

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES
September 9, 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 September 9, 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 September 6, 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, September 9, 2016, 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, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell, Sandra Guerra Thompson, and Tom P. Allen (ex-officio).

The following Directors were absent: David M. Feldman and Janet Blancett.

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 August 12, 2016 had been distributed to the board. Dr. Mitchell made a motion to approve the minutes of the August 12, 2016 meeting, and the motion was seconded by Vice Chair Thompson. The motion passed unanimously, and the minutes of the August 12, 2016 meeting were adopted.
- F. Chairwoman Cásarez asked if any members of the public wished to address the board.
- G. Mr. Patrick McCann, former president of Harris County Criminal Lawyers Association (HCCLA) and former president of the Fort Bend County Criminal Defense Attorneys Association, addressed the Houston Forensic Science Center (HFSC) board of directors. On behalf of the HCCLA, Mr. McCann spoke against any attempt to move the forensic science operations of HFSC back under the control of the Houston Police Department (HPD) or any attempt to combine the functions of HFSC with the functions of the Harris County Institute of Forensic Sciences. Chairwoman Cásarez thanked Mr.

McCann for his contribution and support.

- H. Chairwoman Cásarez provided a Chair's report. She thanked HTV for their help organizing this HFSC board meeting despite the audio/video challenges in the council annex chambers room. She thanked Ms. Blancett, Vice Chair Thompson, and Dr. Mitchell for organizing the meeting of the Technical Advisory Group in August. She reported that HPD dedicated the Northeast Police Station to former board member, Mr. Hiram A. "Art" Contreras on August 26th, the event was well attended, and Mr. Contreras extended his continued support to the HFSC and the board of directors. Chairwoman Cásarez reported that Council Member Karla Cisneros toured the HFSC on August 19th and both Mayor Pro-Tem Ellen Cohen and Council Member Brenda Stardig are interested in touring the Center in the near future. She noted that Dr. Garner, Dr. Stout, Chairwoman Cásarez, and Vice Chair Thompson will facilitate a tour for Ms. Leila Walsh, with the Laura and John Arnold Foundation, on September 9th. Chairwoman Cásarez referenced a recent article in Cosmopolitan magazine and thanked Dr. Mitchell for her letter submission in response to the article. Chairwoman Cásarez noted that she was contacted by former Texas senator, Wendy Davis, about the article and she invited Ms. Davis to visit the HFSC as well. Chairwoman Cásarez noted that she presented a keynote speech at the Texas Criminal Defense Lawyers Association (TCDLA) conference in Austin on August 5th. After the DNA laboratory at the Austin Police Department was closed following an investigation by the Texas Forensic Science Commission, a lawyer who attended her TCDLA presentation used her presentation about laboratory independence at a meeting of the Public Safety Committee of the Austin City Council. Mr. Allen noted that he was contacted by the Travis County District Attorney's office asking about HFSC's formation documents.
- I. Mr. Andy Icken, City of Houston (COH) Chief Development Officer, and his assistant, Mr. Steven David, provided a report regarding the Mayor's Forensic Science Task Force. Mr. Icken explained the various forensic process reviews and noted that the report is not yet final. Mr. David thanked all participants involved with the lean assessment and reviewed the findings in detail. Mr. David reviewed the observations and opportunities for both CSU and HPD in regards to the evidence collection process, the property room/intake process, the evidence analysis process, and the reporting process. Mr. David reviewed possible next steps. The HFSC board provided feedback on the report and thanked all those involved.
- J. Mr. Allen left the meeting at approximately 9:54 a.m.
- K. Dr. Garner, President and Chief Executive Officer, provided a President's report. He reported that HFSC continues to implement the recommendations from the Crime Scene Unit (CSU) advisory group. He reported that HFSC currently manages nearly 200 staff members, the forensic multi-media section has nearly doubled in size in one year and two more digital personnel are joining the unit, and two CSU civilians are joining the evidence collection division. He reported that 2,500 hours of training were completed in the last month, both internal and external. He noted that HFSC now has a two-day new hire orientation training and this month 26 people completed this course.

Dr. Garner reported that HFSC staff received annual ethics training from Nicole DeBorde, a criminal defense attorney in Houston. He reported that HFSC members will attend the International Association of Chiefs of Police conference in San Diego in October and he will attend the James R. Jordan Foundation International's 2nd annual symposium on September 22nd in Chicago. Dr. Garner provided an update on the Center's search for a general counsel.

- L. Chairwoman Cásarez noted that Mr. Graves will participate in a panel discussion in Washington D.C. with Commissioner Rodney Ellis and Congressman Al Green, and that Mr. Graves will speak about the importance of the crime laboratory independence and the HFSC.
- M. Dr. Peter Stout, Vice President and Chief Operations Officer, provided an operations report. He compared the total average turnaround time (TAT), requests received, and total average process time from calendar year 2015 to 2016. Dr. Stout reviewed the average total TAT, backlogged requests, average process TAT, and wait gap since the start of HFSC. He reported that HFSC received a 65% increase in total requests for services across the fiscal year and in August 2016, the average total TAT for all sections was 43 days, the lowest monthly average. He reported that the HFSC has selected JusticeTrax to provide the Center with a new laboratory information management system (LIMS). Dr. Pedro Ferreira, HFSC's LIMS project manager, will present the proposed contract with JusticeTrax Inc. at the October board meeting. He reported that Qualtrax is installed and onsite training for end users is underway. He noted that in October, he will be presenting at the Texas Defense Criminal Association meeting. Dr. Stout provided an update on the activities and casework of all HFSC sections. He updated the board regarding facility issues and the Lean Six Sigma project in the biology section.
- N. Dr. Amy Castillo, Director of Methods and Validation, presented the proposed contract with NicheVision Forensics, LLC, to implement a software solution for analysis of DNA mixtures in forensic biology cases. Dr. McPherson made a motion to approve the proposed contract with NicheVision Forensics, LLC contract as presented by Dr. Castillo, and Chairwoman Cásarez seconded the motion. The motion passed unanimously.
- O. Dr. Stout presented the proposed blanket purchase order for supplies from Thermo Fisher Scientific, Inc., or its affiliates Life Technologies Corporation or Applied Biosystems, LLC, under Pricing Agreement No.: H597653. He reported that this purchase order will obligate HFSC to approximately \$100K per month, or approximately \$1.0-1.2M over the course of one year. The board recommended that HFSC move forward with the agreement.
- P. Mr. Leach provided a Treasurer's report. He reviewed the FY'17 budget versus FY'17 actual noting costs for personnel, supplies, and services. Mr. Leach reviewed the spending details for the period of July 1, 2016 through August 31, 2016, the year-to-date (YTD) versus budget, and the full year budget amount and percentage spent YTD.

Mr. Leach provided a report on the Center's grants as of August 2016 and noted that the National Institute of Justice FY'16 DNA Capacity Enhancement and Backlog Reduction grant was awarded. He reported that the financial audit should be ready at the October board meeting.

Q. Ms. Lori Wilson, Quality Director, provided a Quality Division Update for August 2016. She reviewed the testimony monitoring portion of the report and noted that staff members who have provided testimony will all be monitored by the end of the year. She noted that her report included data regarding the types of corrective actions and incidents for both calendar year 2015 and 2016. She reviewed the remaining sections of the report and noted that the CSU accreditation project is continuing to make progress. Ms. Wilson reported that a Crime Scene Photography SOP is expected to be implemented soon.

R. There being no other business, the meeting was ADJOURNED at 12:08 p.m.

Houston Forensic Science Center, Inc.

By: _____

Ashley Chapman

Ashley Chapman

Secretary