

Houston Forensic Science Center, Inc.
MEETING OF BOARD OF DIRECTORS
MINUTES
October 12, 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 October 12, 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 October 9, 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 9:10 a.m. on Friday October 12, 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, Dr. Robert "Bob" H. McPherson, Dr. Stacey Mitchell, and Ms. Tracy Calabrese

The following directors were absent: Francisco G. Medina, Chief Mary Lentschke, Sandra Guerra Thompson and Janet Blancett

Chairwoman Cásarez declared a quorum was present

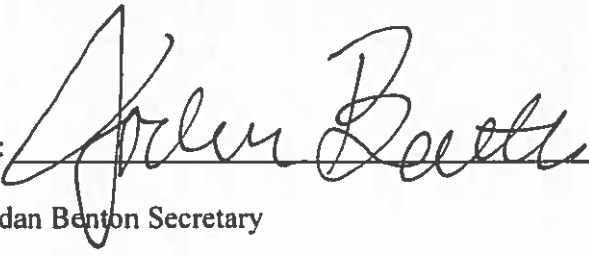
- E. Chairwoman Cásarez asked if there were any changes needed for the August 29, 2018 Board meeting minutes. Dr. Mitchell made a motion to approve the minutes. Mr. Hilder seconded the motion. The motion passed unanimously.
- F. Ms. Cásarez asked if there were any changes needed for the September 14, 2018 Board meeting minutes. Dr. McPherson made a motion to approve the minutes. Mr. Hilder 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 welcomed HFSC's new general counsel, Ms. Akilah Mance. The Chairwoman appointed a board working group for the transcript review program made up of Ms. Mance and Directors Hilder and Lentschke. Ms. Cásarez told the Board she will discuss forensic science reform on a Harvard Law School panel titled "How

Bad Science is Corrupting the Justice System.” Ms. Cásarez and Dr. Stout spoke with the Quattrone Center for the Fair Administration of Justice at the University of Pennsylvania Law School. The Quattrone Center is looking into issues at the Austin Police Department Crime Lab and spoke with HFSC at the suggestion of Michael Bromwich, the attorney who oversaw various audits of the Houston Police Department Crime Lab. Representatives from the Quattrone Center will visit the lab and attend an upcoming board meeting.

- I. Mr. Charles Evans, director of business development, requested Board approval to authorize HFSC’s CEO and his delegates to negotiate and execute an occupancy agreement between the City of Houston and HFSC for 83,080 square feet of office, laboratory and basement space at 500 Jefferson. Dr. McPherson made a motion to approve. Mr. Graves seconded the motion. The following members were in favor: Chairwoman Cásarez, Mr. Graves, Mr. Hilder, Dr. McPherson, Dr. Mitchell. The following members were absent: Mr. Medina, Ms. Lentschke, Ms. Thompson and Ms. Blancett. The motion passed unanimously.
- J. Mr. Evans requested Board approval to authorize HFSC’s CEO and his delegates to negotiate a sublease and related changes to the Interlocal Agreement between the City of Houston and HFSC that will align with the 500 Jefferson 30-year lease term. Chairwoman Cásarez made a motion to approve. Dr. McPherson seconded the motion. The following members were in favor: Chairwoman Cásarez, Mr. Graves, Mr. Hilder, Dr. McPherson, Dr. Mitchell. The following members were absent: Mr. Medina, Ms. Lentschke, Ms. Thompson and Ms. Blancett. The motion passed unanimously.
- K. Mr. Evans gave the Board an update on HFSC’s upcoming move to 500 Jefferson. Mr. Evans said a total of nine moves broken into three phases will be made between March and December 2019. Mr. Evans said the focus is on minimizing duplicate rent and expenses. Staff currently in 1301 Fannin will be completely moved out by April 30. HFSC will start returning space at 1200 Travis to the Houston Police Department in May 2019. Mr. Evans said HFSC will use grant funds to renovate the vehicle examination bay (VEB).
- L. Ms. Blancett arrived at approximately 9:34 a.m.
- M. Dr. Amy Castillo, vice president and COO, presented the operations report. She reviewed the overall turnaround time (TAT) and requests received for the lab, as well as certifications and degrees obtained by staff. Dr. Castillo shared recent outreach efforts, including a tour of the lab with Houston City Council Member Martha Castex-Tatum and National Forensic Science Week events hosted by HFSC. She summarized each section’s TAT and existing backlogs. Dr. Castillo reviewed progress made toward cross-training forensic biology analysts and eliminating the DNA backlog. Dr. Castillo reviewed ongoing process improvement projects.
- N. Ms. Jeniffer Molina, latent print examiner, gave a presentation on blind verification in the latent print community. She shared information about HFSC’s latent print section workflow and areas where bias could potentially be present. Ms. Molina reviewed a series of studies regarding latent print practices and gave an overview of blind verification done at other laboratories as HFSC considers implementing a similar program. Ms. Molina concluded that more study is needed to determine whether blind verifications will improve quality or eliminate potential bias in the workflow. Ms. Molina suggested HFSC review current error rates, standard operating procedures (SOP) and workflows to ensure contextual bias is limited, as

well as establish consistent criteria for conclusions before moving toward blind verification.

- O. Mr. Jerry Pena, director of crime scene and digital & multimedia units, gave an update on backlogged cases in the digital and multimedia unit. He reviewed total call outs, items of evidence collected, cars processed at the VEB and total hours spent at crime scenes. Mr. Pena shared the total number of latent prints collected by crime scene investigators.
- P. Ms. Aimee Grimaldi, Lean Six Sigma (LSS) engineer, gave an update on the completion of a process improvement project conducted in the national DNA database, the Combined DNA Index System (CODIS) section. Ms. Grimaldi reviewed the team's goals which focused improving resources, streamlining the overall process and training the CODIS and DNA analysts. Ms. Grimaldi said the team helped the CODIS group consolidate notifications to stakeholders, create a database for monthly CODIS hits and create a training video for stakeholders CODIS notification TAT has dropped from 39 days to 19 days. In the future, the team will circle back with stakeholders to ensure the process' sustainability and to gather feedback.
- Q. Ms. Paula Evans, LSS engineer, updated the Board on the results of the supply chain management process improvement project. Ms. Evans said the group streamlined the supply chain process and reduced waste, improved transparency and communication, eliminated work stoppages resulting from purchase deficiencies and delays, increased cost savings and established a method for data collection. Ms. Evans said the improvements also increased central storeroom inventory, increased credit card transactions and decreased maverick spend. To decrease costs, HFSC will discontinue its radio frequency identification tracking in the supply room, saving \$32,000, and purchase forensic biology supplies in bulk, saving \$60,000 annually.
- R. Ms. Lori Wilson, quality division director, reviewed blind quality controls, accomplishments and challenges for September 2018, audits, disclosures and corrective actions. Ms. Wilson said HFSC is waiting on ANAB, HFSC's accrediting body, to give final approval for the lab-wide reaccreditation, which includes CSU. Ms. Wilson said HFSC disclosed to the Texas Forensic Science Commission (TFSC) a latent print nonconformance that involved a case number mix-up in a preliminary report issued. A nonconformance in the firearms section will also be disclosed to TFSC. The quality division investigation into contamination events in the DNA section is ongoing. The analyst formerly removed from the extraction portion of the DNA process has resumed full casework. Ms. Wilson said this year 46 of 150 analysts have testified in 93 proceedings. HFSC monitored 44 of the 46 analysts. Quarterly transcript reviews are ongoing.
- S. In a treasurer's report, Mr. Leach said HFSC's spending is on track and moving along as expected for the fiscal year. Mr. Leach also gave an update on pending and approved grants.
- T. The Chairwoman made a motion to adjourn. Mr. Hilder seconded the motion. The meeting ADJOURNED at approximately 11:38 a.m.

By:  _____
Jordan Benton Secretary