

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS  
MINUTES  
December 8, 2017

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (the "Corporation" or "HFSC") hereby certifies the following are true and correct minutes of the December 8, 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, made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on December 5, 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, Board chairwoman, at approximately 9:07 a.m. on Friday, December 8, 2017, 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, Francisco G. Medina, Janet Blancett, Chief Mary Lentschke, Sandra Guerra Thompson.

The following directors were absent: Anthony Graves, David M. Feldman, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell and Tom P. Allen (ex-officio).

Chairwoman Cásarez declared a quorum was present.

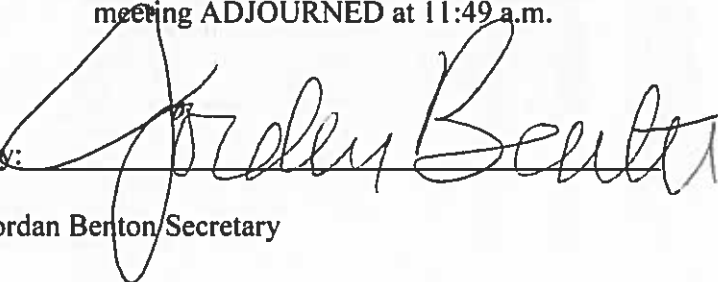
- E. Dr. McPherson joined the meeting at approximately 9:09 a.m.
- F. Chairwoman Cásarez noted a draft of the minutes of the Corporation's meeting on October 13, 2017 had been distributed to the Board. Ms. Thompson made a motion to approve the minutes. Mr. Medina seconded the motion. The motion passed unanimously and the minutes were adopted.
- G. Chairwoman Cásarez asked if any members of the public wished to address the Board. No one addressed the Board, and the meeting continued.
- H. Chairwoman Cásarez provided a chair's report. She thanked recent guests who toured the crime lab for their support, including City of Houston Mayor Sylvester Turner, Houston Police Department (HPD) Chief of Police Art Acevedo and Sheriff Ed Gonzalez. Ms. Cásarez highlighted numerous accolades received by HFSC President and CEO Dr. Peter Stout, including joining the senior advisory board for the Center for Statistics in Forensic Evidence and a nomination to be president of the Texas Association of Crime Lab Directors (TACLD.)

Ms. Cásarez reminded board members of HFSC's upcoming holiday party and thanked them for donating the funds to make the party possible.

- I. Dr. Stout presented the president's report. Dr. Stout reviewed the lab's overall turnaround time (TAT), requests received for the month and monthly trends. He discussed remaining backlogs in latent prints and forensic biology. Dr. Stout said the phased rollout of the new Laboratory Information Management System (LIMS) had begun. He reviewed each discipline's TAT, and commended controlled substances for having an average 6-day TAT in the month of November. Dr. Stout discussed a pending self-disclosure to the Texas Forensic Science Commission (TFSC) regarding an error made in HFSC's audio/video unit. He reviewed recent outreach events, including an upcoming presentation at the Innocence Network Conference that will be given by Dr. Amy Castillo, vice president and COO, and Dr. Preshious Rearden, director of research and development. Dr. Stout noted new certifications and additional hiring that occurred in November.
- J. Pursuant to Section 551.071, consultations with attorney, and Section 551.072, discussion regarding real property, of the Texas Government Code, the Board went into executive session at approximately 9:41 a.m. Ms. Renee Byas, HFSC's general counsel, Dr. Stout, Dr. Castillo, Mr. Charles Evans, director of business development, Mr. David Leach, Chief Financial Officer (CFO) and treasurer, and Ms. Cassie Stinson, outside counsel, were present at the executive session.
- K. The executive session concluded at approximately 11:23 a.m. The meeting reconvened in open session.
- L. Chief Lentschke made a motion to delegate authority to HFSC's CEO and his delegates to negotiate with the University of Houston the terms and conditions for a 30-year lease for office and laboratory space for HFSC at the University of Houston Energy Research Park, building 14, suite 14B. On completion of the negotiations, HFSC's CEO will present the lease's final terms and conditions and the project timeline to the Board for final approval. Ms. Blancett seconded the motion.
- M. Ms. Benton took roll for voting. The following directors were in favor: Nicole B. Cásarez, Francisco G. Medina, Janet Blancett, Chief Mary Lentschke. The following directors were absent: Anthony Graves, David M. Feldman, Dr. Stacey A. Mitchell. Dr. McPherson and Ms. Thompson, both full-time employees of the University of Houston, recused themselves. The motion passed.
- N. Mr. Darrell Stein, director of information strategy, gave an update on LIMS. He told the Board that digital forensics is fully operational in the new LIMS, and the remaining analytical disciplines will be phased in by the end of February. A new web portal for customers to make requests is also being created. This too is expected to go live in February.
- O. Dr. Amy Castillo, COO and vice president, presented the monthly operations report. She reviewed a scorecard for each section, as well as additional updates, staff changes and the expected impact of the new LIMS on each discipline.

- P. Mr. David Leach, CFO and treasurer, presented a report. He said all but the last two payments had been received from the City from Fund 2213. Actual expenditures for services from civilian and City of Houston classified personnel is below budget. Total personnel costs for HFSC employees are also below budget, although the gap is expected to be closed as the Corporation gets closer to being fully staffed.
- Q. Ms. Jackeline Moral, quality specialist, gave an update for November 2017 on behalf of Ms. Lori Wilson, quality division director. Ms. Moral reviewed testimony monitoring, transcript review, proficiency and blind testing, incidents and corrective actions, and audits and inspections. Ms. Moral said blind controls and testing are in place in all sections except for audio/video and the Crime Scene Unit. Ms. Moral said the first latent print comparison blind case had been successful, and thanked the Harris County Sheriff's Office for its cooperation and helping to make it possible. Ms. Moral told the Board about reaccreditation that will occur in 2018. The process will begin in January with internal audits.
- R. Ms. Blancett motioned to adjourn the meeting. Dr. McPherson seconded the motion. The meeting ADJOURNED at 11:49 a.m.

By:

A handwritten signature in black ink, appearing to read "Jordan Berton". The signature is written over a horizontal line.

Jordan Berton/Secretary