

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
December 13<sup>th</sup>, 2016  
1:00 P.M – 4:00 P.M.  
2601 Agriculture Drive  
Madison, WI 53718**

**APPROVED MINUTES  
August 16, 2016**

- MEMBERS PRESENT:** Chair Jeffery Kindrai, Vice-Chair James Morrison, Charles Warzecha (on behalf of Karen McKeown), Dr. Robert Corliss, Dean Robert M. Golden, Dr. Richard Moss, Gil Kelley (on behalf of Michelle Wachter), Steve Geis (on behalf of Mark Aquino),
- WSLH STAFF PRESENT:** Dr. Peter Shult, Kristine Hansbery, Jan Klawitter, Steve Marshall, Cynda DeMontigny, Marie Ruetten, Steve Strebel, and Nathaniel Javid
- DNR STAFF PRESENT:** Ron Arneson
- GUESTS PRESENT:** None

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

**Introductions from Dean Robert M. Golden, MD**

Dean Golden introduced himself to the Board and commended the lab on the quality of their new facility, noting he is proud of the new connection between the UW School of Medicine and Public Health (UW-SMPH) and the Wisconsin State Laboratory of Hygiene (WSLH). Dr. Rick Moss is the UW-SMPH's representative for the WSLH and the main point of contact. Dean Golden mentioned that he is also happy to assist the WSLH in connecting with the UW-SMPH.

**Item 1. APPROVAL OF MINUTES**

Approve the minutes of the June 21, 2016 Board Meeting as submitted. **Steve Geis** made a motion to approve, seconded by **Charles Warzecha**.

## **Item 2. REORGANIZATION OF AGENDA**

There was no reorganization of the agenda.

## **Item 3. PUBLIC APPEARANCES**

There were no public appearances.

## **Item 4. BOARD MEMBERS' MATTERS**

Rick Moss noted that we are in a rapid phase of developing a search for the new WSLH Director. Dr. Moss also distributed the PVL for the Director position to the Board. Dr. Moss mentioned that Andrea Poehling (UW-SMPH) is in charge of the recruitment. Dr. Moss mentioned that the current PVL has elements of the past 2006 PVL. Letters of invitation will be going out to some members of the Board to serve on the search committee. We are still identifying members from the UW-SMPH to serve on the committee. In other news, the UW has formed an office of campus core services to oversee core laboratories. These cores will potentially be of value to the WSLH. Dr. Moss suggested that at some point it would be beneficial to have a subgroup serve as an interface.

## **Item 5. FY16 FOURTH QUARTER FINANCIAL REPORT**

### **1) Marie Ruetten, Financial Manager, Wisconsin State Laboratory of Hygiene**

At the end of FY16, we have a net accrued balance of negative \$29,825, which is close to net \$0, but with negative \$715,476 budgeted, our performance was significantly better than expected. Our variance in total support and revenue is under by \$1,146,205 with total support and revenue at \$42,499,547. Our total expenses were under by \$1,831,856 at \$42,529,372 actual.

Compared to FY15, we are up in total support and revenue by \$89,294. Our total expenses have decreased compared to FY15 by \$1,915,523, giving us a net operating income gain of \$2,004,817 compared to FY15. As of June 30, 2016, our available unrestricted cash balance is \$3,992,794 compared to \$3,455,726 as of April 30, 2016.

## **Item 6. WSLH Engagement, Inclusion and Diversity (EID) Update**

### **1) Jan Klawitter, Public Affairs Manager, Wisconsin State Laboratory of Hygiene**

Jan Klawitter gave the EID update to the Board. Employee engagement, inclusion and diversity (EID) are important components of the Office of the Vice Chancellor for Finance and Administration (VCFA) strategic plan. Specifically, the key EID goals in the plan are to attract, develop, and retain under-represented employees by building an open, dynamic and respectful learning and working environment while increasing the number of under-represented employees with a particular focus on supervisory and managerial positions. The goal is also to provide leadership and work with campus partners to attract and retain an outstanding and diverse faculty and staff by creating an environment of respect and inclusiveness through opportunities for employee engagement.

WSLH staff participated in EID surveys administered by the VCFA's Office in 2012, 2014, and 2016. The main themes emerging from the surveys revolved around improving communication, training, and pay compensation. Our WSLH Financial Manager, Marie Ruetten served as the WSLH representative on the VCFA EID Council. In 2014 and 2015, six WSLH workgroups developed recommendations based on 2012 and 2014 survey data. This effort involved staff from across the WSLH, but efforts got delayed. This past spring (2016), our WSLH Strategic Leadership Team (SLT) recommitted to the EID Action Plan. Six workgroups re-formed into smaller teams with a focus on action plan items that can be accomplished by June 30, 2017. SLT's role will be to determine how to prioritize the recommendations. The workgroups recommendations have been developed across SLT and the groups have started to meet.

Jan Klawitter also mentioned our (first in many years) lab-wide summer picnic that took place on August 14, 2016. The picnic was a great success and already has helped in facilitating a greater sense of comradery amongst staff.

## **Item 7. STRATEGIC PRIORITIES UPDATE**

### **1) Steve Marshall, Assistant Director, Wisconsin State Laboratory of Hygiene**

Steve Marshall introduced the strategic priorities update to the Board. The strategic priorities are a component of the strategic map. We are currently in the second year of our strategic map, and will soon be thinking about what to do in our next cycle. One of the goals was to develop a tool for the Director to use to prioritize items in the strategic map. Part of the goal in doing this is to make things more data driven. We looked to Iowa's Hygienic Laboratory as a model for how this is done. Steve Marshall distributed copies of the tool to the Board and went through the details of the tabs, including the rating system for different activities. Mr. Marshall noted that there are different metrics in

the tool, for example, to determine if one activity is financially sustainable. This type of tool has been successful at Iowa's laboratory, so we are optimistic it will be a positive addition to our plans.

## **Item 8. CONTRACTS REPORT**

### **2) Marie Ruetten, Financial Manager, Wisconsin State Laboratory of Hygiene**

Marie Ruetten presented the contracts report to the Board. We have one contract with the CDC, three with the Association of Public Health Laboratories (APHL), six with the Wisconsin Department of Health Services, and eighteen with the Wisconsin Department of Natural Resources. In all, our contracts total \$1,489,489. Ms. Ruetten asked the Board to refer to the packet for more details on the contracts.

## **Item 9. DIRECTOR'S REPORT**

### **1) Dr. Peter Shult, Interim Director, Wisconsin State Laboratory of Hygiene**

Dr. Shult mentioned that at the last Board meeting it was discussed to reduce the amount of Board meetings from five per year to four per year. At this meeting it was determined that we, as a Board, would vote in the affirmative on reducing the number of yearly Board meetings by one meeting, and thus, shifting the schedule. Board meetings would be on the second Tuesday in December and the third Tuesday thereafter. Therefore, the next Board meeting would take place on December 13<sup>th</sup>, followed by March 21<sup>st</sup>, June 20<sup>th</sup>, and September 19<sup>th</sup>. After minimal discussion on ensuring this would comply with budget and holiday schedules, **Jim Morrison** made a motion to reduce our Board meetings to a quarterly basis with the above proposed future dates. The motion was seconded by **Steve Geis** and the Board voted unanimously to reduce the number of Board meetings to four a year (quarterly), accepting the future meeting dates above.

Dr. Shult had the Board refer to the packet for more information on public and environmental health incidents including the Zika virus, *Elizabethkingia anophelis*, and Novel Swine Influenza A H1. The southern and gulf states have been in contact with the WSLH regarding Zika and our work as a reference laboratory for our partner states. We are receiving a steady flow of specimens in the lab, and we have the capacity to withstand an increase in specimens. In part of conducting our year-round flu surveillance, we did receive one case of Novel Swine Influenza A H1. These are often associated with county and state fairs. Dr. Shult reminded the Board to refer to the packet for further details.

Dr. Shult mentioned that past WSLH Director, Dr. Charles Brokopp, received a prominent letter of recognition from the College of American Pathologists (CAP), for his active support and participation in the CAP peer inspection service.

**Chair Jeffery Kindrai** made a motion to adjourn meeting at 3:00 P.M. **Dr. Bob Corliss** seconded the motion. The motion passed unanimously and the meeting was adjourned.

Respectfully submitted by:

A handwritten signature in cursive script, appearing to read "Peter A. Shult".

Peter A. Shult, PhD  
Interim Secretary, Wisconsin State Laboratory of Hygiene Board of Directors