

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 20th, 2018
1:00 P.M – 4:00 P.M.
2601 Agriculture Drive
Madison, WI 53718**

**APPROVED MINUTES
December 12th, 2017**

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

WSLH STAFF PRESENT: Dr. James Schauer, Dr. Peter Shult, Dr. Daniel Kurtycz, David Webb, Steve Strebel, Kristine Hansbery, Jan Klawitter, Kevin Karbowski, Cynda DeMontigny, Jim Sterk, Christine 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.

Item 1. ROLL CALL

Chair James Morrison initiated the roll call of the Board. All Board Members were present except Dr. Robert Corliss.

Item 2. APPROVAL OF MINUTES

Approve the minutes of the September 19th, 2017 Board Meeting as submitted. **James Wenzler** made a motion to approve the minutes. **Jeffery Kindrai** seconded the motion. The voice vote approving the minutes was unanimous.

Item 3. REORGANIZATION OF AGENDA

There was no reorganization of the agenda.

Item 4. PUBLIC APPEARANCES

There were no public appearances.

Item 5. BOARD MEMBERS' MATTERS

James Wenzler requested to continue the discussion from the September Board Meeting about hosting a future meeting outside a WSLH facility. A suggestion was made to host a meeting at a home location of one of the Board Members. Board Member Wenzler asked if any Board members would like to host one of the 2018 Board Meetings. Secretary James Schauer responded in approval of meeting outside a WSLH facility, but cautioned that this will take coordination. The Board decided to explore this for an upcoming Board Meeting. Secretary Schauer mentioned that Board Members are welcome to submit comments about this matter to WSLH Director's office. Secretary Schauer, Peter Shult, and Jan Klawitter will discuss this in the coming months, and will consider a location that is within reasonable traveling distance for all Board Members.

James Wenzler addressed the issue of reciting the Pledge of Allegiance at Board Meetings. Board Member Wenzler noted that many Boards recite the Pledge of Allegiance before meetings. Steve Geis mentioned that the DNR Board also recites the Pledge of Allegiance at the beginning of their meetings. Secretary Schauer responded noting that although we are not required to recite the Pledge of Allegiance, we will explore the possibility of doing so. Vice-Chair Dr. Richard Moss asked if this discussion could be postponed until the March Board Meeting so the Board has ample time to consider this issue. Secretary Schauer agreed to postpone the discussion until March and make it a formal agenda item.

Item 6. OCTOBER FY18 FINANCIAL REPORT

■ Kevin Karbowski, Chief Financial Officer, Wisconsin State Laboratory of Hygiene

Mr. Karbowski noted that the presented financial statement is for the first four months of the fiscal year, which differs from a quarterly financial statement. The WSLH is essentially on budget. There is a deficit in a clinical lab because of the loss of Gundersen Health Clinic in Cytogenetics. Some favorable variances are making up for this loss with funds from federal agencies and a project with the University of Wisconsin School of Medicine and Public Health. Ultimately, favorable variances have made up for some of the losses we have experienced. For expenses, salaries and fringe benefits are under budget. In all, our total support and revenue is under budget by \$75, 233 and our total expenses are over budget by \$400,328. Mr. Karbowski noted that timing issues are in play, but by the end of the year, the WSLH will be on budget. Our total support and revenue is \$282,566 greater than last year at this time. Our expenses are \$1,005,332 greater than last year at this time. Our net operating income is \$722,766 less than last year at this time.

Our working capital as of October 31, 2017 is \$11,995,964, which is up by \$282,688 from June 30, 2017. Subtracting our operating contingency, our available working capital is currently \$10,094,999.

Secretary Schauer mentioned that as we are implementing strategic planning, we are also making investments into our future, such as a \$2,000,000 equipment investment. As we get to the end of our fiscal year, a lot of deviations in the budget will occur, largely as a result of the

new National Atmospheric Deposition Program (NADP) we are implementing. This will even out by the end of the fiscal year.

Board Member Wenzler asked for a follow up on the thank you letter for the newborn screening donation. Secretary Schauer replied that while we followed up, the group that donated had dissipated so responding proved to be difficult.

Vice-Chair Moss mentioned that UW Health is currently engaged in their own strategic planning process, specifically in the areas of precision medicine and analytics. Moss mentioned that this could offer opportunities for collaboration as the WSLH is engaging in strategic planning as well.

Item 7. BOARD BYLAWS UPDATE

- **Jan Klawitter, Public Relations Officer, Wisconsin State Laboratory of Hygiene**

Ms. Klawitter mentioned that at the September Board meeting, the Board approved the updated Policies and Procedures that were signed by the Board Secretary and Chair. Board Member James Wenzler provided some additional edits to the Policies and Procedures. Those changes have been added and the Policies and Procedures (now bylaws) are being reviewed by UW Legal.

Item 8. BOARD ONLINE RESOURCES

- **Jan Klawitter, Public Relations Officer, Wisconsin State Laboratory of Hygiene**

Ms. Klawitter noted that Board Member Wenzler requested a page for the WSLH Board on the WSLH website. Ms. Klawitter drafted a page on the WSLH test website for the Board's feedback. James Wenzler asked if we want to list the Board vacancies on the webpage. Chair James Morrison suggested adding an explanatory sentence of what the Board does. Secretary Schauer noted that we will take these suggestions, including a bio-sketch for the Board members if they choose to have it, and have the Board review the final draft for the March meeting.

Item 9. BOARD PRESENTATIONS

- **National Atmospheric Deposition Program (NADP)**
- **Wisconsin Clinical Laboratory Network (WCLN)**

Dr. Martin Shafer, Wisconsin State Laboratory of Hygiene

Secretary Schauer introduced Dr. Martin Shafer as one of the lead scientists at the WSLH presenting on the National Atmospheric Deposition Program (NADP). The University of Wisconsin (WSLH) was the winner of four finalists to receive the NADP after it left the University of Illinois. The NADP is a premiere long-term environmental monitoring program that is one of the nation's longest continued records of environmental data for the last 40 years. The NADP monitors our nation's precipitation and atmosphere for a range of chemical constituents to

determine spatial and temporal trends in concentration and deposition. The NADP program is essential for facilitation of cleaner water, healthier air quality, more productive fisheries, smarter environmental planning, improved air quality and climate forecasting, healthier forests, and responsible environmental stewardship. It also informs and evaluates the effects of environmental regulations by understanding ecosystem and human health impacts of anthropogenic emissions.

Dr. Shafer noted that there are six networks as part of the NADP including the National Trends Network, Atmospheric Integrated Research and Monitoring Network, Mercury Deposition Network, Atmospheric Mercury Network, Ammonia Monitoring Network, and Partnership with Clean Air Status and Trends Network. Dr. Shafer presented maps that have been generated based on data collected from the NADP. This data is free and available to the public. Dr. Shafer noted that there is a complex range of organizations that support the NADP – although this can present some challenges, it is an asset as well.

There are several reasons why the WSLH was chosen as the next host for the NADP. This is because of the WSLH's reputation of data products and affiliated scientists, analytical capabilities, capacity, administrative flexibility and autonomy, organization model, and the Wisconsin Idea. Dr. Shafer presented the Board a draft of what the organizational structure of the NADP will look like within the WSLH.

Dr. Shafer went over the WSLH responsibilities for the NADP in managing and coordinating the six NADP networks. Dr. Shafer walked the Board through laboratory tasks with explanations and visuals for supply preparation, sample shipping and receiving, sample processing analysis and for sample analysis.

Dr. Shafer concluded his presentation noting how the NADP enhances the WSLH. The NADP perfectly encapsulates the Wisconsin Idea, increases the visibility and reputation of the WSLH, along with being a long-term stable base source of funding. The NADP is a fantastic platform from which to build new research collaborations, implement new ideas, and integrate WSLH science with UW-campus work. It is also an opportunity to understand the links between atmospheric deposition, air chemistry and human health. Secretary Schauer mentioned that the NADP will increase our visibility internationally and will put the WSLH on the cutting edge.

Dr. Peter Shult, Wisconsin State Laboratory of Hygiene

Dr. Shult presented on the Wisconsin Clinical Laboratory Network (WCLN). The WCLN is instrumental in carrying out the mission of the WSLH. Dr. Shult gave background on emerging infectious diseases, which necessitate such a network. Emerging infectious diseases are those whose incidence in humans has increased within the past two decades, or whose incidence threatens to increase in the near future. There are several key factors involved in infectious disease emergence. These include human demographics and behavior such as international travel, commerce, technology and industry, along with microbial adaption, and ecological factors.

With emerging diseases coming to a front in the 1980s and early 1990s, a need for solid public health infrastructure was realized. It was determined that the CDC would take the responsibility in addressing the threats. Some of the targets were improving surveillance and response, applied research, infrastructure and training, prevention, and control. The early outcomes raised

an awareness of public health deficiencies. Unfortunately, there was minimal funding to accomplish what needed to be done. After 9/11, funding increased along with the need to address bioterrorism, which is the intentional or threatened use of microorganisms or biologic toxins to kill or incapacitate people, animals or crops. At this time, the laboratory response network (LRN) was developed. The network is comprised of national labs (e.g. CDC), reference labs (e.g. state public health labs), and sentinel labs (e.g. community clinical hospital labs). The goal of the LRN is to serve as an integrated network of state and local public health, clinical, federal, military, and international laboratories to respond to bioterrorism, chemical terrorism and other public health emergencies.

Dr. Shult went over some of the key features needed in a reference laboratory. In addressing the threats of emerging infectious diseases, an 'all hazards' approach for prevention and response is most effective. Dr. Shult went over some of the 'all hazards' for 2017, including the Zika and Ebola viruses, for example.

The WCLN is an 'all hazards' network of sentinel labs and has dealt with a number of high-profile public health events. To enable a WCLN response, the WSLH provides fee-exempt specimen collection, reference testing, emergency response guidance, site visits, communications, and training. These efforts are guided by a highly functional Laboratory Technical Advisory Group (LabTAG): a group of experts around the state charged with determining what we need in clinical laboratories. The WCLN/LabTAG is responsible for specimen sharing for CDC method validation, training, and workshops. Dr. Shult also noted the WSLH Wisconsin Enteric Pathogen Surveillance (WEPS) program, which works with isolates from clinical labs and the Wisconsin Department of Public Health to monitor for Wisconsin foodborne outbreaks. The WSLH Communicable Disease Division is also key in providing laboratory-based surveillance that supports the Wisconsin Department of Public Health in prevention and response efforts. The value of the WCLN is critical to outbreak response, surveillance, and new method development. The WCLN is a recognized national model for lab network development. In all, the WSLH, CDC, and clinical labs all play key roles as partners in a laboratory response to public health threats.

Item 10. HUMAN RESOURCES REPORT

■ Cynda DeMontigny, Human Resources Director, Wisconsin State Laboratory of Hygiene

Cynda DeMontigny reviewed the human resources report with the Board. There were 15 total recruitments across the WSLH divisions between October and December of 2017. The vacancy rate as of October 2017 was 2.069, compared to 4.8625 in October 2016.

For staff turn-around, there were five hires, seven resignations, and two retirements across the divisions from October 1st to December 1st, 2017.

Item 11. CONTRACTS REPORT

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

Christine Gunter reviewed the contracts report with the Board. The total awarded from September through November of 2017 was \$2,666,386. Of this total includes contracts from the Wisconsin Department of Health Services and the Association of Public Health Laboratories covering the Communicable Disease Division and Newborn Screening.

Item 12. DIRECTOR'S REPORT

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

Jan Klawitter reviewed some of the public and environmental health incidents with the Board. These include Hepatitis A, *E. coli* 0517:H7, *Burkholderia pseudomallei*, and Powassan Virus. Ms. Klawitter also noted some recent WSLH outreach occurrences including the Wisconsin Science Festival and the HCET Colposcopy Workshop. There were also some recent scientific exchanges between the WSLH, Japan, and India.

Dr. Schauer provided an update to the Board on WSLH strategic planning. Dr. Schauer went over the scientific strategic planning cycle from FY17 through FY20. Dr. Schauer mentioned that the roles in leading strategic planning are now divided between Chief Financial Officer, Kevin Karbowski, and WSLH Assistant Director, David Webb. Dr. Schauer had Mr. Karbowski provide the remainder of the update on strategic planning to the Board. Mr. Karbowski mentioned that so far we have reviewed various strategic planning approaches, and each division has identified their strategic focus area and has completed the strategic decision matrix for that focus area. Mr. Karbowski highlighted the strategic focus areas for each division. Scheduling and preparing internal strategic presentations is currently in progress. In the future, we will have meetings with external stakeholders to refine the strategic plan for the WSLH Board.

Dr. Schauer had the Board refer to their packet for the water systems boil notice report from September 1, 2017 through November 30, 2017.

The next WSLH Board meeting will take place on Tuesday, March 20th, 2018.

Jan Klawitter mentioned to the Board to please contact her if they would be interested in receiving the monthly WSLH newsletter electronically.

Chair James Morrison made a motion to adjourn the meeting at 3:00 P.M. **James Wenzler** 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