

Forensic Specialties Accreditation Board Meeting
January 9, 2026

Attn: Robin Ainsworth, Ann Bunch, Cindy Channell, Kermit Channell, Demi Garvin, Mark Goff, David Khey, Bridget Kinnier, Ken Melson, Larry Quarino, Robert Sears, Bethany Smith, Peter Valentin, Brittany Walter

Ken Melson started a discussion on a new organizational chart. Ann Bunch will do a SWOT review of the new chart.

Ken Melson went over the revisions to the Policy Manual including inclusion of Normative References, changes to definitions (e.g. lead assessor, business days). Changes included descriptions of the Policy, Procedures, and Bylaws Review Committee and Surveillance Committee, new functions for Management Review, Immediate Past President to Chair Complaint Review Committee, number of hard and copies for application (motion made by David Khey and seconded by Robert Sears to change language; motion passed), review of Annual Reports by Surveillance Committee, and redo of fiscal and travel policies.

Motion made by Ken Melson to approve all changes to Policy Manual, Mark Goff seconded. Motion passed.

Ken Melson then went over changes to Procedures 1-20.

Changes included:

Adding personal performance to internal audit in Procedure 2.

Adding Colorado Uniform Retention Act to Procedure 3.

Changes to checklist in Procedure 4. Number of certificants reported in annual report to reflect past year.

Added Fiscal Responsibilities to Procedure 9.

Removing "on-site" in Procedure 10.

Restructured "Appeals" in Procedure 14.

Put in name of course in Procedure 15.

Adding "Public Member of Executive Committee" to assume the function of Immediate Past President if that position becomes vacant in Procedure 16.

Larry Quarino made motion to approve changes to entire package of Procedures, Peter Valentin seconded. Motion passed (Brittany Walter did not vote).

Ken Melson asked for a one-time donation of \$500 to the Forensic Science Foundation since Kimberly Wrasse from AAFS agreed to be registered agent. David Khey made motion, Mark Goff seconded. Motion passed (Brittany Walter did not vote). David will work with Kermit to arrange payment.

Discussion ensued on whether CABs should follow national standard for training.

Demi Garvin explained work flow surrounding a complaint brought by a certificant against a FSAB-accredited CAB. Demi recommended that complaint be dismissed by Board. Ken Melson made motion to dismiss complaint (C25-001), David Khey made motion for FSAB to review their processes as recommended by CRC, Robin Ainsworth seconded. Motion passed (Bridget Kinnier abstained, Brittany Walter did not vote). Demi Garvin stated that response would be drafted by CRC. David Khey stated that dissemination about review of FSAB practices will be directed toward all CABs.

Meeting adjourned.

Respectfully Recorded,

Larry Quarino
Secretary