

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS  
MINUTES  
February 8, 2019

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (HFSC and/or the "Corporation") hereby certifies the following are true and correct minutes of the February 8, 2019 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, made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on February 5, 2019, 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 Nicole B. Cásarez, Board chairwoman, at approximately 9:01 a.m. on Friday February 8, 2019 in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Jordan Benton called the roll. The following directors were present: Nicole B. Cásarez, Sandra Guerra Thompson, Anthony Graves, Philip Hilder, Francisco Medina, Dr. Robert "Bob" H. McPherson, Dr. Stacey Mitchell, Mary Lentschke and Ms. Tracy Calabrese

The following directors were absent: Janet Blancett

Chairwoman Cásarez declared a quorum was present

Ms. Thompson arrived at about 9:08 a.m. after the roll was called. Ms. Calabrese left the meeting at approximately 10:44 a.m. before the meeting adjourned.

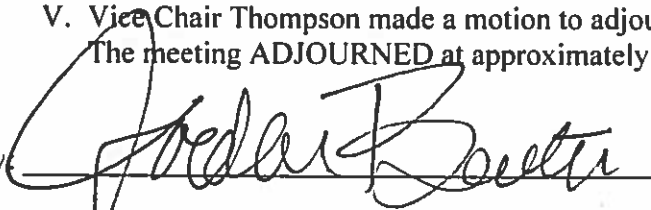
- E. Chairwoman Cásarez asked if any changes were needed for the January 11, 2019 Board meeting minutes. Dr. Mitchell made a motion to approve the minutes. Mr. Hilder seconded the motion. The motion passed unanimously.
- F. Chairwoman Cásarez asked if members of the public wished to address the Board. No one addressed the Board.
- G. Chairwoman Cásarez presented a chair's report. She said HFSC will celebrate its five-year anniversary on April 6 and thanked Mr. John Quinlan, president of 500 Jefferson Smith, LLC, for sponsoring the event. Ms. Cásarez said Dr. Peter Stout, president and CEO, presented to congressional staffers about the need for additional resources in forensics as part of a meeting held by the Center for Statistics and Applications in Forensic Evidence

- H. Dr. Stout presented the president's report. He reviewed the lab's overall turnaround time (TAT) and requests received in January 2019. Dr. Stout said requests for toxicology work have doubled in part due to increased enforcement by the Houston Police Department (HPD.) The toxicology section does not have the resources, instruments or staffing to keep up with the incoming casework. Although the number of drunk driving cases are decreasing, the number of drugged-driving cases is increasing \_ which require more complex analysis. Dr. Stout said this work is crucial to public safety, and emphasized the need to find resources to ensure the toxicology section can effectively deal with the increased demand. The Board discussed possible funding options including corporate and foundation grants, as well as the City's financial constraints. Dr. Stout gave a staffing update and reviewed recent outreach activities. Dr. Stout announced that Ms. Erika Ziemak is the new assistant quality director.
- I. Dr. Stout requested Board approval to execute a 30-year sublease between the City of Houston and HFSC for leased space located at 500 Jefferson Street, Houston, Texas 77002 on HFSC's behalf. Chairwoman Casarez made a motion to approve. Mr. Hilder seconded the motion. The motion passed unanimously.
- J. Dr. Stout requested Board approval for amendments to the First Interlocal Agreement (ILA) between HFSC and the City of Houston. Dr. McPherson made a motion to approve. Mr. Medina seconded the motion. The motion passed unanimously.
- K. Mr. Leach presented HFSC's proposed 2020 fiscal year budget, which in total would provide the lab with the same funding it received last year. He reviewed the allocated costs within the budget. Mr. Leach said the budget included a one-time cost for the lab's move to 500 Jefferson as well as the cost to lease a triple quad mass spectrometer for the toxicology section. Dr. Mitchell made a motion to approve the proposed 2020 fiscal year budget. Vice Chair Thompson seconded the motion. The motion passed unanimously.
- L. Mr. Leach requested approval for amendments to the procurement policy for goods and services for non-fixed assets. Vice Chair Thompson made a motion to approve the policy. Director Lentschke seconded the motion. The motion passed unanimously.
- M. Mr. Leach requested Board approval for amendments to the procurement policy for goods and services for fixed assets. Dr. McPherson made a motion to approve the policy. Vice Chair Thompson seconded the motion. The motion passed unanimously.
- N. Dr. Amy Castillo, vice president and COO, presented the operations report. She reported that all sections except biology are operating in the new Laboratory Information Management System (LIMS.) Dr. Castillo said the DNA backlog is now below 200 cases. HFSC will use grant dollars to pay for the remaining cases being completed by a private laboratory. She said all federal grant dollars that had been held up due to the government shutdown have been released. Dr. Castillo said the firearms section plans to eliminate by August a backlog of guns that need to be uploaded into the firearms database, the National Integrated Ballistics Information Network (NIBIN.).
- O. Mr. Jerry Pena, director of the crime scene (CSU) and digital multimedia units, said staff in the digital and audio/video sections have been reorganized and cross-trained to accommodate for the departure of the section's manager and the classified officers who have been reassigned to

HPD. Two analysts are now authorized to work both audio/video and digital forensic cases. Mr. Pena said crime scene investigators developed 129 latent prints last month, leading to 52 identifications of individuals. Last month, CSU responded to 57 crime scenes, including six that were officer-involved shootings.

- P. Mr. Charles Evans, director of business development, updated the Board about the lab's upcoming move, and said the first group will move in three weeks. He said HFSC will deliver to the Houston City Council the board-approved sublease and ILA by April. He said HFSC will continue to meet all accreditation standards throughout the move. Mr. Evans reviewed ongoing IT and security work at the new building. Mr. Evans said HFSC's corporate address will change will on March 4. Mr. Evans reviewed the move schedule and logistics for the sections that will move between May and December.
- Q. Mr. Darrell Stein, director of information strategy, said HFSC launched its new submission request portal at the same time all sections, except for biology, began operating in the new LIMS. The new request portal launched January 18 and Mr. Stein said he received positive feedback from stakeholders about it. He said the biology division will transfer its operations to the new LIMS by the end of summer.
- R. Mr. James Miller, manager of seized drugs, presented to the Board the results of the HFSC "dashboard" project. The dashboard will allow all staff to monitor data, track work and view consolidated information in real-time so they can better manage their work. Mr. Miller showed the dashboard to the Board, demonstrating how each view is interactive and offers both personal, section-wide and company-wide metrics, information on backlogs, age of requests, quality data, turnaround times and productivity. He shared that staff members like the visual, intuitive and reliable data. Mr. Miller said company-wide training on the dashboard will begin in March. The dashboard will be rolled out for use on April 1.
- S. Ms. Lori Wilson, quality division director, reviewed year-to-date and monthly data for blind quality controls, audits, disclosures, corrective actions, proficiency tests for 2018-2019 and testimony data for January. The quality division is working with HPD to obtain mobile devices scheduled for destruction to assist with blind testing in the digital section.
- T. The Board went into Executive Session under Texas Government Code Section 551.071, consultation with attorney, at approximately 11:16 a.m. Dr. Stout and Ms. Akilah Mance, general counsel, were present with the Board.
- U. The meeting reconvened in open session at approximately 11:35 a.m. The Board took no further action.
- V. Vice Chair Thompson made a motion to adjourn the meeting. Mr. Graves seconded the motion. The meeting ADJOURNED at approximately 11:35 a.m.

By



Jordan Benton Secretary