

Forensic Specialties Accreditation Board (FSAB)
Board Meeting Teleconference
Friday, January 20, 2012

Present:

Derek Hammond
Madeleine Hinkes
David Senn
Tom Bohan
Yale Caplan
Dan Bergman

1. President Hammond opened the meeting with a discussion of plans for the upcoming February meeting.
2. Treasurer's Report
Treasurer Tom Bohan reported on issues regarding FSAB fees for accredited boards and stressed the need to revisit this fee schedule at the February meeting. Tax issues have been settled.
3. President Hammond stressed the need for FSAB to determine and define what qualifies as a forensic specialty and consequently which type of organizations can apply to FSAB. He proposed an ad hoc committee composed of Joe Maltese, Anjali Swinton, and others (Graham and Johns) to draft concepts for defining a forensic specialty.
4. President Derek Hammond alerted the board to a potential complaint regarding an accredited certifying board. The issue involves providing/not providing a study guide to a candidate. He stressed that complaints must be in writing.
5. Two boards are potentially interested in FSAB accreditation.
6. Only one board is scheduled to re-accredit in 2013 (ABFO). The revised form for re-accreditation is being developed and will be sent to the ABFO by March 15, 2012. Meanwhile they may begin to assemble information using the current accreditation form that is available on the FSAB website.
7. The three current ARCs report that the organizations are on schedule for consideration in Atlanta. ARC chairpersons should coordinate with the applicant boards to determine if they want to send a representative to the Sunday, February 19, 2012 FSAB meeting.
8. Meeting room in Atlanta is not known yet, probably at the Marriott. We will have an AM and PM beverage service only, and a working lunch as usual (room service). Hammond will notify all when information available.
9. VP Madeleine Hinkes will update the FSAB annual calendar and circulate it.

10. The website has been updated. Minutes have been moved to the Directors Only side. In Atlanta, we will need to approve the Feb and July 2011 Minutes.

11. The list of directors has been updated. Treasurer Tom Bohan is working on revising the expense form. President Derek Hammond will update the FSAB overview PowerPoint. Jack Kalin will continue as webmaster.

Affiliates: Henson has withdrawn due to health issues.

Annual Meeting agenda items include:

annual reports section of PPM

application edits

ABFO ARC to be appointed

discuss and vote on 3 current ARC recommendations

David Senn will bring copies of confidentiality letters for new directors.

Derek Hammond will submit the annual committee report to AAFS (even though we are not actually a AAFS committee). It is simply an update of where we are at this point.

David R. Senn
FSAB Secretary

Forensic Specialties Accreditation Board
Board of Directors Meeting
Sunday, February 19, 2012
Atlanta, Georgia

1. Call to Order, 8:35AM (Derek Hammond)

Present Derek Hammond, President

Madeleine Hinkes, Vice President

Tom Bohan, Treasurer

David Senn, Secretary

Yale Caplan, Past President

Dan Bergman

Ann Bunch

Mary Fran Ernst

Robert Garrett

Bruce Goldberger

Joseph Maltese

Anjali Swienton
Lyla Thompson
Emily Will

Excused: Kristine Olsson
Quorum is established

2. President's Remarks-Derek Hammond

- a. Thanked ARC participants for their work.
- b. Reports congratulatory letters and certificates sent to ABFT, BFDE for reaccreditation and to NAFC for achieving accreditation.
- c. Reports that FSAB's reports (mid-year and end of year) have been sent to the AAFS.
- d. Discusses the need to address the problem of developing a lucid and unambiguous definition of forensic specialty.
- e. Reports interest in accreditation from several certification boards:
- f. Asked for information regarding senate bill S. 132: Criminal Justice and Forensic Science Reform ACT of 2011: Discussion followed:
 1. Tom Bohan reported on progress of Leahy Bill, Inter-agency Working Groups (IAWGs), and the White House Subcommittee on Forensic Science and reported that the Senate Commerce Committee (J. Rockefeller-chair) is also holding hearings on these issues. He also reported that there will be a Joint Session On Thursday, February 23, 2012 at this AAFS meeting to discuss these issues. Meeting to be hosted by several including, Senate staffer, Noah Bookbinder, NIST, Director Pat Gallagher, White House Committee Co-Chairs Mark Stolorow and Ken Melson, plus Doug Ubelaker and others.
 2. Tom also expressed his concern about the lack of reports of the proposed accreditation role of FSAB in the S.132 and White House subcommittee scenarios.
 3. Immed. Past President Yale Caplan reports there will be a 4:00PM, Monday, February 20, 2012 meeting of the Consortium of Forensic Science Organizations. (CFSO) He states that FSAB should send a representative and that he will attend.

3. Secretary's Report-David Senn

- a Minutes of February 20, 2011, Board meeting, (reviewed and approved)
- b Minutes of July 20, 2011, Executive Committee meeting, (reviewed and approved)
- c. Minutes of January 20, 2012, EC teleconference, (reviewed and approved)
- d. Notification was sent to the President and Secretary of the American Board of Forensic Odontology (ABFO) that their re-accreditation application is due in 2012. Exact due date will be sent to them following discussion of same at this meeting.
- e. Current FSAB Officers and Directors roster was circulated for corrections and updates. Senn will contact Kristine Olsson for possible updates.

- f. Confidentiality agreement forms were distributed for signatures by all present. Senn will send form to Olsson.
- g. Conflict of Interest forms were distributed for signatures by all present. Senn will send form to Olsson.

4. Treasurer's Report – Tom Bohan

- a. Year-end Cash Position—As of December 31, 2011, the FSAB held \$49,709.04 in its Checking Account. (This is its only bank account and this sum represents the entire liquid assets of the FSAB.) To this should be added two late maintenance fees totaling \$1786.00 for a total of \$51,495.04.
- b. Income—FSAB received \$17,292 in maintenance fees from ten of its thirteen accredited boards during the calendar year, as well as \$2000 from an applicant board for a total of \$19,292.
- c. Expenses—Expenses through the end of 2011 were \$13,146.60, including a hit of \$2712.50 for a fine levied by the Internal Revenue Service for the years FSAB filed no income tax return, after having dropped the ball on the 501(c)(3) application. The 501(c)(3) status of FSAB is now firmly established. Although FSAB will owe no income tax to the federal government (or state), it will have to file a 990 form each year. The AAFS accountant will continue to take care of this. The bulk of the remaining expenses arose from meeting attendance by the Directors and by the EC, which had a mid-year meeting in 2011.
- d. Net Income –The income was \$9145.40.
- e. The new fee schedule—Along with the 2012 invoices, mailed in late October 2011, a note was sent explaining the new fee schedule, which allocates the cost of operating the FSAB among the boards that have been accredited and remain accredited by FSAB. It does this in a manner that recognizes that the more certificants a board has the greater the likelihood that unexpected time-consuming needs may confront the FSAB, yet recognizes that the time needed to deal with a particular board does not rise in direct proportion to its number of certificants.

5. Committee Reports

- a. Application Review Committees – Madeleine Hinkes
ARC reports were presented in Executive Session.
- b. Website Committee– Derek Hammond
 1. President Hammond discussed the need to change the password for Directors login access to the Directors area of the FSAB.
 2. The Policies and Procedures document on the website is not the latest revision. This needs to be corrected.
 3. Hammond appointed Bruce Goldberger to review website issues, interface with Webmaster Jack Kalin, and serve as backup webmaster as needed.
- c. A discussion ensued of the need to review the policy for maintaining certifying body application notebooks and to determine what other ARC paperwork (if any) is to be maintained.

- d. Nominating Committee – Yale Caplan
1. No committee activity was needed or performed this year.
 2. The transition from INO structure has resulted in unbalanced situation for directors:
 3. Nominations for 3 officers and directors will be needed for 2013 (2 public directors plus Derek Hammond)
 4. Nominations for 12 officers and directors will be needed for 2014. Caplan recommended considering altering terms for some new directors to balance transition numbers in ensuing years.
- e. Ad Hoc “Define forensic specialty” Committee –Anjali Swienton,Chair, Tom Bohan, Susan Johns
- The committee proposed the following statement:

“The Forensic Specialties Accreditation Board (FSAB) decides whether to accept an application based upon the subject matter of the certifying board seeking accreditation. FSAB’s decision to review a certifying board for accreditation is determined by multiple factors, including, but not limited to, those listed below. The decision of the FSAB is final.

The subject matter:

Has recognized methods and procedures that produce reliable results

Has literature supporting its reliability in peer reviewed journals

Has been routinely accepted by the courts

Is found in traditional crime laboratories

Is represented by a section in the American Academy of Forensic Sciences (AAFS)

Has corresponding American Society for Testing and Materials (ASTM International) or (International Organization for Standardization (ISO) procedures

Has a Scientific Working Group (SWG) listed on the National Institute of Justice (NIJ) website <http://www.nij.gov/nij/topics/forensics/lab-operations/standards/scientific-working-groups.htm>

A motion was made by Tom Bohan and seconded by Anjali Swienton that the board accept the language as amended and place the statement in the Policies and Procedures of the FSAB and in other locations as appropriate.

Discussion on the motion ensued. Motion passed unanimously.

Discussion on appropriate locations for this statement included:

Policies & Procedures Manual

Homepage of the website

1st page after the cover page of the accreditation application

1st screen after click on application in website

6. Unfinished Business

- a. Action on ARC reports – ABFDE, IBFES and IACIS
 1. ARC recommends accreditation of IACIS subject to providing documentation of compliance on all remaining issues by May 1, 2012
Motion to accept the recommendation carried.
 2. ARC recommends reaccreditation of ABFDE.
Motion to accept the recommendation carried.
 3. ARC recommends reaccreditation of IBFES.
Motion to accept the recommendation carried.
- b. Revision of Policy and Procedures Manual (PPM) – Hinkes
Committee reviewed the PPM page by page and proposed changes:
 1. Recommend addition of a new section in the Policies and Procedures Manual dealing with Annual Reports (see proposed changes in draft of new PPM)
 2. Recommended a new committee, the Annual Report Review Committee
 3. Recommended VP Hinkes key FSAB calendar to new numbering of PPM
- c. Revision of Calendar/Timeline – Hinkes
The Calendar/Timeline revisions by VP Hinkes were reviewed, discussed, and accepted
- d. Revision of Application for Accreditation/Re-accreditation – Bohan
A discussion of revision of the application resulted in President Hammond forming an ad hoc Application Modification Committee:
 - Tom Bohan-Chair
 - Dan Bergman
 - Emily WillAction: The committee will provide a report to the EC by May 15, 2012
- e. Revision of Annual Report form – Hammond
President Hammond initiated a discussion of the ongoing revision of the annual report form. Items discussed and action recommended included:
 1. Cover page – add certificate number
 2. Ask “how did you?” instead of “did you?”
 3. New bullet point: send documentation of the last review of your management system
 4. The committee recommended a revision date for the annual report form of 1/31/2012
 5. The committee proposed a date for the completed revision of the Annual Report Form of May 15, 2012

7. New Business

- a. Review of Annual Reports – Hammond
- b. ARC for ABFO reaccreditation appointed– Hammond
- c. Appointment of Affiliates for 2012-2013 – Hammond
Lynn Henson has resigned as an Affiliate
Board recommends no other changes for 2012-13
Affiliates are: Graham Jones, Susan Johns, Jack Kalin, and Dennis Mooney

- d. Appointment of Minutes review committee – Hammond
President Hammond appointed the following:
Madeleine Hinkes, Chair
Bruce Goldberger
Yale Caplan
- e. International accreditation – Bohan
Tom Bohan reported that he will look into the issues regarding accreditation of FSAB. (similar to ISO 17011 or 17024) and report finding to the EC.
- f. Senn to send confidentiality agreement to Jim Arend and Jim Williamson (CPA)
Senn to send confidentiality and COI forms to Kristine Olsson, BA, D-ABC
- g. Election of officers - The current officers reelected by acclamation
- h. Emily Will discussed the need for study guide guidelines revision. President Hammond appointed an ad hoc committee the:
Ad hoc Study Guide Guidelines Revision Committee
Emily Will – chair
Graham Jones

There being no further business at the time, the meeting was adjourned at 5:22 PM.

Respectfully submitted,

David R. Senn
Secretary, FSAB

Forensic Specialties Accreditation Board
Minutes of the Executive Committee Meeting
The Mining Exchange Hotel, Colorado Springs, CO
November 11-12, 2012
9:00 AM – 5:00 PM

President Hammond called the meeting to order at 9:24 AM.

Present were:

Derek Hammond, President

Madeleine Hinkes, Vice-President

David Senn, Secretary

Yale Caplan, Immediate Past President

Tom Bohan, Treasurer, was en route and arrived at 9:40 am.

- 1. President Hammond opened the meeting with remarks on the following issues:
 - a. NAFC withdrawal - Hammond has talked to NAFC President Carla Taylor. The NAFC is withdrawing from FSAB. The issue related to fees. The EC discussed modification of the FSAB fee structure and decided to take no action.

- b. 2013 Board of Directors annual meeting (room request)
 - i. Dates: Sunday, February 17, 2013 (8:30 AM – 6:00 PM)
 - ii. Location: Marriott Wardman Park Hotel
- c. White House Subcommittee on Forensic Science meeting was discussed
- d. Bohan met with Senator Rockefeller staff from the Dept of Commerce that is drafting a forensic-science bill and stressed the importance and role of FSAB - He said that FSAB needs to become familiar with all of the oversight bodies (NIST, NACLA, ILAC) and look into 17011 accreditation.
- e. 2012 Certificates of Accreditation have been sent out
- f. ARC report - no critical issues - the ARC and the applicant are dealing with some detail issues with resolution expected.
- g. Reaccreditation Application for 2013 review
Secretary Senn to notify ABC and ABFA that they must file Reaccreditation Application by April 1, 2013 for 2014 reaccreditation.

2. Treasurers Report - Bohan

- a. Net income of 12K for Fiscal Year 2012 (calendar year)
- b. Bohan proposes changing fiscal year to March 1- Feb. 28-29
- c. Bohan to draft proposed changes to Policies & Procedures Manual, 6.2.x to address annual dues for organizations for remainder of year of initial accreditation.
- d. Bohan proposes adding to policies and procedures the Waiving of requirement for annual report from newly accredited organizations for their first year of accreditation (Section 2.3.x)
- e. Insurance – Bohan has appt tomorrow with Chubb Insurance Brokerage to investigate insurance to cover Directors. He will report results of meeting tomorrow if available

3. Complaint Review Committee Report – Hinkes discussed the status of two complaints. One is related to the handling of disability issues by a board. The other is related to the appeals process of a board.

4. Annual Reports - All reports were reported to and reviewed by the EC. Some follow up on details is required. Action items will be investigated and reported at BOD meeting in February.

- a. Action: President Hammond to write letter to each board to inform them that their Annual Report has been reviewed.
- b. Recommend revision of checklist spreadsheet for review of Annual Reports.
- c. Action: President Hammond will create spreadsheet for archiving Annual Report information
- d. Action: Draft revisions to Annual Report form
 - New Question: Have you filed your federal income tax report?
 - Add statement of definition of the period for required periodic reviews
 - New Question: To whom should FSAB invoices be addressed?
 - Delete Question 6

- Revise Question 17 - Have you conducted an audit of your certification program during this reporting period?
- Revise Question 18 to add “required annual review...during this reporting period”
- Revise 19 to add” required annual ...during this reporting period”
- Revise 2nd bullet in 18 and 19 from If no, when was your last previous audit conducted? If not, why not?
- Add bullet 3 to 18 and 19: If not, when was your most recent review conducted?

7. Revised Application for Accreditation/Reaccreditation – Bohan discussed document with revisions: this has already been distributed to BOD for comments. There will be a vote on these changes at BOD meeting in DC.

8. Forensic-science-reform mtgs – Hammond/Bohan

9. Nominations Committee – Hammond - Immediate Past Pres Caplan plus two committee members to be named by President Hammond

10. Terms (FSAB Directors) – Hammond

Three directors’ terms are scheduled to expire February, 2013

Anjali Swienton

Joe Maltese

Derek Hammond

11. Expense Reimbursement – Hammond

The meeting adjourned at 6:30PM (until tomorrow morning)

Meeting reconvened at 8:45AM in hotel lobby for transport to AAFS Headquarters for review of FSAB documents on file.

12. FSAB Administrative Office (AAFS- HQ)

a. FSAB log – Hammond (from K. Wrasse)

b. Developed checklist for records (e.g., ARC files (accreditation & re-accreditation, annual reports, tax documents, CRC files, etc.)

Meeting adjourned at 12 PM

Respectfully submitted,

David R. Senn

FSAB Secretary