**Wisconsin State Laboratory of Hygiene**
**Board of Directors Meeting**
**March 19, 2025**
**1:00 pm – 4:00 pm**

**APPROVED MINUTES**

Wisconsin State Laboratory of Hygiene Board of Directors Meeting

**Wednesday, December 18, 2024**

<1:00 PM – 4:00 PM>

☒ Chair, Greg Pils (WDNR)                    ☒ Hasmik Mkrtchyan

☒ Vice Chair, Dr. Christopher Strang        ☒ Becky Rowland

☒ Secretary, Dr. James Schauer              ☒ Dr. Mark Werner (DHS)

☐ Dr. Jon Audhya (SMPH)                     ☒ Becca Fahney (WDNR alternate)

☒ Jessica Blahnik                           ☒ Zana Sijan (WDNR alternate)

☐ Dr. Robert Corliss                        ☐ Paula Tran (DHS alternate)

☒ Gina Green-Harris                         ☐ Anna Benton (DHS alternate)

☒ Gil Kelley (DATCP)                        ☐ Dr. Sheryl Bedno (DHS alternate)

☒ John Larson                               ☒ Andrea Poehling (SMPH alternate)

WSLH STAFF PRESENT:

☒ Dr. Errin Rider                           ☒ Camille Danielson

☐ Allen Benson                              ☒ Tip Vandall

☒ Kevin Karbowski                           ☐ Jim Sterk

☒ Jan Klawitter                             ☒ James Kaeder

☒ Nancy McLean

☒ Steve Strebel

☒ Dr. Al Bateman

☒ Mark Conklin

GUESTS PRESENT: Grace Kilpatrick (from UW-Madison Office of Strategic Consulting), Kurt McMillen and Sabrina Messer (from UW-Madison AIP), Adam Paulick (from UW-Madison WEST), David Honma (from UW-Madison Business Services) and Steven Hopper (from Universities of Wisconsin) are all present for their UW System Administrative Transformation Project presentation.

PROCEDURAL ITEMS

**Item 1. ROLL CALL**

Chair Greg Pills called the meeting to order at 1:00 PM.

At 1:01 PM Chair Greg Pills initiated and conducted the roll call of the Board members. All Board members or their designated representatives were present except for those excused. INDICATED ABOVE

Current board members introduced themselves to our newest board members, John Larson, who is the new Private Environmental Labs representative on the WSLH Board, and Becky Rowland, who is the new Local Health Department representative.

**Item 2. APPROVAL OF MINUTES**

At 1:09 PM, Chair Greg Pils entertained a motion to approve the September 18, 2024 minutes as submitted. Chair Greg Pils moved for approval and Dr. Chris Strang seconded. A voice vote to approve the minutes for the record was passed unanimously and accepted.

**Item 3. REORGANIZATION OF AGENDA**

No requests made

**Item 4. PUBLIC APPEARANCES**

See Guests Present section for public appearances

**Item 5. BOARD MEMBERS' MATTERS**

None

BUSINESS ITEMS:

**Item 6. UW Administrative Transformation Program (ATP) Presentation.** Steven Hopper from Universities of Wisconsin introduced himself and began by providing an overview of the UW Administrative Transformation Program and its potential impact on the WSLH. Steven stated

that this is a modernization project for the Universities of Wisconsin that will assist in unifying the systems we have and introducing modern types of technology. The central focus to this project provides enormous benefits for UW employees as the implementation of Workday will allow for easy management of elements such as time cards. Adam Paulick from UW-Madison WEST introduced himself and discussed why Workday implementation is being initiated across UW-Madison. Adam stated that being a top-ranked public university requires modern, responsive, efficient, and secure administrative systems to support mission-critical activities. He said current human resources and finance systems fail this test. Additionally, current systems and the way we work with them are outdated and inefficient. They create information security risks and limit access to reliable data for decision-making. Put simply, staying the course is simply no longer an option. Workday will be a tool that will bring administrative tasks into a single platform by replacing the Human Resource System (HRS), Shared Financial System (SFS), and hundreds of related ancillary systems. When we look at the investment that the market is making into the space, the product that we're on today is not being invested in. Adam stated that it is important to note that Workday training opportunities will be provided for faculty and staff across the system. David Honma from UW-Madison Business Services introduced himself and zeroed in on the specifics related to Workday and its many benefits. On a broader scale, David shared that Workday's implementation goals center around a sustainable environment with simplified processes that will deliver a high-quality user experience with better data while reducing cyber risk. Workday will benefit each individual role within the university. For example, David shared that Workday will provide finance staff members with automated bank statement line matching for daily reconciliation and comprehensive/uniform onboarding for HR staff. All employees will benefit from Workday's self-service features to manage personal information, access pay slips, and view employment details in one place. While the transition to Workday may be daunting for some employees, David assured that ongoing support, training, and guidance from ATP will help support a smooth transition and prompt responses to challenges that come up. ATP's post go-live continuous improvement approach will also support adoption of planned and potential Workday and process enhancements. From a technical readiness standpoint, David pointed out that both Acumatica and EPIC billing were approved for the WSLH on November 14, 2024 to remain ancillary systems running alongside Workday at go-live. This will ensure continuous financial systems operations for WSLH. Post-go-live, required financial data will be uploaded through validated upload templates to Workday. From a functional readiness standpoint, David said that prior to Go-Live the uploaded templates will be created and tested to ensure data from Acumatica and EPIC will be transferred correctly to Workday. Adam Paulick discussed the Workday Roadmap. Adam shared that Cutover activities and End-User training began in November 2024 and will be continuing until June 2025. Workday Go-Live will begin on July 1, 2025 with ongoing training and enhanced support remaining in effect from July 2025 to December 2025.  Operations and continuous

improvements on the Workday platform will commence in January 2026 and be ongoing from that point forward. Adam informed the Board that ATP is expecting a lot of innovation to continue in Workday. ATP will continue to look at their business processes and where they can improve and how they can interact best with Workday. Two times a year, Workday will release significant updates. This format will encourage everyone to get out of old patterns where we work with the same platform for 10 years and then undergo one large update. The ATP program presentation concluded with questions and responses with the Board.

**Item 7. Data Modernization Update** – Office of Information Systems (OIS) Supervisor James Kaeder introduced himself as speaking on behalf of OIS Director Al Benson regarding the Data Modernization Strategic Plan Initiative update. James informed the board that the WSLH is a complex and growing organization that requires change from year to year and OIS tries to provide systems that stay abreast with this. The WSLH is moving off of unsupportable systems and replacing them with flexible and secure systems that provide timely decision making, improved surveillance, data integration, and data scalability/privacy. As OIS moves forward the team is developing a management system around projects and efforts and identifying gaps in automation needs. James then discussed business system implementation and enhancements, such as utilizing Acumatica Enterprise Resource Planning (ERP) for LID fulfillment processes. Leveraging ERP reporting for sales analysis and completing conversion of EHD/WOHL from legacy systems to Acumatica ERP for order management and invoicing are two other implementation processes that were shared. In summary, James said OIS looks for systems that are capable of handling the breadth of our organization, yet deep enough to handle the complexities of each section/division of our organization. The WSLH is moving from custom systems that were built to handle a small set of functions to a system that can handle a broad range of functions. From a customer perspective, James shared that customer portal strategies for all areas of the laboratory are high in demand at this time; including portals for customers to place orders and for customers to send us information. Updating websites for more comprehensive information and replacing paper forms with interactive web forms to streamline work and reduce errors on submissions from the field are highly requested. OIS is working with UW-Madison DoIT to eliminate redundancy of applications alongside full digital transformation to reduce/eliminate need for paper and external file storage solutions. James added that OIS is looking at opportunities for bar cording and updating/replacing instruments to align with current Windows standards. In terms of LIMS updates, James said that scanning options for direct connection to LIMS environments is a priority. Completing installation and initial training for the EPIC "Slicer/Dicer" interactive reporting tool and expanding use of Clinisys LIMS systems for those divisions on unsupported or outdated LIMS platforms is on the radar as well. In regard to next steps, James shared that OIS is currently completing the EHD/WOHL

Acumatica project and reviewing, prioritizing, and mapping investment plans for data modernization needs of programs. Some of the short-term priorities include getting project intake forms completed to begin the continued replacement of old and outdated systems currently as risk at WSLH, as well as reviewing open project requests to ensure prioritization is aligned with senior management. Additionally, completing the initial setup for the EPIC Slicer/Dicer project so testing can begin in quarter 1 of 2025 is a priority. The Data Modernization Update presentation concluded with questions and responses with the board.

**Item 8. Laboratory Improvement Division (LID) Presentation –** Mike Argall, Director of the WSLH Laboratory Improvement Division, introduced himself and began an overview by sharing that LID runs environmental and clinical laboratory Proficiency Testing (PT) programs. It is a national PT program with ~ 3,800 clients inside and outside of Wisconsin. LID has 15 staff members in total: 7 technical coordinators, 2 customer service reps, 2 shipping specialists, 1 outreach specialist, and 3 management team members. Mike explained that the purpose of PT is to evaluate laboratory participant performance against pre-established criteria through inter-laboratory comparisons. The primary benefit of PT is that it offers independent, impartial evaluations of lab testing capabilities and systems. LID has samples that have a target or known value. LID sends blind samples to their clients, which test them as part of their routine operations, and send the test results to LID for evaluation. Once results are evaluated, LID sends a score back to the clients and to the federal government and agencies that oversee those labs. Mike shared the CLIA requirements for PT providers – including regulatory compliance with private nonprofit organizations, federal or state agencies, or entities acting as a designated agent for the state. Quality Assurance, result evaluation through proficiency testing, agency reporting and customer support are all part of the CLIA requirements as well. Clinics, hospitals, and public health labs nationwide make up a majority of LID's clinical customers – while wastewater treatment plants and environmental labs in Wisconsin make up their environmental customers. Internationally, the largest group of customers is in Canada and a distributor in Malaysia. Mike wrapped up the presentation by sharing LID Public Health Lab Mission Support information. Shipping supports CDD surveillance samples and diagnostic testing – while the shipping and customer portal support Chemical Emergency Response PT programs. Shipping and communications support the Wastewater Surveillance PT program. Mike noted that LID is making updates to their system, including adding 29 new analytes to their analyte list and tightening tolerance criteria on existing analytes. Additionally, CLIA has better defined microbiology categories of testing that require PT.

**Item 9. Financial Report –** Chief Financial Officer Kevin Karbowski provided the Board with the Statement of Income for the period of July 1, 2024 through October 31, 2024. For the first four months of the fiscal year, the Wisconsin State Lab of Hygiene made around $900,000.00. Kevin explained, however, that since the WSLH uses accrual accounting and UW-Madison uses cash basis, there will be financial adjustments as time progresses. Kevin informed the Board that - in total – the WSLH is on track to meet our anticipated positive budget bottom line of $121,714.00 or performing a little better.

**Item 10. Contracts Report –** Accounts Receivable Manager Tip Vandall shared the Contracts Report executed since September 2024. Tip shared that the WSLH has signed a total of 18 new contracts since the Board's September 2024 meeting. Most of these newly signed contracts are with the Wisconsin Department of Health Services (WDHS) – while a select few are with the Centers for Disease Control and Prevention (CDC). The WSLH had 3 annual contract renewals amounting to $231,718.00 and 4 multi-year renewals amounting to $21,937,99.00. Tip finished the presentation by sharing that the total contracts amount for this period equates to $29,981,223.00.

**Item 11. DIRECTOR'S REPORT**

**FDA/LDT Update –** Associate Director for Clinical Lab Services Dr. Errin Rider shared an overview of the previously discussed FDA/LDT update. She stated that the FDA published their final rule in 2024, which states that laboratory developed tests (LDTs) will from this point forward be considered medical devices, and that any lab operating LDTs are now considered manufacturers of medical testing. Therefore, any new laboratory developed tests that the WSLH wants bring on are now subject to FDA premarket review. Specifically, any LDT's offered after May 6, 2024 will have to go through this premarket review process. The FDA offered a phased-in approach, with phase one starting March 6, 2025. Dr. Rider said this initial phase will not be a monumental lift for WSLH department(s) beyond some standard training. Phase two, starting May 6th 2026, will be a much larger lift as the WSLH needs to examine what is involved with FDA labeling and what more needs to be added alongside evaluation of current testing to ensure we're meeting validation requirements for the FDA. At this time, she said that the WSLH is taking pause until early 2025 to see what the incoming administration may do with this rule.

**Key Public Health Notices –** Environmental Chemistry Programs Director Camille Danielson presented select Key Public Health Notices from partners since the September 2024 Board meeting. The full list is included in the December 2024 Board agenda packet.

**Public Relations Report –** Communications Manager Jan Klawitter shared select items from the full Public Relations report included in the December 2024 Board agenda packet.

**Adjourning**

At 3:10 PM, Chair Greg Pils entertained a motion to adjourn. This motion was seconded by Dr. Chris Strang. All present passed the motion unanimously, and the WSLH Board Meeting officially came to a close at 3:11 PM.