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**Final - Minutes**  
**Scientific Advisory Committee Meeting**  
**May 14, 2013**  
**Department of Forensic Science, Central Laboratory, Classroom 1**

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**Committee Members Present**

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John M. Butler, Ph.D.  
Jo Ann Given  
Linda Jackson  
Richard Meyers  
John Planz, Ph.D.  
Alphonse Poklis, Ph.D.  
Carl Sobieralski  
Jami J. St. Clair, Chair  
Kenneth Zercie

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**Committee Members Absent**

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Jose R. Almirall, Ph.D.  
Randall E. Beaty  
Thomas L. G. Price

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**Staff Members Present**

Wanda Adkins, Office Manager  
Jeffrey Ban, Central Laboratory Director  
David Barron, Ph.D., Deputy Director  
Sabrina Cillessen, Physical Evidence Program Manager  
Deborah Collard, Research Specialist  
Susan Greenspoon, Forensic Molecular Biologist  
Gail Jaspens, Chief Deputy Director  
Bradford Jenkins, Biology Program Manager  
Stephanie Merritt, Department Counsel  
Carisa Studer, Legal Assistant

**Call to Order**

Chairman St. Clair called the meeting of the Scientific Advisory Committee (“Committee”) to order at 10:03 a.m.

**Adoption of Agenda**

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

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48 **Adoption of Minutes**

49

50 Chairman St. Clair asked if there were any changes or corrections to the draft minutes from the  
51 October 9, 2012 meeting. Being none, Ms. Given moved to adopt the minutes of the October 9,  
52 2012 meeting, which was seconded by Dr. Poklis and adopted by unanimous vote of the  
53 Committee.

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55 **Chair's Report**

56

57 Chairman St. Clair welcomed the Committee members and introduced Linda Jackson as the new  
58 Director of the Virginia Department of Forensic Science ("the Department or DFS"). Chairman  
59 St. Clair also introduced Dr. David Barron as the new Deputy Director of the Department; he  
60 was formerly the Director of Technical Services. The Committee members and DFS staff  
61 introduced themselves as well. Chairman St. Clair announced that at the recent meeting of the  
62 American Society of Crime Lab Directors (ASCLD), Dr. Barron was elected as Vice-Chair to  
63 ASCLD/LAB and Sabrina Cillessen was elected to the Board of ASCLD.

64

65 **DFS Director's Report**

66

67 Director Linda Jackson updated the Committee on the leadership changes in the Department  
68 since the last Committee meeting. Alka Lohmann has accepted the position of Director of  
69 Technical Services; she was formerly the Calibration and Training Program Manager. The  
70 Calibration and Training Program Manager and Chemistry Program Manager positions are  
71 currently in recruitment. The Chemistry Program Manager position has interviews scheduled,  
72 and the Department is awaiting approval to post the Calibration and Training Program Manager  
73 Position.

74

75 The Secretary of Public Safety has directed Public Safety agencies to develop new strategic  
76 goals. Director Jackson gave an overview of DFS's four basic strategic priorities. The first  
77 priority is timeliness. The Department is working on this goal by decentralizing the DUID  
78 toxicology cases. DFS has already seen a decrease in the number of hours that Toxicologists are  
79 spending out of the lab for court travel and appearances. The second priority is case  
80 documentation. The Department has begun the process of electronically creating latent print  
81 examinations reports. The Latent Prints Section will be able to examine cases using video on-  
82 screen comparisons. The third priority is external communications. The Departments plans to  
83 redesign its website to update it and make it more user-friendly. Also, customer satisfaction  
84 surveys will be developed using online technology rather than continuing paper survey forms via  
85 the mail. The fourth and final priority is staff training. DFS will begin meeting this goal by  
86 offering at least eight hours of scientific training each calendar year to the Department's  
87 scientific staff.

88

89 Regarding facilities, Director Jackson described the laboratory space renovations in each of the  
90 Department's regional laboratories. The Western Laboratory was built in 1994 and has out  
91 grown its space. DFS has received approval for expansion and planning money is in the budget.  
92 The Eastern Laboratory's ongoing multiphase expansion continues. The Toxicology lab there

93 will relocate to new space in June. The Central Laboratory is currently undergoing an expansion  
94 needs and feasibility study.

95  
96 Director Jackson provided an overview of the Department's budget. She outlined the general  
97 fund, federal funds, and total funds in this year's budget. Director Jackson reported that DFS is  
98 authorized for a total of 310 staff positions. Currently there are 269 positions filled and 13  
99 positions in recruit.

100  
101 Director Jackson reported that the Department purchased, validated and will soon be using a new  
102 Immunoassay instrument for automated screening tests to be used in the Toxicology section.  
103 The new instrument will help the amount of personnel time used in screening tests and it will  
104 allow for more up front screenings to be done. Also a new Laser Induced Breakdown  
105 Spectroscopy (LIBS) instrument has been purchased for elemental analysis. It will be used in the  
106 Western Laboratory. Training for the new LIBS instrument is planned for June.

107  
108 The Department has purchased a new Laboratory Information Management System (LIMS).  
109 The contract was awarded to the Porter Lee Corporation for their The Crime Fighter BEAST  
110 (Bar-coded Evidence Analysis Statistical Tracking) system. The BEAST is a LIMS specifically  
111 designed for forensic crime laboratories and medical examiners. Configuration of the system  
112 allows the LIMS to reach into every section of the lab as well as linking the lab to submitting  
113 agencies. The Department expects the new LIMS to go live by March 2014.

114  
115 Mr. Meyers inquired as to why the Department is moving away from the current LIMS and  
116 purchasing a new one. Director Jackson explained the history of the system. The company that  
117 made the program for the current LIMS system has upgraded its new product as paperless. DFS  
118 was also looking to go paperless. So, the Department went through the Request for Procurement  
119 (RFP) process. The bid for the contract was awarded to Porter Lee. There was discussion about  
120 how the new LIMS system would work. Director Jackson explained that the OCME would not  
121 be on the same system but they would have log-in capability as a user agency. The Courts  
122 system is a separate entity and would not be able to communicate with DFS's LIMS.

123  
124 Director Jackson provided an overview on the status of grants that the Department is receiving.  
125 The *Paul Coverdell Forensic Science Improvement Program* has decreased over the past three  
126 years and the President's FY2014 budget has \$0 allocated. This is the only grant the Department  
127 uses for disciplines other than Forensic Biology.

128  
129 Regarding the 30-60-90-120 day workload summary report, Director Jackson summarized  
130 average days in the lab system for cases in several different sections. Since the *Melendez-Diaz*  
131 decision the Department has had to change the way it conducts its business. DFS has  
132 encouraged Courts to set DUI days in their jurisdictions. This will help reduce the number of  
133 hours that examiners are spending outside of the lab. Also, the Department has seen a change in  
134 the types of drug submissions. In 2008, DFS was receiving 170 different types of drugs. In  
135 2012, the Department received 212 different drugs.

136  
137 Director Jackson gave an overview of the 2013 General Assembly session. There were two bills  
138 passed that prohibit synthetic cannabinoids and research chemicals. HB 1941 by Delegate

139 Garrett was emergency legislation that went into effect on March 13, 2013. SB 1083 by Senator  
140 Herring did not have an emergency clause, was used to prohibit additional substances by  
141 Governor's amendments to the Reconvened Session. It will go into effect July 1, 2013. Other  
142 legislation amended the statute relating to the manufacture of methamphetamines.

143  
144 Chairman St. Clair inquired about Virginia's penalties for violation of the synthetic cannabinoids  
145 statute. Ms. Jackson explained that information was shared with the Virginia State Crime  
146 Commission (VSCC) on the amount of work that is required for analysis of drugs like marijuana  
147 and the nature of these substances. The Department does not give opinions on penalties but will  
148 provide information to the VSCC.

149  
150 Director Jackson updated the Committee on the progress of the Post-Conviction DNA Program.  
151 The Department has completed testing and report writing on all post-conviction cases, but will  
152 continue to work cases as conviction information is verified. The next phase of the project will  
153 be to contact those suspects that reports stated a known sample was needed. Director Jackson  
154 briefly went over the statistics from the program.

155  
156 The Committee discussed the Post-Conviction DNA Program and commented about the efforts  
157 of DFS's undertaking of this project. Dr. Butler suggested that the Department may want to  
158 consider publishing its work from this project. The Committee was informed that DFS has  
159 presented its work at the National Promega Conference, among other presentations, including as  
160 part of the NIJ grant report. The Urban Institute did an independent report on the project which  
161 was published in 2012.

162  
163 **Old Business**

164  
165 Brad Jenkins, Forensic Biology Program Manager, gave an update to the Committee on the DNA  
166 subcommittee meeting that occurred prior to the SAC meeting. Two validation studies have  
167 been completed and were presented to the subcommittee. The first validation is for "TrueAllele"  
168 software and subcommittee members were provided with information to review. Comments are  
169 due back to Mr. Jenkins in June. The Department is currently working on manuals and plans to  
170 move forward by September 1, 2013.

171  
172 The second validation is "Armed Xpert," of which one of the two validations for it has been  
173 completed. Subcommittee members were provided with information for the completed  
174 validation, and the other will be provided when it is complete. Members will review the  
175 information and present questions to DFS if needed.

176  
177 Director Jackson provided the Committee an update on the review of the Trace Evidence  
178 manual. The manual has been reviewed by Dr. Almirall and Ms. Given. Dr. Almirall has  
179 submitted questions about the glass section and the new LIBS instrument. The new instrument  
180 has not been fully validated as yet. The vendor will be training staff in June on the new  
181 instrument. DFS staff will review Dr. Almirall's questions and comments to complete the  
182 manual. Once validation is underway for the new LIBS instrument the Committee will be  
183 provided with the proper information.

184

185 **New Business**

186  
187 Sabrina Cillessen, Physical Evidence Program Manager, gave a presentation on the Latent Print  
188 Section. An overview of the lab structure and functions of the Latent Prints section was  
189 provided. Ms. Cillessen described the new software that the Latent Prints section will use called  
190 Mideo. The Mideo software will be used for onscreen comparisons of latent prints. All of the  
191 case file documentation of the analysis will be completely electronic. Ms. Cillessen gave a brief  
192 demonstration of the Mideo software.

193  
194 Chairman St. Clair commented that an ISO requirement for latent print analysis is to document  
195 the order in which processes are used in analysis. The processes used for analysis need to be  
196 sequential. Ms. Cillessen informed Ms. St. Clair that the when the case documents are printed,  
197 they are printed in sequential order.

198  
199 Ms. Cillessen answered various questions about how the software functions. Also, once the new  
200 LIMS is in place, the latent prints analysis done on Mideo will be linked. DFS will plans to  
201 begin using Mideo on June 1, 2013.

202  
203 Ms. Given suggested that the Department inform ASCLD-LAB that Mideo is being used at DFS  
204 before the next assessment. ASCLD-LAB may want to send an assessor with experience with  
205 Mideo.

206  
207 The subcommittee to review the Latent Prints manual consists of Mr. Zercie as chair, Ms. Given  
208 and Ms. St. Clair. Ms. Cillessen will complete changes to the manual by July and send the  
209 revised manual to the subcommittee. The subcommittee's comments and questions, if any,  
210 should be submitted to Ms. Cillessen by September 1, 201 in order to address them by the  
211 October Committee meeting.

212  
213 **Annual Election of Committee Chair and Vice Chair**

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215 Chairman St. Clair called for the annual election of the Committee Chair and Vice Chair.  
216 Chairman St. Clair asked for nominations for Chairman of the Committee, and Mr. Zercie moved  
217 that Ms. St. Clair be reappointed as Chairman. The nomination was seconded by Ms. Given and  
218 passed by unanimous vote of the Committee. Chairman St. Clair asked for nominations for Vice  
219 Chair. Dr. Poklis nominated Ms. Given to the Vice Chair position. The nomination was  
220 seconded by Mr. Zercie and passed by unanimous vote of the Committee.

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222 **Public Comment**

223  
224 None

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226 **Next Meeting**

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228 The next meeting of the Scientific Advisory Committee will be Tuesday, October 15, 2013 at  
229 9:00 a.m.

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231 **Adjournment**

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233 Chairman St. Clair asked if there was a motion to adjourn. Mr. Poklis moved that the meeting of  
234 the Committee be adjourned, which was seconded by Ms. Given and passed by unanimous vote.

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236 The meeting adjourned at 12:10 p.m.