

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 21, 2016
1:00 P.M – 4:00 P.M.
2601 Agriculture Drive
Madison, WI 53718**

**APPROVED MINUTES
April 26th, 2016**

MEMBERS PRESENT: Jeffery Kindrai (Chair), Mark Werner (on behalf of Karen McKeown), Scott Hildebrand, Michelle Wachter, Steve Geis (on behalf of Mark Aquino), Barry Irmen, James Morrison, and Carrie Lewis

WSLH STAFF PRESENT: Dr. Peter Shult, Dr. Daniel Kurtycz, Kristine Hansbery, Jan Klawitter, Steve Marshall, Cynda DeMontigny, Marie Ruetten, Steve Strebel, Dave Webb, and Nathaniel Javid

DNR STAFF PRESENT: Steve Geis

GUESTS PRESENT: Dr. Richard Moss

Chair Jeffery Kindrai called the meeting to order at 1:00 P.M.

Item 1. APPROVAL OF MINUTES

Approve the minutes of the February 16, 2016 board meeting as submitted with the correction made to show that Barry Irmen was not present at the meeting. **Carrie Lewis** made a motion to approve, seconded by **Barry Irmen**.

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

Scott Hildebrand mentioned to the Board that it has been a privilege for the Vice Chancellor's office to partner with the WSLH over the years. Mr. Hildebrand encourages the WSLH to continue with its strategic initiatives focusing on engagement, diversity, and process improvement. On behalf of the Vice Chancellor, he wished the best for the WSLH and the partnership with the UW-SMPH.

Item 5. WSLH MOVE: VCFA to SMPH

Dr. Richard Moss, Senior Associate Dean for Basic Research, Biotechnology and Graduate Studies at the UW School of Medicine and Public Health, provided an update to the Board on the WSLH's move to the School of Medicine and Public Health. Dr. Moss is representing Dean Robert Golden by serving on this Board. Dr. Moss mentioned that it has been a pleasure working with lab not only in drafting the MOU, but also getting to know the leaders within the laboratory and bringing a sense of urgency in the process. In talking with Dr. Shult, Dr. Moss decided it would be appropriate to give a presentation to the Board with more details on what the School of Medicine and Public Health (SMPH) does.

The mission of the SMPH is advancing health without compromise through service, scholarship, science, and social responsibility with their vision statement: "working together, UW Health will be a national leader in health care, advancing the well-being of the people of Wisconsin and beyond." The SMPH was originally founded in 1907 and currently has 5,350 faculty and staff (not including elements of the hospital), with a student enrollment (including undergraduates) of 8,000 students per year. The SMPH is the first school in the nation to fully integrate medicine and public health, as we transformed from the School of Medicine to the School of Medicine and Public Health in 2006. The SMPH is also a substantive research school with more than 1,400 faculty members in clinical, basic, and applied science departments. These members work among 27 different departments and 23 interdisciplinary centers and institutes. The SMPH holds the largest part of the research funding portfolio at UW-Madison at 36%. In addition, the SMPH received more than \$318 million in extramural research awards in 2013-14. The high priority research areas of the SMPH are cancer, healthy aging and neurodegenerative disease, antimicrobial discovery and development, allergy and immunology, health disparities/health equity, and human genomics/precision medicine. The SMPH is also heavily involved in community-based research and outreach such as the Lifecourse Initiative for Healthy Families, working with the Memory Clinic Network (WI Alzheimer Institute), providing support with heritable diseases in the LaFarge Plain People, and working to prevent childhood obesity.

Dr. Moss presented the WSLH organizational structure within the SMPH reporting line. The WSLH Director reports to the SMPH Dean or designee. Governance of the WSLH continues as presently with a Board and Director and the WSLH is stand-alone financially and with service lines, laboratories, operations, and administration. The benefits of the new relationship between the WSLH and SMPH open the doors for an alliance bound by common missions, increased research collaborations resulting in inventions, publications and grants, clear communication fostering access to one another's capabilities, marketing of/access to core resources, portals to one another's partner networks, and administrative/business solutions. Next, we will be developing a committee to search for a new WSLH Director. Dr. Moss concluded his presentation by saying on behalf of the school, he is very enthusiastic for this new collaborative relationship.

Item 6. FY16 THIRD QUARTER REPORT

1) Marie Ruetten, Financial Manager, Wisconsin State Laboratory of Hygiene

At the end of February 2016, we have an accrued net gain of \$33,122. For revenue, we are at \$27,414,987 which is \$1,367,620 under budget. Agency, non-agency, GPR Funding, OWI Fund Revenues, and Grant Funding are all under budget year-to-date.

Our total expenses are \$1,875,212 under budget. On a cash basis, we are at \$904,136 for our net income. Compared to FY15, we are at \$121,634 in support and revenue and under by \$1,463,859 in expenses. For cash obligations, our cash balance as of February 29, 2016 is \$13,837,250. Subtracting our restricted cash, deferred revenue, and encumbered payables, our available unrestricted cash balance is \$3,238,207 compared to \$1,434,930 on December 31, 2015.

Item 7. FY17 DRAFT BUDGET

1) Marie Ruetten, Financial Manager, Wisconsin State Laboratory of Hygiene

For FY17, our proposed total support and revenue is \$43,114,977 which is a decrease from last year's budget by \$530,775. We needed to reduce agency and non-agency funding and that has been reflected in the final budget decrease. For expenses, we see a proposed decrease by \$1,246,251. This is a reflection of decreases from salaries and fringe benefits (closing positions), supplies and services, and depreciation. On a cash basis, our net operating income would be \$1,184,484. Ms. Ruetten also presented the proposed budget breakdown by division. In all, we are presenting a balanced budget. The final budget will be presented in June for the Board's approval.

Item 8. CONTRACTS REPORT

1) Marie Ruetten, Financial Manager, Wisconsin State Laboratory of Hygiene

Ms. Ruetten presented the contracts report to the Board. We have one contract with APHL at \$10,000, one contract with the Department of Veterans Affairs at \$45,954, four contracts with the Wisconsin Department of Health Services totaling \$470,375, three contracts with the Wisconsin Department of Natural Resources totaling \$65,822, and one contract with the Maine Department of Labor at \$25,000. Our grand total for contracts is currently \$617,151. All contracts for this period are renewals.

Item 9. DIRECTOR'S REPORT

1) Dr. Peter Shult, Interim Director, Wisconsin State Laboratory of Hygiene

Dr. Shult presented the Board meeting dates for the remainder of the calendar year. Chair Kindrai mentioned moving the August 23rd meeting to August 16th. **Jeffrey Kindrai** made a motion to change the August meeting date to August 16th. The motion was seconded by **Barry Irmen** and was passed unanimously. Dr. Shult mentioned that the CDC will be inspecting the new building in early July. After which, we will get the OK to move into our new building. Therefore, it looks like the move will take place in late September. We plan to make the move seamless, so there is no interruption in operations. The plans for this are currently being developed.

Dr. Shult mentioned some noteworthy public and environmental health incidents to the Board. Sixty patients in Wisconsin have been affected with Elizabethkingia anophelis, most of whom are over sixty-five years of age with underlying serious conditions. Wisconsin clinicians have been able to successfully treat these infections. The organism tends to be resistant to many antibiotics, but there are combinations of treatments that have been used successfully. Unfortunately, we have not been able to identify a single source. Dr. Shult also addressed Zika virus, which took off in Brazil. 80% of the people infected are asymptomatic; those who are infected have low-grade fever, rash, conjunctivitis, among other symptoms. The problem lies with pregnant women who are infected – the effects on the fetus are profound. We are trying to determine if there are any clinical indicators in the mother that creates larger problems in the fetus. The concern surrounding Zika has spread from Brazil to the United States. The largest risk at this point is with travelers traveling to and from South America. CDC has developed testing (PCR and serologic) and Wisconsin has recently qualified for the testing. Dr. Shult mentioned that the Board can refer the WSLH and DHS website for more information. Any testing the WSLH would perform must be authorized by DPH.

Dr. Shult concluded the Director's Report by having the Board refer to the packet for the Public Water System Testing report. Seventeen water systems received a boil water notice out of 1,979 systems tested for the period of February 1st through March 31st, 2016.

Carrie Lewis mentioned to the Board that this is her last Board meeting. Carrie thanked the Board for allowing her the opportunity to serve.

Chair Jeffery Kindrai made a motion to adjourn meeting at 3:00 P.M. **Carrie Lewis** seconded the motion. The motion passed unanimously and the meeting was adjourned.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Peter A. Shult". The signature is written in a cursive style with a large initial "P" and "S".

Peter A. Shult, PhD
Interim Secretary, Wisconsin State Laboratory of Hygiene Board of Directors