

**ANNUAL MEETING OF THE BOARD OF DIRECTORS
FORENSIC SPECIALTIES ACCREDITATION BOARD, INC.
FEBRUARY 18, 2018
Seattle, Washington**

Purpose

Annual meeting of the FSAB.

Directors in Attendance: Peter Alexander, Thomas Bohan (Immediate Past President), Ann Bunch, Stephanie Domitrovich, Bethany Fax, Demi Garvin, Bruce Goldberger (Treasurer), Madeleine Hinkes, Jan Seaman Kelly, Mark McCoy, Kenneth Melson, David Senn (President), Marina Stajic, Emily Will (Vice-President), Elizabeth Ziolkowski (Secretary)

Directors Absent: None

CALL TO ORDER: 8:00 a.m. PST (Senn)

President Senn opened the meeting with a welcome and introduction of the organization's new Directors: Bethany Fax, Demi Garvin, Jan Seaman Kelly, and Ken Melson. Each of the Board's current Directors followed by introducing themselves.

Guests Richard (Rick) and Cassandra Jones were also introduced.

APPROVAL OF THE AGENDA

No additions were made to the agenda.

Motion to approve the agenda made by Bruce Goldberger and seconded by Ann Bunch. Motion passed.

APPROVAL OF MINUTES

Two corrections were identified in the February 2017 Annual Meeting Minutes:

- Page (1) "1. Agenda Update- After introductions, President Tom Bohan announced two additions to the agenda: Discussion of the procedures for voting on the updated FSAB Standards and..." is incomplete.

Action: Page (1) of the February 2017 Annual Meeting Minutes to be completed. (Bohan)

- Page (4) "d. A job description for the position of FSAB Director and been written and is in use."

Action: Page (4) of the February 2017 Annual Meeting Minutes to be corrected as follows: the ‘and’ will be corrected to **has**. (Ziolkowski)

Pending these revisions, President Senn stated that the BOD accepts the Minutes as approved.

PRESIDENT’S REPORT – Senn

It was a really busy year. During the September 2017 Meeting, the Executive Committee (EC) decided to change the meeting length from two days to one. Today’s BOD Meeting will be conducted from 8:00 a.m. until 6:00 p.m., to include a working lunch.

VICE PRESIDENT’S REPORT – Will

The Vice President’s duties were reviewed and include: service on the Executive and Appeals and Complaints Committees, respectively. A fair amount of the Vice President’s time has been dedicated to the revised FSAB Standards and CAB Application.

SECRETARY’S REPORT – Ziolkowski

The FSAB Ethics, Confidentiality, and Conflict of Interest Forms were distributed to the BOD for signatures. Stephanie Domitrovich remarked that the Confidentiality Form is worded in a confusing manner and will be revised before the next annual meeting. Signed forms will be submitted electronically to Kim Wrasse. Director Melson requested electronic copies of his signed forms.

Action: To revise the FSAB Confidentiality Form. (Unassigned)

Action: To submit signed Ethics, Confidentiality, and Conflict of Interest Forms to Kim Wrasse. (Ziolkowski)

Action: To provide electronic copies of his signed forms to Ken Melson. (Ziolkowski)

On November 14, 2017, Nominating Committee Chair Bohan, invited the CABs to submit recommendations for appointment to the FSAB BOD. Curriculum vitae were provided for several individuals.

On January 26, 2018, the CABs were issued annual report notices, to include the two CABs seeking reaccreditation.

The February 11, 2017 BOD Meeting Minutes were prepared and reviewed (Will, Ziolkowski, Hinkes) and distributed to the BOD for review and approval. The February 26, 2017 EC Meeting Minutes were reviewed, approved, and distributed to the BOD.

The EC conducted teleconferences on 2/26/2017, 3/12/2017, and 2/3/2018. Minutes from these meetings will be reviewed and approved.

Action: To review and approve the meeting minutes from the 2/26/2017, 3/12/2017, and 2/3/2018 teleconferences, respectively. (EC)

TREASURER'S REPORT – Goldberger

Treasurer Goldberger noted the Board's sound financial position. There is currently a cash balance of \$54,000. In 2017, income and expenses were almost equal. Notable BOD expenses include insurance, additional ANSI workshops, the annual meeting, and miscellaneous expenditures. (Treasurer's Report attached)

Additional ANSI 17024 training will likely be needed for perhaps six Directors. The FSAB is required to provide advance payment for the training course registrations. Directors attending the training will be reimbursed for expenses. Treasurer Goldberger will provide course date information to the new Directors.

Action: To provide ANSI 17024 training dates to the new Directors. (Goldberger)

For the February 2018 Annual Meeting, the BOD will be reimbursed for hotel and per diem expenses for one travel day and the day of the meeting. Treasurer Goldberger will provide the FSAB Expense Report Form electronically to each Director.

Action: To provide an Expense Report Form to the BOD. (Goldberger)

[Executive Session – Reports and discussion from the following committees:
ARC, Standards, Application, and Policies & Procedures](#)

Transition Plan to new FSAB Standards – Will

The transition plan to the new FSAB Standards was discussed. The plan has been adjusted to allow time for CABs to adopt the new Standards. Any CAB applying for accreditation must meet the new Standards. CABs applying for reaccreditation may choose between the two standards until February of 2021. A letter of information dated November 2017 was sent to the CABs. Both applications and each set of Standards will be available on the FSAB website until their respective dates of expiration.

CAB Annual Reports Review – Ziolkowski

The ten CAB annual reports were reviewed.

Two recommendations were presented:

- a) Annual report reviews should be completed before June 1st each year
- b) A guidance document should be made available to each reviewer as to what information should be recorded.

The CAB annual report review is an FSAB surveillance activity and we may need a formal (controlled) document to memorialize any findings identified during the review

process.

Action: To create a guidance document for FSAB reviewers. (Unassigned)

The Annual Report Form used by CABs should be reviewed and updated to ensure alignment with the new Standards and the transition period. An additional revision should be made to identify the year for which the report is submitted.

Action: Review and update the CAB Annual Report Form and include a revision to identify the year for which the report is submitted. (Unassigned)

Assessor Training – Ziolkowski and Alexander

Secretary Ziolkowski and Director Alexander provided Assessor Training to the BOD during the working lunch. Training concluded with a written quiz.

FSAB Self-declaration of Conformity to ISO/IEC 17011 – Bunch

Director Bunch discussed ISO/IEC 17050 and inquired as to whether the FSAB will need to form a Conformity Committee. This committee would evaluate FSAB compliance with ISO/IEC 17011 and implementation of the PPM.

Director Bunch distributed two versions of the Declaration of Conformity: one version indicates that the FSAB Management System conforms to ISO/IEC 17011, while a second version reflects alignment with both ISO/IEC 17011 and 17024.

Director Bunch will contact Vijay Krishna with ANSI to get advice about whether FSAB may self-declare. Should a committee for self-declaration be formed?

Action: To contact ANSI (Vijay Krishna) to obtain advice regarding whether the FSAB may self-declare. (Bunch).

Director Melson suggested that the FSAB could place a statement on our website stating that organizations such as ours cannot be accredited, but that we are recognized by the AAFS. Director Fax commented that the White Paper should be made readily available to assist the CABs in making decisions about accreditation.

ISO/IEC 17011-2012 and 17011-2017 Gap Analysis-Bunch

Director Bunch explained that the new ISO/IEC 17011-2017 aligns with the structure of the ISO Committee on Conformity Assessment (CASCO). A list of considerations and modifications, specific to 4.2.10.2-4.2.12.11, were distributed to the BOD.

It was recommended that an evaluation form be created for use by CABs to evaluate FSAB Assessors.

Action: To create an FSAB Assessor Evaluation Form for use by the CABs. (Alexander)

We have 3 years to catch up (November of 2020)? We will need an *ad hoc* committee. Directors Bunch and Bohan will work together on the *ad hoc* committee.

Action: To form an ad hoc committee. (Responsible Persons)

Website – Goldberger

Treasurer Goldberger stated that the FSAB website will be completely revised in 2018.

Prior to its restructure, website content for CABs and the BOD must be up-to-date and accurate. We can continue to have Jack Kalin post documents as needed, to include both versions of the Standards and applications and the PPM.

Action: To post the two applications, both versions of the Standards, and the PPM to the FSAB website. (Jack Kalin).

Internal Audit Plan – Ziolkowski

In 2018, the FSAB must conduct an internal audit using the newly approved PPM (ver. 02/18/18). A draft internal audit plan and companion spreadsheet questionnaire are being prepared.

Action: To prepare a draft internal audit plan and companion spreadsheet questionnaire. (Ziolkowski)

As part of the internal audit process, an inventory should be conducted of all FSAB records located in Colorado Springs, Colorado. Treasurer Goldberger will evaluate these records while in Colorado Springs, Colorado in August 2018.

Action: To inventory FSAB records located in Colorado Springs, Colorado as part of the internal audit activities. (Goldberger)

An Internal Audit Committee has been formed and will be composed of the EC and additional Directors Alexander, Domitrovich, and Fax. Secretary Ziolkowski will serve as Chair.

Secretary Ziolkowski will send the draft internal audit plan and companion spreadsheet to the Internal Audit Committee prior to its first scheduled meeting in March or April 2018.

Action: To send the draft internal audit plan and spreadsheet to the Internal Audit Committee prior to its first scheduled meeting in March or April 2018. (Ziolkowski)

FSAB Liaisons to CABs – Senn and Alexander

Director Alexander discussed the duties of an FSAB Liaison and the benefits of such a relationship with the CABs, to include a mechanism to answer their questions. Records of contacts and communications will be maintained and will be provided to the FSAB

Secretary. The FSAB Liaison-CAB relationship will be implemented upon approval.

Liaison assignments were presented by Vice President Will. Everyone agrees that liaisons will provide support when a CAB has questions and will be especially helpful during the five-year transition plan. President Senn stated that liaisons are a means to enhance communication and minimize confusion/tension about the relationship between the FSAB and CABs. FSAB Liaisons are not performing surveillance of the CABs. Director Alexander will finalize the liaison plans.

Action: To finalize the FSAB Liaison-CAB plan. (Alexander)

Action: To implement the FSAB Liaison-CAB plan upon approval. (Goldberger)

President-Elect Goldberger will be provided with the final list of Liaisons. An email communication will be sent to the CABs and their respective FSAB Liaisons. Each FSAB Liaison should contact their assigned CAB at least two-three times annually.

Communications need not be formal. Each CAB will identify their respective point of contact with the FSAB Liaison.

Action: To provide the list of Liaisons to President-Elect Goldberger. (Senn)

Action: To contact the CABs and their respective FSAB Liaisons. (Goldberger)

CAB Reaccreditation Applications (due by May 1, 2018)

Vice President Will presented the ARC matrix. President Senn confirmed that each Director named has agreed to serve in their assigned ARC roles:

An additional ARC may be formed should a new application be submitted.

Nominating Committee – Bohan

Immediate Past President Bohan distributed the Nominating Committee Report.

The Committee recommends James Dibble and Richard Jones for the position of Director. Both candidates have extensive accreditation and training experience. Dibble and Jones provided information regarding their respective backgrounds to the BOD.

Remarks-Incoming President – Goldberger

President Goldberger expressed his appreciation for the confidence shown by the BOD. He hopes to engage all Directors in the work of the FSAB.

The next FSAB Annual Meeting will be in February 2019, in Baltimore, Maryland. It has yet to be determined if the meeting will be one or two days in duration. The EC should meet in July or August 2019.

Remarks-Outgoing President – Senn

Immediate Past President Senn expressed thanks for a wonderful year and the support of the BOD. He has enjoyed the mental gymnastics, minor conflicts, laughs, and worries.

ADJOURNMENT

Meeting adjourned at 5:01 p.m. PST

