



**Federal Law Enforcement Training Accreditation Board
Special Board Meeting
February 21, 2013
FLETA Offices - Glynco, GA and Conference Call**

I. Call to Order

Mr. Ronald Ward, Board Chairperson, called the meeting to order at 2:01 p.m.

II. Roll Call

Mr. Gary Mitchell, Executive Director, called the roll. Present in the FLETA conference room were Michael Browning, William Fallon, Angela Hrdlicka, Brian Peters, and Ronald Ward.

Attending via telephone were Cynthia Atwood, Kristine Blackwell, Robert Cagle, Patrick Corcoran, Michael Delgado, Charles DeVita, Sheldon Greenberg, James Gregorius, Michael Hillyard, Michael Novak, Curtis Smith, Theresa Stoop, Nancy Stout, Nicholas Trotta, and Thomas Walsh.

III. Announcements

Mr. Ward recognized Ms. Atwood, Mr. Delgado, and Ms. Stout as new Board members. He welcomed them to the Board and remarked it is an exciting time to be a part of the FLETA Board.

Mr. Mitchell noted that Mr. Keith Hill, USSS, has retired since the last Board meeting.

IV. Agenda

Mr. Ward said, according to the bylaws, the Board is bound by the agenda that was distributed with the meeting notice. He mentioned that the Board needs to cover a couple of items for the April Board meeting, especially in terms of budget. The Board will discuss the budget in greater detail at the April Board meeting; however, there are decisions that require immediate attention.

The Board also needs to review some Executive Committee (EC) decisions that were made at the September 18, 2012, EC meeting. Two decisions must be made today:

Item #1 - Location of the April Board meeting: The decision to hold the April Board meeting in Baltimore has been denied by the CFO of the Federal Law Enforcement Training Center (FLETC).

Ms. Hrdlicka read the denial memo from Don Lewis, FLETC CFO, dated January 14, 2013, which stated that if the Board chooses to resubmit the request for the April meeting to be held at FLETC/Glynco, he would endorse it and forward to DHS for approval.

Mr. Ward thanked Ms. Hrdlicka and mentioned that as a result of that notice, the OA has submitted a conference approval request package to hold the April Board meeting at FLETC/Glynco.

Item #2 - Does the Board want to approve travel to the Board meeting, paid with FLETA incentive funds, for Team Leaders of assessments up for review and one representative from agencies with accredited academies?

Ms. Hrdlicka reminded the Board of the document dated September 18, 2012, that outlined the EC decisions concerning Board meeting travel paid out of the incentive fund. Mr. Ward recognized Mr. Mitchell and Mr. Peters and asked them to provide an overview of the budget and discuss the future impact of budget cuts on FLETA the FLETA OA budget.

Mr. Peters reviewed the budget documents that were sent to the Board earlier. He reviewed the ACC and XSE reports from FY12. He then reviewed the FLETA Spending Plan for FY 2013. These reports were prepared prior to the decision that the April Board meeting could not be held in Baltimore, so some costs on this spreadsheet have changed.

Mr. Mitchell reviewed the cost projections for this fiscal year, looking at what is expected to be paid out of each of the two funds. The OA received guidance last Friday that the maximum travel costs that can be obligated this fiscal year in ACC will be \$61,000, and the maximum travel costs that can be obligated in XSE are \$148,300. He summarized some of the cost reductions that have been discussed since this spreadsheet was created, highlighting the cost savings of the Board meetings being held at Glynco.

The Board discussed the costs of Board meetings at different locations. Mr. Trotta asked when a decision will be made about the location of the July Board meeting. He stressed the importance of keeping him apprised of any anticipated changes to the July venue, since the Atlanta Federal Reserve Bank is still holding rooms for the meeting, and he does not want to give the bank short notice if the meeting will not be held in Atlanta.

Mr. Ward agreed and said we will expedite the decision process. He then asked if there were any questions on the specifics of the budget. At the April Board meeting, the Board will have an ambitious agenda on how to proceed. Data is being gathered from OMB and FLETC and the Board is going to have to act and make a decision now on the April Board meeting. He asked for discussion. Mr. Ward said he met with Don Lewis, FLETC's CFO. It appears that, based on Mr. Lewis' denial memo, holding the April Board meeting at Glynco would be approved. Mr. Ward has scheduled an EC meeting for March and hopes to have more information by then.

Ms. Hrdlicka reviewed the past practices on the use of the incentive fund to pay for travel to Board meetings for representatives from agencies with accredited academies (previously the OA funded three) and for academies with applications on file for program accreditation (previously the OA funded one).

Mr. DeVita expressed concern that the Board has an important mission that he believes may be at risk if we continue to allow DHS/FLETC to dictate to the Board how we operate. He stated that our current options are limited, but it will be very important to discuss a strategy at the next Board meeting.

Mr. Ward agreed. At the April Board meeting we will discuss that in detail, into the night if necessary. Although FLETC has been very generous to FLETA, the Board and its stakeholders represent many more agencies than just DHS.

Motion for Item #1 - Mr. Cagle made a motion to have the April Board meeting at FLETC. Ms. Stoop seconded the motion.

Discussion - Ms. Atwood said there may be an opportunity to get a no-cost meeting location right outside FLETC – should she pursue that? Mr. Ward asked if this was for the full meeting. Ms. Atwood mentioned the Brunswick Country Club has provided no-cost meeting space in the past.

Mr. Fallon suggested we keep the April Board meeting at the FLETC.

Mr. Mitchell commented we would have to get a legal opinion on holding the Board meeting off-Center and DHS would have to respond to that. He is also not sure the country club has sufficient meeting space. Ms. Atwood withdrew her suggestion.

Ms. Hrdlicka said we may look at that option for the Wednesday evening awards ceremony. Mr. Ward agreed it would enhance the awards ceremony reception and asked if they could get back to Ms. Atwood on that suggestion.

Mr. Corcoran asked whether the Thursday session of the Board meeting, would be open to the public, if held at FLETC. Can the public get on FLETC property to attend the meeting? Mr. Mitchell said a visitor needs a sponsor and would have to pass the ID check. Mr. Peters said visitors can get on-Center without too much difficulty if they are escorted. If a citizen just inquired to get on-Center, it would take some doing. He asked if that is a significant concern for others on the Board. Mr. Corcoran replied it is an issue because one of the values of accreditation is transparency. Mr. DeVita agreed that the open session meeting is supposed to be open to the public, and the general public does not have access to the FLETC. Mr. Ward agreed that has to be a consideration in the future. Dr. Smith asked if people from the public actually do come to the Board meetings. Mr. Mitchell replied not many. Ms. Hrdlicka remarked we don't take roll, so we don't know who comes. Mr. Ward commented we have not publicized our meetings sufficiently, but they must remain open to the public.

Vote - Mr. Ward then called for a vote on Mr. Cagle's motion to hold the April Board meeting at FLETC. The motion carried unanimously.

Mr. Ward encouraged everyone to submit agenda items for the meeting. There will have to be extensive budget discussions. The Board will have an ambitious agenda and the meeting may not have the same structure as in the past. The Board may need to come back one evening to

continue discussions. He asked anyone who has information that may assist in the discussions to please submit that to Mr. Mitchell prior to the Board meeting.

Item #2 - This item came out of the EC meeting on Sept. 18, 2012, when the November Board meeting was still expected to take place. It concerns paying travel expenses for the Team Leaders of assessments that are up for review at a Board meeting, and also paying travel for one representative of each agency that has an accredited academy. Mr. Ward asked for discussion.

Ms. Hrdlicka reminded the Board that the decision was made because we could not afford to do otherwise. There is not enough money to continue the past practice of paying for three representatives from any agency with an accredited academy and one representative from any agency with an accredited program or an application submitted. That is still the case even though we had cost savings from the cancellation of the November Board meeting.

Motion – Mr. Fallon made a motion to adopt the decision from the September 18th EC meeting that the OA would pay travel to Board meetings for each Team Leader of the assessments up for review at that meeting, and one representative from agencies with accredited academies. Everyone else would pay their own travel to Board meetings. Dr. Greenberg seconded the motion.

Discussion - There was no discussion.

Vote - Mr. Ward called for a vote, which carried unanimously.

Mr. Ward said he believes we should continue to plan to have the July Board meeting at the Federal Reserve Bank in Atlanta. Mr. Trotta reiterated that the OA please keep him in the loop so he can communicate with the bank.

Mr. Ward commented that we are all looking at budget cuts, sequestration, and so much uncertainty, but we are committed to keeping FLETA going. He asked the Board to be prepared at the April meeting to make some serious decisions. He further noted he appreciates the partnership and assistance FLETC provides but the Board must have more autonomy to make decisions. He then asked if there was anything else from the Board.

Mr. DeVita asked how many assessments are up for review at the April Board meeting. Mr. Mitchell said there will be 29 academy or program assessments up for review. Mr. DeVita asked how many days the Board meeting will be, and Mr. Mitchell replied it will be a regular 2½ day meeting.

Mr. Ward reminded the Board to be prepared to have an evening session to discuss agenda items, if needed. He again welcomed the new Board members and thanked everyone, saying “It is important work and we are all facing budget uncertainties.”

The meeting was adjourned at 2:43 p.m.

Minutes prepared by:  02/28/2013
Gary B. Mitchell, Executive Secretary Date

Chairperson Approval:  02/28/2013
Ron Ward, FLETA Chairman Date

Full Board Approval: April 25, 2013
Date

Attendance Roster - FLETA Board Meeting - February 21, 2013

Last Name	First Name	Agency		21-Feb
Atwood	Cynthia	Federal Law Enforcement Training Center	Phone	X
Blackwell	Kristine	U.S. Air Force	Phone	X
Browning	Michael	NCIS Training Academy		X
Cagle	Robert	VA Law Enforcement Training Center	Phone	X
Corcoran	Patrick	U.S. Postal Inspection Service	Phone	X
Delgado	Michael	TIGTA	Phone	X
DeVita	Charles N.	Immigration and Customs Enforcement	Phone	X
Fallon	William	U.S. Marshals Service		X
Greenberg PhD	Sheldon	Associate Dean, Johns Hopkins University	Phone	X
Gregorius	James R.	Drug Enforcement Administration	Phone	X
Hillyard PhD	Michael	Accreditation	Phone	X
Hrdlicka	Angela	Council of Inspectors General on Integrity and Efficiency		X
Novak	Michael	TSA-Federal Air Marshals	Phone	X
Peters	Brian	Department of the Interior		X
Smith, PhD	Curtis	Public	Phone	X
Stoop	Theresa	Alcohol, Tobacco & Firearms	Phone	X
Stout	Nancy	U.S. Dept. of State	Phone	X
Trotta	Nicholas	Federal Reserve Board	Phone	X
Walsh	Thomas	U.S. Coast Guard	Phone	X
Ward	Ronald	U.S. Courts		X
		U.S. Secret Service - Hill retired		