

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
April 16, 2013
1:00 P.M. – 4:00 P.M.
2601 Agriculture Drive
Madison, Wisconsin**

**APPROVED MINUTES
February 19, 2013**

MEMBERS PRESENT: Darryll Farmer (Chair), Jeffery Kindrai (Vice-Chair), Dr. Charles Brokopp, Susan Buroker, Karen McKeown, Barry Irmen, Scott Hildebrand, and John R. Sullivan.

MEMBERS ABSENT: Michael Ricker

WSLH STAFF PRESENT: Rebecca Adams, Michael Cavanagh, Steve Strebel, Steve Marshall, Jan Klawitter, Terry Burk, Jim Sterk, Linda Johnson, Kristine Hansbery, Cynda DeMontigny, Dave Webb, Dr. Daniel Kurtycz, and Nathaniel Javid.

DNR STAFF PRESENT: Camille Turcotte, Ron Arneson

GUESTS PRESENT: None

Chair Darryll Farmer called the meeting to order at 1:00 P.M.

Item 1. APPROVAL OF MINUTES

Approve the minutes of the November 6th, 2012 board meeting as submitted. John Sullivan made a motion to approve, seconded by Susan Buroker. The motion passed on a unanimous vote.

Item 2. REORGANIZATION OF AGENDA

None.

Item 3. PUBLIC APPEARANCES

There were no public appearances.

Item 4. BOARD MEMBERS' MATTERS

John R. Sullivan made an announcement thanking Terry Burk for hosting the tour of the new laboratory.

Item 5. SCIENTIFIC PRESENTATION: OCCUPATIONAL HEALTH 2011 SURVEILLANCE ANALYSIS

Steve Strebel, Director of the Occupational Health Division at the Wisconsin State Laboratory of Hygiene introduced the presenters, Mike Cavanagh and Rebecca Adams. Mike Cavanagh oversees the WSLH WisCON program and supervises the WSLH Bureau of Labor and Statistics. Rebecca Adams is the lead analyst who oversees the WSLH occupational surveys.

Mike Cavanagh introduced the WSLH's role in the surveys of occupational injuries, illnesses, and fatalities that are conducted for the Bureau of Labor and Statistics. There are three annual data collections for this: The Survey of Occupational Injuries and Illnesses, the Census of Fatal Occupational Injuries under the Bureau of Labor Statistics, and the Work-Related Injuries and Illnesses Data collection under OSHA. The WSLH Health and Safety Consultation program is funded 90% by OSHA and 10% by the State of Wisconsin. The program provides consultative safety and health services to small, private industries throughout the state.

Rebecca Adams described the Census for Fatal Occupational Injuries in which multiple source documents, qualitative and quantitative data are collected all year long. Ultimately, stakeholders use this information for legislation, injury prevention and local safety awareness and accident prevention programs. In order to collect the information that is needed, WSLH staff work closely with the regional OSHA office in Chicago and the national OSHA office in Washington, D.C. Persons who respond to the survey are asked to provide accurate and complete data for tabulation by WSLH staff. About 6,000 respondents are sampled every year to obtain detailed information on fatal occupational injuries. This large sample and the high response rate helps provide complete and accurate data.

Last year, there were 89 occupational fatalities in Wisconsin. These include 33 transportation-related incidents, 22 incidents involving contact with objects or equipment, and 13 violent incidents involving persons or animals. Twenty-nine percent of employees died of intracranial injuries or internal organ injuries, and 11% of fatalities were the result of asphyxiation, suffocation, and strangulation.

The WSLH staff also collect information on non-fatal injuries. Last year over 86,000 OSHA recordable injuries were reported. These injuries resulted in required days off the job or restrictions from a physician in 40,700 cases. The average number of days off due to injury was 6.

The Board thanked Rebecca and Mike for their hard work and presentation of the data to the Board.

Item 6. FISCAL YEAR 2013 SECOND QUARTER REPORT

1) Jim Sterk, Wisconsin State Laboratory of Hygiene

The net operating income projected in the FY 13 budget approved by the Board was \$400,000. As of December 31st our net income is \$2,152,915. Total revenues, are under budget by \$45,000, and total expenses are under budget by \$1,912, 464 which accounts for \$1,867,449 of the net operating income. Revenues from both agency and non-agency revenues are on budget. GPR funding is under budget by \$141,000 and OWI funding is under budget by 238,537. Grant funding revenue is over budget by \$313,496. Expenses for direct salaries and fringe benefits are under budget by \$1,011,916 and \$785,683 respectively, most to our vacancies.

Comparing the first six months of FY12 with the first six months of FY13, our revenues are down by \$1,800,000 and our expenses are down by \$1,700,000, resulting in a net difference of only \$100,000. Our net operating income is about the same as last year.

The total working capital (current assets minus current liabilities) as of 12/31/12 is \$10,811,648. We have an operating contingency fund of \$2,078,699 resulting in an available working capital of \$8,732,979. This is an increase of nearly \$1.1 million since 6/30/12.

In summary, Mr. Sterk is projecting to be on budget at the end of the year and have a strong balance sheet. He further anticipates no significant increases or decreases in our revenue projections for FY14.

Item 7. HR & BUDGET UPDATE

1) Cynda DeMontigny, Wisconsin State Laboratory of Hygiene

Cynda DeMontigny presented the numbers for retirees by division from July 2012 to present. These figures included three in Administration, two in the Disease Prevention Division, two in the Environmental Health Division, and one in the Occupational Health Division, giving a total of eight.

Currently, we have thirty-eight active recruitments including six in administration, five in the Disease Prevention Division, seven in the Environmental Health Division, six in the Occupational Health Division, five in the Laboratory Improvement Division, six in the Communicable Disease Division, and three DHS employee contract positions. These are in various stages of recruitment from posting to a pending offer. The priority recruitments are the Environmental Health Division Director position, Financial Management Supervisor position, Financial Manager – Accounts Receivable position, IT Director position, and the Science Management Supervisor position in Toxicology.

Cynda also described the hires by division from July 2012 to present. The total number of hires in this time period was 70. Of the 70 hires, 23 were filled by external candidates (individuals new to the organization) and 47 were internal promotions. Twenty eight were permanent positions, 13 project positions, 17 LTE positions, 3 academic staff appointments, and 9 students. These numbers reflect the greater reliance on limited term and project position throughout the laboratory.

Seventy five WSLH employees have received pay increases during FY13. Sixty employees received a base pay increase totaling \$351,670 and 15 employees received lump sum increases totaling \$39,400.

Item 8. DIVISION ACCOMPLISHMENTS

Division Directors, Wisconsin State Laboratory of Hygiene

1) Dave Webb, Interim Director, Environmental Health Division

Dave Webb presented the accomplishments of the Environmental Health Division (EHD) to the Board. The EHD has performed significant work with lead paints from international samples to determine if the paints are actually lead free which in many cases they are not. The EHD has also experienced significant progress with their LIMS system known as Chemware, which successfully went live in March 2012 in the water microbiology laboratory. The EHD successfully completed a multi-region preparedness exercise that was organized by EPA and CDC. The EHD was also awarded a number of grants including a Great Lakes Research Initiative (GLRI) grant with DNR and DHS, and a federal recovery act (ARRA) grant to facilitate forensic toxicology progress. The EHD has also seen success with the creation of the forensic toxicology process improvement team and a successful onsite inspection from the American Board of Forensic Toxicology. The EHD also has been collaborating with the Department of Pediatrics at UW Hospital to for analyzeorganic acids in blood for diseases in young children, and with the UW Milwaukee School of Public Health to help them grow their school and expand public health research activities. Dave Webb mentioned that his division hopes to be working with the UW Milwaukee School of Public Health on various studies including a study of environmental causes of high infant mortality rates in Milwaukee County.

2) Steve Strebel, Director, Occupational Health Division

Steve Strebel presented the accomplishments of the Occupational Health Division (OHD) to the Board. The OHD has successfully renewed all four federal grants totaling \$3,850,000. The Wisconsin Occupational Health Laboratory (WOHL) has also been involved in research collaborations with the CDC, NIOSH and the National Children's Health Institute. They continue to do work for Sandia National Laboratory in Albuquerque, NM in performing roughly \$ 200,000 of work for them. Recently, they signed an extension of this contract that added an additional \$175,000. Their largest WOHL client is Analytice, located in Strasbourg, France.

The WSLH Bureau of Labor and Statistics (BLS) has exceeded deliverables with a 100% response rate for occupational health surveys. They have also received an "Above and Beyond" award from OSHA for their performance on surveys. The BLS staff has been cross trained on all essential duties and has presented workshops at the national BLS OSHS conference in Oklahoma City, where they received high ratings from attendees. The OHD has created in-house computer tutorials to assist employers with OSHA recordkeeping fundamentals and provided in-person training to twenty-five employers during "off season."

The Wisconsin Consultation program (WisCON) within the OHD exceeded their target for the number of visits by 6% for FY12. They made roughly 450 safety and health visits to employers throughout Wisconsin. WisCon submitted the most industrial hygiene samples to be analyzed within the six state area comprising OSHA Region 5, and third overall nationally. WisCon also was a signatory to the Northeast Wisconsin Foundry Ergonomics Partnership, which resulted in a new guidebook being published by OSHA on the subject.

The OHD has also seen success with their partnerships. OHD staff attend monthly partnership meetings, walking the site looking for hazards, performing employee sampling for air contaminants and noise, and assisting contractors in developing safety programs. Some partnerships include the new education building at UW-Eau Claire, remodeling the Sacred Heart Hospital in Eau Claire, and the Columbia Energy Center Air Quality Control Systems Retrofit to the existing coal fired plants in Portage. We also have a partnership with Miron Construction for the remodel of Lambeau Field in Green Bay. Steve never misses an opportunity to slip in a little "green and gold."

3) Linda Johnson, Interim Director, Information Technology Division

Linda Johnson presented the accomplishments of the Information Technology (IT) staff. She described the rollout of the new Chemware hardware for EHD and OHD. Approximately 80% of the PCs for everyone in the lab are being converted to Windows 7. The WSLH has established the ability to conduct HL7 communications and is ready to work with their customers clinical customers who have a need for communicating via HL7 messages. A website for cytogenetics test requests has been established. Hardware purchases have been made for the new building. Staff are working with the University of Wisconsin- Madison to start using their software (e.g. Secunia) for updates.

Linda also described the recent establishment of 1 gig service between the Agriculture Drive laboratory and Walton Commons, which means we have a 10x larger (and much faster) pipeline for data. This is part of the Madison Unified Fiber Network (MUFN). This will be expanded to include the Henry Mall laboratory in the near future.

4) Dr. Daniel Kurtycz, Director, Disease Prevention Division

Dr. Kurtycz presented the accomplishments of the Disease Prevention Division. He noted that Cytogenetics and Molecular Genetics has implemented WindoPath outreach which makes it easier for customers to order tests electronically. We have also expanded molecular services for high throughput sequence analysis and are collaborating with UWHC Molecular Diagnostics and the UW Biotech Center. The Cytogenetics laboratory has been named a cooperative site within the Roche Molecular Center of Excellence at the UW-Madison. The Cytogenetics laboratory is also involved in a collaborative research project with Gundersen Lutheran on FISH testing in person with myelodysplastic syndrome. Dr. Laffin, Director of the Cytogenetics laboratory, also had three important publications, participations in national meetings, invited talks, and teaching activities. Two new tests made available by the cytogenetics laboratory include one for an ALK FISH test for lung cancer, and a high resolution array for comparative genomic hybridization.

Dr. Mei Baker has been promoted to earned Associate Professor, and has had a few recent presentations. Dr. Baker also received the Legacy of Angels Foundation Research Award to continue her research with cystic fibrosis.

A UW Foundation Account has been successfully created with a corresponding procedure for accepting donations and expending funds in the account.

Dr. Kurtycz will be presenting in Boston, MA at the 102nd USCAP Annual Meeting in March and at the 18th International Congress of Cytology in Paris, France this May. Dr. Kurtycz has created a website (and serves as webmaster) for the Papanicolaou Society

of Cytopathology that provides guidelines for pancreatic biliary cytology. Dr. Kurtycz was awarded the prestigious Ski Patroler of the Year award for donating his time service on the ski patrol at Devil's Head. Dr. Kurtycz is also involved in national ski patrol safety.

Michele Smith, from the School of Cytotechnology, hosted a round table discussion on ICD 10 coding and the lab at the ASC Scientific Conference. Dr. Kurtycz presented a workshop and hosted round table discussions at ASC Scientific Conference. Dr. Kurtycz and Michele Smith also presented lectures and workshops for the 1st Colposcopy Symposium. Michele Smith has been appointed to the Well Women's Medical Advisory Board. Michele Smith also began working on partnering with text book publishers for electronic text books for 2014 cohort of cytotechnology students. John Shalkham, Dr. Kurtycz, Changhong Ye, Michele Smith and Nancy Wade participated in the CPRC site visit. Michele Smith presented public lecture in Milwaukee as part of the Well Women's Program. DPD and CDD have completed Planned Parenthood RFP. Michele Smith has continued recruiting for 2014 cohort cytotechnology students.

5) Kristine Hansbery, Director, Laboratory Improvement Division

Kristine Hansbery presented the accomplishments of the Laboratory Improvement Division. Colleen Urben and Barbara Burmeister presented "Understanding Proficiency Testing" at the Northeast CMS Consortium which is a meeting of regional CMS inspectors in Boston, MA. The presentation was well received, and we expect that further requests for similar presentations will be forthcoming from other regional CMS groups. The vendor activity conducted in April at a COLA symposium in Las Vegas Nevada by Jan Klawitter and Kristine Hansbery has resulted in a conservative estimate of \$20,000 of new enrollments in our proficiency testing program. Judy Nichols presented "Proficiency Testing for Point of Care" at a regional symposium in San Antonio, Texas in September. Tracy Servey and Kristine Hansbery marketed WSLH PT programs at the Baltimore Maryland COLA symposium in October. Mike Argall and Barbara Burmeister marketed WSLH PT programs at a Western Regional ASCLS meeting in Jackson Hole, Wyoming in October. Jan Klawitter and Kristine Hansbery marketed WSLH PT programs at the Northeastern laboratory conference regional ASCLS meeting in Portland, Maine in October. Spring activities in marketing will include marketing at CLMA in Orlando, FL, Sacramento, CA at COLA, and Madison, WI and Minnesota for ASCLS. WSLH PT is bringing new proficiency testing programs on line for beta hydroxybutyrate and bacterial screening of platelets prior to transfusion.

WSLH PT was paid \$150,000 for the Astra Zeneca (AZ) project. Laboratories from France, Ukraine, Spain, Turkey, Brazil, Chile, Argentina, Taiwan, and the Philippines have enrolled to date. Many other countries are expected to join as the program becomes more firmly established. AZ has renewed their contract for 2013 for an additional \$150,000. AZ is planning expansion of testing new medications for the

treatment of other disease states which could result in expanding their proficiency needs and additional revenue for our PT program.

CDD and WSLH PT have written a grant application to expand proficiency testing for vaccine preventable diseases that encompass viral and bacterial agents. This grant authored by Pete Shult, with addendums written by Barbara Burmeister of WSLH PT, will result in a significant revenue stream for both divisions.

An outside contractor will be needed to provide software that will improve customer satisfaction by providing easier PT results entry through a web application, direct reporting option similar to CAP and API, and streamline data retrieval which will eliminate much of the paper portion of our operation.

The Business Efficiency and Streamlining Team (BEAST) has implemented a team approach to scoring, which will provide better back up during staffing shortages and improve turn-around time for reporting. BEAST has also worked to create a more open floor plan for the new facility that should encourage cross facilitation of coordinator activities. WSLH PT has extended offers to three candidates for vacancies that have existed since early 2012. WSLH PT will be extending an offer for the Science Management Supervisor position that has been vacant since December 2011.

6) Dr. Pete Shult, Director, Communicable Disease Division

Dr. Pete Shult presented the accomplishments of the Communicable Disease Division (CDD). Dr. Shult noted that one of the most rudimentary things that we do are related to preparedness and outbreak response activities. Wisconsin stands out with our exemplary relationship with state and national agencies on working together for this. We were selected as a Vaccine Preventable Disease Reference Laboratory to provide diagnostic and reference testing, proficiency testing samples and surge capacity to other state PHLs and the CDC. We continue as an Influenza Reference Laboratory providing virus isolation and antiviral resistance testing to other state PHLs and the CDC. We also continue as a FoodCORE Laboratory to provide real-time reference testing and PFGE for enteric bacteria in support of food borne outbreak response in WI and as a CaliciNet Outbreak Support Center, in support of the CDC, to identify and genotype noroviruses from outbreaks in WI and other states.

The CDD has also sponsored several workshops for clinical laboratorians CDD provided workshops (antimicrobial susceptibility testing, gram stain) and monthly audioconferences for the Wisconsin Clinical Laboratory Network (WCLN) members (~133 clinical laboratories in WI). Staff also participated as faculty for national workshops on TB, influenza and rabies. CDD staff continued teaching and training activities for courses at UW-Madison, UW- La Crosse, Marquette University, MATC and Washington University, St. Louis, MO as well as providing outreach lectures statewide. CDD participated in a study with California evaluating a “shared services” model for *M. tuberculosis* molecular and antimicrobial susceptibility testing. CDD leadership and

senior staff participated on national subcommittees and working groups related to infectious diseases, tuberculosis testing, influenza testing and surveillance, food safety and rabies diagnostics. CDD leadership also served on University or state committees including Biosecurity Task Force, Institutional Biosafety Committee, UW-Madison Campus Health Issues Planning, and WAHMR. CDD technical areas continued to participate in a number of APHL/CDC-sponsored and funded studies in the areas of respiratory pathogen diagnostics, influenza surveillance and tuberculosis.

Item 9. CONTRACT'S REPORT

1) Dr. Charles Brokopp, Director Wisconsin State Laboratory of Hygiene

Dr. Brokopp referred to the list of contracts below:

GRANTOR	CONTRACT NAME	START DATE	END DATE	SCOPE OF WORK	REVENUE
APHL	56400 200 602 13 04	11/06/12	06/30/13	VPD	\$ 245,500.00
APHL	56400 200 039 13 06	09/27/12	06/15/13	CLIA TRAINING	\$ 15,000.00
OSHA	2012 CONTRACT	10/01/12	09/30/13	OSHA WFD 2012	\$ 157,665.00
DHS	FAC 30087	10/01/12	09/30/13	FISH TISSUE	\$ 197,350.00
DHS	FAC 30076	08/01/12	07/31/13	ADDITIONAL TESTING	\$ 8,000.00
DHS	FAC 30077	06/01/12	05/31/13	INFLUENZA AND OTHER RESPIRATORY	\$ 60,966.00
DHS	FAC 30090	07/01/12	06/30/13	RADIOACTIVE ENVIRONMENTAL	\$ 114,994.00
DHS	FAC 30193	07/01/12	06/30/13	WE-TRAC EHD1 PHIN	\$ 142,358.00
DHS	FAC 30234	09/30/12	09/29/13	PHIN AVR PHINEX WPHII	\$ 19,930.00
DHS	FAC 30268	08/01/12	07/31/13	PHIN EPHT AVR	\$ 112,782.00
DHS	FAC 30269	07/01/12	06/30/13	PHIN PHEP	\$ 198,000.00
DHS	FAC 30278	01/01/13	12/31/13	STD Program Testing	\$ 98,149.00

We continue to receive contracts from several organizations including APHL, OSHA, and DHS. Many of these are contracts result from federal funding to other organizations that subsequently contract with the WSLH to provide laboratory testing or other services. Dr. Brokopp asked the Board if they had any questions regarding these contracts or the services that are being requested.

Item 10. DIRECTOR'S REPORT

1) Dr. Charles Brokopp, Director Wisconsin State Laboratory of Hygiene

Dr. Brokopp reviewed the upcoming dates of the remaining 2013 Board Meetings. At the next Board Meeting occurring on April 16, there will be a financial report for the first eight months (June-February) of the fiscal year and we'll present the first cut of our FY14 budget. This FY 14 budget will be submitted through the UW; however, input from the Board will be needed in April and the Board will vote on the FY 14 budget in June.

Jeffery Kindrai made a motion to move the November 19th, 2013 Board Meeting to November 12th, 2013. The motion was seconded by Susan Buroker. The motion passed unanimously.

Dr. Brokopp reminded the Board of the three vacancies on the Board. Names have been submitted to Governor Walker's office for the clinical laboratory position. We hope to have the position filled by the April 16th meeting; however, it often takes longer to get a decision from the Governor's Office.

Dr. Brokopp referred the Board the board packet for details on current public or environmental health incidents of educational interest and details on the water systems tests by the WSLH during October –December, 2012.

Dr. Brokopp announced leadership changes in our newborn screening laboratory. Gary Hoffman, director of the newborn screening laboratory, is in the process of retiring. We have appointed Drs. Mei Baker and Patrice Held as co-directors of the newborn screening laboratory. Both Drs. Baker and Held are board certified in medical genetics. Dr. Brokopp also mentioned that 2013 is an important year in the history of newborn screening - the 50th year since newborn screening began in the United States. The WSLH has played a key role in the scientific development of NBS technology that resulted in a nationwide program for newborn screening. This year, there will be a number of events occurring throughout the U.S. to recognize this 50th anniversary.

Dr. Brokopp next gave an update on forensic toxicology. Dr. Brokopp mentioned Patrick Harding's retirement as director of the WSLH forensic toxicology program, and the appointment of Laura Liddicoat as interim director. We have established a LEAN team with trained staff from the UW who will be working to make processes more efficient in

toxicology. We also will be spending the ARRA grant funds by the end of this month (per requirement of the grant) to help move this process along. We have been able to send specimens out to a reference laboratory for confirmation testing. We have purchased several pieces of equipment and have provided overtime pay for our analysts to expedite reporting. The main source of funding for our drug and alcohol testing is the driver improvement surcharge that is usually collected from person convicted of OWI. This funding is split by at least three different agencies including the WSLH. A request for additional from this source or GPR has been submitted but did not get included in the Governor's recommended budget.

Dr. Brokopp mentioned to the Board that the WSLH is working to streamline processes within the laboratory however we do need help from outside. Dr. Brokopp asked the board for suggestions on fixing this problem. John Sullivan suggested letting the State solve this problem first with the budget process and using the state transportation fund. Chair Darryll Farmer suggested recruiting support from outside organizations.

Item 11. ELECTION OF OFFICERS FOR 2013

1) Chair Darryll Farmer, Wisconsin State Laboratory of Hygiene

Chair Darryll Farmer reported that the private sector board members met and nominated Barry Irmen to serve as Vice-Chair in 2013.

Darryll Farmer moved the nomination of the following officers for the WSLH Board: Jeffery Kindrai for the position of Chair, Barry Irmen for the position of Vice-Chair/Chair-Elect and Dr. Charles Brokopp for the position of Secretary for the term beginning at the close of the February 2013 meeting. The motion was seconded by John Sullivan. The motion passed unanimously on a voice vote.

New Chair Jeffery Kindrai thanked Darryll Farmer for serving as Chair for the past year.

Jeffery Kindrai made a motion to adjourn meeting at 4:00 P.M. **Darryll Farmer** seconded the motion. Motion passed unanimously.

Respectfully submitted by:



Charles D. Brokopp, DrPH
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors