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**Final - Minutes**  
**Scientific Advisory Committee Meeting**  
**October 15, 2013**  
**Department of Forensic Science, Central Laboratory, Classroom 1**

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**Committee Members Present**

8 Randall E. Beaty  
9 Robin Cotton, Ph.D.  
10 Leslie Edinboro  
11 Jo Ann Given  
12 Linda Jackson  
13 Alphonse Poklis, Ph.D.  
14 Carl Sobieralski  
15 Travis Y. Spinder  
16 Jami J. St. Clair, Chair  
17 Kenneth Zercie

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**Committee Members Absent**

21 Jose R. Almirall, Ph.D.  
22 Richard Meyers  
23 John Planz, Ph.D.  
24 Thomas L. G. Price

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**Staff Members Present**

28 Wanda Adkins, Office Manager  
29 Jeffrey Ban, Central Laboratory Director  
30 David Barron, Ph.D., Deputy Director  
31 Sabrina Cillesen, Physical Evidence Program Manager  
32 Gail Jaspens, Chief Deputy Director  
33 Bradford Jenkins, Biology Program Manager  
34 Melissa Kennedy, Calibration and Training Program Manager  
35 Alka Lohmann, Technical Services Director  
36 Scott Maye, Chemistry Program Manager  
37 Stephanie Merritt, Department Counsel  
38 Lisa Schiermeier-Wood, Section Supervisor, Forensic Biology  
39 Susan Stanitski, Eastern Laboratory Director  
40 Carisa Studer, Legal Assistant

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**Call to Order**

44 Chairman St. Clair called the meeting of the Scientific Advisory Committee (“Committee”) to  
45 order at 9:00 a.m.

47 **Adoption of Agenda**

48  
49 Chairman St. Clair asked if there were any additions or changes to the draft agenda for the  
50 meeting. Being none, Mr. Zercie moved to adopt the agenda, which was seconded by Mr. Dr.  
51 Poklis and adopted by unanimous vote of the Committee.

52  
53 **Adoption of Minutes**

54  
55 Chairman St. Clair asked if there were any changes or corrections to the draft minutes from the  
56 May 14, 2013 meeting. Chairman St. Clair asked that on lines 63 and 64 that the minutes reflect  
57 that Dr. Barron was elected as Vice-Chair of ASCLD-LAB and Sabrina Cillessen was elected to  
58 the Board of ASCLD. Ms. Given moved to adopt the minutes of the May 14, 2013 meeting with  
59 the changes Chairman St. Clair requested, which was seconded by Mr. Zercie and adopted by  
60 unanimous vote of the Committee.

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62 **Chair's Report**

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64 Chairman St. Clair did not have a report for the Board for this meeting.

65  
66 **DFS Director's Report**

67  
68 Facilities: Director Jackson gave a brief update of the laboratory space renovations in each of the  
69 Department's regional laboratories. The Western Laboratory expansion project plans have been  
70 approved for construction and the land has been purchased. The Eastern Laboratory expansion  
71 and renovation project is coming to a close. The Controlled Substances and Toxicology sections  
72 are moving to the fifth floor completing the final phase of the project. The Central Laboratory's  
73 formal needs assessment and feasibility study has been completed for the Central Laboratory and  
74 Department of Planning and Budget (DPB) is still reviewing the study. Director Jackson  
75 anticipates having more of an update on the Central Laboratory at the next Board meeting. A  
76 new public safety training center has opened in Hanover County with portion designated for the  
77 Department's Training Academy. It will be used for outdoor crime scene training. A double  
78 fence is being constructed for the space to keep out wildlife.

79  
80 Workload/Backlog: Regarding the 30-60-90-120 day workload summary report, Director  
81 Jackson summarized average days in the lab system for cases in several different sections.  
82 Director Jackson brought the Board's attention to the notable change in the Controlled  
83 Substances Section. DFS implemented changes to decrease the amount of cases in the controlled  
84 substances backlog. During the month of September, DFS implemented mandatory overtime of  
85 16 hours. Examiners were able to decrease the backlog by 1,000 cases.

86  
87 Chairman St. Clair commented on the hard work of the controlled substances section. She  
88 inquired that if the Department has to re-examine Forensic Biology cases if the Examiner leaves  
89 DFS before trial. Director Jackson responded that DFS does receive requests for reanalysis and  
90 will re-examine cases. Stephanie Merritt, Department Counsel, explained the Department's  
91 policy on reexamination. Requests have gone up since the Melendez-Diaz Supreme Court  
92 decision.

93  
94 Director Jackson also noted that Synthetic Cannabinoids and Research Chemicals continue to see  
95 an increase in the number of chemicals submitted to DFS. The spike in numbers from April to  
96 June 2013 was due to the new law going into affect.

97  
98 Director Jackson continued with an overview of the statistics for Clandestine Methamphetamine  
99 Laboratories (clan labs). To date, DFS has received more clan lab submissions than was  
100 received for the entire year of 2012. The Western laboratory continues to receive the majority of  
101 submissions. Dr. Poklis inquired about the availability of data to the breakdown of synthetic  
102 cannabinoids and research chemicals. Director Jackson replied that the Department has the  
103 statistics for the ones that have been identified and have standards.

104  
105 Grants: Due to the Federal government shutdown, Director Jackson explained to the Board that  
106 the current Federal grants that have been awarded to the Department are still guaranteed. DFS  
107 has received confirmation, but will have to wait for the shutdown to end before it can request any  
108 reimbursements under the grants.

109  
110 Staffing: Director Jackson introduced Scott Maye, Chemistry Program Manager and Melissa  
111 Kennedy, Calibration and Training Program Manager. Both were DFS staff that was hired as  
112 Program Managers since the previous Committee meeting.

113  
114 Instruments: Director Jackson updated the Committee on instrumentation. The Department is  
115 working on methods and validation of instruments for Toxicology, Controlled Substances,  
116 Forensic Biology and Latent Prints. DFS is also configuring a new Laboratory Information  
117 Management system ("LIMS"). Porter Lee was awarded the contract and has been working  
118 closely with DFS to complete the new LIMS by March 2014. The new LIMS will help the  
119 Department reach its goal of becoming paperless. Money to purchase barcode scanners is  
120 included in the budget. Ms. Given asked if the instruments will be connected to the LIMS. Ms.  
121 Jackson answered that they would and a separate instrument network is being created. Porter  
122 Lee has experience in working with laboratories and connecting instrumentation.

123  
124 Strategic Priorities: Director Jackson outlined the four strategic priorities for DFS. The first  
125 priority is timeliness, which the Department has addressed by focusing on the Toxicology and  
126 Controlled Substances sections. Changes in work flow, instrumentation, and training have  
127 helped achieve this priority. The second priority is case documentation. The Department has  
128 been working on documentation of latent print examinations. The third priority is external  
129 communications. DFS has redesigned and launched a new website. DFS now has the  
130 capabilities to update the website. DFS also conducted an online customer survey. Regional  
131 Laboratory Directors have been reaching out to customers who responded with questions,  
132 concerns or comments. The fourth priority is DFS staff training. The goal is for each examiner  
133 to receive at least 8 hours of technical training per year.

134  
135 Post-Conviction DNA Testing Program and Notification Project: Gail Jaspén, Chief Deputy  
136 Director, provided a brief history of the program for the new members of the Committee. Ms.  
137 Jaspén reported to the SAC that the DFS Post-Conviction DNA Testing Program "team" was the  
138 recipient of the 2013 Governor's Teamwork Award for Excellence in Public Service. DFS staff

139 members were invited to the Governor's Award reception and were presented with a plaque to  
140 display at the Department.

141

142 **Old Business**

143

144 Brad Jenkins, Forensic Biology Program Manager, gave an update to the Committee on the DNA  
145 subcommittee meeting that occurred in May. The validation study for "TrueAllele" was  
146 provided and feedback was sent to Mr. Jenkins with approval by the subcommittee in June. In  
147 July, there was a "Frye" hearing in Colonial Heights which accepted "TrueAllele."

148

149 Mr. Sobieralski moved recommend approval of the DFS validation on "TrueAllele" for use by  
150 the Department, which was seconded by Ms. Given and passed by unanimous vote of the  
151 Committee.

152

153 Sabrina Cillessen, Physical Evidence Program Manager, gave an update on the Latent Prints  
154 manual and Mideo implementation. Ms. Cillessen stated that it was her goal to have the  
155 subcommittee review the manual before the next meeting. The manual was published on  
156 September 24, 2013 and Mideo went live on September 24, 2013. The Mideo system is linked to  
157 all four regional laboratories. It will be connected to the LIMS system when it goes live.

158

159 Chairman St. Clair reminded the Committee that she, Mr. Zercie and Ms. Given are on the  
160 subcommittee. The subcommittee will review the manual and provide comments to Sabrina in  
161 time for her to make any changes before the spring 2014 meeting.

162

163 Scott Maye, Chemistry Program Manager, provided the Committee an update on the review of  
164 the Trace Evidence manual. The manual has been reviewed by Dr. Almirall and Ms. Given.  
165 DFS has reviewed the questions Dr. Almirall has submitted about the glass section. The  
166 Department is currently a method for glass and Technical Services is working on a procedure for  
167 glass. Director Jackson, commented that method development and validation is going slow. The  
168 instrument is in the Western Laboratory and DFS is looking to move it to the Central Laboratory.  
169 She anticipates the work to be done by May 2014. The manual is not complete but the  
170 subcommittee will need to review the validation. Dr. Almirall and Ms. Given will continue on  
171 the subcommittee and will review validations when ready.

172

173 **New Business**

174 Ms. Jaspen reported to the Committee that the Department has requested a legislative change to  
175 the SAC Membership code. Ms. Jaspen explained that the current statute for SAC membership  
176 has certain position written as shall be Board members, which can interfere with an individual  
177 ability to serve on the SAC due to Board member terms of their organizations. DFS would like  
178 to strike the term Board, and rewrite the statute to say shall be members. This would give SAC  
179 members the ability to fulfill their SAC terms. Ms. Jaspen will give an update at the next  
180 meeting.

181

182 Chairman St. Clair inquired if DFS was ready to propose another section for the Committee to  
183 review. Director Jackson recommended a review of the Toxicology sections which includes  
184 blood DUI/DUID, implied consent, post mortem, police cases, and some Alcohol Beverage

185 Control (ABC) Beverage testing, and police cases. She recommended reviewing them all  
186 together. Chairman St. Clair appointed Dr. Poklis, Dr. Edinboro, and possibly Mr. Meyers to the  
187 Toxicology subcommittee.

188  
189 Mr. Maye will give a presentation to the Committee at the next meeting, and subcommittee will  
190 review the manual. Director Jackson recommended waiting to review the Uncertainty of  
191 Measurement chapters until after they are updated.

192  
193 Mr. Zercie inquired about the Department's accreditation. Director Jackson reported to the  
194 Board on the upcoming ASCLD/LAB International Accreditation. The Department's current  
195 accreditation expires on September 11, 2013. DFS submitted its application on October 4, 2013,  
196 and ASCLD/LAB acknowledged receipt and a lead assessor will be assigned. The Departments  
197 anticipates having the onsite assessment in the spring or summer of 2014. Mr. Zercie followed  
198 up by asking if the Committee needed to review anything before the assessment. Director  
199 Jackson stated that nothing was needed at this time, and reminded the Committee members that  
200 if they find something that needs to be addressed to please contact the appropriate Program  
201 Manager.

202  
203 **Public Comment**

204  
205 None

206  
207 **Next Meeting**

208  
209 The 2014 meeting schedule of the Scientific Advisory Committee will be Tuesday, April 29,  
210 2013 at 9:00 a.m. and Tuesday, October 14, 2013.

211  
212 **Adjournment**

213  
214 Chairman St. Clair asked if there was a motion to adjourn. Mr. Poklis moved that the meeting of  
215 the Committee be adjourned, which was seconded by Director Jackson and passed by unanimous  
216 vote.

217  
218 The meeting adjourned at 11:48 a.m.