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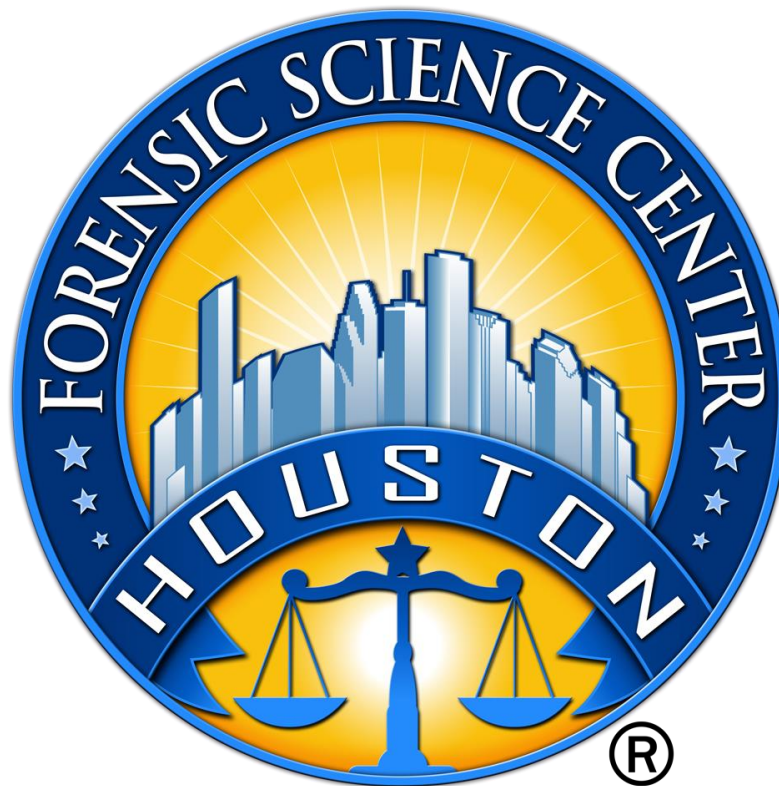
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Houston Forensic Science Center, Inc.

Board of Directors Virtual Special Meeting

June 10, 2020



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Janet Blancett

Position 6 - Dr. Robert McPherson

Position 7 - Lois J. Moore

Position 8 - Mary Lentschke, Vice Chair

Position 9 - Vicki Huff

Ex-Officio - Tracy Calabrese

HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF SPECIAL PUBLIC MEETING
PUBLIC ACCESS WILL BE VIA TELECONFERENCE ONLY
June 10, 2020

In accordance with Texas Governor Greg Abbott's temporary suspension of certain provisions of the Texas Open Meetings Act, issued March 16, 2020, notice is hereby given that beginning at 1:30 p.m. on the date set out above, the Board of Directors (the "Board") of the Houston Forensic Science Center, Inc. (the "Corporation," or "HFSC") will meet via videoconference (Microsoft Teams.) HFSC is conducting this virtual meeting to advance the public health goal of limiting face-to-face interactions and to slow the spread of the coronavirus (COVID-19.)

Gov. Abbott's [temporary suspension of certain open meetings laws](#) was issued in response to the COVID-19 pandemic and in accordance with section 418.016 of the Texas Government Code. Gov. Abbott specifically suspended certain provisions of the law, which required government officials and members of the public to be physically present at a specified meeting location. The relevant suspensions are in effect until terminated by the Office of the Governor or until the Governor's disaster declaration is lifted or expires. Accordingly, this meeting will not take place in a specified physical location for the public to attend in person, however, the virtual meeting will be available to the public and allow for two-way communication between the Board and members of the public.

As required and in accordance with the Governor's temporary suspension, notice of this meeting, the agenda and the agenda packet are posted online at <https://houstonforensicscience.org/meeting-archives.php>. The items listed in the agenda may be taken out of order at the discretion of the Chair. After the conclusion of the meeting, a recording thereof will be posted to www.houstonforensicscience.org.

Attending the virtual meeting

The public is not required to create an account to attend the meeting online and the videoconference can be accessed, free of charge.

To attend the videoconference meeting via computer, please use the following link: [Join Microsoft Teams Meeting](#) or go to <https://houstonforensicscience.org/meeting-archives.php>

In addition to the required free videoconference link, members of the public may call into the meeting by dialing the following teleconference number and entering the subsequent conference ID number: 281-886-3266, **Conference ID:** 799 057 412#

Callers must mute themselves upon dialing into the meeting to limit interruptions.

To attend the meeting using a mobile device and through the free videoconference link, the Microsoft Teams mobile application (“app”) must be downloaded (free of charge) to the device. After downloading the app, proceed to the link above and you will be directed to the videoconference, through the app. However, members of the public must be muted to minimize disruption of the meeting.

NOTICE OF PUBLIC COMMENT

The public is permitted to speak during the public comment agenda item and as permitted by the Chair. However, requests to speak during the public comment period must be submitted via email to the HFSC Secretary of the Board at: info@houstonforensicscience.org **no later than 1:30 p.m. Tuesday June 9, 2020.**

The request must include the speaker's name, contact number, address and topic of the comment. Speakers should limit their comments to three minutes. The Board Chair may limit both the number of speakers and the time allotted for each speaker. The Chair will call on each speaker by name, during the designated public comment period.

If you have questions regarding attending this virtual meeting please contact Jordan Benton, secretary of the Board of Directors, at **832-993-1924**.

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Consider annual selection of the board vice chair, and possible related action.
4. Consider annual appointment of corporate officers: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Jordan Benton as secretary, and possible related action.
5. Public Comment.
6. Reading of draft minutes from May 8, 2020 board meeting. Consideration of proposed corrections, if any. Approval of minutes.
7. Report from Dr. Stacey Mitchell, board chair, including a monthly update of activities and other announcements.

Reports and presentations by corporate officers, and possible related action items

8. Report from Dr. Peter Stout, president and CEO, including a facility update regarding the 500 Jefferson building and ongoing renovations to the vehicle

examination bay, technical updates, outreach efforts, staffing changes and other corporate business items, including long-term planning for operating during the COVID-19 pandemic.

9. Monthly operations report from Dr. Amy Castillo, vice president and COO, including a review of turnaround times and backlog of sexual assault kits.
10. Treasurer's report from Mr. David Leach, treasurer and CFO, regarding company financials and other fiscal updates.
 - a. Presentation by Mr. David Leach regarding proposed reallocations to the fiscal year budget and possible related action.

Reports and presentations by staff

11. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, on an increase in multimedia requests and the crime scene unit's response and preparations for long-term pandemic restrictions, the threat of tropical storms and the impact of recent protests regarding the death of George Floyd, on CSU operations.
12. Report from Ms. Erika Ziemak, quality director, regarding quality assurance, an overview of a disclosure to the Texas Forensic Science Commission, and a review of the blind quality control program, testimony monitoring and proficiency tests.
13. Adjournment.

Certification of Electronic Posting of Notice of the Board of Directors ("the Board") of the Houston Forensic Science Center, Inc. (the "Corporation")

I, Jordan Benton, coordinator of board relations and executive administration, do hereby certify that a notice of this meeting was posted online at <https://houstonforensicscience.org/meeting-archives.php> on Friday, the 5th day of June, 2020, as required by Section 551.043 et seq., Texas Government Code and in accordance with Governor Abbott's March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act.

Given under my hand this the 5th day of June 2020.

Jordan Benton

Open Meeting Laws Subject to Temporary Suspension

Effective March 16, 2020, and subject to the following conditions, the following statutory provisions are temporarily suspended to the extent necessary to allow telephonic or videoconference meetings and to avoid congregate settings in physical locations:

- those that require a quorum or a presiding officer to be physically present at the specified location of the meeting; provided, however, that a quorum still must participate in the telephonic or videoconference meeting
 - TEX. GOV'T CODE § 551.122(b)
 - TEX. GOV'T CODE § 551.127(a-3), (b)–(c), (e), (h)–(i)
 - TEX. GOV'T CODE § 551.130(c)–(d), (i)
 - TEX. GOV'T CODE § 322.003(d), (e)(2)
 - TEX. GOV'T CODE § 845.007(f)(2)
 - TEX. GOV'T CODE § 855.007(f)(2)
 - TEX. CIV. PRAC. & REM. CODE § 74.102(f)
 - TEX. INS. CODE § 2151.057(d)(1)
 - TEX. LOCAL GOV'T CODE § 379B.0085(a)

- those that require physical posting of a notice; provided, however, that the online notice must include a toll-free dial-in number or a free-of-charge videoconference link, along with an electronic copy of any agenda packet
 - TEX. GOV'T CODE § 551.043(b)(2)–(3)
 - TEX. GOV'T CODE §§ 551.049–551.051

- those that require the telephonic or videoconference meeting to be audible to members of the public who are physically present at the specified location of the meeting; provided, however, that the dial-in number or videoconference link provided in the notice must make the meeting audible to members of the public and allow for their two-way communication; and further provided that a recording of the meeting must be made available to the public
 - TEX. GOV'T CODE § 551.121(f)(1)
 - TEX. GOV'T CODE § 551.122(d)
 - TEX. GOV'T CODE § 551.125(e)–(f)
 - TEX. GOV'T CODE § 551.126(d)(1)
 - TEX. GOV'T CODE § 551.127(f), (j)
 - TEX. GOV'T CODE § 551.130(e)–(f)
 - TEX. GOV'T CODE § 551.131(e)(1)
 - TEX. GOV'T CODE § 322.003(e)(3)
 - TEX. GOV'T CODE § 436.054(e)
 - TEX. GOV'T CODE § 845.007(f)(3)

- TEX. GOV'T CODE § 855.007(f)(3)
- TEX. AGRIC. CODE § 41.061(c)–(d)
- TEX. AGRIC. CODE § 41.1565(c)–(d)
- TEX. AGRIC. CODE § 41.205(d)–(e)
- TEX. AGRIC. CODE § 62.0021(c)–(d)
- TEX. EDUC. CODE § 66.08(h)(2)(B)
- TEX. FAM. CODE § 264.504(e)
- TEX. FIN. CODE § 11.106(c)(4)–(5)
- TEX. FIN. CODE § 154.355(d)(2)–(3)
- TEX. INS. CODE § 462.059(a)(1), (c)
- TEX. INS. CODE § 463.059(d)
- TEX. INS. CODE § 2151.057(e)
- TEX. INS. CODE § 2210.1051(b)(2)–(3)
- TEX. INS. CODE § 2211.0521(b)(2)–(3)
- TEX. LOCAL GOV'T CODE § 379B.0085(b)(2)–(3)
- TEX. SPEC. LOC. DIST. CODE § 9601.056(c)
- TEX. TRANSP. CODE § 173.106(e)–(f)
- TEX. TRANSP. CODE § 366.262(c)–(d)
- TEX. TRANSP. CODE § 370.262(c)–(d)

- those that may be interpreted to require face-to-face interaction between members of the public and public officials; provided, however, that governmental bodies must offer alternative methods of communicating with their public officials.
 - TEX. GOV'T CODE § 551.007(b)
 - TEX. GOV'T CODE § 551.125(b)(1), (d)

These suspensions are in effect until terminated by the Office of the Governor, or until the March 13, 2020 disaster declaration is lifted or expires.

HOUSTON FORENSIC SCIENCE CENTER, INC.

Special Meeting of the Board of Directors

June 10, 2020 at 1:30 p.m.

Agenda Action Item No.:	3. Consider the annual selection of the Vice Chair of the Board of Directors, and possible related action.
Subject:	Annual selection of the Vice Chair of the Board.
Background:	<p>At the November 2019 special meeting of the Board, the Board of Directors voted to select a new Board Vice Chair, from among the directors, after the resignation of the previous Vice Chair.</p> <p>Subsequently, the Board voted to approve Resolution 2020-001 to designate the annual appointment of the Vice Chair of the Board, to occur at the Board's annual meeting to appoint its corporate officers.</p>
Executive Summary:	<p>Pursuant to the Corporation's Bylaws Section 2.04, the Vice Chairman of the Board shall be selected from among the directors of the Board. The Vice Chair shall perform the duties and exercise the powers of the Chairman upon the Chairman's death, absence, disability, resignation, or inability to perform the duties of the office.</p> <p>Pursuant to Board Resolution 2020-001, the Vice Chair shall hold said position until the next annual meeting of the Board, at which meeting the Corporate Officers are appointed.</p>
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	No recommendation.
By:	Dr. Stacey Mitchell, Board Chair Legal review by General Counsel

HOUSTON FORENSIC SCIENCE CENTER, INC.

BYLAWS (excerpt)

ARTICLE 2 – DIRECTORS

...

SECTION 2.01. MANAGEMENT. Subject to the Certificate of Formation and these Bylaws, management of the affairs of the Corporation shall be vested in the directors, who together constitute the Board of Directors (the "Board").

SECTION 2.02. QUALIFICATIONS, APPOINTMENT, AND REMOVAL. The qualifications of the directors as well as the procedures for their appointment and removal shall be as prescribed by the Certificate of Formation.

SECTION 2.03. CHAIRMAN. The Chairman of the Board (the "Chairman") shall be selected as provided in the Certificate of Formation. In furtherance of the purposes of the Corporation and subject to any limitations contained in the Certificate of Formation and these Bylaws, the Chairman, by resolution of the Board, may execute all bonds, notes, deeds, conveyances, assignments, mortgages, notes, contracts, and other instruments of any kind in the name of the Corporation.

SECTION 2.04. VICE CHAIRMAN. From among its members the Board shall select a Vice Chairman of the Board. The Vice Chairman shall perform the duties and exercise the powers of the Chairman upon the Chairman's death, absence, disability, resignation, or inability to perform the duties of the office.

...

SECTION 2.11. PROCEDURES. At its meetings the Board shall consider matters related to the purpose of the Corporation in such order as the Board may determine. The Chairman shall preside at all meetings of the Board, except that the Vice Chairman shall preside when the Chairman is absent. In the absence of the Chairman and the Vice Chairman, a temporary chairman shall be chosen by the Board from among the directors present. The Secretary shall act as secretary of all meetings of the Board, but in the absence of the Secretary the presiding officer may appoint any person to act as secretary of the meeting. As required by Section 394.025 of the Texas Local Government Code (made applicable to the Corporation by Section 431. 102 of the Texas Transportation Code), the Corporation shall keep minutes of the proceedings of the Board.

HOUSTON FORENSIC SCIENCE CENTER, INC.

Special Meeting of the Board of Directors

June 10, 2020 at 1:30 p.m.

Agenda Action Item No.:	4. Consider annual appointment of corporate officers: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Jordan Benton as secretary, and possible related action.
Subject:	Annual appointment of HFSC corporate officers by the Board, as required pursuant to HFSC's bylaws.
Background:	In the June 2019 meeting of the Board, HFSC's corporate officers were appointed by unanimous vote, as follows: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Jordan Benton as secretary.
Executive Summary:	<p>Pursuant to the Corporation's Bylaws Section 5.01, the Board shall appoint a President, a Vice President, a Secretary, and a Treasurer. The persons appointed shall hold office until the next annual Board meeting, at which time the Board shall appoint or reappoint each officer. Sections 5.03 - 5.06 of the Bylaws also provides a description of each officer's duties.</p> <p>The Board may appoint any person who is not a director of the Board, to serve as a corporate officer.</p>
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Stacey Mitchell, Board Chair Legal review by General Counsel

HOUSTON FORENSIC SCIENCE CENTER, INC.

BYLAWS (excerpt)

ARTICLE 5 – OFFICERS

...

SECTION 5.03. PRESIDENT. The President shall be the chief executive officer of the Corporation and the Executive Director of the Houston Forensic Science Center. If and as authorized by the Board, the President may sign, with the Secretary or another officer of the Corporation, all bonds, notes, deeds, conveyances, assignments, mortgages, notes, contracts, and other instruments of any kind in the name of the Corporation. The President also shall perform other duties prescribed from time to time by the Board.

SECTION 5.04. VICE PRESIDENT. The Vice President shall perform the duties and exercise the powers of the President upon the President's death, absence, disability, resignation, or inability to perform the duties of the office, except that the Vice President shall not act as the Executive Director of the Houston Forensic Science Center without the Board's approval as evidenced by a resolution. The Vice President also shall perform other duties prescribed from time to time by the Board or by the President.

SECTION 5.05. SECRETARY. The Secretary shall keep the minutes of the meetings of the Board in one or more books provided for that purpose, see that all notices are duly given as required by law or by these Bylaws (specifically including Section 7.04 below), serve as custodian of the records of the Corporation, and in general perform the duties incident to the office of Secretary. The Secretary also shall perform other duties prescribed from time to time by the Board or by the President.

SECTION 5.06. TREASURER. The Treasurer shall be the chief financial officer of the Corporation and shall have custody of, and responsibility for, all funds of the Corporation. The Treasurer shall receive and give receipts for funds due and payable to the Corporation; deposit all funds of the Corporation in one or more depository institutions as provided by these Bylaws; and in general perform the duties incident to the office of Treasurer. The Treasurer also shall perform other duties prescribed from time to time or by the Board or by the President.

Houston Forensic Science Center, Inc.

VIRTUAL MEETING OF BOARD OF DIRECTORS

MINUTES

May 8, 2020

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (“HFSC” and/or the “Corporation”) hereby certifies the following are true and correct minutes of the May 8, 2020 virtual 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, (instructions for Microsoft Teams access and call-in options) and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code and Governor Greg Abbott’s March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act, notice of this meeting was duly posted online to www.houstonforensicscience.org on May 5, 2020 along with a free-of-charge videoconference link and an electronic copy of the agenda packet, as required.
- C. The virtual meeting on Microsoft Teams was called to order by Board Chairwoman Stacey Mitchell at approximately 9 a.m. on Friday May 8, 2020.
- D. Board Secretary Jordan Benton called the roll and indicated each director’s initials that would be visible in their Microsoft Teams icon during the meeting. The following directors were present: **Stacey Mitchell** (the chairwoman’s photo was visible in her icon during the meeting,) **Philip Hilder** (“H,”) **Anna Vasquez** (“AV,”) **Francisco Medina** (“FM,”) **Janet Blancett** (“JB,”) **Robert “Bob” H. McPherson** (“RM,”) **Lois Moore** (“LM,”) **Vicki Huff** (“VH,”) **Mary Lentschke** (“M”) and **Tracy Calabrese** (“TC”)

No members were absent. Dr. McPherson left the meeting at approximately 10:56 a.m. (see attachment to minutes)

Chairwoman Mitchell declared a quorum.

- E. Chairwoman Mitchell announced that the board agenda provided notice of how to join the virtual meeting and that the public could join for free. The agenda included an email address and phone number for members of the public to use if they wished to address the board. The chairwoman asked Board Secretary Benton if any members of the public wished to address the board. Ms. Benton said no one had requested to address the board. Chairwoman Mitchell said she would extend the public comment portion of the meeting so citizens would have time to join the meeting and comment.
- F. Chairwoman Mitchell’s video dropped from the meeting at approximately 9:09 a.m. Ms. Akilah Mance, HFSC’s general counsel, told the board the meeting would resume once Chairwoman Mitchell rejoined. Chairwoman Mitchell called back into the meeting at

approximately 9:10 a.m.

- G. Chairwoman Mitchell asked if any changes were needed for the March 13, 2020 board meeting minutes. No directors had changes. Director McPherson made a motion to approve the minutes. Director Hilder seconded the motion. Secretary Benton called the roll. The following directors were in favor: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Robert McPherson, Lois Moore and Vicki Huff. With none opposed, the motion passed unanimously.
- H. Chairwoman Mitchell presented a chair's report. She welcomed Director Moore to her first board meeting. Chairwoman Mitchell told the board that in this virtual environment, HFSC corporate officers and staff would share their screens to show their presentations during the meeting and pause for questions at designated times. She asked members to be mindful of possible audio delays and to be mindful of speaking over each other.
- I. Chairwoman Mitchell asked at about 9:16 a.m. whether any members of the public had joined the meeting. No one addressed the board. She said she would check for public comment one more time after President and CEO Dr. Peter Stout's presentation.
- J. Dr. Stout gave the president's report. Dr. Stout reviewed HFSC's overall turnaround time and requests for April 2020. Dr. Stout said the latent print and forensic biology/DNA sections are working through backlogged cases, causing the overall turnaround time to go up since HFSC calculates its turnaround time from the moment a request is received to the time it is completed. Therefore, Dr. Stout explained, as older cases are completed, the turnaround time goes up. This is good news, he said, because it means the backlog is decreasing. Dr. Stout said the latent print section has so far improved productivity since transitioning to working from home due to the pandemic. Dr. Stout gave a staffing update. He said most positions are on hold due to the pandemic. Dr. Stout said Ms. Cheron Maxwell, HFSC's forensic biology training coordinator, will become the acting DNA technical leader to replace Ms. Robin Guidry, HFSC's technical leader, who has resigned. Dr. Stout said CSU Supervisor Mike Fulton earned his certification as a senior crime scene analyst through the International Association for Identification. Dr. Stout said Mr. Clay Davis, forensic biology/DNA analyst, gave a virtual lecture to over 90 Houston Independent School District high school students. Dr. Stout said he will give a virtual presentation about blind quality controls to a conference in China that is co-sponsored by the China Inspection and Testing Society and the China National Accreditation Service for Conformity Assessment. Dr. Stout said HFSC is making long-term plans to deal with the pandemic for at least a year or more. He said a broad group of staff from across HFSC disciplines are using what appears to be a respite from lockdowns to prepare for a potential second outbreak in the fall and another lockdown. The group is looking at supply needs, loosening of restrictions and how to keep staff safe, dealing with off-and-on stay-at-home orders and identifying IT resources that will increase flexibility. Dr. Stout said HFSC has about a 4-month supply of gloves and enough masks to last until July, the same month the next shipment is expected to arrive. Dr. Stout said a shortage of pipette tips used in the biology/DNA and toxicology sections could cause a potential shutdown in the future, though the lab has about a four-month supply of all pipette tips, and a year's worth supply on-hand for other pipette tips used in the lab. There are a limited number of manufacturers for these supplies, and some are located in Italy and Switzerland. Dr. Stout said the lab has experienced about a two-month interruption in the supply chain. He said another shutdown could lead to

longer supply chain interruptions and HFSC will plan to have six months of essential supplies in house. Dr. Stout added that other supplies that could become limited are evidence collection kits, which contain items that are used in clinical testing for COVID-19. Dr. Stout said that Becton Dickinson, one of the only companies that manufactures grey top tubes used in alcohol evidence kits, could repurpose production lines to create materials for COVID-19 testing. He said the lab would manage any impacts if this occurred. There is also a shortage of ammunition. Director Blancett asked Dr. Stout if staff were taking additional precautions when handling evidence due to the pandemic. Dr. Stout said staff have always received bloodborne pathogen training and always use precautions when handling evidence. The crime scene unit is taking additional precautions at scenes, including double gloving, putting on PPE prior to entering a scene and wearing both eye protection and a mask. Dr. Stout said a group of HFSC staff sewed masks with insertable filters to help address shortages and so everyone at the company could have at least two and also to provide an alternative to the DNA section if the surgical masks typically used in that lab become impossible to purchase. He said internally, the lab has new protocols in place to protect staff from potential exposure to the virus, such as encouraging face masks be worn in common areas, encouraging staff to check their temperature before work and requiring visitors to wear face coverings and take their temperature prior to entering HFSC space. Dr. Stout said staff have been productive since working from home, and where possible HFSC has provided laptops or sent home desktops and distributed webcams and headsets and increased secure access to the network. Dr. Stout said the quality division implemented policy changes to allow records to be taken offsite and to track such movement. Data shared by Dr. Stout showed strong staff adoption of Microsoft Teams, the virtual platform HFSC has been using for chatting and meetings during the pandemic. Dr. Stout said the data shows staff productivity remains strong in the work from home environment. Dr. Stout then gave an update about expected renovations to the vehicle examination bay. He said before renovations begin, HFSC will enter into an Interlocal Agreement (ILA) with the City of Houston so HFSC can use construction companies vetted by the city. He said the Houston City Council should vote on the ILA by mid-June. Dr. Stout said building management at 500 Jefferson St. is still addressing venting issues with the firing range in the basement. Dr. Stout said he anticipates the issue to be resolved in the coming weeks with the installation of an exhaust fan.

- K. Dr. Stout asked the board to approve a purchase order from ThermoFisher Scientific for forensic biology/DNA supplies. He said the total purchase order amount of \$460,180, which excludes shipping fees, is for reagents used to quantify and copy DNA samples so they can be analyzed and interpreted. Dr. Stout said the forensic biology/DNA section validated the reagents from ThermoFisher, making the company a sole source vendor. Changing vendors would require a lengthy revalidation. Dr. Stout said the lab will save more than \$37,000 on the order. Dr. Stout requested authority from the board to enter into a \$460,180 agreement to purchase DNA supplies from ThermoFisher Scientific. Director Blancett made a motion to approve. Director Moore seconded the motion. Secretary Benton called the roll. The following directors were in favor: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Robert McPherson, Lois Moore and Vicki Huff. With none opposed, the motion passed unanimously.
- L. Dr. Amy Castillo, vice president and COO, presented the operations report. Dr. Castillo gave an overview of turnaround times and backlogs for the sections. She said about 50 percent of staff are onsite at any given time to limit interaction and allow for social distancing. Dr.

Castillo said as the latent print section works through its backlog, the overall turnaround time will increase because they are completing older cases. When the latent print section is removed from the equation, the lab's overall turnaround time is 55 days. Dr. Castillo reviewed changes each section has made in response to the pandemic. She said the client services and case management division, the team that handles all evidence item transport and records requests, is back to working onsite fulltime with staff spread out to accommodate social distancing. Dr. Castillo said all technical sections are divided into two teams to limit interactions between people. She said the seized drugs section has staff working 50-hour work weeks when onsite and working 30-hour weeks when they are at home. She said the section's turnaround time has been impacted because it takes longer to assign cases, but requests have decreased allowing the group to keep up with incoming work. Dr. Castillo said that the toxicology section implemented a paperless review process for blood alcohol and toxicology requests. This process allows staff to write and review reports from home. Dr. Castillo said the staff completed almost 100 more cases in April 2020 compared to April 2019. The latent print section's examiners are working from home full time, with an onsite rotation to scan latent lift cards so evidence does not leave the lab. Dr. Castillo said for some examiners, working from home is more efficient and the section is completing more work at this time. Dr. Castillo said the firearms section's examiners are also rotating on and offsite, though the National Integrated Ballistics Information Network (NIBIN) team does come in daily. NIBIN continues to have a two-day turnaround time. Dr. Castillo said the digital and multimedia group had also been on a rotating schedule but is revisiting that decision because requests have increased. Dr. Castillo said analysts in the forensic biology/DNA section are focusing on reviewing reports completed by a private lab during HFSC's large training project. HFSC must review the reports before uploading eligible profiles into the DNA database, CODIS. The section decided to focus on reviewing these reports, about 1,000 in total, because it is the most immediate work that can be completed from home. The group completed 255 reviews in April leading to 443 CODIS hits. Dr. Castillo told the board HFSC had accumulated a backlog of sexual assault kits due to the lab shutdown during the facility move in late 2019, the inability to find a commercial lab that could immediately process kits during that shutdown and a failure to properly estimate the complexity and length of training on probabilistic genotyping. The section has a backlog of 549 SAKs. Of those, 76 SAKs are between 30-60 days old, 103 are 61- 90 days old, 78 are 91-120 days old and 292 are more than 121 days old. Dr. Castillo said the forensic biology section will analyze the oldest cases and send a commercial vendor between 400 to 500 kits in July. HFSC is doing the oldest cases because the vendor lab has a longer turnaround time. Cases sent to the private lab will be completed by March 2021. Dr. Castillo said there are a limited number of vendors available to complete forensic DNA work and those that exist have little capacity. Dr, Castillo said that while the DNA section had miscalculated how long it would take to train analysts to use the probabilistic genotyping software, several have now been authorized. The software allows for more mixture data to be interpreted. Part of the training complexity is ensuring the analysts can explain and testify to the work and the review of their training material, which is equivalent to a that of a high-level college class. Each training binder goes through three reviews, she explained, and sometimes an analyst has to complete additional work or redo an item before being authorized. Dr. Castillo said in the future HFSC will provide more consistent updates regarding training projects and the SAK backlog. Dr. Castillo said when probabilistic genotyping is fully online it will take analysts more time to complete each case since other labs already using the software have estimated there is a 60 percent to 80 percent increase of interpretable samples per case. Dr. Castillo said as training is completed, three analysts will focus on SAKs and four will work on reviewing reports returned

from the private lab.

- M. Director Moore left the meeting at approximately 10:16 a.m. She returned at approximately 10:18 a.m.
- N. Chairwoman Mitchell asked Secretary Benton if any members of the public had joined the meeting or asked to comment. Ms. Benton said no members of the public had requested to speak. Chairwoman Mitchell closed the public comment period at approximately 10:47 a.m. Chairwoman Mitchell confirmed a quorum was still present.
- O. Mr. David Leach, CFO and treasurer, presented the treasurer's report. He said HFSC was 10 months into the current fiscal year's budget and had received all funding from the City of Houston. Mr. Leach said HFSC will receive about \$200,000 to \$300,000 from grant funding. Mr. Leach said HFSC had leased two new instruments, LC-QQQ, for the toxicology section. Mr. Leach said spending is on track, and that the lab has about \$4.7 million left for the year. Mr. Leach said the City has not said the pandemic would impact HFSC's FY21 budget, recently approved by the board.
- P. Chairwoman Mitchell said Director McPherson left the meeting. He exited at approximately 10:56 a.m. She confirmed a quorum was still present.
- Q. Mr. Jerry Pena, director of the crime scene unit (CSU) and digital multimedia division, said crime scene investigators are using more and different personal protective equipment at scenes to help limit exposure to COVID-19. Mr. Pena said CSU is now using double gloves, N95 masks and goggles in addition to shoe covers, which have always been used. Mr. Pena said in April 2019, CSU responded to 17 homicides compared to April 2020, when the unit responded to 36. He said homicide rates have steadily increased this year. Mr. Pena said CSU responded to two officer-involved shootings in April 2019. This April, CSU responded to four. He said as crime increases in Houston during the pandemic, CSU is struggling due to its small staff. Mr. Pena said CSU responded to nine aggravated assaults in April 2019 and 14 in April 2020, a fraction of the total number of aggravated assaults in the city. Chairwoman Mitchell asked about CSU's aggravated assault response rate. Mr. Pena said the unit responds to about 1 percent of aggravated assaults. Mr. Pena said that as the number of violent crimes increases, crime scene investigators have less ability to recover mentally from graphic scenes. HFSC is providing counseling services and prioritizing personal well-being and mental health.
- R. Ms. Erika Ziemak, quality division director, gave the board an overview of blind quality controls, noting the division had met their April goals. Ms. Ziemak reviewed audits, disclosures, corrective actions, proficiency tests, transcript reviews and testimony data for April. Ms. Ziemak said the presentation she will present about blind quality controls to the Council of Federal Forensic Laboratory Directors will occur either in late May or early June. Ms. Ziemak said the blind quality control article co-authored by members of the quality and research and development divisions was recognized by Wiley publishers as one of the most downloaded papers from January 2018 to December 2019. Chairwoman Mitchell congratulated the authors. Ms. Ziemak said a firearms examiner falsely identified an actual case as a blind. She said the examiner thought the bullet, oddly named a "hospital" bullet, and other details of the case did not look like a real case. Ms. Ziemak said HFSC's accrediting body is still scheduled to conduct its onsite assessment the third week of July. She said the division will

consider alternatives in case it is postponed due to the pandemic. Ms. Ziemak said the quality division is currently doing its annual internal audits. She said the following audits have been completed, and the division had made the following findings: one nonconformance in latent prints, two in the multimedia section, four in CSU and no nonconformances were found in the toxicology section. Ms. Ziemak said 21 analysts had testified in 2020 and 18 had been monitored. She said the remaining three analysts would either be monitored later in the year if they testified again or HFSC would review a transcript of the testimony.

- S. Chairwoman Mitchell requested a motion to adjourn the meeting. Director Blancett made a motion to adjourn. Director Hilder second the motion. The meeting ADJOURNED at approximately 11:28 a.m.

By: _____

Jordan Benton Secretary

Meeting chat



meeting.



Jordan D. Benton added Guest to the meeting.



Jordan D. Benton removed Guest from the meeting.

RM

McPherson, Rob... 10:56 AM 👍 1

With regret, I must drop off the call to join the UH financial task force meeting. I continue to to be impressed with the resiliency & adaptability of the HFSC leadership and staff. Be safe, be well. Onward!

[See less](#)



Peter Stout 10:56 AM

Thanks bob!



Amy Castillo 10:57 AM

Thank you!



Jordan D. Benton added Guest to the meeting.



Jordan D. Benton removed Guest from the meeting.



Jordan D. Benton removed Guest from the meeting.



Jordan D. Benton removed Guest from the meeting.



Jordan D. Benton removed Guest from the meeting.

Type a new message

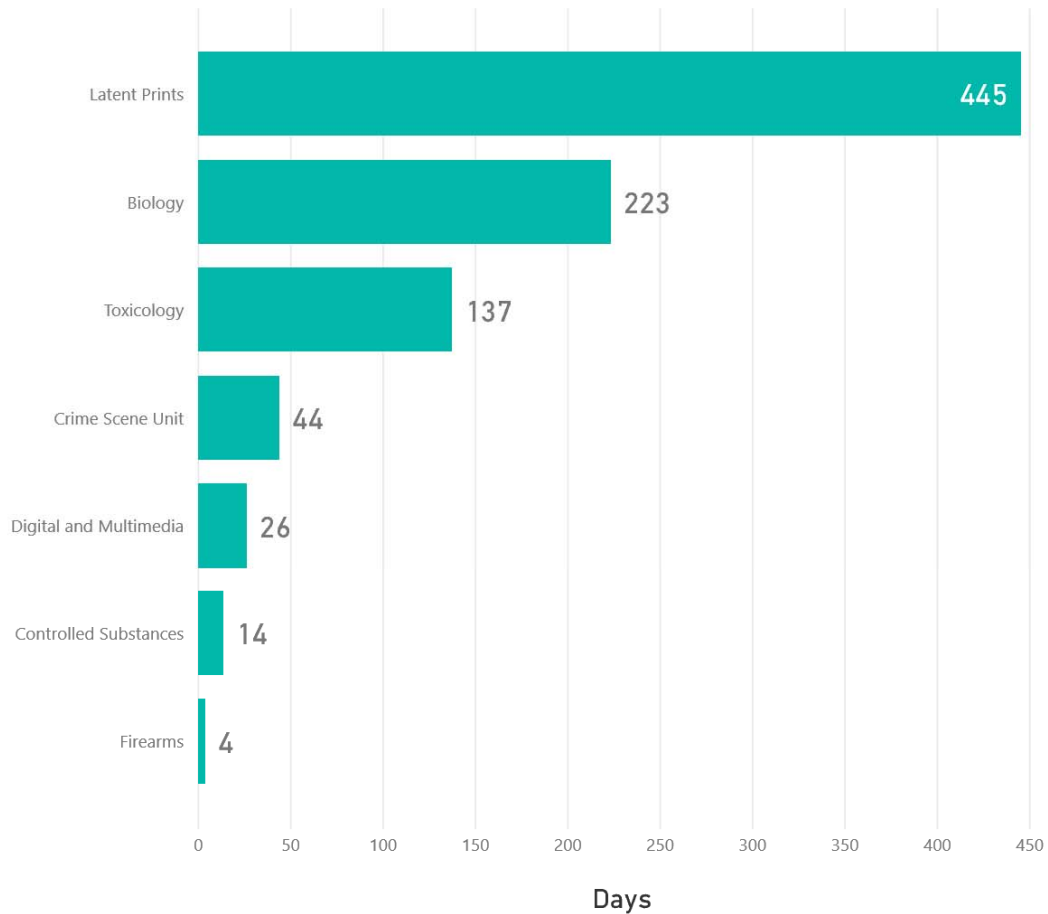


President's Report

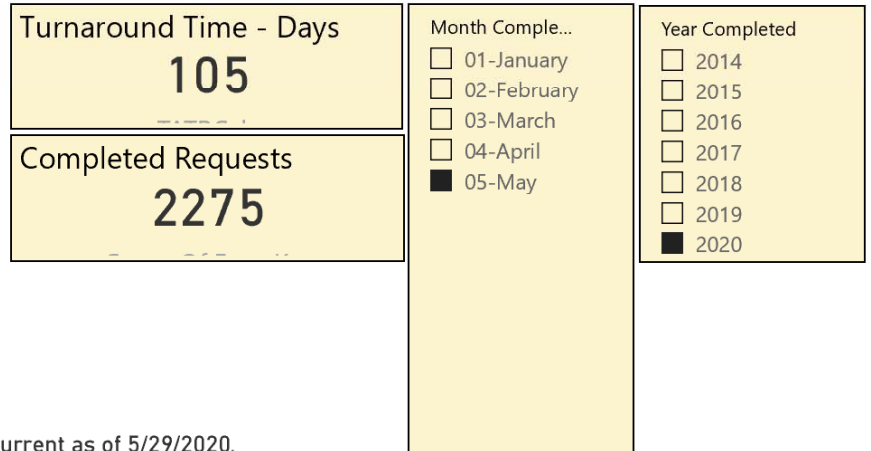
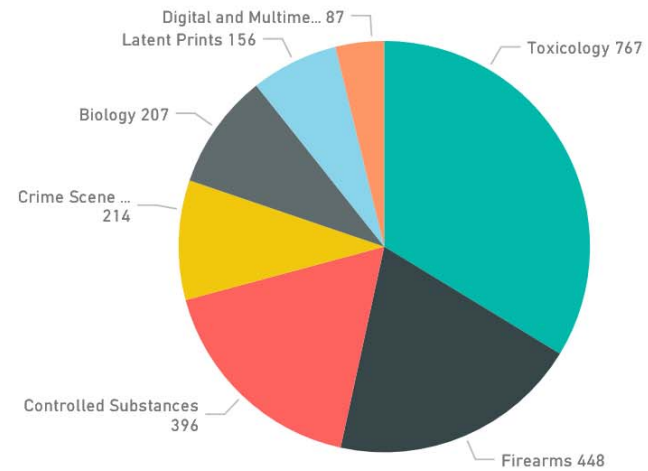
June 10, 2020



Average Turnaround Time for May 2020



Requests Completed by Section



This data is current as of 5/29/2020.

Staffing – June 4, 2020

- | | |
|---|---|
| <ul style="list-style-type: none">• 198 staff<ul style="list-style-type: none">• 7 City of Houston civilians• 191 HFSC employees• 7 open positions, 1 offer accepted, 1 offer pending<ul style="list-style-type: none">• 1 forensic biology/DNA analyst accepted• 1 forensic biology/DNA analyst offer pending | <ul style="list-style-type: none">• 5 active vacancies<ul style="list-style-type: none">• 2 experienced crime scene investigators• 1 forensic biology/DNA technical lead*• 1 multimedia analyst• 1 research and development analyst• 1 vacancy on hold<ul style="list-style-type: none">• 1 seized drugs analyst <p>* Acting technical lead named 5/30/20; current incumbent moved to part-time consulting role</p> |
|---|---|



Note: Numbers do not include recruitment of five toxicology analysts, two experienced analysts and three new graduates, based on board-approved FY21 budget.

Virtual outreach

- Pre-recorded two presentations, one for a group in China and another for the Texas Criminal Defense Lawyers Association (Rusty Duncan Conference)
- Virtual Café: Presentation on COVID-19's impact on drug trafficking and crime
- Houston Sisters in Crime: DNA analyst Amber Smith via Zoom
- DNA analyst Mary Georges gave a Career Day presentation via Zoom to about 20 elementary school students in Washington, D.C.



HFSC and COVID-19: Long-term planning

Large team from across the staff focused on four core areas:

- Supply challenges
- Off-and-on work from home
- Release of restrictions
- IT resources

Those teams broke up into smaller working groups and have identified both short-term improvements and longer-term projects



Flexibility to work from home

IT resources (after purchase of laptops) **to be completed after July:**

- Monitors
- Webcams
- Headsets

Work from home projects, tips, self-care:

- Creating page on Intranet to link between projects and people
- Self-care tips for working from home
- One-stop-shop for documents, resources
- **Should be live by June 30**



Social distancing is here to stay, for now

Making the virtual world easier to navigate:

- Survey identified needs in calendaring, storing information, Microsoft Teams, virtual collaboration and planning
- Tips and tricks videos: 3-4 minutes each
- Training videos: 7-10 minutes each
- **Videos should start rolling out by June 30**

Awareness and cleanliness:

- Keeping it clean with #COVID19: posters, reminders
- Working with building on deep cleaning options in the event we have someone positive for virus



Testifying in a pandemic

- Texas Supreme Court called for **jury trials to resume August 3**
- Memo to be sent to district attorney, public defenders, criminal defense attorneys noting law allows for video testimony
- Explanation of how HFSC can testify remotely
- August staff newsletter will include information about things an analyst can provide the courts in lieu of in-person testimony



Longer-term items

- Paperless workflows: Makes working from home more possible, requires SOP, process changes
 - Team is working on this
 - Seized drugs is making progress, takes time
- Scheduling
 - Each section has adjusted to keep up with casework and decrease onsite presence
 - No need to move to shifts, which costs money for additional A/C, electric needs, creates issues with buses and parking
 - Set red lines for this
 - For example: firearms section currently has a 40-day turnaround time with rotating teams, if they hit 60 days will revisit needs



Supply issues

- Off and on
- Currently, large-sized gloves are the issue
- Procurement team is working well to identify red flags in advance and resolve problems



Vehicle Examination Building/500 Jefferson Updates

- **VEB Interlocal Agreement (ILA): allows HFSC to leverage city expertise, job order contracting process**
 - Targeting City Council approval of ILA, ordinance on 6/17/2020
- **VEB Project Scope:**
 - Affordability/prioritization required, limited \$152,000 budget (25% HFSC)
 - HVAC design/install contractor visited site, assessing HVAC options/costs, expect pricing mid-June 2020, last estimate needed
 - Conduct prioritization discussions, need to be selective. Critical VEB items: HVAC/associated electrical, insulation, garage doors
 - Comfortable with December 2020 project completion date
- **Firearms basement firing range venting:**
 - Identified exhaust fan solution. Ductwork fabrication commenced, motor to arrive June 5 followed by installation, testing and commissioning



Operations Report

June 10, 2020

May 2020 Company Overview

Open Quality Reports

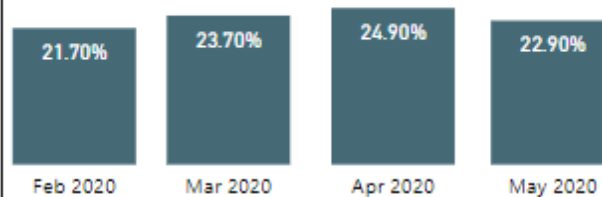
50

Quality TAT

25✓

Goal: 35, 36

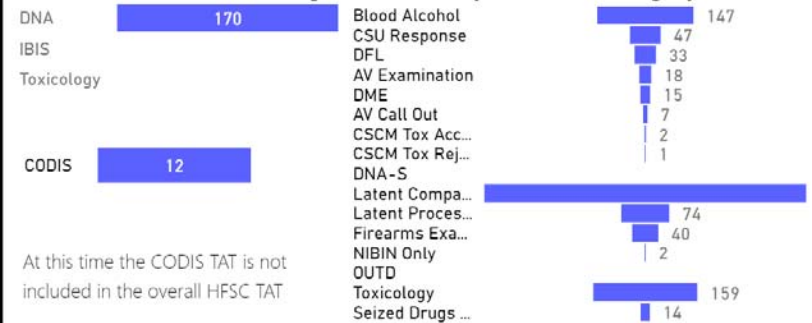
% of Requests in Backlog



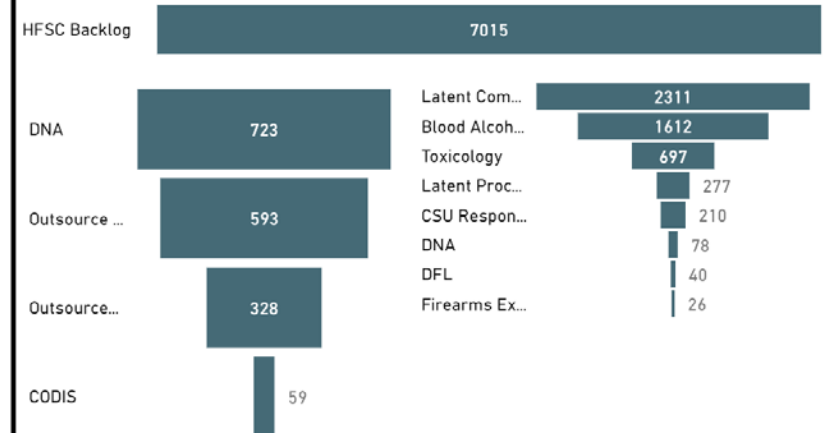
HFSC Request Turnaround Time



Section Request TAT (Past 30 Days)



HFSC Request Backlog



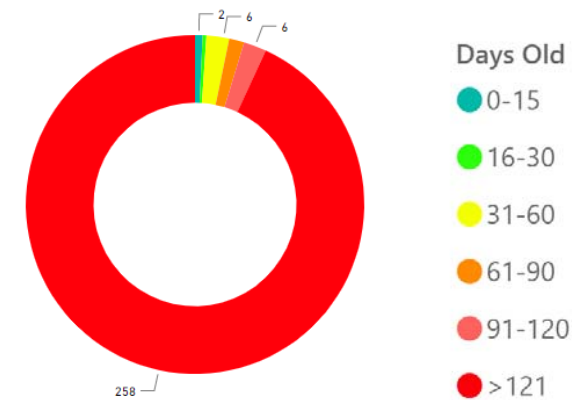
Section/Service Backlog Present if >15 requests are in the Backlog

Highlights

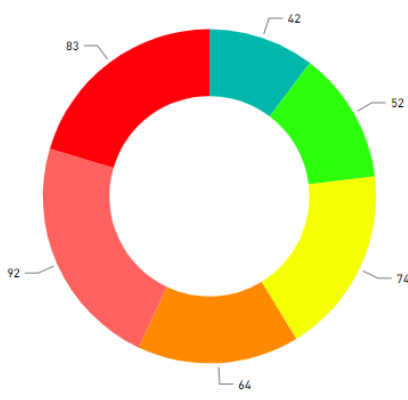
Sexual assault kit update

Sexual Assault Kit (SAK) Backlog

Current backlog: 587 SAKs over 30 days

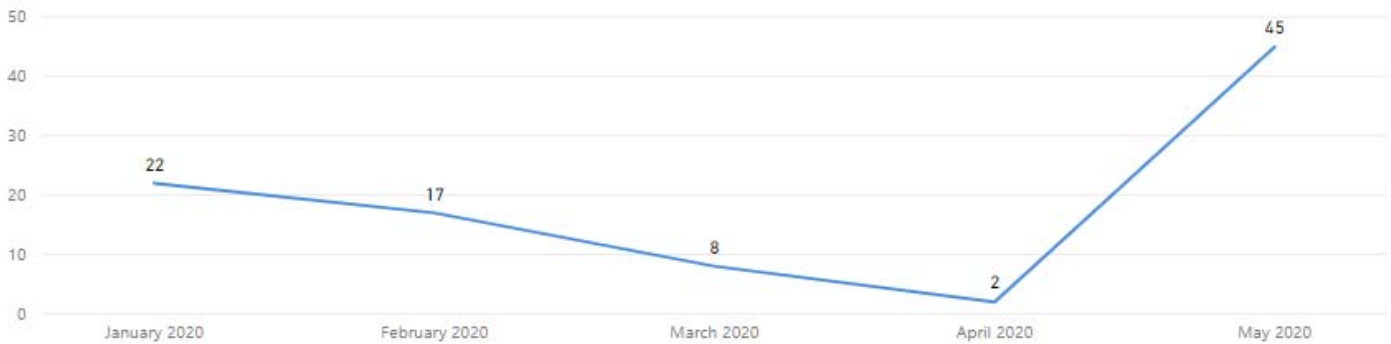


Pending analysis at HFSC

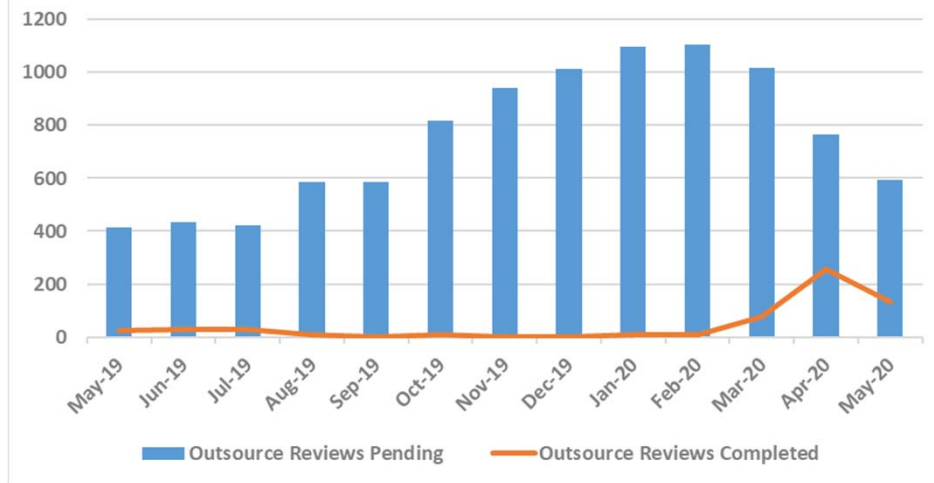


Tagged to be outsourced

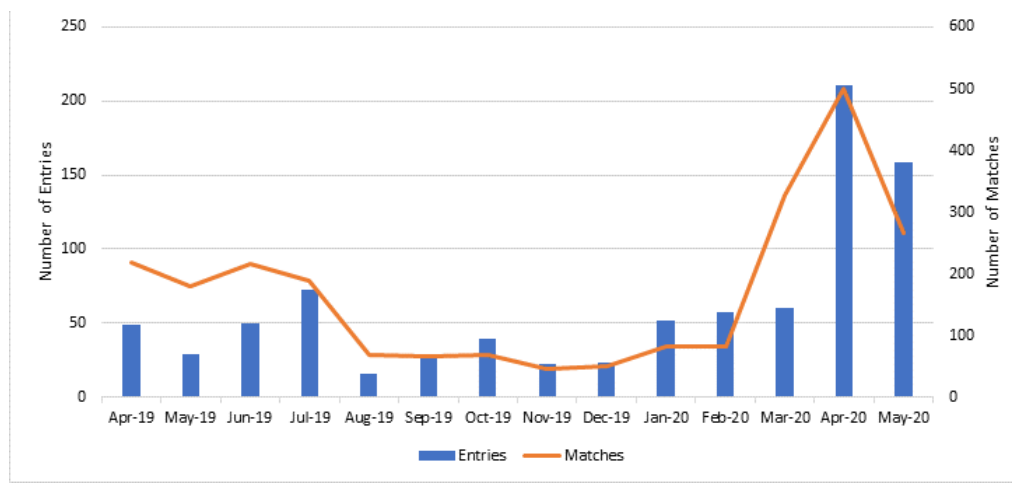
Sexual Assault Kit Reports Issued



Outsource Reviews



CODIS Entries and Matches



Outsource Reviews

Technical review of data and conclusions generated by a vendor lab and CODIS entry

Forensic Biology/DNA: Training Completed

	May 2020	June 2020	Training in progress
Screeners	5	5	1
Technicians	7	7	0
Full DNA analyst training, including STRMix	2	4	2
Partial DNA analyst training, STRMix only	10	10	4*

* Analysts in support roles (largely do reviews)

Update on outsourcing

- Request for proposal (RFP) released to vendors
- Contract to be presented to board for approval at July 2020 meeting
- Expect to ship kits to vendor lab in July 2020
- Timeline for kit completion will depend on vendor selected

HOUSTON FORENSIC SCIENCE CENTER, INC. Current Year Budget Adjustments

		FY20 Budget	FY20 Budget v2	Grant	Building	Other	FY20 Budget v3
411000	City of Houston-Appropriations	\$ 24,160,344	\$ 24,160,344				\$ 24,160,344
	Fund 2213	952,722	952,722				952,722
	HFSC Operations	23,207,622	23,207,622				23,207,622
415000	City of Houston Direct OH-Appro	1,460,000	1,460,000				1,460,000
420000	Donations	11,450	11,450				11,450
426000	Training Services	9,263	9,263				9,263
440000	Grants	1,100,000	1,100,000				1,100,000
450000	Forensic Services	23,610	23,610				23,610
490002	Interest Income	5,858	5,858				5,858
		26,770,525	26,770,525	-	-	-	26,770,525
Personnel:							
500010	Salary Base - Civilian	14,719,866	14,492,312	-		(109,000)	14,383,312
500070	Overtime - Classified	-	10,921	(10,921)			-
501070	Pension - Civilian	858,773	858,773	-			858,773
502010	FICA - Civilian	1,065,943	1,076,858	-			1,076,858
503010	Health Insurance - Active Civil	1,114,633	1,133,380	-		250,000	1,383,380
503015	Basic Life Ins - Active Civil	120,513	120,660	-		(50,000)	70,660
503090	Workers Comp - Civilian Adm	53,157	53,157				53,157
503100	Workers Comp - Civil Claims	108	108				108
504031	Unemployment Taxes - Admin	13,931	29,629	-			29,629
		17,946,923	17,775,798	(10,921)	-	91,000	17,855,877
Supplies:							
511010	Chemical Gases & Special Fluids	14,673	14,673	495		8,000	23,168
511015	Cleaning & Sanitary Supplies		-				-
511045	Computer Supplies	32,035	32,035			(29,000)	3,035
511050	Paper & Printing Supplies	28,184	28,184			(20,000)	8,184
511055	Publications & Printed Material	4,928	7,928			5,000	12,928
511060	Postage	493	493				493
511070	Miscellaneous Office Supplies	126,071	127,451		1,401	(40,000)	88,852
511080	General Laboratory Supply	853,078	875,358	-	-	80,000	955,358
511095	Small Technical & Scientific Eq	6,404	9,250		-		9,250
511120	Clothing	7,286	12,286			2,000	14,286
511125	Food/Event Supplies	11,389	17,389				17,389
511130	Weapons Munitions & Supplies	6,544	6,544				6,544
511145	Small Tools & Minor Equipment	3,437	18,588		-	(5,000)	13,588
511150	Miscellaneous Parts & Supplies	19,120	19,490		3,395		22,885
		1,113,641	1,169,668	495	4,796	1,000	1,175,959

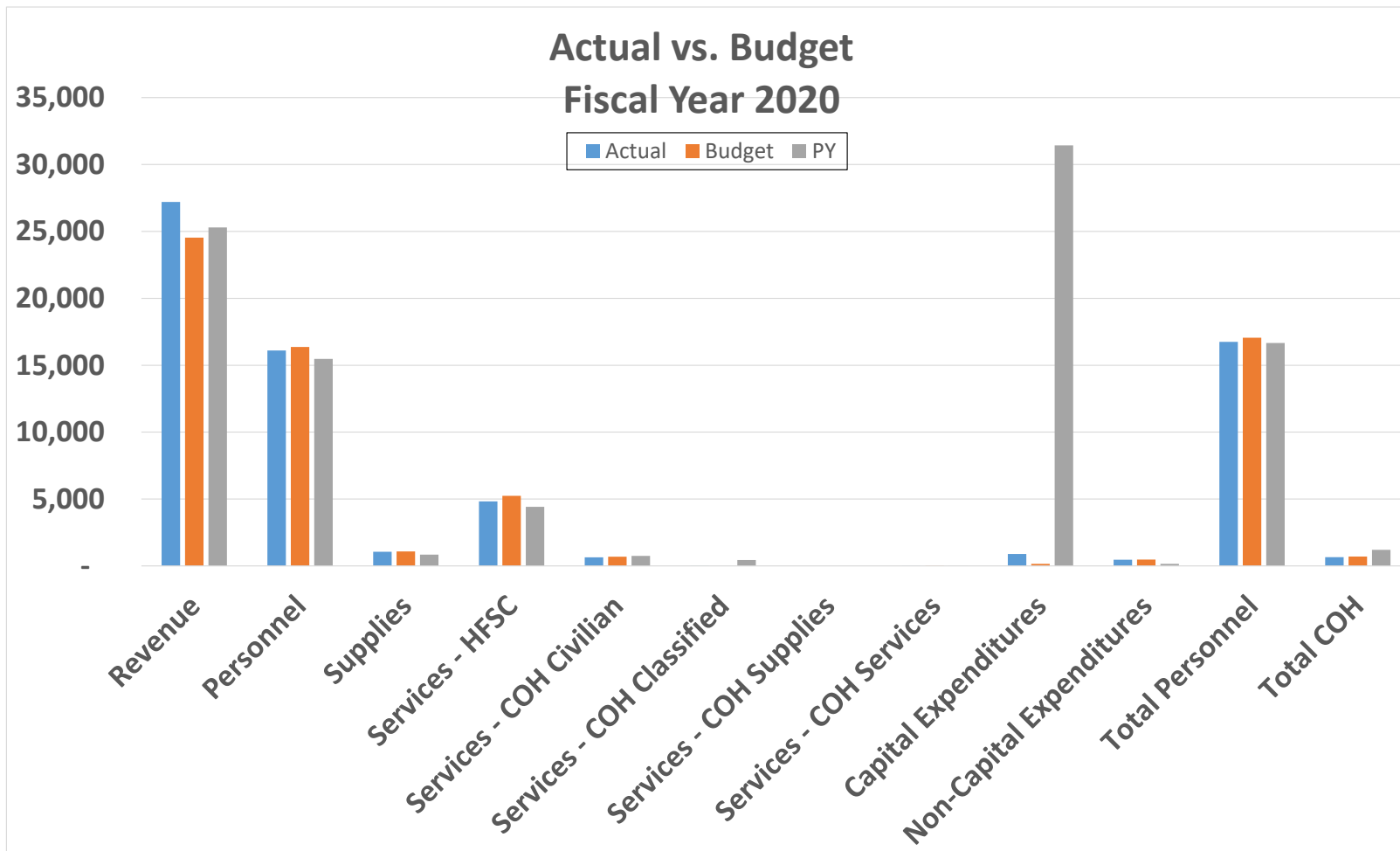
HOUSTON FORENSIC SCIENCE CENTER, INC.

Current Year Budget Adjustments

	FY20 Budget	FY20 Budget v2	Grant	Building	Other	FY20 Budget v3
Services:						
520100 Temporary Personnel Services	2,227	2,227				2,227
520105 Accounting & Auditing Svcs	42,194	42,194			5,000	47,194
520107 Computer Info/Contracting Svcs	34,488	34,488			(25,000)	9,488
520109 Medical Dental & Laboratory Ser	85,000	1,114,423	-		150,000	1,264,423
520110 Management Consulting Services	90,000	121,400	-		115,000	236,400
520112 Banking Services	3,836	3,836				3,836
520114 Misc Support Serv Recruit Relo	56,346	56,346			10,000	66,346
520115 Real Estate Rental	2,331,187	2,331,187			(1,480,000)	851,187
520118 Refuse Disposal	18,494	43,783		-	20,000	63,783
520119 Computer Equip/Software Maint.	860,591	860,591				860,591
520121 IT Application Services	136,771	136,771			(125,000)	11,771
520124 Other Equipment Services	284,306	531,101		21,333	97,000	649,433
520143 Credit/Bank Card Svcs	48	1,048				1,048
520520 Printing & Reproduction Serv.	9,194	34,304		-		34,304
520605 Public Information Svcs	16,553	16,553			(6,000)	10,553
520705 Insurance (Non-Medical)	115,431	165,431				165,431
520765 Membership & Prof. Fees	24,829	24,829	-		5,000	29,829
520805 Education & Training	191,234	292,804	-		40,000	332,804
520815 Tuition Reimbursement	38,738	38,738			(23,000)	15,738
520905 Travel - Training Related	188,395	173,816	-	-	(30,000)	143,816
520910 Travel - Non-training Related	22,837	30,285		(3,200)	10,000	37,085
521405 Building Maintenance Services	13,517	13,517			(5,000)	8,517
521505 Utilities	4,705	4,705			80,000	84,705
521605 Data Services	229,239	229,239				229,239
521610 Voice Services, Equip & Labor	40,026	40,026			20,000	60,026
521705 Vehicle/Equipment Rental/Lease	135	135				135
521725 Other Rental Fees	33,937	44,387		-	30,000	74,387
521730 Parking Space Rental	157,729	157,729			60,000	217,729
521905 Legal Services	43,252	43,252			(10,000)	33,252
522205 Metro Commuter Passes	97,620	97,620			(60,000)	37,620
522305 Freight	12,418	19,863	-	139	15,000	35,003
522430 Misc. Other Services & Chrgs	84,898	105,529		800	(10,000)	96,329
532000 Sub-Contractor (COH)	970,487	970,487			(200,000)	770,487
532100 Civilian Payroll	952,722	952,722			(200,000)	752,722
523101 Civilian Salaries	620,524	620,524			(200,000)	420,524
523102 Civilian Benefits	332,197	332,197				332,197
523400 Services	17,766	17,766				17,766
	6,240,661	7,782,642	-	19,072	(1,317,000)	6,484,714
	5,270,174	6,812,155	-	19,072	(1,117,000)	5,714,227

HOUSTON FORENSIC SCIENCE CENTER, INC. Current Year Budget Adjustments

	FY20 Budget	FY20 Budget v2	Grant	Building	Other	FY20 Budget v3
Non-Capital Expenditures						
551010 Furniture and Fixtures	52,609	253,642	-	(15,469)	65,000	303,173
551015 Computer Equipment	167,849	197,025	-		(20,000)	177,025
551025 Scientific/Medical Equipment	20,000	20,000			20,000	40,000
551040 Non-Capital - Other	575,000	49,673				49,673
Total Non-Capital Expenditures	815,458	520,340	-	(15,469)	65,000	569,871
Capital Expenditures						
170240 Scientific/Foren Eqmt	84,000	110,000			60,000	170,000
170980 Const in Progress	-	-		(8,399)		(8,399)
Total Capital Expenditures	84,000	110,000	-	(8,399)	60,000	161,601
	26,200,683	27,358,448	(10,426)	0	(1,100,000)	26,248,022
561230 Depreciation	504,019	504,019				504,019
	26,704,702	27,862,467	(10,426)	0	(1,100,000)	26,752,041
	65,823	(1,091,942)	10,426	(0)	1,100,000	18,484
610000 City of Houston Direct Overhead	392,150	392,150				392,150
Grant and Training Expense	1,100,000	(57,765)	10,426			(47,339)
456505 456505 - FA Gain/Loss						-
531085 531085 - Interest Expense					1,100,000	1,100,000
Net Ordinary Income After Capital Expenditures	(1,426,327)	(1,426,327)	0	(0)	-	(1,426,327)



HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2019 through May 31, 2020

Current Month (Preliminary)														YTD												FY20					
FY20			FY19		Variance				FY20			FY19		Variance				FY20		% Year											
May 2020			May 2019		Budget - Actual		%		FY20 - FY19		%		July 1- May 31, 2020		July 1- May 31, 2019		Vs. Budget		%		Vs. FY19		%		Budget V3		Completed				
# of Months			1										# of Months				11														
Revenues:																															
411000	City of Houston-Appropriations	\$ -	\$ 2,013	\$ -	\$ (2,013)	-100%	\$ -		\$ -				\$ 24,324	\$ 22,147	\$ 23,496	\$ 2,177	10%	\$ 827	4%	\$ 24,160	101%										
415000	City of Houston Direct OH-Appro	-	122	122	(122)	-100%	(122)	-100%					1,297	1,338	1,338	(42)	-3%	(42)	-3%	1,460	89%										
416000	City of Houston - Safe funds	-	-	-	-	0%	-		-				-	-	-	-	0%	-	0%	-	0%										
420000	Contributions	0	1	-	(1)	0%	0		0				2	10	18	(9)	-83%	(16)	-90%	11	15%										
425000	In-Kind Donations	-	-	-	-	0%	-		-				-	-	-	-	0%	-	0%	-	0%										
426000	Training Services	-	1	-	(1)	0%	-		-				-	8	7	(8)	-100%	(7)	-100%	9	0%										
440000	Grants	5	92	5	(87)	-95%	(1)	-10%					1,407	1,008	420	399	40%	987	235%	1,100	128%										
450000	Forensic Services	0	2	-	(2)	-94%	0		0				43	22	17	21	98%	26	158%	24	182%										
443000	Other	12	-	-	12	0%	12		12				21	-	-	21	0%	21	0%	-	0%										
450002	Interest Income	1	0	0	0	34%	0	309%					110	5	5	105	1952%	105	2031%	6	1881%										
Total Income		17	2,231	127	(2,214)	-99%	(110)	-87%					27,203	24,540	25,301	2,664	11%	1,902	8%	26,771	102%										
Expenses:																															
Personnel:																															
500010	Salary Base - Civilian	1,147	1,199	1,123	52	4%	(24)	-2%					13,088	13,185	12,726	97	1%	(361)	-3%	14,383	91%										
501070	Pension - Civilian	68	72	65	3	5%	(3)	-4%					749	787	712	38	5%	(37)	-5%	859	87%										
502010	FICA - Civilian	86	90	83	3	4%	(4)	-4%					954	987	920	33	3%	(34)	-4%	1,077	89%										
503010	Health Insurance - Active Civil	118	115	103	(3)	-2%	(15)	-14%					1,216	1,268	944	52	4%	(273)	-29%	1,383	88%										
503015	Basic Life Ins - Active Civil	2	6	(2)	4	64%	(4)						23	65	88	42	64%	65	74%	71	33%										
503060	Long Term Disability - Civilian	-	-	-	-	0%	-		-				-	-	-	-	0%	-	0%	-	0%										
503090	Workers Comp - Civilian Adm	4	4	4	0	10%	(0)	-5%					44	49	45	5	10%	1	2%	53	83%										
503100	Workers Comp - Civil Claims	-	0	-	0	100%	-		-				-	0	0	0	100%	0	0%	0	0%										
504030	Unemployment Claims - Admin	-	-	-	-		-		-				-	-	-	-	0%	-	0%	-	0%										
504010	Pension - GASB 27 Accrual	-	-	-	-		-		-				-	-	-	-	0%	-	0%	-	0%										
504031	Unemployment Taxes - Admin	0	2	0	2	98%	0	80%					24	27	39	3	13%	16	40%	30	80%										
		1,425	1,488	1,376	63	4%	(48)	-4%					16,098	16,368	15,475	270	2%	(623)	-4%	17,856	90%										
Supplies:																															
511010	Chemical Gases & Special Fluids	2	2	2	(0)	-4%	(0)	-8%					20	21	18	1	5%	(2)	-10%	23	87%										
511040	Audio Visual Supplies	-	-	-	-		-		-				-	-	-	-	0%	-	0%	-	0%										
511045	Computer Supplies	-	0	(0)	0	100%	(0)						-	3	8	3	100%	8	100%	3	0%										
511050	Paper & Printing Supplies	-	1	2	1	100%	2	100%					6	8	22	1	19%	16	72%	8	74%										
511055	Publications & Printed Material	-	1	-	1	100%	-						10	12	2	2	14%	(8)	-434%	13	79%										
511060	Postage	-	0	0	0	100%	0	100%					0	0	1	0	18%	0	40%	0	76%										
511070	Miscellaneous Office Supplies	8	7	10	(0)	-3%	3	27%					77	81	89	5	6%	12	14%	89	86%										
511080	General Laboratory Supply	87	80	39	(7)	-9%	(47)	-121%					878	876	639	(2)	0%	(238)	-37%	955	92%										
511090	Medical & Surgical Supplies	-	-	-	-		-		-				-	-	-	-	0%	-	0%	-											
511095	Small Technical & Scientific Eq	-	1	3	1	100%	3	100%					6	8	5	3	32%	(0)	-7%	9	62%										
511110	Fuel	-	-	-	-		-		-				-	-	-	-	0%	-	0%	-											
511120	Clothing	-	1	5	1	100%	5	100%					12	13	13	1	6%	1	7%	14	86%										
511125	Food/Event Supplies	-	1	0	1	100%	0	100%					14	16	25	2	10%	11	43%	17	83%										
511130	Weapons Munitions & Supplies	-	1	0	1	100%	0	100%					5	6	6	1	15%	0	8%	7	78%										
511145	Small Tools & Minor Equipment	-	1	1	1	100%	1	100%					7	12	4	5	44%	(3)	-86%	14	51%										
511150	Miscellaneous Parts & Supplies	1	2	1	1	67%	1	53%					19	21	9	2	8%	(10)	-111%	23	84%										
		97	98	64	1	1%	(32)	-50%					1,055	1,078	841	23	2%	(214)	-25%	1,176	90%										

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2019 through May 31, 2020

		Current Month (Preliminary)						YTD						FY20	
		FY20	FY20	FY19	Variance			FY20	FY20	FY19	Variance			FY20	% Year
		May 2020	Budget	May 2019	Budget - Actual	%	FY20 - FY19	%	July 1- May 31, 2020	Budget	July 1- May 31, 2019	Vs. Budget	%	Vs. FY19	%
														Budget V3	Completed
Services:															
520100	Temporary Personnel Services	-	0	-	0	100%	-		-	2	2	2	0%	2	100%
520105	Accounting & Auditing Svcs	4	4	3	0	1%	(1)	-31%	46	43	38	(2)	-5%	(7)	-19%
520106	Architectural Svcs	-	-	-	-		-		-	-	-	-	0%	-	0%
520107	Computer Info/Contracting Svcs	-	1	-	1	100%	-		-	9	4	9	100%	4	100%
520109	Medical Dental & Laboratory Ser	5	105	71	100	95%	66	93%	1,094	1,159	732	66	6%	(361)	-49%
520110	Management Consulting Services	13	20	6	7	35%	(7)	-123%	216	217	144	1	0%	(72)	-50%
520112	Banking Services	0	0	0	0	30%	0	27%	3	4	3	1	24%	1	16%
520113	Photographic Services	-	-	-	-		-		-	-	-	-	0%	-	0%
520114	Misc Support Serv Recruit Relo	-	6	4	6	100%	4	100%	52	61	32	9	14%	(20)	-63%
520115	Real Estate Rental	69	71	50	2	2%	(19)	-38%	704	780	1,017	76	10%	313	31%
520118	Refuse Disposal	-	5	2	5	100%	2	100%	48	58	30	11	18%	(18)	-62%
520119	Computer Equip/Software Maint.	106	72	47	(34)	-47%	(59)	-125%	761	789	919	28	4%	158	17%
520121	IT Application Services	-	1	36	1	100%	36	100%	10	11	90	1	8%	80	0%
520123	Vehicle & Motor Equip. Services	-	-	-	-		-		-	-	-	-	0%	-	0%
520124	Other Equipment Services	0	54	9	54	100%	8	97%	590	595	232	6	1%	(358)	-154%
520143	Credit/Bank Card Svcs	-	0	-	0	100%	-		0	1	-	1	91%	(0)	0%
520145	Criminal Intelligence Services	-	-	-	-		-		-	-	-	-	0%	-	0%
520520	Printing & Reproduction Serv.	-	3	0	3	100%	0	100%	26	31	4	6	18%	(21)	-487%
520605	Public Information Svcs	-	1	0	1	100%	0	100%	3	10	4	6	66%	1	22%
520705	Insurance (Non-Medical)	2	14	10	12	86%	8	81%	132	152	107	20	13%	(24)	-23%
520760	Contributions	-	-	-	-		-		-	-	-	-	0%	-	0%
520765	Membership & Prof. Fees	1	2	2	1	57%	1	55%	24	27	25	4	13%	2	6%
520805	Education & Training	-	28	51	28	100%	51	100%	299	305	209	6	2%	(90)	-43%
520815	Tuition Reimbursement	5	1	3	(3)	-247%	(2)	-54%	11	14	17	4	26%	6	37%
520905	Travel - Training Related	-	12	9	12	100%	9	100%	100	132	139	31	24%	39	28%
520910	Travel - Non-training Related	0	3	7	3	100%	6	100%	29	34	31	5	15%	2	6%
521405	Building Maintenance Services	0	1	0	0	39%	(0)	-44%	5	8	18	2	30%	13	70%
521505	Utilities	0	7	0	7	97%	0	8%	62	78	4	16	21%	(58)	-1516%
521605	Data Services	13	19	25	6	34%	13	50%	191	210	173	19	9%	(18)	-10%
521610	Voice Services, Equip & Labor	4	5	8	1	28%	4	53%	45	55	56	10	19%	11	20%
521705	Vehicle/Equipment Rental/Lease	-	0	-	0	100%	-		-	0	-	0	0%	-	0%
521725	Other Rental Fees	2	6	6	4	69%	4	65%	60	68	40	8	12%	(19)	-48%
521730	Parking Space Rental	14	18	23	4	21%	9	37%	171	200	195	29	14%	24	12%
521905	Legal Services	-	3	0	3	100%	0	100%	10	30	43	20	67%	33	0%
522205	Metro Commuter Passes	3	3	5	(0)	-2%	2	41%	25	34	57	10	29%	33	57%
522305	Shipping and Freight	1	3	1	2	57%	(0)	-27%	28	32	12	4	12%	(16)	-134%
522430	Misc. Other Services & Chrgs	0	8	0	8	98%	0	59%	78	88	40	10	11%	(38)	-96%
522720	Insurance - General & Professional	-	-	-	-		-		-	-	-	-	0%	-	0%
523100	Civilian Payroll	62	63	68	0	1%	6	9%	642	690	748	48	0%	105	14%
523200	Classified Payroll	0	-	-	(0)		(0)		1	-	437	(1)	0%	436	100%
523300	Supplies	-	-	-	-		-		-	-	-	-	0%	-	0%
523400	Services	1	1	3	0	14%	2	55%	12	16	15	4	24%	3	19%
523000	Sub-Contractor (COH-HPD) Total	64	64	71	0	0%	7	10%	656	706	1,200	51	7%	545	45%
Total Services		306	540	450	234	43%	143	32%	5,476	5,944	5,619	468	8%	143	3%
														6,485	84%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2019 through May 31, 2020

		Current Month (Preliminary)								YTD								FY20	
		FY20	FY20	FY19	Variance				FY20	FY20	FY19	Variance				FY20	% Year		
		May 2020	Budget	May 2019	Budget - Actual	%	FY20 - FY19	%	July 1- May 31, 2020	Budget	July 1- May 31, 2019	Vs. Budget	%	Vs. FY19	%	Budget V3	Completed		
Non-Capital Expenditures																			
551010	Furniture and Fixtures	-	25	(4)	25	100%	(4)		275	278	82	3	1%	(192)	-235%	303	91%		
551015	Computer Hardware/SW	4	15	19	11	76%	16	81%	159	162	71	3	2%	(88)	-125%	177	90%		
551025	Scientific/Foren Eqmt	-	3	-	3	100%	-		28	37	3	9	24%	(25)	-781%	40	70%		
Total Non-Capital Expenditures		4	43	15	40	92%	12	77%	462	477	156	15	3%	(306)	-196%	520	89%		
Capital Expenditures																			
170140	Improvements	-	-	-	-		-		20	-	(107)	(20)	0%	(128)	119%	-	0%		
170210	Furniture & Fixtures	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
170230	Computer Hardware/SW	-	-	-	-		-		-	-	51	-	0%	51	100%	-	0%		
170240	Scientific/Foren Eqmt	-	14	85	14	100%	85	100%	138	156	(65)	18	11%	(203)	312%	170	81%		
170270	500 Jefferson - Intangible	-	-	-	-	0%	-		(56)	-	31,215	56	0%	31,271	0%	-	0%		
170273	Equipment Lease - Intangible	-	-	-	-	0%	-	0%	665	-	-	(665)	0%	(665)	0%	-	0%		
170980	Const in Progress	-	(1)	112	(1)		112	100%	126	(8)	338	(134)	0%	212	63%	(8)	-1499%		
Total Capital Expenditures		-	13	197	13	100%	197	100%	894	148	31,432	(746)	-503%	30,538	97%	162	553%		
Total Expense and Capital Before Depreciation		1,831	2,183	2,103	352	16%	271	13%	23,985	24,015	53,522	30	0%	29,537	55%	26,198	92%		
561230	Depreciation	142	42	38	(100)	-238%	(104)	-270%	1,628	462	448	(1,166)	-252%	(1,179)	-263%	504	323%		
570505	FA Gain/Loss	-	-	-	-	0%	-		24	-	74	(24)	0%	50	68%	-	0%		
531085	Interest Expense	92	92	90	(0)	0%	(1)		1,002	1,008	181	6	0%	(821)	-454%	392	83%		
610000	City of Houston Direct Overhead	-	33	122	33	100%	122	100%	327	359	1,338	33	9%	1,012	76%	392	83%		
620000	HPD-Reimbursed Expenses	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
	Grant and Training Expense	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
Total Expense and Capital After Depreciation		2,065	2,350	2,353	284	12%	288	12%	26,965	25,845	55,564	(1,120)	-4%	28,599	51%	28,195	96%		
Net Ordinary Income less capital spending		(2,048)	(119)	(2,226)	(2,498)	2105%	178	-8%	238	(1,305)	(30,262)	1,543	-118%	30,501	-101%	(1,424)	-17%		

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF NET POSITION
By Quarter

(in '000's)

	Preliminary 05/31/20	As of 03/31/20	As of 12/31/19	As of 09/30/19
ASSETS				
Cash and Cash Equivalents				
Bank of Texas-Operating	\$ 3,816	\$ 6,604	\$ 12,480	\$ 18,538
Total Current Assets	3,816	6,604	12,480	18,538
Accounts Receivable				
Accounts Receivable	47	35	39	209
Total Accounts Receivable	47	35	39	209
Capital Assets Net of Depreciation				
Capital Assets	38,553	38,550	38,589	37,641
Accumulated Depreciation	(3,922)	(3,581)	(3,150)	(2,739)
Total Net Capital Assets	34,631	34,969	35,439	34,902
Other Assets				
Prepaid - HR	(2)	1	(5)	8
Prepaid - Insurance	30	42	59	50
Prepaid - Service Agreements	295	307	224	255
Prepaid - Other	4	4	4	3
Total Other Assets	326	353	282	317
TOTAL ASSETS	\$ 38,820	\$ 41,962	\$ 48,240	\$ 53,965
LIABILITIES				
Accounts Payables	\$ 462	\$ 376	\$ 550	\$ 790
Payroll Tax Liability	1,048	1,073	996	994
Other Liabilities, Including Fund 2213 Billing	244	170	114	127
500 Jefferson Lease Liability	31,690	31,720	31,840	31,928
Equipment Lease Liability	602	623	653	-
Deferred - Others	6	6	6	6
Total Liabilities	34,052	33,967	34,159	33,846
NET POSITION/FUND BALANCE				
Unrestricted/Unassigned	1,828	4,746	10,482	17,146
Net Investment in Capital Assets	2,940	3,249	3,599	2,974
Total Net Position	4,768	7,995	14,081	20,119
TOTAL LIABILITIES AND NET POSITION	\$ 38,820	\$ 41,962	\$ 48,240	\$ 53,965

Houston Forensic Science Center, Inc.
Finance Division
List of Grant Contracts
As of May 31, 2020

Awarded

Awarding Agency: USDOJ-OJP-NIJ			
Name of Project: Cap Enhancement for Drug and DNA Testing in Sexual Assault Cases			
Start and End Dates: 01/01/2018 - 12/31/2020			
Contact: Monte Evans			
Award Number: 2017-DN-BX-0176	Awarded	Invoiced	Current Receivable
Amount of Award:	\$ 114,000	\$ -	
HFSC Match:	\$ 38,000	\$ -	
Grant Inception to date:	\$ (999)	\$ -	
Grant Balance:	\$ 151,001		
Status: Awarded			

Awarding Agency: University of Virginia			
Name of Project: Quality Blind Testing Research			
Start and End Dates: 11/26/2018 - 05/31/2019			
Contact: Lynn Boyter			
Award Number: 2018 CSAFE	Awarded	Invoiced	Current Receivable
Amount of Award:	\$ 118,000	\$ -	
Grant Inception to date:	\$ (80,330)	\$ 71,253	\$ (9,077)
Grant Balance:	37,670		
Status: Sub Award			

Awarding Agency: USDOJ-OJP-NIJ			
Name of Project: NIJ FY 18 DNA Capacity Enhancement and Backlog Reduction Program			
Start and End Dates: 01/01/2019 - 12/31/2020			
Contact: Shelia Anderson			
Award Number: 2018-DN-BX-0096	Award Bal.	Expenditure Reported	Current Receivable
Contact: Charles Heurich			
Award Number: 2014-DN-BX-0116			
Amount of Award:	\$ 1,530,927	-	\$ -
Grant Inception to date:	\$ (1,264,421)	\$ 1,264,421	\$ -
Grant Balance:	\$ 266,506		
Status: Sub - Award			

Awarded

Awarding Agency:	USDOJ-OJP-NIJ			
Discipline:	Seized Drugs			
Primary Recipient:	HFSC			
Federal Program:	2018 Research and Evaluation for the Testing and Interpretation of Physical Evidence in Publicly Funded Forensic Laboratories			
Solicitation Number:	NIJ-2018-13900			
Name of Project:	Establishing Sufficiency Thresholds for Assessing the Quality of Mass Spectral Data			
Purpose:	This study proposes to initiate and test the development of a sufficiency standard that can be used as a model for the nationalized mass spectral standard. In addition, both results and methodology from this project should have direct extension to other forensic disciplines using mass spectral data, such as Toxicology and Trace Analysis.			
Collaboration:	Ohio University			
Start and End Dates:	01/01/2019 - 12/31/2019			
Contact:	Peter Harrington			
Award Number:	2018-DU-BX-0184			
Award Date:	9/27/2018			
Amount of Award:	\$282,703			
		Award Bal.	Expenditure Reported	Current Receivable
HFSC Amount of Award:	\$	174,682		
Grant Inception to date:	\$	(115,188)	\$ 114,388	\$ 800
Grant Balance:				
Subrecipient:	Ohio University			
Subrecipient Official:	P. Maureen Valentine			
Contact:	Peter Harrington			
	Subaward Total:	\$	108,021	
	Grant Inception to date:	\$	(25,114)	\$ 21,251 \$ 3,863
	Grant Balance:			
Status:	Awarded			

Awarding Agency:	USDOJ-OJP-NIJ			
Discipline:	Latent Prints			
Federal Program:	2018 Applied Research and Development in Forensic Science for Criminal Justice Purpose			
Solicitation Number:	NIJ-2018-13600			
	HFSC fully intends to collaborate and provide the resources to assist RTI in creating and validating the fingerprint database. We are able to assist in this			
Purpose:	research effort by providing the time and expertise of 10 of our latent print examiners for the Selection and AFIS Team. We will also assist in recruiting 20 latent prints donors as part of the Detection Team.			
Primary Recipient:	RTI International			
RTI Contract Administrator:	Meghaan Hampton			
Start and End Dates:	06/15/2019 - 04/30/2020			
Contact:	Heidi Eldridge			
Award Number:	2018-DU-BX-0227			
Contract Title:	Selection, Detection, AFIS Teams			
Contract Type:	Fixed Price			
		Award Bal.	Expenditure Reported	Current Receivable
HFSC Contract Funded Amount:	\$	71,902		
Grant Inception to date:	\$	(5,375)	\$ 5,375	\$ -
Grant Balance:	\$	66,527		
Status:	Awarded - Contract Service Agreement			

Awarded

Awarding Agency: USDOJ-OJP-NIJ				
Name of Project: NIJ FY 19 DNA Capacity Enhancement and Backlog Reduction Program				
Start and End Dates: 01/01/2020 - 12/31/2021				
Contact:				
Award Number: 2019-DN-BX-0036	Award Bal.	Expenditure Reported	Current Receivable	
Contact:				
Amount of Award:	\$ 1,607,745	-	\$ -	
Grant Inception to date:	\$ (21,934)	\$ 21,934	\$ -	
Grant Balance:	\$ 1,585,811			
Status:	Sub - Award			

Awarding Agency: Office of the Governor - CJD				
Name of Project: FY2019 Sexual Assault Evidence Testing Grant Programs				
Purpose: The target geographic area of such Pilot program is smaller rural counties identified in the Grant				
Start and End Dates: 08/01/2019 - 06/30/2020				
Contact:				
Award Number: 3728101 SAET - HPD	Award Bal.	Expenditure Reported	Current Receivable	
Contact: Sub Award				
Amount of Award:	\$ 83,196	-	\$ -	
Grant Inception to date:	\$ (8,320)	\$ 8,320	\$ -	
Grant Balance:	\$ 74,876			

Crime Scene and Multimedia

June 10, 2020

Crime Scene Unit Pandemic and Protest Update

- CSU operating on its usual schedule, 3 shifts, 24/7, that will continue
- A few CSIs have been symptomatic but tested negative for COVID-19
 - Impacts schedules, work when have quarantined individuals
 - Abiding by CDC guidelines for first responders
- On May 2, about 60,000 people marched in downtown Houston in honor of George Floyd
 - Road closures in downtown had potential to impact CSU operations and ability to respond to scenes
 - Worked with HPD to relocate CSU staff to HPD's Southwest Substation to ensure operations would not be impacted

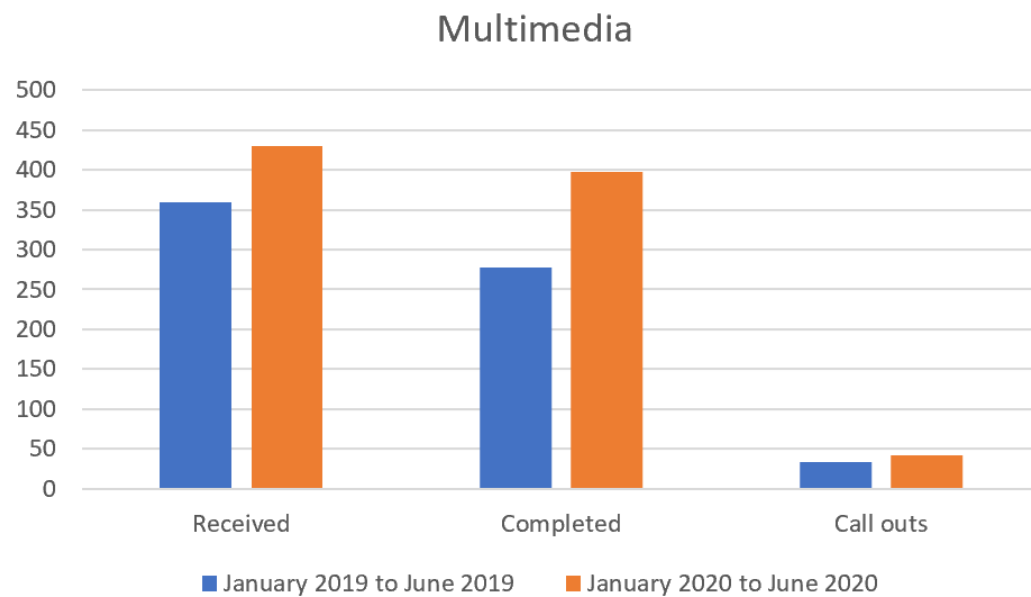
2020 Hurricane Season Preparations

- CSU and HFSC preparing for 2020 hurricane season, already three named storms in the first week
 - HFSC briefly started planning for impact from Cristobal, stood down as forecasts more clearly moved it away from Houston
- In the event of a hurricane hitting Houston:
 - CSU activates emergency schedule: two shifts, 12 hours each
 - Emergency schedule continues until all clear given
- HFSC has plans for lodging, supplies, equipment and food
 - CSU and other staffers that will work through the hurricane
- New for 2020:
 - Working with HPD to identify instances when CSIs should be relocated to HPD substations to ensure continued operations

Multimedia Section

- Crime in Houston has increased nearly 50 percent in 2020
- Increase in crime has direct impact on multimedia, as most crimes now have some form of technology to analyze
- Audio/video analysts respond to scenes

2019 vs. 2020



- 19.8 percent increase in requests
- 43 percent increase in completed cases
- 24 percent increase in call outs

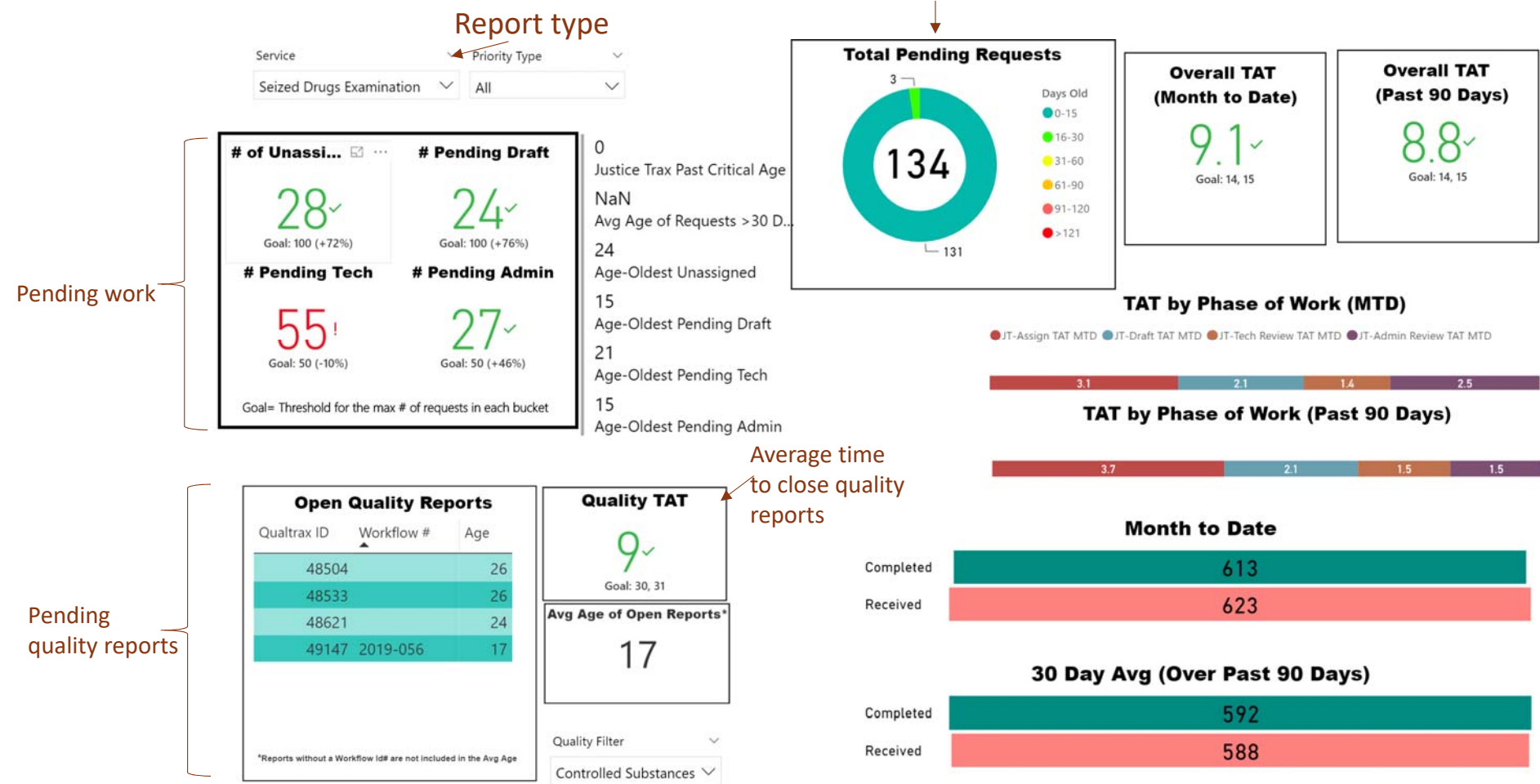
Multimedia: New Extraction Software

- April 2020: Multimedia begins using UFED Premium software for phone extractions
 - \$150,000/year software
 - HFSC only one in region to use this product
- 44 phones (4 resubmissions):
 - 32 iPhones
 - 13 unsuccessful (of those, 9 partial extractions)
 - 9 successful
 - 10 are in progress
 - 12 Androids
 - 3 unsuccessful
 - 9 successful.

Detail data

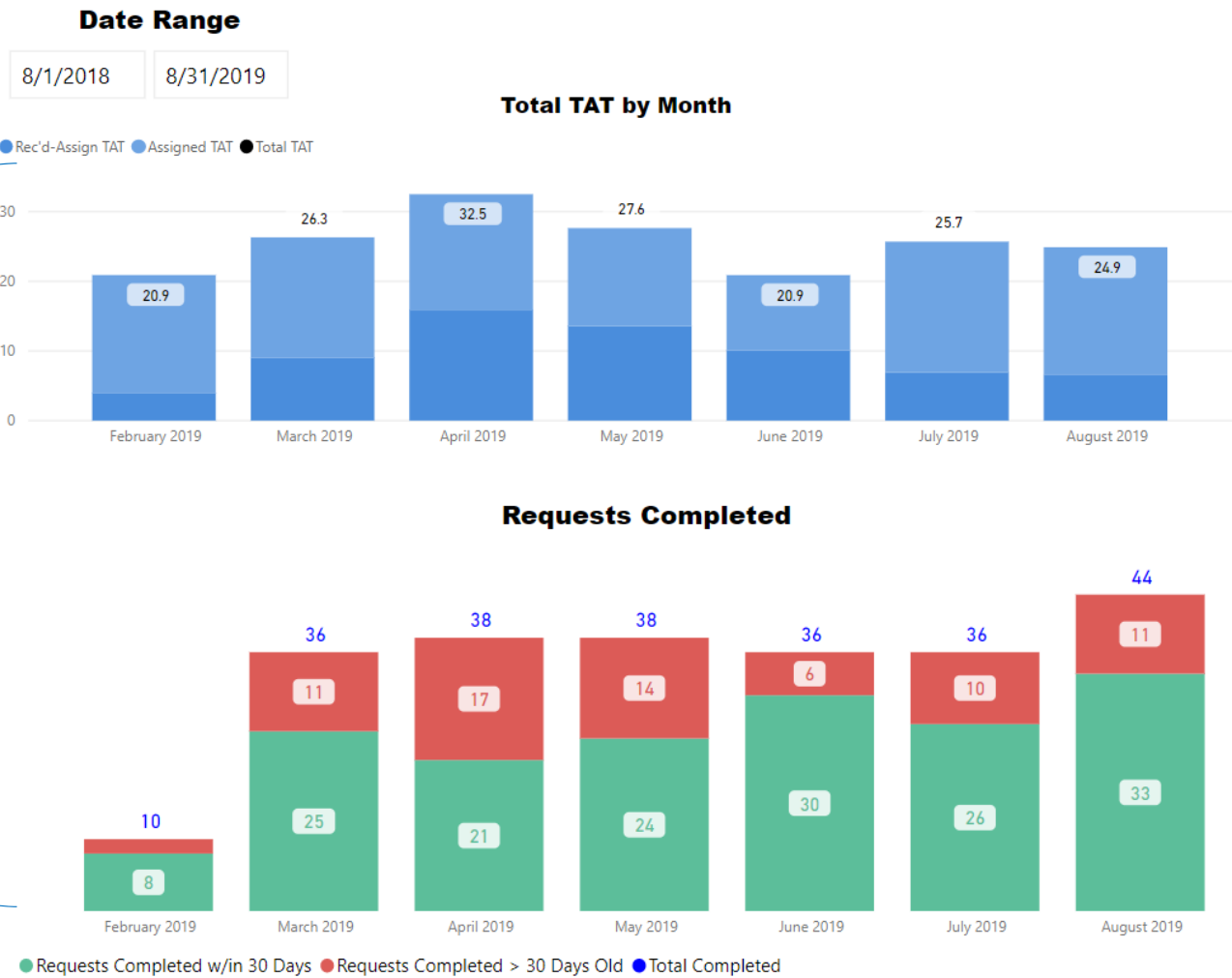
Key for Dashboard Section Pages

Center of ring=total pending cases
Ring=breakdown of age for all pending cases



TAT= Turnaround Time MTD= Month to date Critical age=30 days Critical pending=requests open over 30 days

Key for Dashboard Historical Pages 1/2



Data broken down by month

Type of testing

Request Type

Firearms Examination

Priority Type

All

Report type

Selected Time Frame Averages

26.11
Total TAT (Rec'd-Compl.) Avg
16.08
Assigned TAT (Asgmt.-Compl.) Avg

Overall average for the selected date range

Received to Complete
238
Requests Completed
71
Requests Completed > 30 Days Old
29.83 %
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

TAT= Turnaround Time

Key for Dashboard Historical Pages 2/2

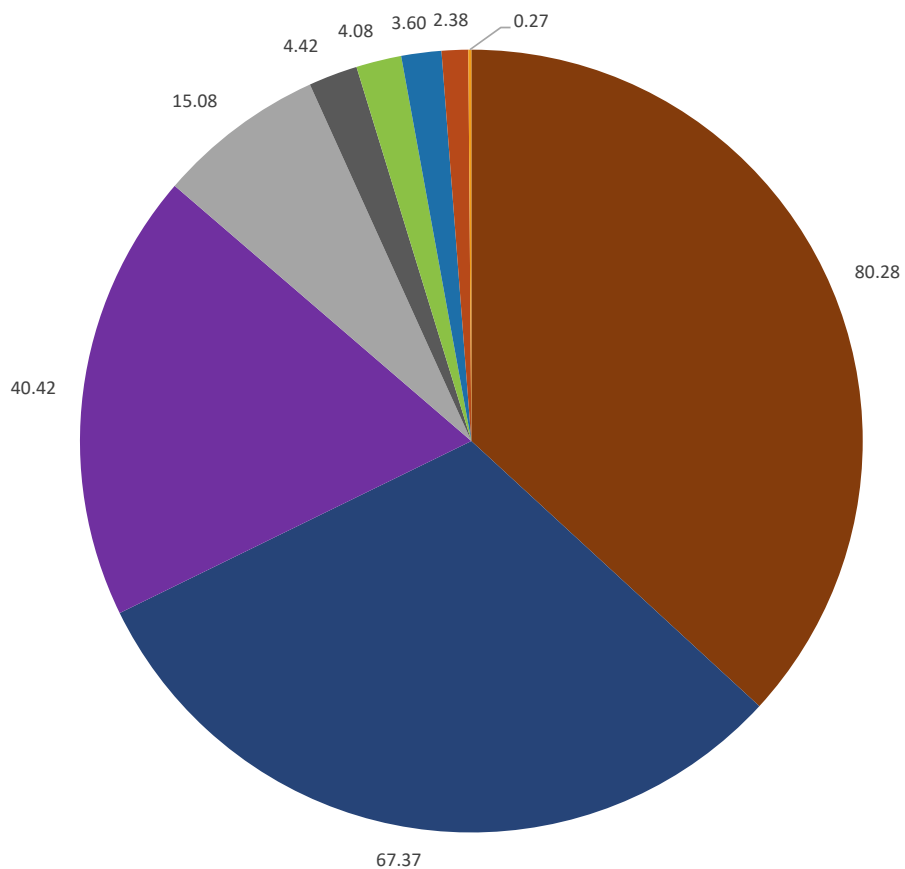


Client Services and Case Management (CS/CM)

CS/CM – May

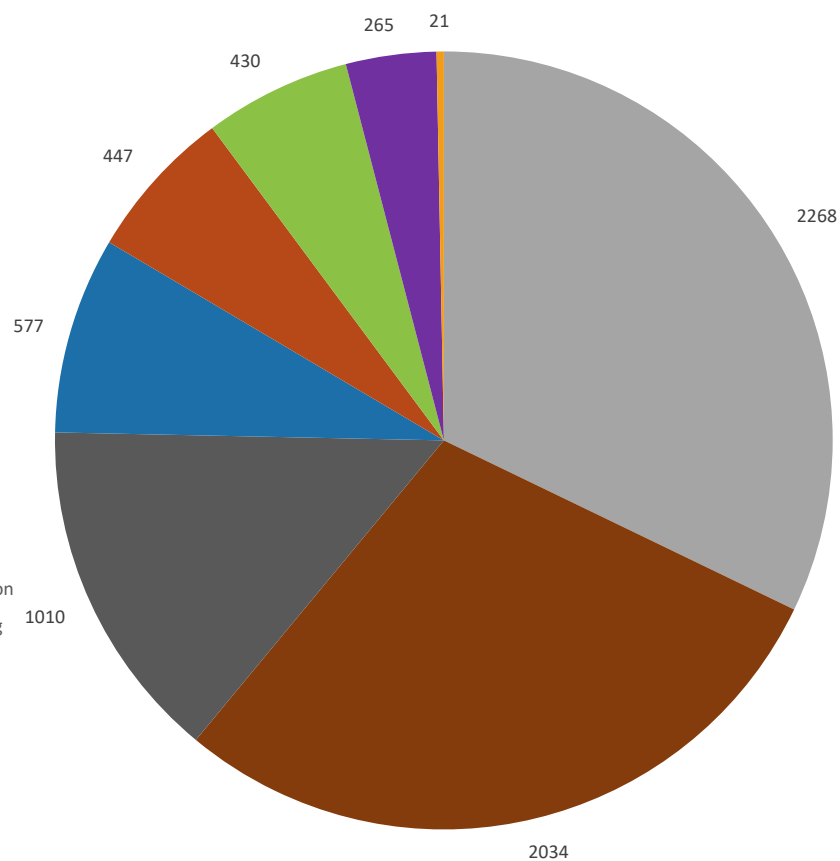
Total Time by Section (Hours)

See Time Categories by Section slide for breakdown



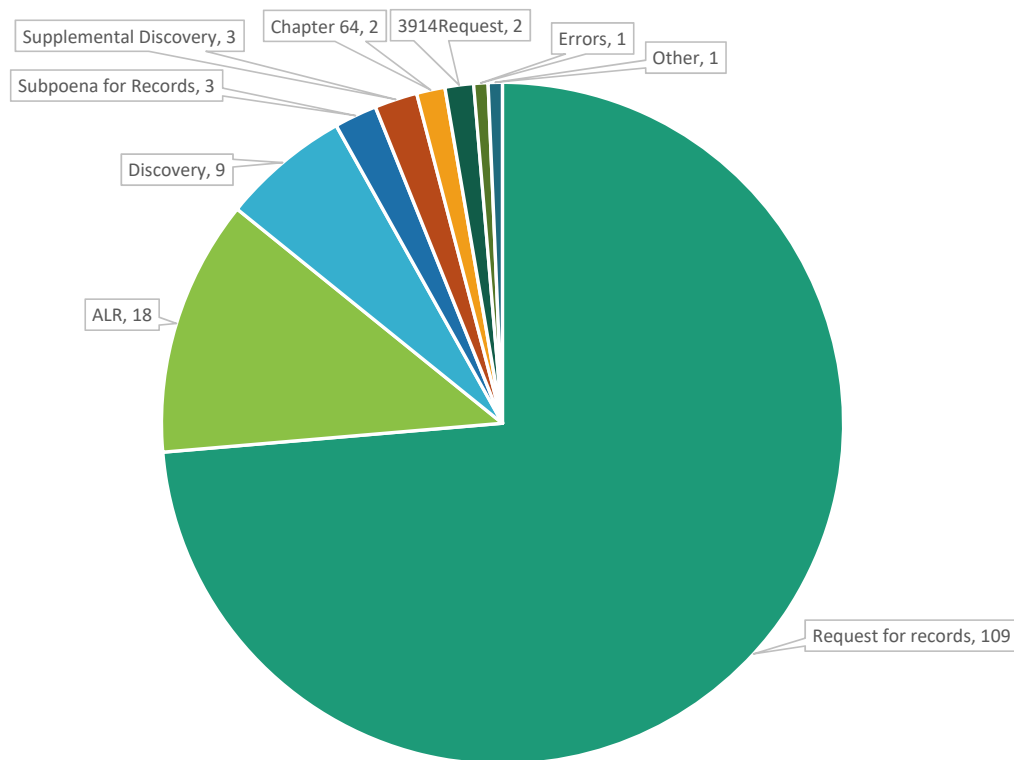
Evidence Handling

Total Items by Section



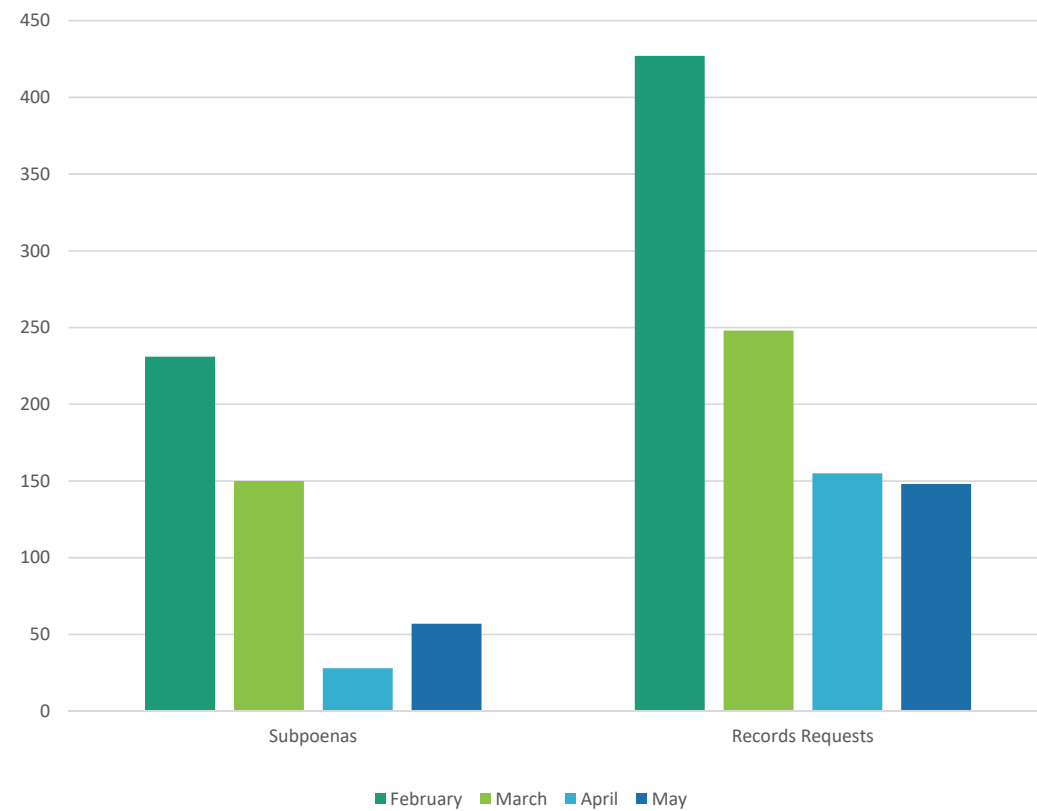
CS/CM – May

Requests by Type



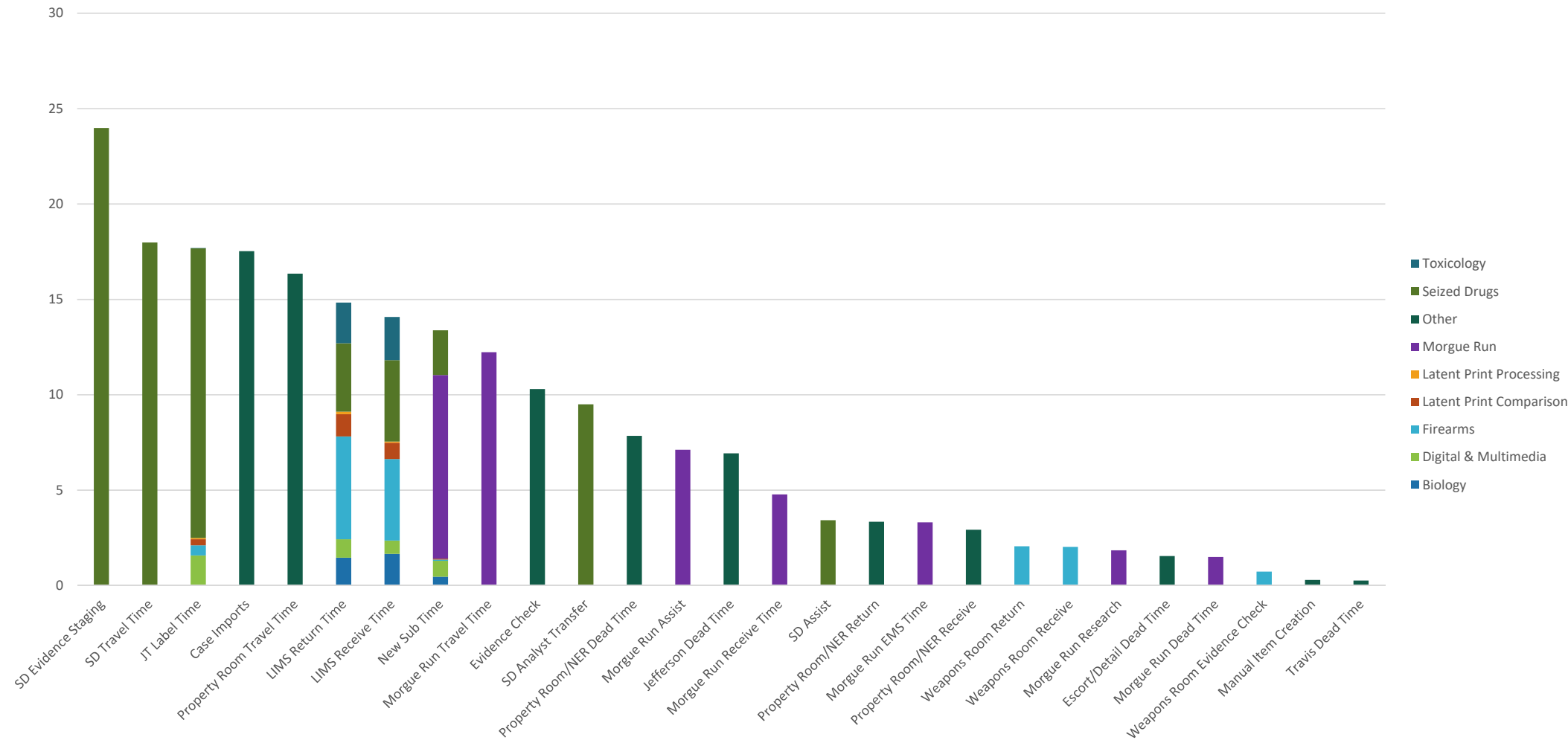
Administrative

Subpoenas & Records Requests



Time Categories - May

Evidence Handling



Service
Priority Type

CSCM Tax Accession
All

of Unassigned
6✓
Goal: 150 (+96%)

Pending Draft
0✓
Goal: 3 (+100%)

Pending Admin
24✓
Goal: 60 (+60%)

Goal= Threshold for the max # of requests in each bucket

1

Justice Trax Past Critical Age

145

Avg Age of Requests >30 D...

4

Age-Oldest Unassigned

0

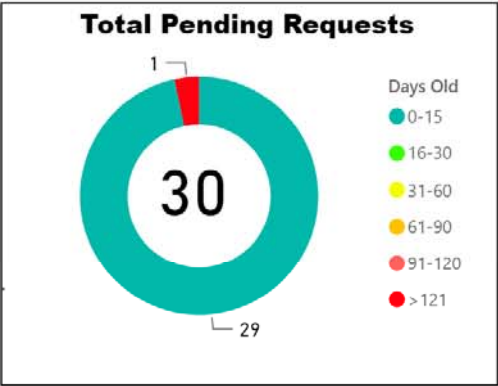
Age-Oldest Pending Draft

145

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT (Month to Date)

2.2✓

Goal: 5, 10

Overall TAT (Past 90 Days)

2.8✓

Goal: 5, 10



Open Quality Reports

Qualtrax ID	Workflow #	Age
57237		85
62324	2020-035	17
62860	2020-036	12
63840		1

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

20✓

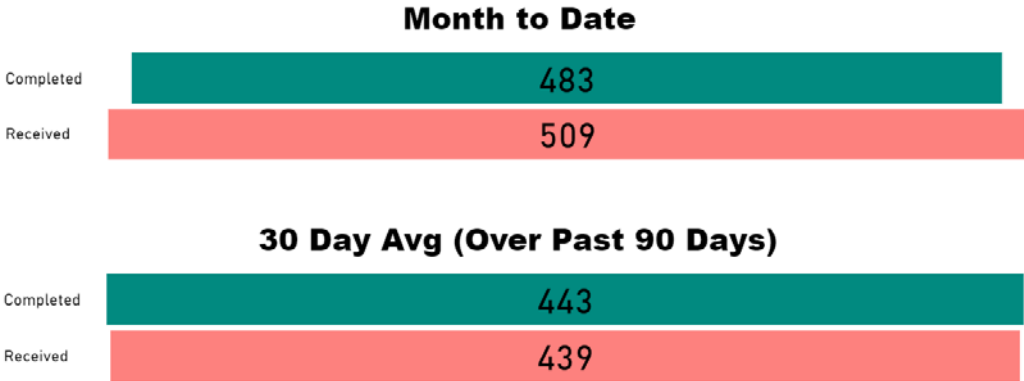
Goal: 30, 31

Avg Age of Open Reports*

15

Quality Filter

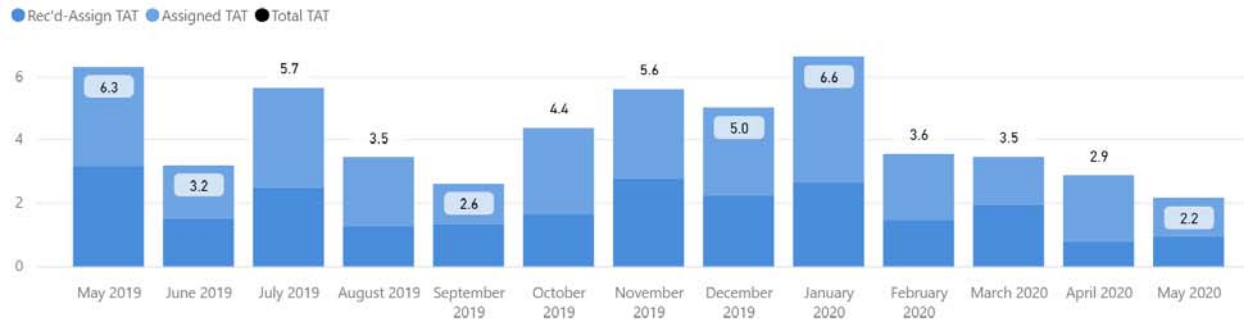
Client Services/Case Manage...



Date Range

5/1/2019 5/31/2020

Total TAT by Month



Request Type

CSCM Tax Accession

Priority Type

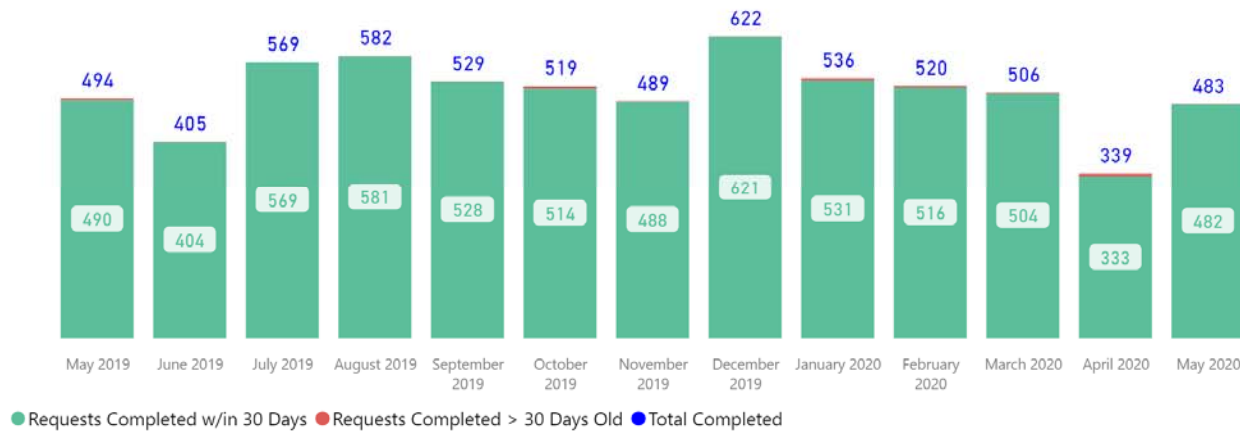
All

Selected Time Frame Averages

4.30
Total TAT (Rec'd-Compl.) Avg

2.39
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6593
Requests Completed

32
Requests Completed > 30 Days Old

0.49 %
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

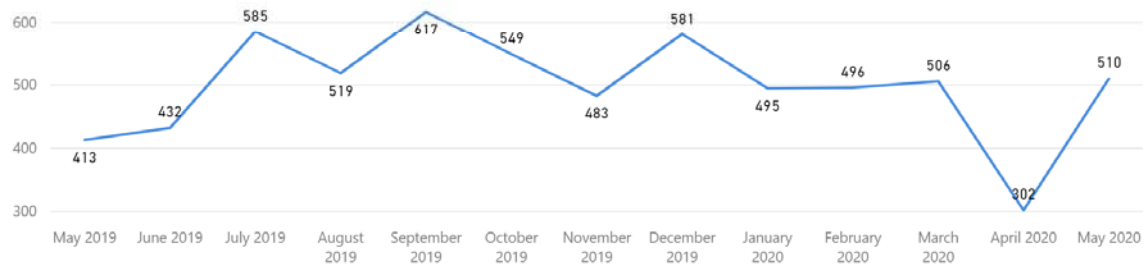
Service: CSCM Tox Accession

Priority Type: All

Received Filter

5/1/2019 5/31/2020

Received by Month



Total Received

6,488

Received per Month (Avg)*

499

Completed Filter

5/1/2019 5/31/2020

Completed by Month



Total Completed

6,593

Completed per Month (Avg)*

507

* months with zero activity are not calculated into the average

Service
Priority Type

CSCM Tox Rejection
All



of Unassigned

0✓

Goal: 3 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Admin

3✓

Goal: 10 (+70%)

Goal= Threshold for the max # of requests in each bucket

0
Justice Trax Past Critical Age

NaN
Avg Age of Requests > 30 D...

0
Age-Oldest Unassigned

0
Age-Oldest Pending Draft

3
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Total Pending Requests



Overall TAT (Month to Date)

1.2✓

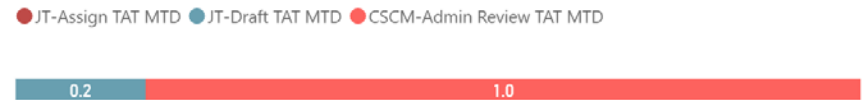
Goal: 5, 10

Overall TAT (Past 90 Days)

0.9✓

Goal: 5, 10

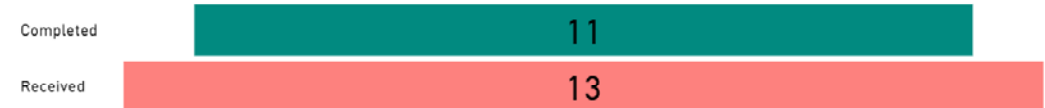
TAT by Phase of Work (MTD)



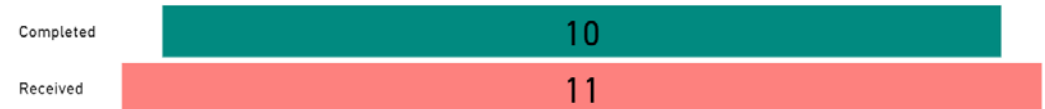
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
57237		85
62324	2020-035	17
62860	2020-036	12
63840		1

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

20✓

Goal: 30, 31

Avg Age of Open Reports*

15

Quality Filter

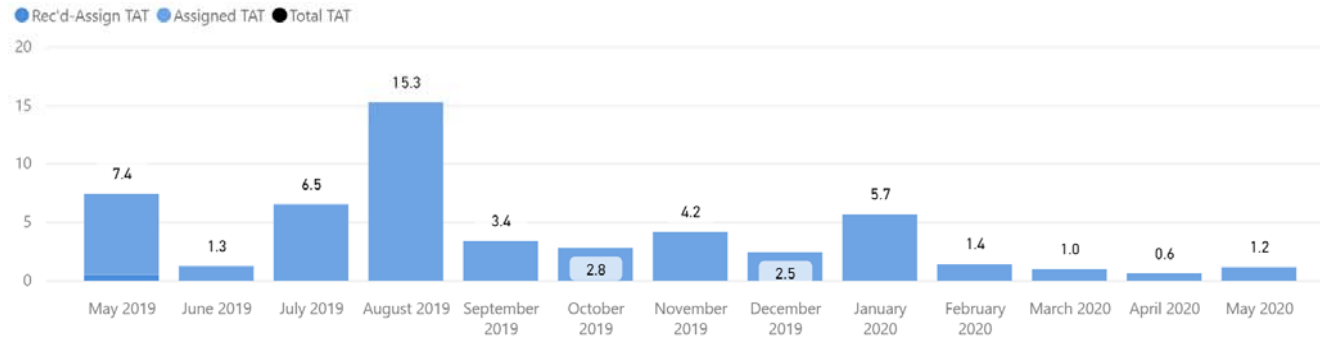
Client Services/Case Manage... ▾

Date Range   

5/1/2019

5/31/2020

Total TAT by Month



Request Type

CSCM Tax Rejection 

Priority Type

All 

Selected Time Frame Averages

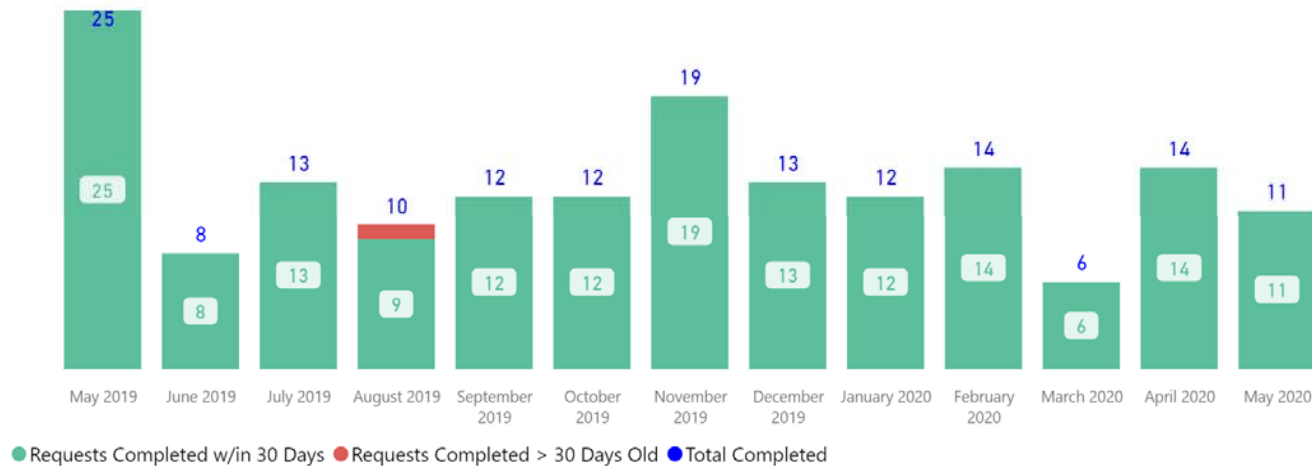
4.36

Total TAT (Rec'd-Compl.) Avg

4.28

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

169

Requests Completed

1

Requests Completed > 30 Days Old

0.59 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service Priority Type



Received Filter

5/1/2019 5/31/2020



Received by Month



Total Received

163

Received per Month (Avg)*

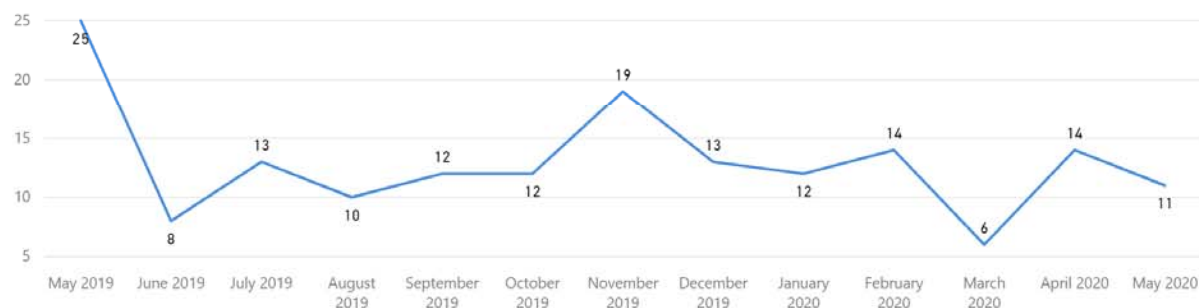
13

Completed Filter

5/1/2019 5/31/2020



Completed by Month



Total Completed

169

Completed per Month (Avg)*

13

* months with zero activity are not calculated into the average

Seized Drugs

Service
Priority Type

Seized Drugs Examination
All

of Unassigned

193!

Goal: 100 (-93%)

Pending Draft

9✓

Goal: 100 (+91%)

Pending Tech

18✓

Goal: 50 (+64%)

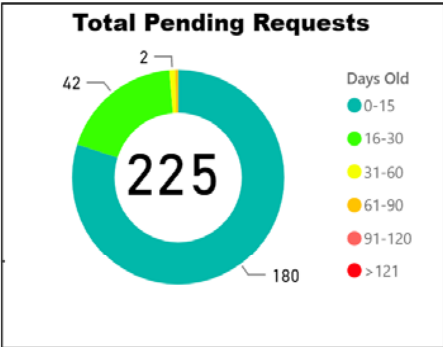
Pending Admin

5✓

Goal: 50 (+90%)

Goal= Threshold for the max # of requests in each bucket

- 3
- Justice Trax Past Critical Age
- 50
- Avg Age of Requests > 30 D...
- 83
- Age-Oldest Unassigned
- 34
- Age-Oldest Pending Draft
- 34
- Age-Oldest Pending Tech
- 24
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

14.0•

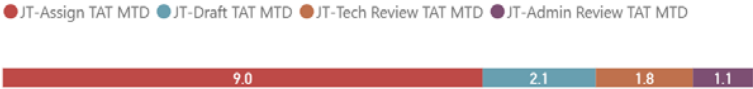
Goal: 14, 15

Overall TAT (Past 90 Days)

12.9✓

Goal: 14, 15

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
60461		49

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

(Blank)✓

Goal: 30, 31

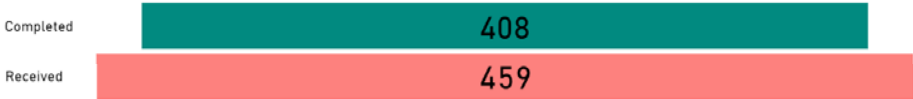
Avg Age of Open Reports*

NaN

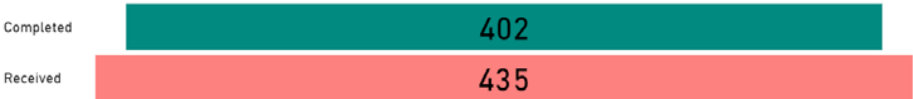
Quality Filter

Controlled Substances

Month to Date



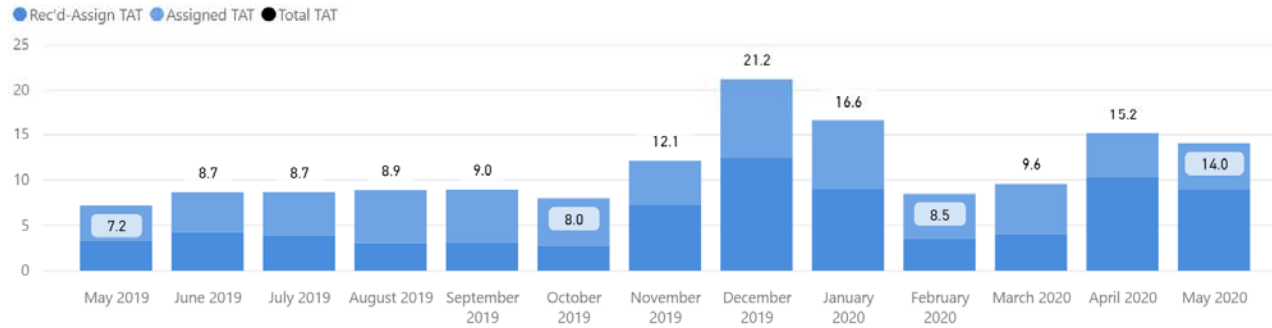
30 Day Avg (Over Past 90 Days)



Date Range

5/1/2019 5/31/2020

Total TAT by Month



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

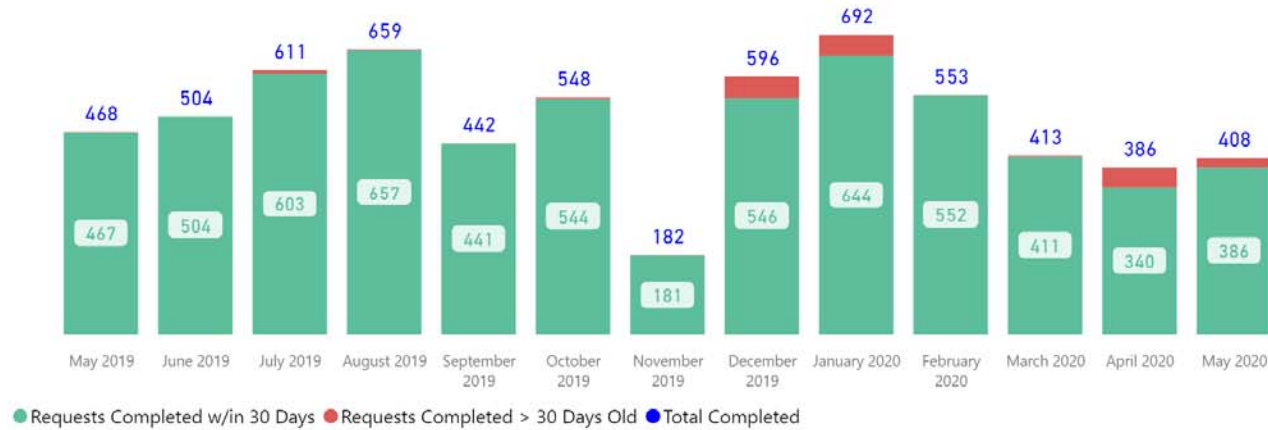
11.42

Total TAT (Rec'd-Compl.) Avg

5.64

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6462

Requests Completed

186

Requests Completed > 30 Days Old

2.88 %

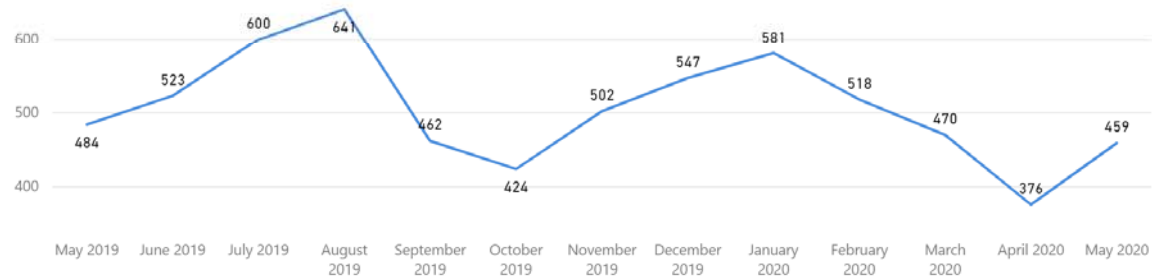
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: Seized Drugs Examination
Priority Type: All

Received Filter
5/1/2019 5/31/2020

Received by Month



Total Received

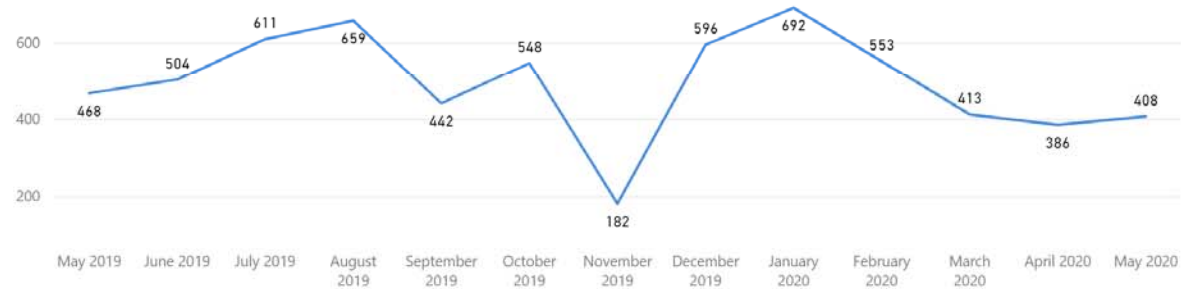
6,587

Received per Month (Avg)*

507

Completed Filter
5/1/2019 5/31/2020

Completed by Month



Total Completed

6,462

Completed per Month (Avg)*

497

* months with zero activity are not calculated into the average

Toxicology

Service

Blood Alcohol

Priority Type

All

of Unassigned

1819!

Goal: 50 (-3538%)

Pending Draft

3✓

Goal: 120 (+97.5%)

Pending Tech

235!

Goal: 90 (-161.11%)

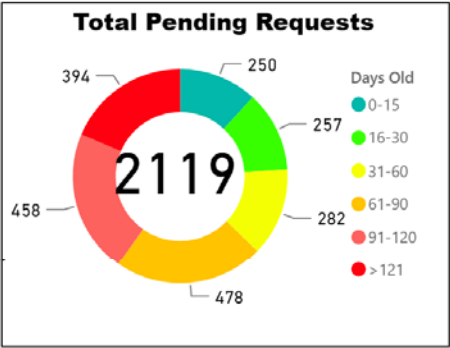
Pending Admin

62✓

Goal: 90 (+31.11%)

Goal= Threshold for the max # of requests in each bucket

- 1612
- Justice Trax Past Critical Age
- 94
- Avg Age of Requests > 30 D...
- 139
- Age-Oldest Unassigned
- 130
- Age-Oldest Pending Draft
- 152
- Age-Oldest Pending Tech
- 150
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

147.4!

Goal: 30, 31

Overall TAT (Past 90 Days)

139.3!

Goal: 30, 31

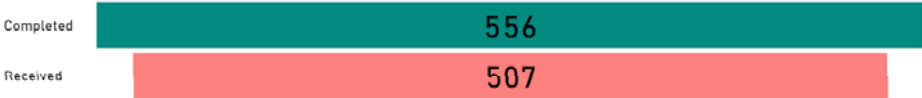
TAT by Phase of Work (MTD)



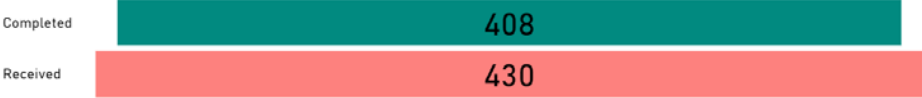
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
61894		26
63418		7
61553	2020-031	32

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

25✓

Goal: 30, 31

Avg Age of Open Reports*

32

Quality Filter

Toxicology

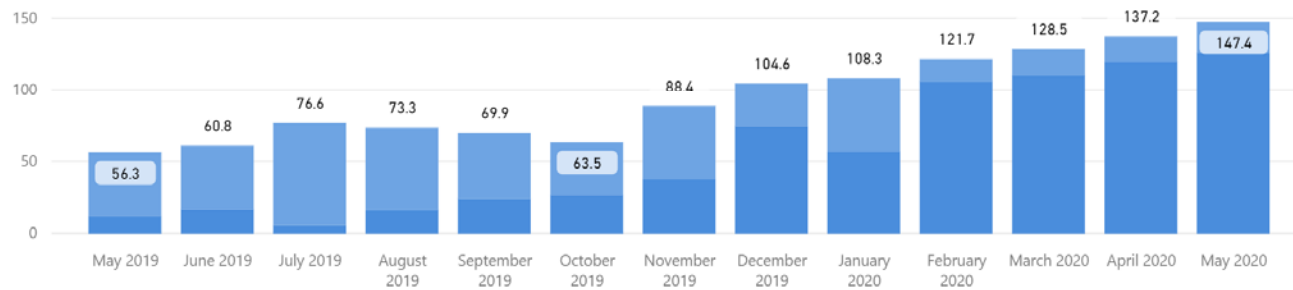
Date Range

5/1/2019

5/31/2020

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

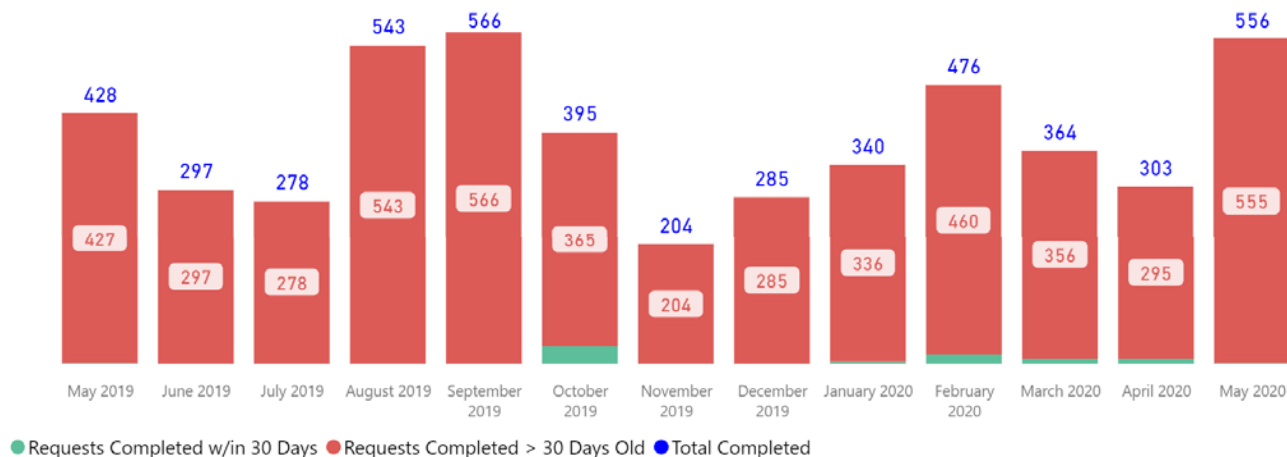
95.49

Total TAT (Rec'd-Compl.) Avg

37.88

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5035

Requests Completed

4967

Requests Completed > 30 Days Old

98.65 %

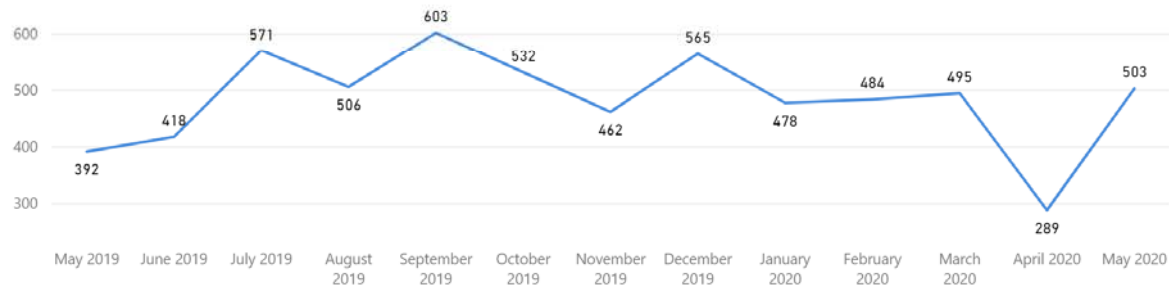
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: Priority Type:

Received Filter

Received by Month



Total Received

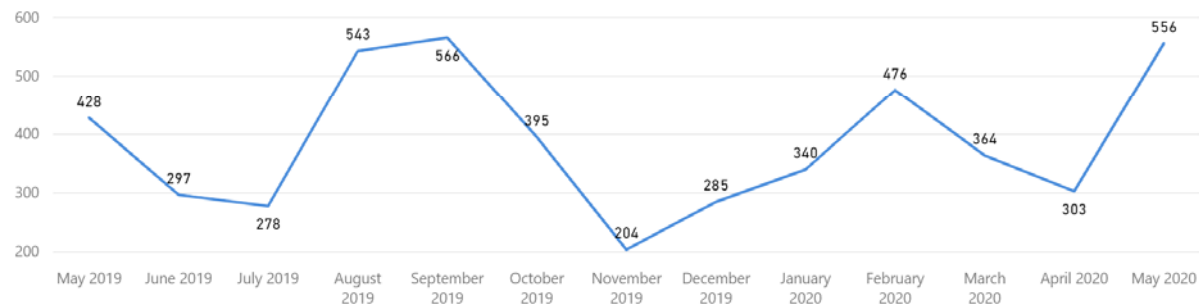
6,298

Received per Month (Avg)*

484

Completed Filter

Completed by Month



Total Completed

5,035

Completed per Month (Avg)*

387

*** months with zero activity are not calculated into the average**

Service

Priority Type

Toxicology

All

of Unassigned

678!

Goal: 120 (-465%)

Pending Draft

159!

Goal: 30 (-430%)

Pending Tech

0✓

Goal: 30 (+100%)

Pending Admin

19✓

Goal: 30 (+36.67%)

Goal= Threshold for the max # of requests in each bucket

697

Justice Trax Past Critical Age

116

Avg Age of Requests > 30 D...

220

Age-Oldest Unassigned

242

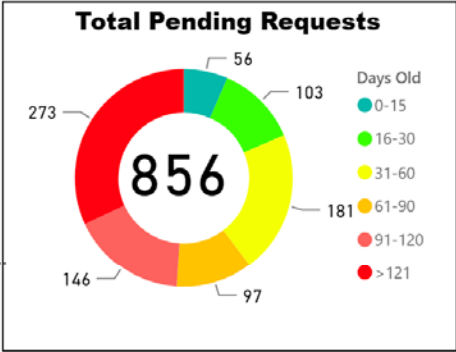
Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

242

Age-Oldest Pending Admin



Overall TAT
(Month to Date)

159.4!

Goal: 90, 91

Overall TAT
(Past 90 Days)

155.3!

Goal: 90, 91



Open Quality Reports

Qualtrax ID	Workflow #	Age
61894		26
63418		7
61553	2020-031	32

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

25✓

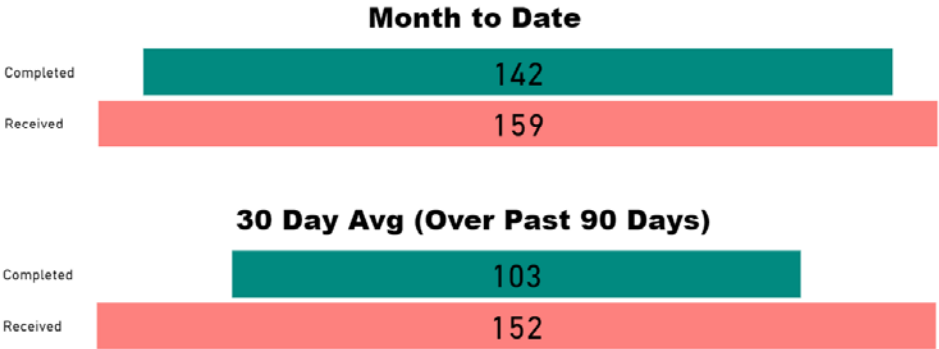
Goal: 30, 31

Avg Age of Open Reports*

32

Quality Filter

Toxicology



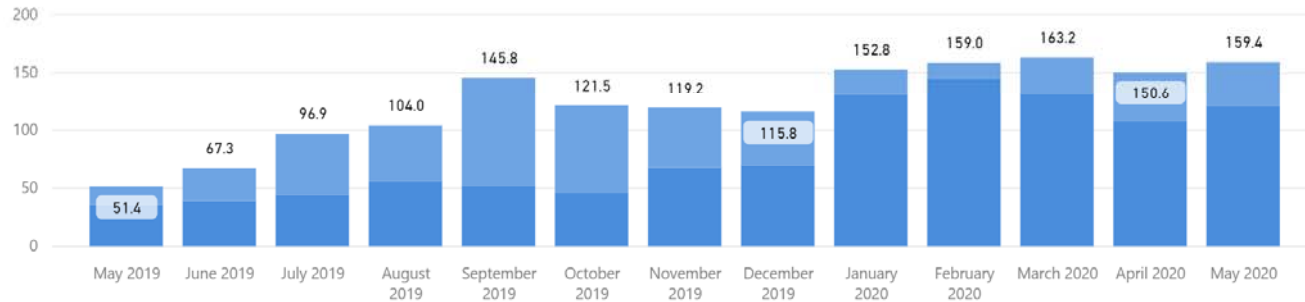
Date Range

5/1/2019

5/31/2020

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

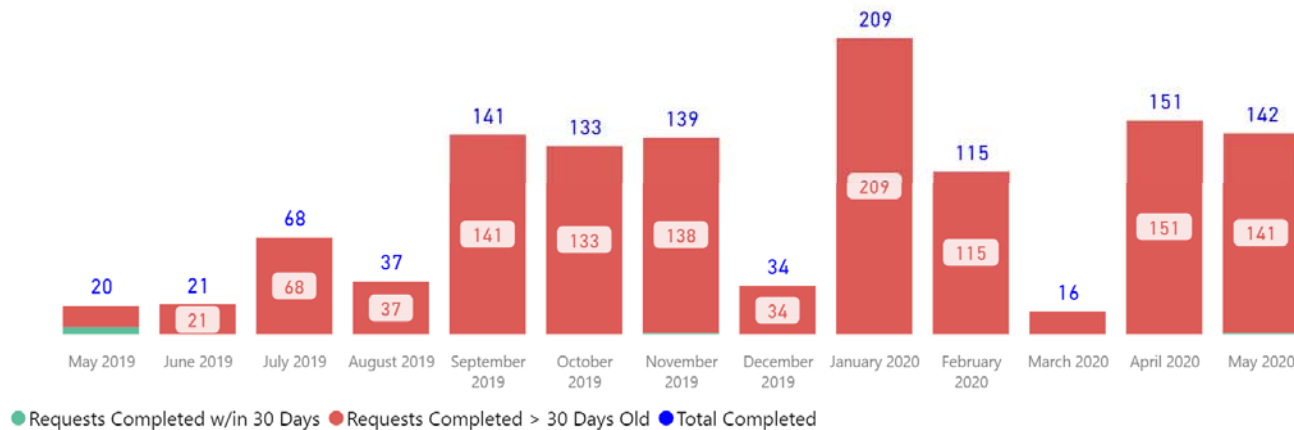
137.28

Total TAT (Rec'd-Compl.) Avg

46.55

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1226

Requests Completed

1219

Requests Completed > 30 Days Old

99.43 %

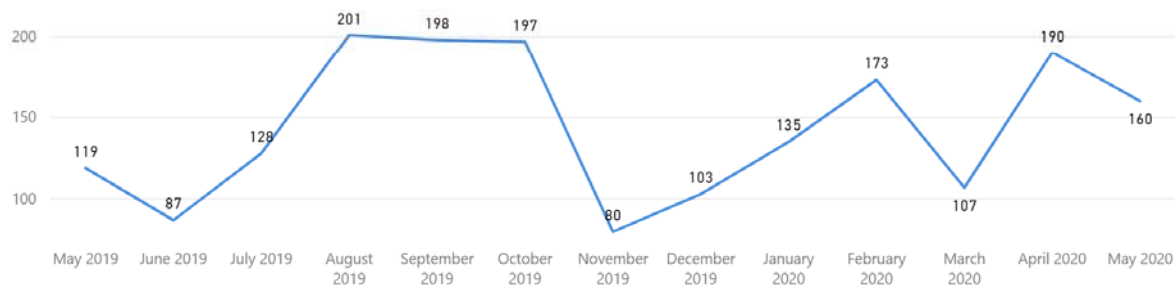
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: Priority Type:

Received Filter

Received by Month



Total Received

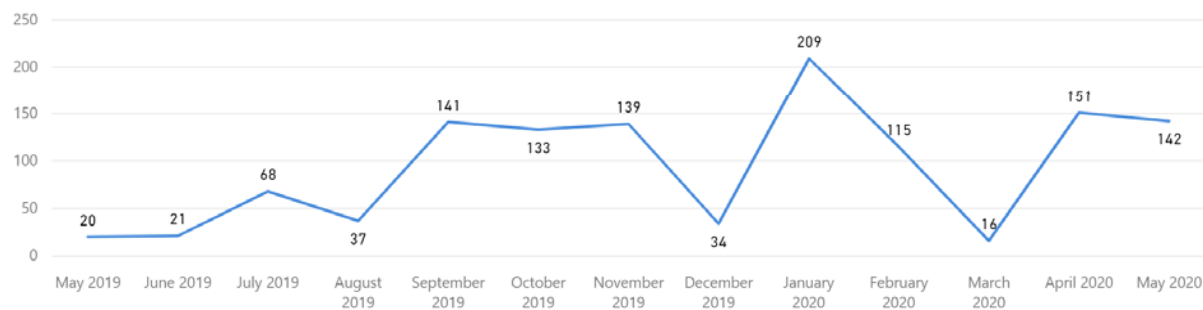
1,878

Received per Month (Avg)*

144

Completed Filter

Completed by Month



Total Completed

1,226

Completed per Month (Avg)*

94

* months with zero activity are not calculated into the average

Firearms

Service
Priority Type

Firearms Examination
All

of Unassigned
21!

Goal: 10 (-110%)

Pending Draft
31!

Goal: 14 (-121.43%)

Pending Tech
5✓

Goal: 9 (+44.44%)

Pending Admin
3✓

Goal: 5 (+40%)

Goal= Threshold for the max # of requests in each bucket

26

Justice Trax Past Critical Age

64

Avg Age of Requests > 30 D...

44

Age-Oldest Unassigned

150

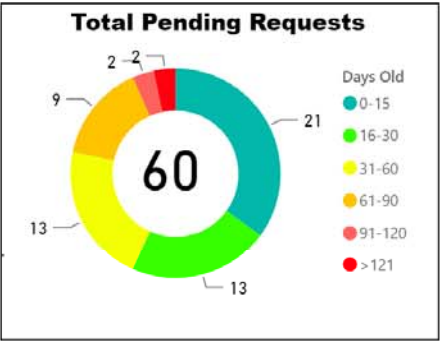
Age-Oldest Pending Draft

100

Age-Oldest Pending Tech

32

Age-Oldest Pending Admin



Overall TAT (Month to Date)

39.9✓

Goal: 40, 41

Overall TAT (Past 90 Days)

41.0!

Goal: 40, 41

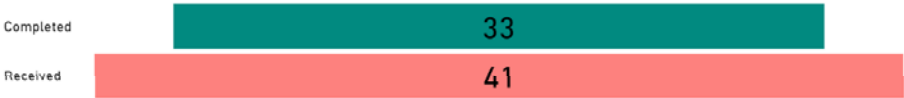
TAT by Phase of Work (MTD)



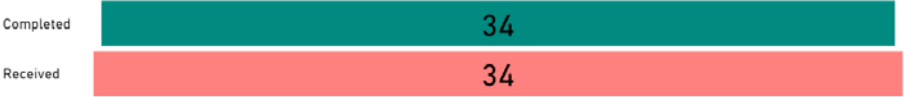
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
48189		215

Quality TAT

25✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Firearms

*Reports without a Workflow Id# are not included in the Avg Age

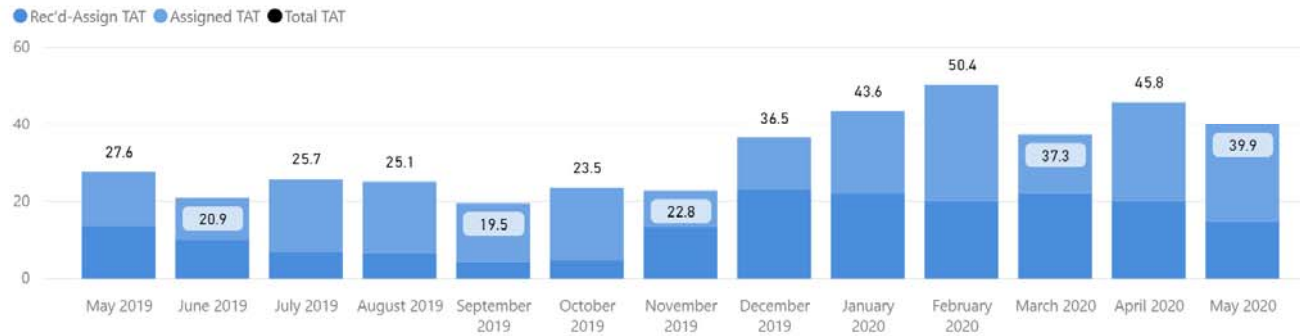
*Reports without a Workflow Id# are not included in the Avg Age

Date Range

5/1/2019

5/31/2020

Total TAT by Month



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

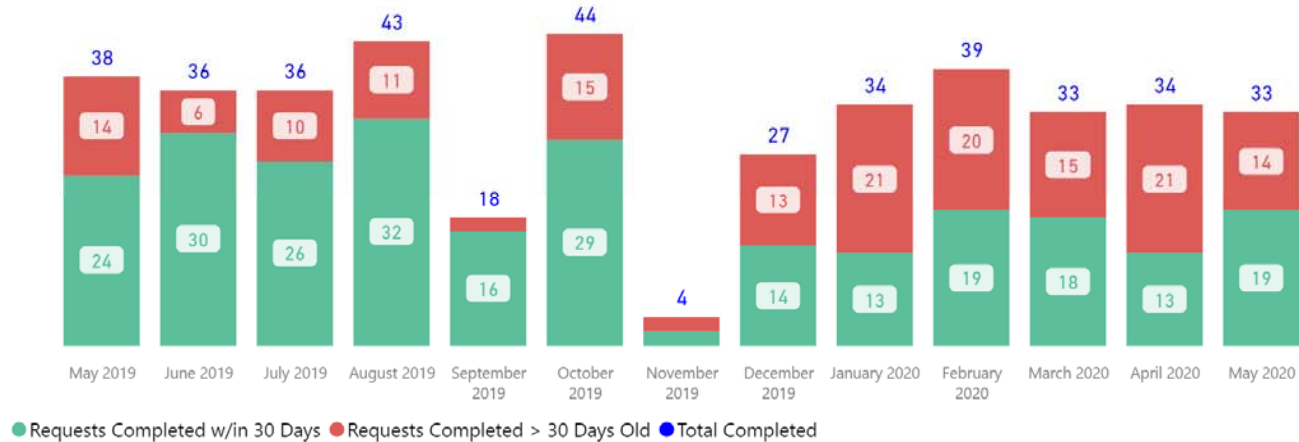
32.99

Total TAT (Rec'd-Compl.) Avg

19.12

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

419

Requests Completed

164

Requests Completed > 30 Days Old

39.14 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

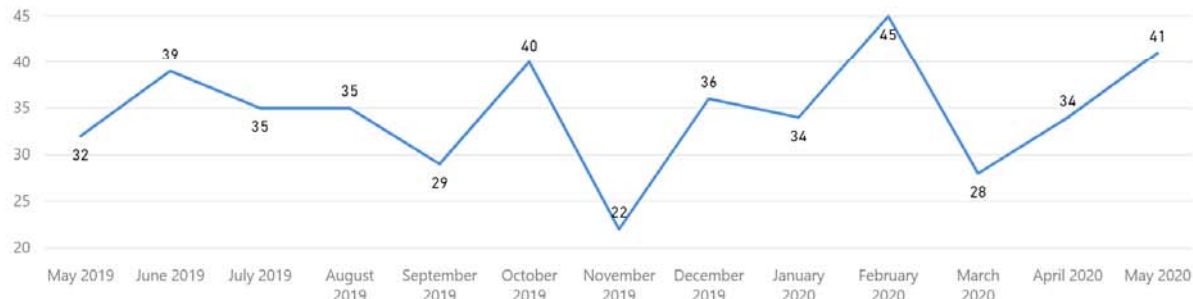
Service
Firearms Examination

Priority Type
All

Received Filter

5/1/2019 5/31/2020

Received by Month



Total Received

450

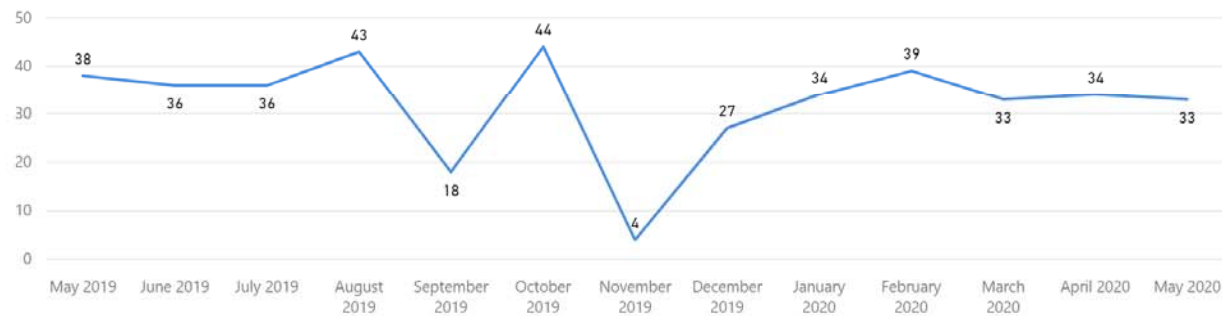
Received per Month (Avg)*

35

Completed Filter

5/1/2019 5/31/2020

Completed by Month



Total Completed

419

Completed per Month (Avg)*

32

*** months with zero activity are not calculated into the average**

Service
Priority Type

NIBIN Only
All

of Unassigned
9✓
Goal: 20 (+55%)

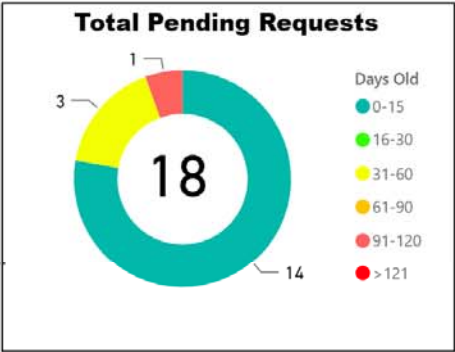
Pending Draft
0✓
Goal: 35 (+100%)

Pending Tech
7✓
Goal: 20 (+65%)

Pending Admin
2✓
Goal: 20 (+90%)

Goal= Threshold for the max # of requests in each bucket

- 4
- Justice Trax Past Critical Age
- 57
- Avg Age of Requests > 30 D...
- 101
- Age-Oldest Unassigned
- 0
- Age-Oldest Pending Draft
- 5
- Age-Oldest Pending Tech
- 5
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

1.5✓

Goal: 7, 8

Overall TAT (Past 90 Days)

2.4✓

Goal: 7, 8

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
48189		215

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

25✓

Goal: 30, 31

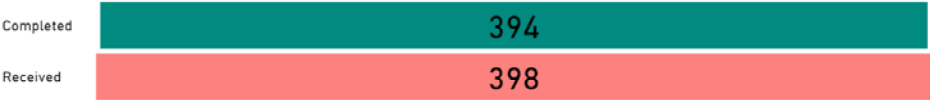
Avg Age of Open Reports*

NaN

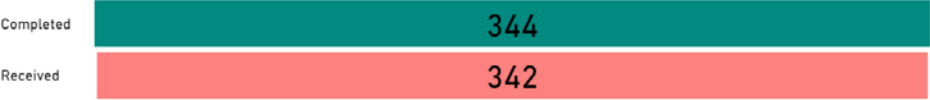
Quality Filter

Firearms

Month to Date



30 Day Avg (Over Past 90 Days)



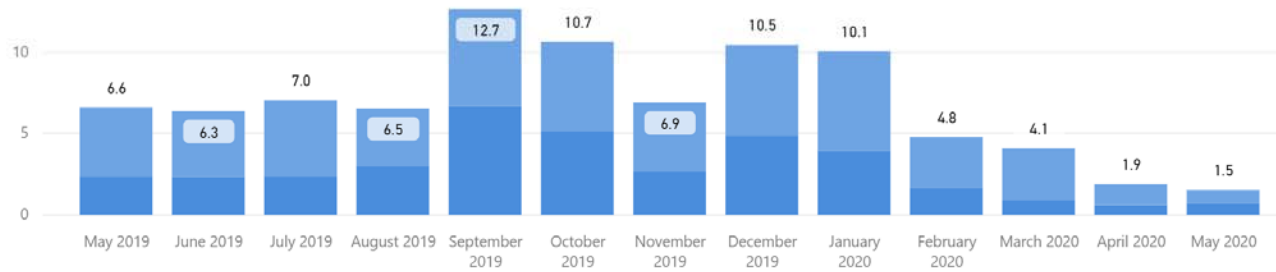
Date Range

5/1/2019

5/31/2020

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

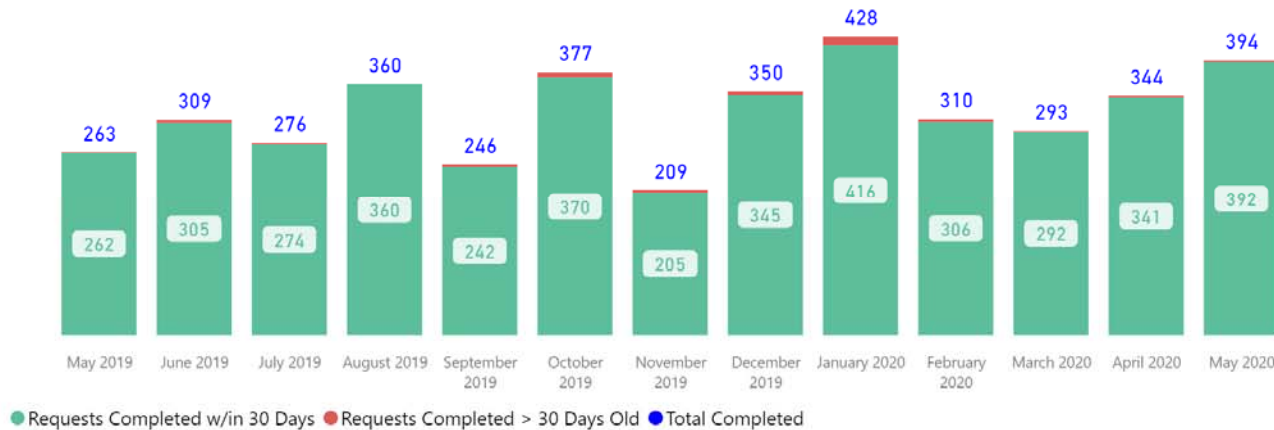
6.83

Total TAT (Rec'd-Compl.) Avg

4.00

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed

Received to Complete

4159

Requests Completed

49

Requests Completed > 30 Days Old

1.18 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service

NIBIN Only

Priority Type

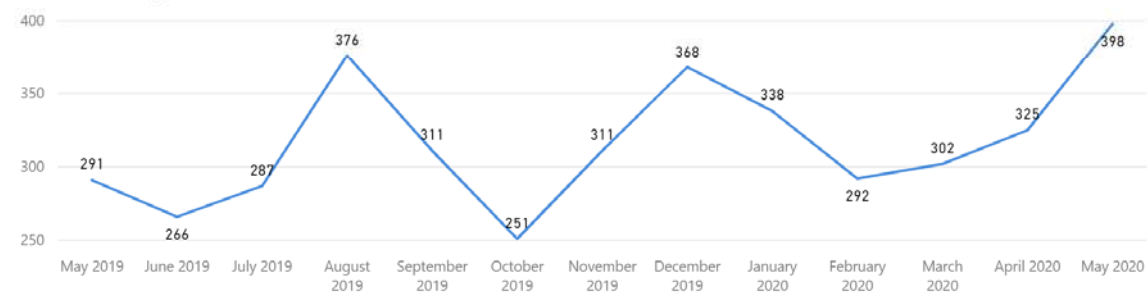
All

Received Filter

5/1/2019

5/31/2020

Received by Month



Total Received

4,116

Received per Month (Avg)*

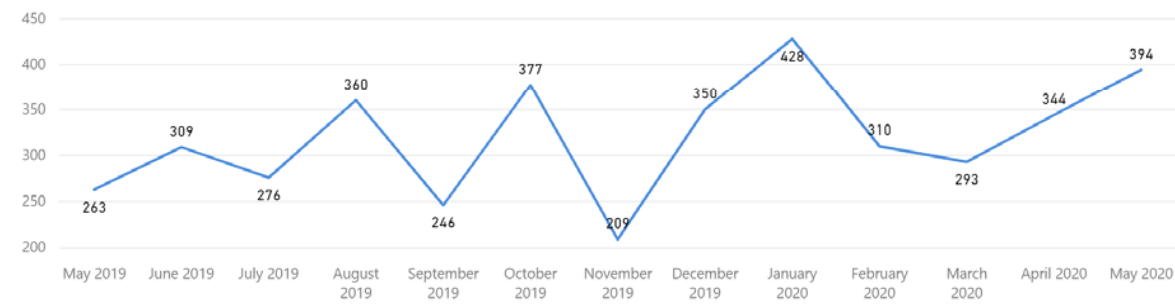
317

Completed Filter

5/1/2019

5/31/2020

Completed by Month



Total Completed

4,159

Completed per Month (Avg)*

320

* months with zero activity are not calculated into the average

Forensic Biology

Section: Request Type:

of Unassigned

15✓

Goal: 20 (+25%)

Pending Draft

381!

Goal: 24 (-1487.5%)

Pending Tech

53!

Goal: 24 (-120.83%)

Pending Admin

22!

Goal: 20 (-10%)

Goal= Threshold for the max # of requests in each bucket

723
Past Critical Age

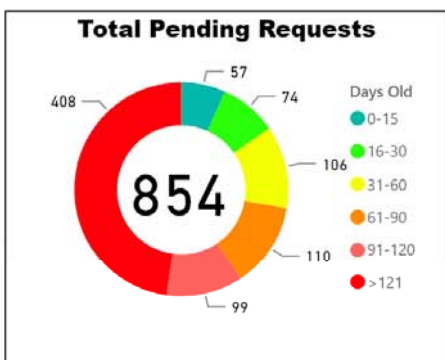
155
Avg Age of Reqeusts >30 ...

80
Age-Oldest Unassigned PL

1145
Age-Oldest Pending Draft...

2208
Age-Oldest Pending Tech ...

387
Age-Oldest Pending Adm...



Overall TAT (Month to Date)

169.5!

Goal: 30, 31

Overall TAT (Past 90 Days)

142.3!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	433
34624	2018-094	415
47766	2019-043	222
49436	2019-IA-15	197
55267	2019-078	112
55591		108
55683	2019-093	107

*Reports without a Workflow ID# are not included in the Avg Age

Quality TAT

32✓

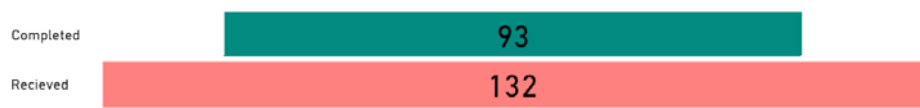
Goal: 40, 41

Avg Age of Open Reports*

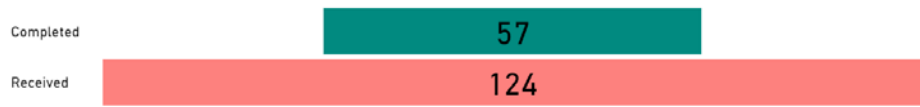
118

Quality Filter:

Month to Date



30 Day Avg (Over Past 90 Days)



Section

Request Type

DNA

SAK

of Unassigned

0✓

Goal: 20 (+100%)

Pending Draft

235!

Goal: 24 (-879.17%)

Pending Tech

14✓

Goal: 24 (+41.67%)

Pending Admin

13✓

Goal: 20 (+35%)

Goal= Threshold for the max # of requests in each bucket

260

Past Critical Age

206

Avg Age of Reqeusts > 30 ...

0

Age-Oldest Unassigned PL

1145

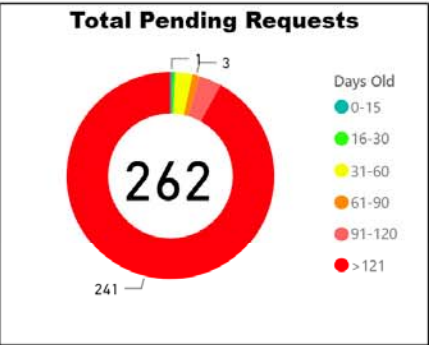
Age-Oldest Pending Draft...

916

Age-Oldest Pending Tech ...

271

Age-Oldest Pending Adm...



Overall TAT (Month to Date)

214.1!

Goal: 30, 31

Overall TAT (Past 90 Days)

199.9!

Goal: 30, 31

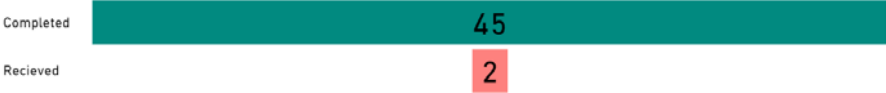
TAT by Phase of Work (MTD)



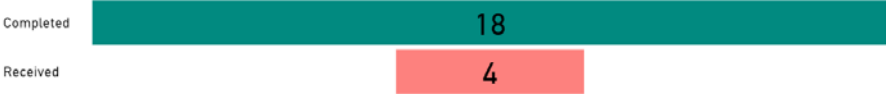
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	433
34624	2018-094	415
47766	2019-043	222
49436	2019-IA-15	197
55267	2019-078	112
55591		108
55683	2019-093	107

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

32✓

Goal: 40, 41

Avg Age of Open Reports*

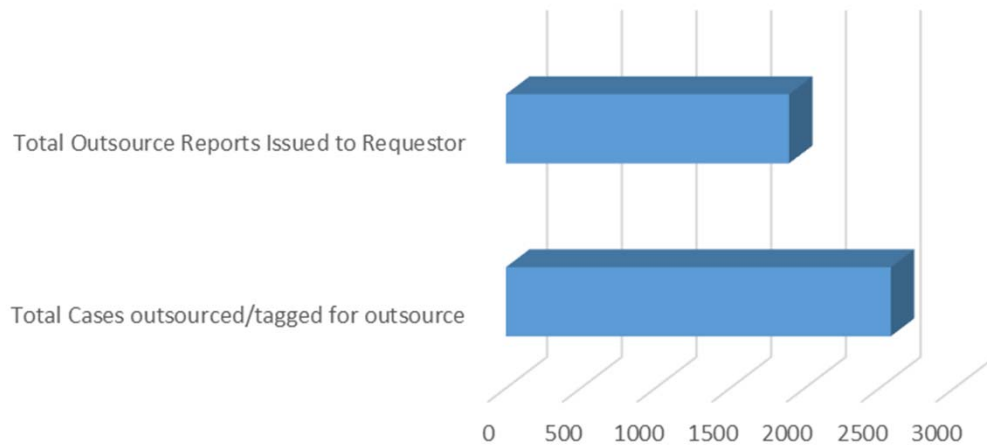
118

Quality Filter

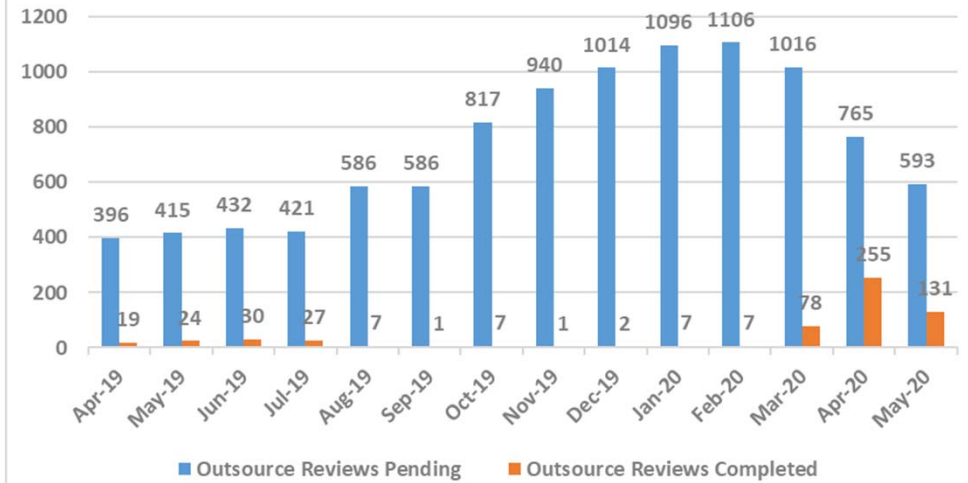
Biology/DNA

Forensic Biology -- Outsourcing

DNA Outsourcing



Reviews of Outsource Reports

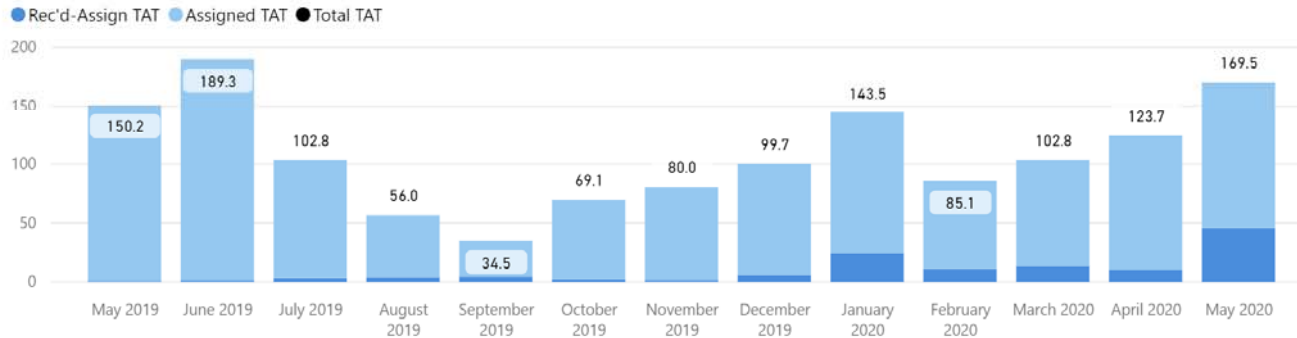


Date Range

5/1/2019

5/31/2020

Total TAT by Month



Request Type

DNA

Request Type

All

Selected Time Frame Averages

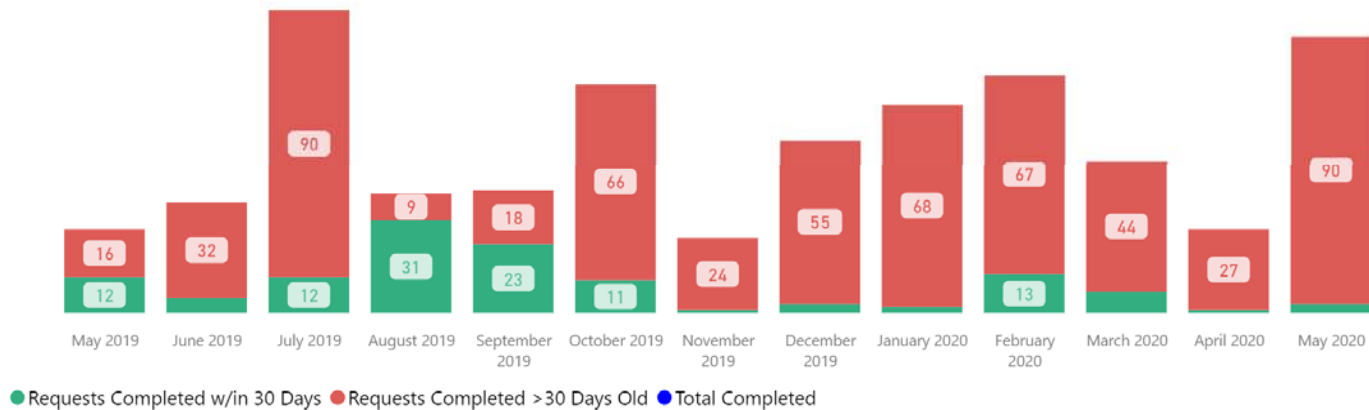
109.28

Total TAT (Rec'd-Compl.) Avg

97.45

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

730

Requests Completed

606

Requests Completed > 30 Days

83.01 %

% Completed > 30 Days

Requests more than 30 days old are considered to be backlogged requests

Section

DNA

Request Type

All

Received Filter

5/1/2019

5/31/2020

Received by Month



Total Received

1464

Received per Month (Avg)*

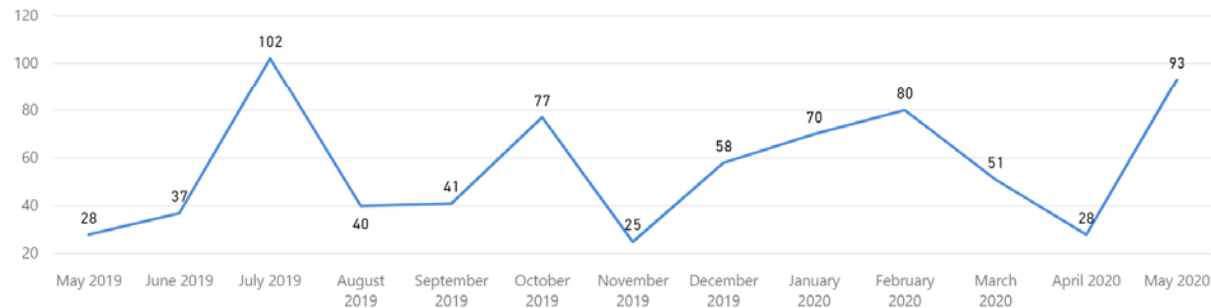
113

Completed Filter

5/1/2019

5/31/2020

Completed by Month



Total Completed

730

Completed per Month (Avg)*

56

* months with zero activity are not calculated into the average

Section

Request Type

Screening

All

of Unassigned

0✓

Goal: 10 (+100%)

Pending Draft

20!

Goal: 14 (-42.86%)

Pending Tech

4✓

Goal: 16 (+75%)

Pending Admin

1✓

Goal: 12 (+91.67%)

Goal= Threshold for the max # of requests in each bucket

2

Past Critical Age

39

Avg Age of Reqeusts > 30 ...

0

Age-Oldest Unassigned PL

45

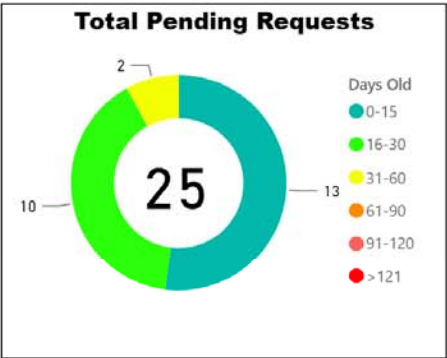
Age-Oldest Pending Draft...

32

Age-Oldest Pending Tech ...

13

Age-Oldest Pending Adm...



Overall TAT
(Month to Date)

31.5!

Goal: 10, 11

Overall TAT
(Past 90 Days)

31.9!

Goal: 10, 11

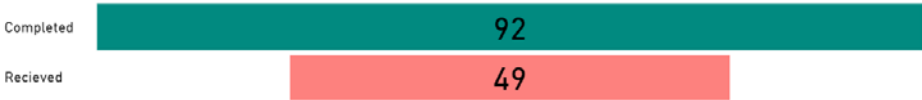
TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	433
34624	2018-094	415
47766	2019-043	222
49436	2019-IA-15	197
55267	2019-078	112
55591		108
55683	2019-093	107

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

32✓

Goal: 40, 41

Avg Age of Open Reports*

118

Quality Filter

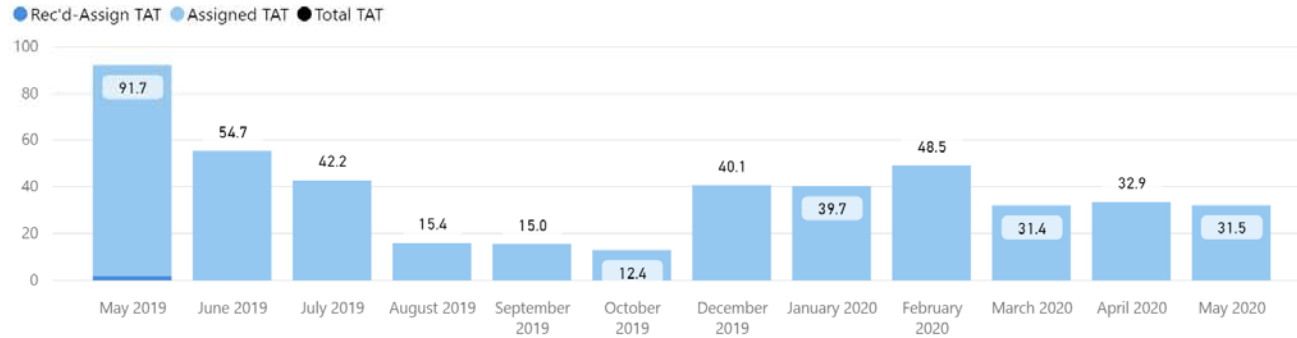
Biology/DNA

Date Range

5/1/2019

5/31/2020

Total TAT by Month



Request Type

Screening

Request Type

All

Selected Time Frame Averages

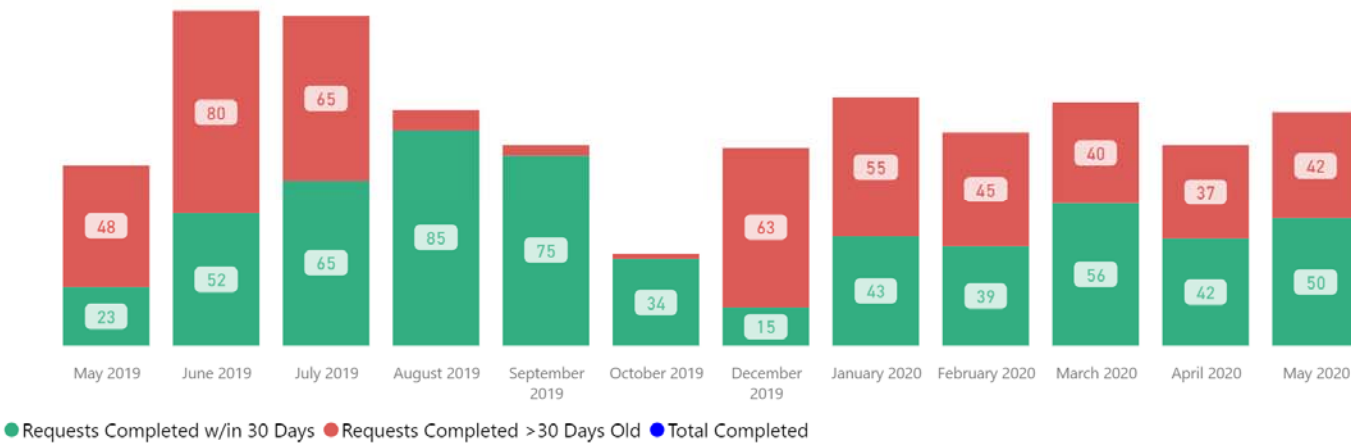
39.22

Total TAT (Rec'd-Compl.) Avg

39.63

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1068

Requests Completed

489

Requests Completed > 30 Days

45.79 %

% Completed > 30 Days

Requests more than 30 days old are considered to be backlogged requests

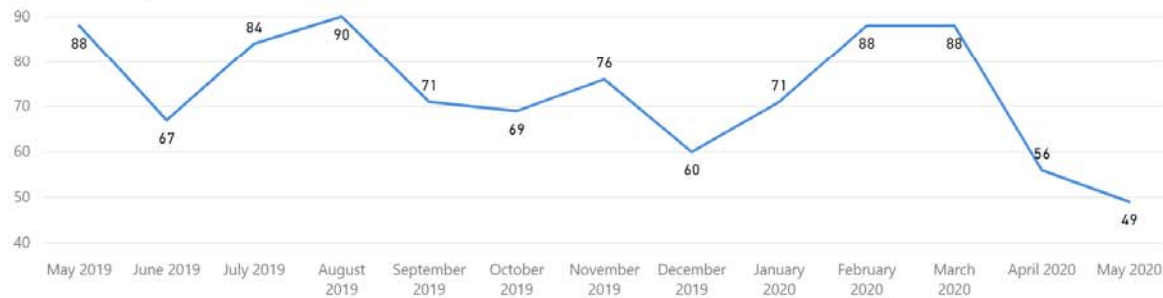
Section
Screening

Request Type
All

Received Filter

5/1/2019 5/31/2020

Received by Month



Total Received

957

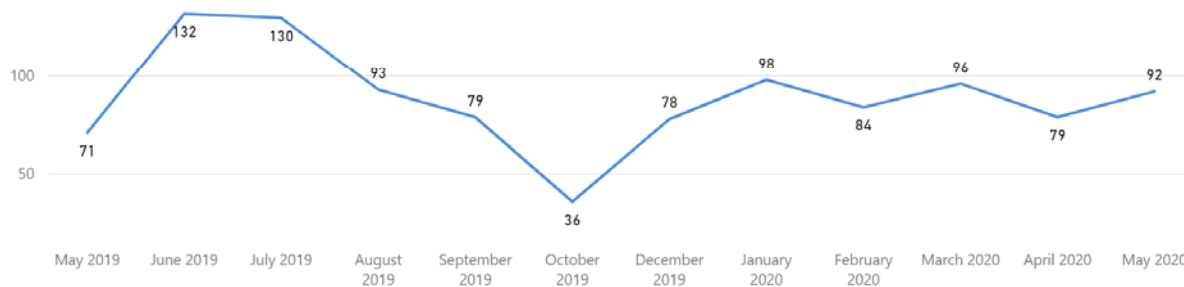
Received per Month (Avg)*

74

Completed Filter

5/1/2019 5/31/2020

Completed by Month



Total Completed

1068

Completed per Month (Avg)*

89

* months with zero activity are not calculated into the average

Section

CODIS

CODIS Hit Type

All

of Unassigned

138!

Goal: 100 (~38%)

Pending Draft

23!

Goal: 20 (~15%)

Pending Tech

1✓

Goal: 15 (+93.33%)

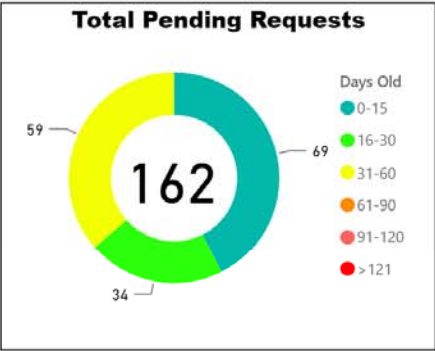
Pending Admin

0✓

Goal: 0

Goal= Threshold for the max # of requests in each bucket

- 59
- Past Critical Age
- 44
- Avg Age of Reqeusts >30 ...
- 52
- Age-Oldest Unassigned PL
- 40
- Age-Oldest Pending Draft...
- 33
- Age-Oldest Pending Tech ...
- 0
- Age-Oldest Pending Adm...



Overall TAT

(Month to Date)

11.7✓

Goal: 30, 31

Overall TAT

(Past 90 Days)

9.5✓

Goal: 30, 31

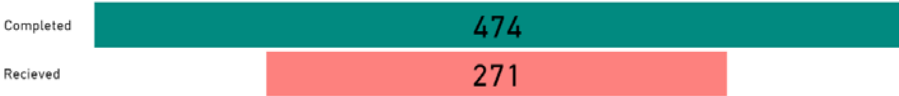
TAT by Phase of Work (MTD)



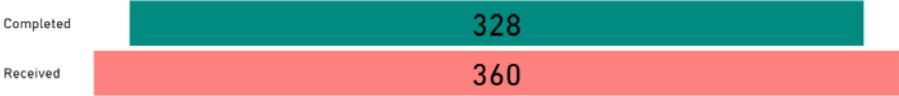
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	433
34624	2018-094	415
47766	2019-043	222
49436	2019-IA-15	197
55267	2019-078	112
55591		108
55683	2019-093	107

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

32✓

Goal: 40, 41

Avg Age of Open Reports*

118

Quality Filter

Biology/DNA

Date Range

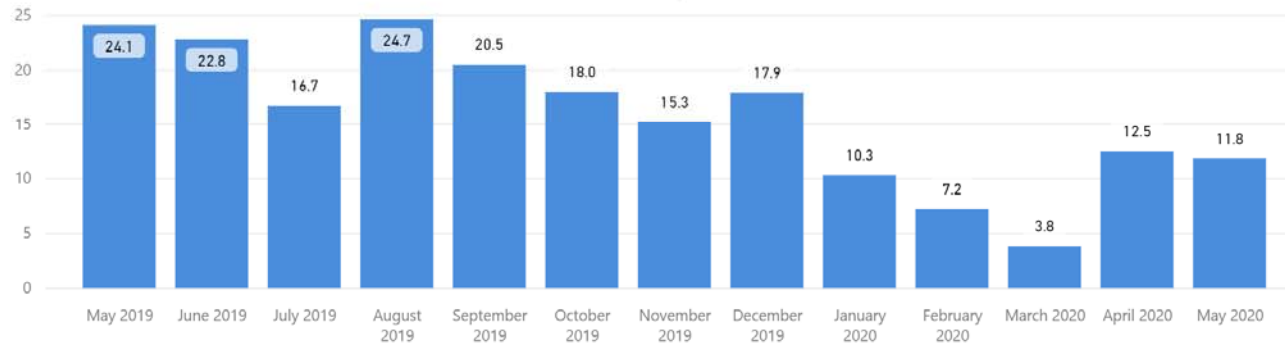
5/1/2019

5/31/2020

Request Type

CODIS

Total TAT by Month

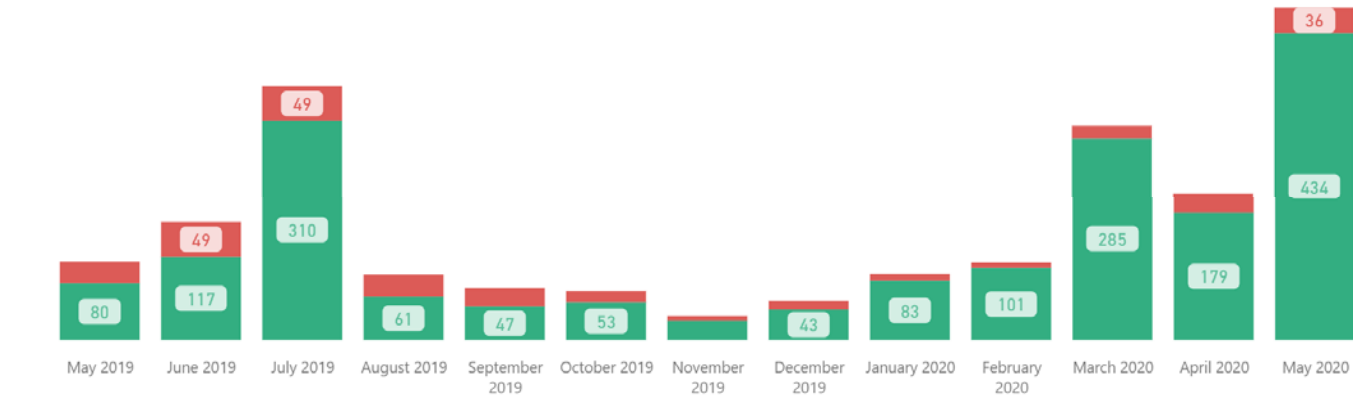


Selected Time Frame Averages

14.03

Total TAT (Rec'd-Compl.) Avg

Requests Completed



● Requests Completed w/in 30 Days ● Requests Completed >30 Days Old ● Total Completed

Received to Complete

2140

Requests Completed

320

Requests Completed > 30 Days

14.95 %

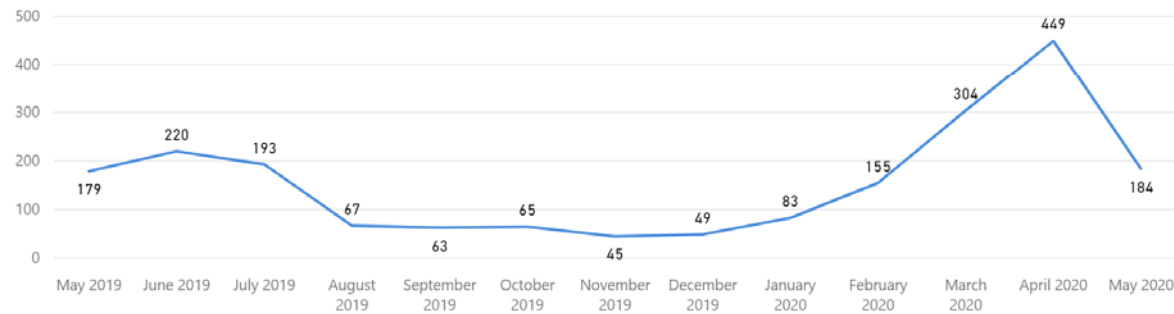
% Completed > 30 Days

Requests more than 30 days old are considered to be backlogged requests

Section Hit Type



Received by Month



Received Filter

5/1/2019 5/31/2020



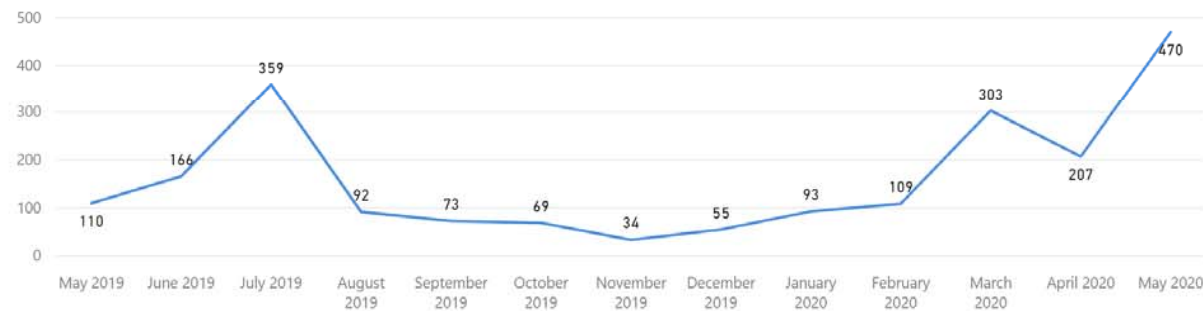
Total Received

2056

Received per Month (Avg)*

158

Completed by Month



Completed Filter

5/1/2019 5/31/2020



Total Completed

2140

Completed per Month (Avg)*

165

*** months with zero activity are not calculated into the average**

Latent Prints

Service
Priority Type

Latent Comparison
All

of Unassigned
2392!

Goal: 230 (-940%)

Pending Draft
74!

Goal: 50 (-48%)

Pending Tech
23✓

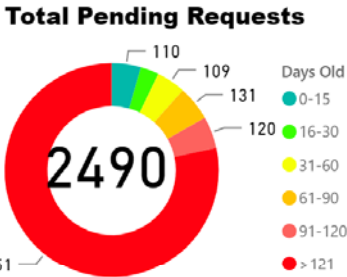
Goal: 50 (+54%)

Pending Admin
1✓

Goal: 50 (+98%)

Goal= Threshold for the max # of requests in each bucket

2311
Justice Trax Past Critical Age
602
Avg Age of Requests > 30 D...
2144
Age-Oldest Unassigned
1657
Age-Oldest Pending Draft
1564
Age-Oldest Pending Tech
227
Age-Oldest Pending Admin



Overall TAT
(Month to Date)
493.2!

Goal: 45, 46

Overall TAT
(Past 90 Days)
588.2!

Goal: 45, 46

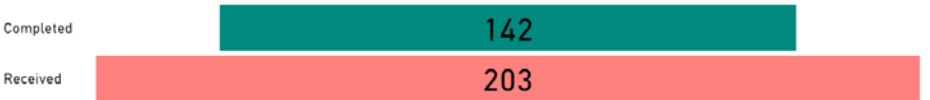
TAT by Phase of Work (MTD)



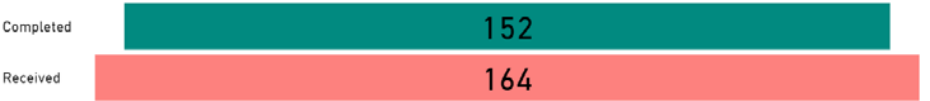
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
44789	2019-028	264
57701	2020-002	79
62079	2020-033	22
61897	2020-034	26
62899	2020-037	12
63578	2020-039	5
61653	2020-IA-01	30

*Reports without a Workflow ID# are not included in the Avg Age

Quality TAT
15✓

Goal: 40, 41

Avg Age of Open Reports*
63

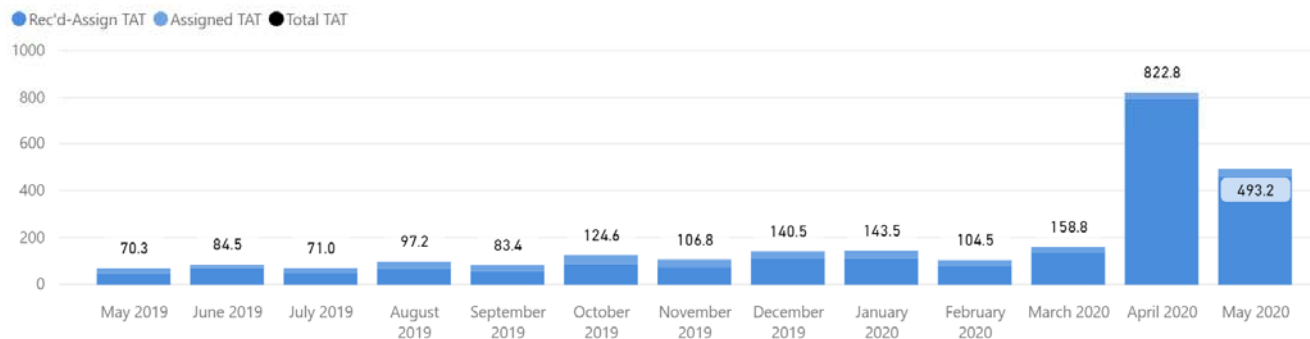
Quality Filter
Latent Prints

Date Range

5/1/2019

5/31/2020

Total TAT by Month



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

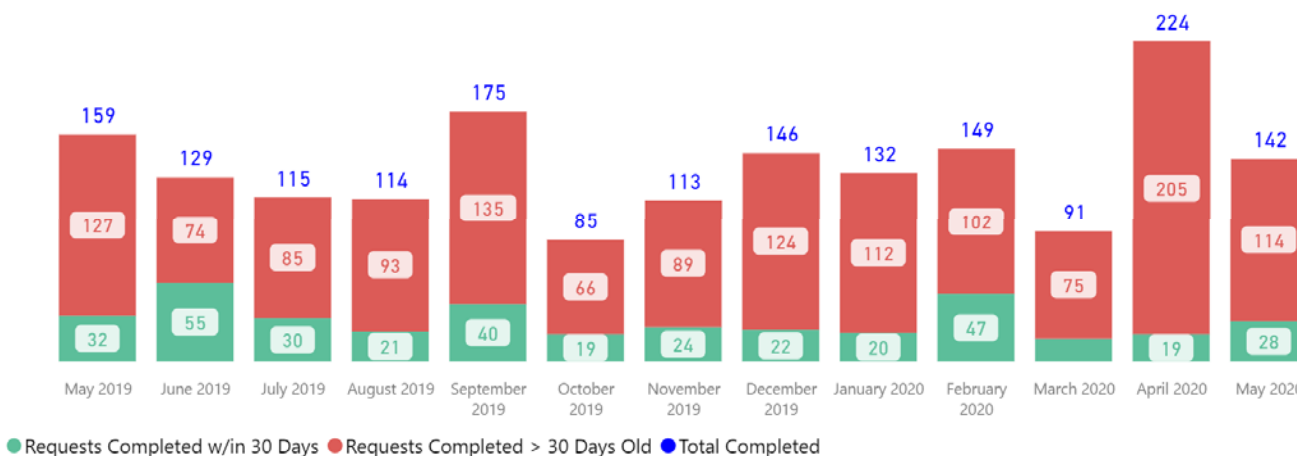
226.84

Total TAT (Rec'd-Compl.) Avg

27.09

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1774

Requests Completed

1401

Requests Completed > 30 Days Old

78.97 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service
Latent Comparison

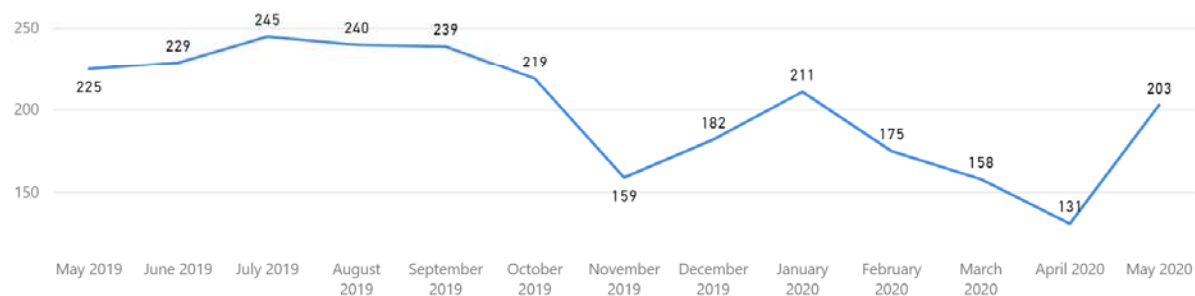
Priority Type
All



Received Filter

5/1/2019 5/31/2020

Received by Month



Total Received

2,616

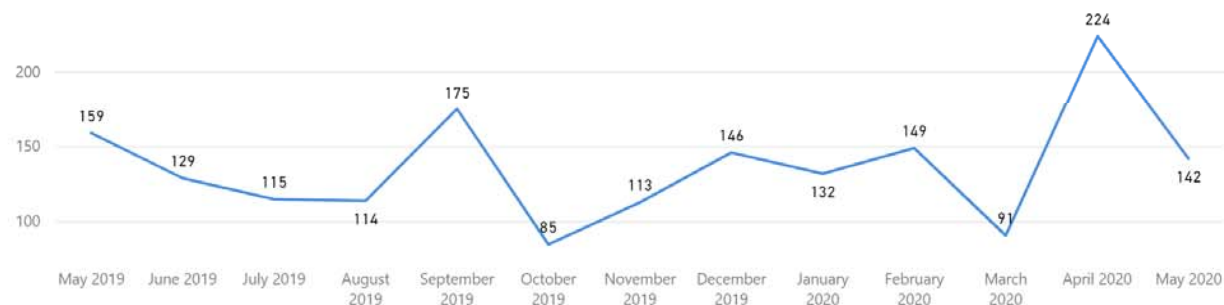
Received per Month (Avg)*

201

Completed Filter

5/1/2019 5/31/2020

Completed by Month



Total Completed

1,774

Completed per Month (Avg)*

136

* months with zero activity are not calculated into the average

Service
Priority Type

Latent Processing
All

of Unassigned
304!
Goal: 50 (-508%)

Pending Draft
9✓
Goal: 30 (+70%)

Pending Tech
0✓
Goal: 30 (+100%)

Pending Admin
4✓
Goal: 30 (+86.67%)

Goal= Threshold for the max # of requests in each bucket

277

Justice Trax Past Critical Age

208

Avg Age of Requests > 30 D...

657

Age-Oldest Unassigned

439

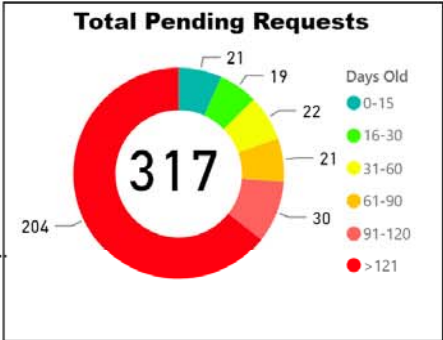
Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

354

Age-Oldest Pending Admin



Overall TAT (Month to Date)

73.5!

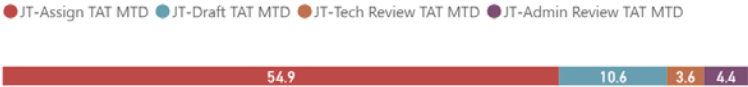
Goal: 30, 31

Overall TAT (Past 90 Days)

76.1!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
44789	2019-028	264
57701	2020-002	79
62079	2020-033	22
61897	2020-034	26
62899	2020-037	12
63578	2020-039	5
61653	2020-IA-01	30

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

15✓

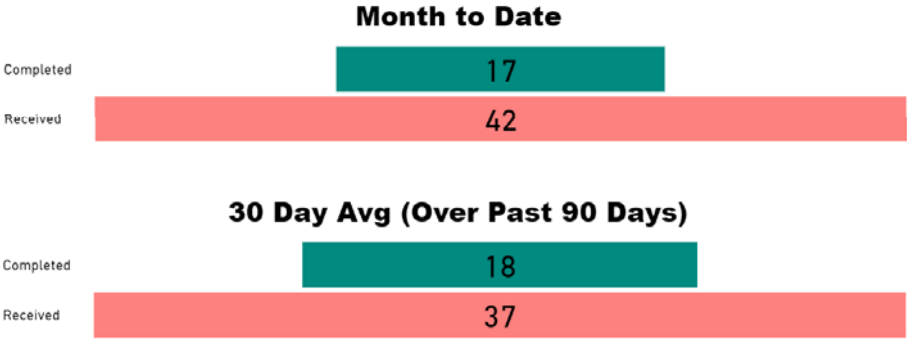
Goal: 40, 41

Avg Age of Open Reports*

63

Quality Filter

Latent Prints



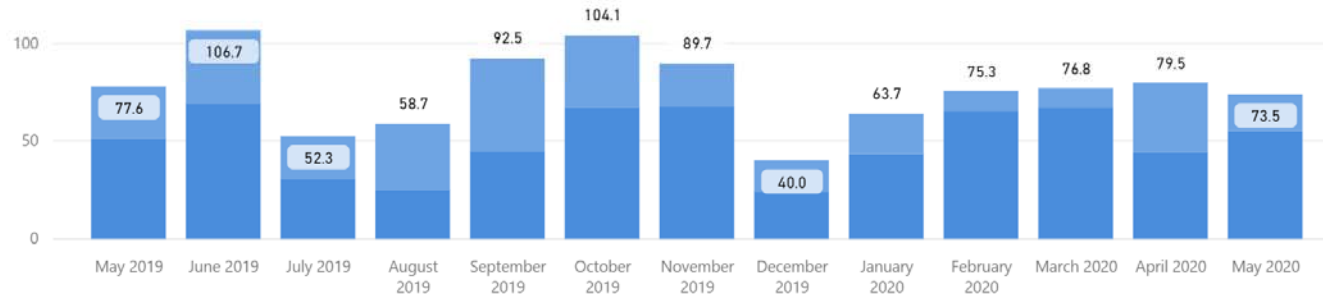
Date Range

5/1/2019

5/31/2020

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Latent Processing

Priority Type

All

Selected Time Frame Averages

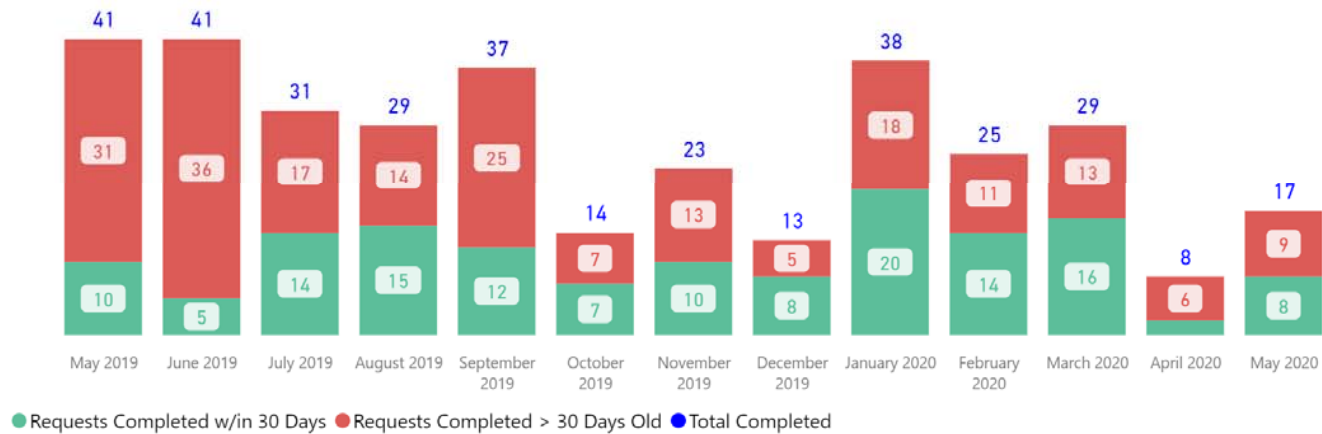
77.33

Total TAT (Rec'd-Compl.) Avg

26.59

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

346

Requests Completed

205

Requests Completed > 30 Days Old

59.25 %

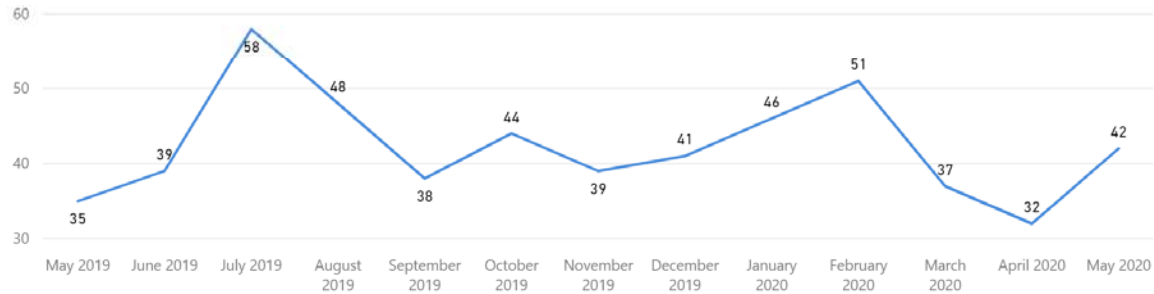
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: Latent Processing
Priority Type: All

Received Filter
5/1/2019 5/31/2020

Received by Month



Total Received

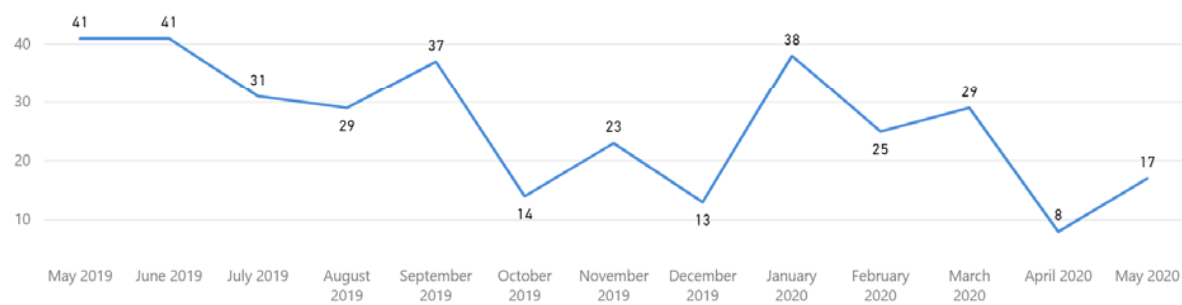
550

Received per Month (Avg)*

42

Completed Filter
5/1/2019 5/31/2020

Completed by Month



Total Completed

346

Completed per Month (Avg)*

27

* months with zero activity are not calculated into the average

Digital Multi-Media

Service

AV Call Out

▼

Priority Type

All

▼

of Unassigned

0✓

Goal: 15 (+100%)

Pending Draft

3✓

Goal: 5 (+40%)

Pending Tech

0✓

Goal: 5 (+100%)

Pending Admin

0✓

Goal: 5 (+100%)

Goal= Threshold for the max # of requests in each bucket

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests > 30 D...

0

Age-Oldest Unassigned

19

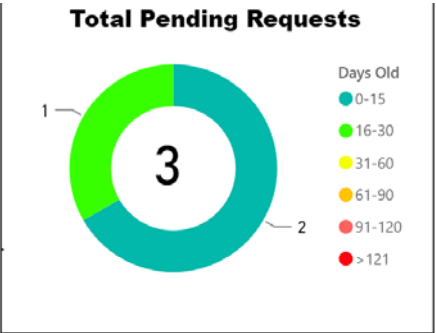
Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT (Month to Date)

6.6!

Goal: 5, 6

Overall TAT (Past 90 Days)

6.1!

Goal: 5, 6

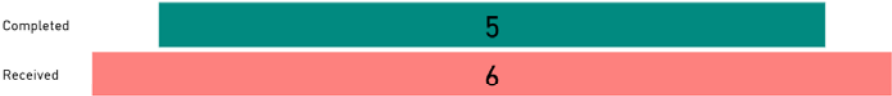
TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID

Workflow #

Age

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

25✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

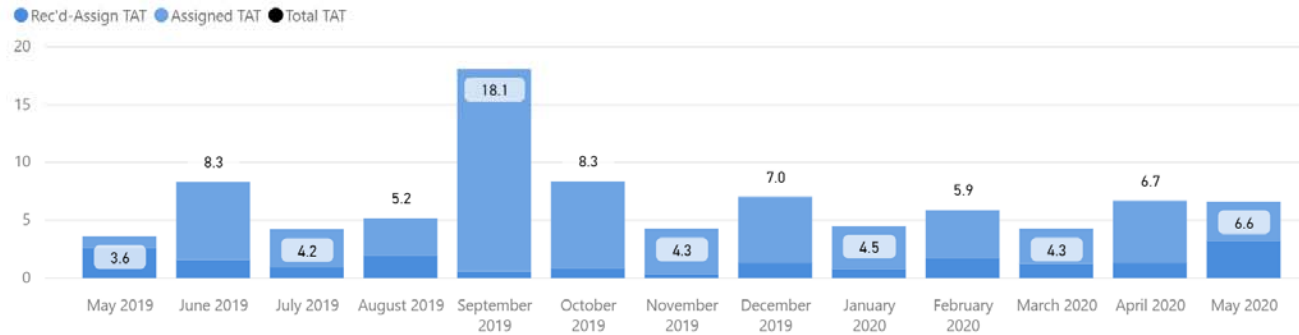
Quality Filter
 Audio/Video

Date Range

5/1/2019

5/31/2020

Total TAT by Month



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

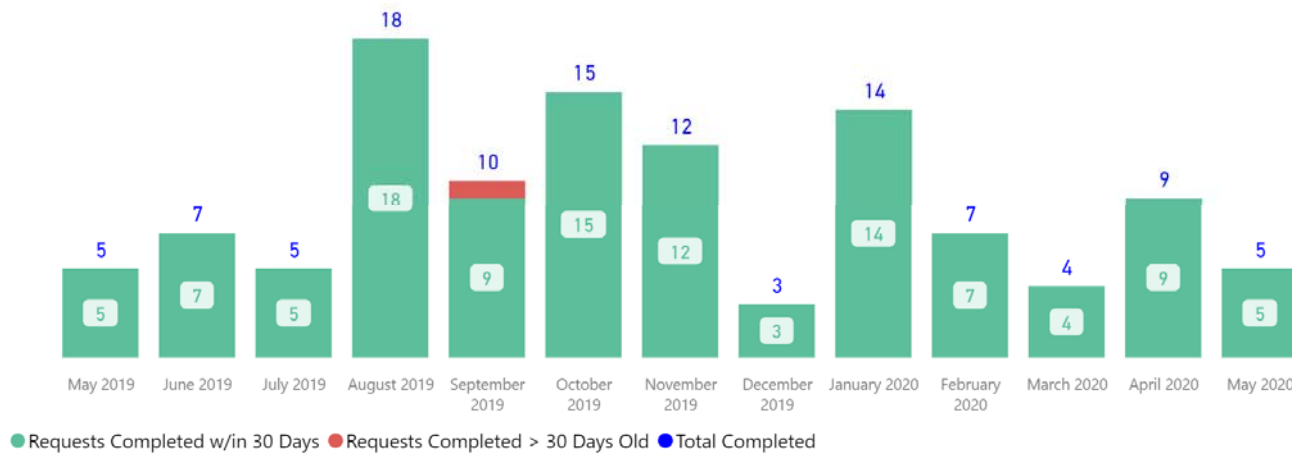
6.86

Total TAT (Rec'd-Compl.) Avg

5.57

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

114

Requests Completed

1

Requests Completed > 30 Days Old

0.88 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

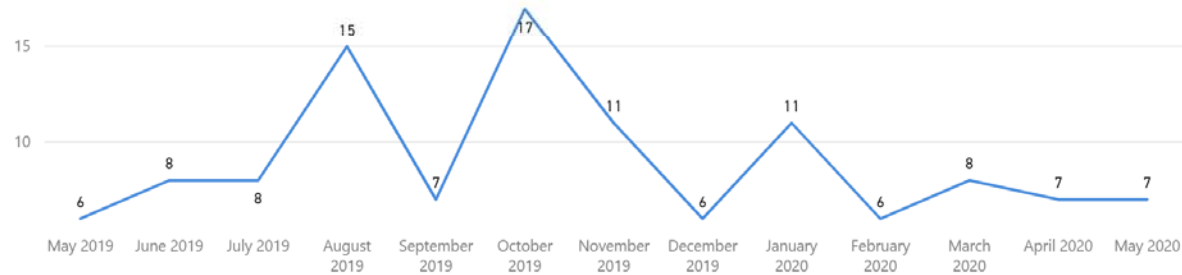
Service
AV Call Out

Priority Type
All

Received Filter

5/1/2019 5/31/2020

Received by Month



Total Received

117

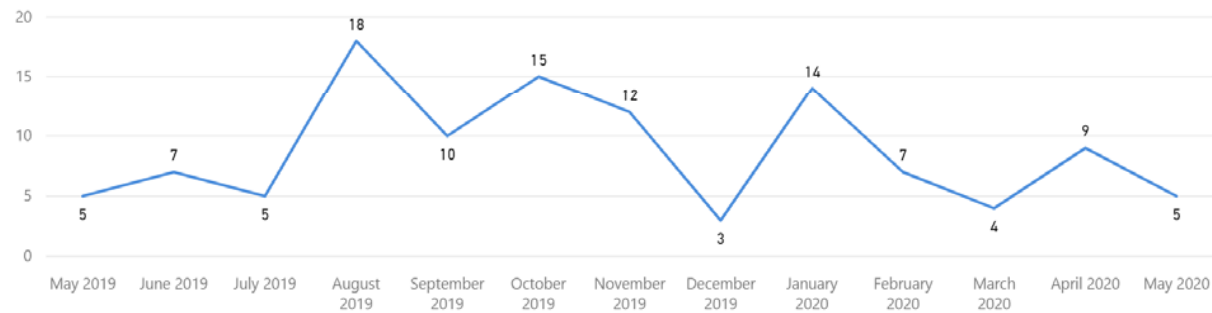
Received per Month (Avg)*

9

Completed Filter

5/1/2019 5/31/2020

Completed by Month



Total Completed

114

Completed per Month (Avg)*

9

* months with zero activity are not calculated into the average

Service

AV Examination

▼

Priority Type

All

▼

of Unassigned

1✓

Goal: 15 (+93.33%)

Pending Draft

3✓

Goal: 5 (+40%)

Pending Tech

1✓

Goal: 5 (+80%)

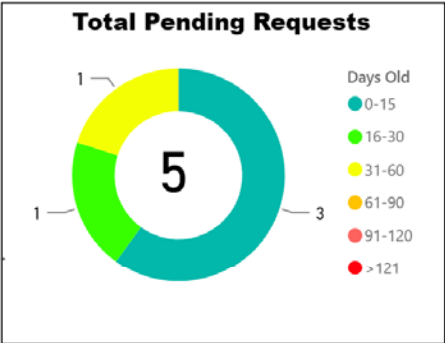
Pending Admin

0✓

Goal: 5 (+100%)

Goal= Threshold for the max # of requests in each bucket

- 1
- Justice Trax Past Critical Age
- 47
- Avg Age of Requests > 30 D...
- 2
- Age-Oldest Unassigned
- 30
- Age-Oldest Pending Draft
- 47
- Age-Oldest Pending Tech
- 0
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

18.2✓

Goal: 45, 46

Overall TAT (Past 90 Days)

31.8✓

Goal: 45, 46

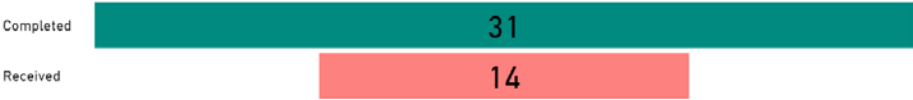
TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID

Workflow #

Age

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

25✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Audio/Video

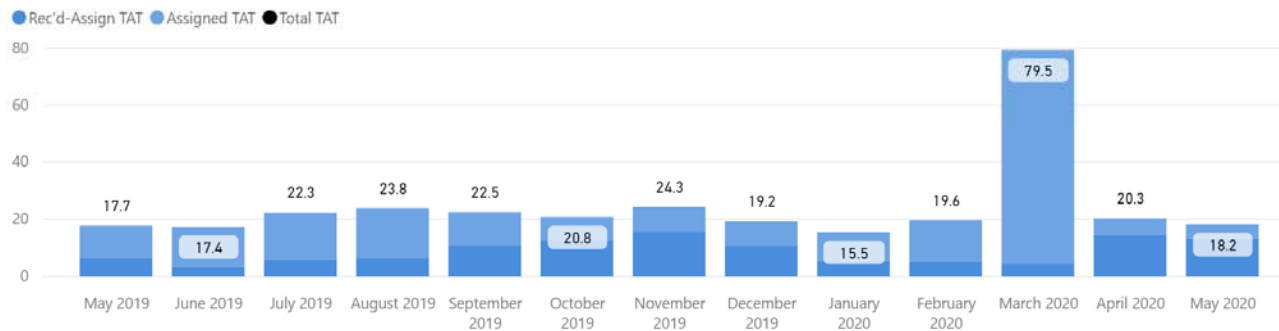
▼

Date Range

5/1/2019

5/31/2020

Total TAT by Month



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

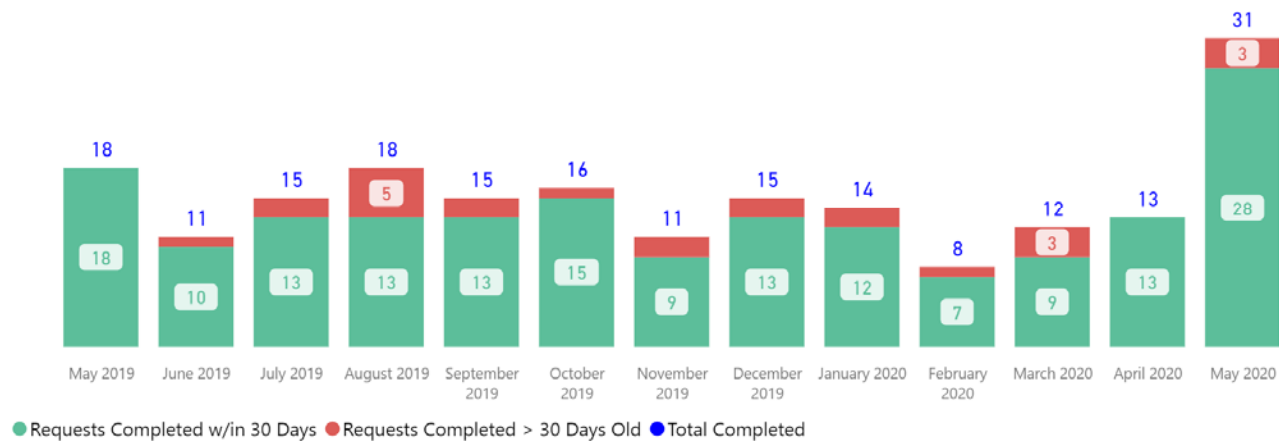
23.63

Total TAT (Rec'd-Compl.) Avg

14.35

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

197

Requests Completed

24

Requests Completed > 30 Days Old

12.18 %

% Completed > 30 Days Old

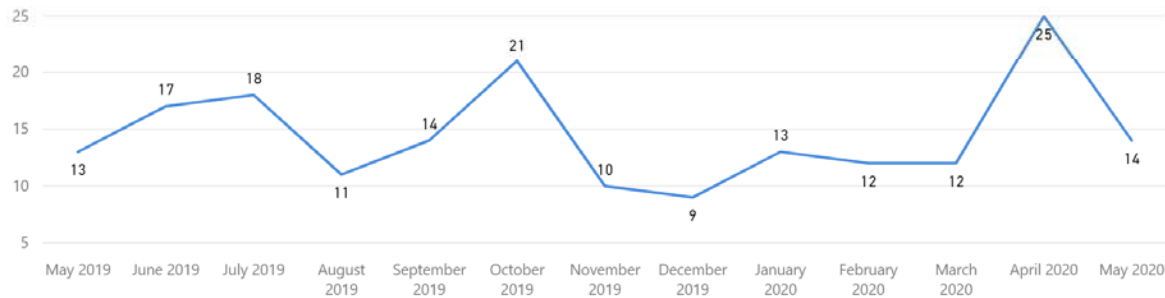
Requests more than 30 days old are considered to be backlogged requests

Service: AV Examination
 Priority Type: All

Received Filter

5/1/2019 5/31/2020

Received by Month



Total Received

189

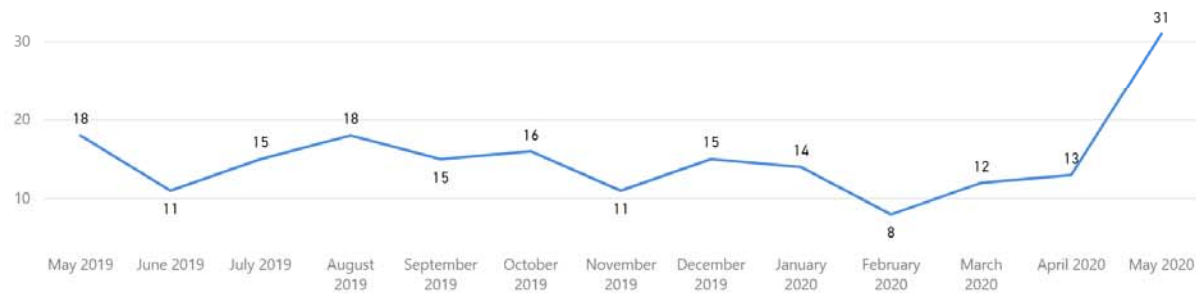
Received per Month (Avg)*

15

Completed Filter

5/1/2019 5/31/2020

Completed by Month



Total Completed

197

Completed per Month (Avg)*

15

* months with zero activity are not calculated into the average

Service
Priority Type

DFL
All

of Unassigned
83!
Goal: 50 (~66%)

Pending Draft
14!
Goal: 5 (~180%)

Pending Tech
0✓
Goal: 5 (+100%)

Pending Admin
0✓
Goal: 5 (+100%)

Goal= Threshold for the max # of requests in each bucket

40

Justice Trax Past Critical Age

61

Avg Age of Requests > 30 D...

237

Age-Oldest Unassigned

205

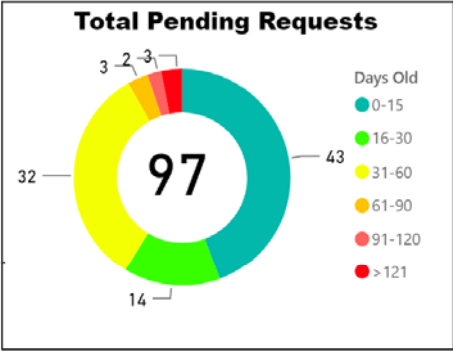
Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT (Month to Date)

32.8✓

Goal: 45, 46

Overall TAT (Past 90 Days)

31.0✓

Goal: 45, 46



Open Quality Reports

Qualtrax ID	Workflow #	Age
63851	2020-IA-05	1

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

20✓

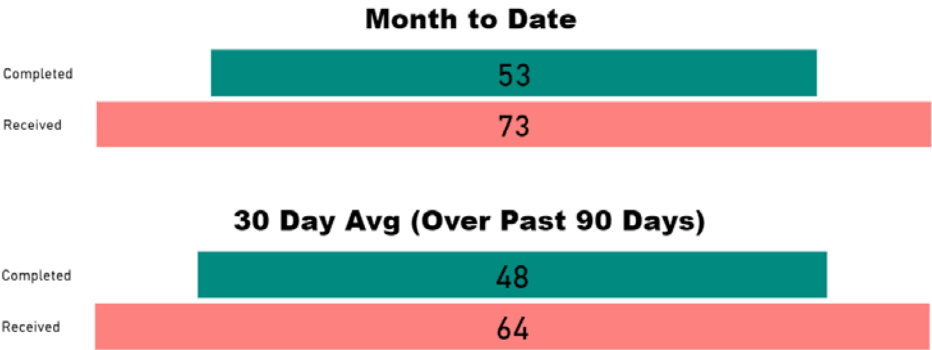
Goal: 30, 31

Avg Age of Open Reports*

1

Quality Filter

Digital Forensics



Service
Priority Type

DME
All

of Unassigned

2!

Goal: 0

Pending Draft

4✓

Goal: 30 (+86.67%)

Pending Tech

0✓

Goal: 30 (+100%)

Pending Admin

0✓

Goal: 30 (+100%)

Goal= Threshold for the max # of requests in each bucket

5

Justice Trax Past Critical Age

191

Avg Age of Requests > 30 D...

326

Age-Oldest Unassigned

124

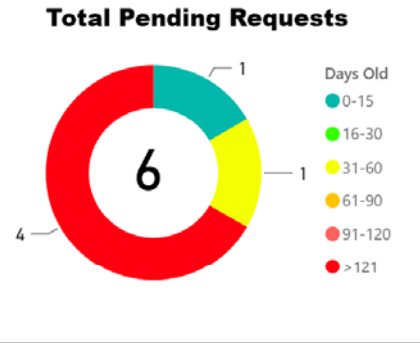
Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT (Month to Date)

15.0✓

Goal: 30, 31

Overall TAT (Past 90 Days)

14.8✓

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
63851	2020-IA-05	1

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

20✓

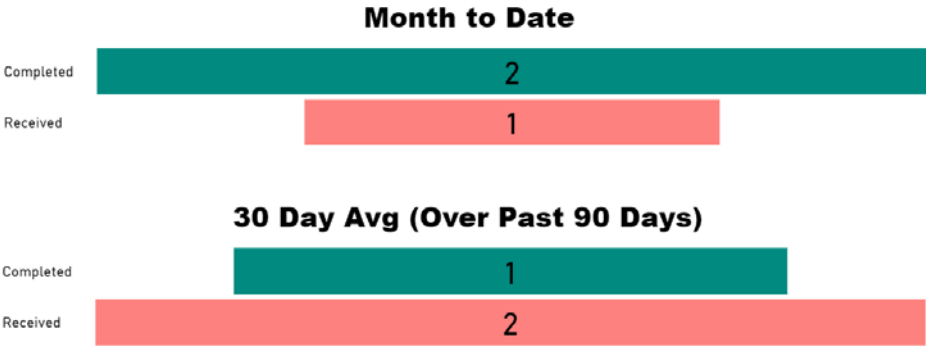
Goal: 30, 31

Avg Age of Open Reports*

1

Quality Filter

Digital Forensics



Date Range

5/1/2019 5/31/2020

Total TAT by Month



DFL and DME

Request Type

Multiple selections

Priority Type

All

Selected Time Frame Averages

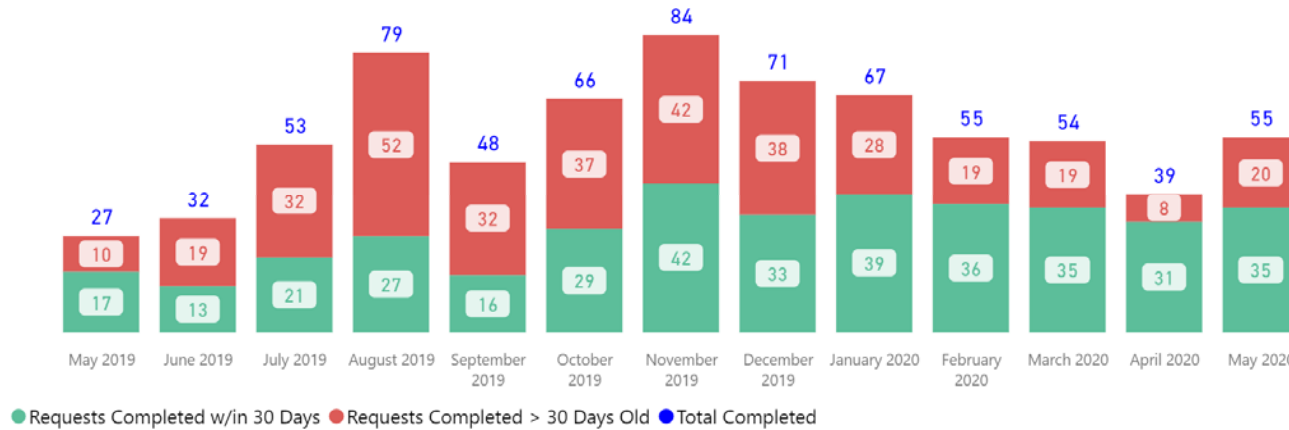
57.01

Total TAT (Rec'd-Compl.) Avg

7.54

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

730

Requests Completed

356

Requests Completed > 30 Days Old

48.77 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

DFL and DME

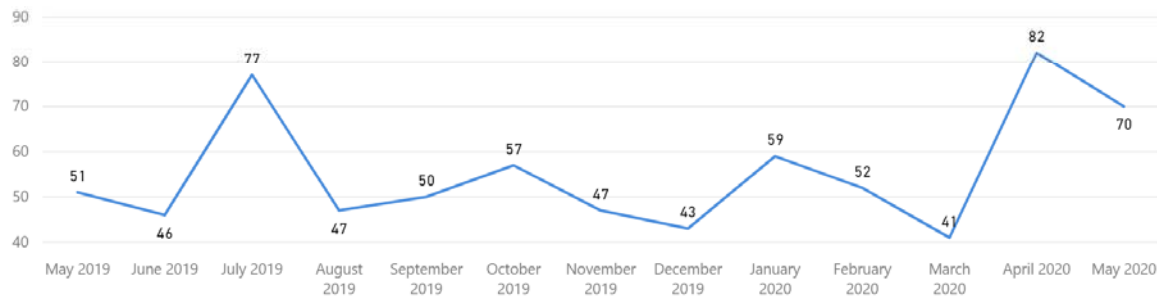
Service
Multiple selections ▼

Priority Type
All ▼

Received Filter

5/1/2019 5/31/2020

Received by Month



Total Received

722

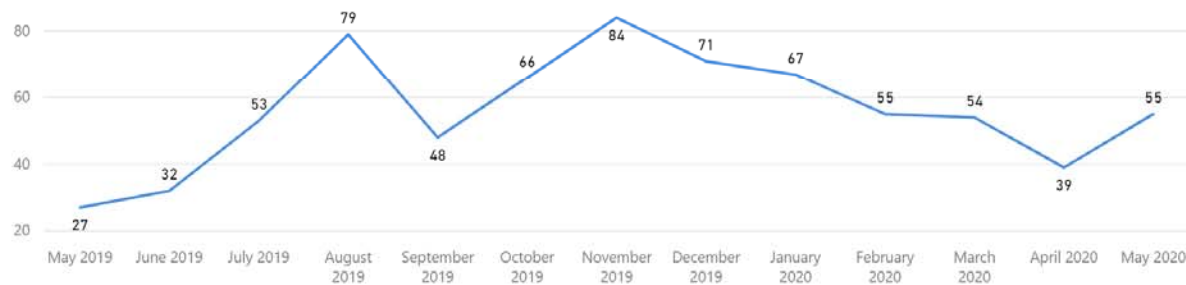
Received per Month (Avg)*

56

Completed Filter

5/1/2019 5/31/2020

Completed by Month



Total Completed

730

Completed per Month (Avg)*

56

* months with zero activity are not calculated into the average

Crime Scene Unit

Service: CSU Response
 Priority Type: All

of Unassigned

 Goal: 0

Pending Draft

 Goal: 30 (-253.33%)

Pending Tech

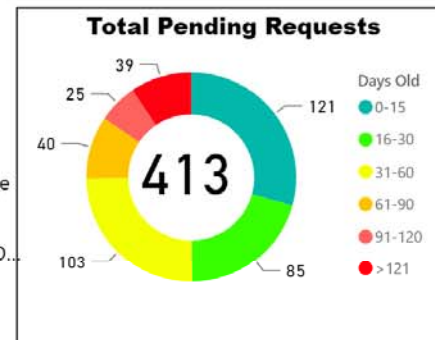
 Goal: 30 (-933.33%)

Pending Admin

 Goal: 0

Goal= Threshold for the max # of requests in each bucket

207
 Justice Trax Past Critical Age
 78
 Avg Age of Requests > 30 D...
 0
 Age-Oldest Unassigned
 272
 Age-Oldest Pending Draft
 285
 Age-Oldest Pending Tech
 0
 Age-Oldest Pending Admin



Overall TAT (Month to Date)

 Goal: 30, 31

Overall TAT (Past 90 Days)

 Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
59822	2020-020	57
60498	2020-023	47
60718	2020-025	43
61561	2020-030	31
63388	2020-038	7
62939	2020-IA-02	11
62946	2020-IA-03	11

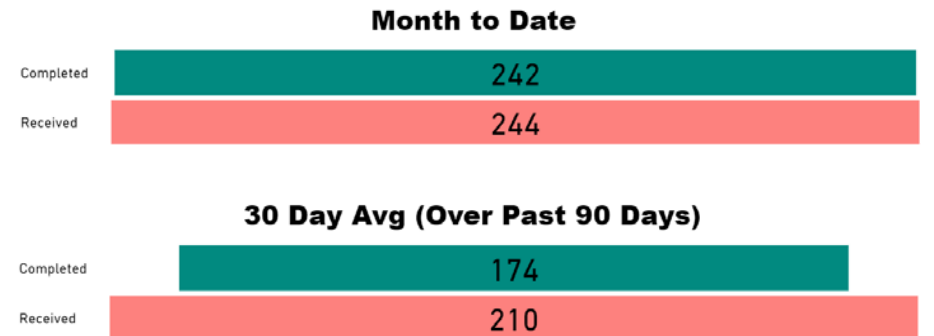
*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

 Goal: 30, 31

Avg Age of Open Reports*

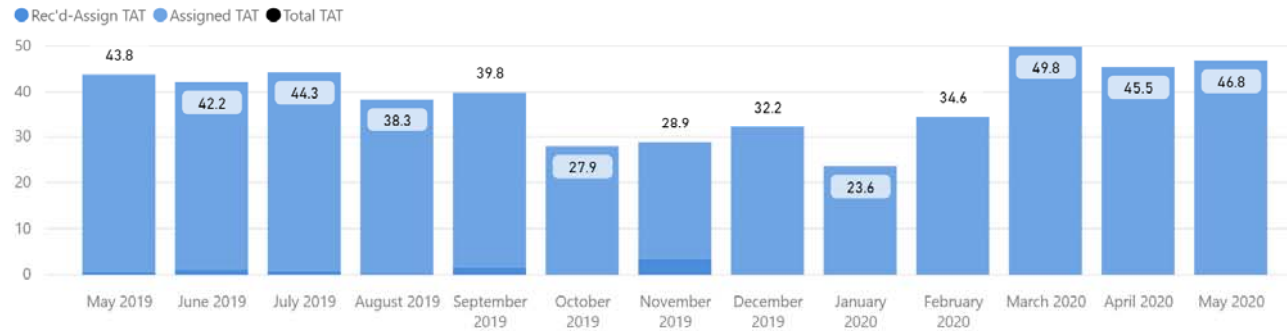
Quality Filter
 Crime Scene



Date Range

5/1/2019 5/31/2020

Total TAT by Month



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

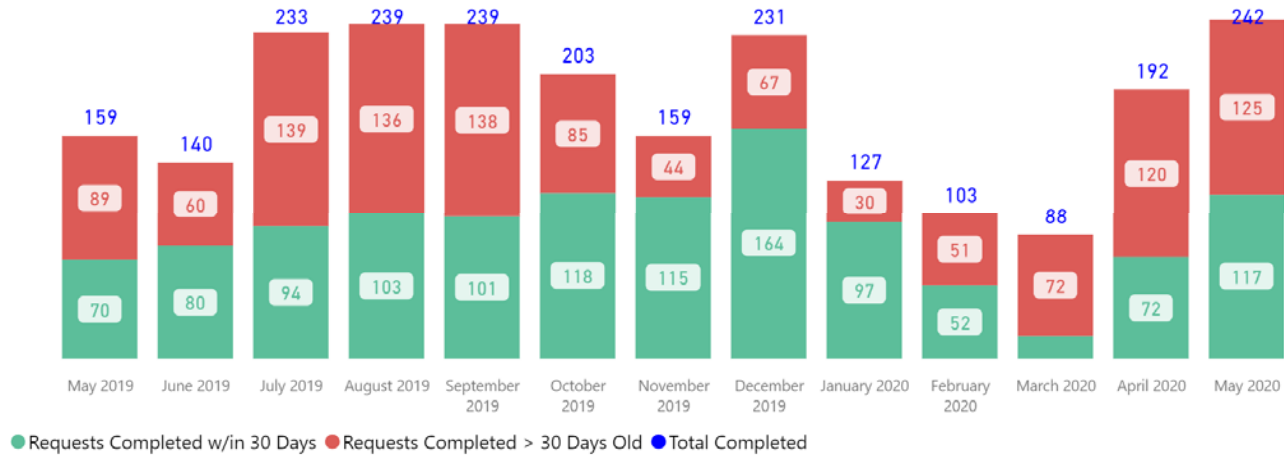
38.45

Total TAT (Rec'd-Compl.) Avg

37.81

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2355

Requests Completed

1156

Requests Completed > 30 Days Old

49.09 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service: CSU Response
 Priority Type: All

Received Filter

5/1/2019 5/31/2020

Received by Month



Total Received

2,543

Received per Month (Avg)*

196

Completed Filter

5/1/2019 5/31/2020

Completed by Month



Total Completed

2,356

Completed per Month (Avg)*

168

* months with zero activity are not calculated into the average

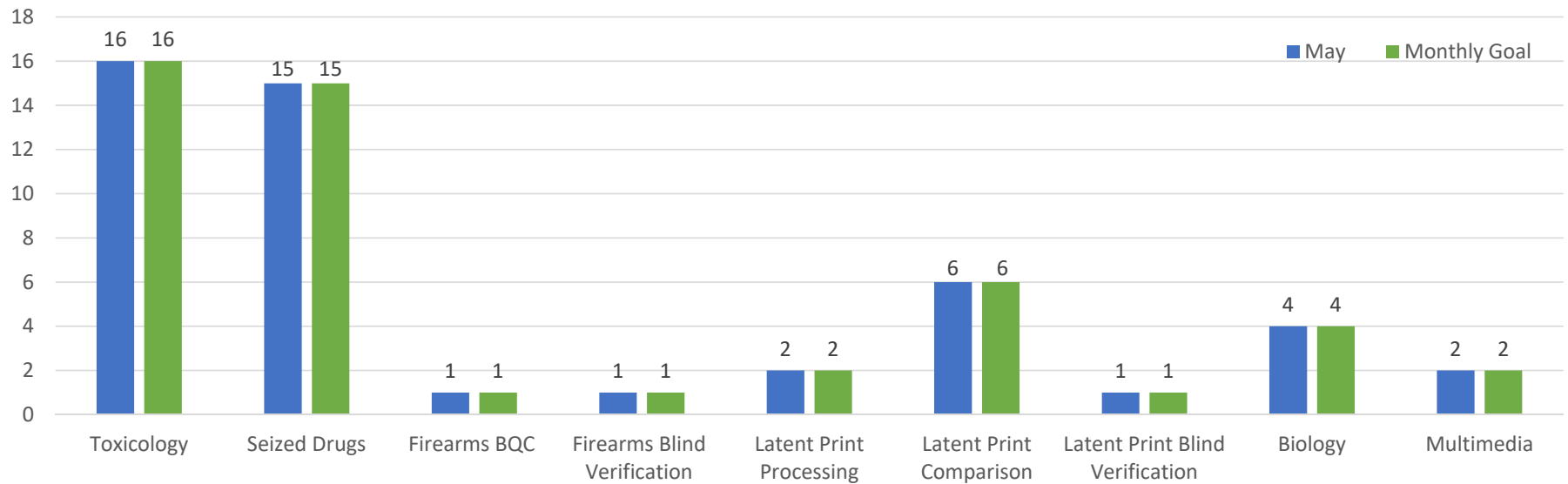
Note: The April 2019 completed data point reflects a request completed late on the last day of April 2019, not the entirety of April 2019

Quality Division Report

June 10, 2020



Blind Quality Controls Submitted in May



Blind Quality: Accomplishments and Challenges

- Investigation into toxicology blind quality control
- Blind quality control DNA mixtures
- Upcoming journal article in Forensic Science Review: “The Ups and Downs of a Blind Quality Program: HFSC's Perspective”

Forensic Discipline	Cases Completed in May
Toxicology – BAC	16
Seized Drugs	17
Biology	5 (DNA) 6 (screening)
Firearms – Blind Verification (BV)	1
Firearms	2
Latent Print Processing	0
Latent Print Comparison	1
Latent Print – Blind Verification (BV)	0
Multimedia	1



Disclosures/Corrective Action Reports

- Disclosure to the Texas Forensic Science Commission regarding testimony
- Testimony reviewed as part of the transcript review project
 - Former HFSC employee responded to questions outside their area of expertise
- Harris County District Attorney's Office has been notified
 - Impact on case remains unclear
 - Case is still pending

ACTIONS TAKEN:

- Reviewed two other transcripts from this analyst, determined it was an isolated issue
- Created training video for all technical staff to review
- Dr. Stout walked through disclosure and transcript portions during video message to all staff



Internal Audits/Assessments

- Internal audit schedule extended: April 6 to June 1
- Nonconformances found:
 - 1 latent prints
 - 1 multimedia
 - 4 crime scene unit
 - 0 toxicology
 - 5 biology
 - 2 firearms
 - 0 seized drugs
- Remote/virtual assessment by accrediting body confirmed for July



2020 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		8	n/a	
Toxicology		7	n/a	
Firearms		3	1	
Crime Scene		2	n/a	
Latent Prints		8	n/a	
Multimedia	Audio/Video	-	n/a	
	Digital	3	n/a	
Forensic Biology		18	n/a	



2020 Testimony Data

- Harris County has officially suspended trials through June 30
 - Texas Supreme Court recommends suspending jury trials until August 3, 2020
 - HFSC analysts have not testified since March due to pandemic restrictions
- Transcript review project
 - All 8 committee evaluations are complete, awaiting final documentation
 - Second round to be requested in June



Detailed Data



Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, June 15, 2020

1:34:30 PM

Page 1 of 3

	Quality Notified	Summary of Notification	Comments
Biology			
2020-040 IR	5/14/2020	A staff member mistakenly selected the wrong protocol when using an instrument to prepare her capillary electrophoresis plate and accidentally skipped a required cooling step.	
Client Services/Case Management			
2020-035 IR	5/4/2020	Blood tube evidence was not stored at the required temperature upon return from an outsource laboratory after confirmatory analysis. Because only one blood tube from each case is sent to the outsource laboratory for analysis, the other two blood tubes associated with each case were maintained in the section under proper storage conditions.	
2020-036 IR	5/11/2020	A discrepancy was noted in the chain of custody for two blood tubes. While the electronic chain of custody indicated that the two blood tubes were in refrigerator 5 the blood tubes were located inside of refrigerator 3. Because refrigerator 3 also has the proper storage conditions for blood tube evidence, there was no technical impact to these cases.	
Crime Scene			
2020-038 IR	5/19/2020	The original examination documentation for an external proficiency cannot be located. The proficiency was completed, the results were submitted to the proficiency test provider and the results were determined to be satisfactory.	

HFSC's Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. With regard to the items listed above, the Division has not detected any use of inaccurate results in a criminal proceeding.

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, June 15, 2020

1:35:01 PM

Page 2 of 3

	Quality Notified	Summary of Notification	Comments
2020-IA-02 IR	5/12/2020	During the 2020 internal audit, the audit team discovered a report authored by a former supervisor with information that was not supported by the supervisor's case notes. In addition, a separate report from the same case that was reviewed by the former supervisor had been revised during review to include information that it not supported by the respective case notes nor any other case notes included in that case, including those taken by the former supervisor.	
2020-IA-03 CAR	5/12/2020	During the 2020 internal audit, the audit team discovered that reports were not issued when FARO data was rendered into a final diagram. The final diagram was also not subjected to a technical review prior to release to the stakeholders.	
2020-IA-04 IR	5/12/2020	During the 2020 internal audit, the audit team discovered there was no documentation that a performance check had been performed on an alternate light source (ALS) or on new cameras prior to demonstrating that they were fit for their intended use; however, performance checks were performed prior to each use in casework.	
Digital Forensics			
2020-IA-05 IR	5/28/2020	During the 2020 internal audit, the audit team discovered that although an analyst had physically transferred an evidence item into his custody, an electronic chain of custody transfer had not been completed. When the analyst reconciled the chain of custody, the Quality Manual procedure for missed chain of custody transfers was not followed.	
Latent Prints			

HFSC's Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. With regard to the items listed above, the Division has not detected any use of inaccurate results in a criminal proceeding.

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, June 15, 2020

1:35:23 PM

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	Quality Notified	Summary of Notification	Comments
2020-037 IR	5/11/2020	The original image of an impression was not preserved when a latent print processor trainee inadvertently clicked "save" instead of "save as" when enhancing an image while using the Photoshop software. There was a second original image of the impression that could have been used for latent print examination, however the impression was determined to not be a possible suitable latent.	
2020-039 CAR	5/21/2020	A report was issued without the requested comparison being performed. The requestor was notified of the error. The comparison will be performed, and a second report will be issued with a header indicating that the report is being issued with the results of the requested comparison.	
2020-PAR4 PAR	5/14/2020	The Latent Print section has made an efficiency improvement in the latent print processing workflow. The Latent Print processors are no longer required to enhance images of possible suitable latents because the latent print examiners can access the original images directly from the Mideo software and perform enhancement as needed. The processors were previously burning the original and enhanced images onto a DVD that was then provided to the examiners. The new workflow will enhance capacity in the processing workflow and save potential non-value added enhancement to possible suitable latents that are ultimately determined to be unsuitable.	

HFSC's Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. With regard to the items listed above, the Division has not detected any use of inaccurate results in a criminal proceeding.