

Houston Forensic Science Center, Inc.  
MEETING OF BOARD OF DIRECTORS  
MINUTES  
December 14, 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 December 14, 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 December 11, 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 December 14, 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, Francisco G. Medina, Janet Blancett, Dr. Robert "Bob" H. McPherson, Dr. Stacey Mitchell and Sandra Guerra Thompson

The following directors were absent: Philip Hilder, Chief Mary Lentschke and Ms. Tracy Calabrese

Chairwoman Cásarez declared a quorum was present

**January 11, 2019 AMENDMENT:** Ms. Tracy Calabrese arrived at approximately 9:06 a.m. (reference Item "H".)

- E. Chairwoman Cásarez asked if there were any changes needed for the November 9, 2018 Board meeting minutes. Director Mitchell made a motion to approve the minutes. Vice Chair Thompson 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 welcomed representatives from the Quattrone Center for the Fair Administration of Justice at the University of Pennsylvania Law School and Mr. Darrell Davis, a member of HFSC's technical advisory group, to the meeting. The Chairwoman said Director Mitchell will lead a town hall meeting regarding changes to the

Texas sexual assault evidence collection kit protocol, a project she has been working on with Texas A&M University and the Texas Attorney General's Office.

- H. Ms. Calabrese arrived at approximately 9:06 a.m.
- I. Dr. Peter Stout, president and CEO, presented the president's report. He reviewed the lab's overall turnaround time (TAT) and requests received for November 2018. He said overall requests received is increasing monthly. Dr. Stout said 74 of 79 staff required to obtain a forensic license by the state have done so. Dr. Stout gave a staffing update. He reviewed recent outreach activities, including presentations on opioids and meetings held in Austin with legislative staff and state representatives.
- J. Dr. Stout presented his request for HFSC to adopt forensic standards approved by the Organization of Scientific Area Committee (OSAC.) He said it would be important for HFSC to voluntarily adopt OSAC standards to encourage consistency and higher standards in the field of forensics. The Chairwoman made a motion to adopt Resolution 2018-002. Vice Chair Thompson seconded the motion. With none opposed, the resolution passed.
- K. In a treasurer's report, Mr. Leach said HFSC's spending is on track. Mr. Leach said three grants have been approved and five are pending approval.
- L. Mr. Leach requested Board approval to amend a financial policy regarding requisition limits and authorities for reoccurring operating expenses. The policy will also adjust the levels of approval and allow for a more streamlined process. Dr. McPherson made a motion to approve. Ms. Blancett seconded the motion. The policy amendment passed unanimously.
- M. Dr. Amy Castillo, vice president and COO, presented the operations report. She said in January all forensic disciplines, except forensic biology/DNA, will begin operating in the new Laboratory Information Management System (LIMS.) Dr. Castillo said turnaround times will increase because of the transition. She said the DNA backlog is on track to be eliminated by July. Dr. Castillo said HFSC had worked with the Houston Police Department to simplify and make more efficient the process for examining and handling firearms that require testing from other disciplines, such as DNA and latent prints.
- N. Mr. Jerry Pena, director of the crime scene and digital & multimedia units, said cross-training of two audio/video analysts is ongoing. They will help ease the transition in the digital section when the last group of classified officers return to HPD by the end of the year. Mr. Pena said turnaround times in the section will likely increase during this transitional period. Mr. Pena said a crime scene investigator has returned from military deployment and is completing his training. Mr. Pena said the Texas Rangers commended HFSC's crime scene investigators for their handling of a complex officer-involved shooting.
- O. Mr. Darrell Stein, director of information strategy, updated the Board on the transition to the new LIMS. He said all disciplines, except DNA, will go live in January in the new LIMS. Mr. Stein shared a video highlighting the new portal stakeholders will use to submit requests for analysis.

- P. Mr. Charles Evans, director of business development, updated the Board on the lab-wide move to 500 Jefferson. Mr. Evans reviewed the move timeline and said it is currently on track. He said HFSC is now working with the City of Houston to finalize a sublease and amend the Interlocal Agreement to reflect the terms of the 30-year, 500 Jefferson lease. Once complete, the Board will be asked to approve the documents and the Houston City Council will do the same. Mr. Evans summarized the move sequences and the 500 Jefferson floor plans.
- Q. Ms. Lori Wilson, quality division director, reviewed year-to-date and monthly blind quality controls (BQC,) accomplishments and challenges for November 2018 BQCs, audits, disclosures, corrective actions, proficiency tests and testimony data. Ms. Wilson restated that ANAB awarded HFSC its reaccreditation on November 8.
- R. Ms. Calabrese requested an amendment to the approved November 9, 2018 board minutes to reflect her attendance. The Chairwoman made a motion to approve the amendment. Dr. Mitchell seconded the motion. The amendment to the November 9, 2018 board minutes passed unanimously.
- S. In accordance with Sections 551.071, consultation with attorney, and 551.074, personnel matters, of the Texas Government Code, the Board went into executive session along with Dr. Stout and Ms. Akilah Mance, general counsel.
- T. The Board reconvened into open session at approximately 11:25 a.m. No action was taken in the executive session.
- U. Vice Chair Thompson made a motion to adjourn the meeting. Mr. Medina seconded the motion. The meeting ADJOURNED at approximately 11:26 a.m.

By. \_\_\_\_\_

Jordan Benton Secretary