

Forensic Specialties Accreditation Board Annual Meeting Minutes
February 8, 2026
New Orleans, LA

Attn: Robin Ainsworth (remote), Ann Bunch, Cindy Channell, Kermit Channell, Stephanie Domitrovich, Demi Garvin Mark Goff, David Khey, Bridget Kinnier, Ken Melson, John Nixon (remote), Larry Quarino, Robert Sears, Bethany Smith (joined at 11:45AM), Peter Valentin, Bridget Walter, Emily Will

David Khey called the meeting to order.

Larry Quarino performed roll call for Directors and Affiliates. Introduced Cindy and Kermit Channell as new Administrative Team.

David Khey asked for someone to review exam being given by the American Board of Document Examiners concurrently with meeting.

Asked for a volunteer to attend American Board of Forensic Toxicologists exam to observe their process on Tuesday, February 10.

President's Report:

Reviewed ISO 17024 training and how they will be incorporated into new FSAB standards. Forensic Nursing Certification Board application likely by end of February. American Board of Forensic Entomology may also be submitting an application. Six total applications (four reaccreditation applications) are expected to be submitted in 2026.

David mentioned the resignation of BT Professionals and the onboarding of the new administrative team (Cindy and Kermit Channell).

The fiscal audit is ongoing. No Treasurer's report this meeting. Audit results will take the place of Treasurer's report which is due at end of February.

ISO 17025 training will be needed for new directors.

Working with website committee on upgrade. Provided update on new application template. David spoke about digital storage and security.

David mentioned that FSAB is in good financial order. Ann asked about how much FSAB has in their accounts. Kermit mentioned Stanley Morgan account has approximately \$22,800.

Ann Bunch mentioned that we need a Board-wide SWOT for lack of Treasurer's report at this meeting. David said that he will oversee SWOT analysis. Ken Melson said that Annual Agreement should be amended to state a procedure in the event a Director cannot fulfill duties.

Vice President's Report (Management Review):

Recommends a **Standing Records Committee** whose job is to review on annual basis an audit of records gathered annually (recommendation from Internal Audit Committee).

Website needs to reflect the duration that Directors have been serving. Need logos of all CABs on website. Letterhead needs better control.

Recommends Skills Survey being completed by each Director and placed in annual Management folder along with other annual forms.

Recommends that Documents be added to By-Laws, Policy, and Procedures Committee.

Recommends **Standard Committee** to review standards annually.

David mentioned that CAB Satisfaction Survey needs to be sent to CABS recently undergoing reaccreditation.

Demi stated that Secretary needs to send reminder to CABS approaching reaccreditation about deadlines and requirements.

Demi reviewed complaints received in past year. Past-President will chair CRC in future complaints.

New administrative teams need evaluative process. David will develop evaluative process and complete evaluation.

Recommends **Finance Committee** to deal with any aspect of FSAB financials.

Mentioned that Kimberly Wrasse of AAFS is new registered agent.

Validation needs to be performed on digital application. David said the validation needs to be performed earlier than May 1. David stated that application download on website will remain in place. Emily and Ann volunteered to test application.

Ken Melson made motion to use current process with 6 applications expected in 2026 but continue working on new digital application. Amended (Mark Goff) to do option of submitting digitally or in hard copy. Motion carried (Robin voted no), David abstained.

Demi mentioned that all committees complete SWOT form annually. Performance review needs to be performed by Chair of all ARC members. Ann Bunch mentioned that there is no follow-up on SWOT forms. Larry mentioned that Surveillance Committee should review SWOTs annually.

Need review of control documents.

ARC review report needs to be submitted by January 15. If not, a SWOT analysis needs to be performed. Need training on SWOT. The EC should formulate a quality policy (PM 5.2.1) for

adoption by the Board. The FSAB must ensure that the standards, accreditation application, annual report, and site checklist are harmonized with ISO 17024.

Both ARC and Surveillance Committee activities should include evaluations of CAB procedures including applicant credentialing, examination security at testing sites, best practices regarding certificate design and anticounterfeit measures, certificant directories with respect to data protection, experience-based training, and certification scope (i. e. training, testing, certificates).

Personnel records need to be reviewed by Document and Internal Audit Committee.

Need to review safeguarding impartiality. Debate on whether a Board member from a CAB can be a Director on FSAB. Ann Bunch gave the suggestion of having potential directors sign a waiver removing themselves from discussions regarding their CAB.

Ken Melson made motion to assign following **Action Actions** (seconded by Mark Goff):

Create Standing Committee on Records (does not include documents)

PP and By-Laws Committee (add review of documents to charge)

Create Standards Committee

Updating letter to CABS about whether they will seek reaccreditation

Assign responsibility of paying yearly insurance

Evaluation performance criteria for administrators

Create Finance Committee

EC to review scope of Surveillance Committee

Create quality policy document

Training for SWOT analysis and corrective action

Monthly standing Board meeting

Update organization chart

Put the terms of service of Directors etc. on the website

Add a link to the CAB symbols on the website

Make letterhead a controlled document

Create an ad hoc website committee

Add the skills document to the yearly forms for Directors

Motion passed unanimously.

Administrative Review Report (Kermit Channell):

Accessed Morgan Stanley account. Also has access to checking account. FSAB total assets in excess of \$33,000. Kermit reported that he does not have access to FSAB credit card. David Khey will look into access and how to handle donation to FSF. Ken Melson asked if Kermit has access to insurance policy. David Khey has copies, will send to Larry Quarino for retention. Ann Bunch asked if there is any risk to not having the ability to write checks. Robert Sears mentioned that checks can still be written through QuickBooks.

Demi Garvin suggested that new Finance Committee should review how checks were handed historically and what will happen in the future.

Secretary's Report:

Larry Quarino provided group Board minutes from March 25, 2025, June 16, 2025, August 18, 2025, October 28, 2025, and January 9, 2026. Ask to table approval to give Board members an opportunity to review. David Khey made motion, Mark Goff seconded, motion passed unanimously.

Demi suggested monthly approval of minutes when Board meeting happen monthly.

Reminded Directors to submit yearly management forms to Secretary if not done so already.

Surveillance Report (Robin Ainsworth)

Made excel spreadsheet and what needs to be done by Committee annually. Excel spreadsheet includes information on number of certificates from each CAB. Robin completed SWOT.

Ann Bunch suggested that Surveillance Committee should find out when each CAB gives exams over a three-year period. Ann stated this will allow FSAB to better plan for review of CAB test taking process.

Standard Review Committee (David Khey):

Committee will use ISO 17024 as a normative document for new application. Must be cognizant of copyright issues although somewhat mitigated by the fact that the application will be behind pay window.

David Khey showed draft application on website. Also, showed information on active CABs.

Internal Audit Committee (Mark Goff):

Security and Confidentiality Review:

There were some gaps observed in required Code of Ethics and Annual Agreement and Disclosure Concerning Impartiality documents that Directors are required to sign annually.

The physical records are not currently being retained by the Administrative Manager however they are in the process of being scanned to a digital format.

Legal Issues:

No signed Agreement on Terms And Conditions For Forensic Specialties Accreditation Board (FSAB) Accreditation was able to be reviewed.

Regarding maintaining tax exempt status, financial records must be available upon request per IRS requirements, however documentation was not readily available.

Checklist for Security and Confidentiality Policy was created.

Need better follow-up on legal binding agreement between FSAB and CAB at start of application for accreditation process. Ken Melson that ARC Chair sign form instead of President. Ken Melson made motion, David made suggestion that agreement be linked to application on the website, Larry Quario, seconded. Ken Melson asked that ARC Chair signature would be on behalf of FSAB, Mark Goff seconded. Motion passed with all voting in the affirmative.

As the IAC was unable to conduct a full analysis of the financial records due to records shortfalls, the IAC recommends that a required document checklist be compiled for each fiscal year and that a review of the required documents with an attestation to their completeness be part of the Secretary's annual report. Additionally, the IAC recommends the EC conduct a risk assessment of financial resources as part of their annual review to ensure continued operation of FSAB.

Bethany Smith joined meeting.

Ken Melson asked about FSAB email links to personal email. David Khey will work with website group to assure security.

Guests joined meeting: Andrew Sulner (BFSE) (remote), Vickie Williard (BFSE) (remote), Patricia Fisher, Mark Lebeau.

Mark Lebeau spoke about a new Toxicology ASB standard that mentioned being recognized by IAF. The standard states: "The OSAC supports the certification of all individuals engaged in the full- or part-time delivery of forensic services. It supports the use of a certification body accredited to ISO/IEC 17024 by an accrediting body that is a signatory to the International

Accreditation Forum (IAF) Multilateral Recognition Arrangement (MLA) in accordance with the requirements of ISO/IEC 17011”.

Ken Melson added that ISO024 is a normative reference for FSAB standards.

Ken Melson gave update on ATF accreditation. Due to uncertainty of where ATF may be housed and uncertainty in budget, they pulled out of process. Ken Melson made motion to close ATF application, Mark Goff seconded. All voted in affirmative. David will notify ATF.

Peter Valentin gave ARC update on BFDE application for reaccreditation. After site visit and discussions with BFDE, ARC will recommend reaccreditation. Asked BFDE to do SWOT analysis about threats to impartiality related to size of organization. **SWOT analysis to be examined by Surveillance Committee.**

Ken Melson asked if every member of BFDE is on the Board of Directors. Andrew Sulner stated “no”. Vickie Williard stated that the BFDE added language to their policy manual on confidentiality and impartiality. Ken Melson asked who provides the proficiency tests for certificant’s recertification. Two are required in a five-year period according to BFDE recertification guidelines. Ken Melson also asked if there was any verification that certificants have complied with this standard. Peter Valentin produced verification. Certificants are not required to pass proficiency tests.

Ken Melson moved to go into executive session, Brittany Walter seconded. All voted in the affirmative. Emily Will, Mark Goff, Andrew Sulner, and Vickie Williard left room.

David Khey moved to get out of executive session, Bethany Smith seconded. All voted in affirmative.

Ken Melson moved to table Continuing Education discussion. Robert Sears, seconded. All voted in affirmative. Emily Will, Mark Goff, Andrew Sulner, and Vickie Williard reentered meeting.

David Khey informed members of BFDE that decision on accreditation will be tabled until February 28th.

Ken Melson offered by-law change. Changes are attached to these minutes.

David Khey made motion to accept by-law change, Ann Bunch seconded. All voted in the affirmative.

Ann Bunch gave Nomination Committee report. The following is the slate of positions to be considered.

Nominations for FSAB Director

Subsequent term (Regular Director)

John Nixon

Subsequent term (Public Director)

David Khey
Larry Quarino*
Peter Valentin*

*Previously served as Regular Director (2020-2026)

Demi Garvin made motion to accept, Ken Melson seconded. All voted in affirmative.

New Term (Regular Director)

Angi Christensen, PhD, D-ABFA
Trace Lawless, IAAI-CFI, -CVFI, -ECT
Diana Messer, PhD, D-ABFA
Tyler Miller, AA, IACIS

New Term (Public Director)

Stephanie Domitrovich, JD, PhD

Motion to accept made by Robert Sears, Ken Melson seconded. All voted in affirmative.

Nomination for FSAB Officers/EC members

President: David Khey, PhD, Public Director

Vice President: Peter Valentin, PhD, MSFS, ABC-GKE, Public Director

Secretary: Kenneth Melson, JD, Public Director

Treasurer: Robert Sears, PhD, F-ABFT, Regular Director

Public Director to the Executive Committee: Stephanie Domitrovich, JD, PhD, Public Director

Ann Bunch asked for nominations from floor. None came forward.

Demi Garvin made motion to accept, Bridget Kinnier, seconded. All voted in affirmative.

Ken Melson moved to get into executive session, Mark Goff, seconded. All voted in affirmative.

Robert Sears made motion to get out of executive, Mark Goff, seconded. All voted in affirmative.

Meeting adjourned.

Respectfully submitted,

Larry Quarino
Secretary