

Laboratory Certification Standards Review Council Meeting Minutes From 1/7/2014

Attendance

Council Members: **In Person:** Randy Thater (Chair), Kirsti Sorsa (Vice-Chair), Pat Gorski, Paul Harris, Paul Junio
via LIVE Meeting: Kurt Birkett (Secretary)
absent: Jennifer Peth
DNR Staff: Steve Geis, Rick Mealy
Others in Attendance: none

The meeting was called to order at 10:05 am

Council Officer Elections

- o **Action:** *A motion (Junio/Gorski) to elect Paul Harris as Council Chair, Kirsti Sorsa as Vice-Chair and Kurt Birkett as Secretary was unanimously approved.* Newly appointed officers will assume their roles at the May 2014 meeting.

Minutes from meeting of November 12, 2013

- o **Action:** *A motion (Harris/Sorsa) to approve the November 12, 2013 minutes as presented was unanimously approved.*

FY2015 Budget and Fees Proposal

- o Bureau Director Jack Sullivan suggested a budget plan which includes an additional \$20,000 in the contractor line. Consider hiring a contractor to keep up with audits until the Baker-Muhich vacancy is filled. This also slowly increases fees until we can support an additional FTE.
- o **Action:** *A motion (Harris/Junio) to approve a FY 2015 budget and fees proposal that represents a 7.6% increase and includes filling the Baker-Muhich vacancy and adding a new FTE was unanimously approved.*
- o The highlights of the final budget/fee package are as follows:

Subtotal – FTE Salary	\$321,889 (-0.3%)
Subtotal – FTE Fringe	\$167,736 (+11.2%)
Subtotal – Salary & Fringe	\$489,625 (+3.4%)
Subtotal – Supplies, Services & IT	\$120,027 (+12.4%)

Total – FY2015 Expenditures \$609,653 (+5.0%)

Fee Revenue Required = Expenditures – Travel Reimbursements
= \$609,653 - \$ 20,000 = \$ 589,653

Total – FY2015 Fee Revenue \$611,693

Budgeted RVU 9318 (-2.1%)

Cost/RVU = Revenue required/Total RVU
= \$589,653 / 9318 = \$63.28

Cost per RVU \$ 63.2 (+7.6%)

Average commercial lab fee would be: \$ 4,762.50 (+ \$ 338)

Average WWTP lab fee would be: \$ 1,079.50 (+ \$ 77)

Program Performance Status Report for FY 2015 Year-to-Date

- Audits - Commercial/Public Health: **20** (34); Municipal/Industrial: **40**(89)
- Reports - Commercial/Public Health: **18** (34); Municipal/Industrial: **39** (89)
 - o Reports Due - Commercial/Public Health: **3**; Municipal/Industrial: **5**
- Closures - Commercial/Public Health: **16** (34); Municipal/Industrial: **35** (89)
 - o Open Cases - Commercial/Public Health: **17**; Municipal/Industrial: **33**
- For the fiscal year 2014 to-date, **76.3%** of reports for audits conducted were issued within 30 days

- Council members expressed concern regarding open cases for two labs (Summit and UWSP).

Budget Variance Report for FY 2014

- The following information represents the status of spending to-date, but does not completely reflect allocable charges incurred. Expenses are expected to be approximately 33% of budget.

	BUDGET	ACTUAL	% of BUDGET
Salary	\$301,882	\$83,540	28%
Indirect labor	\$20,916	\$20,808	99%
Fringe	\$150,779	\$58,338	39%
SALARY+ FRINGE	\$473,577	\$162,685	34%
Contractor	\$24,000	\$9,719	40%
Travel, Supplies & IT	\$44,050	\$12,369	28%
Indirect supplies	\$18,600	\$7,763	42%
Additional Allocables	\$20,175		
SUPPLIES/IT	\$106,825	\$29,850	28%
FY2014 BUDGET	\$580,402	\$192,535	33%
Allocables	\$59,691	\$28,570	48%

Other DNR Business

- Variances - No variance requests were received.
- NR 149 update – Members discussed the need to revise NR 149. The example of how one relates the LOD to the LOQ was discussed. Geis and Mealy were invited to the February 6, 2014 WELA meeting to discuss specific changes to NR 149. In addition, an afternoon session dedicated to NR 149 revisions will be scheduled following the Council meeting in May.
 - **Action:** *Motion (Junio/Harris) to begin soliciting comments on potential revisions to ch. NR 149, Wis. Admin. Code including required changes, perceived trouble spots, and other changes suggested by affected stakeholders was unanimously approved.*
- ICP training venture (with State Lab of Hygiene) – The date is set for March 25, 2014. Awaiting responses from a survey of participating labs.

Council Member Issues

- E-mail regarding “unsafes” reporting – Paul Harris asked for clarification concerning a recent e-mail regarding protocols to follow in the event a water sample is declared unsafe due to bacteria. Ron Arneson addressed the Council explained that in the event the reporting system is not functioning, labs need to do what they can to alert the Department and water utilities of any unsafe sample results. Arneson advised labs to make an effort to contact the Department and document your actions.
- Council vacancies – Randy Thater reminded the group that his second term ends June 30th, so a replacement for the large municipal WWTP is required. He also noted that that Jennifer Peth, Industrial representative, is completing her first term. We need to determine if she wishes to continue for a second term.

Next Meeting Date

- **Action:** *The next Council meeting was scheduled for 10:00 AM CDT Tuesday, May 13, 2014 at the DNR Science Operations Center (2801 Progress Road, Madison). An afternoon session, devoted to discussing changes to NR 149, will begin at 1:00 PM, CDT.*

The meeting was adjourned at 12:30 PM.