

**APPROVED MINUTES**  
**Wisconsin State Laboratory of Hygiene**  
**Board of Directors Meeting**  
**July 18, 2023**  
**1:00 p.m. – 4:00 p.m.**

**MEMBERS PRESENT:** Chairman Dr. Robert Corliss, Secretary Dr. James Schauer, Dr. Christopher Strang, Dr. Jon Audhya, Dr. Mark Werner, Mr. Gil Kelley, Mr. Jeffery Kindrai, Ms. Jennifer Buchholz

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

**DNR STAFF PRESENT:** Alternate Members Steve Geis, representing Greg Pils, and Zana Sijan

**GUESTS PRESENT:** Dr. Kaitlin Sundling and Dr. Kelsey Florek

**PROCEDURAL ITEMS**

**Item 1. ROLL CALL**

Chairman Corliss called the meeting to order at 1:00 PM.

At 1:00 PM, Chairman Corliss initiated and conducted the roll call of the Board members. All Board members or their designated representatives were present except for those excused. Vice Chair Greg Pils, Members Dr. Jon Audhya, Ms. Gina Green-Harris and Ms. Jessica Blahnik and Alternates Ms. Paula Tran, and Ms. Anna Benton were all excused.

**Item 2. APPROVAL OF MINUTES**

At 1:02, PM, Chairman Corliss entertained a motion to approve the July 18, 2022, minutes as submitted. Mr. Kindrai moved for approval and Dr. Strang seconded. The voice vote to approve the minutes was unanimous, and the minutes were approved.

**Item 3. REORGANIZATION OF AGENDA**

There was no request to reorganize the agenda.

**Item 4. PUBLIC APPEARANCES**

None

**Item 5. BOARD MEMBERS' MATTERS**

None

**BUSINESS ITEMS:**

**Item 6. SCHOOL OF CYTOLOGY**

- Kaitlin Sundling

Dr. Kaitlin Sundling's **Cytotechnology Program Funding Opportunity and Academic Transitions presentation** :

Cytology at the Wisconsin State Laboratory of Hygiene supports public health both clinically and in training our Cytotechnology workforce through the Cytotechnology Program. Due to inadequate clinical reimbursement and

changing clinical practice in cervical cancer screening, we are currently facing a budget shortfall on the clinical side of cytology. While we continue to grow in new directions including an NIH-funded grant in circulating tumor cell testing, we recognize the educational side of our work as a significant opportunity for growth given nationwide shortages of cytotechnologists. Currently only 18 programs exist nationally, and this year 108 graduates are anticipated with about 300 vacancies in Cytotechnology nationally.

A commercial laboratory has approached us with an offer of funding to develop a new virtual, part-time program to help fulfill their need for cytotechnologists. This funding would help us support both staffing (new hires as well as existing staff) and equipment to develop a virtual, part-time program based on digital rather than glass slides. Following a pilot program, this new program would be open to students who want to enroll individually as well as other laboratories who may want to support student positions.

The development of this new Professional Development non-credit program represents a step forward in our transition to a master's level curriculum, allowing us to pilot a new curriculum. Our program currently has academic relationships with the College of Agricultural and Life Sciences and the Division of Continuing Studies. Our accrediting organization, CAAHEP, will be reviewing standards for master's level programs in Cytotechnology for approval on Friday July 21, 2023, and if approved, a 5 year grace period begins during which all programs will be expected to transition to a master's level. Moving toward a master's program will also allow us to fit better administratively with UW's existing program structures, as our current certificate structure is a unique type that is no longer offered at UW. Our Professional Development program pilot could begin as soon as January 2024, depending on funding and resources. In the meantime, our traditional program will continue with at least 9 students confirmed for Fall 2023, and we would plan to submit a proposal to UW-Madison for transition to a Masters level program based on the pilot Professional Development program curriculum within the next 2-3 years.

#### **Item 7. FINANCIAL REPORT**

- Kevin Karbowski, WSLH Chief Financial Officer

Mr. Karbowski and Ms. Jan Klawitter, Communications Director, explained the tension in watching and waiting to see what routes were taken by the legislature and the Governor. Ms. Connie Schulze had shepherded the WSLH through the project, and in the 11<sup>th</sup> hour, at the time they were composing a letter to staff to explain WSLH not receiving budgetary funds, Ms. Schulze had Dr. Schauer and Ms. Klawitter send a letter to the floor of an active session. Their Hail Mary maneuver worked and a last-minute amendment was voted on and approved by the Senate and Assembly.

Governor Evers signed the Biennial Budget and the NBS Screening Cards will increase to \$195 per card. We will receive \$6.3M in funding for NBS and FY24 for Forensic Toxicology will be \$3.4M increase.

#### **Item 8. APPROVAL OF FY24 BUDGET**

- Kevin Karbowski, WSLH Chief Financial Officer

Mr. Karbowski presented the overall budget.

At 1:46 PM, Chairman Corliss entertained a motion to approve the budget. There was further discussion and at 1:52 PM, Mr. Kindrai motioned to approve, Dr. Corliss seconded and the voice vote was unanimous in favor of approving the FY24 budget.

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

- Tip Vandall, WSLH Revenue Manager

Ms. Vandall presented the contracts that WSLH has signed since the March 2023 Board Meeting. Since that time, WSLH has signed contracts to provide \$550,000 in services.

## Item 10. DIRECTOR'S REPORT

- Dr James Schauer, Director, WSLH
  - Dr. Schauer noted that, traditionally the September Board meeting has been held at different locations. This year, we will hold the next meeting at 2601 Agriculture Drive, and we will look at different locations for next year's meeting.

### ❖ Data and Informatics Modernization Strategic Plan

- Dr. Kelsey Florek, Senior Genomics and Data Scientist, Wisconsin State Laboratory of Hygiene

Dr. Florek's presentation:

The WSLH faces numerous challenges in managing and utilizing data generated in the laboratory today. The traditional approaches to data management and analysis are not sufficient to support the complex and growing needs WSLH has to serve its mission and vision. The motivation behind data and informatics modernization strategic plan is aimed to (at a minimum) support the following:

- Timely and accurate decision making – data could be collected, processed, and analyzed in near real time allowing for quicker insights and more accurate decision making
- Improved surveillance and alerting systems – data systems can be created to detect patterns or changes in trends and support mechanisms to provide notifications and updates on emerging issues or as part of QA/QC process
- Data integration and interoperability – sharing and collating data across internal departments and stakeholders requires data systems that are capable of streamlining data exchange
- Data scalability and reliability - data systems that are capable of meeting changing demands and data structures. Supporting highly available data that minimizes or removes the effects of IT component failures
- Assure data privacy and security – implementing and adhering to best practices and standards is paramount for safeguarding sensitive information and providing protection against data breaches and cyber threats

### Goals and Measurable Outcomes

#### Year 1

Conduct surveys to generate a better comprehensive understanding of the following:

- Inventory what tools are used today across the laboratory for storing, accessing, analyzing and reporting data.
- Identify which data is regularly stored, accessed, and reported across each organization.
- Identify regular data communications occurring internally and the methods for communicating that data
- Identify regular data communications occurring with external partners and the methods for communicating that data
- Generate feedback on current limitations or gaps in technological support.
- Assess accreditation needs and requirements related to data processing.

Conduct small group listening sessions across the laboratory to identify goals and priorities for the modernization process. These sessions will incorporate current culture and change management into the process to ensure there is capacity and ability to adapt to any new technologies and workflows.

## **Year 2 and Year 3**

### **Modernization Plan**

Using a working backwards approach a Modernization Plan will be developed based on the surveys and listening sessions conducted in year 1. The Modernization Plan will include a collection of “strategies” or self-organized solutions that are designed to meet a specific need or set of needs identified in year 1. The strategies in the Modernization Plan will include the following:

1. The name of the strategy
2. The intended user
3. The problem the strategy solves
4. The benefits the strategy provides
5. A high level FAQ that explains how the strategy will work

The strategies incorporated into the Modernization Plan will be shared with the intended users for evaluation and revision for creating an implementation roadmap for the strategy.

### **Implementation Plan**

Once all of the strategies in the Modernization Plan have been approved both by users and leadership an Implementation Plan will be created. The Implementation Plan will contain a roadmap with timelines and will identify the required technology and investments needed to develop and sustain the strategy. The Implementation Plan will focus on establishing a set of minimal viable products (MVPs) that meet the needs defined by the strategies in the Modernization Plan. Additionally, the Implementation Plan will incorporate a process to support continuous improvement to enhance the MVPs. Throughout the implementation process each strategy will consider factors to enhance cost effectiveness and sustainability. There will also be an evaluation of cost vs benefit.

### **Resource Investments**

The initial process of conducting surveys and small group listening sessions and developing the Modernization Plan and Implementation Plan will require 15-25% of a full-time equivalent (FTE). The implementation of strategies will likely require investments into areas including on-premises computing hardware, cloud resources, software licenses, training, and FTEs to support development and management of technological solutions. The Implementation Plan will identify costs and areas of cost savings to support cost effective and sustainable strategies.

#### **❖ DEI Initiatives**

- Dr. Errin Rider, Associate Director of Clinical Testing, Wisconsin State Laboratory of Hygiene

Dr. Rider advised that WSLH has added a section to the monthly internal newsletter about DEI which has been well-received. WSLH has been working on DEI, primarily with on-campus resources.

WSLH Leadership had attended two half-day retreats in conjunction with the UW, discussing DEI and why it's important to us. In the first session, Leadership reviewed, discussed and revised our Mission statement. In the second session, Leadership finalized the Mission statement and made revisions to the Vision statement.

At this time, WSLH is looking internally, from the Leadership team into determining the needs of the State Lab to connect with external customers. When it comes to disparities, being able to have an internal response has been valuable. WSLH is also looking to roll out the DEI experience to WSLH as a whole. There may be a time when DEI will be included as a WSLH Board presentation.

#### **❖ Water Boil Notice Report**

- Camille Danielson

Ms. Danielson advised that one county received a boil water notice from March 1, 2022, to June 1, 2023. Two of the 13 systems tested were unsafe, and 1 Boil Water notice was issued.

COUNTY NAME	PWS TYPE	NUMBER OF SYSTEMS	NUMBER OF UNSAFE	NUMBER OF BWO	DATE RANGE START	DATE RANGE END
Calumet	TN	13	2	1	3/1/2023	6/1/2023

❖ **Public Relations Report**

- Jan Klawitter, Public Communications Director, Wisconsin State Laboratory of Hygiene

Ms. Klawitter reported that the CDC has named the Wisconsin Wastewater Surveillance Program a National Center of Excellence, and making it only the fourth designated Center of Excellence in the country. The Wastewater Surveillance program has been a joint effort of DHS and WSLH.

**CONCLUSION**

At 2:35 PM, Chairman Corliss entertained a motion to adjourn. Jeff Kindrai moved to adjourn, all were in favor, and the meeting was concluded.