

WALHDAB Lab Section Meeting - Minutes

May 25, 2011 5:00 p.m. – 6:00 p.m.

WPHA/WALHDAB Annual Conference

Radisson Paper Valley Conference Center – Appleton, WI

Public Health Laboratories Present

- Eau Claire City-County Health Department (ECCCHD) – Courtenay Johnson
- Public Health Madison-Dane County (PHMDC) – Kirsti Sorsa
- Marathon County – Ruth Marx
- Outagamie County – Hsing-Yi Hseih
- City of Milwaukee – Steve Gradus

Partners Present

- Wisconsin State Laboratory of Hygiene (SLH) – Jan Klawitter, Dr. Charles Brokopp , and Erin Bowles

Agenda Topics/Discussion Items:

1. Introductions and New Faces
2. WALHDAB-Lab Organizational Structure and Function
 - a. Terms –
 - The group decided that the terms for chair and vice-chair would be a two-year term. The first year will be serving as vice-chair, the second year as chair.
 - At this time, both Courtenay and Kirsti have agreed to continue to be chair and vice chair. A new vice-chair will be selected to start their term effective January 01, 2012. The new vice-chair should expect to take over as chair effective January 01, 2013. Lab Section members should begin to consider a vice-chair for 2012.
 - b. Lab Section Member Duties –
 - The Chair leads the group, coordinates meetings, and sets agendas. The chair is also expected to make presentations and speak on behalf of the lab section. The chair is responsible for the distribution of all lab section materials and information (e.g. through ListServ).
 - The Vice-Chair supports the chair in routine chair duties as well as acting as chair when the chair is absent.
 - The Chair and Vice-Chair work cooperatively to review materials and information prior to presenting the information in any capacity.
 - A liaison to the WALHDAB Board of Directors is also required. This liaison, if convenient, should typically be the Chair or Vice-Chair, however, in the event that it is not convenient for the Chair or Vice-Chair to serve in this role (e.g. Travel Restrictions), the Chair may designate a lab section member to serve this role. The Liaison prepares a report on lab section activities and also presents on this report to the WALDAB board of directors a few times a year.
 - A recorder should be designated for each lab section meeting. The recorder may be any member willing to volunteer their time to take and officially type up minutes. Templates from previous meetings can be provided to the recorder. Upon completion, minutes should be provided to the chair and vice-chair for review and distribution.

- c. Voting –
 - The group agreed that voting on issues can be taken during section meetings if at least 5 lab section members from five different local public health laboratories are present. This does not include lab section state partners.
 - If 5 lab section members are not present, the group will push the issue out to vote over electronic means (e.g. ListServ, Surveys).
3. Strategic Planning – Next Steps
 - a. The group felt that there may be an opportunity to work on a lab section project using the Health Impact Assessment program through the State <http://www.dhs.wisconsin.gov/hia/index.htm> . Courtenay will check with appropriate state contacts regarding this proposal.
 - b. The group thought that it would be good to work to arrange for a student intern to work on Strategic Planning item 5.1. It was agreed that the student does not necessarily need to have laboratory-exclusive schooling requirements. Interns may be drawn from any applicable program (e.g. Environmental Health, Public Health, Microbiology). Lab Section members to contribute via ListServ.
 - c. Courtenay indicated that lab section members should review the Strategic Plan and provide comments to Courtenay regarding desired next steps moving forward with the plan. These comments/next steps will be added to the next meeting agenda for discussion.
4. “Development and Evolution of a Statewide Local Public Health Laboratory Network” Poster Presentation – Presented by Jan Klawitter, State Laboratory of Hygiene, at the 2011 APHL Annual meeting (June 5-8) in Omaha, NE (program detail and poster enclosed).
5. Steve Gradus, Milwaukee –
 - a. Inquired whether or not the Lab Section should have a poster or display at the WPHA/WALHDAB annual conference. Since there is a cost associated with this activity, the lab section did not have a display this year. However, whenever the lab section has had grant funds, we have had a display. It was discussed that local laboratories may volunteer funding for the display in future years.
 - b. Suggested that local public health labs conduct an evaluation similar to that of the LSIP evaluation recently conducted by the State Laboratory of Hygiene and the Milwaukee Public Health lab. Steve recommended reviewing the information on their website: <http://city.milwaukee.gov/LSIP>
6. Next Face-to-Face meeting – The next meeting is not set.

Recorder: Courtenay Johnson, Chair

Dated: June 6, 2011