

Conference Call
January 5, 2009
1 pm EST

1. Call to order (President Caplan), 1 PM (EST)

Present:

Yale Caplan
Madeleine Hinkes
Graham Jones
Tom Bohan
Derek Hammond
Lyn Henson
Jack Kalin
Joseph Maltese
Dennis Mooney
David Senn
Anjali Swienton
Emily Will

Absent: Susan Johns, Patrick Davis, Mary Fran Ernst

2. The purpose of the call is to prepare for the annual meeting in February.
The following items were discussed:

Letterhead - The letterhead will carry the name of each director, the highest degree and certification status. Officers and Public Directors are identified as such.

February meeting - The meeting will be February 15 from 9am til 5 pm in the Mineral F room at the Hyatt Regency. Officers will meet over dinner at 7pm on the 14th.

3. Treasurer's Report

Amended Articles of Incorporation have been drafted and will be filed in Colorado after being approved at the February meeting. This is part of what is required for the 501c.3 tax status. Because the treasury is being transferred from Hinkes to Bohan, an internal audit was performed by Kalin and Hammond who found the files to be adequate. Currently the account holds \$38,007.00. Bohan will make a recommendation to the Board regarding reimbursement for attendees of the February meeting.

4. Nominations

There are no openings for directors at this time, so nominations are not needed. The issue of nominating organizations (NOs) will be discussed at the meeting. The number of accredited organizations and thus possible NOs is small, but in the future it will not be possible to have all accredited organizations represented on FSAB.

5. ARC Reports

Three ARC chairs reported (IAI, ABFA, ABC). Each had resolvable issues that are expected to be worked out before the February meeting.

6. Two organizations have made inquiries about accreditation.

7. Emily Will has researched organizations that potentially could have interest in FSAB accreditation and provided a report.

8. The Bylaws and Policies & Procedures documents have been reviewed by Caplan and Hinkes. These will be discussed at the February meeting.

9. Maltese has headed the Standards Review Committee, looking at the ISO 17011 (Conformity Assessment—General requirements for accreditation bodies accrediting conformity assessment bodies). These standards did not appear to be relevant to FSAB.

10. A complaint has been received and was discussed.
The conference call ended at 2:10 pm EST.

Madeleine J. Hinkes, PhD, Dd-AFA
FSAB Secretary

FSAB Executive Committee
Conference Call
January 26, 2009

1. Call to order (President Caplan), 5 PM (EST)

Present:

Yale Caplan

Madeleine Hinke

Susan Johns

Graham Jones

Tom Bohan

Emily Will

2. Two issues raised by an ARC (Application Review Committee) were discussed:

a. Does a board have to have its directory of certificate holders on the Public side of its website? The ARC and the FSAB executive committee agreed that while the directory must be public, a listing of contact information of the certificate holders is not required to be public.

b. While the FSAB standards require a minimum waiting time between an examination and re-examination, there is no minimum time stated. It was agreed that a 90 day wait time would be a good benchmark and the ARC will discuss this with the board under review.

3. The amended Articles of Incorporation have been distributed to the FSAB board and will be discussed at the February, 2009 meeting.

4. A pending complaint will be discussed at the February, 2009 meeting.

The conference call ended at 5:30 pm EST.

Madeleine J. Hinkes, PhD, Dd-AFA
FSAB Secretary

FSAB Executive Committee
Conference Call
February 12, 2009

1. Call to order (President Caplan), 5:30 PM (EST)

Present:

Yale Caplan

Madeleine Hinkes

Susan Johns

Graham Jones

Tom Bohan

Emily Will

2. The purpose of this call is to review the agenda in preparation for the full board meeting on February 15. Caplan and Johns will not be at the meeting but will connect via conference call. Jones will run the meeting in Caplan's absence.

3. New Business will include action on the Amended and Restated Articles of Incorporation and the ARC reports. The ARCs have recommended changes in the standards and application itself and the re-accreditation policies, and these will be discussed. The Board will discuss implementing annual reports from the accredited organizations.

The conference call ended at 6:30 pm EST.

Madeleine J. Hinkes, PhD, Dd-AFA

FSAB Secretary

FSAB Board Meeting

Denver, Colorado

Feb. 15, 2009

1. Call to Order, 910 AM (Jones for Caplan)

Present: Graham Jones, Vice President	Joseph Maltese, Public Director
Tom Bohan, Treasurer	Dennis Mooney
Madeleine Hinkes, Secretary	Mary Fran Ernst
Derek Hammond	Emily Will
Jack Kalin	David Senn
Anjali Swienton	

Present via conference call: Yale Caplan, President, and Susan Johns, Past President

Excused: Lynn Henson and Patrick Davis

Guest: Andrew Sulner JD (AAFS member, Document Examiner, BFDE)

It was determined that a quorum was present.

2. President's Report

Caplan intends to have two full Board conference calls (spring and fall) and possibly a working Executive meeting midyear, principally to review documents.

Caplan sent a letter to AAFS reporting on FSAB progress this past year.

There are no applicants for accreditation, but we will need an Application Review Committee (ARC) for one re-accreditation.

3. Secretary's Report

Hinkes presented Minutes from last year's Board meeting on 17 February 2008 and three conference calls on 5 January 2009, 26 January 2009 (Exec), and 12 February 2009 (Exec). The Minutes from 2008 were adopted and will be sent to Kalin for inclusion on the FSAB website.

The roster is submitted for any changes in the Board's contact information.

Hinkes is also responsible for updating the Policies & Procedures manual. Any updates will be sent to the Board for approval.

4. Treasurer's Report

Bohan reported that the FSAB checking account holds nearly \$40,000. Bohan reported that FSAB can cover 2 nights in the hotel and one per diem @ \$48 for each director present for this meeting. The expense claim form and receipts should be sent to Bohan.

The Amended and Restated Articles of Incorporation of FSAB, which have previously been circulated to all directors were discussed and adopted. This change is part of structuring our tax exempt status.

Attorney's fees are running close to the allotted \$5000 for structuring our tax exempt status. Motion was made and seconded (Bohan, Ernst) to raise the limit to \$6000; motion passed unanimously. Our IRS liability is not yet known (until tax return is filed). No changes are proposed to the current fee schedule.

The transition from Hinkes to Bohan as Treasurer was accompanied by an informal audit performed by Kalin and Hammond. The audit found everything to be in order. An external audit is needed and will be performed in the future.

5. Guest Presentation

Sulner was given the opportunity to make a statement. He announced that he was speaking as an individual, not as a representative of BFDE.

He is concerned that representation of boards might not be equal, thus allowing some boards to have undue influence over others. His second concern is that FSAB needs to ensure that each accredited board is following their own rules and offering appropriate rights and remedies.

Finally, he suggests that FSAB look at how boards test their applicants, to comply with industry standards that govern bio/psychometric assessments.

Jones responded that FSAB has discussed most of these issues in the past and will continue to do so, taking action where necessary. Sulner leaves the meeting at this point.

6. Committee Reports

a. Application Reviews for accreditation and reaccreditation, and a Complaint Review Committee report were discussed in executive session.

b. Standards Review Committee (Maltese, Davis, Will, Bohan)

FSAB needs to tighten its procedures for due process. Loss of certification is serious and could affect one's job status. A person accused of ethics violations should be able to state their case with an attorney present, confront the accuser, and present witnesses. Should FSAB make a standard that ethics procedures be transparent? This issue will require further discussion.

c. Website (Kalin)

The purpose of the website is to distribute information to the public and serve as a repository of FSAB documents. Posting FSAB Policies & Procedures and summaries of minutes on the public side of the website was discussed.

d. Quality Assurance Committee (Caplan and the Exec Board)

All FSAB functions were reviewed. There is nothing specific to report, but By Laws, P & P, and Standards need to be reviewed.

e. Nominating Committee (Johns and Swienton)

The current officers are renominated to their current positions and are unanimously re-elected for one year: Caplan, President; Jones, Vice President; Hinkes, Secretary; Bohan, Treasurer.

f. Outreach (Will)

Will prepared a memo with organizations which could be approached. The report is received for now and will be discussed later.

7. New Business -

a. Annual Reports

FSAB has discussed mandating annual reports from each accredited board to advise FSAB of new officers, substantive changes, contact information, number of certificants, etc. Johns will devise a form for review by Exec by May 1. FSAB will need to formally notify the boards of this and any other changes FSAB makes. It is recommended that the form for annual reports be sent out July 1.

b. Recommendations for changes in Standards, Policies and Application Forms were discussed. Kalin will update the Application Form to be in sync with the Standards.

c. A Minutes Review Committee was appointed.

The meeting adjourned at 4:05 pm.

Madeleine J. Hinkes,
FSAB Secretary

FSAB Executive Committee
Conference Call
August 19, 2009

I. Call to order (President Caplan), 1:00 PM (EST)

Present:

Yale Caplan

Graham Jones

Susan Johns

Tom Bohan

Madeleine Hinkes

2. The purpose of this call is to prepare for the full Board conference call of 25 September.
3. Reports
 - a. Nominating Committee: Jones as chair (with Johns and David Senn)
Three directors' terms are completed: Derek Hammond, Anjali Swienton, and Joe Maltese. They will most likely continue if nominated.

Since the transition to Nominating Organizations, all directors (except public director) are at-large. The eight accredited boards need to be solicited for nominees to sit on FSAB. After Hinkes provides Caplan with a list of contact persons for each board, he will contact them for nominees. This protocol needs to be added to the Policies and Procedures manual (Hinkes).
 - b. Treasurer's report: Bohan stated FSAB has a balance of \$40,896.
 - c. Application Review Committees are in process and will report at the Sept. 25 conf. call.
4. Additional Topics
 - a. 2011 reaccreditations were discussed. May 1 is the application deadline.
 - b. Johns is working on annual report protocols.
 - c. Kimberly at AAFS has asked about archiving. She will keep one binder for each application for a length of time to be determined and will retain complaint paperwork indefinitely.
5. The NAS report was discussed. It was decided that no response from FSAB is necessary.
6. Plans for an Executive Committee meeting before the end of the year, possibly in Dallas, were discussed.

The conference call ended at 2 PM EST.

Madeleine J. Hinkes, PhD, Dd-AFA
FSAB Secretary

FORENSIC SPECIALTIES ACCREDITATION BOARD (FSAB)
FULL BOARD OF DIRECTORS
CONFERENCE CALL, 25 SEPTEMBER 2009

- I. Call to order (President Caplan), 1 PM (EST)
Present: Yale Caplan, Graham Jones, Tom Bohan, Derek Hammond, Jack Kalin, Joe Maltese, Dennis Mooney, Mary Fran Ernst, Emily Will, David Senn, Susan Johns, Patrick Davis, Madeleine Hinkes
Excused: Anjali Swienton, Lyn Henson
2. The purpose of this call is to facilitate information update and to check on status of assigned tasks.
 3. President's report (Caplan)
The transition from INOs to NOs was completed on 1 March 2008. Bylaws and Policies & Procedures Manual need to be updated to reflect this.
Nominations for open positions on the board are being solicited.

The NAS report has been released. Because ISO 17024 seems to be a focal point of the retort and FSAB standards were developed with that 17024 in mind, FSAB should be in a good position. Johns will review our standards for compliance with 17024. Jones will send the latest 17024 to FSAB directors.

4. Vice President's report (Jones)

The nominating committee will solicit nominations. All board members are now "at large" with a 3 year term. The preference is to maintain continuity on the board if possible.

5. Secretary's report (Hinkes)

Minutes were distributed and a roster form was circulated for updates.

6. Treasurer's report (Bohan)

The treasury balance is \$40,896.82. Most expenses have been for legal fees for the 501 (c)(3) work. Invoices have been mailed to the boards for the 2010 fees. Bohan will project costs to determine whether fees need to be raised.

7. Application Review Committee reports were given. Three applications for accreditation or reaccreditation are being reviewed. Two boards will be up for reaccreditation in 2011.

8. Annual Reports for Accredited Organizations (Johns) - A proposed draft for the Annual Report was reviewed and suggestions were made and incorporated. The Policies and Procedures will need to be updated. There was discussion about the deadline for filing annual reports and other details. Hinkes will draft a policy which the Executive Committee will review.

9. Executive Committee Meeting - This meeting is scheduled for November 6-8 in Los Angeles. The main task is to review documents with primary responsibilities as follows:

Caplan: Bylaws

Jones: Standards, Nominating Committee process

Hinkes: P&P manual, minutes compilation and review, director and contact lists

Bohan: financial review, projections and fees, IRS status, need for insurance

Johns: annual report protocol, new reaccreditation application, standards interpretation

Hammond: update application forms, ARC procedures

10: Other items -

Kalin is working on a revision to the FSAB Certificate awarded to accredited organizations.

Kalin will provide a link to the FSAB press release in response to the NAS report. (TOM - I DIDNT SEE earlier reference to this in the minutes. Did I miss something?- Emily)

The conference call ended at 2:55 pm EST.

Madeleine J. Hinkes

Madeleine J. Hinkes, PhD, DABFA

FSAB Secretary

FORENSIC SPECIALTIES ACCREDITATION BOARD (FSAB)
EXECUTIVE COMMITTEE
NOVEMBER 6-8, 2009, LOS ANGELES, CA

I. Call to order (President Caplan), 2 PM PST on Nov 6

Present: Yale Caplan, Graham Jones, Susan Johns, Tom Bohan, Derek Hammond, Madeleine Hinkes

2. The purpose of this meeting is to revise the FSAB's principal documents (Bylaws, Standards, Application, Policies & Procedures Manual) so they can be presented to the full Board in February. This meeting is informal; no motions or votes are taken.

3. Preliminary business: In light of the NAS report, there was a general discussion of the role of ISO standards; who accredits/certifies whom/what?

4. Bylaws

Principal revisions to the Bylaws include clarification of "Regular Directors" and "Public Directors", currently in the ratio of 14:1 (or possibly 13:2). "At large Directors" no longer exist. The section of the Bylaws pertaining to Initial Nominating Organizations has been removed, since INO's no longer exist. Boards which have received FSAB accreditation are now Nominating Organizations (NO's), which have the right to submit nominees to the Board for election as Directors. Bohan will incorporate the changes and edits.

5. Financial Report

Bohan reported that there is \$48,400 in the FSAB account. Annual fees from the Nominating Organizations amount to about \$10,000. Currently FSAB has a financial cushion, but that will not last. We spend about \$15,000 in a normal year, and we still need to consider insurance. The goal is to be totally self-supporting, but that may require raising fees. Various suggestions for how this might be structured were discussed and will be further discussed at the full board meeting in February.

6. Application Review Committees

Johns has developed a spreadsheet detailing whether a particular standard has been met. She will send the spreadsheet to the Exec members.

Hammond thinks that each Board seeking accreditation should submit a final clean application, incorporating all the suggestions of the ARC, to be stored at the AAFS office.

Hinkes will contact previous ARC chairs for any notes they have which might relate to standards or ARC procedures. Hammond and Jones are working to incorporate changes in the application and to harmonize the standards, application and the review spreadsheet.

7. ISO Standards

Johns prepared a document comparing ISO 17024 with the FSAB Standards. There was a discussion of possible accreditation of FSAB by ISO. Johns will research procedures and costs.

8. Annual Report

Johns has updated the annual report form. The plan is for boards to complete the form by March 31 each year.

9. Standards

Discussion of continuing competency vs continuing education (6.2). Continuing education does not ensure competency. How do certifying boards measure this? Reworded as “professional development”

(5.3) General Requirements for Initial Professional Development/Training

This may affect accreditation and reaccreditation of specialties which are more experienced-based than academic-based

Discussion of 5.3.3, 5.3.4, and 5.3.5, with suggested rewording.

10. Policies & Procedures

Changes and revisions were discussed.

11. Conclusion

An Executive Committee phone call was scheduled for November 11, 2009 at 4 pm EST.

Action items were listed for Bohan, Hinkes, Hammond, Johns and Jones.

FORENSIC SPECIALTIES ACCREDITATION BOARD (FSAB)
EXECUTIVE COMMITTEE
CONFERENCE CALL, 11 NOVEMBER 2009

1. Call to order (President Caplan), 10 AM (EST)

Present: Yale Caplan, Graham Jones, Tom Bohan, Derek Hammond, Madeleine Hinkes, Emily Will

Absent: Susan Johns

2. The purpose of this meeting is to check on the status of ongoing tasks (ARCs, document reviews)

3. Application reviews in progress were discussed. Emily Will asked for clarification on issues that were raised in the course of a review.

The conference call ended at 11:20 AM (EST)

Madeleine J. Hinkes

Madeleine J. Hinkes, PhD, D-ABFA

FSAB Secretary Joedy L. Daristotle