



TEXAS FORENSIC SCIENCE COMMISSION

*1700 North Congress Ave., Suite 445
Austin, Texas 78701*

FORENSIC SCIENCE COMMISSION LICENSING ADVISORY COMMITTEE MEETING MINUTES

The Licensing Advisory Committee (Committee) of the Texas Forensic Science Commission (Commission) met in person and via videoconference on October 23, 2025, at 10:00 a.m., at the Barbara Jordan State Office Building at 1601 Congress Avenue, Room 2.034, Austin, Texas 78701.

Members Present:

- Katherine Sanchez, Chair
- Jessica Frazier
- Megan Rommel
- Deion Christophe
- Kelly Wouters
- Andrew Greenwood
- Michelle Paulson
- Angelica Cogliano

The following Committee members attended virtually via Zoom: Deion Christophe, Kelly Wouters, and Jessica Frazier.

Members Absent: Carina Haynes

Staff Present:

- Lynn Garcia, General Counsel
- Leigh Tomlin, Associate General Counsel
- Veena Mohan, Assistant General Counsel
- Robert Smith, Senior Staff Attorney
- Chelsea Estes, Commission Coordinator
- Rodney Soward, Program Specialist
- Jarrah Kennedy, Scientific Program Manager
- Steve Miller, Multimedia Producer

Members conducted this meeting of the Committee as a videoconference and in-person meeting pursuant to the Texas Open Meetings Act, Government Code section 551.127. Members of the Committee and Staff appeared remotely and at the physical location set forth in these minutes.

1. Call meeting to order. Roll call for members. Excuse any absent committee members.

Sanchez called the meeting to order at 10:00 am. Committee members were present as indicated above.

MOTION AND VOTE: *Paulson moved to excuse Haynes' absence. Greenwood seconded the motion. The Committee unanimously adopted the motion.*

2. Review and adopt minutes from the July 24, 2025, meeting.

MOTION AND VOTE: *Christophe moved to adopt the minutes as drafted. Greenwood seconded the motion. The Committee unanimously adopted the motion.*

3. Administrative update including, but not limited to, introduction of Commission Scientific Program Manager, Jarrah Kennedy; update on the number of licenses issued and renewed; and status of the implementation of new license application management program (ALiS). (General Counsel Garcia/Associate General Counsel Tomlin/Program Specialist Soward).

Garcia introduced Jarrah Kennedy, the new Scientific Program Manager.

Licensing Program Specialist Soward updated members and staff on the current total number of licenses issued as of October 6, 2025 (1,367 total), as follows: non-interpreting, 243; provisional, 7; temporary, 7; uncommon, 3; and regular analyst and technician licenses, 1,107; in addition to renewals processed to date.

The Commission currently utilizes a learning management system called TopClass customized to be an application portal for forensic analyst licensing, while the Judicial Branch Certification Commission (JBCC), another agency within the Commission's parent agency, the Office of Court Administration (OCA), uses an application system called ALiS to process applications for court interpreters, court reporters, process servers, and guardians, all of whom must apply for some form of certification, registration, or licensure through JBCC. OCA decided to transition the application process for all OCA licensing programs to ALiS for efficiency, and because the platform is a dedicated licensing application system. Staff continues to work with ALiS developers to fully customize the licensing platform and landing pages for the Commission's use and will eventually transition all Commission applicants to ALiS later this year. The target date for completion is November 30, 2025.

4. Review any outstanding coursework evaluations.

There were no outstanding coursework evaluations for review by the Committee this quarter.

5. Review any outstanding criminal history evaluations and/or licensee conduct reports from licensing applications.

There were no outstanding criminal history evaluations or licensee conduct reports for review by the Committee this quarter.

6. **Update on development of a guidance document for intra/inter-agency proficiency monitoring programs and standard operating procedures in collaboration with Texas Division of the International Association for Identification (TDIAI), including discussion of Crime Scene Investigator Standard Operating Procedure Development Course and establishment of competency exams in connection with voluntary license programs. (Paulson)**

Committee member Paulson updated members on the working group developing guidance documents for a model intra/inter-agency proficiency monitoring program and a training on standard operating procedures for crime scene units. The group is developing guidance specifically for small law enforcement agency crime scene units who need guidance in developing first-time standard operating procedures that comply with the Commission's quality requirements for employing laboratories who have employee's seeking licensure by the Commission. Paulson is planning a standard operating procedure writing training for laboratories to attend in January 2026. Paulson and Rossi are also working with the Texas Division of the International Association for Identification (TDIAI) members to develop TDIAI-administered competency exams for fulfillment of licensure requirements that require certification exams (i.e., The International Association for Identification's Certification Exam for Latent Print Examiners).

7. **Discuss and vote on recommended rule changes including, but not limited to, amendments to Section 651.222, Voluntary Licensure Forensic Analyst and Technician Licensing Requirements to: 1) permit latent print analysts working in unaccredited laboratories to fulfill the certification requirement for licensure through a competency examination administered by the Texas Division of the International Association for Identification or proctor approved by the Commission; and 2) qualify crime scene reconstruction analysts with a high school diploma or equivalent degree for licensure assuming fulfillment of other licensing requirements.**

MOTION AND VOTE: *Paulson moved to recommend that the Commission adopt changes to the rules discussed, subject to suggested non-substantive revisions from the Office of the Governor, Texas Register, and commission staff. Greenwood seconded the motion. The Committee unanimously adopted the motion.*

8. **Discuss and vote on recommended rule changes including, but not limited to, amendments to Section 651.207, Forensic Analyst and Forensic Technician Licensing Requirements, Including Initial License Term and Fee, Minimum Education and Coursework, General Forensic Examination, Proficiency Monitoring, and Mandatory Legal and Professional Responsibility Training to: 1) remove the fee for a temporary forensic analyst and technician license; and 2) clarify scope of toxicology categories of licensure.**

MOTION AND VOTE: *Greenwood moved to recommend that the Commission propose changes to the rules as discussed, subject to suggested non-substantive revisions from the Office of the Governor, Texas Register, and Commission staff. Rommel seconded the motion. The Committee unanimously adopted the motion.*

9. Update re: Statewide Task Force on Rapid DNA, including the group's upcoming November 7, 2025, meeting in Austin, Texas.

The Statewide Task Force on Rapid DNA was temporarily suspended due to an increased need for DNA identification services. The group will reconvene on November 7, 2025. Staff will report on the taskforce's November 7, 2025 meeting at the Licensing Advisory Committee's next meeting on January 29, 2026.

10. Discuss progress on updating the General Forensic Analyst and Technician Licensing Exam, including group assignments for review of the seven domains and updates from recent exam group meetings.

All seven domains for the updated General Forensic Analyst and Technical Licensing Exam (GFALE III) have met at least one time to address the current study materials and to identify potential new materials to review. Each group has a follow-up call scheduled. The groups plan to have identified and reviewed all the study materials by the January 2026 meeting, so that the domain objectives can be solidified and the group can begin working on question development. Staff reported they conducted a call with the former psychometrician agency that assisted in the last exam revision. Staff is working with OCA's purchasing department on procedures for re-engaging with a psychometrician firm for assistance with the GFALE III exam development.

11. Update from the Texas Association of Crime Laboratory Directors (TACLD). (Peter Stout, TACLD President)

There was no update from the TACLD this quarter.

12. Consider possible agenda items for next quarterly committee meeting.

There were no additional agenda items suggested for the next quarterly committee meeting other than that noted above.

13. Schedule of future quarterly committee meetings including, but not limited to, scheduled meetings for January 29, 2026; April 23, 2026; July 30, 2026; October 22, 2026; and January 28, 2027.

MOTION AND VOTE: *Paulson moved to instruct staff to schedule these meetings. Rommel seconded the motion. The Committee unanimously adopted the motion.*

14. Public comment.

There was no public comment other than that noted above.

15. Adjourn.

MOTION AND VOTE: *Wouters moved to adjourn the meeting. Paulson seconded the motion. The Committee unanimously adjourned the meeting at 10:36 a.m.*