

**DATE:** March 13, 2023

**TO:** Dean Robert N. Golden, MD, UW-SMPH – Dr. Jon Audhya, Designated Representative  
Kirsten Johnson, Secretary-designee, DHS – Dr. Mark Werner, Designated Representative  
Adam Payne, Secretary, DNR – Greg Pils, Designated Representative  
Randy Romanski, Secretary, DATCP – Gilbert (Gil) Kelley, Designated Representative  
Greg Pils, Chair  
Dr. Robert Corliss, Vice Chair  
Dr. Jon Audhya, Member  
Jessica Blahnik, Member  
Gina Green-Harris, Member  
Gilbert (Gil) Kelley, Member  
Jeffrey Kindrai, Member  
Dr. Christopher Strang, Member  
Jennifer Buchholz, Member  
Dr. Mark Werner, Member  
Steve Geis, DNR Alternate  
Zana Sijan, DNR Alternate  
Paula Tran, DHS Alternate  
Anna Benton, 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  
In-Person/Online Meeting  
March 21, 2023, 1:00 PM – 4:00 PM

**CC:** Kevin Karbowski  
Jan Klawitter  
Nancy McLean  
Dr. Errin Rider  
Steve Strebel  
Dr. Al Bateman  
Mark Conklin  
Tip Vandall  
Jim Sterk

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

**MEETING NOTICE**

**Tuesday, March 21, 2023**

**1:00 PM - 4:00 PM**

**MEETING LOCATION**

**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 PM on Tuesday, March 21, 2023, in person and via teleconference.

**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 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, 2601 Agriculture Drive, Madison, WI 53718.

**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

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 21, 2023  
1:00 pm – 4:00 pm

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

**AGENDA**

**PROCEDURAL ITEMS**

- Item 1. [ROLL CALL](#)
- Item 2. [APPROVAL OF MINUTES](#)
- Item 3. [REORGANIZATION OF AGENDA](#)
- Item 4. [PUBLIC APPEARANCES](#)
- Item 5. [BOARD MEMBERS' MATTERS](#)

**BUSINESS ITEMS**

- Item 6. [PFAS FISH CONSUMPTION ADVISORIES](#)
  - Nathan Kloczko, Wisconsin Department of Health Services
  - Sean Strom, Wisconsin Department of Natural Resources
- Item 7. [FINANCIAL REPORT](#)
- Item 8. [CONTRACTS REPORT](#)
- Item 9. [DIRECTOR'S REPORT](#)
  - Newborn Screening Blood Spot Usage
  - Water Boil Notice Report
  - Public Relations Report
- Item 10. [ELECTION OF OFFICERS](#)

**March 21, 2023**

**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

## **PROCEDURAL ITEMS**

### **Item 2. APPROVAL OF MINUTES**

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

The draft minutes of the December 13, 2022 board meeting are submitted for approval

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

Motion: Approve the draft minutes of the December 13, 2022 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/>.

**APPROVED MINUTES**  
**Wisconsin State Laboratory of Hygiene**  
**Board of Directors Meeting**  
**December 13, 2022**  
**1:00 p.m. – 4:00 p.m.**

**MEMBERS PRESENT:** Chair Greg Pils, Vice Chair Dr. Robert Corliss, Secretary Dr. James Schauer, Dr. Christopher Strang, Dr. Jonathan Meiman, Mr. Gil Kelley, Mr. Jeffery Kindrai, Ms. Jennifer Buchholz

**WSLH STAFF PRESENT:** Dr. Errin Rider, Dr. Al Bateman, Ms. Jan Klawitter, Mr. Kevin Karbowski, Mr. Mark Conklin, Ms. Tip Vandall, Mr. Jim Sterk, Mr. Steve Strebel, Ms. Amy Miles, Ms. Camille Danielson; Mr. Jim Hermanson

**DNR STAFF PRESENT:** Alternate Members Zana Sijan, Steve Geis

**GUESTS PRESENT:** Dr. Christine Anhalt-Depies, Presenter

**PROCEDURAL ITEMS**

**Item 1. ROLL CALL**

Chairman Pils called the meeting to order.

At 1:06 PM, Chairman Pils introduced a new board member, Jennifer Buchholz, who works for Davy Labs in La Crosse, and who will be representing the Environmental Laboratories. Jennifer was greeted and welcomed by the board members.

At 1:08pm, Chairman Pils initiated and conducted the roll call of the Board members. All Board member seats or their designated representatives were present except for excused members, Dr. Jon Audhya, Gina Green-Harris and alternates Paula Tran and Anna Benton.

**PROCEDURAL ITEMS**

**Item 2. APPROVAL OF MINUTES**

At 1:09 pm, Mr. Kindrai made the motion to approve the September 20, 2022 minutes as submitted and Chairman Pils seconded the motion. The voice vote to approve the minutes was unanimous.

**PROCEDURAL ITEMS**

**Item 3. REORGANIZATION OF AGENDA**

There was no request to reorganize the agenda.

**PROCEDURAL ITEMS**

**Item 4. PUBLIC APPEARANCES**

None

**BUSINESS ITEMS**

## **Item 5. BOARD MEMBERS' MATTERS**

Chairman Pils advised that DNR Secretary Preston Cole retired as in November. At this time, there is no word on a successor for the Secretary, or if anything will change as far as Chairman Pils' status. Chairman Pils expects to continue as the Secretary's alternate, at least through the March meeting. DHS Secretary Timberlake's retirement was mentioned, but at this time little is known and we will have to wait to hear more.

For future consideration, Dr. Strang mentioned the pending issue of radon testing requirements for daycare centers, coming into effect March 1<sup>st</sup>, with mitigation required if levels are at or exceed EPA recommendations. There will be different standards between commercial and residential daycare centers.

### **BUSINESS ITEMS:**

#### **Item 6. COMMUNITY-BASED MONITORING**

- **Dr. Christine Anhalt-Depies, Research Scientist from the Office of Applied Science Wisconsin Department of Natural Resources presented on Community-Based Monitoring/Citizen Science:**

Citizen science, known by several different names, is the practice of advancing knowledge through research and monitoring done by, for, and with members of the public. This practice can be leveraged to achieve both scientific research and public engagement goals.

Citizen science programs can best achieve outcomes when designed with goals in mind. Programs typically differ based on the degree to which the public is engaged in the scientific process. Participatory citizen science engages the public as data collectors or processors, while co-created projects tackle real-world problems with scientists as facilitators of the research.

The field has grown tremendously starting in 2010 and early research focused on documenting scientific outcomes, as well as outcomes for individuals participating in citizen science. The field continues to evolve and is wrestling with how to build the technological infrastructure to support large, open datasets. There are also ongoing discussions about how to engage more diverse audiences.

To learn more about citizen science in Wisconsin visit [dnr.wi.gov](http://dnr.wi.gov) and search for "citizen-based monitoring."

### **BUSINESS ITEMS**

#### **Item 7. NEXT-GENERATION SEQUENCING: A POWERFUL TOOL FOR PATHOGEN SURVEILLANCE**

- **Dr. Al Bateman, Director, Communicable Disease Division, Wisconsin State Laboratory of Hygiene**

Next-generation sequencing (NGS) involves massive amounts of genomic data to comprehensively characterize pathogens. NGS is rapidly growing in public health microbiology laboratories, particularly for surveillance and outbreak response. The use of NGS will continue to grow rapidly in the future, as NGS testing becomes cheaper and has higher throughput.

Dr. Schauer noted that Next-Generation Sequencing will also have future impacts on WSLH for the Board to consider, in terms of technological changes, space needs, staff equipment, and what will need to change to accommodate it.

## **BUSINESS ITEMS**

### **Item 8. FINANCIAL REPORT**

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

- Kevin Karbowski, WSLH Chief Financial Officer

Mr. Karbowski advised that we are expecting a loss in FY23 due to the underfunding of Newborn Screening and Forensic Toxicology programs.

## **BUSINESS ITEMS**

### **Item 9. CONTRACTS REPORT**

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

Tip Vandall, WSLH Revenue Manager, will provide a brief update on Contracts to the Board.

Ms. Vandall advised that we have active, signed contracts totaling 913,929.

She also advised of the departure of WSLH's contract manager and the need to replace her.

## **BUSINESS ITEMS**

### **Item 10 DIRECTOR'S REPORT**

- Dr James Schauer, Director, WSLH

- ❖ Strategic Planning
- ❖ FY24 Budget Planning

Dr. Schauer apologized that last meeting's notes reflected a prior strategic plan, and advised that the strategic plan in this meeting's notes, being presented today, is current.

WSLH has initiatives that are progressing satisfactorily: Our DEI, Bioinformatics, Clinical Biomonitoring, Point of Care Testing and Space Optimization.

Some initiatives are limited by budget, as there are issues to be resolved: Outreach, Modernization of Laboratory Information Systems, and eGovernment. Others are limited by staff capacity: Public Health and Scientific Investment and to Advance the Public Health Mission of the UW School of Medicine.

Our path forward includes a Faculty-Scientist Retreat in Spring 2023, along with seeking to allocate additional resources in FY24. WSLH will be coordinating its effort, setting priorities, and moving forward once things are squared away.

WSLH will update the Strategic Plan in Spring 2024 for the next 3-year cycle.



In response to a question from Dr. Strang, Dr. Schauer explained that when WSLH had first made the funding challenges known through formal channels, where no action was taken. WSLH is continuing to shed light on the issues and raise awareness, connecting with state agencies, including the Governor’s Office. One of the Governor’s Aides had met with the UW Health Government Relations; the Aide was familiar with the requests, which is positive. The Fiscal Bureau has been in frequent touch with Mr. Karbowski, asking a lot of questions.

❖ **Water Boil Notice Report**

- Camille Danielson

Ms. Danielson advised that two counties received a boil water notice for the period of September 1<sup>st</sup> through December 1<sup>st</sup>, 2022.

COUNTY_NAME	PWS_TYPE	NUMBER_OF_SYSTEMS	NUMBER_OF_UNSAFE	NUMBER_OF_BWO
Jefferson	TN	81	3	2
Polk	TN	70	5	1

❖ **Public Relations Report**

- Jan Klawitter

Ms. Klawitter updated Board Members on some of the highlights and referred them to the packet which provides details and further information about WSLH employee activities and accomplishments, including:

- WCLN Regional Meetings
- Article – Barriers to SARS-CoV-2 testing among employers (WisCon)
- Article – Cryptic SARS-CoV-2 variant (WW Surveillance)
- US DOJ Coverdell funding - new Forensic Tox instrument
- WSLH Staff Recognition Awards
- APHL Everyday Life Saver Award in Newborn Screening
- WCLN – WSLH PT webinar

**CONCLUSION**

At 2:55 PM Jeff Kindrai moved to adjourn and Greg Pils seconded. The meeting was concluded.

Respectfully submitted by:



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

**PROCEDURAL ITEMS**

**Item 3. REORGANIZATION OF AGENDA**

**Description of 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 4. PUBLIC APPEARANCES**

#### **Description of 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 are followed:
  - (1) Written requests for public appearances on specific current agenda items shall be made 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](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: [susan.buechner@slh.wisc.edu](mailto:susan.buechner@slh.wisc.edu)

**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 Laboratory of Hygiene

**Suggested Board Action:**

Receive for information

**Staff Recommendations and Comments:**

Receive for information.

**BUSINESS ITEMS:**

**Item 6. PFAS FISH CONSUMPTION ADVISORIES**

**Description of Item:**

Nathan Kloczko, Site Evaluation Coordinator from the Wisconsin Department of Health Services, and Sean Strom, Environmental Toxicologist from Wisconsin DNR, will present on PFAS and Fish Consumption Advisories

**Suggested Board Action:**

Review and provide input.

**Staff Recommendation and Comments:**

Receive for information

**BUSINESS ITEMS**

**Item 7. FINANCIAL REPORT - FY24 BUDGET**

**Description of the Item:**

Kevin Karbowski, WSLH's Chief Financial Officer, will provide an update on the Financial Report to the Board and present on the FY24 Budget.

**Suggested Board Action:**

Review and provide input.

**Staff Recommendations and Comments:**

Receive for information.

**WISCONSIN STATE LABORATORY OF HYGIENE**

**FINANCIAL REPORT**

**FISCAL YEAR 2023**

**January 31, 2023**

**Contents**

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**FINANCIAL STATEMENTS**

**Statement of income**

**Comparative income statement**

**Comparative balance sheet**

**Statement of cash flows**

**Notes to the financial statements**



**WISCONSIN STATE LABORATORY OF HYGIENE**  
**STATEMENT OF INCOME**  
For the period July 1, 2022 through January 31, 2023

	Year to Date Actual	Year to Date Budget	Variance Over/(Under)	Variance % of Budget	Fiscal Year 2023 Annual Budget
<b>SUPPORT AND REVENUE</b>					
Clinical	\$9,802,497	\$10,618,257	(\$815,760)	-7.7%	\$18,737,386
Neonatal Surcharge	2,635,528	2,607,000	28,528	1.1%	4,150,000
Driver Improvement Surcharge	958,598	953,849	4,749	0.5%	1,619,200
Environmental	5,073,301	4,345,453	727,848	16.7%	7,570,571
National Atmospheric Deposition Program	932,276	942,679	(10,403)	-1.1%	1,657,337
Proficiency	1,660,375	1,719,667	(59,292)	-3.4%	4,155,130
Occupational Health	1,177,377	1,317,702	(140,325)	-10.6%	2,156,557
Laboratory Services	22,239,952	22,504,607	(264,655)	-1.2%	40,046,181
Fund 150 Support	497,000	497,000	0	0.0%	852,000
WIDHS Employee Contracts	500,518	503,281	(2,763)	-0.5%	862,767
Other	128,064	0	128,064		0
Earnings - Investment Income	55,581	3,500	52,081	1488.0%	6,000
Other Revenue	1,181,163	1,003,781	177,382	17.7%	1,720,767
Sponsored Projects	3,732,679	3,268,078	464,600	14.2%	5,567,503
Program Revenue	27,153,794	26,776,467	377,327	1.4%	47,334,451
State General Program Revenue (GPR)	7,062,539	6,959,000	103,539	1.5%	12,142,000
<b>TOTAL SUPPORT AND REVENUE</b>	<b>34,216,333</b>	<b>33,735,467</b>	<b>480,867</b>	<b>1.4%</b>	<b>59,476,451</b>
<b>EXPENSES</b>					
Salaries	14,443,932	13,618,921	825,011	6.1%	23,744,222
Fringe Benefits	5,462,158	5,459,178	2,979	0.1%	8,888,568
Supplies & Services	11,998,390	11,810,372	188,019	1.6%	21,544,614
Building Rent	1,857,196	1,823,523	33,673	1.8%	3,207,003
Transfer Overhead to UW	513,040	540,953	(27,913)	-5.2%	921,135
Depreciation	1,436,151	1,467,107	(30,956)	-2.1%	2,551,635
Bad Debt Expense	0	2,100	(2,100)	-100.0%	3,600
Interest Expense	11,458	2,100	9,358	445.6%	3,600
<b>TOTAL EXPENSES</b>	<b>35,722,326</b>	<b>34,724,254</b>	<b>998,071</b>	<b>2.9%</b>	<b>60,864,375</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>(\$1,505,992)</b>	<b>(\$988,788)</b>	<b>(\$517,205)</b>	<b>52.3%</b>	<b>(\$1,387,924)</b>

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**COMPARATIVE BALANCE SHEET**  
As of January 31, 2023 and June 30, 2022

**ASSETS**

	January 31, 2023	June 30, 2022
<b>CURRENT ASSETS</b>		
Cash	\$1,576,567	\$3,443,345
Cash-restricted (Note 1)	3,898,385	1,454,078
Net accounts receivables (Note 2)	7,677,274	6,284,071
Other receivables	497,000	855,000
Inventories	36,590	67,988
Prepaid expenses	0	258,864
<b>Total current assets</b>	<b>13,685,816</b>	<b>12,363,345</b>
<b>EQUIPMENT AND BUILDING IMPROVEMENTS</b>		
Equipment	37,097,989	35,902,560
Building improvements	6,878,228	6,878,228
	43,976,217	42,780,788
Less accumulated depreciation	(31,803,910)	(30,367,758)
<b>Total net fixed assets</b>	<b>12,172,307</b>	<b>12,413,030</b>
<b>Total Assets</b>	<b>\$25,858,123</b>	<b>\$24,776,376</b>

**LIABILITIES AND EQUITY**

<b>CURRENT LIABILITIES</b>		
Accounts payable	\$1,203,313	\$1,106,331
Neonatal surcharge payable	653,495	499,496
Proficiency testing deferred revenue	3,244,890	954,583
Newborn screening deferred revenue	2,342,272	2,342,272
Compensated absences (Note 3)	1,093,215	1,212,314
<b>Total current liabilities</b>	<b>8,537,184</b>	<b>6,114,994</b>
<b>LONG TERM DEBT</b>		
Compensated Absences (Note 3)	1,827,012	1,661,462
<b>Total long term debt</b>	<b>1,827,012</b>	<b>1,661,462</b>
<b>Total Liabilities</b>	<b>\$10,364,196</b>	<b>\$7,776,456</b>
<b>EQUITY</b>		
Net Operating Income (Loss)	(1,505,992)	(1,438,752)
Retained earnings	11,365,404	12,804,156
Contributed capital	5,634,516	5,634,516
<b>Total retained earnings</b>	<b>15,493,928</b>	<b>16,999,920</b>
<b>Total Equity</b>	<b>15,493,928</b>	<b>16,999,920</b>
<b>Total Liabilities and Equity</b>	<b>\$25,858,123</b>	<b>\$24,776,376</b>

**WISCONSIN STATE LABORATORY OF HYGIENE**

**STATEMENT OF CASH FLOWS**

For the 7 months ended January 31, 2023 and 12 months ended June 30, 2022

	<u>Year to Date</u>	<u>Prior Year</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Net income	(\$1,505,992)	(\$1,438,752)
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation	1,436,151	2,442,430
Changes in working capital components:		
Decrease/(Increase) in net accounts receivables	(1,393,203)	(587,310)
Decrease/(Increase) in other receivables	358,000	57,602
Decrease/(Increase) in inventories	31,398	(28,881)
Decrease/(Increase) in prepaid expenses	258,864	6,032
(Decrease)/Increase in salaries payable	0	0
(Decrease)/Increase in accounts payable	96,982	261,223
(Decrease)/Increase in accrued expenses	0	0
(Decrease)/Increase in deferred revenue	0	(252,619)
(Decrease)/Increase in neonatal surcharge payable	153,999	(197,434)
(Decrease)/Increase in proficiency testing deferred revenue	2,290,308	(69,784)
(Decrease)/Increase in newborn screen deferred revenue	0	32,152
(Decrease)/Increase in	46,451	218,148
	<hr/>	<hr/>
Net cash provided (used) in operating activities	1,772,958	442,807
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of equipment and physical plant improvements	<u>(1,195,428)</u>	<u>(2,779,300)</u>
Net cash provided (used) in investing activities	<u>(1,195,428)</u>	<u>(2,779,300)</u>
 <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Principal payment on Capital Lease	<hr/> -	<hr/> -
Net cash provided (used) in financing activities	<hr/> -	<hr/> -
 Net increase (decrease) in cash	577,530	(2,336,493)
 <b>Cash:</b>		
Beginning	<hr/> 4,897,423	<hr/> 7,233,916
Ending	<hr/> <u>\$5,474,953</u>	<hr/> <u>\$4,897,423</u>

## WISCONSIN STATE LABORATORY OF HYGIENE

### NOTES TO THE FINANCIAL STATEMENTS

For the period July 1, 2022 through January 31, 2023

#### **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 80% 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 2022-2023 operating budget amounts were approved by the WSLH Board on June 21, 2022.

##### Basis of Presentation:

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

##### 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

- As of January 31, 2023 cash is restricted to the newborn screening surcharge payable and the proficiency testing deferred revenue.
- 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 the proficiency testing programs and for the newborn screening program.

## **NOTE 2 - ACCOUNTS RECEIVABLE**

- Accounts receivable and allowance for uncollectible account balances as of June 30, 2022 and January 31, 2023 are as follows:

	<u>January 31, 2023</u>	<u>June 30, 2022</u>
Accounts Receivable Total	\$7,763,637	\$6,370,442
Allowance for bad debt	<u>(86,363)</u>	<u>(86,341)</u>
Net Receivables	\$7,677,274	\$6,284,071

## **NOTE 3 - 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	\$1,093,215	\$857,205	\$45,190	\$41,863	\$148,957
Long Term	1,827,011				1,827,011
	<u>\$2,920,226</u>	<u>\$857,205</u>	<u>\$45,190</u>	<u>\$41,863</u>	<u>\$1,975,968</u>

**BUSINESS ITEMS**

**Item 8. CONTRACTS REPORT**

**Description of the Item:**

Tip Vandall, WSLH's Chief Financial Officer, will provide a brief update on Contracts to the Board.

**Suggested Board Action:**

Review and provide input.

**Staff Recommendations and Comments:**

Receive for information.

## **BUSINESS ITEMS**

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

Dr. James Schauer, Director, WSLH

#### **Newborn Screening Blood Spot Usage**

- Dr. Errin Rider

#### **Water Boil Notice Report**

- Camille Danielson

#### **Public Relations Report**

- Jan Klawitter

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

**December 1, 2023 – March 1, 2023**

**Boil Report Notice**

COUNTY_NAME	PWS_TYPE	NUMBER_OF_SYSTEMS	NUMBER_OF_UNSAFE	NUMBER_OF_BWO	DATE_RANGE_START	DATE_RANGE_END
Dane	OC	16	2	3	12/1/2022	3/1/2023

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

**Representative Public or Environmental Health Incidents of Educational Interest**



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

**Representative Public or Environmental Health Incidents of Educational Interest**

**November 19, 2022 – March 10, 2023**

Approx. Date	Agent or Event Name	Description	Current Status
<b>OUTBREAKS and INCIDENTS</b>			
January 2020	COVID-19 virus	<p>While the emergency response phase of COVID is over, the WSLH continues to test for SARS-CoV-2 in clinical and environmental (wastewater) samples.</p> <p>The Communicable Disease Division (CDD) is transitioning its PCR testing to be primarily for surveillance and outbreak response, in line with its role for testing for influenza and other respiratory viruses. CDD also continues to perform whole-genome sequencing to track virus variants.</p> <p>WSLH Environmental Microbiology continues to test wastewater for both the level of virus transmission and to track virus variants.</p>	Ongoing
<b>RECENT EVENTS and FINDINGS</b>			
2022	Multiple wastewater surveillance presentations	<p>Scientists with the WSLH wastewater surveillance team (Drs. Adelaide Roguet, Kayley Janssen, Dagmara Antkiewicz, Jocelyn Hemming and Martin Shafer) gave multiple presentations in 2022 on wastewater surveillance topics.</p> <p>“Wastewater surveillance updates.” Wisconsin local and tribal health departments</p>	Complete

		<p>“Using wastewater to detect respiratory viruses.” Wisconsin Environmental Health Association</p> <p>“Whole genome sequencing to track SARS-CoV-2 variants in Wisconsin wastewater.” CDC National Wastewater Surveillance System</p> <p>“Monitoring public health, one flush at a time.” Wisconsin Wastewater Operators Association 56th Annual Conference.</p> <p>“Routine sequencing and data visualizations of SARS-CoV-2 from wastewater.” Association of Public Health Laboratories</p>	
September 7, 2022	WI Lab Association Fall meeting	Dr. Kayley Janssen gave a presentation on “Wastewater Surveillance in Wisconsin”.	Complete
September 24, 2022	WARF Innovation Award nomination	<p>WSLH Newborn Screening Director Dr. Mei Baker and NBS Chemist Dr. Brian Conti were named <a href="#">1 of 6 Wisconsin Alumni Research Foundation (WARF) 2022 Innovation Award nominees</a>.</p> <p>They developed a pediatric familial hypercholesterolemia screening method that uses dried blood samples (DBS) to directly measure low-density lipoprotein cholesterol (LDL-C).</p> <p>Approximately 1 in 200-300 people will develop familial hypercholesterolemia (FH), a common genetic disorder characterized by elevated levels of low-density lipoprotein cholesterol (aka “bad cholesterol”) and premature cardiovascular disease. Recent findings show that lowering cholesterol levels at a young age helps prevent the buildup of fats and cholesterol in the arteries and decreases cardiovascular events in adulthood.</p>	Complete

		On December 15th, WARF announced the two award winners. Although Dr. Baker's and Dr. Conti's project was not selected, the fact that they were among six nominees selected from more than 400 WARF innovation disclosures is a tremendous honor.	
October 13, 2022	WI ASCP Fall Meeting	Dr. Kayley Janssen gave a presentation on "Wastewater Surveillance in Wisconsin" at the Wisconsin chapter of the American Society for Clinical Pathology's fall meeting.	Complete
October 27, 2022	WEHA Fall Meeting	Dr. Kayley Janssen gave a presentation on Microbial Source Tracking and Large Volume Sampling, "Where did you come from? Using large volume sampling and microbial source tracking to determine the source of E. coli in waters" at the WI Environmental Health Association's fall meeting.	Complete
October 27, 2022	<i>Intl. Journal of Neonatal Screening</i> article	WSLH Newborn Screening Lab Director Dr. Mei Baker and retired NBS Lab Director Gary Hoffman were co-authors on the article  <b>Missed Cystic Fibrosis Newborn Screening Cases due to Immunoreactive Trypsinogen Levels below Program Cutoffs: A National Survey of Risk Factors</b> <i>International Journal of Neonatal Screening</i> . <b>2022, 8(4), 58; DOI:</b> <a href="https://doi.org/10.3390/ijns8040058">https://doi.org/10.3390/ijns8040058</a>	Complete
November 2022	APHL Overdose Biosurveillance Task Force (OBTF), Silver Springs, MD	Forensic Toxicology Director Amy Miles is co-chair of the Association of Public Health Laboratories (APHL) OBTF and WSLH Forensic Scientist Ryan Pieters is a member. The OBTF met in-person to begin work on a new polysubstance testing advisory document.	Ongoing
November 2022	Attorney General Alliance (AGA)	Forensic Toxicology Director Amy Miles presented to the AGA on cannabis and impaired driving.	Complete

	meeting, Las Vegas, NV		
November 2022	University of Iowa, Iowa City	Forensic Toxicology Director Amy Miles and UW-Madison Pharmacy Assoc. Professor Heather Barkholtz visited U of I to tour the National Advanced Driving Simulator facility and discuss research collaborations.	Complete
November 2022	<i>Atmospheric Pollution Research</i> article	<p>WSLH environmental scientists Drs. Dagmara Antkiewicz, Martin Shafer, Jamie Schauer, and Jocelyn Hemming were co-authors on the article</p> <p><b>Detailed evaluation of a cellular in vitro method to assess oxidative potential of atmospheric aerosols as performed by two independent laboratories</b></p> <p><i>Atmospheric Pollution Research</i>, Volume 13, Issue 11, November 2022, 101586  <a href="https://doi.org/10.1016/j.apr.2022.101586">https://doi.org/10.1016/j.apr.2022.101586</a></p>	Complete
November 23, 2022	<i>Pediatric Pulmonology</i> article	<p>WSLH Newborn Screening Lab Director Dr. Mei Baker was a co-author on the article</p> <p><b>Refinement of newborn screening for cystic fibrosis with next generation sequencing</b></p> <p><i>Pediatric Pulmonology</i>, 23 November 2022  <a href="https://doi.org/10.1002/ppul.26253">https://doi.org/10.1002/ppul.26253</a></p>	Complete
December 2022	APHL Board meeting, Washington DC	Forensic Toxicology Director Amy Miles presented to the Association of Public Health Laboratories (APHL) BOD on the Overdose Biosurveillance Task Force (OBTF) work and future initiatives. Discussion also occurred regarding making the OBTF a standing APHL Committee.	Complete

December 2022	APHL Leadership Council Meeting, Washington DC	Forensic Toxicology Director Amy Miles attended Association of Public Health Laboratories (APHL)'s leadership council to discuss DEI initiatives in APHL.	Complete
December 2022	National Traffic Safety Resource Prosecutor (TSRP) webinar series – virtual	Forensic Toxicology Director Amy Miles presented for the TSRP webinar series “Forensic Toxicology 101. Bringing Out the Nerd in You”	Complete
December 2022	National Transportation Safety Board (NTSB)	The NTSB released a report, “Safety Research Report, Alcohol, Other Drug and Multiple Drug Use Among Drivers”. The results of the report are based on data provided by the WSLH, consisting of several years’ worth of impaired driving toxicology results. The report outlines 12 new NTSB safety recommendations designed to address the problem of alcohol, other drug and multiple drug impaired driving.	Complete
December 2, 2022	WI Department of Health Services provider webinar	Communicable Disease Division Director Dr. Allen Bateman was a featured speaker at the WI Department of Health Services provider webinar for clinicians statewide, where he discussed laboratory-based respiratory virus surveillance in Wisconsin.	Complete
December 6, 2022	<i>Environmental Science &amp; Technology</i> journal article	WSLH Senior Scientist Dr. Martin Shafer was a co-author on the article  <b>Aerosol Oxidative Potential in the Greater Los Angeles Area: Source Apportionment and Associations with Socioeconomic Position</b>  <i>Environmental Science &amp; Technology</i> , December 6, 2022, <a href="https://doi.org/10.1021/acs.est.2c02788">https://doi.org/10.1021/acs.est.2c02788</a>	Complete

		The WSLH Trace Elements Clean Lab performed chemical analyses for the study. The paper is getting a lot of media attention in the Los Angeles basin.	
December 7, 2022	Wisconsin Clinical Laboratory Network (WCLN) Webinar	On 12/7/22, Wisconsin Clinical Laboratory Network Outreach Coordinator Erin Bowles of the Communicable Disease Division hosted a WCLN webinar for laboratory professionals entitled “ <i>Common Regulatory Inspection Deficiencies – How Do I Avoid Them and What Do I Do if I Receive One?</i> ” The webinar featured guest speaker Stacy Meyer, a Technical Process Analyst from The College of American Pathologists. Ms. Meyer shared a list of common deficiencies found during Laboratory inspections and next steps to take if a laboratory receives a deficiency during an inspection. The audience had plenty of time to ask questions following the presentation. A recording of the webinar is available on our website.	Complete
December 20, 2022	Webinar: The Science Behind Mpox Response	Communicable Disease Division Director Dr. Allen Bateman coordinated and facilitated a national webinar jointly sponsored by the Association for Public Health Laboratories (APHL) and Association for Molecular Pathology (AMP) that was attended by more than 250 people nationwide.	Complete
December 21, 2022	<i>WI Medical Journal</i> article	WSLH Newborn Screening Director Dr. Mei Baker was co-author on the article  <b>Surveillance for the Rare Condition of Sickle Cell Disease in Wisconsin</b>  <i>Wisconsin Medical Journal</i> , December 21, 2022, <a href="https://wmjonline.org/new-online/12212022-singh_a/">https://wmjonline.org/new-online/12212022-singh_a/</a>	Complete

December 29, 2022	<i>Journal of Travel Medicine</i> SARS-CoV-2 article	Communicable Disease Division Director Dr. Allen Bateman and Data Scientist Dr. Abigail Shockey were co-authors of a publication about the early days of COVID-19, when travelers returning from Nile River cruises were one of the first known clusters of SARS-CoV-2 in Wisconsin.  <a href="https://academic.oup.com/jtm/advance-article/doi/10.1093/jtm/taac153/6965000">https://academic.oup.com/jtm/advance-article/doi/10.1093/jtm/taac153/6965000</a>	Complete
January and February 2023	CDD hosting students	The Communicable Disease Division hosted two UW-La Crosse masters students in January and two UW-Madison medical students in February, for didactic lectures and hands-on laboratory projects.	Complete
January 18, 2022	Wisconsin Clinical Laboratory Network (WCLN) Webinar	On 1/18/23, Wisconsin Clinical Laboratory Network Outreach Coordinator Erin Bowles of the Communicable Disease Division hosted a WCLN webinar for laboratory professionals entitled " <i>Challenges of Reimbursement for Molecular Infectious Disease Syndromic Panel Testing</i> ". The webinar featured guest speaker Dr. Joseph Yao, Director of Hepatitis/HIV Laboratory, Division of Clinical Microbiology, Dept. of Laboratory Medicine and Pathology, Mayo Clinic and Mayo Clinic Laboratories, Rochester, MN. Dr. Yao was able to highlight the latest Medicare administrative contractors (MAC) reimbursement criteria and rules finalized in October 2022 for the use of molecular syndromic panels for infectious disease pathogen identification testing. The implications of these rules for clinicians and potential approaches of diagnostic stewardship to encourage judicious use of these panel tests was also discussed. The audience had plenty of time to ask questions following the presentation. A recording of the webinar is available on our website.	Complete
January 24, 2023	US EPA Emergency Response Lab	WSLH water microbiology and radiochemistry departments participated in a simulated	Complete

	<p>Network (ERLN) Exercise</p>	<p>environmental event coordinated by Environmental Protection Agency (EPA). The <b>scenario</b> included a crop duster spraying a nearby football game, an agricultural arena with a (bird) stock show, nearby agricultural production facilities, and a surface water source. A metro area downwind was also suspected to be impacted. The crop duster tanks were found to contain a radiological agent and a weaponized biological agent.</p> <p>The purpose of this scenario was to assess lab ability to process a mixed agent sample. Four ERLN labs participated in the bio/rad portion. The WSLH departments handled the samples as if they had mixed contaminants and analyzed for SARS-CoV-2 and uranium. We had multiple internal and partner planning sessions, analyzed the samples, reported results using EPA portal, prepared a summary and participated in the hot wash (summary of lessons learned).</p>	
<p>February 1, 2023</p>	<p>WSLH Quality and Safety (QAS) Awards</p>	<p>On Feb. 1<sup>st</sup>, WSLH Director Dr. Jamie Schauer presented 20 WSLH staffers with Quality and Safety Awards.</p> <p>Awardees were recognized for their efforts in one (or more) of four categories –</p> <ol style="list-style-type: none"> <li>1. Good in-house quality/safety program – For broad implementation of quality/safety throughout the workplace.</li> <li>2. Active role in quality/safety – For being a strong advocate of quality and safety.</li> <li>3. Improvement – For demonstrating significant improvement over previous conditions.</li> <li>4. Product or process development and implementation – For special effort given to a specific aspect of quality/safety in the workplace.</li> </ol> <p>Award winners are:</p>	<p>Complete</p>



		<ul style="list-style-type: none"> <li>• Lisa Berkan – Director’s Office/Quality Assurance</li> <li>• Michael Casey –Newborn Screening</li> <li>• Mark Conklin – Purchasing</li> <li>• Camille Danielson – Environmental Health</li> <li>• Sam Dawe – Office of Information Systems</li> <li>• Catherine Evans – Newborn Screening</li> <li>• Devin Everett – Environmental Health</li> <li>• Hannah Gander – Communicable Disease</li> <li>• Laura Gower – Building Services</li> <li>• Kevin Kaufman – Environmental Health</li> <li>• Erin Meinholz – Environmental Health</li> <li>• Ryan Pieters – Forensic Toxicology</li> <li>• Tony Plourde – Environmental Health</li> <li>• Royce Riessen – Environmental Health</li> <li>• Adelaide Roguet – Environmental Health</li> <li>• Dana Schmidt – Communicable Disease</li> <li>• Noel Stanton – Environmental Health</li> <li>• Teri Stewart – Cytology</li> <li>• Eric Uram – Director’s Office</li> <li>• Dave Whooley – Purchasing</li> </ul>	
February 12, 2023	National Safety Council – Alcohol, Drug and Impairment Division (ADID)	Forensic Toxicology Supervisor Bill Johnson has been appointed to the Executive Board for ADID as a Member at Large, 1-year term.	Ongoing
February 13, 2023	American Academy of Forensic Sciences (AAFS), Orlando, FL	Forensic Toxicology Supervisor Bill Johnson attended the annual AAFS conference.	Complete
February 15, 2023	Wisconsin Clinical Laboratory Network (WCLN) Webinar	On 2/15/23, Erin Bowles, Outreach Coordinator of the Wisconsin Clinical Laboratory Network for the Communicable Disease Division, hosted a WCLN webinar for laboratory professionals entitled “Gender and Anatomy in STD Testing” Dr. Alana Sterkel, Associate Director of the Communicable Disease Division of the WSLH was the speaker. Dr. Sterkel discussed how the increasing use of non-traditional	Complete

		gender identities impacts our ability to provide equitable medical services. Many diagnostic tests and electronic medical record systems require specific gender information, particularly when it comes to STD testing. The audience had plenty of time to ask questions following the presentation. A recording of the webinar is available on our website.	
February 27, 2023	New WSLH PT/LID Director named	Mike Argall was named Director of WSLH Proficiency Testing/Laboratory Improvement Division after the retirement of former director Kris Hansbery. Mike served as an Associate Director under Kris since 2013, and he has worked for LID since 2006.	Complete
March 2023	DHS Contract with WisCon for public employers	<p>The Wisconsin Department of Health Services (DHS) has established a new short-term contract with WSLH's OSHA Consultation group, WisCon. The new contract - "Enhancing Public Health Capacity and Protecting Public Workers" - will serve as a pilot project to facilitate providing occupational safety and health training and other assistance to public-sector employers across Wisconsin.</p> <p>Due to Federal restrictions on the long-standing OSHA Consultation services grant that has funded WisCon to date, public sector employers are not eligible to receive services through the OSHA grant. This new project helps to extend WisCon's services to the public sector, if only temporarily, and represents an exciting opportunity for us to help public sector employers across the state improve workplace safety and health in their facilities and operations.</p> <p>WisCon consultants Ann Jurkowski and Kelli Humber will staff the project and will develop and deliver training and provide limited on-site consultation services. While the initial term of the contract ends at the end of calendar year 2023, we are hopeful that this effort will</p>	Ongoing

		help to provide proof of concept, demonstrate the value that WisCon's expert occupational safety and health consultation services can bring to public sector employers, with the aim of securing continuing funding.	
March 2023	Nevada Advisory Committee on Traffic Safety – virtual	Forensic Toxicology Director Amy Miles provided information and scientific references on THC at the NACTS meeting.	Complete
March 2023	Marquette University	Forensic Toxicology Supervisor Kayla Neuman presented to students at Marquette University about the basics of forensic toxicology.	Complete
March 2023	WSLH PT and AAFP PT transition	<p>WSLH Proficiency Testing/Laboratory Improvement Division (LID) has successfully completed the customer transition with the American Academy of Family Physicians (AAFP) Proficiency Testing. The efforts by the LID team has resulted in onboarding approximately 1,145 new customers for a total of \$647,000.00.</p> <p>AAFP transitioned away from providing PT services to their members last year.</p>	Complete
March 1, 2023	WW Disease Surveillance Roundtable	WSLH Scientist Dr. Kayley Janssen was a panelist for the Wastewater Disease Surveillance Roundtable Discussion hosted by Promega.	Complete
March 1, 2023	WSLH Records Disposition Authorizations (RDA) Project	Currently, WSLH's one division with a critical need to address their expiring RDAs, the Laboratory Improvement Division, cleared a major hurdle after working with UW Archives and Records Management (UWARM). UWARM submitted the new RDAs to the Public Records Board (PRB) in January. As of March 1,	Ongoing

		<p>the RDAP expects PRB to finalize them at their next official meeting on March 31.</p> <p>Completing the drafts and then undertaking reviews on the remaining RDAs in need of renewal will take place in the coming months. The target for completing all approvals is by the end of 2023. All remaining RDAs have received extensions until early 2024.</p>	
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## **BUSINESS ITEMS**

### **Item 10. ELECTION OF OFFICERS FOR 2023**

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

Since Dr. Robert Corliss (a Non-Government Member) will become Board Chair at the March 2021 meeting, the Government Board members will need to select a Vice Chair who will then become Chair in 2024.

§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 2023 term (March 2023 – March 2024).

**Draft Motion:** To be considered March 21, 2023

**Move the nomination of the following for officers of the WSLH Board of Directors: Dr. Rob Corliss for the position of Chair, \_\_\_\_\_ for the position of Vice-Chair/Chair-Elect, and James Schauer for the position of Secretary for the year 2023 term.**