

1 Final Minutes  
2 Scientific Advisory Committee Meeting  
3 January 13, 2009  
4 Department of Forensic Science, Central Laboratory, Classroom 1  
5  
6

7 Committee Members Present:  
8

9 Jose R. Almirall, Ph.D.  
10 Frederick Bieber, Ph.D.  
11 Mr. Joseph Bono  
12 Dale Carpenter, Ph.D., Chair  
13 Mr. Dominic Denio  
14 Ms. Deborah Friedman  
15 D. Christian Hassell, PhD.  
16 Dan Krane, Ph.D.  
17 Mr. Peter Marone  
18 Alphonse Poklis, Ph.D.  
19 Norah Rudin, Ph.D.  
20  
21

22 Committee Members Absent:  
23

24 Arthur Eisenberg, Ph.D.  
25 Mr. Kenneth Smith  
26  
27

28 Staff Members Present  
29

30 Ms. Wanda Adkins, Office Manager  
31 Ms. Elizabeth Ballard, Forensic Scientist, Forensic Biology  
32 Mr. Jeffrey Ban, Central Laboratory Director  
33 David Barron, Ph.D. Technical Services Director  
34 Ms. Guinevere Cassidy, Legal Assistant  
35 Ms. Ann Davis, Physical Evidence Program Manager  
36 Ms. Leslie Ellis, Human Resources Director  
37 Ms. Shelley Edler, Forensic Scientist, Forensic Biology  
38 Mr. Bradford Jenkins, Biology Program Manager  
39 Ms. Gail Jaspen, Chief Deputy Director  
40 Ms. Alka Lohmann, Training and Calibration Program Manager  
41 Mr. Peter Marone, Director  
42 Mr. Kevin Patrick, Western Laboratory Director  
43 Mr. Steven Sigel, Deputy Director  
44 Ms. Lisa Schiermeier-Wood, Section Supervisor, Forensic Biology  
45 Ms. Amy Wong, Northern Laboratory Director  
46

47 Call to Order:

48  
49 Director Marone called the meeting to order at 9:02 a.m. He informed the Scientific Advisory  
50 Committee (the Committee) that Chairman Barry Fisher had resigned from the Committee, and  
51 he suggested that the first order of business might be the election of a new Chair.

52  
53 Election of New Chairman

54  
55 Dr. Rudin moved that Dr. Carpenter be appointed the new Chairman of the Committee. Ms.  
56 Friedman seconded the motion. Dr. Carpenter was elected Chairman by unanimous vote of the  
57 Committee.

58  
59 Adoption of Agenda

60  
61 Chairman Carpenter asked if there were any additions or changes to the draft agenda for the  
62 meeting. Mr. Bono moved to adopt the agenda which was seconded by Director Marone and  
63 adopted by unanimous vote.

64  
65 Adoption of Minutes

66  
67 Chairman Carpenter asked if there were any changes or corrections to the draft minutes from the  
68 August 5, 2008, meeting. Dr. Krane asked that two typographical errors be corrected on line  
69 nos. 120 and 167. Mr. Bono moved to adopt the minutes of the August 5, 2008 meeting. The  
70 motion was seconded by Director Marone and adopted by unanimous vote.

71  
72 Director's DFS Report

73  
74 Director Marone introduced Gail Jaspen, new Chief Deputy Director of the Department of  
75 Forensic Science (DFS) and liaison to SAC and the Forensic Science Board (FSB).

76  
77 Director Marone introduced Dr. Chris Hassell the Director of the Federal Bureau of  
78 Investigation's laboratory as the new member of SAC.

79  
80 Director Marone informed the Committee regarding the budget reduction restructuring of the  
81 agency. The eight Section Chief positions overseeing Drugs, Toxicology, Trace Evidence,  
82 Latents/Imaging, Firearms, Nuclear DNA, Breath Alcohol and the Training Academy were  
83 restructured into four Program Manager positions overseeing Training and Calibration, Physical  
84 Evidence, Chemistry, and Biology. The Director of Administration and Finance position was  
85 eliminated.

86  
87 Director Marone introduced Brad Jenkins, DFS Biology Program Manager who gave the  
88 Committee an update report on the DNA platform change. Mr. Jenkins stated that DFS is  
89 purchasing four 3130xl instruments contingent on final approval from NIJ. Currently the Central  
90 lab has two 3130xl instruments. Many of the validation studies are near completion and  
91 summaries are being drafted. Performance checks will be conducted on the new instruments  
92 when they arrive. Regarding the development of draft manuals, the Casework Manual is still in

93 progress and the Databank Manual is under review and edit. Regarding training, twenty staff  
94 members are being sent to a week long training course (January/February) offered at Marshall  
95 University. The course offers lectures on capillary electrophoresis and hands on training with  
96 the 3130xl instrument. The training and travel is paid for with grant funds offered through NIJ.  
97 Additional training will consist of lecture, literature review and training samples. On-site  
98 training and orientation will be provided by the manufacturer. Regarding the SAC review, it is  
99 estimated that the validation summaries and the procedure manuals will be available by the end  
100 of May 2009.

101  
102 Discussion by the Committee ensued. Dr. Krane reminded DFS of the Committee's thirty-day  
103 review requirement. Discussion by the Committee regarding the appointment of a new  
104 subcommittee to review the validations and protocol manuals of the PowerPlex 16 on the 3130xl  
105 was tabled until the "Old Business" section of the Committee meeting.

106  
107 Regarding laboratory equipment, Director Marone presented information about the potential  
108 acquisition of a Liquid Chromatography/Mass Spectrometry/Mass Spectrometry (LC/MS/MS)  
109 from the Division of Consolidated Laboratory Services, Neonatal screening unit. Gas  
110 Chromatography/Mass Spectrometry (GC/MS) has been the standard for forensic analysis for  
111 decades and requires volatilization of sample extracts into an inert gaseous stream followed by  
112 separation and detection. The LC/MS/MS approach alleviates the limitation of sample volatility.  
113 For most analyses, LC/MS/MS requires less extensive sample cleanup and shorter analysis time.  
114 LC/MS/MS has become the standard bio-analytical method in the pharmaceutical industry and  
115 has made significant advances into forensic science laboratories.

116  
117 Discussion by the Committee ensued. Mr. Bono moved that the Committee approve DFS's  
118 proposal to acquire a LC/MS/MS. Dr. Hassell seconded the motion which passed by unanimous  
119 vote.

120  
121 Regarding the SWGDAM guidelines, Mr. Jenkins informed the Committee that the revised  
122 standards are effective July 1, 2009. The SWGDAM guidelines are the quality assurance  
123 standards of DNA laboratories. Many of the SWGDAM standards have been expanded and  
124 further defined. DFS is currently following many of the new standards but edits to the manuals  
125 are needed to document DFS's compliance.

126  
127 Discussion by the Committee and Mr. Jenkins ensued regarding specific quality assurance  
128 standards.

129  
130 Regarding new protocols, Director Marone informed the Committee that DFS protocols have  
131 been posted on the DFS website for years which is not a requirement. Due to the reduced budget  
132 new changes are slow because the webmaster for the DFS website is a subcontractor and a new  
133 webmaster is cost prohibitive.

134  
135 Discussion by the Committee ensued regarding the role of the Committee in review of all or a  
136 portion of new protocols. The Committee agreed that within six months, Director Marone will  
137 draft a proposal regarding notifying the Committee of new protocols/manuals. Dr. Krane

138 requested a copy on CD of protocols approved in the last Committee meeting but not yet posted  
139 online.

140

141 Old Business

142

143 Dr. Rudin moved to amend the Bylaws of the SAC concerning non-Committee member  
144 participation as follows:

145

146 Addition of section 4 to Article II... *4. The functions of the Committee must be*  
147 *performed by the Committee and may not be delegated to any other entity or*  
148 *individuals. A subcommittee may be formed pursuant to Article III, section 5, to*  
149 *perform work related to these functions, but no report or recommendation of any*  
150 *subcommittee shall constitute a discharge of any function of the Committee or an*  
151 *action of the Committee without approval by the Committee.*

152

153 Addition of underlined text to section 5 of Article V... *5. The Chair shall have the*  
154 *authority to create subcommittees, to appoint the Chair of each subcommittee, and to*  
155 *define the scope of each subcommittee's function. The Chair shall not appoint non-*  
156 *Committee members to any subcommittee without prior approval of the Committee.*  
157 *If the Committee approves the appointment of non-Committee members to a*  
158 *subcommittee, Committee members must constitute a majority of the members of the*  
159 *subcommittee.*

160

161 Discussion by the Committee ensued. Dr. Rudin agreed to withdraw her motion.

162

163 Discussion by the Committee ensued regarding the appointment of a new subcommittee to  
164 review the validations and protocol manuals of the PowerPlex 16 on the 3130xl. The Committee  
165 agreed that the following members of the Committee would form the DNA Platform Change  
166 Subcommittee: Dr. Rudin, Chair; Ms. Friedman, Vice Chair; Dr. Bieber; and Dr. Krane.  
167 Chairman Carpenter stated that he would contact Dr. Eisenberg regarding his interest in being on  
168 the subcommittee.

169

170 Regarding the two SAC members required to sit on the FSB, Chairman Carpenter stated that Mr.  
171 Bono would remain on the FSB because he is the Chairman of that body. Chairman Carpenter  
172 would be the second SAC member.

173

174 New Business

175

176 Director Marone moved to amend Section 3 of the Bylaws to allow for election of Vice Chair as  
177 follows:

178

179 Addition of underlined text to section 3... *The Committee shall elect a chair*  
180 *from among the members appointed by the Governor. The Chair shall preside at*  
181 *meetings of the Committee and shall perform such additional duties as may be*  
182 *imposed by action of the Committee. The term of office for the Chair begins July*  
183 *1. The Chair may be eligible for re-nomination and re-election to successive*

184 *terms not to exceed two total terms. ~~The Chair shall appoint a Chair Pro~~*  
185 *~~Tempore in the event of his/her absence and, if he/she does not, the quorum of~~*  
186 *~~members present at any meeting shall elect a Chair Pro tempore to preside for~~*  
187 *~~that meeting.~~*

188  
189 *The Committee also shall elect a vice chair from among the members appointed*  
190 *by the Governor. The Vice Chair shall preside at meetings of the Committee in the*  
191 *event of the absence of the Chair and shall perform such additional duties as may*  
192 *be requested by the Chair or imposed by action of the Committee. The term of*  
193 *office for the Vice Chair begins July 1. The Vice Chair may be eligible for re-*  
194 *nomination and re-election to successive terms not to exceed two total terms and*  
195 *may be eligible for nomination and election to the office as Chair.*

196  
197 Discussion by the Committee ensued. Dr. Krane moved to vote on the adoption of Director  
198 Marone's motion to Bylaws regarding the election of a Vice Chair to the next meeting of the  
199 Committee. Dr. Rudin seconded the motion which passed by unanimous vote of the Committee.

200

201 Public Comment – None

202

203 Next Meeting – The next meeting of the Scientific Advisory Committee is scheduled for August  
204 11, 2009 at 9:00 a.m.

205

206 Adjournment – The meeting adjourned at 10:25 a.m.