

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES

May 8, 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 May 8, 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 May 5, 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 9:04 a.m. on Friday, May 8, 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, Dr. Enrique V. Barrera, Hiram A. "Art" Contreras, Dr. Robert "Bob" H. McPherson, Anthony T. Robinson, Judge Willie E. B. Blackmon, Sandra Guerra Thompson, and Tom P. Allen (ex-officio).

The following Director was absent: Nicole B. Cásarez.

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

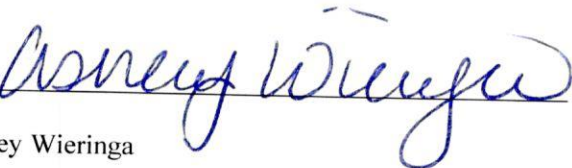
- E. Mr. Hochberg noted that a draft of the minutes of the Corporation's meeting on April 10, 2015 had been distributed to the Board. Mr. Allen requested that the minutes reflect that he was out of town on behalf of the Corporation. Dr. Barrera made a motion to approve the minutes of the April 10, 2015 meeting as requested, and the motion was seconded by Judge Blackmon. The motion passed unanimously, and the minutes of the April 10, 2015 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. Dr. Daniel D. Garner, President and CEO, provided a President's report. He provided a personnel report and noted that the organizational chart had been updated to reflect Dr. Peter Stout's position as Vice President and Chief Operations Officer (COO). He reported that Lieutenant Chris Nettles transitioned from Acting Deputy Director to Deputy Director of the Forensic Analysis Division. He reported that the Corporation hired a new Chief Financial Officer (CFO) and a part-time Director of Business Development. Dr. Garner provided an overview of the filled positions within Houston Forensic Science Center (HFSC) and the ongoing efforts to recruit for

vacant positions. Dr. Garner provided a report on case metrics. He provided a media update noting both the recent CNN story and Houstonia article. Dr. Garner provided a report on new business opportunities. He provided a training report and noted that Dr. Itiel Dror would be presenting a two day workshop and a lectureship series event on cognitive bias in June. Dr. Garner provided a report on planned initiatives. He noted that the Corporation is working on two grant applications and that HFSC staff will begin transitioning to the space at 1301 Fannin. Dr. Garner reported that he would be presenting at the International Association of Chiefs of Police meeting in June.

- H. Dr. Enrique V. Barrera, Liaison to the Technical Advisory Group (TAG), reported on the activities of the TAG. He reported that he and Ms. Thompson are in the process of selecting new TAG member candidates and that the upcoming TAG meeting will focus on Corrective and Preventive Action reports.
- I. Ms. Sandra Guerra Thompson provided a report on a recent article "Predicting Erroneous Convictions" concerning new discovery about wrongful convictions. She provided an overview of the article including the conclusions represented, and the Board discussed the relevance to the Center.
- J. Ms. Lori Wilson, Quality Director, provided a quality assurance report. She reported that HFSC extended offers to three applicants and all have been accepted. She reviewed the Quality Update for April 2015. She provided further explanation on the content within the incidents/corrective action/preventive action portion of the quality report as well as the non-conformances discovered during the internal audit.
- K. Mr. Scott Hochberg acknowledged the resignation of Ms. Linda Harvey as both CFO and Treasurer of the Corporation.
- L. Ms. Karen Matlock, Director of Financial Accounting and Reporting, provided a Treasurer's report. Ms. Matlock provided the HPD billing statement for March 2015, the account balance, and the Accounts Payable Aging Report as of April 30, 2015. Ms. Matlock also provided the Comparative Statement of Net Position, Comparative Statement of Activities, and various charts and graphs through April 30, 2015. The Board discussed the funds not yet received from the City.
- M. Dr. Daniel D. Garner presented the discussion regarding the proposal to increase spending authority to finalize Horn Solutions engagement and complete the transition with the new CFO. Mr. Hochberg made a motion to grant Dr. Garner authority to pay Horn Solutions up to a total of \$130,000 for the current fiscal year. Judge Blackmon seconded the motion. The motion passed unanimously.
- N. Mr. Tom P. Allen, ex-officio Board member and Acting General Counsel for HFSC, conducted a presentation regarding disclosure obligations arising from the Michael Morton Act. Mr. Allen conducted the presentation and invited feedback from the Board for the purposes of presenting to the HFSC staff.
- O. Pursuant to Section 551.074(a)(1) of the Texas Government Code, the Board went into Executive Session at approximately 11:44 a.m. for discussion of the President and CEO performance evaluation.

- P. The Executive Session concluded at approximately 12:18 p.m. The open meeting reconvened at 12:19 p.m.
- Q. 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 12:19 p.m.

Houston Forensic Science Center, Inc.

By: 

Ashley Wieringa

Secretary