

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19, 2018
Madison, Wisconsin**

DATE: June 13, 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
Sheila Harsdorf, Secretary, DATCP –Gilbert (Gil) Kelley, Designated Representative
Dr. Richard Moss, Chair
Dr. Robert Corliss, Vice-Chair
Barry Irmen, Member
James Wenzler, Member
Jeffrey Kindrai, Member
James Morrison, 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
June 19, 2018
1:00p.m. — 4:00p.m.

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

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

MEETING NOTICE

Tuesday, June 19, 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, June 19th, 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
June 13, 2018

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19th, 2018
1:00 P.M. – 4:00 P.M.

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

AGENDA

<u>PROCEDURAL ITEMS</u>	<u>PAGE</u>
Item 1. ROLL CALL	4
Item 2. APPROVAL OF MINUTES	5
Item 3. REORGANIZATION OF AGENDA	12
Item 4. PUBLIC APPEARANCES	13
Item 5. BOARD MEMBERS' MATTERS	15
 <u>BUSINESS ITEMS</u>	
Item 6. FINANCIAL REPORT	16
Item 7. FY19 BUDGET	24
Item 8. STRATEGIC PLANNING	26
Item 9. BOARD POLICIES & PROCEDURES REVISION	51
Item 10. HUMAN RESOURCES REPORT	52
Item 11. CONTRACTS REPORT	54
Item 12. DIRECTOR'S REPORT	57

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19, 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
June 19, 2018**

PROCEDURAL ITEMS

Item 2. APPROVAL OF MINUTES

Description of Item:

The draft minutes of the March 20th, 2018 board meeting are submitted for approval.

Suggested Board Action:

Motion: Approve the draft minutes of the March 20th, 2018 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
June 19th, 2018
1:00 P.M – 4:00 P.M.
2601 Agriculture Drive
Madison, WI 53718**

**UNAPPROVED MINUTES
March 20th, 2018**

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

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

DNR STAFF PRESENT: 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 Barry Irmen and Dr. Robert Corliss.

Item 2. APPROVAL OF MINUTES

Approve the minutes of the December 12, 2017 Board Meeting as submitted. Board Member Wenzler noted a correction that was submitted prior to the start of the meeting. This correction called for the addition that Steve Geis had mentioned that the DNR Board also recites the Pledge of Allegiance at the beginning of their meetings. **Jeffery Kindrai** made a motion to approve the minutes with the aforementioned edit. **James Wenzler** seconded the motion. The voice vote approving the minutes was unanimous.

Item 3. REORGANIZATION OF AGENDA

The WSLH Human Resources Director, Cynda DeMontigny, will need to leave by 3:15 p.m. As a result, we may need to push the Human Resources Report up on the agenda.

Item 4. PUBLIC APPEARANCES

There were no public appearances.

Item 5. BOARD MEMBERS' MATTERS

Board Member Jeffery Kindrai mentioned that an Infection Control Practitioner from one of his local hospitals asked if there are county level data on antibiotic resistance. Mr. Kindrai brought this question to the Board for their input. Dr. James Schauer noted that Dr. Pete Shult would have this information although he is not present at today's meeting. Therefore, Dr. Schauer suggested that Mr. Kindrai connect with Dr. Shult outside of the meeting.

Item 6. FINANCIAL REPORT

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

Mr. Karbowski noted that there is a down turn in Department of Health Services revenue. He explained that this is largely a timing issue that will even out in time for budgeting. On the clinical side, we are under budget by \$256,841. This is largely due to Cytogenetics losing Gundersen Health as a customer. Overall, our total support and revenue is in the positive at \$467,900. Our salary expenses are down 1% due to vacancies and our fringe benefits are down by 5% as a result of spending less on health insurance coverage than we anticipated. Overall, our total expenses are \$209,710 over budget.

Mr. Karbowski presented a draft of the FY19 Budget. Our FY19 budget is greater than FY18 by \$4,424,438. This is largely the result of the WSLH's onboarding of the new National Atmospheric Deposition Program (NADP). Our expenses are projected to be greater than last year's by \$4,154,257 with a FY19 net operating income of \$270,181 greater than in FY18. The final budget will be presented to the Board at the June meeting.

Our available working capital as of January 31, 2018 is \$10,002,649, compared to \$9,812,312 as of June 30, 2017.

Item 7. BOARD WEBPAGE

■ Jan Klawitter, Public Relations Officer, Wisconsin State Laboratory of Hygiene

Ms. Klawitter had the Board review the new Board webpage on the WSLH test site. Ms. Klawitter noted that Board member bios and contact information are been added, though some Board members have yet to submit their information. Ms. Klawitter provided links to the structure of board webpages for similar boards. The Board discussed presenting the names of alternates. After discussion, the Board determined the following names and bios will be listed for these appointments: Gil Kelley will get back to Jan (DATCP), Steve Geis (DNR), Chuck Warzecha (DHS), and Dr. Richard Moss (UW).

Chair James Morrison entertained a motion to approve the suggested changes to the Board Webpage. **James Wenzler** seconded the motion. The Board approved the Board webpage with the suggested changes by a unanimous voice vote. Board Member Wenzler noted that any Board members can contact with Ms. Klawitter with any administrative changes.

Item 8. PLEDGE OF ALLEGIANCE

■ Dr. James Schauer, Director, Wisconsin State Laboratory of Hygiene

Board Member James Wenzler addressed this topic to the Board. Although not required by statute, Board Member Wenzler thought it would be useful from the perspective of reminding us of our part in a larger organization, along with our role in state and federal government. Dr. Schauer added that this should be a Board decision although it should not be part of the bylaws. Dr. Moss suggested that a moment of silence or something analogous may be more appropriate as a substitute for the Pledge of Allegiance. Chair James Morrison echoed this sentiment that something open-ended may be more useful.

Board Member Wenzler suggested that the Board review this topic at the March 2019 Board Meeting. Chair James Morrison confirmed this plan of action going forward.

Item 9. STRATEGIC PLANNING

■ Dr. James Schauer, Director, Wisconsin State Laboratory of Hygiene

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

■ Allen Benson, Chief Information Officer, Wisconsin State Laboratory of Hygiene

WSLH Director Dr. James Schauer introduced the WSLH's new Chief Information Officer, Allen Benson, to the Board. Dr. Schauer noted that we are working on two strategic plans: our organizational management plan and our scientific strategic plan. The focus of today's discussion is the scientific strategic plan, which concentrates on investments in technology and testing developments including research, equipment, staff training, and strategic hires. The scientific strategic plan also develops an engagement of stakeholders. At this meeting we will be working to prioritize initiatives, after which we will have meetings with stakeholders in programmatic areas, followed up by a Board approval of the Strategic Plan in June. At today's meeting, we are not seeking solutions, but want to make sure we are asking the correct questions to see if our list of potential strategic initiatives are appropriate and if there are any missing strategic initiatives that we should be considering.

The strategic initiatives we've identified can be categorized into three areas: big emergent issues, big changes in business, and critical issues to address. Initiatives in each of the three areas were presented to the Board, and the Board had an opportunity to vote on each initiative at the end of the presentation. Board members were given five votes to place across all initiatives, so a quantitative tally of Board preferences could be taken. Big emergent issues include sensors and point of care testing, clinical biomonitoring, bioinformatics, master's degree in Cytotechnology, and advancing the public health mission of the SMPH and UW-Madison. Dr. Schauer highlighted these initiatives with the Board in more detail including seeking more opportunities to measure chemical species in biological samples, developing more in-house

expertise in modeling and interpretation of genomics data, and making updates to the Cytotechnology program to an Anatomic Pathology (AP) Advanced Practitioner program. WSLH CIO Allen Benson went over the big changes in business with the Board including eBusiness and web portals, outreach, and laboratory information systems. Mr. Benson highlighted these initiatives in more detail including website updates, increasing awareness of services, facilitating external stakeholder meetings, and focusing on our LIMS systems. Critical issues to address include The Genomics Strategic Plan, space, and scientific investment. Dr. Shauer highlighted these initiatives in more detail including developing sustainable relationships and arrangements for the provision of cytogenetics services, addressing space issues through a critical assessment of growth needs for all programs, and strategically investing in staff and programs that advance scientific leadership within the WSLH including succession planning and addressing emerging needs.

Kevin Karbowski had the Board proceed with the voting exercise for these initiatives. Each Board Member was given five dots to use how they like on each strategic initiative.

The results of the Board vote on the strategic initiatives will be tabulated and communications will be sent out in advance of the June Board meeting for the Board to review.

***The Board performed a slight reorganization of the agenda and moved up the Human Resources Report ***

Item 10. HUMAN RESOURCES REPORT

■ Cynda DeMontigny, Human Resources Director, Wisconsin State Laboratory of Hygiene

Currently, there are 14 active recruitments. Eleven are in our Environmental Health Division, 8 of which are for the National Atmospheric Deposition Program. There is currently one recruitment each in our Communicable Disease Division, Administration, and Occupational Health Division. Our vacancy rate is 3.07%.

For staff turn around, there were 21 hires across the WSLH divisions, along with 3 resignations and 3 retirements from the period of December 1, 2017 through February 28, 2018.

Item 11. INFLUENZA UPDATE

■ Dr. Peter Shult, Communicable Disease Division Director, Wisconsin State Laboratory of Hygiene

Jan Klawitter gave the influenza update on Pete Shult's behalf. This has been a difficult flu season. The amount of influenza has been higher than the 2009 pandemic. The H3N2 strain seems to have peaked, but influenza B and H1N1 are starting to increase. Ms. Klawitter noted that on the CDC website, there is a flu map available for us to see its geographical spread. The WSLH is one of three international reference centers for influenza in the country, and as a result, our workload has increased. Though testing has increased significantly, the lab has been managing and we have not had to do extended shifts.

Because H3N2 is a much more virulent strain and the vaccine was only partially effective, management has been more difficult. The CDC is investigating to see if this virus has changed more than expected and/or if our host response is different than anticipated. Interestingly, this

strain of flu has affected more middle aged people versus people at the ends of the age spectrum who are typically affected.

Item 12. CONTRACTS REPORT

■ Christine Gunter, Financial Program Supervisor, Wisconsin State Laboratory of Hygiene

From December 2017 through February 2018, we've gained \$1,182,512.70 in contracts. \$1,117,953 was from the WI Department of Health Services, \$37,559.70 was from the WI Department of Natural Resources, \$27,000 are private contracts and the remainder are contracts split across the WSLH divisions.

Item 13. DIRECTOR'S REPORT

■ Dr. James Schauer, Director, Wisconsin State Laboratory of Hygiene

Jan Klawitter went over the public and environmental health incidents including Hepatitis A, and Methylobacterim. Ms. Klawitter informed the Board about a Hazardous Materials Responders Conference and a visit to the Zilber School in Milwaukee.

The Board reviewed the Water Systems Boil Notice Report for the period of December 2017 through February 2018. Board Member Wenzler asked if there was a boil notice for Iowa County. Secretary Schauer responded that the only boil notice was in Door County in December 2017.

Secretary Schauer mentioned that it was suggested that the September Board Meeting take place at the Milwaukee Medical Examiner's Office on September 18th, 2018. The board agreed with this idea, so the WSLH will proceed with making those arrangements. The next WSLH Board Meeting will take place on June 19th, 2018 at the WSLH.

Item 14. ELECTION OF OFFICERS

■ Dr. James Schauer, Director, Wisconsin State Laboratory of Hygiene

The Board proceeded with fulfilling the elections for Chair, Vice-Chair, and Secretary. As current Vice-Chair, Dr. Richard Moss will be the candidate for Chair. Dr. Robert Corliss nominated himself in absentia for the position of Vice-Chair and Dr. Schauer nominated himself to continue as Secretary. Chair James Morrison made a motion to entertain other nominations. Board Member Wenzler noted that we need to review the incumbent positions as well (Chair and Secretary). Dr. Schauer noted that we should clarify the process for electing the Board Secretary to ensure efficiency from an administrative standpoint. Jan Klawitter noted in the Policies and Procedures that the intent is the Vice-Chair is the Chair-Elect.

Chair James Morrison entertained a motion announcing the final selections of Dr. Richard Moss for the position of Chair, Dr. Robert Corliss for the position of Vice-Chair, and Dr. James Schauer for the position of Secretary. **Steve Geis** approved the motion seconded by **Jeffery**

Kindrai. The motion carried and the new office holders will begin their roles at the conclusion of this meeting.

Chair James Morrison made a motion to adjourn the meeting at 2:45 P.M. **Chuck Warzecha** 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". The signature is written in a cursive style with some loops and flourishes.

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
June 19, 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
June 19, 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

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19, 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
June 19, 2018

BUSINESS ITEMS

Item 6. FINANCIAL REPORT

Description of the Item:

Kevin Karbowski, WSLH Chief Financial Officer, will provide the May 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

April 30, 2018

Contents

FINANCIAL STATEMENTS

Statement of income

Comparative income statement

Comparative balance sheet

Statement of cash flows

Notes to the financial statements

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19, 2018**

**WISCONSIN STATE LABORATORY OF HYGIENE
STATEMENT OF INCOME
For the period July 1, 2017 through April 30, 2018**

	Year to Date Actual	Year to Date Budget	Variance Over/(Under)	Variance % of Budget	Fiscal Year 2018 Annual Budget
SUPPORT AND REVENUE					
Laboratory Services Revenues (Note 2)					
Department of Health Services	\$ 5,858,264	\$ 5,972,544	\$ (114,280)	-1.9%	\$ 6,972,343
Newborn Screening	4,501,716	4,367,500	134,216	3.1%	5,240,000
Driver Improvement Surcharge (OWI)	1,362,606	1,324,885	37,721	2.8%	1,619,200
Department of Natural Resources	593,545	616,160	(22,615)	-3.7%	731,006
University of Wisconsin Systems	647,919	494,322	153,597	31.1%	574,462
Other Wisconsin State and Local Agencies	50,965	47,000	3,965	8.4%	54,200
Wisconsin State and Local Agencies	13,015,015	12,822,411	192,604	1.50%	15,191,211
Clinical	4,190,561	4,509,400	(318,839)	-7.1%	5,384,160
Proficiency Testing	2,539,322	2,313,781	225,541	9.7%	3,086,655
Occupational Health	1,617,035	1,496,000	121,035	8.1%	1,795,200
Association of Public Health Laboratories	1,210,036	953,333	256,703	26.9%	
National Atmospheric Deposition Program	82,000	0	82,000		
Federal Agencies	164,115	267,753	(103,638)	-38.7%	1,470,333
Environmental Testing	1,218,305	1,423,630	(205,325)	-14.4%	1,731,121
Other Nonagency	68,408	51,090	17,318	33.9%	55,401
Nonagency	11,089,782	11,014,987	74,795	0.7%	13,522,870
Sponsored Projects	4,817,955	4,394,694	423,261	9.6%	5,234,636
Earnings - Investment Income	117,462	100,000	17,462	17.5%	120,000
Program Revenue	29,040,214	28,332,092	708,122	2.5%	34,068,717
State General Program Revenue (GPR)	9,456,265	9,230,917	225,348	2.4%	11,100,000
TOTAL SUPPORT AND REVENUE	38,496,479	37,563,009	933,470	2.5%	45,168,717
EXPENSES					
Salaries	14,993,352	14,990,310	3,042	0.0%	18,250,372
Fringe Benefits	5,995,277	6,271,994	(276,717)	-4.4%	7,263,594
Supplies & Services	12,685,079	11,445,158	1,239,921	10.8%	13,752,930
Transfer Overhead to UW	690,590	681,658	8,932	1.3%	815,960
Building Rent	2,441,001	2,415,951	25,050	1.0%	2,993,651
Depreciation	1,597,112	1,616,168	(19,056)	-1.2%	1,963,463
Bad Debt Expense	1,710	2,000	(290)	-14.5%	2,400
Interest Expense	22,223	10,000	12,223	122.2%	12,000
Loss From Disposal Of Assets	17,905	-	17,905		-
TOTAL EXPENSES	38,444,249	37,433,239	993,105	2.7%	45,054,370
NET OPERATING INCOME (LOSS)	\$ 52,230	\$ 129,770	\$ (77,540)	-59.8%	\$ 114,347

WISCONSIN STATE LABORATORY OF HYGIENE
COMPARATIVE INCOME STATEMENT
For the 10 months ended April 30, 2018 and April 30, 2017

	Current Year Actual	Prior Year Actual	Variance Over/(Under)	Percentage Change
SUPPORT AND REVENUE				
Laboratory Services Revenues (Note 2)				
Department of Health Services	\$ 5,858,264	\$ 5,459,229	\$ 399,035	7.3%
Newborn Screening	4,501,716	4,425,450	76,266	1.7%
Driver Improvement Surcharge (OWI)	1,362,606	1,326,766	35,840	2.7%
Department of Natural Resources	593,545	597,513	(3,968)	-0.7%
University of Wisconsin Systems	647,919	509,321	138,598	27.2%
Other Wisconsin State and Local Agencies	50,965	86,217	(35,252)	-40.9%
Wisconsin State and Local Agencies	13,015,015	12,404,496	610,519	4.92%
Clinical	4,190,561	4,457,955	(267,394)	-6.0%
Proficiency Testing	2,539,322	2,306,636	232,686	10.1%
Occupational Health	1,617,035	1,493,702	123,333	8.3%
Association of Public Health Laboratories	1,210,036	0	1,210,036	
National Atmospheric Deposition Program	82,000	0	82,000	
Federal Agencies	164,115	1,381,169	(1,217,054)	-88.1%
Environmental Testing	1,218,305	1,390,105	(171,800)	-12.4%
Other Nonagency	68,408	91,171	(22,763)	-25.0%
Nonagency	11,089,782	11,120,738	(30,956)	-0.3%
Sponsored Projects	4,817,955	5,031,400	(213,445)	-4.2%
Gifts	-	149,599	(149,599)	
Earnings - Investment Income	117,462	50,852	66,610	131.0%
Program Revenue	29,040,214	28,757,085	283,129	1.0%
State General Program Revenue (GPR)	9,456,265	9,408,727	47,538	0.5%
TOTAL SUPPORT AND REVENUE	38,496,479	38,165,812	330,667	0.9%
EXPENSES				
Salaries	14,993,352	14,065,984	927,368	6.6%
Fringe Benefits	5,995,277	5,818,403	176,874	3.0%
Supplies & Services	12,685,079	11,185,623	1,499,456	13.4%
Transfer Overhead to UW	690,590	736,601	(46,011)	-6.2%
Building Rent	2,441,001	2,231,200	209,801	9.4%
Depreciation	1,597,112	1,477,761	119,351	8.1%
Bad Debt Expense	1,710	3,814	(2,104)	-55.2%
Interest Expense	22,223	9,735	12,488	128.3%
Loss From Disposal Of Assets	17,905	-	17,905	
TOTAL EXPENSES	38,444,249	35,529,121	2,915,128	8.2%
NET OPERATING INCOME (LOSS)	\$ 52,230	\$ 2,636,691	\$ (2,584,461)	-98.0%

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

ASSETS

	April 30, 2018	June 30, 2017
CURRENT ASSETS		
Cash	\$ 11,603,484	\$ 11,483,542
Cash-restricted-newborn screening surcharge	2,481,703	2,399,717
Net accounts receivables (Note 3)	4,200,603	4,237,974
Other receivables	650,102	948,904
Inventories	53,408	75,607
Prepaid expenses	341,822	142,798
Total current assets	19,331,122	19,288,542
EQUIPMENT AND BUILDING IMPROVEMENTS		
Equipment	27,973,752	27,569,768
Building improvements	6,865,917	7,211,782
	34,839,669	34,781,550
Less accumulated depreciation	(24,698,802)	(24,967,363)
Total net fixed assets	10,140,867	9,814,187
Total Assets	\$ 29,471,989	\$ 29,102,729

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Salaries and fringe benefits payable	\$ 47,161	\$ 60,577
Accounts payable	597,212	860,694
Accrued expenses	73,999	93,460
Compensated absences (Note 4)	617,515	657,981
Proficiency testing deferred revenue	1,621,435	1,030,526
Newborn screening deferred revenue	2,412,805	2,472,310
Newborn screening surcharge payable	2,481,703	2,399,717
Total current liabilities	7,851,830	7,575,265

LONG TERM DEBT

Compensated Absences (Note 4)	1,779,089	1,613,972
Total long term debt	1,779,089	1,613,972
Total Liabilities	9,630,919	9,189,237

EQUITY

Retained earnings-restricted (Note 5)		
Operating contingency	1,900,965	1,900,965
Total restricted retained earnings	1,900,965	1,900,965
Net Operating Income (Loss)	52,230	2,984,000
Retained earnings-unrestricted	12,459,159	9,599,811

WISCONSIN STATE LABORATORY OF HYGIENE
STATEMENT OF CASH FLOWS
For the 10 months ended April 30, 2018 and April 30, 2017

	Current Year	Prior Year
CASH FLOWS FROM OPERATING ACTIVITIES		
Net income	\$ 52,230	\$ 2,636,691
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation	1,597,112	1,477,761
Changes in working capital components:		
Decrease/(Increase) in net accounts receivables	37,371	287,065
Decrease/(Increase) in other receivables	298,802	57,538
Decrease/(Increase) in inventories	22,199	30,917
Decrease/(Increase) in prepaid expenses	(199,024)	(48,974)
(Decrease)/Increase in salaries payable	(13,416)	(392,497)
(Decrease)/Increase in accounts payable	(263,482)	(162,636)
(Decrease) Increase in accrued expenses	(19,461)	171,468
(Decrease) Increase in proficiency testing deferred revenue	590,909	810,854
(Decrease)/Increase in newborn screen deferred revenue	(59,505)	(52,843)
(Decrease)/(Increase) in newborn screening surcharge payable	81,986	(253,697)
	2,125,721	4,561,647
Net cash provided (used) in operating activities		
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of equipment and physical plant improvements	(1,923,793)	(2,475,395)
Net cash provided (used) in investing activities	(1,923,793)	(2,475,395)
CASH FLOWS FROM FINANCING ACTIVITIES		
Principal payment on Capital Lease	-	-
Net cash provided (used) in financing activities	-	-
Net increase (decrease) in cash	201,928	2,086,252
Cash:		
Beginning	13,883,259	13,843,585
Ending	\$ 14,085,187	\$ 15,929,837

WISCONSIN STATE LABORATORY OF HYGIENE
NOTES TO THE FINANCIAL STATEMENTS
For the period July 1, 2017 through April 30, 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 April 30, 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 April 30, 2018 and June 30, 2017 are as follows:

	<u>April 30, 2018</u>	<u>June 30, 2017</u>
Accounts Receivable Total	\$4,370,638	\$4,437,974
Allowance for bad debt	<u>(170,035)</u>	<u>(200,000)</u>
Net Receivables	\$4,200,603	\$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:

	<u>Total</u>	<u>Vacation</u>	<u>Pers Hol</u>	<u>Legal Hol</u>	<u>Sabbatical</u>
Current	\$617,515	\$430,725	\$83,920	\$17,358	\$85,512
Long Term	<u>1,779,089</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,779,089</u>
	\$2,396,604	\$430,725	\$83,920	\$17,358	\$1,864,601

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 April 30, 2018 working capital (current assets less current liabilities) was \$11,479,292 thereby meeting the target contingency reserve requirement of \$1,900,965.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19, 2018

BUSINESS ITEMS

Item 7. PRESENTATION OF FY19 BUDGET

Description of the Item:

Kevin Karbowski, WSLH Chief Financial Officer, will present the budget for FY19. Each year the WSLH presents the budget to the Board prior to the beginning of the state fiscal year (July 1) for their approval.

Suggested Board Action:

Approve the FY19 budget.

Staff Recommendations and Comments:

Receive for information.

Fiscal Year 2019 Budget
Income Statement
State Laboratory of Hygiene
Twelve Months ending June 30, 2019

	Fiscal Year 2019 Final Budget	Fiscal Year 2019 Preliminary Budget	Increase/ (Decrease)
Support and Revenue			
WI State and Local Agenices	\$16,122,994	\$16,118,963	\$4,031
Nonagency	15,570,839	14,673,754	897,085
Sponsored Projects	5,818,063	7,286,025	(1,467,962)
Earnings-Investment Income	260,000	258,413	1,587
State General Program Revenue	11,300,000	11,256,000	44,000
Total Support and Revenue	49,071,896	49,593,155	(521,259)
Expenses			
Salaries	19,617,781	19,683,631	(65,850)
Fringe Benefits	7,573,608	7,600,147	(26,539)
Supplies and Services	15,645,358	16,068,968	(423,610)
Transfer-Ovrhead Allow-133&144	847,371	968,544	(121,173)
Building Rent	3,059,138	3,054,928	4,210
Depreciaition	1,932,088	1,786,863	145,225
Bad Debt Expense	6,000	6,000	0
Interest Expense	39,000	39,546	(546)
Total Expenses	48,720,344	49,208,627	(488,283)
Net Operating Income/(Loss)	\$351,552	\$384,528	(\$32,976)

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19, 2018

BUSINESS ITEMS

Item 8. STRATEGIC PLANNING

Description of the Item:

James Schauer, WSLH Director and Kevin Karbowski, Chief Financial Officer will present the June 2018 Strategic Plan to the Board. The Board was sent the Strategic Plan two weeks in advance for review.

Suggested Board Action:

Discuss and suggest edits to the Strategic Plan to prepare for its finalization.

Staff Recommendations and Comments:

Receive for information.



Strategic Plan

June 2018



**Wisconsin State
Laboratory of Hygiene**
UNIVERSITY OF WISCONSIN-MADISON

Executive Summary

In autumn 2017 with the impending conclusion of the Wisconsin State Laboratory of Hygiene's (WSLH) 2015-2017 Strategic Map, WSLH Director Jamie Schauer, Ph.D., P.E., M.B.A., and the WSLH Board of Directors charged WSLH staff with the development of a new three-year strategic plan.

The goal of this plan and its implementation is to make sure that the WSLH is currently fulfilling its mission "...to improve and protect the human condition by providing accurate and precise testing, service, research, and education" and is fully prepared to carry out this mission in the years to come.

The WSLH has identified eleven strategic initiatives for the 2018-2020 strategic plan. In the context of this strategic plan, these initiatives are the top transformative activities that are needed to assure that opportunities to better serve the mission of WSLH are pursued. Implementation of these initiatives will ensure that the WSLH is meeting the needs of its customers over the next several years. Given the diverse nature of WSLH stakeholders, these initiatives have not been explicitly ranked as they are all viewed to be critical to all or subsets of the WSLH stakeholders, to the WSLH business operation, and/or aligned with advancing the WSLH mission.

- eBusiness and Web Portal
- Scientific Investment
 - Advance the Public Health Mission of the University of Wisconsin School of Medicine & Public Health (SMPH)
- Sensors and Point of Care Testing
- Outreach
- Bioinformatics
- Clinical Biomonitoring
- Cytogenetics Business Plan
- Assess Need for Master's Degree in Cytotechnology
- Space
- Expansion of Current Laboratory Information Systems

Importantly, the strategic planning does not end with this document, nor do we expect the proposed initiatives to be completed within three years. The expected outcome of the strategic planning exercise is to make substantial progress in all initiatives over the next three years. The WSLH has a three-year strategic planning cycle with opportunities for plan refinement. Following the implementation of this plan, the lab will immediately begin collecting information to form the 2021 Strategic Plan.

WSLH Overview

A. History – Founded in 1903 at the University of Wisconsin (UW-Madison), the WSLH is the state’s public, environmental and occupational health laboratory. The WSLH is an auxiliary unit reporting to the University of Wisconsin School of Medicine and Public Health (SMPH).

B. Mission – The WSLH Mission is to improve and protect the human condition by providing accurate and precise testing, service, research, and education. Through these wide-ranging activities, directly or indirectly, the WSLH touches the life of every Wisconsin resident.

C. Current Products & Services – WSLH scientists and academic leaders offer quality services in an array of technical specialties, including:

- Infectious Diseases
- Genetics
- Newborn Screening
- Cytology & Cytotechnology Education
- Environmental Chemistry & Microbiology
- Radiochemistry
- Toxicology
- Industrial Hygiene & Occupational Health
- Laboratory Proficiency Testing

WSLH staff actively participates in the vibrant UW-Madison community fostering partnerships with academic departments, performing vital human and environmental health research, and providing education and training in the areas of clinical, environmental, and occupational health and safety.

D. Recent Products & Services Updates – Beginning summer 2018, the WSLH will begin hosting the National Atmospheric Deposition Program. Considered by many to be the international gold standard for long-term, high-quality air pollutant monitoring, NADP is a cooperative effort between federal, state, local, tribal, corporate and non-government agencies and educational institutions. The program measures atmospheric deposition and studies its effect on the environment. The program aligns quite well with both the WSLH’s mission as well as the Wisconsin Idea.

Another notable effort is a collaborative one with DHS, coroners and medical examiners. The focus of this collaboration is opioid and synthetic opioid testing.

Need for Strategic Plan

In 2017, Jamie Schauer became the new Director of the WSLH. Working with the WSLH Board of Directors, they identified a need to develop a strategic plan. The strategic plan would accomplish five main goals;

- Set the direction and priorities for the WSLH
- Get everyone on the same page
- Provide a formal process for self-reflection
- Simplify decision making about new ideas and potential initiatives
- Drive organizational alignment
- Communicate the vision for the future

Progress to Date

In the fall of 2017, the WSLH completed a strategic planning matrix. This matrix is a tool to understand strategic priorities better. WSLH leadership held extensive conversations with the Board of Directors, internal stakeholders, and external stakeholders and identified eleven strategic initiatives. Also, each of the support areas (Administration, Finance, Human Resource, and Information Technology) came up with improvement projects. These initiatives are detailed in the remaining pages of this strategic plan.

Initiative – eBusiness & Web Portal

A. Background and Rationale – Over the years, the WSLH has implemented many web-based forms to facilitate collaboration with customers and streamline laboratory and business operations. While the WSLH has had success in initiating process improvements, the laboratory has not been able to create complete processes that would better facilitate end to end eBusiness solutions. The following steps will allow WSLH to move forward:

- Review the current customer touch point landscape (email, fax, mail, etc.) to categorize and prioritize the process opportunity areas
- Consolidate the findings and match them up with potential technical solutions including existing and new technologies
- Work with WSLH leaders to prioritize projects and secure funding as necessary to deliver customer solutions

B. Three-Year Goals and Measurable Outcomes

Year 1

- Identify opportunity areas and create the proper project prioritization
- Secure technical solutions needed to accomplish the selected projects
- Ensure documentation and support procedures are in place to monitor solutions

Year 2

- Confirm that a cadence has been established to review and adjust the plans to stay in alignment with the mission and priorities of the WSLH
- Assess resource utilization and project load to confirm staffing requirements

Year 3

- Monitor and refine strategies as necessary to keep organizational alignment

C. Implementation Strategy – Success hinges on the ability to capture and prioritize the work associated with the improvements. Once priorities have been set, implementation strategies will be developed to complete the projects.

D. Needed Resources- Existing staff levels will support initial efforts. Staffing levels will be reviewed each month to ensure the optimal level of staff support. Capital requirements are uncertain at this point but should be between \$100,000 and up to \$300,000.

Initiative - Scientific Investment

A. Background and Rationale - Across all programs, the WSLH maintains strong scientific expertise for testing with advanced capabilities to support public health testing. The WSLH has made a significant financial investment in analytical equipment over the past year and plans to continue investment in capital in the coming years.

Given the rapid advancement in chemical and biological methods for testing, the WSLH needs to invest in the development of its workforce. Workforce development will assure that the testing capabilities of the WSLH meet the evolving testing needs of WSLH partners and the public health community.

Such investment consists of employee training and allocation of time to focus on research and development of testing methods. This investment also includes the strategic hiring of scientists to take leadership roles in divisions and departments that do not have adequate scientific leadership or are expecting a shortage due to planned retirements.

B. Three-Year Goals and Measurable Outcomes

Year 1

- A mechanism will be developed for staff to propose financial investments for training and protection of staff time for research and development efforts that would be needed to bring on new testing activity to support the WSLH mission.
- The WSLH Director will work with Division Directors, Faculty and Research Staff to develop an internal proposal process that would identify top investment opportunities for the WSLH.
- The plan would allocate the first round of funds by the end of Year 1 to use in Year 2.

Year 2 and ongoing

- The WSLH will issue a call for proposals each year and leadership will refine the program in the future years after assessing the effectiveness of the program
- The WSLH Director will work with the Division Directors, Faculty, and Research Staff to identify needs for faculty and other scientists to serve in leadership positions at the WSLH to assure adequate scientific leadership across all aspects of the WSLH.

C. Implementation Strategy – A partnership between WSLH Administration, Faculty and Research Staff will develop the programs for supporting scientific investment. A Faculty Committee and a Research Committee will be set up to advise these programs and help identify additional opportunities to advance scientific leadership within and across all WSLH divisions. The proposed committees would be advisory to the WSLH Director.

D. Needed Resources – Beginning in fiscal year 2020, the WSLH Director's Office will allocate \$200,000 annually for the support of scientific investment projects. Divisional budgets will fund the strategic hiring of new faculty and scientific leaders.

Initiative – Advance the Public Health Mission of SMPH

A. Background and Rationale – The University of Wisconsin School of Medicine and Public Health (SMPH) is a unique institution that integrates the fields of clinical medicine and public health. SMPH’s strengths in the public health realm include population health informatics and community-based outreach.

Linkages with the WSLH can further advance public health research, training, and outreach in SMPH departments. Partnerships may be especially fruitful in the areas of public health testing and laboratory medicine to better quantify the public health determinants of disease. The WSLH can develop programs to educate clinicians, the public health community, and citizens to mitigate drivers of disease. The WSLH has extensive capabilities to support research, training, and outreach on determinants of illness including environmental exposures, occupational exposures, substance abuse, genetics and communicable diseases. These capabilities can provide significant opportunities for collaboration with SMPH Departments, researchers, and clinicians.

B. Three-Year Goals and Measurable Outcomes

Year 1 then Ongoing

The primary goal mechanism to enable the WSLH to advance the SMPH Public Health mission is to develop partnerships with SMPH scientific and administrative leadership. These partnerships can include research collaborations, providing testing services for SMPH research and clinical care, teaching and training contributions to academic programs in SMPH academic units, and joint appointments for faculty that will help solidify such partnerships. A primary goal of these efforts is to create awareness of the research and testing capabilities of WSLH divisions and departments that can serve the mission of SMPH departments and their researchers and clinicians. The WSLH can measure initiative success by tracking the number of joint appointments between WSLH and academic departments, the number and volume of research collaborations, the quantity of testing performed by the WSLH for SMPH and UW Health, as well as the number of courses taught by WSLH faculty and staff.

C. Implementation Strategy- Implementation strategy will focus on developing partnerships between WSLH and academic departments in SMPH and increasing awareness of WSLH capabilities by SMPH faculty and clinicians. These activities will include:

- WSLH Director meeting with departmental and research center leadership at SMPH
- WSLH Faculty and Staff providing research seminars for SMPH programs
- WSLH Faculty and Staff strategically pursuing teaching opportunities in SMPH
- Strategic hires for faculty with joint appointments at WSLH and in SMPH departments

D. Needed Resources – In Years 1 and 2, the required resources are limited to providing protected time for WSLH Faculty, Researchers, and Staff to pursue research and teaching collaborations with SMPH departments. In Year 3, the WSLH will allocate resources for strategic faculty hires with joint appointments with WSLH and SMPH departments.

Initiative – Sensors and Point of Care Testing

A. Background and Rationale – The evolution of many laboratory-based tests to point of care testing (POCT) is a growing trend that has impacted the WSLH in the clinical realm. In many cases, POCT instruments are not subject to the level of verification required in laboratories, raising questions of test accuracy. In the environmental and occupational health testing areas, field sensors and “citizen scientists” have the potential to generate useful data but raise questions about reliability and consistency.

The WSLH can potentially fill several roles relating to this testing evolution, including:

- Provision of proficiency testing or characterized samples to help assure result reliability
- Delivery of training for users and serving as an objective technical resource for users
 - Maintenance and loaning of field equipment or sensors for use by public health, safety, and natural resource partners

B. Three-Year Goals and Measurable Outcomes

Year 1

- The WSLH currently administers an equipment loan program that maintains field monitors for use by public health and safety personnel. By January 2019, this program will be upgraded to replace obsolete instrumentation, tracking procedures, and ease of making requests.
- By January 2019, all WSLH technical divisions will determine high priority targets for the development of WSLH supporting activities
- The WSLH Laboratory Improvement Division will determine if any unregulated tests are amenable to the establishment of PT survey or materials production. This effort will be completed by May 2019.

Years 2 and 3

- Efforts will build on the increased awareness and assessments performed during year one. There could be additional focus on environmental or occupational areas.

C. Implementation Strategy - The Wisconsin Department of Health Services and the WSLH will work in close partnership to attain the first stated goal. They will assess current instruments for replacement priority, determine needed novel instrumentation, and share responsibility for training and maintenance activities. Specific implementation strategies for the other goals will be dependent on the particular testing areas pursued, but may include the following:

- Development of training courses or videos
- Generation of characterized materials for quality assurance purposes
- Objective assessment of the accuracy and reliability of selected instruments and sensors

D. Needed Resources – Because practical experience with these instruments or sensors is required to fill a resource role, capital investment in equipment will be essential. Staffing resources will be necessary for new functions as technical experts for the prioritized sensors or instruments. The generation of proficiency testing and characterized samples, and associated logistics will require both material and staffing investments.

Initiative – Outreach

A. Background and Rationale – Both internal and external audiences have identified outreach as a strategic need. It is a priority across the WSLH. External stakeholders across the breadth of the WSLH’s services have identified a need for enhanced information sharing and education.

Outreach can mean different things to different people, but WSLH Outreach activities will:

- Build on the WSLH and UW-Madison education mission
- Increase understanding of WSLH activities – what we do and why we do it
- Enhance public and private sector awareness of WSLH services and partnerships and collaboration opportunities

B. Three-year Goals and Measurable Outcomes

Year 1

- By June 2018, survey WSLH division and administration on current outreach activities, needs, and obstacles – WSLH Outreach Communication Committee
- By September 2018, review survey results to identify cross-division needs, areas for collaboration, external stakeholders to contact for input – WSLH Outreach Communications Committee and WSLH leadership
- By December 2018, prioritize needs and activities and develop an implementation strategy for 2019 through 2021

Years 2 and 3

- Goals will be based on needs identified in 2018

C. Implementation Strategy – The implementation strategy will depend on the results of internal and external stakeholder input. Based on initial feedback gathered so far, activities may include:

- WSLH website changes to make information more accessible and easier to find
- Training and educational videos, tutorials, and resources on WSLH website
- Additional communication tools and resources
- Expanded external stakeholder meetings, event outreach, and WSLH Speakers Bureau

D. Needed Resources – It is expected that the WSLH will hire at least one outreach specialist to assist the Public Affairs Manager and Outreach Communications Committee. This initial position will be full-time, splitting their time 50% on NADP outreach activities and 50%

on other WSLH outreach activities. Additional resources needed will be identified through the input and prioritization process.

Initiative – Bioinformatics

A. Background and Rationale- Bioinformatics is a rapidly growing component of public health as new technologies are applied to public health strategies. The data generated requires advanced expertise for the analysis of genomic data sets. Developing bioinformatics capacity at the WSLH is a priority to meet technological advances in genomics. The WSLH currently uses bioinformatics in some areas including molecular genetics, communicable diseases, newborn screening, and environmental monitoring. Bioinformatics capacity at the WSLH can be addressed in three major components:

- Developing IT infrastructure to meet the demands of data analysis
- Developing a skilled workforce capable of designing and running bioinformatics strategies
- Establishing leadership to act as a liaison between WSLH departments and external agencies

B. Three-year Goals and Measurable Outcomes

Year 1

- By August 2018, completion of a needs assessment to determine the barriers for each department performing data analysis at the WSLH
- By October 2018, examine technology infrastructure and assess development strategies

Year 2

- Conduct assessment of bioinformatics strategy and implementation goals to address specific components
- By December 2019, all bioinformatics infrastructure needs should be met or resolved in a sustainable way

Year 3

- Conduct assessment of bioinformatics strategy and implementation experience
- By December 2020, generate a summary report to address the success, challenges and future direction

C. Implementation Strategy- Establish an Informatics Navigator to guide decision making and communication. Hold periodic meetings between WSLH divisions to discuss ongoing issues and pursue collaborative projects.

D. Needed Resources – The WSLH will need an Informatics Navigator to spend 20% of their time ensuring the advancement of this strategic plan and fostering communication between WSLH divisions and external agencies including UW-Madison, the WI Department of Health Services, the Centers for Disease Control and Prevention, Association of Public Health Laboratories, National Institutes of Health, etc. This needs assessment will determine where additional resources may be needed to complete the objectives above and to evaluate the demand of the Informatics Navigator.

Initiative – Clinical Biomonitoring

A. Background and Rationale – The WSLH has comprehensive capabilities for clinical testing of human samples including those for infectious diseases, cytology, cytogenetics, molecular genetics, biochemical genetics and newborn screening. The laboratory also has robust programs to measure chemicals in human samples to support forensic toxicology and chemical emergency response, but the broader WSLH capabilities to quantify substances in biological samples are underutilized.

Within the context of the public health laboratory, the ability to measure chemicals in biological samples has been mainly used to broadly support the missions of the WSLH in occupational exposure testing, human poisoning assessment and surveillance, hospital emergency room diagnostic testing, and community-based biomonitoring. Given that extensive capabilities at the WSLH exist for chemical biomonitoring, efforts for this initiative will focus on developing partnerships since little research and development is necessary.

B. Three-Year Goals and Measurable Outcomes

Year 1

- A group representing expertise at the WSLH in occupational exposure testing, forensic toxicology, and chemical emergency response will reach out to potential partners for clinical biomonitoring testing and develop a white paper to provide a tactical strategy to pursue activities within this testing domain.

Years 2 and 3

- Develop strategic alliances for testing, research proposals, and activities within professional societies seeking to expand the use of biomonitoring of chemicals in human samples.

C. Implementation Strategy - The implementation strategy will focus on meeting with potential partners to explore current and future testing needs of different communities. At this time, key meetings are expected to include:

- Wisconsin Poison Center and associated national centers
- Occupational medicine clinics and donors
- Public health surveillance programs such as the Survey of the Health of Wisconsin (SHOW)
- Emergency room clinicians and clinical laboratories in hospitals
- Professional societies representing occupational health and exposure assessment

D. Needed Resources - The only resources necessary for Year 1 is protected time of Staff to participate in meetings and develop the proposed white paper and travel funds to attend professional society meetings and centers relevant to the initiative.

Initiative – Cytogenetics Business Plan

A. Background and Rationale -The WSLH Cytogenetics and Molecular Genetics department is primarily concerned with genomic medicine in the setting of inherited disorders and acquired neoplastic conditions such as leukemia and lymphoma. However, the tools and methodologies used by the department (e.g., DNA sequencing technologies and bioinformatics), as well as expert knowledge of the human genome, apply to many relevant public health fields, including communicable disease, newborn screening, and environmental testing. Therefore, a strong foundation in genetics and genomics will allow the WSLH to develop cutting-edge research and testing for the state of Wisconsin.

B. Three-Year Goals and Measurable Outcomes

Year 1

- Assemble a team to develop a business plan that will strengthen and grow Cytogenetics and Molecular Genetics in a fiscally sustainable way. The plan may include the following:
 - Develop additional research programs that leverage clinical expertise, basic science, and shared resources across campus. The shared resources include the UW Biotechnology Center, UW Center for Human Genomics and Precision Medicine, and regional and local partners such as Medical College of Wisconsin, Prevention Genetics and Meriter Hospital.
 - Create a stronger relationship with WiCell including:
 - Service agreement for case review and interpretation
 - A plan for WiCell testing menu improvements (e.g., creating test panels or packages and offering new molecular tests)

Year 2

- The team will implement the business plan, which may include writing and submitting grants, completing validations of technologies and a WiCell testing and menu improvement.

C. Implementation Strategy - The implementation strategy begins with the formation of the team. The team then prepares the business plan and works with WSLH Administration to implement the business plan.

D. Needed Resources - Senior-level involvement is critical. Resource needs will be evaluated after the business plan is created but the result of the initiative will include positive impacts on revenue.

Initiative – Assess Need for Offering Master’s Degree in Cytotechnology

A. Background and Rationale – The UW School of Cytotechnology has been the WSLH’s significant teaching effort since 1957. It has produced hundreds of professionals serving the public and private sector. Nationally, the field of Cytotechnology has broadened its scope to include many functions in the anatomic pathology laboratory beyond the morphologic analysis of pap tests and cytological preparations. Cytotechnology now involves:

- Digitization of microscopic samples, image analysis, and image archiving
- Immunologic and genetic analysis of anatomic pathology samples
- Generalized laboratory operations, management, and quality control

In keeping with evolving national standards, the School intends to provide instruction in many if not all of these areas. Also, the trend is to elevate Cytotechnology education into master’s level programs. New standards for these advanced level practitioners are being written and reviewed by national bodies including the Cytotechnology Programs Review Committee and the Commission on Accreditation of Allied Health Education Programs. The UW program has already been reviewed and found to have enough credit hours for a master’s level program.

B. Three-Year Goals & Measurable Outcomes

Year 1

- By July 2018, the WSLH will hire a new terminally degreed program director for the School. Duties of school maintenance, curriculum maintenance, and student recruitment will be formally handed over.
- By July 2019, produce a document that accesses the need for moving to a master’s level program.
- The new program director will be trained in the UW-Madison Learning Management System, tools available through the DoIT, plus the databases and image archives needed for school operations. Content for both onsite education and online education will be necessary.

Year 2 – If assessment leads to master’s level program

- Creation of training materials for the program, agreements with CALS and completion of arrangements with clinical centers for externships and educational specialists engaged in producing media.

Year 3 – If assessment leads to master’s level program

- Goals will be based on needs identified in 2019 and be directed toward certification and acceptance of the first students into the program.

C. Implementation Strategy – If a decision is made to proceed with the master’s level program, the strategy will be in keeping with UW-Madison policy for the creation of a Master’s Degree Program:

- Training material creation, curriculum schedules production, quality monitor development including evaluation and feedback mechanisms
- Application for University approval and national credentialing
- Engagement with instructional staff at SMPH and CALS

D. Needed Resources – The new director is slated to arrive July 1, 2018. The School will need an individual with skills in educational resource development to help create and manage online and onsite electronic education content. This position could also serve as a resource for WSLH Outreach. Alternatively, consulting relationships could be forged with the UW School of Education and DoIT for material creation.

Initiative – Space

A. Background and Rationale – Overall useable lab, office, administration and support space has become fully utilized, leaving no room to expand as the WSLH adds programs or projects. Additionally, existing space is aging, and while some space is in need of routine maintenance and upgrades, other space is aged to the point of needed investment on a scale such that it may not be prudent to invest. The WSLH occupies space accordingly:

- Walton Commons – Office of Information Services and server locations, WisCon, Bureau of Labor Statistics/OSHA Statistics
- Campus (Henry Mall) – Disease Prevention Division, Administration, NADP Program Office and Equipment Depot
- Agriculture Drive – Environmental Health Division, Laboratory Improvement Division, Wisconsin Occupational Health Laboratory, and Communicable Disease Division

The WSLH has significant reserves which are available to address space needs. Needs fit into three categories:

- Maintaining existing space to acceptable and high-quality standards
- Identifying new space to expand into or move a program or department or division to relieve existing pressure such that space constraints do not hinder capability and capacity
- Increase the extent to which the WSLH controls its space for cost, sustainability and backup and emergency needs

B. Three-Year Goals and Measurable Outcomes

Year 1

- By June 2018, working with SMPH and the campus master planning effort, survey WSLH divisions and support areas on current critical space constraints, existing facility upgrade or maintenance needs, and necessary space for WSLH collaborative efforts with other SMPH units.
- By September 2018, review results to identify mission-critical needs, prioritize the top tier of upgrades or expansion needs. Identify a program, department or division to move from its current location, thus freeing up expansion space.
- By December 2018, identify a destination for the designated program; outline a process for stakeholders, financial analysis, and plan move including scheduling.

Years 2 & 3

- Goals will be based on needs identified in 2018. Based upon and building from results from 2018, develop and begin implementation of strategies that increase resilience to emergency events. Operational resilience, surge space, and emergency space needs apply to laboratory usage, IT needs, or office space.

C. Implementation Strategy – Success will depend upon teamwork, understanding common mission and clear communications as approaches are identified. The implementation strategy will depend on the results of input by all WSLH stakeholders.

D. Needed Resources – Specific resource needs will be determined after reviewing and prioritizing current and future space requirements. It is likely WSLH will utilize reserves to cover costs.

Initiative – Expansion of Current Laboratory Information Systems (LIMS)

A. Background and Rationale – As a result of multiple staff changes across the organization, the LIMS development and support team needs to be reorganized and expanded to meet the development and support needs of the laboratory. LIMS is critical to the successful recording and distribution of lab results within and outside of the lab. The following steps are being taken to ensure OIS can support and enhance the LIMS environment at the WSLH:

- Fill open positions within OIS that are dedicated to laboratory application development and support
- Clearly define roles and responsibilities for application support across the WSLH to ensure proper primary and backup operational support for LIMS software and peripherals that are integrated into the production environment
- Provide necessary training to new and existing resources as well as process documentation to make sure the lab has a consistent support model

B. Three-Year Goals and Measurable Outcomes

Year 1

- Fill new and existing OIS roles for application support
- Complete training (as needed) for all support personnel
- Finalize support roles and responsibilities for all lab applications

Year 2

- Complete full application review to ensure that the applications are providing value to WSLH as expected

Year 3

- Implement changes as determined through the application review process

C. Implementation Strategy – Work with all levels of the organization to create a scalable and sustainable support structure that can absorb staff changes (no single support roles), provide support to manage business growth, and monitor and maintain operations on a daily basis.

D. Needed Resources – Two application architects and a program/application manager are required to achieve the goals outlined above. These roles could be filled by reorganizing the current staff.

Support Area - Administration

A. Background and Rationale – The WSLH Director’s Office will review its practices during this three-year period to ensure that the office serves as a positive catalyst to drive change at the WSLH. The Director’s Office is key to overseeing all areas of the lab; it has the responsibility of making sure all divisions and offices are operating in harmony, with each division director managing their department to ensure goals are met. In addition, the Director’s Office is charged with supplying visionary goals for the laboratory. These goals should be measurable and strategic and should elevate the quality of the work experience at the lab. In particular, the Director’s Office will focus on improving employee engagement and communication throughout the lab.

B. Three-Year Goals and Measurable Outcomes

Year 1

- **Engagement** – The Director’s Office will work closely with the recently established Engagement Committee to support and encourage committee initiatives. Such projects may include lab-wide fellowship events and employee awards. The Engagement Committee has the responsibility of determining how to evaluate what can be improved regarding engagement and how to measure success in addressing it.
- **Communication** – The Director’s Office will work closely with the WSLH Public Affairs Manager to determine how communications can be improved throughout WSLH. This can be through both electronic and in-person communications such as All Staff Meetings. The Office has already addressed some of these issues by having monthly lab-wide Open Forum sessions at both Henry Mall and Agriculture Drive. The Director’s Office has also increased the number of email communications to staff and has encouraged them to participate in information sharing events, such as the Brown Bag Lunches. For Year 1, the Director’s Office will continue to monitor attendance and feedback from these events and will determine where improvement can be made. Participation and feedback can be tracked through informal surveys.
- By December 2018, the Director’s Office will prioritize engagement and communication needs and activities and develop an implementation strategy for 2019-2021.

Years 2 & 3

- Goals will ultimately be based on the needs identified in the 2018 evaluation period. Also, the Director’s Office can work on improving the lab’s visibility across the University with events such as open houses. The Office can also work with the WSLH Office of Information Systems to enhance the WSLH online presence and the WSLH intranet with interactive postings for WSLH faculty and staff.

C. Implementation Strategy – The implementation strategy will depend upon the needs identified.

D. Needed Resources – Currently, the WSLH Director’s Office is fully staffed, although we will continually evaluate our needs and will address any staffing issues as they arise.

Support Area - Finance

A. Background and Rationale – WSLH Finance strives to support the WSLH mission by providing timely and reliable purchasing services, financial management and billing services. We have worked with our customers and leadership to identify five goals for the next few years.

- Provide comprehensive grant management services
- Improve user-friendliness of customer invoices
- Reduce the budget (or account type) categories on financial management and budget reports
- Provide an accounting means to share and split common purchases and expenses
- Educate department management about EPIC revenue management reports and other financial management matters.

B. Three-Year Goals and Measurable Outcomes

Year 1

- Complete the redistribution of staff effort to enable the provision of pre- and post-grant management.
- Research options for improving invoice appearance and usefulness
- Complete requests to reduce budget categories
- Implement accounting process to split common purchases and expenses
- Complete the process of educating departmental management on EPIC report and financial management matters

Year 2

- Identify best billing system(s) for WSLH

Year 3

- Implement billing system featuring user-friendly invoices

C. Implementation Strategy – Additional accounting staff effort will be assigned to grant management immediately. WSLH Finance will work closely with OIS to improve our customer invoices. Reducing budget categories will require the buy-in of UW Systems financial management. Finance can currently implement accounting processes to split common purchases and expenses, so this task will primarily be educational. WSLH Finance staff will meet with each department manager to make them aware of the various EPIC and financial management reports and how to interpret the reports.

D. Needed Resources – No additional resources are required to achieve these goals.

Support Area - Human Resources

A. Background and Rationale – The Office of Human Resources works to align with the mission of the WSLH and to foster an environment allowing staff to lead and excel during their careers with the WSLH. HR supports the recruitment and retention of high-quality individuals, employs best practices in the workplace, encourages fairness and equity among all staff, fosters diversity and inclusion, and promotes ethical behavior in the workplace.

B. Three-Year Goals and Measurable Outcomes

Year 1

- **Communication** – Communicate to staff the status of UW-Madison campus initiatives in conjunction with UW-Madison Office of Human Resources
- **Foster a Diverse, Equitable, and Inclusive Environment** – Work to establish the WSLH as an exceptional employer. This will be accomplished through increased employee engagement and satisfaction, improving the WSLH reputation with all employees, and strengthening dialogue between leadership and employees.
- **Leadership Development** – Create a culture of accountability and respect focusing on a healthy climate across the organization. This will be accomplished through continued leadership training to developing leaders at all levels within WSLH. The Office of Human Resources will build relationships of trust and empower employees in their work environment.
- **Performance Management** – Advance the use of the UW-Madison Performance Management and Development Program. This will be accomplished by providing the methods in which supervisors and staff communicate, and establish goals and objectives, promoting the empowerment and guidance of employees as they advance in their WSLH careers.

Years 2 & 3

Goals will be based on the needs identified in Year 1.

C. Implementation Strategy – The implementation strategy will depend upon the needs identified.

D. Needed Resources – Currently, the WSLH Office of Human Resources is comprised of five staff. Staff resources at this point do not appear to be an issue. Continued evaluation of staffing will happen over the length of this plan. Over the next three to five years, it is anticipated the Director of Human Resources will retire. Therefore succession planning will be at the forefront during this period.

Support Area - Office of Information Systems (OIS)

A. Background and Rationale – OIS, in support of the mission of the WSLH, is committed to providing a secure, scalable, supportable and sustainable computing environment across the WSLH. OIS call center operations and after-hours emergency services are focused on quickly identifying and resolving any system, application or network challenges to keep operations running smoothly. Several focus areas have been identified:

- Fill key resource positions within OIS to support both laboratory (LIMS) and business applications as well as the integration requirements for laboratory testing equipment
- Expand our Web Portal and eBusiness toolset to provide more complete solutions to both our customers and the partner agencies with whom we exchange data on a regular basis
- Purchase, replace or upgrade business and laboratory technologies to better serve the needs of the WSLH. Automate and simplify processes throughout the organization.

B. Three-Year Goals & Measurable Outcomes

Year 1

- Adequately staff the OIS department to meet the requirements of the WSLH
- Complete the project preparation and first phase of the Web Portal and eBusiness initiative
- Complete the business analysis and selection of software to facilitate the business operations of the WSLH
- Complete the data center rationalization project to support a full functioning Business Continuity/Disaster Recovery (BC/DR) solution.

Year 2

- Review and adjust resource plan, complete application upgrade projects, and fully implement BC/DR solution.

Year 3

- Complete the projects mentioned above based on the prioritization needs of the organization.

C. Implementation Strategy – Fully engage with laboratory and administrative leadership to establish project prioritizations, software selection criteria, implementation team participation as well as business, laboratory, and executive sponsorship for all projects. Deploy full project management methodologies for all major initiatives to ensure that proper documentation and testing is completed as required.

D. Needed Resources – We do not anticipate any non-forecasted or budgeted resources in the first year. Subsequent year's resource needs will be determined at that time.

Appendix – Financial Investment Table

	Initiative	Year 1	Year 2	Year 3
1	eBusiness & Web Portal	(Note 1)	(Note 1)	(Note 1)
2	Scientific Investment	\$0	\$200,000	\$200,000
3	Advance Public Health Mission of SMPH	\$0	\$0	\$0-\$150,000
4	Sensors & Point of Care Testing	\$0	\$0-\$30,000	\$30,000-\$50,000
5	Outreach	\$0	\$75,000-\$90,000	\$75,000-\$90,000
6	Bioinformatics	\$0	\$0	\$0
7	Clinical Biomonitoring	\$0	\$0	\$0
8	Cytogenetics Business Plan	\$0	\$0	\$0
9	Master’s Degree in Cytotechnology	(Note 1)	(Note 1)	(Note 1)
10	Space	(Note 3)	(Note 3)	(Note 3)
11	LIMS Expansion	(Note 1)	(Note 1)	(Note 1)

Note 1) restructuring of existing effort is not included. Depending on assessment results there may be additional purchases or staffing.

Note 2) the Cytogenetics Business Plan is expected to have a positive impact on contribution margin.

Note 3) the necessary investment in space is unknown at this time but will likely require the use of WSLH reserves.

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19, 2018**

BUSINESS ITEMS

Item 9. WSLH BOARD POLICIES & PROCEDURES REVISION

Description of the Item:

WSLH Board of Directors member James Wenzler suggested revisions/clarifications to the Board's Policies and Procedures document. These suggestions were reviewed by WSLH Administration and the UW Office of Legal Affairs. WSLH Administration has also made some suggested revisions. Included in this Board packet are two versions of these revised Policies and Procedures – a red-lined version showing the Track Changes with comments and a “Changes Accepted” version for easier reading. The suggested revisions/clarifications provided by Director Wenzler and WSLH Administration will help streamline the Policies and Procedures and bring them up to date with current practice.

Suggested Board Action:

Review, Discussion and Motion to Approve

Staff Recommendations and Comments:

Receive for information.

POLICIES AND PROCEDURES

(Comment: James Wenzler (JW) suggested changing to Bylaws. UW Legal said this is not necessary since WSLH is part of UW-Madison and not an independent legal entity. Will keep as Policies and Procedures.)

Formatted: Font: Calibri, 11 pt

Formatted: Font: Calibri, 11 pt

OF THE

WISCONSIN STATE LABORATORY OF HYGIENE BOARD

~~DATE~~Date

TABLE OF CONTENTS

TOPICS	ARTICLE/SECTION	PAGE
Administration Rules, Approval	Article 7	15
Agenda	6.05	11-12
Amendments to Policies and Procedures	Article 9	17
Announcement and Meeting	6.05	11-12
Appointments of Director	3.01(ge)	5
Attendance	6.06	12
Authority	Article 1	4
Basic Agreements	3.03 <u>02</u>	6
Board Approval Required	3.06 <u>04</u>	7
Board Responsibilities	Article 3	5-7
Budget Approval	3.01 (ba), (ef), (fg)	5
Chairperson Duties	5.02 and 5.05	9-10
Committees of Board	4.02	8
Communication Policy	6.05 (c)	12
Conflict of Interest	8.04	16
Contracts, Policy	3.02 – 3.07	6-7
Contract Analysis Form	Appendix 3	21
Emergency Contract Approval	3.07	7
Decisions, See also Voting	6.11	13
Definitions	Article 2	4
Director's Authority	3-04	6-7
Director's Contract Authority	3-04	6-7
Disclosure of Ethics/Conflict	8.02	16
Duties, Powers of Board	Article 3	5-7
Emergency Approval	3.07 <u>05</u>	7
Emergency Meetings of the Executive Committee	6.16	14-15
Emergency Procedure for Contract Approval	3.07	7
Ethics, Code, Standard of Conduct	Article 8	15-17
Facilities Plan	3.01 (dh)	5

Formatted Table

TOPICS	ARTICLE/SECTION	PAGE
Fees, Local Units of Government	3.01 (f)	5
Fees, Setting	3.01(f) & 3.0806	5-7
Gifts, Restraints	8.05	16-17
Governor Appointees	8.01 (a)	16
Guidelines for Citizen Participation	Appendix 4	22
Journal of Proceedings/Minutes	6.15 and 6.13	14
Meeting Agenda	6.05	11-12
Meeting Frequency	6.02	11
Meeting Location	6.04	11
Meeting Notices	6.05	11-12
Meeting Procedures	Article 6	11
Meeting, Annual	6.03	11
Membership of Board	Article 4	7
Minutes	6.13 and 6.15	14
Mission, State Public Health Care	3.01 (eb), (c), (d)	5
Oath, Board	4.05	9
Officers and Duties	Article 5	9
Open Meetings	6.01	11
Powers and Duties	Article 3	5
Pricing Principles	Appendix 1	19
Criteria for Approval of Contracts Under Sections 3.05-04 & 3.0605	Appendix 2	20
Private Entity	3.04(e)	6-7
Private Interest Conflict	8.04	16
Purpose of Rules	Article 1	4
Quorum	6.08	12
Removal of Officers	5.06	11
Report to Board	3.0503	7
Report to Board on Contracts	3.0503	7
Report to UW-Madison Chancellor System President	3.01 (h)	6
Resignations from Board	4.03	9
Resolutions	6.14	14
Restraints on Items of Value	8.05	16-17
Roberts Rules of Order	6.07	12

Formatted Table

Formatted Table

Formatted Table

TOPICS	ARTICLE/SECTION	PAGE
Secretary Duties	5.04	10
Speaking Privileges	6.12	13-14
Statutory Powers and Duties	Article 3	5
Structure of Board	Article 4	7
Teleconference Meetings	6.09	12-13
Vacancies	4.04	9
Vice Chair Duties	5.03	10
Voting	6.10	13

POLICIES AND PROCEDURES OF THE LABORATORY OF HYGIENE BOARD

ARTICLE 1 - Authority and Purpose

- §1.01 *Organization.* The Laboratory of Hygiene and the Laboratory of Hygiene Board ~~are~~were created in the University of Wisconsin System under Section 15.915(2), Wis. Stats.
- §1.02 *Policy.* The Policies and Procedures of the Laboratory of Hygiene Board are intended to ~~set forth~~define the Board's organization and statutory functions. It is the responsibility of the Board to operate at all times in conformity with applicable state laws and administrative rules.
- §1.03 *Supremacy of law.* Except as provided in §6.07, the Policies and Procedures of the Laboratory of Hygiene Board may not be suspended by the Board; but should any procedure be inconsistent with state law or administrative rules, the procedure shall, to the extent of such inconsistency, be deemed invalid.

ARTICLE 2 - Definitions

In these *Policies and Procedures of the Laboratory of Hygiene Board* --

- §2.01 "Appointing Authority" means the ~~person~~position authorized under Section 15.915(2)(a) and (b), Wis. Stats., to ~~designate or~~ appoint a member-designee to the Board.
- §2.02 "Board" means the Laboratory of Hygiene Board.
- §2.03 "Chairperson" means the Chairperson of the Board.
- §2.04 "Director" means the Director of the Laboratory of Hygiene.
- §2.05 "Laboratory" means the Laboratory of Hygiene.
- §2.06 "Procedures" mean the *Policies and Procedures of the Laboratory of Hygiene Board*.
- §2.07 "Government Board Members" are defined as: the Secretary of Health Services, the Secretary of Natural Resources and the Secretary of Agriculture, Trade and Consumer Protection, the Chancellor of the University of Wisconsin-Madison, or their designees, the medical examiner or coroner representative and the local health department representative.
- §2.08 "~~Private~~Non-Government Board Members" are defined as a physician representing clinical laboratories, a member representing private environmental testing laboratories, and a member representing occupational health laboratories and two additional

Comment [JK1]: Suggested clarification change by JW. WSLH and UW Legal are fine with making this change.

members.

ARTICLE 3 - Board Responsibilities

§3.01 *Statutory powers and duties.* Pursuant to Section 15.915(2), Wis. Stats., the Laboratory of Hygiene is under the direction and supervision of the Laboratory of Hygiene Board in the University of Wisconsin System. Under S. 36.25(11), Wis. Stats., ~~the Board may:~~

- (a) The laboratory of hygiene shall be attached to the University of Wisconsin-Madison. The laboratory of hygiene board shall meet at least quarterly and may promulgate rules under ch. 227, approve the laboratory of hygiene budget, set fees, set priorities and make final approval of laboratory resources so that the laboratory can act in response to agencies' planned objectives and program priorities.
- (b) The laboratory shall provide complete laboratory services in the areas of water quality, air quality, public health and contagious diseases for appropriate state agencies, and may perform examinations for licensed physicians, veterinarians, local health officers, as defined in s. 250.01 (5), and resource management officials as may be necessary for the prevention and control of those diseases and environmental hazards which cause concern for public health and environmental quality.
- (c) The laboratory shall provide analytical support to the appropriate state agencies charged with water system evaluation. The support service shall include an evaluation from a public health standpoint and analytical support to ascertain the water's suitability for manufacturing, commercial and recreational purposes as determined by the rules promulgated by the department of health services, the department of natural resources and the department of agriculture, trade and consumer protection.
- (d) The laboratory shall be operated to furnish a complete laboratory service to the department of health services and the department of natural resources in the areas of water quality, air quality, public health and contagious diseases and to make available to the system, the department of health services and the department of natural resources such facilities for teaching in the fields of public health and environmental protection as may be derived from such a laboratory.
- (e) The technical staff and other employees necessary to the operation of the laboratory shall be employed by the director. The board, upon the recommendation of the chancellor of the University of Wisconsin-Madison, with the approval of the laboratory of hygiene board, shall appoint the director of the laboratory and such other members of its professional staff as are required for the administration of the laboratory.
- (em) The laboratory of hygiene board shall create and maintain a roster of scientists and other persons with technical expertise who are willing to work for the laboratory of hygiene if the governor declares that an emergency related to public health exists. If the governor declares such an emergency, the laboratory of hygiene board shall hire as limited-term employees the requisite number of persons from the roster to assist the department of health services under s. 250.042.
- (f) The laboratory of hygiene board may impose a fee for each test conducted by the laboratory. Any test conducted for a local unit of government is exempt from the fee unless the test is outside the state public health care mission or is required under 42 USC 300f to 300j, as determined by the laboratory of hygiene board. The laboratory may charge state agencies

Formatted: Not Highlight

Comment [JK2]: JW suggested replacing the restatement of the statute with the actual statutory language. WSLH and UW Legal are fine with this suggestion.

Formatted: Not Highlight

through contractual arrangements for the actual services rendered.

(g) The laboratory of hygiene board shall submit biennial budget requests reflecting joint budgetary planning with agencies served, and any information required by the department of administration under s. 16.43, directly to the department of administration.

~~(a) Promulgate all administrative rules proposed for the administration of the laboratory and its statutory program responsibilities. [S. 36.25(11)(a), Stats.]~~

~~(b) Submit Biennial Budget requests for the laboratory, reflecting joint budget planning with state agencies served by the laboratory, directly to the Department of Administration. [S. 36.25(11)(g), Stats.]~~

~~(c) Approve the laboratory budget, establish the general laboratory fee structure, set priorities, and make final approval of laboratory resources so that the laboratory can act in response to agencies' planned objectives and program priorities. [S. 36.25(11)(a), Stats.]~~

~~(d) Approve the six year facilities plan for the laboratory in each even numbered year and any building project requests and amendments thereto prior to submission to the Department of Administration. [S. 13.48(4), Stats.]~~

~~(e) Determine the state public health care mission of and set the priorities for the laboratory within the fiscal limitations imposed by law and legislative appropriations. [S. 36.25(11)(a) and (f), Stats.]~~

~~(f) Set fees for the laboratory, including:~~

~~1. Imposing a fee for each test conducted by the laboratory. [S. 36.25(11)(a) and (f), Stats.]~~

~~2. Charging state agencies through contractual arrangements for the actual services rendered. [S. 36.25(aa)(f), Stats.]~~

~~3. Charging local units of government for services rendered by the laboratory that are outside the state public health care mission as determined by statute. [S. 36.25(11)(f), Stats.]~~

~~(g) Upon the recommendation of the Chancellor of the University of Wisconsin-Madison, approve the appointment of the director, and such other members of the professional staff of the laboratory as are required for the administration thereof prior to appointment by the University of Wisconsin Board of Regents. [S. 36.25(11)(e), Stats.]~~

The Board may also:

(h) Approve the six year facilities plan for the laboratory in each even numbered year and any building project requests and amendments thereto prior to submission to

the Department of Administration. [S. 13.48(4), Stats.]

- (hi) Annually elect a Chairperson, Vice Chairperson and Secretary of the Board. [S. 15.07(2), Stats.]
- (ij) Submit to the Chancellor of the University of Wisconsin-Madison, upon request but not more often than annually, a report on the operation of the Board. [S. 15.07(6), Stats.]

~~§3.02 Policy on contracts and agreements. Sections 3.02-3.07 are created by the Board in order to carry out its responsibilities under S. 36.25(11)(a), Wis. Stats., to "...set fees, set priorities and make final approval of laboratory resources..." and its authority under S. 36.25(11)(f), Wis. Stats., to "...impose a fee for each test conducted by the laboratory" Any test conducted for a local unit of government is exempt from the fee unless the test is outside the state public health care mission or is required under 42 USC 300f to 300j, as determined by the laboratory of hygiene board. The laboratory may charge state agencies through contractual arrangements for the actual services rendered." (Appendix 1)~~

Comment [JK3]: Deleted 3.02 Policy on Contracts and Agreements -- This is covered in statutory language.

§3.0302 Basic agreements. No later than the first meeting of the Board in each fiscal year, the Board shall approve a basic services agreement with the Department of Natural Resources and the Department of Health Services respectively for that fiscal year. Absent an approved basic services agreement, the laboratory and agency shall proceed on a "continue to operate" basis.

~~§3.04 Director's contract authority. Except as provided in §3.06, the Director may negotiate and enter into the following contracts:~~

- ~~(a) All contracts for services with the Department of Natural Resources or the Department of Health Services which are issued pursuant to the basic services agreement with that agency.~~
- ~~(b) All other contracts for services with state agencies or municipalities under S.36.25(11)(b) Wis. Stats.; with federal government agencies, governmental agencies in other states, and educational institutions provided that:
 - ~~1. The services are consistent with the Laboratory's mission as approved by the Board, and~~
 - ~~2. The contracts do not exceed the Board approved budget for the Laboratory by more than 10%.~~~~
- ~~(c) Any non-policy amendment or addition to the basic agreements under §3.03.~~
- ~~(d) All contracts for purchase of supplies, services, and permanent property that are within budget appropriations and the budget resource allocations approved by the Board.~~

~~(e) All contracts with private entities and corporations, or other organizations and businesses that wish to contract with the WSLH for services, provided that:~~

- ~~1. The price for service is at or above the fee in the current fee schedule, or~~
- ~~2. Custom lab work, not listed in the fee schedule, is priced at or above full cost when using the new work volume.~~

~~(f) Contracts that relate to normal administrative operations and for which the University of Wisconsin provides oversight. Examples include, but are not limited to: pre-qualifying orders intended to stipulate the WSLH's quality assurance program or business standards, Memoranda of Agreement for management of electronic access to WSLH data, HIPAA business associate agreements, and consulting agreements for limited term services from persons with specialized skills (strategic planners, locum tenans).~~

~~§3.0503~~ **Contract report to Board.** A list including brief description of all contracts ~~executed under §3.04(a), §3.04(b), §3.04(c) and §3.04(e)~~ shall be reported to the Board at its first meeting after said action. The description shall include name, period, and amount of the contract, as well as the name of the entity with which the Lab is contracting. If upon review at that meeting, the Board decides to set aside future contracts for certain programs or types of services and upon enactment of a specific motion detailing the constraints the Board wishes to impose, the Director shall not authorize such future contracts until approval is granted for each on a case-by-case basis ~~under §3.06~~.

~~§3.0604~~ **Board approval required.** The Director shall seek Board approval for all of the following contracts prior to execution (See Appendix 2 for sample form.):

- ~~a. Any contracts for services or purchases that are not covered by §3.03 or §3.04.~~
- ~~b. Any contract type identified by the Board under §3.05 for separate consideration and approval.~~

~~e. a.~~ Any contract which the Director feels may present either public policy or private competition questions which should be resolved by the Board.

~~§3.07—05~~ **Emergency contract approval.** The Chairperson may convene a three-person committee, consisting of him or herself, one ~~private-non-government~~ member and one government member, as defined under §6.16 of these *Procedures* to consider any contracts from entities which the Director determines must be approved prior to the next Board meeting.

~~§3.0806~~ **Policy on setting fees:** ~~Pricing principles are explained in Appendix 1. As described in §3.01(f) the Board shall approve a fee schedule which delineates the fee charged to customers for tests provided to the private sector. The Board has developed the Principles that the Laboratory Director will follow in setting annual test prices for the Laboratory. These principles are codified in these Policies and Procedures as Appendix 1. The Laboratory Director is then empowered to authorize test price increases that are in line with the Principles and needs to get Board approval for test price changes that are exceptions to the Principles.~~

Comment [JK4]: JW asked whether this section was needed. UW Legal said the Director's contract authority comes from the Board of Regents rather than the State Lab Board. UW Legal also said that University signature authority does not include authority to sign Purchasing agreements, but the Director does have the authority to authorize purchases within the University constraints. WSLH recommends deleting this section.

Comment [JK5]: Deleted due to deletion of preceding section.

Formatted: Justified, Tab stops: 0", Left + 0.5", Left

Formatted: Justified, Indent: Left: 0", Hanging: 1", Tab stops: 0", Left + 0.5", Left

Formatted: No bullets or numbering, Tab stops: Not at 0.5"

Comment [JK6]: JW asked whether this section was needed. WSLH agrees first two items can be removed since they refer to deleted sections, but want to keep mention of third item.

Comment [JK7]: JW asked whether this section was needed. WSLH thinks it should remain for "just in case" circumstances.

Comment [JK8]: The WSLH recommends revising Appendix 1. If recommended changes are adopted by Board, this paragraph can be streamlined as indicated.

ARTICLE 4 - Structure

§4.01 *Membership.* The Board consists of eleven members serving ex-officio or selected as follows:

- (a) Ex-officio members or designees: The Chancellor of the University of Wisconsin-Madison, the Secretary of Health Services, the Secretary of Natural Resources and the Secretary of Agriculture, Trade and Consumer Protection, or their designees. [S.15.915(2)(c), Stats.]
- (b) Department appointees: The ~~President~~ Chancellor and the Secretaries enumerated in §4.01(a) may appoint, in addition to their designees, an "alternate representative" who in their absence and the absence of their designees at a board meeting will fully participate and exercise full voting rights on behalf of the agency. [S.15.915(2)(b), Stats.]
- (c) Governor's appointees: A representative of local health departments who is not an employee of the Department of Health Services, a physician representing clinical laboratories, a member representing private environmental testing laboratories, a member representing occupational health laboratories and three additional members, one of whom shall be a medical examiner or coroner, appointed for 3-year terms. No member appointed under this paragraph may be an employee of the Laboratory of Hygiene. [S.15.915(2)(b), Stats.]
- (d) Ex-officio member without vote. The Director of the Laboratory, who shall serve as a nonvoting member. [S.15.915(2)(c), Stats.]

§4.02 *Committees in general.*

- (a) The Board may by motion or resolution establish such special committees as may be necessary and shall determine the size, membership and responsibilities of such committees consistent with these procedures. Special committees may include members of the Board or other citizens.
- (b) All committees shall report and be accountable to the Board. The Chairperson shall appoint all committees, with the advice of the Board and the Director, and shall name the chairperson of each committee. Each committee chairperson shall appoint a secretary.
- (c) Appointments to all committees shall be for terms ending as of the next Annual Meeting unless otherwise provided by the Board. Members so appointed shall hold office at the pleasure of the Board or until their successors are appointed and qualified.
- (d) The chairperson of each committee shall preside at all meetings thereof and

Comment [JK9]: JW questioned this language. UW Legal recommended leaving it as is to clarify that alternates can vote in the absence of the appointee and designee. WSLH recommends leaving as is.

otherwise perform the usual duties of said office. The secretary of each committee shall keep the minutes of each meeting and perform other duties as requested by the committee chairperson.

- (e) The Director shall provide the necessary staffing for each committee, including issuance of meeting notices, preparation of agendas, and recording of minutes.
- (f) All committee meetings shall be conducted in accord with Article 6.

§4.03 *Resignations.*

- (a) All resignations from the Board shall be in writing addressed to the appointing authority, with copies to the Chairperson of the Board and the Director.
- (b) All resignations as a Board officer or committee member shall be in writing addressed to the Board Chairperson with a copy to the Director, except that the Chairperson shall resign to the Secretary.
- (c) All resignations shall take effect upon receipt unless another date is specified therein.

§4.04 *Vacancies.* Vacancies in a Board or committee position shall occur upon the death, resignation, disqualification or removal of the officeholder. Vacancies in all elected or appointed positions shall be filled for the remainder of the unexpired term in the same manner as the original election or appointment. Vacancies in designee positions under §4.01(a) shall be filled by the respective appointing authority in accord with §4.02(b).

§4.05 *Official oath.* Each member of the Board shall take and file the official state oath prior to assuming office. [S. 15.07(7), Stats.]

ARTICLE 5 - Officers and Duties

§5.01 *Officers.*

- (a) Board officers shall consist of the Chairperson, Vice Chairperson and Secretary, who shall be elected by and from the Board at the Annual Meeting for one (1) year terms, or until their successors are elected and qualified.
- (b) No Board member may hold more than one office as defined in §5.01(a) at the same time, nor may a non-voting member be elected as Board Chairperson.
- (c) Election for each office shall be by secret ballot, except in the event that only one candidate is nominated, election shall be in accord with §6.11. [S. 15.07(2), Stats.]

§5.02 *Chairperson.* The Chairperson shall preside at all meetings of the Board and shall be the

principal officer of and spokesperson for the Board. Subject to the direction of the Board, the Chairperson shall see that the resolutions and directives of the Board are carried into effect except in those instances in which that responsibility is assigned to some other person by the Board; and, in general, shall discharge all duties incident to the office of Chairperson and such other duties as may be prescribed by the Board. The Chairperson may execute such resolutions, rules, agreements, instruments, documents or affidavits as the Board has authorized to be executed or as may be necessary and proper to carry out the directives of the Board.

§5.03 *Vice Chairperson.*

- (a) The Vice Chairperson shall assist the Chairperson in the discharge of his/her duties and shall perform such other duties as from time-to-time may be assigned by the Chairperson or by the Board.
- (b) In the absence of the Chairperson or in the event of his or her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. Except in those instances in which the authority to execute is expressly delegated to another officer or the Director, or a different mode of execution is expressly prescribed by the Board, the Vice Chairperson may execute for the Board such resolutions, rules, agreements, instruments, documents or affidavits as the Board has authorized the Chairperson to execute or as may be necessary and proper to carry out the directives of the Board.

§5.04 *Secretary.*

- (a) The Secretary shall keep the minutes of the meetings of the Board in the Journal of Proceedings; see that all notices are duly given in accordance with the provisions of these procedures or as required by law; and in general perform all duties usual to the office of Secretary, and such other duties as from time-to-time may be assigned to the Secretary by the Chairperson or the Board.
- (b) During the temporary absence or disability of the Secretary, the Chairperson shall appoint an Acting-Secretary to serve during such absence or disability.
- (c) The Director shall provide clerical assistance to the Secretary in the performance of the duties of the Secretary.

§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.

~~(b)~~ (b) It is the declared intent of the Board that the positions of Chairperson and Vice

Formatted: Indent: Left: 0.5", No bullets or numbering

Chairperson be elected, in alternate years, from the "government" and the "~~privatenon-~~government" members of the board as defined in 2.07 and 2.08 such that in any given year one position is held by a government member and the other is held by a non-government member. ~~—"Government" members are defined as: the Secretary of Health Services, the Secretary of Natural Resources and the Secretary of Agriculture, Trade and Consumer Protection, the Chancellor of the University of Wisconsin-Madison, or their designees, the medical examiner or coroner representative and the local health department representative. The "private" members are defined as a physician representing clinical laboratories, a member representing private environmental testing laboratories, and a member representing occupational health laboratories and two additional members.~~

~~(c)~~ The Chairperson and Vice Chairperson offices will be filled in any given year by a member from the government and a member from the private sector.

~~(d)~~(b) (c) The Secretary shall prepare a ballot for the offices of Chairperson, Vice Chairperson and Secretary in accord with these policies and procedures.

~~(e)~~(c) (d) The Director shall advise the board members of the historical rotation of the offices of Chairperson, Vice Chairperson and Secretary prior to the annual meeting.

Comment [JK10]: JW suggested edits to make text more concise. WSLH is fine with these suggested edits.

§5.06 *Removal of Officers.*

- (a) Any officer may be removed from elective Board office, for cause, by the affirmative vote of two-thirds (2/3) of the Board members present and voting at any duly constituted meeting provided that the officer has been given fifteen (15) days written notice of the Board's intent to so act. "Cause" in this section has the meaning in Section 17.16(2), Wis. Stats.
- (b) Removal of an officer as provided in 5.06(a) shall not be construed to remove the member from the Board which can only be effected by the appointing authority or as otherwise provided by law.

ARTICLE 6 - Meeting Procedures

The following procedures shall be used to conduct all Board and committee meetings:

§6.01 *Open meetings.* All Board and committee meetings shall be conducted in compliance with the Open Meetings Law as specified in ~~Chapter 19, Subchapter IV~~Section 19.81, Wis. Stats.

§6.02 *Regular meetings.* Regular meetings of the Board shall be held at least quarterly each year at a time and place determined by the Board. The Board may meet at other times at the call of the Chairperson or a majority of the members of the Board. ~~[S.36.25(11)(a),~~

Stats.]

§6.03 *Annual meeting.* The first meeting of each calendar year shall be the Annual Meeting of the Board.

§6.04 *Location.* All Board and committee meetings shall be held in the State of Wisconsin. The Board may meet outside of the capital city at least once annually.

§6.05 *Notices and agendas.*

- (a) The Secretary shall ordinarily give written notice of each meeting of the Board to members personally, electronically, or by mail not less than 10 days but in no case less than 48-24 hours prior to the date of the meeting. The notice shall include the time, date and place of the meeting, and the agenda of subject matters to be considered, in accordance with Section 19.84, Wis. Stats. Copies of any proposed administrative rules or other substantive matters to be considered shall be delivered or mailed to the Board no later than the date the notice is given. Exceptions with regard to copies of materials on other substantive matters may be granted by the Chair. In accordance with Section 19.84, Wis. Stats., any matter that is not included in the Board meeting notice may not be considered at the meeting.
- (b) The Director shall prepare the agenda for each Board meeting in consultation with and subject to approval by the Chairperson. Board members shall notify the Director or the Chairperson of all items to be considered not less than 10 days prior to the meeting. In accordance with Section 19.84, Wis. Stats., any matter that is not included in the Board meeting notice and agenda may not be considered at that meeting.
- (c) It is the clear intent of the Board to carry out its business in such a manner as to facilitate public input on all matters affecting partners, collaborators and customers. This includes, but is not limited to, the Strategic Plan, Pricing Exercise and Policy Issues. "Policy Issues" include these "*Policies and Procedures*," interpretation of the laboratory's public health mission to include or exclude specific tests or services and interpretations of the statutes.

§6.06 *Attendance.* Board members shall make every effort to attend all of the duly scheduled meetings. Members unable to attend shall notify the Director prior to the meeting.

§6.07 *Rules of order.* The proceedings of the Board shall be governed by the most current edition of *Robert's Rules of Order, Newly Revised*, insofar as it does not conflict with applicable state laws or these procedures. The rules of order may be suspended as provided therein or upon unanimous consent of the Board.

§6.08 *Quorum.* A quorum to do Board or committee business shall consist of the presence in person or by teleconference under §6.09 of a majority of the membership of the Board or committee, respectively. [S. 15.07(4), Stats.]

Comment [JK11]: JW suggested separating into two sections. UW Legal said keeping them together makes sense since these clauses refer to both. WSLH recommends keeping section together.

§6.09 *Teleconference/Videoconference meetings.* Any Board or committee meeting may be conducted partly or entirely by telephone conference call or videoconferencing at the direction of the Board or committee chairperson, subject to the following requirements:

- (a) The meeting is conducted at the laboratory conference room or another publicly accessible site.
- (b) Provision is made to ensure that all participating Board or committee members can hear the deliberations and can be heard by members and other persons attending at the meeting site.
- (c) All members able to attend the meeting by teleconference or videoconference are called to join the conference.
- (d) The Director has made reasonable attempt to furnish all Board or committee members and persons attending the meeting with copies of the meeting agenda and any written materials to be discussed or considered, including resolutions, contracts, policies, rules, or other proposals.
- (e) No less than two members of the Board or committee, in addition to the Director, and the person recording the meeting minutes are present at the meeting site.
- (f) A recorded vote is taken and announced on all questions at the meeting.
- (g) The public notice of the meeting under §6.05(a) indicates that the meeting may be conducted partly or entirely by teleconference or videoconference.

§6.10 *Voting.* Each voting member shall vote on all questions unless excused by the Board prior to voting for reason of a conflict of interest. Per Robert's Rules of Order, individual Board members have a right to abstain from voting. A recorded vote shall be taken on every resolution, or on any other question at the request of a Board member. Proxy voting is not permitted.

Comment [JK12]: JW asked about abstentions. UW Legal said that under Robert's Rules of Order, individuals have a duty to vote but also a right to abstain from voting. Added this clarification.

§6.11 *Decisions.* All Board actions shall be upon resolution or motion duly adopted by a majority of the members present and voting, unless a greater number is required in these procedures. [S. 15.07(4), Stats.]

§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 Chairperson 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 2 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 Chairperson.
 - (3) To schedule an appearance before the Wisconsin State Laboratory of Hygiene Board, contact the Board Secretary, C/O Director, WSLH, 465 Henry Mall, Madison, WI 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 their Web site: <http://www.slh.wisc.edu> and printed copies are available on request. (See Appendix ~~54~~) [Section §6.12 approved 5/27/03 Board mtg.]

§6.13 *Minutes.* The minutes of each Board meeting shall be recorded by the Secretary, assisted by the laboratory staff assigned by the Director and shall include the substance of each official action of the Board and each recorded vote. Draft copies of the minutes shall be mailed or delivered to each Board member not later than the date that the notice and agenda is mailed. The Board shall correct and approve all minutes at the following meeting. Thereafter, the Secretary shall incorporate the corrections in the revised minutes, affix his/her signature, note the date of approval on the minutes and retained in a journal of proceedings. ~~retained in a journal of proceedings.~~ [Administrative correction.]

§6.14 *Resolutions.* Every resolution adopted by the Board shall be duly attested by the Chairperson and the Secretary.

§6.15 *Journal of proceedings.* The corrected and approved minutes of every meeting and a

copy of every resolution adopted by the Board shall be recorded in a journal of proceedings which shall be kept in the office of the Director. The minutes and resolutions in said Journal shall be deemed to be the official record of Board actions.

§6.16 *Emergency Meetings of the Executive Committee:* At the request of any board member, the chairperson or if the chairperson is not available vice chairperson shall convene an emergency meeting of the executive committee of the board.

- a) The executive committee consists of the chairperson, vice chairperson, secretary and director.
- b) In the event that the chairperson or vice chairperson is not available, an additional board member from the chairperson's or vice-chairperson's respective constituency (private or government member as defined in 5.05(b)) must be present.
- c) The Director of the Laboratory is not a member of either constituency.
- d) The meeting may occur by telephone as outlined in §6.09 (a, b, c, d, f, g)
- e) The topic of the meeting is limited to the emergency issue for which the meeting is called.
- f) The Secretary shall notify the board in writing as expeditiously as possible (letter, fax or e-mail) of the meeting and all actions taken.
- g) This section recognizes the fact that the Director may hold the office of Secretary.
- h) In the event of situation in which the executive committee cannot be convened in a timely manner, the director is expected to take appropriate emergency action and report to the chairperson and/or vice-chairperson at the earliest opportunity.

ARTICLE 7 - Approval of Administrative Rules

§7.01 *Drafts.* The Director shall present all drafts of administrative rules to the Board prior to proceeding with each of the regular stages of the rule making process: ~~the~~ University of Wisconsin administrative, Legislative Council rules clearinghouse, public hearing, and legislative standing committee stages.

- (a) The Board shall review and may modify drafts of the administrative rules at any duly scheduled meeting.
- (b) The Board shall approve, by resolution, each draft of the proposed administrative rules prior to proceeding with the next stage in the rule making process, unless otherwise determined by the Board.

§7.02 *Hearings.* The Board may conduct public hearings on administrative rules in accordance with Section 227.18, Wisconsin Statutes.

§7.03 *Promulgation.* The Board may promulgate rules in areas within its jurisdiction under Section 36.25(11)(a), Wis. Stats., in accord with this Article and Chapter 227, Wis. Stats.

ARTICLE 8 - Code of Ethics/Standards of Conduct

§8.01 *Ethics Code.* The conduct of members of the Board is governed by the applicable provisions of Subchapter III of Chapter 19, Wis. Stats., *Code of Ethics for Public Officials and Employees.*

(a) Board members appointed by the Governor under §4.01(c) are not required to file a statement of economic interests under Section 19.43, Wis. Stats. [S. 19.42(10), Stats.]

(b) The members serving under §4.01(a) and (b) are subject to S. 19.42(10), Wis. Stats. [S. 19.42(10) and S. 19.43, Stats.]

§8.02 *Disclosure.* If any of the conditions involving a potential conflict of interest exist, a Board member shall disclose his/her interest to the Board Chairperson and Secretary and shall refrain from voting or participating in any deliberation pertaining to the issue in conflict.

§8.03 *Misuse of public position.* No member of the Board shall use his/her position to obtain financial gain or anything of substantial value for that member, a member of his/her immediate family, or an organization with which he/she is associated. [S. 19.45(2), Stats.]

§8.04 *Private interest conflicts.* No member of the Board shall participate in the selection, award or administration of a contract or take any official action in a matter in which:

(a) The Board member's action or inaction could reasonably be expected to produce a substantial personal benefit for the Board member, a member of his/her immediate family, or a private organization with which the Board member is associated; or

(b) The Board member in his/her private capacity, or a member of his/her immediate family, or an organization with which the Board member is associated has a substantial interest. [S. 19.46, Stats.]

(c) Board members' conduct must be consistent with Section 946.13, Wis. Stats

(d) These Policies and Procedures recognize that each member, by virtue of the fact that their appointment reflects representation of a particular government or private sector/non-government constituency on the Board, continuously face, to some degree, a conflict of interest.

Formatted: Numbered + Level: 1 +
Numbering Style: a, b, c, ... + Start at: 1 +
Alignment: Left + Aligned at: 0.5" + Tab
after: 1" + Indent at: 1"

Formatted: List Paragraph, Left, No bullets or
numbering, Don't keep lines together,
Hyphenate, Tab stops: Not at -0.5" + 0" +
0.5"

Comment [JK13]: UW Legal added that
Wis. Stat. 946.13 provides that it
is a felony to have a private
interest in a public contract, and
in some instances, recusal in one's
public capacity is insufficient to
avoid a violation. The statute
contains multiple criteria and
exceptions so WSLH recommends
adding this statement and not
trying to rephrase statute.

Formatted: No bullets or numbering

~~(e)~~(d) (e) Members of the Board are to advise the Chairperson or Vice Chairperson and Secretary of potential conflict of interest situations, whenever possible, in advance of such issues being brought to the Board Agenda.

§8.05 *Restraints on receipt of items of value.* In general, no member of the Board should accept any of the following items:

- (a) Any item or service of more than nominal value offered because of the person's holding a state public office. [S. 19.45(2), Stats.]
- (b) Any food, drink, transportation, or lodging except when offered for a reason unrelated to the recipient's holding or having held *any* public position and the recipient can demonstrate that clearly and convincingly. [Ss. 19.45(3m) and 19.56(3)(b), Stats.]
- (c) Any food, drink, transportation, lodging, employment, or thing of pecuniary value from a lobbyist, either directly or through an agent. [S. 13.625(1)-(3), Stats.]
- (d) Any food, drink, transportation, lodging, or thing of pecuniary value from an organization that employs a lobbyist except for items and services also made available to the general public on like terms and conditions. [S. 13.625, Stats.]
- (e) Any transportation or traveling accommodation for which the supplier would usually charge. [S. 946.11, Stats.; Article 13, S. 11, Const.]

ARTICLE 9 - Amendments to the Policies and Procedures

§9.01 *Proposals.* Amendments may be proposed to the Board by any member in the form of a written resolution.

§9.02 *Copy distribution.* Written copies of all proposed amendments shall be furnished to each member of the Board at least ten (10) days prior to consideration.

§9.03 *Adoption.* Adoption shall require approval of the resolution incorporating the amendment(s) by the recorded vote of two-thirds (2/3) of those voting members present at any meeting of the Board duly called for that purpose.

§9.04 *Effective date.* Amendments shall take effect on the day following adoption unless another date is specified therein.

§9.05 *Engrossed copy.* Following adoption of an amendment to the Procedures, the Director shall prepare an engrossed copy of the procedures incorporating the amendment(s) which shall be duly attested by the Secretary.

I HEREBY CERTIFY that the foregoing is a duly engrossed copy of the Policies and Procedures of the State Laboratory of Hygiene Board, including Appendices, ~~including Appendices~~ ~~[Administrative correction]~~, as approved by Motion. Adopted on ~~September 19, 2017~~DATE.

ATTEST:

Chairperson-2017YEAR, ~~James Morrison~~NAME, Chairperson

Secretary, James Schauer, PhD

Dated in Madison, Wisconsin this _____ day of _____, 2017YEAR.

APPENDIX 1

~~Revised Pricing Principles as Approved at the September 26, 2000 Board Meeting~~

1. To price tests ~~provided to the Private Sector⁽⁴⁾~~ to at least cover all costs (direct, indirect and full overhead) except where the test is priced below cost because of its public health significance and/or the need for the WSLH to maintain the capability and capacity to do this testing. Examples are tuberculosis testing, cultures referred for further identification, and complex virus testing.
 - ~~2. To price tests at or above Medicare reimbursement rates, except where that is in conflict with Principle One above.~~
 - ~~3.2.~~ To price tests comparatively with the private sector providers when private sector prices are reasonably available, except where that is in conflict with Principle One above.
 - ~~4. To continue to do detailed cost accounting internally in order to appropriately price, following the above principles, the 20% of the tests that generate 80% of the volume.~~
 - ~~5. Bi-annual price increases will take into account increased expenses. Pricing information will be provided to the Board in a timely manner.~~
 - ~~6.3.~~ Board members may inquire about individual test costs outside of Board meetings. If the tests appear to be outside the parameters of (or not meeting) the established pricing principles, they can request discussion or specific approval by the Board. Where WSLH staff is aware that a test does not meet the Pricing Principles, the staff will bring the test to the attention of the Board.
 - ~~7. To approve test prices, Board members will be provided a list of all tests recommended for pricing below cost and a brief justification for pricing below costs.~~
 - ~~8.4.~~ The Wisconsin State Laboratory of Hygiene will bring pricing changes to the Board for implementation ~~in even numbered years, except where~~ when changes in test inputs (labor, supplies, capital) affect costs in a substantive way and would suggest that a pricing change be made sooner. ~~WSLH will cost the 20% of its tests that represent 80% of its testing volume every other year, to assure that all tests are "costed" at least every four years. [approved at September 27, 2005 Board meeting.]~~
- ⁴~~Private sector customers include hospitals, clinics, non-OSHA industrial hygiene customers, individual home/well owners, well drillers and pump installers, etc.~~

Formatted: Left, Hyphenate, Tab stops: Not at -0.5"

Appendix 2

Criteria for Approval of Contracts Under Sections 3.05-04 and 3.0605

The WSLH Board, at the July 1994 meeting, unanimously adopted a list of specific items of information, which have been incorporated into the attached form and will be provided to the Board when reporting for information or approval contracts with the private sector.

The WSLH Strategic Direction Position Paper (SDPP): As part of the Strategic Planning Process, the SLH Administration has developed and presented to the Board our SDPP. This document incorporates elements of the WSLH's mission, vision, planning assumptions and mode of operation.

Applying the broad principles of the SDPP to the narrow issue of contracts with the private sector leads us to examine the questions to why SLH Administration might consider pursuing a particular contract. These could be termed basic assumptions:

1. The SLH and the Board are committed to taking actions which support the continuation of a full-service, state-of-the-art, central public health laboratory for Wisconsin.
2. The SLH must continue to seek sources of program revenue to meet its programming needs (including a new building) as the total GPR support does not cover programming costs.
3. The current Wisconsin State Statutes and State Administrative Rules do not prohibit SLH from providing services to, or entering into contractual agreements with, non-governmental organizations.
4. The SLH may provide any service, consistent with its unique mission, as long as revenues generated from that activity are used to support the SLH's board approved mission.
5. The Issue of "competition with the private sector" is not one of absolute prohibition rather one of unfair competition. In general, however, competition with the private sector should be avoided whenever practical.

Secretary's Note: The language in item #5 is as amended by the board. The remainder of the report, through the first sentence in item #5, is as presented in the agenda of 28, February 1995. Also, additional wording after item #5 was deleted by board action. Section references in Appendix title revised to correspond with revised Policies and Procedures approved by the board on DATE.

Appendix 3

**WISCONSIN STATE LABORATORY OF HYGIENE
CONTRACT ANALYSIS FORM
AS REQUIRED IN SECTIONS 3.05-04 AND 3.06-05 OF
THE POLICIES AND PROCEDURES OF THE BOARD**

1. **Name and address of the contracting entity:**

2. **Tests and/or services to be provided:**

3. **Rationale for Board consideration (policy issue at hand):**

4. **Fiscal Analysis (number of tests, price per test, length of contract, etc.):**

5. **Describe any potential issues with respect to competition with the private sector:**

6. **Impact on WSLH workload/priorities/other commitments:**

Appendix 4

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 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 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 should be submitted no later than 2 working days prior to a scheduled Board meeting.
- E. Submit written requests to:

Secretary to the Board
C/O WSLH Director
465 Henry Mall
Madison, WI 53706
Telephone: (608) 890-0288
Fax: (608) 262-3257

E-mail: wslhdirector@slh.wisc.edu

POLICIES AND PROCEDURES

OF THE

WISCONSIN STATE LABORATORY OF
HYGIENE BOARD

Date

TABLE OF CONTENTS

TOPICS	ARTICLE/SECTION	PAGE – will change
Administration Rules, Approval	Article 7	15
Agenda	6.05	11-12
Amendments to Policies and Procedures	Article 9	17
Announcement and Meeting	6.05	11-12
Appointments of Director	3.01(e)	5
Attendance	6.06	12
Authority	Article 1	4
Basic Agreements	3.02	6
Board Approval Required	3.04	7
Board Responsibilities	Article 3	5-7
Budget Approval	3.01 (a), (f), (g)	5
Chairperson Duties	5.02 and 5.05	9-10
Committees of Board	4.02	8
Communication Policy	6.05 (c)	12
Conflict of Interest	8.04	16
Contracts, Policy	3.02 – 3.07	6-7
Contract Analysis Form	Appendix 3	21
Emergency Contract Approval	3.07	7
Decisions, See also Voting	6.11	13
Definitions	Article 2	4
Disclosure of Ethics/Conflict	8.02	16
Duties, Powers of Board	Article 3	5-7
Emergency Approval	3.05	7
Emergency Meetings of the Executive Committee	6.16	14-15
Emergency Procedure for Contract Approval	3.07	7
Ethics, Code, Standard of Conduct	Article 8	15-17
Facilities Plan	3.01 (h)	5
Fees, Local Units of Government	3.01 (f)	5
Fees, Setting	3.01(f) & 3.06	5-7
Gifts, Restraints	8.05	16-17
Governor Appointees	8.01 (a)	16

TOPICS	ARTICLE/SECTION	PAGE – will change
Guidelines for Citizen Participation	Appendix 4	22
Journal of Proceedings/Minutes	6.15 and 6.13	14
Meeting Agenda	6.05	11-12
Meeting Frequency	6.02	11
Meeting Location	6.04	11
Meeting Notices	6.05	11-12
Meeting Procedures	Article 6	11
Meeting, Annual	6.03	11
Membership of Board	Article 4	7
Minutes	6.13 and 6.15	14
Mission, State Public Health Care	3.01 (b), (c), (d)	5
Oath, Board	4.05	9
Officers and Duties	Article 5	9
Open Meetings	6.01	11
Powers and Duties	Article 3	5
Pricing Principles	Appendix 1	19
Criteria for Approval of Contracts Under Sections 3.04 & 3.05	Appendix 2	20
Private Interest Conflict	8.04	16
Purpose of Rules	Article 1	4
Quorum	6.08	12
Removal of Officers	5.06	11
Report to Board	3.03	7
Report to Board on Contracts	3.03	7
Report to UW-Madison Chancellor	3.01 (j)	6
Resignations from Board	4.03	9
Resolutions	6.14	14
Restraints on Items of Value	8.05	16-17
Roberts Rules of Order	6.07	12
Secretary Duties	5.04	10
Speaking Privileges	6.12	13-14
Statutory Powers and Duties	Article 3	5
Structure of Board	Article 4	7

TOPICS	ARTICLE/SECTION	PAGE – will change
Teleconference Meetings	6.09	12-13
Vacancies	4.04	9
Vice Chair Duties	5.03	10
Voting	6.10	13

POLICIES AND PROCEDURES OF THE LABORATORY OF HYGIENE BOARD

ARTICLE 1 - Authority and Purpose

- §1.01 *Organization.* The Laboratory of Hygiene and the Laboratory of Hygiene Board were created in the University of Wisconsin System under Section 15.915(2), Wis. Stats.
- §1.02 *Policy.* The Policies and Procedures of the Laboratory of Hygiene Board are intended to define the Board's organization and statutory functions. It is the responsibility of the Board to operate at all times in conformity with applicable state laws and administrative rules.
- §1.03 *Supremacy of law.* Except as provided in §6.07, the Policies and Procedures of the Laboratory of Hygiene Board may not be suspended by the Board; but should any procedure be inconsistent with state law or administrative rules, the procedure shall, to the extent of such inconsistency, be deemed invalid.

ARTICLE 2 - Definitions

In these *Policies and Procedures of the Laboratory of Hygiene Board* --

- §2.01 "Appointing Authority" means the position authorized under Section 15.915(2)(a) and (b), Wis. Stats., to appoint a designee to the Board.
- §2.02 "Board" means the Laboratory of Hygiene Board.
- §2.03 "Chairperson" means the Chairperson of the Board.
- §2.04 "Director" means the Director of the Laboratory of Hygiene.
- §2.05 "Laboratory" means the Laboratory of Hygiene.
- §2.06 "Procedures" mean the *Policies and Procedures of the Laboratory of Hygiene Board*.
- §2.07 "Government Board Members" are defined as: the Secretary of Health Services, the Secretary of Natural Resources and the Secretary of Agriculture, Trade and Consumer Protection, the Chancellor of the University of Wisconsin-Madison, or their designees, the medical examiner or coroner representative and the local health department representative.
- §2.08 "Non-Government Board Members" are defined as a physician representing clinical laboratories, a member representing private environmental testing laboratories, and a member representing occupational health laboratories and two additional members.

ARTICLE 3 - Board Responsibilities

§3.01 *Statutory powers and duties.* Pursuant to Section 15.915(2), Wis. Stats., the Laboratory of Hygiene is under the direction and supervision of the Laboratory of Hygiene Board in the University of Wisconsin System. Under S. 36.25(11), Wis. Stats.:

- (a) The laboratory of hygiene shall be attached to the University of Wisconsin-Madison. The laboratory of hygiene board shall meet at least quarterly and may promulgate rules under ch. 227, approve the laboratory of hygiene budget, set fees, set priorities and make final approval of laboratory resources so that the laboratory can act in response to agencies' planned objectives and program priorities.
- (b) The laboratory shall provide complete laboratory services in the areas of water quality, air quality, public health and contagious diseases for appropriate state agencies, and may perform examinations for licensed physicians, veterinarians, local health officers, as defined in s. 250.01 (5), and resource management officials as may be necessary for the prevention and control of those diseases and environmental hazards which cause concern for public health and environmental quality.
- (c) The laboratory shall provide analytical support to the appropriate state agencies charged with water system evaluation. The support service shall include an evaluation from a public health standpoint and analytical support to ascertain the water's suitability for manufacturing, commercial and recreational purposes as determined by the rules promulgated by the department of health services, the department of natural resources and the department of agriculture, trade and consumer protection.
- (d) The laboratory shall be operated to furnish a complete laboratory service to the department of health services and the department of natural resources in the areas of water quality, air quality, public health and contagious diseases and to make available to the system, the department of health services and the department of natural resources such facilities for teaching in the fields of public health and environmental protection as may be derived from such a laboratory.
- (e) The technical staff and other employees necessary to the operation of the laboratory shall be employed by the director. The board, upon the recommendation of the chancellor of the University of Wisconsin-Madison, with the approval of the laboratory of hygiene board, shall appoint the director of the laboratory and such other members of its professional staff as are required for the administration of the laboratory.
- (em) The laboratory of hygiene board shall create and maintain a roster of scientists and other persons with technical expertise who are willing to work for the laboratory of hygiene if the governor declares that an emergency related to public health exists. If the governor declares such an emergency, the laboratory of hygiene board shall hire as limited-term employees the requisite number of persons from the roster to assist the department of health services under s. 250.042.
- (f) The laboratory of hygiene board may impose a fee for each test conducted by the laboratory. Any test conducted for a local unit of government is exempt from the fee unless the test is outside the state public health care mission or is required under 42 USC 300f to 300j, as determined by the laboratory of hygiene board. The laboratory may charge state agencies through contractual arrangements for the actual services rendered.
- (g) The laboratory of hygiene board shall submit biennial budget requests reflecting joint

budgetary planning with agencies served, and any information required by the department of administration under s. 16.43, directly to the department of administration.

The Board may also:

- (h) Approve the six year facilities plan for the laboratory in each even numbered year and any building project requests and amendments thereto prior to submission to the Department of Administration. [S. 13.48(4), Stats.]
- (i) Annually elect a Chairperson, Vice Chairperson and Secretary of the Board. [S. 15.07(2), Stats.]
- (j) Submit to the Chancellor of the University of Wisconsin-Madison, upon request but not more often than annually, a report on the operation of the Board. [S. 15.07(6), Stats.]

§3.02 *Basic agreements.* No later than the first meeting of the Board in each fiscal year, the Board shall approve a basic services agreement with the Department of Natural Resources and the Department of Health Services respectively for that fiscal year. Absent an approved basic services agreement, the laboratory and agency shall proceed on a "continue to operate" basis.

§3.03 *Contract report to Board.* A list including brief description of all contracts shall be reported to the Board at its first meeting after said action. The description shall include name, period, and amount of the contract, as well as the name of the entity with which the Lab is contracting. If upon review at that meeting, the Board decides to set aside future contracts for certain programs or types of services and upon enactment of a specific motion detailing the constraints the Board wishes to impose, the Director shall not authorize such future contracts until approval is granted for each on a case-by-case basis.

§3.04 *Board approval required.* The Director shall seek Board approval for all of the following contracts prior to execution (See Appendix 2 for sample form.):

- (a) Any contract which the Director feels may present either public policy or private competition questions which should be resolved by the Board.

§3.05 *Emergency contract approval.* The Chairperson may convene a three-person committee, consisting of him or herself, one non-government member and one government member, as defined under §6.16 of these *Procedures* to consider any contracts from entities which the Director determines must be approved prior to the next Board meeting.

§3.06 *Policy on setting fees:* Pricing principles are explained in Appendix 1.

ARTICLE 4 - Structure

§4.01 *Membership.* The Board consists of eleven members serving ex-officio or selected as follows:

- (a) Ex-officio members or designees: The Chancellor of the University of Wisconsin-Madison, the Secretary of Health Services, the Secretary of Natural Resources and the Secretary of Agriculture, Trade and Consumer Protection, or their designees. [S.15.915(2)(c), Stats.]
- (b) Department appointees: The Chancellor and the Secretaries enumerated in §4.01(a) may appoint, in addition to their designees, an "alternate representative" who in their absence and the absence of their designees at a board meeting will fully participate and exercise full voting rights on behalf of the agency. [S.15.915(2)(b), Stats.]
- (c) Governor's appointees: A representative of local health departments who is not an employee of the Department of Health Services, a physician representing clinical laboratories, a member representing private environmental testing laboratories, a member representing occupational health laboratories and three additional members, one of whom shall be a medical examiner or coroner, appointed for 3-year terms. No member appointed under this paragraph may be an employee of the Laboratory of Hygiene. [S.15.915(2)(b), Stats.]
- (d) Ex-officio member without vote. The Director of the Laboratory, who shall serve as a nonvoting member. [S.15.915(2)(c), Stats.]

§4.02 *Committees in general.*

- (a) The Board may by motion or resolution establish such special committees as may be necessary and shall determine the size, membership and responsibilities of such committees consistent with these procedures. Special committees may include members of the Board or other citizens.
- (b) All committees shall report and be accountable to the Board. The Chairperson shall appoint all committees, with the advice of the Board and the Director, and shall name the chairperson of each committee. Each committee chairperson shall appoint a secretary.
- (c) Appointments to all committees shall be for terms ending as of the next Annual Meeting unless otherwise provided by the Board. Members so appointed shall hold office at the pleasure of the Board or until their successors are appointed and qualified.
- (d) The chairperson of each committee shall preside at all meetings thereof and otherwise perform the usual duties of said office. The secretary of each committee

shall keep the minutes of each meeting and perform other duties as requested by the committee chairperson.

- (e) The Director shall provide the necessary staffing for each committee, including issuance of meeting notices, preparation of agendas, and recording of minutes.
- (f) All committee meetings shall be conducted in accord with Article 6.

§4.03 *Resignations.*

- (a) All resignations from the Board shall be in writing addressed to the appointing authority, with copies to the Chairperson of the Board and the Director.
- (b) All resignations as a Board officer or committee member shall be in writing addressed to the Board Chairperson with a copy to the Director, except that the Chairperson shall resign to the Secretary.
- (c) All resignations shall take effect upon receipt unless another date is specified therein.

§4.04 *Vacancies.* Vacancies in a Board or committee position shall occur upon the death, resignation, disqualification or removal of the officeholder. Vacancies in all elected or appointed positions shall be filled for the remainder of the unexpired term in the same manner as the original election or appointment. Vacancies in designee positions under §4.01(a) shall be filled by the respective appointing authority in accord with §4.02(b).

§4.05 *Official oath.* Each member of the Board shall take and file the official state oath prior to assuming office. [S.15.07(7), Stats.]

ARTICLE 5 - Officers and Duties

§5.01 *Officers.*

- (a) Board officers shall consist of the Chairperson, Vice Chairperson and Secretary, who shall be elected by and from the Board at the Annual Meeting for one (1) year terms, or until their successors are elected and qualified.
- (b) No Board member may hold more than one office as defined in §5.01(a) at the same time, nor may a non-voting member be elected as Board Chairperson.
- (c) Election for each office shall be by secret ballot, except in the event that only one candidate is nominated, election shall be in accord with §6.11. [S. 15.07(2), Stats.]

§5.02 *Chairperson.* The Chairperson shall preside at all meetings of the Board and shall be the principal officer of and spokesperson for the Board. Subject to the direction of the Board,

the Chairperson shall see that the resolutions and directives of the Board are carried into effect except in those instances in which that responsibility is assigned to some other person by the Board; and, in general, shall discharge all duties incident to the office of Chairperson and such other duties as may be prescribed by the Board. The Chairperson may execute such resolutions, rules, agreements, instruments, documents or affidavits as the Board has authorized to be executed or as may be necessary and proper to carry out the directives of the Board.

§5.03 *Vice Chairperson.*

- (a) The Vice Chairperson shall assist the Chairperson in the discharge of his/her duties and shall perform such other duties as from time-to-time may be assigned by the Chairperson or by the Board.
- (b) In the absence of the Chairperson or in the event of his or her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. Except in those instances in which the authority to execute is expressly delegated to another officer or the Director, or a different mode of execution is expressly prescribed by the Board, the Vice Chairperson may execute for the Board such resolutions, rules, agreements, instruments, documents or affidavits as the Board has authorized the Chairperson to execute or as may be necessary and proper to carry out the directives of the Board.

§5.04 *Secretary.*

- (a) The Secretary shall keep the minutes of the meetings of the Board in the Journal of Proceedings; see that all notices are duly given in accordance with the provisions of these procedures or as required by law; and in general perform all duties usual to the office of Secretary, and such other duties as from time-to-time may be assigned to the Secretary by the Chairperson or the Board.
- (b) During the temporary absence or disability of the Secretary, the Chairperson shall appoint an Acting-Secretary to serve during such absence or disability.
- (c) The Director shall provide clerical assistance to the Secretary in the performance of the duties of the Secretary.

§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.
- (b) It is the declared intent of the Board that the positions of Chairperson and Vice Chairperson be elected, in alternate years, from the "government" and the "non-

government" members of the board as defined in 2.07 and 2.08 such that in any given year one position is held by a government member and the other is held by a non-government member.

- (c) The Secretary shall prepare a ballot for the offices of Chairperson, Vice Chairperson and Secretary in accord with these policies and procedures.
- (d) The Director shall advise the board members of the historical rotation of the offices of Chairperson, Vice Chairperson and Secretary prior to the annual meeting.

§5.06 *Removal of Officers.*

- (a) Any officer may be removed from elective Board office, for cause, by the affirmative vote of two-thirds (2/3) of the Board members present and voting at any duly constituted meeting provided that the officer has been given fifteen (15) days written notice of the Board's intent to so act. "Cause" in this section has the meaning in Section 17.16(2), Wis. Stats.
- (b) Removal of an officer as provided in 5.06(a) shall not be construed to remove the member from the Board which can only be effected by the appointing authority or as otherwise provided by law.

ARTICLE 6 - Meeting Procedures

The following procedures shall be used to conduct all Board and committee meetings:

§6.01 *Open meetings.* All Board and committee meetings shall be conducted in compliance with the Open Meetings Law as specified in Section 19.81, Wis. Stats.

§6.02 *Regular meetings.* Regular meetings of the Board shall be held at least quarterly each year at a time and place determined by the Board. The Board may meet at other times at the call of the Chairperson or a majority of the members of the Board. [S.36.25(11)(a), Stats.]

§6.03 *Annual meeting.* The first meeting of each calendar year shall be the Annual Meeting of the Board.

§6.04 *Location.* All Board and committee meetings shall be held in the State of Wisconsin. The Board may meet outside of the capital city at least once annually.

§6.05 *Notices and agendas.*

- (a) The Secretary shall ordinarily give written notice of each meeting of the Board to members personally, electronically, or by mail not less than 10 days but in no case less than 24 hours prior to the date of the meeting. The notice shall include the

time, date and place of the meeting, and the agenda of subject matters to be considered, in accordance with Section 19.84, Wis. Stats. Copies of any proposed administrative rules or other substantive matters to be considered shall be delivered or mailed to the Board no later than the date the notice is given. Exceptions with regard to copies of materials on other substantive matters may be granted by the Chair. In accordance with Section 19.84, Wis. Stats., any matter that is not included in the Board meeting notice may not be considered at the meeting.

- (b) The Director shall prepare the agenda for each Board meeting in consultation with and subject to approval by the Chairperson. Board members shall notify the Director or the Chairperson of all items to be considered not less than 10 days prior to the meeting. In accordance with Section 19.84, Wis. Stats., any matter that is not included in the Board meeting notice and agenda may not be considered at that meeting.
- (c) It is the clear intent of the Board to carry out its business in such a manner as to facilitate public input on all matters affecting partners, collaborators and customers. This includes, but is not limited to, the Strategic Plan, Pricing Exercise and Policy Issues. "Policy Issues" include these "*Policies and Procedures*," interpretation of the laboratory's public health mission to include or exclude specific tests or services and interpretations of the statutes.

§6.06 *Attendance.* Board members shall make every effort to attend all of the duly scheduled meetings. Members unable to attend shall notify the Director prior to the meeting.

§6.07 *Rules of order.* The proceedings of the Board shall be governed by the most current edition of *Robert's Rules of Order, Newly Revised*, insofar as it does not conflict with applicable state laws or these procedures. The rules of order may be suspended as provided therein or upon unanimous consent of the Board.

§6.08 *Quorum.* A quorum to do Board or committee business shall consist of the presence in person or by teleconference under §6.09 of a majority of the membership of the Board or committee, respectively. [*S. 15.07(4), Stats.*]

§6.09 *Teleconference/Videoconference meetings.* Any Board or committee meeting may be conducted partly or entirely by telephone conference call or videoconferencing at the direction of the Board or committee chairperson, subject to the following requirements:

- (a) The meeting is conducted at the laboratory conference room or another publicly accessible site.
- (b) Provision is made to ensure that all participating Board or committee members can hear the deliberations and can be heard by members and other persons attending at the meeting site.

- (c) All members able to attend the meeting by teleconference or videoconference are called to join the conference.
- (d) The Director has made reasonable attempt to furnish all Board or committee members and persons attending the meeting with copies of the meeting agenda and any written materials to be discussed or considered, including resolutions, contracts, policies, rules, or other proposals.
- (e) No less than two members of the Board or committee, in addition to the Director, and the person recording the meeting minutes are present at the meeting site.
- (f) A recorded vote is taken and announced on all questions at the meeting.
- (g) The public notice of the meeting under §6.05(a) indicates that the meeting may be conducted partly or entirely by teleconference or videoconference.

§6.10 *Voting.* Each voting member shall vote on all questions unless excused by the Board prior to voting for reason of a conflict of interest. Per Robert's Rules of Order, individual Board members have a right to abstain from voting. A recorded vote shall be taken on every resolution, or on any other question at the request of a Board member. Proxy voting is not permitted.

§6.11 *Decisions.* All Board actions shall be upon resolution or motion duly adopted by a majority of the members present and voting, unless a greater number is required in these procedures. [S. 15.07(4), Stats.]

§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 Chairperson 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 2 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 Chairperson.
- (3) To schedule an appearance before the Wisconsin State Laboratory of Hygiene Board, contact the Board Secretary, C/O Director, WSLH, 465 Henry Mall, Madison, WI 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 their Web site: <http://www.slh.wisc.edu> and printed copies are available on request. (See Appendix 4) [Section §6.12 approved 5/27/03 Board mtg.]

§6.13 *Minutes.* The minutes of each Board meeting shall be recorded by the Secretary, assisted by the laboratory staff assigned by the Director and shall include the substance of each official action of the Board and each recorded vote. Draft copies of the minutes shall be mailed or delivered to each Board member not later than the date that the notice and agenda is mailed. The Board shall correct and approve all minutes at the following meeting. Thereafter, the Secretary shall incorporate the corrections in the revised minutes, affix his/her signature, note the date of approval on the minutes and retained in a journal of proceedings.

§6.14 *Resolutions.* Every resolution adopted by the Board shall be duly attested by the Chairperson and the Secretary.

§6.15 *Journal of proceedings.* The corrected and approved minutes of every meeting and a copy of every resolution adopted by the Board shall be recorded in a journal of proceedings which shall be kept in the office of the Director. The minutes and resolutions in said Journal shall be deemed to be the official record of Board actions.

§6.16 *Emergency Meetings of the Executive Committee:* At the request of any board member, the chairperson or if the chairperson is not available vice chairperson shall convene an emergency meeting of the executive committee of the board.

- a) The executive committee consists of the chairperson, vice chairperson, secretary and director.
- b) In the event that the chairperson or vice chairperson is not available, an additional board member from the chairperson's or vice-chairperson's respective constituency

(private or government member as defined in 5.05(b)) must be present.

- c) The Director of the Laboratory is not a member of either constituency.
- d) The meeting may occur by telephone as outlined in §6.09 (a, b, c, d, f, g)
- e) The topic of the meeting is limited to the emergency issue for which the meeting is called.
- f) The Secretary shall notify the board in writing as expeditiously as possible (letter, fax or e-mail) of the meeting and all actions taken.
- g) This section recognizes the fact that the Director may hold the office of Secretary.
- h) In the event of situation in which the executive committee cannot be convened in a timely manner, the director is expected to take appropriate emergency action and report to the chairperson and/or vice-chairperson at the earliest opportunity.

ARTICLE 7 - Approval of Administrative Rules

§7.01 *Drafts.* The Director shall present all drafts of administrative rules to the Board prior to proceeding with each of the regular stages of the rule making process: University of Wisconsin administrative, Legislative Council rules clearinghouse, public hearing, and legislative standing committee stages.

- (a) The Board shall review and may modify drafts of the administrative rules at any duly scheduled meeting.
- (b) The Board shall approve, by resolution, each draft of the proposed administrative rules prior to proceeding with the next stage in the rule making process, unless otherwise determined by the Board.

§7.02 *Hearings.* The Board may conduct public hearings on administrative rules in accordance with Section 227.18, Wisconsin Statutes.

§7.03 *Promulgation.* The Board may promulgate rules in areas within its jurisdiction under Section 36.25(11)(a), Wis. Stats., in accord with this Article and Chapter 227, Wis. Stats.

ARTICLE 8 - Code of Ethics/Standards of Conduct

§8.01 *Ethics Code.* The conduct of members of the Board is governed by the applicable provisions of Subchapter III of Chapter 19, Wis. Stats., *Code of Ethics for Public Officials and Employees.*

- (a) Board members appointed by the Governor under §4.01(c) are not required to file a statement of economic interests under Section 19.43, Wis. Stats. [S. 19.42(10), Stats.]
- (b) The members serving under §4.01(a) and (b) are subject to S. 19.42(10), Wis. Stats. [S. 19.42(10) and S. 19.43, Stats.]

§8.02 *Disclosure.* If any of the conditions involving a potential conflict of interest exist, a Board member shall disclose his/her interest to the Board Chairperson and Secretary and shall refrain from voting or participating in any deliberation pertaining to the issue in conflict.

§8.03 *Misuse of public position.* No member of the Board shall use his/her position to obtain financial gain or anything of substantial value for that member, a member of his/her immediate family, or an organization with which he/she is associated. [S. 19.45(2), Stats.]

§8.04 *Private interest conflicts.* No member of the Board shall participate in the selection, award or administration of a contract or take any official action in a matter in which:

- (a) The Board member's action or inaction could reasonably expected to produce a substantial personal benefit for the Board member, a member of his/her immediate family, or a private organization with which the Board member is associated; or
- (b) The Board member in his/her private capacity, or a member of his/her immediate family, or an organization with which the Board member is associated has a substantial interest. [S. 19.46, Stats.]
- (c) Board members' conduct must be consistent with Section 946.13, Wis. Stats
- (d) These Policies and Procedures recognize that each member, by virtue of the fact that their appointment reflects representation of a particular government or non-government constituency on the Board, continuously face, to some degree, a conflict of interest.
- (e) Members of the Board are to advise the Chairperson or Vice Chairperson and Secretary of potential conflict of interest situations, whenever possible, in advance of such issues being brought to the Board Agenda.

§8.05 *Restraints on receipt of items of value.* In general, no member of the Board should accept any of the following items:

- (a) Any item or service of more than nominal value offered because of the person's holding a state public office. [S. 19.45(2), Stats.]
- (b) Any food, drink, transportation, or lodging except when offered for a reason unrelated to the recipient's holding or having held *any* public position and the

recipient can demonstrate that clearly and convincingly. [Ss. 19.45(3m) and 19.56(3)(b), Stats.]

- (c) Any food, drink, transportation, lodging, employment, or thing of pecuniary value from a lobbyist, either directly or through an agent. [S. 13.625(1)-(3), Stats.]
- (d) Any food, drink, transportation, lodging, or thing of pecuniary value from an organization that employs a lobbyist except for items and services also made available to the general public on like terms and conditions. [S. 13.625, Stats.]
- (e) Any transportation or traveling accommodation for which the supplier would usually charge. [S. 946.11, Stats.; Article 13, S. 11, Const.]

ARTICLE 9 - Amendments to the Policies and Procedures

- §9.01 *Proposals.* Amendments may be proposed to the Board by any member in the form of a written resolution.
- §9.02 *Copy distribution.* Written copies of all proposed amendments shall be furnished to each member of the Board at least ten (10) days prior to consideration.
- §9.03 *Adoption.* Adoption shall require approval of the resolution incorporating the amendment(s) by the recorded vote of two-thirds (2/3) of those voting members present at any meeting of the Board duly called for that purpose.
- §9.04 *Effective date.* Amendments shall take effect on the day following adoption unless another date is specified therein.
- §9.05 *Engrossed copy.* Following adoption of an amendment to the Procedures, the Director shall prepare an engrossed copy of the procedures incorporating the amendment(s) which shall be duly attested by the Secretary.

I HEREBY CERTIFY that the foregoing is a duly engrossed copy of the Policies and Procedures of the State Laboratory of Hygiene Board, including Appendices, as approved by Motion. Adopted on DATE.

ATTEST:

Chairperson-YEAR, NAME, Chairperson

Secretary, James Schauer, PhD

Dated in Madison, Wisconsin this _____ day of _____, YEAR.

APPENDIX 1

Pricing Principles

- 1) To price tests to at least cover all costs (direct, indirect and full overhead) except where the test is priced below cost because of its public health significance and/or the need for the WSLH to maintain the capability and capacity to do this testing. Examples are tuberculosis testing, cultures referred for further identification, and complex virus testing.
- 2) To price tests comparatively with the private sector providers when private sector prices are reasonably available, except where that is in conflict with Principle One above.
- 3) Board members may inquire about individual test costs outside of Board meetings. If the tests appear to be outside the parameters of (or not meeting) the established pricing principles, they can request discussion or specific approval by the Board. Where WSLH staff is aware that a test does not meet the Pricing Principles, the staff will bring the test to the attention of the Board.
- 4) The Wisconsin State Laboratory of Hygiene will bring pricing changes to the Board for implementation when changes in test inputs (labor, supplies, capital) affect costs in a substantive way and would suggest that a pricing change be made.

Appendix 2

Criteria for Approval of Contracts Under Sections 3.04 and 3.05

The WSLH Board, at the July 1994 meeting, unanimously adopted a list of specific items of information, which have been incorporated into the attached form and will be provided to the Board when reporting for information or approval contracts with the private sector.

The WSLH Strategic Direction Position Paper (SDPP): As part of the Strategic Planning Process, the SLH Administration has developed and presented to the Board our SDPP. This document incorporates elements of the WSLH's mission, vision, planning assumptions and mode of operation.

Applying the broad principles of the SDPP to the narrow issue of contracts with the private sector leads us to examine the questions to why SLH Administration might consider pursuing a particular contract. These could be termed basic assumptions:

1. The SLH and the Board are committed to taking actions which support the continuation of a full-service, state-of-the-art, central public health laboratory for Wisconsin.
2. The SLH must continue to seek sources of program revenue to meet its programming needs (including a new building) as the total GPR support does not cover programming costs.
3. The current Wisconsin State Statutes and State Administrative Rules do not prohibit SLH from providing services to, or entering into contractual agreements with, non-governmental organizations.
4. The SLH may provide any service, consistent with its unique mission, as long as revenues generated from that activity are used to support the SLH's board approved mission.
5. The Issue of "competition with the private sector" is not one of absolute prohibition rather one of unfair competition. In general, however, competition with the private sector should be avoided whenever practical.

Secretary's Note: The language in item #5 is as amended by the board. The remainder of the report, through the first sentence in item #5, is as presented in the agenda of 28, February 1995. Also, additional wording after item #5 was deleted by board action. Section references in Appendix title revised to correspond with revised Policies and Procedures approved by the board on DATE.

Appendix 3

**WISCONSIN STATE LABORATORY OF HYGIENE
CONTRACT ANALYSIS FORM
AS REQUIRED IN SECTIONS 3.04 AND 3.05 OF
THE POLICIES AND PROCEDURES OF THE BOARD**

- 1. Name and address of the contracting entity:**
- 2. Tests and/or services to be provided:**
- 3. Rationale for Board consideration (policy issue at hand):**
- 4. Fiscal Analysis (number of tests, price per test, length of contract, etc.):**
- 5. Describe any potential issues with respect to competition with the private sector:**
- 6. Impact on WSLH workload/priorities/other commitments:**

Appendix 4

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 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 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 should be submitted no later than 2 working days prior to a scheduled Board meeting.
- E. Submit written requests to:

Secretary to the Board
C/O WSLH Director
465 Henry Mall
Madison, WI 53706
Telephone: (608) 890-0288
Fax: (608) 262-3257

E-mail: wslhdirector@slh.wisc.edu

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19, 2018

BUSINESS ITEMS

Item 10. 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.

HUMAN RESOURCES REPORT

Data on Retirements, Resignations, New Employees, Internal Hires, Recruitments, and Vacancies will be presented at the meeting from the period of March 1st to June 1st 2018.

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19, 2018

BUSINESS ITEMS

Item 11. 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 May 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 Date	End Date	Account Name	Scope of Work	Award Amount	WSLH Dept
APHL	APHL - Polymerase Chain Reaction	2/25/2018	6/29/2018	APHL PCR	Polymerase Chain reaction (PCR) protocol evaluation of influenza B lineage assay updates using residual specimens. Rate is \$100 per sample	\$26,000	CDD
APHL	CaliciNet Outbreak Support Center	7/1/2018	6/30/2019	CaliciNet 2019	Submission of Norovirus sequences to CDC	\$20,000	CDD
APHL	Vaccine Preventable Diseases 2018-2019	7/1/2018	6/30/2019	VPD2019	Continued submission of VPD testing results to CDC via HL7--measles, measles vaccine strain, mumps, rubella, varicella-zoster virus, bacterial diseases, n meningitidis, h influenzae, b pertusis	\$450,000	CDD
APHL	Influenza Surveillance 2018	7/1/2017	6/30/2018	INF Surveillance	Test results for CDC neuraminidase inhibition assay panel of reference viruses. Additional funds of \$125,000 May 2018	\$125,000	CDD
APHL	CaliciNet Outbreak Support Center	7/1/2017	6/30/2018	CaliciNet 2018	Submission of Norovirus sequences to CDC. Inc of \$5000 May 2018	\$5,000	CDD
WDHS	STD IPP Contract 2018	1/1/2018	12/31/2018	STD 2018	Purchase and supply all test kits to STD, IPP and private clinics participating in regional surveillance as requested. Perform testing services for chlamydia and gonorrhea ~3890 tests @ \$19. Other tests as defined in fee schedule. Clinical instructor time of 900 hrs annually.	\$106,310	CDD
WDHS	QToF Equip Training - Medical Examiners and Coroners	1/1/2018	8/31/2018	TOF 2018	Training for Medical Examiners and coroners on the use of QToF instrument (Quadrupole time of Flight)	\$56,964	FOR TOX
WDHS	Prescription Drug Overdose (PDO) Prevention for States	9/1/2017	8/31/2018	PDO	Increase scope of death toxicology testing and quicker turnaround time for results. Integrate electronic toxicology data reporting between WSLH, DHS, WVDRS, and Medical Examiners/Coroners.	\$32,660	OIS
WDHS	ELC Project J1 Threat of Antibiotic - Resistant Gonorrhea	5/7/2018	7/31/2018	ELCJ1	DHS coverage for Epidemiologist - Dhana Shrestha 5/7/2018 start	\$30,812	CDD
WDHS	Colposcopy 2019	7/1/2018	6/30/2018	COLP2019	Annual Colposcopy Award - to assist DHS Maternal and Child Health Unit in accomplishing 200 Wisconsin Act 20, Page 525, Section 2870m at 146.68	\$66,800	DPD
WDHS	ELC FY17 Carryforward - Various projects	7/1/2017	7/31/2018	ELCFY17	ELC Carryforward funds - 10 projects	\$797,055	CDD
WDHS	CY2018 HIV/AIDS Testing	1/1/2018	12/31/2018	HIV2018	Provide 3.0 FTE staff positions based in the HIV/AIDS program at DHS. To support coordination of the statewide HIV testing program to implement new HIV testing technologies, CLIA standards and updated policy and procedure, provide quantitative research analysis of HIV testing data provided by clinics and agencies performing DHS funded HIV testing.	\$278,703	CDD
WDNR	DGO78 Large Volume Sampling	7/1/2018	6/30/2020	DG078	Continue large volume sampling - 2 yr project July 2018-June 2020	\$180,000	EHD
WiCell	WiCell Service Agreement - Cytogenetics	5/1/2018	4/30/2019	WiCell	Service Agreement - professional services to assist with genetic analysis.	\$201,411	DPD

Contracts Summary

Total Awarded Dec-2017-May 2018	\$2,376,715.00
Recap	
CDD	\$1,838,880
DPD	\$268,211
EHD	\$180,000
FOR TOX	\$56,964
OIS	\$32,660
APHL	\$626,000
WDHS	\$1,369,304
WDNR	\$180,000
Other	\$201,411
FY 19 awards	
Funding starting July 1, 2018	\$716,800

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19, 2018**

BUSINESS ITEMS

Item 12. 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. Next Board Meeting: Tuesday, September 18th, 2018**
 - **Meeting location: Milwaukee Medical Examiner's Office**
 - **Lunch?**
- 4. WSLH Summer Events: Madison Mallards Outing and Potluck Picnic**

**Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19, 2018**

Report to the Wisconsin State Laboratory of Hygiene Board

**Representative Public or Environmental Health Incidents of Educational Interest
March 6 – June 8, 2018**

Approx. Date	Agent or Event Name	Description	Current Status
OUTBREAKS and INCIDENTS			
March 15-current	Synthetic cannabinoid coagulopathy	Bleeding disorders linked to synthetic cannabinoid (K2, Spice e.g.) were discovered, and grew to over 200 cases nationally. The responsible agent was determined to be brodifacoum, a powerful anticoagulant. The WSLH Chemical Response program developed and implemented a quantitative method for brodifacoum in blood, which is being used to diagnose and guide treatment length for patients.	Ongoing, new case rate has slowed in the Midwest
RECENT EVENTS and FINDINGS			
March 15, 2018	Municipal Judges Annual Conference	Forensic Toxicology Section Chemist Kayla Neuman presented to the Wisconsin Municipal Judges annual conference on the effects of drugs and alcohol on human performance.	Complete
March 16-17, 2018	NBS conference in China	WSLH Newborn Screening Co-Director Dr. Mei Baker was invited to speak at the Newborn Screening for Spinal Muscular Atrophy, Duchenne Muscular Dystrophy (DMD) and other Neuromuscular Diseases: Diagnosis and Molecularly-based Treatment conference in Hangzhou, China. Her presentation was on “Newborn Screening for SMA and DMD: Can we do it?”	Complete
March 23, April 18, May 23, 2018	Drug Recognition Expert re-certification and school	Forensic Toxicology Section Chemist Kimberle Glowacki provided training on drugs and human performance to DREs at both their school and re-certification events.	Complete
March 26, 2018	OSHA Small Business Success Story	Rotating Equipment Repair (RER), a Sussex, WI, company providing high quality repairs, parts, and field service to the high energy pump market,	Complete

		<p>was featured as a “Small Business Success Story” by the Occupational Health and Safety Administration (OSHA).</p> <p>The story highlights the collaboration between RER staffers and expert consultants from Wisconsin’s Onsite Safety and Health Consultation Program (WisCon) to improve RER’s safety and health culture, including achieving SHARP status in 2009. RER has maintained continuous SHARP status, with their most recent renewal in 2017.</p> <p>SHARP stands for Safety and Health Achievement Recognition Program and is a recognition program by OSHA and state consultation programs for companies that have excellent health and safety program management systems in place.</p> <p>Story link - https://www.osha.gov/dcsp/smallbusiness/success/ss_rotating_equipment_repair.html</p>	
March 30, 2018	“Flumps” study - <i>Clinical Infectious Disease</i>	<p>During the 2014-2015 influenza season, the Centers for Disease Control and Prevention (CDC) received more than 300 case reports from 21 states of patients who had the glandular swelling typical of mumps – but who tested negative for the mumps virus.</p> <p>An investigation into this large occurrence of non-mumps parotitis (NMP) was published in the March issue of <i>Clinical Infectious Diseases</i>.</p> <p>The WSLH Communicable Disease Division provided influenza and other respiratory pathogen testing for the Wisconsin cases.</p> <p>Influenza and herpes viruses were the most commonly found viruses infecting these patients.</p> <p>https://academic.oup.com/cid/advance-article/doi/10.1093/cid/ciy137/4957004?guestAccessKey=88c1895f-6c4f-4258-9c66-3adce815b524</p>	Complete
April – May 2018	Influenza	<p>The 2017-2018 influenza season and the historic 1918 influenza pandemic were both in the news.</p> <p>WSLH Communicable Disease Division Director</p>	Complete

		<p>Dr. Pete Shult and Virus Team Lead Erik Reisdorf were interviewed multiple times about the very harsh 2017-2018 flu season. A wrap-up story focusing on WSLH flu surveillance ran in WisContext -- https://www.wiscontext.org/flu-seasonal-curve-swelled-2017-18</p> <p>Dr. Shult was also interviewed for an article for <i>Lab Matters</i> from the Association of Public Health Laboratories (APHL) recounting how far the public health system has come in being able to respond to influenza pandemics – and how far it still needs to go.</p> <p>The article highlights the important work the WSLH performs as 1 of 3 National Influenza Reference Centers (NIRC).</p> <p>https://view.joomag.com/lab-matters-winter-2018/0082028001519920517/p6?short</p>	
April 27, 2018	Increase in drugged driving – NBC 15	<p>The increase in drugged driving and the WSLH Forensic Toxicology Lab’s role in that testing were featured in a story by NBC 15 news in Madison.</p> <p>In 2017, the WSLH tested more than 22,000 blood samples from suspected impaired drivers. All of those samples were tested for alcohol and a sub-set was tested for drugs.</p> <p>According to WSLH Forensic Toxicology Director Amy Miles, from 2014 to 2017 the WSLH saw roughly a 17% increase in total sample submission and about a 46% increase in drug impaired cases.</p> <p>Watch the story — http://www.nbc15.com/video?vid=481022021</p>	Complete
May 2018	Porto-Madrid System of Effusion Cytology	<p>WSLH Medical Director and Disease Prevention Division Director Dr. Dan Kurtycz will serve as Co-Author of the Porto-Madrid System of Effusion Cytology. This will be a two-year project culminating in the production of an Atlas.</p> <p>The project is sponsored by the International Academy of Cytology and the American Society of Cytology. There will be a meeting in Madrid on June 9 and a follow-up in Sydney Australia, in</p>	Ongoing

		late May 2019.	
May 2018	Worldwide Survey - Use of Fine Needle Aspiration to Diagnose Breast Cancer	<p>Using the facilities of the UW-Madison Department of Information Technology (DoIT), Dr. Dan Kurtycz is engaged in a worldwide survey regarding the use of Fine Needle Aspiration to diagnose breast cancer.</p> <p>This has particular import in low resource areas of the planet where expensive imaging technology and advanced histologic processing are not available.</p> <p>This effort is being led by Dr. Andrew Field, President of the International Academy of Cytology, based in Sydney, Australia. Dr. Field has years of experience working in sub-Saharan Africa bringing affordable cancer diagnostics to underserved populations.</p> <p>This survey will help form a series of guidelines and diagnostic criteria for fine needle aspiration of breast cancer and related lesions.</p>	Ongoing
May - June, 2018	National Institute of Justice Grant Consensus meeting, Washington DC	Forensic Toxicology Supervisor Bill Johnson attended the NIJ grant approval consensus meeting after reviewing 9 grant proposals for NIJ.	Complete
May 2-3, 2018	Chemical Emergency Response surge exercise	<p>The WSLH Chemical Emergency Response program received from CDC on May 2nd 500 urine specimens to test. The agent of interest was Russian VX.</p> <p>The Chem Response program completed testing and reporting within 26 hours of receipt using round-the-clock staffing.</p>	Complete
May 2-4, 2018	Annual IACT conference, Indianapolis, IN	Forensic Toxicology Section Chemist Stephanie Weber presented at the annual conference on opioids and trends.	Complete
May 4 and 7, 2018	WSLH Brown Bag: eDNA	WSLH Microbiologist Alyssa Beck gave two brown bags explaining how the WSLH will begin	Complete

		<p>using environmental DNA (eDNA) to determine the presence of Zebra Mussels and New Zealand Mudsnailes in select Wisconsin bodies of water this summer. Both of these invasive aquatic organisms are of concern to the Wisconsin Department of Natural Resources.</p> <p>eDNA methods are less time and resource intensive than traditional field surveys and can be especially useful for screening for invasive or endangered organisms.</p> <p>Webinar link (plays best in Internet Explorer): http://slhstream.ad.slh.wisc.edu/Mediasite4/Viewer/?peid=20efaea607274f93a03ef8cb4f8a4cdf1d</p>	
May 4, 2018	Intoxicated Driver Program Conference, Wisconsin Rapids	Forensic Toxicology Supervisor Bill Johnson presented at the annual training for IDP assessors on drug and alcohol impairment and trends.	Complete
May 7, 2018	UW-Madison Baldwin Wisconsin Idea Endowment Grant	<p>WSLH Newborn Screening Laboratory Co-Director Dr. Mei Baker and her Co-Principal Investigator Dr. Christine Seroogy – both UW Department of Pediatrics faculty - received a three-year, \$120,000 UW-Madison Baldwin Wisconsin Idea Endowment Grant for their project, “Development and Implementation of Rapid Genetic Test to Improve Health Outcomes in Wisconsin Plain Newborns.”</p> <p>This project aims to develop and implement state-of-the-art genetic testing for Wisconsin Amish and Mennonite, collectively called Plain, newborns---ultimately improving early diagnosis and treatment for disorders found at a higher frequency in these communities.</p>	Ongoing
May 16, 2018	<i>PLOS One</i> article – new Rabies test	<p>The WSLH Rabies laboratory was 1 of 14 pilot study sites worldwide for a new rabies test developed at the CDC that could mean people exposed to potentially rabid animals could forego the weeks-long regimen of shots to prevent the deadly disease.</p> <p>The new test, designed for use in animals, can more easily and precisely diagnose rabies infection, according to a study published in <i>PLOS One</i>. The new LN34 test is simpler and easier to use than current tests. During the pilot study, it produced no false negatives, fewer false positive,</p>	Complete

		<p>and fewer inconclusive results. It could allow doctors and patients to make better informed decisions about who needs treatment for rabies, which is nearly always fatal once symptoms start.</p> <p>CDC news release about the study — https://www.cdc.gov/media/releases/2018/p0516-rapid-rabies-test.html</p> <p><i>PLOS One</i> journal article – http://journals.plos.org/plosone/article?id=10.1371/journal.pone.0197074</p>	
May 18, 2018	APHL Podcast: What if There Were No Public Health Laboratories?	<p>A new APHL podcast tells the horror stories that can happen to families everywhere when there are no public health labs.</p> <p>The podcast is the second in a series produced by cohort 10 of the APHL Emerging Leader Program. The podcast stories focus on emerging infectious diseases, newborn screening, and foodborne illness and highlight the vulnerabilities we all would face if there were no public health labs like the WSLH working to keep our communities and populations safe.</p> <p>After the fictional (thankfully) stories, the podcast continues with subject matter expert interviews explaining how public health labs would meet the challenges presented in each story.</p> <p>WSLH WI Clinical Laboratory Network Coordinator and Co-Biosafety Officer Erin Bowles, a member of APHL Emerging Leader Program cohort 10, helped produce and narrated this episode. Dr. Pete Shult was interviewed for the emerging infectious disease portion of the podcast, and Jim Hermanson, WSLH Office of Information Systems, provided expert assistance in recording and editing.</p> <p>Listen here at http://www.aphlblog.org/2018/05/lab-culture-ep-11-no-public-health-labs/.</p>	Complete
May 21-23, 2018	IPTM annual Impaired Driving Symposium, Orlando, FL	Forensic Toxicology Section Chemist Ted Savage presented on the Dane County Oral Fluid Project during this annual conference.	Complete
May 21-24,	NHTSA	Forensic Toxicology Section Chemists Kayla	Complete

2018	Prosecutor/ Toxicologist Pilot, Oklahoma City, OK	Neuman and Stephanie Weber attended the NHTSA Curriculum Pilot which Forensic Toxicology Section Director Amy Miles assisted in developing and writing. This curriculum will be rolled out to all 50 states once final revisions are made from critiques during the Pilot.	
May 22-25, 2018	CDC/APHL Influenza testing workshop at the WSLH	The WSLH hosted a CDC/APHL sponsored workshop on “Typing, Subtyping, and Genotyping Influenza Using the CDC Flu rRT-PCR Dx Panel” on the UW-Madison campus. The workshop focused on training 31 scientists from public health labs across the country on the use of two new molecular-based instruments that will allow for faster influenza testing. The instruments are currently awaiting FDA clearance, but CDC wants to introduce public health lab scientists to the new instrumentation now so that when they receive FDA clearance, labs will be ready to start using them.	Complete
May 24, 2018	Adams County Mock Crash and Trial	Forensic Toxicology Section Director Amy Miles took part in a mock crash and trial with the Adams Co Sheriff’s Office. During the “crash investigation”, each participant described their role – the WSLH’s role was described as communicating with law enforcement and the Medical Examiner regarding the testing requirements for the various drivers. In the afternoon the WSLH’s role in courtroom proceedings was described.	Complete
May 29, 2018	WSLH Employee Recognition Event	The WSLH hosted its 2 nd annual Employee Recognition Event. Staff at both locations were treated to cake and were personally given a WSLH tumbler and a Thank You! from WSLH Director Dr. Jamie Schauer.	Complete
June 1, 2018	NADP Central Analytical Laboratory	On June 1 st , the NADP Central Analytical Laboratory went live at the WSLH.	Complete
June 8, 2018	U.S. Science Envoy	WSLH Director Dr. Jamie Schauer was named a U.S. Science Envoy by the U.S. State Department. Through the Science Envoy Program, eminent U.S. scientists and engineers leverage their expertise and networks to forge connections and	Ongoing

		<p>identify opportunities for sustained international cooperation, championing innovation and demonstrating America's scientific leadership and technical ingenuity.</p> <p>As a Science Envoy for Air Quality, Dr. Schauer will highlight American scientific strategies and technologies for mitigating poor air quality, with a focus on South Asia.</p>	
June 8, 2018	Milwaukee County DA's Office Training, Milwaukee, WI	Forensic Toxicology Section Chemist Kimberle Glowacki provided training to the Milwaukee County DA's office on courtroom challenges and other drug topics.	Complete

Wisconsin State Laboratory of Hygiene
Board of Directors Meeting
June 19, 2018

**Report to the
Wisconsin State Laboratory of Hygiene Board
Water Systems Tests by the WSLH
For the period March 1, 2018 through May 31, 2018**

Number of systems on a boil water notice	1
Number of water systems tested	3771
Percent of systems on a boil water notice	0.03%
Number of boil water notices for <u>municipal community water</u> systems.	0
Number of boil water notices for <u>other than a municipal community water system</u>	0
Number of boil water notices for <u>non-transient, non-community</u> water systems.	0
Number of boil water notices for <u>transient water systems</u> .	1 (IOWA COUNTY)

Mar-18			
PWS_TYPE	NUMBER_OF_SYSTEMS	NUMBER_OF_UNSA	NUMBER_OF_BWO
MC	283	7	0
NN	156	2	0
OC	181	3	0
TN	445	11	0
Apr-18			
PWS_TYPE	NUMBER_OF_SYSTEMS	NUMBER_OF_UNSA	NUMBER_OF_BWO
MC	286	3	0
NN	98	1	0
OC	174	1	0
TN	549	15	0
May-18			
PWS_TYPE	NUMBER_OF_SYSTEMS	NUMBER_OF_UNSA	NUMBER_OF_BWO
MC	285	6	0
NN	121	3	0
OC	161	2	0
TN	1032	39	1