

Clearwater, FL

I. Call to Order

Mrs. Sharon Henegan, Chairperson, called the members assembled to order to begin the meeting.

In attendance: Attendance sheet attached.

Total Official *Voting* Members 15.

Others Present:

OA Staff: Gary Mitchell, Dana O'Quinn, Joe Collins, Steve Argiriou, Don Smith, Cyndi Mann.

II. Welcoming Remarks and General Comments.

Mrs. Henegan called for the members and visitors to recite the Pledge of Allegiance.

Recognized:

- Mrs. Henegan announced Steve Argiriou of the OA staff would be leaving the office for a 183 days to go to IRAQ to serve his country with the Air Force as a JAG attorney. She stated that he would be missed but we were proud of him for his service to our country.
- Mr. Argiriou asked that Mr. Gary Mitchell step forward and presented him with a Certificate of Appreciation as a Patriotic Employer from the Dept. of Defense and a Letter of Appreciation, Unit Award, from the Air Force unit in which Steve is a part of.

III. Accreditation Awards – Mrs. Henegan announced that the Board Review Committee had conducted a review of the Naval Criminal Investigative Service Training Academy (NCIS) and four Federal Law Enforcement Training Center (FLETC) programs, Criminal Investigator Training Program (CITP), Inland Boat Operators Training Program (IBOT), Law Enforcement Instructor In-Service Training Program (LEIISTP), and the Physical Fitness Coordinator Training Program (PFCTP) the previous day. Following the reviews the Board went into Executive Session and voted upon each academy and/or program applying for accreditation.

Naval Criminal Investigative Service Training Academy (NCIS) – Mrs. Henegan called upon Board Member, Charles DeVita, to report the results of the NCIS academy review. Mr. DeVita announced that NCIS academy had been approved for accreditation. Mr. DeVita stated that it was an easy decision due to their hard work, dedication, leadership and efforts were proof that was noted during the FLETA assessment as to their eagerness to become accredited.

Mrs. Henegan invited the agency representatives to come forward and receive their framed Certificate awarding Accreditation. The Agency representatives were joined by their VIPs in attendance for the official presentation.

FLETC Criminal Investigator Training Program (CITP) – Mrs. Henegan called upon Board Member, Lane Timm, to report the results of the CITP program review.

Ms. Timm stated that she had volunteered to make the announcement that the CITP program had been approved for accreditation. She noted that IRS was the first class that had graduated from the CITP at FLETC. She stated that FLETC came forward early with getting this program accredited and should be commended because so many agencies depend on this flagship program. This program is very critical for many agencies. CITP positions those agencies working with this program to come forward for accreditation also.

FLETC Law Enforcement Instructor In-Service Training Program (LEIISTP) – Mrs. Henegan called upon Board Member, Mark Fallon, to report the results of the LEIISTP program review.

Mr. Fallon commented the LEIISTP is an excellent example of committing to and contributing to the qualifications and

development of not just FLETC's training staff, but that of partner organizations.

FLETC Physical Fitness Coordinator Training Program (PFCTP) – Mrs. Henegan called upon Board Member, Charlene Lamb, to report the results of the PFCTP program review.

Ms. Lamb asked the PFCTP team to stand to acknowledge that this program had been accredited. She commented that this was an excellent program and stressed the importance of the training program and also of the maintenance of the program.

FLETC Inland Boat Operators Training Program (IBOT) – Mrs. Henegan called upon Board Member, Mark Wilbert, to report the results of the IBOT program review.

Mr. Wilbert also stated that he had volunteered to make the announcement that the IBOT program had been approved for accreditation because this program was near and dear to his heart. This program was created out of the need to patrol our coastal waterways. He stated that this was a critical program that was designed around the accreditation process.

Assessors – Mrs. Henegan expressed her thanks and gratitude to the team leaders and assessors who conducted the assessments.

IV. Approval of Minutes

Mrs. Henegan called for the Board to approve the minutes of the last meeting held March 22, 2007. The motion was made and approved.

V. Reports of Standing Committees

A. Bylaws Report – Charlene Lamb

Committee Members – see attached sheet

A draft of Bylaws changes is to be circulated by September and presented to the Board at the November meeting.

B. Standards Steering Committee (SSC) –John Moran

Committee Members – see attached sheet

Mr. Moran stated that the SSC had met on June 27, 2007 by telcon and that the minutes were enclosed in the Board meeting book along with a proposed language change concerning the file duplication issue.

The motion was made by Mark Logan and seconded by Tim Danahey. The Board unanimously approved to accept the proposed language changes concerning the file duplication issue.

Mr. Mitchell stated that the changes would be posted on the FLETA website.

C. Membership Sub-Committee –Sharon Henegan

Mrs. Henegan reported that there was no activity concerning the Membership Sub-Committee to report.

D. Congressional Report – John Doohar

Members of the FLETA Board were provided an update on the status of Congressional action regarding FLETA administrative oversight issues. The House FY08 Appropriations Bill for Homeland Security placed the FLETA under the auspices of DHS's Human Resource Office; the Senate acted to leave FLETA's policy responsibilities with the FLETA Board and support for its administrative/budgetary functions under FLETC. The Senate report was very specific

about the importance of support of the FLETA's activities and the separation of policy responsibilities for the FLETA Board from the administrative/budgetary responsibilities of FLETC. The Bill now goes to Conference for final disposition.

VII. General Reports

Office of Accreditation Updates – Gary Mitchell

Gary Mitchell gave a report on the FLETA Office of Accreditation (OA) Goals and Accomplishments stating the OA had now received a total of 70 applications.

- FLETA website has been updated
- New surveys had been sent out to Assessors and Accreditation Managers to assist the OA with evaluations on training class suggestions
- New program created for new board members
- Site visits were made to Charleston, SC, Chicago, IL, Atlantic City, NJ, Artesia, NM, Potomac, MD, and Washington, DC
- Conferences attended: ILETA and WIFLE
- Dana O'Quinn had received Certified Government Meeting Professional (CGMP) certification
- OA is in the process of scheduling November and December assessments that could possibly go before the Board in March of 2008 for accreditation

Accreditation Manager's Coalition – Liz Truesdell, Chair

Attendance: There were 26 in attendance at the Coalition meeting.

- Announced that Mark Matese and Al Wheaton have volunteered to Co-Chair the Coalition.
- Change the Coalition's name from the Accreditation Manager's Coalition to the Accreditation Coalition.
- FLETA Website – Coalition thanked the OA for the improvements to the FLETA website.
- Board Minutes – request for the Board minutes to be posted on the FLETA website.

Action - After discussion among Board members it was decided that the Board minutes should be provided to the Board within 3 weeks via email for approval and should shortly thereafter be posted on the FLETA website.

- Standards Steering Committee (SSC) – the Coalition would like for the SSC to schedule definite dates and deadlines for suggestions on standard changes to be set. The Coalition would also like to meet with the SSC a day before the Board meeting concerning what suggestions are being submitted to the Board.

Action – Gary Mitchell will present an SSC model to the Board in November 2007.

- Assessor – training, selection and possibility of holding a CRC

Action - Gary Mitchell – Mr. Don Smith has sent out surveys/evaluations to Accreditation Managers asking for their input concerning training issues. The next step will be to put together and develop a CRC. The OA office welcomes help from the Coalition. Liz Truesdell will be notified as soon as the OA office is ready to schedule a CRC.

- Status of 300K

Action – Mrs. Henegan announced that a motion had been made and approved that the 300K will be used for travel and materials that will further the accreditation effort.

Mrs. Truesdell thanked the Board for the opportunity to speak before it and was looking forward to future meetings.

Mrs. Henegan thanked Mrs. Truesdell for her report and stated that the Coalition was important to the Board.

VIII. Old Business

Accreditation Incentives (\$300,000) – Gary Mitchell

A motion was made, seconded, and approved on July 17, 2007 at the Executive Session Board meeting to have the FLETA Office of Accreditation begin using the 300K for accreditation travel and materials to which enhance the accreditation process.

Strategic Plan – Nila Carlson

A motion was made, seconded, and approved on July 18, 2007 at the Executive Session Board meeting to approve the Strategic Plan. It was noted that it is a living document which will need updates/changes in the future.

IX. New Business

Schedule next meetings – The Board scheduled the following for 2007 and 2008:

November 14-16, 2007 (Houston, TX)

- *FRB will host the Board meeting.*
- *There will be a tour NASA courtesy of the U.S. Marshals Service*
- *Jim Dozier offered his assistance also.*

March 11-13, 2008 (Tentative – San Diego – Mark Fallon)

X. Adjournment of Open Session – Mrs. Henegan thanked all those present in the audience for joining us here today and adjourned the meeting.