

Laboratory Certification Standards Review Council Meeting Minutes From 8/21/2013

Attendance

Council Members: **In Person:** Randy Thater (Chair), Kirsti Sorsa (Vice-Chair), Kurt Birkett (Secretary), Pat Gorski, Paul Harris, Paul Junio
via LIVE Meeting: Jennifer Peth,
DNR Staff: Jack Sullivan, Rick Mealy
Others in Attendance: Sharon Mertens, (Milwaukee MSD)

The meeting was called to order at 10:06 am

Minutes from meeting of May 7, 2013

- o **Action:** A motion (Junio/Birkett) to approve the May 7, 2013 minutes with several minor edits discussed during this meeting was unanimously approved.

Final Program Performance Status Report for FY 2013

- Audits - Commercial/Public Health: **31** (32); Municipal/Industrial: **78** (92)
- Reports - Commercial/Public Health: **31** (32); Municipal/Industrial: **76** (92)
 - o Reports Due - Commercial/Public Health: **3**; Municipal/Industrial: **4**
- Closures - Commercial/Public Health: **26** (32); Municipal/Industrial: **91** (92)
 - o Open Cases - Commercial/Public Health: **16**; Municipal/Industrial: **28**
- For the fiscal year 2013 to-date, **72.7%** of reports for audits conducted were issued within 30 days

Program Performance Status Report for FY 2014 Year-to-Date

- Audits - Commercial/Public Health: **2** (32); Municipal/Industrial: **8** (92)
- Reports - Commercial/Public Health: **4** (32); Municipal/Industrial: **7** (92)
 - o Reports Due - Commercial/Public Health: **1**; Municipal/Industrial: **5**
- Closures - Commercial/Public Health: **6** (32); Municipal/Industrial: **7** (92)
 - o Open Cases - Commercial/Public Health: **12**; Municipal/Industrial: **30**
- For the fiscal year 2014 to-date, **90.9%** of reports for audits conducted were issued within 30 days

Budget Variance Report FY 2013

- o The following information was reported to the Council for the fiscal year ending June 30, 2013:

	<u>Spent \$</u>	<u>Budgeted \$</u>	<u>% of Budget</u>
FY 2013 BUDGET	\$ 646,728	\$ 566,071	114.2%
Salary/Fringe	\$ 536,367	\$ 498,271	107.6%
Supplies & IT	\$ 89,665	\$ 67,800	132.2%

Allocables through July 2013: \$111,405 (17.2% of total expenses, 32.7% of salary line).

- o The following information was also reported to the Council for the fiscal year ending June 30, 2013:

BEG CASH BAL (incl \$378K GPR)	\$ 585,123
+ REVENUE COLLECTED FY13	\$ 568,996
- FY13 EXPENDITURES	\$(431,545)
- FY13 LAPSE	\$(47,100)
END CASH BAL (BEG FY14 CASH BAL)	\$ 675,474

- o A lengthy discussion ensued regarding the difficulty in predicting allocable charges. There was also some discussion regarding the large number of open applications and applications from new labs. Most present believed this to be an anomaly rather than an indication of an uptick in the economy.

Opening Budget Report for FY 2014

- The following projections were reported to the Council for the opening of fiscal year 2014:

BEG CASH BAL (7/1/13)	\$ 675,474
+ REVENUE COLLECTED FY14 (fees)	\$ 518,433
- FY14 EXPENDITURES (budget)	\$(580,402)
- un budgeted allocables	\$(50,000)
- FY14 LAPSE	\$ TBD
END CASH BAL (BEG FY15 CASH BALANCE)	\$ 563,505

Other DNR Business

- Variances - No variance requests were received.
- Vacancy – Jack Sullivan announced that the chief position was posted last week with a closing date of September 6th. There was a possibility the deadline might be extended. He asked Council members to pass that information on to any interested parties. He hopes to have someone on board by November 1. In the interim, he is assigning team leads for each of the three programs in the section (LabCert, OpCert, and Lab Services).
- NR 149 update – Any work on NR 149 will be postponed until after the new section chief is hired.
- ICP training venture (with State Lab of Hygiene) – Paul Harris indicated that the cost would be about \$250 for the day, but either WELA or Davy labs will cover that. The State Lab suggested a charge of \$100 per attendee plus about \$50 per challenge PT sample. We'll need to issue a survey soon to get an idea of attendance and interest in labs willing to analyze the PT sample.

Council Member Issues

- NELAC data – It was discussed that NELAC audit frequencies are typically within 6 months of the requisite 2-year frequency. Most, but not all, states are meeting that frequency.
- Report TAT – With respect to NELAC audit report turnaround time, this is not something that has been tallied, but the general consensus is that labs are not complaining so it is not a widespread issue. Sharon Mertens indicated that her NELAC reports are always received within 30 days. Paul Junio indicated that he had been through four audits with two different labs and reports were always received within 30 d.
- Low Level Phosphorus PT– Paul Harris asked if there might be any input from DNR programs about developing a low-level phosphorus PT. He also asked if there were any developments in the works that would affect NR 809 [No.].
- PT issues – Pat Gorski raised the issue of having to repeat a PT because a lab reported a method code incorrectly. The example of a lab certified for Volatiles by GC/MS was offered; a lab submits acceptable results but reports a GC method code. After some discussion, consensus was that the LabCert Program needs to remain consistent in their PT results acceptance policies.

Next Meeting Date

- **Action:** *The next Council meeting was scheduled for 10:00 AM Tuesday, November 12, 2013 at the DNR Science Operations Center (2801 Progress Road, Madison).*