

Laboratory Certification Standards Review Council Meeting Minutes From 1/6/2015

Attendance

Council Members: **In Person:** Kirsti Sorsa (Vice-Chair), Pat Gorski, Paul Harris (Chair), Paul Junio, Kurt Birkett (Secretary)
via LYNC Meeting: Jennifer Peth, Sharon Mertens
DNR Staff: Steve Geis, Rick Mealy
Others in Attendance: Tom Hungerford (Eurofins S-F, via LYNC)

The meeting was called to order at 9:35 am

Council Officer Elections

- o **Action:** *A motion (Junio/Mertens) to elect Paul Harris as Council Chair, Pat Gorski as Vice-Chair and Kurt Birkett as Secretary was unanimously approved.* Newly appointed officers will assume their roles at the May 2015 meeting.
- o The program will send an e-mail to all water utilities to seek a replacement for Kirsti Sorsa, who is completing her statutory maximum second consecutive term.

Minutes from meeting of November 18, 2014

- o **Action:** *A motion (Birkett/Junio) to approve the November 18, 2014 minutes as presented was unanimously approved.*

FY2016 Budget and Fees Proposal

- o Steve Geis presented a budget plan which includes an additional \$20,000 in the contractor line. This continues to slowly increase fees until we can support an additional FTE when our current contract auditor retires.
- o Kirsti Sorsa asked if the program was facing a lapse this year. Mealy reported that, according to information received, the program faces an unbudgeted lapse of \$50-60K.
- o Geis reported that this year, effort is underway to essentially "hold" fee revenues received until after the fiscal year cut-off date to ensure that they are recorded as received in fiscal 2016.
- o **Action:** *A motion (Junio/Mertens) to approve an FY 2016 budget and fees proposal that represents a 3.1% increase was unanimously approved.*
- o The highlights of the final budget/fee package are as follows:

Subtotal – FTE Salary	\$321,902 (+ 0.0%)
Subtotal – FTE Fringe	\$153,290 (- 8.6%)
Subtotal – Salary & Fringe	\$475,192 (- 2.9%)
Subtotal – Supplies, Services & IT	\$136,928 (+14.1%)
Total – FY2016 Expenditures	\$612,121 (+ 0.4%)

Fee Revenue Required = Expenditures – Travel Reimbursements
= \$612,121 - \$ 18,000 = \$ 594,121

Total – FY2016 Fee Revenue **\$594,609**

Budgeted RVU **9078 (-2.6%)**

Cost/RVU = Revenue required/Total RVU
= \$594,121 / 9078 = \$65.45

Cost per RVU (rounded) **\$ 65.50 (+3.1%)**

Average commercial lab fee would be: **\$ 4,912.50 (+ \$ 150)**

Average WWTP lab fee would be: **\$ 1,113.50 (+ \$ 34)**

Budget Variance Report for FY 2015

- 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 at this time.

	BUDGET	ACTUAL	% of BUDGET
Salary	\$301,882	\$ 88,742	29%
Indirect labor	\$ 20,916	\$ 26,535	127%
Fringe	\$150,779	\$ 51,403	34%
SALARY+ FRINGE	\$473,577	\$166,680	35%
Contractor	\$ 44,000	\$ 15,319	35%
Travel, Supplies & IT	\$ 44,050	\$ 8,006	28%
Indirect supplies	\$ 18,600	\$ 9,784	25%
Additional Allocables	\$ 20,175		
SUPPLIES/IT	\$106,825	\$ 33,109	31%
FY 2015 BUDGET	\$580,402	\$199,789	34%
Allocables	\$ 60,398	\$ 36,319	60%

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

- Audits - Commercial/Public Health: **15** (34); Municipal/Industrial: **38**(89)
- Reports - Commercial/Public Health: **18** (34); Municipal/Industrial: **38** (89)
 - Reports Due - Commercial/Public Health: **4**; Municipal/Industrial: **3**
- Closures - Commercial/Public Health: **13** (34); Municipal/Industrial: **30** (89)
 - Open Cases - Commercial/Public Health: **24**; Municipal/Industrial: **40**
- For the fiscal year 2015 to-date, **70.2%** of reports for audits conducted were issued within 30 days
- Concerns were expressed about the large number of municipal labs that are still open from 2013. Geis indicated that he would look into them.
- Geis reported that about 90% of open cases are due to a lack of timely or quality responses to audits.
- In response to questions about two labs (Summit Environmental and TestAmerica Savanna), Geis indicated that reports should be forthcoming. Summit Environmental was re-visited last fall.
- Geis asked how other states handle the issue of SW-846 and its penchant for allowing modifications. Junio indicated that it's largely up to individual auditors. He pointed out that TNI meeting are held July 13 to 17 this year, and it might be valuable to send an auditor or two. During the meetings there is a daylong forum for auditors. Mertens added that specific issues could be raised during the bimonthly Assessors Forum (teleconference).
- To facilitate compliance, Junio suggested calling labs to go over the audit report and expected response.
- Junio and Birkett suggested looking into using NONs or fines as tools to gain compliance

Other DNR Business

- Variiances - No variance requests were received.
- NR 812 Status – Geis spoke with Private Water Chief Lehmann –Kerler before the holidays and they will plan to start the guidance process. All guidance goes through the Department Leadership Team and is generally posted to allow for public comment for 21 days. After public comments have been addressed, the guidance becomes final and is posted as such.

Next Meeting Date

- **Action:** *The next Council meeting was scheduled for 9:30 AM CDT Tuesday, May 12, 2015 at the DNR Science Operations Center (2801 Progress Road, Madison).*

The meeting was adjourned at 11:40 AM.