

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS  
MINUTES  
July 14, 2017

The undersigned, being the duly appointed Acting Secretary of the Houston Forensic Science Center, Inc., (the "Corporation"), hereby certifies that the following are true and correct minutes of the July 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 July 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, July 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, Anthony Graves, Francisco G. Medina, Janet Blancett, Dr. Robert "Bob" H. McPherson, Chief Mary Lentschke, Dr. Stacey A. Mitchell, and Sandra Guerra Thompson.

The following Directors were absent: David M. Feldman and Tom P. Allen (ex-officio).

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

- E. Chairwoman Cásarez welcomed new board members Chief Mary Lentschke and Mr. Francisco G. Medina.
- F. Chairwoman Cásarez noted that a draft of the minutes of the Corporation's meeting on June 9, 2017 had been distributed to the board. Dr. Mitchell made a motion to approve the minutes of the June 9, 2017 meeting, and the motion was seconded by Ms. Blancett. The motion passed unanimously, and the minutes of the June 9, 2017 meeting were adopted.
- G. Chairwoman Cásarez asked if any members of the public wished to address the board.
- H. Mr. Steven David, assistant to the City of Houston's (COH) Chief Development Officer, Mr. Andy Icken, addressed the board of the Houston Forensic Science Center (HFSC) in his capacity as liaison to the HFSC and the Office of the Mayor.
- I. Chairwoman Cásarez provided a Chair's report. Chairwoman Cásarez reported that Mr. Graves and Dr. McPherson agreed to serve another term as members and received reappointments

from the COH. Chairwoman Cásarez thanked Councilmember David Robinson, Councilmember Dwight Boykins, Councilmember Jack Christie and Councilmember Brenda Stardig for the feedback they provided about their tours of the HFSC during the Houston City Council meeting. She thanked Vice Chair Thompson, Dr. McPherson, and Ms. Blancett for participating in the interview process for HFSC's Chief Operations Officer (COO). Chairwoman Cásarez reported that Dr. Peter Stout, HFSC's President and Chief Executive Officer, and Ms. Ramit Plushnick-Masti, HFSC's Director of Communications and Public Information Officer, will be attending NIST's International Symposium on Forensic Science Error Management in Gaithersburg, Maryland in July. She reported that Dr. Stout will be presenting with Lynn Garcia from the Texas Forensic Science Commission (TFSC) and participating in a panel discussion. Ms. Masti will participate in a panel discussion and present a workshop on crisis communication. Chairwoman Cásarez reported that Ms. Chapman has accepted a new position and thanked her for her contributions to the HFSC.

- J. Dr. Peter Stout, President and Chief Executive Officer, provided a report including a discussion of the lab's operations in June 2017. He announced that Dr. Amy Castillo, Director of HFSC's Research and Development (R&D) division, agreed to accept the role of HFSC's Chief Operations Officer (COO). Dr. Stout reported that Dr. Castillo led several key efforts in her role as Director of R&D, involving proposal writing, grant management, NIJ audits and support for the LIMS implementation project and the Biology Lean Six project. Dr. Stout reviewed the recent outreach activities at the HFSC. He reported past events, such as HFSC staff appreciation day, and upcoming HFSC events, such as the HFSC symposium and the Crime Scene House Open House event. Dr. Stout noted that a private screening of Mariska Hargitay's film "I Am Evidence" would be held for HFSC staff and its Board of Directors thanks to cooperative efforts with the Joyful Heart Foundation. Dr. Stout reported that the HFSC became a corporate member of the American Society for Quality (ASQ), an organization that handles quality certification and ISO accreditation efforts. With this ASQ membership, Dr. Stout explained that a total of 9 HFSC Lean Six engineers would be certified by the ASQ. Dr. Stout reported the total average turnaround time (TAT) across all sections in June 2017. He reported that the largest backlogs are in the latent print and biology sections. Dr. Stout reported that efforts were ongoing with the Houston Police Department (HPD) and its leadership to prioritize the latent print backlog. 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. Dr. Stout reviewed the toxicology self-disclosure to the TFSC, and the Forensic Biology and Forensic Multimedia Division's self-disclosures to ANAB. Dr. Stout reported that to further improve on forensic processes, a quarterly meeting will be held with the District Attorney's Office, HPD and the Public Defender's Office. Dr. Stout reported that Mr. Spencer Ledesma is now a LEVA Certified Forensic Video Technician, Mr. Jose Ramirez is now a LEVA Certified Forensic Video Technician and Ms. Amanda Jarding is now an IAI Certified Crime Scene Investigator. With respect to staffing, Dr. Stout reported that as of June 30, the HFSC employs 194 staff members including 20 COH civilians, 15 COH classified, and 159 HFSC employees. Dr. Stout noted that the HFSC Crime Scene Academy was ongoing, with a total of 13 recruits participating in a 6-month, 400+ hour training program. Dr. Stout reported that by December, the HFSC Crime Scene Unit would be completely civilianized. Dr. Stout provided an update on Client Service/Case Management records management support, help desk support and the DNA mixture project. He provided an update on the activities and casework of all HFSC

sections.

- K. Mr. David Leach, HFSC's Treasurer and Chief Financial Officer, provided a Treasurer's report. Mr. Leach reviewed the spending details for the period of July 1, 2016 through June 30, 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 June 30, 2017. Mr. Leach thanked the COH Finance Department for the full release of 2213 and HFSC funds pertaining to HFSC's 4<sup>th</sup> quarter payment.
- L. Mr. Leach presented the proposed FY'17 budget adjustments. Dr. McPherson made a motion to approve the proposed FY'17 budget adjustment as presented and Dr. Mitchell seconded the motion. The motion passed unanimously.
- M. Ms. Lori Wilson, Quality Director, provided a Quality Division Update for June 2017. Ms. Wilson reviewed testimony monitoring, transcript review, proficiency testing, incidents, corrective actions, audits and the Blind Quality Control program. She reported that one blind QC sample is included in every batch of blood alcohol cases for Toxicology, in addition to blind tests being run in drug toxicology. She pointed out that the HFSC Quality Division was able to create a BQC sample for the DNA section. Ms. Wilson reported that the Morpho Trac implementation will allow Quality to test the Latent Print section more effectively, further developing the BQC program within that section. Ms. Wilson reviewed details of the desk audit to be performed by HFSC's accrediting body, as required on a yearly basis. Ms. Wilson offered a reminder that internal audits are done every year, and the Latent Prints audit was ongoing. Ms. Wilson reported that the only discipline left to be audited is the Biology section. That audit will be completed during the month of August.
- N. Pursuant to Section 551.071, consultations with attorney, Section 551.074, personnel matters, and Section 551.072, deliberation regarding real property, of the Texas Government Code, the Board went into Executive Session at approximately 11:38 a.m. Ms. Renee Byas, Houston Forensic Science Center's (HFSC) General Counsel, and Dr. Peter R. Stout, President and Chief Executive Officer, were present during the Executive Session. Mr. Charles Evans, Director of Business Development, joined the Executive Session in part.
- O. The Executive Session concluded at approximately 12:40 p.m. The open meeting reconvened at 12:42 p.m. No action was taken following the Executive Session.
- P. There being no other business, the meeting was ADJOURNED at 12:42 p.m.  
Houston Forensic Science Center, Inc.

By: \_\_\_\_\_

Jordan Benton

Acting Secretary