# Minutes for The State of North Carolina Forensic Science Advisory Board Meeting (NCFSAB)

Meeting – May 30, 2012 – 9am North Carolina State Crime Laboratory Raleigh, NC

Board Member Attendees: Joe John, Peter Marone (Chair), Michael Coble, Kermit Channell, Tracey Dawson Cruz, David Hinks, Amanda Julian, Roger Kahn, Alka Lohmann (via teleconference), Bruce McCord, Christopher Palenik, Deborah Radisch, Leonard Stefanski, Peter Stout Others: Jonathan Dilday, Deena Koontz, John Byrd, Matthew Boyatt, Michael Budzynski, Chuck McClelland, Timothy Suggs, Sarah Rackley, Brodie Clark, Robert Evans, Mark Boodée, Ann Hamlin, Suzi Barker, Pete Ware, Jennifer Councilman, Greg McLeod (Director – NC State Bureau of Investigation)

The meeting was called to order by Board Chair, Peter Marone at 9:05am. Marone proceeded with the welcome and reviewed the minutes of the NCFSAB meeting held on April 20, 2012. The Board unanimously approved the minutes as provided. Marone opened the floor for remarks by Greg McLeod. Joe John conducted a roll call of Board members in attendance.

### NC State Crime Laboratory (Laboratory) Report and Discussion

Following the welcome, approval of the minutes, roll call and remarks by Greg McLeod, Joe John and Laboratory staff conducted a PowerPoint presentation to provide Board members with an update of the Laboratory. Issues discussed: 1) Water leakage incidents that occurred at the Laboratory; 2) Advocacy efforts with the NC General Assembly; 3) Laboratory personnel and expansion efforts; 4) Provisions of House Bill 968 and their potential impact on the Laboratory.

During the discussion, the floor was opened for non-board members attending the meeting to introduce themselves. The meeting adjourned for a break at 10:30am.

### <u>Update on Board Recommended Initiatives & Discussion</u>

Following the break, the floor was opened for Joe John to discuss the progress of the Laboratory regarding the Board's previously suggested recommendations. Items discussed: 1) Continued effort to finalize the ISO 17025 procedures and upload to SharePoints; 2) Progress of the Laboratory accreditation efforts; 3) Capacity assessment of the Laboratory; 4) Laboratory staffing and retention policies; 5) Compensation study; 6) Laboratory's work plan and reduction of long-term caseloads

The Board suggested actions for the Laboratory to consider taking: 1) Develop disaster & recovery policies for incidences such as the water leakages; 2) Develop capacity assessment that illustrates the Laboratory's capabilities and provides a five-year projection

The meeting adjourned for lunch at 12:06pm.

## **Resumption of Board Visits with Laboratory Sections**

The meeting reconvened from lunch at 1:09pm. The Board discussed the agenda for the remainder of the meeting, including the discussion groups – Management, Drug Chemistry/Toxicology, Trace and Forensic Biology. The Board members were divided into groups and met with the different Laboratory sections to identify items that need to be addressed.

# **Adjournment**

The Board briefly met after the breakout sessions and agreed to refine their findings at the next Board meeting, May 31, 2012 at 9am. Following a brief discussion, the meeting was adjourned.