

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
June 17<sup>th</sup>, 2014  
1:00 P.M – 4:00 P.M.  
2601 Agriculture Drive  
Madison, WI 53718**

**APPROVED MINUTES  
April 29<sup>th</sup>, 2014**

**MEMBERS PRESENT:** Barry Irmen (Chair), Dr. Robert Corliss (Vice-Chair), Susan Buroker, Darryll Farmer, John R. Sullivan, Jeffery Kindrai, Karen McKeown, Darrell Bazzell, Dr. Charles Brokopp

**WSLH STAFF PRESENT:** Dr. Pete Shult, Dr. Daniel Kurtycz, Dr. Sharon Long, Marie Ruetten, Cynda DeMontigny, Amy Miles, Steve Marshall, Linda Johnson, Kristine Hansbery, Steve Strebel, Dave Webb, Toby Kaufmann-Buhler, and Nathaniel Javid

**DNR STAFF PRESENT:** Ron Arneson, Steve Geis

**GUESTS PRESENT:** Scott Becker (APHL)

**Chair Barry Irmen called the meeting to order at 1:00 P.M.**

**Item 1. APPROVAL OF MINUTES**

Approve the minutes of the February 18<sup>th</sup>, 2014 board meeting as submitted. Chair Barry Irmen made a motion to approve, seconded by Darryll Farmer. The motion passed on a unanimous vote.

**Item 2. REORGANIZATION OF AGENDA**

There was no reorganization of the agenda.

### **Item 3. PUBLIC APPEARANCES**

There were no public appearances.

### **Item 4. BOARD MEMBERS' MATTERS**

Darryll Farmer asked if there was any current testing being performed at the WSLH regarding the use of irrigation systems for liquid manure.

Jeffery Kindrai mentioned that there have been a lot of equivocal, non-immune status, immunized pregnant women testing positive for MMR. The Board discussed performing split sampling to see if the labs are getting the right results.

Jack Sullivan asked for an update on vacancies.

Karen McKeown asked if there was any additional follow-up from the CMS site visit. Dr. Brokopp responded that CMS accepted our plan of correction and there is no further follow-up.

### **Item 5. SCIENTIFIC PRESENTATIONS**

#### **1) "An Introduction to APHL: Your Association," Scott Becker, Association of Public Health Laboratories**

Dr. Brokopp introduced Scott Becker, Executive Director of the Association of Public Health Laboratories (APHL) in Silver Spring, Maryland. Mr. Becker has been Executive Director for 17 years and is a leader in public health science working with states and federal agencies on how public health laboratories contribute to public and environmental health. Mr. Becker provided an overview of what APHL does and how the WSLH contributes to their work.

Mr. Becker thanked the Board for allowing him the opportunity to speak. Mr. Becker began his presentation with some background information on APHL. APHL is a non-profit organization with over 800 members from state and local public health labs, state environmental and agriculture labs and other organizations including federal agencies and academic institutions. APHL advocates at the national level for critical laboratory issues and for increased support and resources for member labs. APHL also provides training and best practices for public health laboratory policy and programs.

Mr. Becker presented APHL's strategic map to the Board with a focus on strategic effectiveness. These principles include 1) quickly formulating a "good enough" plan, 2) moving immediately to implementation, 3) reviewing progress regularly, 4) making real time adjustments, and 5) focusing on results, not activities. Outcomes of this strategy formulation include a clear direction for the organization, strong agreement on that direction, enthusiasm and commitment, and a clear path toward implementation of the

strategy. Mr. Becker mentioned that this year APHL is greatly focused on the Affordable Care Act and the impacts that will have on public health.

Mr. Becker presented information on the history and evolution of APHL dating back to 1899 when it was called the Association of State and Territorial Public Health Laboratory (ASTPHLD). In 1998, APHL had an organizational need for reform to a more inclusive organization with new membership categories. At this time, the organization's name was changed to the Association of Public Health Laboratories (APHL). APHL's annual overall budget is roughly \$41 million. Grants and cooperative agreements that contribute to this include those from the CDC, FDA, PEPFAR, HRSA, EPA, and membership dues. Mr. Becker presented a break-down of membership by type, totaling to 807 members. APHL has 15 committees that are science and administration based. Mr. Becker next highlighted various public health programs and systems at APHL. Mr. Becker also discussed what APHL offers the WSLH including national engagement and dialogue, professional development opportunities, and support for public health labs. The WSLH also engages APHL in various important ways including the vaccine preventable disease project, the influenza and respiratory virus project, PulseNet, FoodNet, and many others. In all, the WSLH engages APHL in a lot of important endeavors. APHL is also heavily involved in disseminating information through web communication, social media, publications, and survey data collection. APHL frequently interacts with federal groups: CDC, FDA, USDA, EPA, HRSA, HSS-OPEP, NIH, FBI, DHS, DOD, USPS, and GAO. APHL also frequently interacts with non-federal laboratory, veterinary, and public health organizations. Mr. Becker concluded his presentation by fielding follow-up questions from the Board about membership and activities of APHL.

## **2) “Microbiology 201: Higher Level Microbial Testing and Fecal Source Tracking,” Dr. Sharon Long, Wisconsin State Laboratory of Hygiene**

Dr. Brokopp introduced Dr. Sharon Long, Director of Environmental Microbiology at the WSLH and Professor of Soil Science at UW-Madison. Dr. Long began her presentation by acknowledging the students and funding responsible for supporting this microbiology project. Dr. Long discussed what has been done for total coliform testing. This includes innovations in sampling, testing, and on-going research. Several kits have been developed that can be used for any kind of enforcement testing along with large volume sampling containers. The reason samples need to be concentrated is because many analytical targets are present at very low concentrations and tens to thousands of liters are needed to achieve adequate detection limits. The concentration methodologies Dr. Long's laboratory uses are ultrafiltration, membrane filtration, and precipitation. Ultrafiltration is effective for bacteria, viruses, parasites, spores and large biotoxin molecules. Ultrafiltration sample volumes typically require tens to hundreds of liters. Membrane filtration is effective for bacteria, parasites, and spores and is used to concentrate up to 250mL of sample. Precipitation is effective for viruses and is used to concentrate up to 200mL of sample. Once the sample has been concentrated, it can be tested for viruses or parasites. Virus testing includes coliphages by culture or PCR, human adenovirus by PCR, and total infectious virus by MPN on BGMK cells. Parasite

testing includes *Cryptosporidium* by EPA Method 1623 and 1623.1, *Giardia* by EPA Method 1623 and 1623.1, and *Ascaris* by flotation and embryonation.

Dr. Long discussed the source tracking performed at the WSLH. The WSLH's current microbial toolbox contains a wide range of tests that indicate human contamination and can discriminate between human and animal sources. The method can also identify contamination by certain animals and indicate total microbial content and the presence of toxigenic *E. coli*. The WSLH also has a number of chemical source tracking tools that use GC and LC mass spectrometry. These tools include testing for specific chemicals/compounds including endocrine disruptors, pharmaceuticals and personal care product constituents. Dr. Long highlighted some of the on-going research her laboratory is performing. On-going research includes the study of *Bifidobacteria* by PCR (human, bovine, swine, and poultry), bovine polyomavirus, and bovine adenovirus. Dr. Long concluded her presentation by thanking her water microbiology staff.

## **Item 6. FISCAL YEAR 2014 REPORT AND FISCAL YEAR 2015 BUDGET**

### **1) Marie Ruetten, Wisconsin State Laboratory of Hygiene**

Marie Ruetten, Financial Manager, WSLH, presented the FY14 report and FY15 draft budget to the Board. The annual income statement, total support and revenue is under budget by \$1,376,571. Agency revenue is under budget by \$406,507; however, this has since been corrected with a payment on a large contract. Non-agency revenue is over budget by \$199,889. GPR funding is over budget by \$58,967 and OWI fund revenues are under budget by \$160,419. Grant funding is under budget by \$1,070,129. This is mainly because we budgeted in March for an \$865,000 piece of equipment for EHD and it had not arrived at the time of the report. The WSLH has since received the equipment, but it will not be recorded into the revenue until it is up and running. Ms. Ruetten anticipates no problems with the FY14 budget before year-end.

Total expenses for FY14 are under budget by \$891,516. Salaries and fringes are under budget by \$671,063 and \$574,346, respectively. Supplies and services are over budget by \$592,634. This is largely due to equipment and IT maintenance contracts. Building rent is under budget by \$277,463, and depreciation is over budget by \$19,114. Bad debt expense is also over budget by \$43,666; however, we are continuing efforts to improve collections.

The nine month comparative income statement shows revenue and total support as \$245,565 less than the same period last year, and total expenses as \$1,040,775 more. The net operating income is \$1,286,340 less than the first nine months of FY13. The current available working capital as of March 31, 2014 is \$7,475,763 compared to \$8,479,587 on June 30, 2013.

Ms. Ruetten presented the fiscal year 2015 budget proposal to the Board. A decrease in agency revenue, non-agency revenue, and grant funding is anticipated. Overall, a decrease in revenue of \$2,085,043 in FY15 compared to FY14 is anticipated. On the expense side, a significant (\$2 million) decrease in capital expenses and an increase in salaries, fringe benefits, supplies and services, and building rent are anticipated. Overall, a decrease in total expenses by \$539,164 compared to FY14 is anticipated. A net operating loss of \$1,673,968 in FY15 is anticipated. However, with reserve expenditures of \$1,673,968, the WSLH will end FY15 with a balanced budget.

The available FY14 year-end reserve balance is projected to be \$5,032,355. This includes the beginning year cash balance of \$10,033,706 minus reserve expenditures expected through June 30, 2014 (\$1,973,534) and the projected year end restricted funds (\$3,027,817). For FY15, the WSLH has a projected year end cash balance of \$2,275,606 on June 30, 2015. This is the result of the projected available beginning year cash balance on July 1, 2014 of \$5,032,355 minus the projected reserve expenditures for FY15 of \$2,756,749. Dr. Brokopp mentioned that these numbers reflect the Board's request in August of 2013 to spend down the cash reserves.

Ms. Ruetten lastly discussed current budgeted vacancies with the Board. Ms. Ruetten explained that we have a system to determine whether or not a position is budgeted. Ms. Ruetten presented a list of current vacancies that are already included in the proposed budget.

## **Item 7. FORENSIC TOXICOLOGY UPDATE**

- 1) David Webb, Environmental Health Division Deputy Director, Wisconsin State Laboratory of Hygiene**
- 2) Amy Miles, Forensic Toxicology Supervisor, Wisconsin State Laboratory of Hygiene**

Mr. Webb began the forensic toxicology update to the Board. Mr. Webb described some of the process improvement projects that have taken place. In February 2014, the WSLH briefed the VCFA's office with an update on the improvement project that began in 2012. A lean six sigma process was recommended by the forensic toxicology taskforce in 2013. As a result of these efforts, the following improvements were developed: workflow adjustments and scheduling, a dedicated sample check-in person, restricted controlled substance (RCS) cancellation, and implementation of an improved sample tracking system.

The goals as defined in the task force report for improvement were 14 days for alcohol tests and two to three months for drug tests. Currently, the alcohol turn-around time is two to three days. THC testing is now down to one to one-and-one-half months. Opiates

are currently at four months. Turn-around times for drug analysis used to be up to a year or more and now we are reporting drug tests within days and months.

Mr. Webb next introduced the new manager of the WSLH's toxicology laboratory, Amy Miles. Mr. Webb mentioned that the Environmental Health Division is thrilled to have Ms. Miles working in this capacity. Ms. Miles reiterated the progress we have made regarding turn-around times to the Board. The addition of two, two-year project positions has also been very helpful in this process.

Ms. Miles noted that there has been some publicity from the Wisconsin Law Journal regarding our chromatography as it relates to blood alcohol testing. Ultimately, this has not affected the WSLH blood alcohol analysis as this has no impact on the actual result of the test. This has been verified numerous times. Also, the toxicology lab has dedicated time to work more with coroners and medical examiners and improve communication. Ms. Miles also mentioned that the WSLH toxicology lab has received a significant increase in complex open records requests. This has increased to a point where we need a full time person solely dedicated to processing requests (roughly 40 hours per week to process). From March 14 to March 31, 2014 we received over 80 drug and ethanol requests.

## **Item 8. CONTRACTS REPORT**

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

Dr. Brokopp presented the Contract's Report to the Board. Dr. Brokopp asked the Board to refer to the packet for more specific information on WSLH current contracts. Some of these include contracts with APHL and the CDC for enhanced influenza work, special projects with the College of Engineering, and contracts with foreign agencies regarding environmental testing. A series of ongoing contracts with the Wisconsin Department of Health Services and Department of Natural Resources are also included in the list.

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

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

Dr. Brokopp provided the Director's Report to the Board. The next Board meeting will be on June 17<sup>th</sup>, 2014. At this meeting, we will present the FY15 budget for approval. We also will present the DNR and DHS basic agreements for approval. The August 19<sup>th</sup> meeting will be off-site at a location yet to be determined. Dr. Brokopp also mentioned that three names have been submitted to the Governor's office for possible appointment to the Board. Dr. Brokopp asked the Board to refer to the packet with more information

on public and environmental health incidents including a report on public water system testing from January 1<sup>st</sup> through March 31<sup>st</sup> 2014. Dr. Brokopp provided a report to the Board on positions that have been filled at the WSLH. Since July 1<sup>st</sup> of 2013, 59 positions have been filled. Of those 59 positions, 26 were individuals from outside the organization and 33 were internal candidates who applied. Twenty nine of the 59 positions were permanent, 9 were project, 8 were LTE, 5 were academic staff, and 8 were students. Lastly, Dr. Brokopp mentioned that we have not completely moved into our new laboratory. We are still experiencing difficulty with the commissioning of the facility. We are now estimating that complete move-in will take place in the late summer or early fall of 2014.

**Chair Barry Irmen** made a motion to adjourn meeting at 4:00 P.M. **Jack Sullivan** seconded the motion. The motion passed unanimously and the meeting was adjourned.

Respectfully submitted by:

A handwritten signature in black ink that reads "Charles D. Brokopp, DrPH". The signature is written in a cursive, flowing style.

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