

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
February 18th, 2014
1:00 P.M – 4:00 P.M.
2601 Agriculture Drive
Madison, WI 53718**

**APPROVED MINUTES
November 5th, 2013**

- MEMBERS PRESENT:** Jeffery Kindrai (Chair), Barry Irmén (Vice-Chair), Karen McKeown, Susan Buroker, Darryll Farmer, Darrell Bazzell, Dr. Robert Corliss and Dr. Charles Brokopp.
- MEMBERS ABSENT:** John R. Sullivan
- WSLH STAFF PRESENT:** Dr. Pete Shult, Kristine Hansbery, Linda Johnson, Cynda DeMontigny, Steve Marshall, Jan Klawitter, Jim Sterk, Marie Ruetten, Jean Touchett, David Webb, Julie Tans-Kersten and Nathaniel Javid
- DNR STAFF PRESENT:** Ron Arneson
- GUESTS PRESENT:** None

Chair Jeffery Kindrai called the meeting to order at 1:00 P.M.

Item 1. APPROVAL OF MINUTES

Approve the minutes of the August 20th, 2013 board meeting as submitted. Chair Jeffery Kindrai made a motion to approve, seconded by Susan Buroker. The motion passed on a unanimous vote.

Item 2. REORGANIZATION OF AGENDA

Chair Jeffery Kindrai noted that the order of scientific presentations has changed to accommodate Julie Tans-Kersten's schedule.

Item 3. PUBLIC APPEARANCES

There were no public appearances.

Item 4. BOARD MEMBERS' MATTERS

Susan Buroker mentioned that her laboratory is moving January 12th and 13th of 2014. Dr. Brokopp mentioned that two critical positions at the WSLH have been filled. These are the Financial Manager and Financial Program Supervisor positions filled by Marie Ruetten and Jean Touchett, respectively. Dr. Brokopp introduced Marie and Jean to the Board. Marie holds an M.B.A. and joins the WSLH from the International Crane Foundation where she was the Vice President for Finance and Administration. Jean has a bachelor's degree in accounting and joins the WSLH from the Department of Neuroscience and Biology at UW-Madison as an accountant.

Dr. Brokopp mentioned that Patrick Louchouarn, who had accepted the WSLH position of Environmental Health Division Director, unfortunately decided to stay at Texas A&M. We will be re-evaluating this position and may reopen the position for recruitment.

Item 5. SCIENTIFIC PRESENTATIONS

1) Proficiency Testing Update, Kristine Hansbery, Wisconsin State Laboratory of Hygiene

Kristine Hansbery, Director, Laboratory Improvement Division, WSLH, gave the Board a presentation on the progress of the proficiency testing (PT) department. Kristine began her presentation by stating that the program provides no-cost proficiency testing for all Wisconsin public health labs, WIC labs, and HIV labs. Some recent progress in the PT department includes moving forward with the expansion of their global market. For example, PT's first shipment to Saudi Arabia occurred on November 4th, in cooperation with the Ministry of Health. They will also be traveling to Dubai, UAE in January 2014 to expand their business. PT is working with the Magellan Corporation to provide lead proficiency testing in Uruguay and is continuing to work with Astra Zeneca on various pilot projects.

PT has also had a long-term partnership with the University of Washington in which they have provided medical training solutions (MTS) and competency evaluation information to WSLH PT customers. This has been very well received by the customers. In 2014, the University of Washington will be providing high quality images and case studies that will greatly help the WSLH PT program.

PT is also working on implementing a new computer system which will greatly improve efficiency. The WSLH IT department has been working to help PT with this new system. Ultimately, this will help attract more customers. PT has also traveled to various

professional meetings and symposiums throughout the U.S. during fall 2013 to gain more customers.

2) Mycobacteriology at the Wisconsin State Laboratory of Hygiene, Julie Tans-Kersten, Wisconsin State Laboratory of Hygiene

Julie Tans-Kersten, Tuberculosis Laboratory Program Coordinator, Advanced Microbiologist, presented on mycobacteriology (TB) at the WLSH. TB is an airborne disease caused by the bacterium *Mycobacterium tuberculosis*. Approximately, one third of the world's population is infected with the disease, with an estimated 1.5 million deaths worldwide each year. Even though the U.S. has a low incidence rate for TB, it is a significant disease in other parts of the world. In Wisconsin, we have between 60 and 70 cases identified every year.

Julie discussed the Wisconsin Mycobacteriology Lab Network (WMLN). The WMLN is made up of the clinical and public health labs in the state of Wisconsin that perform some level of TB testing. The purpose of the WMLN is to promote excellence in TB testing and to support TB control efforts through communication and outreach. The WSLH sponsors a conference every fall for the WMLN members to exchange new information and review standards and practices. The WMLN is one of the first and only TB lab networks in the U.S. The WSLH mycobacteriology laboratory serves as a public health laboratory for the Wisconsin State Division of Public Health and Wisconsin local public health agencies. The WSLH mycobacteriology laboratory also serves as a primary diagnostic facility and reference laboratory for clinicians and private mycobacteriology laboratories located throughout Wisconsin. The WSLH mycobacteriology laboratory is a full-service mycobacteriology laboratory that has 1,200 square feet of BSL-3 lab space. In 2012, the WLSH mycobacteriology laboratory received 3,671 clinical specimens, with the majority arriving from UW Hospital. The laboratory also received over 1,000 referred isolates in 2012 sent for identification. Drug resistant and multi-drug resistant (MDR) TB exists in Wisconsin. Wisconsin is second highest in the U.S. for percentage (3.24%) of MDR-TB among TB cases. Most of the MDR-TB patients received in Wisconsin come from Laos, with 100% of MDR-TB cases occurring in foreign-born patients.

Julie discussed the recent TB outbreak in Sheboygan, WI. The particular patient was an immigrant from Laos, who had a very delayed diagnosis, which contributed to the spread of her disease. This particular patient also was multi-drug resistant (MDR-TB). The patient is currently being treated and was in isolation. The WLSH mycobacteriology laboratory provided a lot of support during the Sheboygan outbreak including testing over 100 specimens, serving as a surge capacity for ACL, and referring specimens to CDC, Michigan, and California for specialized testing.

Julie introduced a new test that the WLSH mycobacteriology laboratory will be implementing. This instrument (MALDI-TOF) will be used for identification of

mycobacteria and serves as a form of mass spectrometry (similar to gas chromatography). The WSLH has purchased the instrument and will start validation within the next few weeks. This new MALDI-TOF method will replace the aging HPLC instrument.

Chair Jeffrey Kindrai asked what other labs perform drug susceptibility testing for TB in Wisconsin, and Julie responded that the Milwaukee City Laboratory does.

Item 6. FISCAL YEAR 2014 FIRST QUARTER REPORT

1) Jim Sterk, Wisconsin State Laboratory of Hygiene

Jim Sterk presented the FY2014 first quarter report to the Board. The WSLH originally had a net operating income of \$1,081,133. The year to date budget is \$95,131, with an actual of \$745,615, giving us a favorable variance of \$650,484. This favorable variance is because we were over budget in support and revenue by \$394,883 and under budget on expenses by \$255,601.

Compared to FY13 in the first quarter, the WSLH was over by \$684,871 for revenue. With expense, the WSLH is over by \$1,457,390. Therefore, we are under variance by \$772,519 in FY14 compared to FY13.

For the working capital (current assets minus current liabilities), the WSLH is at \$9,038,259 as of September 30, 2013 compared to \$8,479,587 as of June 30, 2013. For cash-unrestricted, the WSLH is at \$9,336,569 as of September 30, 2013 compared to \$8,597,506 as of June 30, 2013.

Ultimately, the WSLH is on budget for the first quarter of FY14.

Item 7. PROCEDURE FOR USE OF RESERVE FUNDS

1) Dr. Charles Brokopp, Director, Wisconsin State Laboratory of Hygiene

Dr. Brokopp introduced the procedure for use of reserve funds topic to the Board. The WSLH has approximately \$9M in cash reserves. Dr. Brokopp has been tasked with developing a plan for the use of these reserves. Dr. Brokopp incorporated suggestions from the previous board meeting his final plan. The purpose of the document is to establish a policy and procedure for the tracking and use of cash reserves. The procedure for the use of cash reserves is as follows: the finance director and accounting staff will monitor and report the status of the contingency funds and cash reserves. The amount and source of cash reserves will be reported to the WSLH Director and Strategic Leadership Team, and the WSLH Board in quarterly financial reports. The

WSLH will prepare an annual plan for the use and retention of the reserve funds for review and approval from the Board. The WSLH Director will also report to the Board annually on the use of the reserve fund. The annual plan may be updated at any time to address emergencies and unanticipated expenses.

Dr. Brokopp explained the current plan for the use of the reserve funds. \$2,385,482 will be used for capital equipment across the WSLH divisions. \$660,000 will be used for the lab relocation and upgrades, \$685,000 for recruitments and salary adjustments, \$293,200 for staff research collaborations, \$765,000 for contractor staff, and \$440,000 for forensic toxicology, giving a grand total of \$5,228,682.

Dr. Brokopp asked that a motion be entertained to approve this procedure for going forward. Chair Jeffery Kindrai entertained the motion, seconded by Susan Buroker. The motion was passed unanimously.

Item 8. VCFA ANNUAL PLAN REPORT

1) Dr. Charles Brokopp, Director, Wisconsin State Laboratory of Hygiene

Dr. Brokopp introduced the VCFA annual plan topic to the Board. The VCFA strategic priorities include engagement, inclusion and diversity, student leadership development, and process improvement. WSLH strategic goals include business process improvement, laboratory excellence, financial viability, workforce development, and informatics. Dr. Brokopp next shared the WSLH engagement, inclusion, and diversity (EID) goals with the Board. These goals are as follows: 1) increase participation in the EID survey; 2) provide more use-friendly access to survey data; 3) increase representation of under-represented groups at all levels; 4) enable each unit to access their data more frequently and graphically view the data over time; 5) create a more diverse pool of applicants; 6) create and apply specific guidelines for the recruitment process; 7) provide EID competency assessment and development with initial focus on leaders; and 8) incorporate EID competence into the leaders' review cycle. Dr. Brokopp next outlined the goals the WSLH will be implementing for student leadership development. These include evaluating and increasing the role of student employment (18 students were employed during FY13), implementing more student and supervisor surveys and training, and participating in the WiGROW program. Regarding the process improvement goal, the WSLH will focus on Lean Six Sigma (14 WSLH staff have received training) and will continue various process improvement projects throughout the laboratory's divisions. The WSLH began its business process improvement activities in 2009 to prepare for obtaining new LIMS systems. Since then, the WSLH has implemented Epic systems (Beaker and Reference Lab Billing), Psyche (Cytology and Cytogenetics) and is in the process of implementing ChemWare for their environmental and occupational health divisions.

Dr. Brokopp also discussed several goals the WSLH has accomplished regarding these initiatives. For laboratory excellence, the WSLH serves as a leader within state and national public health organizations, has had scientific collaborations at UW-Madison and other academic centers, and has procured a modern lab facility including specialized laboratories. For financial viability, the WSLH has generated net revenue to sustain and grow physical, scientific and human capital, maintained required reserves for FY13, and renegotiated the combined lease for the Agriculture Drive laboratories. For workforce development, the WSLH has focused on filling key positions. During FY13, 34 of 42 vacancies were filled by outside candidates. The WSLH is also maintaining a focus on teaching and training of laboratory professionals. For informatics, the WSLH has implemented new industry standard technology (four new IT systems have or are being implemented including a central billing system). The WSLH is working on electronic test ordering and reporting and has established the capability for electronic reporting of laboratory test results.

Item 9. CONTRACTS REPORT

1) Dr. Charles Brokopp, Director, Wisconsin State Laboratory of Hygiene

Dr. Brokopp distributed the contracts report to the Board. The WSLH has signed approximately \$2,500,000 worth of contracts with the Wisconsin Department of Health Services (DHS) in addition to the resources the WSLH makes available to DHS for laboratory services. Other contracts include special projects with the Wisconsin Department of Natural Resources (DNR), the Association of Public Health Laboratories (APHL), and The Nature Conservancy.

Item 10. DIRECTOR'S REPORT

1) Dr. Charles Brokopp, Director, Wisconsin State Laboratory of Hygiene

Dr. Brokopp reviewed the board meeting calendar for 2014. The next board meeting will take place on February 18th, 2014. At that meeting, the Board will have an election of officers for the year. Dr. Brokopp listed some significant public and environmental health incidents of educational interest, and asked the Board to review the packet for more details. Some of these incidents in Wisconsin involved diphtheria, *Salmonella newport*, and *Cryptosporidium*. From August 1 to September 30, 2013, the WSLH tested 2,971 public water systems. Of those 2,971 systems, 68 were contaminated and required a boil notice. Dr. Brokopp referred the Board to the packet for more information on where those systems were located in Wisconsin.

Dr. Brokopp asked Dr. Pete Shult, Director of the WSLH's Communicable Disease Division (CDD), to give the Board an update on influenza and electronic laboratory reporting. Dr. Shult mentioned that influenza has been detected here in Wisconsin. In

other news, the WSLH CDD has been working on several vaccine related projects with the Centers for Disease Control (CDC). CDD has been funded to be a reference lab for CDC's influenza lab to help build enhanced capacity for some of the routine testing. CDC does the initial characterization of the virus, and as the season moves along, many of those specimens will be sent to the WSLH. This year, however, with the federal government shut-down, Wisconsin was selected as one of the lead states to take on additional testing responsibility while the CDC was shut-down. The capacity for electronic laboratory reporting proved to be very useful in this circumstance. The WSLH is also funded as a vaccine preventable disease reference laboratory to provide higher level testing for nine vaccine preventable diseases. Dr. Shult also mentioned that as part of the efforts for public health emergency preparedness, the WSLH will expand the capability for electronic laboratory reporting (ELR). ELR is very useful because it allows results to be returned more quickly. The WSLH has been able to help 33 laboratories establish direct ELR capability into our system. In the U.S., 25% of all clinical laboratories are able to report by ELR and of all the reportable conditions, 60% are now reported electronically. The WSLH is one of ten laboratories in the U.S. that are able to report greater than 75% of their reportable conditions via ELR. Dr. Brokopp mentioned that the WSLH received a certificate of appreciation for all the work CDD has done regarding this and congratulated Dr. Shult on this accomplishment.

Dr. Brokopp mentioned that the College of American Pathologists (CAP) is due to arrive at the WSLH laboratory in the next few weeks to perform a two-day on site review of the clinical laboratory. The WSLH also received an inspection of their cytotechnology program, an AIHA inspection for their occupational health laboratory, and an ABFT inspection for their toxicology laboratory.

Dr. Brokopp concluded his presentation by showing a short video on the 50th Anniversary of Newborn Screening from the national celebration that occurred in Washington, D.C. in September 2013.

Jeffery Kindrai made a motion to adjourn meeting at 4:00 P.M. **Darryll Farmer** seconded the motion. The motion passed unanimously and the meeting was adjourned.

**Following the meeting, Terry Burk (WSLH), took board members on a tour of the new co-located WSLH DATCP laboratory.*

Respectfully submitted by:



Charles D. Brokopp, DrPH
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors