

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018  
Madison, Wisconsin**

**DATE:** March 14, 2018

**TO:** Dean Robert N. Golden, MD, UW-SMPH – Dr. Richard Moss, Designated Representative  
Linda Seemeyer, Secretary, DHS – Karen McKeown, Designated Representative  
Daniel Meyer, Secretary, DNR – Steven Geis, Designated Representative  
Ben Brancel, Secretary, DATCP –Gilbert (Gil) Kelley, Designated Representative  
James Morrison, Chair  
Dr. Richard Moss, Vice-Chair  
Dr. Robert Corliss, Member  
Barry Irmen, Member  
James Wenzler, Member  
Jeffrey Kindrai, Member

Zana Sijan, DNR Alternate  
Charles Warzecha, 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  
2601 Agriculture Drive  
Madison, WI 53718  
March 20, 2018  
1:00p.m. — 4:00p.m.

**C:** Cynda DeMontigny  
Christine Gunter  
Kristine Hansbery  
Jan Klawitter  
Dr. Daniel Kurtycz  
Kevin Karbowski  
John Shalkham  
Dr. Peter Shult  
Steve Strebel  
David Webb

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

**MEETING NOTICE**

**Tuesday, March 20, 2018**

**1:00p.m. – 4:00p.m.**

**MEETING LOCATION**

**Wisconsin State Laboratory of Hygiene  
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 p.m. on Tuesday, March 20<sup>th</sup>, 2018 at Wisconsin State Laboratory of Hygiene in Madison, Wisconsin.

**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 that 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, 465 Henry Mall, Madison, Wisconsin, 53706.

**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  
March 14, 2018

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20<sup>th</sup>, 2018  
1:00 P.M. – 4:00 P.M.

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

## AGENDA

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Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018

**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

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018**

**PROCEDURAL ITEMS**

**Item 2. APPROVAL OF MINUTES**

**Description of Item:**

The draft minutes of the December 12<sup>th</sup>, 2017 board meeting are submitted for approval.

**Suggested Board Action:**

Motion: Approve the draft minutes of the December 12<sup>th</sup>, 2017 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/>.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20th, 2018  
1:00 P.M – 4:00 P.M.  
2601 Agriculture Drive  
Madison, WI 53718**

**UNAPPROVED MINUTES  
December 12th, 2017**

**MEMBERS PRESENT:** Chair James Morrison, Vice-Chair Dr. Richard Moss, Barry Irmen, James Wenzler, Charles Warzecha (on behalf of Karen McKeown), Jeffery Kindrai, Gil Kelley, Zana Sijan (on behalf of Mark Aquino)

**WSLH STAFF PRESENT:** Dr. James Schauer, Dr. Peter Shult, Dr. Daniel Kurtycz, David Webb, Steve Strebel, Kristine Hansbery, Jan Klawitter, Kevin Karbowski, Cynda DeMontigny, Jim Sterk, Christine Gunter, and Nathaniel Javid

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

**GUESTS PRESENT:** None

*Chair James Morrison called the meeting to order at 1:00 P.M.*

**Item 1. ROLL CALL**

**Chair James Morrison** initiated the roll call of the Board. All Board Members were present except Dr. Robert Corliss.

**Item 2. APPROVAL OF MINUTES**

Approve the minutes of the September 19th, 2017 Board Meeting as submitted. **James Wenzler** made a motion to approve the minutes. **Jeffery Kindrai** seconded the motion. The voice vote approving the minutes was unanimous.

**Item 3. REORGANIZATION OF AGENDA**

There was no reorganization of the agenda.

**Item 4. PUBLIC APPEARANCES**

There were no public appearances.

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

James Wenzler requested to continue the discussion from the September Board Meeting about hosting a future meeting outside a WSLH facility. A suggestion was made to host a meeting at a home location of one of the Board Members. Board Member Wenzler asked if any Board members would like to host one of the 2018 Board Meetings. Secretary James Schauer responded in approval of meeting outside a WSLH facility, but cautioned that this will take coordination. The Board decided to explore this for an upcoming Board Meeting. Secretary Schauer mentioned that Board Members are welcome to submit comments about this matter to WSLH Director's office. Secretary Schauer, Peter Shult, and Jan Klawitter will discuss this in the coming months, and will consider a location that is within reasonable traveling distance for all Board Members.

James Wenzler addressed the issue of reciting the Pledge of Allegiance at Board Meetings. Board Member Wenzler noted that many Boards recite the Pledge of Allegiance before meetings. Secretary Schauer responded noting that although we are not required to recite the Pledge of Allegiance, we will explore the possibility of doing so. Vice-Chair Dr. Richard Moss asked if this discussion could be postponed until the March Board Meeting so the Board has ample time to consider this issue. Secretary Schauer agreed to postpone the discussion until March and make it a formal agenda item.

## **Item 6. OCTOBER FY18 FINANCIAL REPORT**

### **■ Kevin Karbowski, Chief Financial Officer, Wisconsin State Laboratory of Hygiene**

Mr. Karbowski noted that the presented financial statement is for the first four months of the fiscal year, which differs from a quarterly financial statement. The WSLH is essentially on budget. There is a deficit in a clinical lab because of the loss of Gundersen Health Clinic in Cytogenetics. Some favorable variances are making up for this loss with funds from federal agencies and a project with the University of Wisconsin School of Medicine and Public Health. Ultimately, favorable variances have made up for some of the losses we have experienced. For expenses, salaries and fringe benefits are under budget. In all, our total support and revenue is under budget by \$75, 233 and our total expenses are over budget by \$400,328. Mr. Karbowski noted that timing issues are in play, but by the end of the year, the WSLH will be on budget. Our total support and revenue is \$282,566 greater than last year at this time. Our expenses are \$1,005,332 greater than last year at this time. Our net operating income is \$722,766 less than last year at this time.

Our working capital as of October 31, 2017 is \$11,995,964, which is up by \$282,688 from June 30, 2017. Subtracting our operating contingency, our available working capital is currently \$10,094,999.

Secretary Schauer mentioned that as we are implementing strategic planning, we are also making investments into our future, such as a \$2,000,000 equipment investment. As we get to the end of our fiscal year, a lot of deviations in the budget will occur, largely as a result of the new National Atmospheric Deposition Program (NADP) we are implementing. This will even out by the end of the fiscal year.

Board Member Wenzler asked for a follow up on the thank you letter for the newborn screening donation. Secretary Schauer replied that while we followed up, the group that donated had dissipated so responding proved to be difficult.

Vice-Chair Moss mentioned that UW Health is currently engaged in their own strategic planning process, specifically in the areas of precision medicine and analytics. Moss mentioned that this could offer opportunities for collaboration as the WSLH is engaging in strategic planning as well.

#### **Item 7. BOARD BYLAWS UPDATE**

- **Jan Klawitter, Public Relations Officer, Wisconsin State Laboratory of Hygiene**

Ms. Klawitter mentioned that at the September Board meeting, the Board approved the updated Policies and Procedures that were signed by the Board Secretary and Chair. Board Member James Wenzler provided some additional edits to the Policies and Procedures. Those changes have been added and the Policies and Procedures (now bylaws) are being reviewed by UW Legal.

#### **Item 8. BOARD ONLINE RESOURCES**

- **Jan Klawitter, Public Relations Officer, Wisconsin State Laboratory of Hygiene**

Ms. Klawitter noted that Board Member Wenzler requested a page for the WSLH Board on the WSLH website. Ms. Klawitter drafted a page on the WSLH test website for the Board's feedback. James Wenzler asked if we want to list the Board vacancies on the webpage. Chair James Morrison suggested adding an explanatory sentence of what the Board does. Secretary Schauer noted that we will take these suggestions, including a bio-sketch for the Board members if they choose to have it, and have the Board review the final draft for the March meeting.

#### **Item 9. BOARD PRESENTATIONS**

- **National Atmospheric Deposition Program (NADP)**
- **Wisconsin Clinical Laboratory Network (WCLN)**

Dr. Martin Shafer, Wisconsin State Laboratory of Hygiene

Secretary Schauer introduced Dr. Martin Shafer as one of the lead scientists at the WSLH presenting on the National Atmospheric Deposition Program (NADP). The University of Wisconsin (WSLH) was the winner of four finalists to receive the NADP after it left the University of Illinois. The NADP is a premiere long-term environmental monitoring program that is one of the nation's longest continued records of environmental data for the last 40 years. The NADP monitors our nation's precipitation and atmosphere for a range of chemical constituents to determine spatial and temporal trends in concentration and deposition. The NADP program is essential for facilitation of cleaner water, healthier air quality, more productive fisheries, smarter environmental planning, improved air quality and climate forecasting, healthier forests, and responsible environmental stewardship. It also informs and evaluates the effects of environmental regulations by understanding ecosystem and human health impacts of anthropogenic emissions.

Dr. Shafer noted that there are six networks as part of the NADP including the National Trends Network, Atmospheric Integrated Research and Monitoring Network, Mercury Deposition Network, Atmospheric Mercury Network, Ammonia Monitoring Network, and Partnership with



Clean Air Status and Trends Network. Dr. Shafer presented maps that have been generated based on data collected from the NADP. This data is free and available to the public. Dr. Shafer noted that there is a complex range of organizations that support the NADP – although this can present some challenges, it is an asset as well.

There are several reasons why the WSLH was chosen as the next host for the NADP. This is because of the WSLH's reputation of data products and affiliated scientists, analytical capabilities, capacity, administrative flexibility and autonomy, organization model, and the Wisconsin Idea. Dr. Shafer presented the Board a draft of what the organizational structure of the NADP will look like within the WSLH.

Dr. Shafer went over the WSLH responsibilities for the NADP in managing and coordinating the six NADP networks. Dr. Shafer walked the Board through laboratory tasks with explanations and visuals for supply preparation, sample shipping and receiving, sample processing analysis and for sample analysis.

Dr. Shafer concluded his presentation noting how the NADP enhances the WSLH. The NADP perfectly encapsulates the Wisconsin Idea, increases the visibility and reputation of the WSLH, along with being a long-term stable base source of funding. The NADP is a fantastic platform from which to build new research collaborations, implement new ideas, and integrate WSLH science with UW-campus work. It is also an opportunity to understand the links between atmospheric deposition, air chemistry and human health.

Secretary Schauer mentioned that the NADP will increase our visibility internationally and will put the WSLH on the cutting edge.

#### Dr. Peter Shult, Wisconsin State Laboratory of Hygiene

Dr. Shult presented on the Wisconsin Clinical Laboratory Network (WCLN). The WCLN is instrumental in carrying out the mission of the WSLH. Dr. Shult gave background on emerging infectious diseases, which necessitate such a network. Emerging infectious diseases are those whose incidence in humans has increased within the past two decades, or whose incidence threatens to increase in the near future. There are several key factors involved in infectious disease emergence. These include human demographics and behavior such as international travel, commerce, technology and industry, along with microbial adaption, and ecological factors.

With emerging diseases coming to a front in the 1980s and early 1990s, a need for solid public health infrastructure was realized. It was determined that the CDC would take the responsibility in addressing the threats. Some of the targets were improving surveillance and response, applied research, infrastructure and training, prevention, and control. The early outcomes raised an awareness of public health deficiencies. Unfortunately, there was minimal funding to accomplish what needed to be done. After 9/11, funding increased along with the need to address bioterrorism, which is the intentional or threatened use of microorganisms or biologic toxins to kill or incapacitate people, animals or crops. At this time, the laboratory response network (LRN) was developed. The network is comprised of national labs (e.g. CDC), reference labs (e.g. state public health labs), and sentinel labs (e.g. community clinical hospital labs). The goal of the LRN is to serve as an integrated network of state and local public health, clinical, federal, military, and international laboratories to respond to bioterrorism, chemical terrorism and other public health emergencies.

Dr. Shult went over some of the key features needed in a reference laboratory. In addressing the threats of emerging infectious diseases, an 'all hazards' approach for prevention and response is most effective. Dr. Shult went over some of the 'all hazards' for 2017, including the Zika and Ebola viruses, for example.

The WCLN is an 'all hazards' network of sentinel labs and has dealt with a number of high-profile public health events. To enable a WCLN response, the WSLH provides fee-exempt specimen collection, reference testing, emergency response guidance, site visits, communications, and training. These efforts are guided by a highly functional Laboratory Technical Advisory Group (LabTAG): a group of experts around the state charged with determining what we need in clinical laboratories. The WCLN/LabTAG is responsible for specimen sharing for CDC method validation, training, and workshops. Dr. Shult also noted the WSLH Wisconsin Enteric Pathogen Surveillance (WEPS) program, which works with isolates from clinical labs and the Wisconsin Department of Public Health to monitor for Wisconsin foodborne outbreaks. The WSLH Communicable Disease Division is also key in providing laboratory-based surveillance that supports the Wisconsin Department of Public Health in prevention and response efforts. The value of the WCLN is critical to outbreak response, surveillance, and new method development. The WCLN is a recognized national model for lab network development. In all, the WSLH, CDC, and clinical labs all play key roles as partners in a laboratory response to public health threats.

#### **Item 10. HUMAN RESOURCES REPORT**

- **Cynda DeMontigny, Human Resources Director, Wisconsin State Laboratory of Hygiene**

Cynda DeMontigny reviewed the human resources report with the Board. There were 15 total recruitments across the WSLH divisions between October and December of 2017. The vacancy rate as of October 2017 was 2.069, compared to 4.8625 in October 2016.

For staff turn-around, there were five hires, seven resignations, and two retirements across the divisions from October 1st to December 1st, 2017.

#### **Item 11. CONTRACTS REPORT**

- **Christine Gunter, Financial Program Supervisor, Wisconsin State Laboratory of Hygiene**

Christine Gunter reviewed the contracts report with the Board. The total awarded from September through November of 2017 was \$2,666,386. Of this total includes contracts from the Wisconsin Department of Health Services and the Association of Public Health Laboratories covering the Communicable Disease Division and Newborn Screening.

#### **Item 12. DIRECTOR'S REPORT**

- **Dr. James Schauer, Director, Wisconsin State Laboratory of Hygiene**

Jan Klawitter reviewed some of the public and environmental health incidents with the Board. These include Hepatitis A, *E. coli* 0517:H7, *Burkholderia pseudomallei*, and Powassan Virus. Ms. Klawitter also noted some recent WSLH outreach occurrences including the Wisconsin Science Festival and the HCET Colposcopy Workshop. There were also some recent scientific exchanges between the WSLH, Japan, and India.

Dr. Schauer provided an update to the Board on WSLH strategic planning. Dr. Schauer went over the scientific strategic planning cycle from FY17 through FY20. Dr. Schauer mentioned that the roles in leading strategic planning are now divided between Chief Financial Officer, Kevin

Karbowski, and WSLH Assistant Director, David Webb. Dr. Schauer had Mr. Karbowski provide the remainder of the update on strategic planning to the Board. Mr. Karbowski mentioned that so far we have reviewed various strategic planning approaches, and each division has identified their strategic focus area and has completed the strategic decision matrix for that focus area. Mr. Karbowski highlighted the strategic focus areas for each division. Scheduling and preparing internal strategic presentations is currently in progress. In the future, we will have meetings with external stakeholders to refine the strategic plan for the WSLH Board.

Dr. Schauer had the Board refer to their packet for the water systems boil notice report from September 1, 2017 through November 30, 2017.

The next WSLH Board meeting will take place on Tuesday, March 20th, 2018.

Jan Klawitter mentioned to the Board to please contact her if they would be interested in receiving the monthly WSLH newsletter electronically.

**Chair James Morrison** made a motion to adjourn the meeting at 3:00 P.M. **James Wenzler** seconded the motion. The motion passed unanimously and the meeting was adjourned.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "James J. Schauer".

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

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018

**PROCEDURAL ITEMS**

**Item 3. REORGANIZATION OF AGENDA**

**Description of the 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.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018**

**PROCEDURAL ITEMS**

**Item 4. PUBLIC APPEARANCES**

**Description of the 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 is followed:
  - (1) Written requests for public appearances on specific current agenda items shall be made to the 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> 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: [nathaniel.javid@slh.wisc.edu](mailto:nathaniel.javid@slh.wisc.edu)

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018

**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 State Laboratory of Hygiene.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018

**BUSINESS ITEMS**

**Item 6. FINANCIAL REPORT**

**Description of the Item:**

Kevin Karbowski, WSLH Chief Financial Officer, will provide the January 2018 Financial Report to the Board.

**Suggested Board Action:**

Review and provide input.

**Staff Recommendations and Comments:**

Receive for information.



WISCONSIN STATE LABORATORY OF HYGIENE

FINANCIAL REPORT

FISCAL YEAR 2018

January 31, 2018

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

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**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018**

**WISCONSIN STATE LABORATORY OF HYGIENE  
STATEMENT OF INCOME  
For the period July 1, 2017 through January 31, 2018**

	Year to Date Actual	Year to Date Budget	Variance Over/(Under)	Variance % of Budget	Fiscal Year 2018 Annual Budget
<b>SUPPORT AND REVENUE</b>					
Laboratory Services Revenues (Note 2)					
Department of Health Services	\$ 4,089,277	\$ 4,427,845	\$ (338,568)	-7.6%	\$ 6,972,343
Newborn Screening	3,209,092	3,118,080	91,012	2.9%	5,240,000
Driver Improvement Surcharge (OWI)	984,370	944,749	39,621	4.2%	1,619,200
Department of Natural Resources	483,510	482,662	848	0.2%	731,006
University of Wisconsin Systems	437,111	326,024	111,087	34.1%	574,462
Other Wisconsin State and Local Agencies	32,376	24,200	8,176	33.8%	54,200
Wisconsin State and Local Agencies	9,235,736	9,323,560	(87,824)	-0.94%	15,191,211
Clinical	2,904,569	3,161,410	(256,841)	-8.1%	5,384,160
Proficiency Testing	1,390,086	1,313,168	76,918	5.9%	3,086,655
Occupational Health	1,090,392	1,047,200	43,192	4.1%	1,795,200
Federal Agencies	870,869	749,131	121,738	16.3%	1,470,333
Environmental Testing	928,355	999,701	(71,346)	-7.1%	1,731,121
Other Nonagency	49,597	43,340	6,257	14.4%	55,401
Nonagency	7,233,868	7,313,950	(80,082)	-1.1%	13,522,870
Sponsored Projects	3,549,380	3,167,091	382,289	12.1%	5,234,636
Earnings - Investment Income	76,888	70,000	6,888	9.8%	120,000
Program Revenue	20,095,872	19,874,601	221,271	1.1%	34,068,717
State General Program Revenue (GPR)	6,814,938	6,568,309	246,629	3.8%	11,100,000
<b>TOTAL SUPPORT AND REVENUE</b>	<b>26,910,810</b>	<b>26,442,910</b>	<b>467,900</b>	<b>1.8%</b>	<b>45,168,717</b>
<b>EXPENSES</b>					
Salaries	10,490,292	10,625,872	(135,580)	-1.3%	18,250,372
Fringe Benefits	4,265,856	4,498,538	(232,682)	-5.2%	7,263,594
Supplies & Services	8,355,383	7,860,130	495,253	6.3%	13,752,930
Transfer Overhead to UW	501,180	486,788	14,392	3.0%	815,960
Building Rent	1,718,087	1,694,766	23,321	1.4%	2,993,651
Depreciation	1,133,562	1,095,224	38,338	3.5%	1,963,463
Bad Debt Expense	1,400	1,400	0	0.0%	2,400
Interest Expense	13,668	7,000	6,668	95.3%	12,000
Loss From Disposal Of Assets	17,905	-	17,905		-
<b>TOTAL EXPENSES</b>	<b>26,497,333</b>	<b>26,269,718</b>	<b>209,710</b>	<b>0.8%</b>	<b>45,054,370</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$ 413,477</b>	<b>\$ 173,192</b>	<b>\$ 240,285</b>	<b>138.7%</b>	<b>\$ 114,347</b>

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**COMPARATIVE INCOME STATEMENT**  
For the 7 months ended January 31, 2018 and January 31, 2017

	Current Year Actual	Prior Year Actual	Variance Over/(Under)	Percentage Change
<b>SUPPORT AND REVENUE</b>				
Laboratory Services Revenues (Note 2)				
Department of Health Services	\$ 4,089,277	\$ 3,699,210	\$ 390,067	10.5%
Newborn Screening	3,209,092	3,137,187	71,905	2.3%
Driver Improvement Surcharge (OWI)	984,370	963,816	20,554	2.1%
Department of Natural Resources	483,510	479,820	3,690	0.8%
University of Wisconsin Systems	437,111	308,453	128,658	41.7%
Other Wisconsin State and Local Agencies	32,376	72,674	(40,298)	-55.5%
Wisconsin State and Local Agencies	9,235,736	8,661,160	574,576	6.63%
Clinical	2,904,569	3,115,004	(210,435)	-6.8%
Proficiency Testing	1,390,086	1,298,899	91,187	7.0%
Occupational Health	1,090,392	1,046,725	43,667	4.2%
Federal Agencies	870,869	863,541	7,328	0.8%
Environmental Testing	928,355	904,551	23,804	2.6%
Other Nonagency	49,597	78,327	(28,730)	-36.7%
Nonagency	7,233,868	7,307,047	(73,179)	-1.0%
Sponsored Projects	3,549,380	3,839,009	(289,629)	-7.5%
Gifts	-	149,599	(149,599)	
Earnings - Investment Income	76,888	34,310	42,578	124.1%
Program Revenue	20,095,872	19,991,125	104,747	0.5%
State General Program Revenue (GPR)	6,814,938	6,605,610	209,328	3.2%
<b>TOTAL SUPPORT AND REVENUE</b>	<b>26,910,810</b>	<b>26,596,735</b>	<b>314,075</b>	<b>1.2%</b>
<b>EXPENSES</b>				
Salaries	10,490,292	10,021,320	468,972	4.7%
Fringe Benefits	4,265,856	4,184,269	81,587	1.9%
Supplies & Services	8,355,383	7,448,639	906,744	12.2%
Transfer Overhead to UW	501,180	546,645	(45,465)	-8.3%
Building Rent	1,718,087	1,526,069	192,018	12.6%
Depreciation	1,133,562	1,033,582	99,980	9.7%
Bad Debt Expense	1,400	7,469	(6,069)	-81.3%
Interest Expense	13,668	6,476	7,192	111.1%
Loss From Disposal Of Assets	17,905	-	17,905	
<b>TOTAL EXPENSES</b>	<b>26,497,333</b>	<b>24,774,469</b>	<b>1,722,864</b>	<b>7.0%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$ 413,477</b>	<b>\$ 1,822,266</b>	<b>\$ (1,408,789)</b>	<b>-77.3%</b>

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**COMPARATIVE BALANCE SHEET**  
As of January 31, 2018 and June 30, 2017

**ASSETS**

	<u>January 31, 2018</u>	<u>June 30, 2017</u>
<b>CURRENT ASSETS</b>		
Cash	\$ 12,665,581	\$ 11,483,542
Cash-restricted-newborn screening surcharge	2,244,352	2,399,717
Net accounts receivables (Note 3)	4,384,399	4,237,974
Other receivables	455,025	948,904
Inventories	65,326	75,607
Prepaid expenses	537,953	142,798
Total current assets	<u>20,352,636</u>	<u>19,288,542</u>
<b>EQUIPMENT AND BUILDING IMPROVEMENTS</b>		
Equipment	27,460,604	27,569,768
Building improvements	7,050,176	7,211,782
	<u>34,510,780</u>	<u>34,781,550</u>
Less accumulated depreciation	<u>(24,432,988)</u>	<u>(24,967,363)</u>
Total net fixed assets	<u>10,077,792</u>	<u>9,814,187</u>
<b>Total Assets</b>	<u><u>\$ 30,430,428</u></u>	<u><u>\$ 29,102,729</u></u>

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

Salaries and fringe benefits payable	\$ 33,707	\$ 60,577
Accounts payable	277,788	860,694
Accrued expenses	250,579	93,460
Compensated absences (Note 4)	617,515	657,981
Proficiency testing deferred revenue	2,624,478	1,030,526
Newborn screening deferred revenue	2,400,603	2,472,310
Newborn screening surcharge payable	2,244,352	2,399,717
Total current liabilities	<u>8,449,022</u>	<u>7,575,265</u>

**LONG TERM DEBT**

Compensated Absences (Note 4)	<u>1,779,089</u>	<u>1,613,972</u>
Total long term debt	<u>1,779,089</u>	<u>1,613,972</u>
<b>Total Liabilities</b>	<u><u>10,228,111</u></u>	<u><u>9,189,237</u></u>

**EQUITY**

Retained earnings-restricted (Note 5)		
Operating contingency	1,900,965	1,900,965
Total restricted retained earnings	<u>1,900,965</u>	<u>1,900,965</u>
		20
Net Operating Income (Loss)	413,477	2,984,000
Retained earnings-unrestricted	12,459,159	9,599,811

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**STATEMENT OF CASH FLOWS**  
For the 7 months ended January 31, 2018 and January 31, 2017

	Current Year	Prior Year
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Net income	\$ 413,477	\$ 1,822,266
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation	1,133,562	1,033,582
Changes in working capital components:		
Decrease/(Increase) in net accounts receivables	(146,425)	(1,469,031)
Decrease/(Increase) in other receivables	493,879	243,352
Decrease/(Increase) in inventories	10,281	16,221
Decrease/(Increase) in prepaid expenses	(395,155)	(79,173)
(Decrease)/Increase in salaries payable	(26,870)	(420,422)
(Decrease)/Increase in accounts payable	(582,906)	(72,614)
(Decrease) Increase in accrued expenses	157,119	1,364
(Decrease) Increase in deferred revenue	0	-
(Decrease) Increase in proficiency testing deferred revenue	1,593,952	1,641,201
(Decrease)/Increase in newborn screen deferred revenue	(71,707)	23,381
(Decrease)/(Increase) in newborn screening surcharge payable	(155,365)	(118,809)
	2,423,842	2,621,318
 <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of equipment and physical plant improvements	(1,397,168)	(1,500,786)
	(1,397,168)	(1,500,786)
 <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Principal payment on Capital Lease	-	-
	-	-
 Net increase (decrease) in cash		
	1,026,674	1,120,532
 <b>Cash:</b>		
Beginning	13,883,259	13,843,585
Ending	\$ 14,909,933	\$ 14,964,117

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the period July 1, 2017 through January 31, 2018**

**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 75% 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 2017-2018 operating budget amounts were approved by the WSLH Board on June 20, 2017.

Basis of Presentation:

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

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:

- Cash is considered restricted if, by prior agreement with an outside entity, it must be segregated for future use by the outside entity or by WSLH at the outside entity's behest. As of January 31, 2018 available cash is restricted in an amount equal to the newborn screening surcharge payable to the Wisconsin Department of Health Services.
- 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 prepaid receipts for WSLH-provided Proficiency Testing programs and for prepaid newborn screening tests.

**NOTE 2 - LABORATORY SERVICES REVENUES**

- At the Board's request, Laboratory Service Revenues on the Income Statement have been divided into two groups, Agency and Non-Agency, as follows:

Agency:

Department of Health Services  
 Newborn Screening  
 Driver Improvement Surcharge (OWI)  
 Department of Natural Resources  
 University of Wisconsin Systems  
 Municipalities  
 Law Enforcement Agencies  
 Department of Agriculture, Trade and Consumer Protection  
 Office of Justice Assistance  
 Wisconsin Emergency Management

Non-Agency:

UW Hospital Authority  
 Medicare and Medicaid  
 Proficiency Testing  
 Occupational Health  
 Federal Agencies

All other revenue from individuals, businesses, clinics, and hospitals.

**NOTE 3 - ACCOUNTS RECEIVABLE**

- Accounts receivable and allowance for uncollectible account balances as of January 31, 2018 and June 30, 2017 are as follows:

	<u>January 31, 2018</u>	<u>June 30, 2017</u>
Accounts Receivable Total	\$4,564,612	\$4,437,974
Allowance for bad debt	<u>(180,213)</u>	<u>(200,000)</u>
Net Receivables	\$4,384,399	\$4,237,974

**NOTE 4 - 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	\$617,515	\$430,725	\$83,920	\$17,358	\$85,512
Long Term	1,779,089	-	-	-	1,779,089
	<u>\$2,396,604</u>	<u>\$430,725</u>	<u>\$83,920</u>	<u>\$17,358</u>	<u>\$1,864,601</u>

**NOTE 5 - RETAINED EARNINGS - RESTRICTED**

The operating contingency is computed annually and reflects two months of salary and fringe benefit cost for positions funded from program revenues. The contingency fund is considered adequately funded if working capital is greater than the contingency fund restriction. As of January 31, 2018 working capital (current assets less current liabilities) was \$11,903,614 thereby meeting the target contingency reserve requirement of \$1,900,965.

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018

**BUSINESS ITEMS**

**Item 7. BOARD WEBPAGE**

- a) Jan Klawitter, Public Relations Officer, WSLH

**Description of the Item:**

Jan Klawitter will update the Board on the WSLH Board webpage.

**Suggested Board Action:**

Review and approve draft webpage.

**Staff Recommendations and Comments:**

Receive for information.



Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018

**BUSINESS ITEMS**

**Item 8. PLEDGE OF ALLEGIANCE**

- a) Dr. James Schauer, Director, WSLH

**Description of the Item:**

Continue discussion from the December 2017 Board Meeting regarding the Pledge of Allegiance.

**Suggested Board Action:**

Formalize a decision regarding the Pledge of Allegiance and WSLH Board.

**Staff Recommendations and Comments:**

Receive for information.

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018

**BUSINESS ITEMS**

**Item 9. STRATEGIC PLANNING**

- a) Dr. James Schauer, Director, WSLH
- b) Kevin Karbowski, Chief Financial Officer, WSLH

**Description of the Item:**

Presentation to the WSLH Board on strategic planning for discussion and input from the Board.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018

**BUSINESS ITEMS**

**Item 10. INFLUENZA UPDATE**

- a) Dr. Peter Shult, Director, WSLH Communicable Disease Division
- b) Jan Klawitter, Public Relations Officer, WSLH

**Description of the Item:**

Jan Klawitter will present an update on influenza in Wisconsin for the Board in lieu of Dr. Shult

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018

**BUSINESS ITEMS**

**Item 11. HUMAN RESOURCES REPORT**

- a) Cynda DeMontigny, Human Resources Director, WSLH

**Description of the Item:**

Cynda DeMontigny will provide the HR update to the Board.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.

*Retirements*  
12/01/2017-02/28/2018

	AS	US	
DPD	0	0	
EHD	0	1	
LID	0	0	
CDD	0	1	
Admin	0	1	
OHD	0	0	Total
	0	3	3

*Resignations*  
12/01/2017-02/28/2018

	AS	US	
DPD		1	
EHD	2		
LID			
CDD			
Admin			
OHD			Total
	2	1	3

*New Employees*  
12/01/2017-02/28/2018

	AS	US	SH	FT	LTE	
DPD	1	0	1	0	0	
EHD	5	1	1	0	0	
LID	0	2	0	0	0	
CDD	0	1	1	0	0	
Admin	2	0	0	0	0	
OHD	0	0	0	0	0	Total
	8	4	3	0	0	15

*Internal Hires*

	AS	US	SH	FT	LTE	
DPD	1					
EHD	3					
LID						
CDD	1					
ADMIN	1					
OHD						Total
	6					6

*Recruitments*

12/01/2017-02/28/2018

DPD	0
EHD	11
LID	0
CDD	1
Admin	1
OHD	1
	14

**NOTE:** Of the 11 recruitments currently in process for EHD, 8 of those are for the NADP.

*Vacancy rate:* 3.07%

AS Acad Staff  
 US Univ Staff  
 SH Student Hourly  
 FT Faculty  
 LTE Limited Term

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018**

**BUSINESS ITEMS**

**Item 12. CONTRACTS REPORT**

- a) Christine Gunter, Financial Program Supervisor, WSLH

**Description of the Item:**

The table on the following pages contains the major grants and contracts that have been awarded from December 2017 through February 2018. WSLH staff will be available to provide more details on these grants and contracts.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

There are no contracts requiring board approval.

Customer	Contract Name	Start	End	Scope of Work	Amount	WSLH Dept
WDHS	TB Elimination and Lab CoAG 2018	1/1/2018	12/31/2018	TB Diagnostic Testing and Lab Network Conference	\$35,022.00	CDD
WDHS	Cytology Reproductive Health	1/1/2018	12/31/2018	Reproductive health service for family planning and low income women. HCET, SWCAP and First Choice services	\$865,316.00	DPD
WDHS	ELC Ebola - Enhanced Laboratory Biosafety Capacity	8/1/2017	7/31/2018	ABSA Memberships and Conference attendance	\$22,392.00	CDD
WDHS	NBS Program Coordinator	7/1/2017	6/30/2018	NBS Program Coordinator- continuing position	\$86,421.00	DPD
Private	Elk Ridge Mining	1/1/2018	12/31/2020	Provide Colowyo mine airborne contaminate filters and testing services.	\$7,000.00	WOHL
Private	UC Biosciences - Malaysia	1/1/2018	12/31/2018	Proficiency Testing services - Asia	\$20,000.00	LID
WDHS	Radio Chem Services FY 2018 - Increase	7/1/2017	6/30/2018	Increased Radio Chem testing for FY 18	\$23,778.00	ENV
WDHS	ELC - ELR 2018 Funding	8/1/2017	7/1/2018	Cross Cutting Health Information Systems, Threat of Antibiotic Resistant Gonorrhea, Public Health Emergency Preparedness	\$85,024.00	CDD
WDNR	GL053 Apple Creek Sediment	3/1/2018	6/30/2018	Sediment Source Apportionment for Apple Creek	\$26,076.00	ENV
WDNR	Wildlife Consumption	3/1/2018	12/31/2018	Wildlife Consumption Assessment	\$11,483.70	ENV

# Contracts Summary

Total awarded December 2017 - February 2018	\$1,182,512.70
Recap	
CDD	\$142,438.00
DPD	\$951,737.00
WOHL	\$7,000.00
ENV	\$61,337.70
LID	\$20,000.00
Wisconsin Department of Health Services	\$1,117,953.00
Wisconsin Department of Natural Resources	\$37,559.70
Private	\$27,000.00



**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018**

**BUSINESS ITEMS**

**Item 13. DIRECTOR'S REPORT**

a) Dr. James Schauer, Director, WSLH

- 1. Public or Environmental Health Incidents of Educational Interest**
- 2. Water Systems Boil Notice Report**
- 3. Hosting of September 2018 Board Meeting: Milwaukee Medical Examiners' Office**
- 4. Next Board Meeting: Tuesday, June 19<sup>th</sup>, 2018**

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018**

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

**Representative Public or Environmental Health Incidents of Educational Interest  
November 29, 2017 – March 5, 2018**

Approx. Date	Agent or Event Name	Description	Current Status
<b>OUTBREAKS and INCIDENTS</b>			
December 2017	Hepatitis A virus	WSLH Communicable Disease Division (CDD) scientists performed Hepatitis A virus testing for multiple outbreak investigations by the WI Department of Health Services and local health departments.	Complete
December 2017	Methylobacterium	<p>A product injected into knees and other joints in persons with osteoarthritis was recalled due to contamination with a Methylobacterium species.</p> <p>WSLH CDD tested an isolate from knee fluid from a patient in SE WI who had this product injected in their knee.</p> <p>WSLH testing was positive for methylobacterium.</p>	Complete
December 2017	St. Croix County unknown substances	Scientists in the WSLH Chemical Emergency Response (CER) program assisted the Eau Claire hazmat team in the investigation of unknown substances found in a St. Croix County nursing home. The WSLH tested two collected powders. Both were harmless - the first was plaster, and the second was consistent with skin.	Complete
January 30, 2018	Emergency response exercise	CER participated in a small (10 sample) exercise involving VX nerve agent metabolite in urine. Samples were turned around within the work day, and included the generation and transmission of patient reports.	Complete
February 2018	Waushara Co. Suspicious letter	A letter received at the prison in Red Granite contained unusual contents and caused two people to become symptomatic. The CER program coordinated the response, providing notification to DHS and FBI, and contacting the	Complete

		US Postal Inspector who agreed to go onsite to perform testing. The postal inspector found no evidence of an actual unknown substance.	
<b>RECENT EVENTS and FINDINGS</b>			
September 27, 28, 29, 2017	Wisconsin Clinical Laboratory Network (WCLN) Regional Meetings	The Communicable Disease Division held their annual WI Clinical Laboratory Network (WCLN) Regional Meetings in Rice Lake, Kimberly and Madison. About 125 laboratory professionals, local public health officers, and infection preventionists attended the meetings. The focus of the meetings was completing risk assessments, and incorporating biosafety thinking and perspective into all daily laboratory activities.	Complete
October 11, 2017	Wisconsin Clinical Laboratory Network Webinar	In October, Dr. Pete Shult, Communicable Disease Division Director, and Erik Reisdorf, Virology and Surveillance Team Leader, gave a webinar “ <i>Influenza and Other Respiratory Viruses Update – 2017</i> ” to the WCLN laboratories providing updates on the upcoming 2017/2018 respiratory season. 153 laboratorians enjoyed learning more about expectations, surveillance strategies for the coming season, and some of the newer diagnostic technologies.	Complete
November 17, 2017	Traffic Safety Resource Prosecutor (TSRP) webinar series	Forensic Toxicology Section Chemist Stephanie Weber gave the first of several webinars for prosecutors, law enforcement officers and toxicologists regarding various drugs and human performance. Each webinar is an hour in length and will cover a variety of drug categories	Ongoing
November 21, 2017	Wisconsin Clinical Laboratory Network Webinar	The November WCLN webinar “ <i>Managing the Human Behavior Factor in Risk Assessment and Biosafety</i> ” featured guest speaker Sean Kaufman, the CEO and founding partner of <i>Behavioral-Based Improvement Solutions, LLC</i> . Mr. Kaufman is a highly regarded biosafety and human behavior expert who agreed to discuss how laboratories must manage the human factor in performing risk assessment and improving biosafety. Over 100 laboratory professionals attended the live webinar and many more from states all across the nation have viewed the archived presentation.	Complete
November 27-29, 2017	ABFT Inspection, Oklahoma City,	Forensic Toxicology Section Director Amy Miles was asked to act as an Inspector for the American	Complete

	OK	Board of Forensic Toxicology (ABFT) for the Oklahoma City Medical Examiner Laboratory.	
December 5 and 7, 2017	WSLH Brown Bag – Flu 101: Truth and Myth	<p>WSLH Virology Team Lead Erik Reisdorf reviewed the basics of seasonal and pandemic influenza, what we expect to happen this flu season, and the importance of surveillance activities at the WSLH. Reisdorf also discussed common misconceptions about influenza.</p> <p>Webinar link (plays best in Internet Explorer) – <a href="http://slhstream.ad.slh.wisc.edu/Mediasite4/Viewer/?peid=04ed6b246b594990ab31fa6e0e0164b11d">http://slhstream.ad.slh.wisc.edu/Mediasite4/Viewer/?peid=04ed6b246b594990ab31fa6e0e0164b11d</a></p>	Complete
December 6, 2017	Wisconsin Clinical Laboratory Network Webinar	The December WCLN Webinar “ <i>Malaria Diagnostics</i> ” by Dr. Alana Sterkel, CDD Assistant Director, provided an excellent review of malaria to roughly 60 laboratorians. Malaria proper slide preparation, differentiation and identification, and some of the newer diagnostic technologies for identification were highlighted during the presentation.	Complete
December 6, 2017	Guest Lecture, UW-Platteville	Amy Miles gave a guest lecture to chemistry and forensic investigator students regarding forensic toxicology in a public health lab.	Complete
December 13-14, 2017	NHTSA Regional Meeting, Chicago, IL	At the request of the Natl. Highway Traffic and Safety Administration (NHTSA), Amy Miles attended the NHTSA Regional Meeting to focus on Ignition Interlock Device programs and brainstorm solutions to current issues.	Complete
January 2018	<i>Journal of Clinical Microbiology</i> article on clinical lab biosafety risk assessment	<p>The January 2018 issue of <i>the Journal of Clinical Microbiology</i> featured an article about an innovative statewide biosafety risk assessment conducted by WSLH CDD.</p> <p>The WCLN Laboratory Technical Advisory Group (LabTAG) collaborated with WSLH CDD staff to create the assessment tool and also helped analyze the data and draw some conclusions. LabTAG and CDD staff co-wrote the JCM article.</p> <p>According to WCLN Coordinator Erin Bowles, the article is an important step in highlighting the work Wisconsin clinical laboratories have done</p>	Complete

		<p>on increasing biosafety.</p> <p>Read the article at <a href="http://jcm.asm.org/content/56/1/e01569-17.full">http://jcm.asm.org/content/56/1/e01569-17.full</a></p>	
January 2018	2016 CFOI and SOII data release	<p>The WSLH’s Bureau of Labor Statistics/Occupational Safety and Health Statistics Program released Wisconsin 2016 data for the Census of Fatal Occupational Injuries (CFOI) and the Survey of Occupational Injuries and Illnesses (SOII).</p> <p>The WSLH has a cooperative agreement with the U.S. Bureau of Labor Statistics to conduct both data collections annually.</p>	Complete
January 2018	<i>International Journal of Neonatal Screening</i> article on newborn screening data collection	<p>WSLH Newborn Screening Co-Director Dr. Mei Baker was co-author of an article in the <i>International Journal of Neonatal Screening</i>.</p> <p>The article – “NewSTEPS: The Establishment of a National Newborn Screening Technical Assistance Resource Center” – explains the development of the comprehensive data collection and resource center and its evaluation activities.</p> <p>Read the article at <a href="http://www.mdpi.com/2409-515X/4/1/1/htm">http://www.mdpi.com/2409-515X/4/1/1/htm</a></p>	Complete
January 2018	<i>Tuberculosis Research and Treatment</i> article	<p>CDD Senior Microbiologist Youngmi Kim is co-author of an article in <i>Tuberculosis Research and Treatment</i>.</p> <p>The article – “Using Reduced Inoculum Densities of Mycobacterium tuberculosis in MGIT Pyrazinamide Susceptibility Testing to Prevent False-Resistant Results and Improve Accuracy: A Multicenter Evaluation” – details the multi-laboratory study initiated by the Centers for Disease Control and Prevention (CDC).</p> <p>Read the article at <a href="https://www.hindawi.com/journals/trt/2017/3748163/">https://www.hindawi.com/journals/trt/2017/3748163/</a></p>	Complete
January 4, 2018	OSHA Partnership Kickoff in Eau Claire	<p>Wisconsin OSHA Consultation has joined OSHA Enforcement in a Health and Safety Partnership for the remodeling of Towers dormitory at UW-Eau Claire. Our staff meets monthly with over 50 contractors to discuss safety and health issues and provides training and follow-up as needed. This</p>	In process

		partnership is set to last for 18 months.	
January 6-11, 2018	Annual SOFT meeting, Boca Raton, FL	Forensic Toxicology Section members Amy Miles, Bill Johnson and Ed Oliver attended the annual meeting of the Society of Forensic Toxicologists. Amy Miles was promoted to Secretary of the organization (two year term).	Complete
January 17, 2017	Wisconsin Clinical Laboratory Network Webinar	Dr. Erik Munson, assistant professor at Marquette University opened the 2018 WCLN webinars with “ <i>Antibiotics 201 for Laboratory Professionals</i> ”. The webinar covered mechanisms of action for some the newer antibiotics and the issues with performing antimicrobial susceptibility testing on these newer drugs. Over 200 people attended the webinar.	Complete
January 31, 2018	Cytopathology book published	WSLH Medical Director and Disease Prevention Director Dr. Dan Kurtycz along with his co-authors published <i>The Milan System for Reporting Salivary Gland Cytopathology</i> .  The book “... describes a uniform international approach for classifying and reporting salivary gland FNA (fine needle aspiration) samples. The new reporting system is evidence-based using data from the literature as well as upon the experience of a multi-disciplinary group of leading experts involved in the field of salivary gland cytopathology.”	Complete
February 2016	Wisconsin Water Association Research Award	Dr. Sharon Long has been chosen to receive the WI Water Association’s Research Award for 2018. She will receive the award later this year.	Complete
February 5, 2018	Illinois Judicial Education Conference, Lombard, IL	Amy Miles was re-appointed by the Illinois Supreme Court to sit as a subject matter expert on the Judicial Education Committee and presented to the Illinois Judges on opioids and other current drug trends.	Complete
February 6, 2018	<i>WisContext</i> article about flu surveillance	The critical role the WSLH Communicable Disease Division plays in state and national flu surveillance was featured in an article by <i>WisContext</i> .  <i>WisContext</i> is a collaborative news service of Wisconsin Public Radio, Wisconsin Public Television and University of Wisconsin	Complete

		<p>Extension.</p> <p><i>Wisconsin's Place In The Backbone Of U.S. Flu Surveillance: How State And Local Labs Track Outbreaks Of An Ever-Changing Influenza Virus</i> — <a href="https://www.wiscontext.org/wisconsins-place-backbone-us-flu-surveillance">https://www.wiscontext.org/wisconsins-place-backbone-us-flu-surveillance</a></p> <p>On Feb. 14<sup>th</sup>, Dr. Pete Shult was interviewed on WI Public Radio's "Central Time" as a follow-up to the article - <a href="https://www.wpr.org/listen/1231496">https://www.wpr.org/listen/1231496</a></p>	
February 9 and 12, 2018	WSLH Brown Bag - Detecting Drugged Driving in Wisconsin: Comparing Whole Blood and Roadside Oral Fluid Specimens	<p>WSLH Forensic Toxicologist Ted Savage discussed the Dane County Oral Fluid Study.</p> <p>Objectives of the study were to evaluate the utility of an oral fluid detection system as a tool for law enforcement, the prevalence of people driving under the influence of both alcohol and drugs, the differences between detecting drugs in oral fluid and in whole blood, and the effectiveness of the WSLH drug testing cancellation policy when blood alcohol concentrations (BAC) exceed 0.10 g/100 mL.</p> <p>Webinar link (plays best in Internet Explorer) – <a href="http://slhstream.ad.slh.wisc.edu/Mediasite4/Viewer/?peid=e412bce0c521432c848267b59438688d1d">http://slhstream.ad.slh.wisc.edu/Mediasite4/Viewer/?peid=e412bce0c521432c848267b59438688d1d</a></p>	Complete
February 10, 2018	Pre-conference workshop at CDC Biosafety Symposium	Erin Bowles, Wisconsin Clinical Laboratory Network coordinator and co-biosafety officer, was part of a team of biosafety laboratorians from across the U.S. who gave a pre-conference workshop at the CDC Biosafety Symposium. The workshop " <i>Employing Competencies to Enhance Laboratory Biosafety</i> " was attended by 22 biosafety professionals representing academia, research, military and public health facilities.	Complete
February 15-16, 2018	WI Assn. of Hazardous Materials Responders Conference	WSLH Chemical Emergency Response (CER) staff on the board of this organization had a major role in booking speakers and other conference planning. The conference included 5 presentations by WSLH staff that included representatives from both CER and Toxicology. Total attendance was 270 for the conference.	Complete
February 19-23, 2018	AAFS 2018, Seattle, WA	Bill Johnson and Amy Miles attended the American Academy of Forensic Sciences (AASS)	Complete

		annual conference. William Johnson served as the 2017-2018 AAFS Toxicology Section Program Chair. The 2018 Toxicology Section program included: 2 multidisciplinary sessions, 3 workshops, 36 Oral and 21 poster presentations. Bill was also promoted to “Fellow” of the Toxicology Section.	
February 19-23, 2018	Wisconsin Department of Natural Resources Audit of EHD’s Inorganic and Organic sections	WDNR audits the Environmental Health Division’s Inorganic (including Metals) and Organic sections every three years to ensure we meet the requirements of our DNR certification. The audit went very well and we should have a report in about 60 days.	In process
February 20 and 22, 2018	Madison College Intro. to Environmental Sciences class tours	Four sections from Madison College’s Intro to Environmental Sciences course toured the WSLH environmental and occupational health labs. Instructors for this course have been bringing their students to tour the WSLH every semester for several years now. The instructors consider this one of the best tours their students participate in each semester and appreciate how the students learn about real-world applications of what they’re learning in class.	Complete
February 21, 2018	Wisconsin Clinical Laboratory Network Webinar	Dr. Thomas Dilworth, infectious disease pharmacist for Aurora Health Care, presented “ <i>Antibiotic Pharmacokinetics and Pharmacodynamics for Laboratory Professionals</i> ” for the February WCLN webinar. Dr. Dilworth provided basic training on pharmacodynamics and pharmacokinetics for 132 laboratory professionals. He also helped the audience understand some of the situations when clinicians request additional susceptibility testing beyond the routine testing that has been reported.	Complete
February 24-25, 2018	Hazmat training	Meshel Lange of WSLH Chemical Emergency Response provided training on FTIR and Raman spectroscopy for the Milwaukee hazmat team.	Complete
February 26, 2018	UW Population Health Sciences Monday Seminar	WSLH Newborn Screening Co-Director Dr. Mei Baker gave a talk on “Next Generation Sequencing in NBS: Cystic Fibrosis and Beyond”.	Complete
February 28, 2018	DRE Graduation and Oversight Committee Meeting, Green	Forensic Toxicology Chemist Kimberle Glowacki was an invited speaker at the most recent Drug Recognition Expert (DRE) graduation ceremony and attended the WI Oversight Committee	Complete



	Bay, WI	meeting following the ceremony.	
March 1, 2018	NADP Program Office	The WSLH officially became the site of the National Atmospheric Deposition Program (NADP) Program Office. The NADP Central Analytical Laboratory (CAL) will be moving to the WSLH later this year.	Complete
March 2, 2018	UW-Milwaukee Zilber School of Public Health Faculty Visit	Several faculty and staff from the UW-Milwaukee Zilber School of Public Health visited the WSLH to meet with WSLH scientific leadership and tour the Ag Drive facilities. The visit was the first of what we hope will become several productive collaborations between Zilber faculty, staff and students and WSLH scientists.	Complete
March 2, 2018	Lead Poisoning bill, Maryland	Noel Stanton of Chemical Emergency Response provided testimony to the Maryland House of Delegates on blood lead test accuracy as it related to a bill reducing the blood lead threshold for interventions in the state to make it consistent with the federal threshold.	Complete

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018

## Wisconsin Water Systems Boil Notice Report December 2017 – February 2018

December 2017						
PWS_TYPE	# of systems	# of unsafes	# of Boil Notices			
MC	290	5	0			
NN	134	2	0			
OC	185	2	0			
TN	362	16	1	Door County		
January 2018						
PWS_TYPE	# of systems	# of unsafes	# of Boil Notices			
MC	285	5	0			
NN	77	2	0			
OC	153	1	0			
TN	132	7	0			
February 2018						
PWS_TYPE	# of systems	# of unsafes	# of Boil Notices			
MC	281	3	0			
NN	119	1	0			
OC	160	3	0			
TN	150	5	0			

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 20, 2018**

**BUSINESS ITEMS**

**Item 14. ELECTION OF OFFICERS FOR 2018**

**Description of the Item:**

The officers of the Wisconsin State Laboratory of Hygiene Board: Chair, Vice-Chair/Chair-Elect, and Secretary are elected at the first meeting ("annual meeting") of the calendar year. The officers serve through the end of the annual meeting of the following year.

The current Board Policies and Procedures are consistent with the above decision.

*§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.

**Suggested Board Action:**

The Board will nominate a member to serve as Vice-Chair/Chair Elect for the 2018 term (March 2018 – March 2019).

**Draft Motion:** To be considered March 20<sup>th</sup>, 2019

**Move the nomination, in accord with Article 5, Policies and Procedures, of the following for officers of the WSLH Board of Directors: Dr. Richard Moss for the position of Chair, XXX for the position of Vice-Chair/Chair-Elect, and James Schauer for the position of Secretary for the year 2018 term.**