

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
September 18th, 2018
10:00 A.M. – 12:00 P.M.
933 W Highland Ave.
Milwaukee, WI 53233**

**APPROVED MINUTES
June 19th, 2018**

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

WSLH STAFF PRESENT: Dr. James Schauer, David Webb, Steve Strebel, Kristine Hansbery, Jan Klawitter, Kevin Karbowski, Cynda DeMontigny, Jim Sterk, Allen Benson, Christine Gunter, and Nathaniel Javid

DNR STAFF PRESENT: Steve Geis

GUESTS PRESENT: None

Chair Dr. Richard Moss called the meeting to order at 1:00 P.M.

Item 1. ROLL CALL

Chair Dr. Richard Moss initiated the roll call of the Board. Board Member James Wenzler submitted his resignation prior to the meeting, and as such, is no longer on our Board. All Board Members were present except Barry Irmen.

Item 2. APPROVAL OF MINUTES

Approve the minutes of the March 20, 2018 Board Meeting as submitted. There was no discussion regarding the minutes and no corrections to the minutes were noted. **Steve Geis** made a motion to approve the minutes as submitted. **Gil Kelley** 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

Steve Geis mentioned that the WI-DNR experienced several high-profile events including a fire at Murphy Oil, in which part of the city was evacuated. They also experienced an event with a high-crush sand mine in Eau Claire. The DNR had to respond quickly to both events and the lab responses were successful.

Jeffrey Kindrai mentioned a water study in private wells, and asked about separating samples as the result of flooding versus routine samples. David Webb, WSLH Environmental Health Division Director, responded to say he thought this was possible.

James Morrison mentioned that he was at the National Industrial Hygiene Conference in Philadelphia last month and shared what he learned about tying disease to environmental indicators.

Charles Warzecha mentioned that DHS has submitted a grant application for Title X services, which could have some implications for the WSLH.

Chair Dr. Richard Moss mentioned that this is his first meeting as Chair. He thanked past Chair James Morrison for his leadership during this past year. Chair Moss addressed the branding value of the WSLH and suggested implementing a way to have a byline that explains what the WSLH is about. The WSLH has significant attention nationally, but we need to increase more local attention of the WSLH.

Item 6. FINANCIAL REPORT

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

Mr. Karbowski presented on the budget through April 30, 2018. Our year-to-date net operating income is at \$52, 230. Expenses are on budget, with a significant variance in supplies and services. This is largely the result of budgeting for newborn screening supplies to be capital purchases that end up being rented. There's also an increase in newborn screening send-outs. A project with North Carolina was also extended. Total support and revenue is mostly on budget at \$933,470 greater than budgeted.

Mr. Karbowski presented on the final versus preliminary budget for FY 2019. We have experienced a decrease in total support and revenue budgeted, but also a decrease in expenses. This is largely due to planning for funding for our National Atmospheric Deposition Program (NADP), that turns out was not needed.

For the FY19 budget, the total support and revenue is \$49,071,896 and total expenses are \$48,720,344. This gives us a net operating income of \$351, 552.

Our available working capital as of April 30, 2018 is \$9,578,327, which is \$233, 985 less than on June 30, 2017.

Mr. Karbowski suggested implementing a 5% across the board price increase for services. This is due to a 4% state salary increase and we have not had a price increase since October 2015. Prices that are contractually bound would not be affected. The price increases would be effective October 1st, 2018. Mr. Karbowski had the Board take time to discuss this increase.

This 5% increase, along with moving the Mercury Lab for NADP to Wisconsin and the Cytogenetics Business plan which will be discussed later, will bring us to a break-even point on a cash basis.

The Board discussed approving the 5% increase at this time. Chuck Warzecha mentioned that he would like to share this information with his colleagues at DHS. Secretary Schauer mentioned that delaying this would not be a problem, as long as we are comfortable moving forward.

Chair Dr. Richard Moss entertained a motion to approve the FY19 Budget, seconded by **Jeffery Kindrai**. There were no objections, and the FY19 Budget was approved.

Charles Warzecha made a motion for the Board to consider the 5% increase in fees to be effective January 2019 and decided upon at the September 2018 Board Meeting. **Vice-Chair Dr. Robert Corliss** seconded the motion and it was passed unanimously.

Item 7. STRATEGIC PLANNING

- **Dr. James Schauer, Director, Wisconsin State Laboratory of Hygiene**
- **Kevin Karbowski, Chief Financial Officer, Wisconsin State Laboratory of Hygiene**

Secretary Schauer mentioned that we have some editorial comments to add to the strategic plan. There are eleven scientific items that have been listed that we have determined are important for our future. We also have four additional items that relate to our resource divisions. Secretary Schauer mentioned that we have meetings starting tomorrow to plan for tracking progress on the strategic plan. The feedback from the Board on the strategic plan has been largely positive. Dr. Moss inquired about how information will be presented to the Board in terms of updates. Secretary Schauer responded that between the four Board meetings per year, we will be keeping the Board updated. Secretary Schauer noted that we have an internal mechanism to monitor progress as well.

Charles Warzecha made a motion to approve the strategic plan with the additions and editorial comments, seconded by **James Morrison**. There were no objections and the strategic plan was approved unanimously.

Item 8. BOARD POLICIES & PROCEDURES REVISION

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

Ms. Klawitter provided some background information on the process of updating the Board Policies and Procedures. The Board has been provided with edits that were made to the Policies and Procedures post review from UW Legal. Chair Moss suggested the Board study these edits for approval at the September Board Meeting. Ms. Klawitter agreed with this recommendation. Secretary Schauer reiterated that the Policies and Procedures were largely improved last year, and now we are looking at more of the details. We will finalize this document at the September 2018 meeting.

Item 9. HUMAN RESOURCES REPORT

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

Ms. DeMontigny went over the human resources report from March 1st to June 1st of 2018. We have three in the Disease Prevention Division (DPD), eight in the Environmental Health Division (EHD), none in the Laboratory Improvement Division (LID), one in the Communicable Disease Division (CDD), four in Administration, and three in the Occupational Health Division (OHD) for a total of 19 recruitments.

For hires, we've have 1 in DPD, 15 in EHD, zero in LID, one in CDD, one in Admin, and two in OHD. For resignations, we've had two in DPD, EHD, and Administration, one in LID, and zero in CDD and OHD. We have only had one retirement during this period in EHD.

Item 10. CONTRACTS REPORT

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

From December 2017 through May 2018, we have had a total of \$2,376,715 in contracts awarded across the WSLH Divisions. We also received \$626,000 from the Association of Public Health Laboratories, \$1,369,304 from the Wisconsin Department of Health Services, \$180,000 from the Wisconsin Department of Natural Resources, and \$201,411 for a cytogenetics project. \$716,800 of that total will start on July 1, 2018.

Item 11. DIRECTOR'S REPORT

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

Jan Klawitter went over the public and environmental health incidents including synthetic cannabinoid coagulopathy. The WSLH chemical emergency response unit has developed a method and test for this. On that note, local TV channel NBC 15 interviewed the WSLH on an increase in drugged driving. The NADP Central Analytical Laboratory is up and running as of June 1st. Secretary Schauer mentioned this is the 40th anniversary of the start of NADP and we have established a site at the University of Wisconsin Arboretum. WSLH Director and Board Secretary James Schauer has been named a US Science Envoy for air quality by the State Department. He will serve as a liaison for South East Asia, and delegation visits to the WSLH are forthcoming. This year is also the centennial anniversary of the influenza pandemic and this season has been a particularly harsh influenza season.


The Board reviewed the Water Systems Boil Notice Report for the period of March 2018 through May 2018. In this period, there was one boil notice for Iowa County in May 2018. WSLH Environmental Health Division Director David Webb mentioned a boil notice is not issued unless E. Coli is detected.

Secretary Schauer mentioned that the next Board Meeting will take place at the Milwaukee Medical Examiner's Office on September 18th, 2018. We will begin the meeting in the morning, followed by a lunch and a tour of the facility in the afternoon. Details on this meeting will be forthcoming in the following weeks and months. Chair Dr. Richard Moss noted he has a conflict in the afternoon as he is part of an organization called BioForward and noted that they could make a great connection with the WSLH.

Chair Dr. Richard Moss mentioned that he would like to make connections to the editor of Medical Alumni Quarterly to showcase WSLH events.

Chair Dr. Richard Moss made a motion to adjourn the meeting at 2:45 P.M. **Steve Geis** 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 fluid and cursive, with the first name "James" and last name "Schauer" clearly legible.

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

