

Houston, TX

## **Call to Order**

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

**In attendance:** Attendance sheet attached.

- *Voting* members present - 17
- Other members present - 3 non-voting
- 12 voting members needed for a quorum

## **Others Present:**

- OA Staff: Gary Mitchell, Dana O'Quinn, Joe Collins, Don Smith, Jim Whaley

## **II. Welcoming Remarks and General Comments.**

Mrs. Henegan called the meeting to order and introduced CDR Wilbert (USCG) for the presentation of Colors and recitation of the Pledge of Allegiance.

**III. Accreditation Awards** – Mrs. Henegan announced that the Board Review Committee met on Wednesday, November 14, 2007, and completed reviews of the Federal Air Marshal Service Training Center Academy (FAMS-TCA), the Federal Air Marshal Service Training Program II (FAMS-TP II), the U.S. Postal Inspection Service Facilitator Training Program (USPIS-FTP), the Federal Reserve System Basic Law Enforcement Course (FRS-BLEC), and the U.S. Coast Guard Maritime Law Enforcement Academy (USCG-MLEA). Following the reviews, the Board went into Executive Session and considered each academy and/or program assessed for accreditation.

**Federal Air Marshal Service Training Center Academy (FAMS-TCA)** - Mrs. Henegan called upon Board Member, Mr. Buck Tanis, to report the results of the FAMS-TCA review. Mr. Tanis announced that FAMS-TCA had been unanimously approved for accreditation. Mr. Tanis asked for Mr. Dana Brown, the agency representative to come forward and receive the framed Certificate awarding Accreditation.

**Federal Air Marshal Service Training Program II (FAMS-TP II)** - Mrs. Henegan called upon Board Member, Ms. Angela Hrdlicka, to report the results of the FAMS-TP II review. Ms. Hrdlicka announced that FAMS-TP II had been unanimously approved for accreditation. Ms. Hrdlicka asked for Mr. Dana Brown, the agency representative to come forward and receive the framed Certificate awarding Accreditation.

**U.S. Postal Inspection Service Facilitator Training Program (USPIS-FTP)** - Mrs. Henegan called upon Board Member, Mr. John Moran to report the results of the USPIS-FTP review. Mr. Moran announced that USPIS-FTP had been unanimously approved for accreditation. Mr. Moran asked for Mr. Robert Bethel, the agency representative to come forward and receive the framed Certificate awarding Accreditation.

**Federal Reserve System Basic Law Enforcement Course (FRS-BLEC)** – Mrs. Henegan at this time thanked the Federal Reserve Bank in Houston for their hospitality and for the presentation of Colors by their Color Guard. She then called upon Board Member, Mr. Charles De Vita, to report the results of the Federal Reserve System Basic Law Enforcement Course (FRS-BLEC). Mr. De Vita announced that FRS-BLEC had been unanimously approved for accreditation. Mr. De Vita asked for Mr. Donald Hammond, the agency representative to come forward and receive the framed Certificate awarding Accreditation.

**U.S. Coast Guard Maritime Law Enforcement Academy (USCG-MLEA)** - Mrs. Henegan called upon Board Member, Mr. Art Morgan, to report the results of the USCG-MLEA review. Mr. Morgan announced that USCG-MLEA had been unanimously approved for accreditation. Mr. Morgan asked for Rear Admiral Coogan and Commander Wilbert, the agency representatives to come forward and receive the framed Certificate awarding Accreditation.

**Assessors** – Mrs. Henegan expressed her thanks and gratitude to the team leaders and assessors who conducted the assessments of the academies and program receiving accreditation.

#### **IV. Approval of Minutes**

Mrs. Henegan called for the Board to approve the minutes of the last meeting held July 19, 2007, in Clearwater, Florida. A motion was made/seconded and approved.

#### **V. Reports of Standing Committees**

##### **A. Bylaws Committee – Charlene Lamb**

- Mrs. Henegan reported that Mr. Spurrier was not in attendance and that the
- Bylaws report was tabled until the next meeting.

##### **B. Standards Steering Committee (SSC) –John Moran**

- Mr. Moran stated that the SSC had met with the Accreditation Coalition on the previous day and they discussed how to improve the standards approval process. The Accreditation Coalition requested to add a member to the SSC from their membership. Mr. Larry Nelson (FBI) volunteered to work with the SSC on behalf of the Accreditation Coalition. A motion was made and seconded to accept Mr. Nelson as a member of the SSC. Note: The current FLETA Bylaws require SSC members to be agency designees, therefore, Mr. Daniel McMullen, FBI alternate, designated Mr. Nelson as an agency representative.

##### **C. Membership Sub-Committee – Sharon Henegan**

- Mrs. Henegan reported that there were no new applications for membership and no inquiries. There are currently 22 positions filled and 1 vacant.

#### **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 73 applications (19 Academies and 54 Programs). Full report is attached.

##### **Accreditation Coalition – Al Wheaton, Chair**

- Al Wheaton reported on the activities of the Accreditation Coalition since the past meeting and at the Houston meeting.

#### **VIII. Old Business**

- There was no old business.

#### **IX. New Business**

- FLETA Assessments - A motion was made by Ms. Nicole Johnson, seconded by Mr. John Moran and approved by the entire Board that: “The FLETA Board will only complete FLETA Assessments for programs which have been presented at least one time beyond the program development phase or the pilot presentation.”
- Meeting schedule – The Board scheduled the following meetings for 2008:
- March 11-13, 2008 - Charleston, SC
- To be hosted by the Admin Courts and the Coast Guard
- July 15-17, 2008 - Clearwater, FL (tentative)
- November 18-20 - Washington, DC area (tentative)

## X. Adjournment of Open Session

- Mrs. Henegan thanked all those present, noting Mr. Buck Tanis and the Federal Reserve Bank of Houston for their unprecedented hospitality during the meeting. Mrs. Henegan then adjourned the meeting.

# Federal Law Enforcement Training Accreditation Board Meeting Attendance

November 13-15, 2007, Houston, Texas

Name	Agency	Nov 13	Nov 14	Nov 15
Keaton, Ralph*#	ASCLD/LAB		X	X
Leathem, Paul*	ATF	X	X	X
Logan, Mark	ATF			
Morgan, Art*	CBP	X	X	X
Walters, Tom	CBP			
Webb, Don	DEA			
Baxter, Everett*	DOC			
Spurrier, Mark	DOC			
Showers, Russell	DOE			
Kmetz, John	DOI		X	X
Leeds, Sue*	DOI	X		
Allison, Doug*	DOS	X	X	X
Lamb, Charlene	DOS			
Lamkin, Brian	FBI			
McMullen, Daniel*	FBI	X	X	X
Danahey, Tim*#	FLEOA	X	X	X
Dooher, John	FLETC			
Titus, Alan*	FLETC	X	X	X
Bruton, Bob*	FRB			
Tanis, Buck	FRB	X	X	X
Vermillion, Terry	HHS			
Dozier, Jim*#	IADLEST	X	X	X
DeVita, Charles	ICE	X	X	X
Kuiken, James*	ICE			
Hrdlicka, Angela*	IG	X	X	X
O'Carroll, Patrick	IG/SSA			
Timm, Lane	IRS	X	X	X
Converse, Charles*	NCIS			
Fallon, Mark	NCIS	X	X	X
Enders, Joe	OPM			

Moran, John	TSA	X	X	X
Gabriel, Jeannine*	US Courts			
Henegan, Sharon	US Courts	X	X	X
Folsom, Alfred	USCG			
Wilbert, Mark*	USCG	X	X	X
Cherne, Mike	USMS	X	X	X
Bethel, Robert*	USPIS			
Johnson, Nicole	USPIS	X	X	X
Murphy, Dan*	USSS		X	X
Pierson, Julia	USSS			
<b>Totals</b>		<b>16</b>	<b>17</b>	<b>17</b>

\* Alternates  
# Non-Voting

## 2007 Board Committees & Members

### Bylaws

- *Charlene Lamb (2<sup>nd</sup> Vice-Chair)*
- Besselman, Trisha
- Dooher, John
- Keaton, Ralph
- Moran, John
- Spurrier, Mark
- Staff - Mitchell, Gary
- Staff - Argiriou, Steve

### Membership

- *Henegan, Sharon*
- Moran, John
- Dooher, John
- Enders, Joe
- Martese, Mark
- Staff - Mitchell, Gary

### Standards Steering

- *John Moran (1<sup>st</sup> Vice-Chair)*
- Fallon, Mark
- Hrdlicka, Angela
- Webb, Don
- Wilbert, Mark – added August 2007
- Gabriel, Jeanneine – US Courts - Designee

- Lanham, Janet – IRS – Designee
- Livingston, Sally – IRS - Designee
- Matese, Mark – ICE - Designee
- Nelson, Larry – FBI – Designee – added November 2007 meeting
- Staff - Collins, Joe

### **Strategic Planning**

- *Moran, John (1<sup>st</sup> Vice-Chair)*
- All Board Members

### **Board Review Committee**

- All Board Members



# **Federal Law Enforcement Training Accreditation Board Executive Director's Report**

**November 15, 2007**

### **FLETA Applications (Tab 7)**

- 73 applications are on file
- 19 for Academy accreditation
- 54 for Program accreditation
- We are aware of several agencies that are planning on submitting applications within the next few months.

### **FLETA Assessments (Tab 3)**

- August 7-9, 2007, US Coast Guard Maritime Law Enforcement Academy in Charleston, SC
- August 21-23, 2007, Federal Reserve Board Basic Law enforcement Course in Washington, DC
- August 21-23, 2007, Federal Air Marshal Training Center in Atlantic City, NJ
- August 28-30, 2007, US Postal Inspection Service Facilitator Program in Potomac, MD
- August 28-30, 2007, Federal Air Marshal Training Program II in Atlantic City, NJ
- Fifteen assessors (and one shadow assessor) were used for a cost of \$22,785. Assessors were from ten different agencies and averaged two assessment assignments. (Tab 8)

### **FLETA Training**

- September 16, 2007 – 23 attendees - FLETA Orientation hosted by IRS in Glynco, GA
- September 18-20, 2007 – 23 students - Accreditation Manager and Assessor Training hosted by FLETA OA in Glynco, GA

September 25-27, 2007 – 21 students - Accreditation Manager and Assessor Training hosted by FAMS in Reston, VA

- September 26, 2007 – 30 attendees - FLETA Orientation hosted by IG Community in Glynco, GA
- October 8, 2007 - 8 attendees - FLETA Orientation hosted by ICE (internal working group) in Glynco, GA

### **300K Activity**

- Funds are being expended for three activities; expenses related to the: Assessor Training Curriculum Review Conference (CRC); Coalition travel to the Florida Law Enforcement Accreditation Commission and Florida Police Accreditation Coalition (FLA-PAC) meeting; and attendance for Accreditation Managers from accredited agencies at this meeting.
- A detailed report will be provided at the next meeting for FY2008 Quarter 1.

### **Month by Month Activities**

#### **August**

- Program Managers began preparing for the November and December FLETA Assessments, six assessments will be conducted between the Thanksgiving and Christmas holidays, requiring a minimum of 18 assessors and will include 10 shadow assessors.
- Dana O'Quinn attended FLETC's Law Enforcement Instructor Training Program (LEITP) a program accredited by FLETA. All FLETA OA personnel have completed this program.
- Gary Mitchell attended FLETC's supervisory training program, required for all FLETC supervisors (this program was not available during the first year of work).
- Visits were made to Board members Mrs. Sharon Henegan, of the US Courts and Mark Wilbert of the US Coast Guard.

#### **September**

- Visits were made to Board members Charles DaVita of ICE and John Dooher of FLETC.

#### **October**

- Cyndi Mann took a new job with the U.S. Marshal's Service on October 1, 2007. Interviews for her replacement will be conducted during the week after Thanksgiving.
- Steve Argiriou believes his deployment to Iraq will only be for six months. He expects to be back to the FLETA OA before the next Board meeting.
- FLETA was represented at the IACP convention in New Orleans, Louisiana, October 14-16, 2007. At the convention there were more than 4,000 Federal attendees and more than 800 flyers and reminders for FLETA were handed out at the FLETA Booth. Board members John Dooher, Mark Logan, Mark Fallon, Brian Beckwith, and Nicole Johnson dropped by the booth.
- Don Smith and the entire OA staff facilitated a Curriculum Review Conference (CRC) for the FLETA Assessor Training program in Charleston, South Carolina on October 23-24, 2007. Board Chairperson Mrs. Sharon Henegan opened the conference as the group of assessors, accreditation managers, and AM Coalition Executive Committee members began their work. The group validated a job task analysis, risk assessment and developed additional information which will be used over the next several months to modify and improve the Assessor Training curriculum.
- Joe Collins and Don Smith, along with Al Wheaton, of the Accreditation Coalition, attended the Florida Accreditation Commission and FLA-PAC meeting in Orlando, Florida. They reported the meeting was very valuable and will provide the AM Coalition with a frame work for future development.
- Visits were made to Board members Brian Lamkin and Daniel McMullen of the FBI and Mark Hunter of DOS-DSS.