

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

January 13, 2017

The undersigned, being the duly appointed Secretary of the Houston Forensic Science Center, Inc., (the "Corporation"), hereby certifies that the following are true and correct minutes of the January 13, 2017 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, which Chapter is made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on January 10, 2017, 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, Chairwoman of the Board, at approximately 9:03 a.m. on Friday, January 13, 2017, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Ashley Chapman called the roll. The following Directors were present: Nicole B. Cásarez, Anthony Graves, Janet Blancett, Dr. Stacey A. Mitchell, and Sandra Guerra Thompson.

The following Directors were absent: David M. Feldman, Dr. Robert "Bob" H. McPherson, and Tom P. Allen (ex-officio).

Chairwoman Cásarez announced that a quorum of the Directors was present.

- E. Chairwoman Cásarez noted that drafts of the minutes of the Corporation's meetings on December 9, 2016 and December 28, 2016 had been distributed to the board. Dr. Mitchell made a motion to approve the minutes of the December 9, 2016 and December 28, 2016 meetings, and the motion was seconded by Ms. Blancett. The motion passed unanimously, and the minutes of the December 9, 2016 and December 28, 2016 meetings were adopted.
- F. Chairwoman Cásarez asked if any members of the public wished to address the board. She noted that no one asked to address the board and the meeting continued.
- G. Dr. Robert "Bob" H. McPherson joined the meeting at approximately 9:06 a.m.
- H. Chairwoman Cásarez provided a Chair's report. She thanked Dr. McPherson and Vice Chairwoman Thompson for arranging meetings with faculty members and deans at the University of Houston regarding possible opportunities with the Houston Forensic Science Center (HFSC). She reported that Deborah Esquenazi, a documentary filmmaker, and HFSC

are in preliminary discussions about producing a short film about the Center. Chairwoman Cásarez reported that she and HFSC have requested meetings with the Harris County District Attorney, Kim Ogg. She noted that budget discussions will be held at the February 2017 board meeting and encouraged board attendance. She thanked Dr. Peter Stout, Interim President and Chief Executive Officer (CEO), for his continued efforts in meetings with the City of Houston.

- I. Dr. Stout provided a report including a discussion of the operations report for January 2017. He compared the total average turnaround time (TAT), requests received, and total average process time from calendar year 2015 to 2016. He noted that the total average TAT is down 50%. He reviewed the average total TAT, backlogged requests, average process TAT, and wait gap since the start of the HFSC. Dr. Stout reviewed the monthly average of requests received at the HFSC. He reviewed the three self-disclosures made to the Texas Forensic Science Center (TFSC). Chairwoman Cásarez noted that Sarah Chu, with the Innocence Project, congratulated the HFSC for being so transparent and proactive. Dr. Stout reviewed the major initiatives, including the forensic biology Lean Six Sigma project, the blind quality control (BQC) program, and progress on the implementation of the new laboratory information management system. Dr. Stout provided an update on current staffing at the HFSC. He reported that 15 positions are on hold and HFSC is actively recruiting for 5 positions to support the crime scene unit (CSU). Dr. Stout reported that he continues to have meetings with the Office of the Mayor. He reported that he and Dr. Dayong Lee, manager of toxicology, provided a workshop to the Harris County District Attorney's Office on alcohol-related issues and testing. He reported that Councilwoman Amanda Edwards and staffers recently toured the laboratory. Dr. Stout reported that he spoke at the University of Houston Dean's Conference and he has another meeting scheduled with the department of computer science at the University of Houston about potential collaboration opportunities. He reported that Councilmembers Steve Le and Brenda Stardig are scheduled to tour the Center. Dr. Stout reported that he has reached out to Kim Ogg's office and Mr. James Miller, manager of controlled substances, and Ms. Renee Byas, General Counsel, met with the District Attorney's office. Dr. Stout provided an update on current grant proposals underway. He reported that Ms. Alicia Rairen and Dr. Castillo have a conditionally accepted manuscript with the Journal of Forensic Identification. He provided an update on the activities and casework of all HFSC sections. He reported that the digital and multimedia backlog has been eliminated.
- J. Mr. Graves left the meeting at approximately 9:44 a.m.
- K. Mr. David Leach, Treasurer and Chief Financial Officer, provided a Treasurer's report. He reviewed the FY'17 budget versus FY'17 actual spending, noting costs for personnel, supplies, and services. Mr. Leach reviewed the spending details for the period of July 1, 2016 through December 31, 2016, the year-to-date (YTD) versus budget, and the full year budget amount and percentage spent YTD. Mr. Leach reported that the business working group, including Dr. McPherson and Dr. Mitchell, will meet to discuss a potential fee-for-service proposal, which will be presented at the next board meeting with the proposed FY'18 budget. Dr. McPherson asked that the HFSC website include a mechanism to receive donations given that the Center is a 501(c)3 organization. Mr. Leach provided the balance sheet and a report on the Center's grants as of December 31, 2016.

- L. Ms. Lori Wilson, Quality Director, provided a Quality Division Update for December 2016. She reported that staff from the quality division will discuss the BQC program in short talks at the American Academy of Forensic Sciences Annual Scientific meeting in February 2017 and at the Annual American Society of Crime Laboratory Directors Symposium in May 2017. Ms. Wilson noted that the quality report provides details regarding the corrective actions disclosed to the TFSC. She reported that yearly internal audits are scheduled for January 17-20, 2017 for the controlled substances and trace sections. Ms. Wilson reported that the new civilian CSU supervisor will begin work the week of January 14, 2017.
- M. Ms. Blancett, liaison to the Technical Advisory Group (TAG), provided a report regarding the TAG. She reported that Dr. Bruce Budowle, a DNA subject matter expert on the TAG, was honored with an appointment to the TFSC. After discussions with Ms. Lynn Garcia, TFSC's General Counsel, and Ms. Byas, Ms. Blancett reported that Dr. Budowle plans to remain on HFSC's TAG and recuse himself from all HFSC-related discussions with the TFSC to avoid any potential conflicts of interest. Ms. Blancett and Chairwoman Cásarez thanked Dr. Budowle for his service on the TAG and congratulated him on his recent appointment to the TFSC.
- N. Pursuant to Section 551.071, consultations with attorney, and Section 551.074, personnel matters, of the Texas Government Code, the Board went into Executive Session at approximately 10:02 a.m. Ms. Renee Byas, HFSC's General Counsel, was also present during the Executive Session, and Dr. Peter Stout, Interim President and CEO, joined the Executive Session in part.
- O. The Executive Session concluded at approximately 11:30 a.m. The open meeting reconvened at 11:35 a.m.
- P. Dr. McPherson made a motion recommending that HFSC extend an offer to Dr. Peter Stout for the President & CEO position. Dr. McPherson noted that final negotiations and terms of the contract would be discussed at the next board meeting. Vice Chairwoman Thompson seconded the motion. The motion passed unanimously.
- Q. There being no other business, the meeting was ADJOURNED at 11:35 a.m.

Houston Forensic Science Center, Inc.

By: Ashley Chapman

Ashley Chapman

Secretary