

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019
Madison, Wisconsin**

DATE: March 13, 2019

TO: Dean Robert N. Golden, MD, UW-SMPH – Dr. Richard Moss, Designated Representative
Linda Seemeyer, Secretary, DHS – Charles Warezcza, Deputy Designated Representative
Daniel Meyer, Secretary, DNR – Joseph Liebaw Jr., Designated Representative
Sheila Harsdorf, Secretary, DATCP –Gilbert (Gil) Kelley, Designated Representative
Dr. Richard Moss, Chair
Dr. Robert Corliss, Vice-Chair
Barry Irmien, Member
Jeffery Kindrai, Member
James Morrison, Member

Zana Sijan, DNR Alternate
Steve Geis, DNR Alternate
Charles Warzecha, DHS 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
March 19, 2019
1:00 p.m. — 4:00p.m.

C: Stephen Ales
Dr. Allen Bateman
Allen Benson
Cynda DeMontigny
Christine Gunter
Kristine Hansbery
Dr. Jocelyn Hemming
Dr. Vanessa Horner
Kevin Karbowski
Jan Klawitter
Dr. Daniel Kurtycz
Erin Mani
Dr. Stephanie Schauer
Steve Strebel
David Webb

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

MEETING NOTICE

Tuesday, March 19, 2019

1:00p.m. – 4:00p.m.

MEETING LOCATION

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

Notice is hereby given that the Wisconsin State Laboratory of Hygiene Board of Directors will convene at 1:00 p.m. on Tuesday, March 19, 2019 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,



James J. Schauer, PhD, P.E., M.B.A.
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors
Director, Wisconsin State Laboratory of Hygiene
March 13, 2018

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019
1:00 P.M. – 4:00 P.M.

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

AGENDA

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Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019

PROCEDURAL ITEMS

Item 1. ROLL CALL

Description of Item:

Roll call of attendance at Board Meeting led by Board Chair.

Suggested Board Action:

Submit roll call.

Staff Recommendation and Comments:

Roll call will be recorded by Board Secretary.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019

PROCEDURAL ITEMS

Item 2. APPROVAL OF MINUTES

Description of Item:

The draft minutes of the December 18th, 2018 board meeting are submitted for approval.

Suggested Board Action:

Motion: Approve the draft minutes of the December 18th, 2018 board meeting as submitted.

Staff Recommendation and Comments:

Approve draft minutes.

Once approved, minutes become part of the public record and are posted on the WSLH website: <http://www.slh.wisc.edu/about/board/board-meetings-agendas-and-minutes/>.

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019**

**APPROVED MINUTES
December 18th, 2018
1:00 P.M. – 4:00 P.M.
Wisconsin State Laboratory of Hygiene
2601 Agriculture Drive
Madison, WI 53718**

MEMBERS PRESENT: Chair Dr. Richard Moss, Vice-Chair Dr. Robert Corliss, Secretary Dr. Jamie Schauer, Jeffery Kindrai, Charles Warzecha, James Morrison, Steve Geis, Gil Kelley

WSLH STAFF PRESENT: Dr. Daniel Kurtycz, Dr. Allen Bateman (for Dr. Peter Shult), Dr. Nicholas Florek, Ann Valley, Christine Gunter, Jim Sterk, Kevin Karbowski, Cynda DeMontigny, Meshel Lange, Allen Benson, David Webb, Jan Klawitter, Noel Stanton, Kristine Hansbery, Steve Strebel, and Nathaniel Javid

DNR STAFF PRESENT: Zana Sijan

GUESTS PRESENT: None

Chair Dr. Richard Moss called the meeting to order at 1:00 P.M.

Item 1. ROLL CALL

Chair Dr. Richard Moss initiated the roll call of the Board. All Board Member seats or designated representatives were present except Barry Irmen.

Item 2. APPROVAL OF MINUTES

Approve the minutes of the September 18, 2018 Board Meeting as submitted. Steve Geis noted that a correction for his attendance placement under "Members Present" should be made. **Jeffery Kindrai** made a motion to approve the minutes with the aforementioned correction. **Steve Geis** seconded the motion. The voice vote approving the corrected minutes was unanimous.

Item 3. REORGANIZATION OF AGENDA

There was no reorganization of the agenda.

Item 4. PUBLIC APPEARANCES

There were no public appearances.

Item 5. BOARD MEMBERS' MATTERS

Chuck Warzecha noted that with the transition of officers happening at the next Board meeting, we should confirm the appointment of other members. Dr. Schauer confirmed that everyone's appointments not up for election will continue with the terms of their appointment.

Item 6. FINANCIAL REPORT

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

Mr. Karbowski provided the budget report for the period of July 1, 2018 through October 31, 2018. Mr. Karbowski noted that although our FY19 net operating income was budgeted at \$351,520, our year-to-date actual net operating income is \$560,861. Much of this is due to timing. We experienced a significant under-budget variance with the Department of Natural Resources that we expect to disappear on the November report. However, we've experienced an unexpected additional variance of \$23,668 due to increased activities with the University's School of Medicine & Public Health and University Health Services. Clinical revenue is also up by 10.5%. This is largely due to an increase in our lead testing activity and additional clinic support due to flooding. We expect the large negative amount in environmental testing revenue to clear in the next several months.

We also eliminated two pieces of equipment before their useful life was complete. This is reflected on the report. We expect to be close to our projected income by the end of the year. This is because we anticipate clinical will be over revenue and environmental will be under revenue. Our available working capital of \$9,806,069 as of October 31, 2018 is up by \$136,389 compared to what it was on June 30th.

Item 7. STRATEGIC PLAN UPDATES

Biomonitoring: LRN-C (Laboratory Response Network for Chemical Threats)

■ Noel Stanton & Meshel Lange, WSLH Environmental Health Division

The Chemical Emergency Response Program (CER) is a relatively new program at the WSLH. Chemical Emergency Response preparedness is focused on several roles: these include human exposure testing for weapons of mass destruction and other identified threat agents including nerve agents, vesicants, metals and pesticides. The CER also provides support for emergency responders including training materials and serving as a reference lab. Reference materials and proficiency testing are also provided. Our support extends to other units for testing and instrumentation. The LRN-C (lab response network for chemical events) is CAP accredited to provide chemical threat responses. Laboratories are classified by level and the WSLH is a level-1 laboratory and serves as a surge capacity lab for the CDC. We also have the capabilities to respond to new threats. Mr. Stanton reviewed cases the LRN-C has handled with regards to rat poison and synthetic cannabinoids. These cases started in Illinois and spread to Wisconsin among other states. Ultimately, twelve states are involved in these cases (approximately 320 total), with eight fatalities. Because testing capability was extremely limited, the WSLH has developed a quantitative diagnostic test, not just to detect presence/absence, but also to determine a concentration. As a result, exposures have been verified in nearly all of the Wisconsin placements. This was viewed as an emergency response, so LRN-C resources were

used. We are planning follow-up testing for elimination rate and threshold for coagulopathy. Mr. Stanton turned the presentation over to his colleague, Meshel Lange to discuss outreach and related activities. Ms. Lange discussed emergency response support. This is largely focused on state-asset hazmat. These include addressing unknown substance incidents, providing 24/7 response, and providing unknown identification (e.g., hazmat sample collection kits and air canisters). Emergency responder support also includes liaison work with partner agencies such as the FBI, CDC, and EPA on the federal level and DHS and DNR among others on the local level. The WSLH also serves as a reference lab for the 54th civil support team (which has the greatest capability response in our state for any emergency of this nature). The WSLH performs Hazmat outreach and training, which includes unknown substance sample collection, FTIR & Raman Spectroscopy training for responders, and laboratory awareness training. We even received a threat response in Wisconsin that involved Washington D.C. Capitol Police. We have also been involved in law enforcement engagement with Madison, WI Capitol Police and have training scheduled for 2019. We also are conducting outreach through our Wisconsin Emergency Drinking Water Collection Kit. This involves collaboration with the DNR including some regional meetings scheduled for 2019. Ms. Lange next described the equipment loan program (ELP), which serves as an equipment library for state and local agencies including the DNR, LPH, UW and DHS (co-managed with DHS). There is a variety of instrumentation available for this including mercury in air, VOCs, indoor air quality, ammonia, meth lab residue, carbon monoxide, and radon. We have recently received funding to add more equipment and replace old equipment.

Dr. Schauer reiterated that a lot has evolved regarding what the needs are at the CDC and APHL since our strategic plan was formed. LRN-C is a major effort to deal with opioid abuse and we are developing these capabilities with their direction. We have also applied to serve as a national biomonitoring network through APHL. There are a lot of growth opportunities being pushed at the federal level, and this fits with our strategic plan. Jeffery Kindrai noted that his department used some of this equipment through DHS and it has worked very well.

Outreach Communications

■ Jan Klawitter, WSLH Public Relations

Ms. Klawitter, WSLH Public Relations Director, noted that the three principles of the outreach initiatives are 1) building on the WSLH and UW educational missions, 2) increasing awareness of WSLH activities, and 3) increasing public and private sector awareness of our services and partnerships and collaboration opportunities. Our year one goals were to administer a survey for our leadership gauging our needs and obstacles, reviewing our goals, and developing priorities for the coming year. As of now, we have met these goals via the Outreach Communications Committee. Of the nine questions on the internal survey, the two overriding results were the need for the WSLH to have more training opportunities online and to facilitate an easier-to-navigate website. We wanted to implement three projects in this first year. The first group with immediate needs was our antibiotic resistance lab group. We implemented an online training video for completing our FedEx form for ARLN. This project took several months to complete but has been met with great success. The next two areas of focus for 2019 include developing a short recruitment video for our cytotechnology certificate program and training for local health departments. The Outreach Communications Committee is also developing a resource spreadsheet so we have contacts for various skills around the lab. Jeffery Kindrai asked if the survey will cover both clinical and environmental areas and Ms. Klawitter confirmed that it will. For the local health officers, we will be gauging what is most important.

Item 8. SCIENTIFIC PRESENTATION

ARLN and Next Generation Sequencing

■ Nick Florek, PhD, and Ann Valley, Communicable Disease Division, WSLH

Dr. Allen Bateman, Assistant Director, WSLH Communicable Disease Division (CDD), introduced Dr. Nick Florek and Ann Valley to the Board. Ms. Valley provided some background on the AR lab network. This deals with what is commonly known as nightmare bacteria, which is highly resistant to antibiotics, shares resistance with other bacteria, and the death rate can be up to 50%. The CDC's antibiotic resistance laboratory network was developed as the CDC's way to combat antibiotic resistance threats nationwide. Wisconsin has \$3,597,408 in funding for AR activities for fiscal year 2017. The main premise of an AR lab network is to detect, prevent, innovate and respond to combat resistance. Ultimately, we will be providing nationwide resistance by working at the local level. Ms. Valley went over the various threats including *Acinetobacter species*, *Candida species*, *Clostridium difficile*, among others. Ms. Valley went over the map of AR lab network regional labs and TB centers. In Wisconsin, the WSLH works on core testing and *S. pneumoniae*. Ms. Valley went over the process for testing. This involves the network of participating clinical laboratories communicating with state and local public health labs (PHLs). The PHLs perform organism identification, confirmatory AST testing, phenotypic screening for carbapenemase production, and molecular detection of mechanisms. If not complete at this point, samples would next go to the regional lab in which confirmatory testing, colonization screening, and targeting surveillance for emerging AR threats is performed. In more serious cases, healthcare-associated infections are passed along to the CDC for confirmatory testing, whole genome sequencing, and applied research. Ms. Valley next went over AR lab network regional lab core testing. Core testing includes CRE/CRPA isolate characterization and colonization screening for carbapenemase producing organisms (CPOs). The colonization screening process starts from the facility lab to state and local lab epidemiologists and ends at the regional lab. Ms. Valley provided historical background on why we were chosen as a regional lab. We began testing for CRE in Wisconsin in 2010. By 2013, we added a culture test along with more resistant mechanisms as testing became available in 2015. In 2016, we were chosen as a regional lab and have added new tests since then. In 2019, there are new markers available for *C. auris*. We will be expanding culture methods for *C. auris* PCR and will be adding a Drug Printer Pilot. Since 2010 we have grown our capabilities significantly. Ms. Valley discussed the expansion of candida testing to all regional labs in FY17. This includes antifungal susceptibility testing for resistant *Candida* such as *C. glabrata*, *C. haemulonii*, and *C. auris*. For *C. auris*, we have MALDI-TOF and colonization screening. Ms. Valley presented data on CRE isolate testing in 2018 (901 total) in Wisconsin vs. Non-Wisconsin populations and the breakdown of carbapenemases in Wisconsin in 2018. Ms. Valley also presented on colonization testing (1,859 for the period of January through September of 2018) for the states of Wisconsin, Ohio, Kentucky, Indiana and Illinois. Lastly, Ms. Valley went over a case study in Kentucky in which we performed testing. This began June 29, 2018 and we performed tests through August and by September and October there were no additional cases.

Dr. Nick Florek shifted the presentation to discuss next-generation sequencing. There are three ways you can characterize a microorganism (biochemical, physical, and genetic). For our purposes, we are focused on genetic characterization. Dr. Florek provided copies of gel electrophoresis slides that show the genetic makeup of an organism by increasing genetic resolution. Obtaining more detailed information through next-generation sequencing gives us the necessary information to deal with outbreaks. Put simply, the process involves extracting genomic DNA, following by fragmentation, sequencing, quality control and assembly. The analysis that follows is extremely intensive. For example, one isolate yields 3 million reads. A typical sequencing run has sixteen isolates. For comparison, this is the equivalent of analyzing

roughly 1, 800 novels. As a result, we need to increase our capacity to analyze results in a timely manner. The focus for this has been on developing a regional resource for bioinformatics, developing expertise (training of wet lab staff and mentoring bioinformatics), and developing computational infrastructure. In the last year, we have seen a lot of advances in sequencing including higher throughput, lower cost, longer read length and higher quality. To tie this back to the ARLN, we have ongoing detection of isolates that are regularly sequenced through resistance detection. We've also performed surveillance of 175 resistant isolates from 2011 to 2018. The most significant aspect has been outbreak investigations, which help provide context and additional data in the determination of outbreak related patients. Another area of importance has been applying sequencing to food illness. In 2017, we performed 750 isolated tests and in 2018 we increased our testing to 1,290 isolates. We have also participated in nine outbreak investigations with the sequencing data we've obtained. For future directions of the WSLH, we want a continued increase in sequencing demand (new robotics for sequencing preparation), training, metagenomics, newborn blood screening, and environmental source tracking. Chuck Warzecha asked how far away the WSLH's capabilities are from the CDC. Dr. Florek responded that the WSLH is fairly comparable to the CDC's as far as capability, especially with our technological connections to the UW. Dr. Schauer reiterated that we are positioning ourselves to be a leader in this endeavor. We also hope to have two bioinformatics scientists by the end of next year.

Item 9. HUMAN RESOURCES REPORT

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

Ms. DeMontigny went over the human resources report from September 12th to December 7th of 2018. For recruitments, we have two in the Disease Prevention Division (DPD), four in the Environmental Health Division (EHD), none in the Laboratory Improvement Division (LID), four in the Communicable Disease Division (CDD), one in Administration, and one in the Occupational Health Division (OHD) for a total of 12.

For hires, we had five in DPD, ten in EHD, one in LID, four in CDD, three in Administration, and one in OHD. For resignations, we had two in DPD, three in EHD, none in LID, and one in CDD, none in OHD, and one in Administration. There was one retirement in EHD for this period.

Item 10. CONTRACTS REPORT

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

For December 2018, we have received \$3,489,383 in contracts broken down by WSLH division: CDD (\$2,787,832), DPD (\$254,442), EHD (\$117, 061), Newborn Screening (\$255,663) and Forensic Toxicology (\$24, 385). Broken down by contractor, the funds are \$287,852 with WDHS, \$2,766,557 with WDHS-ELC (CDC), \$11,030 with the WI Department of Justice, \$20, 212 with the Iowa DNR, \$231,210 with private companies, \$121, 302 with other universities, and \$1, 220 international.

Item 11. DIRECTOR'S REPORT

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

David Webb, WSLH Environmental Health Division Director, gave an update on the WI Flooding Response. The WSLH sent out over 1,300 kits in response to the flooding in August 2018. Dane, Sauk, Monroe, and Juneau accounted for 95% of the tests that went out. 27% of these tests were positive for total coliform and 6% of those were positive for E. Coli. These are about the standard percentages. We learned a lot through this experience. David Webb thanked Jocelyn Hemming for all of her work in responding to this.

Dr. Allen Bateman, WSLH Communicable Disease Division Assistant Director, noted that the CDC recently developed a new assay for rabies testing. This new assay is very sensitive and specific. There is a national working group for this assay, and the WSLH has some representation on this. The purpose is to come up with general recommendations for implementing this test moving forward. Meanwhile, we will be continuing with the DFA test which effectively meets our needs but are excited for this step forward with real time PCR.

Jan Klawitter reviewed WSLH recent events with the Board including the Wisconsin Clinical Laboratory Network 2018 Regional Meetings, the National Atmospheric Deposition Program Fall Meeting and Scientific Symposium in Albany, NY, the American Society of Cytopathology Shark Tank Competition, and the 2018 National Symposium for Newborn Screening in Shanghai, China. Locally, Ms. Klawitter mentioned some noteworthy WSLH Brown Bag events for employees, the new WSLH employee awards program, and the Wisconsin Science Festival.

The Board reviewed the Water Systems Boil Notice Report for the period of September 1, 2018 through November 2018. In this period, there was one boil notice for Calumet County, four for Racine County, and two for Waukesha County. Dr. Moss asked Ms. Klawitter for a list of the WSLH employees who won awards, and Ms. Klawitter responded that the winners are listed in the Board packet.

The Board discussed the March meeting date and it was confirmed, as scheduled, for Tuesday, March 19, 2019.

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

Respectfully submitted by:



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

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019

PROCEDURAL ITEMS

Item 3. REORGANIZATION OF AGENDA

Description of the Item:

Board members may suggest changes in the order in which agenda items are discussed.

Suggested Board Action:

None.

Staff Recommendation and Comments:

Reorganize the agenda if requested by the Board.

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019**

PROCEDURAL ITEMS

Item 4. PUBLIC APPEARANCES

Description of the Item:

Under the board's *Policies and Procedures* nonmembers are invited to make presentations.

Suggested Board Action:

Follow WSLH *Policies and Procedures*.

Staff Recommendation and Comments:

Follow WSLH *Policies and Procedures*.

Per Policies and Procedures of the Wisconsin State Laboratory of Hygiene Board of Directors:

§6.12 *Speaking privileges.* When the board is in session, no persons other than laboratory staff designated by the director shall be permitted to address the board except as hereinafter provided:

- (a) A committee report may be presented by a committee member who is not a member of the board.
- (b) A board or committee member in the course of presenting a matter to the board may request staff to assist in such a presentation.
- (c) If a board member directs a technical question for clarification of a specific issue to a person not authorized in this section, the Chair may permit such a person to respond.
- (d) The board may by majority vote or by decision of the Chair allow persons not otherwise authorized in this section to address the board if the situation warrants or the following criteria is followed:
 - (1) Written requests for public appearances on specific current agenda items shall be made to the board Secretary no later than two working days prior to the meetings. The request shall outline the reasons for the request including the subject matter to be discussed in as much detail as is feasible prior to the meeting of the board. Those requesting an appearance may, at or prior to the board meeting, provide board members copies of any written materials to be presented or a written statement of a position.
 - (2) Individual presentations will be limited to five minutes, unless otherwise authorized by the Chair.
 - (3) To schedule an appearance before the Wisconsin State Laboratory of Hygiene Board of Directors, contact the board Secretary, c/o Director, Wisconsin State Laboratory of Hygiene, 465 Henry Mall, Madison, Wisconsin 53706. Telephone (608) 890-0288. The subject or subjects to be discussed must be identified.
 - (4) The Wisconsin State Laboratory of Hygiene "Guidelines for Citizen Participation in WSLH Board Meetings" are published on its website: <http://www.slh.wisc.edu/index.shtml> and printed copies are available on request. (See Appendix 5) [Section §6.12 approved 5/27/03 board meeting.]

Appendix 5

Guidelines for Citizen Participation at WSLH Board Meetings

The Wisconsin State Laboratory of Hygiene board provides opportunities for citizens to appear before the board to provide information to the board on items listed on the agenda. Such appearances shall be brief and concise. In order to accommodate this participation in the allotted time, the guidelines are as follows:

- A. Items to be brought before the board:
 - 1. The board Secretary and Chair will assign a specific time on the agenda to hear public comment when a request to speak has been received from a member of the public.
 - 2. Individuals or organizations will be limited to a total of five (5) minutes to make a presentation to the board. Following the presentation board members may ask clarifying questions.
 - 3. An organization is limited to one (1) spokesperson on an issue.
 - 4. On complex issues, individuals wishing to appear before the board are encouraged to submit written materials to the board Secretary in advance of the meeting so the board may be better informed on the subject in question. Such information should be submitted to the board Secretary for distribution to all board members no later than seven (7) working days before the board meeting.
 - 5. No matters that are in current litigation may be brought before the board.
- B. The board encourages individuals to confine their remarks to broad general policy issues rather than the day-to-day operations of the Wisconsin State Laboratory of Hygiene.
- C. Citizens who have questions for board members should ask these questions prior to the board meeting, during any recess during the board proceedings, or after board adjournment.
- D. Written requests to appear before the WSLH Board of Directors should be submitted no later than two (2) working days prior to a scheduled board meeting.
- E. Submit written requests to:
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors
C/O WSLH Director
465 Henry Mall
Madison, WI 53706
Telephone: (608) 890-0288
Email: nathaniel.javid@slh.wisc.edu

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019

BUSINESS ITEMS

Item 5. BOARD MEMBERS' MATTERS

Description of the Item:

Board Members' Matters will present board members with the opportunity to ask questions and/or discuss issues related to the Wisconsin State Laboratory of Hygiene.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019

BUSINESS ITEMS

Item 6. FINANCIAL REPORT

Description of the Item:

Kevin Karbowski, WSLH Chief Financial Officer, will provide the January 2019 Financial Report to the Board.

Suggested Board Action:

Review and provide input.

Staff Recommendations and Comments:

Receive for information.

WISCONSIN STATE LABORATORY OF HYGIENE

FINANCIAL REPORT

FISCAL YEAR 2019

January 31, 2019

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
Board of Directors Meeting
March 19, 2019**

**WISCONSIN STATE LABORATORY OF HYGIENE
STATEMENT OF INCOME
For the period July 1, 2018 through January 31, 2019**

| | Year to Date Actual | Year to Date Budget | Variance Over/(Under) | Variance % of Budget | Fiscal Year 2019 Annual Budget |
|---|------------------------|------------------------|--------------------------|-------------------------|-----------------------------------|
| SUPPORT AND REVENUE | | | | | |
| Laboratory Services Revenues (Note 2) | | | | | |
| Department of Health Services | \$ 3,836,724 | \$ 3,869,583 | \$ (32,859) | -0.8% | \$ 7,824,593 |
| Newborn Screening | 3,152,447 | 3,085,824 | 66,623 | 2.2% | 5,199,034 |
| Driver Improvement Surcharge (OWI) | 945,350 | 949,311 | (3,961) | -0.4% | 1,619,200 |
| Department of Natural Resources | 427,151 | 470,276 | (43,125) | -9.2% | 732,318 |
| University of Wisconsin Systems | 450,647 | 406,576 | 44,071 | 10.8% | 685,240 |
| Other Wisconsin State and Local Agencies | 214,880 | 38,413 | 176,467 | 459.4% | 62,609 |
| Wisconsin State and Local Agencies | 9,027,199 | 8,819,983 | 207,216 | 2.35% | 16,122,994 |
| Clinical | 3,359,812 | 3,023,746 | 336,066 | 11.1% | 5,145,626 |
| Proficiency Testing | 1,360,546 | 1,420,848 | (60,302) | -4.2% | 3,175,246 |
| Occupational Health | 1,053,765 | 1,091,500 | (37,735) | -3.5% | 1,894,000 |
| Association of Public Health Laboratories | 546,355 | 746,500 | (200,145) | -26.8% | 1,512,000 |
| National Atmospheric Deposition Program | 1,100,097 | 1,078,642 | 21,455 | 2.0% | 1,849,104 |
| Federal Agencies | 136,156 | 99,806 | 36,350 | 36.4% | 178,277 |
| Environmental Testing | 709,819 | 944,121 | (234,302) | -24.8% | 1,529,514 |
| Other Nonagency | 193,309 | 179,844 | 13,465 | 7.5% | 287,072 |
| Nonagency | 8,459,859 | 8,585,007 | (125,148) | -1.5% | 15,570,839 |
| Sponsored Projects | 4,392,727 | 3,838,574 | 554,153 | 14.4% | 6,303,637 |
| Earnings - Investment Income | 156,149 | 138,800 | 17,349 | 12.5% | 260,000 |
| Program Revenue | 22,035,934 | 21,382,364 | 653,570 | 3.1% | 38,257,470 |
| State General Program Revenue (GPR) | 6,871,082 | 6,651,745 | 219,337 | 3.3% | 11,300,000 |
| TOTAL SUPPORT AND REVENUE | 28,907,016 | 28,034,109 | 872,907 | 3.1% | 49,557,470 |
| EXPENSES | | | | | |
| Salaries | 11,463,513 | 11,558,724 | (95,211) | -0.8% | 19,942,263 |
| Fringe Benefits | 4,560,834 | 4,747,360 | (186,526) | -3.9% | 7,690,556 |
| Supplies & Services | 8,740,731 | 8,636,892 | 103,839 | 1.2% | 15,645,390 |
| Transfer Overhead to UW | 555,268 | 539,328 | 15,940 | 3.0% | 891,514 |
| Building Rent | 1,766,940 | 1,732,362 | 34,578 | 2.0% | 3,059,139 |
| Depreciation | 1,099,738 | 1,091,534 | 8,204 | 0.8% | 1,932,088 |
| Bad Debt Expense | 3,500 | 3,500 | 0 | 0.0% | 6,000 |
| Interest Expense | 23,930 | 20,800 | 3,130 | 15.0% | 39,000 |
| Loss From Disposal Of Assets | 15,358 | - | 15,358 | | - |
| TOTAL EXPENSES | 28,229,812 | 28,330,500 | (100,688) | -0.4% | 49,205,950 |
| NET OPERATING INCOME (LOSS) | \$ 677,204 | \$ (296,391) | \$ 973,595 | -328.5% | \$ 351,520 |

WISCONSIN STATE LABORATORY OF HYGIENE
COMPARATIVE INCOME STATEMENT
For the 7 months ended January 31, 2019 and January 31, 2018

| | Current Year Actual | Prior Year Actual | Variance Over/(Under) | Percentage Change |
|---|------------------------|----------------------|--------------------------|----------------------|
| SUPPORT AND REVENUE | | | | |
| Laboratory Services Revenues (Note 2) | | | | |
| Department of Health Services | \$ 3,836,724 | \$ 4,089,277 | \$ (252,553) | -6.2% |
| Newborn Screening | 3,152,447 | 3,209,092 | (56,645) | -1.8% |
| Driver Improvement Surcharge (OWI) | 945,350 | 984,370 | (39,020) | -4.0% |
| Department of Natural Resources | 427,151 | 483,510 | (56,359) | -11.7% |
| University of Wisconsin Systems | 450,647 | 437,111 | 13,536 | 3.1% |
| Other Wisconsin State and Local Agencies | 214,880 | 32,376 | 182,504 | 563.7% |
| Wisconsin State and Local Agencies | 9,027,199 | 9,235,736 | (208,537) | -2.26% |
| Clinical | 3,359,812 | 2,904,569 | 455,243 | 15.7% |
| Proficiency Testing | 1,360,546 | 1,390,086 | (29,540) | -2.1% |
| Occupational Health | 1,053,765 | 1,090,392 | (36,627) | -3.4% |
| Association of Public Health Laboratories | 546,355 | | 546,355 | |
| National Atmospheric Deposition Program | 1,100,097 | | 1,100,097 | |
| Federal Agencies | 136,156 | 870,869 | (734,713) | -84.4% |
| Environmental Testing | 709,819 | 928,355 | (218,536) | -23.5% |
| Other Nonagency | 193,309 | 49,597 | 143,712 | 289.8% |
| Nonagency | 8,459,859 | 7,233,868 | 1,225,991 | 16.9% |
| Sponsored Projects | 4,392,727 | 3,549,380 | 843,347 | 23.8% |
| Earnings - Investment Income | 156,149 | 76,888 | 79,261 | 103.1% |
| Program Revenue | 22,035,934 | 20,095,872 | 1,940,062 | 9.7% |
| State General Program Revenue (GPR) | 6,871,082 | 6,814,938 | 56,144 | 0.8% |
| TOTAL SUPPORT AND REVENUE | 28,907,016 | 26,910,810 | 1,996,206 | 7.4% |
| EXPENSES | | | | |
| Salaries | 11,463,513 | 10,490,292 | 973,221 | 9.3% |
| Fringe Benefits | 4,560,834 | 4,265,856 | 294,978 | 6.9% |
| Supplies & Services | 8,740,731 | 8,355,383 | 385,348 | 4.6% |
| Transfer Overhead to UW | 555,268 | 501,180 | 54,088 | 10.8% |
| Building Rent | 1,766,940 | 1,718,087 | 48,853 | 2.8% |
| Depreciation | 1,099,738 | 1,133,562 | (33,824) | -3.0% |
| Bad Debt Expense | 3,500 | 1,400 | 2,100 | 150.0% |
| Interest Expense | 23,930 | 13,668 | 10,262 | 75.1% |
| Loss From Disposal Of Assets | 15,358 | 17,905 | (2,547) | -14.2% |
| TOTAL EXPENSES | 28,229,812 | 26,497,333 | 1,732,479 | 6.5% |
| NET OPERATING INCOME (LOSS) | \$ 677,204 | \$ 413,477 | \$ 263,727 | 63.8% |

**WISCONSIN STATE LABORATORY OF HYGIENE
COMPARATIVE BALANCE SHEET
As of January 31, 2019 and June 30, 2018**

ASSETS

| | <u>January 31, 2019</u> | <u>June 30, 2018</u> |
|---|-----------------------------|-----------------------------|
| CURRENT ASSETS | | |
| Cash | \$ 12,768,431 | \$ 11,093,549 |
| Cash-restricted-newborn screening surcharge | 1,775,692 | 1,921,138 |
| Net accounts receivables (Note 3) | 4,873,528 | 4,273,102 |
| Other receivables | 466,300 | 642,898 |
| Inventories | 53,542 | 44,106 |
| Prepaid expenses | 284,200 | 296,215 |
| Total current assets | <u>20,221,693</u> | <u>18,271,008</u> |
| EQUIPMENT AND BUILDING IMPROVEMENTS | | |
| Equipment | 27,948,141 | 27,202,326 |
| Building improvements | 6,822,509 | 6,822,509 |
| | <u>34,770,650</u> | <u>34,024,835</u> |
| Less accumulated depreciation | <u>(24,234,026)</u> | <u>(23,914,813)</u> |
| Total net fixed assets | <u>10,536,624</u> | <u>10,110,022</u> |
| Total Assets | <u><u>\$ 30,758,317</u></u> | <u><u>\$ 28,381,030</u></u> |

LIABILITIES AND EQUITY

CURRENT LIABILITIES

| | | |
|--------------------------------------|------------------|------------------|
| Salaries and fringe benefits payable | \$ 389 | \$ 20,906 |
| Accounts payable | 515,532 | 609,668 |
| Accrued expenses | 282,742 | 153,164 |
| Deferred revenue | 95,000 | 17,740 |
| Compensated absences (Note 4) | 659,591 | 617,515 |
| Proficiency testing deferred revenue | 2,695,164 | 1,053,933 |
| Newborn screening deferred revenue | 2,418,411 | 2,306,299 |
| Newborn screening surcharge payable | 1,775,692 | 1,921,138 |
| Total current liabilities | <u>8,442,521</u> | <u>6,700,363</u> |

LONG TERM DEBT

| | | |
|-------------------------------|--------------------------|-------------------------|
| Compensated Absences (Note 4) | <u>1,674,824</u> | <u>1,779,089</u> |
| Total long term debt | <u>1,674,824</u> | <u>1,779,089</u> |
| Total Liabilities | <u><u>10,117,345</u></u> | <u><u>8,479,452</u></u> |

EQUITY

| | | |
|---------------------------------------|-----------------------------|-----------------------------|
| Retained earnings-restricted (Note 5) | | |
| Operating contingency | <u>2,060,980</u> | <u>1,900,965</u> |
| Total restricted retained earnings | <u>2,060,980</u> | <u>1,900,965</u> |
| Net Operating Income (Loss) | 677,204 | 112,738 |
| Retained earnings-unrestricted | 12,474,072 | 12,459,159 |
| Contributed capital | <u>5,428,716</u> | <u>5,428,716</u> |
| Total unrestricted retained earnings | <u>18,579,992</u> | <u>18,000,613</u> |
| Total Equity | <u><u>20,640,972</u></u> | <u><u>19,901,578</u></u> |
| Total Liabilities and Equity | <u><u>\$ 30,758,317</u></u> | <u><u>\$ 28,381,030</u></u> |

WISCONSIN STATE LABORATORY OF HYGIENE
STATEMENT OF CASH FLOWS
For the 7 months ended January 31, 2019 and January 31, 2018

| | <u>Current Year</u> | <u>Prior Year</u> |
|---|---------------------|-------------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Net income | \$ 677,204 | \$ 413,477 |
| Adjustments to reconcile net income to net cash provided by operating activities: | | |
| Depreciation | 1,099,738 | 1,133,562 |
| Changes in working capital components: | | |
| Decrease/(Increase) in net accounts receivables | (600,426) | (146,425) |
| Decrease/(Increase) in other receivables | 176,598 | 493,879 |
| Decrease/(Increase) in inventories | (9,436) | 10,281 |
| Decrease/(Increase) in prepaid expenses | 12,015 | (395,155) |
| (Decrease)/Increase in salaries payable | (20,517) | (26,870) |
| (Decrease)/Increase in accounts payable | (94,136) | (582,906) |
| (Decrease)/Increase in accrued expenses | 129,578 | 157,119 |
| (Decrease)/Increase in deferred revenue | 77,260 | 0 |
| (Decrease)/Increase in proficiency testing deferred revenue | 1,641,231 | 1,593,952 |
| (Decrease)/Increase in newborn screen deferred revenue | 112,112 | (71,707) |
| (Decrease)/Increase in newborn screening surcharge payable | (145,446) | (155,365) |
| | <hr/> | <hr/> |
| Net cash provided (used) in operating activities | 3,055,775 | 2,423,842 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Purchase of equipment and physical plant improvements | (1,526,339) | (1,397,168) |
| | <hr/> | <hr/> |
| Net cash provided (used) in investing activities | (1,526,339) | (1,397,168) |
| CASH FLOWS FROM FINANCING ACTIVITIES | | |
| Principal payment on Capital Lease | - | - |
| | <hr/> | <hr/> |
| Net cash provided (used) in financing activities | - | - |
| Net increase (decrease) in cash | | |
| | 1,529,436 | 1,026,674 |
| Cash: | | |
| Beginning | 13,014,687 | 13,883,259 |
| | <hr/> | <hr/> |
| Ending | \$ 14,544,123 | \$ 14,909,933 |
| | <hr/> | <hr/> |

WISCONSIN STATE LABORATORY OF HYGIENE
NOTES TO THE FINANCIAL STATEMENTS
For the period July 1, 2018 through January 31, 2019

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 2018-2019 operating budget amounts were approved by the WSLH Board on June 19, 2018.

Basis of Presentation:

- The financial statements have been prepared on a modified accrual basis following Generally Accepted Accounting Principles (GAAP).

Basis of Accounting:

- Revenues are recognized at the completion of the revenue generating processes. Fee-for-service revenues are generally recognized in the period services are completed.
- Revenues from GPR, OWI, Grants, and expense reimbursement contracts for salaries, fringe benefits, capital, and supplies are recognized as expended.
- Expenses are recognized and accrued when the liability is incurred.

Estimates and assumptions:

- The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying footnotes. Actual results could differ from those estimates.

Assets:

- Cash is considered restricted if, by prior agreement with an outside entity, it must be segregated for future use by the outside entity or by WSLH at the outside entity's behest. As of January 31, 2019 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 - 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
- Newborn Screening
- Driver Improvement Surcharge (OWI)
- Department of Natural Resources
- University of Wisconsin Systems
- Municipalities
- Law Enforcement Agencies
- Department of Agriculture, Trade and Consumer Protection
- Office of Justice Assistance
- Wisconsin Emergency Management

Non-Agency:

- UW Hospital Authority
- Medicare and Medicaid
- Proficiency Testing
- Occupational Health
- Federal Agencies
- All other revenue from individuals, businesses, clinics, and hospitals.

NOTE 3 - ACCOUNTS RECEIVABLE

- Accounts receivable and allowance for uncollectible account balances as of January 31, 2019 and June 30, 2018 are as follows:

| | <u>January 31, 2019</u> | <u>June 30, 2018</u> |
|---------------------------|-------------------------|----------------------|
| Accounts Receivable Total | \$4,986,609 | \$4,398,102 |
| Allowance for bad debt | <u>(113,081)</u> | <u>(125,000)</u> |
| Net Receivables | \$4,873,528 | \$4,273,102 |

NOTE 4 - 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 | \$659,591 | \$470,897 | \$74,084 | \$17,248 | \$97,362 |
| Long Term | <u>1,674,824</u> | | | | <u>1,674,824</u> |
| | \$2,334,415 | \$470,897 | \$74,084 | \$17,248 | \$1,772,186 |

NOTE 5 - RETAINED EARNINGS - RESTRICTED

The operating contingency is computed annually and reflects two months of salary and fringe benefit cost for positions funded from program revenues. The contingency fund is considered adequately funded if working capital is greater than the contingency fund restriction. As of January 31, 2019 working capital (current assets less current liabilities) was \$11,779,172 thereby meeting the target contingency reserve requirement of \$2,060,980.

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019**

BUSINESS ITEMS

Item 7. STRATEGIC PLAN UPDATES

- 1) Cytogenetics Business Plan: Dr. Vanessa Horner, WSLH Cytogenetics Director

- 2) Space Update: Kevin Karbowski, WSLH Chief Financial Officer

Description of the Item:

Dr. Vanessa Horner, WSLH Cytogenetics Director, will present the Cytogenetics Business Plan and Kevin Karbowski, WSLH Chief Financial Officer, will present the Space Update to the Board. These presentations are part of the WSLH Strategic Plan.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019

BUSINESS ITEMS

Item 8. SCIENTIFIC PRESENTATIONS

1) Perfluoroalkyl Substances (PFAS)

Wisconsin State Laboratory of Hygiene & Wisconsin Department of Natural Resources

Erin Mani
ESS Organics Supervisor
WSLH

Stephen Ales
Field Operations Director
WI DNR

2) Measles

Wisconsin State Laboratory of Hygiene & Wisconsin Department of Health Services

Stephanie Schauer, Ph.D.
Immunization Program Manager
Wisconsin Immunization Program

Allen Bateman, Ph.D.
Assistant Director
Communicable Disease Division
WSLH

Description of the Item:

Erin Mani from the Wisconsin State Laboratory of Hygiene and Stephen Ales from the Wisconsin Department of Natural Resources will present on Perfluoroalkyl Substances (PFAS). Dr. Stephanie Schauer from the Wisconsin Department of Health Services along with Dr. Allen Bateman from the Wisconsin State Laboratory of Hygiene will present on measles.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019**

BUSINESS ITEMS

Item 9. HUMAN RESOURCES REPORT

- a) Cynda DeMontigny, Human Resources Director, WSLH

Description of the Item:

Cynda DeMontigny will provide the HR update from the period of December 8, 2018 to March 8, 2019 to the Board.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

Receive for information.

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019**

Retirements

December 8, 2018 to March 8, 2019

| | AS | US | |
|-------|----|----|-------|
| DPD | 0 | 0 | |
| EHD | 0 | | |
| LID | 0 | 0 | |
| CDD | 0 | 0 | |
| Admin | 0 | 0 | |
| OHD | 0 | 0 | Total |
| | 0 | | 0 |

New Employees

December 8, 2018 to March 8, 2019

| | AS | US | SH | FT | TE | |
|-------|----|----|----|----|----|-------|
| DPD | 2 | 1 | | | | |
| EHD | 3 | | | | | |
| LID | | | | | | |
| CDD | 2 | | | | | |
| Admin | | 2 | | | | |
| OHD | 2 | | | | | Total |
| | 9 | 3 | 0 | 0 | 0 | 12 |

Internal Hires

| | AS | US | SH | FT | LTE | |
|-------|----|----|----|----|-----|-------|
| DPD | | | | | | |
| EHD | 2 | | | | | |
| LID | | | | | | |
| CDD | | | | | | |
| ADMIN | | | | | | |
| OHD | | | | | | Total |
| | | | | | | 2 |

Current Recruitments

| | |
|-------|----|
| DPD | 4 |
| EHD | 4 |
| LID | 0 |
| CDD | 2 |
| Admin | 0 |
| OHD | 1 |
| | 11 |

Resignations

December 8, 2018 to March 8, 2019

| | AS | US | |
|-------|----|----|-------|
| DPD | | 1 | |
| EHD | 1 | 1 | |
| LID | | | |
| CDD | 1 | 1 | |
| Admin | | | |
| OHD | | | Total |
| | 2 | 3 | 5 |

DPD Disease Prevention Division
EHD Environmental Health Division
LID Laboratory Improvement Division
CDD Communicable Disease Division
OHD Occupational Health Division
Admin

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019

BUSINESS ITEMS

Item 10. CONTRACTS REPORT

- a) Christine Gunter, Financial Program Supervisor, WSLH

Description of the Item:

The table on the following pages contains the awarded major grants and contracts that are current as of March 1, 2019. WSLH staff will be available to provide more details on these grants and contracts.

Suggested Board Action:

Receive for information.

Staff Recommendations and Comments:

There are no contracts requiring board approval.

| Title | Agency | Amount | Start | End | Division | Description |
|--|-----------------------------------|----------------|----------|------------|-----------------------|---|
| STD IPP Contract 2019 | WDHS | \$133,210.00 | 1/1/2019 | 12/31/2019 | CDD | Purchase and supply all test kits to STD, IPP and private clinics participating in regional surveillance as requested. Perform testing services for chlamydia and gonorrhea ~3890 tests @ \$20. Other tests as defined in fee schedule. Clinical instructor time of 900 hrs annually. |
| TB Elimination and Lab Coop Agreement | WDHS | \$138,144.00 | 1/1/2019 | 12/31/2019 | CDD | TB Diagnostic testing and Lab Network Conference |
| ASC Foundations Young Investigator | American Society of Cytopathology | \$50,000.00 | 1/1/2019 | 12/31/2020 | DPD - Cytology School | Young Investigator Award - Cytopathology Shark Tank Competition |
| Title X Funding HCET & Swcap | WDHS | \$190,000.00 | 9/1/2018 | 3/31/2019 | DPD | Title X initial funding for HCET ad SWCAP activities under CARS 159328 |
| Kairos Power Master Service Agreement | Kairos Power | \$50,000.00 | 2/5/2019 | 2/5/2024 | EHD | To perform professional or consulting services |
| Coverdell Travel Expenses 2019 | Dept of Justice | \$41,170.66 | 1/1/2019 | 12/31/2019 | Forensic Toxicology | Dept of Justice funding thru Coverdell for Forensic Tox travel to various conferences |
| QTOF Quantitative Methods | WDHS | \$127,409.00 | 9/1/2018 | 8/31/2019 | Forensic Toxicology | Analytical standards to create and validate the quantitative methods for the QToF instrument. |
| QToF Equip Training - Medical Examiners and Coroners | WDHS | \$50,688.00 | 9/1/2018 | 8/31/2019 | Forensic Toxicology | Training for Medical Examiners and coroners on the use of QToF instrument (Quadrupole time of Flight) |
| Newborn Screening Testing | State of Montana | \$480,000.00 | 3/1/2019 | 2/29/2020 | NBS | To provide same day newborn screening laboratory testing services on newborn blood spots submitted. |
| Cooperative Agreement APHIS - WSLH Rabies PT | USDA | \$8,145.00 | 9/1/2018 | 8/31/2019 | PT | Rabies Proficiency Testing for National Park Service |
| | | \$1,268,766.66 | | | | |

Contracts Summary

| Recap - WSLH Division | | |
|-----------------------|-----|----------------|
| | CDD | \$271,354.00 |
| | DPD | \$240,000.00 |
| | EHD | \$50,000.00 |
| Forensic Toxicology | | \$219,267.66 |
| | NBS | \$480,000.00 |
| Proficiency Testing | | \$8,145.00 |
| | | |
| | | \$1,268,766.66 |
| | | |

| Recap - Contractor | | |
|-------------------------|--------------|----------------|
| | WDHS | \$639,451.00 |
| | WI DOJ | \$41,170.66 |
| Am Soc of Cytopathology | | \$50,000.00 |
| | Kairos Power | \$50,000.00 |
| St of Montana | | \$480,000.00 |
| | USDA | \$8,145.00 |
| | | |
| | | \$1,268,766.66 |
| | | |

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019

BUSINESS ITEMS

Item 11. DIRECTOR'S REPORT

a) Dr. James Schauer, Director, WSLH

1) Public or Environmental Health Incidents of Educational Interest

2) Water Systems Boil Notice Report

3) September Board Meeting Plans

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019**

Report to the Wisconsin State Laboratory of Hygiene Board

**Representative Public or Environmental Health Incidents of Educational Interest
December 6, 2018 – March 8, 2019**

| Approx. Date | Event Name | Description | Current Status |
|-----------------------------------|---|---|----------------|
| RECENT EVENTS and FINDINGS | | | |
| December 2018 | Wisconsin Traffic Safety Reporter | Forensic Toxicology Section Director Amy Miles was interviewed for the DOT publication https://wisconsin.dot.gov/Documents/about-wisdot/newsroom/newsletters/safety/tsr-vol21no3.pdf | Complete |
| January 16, 2019 | APHL LabBlog about flu funding | The WSLH is featured prominently in an Association of Public Health Laboratories (APHL) Lab Blog story focusing on the importance of federal funding for pandemic influenza response. http://www.aphlblog.org/pandemic-preparedness-boon-us-flu-surveillance-wont-maintain/ | Complete |
| January 17, 2019 | Inaugural meeting of Rapid Response Team for foodborne disease outbreaks | CDD Assistant Director Allen Bateman and CDD Supervisor Tim Monson attended the inaugural meeting of the Rapid Response Team for foodborne disease outbreaks, which aims to strengthen connections between DATCP, DPH, and WSLH during outbreaks. | Complete |
| January 24, 2019 | National Highway Safety Transportation (NHTSA) meeting, Washington DC | Forensic Toxicology Section Director Amy Miles attended a meeting of Highway Safety Experts to re-write the NHTSA Human Performance Fact Sheets. | Ongoing |
| January 28-30, 2019 | Wisconsin Coroners and Medical Examiners Association conference, WI Dells | Forensic Toxicology Section Chemists Diane Kalscheur and Lorraine Edwards each gave presentations on drug trends and best practices at the WCMEA Winter Conference | Complete |
| February 2019 | CDC 2018 Antibiotic | Between January–September 2018, scientists in the WSLH Communicable Disease Division | Complete |

| | | | |
|-------------------------|---|--|----------|
| | Resistance Investment Map | <p>identified nearly 300 CRE (aka “nightmare bacteria”) isolates with antibiotic resistance genes that were new or uncommon for our area. That’s just one of the data points from the Centers for Disease Control and Prevention’s (CDC) recently released 2018 AR Investment Map - https://www.cdc.gov/arinvestments</p> <p>In fiscal year 2018, Wisconsin received more than \$3.2 million from the CDC to combat AR threats, including funding for the WSLH to be 1 of 7 AR Laboratory Network regional labs.</p> | |
| February 5 and 12, 2019 | 2017 CFOI and SOII data released | <p>The WSLH Bureau of Labor Statistics/Occupational Safety and Health Statistics Unit has a cooperative agreement with the U.S. Bureau of Labor Statistics to conduct their annual Survey of Occupational Injuries and Illnesses (SOII) and Census of Fatal Occupational Injuries (CFOI) in Wisconsin. Data for 2017 worker injury, illness and fatalities were released in February.</p> <p>Fatal Worker Injuries Remain Consistent in Wisconsin in 2017 - http://www.slh.wisc.edu/fatal-worker-injuries-remain-consistent-in-wisconsin-in-2017/</p> <p>Wisconsin Nonfatal Work Injury and Illness Rate Decreases in 2017 - http://www.slh.wisc.edu/wisconsin-nonfatal-work-injury-and-illness-rate-decreases-in-2017/</p> | Complete |
| February 6, 2019 | Wisconsin Clinical Laboratory Network Webinar | <p>The Communicable Disease Division (CDD) broadcast the first WCLN webinar of 2019. More than 150 clinical laboratorians from 41 facilities attended the webinar. Dr. Erik Munson, an assistant professor for the Department of Clinical Laboratory Science at Marquette University reviewed the updates to the Clinical Laboratory Standards Institute’s (CLSI) M100-S29 document “<i>Performance Standards for Antimicrobial Susceptibility Testing</i>”. This document is updated annually and serves as the main resource for all laboratories that perform antimicrobial susceptibility testing.</p> | Complete |
| February 6, 2019 | Texas Impaired Driving Forum, Austin, TX | <p>Forensic Toxicology Section Director Amy Miles attended the annual Texas Impaired Driving Forum to present on the Dane County Oral Fluid</p> | Complete |

| | | | |
|--------------------------|--|---|-------------|
| | | Project. | |
| February 7, 2019 | Idaho Prosecuting Attorneys Association, Boise, ID | Forensic Toxicology Section Director Amy Miles presented for the Idaho Prosecuting Attorneys on current drug trends. | Complete |
| February 7, 2019 | BARDA Influenza Research Study | <p>The WSLH Communicable Disease Division is participating in a BARDA (Biomedical Advanced Research and Development Authority) funded study to assess the acceptability of self-collected swabs for Rapid Influenza Diagnostic Testing (RIDTs).</p> <p>This is a collaboration between BARDA, Quidel, UW Department of Family Medicine (Dr. Jon Temte) and WSLH CDD. All of the PCR testing is being done at the WSLH and there is up to \$24,000 in funding for testing. Researchers expect to enroll up to 1,000 participants at two UW Health Urgent Care Clinics (UW East and UW West).</p> | In Progress |
| February 13, 2019 | APHL Webinar on Fentanyl Safety in the Laboratory | Forensic Toxicology Section Director Amy Miles moderated an APHL webinar on the safety concerns regarding fentanyl exposure in the labs. | Complete |
| February 14 and 19, 2019 | WSLH Brown Bag: Molecular Testing in Newborn Screening –Where We Are and Where We’re Going | <p>The Wisconsin State Laboratory of Hygiene Newborn Screening Laboratory has a long successful history of pioneering emerging molecular technologies to implement new screening tests for disorders and to improve existing screening tests. In this webinar Dr. Mei Baker, WSLH Newborn Screening Laboratory co-director, explains how advanced molecular technologies have transformed newborn screening and what the future may hold -</p> <p>https://slhstream2.ad.slh.wisc.edu/Mediasite/Play/12586784e8e54882a90208522e21f8001d</p> | Complete |
| February 20, 2019 | Society of Forensic Toxicologists (SOFT) midyear Board meeting, Baltimore, MD | Forensic Toxicology Section Director Amy Miles attended the midyear SOFT BOD meeting as the organization’s Secretary. | Complete |
| February 21, 2019 | Science Day | Science Day 2019 was a big success with more than 100 people gathered in the Ag Drive | Complete |

| | | | |
|--------------------------|--|---|----------|
| | | <p>lunchroom and Fishbowl on Feb. 21st and another 135 sites watching the livestream online. We also had nearly 40 people attend an optional tour.</p> <p>This was the 3rd edition of Science Day and it continues to grow. The event was originally sponsored by the WSLH and the WI Department of Natural Resources. This year the WI Department of Health Services was added and our keynote speaker was Professor Dan Vimont, with the UW Department of Atmospheric and Oceanic Sciences and Nelson Institute Center for Climatic Research. All the talks are archived at http://www.slh.wisc.edu/science-day-2019/</p> | |
| February 21, 2019 | AAFS Toxicology Section Chair | <p>WSLH Forensic Toxicology Section Chemist Supervisor Bill Johnson was elected American Academy of Forensic Sciences (AAFS) Toxicology Section Chair. Bill will be responsible for overseeing the membership, awards, vendor sponsorship and content for the Toxicology Section during the AAFS annual meeting.</p> <p>Typical attendance at the AAFS meeting is more than 1,000 Forensic Scientists in a variety of disciplines with several hundred as attendees of the Toxicology Section.</p> | Complete |
| February 25, 2019 | WISC-TV story on newborn screening | <p>WSLH Newborn Screening Laboratory Co-Director Dr. Mei Baker was featured in a WISC-TV news story focusing on a baby born in early 2019 whose Severe Combined Immune Deficiency (SCID) was found by the WSLH Newborn Screening lab - https://www.channel3000.com/news/anything-can-kill-her-area-family-credits-newborn-screening-with-saving-babys-life/1036663268</p> | Complete |
| February 25-26, 2019 | APHL Opioids Bio surveillance Task Force, Silver Springs, MD | <p>Forensic Toxicology Section Director Amy Miles is on a panel of experts which met at APHL HQ to brainstorm potential ways states can surveil nonfatal opioid overdoses.</p> | Ongoing |
| February 26 and 28, 2019 | Madison College tours | <p>Four sections of Madison College's Introduction to Environmental Sciences class toured the WSLH Environmental Health and Occupational Safety and Health Divisions. The instructors bring their students to the WSLH every semester because the tours help the students visualize the real-world applications of the concepts they learn</p> | Complete |

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| | | in the classroom. | |
| February 27, 2019 | Wisconsin Clinical Laboratory Network Webinar | CDD presented a WCLN webinar “ <i>The Biology of HPV Infection and Cervical Cancer</i> ” to WCLN members from clinical labs throughout the state. Dr. Kaitlin Sundling, clinical instructor and cytopathologist at the WSLH and the UW-Madison School of Medicine and Public Health discussed the role of HPV testing in cervical cancer screening guidelines. Pitfalls of HPV testing and potential solutions, as well as future directions for cervical screening were also covered in the webinar. | Complete |
| March 1-5, 2019 | Biosafety Peer to Peer Exchange | Erin Bowles, WI Clinical Laboratory Network coordinator and biosafety officer in CDD, completed an exchange program hosted by the Association of Public Health Laboratories (APHL) for biosafety officers. Erin visited Montana Public Health Laboratory biosafety officer Crystal Fortune. Crystal visited the WSLH in September 2018. The program encourages biosafety officers to share ideas, policies, and tools developed to improve laboratory biosafety culture and practices both within the public health laboratory and within clinical laboratories. | Complete |
| March 4, 2019 | UW MPH students visit | WSLH Public Affairs Manager Jan Klawitter hosted a group of UW MPH students for a WSLH overview talk and a tour of the Ag Drive facility. | Complete |
| March 4, 2019 | National Biomonitoring Network | <p>The WSLH has been accepted into the National Biomonitoring Network (NBN) as a Tier 2 laboratory.</p> <p>The NBN is facilitated by the Association of Public Health Laboratories. It is a collaboration of federal, regional, state and local laboratories that conduct biomonitoring for use in public health practice and in response to environmental emergencies.</p> <p>The Network is currently divided into 3 tiers.</p> <p>Tier 2 labs –</p> <ul style="list-style-type: none"> •Laboratories engaged in biomonitoring activities related to targeted and emergency response. •Demonstrated successful participation in an established quality assessment program. •A well-established biomonitoring team | Complete |

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| | | <p>integrated within the state public health system</p> <p>https://www.aphl.org/programs/environmental_health/nbn/Pages/default.aspx</p> | |
| March 4 – 15, 2019 | MMI 911: Microbiology Diagnostics in Public Health | <p>The inaugural class of MMI 911: Microbiology Diagnostics in Public Health was completed at the WSLH.</p> <p>The course, proposed and led by CDD Assistant Director Alana Sterkel, is fully enrolled, with 2 SMPH students enrolled in all 3 offered dates through the next 18 months. Along with Alana as the primary instructor, students are taught by CDD scientist experts.</p> <p>The course offers a unique opportunity for medical students to gain experience in a public health laboratory. Rotating through the WSLH CDD provides medical students with an opportunity unlike any other in the country. The relationship between the University and the WSLH provides the perfect setting to learn about the breadth of infectious disease and the wide variety of testing options. In this basic science elective students talk with the experts and see testing first hand. This course helps prepare future doctors to deal with outbreaks, antimicrobial resistance, bioterrorism, reportable diseases, and testing for emerging diseases.</p> | 1 st of 3 classes Complete |
| March 5, 2019 | UW WiscCores Showcase of UW Research Cores and Services | As one of UW-Madison Research Cores, the WSLH participated in the 1 st annual WiscCores Showcase with an exhibit table staffed by Trace Elements Clean Lab Supervisor Pat Gorski and Public Affairs Manager Jan Klawitter, plus a flash talk given by CDD Assistant Director Allen Bateman. | Complete |
| March 5, 2019 | Froedtert-South (Kenosha) Presentation | CDD Assistant Director Allen Bateman gave an invited presentation to clinical microbiologists at Froedtert-South in Kenosha about ticks and tickborne diseases. | Complete |
| March 8, 2019 | UW-Madison Graduate Women in Science visit | Jan Klawitter and NADP Data Manager Amy Mager hosted members of the UW-Madison chapter of Graduate Women in Science. Jan & Amy led a tour of the Ag Drive facility. | Complete |

**Report to the
Wisconsin State Laboratory of Hygiene Board
Water Systems Tests by the WSLH
December 2018 through February 2019**

| COUNTY_NAME | PWS_TYPE | NUMBER_OF_SYSTEMS | NUMBER_OF_UNSAFE | NUMBER_OF_BWO |
|-------------|----------|-------------------|------------------|---------------|
| Columbia | TN | 14 | 1 | 2 |
| Dane | TN | 12 | 2 | 1 |

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
March 19, 2019**

BUSINESS ITEMS

Item 12. ELECTION OF OFFICERS FOR 2019

Description of the Item:

Since Dr. Robert Corliss (a Non-Government Member) will become Board Chair at the March 2019 meeting, the Government Board members will need to select a Vice Chair who will then become Chair in 2020.

§2.07 "Government Board Members" are defined as: the Secretary of Health Services, the Secretary of Natural Resources and the Secretary of Agriculture, Trade and Consumer Protection, the Chancellor of the University of Wisconsin-Madison, or their designees, the medical examiner or coroner representative and the local health department representative.

§2.08 "Non-Government Board Members" are defined as a physician representing clinical laboratories, a member representing private environmental testing laboratories, and a member representing occupational health laboratories and two additional members.

§5.05 Intent.

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

(b) It is the declared intent of the Board that the positions of Chairperson and Vice Chairperson be elected, in alternate years, from the "government" and the "non-government" members of the board as defined in 2.07 and 2.08 such that in any given year one position is held by a government member and the other is held by a non-government member.

(c) The Secretary shall prepare a ballot for the offices of Chairperson, Vice Chairperson and Secretary in accord with these policies and procedures.

(d) The Director shall advise the board members of the historical rotation of the offices of Chairperson, Vice Chairperson and Secretary prior to the annual meeting.

Suggested Board Action:

The Board will nominate a member to serve as Vice-Chair/Chair Elect for the 2019 term (March 2019 – March 2020).

Draft Motion: To be considered March 19th, 2019

Move the nomination of the following for officers of the WSLH Board of Directors: Dr. Robert Corliss for the position of Chair, XXX for the position of Vice-Chair/Chair-Elect, and James Schauer for the position of Secretary for the year 2019 term.