#### Wisconsin State Laboratory of Hygiene Board of Directors Meeting June 20, 2017 Madison, Wisconsin

DATE: June 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 James Morrison, Chair Dr. Richard Moss, Vice-Chair Dr. Robert Corliss, Member Barry Irmen, Member James Wenzler, Member Jeffrey Kindrai, Member

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

- **FROM:** Dr. James Schauer, Secretary 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 June 20, 2017 1:00p.m. — 4:00p.m.
- C:

Cynda DeMontigny Christine Gunter Kristine Hansbery Jan Klawitter Dr. Daniel Kurtycz Steve Marshall John Shalkham James Sterk Steve Strebel David Webb

# WISCONSIN STATE LABORATORY OF HYGIENE BOARD OF DIRECTORS

# **MEETING NOTICE**

<u>Tuesday, June 20, 2017</u> 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 <u>1:00 p.m. on Tuesday, June 20<sup>th</sup>, 2017</u> 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,

In Je Soli

James J. Schauer, PhD, P.E., M.B.A. Secretary, Wisconsin State Laboratory of Hygiene Board of Directors Director, Wisconsin State Laboratory of Hygiene June 14, 2017 Wisconsin State Laboratory of Hygiene Board of Directors Meeting June 20<sup>th</sup>, 2017 1:00 P.M. – 4:00 P.M.

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

# AGENDA

# PROCEDURAL ITEMS

# <u>PAGE</u>

APPROVAL OF MINUTES	4
REORGANIZATION OF AGENDA	11
PUBLIC APPEARANCES	12
BOARD MEMBERS' MATTERS	14
<u>S ITEMS</u>	
BOARD PROCEDURES	15
Review of bylaws     Board calendar	
	40
STRATEGIC PLANNING UPDATE	18
Strategic planning procedure	
FINANCIAL REPORT	22
Strategic reserves	
FY18 BUDGET	30
	REORGANIZATION OF AGENDA PUBLIC APPEARANCES BOARD MEMBERS' MATTERS SITEMS BOARD PROCEDURES • Review of bylaws • Board calendar STRATEGIC PLANNING UPDATE • Strategic planning procedure FINANCIAL REPORT • Strategic reserves

Item 9. CONTRACT'S REPORT Item 10. DIRECTOR'S REPORT

• Public health updates

• Human resources report

34

36

#### PROCEDURAL ITEMS

# Item 1. APPROVAL OF MINUTES

#### **Description of Item:**

The draft minutes of the March 21<sup>st</sup>, 2017 board meeting are submitted for approval.

#### **Suggested Board Action:**

Motion: Approve the draft minutes of the March 21<sup>st</sup>, 2017 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: <u>http://www.slh.wisc.edu/about/board/board-meetings-agendas-and-minutes/</u>.

Wisconsin State Laboratory of Hygiene Board of Directors Meeting June 20<sup>th</sup>, 2017 1:00 P.M – 4:00 P.M. 2601 Agriculture Drive Madison, WI 53718

# APPROVED MINUTES March 21<sup>st</sup>, 2017

MEMBERS PRESENT:	Chair Jeffery Kindrai, Vice-Chair James Morrison, Dr. Robert Corliss, James Wenzler, Charles Warzecha (on behalf of Karen McKeown), Dr. Richard Moss, Gil Kelley (on behalf of Michelle Wachter)
WSLH STAFF PRESENT:	Dr. Peter Shult, Dr. Daniel Kurtycz (via telephone), David Webb, Steve Strebel, Kristine Hansbery, Jan Klawitter, Steve Marshall, Cynda DeMontigny, Marie Ruetten, and Nathaniel Javid
DNR STAFF PRESENT:	Ron Arneson, Steve Geis, Zana Sijan
GUESTS PRESENT:	None

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

# Item 1. APPROVAL OF MINUTES

James Wenzler noted edits to the minutes that were reflected in the updated minutes distributed at today's meeting. **Chair Jeffery Kindrai** made a motion to approve the updated minutes, seconded by **James Morrison**. The edited minutes from the December 13<sup>th</sup> 2016 meeting were approved.

# Item 2. REORGANIZATION OF AGENDA

James Wenzler proposed a reorganization of the agenda allowing the standard reports to precede the new agenda items so WSLH staff members may excuse themselves if the discussion goes long. **James Wenzler** made a motion to reorganize the agenda, seconded by **Steve Geis**. The motion carried.

# Item 3. PUBLIC APPEARANCES

There were no public appearances.

# Item 4. BOARD MEMBERS' MATTERS

James Wenzler asked for advice on policies that do not match statute. Mr. Wenzler asked for this to be addressed at the June Board meeting. Steve Geis also mentioned that Ron Arenson is retiring in two weeks, and his replacement, Zana Sijan, has begun. The Board reflected on Ron's service to the DNR and Board and welcomed Ms. Sijan.

# Item 5. RECRUITMENT UPDATE

# a) Pete Shult, PhD, Interim Director, WSLH

Pete gave the recruitment update to the Board. We have two finalists for the WSLH Director position. We had an interview with Dr. James Schauer last week with Board members and the WSLH Strategic Leadership Team in attendance. In the following weeks, we will have an interview in the same format with the second candidate, Dr. Michael Wichman. Pete noted that we will be discussing how to move forward with this process.

# Item 6. FINANICAL REPORT

# a) Marie Ruetten, Financial Manager, WSLH

Marie gave the financial report to the Board. Although the February financials have closed, this report is through January 31, 2017. Our total support and revenue year-to-date is at \$26,596,735, which is \$1,379,081 over budget. Our year-to-date expenses are \$24,774,469, which is \$526,076 under budget. Our net operating accrued gain is \$1,822,266, and subtracting our depreciation and capital, we have a net operating income of \$1,355,061.

Compared to last year, our total support and revenue is up by \$2,560,901, which is an increase of 10.7%. Our expenses are greater compared to last year by \$610,212, which is an increase of 2.5%. Compared to last year, our net operating income is up by \$1,950,689 and considering depreciation and capital, our cash-basis net operating income is up by \$748,735 compared to last year.

Our cash balance as of January 31, 2017 is \$14,964,117. Subtracting our restricted cash (Newborn screening surcharge and UW contingency), deferred revenue, and encumbered payables, our available unrestricted cash balance is \$4,069,466.

Marie noted that the approved FY17 capital purchases, as of March 3, 2017, total \$2,992,307. Charles Warzecha mentioned starting a conversation and plan for addressing the contingency funds to show what needs to be held. Dr. Richard Moss cautioned against using the term contingency fund, noting that this is more of a tactical fund, due to unanticipated epidemics which are bound to arrive. The Board discussed the best way to name this fund. James Wenzler mentioned that the Board could name the line item to what best fits its purpose. James Wenzler suggested that Marie present some suggestions at the June Board meeting for naming. Marie took this opportunity to note to the Board that she is moving on to another position outside of the lab. The Board thanked Marie for her service to the WSLH and Board.

# Item 7. FY18 DRAFT BUDGET

# a) Marie Ruetten, Financial Manager, WSLH

Marie presented the FY18 draft budget to the Board. Our total support and revenue for FY18 is budgeted at \$43,876,227, which is an increase from FY17 by \$667,656. Our expenses have also increased by \$667,656, which gives us a total expense of \$43,876, 227. Therefore, this gives us a net-zero accrued operating income of \$0. On a cash basis, we anticipate a net cash operating income of \$588,943, which is a decrease of \$640,791 compared to FY17. Marie asked the Board to refer to the packet for the budget breakdown by WSLH Division.

# Item 8. CONTRACTS REPORT

# a) Marie Ruetten, Financial Manager, WSLH

Marie presented the contracts report to the Board. Our contracts grand total was \$736,832. Of this, we had three contracts from the Association of Public Health Laboratories totaling \$123,000, four from the Wisconsin Department of Health Services totaling \$532,267, three from the Wisconsin Department of Natural Resources totaling \$22,000, and one from the Wisconsin Department of Veterans Affairs at \$59,565.

# Item 9. DIRECTOR'S REPORT

# a) Pete Shult, PhD, Interim Director, WSLH

Pete asked the Board to refer to the packet on public health updates of educational interest. Pete noted that there has been a multi-state outbreak of Seoul virus (hantavirus). This has been in multiple species of rats (for pets and laboratory purposes). There were around 10 documented cases, so far. Although we are not

directly involved in testing, we have a role in ensuring the specimens are expedited to the CDC. The WSLH has also recently been involved in unknown substance testing.

Pete presented the public water system testing report to the Board from November 2016 until February 2017. Out of 3,303 systems tested, 3 received a boil water notice. Pete asked the Board to refer to the packet for more information on recent happenings at the lab, including a science day event on March 2<sup>nd</sup>. The next meeting of the Board will be Tuesday, June 20<sup>th</sup> at the Agriculture Drive WSLH.

# Item 10. BOARD DISCUSSION ON CANDIDATE SELECTION PROCESS

James Wenzler mentioned that the Board needs to review the actions taken by the minority of the Board on March 15, 2017. Chuck Warzecha mentioned discussing what the Board understands its role to be in the candidate selection process. The Board continued this discussion with James Wenzler noting in the statute that the UW System Board will make their recommendation with the approval of the WSLH Board, per statute 36.511. Dr. Richard Moss noted that the Chancellor has delegated the appointment of the new WSLH Director to the Dean of the SMPH. A committee was appointed, and the WSLH and Board were represented on this committee. Dr. Moss suggested that we should set up opportunities for Board members who were not able to attend the candidate interviews to meet with the candidates. The WSLH Board, acting as an executive committee, takes the role in approving the Chancellor's recommendation. Dr. Moss noted that he would be happy to hear the Board's perceptions of the candidates after they have had the opportunity to meet with both of them. The Board agreed to schedule a second interview with Dr. Schauer on March 30<sup>th</sup> following the interview with Dr. Wichman. An announcement will be made by the Board Secretary, pending Dr. Schauer's availability, of the additional interview with Dr. Schauer. The Board discussed the approval process for actions made in closed session. The Board agreed to approve the actions of the closed session interview at the next closed session meeting of the Board.

# Item 11. BOARD GOVERNANCE

Chuck Warzecha addressed this topic to the Board with the goal of ensuring the Board has a role in guiding the WSLH, especially in regards to the strategic plan that is underway. The Board would also like to have an orientation available, especially for new Board members. Dr. Richard Moss suggested having this orientation as an ongoing process. Jeffery Kindrai noted that he thought having an orientation would be very useful. Jan Klawitter, WSLH Public Affairs Manager, asked the Board orientation was performed in the later 1990s, but it was specific to the issues at the time. Chuck Warzecha responded by saying that having a clarification of roles, including bylaws and the limits of its advisory capabilities. Dr. Moss mentioned that confidentiality is an essential principle that needs to be followed. Chuck Warzecha proposed having a form of an orientation for the June Board meeting. The Board noted that there is an

orientation packet distributed to Board members, but this is also limiting. The Board also discussed the rotation of public and private members of the Board Chairmanship. Pete Shult noted that this will be addressed as an agenda item for the June Board meeting. Pete asked the Board for more specific guidance on what to present at the June meeting. Chuck Warzecha noted that we are looking for a rhythm with the Board schedule, perhaps with an updated calendar so we can anticipate future activities. Dr. Moss noted that the statutes are thin when it comes to leadership and operations provided by the Board. The Board discussed updating the Policies & Procedures of the WSLH Board for the June Meeting.

# Item 12. MOTION TO SUPPORT WSLH NEWBORN SCREENING

The Board discussed formalizing their support for WSLH Newborn Screening. The intent of the motion is to inform Newborn Screening of the Board's support of the mission and value of the Newborn Screening program. **Charles Warzecha** brought forward the motion of support, seconded by **James Wenzler**. The motion passed unanimously.

# Item 13. MOTION TO SUPPLY HUMAN RESOURCES DATA TO BOARD

James Wenzler noted that he made a request to the Human Resources office and Interim Director Pete Shult on the formulation of the strategic plan and requested a general human resources update with the inclusion of statistical data for disciplinary actions and turn-overs in departments. Ultimately, Mr. Wenzler inquired as to how the Board can support Human Resources. Jeffery Kindrai noted that in the past vacancy rates and recruitments were presented to the Board. Charles Warzecha noted the importance of knowing, overall, if the lab has issues with vacancies and retention. We would be looking for high-level data. Dr. Richard Moss mentioned that he is comfortable with this higher threshold of information. Pete Shult mentioned that this baseline request is useful for us to formulate something for presentation at the June meeting. Charles Warzecha reiterated that having the WSLH provide a general update at the June meeting, and then requesting additional information as needed. Pete Shult noted that this information will be discussed with the WSLH Strategic Leadership Team and we will develop a plan going forward.

The Board discussed postponing the motion until the human resources data is finalized. As a result, the Board decided that there would be no formal motion at this meeting.

# Item 14. BOARD ELECTIONS

**Chair Jeffery Kindrai** nominated **Dr. Richard Moss** as Vice-Chair for the next Board term. Dr. Moss accepted the nomination. **Chair Kindrai** entertained a motion, seconded by **Charles Warzecha.** The motion passed unanimously.

**Chair Jeffery Kindrai** nominated **James Morrison** as Chair for the next Board term. James Morrison accepted the nomination. **Chair Kindrai** entertained a motion, seconded **by James Wenzler**. The motion passed unanimously.

**Chair Jeffery Kindrai** nominated **Pete Shult** as Secretary for the next Board term. Pete Shult accepted the nomination. **Chair Kindrai** entertained a motion, seconded by **James Wenzler**. The motion passed unanimously.

**Chair James Morrison** made a motion to adjourn the meeting at 3:30 P.M. **Charles Warzecha** seconded the motion. The meeting was adjourned.

Respectfully submitted by:

Aun All

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

# 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.

#### **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 <u>no later than two working days</u> 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.
  - 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 <u>no later than seven (7) working days</u> 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 <u>no</u> <u>later than two (2) working days</u> 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: <u>nathaniel.javid@slh.wisc.edu</u>

# **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.

#### **BUSINESS ITEMS**

#### Item 5. WSLH BOARD BYLAWS REVIEW & CALENDAR

a) Steve Marshall, Assistant Director, WSLH

#### **Description of the Item:**

Steve Marshall will present a review of the Board bylaws per the Board's request at the March 2017 meeting. Mr. Marshall will also present an updated calendar to the Board.

#### **Suggested Board Action:**

Receive for information.

# **Staff Recommendations and Comments:**

Receive for information.

# WSLH Board Policies and Procedures Review

# May 2017

The WSLH board policies and procedures were last updated in 2006. An analysis was done by WSLH staff to identify board activities and responsibilities that have not been fully utilized in recent years. Established policies and procedures are largely being followed faithfully without deviation. The following items are points of interest:

<u>ARTICLE 9</u> – Amendments to the Policies and Procedures

Any changes must be adopted by a two-thirds vote of members present.

### <u>ARTICLE 3</u> – Board Responsibilities

Several statutory powers and duties have not been used recently:

- administrative rules
- biennial budget requests
- setting priorities
- six year facilities plan
- determine mission
- approve administrative positions

# ARTICLE 4 – Structure

Special committees may be formed by the board.

# ARTICLE 6 – Meeting Procedures

- Meet outside of Madison at least once annually.
- Tele/videoconferencing of meetings must include at least two board members on site, and must be indicated in the public notice.
- Review speaking privileges and emergency meetings of the executive committee.

1 <sup>st</sup> Quarter (Jan-Mar)	2 <sup>nd</sup> Quarter (Apr- Jun)
<ul> <li>Board elections "Annual Meeting"</li> <li>Present 2nd quarter FY income statement</li> <li>Submit preliminary FY budget</li> <li>Review proposed price changes (odd years)</li> <li>Review preliminary basic agreements</li> <li>Review meeting dates (summer vacations)</li> </ul>	<ul> <li>Present 3rd quarter FY income statement</li> <li>Approve FY budget</li> <li>Approve basic agreements</li> <li>Approve price changes (odd years)</li> <li>Review biennial budget requests (even years)</li> <li>Review facility plan (even years)</li> </ul>
3 <sup>rd</sup> Quarter (Jul-Sep)	4 <sup>th</sup> Quarter (Oct-Dec)
<ul> <li>Meeting off site (rotate UW campuses)</li> <li>Present 4<sup>th</sup> quarter FY income statement closeout report</li> <li>Present science or administrative topic</li> <li>Review annual strategic plan update or new strategic plan</li> </ul>	<ul> <li>Present FY 1<sup>st</sup> quarter report</li> <li>Approve annual strategic plan update or new strategic plan</li> <li>Present science or administrative topic</li> <li>Set board meeting dates</li> </ul>

Director's Report: HR metrics, Lab metrics, Strategic Map metrics, Contracts, Events

#### **BUSINESS ITEMS**

### Item 6. WSLH STRATEGIC PLANNING PROCEDURE UPDATE

a) Steve Marshall, Assistant Director, WSLH

#### **Description of the Item:**

Steve Marshall will present the strategic planning procedure update to the Board.

# **Suggested Board Action:**

Receive for information.

#### **Staff Recommendations and Comments:**

Receive for information.

# Lab-wide GENOP XXX

# **Strategic Planning Procedure**

Wisconsin State Laboratory of Hygiene: Labwide or Division Name

# **1.0** Purpose or Policy Statement

1.1 This procedure documents the steps the WSLH takes to periodically develop, approve, monitor and share the outcomes of the lab-wide strategic plan.

# 2.0 Summary

2.1 Following the Association of Public Health laboratories (APHL) format, the WSLH will develop strategic map objectives every three years by updating the WSLH Strategic Decision Matrix to identify data guided priorities, surveying staff for additional ideas, and soliciting input from supervisors and the WSLH Board using an affinity ranking process. The strategic map will be approved by the SLT and the WSLH Board. Leads, workgroups and cross-cutting teams will be assigned to develop action plans, outcomes and timeframes for each objective. Progress and completion of outcomes will be tracked, monitored and reported. Reports will be made to staff quarterly and to the WSLH Board annually.

# 3.0 Definitions

- 3.1 Strategic Category: High-level grouping of strategic objectives that identifies an individual or individuals responsible for ensuring completion of objectives in that category.
- 3.2 Strategic Objective: Mid-level grouping of strategic action items for a particular area of interest that identifies a workgroup and a workgroup lead responsible for completing the action items.
- 3.3 Strategic Action Item: Specific task that is defined with a target completion date, a measurable outcome, and a current status of completed, partially completed, or not completed.
- 3.4 Strategic Decision Matrix: A spreadsheet tool that each division and office completes to define their current program priorities and how they are relevant to the WSLH mission, state statute, population health need, political support, financial sustainability, market niche, test volume, quality and reliability. This tool provides a subjective yet data-driven summary to help define current program importance, and identify new programs for growth and/or old programs for elimination.

- 3.5 Affinity Exercise: A ranking process where each individual participating has a specific number of sticker "dots" (usually about five) that are applied to categories or objectives that are most important to them.
- 3.6 L-SIP Exercise: The Laboratory System Improvement Program (L-SIP) is an APHL initiative that encourages all states to engage in an evaluation of their public health laboratory system about every five to ten years. L-SIP exercises are a way to gather input from all stakeholders to help guide practices and priorities.

# 4.0 Procedure

- 4.1 Create/update the strategic map categories and objectives.
  - 4.1.1 In the 1<sup>st</sup> quarter of the final year of the current three-year strategic map, the Director's Office will begin the process of updating the WSLH Strategic Decision Matrix with the Strategic Leadership Team (SLT).
  - 4.1.2 In the 2<sup>nd</sup> quarter or that year, the SLT will propose revisions to define the next strategic map categories and objectives based on the results of the Decision Matrix. The Director's Office will conduct an online survey of all WSLH staff, the WSLH Board members, and external stakeholders identified in the last L-SIP exercise for input and comment on the proposed revisions.
  - 4.1.3 In the 3<sup>rd</sup> quarter of that year, the SLT will update the revisions and present them to all WSLH supervisors and the WSLH Board for ranking through an affinity exercise.
  - 4.1.4 In the 4<sup>th</sup> quarter of that year, the SLT will approve the new strategic map and decide which objectives will be addressed in each year of the threeyear plan, and then present to the WSLH Board for their approval.
- 4.2 Implementation and monitoring of the strategic map.
  - 4.2.1 In the 1<sup>st</sup> quarter of the new strategic map year, the Director's Office will work with SLT to assign objective leads and workgroups. Workgroup meetings will be scheduled to draft action items for each objective.
  - 4.2.2 In the 2<sup>nd</sup> quarter of that year, workgroup leads will present their action item plans to the SLT for approval. The Director's Office will compile these into a spreadsheet status report for monitoring.
  - 4.2.3 Status updates will be sent quarterly via email to all staff, and presented annually in the 4<sup>th</sup> quarter to the WSLH Board.

# **5.0 Related Documents**

- 5.1 Current strategic decision matrix.
- 5.2 Current three-year strategic map.
- 5.3 Current strategic map status report.
- 5.4 Strategic map shared drive folder.

Version Date	Revised by	Changes Made	Version #

# 7.0 Signature Page

Written by:	Date:
Title:	
Dept:	
Reviewed by:	Date:
Title:	
Dept:	
Approved by:	Date:
Title:	
Dept:	
Annual Review by: Title: Dept:	Date:

# **BUSINESS ITEMS**

#### Item 7. FINANCIAL REPORT

#### **Description of the Item:**

James Sterk, Accounting Supervisor, WSLH, will provide the financial report to the Board for the period of July 1, 2016 through April 2017. The Board will also discuss strategic reserves at this time.

#### **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 APRIL, 2017

April 30, 2017

Contents

#### FINANCIAL STATEMENTS

Statement of income

Comparative income statement

Comparative balance sheet

Statement of cash flows

Notes to the financial statements

#### WISCONSIN STATE LABORATORY OF HYGIENE STATEMENT OF INCOME For the period July 1, 2016 through April 30, 2017

SUPPORT AND REVENUE	AP A	FY 17 PROVED NNUAL UDGET	FY17 YEAR- TO- DATE BUDGET	FY17 YEAR- TO- DATE ACTUAL	VARIANCE Over/(Under)	VARIANCE % of BUDGET
Laboratory Services Revenues (Note 3)						
Agency	\$	6,255,902	\$ 5,049,445	\$ 6,624,131	\$ 1,574,686	31.2%
Nonagency		18,383,466	15,216,407	15,574,337	357,930	2.4%
State General Program Revenue (GPR)		11,300,000	9,412,334	9,408,727	(3,607)	0.0%
Driver Improvement Surcharge (OWI)		1,605,900	1,342,136	1,326,766	(15,370)	-1.1%
Grant Revenue		5,615,303	4,753,271	5,180,999	427,728	9.0%
Earnings - Investment Income		48,000	40,000	50,852	10,852	27.1%
TOTAL SUPPORT AND REVENUE	4	43,208,571	35,813,593	38,165,812	2,352,219	6.6%
EXPENSES						
Salaries		17,470,470	14,323,733	14,065,984	(257,749)	-1.8%
Fringe Benefits		6,999,528	6,045,385		(226,982)	
Supplies & Services		13,226,626	10,814,219	11,185,623	371,404	3.4%
Transfer Overhead to UW		873,868	737,414	736,601	(813)	-0.1%
Building Rent		2,849,096	2,376,233	2,231,200	(145,033)	-6.1%
Depreciation		1,760,183	1,464,211	1,477,761	13,550	0.9%
Bad Debt Expense		24,000	20,000	3,814	(16,186)	-80.9%
Interest Expense		4,800	4,000	9,735	5,735	143.4%
TOTAL EXPENSES		43,208,571	35,785,195	35,529,121	(256,074)	-0.7%
NET OPERATING INCOME (LOSS)	\$	-	\$ 28,398	\$ 2,636,691	\$ 2,608,293	_

# WISCONSIN STATE LABORATORY OF HYGIENE COMPARATIVE INCOME STATEMENT For the 10 months ended April 30, 2017 and April 30, 2016

	10 Months Actual FY17	10 Months Actual FY16	Variance Over/(Under)	Percentage Change
SUPPORT AND REVENUE				
Laboratory Services Revenues (Note 3)				
Agency	\$ 6,624,131	\$ 5,059,252	\$ 1,564,879	30.9%
Nonagency	15,574,337	15,380,693	193,644	1.3%
State General Program Revenue (GPR)	9,408,727	9,322,894	85,833	0.9%
Driver Improvement Surcharge (OWI)	1,326,766	1,351,491	(24,725)	-1.8%
Grant Revenue	5,180,999	4,086,729	1,094,270	26.8%
Earnings - Investment Income	50,852	19,423	31,429	161.8%
TOTAL SUPPORT AND REVENUE	38,165,812	35,220,482	2,945,330	8.4%
EXPENSES				
Salaries	14,065,984	14,478,291	(412,307)	-2.8%
Fringe Benefits	5,818,403	6,027,123	(208,720)	-3.5%
Supplies & Services	11,185,623	10,296,444	889,179	8.6%
Transfer Overhead to UW	736,601	602,810	133,791	22.2%
Building Rent	2,231,200	1,963,836	267,364	13.6%
Depreciation	1,477,761	1,564,496	(86,735)	-5.5%
Bad Debt Expense	3,814	19,371	(15,557)	-80.3%
Interest Expense	9,735	4,479	5,256	117.3%
Loss From Disposal Of Assets		4,874	(4,874)	-100.0%
TOTAL EXPENSES	35,529,121	34,961,724	567,397	1.6%
NET OPERATING INCOME (LOSS)	\$ 2,636,691	\$ 258,758	\$ 2,377,933	

#### WISCONSIN STATE LABORATORY OF HYGIENE COMPARATIVE BALANCE SHEET As of April 30, 2017 and June 30, 2016

#### ASSETS

ASSETS	April 30, 2017	June 30, 2016
CURRENT ASSETS	 • •	
Cash	\$ 13,645,083	\$ 11,305,134
Cash-restricted-newborn screening surcharge	2,284,754	2,538,451
Net accounts receivables (Note 2)	2,818,748	3,105,813
Other receivables	685,689	743,227
Inventories	56,407	87,324
Prepaid expenses	213,980	165,006
Total current assets	 19,704,661	17,944,955
EQUIPMENT AND BUILDING IMPROVEMENTS		
Equipment	27,170,568	24,901,000
Building improvements	7,211,782	7,211,782
	 34,382,350	 32,112,782
Less accumulated depreciation	(24,646,173)	(23,374,240)
	 	<u> </u>
Total net fixed assets	 9,736,177	 8,738,542
Total Assets	\$ 29,440,838	\$ 26,683,497
LIABILITIES AND EQUITY		
CURRENT LIABILITIES		
Salaries payable	\$ 114,905	\$ 507,402
Accounts payable	747,330	909,966
Newborn screening surcharge payable	2,284,754	2,538,451
Accrued expenses	312,235	140,767
Proficiency testing deferred revenue	1,779,999	969,145
Newborn screening deferred revenue	2,363,479	2,416,322
Compensated Absences (Note 5)	 657,981	668,222
Total current liabilities	8,260,683	8,150,275
LONG TERM DEBT		
Compensated Absences (Note 5)	 1,613,972	1,649,847
Total long term debt	 1,613,972	1,649,847
Total Liabilities	 9,874,655	9,800,122
EQUITY		
Retained earnings-restricted (Note 4)		
Operating contingency	1,700,516	1,700,516
Total restricted retained earnings	 1,700,516	1,700,516
Net Operating Income (Loss)	2,636,691	(29,825)
Retained earnings-unrestricted	9,800,260	9,783,968
Contributed capital	 5,428,716	5,428,716
Total unrestricted retained earnings	 17,865,667	15,182,859
Total Equity	 19,566,183	16,883,375
Total Liabilities and Equity	\$ 29,440,838	\$ 26,683,497

# WISCONSIN STATE LABORATORY OF HYGIENE STATEMENT OF CASH FLOWS For the 10 months ended April 30, 2017 and April 30, 2016

	10 Months Actual FY17	10 Months Actual FY16
CASH FLOWS FROM OPERATING ACTIVITIES		
Net income	\$ 2,636,691	\$ 258,758
Adjustments to reconcile net income to net cash provided by		
operating activities:		
Depreciation	1,477,761	1,564,496
Changes in working capital components:		
Decrease/(Increase) in net accounts receivables	287,065	123,004
Decrease/(Increase) in other receivables	57,538	124,626
Decrease/(Increase) in inventories	30,917	18,816
Decrease/(Increase) in prepaid expenses	(48,974	) 3,927
(Decrease)/Increase in salaries payable	(392,497	) (410,307)
(Decrease)/Increase in accounts payable	(162,636	) 359,738
(Decrease)/Increase in newborn screening surcharge payable	(253,697	) 562,038
(Decrease)/Increase in accrued expenses	171,468	(340,967)
(Decrease)/Increase in notes payable - current		(38,944)
(Decrease)/Increase in proficiency testing deferred revenue	810,854	591,365
(Decrease)/Increase in newborn screen deferred revenue	(52,843	) 161,517
Net cash provided (used) in operating activities	4,561,647	2,978,067
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of equipment and physical plant improvements	(2,475,395	) (363,814)
Net cash (used in) investing activities	(2,475,395	) (363,814)
CASH FLOWS FROM FINANCING ACTIVITIES Principal payment on Capital Lease		
Net cash provided (used in) financing activities		
Net increase (decrease) in cash	2,086,252	2,614,253
Cash:		
Beginning	13,843,585	10,798,968
Ending	\$ 15,929,837	\$ 13,413,221

#### WISCONSIN STATE LABORATORY OF HYGIENE NOTES TO THE FINANCIAL STATEMENTS For the period July 1, 2016 through April 30, 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-forservice 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 April 30, 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 April 30, 2017 and June 30, 2016 are as follows:

	<u>April 30, 2017</u>	<u>June 30, 2016</u>
Accounts Receivable Total	\$3,161,704	\$3,495,123
Allowance for bad debt	(342,956)	(389,310)
Net Receivables	\$2,818,748	\$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 Health Services Department of Natural Resources University of Wisconsin Department of Agriculture, Trade and Consumer Protection Office of Justice Assistance Wisconsin Emergency Management

Non-Agency:

Newborn Screening Proficiency Testing UW Hospital Authority Medicare and Medicaid Municipalities Law Enforcement Agencies All other revenue 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 April 30, 2017 working capital (current assets less current liabilities) was \$11,443,978 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 Hol	Sabbatical
Current	\$657,981	\$395,091	\$90,485	\$6,582	\$165,823
Long					
Term	1,613,972	-	-	-	1,613,972
	\$2,271,953	\$395,091	\$90,485	\$6,582	\$1,779,795

#### **BUSINESS ITEMS**

### Item 8. PRESENTATION OF FY18 BUDGET

a) James Sterk, Accounting Supervisor, WSLH

#### **Description of the Item:**

James Sterk will present the updated budget since the June Board meeting. The WSLH budget authority rests with the Board. Each year the WSLH presents the budget to the Board prior to the beginning of the state fiscal year (July 1) for their approval.

#### **Suggested Board Action:**

Approve the FY18 budget.

# **Staff Recommendations and Comments:**

Receive for information.

# **Fiscal Year 2018 Budget** Income Statement State Laboratory of Hygiene Twelve Months ending June 30, 2018

Support and Revenue	Fiscal Year 2018 Final Budget	Fiscal Year 2018 Preliminary Budget	Increase/ (Decrease)
State Agencies	\$8,300,811	\$7,323,819	\$976,991
Non State Agencies	18,794,070	18,642,074	151,996
State General Program Revenue (GPR)	11,100,000	11,038,776	61,224
Driver Improvement Surcharge (OWI)	1,619,200	1,619,200	0
Grant Revenues	5,234,636	5,132,357	102,279
Earning-Investment Income	120,000	120,000	0
Total Support and Revenue	45,168,717	43,876,227	1,292,490
Expenses			
Salaries	18,250,372	17,975,057	275,316
Fringe Benefits	7,263,594	7,200,096	63,498
Supplies and Services	13,752,930	12,969,535	783,395
Transfer-Ovrhead Allow-133&144	815,960	797,535	18,425
Building Rent	2,993,651	2,990,662	2,989
Depreciaition	1,963,463	1,928,943	34,520
Bad Debt Expense	2,400	2,400	0
Interest Expense	12,000	12,000	0
Total Expenses	45,054,370	43,876,227	1,178,144
Net Operating Income/(Loss)	\$114,347	(\$0)	\$114,347

# **Fiscal Year 2018 Budget** Income Statement State Laboratory of Hygiene Twelve Months ending June 30, 2018

Support and Revenue	Fiscal Year 2018 Final Budget	Fiscal Year 2017 Budget	Increase/ (Decrease)
State Agencies	\$8,300,811	\$6,255,902	\$2,044,909
Non State Agencies	18,794,070	18,383,466	410,604
State General Program Revenue (GPR)	11,100,000	11,300,000	(200,000)
Driver Improvement Surcharge (OWI)	1,619,200	1,605,900	13,300
Grant Revenues	5,234,636	5,615,303	(380,667)
Earning-Investment Income	120,000	48,000	72,000
Total Support and Revenue	45,168,717	43,208,571	1,960,146
Expenses			
Salaries	18,250,372	17,470,470	779,902
Fringe Benefits	7,263,594	6,999,528	264,066
Supplies and Services	13,752,930	13,226,626	526,304
Transfer-Ovrhead Allow-133&144	815,960	873,868	(57,907)
Building Rent	2,993,651	2,849,096	144,555
Depreciaition	1,963,463	1,760,183	203,280
Bad Debt Expense	2,400	24,000	(21,600)
Interest Expense	12,000	4,800	7,200
Total Expenses	45,054,370	43,208,571	1,845,800
Net Operating Income/(Loss)	\$114,347	\$0	\$114,346

Fiscal Year 2018 Budget								
Income Statement State Laboratory of Hygiene Twelve Months ending June 30, 2018								
Support and Revenue	MSLH	Disease Prevention Division	Environmental Health Occupational Health Division Division	Occupational Health Division	Laboratory Improvement Division	Communicable Diseases Division	Administrative Services	Salary Savings
State Agencies Non State Agencies State General Program Revenue (GPR) Driver Improvement Surcharge (OWI) Grant Revenues Earning-Investment Income	\$8,300,811 18,794,070 11,100,000 1,619,200 5,234,636 120,000	\$1,328,604 9,187,561 1,209,260 88,982	\$2,476,141 2,131,206 5,191,740 1,619,200 331,617	\$66,000 1,827,200 225,000 4,346,037	\$54,190 3,055,503 43,000	\$4,290,875 2,573,600 3,891,000	\$85,000 19,000 540,000 468,000 120,000	
Total Support and Revenue	45,168,717	11,814,408	11,749,904	6,464,237	3,152,693	10,755,475	1,232,000	0
Expenses								
Salaries Fringe Benefits Supplies and Services	18,250,372 7,263,594 13,752,930	4,426,335 1,722,627 4,011,567	4, 989, 945 2, 027, 007 2, 609, 780	2,540,633 1,160,721 899,956	753,553 342,292 1,573,994	3,432,584 1,252,289 3,320,809	3,083,362 1,132,371 1,336,824	(976,040) (373,713)
naitstet-Owneed Allow-1330 144 Builing Rent Depreciaition Bad Debt Expense Interest Expense	0.13,900 2,993,651 1,963,463 2,400 12,000	- 10,001 96,909 481,330	00,423 1,482,447 752,731	7.3,170 554,703 210,355	82,518 7,865 1,200	638,095 397,128 1,200	138,978 114,055 12,000	
Total Expenses	45,054,370	10,757,129	11,930,340	6,095,539	2,761,421	9,042,105	5,817,589	(1,349,753)
Net Operating Income/(Loss)	\$114,347	\$1,057,279	(\$180,436)	\$368,698	\$391,272	\$1,713,370	(\$4,585,589)	\$1,349,753
Net Operating Income/(Loss)	\$114,347	\$1,057,279	(\$180,436)	\$368,698	\$391,272	\$1,713,370	(\$4,585,589)	\$1,349,753
Add Depreciation Expense	1,963,463	481,330	752,731	210,355	7,865	397,128	114,055	0
Subtract Capital Expense	(2,077,810)	(728,600)	(605,000)	(280,000)	0	(304,210)	(160,000)	0
Cash Increase/(Decrease)	(\$0)	\$810,008	(\$32,705)	\$299,053	\$399,137	\$1,806,287	(\$4,631,534)	\$1,349,753

# **BUSINESS ITEMS**

#### Item 9. CONTRACTS REPORT

- a) Jamie Schauer, Director, WSLH
- b) Christine Gunter, Financial Program Supervisor, WSLH

#### **Description of the Item:**

The table on the following pages contains the major grants and contracts that have been received since January 1, 2017. WSLH staff will be available to provide more details on these grants and contracts.

#### Suggested Board Action:

Receive for information.

<u>Staff Recommendations and Comments:</u> There are no contracts requiring board approval.

CISTOMER	CONTRACT NAME	START	END DATE	ACCOLINT NAME		AWARD	
		DATE				Σ	_
Wisconsin Department of Health Services	43500-0000011861	4/1/2017	3/31/2018	Out of Hospital Newborn Screening and Follow-up Corrdinator	Out of Hospital Newborn Screening and 1 year Interagency Agreement for newborn Follow-up Corrdinator screening outreach for public health testing and consultative services with DHS/DPH and local units of government.	\$ 30,202	02 NBS
Association of Public Health Laboratories	56400-200-921-17-11	5/1/2017	6/30/2017	Orchards - Expansion of Virological Testing for Household Members	Additonal funding from CDC/APHL to assess the transmission characteristics of other respiratory viruses within households	\$ 100,000	00 CDD
Centers for Disease Control	200-2014-M-60781 MOD 00002	9/16/2017	9/15/2020	9/15/2020 CDC - LAMP Bovine	CDC Quality Assurance programs for lead and multi-element proficiency testing for the next 3 years. (\$49k each year)	\$ 147,000	DO LID
Wisconsin Department of Health Services	Radiochemistry Testing	7/1/2017	6/30/2018	6/30/2018 Radiochemistry Testing	Annual laboratory analysis for WDHS/RPS in accordance with WPH Statute 254.41 for the public protection from radiologic hazards.	\$ 81,086	86 EHD - Radioc hem
Association of Public Health Laboratories	56400-200-902-17-03	4/1/2017	6/30/2017	6/30/2017 VPD Amendment 1	Additional funding of \$450,000 for high testing volumes in relationship to Vaccine Preventable Diseases.	\$ 450,000	00 CDD
Wisconsin Department of Health Services	нсет	1/1/2017	12/31/2017	12/31/2017 Women's Health - Family Planning (Multiple accounts)	Additional funding to provide support and development of gynecological/reproductive health related laboratory, research, epidemiologic and consultation services.	\$ 536,309	DPD PC
Association of Public Health Laboratories	56400-200-909-18-04	7/1/2017	6/30/2018	6/30/2018 Vaccine Preventable Diseases (VPD)	Provide molecular genotyping and serogrouping/serotyping assays for viral and bacterial VPD, specimen repository and performance evaluation testing panels to support a shared service model. (Measles, Mumps, Rubella, Varicella-zoster virus, Streptococus pneumoniae, Neisseria meningitides, Haemophilus influenza.)	\$ 450,000	CDD 200
Wisconsin Department of Health Services	WDHS Interagency Agreement	4/12/2017	4/12/2018	4/12/2018 WI Cancer Reporting PHIN-MS	WI Cancer System Onboarding of hospitals and clinics with existing PHIN-MS instances (up to 7 labs) as prioritized by WCRS.	\$ 6,860	50 IT
Wisconsin Department of Health Services	43500-1TBELIM16	1/1/2017	12/31/2017	12/31/2017 WI TB Elimination and Laboratory Cooperative Agreement 2017	Diagnostic testing and laboratory network conference.	\$     57,096	96 CDD
Children's Hospitals and Clinics - Minnesota		07/1/207	6/30/2018	Fee for Service Agreement - Biochemical Genetics	Fee for service agreement for testing phenylalanine and tyrosine for diet monitoring of patients.	\$ 14,000	00 DPD
Wisconsin Department of Natural Resources	Basic Agreement	5/1/2017	6/30/2018	GL052	Manitowoc TMDL Monitoring	\$ 23,500	DO EHD
Wisconsin Department of Natural Resources	37000-000004712	4/1/2017	3/31/2018	NP026	Porous Pavement	\$ 39,918	18 EHD
Wisconsin Department of Natural Resources	37000-000004616	5/1/2017	12/31/2017 WQ025	WQ025	St Louis River Estuary Bay	\$ 58,126	26 EHD
Wisconsin Department of Natural Resources	37000-0000004555	4/30/2016	6/30/2017 WQ026	WQ026	Herbicide Concentration testing	\$ 7,377	77 EHD

# **BUSINESS ITEMS**

#### Item 10. DIRECTOR'S REPORT

- Jamie Schauer, Director, WSLH
- A. Public or Environmental Health Incidents of Educational Interest
- B. Public Water Systems Boil Notice Summary Report
- C. Human Resources Update
- D. Next Board Meeting: Tuesday, September 19th, 2017

### Wisconsin State Laboratory of Hygiene Board of Directors Meeting June 20, 2017

## Report to the Wisconsin State Laboratory of Hygiene Board

## Representative Public or Environmental Health Incidents of Educational Interest For the Period March 10 – June 8, 2017

Approx. Date	Incident or Activity Name	Description	Current Status
December 15, 2016	Agricultural and Environmental Letters journal article	<ul> <li>When the parasite Cryptosporidium is present in drinking water supplies it is a serious health threat to humans. But how does it get into the water?</li> <li>Researchers suspect that one route is through soil. And while USEPA has published a method to analyze drinking water for Cryptosporidium (USEPA Method 1623.1), there is no comparable USEPA soil extraction method.</li> <li>To overcome this barrier, WSLH Environmental Microbiology Director and UW Soils Science Professor Dr. Sharon Long and WSLH Advanced Microbiologist Jeremy Olstadt collaborated with scientists from the University of Wisconsin-Madison Department of Biological Systems Engineering to develop and evaluate a Cryptosporidium soil extraction method capable of producing an extracted fluid containing the pathogen that could be purified and enumerated using USEPA Method 1623.1.</li> <li>Their research is published in <i>Agricultural and Environmental Letters</i> – "Cryptosporidium Soil Extraction by Filtration/IMS/FA Compatible with USEPA Method 1623.1"</li> </ul>	Complete
December 21, 2016	PLOS One journal article	For several years, scientists, farmers and beekeepers have raised alarms about the increasing loss of honey bee hives. Honey bees play a key role in food production for humans by pollinating flowering crop plants. An article in <i>PLOS One</i> , recounts the discovery of	

		one bacterium that may be playing a part in honey bee hive loss – <i>Serratia marcescens</i> Strain Sicaria (Ss1). WSLH Communicable Disease Division (CDD) Deputy Director Dr. David Warshauer contributed to the research. "Sepsis and Hemocyte Loss in Honey Bees (Apis mellifera) Infected with Serratia marcescens Strain Sicaria" ( <i>PLOS One</i> )	
January 18, 2017	Wisconsin Clinical Laboratory Network Webinar	The WSLH CDD 2017 Wisconsin Clinical Laboratory Network (WCLN) webinar series opened with a discussion by Erin Bowles, WCLN coordinator and co-biosafety officer, about a new resource document that is available to laboratories nationwide for all-hazards preparedness and response. Laboratories can link to the document - entitled " <i>Clinical Laboratory Preparedness and</i> <i>Response Guide</i> "- from our WCLN resources web page. Approximately 138 laboratory professionals joined the webinar. The archived presentation is available on our website for those who were unable to make the live webinar.	Complete
January 26- 27, 2017	Southeastern Regional Technology Transfer Conference, Greenville, SC.	Dr. Sharon Long gave two presentations at the Southeastern Regional Technology Transfer Conference – "Source Water and Drinking Water Microbiology" and "When Microbes Go Bad. What we can do about it?".	Complete
February 3, 2017	APHL Newborn Screening New Disorders Implementation Award	The WSLH Newborn Screening Laboratory received a New Disorders Implementation Award from the Association of Public Health Laboratories (APHL). The award provides funding for the WSLH to become a Peer Network Resource Center and to develop next-generation sequencing 2nd tier testing to find underlying genetic causes for three disorders – Pompe, Mucopolysaccharidosis 1 (MPS-1) and X-linked Adrenoleukodystrophy (X- ALD). As a Peer Network Resource Center, led by Dr. Mei Baker, the scientists at the Newborn Screening Laboratory and the UW Biotechnology Center will serve as content area experts and offer newborn screening, educational training, and/or technical assistance to other newborn screening programs. Wisconsin is one of only three state newborn screening programs to be funded as a	In progress

		Deer Network Deerstern Conten	
February 7, 2017	Wisconsin Clinical Laboratory Network Webinar	Peer Network Resource Center. Once validated, the 2nd tier next generation sequencing analysis that the WSLH and UW Biotechnology Center are developing will be offered to states that have already implemented 1st tier newborn screening testing for these disorders. In February the WCLN webinar topic was " <i>Blood Banking in India: Ten Years After</i> ". Susan Johnson from the Blood Center of Wisconsin in Milwaukee spoke of her experiences traveling to India to help improve and strengthen blood banking practices through education over the course of 10 years. Ninety laboratory professionals enjoyed the presentation. The archived presentation is posted on our WCLN Training Event website.	Complete
March 2017	Environmental Legionella PT program	At the request of the Centers for Disease Control and Prevention (CDC), WSLH Proficiency Testing is now offering environmental legionella (water) proficiency testing. CDC provided this PT program for several years and provides Environmental Legionella Isolation Techniques Evaluation (ELITE) certification to labs that successfully complete two PT panels each year. Due to shifting priorities, CDC asked WSLH PT to take over the PT portion while CDC will continue with the certification.	Ongoing
March 10, 2017	Safety and Health Achievement Recognition Program (SHARP) recertification – Edstrom Industries, Inc.	<ul> <li>Edstrom Industries, Inc., a producer of laboratory and agricultural animal watering solutions and environmental monitoring in Waterford, WI, received their fifth SHARP recertification from OSHA and the WSLH Onsite Safety and Health Consultation Program (WisCon).</li> <li>Edstrom first received SHARP status in 2004 and have recertified that status every three years since. Their current recertification lasts until November 2019.</li> <li>SHARP is a recognition program for companies who have excellent health and safety program management systems in place.</li> </ul>	Complete
March 13, 2017	Newborn Screening automated test	On March 13 the WSLH went live with its first automated electronic test orders and results hospital interface for Newborn Screening (NBS).	Complete

	ordering and results interface – Columbia/St. Mary's hospitals	<ul> <li>This was quite an accomplishment that involved many hours of hard work in the Newborn Screening and Information Systems areas.</li> <li>Columbia/St. Mary's hospitals in Milwaukee and Ozaukee worked with WSLH staff over several months to build, test and implement the interface, which also includes transmitting Zika test orders and results for the WSLH Communicable Disease Division (CDD).</li> <li>Part of this effort was supported by a Newborn Screening Technical assistance and Evaluation Program (NewSTEPs) grant secured by Newborn Screening Laboratory Co-Director Dr. Patrice Held.</li> <li>The WSLH is now among a handful of public health labs nationwide with an orders/results interface for NBS and plans to expand to many more hospital systems in Wisconsin. The WSLH is also playing a part in providing guidance to other state public health labs on implementing their NBS interfaces.</li> <li>Electronic interfaces are a great return on investment because they reduce the amount of data entry needed, reduce error rates and reduce turnaround-times.</li> <li>The WSLH already has interfaces with UW Health (for CDD and Biochemical Genetics) and UW-Madison's University Health Services (for CDD and Cytology) and has begun working on its next interfaces with Meriter Hospital in Madison and with the WI Department of Corrections.</li> </ul>	
March 17, 2017	OSHA Small Business Success Story – Schoeneck Containers, Inc.	Schoeneck Containers, Inc. (SCI), a plastic container manufacturer in New Berlin, Wis., is featured as a "Small Business Success Story" by the Occupational Health and Safety Administration (OSHA). The story highlights the collaboration between SCI staffers and expert consultants WisCon to improve SCI's safety and health culture. The collaboration resulted in SCI achieving Safety and Health Achievement Recognition Program (SHARP) status a year after they and WisCon began working together. SCI has maintained its SHARP status	Complete
		since 2004.	

March 19 – 22, 2017	AWWA Sustainable Water Management Conference, New Orleans, LA	Dr. Sharon Long presented on "A Multi-tiered Approach to Assessing Microbial Contamination in Community Drinking Water Wells" at the American Water Works Association (AWWA) Sustainable Water Management conference.	Complete
March 20-22, 2017	SETAC – Midwest Chapter Annual Meeting, Minneapolis, MN	<ul> <li>The WSLH Environmental Toxicology unit had a strong presence at the Midwest Society of Environmental Toxicology and Chemistry (SETAC) annual conference.</li> <li>WSLH Environmental Toxicologist Dawn Perkins chaired the conference committee in her role as SETAC chapter president (her term ended at the end of the conference).</li> <li>WSLH scientists presenting at the conference included Dr. Dagmara Antkiewicz, Dr. Curtis Hedman and Dr. Jocelyn Hemming. Camille Danielson also had a poster at the conference.</li> </ul>	Complete
March 22, 2017	UW Wednesday Nite@the Lab talk	Research Scientist Dr. Martin Shafer gave a UW Wednesday Nite @ the Lab talk on the topic of "Environmental Forensics: Adventures in Plasma Mass Spectrometry" featuring the WSLH Trace Elements Clean Lab. Dr. Shafer discussed the theory and practice of plasma mass spectrometry through case studies in which WSLH scientists have applied this technology to address questions of environmental forensics in disciplines ranging from archaeology to glaciology to air-pollution source attribution.	Complete
March 22, 2017	Wisconsin Clinical Laboratory Network Webinar	Dr. David Warshauer presented the March WCLN webinar " <i>HIV Testing Technology and the latest</i> <i>Algorithm</i> " to about 80 laboratory professionals. Dr. Warshauer described the latest laboratory methods for diagnosing HIV infection and discussed some of the problems with test result interpretation. The archived presentation is posted on our WCLN Training Event website.	Complete
March 22-24, 2017	Michigan Impaired Driving Conference	Forensic Toxicology Chemist Stephanie Weber was an invited speaker to this conference and covered opioid trends in drugged driving and death investigations.	Complete
March 27, 2017	Madison College – Criminal Law	Forensic Toxicology Chemist Kayla Neuman taught a portion of a class for Madison College	Complete

March 27,	Class, Madison, WI UW-Madison	Criminal Law students regarding the role of Forensic Toxicology in Medicolegal Investigations. WSLH Assistant Scientist Dr. Curtis Hedman	Complete
2017 March 29, 2017 and April 3, 2017	Course	(EHD Organic Chemistry) presented three lectures on high-performance liquid chromatography, gas chromatography and mass spectrometry techniques for UW-Madison CEE501, Water Analysis – Intermediate.	
April 2017	CRE Proficiency Testing	<ul> <li>WSLH Proficiency Testing is the only PT provider in the U.S. offering PT to labs that perform Carbapenem-resistant Enterobacteriaceae (CRE) testing. The CRE PT program developed from collaboration with the WSLH CDD and the CDC to create a CRE PT program for state public health laboratories. Due to the concern about CRE infections in all healthcare settings, WSLH PT also is offering this program to hospital and clinical labs nationwide.</li> <li>From the CDC's website – "Some CRE bacteria have become resistant to most available antibiotics. Infections with these germs are very difficult to treat, and can be deadly—one report cites they can contribute to death in up to 50% of patients who become infected."</li> </ul>	Ongoing
April – May 2017	CDC exercise for Level 1 chemical emergency response labs	<ul> <li>The WSLH Chemical Emergency Response (CER) Unit participated in a CDC exercise over the course of two weeks in late April and early May.</li> <li>The WSLH is one of only 10 Level 1 chemical emergency response labs in the country and serves as a surge capacity lab for CDC.</li> <li>The exercise scenario was the release of a toxin into a convention center. In the scenario, more than 5,000 people were potentially exposed.</li> <li>The WSLH initially received 40 samples to test for nitrogen mustards (a class of vesicant). The scenario called for 24 hour turnaround, and we finished within 8 hours of sample receipt. This particular testing came only to the WSLH, as we were filling a gap for CDC.</li> <li>The next week the WSLH received 500 samples to test for a metabolite of the nerve agent VX.</li> <li>Though we encountered numerous analytical problems, testing was completed in 42 hours.</li> </ul>	Complete

			]
		The CER group performed exceptionally, particularly given the challenges of this particular exercise. About 2/3 of the samples were quantified for the VX metabolite.	
April – June 2017	WSLH Proficiency Testing lab site visits	WSLH Proficiency Testing Director Kris Hansbery has visited 19 laboratories in Wisconsin, Illinois, Michigan, Minnesota and Iowa. The labs are a mix of current and potential WSLH PT customers. More visits are planned this summer. WSLH PT managers Mike Argall and Sandy Schleis are accompanying Kris on some visits.	Ongoing
April 3-7, April 10-14, 2017	Drug Recognition Expert (DRE) School	Forensic Toxicology Chemist Kayla Neuman attended the WI DRE School.	Complete
April 4, 2017	Standardized Field Sobriety Tests (SFST) Instructor Update, Green Bay, WI	Forensic Toxicology Chemist Kimberle Glowacki assisted in the curriculum coordination and presented to WI law enforcement during an Instructor update.	Complete
April 5, 2017	Wisconsin Coroner and Medical Examiners Assoc. Conference, Green Bay, WI	Forensic Toxicology Chemist Diane Kalscheur presented a WSLH update to WCMEA conference attendees.	Complete
April 26, 2017	Wisconsin Clinical Laboratory Network Webinar	The April WCLN webinar was the first of a two part series on " <i>The Mosquitoes We Live With and</i> <i>the Diseases They Harbor</i> ". Dr. Lyric Bartholomay from the UW-Madison Upper Midwestern Regional Center of Excellence for Vector-Borne Disease led off the series by discussing her work with mosquito surveillance in WI. Seventy-one laboratorians learned about what makes a mosquito a vector for pathogens like West Nile and La Crosse viruses. The archived presentation is posted on our WCLN Training Event website.	Complete
April 7, 2017	Occupational Surveillance Advisory Group (OSAG)	Rebecca Adams, Jan Klawitter, Steve Strebel, and George Gruetzmacher represented the WSLH at the bi-annual OSAG meeting. OSAG is led by Dr. Barbara Grajewski of the WI Department of Health Services/Division of Public Health's Occupational Health Surveillance program.	Complete

April 11, 2017       New ASTM International mold tape lift test method       Wisconsin Occupational Health Laboratory Advanced Microbiologist Terri Williams facilitated the development of a new ASTM International test method that will help laboratories identify mold from tape lift samples. Tape lift samples are sometimes used as part of occupational health and air quality investigations. The method was developed by ASTM International health and air quality investigations. The method was developed by ASTM International's committee D22.08 on Mold Sampling and Analysis, volunteered to be a technical contact for this method. Since ASTM International uses a voluntary consensus process, Williams facilitated discussions and recorded edits to the method in progress at each ASTM meeting she attended. The process can take many revisions over years.       Complete         April 11-12, 2017       Wisconsin Safety Conference       The annual Wisconsin Safety Conference (WSC) brings together thousands of safety and health professionals to learn about work hazards, and injury and illness prevention. There are formal training sessions/workshops, along with vendor and education booths.       Complete         The WSLH's WiSCon Onsite Safety and Health Consultation Program and BLS/OSH Statistics section have been participating in this event for several years.       Kelsi Berlinghof, Dan Trocke, Dick Lentz, Terry Lawrin and Janeen Eisenman staffed the WisCon exhibit booth, while Gorge Gruetzmacher taught courses and Danica Lee monitored sessions as a WSC member.			George Gruetzmacher gave a formal presentation about WisCon and the many challenges of reducing workplace injuries and illnesses. There were four other speakers intermingled with discussion covering topics of: entry level construction training in southcentral Wisconsin, agricultural injury surveillance, Fraser shipyard investigation of high blood lead levels in workers, and developing materials for young workers and vulnerable workers.	
2017Conferencebrings together thousands of safety and health professionals to learn about work hazards, and injury and illness prevention. There are formal training sessions/workshops, along with vendor and education booths.The WSLH's WisCon Onsite Safety and Health Consultation Program and BLS/OSH Statistics section have been participating in this event for several years.Kelsi Berlinghof, Dan Trocke, Dick Lentz, Terry Lawrin and Janeen Eisenman staffed the WisCon exhibit booth, while George Gruetzmacher taught courses and Danica Lee monitored sessions as a WSC member.	April 11, 2017	International mold tape lift test	Advanced Microbiologist Terri Williams facilitated the development of a new ASTM International test method that will help laboratories identify mold from tape lift samples. Tape lift samples are sometimes used as part of occupational health and air quality investigations. The method was developed by ASTM International's committee on air quality. Williams, a member of ASTM committee D22 Air Quality and the subcommittee D22.08 on Mold Sampling and Analysis, volunteered to be a technical contact for this method. Since ASTM International uses a voluntary consensus process, Williams facilitated discussions and recorded edits to the method in progress at each ASTM meeting she attended. The process can take many revisions	Complete
Nelson manned the BLS/OSH exhibit, located	-		brings together thousands of safety and health professionals to learn about work hazards, and injury and illness prevention. There are formal training sessions/workshops, along with vendor and education booths. The WSLH's WisCon Onsite Safety and Health Consultation Program and BLS/OSH Statistics section have been participating in this event for several years. Kelsi Berlinghof, Dan Trocke, Dick Lentz, Terry Lawrin and Janeen Eisenman staffed the WisCon exhibit booth, while George Gruetzmacher taught courses and Danica Lee monitored sessions as a WSC member. Rebecca Adams, Madeline Zwiers, and Samantha	Complete

		adjacent to WisCon.	
		Conference attendees enjoyed the addition of the wheel of safety the past 2 conferences.	
April 12, 2017	UW-Platteville course	Forensic Toxicology Director Amy Miles gave an overview of the WSLH and the Forensic Toxicology section as part of a forensic sciences class at UW-Platteville. Amy also met with the chair of the UW-Platteville Criminal Justice Department to discuss possible future collaborative education opportunities.	Complete
April 15, 2017	Journal of Environmental Management article on bacterial indicator reduction in manure	Dr. Sharon Long and Dr. Zac Carroll, one of her post-doc research assistants, published an article in the <i>Journal of Environmental Management</i> on "Centrifuge Separation Effect on Bacterial Indicator Reduction in Dairy Manure". Co-authors were from the UW Dept. of Biological and Systems Engineering as well as Soil Net LLC. in Belleville, WI.	Complete
April 17, 2017	Phase I and II Dane County Roadside Oral Fluid 2016 White Paper	<ul> <li>WSLH Forensic Toxicology released a white paper with the results of Phase I and Phase II of the Dane County Roadside Oral Fluid Project. The project was funded by the Bureau of Transportation Safety (BOTS)</li> <li>Phase I of the project: Law enforcement agencies from all across Dane County participated in ARIDE training as well as hands-on training on the Alere DDS2 roadside oral fluid device. The goal of the project was to collect 100 roadside oral fluid tests using the Alere DDS2 instrument during a 3 month period and correlate the device results with the blood samples obtained during the OWI arrest process. All comparison samples were de-identified for this project to prevent any traceability between the oral fluid and blood results to any one individual.</li> <li>Phase II: The objective was to evaluate the impact of the laboratory drug testing cancellation policy (LCP) when the blood alcohol concentration (BAC) exceeds 0.100 g/100 mL. Specimens from casework, where drug testing was cancelled because of the LCP, were randomly selected and screened for the presence of drugs.</li> </ul>	Complete

April 19, 2017	UW Wednesday Nite@the Lab talk	Forensic Toxicology Chemist Lori Edwards gave a UW Wednesday Nite @ the Lab talk about "Heroin and Other Opioids: A Wisconsin Epidemic?".	Complete
		Her presentation covered the current issues and trends associated with heroin and other opioids in Wisconsin, including the history of the opium plant, manufacturing process, and the pharmacological effects of heroin and other opioids on the human body. In addition, several case studies of individuals driving under the influence of heroin or other opioids were discussed.	
April 19, 2017	Wisconsin Clinical Laboratory Network Antimicrobial Susceptibility Testing Conference	The WSLH CDD hosted a " <i>Challenges in</i> <i>Antimicrobial Susceptibility Testing – 2017</i> " conference for 87 laboratory professionals at the Wintergreen Resort and Conference Center in Wisconsin Dells. Those in attendance enjoyed presentations and panel discussions on topics such as the newly developed Antibiotic Resistance Laboratory Network (ARLN) and tips for using the CLSI M100 and M45 documents. Other topics included the WI Surveillance Project, AST for yeast and molds, the pharmacokinetics, pharmacodynamics and spectrum of activity of antifungals, and cross-table/combination antibiograms. CDD staff, members of our Laboratory Technical Advisory Group (LabTAG) and an infectious disease pharmacist served as speakers at the event.	Complete
April 21, 2017	Midwest Association for Toxicology and Therapeutic Drug Monitoring, Rosemont, IL	Forensic Toxicology Chemist Ted Savage presented on the results of the WI Oral Fluid Project and Amy Miles presented on the current opioid drug trends	Complete
April 24-28, 2017	International Assoc. for Chemical Testing Annual Conference	Forensic Toxicology Chemist Ted Savage attended and presented during the IACT annual conference. Ted's presentation was on the WI Oral Fluid Project.	Complete
April 27, 2017	National Committee Inaugural meeting, Minneapolis, MN	BLS/OSH Statistics Program Manager Rebecca Adams was invited to be a member of the National Farm Medicine Scientific Steering Committee. The committee is comprised of stakeholders representing end-users of an agriculture injury	Ongoing

		news database and will help improve digital surveillance methods and data available for risk managers, insurers, researchers, data specialists, and other agricultural safety stakeholders. The innovation of this project is the systematic approach to capturing, scrubbing, and redistributing publicly available data on agricultural injuries and fatalities mined from media reports.	
May 2 and 4, 2017	Wisconsin Clinical Laboratory Network Packaging and Shipping Workshops	In May the WSLH co-hosted with APHL two Packaging and Shipping workshops for WI laboratory professionals. The trainer was Dr. Patricia Payne, an expert in this very complicated and important subject. Approximately 50 laboratorians were provided with training necessary to become certified in packaging and shipping. As part of our national Laboratory Response Network (LRN), all laboratories that have the potential to ship biohazardous organisms and substances are required to have staff certified in packaging and shipping.	Complete
May 4, 2017	WI Department of Health Services meeting – Forensic Toxicology Section	Amy Miles gave a presentation on the ection's role within the WSLH and WI's legal process.	Complete
May 4 and 9, 2017	HPV Brown Bag	WSLH Cytology Manager and Cytotechnology Certificate Program Manager Michele Smith gave a brown bag talk to WSLH staff on the HPV virus and vaccination. Her talk is linked off the WSLH website.	Complete
May 10, 2017	Wisconsin Clinical Laboratory Network Webinar	The May WCLN webinar was the second part of the two part series on " <i>The Mosquitoes We Live</i> <i>With and the Diseases They Harbor</i> ". Rebecca Osborn from the Wisconsin Division of Public Health Communicable Disease Bureau discussed her surveillance for endemic arboviral disease in WI and the goals of her program. She also provided a quick overview on Zika virus surveillance. The presentation was enjoyed by about 60 laboratory professionals. The archived presentation can be accessed on our WCLN Training Event website.	Complete
May 11, 2017	WI Cancer	WSLH Public Affairs Manager Jan Klawitter and	Complete

Planning Meeting, Madison, WI       Dr. Sharon Long presented on "A Multi-Tier Approach to Assessing Microbial Contamination in Transient Non-Community Water Systems" at the International Water Association (IWA) Specialist Group on Health-Related Water Microbiology (HRWM) Symposium and University of North Carolina Water Microbiology Conference.       Complete         May 15-19, 2017       International Influenza Laboratory Training       The WSLH CDD hosted four visiting scientists from Bosnia and Herzegovina as part of an international influenza mentorship program to provide technical assistance to countries to strengthen laboratory management systems and capacity, and enhance Biosafety and Quality Assurance programs using a step-wise approach. The program is also intended to foster technical partnerships for ongoing guidance toward WHO National Influenza Center (NIC) designation.       The international influenza training that we provided was in support of an APHL/CDC project to strengthen laboratory capacity in certain countries that they identified as needing extra guidance and support.         The two labs from Bosnia & Herzegovina (Public Health Institute in Banja Luka and the University Clinical Center in Sarajevo) hope to achieve designation by the WHO as a National Influenza Center in the future.         CDD scientists provided hands-on bench training for cell culture and influenza vinx isolation. In addition, we engaged other WSLH subject matter experts to discuss quality assurance, biosafety, management structure, inventory management and influenza real-time PCR.	May 15, 2017	Council annual meeting WI DOT Strategic Highway Safety	Michele Smith represented the WSLH at an exhibit table at the WI Cancer Council annual meeting in Madison. Amy Miles attended the meeting to plan funding ideas for the Wisconsin Highway Safety Plan.	Complete
2017       Water Microbiology Conference, Chapel Hill, NC       Approach to Assessing Microbial Contamination in Transient Non-Community Water Systems" at the International Water Association (IWA) Specialist Group on Health-Related Water Microbiology (HRWM) Symposium and University of North Carolina Water Microbiology Conference.       Complete         May 15-19, 2017       International Influenza Laboratory Training       The WSLH CDD hosted four visiting scientists from Bosnia and Herzegovina as part of an international influenza mentorship program to provide technical assistance to countries to strengthen laboratory management systems and capacity, and enhance Biosafety and Quality Assurance programs using a step-wise approach. The program is also intended to foster technical partnerships for ongoing guidance toward WHO National Influenza Center (NIC) designation.       Complete         The two labs from Bosnia & Herzegovina (Public Health Institute in Banja Luka and the University Clinical Center in Sarajevo) hope to achieve designation by the WHO as a National Influenza Center in the future.       The two labs from Bosnia & Herzegovina (Public Health Institute in Banja Luka and the University Clinical Center in Sarajevo) hope to achieve designation by the WHO as a National Influenza Center in the future.         CDD scientists provided hands-on bench training for cell culture and influenza virus isolation. In addition, we engaged other WSLH subject matter experts to discuss quality assurance, biosafety, management structure, inventory management and		Planning Meeting,		
2017Influenza Laboratory Trainingfrom Bosnia and Herzegovina as part of an international influenza mentorship program to provide technical assistance to countries to strengthen laboratory management systems and capacity, and enhance Biosafety and Quality Assurance programs using a step-wise approach. The program is also intended to foster technical partnerships for ongoing guidance toward WHO National Influenza Center (NIC) designation.The international influenza training that we provided was in support of an APHL/CDC project to strengthen laboratory capacity in certain countries that they identified as needing extra guidance and support.The two labs from Bosnia & Herzegovina (Public Health Institute in Banja Luka and the University Clinical Center in Sarajevo) hope to achieve designation by the WHO as a National Influenza Center in the future.CDD scientists provided hands-on bench training for cell culture and influenza virus isolation. In addition, we engaged other WSLH subject matter experts to discuss quality assurance, biosafety, management structure, inventory management and	•	Water Microbiology Conference,	Approach to Assessing Microbial Contamination in Transient Non-Community Water Systems" at the International Water Association (IWA) Specialist Group on Health-Related Water Microbiology (HRWM) Symposium and University of North Carolina Water Microbiology	Complete
	•	Influenza Laboratory	from Bosnia and Herzegovina as part of an international influenza mentorship program to provide technical assistance to countries to strengthen laboratory management systems and capacity, and enhance Biosafety and Quality Assurance programs using a step-wise approach. The program is also intended to foster technical partnerships for ongoing guidance toward WHO National Influenza Center (NIC) designation. The international influenza training that we provided was in support of an APHL/CDC project to strengthen laboratory capacity in certain countries that they identified as needing extra guidance and support. The two labs from Bosnia & Herzegovina (Public Health Institute in Banja Luka and the University Clinical Center in Sarajevo) hope to achieve designation by the WHO as a National Influenza Center in the future.	Complete
May 16, 2017 Safety and Health Rotating Equipment Repair, Inc., (RER) provides Complete	May 16, 2017	Safety and Health		Complete

	r		
	Achievement Recognition Program (SHARP) recertification – Rotating Equipment Repair Inc.	repairs, parts and field service to the high-end energy pump market. Located in Sussex, Wis., RER received their fifth SHARP recertification from OSHA and WisCon. RER first received SHARP status in 2009. Their current recertification lasts until May 8, 2020. SHARP is a recognition program for companies who have excellent health and safety program management systems in place.	
May 23, 2017	27th Annual Wisconsin Virology Conference	The WSLH hosted the 27th annual Wisconsin Virology Conference at the UW-Madison Fluno Center. This one-day conference provided a venue for participants to learn about current trends in clinical and public health virology.	Complete
		Topics discussed included the emergence of hantavirus (Seoul), Zika virus epidemiology, mumps virus outbreak update, biosafety practices, new PCR diagnostic tests and school-based respiratory virus and absenteeism surveillance.	
		The conference provided attendees an opportunity to learn about viruses of clinical and public health importance and to network with other clinical virologists, molecular biologists and other public health stakeholders in Wisconsin.	
May 24-25, 2017	WPHA- WALHDAB annual conference	Jan Klawitter represented the WSLH at an exhibit table at the WI Public Health Association-WI Association of Local Health Departments and Boards annual meeting.	Complete
		Jan also facilitated a meeting for the Local Public Health Labs Network at the meeting. This group of representatives from 20+ local public health labs meets twice a year to discuss common issues and learn about new topics. At this meeting Laura Traas, supervisor of the DATCP lab certification program, presented on DATCP's proposed new policy about the revised total coliform rule, as well as gave a training session on reference thermometers.	
May 24, 2017	Nature Communications journal article on Elizabethkingia	WSLH CDD scientists and WDPH epidemiologists were co-authors on a <i>Nature</i> <i>Communications</i> article about the "Evolutionary dynamics and genomic features of the	Complete

	<i>anopheles</i> outbreak	<i>Elizabethkingia anopheles</i> 2015 to 2016 Wisconsin outbreak strain." Primary authors were from CDC and the Institut Pasteur, Microbial Evolutionary Genomics in Paris, France.	
May 31, 2017	UW-Milwaukee Masters of Public Health (MPH) Field Experience Preceptorship	Dr. Curtis Hedman is a preceptor for a UW- Milwaukee Zilber School of Public Health student's summer MPH Field Experience. The project will focus on the coordination of a statewide environmental health monitoring project with WI DNR scientists studying lake herbicide treatments for aquatic invasive plant species.	Ongoing
June 1-2, 2017	Society of Forensic Toxicologists (SOFT) Executive Board Meeting, Mesa, AZ	Amy Miles attended the Executive Board meeting in preparation for promotion to Secretary of SOFT (2 year term).	Ongoing
June 2, 2017	APHL NOLLA Chair-Elect	WSLH Assistant Director Steve Marshall was elected chair-elect for the APHL Network of Laboratory Leaders Alumni (NOLLA) for FY2018. NOLLA is a subcommittee of the APHL Workforce Development committee that is made up of all past alumni of the APHL Emerging Leaders Program. NOLLA coordinates special projects every year to benefit all APHL members. Steve will serve as chair in FY2019 and past-chair in FY2020.	Complete

Wisconsin State Laboratory of Hygiene Board of Directors Meeting June 20, 2017

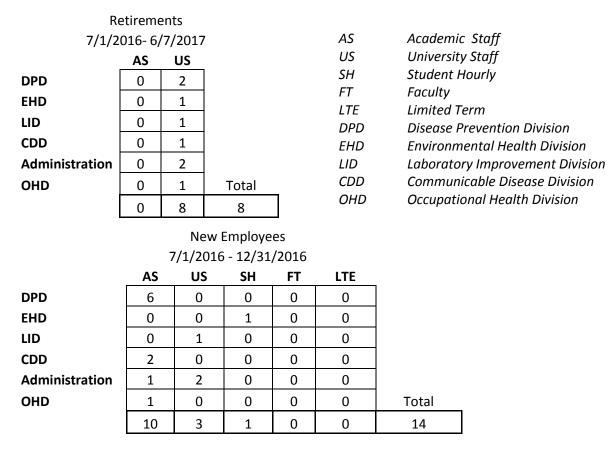
## Report to the Wisconsin State Laboratory of Hygiene Board Water Systems Tests by the WSLH For the period March 1, 2017 through May 31, 2017

Number of systems on a boil water notice	1
Number of water systems tested	3829
Percent of systems on a boil water notice	< 0.03%
Number of boil water notices for <u>municipal community water</u>	0
systems.	
Number of boil water notices for other than a municipal	0
<u>community water</u> system	
Number of boil water notices for <u>non-transient</u> , <u>non-community</u>	0
water systems.	
Number of boil water notices for transient water systems.	1

#### Wisconsin State Laboratory of Hygiene Board of Directors Meeting June 20, 2017

## Human Resources Update

## New Employees and Retirements



# New Employees

	AS	US	SH	FT	LTE	
DPD	1	2	0	0	0	
EHD	4	2	4	0	0	
LID	0	0	1	0	0	
CDD	4	1	0	0	0	
Administration	1	2	0	0	0	
OHD	4	0	2	0	0	Total
	14	7	7	0	0	28