an informational booth to answer questions regarding WSLH STD testing.</p> <p>In attendance were representatives from family planning, local and state health departments, and other private clinics.</p>	Complete
October 30, 2017	UW-Whitewater tour	Nearly 20 students from UW-Whitewater's Aquatic Biology class toured EHD's Environmental Toxicology and Inorganic Chemistry labs. This class tour has been an annual event for several years.	Complete
October 31, 2017	ABMGG board certifications for WSLH Fellows	<p>Dr. Angela Lager, Dr. Kristy Lee and Dr. Queenie Tan passed their American Board of Medical Genetics and Genomics (ABMGG) exams.</p> <p>Dr. Angela Lager is now board-certified in Cytogenetics. She completed her ABMGG Cytogenetics Fellowship at the WSLH and is continuing her training here with a one-year Molecular Genetics Fellowship.</p> <p>Dr. Kristy Lee is now board-certified in Molecular Genetics. She completed her ABMGG Molecular Genetics Fellowship at the WSLH and is</p>	Complete

		<p>continuing her training here with a one-year Cytogenetics Fellowship.</p> <p>Dr. Queenie Tan is now board-certified in Clinical Biochemical Genetics. She completed her ABMGG Clinical Biochemical Genetics Fellowship at the WSLH and now lives in Ann Arbor, MI.</p>	
October 31 and November 2, 2017	Madison College tours	The WSLH hosted tours for the four sections of Madison College's Introduction to Environmental Sciences class. Nearly 80 students toured the environmental and occupational health labs, putting a real-world face on what they discuss in the classroom. The WSLH has hosted tours for the class every semester for several years.	Complete
November 2017	National Atmospheric Deposition Program	<p>The WSLH has been chosen as the central analytical laboratory and program office for the National Atmospheric Deposition Program (NADP).</p> <p>The NADP serves public and environmental health, science, education and agriculture by monitoring North America's precipitation and atmosphere for a range of chemicals and uses that data to determine both time and space trends for concentration and deposition.</p> <p>NADP is a cooperative effort between many different groups including federal, state, and local governmental agencies, tribal governments, educational institutions, private companies, and non-governmental agencies which provide funding, scientific, and technical support. Funding comes from monitoring site participants and the following federal agencies: National Park Service, US Geological Survey, National Oceanic & Atmospheric Administration, Bureau of Land Management, Environmental Protection Agency, US Department of Agriculture Forest Service, and Agricultural Research Service.</p> <p>As the central analytical laboratory and program office, the WSLH will provide pre-analytic services, analytic testing and post-analytic results and data analysis for samples from 300+ monitoring sites across the country. Data is made publicly available. The program office at the WSLH will work with NADP committees on network operations, science, education, and</p>	In Progress

		<p>outreach activities.</p> <p>The NADP central analytical laboratory and program office have been housed at the University of Illinois at Urbana-Champaign. The transition to the WSLH will occur over the next few months.</p>	
November 2017	CDC/CSTE/WI - ILINet Expansion Pilot Study	<p>WDPH has received funding from CDC/CSTE for an ILINet Expansion Pilot Study. The ILINet Program is a national outpatient influenza illness surveillance program. Healthcare providers that participate in the program report information on patient visits for influenza-like illness (ILI) collected through the U.S.</p> <p>The WSLH will support this WDPH study by providing laboratory PCR testing for influenza, which will serve to further strengthen influenza surveillance in Wisconsin and the U.S.</p>	In progress
November 2017	<i>Clinical Infectious Diseases</i> publication	<p>WSLH CDD, WDPH and CDC collaboratively wrote an article – “Non-mumps Viral Parotitis during the 2014-2015 Influenza Season in the United States” - that will be published in an upcoming issue of <i>Clinical Infectious Diseases</i>. The WSLH Virology Lab participated in this study by providing laboratory testing for mumps, influenza and other common respiratory viruses.</p>	Complete
November 2, 2017	Carthage College tour	<p>Nearly 20 students from a Hydrology and Aquatic Ecology class at Carthage College (Kenosha) toured the environmental and occupational health laboratories. Professors Matthew Zorn and Patrick Pfaffle have been bringing their students to the WSLH in both spring and fall semesters for more than five years. The original WSLH-Carthage College connection was made by retired EHD microbiologist Archie Degnan who participates in Carthage College study abroad programs in Nicaragua where students and professionals work with the residents of Ometepe Island (in the middle of Lake Nicaragua) on solving drinking water quality issues on the island. Past solutions have included construction of 10,000 liter ferrocement water storage tanks, replacing 3” PVC water supply pipes located miles up volcanic grades, and constructing mini water towers to provide gravity-fed drinking water to homes.</p>	Complete
November 3, 2017	WI Science Festival	<p>UW Cytogenetics at the WSLH hosted an exploration station as part of the Wisconsin</p>	Complete

		<p>Science Festival.</p> <p>Their station called “Genetics & You: How Much Do You Know About DNA?” taught kids and adults about DNA by making bead bracelets representing their genetic traits. WSLH staffers Sara Morrison-Delap, Maureen McCormack, Kimberly Anderson and Kim Oxendine also explained what chromosomes are and how WSLH scientists use genetic testing to help patients and doctors.</p> <p>In the 5-hour timeframe their exploration station was open they created nearly 400 bracelets with Science Festival attendees.</p>	
November 3, 2017	Annual Prosecutors Training (Dept of Justice), Elkhart Lake, WI	Forensic Toxicology Section Supervisor Bill Johnson and Chemist Kayla Neuman each gave a presentation as the annual Prosecutor training. Bill covered topics pertaining to ethanol and OWI casework and Kayla gave a presentation on marijuana and current trends in the state.	Complete
November 6, 2017	UWSMPH Population Health Sciences Seminar	Dr. Pete Shult gave a talk on “Responding to Emerging Infectious Disease Threats – The Role of the WSLH and its Laboratory Networks” for the UWSMPH Public Health Sciences Monday Seminar series.	Complete
November 8, 2017	DNR Hazardous Waste meeting	EHD Organic Chemistry Supervisor Al Spallato and Combined Metals and EHD Inorganic Chemistry Supervisor DeWayne Kennedy-Parker gave a joint presentation with DNR liaison Zana Sijan to the DNR Hazardous Waste group on collection and characteristic determination of hazardous waste samples at their bi-annual meeting at the Central Wisconsin Environmental Center in Stevens Point.	Complete
November 10-13, 2017	American Society of Cytopathology Leadership Elections	<p>WSLH Medical Director and Disease Prevention Division Director Dr. Dan Kurtycz was elected to lead the American Society of Cytopathology (ASC). At the ASC’s annual meeting in November, Dr. Kurtycz was installed as Vice President-Elect. In 2018 he will become Vice President and in 2019 he will become President. His three-year leadership term will end in November 2020.</p> <p>WSLH Cytotechnology Certificate Program Director Michele Smith was elected to the ASC</p>	Complete

		Executive Board for a three-year term. She joined the Board at the November meeting.	
November 12-16, 2017	National Society of Toxicology and Chemistry (SETAC) Meeting	The WSLH Environmental Toxicology section had a strong presence at the National SETAC meeting, contributing to 3 platform presentations and 2 posters. In addition, Dawn Perkins (a member of the Board of Directors of the Midwest Chapter of SETAC) was on the meeting's program committee and worked throughout this last year to help ensure a successful meeting for the 1,800+ attendees.	Complete
November 13, 2017	American Water Works Association Water Quality Technology Conference	WSLH Environmental Microbiology Director Dr. Sharon Long presented the poster "Field Verification of Human, Bovine and Porcine Adenovirus qPCR Assays for Source Tracking" as part of the Source Water poster session.	Completed
November 15, 2017	American Water Works Association Water Quality Technology Conference	Dr. Sharon Long gave a talk - "Tracking Wastewater Impacts" during the Source Water Quality session.	Complete
November 15, 2017	HCET Colposcopy Workshop	<p>Dr. Dan Kurtycz and Michele Smith presented at the 4th annual Wisconsin Colposcopy Network Symposium. The event was jointly sponsored by Health Care Education & Training, Inc. (HCET), the WDPH Women's Health-Family Planning and Reproductive Health Program, and the WSLH Cytology Section.</p> <p>The goal of the Colposcopy Symposium was to generate educational materials for nurse practitioners throughout the state in clinics that are part of the Women's Health-Family Planning and Reproductive Health program. About 50 people attended the all-day event.</p> <p>The WSLH Cytology Section also created a Colposcopy Library as part of the symposium with funding from the WSLH-DPH colposcopy contract. The role of the library is to develop educational materials for case studies using the Leica ScanScope in Cytology.</p> <p>"The WSLH Cytology Section and the DHS/DPH Women's Health Program work together to continue to build infrastructure for women's health in Wisconsin, including providing testing to underserved populations," explains Dr. Kurtycz.</p>	Complete

		“Working with HCET and other partners we are part of a network that brings educational opportunities to both clinical and laboratory professionals and students across Wisconsin.”	
November 27-30, 2017	American Board of Forensic Toxicology Inspection	Amy Miles was sent to Oklahoma City to inspect their Medical Examiner Forensic Toxicology laboratory for the ABFT group.	Complete