

# Houston Forensic Science LGC, Inc.

## MEETING OF BOARD OF DIRECTORS MINUTES

November 30, 2012

The undersigned, being the duly appointed Acting Secretary of Houston Forensic Science LGC, Inc. (the "Corporation"), hereby certifies that the following are true and correct minutes of the November 30, 2012, meeting of the Board of Directors (the "Board") of the Corporation.

A. In a manner permitted by the Corporation's Bylaws, the meeting was called by providing all Directors with notice of the date, time, place, and purposes of the meeting more than three days before the date of the meeting.

B. In accordance with Chapter 551, Texas Government Code, which Chapter is made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on November 26, 2012, in the same manner and location as required by law of the City of Houston, Texas (the "City").

C. The meeting was called to order by Scott Hochberg, Chairman of the Board, at 9:00 a.m. on Friday, November 30, 2012, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.

D. Ms. Bohr called the roll. The following Directors were present:

Scott Hochberg, Nicole B. Cásarez, Sandra Guerra Thompson, Marcia Johnson, Enrique V. Barrera, Hiram A. "Art" Contreras, Donna Fujimoto Cole, Willie E. B. Blackmon, and Tom P. Allen (ex-officio).

The following Director was absent: Catherine Lamboley.

Mr. Hochberg announced that a quorum of the Directors was present.

E. Mr. Hochberg noted that a draft of the minutes of the Corporation's meeting of November 14, 2012, had been distributed to the Board. Ms. Johnson made a motion to approve the minutes, and it was seconded by Mr. Blackmon after substituting "lab" for "center" in Section N of the draft. The Motion passed unanimously, and the minutes of the meeting of November 14, 2012, were approved as amended.

F. Mr. Hochberg asked if any members of the public wished to address the Board. There was no response from the persons present.

G. Mr. Hochberg asked Ms. Johnson to present the "Resolution Appointing Members to the Technical Advisory Group (TAG) for the Houston Forensic Science LGC, Inc. (LGC)." Ms. Johnson asked Mr. Barrera to discuss the selection process and describe the qualifications and expertise of the proposed TAG members.

H. Mr. Contreras made a motion that the Board adopt the "Resolution Appointing Members to the Technical Advisory Group (TAG) for the Houston Forensic Science LGC, Inc. (LGC)," and the motion was seconded by Ms. Cole. The motion passed unanimously on a roll call vote. (The adopted Resolution is No. 2012-006.)

I. Mr. Hochberg appointed Mr. Barrera as the Board liaison to the Technical Advisory Group.

J. Mr. Hochberg suggested that the Technical Advisory Group members be scheduled one at a time at future meetings to visit with the Board members via Skype.

K. Mr. Hochberg asked Ms. Cásarez to update the Board on the status of the CEO search. Any ideas or suggestions regarding the search should be directed to Ms. Cásarez.

L. Mr. Hochberg asked Ms. Cole to update the Board on the status of transition issues. Interviews have been scheduled on December 10, 2012, with 3 of the 5 CPA firms doing business with the City of Houston. The transition working group has made a recommendation that an outside firm be retained to help review, compare and contrast various HR policies in place for forensic staff.

M. Mr. Hochberg discussed the issues relating to evaluation of current status of components of HPD forensics, including compliance with recommendations of the Bromwich report and related issues. Mr. Hochberg will come back to the Board at a future meeting with a proposal of how to validate work the Houston Police Department has done.

N. Mr. Hochberg discussed scheduling for future meetings. Board members who teach are to send their class schedules for the spring semester to Deborah Bohr.

O. Mr. Hochberg discussed major items that may require significant discussion in the months ahead. A working group headed by Ms. Thompson will begin working on mission and goals. Members assisting her are Mr. Barrera and Mr. Blackmon.

The meeting ADJOURNED at approximately 10:10 a.m.

ATTACHMENTS INCORPORATED INTO AND MADE A PART OF THESE MINUTES:  
Resolution No. 2012-006 (H above).

HOUSTON FORENSIC SCIENCE LGC, INC.

By:



Deborah Bohr  
Acting Secretary

# HOUSTON FORENSIC SCIENCE LGC, INC.

## Resolution No. 2012-006

### RESOLUTION APPOINTING MEMBERS TO THE TECHNICAL ADVISORY GROUP (TAG) FOR THE HOUSTON FORENSIC SCIENCE LGC, INC. (LGC)

**WHEREAS**, the LGC established a TAG by resolution number 2012-006 on November 30, 2012; and

**WHEREAS**, the LGC is authorized by its Certificate of Formation to “*appoint persons to the Corporation’s Technical Advisory Group (the “TAG”) whose members shall advise the Board individually or collectively regarding best practices for the management and operation of a forensic science center, especially with regard to obtaining and maintaining the highest levels of accreditation through the ASCLD/LAB-International Program or its equivalent.*”; and

**WHEREAS**, the LGC Board has determined that it is in the best interest of the Corporation to appoint qualified members to the TAG; **NOW THEREFORE;**

### IT IS RESOLVED BY THE DIRECTORS OF THE CORPORATION:

The Initial TAG members shall be as follows:

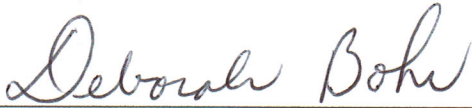
Member	Name	Expertise
	Dr. Bobby Wilson	Chemistry, Biology, Toxicology, Trace Evidence, Operations, Management, Accreditation, Standards, Data Handling, lab Security
	David M. Epstein	Forensic Chemist, Trace Chemistry, Firearms and Tool Marks, Fire and Explosion Debris, Operations, Management, Accreditation, Standards
	Dr. Elizabeth Todd	Chemistry, Operations, Toxicology
	Darrell Davis	Chemistry, Operations, Lab Security, AFS
	Bruce Budowle	Chemistry, Biology, DNA, Genetics, Operations
	Professor Cliff Spiegelman	Firearms, Statistics,
	Dr. Tony Mikos	Engineering, Accreditation
	Dr. Sargur Srihari	Latent Prints, Statistics, Computer Science, Engineering, Data Handling

ADOPTED this 30<sup>th</sup> day of November, 2012.

**CERTIFICATE**

The under signed hereby certifies that this Resolution 2012-006 was duly adopted by the Board of Directors of Houston Forensic Science LGC, Inc., on the 30<sup>th</sup> day of November, 2012.

Executed this 30<sup>th</sup> day of November, 2012.

A handwritten signature in cursive script that reads "Deborah Bohr". The signature is written in dark ink and is positioned above a horizontal line.

Deborah Bohr, Assistant Secretary