

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES

June 12, 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 June 12, 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 June 9, 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, June 12, 2015, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Ashley Wieringa called the roll. The following Directors were present: Scott Hochberg, Nicole B. Cásarez, Dr. Enrique V. Barrera, Dr. Robert "Bob" H. McPherson, Sandra Guerra Thompson, and Tom P. Allen (ex-officio).

The following Directors were absent: David M. Feldman, 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 welcomed new Board member, Mr. David M. Feldman. Mr. Hochberg provided a summary of Mr. Feldman's credentials and welcomed him to the Board of Directors.
- F. Mr. Hochberg noted that a draft of the minutes of the Corporation's meeting on May 8, 2015 had been distributed to the Board. Dr. McPherson made a motion to approve the minutes of the May 8, 2015 meeting, and the motion was seconded by Ms. Thompson. The motion passed unanimously, and the minutes of the May 8, 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. Mr. Hochberg noted that the agenda item regarding the proposal to increase Dr. Garner's spending authority to hire a firm to conduct a facilities needs assessment had been withdrawn. Mr. Hochberg reported that a proposal came in that was within Dr. Garner's signature authority; therefore Dr. Garner does not need any additional Board approval to proceed.
- I. Dr. Garner introduced Mr. David Leach, Chief Financial Officer (CFO). Mr. Hochberg made a motion to appoint Mr. Leach to serve as the Treasurer of the Corporation during the next fiscal year or until he is no longer employed by the Houston Forensic Science Center (HFSC), whichever comes first. Ms. Cásarez seconded the motion. The motion passed unanimously.
- J. Mr. Hochberg reported that under the terms of the Corporation's Bylaws, the Board must appoint or reappoint all Corporation officers annually. Mr. Hochberg made a motion to reappoint Dr. Garner as President, Dr. Peter Stout as Vice President, and Ms. Wieringa as Secretary for the Corporation during the next fiscal year or until he or she is no longer employed by the Corporation. Dr. McPherson seconded the motion. The motion passed unanimously.
- K. Mr. Leach, CFO and Treasurer, provided a Treasurer's report. Mr. Leach reviewed the documents pertaining to the financial position of HFSC including July 2014-May 2015 actual and remaining budget graphs, actual versus budget May 2015 YTD graph, HFSC YTD actual versus budget graph, and HFSC expenditures graph. He reviewed the summary of YTD capital expenditures, forecasted cash position as of June 30, 2015, comparative statement of activities through May 31, 2015, comparative statement of net position through May 31, 2015, and accounts payable aging as of May 31, 2015.
- L. Mr. Leach, CFO and Treasurer, discussed a proposal to reallocate certain FY'15 budget funds among various budget line items. Mr. Leach reported that proposed transferability rules would be presented at the July Board meeting. Mr. Hochberg made a motion to allow Mr. Leach to reallocate, subject to the approval of the CEO and COO, of no more than \$1M to meet current projected needs, with those amounts to be reported back to the Board at the next meeting. Dr. McPherson seconded the motion. The motion passed unanimously.
- M. Dr. Garner, President and CEO, provided a President's report. Dr. Garner noted that a case metrics report would be included in the Vice President's report. He provided a technology report and a media update. Dr. Garner provided a report on new business opportunities and noted the work that Gary Powers, Triage Coordinator, and Charles Evans, Director of Business Development, are doing. Dr. Garner provided a training report and noted that the training division has hired additional highly credentialed personnel. He reported that the two-day workshop and lectureship series event on cognitive bias with Dr. Itiel Dror is scheduled for July. He reported that HFSC will host a symposium on September 17th at University of St. Thomas with speakers including Peter Neufeld, John Raley, and Clifford Spiegelman. Dr. Garner reported that the move to 1301 Fannin is moving forward. He noted that a report on the five-year plan will be

presented at the July Board meeting. On behalf of the HFSC and all its employees, Dr. Garner recognized Mr. Hochberg for his outstanding contributions as Chairman of the Board.

- N. Dr. Stout, Vice President and COO, provided a Vice President's Report. He presented an operations report that provided a framework for reviewing and improving operational performance during FY'15 and FY'16.
- O. Ms. Lori Wilson, Quality Director, provided a quality assurance report. She reviewed the Quality Update for May 2015, and explained the testimony monitoring, proficiency tests, complaints, and audits and inspections sections of the report. She reported that the Quality Division is now fully staffed and the division has a summer intern as well. Ms. Wilson reviewed the HFSC accreditation project plan and timeline as of May 31, 2015.
- P. Dr. Barrera, Liaison to the Technical Advisory Group (TAG), reported on the activities of the TAG. He reported that he is looking at dates for a meeting in late July or early August. He requested that HFSC personnel help select the corrective and preventive action reports by the end of June so there is time to review, prepare, and share those reports with members of the TAG and the Board.
- Q. Ms. Courtney Head, Biology Supervisor in the Forensic Analysis Division, presented a report regarding recent FBI disclosures concerning DNA data. Ms. Head discussed the FBI's amendment to its 1999 and 2001 STR population data, as well as what the HFSC is doing to address the amendment and its effect on casework.
- R. Mr. Jon Warren, paralegal working with HFSC, presented a report regarding Senate Bill 1287. Mr. Warren explained that the bill relates to the accreditation of crime laboratories and the licensing and regulation of forensic analysts. Mr. Warren reported on the current status of the bill and how it could potentially impact HFSC.
- S. Mr. Hochberg shared a few words and thanked everyone he has worked with in his years as the first Chairman of the HFSC. He reported that Mayor Parker nominated Ms. Cásarez as the new Chair of the Board. On behalf of the Board of Directors, Ms. Cásarez extended appreciation for all that Mr. Hochberg contributed as HFSC's first Chairman.
- T. Ms. Cásarez made a motion to adjourn the meeting and Mr. Hochberg seconded the motion. There being no other business, the meeting was ADJOURNED at 11:57 p.m.

Houston Forensic Science Center, Inc.

By:  _____

Ashley Wieringa

Secretary