NOTICE OF MEETING

The 2000 Annual Meeting of Members of the National Forensic Science Technology Center Inc will be held at 7:30 PM to 8:30 PM on Saturday September 9, 2000. The meeting will be held at the venue of the FBI/ASCLD Annual Crime Laboratory Symposium, which is the Adams Mark Hotel, 120 Church St, Buffalo, NY. Tel (716) 845-5100. Details of the room allocation will be posted at the venue.

It is our intention that the Members become more involved in the operations of NFSTC. The Business Meeting will therefore be preceded by a workshop from 5:00 PM, to explore aspects of our NIJ funded programs. Dinner will be provided during the workshop.

NFSTC will meet the costs of two nights accommodation, and one day per diem. If your travel costs to Buffalo are not covered by your attendance at the FBI/ASCLD symposium, we will also meet these. However, all travel and accommodation costs will not be paid unless the enclosed form is completed and returned to us before the meeting.

If your normal delegate is unable to attend, you may nominate a proxy.

Please note the provisions of Agenda Item 4 regarding nominations from the floor.

William J Tilstone PhD
Executive Director

August 16, 2000
AGENDA

1. 7:30 PM Call to order (President)
2. 7:35 PM Approval of Minutes of meeting of September 15, 1999
3. 7:40 PM Report from Executive Director
4. 8:00 PM Appointment of Directors
5. 8:10 PM Any other business
6. 8:15 PM Close
AGENDA ITEM 2: MINUTES OF PREVIOUS MEETING

The Minutes are attached.

RECOMMENDATION

2.1 The Members ACCEPT the Minutes of the meeting of September 15, 1999.

AGENDA ITEM 3: EXECUTIVE DIRECTOR'S REPORT

NIJ Cooperative Grant

NFSTC was the recipient of $1.9 million in the 2000 federal budget. The funds were identified in the House budget as being from discretionary moneys not allocated to forensic projects, and the purpose of the allocation was identified as being:

$1,900,000 to the National Forensic Science Technology Center to establish proficiency tests and to perform a needs analysis of all crime laboratories utilized by Federal law enforcement to address quality, standardization, and accreditation needs.

However, at Conference the source was transferred to the funds allocated to the CLIP program and to be administered through NIJ. The consequent diminution of CLIP resources caused some adverse comment but was outside of our control.

The process of converting the budget allocation to a funded program is lengthy and has only just been completed. The stages are: an initial proposal which is reviewed internally and externally by NIJ for scientific merit; a detailed internal financial audit of the proposal; an evaluation of the proposal in light of other similar funded programs; an evaluation of the proposal against the exact language of the appropriating bill; and the development of program milestones for the operational and fiscal management of the grant.

An early part of this was an external audit of NFSTC for NIJ.
As a result of the audit, a two-stage process was put in place in which the first release of funds was to build the capacity and infrastructure to ensure successful attainment of milestones.

The second phase was to develop a specific articulation of the programs which would meet the goals of the appropriation language and also satisfy the many and often conflicting needs of stakeholders. The first expression contained two parts: to conduct a nation-wide series of needs analyses which could be the basis of individual state plans for funding under the Forensic Science Improvement Act; and a program to provide the external proficiency test required by the ASCLD/LAB accreditation program, free of charge to each crime laboratory.

These had to be modified for several reasons, and the final approved programs are:

1. To enable state and local public crime laboratories to identify their needs to meet acceptable quality assurance standards for service delivery as defined by compliance with the ASCLD/LAB accreditation program, and to implement appropriate quality improvement

and

2. To improve the quality of public crime laboratory services through provision of an effective quality sample program (QSP).

The objectives of the first program are:

1. Provide workshops on a regional basis to assist public laboratories in understanding the performance levels required to comply with the ASCLD/LAB accreditation program.
2. To use the awareness workshops to teach internal auditing so that these laboratories can use auditing as a tool to review operational standards to the level where they comply with the ASCLD/LAB program
3. Prepare a series of computer-based training programs which can be distributed to all public laboratories as a toolkit for them to identify and correct shortcomings in their quality systems compared to the ASCLD/LAB standards

The objectives of the second program are:

1. To establish the capacity for the program delivery through appointment of scientific and support staff
2. To develop a planned and phased program for manufacture and quality control of the quality samples
3. To use the program to provide the public laboratories with materials that can be used as Quality Samples for on-going QA

The programs have the first deliverables to laboratories in each area scheduled for Spring 2001.

Non-NIJ funded programs

The chart below shows how turnover grew in 1999.

![Chart showing turnover growth from 1996 to 1999](chart.png)

The growth occurred across the board but key areas were the non-crime laboratory programs in management consulting and in accreditation.

Financial

The audited accounts for 1999 are attached.
RECOMMENDATIONS

3.1 The Members NOTE the Report of the Executive Director

3.2 The Members ACCEPT the audited accounts for the 1999-2000 Financial year
AGENDA ITEM 4: APPOINTMENT OF DIRECTORS

Joan E Wood, MD, the Treasurer and foundation President of the Corporation, has intimated her wish to resign. The Board accepted Dr Wood’s resignation at its meeting of July 28 and 29, and appointed Manuel Valadez Treasurer pro tem. The Board is of the view that the current board size is adequate and after discussion, agreed that Elizabeth Carpenter, Director of the Oregon State Police Crime Laboratory be invited to stand for appointment.

The slate of nominees for the seven vacancies is as shown in Recommendation 4.1. However any Member may make a nomination from the floor.

RECOMMENDATION

4.1. That the Directors for 2000 - 2001 be:

Elizabeth Carpenter
Vincent Crispino
Barry AJ Fisher
Benjamin A. Perillo
Michael G. Sheppo
Manuel Valadez Jr
Clifton Vander Ark