

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20, 2013  
Poynette, Wisconsin**

**DATE:** August 13, 2013

**TO:** Chancellor Rebecca Blank, UW-Madison – Darrell Bazzell, Designated Representative  
Kitty Rhodes, Secretary, DHS – Karen McKeown, Designated Representative  
Cathy Stepp, Secretary, DNR – John R. Sullivan, Designated Representative  
Ben Brancel, Secretary DATCP – Susan Buroker, Designated Representative  
Jeffery Kindrai, Chair  
Barry Irmen, Vice-Chair  
Darryll Farmer, Member  
Dr. Robert Corliss, Member

Ron Arneson, DNR Alternate  
Sandra Breitborde, DHS Alternate  
Scott Hildebrand, UW-Madison Alternate  
Steven Sobek, DATCP Alternate

**FROM:** Dr. Charles Brokopp, Secretary  
Director, Wisconsin State Laboratory of Hygiene



**RE:** Wisconsin State Laboratory of Hygiene Board of Directors Meeting  
MacKenzie Environmental Education Center  
W7303 County Road CS&Q  
Poynette, WI 53955  
August 20, 2013  
11:00 a.m. — 4:00p.m.

**\*\* Please note change in time & location \*\***  
**\*\* Lunch will be served at this meeting \*\***

**C:** Cynda DeMontigny  
Kristine Hansbery  
Linda Johnson  
Jan Klawitter  
Dr. Daniel Kurtycz  
Steve Marshall  
Dr. Peter Shult  
James Sterk  
Steve Strebel  
David Webb

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

**Tuesday, August 20, 2013**

**11:00a.m. – 4:00p.m.**

**MEETING LOCATION  
MacKenzie Environmental Education Center  
W7303 County Road CS&Q  
Poynette, WI 53955**

**Notice is hereby given** that the Wisconsin State Laboratory of Hygiene Board of Directors will convene at 11:00a.m. on Tuesday, August 20th, 2013 at the MacKenzie Environmental Education Center, Poynette, 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,



Charles D. Brokopp, DrPH  
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors  
Director, Wisconsin State Laboratory of Hygiene  
August 13, 2013

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20<sup>th</sup>, 2013  
11:00 A.M. – 4:00 P.M.

MacKenzie Environmental Education Center  
W7303 County Road CS&Q  
Poynette, Wisconsin

**AGENDA**

**11:00 A.M.**

*“Tour & Talk” hosted by Derrick Johnson, Lead Educator, MacKenzie Environmental Education Center*

**12:00 P.M.**

*Catered lunch in the “Badger Den,” MacKenzie Center*

**1:00 P.M.**

*Commence Board Meeting*

**PROCEDURAL ITEMS**

	<b><u>PAGE</u></b>
Item 1. APPROVAL OF MINUTES	4
Item 2. REORGANIZATION OF AGENDA	12
Item 3. PUBLIC APPEARANCES	13
Item 4. BOARD MEMBERS’ MATTERS	15

**BUSINESS ITEMS**

Item 5. FISCAL YEAR 2013 YEAR END CLOSEOUT REPORT	16
Item 6. HUMAN RESOURCES UPDATE	23
Item 7. PROCEDURE FOR USE OF RESERVE FUNDS	25
Item 8. VCFA OBJECTIVES	28
Item 9. CONTRACTS REPORT	35
Item 10. DIRECTOR’S REPORT	37

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20th, 2013**

**PROCEDURAL ITEMS**

**Item 1. APPROVAL OF MINUTES**

**Description of Item:**

The draft minutes of the June 18th, 2013 board meeting are submitted for approval.

**Suggested Board Action:**

Motion: Approve the draft minutes of the June 18th, 2013 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/board/meetings/index.php>.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20, 2013**

**PROCEDURAL ITEMS**

**Item 2. 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 as requested by the Board

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20, 2013**

**PROCEDURAL ITEMS**

**Item 3. 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: [charles.brokopp@slh.wisc.edu](mailto:charles.brokopp@slh.wisc.edu)

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20, 2013**

**BUSINESS ITEMS**

**Item 4. 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.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.



Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20, 2013

**BUSINESS ITEMS**

**Item 5. FISCAL YEAR 2013 YEAR-END CLOSEOUT REPORT**

**Description of the Item:**

Jim Sterk will present the fiscal year 2013 year-end closeout report.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20, 2013**

**WISCONSIN STATE LABORATORY OF HYGIENE  
STATEMENT OF INCOME  
For the period July 1, 2012 through June 30, 2013**

	<b>FY 13 APPROVED ANNUAL BUDGET</b>	<b>FY13 ACTUAL</b>	<b>VARIANCE Over/(Under)</b>	<b>VARIANC E % of BUDGET</b>
<b>SUPPORT AND REVENUE</b>				
Laboratory Services Revenues (Note 3)				
Agency	\$ 5,731,290	\$ 6,829,915	\$ 1,098,625	19.2%
Nonagency	20,437,546	21,054,323	616,777	3.0%
GPR Funding	10,110,459	9,840,843	(269,616)	-2.7%
OWI Fund Revenues	1,619,200	1,376,855	(242,345)	-15.0%
Grant Funding	5,099,505	5,564,970	465,465	9.1%
Interest Income	2,000	13,083	11,083	554.2%
<b>TOTAL SUPPORT AND REVENUE</b>	<b>43,000,000</b>	<b>44,679,989</b>	<b>1,679,989</b>	<b>3.9%</b>
<b>EXPENSES</b>				
Salaries	18,696,257	16,947,697	(1,748,560)	-9.4%
Fringe Benefits	7,783,353	6,426,362	(1,356,991)	-17.4%
Supplies & Services	11,429,278	14,100,092	2,670,814	23.4%
Transfer Overhead to UW	781,923	877,842	95,919	12.3%
Building Rent	1,975,311	1,948,667	(26,644)	-1.3%
Depreciation	1,878,185	1,848,080	(30,105)	-1.6%
Bad Debt Expense	42,000	711,581	669,581	1594.2%
Interest Expense	13,693	7,382	(6,311)	-46.1%
<b>TOTAL EXPENSES</b>	<b>42,600,000</b>	<b>42,867,703</b>	<b>267,703</b>	<b>0.6%</b>
<b>NET OPERATING INCOME OR (LOSS)</b>	<b>\$ 400,000</b>	<b>\$ 1,812,286</b>	<b>\$ 1,412,286</b>	

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
June 18, 2013**

**WISCONSIN STATE LABORATORY OF HYGIENE  
COMPARATIVE INCOME STATEMENT  
For the 12 months ended June 30, 2013 and June 30, 2012**

	<b>Fiscal Year 2013 Actual</b>	<b>Fiscal Year 2012 Actual</b>	<b>Variance Over/(Under)</b>	<b>Percentage Change</b>
<b>SUPPORT AND REVENUE</b>				
Laboratory Services Revenues (Note 3)				
Agency	\$ 6,829,915	\$ 7,198,466	\$ (368,551)	-5.1%
Nonagency	21,054,323	21,587,649	(533,326)	-2.5%
GPR Funding	9,840,843	9,825,399	15,444	0.2%
OWI Fund Revenues	1,376,855	1,316,174	60,681	4.6%
Grant Funding	5,564,970	5,864,687	(299,717)	-5.1%
UW Program Revenue Assessment	-	131,400	(131,400)	-100.0%
Interest Income	13,083	9,480	3,603	38.0%
<b>TOTAL SUPPORT AND REVENUE</b>	<b>44,679,989</b>	<b>45,933,255</b>	<b>(1,253,266)</b>	<b>-2.7%</b>
<b>EXPENSES</b>				
Salaries	16,947,697	17,194,762	(247,065)	-1.4%
Fringe Benefits	6,426,362	6,666,061	(239,699)	-3.6%
Supplies & Services	14,100,092	13,456,797	643,295	4.8%
Transfer Overhead to UW	877,842	900,113	(22,271)	-2.5%
Building Rent	1,948,667	1,977,643	(28,976)	-1.5%
Depreciation	1,848,080	1,728,187	119,893	6.9%
Bad Debt Expense	711,581	42,000	669,581	1594.2%
Interest Expense	7,382	8,238	(856)	-10.4%
<b>TOTAL EXPENSES</b>	<b>42,867,703</b>	<b>41,973,801</b>	<b>893,902</b>	<b>2.1%</b>
<b>NET OPERATING INCOME OR (LOSS)</b>	<b>\$ 1,812,286</b>	<b>\$ 3,959,454</b>	<b>\$ (2,147,168)</b>	

**WISCONSIN STATE LABORATORY OF HYGIENE  
COMPARATIVE BALANCE SHEET  
As of June 30, 2013 and June 30, 2012**

**ASSETS**

	<u>June 30, 2013</u>		<u>June 30, 2012</u>
<b>CURRENT ASSETS</b>			
Cash	\$ 8,597,506	\$	6,725,373
Cash-restricted-newborn screening surcharge	1,435,900		1,230,632
Net accounts receivables (Note 2)	5,832,065		7,388,699
Other receivables	1,556,015		1,056,862
Inventories	66,772		36,293
Prepaid expenses	163,878		190,359
<b>Total current assets</b>	<b>17,652,136</b>		<b>16,628,218</b>
<b>EQUIPMENT AND BUILDING IMPROVEMENTS</b>			
Equipment	26,089,246		23,425,391
Building improvements	5,616,318		5,616,318
	31,705,564		29,041,709
Less accumulated depreciation	(22,484,591)		(20,688,265)
<b>Total net fixed assets</b>	<b>9,220,973</b>		<b>8,353,444</b>
<b>Total Assets</b>	<b>\$ 26,873,109</b>	\$	<b>24,981,662</b>

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

Salaries payable	\$ 477,820	\$	461,947
Accounts payable	516,229		602,295
Accounts payable, Milw Hlth Dept	-		1,308
Newborn screening surcharge payable	1,435,900		1,230,632
Accrued expenses	122,745		147,968
Current obligations under capital leases	57,526		55,565
Notes Payable - current	108,136		219,574
Proficiency testing deferred revenue	1,588,607		1,659,814
Newborn screening deferred revenue	2,104,139		1,895,312
Compensated Absences (Note 5)	682,778		762,027
<b>Total current liabilities</b>	<b>7,093,880</b>		<b>7,036,442</b>

**LONG TERM DEBT**

Obligations under capital leases	29,629		87,155
Compensated Absences (Note 5)	1,261,718		1,350,063
<b>Total long term debt</b>	<b>1,291,347</b>		<b>1,437,218</b>
<b>Total Liabilities</b>	<b>8,385,227</b>		<b>8,473,660</b>

**EQUITY**

Retained earnings-restricted (Note 4)			
Operating contingency	2,078,669		1,980,467
<b>Total restricted retained earnings</b>	<b>2,078,669</b>		<b>1,980,467</b>
Net Operating Income or (Loss)	1,812,286		3,959,454
Retained earnings-unrestricted	9,192,549		5,163,703
Contributed capital	5,404,378		5,404,378
<b>Total unrestricted retained earnings</b>	<b>16,409,213</b>		<b>14,527,535</b>
<b>Total Equity</b>	<b>18,487,882</b>		<b>16,508,002</b>
<b>Total Liabilities and Equity</b>	<b>\$ 26,873,109</b>	\$	<b>24,981,662</b>

Contingency Funding	10,558,256		9,591,776
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**WISCONSIN STATE LABORATORY OF HYGIENE**  
**STATEMENT OF CASH FLOWS**  
For the Period July 1, 2012 through June 30, 2013

**CASH FLOWS FROM OPERATING ACTIVITIES**

Net income	\$ 1,812,286
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	1,848,080
Changes in working capital components:	
Decrease in net accounts receivables	1,556,634
(Increase) in other receivables	(499,153)
(Increase) in inventories	(30,479)
Decrease in prepaid expenses	26,481
Increase in salaries payable	15,873
(Decrease) in accounts payable	(86,066)
(Decrease) in payable, Milw Hlth Dept	(1,308)
Increase in newborn screening surcharge payable	205,268
(Decrease) in accrued expenses	(25,223)
Increase in current obligations under capital leases	1,961
(Decrease) in notes payable - current	(111,438)
(Decrease) in proficiency testing deferred revenue	(71,207)
Increase in newborn screen deferred revenue	<u>208,827</u>
 Net cash provided (used) in operating activities	 4,850,536

**CASH FLOWS FROM INVESTING ACTIVITIES**

Purchase of equipment and physical plant improvements	<u>(2,715,609)</u>
 Net cash (used in) investing activities	 <u>(2,715,609)</u>

**CASH FLOWS FROM FINANCING ACTIVITIES**

Principal payment on Capital Lease	<u>(57,526)</u>
 Net cash provided (used in) financing activities	 <u>(57,526)</u>
 Net increase (decrease) in cash	 2,077,401

**Cash:**

Beginning	<u>7,956,005</u>
Ending	<u>\$ 10,033,406</u>

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the period July 1, 2012 through June 30, 2013**

**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 2012-2013 operating budget amounts were approved by the WSLH Board on June 19, 2012.

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 June 30, 2013 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- ACCOUNTS RECEIVABLE**

- Accounts receivable and allowance for uncollectible account balances as of June 30, 2013 and June 30, 2012 are as follows:

<u>2012</u>	<u>June 30, 2013</u>	<u>June 30,</u>
Accounts Receivable Total	\$6,357,695	\$7,484,523
Allowance for bad debt	<u>(525,630)</u>	<u>(95,824)</u>
Net Receivables	\$5,832,065	\$7,388,699

**NOTE 3- 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:

- DNR contracts
- DHS contracts
- DATCP
- University of Wisconsin
- Office of Justice Assistance
- Wisconsin Emergency Management

Non-Agency:

- UW Hospital Authority
- Medicare and Medicaid
- Municipalities
- Law Enforcement Agencies
- Proficiency Testing
- Newborn Screening
- All other revenues from individuals, businesses, clinics, and hospitals.

**NOTE 4- RETAINED EARNINGS - RESTRICTED**

- The operating contingency is recomputed 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 net working capital is greater than the contingency fund restriction. As of June 30, 2013 net working capital (current assets less current liabilities) was \$10,558,256 thereby meeting the target contingency reserve requirement of \$2,078,669.

**NOTE 5- 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	COMP TIME	SABBATICAL
Current	\$682,778	\$400,759	\$90,751	\$13,312	\$2,360	\$175,596
Long-term	1,261,718	0	0	0	0	1,261,718
	\$1,944,496	\$400,759	\$90,751	\$13,312	\$2,360	\$1,437,314

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20, 2013**

**BUSINESS ITEMS**

**Item 6. HUMAN RESOURCES UPDATE**

**Description of the Item:**

Cynda DeMontigny, WSLH Human Resources Manager, will present an update on priority positions and vacancies.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.



Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20, 2013

## PRIORITY POSITION STATUS

<b>Financial Manager</b>	<i>Offer made and accepted. Employee begins September 5<sup>th</sup>, 2013</i>
<b>Financial Program Supervisor</b>	<i>Offer made and accepted. Employee begins August 26<sup>th</sup>, 2013</i>
<b>EHD Director</b>	<i>Offer made and accepted. Employee begins August, 2014</i>
<b>Science Management Supervisor -- Toxicology</b>	<i>Position currently online and accepting applications</i>

## ACTIVE RECRUITMENTS BY DIVISION

<b>Administration</b>	<b>4</b>
<b>Disease Prevention Division</b>	<b>6</b>
<b>Environmental Health Division</b>	<b>7</b>
<b>Occupational Health &amp; Safety Division</b>	<b>2</b>
<b>Laboratory Improvement Division</b>	<b>None</b>
<b>Communicable Disease Division</b>	<b>4</b>
<b>DHS Employee Contracts</b>	<b>2</b>

**TOTAL: 25 active recruitments**

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20, 2013

**BUSINESS ITEMS**

**Item 7. PROCEDURE FOR USE OF RESERVE FUND**

**Description of the Item:**

Dr. Brokopp, Director, WSLH, will present to the board the newly drafted procedure for use of the WSLH reserve fund.

**Suggested Board Action:**

Receive for information and provide input.

**Staff Recommendations and Comments:**

Receive for information.

**WISCONSIN STATE LABORATORY OF HYGIENE  
USE OF CASH RESERVES  
August 15, 2013**

**Purpose**

The purpose of this policy is to define the procedure to be used to in determine how cash reserves above the required contingency funds will be used by the WSLH.

**Summary**

Cash reserves are determined by the Finance Office's Director and the accounting staff and reported to the WSLH Director at least quarterly.

The WSLH Director will seek input from the Board, Division Directors and other staff to determine how and when cash reserves will be used to support laboratory operations. The Director may appoint a taskforce to make recommendations on determining how cash reserves should be used.

Recommendations for the use of cash reserves must include justification and measures on how the funds will support the WSLH Strategic Plan and/or core mission.

Possible uses may include building projects, relocation of laboratories, division or labwide improvement projects, capital purchases of equipment, research and evaluation projects or other critical needs of the organization.

**Definitions**

**Contingency fund:** A reserve of cash held for use by WSLH to ensure operations are not interrupted by any unforeseen reductions in the laboratory budget. This fund is includes two months of salary and fringe benefits for the entire organization paid with general program revenue. This amount is typically about \$2,000,000.

**Cash reserves:** Reserves of cash above the contingency fund that have not been accounted for or allocated in the WSLH annual budget. The source of these funds may be excess fee-for service revenue, salary savings from vacancies, profits from contract testing and grants, donations, or savings from prior year budgets.

**Procedure**

The Finance Office's Director and accounting staff determines the amount of funds available beyond the contingency limit and the sources of those funds. These finding will be supported by accounting documentation.

The amount and sources of cash reserves are reported to the WSLH Director, the WSLH Strategic Leadership Team and to the WSLH Board in the quarterly financial reports.

The WSLH Director will prepare an annual plan for the use and retention of reserve funds for review and approval by the WSLH Board.

The annual plan may be updated at any time to address emergencies and unanticipated expenses.

The WSLD Director will report to the Board annually on the use of reserve funds.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20, 2013**

**BUSINESS ITEMS**

**Item 8. VCFA OBJECTIVES**

**Description of the Item:**

Dr. Brokopp, Director, WSLH, will present to the board our plan for employee engagement, inclusion, and diversity from the VCFA's office at UW Madison.

**Suggested Board Action:**

Receive for information and provide input.

**Staff Recommendations and Comments:**

Receive for information.

# WISCONSIN STATE LABORATORY OF HYGIENE

## University of Wisconsin - Madison

### VCFA Annual Report – FY13 August 1, 2013



WSLH- Henry Mall



WSLH- Agriculture Drive

#### **Mission of the Wisconsin State Laboratory of Hygiene**

The State Laboratory of Hygiene (SLH) shall develop and provide essential public health laboratory support of communities, agencies and private health providers consistent with the public health goals of the State. This includes (a) analytical services for the Department of Natural Resources, the Department of Health Services, local governmental units, health care practitioners, and private citizens; (b) specialized public health procedures and reference testing; (c) training, technical assistance and consultation for private and public health agencies; (d) applied research and University instruction related to public health and environmental protection mission of the Laboratory of Hygiene Board (Based on Wisconsin Statute 36.25 section 11).

This first annual Vice Chancellor for Finance and Administration (VCFA) annual report addresses initial efforts to implement the VCFA Strategic Initiatives and includes an update on the 2009-2014 WSLH Strategic Plan goals.

**VCFA Strategic Priority 1: Engagement, Inclusion and Diversity (EID)**

**Baseline measure(s) and target(s); performance indicator(s):**

- Targets of 2013 included EID survey data review, appointment of EID team, plan development and staff engagement.

- Activity based indicators are as follows:

Data review – Over 72% of WSLH staff completed the initial EID employee survey. The results from this survey were reviewed and summary data presented to the leadership team and to staff at two all-hands briefings. Laboratory wide and division specific results for the following 10 categories of survey questions have been tabulated for presentation.

Environment of work unit	Relationship with co-workers
Tools and opportunities	Supervisors in work unit
Work unit	Overall satisfaction
Merit system protection board index	VCA diversity and inclusion index
Respect related questions	Best places to work index

- EID Plan Development – The EID team completed the development of an initial plan and submitted it for approval. Several suggestions were received and are being incorporated into the updated 2014 EID plan.

**Risks and challenges:**

- Key risk – Staff acceptance of the plan and proposed activities
- Key challenge – Scheduling time to present and discuss the survey results with managers, supervisors and staff at two different locations

**Milestones accomplished:**

- All senior leadership have had the opportunity to review and discuss the survey results
- The draft EID plan was developed and reviewed with senior staff
- The draft EID plan was reviewed and accepted by VC Bazzell

**Barriers to success:**

- There are no real barriers to success at this time

**Next steps, future opportunities and action plan:**

- Full implementation will be accomplished during FY 14
- Complete the discussion of survey results with managers, supervisors, and staff

- Develop EID action plan for FY 14 according to guidance received from VCFA

### **VCFA Strategic Priority 2: Student Leadership Development**

#### **Baseline measure(s) and target(s); performance indicator(s):**

- Defined baseline measurements were not established during FY13
- Each division was strongly encouraged to hire students to assist with tasks within the laboratory. Eighteen students were hired during FY13. All students were encouraged to complete the student employment survey.

#### **Risks and challenges:**

- Although job descriptions for all student employees were complete before the student was hired, not all supervisors were able to complete a performance review each semester. Additional training for student supervisors and standardization of the evaluation procedures will improve the student employment experience.

#### **Milestones accomplished:**

- Employment opportunities were made available for eighteen students. Eleven student supervisors were involved with students during FY 13.

#### **Barriers to success:**

- No system is available to officially track student hires, provide performance appraisals, or recognize individual student accomplishment.
- The distance of the Agriculture Drive WSLH site from campus presents a barrier for some students. This may increase as more WSLH programs migrate to Agriculture Drive.

#### **Next steps, future opportunities and action plan:**

- Guidance produced during FY 13 will be used to establish a more formal system for hiring students, providing feedback to student employees, and improving the skills of supervisors who work with students. Specific metrics are being developed for inclusion in the FY 14 plan.

### **VCFA Strategic Priority 3: Process Improvement**

#### **Baseline measure(s) and target(s); performance indicator(s):**

- Approximately ten staff from various areas of the lab received training in Lean Six Sigma from various sources during FY13. The training in these



methodologies was critical before the establishment of process improvement teams.

- Numerous process improvement projects were undertaken using some of the Lean methods during FY13. These projects included human resources, accounts receivable, newborn screening, proficiency testing, and forensic toxicology programs.

**Risks and challenges:**

- The identification of projects that have the greatest potential for improving laboratory processes must be undertaken before any work on the projects can begin. It is very easy to identify projects that at best would only result in minimal improvement.
- Our limited resources and limited number of trained individuals need to be focused on priority projects that have the greatest potential for significant improvement.

**Milestones accomplished:**

- The forensic toxicology project was undertaken as one of several recommendations made by task force that reviewed the workload and scope of forensic testing and turn-around times for blood alcohol and other drug testing. This process improvement team received training from the UW APR staff who also helped guide the project. A status report is planned for early FY 14

**Barriers to success:**

- The significant turnover of staff during FY12 and FY13 meant there was fewer staff who could commit the time needed to engage in process improvement projects. Additional training is needed to fully engage in the many projects that have been identified for FY14.

**Next steps, future opportunities and action plan:**

- Completion of the ongoing forensic toxicology process improvement project
- Identify at least two major projects that will involve additional staff and address financial operations and the consolidation of shipping and receiving functions at the new WSLH laboratory. Additional projects may also be undertaken during FY 14.
- There is need to train additional individuals and document those that have received such training.

**The following five goals are part of the WSLH 2009-2014 Strategic Plan. The narrative included with each goal is a brief status of the progress.**

**Goal #1      Business Process Improvement**

**By June 2014 the WSLH will have identified, standardized and unified WSLH-wide business processes and have implemented supporting business procedures, policy and technology in order to efficiently carry out our enterprise mission**

An enterprise wide business process that focused on process improvement was established at the WSLH in 2009. A process review and analysis of over 50 business processes has been completed and work teams have been assigned implementation tasks. Many of these projects were conducted in preparation for the procurement of three new computerized laboratory information management systems (LIMS). During FY 13, enhancements to the Epic and Psyche systems were completed. The implementation of the ChemWare system for Environmental and Occupational Health Divisions is ongoing.

**Goal #2      Laboratory Excellence**

**By June 2014 the WSLH will have secured an enterprise position of laboratory excellence with leadership within the state and national public health laboratory community and scientific partnerships within the UW-Madison**

A modern clinical laboratory and a trace metal research laboratory were constructed adjacent to the Agriculture Drive laboratory during FY13. The new laboratory space will be available for occupancy in September 2013.

WSLH staff members are encouraged to seek leadership positions in state and national public health, environmental health, industrial hygiene, laboratory sciences and research organizations and professional associations. During FY13, staff held leadership roles in the WPHA (Wisconsin Public Health Association), APHL (Association of Public Health Laboratories), AIHA (American Industrial Hygiene Association), SOFT (Society of Forensic Toxicologists), CAP (College of American Pathologists), ABP (American Board of Pathology), ASC (American Society of Cytopathology), PSC (Papanicolaou Society), ASCCP (American Society for Clinical Colposcopy and Pathology), ASTM (American Standard Test Method), ASSE (American Society of Safety Engineers), AHMP (Association of Hazardous Materials Professionals), ASTD (American Society for Training and Development), AAOHN (American Association of Occupational Health Nurses), WSC (Wisconsin Safety Council), and the ACGIH (American Conference of Governmental Industrial Hygienists), among others. The WSLH joined the Institute for Clinical and Translational Research (ICTR) program as a core research laboratory. The ICTR is a joint program managed by the UW-Madison SMPH and the Marshfield Clinic Research Foundation and funded by the NIH. As a core ICTR laboratory, the WSLH collaborates with other researches on and off campus to make analytical services available.

### **Goal #3      Financial Viability**

**By June 2014 ensure the financial viability of WSLH by generating sufficient annual net revenue in order to sustain and grow the physical, technological and human capital of the lab required for our mission and to attain board-determined reserve requirements.**

The FY13 board approved budget included \$43,000,000 in projected revenue and \$42,600,000 in projected expenses. The net operating income for FY13 is greater than \$1,800,000.

The annual lease payment for the Ag Drive complex that included the new laboratory was renegotiated during FY13. The WSLH's portion of the annual lease will now be 50% of the DOA lease cost. Sufficient funds will be added to the WSLH budget to cover 50% of the lease leaving the remaining 50% to be covered by fees and other WSLH revenue.

The funds held in reserve at the end of FY13 include the required UW operating contingency of \$2,100,000 and available working capital of \$8,100,000 which has been reserved for relocation of the Henry Mall laboratories, equipment replacement, capital purchases, and program development.

### **Goal #4      Workforce Development**

**By June 2014 WSLH will have implemented an internal workforce development plan to ensure continued laboratory workforce excellence and leadership succession**

The implementation of the formal workforce development plan was put on hold in 2011 as a result of the retirement of 70 staff, many of which took early retirement. Before filling the vacant positions, a thorough analysis was performed to determine the skills needed for each job. Whenever possible, current employees were encouraged to apply for vacant positions. During FY13, 8 positions were filled by employees seeking a promotion and 34 positions were filled by outside candidates.

The WSLH maintains a commitment to the UW-Madison teaching and training mission in support of state, national and international laboratory workforce development. The WSLH continues to support the undergraduate certification program in cytotechnology through the Department of Genetics in the College of Agriculture and Life Sciences.

### **Goal #5      Informatics**

**By July 2014 WSLH will have developed an integrated IT infrastructure for the central support of WSLH labs and common business processes with industry standard technology.**

The WSLH has developed an integrated IT infrastructure for the support of WSLH labs and business processes. The WSLH has implemented new or enhanced electronic LIMS that cover

all major areas of the laboratory. A new Epic billing system has been installed and will function as the central billing for our entire operation.

Electronic data transfer has become a critical component of laboratory business. The capability to accept electronic test requests in HL7 format and to electronically report test results to lab users and public agencies has become an important means of conducting business. During FY13, the WSLH began to engage with three organizations for the electronic transfer of test orders and results. These are in addition to the already existing electronic transfer of laboratory reportable results from twenty-two Wisconsin hospitals and four national laboratories.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20, 2013**

**BUSINESS ITEMS**

**Item 9. CONTRACTS REPORT**

**Description of the Item:**

The table on the following page contains the major grants and contracts that have been received since the last Board meeting. Dr. Brokopp or other 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.

# August 2013

GRANTOR	CONTRACT NAME	START DATE	END DATE	SCOPE OF WORK	REVENUE
MSC	2013 - 2016	07/18/13	07/17/16	MSC TO MARKET WSLH PT SERVICES IN ARAB STATES	N/A
SANDIA	PO 1012514 11	07/23/13	07/22/14	NCE - WOHL TESTING	N/A
SASTRA ZENECA LP	2000347908	07/01/13	06/30/14	PT TESTING SERVICES	\$ 154,550.00
APHIS	13 7100 0326 CA	07/01/13	06/30/14	PT RABIES	\$ 7,248.00
ST MARY'S HOSPITAL	20132011111	07/01/13	06/30/15	TESTING SERVICES WITH ST MARYS	N/A
THE NATURE CONSERVANCY	S1513 2013027 NC014	05/15/13	10/31/13	TESTING SERVICES	\$ 9,529.00
LIFE TECHNOLOGIES CORPORATION	2014	06/11/13	12/31/14	AMENDMENT TO EXISTING CONTRACT	N/A
WDHS	BIOLOGICAL RESPONSE 2014	07/01/13	06/30/14	TESTING SERVICES	\$ 655,954.00
WDHS	CHEM LAB LEVEL 1	07/01/13	06/30/14	TESTING SERVICES	\$ 116,644.00
WDNR	AS011	07/01/13	06/30/14	TESTING SERVICES	\$ 16,908.73
WDNR	CF016	07/01/13	06/30/14	TESTING SERVICES	\$ 17,079.23
WDNR	LM020	07/01/13	06/30/14	TESTING SERVICES	\$ 14,542.03
WDNR	NMC00000419 NL088	10/01/12	04/30/14	NCE - TESTING SERVICES	N/A
WDNR	NMC00001050 GL019	05/10/13	06/30/13	TESTING SERVICES	\$ 5,419.44
WDNR	NMD00000043 WA058	07/01/13	06/30/14	TESTING SERVICES	\$ 10,000.00
WDNR	NMD00000044 FH090	07/01/13	06/30/14	TESTING SERVICES	\$ 9,800.00
WDNR	NMD00000045 NL090	07/01/13	06/30/14	TESTING SERVICES	\$ 13,560.00
WDNR	NMD00000076 NL091	07/01/13	06/30/14	TESTING SERVICES	\$ 10,000.00
WDNR	NMD00000077 NL089	07/01/13	06/30/14	TESTING SERVICES	\$ 36,000.00
WDNR	NMD00000106 SH018	07/01/13	06/30/14	TESTING SERVICES	\$ 73,892.00
WDNR	NMD00000107 WT173	07/01/13	06/30/14	TESTING SERVICES	\$ 4,972.86
WDNR	NMD00000108 WT168	07/01/13	06/30/14	TESTING SERVICES	\$ 32,228.84
WDNR	NMD00000122 ST008	07/01/13	06/30/14	TESTING SERVICES	\$ 12,000.00
WDNR	NMD00000126 WT171	07/01/13	06/30/14	TESTING SERVICES	\$ 2,000.00
WDNR	NMD00000127 WT172	07/01/13	06/30/14	TESTING SERVICES	\$ 2,832.00
WDNR	NMD00000128 GL022	07/01/13	06/30/14	TESTING SERVICES	\$ 8,788.24
WDNR	NMD00000142 RR043	07/01/13	06/30/14	TESTING SERVICES	\$ 25,000.00
WDNR	NMD00000173 WA059	07/01/13	06/30/14	TESTING SERVICES	\$ 4,134.02
WDNR	NMD00000181 SS085	07/01/13	06/30/14	TESTING SERVICES	\$ 2,368.20
WDNR	NMD00000182 SS084	07/01/13	06/30/14	TESTING SERVICES	\$ 10,420.08
WDNR	NMD00000185 GL020	07/01/13	06/30/14	TESTING SERVICES	\$ 8,300.08
WDNR	NMD00000186 GL023	07/01/13	06/30/14	TESTING SERVICES	\$ 10,942.08
WDNR	NMD00000187 AM155	07/01/13	06/30/14	TESTING SERVICES	\$ 40,015.80
WDNR	NMD00000199 AM159	07/01/13	06/30/14	TESTING SERVICES	\$ 66,657.27
WDNR	NMD00000200 AM157	07/01/13	06/30/14	TESTING SERVICES	\$ 41,827.43
WDNR	NMD00000201 AM158	07/01/13	06/30/14	TESTING SERVICES	\$ 19,646.00
WDNR	NMD00000220 MR045	07/01/13	06/30/14	TESTING SERVICES	\$ 3,155.85
WDNR	NMD00000221 MR046	07/01/13	06/30/14	TESTING SERVICES	\$ 2,381.87
WDNR	NMD00000242 NP021	07/01/13	06/30/14	TESTING SERVICES	\$ 55,554.00
WDNR	NMD00000250 AM156	07/01/13	06/30/14	TESTING SERVICES	\$ 13,773.60
WDNR	NMD00000259 AMXXX	07/01/13	06/30/14	TESTING SERVICES	\$ 4,000.00

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20, 2013**

**BUSINESS ITEMS**

**Item 10. DIRECTOR'S REPORT**

- A. FY14 Meeting Calendar**
- B. FY13 Approved Capital Requests**
- C. Public or Environmental Health Incidents of Educational Interest**
- D. Water Systems Report**
- E. New Lab Update**
- F. Forensic Toxicology Update**

**WISCONSIN STATE LABORATORY OF HYGIENE  
BOARD OF DIRECTORS  
FY14 MEETING CALENDAR**

<p><b>November 5, 2013</b> 1:00p.m. – 4:00p.m.</p> <p><b>Wisconsin State Laboratory of Hygiene</b> 2601 Agriculture Drive, Madison, Wisconsin</p>	<p><b>February 18, 2014</b> 1:00p.m. – 4:00p.m.</p> <p><b>Wisconsin State Laboratory of Hygiene</b> 2601 Agriculture Drive, Madison, Wisconsin</p>
<ul style="list-style-type: none"> <li>■ Present FY14 1<sup>st</sup> quarter report</li> <li>■ Present annual plan update</li> </ul>	<ul style="list-style-type: none"> <li>■ Present 2nd quarter FY14 report</li> <li>■ Review meeting dates for the year</li> <li>■ State of the Wisconsin State Laboratory of Hygiene</li> <li>■ Review appointments and expiration dates</li> <li>■ Election of officers</li> </ul>
<p><b>April 29, 2014</b> 1:00p.m. – 4:00p.m.</p> <p><b>Wisconsin State Laboratory of Hygiene</b> 2601 Agriculture Drive, Madison, Wisconsin</p>	<p><b>June 17, 2014</b> 1:00p.m. – 4:00p.m.</p> <p><b>Wisconsin State Laboratory of Hygiene</b> 2601 Agriculture Drive, Madison, Wisconsin</p>
<ul style="list-style-type: none"> <li>■ Present 3rd quarter FY14 report</li> <li>■ Submit preliminary FY15 budget</li> <li>■ Review board meeting dates (summer vacations)</li> </ul>	<ul style="list-style-type: none"> <li>■ Approve FY15 budget</li> <li>■ Approval of DNR/DHS Basic Agreements</li> </ul>

August 19, 2014  
TBA

- Present FY14 year-end closeout report



## Approved FY13 Capital Requests

Request Date	Request Amount	Description	Dept	Funding Source	Approval Date
<b>Admin</b>					
7/12/2012	\$ 25,000	3 Vmware ESX Host Servers	1080	130	7/19/2012
11/2/2012	6,639	Replacement server for SLHDATAHM (Henry Mall Instrumer	1080	130	11/5/2012
12/13/2012	86,724	IT items for the new building	1050	130	12/26/2012
4/23/2013	17,034	2 Fiber Channel Switches	1080	130	4/24/2013
4/23/2013	18,988	2 Automated Tape Library systems	1080	130	5/15/2013
5/30/2013	14,295	Spare/Test Firewall	1080	130	6/28/2013
5/30/2013	9,000	vSphere Management Server (SLHVManage) Replacement	1080	130	6/28/2013
<b>DPD</b>					
3/6/2013	44,200	Janus automated workstation/liquid handler	2130	130	3/15/2013
9/11/2012	10,297	SPOT Camera	2410	130 - PRJ65CN	9/16/2012
2/22/2013	42,000	Apricot Liquid Handling System	2130	130	2/27/2013
5/6/2013	23,995	Stepone Plus RT-PCR System	2310	130	5/15/2013
n/a	21,248	Personal Genome Machine (PGM) Sequencer	2130	130	6/18/2013
<b>OHD</b>					
7/13/2012	8,775	AB SCIEX Pesticide Screen method of LC MS/MS analysis	5010	130 - PRJ23ID	7/19/2012
8/15/2012	49,000	Gas Chromatograph with FID and NPD detectors	5010	144 - PRJ52ZY	8/15/2012
9/5/2012	18,388	Portacount Pro Plus w/ Particle Generator and calibration cr	5050	144 - PRJ53QI	9/13/2012
9/12/2012	17,600	Zero Air Generator	5010	144 - PRJ52ZY	9/13/2012
9/12/2012	70,000	Waters Aquity UPLC H-class	5010	144 - PRJ52ZY	9/13/2012
9/12/2012	56,000	DIONEX Ion Chromatography for Cr (VI)	5010	144 - PRJ52ZY	9/13/2012
<b>EHD</b>					
2/22/2013	42,820	5 Siemens Purelab Ultra Analytical water purification system	1050	130	3/19/2013
8/14/2012	9,227	GERSTEL Cryogenic Trap System	4010	130 - PRJ59QR	8/16/2012
8/14/2012	40,000	Upgrade EPIC prod to 64 bit and add Shadow Server	4010	130 - PRJ39FL	8/15/2012
8/23/2012	17,808	NPD detector conversion for existing Agilent GC-MS	4230	130 - PRJ31FV	8/28/2012
8/20/2012	7,400	ESI Autosampler: model SC-E2 DX with FAST valve control	4910	130	9/4/2012
9/7/2012	11,287	Rack upgrade for Robot Weighing System for 37 and 47 mr	4910	130	9/20/2012
10/8/2012	12,000	TSI DustTrak DRX model 8533	4940	130 - PRJ65CK	10/9/2012
10/9/2012	111,209	Agilent Gas Chromatograph with NPD and MSD system	4230	130 - PRJ65EL	10/16/2012
10/5/2012	57,000	Perkin Elmer Clarus 580 Gas Chromatograph with Turbom	4230	130 - PRJ65EL	10/16/2012
10/25/2012	231,450	AB Sciex 4500 LCMS/MS System	4010	130 - PRJ59QR	11/5/2012
1/28/2013	30,000	Ag Dr Walk In Freezer			2/18/2013
1/28/2013	10,045	Biological Incubator	4922	130	2/18/2013
2/4/2013	13,700	Parker Balston HPZA-3000 zero air generation system	4010	130 - PRJ59QR	2/4/2013
4/12/2013	76,901	TO-15 System	4940	130	5/28/2013
4/2/2013	65,520	I Class Acquity UPLC System	4940	130	5/28/2013
5/31/2013	41,458	Mettler Toledo XP6 Microbalances	4910	130	6/7/2013
<b>CDD</b>					
7/16/2012	186,500	ABI 3500 Genetic Sequencer	7210	130	7/19/2012
10/4/2012	8,387	Applied Maths Software for Molecular Subtyping - BioNumer	7210	130	10/8/2012
11/26/2012	33,310	2 Fluorescent Microscopes	7210	130	11/26/2012
4/1/2013	9,540	Sorvall XTR Centrifuge	7420	130	4/1/2013
3/25/2013	195,000	Bruker MALDI-Biotyper	7210	130	4/13/2013
4/26/2013	10,570	ThermoFisher Nanodrop Spectrophotometer	7210	130	4/26/2013
Grand Total	<u>\$ 1,760,315</u>				

## Report to the Wisconsin State Laboratory of Hygiene Board

### Representative Public or Environmental Health Incidents of Educational Interest For the Period June 1 – August 8, 2013

Approx. Date	Agent or Event Name	Description	Current Status
<b>OUTBREAKS and INCIDENTS</b>			
June 2013 to present	<i>Legionella</i> infections on the rise in SE WI	SE WI, and in particular the city of Milwaukee, has seen a significant increase in the number of reported cases of <i>Legionella</i> infection. WSLH is supporting the City of Milwaukee Health Department and WDPH with culturing and performing PFGE subtyping of any isolated <i>Legionella</i> strains in an effort to identify clusters of illness or common sources.	Ongoing
June 2013	E. coli in well water	WSLH provided water microbiology testing to Grant and Sauk counties and DPH as part of flooding response.	Completed
June 2013	<i>Corynebacterium diphtheria</i>	WSLH performed testing on a respiratory specimen from patient in NE Wisconsin. Test was positive for non-toxigenic <i>Corynebacterium diphtheria</i> . Isolate sent to CDC for further testing.	Completed
June 2013	Salmonella	More than 30 people in SW Wisconsin were sickened after eating a lunch catered by a local restaurant. WSLH performed bacteriology and PFGE testing on 34 specimens as part of the investigation.	Completed
July 1, 2013 to present	National outbreak linked to lettuce from Mexico contaminated with the foodborne parasite, <i>Cyclospora cayetanensis</i>	WI currently has 16 confirmed cases of the foodborne parasite, <i>C. cayetanensis</i> . WSLH Parasitology Laboratory has been receiving higher volume ova and parasite testing requests from WI clinical laboratories. In addition, WSLH has been testing specimens from the Iowa State Hygienic Laboratory as Iowa has seen a particularly high number of cases and requested assistance with surge capacity. The number of cases related to the contaminated lettuce exposure appears to be declining at this time.	Ongoing
July 2013	CRE – <i>Carbapenem-</i>	WSLH has performed PCR and PFGE testing as part a CRE infection investigation in the	Completed

	<i>resistant Enterobacteriaceae</i>	Milwaukee area. CRE has been called a “superbug” because it is highly resistant to antibiotics, including carbapenem, a group of last-resort antibiotics for serious infections. WSLH started seeing CRE in Wisconsin about two years ago. Subsequently, WI DPH began to require healthcare facilities to report CRE-associated infections to the state. WI DPH has also received grant money to help fund clinical laboratory CRE screening & surveillance testing.	
July 2013	National <i>Listeria monocytogenes</i> outbreak from contaminated soft cheeses made by a WI company (Crave Brothers)	WSLH supported USDA, FDA and CDC efforts to identify the source of the outbreak which led to one death and one miscarriage in the U.S. WSLH used PFGE subtyping (DNA fingerprinting) to link a <i>L. monocytogenes</i> isolate from a Crave Brothers cheese sample to the human cases and other cheese product isolates linked to the outbreak.	Completed
<b>RECENT EVENTS and FINDINGS</b>			
June 2013	Julie Tans-Kersten – national TB controller’s award	WSLH TB Program Coordinator Julie Tans-Kersten received national recognition for her work, winning the National TB Controllers Association (NTCA) Ed Desmond Award for “exemplary service, dedication and leadership of a tuberculosis laboratory professional.” Julie was nominated for the award by Lorna Will, who manages the Wisconsin Department of Health Services’ TB Control Program.	Completed
June 2013	Dave Schleis – ODTUG award winner	DPHIS Programmer Dave Schleis won the Editor’s Choice award for best technical journal article at the ODTUG conference. Dave also won the award in 2006. ODTUG is an international Oracle Developers Technical Users Group.	Completed
June 2013	Environmental Toxicology	A research study the WSLH Environmental Toxicology Laboratory participated in has garnered attention in Milwaukee and nationally.  The study, conducted by the U.S. Geological Survey (USGS) and the Milwaukee Metropolitan Sewerage District (MMSD), was an assessment of organic waste compounds (OWCs) in streams in the Milwaukee area.  During 2006 – 2009, samples were collected from 17 sites and analyzed for a suite of 69 OWCs. The	Completed

		<p>WSLH Environmental Toxicology Laboratory conducted bioassay tests on samples from 14 of the streams.</p> <p>According to the study abstract, results showed that “One or more compounds were detected in all 196 samples collected, and 64 of the 69 compounds were detected at least once. ... Compounds with the highest detection rates include polycyclic aromatic hydrocarbons (PAHs), insecticides, herbicides, and dyes/pigments.”</p> <p>USGS and MMSD plan a new study starting this fall to track down the sources of PAHs in the Milwaukee area.</p>	
June 12, 2013	Rebecca Adams joins SOII national committee	Rebecca Adams of the BLS/OSH unit was one of 2 state representatives in the U.S. selected to join the national SOII Processes committee. Its purpose is to document all phases of the Survey of Occupational Injuries and Illnesses, and to identify inefficiencies and possible improvements to the BLS/ U.S. Dept. of Labor national office.	Member
June 12, 2013	Wisconsin Clinical Laboratory Network -- Communicable Disease Division	The WSLH presented an audio conference entitled “ <i>Surveillance of Arbovirus Infections and Ehrlichiosis in Wisconsin</i> ”. Diep (Zip) Hoang Johnson, Vectorborne Surveillance Coordinator in the Communicable Disease Epidemiology Section at the WI Department of Health Services/Division of Public Health presented an update on the current surveillance programs for arbovirus infections and ehrlichiosis in Wisconsin. She highlighted the importance of surveillance and the emergence of a new strain, <i>Ehrlichia muris</i> -like, which was first identified in Wisconsin. About 113 clinical laboratorians participated in the live audio conference to learn more about vectorborne diseases. The audio conference has been posted in the WSLH archived past events for those who were unable to attend the live audio conference	Completed
June 13, 2013	Communicable Disease Division	The WSLH hosted the “23 <sup>rd</sup> Annual Wisconsin Virology and Molecular Conference” for clinical laboratories performing virology testing. Virology diagnostic testing has changed dramatically with the development of molecular assays, making virology testing accessible to more laboratories and increasing the interest in the annual conference. This year’s conference was attended by 48	Completed

		individuals who spent an engaging day discussing the performance of new multiplex PCR panels, virology surveillance, rapid influenza testing, viral etiologies and childhood asthma and emerging viruses.	
July 11, 2013	Survey of Occupational Injuries and Illnesses (SOII)	Wisconsin BLS/OSH unit completed their annual data collection for the Survey of Occupational Injuries and Illnesses for 2012.	Completed
July 12, 2013	Newborn Screening	More than 125 people attended the 50 <sup>th</sup> anniversary of newborn screening celebration at the WSLH's Henry Mall facility, with tours of the NBS lab, science activities for the kids and an appearance by Bucky Badger. Remarks were given by Dr. Brokopp; Dr. Carla Cuthbert, chief of the CDC's Newborn Screening and Molecular Biology Branch; Dr. Sharon Fleischfresser, medical director of the WI DPH's WI Children and Youth with Special Health Care Needs Program; and Dr. Phil Farrell, emeritus dean and professor of pediatrics, UW School of Medicine and Public Health. The event included a salute to retiring NBS Lab Director Gary Hoffman.	Completed
July 15, 2013	BLS -- Highest response rate in U.S.	Wisconsin BLS/OSH unit received the highest response rate in the nation (99%) for the annual Survey of Occupational Injuries and Illnesses.	Award
July 16, 2013	Census of Fatal Injuries	Wisconsin BLS/OSH unit completed the annual Census of Fatal Injuries for 2012.	Completed
July 17, 2013	Wisconsin Clinical Laboratory Network -- Communicable Disease Division	The WSLH partnered with the Southwest Wisconsin Technical College in Fennimore, WI to host this year's " <i>Gram Stain Fundamentals – 2013</i> " workshop. The laboratory facilities at the Southwest Wisconsin Technical College accommodated 16 students eager to review Gram stain principles and enhance their skill in performing, reading and reporting Gram stains.	Completed
August 7, 2013	Cytogenetics at UW Day at State Fair	WSLH Cytogenetics staff hosted a science exploration station for kids at UW Day at the State Fair. Their booth – "Genetics & You: How Much Do You Know About DNA?" teaches kids about genetics using microscopes, giant magnetic	Completed

		chromosomes and wheat germ glop DNA extraction. This is the third time the Cytogenetics section has participated in UW Day at the State Fair.	
End of August 2013	DPHIS	WSLH's Division of Public Health Informatics & Surveillance is slated to be in production with HL7 orders in and out with UW's University Health Services (student health). HL7 are standards for the exchange, integration, sharing and retrieval of electronic health information.	Ongoing

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
August 20, 2013

Report to the  
Wisconsin State Laboratory of Hygiene Board  
Water Systems Tests by the WSLH  
For the period June 1 – July 31, 2013

Number of systems on a boil water notice	76
Number of water systems tested	3112
Percent of systems on a boil water notice	0.2%
Number of boil water notices for <u>municipal community water</u> systems.	0
Number of boil water notices for <u>other than a municipal community water</u> system	1
Number of boil water notices for <u>non-transient, non-community</u> water systems.	7
Number of boil water notices for <u>transient water systems</u> .	68





	# of systems tested by SLH				# of Boil Water Notices			
	MC	OC	NN	TN	MC	OC	NN	TN
Adams	4	2	0	6	0	0	0	1
Ashland	3	0	0	1	0	0	0	0
Barron	2	3	4	80	0	0	0	0
Bayfield	3	1	0	1	0	0	0	0
Brown	10	1	2	14	0	0	0	0
Buffalo	3	1	2	0	0	0	0	0
Burnett	0	1	0	37	0	0	0	1
Calumet	8	0	2	3	0	0	0	0
Chippewa	1	1	4	31	0	0	0	1
Clark	7	1	3	8	0	0	0	3
Columbia	10	1	6	8	0	0	0	0
Crawford	7	1	0	5	0	0	0	0
Dane	33	16	16	36	0	0	0	0
Dodge	16	4	9	12	0	0	1	1
Door	3	2	3	207	0	0	1	3
Douglas	0	0	0	10	0	0	0	0
Dunn	1	1	0	9	0	0	0	1
Eau Claire	0	0	7	0	0	0	0	0
Florence	1	0	0	5	0	0	0	1
Fond Du Lac	8	9	2	0	0	0	0	0
Forest	3	0	0	7	0	0	0	0
Grant	15	4	2	18	0	0	0	0
Green	8	1	1	7	0	0	0	0
Green Lake	5	1	3	13	0	0	0	1
Iowa	9	2	4	4	0	0	0	0
Iron	5	0	0	4	0	0	0	0
Jackson	3	0	2	11	0	0	0	1
Jefferson	6	8	5	34	0	0	0	0
Juneau	9	1	1	10	0	0	0	2
Kenosha	0	11	15	12	0	0	0	1
Kewaunee	3	0	3	3	0	0	0	0
La Crosse	0	2	7	1	0	0	0	0
Lafayette	7	0	0	3	0	0	0	0
Langlade	1	0	0	14	0	0	0	0
Lincoln	3	0	0	0	0	0	0	0
Manitowoc	6	3	6	18	0	0	0	0
Marathon	3	1	2	0	0	0	0	0
Marinette	7	1	0	20	0	0	0	0
Marquette	1	1	2	18	0	0	0	0
Menominee	0	0	0	0	0	0	0	0
Milwaukee	2	2	1	1	0	0	0	1
Monroe	6	2	1	21	0	0	0	0
Oconto	5	4	2	16	0	0	0	0
Oneida	1	4	3	24	0	0	0	0
Outagamie	9	0	1	13	0	0	0	0
Ozaukee	2	4	12	75	0	0	0	1
Pepin	0	0	0	0	0	0	0	0
Pierce	2	1	2	25	0	0	0	0
Polk	3	0	0	8	0	0	0	0
Portage	4	4	2	0	0	0	0	0
Price	3	0	1	0	0	0	0	0
Racine	0	3	12	16	0	0	0	0
Richland	6	0	1	3	0	0	0	0
Rock	7	7	6	29	0	0	0	2
Rusk	3	2	1	1	0	0	0	0
Sauk	12	2	3	6	0	0	0	3
Sawyer	3	0	2	2	0	0	0	0
Shawano	9	0	0	11	0	0	0	0
Sheboygan	8	0	6	2	0	0	0	0
St. Croix	2	6	2	46	0	0	0	2
Taylor	1	0	0	0	0	0	0	0
Trempealeau	7	1	0	5	0	0	0	1
Unknown	0	0	0	0	0	0	0	0
Vernon	4	0	0	5	0	0	0	0
Vilas	3	3	2	50	0	0	0	0
Walworth	4	2	3	26	0	0	0	2
Washburn	1	0	1	17	0	0	0	1
Washington	2	5	6	1	0	0	0	0
Waukesha	4	4	8	3	0	0	0	0
Waupaca	8	1	2	0	0	0	0	0
Waushara	4	2	4	33	0	0	0	1
Winnebago	4	1	0	0	0	0	0	0
Wood	5	1	5	0	0	0	0	0

June 2013

**Report on Public Water System Testing**

MC is municipal community water system which means a water system which serves at least 15 service connections used by year round residents or regularly serves at least 25 year round resident and is owned by a county, city, village, town, town sanitary district, or utility district.

OC is other than municipal community water system which means a community water system that is not a municipal water system. Examples of other than municipal community water systems include but are not limited to those serving mobile home parks, apartments and condominiums.

NN is non-transient non-community water system which means a non-community water system that regularly serves at least 25 of the same persons over 6 months per year. Examples of non-transient non-community water systems include those serving schools, day care centers and factories.

TN is non-community transient water system which means a non-community water system that serves at least 25 people at least 60 days of the year. Examples of transient non-community water systems include those serving taverns, motels, restaurants, churches, campgrounds and parks.

	# of systems tested by SLH				# of Boil Water Notices			
	MC	OC	NN	TN	MC	OC	NN	TN
Adams	3	0	0	0	2	0	0	1
Ashland	3	0	0	0	0	0	0	0
Barron	2	1	0	17	0	0	0	0
Bayfield	3	1	2	1	0	0	0	0
Brown	9	0	1	8	0	0	0	0
Buffalo	3	0	1	4	0	0	0	0
Burnett	0	0	1	10	0	0	0	0
Calumet	8	1	1	3	0	0	1	0
Chippewa	1	2	0	50	0	0	0	2
Clark	7	1	3	16	0	0	0	1
Columbia	10	4	8	3	0	0	0	0
Crawford	6	1	0	1	0	0	0	0
Dane	33	8	9	29	0	0	1	2
Dodge	16	2	4	5	0	0	1	0
Door	3	1	3	104	0	0	1	4
Douglas	0	0	1	0	0	0	0	0
Dunn	1	3	0	28	0	0	0	1
Eau Claire	0	6	0	0	0	0	0	0
Florence	1	0	1	3	0	0	0	0
Fond Du Lac	8	1	3	1	0	0	0	0
Forest	4	0	0	1	0	0	0	0
Grant	15	4	2	5	0	0	0	0
Green	8	0	4	6	0	0	0	1
Green Lake	5	0	1	7	0	0	0	0
Iowa	9	0	2	24	0	0	0	1
Iron	5	0	0	8	0	0	0	0
Jackson	3	0	2	3	0	0	0	0
Jefferson	6	4	4	5	0	0	0	0
Juneau	9	2	1	6	0	0	0	1
Kenosha	0	7	8	2	0	0	0	2
Kewaunee	3	0	4	5	0	0	0	0
La Crosse	0	2	0	1	0	0	0	0
Lafayette	7	0	0	2	0	0	0	0
Langlade	1	1	0	5	0	0	0	1
Lincoln	3	0	1	0	0	0	0	0
Manitowoc	6	3	1	22	0	0	0	0
Marathon	3	1	3	2	0	0	1	0
Marinette	8	1	3	11	0	0	0	0
Marquette	1	1	3	17	0	0	0	0
Menominee	0	0	0	0	0	0	0	0
Milwaukee	2	3	4	1	0	0	0	0
Monroe	6	3	0	21	0	0	0	0
Oconto	5	2	0	19	0	0	0	0
Oneida	1	3	1	0	0	0	0	0
Outagamie	9	0	2	4	0	0	0	1
Ozaukee	2	1	5	26	0	0	0	3
Pepin	0	1	0	9	0	0	0	0
Pierce	2	1	3	1	0	0	0	0
Polk	3	0	0	18	0	0	0	1
Portage	4	1	6	0	0	0	0	0
Price	3	1	0	0	0	0	0	0
Racine	1	2	8	15	0	0	0	0
Richland	6	0	1	3	0	0	0	1
Rock	7	5	4	24	0	0	0	4
Rusk	2	0	0	0	0	0	0	0
Sauk	12	3	4	15	0	0	0	0
Sawyer	3	0	1	1	0	0	0	0
Shawano	9	0	0	6	0	0	0	1
Sheboygan	8	0	2	1	0	0	0	0
St. Croix	2	6	1	45	0	0	0	0
Taylor	1	0	0	0	0	0	0	0
Trempealeau	7	1	1	1	0	0	0	0
Unknown	0	0	0	0	0	0	0	0
Vernon	4	0	1	7	0	0	0	2
Vilas	3	3	0	37	0	0	0	2
Walworth	4	2	4	14	0	0	0	3
Washburn	1	1	1	3	0	0	0	1
Washington	1	6	3	1	0	0	0	0
Waukesha	4	4	11	3	0	1	0	0
Waupaca	8	0	3	0	0	0	0	0
Waushara	4	0	1	10	0	0	0	1
Winnebago	4	0	3	0	0	0	0	0
Wood	5	4	3	2	0	0	0	0

July 2013

**Report on Public Water System Testing**

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