

Forensic Specialties Accreditation Board Annual Meeting
Denver, CO
February 19, 2024

Attn: Robin Ainsworth (RA), Ann Bunch (AB), Stephanie Domitrovich (SD), Demi Garvin (DG), Mark Goff (MG), David Khey (DK), Ken Melson (KM), John Nixon (JN), Bethany Smith (BS), Marina Stajic (MS), Peter Valentin (PV), Emily Will (EW), Jim Williamson (JW), Sherry Williamson (SW)

Guest: Andrew Sulner (AS), Vickie Williard (VW)

DK – Call to Order

LQ – Roll Call, only absence – Tracy Walraven

KM motion to approve agenda as amended by DK, MS seconded; agenda approved

DK presented 2023 Minutes, SD made motion to accept, DG seconded, minutes approved

LQ reminded group to sign annual agreement and code of ethics and CV; BS asked about the use of DocuSign® for future annual forms.

President's Report (DK):

Kermit Channell (KC) is performing a Gap Analysis for FSAB. KC has dashboard that DK can share; report expected by mid-year meeting to executive committee.

SW has been working on new application incorporating DocuSign®.

DK went to International Association of Forensic Science meeting in Australia for outreach purposes. Australian and New Zealand forensic science organization are setting up certification processes where accreditation may be necessary

DK going to Dubai for World Police Summit and has been invited to meet with Dubai police.

JW/DG: the following groups have reached out to FSAB for possible interest in accreditation - American Society of Crime Scene Reconstruction (ASCSR) and National Center for Explosives Training and Research, Certified Fire Investigation Program. (also mentioned in Vice President report).

CABS up for reaccreditation in 2024 – ABMDI, IAAI. Both have been notified by JW about upcoming accreditation cycle.

LQ/DK followed up about management review and internal audits to CABs which were not submitted with annual reports; all CABs complied.

ABFO, ABFT giving certification exams at AAFS. Representative from FSAB will perform surveillance.

SW: ABFT reported breach of security resulting in production of false certificate; Discussion on whether FSAB should adopt QDPI, European Union model for security.

DK – suggested development on on-boarding committee for new CABS (**Action Item #1**).

Acknowledged MS for service

Vice President's Report (Management Review) (DG):

Outlined results of Audits: Internal Audit, policy, procedures, and by-laws revisions.

Website audit – asked DK to name Director as webmaster to work with JW/SW (administrative management team) (**Action Item 2**).

Recommended ad hoc Application Committee to complete revisions to the accreditation/reaccreditation application (**Action Item 3**).

Suggested meeting around mid-year in Atlanta airport hotel.

Committee group will include JN, MG, BS, SW, PV, JW, SW

SW to provide “book club” on disconnect (redundancy) between “administrative management team” and management review committee by midyear meeting; MG/SW – CABs may not understand certain questions, questions should include hyperlink to standard; PV suggested directors be incorporated into application process to provide clarity (**Action Item 4**).

MG suggested that a best practice paper for application completion be presented in the General Section at a future AAFS meeting (**Action Item 5**).

A BT Professional signed contract was not executed. Corrective and prevented action should be completed for non-comformity. Need controlled document be created for contract performance evaluations (**Action Item 6**).

Need clarification on which committees need SWOT documents, LQ to send out SWOT forms for work performed in 2023 to ARC Chair, Surveillance Committee Chair, and Internal Audit Chair (**Action Item 7**).

Response to Internal Audit Committee audit of current and needed controlled documents should receive a high priority in 2024 (**Action Item 8**).

Under Procedure 15, is it unclear as to how, and to whom, competency evaluations and recommendations for remediation are to be communicated post-review. The following controlled documents are currently in development for Board approval by mid-year meeting (Committee

Chair/Lead Assessor Form, Second Party (CAB) Director Evaluation Form, and a Director Evaluation Form (**Action Item 9**).

Skills and Interests Survey should be redistributed to identify how best to engage individual Board members and possibly identify new areas of need (**Action Item 10**).

An informational article of FSAB needs to be developed for submission to a legal publication, SD and DK volunteered, LQ suggested FSI: Synergy (**Action Item 11**).

Powerpoint on website needs to be updated, each new President need to provide a update (**Action Item 12**).

LQ to reach out to Joyce Williams about Forensic Nursing certification (**Action Item 13**).

JN completed ANSI ISO/IEC 17024 training in 2023. PV will complete training in 2024.

KM provided in-house training in form of a Board training quiz.

DG recommended ARC and surveillance activities should include an evaluation of CAB procedures regarding applicant credentialing, assuring the security of examinations and procedures at training sites, and anticounterfeit measures for certificates (**Action Item 14**).

Need procedure to address voluntary withdrawal of accreditation (**Action Item 15**).

Committee Reports:

MG gave Internal Audit Report.

Website audit: password reset function does not work, SW to investigate

Contact Us Function resulted in no reply.

Meeting minutes need to be posted on director's side

Accreditation status for some CABs need updating

MG made survey about CABs impression of FSAB

List for next year audit include document archive (continued from this year), complaint process, and funding efforts.

RA gave Surveillance Committee Report.

Both the IACIS and IBFES may be revising their testing for certificate applicants. ABFO was contacted in July regarding questions that were raised during the FSAB EC meeting.

ARC Review for ABFA:

Maria Teresa Tersigni Tarrant (MTT) from ABFA joined meeting

Tracy Warvaren submitted list of 10 items to ABFA for clarification and/or remediation
Zoom site visit occurred on 2/16/24

MG went through list of 10 items submitted to ABFA for review and how they responded

DK asked MG if any of the items sent to ABFA require remediation.

MTTT left meeting.

KM moved to go into Executive Session, MG seconded to deliberate about reaccreditation for ABFA.

ARC (MG, PV) recommended accreditation.

Decision postponed until 2/29 because it is unclear if two certificate holders ever took ABFA exam (they were certified prior to an exam requirement). KM makes motion, SD seconded, all voted in approval. Board to meet at 6PM on 2/29. ABFA to report back on whether two certificate holders ever took exam by 2/26.

Carl McClary (CM) joined meeting.

Tabled administrative updates and treasurer's report

Discussion ensued on whether CABs should or shall follow national standards for training (FSAB Standard 5.3). Representatives (VW, AS, EW) from Board of Forensic Document Examiners (BFDE) do not support new ASB questioned document training standard which requires full-time training. BFDE believes training should be allowed on part-time or half-time basis. CM representing the American Board of Forensic Document Examiners disagreed with BFDE on interpretation of standard.

VW and EW stated that BFDE follows old ASTM standard for document examiner training. CM stated that ASTM standard expired in 2020.

Directors discussed issue in presence of guests.

KM made motion for standard 5.3 to be moved to "book club for potential revision". DK seconded motion, motion passed; LQ, DM, DK, AB are members of book club. **(Action Item 16)**.

David Senn and Jim Lewis joined meeting to discuss bitemarks. Jim Lewis spoke about standards and guidelines in the area of bitemark guidelines. Discussion ensued on scientific merits of bitemark analysis. David Senn and Jim Lewis left meeting after answering questions from directors.

Financial Report (JW):

Total assets approximately \$113,000.

JW to cost out ad hoc committee meeting in Atlanta.

SW stated the DocuSign® cost \$40/user/per month. Attachment for CABS limited to 50 MB

SW suggested moving annual maintenance fee due date to coincide with annual report submittal **(Action Item 17)**.

JW presented March 24-February 25 budget

Alterations to budget based on events at meeting: Kermit's fee, application fee for potentially two more CABS, and ad-hoc Atlanta meeting.

Will defer approval to budget until JW adds items to budget, vote on budget on 2-29.

Training (KM):

Went over yearly training exam.

Nominations Report (AB):

Nomination for subsequent FSAB Regular Director and Public Director:

Vote for candidates as full slate, motion made by SD, seconded by MG, approved with abstentions.

DG, MG, BS, and KM unanimously approved with abstentions for subsequent term.

Nomination for Officers:

Vote for candidates as full slate, motion made by SD, seconded by MG, approved with abstentions.

BS moved to vote on slate, MG seconded, approved with abstentions.

No nominations from floor.

The following were unanimously approved with abstentions:

President – DK; Vice President – DG; Secretary - LQ; Treasurer – SD; Public Director to Executive Committee KM

No nominations from floor.

Unanimous approval with abstentions

Meeting adjourned.

Respectfully recorded,

Lawrence Quarino
FSAB Secretary