

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES

December 12, 2014

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 December 12, 2014 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 December 9, 2014, 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, December 12, 2014, 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, Judge Willie E. B. Blackmon, Sandra Guerra Thompson, and Tom P. Allen (ex-officio).

The following Directors were absent: Carolyn Hanahan, Hiram A. "Art" Contreras, and Anthony T. Robinson.

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

- E. Chief Mary Lentschke presented a Certificate of Remembrance in memory of Ms. Teresa Clark to Ms. Melyssa Andrews, on behalf of the Houston Police Department (HPD) and the Houston Forensic Science Center (HFSC).
- F. Mr. Hochberg noted that a draft of the minutes of the Corporation's meeting on November 14, 2014 had been distributed to the Board. Mr. Hochberg offered revisions to items H, I, M, N, and O. He requested that the introduction for Captain Evans be revised in item H, the reference to accredited space be revised to accredited facility in item I, the details concerning communications with the Texas Forensic Science Commission (TFSC) be revised in item M, the October 10th date be corrected to November 14th in item N, and action taken on the policy regarding communications with third parties be revised in item O. The minutes of the November 14, 2014 Board meeting were adopted as revised.
- G. The Board stood at ease at approximately 9:13 a.m., and reconvened at approximately 9:14 a.m.

- H. 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.
- I. Mr. Hochberg presented the Board calendar. He reported that he filed a Corrective and Preventative Action (CAPA) due to a missed deadline. He reported that the Quality Director, Ms. Lori Wilson, suggested that a procedure be implemented to ensure the Board is notified of the Board calendar. Mr. Hochberg reported that he modified the CAPA and the Board Secretary, Ms. Ashley Wieringa, will be tasked with managing the Board calendar and keeping the members of the Board notified of the key dates on the Board calendar.
- J. Pursuant to Section 551.074(a)(1) of the Texas Government Code, the Board went into Executive Session at approximately 9:17 a.m. for discussion of Chief Operating Officer candidates and discussion of Office of Inspector General Report regarding alleged failure to follow standard operating procedure regarding completeness of analysis report. Mr. Anthony Robinson joined the Executive Session portion of the meeting at approximately 9:37 a.m.
- K. The Executive Session concluded at approximately 10:27 a.m. Ms. Sandra Thompson left the Executive Session portion of the meeting at approximately 10:25 a.m. The open meeting reconvened at 10:28 a.m.
- L. President and CEO, Dr. Daniel Garner, provided a President's report to the Board. He provided a personnel report including current staffing updates, noting that recruitment efforts for the toxicology manager position are continuing. Dr. Garner noted that a survey was conducted to collect the types of management training the HFSC staff has received and reviewed the training report. Dr. Garner provided a report on case metrics. Mr. Hochberg suggested that the Corporation consider the option of bringing in an outside consultant to assist with case metrics.

Dr. Garner provided a report on technology updates. He reported that a link to the Houston Sexual Assault Kit Research website and hotline information is now available on the HFSC website. He noted that the Board member biographies would also be posted. Dr. Garner provided a report on media updates and noted that the National Institute of Justice (NIJ) will be sending a video team to the HFSC in January 2015 to film a movie about the sexual assault kit testing project.

Dr. Garner provided a report on new business opportunities. He reported that the proposal for the National Institute of Standards and Technology (NIST) Center of Excellence funding opportunity was submitted on December 11th. Dr. Garner provided a report on the status of the potential Interlocal Agreement with the City of Pasadena and information on the value of the equipment at the Pasadena laboratory. Dr. Garner provided a report on planned initiatives. He presented the letter of intent for the potential lease space at 1301 Fannin, noted that the HFSC will be completing a mid-year budget review, and reminded the Board of the HFSC holiday party the evening of December 12th.

- M. Quality Director, Ms. Lori Wilson, provided a quality assurance report. She reviewed the Quality Update for November 2014. She noted that evidence audits were conducted in June and October and reviewed the results. Ms. Wilson reported that a specialist from the Quality Division conducted a presentation on evidence audits. For future quality reports, Mr. Allen requested that specific dates be provided for incidents and that more detail be provided on the nonconformance's discovered during evidence audits; Mr. Hochberg requested that CAPA numbers be provided in addition to the specific dates. Ms. Wilson reviewed the HFSC

Accreditation Project Plan and Timeline and noted that the Quality Manual is currently under revision.

- N. Mr. Allen presented the discussion on the Policy Regarding Communications with Third Parties. He noted that action was taken by the Board at the November 14th meeting to accept the recommendation presented with various modifications. Mr. Allen presented the revised draft 2.7 of the policy. Mr. Hochberg requested that a flowchart be drafted to supplement the policy; Mr. Allen reported that a draft had been completed and would be distributed to the members of the Board. Mr. Allen noted that training would be provided as well. Mr. Allen stated that the Policy Regarding Communications with Third Parties would be enacted as drafted.
- O. CFO and Treasurer, Ms. Linda Harvey, provided a Treasurer's report. Ms. Harvey reviewed the HPD billing statement for October 2014 and the AP Aging Report as of November 30, 2014. Mr. Hochberg requested that revisions be completed on the AP Aging Report. Ms. Harvey reported that the HFSC has extended an offer for the Manager of Financial Accounting and Reporting. Ms. Harvey reviewed the Comparative Statement of Net Position, Comparative Statement of Activities, and various charts and graphs provided through November 30, 2014.
- P. CFO and Treasurer, Ms. Linda Harvey, presented a proposal for reallocation of FY '14 budget funds. Ms. Harvey reviewed the proposed reallocation of funds and Mr. Hochberg moved to revise the FY '14 budget in accordance with the audited numbers as presented by the CFO. Mr. Robinson seconded the motion. The motion passed unanimously.
- Q. CFO and Treasurer, Ms. Linda Harvey, presented a proposal for reallocation of FY '15 budget funds. Ms. Harvey reviewed the proposed reallocation of funds and Mr. Hochberg moved to authorize the allocations according to those presented by the CFO. Judge Blackmon seconded the motion. The motion passed unanimously.
- R. CFO and Treasurer, Ms. Linda Harvey, presented a proposal for financial control procedures. The Board discussed the proposed revisions; Mr. Hochberg noted that the proposal for the financial control procedures would be revisited at the January 9th Board meeting.
- S. There being no other business, the meeting was ADJOURNED at 1:00 p.m.

Houston Forensic Science Center, Inc.

By: Ashley Wieringa

Ashley Wieringa

Secretary

Houston Forensic Science Center, Inc.

Request for Reallocation of FY14 Budget (as revised by Board 3/14/14) for Variances to Audited Actual Expenditures for Year Ending 6/30/14

12/5/2014

Account Code	Description	FY14 Actual per Audited 6/30/14 FS	FY14 HFSC 3/14/14 Board Approved Revised Budget	FY14 Original Budget Variance under/(over)	Proposed FY14 Budget (Reduction) / Increase	Proposed FY14 Budget after Reallocation	Remaining FY14 Budget
SALARY AND BENEFITS							
SALARY							
500010	Salary Base - Civilian	434,484	465,167	30,683	(30,683)	434,484	0
500020	Salary Base - Classified						
500040	Salary Assignment Pay - Classified						
500045	Patrol Incentive Pay						
500050	Salary Education/Incentive - Classified						
500060	Overtime - Civilian						
500070	Overtime - Classified						
500090	Premium (Awards) - Civilian						
500110	Bilingual Pay - Civilian						
500120	Bilingual Pay - Classified						
500130	Equipment Allowance - Classified						
500150	Shift Differential - Classified						
500160	Training Incentive - Classified						
500170	Weekend Premium Pay - Classified						
500190	Temporary Higher Class Pay						
TOTAL SALARY		434,484	465,167	30,683	(30,683)	434,484	0
BENEFITS - FY14 (detailed)							
501020	Clothing Allowance - Classified						
501120	Termination Pay - Civilian						
501130	Termination Pay - Classified						
501140	Third Party Disability B-Classified						
501070	Pension - Civilian	0	21,167	21,167	(21,167)	0	0
501090	Pension - Classifeid						
502010	FICA - Civilian	35,434	40,400	4,966	(4,966)	35,434	0
502020	FICA - Classified						
503010	Health Insurance - Active Civilian	33,221	48,300	15,079	(15,079)	33,221	0
503015	Basic Life Insurance-Active Civilian	15,528	11,378	(4,150)	4,150	15,528	0
503020	Health Insurance - Active Classified						
503025	Basic Life Insur - Active Classified						
503050	Health Insur Retired Civilian						
503060	Long Term Disability - Civilian	0	1,035	1,035	(1,035)	0	0
503080	Workers Comp - Classified Adm						
503090	Workers Comp - Civilian Adm	10,231	3,067	(7,164)	7,164	10,231	0
503100	Workers Comp-Civ Clm						
503110	Workers Comp-Clm Clm						
504010	Pension-GASB 27 Accrual	50,400	0	(50,400)	50,400	50,400	0
504030	Unemployment Claims - Adm	0	2,000	2,000	(2,000)	0	0
504031	Unemployment Taxes - Adm	1,105	0	(1,105)	1,105	1,105	0
TOTAL BENEFITS		145,919	127,347	(18,572)	18,572	145,919	0
TOTAL WAGES AND BENEFITS		580,403	592,513	12,110	(12,110)	580,403	0
SUPPLIES							
511010	Chemical Gases & Special Fluids						
511015	Cleaning & Sanitary Supplies						
511020	Construction Materials						
511025	Electrical Hardware & Parts						
511030	Mechanical Hardware & Parts						
511035	Meters, Hydro & Plumb						
511040	Audio Visual Supplies	21,808	0	(21,808)	21,808	21,808	0
511045	Computer Supplies	389	0	(389)	389	389	0
511050	Paper & Printing Supplies	4,227	0	(4,227)	4,227	4,227	0
511055	Publications & Printed Materials						
511060	Postage	407	0	(407)	407	407	0
511070	Miscellaneous Office Supplies	21,932	19,000	(2,932)	2,932	21,932	0
511080	General Laboratory Supplies	160,755	0	(160,755)	160,755	160,755	0
511085	Drugs & Medical Chemicals						
511090	Medical & Surgical Supplies	779	0	(779)	779	779	0
511095	Small Technical & Scientific Equipment						
511110	Fuel						
511115	Vehicle Repair & Maint Supplies						

Account Code	Description	FY14 Actual per Audited 6/30/14 FS	FY14 HFSC 3/14/14 Board Approved Revised Budget	FY14 Original Budget Variance under/(over)	Proposed FY14 Budget (Reduction) / Increase	Proposed FY14 Budget after Reallocation	Remaining FY14 Budget
511120	Clothing	8,988	0	(8,988)	8,988	8,988	0
511125	Food Supplies	2,715	0	(2,715)	2,715	2,715	0
511130	Weapons Munitions & Supplies	5,077	0	(5,077)	5,077	5,077	0
511145	Small Tools & Minor Equipment						
511150	Miscellaneous Parts & Supplies						
TOTAL SUPPLIES		227,077	19,000	(208,077)	208,077	227,077	0
SERVICES							
520100	Temporary Personnel Services	75,874	78,587	2,713	(2,713)	75,874	0
520105	FY15 Accounting & Auditing Svcs	26,582	0	(26,582)	26,582	26,582	0
520106	Architectural Svcs						
520107	Computer Info/Contracting Svcs						
520109	Medical Dental & Laboratory Services						
520110	Management Consulting Services	171,029	229,600	58,571	(58,571)	171,029	0
520111	(Real Estate Svcs) / FY14-TAG Support		20,000	20,000	(20,000)	0	0
520112	Banking Services	26	0	(26)	26	26	0
520113	(Photo Svcs) / FY15 TAG Support	3,985	0	(3,985)	3,985	3,985	0
520114	Miscellaneous Support Services - Recruiting/Relo	118,921	0	(118,921)	118,921	118,921	0
520115	Real Estate Rental						
520116	Parking Service Contract FY14	5,737	0	(5,737)	5,737	5,737	0
520118	Refuse Disposal						
520119	Computer Equipment/Software Maintenance	52,157	10,000	(42,157)	42,157	52,157	0
520121	IT Application Services	65,981	0	(65,981)	65,981	65,981	0
520123	Vehicle & Motor Equipment Services		2,400	2,400	(2,400)	0	0
520124	Other Equipment Services	23,174	0	(23,174)	23,174	23,174	0
520140	(Civic Arts) / FY14-Audit & Legal		25,000	25,000	(25,000)	0	0
520143	Credit/Bank Card Services						
520605	Marketing/Advertising						
520705	FY15 Insurance Fees (Genl & Prof)	41,954	0	(41,954)	41,954	41,954	0
520765	Membership & Professional Fees	2,958	10,000	7,042	(7,042)	2,958	0
520805	Education & Training	56,908	85,000	28,092	(28,092)	56,908	0
520810	(HR Train) / FY14 Employee moving expense		10,000	10,000	(10,000)	0	0
520815	Tuition Reimbursement						
520905	Travel - Training Related	17,852	25,000	7,148	(7,148)	17,852	0
520910	Travel-Non-training Related	3,941	40,000	36,059	(36,059)	3,941	0
521605	Data Services	6,122	0	(6,122)	6,122	6,122	0
521610	Voice Services, Eqmt. & Labor	5,531	0	(5,531)	5,531	5,531	0
521620	Voice Equipment						
521625	Voice Labor						
521630	EGIS Services						
521705	Equipment Rental						
521715	Office Equipment Rental						
521725	Other Rental Fees						
521730	Parking Space Rental FY15	0	0	0	0	0	0
521905	Legal Services						
522205	Metro Commuter Passes						
522305	Freight						
522430	Miscellaneous Other Services & Charges	19,311	100,000	80,689	(80,689)	19,311	0
522440	(Lost Disc) / FY14 Insur Genl & Prof	63	94,038	93,975	(93,975)	63	0
522722	Intfd KRONOS Svc Charge						
522845	Interfund Vehicle Services						
TOTAL SERVICES		698,106	729,626	31,519	(31,519)	698,106	0
NON-CAPITAL Fixed Assets							
551010	Non-Capital Furniture & Fixtures	41,123	0	(41,123)	41,123	41,123	0
551015	Non-Capital Computer Equipment	41,696	0	(41,696)	41,696	41,696	0
551025	Non-Capital Scientific/Medical Equipment						
TOTAL NON-CAPITAL		82,819	0	(82,819)	82,819	82,819	0
CAPITAL							
560130	Capital Exp - Bldg Assoc Cap Lease						
560210	Capital Expenditures - Furniture & Fixtures	0	60,000	60,000	(14,469)	45,531	45,531
560210	Independent Network & Lab Instrumentation (560230)	0	538,975	538,975	(538,975)	0	0
560230	Independent Network & Lab Instrumentation	306,178	0	(306,178)	306,178	306,178	0
560230	Life Cycle Replacements						
TOTAL CAPITAL		306,178	598,975	292,797	(247,266)	351,709	45,531
TOTAL BUDGET BEFORE OVERHEAD		1,894,583	1,940,113	45,531	0	1,940,114	45,531

Account Code	Description	FY14 Actual per Audited 6/30/14 FS	FY14 HFSC 3/14/14 Board Approved Revised Budget	FY14 Original Budget Variance under/(over)	Proposed FY14 Budget (Reduction) / Increase	Proposed FY14 Budget after Reallocation	Remaining FY14 Budget
610000	COH Direct Overhead Charge - (FY14)	1,460,000	1,460,000	0	0	1,460,000	0
TOTAL FY15 HFSC BUDGET		3,354,583	3,400,113	45,531		3,400,114	45,531
620000	HPD (Original Budget Including AFIS/Polygraph)		19,917,794				
620000	Less AFIS/Poly Budget		(3,264,733)				
620000	HPD Less AFIS/Poly Reimbursed Expenses	16,014,781	16,653,061	638,280	0	16,653,061	638,280
FY15 Budget vs Audited FS before Transferred Assets		19,369,364	20,053,174	683,811		20,053,175	683,811
560230	Add HPD Capital Assets Transferred to HFSC (to tie to Audited FS Total Expenditures as of 6/30/14)	1,443,893					
Audited Actual Expense after Transferred Capital Assets		20,813,257					

Houston Forensic Science Center, Inc.

Request for Reallocation of FY15 Budget (as revised by Board 5/9/14)

Due to Anticipated YTD Variances and Trends

12/9/2014

Account Code	Description	FY14 HFSC	FY15 YTD	FY15 41.7%	Budg vs Act	Proposed	Proposed
		5/9/14 Board	FY15 YTD	vs Actual	Variance	FY15 Budget	FY15 Budget
		Approved	Actual a/o	under	Annualized	(Reduction) /	after
Code	Description	Revised Budget	11/30/14	/(over)	(Run Rate)	Increase	Reallocation
SALARY AND BENEFITS							
SALARY							
500010	Salary Base - Civilian	7,567,585	2,426,716	726,445	1,743,467	295,358	7,862,941
500020	Salary Base - Classified	3,444,232	1,380,662	54,435	130,644	0	3,444,232
500040	Salary Assignment Pay - Classified	1,900	429	363	871	0	1,900
500045	Patrol Incentive Pay	0	(462)	462	1,108	0	0
500050	Salary Education/Incentive - Classified	155,000	58,232	6,351	15,243	0	155,000
500060	Overtime - Civilian	68,000	19,829	8,504	20,410	0	68,000
500070	Overtime - Classified	278,236	91,955	23,977	57,544	0	278,236
500090	Premium (Awards) - Civilian	382,416	0	159,340	382,416	(382,416)	0
500100	Premium Pay - Classified	0	5	(5)	(13)	0	0
500110	Bilingual Pay - Civilian	1,800	381	369	886	0	1,800
500120	Bilingual Pay - Classified	15,000	4,611	1,639	3,934	0	15,000
500130	Equipment Allowance - Classified	106,000	43,652	514	1,235	0	106,000
500150	Shift Differential - Classified	38,500	12,136	3,905	9,373	0	38,500
500160	Training Incentive - Classified	361,301	123,336	27,206	65,294	0	361,301
500170	Weekend Premium Pay - Classified	41,500	12,777	4,515	10,836	0	41,500
500190	Temporary Higher Class Pay	4,000	0	1,667	4,000	0	4,000
TOTAL SALARY		12,465,470	4,174,259	1,019,686	2,447,248	(87,060)	12,378,410
BENEFITS - FY15 (consolidated)							
	Civilian Benefits (now 45.25%)	2,192,150	0	913,396	2,192,150	(2,192,150)	0
	Classified Benefits (still 40%)	1,778,268	0	740,945	1,778,268	(1,778,268)	0
	LGC Benefits (35%)	1,111,345	0	463,060	1,111,345	(1,111,345)	(0)
BENEFITS - FY14 (detailed)							
501020	Clothing Allowance - Classified	58,400	9,600	14,733	35,360	(35,000)	23,400
501120	Termination Pay - Civilian	6,444	69,673	(66,988)	(160,770)	199,938	206,382
501130	Termination Pay - Classified	16,255	0	6,773	16,255	(12,655)	3,600
501140	Third Party Disability B-Classified	33,060	17,040	(3,265)	(7,836)	8,240	41,300
501070	Pension - Civilian	0	602,961	(602,961)	(1,447,105)	1,447,100	1,447,100
501090	Pension - Classifeid	0	461,040	(461,040)	(1,106,496)	1,106,500	1,106,500
502010	FICA - Civilian	0	407,097	(407,097)	(977,032)	977,100	977,100
502020	FICA - Classified	0	20,833	(20,833)	(49,999)	50,000	50,000
503010	Health Insurance - Active Civilian	0	311,573	(311,573)	(747,775)	747,800	747,800
503015	Basic Life Insurance-Active Civilian	0	21,290	(21,290)	(51,095)	51,100	51,100
503020	Health Insurance - Active Classified	0	220,372	(220,372)	(528,893)	528,900	528,900
503025	Basic Life Insur - Active Classified	0	754	(754)	(1,811)	1,800	1,800
503050	Health Insur Retired Civilian	0	692	(692)	(1,661)	1,700	1,700
503060	Long Term Disability - Civilian	0	2,789	(2,789)	(6,693)	6,700	6,700
503080	Workers Comp - Classified Adm	0	5,531	(5,531)	(13,275)	13,000	13,000
503090	Workers Comp - Civilian Adm	0	6,727	(6,727)	(16,144)	16,100	16,100
503100	Workers Comp-Civ Clm	5,100	1,602	523	1,254	(1,100)	4,000
503110	Workers Comp-Clis Clm	5,600	110,512	(108,179)	(259,629)	100,000	105,600
504010	Pension-GASB 27 Accrual	0	(50,400)	50,400	120,960	(50,400)	(50,400)
504030	Unemployment Claims - Adm	6,200	0	2,583	6,200	(3,000)	3,200
504031	Unemployment Taxes - Adm	0	8,714	(8,714)	(20,914)	15,000	15,000
TOTAL BENEFITS		5,212,821	2,228,399	(56,390)	(135,336)	87,060	5,299,881
TOTAL WAGES AND BENEFITS		17,678,290	6,402,658	963,296	2,311,912	0	17,678,290
SUPPLIES							
511010	Chemical Gases & Special Fluids	19,594	(2,299)	10,463	25,111	(10,000)	9,594
511015	Cleaning & Sanitary Supplies	1,773	0	739	1,773	0	1,773
511020	Construction Materials	0	135	(135)	(324)	4,000	4,000
511025	Electrical Hardware & Parts	2,901	0	1,209	2,901	0	2,901
511030	Mechanical Hardware & Parts	330	0	138	330	0	330
511035	Meters, Hydro & Plumb	794	0	331	794	0	794
511040	Audio Visual Supplies	95,129	5	39,632	95,117	(45,000)	50,129
511045	Computer Supplies	28,530	13,001	(1,114)	(2,673)	4,000	32,530
511050	Paper & Printing Supplies	15,770	5,495	1,076	2,583	0	15,770
511055	Publications & Printed Materials	4,162	5,057	(3,323)	(7,975)	8,000	12,162
511060	Postage	2,500	559	483	1,159	0	2,500
511070	Miscellaneous Office Supplies	38,837	37,260	(21,078)	(50,588)	52,000	90,837
511080	General Laboratory Supplies	693,499	217,865	71,293	171,102	(60,000)	633,499

Account Code	Description	FY14 HFSC		FY15 41.7%		Proposed FY15 Budget (Reduction) / Increase	Proposed FY15 Budget after Reallocation
		5/9/14 Board Approved Revised Budget	FY15 YTD Actual a/o 11/30/14	YTD Budg vs Actual under / (over)	Budg vs Act Variance Annualized (Run Rate)		
511085	Drugs & Medical Chemicals	6,250	0	2,604	6,250	(4,000)	2,250
511090	Medical & Surgical Supplies	11,961	0	4,984	11,961	(8,000)	3,961
511095	Small Technical & Scientific Equipment	25,212	1,825	8,680	20,832	(15,000)	10,212
511110	Fuel	38,107	(1,094)	16,972	40,733	0	38,107
511115	Vehicle Repair & Maint Supplies	3,388	0	1,412	3,388	0	3,388
511120	Clothing	1,268	0	528	1,268	0	1,268
511125	Food Supplies	3,600	1,819	(319)	(765)	4,000	7,600
511130	Weapons Munitions & Supplies	5,551	535	1,778	4,268	0	5,551
511145	Small Tools & Minor Equipment	19,469	0	8,112	19,469	(10,000)	9,469
511150	Miscellaneous Parts & Supplies	25,419	0	10,591	25,419	(20,000)	5,419
TOTAL SUPPLIES		1,044,045	279,963	155,055	372,133	(100,000)	944,045
SERVICES							
520100	Temporary Personnel Services	168,587	32,633	37,611	90,267	(50,000)	118,587
520105	FY15 Accounting & Auditing Svcs	105,025	24,651	19,109	45,862	0	105,025
520106	Architectural Svcs	200,000	0	83,333	200,000	0	200,000
520107	Computer Info/Contracting Svcs	11,000	0	4,583	11,000	0	11,000
520109	Medical Dental & Laboratory Services	155,335	24,322	40,401	96,961	(75,000)	80,335
520110	Management Consulting Services	652,746	42,708	229,270	550,247	0	652,746
520112	Banking Services	0	71	(71)	(170)	1,000	1,000
520113	(Photo Svcs) / FY15 TAG Support	20,000	0	8,333	20,000	(10,000)	10,000
520114	Miscellaneous Support Services - Recruit/Relo	151,620	56,305	6,870	16,489	0	151,620
520115	Real Estate Rental	480,000	0	200,000	480,000	0	480,000
520118	Refuse Disposal	17,500	1,712	5,579	13,390	(5,000)	12,500
520119	Computer Equipment/Software Maintenance	260,893	33,463	75,242	180,581	20,000	280,893
520121	IT Application Services	11,000	12,900	(8,316)	(19,959)	25,000	36,000
520123	Vehicle & Motor Equipment Services	2,400	0	1,000	2,400	0	2,400
520124	Other Equipment Services	110,743	25,512	20,631	49,514	0	110,743
520143	Credit/Bank Card Services	0	780	(780)	(1,872)	5,000	5,000
520605	Marketing/Advertising	0	1,000	(1,000)	(2,400)	2,500	2,500
520705	FY15 Insurance Fees (Genl & Prof)	94,038	15,187	23,996	57,589	(40,000)	54,038
520765	Membership & Professional Fees	35,500	1,440	13,352	32,044	1,000	36,500
520805	Education & Training	156,442	59,394	5,790	13,897	4,000	160,442
520815	Tuition Reimbursement	28,972	4,629	7,443	17,862	0	28,972
520905	Travel - Training Related	109,000	36,136	9,280	22,273	(4,000)	105,000
520910	Travel-Non-training Related	95,000	1,692	37,892	90,940	(10,000)	85,000
521605	Data Services	0	4,131	(4,131)	(9,914)	10,000	10,000
521610	Voice Services, Eqmt. & Labor	0	16,548	(16,548)	(39,716)	40,000	40,000
521620	Voice Equipment	0	0	0	0	0	0
521625	Voice Labor	0	0	0	0	0	0
521630	EGIS Services	0	2,313	(2,313)	(5,551)	6,000	6,000
521705	Equipment Rental	57,676	15,711	8,320	19,968	0	57,676
521715	Office Equipment Rental	25,353	0	10,564	25,353	0	25,353
521725	Other Rental Fees	760	2,465	(2,149)	(5,157)	5,500	6,260
521730	Parking Space Rental	0	21,015	(21,015)	(50,437)	51,000	51,000
521905	Legal Services	100,000	0	41,687	100,000	0	100,000
522205	Metro Commuter Passes	0	4,122	(4,122)	(9,893)	11,000	11,000
522305	Freight	4,109	1,232	480	1,152	0	4,109
522430	Miscellaneous Other Services & Charges	134,562	1,441	54,626	131,103	(100,000)	34,562
522722	Intfd KRONOS Svc Charge	0	4,588	(4,588)	(11,011)	12,000	12,000
522845	Interfund Vehicle Services	9,600	0	4,000	9,600	0	9,600
TOTAL SERVICES		3,197,861	448,103	884,339	2,122,413	(100,000)	3,097,861
NON-CAPITAL Fixed Assets							
551010	Non-Capital Furniture & Fixtures	0	51,594	(51,594)	(123,826)	200,000	200,000
551015	Non-Capital Computer Equipment	0	68,098	(68,098)	(163,434)	140,000	140,000
551025	Non-Capital Scientific/Medical Equipment	93,517	491	38,474	92,339	(54,000)	39,517
TOTAL NON-CAPITAL		93,517	120,183	(81,217)	(194,921)	286,000	379,517
CAPITAL							
560210	Capital Expenditures - Furniture & Fixtures	184,000	0	76,667	184,000	(146,000)	38,000
560230	Independent Network & Lab Instrumentation	706,500	58,238	236,137	566,730	60,000	766,500
560230	Life Cycle Replacements	698,000	15,127	275,707	661,696	0	698,000
TOTAL CAPITAL		1,588,500	73,365	588,511	1,412,426	(86,000)	1,502,500
TOTAL BUDGET BEFORE OVERHEAD		23,602,213	7,324,272	2,509,984	6,023,962	0	23,602,213
610000	COH Direct Overhead Charge - (FY14)	1,460,000	608,333	(0)	(0)		1,460,000

Account Code	Description	FY15 41.7%				Proposed FY15 Budget (Reduction) / Increase	Proposed FY15 Budget after Reallocation
		FY14 HFSC 5/9/14 Board Approved Revised Budget	FY15 YTD Actual a/o 11/30/14	YTD Budg vs Actual under /(over)	Budg vs Act Variance Annualized (Run Rate)		
TOTAL FY15 BUDGET		25,062,213	7,932,605	2,509,984	6,023,962	0	25,062,213