

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS  
MINUTES

February 9, 2018

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (the "Corporation") hereby certifies the following are true and correct minutes of the February 9, 2018 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 6, 2018, 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, February 9, 2018 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, Philip Hilder, Francisco G. Medina, Janet Blancett, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell, Chief Mary Lentschke, Sandra Guerra Thompson.

The following directors were absent: Anthony Graves and Tom P. Allen (ex-officio).

Chairwoman Cásarez declared a quorum was present.

- E. Chairwoman Cásarez thanked Mr. David Feldman for his service on the Board of Directors. She introduced new member, Mr. Philip Hilder, and welcomed him to the Board.
- F. Chairwoman Cásarez noted a draft of the minutes of the Corporation's meeting on January 12, 2018 had been distributed to the Board. Dr. Mitchell made a motion to approve the minutes. Mr. Medina seconded the motion. The motion passed unanimously.
- G. Chairwoman Cásarez asked if any members of the public wished to address the Board. No one addressed the Board.
- H. Chairwoman Cásarez provided a chair's report. She thanked Technical Advisory Group (TAG) member, Dr. Darrell Davis, for joining the meeting via teleconference. Ms. Cásarez said Director Graves had a successful book signing and would be holding another. She thanked the Board budget working group for helping to prepare the FY19 budget proposal. Ms. Cásarez congratulated Vice Chair Thompson for receiving a request to write a second edition of her book, *Cops in Lab Coats*. Chairwoman Cásarez said she had been invited by Rep. Sheila

Jackson Lee to testify before a congressional committee about HFSC's rape kit elimination project. Rep. Lee has said she views HFSC's independent structure is a model for the nation.

- I. Dr. Peter Stout, president and CEO, provided the president's report. Dr. Stout reviewed two past disclosures made to the Texas Forensic Science Commission (TFSC) and the commission's findings from a meeting on February 3. Dr. Stout said Dr. Bruce Budowle and Dr. Jody Koehler of the TFSC would tour HFSC's lab as part of the research into a complaint regarding the forensic biology sections. He expects recommendations for improvement to result. Dr. Stout shared with the Board the details of two new disclosures to the TFSC. He reviewed the lab's average turnaround time (TAT) for January 2018, total TAT, backlogs and requests received. Dr. Stout highlighted recent community outreach efforts, as well as new certifications and staffing updates.
- J. Mr. Darrell Stein, director of information strategy, provided an update on HFSC's Laboratory Information Management System (LIMS). Mr. Stein shared information with the board about the disciplines that are operating in the new LIMS. HFSC is now focusing on moving all staff to a new computer network before transitioning additional sections to the new LIMS. Mr. Stein also said a new user-friendly portal for submitting requests is being built and will benefit internal and external stakeholders.
- K. Dr. Amy Castillo, vice president and COO, presented the operation's report. She shared each technical section's scorecard showcasing overall TAT, progress and impacts of the ongoing transition to LIMS as well as effects of the network switch on operations. Dr. Castillo said HFSC will have a partial shutdown in lab operations beginning February 28 to allow for the network transition. Dr. Castillo introduced a new scorecard for the national DNA database, the Combined DNA Index System (CODIS). Dr. Castillo told the board the latent print section is forecast to eliminate its longstanding backlog by the end of 2018.
- L. Mr. Leach, treasurer and CFO, presented a treasurer's report. Mr. Leach reviewed the monthly reports, including the full-year budget update, comparative statement of activities and grants. Mr. Leach said HFSC is on track to finish the year within budget.
- M. Mr. Leach requested board approval for the FY19 \$25.6 million budget proposal. Dr. McPherson made a motion to approve. Chief Lentschke seconded the motion. Chairwoman Cásarez asked for a roll call vote. The FY19 budget was approved by the Board.  
  
Nicole B. Cásarez, Philip Hilder, Francisco G. Medina, Janet Blancett, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell, Chief Mary Lentschke and Sandra Guerra Thompson voted in favor of the budget proposal. The following members were absent: Anthony Graves.
- N. Dr. Stout gave a quality update for January 2018 on behalf of Ms. Lori Wilson, quality director. Dr. Stout reviewed incidents and corrective actions, disclosures to TFSC and accreditation.
- O. Pursuant to Section 551.071, consultations with attorney, Section 551.074, personnel matters, and Section 551.072, real property, of the Texas Government Code, the Board went into

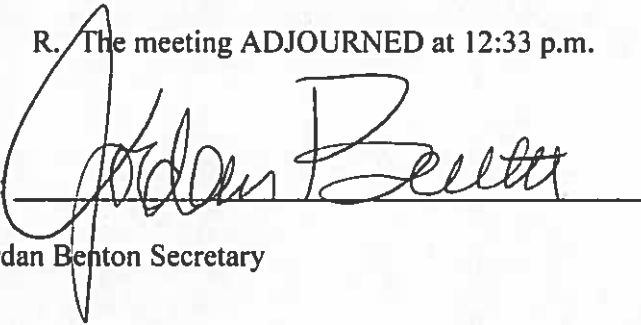
executive session at approximately 11:10 a.m. HFSC's general counsel, Ms. Renee Byas, Dr. Stout, Dr. Castillo, Mr. Charles Evans, director of business development, Mr. Leach and Ms. Benton, Board secretary, were present in the executive session. Ms. Caresse Young, director of human resources, was asked to later join the executive session for discussion pertaining to Section 551.074, personnel matters.

P. The executive session concluded at approximately 12:33 p.m. The meeting reconvened in open session.

Q. No further action was taken.

R. The meeting ADJOURNED at 12:33 p.m.

By

A handwritten signature in black ink, appearing to read "Jordan Benton", is written over a horizontal line. The signature is stylized and cursive.

Jordan Benton Secretary