

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19th, 2018
1:00 P.M – 4:00 P.M.
2601 Agriculture Drive
Madison, WI 53718**

**APPROVED MINUTES
March 20th, 2018**

MEMBERS PRESENT: Chair James Morrison, Vice-Chair Dr. Richard Moss, James Wenzler, Charles Warzecha (on behalf of Karen McKeown), Jeffery Kindrai, Gil Kelley, Steve Geis (on behalf of Mark Aquino)

WSLH STAFF PRESENT: Dr. James Schauer, David Webb, Steve Strebel, Kristine Hansbery, Jan Klawitter, Kevin Karbowski, Cynda DeMontigny, Jim Sterk, Allen Benson, Christine Gunter, and Nathaniel Javid

DNR STAFF PRESENT: Steve Geis

GUESTS PRESENT: None

Chair James Morrison called the meeting to order at 1:00 P.M.

Item 1. ROLL CALL

Chair James Morrison initiated the roll call of the Board. All Board Members were present except Barry Irmien and Dr. Robert Corliss.

Item 2. APPROVAL OF MINUTES

Approve the minutes of the December 12, 2017 Board Meeting as submitted. Board Member Wenzler noted a correction that was submitted prior to the start of the meeting. This correction called for the addition that Steve Geis had mentioned that the DNR Board also recites the Pledge of Allegiance at the beginning of their meetings. **Jeffery Kindrai** made a motion to approve the minutes with the aforementioned edit. **James Wenzler** seconded the motion. The voice vote approving the minutes was unanimous.

Item 3. REORGANIZATION OF AGENDA

The WSLH Human Resources Director, Cynda DeMontigny, will need to leave by 3:15 p.m. As a result, we may need to push the Human Resources Report up on the agenda.

Item 4. PUBLIC APPEARANCES

There were no public appearances.

Item 5. BOARD MEMBERS' MATTERS

Board Member Jeffery Kindrai mentioned that an Infection Control Practitioner from one of his local hospitals asked if there are county level data on antibiotic resistance. Mr. Kindrai brought this question to the Board for their input. Dr. James Schauer noted that Dr. Pete Shult would have this information although he is not present at today's meeting. Therefore, Dr. Schauer suggested that Mr. Kindrai connect with Dr. Shult outside of the meeting.

Item 6. FINANCIAL REPORT

■ Kevin Karbowski, Chief Financial Officer, Wisconsin State Laboratory of Hygiene

Mr. Karbowski noted that there is a down turn in Department of Health Services revenue. He explained that this is largely a timing issue that will even out in time for budgeting. On the clinical side, we are under budget by \$256,841. This is largely due to Cytogenetics losing Gundersen Health as a customer. Overall, our total support and revenue is in the positive at \$467,900. Our salary expenses are down 1% due to vacancies and our fringe benefits are down by 5% as a result of spending less on health insurance coverage than we anticipated. Overall, our total expenses are \$209,710 over budget.

Mr. Karbowski presented a draft of the FY19 Budget. Our FY19 budget is greater than FY18 by \$4,424,438. This is largely the result of the WSLH's onboarding of the new National Atmospheric Deposition Program (NADP). Our expenses are projected to be greater than last year's by \$4,154,257 with a FY19 net operating income of \$270,181 greater than in FY18. The final budget will be presented to the Board at the June meeting.

Our available working capital as of January 31, 2018 is \$10,002,649, compared to \$9,812,312 as of June 30, 2017.

Item 7. BOARD WEBPAGE

■ Jan Klawitter, Public Relations Officer, Wisconsin State Laboratory of Hygiene

Ms. Klawitter had the Board review the new Board webpage on the WSLH test site. Ms. Klawitter noted that Board member bios and contact information are been added, though some Board members have yet to submit their information. Ms. Klawitter provided links to the structure of board webpages for similar boards. The Board discussed presenting the names of alternates. After discussion, the Board determined the following names and bios will be listed for these appointments: Gil Kelley will get back to Jan (DATCP), Steve Geis (DNR), Chuck Warzecha (DHS), and Dr. Richard Moss (UW).

Chair James Morrison entertained a motion to approve the suggested changes to the Board Webpage. **James Wenzler** seconded the motion. The Board approved the Board webpage with the suggested changes by a unanimous voice vote. Board Member Wenzler noted that any Board members can contact with Ms. Klawitter with any administrative changes.

Item 8. PLEDGE OF ALLEGIANCE

- **Dr. James Schauer, Director, Wisconsin State Laboratory of Hygiene**

Board Member James Wenzler addressed this topic to the Board. Although not required by statute, Board Member Wenzler thought it would be useful from the perspective of reminding us of our part in a larger organization, along with our role in state and federal government. Dr. Schauer added that this should be a Board decision although it should not be part of the bylaws. Dr. Moss suggested that a moment of silence or something analogous may be more appropriate as a substitute for the Pledge of Allegiance. Chair James Morrison echoed this sentiment that something open-ended may be more useful.

Board Member Wenzler suggested that the Board review this topic at the March 2019 Board Meeting. Chair James Morrison confirmed this plan of action going forward.

Item 9. STRATEGIC PLANNING

- **Dr. James Schauer, Director, Wisconsin State Laboratory of Hygiene**
- **Kevin Karbowski, Chief Financial Officer, Wisconsin State Laboratory of Hygiene**
- **Allen Benson, Chief Information Officer, Wisconsin State Laboratory of Hygiene**

WSLH Director Dr. James Schauer introduced the WSLH's new Chief Information Officer, Allen Benson, to the Board. Dr. Schauer noted that we are working on two strategic plans: our organizational management plan and our scientific strategic plan. The focus of today's discussion is the scientific strategic plan, which concentrates on investments in technology and testing developments including research, equipment, staff training, and strategic hires. The scientific strategic plan also develops an engagement of stakeholders. At this meeting we will be working to prioritize initiatives, after which we will have meetings with stakeholders in programmatic areas, followed up by a Board approval of the Strategic Plan in June. At today's meeting, we are not seeking solutions, but want to make sure we are asking the correct questions to see if our list of potential strategic initiatives are appropriate and if there are any missing strategic initiatives that we should be considering.

The strategic initiatives we've identified can be categorized into three areas: big emergent issues, big changes in business, and critical issues to address. Initiatives in each of the three areas were presented to the Board, and the Board had an opportunity to vote on each initiative at the end of the presentation. Board members were given five votes to place across all initiatives, so a quantitative tally of Board preferences could be taken. Big emergent issues include sensors and point of care testing, clinical biomonitoring, bioinformatics, master's degree in Cytotechnology, and advancing the public health mission of the SMPH and UW-Madison. Dr. Schauer highlighted these initiatives with the Board in more detail including seeking more opportunities to measure chemical species in biological samples, developing more in-house

expertise in modeling and interpretation of genomics data, and making updates to the Cytotechnology program to an Anatomic Pathology (AP) Advanced Practitioner program. WSLH CIO Allen Benson went over the big changes in business with the Board including eBusiness and web portals, outreach, and laboratory information systems. Mr. Benson highlighted these initiatives in more detail including website updates, increasing awareness of services, facilitating external stakeholder meetings, and focusing on our LIMS systems. Critical issues to address include The Genomics Strategic Plan, space, and scientific investment. Dr. Shauer highlighted these initiatives in more detail including developing sustainable relationships and arrangements for the provision of cytogenetics services, addressing space issues through a critical assessment of growth needs for all programs, and strategically investing in staff and programs that advance scientific leadership within the WSLH including succession planning and addressing emerging needs.

Kevin Karbowski had the Board proceed with the voting exercise for these initiatives. Each Board Member was given five dots to use how they like on each strategic initiative.

The results of the Board vote on the strategic initiatives will be tabulated and communications will be sent out in advance of the June Board meeting for the Board to review.

***The Board performed a slight reorganization of the agenda and moved up the Human Resources Report ***

Item 10. HUMAN RESOURCES REPORT

■ Cynda DeMontigny, Human Resources Director, Wisconsin State Laboratory of Hygiene

Currently, there are 14 active recruitments. Eleven are in our Environmental Health Division, 8 of which are for the National Atmospheric Deposition Program. There is currently one recruitment each in our Communicable Disease Division, Administration, and Occupational Health Division. Our vacancy rate is 3.07%.

For staff turn around, there were 21 hires across the WSLH divisions, along with 3 resignations and 3 retirements from the period of December 1, 2017 through February 28, 2018.

Item 11. INFLUENZA UPDATE

■ Dr. Peter Shult, Communicable Disease Division Director, Wisconsin State Laboratory of Hygiene

Jan Klawitter gave the influenza update on Pete Shult's behalf. This has been a difficult flu season. The amount of influenza has been higher than the 2009 pandemic. The H3N2 strain seems to have peaked, but influenza B and H1N1 are starting to increase. Ms. Klawitter noted that on the CDC website, there is a flu map available for us to see its geographical spread. The WSLH is one of three international reference centers for influenza in the country, and as a result, our workload has increased. Though testing has increased significantly, the lab has been managing and we have not had to do extended shifts.

Because H3N2 is a much more virulent strain and the vaccine was only partially effective, management has been more difficult. The CDC is investigating to see if this virus has changed more than expected and/or if our host response is different than anticipated. Interestingly, this

strain of flu has affected more middle aged people versus people at the ends of the age spectrum who are typically affected.

Item 12. CONTRACTS REPORT

■ Christine Gunter, Financial Program Supervisor, Wisconsin State Laboratory of Hygiene

From December 2017 through February 2018, we've gained \$1,182,512.70 in contracts. \$1,117,953 was from the WI Department of Health Services, \$37,559.70 was from the WI Department of Natural Resources, \$27,000 are private contracts and the remainder are contracts split across the WSLH divisions.

Item 13. DIRECTOR'S REPORT

■ Dr. James Schauer, Director, Wisconsin State Laboratory of Hygiene

Jan Klawitter went over the public and environmental health incidents including Hepatitis A, and Methylobacterim. Ms. Klawitter informed the Board about a Hazardous Materials Responders Conference and a visit to the Zilber School in Milwaukee.

The Board reviewed the Water Systems Boil Notice Report for the period of December 2017 through February 2018. Board Member Wenzler asked if there was a boil notice for Iowa County. Secretary Schauer responded that the only boil notice was in Door County in December 2017.

Secretary Schauer mentioned that it was suggested that the September Board Meeting take place at the Milwaukee Medical Examiner's Office on September 18th, 2018. The board agreed with this idea, so the WSLH will proceed with making those arrangements. The next WSLH Board Meeting will take place on June 19th, 2018 at the WSLH.

Item 14. ELECTION OF OFFICERS

■ Dr. James Schauer, Director, Wisconsin State Laboratory of Hygiene


The Board proceeded with fulfilling the elections for Chair, Vice-Chair, and Secretary. As current Vice-Chair, Dr. Richard Moss will be the candidate for Chair. Dr. Robert Corliss nominated himself in absentia for the position of Vice-Chair and Dr. Schauer nominated himself to continue as Secretary. Chair James Morrison made a motion to entertain other nominations. Board Member Wenzler noted that we need to review the incumbent positions as well (Chair and Secretary). Dr. Schauer noted that we should clarify the process for electing the Board Secretary to ensure efficiency from an administrative standpoint. Jan Klawitter noted in the Policies and Procedures that the intent is the Vice-Chair is the Chair-Elect.

Chair James Morrison entertained a motion announcing the final selections of Dr. Richard Moss for the position of Chair, Dr. Robert Corliss for the position of Vice-Chair, and Dr. James Schauer for the position of Secretary. **Steve Geis** approved the motion seconded by **Jeffery**

Kindrai. The motion carried and the new office holders will begin their roles at the conclusion of this meeting.

Chair James Morrison made a motion to adjourn the meeting at 2:45 P.M. **Chuck Warzecha** seconded the motion. The motion passed unanimously and the meeting was adjourned.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "James J. Schauer". The signature is written in a cursive, somewhat stylized font.

James J. Schauer, PhD, P.E., M.B.A.
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors