

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES
April 14, 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 April 14, 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 April 11, 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 9:04 a.m. on Friday, April 14, 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, Dr. Robert "Bob" H. McPherson, and Dr. Stacey A. Mitchell.

The following Directors were absent: Anthony Graves, David M. Feldman, Janet Blancett, Sandra Guerra Thompson, and Tom P. Allen (ex-officio).

Chairwoman Cásarez announced that a quorum of the Directors was not present and informational reports would be presented until a quorum was obtained.

- E. 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.
- F. Chairwoman Cásarez provided a Chair's report. She reported that the Houston Forensic Science Center (HFSC) is working on scheduling tours with Councilmember Jerry Davis and Councilmember Dwight Boykins. She reported that Vice Chairwoman Thompson provided her testimony to the House Judiciary Subcommittee on Crime, Terrorism, Homeland Security, and Investigations in support of efforts to improve the state of the forensic science system. Chairwoman Cásarez thanked Ms. Blancett for visiting with Mr. Jay Guerrero, Regional Director of Southeast Texas for U.S. Senator John Cornyn, and reported that HFSC is working to schedule a tour with Senator Cornyn.
- G. Dr. Peter Stout, President and Chief Executive Officer, provided a report including a discussion of the lab's operations in March 2017. He compared the total average turnaround time (TAT), requests received, and total average process time from the last 12 months

compared to prior 12 months. He reviewed the average total TAT, backlogged requests, average process TAT, and wait gap since the start of the HFSC. He reviewed the monthly average of requests received at the HFSC. He reviewed the claims for the May 26th Texas Forensic Science Commission (TFSC) meeting. Dr. Stout and members of the board discussed the crime scene unit (CSU) disclosure and related media coverage including how to address this issue moving forward. Dr. Stout reviewed the recent outreach activities at the HFSC. Dr. Stout reported that he provided testimony on three house bills at the state legislature, and met with the Public Defender's Office, the Harris County District Attorney's Office, the University of Houston, and Mr. Guerrero. He reported that Ms. Miriam Kane and Ms. Pamela Curtis both received their American Board of Criminalistics certifications in March. Dr. Stout reviewed the HFSC's major initiatives, including progress on the implementation of the new laboratory information management system (LIMS). He reported that the launch target date has shifted to November 1, 2017. With respect to staffing, Dr. Stout reported that as of February 28th, the HFSC employs 181 staff members and is actively recruiting for 27 open positions. He noted that more than half of CSU is civilian. He provided an update on the activities and casework of all HFSC sections. Dr. Stout provided an update on Globalfiler, the Lean Six Sigma project, and the Combined DNA Index System (CODIS).

- H. Ms. Blancett joined the meeting at approximately 9:11 a.m.
- I. Mr. Feldman joined the meeting via Skype at approximately 9:34 a.m. and a quorum of the Directors was present.
- J. Chairwoman Cásarez noted that a draft of the minutes of the Corporation's meeting on March 10, 2017 had been distributed to the board. Dr. Mitchell made a motion to approve the minutes of the March 10, 2017 meeting, and the motion was seconded by Ms. Blancett. The motion passed unanimously, and the minutes of the March 10, 2017 meeting were adopted.
- 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. He reported that discussions are ongoing regarding the gap between the board-approved budget and the target letter from the City of Houston and the implications of not receiving the full amount. Mr. Leach reviewed the spending details for the period of July 1, 2016 through March 31, 2017, the year-to-date (YTD) versus budget, and the full year budget amount and percentage spent YTD. He provided the balance sheet and a report on the Center's grants as of March 31, 2017.
- L. Ms. Lori Wilson, Quality Director, provided a Quality Division Update for March 2017. She reviewed the blind quality control (BQC) program portion of the report. Ms. Wilson reported that the quality division and Houston Police Department officers assigned to the Narcotics Operations Control Center are working together to get blind controlled-substances samples for HFSC's BQC program. She reported that new toxicology samples have been ordered and will include both alcohol and commonly abused drugs. Ms. Wilson reported that the quality division recently purchased items that will be made into blind samples for biology and latent prints. Ms. Wilson noted that the CODIS and Automated Fingerprint Identification System databases remain a challenge for HFSC's BQC program. The quality division is pursuing the option of purchasing weapons scheduled for destruction to use as blind samples in the firearms section. Ms. Wilson and Dr. Stout noted that the current LIMS impacts the success of HFSC's

BQC program. The quality division conducted an internal audit in the digital and multimedia unit. Ms. Wilson reviewed the nonconformance's and noted that some sectional standard operating procedures will be revised and the section will participate in a quality boot camp. Ms. Wilson provided an update on the controlled substances, trace, and toxicology internal audits. She reported that a firearms internal audit is scheduled.

M. There being no other business, the meeting was ADJOURNED at 10:35 a.m.

Houston Forensic Science Center, Inc.

By: _____

Ashley W. Chapman

Ashley Chapman

Secretary