

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020  
Madison, Wisconsin**

**DATE:** March 18, 2020

**TO:** Dean Robert N. Golden, MD, UW-SMPH – Dr. Richard Moss, Designated Representative  
Andrea Palm, Secretary, DHS – Charles Warzecha, Deputy Designated Representative  
Jeanne Ayers, Administrator, DPH – Charles Warzecha, Deputy Designated Representative  
Preston Cole, Secretary, DNR – Greg Pils, Designated Representative  
Brad Pfaff Secretary, DATCP –Gilbert (Gil) Kelley, Designated Representative  
Dr. Robert Corliss, Chair  
Charles Warzecha, Vice-Chair  
Barry Irmien, Member  
Jeffery Kindrai, Member  
James Morrison, Member  
Dr. Richard Moss, Member

Zana Sijan, DNR Alternate  
Steve Geis, 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  
\*\*\*Online Meeting\*\*\*

March 24, 2020  
1:00 p.m. — 4:00 p.m.

**C:**

Allen Benson  
Camille Danielson  
Cynda DeMontigny  
Kristine Hansbery  
Kevin Karbowski  
Jan Klawitter  
Dr. Daniel Kurtycz  
Dr. Peter Shult  
James Sterk  
Steve Strebel  
David Webb

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

**MEETING NOTICE**

**Tuesday, March 24, 2020**

**1:00p.m. – 4:00p.m.**

**MEETING LOCATION:**

**Conference Line: 1(877) 336-1828**

**Access Code: 4271573**

**\*\*\*CLOSED SESSION OF BOARD\*\*\*\***

**At conclusion of Public Meeting**

**Notice is hereby given** that the Wisconsin State Laboratory of Hygiene Board of Directors will convene at 1:00 p.m. on Tuesday, March 24, 2020 via teleconference, followed by a closed session at the meeting conclusion per “section 19.85(1)(c), Wis. Stats., to consider employment, promotion, compensation or performance evaluation data of public employees over which the governmental body has jurisdiction or exercises responsibility.”

**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

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020  
1:00 P.M. – 4:00 P.M.

Wisconsin State Laboratory of Hygiene  
\*\*\*ONLINE MEETING\*\*\*

## AGENDA

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Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020

**PROCEDURAL ITEMS**

**Item 1. ROLL CALL**

**Description of Item:**

Roll call of attendance at Board Meeting led by Board Chair.

**Suggested Board Action:**

Submit roll call.

**Staff Recommendation and Comments:**

Roll call will be recorded by Board Secretary.

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020

**PROCEDURAL ITEMS**

**Item 2. APPROVAL OF MINUTES**

**Description of Item:**

The draft minutes of the December 17th, 2019 board meeting are submitted for approval.

**Suggested Board Action:**

Motion: Approve the draft minutes of the December 17th, 2019 board meeting as submitted.

**Staff Recommendation and Comments:**

Approve draft minutes.

Once approved, minutes become part of the public record and are posted on the WSLH website: <http://www.slh.wisc.edu/about/board/board-meetings-agendas-and-minutes/>.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020**

**APPROVED MINUTES  
December 17, 2019  
1:00 P.M. – 4:00 P.M.  
Wisconsin State Laboratory of Hygiene  
2601 Agriculture Drive  
Madison, WI 53718**

**MEMBERS PRESENT:** Chair Dr. Robert Corliss, Vice-Chair Charles Warzecha  
Secretary Dr. James Schauer, Jeffery Kindrai, James Morrison,  
Greg Pils, Gil Kelley, Barry Irmen

**WSLH STAFF PRESENT:** Jan Klawitter, Kristine Hansbery, Megan Flowers, Allen  
Benson, David Webb, Cynda DeMontigny, Christine Gunter,  
Jim Sterk, Kevin Karbowski, Dr. Allen Bateman, Steve Strebel,  
Erin Mani, Noel Stanton, and Nathaniel Javid

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

**GUESTS PRESENT:**

*Chair Dr. Robert Corliss called the meeting to order at 1:00 P.M.*

**Item 1. ROLL CALL**

**Chair Dr. Robert Corliss** initiated the roll call of the Board. All Board Member seats or their designated representatives were present except Dr. Richard Moss.

**Item 2. APPROVAL OF MINUTES**

Approve the minutes of the September 17, 2019 Board Meeting as submitted. Nathaniel Javid noted a correction to the minutes submitted via email by Jeffery Kindrai. **Chair Dr. Robert Corliss** made a motion to approve the minutes. **Jeffery Kindrai** seconded the motion. The voice vote approving the corrected minutes with the submitted correction was unanimous.

**Item 3. REORGANIZATION OF AGENDA**

There was no reorganization of the agenda.

**Item 4. PUBLIC APPEARANCES**

There were no public appearances.

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

Chuck Warzecha noted a Board Member matter that he will mention later in the meeting with regards to vaping updates.

Dr. James Schauer noted that Dr. Richard Moss has retired from the University, although he is currently still serving as a Board Member. We will receive more direction from UW-SMPH on his role in the future. Dr. Schauer mentioned that the Board should also consider the vacant positions on the Board for filling in 2020. Chuck Warzecha asked if we could have a conversation about this at the next Board Meeting. Dr. Schauer noted that we will consider this for the future. Jeffery Kindrai thanked the WSLH for their work on GI and respiratory season work in assisting with lab capacity. Greg Pils asked the Board if they have heard any news about 5G cellular radiation as a concern. Chuck Warzecha referred Greg to Mark Warner at the Bureau of Environmental and Occupational Health. The Board discussed addressing this in the future as this develops.

## **Item 6. PROFICIENCY TESTING PROGRAM UPDATE**

### **■ Kristine Hansbery & Megan Flowers, WSLH Laboratory Improvement Division**

Dr. Schauer introduced Kristine Hansbery and Megan Flowers from the WSLH Laboratory Improvement Division to give an update on the work of the Proficiency Testing (PT) program. Ms. Hansbery provided the historical background on proficiency testing at the WSLH starting from the 1960s until 2019. Ms. Hansbery noted that around the United States, hospital systems are in trouble with the new reimbursement situation that exists. Many hospitals are experiencing bankruptcy including closure and consolidation. Hospitals are also closing in rural communities. In order to help with this, we have triaged problems through the development of metrics to figure out how we can best help our program. We came up with several solutions including increasing our exposure by attending more events promoting our program. We have also traveled to hospitals in the Midwest and increased our international presence and partnerships. WSLH PT has worked with the WSLH Communicable Disease Division to work on new grant opportunities along with various programs involving vaccine preventable diseases. We have also worked with the WSLH Environmental Health Division on expanding the possibility of performing rainwater deposition. WSLH PT also received new IT leadership allowing for new software. The more face-to-face contact we have had with laboratories has allowed for more people to enroll with us.

Ms. Hansbery introduced Megan Flowers as the new WSLH PT Outreach Coordinator. Ms. Flowers created a communications plan that helps increase public awareness about how the LID is best poised to help clinical laboratories assure quality patient testing. Our creative communications strategy is lab excellence focused, content driven, and involves a multi-tactic approach. Some of this is done through increasing our online presence in social media, logging, and paid promotions, along with optimizing our website. As far as optimizing our website, we have recently added a video tutorial library and reviewed content for increased search engine optimization. We have employed mass mailings, which have a cost reduction advantage, and have received excellent responses from clinical laboratories. Ms. Flowers reviewed with the Board the tradeshow outreach work WSLH PT performs. The design of these booths had a personal touch to the work, putting a face to the people doing the testing. Ms. Flowers also mentioned the print advertising WSLH PT does with Medical Laboratory Observer, which helps

increase our visibility. Lastly, Ms. Flowers explained the tracking, measuring, and following up they do with metrics on their website for outreach and education. Ms. Hansbery fielded several questions from the Board about their goals. Ms. Hansbery noted that all public health laboratories in the United States are using at least one component of our proficiency testing program to serve their needs.

## **Item 7. STRATEGIC PLAN INITIATIVE UPDATES**

Dr. Schauer introduced the two strategic plan initiative updates that will be presented to the Board. These initiatives are Outreach Efforts and the Innovation Award Projects.

Ms. Jan Klawitter led the discussion on Outreach Efforts. Ms. Klawitter highlighted the work Ms. Flowers has done in her earlier presentation. In the first year of the plan, we performed a needs assessment, compiled resources lists, and created tutorials for us as an antibiotic reference center. We also completed our cytotechnology certificate program recruitment video. Looking ahead into year two, we will hold a survey of local health officers to see what the needs as far as online training are. We've identified two projects in EHD with DNR on packaging samples and filling out forms properly. For CDD, we will work on online training videos for specimen kits. In forensic toxicology, we have performed coroner and medical examiner trainings in person. We have also investigated if we can turn this content into online training. In doing these activities, we will be able to more thoroughly determine the resources we need.

Mr. Karbowski provided the update on the Innovation Awards Project. Mr. Karbowski explained these awards as part of our scientific investment. From July to September 2019, we have received requests for proposals. In November 2019, the committee working on this project determined that all ideas that were submitted will move forward. Some of these ideas advanced forward for implementation but a few needed to shift to a discovery stage where timing, cost, benefit and merit needed additional research. The projects ranged from replacing helium with nitrogen for testing to data upload functionality. This has been an excellent project for increasing staff engagement. The Board asked questions about the parameters that have been placed on these projects. Dr. Schauer replied that we did not want research to be a part of these projects, but aside from that, we kept this broad for anything that will benefit the lab.

## **Item 8. FINANCIAL REPORT**

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

Mr. Karbowski provided the budget report for the period of July 1, 2019 through October 31, 2019. Our total support and revenue year-to-date actual is \$17,371,926, which is \$644, 779 greater than expected. Mr. Karbowski explained some of the increases in testing that have caused these increases in revenue along with timing issues with revenue being over budget. Mr. Karbowski also explained some unfavorable variances with regards to transfers being classified as minor equipment or capital.

As far as expenses, our total expenses are \$16,744,195, which is \$434,731 over budget year-to-date. Our net operating income is \$627,731 year-to-date, which is \$210, 048 over budget.

Our available working capital as of October 31, 2019 is \$9,241,656, which is a \$133,658 decrease from June 30, 2019. Mr. Karbowski next presented a slide of WSLH contracting activity from the past five years. Our contract activity has gone up substantially and has almost doubled. This does not mean that revenue has increased at that same level, it just means that we are writing contracts at that amount.



## Item 9. CONTRACTS REPORT

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

As of December 5 2019, we have received \$3, 129, 912. 02 in contracts broken down by division as follows: \$700,092 in CDD, \$395, 518.02 in DPD, \$1,836,065 in EHD, \$40,000 for Forensic Toxicology, \$108, 037 in OIS, and \$50, 200 in PT. Broken down by contractor, these figures are \$2, 872.283.02 from WHDS, \$138, 229 from WDNR, \$40,000 from WDOT, \$26,000 from APHL, \$19,200 from UCLA, and \$34,200 from the CDC.

## Item 10. HUMAN RESOURCES REPORT

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

Cynda DeMontigny, WSLH HR Director, provided the Human Resources update to the Board. For the period of September 1 to December 1, 2019 we had twenty-five recruitments including seven in DPD, nine in EHD, one in LID, four in CDD, three in Administration, and one in the OHD. As far as staff turnaround for the same time period, we had one retirement in DPD and two in CDD, five resignations in EHD and one in LID. For hires, we had eight in DPD and EHD, none in LID, four in CDD, two in Admin and two in OHD.

Dr. Schauer also mentioned the recruitment for the new Associate Director for Clinical Testing. The PVL has been issued and we will begin the search.

## Item 11. DIRECTOR'S REPORT

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

Dr. Schauer introduced Ms. Klawitter to the Board. Ms. Klawitter noted that we are experimenting with giving a grants update at the start of the Director's report. Ms. Klawitter noted three grants that have come in since the last Board Meeting. These include a grant from the state department to establish low cost sensor networks in India and Bangladesh, the annual WOHL grant from OSHA to provide testing for the 46 of the 50 state consultation programs, and a NIFA grant for our NADP program covering funding for coordination and analytical costs for various operating sites. Ms. Klawitter next gave an update on the WSLH recent public health events including the Hepatitis A virus and *E. coli* 0157:H7. Also, CDD received a grant for tuberculosis sequencing. Ms. Klawitter noted that a delegation from Nanjing University in China visited UW-Madison. The WSLH was featured in an *Archaeometry* journal article and *WI Fire Chief* magazine article. The WSLH also recently successfully passed their bi-annual CAP inspection, completed their NADP Scientific Symposium and Fall Meeting in Boulder, Colorado, and completed their second year of the WSLH Awards Program.

Dr. Schauer introduced Mr. David Webb to present the Water System Boil Notice Report. Mr. Webb noted that the values from Boil Notice were largely expected and slightly higher than previous years due to greater precipitation. Mr. Webb had the Board refer to the packet for the specific details.

Dr. Schauer introduced Mr. Noel Stanton from the WSLH Environmental Health Division to talk about the vaping situation. Mr. Stanton noted that this is still a live and active situation, but we are well past the peak. As far as national statistics, there are a little over 2,400 confirmed cases that resulted in 52 fatalities. 20% of these individuals required mechanical ventilation or intubation. 80% of the cases are associated with THC products. We have approximately 100 cases in Wisconsin, and fortunately there have been no fatalities yet. Vitamin E acetate has been strongly indicated in the products. One of the complications in investigating this has been the wide variety of vaping products. Mr. Stanton showed examples of materials packaging to the Board illustrating the marketing that is done to children. We have developed a test at the lab to measure the vitamin E acetate in these samples. This testing will serve well for past comparisons and will also provide quantitative data. We will also analyze nicotine products. Mr. Charles Warzecha noted that this is part of a larger story regarding technology in allowing things into the body that should not be there. Mr. Warzecha also noted the addictive nature of vaping products. We have to be diligent on how this will evolve in the future. Mr. Kindrai noted the importance of educating the community. Dr. Schauer underscored the challenges with regulation of this.

Dr. Schauer next introduced Dr. Allen Bateman from the WSLH Communicable Disease Division to give an update on influenza. Dr. Bateman mentioned FluView ran by the CDC updated weekly about things being done nationwide to track influenza. We are largely focused on Flu A and Flu B. Dr. Bateman reviewed with the Board the functionality of the site. The site also summarizes antiviral resistance. Dr. Bateman noted that the WSLH is a NIRC Lab (National Influenza Reference Center), which is part of a 5-year grant in which we are one of three reference centers for the United States. Dr. Bateman noted that the main way to control influenza is through vaccination.

Dr. Schauer introduced Erin Mani from the WSLH Environmental Health Division to give an update on PFAS. We have NELAC certification for our drinking water. We have applied for DNR certification. Once we have that, we will apply for NELAC certification on the other matrices we run. We are beginning to look at PFAS in air samples. Barry Irmen asked Erin Mani how long it will take for there to be regulation on an acceptable parts per million of PFAS. Ms. Mani noted that there are many complications to this. The WI DNR is working on groundwater limits currently, but we are still analyzing and developing this without a regulatory threshold. The ubiquity of these compounds also makes managing them challenging. Lastly, Dr. Schauer noted that Governor Tony Evers signed an executive order regarding PFAS compounds. There is a WisPAC WI PFAS action committee led by the WI DNR to help coordinate action on this.

**Chair Dr. Robert Corliss** made a motion to adjourn the meeting at 3:30 P.M. **Jeffery Kindrai** accepted the motion and **Vice-Chair Charles Warzecha** seconded the motion. The motion passed unanimously and the meeting was adjourned.

Respectfully submitted by:



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

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020

**PROCEDURAL ITEMS**

**Item 3. REORGANIZATION OF AGENDA**

**Description of the Item:**

Board members may suggest changes in the order in which agenda items are discussed.

**Suggested Board Action:**

None.

**Staff Recommendation and Comments:**

Reorganize the agenda if requested by the Board.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020**

**PROCEDURAL ITEMS**

**Item 4. PUBLIC APPEARANCES**

**Description of the Item:**

Under the board's *Policies and Procedures* nonmembers are invited to make presentations.

**Suggested Board Action:**

Follow WSLH *Policies and Procedures*.

**Staff Recommendation and Comments:**

Follow WSLH *Policies and Procedures*.

Per *Policies and Procedures of the Wisconsin State Laboratory of Hygiene Board of Directors*:

§6.12 *Speaking privileges.* When the board is in session, no persons other than laboratory staff designated by the director shall be permitted to address the board except as hereinafter provided:

- (a) A committee report may be presented by a committee member who is not a member of the board.
- (b) A board or committee member in the course of presenting a matter to the board may request staff to assist in such a presentation.
- (c) If a board member directs a technical question for clarification of a specific issue to a person not authorized in this section, the Chair may permit such a person to respond.
- (d) The board may by majority vote or by decision of the Chair allow persons not otherwise authorized in this section to address the board if the situation warrants or the following criteria is followed:
  - (1) Written requests for public appearances on specific current agenda items shall be made to the board Secretary no later than two working days prior to the meetings. The request shall outline the reasons for the request including the subject matter to be discussed in as much detail as is feasible prior to the meeting of the board. Those requesting an appearance may, at or prior to the board meeting, provide board members copies of any written materials to be presented or a written statement of a position.
  - (2) Individual presentations will be limited to five minutes, unless otherwise authorized by the Chair.
  - (3) To schedule an appearance before the Wisconsin State Laboratory of Hygiene Board of Directors, contact the board Secretary, c/o Director, Wisconsin State Laboratory of Hygiene, 465 Henry Mall, Madison, Wisconsin 53706. Telephone (608) 890-0288. The subject or subjects to be discussed must be identified.
  - (4) The Wisconsin State Laboratory of Hygiene "Guidelines for Citizen Participation in WSLH Board Meetings" are published on its website: <http://www.slh.wisc.edu/index.shtml> and printed copies are available on request. (See Appendix 5) [Section §6.12 approved 5/27/03 board meeting.]

## Appendix 5

### Guidelines for Citizen Participation at WSLH Board Meetings

The Wisconsin State Laboratory of Hygiene board provides opportunities for citizens to appear before the board to provide information to the board on items listed on the agenda. Such appearances shall be brief and concise. In order to accommodate this participation in the allotted time, the guidelines are as follows:

- A. Items to be brought before the board:
  - 1. The board Secretary and Chair will assign a specific time on the agenda to hear public comment when a request to speak has been received from a member of the public.
  - 2. Individuals or organizations will be limited to a total of five (5) minutes to make a presentation to the board. Following the presentation board members may ask clarifying questions.
  - 3. An organization is limited to one (1) spokesperson on an issue.
  - 4. On complex issues, individuals wishing to appear before the board are encouraged to submit written materials to the board Secretary in advance of the meeting so the board may be better informed on the subject in question. Such information should be submitted to the board Secretary for distribution to all board members no later than seven (7) working days before the board meeting.
  - 5. No matters that are in current litigation may be brought before the board.
- B. The board encourages individuals to confine their remarks to broad general policy issues rather than the day-to-day operations of the Wisconsin State Laboratory of Hygiene.
- C. Citizens who have questions for board members should ask these questions prior to the board meeting, during any recess during the board proceedings, or after board adjournment.
- D. Written requests to appear before the WSLH Board of Directors should be submitted no later than two (2) working days prior to a scheduled board meeting.
- E. Submit written requests to:  
Secretary, Wisconsin State Laboratory of Hygiene Board of Directors  
C/O WSLH Director  
465 Henry Mall  
Madison, WI 53706  
Telephone: (608) 890-0288  
Email: [nathaniel.javid@slh.wisc.edu](mailto:nathaniel.javid@slh.wisc.edu)

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020

**BUSINESS ITEMS**

**Item 5. BOARD MEMBERS' MATTERS**

**Description of the Item:**

Board Members' Matters will present board members with the opportunity to ask questions and/or discuss issues related to the Wisconsin State Laboratory of Hygiene.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020

**BUSINESS ITEMS**

**Item 6. COVID-19 UPDATES**

**Description of the Item:**

Dr. Peter Shult, Director, WSLH Communicable Disease Division will provide the COVID-19 Update to the Board.

**Suggested Board Action:**

Review and provide input.

**Staff Recommendations and Comments:**

Receive for information.

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020

**BUSINESS ITEMS**

**Item 7. PFAS UPDATE**

**Description of the Item:**

David Webb, Director, WSLH Environmental Health Division, will provide the PFAS update to the Board.

**Suggested Board Action:**

Review and provide input.

**Staff Recommendations and Comments:**

Receive for information.



Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020

**BUSINESS ITEMS**

**Item 8. FINANCIAL REPORT**

**Description of the Item:**

Kevin Karbowski, WSLH Chief Financial Officer, will provide the January 2020 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 2020

January 31, 2020

Contents

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FINANCIAL STATEMENTS

Statement of income

Comparative income statement

Comparative balance sheet

Statement of cash flows

Notes to the financial statements

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**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020**

**WISCONSIN STATE LABORATORY OF HYGIENE  
STATEMENT OF INCOME  
For the period July 1, 2019 through January 31, 2020**

	Year to Date Actual	Year to Date Budget	Variance Over/(Under)	Variance % of Budget	Fiscal Year 2020 Annual Budget
<b>SUPPORT AND REVENUE</b>					
Laboratory Services Revenues (Note 2)					
Department of Health Services	\$ 4,486,476	\$ 4,226,223	\$ 260,253	6.2%	\$ 6,809,816
Newborn Screening	3,117,473	3,269,069	(151,596)	-4.6%	5,900,000
Driver Improvement Surcharge (OWI)	912,343	945,795	(33,452)	-3.5%	1,619,200
Department of Natural Resources	472,479	554,155	(81,676)	-14.7%	900,000
University of Wisconsin Systems	523,849	446,029	77,820	17.4%	842,328
Other Wisconsin State and Local Agencies	188,123	218,004	(29,881)	-13.7%	333,696
<b>Wisconsin State and Local Agencies</b>	<b>9,700,743</b>	<b>9,659,275</b>	<b>41,468</b>	<b>0.43%</b>	<b>16,405,040</b>
Clinical	3,247,893	3,150,732	97,161	3.1%	5,480,804
Proficiency Testing	1,490,402	1,489,658	744	0.0%	3,171,054
Occupational Health	1,171,238	1,078,540	92,698	8.6%	1,894,000
Association of Public Health Laboratories	627,396	589,096	38,300	6.5%	1,216,000
National Atmospheric Deposition Program	1,036,745	1,036,742	3	0.0%	1,777,308
Federal Agencies	197,285	136,160	61,125	44.9%	218,979
Environmental Testing	913,494	732,817	180,677	24.7%	1,346,781
Other Nonagency	156,903	86,575	70,328	81.2%	113,543
<b>Nonagency</b>	<b>8,841,356</b>	<b>8,300,320</b>	<b>541,036</b>	<b>6.5%</b>	<b>15,218,469</b>
Sponsored Projects	4,121,050	4,115,747	5,303	0.1%	6,674,290
Earnings - Investment Income	134,285	156,151	(21,866)	-14.0%	260,000
Program Revenue	22,797,434	22,231,493	565,941	2.5%	38,557,799
State General Program Revenue (GPR)	6,785,651	6,896,819	(111,168)	-1.6%	11,728,000
<b>TOTAL SUPPORT AND REVENUE</b>	<b>29,583,085</b>	<b>29,128,312</b>	<b>454,773</b>	<b>1.6%</b>	<b>50,285,799</b>
<b>EXPENSES</b>					
Salaries	12,405,399	12,260,417	144,982	1.2%	21,186,496
Fringe Benefits	4,847,889	4,810,154	37,735	0.8%	7,816,470
Supplies & Services	8,835,938	8,440,670	395,268	4.7%	15,473,230
Transfer Overhead to UW	596,899	542,711	54,188	10.0%	907,583
Building Rent	1,796,389	1,792,369	4,020	0.2%	3,156,804
Depreciation	1,207,425	1,179,253	28,172	2.4%	2,075,176
Bad Debt Expense	0	18,665	(18,665)	-100.0%	32,000
Interest Expense	18,200	20,800	(2,600)	-12.5%	39,000
Loss From Disposal Of Assets	12,782	-	12,782		-
<b>TOTAL EXPENSES</b>	<b>29,720,921</b>	<b>29,065,039</b>	<b>655,882</b>	<b>2.3%</b>	<b>50,686,759</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$ (137,836)</b>	<b>\$ 63,273</b>	<b>\$ (201,109)</b>	<b>-317.8%</b>	<b>\$ (400,960)</b>

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**COMPARATIVE INCOME STATEMENT**  
For the 7 months ended January 31, 2020 and January 31, 2019

	Current Year Actual	Prior Year Actual	Variance Over/(Under)	Percentage Change
<b>SUPPORT AND REVENUE</b>				
Laboratory Services Revenues (Note 2)				
Department of Health Services	\$ 4,486,476	\$ 3,836,724	\$ 649,752	16.9%
Newborn Screening	3,117,473	3,152,447	(34,974)	-1.1%
Driver Improvement Surcharge (OWI)	912,343	945,350	(33,007)	-3.5%
Department of Natural Resources	472,479	427,151	45,328	10.6%
University of Wisconsin Systems	523,849	450,647	73,202	16.2%
Other Wisconsin State and Local Agencies	188,123	214,880	(26,757)	-12.5%
Wisconsin State and Local Agencies	9,700,743	9,027,199	673,544	7.46%
Clinical	3,247,893	3,359,812	(111,919)	-3.3%
Proficiency Testing	1,490,402	1,360,546	129,856	9.5%
Occupational Health	1,171,238	1,053,765	117,473	11.1%
Association of Public Health Laboratories	627,396	546,355	81,041	14.8%
National Atmospheric Deposition Program	1,036,745	1,100,097	(63,352)	-5.8%
Federal Agencies	197,285	136,156	61,129	44.9%
Environmental Testing	913,494	709,819	203,675	28.7%
Other Nonagency	156,903	193,309	(36,406)	-18.8%
Nonagency	8,841,356	8,459,859	381,497	4.5%
Sponsored Projects	4,121,050	4,392,727	(271,677)	-6.2%
Earnings - Investment Income	134,285	156,149	(21,864)	-14.0%
Program Revenue	22,797,434	22,035,934	761,500	3.5%
State General Program Revenue (GPR)	6,785,651	6,871,082	(85,431)	-1.2%
<b>TOTAL SUPPORT AND REVENUE</b>	<b>29,583,085</b>	<b>28,907,016</b>	<b>676,069</b>	<b>2.3%</b>
<b>EXPENSES</b>				
Salaries	12,405,399	11,463,513	941,886	8.2%
Fringe Benefits	4,847,889	4,560,834	287,055	6.3%
Supplies & Services	8,835,938	8,740,731	95,207	1.1%
Transfer Overhead to UW	596,899	555,268	41,631	7.5%
Building Rent	1,796,389	1,766,940	29,449	1.7%
Depreciation	1,207,425	1,099,738	107,687	9.8%
Bad Debt Expense	0	3,500	(3,500)	-100.0%
Interest Expense	18,200	23,930	(5,730)	-23.9%
Loss From Disposal Of Assets	12,782	15,358	(2,576)	-16.8%
<b>TOTAL EXPENSES</b>	<b>29,720,921</b>	<b>28,229,812</b>	<b>1,491,109</b>	<b>5.3%</b>
<b>NET OPERATING INCOME (LOSS)</b>	<b>\$ (137,836)</b>	<b>\$ 677,204</b>	<b>\$ (815,040)</b>	<b>-120.4%</b>

**WISCONSIN STATE LABORATORY OF HYGIENE  
COMPARATIVE BALANCE SHEET  
As of January 31, 2020 and June 30, 2019**

**ASSETS**

	<b>January 31, 2020</b>	<b>June 30, 2019</b>
<b>CURRENT ASSETS</b>		
Cash	\$ 12,296,990	\$ 11,822,355
Cash-restricted-newborn screening surcharge	1,263,545	1,564,612
Net accounts receivables (Note 3)	4,819,916	4,065,961
Other receivables	496,900	856,627
Inventories	59,848	53,968
Prepaid expenses	159,372	81,942
<b>Total current assets</b>	<b>19,096,571</b>	<b>18,445,465</b>
<b>EQUIPMENT AND BUILDING IMPROVEMENTS</b>		
Equipment	29,823,335	28,765,164
Building improvements	6,878,228	6,878,228
	<b>36,701,563</b>	<b>35,643,392</b>
Less accumulated depreciation	<b>(25,245,963)</b>	<b>(24,494,960)</b>
<b>Total net fixed assets</b>	<b>11,455,600</b>	<b>11,148,432</b>
<b>Total Assets</b>	<b>\$ 30,552,171</b>	<b>\$ 29,593,897</b>

**LIABILITIES AND EQUITY**

**CURRENT LIABILITIES**

Salaries and fringe benefits payable	\$ -	\$ -
Accounts payable	803,865	974,502
Accrued expenses	174,314	201,801
Deferred revenue	-	-
Compensated absences (Note 4)	726,983	659,591
Proficiency testing deferred revenue	2,729,459	1,184,966
Newborn screening deferred revenue	2,474,506	2,423,699
Newborn screening surcharge payable	1,263,545	1,564,612
<b>Total current liabilities</b>	<b>8,172,672</b>	<b>7,009,171</b>

**LONG TERM DEBT**

Compensated Absences (Note 4)	1,868,391	1,674,824
<b>Total long term debt</b>	<b>1,868,391</b>	<b>1,674,824</b>
<b>Total Liabilities</b>	<b>10,041,063</b>	<b>8,683,995</b>

**EQUITY**

Retained earnings-restricted (Note 5)		
Operating contingency	2,253,381	2,060,980
<b>Total restricted retained earnings</b>	<b>2,253,381</b>	<b>2,060,980</b>

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**STATEMENT OF CASH FLOWS**  
For the 7 months ended January 31, 2020 and January 31, 2019

	<u>Current Year</u>	<u>Prior Year</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Net income	\$ (137,836)	\$ 677,204
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation	1,207,425	1,099,738
Changes in working capital components:		
Decrease/(Increase) in net accounts receivables	(753,955)	(600,426)
Decrease/(Increase) in other receivables	359,727	176,598
Decrease/(Increase) in inventories	(5,880)	(9,436)
Decrease/(Increase) in prepaid expenses	(77,430)	12,015
(Decrease)/Increase in salaries payable	0	(20,517)
(Decrease)/Increase in accounts payable	(170,637)	(94,136)
(Decrease)/Increase in accrued expenses	(27,487)	129,578
(Decrease)/Increase in deferred revenue	0	77,260
(Decrease)/Increase in proficiency testing deferred revenue	1,544,493	1,641,231
(Decrease)/Increase in newborn screen deferred revenue	50,807	112,112
(Decrease)/Increase in newborn screening surcharge payable	(301,067)	(145,446)
Net cash provided (used) in operating activities	1,688,160	3,055,775
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Purchase of equipment and physical plant improvements	(1,514,592)	(1,526,339)
Net cash provided (used) in investing activities	(1,514,592)	(1,526,339)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Principal payment on Capital Lease	-	-
Net cash provided (used) in financing activities	-	-
Net increase (decrease) in cash	173,568	1,529,436
<b>Cash:</b>		
Beginning	13,386,967	13,014,687
Ending	\$ 13,560,535	\$ 14,544,123

**WISCONSIN STATE LABORATORY OF HYGIENE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the period July 1, 2019 through January 31, 2020**

**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 2019-2020 operating budget amounts were approved by the WSLH Board on June 18, 2019.

Basis of Presentation:

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

Basis of Accounting:

- Revenues are recognized at the completion of the revenue generating processes. Fee-for-service revenues are generally recognized in the period services are completed.
- Revenues from GPR, OWI, Grants, and expense reimbursement contracts for salaries, fringe benefits, capital, and supplies are recognized as expended.
- Expenses are recognized and accrued when the liability is incurred.

Estimates and assumptions:

- The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying footnotes. Actual results could differ from those estimates.

Assets:

- Cash is considered restricted if, by prior agreement with an outside entity, it must be segregated for future use by the outside entity or by WSLH at the outside entity's behest. As of January 31, 2020 available cash is restricted in an amount equal to the newborn screening surcharge payable to the Wisconsin Department of Health Services.
- Accounts receivable are reported at net realizable value. Net realizable value is equal to the gross amount of receivables less an estimated allowance for uncollectible amounts.
- Inventory is stated at cost (first in, first-out method).
- Equipment and building improvements are carried at cost. Expenditures for assets in excess of \$5,000 are capitalized. Depreciation is computed by the straight-line method.

Liabilities

- A liability for unearned revenue is recognized for prepaid receipts for WSLH-provided Proficiency Testing programs and for prepaid newborn screening tests.

**NOTE 2 - LABORATORY SERVICES REVENUES**

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

Agency:

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

Non-Agency:

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

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

**NOTE 3 - ACCOUNTS RECEIVABLE**

- Accounts receivable and allowance for uncollectible account balances as of January 31, 2020 and June 30, 2019 are as follows:

	<u>January 31, 2020</u>	<u>June 30, 2019</u>
Accounts Receivable Total	\$4,924,124	\$4,170,961
Allowance for bad debt	<u>(104,208)</u>	<u>(105,000)</u>
Net Receivables	\$4,819,916	\$4,065,961

**NOTE 4 - COMPENSATED ABSENCES**

- GASB Statement No. 16, "Accounting for Compensated Absences," establishes standards of accounting and reporting for compensated absences by state and local governmental entities for which employees will be paid such as vacation, sick leave, and sabbatical leave. Using the criteria in Statement 16, a liability for compensated absences that is attributable to services already rendered and that is not contingent on a specific event that is outside the control of the State and its employees has been accrued. The table below details the liability by benefit category:

	Total	Vacation	Pers Hol	Legal Hol	Sabbatical
Current	\$726,983	\$552,775	\$63,669	\$3,610	\$106,929
Long Term	<u>1,868,391</u>				<u>1,868,391</u>
	\$2,595,374	\$552,775	\$63,669	\$3,610	\$1,975,320

**NOTE 5 - RETAINED EARNINGS - RESTRICTED**

The operating contingency is computed annually and reflects two months of salary and fringe benefit cost for positions funded from program revenues. The contingency fund is considered adequately funded if working capital is greater than the contingency fund restriction. As of January 31, 2020 working capital (current assets less current liabilities) was \$10,923,899 thereby meeting the target contingency reserve requirement of \$2,253,381.



**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020**

**Contracts Summary**

By Division

Communicable Disease Division	\$3,513,787
Disease Prevention Division	395,518
Environmental Health Division	267,554
Office of Information Systems	78,119
Total	\$4,254,978

By Customer

Wisconsin Department of Health Services	\$4,096,206
Kairos Power	100,000
Department of Justice	40,772
Association of Public Health Laboratories	18,000
Total	\$4,254,978

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020

**BUSINESS ITEMS**

**Item 9. STRATEGIC PLAN UPDATE**

**Description of the Item:**

Kevin Karbowski, WSLH Chief Financial Officer, will provide an update on the Strategic Plan.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

There are no contracts requiring board approval.

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020

**BUSINESS ITEMS**

**Item 10. HUMAN RESOURCES REPORT**

**Description of the Item:**

Cynda DeMontigny, WSLH Human Resources Director, will provide the HR update from the period of January 10 to March 10, 2020 to the Board.

**Suggested Board Action:**

Receive for information.

**Staff Recommendations and Comments:**

Receive for information.

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020**

*Retirements*

December 10, 2019 to March 10, 2020

	AS	US	
DPD	0	0	
EHD	1	0	
LID	0	0	
CDD	0	0	
Admin	1	0	
OHD	0	0	Total
	2	0	2

*New Employees*

December 10, 2019 to March 10, 2020

	AS	US	SH	FT	TE	
DPD	2	0	0	0	0	
EHD	3	0	0	0	0	
LID	0	0	0	0	0	
CDD	1	1	0	0	0	
Admin	2	1	0	0	0	
OHD	0	0	0	0	0	Total
	8	2	0	0	0	10

*Resignations*

December 10, 2019 to March 10, 2020

	AS	US	
DPD	0	0	
EHD	0	1	
LID	0	0	
CDD	2	0	
Admin	1	0	
OHD	0	1	Total
	3	2	5

**Vacancy rate:**

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

*Internal Hires*

	AS	US	SH	FT	LTE	
DPD	1	0	0	0	0	
EHD	1	0	0	0	0	
LID	0	0	0	0	0	
CDD	1	0	0	0	0	
ADMIN	0	0	0	0	0	
OHD	0	0	0	0	0	Total
	0	0	0	0	0	3

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

*Current Recruitments*

DPD	1
EHD	7
LID	0
CDD	2
Admin	0
OHD	0
	10

- DPD** Disease Prevention Division
- EHD** Environmental Health Division
- LID** Laboratory Improvement Division
- CDD** Communicable Disease Division
- OHD** Occupational Health Division
- Admin**

Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020

**BUSINESS ITEMS**

**Item 11. DIRECTOR'S REPORT**

a) Dr. James Schauer, Director, WSLH

- 1. Public Relations Report**
- 2. Water Boil Notice Report**
- 3. Soils Lab**
- 4. Influenza Update**
- 5. Accreditation Streamlining Plan**
- 6. Open Board Seats**

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020**

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

**Representative Public or Environmental Health Incidents of Educational Interest  
December 5, 2019 – March 15, 2020**

Approx. Date	Agent or Event Name	Description	Current Status
<b>OUTBREAKS and INCIDENTS</b>			
January 2020	COVID-19 virus	The WSLH Communicable Disease Division, in support of the WI Department of Health Services and the Centers for Disease Control and Prevention, has been deeply involved in planning for and responding to COVID-19 disease in the United States. The WSLH began testing for COVID-19 virus on March 2 <sup>nd</sup> using test kits provided by the CDC. As of March 15, the WSLH is performing COVID-19 testing 7 days a week.	Ongoing
<b>RECENT EVENTS and FINDINGS</b>			
December 2019	Laboratory Director's Summit	WSLH Laboratory Improvement Division/WSLH Proficiency Testing Director Kristine Hansbery attended the Laboratory Director's Summit in Lake Las Vegas, NV, sponsored by the Medical Laboratory Observer (MLO). The Summit offered the opportunity to meet with laboratory leaders from throughout the nation and share information and concerns about the future of laboratory regulations and challenges of staffing with ever increasing shortages of Clinical Laboratory Scientists.	Complete
December 2019	First Joint Meeting of the Japanese Society of Clinical Cytology (JSCC) and the American Society of	WSLH Medical Director and Disease Prevention Director and UW Professor of Pathology Dr. Dan Kurtycz - who currently serves as the President of the American Society of Cytopathology - presented at the First Joint Meeting of the Japanese Society of Clinical Cytology (JSCC) and	Complete

	Cytopathology (ASC)	<p>the American Society of Cytopathology (ASC) held at Keio University in Tokyo, Japan.</p> <p>The symposium concerned itself with different diagnostic systems and technological exchange. There was concentration on applying advanced molecular analytic techniques to cytologic samples, especially of the lung, thyroid and salivary glands. Important discussions were also provided on urothelial and gynecologic neoplasia. All participants enjoyed the event and plan to repeat it as soon as possible.</p>	
December 2019	Respiratory Virus Research Published	<p>WSLH Communicable Disease Division scientists recently published two journal articles on their respiratory virus research.</p> <p>Influenza and Other Respiratory Viruses published “Sequential, within-season infection with influenza A (H3N2) in a usually healthy vaccinated child” co-authored by WSLH CDD Director Pete Shult, Virology Team Lad Erik Reisdorf, Data Manager Mary Wedig and Bioinformatician Kelsey Florek.</p> <p><a href="https://onlinelibrary.wiley.com/doi/10.1111/irv.12668">https://onlinelibrary.wiley.com/doi/10.1111/irv.12668</a></p> <p>Pete and Erik were also co-authors on the article “Evaluation of Viruses Associated With Acute Respiratory Infections in Long-Term Care Facilities Using a Novel Method: Wisconsin, 2016–2019: published in the Journal of Post-Acute and Long-Term Care Medicine.</p> <p><a href="https://www.jamda.com/article/S1525-8610(19)30653-X/fulltext">https://www.jamda.com/article/S1525-8610(19)30653-X/fulltext</a></p>	Complete
January 2020	College of American Pathologist (CAP) recertification	The WSLH Laboratory Improvement Division/WSLH Proficiency Testing was inspected November 5-6, 2019, by the College of American Pathologists (CAP) and received recertification to provide proficiency testing materials to CAP-licensed laboratories.	January 2020

January 2020	Overdose Fatality Reviews	Forensic Toxicology Chemists Lori Edwards and Courtney Miller attend regular OFR meetings in Columbia, Dane and Sauk counties. This will continue as the year progresses.	Ongoing
January 20-22, 2020	Wisconsin Coroners and Medical Examiners Assoc. winter conference	Forensic Toxicology Chemists Diane Kalscheur and Lori Edwards attended and presented at the winter meeting for the WCMEA.	Complete
February 2020	The Paris System for Reporting Urinary Cytopathology, 2nd Edition	WSLH Medical Director and UW Professor of Pathology and Laboratory Medicine Dr. Daniel Kurtycz held an editorial meeting (as one of the three editors) for production of a new book, <i>The Paris System for Reporting Urinary Cytopathology, 2nd Edition</i> , where we set the foundation for revision of the international system for interpretation and diagnosis of bladder cancer by cytology. The cytologic method is one of the most preferred and least invasive methods for urothelial carcinoma diagnosis across the globe.	Complete
February 3, 2020	Illinois Circuit Court Judges Continuing Education, Lombard, IL	Forensic Toxicology Director Amy Miles presented at the mandatory IL Circuit Judges training. The presentation will be repeated in April.	Complete
February 12, 2020	APHL, Silver Springs, MD	Forensic Toxicology Director Amy Miles is a member of the Association of Public Health Laboratories (APHL) Opioids Biosurveillance Task Force and attended the annual in-person meeting. The group is working on a model biosurveillance strategy for PHLs to monitor non-fatal overdoses that present in the emergency departments across the country.	Ongoing
February 14, 2020	Impaired Driving Working Group, DeForest, WI	Forensic Toxicology Director Amy Miles attended the quarterly meeting of the Impaired Driving Working Group. The focus of this session was THC/CBD and issues for law enforcement and impaired driving.	Complete



February 17-21, 2020	AAFS, Anaheim, CA	Forensic Toxicology Section Supervisor Bill Johnson completed his year as the AAFS Toxicology Section Chair.	Complete
February 19, 2020	SOFT Board Meeting, Anaheim, CA	Forensic Toxicology Director Amy Miles attended the interim SOFT Board meeting during the AAFS conference.	Complete
February 19, 2020	AAFS annual conference, Anaheim, CA	Forensic Toxicology Director Amy Miles moderated an evening session during the annual AAFS meeting.	Complete
February 20, 2020	SOFT Mentoring Program	Forensic Toxicology Director Amy Miles is a mentor for the SOFT Mentoring Program and attended the inaugural meeting of the group.	Complete
March 1, 2020	Intersociety Pathology Council for the American Society of Cytopathology	<p>WSLH Medical Director and UW Professor of Pathology and Laboratory Medicine Dr. Daniel Kurtycz presented at the Intersociety Pathology Council for the American Society of Cytopathology at the United States and Canadian Academy of Pathology in Los Angeles.</p> <p>Leaders from all of the major medical laboratory professional societies discuss issues of importance and share important events. Attendees include but are not limited to: the College of American Pathologists, the American Society of Clinical Pathologists, the American Board of Pathology, The Association for Molecular Pathology, The National Association of Laboratory Professionals, The National Association of Medical Examiners as well as the American Society of Cytopathology.</p>	Complete
March 9, 2020	DRE Recertification, Wausau, WI	Forensic Toxicology Director Amy Miles presented for law enforcement at the DRE recertification training.	Complete
March 10, 2020	UW-Platteville	Forensic Toxicology Director Amy Miles and Chemist Aaron Zane staffed a booth at the UW-P Criminal Justice Career Fair. Aaron is a graduate of the UW-P program, as are other WSLH Forensic Toxicologists.	Complete

March 10, 2020	Dane County Traffic Safety Commission meeting, Middleton, WI	Forensic Toxicology Supervisor Bill Johnson attended and gave a short presentation at the quarterly TSC meeting.	Complete
March 11, 2020	UW Cytotechnology Certificate Program Advisory Board meeting	The UW Cytotechnology Certificate Program (which is housed at the WSLH) held its inaugural Advisory Board Meeting, incorporating members from government, the private sector, students and Program and WSLH staff.	Complete

**Wisconsin State Laboratory of Hygiene  
Board of Directors Meeting  
March 24, 2020**

**BUSINESS ITEMS**

**Item 12. ELECTION OF OFFICERS FOR 2020**

**Description of the Item:**

Since Charles Warzecha (Government Member) will become Board Chair at the March 2020 meeting, the Government Board members will need to select a Vice Chair who will then become Chair in 2021.

§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.

§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.

**Suggested Board Action:**

The Board will nominate a member to serve as Vice-Chair/Chair Elect for the 2020 term (March 2020 – March 2021).

**Draft Motion:** To be considered March 24, 2020

**Move the nomination of the following for officers of the WSLH Board of Directors: Charles Warzecha for the position of Chair, XXX for the position of Vice-Chair/Chair-Elect, and Dr. James Schauer for the position of Secretary for the year 2020 term.**