

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

October 14, 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 October 14, 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 October 11, 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 9:13 a.m. on Friday, October 14, 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, David M. Feldman, and Dr. Stacey A. Mitchell.

The following Directors were absent: Janet Blancett, Dr. Robert "Bob" H. McPherson, Sandra Guerra Thompson, and Tom P. Allen (ex-officio).

Chairwoman Cásarez announced that a quorum of the Directors was not present and informational reports would be presented until a quorum was present.

- E. Dr. Garner, President and Chief Executive Officer, provided a President's report. He provided a report on personnel and provided resumes for both Dr. Pedro Ferreira, Laboratory Information Management System (LIMS) Project Manager, and Ms. Renee Byas, General Counsel, for the Houston Forensic Science Center (HFSC). Dr. Garner reported that crime scene unit (CSU) staffing initiatives continue and efforts to build an integrated CSU are in progress. He reported that Sergeant Jeff Crusier is in the process of completing his Federal Aviation Administration exam to use the HFSC drone. Dr. Garner provided the training report and noted that five HFSC staff members will be attending the International Association of Chiefs of Police conference in San Diego where a video will be presented on the HFSC.
- F. Ms. Irma Rios, Director of the Forensic Analysis Division, provided an operations report. She compared the total average turnaround time (TAT), requests received, and total average process time from calendar year 2015 to 2016. Ms. Rios reviewed the average total TAT, backlogged requests, average process TAT, and wait gap since the

start of the HFSC. She reported that over the last 13 months, the HFSC has received a 71% increase in total requests for testing. In September, the lab achieved an average TAT of 46 days. Ms. Rios provided an update on the activities and casework of all HFSC sections.

- G. Mr. David Leach, Treasurer and Chief Financial Officer, provided the audited financial statements for FY'15 and FY'16.
- H. 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 September 30, 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 September 2016.
- I. Chairwoman Cásarez provided a Chair's report. She reported that the meeting minutes and presentations from the Technical Advisory Group meeting in August are posted on the HFSC website. Chairwoman Cásarez noted that the City of Austin is interested in removing its crime lab from the police department and potentially modeling itself after the HFSC. Chairwoman Cásarez reported that Mayor Pro-Tem Ellen Cohen recently visited the HFSC for a tour and budgetary concerns were discussed. She reported that the November board meeting is scheduled for November 18th to accommodate schedules for a presentation from the City of Houston (COH) regarding the Forensic Science Task Force report. She shared the preliminary results of the performance audit, noting that HFSC has commented on the draft report; however, those comments do not appear to have been incorporated. Chairwoman Cásarez shared her concerns about the draft of the performance audit with the board and emphasized the importance of the November 18th board meeting.
- J. Ms. Lori Wilson, Quality Director, provided a Quality Division Update for September 2016. She noted that the quality report is a reflection of the work that analysts complete in addition to casework. Ms. Wilson reviewed the proficiency testing activity. She reviewed the blind quality control (BQC) program activity noting that biology samples are on target to be added to the BCQ program by the end of this calendar year. Ms. Wilson reported that the quality division will complete the management review this month in accordance with accreditation requirements. She reported that training initiatives continue for CSU and provided the CSU accreditation timeline.
- K. The board stood at ease at approximately 10:25 a.m., and reconvened at approximately 10:36 a.m.
- L. Vice Chairwoman Thompson joined the meeting at approximately 10:36 a.m.
- M. Chairwoman Cásarez announced that a quorum of the Directors was present.
- N. Chairwoman Cásarez noted that a draft of the minutes of the Corporation's meeting on September 9, 2016 had been distributed to the board. Dr. Mitchell made a motion to approve the minutes of the September 9, 2016 meeting, and the motion was seconded by Vice Chairwoman Thompson. The motion passed unanimously, and the minutes of

the September 9, 2016 meeting were adopted.

- O. Chairwoman Cásarez asked if any members of the public wished to address the board.
- P. Dr. Ferreira presented the proposed contract with JusticeTrax for implementation of a new LIMS. Mr. Feldman made a motion to approve the JusticeTrax contract, and the motion was seconded by Vice Chairwoman Thompson. The motion passed unanimously.
- Q. Ms. Caresse Young, Director of Human Resources, presented the proposed Political Activity and Lobbying policy. Ms. Young explained that this policy was created for grant compliance purposes. The board requested that Ms. Byas review this policy and the board would revisit as needed.
- R. Mr. Leach presented a proposed supplemental budget request for FY'17. He reviewed the spending by category, employee costs by department, general laboratory supply expenses by department, and a trend analysis for each department within the Forensic Analysis Division. Mr. Leach reported that the current FY'17 budget is \$24.68M, noting that the Fund 2213 portion of the budget is at risk. Mr. Leach reviewed each item of the proposed supplemental budget request for FY'17, a total of \$4.349M. Chairwoman Cásarez explained that the report from the Forensic Science Task Force is intended to provide evidence that will help HFSC acquire additional funding. She noted that Mayor Pro-Tem Ellen Cohen indicated that the COH does not have the funds for a proposed supplemental budget request and encouraged HFSC to determine what amount would be needed for the HFSC to simply continue with the work as is. Chairwoman Cásarez noted that backlogs in sexual assault kits (SAK), for example, would certainly result in bad publicity and expressed the importance of communication with the Office of the Mayor regarding the circumstances at the HFSC and the result of limited resources. The board discussed their concerns with the timing of this supplemental budget request and the importance of discussing these issues with stakeholders. Mr. Leach noted that he would work with the staff to get the figure that HFSC needs to maintain operations as is. No action was taken on the proposed supplemental budget request.
- S. There being no other business, the meeting was ADJOURNED at 11:52 a.m.

Houston Forensic Science Center, Inc.

By: Ashley Chapman

Ashley Chapman

Secretary