

FORENSIC SPECIALTIES ACCREDITATION BOARD (FSAB)
BOARD OF DIRECTORS
CONFERENCE CALL, 27 JANUARY 2010

1. Call to order (President Caplan), 4 PM (EST)

Present: Yale Caplan, Graham Jones, Tom Bohan, Susan Johns, MaryFran Ernst, Derek Hammond, Lynn Henson, Jack Kalin, David Senn, Anjali Swienton, Emily Will, Madeleine Hinkes

Absent: Joe Maltese, Dennis Mooney

2. The purpose of this meeting is to discuss and vote on the Conflict of Interest policy and to prepare for the Board meeting in February

3. Conflict of Interest policy (Bohan): The document has been circulated via e-mail. Suggestions were made for some minor change. Motion was passed to accept the policy as amended.

4. The revised By-laws have been circulated (Caplan, Bohan). Directors need to review them for a vote in February.

5. Standards and Application have been revised and reviewed for consistency and correct linkage of standards to Application (Jones, Hammond). Hammond has circulated the latest versions via e-mail. Kalin and Will volunteered to give a final review. All Directors need to read these documents for a vote in February.

6. Annual Report form has been updated (Johns). Caplan, Bohan, and Hammond suggested edits, which Johns incorporated immediately. Motion was passed to accept the Annual Report form as amended.

7. ARC Reports - The three ARC chairs reported on their progress.

8. Certificates: Kalin has prepared wording for the certificates. Caplan wants to redo all the certificates awarded thus far for consistency. Jones volunteered to prepare the certificates.

The Executive Committee stayed on the call to discuss additional topics. All others exited the call.

A. A Director has resigned from the board. Nominations will be solicited.

B. A retiree from one of the FSAB-accredited boards is requesting reinstatement to active diplomate status. FSAB does not have a policy that specifically covers that, so it is suggested the board in question develop its own rules in compliance with relevant FSAB standards.

C. There was discussion of how to deal with organizations that envelope multiple Certifying Boards. It is suggested that each Board be evaluated as a separate entity, with a fee scale adjusted accordingly.

The conference call ended at 5:10 pm EST.

Madeleine J Hinkes, PhD, D-ABFA
FSAB Secretary

FORENSIC SPECIALTIES ACCREDITATION BOARD (FSAB)
BOARD MEETING, FEBRUARY 21, 2010
SEATTLE, WA

1. Call to Order, 905 AM (Caplan)

Present:

Yale Caplan, President
Graham Jones, Vice President
Tom Bohan, Treasurer
Dennis Mooney
Madeleine Hinkes, Secretary
Mary Fran Ernst
Derek Hammond
Lynn Henson
Susan Johns
Joseph Maltese
David Senn
Anjali Swienton
Emily Will
Excused: Jack Kalin

Guests: Andrew Sulner JD; Joe Polski, Vici Inlow, & Robert Garrett, representing IAI; Peter Tytell, representing ASTM

It is determined that a quorum is present.

2. President's Remarks (Caplan)

Patrick Davis has recently resigned from the Board, so the Nominating Committee will find a replacement.

A report of FSAB's activities for the past year has been sent to AAFS as our sponsor.

Letters have been sent to all accredited boards, including a copy of the Annual Report to be filled out and seeking nominations for the FSAB.

ARCs will be appointed for two boards that need to apply for re-accreditation.

Outreach suggestions include a firearms group and crime scene techs.

3. Guest Presentation

Peter Tytell spoke for a few minutes about ASTM standards (as a recognized consensus standardization organization) and the FSAB standard for training (5.3.3). He is especially interested to know if ASTM standards E2388 and E444 will be recognized by FSAB as the national standard for questioned documents. The response is that FSAB does not mandate which rules get followed.

4. Secretary's Report (Hinkes)

The minutes from last February's meeting and several conference calls are approved. Caplan will turn over some of his letter-writing duties to the secretary. The roster of Directors is circulated for updates.

5. Treasurer's Report (Bohan)

a. The year end balance stands at \$45,988.69

b. The Conflict of Interest statements and Confidentiality Agreements were signed and collected.

c. Bohan is looking into insurance for the Board.

d. The Board discussed the need for a fee increase. FSAB needs to be self-sufficient to maintain its independence. We have cut expenses as much as possible (conference calls instead of midyear meetings, for example). Another FSF grant is a possibility, but it would be better to have a constant commitment. It might be possible to obtain a grant for some new activity, such as converting FSAB standards to ISO compliance.

A base fee of \$500 for each board plus \$3 per certificant is suggested. As the discussion progressed, it became apparent that we do not have accurate figures for each board's number of certificants. Bohan will obtain this information from the incoming Annual Reports and recalculate possible scenarios. A conference call will be held to decide.

6. Committee Reports (Executive Session)

a. IAI (ARC = Hammond, Swienton, Senn, Kalin)

The seven boards of the IAI were accredited. They are: Footwear Certification Board, Forensic Art Certification Board, Bloodstain Pattern Examiner Certification Board, Crime Scene Certification Board, Latent Print Certification Board, Forensic Photography Certification Board, and Tenprint Fingerprint Certification Board.

It was strongly urged that, in the future, organizations with multiple boards should have their

boards evaluated separately, rather than together, as was done for IAI this time. When IAI reaccreditation comes up, the individual boards should be appraised separately.

b. Emily Will reported that the ARC she chaired found problematical issues too big to be settled now. The organization has withdrawn the application without prejudice and may reapply at a later time.

c. ABMDI (ARC = Johns, Mooney, and formerly Davis)
ABMDI was re-accredited.

End of Executive Session.

d. Website - Kalin, Hinkes, and the Quality Assurance Committee need to ensure that the documents as posted in the public and private spaces are accurate and up-to-date.

e. Nominating Committee (Jones, Johns, Senn)

1. Derek Hammond was nominated and elected for a 3-year term as director.
2. With the resignation of Patrick Davis, it is suggested that another IAI rep be nominated, and Bob Garrett was elected to fill out Davis's term.
3. Maltese and Swienton were re-appointed as public directors for 3-year terms.
4. The slate of officers was approved: Caplan as president, Hammond as vice president, Bohan as treasurer, and Hinkes as secretary. All officers serve a 1-year term.
5. Next year, the terms for all the other directors expire. The Nominating Committee will address the need to stagger terms more than they are (PPM 1.1.3). Hinkes will send letters to each board soliciting nominations.

7. Unfinished Business - The principal FSAB documents were revised by the EC last November and are presented to the Board as a whole.

a. Bylaws (Bohan)
The main change to the Bylaws is removal of references to INOs, since they no longer exist.
Suggestions were offered about wording in a few sections (5.10, 5.11, 6.24) Bylaws are adopted as amended, unanimously. Bohan will send clean copies.

b. Policies & Procedures Manual (Hinkes)
The PPM was adopted with minor editing, unanimously. Hinkes will send clean copies.

c. Standards and Application Form (Jones and others)

Hammond and Will had previously circulated comments and suggestions, based on their

participation on ARCs. Jones documented the changes as they are approved. Add or revise definitions: examination, examiner, proctor, proficiency testing. The main topics of discussion included methodology of exams, proctoring, proficiency testing, testing for initial certification, skill-based certification. Most of these changes apply to Standards

6.2 and 8. The changes are unanimously accepted. Jones will send out clean copies. The Application for Accreditation will be adjusted accordingly.

8. New Business

- a. The Minutes Review Committee comprises Ernst, Henson, and Swienton
- b. The ARC for ABFT includes Ernst, Henson, Mooney, and Garrett
- c. The ARC for BFDE includes Senn, Swienton, and Kalin
- d. In light of the recent NAS report, the Board discussed its relationship with ISO standards. Is FSAB compliant with ISO 17024? Do we need to be? The FSAB program is essentially equivalent to ISO standards, but in the future we may need to develop a “white paper” analysis, showing the similarities and differences between FSAB Standards applied to the accredited boards and ISO 17024 and explaining any substantive deviations.

9. Adjournment at 4:40 PM

Madeleine J. Hinkes, PhD
FSAB Secretary

FORENSIC SPECIALTIES ACCREDITATION BOARD (FSAB)
EXECUTIVE BOARD OF DIRECTORS
CONFERENCE CALL, 20 AUGUST 2010

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

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

2. The purpose of this meeting is to discuss the Complaint Review Committee (CRC) findings as to CRC
Complaint No. 01-2010.

3. The FSAB Executive Board discussed appropriate actions: suspension of accreditation until the Board has corrected substandard procedures, or put them on notice that such suspension will occur if

remediation does not occur within a limited period of time. The vote will be open to the full Board via a subsequent conference call.

4. The CRC also recommended the creation of several new FSAB Standards, which will be discussed by the Board at a later time.

5. This conference call ended at 230 PM EST.

Madeleine J Hinkes, PhD, D-ABFA
FSAB Secretary

FORENSIC SPECIALTIES ACCREDITATION BOARD (FSAB)
FULL BOARD OF DIRECTORS
CONFERENCE CALL, 27 AUGUST 2010

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

Present: Yale Caplan, Graham Jones, Tom Bohan, Derek Hammond, Madeleine Hinkes, Lynn Henson,

Dennis Mooney, Jack Kalin, Emily Will, Joe Maltese, and Bob Garrett

Excused: David Senn, Anjali Swienton

Absent: Susan Johns, Mary Fran Ernst

2. The purpose of this meeting is to discuss the Complaint Review Committee (CRC) findings as to CRC

Complaint No. 01-2010. The EC discussed the issues on August 20, and now the full Board is included to decide on a course of action.

3. The complaint consisted of two primary issues:

a. The complainant states that the board “did not follow their prescribed procedure in the event of an appeal by a candidate”.

b. The complainant challenges “the validity and evaluation of the practical tests used.”

4. After extensive investigation and discussion, the CRC recommended that the accreditation status of the board be suspended until certain conditions are met.

5. The CRC also recommended the creation of several new FSAB Standards, which will be discussed by the Board at a later time.

6. The full Board was given the details of the previous discussion, and the CRC answered questions.

Discussion followed.

7. Ultimately, Maltese proposed a motion: “Based on the CRC report, the board will be suspended on 1

November 2010 if they do not comply with the CRC recommendations.” The motion was approved.

FSAB can tell the organization what needs to be done, but it is not our role to tell them exactly how to accomplish these goals.

8. FSAB needs to ensure that our own Policies and Procedures support our recommendations in this and

any future complaints. To this end, the EC may schedule a working meeting this fall/winter.

This conference call ended at 245 PM EST.

Madeleine J Hinkes, PhD, D-ABFA

FSAB Secretary

FORENSIC SPECIALTIES ACCREDITATION BOARD (FSAB)

BOARD OF DIRECTORS

CONFERENCE CALL, 6 NOVEMBER 2010

1. Call to order (President Caplan), 7 PM (EDT)

Present: Yale Caplan, Graham Jones, Tom Bohan, Derek Hammond, Bob Garrett, Mary Fran Ernst,

Emily Will, Joe Maltese, Anjali Swienton

Absent: Madeleine Hinkes, Susan Johns, Jack Kalin, David Senn, Mary Lynn Henson, Dennis Mooney

(Minutes taken by Bohan in Hinkes’s absence)

2. The purpose of this meeting is the Board’s evaluation of the certification board’s response to the demand

made of it following the evaluation of the Complaint Review Committee.

3. The response was timely submitted. After discussion of the response, Bohan moved that “The Board has

adequately responded to the reform requirements FSAB recently placed on it.” The motion passed.

4. Miscellaneous items

a. Treasurer Bohan reported that he sent invoices in October for the 2011 maintenance fees to all

of the FSAB-accredited boards except for the newest one which will go out soon.

b. VP Hammond reported on the activities of the three current ARCs.

c. Notices of the need for reaccreditation will be sent to the ABFDE and the IBFES, whose current

accreditations expire in Feb. 2012. Applications are due in May 2011.

This conference call ended at 745 PM EDT.

Madeleine J Hinkes, PhD, D-ABFA

FSAB Secretary

(transcribed from Bohan's 11/6/10 memo)

FSAB EC

CONFERENCE CALL, 29 DECEMBER 2010

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

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

Absent: Susan Johns

2. The purpose of this meeting is to discuss some issues prior to the full FSAB meeting in February.

These issues include: nominations of Directors and Officers, review of current ARC findings, and issues

with Standard 5.3.

3. The terms of most of the Directors end in February 2011. Hinkes sent letters to all the Nominating

Organizations (NOs) asking for nominations. Caplan has received nominations from ABMDI and IAI, for

Ernst and Garrett, respectively. Caplan will send an e-mail to the current Directors to ask if they want to

continue on the Board, and Hinkes will follow up with the NOs.

The Nominating Committee is Jones, Johns, Swienton, and Maltese. The Board would like a mix of Directors representing the accredited boards (NOs), maintaining some corporate memory while bringing in new people. Another consideration is the workload of the FSAB, with new applications and reaccreditation applications to review. A new FSAB secretary will be needed.

4. Hammond reported on the status of current ARCs. All applications are on track with all issues resolved or soon to be resolved.

5. Bohan brought up issues with Standard 5.3.3, which has changed over the years. Since this does not appear to be an issue critical to any applications under review, it will be discussed further in February. Bohan will email his historical review.

6. Caplan wanted to have a face to face meeting of the EC before February, but no time could be found that worked for everyone. Instead, there will be biweekly conference calls, the next one being on 12 January at 1 PM EDT.

7. Miscellaneous items

a. Bohan reported that all Boards except one have paid their 2010 annual fees. Each treasurer was also sent a copy of the new fee schedule.

b. AAFS President Joe Bono has circulated a draft of Senator Leahy's proposed legislation to strengthen and reform forensic science in the criminal justice system. FSAB review and input is requested.

c. Hinkes has collected all the Annual Reports from the NOs and will circulate them to the EC.

This conference call ended at 230 PM EST.

Madeleine J Hinkes, PhD, D-ABFA
FSAB Secretary
