

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

July 13, 2018

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 July 13, 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 July 10, 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 9:01 a.m. on Friday July 13, 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 and Ms. Tracy Calabrese

The following directors were absent: Anthony Graves

Chairwoman Cásarez declared a quorum was present

- E. Chairwoman Cásarez welcomed new board ex-officio, Ms. Tracy Calabrese.
- F. Chairwoman Cásarez asked if there were any changes to the June 8, 2018 Board meeting minutes. Dr. Mitchell made a motion to approve the minutes as presented. Ms. Blancett seconded the motion. The motion passed unanimously.
- G. Chairwoman Cásarez asked if members of the public wished to address the Board. No one addressed the Board.
- H. Chairwoman Cásarez presented a chair's report. She said a law firm, Olsen & Olsen, had been hired to address a legal matter as approved by the Board at the June meeting. Ms. Cásarez told Board members the Texas Forensic Science Commission's draft report regarding a complaint made about HFSC's DNA section and quality investigations had been shared with members. She reported that Council Member Michael Kubosh had visited the lab and praised the work

done by the Center.

- I. Dr. Amy Castillo, vice president and COO, presented the operations report. Dr. Castillo reminded Board members that for several months HFSC had shared two turnaround time graphics because turnaround time numbers were skewed as the latent print section worked through its backlog of old cases. By showing the two graphics, one including latent prints and one excluding the section, HFSC had been better able to provide the Board with a true representation of the work. Now, however, as the latent print backlog has decreased significantly, Dr. Castillo said she would go back to presenting only one graphic. Dr. Castillo provided a staffing update and noted that the latent print manager had given an employee opening in his section to the firearms team so they could hire more NIBIN technicians as requests for firearms imaging increase. She also noted that the Harris County Criminal Lawyers' Association (HCCLA)'s TV show, Reasonable Doubt, would broadcast a three-part series about HFSC's work: one about the National Integrated Ballistics Information Network (NIBIN), another about the biology section and a third about HFSC's blind quality control program. Dr. Castillo then reviewed the operations report, including turnaround times, critical issues, current backlogs and other updates.
- J. Ms. Aimee Grimaldi, lean six sigma (LSS) project engineer, gave a project update on the Combined DNA Index System (CODIS). Ms. Grimaldi said the team determined that HFSC's CODIS team, which falls under the biology section, was not sufficiently staffed and that additional training was needed for both staff and stakeholders. The project team also found ways to improve how information from CODIS is shared with stakeholders. The team has launched a pilot plan to address the inefficiencies identified, and additional staff members have been hired. CODIS training, including a video that will be shared with stakeholders, will further improve the process, Ms. Grimaldi said.
- K. Ms. Lori Wilson, quality director, gave an update for June 2018. Ms. Wilson shared information about testimony monitoring and transcript review, audits and inspections, preventive action review and HFSC's blind testing program. Board members suggested ways to improve the transcript review pilot project. Ms. Wilson reminded the Board the lab would have its four-year accreditation reassessment beginning Tuesday, July 17. The Crime Scene Unit will be assessed for the first time in July, with the hope of also becoming accredited.
- L. Mr. Leach requested Board approval to reallocate funds in HFSC's FY18 budget. Dr. McPherson made a motion to approve the budget reallocations. Dr. Mitchell seconded the motion. The Board approved the budget reallocations unanimously.
- M. Mr. Leach gave a treasurer's report. Mr. Leach said spending for FY19 is on track. Mr. Leach reviewed active and pending grants.
- N. Dr. Castillo asked the Board to approve a contract for Bode Cellmark Forensics to do DNA analysis for HFSC at a cost not to exceed \$1.45 million. Ms. Thompson made a motion to authorize the contract. Ms. Blancett seconded the motion. The Board approved the contract unanimously.
- O. Pursuant to Section 551.072, real property, of the Texas Government Code, the Board went into executive session at approximately 10:58 a.m. Dr. Castillo, Mr. Leach, Director of

Business Development Charles Evans and Jordan Benton, secretary of the board, were present in the executive session along with the Board.

P. The executive session concluded at approximately 12:14 p.m. The meeting reconvened in open session.

Q. Ms. Blancett proposed a resolution to allow the HFSC Board to give the HFSC CEO and his delegates the authority to negotiate with the University of Houston and other investors and/or developers with similar facility options, the terms and conditions for a 30-year lease for approximately 83,000 square feet of office and laboratory space for the Houston Forensic Science Center. Upon completion of negotiations, the HFSC CEO and his delegates will present the lease and project evaluation, recommendations, terms and conditions and timeline to the HFSC Board for final approval. Mr. Hilder seconded the motion. Ms. Benton called the roll and the following members were in favor:

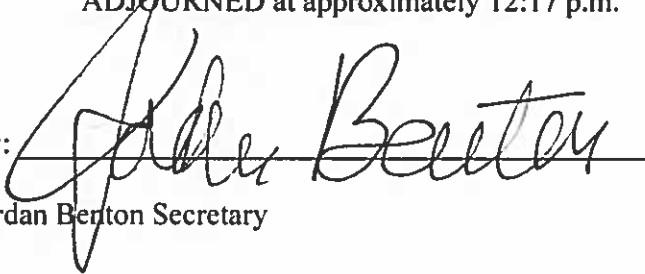
Chairwoman Cásarez, Mr. Hilder, Mr. Medina, Ms. Blancett, Dr. Mitchell, Chief Lentschke

The following members recused themselves from voting: Dr. McPherson, Vice Chair Thompson

The resolution passed.

R. Ms. Casarez made a motion to adjourn. Mr. Hilder seconded the motion. The meeting ADJOURNED at approximately 12:17 p.m.

By:

A handwritten signature in black ink, appearing to read "Jordan Benton", written over a horizontal line.

Jordan Benton Secretary