

Minutes of the Annual Meeting
Forensic Specialties Accreditation Board
Rio Hotel, Las Vegas, NV
February 20-21, 2016

The Annual Meeting of the Forensic Specialties Accreditation Board (FSAB) was called to order at 9:00 AM on Saturday, February 20, by President Thomas Bohan.

Present were:

Thomas Bohan - President
David Senn - Vice-President
Bruce Goldberger - Treasurer (late - arrived at noon)
Emily Will - Secretary
Derek Hammond - Immediate Past President,
Peter Alexander - Director
Ann Bunch - Director
Robert Garrett - Director
Madeleine Hinkes - Director
Greg Matheson - Director
Mark McCoy - Director
Marina Stajic - Director
Lyla Thompson - Director
Elizabeth Ziolkowski - Director
Stephanie Domitrovich - Public Director (late - arrived at 11:45)

1. President Tom Bohan announced two additions to the agenda. Bruce Goldberger will make a presentation about the updates to the FSAB Website, and Derek Hammond will discuss Annual Reports.

2. President Bohan summarized the activities of the FSAB since the 2015 Annual Meeting.

a. Last year we had speakers from NIST (Mark Stolorow and others).

b. Since that meeting Ann Bunch and Peter Alexander have pursued sources for funding to assist FSAB in its ISO transition efforts, but those efforts have not yet been fruitful. The John and Laura Arnold Foundation has supplied a large grant to the AAFS for its initiative in standards review. They also gave a grant to the AAAS to review five forensic techniques in depth. Tom contacted them and tried to get them interested in a partnership with FSAB. Tom submitted a concept to them. Their representative, Joanna Weiss, said that their committee has been interested and wanted a full application, but then backed off by talking about the need for FSAB to have some ISO accreditation itself. Then, in a most recent

contact, we have been invited to complete and submit a proposal form by March 8, 2016. This will go to the Foundation's group on Science and Technology, where Forensics is now housed.

3. Tom gave a brief overview of the FSAB Standards and Policies and Procedures documents and their close relationship to ISO 17024 and 17011 respectively. The ISO documents were initially used as guidelines in developing the FSAB documents. Since that time, 17024 has had a major revision (in 2012).

Tom discussed Conformity Assessment Boards (CABs) and their conformity to their own standards that they have devised. For CABs to be accredited under FSAB standards we assess the degree that they comply with FSAB standards, which are based to some extent on 17024. 17011 covers boards that accredit CABs and those accrediting boards should follow 17011. The two FSAB task groups have looked at how FSAB standards comport with 17024 and also how FSAB's P&P Manual conforms with 17011.

David Senn wondered if the AAFS being an SDO (standards development organization) would have some impact on FSAB. Tom thought not.

The ABC and the IAI boards are reportedly considering going to ANSI for 17024 accreditation.

4. Tom announced the formation of an ad hoc "ARC Report Format" committee. Peter Alexander, Ann Bunch and Stephanie Domitrovich will do this, with Peter as the coordinator. Ann asked if they are working on a report of the findings to FSAB or something about the checklist used by the ARCs. Tom says it should be a formal report form. Currently there is no structure for ARCs to use in reporting their findings to FSAB.

David mentioned the report that Bob Garrett wrote about the differences between the four IAI boards that were reaccredited a year ago and how there was no consistency. Bob said one of his points was that there is no formal training as "assessors" for the directors.

Ann asked if committee is supposed to be structuring the report to the CAB or the report to FSAB. Tom says that accreditation/reaccreditation review is a process with the FSAB report at the end, and that is the report he is talking about.

5. Tom asked that the Directors introduced themselves in turn. A new list of emails will be circulated, and updates will be made as necessary to the FSAB website directory. The Secretary will handle these details.

6. President Bohan announced the appointment of three ARCs for 2016-2017 for the three boards whose accreditations expire in 2017:

- a. IBFES - Matt Lunn is chair - working with Derek Hammond and Greg Matheson and Anjali Ranadive (affiliate).

- b. IACIS - Marina Stajic is chair - working with Emily Will and Yale Caplan (affiliate)
- c. ABFDE - Peter Alexander is chair - working with Elizabeth Ziolkowski and Mark McCoy.

7. Tom Bohan discussed some initiatives for the coming year(s)

a. 17024 Training: Our goal is to have everyone take the ANSI 17024 training. This year we have paid for some of this training. Peter, Ann, Anjali, Stephanie, Emily, and Elizabeth have all been to this. Matt is signed up to go later this year. Tom would like a vote to support sending four FSAB Directors to the 2 day ANSI training every year. We deferred the vote until the Treasurer arrived to discuss the budget.

b. Site visits - Boards that accredit CABs make site visits - This will be discussed later and we will have a motion and vote to institute and expand the program.

c. We discussed a one-day FSAB-Sponsored ANSI presentation for FSAB directors and reps of FSAB-accredited boards in New Orleans February 12, 2017 - Dr. Vijay Krishna (Director, Accreditation Services, ANSI) would be invited to come to the meeting next year for a one day presentation concentrating on topics put forward by FSAB members. Tom Bohan will contact Dr. Krishna to negotiate an arrangement.

d. Tom introduced an idea regarding an amendment to the FSAB Policies and Procedures Manual regarding the consequences of negative reaccreditation recommendations. Because two board members had unavoidable travel delays, this discussion was postponed until their arrival.

e. Tom opened a discussion regarding deliberations and voting on ARC recommendations - How do we proceed with our executive session? Let's say the ARC has made a recommendation. As we have it now the ARC members do not vote and neither should people who are on the applicant Board. Emily explained the situation about voting and "majority of those present" and the large vs small boards as per Roberts Rules of Order. Bob G had asked a question about whether the President votes since he is on all of the committees and would therefore be on the ARCs as well. Tom responded that as President he typically does not vote unless it is to break a tie.

Break 10:30 – 11:00

8. After the break, Derek Hammond discussed annual reports. One thing he noticed was regarding question 17 about an audit of the certification program. Four boards had declared "no" and it had been a few years since they had done a review (2011, 2012 etc.) of their certification program. On the question about "Have you received any written complaints about your program" on one instance there was mention of letters attached, but

there were no letters attached. Peter Alexander said that Boards should have give documentation of what they did - not just say yes or no in response to questions.

What do we mean by “audit?” Derek thinks we need to spend some time - maybe at the mid year exec meeting - to define better what is the annual report requirement - what is included in an Audit? Maybe Kimberly Wrasse could do some of the administrative detail such as sending notifications. Bob said at ANSI they said an audit could be “spot checks” - not necessarily a complete audit. Bob suggests a checklist to “check against standards.”

Emily raised the issue of confidentiality in regards to FSAB storing its documents at the AAFS office and using an AAFS staff person. Tom explained that Kimberly has to sign a confidentiality agreement and does work for several boards - not just AAFS.

IACIS uses a checklist for the various items that are required and a checklist includes a place to provide supporting documentation. Derek says we are assessing to our standards but Tom says we are asking them to assess as to whether they have met their own standards. This was a very detailed, lengthy conversation about what the audit should entail.

Tom stated that FSAB is assessing whether boards are meeting their own rules, not necessarily about the quality of the rules themselves. Is the XXX complying with its own list of criteria for certifying individuals?

9. Tom appointed an Ad hoc committee to be the Records Retention Committee. They will study the records retention situation and make recommendations. Yale Caplan is chair, with Peter Alexander and Derek Hammond assisting.

10. Also the Policies and Procedures (P&P) Manual is in need of updating. Tom appointed a committee to work on that: Peter Alexander, Ann Bunch, and Emily Will. They will work on this and provide a report in advance of the mid-year FSAB executive committee. This will tie in with the ISO 17011 project, since that will also result in many changes to the P&P Manual.

11. Treasurer’s Report – Bruce Goldberger - This was postponed until the arrival of Bruce Goldberger.

12. Secretary’s Report and vote on minutes – Emily Will presented the minutes of the 2015 annual meeting. Ann Bunch brought up a correction, which was in the following item:

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

The correction is that the word “standards” should be changed to - “P&P/Bylaws”
The Secretary will make this change and update the minutes on the FSAB website.

Emily Will reported that:

- a. Reminders for the Annual Reports were sent to all Boards.
- b. Reminders for Reaccreditation Application Deadlines were sent to the ABFDE, IBFES and IACIS.
- c. Minutes of all 2015 meetings have been posted on the private side of the FSAB website.
- d. As per the direction of the exec committee the Secretary is preparing summaries of the minutes, but has gotten bogged down mid-task. After discussion, Emily said that she would circulate some of the summaries that she has already prepared.

Treasurer's Report - Bruce Goldberger arrived and gave the Treasurer's Report - FSAB is in good condition with our treasury. As of December 31, 2015, the total assets of the FSAB were \$62,148.75 (\$60,438.14). The full Treasurer's Report is attached to these minutes.

Lunch Break 12:00 – 1:30

The meeting reconvened at 1:30

13. Tom Bohan reported that he had recently circulated among the FSAB directors a proposal for a change to the P&P Manual related to reaccreditation procedures. Several directors responded with edits, and Derek has compiled a new version. The motion was reviewed by the group, and additional changes were made. Madeleine Hinkes made the final motion, seconded by Mark McCoy, to add to the P&P Manual as provision 6.3 the following language:

“If, during the reaccreditation review of an FSAB-accredited conformity assessment body (CAB), the Application Review Committee (ARC) assigned to assess the reaccreditation application determines that the CAB exhibits nonconformities with the FSAB Standards that remain unresolved at the time of the FSAB Annual Meeting, the ARC shall recommend to the FSAB that the CAB not be reaccredited. If the FSAB accepts that recommendation, the CAB shall cease to be accredited as of March 1st of that year. However, if at the time the ARC's recommendation is reported, the CAB is continuing to work with the ARC to remedy the nonconformities and is current in its maintenance fee payments to the FSAB, the application shall be treated as ongoing for six months following the termination of the accreditation; if by September 1st of the same year, the ARC finds that the CAB has achieved compliance with the FSAB Standards, the ARC will recommend to the FSAB Executive Committee that the CAB be reaccredited; should the Executive Committee agree with the new recommendation, the FSAB President shall call for a Special Meeting of the FSAB's Board of Directors at the earliest opportunity. The Special Meeting to consider the recommendation for reac-

creditation can either be held in person or by tele-conference provided a quorum is established. If a motion for reaccreditation passes, the date of reaccreditation for the CAB shall be recorded as the date of the Special Meeting resulting in the affirmative vote. The new accreditation period for the CAB will end on March 1st of the same year as it would have had the application been approved at the Annual Meeting.”

A vote was taken, and the motion passed.

14. Picking up on a topic postponed from the morning session, Mark McCoy made the following motion: “I move that the ANSI 17024 training program initiated in 2105 be continued.” Greg Matheson seconded. The motion passed.

15. Bruce Goldberg reported on his efforts to facilitate a revision of the FSAB website. He suggested that we develop some new content on the revised website. Bruce has sent a number of corrections to the webmaster. The new website will be run by a content management system, which means that individual password holders can log on to make changes to the website directly via the internet. Everyone appreciated Bruce’s efforts and is eager to have the new website completed.

16. Derek Hammond reported on the ARC review of the accreditation application of the International Post-Blast Investigator Certification Board (IPBICB) of the IABTI (International Association of Bomb Technicians and Investigators). Derek Hammond chaired this group, with Greg Matheson and Dennis Mooney working with him.

IABTI is a membership organization (sort of the parent) and they created a certification program (IPBICB) which certified their first examiner in 2014 and has certified about 25 so far. The ARC produced a 15 page summary of areas that were non-compliant. The Board has since submitted a new application and come into compliance from many of the deficiencies. But there are still non-compliances that need to be addressed. Many of the problems relate to stating that they do something, but lacking supporting documentation for it.

For most of the groups in FSAB there is a crime laboratory exposure - familiarity with the paperwork, etc. that goes along with crime lab status. This group is a hybrid that is further away from a crime lab situation than most FSAB Boards.

Two representatives from the IPBICB, Jake Bohai and Danny Wallenbaugh made a presentation and gave us information about their organization. There are about 5000 in their parent org. About half are investigators. The ATF wants to have their blast investigators certified under this program. Bruce asked if they had practical examinations. At this time they do not as it is difficult to arrange post-blast scenarios for testing. They have a 40 hour course where they do a post blast investigation. And they have test questions that do require them to apply practical knowledge.

No motion was made at this time since it is clear that additional work is needed before the ARC can make any recommendation.

17. Lyla Thompson presented a report from the ARC evaluating the reaccreditation application submitted by the American Board of Forensic Toxicologists. On her committee were Stephanie Domitrovich, Peter Alexander, Liz Ziolkowski and Matt Lunn. Due to extenuating circumstances, the application was received in late Dec. 2015. A revised application was received on Jan 29. Each committee person was assigned specific sections. They also had the onsite visit in November of 2015. After initial review there were several issues that needed responses. There were editorial issues, clarification issues, and deficiency issues. They had just gotten the responses this week. They are going to meet as an ARC over the weekend. At this point there is no recommendation. They may reach a recommendation by tomorrow (Sunday). During the review there were some questions such as:

a. What if an application is not received in the time frame?

b. FSAB application question re: standard 5.3.1- “Does the documentation of the certification applicants’ training include a description of the nature and extent of the training undertaken, and any assessment of the trainee and the outcome?” ABFT said this was not applicable to the field of forensic toxicology, since it largely an academic field. The ARC was uncertain about that.

c. An outstanding issue is to define what constitutes “actively engaged in the field” in terms of being a requirement for recertification. Someone suggested that this is the type of “Guidance Document” that FSAB needs to create to assist ARC members in their work as “assessors.”

The ARC report will be completed on Sunday.

18. Site Visit Initiative: Trial run, Protocol and Check List, Report - Peter Alexander, Stephanie Domitrovich and Bruce Goldberger reported on the first FSAB site visit which was conducted at the ABFT office (located in the AAFS office in Colorado Springs) in November, 2015. The Site Visit initiative was begun at the request of the executive committee at their mid-year 2015 meeting and stemmed from the ISO 17011 project. The site visit “advance” team was Peter, Stephanie, Ann, and Emily. The On-site team was Peter and Stephanie, with Bruce participating as the President of the Board being visited (ABFT).

The advance team developed a list of items would be looked at when the visit happened. A checklist was the key to everything. The check list had 63 items in 9 categories, including pre-, during and post- visit items. The check list was printed on pages with room for notes.

One question was whether two “assessors” were needed. Peter and Stephanie thought that two people were needed so that one could take notes and to get two perspectives.

Bruce put a list together about the site visit:

- a. First, the finances of conducting the audit. He thinks that the reaccreditation fee should include the cost of a two day audit. FSAB should add to the reapplication fee the actual cost of travel/expenses.
- b. The visit time of Sept/Oct would be good because if there were problems, there would be time for them to be rectified before the Feb. meeting.
- c. The chair of the ARC should be the lead auditor and another person on the ARC should be the secondary - so the site visit should be part of the reaccreditation process.
- d. There should be an opening interview when the Team tells the CAB member(s) what is planned for the audit, and there is an exit interview where the team outlines any deficiencies and highlights positives.
- e. Bruce thinks at the end of the visit the ARC and team should go through the application point by point. They should look at maybe 5 certificant files. Look at financial reports. The CAB should provide copies of minutes of board meetings. There should be some sort of rating like Red, Yellow Green.

Tom suggested that we might be able to do site visits of the three Boards reaccrediting this coming year: AFBDE, IACIS, and IBFES.

Peter asked where the ARCs findings are archived. This should be discussed by the Record Retention committee. Derek suggests that eventually we could have a half day workshop on Records Retention for Forensic Organizations - maybe at an academy meeting.

We discussed whether the site visits should be part of the ARC or separate. Ann mentioned that ISO requires reassessment every two years unless a site visit is part of the deal and then it could be five years with the site visit in the interim.

Peter and Bruce will prepare a questionnaire to the boards to see what type of site visit would work well for them - how /where do they store documents? Etc? Then we will decide which of the three boards that are up this year will be visited.

Tom introduced the following proposal for site visits:

Beginning with the year 2017, each accreditation and reaccreditation application review shall include a visit by the members of the ARC in charge of the review to a location chosen by the applicant. The applicant will be responsible for assembling all its documents at the chosen location so that any document requested by the visiting team can be made immediately available. The actual cost of the visit to the FSAB shall be reimbursed by the CAB being reviewed.

Some of the Boards are testing this week, and perhaps some members of FSAB can attend the testing sessions as part of the Site Visit program.

19. Derek Hammond gave the report of the Nominating Committee. First Derek specified when the terms of the current Directors expire:

Tom Bohan - 2018
David Senn - 2018
Bruce Goldberger - 2016
Emily Will - 2018
Derek Hammond - 2016
Peter Alexander - 2018
Ann Bunch - 2017
Bob Garrett - 2017
Madeleine Hinkes - 2018
Matt Lunn - 2017
Greg Matheson - 2017
Mark McCoy - 2017
Marina Stajic - 2018
Lyla Thompson - 2016
Liz Ziolkowski - 2016
Stephanie Domitrovich - 2016
Anjali Ranadive - 2016

Because none of the Board members whose term will expire this year is term-limited, the CABs were not asked to submit any nominations for this year.

Officers have to get reelected every year. Therefore, the election slate this year is:

President - Tom Bohan
Vice President - David Senn
Treasurer - Bruce Goldberger
Secretary - Emily Will
Immediate Past President - Derek Hammond
Liz Ziolkowski as Director for a three year term expiring in 2019.
Derek Hammond for a three year term expiring in 2019.
Bruce Goldberger for a three year term expiring in 2019

Lyla Thompson is leaving the Board due to an increase in work responsibilities, but will serve as an affiliate as time allows. Bob Garrett is leaving the Board to take on other responsibilities at the IAI.

The election was held, and the slate was accepted.

Tom Bohan announced that Anjali Ranadive will become an affiliate. Her responsibilities at FEPAC prevent her from remaining a Director. Stephanie Domitrovich has agreed to accept another term as a Public Director. Tom has asked attorney Steven Benjamin to accept the other Public Director position, and he has accepted. He is an attorney at the law firm of Benjamin and DesPortes.

The meeting adjourned pro temp (for the day) at 5:00 pm.

Sunday Morning 9 AM to 12 Noon

Meeting was called to order at 9:00 AM by President Thomas Bohan.

Present:

Thomas Bohan - President
David Senn - Vice-President
Bruce Goldberger - Treasurer (left at ~ 2:15)
Emily Will - Secretary
Derek Hammond - IPP
Peter Alexander - Director
Ann Bunch - Director
Robert Garrett - Director
Madeleine Hinkes - Director
Greg Matheson - Director
Mark McCoy - Director
Marina Stajic - Director
Lyla Thompson - Director
Elizabeth Ziolkowski - Director
Stephanie Domitrovich - Public Director
Anjali Ranadive - Public Director

We returned to some items left from the Saturday Agenda.

20. Lyla Thompson give the final report from the ARC for the ABFT reaccreditation. The board felt that the responses sufficiently satisfied the standards and the single deficiency was immediately corrected. After final review the ARC recommends FSAB reaccreditation. Ten of the sixteen people present were eligible to vote. The recommendation was unanimously accepted. ABFT is reaccredited through February 28, 2021.

21. Tom Bohan introduced a new topic. The FSAB is going to look more closely at the subject matter specialties that are practiced by certificants of FSAB accredited boards. They will look at mechanisms by which accreditation may be limited to exclude practices

that have questionable reliability. They will have a report ready by mid July, 2016 - for the mid year meeting. This committee will be called the Accreditation Clarification Committee. The chair of the committee will be Liz Ziolkowski, with David Senn and Steven Benjamin also on the committee.

22. David Senn and Bruce Goldberger discussed the Texas Commission. On April 11, 2016, there will be a subcommittee meeting about the new law, which requires that anyone in a forensic specialty has to be licensed (certified) by Jan 2019 to testify. The license will have to come from the Texas Forensic Science Commission. They have expanded the definition of crime lab to “anyone who does forensic examination.” Bruce thinks that they are going to accept certification by Boards such as ABFT. David says they have exempted medical examiners. That might be because doctors and dentists are already licensed.

23. We discussed the history of the John and Laura Arnold Foundation application. We looked at the proposal submission form that is due on March 8 and discussed what type of application we might submit. David mentioned that NIST does not seem to be thinking of FSAB as part of the picture, but that maybe Tom could talk to someone to find out if there is a place for FSAB in the future landscape. Anjali suggested that Tom request a meeting with Mark Stolorow and/or John Paul Jones. Tom also wants to recontact the ANSI people about some sort of recognition.

24. Report of 17024 Ad Hoc Committee – Emily Will presented three spreadsheets and explained how they are to be used. Her committee has come as far as it can without feedback from the rest of the FSAB. In March, Emily will make the final revisions to these charts and send them to all Directors for review. There will also be a meeting in May/June for the 17024 review committee to work on the 17024 rewrite.

25. Report of 17011 Ad Hoc Committee – Ann Bunch explained that the 17011 committee is working in parallel with 17024. They presented a list of 23 items that will need to be accomplished in order for us to approach compliance. Some of the items were discussed;

#17 - refers to training of the assessors - maybe we could do mock cases - first time directors could be shadowers -

#21 - surveillance may be a word we want to avoid

Audit - what does that mean? This confuses our boards in the same way that it confuses us.

Ann summarized by saying that training, management and internal audits are the glaring holes in our current P&P Manual. Regarding training, whatever FSAB Directors are doing, they have to be trained how to do it (e.g. site visits, visiting testing sites, ARCs).

Peter Alexander made a motion: “I move that we ask Vijay Krishna to attend the 2017 FSAB annual meeting and give a one day training session.” Madeleine Hinkes seconded the motion. The motion passed.

Tom suggested that we have a two day working meeting in May or June with the Executive Board, Peter, and Ann, to work on the Policies and Procedures Manual. Those individuals need to send Tom their “blackout dates” as soon as possible. This meeting will dovetail with the 17024 meeting previously discussed (Item 24).

The Board broke for lunch just before 12:00 noon.

Sunday Afternoon 1:30 PM to 5:30 PM

26. When the Sunday afternoon session began at 1:40 there were several guests in the room. From the BFDE there were Andrew Sulner, Vickie Willard, Eric Hobbs, Patricia Fisher, Robin Williams, a stenographer. From the ABFDE there was Peter Tytell. As the session began, Emily Will made a motion to enter into Executive Session. All guests were asked to leave the meeting.

The FSAB Board remained in Executive Session until approximately 3:30 pm. Following the Executive Session, BFDE representatives were invited back into the room and notified by President Bohan that BFDE had been reaccredited.

27. Secretary Emily Will distributed the FSAB Confidentiality and Conflict of Interest statements and collected them after the board members signed. Stephanie Domitrovich pointed out confusing language in the second paragraph of the FSAB Confidentiality Agreement. Tom, Stephanie and Emily will discuss this and recommend changes as required.

28. The IAI reaccreditation application was discussed. David Senn (ARC chair for Latent Print and Ten Print), Madeleine Hinkes (ARC chair for Forensic Photography) and Tom Bohan summarized the ARC activities of the past year regarding the IAI. Steve Johnson, representing the IAI, withdrew the seven IAI Boards from the FSAB program in an undated letter received in January, 2016. This letter was written after the IAI received notice from the ARC that the three boards under review continued to have deficiencies with regard to board independence that would likely prevent them from being re-accredited. Bob Garrett said that the IAI is going in a different direction and will be applying directly to ANSI for accreditation. Because of the withdrawal by Steve Johnson, the ARCs did not issue a formal report.

29. All ARC chairmen were reminded to send copies of their reports to the FSAB Secretary.

Derek Hammond reminded the directors that Directors should not answer questions about accreditations/reaccreditations, and that such questions should be directed to President Tom Bohan.

New Business

30. Derek Hammond introduced the idea of extending Directors' terms from 3 years to 5 years. The purpose would be to extend the commitment of the directors to gain added value for FSAB considering the time and expense of training directors under the new ISO paradigm. There was general discussion, but no motion or vote taken.

31. Tom Bohan appointed a Minutes Review Committee to consist of Greg Matheson, Madeleine Hinkes and Ann Bunch.

The meeting adjourned at 4:45 pm.

Respectfully Submitted,

Emily J. Will
Secretary, FSAB