

Houston Forensic Science LGC, Inc.

MEETING OF BOARD OF DIRECTORS MINUTES

February 12, 2013

The undersigned, being the duly appointed Acting Secretary of Houston Forensic Science LGC, Inc. (the "Corporation"), hereby certifies that the following are true and correct minutes of the February 12, 2013, 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 11, 2013, 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 9:00 a.m. on Tuesday, February 12, 2013, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.

D. Ms. Bohr called the roll. The following Directors were present:

Scott Hochberg, Marcia Johnson, Sandra Guerra Thompson (departed meeting at 9:45 a.m.), Enrique V. Barrera, Hiram A. "Art" Contreras, Catherine Lamboley, Donna Cole, Willie E. B. Blackmon, 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 of January 16, 2013, had been distributed to the Board. Ms. Lamboley made a motion to approve the minutes, and it was seconded by Ms. Cole. The Motion passed unanimously, and the minutes of the meeting of January 16, 2013, were adopted.

F. Mr. Hochberg asked if any members of the public wished to address the Board. There was no response from the persons present.

G. Mr. Hochberg asked Ms. Thompson to discuss issues relating to the statement of mission and goals and related issues. A discussion was held regarding clarity on the next steps that need to be taken on the mission statement and goals. Ms. Thompson will send

the document to the board members. Members are to submit their suggestions to Ms. Thompson who will circulate a new draft prior to the next board meeting.

H. Mr. Hochberg discussed the check that was made out to Coleman Lew and inadvertently mailed with only one signature. Mr. Hochberg made a motion that the check made out to Coleman Lew for \$11,500 be ratified. Mr. Contreras seconded the motion. The motion passed unanimously.

I. Mr. Hochberg reminded the board that the current "single signature" limit for checks is \$1,000. Mr. Hochberg made a motion that the banking resolution be amended to raise the limit to \$2,000. Ms. Johnson seconded the motion. The motion passed unanimously.

J. Mr. Hochberg invited Robin Guidry, M.S., F-ABC to present an overview of DNA processing in the HPD crime lab.

K. At Mr. Hochberg's request, Mr. Barrera led a discussion regarding indemnification of members of the Technical Advisory Group and others. Mr. Contreras made a motion that the board adopt a resolution requesting covered person designation for all members of the Technical Advisory Group plus the Executive Director and his or her direct reports, excluding clerical. Mr. Blackmon seconded the motion. The motion passed unanimously on a roll call vote.


L. Mr. Hochberg asked Ms. Cole to discuss transition issues, including budget and insurance issues. Meetings are scheduled with three insurance brokers on Wednesday, February 13, 2013.

M. In Nicole Cásarez's absence, Mr. Hochberg gave an update on the CEO search.

The meeting was ADJOURNED at 11:10 am.

HOUSTON FORENSIC SCIENCE LGC, INC.

By:



Deborah Bohr
Acting Secretary

HOUSTON FORENSIC SCIENCE LGC, INC.

Resolution No. 2013-001

RESOLUTION AMENDING RESOLUTION NO. 2012-003 TO REVISE AUTHORITY TO WITHDRAW FUNDS OF CORPORATION

WHEREAS, on September 12, 2012, the Board of Directors (the "Board") of Houston Forensic Science LGC, Inc. (the "Corporation") adopted Resolution 2012-003, which Resolution prescribed certain procedures related to funds of the Corporation; and

WHEREAS, the Board has concluded that the interests of the Corporation will be well served by authorizing a single Account Signer (as defined in Resolution 2012-003) to make payments from the Corporation's funds in higher amounts; **NOW, THEREFORE;**

BE IT RESOLVED BY THE DIRECTORS OF THE CORPORATION:

Section 1. That Section 6(a) of Resolution 2012-003 is amended to read in its entirety as follows:

(a) Each of the Chairman of the Board, the Vice-Chairman of the Board, the President of the Corporation, and the Treasurer of the Corporation is an Account Signer, *provided that* the signatures of two Account Signers shall be required to make a payment or other withdrawal from the Corporation's funds in an amount exceeding \$2,000.00.

Section 2. That this Resolution shall take effect immediately upon its adoption by the Board of Directors.

ADOPTED this 12th day of February, 2013.

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CERTIFICATE

The undersigned hereby certifies that this Resolution 2013-001 was duly adopted by the Board of Directors of Houston Forensic Science LGC, Inc., on the 12th day of February, 2013.

Executed this 13th day of March, 2013.

Deborah Bohr
(Signature)

Deborah Bohr
(Printed Name of Secretary or Acting Secretary)