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Draft Minutes
Forensic Biology Subcommittee of the
Scientific Advisory Committee
July 14, 2020
Department of Forensic Science, Held Electronically

Subcommittee Members Present

Kathleen Corrado, Ph.D., *Chair*
George C. Maha, Ph.D.
Kristin Schelling

Subcommittee Members Absent

Robin W. Cotton, Ph.D.

Staff Members Present

Elizabeth Ballard, Forensic Biology Principal Forensic Scientist
David A. Barron, Ph.D., Deputy Director
Katya N. Herndon, Chief Deputy Director
Linda C. Jackson, Director
Amy M. Jenkins, Department Counsel
Bradford C. Jenkins, Biology Program Manager
Alka B. Lohmann, Director of Technical Services
Cathryn Shannon, Forensic Biology Senior Forensic Scientist
Jennifer L. Taylor, Procurement Specialist I, *Secretary*

Call to Order by Subcommittee Chair

As a result of the state of emergency declared by Governor Northam due to COVID-19, the Forensic Biology Subcommittee conducted the meeting by electronic communication means using the Google Meet platform. The public was permitted to attend and participate via video or audio conference. Directions for public participation were provided on the meeting agenda and posted on Virginia's Town Hall.

Dr. Corrado called the meeting of the Forensic Biology Subcommittee ("Subcommittee") to order at 8:03 a.m. Dr. Corrado requested Ms. Taylor to call the roll to ensure that a quorum was present. The roll-call attendance of the Subcommittee members was recorded as follows:

Dr. Corrado – present
Dr. Cotton – not present
Dr. Maha - present
Ms. Schelling – present

Ms. Taylor advised that a quorum was present.

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Adoption of Agenda

Dr. Corrado advised that the first order of business was the adoption of the draft agenda for the meeting, which was previously sent to the Subcommittee members. Dr. Corrado noted that an additional item needed to be added to the agenda, which was the approval of the draft minutes from the May 15, 2018 meeting of the Subcommittee. Ms. Schelling made a motion to adopt the agenda with that addition, which was seconded by Dr. Maha. A roll-call vote was taken, and the Subcommittee members voted as follows:

- Dr. Corrado – Yes
- Dr. Maha – Yes
- Ms. Schelling – Yes

Adoption of Minutes of the May 15, 2018 Subcommittee Meeting

Dr. Corrado noted that the draft minutes from the May 15, 2018 meeting were previously shared with the Subcommittee members and asked if there were any proposed changes to the minutes. Being none, Dr. Maha moved to adopt the minutes, which was seconded by Ms. Schelling. A roll-call vote was taken, and the Subcommittee members voted as follows:

- Dr. Corrado – Yes
- Dr. Maha – Yes
- Ms. Schelling – Abstained (not a member in 2018)

Discussion of Method Validation Documentation

In advance of the meeting, the members of the Subcommittee were provided copies of validation documentation for Y-STR Half Reactions on the 3500 Genetic Analyzer and performance checks from the four laboratories. Mr. Jenkins provided an overview of the validation documentation. The Subcommittee members provided comments and asked questions, which Mr. Jenkins and Ms. Shannon answered.

Ms. Schelling made a motion that the review be closed, which was seconded by Dr. Maha. A roll-call vote was taken, and the Subcommittee members voted as follows:

- Dr. Corrado – Yes
- Dr. Maha – Yes
- Ms. Schelling – Yes

Public Comment

Dr. Corrado inquired whether any member of the public would like to provide any comments. No member of the public was in attendance.

Adjournment

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94 Dr. Maha moved that the meeting of the Subcommittee be adjourned, which was seconded by Ms.
95 Schelling. A roll-call vote was taken, and the Subcommittee members voted as follows:

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97 Dr. Corrado – Yes

98 Dr. Maha – Yes

99 Ms. Schelling – Yes

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101 The meeting adjourned at 8:21 a.m.