

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES

February 13, 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 February 13, 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 February 10, 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 9:00 a.m. on Friday, February 13, 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, Dr. Enrique V. Barrera, Hiram A. "Art" Contreras, and Sandra Guerra Thompson.

The following Directors were absent: Anthony T. Robinson, Judge Willie E. B. Blackmon, and Tom P. Allen (ex-officio).

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

- E. Mr. Hochberg reported that Ms. Hanahan resigned from her position on the Houston Forensic Science Center (HFSC) Board of Directors. He announced that the Mayor is recommending the appointment of Dr. Robert McPherson as a member of the Board and provided a summary of his credentials. Mr. Hochberg reminded Board members to complete and provide certificates of completion for the Open Meetings Act and Public Information Act trainings to the Board Secretary.
- F. Mr. Hochberg noted that a draft of the minutes of the Corporation's meeting on January 9, 2015 had been distributed to the Board. Dr. Barrera made a motion to approve the minutes of the January 9, 2015 minutes, and the motion was seconded by Ms. Cásarez. The motion passed unanimously, and the minutes of the January 9, 2015 meeting were adopted.
- G. 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.

- H. Dr. Daniel Garner, President and CEO, provided a President's report. He provided a personnel report including current staffing updates. He reported that Dr. Peter Stout, Chief Operations Officer, would be joining the Corporation and attending the American Academy of Forensic Sciences annual scientific meeting. Dr. Garner reported that Sergeant David Hallimore, a supervisor in the Audio/Video Section, was selected to serve a four-year term on the Digital Evidence Subcommittee within the Organization of Scientific Area Committees for the National Institute of Standards and Technology. Dr. Garner provided a report on case metrics.

Judge Willie E. B. Blackmon joined the February 13th meeting at approximately 9:12 a.m.

Dr. Garner provided a report on media updates. He reported that a news conference, involving the Mayor's office, would be held on February 23rd to make an announcement regarding the work that has been done to eliminate a backlog of untested rape kits. Dr. Garner noted that the Corporation is planning an event to recognize the first year anniversary of the HFSC. Dr. Garner provided a report on new business opportunities. He provided a status update on the opportunity with the Pasadena Police Department and reported that the Corporation is beginning to receive inquiries from other counties and departments within the City of Houston (COH).

Dr. Garner provided a training report and noted that the HFSC is sponsoring a latent print advanced testimony workshop with instructors from the Federal Bureau of Investigations on June 10th and 11th. He reported that he and Mr. Allen would be presenting for the Center for American and International Law. Dr. Garner provided a report on planned initiatives. He reported that Dr. Itiel Dror would be presenting a two day workshop on cognitive bias and presenting a one hour lecture as part of the HFSC lectureship series. He reported that the Corporation is in the process of reviewing companies to conduct the needs assessment. Dr. Garner provided a report on the consultants selected to assist with the management of metrics and the measurement of culture change.

- I. Dr. Enrique V. Barrera, Liaison to the Technical Advisory Group (TAG), reported on the activities of the TAG. He reported that the date of the next TAG meeting would be announced at the March Board meeting.
- J. Ms. Lori Wilson, Quality Director, provided a quality assurance report. She reviewed the Quality Update for January 2015 including the Corrective and Preventative Action and Root Cause Analysis flow charts. Ms. Wilson provided a report on the status of the customer satisfaction survey and the HFSC Accreditation Project Plan and Timelines.

Mr. Anthony T. Robinson joined the February 13th meeting at approximately 10:01 a.m.

- K. Mr. Hochberg introduced the discussion regarding the report by the COH Office of Inspector General (OIG) and noted that Dr. Garner, Ms. Wilson, and Ms. Caresse Young, Director of Human Resources, were tasked with reviewing the recommendations presented in the OIG report. Ms. Wilson reviewed the HFSC response to the recommendations in the OIG report.
- L. Ms. Karen Matlock, Director of Financial Accounting and Reporting, provided a Treasurer's report. Ms. Matlock reviewed the HPD billing statement for December 2014, the account balance, and the Accounts Payable Aging Report as of January 31, 2015. Ms. Matlock reviewed the Comparative Statement of Net Position, Comparative Statement of Activities, and various charts and graphs provided through January 31, 2015.

- M. Mr. Hochberg provided a report on the proposal to solicit for internal audit services. He noted that Ms. Hanahan, Mr. Allen, and Mr. Robinson participated in the selection process. Ms. Linda Harvey, CFO and Treasurer, provided a report on the two proposals and noted that further discussions would be held at the March Board meeting.
- N. Mr. Ron Sandberg, attorney for the Corporation, presented the discussion regarding the proposal of the supplemental lease. The Board requested information be provided concerning the Corporation's due diligence prior to initiating negotiations regarding the possible rental of space in 1301 Fannin and information concerning the advantages of 1301 Fannin in meeting particular needs of the HFSC. The Board requested information regarding the potential lease costs as well.
- O. Ms. Karen Matlock, Director of Financial Accounting and Reporting, presented a draft of the proposed FY '16 budget. The Board requested a reconciliation between the revised City Council FY '15 approved budget and the 2016 core budget, detail on lifecycle replacements for the FY '16 budget, annual cost of the proposed lease, and detail on costs associated with management consulting services not needed in FY '16. Dr. Daniel Garner, President and CEO, provided a report on the potential new initiatives for FY '16. Mr. Hochberg requested additional information regarding the connection between the number of people and the specific areas where backlog issues exist or are anticipated.
- P. Mr. Contreras made a motion to adjourn the meeting and Mr. Robinson seconded the motion. There being no other business, the meeting was ADJOURNED at 12:07 p.m.

Houston Forensic Science Center, Inc.

By: _____

Ashley Wieringa

Secretary