

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

February 12, 2016

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 February 12, 2016 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 February 9, 2016, 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 9:00 a.m. on Friday, February 12, 2016, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Ashley Wieringa called the roll. The following Directors were present: Nicole B. Cásarez, Anthony Graves, Janet Blancett, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell, Judge Willie E. B. Blackmon, 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 noted that a draft of the minutes of the Corporation's meeting on January 8, 2016 had been distributed to the Board. Judge Blackmon made a motion to approve the minutes of the January 8, 2016 meeting, and the motion was seconded by Dr. Mitchell. The motion passed unanimously, and the minutes of the January 8, 2016 meeting were adopted.
- F. Chairwoman Cásarez asked if any members of the public wished to address the Board. Chairwoman Cásarez noted that no one asked to address the Board and the meeting continued.
- G. Chairwoman Cásarez reported that Judge Blackmon submitted his resignation from the Houston Forensic Science Center (HFSC) Board of Directors effective the beginning of March 2016. She thanked Judge Blackmon for his service on the board and presented a plaque as a token of appreciation for his service as one of the original HFSC Board of Directors. Judge Blackmon shared a few words and expressed his continued support for the work being done at HFSC.

- H. Dr. Daniel D. Garner, President and Chief Executive Officer, provided a President's report. He provided a summary of the current staffing levels at HFSC and noted that recruitment continues for open positions. He reported that HFSC is in the early stages of setting up an e-discovery process within the toxicology section and noted that a news release was issued regarding the fully certified HFSC latent print section. He reported that HFSC was notified by the IRS that the submission for 501(c)3 status was granted. He provided a training report and noted that 24 individuals within the Forensic Analysis Division were cross-trained to assist with crime scenes. He noted that the dedication of the crime scene house would be held on February 15<sup>th</sup> and welcomed board member attendance. Dr. Garner reported that more information would be provided on the needs assessment and noted that HFSC completed an annual review. He reported that representatives from the HFSC attended the public safety transition team meeting and provided copies of the needs assessment and annual review to the meeting attendees. He reported that the grand opening at 1301 Fannin would be held on March 2<sup>nd</sup> and welcomed board member attendance. Dr. Garner noted that seven papers prepared by HFSC staff members were accepted for presentation at the American Academy of Forensic Sciences (AAFS) annual conference and the presentation on culture change would be presented at today's board meeting.
- I. Mr. David Leach, Chief Financial Officer and Treasurer, provided a Treasurer's report. Mr. Leach reviewed the year-to-date (YTD) spending versus budget by major category for January 2016 as well as compared with the full fiscal year. He reported that personnel costs of HFSC are \$650K below budget. Mr. Leach noted that capital and non-capital expenditures are proceeding as planned and that the total City of Houston (COH) costs are under budget by \$707K. Mr. Leach reviewed the spending details for the preliminary January results versus budget, YTD versus budget, and the full year budget amount and the percentage spent YTD. He presented the balance sheet by quarter and provided a report on the Center's grant applications.
- J. Mr. Leach presented the discussion regarding the proposed FY'17 budget. Dr. Peter Stout, Vice President and Chief Operations Officer, provided a summary of the accomplishments in FY'16. Mr. Leach explained the budget process internally with HFSC management and the work completed by the finance working group led by Dr. McPherson and consisting of Chairwoman Cásarez, Dr. McPherson, Mr. Feldman, and Ms. Blancett. Mr. Leach reviewed the major initiatives including the need for new hires, a new Laboratory Information Management System (LIMS), new scientific equipment and a new facility. He compared the FY'16 budget to the proposed FY'17 budget. The board discussed the proposed FY'17 positions in greater detail. Mr. Leach reviewed supplies, services, and capital and non-capital expenditures for FY'16 and FY'17. He provided information on capital equipment and reviewed FY'16 revenue versus FY'17 revenue. Dr. McPherson reported that the finance working group recommended that the Board approve the proposed FY'17 budget. Judge Blackmon so moved, and Dr. McPherson seconded the motion. The motion passed unanimously. Chairwoman Cásarez noted that the HFSC Board of Directors approved the draft FY'17 budget before the March 1, 2016 deadline set forth by the COH.
- K. Dr. Stout provided a Vice President's report. He reviewed the total requests received and total turnaround time (TAT) for all sections within the Center over the past six months. He provided an update on the client services/case management division and noted that the division plans to implement a 24/7 answering service in the next couple of weeks. Dr. Stout reviewed the mixture of requests received by the controlled substances, firearms, biology, toxicology, latent prints, digital, and audio/video (A/V) sections over the past six months as

well as each section's average TAT. He noted that there was a recent submission to the Texas Forensic Science Commission regarding the toxicology section. He reported that the HFSC has requested an investigation by the Office of the Inspector General, and that the District Attorney's office was notified of the three cases affected by the claim. Dr. Stout reported that the HFSC is starting to gather data on the productivity of the Crime Scene Unit (CSU) as well.

- L. Ms. Lori Wilson, Quality Director, provided a quality assurance report. She reported that four analysts in the digital section completed competency testing for mobile devices. Ms. Wilson reviewed the testimony monitoring, proficiency tests, and blind quality control program portions of the report. She reported that blind programs are still under development for the biology and latent prints sections. Ms. Wilson reviewed the incidents/corrective/preventive action and audits and inspections portions of the report. She reported that the quality division audited the A/V section to measure compliance with the HFSC quality manual, section procedures, and accreditation standards. Ms. Wilson referenced the accreditation timelines and reported that the digital section and CSU should be ready for accreditation by mid-summer 2016.
- M. Ms. Blancett, liaison to the Technical Advisory Group (TAG), provided a report on the activities of the TAG. She presented two new proposed TAG members for consideration by the board, Mr. John Lentini and Mr. Stefan Garrard. She introduced Mr. Garrard and the board welcomed his expertise in corporate IT infrastructure. Ms. Blancett reported that Mr. Darrell Davis will serve as the presiding officer for the TAG. Ms. Blancett made a motion that the board approve the proposed TAG members and the motion was seconded by Dr. McPherson. The motion passed unanimously.
- N. Mr. Charles Evans, Director of Business Development, provided a report regarding the laboratory needs assessment project. He reviewed the summary portion of the report and Chairwoman Cásarez asked that board members communicate any interest in participation on a facilities working group.
- O. Ms. Amy Popejoy, forensic analyst in the forensic A/V section, conducted a presentation regarding the AAFS abstract titled "Three Roads Converge: The Formation of the Houston Forensic Science Center." Ms. Popejoy thanked both Dr. Garner and Dr. Michael Grojean, co-authors of the presentation. Dr. Grojean, a psychologist working on the culture project with HFSC, provided further information on the data collected and future plans for the project.
- P. There being no other business, the meeting was ADJOURNED at 11:46 a.m.

Houston Forensic Science Center, Inc.

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

Ashley Wieringa

Secretary