

Forensic Specialties Accreditation Board
Minutes of the Annual Meeting of the FSAB Board of Directors
Hyatt Regency, Orlando, FL
February 14-15, 2015

Saturday, February 14, 2015 (8:30am - 5:30 pm)

1. Call to order and President's Report– Derek Hammond, President
Meeting was called to order at 8:35AM
Officers and Directors present included;

Derek Hammond, President
Tom Bohan, Vice-President
David Senn, Secretary
Bruce Goldberger, Treasurer
Yale Caplan, Past-President
Ann Bunch
Stephanie Domitrovich
Bob Garrett
Matthew Lunn
Mark McCoy
Lyla Thompson
Emily Will
Elizabeth Ziolkowski (arrived after lunch)

Derek reported on the discussions at the Executive Committee meeting in Sterling VA on July 14-15, 2014. Discussions included issues involving ISO 17011 and ISO 17024 standards. Elizabeth Ziolkowski had discussed the similarity of ISO 17025 and 17024 standards. Ann Bunch (17011) and Emily Will (17024) had reported on their committee's initial gap analyses of the FSAB standards. Derek reported that ANSI representatives, Vijay Krishna, Director of Personnel Certification/Accreditation Programs and Lane Hallenbeck, Vice President of Accreditation Services attended and presented information about the ANSI accreditation functions and processes. He reported that Mr. Hallenbeck recommended that FSAB contact Gordon Gillerman at NIST. He also reported that the EC agreed to send Emily Will to the ANSI ISO 17024 training in Washington DC in September, 2014. He reported the discussions by Yale Caplan regarding records retention and archiving.

2. Update/Summary ISO 17 024 committee – Emily Will, Mark McCoy, Elizabeth Ziolkowski

Emily Will reported on Gap analysis of FSAB vs ISO 17024 with a PowerPoint presentation. The Board discussed specific items on the committee's spreadsheet that contained three columns:

ISO 17024 (2012) standards/FSAB proposed modifications/Current FSAB standards

Emily reported that the following steps have been taken or planned:

- a. Presentation of Gap Analysis to FSAB Exec Board and Guests
- b. Meeting with Vijay Krishna and Lane Henderson of ANSI

- c. Decision to move forward
- d. Next step will be an initial rewrite of the current FSAB Standards to incorporate them with ISO 17024 and then reconsider the remaining Gaps.
- e. Prepare to present the Round 2 results at this meeting.
- f. Emily reported that the method would be spreadsheet based, that the chair would draft rewrites and committee members would review and comment on those revisions. The committee would prepare a list of issues for discussion with the full board.

Emily mentioned these proposals for going forward:

- a. Round 3 rewrite incorporating ideas from this Board meeting
- b. Incorporate Guidance Documents from ANSI
- c. Task Groups to work on difficult issues
- d. Incorporate Task Group results
- e. Start work on “backup forms” and “guidance documents”
- f. Involve accredited boards to gauge the impact this will have on them, answer their questions, and get their feedback on unintended consequences.
- g. Incorporate feedback from accredited boards.
- h. Present potential new Standards document to Exec Board or full board, depending on time and situation.

11:30 Break for Lunch

12:45 Resume

Elizabeth Ziolkowski arrived

3. Update/Summary of ISO 17011 – Ann Bunch, Matthew Lunn, Madeleine Hinkes. The committee compared ISO 17011 to FSAB standards.

Gap analysis resulted in classifying differences as a, b, c

- a. examples: fee schedule, use of FSAB seal (easy)
- b. example: regular updates to public information (website) (more complicated)
- c. example: witnessing CAB service at request of CAB (most complicated)

Ann Bunch reported her review of the FSAB Policies and Procedures highlighting changes that may have to be made. In a separate document she cross-referenced the FSAB Policies and Procedures with the applicable ISO 17011 sections that would have to be considered.

2:15 Break

2:35 resume

Derek recapped the prior activities:

- a. Emily identified need for task group
- b. Dr. Steven Clark's name was mentioned as a possible resource for Psychometrics.
- c. Ann Bunch stressed the issues with management systems
- d. Derek reported the need to investigate sources for funding. Although FSAB finances are sound, we could burn through significant funds with increased size of board and the need to bring in other subject matter experts. Possible grant sources include FSF, AAFS, NIST. Derek asked for other recommendations. He reported that the political winds are blowing toward accreditation and certification. He cautioned that we should prepare for possible dual scheme accreditation procedures as we transition from current to "new" standards.
- e. Tom Bohan asked whether we should consider waiting until we are recognized or make and implement the changes early. Emily Will pointed out that they will not recognize us until we have used the system.
- f. Derek Hammond had recommended inviting Mark Stolorow from NIST/SAC/OSAC to come this FSAB board meeting, which will happen on Sunday. A list of potential questions for Mark Stolorow were compiled.

Meeting adjourned for the day at 5:40PM

Sunday, February 15, 2015 (8:30-5:30)

1. Call to order – Derek Hammond 8:40

Derek summarized yesterday's activities for today's new arrivals:
 Anjali Ranadive-Public Director
 Peter Alexander- Nominee for BOD

2. President's Report – Derek Hammond

- a. FSAB EC meeting (Sterling, VA) ISO gap analysis
- b. Purchase of multiple international standards
- c. Mid-year and end-of-year reports sent to AAFS
- d. Multiple FSAB EC teleconference meetings
- e. Application Review Committees active (x6)
- f. Resignation of FSAB Director: Dan Bergman
- g. ANSI training (17024) for Emily Will

3. Secretary's Report - David Senn

a. Approval of Meeting Minutes - Minutes through the July 14, 2014 Executive meeting have been reviewed, approved, and posted on the FSAB website in the Director's only section

b. Confidentiality Agreements: The agreements were distributed both by email and at this meeting for signatures by all directors. Secretary will compile and archive them.

c. Conflict of Interest forms: COI forms were distributed both by email and at this meeting for signatures by all directors. Secretary will compile and archive them. Confidentiality Agreements and Conflict of Interest forms will be sent to the appropriate AAFS staff, FSAB affiliates, and any new FSAB Directors signatures and will be compiled and archived. to for

4. Treasurer's Report – Bruce Goldberger commended and thanked Tom Bohan for stabilizing the financial situation of FSAB before handing the Treasurer reins over to him. He reported the following:

a. Year-end Cash Position - As of December 31, 2014, the total assets of the FSAB were \$60,438.14.

b. Current Cash Position -As of January 31, 2015, the total assets of the FSAB were \$78,495.14.

c. Income - The FSAB has received \$18,057 in maintenance fees from nine of its ten accredited boards. One invoice amount is unpaid.

d. Expenses - Expenses through the end of 2014 were \$18,998.56. The FSAB expenses were:

Board of Directors Expenses \$10,748.92

Insurance \$3,623.51

Miscellaneous Expenses \$490.00

Postage \$202.35

Professional Service Fees \$600.00

Telephone \$120.74

Travel \$3,203.04

e. Budget Projection

	Income	Total
Maintenance Fees	\$22,000	
Re-Accreditation Fees	\$2,500	\$24,500

Expenses

Board of Directors Expenses \$12,000

Insurance \$4,000

Miscellaneous Expenses \$750

Postage \$200

Professional Service Fees \$600

Telephone \$150

Travel \$4,000 \$21,700

Net Surplus \$2,800

Bruce discussed a problem of prorating billing for new boards approved in February but billed for calendar year. Tom Bohan moved that FSAB change its billing procedure to bill accredited boards for annual fees for a period that dates from March 1 of the current year to the end of February of the following year.

Second by Stephanie Domitrovich

Discussion followed

Motion carried.

5. Guest - Mark Stolorow, from NIST

*Out of order (return to regular agenda at double asterisk, Page 13 in Nomination Committee section)

Tom Bohan introduced Mark Stolorow from NIST. Mark discussed NIST's role in accreditation. He mentioned Gordon Gillerman who is involved with standards coordination.

Mark Stolorow responded to these questions from FSAB

1. What is the position of NIST/FSSB on the future requirement for certification of forensic practitioners?

A. NCFS in consultation with OSAC set policy. NIST implements those policies.

2. What is the view of NIST on the need for accreditation of certifying bodies?

A. NCFS in consultation with OSAC set policy. NIST implements those policies

3. What are the funding opportunities from NIST for accrediting bodies such as FSAB, the accrediting body that currently accredits many forensic certifying bodies?

A. Grant Program - Grants.gov - Office of ADLP - 50-100K grants
Pool of money ~2M for unsolicited grants

Donna Kimbell, Director, donna.kimbell@nist.gov contact person for grants

4. Is NIST a signatory to ISO?

A. Mark asked that we refer this question to Gordon Gillerman

5. Does NIST assess and recognize bodies seeking ISO 17011 and ISO 17024 compliance.

A. Mark stated he would check and report back.

6. What is NVCASE? Are there ISO 17011 accreditation opportunities through NVCASE for FSAB?

A. NVLAB is the section of NIST that deals with accreditation.

Mark recommends that we ask Gordon Gillerman

7. If we seek ISO compliance through NVCASE would we be required to apply the ISO 17024 standard to our accredited boards for a period of time before FSAB would be ISO 17011 compliant?

A. Ask Gordon Gillerman

Break 10:05-10:25

6. Executive Session 10:30am (break for lunch 11:35am - 12:55 pm)

During the executive session the FSAB Board received ARC reports on accreditations and reaccreditations and voted on these matters.

The following were approved:

Reaccreditation - ABMDI

Reaccreditation - IAI Bloodstain Pattern

Reaccreditation - IAI Footwear

Reaccreditation - IAI Forensic Art

Accreditation - IAAI (International Association of Arson Investigators)

FSAB continues its policy that ARC members do not vote on the applications for accreditation/ reaccreditation of boards that they assessed.

Executive Session ends at 1:37 pm. Guest arrives.

7. Guest Patricia Manzolillo, Laboratory Director for the US Postal Inspection Service, addressed the meeting.

Ms. Manzolillo posed these thoughtful questions:

What is a forensic scientist?

What is a laboratory?

What are the essential elements of accreditation?

Can an individual be accredited? (rather than certified)

Tom Bohan asked: What is the mechanism for enforcing accreditation for small or single person entities that receive no funding from the US Government?

Derek asked: Should there be mandatory testing for re-certification?

Patricia: this area has great variation among certifying bodies,

Patricia discussed the roles of different entities:

NCFS makes recommendations to Attorney General

NCFS makes recommendations to NIST through Mark Stolorow at quarterly meetings

NIST instructs SACs and OSACs

OSAC Subcommittees develop standards, guidelines, and best practice (standards require approval by FSSB)

ISO 17043 is the standard for proficiency testing

Patricia departed at 2:15

8. Another guest arrived - Victor Weedn, new President of AAFS, dropped by to ask if the FSAB needed anything from AAFS leadership

We mentioned funding to accomplish ISO accreditation.

Victor reported that the AAFS is considering a plan to seek becoming a standards Developing Organization (SDO) to potentially dovetail with NIST

OSAC.

Break 2:45-3:00

9. A guest arrived - Steve Clark, Director of ORA stopped by to discuss his experience and role in developing testing and accreditation and certification standards. He has worked with NCFCS to explain standards development process to give them confidence in the accreditation process by those bodies. He has helped with seeking funding for offices preparing for accreditation and certification.

Derek Hammond asked Steve for his views on the psychometrics of accreditation and certification. Steve responded that in forensic areas it has been difficult because of issues of scale, that is, a lack of funding for smaller groups.

Emily asked if accomplishing ISO 17011 status is advisable for FSAB and its Certifying boards? Steve recommended that the FSAB keep doing what it is doing to pursue 17011 compliance.

10. **Return to regular agenda: Committee Reports

A. Quality Assurance Committee – Derek Hammond

- i. Annual Report submissions reviewed
 - ii. Omission in Application for Accreditation/Re-Accreditation
 - iii. Consistency/inconsistency in ARC review process
- 5.3.3.2 If the certification body is applying for initial accreditation, can it affirm that more than 50% of its certificants have gone through the formal training program described in 5.3.3?
Derek recommends adding “ or reaccreditation” to 5.3.3.2 and will send this to the “Tweakers” (see ad hoc application review committee below)

B. Nominations Committee - Yale Caplan (Derek Hammond, Tom Bohan, David Senn, Bruce Goldberger)

Yale Caplan explained that the Executive Committee acted as the nominating committee and met by teleconference February 10, 2015. Yale offered the following minutes of that meeting as the committee report

Minutes
FSAB Executive Committee Teleconference
Tuesday February 10, 2015, 4:00PM EST

Present: Derek Hammond, Thomas Bohan, Bruce Goldberger
Yale Caplan, David Senn

1. The Nominating Committee proposed the following:

a. Officers of FSAB for 2015-16

President: Thomas Bohan

Vice President: David Senn

Treasurer: Bruce Goldberger

Secretary: Emily Will

Immediate Past President: Derek Hammond

b. Directors for 3 year terms ending 2/2018

Thomas Bohan

David Senn

Madeleine Hinkes

Emily Will

c. Director to complete term of retiring Director Bergman (term expiring 2/2017) - reg Mattheson, B.S., D-ABC, Culver City, CA

d. New Director for 3 year term (expiring 2/2018) Marina Stajic, Ph.D., D-ABFT, New York, NY

e. Committee proposed and EC recommends adding an additional Director for a 3 year term expiring 2/2018

(requires BOD vote) - Peter Alexander, Ph.D., D-IBFES,
Aurora, CO

2. The following Directors and (nominees) terms will expire in:

2/2015

Bohan

Caplan

Hinkes

Senn

Will

2/2016

Hammond

Domitrovich

Ranadive

Goldberger

Thompson

Ziolkowski

2/2017

Bergman (Mattheson)

Bunch

Garrett

Lunn

McCoy

2/2018

(Alexander)

(Bohan)

(Hinkes)
(Senn)
(Stajic)
(Will)

Teleconference adjourned at 5:20PM EST

Yale made clear that directors do not represent their component boards and explained procedure for staggering board terms so that the board will be more stable.

David Senn suggested adding terms to directors page.

Yale suggested also adding past presidents to this page.

Discussion ensued in executive session regarding adding an additional Director. Motion was made to add additional Director. Motion carried.

C. Ad hoc Study Guide Committee Emily Will (Ann Bunch, Stephanie Domitrovich)

Committee recommended the addition of “Study Guide should be of reasonable length.”

D. Ad hoc Website Review Committee - Bruce Goldberger

Bruce reported that we could develop a new website for approximately \$1000. Bruce will investigate and proceed.

E. Ad hoc Application Review Committee (Tweakers)

Stephanie Domitrovich (Tom Bohan, Emily Will, Lyla Thompson)

Recommendations for changes to the accreditation/reaccreditation application should be forwarded to the committee by sending an email to Stephanie Domitrovich

F. Ad hoc Public Relations Committee - Emily Will (Stephanie Domitrovich)

1. Emily reported that last years plan was delayed then tabled because of her concentration on the ISO 17024 project.

2. She recommended that after development of new website, FSAB should plan to develop “press releases” to improve the visible profile of FSAB

3. Derek discussed the need to release info on the relationship of FSAB to AAFS

11. Unfinished Business

A. Insurance – Tom Bohan

Tom reported that the directors of FSAB are covered by errors and omissions for accreditors insurance

B. ABFT/FTCB – Bruce Goldberger

Bruce reported that in February 18, 2014 the ABFT and FTCB merged retaining the ABFT name. All certificants of the FTCB are now certified by the ABFT. Some of the terminology of the board has changed.

Bruce reports that the ABFT now has approximately 380 active fellows and diplomates.

- ABFT and FTCB Forensic Toxicology Diplomates are now certified as Fellows in Forensic Toxicology of the ABFT and should use the following designation: F-ABFT.
- ABFT Forensic Toxicology Specialists are now certified as Diplomates of the ABFT in Forensic Toxicology and should use the following designation: D-ABFT-FT.
- FTCB Forensic Alcohol Toxicology Diplomates are now certified as Diplomates of the ABFT in Forensic Alcohol Toxicology and should use the following designation: D-ABFT-FA.
- FTCB Forensic Drug Toxicology Diplomates are now certified as Diplomates of the ABFT in Forensic Drug Toxicology and should use the following designation: D-ABFT-FD.

C. Americans with Disabilities Act (ADA) – Stephanie Domitrovich (Derek Hammond)

1. ADA related issues for board testing procedures
 - i. Reasonable accommodations for persons with disabilities.
 - ii. Nice template
 - iii. Well written

Yale noted that P&P manual should be updated to reflect needed changes.

12 - New Business

A. Derek Hammond reported on an inquiry by a new Board interested in FSAB accreditation.

B. Bylaws change proposal (RE: Regular Director)- Derek Hammond
Motion made to add portion below:

5.3.1.2 Regular Directors shall be certificants of a Nominating Organization at the time of their election to the Board of Directors.

The motion carried with Bohan abstaining.

13 - Election

FSAB Re-entered Executive Session at 4:46 PM

A. Election of Officers/Directors– Yale Caplan

(See earlier report of Nominating committee beginning at 10B above)

Directors were elected en banc – Unanimous

Greg Mattheson, B.S., D-ABC, Culver City, CA, (term expiring 2/2017)

Marina Stajic, Ph.D., D-ABFT, New York, NY, (term expiring 2/2018)

Peter Alexander, Ph.D., D-IBFES, Aurora, CO, (term expiring 2/2018)

B. Officers were elected en banc –Unanimous

President: Thomas Bohan

Vice President: David Senn

Treasurer: Bruce Goldberger

Secretary: Emily Will

Immediate Past President: Derek Hammond

Executive session ended at 4:00 PM

14. Appointment of ARCs – Derek Hammond deferred decision on these to new President, Tom Bohan.

IAI (Photography)

IAI (Latent Print)

IAI (Ten Print)

ABFT

BFDE

15. Increasing FSAB's Affiliates – Derek Hammond deferred decision on this to new President, Tom Bohan.

16. Appointment of Minutes review committee – Derek Hammond deferred decision on this to new President, Tom Bohan.

17. Reimbursement schedule – Bruce Goldberger announced that Directors would be reimbursed for 3 days, Per Diem = \$75 minus group meals provided. Bruce will send the form to all.

18. Adjourn 5:10 pm

Respectfully Submitted,
David Senn, Secretary

Minutes of an FSAB Executive Board Meeting (telephonic)
March 12, 2015 - 11:00 am

Present:

Thomas Bohan, President

David Senn, Vice-President

Bruce Goldberger, Treasurer

Emily Will, Secretary

Derek Hammond, Immediate Past President (joining midway)

The following items were discussed:

1. Changes to the FSAB website maintenance (<http://theFSAB.org>);

Due to changes in internet technology, and the need for better and faster access for editing the FSAB website, Bruce Goldberger was tasked with researching possibilities for updating the appearance and hosting mechanism for the FSAB website. Bruce reported that he has familiarity with content management systems for web maintenance through his work with two other organizations' websites. A content management system allows approved individuals to

log on to a website and make changes without coding - much as one would change a word processor document.

Bruce suggested hiring and experienced programmer, John Roark. The projected expense for initial design and creation of a framework that would be editable would be \$1500, and the annual maintenance costs would be minimal. If this project begins soon, it can be completed by mid-April to early May.

After discussion, Bruce Goldberger made the following motion: "I move to authorize up to \$1500 plus nominal maintenance fee to update the FSAB website using John Roark as a designer." David Senn seconded the motion, which was passed unanimously.

2. Review of plans to investigate further recognition of FSAB;

Tom Bohan talked with a contact at NIST who did not indicate interest in NIST being involved in anything regarding recognition of FSAB as an accrediting body. The group agreed that our goal should be to be able to assert that we are accrediting certification boards pursuant to standards that are at least as stringent as 17024. After discussion the board agreed informally that we should continue to pursue our alignment with ISO 17024 and 17011, watching for opportunities for recognition for the accomplishment, but being prepared to affirm that we are ISO compliant and challenge any doubters to prove otherwise.

3. Seeking grants from NIST and AAFS.

Tom Bohan will ask Peter Alexander and Ann Bunch to continue to pursue NIST or other grants.

The meeting adjourned at 12 noon.

Respectfully submitted,

Emily J. Will

Secretary, FSAB

The 2015 FSAB Mid-year Executive Board Meeting was called to order at 9:20 am on Saturday, July 18 by FSAB President Tom Bohan, at the headquarters of the American Academy of Forensic Sciences (AAFS) in Colorado Springs, Colorado.

Present were:

President Tom Bohan

Vice-President David Senn

Secretary Emily Will

Immediate Past President Derek Hammond

ISO 17011 Task Group Chair, Ann Bunch.

The following Agenda items were covered:

1. Tom Bohan made some introductory remarks stating that FSAB's goal is to operate with Policies and Procedures compliant with ISO 17011 (*General requirements for accreditation bodies accrediting conformity assessment bodies*) and to accredit certification boards (conformity assessment bodies) that follow FSAB standards which will be in compliance with ISO 17024 (*General requirements for bodies operating certification of persons*). As we move forward with auditing our own documents and program toward this end, it is important that we do not infringe on any copyrights of ISO documents in the FSAB Standards which we will be distributing to Certification Boards. However, in regard to our new Policies and Procedures document, copyright is not such an issue because ISO 17011 is a document that FSAB has purchased and will be using itself and will not be distributing for reuse by others.

2. David led a discussion of Texas Senate Bill #1287 Relating to the Texas Forensic Science Commission, the accreditation of crime laboratories, and the licensing and regulation of forensic analysts; authorizing fees, requiring an occupational license. This law, which takes effect in part on September 1, 2015 and part on January 1, 2019 defines “forensic analyst” and discusses licensing of those analysts. The law appears to concentrate on forensic analysts working in crime labs and requires that beginning September 1, 2015 the crime labs be accredited. The law mandates creation of a “forensic analyst license” for crime lab employees by January 1, 2019. It is not clear how this will be applied to individuals or smaller laboratories.

3. Emily Will presented a synopsis of what documents are currently available on the public and private sides of the FSAB website. See the attached FSAB Website Analysis. We discussed the need to appoint committees for various tasks, such as review of Minutes and review of Annual reports to facilitate the posting of these documents on the website. Ann Bunch reminded us that our P&P states that summaries of the Minutes should be posted on the FSAB website on the public side.

Emily Will, as Secretary, is going to summarize past Minutes so that this posting can be brought up to date. She will send the summaries to Tom Bohan for review before posting.

4. Tom Bohan presented a proposal that was submitted to him by an ABFDE member suggesting that FSAB Standard 5.3.3.2 be amended to require certification boards applying for accreditation or re-accreditation have no more than 25% of their certificate holders not in compliance with the formal training program mandated in 5.3.3. This proposals was discussed, and it was decided that it would be passed on to the full board with no recommendation.

The meeting adjourned for lunch at 12:30 and reconvened at 2:00 pm

5. Director Peter Alexander joined the group as a guest. He raised some questions regarding the autonomy of some certification boards.

6. Tom Bohan opened a discussion about sponsoring FSAB Directors to attend ANSI 17024 training sessions. Tom had queried Directors about their availability to attend the ANSI schedule sessions for October, November and December of 2015. It was decided that Mark McCoy, Peter Alexander and Ann Bunch would attend the October 8-9 session and that Anjalie Ranadive would attend the December 9-10 session. Tom will contact the rest of the directors who have not attended this training about their availability, and notify those mentioned above to register.

Note: Acting on a post-meeting suggestion from Peter Alexander, and with approval from Tom Bohan, the FSAB secretary contacted Dr. Krishna at ANSI and requested a 20% discount for all FSAB attendees. The request was granted. All FSAB Directors should reference this discount when registering, and should register directly with Ms. Ivory Lathern who can be reached at ilathern@ansi.org

7. Emily Will presented a file showing the current state of the new FSAB Standards document which, when completed, will be compliant with ISO 17024. Emily asked several questions of the Board which can be summarized as:

- a. Questions related to the use of ISO language - It was decided that in some instances, use of the ISO language represented the best/only way to state the material, and that limited use of the ISO language in this way should not be a copyright problem. In other instances, the discussion provided sufficient guidance for the task group to rewrite the provisions in a better way.
- b. Emily reported that the language of the new FSAB Standard will use language that is more typical in an American document. The word “program” will be used rather than “scheme,” for example. And, references to “forensic” practitioners, boards, program, etc. will be used where possible to differentiate the FSAB Standard from any other 17024 type standard.
- c. The task group questioned whether the language of some of the ISO provisions was unnecessarily complex and legalistic. After discussion, some of the provisions were deleted from the potential New FSAB Standard. The Board felt that FSAB is complying with the provisions without using some of the ISO language, and that we can support that contention if we are challenged.
- d. There were several questions regarding the requirements for Boards to accommodate people with disabilities and special needs. After discussion, the Board decided that reference to the ADA (Americans with Disabilities Act) would be sufficient, and that in the future we may want to sponsor some sort of workshop regarding the ADA - perhaps at an AAFS meeting.
- e. ISO refers to instances where Conformity Assessment Boards might purchase a certification program from another entity rather than developing it themselves. The task group questioned whether this is a provision that FSAB needs to address. It was decided that we did not need these provisions.

f. The Auditing, Management, and Security sections of the Standard were not discussed because they are not yet ready for discussion.

g. The document that was presented at the Exec Board meeting did not have the “cross reference” information identifying where the various provisions originated. This information will be reintroduced into the next version of the document.

The meeting adjourned at 5 pm and was called to order at 9:20 on Sunday, July 19th, and the discussion of the 17024 project was completed.

8. Ann Bunch presented two documents. The first, see attached, was an FSAB Organizational Structure Map. This document will help FSAB to further map out the various responsibilities that will be part of our annual assignments as FSAB goes forward to operate under a 17011 compliant Policies and Procedures document. The second document, attached, was a list of “to do” items that need to be accomplished to get FSAB into the correct starting position to use a new 17011 compliant standard. Some of the general concepts discussed were:

a. Ann and Peter Alexander investigated the possibilities for Grant money to assist FSAB in making the ISO transition. After investigation of all avenues that were suggested by various individuals, they came to the conclusion that as of now, external money is not available for the project.

b. The 17011 task group has to decide whether to work with the current FSAB P&P document and add to it where necessary, or whether to create a new document. The Board discussed again the comments from Tom Bohan on the copyright issue as related to 17011. While the task group has been considering what approach to take, they have also investigated the claims made by other organizations which essentially declare the value and status of their boards and support that by garnering “recognition” from other entities.

c. Ann raised the issue that most 17011 compliant organizations are large and have paid individuals who do many of the management, quality assurance tasks for them. Ann also suggested that we put together a historical synopsis of where FSAB started and what it has accomplished. Tom Bohan said that he has the material that would be needed for that.

d. The three big items FSAB is missing are internal audits, site visits, and internal management. Tom Bohan pointed out that the process we are going through now to align with ISO standards is a giant internal audit.

e. Derek Hammond suggested that we might be able to utilize the AAFS Staff at the Colorado Springs headquarters to do some of the routine tasks such as notifying Directors of calendared tasks that need to be done during the year.

f. A list provided by Ann Bunch was discussed point-by-point. The Board offered advice on these points to the task group:

1. Points 1-4 are related to internal quality control and documents that The QA committee needs to create and/or update. At this time, the Executive Board is the QA committee. The FSAB Bylaws need to be updated. Emily Will, as Secretary, will do that project. Tom Bohan is going to work on updating the current Policies and Procedures document to be certain that it contains all the relevant changes and updates from recent years.

2. Point 5 requires a Hierarchical diagram which has been started by Ann Bunch as mentioned earlier. It can be expanded as we move forward.

3. Point 6 requires currency on the website regarding Directors and their contact information. We are up to date on this.

4. Point 7 Summaries of meeting minutes should be online. Emily Will is going to address this.

5. Point 8 requires training for assessors (ARC members). This is underway, with the ANSI training. Additionally, we will need job descriptions and internal training materials.

6. Point 9 is that FSAB needs a Quality Policy as described in ISO 9000.

7. Point 10 is that policies and objectives must be measurable. After discussion we decided that the use of checklists, numerical tallies of annual report answers, and other specifics could supply these “measurements.”

8. Point 11 is about a management system.

9. Point 12 is to ensure that obsolete documents are not in use. That is happening as part of this ISO conversion process.

10. Points 13-15 are about Internal Audits. ISO 19011 is the ISO document that covers Internal Audits. FSAB owns a copy. The use of Affiliates for projects such as internal audits was discussed. Tom will contact Yale Caplan about that possibility.

11. Point 16 is about management reviews and can be tied with Point 11.

12. Point 17 is about initial and ongoing training for FSAB Directors. We should have a packet of introductory material for new Directors, or even potential Directors, to make them aware of what is required in the position and how to begin doing the work. We already do pair new and seasoned Directors in projects to assist the new Directors in learning the ropes, but we need to codify this.

13. Point 18 is about the need to conduct personnel reviews to ensure that Directors are functioning efficiently and generally doing a good job.

14. Point 19 is specifically about reviewing the performance of Assessors (on ARCs) during the application review process. Surveying the accredited boards about the review process might be part of this.

15. Point 20 is that we need to maintain records on all of these various reviews. Everything must be documented. Checklists will be important.

16. Points 21-23 are about “site visits.” Site visits can include visiting locations where documents are stored and visiting testing sites. After “on site” visits have been conducted and things are found to be working smoothly, it may be possible to transition to “online” site visits, at least in part.

In closing, Tom Bohan announce that there will probably be another Exec. Board meeting before annual meeting in Washington, DC . The weekend of Dec 12-13 is the target.

The meeting adjourned at 11:45 am
Respectfully Submitted,
Emily J. Will
Secretary, FSAB

An FSAB Executive Board Meeting via Conference Call was called to order at 4:06 EST pm on Wednesday, August 26 by FSAB President Tom Bohan.

Present were:
President Tom Bohan
Vice-President David Senn
Treasurer Bruce Goldberg

Secretary Emily Will
Immediate Past President Derek Hammond

There were two topics for discussion on the Agenda:

1. Site visits :

- (a) It was discussed and decided that we need to have a full FSAB conference call to determine whether we have the approval of the full board to conduct site visits. Tom will try to have schedule a full meeting within the next two-four weeks.
- (b) Site visit will have to be office visits to a central location where a Board's records are kept. There should be two people going.
- (c) We should say in advance what we want.
- (d) We want to do at least one site visit before the end of the year, which will be before we might get any outside money. Good starting places might be with the two groups that have records at the AAFS office and probably at the testing sites at the AAFS meeting.
- (e) ABFT is volunteering to be the first, and their files are being centralized at the Colorado Springs Office.
- (f) Tom mentioned the project that Peter Alexander, Ann Bunch and Emily Will are doing to build a list of documents that FSAB will need to maintain in order to comply with ISO 17011, which will include procedures and documents that would be part of any site visits.
- (g) Site visits might include further verification of any information related to issues raised in a Board's most recent accreditation/reaccreditation.
- (h) Site visits should include review of evidence of how the boards develop their tests.
- (i) Finances and cost to FSAB are a big concern. We could bill real costs plus some administrative fee to FSAB. In the future we might bill organizations or raise maintenance fees.

2. Grant Proposal for submission to the Laura and John Arnold Foundation:

There has been correspondence with this foundation, and FSAB is going to present a brief outline of a proposal to them later this week. We discussed ideas for what would be reasonable and fruitful for inclusion in the proposal.

- (a) We need a "manager" and could request funds for a half time executive director. We estimated this cost at approximately \$40,000 per year, and discussed a five year grant request.
- (b) We need funds for continued training of current and future FSAB directors, all of whom will need to be "Assessors" in terms of ISO compliance.
- (c) It would be desirable to have a contracted individual to set up SOPs and other documents and procedures for us.
- (d) Tom will draft and initial proposal letter and send it to the Executive Board members for additional input.

The meeting adjourned at 4:35 pm

Respectfully Submitted,

Emily J. Will
Secretary, FSAB

Minutes of FSAB Executive Committee Phone Call - 9/3/15

The meeting was called to order at 3:40 pm EST. Present were:

Tom Bohan, President

David Senn, Vice President

Derek Hammond, Immediate Past President

Emily Will, Secretary

The meeting was called for the purpose of discussing ARC reviews.

The FSAB Exec. Board noted that CAB (conformity assessment board) responses either did not address key issues raised by the ARC's letter(s), or contained misstatements that require correction.

After discussion, it was decided that ARC chairmen will prepare brief letters to be sent the appropriate contacts of the boards being reviewed. The letters will highlight the FSAB accreditation as an independent accreditation CABs, and will request a more cooperative and responsive set of answers to the issues raised in the original ARC letters.

Tom Bohan updated the Executive Board on the initial site visit project. A "trial" site visit will be conducted by Peter Alexander and Stephanie Domitrovich some time in November, 2015. The visit will be to the ABFT, and Bruce Goldberger will be present representing the ABFT.

The meeting ended at 4:50 pm.

Respectfully Submitted,

Emily Will, Secretary
Forensic Specialties Accreditation Board

An FSAB Executive Board Meeting via Conference Call was called to order at 4:00 pm EST on Thursday, December 31, by FSAB President Tom Bohan.

Present were":

Tom Bohan
David Senn
Bruce Goldberger
Emily Will
Derek Hammond

Invited Guests for the first part of the meeting:

Peter Alexander
Madeleine Hinkes
Anjali Ranadive

Agenda -

1. ARC reviews were discussed. After this discussion, the invited guests left the meeting.
2. Tom Bohan announced that the meeting in FEB will be at 9-5 Sat and 9-whenever on Sunday.
3. The “site visit” by Peter Alexander and Stephanie Domitrovich to the ABFT (which has it’s “office” at the AAFS office in Colorado Springs) was discussed. Bruce Goldberger was at the site visit. All reported that it went well. Peter and Stephanie will be added to the ARC for the ABFT as a logical next step.

The initiative for the site visits will have to be approved by the Boards. We have had concerns about the cost of the site visits, but for the first one, the cost was under \$1500. Bruce said that he could envision conducting the visit with - could it be done with one person instead of two but then you would only have one point of view. Tom thinks that 2 days should be allowed because you think of things after the first day. Bruce thinks the site visit should be incorporated into the reaccreditation and accreditation processes.

5. Tom has talked to Vijay Krishna from ANSI about a one day training at the FSAB meeting. We could possibly invite a member of each Board to attend.
6. Tom gave an update on ARC activity re accreditation/reaccreditation application reviews
Derek is also reviewing a group that may not be ready by February.
7. We discussed the possibility of some protocol regarding a possible temporary lapse of accreditation.
8. Status of FSAB Treasury, including rate of payment of current invoices was discussed. The invoices have gone out. Bruce did not get annual reports from two Boards and needs the info for capturing the number of certificants for invoices.
9. The need for election of directors was discussed. There are six directors whose terms are expiring. Two are the public directors. None have met their “ceiling” so all could come back. Derek, Bruce, Lyla, Elizabeth, Anjalie and Stephanie are all willing. All those whose terms expire in 2018 plan to complete their terms. Letters should go out stating that we do not anticipate expanding the board and that there is no need to submit new names at this time.

The meeting adjourned at 5:30 pm.

Respectfully Submitted,
Emily J. Will, Secretary

