

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES
March 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 March 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 March 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 March 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, Anthony Graves, 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: Janet Blancett and Tom P. Allen (ex-officio)

Chairwoman Cásarez declared a quorum was present

- E. Chairwoman Cásarez noted a draft of the minutes of the February 9, 2018 Board meeting had been distributed to the directors. Dr. Mitchell made a motion to approve the minutes. Ms. Thompson seconded the motion. The motion passed unanimously.
- F. Chairwoman Cásarez asked if any members of the public wished to address the Board. No one addressed the Board.
- G. Chairwoman Cásarez provided a chair's report. She informed the Board there were no updates regarding HFSC's negotiations with the University of Houston regarding a lease for a new facility. HFSC has submitted its FY19 to the City of Houston and is awaiting feedback. The Chairwoman said Councilmember Robert Gallegos and Commissioner Rodney Ellis and their staffs separately toured HFSC this month and she thanked them for their support. Dr. Mitchell participated in an evidence management steering committee conference in Washington D.C. She said the committee will make recommendations on how to improve the handling and management of evidence. Ms. Cásarez shared feedback from her wrongful convictions course students who toured HFSC and praised the blind quality control program and noted the lab's

insufficient space.

- H. Dr. Peter Stout, president and CEO, provided the president's report. Dr. Stout reviewed disclosures made to the Texas Forensic Science Commission (TFSC), including a disclosure HFSC will present to the TFSC at its April meeting regarding potential professional misconduct by a former analyst in the audio/video section. Dr. Stout presented the Board with a video created by HFSC's logistics specialist, Ms. Susan Harrell, which provided an overview of supply management and the RFID pilot (radio frequency identification) project being used to track supplies and which will eventually expand to evidence tracking. Dr. Stout reviewed the lab's average turnaround time (TAT) for February 2018, total TAT, backlogs and requests received. Dr. Stout shared recent outreach activities and highlighted events led by staff who volunteer at community events and have participated in more than 18 activities since December. He also reviewed new certifications and staffing updates.
- I. Mr. Darrell Stein, director of information strategy, provided an update on HFSC's transition to a new Laboratory Information Management System (LIMS). Mr. Stein said HFSC had paused the transition to the new LIMS while it completed a move from the Houston Police Department's network to its own independent computer network. Mr. Stein said once the network transition is complete HFSC will resume its move to the new LIMS.
- J. Dr. Amy Castillo, vice president and COO, presented the operation's report. She provided a network and LIMS transition update. She reviewed each section's scorecard showcasing overall TAT, updates on accreditation, progress and impacts of the ongoing transition to LIMS, current backlogs. Dr. Castillo introduced a new scorecard for the Lean Six Sigma (LSS) group, which is overseeing projects designed to increase HFSC's quality and cost-effectiveness.
- K. Mr. Leach, treasurer and CFO, requested Board approval for a reallocation of the FY18 budget. Dr. McPherson made a motion to approve the reallocations. Vice Chair Thompson seconded the motion. The motion was approved.
- L. Mr. Leach presented a treasurer's report. Mr. Leach reviewed the status of revenue received year to date. Mr. Leach reviewed grant funds that have been received and spent.
- M. Ms. Lori Wilson, quality director, gave a quality update for February 2018. Ms. Wilson said as the courts return to a more normal schedule following Hurricane Harvey, analysts are again being called to testify. She also talked about testimony monitoring, transcript reviews, TFSC disclosures, audits and HFSC's reaccreditation this year.
- N. Chairwoman Cásarez made a motion to create a non-voting advisory board of former members. The advisory structure will allow former Board members to stay in touch with HFSC and for staff to still get their advice or use their knowledge when necessary. Mr. Hilder seconded the motion. The motion passed unanimously.
- O. The meeting ADJOURNED at 10:35 a.m.

By: Jordan Benton
Jordan Benton Secretary