

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 21, 2017
Madison, Wisconsin**

DATE: March 14, 2017

TO: Dean Robert N. Golden, MD, UW-SMPH – Dr. Richard Moss, Designated Representative
Linda Seemeyer, Secretary, DHS – Karen McKeown, Designated Representative
Cathy Stepp, Secretary, DNR – Mark Aquino, Designated Representative
Ben Brancel, Secretary, DATCP –Michelle Wachter, Designated Representative
Jeffery Kindrai, Chair
James Morrison, Vice-Chair
Dr. Robert Corliss, Member
Barry Irmén, Member
James Wenzler, Member

Steven Geis, DNR Alternate
Zana Sijan, DNR Alternate
Charles Warzecha, DHS Alternate
Gilbert (Gil) Kelley, DATCP Alternate

FROM: Dr. Peter Shult, Interim Secretary
Interim Director, Wisconsin State Laboratory of Hygiene

RE: Wisconsin State Laboratory of Hygiene Board of Directors Meeting
Wisconsin State Laboratory of Hygiene
2601 Agriculture Drive
Madison, WI 53718
March 21, 2017
1:00p.m. — 4:00p.m.

C: Cynda DeMontigny
Kristine Hansbery
Jan Klawitter
Dr. Daniel Kurtycz
Steve Marshall
Marie Ruetten
John Shalkham
Steve Strebel
David Webb

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

MEETING NOTICE

Tuesday, March 21, 2017

1:00p.m. – 4:00p.m.

MEETING LOCATION

**Wisconsin State Laboratory of Hygiene
2601 Agriculture Drive
Madison, WI 53718**

Notice is hereby given that the Wisconsin State Laboratory of Hygiene Board of Directors will convene at 1:00 p.m. on Tuesday, March 21st, 2017 at Wisconsin State Laboratory of Hygiene in Madison, 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,



Peter A. Shult, PhD

Interim Secretary, Wisconsin State Laboratory of Hygiene Board of Directors
Interim Director, Wisconsin State Laboratory of Hygiene
March 14, 2017

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 21st, 2017
1:00 P.M. – 4:00 P.M.

Wisconsin State Laboratory of Hygiene
2601 Agriculture Drive
Madison, WI 53718

AGENDA

<u>PROCEDURAL ITEMS</u>	<u>PAGE</u>
Item 1. APPROVAL OF MINUTES	4
Item 2. REORGANIZATION OF AGENDA	10
Item 3. PUBLIC APPEARANCES	11
Item 4. BOARD MEMBERS' MATTERS	13
 <u>BUSINESS ITEMS</u>	
Item 5. WSLH DIRECTOR RECRUITMENT UPDATE	14
Item 6. BOARD DISCUSSION ON CANDIDATE SELECTION PROCESS	15
Item 7. BOARD GOVERNANCE	16
Item 8. FINANCIAL REPORT	17
Item 9. FY18 BUDGET PROPOSAL	25
Item 10. MOTION TO SUPPORT WSLH NEWBORN SCREENING	28
Item 11. MOTION TO SUPPLY HUMAN RESOURCES DATA TO BOARD	29
Item 12. CONTRACT'S REPORT	30
Item 13. DIRECTOR'S REPORT	32
Item 14. ELECTION OF OFFICERS	43

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Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017

**PROCEDURAL ITEMS**

**Item 1. APPROVAL OF MINUTES**

**Description of Item:**

The draft minutes of the December 13<sup>th</sup>, 2016 board meeting are submitted for approval.

**Suggested Board Action:**

Motion: Approve the draft minutes of the December 13<sup>th</sup>, 2016 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/about/board/board-meetings-agendas-and-minutes/>.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21<sup>st</sup>, 2017  
1:00 P.M – 4:00 P.M.  
2601 Agriculture Drive  
Madison, WI 53718**

**APPROVED MINUTES  
December 13<sup>th</sup>, 2016**

- MEMBERS PRESENT:** Chair Jeffery Kindrai, Vice-Chair James Morrison, Dr. Robert Corliss, Barry Irmen, James Wenzler, Charles Warzecha (on behalf of Karen McKeown), Deborah Meltzer (on behalf of Dr. Richard Moss), Gil Kelley (on behalf of Michelle Wachter), Eric Lobner (phone; on behalf of Mark Aquino)
- WSLH STAFF PRESENT:** Dr. Peter Shult, Dr. Daniel Kurtycz, Dr. Patrice Held, David Webb, Steve Strebel, Kristine Hansbery, Jan Klawitter, Steve Marshall, Cynda DeMontigny, Marie Ruetten, and Nathaniel Javid
- DNR STAFF PRESENT:** Ron Arneson, Steve Geis
- 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 16<sup>th</sup>, 2016 Board Meeting as submitted. James Wenzler noted two typos and one grammatical error in the minutes. **Charles Warzecha** made a motion to approve with the aforementioned changes, seconded by **James Wenzler**.

**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**

James Wenzler introduced himself to the Board as a new Public Member. Mr. Wenzler noted that he was appointed by Governor Walker and this is his first WSLH Board meeting. He expressed gratitude to the WSLH for providing him with a tour and background information on the WSLH Board. The Board welcomed Mr. Wenzler.

#### **Item 5. SCIENTIFIC PRESENTATION**

##### **a) "Wisconsin Newborn Screening Program: A Focus on Continuous Quality Improvement"**

###### **■ *Dr. Patrice Held, Co-Director, WSLH Newborn Screening***

Dr. Patrice Held introduced herself to the Board and thanked them for the opportunity to share her presentation. Dr. Held provided background information on the WSLH newborn screening system which includes three stages: pre-analytic, analytic, and post-analytic. The pre-analytic stage includes prenatal education, specimen collection, and transport. The analytic stage is exclusively laboratory testing. The post analytic stage includes short-term follow-up and long-term follow-up. Dr. Held addressed the issue of timeliness in newborn screening and noted an investigative report published by the *Milwaukee Journal Sentinel* in November 2013, entitled "Deadly Delays." Out of this report came not only a statewide but national effort to improve timeliness in newborn screening. One result was a new set of recommendations from the Advisory Committee for Heritable Disorders in Newborns and Children (ACHDNC) for timeliness in newborn screening. Dr. Held reviewed the recommended guidelines with the Board which provide time limits on collection and reporting.

Dr. Held next presented graph visuals of newborn screening specimen collection time in Wisconsin compared to the national median. Ninety-eight percent of Wisconsin's specimens are collected within the appropriate timeframe. Wisconsin ranks nine out of thirty-seven for the 2015 state rank of specimen collection within forty-eight hours of birth. Dr. Held next presented graph visuals of newborn screening specimen delivery time in Wisconsin compared to the national median. Eighty-three percent of Wisconsin's specimens are received within forty-eight hours after collection. Wisconsin ranks ten out of thirty-six for the 2015 state rank of specimen delivery within forty-eight hours of collection. Dr. Held presented graphs of transit times on weekdays and weekends. Dr. Held also addressed Monday holidays at the WSLH, and the time extensions in sample receipt they cause. To address the transit time concerns, Dr. Held proposed addressing the specimen receipt and time-critical testing on Monday holidays, with the addition of two chemists and two data entry staff along with a minimal increase in cost for salary. Making these changes would prevent a two-day lapse in testing. Ultimately, there is still pressure to move towards a seven-day operation. Iowa is the only state that currently tests samples seven days a week.

Dr. Held noted that the WSLH also tracks unsatisfactory specimens. The percentage of unsatisfactory specimens has been reduced because of two initiatives: the distribution of monthly quality assurance reports to submitters and the release of a webinar explaining proper specimen collection. The WSLH also took the initiative to provide

quality assurance reports to providers. These reports are sent by fax to ensure quick receipt.

Steve Marshall, Assistant Director, WSLH, discussed the progress of HL7 implementation in proposed birthing hospitals. Several years ago, the WSLH updated their computer systems to allow for electronic test ordering and results reporting. They now have an interface between their Communicable Disease Division, University Health Services, and UW Hospital. They are now working on setting up an interface for Newborn Screening with Columbia St. Mary's in Milwaukee, with a projected go-live date at the end of January 2017. A NewSTEPs 360 grant was necessary in order to enable the WSLH to financially move forward with this process. They plan to continue building interfaces with hospitals in the future. This will greatly improve Newborn Screening.

Dr. Held next discussed a case of propionic acidemia that was reported in the *Milwaukee Journal Sentinel* on December 9, 2016. Board Member Wenzler inquired about the newspaper article accuracy. Responses were given by Jan Klawitter and Pete Shult. The clinical presentation of propionic acidemia includes symptoms that are classically present in the first several weeks of life, with overwhelming illness after the initiation of protein rich foods. Although symptoms are often nonspecific, they can include poor feeding, lethargy, vomiting, coma, stroke and death. Survivors are often neurologically injured. Treatment includes a low protein diet with special formulas and supplements (Carnitine, Biotin, B12, and glycine). Sometimes, a liver transplant is needed. In 2010, newborn screening for propionic acidemia involved an initial evaluation with two markers. If flagged abnormal, the test was repeated in duplicates and the director reviewed all three evaluations of the sample to determine how to report. For 2016, the threshold was lowered for initial evaluation and repeating in duplicates. A second tier test that quantifies specific markers for propionic acidemia is also performed. The director reviews three evaluations and the second tier test results with a report of normal or abnormal. Dr. Held concluded her presentation by noted that the WSLH is constantly finding new ways to improve newborn screening.

After discussion between Dr. Held and the Board, **Charles Warzecha** made a motion to support the Umbrella Committee's recommendations for WSLH Newborn Screening. **James Wenzler** noted that this motion was not on the agenda, and as such it may not be appropriate to carry the motion to a vote. The WSLH Board Secretary was instructed to investigate this matter, and will report back to the Board.

*After review of the "Policies and Procedures of the Wisconsin State Laboratory of Hygiene Board," it was determined that such a motion is void as it was not included on the meeting agenda, and as such, was formally requested to be on the March Board meeting agenda.*

## **Item 6. FY17 FIRST QUARTER FINANCIAL REPORT**

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

Ms. Ruetten noted that this report is through October 31<sup>st</sup>, 2016, meaning it goes beyond the first quarter. Our year-to-date net gain is \$1,013,030, which is substantially

over budget by \$833,134. Revenue is \$291, 703 over budget and expenses are \$541,431 under budget. Revenue is \$15,087,766 year-to-date.

We are at \$14,074,736 in expenses, which is \$541,431 under budget. This is primarily in payrolls, supplies, and rent. Our net operating income is at \$1,013,030 year-to-date. On a cash basis, our net operating income is \$1,190,631. Compared to last year, revenue is up by \$811,263 year-to-date and expenses are down by \$56,714. Our net operating income is greater than last year by \$867,977. On a cash basis, we are up by \$685,010 compared to last year.

For cash obligations, our cash balance is \$13,701,468 as of October 31<sup>st</sup>, 2016 compared to \$13,843,585 as of June 30<sup>th</sup>, 2016. Subtracting our restricted cash (newborn screening surcharge and UW contingency), deferred revenue, and encumbered payables, we are left with an available unrestricted cash balance of \$4,394,832. This is compared to an available unrestricted cash balance of \$3,992,794 as of June 30, 2016.

## **Item 7. STRATEGIC MAP UPDATE**

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

The WSLH three-year strategic map was developed last year. An activity was performed with the Board to determine the categories for the map. These categories include growth and sustainability, connectivity and data use, workforce enhancement, research and education support, and quality improvement. Steve Marshall reviewed an Excel spreadsheet with Board outlining how these processes are being tracked. The document included a timeline, assignments of responsibility, and a current project status. Overall, the map is on-track. Mr. Marshall noted that the WSLH Strategic Leadership Team will be looking at future goals. The timing of this process works out well with the anticipated start of new leadership once the new Director is hired. Board member Wenzler and Warzecha inquired about Board involvement and how to support increase Board activity within Strategic Plan.

## **Item 8. WSLH DIRECTOR SEARCH UPDATE**

### **a) Dr. Pete Shult, Interim Director, Wisconsin State Laboratory of Hygiene**

Dr. Shult mentioned that the assured consideration date for the WSLH Director application was November 30<sup>th</sup>. Quality applications have been received. The next step is convening the search and screen committee. A screening tool will be employed to develop the list of finalists that will be presented to Dr. Moss. After this, the interview process will be determined. Completion of this process is on-target for spring 2017.

## **Item 9. CONTRACTS REPORT**

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



Marie Ruetten presented the contracts report to the Board. Since August 1<sup>st</sup>, 2016, the lab has obtained one contract with the Illinois Department of Health, three contracts with the Association of Public Health Laboratories, twelve with the Wisconsin Department of Health Services, nine with the Department of Natural Resources, one with the U.S. Department of Interior, and one with the Nature Conservancy. This gives a grand total of \$4,328,086. Ms. Ruetten asked the Board to refer to the packet for more details on the contracts.

## Item 10. DIRECTOR'S REPORT

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

Dr. Shult shared the public and environmental health incidents with the Board. Environmental Health Division Director, David Webb, addressed cyclohexylsarin, which was part of a WSLH Chemical Emergency Response exercise. The exercise was successful. Mr. Webb also noted a hazmat response incident we were involved in. We were successful in our response. Dr. Shult noted that the WSLH was involved in an aggressive identification process for an outbreak of meningitis. The WSLH has also been involved in identifying cases of Salmonella Heidelberg. We performed the necessary testing to confirm the link between cases across states, identifying the same bug. This case highlights the close work the WSLH performs with their epidemiologists. Dr. Shult had the Board refer to the packet for public relations updates at the WSLH since the August 2016 Board meeting.

Dr. Shult had the Board refer to the public water systems report in the packet. **Chuck Warzecha** made a motion to remove the water report in future Board packets with the exception of the summary chart. The motion passed unanimously.

**James Wenzler** made an informal consideration to remand the Board resolution of addressing Chuck Warzecha's motion supporting Newborn Screening program to the March Board agenda.

**Chuck Warzecha** requested Board rules training from the Secretary.

**Chair Jeffery Kindrai** made a motion to adjourn meeting at 3:15 P.M. **James Morrison** seconded the motion. The motion passed unanimously and the meeting was adjourned.

Respectfully submitted by:



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

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017

**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 if requested by the Board.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017**

**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: [nathaniel.javid@slh.wisc.edu](mailto:nathaniel.javid@slh.wisc.edu)

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017

**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  
March 21, 2017

**BUSINESS ITEMS**

**Item 5. WSLH DIRECTOR RECRUITMENT UPDATE**

- a) Dr. Peter Shult, Interim Director, WSLH

**Description of the Item:**

Dr. Shult will provide an update to the Board on the status of the WSLH Director recruitment.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017

**BUSINESS ITEMS**

**Item 6. BOARD DISCUSSION ON CANDIDATE SELECTION PROCESS**

- a) James Wenzler, Public Member, WSLH Board of Directors

**Description of the Item:**

- Board review and approval of Board actions 3-15-17, done without a majority.
- Board discussion on responsibilities and level of involvement in candidate selection process.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017

**BUSINESS ITEMS**

**Item 7. BOARD GOVERNANCE**

- a) Karen McKeown, DHS Designated Representative, WSLH Board of Directors
- b) Charles Warzecha, DHS Alternate, WSLH Board of Directors

**Description of the Item:**

Discuss statutory expectations for the role of the Board.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.



Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017

**BUSINESS ITEMS**

**Item 8. FINANCIAL REPORT**

**Description of the Item:**

Marie Ruetten, Financial Manager, WSLH, will provide the financial report to the Board for the period of July 1, 2016 through January 31, 2017.

**Suggested Board Action:**

Review and provide input.

**Staff Recommendations and Comments:**

Receive for information.

WISCONSIN STATE LABORATORY OF HYGIENE

FINANCIAL REPORT

FISCAL YEAR 2017 - JULY, 2016 THROUGH JANUARY, 2017

January 31, 2017

Contents

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FINANCIAL STATEMENTS

Statement of income

Comparative income statement

Comparative balance sheet

Statement of cash flows

Notes to the financial statements

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**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017**

**WISCONSIN STATE LABORATORY OF HYGIENE  
STATEMENT OF INCOME  
For the period July 1, 2016 through January 31, 2017**

|                                               | <b>FY 17<br/>APPROVED<br/>ANNUAL<br/>BUDGET</b> | <b>FY17<br/>YEAR- TO-<br/>DATE<br/>BUDGET</b> | <b>FY17<br/>YEAR- TO-<br/>DATE<br/>ACTUAL</b> | <b>VARIANCE<br/>Over/(Under)</b> | <b>VARIANCE<br/>% of<br/>BUDGET</b> |
|-----------------------------------------------|-------------------------------------------------|-----------------------------------------------|-----------------------------------------------|----------------------------------|-------------------------------------|
| <b>SUPPORT AND REVENUE</b>                    |                                                 |                                               |                                               |                                  |                                     |
| Laboratory Services Revenues (Note 3)         |                                                 |                                               |                                               |                                  |                                     |
| Agency                                        | \$ 6,255,902                                    | \$ 3,539,616                                  | \$ 4,543,898                                  | \$ 1,004,282                     | 28.4%                               |
| Nonagency                                     | 18,383,466                                      | 10,466,016                                    | 10,460,493                                    | (5,523)                          | -0.1%                               |
| GPR Funding                                   | 11,300,000                                      | 6,704,444                                     | 6,605,610                                     | (98,834)                         | -1.5%                               |
| OWI Fund Revenues                             | 1,605,900                                       | 958,073                                       | 963,816                                       | 5,743                            | 0.6%                                |
| Grant Funding                                 | 5,615,303                                       | 3,521,505                                     | 3,988,608                                     | 467,103                          | 13.3%                               |
| Interest Income                               | 48,000                                          | 28,000                                        | 34,310                                        | 6,310                            | 22.5%                               |
| <b>TOTAL SUPPORT AND REVENUE</b>              | <b>43,208,571</b>                               | <b>25,217,654</b>                             | <b>26,596,735</b>                             | <b>1,379,081</b>                 | <b>5.5%</b>                         |
| <b>EXPENSES</b>                               |                                                 |                                               |                                               |                                  |                                     |
| Salaries                                      | 17,470,470                                      | 10,176,156                                    | 10,021,320                                    | (154,836)                        | -1.5%                               |
| Fringe Benefits                               | 6,999,528                                       | 4,349,524                                     | 4,184,269                                     | (165,255)                        | -3.8%                               |
| Supplies & Services                           | 13,226,626                                      | 7,525,542                                     | 7,448,639                                     | (76,903)                         | -1.0%                               |
| Transfer Overhead to UW                       | 873,868                                         | 545,331                                       | 546,645                                       | 1,314                            | 0.2%                                |
| Building Rent                                 | 2,849,096                                       | 1,666,938                                     | 1,526,069                                     | (140,869)                        | -8.5%                               |
| Depreciation                                  | 1,760,183                                       | 1,020,254                                     | 1,033,582                                     | 13,328                           | 1.3%                                |
| Bad Debt Expense                              | 24,000                                          | 14,000                                        | 7,469                                         | (6,531)                          | -46.7%                              |
| Interest Expense                              | 4,800                                           | 2,800                                         | 6,476                                         | 3,676                            | 131.3%                              |
| <b>TOTAL EXPENSES</b>                         | <b>43,208,571</b>                               | <b>25,300,545</b>                             | <b>24,774,469</b>                             | <b>(526,076)</b>                 | <b>-2.1%</b>                        |
| <b>NET OPERATING INCOME (LOSS)</b>            | <b>\$ -</b>                                     | <b>\$ (82,891)</b>                            | <b>\$ 1,822,266</b>                           | <b>\$ 1,905,157</b>              |                                     |
| Difference between Depreciation and Capital   | 1,229,733                                       | 715,253                                       | (467,205)                                     | (1,182,458)                      |                                     |
| <b>CASH BASIS NET OPERATING INCOME (LOSS)</b> | <b>\$ 1,229,733</b>                             | <b>\$ 632,362</b>                             | <b>\$ 1,355,061</b>                           | <b>\$ 722,699</b>                |                                     |

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017**

**WISCONSIN STATE LABORATORY OF HYGIENE  
COMPARATIVE INCOME STATEMENT  
For the 7 months ended January 31, 2017 and January 31, 2016**

|                                               | <b>7 Months<br/>Actual FY17</b> | <b>7 Months<br/>Actual FY16</b> | <b>Variance<br/>Over/(Under)</b> | <b>Percentage<br/>Change</b> |
|-----------------------------------------------|---------------------------------|---------------------------------|----------------------------------|------------------------------|
| <b>SUPPORT AND REVENUE</b>                    |                                 |                                 |                                  |                              |
| Laboratory Services Revenues (Note 3)         |                                 |                                 |                                  |                              |
| Agency                                        | \$ 4,543,898                    | \$ 3,627,621                    | \$ 916,277                       | 25.3%                        |
| Nonagency                                     | 10,460,493                      | 10,377,415                      | 83,078                           | 0.8%                         |
| GPR Funding                                   | 6,605,610                       | 6,305,762                       | 299,848                          | 4.8%                         |
| OWI Fund Revenues                             | 963,816                         | 936,427                         | 27,389                           | 2.9%                         |
| Grant Funding                                 | 3,988,608                       | 2,777,242                       | 1,211,366                        | 43.6%                        |
| Interest Income                               | 34,310                          | 11,367                          | 22,943                           | 201.8%                       |
| <b>TOTAL SUPPORT AND REVENUE</b>              | <b>26,596,735</b>               | <b>24,035,834</b>               | <b>2,560,901</b>                 | <b>10.7%</b>                 |
| <b>EXPENSES</b>                               |                                 |                                 |                                  |                              |
| Salaries                                      | 10,021,320                      | 9,971,389                       | 49,931                           | 0.5%                         |
| Fringe Benefits                               | 4,184,269                       | 4,270,175                       | (85,906)                         | -2.0%                        |
| Supplies & Services                           | 7,448,639                       | 7,013,271                       | 435,368                          | 6.2%                         |
| Transfer Overhead to UW                       | 546,645                         | 412,328                         | 134,317                          | 32.6%                        |
| Building Rent                                 | 1,526,069                       | 1,378,862                       | 147,207                          | 10.7%                        |
| Depreciation                                  | 1,033,582                       | 1,100,745                       | (67,163)                         | -6.1%                        |
| Bad Debt Expense                              | 7,469                           | 11,176                          | (3,707)                          | -33.2%                       |
| Interest Expense                              | 6,476                           | 1,966                           | 4,510                            | 229.4%                       |
| Loss From Disposal Of Assets                  | -                               | 4,345                           | (4,345)                          | -100.0%                      |
| <b>TOTAL EXPENSES</b>                         | <b>24,774,469</b>               | <b>24,164,257</b>               | <b>610,212</b>                   | <b>2.5%</b>                  |
| <b>NET OPERATING INCOME (LOSS)</b>            | <b>\$ 1,822,266</b>             | <b>\$ (128,423)</b>             | <b>\$ 1,950,689</b>              |                              |
| Difference between Depreciation and Capital   | (467,205)                       | 734,749                         | (1,201,954)                      |                              |
| <b>CASH BASIS NET OPERATING INCOME (LOSS)</b> | <b>\$ 1,355,061</b>             | <b>\$ 606,326</b>               | <b>\$ 748,735</b>                |                              |

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**COMPARATIVE BALANCE SHEET**  
As of January 31, 2017 and June 30, 2016

**ASSETS**

|                                             | <u>January 31, 2017</u>     | <u>June 30, 2016</u>        |
|---------------------------------------------|-----------------------------|-----------------------------|
| <b>CURRENT ASSETS</b>                       |                             |                             |
| Cash                                        | \$ 12,544,475               | \$ 11,305,134               |
| Cash-restricted-newborn screening surcharge | 2,419,642                   | 2,538,451                   |
| Net accounts receivables (Note 2)           | 4,574,844                   | 3,105,813                   |
| Other receivables                           | 499,875                     | 743,227                     |
| Inventories                                 | 71,103                      | 87,324                      |
| Prepaid expenses                            | 244,179                     | 165,006                     |
| Total current assets                        | <u>20,354,118</u>           | <u>17,944,955</u>           |
| <b>EQUIPMENT AND BUILDING IMPROVEMENTS</b>  |                             |                             |
| Equipment                                   | 26,206,218                  | 24,901,000                  |
| Building improvements                       | 7,211,782                   | 7,211,782                   |
|                                             | <u>33,418,000</u>           | <u>32,112,782</u>           |
| Less accumulated depreciation               | <u>(24,212,253)</u>         | <u>(23,374,240)</u>         |
| Total net fixed assets                      | <u>9,205,747</u>            | <u>8,738,542</u>            |
| <b>Total Assets</b>                         | <u><u>\$ 29,559,865</u></u> | <u><u>\$ 26,683,497</u></u> |

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

|                                      |                  |                  |
|--------------------------------------|------------------|------------------|
| Salaries payable                     | \$ 86,980        | \$ 507,402       |
| Accounts payable                     | 837,352          | 909,966          |
| Newborn screening surcharge payable  | 2,419,642        | 2,538,451        |
| Accrued expenses                     | 142,131          | 140,767          |
| Proficiency testing deferred revenue | 2,610,346        | 969,145          |
| Newborn screening deferred revenue   | 2,439,703        | 2,416,322        |
| Compensated Absences (Note 5)        | 657,981          | 668,222          |
| Total current liabilities            | <u>9,194,135</u> | <u>8,150,275</u> |

**LONG TERM DEBT**

|                               |                          |                         |
|-------------------------------|--------------------------|-------------------------|
| Compensated Absences (Note 5) | <u>1,613,972</u>         | <u>1,649,847</u>        |
| Total long term debt          | <u>1,613,972</u>         | <u>1,649,847</u>        |
| <b>Total Liabilities</b>      | <u><u>10,808,107</u></u> | <u><u>9,800,122</u></u> |

**EQUITY**

|                                       |                             |                             |
|---------------------------------------|-----------------------------|-----------------------------|
| Retained earnings-restricted (Note 4) |                             |                             |
| Operating contingency                 | <u>1,700,516</u>            | <u>1,700,516</u>            |
| Total restricted retained earnings    | <u>1,700,516</u>            | <u>1,700,516</u>            |
| Net Operating Income (Loss)           | 1,822,266                   | (29,825)                    |
| Retained earnings-unrestricted        | 9,800,260                   | 9,783,968                   |
| Contributed capital                   | <u>5,428,716</u>            | <u>5,428,716</u>            |
| Total unrestricted retained earnings  | <u>17,051,242</u>           | <u>15,182,859</u>           |
| <b>Total Equity</b>                   | <u><u>18,751,758</u></u>    | <u><u>16,883,375</u></u>    |
| <b>Total Liabilities and Equity</b>   | <u><u>\$ 29,559,865</u></u> | <u><u>\$ 26,683,497</u></u> |

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**STATEMENT OF CASH FLOWS**  
For the Period July 1, 2016 through January 31, 2017

**CASH FLOWS FROM OPERATING ACTIVITIES**

|                                                                                   |              |
|-----------------------------------------------------------------------------------|--------------|
| Net income                                                                        | \$ 1,822,266 |
| Adjustments to reconcile net income to net cash provided by operating activities: |              |
| Depreciation                                                                      | 1,033,582    |
| Changes in working capital components:                                            |              |
| (Increase) in net accounts receivables                                            | (1,469,031)  |
| Decrease in other receivables                                                     | 243,352      |
| Decrease in inventories                                                           | 16,221       |
| (Increase) in prepaid expenses                                                    | (79,173)     |
| (Decrease) in salaries payable                                                    | (420,422)    |
| (Decrease) in accounts payable                                                    | (72,614)     |
| (Decrease) in newborn screening surcharge payable                                 | (118,809)    |
| Increase in accrued expenses                                                      | 1,364        |
| Increase in proficiency testing deferred revenue                                  | 1,641,201    |
| Increase in newborn screen deferred revenue                                       | 23,381       |
| Net cash provided (used) in operating activities                                  | 2,621,318    |

**CASH FLOWS FROM INVESTING ACTIVITIES**

|                                                       |             |
|-------------------------------------------------------|-------------|
| Purchase of equipment and physical plant improvements | (1,500,786) |
| Net cash (used in) investing activities               | (1,500,786) |

**CASH FLOWS FROM FINANCING ACTIVITIES**

|                                                  |   |
|--------------------------------------------------|---|
| Principal payment on Capital Lease               | - |
| Net cash provided (used in) financing activities | - |

|                                 |           |
|---------------------------------|-----------|
| Net increase (decrease) in cash | 1,120,532 |
|---------------------------------|-----------|

**Cash:**

|           |               |
|-----------|---------------|
| Beginning | 13,843,585    |
| Ending    | \$ 14,964,117 |

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
For the period July 1, 2016 through January 31, 2017

**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 2016-2017 operating budget amounts were approved by the WSLH Board on June 21, 2016.

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 January 31, 2017 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 January 31, 2017 and June 30, 2016 are as follows:

|                           | <u>January 31, 2017</u> | <u>June 30, 2016</u> |
|---------------------------|-------------------------|----------------------|
| Accounts Receivable Total | \$4,937,161             | \$3,495,123          |
| Allowance for bad debt    | <u>(362,317)</u>        | <u>(389,310)</u>     |
| Net Receivables           | \$4,574,844             | \$3,105,813          |

**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:

- Department of Natural Resources
- Department of Health Services
- Department of Agriculture, Trade and Consumer Protection
- 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 computed 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 working capital is greater than the contingency fund restriction. As of January 31, 2017 working capital (current assets less current liabilities) was \$11,159,983 thereby meeting the target contingency reserve requirement of \$1,700,516.

**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<br>Hol   | Sabbatical         |
|--------------|--------------------|------------------|-----------------|----------------|--------------------|
| Current      | \$657,981          | \$395,091        | \$90,485        | \$6,582        | \$165,823          |
| Long<br>Term | 1,613,972          | -                | -               | -              | 1,613,972          |
|              | <u>\$2,271,953</u> | <u>\$395,091</u> | <u>\$90,485</u> | <u>\$6,582</u> | <u>\$1,779,795</u> |



**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017**

**BUSINESS ITEMS**

**Item 9. PRESENTATION OF FY18 DRAFT BUDGET**

- a) Marie Ruetten, Financial Manager, WSLH

**Description of the Item:**

Marie Ruetten will provide the WSLH FY18 draft budget to the Board.

**Suggested Board Action:**

Receive for information.

Request input from the Board.

**Staff Recommendations and Comments:**

The FY18 final budget will be presented to the Board for approval at the June meeting. The draft budget may be revised prior to the final budget presentation to the Board in June based on more current information becoming available.

## Fiscal Year 2018 Preliminary Budget Proposal

State Laboratory of Hygiene

Twelve Months ending June 30, 2018

|                                                                     | Fiscal Year 2018<br>Preliminary Budget<br>Proposal | Fiscal Year 2017<br>Budget | Increase/<br>(Decrease) |
|---------------------------------------------------------------------|----------------------------------------------------|----------------------------|-------------------------|
| Support and Revenue                                                 |                                                    |                            |                         |
| Agency                                                              | \$7,323,819                                        | \$6,255,902                | \$1,067,917             |
| Nonagency                                                           | 18,642,074                                         | 18,383,466                 | 258,608                 |
| GPR Funding                                                         | 11,038,776                                         | 11,300,000                 | (261,224)               |
| OWI Funding                                                         | 1,619,200                                          | 1,605,900                  | 13,300                  |
| Grant Funding                                                       | 5,132,357                                          | 5,615,303                  | (482,946)               |
| Interest Income                                                     | 120,000                                            | 48,000                     | 72,000                  |
| Total Support and Revenue                                           | 43,876,227                                         | 43,208,571                 | 667,656                 |
| Expenses                                                            |                                                    |                            |                         |
| Salaries                                                            | 17,975,057                                         | 17,470,470                 | 504,587                 |
| Fringe Benefits                                                     | 7,200,096                                          | 6,999,528                  | 200,568                 |
| Supplies and Services                                               | 12,969,535                                         | 13,120,637                 | (151,102)               |
| Transfer-Overhead Allow-133&144                                     | 797,535                                            | 873,868                    | (76,332)                |
| Building Rent                                                       | 2,990,662                                          | 2,955,085                  | 35,577                  |
| Depreciation                                                        | 1,928,943                                          | 1,760,183                  | 168,760                 |
| Bad Debt Expense                                                    | 2,400                                              | 24,000                     | (21,600)                |
| Interest Expense                                                    | 12,000                                             | 4,800                      | 7,200                   |
| Total Expenses                                                      | 43,876,227                                         | 43,208,571                 | 667,656                 |
| (Does not include Interdepartmental and Administrative Allocations) |                                                    |                            |                         |
| <b>Net Accrued Operating Income\Loss</b>                            | <b>0</b>                                           | <b>0</b>                   | <b>0</b>                |
| Cash Basis: (replaces depreciation with capital)                    |                                                    |                            |                         |
| Capital Expense                                                     | 1,340,000                                          | 530,450                    | 809,550                 |
| Total Expenses                                                      | 43,287,284                                         | 41,978,838                 | 1,308,446               |
| Net Cash Operating Income\Loss                                      | \$588,943                                          | \$1,229,734                | (\$640,791)             |

**Fiscal Year 2018 Preliminary Budget Proposal**  
 State Laboratory of Hygiene  
 Twelve Months ending June 30, 2018

| Support and Revenue                                                 | WSLH              | Disease Prevention Division | Environmental Health Division | Occupational Health Division | Laboratory Improvement Division | Communicable Disease Division | Administrative Services | Salary Savings     |
|---------------------------------------------------------------------|-------------------|-----------------------------|-------------------------------|------------------------------|---------------------------------|-------------------------------|-------------------------|--------------------|
| Agency                                                              | \$7,323,819       | \$1,313,604                 | \$2,450,917                   | \$66,000                     | \$54,190                        | \$3,354,108                   | \$85,000                |                    |
| Nonagency                                                           | 18,642,074        | 9,038,760                   | 2,161,037                     | 1,810,800                    | 3,062,077                       | 2,550,400                     | 19,000                  |                    |
| GPR Funding                                                         | 11,038,776        | 1,124,400                   | 4,984,464                     | 225,000                      | 42,000                          | 4,186,912                     | 476,000                 |                    |
| OWI Funding                                                         | 1,619,200         |                             | 1,619,200                     |                              |                                 |                               |                         |                    |
| Grant Funding                                                       | 5,132,357         |                             | 331,617                       | 4,374,486                    |                                 |                               | 426,254                 |                    |
| Interest Income                                                     | 120,000           |                             |                               |                              |                                 |                               | 120,000                 |                    |
| <b>Total Support and Revenue</b>                                    | <b>43,876,227</b> | <b>11,476,764</b>           | <b>11,547,235</b>             | <b>6,476,286</b>             | <b>3,158,268</b>                | <b>10,091,420</b>             | <b>1,126,254</b>        | <b>0</b>           |
| <b>Expenses</b>                                                     |                   |                             |                               |                              |                                 |                               |                         |                    |
| Salaries                                                            | 17,975,057        | 4,422,001                   | 4,986,402                     | 2,548,819                    | 742,057                         | 3,201,252                     | 3,066,193               | (991,667)          |
| Fringe Benefits                                                     | 7,200,096         | 1,724,516                   | 2,024,609                     | 1,162,012                    | 335,525                         | 1,178,695                     | 1,132,996               | (358,257)          |
| Supplies and Services                                               | 12,969,535        | 3,824,951                   | 2,469,166                     | 911,599                      | 1,599,307                       | 2,816,540                     | 1,347,971               |                    |
| Transfer-Ovrhead Allow-133&144                                      | 797,535           |                             | 68,429                        | 729,106                      |                                 |                               |                         |                    |
| Building Rent                                                       | 2,990,662         | 93,920                      | 1,482,447                     | 554,703                      | 82,518                          | 638,095                       | 138,978                 |                    |
| Depreciation                                                        | 1,928,943         | 437,488                     | 737,990                       | 207,855                      | 6,846                           | 398,270                       | 140,494                 |                    |
| Bad Debt Expense                                                    | 2,400             |                             |                               | 2,400                        |                                 |                               |                         |                    |
| Interest Expense                                                    | 12,000            |                             |                               |                              |                                 |                               | 12,000                  |                    |
| <b>Total Expenses</b>                                               | <b>43,876,227</b> | <b>10,502,875</b>           | <b>11,769,043</b>             | <b>6,116,494</b>             | <b>2,766,255</b>                | <b>8,232,852</b>              | <b>5,838,631</b>        | <b>(1,349,924)</b> |
| <b>Net Accrued Operating Income\Loss</b>                            | <b>0</b>          | <b>973,889</b>              | <b>(221,808)</b>              | <b>359,792</b>               | <b>392,013</b>                  | <b>1,858,568</b>              | <b>(4,712,378)</b>      | <b>1,349,924</b>   |
| (Does not include Interdepartmental and Administrative allocations) |                   |                             |                               |                              |                                 |                               |                         |                    |
| Cash Basis: (replaces depreciation with capital)                    |                   |                             |                               |                              |                                 |                               |                         |                    |
| Capital Expense                                                     | 1,340,000         | 255,000                     | 360,000                       | 250,000                      | 0                               | 100,000                       | 375,000                 |                    |
| <b>Total Expenses</b>                                               | <b>43,287,284</b> | <b>10,320,387</b>           | <b>11,391,053</b>             | <b>6,158,639</b>             | <b>2,759,408</b>                | <b>7,934,583</b>              | <b>6,073,138</b>        | <b>(1,349,924)</b> |
| <b>Net Cash Operating Income or Loss</b>                            | <b>\$588,943</b>  | <b>\$1,156,377</b>          | <b>\$156,182</b>              | <b>\$317,647</b>             | <b>\$398,860</b>                | <b>\$2,156,837</b>            | <b>(\$4,946,884)</b>    | <b>\$1,349,924</b> |

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017**

**BUSINESS ITEMS**

**Item 10. MOTION TO SUPPORT WSLH NEWBORN SCREENING**

- a) Jeffery Kindrai, Chair, WSLH Board of Directors

**Description of the Item:**

The Board will entertain a motion to support the recommendations of the Wisconsin Department of Health Services Umbrella Committee for WSLH Newborn Screening.

**Suggested Board Action:**

The Board will vote on the proposed action.

**Staff Recommendations and Comments:**

Receive for information.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017**

**BUSINESS ITEMS**

**Item 11. MOTION TO SUPPLY HUMAN RESOURCES DATA TO BOARD**

- a) Jeffery Kindrai, Chair, WSLH Board of Directors
- b) James Wenzler, Public Member, WSLH Board of Directors

**Description of the Item:**

The Board will entertain a motion to request certain personnel-related information from WSLH Human Resources.

**Suggested Board Action:**

The Board will vote on the proposed action.

**Staff Recommendations and Comments:**

Receive for information.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017**

**BUSINESS ITEMS**

**Item 12. CONTRACTS REPORT**

- a) Marie Ruetten, Financial Manager, WSLH

**Description of the Item:**

The table on the following pages contains the major grants and contracts that have been received since December 1, 2016. WSLH 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.

| CUSTOMER                                  | CONTRACT NAME       | START DATE | END DATE   | ACCOUNT NAME                                         | SCOPE OF WORK                                                                                                                                                                                                            | AWARD AMOUNT | WSLH DEPT |
|-------------------------------------------|---------------------|------------|------------|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------|
| Wisconsin Department of Health Services   | 43500-0000010780    | 1/1/2017   | 12/31/2017 | Wisconsin Tuberculosis Elimination                   | Tuberculosis elimination and laboratory cooperative agreement to provide testing and support for annual laboratory network conference.                                                                                   | \$ 145,846   | CDD       |
| Wisconsin Department of Health Services   | 43500-0000010274    | 1/1/2017   | 12/31/2017 | STD                                                  | Supply test kits to clinics and perform testing; data management and coordination of statewide surveillance network via clinical instructor; provide demographic data.                                                   | \$ 106,300   | CDD       |
| Wisconsin Department of Health Services   | 43500-0000010733    | 1/1/2017   | 12/31/2017 | HIV/AIDS                                             | Provide 2.0 staff positions based in the AIDS/HIV program at WDHS; support coordination of statewide HIV testing program; implement new technologies; analysis of test result data and updating policies and procedures. | \$ 200,000   | CDD       |
| Wisconsin Department of Health Services   | HCET                | 1/1/2017   | 12/31/2017 | Women's Health - Family Planning (Multiple accounts) | Provide support and development of gynecological/reproductive health related laboratory, research, epidemiologic and consultation services.                                                                              | \$ 801,281   | DPD       |
| Association of Public Health Laboratories | 56400-200-906-17-03 | 1/15/2017  | 6/30/2017  | Proficiency Testing                                  | Development and distribution of Gonococcal Antimicrobial Susceptibility Proficiency Testing for nine select public health laboratories.                                                                                  | \$ 8,000     | LID       |
| Association of Public Health Laboratories | 56400-200-924-17-05 | 1/23/2017  | 6/30/2017  | Influenza                                            | Collect residual specimens submitted for influenza-like illness and/or parotitis and perform PCR testing on specimens.                                                                                                   | \$ 75,000    | CDD       |
| Association of Public Health Laboratories | 56300-600-155-17-13 | 1/1/2017   | 8/31/2017  | NBS Peer Network Resource Center                     | Provide newborn screening, technical assistance, and training on an as needed basis to peer newborn screening programs regarding implementation of new testing for newborn screening disorders.                          | \$ 40,000    | DPD       |
| Wisconsin Department of Natural Resources | 37000-000000XXXX    | 1/1/2017   | 12/31/2018 | WQ023                                                | 319 Project Funded TWA - inorganics                                                                                                                                                                                      | TBD          | EHD       |
| Wisconsin Department of Natural Resources | 37000-000000XXXX    | TBD        | TBD        | WQ024                                                | National Lakes Assessment - Inorganic, Organic, Water Microbiology, and Biomonitoring                                                                                                                                    | TBD          | EHD       |
| Wisconsin Department of Natural Resources | 37000-0000001955    | 2/1/2017   | 6/30/2017  | AM172                                                | Additional funding for Canister Testing for Horicon Air Toxic Site                                                                                                                                                       | \$ 22,000    | EHD       |
| Department of Veterans Affairs            | VA69D-15-D-0069     | 2/1/2017   | 1/31/2018  | Wm Middleton VA Hospital                             | Cytogenetics Testing - Modification P00003                                                                                                                                                                               | \$ 59,565    | DPD       |

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017**

**BUSINESS ITEMS**

**Item 13. DIRECTOR'S REPORT**

- Dr. Peter Shult, Interim Director, WSLH
  
- A. Public or Environmental Health Incidents of Educational Interest**
  
- B. Public Water Systems Boil Notice Summary Report**
  
- C. Next Board Meeting: Tuesday, June 20<sup>th</sup>, 2017**



**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017**

**Report to the Wisconsin State Laboratory of Hygiene Board**

**Representative Public or Environmental Health Incidents of Educational Interest  
For the Period December 1, 2016 – March 9, 2017**

| Approx. Date                   | Agent or Event Name       | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Current Status |
|--------------------------------|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>OUTBREAKS and INCIDENTS</b> |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |
| January 2017                   | Seoul virus (hantavirus)  | <p>In support of an investigation by the WI Division of Public Health, the Illinois Department of Public Health and the Centers for Disease Control and Prevention (CDC), the WSLH Communicable Disease Division (CDD) facilitated testing at the CDC on specimens from two people suspected to be infected with Seoul virus, a rare form of hantavirus carried by Norway rats.</p> <p>The Wisconsin individuals had direct exposure with rats at a home-based rattery in northeastern Wisconsin. Ratteries are facilities where rats are bred. The Wisconsin rattery owner had purchased rats from two Illinois ratteries where individuals who had direct exposure with rats were also infected with Seoul virus.</p> | Complete       |
| January 2017                   | Unknown substance testing | An individual came to a Madison hospital after an aluminum foil packet with crystalline powder inside had fallen on his head at a job site and he inhaled some of the powder. The hospital lab reached out to the WSLH and scientists in our Chemical Emergency Response Unit performed a suite of tests, ultimately determining the substance was boric acid or a related boron compound consistent with ant or other type of pest insecticide.                                                                                                                                                                                                                                                                        | Complete       |
| January 2017                   | Unknown substance testing | A letter containing an unknown powder was received at the Waupun Correctional Institute, resulting in some employee exposure. Field testing by first responders indicated possible cocaine mixture and a possible bio-threat based on the presence of protein. The sample was transferred to WSLH. CDD scientists performed testing ruling                                                                                                                                                                                                                                                                                                                                                                              | Complete       |

|                                   |                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |
|-----------------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                                   |                                                                                                  | out bio-threats. Chemical Response Unit scientists provided testing supporting the presence of a cocaine mixture.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |          |
| <b>RECENT EVENTS and FINDINGS</b> |                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |
| September 2016                    | Society of Forensic Toxicologists (SOFT) ToxTalk "Case Notes                                     | Forensic Toxicologist Lori Edwards published a case study " How Important are Toxicology Results in Determining Cause of Death?" in the Sept. 2016 issue of SOFT's ToxTalk newsletter – <a href="http://soft-tox.org/files/toxtalk/SOFT_Toxtalk_v40-3.pdf">http://soft-tox.org/files/toxtalk/SOFT_Toxtalk_v40-3.pdf</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Complete |
| November 11, 2016                 | Safety and Health Achievement Recognition Program (SHARP) Recertification for Edstrom Industries | <p>Edstrom Industries in Waterford, Wis., received their 4<sup>th</sup> SHARP recertification from OSHA and the WSLH Onsite Safety and Health Consultation Program (WisCon). Edstrom first received SHARP status in 2004 and have recertified that status every three years since.</p> <p>SHARP is a recognition program for companies who have excellent health and safety program management systems in place.</p> <p>To achieve SHARP status, a company must:</p> <ul style="list-style-type: none"> <li>• Have a history of maintaining an injury and illness rate below the national average for its industry</li> <li>• Participate in a comprehensive consultation visit for both safety and health</li> <li>• Participate in a full evaluation of the health and safety management program in place for the company</li> <li>• Involve employees in the consultation and safety management processes</li> <li>• Correct all serious, other-than-serious, and regulatory hazards found</li> <li>• Have all basic elements for managing health and safety in place</li> </ul> | Complete |
| December 13-14, 2016              | National Institute of Justice (NIJ) Toxicology Working Group meeting, Washington, DC             | Forensic Toxicology Supervisor William Johnson travelled to DC to assist the NIJ in determining upcoming grant solicitations for forensic toxicology.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Complete |
| December 14, 2016                 | In-service training for Dane                                                                     | Forensic Toxicology Director Amy Miles provided training regarding defense tactics and other issues                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Complete |

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|-------------------|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|                   | County DA's office, Madison, WI                        | related to forensic toxicology to the Assistant District Attorneys of Dane County.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |          |
| December 19, 2016 | Occupational fatality data released                    | <p>The WSLH Bureau of Labor Statistics/Occupational Health and Safety Statistics Program released 2015 occupational fatality data for Wisconsin.</p> <p>According to the Bureau of Labor Statistics' Census of Fatal Occupational Injuries (CFOI), there were 104 Wisconsin workers who died due to injury in 2015. This number reflects an increase from 99 fatalities in 2014. Wisconsin's overall fatality rate also increased from 3.5 to 3.6 deaths per 100,000. The number of workplace deaths in Wisconsin the past decade (2006-2015) range from 77 in 2008 to 114 in 2012, and average 98 fatalities annually.</p> <p>More information:<br/> <a href="http://www.slh.wisc.edu/worker-fatalities-increase-in-wisconsin-for-2015/">http://www.slh.wisc.edu/worker-fatalities-increase-in-wisconsin-for-2015/</a></p> | Complete |
| December 21, 2016 | WSLH COOP Exercise                                     | WSLH staff held a walkthrough tabletop "exercise" of the revised Continuity of Operations Plan (COOP). Some of the major changes this last year include moving COOP oversight coordination from DOA to UW-Madison, making the COOP a controlled document as a Safety SOP, designating Ag Drive as our primary COOP site, and changing to the same automated alert system used by the UW-Madison. Thank you to the COOP team organizers and to Agency Continuity Managers Susan Percy and Steve Marshall.                                                                                                                                                                                                                                                                                                                    | Complete |
| January 11, 2017  | Stoughton High School Biotechnology Classes Visit WSLH | <p>The WSLH hosted 50 junior and senior Stoughton High School students for tours of the CDD lab and talks about infectious diseases and epidemiology.</p> <p>The students are enrolled in a joint Stoughton High School-Madison College biotechnology class. The students toured the CDD lab (through the windows) with WSLH Public Affairs Manager Jan Klawitter, talked with CDD Manager Tim Monson about the infectious disease testing we perform, and learned about epidemiology and outbreak investigations from WI Division of Public Health Epidemiologist (and former WSLH fellow) Susann Ahrabi-Fard.</p>                                                                                                                                                                                                         | Complete |

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|--------------------|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|                    |                                                                                                    | Course instructors, WSLH and DPH hope to make this an every semester field trip for the students.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |
| January 22, 2017   | Co-authorship on recent publication in the journal <i>Applied Microbiology and Biotechnology</i> . | <p>Assistant Scientist Dr. Curtis Hedman collaborated with Dr. William Hickey from the UW-Madison Department of Soil Science and visiting scholar Chioma Obi and colleagues from the University of Lagos in Nigeria to study the microbial ecology of PAH-contaminated sediments. Dr. Hedman provided the PAHs analysis for this research effort:</p> <p>Obi, C.C., S.A. Adebusoye, O.O. Amund, E.O. Ugoji, M.O. Ilori, <b>C.J. Hedman</b>, W.J. Hickey. Structural Dynamics of Microbial Communities in Polycyclic Aromatic Hydrocarbon-Contaminated Tropical Estuarine Sediments Undergoing Simulated Aerobic Biotreatment. <i>Applied Microbiology and Biotechnology</i>. Epub ahead of print, 16pp, DOI 10.1007/s00253-017-8151-6, 2017.</p> | Complete    |
| January 25, 2017   | WSLH Webinar: Radon - The Silent Killer                                                            | <p>WSLH Radiochemistry Supervisor Tracy Hanke gave a Brown Bag webinar on Radon, including information about this natural (radioactive) breakdown of uranium in soil, rock and water that gets into the air we breathe. How do we find it? What are the health effects? What can we do about it?</p> <p>More information: <a href="http://www.slh.wisc.edu/wslh-webinar-radon-the-silent-killer/">http://www.slh.wisc.edu/wslh-webinar-radon-the-silent-killer/</a></p>                                                                                                                                                                                                                                                                          | Complete    |
| February 1-2, 2017 | NBS HIT-IRGT National Workgroup                                                                    | As part of the NewSTEPs Newborn Screening grant acquired by Newborn Screening Laboratory Co-Director Dr. Patrice Held, a national meeting was held by early adopters of electronic orders and results to develop a Newborn Screening Health Information Technology Implementation Resource Guide & Toolkit (NBS-HIT-IRGT) to aid other public health and clinical labs. WSLH Assistant Director Steve Marshall represented the WSLH at the meeting. The guide is expected to be complete later this fall. The WSLH expects to go-live with their first NBS orders and results interface with Columbia/St. Mary's hospital in Milwaukee and Ozaukee on March 13.                                                                                  | In progress |
| February 6-7, 2017 | Alcohol and Other Drugs of                                                                         | Forensic Toxicologist Kayla Neuman gave two presentations to AODA Counselors of WI                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Complete    |

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|                          | Abuse annual conference, Rhinelander, WI                                                                           | regarding current drug trends.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |             |
| February 7-8, 2017       | Natl. Highway Transportation Safety Administration (NHTSA) Impaired Driving Curriculum Development, Washington, DC | Forensic Toxicology Director Amy Miles travelled to Washington, DC, to assist NHTSA in the development of curriculum to train toxicologists and prosecutors across the country on drugs, alcohol and impaired driving. The curriculum will eventually be rolled out to all 50 states.                                                                                                                                                                                                                                                                                                                                                                                                                                                              | In progress |
| February 13-17, 2017     | American Academy of Forensic Sciences (AAFS), New Orleans                                                          | Forensic Toxicology Supervisor William Johnson co-chaired the Scientific Program for the Toxicology Section of the annual AAFS conference.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Complete    |
| February 13-17, 2017     | American Academy of Forensic Sciences (AAFS), New Orleans                                                          | Forensic Toxicologist Lori Edwards presented a paper on the Dane County Roadside Oral Fluid Project during the annual AAFS conference.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Complete    |
| February 15, 2017        | WSLH Environmental Toxicology Overview talk for DNR staff                                                          | Environmental Toxicologist Camille Danielson gave an overview presentation for new DNR staff to inform them about the capabilities of the WSLH Environmental Toxicology Unit and how we can help DNR staff.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Complete    |
| February 21 and 23, 2017 | Madison College Environmental Sciences Class tours                                                                 | <p>Students and instructors from four sections of Madison College's Introduction to Environmental Sciences class toured the WSLH's environmental and occupational health laboratories. There were about 80 students total over the two days.</p> <p>The WSLH has been an every-semester field trip for the course for several years. The instructors deeply appreciate the opportunity to show their students how the science they learn about in class is applied in the "real world" to benefit Wisconsin's people and environment.</p> <p>The tours are a team effort by WSLH staff including:<br/> Tour guides: LeRoy Dobson, John Knight, Kevin Kaufman, Graham Anderson, Tony Plourde, Jenny Thorngate, Meshel Lange, Bill Krick, Curtis</p> | Complete    |

|                   |                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |             |
|-------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
|                   |                                                                                 | <p>Hedman, Camille Danielson, Jeremy Olstadt, Gary Krinke, Bill Johnson and Tom Neuser.</p> <p>Tour organizers, front desk check-in and safety glasses cleaning: Jan Klawitter, Kathleen Dax-Klister, Barb Gaffney, Justin Kerkhof and Tony Gaffney.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
| February 28, 2017 | Wisconsin Traffic Safety Officer Assoc. (WTSOA) annual conference, Appleton, WI | Forensic Toxicologist Kimberle Glowacki presented information regarding current drug trends during the WTSOA Conference.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Complete    |
| March 2017        | Collaboration with Equilibrium Environmental, Inc., in Canada                   | <p>The WSLH Environmental Toxicology section has been collaborating since January 2016 with Equilibrium Environmental, Inc., an environmental consulting firm in Canada. The primary objective of this work is to establish toxicological relationships between commonly occurring salt ions in natural aquatic environments. These major ions include the cations: potassium (<math>K^+</math>), sodium (<math>Na^+</math>), calcium (<math>Ca^{2+}</math>), and magnesium (<math>Mg^{2+}</math>), along with the anions: chloride (<math>Cl^-</math>), sulphate (<math>SO_4^{2-}</math>), and bicarbonate/carbonate (<math>HCO_3^- / CO_3^{2-}</math>). The toxicity of the various combinations of these ions will be examined using the green algae <i>Selenastrum capricornutum</i> (<i>Raphidocelis subcapitata</i>, formerly: <i>Pseudokirchneriella subcapitata</i>).</p> <p>The collaboration includes study design and testing. Scientists from the WSLH Metals and EHD Inorganics section have assisted.</p> <p>While the project is expected to wrap up in March 2017, the work of WSLH scientists is already drawing praise from the firm -</p> <p><i>“Just like to say that your group is doing an excellent job. We’re doing some very out of the ordinary testing with the algae and have had to make some big scope changes to deal with unforeseen aspects. It is very apparent that Camille, Jenni, and the rest of the team over there take pride in their work and have made great efforts to conduct top quality testing. Although I don’t have the full picture of what is required to do these tests, we’ve had some late in the day</i></p> | In progress |

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|               |                                                            | <i>emails and I'm sure this work has required additional unforeseen efforts. The attention to detail, QA / QC, and excellent communication are especially appreciated."</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |
| March 2017    | California Air Resources Board particulate matter research | <p>The WSLH Environmental Toxicology section is wrapping up a large research project funded by the California Air Resources Board (CARB), which is charged with the protection of human health from mobile source emissions (i.e. light and heavy-duty vehicles). The project focused on evaluating the potential toxicity of particulate matter (PM) emissions from various mobile sources. In previous work for CARB, Environmental Toxicology has assessed the potential toxicity of the PM emitted from heavy-duty diesel vehicles configured with various exhaust treatment technologies. In the current study CARB is evaluating the influence of various engine technologies and fuel types on emissions from light-duty vehicles (typical on-road cars). CARB contracted with the lab to carry out a suite of toxicology assays including in vitro measure of cellular oxidative stress and expression of inflammatory and oxidative stress biomarkers on the variety of vehicular emission samples. Some of the results have already been presented by CARB staff at the CRC Mobile Source Air Toxins workshop.</p> <p>The WSLH Trace Metals Lab performed chemistry testing as part of this project.</p> | In progress |
| March 1, 2017 | WI Drug Recognition Expert Ambassador Award                | Forensic Toxicology Director Amy Miles was presented with the DRE Ambassador Award from the WI DRE program for her dedication and leadership to the program over the last 14 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Complete    |
| March 1, 2017 | AIHA Laboratory Accreditation Programs Memberships         | The American Industrial Hygiene Association (AIHA) Laboratory Accreditation Programs (LAP), LLC has re-appointed Wisconsin Occupational Health Laboratory (WOHL) Bioaerosols and Organic Chemistry Supervisor Chris Powell to the Analytical Accreditation Board (AAB), re-appointed WOHL Quality Control Officer Derek Popp to the Proficiency Analytical Testing (PAT) Programs Board of Directors, and has appointed Assistant Scientist Curtis Hedman to the Technical Advisory Panel (TAP).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Complete    |

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| March 2, 2017 | Science Day at the WSLH | <p>WSLH and WI Department of Natural Resources staff held Science Day at the WSLH.</p> <p>The all-day event featured talks by WSLH and DNR staff covering a range of environmental health topics in the morning. In the afternoon WSLH staff spoke about communicable disease, toxicology, occupational health and newborn screening topics.</p> <p>In-person attendees included DNR, DHS and WSLH staff, staff from several local health departments, as well as two sections of Edgewood College public health nursing students. All the talks were also live-streamed over the web and watched by staff in DNR regional offices as well as local health departments. The webcasted talks are archived on the WSLH website.</p> <p>Speakers were:</p> <ul style="list-style-type: none"> <li>• Jenni Schiavone (WSLH) and Jim Killian (DNR)</li> <li>• Steve Elmore (DNR)</li> <li>• Sharon Long (WSLH)</li> <li>• DeWayne Kennedy-Parker (WSLH)</li> <li>• Scott Van Egeren (DNR)</li> <li>• Tim Asplund (DNR)</li> <li>• Dave Warshauer (WSLH)</li> <li>• Stephanie Weber and Lori Edwards (WSLH)</li> <li>• Susan Percy (WSLH)</li> <li>• Patrice Held (WSLH)</li> </ul> <p>Planning and hosting Science Day was a team effort by WSLH and DNR staff including from the WSLH: Kathleen Dax-Klister, Jan Klawitter, Dave Webb, Jim Hermanson, Jim Leinweber, Linda Johnson, James Frederick, Jim Younger, Karl Patzer, Steve Jensen, Nathaniel Javid, Amy Mager Barb Gaffney, and Justin Kerkhof. And from DNR: Ron Arneson, Brent Alderman, Doug Foreman, and Mitchell Liddicoat.</p> <p>For more information:<br/> <a href="http://www.slh.wisc.edu/science-day-at-the-wslh/">http://www.slh.wisc.edu/science-day-at-the-wslh/</a></p> | Complete  |
| March 6, 2017 | Occupational            | The Wisconsin Occupational Health Lab (WOHL)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Completed |



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|  | Health Lab new LIMS go-live | was the final WSLH lab to be implemented on the new ChemWare laboratory information management system (LIMS). This effort has now consolidated several older home-grown systems to one modern vendor supported system. Countless hours of hard work went into this project by many staff in the Environmental Health and Occupational Health & Safety Divisions, and the Office of Information Systems. A major accomplishment! |  |
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**Report to the  
Wisconsin State Laboratory of Hygiene Board  
Water Systems Tests by the WSLH  
For the period November 2016 through February 2017**

|                                                                                       |         |
|---------------------------------------------------------------------------------------|---------|
| Number of systems on a boil water notice                                              | 3       |
| Number of water systems tested                                                        | 3303    |
| Percent of systems on a boil water notice                                             | <0.001% |
| 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 | 0       |
| Number of boil water notices for <u>non-transient, non-community</u> water systems.   | 0       |
| Number of boil water notices for <u>transient water systems</u> .                     | 3       |

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2017**

**BUSINESS ITEMS**

**Item 14. ELECTION OF OFFICERS FOR 2017**

**Description of the Item:**

The officers of the Wisconsin State Laboratory of Hygiene Board: Chair, Vice-Chair/Chair-Elect, and Secretary are elected at the first meeting ("annual meeting") of the calendar year. The officers serve through the end of the annual meeting of the following year.

The current Board Policies and Procedures are consistent with the above decision.

*§5.05 Intent*

(a) It is declared to be the intent of the board that the position of Chair be rotated annually among the voting members of the board and that each successive Vice-Chair is also, in effect, the Chair-Elect.

**Suggested Board Action:**

The Board will nominate a member to serve as Vice-Chair/Chair Elect for the 2016 term (March 2017 – March 2018).

**Draft Motion:** To be considered March 21<sup>st</sup>, 2017

**Move the nomination, in accord with Article 5, Policies and Procedures, of the following for officers of the WSLH Board of Directors: James Morrison for the position of Chair, XXX for the position of Vice-Chair/Chair-Elect, and Interim Director Peter Shult for the position of Secretary for the year 2017 term.**