

FSAB EC
CONFERENCE CALL, 12 JANUARY 2011

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

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

2. The purpose of this call is to follow up on issues from the 29 December 2010 call, since we have not been able to schedule a face-to-face meeting. These issues include: new fees schedule, discussion of Standard 5.3, nominations for Directors, status of Annual Reports, and ARC updates.

3. Treasurer Bohan presented a matrix of fee schedules, comparing the current formula to four other possibilities. These could potentially raise FSAB fees income from \$10,000 annually to as much as \$23,370. One issue is not to financially penalize boards with very low or very high numbers of certificants. A second issue is that FSAB needs to be able to justify fee increases to our accredited boards. Our annual operating costs are approximately \$12,000, more if a midyear meeting is scheduled.

Discussion favored the formula of \$500 basic fee plus \$3 per certificant for the first 1000 certificants plus \$2 per certificant in excess of 1000. This would raise fees for 8 of the 9 accredited boards and result in a fees income of \$17,078 annually. It was unanimously agreed to recommend this change to the full Board in February.

4. Bohan opened discussion on Standard 5.3, particularly 5.3.3.2, the so-called “50% rule”.
FSAB

requires that a certification body (in a discipline where the required knowledge and competency is predominantly experience-based) applying for initial accreditation, must be able to affirm that more than 50% of its certificants have gone through a formal training program. Any new individual applying for certification must follow these rules. However, the standard does not explicitly say that this same rule is in effect for boards applying for re-accreditation, and that has caused some confusion. After much discussion, it was decided to insert the words “or re-accreditation” in Standard 5.3.3.2. Bohan will draft new wording. It was agreed to recommend this change to the full Board in February.

5. The first series of Annual Reports have been received from all accredited boards, and have been made available to members of the EB. There were suggestions for minor changes, such as putting the certificate number on the cover page, but most of the discussion concerned items #17-19, the necessity for an annual review/audit. Currently, we ask if an audit was done and if so whether there were significant findings. Perhaps we should ask for written documentation of the audit. Johns volunteered to review all of the Annual Reports and submit a summary report, with recommendations for revisions, if needed. This may entail changes to the Standards and/or Policies & Procedures Manual.

6. The terms of most of the Directors end next month. Caplan has sent an e-mail to all Directors asking if they would like to continue, and Hinkes contacted each Nominating Organization (accredited board) for nominations. Eight names were submitted. For practical and financial reasons, we limit the number of Directors, and we want to maintain a balance between “corporate knowledge” and “new blood”.

The Nominations Committee comprises Jones, Johns, Anjali Swienton, and Joseph Maltese. They will submit a slate to the full Board in February.

Caplan also introduced the concept of non-Director affiliates of the Board, people who have previously served as a Director and could be called upon to staff Application Review Committees (ARCs).

7. Additional items:

No update from the ARCs (Hammond)

The conference call ended at 2:20 PM EST.

Madeleine J Hinkes, PhD, D-ABFA
FSAB Secretary

FORENSIC SPECIALTIES ACCREDITATION BOARD (FSAB)

FSAB EC

CONFERENCE CALL, 4 FEBRUARY 2011

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

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

Excused: Susan Johns

2. The purpose of this call is to follow up on issues from previous conference calls, prior to the full Board meeting in February.

3. Nominating Committee (Jones)

ABC has not submitted a nomination for Director, so Jones suggested keeping Lynn Henson on for another

year, to help stagger the turnover of Directors. He and his Committee are preparing a letter with nominations for Directors and a slate of officers.

4. Application Review Committees (Hammond)

Three ARCs are in process. One board has complied with all requests from its ARC. One board has minor issues only, which are being addressed. These two boards are up for re-accreditation. Another board is applying for initial accreditation, and their ARC also reports only minor issues to be addressed. Hammond expects recommendations that all three boards move forward.

5. Draft Agenda for February (Caplan)

Items to be sent to the full Board include the proposal for fee changes and recommended standard changes (Bohan); the minutes from the February 2010 meeting and all conference calls since then (Hinkes).

Items to be included on the agenda are: the new fees schedule, changes to the Standards, insurance policies, ARC recommendations, affiliate status, Quality Assurance Committee, web site, approval of minutes, updates to the Policies & Procedures Manual. A Minutes Approval Committee for the February 2011 minutes will need to be appointed, and we will need two Application Review Committees for the two boards coming up for re-accreditation.

6. Other Items

There was a brief discussion of Senator Leahy's proposed forensics-reform legislation. Caplan recently gave his committee (IWIG) a presentation of FSAB's mission and duties. We are not exactly sure what FSAB's role might be in this new structure. There might be a new ISO Board that recognizes accreditation Boards, for example. FSAB officers will pursue this issue.

The full FSAB will meet on Sunday, February 20, at 9 AM in a room TBA in the Hyatt Hotel. The FSAB budget will cover 2 nights in the hotel and 1 day of meals.

The conference call ended at 1:35 PM EDT.

Madeleine J Hinkes, PhD, D-ABFA
FSAB Secretary

FORENSIC SPECIALTIES ACCREDITATION BOARD (FSAB)
BOARD MEETING, FEBRUARY 20, 2011
CHICAGO, IL

1. Call to Order, 9:00 AM (Caplan)

Present:

Yale Caplan, President
Graham Jones, Vice President
Tom Bohan, Treasurer
Madeleine Hinkes, Secretary
Mary Fran Ernst
Derek Hammond
Robert Garrett
Susan Johns
Joseph Maltese
Dennis Mooney

David Senn
Anjali Swienton
Emily Will

Excused: Jack Kalin, Lynn Henson

2. President's Remarks (Caplan)

- a. A report of FSAB's activities for the past year has been sent to AAFS as our sponsor.
- b. Certification/Accreditation IWIG - Caplan gave a presentation to them about what FSAB does. It is important to keep FSAB in the forefront of these new forensic science oversight committees. A Forensic Science Institute has been proposed; might it supplant FSAB? ISO Certification
- c. ISO provides guidelines for groups that do accreditation. Should FSAB pursue independent recognition? This is a costly, time-consuming process and might not offer FSAB any advantages. How many tiers are enough? What is our competition?
- d. Board Affiliates - Caplan proposed the concept of FSAB Board affiliates, experienced individuals who no longer serve as Directors, but could be called on for ARCs or other tasks. We want to keep institutional memory even as we add new Directors. These affiliates would be appointed by the FSAB President on an annual basis. This will need to be added to the Policies & Procedures Manual.

3. Secretary's Report (Hinkes)

- a. The minutes from last February's meeting and six conference calls are approved unanimously.
- b. The roster of Directors is circulated for updates and is appended to these minutes.
- c. A Minutes Review Committee is appointed: Bohan, Maltese, Swienton
- d. Hinkes will check the website to ensure that all Minutes are posted.

4. Treasurer's Report (Bohan)

- a. A handout is distributed and is appended to this report. Most of the discussion centered on the proposed changes to the fee structure. FSAB's anticipated annual expenses are about \$15,000; current fees barely cover costs, especially if a midyear Executive Meeting is planned. The proposed fee schedule seems unfair to the largest Boards, according to one comment. Then it was pointed out that the certificant of the smallest boards will be paying far more per certificant than will those of the large boards. Finally, the motion was made to accept the following schedule:

\$500 plus \$3 per certificant for the first 1000
plus \$2 per certificant for 1001-2000 certificants
plus \$1 for certificants in excess of 2000. Currently, this would net \$16,844.

This motion carried unanimously. It was moved that it is the intent of FSAB to maintain this schedule for 3 years; this passed with one opposition vote. The purpose of this motion is to allow Boards to manage their individual budgets.

- b. Bohan distributed Confidentiality Agreements for all Directors to sign, and these will be kept by the Secretary.

5. Committee Reports

- a. ARC Reports were given in Executive Session.
 - 1. BFDE and ABFT were recommended for accreditation. NAFC (National Association of Forensic Counselors) was recommended for reaccreditation.
 - 2. In the course of discussing the NAFC, it was recognized that some boards applying might not meet eligibility requirements, based on their scope, the legitimacy of the science, and whether of standards exist in the field. This should be recognized early on.
- b. 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.
- c. Nominating Committee (Jones, Swienton, Maltese)
The Committee presented a slate of 12 Directors for 3-year terms: returning Directors Bohan, Caplan, Ernst, Garrett, Hinkes, Senn, and Will, along with new Directors Dan Bergman (ABC), Ann Bunch (ABFA), Bruce Goldberger (ABFT), Kristine Olsson (ABC), and Lyla Thompson (IAI).
New directors were proposed from nominations provided by Nominating Organizations (NOs). These individuals will be contacted, provided with the Confidentiality Agreement, and given access to the website. Should there be training for new Directors?

In addition, the Committee provided a slate of officers for 1-year terms: President Derek Hammond, Vice President Madeleine Hinkes, Secretary David Senn, Treasurer Tom Bohan.

6. Unfinished Business

- a. Policies and Procedure Manual review (Hinkes)
Updates need to be made to the PPM. The best way to do this would be a midyear Executive meeting.
- b. FSAB Timeline review (Hinkes)
Caplan provided some additions to the timeline, and Hinkes will revise.

7. New Business

- a. Action on ARC reports - The recommendations of the ARC's were approved and the BFDE and ABFT were reaccredited. NAFC was accredited.
- b. Action on proposed revision of standards
 - 1. Two amendments were proposed to the Standards, as follows:
 - 5.3.3.1, Such a certification body previously accredited by the FSAB prior to 21 February 2010 will not be eligible for reaccreditation unless its requirements for those applying for certification mandate the formal training program described in 5.3.3.

- 5.3.3.2. Such a certification body applying for initial accreditation or reaccreditation must be able to affirm that more than 50% of its certificants have gone through the formal training program described in 5.3.3.

Motions were made to accept each of these amendments, and both motions passed.

c. Review of Annual Reports

1. Johns was tasked with reviewing the 2010 Annual Reports. She prepared a worksheet summarizing her findings, which showed that some of the Annual Reports did not contain all the information requested. Those Boards should be contacted with a request for the missing information. Three organizations did not know what their certificate number was. This should be clarified. One Board needs to conduct a review of its certification program, as per standards 4.5.1.3 and 4.5.2. FSAB should include a request in the Annual Report for a summary of the most recent review/audit of each Board's certification system and the most recent audit of the management system and records.
2. The PPM should be revised to include procedures as to who reads and tracks the Annual Reviews, and what the outcomes of this review includes.

d. Revision of application form - An ARC provided suggestions to improve the FSAB reaccreditation form, including a N/A choice for 4.1.3, 4.6.1.9, and 4.6.1.10. Suggested rewording for 5.1.4(b) is "certification without passing a written and/or proficiency examination".

e. Appointment of ARCs - ARCs were appointed for the coming year.

f. Roster update - Hinkes will incorporate updates to the Directors roster and include the new Directors.

8. Election of Directors

The slate of Directors named above was approved.

9. Election of Officers 2011-2012

The slate of Officers named above was unanimously approved.

Hinkes will work with Kalin to revise the letterhead accordingly

10. Director Reimbursement - Directors will receive 2 nights in the hotel and 2 days per diem (minus \$15 for lunch on 2/20).

The meeting was adjourned at 4:30 PM

Madeleine J. Hinkes, PhD
FSAB Secretary