

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

April 8, 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 April 8, 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 April 5, 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 9:02 a.m. on Friday, April 8, 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, David M. Feldman, Janet Blancett, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell, and Tom P. Allen (ex-officio).

The following Director was absent: 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 March 11, 2016 had been distributed to the board. Dr. Garner requested a revision to the last sentence in paragraph H. Dr. McPherson made a motion to approve the minutes of the March 11, 2016 meeting as revised, and the motion was seconded by Dr. Mitchell. The motion passed unanimously, and the minutes of the March 11, 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 provided a Chair's report. She noted that she attended a meeting of the American Law Institute in Philadelphia in April 2016 concerning principles of the law in police investigations and reported that the attendees were interested in the Houston Forensic Science Center (HFSC) and the work being done on blind testing and blind verification. Chairwoman Cásarez reported that HFSC submitted a budget proposal to the City of Houston (COH) finance department in February 2016 and received feedback that indicated funds for a new facility were not possible at this time. Based on the feedback, the

budget working group asked Mr. David Leach, Chief Financial Officer and Treasurer, to exclude funds for a new facility from the proposed budget. Chairwoman Cásarez, Mr. Leach, Dr. Garner, and Mr. Feldman attended a meeting with the Mayor and discussed the budget proposal and past budgetary challenges. Since a new facilities working group would no longer be needed, Chairwoman Cásarez asked that board members contact her about interest in a business planning working group with a focus on HFSC moving to a fee-for-service model. Chairwoman Cásarez reported that she would be meeting with Mr. Ray Hunt, president of the Houston Police Officers Union, regarding recent media reports. She noted that the board is scheduled to review the performance of the President and Chief Executive Officer, Dr. Garner, in May of each year. Dr. Garner noted that he would provide the board with specific accomplishments in advance of the May meeting.

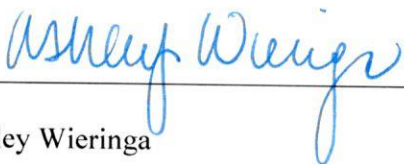
- H. Dr. Garner provided a President's report. He reported that he and Mr. Leach had an additional meeting with Mayor Turner and shared the memorandum sent to the mayor outlining the Center's plan to eliminate the sexual assault kit (SAK) backlog by July 1, 2016. Dr. Garner noted that the elimination of the SAK backlog is the primary initiative for the HFSC. The board discussed how budgetary challenges may impact this project and Mr. Feldman noted that he would have further discussions with the Director of Finance for the COH, Mr. Kelly Dowe. Dr. Garner provided a report on personnel and noted that HFSC continues to recruit for open positions. He noted that recent media links were shared via email and provided the monthly training report. Dr. Garner noted that training will likely decrease because more time will be devoted to eliminating the SAK backlog.
- I. Dr. Peter Stout, Vice President and Chief Operations Officer, 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 reported that there has been a 15% increase in total requests received across all sections during FY'16 but an overall increase of 56% in the last couple of months. Dr. Stout shared a chart reflecting the total average TAT and backlog over the past 24 months. Dr. Stout provided an update on the Client Service/Case Management division. He reported that there has been an increase in court ordered documentation including an increase in the amount of public information requests received. He reported that HFSC employed a 24/7 answering service to handle calls and the Center will continue testing calls for quality control. He reviewed the mixture of requests and average total TAT for the controlled substances, firearms, biology, toxicology, and latent prints sections, and noted that the biology section is a high priority for the Center. He explained the increased workload in both the controlled substances and firearms sections. Dr. Stout reported that the toxicology section is still rebuilding methods and processes. He noted that currently both alcohol instruments are inoperative, and described the steps that have been taken to address that issue. He provided an update on the recent Office of Inspector General report, discussing both the original technical issue and how incidents are reported. Dr. Stout provided a thorough explanation and comparison of internal standards and an update on the new toxicology collection kit. Dr. Stout reviewed the mixture of requests and average total TAT for the digital and audio/video sections and the crime scene unit.
- J. Mr. Charles Evans, Director of Business Development, presented the Treasurer's report on behalf of Mr. Leach. Mr. Evans reviewed the year-to-date (YTD) spending versus budget by major category for March 2016. He reported that personnel costs represent 79%, supplies



represent 5%, and services represent 12% of the Center's total expenditures. He reported that HFSC personnel costs are \$680K below budget. Mr. Evans reviewed the spending details for the preliminary March results versus budget, YTD versus budget, and the full year budget amount and the percentage spent YTD. He reviewed the balance sheet by quarter and provided a report on the Center's grant applications as of March 31, 2016.

- K. Mr. Evans presented a proposal to move funds in the FY'16 budget from personnel to capital expenditures. He proposed that \$250K be moved to capital expenditures and \$100K be moved to services for a total transfer of \$350K. Mr. Evans reviewed what the transferred funds would accomplish. Dr. McPherson made a motion to approve the proposed changes, and Ms. Blancett seconded the motion. The motion passed unanimously.
- L. Ms. Lori Wilson, Quality Director, provided a quality assurance report for March 2016. She reviewed the testimony monitoring and proficiency tests portions of the report. She provided information on the implementation and results of the blind quality control program and information regarding specific incidents and corrective actions. Ms. Wilson reported that HFSC was notified of another anonymous complaint concerning the toxicology section that was filed with the Texas Forensic Science Commission. She reviewed the audits and inspections and safety portions of the quality report. Ms. Wilson provided the accreditation timelines and reported that the trace section assessment is scheduled for May 16<sup>th</sup>.
- M. Ms. Blancett, liaison to the Technical Advisory Group (TAG), provided a report regarding the TAG. She reported that she is looking into dates for a TAG meeting in the fall of 2016 and reviewed the proposed topics for the meeting. She asked that the board members review the proposed topics and provide her with feedback.
- N. There being no other business, the meeting was ADJOURNED at 10:54 a.m.

Houston Forensic Science Center, Inc.

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

Ashley Wieringa

Secretary