

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES

January 9, 2015

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 January 9, 2015 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 January 6, 2015, 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 Scott Hochberg, Chairman of the Board, at approximately 9:05 a.m. on Friday, January 9, 2015, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Wieringa called the roll. The following Directors were present: Scott Hochberg, Nicole B. Cásarez, Carolyn Hanahan, Dr. Enrique V. Barrera, Sandra Guerra Thompson, and Tom P. Allen (ex-officio).

The following Directors were absent: Hiram A. "Art" Contreras, Anthony T. Robinson, and Judge Willie E. B. Blackmon.

Mr. Hochberg announced that a quorum of the Directors was present.

- E. Mr. Hochberg noted that a draft of the minutes of the Corporation's meeting on December 12, 2014 had been distributed to the Board. Dr. Barrera made a motion to approve the minutes of the December 12, 2014 minutes, and the motion was seconded by Ms. Thompson. The motion passed unanimously, and the minutes of the December 12, 2014 meeting were adopted.
- F. Mr. Hochberg asked if any members of the public wished to address the Board. Mr. Hochberg noted that no one asked to address the Board, and the meeting continued.
- G. President and CEO, Dr. Daniel Garner, provided a President's report. He provided a personnel report including current staffing updates. Dr. Garner reported that certificates of achievement were awarded at the company meeting recognizing staff members for noteworthy contributions toward the continuing success of the Houston Forensic Science Center (HFSC) in its first year.

Dr. Garner provided a report on case metrics and reviewed the charts and graphs provided for the various disciplines. Dr. Garner provided a report on technology updates. He reported that the Corporation is in the process of validating a new robot in the DNA section. He noted that the

Board member biographies are posted on the HFSC website and biographies for the members of the Technical Advisory Group (TAG) would be posted.

Dr. Garner provided a report on new business opportunities. He provided a status update on the opportunity with the Pasadena Police Department. Dr. Garner provided a training report. He presented a flowchart for responding to third-party requests and noted that training would be provided to staff. Dr. Garner provided a report on planned initiatives. He noted that the Corporation is seeking consultants to assist with the management of metrics and the measurement of culture change. He reported that a Request for Qualifications (“RFQ”) for a needs assessment had been initiated to begin looking at space for the next three to five years. Dr. Garner reported that he and Mr. Allen met with the District Attorney regarding chain of custody and provided a status update on discussions with the Executive Assistant Chief of the Houston Police Department regarding officers’ evidence discrepancies. Mr. Hochberg requested that the FY15 budget presentation be supplemented with a list of HFSC accomplishments.

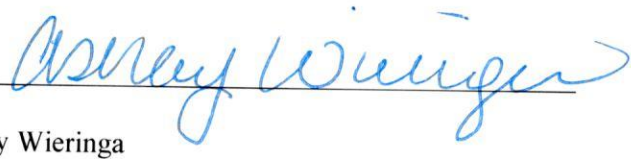
- H. Quality Director, Ms. Lori Wilson, provided a quality assurance report. She reviewed the Quality Update for December 2014 including the HFSC Accreditation Project Plan and Timelines. Ms. Wilson noted that the Quality Division is creating flowcharts for the Corrective and Preventative Action (CAPA) process and noted that a training session is scheduled. Ms. Wilson reported that the customer satisfaction survey is finalized and will be posted on the HFSC website. The Board discussed alternative names for the customer satisfaction survey. The Board discussed the option of bringing in the TAG to advise the Corporation regarding the CAPA process.
- I. CFO and Treasurer, Ms. Linda Harvey, provided a Treasurer’s report. Ms. Harvey reported that the Corporation hired a new Manager of Financial Accounting and Reporting, Ms. Karen Matlock, and provided a summary of her credentials. Ms. Harvey reviewed the account balance, the HPD billing statement for November 2014, and the AP Aging Report as of December 31, 2014. Ms. Harvey provided a status update on grants and the establishment of cost centers. Ms. Harvey reviewed the Comparative Statement of Net Position, Comparative Statement of Activities, and various charts and graphs provided through December 31, 2014.
- J. CFO and Treasurer, Ms. Linda Harvey, presented the discussion of the FY15 and FY16 budget funds. Mr. Hochberg suggested that Ms. Harvey draft a letter to the Director of Finance and CFO for the City of Houston, Mr. Kelly Dowe, requesting a two week extension for the HFSC budget submission. Mr. Hochberg suggested that Ms. Harvey present a draft of the FY16 budget at the February Board meeting, incorporate changes, present a final budget proposal at the March Board meeting, and then submit the final proposed FY16 budget following the March Board meeting.
- K. CFO and Treasurer, Ms. Linda Harvey, presented the discussion regarding the proposal to solicit internal audit services. Mr. Hochberg requested that the Corporation continue the work to engage an internal auditor and that Ms. Harvey provide a list of interested firms to the members of the Board. Mr. Hochberg requested that Ms. Hanahan, Mr. Allen, and Mr. Robinson participate in the selection process.
- L. CFO and Treasurer, Ms. Linda Harvey, presented the discussion regarding the proposal for financial control procedures. She reported that the revisions would be presented at the February Board meeting.
- M. President and CEO, Dr. Daniel Garner, presented the discussion regarding the proposal of the supplemental lease. Ms. Hanahan made a motion to authorize Dr. Garner to sign an occupancy agreement for the proposed space so long as the amount does not exceed the monthly rate of

\$35,000 for a period of time beginning March 1, 2015. Ms. Cásarez seconded the motion, and the motion passed unanimously.

- N. President and CEO, Dr. Daniel Garner, presented the discussion regarding the Chief Operating Officer candidates. He reported that an offer was extended to a candidate and the Corporation anticipates that the selected candidate will arrive by mid-February.
- O. Mr. Hochberg introduced the discussion of the Texas Forensic Science Commission complaint and related report by the City of Houston Office of Inspector General (OIG). The Board members discussed the recommendations presented in the OIG report with the Quality Director, Ms. Lori Wilson. Mr. Hochberg suggested that Dr. Garner, Ms. Wilson, and Ms. Caresse Young, Director of Human Resources, review the recommendations presented in the OIG report and noted that a discussion would be conducted at the February Board meeting.
- P. Pursuant to Section 551.074(a)(1) of the Texas Government Code, the Board went into Executive Session at approximately 12:01 p.m. for discussion of the Texas Forensic Science Commission complaint.
- Q. The Executive Session concluded at approximately 12:34 p.m. The open meeting reconvened at 12:35 p.m.
- R. Ms. Hanahan made a motion to adjourn the meeting and Ms. Cásarez seconded the motion. There being no other business, the meeting was ADJOURNED at 12:35 p.m.

Houston Forensic Science Center, Inc.

By: _____



Ashley Wieringa

Secretary