



Houston Forensic Science Center, Inc.

Board of Directors

Hybrid Meeting (Virtual and In-Person)

~ Public Access will be via Teleconference Only ~

Friday, September 10, 2021

www.houstonforensicscience.org

NOTICE OF PUBLIC MEETING – Hybrid (Virtual and In-Person)

Notice is hereby given that beginning at 9:00 a.m. on the date set out above, a quorum of the board of directors (the "board") of the Houston Forensic Science Center, Inc. ("HFSC" and/or the "corporation") and the presiding officer will meet in-person in the City Hall Council Annex Chamber, 900 Bagby St. (public level), Houston, Texas 77002. Additionally, in accordance with the provisions of Section 551.127 of the Texas Government Code, some board members will participate remotely by videoconference.

In accordance with Chapter 552 of the Texas Government Code (Texas Open Meetings Act) the agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby. The notice of this meeting, the agenda and the meeting packet are also posted [online](http://www.houstonforensicscience.org/meeting-archives.php) at <https://www.houstonforensicscience.org/meeting-archives.php>.

The items listed below may be taken out of order at the discretion of the chair. After the meeting concludes, a recording of the meeting will be posted to HFSC [website](http://www.houstonforensicscience.org/) at <https://www.houstonforensicscience.org/>.

PARTICIPATING IN THE PUBLIC MEETING REMOTELY:

Members of the public may attend the meeting in-person, however, in the interest of public health and safety during the COVID-19 pandemic, members of the public are encouraged, but not required, to participate by viewing the meeting through a livestream broadcast on the internet. To view the livestream meeting [online](http://www.houstonforensicscience.org/) please visit <https://www.houstontx.gov/htv/index.html>.

NOTICE OF PUBLIC COMMENT:

The public is permitted to speak in-person during the public comment agenda item and as permitted by the chair.

Members of the public may also provide comment through Microsoft Teams video conference pursuant to Section 551.127(k) of the Texas Government Code. Requests to speak by video conference during the public comment period must be submitted via email to the HFSC board of directors secretary at info@houstonforensicscience.org or by calling 713-204-8179, no later than 9 a.m. Thursday, Sept. 9, 2021.

Speakers must submit their requests to be placed on the public comment speaker's list. Members of the public may call into the meeting by dialing the following toll-free teleconference number 833-231-4459 and subsequently entering the conference ID number 422071893#.

Participants must mute themselves upon dialing into the meeting to limit interruptions.

The request must include the speaker's name, contact number, address and topic of the comment. Speakers should limit their comments to three minutes. The board chair may limit both the number of

speakers and the time allotted for each speaker. The chair will call on each speaker by name during the designated public comment period.

A speaker may address any subject relevant to the purpose of the corporation. If you have questions regarding attending this meeting please contact Amanda DeBerry, secretary of the board of directors, at 713-204-8179.

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from August 13, 2021 board meeting. Consideration of proposed corrections, if any. Approval of minutes.
5. Report from Dr. Stacey Mitchell, board chair, including, a monthly update of activities and other announcements.

Reports and presentations by corporate officers, and possible related action items

6. Report from Dr. Stout regarding turnaround times, outreach, staffing, a proposed property room consolidation plan, legislative updates and crime scene unit statistics.
7. Report from Dr. Amy Castillo, vice president and COO, providing an update on the seized drugs, latent prints, firearms, digital and multimedia, toxicology and forensic biology/DNA sections.

Reports and presentations by staff

8. Report from Ms. Erika Ziemak, quality director, including an overview of the blind quality control program, implementation of standards from the Organization of Scientific Area Committee for Forensic Sciences, ethics policy and testimony monitoring.
9. Adjournment.

NOTICE REGARDING SPECIAL NEEDS:

Persons requiring accommodations for special needs may contact HFSC at 713- 204-8179.

NOTICE REGARDING CLOSED MEETINGS:

As authorized by Texas Government Code Chapter 551.001 (the "Open Meetings Act"), if, during the course of the meeting covered by this notice, the board should determine that a closed or executive meeting or session of the board should be held or is required in relation to any items included in this notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code will be held by the board at that date, hour and place given in this notice or as soon after the commencement of the meeting covered by the notice as the board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all

purposes permitted by Section 551.071-551.089, inclusive, of the Open Meetings Act, including, but not limited to:

551.071 - Consultation with Attorney
551.072 - Deliberation Regarding Real Property
551.073 - Deliberation Regarding Prospective Gift Section
551.074 - Personnel Matters
551.076 - Deliberation Regarding Security Devices
551.084 - Exclusion of Witness
551.087 - Economic Development Negotiations

The presiding officer shall announce that the board will convene in a closed meeting; that is, in "a meeting to which the public does not have access," sometimes known as an "executive session." The presiding officer's announcement will identify the provision(s) of the Open Meetings Act permitted by Section 551.071-551.089 under which the closed meeting will be held. Should any final action, final decision, or final vote be required in the opinion of the board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine

Certification of Posting of Notice of the Board of Directors of the Houston Forensic Science Center, Inc.

I, Amanda DeBerry, secretary, do hereby certify that a notice of this meeting was posted on Tuesday, the 7th day of September 2021, in a place convenient to the public on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby Street, Houston, Texas 77002, and on the HFSC [website](#) as required by Section 551.002 et seq., Texas Government Code

Given under my hand this the 7th day of September 2021.

Amanda DeBerry

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