

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
September 17, 2019**

**APPROVED MINUTES
June 18, 2019
1:00 P.M. – 4:00 P.M.
Wisconsin State Laboratory of Hygiene
2601 Agriculture Drive
Madison, WI 53718**

MEMBERS PRESENT: Chair Dr. Richard Moss, Vice-Chair Dr. Robert Corliss, Secretary Dr. Jamie Schauer, Jeffery Kindrai, Charles Warzecha, James Morrison, Greg Pils, Gil Kelley

WSLH STAFF PRESENT: Dr. Peter Shult, Dr. Kaitlin Sundling, Dr. Kelsey Florek, Dr. Dan Kurtycz, Allen Benson, Christine Gunter, Jim Sterk, Kevin Karbowski, Cynda DeMontigny, Jan Klawitter, Kristine Hansbery, David Webb, Steve Strebel, Noel Stanton, and Nathaniel Javid

DNR STAFF PRESENT: Zana Sijan, Steve Geis, Greg Pils

GUESTS PRESENT: None

Chair Dr. Robert Corliss called the meeting to order at 1:05 P.M.

Item 1. ROLL CALL

Chair Dr. Robert Corliss initiated the roll call of the Board. All Board Member seats or their designated representatives were present except Barry Irmen.

Item 2. APPROVAL OF MINUTES

Approve the minutes of the March 19, 2019 Board Meeting as submitted. **Dr. Richard Moss** made a motion to approve the minutes. **Charles Warzecha** seconded the motion. The voice vote approving the corrected 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 introduced Greg Pils as the new Program Director for Environmental Analysis and Sustainability at the WI Department of Natural Resources. He has been appointed to the WSLH Board, with Steve Geis remaining as the alternate. Mr. Pils mentioned that he is looking forward to working with everyone on the Board.

Item 6. FINANCIAL REPORT

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

Mr. Karbowski provided the budget report for the period of July 1, 2018 through April 30, 2019. Mr. Karbowski noted that our year-to-date actual net operating income is \$1,510,968 with a budgeted loss of \$567, 204. All of our expenses are off by .2% and on budget. Our revenue budget is 5% over budget. Mr. Karbowski noted a 20% favorable variance in DHS revenue, which is mostly due to timing. We have an unfavorable variance with DNR and expect that to continue for the remainder of the year. We have a \$150,000 positive variance with UW system. Our activities with SMPH continue to be higher than anticipated and this explains that variance. There is also a large variance in clinical revenue and a favorable variance with NADP for \$174,000. This was a break-even project that is reflected due to timing. Our operating profit is largely due to the budgeting methods we employ. We are increasing our budgeting for unanticipated items. Our available working capital has increased by \$311, 361 at \$9,669, 680 as of June 30, 2019.

Item 7. FY20 BUDGET APPROVAL

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

We are budgeting an operating loss of \$400, 960. On a cash basis we are at \$48, 747. Our goal is to invest in the mission of the lab, but not to accumulate cash. We will be showing an accrual loss because many of the items we are investing in are not capitalized, though they have a useful life over many years. Mr. Karbowski reviewed the budget proposal for the preliminary to the final budget. Our total support and revenue budgeted is \$50, 285, 799 compared to our preliminary budget of \$48, 779, 077. Our total expenses budgeted is \$50, 686, 759. This gives us a net operating loss of \$400, 960. Dr. James Schauer noted that the budget has been prepared for the Board's approval. **Chair Dr. Robert Corliss** made a motion to approve the budget, approved by **Charles Warzecha** and seconded by **Jeffery Kindrai**.

Item 8. STRATEGIC PLAN UPDATES

Dr. James Schauer noted that the Board approved the WSLH strategic plan last year, and the WSLH is currently working on executing the plan. Mr. Karbowski noted that the plan is in a three-year cycle and we plan to give an update on the eleven strategic areas at today's meeting. Dr. Kelsey Florek gave an update on Bioinformatics. Dr. Florek noted that bioinformatics is a highly interdisciplinary field that uses computational methods of understanding biological data. The strategic plan is focused on developing IT infrastructure to meet the demands of data storage and analyses, developing a skilled workforce capable of developing and implementing bioinformatics strategies, and establishing leadership to act as a liaison between WSLH departments and external agencies. Dr. Florek noted some IT infrastructure and resources that have been developed such as Amazon Web Services, BioNumerics Applied Maths, and the Center for High Throughput Computing. As far as developing a skilled workforce, we have some new fellows starting at the WSLH: Abigail Shockey in our Communicable Disease Division, and Charles Roberts joining our Newborn Screening Department. For connecting bioinformatics across departments, there are several areas being developed for sequencing technologies within Communicable Diseases. Newborn screening, cytogenetics, and water microbiology are performing their own style of sequencing. We hope to work on projects that are cross-collaborative as we continue to build capacity.

Allen Benson, WSLH IT Director, provided an update on Enterprise Resources Planning (ERP) System Implementation. This system is a foundation to create a customer portal for on-line ordering and order inquiries by our customers. This also gives us "call center" functionality. We also have administered an OnBase ECM (Enterprise Content Management) System. This has a three to four month implementation and will help with document storage and routing. Mr. Benson also noted that we are working on project portfolio management tool and a new service desk. We are upgrading EPIC Beaker, Horizon and Psyche Systems WindowPath. Mr. Benson also mentioned the movement of a data center.

Noel Stanton, WSLH Environmental Health Division, provided an update on Sensors & Point-of-Care Testing and Clinical Biomonitoring. Mr. Stanton noted that Clinical Biomonitoring is for human testing for toxic and environmental chemicals. We test for a wide variety of substances and feel that this area has been underutilized, so we have focused on it as a strategic plan item. In the past, much of our work has been episodic and involved in various environmental studies. In the past year, we have become a member of APHL's national biomonitoring network. We're hoping this will inform of us ways we can cooperate with other laboratories and share methodologies. We've also applied for a biomonitoring grant with the CDC. For sensors and point-of-care testing, we are looking at medical testing that takes place in the doctor's office or clinic. The problem is that the instruments at point-of-care are not always held to the same standards as those of the laboratory. To remedy this, we have worked to provide reference materials and proficiency testing to make sure the instruments used will be compatible. Mr. Stanton also noted that this applies to instruments for environmental testing. We have to ensure that the instruments are working properly, calibrated correctly, and enough training for the user has been supplied. Mr. Stanton presented some of the tools they have available to the Board. With preparedness funding, they were able to invest about \$150,000 in new equipment. The WSLH has often worked with responders, assisting with equipment and general response. The other aspect Mr. Stanton mentioned is monitoring by citizen scientists, which raises concerns about the reliability of data.

Jan Klawitter, WSLH Public Relations Officer, provided the update on Outreach. A needs assessment was conducted internally. From the assessment, it was determined that an online

training in outreach was needed. We developed a compilation of resources that are available on campus. We also developed an online training in CDD for the antibiotic resistance lab network, an online training in PT, and we are in the process of creating a video for the cytotechnology certificate program. For the future, we plan to conduct a survey with the local health departments to determine their needs. We will also focus on the resources we need in the next year.

Dr. Daniel Kurtycz, WSLH DPD Medical Director, gave an update on Cytogenetics. We have been working to identify grants to support new research programs in newborn screening as well as cytogenetics, and have acquired a newborn screening grant. We are also working on identifying grants related to unexplained deaths with a genetic basis. We have also worked on genetic testing with urine biomarkers and have strengthened our partnership with WiCell.

Dr. Kaitlin Sundling, WSLH DPD Faculty Director for the Cytotechnology Program, presented the update on Cytotechnology. Cytotechnologists specialize in diagnosing rare cancer cells. Our Cytotechnology program is the only program in Wisconsin (none exist in Illinois or Michigan). We are waiting to align ourselves with the forthcoming standards of our accrediting body with regards to whether or not we want to transition from a certificate to Master's program at the WSLH. Our next steps are continuing to build our outreach mission and improve our financial sustainability. To that end, we are developing a summer program for international students. This will be a course that will allow students to relate their undergraduate experience to clinical applications.

Dr. James Schauer gave the update on scientific investment and advancement of the public health mission. For scientific investment, we will continue to invest in analytical equipment. We are starting an innovation program in FY20, giving staff an opportunity to bring forth new ideas. We have also developed a process for setting goals and reviewing performance of the academic activities of WSLH Faculty and Scientists. We also are working on building stronger connections with UW-Madison academic departments through faculty appointments and collaborations. As far as advancing the public health mission, we are increasing targeted teaching for public health programs and degrees at UW-Madison. Dr. Schauer mentioned the work of Dr. Patrice Held and Dr. Kaitlin Sundling for these efforts. We are also co-sponsoring a program for joint seminars with academic departments at UW-Madison. We also are working to increase the visibility of the WSLH at public health conferences and at the county level. Lastly, we are using faculty appointments and research collaboration with the SMPH departments to increase engagement.

David Webb, WSLH Environmental Health Division Director, provided the update on space. Mr. Webb has been working with colleagues at SMPH to determine where we can relieve some building space stress at our facilities. As was mentioned earlier, we are planning to move our data center. We are investigating the possibility of doing some renovations at Henry Mall to have lab space occupied there. This would not be a fifty-year fix, but for the next twenty years this is do-able. We are about to embark on an architecture and engineering study for Henry Mall to see what we can do with the space. The progress is slow but steady in terms of navigating the systems and the funding, but we are moving along and anxious to get the study started. Henry Mall is a good space because it is ours and it is significantly underused. Dr. Schauer underscored the importance of adding more space to fulfill the opportunities we need to sustain operations and grow.

Item 9. HUMAN RESOURCES REPORT

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

Cynda DeMontigny, WSLH HR Director, provided the Human Resources update to the Board. For the period of March 20 to June 7, 2019 we had twenty two recruitments including eight in DPD, nine in EHD, none in LID, two in CDD, none in Administration, and three in the OHD. As far as staff turnaround for the same time period, we had no retirements, three resignations in EHD, two in DPD, one in CDD and Admin, and none in LID or OHD. For hires, we have one in DPD and Admin, two in CDD and OHD, fourteen in EHD, and none in LID.

Item 10. CONTRACTS REPORT

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

For June 2019, we have received \$1,741, 508 in contracts broken down by division as follows: \$1, 233, 212 in CDD and \$508, 296 in DPD. Broken down by contractor, these figures are \$662, 672 from WHDS, \$877, 425 from APHL, and \$201, 411 from WiCell.

Item 11. DIRECTOR'S REPORT

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

Dr. Schauer asked Public Relations Director, Ms. Jan Klawitter, to present the Public or Environmental Health Incidents of Educational Interest to the Board. These include a Partners in Giving Award the WSLH received for an increase in percent participation and percent increase in contributions. As part of the Wisconsin China Initiative, Newborn Screening Co-Director Mei Baker hosted a delegation from Nanjing University in the newborn screening laboratory to discuss new technologies in newborn screening, as well as the NBS process. Environmental Toxicology Department Assistant Scientist Dagmara Antkiewicz gave a presentation about toxicity of particulate matter from the San Joaquin Valley, California. WSLH Director James Schauer was part of a keynote panel discussion on "Planetary Health: Recognizing Earth's Limits to Advance Health for All" at the UW-Madison Global Health Symposium. The National Atmospheric Deposition Program (NADP) Program Office and Central Analytical Laboratory at the WSLH hosted the NADP Spring Technical and Scientific Meeting at the Concourse in Madison. The week-long series of meetings included a poster session with UW-Madison faculty and staff, as well as strategic planning meetings about NADP's future. The WSLH and the WI Division of Public Health had a joint exhibitor table at the annual WI Public Health Association-WI Association of Local Health Departments and Boards annual conference in WI Dells. WSLH Communicable Disease Division Co-Director Dave Warshauer was given a TB Lifetime Achievement Award from the Association of Public Health Laboratories at its annual TB conference. Dr. Warshauer's accomplishments in laboratory and testing leadership as well as his active involvement with APHL and CDC on committees related to TB were lauded. Ms. Klawitter had the Board refer to the packet for more public relations updates and details.

Dr. Schauer noted that there were no water boil notices for the period of March 10 through June 10 of 2019.

Dr. Schauer reminded the Board that the September Board Meeting will take place at the School of Medicine and Public Health on UW-Madison campus including a tour of the new human genomics and precision medicine facility.

Chair Dr. Robert Corliss made a motion to adjourn the meeting at 3:00 P.M. **James Morrison** accepted the motion and **Dr. Richard Moss** 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 style with a large initial "J" and "S".

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

