

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES
March 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 March 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 March 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 9:00 a.m. on Friday March 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, Francisco Medina, Janet Blancett, Dr. Robert "Bob" H. McPherson, Dr. Stacey Mitchell, Mary Lentschke and Ms. Tracy Calabrese

The following directors were absent: Anthony Graves, Philip Hilder

Chairwoman Cásarez declared a quorum was present

- E. Chairwoman Cásarez asked if any changes were needed for the February 8, 2019 Board meeting minutes. Vice Chair Thompson made a motion to approve the minutes. Mr. Medina 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 thanked Mr. Patrick Tynan, a seized drugs analyst, for speaking to more than 800 students at MacArthur High School about the dangers of drugs. The Chairwoman thanked Ramit Plushnick-Masti, director of communications, for joining her at a church to present about HFSC as part of a series called Justice and Mercy. She reminded the Board that HFSC's five-year anniversary celebration will be April 6. Guest speakers include Houston Mayor Sylvester Turner and Michael Bromwich, former inspector general of the U.S. Department of Justice. Ms. Cásarez thanked Mr. John Quinlan for

sponsoring the event.

- H. Chairwoman Casarez asked the Board if it would favor passing a Resolution to voluntarily follow Section 551.143 of the Texas Government Code, conspiracy to circumvent the Texas Open Meetings Act, despite a recent ruling by the Texas Court of Criminal Appeals that struck it down. The Board expressed its support to do this although the Texas Legislature is currently considering legislation that could resolve the problem. Chairwoman Casarez made a motion asking HFSC General Counsel Akilah Mance to draft such a resolution for the Board's consideration at its April meeting. Ms. Blancett seconded the motion. The motion passed unanimously.
- I. In a treasurer's report, Mr. David Leach, chief financial officer and treasurer, said HFSC's FY19 spending has continued as expected. Mr. Leach said he will request approval for a budget reallocation at the Board's April meeting.
- J. Dr. Amy Castillo, vice president and chief operations officer, presented an operations report. Dr. Castillo said at the next meeting, she will share section data for February and March due to the recent transition to the new Laboratory Information Management System (LIMS) and the difficulty that presents in pulling data. She updated the Board about the forensic biology/DNA section's backlog elimination project. Dr. Castillo said 96 backlogged cases remain in HFSC internal backlog and 461 cases are pending return from a private lab. Dr. Castillo also told the Board about ongoing forensic biology training shared updates about HFSC's lean six sigma projects.
- K. Mr. Jerry Pena, director of the crime scene and digital multimedia units, said the digital and A/V sections and CSU are working with the Houston Police Department to provide training to police officers, including one hosted by the Internet Crimes Against Children task force hosted at the Children's Assessment Center. Mr. Pena said both units have been assisting HPD with an ongoing investigation into a complex officer-involved shooting during a drug bust in which four officers were shot and two civilians were killed. Mr. Pena said 18 crime scene investigators completed 20 hours of photography and also underwent training to administer drugs used to combat the effects of an opioid overdose.
- L. Mr. Charles Evans, director of business development, updated the Board about the lab's ongoing move to 500 Jefferson. Mr. Evans said the first move had been completed on March 4 and the next move would take place March 19. He said City Council unanimously approved both the sublease and the First Interlocal Agreement. Mayor Sylvester Turner and the City Controller have also approved the documents. Mr. Evans said HFSC's corporate address changed March 1 to the 500 Jefferson location. Mr. Evans discussed upcoming priorities and logistics for the ongoing move.
- M. Ms. Erika Ziemak, assistant quality division director, provided the Board with the February data for blind quality controls (BQC,) audits, disclosures, corrective actions, proficiency tests and testimony data for 2019.
- N. Dr. McPherson made a motion to adjourn the meeting. Ms. Blancett seconded the motion. The meeting ADJOURNED at approximately 9:50 a.m.

By: Jordan Benton
Jordan Benton Secretary