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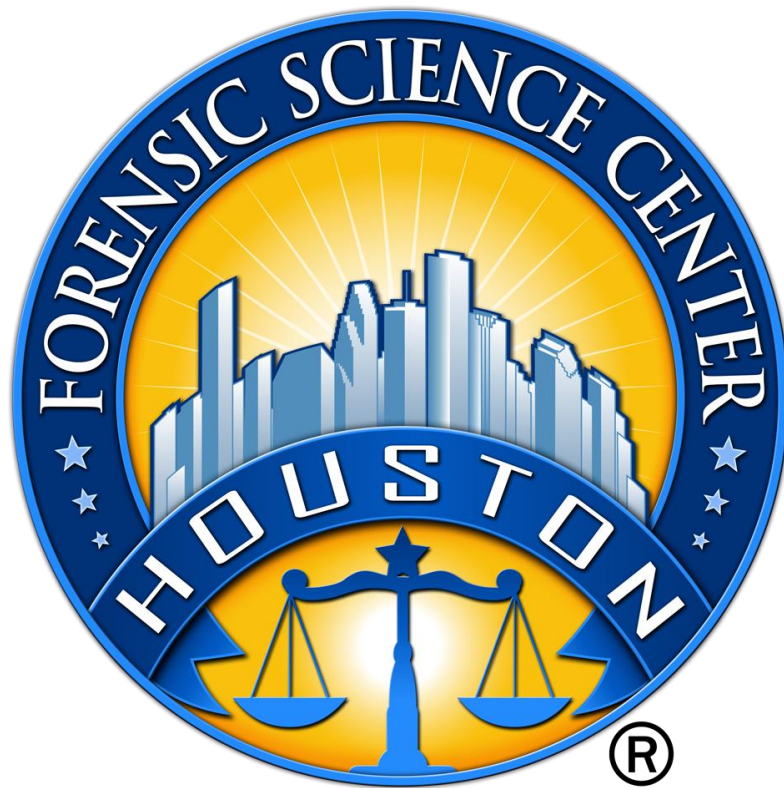
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Houston Forensic Science Center, Inc.

Board of Directors Virtual Meeting

July 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 - Ellen Cohen

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
July 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 8 a.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:
https://teams.microsoft.com/dl/launcher/launcher.html?url=%2f_%23%2f1%2fmeetup-join%2f19%3ameeting_NzEyZjJjN2UtNTVhMy00OTE0LWFjMWQtNDBlOGU1MWY_xZmQ5%40thread.v2%2f0%3fcontext%3d%257b%2522Tid%2522%253a%2522f03b68_b6-d9fe-4735-8648-33b13ef1c3ed%2522%252c%2522Oid%2522%253a%2522a717bead-e9b6-4660-beb2-a7bdef7a335b%2522%257d%26anon%3dtrue&type=meetup-join&deeplinkId=40d82975-df28-4ca2-a962-10bfa9162581&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

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: 812 696 916#**

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 8 a.m. Thursday July 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.

CLOSED MEETING

3. Executive session in accordance with Sections 551.071(1)(A) of the Texas, Government Code, consultation with attorney regarding pending or contemplated litigation, and 551.074, personnel matters, to deliberate the president and CEO’s annual performance evaluation.

OPEN MEETING RECONVENES AT 9 A.M.

4. Reconvene into open session and consider any action deemed necessary as a result of the executive session regarding personnel matters.

- a. Consider extending the July 2020 deadline for submission of HFSC President and CEO Dr. Peter Stout's proposed list of annual priorities and performance objectives, to September 2020, and possible related action.
5. Public Comment.
6. Reading of draft minutes from June 10, 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 technical updates, outreach efforts, staffing changes and other corporate business items, including steps taken to operate safely and effectively during the COVID-19 pandemic.
 - a. Presentation on progress made toward fiscal year 2020 company goals and performance objectives.
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. Presentation by Dr. Castillo regarding outsourcing forensic biology/DNA services to help eliminate the HFSC sexual assault kit backlog, to be funded by FY 2019-BJA DNA Capacity Enhancement and Backlog Reduction federal grant.
 - a. Consider approval of a contract for DNA services between the Corporation and Bode Cellmark Forensics, to be funded by the FY 2019-BJA DNA Capacity Enhancement and Backlog Reduction federal grant, anticipated budget of \$324,425.00 but not to exceed the total allotted outsourcing budget of \$648,850.00.
 - b. Consider approval of a contract for DNA services between the Corporation and Signature Science, LLC, to be funded by the FY 2019-BJA DNA Capacity Enhancement and Backlog Reduction federal grant, anticipated budget of \$324,425.00, but not to exceed the total allotted outsourcing budget of \$648,850.00.
11. Presentation by Mr. David Leach, treasurer and CFO, regarding proposed reallocations to the fiscal year budget and possible related action.
12. Treasurer's report from Mr. Leach regarding company financials, an end-of-year review and other fiscal updates.

Reports and presentations by staff

13. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, regarding impacts the COVID-19 pandemic is having on operations.
14. Update from Mr. Charles Evans, director of business development, about the 500 Jefferson building, renovations to the vehicle examination bay located at 1305 Dart St. and the renewal of the lease for the Corporation's crime scene house located at 1620 Crockett St.
15. Report from Ms. Erika Ziemak, quality director, regarding quality assurance, a review of the blind quality control program, testimony monitoring and proficiency tests.
16. 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](https://houstonforensicscience.org/meeting-archives.php) at <https://houstonforensicscience.org/meeting-archives.php> on Tuesday, the 7th day of July, 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 7th day of July 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.

Regular Meeting of the Board of Directors

July 10, 2020 at 8:00 a.m.

Agenda Action Item No.:	4a. Consider extending the July 2020 deadline for submission of HFSC President and CEO Dr. Peter Stout's proposed list of annual priorities and performance objectives, to September 2020, and possible related action.
Subject:	Consider delaying the deadline for Dr. Stout to submit annual priorities and performance objectives to the Board.
Background:	On January 13, 2017, the Board offered, and Dr. Peter Stout accepted, an Agreement of Employment as both president and CEO of HFSC. Pursuant to Dr. Stout's Agreement of Employment, the president and CEO shall submit an annual list of priorities and performance objectives to the Board, on or before June 1 st of each year. On July 12, 2019 the Board voted to extend the annual deadline for Dr. Stout to submit his proposed list to the Board, to July of each year.
Executive Summary:	<p>Pursuant to the agreement of employment, Dr. Stout, in consultation with the Board Chair, shall develop and submit for the Board's consideration and approval a list of annual priorities and performance objectives for HFSC. The proposed list must fit within the Board's goals for the corporation. If approved by the Board, the priorities and performance objectives shall be part of the Board's annual performance evaluation of Dr. Stout. Additionally, the submitted list of performance objectives, shall be in accordance with the Board's policies and state and federal law.</p> <p>Due to the unexpected COVID-19 pandemic and its impact on HFSC operations, capacity, and priorities, Dr. Stout is requesting the Board consider delaying consideration of the president and CEO's list of annual priorities and performance objectives (FY2020), to the September Board meeting.</p>
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Peter Stout, President and CEO Legal review by General Counsel

Houston Forensic Science Center, Inc.

VIRTUAL MEETING OF BOARD OF DIRECTORS

MINUTES

June 10, 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 June 10, 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 June 5, 2020 along with a free-of-charge videoconference link, dial-in phone number 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 1:30 p.m. on Wednesday June 10, 2020. She reminded directors to be mindful of audio delays, to unmute before speaking and to use the “raise hand” function in Microsoft Teams before speaking.
- D. Board Secretary Jordan Benton called the roll. The following directors were present: **Stacey Mitchell** (the chairwoman’s photo was visible in her icon during the meeting,) **Philip Hilder** (“PH,”) **Anna Vasquez** (“AV,”) **Francisco Medina** (“FM,”) **Janet Blancett** (“JB,”) **Robert “Bob” H. McPherson** (“RM,”) **Lois Moore** (“LM,”) **Mary Lentschke** (“ML”) and **Tracy Calabrese** (“TC”)

Vicki Huff was absent from the meeting.

Chairwoman Mitchell declared a quorum.

- E. Chairwoman Mitchell announced that HFSC’s second virtual board meeting was being held in compliance with Governor Greg Abbott’s temporary suspension of certain provisions of the Texas Open Meetings Act in response to the COVID-19 pandemic. She reminded members to mute their microphones during the meeting and to unmute only when speaking. Chairwoman Mitchell asked if any members had an objection to her taking the agenda out of order to first address agenda item seven, the chair’s report. No one objected.
- F. Chairwoman Mitchell presented a chair’s report. She said the recent events surrounding the tragic deaths of George Floyd, Ahmaud Arbery, Breonna Taylor and many others had sparked grief, outrage, fear and a desire for change, especially in the black community. She said HFSC, itself a product of reform, stands against racism and injustice. Chairwoman Mitchell

said that as HFSC continues to adhere to the highest standards of quality, objectivity and ethics, it also stands for fairness, impartiality and transparency, all hallmarks of reform. Director Vasquez thanked the Chairwoman for her comments and said she supports HFSC being a part of the change. Chairwoman Mitchell said that HFSC's first president and CEO, Dr. Daniel Garner, had passed away May 28. She said he served during HFSC's crucial transition to independence. Chairwoman Mitchell also acknowledged the passing on May 14 of Dr. Clifford Spiegelman, a Texas A&M University statistician who served on HFSC's technical advisory group. The chairwoman thanked Director McPherson, whose term ends June 30, for his five years of service. Director McPherson said it had been an honor and privilege to serve on HFSC's board and thanked Dr. Stout for hand crafting a wooden box to memorialize his service.

- G. Chairwoman Mitchell requested the board vote to appoint a vice chair. Chairwoman Mitchell made a motion to reappoint Mary Lentschke. Director Medina seconded the motion. Secretary Benton called the roll, and the following directors were in favor: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Robert McPherson, Lois Moore. With none opposed, the motion passed unanimously.
- H. Chairwoman Mitchell requested the board vote to reappoint HFSC's corporate officers as follows: Peter Stout as president, Amy Castillo as vice president, David Leach as treasurer and Jordan Benton as secretary. Director Hilder made a motion to approve the reappointments. Director McPherson 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. With none opposed, the motion passed unanimously.
- I. Chairwoman Mitchell said the board agenda included an email address and phone number for members of the public to use to address the board. The Chairwoman asked Secretary Benton if any members of the public wished to address the board. Ms. Benton said no one had requested to address the board. The chairwoman opened the floor to members of the public. No one addressed the board. Chairwoman Mitchell said she would leave the public comment period open until after the next agenda topic.
- J. Chairwoman Mitchell asked if any changes were needed for the May 8, 2020 board meeting minutes. No directors had changes. Director Moore made a motion to approve the minutes. Director Blancett seconded the motion. The motion passed unanimously.
- K. Dr. Stout gave the president's report. Dr. Stout thanked Director McPherson for his years of support and service. In reviewing HFSC's overall turnaround time and requests for May 2020, Dr. Stout said the forensic biology and latent print sections have been completing backlogged cases. This is beneficial but causes the overall turnaround time to increase since the clock starts ticking when a request is made and does not stop until a report is issued. Dr. Stout said a few more analysts in the toxicology section are authorized to complete blood alcohol requests allowing the section to increase their production. In a staffing update, Dr. Stout said two biology/DNA analyst positions have been filled and that Robin Guidry, the section's former technical leader, is working part-time until that position is permanently filled. In the meantime, Courtney Head, HFSC's forensic biology/DNA manager, is the acting technical leader. Director Blancett asked if any active vacancies could be worked remotely. Dr. Stout

said some positions, such as research and development, could work from home, but others, such as the DNA technical leader position and the multimedia posts, could only do some work offsite. Crime scene investigators cannot do any of their work from home, he said. Dr. Stout said due to the pandemic, more outreach is virtual and he pre-recorded a presentation for the Texas Criminal Defense Lawyers Association's Rusty Duncan Conference. He also presented virtually to the Bay Area Council on Drugs and Alcohol about COVID-19's impact on drug trafficking and crime. Dr. Stout gave an overview of HFSC's long-term planning for the COVID-19 pandemic and reminded the board that teams had been looking at four main areas: supply challenges, off-and on stay at home orders, release of restrictions and IT resources. Dr. Stout said a sub-group identified IT resources needed so staff can work from home effectively, such as computer monitors, webcams and headsets, and that the items would be purchased later this summer after the new fiscal year begins. Dr. Stout said another group identified resources for staff to better manage working from home and that a webpage dedicated to this would launch on HFSC's Intranet in late June. Director Blancett asked about network security and Dr. Stout said the lab plans to do more stress testing with more people working remotely. Other groups are working on creating training videos to teach staff about virtual tools available to them, hanging COVID-19 informational posters around the HFSC office space, arranging for more cleaning of common areas and bathrooms and deep cleaning in the event of positive cases of the virus. Dr. Stout said HFSC issued a memo to stakeholders about the willingness and readiness of analysts to offer video testimony when the courts resume jury trials, which the Texas Supreme Court recommends occur starting August 1. Dr. Stout said longer-term items that are still being worked out include paperless workflows that require procedural, policy and possible some network changes to make them more robust. Dr. Stout said scheduling is another long-term item that will be monitored. Dr. Stout said supplies are also being monitored and the lab has about six months' worth of the supplies that pose the biggest threat to operations. He said large sized gloves are difficult to find now. Dr. Stout gave an overview of plans to renovate the vehicle examination building (VEB.) He said an Interlocal Agreement (ILA) between the City of Houston and the lab should be on the June 17 city council agenda. Dr. Stout said a cost estimate for the VEB's air conditioning should be received by the end of the week and will likely eat up most of the \$152,000 overall budget. He said the project must be completed by the end of December to meet the guidelines of the federal grant. Dr. Stout said a new fan motor will be installed to resolve the venting issue in the firing range in the basement of 500 Jefferson and should resolve the ongoing problem in the next few weeks.

- L. Chairwoman Mitchell asked Secretary Benton if any members of the public had joined the meeting to address the board. Secretary Benton said no one had joined the meeting. Chairwoman Mitchell closed the public comment period. She thanked Mr. Darrell Davis, a technical advisory group member, for joining the meeting.
- M. Dr. Amy Castillo, vice president and COO, presented the operations report. Dr. Castillo gave an overview of turnaround times and backlogs. Dr. Castillo said the seized drugs section had returned to a normal operating schedule on June 1 after requests reached pre-pandemic levels. She said the section was maintaining a 14-day turnaround time. Dr. Castillo said Dr. Stout had built and installed plexiglass partitions in the seized drugs laboratory to provide staff an added layer of protection. She said curtains had also been purchased for cubicles to further encourage social distancing. Dr. Castillo said the toxicology section was still operating on a rotating schedule but had eliminated 260 blood alcohol requests from their backlog due to additional staffing. Dr. Castillo said the NIBIN, or National Integrated Ballistics Information Network,

team had received 100 more requests in May compared to the same time last year but had still maintained a 48-hour turnaround time. Dr. Castillo said HFSC has a backlog of 587 sexual assault kits as the forensic biology section continues to train analysts to use the new probabilistic genotyping software online. She said it remains unclear how quickly the section can get cases completed in the long term. She said five forensic biology/DNA analysts are working exclusively on sexual assault kits and had completed 45 cases in May. Dr. Castillo said another team is focused on reviewing cases that had been completed by a private laboratory to determine if there are DNA profiles eligible for upload into the national DNA database. Dr. Castillo said two additional analysts had been authorized to use probabilistic genotyping in casework. She said two analysts remain in training. Dr. Castillo a request for proposals had been issued to seek vendors that can complete DNA work in the hopes of sending sexual assault kits to a commercial laboratory in July.

- N. Mr. David Leach, CFO and treasurer, requested board approval to reallocate funds in the current fiscal year budget. Mr. Leach said the overall dollar amount had not changed. He said adjustments needed to be made between specific budget line items, such as grant expenses and building costs. Director McPherson made a motion to approve the budget reallocations. Director Medina seconded the motion. Secretary Benton called the roll, and the following directors were in favor: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Robert McPherson, Lois Moore. The motion passed unanimously.
- O. Mr. Jerry Pena, director of the crime scene unit (CSU) and multimedia section, thanked Director McPherson for his service. He said CSU has operated normally throughout the pandemic and would not veer from their three-shift schedule unless forced to do so. Mr. Pena said a few CSIs had shown COVID-19 symptoms but tested negative for the virus. Mr. Pena said CSU's evening and night shifts relocated to the Houston Police Department's (HPD) Southwest Substation the day of the large George Floyd rally downtown to ensure their scene response would not be impacted. Mr. Pena said CSU is also preparing for the 2020 hurricane season and will activate an emergency schedule in the event of a storm. HFSC will provide lodging, supplies, equipment and food for staff working through a natural disaster and CSU will deploy to HPD substations during a storm since downtown Houston is prone to flooding. Mr. Pena said the 50 percent rise in crime has led to a 20 percent increase in requests for multimedia analysis and a 24 percent increase in callouts. The section has completed 43 percent more cases, however, despite the increase. Mr. Pena said the multimedia section is also seeing success with a new software, the Universal Forensic Extraction Device, used to extract data from iPhones and Android devices. He said the \$150,000 per year software has been used on 44 phones, 32 of them iPhones and 12 Androids. Mr. Pena said HPD is beginning to submit more requests now that HFSC has the UFED software. Director Blancett asked if HFSC would be able to do work for other agencies who do not have the UFED software. Mr. Pena said it's too soon to tell since the section only implemented the software in April, but it is a possibility.
- P. Chairwoman Mitchell told the board she had unintentionally taken the agenda out of order, and asked Mr. Leach to present his treasurer's report. Mr. Leach said the fiscal year 2020 budget is on track, and that 11 of the 12 months are complete. Mr. Leach said the lab will have no money left after the July 17 payroll, but HFSC should receive fiscal year 2021 funds from the city right around the same time if all goes as planned. He said HFSC has seven active grants totaling \$3.7 million dollars and has \$2.2 million left for fiscal year 2020.

Q. Ms. Erika Ziemak, quality division director, said the quality division had met its May goals for submitting blind quality controls. Ms. Ziemak reviewed audits, disclosures, corrective actions, proficiency tests, transcript reviews and testimony data. Ms. Ziemak said a blind quality control submitted to the toxicology section had yielded an unexpected result and a quality division investigation pinpointed the root cause. Ms. Ziemak said the blind quality control should have yielded a negative result, however, the analysis found a blood alcohol level three times the legal limit in Texas. Ms. Ziemak said the investigation found the error occurred in the manufacturer's labeling process. The manufacturer had mislabeled a positive blood sample as negative while preparing the samples for HFSC. Ms. Ziemak said that the manufacturer is accredited to the same standards as HFSC, so their mistake will be noted as a nonconformance and the quality division will work with them to find process fixes, such as bar coding, that could prevent a similar error going forward. Although it is never ideal to have an error, Ms. Ziemak said this incident showcased that the blind quality control program truly tests the entire system, even before a sample enters the lab. Ms. Ziemak said two other blind quality control samples, this time in the forensic biology/DNA section, also yielded unexpected results. One incident is still being investigated, she said, but there are results to share from the second. Ms. Ziemak said an HFSC staff member helped create a blind sample by taking a moistened swab and applying it to the back of her neck. She said the swab was submitted to the forensic biology section and the expected result was a single-source, female DNA profile. However, the lab analysis yielded a two-person mixture, Ms. Ziemak said. The quality division believed there were four potential scenarios that led to the unexpected result: the quality division introduced contamination while preparing the sample, the commercial vendor, where the sample landed, introduced contamination, the forensic biology section introduced contamination when preparing the sample for the commercial lab, or the quality division specialist actually had a second person's DNA on her when she swabbed the back of her neck. The investigation found that the final option was the source of the second DNA profile and that it was a match to the quality division specialist's significant other. Ms. Ziemak said the scenario highlights the sensitivity of DNA testing. Ms. Ziemak said she and Dr. Stout will author an article titled *"The Ups and Downs of a Blind Quality Program: HFSC's Perspective"* about HFSC's blind quality control program and transcript review project. Ms. Ziemak said HFSC disclosed a testimony incident to the Texas Forensic Science Commission (TFSC.) A former HFSC staff member testified outside his area of expertise and the problem was discovered during the transcript review project. Ms. Ziemak explained the crime scene investigator (CSI) had provided testimony on footwear impressions and their source though he is not trained to conduct this work and HFSC is not accredited to perform footwear analysis. Ms. Ziemak said the CSI could have made observations as a layperson, however he should have informed the court he was not an expert. Ms. Ziemak said the Harris County District Attorney's Office was notified but it remains unclear what, if any, impact the testimony had on the case. Ms. Ziemak said two other transcripts for the former employee have been reviewed and no additional issues were found. To avoid similar issues in the future, the quality division created a training video for all staff featuring seasoned testifiers sharing some of their experiences to help educate and advise analysts. Ms. Ziemak said Dr. Stout also walked staff through problematic parts of the CSI's testimony to highlight the importance of testifying only within the limitations of their expertise. Ms. Ziemak said the disclosure will be discussed at the TFSC's July 24 meeting. Ms. Ziemak told the board that the quality division completed its internal audit on June 1. The audit uncovered 13 nonconformances. HFSC's accrediting body, ANAB, will perform a virtual assessment in July, she said.

R. Chairwoman Mitchell requested a motion to adjourn the meeting. Director McPherson made a motion to adjourn. Director Medina second the motion. The meeting ADJOURNED at approximately 3:24 p.m.

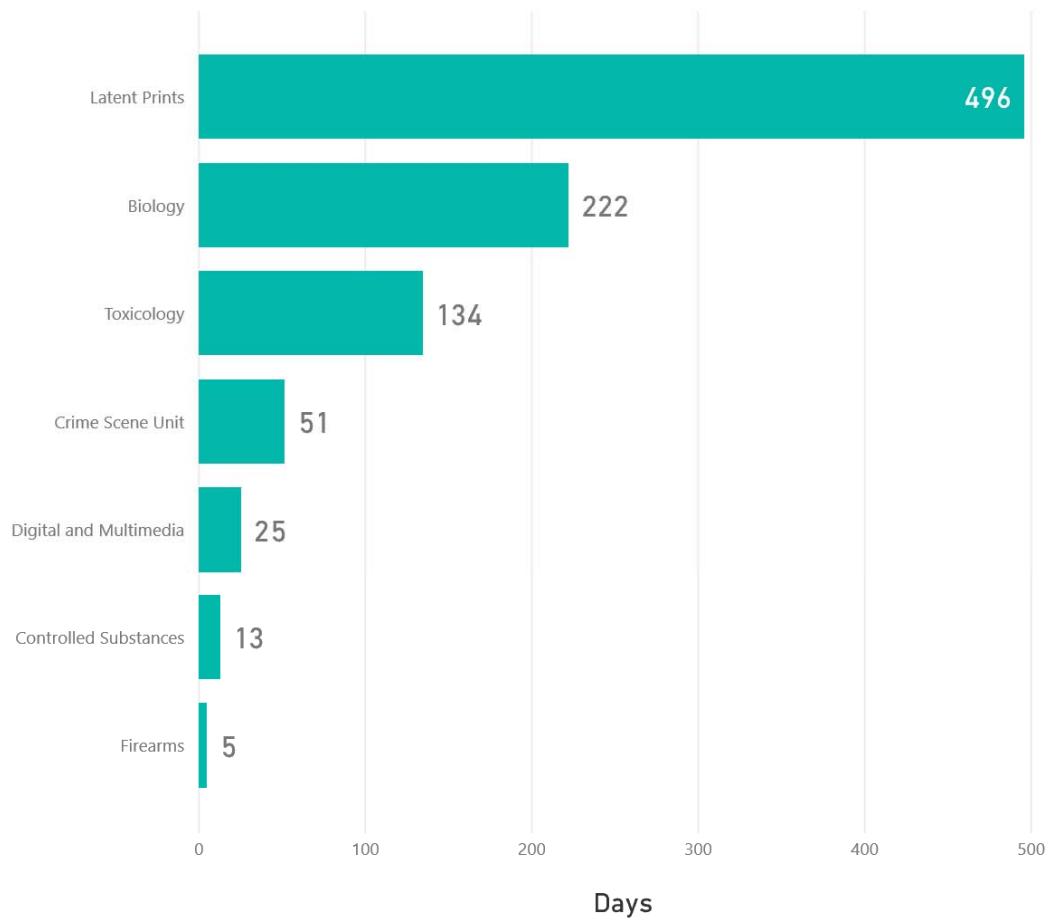
By: _____

Jordan Benton Secretary

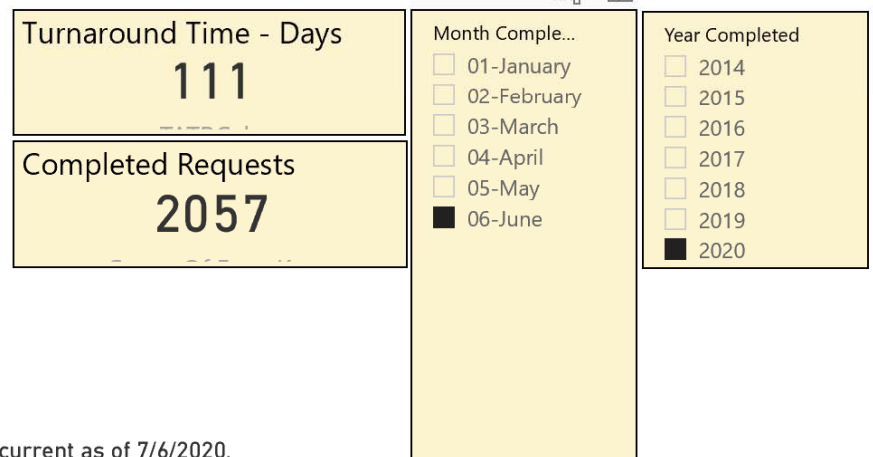
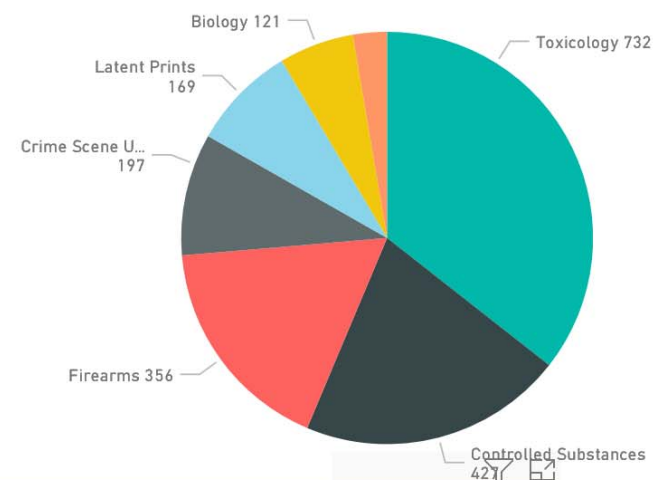
President's Report

July 10, 2020

Average Turnaround Time for June 2020



Requests Completed by Section



This data is current as of 7/6/2020.

Staffing – July 1, 2020

<ul style="list-style-type: none">• 197 staff<ul style="list-style-type: none">• 7 City of Houston civilians• 190 HFSC employees• 13 open positions, 6 offers accepted<ul style="list-style-type: none">• 1 experienced crime scene investigator• 1 forensic biology/DNA analyst• 1 R&D specialist• 3 toxicology analysts	<ul style="list-style-type: none">• 7 active vacancies<ul style="list-style-type: none">• 2 experienced crime scene investigators• 1 forensic biology/DNA analyst• 1 forensic biology/DNA technical lead*• 2 toxicology analysts• 1 multimedia analyst• 1 vacancy on hold<ul style="list-style-type: none">• 1 seized drugs analyst <p>* Acting technical lead named; current incumbent moved to part-time consulting role; job still posted</p>
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Note: This information includes recruitment of five toxicology analysts approved in FY2021 budget.

Outreach

- Presentation on accreditation, quality and blinds for the Texas Criminal Defense Lawyers Association annual Rusty Duncan Conference
- Virtual presentation for Jewish Federation's women's professional group
- Tour with Council Member Tiffany Thomas and staff



HFSC and COVID-19

- At least 11 staff members have tested positive for the virus
- About a dozen more self-quarantined due to exposure, awaiting test results
- Multimedia section has no staff authorized to respond to audio/video callouts
- CSU resources strained, emergency scheduling may become necessary
- Seized drugs and client services/case management returned to rotating schedules
July 6

NOTEWORTHY: COVID-19 is impacting the entire criminal justice system. Harris County has a backlog of about 80,000 criminal cases. Impact will be felt for years.



Steps HFSC is taking to slow the spread

- Visitors required to wear masks or face coverings and have temperatures checked before entering the facility
- Staff **STRONGLY** encouraged to wear masks or face coverings
- Staff **STRONGLY** encouraged to take their temperature before or at the start of a shift
- Removed chairs from huddle rooms and conference rooms to discourage congregating in groups
- Posters, messages and other information reminding the need for hand washing, distancing and face coverings
- Sewing masks for HFSC staff and their family members
- HFSC contracted with Bode Technology Group to provide staff with weekly COVID-19 testing



Why Bode? Why Weekly?

- Testing began July 6, offered every Monday this month
- Goal is to protect staff, minimize the spread of infection
- Bode promises a 48- to 72-hour turnaround time for results
 - Allows quicker identification of positives, keep them offsite
 - Allows for quicker return to work for staff that test negative
 - Current week-to-10 day turnaround time at other public and private testing facilities makes it impossible to mitigate spread, protect staff and operation
 - HFSC is familiar with Bode's operations and quality procedures
 - CLIA accredited



HFSC 2020 Company Goals: How Are We Doing?

1. Move: Labs come back online as planned and to projected throughputs on schedule.

2. 80% completion of monthly one-on-ones as measured by the workflow in Qualtrax and 90% completion of semi-annual reviews

- Reviewing verbiage for 2021 to make compliance broader company-wide and to encourage Qualtrax documentation

3. 12% voluntary turnover rate company-wide

- Current turnover about 7 percent.

4. Each staff member completes a minimum of 16 hours of continuing education

- Adjustments made to what is allowable due to pandemic. Likely much of that will stay for 2021 since when the restrictions and limitations will end is unknown

HFSC 2020 Company Goals: How Are We Doing?

5. Lab average turnaround time of 45 days for the review year. Quality, IT, human resources and client services/case management will meet their respective turnaround time goals. Backlog will be no more than 15 percent of received requests for the year.

- We're not meeting this goal for several reasons:
 - When backlogs are eliminated or older cases are completed the turnaround time goes up
 - Latent prints and toxicology bringing up turnaround time as they dig into oldest cases
 - The two numbers are linked in a contradictory manner that makes meeting them both simultaneously inappropriately challenging, if not impossible
 - Discourages completion of older cases
 - We will not change the goal for this year. Moving a goalpost mid-year is never a good idea, and pandemic really isn't why we haven't achieved this
 - This has a very small impact on staff score. Has a big impact on CEO, COO

Plan for 2021 Company Goals

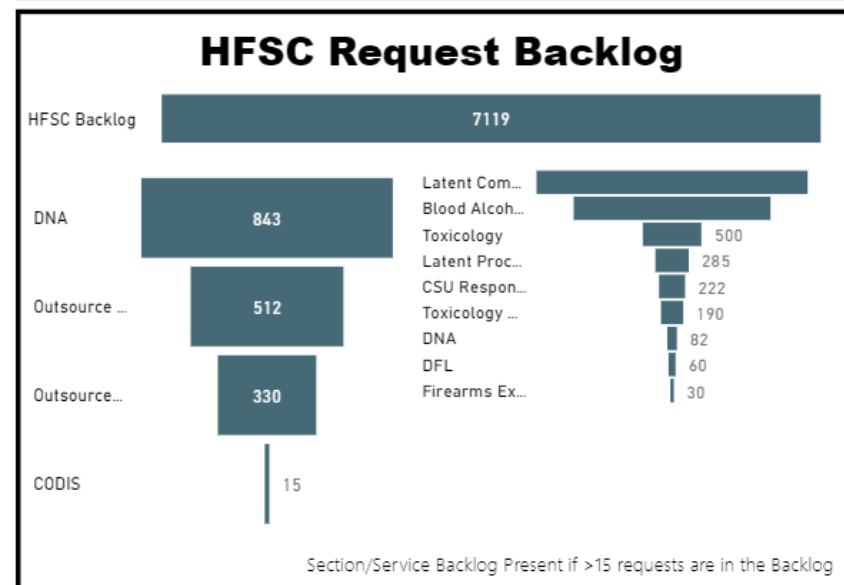
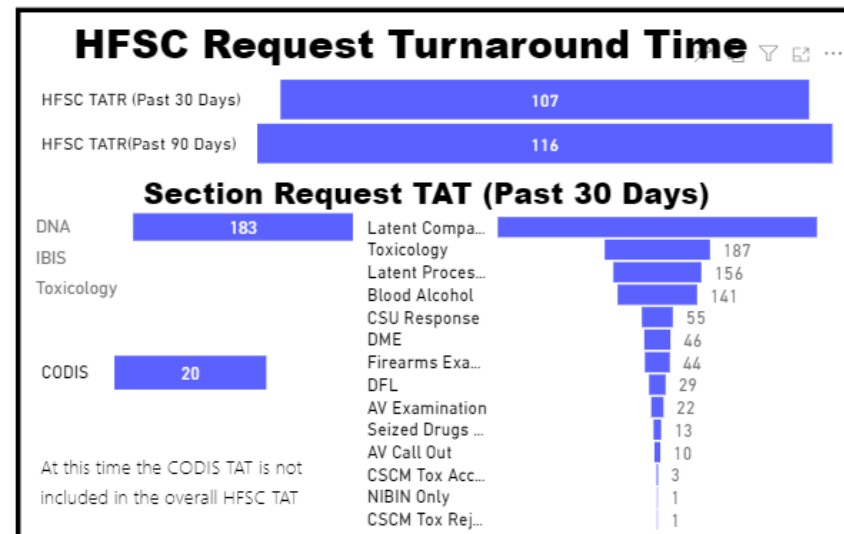
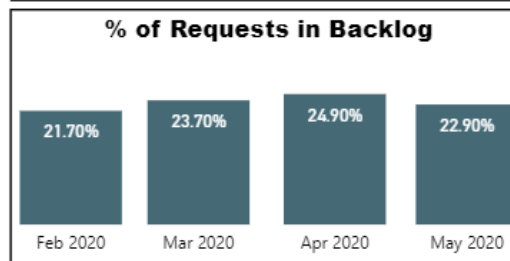
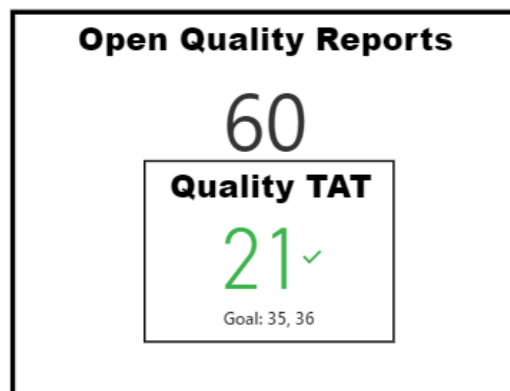
Production goal. How do we fix this?

- Reviewing how better to present the data and create a goal for 2021
- Need to consider both how staff can meet the goal while also ensuring the goal meets mission to provide stakeholders with quality, timely forensic results
- Should have a new goal to present by September

Operations Report

July 10, 2020

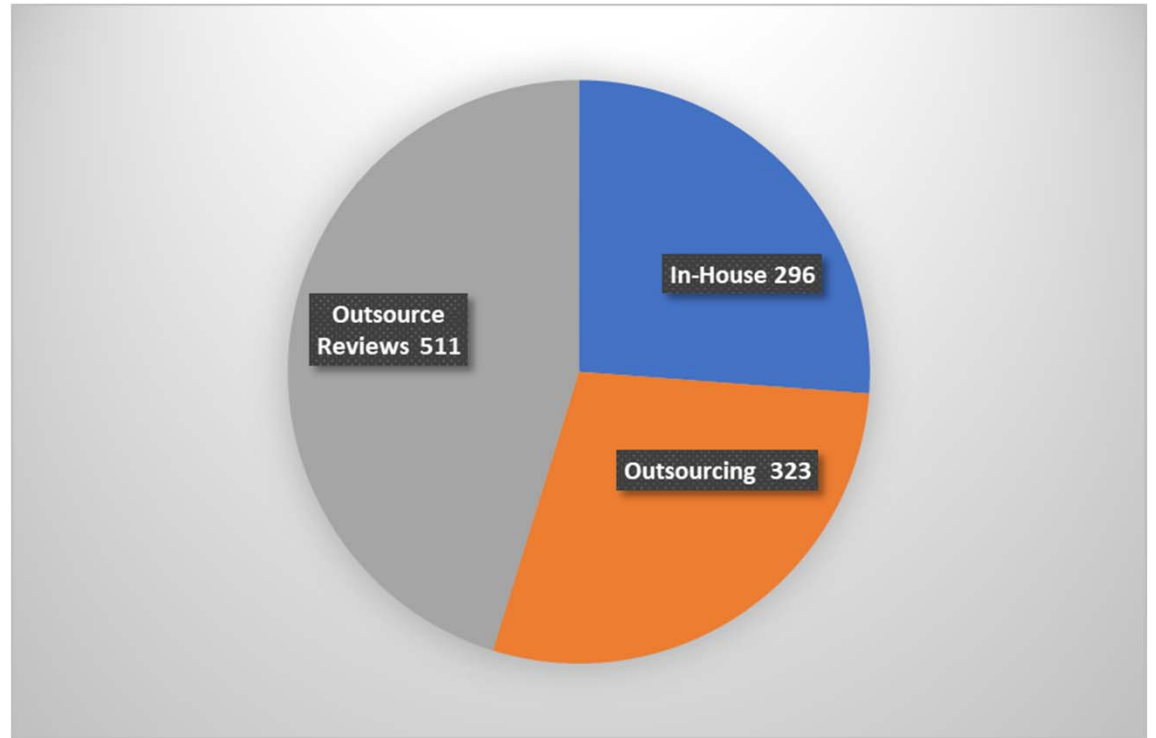
June 2020 Company Overview



Highlights

Sexual assault kit update

Sexual Assault Kit (SAK) Backlog 1,130



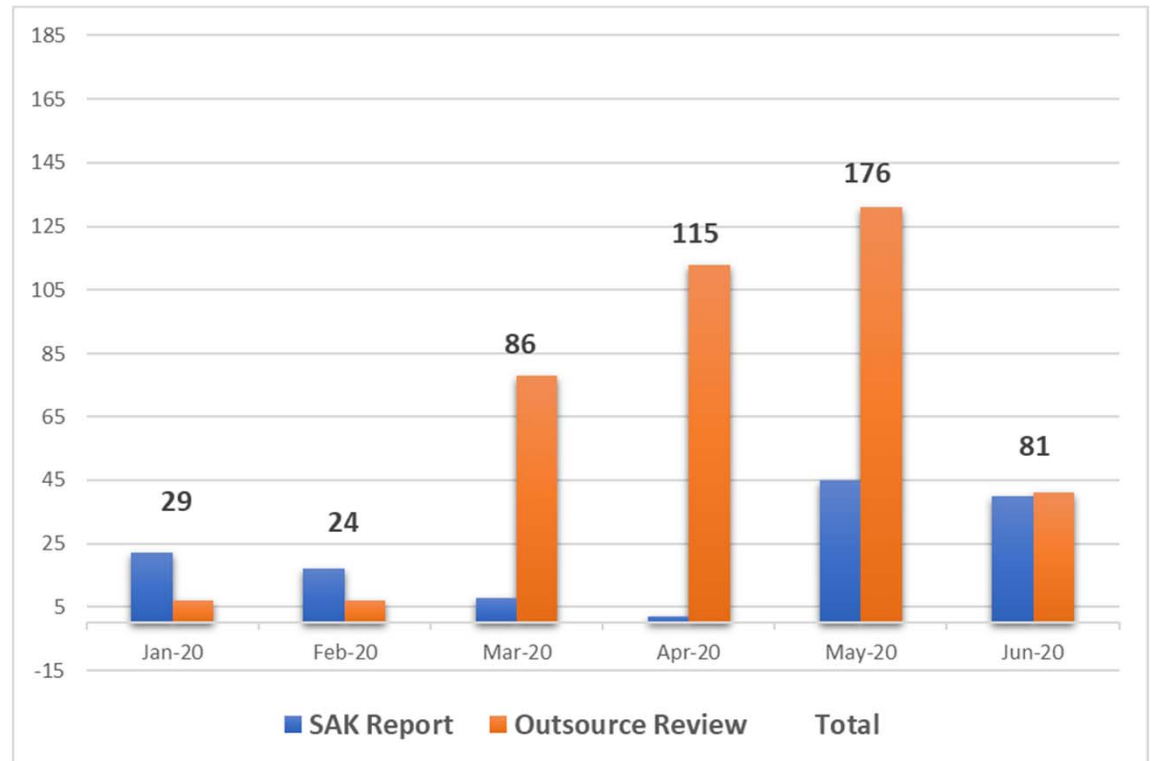
Definitions:

In-house: sexual assault kits that will be processed by HFSC

Outsourcing: sexual assault kits that will be tested by a commercial laboratory

Outsource Reviews: sexual assault kits that have been tested by a commercial laboratory but require HFSC review to determine if DNA profiles are eligible for upload into the DNA database

Sexual Assault Kits Completed



Update on sexual assault kit testing

Challenges	Impact	Mitigation
Training program requires forensic biology/DNA management to technically review 50 reports for five newly authorized analysts	A bottleneck in reviews causing delays	Paired each new analyst with a technical reviewer to ensure timely review and feedback
Four analysts authorized to complete technical reviews	A bottleneck in reviews causing delays	A) One analyst is training to do technical reviews B) Five new analysts will begin training to do technical reviews after they complete their first 50 reports
COVID-19	Oldest kits are not paperless so remote work not possible	Outsourcing
40 percent of completed requests in June were rush requests for non-sexual assault kit work	Removes focus from sexual assault kit backlog	Outsourcing

Sexual Assault Kits

Contracts for Commercial Lab Testing

Sexual Assault Kit Outsourcing

- Two vendors selected after request for proposal (RFP) process
 - Signature Science (Austin, TX)
 - Bode Cellmark Forensics (Lorton, VA)
- HFSC has previously worked with both vendors
- Outsourcing funded by federal grant dollars
- Contract value is up to \$648,850
- There is flexibility to adjust shipments between vendors
- Estimated timeline for testing will be presented in August 2020

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

July 10, 2020 at 8:00 a.m.

Agenda Action Item No.:	<p>10a. Consider approval of a contract for DNA services between the Corporation and Bode Cellmark Forensics, to be funded by the FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant, anticipated budget of \$324,425 but not to exceed the total allotted outsourcing budget of \$648,850.</p> <p>b. Consider approval of a contract for DNA services between the Corporation and Signature Science, LLC, to be funded by the FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant, anticipated budget of \$324,425.00 but not to exceed the total allotted outsourcing budget of \$648,850.00.</p>
Subject:	Consider approval of two separate agreements, one contract with Bode Cellmark Forensics (“Bode”) and one contract with Signature Science, LLC, to provide DNA services for HFSC forensic biology cases.
Background:	HFSC was awarded the FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant to help address HFSC’s current backlog of forensic biology cases. HFSC has consistently utilized outsourcing in the forensic biology section to assist with various operational needs over the years. This grant will specifically assist HFSC in working through its backlog of sexual assault kits, which is a priority for the Corporation and its stakeholders. Without the use of federal funds, HFSC would not be able to complete this important project at this time.
Executive Summary:	<p>In May 2020, HFSC issued a Request for Proposals (RFP) for DNA outsourcing services. The RFP specifically notified respondents that HFSC would consider the selection of more than one successful respondent, if appropriate. Bode and Signature Science were selected as the successful respondents, after consideration of the stated selection criteria.</p> <p>The services provided will be funded by the FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant. The proposed contracts anticipate the total project budget for Bode will be approximately \$324,425.00 and the total project budget for Signature Science will be approximately \$324,425.00. However, each contract allows HFSC flexibility in utilizing services from both vendors as necessary, so long as the total grant budget for outsourcing services is not exceeded (\$648,850.00). HFSC will be responsible for ensuring the total expenditure for services obtained from both vendors, does not exceed the total grant budget for outsourcing (\$648,850.00). Pursuant to federal grant guidelines, HFSC cannot obligate the funds until the BJA officially lifts a withholding condition on the award, which is the standard process at the start of each award.</p>
Fiscal Impact:	No anticipated additional fiscal impact to HFSC.

Staff Recommendation:	Staff recommends approval
By:	Dr. Amy Castillo, Vice President and COO Legal review and approved as to form by General Counsel

FY20 Final (I hope) Budget Allocation

HOUSTON FORENSIC SCIENCE CENTER, INC.							
FY2020 Year Budget Adjustments							
			FY20 Current Appr'd Budget	Grant	Building	Other	FY20 Proposed Budget
411000		City of Houston-Appropriations	\$ 24,160,344				24,160,344
		Fund 2213	952,722				952,722
		HFSC Operations	23,207,622				23,207,622
415000		City of Houston Direct OH-Appro	1,460,000				1,460,000
420000		Donations	11,450				11,450
426000		Training Services	9,263				9,263
440000		Grants	1,100,000				1,100,000
450000		Forensic Services	23,610				23,610
490002		Interest Income	5,858				5,858
			26,770,525	-	-	-	26,770,525
Personnel:							
500010		Salary Base - Civilian	14,383,312	154,064		300,000	14,837,376
501070		Pension - Civilian	858,773	20,823		(24,842)	854,754
502010		FICA - Civilian	1,076,858	10,938		(5,660)	1,082,136
503010		Health Insurance - Active Civil	1,383,380	18,123		(89,164)	1,312,339
503015		Basic Life Ins - Active Civil	70,660	246		(49,124)	21,782
503090		Workers Comp - Civilian Adm	53,157			(5,315)	47,842
503100		Workers Comp - Civil Claims	108			(108)	(0)
504031		Unemployment Taxes - Admin	29,629	103		(5,888)	23,844
			17,855,877	204,298	-	119,899	18,180,073

FY20 Final Budget Allocation

			FY20 Current Appr'd Budget	Grant	Building	Other	FY20 Proposed Budget
		Supplies:					
511010		Chemical Gases & Special Fluids	23,168			(1,500)	21,668
511015		Cleaning & Sanitary Supplies	-				-
511045		Computer Supplies	3,035			(2,500)	535
511050		Paper & Printing Supplies	8,184			(1,500)	6,684
511055		Publications & Printed Material	12,928			(2,500)	10,428
511060		Postage	493				493
511070		Miscellaneous Office Supplies	88,852			(2,000)	86,852
511080		General Laboratory Supply	955,358			26,000	981,358
511095		Small Technical & Scientific Eq	9,250			(3,000)	6,250
511120		Clothing	14,286			(1,500)	12,786
511125		Food/Event Supplies	17,389			(2,500)	14,889
511130		Weapons Munitions & Supplies	6,544			(1,000)	5,544
511145		Small Tools & Minor Equipment	13,588			(5,000)	8,588
511150		Miscellaneous Parts & Supplies	22,885			(2,000)	20,885
			1,175,959	-	-	1,000	1,176,959

FY20 Final Budget Allocation

			FY20 Current Appr'd Budget	Grant	Building	Other	FY20 Proposed Budget
Services:							
520100		Temporary Personnel Services	2,227			(2,227)	(0)
520105		Accounting & Auditing Svcs	47,194			3,000	50,194
520107		Computer Info/Contracting Svcs	9,488			(9,488)	(0)
520109		Medical Dental & Laboratory Ser	1,264,423	78,360		(200,000)	1,142,783
520110		Management Consulting Services	236,400	43,275		(30,000)	249,675
520112		Banking Services	3,836				3,836
520114		Misc Support Serv Recruit Relo	66,346			(8,000)	58,346
520115		Real Estate Rental	851,187			(47,184)	804,003
520118		Refuse Disposal	63,783				63,783
520119		Computer Equip/Software Maint.	860,591				860,591
520121		IT Application Services	11,771			10,000	21,771
520124		Other Equipment Services	649,433				649,433
520143		Credit/Bank Card Svcs	1,048				1,048
520520		Printing & Reproduction Serv.	34,304				34,304
520605		Public Information Svcs	10,553				10,553
520705		Insurance (Non-Medical)	165,431				165,431
520765		Membership & Prof. Fees	29,829	338			30,167
520805		Education & Training	332,804	338			333,142
520815		Tuition Reimbursement	15,738				15,738
520905		Travel - Training Related	143,816	0			143,816
520910		Travel - Non-training Related	37,085				37,085
521405		Building Maintenance Services	8,517				8,517
521505		Utilities	84,705			3,000	87,705

FY20 Final Budget Allocation

			FY20 Current Appr'd Budget	Grant	Building	Other	FY20 Proposed Budget
521605		Data Services	229,239				229,239
521610		Voice Services, Equip & Labor	60,026				60,026
521630		EGIS Services	-				-
521705		Vehicle/Equipment Rental/Lease	135				135
521715		Office Equipment Rental	-				-
521725		Other Rental Fees	74,387				74,387
521730		Parking Space Rental	217,729				217,729
521905		Legal Services	33,252				33,252
522205		Metro Commuter Passes	37,620				37,620
522305		Freight	35,003	4,680			39,683
522430		Misc. Other Services & Chrgs	96,329	13,005			109,334
522720		Insurance - General & Professional	-				-
522722		Intfd KRONOS Svc Chr	-				-
522845		Interfund Vehicle Services	-				-
52900		Subrecipient Expense - Grants	-				-
532000		Sub-Contractor (COH)	770,487				770,487
			6,484,714	139,996	-	(280,899)	6,343,811
			5,714,227	139,996	-	(280,899)	5,573,324
		Non-Capital Expenditures					
551010		Furniture and Fixtures	303,173	14,605			317,778
551015		Computer Equipment	177,025	-			177,025
551025		Scientific/Medical Equipment	40,000				40,000
551040		Non-Capital - Other	49,673				49,673
		Total Non-Capital Expenditures	569,871	14,605	-	-	584,476

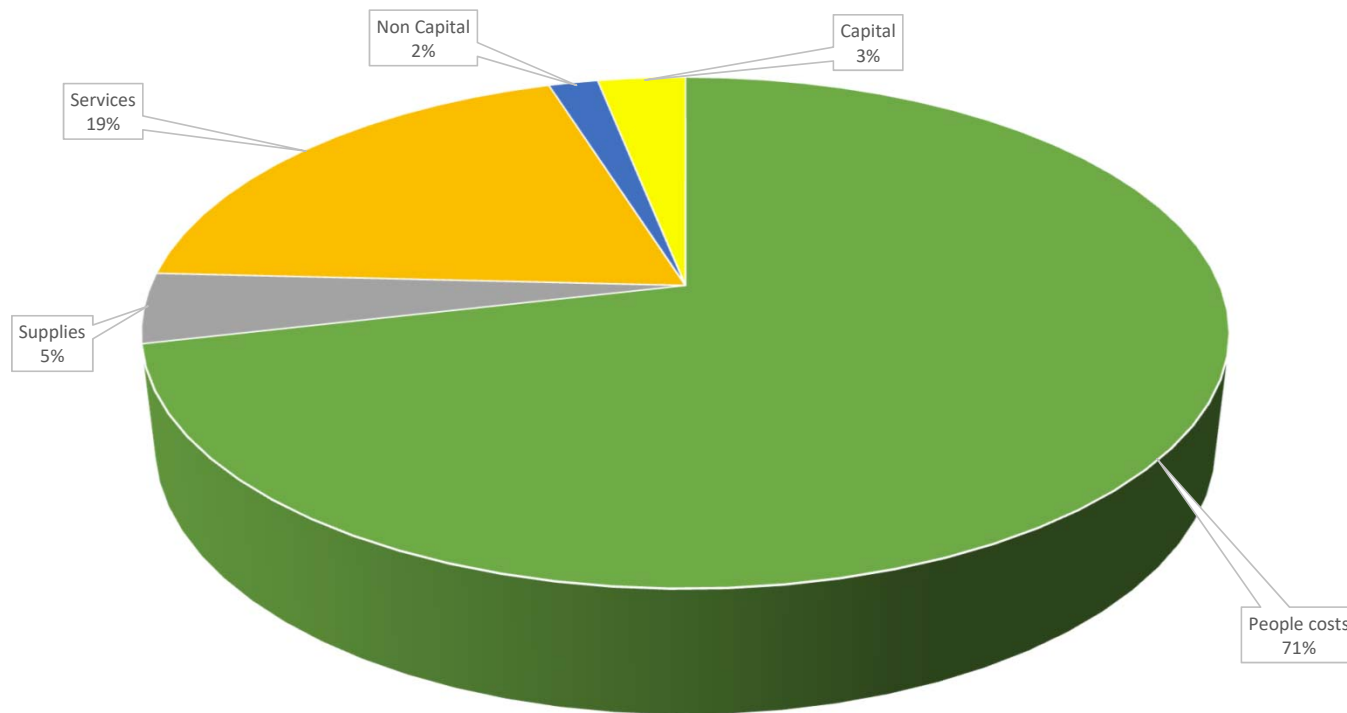
FY20 Final Budget Allocation

			FY20 Current Appr'd Budget	Grant	Building	Other	FY20 Proposed Budget
		Capital Expenditures					
170140		Improvements	-				-
170210		Furniture & Fixtures	-				-
170220		Capital - Vehicles	-				-
170230		Computer Hardware/SW	-				-
170240		Scientific/Foren Eqmt	170,000				170,000
170980		Const in Progress	(8,399)			160,000	151,601
		Total Capital Expenditures	161,601	-	-	160,000	321,601
			26,248,022	358,899	-	-	26,606,921
561230		Depreciation	504,019				504,019
			26,752,041	358,899	-	-	27,110,940
			18,484	(358,899)	-	-	(340,415)
610000		City of Houston Direct Overhead	392,150				392,150
		Grant and Training Expense	(47,339)	(358,899)			(406,238)
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)

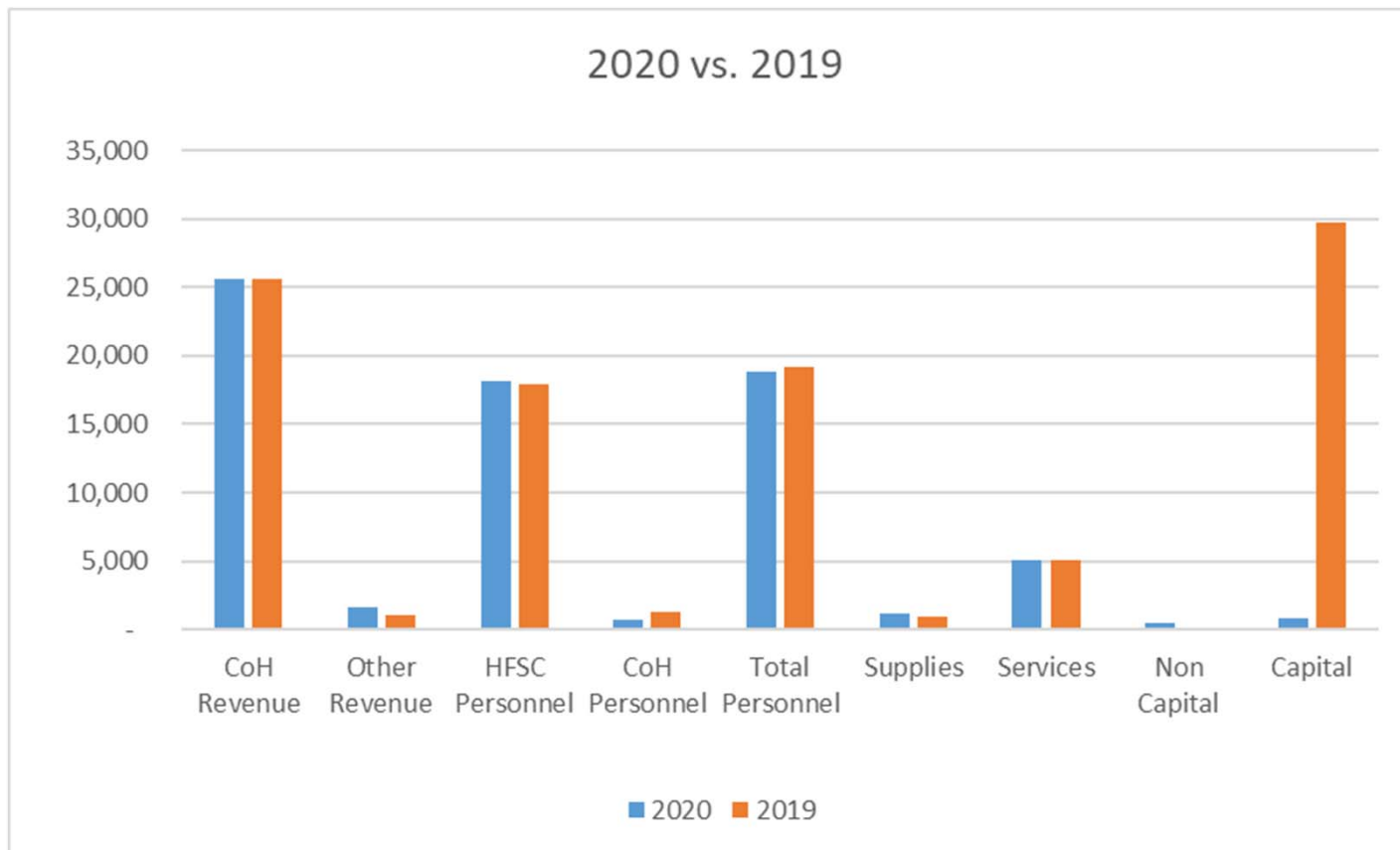
HFSC's FY20 - Year End Review

What it cost to get to the RIGHT ANSWER at the
RIGHT TIME

Where does HFSC Spend it's money?

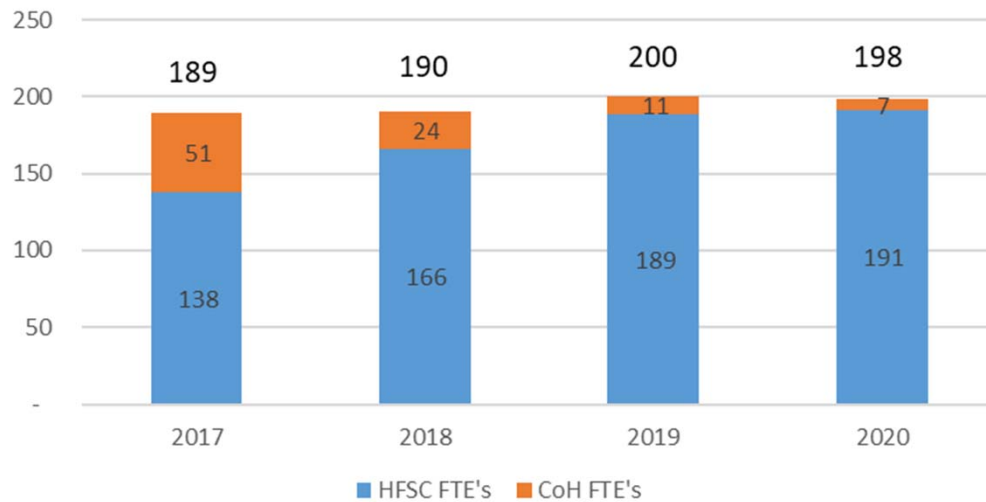


How does this compare to FY19?

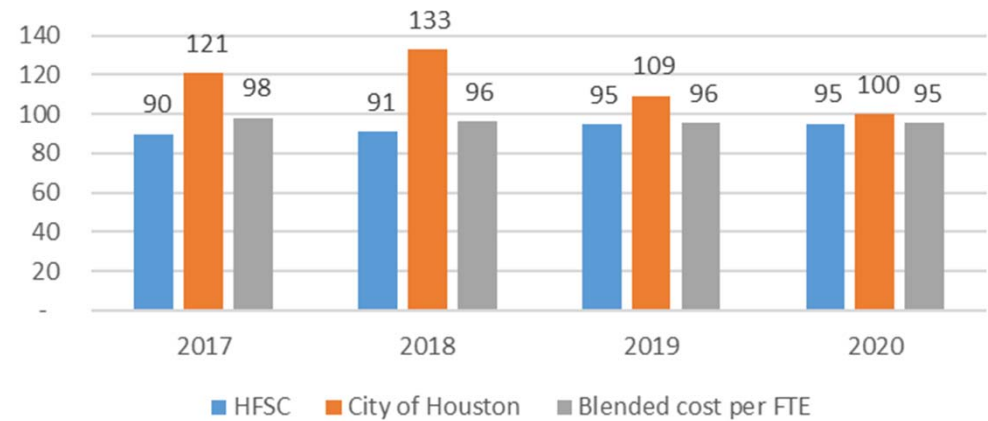


HFSC – Civilian - Classified

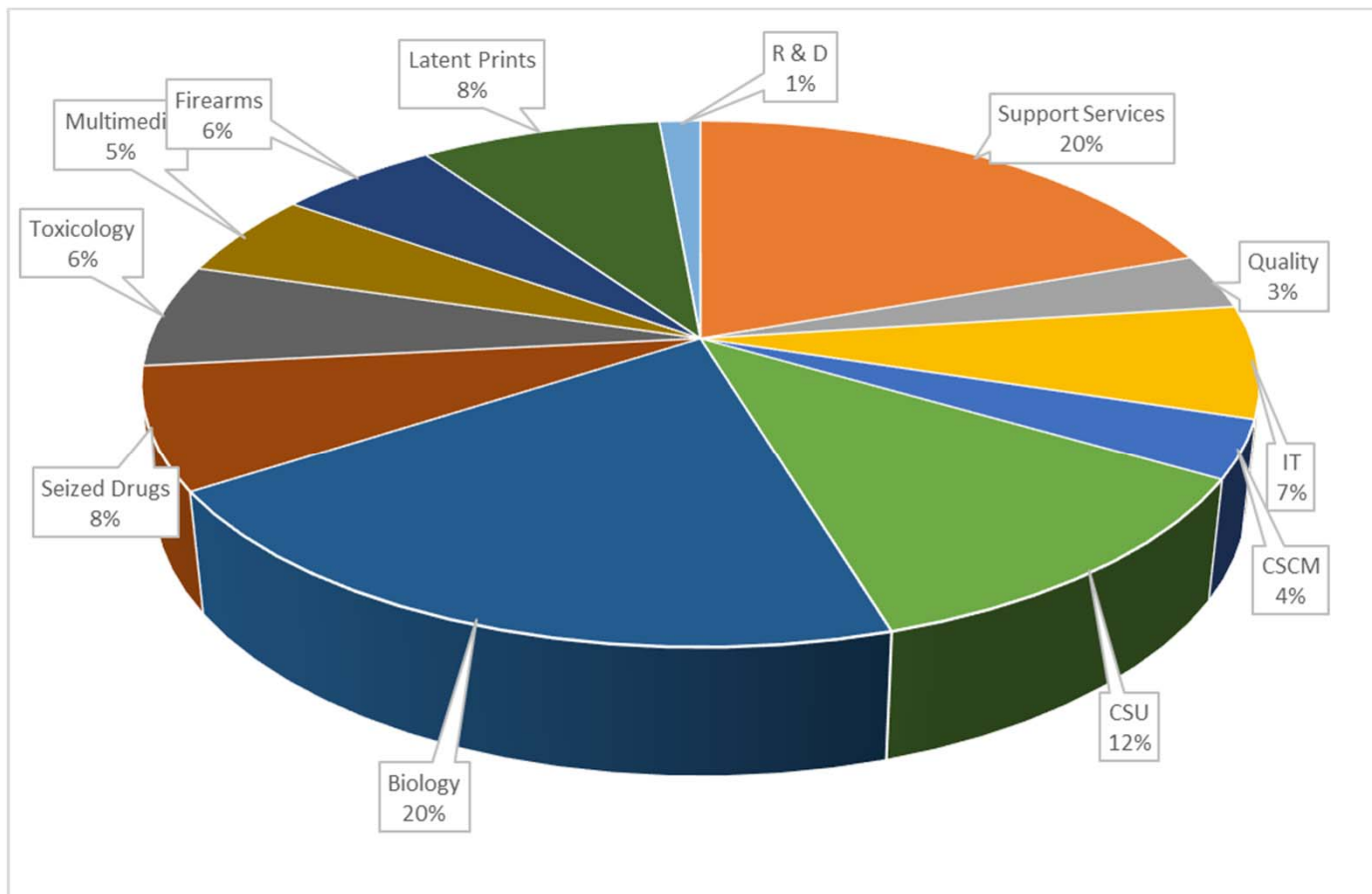
Employee breakdown - FTE's by organization



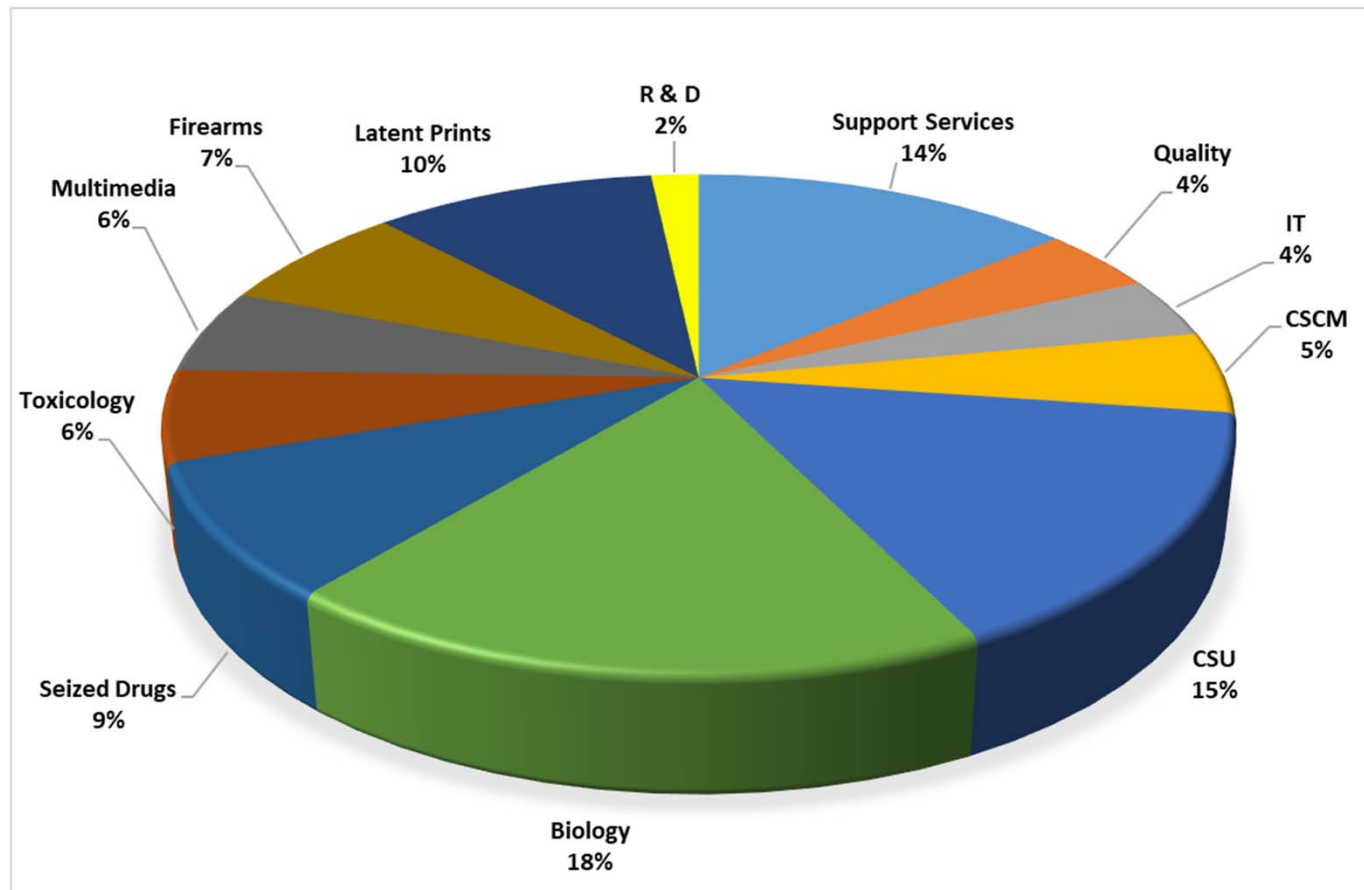
Total Cost per FTE (in '000's)



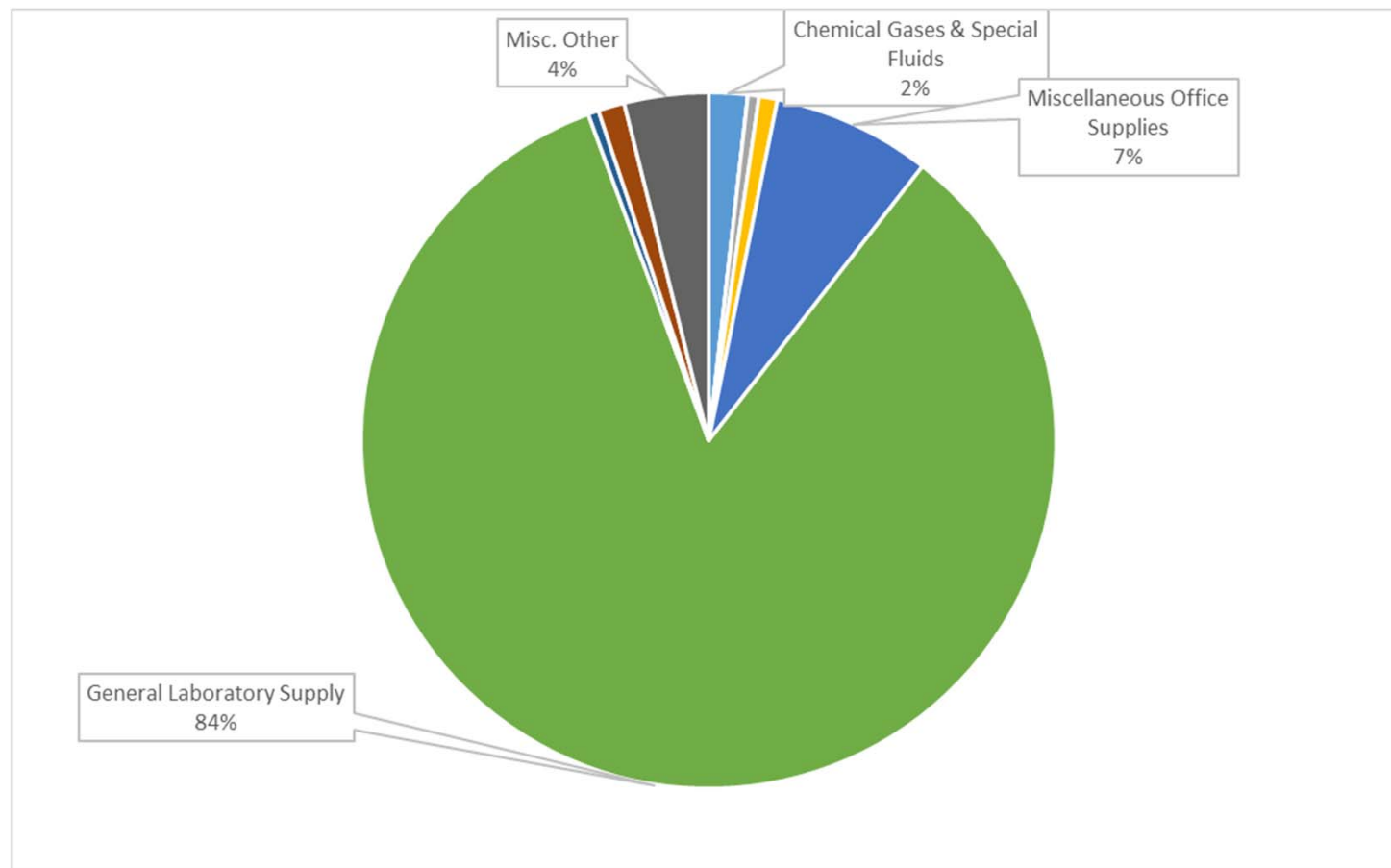
Department Percentage of Total Cost



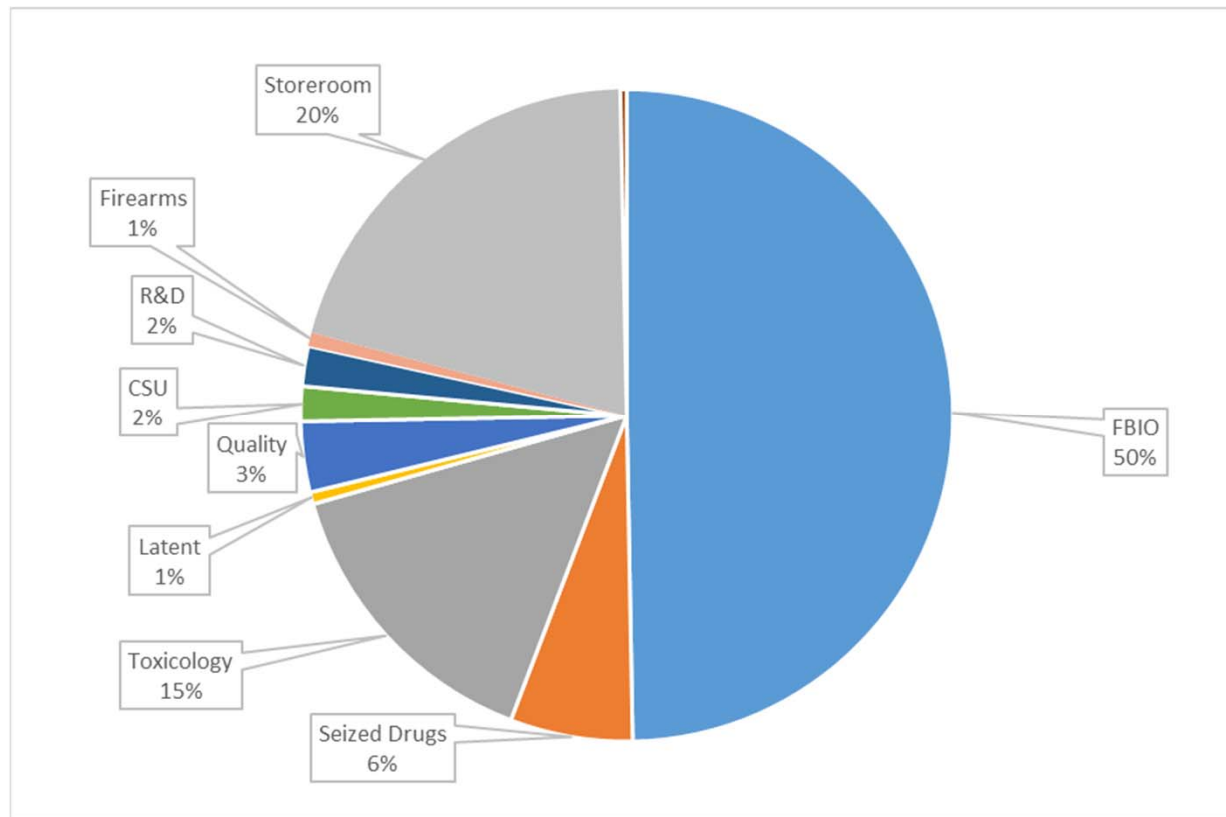
Total Personnel Cost (71%) by Department



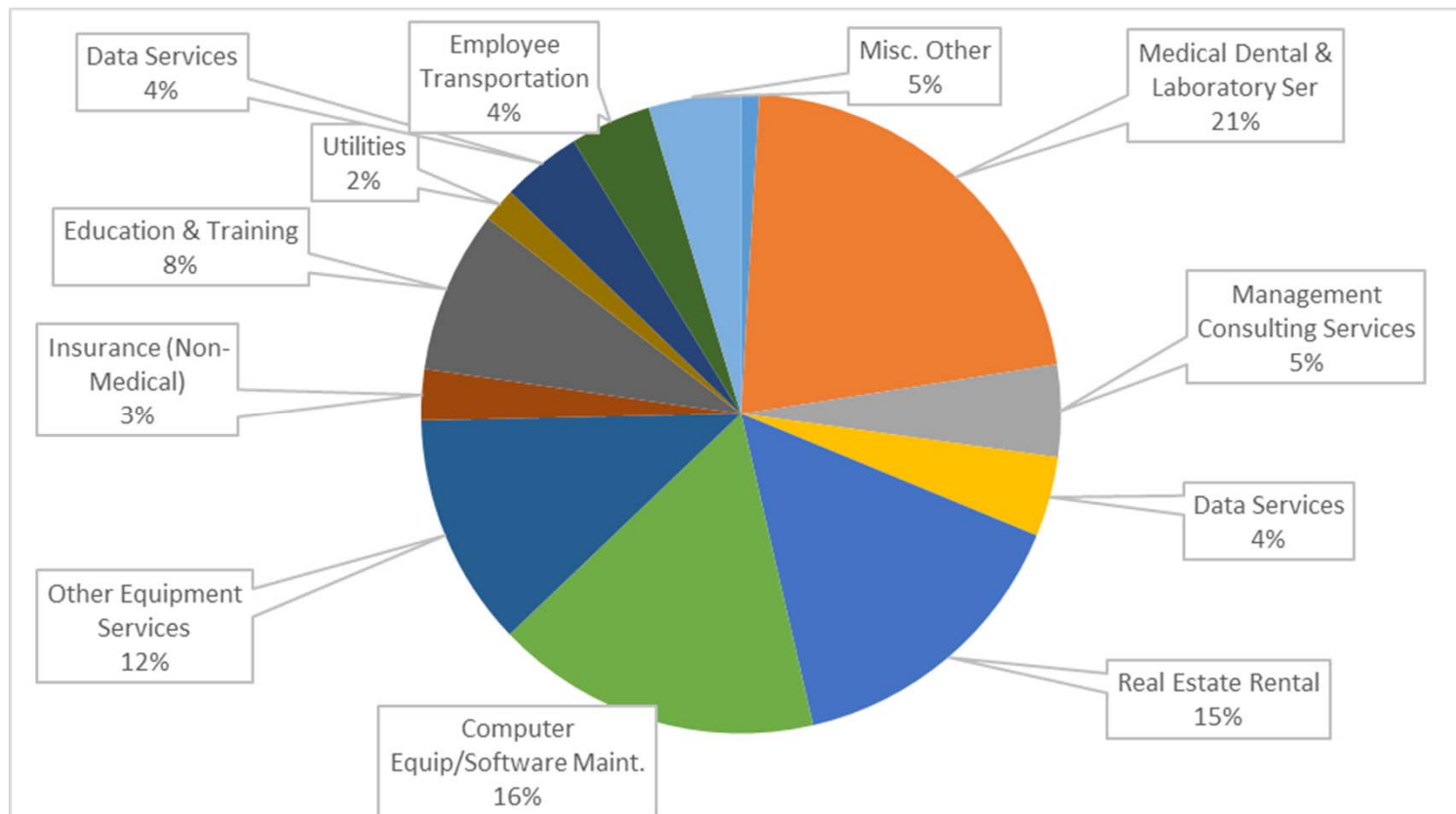
Supplies (5%) – Spending by Category



Services – General Lab.



Services (19%) – Spending by Category



Crime Scene and Multimedia

July 10, 2020

COVID-19 and Multimedia

- Three staff members confirmed positive, two quarantined due to direct exposure, awaiting test results
- Virus wiped out entire team authorized to respond to audio/video call outs.
- AV call outs are being handled by an already stretched CSU until multimedia returns to full capacity

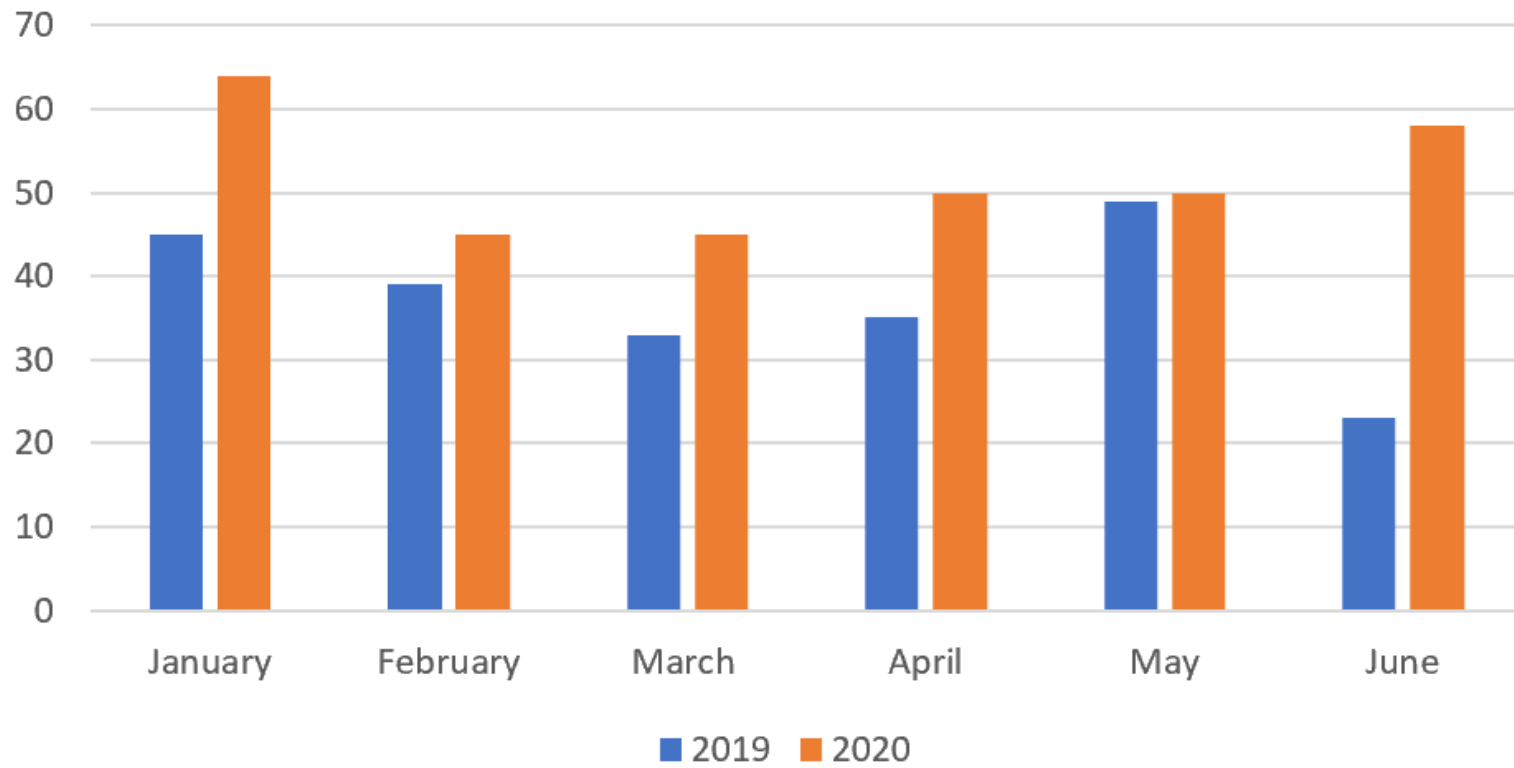
COVID-19 and CSU

- Two confirmed COVID positive staff, still recovering
- Most of June, 5 staff members were either recovering or quarantined due to exposure
- High call volume and staff shortages forced a temporary on call schedule for all CSU, effective July 3
- If COVID-19 further impacts staff, emergency schedule of two 12-hour shifts will be implemented

CSU, COVID-19 and Vehicle Examinations

- Staff shortages also delays efforts to process vehicles
- In June the CSU processed 58 vehicles ranging from auto burglary to aggravated robbery.
- Requests for vehicle examination have steadily increased in 2020

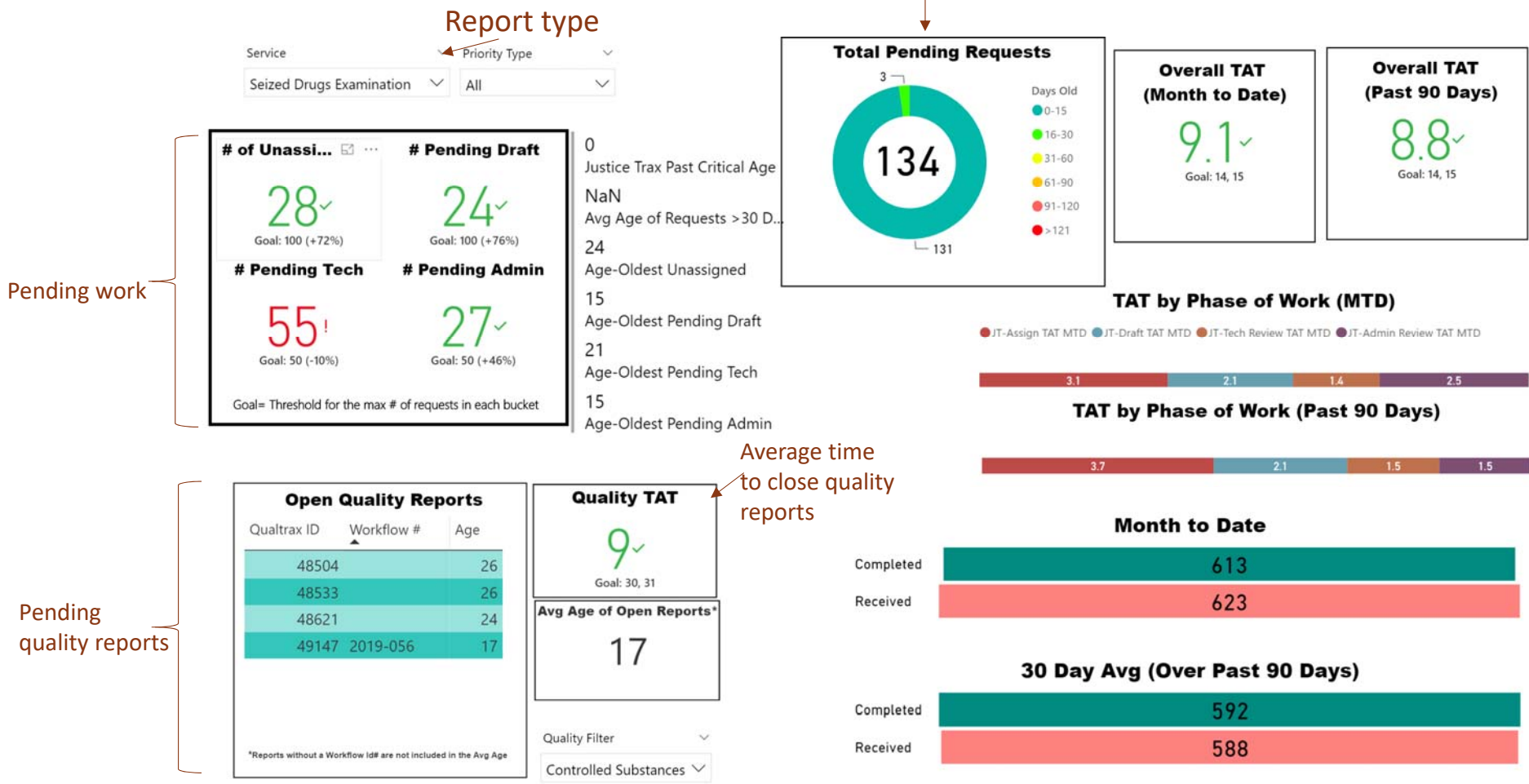
Vehicle Examination



Detail data

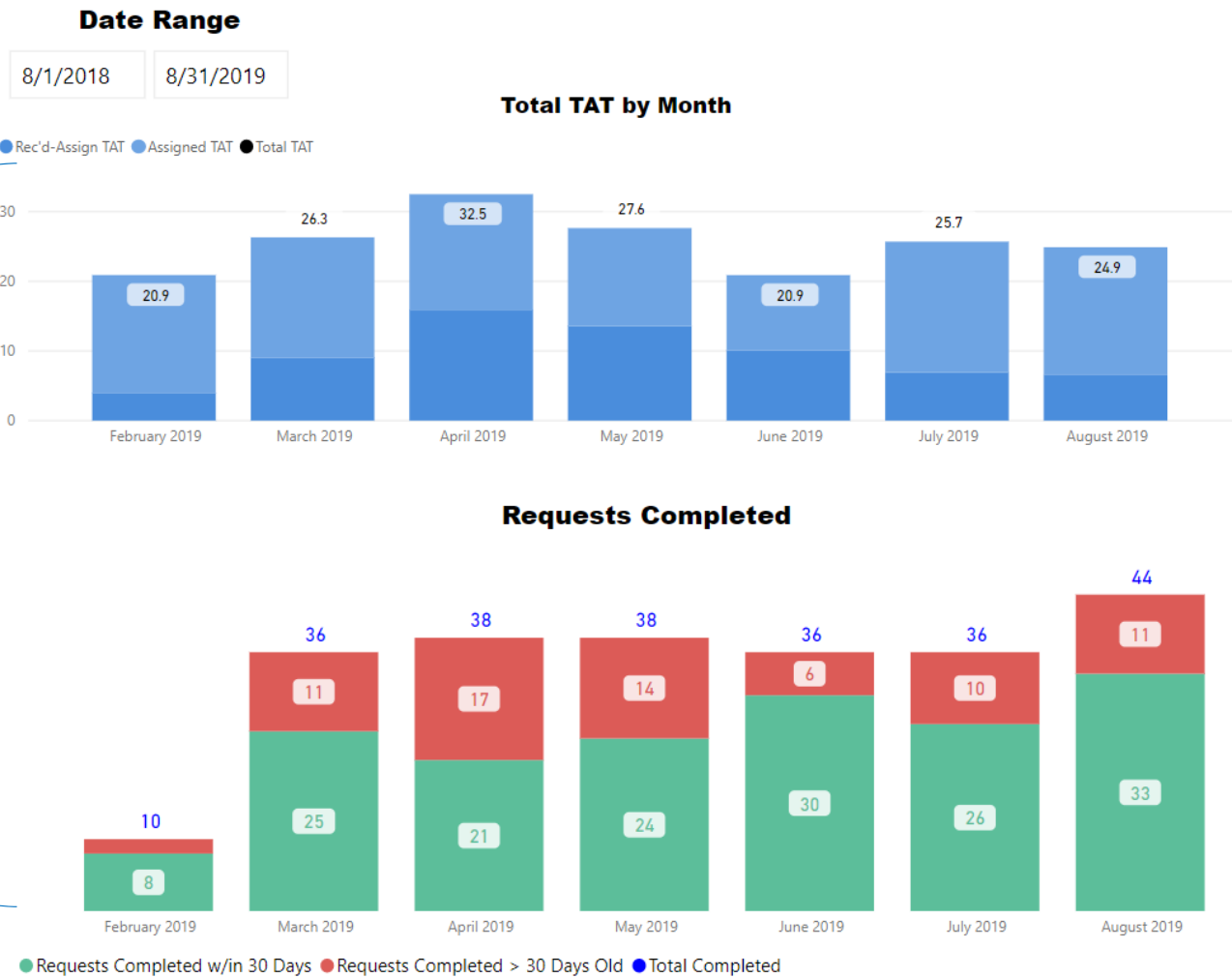
Key for Dashboard Section Pages

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

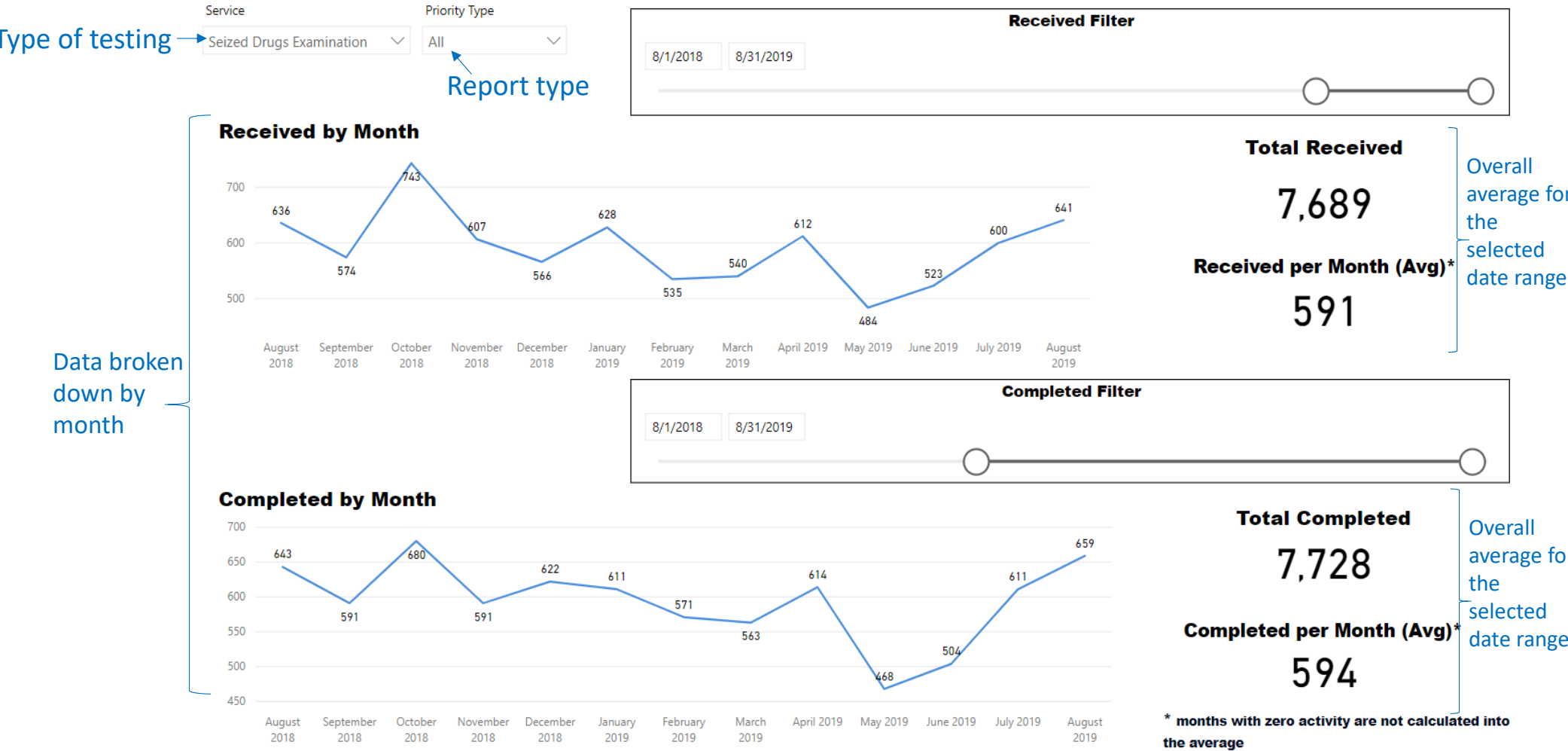
Overall average for the selected date range

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

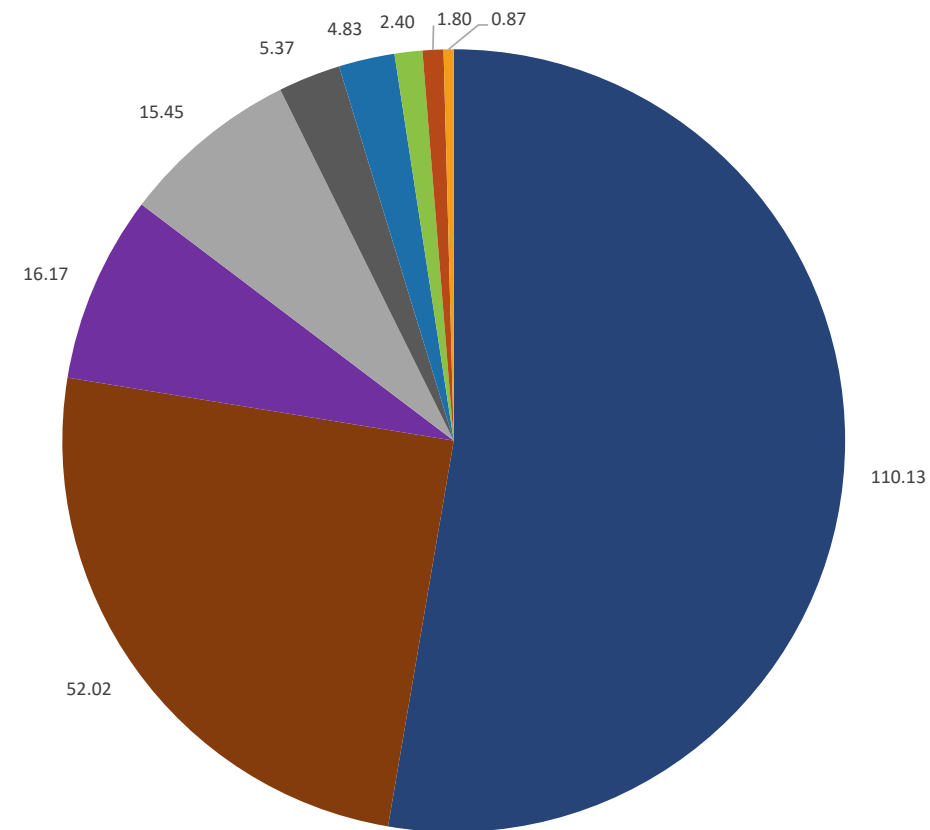


Client Services and Case Management (CS/CM)

CS/CM – June

Total Time by Section (Hours)

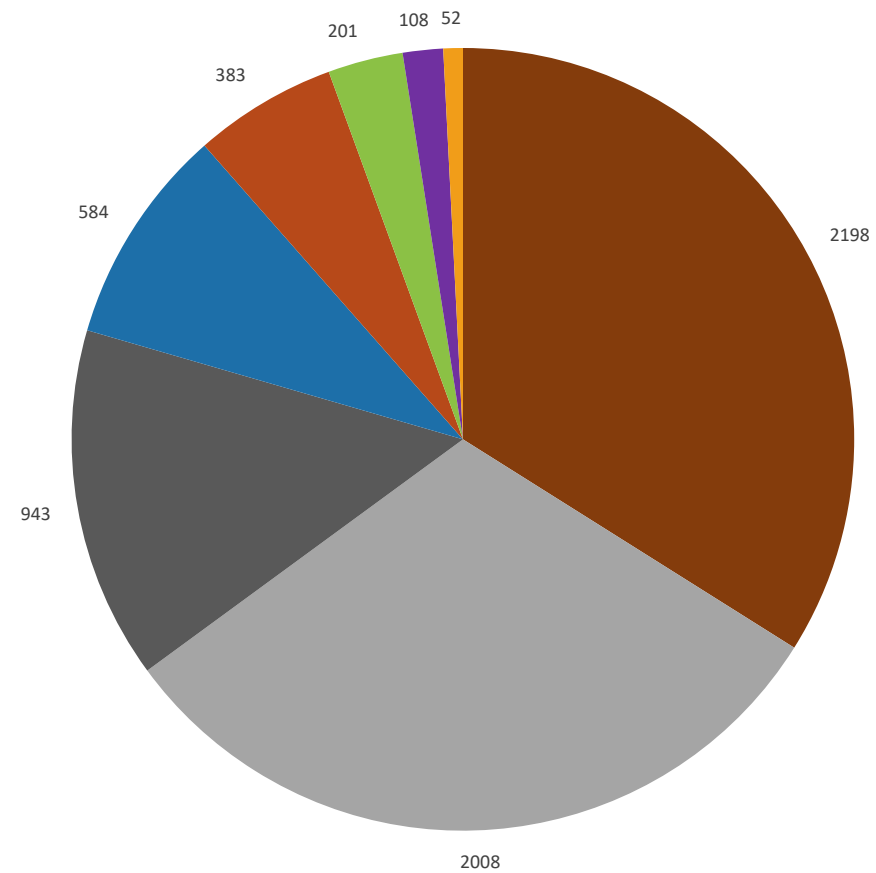
See Time Categories by Section slide for breakdown



- Other
- Seized Drugs
- Morgue Run
- Firearms
- Toxicology
- Biology
- Digital & Multimedia
- Latent Print Comparison
- Latent Print Processing

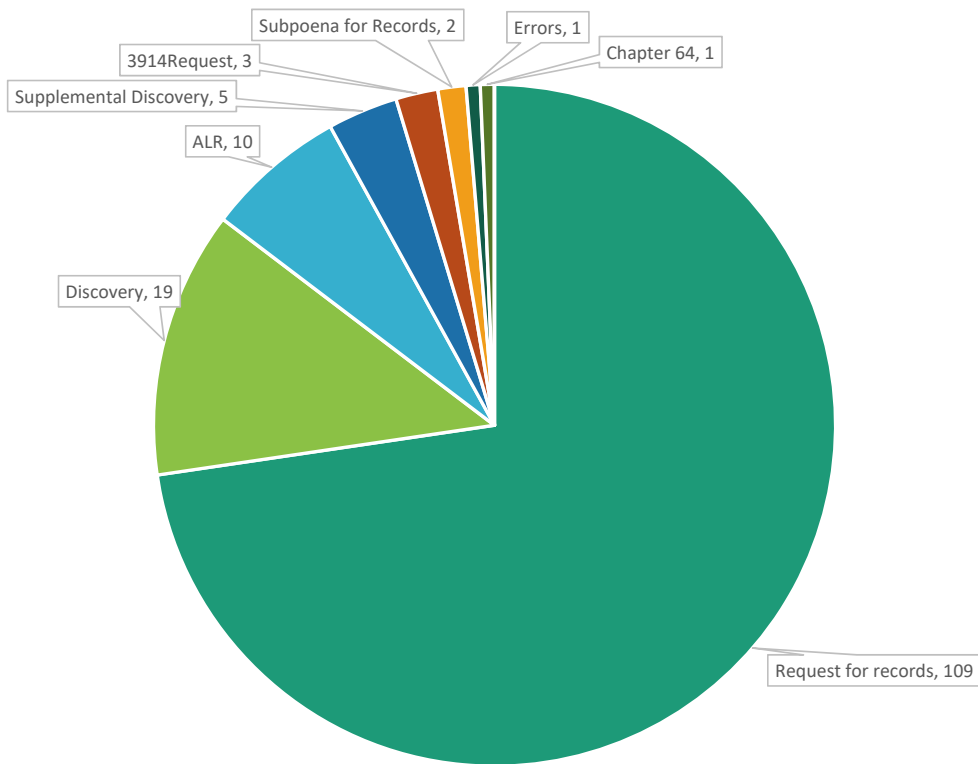
Evidence Handling

Total Items by Section



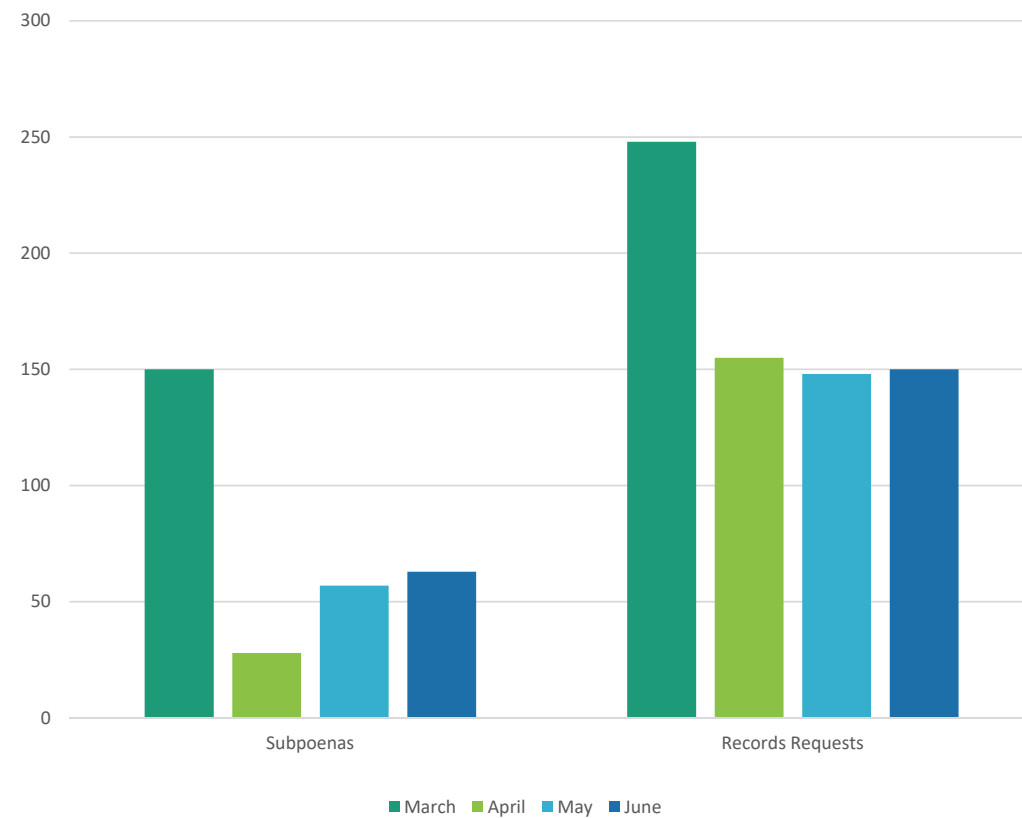
CS/CM – June

Requests by Type

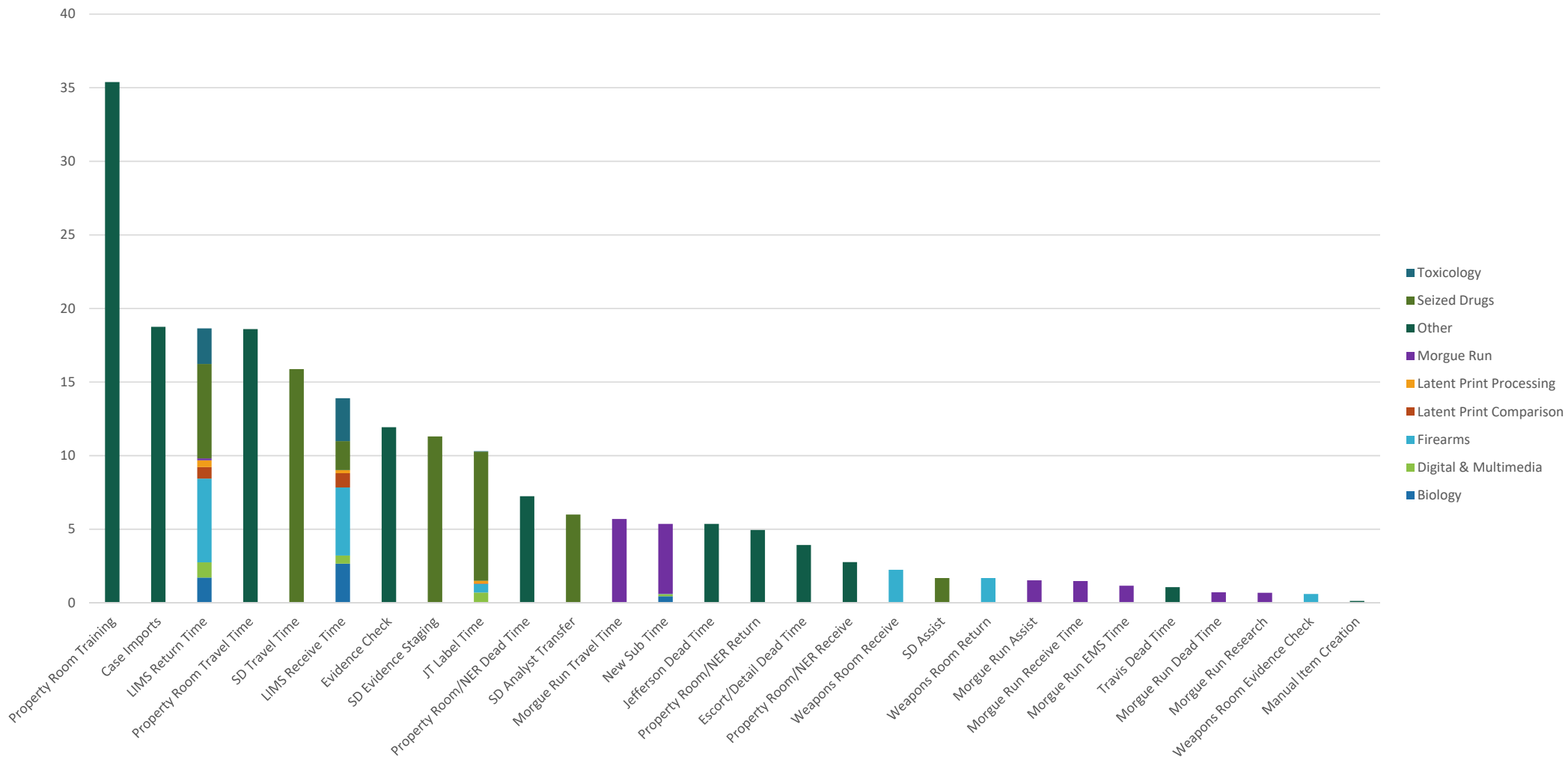


Administrative

Subpoenas & Records Requests



Evidence Handling



Service
Priority Type

CSCM Tox Accession
All

of Unassigned
13✓
Goal: 150 (+91.33%)

Pending Draft
0✓
Goal: 3 (+100%)

Pending Admin
33✓
Goal: 60 (+45%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D...

1

Age-Oldest Unassigned

0

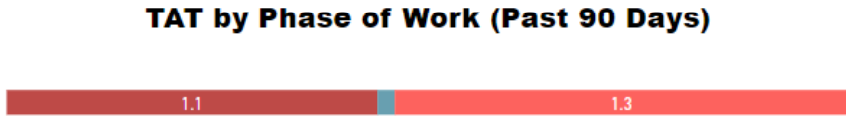
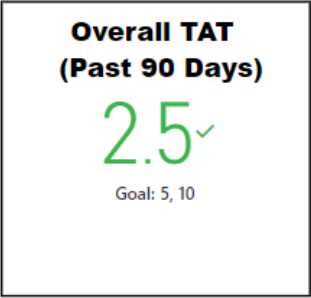
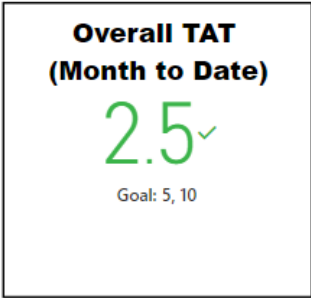
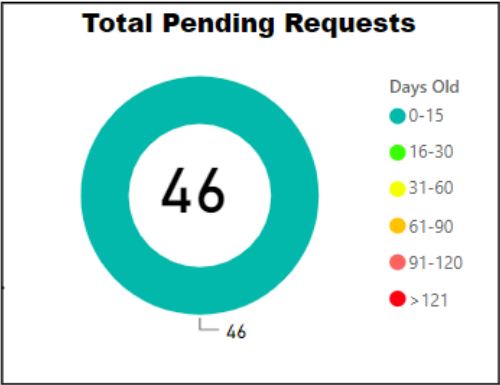
Age-Oldest Pending Draft

5

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Open Quality Reports

Qualtrax ID	Workflow #	Age
57237		107
62324	2020-035	39
63981	2020-042	21
64842	2020-045	10

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

Quality TAT

17✓

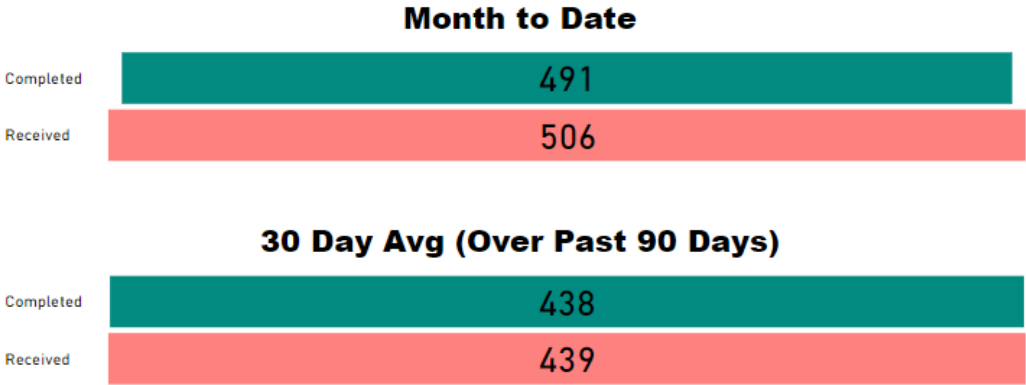
Goal: 30, 31

Avg Age of Open Reports*

23

Quality Filter

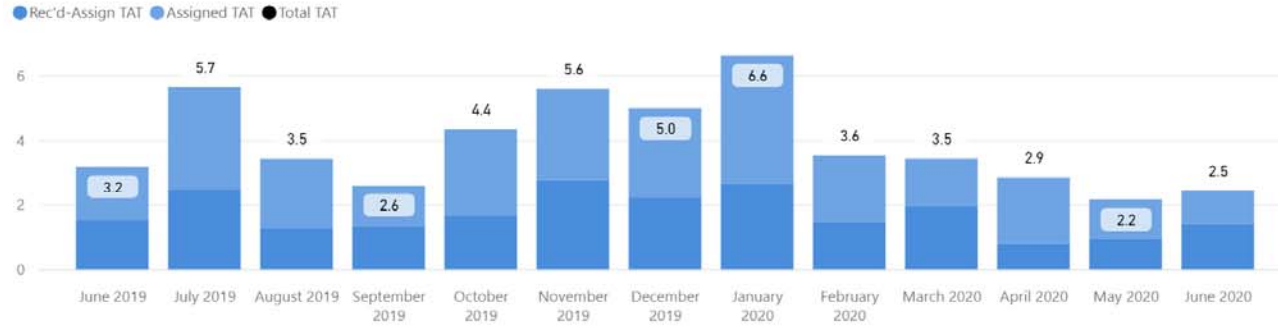
Client Services/Case Manage...



Date Range

6/1/2019 6/30/2020

Total TAT by Month



Request Type

CSCM Tax Accession

Priority Type

All

Selected Time Frame Averages

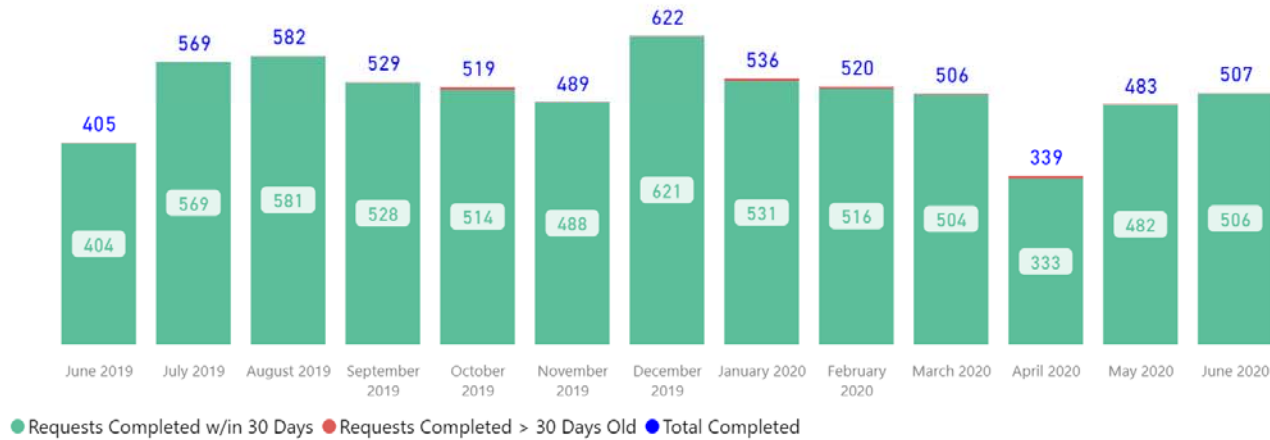
4.01

Total TAT (Rec'd-Compl.) Avg

2.23

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6606

Requests Completed

29

Requests Completed > 30 Days Old

0.44 %

% Completed > 30 Days Old

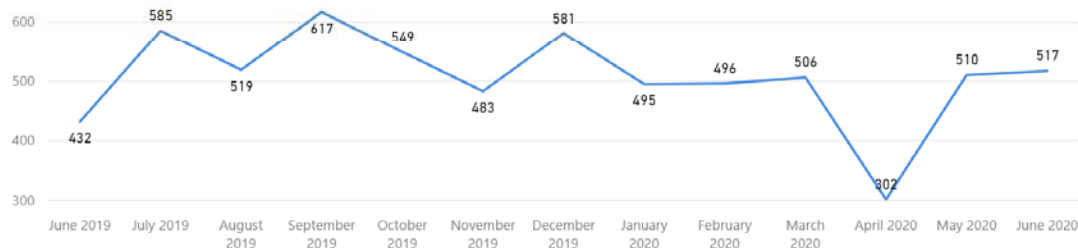
Requests more than 30 days old are considered to be backlogged requests

Service: CSCM Tax Accession
 Priority Type: All

Received Filter

6/1/2019 6/30/2020

Received by Month



Total Received

6,592

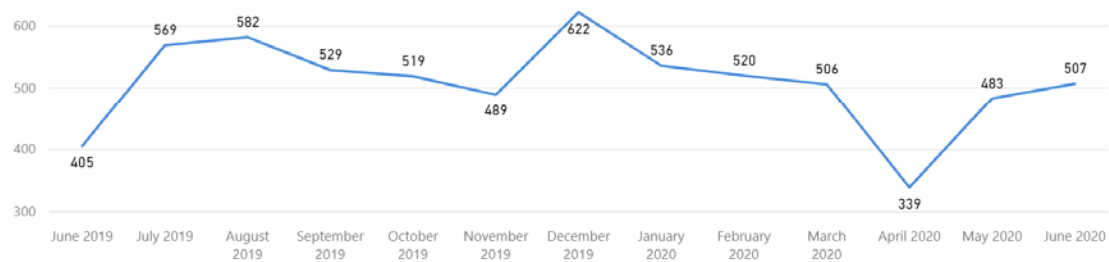
Received per Month (Avg)*

507

Completed Filter

6/1/2019 6/30/2020

Completed by Month



Total Completed

6,606

Completed per Month (Avg)*

508

* 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

0✓

Goal: 10 (+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

0

Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

Total Pending Requests

0

Days Old

0-15

16-30

31-60

61-90

91-120

> 121

Overall TAT (Month to Date)

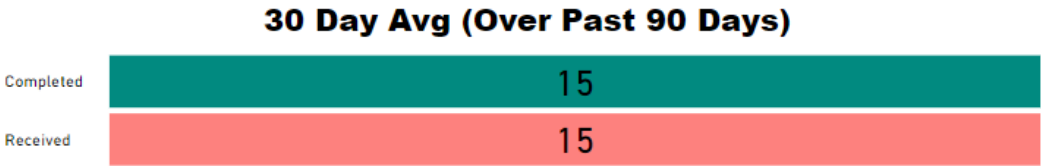
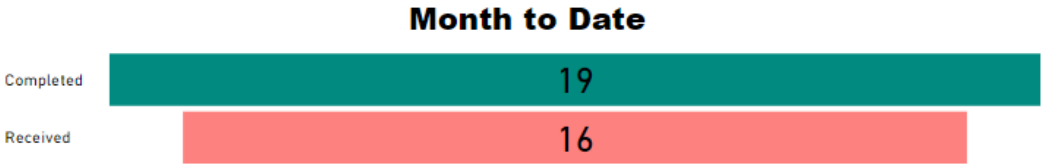
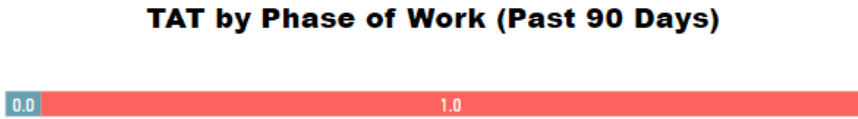
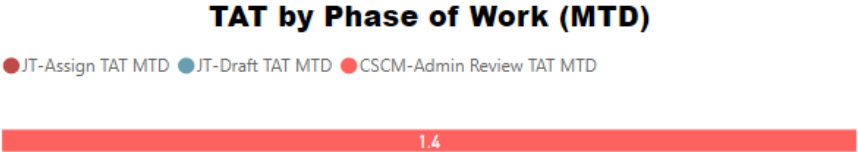
1.4✓

Goal: 5, 10

Overall TAT (Past 90 Days)

1.1✓

Goal: 5, 10



Open Quality Reports

Qualtrax ID	Workflow #	Age
57237		107
62324	2020-035	39
63981	2020-042	21
64842	2020-045	10

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

Quality TAT

17✓

Goal: 30, 31

Avg Age of Open Reports*

23

Quality Filter
Client Services/Case Manage...

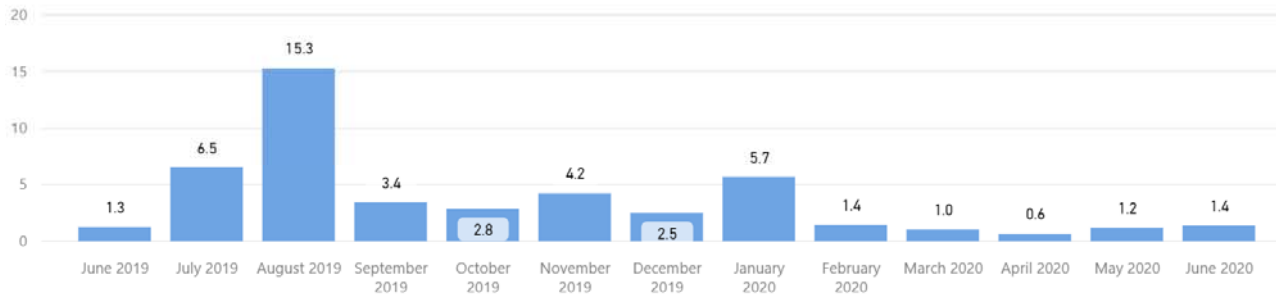
Date Range

6/1/2019

6/30/2020

Total TAT by Month

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



Request Type

CSCM Tox Rejection

Priority Type

All

Selected Time Frame Averages

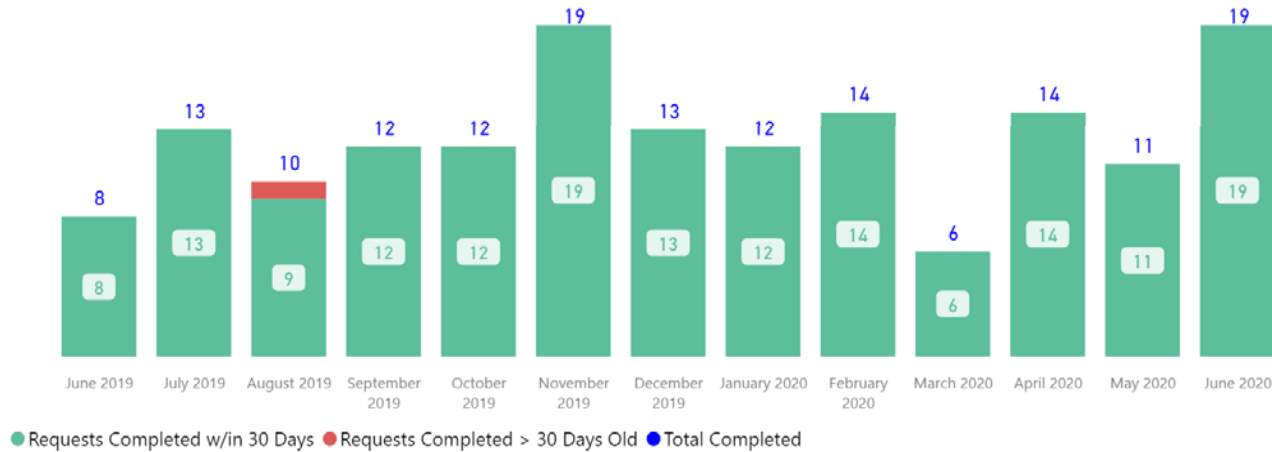
3.54

Total TAT (Rec'd-Compl.) Avg

3.54

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

163

Requests Completed

1

Requests Completed > 30 Days Old

0.61 %

% Completed > 30 Days Old

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

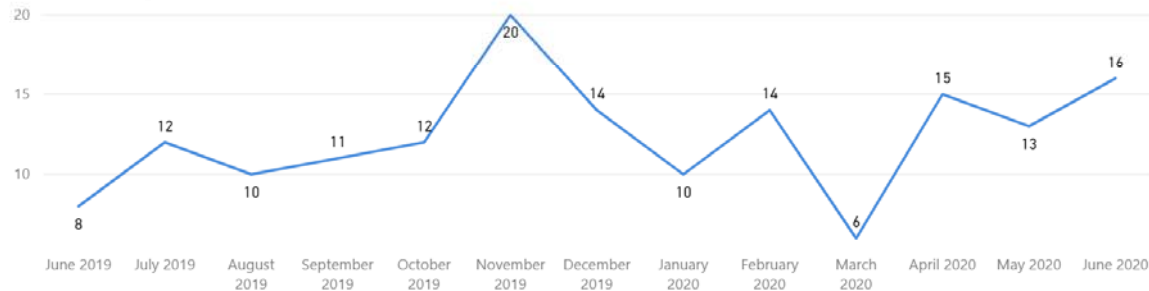
Service: CSCM Tox Rejection

Priority Type: All

Received Filter

6/1/2019 6/30/2020

Received by Month



Total Received

161

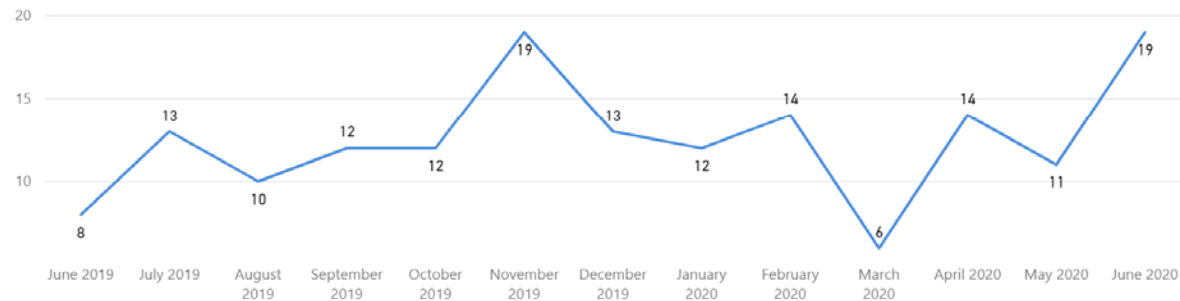
Received per Month (Avg)*

12

Completed Filter

6/1/2019 6/30/2020

Completed by Month



Total Completed

163

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

81✓

Goal: 100 (+19%)

Pending Draft

13✓

Goal: 100 (+87%)

Pending Tech

35✓

Goal: 50 (+30%)

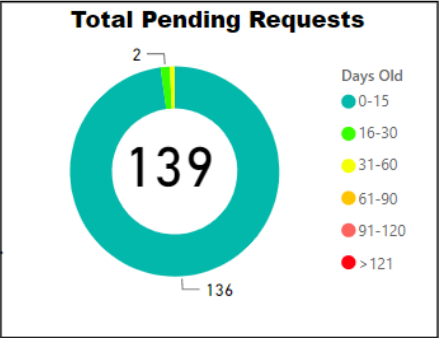
Pending Admin

9✓

Goal: 50 (+82%)

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

- 1
- Justice Trax Past Critical Age
- 35
- Avg Age of Requests >30 D..
- 14
- Age-Oldest Unassigned
- 22
- Age-Oldest Pending Draft
- 35
- Age-Oldest Pending Tech
- 18
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

13.4✓

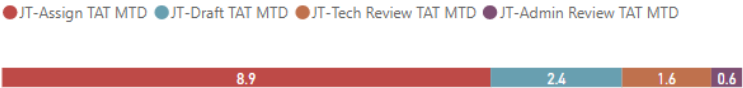
Goal: 14, 15

Overall TAT (Past 90 Days)

14.2•

Goal: 14, 15

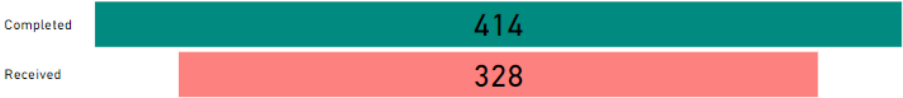
TAT by Phase of Work (MTD)



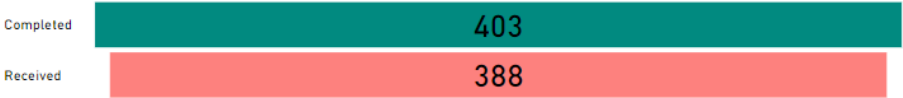
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
64625	2020-044	13

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

Quality TAT

(Blank)✓

Goal: 30, 31

Avg Age of Open Reports*

13

Quality Filter

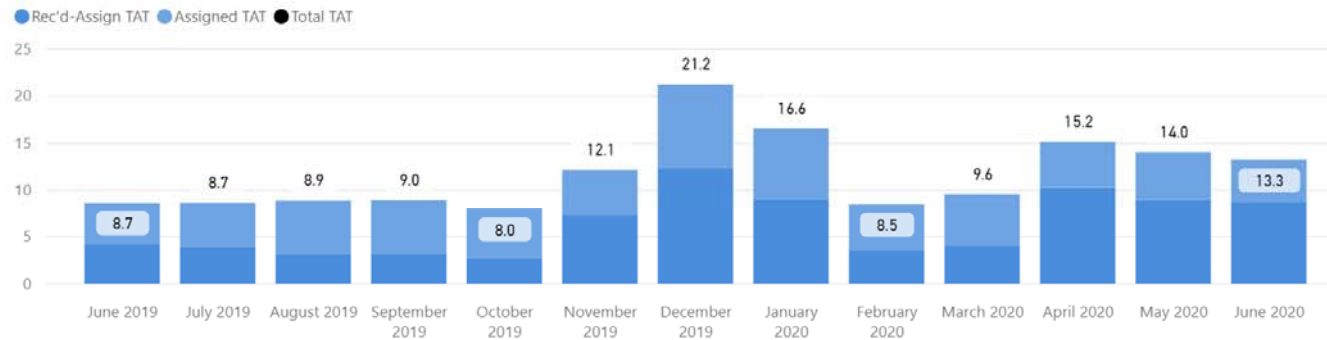
Controlled Substances

Date Range

6/1/2019

6/30/2020

Total TAT by Month



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

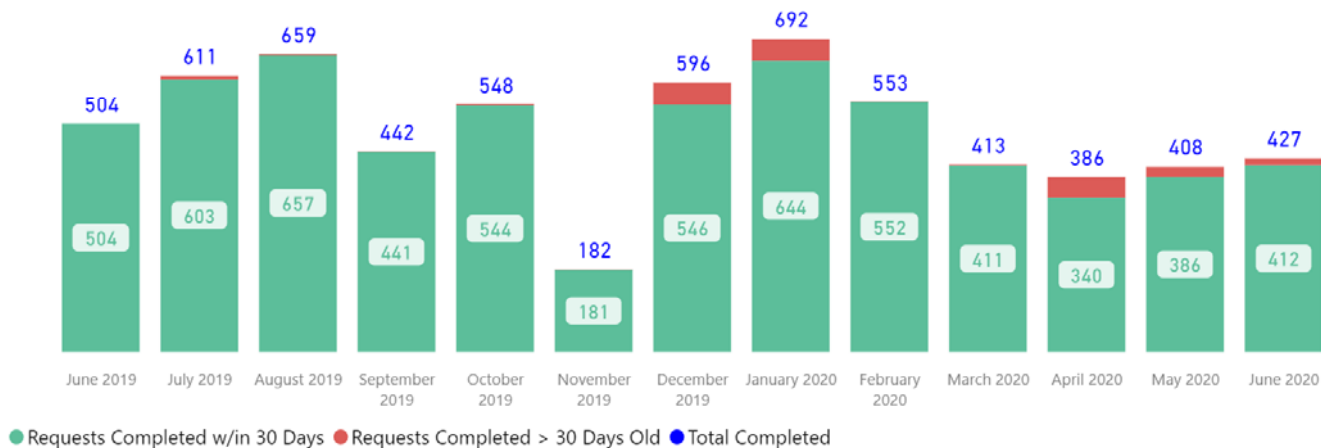
11.85

Total TAT (Rec'd-Compl.) Avg

5.70

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6421

Requests Completed

200

Requests Completed > 30 Days Old

3.11 %

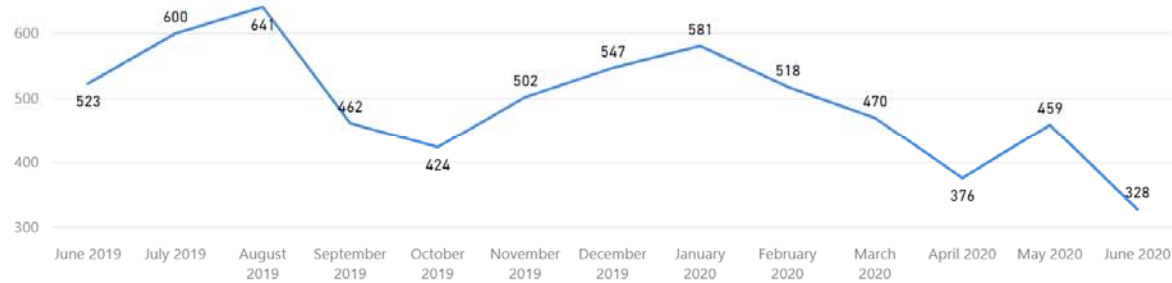
% Completed > 30 Days Old

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

Service: Seized Drugs Examination
Priority Type: All

Received Filter
6/1/2019 6/30/2020

Received by Month



Total Received

6,431

Received per Month (Avg)*

495

Completed Filter
6/1/2019 6/30/2020

Completed by Month



Total Completed

6,421

Completed per Month (Avg)*

494

* months with zero activity are not calculated into the average

Toxicology

Service

Blood Alcohol

Priority Type

All

of Unassigned

1719!

Goal: 50 (-3338%)

Pending Draft

154!

Goal: 120 (-28.33%)

Pending Tech

181!

Goal: 90 (-101.11%)

Pending Admin

123!

Goal: 90 (-36.67%)

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

1681

Justice Trax Past Critical Age

92

Avg Age of Requests > 30 D...

148

Age-Oldest Unassigned

169

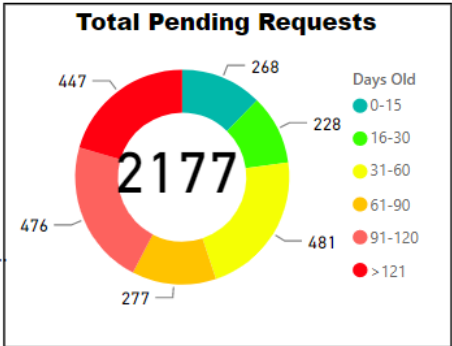
Age-Oldest Pending Draft

161

Age-Oldest Pending Tech

168

Age-Oldest Pending Admin



Overall TAT (Month to Date)

141.0!

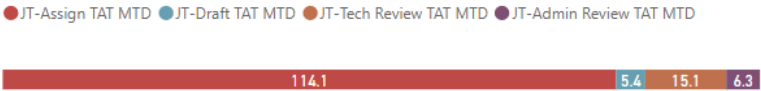
Goal: 30, 31

Overall TAT (Past 90 Days)

142.8!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
64203		18

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

Quality TAT

44!

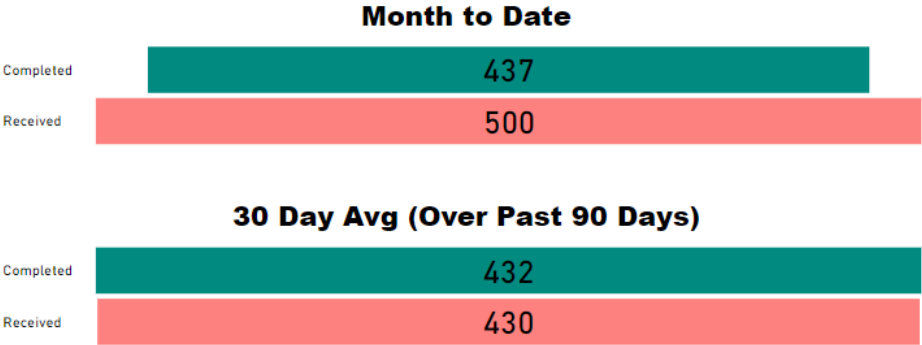
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Toxicology

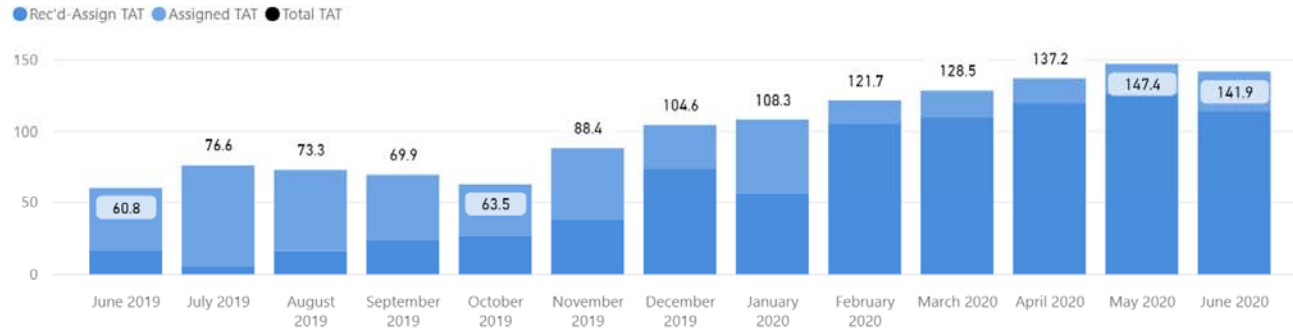


Date Range

6/1/2019

6/30/2020

Total TAT by Month



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

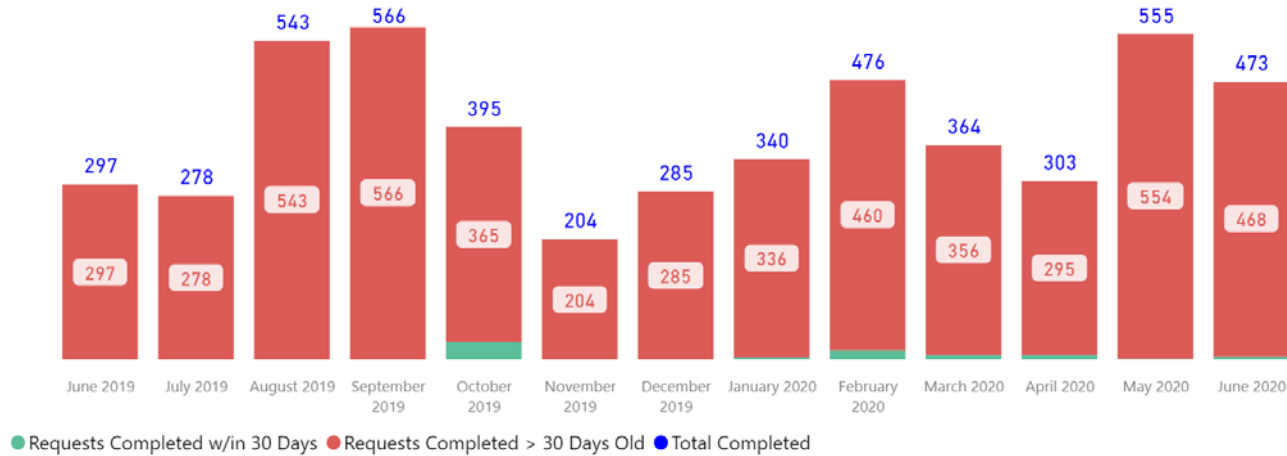
103.11

Total TAT (Rec'd-Compl.) Avg

36.37

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5079

Requests Completed

5007

Requests Completed > 30 Days Old

98.58 %

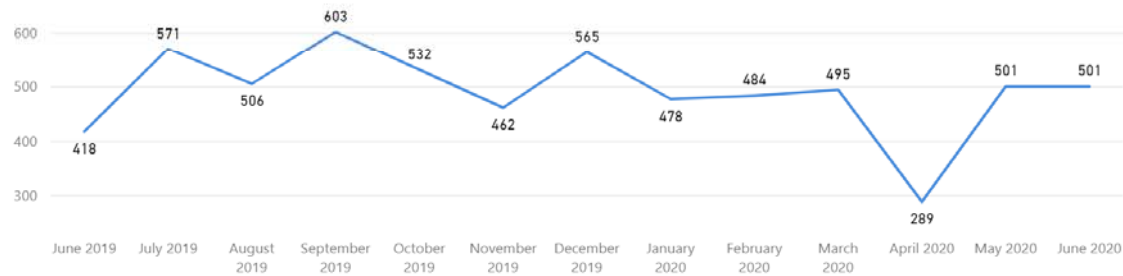
% Completed > 30 Days Old

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

Service: Priority Type:

Received Filter

Received by Month



Total Received

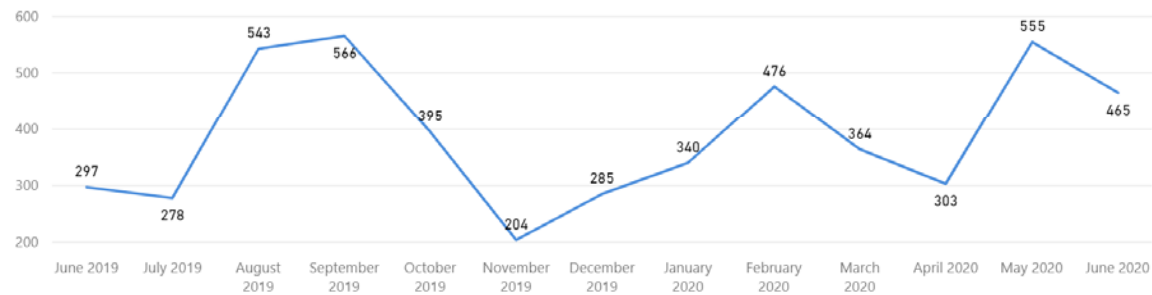
6,405

Received per Month (Avg)*

493

Completed Filter

Completed by Month



Total Completed

5,071

Completed per Month (Avg)*

390

* months with zero activity are not calculated into the average

Service
Priority Type

Toxicology
All

of Unassigned

576!

Goal: 120 (-380%)

Pending Draft

62!

Goal: 30 (-106.67%)

Pending Tech

0✓

Goal: 30 (+100%)

Pending Admin

12✓

Goal: 30 (+60%)

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

500

Justice Trax Past Critical Age

89

Avg Age of Requests >30 D...

144

Age-Oldest Unassigned

272

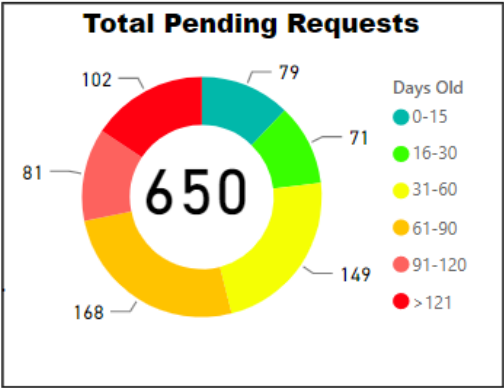
Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

231

Age-Oldest Pending Admin



Overall TAT
(Month to Date)

186.8!

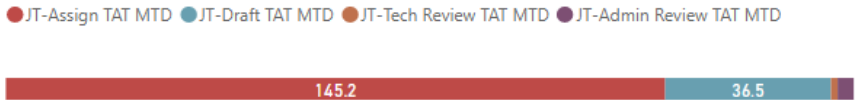
Goal: 90, 91

Overall TAT
(Past 90 Days)

164.8!

Goal: 90, 91

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
64203		18

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

Quality TAT

44!

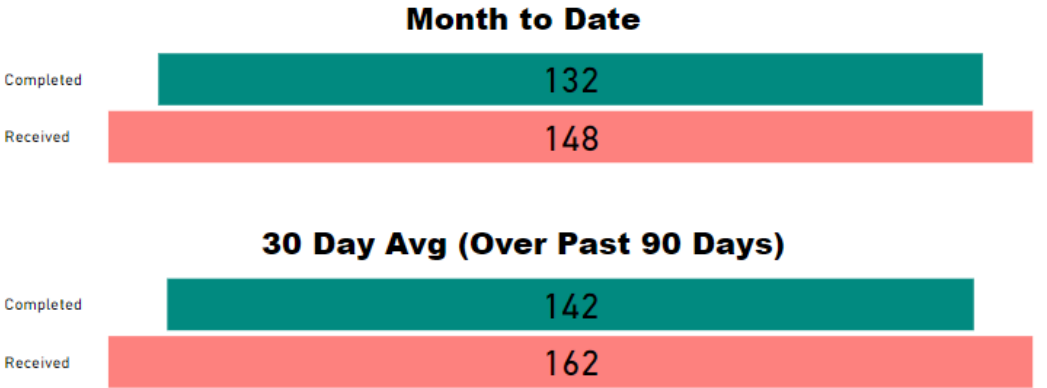
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Toxicology

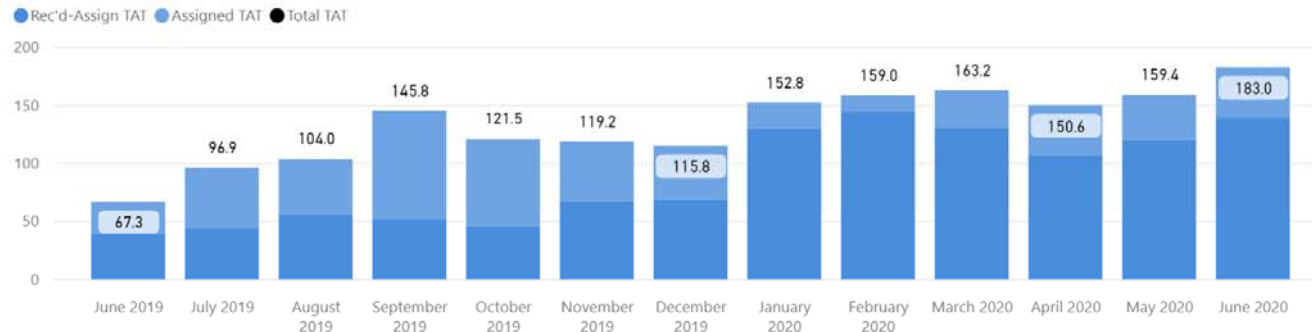


Date Range

6/1/2019

6/30/2020

Total TAT by Month



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

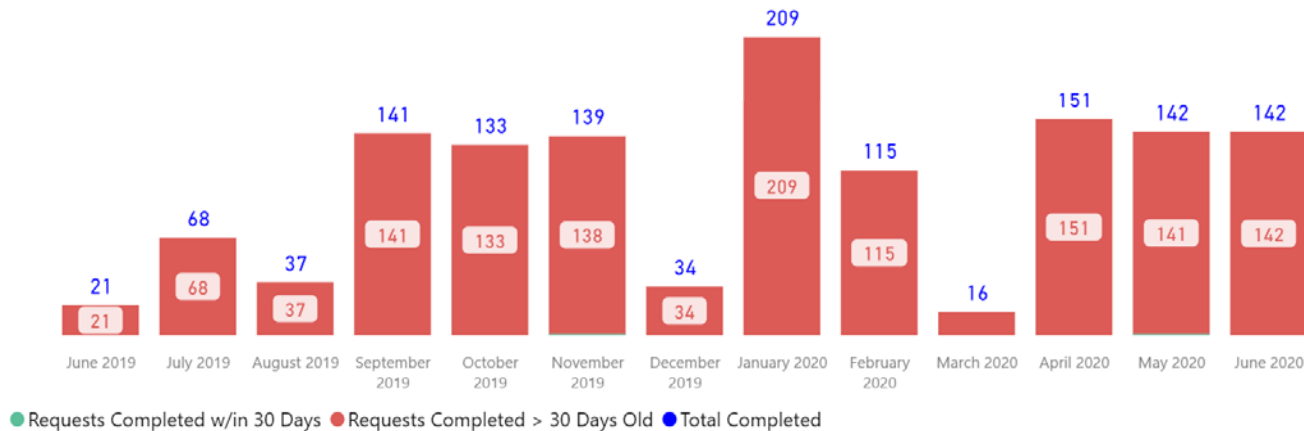
143.37

Total TAT (Rec'd-Compl.) Avg

46.66

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1348

Requests Completed

1346

Requests Completed > 30 Days Old

99.85 %

% Completed > 30 Days Old

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

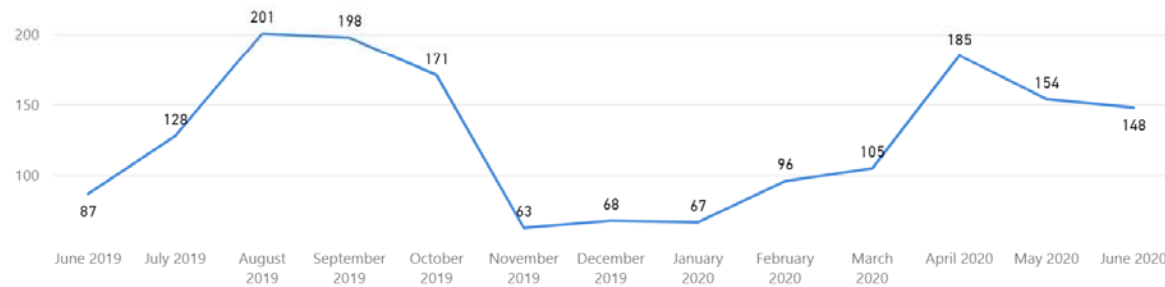
Service
Toxicology

Priority Type
All

Received Filter

6/1/2019 6/30/2020

Received by Month



Total Received

1,671

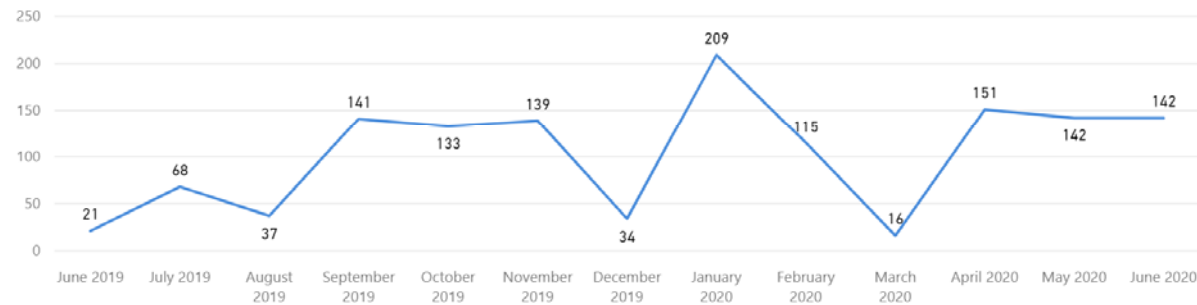
Received per Month (Avg)*

129

Completed Filter

6/1/2019 6/30/2020

Completed by Month



Total Completed

1,348

Completed per Month (Avg)*

104

* months with zero activity are not calculated into the average

Firearms

Service
Priority Type

Firearms Examination
All

of Unassigned

27!

Goal: 10 (-170%)

Pending Draft

25!

Goal: 14 (-78.57%)

Pending Tech

8✓

Goal: 9 (+11.11%)

Pending Admin

0✓

Goal: 5 (+100%)

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

30

Justice Trax Past Critical Age

70

Avg Age of Requests > 30 D...

41

Age-Oldest Unassigned

180

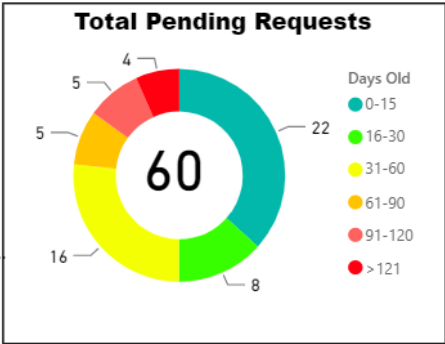
Age-Oldest Pending Draft

130

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT (Month to Date)

44.2!

Goal: 40, 41

Overall TAT (Past 90 Days)

43.3!

Goal: 40, 41



Open Quality Reports

Qualtrax ID	Workflow #	Age
65030		8
65564		1
64205	2020-041	18
65128	2020-046	7
65278	2020-IA-10	5

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

Quality TAT

18✓

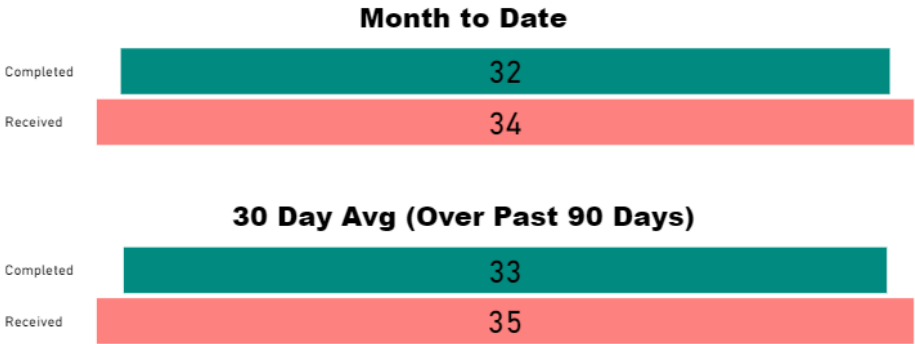
Goal: 30, 31

Avg Age of Open Reports*

10

Quality Filter

Firearms

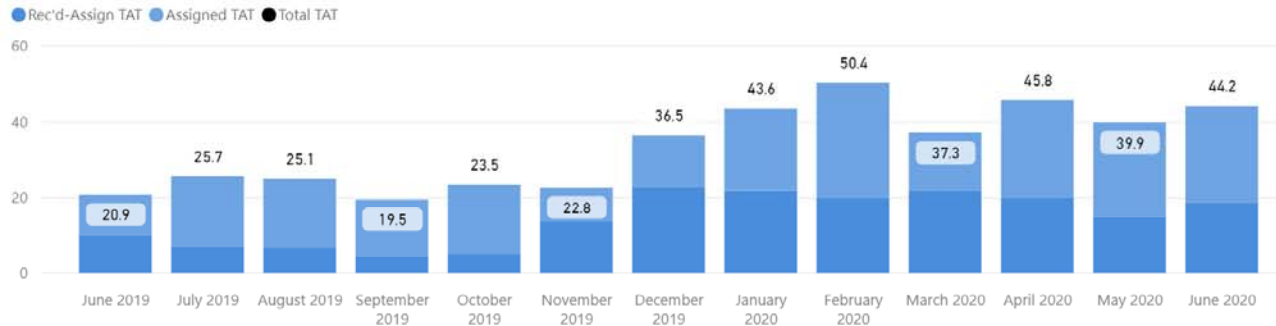


Date Range

6/1/2019

6/30/2020

Total TAT by Month



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

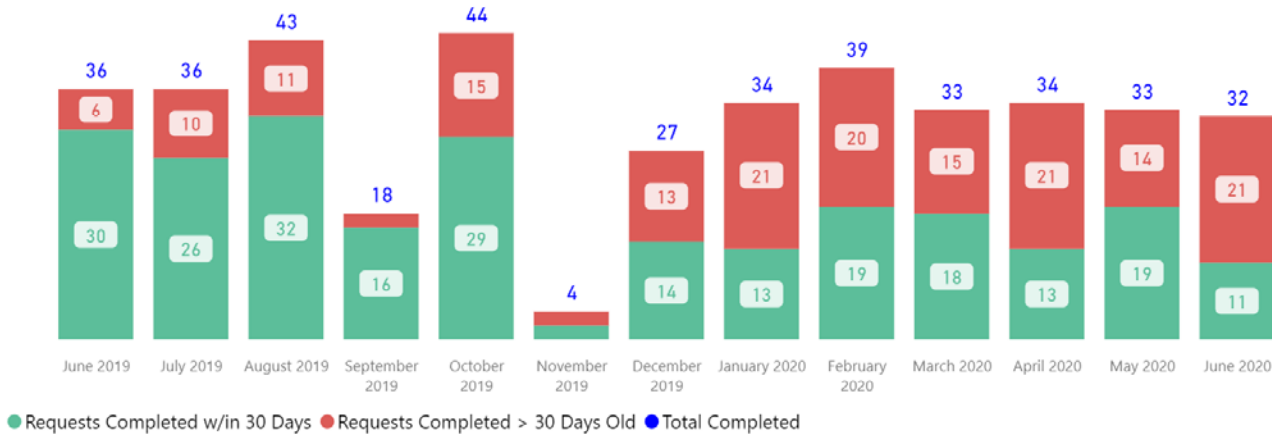
34.35

Total TAT (Rec'd-Compl.) Avg

20.07

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

413

Requests Completed

171

Requests Completed > 30 Days Old

41.40 %

% Completed > 30 Days Old

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

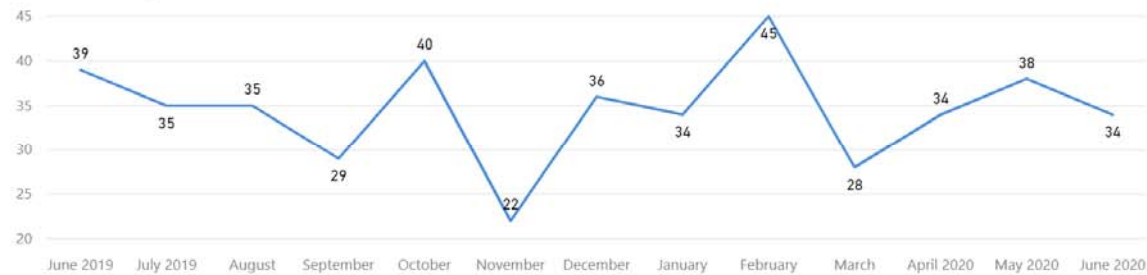
Service
Firearms Examination

Priority Type
All

Received Filter

6/1/2019 6/30/2020

Received by Month



Total Received

449

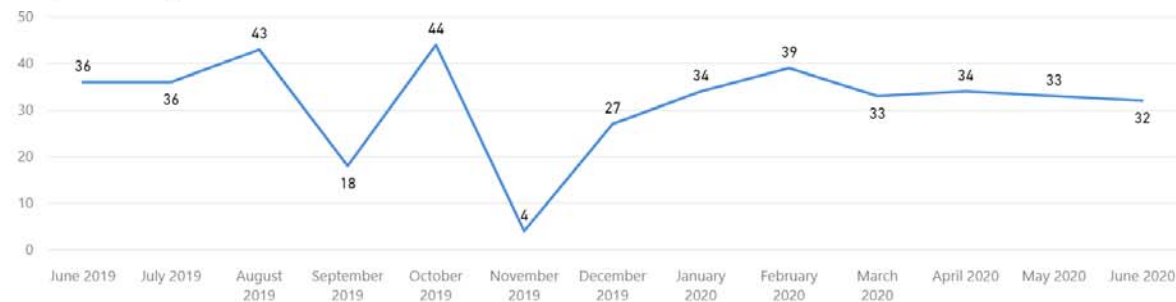
Received per Month (Avg)*

35

Completed Filter

6/1/2019 6/30/2020

Completed by Month



Total Completed

413

Completed per Month (Avg)*

32

* months with zero activity are not calculated into the average

Service

NIBIN Only

Priority Type

All

of Unassigned

9✓

Goal: 20 (+55%)

Pending Draft

7✓

Goal: 35 (+80%)

Pending Tech

16✓

Goal: 20 (+20%)

Pending Admin

2✓

Goal: 20 (+90%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests > 30 D...

25

Age-Oldest Unassigned

0

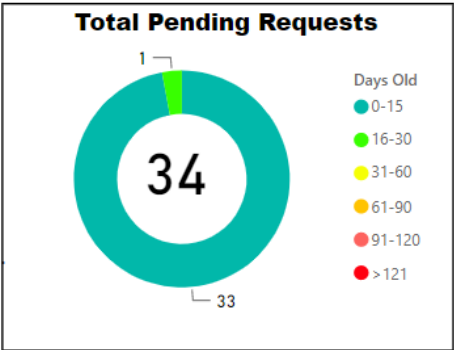
Age-Oldest Pending Draft

1

Age-Oldest Pending Tech

1

Age-Oldest Pending Admin



Overall TAT (Month to Date)

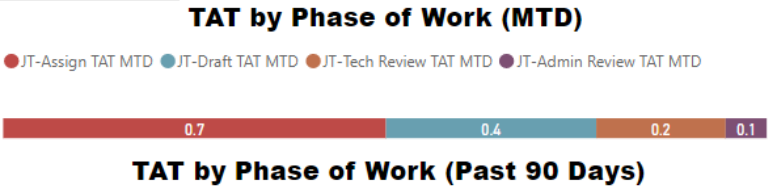
1.5✓

Goal: 7, 8

Overall TAT (Past 90 Days)

1.6✓

Goal: 7, 8



Open Quality Reports

Qualtrax ID	Workflow #	Age
65030		8
65564		1
64205	2020-041	18
65128	2020-046	7
65278	2020-IA-10	5

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

Quality TAT

18✓

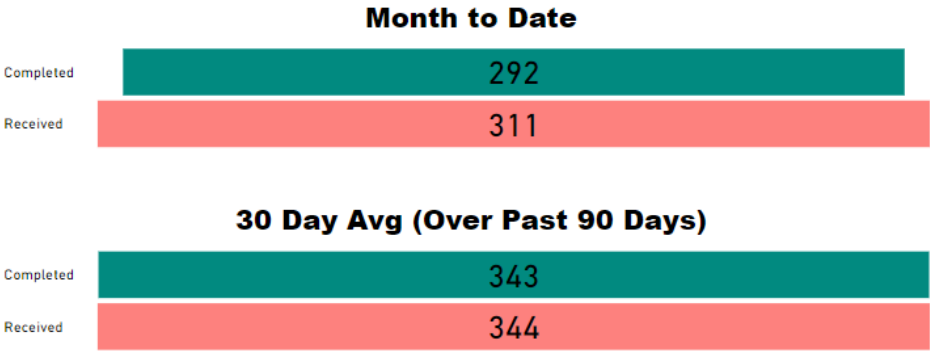
Goal: 30, 31

Avg Age of Open Reports*

10

Quality Filter

Firearms



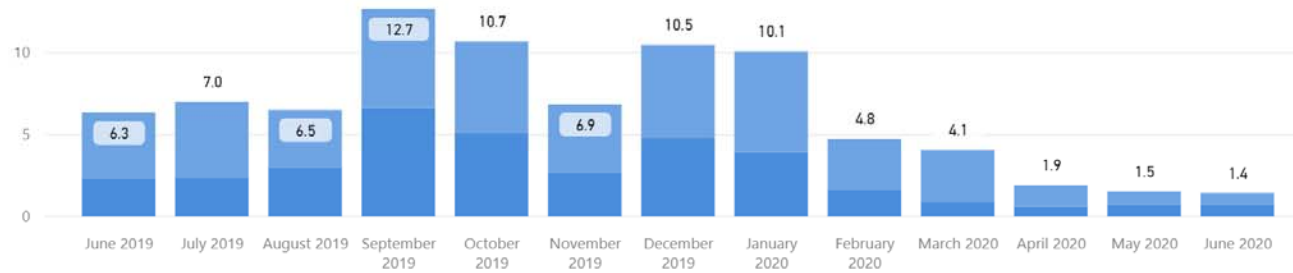
Date Range

6/1/2019

6/30/2020

Total TAT by Month

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



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

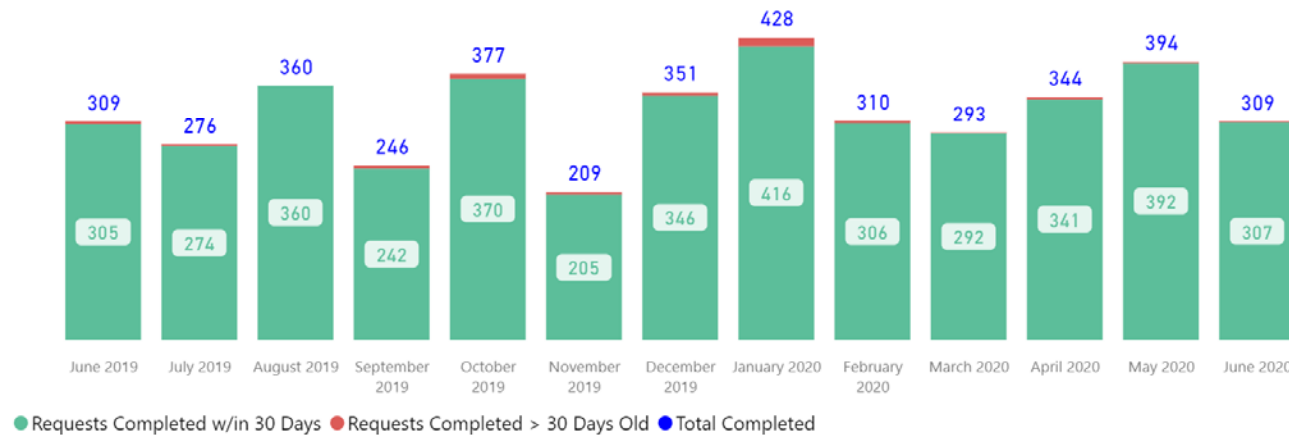
6.45

Total TAT (Rec'd-Compl.) Avg

3.75

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4206

Requests Completed

50

Requests Completed > 30 Days Old

1.19 %

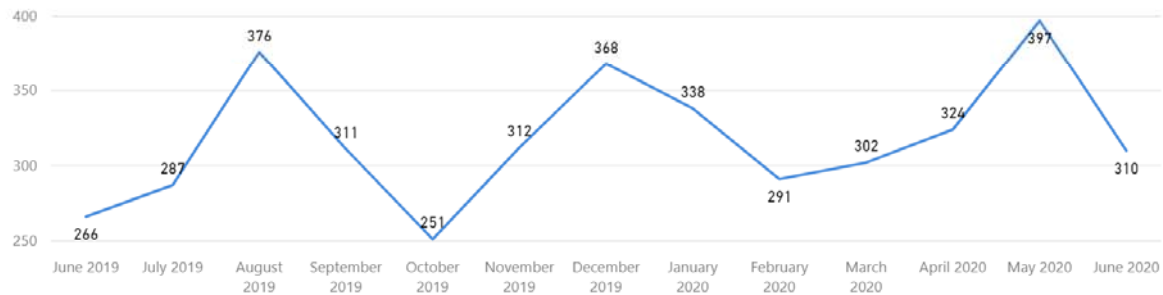
% Completed > 30 Days Old

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

Service: Priority Type:

Received Filter

Received by Month



Total Received

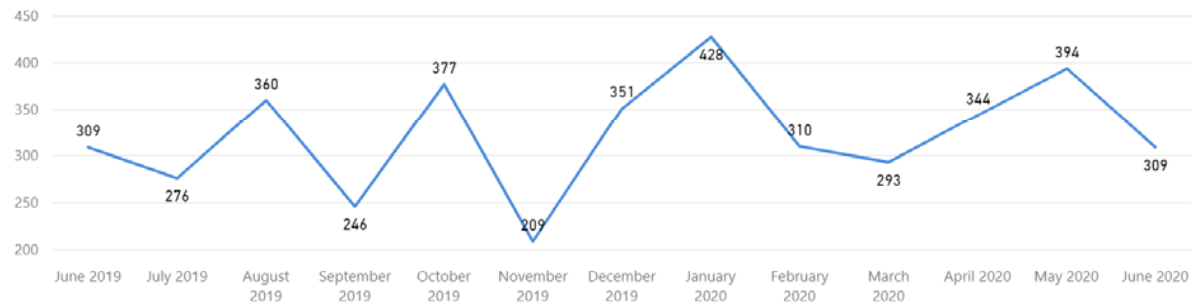
4,133

Received per Month (Avg)*

318

Completed Filter

Completed by Month



Total Completed

4,206

Completed per Month (Avg)*

324

* months with zero activity are not calculated into the average

Forensic Biology

Section

DNA

Request Type

All

of L

47!

Goal: 20 (-135%)

Pending Draft

793!

Goal: 24 (-3204.17%)

Pending Tech

89!

Goal: 24 (-270.83%)

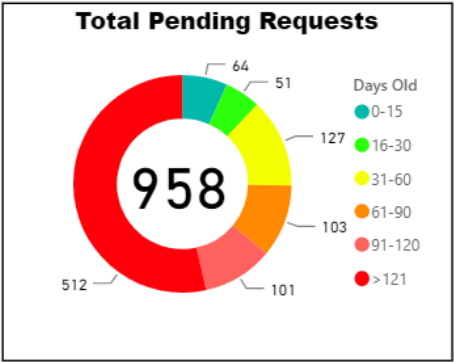
Pending Admin

22!

Goal: 20 (-10%)

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

- 843
- Past Critical Age
- 162
- Avg Age of Reqeusts > 30 ...
- 183
- Age-Oldest Unassigned PL
- 1175
- Age-Oldest Pending Draft...
- 2238
- Age-Oldest Pending Tech ...
- 417
- Age-Oldest Pending Adm...



Overall TAT (Month to Date)

183.0!

Goal: 30, 31

Overall TAT (Past 90 Days)

167.5!

Goal: 30, 31

TAT by Phase of Work (MTD)

PL-Assign TAT MTD

PL-Draft TAT MTD

PL-Tech Review TAT MTD

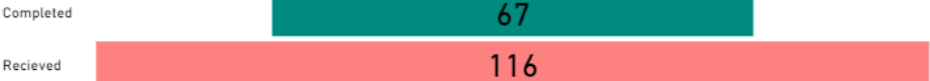
PL-Admin Review TAT MTD



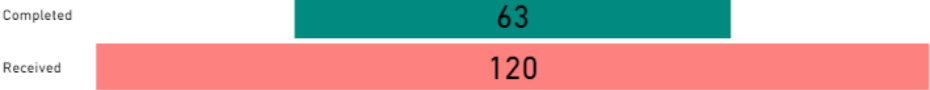
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	455
34624	2018-094	437
47766	2019-043	244
49436	2019-IA-15	219
55591		130
55683	2019-093	129
56110	2020-001	122

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

Quality TAT

22✓

Goal: 40, 41

Avg Age of Open Reports*

120

Quality Filter

Biology/DNA

Section

DNA

Request Type

All

of Unassigned

0✓

Goal: 20 (+100%)

Pending Draft

263!

Goal: 24 (-995.83%)

Pending Tech

27!

Goal: 24 (-12.5%)

Pending Admin

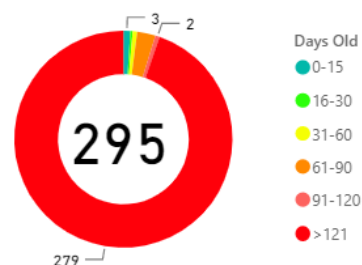
5✓

Goal: 20 (+75%)

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

291
Past Critical Age
221
Avg Age of Reqeusts >30 ...
0
Age-Oldest Unassigned PL
1175
Age-Oldest Pending Draft...
946
Age-Oldest Pending Tech ...
301
Age-Oldest Pending Adm...

Total Pending Requests



Overall TAT
(Month to Date)

197.7!

Goal: 30, 31

Overall TAT
(Past 90 Days)

206.4!

Goal: 30, 31

TAT by Phase of Work (MTD)

PL-Assign TAT MTD PL-Draft TAT MTD PL-Tech Review TAT MTD PL-Admin Review TAT MTD



TAT by Phase of Work (Past 90 Days)



Month to Date

Completed 39

Recieved 4

30 Day Avg (Over Past 90 Days)

Completed 29

Received 5

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	455
34624	2018-094	437
47766	2019-043	244
49436	2019-IA-15	219
55591		130
55683	2019-093	129
56110	2020-001	122

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

Quality TAT

22✓

Goal: 40, 41

Avg Age of Open Reports*

120

Quality Filter

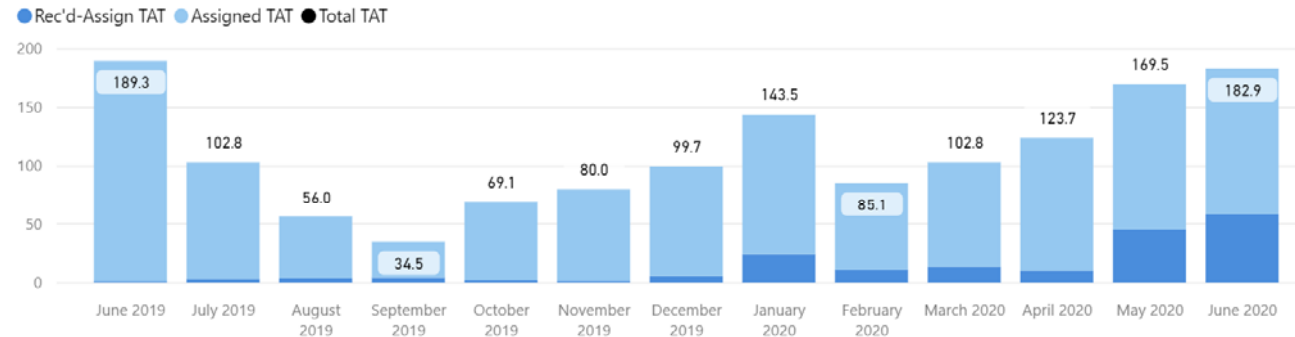
Biology/DNA

Date Range

6/1/2019

6/30/2020

Total TAT by Month



Request Type

DNA

Request Type

All

Selected Time Frame Averages

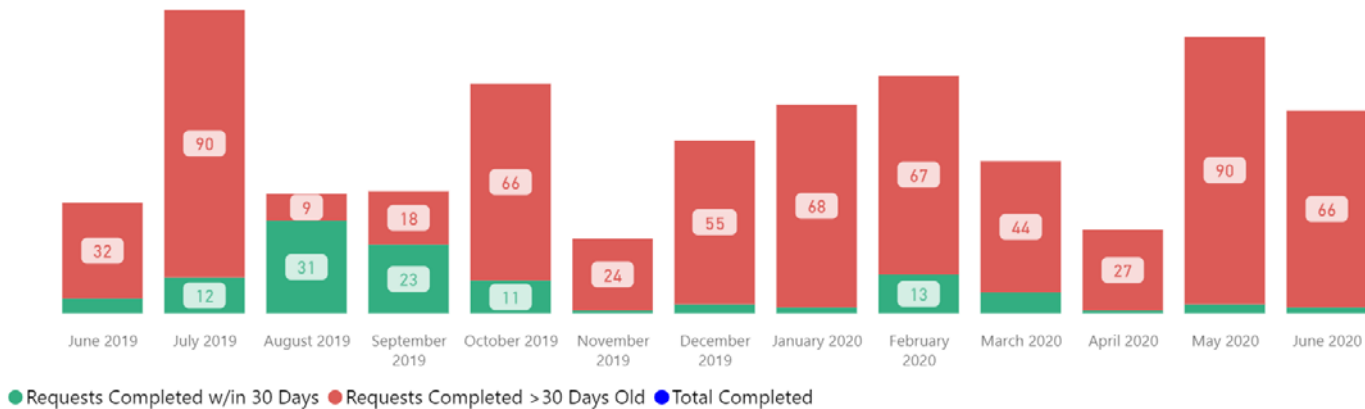
114.29

Total TAT (Rec'd-Compl.) Avg

97.95

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

770

Requests Completed

656

Requests Completed > 30 Days

85.19 %

% Completed > 30 Days

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

Section

DNA

Request Type

All

Received Filter

6/1/2019

6/30/2020

Received by Month



Total Received

1604

Received per Month (Avg)*

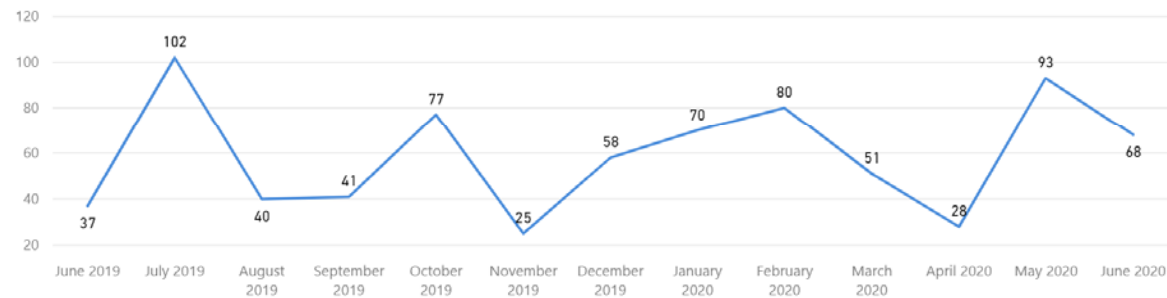
123

Completed Filter

6/1/2019

6/30/2020

Completed by Month



Total Completed

770

Completed per Month (Avg)*

59

* months with zero activity are not calculated into the average

Section: Screening Request Type: All

of Unassigned

0✓

Goal: 10 (+100%)

Pending Draft

32!

Goal: 14 (-128.57%)

Pending Tech

0✓

Goal: 16 (+100%)

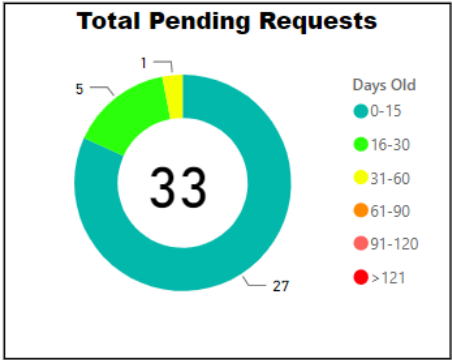
Pending Admin

1✓

Goal: 12 (+91.67%)

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

- 1 Past Critical Age
- 56 Avg Age of Reqeusts > 30 ...
- 0 Age-Oldest Unassigned PL
- 56 Age-Oldest Pending Draft...
- 0 Age-Oldest Pending Tech ...
- 15 Age-Oldest Pending Adm...



Overall TAT (Month to Date)

13.6!

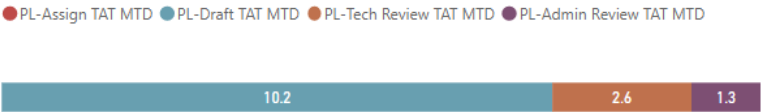
Goal: 10, 11

Overall TAT (Past 90 Days)

26.2!

Goal: 10, 11

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	455
34624	2018-094	437
47766	2019-043	244
49436	2019-IA-15	219
55591		130
55683	2019-093	129
56110	2020-001	122

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

Quality TAT

22✓

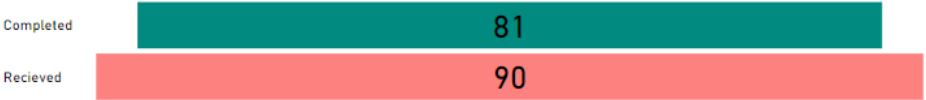
Goal: 40, 41

Avg Age of Open Reports*

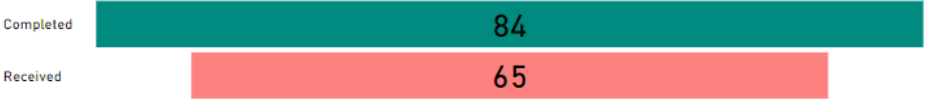
120

Quality Filter: Biology/DNA

Month to Date



30 Day Avg (Over Past 90 Days)



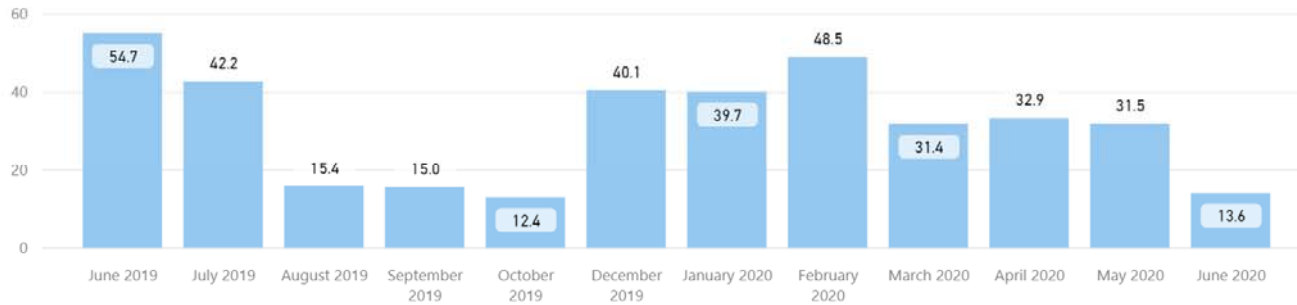
Date Range

6/1/2019

6/30/2020

Total TAT by Month

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



Request Type

Screening

Request Type

All

Selected Time Frame Averages

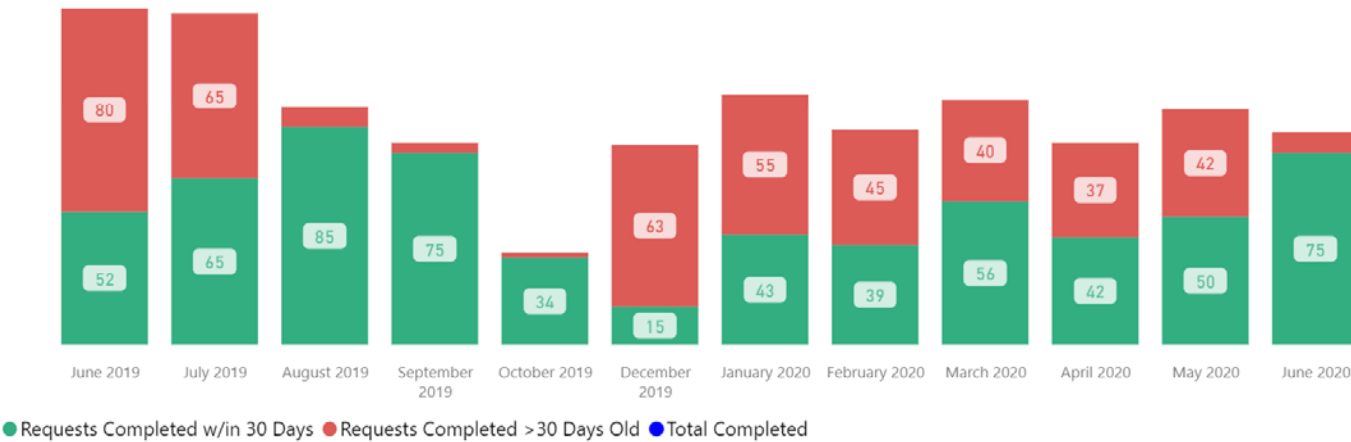
33.80

Total TAT (Rec'd-Compl.) Avg

34.33

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1080

Requests Completed

449

Requests Completed > 30 Days

41.57 %

% Completed > 30 Days

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

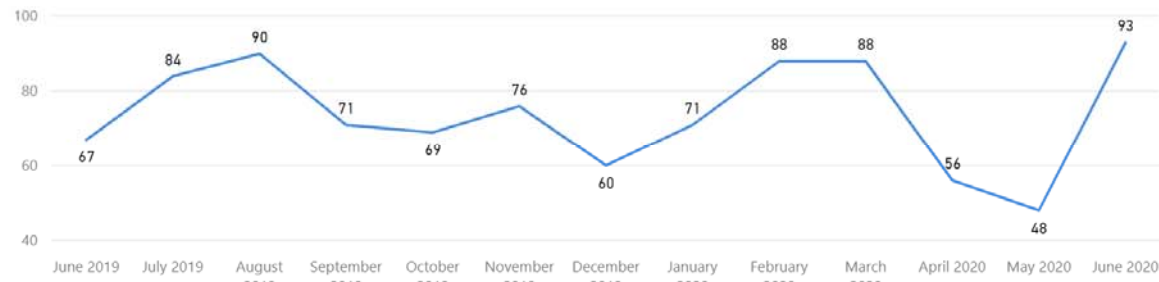
Section
Screening

Request Type
All

Received Filter

6/1/2019 6/30/2020

Received by Month



Total Received

961

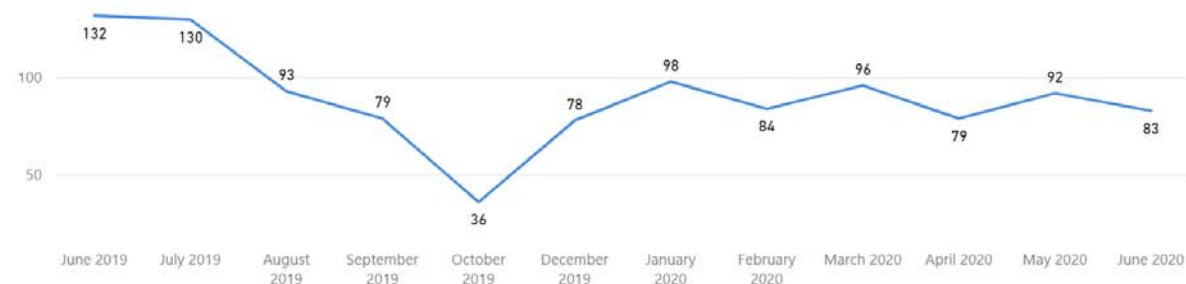
Received per Month (Avg)*

74

Completed Filter

6/1/2019 6/30/2020

Completed by Month



Total Completed

1080

Completed per Month (Avg)*

90

* months with zero activity are not calculated into the average

Section

CODIS

CODIS Hit Type

All

of Unassigned

64✓

Goal: 100 (+36%)

Pending Draft

18✓

Goal: 20 (+10%)

Pending Tech

1✓

Goal: 15 (+93.33%)

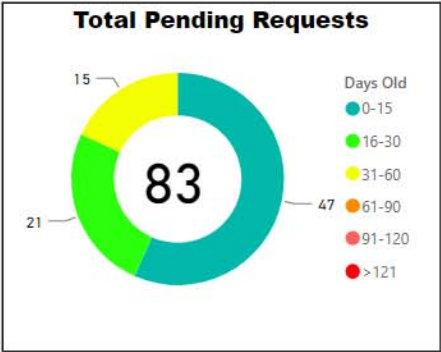
Pending Admin

0✓

Goal: 0

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

- 15
- Past Critical Age
- 41
- Avg Age of Reqeusts >30 ...
- 55
- Age-Oldest Unassigned PL
- 55
- Age-Oldest Pending Draft...
- 14
- Age-Oldest Pending Tech ...
- 0
- Age-Oldest Pending Adm...



Overall TAT (Month to Date)

19.6✓

Goal: 30, 31

Overall TAT (Past 90 Days)

14.2✓

Goal: 30, 31

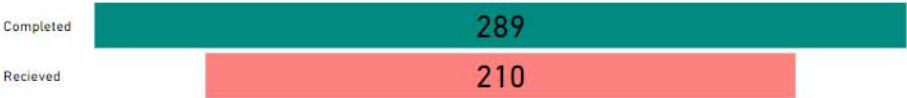
TAT by Phase of Work (MTD)



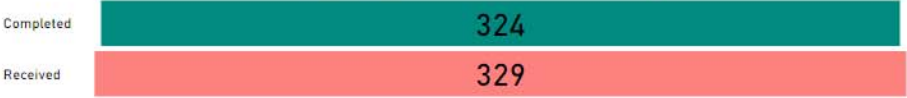
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	455
34624	2018-094	437
47766	2019-043	244
49436	2019-IA-15	219
55591		130
55683	2019-093	129
56110	2020-001	122

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

Quality TAT

22✓

Goal: 40, 41

Avg Age of Open Reports*

120

Quality Filter

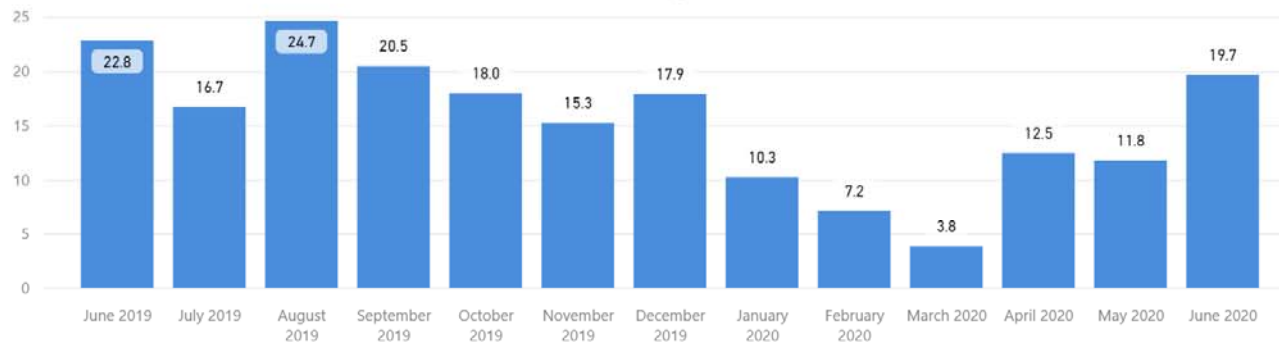
Biology/DNA

Date Range

6/1/2019

6/30/2020

Total TAT by Month



Request Type

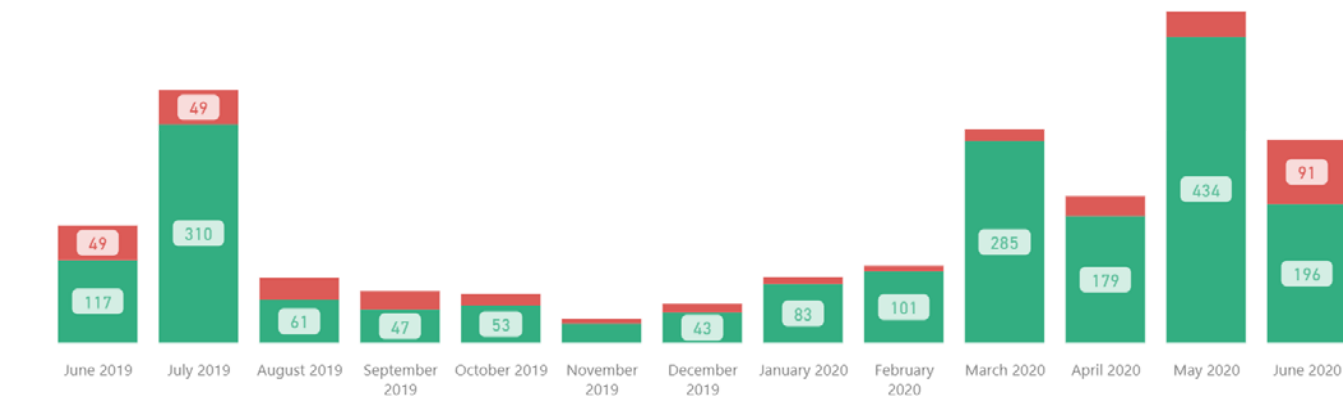
CODIS

Selected Time Frame Averages

14.25

Total TAT (Rec'd-Compl.) Avg

Requests Completed



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

Received to Complete

2317

Requests Completed

381

Requests Completed > 30 Days

16.44 %

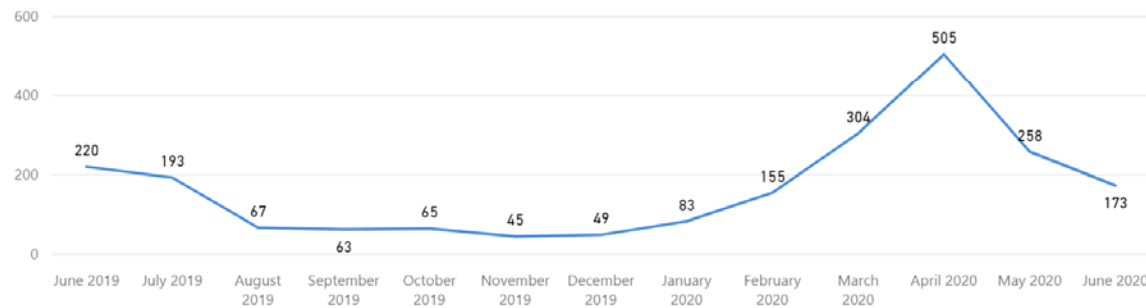
% Completed > 30 Days

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

Section Hit Type

Received Filter

Received by Month



Total Received

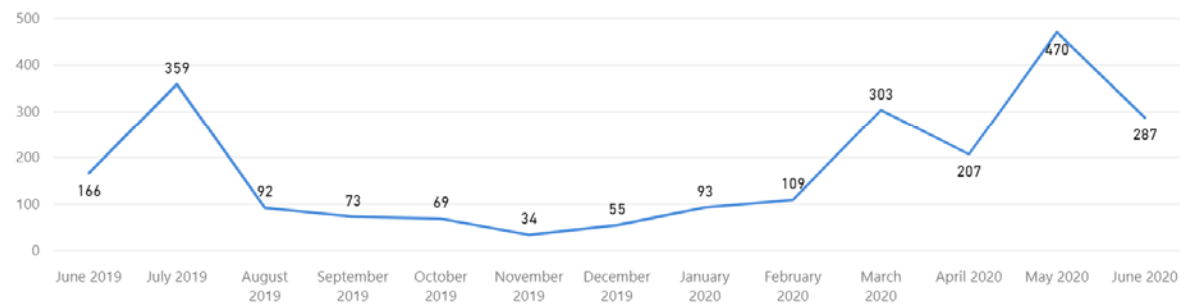
2180

Received per Month (Avg)*

168

Completed Filter

Completed by Month



Total Completed

3904

Completed per Month (Avg)*

178

* months with zero activity are not calculated into the average

Latent Prints

Service
Priority Type

Latent Comparison
All

of Unassigned
2409!
Goal: 230 (-947.39%)

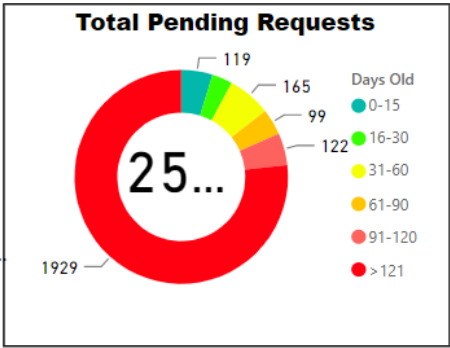
Pending Draft
73!
Goal: 50 (-46%)

Pending Tech
32✓
Goal: 50 (+36%)

Pending Admin
1✓
Goal: 50 (+98%)

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

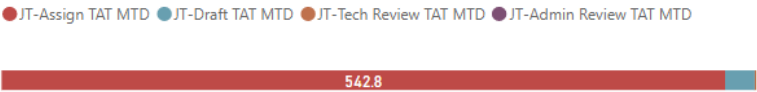
2315
Justice Trax Past Critical Age
576
Avg Age of Requests > 30 D...
2174
Age-Oldest Unassigned
1631
Age-Oldest Pending Draft
1520
Age-Oldest Pending Tech
15
Age-Oldest Pending Admin



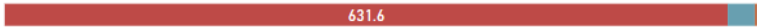
Overall TAT
(Month to Date)
566.5!
Goal: 45, 46

Overall TAT
(Past 90 Days)
659.6!
Goal: 45, 46

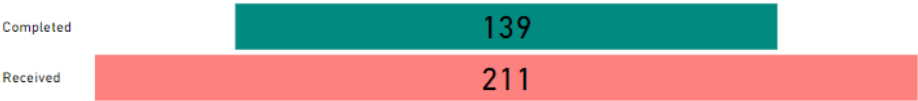
TAT by Phase of Work (MTD)



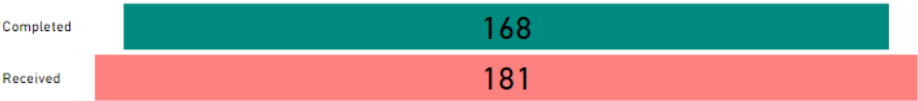
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
44789	2019-028	286
62079	2020-033	44
63578	2020-039	27
64699	2020-043	12
65272	2020-048	5
61653	2020-IA-01	52

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

Quality TAT
20✓
Goal: 40, 41

Avg Age of Open Reports*
71

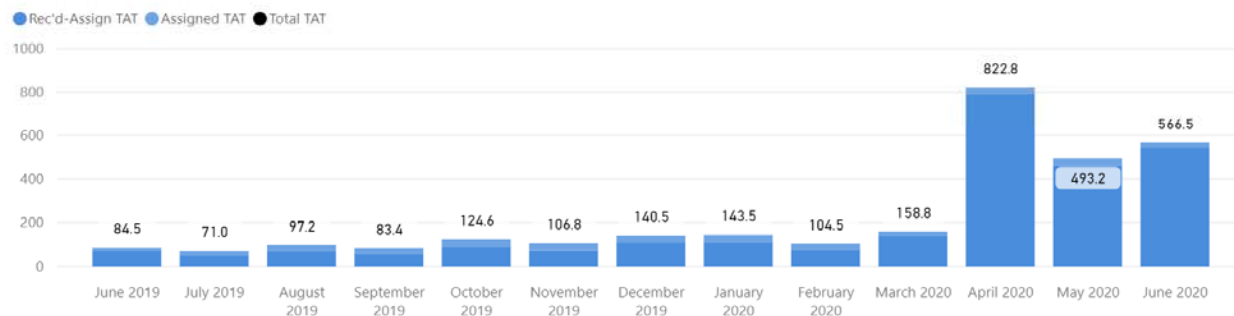
Quality Filter
Latent Prints

Date Range

6/1/2019

6/30/2020

Total TAT by Month



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

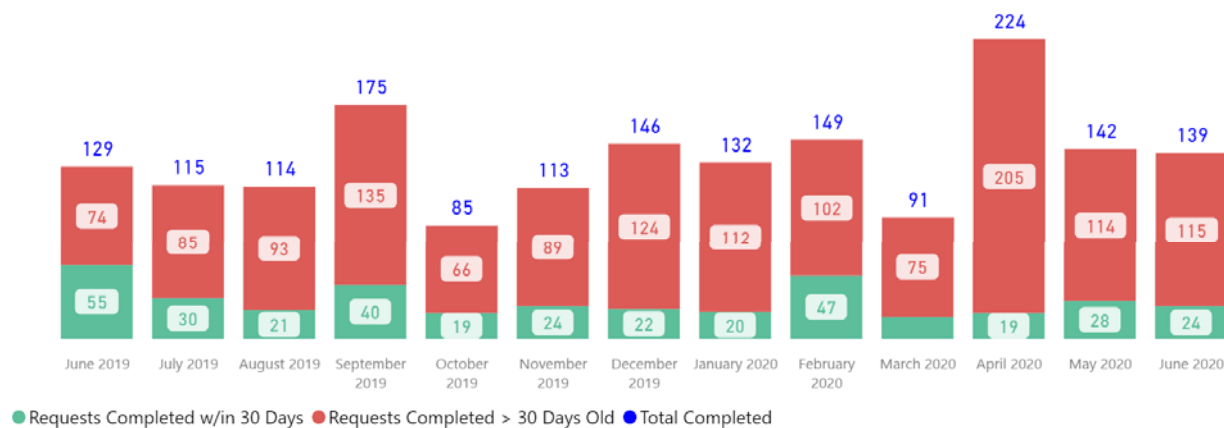
267.94

Total TAT (Rec'd-Compl.) Avg

26.98

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1754

Requests Completed

1389

Requests Completed > 30 Days Old

79.19 %

% Completed > 30 Days Old

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

Service Priority Type

Latent Comparison All

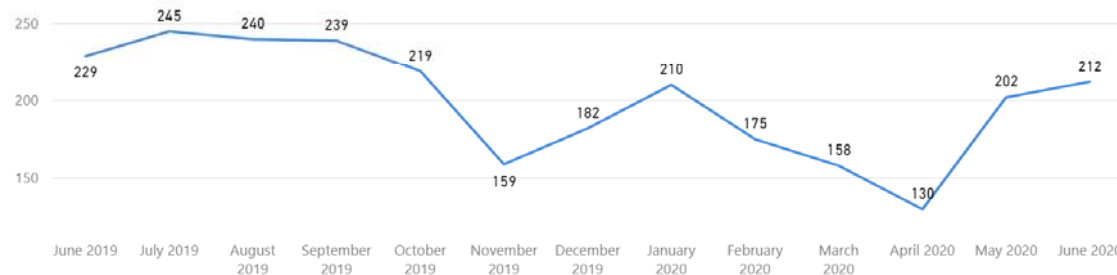
Filter Table More

Received Filter

6/1/2019 6/30/2020

Slider

Received by Month



Total Received

2,600

Received per Month (Avg)*

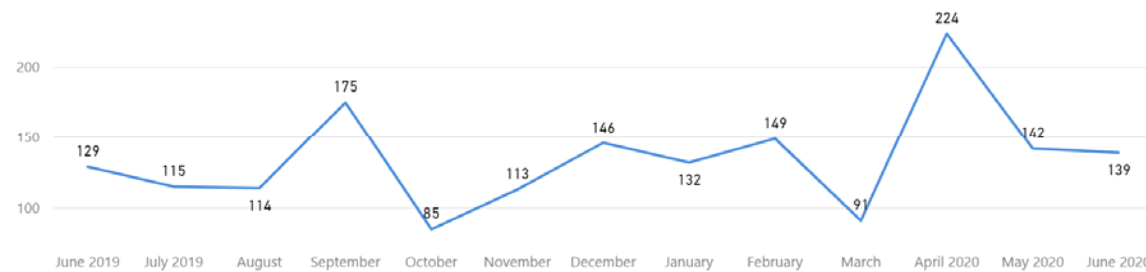
200

Completed Filter

6/1/2019 6/30/2020

Slider

Completed by Month



Total Completed

1,754

Completed per Month (Avg)*

135

* months with zero activity are not calculated into the average

Service: Latent Processing
 Priority Type: All

of Unassigned
306!
 Goal: 50 (-512%)

Pending Draft
7✓
 Goal: 30 (+76.67%)

Pending Tech
1✓
 Goal: 30 (+96.67%)

Pending Admin
8✓
 Goal: 30 (+73.33%)

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

285
Justice Trax Past Critical Age

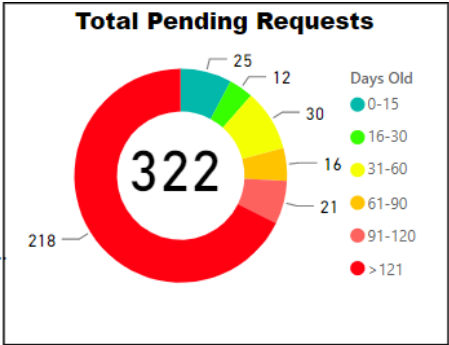
218
Avg Age of Requests > 30 D...

687
Age-Oldest Unassigned

378
Age-Oldest Pending Draft

120
Age-Oldest Pending Tech

390
Age-Oldest Pending Admin



Overall TAT (Month to Date)

156.1!

Goal: 30, 31

Overall TAT (Past 90 Days)

115.8!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

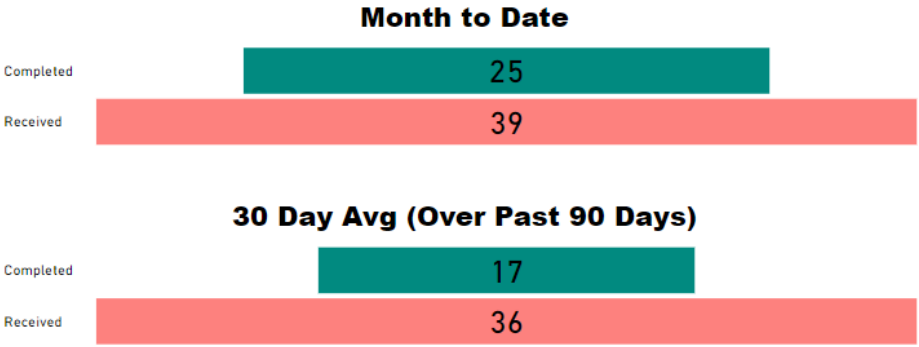
Qualtrax ID	Workflow #	Age
44789	2019-028	286
62079	2020-033	44
63578	2020-039	27
64699	2020-043	12
65272	2020-048	5
61653	2020-IA-01	52

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

Quality TAT
20✓
 Goal: 40, 41

Avg Age of Open Reports*
71

Quality Filter: Latent Prints

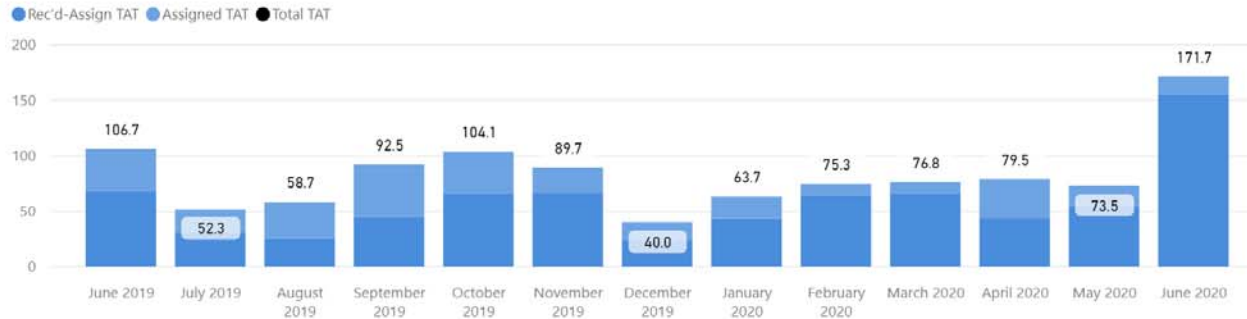


Date Range

6/1/2019

6/30/2020

Total TAT by Month



Request Type

Latent Processing

Priority Type

All

Selected Time Frame Averages

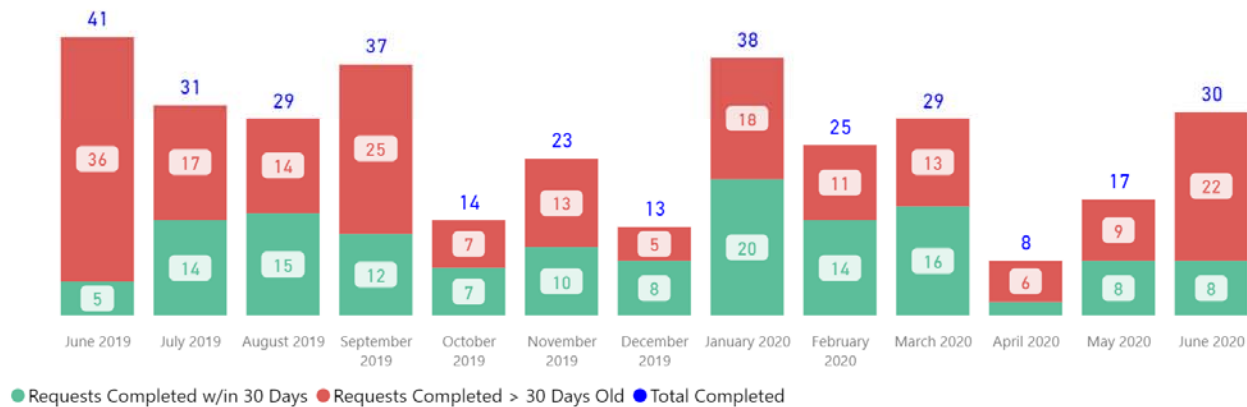
85.75

Total TAT (Rec'd-Compl.) Avg

25.67

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

335

Requests Completed

196

Requests Completed > 30 Days Old

58.51 %

% Completed > 30 Days Old

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

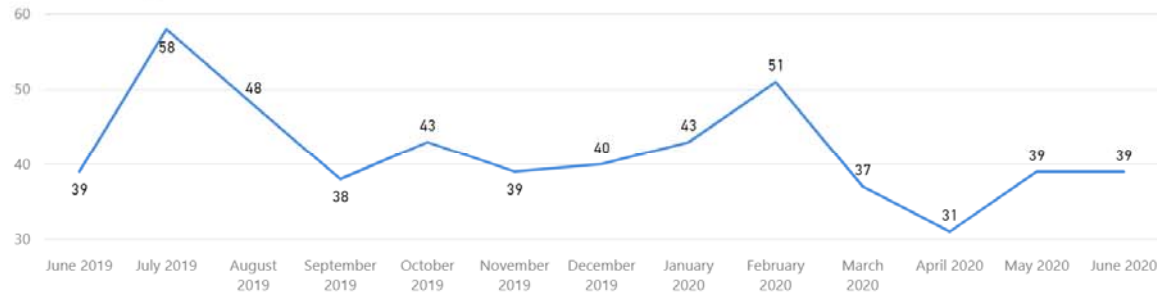
Service
Latent Processing

Priority Type
All

Received Filter

6/1/2019 6/30/2020

Received by Month



Total Received

545

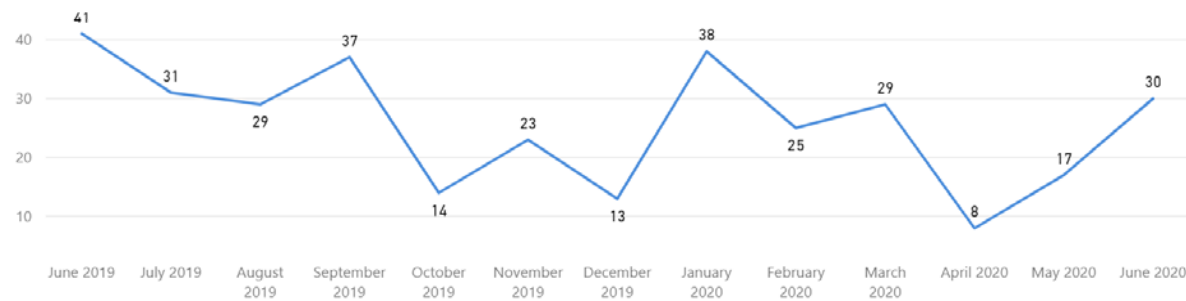
Received per Month (Avg)*

42

Completed Filter

6/1/2019 6/30/2020

Completed by Month



Total Completed

335

Completed per Month (Avg)*

26

* months with zero activity are not calculated into the average

Digital Multi-Media

Service
Priority Type

AV Call Out
All

of Unassigned

0✓

Goal: 15 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

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

0

Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

Total Pending Requests

0

Days Old
0-15
16-30
31-60
61-90
91-120
> 121

Overall TAT (Month to Date)

10.3!

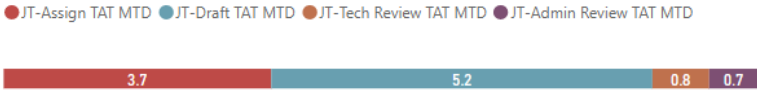
Goal: 5, 6

Overall TAT (Past 90 Days)

8.1!

Goal: 5, 6

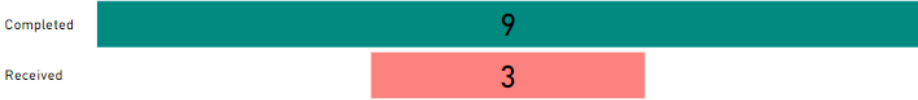
TAT by Phase of Work (MTD)



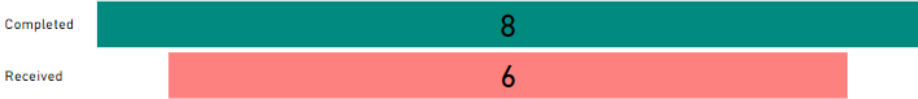
TAT by Phase of Work (Past 90 Days)



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

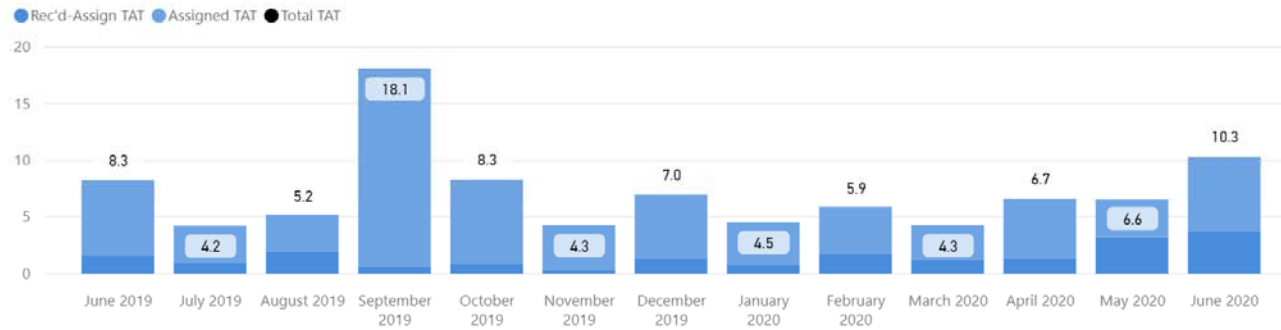
Audio/Video

Date Range

6/1/2019

6/30/2020

Total TAT by Month



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

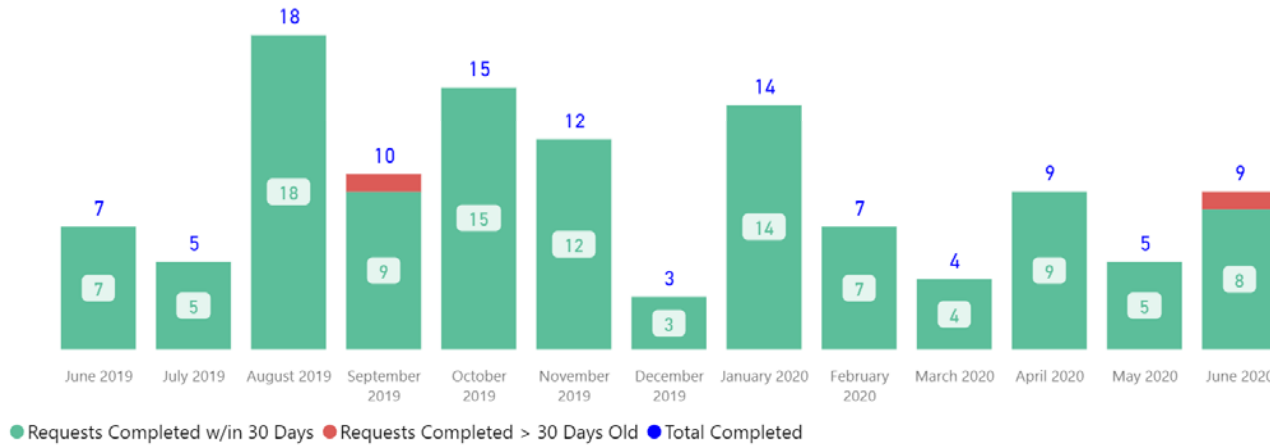
7.26

Total TAT (Rec'd-Compl.) Avg

5.85

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

118

Requests Completed

2

Requests Completed > 30 Days Old

1.69 %

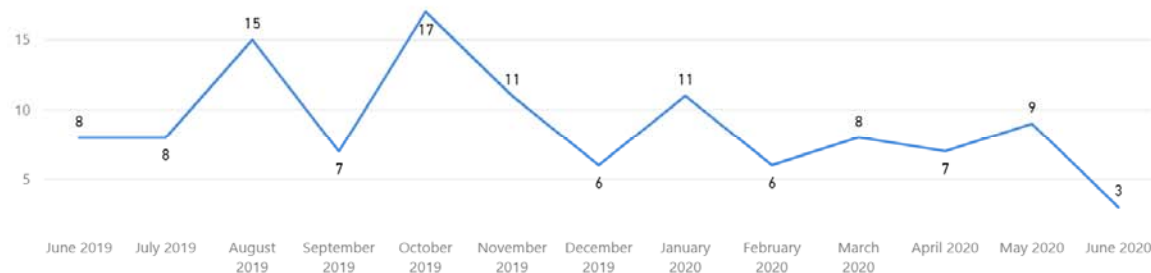
% Completed > 30 Days Old

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

Service: Priority Type:

Received Filter

Received by Month



Total Received

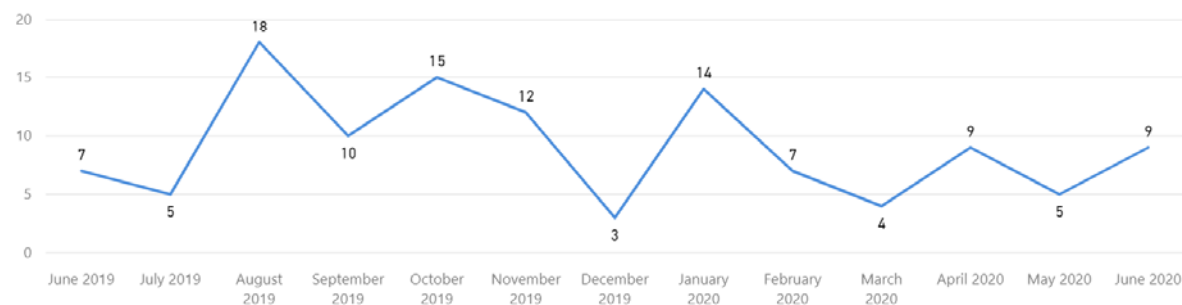
116

Received per Month (Avg)*

9

Completed Filter

Completed by Month



Total Completed

118

Completed per Month (Avg)*

9

* months with zero activity are not calculated into the average

Service

Priority Type

AV Examination

All

of Unassigned

0✓

Goal: 15 (+100%)

Pending Draft

10!

Goal: 5 (-100%)

Pending Tech

0✓

Goal: 5 (+100%)

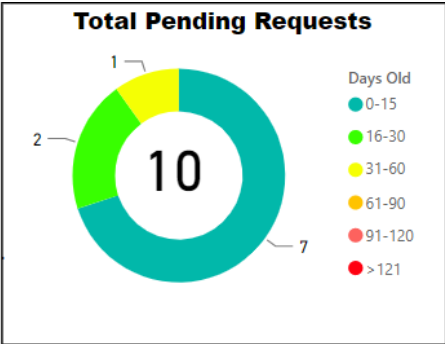
Pending Admin

0✓

Goal: 5 (+100%)

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

- 1
- Justice Trax Past Critical Age
- 60
- Avg Age of Requests > 30 D...
- 0
- Age-Oldest Unassigned
- 60
- Age-Oldest Pending Draft
- 0
- Age-Oldest Pending Tech
- 0
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

21.8✓

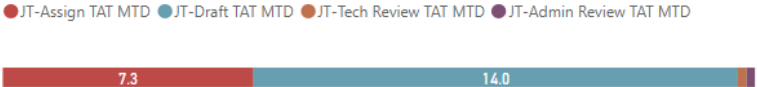
Goal: 45, 46

Overall TAT (Past 90 Days)

19.1✓

Goal: 45, 46

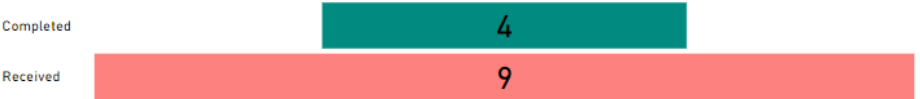
TAT by Phase of Work (MTD)



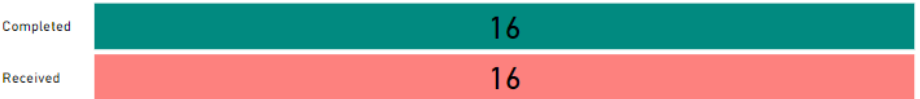
TAT by Phase of Work (Past 90 Days)



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

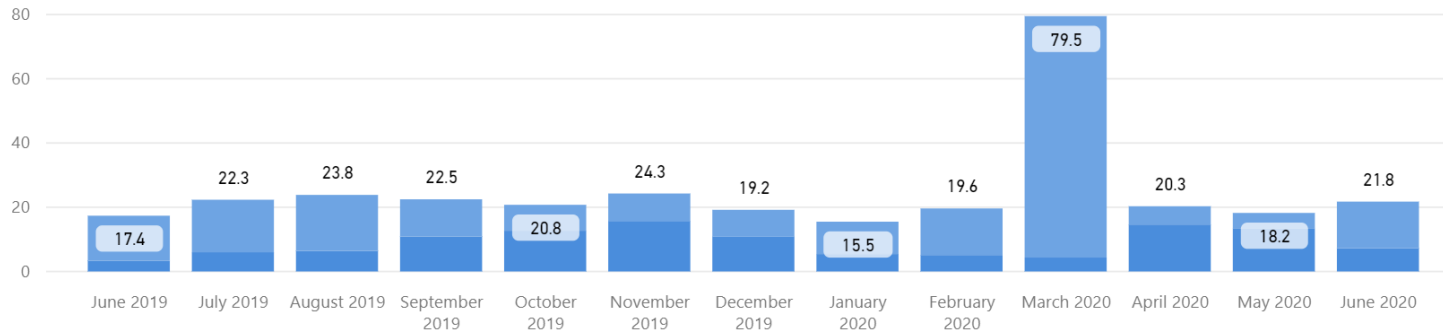
Date Range

6/1/2019

6/30/2020

Total TAT by Month

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



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

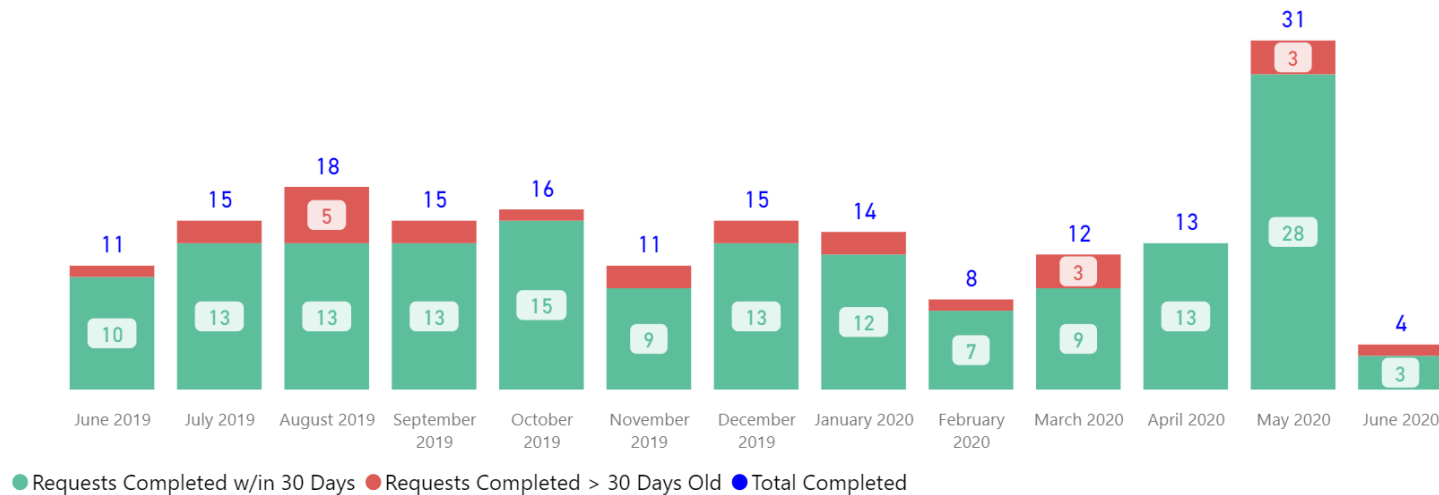
24.17

Total TAT (Rec'd-Compl.) Avg

14.64

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

183

Requests Completed

25

Requests Completed > 30 Days Old

13.66 %

% Completed > 30 Days Old

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

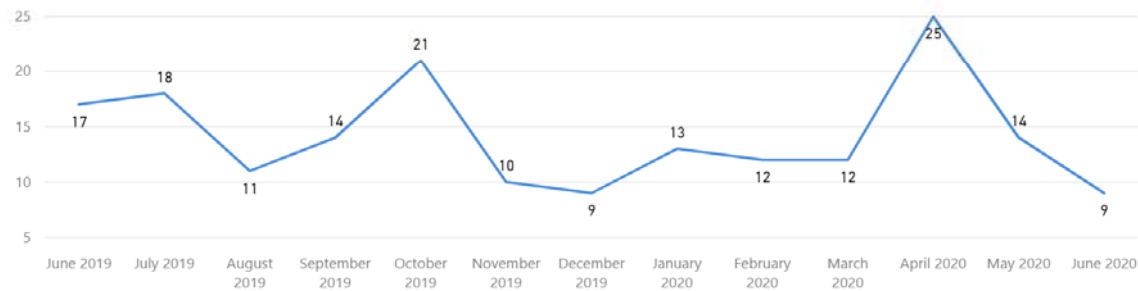
Service
Priority Type

AV Examination
All

Received Filter

6/1/2019
6/30/2020

Received by Month



Total Received

185

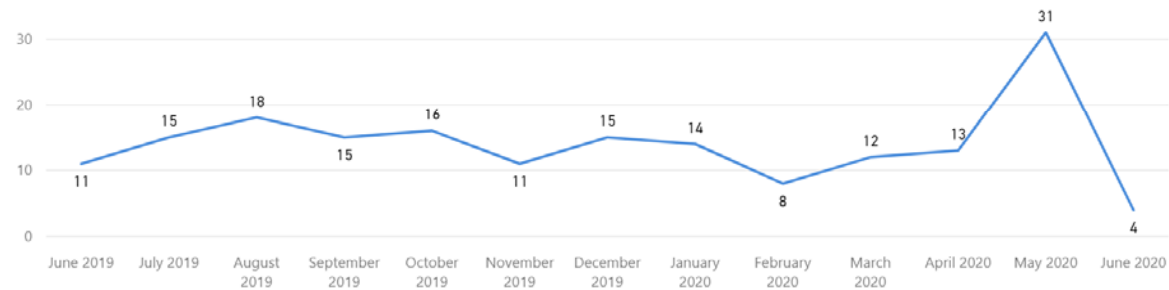
Received per Month (Avg)*

14

Completed Filter

6/1/2019
6/30/2020

Completed by Month



Total Completed

183

Completed per Month (Avg)*

14

* months with zero activity are not calculated into the average

Service

DFL

Priority Type

All

of Unassigned

76!

Goal: 50 (-52%)

Pending Draft

10!

Goal: 5 (-100%)

Pending Tech

1✓

Goal: 5 (+80%)

Pending Admin

2✓

Goal: 5 (+60%)

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

60

Justice Trax Past Critical Age

69

Avg Age of Requests >30 D...

267

Age-Oldest Unassigned

235

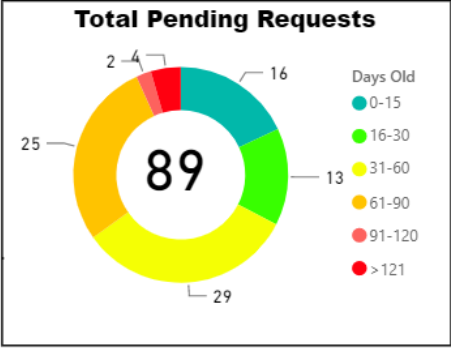
Age-Oldest Pending Draft

29

Age-Oldest Pending Tech

70

Age-Oldest Pending Admin



Overall TAT (Month to Date)

29.2✓

Goal: 45, 46

Overall TAT (Past 90 Days)

27.4✓

Goal: 45, 46



Open Quality Reports

Qualtrax ID	Workflow #	Age

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

Quality TAT

29✓

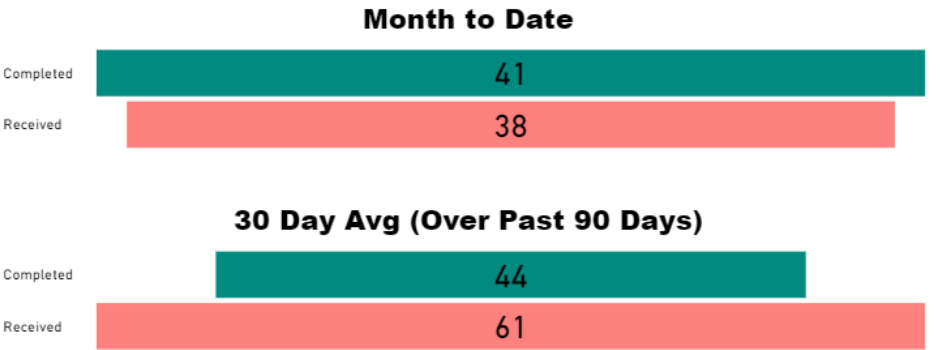
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Digital Forensics



Service

Priority Type

DME

All

of Unassigned

0✓

Goal: 0

Pending Draft

2✓

Goal: 30 (+93.33%)

Pending Tech

0✓

Goal: 30 (+100%)

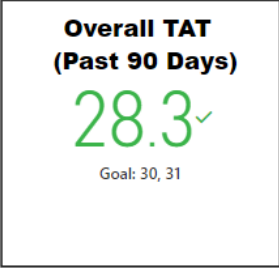
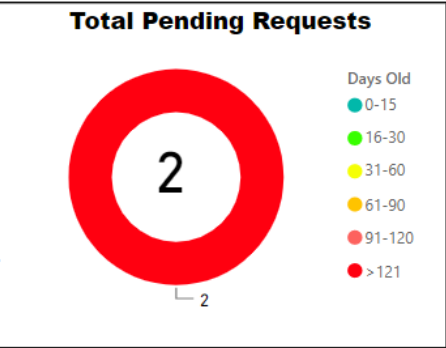
Pending Admin

0✓

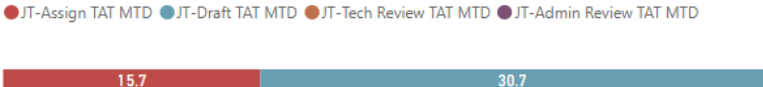
Goal: 30 (+100%)

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

2
Justice Trax Past Critical Age
154
Avg Age of Requests > 30 D..
0
Age-Oldest Unassigned
154
Age-Oldest Pending Draft
0
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin



TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID

Workflow #

Age

Quality TAT

29✓

Goal: 30, 31

Avg Age of Open Reports*

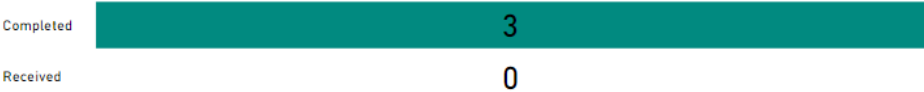
NaN

Quality Filter

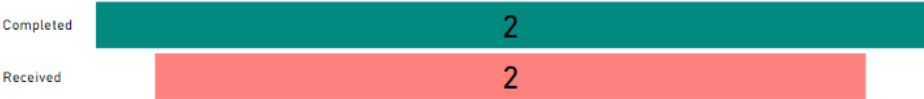
Digital Forensics

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

Month to Date



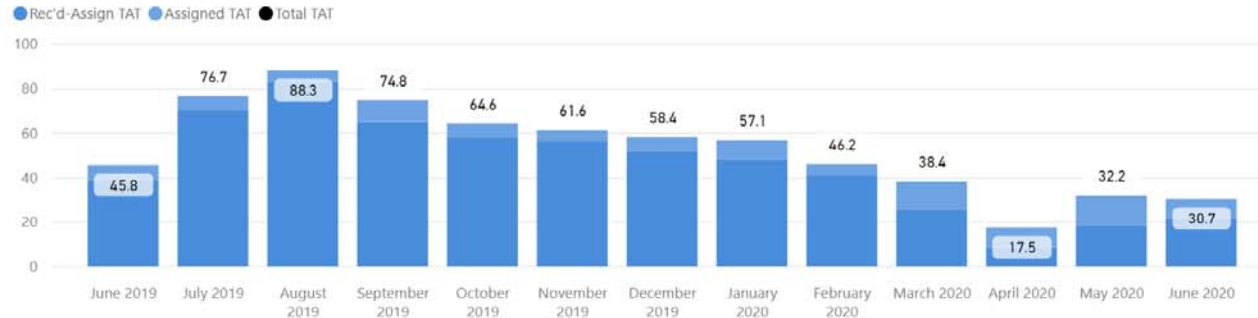
30 Day Avg (Over Past 90 Days)



Date Range

6/1/2019 6/30/2020

Total TAT by Month



Request Type

Multiple selections

Priority Type

All

Selected Time Frame Averages

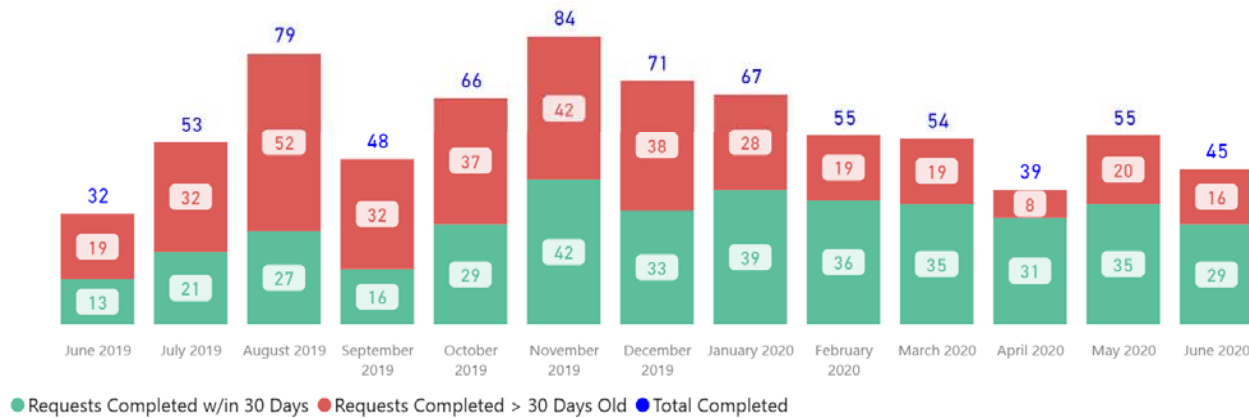
56.08

Total TAT (Rec'd-Compl.) Avg

7.71

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

748

Requests Completed

362

Requests Completed > 30 Days Old

48.40 %

% Completed > 30 Days Old

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

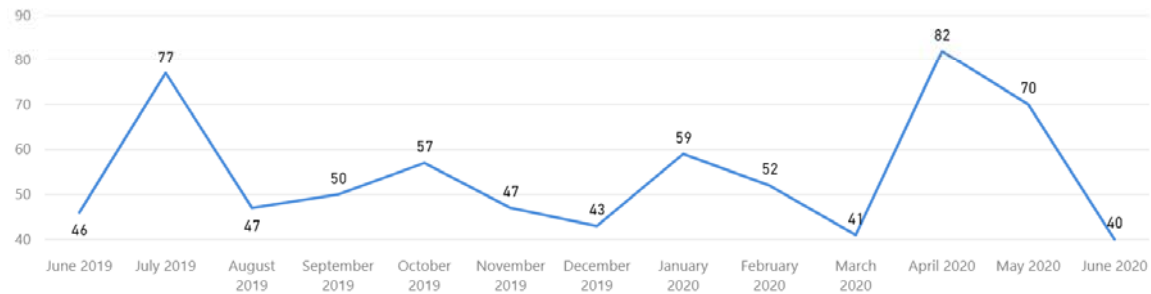
Service
Multiple selections

Priority Type
All

Received Filter

6/1/2019 6/30/2020

Received by Month



Total Received

711

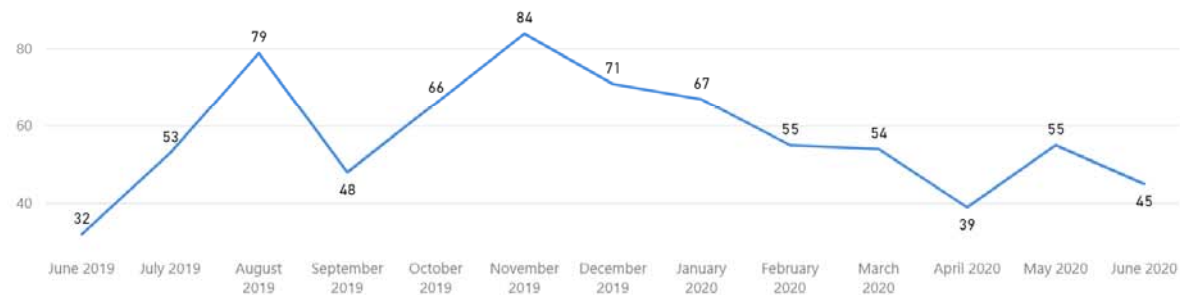
Received per Month (Avg)*

55

Completed Filter

6/1/2019 6/30/2020

Completed by Month



Total Completed

748

Completed per Month (Avg)*

58

* months with zero activity are not calculated into the average

Crime Scene Unit

Service
Priority Type

CSU Response
All

of Unassigned
0✓
Goal: 0

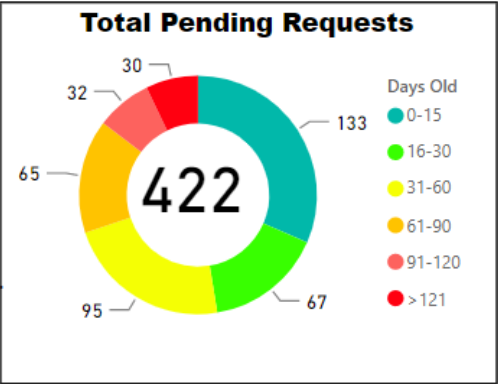
Pending Draft
122!
Goal: 30 (-306.67%)

Pending Tech
304!
Goal: 30 (-913.33%)

Pending Admin
0✓
Goal: 0

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

222
Justice Trax Past Critical Age
79
Avg Age of Requests > 30 D...
0
Age-Oldest Unassigned
302
Age-Oldest Pending Draft
315
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin



Overall TAT
(Month to Date)

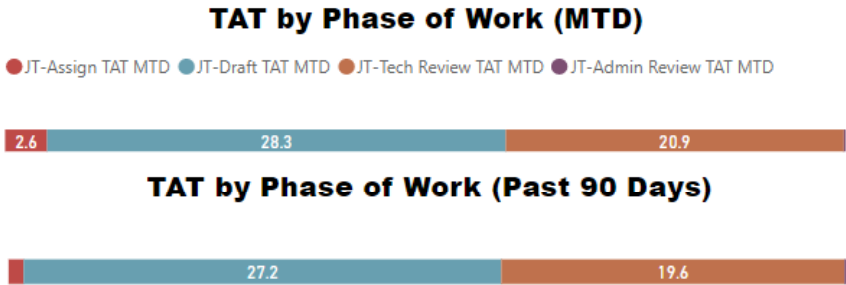
51.9!

Goal: 30, 31

Overall TAT
(Past 90 Days)

48.0!

Goal: 30, 31



Open Quality R

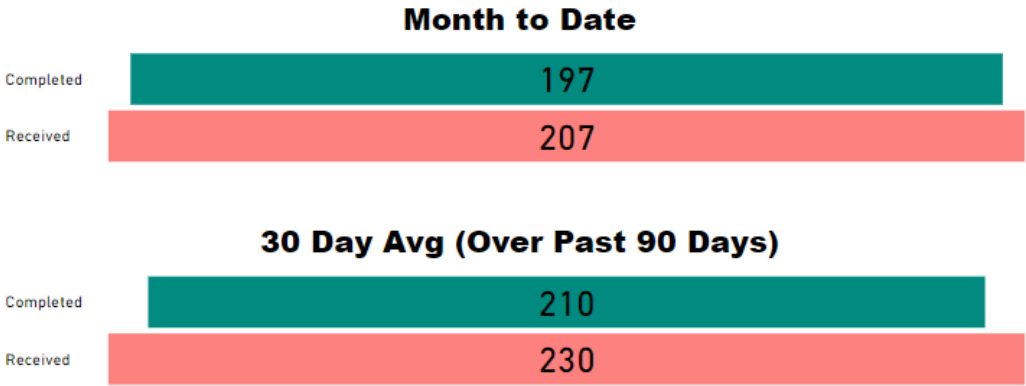
Qualtrax ID	Workflow #	Age
59822	2020-020	79
60498	2020-023	69
60718	2020-025	65
61561	2020-030	53
62939	2020-IA-02	33
62946	2020-IA-03	33
62947	2020-IA-04	33

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

Quality TAT
30✓
Goal: 30, 31

Avg Age of Open Reports*
45

Quality Filter
Crime Scene



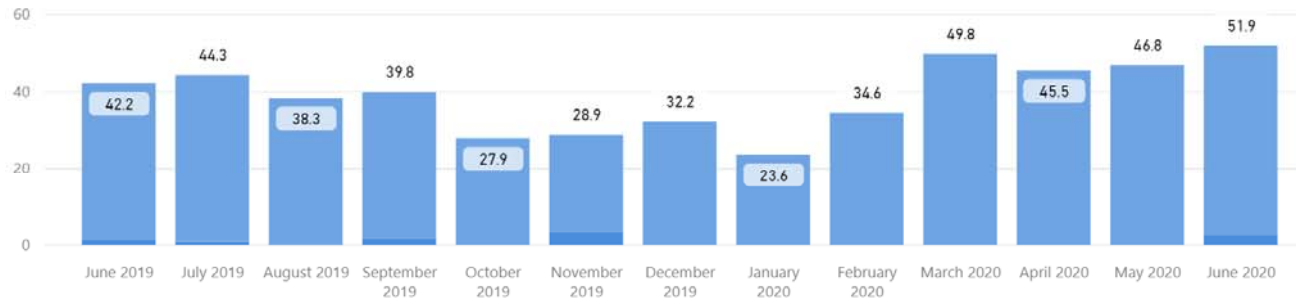
Date Range

6/1/2019

6/30/2020

Total TAT by Month

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



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

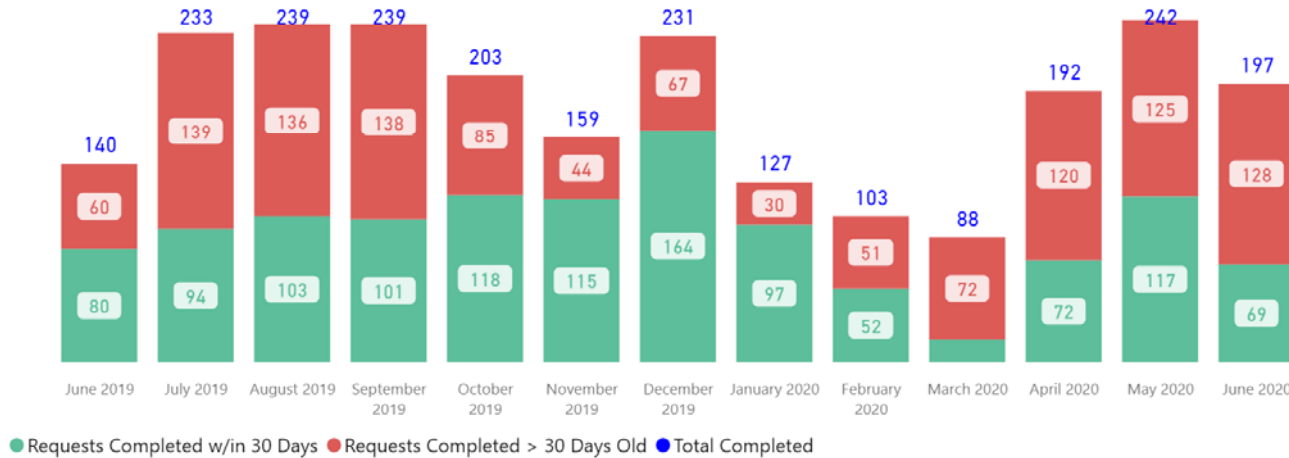
39.20

Total TAT (Rec'd-Compl.) Avg

38.39

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

2393

Requests Completed

1195

Requests Completed > 30 Days Old

49.94 %

% Completed > 30 Days Old

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

Service: CSU Response
 Priority Type: All



Received Filter

6/1/2019 6/30/2020

Received by Month



Total Received

2,559

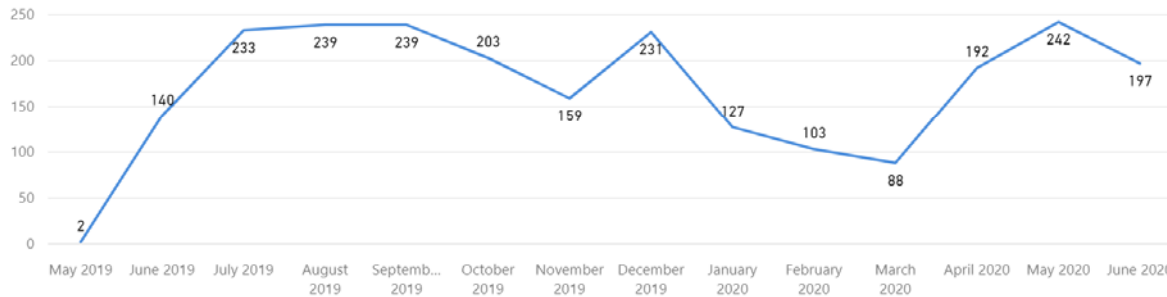
Received per Month (Avg)*

197

Completed Filter

6/1/2019 6/30/2020

Completed by Month



Total Completed

2,395

Completed per Month (Avg)*

171

* months with zero activity are not calculated into the average

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

Vehicle Examination Building (VEB)

Renovation Project Update

- **VEB Interlocal Agreement (ILA) approved:**
 - City Council approved ILA/ordinance 6/17/2020
 - Allows HFSC to leverage city design and construction (D&C) expertise and job order contracting process/network (competitive bidding process already conducted, proven contractors, city pricing/scale)
- **VEB Project Background/Status:**
 - CSU work scope at VEB: vehicle examination, photography, trace collection, documentation of bullet path and trajectories, fingerprints, DNA collection
 - VEB renovation project need (basically in order of priority): enclose 4 open bays (to double bay capacity to 8)/add garage doors/structural, replace HVAC/associated electrical, install/improve insulation, enhance security/card reader system/ cameras, replace bathroom fixtures, other (additional electrical, flooring, IT, photography system, front door/canopy)
 - HFSC budget \$152,000 (75% federal grant, 25% HFSC match). City Design and Construction (D&C) is determining if alternative City funds may be available to fund HVAC/associated electric (VEB city owned building)
 - HFSC/City D&C need to finalize project scope. Lead D&C resource, unfortunately, recently out of office on medical leave, meeting with City D&C for new/interim lead project resource
 - Critical path is HVAC/associated electrical: design completed, contractor bid, lead-time equipment, permit needed
 - Actions: Determine if alternative funding available. Conduct HFSC/City D&C prioritization discussions, need to be selective. Then HVAC/electrical permit, finalize contracts, work schedule (keep VEB operating), construction
 - Conduct update discussions, as required, with federal grant contacts
- Deemed around 3 month project, December 2020 project completion date (grant requirement)

500 Jefferson/Crime Scene House Updates

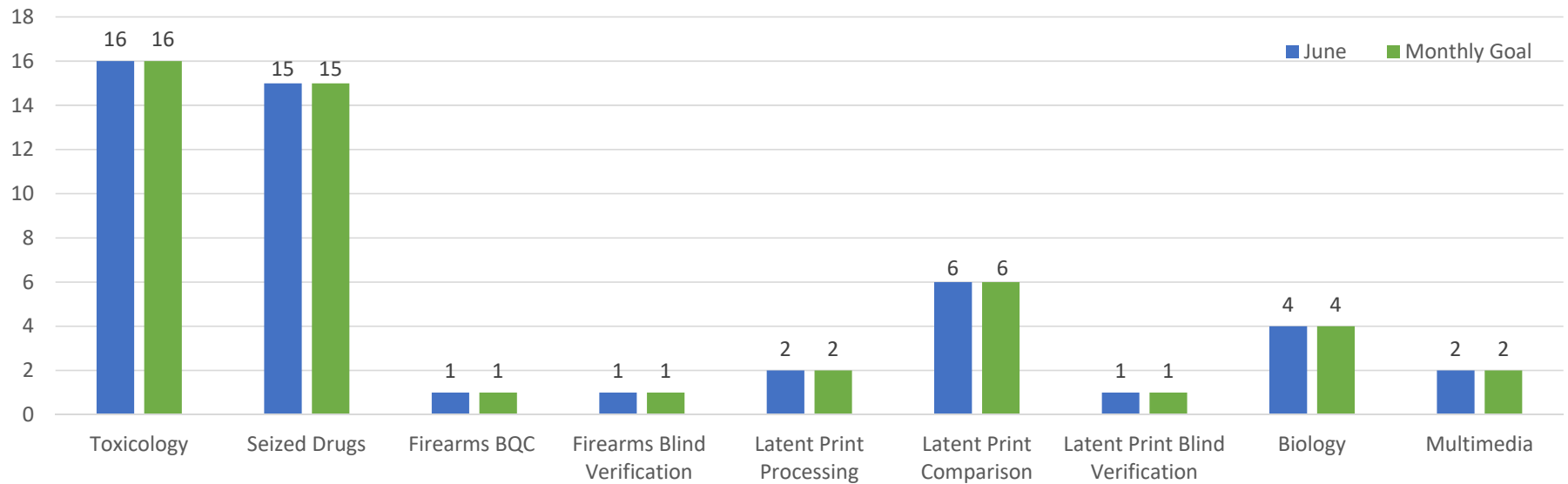
- **500 Jefferson firearms basement firing range venting:**
 - Completed exhaust fan solution, more powerful motor/revised ductwork. Motor received 6/8/2020, ductwork fabricated/installed, initial testing conducted, need stronger ductwork/bracing
 - Ductwork strengthened 6/26/2020
 - Now arranging firing range venting retest. Also propose to conduct smoke test to confirm required venting dissipation
- **Crime Scene House (CSH) 10-year lease agreement:**
 - CSH is used by HFSC for CSU training exercises and HFSC outreach events
 - Current City/HFSC 5-year lease agreement expires 8/31/2020
 - Prepared a new 10-year lease agreement, basically renewal under same terms
 - HFSC pays building maintenance/operating expenses/utilities, no lease cost
 - HFSC has signed agreement, lease approved by City Council 7/1/2020

Quality Division Report

July 10, 2020



Blind Quality Controls Submitted in June



Blind Quality: Accomplishments and Challenges

- Latent print workflow for COVID-19 focuses on cases that the blind program does not typically submit, meaning the section is not completing as many blinds as they did pre-COVID
- Blind quality control DNA mixtures

Forensic Discipline	Cases Completed in June
Toxicology – BAC	18
Seized Drugs	15
Biology	1(DNA) 3 (screening)
Firearms	1
Blind Verification	1
Firearms	2
Latent Print Processing	0
Latent Print Comparison	1
Latent Print	1
Blind Verification	1
Multimedia	1



Internal Audits/Assessments

- Accrediting body is conduct a remote/virtual assessment this month
 - Opening meeting held July 1
- Primary focus is forensic biology/DNA
- Assessor is reviewing documents remotely, observing staff virtually
- FBI Quality Assurance Standards (QAS) assessment scheduled for October



Organization of Scientific Area Committees (OSAC)

- December 2018 resolution allows one year to comply with applicable published standards
- Nine applicable standards have been published
 - Implemented
 - 2 seized drug standards
 - 2 toxicology standards
 - 1 multidisciplinary standard
 - Actively working toward implementation
 - 1 crime scene unit standard
 - 2 biology/DNA standards
 - 1 multidisciplinary standard



2020 Testimony Data

- Transcript review project
 - Second round of transcripts requested in June
- Harris County has officially suspended jury trials through September 1
 - Local judges are considering plans to begin some jury trials in August
 - Grand jury selection resumed on July 6
 - HFSC analysts have not testified since March due to pandemic restrictions



Detailed Data



2020 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		8	n/a	
Toxicology		3	4	
Firearms		3	1	
Crime Scene		2	n/a	
Latent Prints		3	7	
Multimedia	Audio/Video	4	n/a	
	Digital	3	n/a	
Forensic Biology		10	8	



Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, July 6, 2020

8:15:45 AM

Page 1 of 4

Quality Notified		Summary of Notification	Comments
Biology			
2020-049 IR	6/10/2020	An extraction reagent blank was contaminated by another sample with the same extraction set. The affected samples will be reviewed to determine if re-extraction will require permission to consume.	
2020-050 IR	6/17/2020	An analyst inadvertently turned an instrument off while a quantification protocol was running. This caused the protocol to be ended prematurely and no data to be collected.	
2020-IA-06 CAR	6/1/2020	During the 2020 internal audit, the audit team discovered that controlled documents did not have a documented review within the calendar year as required by the Quality Manual.	
2020-IA-07 CAR	6/1/2020	CODIS notifications were issued with a statement indicating that DNA profiles had been entered into CODIS however the profiles were not entered into CODIS until after the date of issue.	
2020-IA-08 CAR	6/1/2020	During the 2020 internal audit, the audit team observed two hard copies of the DNA Analytical SOP without an issue date as required by the Quality Manual. Both copies were confirmed to be the current version of the SOP and were removed from the laboratory upon discovery.	
Client Services/Case Management			

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, July 6, 2020

8:15:47 AM

Page 2 of 4

	Quality Notified	Summary of Notification	Comments
2020-042 IR	6/1/2020	An outsource laboratory shipped packages containing toxicology evidence items after their confirmatory analysis was completed back to HFSC. On four separate occasions, because the outsource laboratory did not request a "signature upon receipt" confirmation option, the delivery courier dropped off these packages inside the HFSC lobby. Although the HFSC lobby is considered an unsecured area, these packages were sealed and remained in the lobby for less than 20 minutes.	
2020-045 IR	6/16/2020	Two toxicology cases that were originally rejected by HFSC because their evidence labels were switched, were resubmitted for analysis after the requesting agency corrected their incident number labels. No toxicology analysis was conducted while this evidence was associated to the incorrect incident number. The Quality Division is tracking this notification to document the remediation steps that HFSC took to correctly associate the chain of custody transfers and the re-labeling of the evidence.	
Crime Scene			
2020-IA-09 CAR	6/11/2020	During the 2020 internal audit, the team discovered that several reports and diagrams that required amendment. Additionally, several worksheets contained defects that required corrections.	
Firearms			
2020-041 IR	6/4/2020	One of the Firearms section's report templates was not populating the correct information from an associated case.	

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, July 6, 2020

8:15:48 AM

Page 3 of 4

	Quality Notified	Summary of Notification	Comments
2020-046 IR	6/19/2020	A crime scene investigator discovered an unfired cartridge case in a secured HFSC gun locker. HFSC gun lockers are used by crime scene investigators to store firearms evidence that is collected from scenes, firearms that cannot be rendered safe by law enforcement officers and firearms that cannot be properly packaged due to size and/or shape.	
2020-IA-10 IR	6/23/2020	During the 2020 internal audit, the audit team discovered five instances in which evidence was physically transferred to the requesting agency, however the electronic transfers were not captured in JusticeTrax LIMS. The electronic chains of custody indicated that these five test fires were physically located in the Firearms basement evidence vault.	

Latent Prints

2020-043 CAR	6/12/2020	While reviewing the results received from the proficiency test provider, the Latent Print Technical Leader noticed that changes had been made on one case's final submission worksheet after the technical and administrative review processes had been completed.	
2020-048 IR	6/23/2020	Three individuals were added to the incorrect latent print comparison request. The individuals were affiliated with a request in the "Where's My Result" portal and were mistakenly added to the incorrect case when the request was accepted. All three individuals were excluded from the evidence in the incorrect case. The report will be amended to denote that the comparisons to these three individuals were inadvertently done and were not part of the request for this case.	

Management

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, July 6, 2020

8:17:39 AM

Page 4 of 4

	Quality Notified	Summary of Notification	Comments
2020-047 IR	6/26/2020	The temperature in a storeroom refrigerator used as interim storage for received packages containing critical reagents, temperature-sensitive chemicals and outsourced evidence was not being monitored as required per the Quality Manual.	
2020-051 IR	6/30/2020	During the 2020 internal audit, the case files of one DNA analyst were not reviewed. A review of case files from every analyst is required as per the FBI Quality Assurance Standards (QAS) audit document and this analyst had been mistakenly omitted.	
Seized Drugs			
2020-044 IR	6/11/2020	Sub-items for a Seized Drugs case were created and assigned to the incorrect parent item in JusticeTrax LIMS; they were assigned to parent item 002 instead of parent item 003. Therefore, the electronic chains of custody for these sub-items reflected the wrong parent item; however, these sub-items were always physically located within the correct parent item evidence envelope.	

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.