

**FSAB Executive Committee Meeting
August 18-19, 2018
Washington, D.C.**

8:30 AM – 6:00 PM on August 18, 2018

Present: President Bruce Goldberger, Immediate Past President David Senn, Vice President Emily Will, Treasurer Ann Bunch, Secretary Elizabeth Ziolkowski present

President's Report

Called to order at 8:36 PM. Thank you to the EC members for the meeting and hard work.

We are in the process of fixing issues from the ongoing internal audit and looking at two new applications.

Please note that 7659 certificants are covered by our CABs!

Treasurer's Report

July financial statement received from Jim Williamson; \$45,917.80 is the most recent figure for net assets.

Total \$25,026.00 will be our revenue from the CABs.

Insurance is \$3600.00 and perhaps we should investigate another insurance company next year. Our annual premium was just paid.

Emily's CAB uses a different insurance company based in Michigan.

Discussion about paying bills and preparing the financial statement. Do we have a contract with Jim Williamson? Another question for Jim Williamson has to do with whether we, as a non-profit organization, can accredit for-profit organizations. *Answered later during the meeting via phone-FSAB can accredit for-profit organizations.*

Vice President's Report

Emily did look to see what the VP should do, which includes responsibility for appeals and complaints (and there have been none).

Bruce reported that there were complaints from long ago in the records in Colorado, but nothing recent.

Secretary's Report-

- Document issues and duty conflicts-
 - Our P&P says applications go to the secretary, but according to the application it is sent to Kim Wrasse. Agreed that the P&P should be revised to reflect reality.
 - P&P page 22 lists what should be on the certificate. Liz will work with Derek to revise the certificates
- The secretary must send a message to the Chair of committees listed in the P&P to remind them to review the procedures that pertain to them: ARCs, Executive Committee, Quality Assurance Committee, Nominating Committee

Committee Reports

Nominating Committee (Senn)

Liz must send updated list of directors' terms to EC (to David and Cc everyone else). There will be no changes and therefore there is little to report. No director solicitation letters necessary, as we do not need new directors to be appointed in 2019. *Updated list emailed on 8/19/2018.*

Discussion of Site visits-

We need to revisit the P&P surveillance activities procedure. It was agreed that a site visit to the CAB must occur the year of ARC scrutiny (accreditation or reaccreditation).

Also, ARCs will do the surveillance visits.

Bruce will ask Demi Garvin to redo the CAB annual report form.

All documents to be distributed for review by the FSAB Board of Directors must be ready by February 1.

Bruce will query PoCs for the CABs who are giving exams at the AAFS by next week. Any applicants should be told by the CAB that there may be observers of the testing process.

We also need a feedback form. All documents must be on the website.

Also discussed the Conflict of Interest and the possible risks of having an FSAB Director who is on the CAB board present at a site visit. The risk was considered and we affirmed that we perform a thorough assessment and site visit, and we do not let personal relationships bias our obtaining objective evidence.

10:00 AM Reaccreditation ARC (Domitrovich/Alexander by telephone conference)

10:30 AM- Reaccreditation ARC (McCoy)

Internal Audit Committee (Ziolkowski)

1. Procedure 12 assignment (Bruce)- We need a committee to write Procedure 12. Procedure 12 must be done by the end of this calendar year.
2. Records in Colorado (Bruce)- The records are in beautiful shape. There are 7 boxes of paper that could be scanned. Once we have a secure electronic system we should have the documents scanned.
3. New FSAB accreditation/reaccreditation application (Will). Emily sent the EC the new application during the EC meeting (both fillable and not fillable). The new fillable application has been tested and approved. Liz will put in the footer. All agreed that it would be best just to have one application (the fillable) on the website.
4. List of standards under which the CAB Certificants practice. The FSAB requires the applicant CAB prior to the commencement of the

assessment to supply “A description of the conformity assessment services....”

Discussion about what we are accrediting. For 7.2.5.a- Are CABs required to provide description of CAB services, list of standards, methods and procedures for which CAB seeks accreditation, including scope limits, if applicable? The following was approved for the application:

“A description of the services performed by the CAB’s certificants and a list of the standards (best practices) and methods that support the forensic specialty”

A typo was corrected in the Bylaws (two shirts to two thirds) and recorded as a minor change.

David shared the flow chart ABFO uses for document revisions so that FSAB can adapt it for its own purposes.

5. Review of FSAB certificates and what we must have on them revealed that not all of the required information is present on the accreditation certificates issued by FSAB (d2 needed; d5 needed). Following a discussion about what key activities are and which premises must be listed on the certificate, it was agreed that perhaps just the location (city) where the site visit of the ARC takes place would be adequate.
6. Does the FSAB take effective measures to ensure that the accredited CAB does not allow the fact of its accreditation to be used to imply that a product, process, system, or individual is approved by the FSAB? Discussed. Yes, we do by reviewing websites, reviewing the annual reports,
Suggested that we should put a disclaimer on our website to be more effective. Action- “The FSAB accredits the certification process used by Conformity Assessment Bodies (CAB). Accreditation by the FSAB does not imply that other CAB products, processes, systems, or individuals are approved by the FSAB.”

Should there be a pre-screening of qualifications of potential CAB applicants?
Should we have somewhere on the website an indication of what constitutes qualified forensic CABs?

We will have to discuss possibly having such information on the website at the annual meeting.

We can only accredit the certification process, not anything else (such as products).

Concern about accreditation of a commercial entity; is there a conflict for any FSAB Director who is part of a commercial enterprise?

FSAB Website (Goldberger)

David will prepare a mission statement (30 words or fewer) and send it to the EC.
Liz will check the documents (and versions) present on the website.

Liz- Send minutes from 2017 to Jack, Bruce will send 2014, 2015, 2016, 2017 annual reports.

Bruce will make a generic expense form.

Bruce will talk to Jack Kalin about making the private side of the website as cleanly organized as the public side.

Liz will create summaries of the minutes she recorded since September 2017 send them to the EC for approval. She will also send approved meeting minutes to Jack Kalin for the website. Also, send code of ethics to the website.

Self-declaration (Bunch)-

We are making progress. We cannot self-declare until we have completed the internal audit and manager review.

New 17011 gap analysis (Bunch)

It would be good to be compliant by 2020. Ann presented the gap analysis. Consideration of risk with everything we do when management changes are made.

Ann will start a spreadsheet (conformance file) to identify all the requirements with which we already comply and where the remaining gaps are.

FSAB Liaisons to CABs (Goldberger)

Bruce will remind liaisons again about the duties of the FSAB liaison.

CAB Annual Reports (Goldberger)

They went to Marina and Demi who prepared the report.

It will be distributed to the Board a week or so before the meeting. Best if we could get a package to the Board by February 1st.

Sean Doyle permission and wording for his book (Ziolkowski)

After discussion, the approved wording for Sean Doyle's book:

"Accreditation by the FSAB demonstrates that forensic specialty boards meet the FSAB standards. By assessing and monitoring professional entities that certify forensic specialists, the FSAB strengthens the use of forensic science in our criminal and civil justice systems."

Liz will send the wording to Sean.

Review and update of outstanding action items from the annual February meeting (entire EC).

New Business:

Management Review assignment

Emily will prepare the management review report.

Potential Conflict of Interest (CABs and the FSAB)

Ken to be contacted by Bruce and Vijay to be contacted by Emily to discuss the potential conflict of interest.

Meeting arrangements for the annual meeting in February 2019 (Baltimore)

We will meet on Sunday, February 17th, one day only. FSAB will pick up two nights for people who must stay in the hotel. What if someone has an exam to observe on Saturday? One of the Directors who live close to Baltimore or who can make it there easily will be tapped.

Security of document control

Dropbox? David mentioned that one weakness of Dropbox is that you cannot simply drag a document to your computer (and taking it from Dropbox incorrectly deletes it from Dropbox).

Bruce mentioned that another organization purchased a 6 terabyte drive on the internet.

Bruce will ask Jim Williamson about acquiring a drive and find out who would be the administrator of the drive. It must be configured and maybe there's a way that it could be backed up.

Adjourned 5:09 PM