



**Federal Law Enforcement Training Accreditation Board
Board Meeting
July 17, 2008
Clearwater, Florida**

I. Call to Order

Commander Mark Wilbert, USCG, Chairperson, called the Board Meeting to order.

II. In attendance: Attendance sheet attached.

Voting Members: 19 (12 needed for a quorum.)

Non-voting Members: 2

Others Present: OA Staff--Gary Mitchell, Dana O'Quinn, Don Smith, Patricia Golden

III. Welcoming Remarks and General Comments.

CDR Mark Wilbert introduced the Colors presented by the Pinellas County Sheriff's Honor Guard, and recited the Pledge of Allegiance.

Gary Mitchell introduced Sheriff Jim Coats, Pinellas County Sheriff's Office, who provided opening comments and welcomed the Board to Pinellas County. Sheriff Coates stated that as with all law enforcement agencies, the Sheriff's Department continues to face challenges in performing our duties due to budgetary cuts; however, with opportunities to partner with federal agencies we all operate better.

Sharon Henegan, the past Chairperson, announced that Board Officer Elections had been held in April – June 2008, and introduced the new FLETA Board Officers.

- CDR Mark Wilbert, USCG, Chairperson
- Don Webb, DEA, First Vice-Chair
- Julia Pierson, U.S.S.S., Second Vice-Chair
- Mark Spurrier, NOAA, Parliamentarian
- Gary Mitchell, OA, Executive Secretary

CDR Wilbert asked Director Connie Patrick, FLETC, to address the Board with comments about outgoing Chairperson Sharon Henegan, and to join him in presenting Ms Henegan with a plaque from the FLETA Board. Ms Henegan provided comments to the Board, and she thanked the Board for the opportunity to have served as its Chair, and stated she will enjoy continuing to service the Board as a member.

CDR Wilbert and Ms. Henegan also provided words of thanks to John Moran (TSA), First Vice Chair; Charlene Lamb (DOS), Second Vice Chairperson; as they completed their terms of office and Mark Fallon (former NCIS), Board Member as he left the Board.

IV. Accreditation Awards

CDR Wilbert announced that the Board Review Committee (BRC) met on Wednesday, July 16, 2008, and conducted a review of the following;

U. S. Customs and Border Protection – Field Operations Academy
Federal Law Enforcement Training Center – Land Management Police Training Program

Following the Board Review Committee review the Board went into Executive Session, and considered each program applying for accreditation.

CBP – Field Operations Academy (CBP FOA) – CDR Wilbert called upon Board Member, Mr. Tim Danahey, to report the results of the CBP Review. Mr. Danahey announced CBP had been unanimously approved for accreditation by the Board. Mr. Danahey called Darlene Langum Wilder, Deputy Director, to come forward and receive their certificate awarding Accreditation.

FLETC – Land Management Police Training Program (LMPT) – CDR Wilbert called upon Board Member, Ms Sue Leeds, DOI, to report the results of the LMPT Review. Ms Leeds announced LMPT had been unanimously approved for accreditation by the Board. This is FLETC's twelfth accreditation application; FLETC should be commended on their dedication to the FLETA Accreditation process. Ms Leeds called Director Patrick to come forward and receive their certificate awarding Accreditation.

CDR Wilbert expressed his thanks and gratitude to the Office of Accreditation staff, the Assessors, Team Leaders, and Accreditation Managers for their hard work, and making the process work. It is an efficient and effective way to make our government work.

V. Approval of Minutes

CDR Wilbert called for the Board to approve the minutes of the last meeting held March 13, 2008.

VI. Reports of Standing Committees

A. Bylaws Committee – Mr. Mark Spurrier

Mr. Mark Spurrier reported the Bylaws have been updated and adopted by the FLETA Board on Tuesday, July 15, 2008. The Bylaws will be posted on the FLETA website www.fleta.gov. Mr. Spurrier noted the Bylaws are a living document and will continue to evolve as the Board develops.

The FLETA Board also approved a motion and a follow-up motion that 1/3 of the Board Member terms will expire each year beginning in 2010. (See attached Board Membership memo).

The FLETA Board approved a motion that one of the non-voting (consulting) members of the Board member terms will expire each year beginning in 2010. (See attached Board Membership memo).

B. Standards Steering Committee (SSC) – Mr. Don Webb

Mr. Don Webb stated that the SSC met on Monday, July 14, 2008, and discussed Standards 1.04.05, 1.04.06, and 3.01.04

Mr. Webb provided recommended language from the Standard Steering Committee; the new standard language is to read as follows:

STANDARD: 1.04.05 - Training instruction is conducted in facilities that are in compliance with Environmental Protection Agency (EPA) regulations and standards, as well as state and local environmental requirements.

Compliance Indicator: A current completed EPA regulations and standards check sheet is on file. Training facilities are assessed to ensure compliance.

STANDARD: 1.04.06 - Training instruction is conducted in facilities that are in compliance with the Occupational Safety and Health Administration (OSHA) regulations and standards, as well as fire safety codes per the National Fire Protection Association (NFPA).

Compliance Indicator: A current completed OSHA check sheet is on file. A current completed NFPA check sheet is on file. Training facilities are assessed to ensure compliance.

STANDARD: 3.01.04 - Students who fail examinations or laboratory/practical exercise performance evaluations are provided remedial training and reevaluated.

Compliance Indicator: Documented administrative controls establish policies and procedures which address necessary steps to be followed in regard to student remediation and reevaluation.

The Standard Steering Committee recommended the FLETA Board adopt the new language as a *clarifying* change.

A motion was made by Mr. Tim Danahey to adopt the new wording for Standard 1.04.05, Standard 1.04.06, and Standard 3.01.04 to read as stated above, seconded by Mr. Mark Logan. There was no further discussion by the Board. The motion was passed unanimously. Standards will be updated, published, and reflected in a Revision Notice on the FLETA website www.fleta.gov. Changes will also be e-mailed to all Accreditation Managers.

CDR Wilbert thanked Mr. Don Webb and the members of the SSC for their work and commitment to the process of accreditation.

C. Membership Committee

CDR Wilbert reported the Chairperson received two new letters requesting FLETA Board membership since the last meeting. Letters were received from the National Park Service and the Pentagon Force Protection Police.

The Board currently has 22 positions filled and one vacant seat. The information was referred to the Executive Committee for review prior to the next FLETA Board Meeting.

VII. General Reports

A. FLETA Office of Accreditation – Mr. Gary Mitchell

Mr. Gary Mitchell reported on the FLETA Office of Accreditation accomplishments since the last Board Meeting, stating there are now 85 applications (24 Academies and 61 Programs). Five new (5) applications have been received and nine (9) applications for Reaccreditation. (See Executive Director’s Report - attached.)

On Tuesday July 15, 2008, The FLETA Board provided Instruction Systems Development training to the accreditation community through Darryl Sink and Associates. Thirty-eight (38) people attended the training and reported training had been valuable.

FLETA will begin its first reaccreditation assessments in August 2008.

The next AM/ATP class is scheduled for September 23 – 25, 2008, in Chicago, Illinois.

Mr. Mitchell also listed the items which had been handled by the FLETA Board at this meeting.

1. The accepted correspondence from NCIS concerning their Protective Services Operations Training Program which will be added to the FLETA assessment records.
2. The Senate Appropriations mark up directed “the FLETA Board to develop standards that require agencies seeking accreditation of their basic or entry-level law enforcement training programs to include comprehensive training on ethics and integrity” and report by December 1, 2008.
 - a. The Board directed the Standard Steering Committee to conduct a standard review and provide the Board with their recommendation.
 - b. The FLETA Office of Accreditation will review and report on the current ethics and integrity being provided.
 - c. The Executive Committee will prepare a response for submittal to Congress by December 1, 2008.
3. Mr. John Doohar confirmed the status of the FLETA Board in the pending FY09 appropriations bill. In the appropriations language both Houses have directed that FLETA stay in the FLETC budget for purposes of administration. The FLETA Board, however, is considered to be an independent body with authority to make binding decisions on behalf of its members and is not otherwise affiliated with FLETC.

4. Sign-up sheets were presented to the Board to gather names for the FLETA Board Committees – Bylaws, Strategic Planning, and Standards Steering. The Executive Committee is to be part of the Strategic Planning and the Budget Committees. (Attached is a list of Committees and members.)

B. FLETA Coalition – Mr. Al Wheaton

Mr. Al Wheaton reported on the Coalition’s progress and announced their new board officers:

- Al Wheaton, USCG, Chair
- Sally Livingston, IRS, Vice Chair
- Su Daly, FAMS, Secretary

The Bylaws have been written, approved, and implemented. Mr. Wheaton thanked all members of the coalition for their work. The coalition takes their directions from the OA, and we will be looking for ways we can improve communications with the OA and the Board. The Coalition will be monitoring the upcoming reaccreditations in August. Mr. Wheaton thanked the Board for funding the training with Darryl Sink.

VIII. Old Business

Meeting Locations: The Board approved the following locations and directed the FLETA OA to solicit proposals from hotels to host upcoming meeting.

March/April 2009	Hilton Head, SC
July 2009	Clearwater, FL
November 2009	San Francisco, CA

These decisions were made after lengthy deliberation to ensure the Board was a good steward of the tax payers’ dollars. The Board will be looking at developing a two-year plan for future meetings, so the OA can negotiate the lowest rates and save the tax payers’ money.

IX. New Business

X. Adjournment of Open Session

CDR Wilbert thanked all those present. Meeting adjourned.

Attachments:

- Attendance Report
- FLETA Board Membership Terms
- Executive Director’s Report
- Committee Sign-Up

July 2008 Board Meeting - Clearwater, Florida

Last Name	First Name	Agency	Board Role	Voting	14-Jul	15-Jul	16-Jul	17-Jul	Acting Representative
Leathem	Paul	Alcohol, Tobacco, Firearms and Explosives	Alternate	Yes					
Logan	Mark	Alcohol, Tobacco, Firearms and Explosives	Board Member	Yes		x	x	x	
Keaton	Ralph	American Society of Crime Lab Directors/Laboratories	Consultant	No					
Allison	Doug	Bureau of Diplomatic Security	Alternate	Yes		x	x	x	
Hunter	Mark	Bureau of Diplomatic Security	Board Member	Yes		x	x	x	
Showers	Russell	Department of Energy	Board Member	Yes					
Leeds	Sue	Department of Interior	Alternate	Yes		x	x	x	
Kmetz	John	Department of Interior	Board Member	Yes					
Webb	Don	Drug Enforcement Administration	Board Member	Yes	x	x	x	x	
Lamkin	Brian D.	Federal Bureau of Investigation	Board Member	Yes					Michael Folmar Acting
Danahey	Tim	Federal Law Enforcement Officers Association	Consultant	No		x	x	x	
Doohar	John	Federal Law Enforcement Training Center	Board Member	Yes	x	x	x	x	

Last Name	First Name	Agency	Board Role	Voting	14-Jul	15-Jul	16-Jul	17-Jul	Acting Representative
Bruton	Robert (Bob)	Federal Reserve Board	Alternate	Yes		x	x	x	
Tanis	Leonard "Buck" J.	Federal Reserve Board	Board Member	Yes		x	x	x	
Mitchell	Gary	FLETA Office of Accreditation	Board Member	No	x	x	x	x	
Kuiken	James A.	Immigration and Customs Enforcement	Alternate	Yes					
Coyer	Donato	Immigration and Customs Enforcement	Alternate	Yes		x	x	x	
DeVita	Charles N.	Immigration and Customs Enforcement	Board Member	Yes		x	x	x	
Timm	Lane	Internal Revenue Service	Board Member	Yes		x	x	x	Ms Janet Lanham Acting
Dozier, PhD.	Jim	Intl. Assoc. of Directors of LE Standards and Training	Consultant	No		x	x	x	
Baxter	Everett	National Oceanic and Atmospheric Administration	Alternate	Yes					
Spurrier	Mark	National Oceanic and Atmospheric Administration	Board Member	Yes		x	x	x	
Winslow	Edmund T.	Naval Criminal Investigative Service	Board Member	Yes		x	x	x	
Marshall	Kevin	Office of Personnel Management	Board Member	Yes		x	x	x	

Last Name	First Name	Agency	Board Role	Voting	14-Jul	15-Jul	16-Jul	17-Jul	Acting Representative
Hrdlicka	Angela	Office of the Inspector General – PCIE/ECIE	Alternate	Yes	x	x	x	x	
O'Carroll	Patrick	Office of the Inspector General – PCIE/ECIE	Board Member	Yes					
Moran	John	Transportation Security Administration	Board Member	Yes		x	x	x	
Novak	Michael	Transportation Security Administration/Federal Air Marshal Service	Alternate	Yes		x	x	x	
Walts	David	U.S. Coast Guard	Alternate	Yes					
Wilbert	Mark	U.S. Coast Guard	Board Member	Yes	x	x	x	x	
Gabriel	Jeannine	U.S. Courts	Alternate	Yes					
Henegan	Sharon O.	U.S. Courts	Board Member	Yes			x	x	
Morgan	Art	U.S. Customs and Border Protection	Board Member	Yes		x	x	x	Mr. Kevin Strong, Acting
Vermillion	Terrell L.	U.S. Department of Health and Human Services	Board Member	Yes					
Cherne	Mike	U.S. Marshals Service	Alternate	Yes		x	x	x	
Farmer	Marc	U.S. Marshals Service	Board Member	Yes					
Johnson	Nicole A.	U.S. Postal Inspection Service	Board Member	Yes		x	x	x	
Pierson	Julia	U.S. Secret Service	Board Member	Yes		x	x	x	

FLETA Board Membership Terms

ID #	Agency	Current Board Member	Agency Term Ends
1	Commerce	Mark Spurrier	Sep 2010
2	DHS-FLETC	John Dooher	Sep 2010
3	DHS-TSA	John Moran (Michael Novak)	Sep 2010
4	DOE	Russell Showers	Sep 2010
5		Seat is not filled	Sep 2010
6	DOI	John Kmetz	Sep 2010
7	DOS-DSS	Mark Hunter	Sep 2010
8	H/HS	Terry Vermillion	Sep 2010
9	PCIE/ECIE	Patrick O'Carroll	Sep 2011
10	OPM	Kevin Marshal	Sep 2011
11	Treasury	Lane Timm	Sep 2011
12	US Courts	Sharon Henegan	Sep 2011
13	DHS-USSS	Julia Pierson	Sep 2011
14	DHS-CBP	Art Morgan	Sep 2011
15	DOJ-USMS	Marc Farmer	Sep 2011
16	DOJ-ATF	Mark Logan	Sep 2011
17	DOJ-DEA	Don Webb	Sep 2012
18	DHS-ICE	Charlie DeVita	Sep 2012
19	USPIS	Nicole Johnson	Sep 2012
20	NCIS	Edmund T. Winslow	Sep 2012
21	DOJ-FBI	Brian Lamkin	Sep 2012
22	DHS-USCG	Mark Wilbert	Sep 2012
23	FRB	Leonard "Buck" Tanis	Sep 2012
1	IADLEST	Jim Dozier	Sep 2010
2	ASCLD/LAB	Ralph Keaton	Sep 2011
3	FLEOA	Tim Danahey	Sep 2012

At the November meeting - Announce the agencies with terms that end in the following September.

At the April meeting - New Business item: Discuss continued membership for agencies with terms ending in September. Only a negative motion at the April meeting will cause a vote to determine if an agency should continue as a member of the FLETA Board.

At the July meeting - Letters due from the agency expressing intent and commitment to continue on the FLETA Board.



Federal Law Enforcement Training Accreditation Board Executive Director's Report July 17, 2008

FLETA Applications (Tab 7)

85 applications are on file
24 for Academy accreditation
61 for Program accreditation

9 for Reaccreditation

We received applications from:

Department of Veterans Affairs
Veterans Affairs Law Enforcement Training Center
Basic Police Officers Course
U.S. Marine Corps Police Training Academy
National Park Service
National Park Service Academy
National park Ranger Pre-Basic Training Program

FLETA Assessments (Tab 3)

April 14-18, 2008, FLETC – Land Management Police Training Program (LMPT) in Glynco, GA
May 7-8, 2008, CBP - Field Operations Academy Follow-up in Glynco, GA

Five (5) assessors (and three shadow assessors) were used for a cost of \$4, 940. Assessors were from five (5) different agencies and averaged three previous assessment assignments. (Tab 7)

FLETA Training

April 8-10, 2008 – 23 attendees – FLETA Accreditation Manager (AMTP 802) and Assessor Training (ATP 802), in Arlington, VA

Accreditation Incentive Fund (formerly 300K Activity) (Tab 7)

Funds were expended during the 2nd Quarter of FY 2008 for three activities; expenses related to the: FLETA Video, Darryl Sink & Associate training for the July 2008 meeting, FLETA public awareness, and attendance for Accreditation Managers from accredited agencies at the March 2008 meeting.

Month by Month Activities

April 2008

The Accreditation Manager and Assessor training programs were presented in Arlington, VA, at the DOT training center to 23 students.

We are working with Mr. Thomas Ward, FLETC's video producer to create a FLETA Informational video.

The Nominating Committee submitted a list of candidates for the FLETA Officers. Three elections were conducted between April and June before all the positions were filled.

We presented the FLETA process to the US Army Military Police at Fort Leonard Wood, Missouri.

A FLETA Assessment of the FLETC Land Management Training Program was conducted.

May 2008

A follow-up FLETA Assessment of the CBP Field Operations Academy was conducted.

Mr. Joe Augeri completed an internship working on the development phase of the Assessor Training Program.

We continued communication with Department of Education about DOE Recognition. Ms. Melissa Lewis, the Executive Director of the National Advisory Committee on Institutional Quality and Integrity is our point of contact and leads the group which recommends accrediting bodies to the DOE Secretary for recognition.

June 2008

The FLETA Program Manager positions were announced.

The Fundamental Guidelines and the FLETA Guide were posted on the FLETA website.

FLETA records were moved to Microsoft Access. This change will greatly increase our efficiency with our record keeping. Other upgrades will help us to maintain a secure paperless record keeping system.

The following individuals were selected to attend the Learning and Performance Strategies Conference in Monterey, CA. James E Scott, ATF, Maria Farmer, CBP, Christiana Halsey, CBP, Ted Stiles, DOS, Ed Bennett, FAMS, Sarah Livingston, IRS, Sharon Henegan, US Courts, Jeanneine Gabriel, US Courts, Theresa Zaremba, USFIS, and Don Smith, FLETA OA. Funding for everyone except Mr. Smith was from the Accreditation Incentive Fund.

Committee List

as of 07/17/08

Bylaws Committee

Julia Pierson - Chair

Mark Spurrier	NOAA
Buck Tanis	FRB
Charles DeVita	ICE
Sue Leeds	DOI
John Dooher	DHS

Strategic Planning Committee

Executive Committee - Chair

Tim Danahey	
Mark Spurrier	NOAA
Nicole A. Johnson	USPIS
Kevin L. Marshall	OPM

Standard Steering Committee

Don Webb - Chair

Mark Logan	ATF
Mark Matese	ICE
Nicole A. Johnson	USPIS
E. T. Winslow	NCIS
Michael Cherne	USMS
Angela Hrdlicka	IG
Mike Novak	FAMS
Sally Livingston	IRS
Coalition Member (1)	