

**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**

**APPROVED 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:

A handwritten signature in black ink, appearing to read "James J. Schauer". The signature is written in a cursive, slightly slanted style.

James J. Schauer, PhD, P.E., M.B.A.

Secretary, Wisconsin State Laboratory of Hygiene Board of Directors