

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

March 11, 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 March 11, 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 March 8, 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, March 11, 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, and Tom P. Allen (ex-officio).

The following Directors were absent: David M. Feldman and Sandra Guerra Thompson.

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 February 12, 2016 had been distributed to the Board. Dr. McPherson made a motion to approve the minutes of the February 12, 2016 meeting, and the motion was seconded by Ms. Blancett. The motion passed unanimously, and the minutes of the February 12, 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 noted that at the last board meeting she requested board member interest in the new facilities working group. She reported that the facilities working group would be led by Dr. Mitchell and would consist of Dr. Mitchell, Dr. McPherson, and Mr. Feldman.

- H. Dr. Daniel D. Garner, President and Chief Executive Officer (CEO), provided a President's report. He reported that Houston Forensic Science Center (HFSC) staff attended the American Academy of Forensic Sciences (AAFS) annual conference and presented seven papers. Dr. Garner provided a summary of the current staffing levels and noted that recruitment continues for open positions. He reported that Ms. Soraya McClung, HFSC's Scientific Training Director, was selected by the American National Standards Institute to head the U.S. Delegation to the next International Organization for Standardization technical committee on forensic sciences in June 2016. He noted that costs will be covered by the American Society of Crime Laboratory Directors. Dr. Garner reported that several HFSC news releases were published, including the news release regarding the agreement between HFSC and the City of Deer Park. Dr. Garner provided a training report and provided photos of the crime scene house where training programs are now held. Dr. Garner reported that HFSC requested an investigation by the Office of the Inspector General (OIG) regarding a complaint filed with the Texas Forensic Science Commission (TFSC) and reported that the board will be informed when a final report is available. Dr. Garner noted that he was interviewed by the President's Council of Advisors on Science and Technology.
- I. Ms. Thompson joined the meeting at approximately 9:07 a.m.
- J. Dr. Peter Stout, Vice President and Chief Operations Officer (COO), provided a Vice President's report. He reviewed the total requests received and total turnaround time (TAT) for all sections within the Center since July 2015. He provided an update on the Client Services/Case Management (CS/CM) division. He provided an update on the court ordered documentation coming through CS/CM and noted an increase in number of subpoenas. Dr. Stout reported that the CS/CM division plans to implement a 24/7 answering service to help better understand the distribution of calls and manage calls received outside of operational hours. He reviewed the mixture of requests and average total TAT for the controlled substances, firearms, biology, toxicology, latent prints, digital, and audio/video (A/V) sections. Dr. Stout discussed the biology section more extensively. He noted that the National Institute of Justice grant was approved and is now accessible. He reported that the section implemented cross-training and improved process efficiencies but additional resources are still needed for the biology section. Dr. Stout reported that the greatest challenge for the toxicology section continues to be reducing the rejection rate of submissions. He reported that a new toxicology training video was completed, a new website for discovery materials launched, and a redesigned collection kit is being developed. Dr. Stout provided a report on the crime scene unit (CSU) and noted that measuring and monitoring response time will be an important statistic for CSU.
- K. Ms. Thompson left the meeting at approximately 9:41 a.m.
- L. Mr. David Leach, Chief Financial Officer and Treasurer, presented the proposal for reallocation of FY'16 budget funds according to HFSC's resolution regarding authority to reallocate certain budget items. Mr. Leach reported that the CEO and COO approved the reallocations, HFSC is still under budget, and the total movement of funds is less than 2% with no changes to personnel. Ms. Blancett made a motion to approve the reallocation of FY'16 budget funds as presented by Mr. Leach, and Dr. Mitchell seconded the motion. The motion passed unanimously.

- M. Mr. Leach reviewed the year-to-date (YTD) spending versus budget by major category for February 2016 as well as compared with the full fiscal year. He reported that HFSC personnel costs are \$676K below budget. Mr. Leach noted that the total COH expenses are under budget by \$911K from open Houston Police Department positions. Mr. Leach reviewed the spending details for the preliminary February 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 as of February 29, 2016.
- N. Ms. Lori Wilson, Quality Director, provided a quality assurance report. She reviewed the testimony monitoring, proficiency tests, and blind quality control program portions of the report. She reviewed the incident/corrective/preventive actions portion of the report and provided charts detailing the types of corrective actions/incidents and the incident, corrective, and preventive action data for calendar year 2016. Ms. Wilson provided details on the specific incidents and corrective actions. Ms. Wilson reviewed the complaints section of the report, noting both the complaint filed with the TFSC being investigated by the OIG and the complaint regarding HFSC's visitor access policy. She reviewed the audits and inspections portion of the report and noted that the quality division conducted an internal audit of the trace analysis section and plans to submit the trace unit accreditation application in March 2016. Ms. Wilson noted that the quality division completed its report of the A/V section audit in January, which focused on the unit's compliance with sectional policies and procedures, quality reports, and applicable standards. Ms. Wilson provided an update on the accreditation timelines. She noted that HFSC's safety specialist is working on various improvements to the HFSC safety program.
- O. Ms. Blancett, liaison to the Technical Advisory Group, provided a report regarding the AAFS annual conference. She noted some of the sessions she attended at the meeting and commended HFSC staff members for continued interest, participation, and promotion of HFSC's mission.
- P. Dr. McPherson made a motion to adjourn the meeting and Chairwoman Cásarez seconded the motion. There being no other business, the meeting was ADJOURNED at 11:01 a.m.

Houston Forensic Science Center, Inc.

By: Ashley Wieringa

Ashley Wieringa

Secretary

**HOUSTON FORENSIC SCIENCE CENTER, INC.**  
**REALLOCATION OF BUDGET LINE ITEMS**  
**AS OF FEB. 29, 2016**

Reallocation #1

		FY16	Changes	FY16
		Budget	V1	Budget V2
<b>Revenues:</b>				
411000	City of Houston-Appropriations	\$ 22,680,344	-	\$ 22,680,344
415000	City of Houston Direct OH-Appro	1,460,000	-	1,460,000
416000	City of Houston - Safe funds	-	-	-
420000	Contributions	-	-	-
425000	In-Kind Donations	-	-	-
426000	Training Services	107,100	-	107,100
440000	Grants	1,261,144	-	1,261,144
450000	Forensic Services	-	-	-
450001	Miscellaneous Copy Fees	-	-	-
450002	Interest Income	10,000	-	10,000
<b>Total Income</b>		<b>25,518,588</b>	<b>-</b>	<b>25,518,588</b>
<b>Expenses:</b>				
<b>Personnel:</b>				
500010	Salary Base - Civilian	7,032,807	-	7,032,807
501070	Pension - Civilian	463,039	-	463,039
502010	FICA - Civilian	514,205	-	514,205
503010	Health Insurance - Active Civil	553,348	-	553,348
503015	Basic Life Ins - Active Civil	142,616	(81,000)	61,616
503060	Long Term Disability - Civilian	-	1,000	1,000
503090	Workers Comp - Civilian Adm	-	80,000	80,000
503100	Workers Comp - Civil Claims	-	-	-
504030	Unemployment Claims - Admin	-	-	-
504010	Pension - GASB 27 Accrual	-	-	-
504031	Unemployment Taxes - Admin	27,997	-	27,997
		<b>8,734,013</b>	<b>-</b>	<b>8,734,013</b>

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**AS OF FEB. 29, 2016**

Reallocation #1

	FY16	Changes	FY16
	Budget	V1	Budget V2
<b>Supplies:</b>			
511010 Chemical Gases & Special Fluids	8,890	-	8,890
511020 Construction Materials	-	1,000	1,000
511040 Audio Visual Supplies	-	2,000	2,000
511045 Computer Supplies	41,731	10,000	51,731
511050 Paper & Printing Supplies	25,997	15,000	40,997
511055 Publications & Printed Material	14,863	10,000	24,863
511060 Postage	2,500	-	2,500
511070 Miscellaneous Office Supplies	104,090	(31,000)	73,090
511080 General Laboratory Supply	700,519	115,000	815,519
511090 Medical & Surgical Supplies	184	2,000	2,184
511095 Small Technical & Scientific Eq	3,825	6,000	9,825
511110 Fuel	1,000	-	1,000
511120 Clothing	1,040	4,000	5,040
511125 Food/Event Supplies	16,571	3,000	19,571
511130 Weapons Munitions & Supplies	7,000	-	7,000
511145 Small Tools & Minor Equipment	3,351	5,000	8,351
511150 Miscellaneous Parts & Supplies	-	-	-
	<b>931,561</b>	<b>142,000</b>	<b>1,073,561</b>
<b>Services:</b>			
520100 Temporary Personnel Services	32,633	(22,000)	10,633
520105 Accounting & Auditing Svcs	25,000	-	25,000
520106 Architectural Svcs	150,000	-	150,000
520107 Computer Info/Contracting Svcs	12,000	-	12,000
520109 Medical Dental & Laboratory Ser	25,507	-	25,507
520110 Management Consulting Services	200,000	100,000	300,000
520112 Banking Services	1,226	1,500	2,726
520113 Photographic Services	7,000	(5,000)	2,000

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	FY16	Changes	FY16
	Budget	V1	Budget V2
520114 Misc Support Serv Recruit Relo	100,000	-	100,000
520115 Real Estate Rental	985,248	(40,000)	945,248
520118 Refuse Disposal	8,000	(4,000)	4,000
520119 Computer Equip/Software Maint.	215,218	(35,000)	180,218
520121 IT Application Services	42,487	(25,000)	17,487
520123 Vehicle & Motor Equip. Services	1,000	2,000	3,000
520124 Other Equipment Services	241,222	(141,500)	99,722
520143 Credit/Bank Card Svcs	5,000	-	5,000
520145 Criminal Intelligence Services	-	4,500	4,500
520520 Printing & Reproduction Serv.	19,698	(4,500)	15,198
520605 Public Information Svcs	5,070	-	5,070
520705 Insurance (Non-Medical)	133,020	(10,000)	123,020
520760 Contributions	2,815	-	2,815
520765 Membership & Prof. Fees	39,327	-	39,327
520805 Education & Training	157,982	-	157,982
520815 Tuition Reimbursement	61,641	-	61,641
520905 Travel - Training Related	127,610	-	127,610
520910 Travel - Non-training Related	18,782	-	18,782
521405 Building Maintenance Services	5,132	-	5,132
521505 Utilities	7,000	-	7,000
521605 Data Services	18,327	-	18,327
521610 Voice Services, Equip & Labor	50,589	-	50,589
521705 Vehicle/Equipment Rental/Lease	40,111	(6,000)	34,111
521715 Office Equipment Rental	-	-	-
521725 Other Rental Fees	6,519	-	6,519
521730 Parking Space Rental	87,180	37,000	124,180
521905 Legal Services	50,000	(30,000)	20,000
522205 Metro Commuter Passes	42,444	18,000	60,444
522305 Shipping and Freight	4,316	8,000	12,316
522430 Misc. Other Services & Chrgs	74,565	10,000	84,565
522720 Insurance - General & Professional	-	-	-
522845 Interfund Vehicle Services	-	-	-
523100 Civilian Payroll	4,482,580	-	4,482,580
523200 Classified Payroll	6,546,407	-	6,546,407
523300 Supplies	115,000	-	115,000
523400 Services	177,445	-	177,445
523000 Sub-Contractor (COH-HPD) Total	11,321,432	-	11,321,432
	14,325,102	(142,000)	14,183,102
HFSC ONLY Supplies	3,003,670	(142,000)	2,861,670

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Reallocation #1

	FY16	Changes	FY16
	Budget	V1	Budget V2
<b>Non-Capital Expenditures</b>			
551010 Furniture and Fixtures	193,324	(20,000)	173,324
551015 Computer Hardware/SW	125,198	-	125,198
551025 Scientific/Foren Eqmt	10,166	20,000	30,166
<b>Total Non-Capital Expenditures</b>	<b>328,688</b>	<b>-</b>	<b>328,688</b>
<b>Capital Expenditures</b>			
170140 Improvements	225,000	-	225,000
170210 Furniture & Fixtures	-	-	-
170230 Computer Hardware/SW	-	-	-
170240 Scientific/Foren Eqmt	319,554	-	319,554
170980 Const in Progress	-	-	-
<b>Total Capital Expenditures</b>	<b>544,554</b>	<b>-</b>	<b>544,554</b>
<b>Total Expense and Capital Before Depreciation</b>	<b>24,863,918</b>	<b>-</b>	<b>24,863,918</b>
561230 Depreciation	324,485	-	324,485
600003 Reconciliation Discrepancies	-	-	-
610000 City of Houston Direct Overhead	1,460,000	-	1,460,000
620000 HPD-Reimbursed Expenses	-	-	-
Grant and Training Expense	1,346,824	-	1,346,824
<b>Total Expense and Capital After Depreciation</b>	<b>27,995,227</b>	<b>-</b>	<b>27,995,227</b>
<b>Net Ordinary Income</b>	<b>(2,476,639)</b>	<b>-</b>	<b>(2,476,639)</b>
<b>Absolute Change</b>		<b>455,000</b>	
<b>Percent of Change to Total Budget</b>		1.8%	