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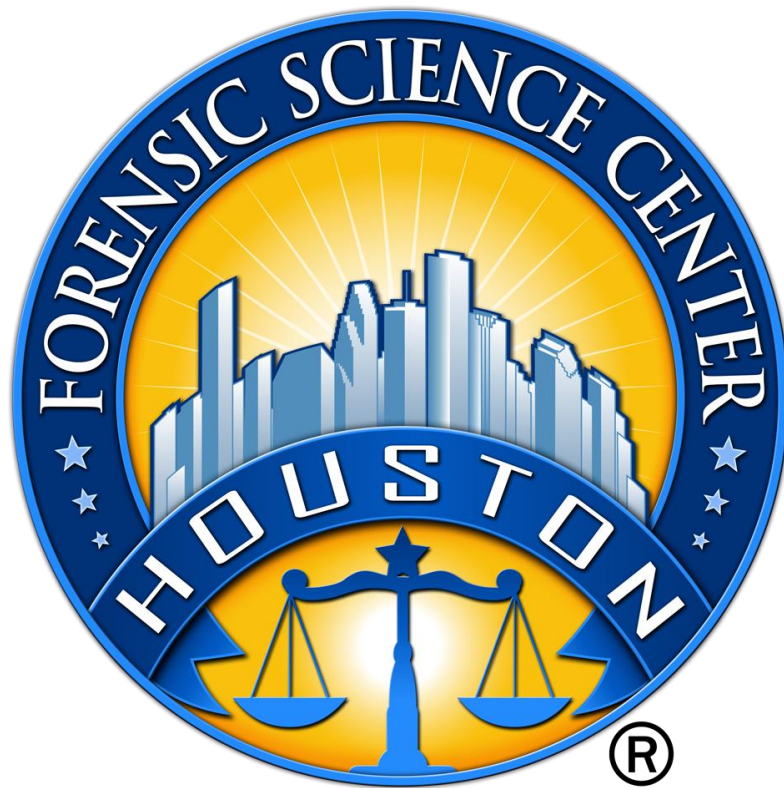
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Houston Forensic Science Center, Inc.

Board of Directors Virtual Meeting

October 9, 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
October 9, 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%20%2Fmeeting%2F19%3Ameeting_NTI2ZDgxYWUtZTFjNi00YTYzLWIyNWVtYzUwZDMYNDExZjUz%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522f03b68b6-d9fe-4735-8648-33b13ef1c3ed%2522%252c%2522Oid%2522%253a%2522a717bead-e9b6-4660-beb2-a7bdef7a335b%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=102d2a13-8309-4279-8c4b-114fe1fc6d20&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 toll-free teleconference number and entering the subsequent conference ID number: [833-231-4459](tel:833-231-4459), **Conference ID: 224 234 237#**

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 9 a.m. Thursday October 8, 2020.**

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

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

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from September 11, 2020 board meeting. Consideration of proposed corrections, if any. Approval of minutes.
5. 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

6. 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. An update on renovations being conducted at the vehicle examination building, a project partially funded by a federal grant
 - b. An update on HFSC's 2021 production goal, one of five company goals presented as part of the CEO and president's annual contract
7. Consider approval of Second Amendment to First Interlocal Agreement between the City of Houston and the corporation, relating to reimbursement of up to \$1,358,652.00 eligible corporation expenses arising from the COVID-19 pandemic, as provided by the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act,") Coronavirus Relief Fund, as well as potential future reimbursement through similar disaster funds, and related action.
8. Monthly operations report from Dr. Amy Castillo, vice president and COO, including a review of turnaround times and backlogs in latent prints and toxicology.
9. Treasurer's report from Mr. David Leach, CFO and treasurer, regarding company financials, a review of HFSC's annual financial audit of corporate and federal grant dollars and other fiscal updates.

Reports and presentations by staff

10. Report and update from Ms. Courtney Head, forensic biology manager, on the forensic biology/DNA section's backlogs, including its rape kit backlog, and the section's implementation of a new probabilistic genotyping software, STRMix, and its impacts on production.
11. Presentation from Ms. Cheron Maxwell, DNA technical leader, regarding the forensic biology/DNA section's training program for STRMix, the probabilistic genotyping software.
12. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, regarding impacts the COVID-19 pandemic is having on operations.
 - a. Update regarding changes CSU is making to remain operational while renovations are ongoing at the vehicle examination building
13. Report from Ms. Erika Ziemak, quality director, regarding quality assurance, including a review of the blind quality control program, testimony monitoring, an upcoming audit of the forensic biology/DNA section and the outcomes of a crime scene unit proficiency test.
14. 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 6th day of October, 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 6th day of October 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.

VIRTUAL MEETING OF BOARD OF DIRECTORS

MINUTES

September 11, 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 September 11, 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 September 8, 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 9 a.m. on Friday September 11, 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,”) **Lois Moore** (“LM,”) **Vicki Huff** (“VH,”) **Ellen Cohen** (“EC”) and **Tracy Calabrese** (“TC”)

Mary Lentschke was absent from the meeting. Chairwoman Mitchell declared a quorum.

- E. Chairwoman Mitchell announced that HFSC’s 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.
- F. 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 meeting for public comment. No one addressed the board. Chairwoman Mitchell said she would close the public comment period later in the meeting.
- G. Chairwoman Mitchell asked if any changes needed to be made to the August 14, 2020 board meeting minutes. No directors had changes. Director Hilder made a motion to approve the minutes. Director Medina seconded the motion. Secretary Benton called the roll. The following

directors were in favor: Stacey Mitchell, Philip Hilder, Anna Vasquez, Francisco Medina, Janet Blancett, Lois Moore, Vicki Huff and Ellen Cohen. With none opposed, the motion passed unanimously.

- H. Chairwoman Mitchell presented a chair's report. In commemoration of the lives that were lost during the September 11, 2001 terrorist attack, Chairwoman Mitchell asked for a moment of silence. She again asked Secretary Benton if any members of the public had joined the meeting to address the board. No one requested to speak, and the chairwoman closed the public comment period.
- I. Mr. Darrell Davis, technical advisory group member, and Dr. Erick Jones, professor and associate dean for graduate studies in the College of Engineering at the University of Texas at Arlington, gave an informational update to the board about their plan to develop "smart" evidence containers. The containers will use artificial intelligence to track and create a tamper-resistant environment that protects the integrity of the evidence. Mr. Davis and Dr. Jones are in the process of obtaining support and funding for the container's design and creation. Director Hilder asked where the containers would be deployed. Mr. Davis said a lab will be setup at the University of Texas at Arlington, but the project is still in its preliminary stages. Mr. Davis said law enforcement uses plastic, paper and cardboard containers. His goal is to create containers that could hold evidence, protect it from the elements and eliminate the carbon footprint of the packaging currently used. Director Hilder asked when the project will be completed. Dr. Jones said he and Mr. Davis are in the preliminary stages of development and seeking support for the project. Dr. Jones said they would like to collaborate with the Department of Justice or the National Institute of Standards and Technology, but the project does not have a deadline. In response to a question from Director Blancett, Dr. Jones said the containers would be powered by a thin battery. Dr. Jones said funding is the biggest obstacle to the creation of the smart evidence containers. Director Hilder asked about the anticipated cost of the project and if HFSC had to contribute funds. Dr. Jones said the final cost is unknown and depends on the type of technology that would be used in the final product. He said HFSC could provide \$2,500 to formalize its collaboration in the development of the containers.
- J. Director Cohen experienced technical difficulties at about 9:06 a.m. and rejoined at 9:16 a.m. Director Vasquez experienced technical difficulties at about 9:13 a.m. and dropped from the meeting numerous times. A quorum was maintained despite the technical difficulties.
- K. Dr. Peter Stout, HFSC's CEO and president, said the latent print section's rising turnaround time is indicative of the section working through its backlog since turnaround time is calculated from the date a request is received. He said the toxicology section has significantly increased its output and commended the section for addressing its backlog despite challenges presented by the pandemic. Dr. Stout said the findings of HFSC's annual financial audit, comprised of an audit of both corporate finances and federal grant dollars, would be presented in October. HFSC continues to recruit during the pandemic, Dr. Stout said the lab currently has 203 employees with several new offers accepted. He said HFSC is having difficulty finding an experienced DNA analyst and he suspects it may be to the result of analysts shifting from a forensic lab setting to clinical during the pandemic. Dr. Stout said three internal applicants applied for the latent print manager position and the toxicology section has more interviews scheduled for its open position. Dr. Stout said he met with Harris County Commissioner Adrian Garcia about property and evidence management, adding that he is supportive of the

idea. At the August 14, 2020 board meeting, Dr. Stout presented a 10-step plan to consolidate city and county property functions to increase efficiency across the justice system. HFSC staff have also presented multiple times in recent months, nearly always virtually, including Ms. Akilah Mance, HFSC's general counsel, who presented on the impacts of the pandemic on crime labs and the Harris County legal system to Southern Methodist University law school's Deason Criminal Justice Reform Center. Dr. Stout said HFSC's annual symposium will be virtual this year and the lab has partnered with the University of Pennsylvania's Quattrone Center titled "Criminal Justice Reform and Forensics: The Importance of Evidence." HFSC also responded to Hurricane Laura and closed on Thursday August 28. Dr. Stout said it took a full day for staff to prepare, which included shutting down and covering instruments, which, impacted production. However, Dr. Stout added that operational changes made because of the pandemic allowed staff to work productively from home so the facility shutdown was less impactful than it would have been previously. Dr. Stout said HFSC issued a press release, and received some media coverage, after it launched a new testing method that distinguishes hemp from marijuana. The testing method gives a cutoff point of one percent delta-9 tetrahydrocannabinol, or THC, in plant material. Dr. Stout said HFSC collaborated with other labs in the state to validate the testing method, but the ongoing discussion with state legislators would continue since the method is not validated for non-plant items, such as edibles, vapes or waxes. Testing such items will likely require new, more expensive instruments. Dr. Stout said there are 15 marijuana cases from the past 15 months that the seized drugs section will now be able to complete using the new method. Dr. Stout updated the board about the crime scene unit, noting that homicide rates continue to increase in Houston. In August, rates increased by 32 percent compared to August 2019. Houston ranks fifth nationally for highest year to date increase in homicides. Dr. Stout said the vehicle examination building's renovation construction would begin next week and would include some security improvements. He said he is optimistic the project will stay on its projected timeline. Dr. Stout said the lab is also working with the City of Houston to secure federal funding to cover some COVID-19-related expenses, including continued weekly testing for staff. Dr. Stout said no additional staff have tested positive for COVID and they remain supportive of getting tested. He added that COVID-19 federal funding would also help the lab make IT improvements so staff can work more securely from a remote environment. Federal funds will also help with toxicology outsourcing, since the pandemic has impacted training and instrument validation.

- L. Chairwoman Mitchell said Director Vasquez left the meeting at 9:45 a.m. The board still had a quorum.
- M. Dr. Stout presented HFSC's 2021 priorities and performance objectives as required in the terms of his contract. He said the goals did not change drastically from last year but pointed out that all sections will be required to complete 80 percent of their monthly one-on-one meetings. This goal has had a positive impact on HFSC's culture and creates better engagement between staff and their managers. Dr. Stout said the lab's goal of maintaining a 12 percent or less voluntary turnover rate would remain and that last year it was about 6 percent. The third goal is for HFSC staff to complete a minimum of 16 continuing education hours, which is a combination of OSAC, or the Organization of Scientific Area Committees, and Texas Forensic Science Commission (TFSC) standards. Dr. Stout reminded the board that it had passed a resolution for HFSC to voluntarily adopt OSAC standards. The lab's production goal changed the most. Dr. Stout said the production goals separated out support sections, such as finance, IT and human resources, so they could manage their individual contributions. Dr. Stout said the

lab's former goal to reduce both the overall turnaround time and section backlogs conflicted with one another since the turnaround time increases as backlogs are eliminated. This is because a case's turnaround time is calculated from date of receipt. Those goals have now been separated, and Dr. Stout said the 2021 goal proposes now an analysis turnaround time, or how long it takes for the actual testing of a case to be completed. The goal will pair between the analysis turnaround time and the average age of open requests. The average of open requests will provide stakeholders some context regarding backlogs and an anticipated time for completion. However, since stakeholders really care about turnaround time from the moment a request is made, the average overall turnaround time will still be publicly presented at least biannually. The analyst or examiner is in control of the analysis time, which currently averages about 15-20 days. Dr. Stout said backlogs will be measured on a semi-annual basis, and that foresight data ranks HFSC in the 10th percentile nationally, indicating HFSC is doing relatively well compared to other crime labs. Dr. Stout said the new metric's wording will be finalized by the end of September, but could read like, "The lab average is 19 days for analysis turnaround time and has a 12 percent reduction of average age of open requests." Director Blancett asked how the new metric would be presented and Dr. Castillo said she is building new board and company dashboards to showcase the data. She added that the overall turnaround time for each section would still be presented. Dr. Stout requested board approval for the 2021 proposed list of annual priorities. Director Cohen made a motion to approve. Director Blancett seconded the motion. Secretary Benton call the roll and the following directors were in favor: Stacey Mitchell, Philip Hilder, Francisco Medina, Janet Blancett, Lois Moore, Vicki Huff and Ellen Cohen. With none opposed, the motion passed unanimously.

N. At approximately 10:31 a.m., Director Calabrese left the meeting.

O. Dr. Castillo commended staff for continuing to work on the backlog despite changes made due to the pandemic, such as split shifts and a reduction of staff onsite. The lab's overall backlog decreased in August despite disruptions caused by Hurricane Laura. Dr. Castillo said the benefits of staff being equipped to work from home due to the pandemic proved useful during Hurricane Laura and will certainly continue to be useful going forward. The seized drugs section was most impacted by the Hurricane Laura shut down but is recovering. Dr. Castillo said the forensic biology/DNA section will be the focus of the October board meeting. The section has been reviewing cases completed by vendor laboratories for upload into the national DNA database, reducing a backlog of more than 1,000 cases before the pandemic to 131 at this time. Dr. Castillo said the toxicology section's manager, Dr. Dayong Lee, would go into detail about the section's three-year plan in her report. Meanwhile, Dr. Castillo explained the process. When a toxicology kit is received, the client services and case management division accessions the kit or ensures the submission information is accurate. An analyst first analyzes the blood sample for alcohol content to determine if it is above the legal limit for driving. If the sample is above the legal limit, indicating impairment, testing stops, and a report is issued. However, in some instances, such as fatalities, the sample will move to the second step regardless of the alcohol content. The second step is drug screening. Samples that are below the legal limit for alcohol impairment are screened for drugs. Nearly all drug screening, about 90 percent, is done in house. However, the next step in the process, drug confirmation, has been done by a commercial laboratory since June 2018 when it became clear HFSC would need new instruments to effectively perform the complex testing. Dr. Castillo said the section

currently has backlogs in blood alcohol, drug screening and drug confirmation testing. Dr. Castillo said the backlogs are in part a result of a 41 percent increase in requests between 2017 and 2019. The five additional positions funded by the City of Houston in the 2021 budget will help address the increased demand. In response to a question from Director Huff regarding whether the section prioritizes cases, Dr. Castillo said the goal is to work first-in, first-out, but HFSC does respond to stakeholder requests to prioritize certain cases.

- P. Dr. Castillo asked the board to approve the lease of a third LC-QQQ instrument for the toxicology section. The section is currently validating two previously leased LC-QQQ instruments, used primarily for drug confirmation testing. The two LC-QQQ instruments currently being validated will be dedicated to casework and the third will be used to validate new methods for additional drugs, avoiding the need to send requests to a commercial laboratory. The section also needs a backup instrument to continue working in the event there are issues with one of the other LC-QQQs. Dr. Castillo and Mr. David Leach, HFSC's CFO and treasurer, confirmed for Director Blancett that the lease cost for the third instrument is included in the budget. Mr. Leach told Director Hilder the lab opted to lease the instrument rather than purchase it to remain flexible in the event the technology becomes outdated. He said there is a purchase option in the agreement.
- Q. Dr. Lee outlined the toxicology section's three-year plan, noting the section carries about 30 percent of HFSC's overall caseload, comprised primarily of driving while intoxicated and drug facilitated crime investigations, including sexual assaults. The toxicology section has 16 staff and three new hires will join in the near future. Dr. Lee said the section's long-term goal is to maintain a 30-day turnaround time while maintaining quality, cross-training analysts and driving professional development. Dr. Lee said the implementation of a new laboratory information management system, installing new instruments and moving to a new facility had slowed the section's ability to implement change. However, now that there is some stability and the section has restructured to appoint three supervisors, each overseeing one part of the three-part testing process, they can do longer-term strategic planning. Dr. Lee said additional staffing and cross-training will allow for long-term sustainability. The three-year plan includes developing new testing methods, expanding analytical capability, adding and replacing instruments, training and publishing papers. Dr. Lee said the three-year plan will be monitored and updated as it is implemented. Already in the first and second quarters of 2020, the section successfully moved to the new facility shifted to a paperless review process in response to the pandemic and added supervisors. In the third quarter, the section will expand the number of alcohol analysts and reviewers and hire new staff. By the end of 2020, the section will have validated drug confirmation methods and installed the third LC-QQQ. In the first quarter of 2021, the section will train more analysts on drug screening and review and optimize the program. The section will eliminate the alcohol backlog by April 2021. In the third and fourth quarters of 2021, the section will install a second drug screening instrument, expand the drug screening group, and train more drug confirmation analysts and reviewers. In 2022, the section will continue training analysts to do drug confirmation testing and purchase and install a third instrument used in blood alcohol analysis. By the end of 2022, the section will have eliminated its drug case backlog. In 2022, the section will also purchase and install another new

technology, called LC/Q-TOF, which will allow it to expand its drug testing capabilities and meet OSAC standards that require lower detection limits for drugs. Dr. Lee said the three-year timeline is ambitious and does not necessarily account for disruptions, but it will be updated accordingly.

- R. Ms. Erika Ziemak, quality division director, said in August the division met all but one blind quality control goal. The blind quality control program celebrated its five-year anniversary on September 3. By then, 1,989 blind cases had been submitted across six sections. Ms. Ziemak said quality specialists will present on the blind quality program to students at Virginia Commonwealth University and to a training organized by the Association of Forensic Quality Assurance Managers. Ms. Ziemak said a multimedia analyst discovered a blind last month. She reported that the analyst was able to determine the case was a blind due to abnormal tonal values seen in an image of license plate. Ms. Ziemak said the discovery speaks to staff members' knowledge. Chairwoman Mitchell congratulated the lab on its successful blind quality control program. Ms. Ziemak said HFSC continues to adopt and implement OSAC standards. CSU and seized drugs are in compliance with two OSAC standards each. Ms. Ziemak said the multimedia and latent print sections are close to meeting requirements that pertain to their work. The toxicology section is determining what is required for it to meet a newly published OSAC standard pertaining to its work. The forensic biology/DNA and digital and multimedia sections each have three standards they must meet. Ms. Ziemak said sections have one year to achieve and document compliance after an OSAC standard is published. Ms. Ziemak said HFSC is reviewing 12 transcripts as part of its transcript review program. She shared a transcript excerpt with the board from an analyst who spoke about HFSC's blind quality control program while testifying. The excerpt will be shared with all staff to encourage the incorporation of this information into their testimony. Ms. Ziemak said the quality division will work on finding ways to gain additional value from transcripts. Ms. Ziemak reminded the board that in July the Texas Forensic Science Commission discussed HFSC's disclosure involving a former crime scene investigator that testified beyond the scope of his expertise. TFSC closed the incident and commended HFSC in its final documentation, stating "the lab discovered the issue as a result of a proactive and commendable transcript review program." Ms. Ziemak said Harris County jury trials are suspended through October 1. Twenty-three analysts have testified this year, three remotely. Three analysts have not been monitored as required by accreditation and transcripts will be requested to fulfill the requirement.
- S. Chairwoman Mitchell requested a motion to adjourn the meeting. Director Moore made a motion to adjourn. Director Medina second the motion. The meeting ADJOURNED at approximately 11:07 a.m.

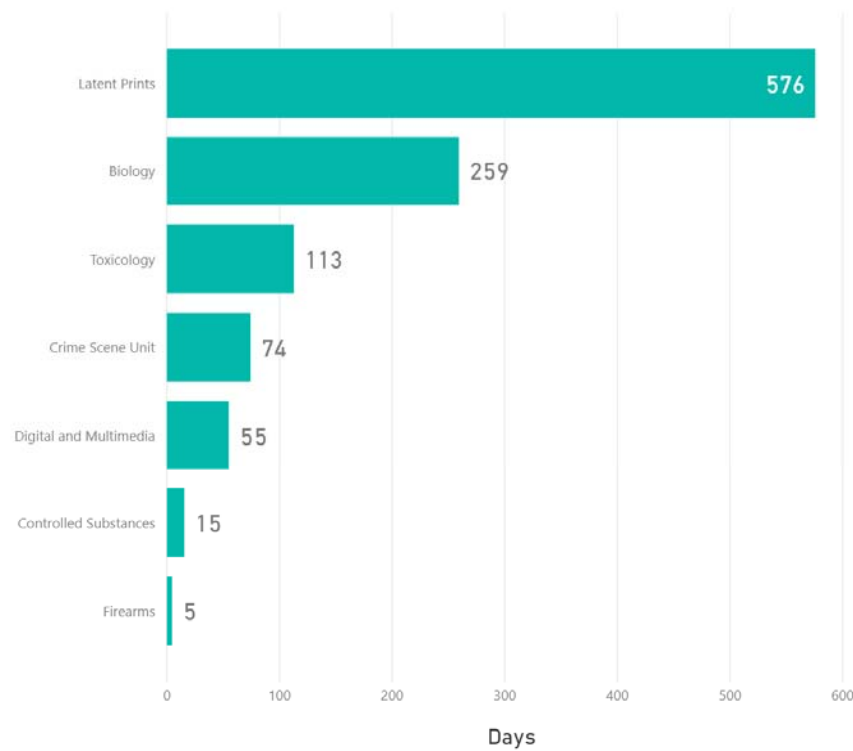
By: _____

Jordan Benton Secretary

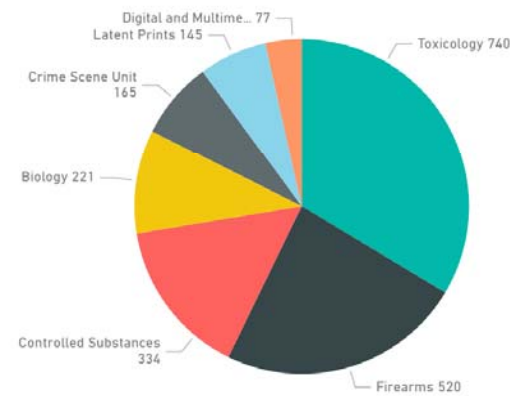
President's Report

October 9, 2020

Average Turnaround Time for September 2020



Requests Completed by Section



Turnaround Time - Days

113

Completed Requests

2202

Month Comple...

- ☐ 01-January
- ☐ 02-February
- ☐ 03-March
- ☐ 04-April
- ☐ 05-May
- ☐ 06-June
- ☐ 07-July
- ☐ 08-August
- ☒ 09-September
- ☐ 10-October

Year Completed

- ☐ 2014
- ☐ 2015
- ☐ 2016
- ☐ 2017
- ☐ 2018
- ☐ 2019
- ☒ 2020

This data is current as of 10/8/2020.

Staffing October 9, 2020

- | | |
|---|---|
| <ul style="list-style-type: none">• 204 staff<ul style="list-style-type: none">• 196 HFSC employees• 7 City of Houston civilians• 1 toxicology fellow (Army)• 8 open positions, 1 offer accepted<ul style="list-style-type: none">• 1 toxicology analyst• Latent print manager position filled, internal promotion• CSU supervisor position filled, internal promotion | <ul style="list-style-type: none">• 7 active vacancies<ul style="list-style-type: none">• 1 crime scene investigator• 1 forensic biology/DNA analyst• 1 forensic biology/DNA training coordinator (internal search)• 1 quality specialist• 1 seized drugs analyst• 1 toxicology analyst• 1 latent print tech lead (internal search) |
|---|---|



Certifications

- Ashley Henry, manager client services & case management (CS/CM) section
 - Paralegal Certification
 - Rice University Paralegal Graduate Certificate Program



Outreach

Symposium:

- HFSC/University of Pennsylvania's Quattrone Center virtual symposium October 1: Criminal Justice Reform and Forensics: The Importance of Evidence: 1000+ registrants and more than 450 participants
 - HFSC: Dr. Peter Stout, Akilah Mance, Jerry Pena and Dr. Stacey Mitchell
 - International Association of Property and Evidence: Executive Director Joe Latta.
 - Quattrone Center moderator: John Hollway
- Southwest Association of Forensic Scientists (SWAFS) virtual conference:
 - Blind quality program: Erika Ziemak and Dr. Peter Stout
 - PCP and Houston: Dr. Peter Stout
 - CSU's transformation and evidence handling: Jerry Pena and Dr. Peter Stout
 - CODIS backlog and process improvement: Jennifer Clay
 - Lean Six Sigma and quality: Aimee Grimaldi and Paula Evans



Staff outreach

- CSU's Angelica Hernandez presented at Hambrick Middle School's career day
- Paula Evans presented at the American Society for Quality summit: Creating a New Quality Culture: Defect Isn't a Dirty Word
- Forensic biology/DNA analyst Amber Smith presented at Arcadia University's forensic science symposium





Outreach

National Forensic Science Week 2020
Virtual Crime Scene Experience
Houston Forensic Science Center

[Home](#) [Frequently Asked Questions](#) [Case Summary](#) [Associated Persons](#) [Available Evidence](#) [Court Filings](#) [HFSC Home](#)

⚠ User Credentials Verified

⚠ Secure Connection Established

Welcome, Investigator
Case: OR-99307-20

Submission Deadline

Thursday 10/01/2020 - 05:00 P.M. CST

National Forensic Science Week virtual event

- Brutal Beachfront Birthday Murder Mystery
- Jordan Benton, Patrick Tynan, Angelica Noyola, Hannah Wines, Zoraya Reyes, Caitlyn Fisher, Joseph Parian, Fatima Torres Perez, Kelly Freeman, Melissa Rodriguez
- 200 virtual participants, almost 3,000 visits to homegrown website



Vehicle Examination Building (VEB)

Renovation Project Update



Vehicle Examination Building (VEB) Renovation Project

Update (10/9/2020)

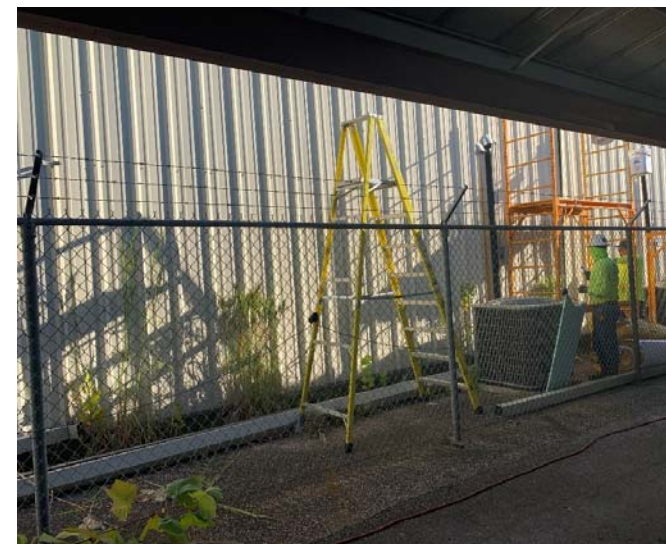
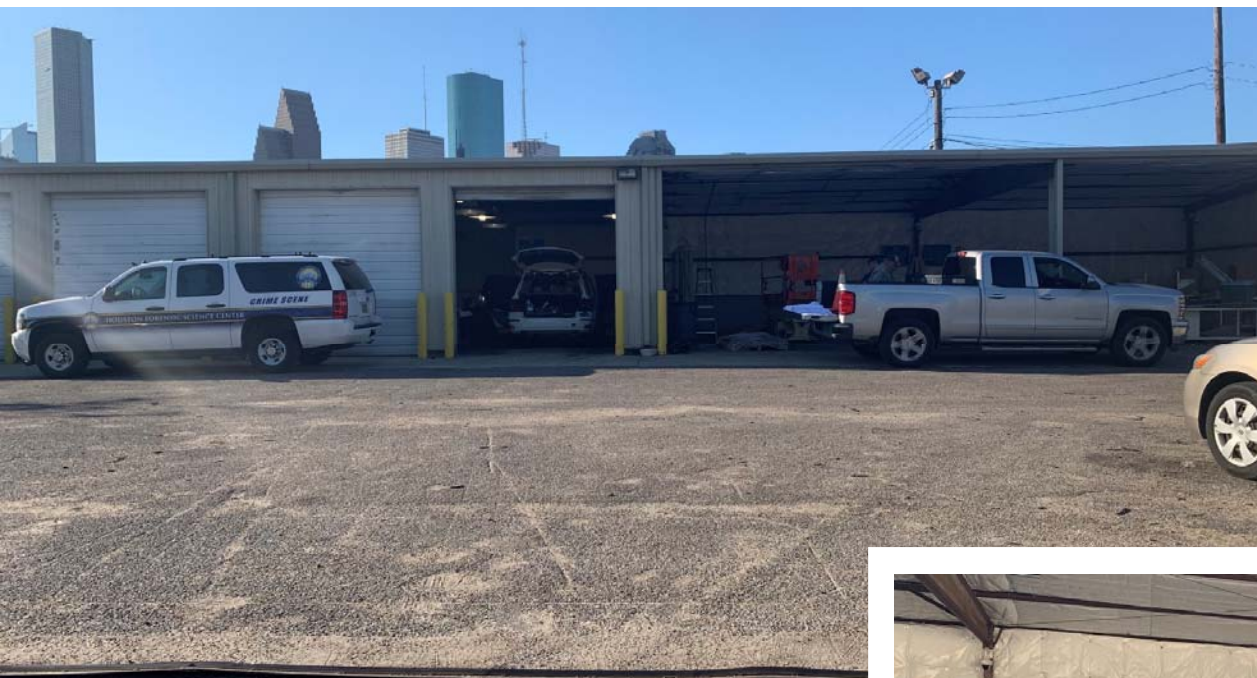
This project was supported by Award No: 2017-DN-BX-0176, awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect those of the Department of Justice.

Project scope/schedule:

- Recap:
 - City funding covers: new HVAC/associated electric for office and bays
 - Grant/HFSC funding covers: open/closed bay insulation, garage doors, new bays garage doors structural, electrical, plumbing/bathroom, security, IT
 - Security enhanced through HPD card reader on entry vehicle gate (card reader installed) and implementing existing HFSC security processes at VEB (key pads, cameras).
- Construction has commenced. Target completion 11/2/2020. Three scopes: new bays, existing bays, office area
- Systems connectivity requirements, VEB to 500 Jefferson, progressing. Work required at 500 Jefferson and VEB, site surveys, agreements, permits: likely completion late November. Will use existing VEB card readers until systems install complete

Construction status:

- New bays: insulation complete, HVAC ductwork and lighting install progressing
- Existing bays: insulation commenced (accessed from outside building)
- Initial IT wiring installed, garage doors and HVAC equipment ordered
- Commenced working on office, HVAC install, restroom upgrades



Company Goals

2021



HFSC 2021 Company Goals

Last year of our 3-year planning, starting from last year's goals

1. 100% of sections complete 80% of monthly one-on-ones as measured by the workflow in Qualtrax and 90% completion of semi-annual reviews
2. 12% voluntary turnover rate company-wide
3. Each staff member receives a minimum of 16 hours of continuing education
- 4. Lab average analysis turnaround time of 28 days for the review year and reduce the average age of pending cases by 30 percent**
5. Support sections achieve their turnaround targets as specified in the section goals (IT, CS/CM, R&D, Quality,HR)

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

October 9, 2020 at 9:00 a.m.

Agenda Action Item No.:	7. Consider approval of Second Amendment to First Interlocal Agreement between the City of Houston and the corporation, relating to reimbursement of up to \$1,358,652.00 in eligible corporation expenses arising from the COVID-19 pandemic, as provided by the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), Coronavirus Relief Fund, as well as potential future reimbursement through similar disaster funds, and related action.
Subject:	Consider approval of the Second Amendment to First Interlocal Agreement (ILA) with the City of Houston (the City) to provide a mechanism by which HFSC is eligible to receive reimbursement for COVID19 related expenditures, as well as potential future disaster related reimbursements.
Background:	<p>On February 26, 2014, the City and HFSC entered into the First Interlocal Agreement ("Original ILA"), whereby the City transferred to the Corporation, control of, and responsibility for, the "Forensic Operations" as defined in the Original ILA and agreed to fund the Corporation's operations as deemed necessary, to accomplish the Corporation's objectives. Subsequently, in March 2019, HFSC and the City entered into the First Amendment to First Interlocal Agreement to extend the Original ILA as well as incorporate HFSC's 30-year sublease of office and lab space in the 500 Jefferson building.</p> <p>On March 11, 2020 the Mayor of the City of Houston Mayor signed a proclamation declaring a Local State of Disaster Due to Public Health Emergency, in response to the Coronavirus ("COVID-19") pandemic. Similarly, on March 13, 2020, HFSC's President and CEO also declared a state of emergency for the Corporation, in response to COVID-19 and pursuant to the Corporation's policies.</p>
Executive Summary:	HFSC and the City find it necessary enter into an agreement to allow HFSC to seek reimbursement for expenses related to COVID19. The proposed Second Amendment to First Interlocal Agreement between the City and HFSC, allows access to funds received by the City, through the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), Coronavirus Relief Fund. Pursuant to this agreement, HFSC is eligible to receive up to \$1,358,652.00 in reimbursement funds allocated by the City to HFSC, for certain COVID19 related expenses. In compliance with the Texas Constitution and the City's Charter, the City has further appropriated and allocated the supplemental funding during the current fiscal year. Lastly, the proposed language allows HFSC to receive similar disaster related funds from the City, in the future.
Fiscal Impact:	No anticipated additional fiscal impact within the current budget cycle.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Peter Stout, President and CEO Legal review and approved by General Counsel

COVID-19

CARES Act Funding



HFSC and COVID-19

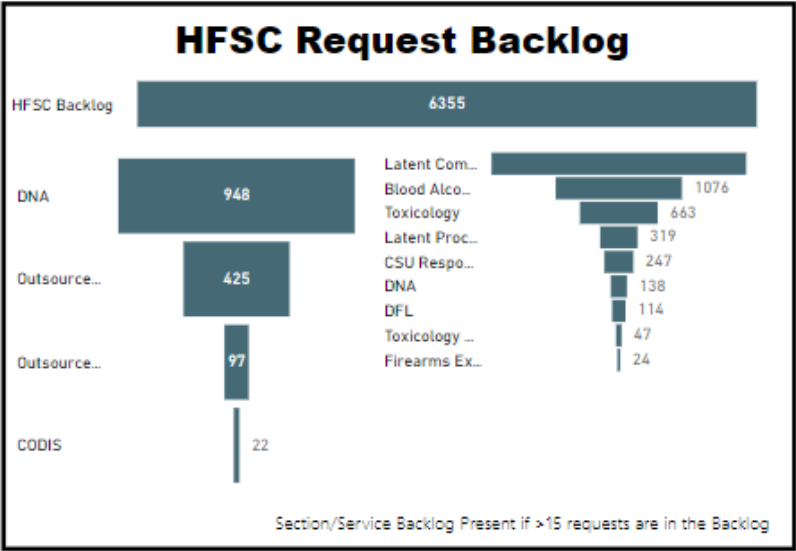
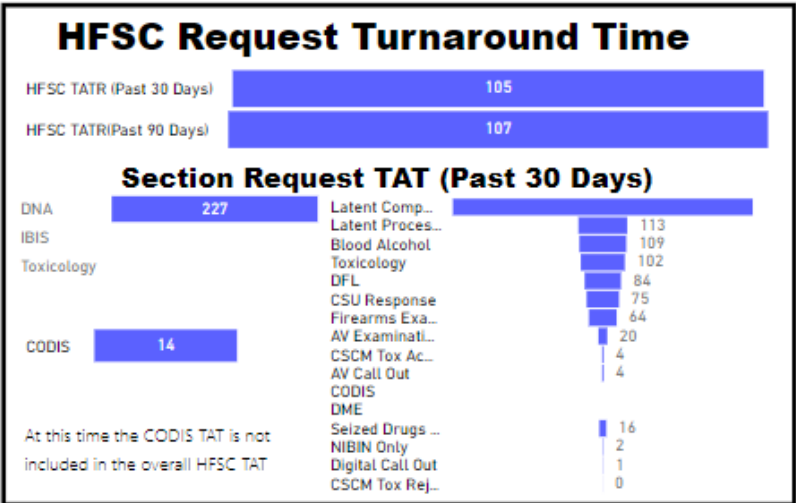
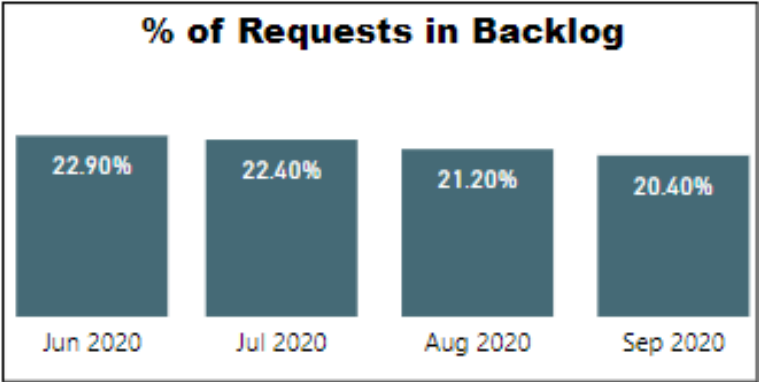
- City of Houston is giving HFSC funds to cover some pandemic-related expenses. The sum is not to exceed \$1.4 million
- Requires amendment to First Interlocal Agreement between HFSC and the city
 - Provides legal mechanism for HFSC to potentially receive future disaster-related funds
- Money must be spent by end of December 2020
- Funding will cover:
 - Weekly COVID-19 testing for staff through November or December. Since July, completed more than 1,050 tests
 - IT upgrades needed to more securely allow staff to work from home
 - IT upgrades to better handle data remotely: more data, more reliably, more securely
 - Webcams, laptops, headsets and other IT equipment to allow for more remote work
 - Additional outsourcing of toxicology cases



Operations Report

October 9, 2020

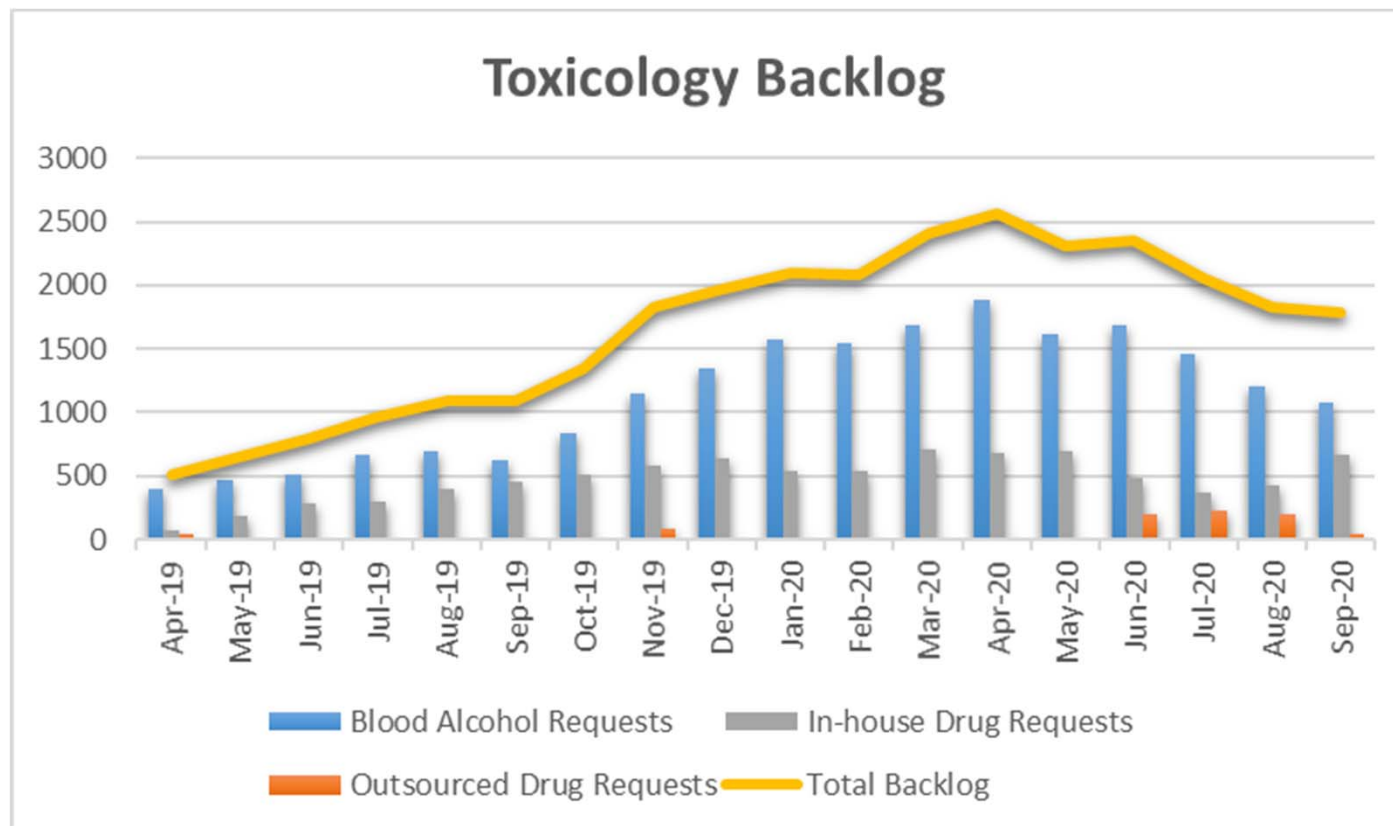
September 2020 Company Overview



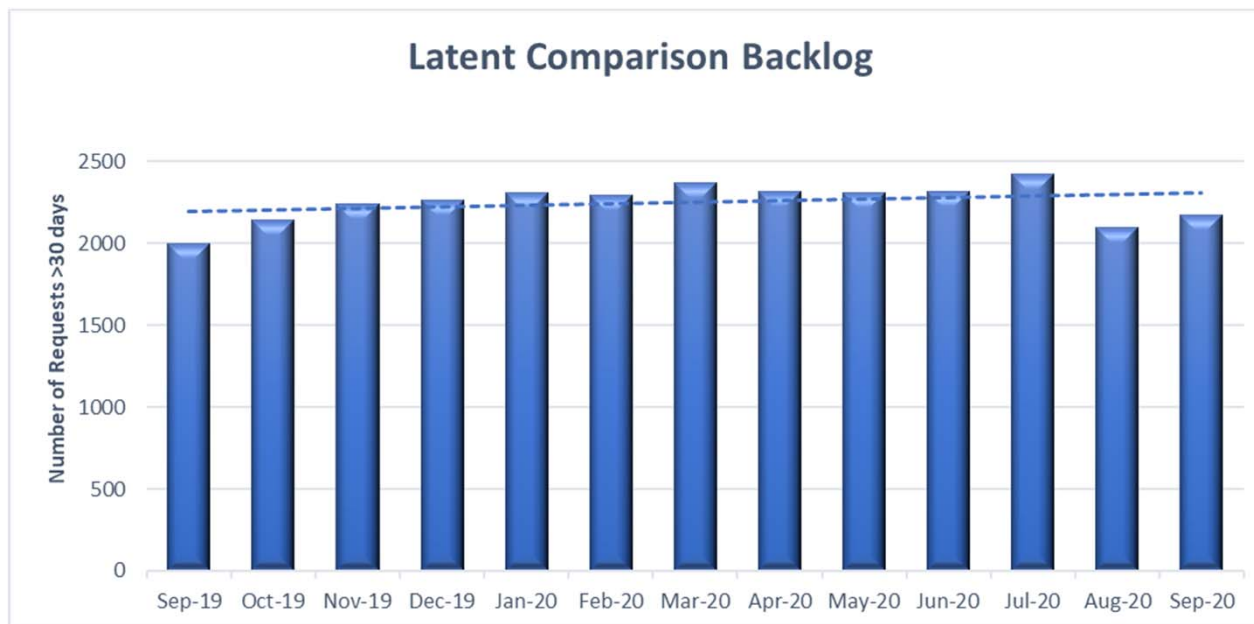
Highlight

- Toxicology and latent prints: backlog update

Toxicology Backlog



Latent Print Backlog



- New section manager, Rebecca Green, started Sept. 19, 2020
- Lean Six Sigma project starts Nov. 5, 2020
- HFSC and HPD have worked together to create a process to allow for better prioritizing of backlogged cases

Houston Forensic Science Center, Inc.
(A Component Unit of the City of Houston)

Financial Statements
and Single Audit Reports
for the year ended June 30, 2020

Houston Forensic Science Center, Inc.

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Independent Auditors' Report

To the Board of Directors of
Houston Forensic Science Center, Inc.:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of Houston Forensic Science Center, Inc. (a component unit of the City of Houston), as of and for the years ended June 30, 2020 and 2019 and the related notes to the financial statements, which collectively comprise Houston Forensic Science Center, Inc.'s basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform our audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the major fund of Houston Forensic Science Center, Inc. as of June 30, 2020 and 2019, and the changes in its financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

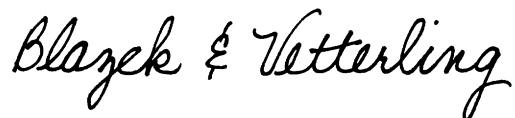
Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 3-7 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information included in the schedule of expenditures of federal awards for the year ended June 30, 2020 as required by Title 2 U. S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Report Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 23, 2020 on our consideration of Houston Forensic Science Center, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Houston Forensic Science Center, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Houston Forensic Science Center, Inc.'s internal control over financial reporting and compliance.



September 23, 2020

Houston Forensic Science Center, Inc.
Management's Discussion and Analysis
For the years ended June 30, 2020 and 2019
(unaudited)

The following discussion and analysis of Houston Forensic Science Center, Inc.'s (HFSC) financial performance provides an overview of the financial activities for the years ended June 30, 2020 and 2019. This discussion should be read in conjunction with HFSC's financial statements, which follow this section.

Financial Highlights

Financial highlights for the fiscal year ending June 30, 2020 include:

- HFSC's total net position decreased by \$2,171,000 with revenue of \$27.2 million and expenses of \$29.4 million.
- \$23.2 million of HFSC's expenses were program expenses incurred in connection with forensic science services.
- HFSC recognized revenue of \$25.6 million in appropriations from the City of Houston (the City) in its statement of activities.
- HFSC entered a lease agreement to acquire the use of forensic equipment which created a lease asset and lease liability of \$692,000.
- HFSC added \$411,000 in capital assets during the year in addition to the lease asset referred to above.
- At the close of the current fiscal year, HFSC's general fund reported a fund balance of \$535,000, a decrease of \$223,000 in comparison with the prior year. This decrease is the result of expenditures associated with processing a greater number of DNA kits, salary and related benefit costs normalizing in fiscal year 2020 as opposed to the capitalization of such costs for employee time and effort related to upgrading the IT infrastructure in fiscal year 2019, and costs associated with testing and protecting employees in connection with the novel coronavirus (COVID-19) pandemic.

Financial highlights for the fiscal year ending June 30, 2019 include:

- HFSC entered a lease agreement for the use of a building, which created a lease asset of \$31.2 million and a lease liability of \$32 million as it early implemented Governmental Accounting Standards Board Statement No. 87, *Leases*.
- HFSC's total net position decreased by \$1,420,000 with revenue of \$26.5 million and expenses of \$27.9 million.
- \$22.7 million of HFSC's expenses were program expenses incurred in connection with forensic science services.
- HFSC recognized revenue of \$25.6 million in appropriations from the City in its statement of activities.
- HFSC added \$582,000 in capital assets during the year in addition to the lease asset referred to above.
- At the close of the current fiscal year, HFSC's general fund reported a fund balance of \$757,618, a decrease of \$207,730 in comparison with the prior year. This decrease is the result of expenditures associated with moving to a new location and upgrading and improving IT infrastructure.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to HFSC's basic financial statements. The basic financial statements present combined government-wide and governmental fund financial statements. The notes to the financial statements provide additional information that is essential to a full understanding of the basic financial statements.

Government-wide financial statements reflect an economic resources measurement focus and are prepared using the accrual basis of accounting. The government-wide financial statements are designed to provide readers with a broad overview of HFSC's finances, in a manner similar to a private-sector business. The statement of net position shows the financial position of HFSC at year end by presenting HFSC's assets and liabilities, with net position representing the difference between assets and liabilities. The statement of activities presents information showing changes in HFSC's net position during the year. Changes in net position are reported when an underlying event giving rise to a change occurs, regardless of the timing of related cash flows. Therefore, revenue and expenses are reported in this statement for some items that will not result in cash flows until future fiscal periods.

Governmental fund financial statements reflect a current financial resources measurement focus and are prepared using the modified accrual basis of accounting. Unlike the government-wide financial statements, the governmental fund financial statements present information showing the near-term inflows and outflows of spendable resources and the balances of spendable resources at year end.

HFSC's governmental fund is comprised of its general fund. At June 30, 2020, HFSC's general fund reported a fund balance of \$534,828, a decrease of \$222,790 from the prior year. This decrease is the result of expenditures associated with processing a greater number of DNA kits, greater salary and related benefit costs and costs associated with testing and protecting employees in connection with the COVID-19 pandemic. Approximately 60% of the fund balance constitutes unassigned fund balance, which is available for spending at HFSC's discretion, with the remainder of the balance representing nonspendable prepaid expenses. At June 30, 2019, HFSC's general fund reported a fund balance of \$757,618, a decrease of \$207,730 from the prior year. The decrease is due to upgrading and improving IT infrastructure and migrating from the Houston Police Department (HPD) computer network. Approximately 76% of the fund balance constitutes unassigned fund balance, which is available for spending at HFSC's discretion with the remainder of the balance representing nonspendable prepaid expenses.

Condensed Government-Wide Financial Information and Financial Analysis

	AS OF JUNE 30		
	2020	2019	2018
<i>Condensed Statements of Net Position:</i>			
Current and other assets	\$ 2,322,275	\$ 2,371,515	\$ 2,233,991
Capital assets	<u>34,329,393</u>	<u>35,318,844</u>	<u>4,582,288</u>
Total assets	<u>\$ 36,651,668</u>	<u>\$ 37,690,359</u>	<u>\$ 6,816,279</u>
Long-term liabilities	\$ 32,904,641	\$ 32,654,738	\$ 490,185
Other liabilities	<u>2,281,710</u>	<u>1,399,133</u>	<u>1,268,643</u>
Total liabilities	<u>\$ 35,186,351</u>	<u>\$ 34,053,871</u>	<u>\$ 1,758,828</u>
Net position:			
Unrestricted	\$ (611,914)	\$ 237,424	\$ 475,163
Net investments in capital assets	<u>2,077,231</u>	<u>3,399,064</u>	<u>4,582,288</u>
Total net position	<u>\$ 1,465,317</u>	<u>\$ 3,636,488</u>	<u>\$ 5,057,451</u>

Fiscal Year 2020

The assets of HFSC primarily consist of cash, grants receivable from a federal government agency, prepaid expenses and capital assets, which includes leased assets. Liabilities primarily consist of operating expenses, including accrued salaries, compensated absences, and lease liabilities. The decrease in assets at June 30, 2020, as compared to June 30, 2019, primarily is the result of depreciation and amortization of \$1.8 million and lower government grant receivables of \$429,000 due to timing of payments received offset by asset additions of \$1.1 million, \$692,000 of which relates to leased forensic equipment, and an increase in cash of \$809,000. Liabilities increased primarily due to the related lease liability of \$692,000 from the aforementioned lease of forensic equipment, and an increase in compensated absences of \$152,000.

Fiscal Year 2019

The assets of HFSC primarily consist of cash, grants receivable from a federal government agency, prepaid expenses and capital assets, which includes a lease asset. Liabilities primarily consist of operating expenses, including accrued salaries and compensated absences and a lease liability. The increase in assets at June 30, 2019, as compared to June 30, 2018, primarily is the result of the recognition of a \$31.2 million lease asset for the use of building space, receivables totaling \$474,000 related to the lease agreement, and \$420,000 related to IT infrastructure, offset by lower cash of \$535,000 and depreciation and amortization of \$891,000. Liabilities increased primarily due to the related lease liability of \$32 million from the aforementioned lease agreement, and an increase in compensated absences of \$504,000.

	FOR THE YEAR ENDED JUNE 30		
	<u>2020</u>	<u>2019</u>	<u>2018</u>
<i>Condensed Statements of Activities:</i>			
Expenses:			
Program services	\$ 23,286,375	\$ 22,655,156	\$ 21,426,812
Management and general	5,011,285	4,999,106	4,526,783
Interest expense	<u>1,093,496</u>	<u>271,270</u>	
Total expenses	<u>29,391,156</u>	<u>27,925,532</u>	<u>25,953,595</u>
Revenue:			
City of Houston – appropriation	24,160,344	24,160,346	24,160,344
City of Houston – facility appropriation	1,133,208		
City of Houston – direct overhead appropriation	326,792	1,460,000	1,460,000
U. S. Department of Justice – government grant revenue	1,555,148	936,247	744,654
Other revenue	281,707	116,193	102,834
Other loss	<u>(237,214)</u>	<u>(168,217)</u>	<u>(30,305)</u>
Total revenue	<u>27,219,985</u>	<u>26,504,569</u>	<u>26,437,527</u>
CHANGES IN NET POSITION	(2,171,171)	(1,420,963)	483,932
Net position, beginning of year	<u>3,636,488</u>	<u>5,057,451</u>	<u>4,573,519</u>
Net position, end of year	<u>\$ 1,465,317</u>	<u>\$ 3,636,488</u>	<u>\$ 5,057,451</u>

Fiscal Year 2020

The statement of activities reports the expenses and revenue of HFSC and the corresponding effect on net position. The majority of HFSC's revenue is provided from appropriations from the City's budget. The City provides appropriated funds from its general fund, appropriations for facility costs, as well as an overhead allocation for office space. HFSC also receives federal grant revenue funding from the U. S. Department of Justice, which is paid on a reimbursement basis.

Government grant revenue increased during the year due to incurred costs for prior year grants awards, as well as current year awards. Expenses increased by \$1.5 million primarily as a result of increased depreciation and amortization of \$915,000 related to the leased building and forensic equipment assets, greater salary and related benefit costs of \$595,000, increased forensic supplies of \$257,000 related to processing of backlogged DNA kits, and increased costs of \$426,000 related to testing and supplies from COVID-19 testing and safety procedures. The increases are offset by lower reimbursements to HPD.

Fiscal Year 2019

The statement of activities reports the expenses and revenue of HFSC and the corresponding effect on net position. The majority of HFSC's revenue is provided from appropriations from the City's budget. The City provides appropriated funds from its general fund, as well as an overhead allocation for space occupied at 1200 Travis St., Houston, Texas. HFSC also receives federal grant revenue funding from the U. S. Department of Justice, which is paid on a reimbursement basis.

Government grant revenue remained consistent from the prior year. Expenses increased by \$2 million primarily due to greater salary and related benefit costs of \$2.8 million from adding more employees and an increase in compensated absences of \$504,000 and an increase in amortization expense of \$347,000 related to a lease asset recognized during the year. The increases are offset by lower reimbursements to HPD.

CAPITAL ASSETS AND LONG-TERM DEBT

Capital Assets

Fiscal Year 2020

HFSC's investment in capital assets as of June 30, 2020 totals \$34.3 million (net of accumulated depreciation and amortization). This investment in capital assets includes lease assets, scientific forensic equipment, furniture and equipment, leasehold improvements, and vehicles. The decrease in capital assets for the current fiscal year was primarily related to amortization of leased building space and forensic equipment of \$1.1 million and depreciation of capital assets of \$686,000, offset by the acquisition of leased forensic equipment of \$692,000. HFSC entered into a lease agreement during 2019 for the use of building space, which comprises approximately 81% of total assets.

Fiscal Year 2019

HFSC's investment in capital assets as of June 30, 2019 totals \$35.3 million (net of accumulated depreciation and amortization). This investment in capital assets includes a lease asset, scientific forensic equipment, furniture and equipment, leasehold improvements, and vehicles. The increase in capital assets for the current fiscal year was primarily related to HFSC entering a lease agreement during 2019 for the use of building space, which comprises approximately 83% of total assets.

Long-Term Debt

Fiscal Year 2020

HFSC's lease liability increased by \$332,000 as a result of HFSC acquiring the use of leased forensic equipment of \$692,000 offset by principal payments made on the aforementioned lease agreement, as well as the lease agreement entered into for the use of building space during fiscal year 2019.

See additional information concerning the lease agreement in Note 5 to the financial statements.

Fiscal Year 2019

As a result of the lease agreement entered into for the use of building space, HFSC incurred a lease liability of approximately \$32.0 million during fiscal year 2019.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

HFSC's Board of Directors approves an annual financial budget which serves as the foundation for HFSC's allocation of resources.

During the 2021 budget process, the City appropriated revenue for 2021, which is projected to be \$27.2 million; a 6% increase from the \$25.6 million appropriated for 2020.

In response to the pandemic caused by COVID-19, HFSC's Board has requested a reimbursement of costs from the City in the amount of \$111,000 representing costs incurred from March through June 2020. The requests were yet to be approved as of June 2020; and therefore, was not accrued as of the period ending June 30, 2020.

Contacting Houston Forensic Science Center, Inc.'s Financial Management

The financial report is designed to discuss issues that may be material to the operation of HFSC. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Chief Financial Officer and Treasurer, Houston Forensic Science Center, Inc., 500 Jefferson St., 13th Floor, Houston, Texas, 77002.

Houston Forensic Science Center, Inc.

Governmental Fund Balance Sheet and Statement of Net Position as of June 30, 2020

	GENERAL FUND	ADJUSTMENTS (NOTE 8)	STATEMENT OF NET POSITION
ASSETS			
Current assets:			
Cash	\$ 1,932,708		\$ 1,932,708
Government grants receivable	136,623		136,623
Accounts receivable	37,978		37,978
Prepaid expenses	214,966		214,966
Noncurrent assets:			
Capital assets, net of depreciation and amortization (Notes 4 and 5)		\$ 34,329,393	34,329,393
TOTAL ASSETS	<u>\$ 2,322,275</u>	<u>\$ 34,329,393</u>	<u>\$ 36,651,668</u>
LIABILITIES			
Current liabilities:			
Accounts payable and accrued expenses	\$ 1,787,447		\$ 1,787,447
Lease liability, current portion (Note 5)		\$ 494,263	494,263
Noncurrent liabilities:			
Compensated absences		1,146,742	1,146,742
Lease liability, long-term portion (Note 5)		31,757,899	31,757,899
TOTAL LIABILITIES	<u>1,787,447</u>	<u>\$ 33,398,904</u>	<u>\$ 35,186,351</u>
FUND BALANCE AND NET POSITION			
Nonspendable prepaid expenses	214,966	\$ (214,966)	
Unassigned / unrestricted	319,862	(931,776)	\$ (611,914)
Invested in capital assets, net of related debt		2,077,231	2,077,231
TOTAL FUND BALANCE	<u>534,828</u>		
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 2,322,275</u>		
TOTAL NET POSITION		<u>\$ 930,489</u>	<u>\$ 1,465,317</u>

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

Governmental Fund Balance Sheet and Statement of Net Position as of June 30, 2019

	GENERAL FUND	ADJUSTMENTS (NOTE 8)	STATEMENT OF NET POSITION
ASSETS			
Current assets:			
Cash	\$ 1,123,908		\$ 1,123,908
Government grants receivable	565,445		565,445
Accounts receivable	23,541		23,541
Prepaid expenses	184,412		184,412
Other receivables		\$ 474,209	474,209
Noncurrent assets:			
Capital assets, net of depreciation and amortization (Notes 4 and 5)		35,318,844	35,318,844
TOTAL ASSETS	\$ 1,897,306	\$ 35,793,053	\$ 37,690,359
LIABILITIES			
Current liabilities:			
Accounts payable and accrued expenses	\$ 1,139,688		\$ 1,139,688
Lease liability, current portion (Note 5)		\$ 259,445	259,445
Noncurrent liabilities:			
Compensated absences		994,403	994,403
Lease liability, long-term portion (Note 5)		31,660,335	31,660,335
TOTAL LIABILITIES	1,139,688	\$ 32,914,183	\$ 34,053,871
FUND BALANCE AND NET POSITION			
Nonspendable prepaid expenses	184,412	\$ (184,412)	
Unassigned / unrestricted	573,206	(335,782)	\$ 237,424
Invested in capital assets, net of related debt		3,399,064	3,399,064
TOTAL FUND BALANCE	757,618		
TOTAL LIABILITIES AND FUND BALANCE	\$ 1,897,306		
TOTAL NET POSITION		\$ 2,878,870	\$ 3,636,488

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

Governmental Fund Statement of Revenue, Expenditures, and Changes in Fund Balance and Statement of Activities for the year ended June 30, 2020

	GENERAL FUND	ADJUSTMENTS (NOTE 8)	STATEMENT OF ACTIVITIES
EXPENDITURES / EXPENSES:			
Program services	\$ 21,615,151	\$ 1,671,224	\$ 23,286,375
Management and general	4,651,634	359,651	5,011,285
Capital expenditures	1,102,624	(1,102,624)	
Debt service principal – lease payments	383,211	(383,211)	
Interest expense	<u>1,093,496</u>	<u></u>	<u>1,093,496</u>
Total expenditures / expenses	<u>28,846,116</u>	<u>545,040</u>	<u>29,391,156</u>
REVENUE:			
Grant from City of Houston – appropriation	24,160,344		24,160,344
Grant from City of Houston – facility appropriation	1,133,208		1,133,208
Grant from City of Houston – direct overhead appropriation	326,792		326,792
U. S. Department of Justice – government grant revenue	1,555,148		1,555,148
Other revenue	281,707		281,707
Other loss	<u></u>	<u>(237,214)</u>	<u>(237,214)</u>
Total revenue	<u>27,457,199</u>	<u>(237,214)</u>	<u>27,219,985</u>
EXCESS OF REVENUE OVER EXPENDITURES / CHANGES IN NET POSITION	(1,388,917)	(782,254)	(2,171,171)
OTHER FINANCING SOURCES (USES):			
Other financing sources – inception of lease	691,918	(691,918)	
Other financing sources – other receivable	<u>474,209</u>	<u>(474,209)</u>	
Total other financing sources (uses)	<u>1,166,127</u>	<u>(1,166,127)</u>	
CHANGE IN FUND BALANCES / NET POSITION	(222,790)	(1,948,381)	(2,171,171)
Fund balance / net position, beginning of year	<u>757,618</u>	<u>2,878,870</u>	<u>3,636,488</u>
Fund balance / net position, end of year	<u>\$ 534,828</u>	<u>\$ 930,489</u>	<u>\$ 1,465,317</u>

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

Governmental Fund Statement of Revenue, Expenditures, and Changes in Fund Balance and Statement of Activities for the year ended June 30, 2019

	GENERAL FUND	ADJUSTMENTS (NOTE 8)	STATEMENT OF ACTIVITIES
EXPENDITURES / EXPENSES:			
Program services	\$ 21,511,422	\$ 1,143,734	\$ 22,655,156
Management and general	4,746,729	252,377	4,999,106
Capital expenditures	31,796,664	(31,796,664)	
Debt service principal – lease payments	79,082	(79,082)	
Interest expense	<u>271,270</u>	<u></u>	<u>271,270</u>
Total expenditures / expenses	<u>58,405,167</u>	<u>(30,479,635)</u>	<u>27,925,532</u>
REVENUE:			
Grant from City of Houston – appropriation	24,160,346		24,160,346
Grant from City of Houston – direct overhead appropriation	1,460,000		1,460,000
U. S. Department of Justice – government grant revenue	936,247		936,247
Other revenue	116,193		116,193
Other loss	<u></u>	<u>(168,217)</u>	<u>(168,217)</u>
Total revenue	<u>26,672,786</u>	<u>(168,217)</u>	<u>26,504,569</u>
EXCESS OF REVENUE OVER EXPENDITURES / CHANGES IN NET POSITION	(31,732,381)	30,311,418	(1,420,963)
OTHER FINANCING SOURCES (USES):			
Other financing sources – inception of lease	31,998,860	(31,998,860)	
Other financing sources – other receivable	<u>(474,209)</u>	<u>474,209</u>	
Total other financing sources (uses)	<u>31,524,651</u>	<u>(31,524,651)</u>	
CHANGE IN FUND BALANCES / NET POSITION	(207,730)	(1,213,233)	(1,420,963)
Fund balance / net position, beginning of year	<u>965,348</u>	<u>4,092,103</u>	<u>5,057,451</u>
Fund balance / net position, end of year	<u>\$ 757,618</u>	<u>\$ 2,878,870</u>	<u>\$ 3,636,488</u>

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

Notes to Financial Statements for the years ended June 30, 2020 and 2019

NOTE 1 – ORGANIZATION

Organization – Houston Forensic Science Center, Inc. (HFSC), a component unit of the City of Houston (the City), is a local government corporation created to provide independent forensic services to law enforcement agencies, primarily the Houston Police Department (HPD), and other judicial entities. The formation of HFSC was approved by City Council on June 26, 2012.

HFSC's Board of Directors are appointed by the Mayor of the City and approved by City Council. HFSC receives funding primarily from an interlocal agreement with the City in which funding is received subject to the City's approval of HFSC's annual budget. Funding received must be expended in accordance with the annual budget.

Federal income tax status – HFSC is a local government corporation created to accomplish a governmental purpose of the City and is not subject to federal income tax. Contributions to HFSC are deductible under §501(c)(3) of the Internal Revenue Code.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation – These financial statements have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB).

Measurement focus and basis of accounting – Measurement focus refers to *what* is being expressed in reporting financial position and performance, that is, *which* resources are being measured. The financial resources measurement focus measures only financial resources while the economic resources measurement focus measures both financial and capital resources. The measurement focus determines *whether* a fund balance sheet or statement of net position reports financial or economic resources. Basis of accounting refers to *when* those resources and commitments and uses of those resources should be recognized. It relates to the timing of the measurements made regardless of the measurement focus applied.

Governmental funds in the fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenue is recognized when it is measurable and available. *Measurable* means the amount of the transaction is known or reasonably estimable. *Available* refers to amounts collected in the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period, generally within 60 days after year end. Expenditures are recognized when the related liability is incurred.

Governmental funds in the government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenue is recognized when it is earned and becomes measurable and expenses are recognized in the period incurred.

Cash consists of demand deposits. Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, HFSC will be unable to recover deposits. At June 30, 2020, the carrying amount and the bank balance of HFSC's demand deposit account were \$1,932,709 and \$1,942,981, respectively. Amounts on deposit that are in excess of the Federal Deposit Insurance Corporation limit of \$250,000 are collateralized by a security agreement with the bank.

Fund balance is classified based upon the relative strength of spending constraints placed upon the purposes for which resources can be used, as follows:

- *Nonspendable fund balance* includes amounts that are either not in spendable form or are legally or contractually required to be maintained intact.
- *Restricted fund balance* includes amounts constrained to specific purposes by resource providers, through constitutional provisions, or by enabling legislation.
- *Unassigned fund balance* includes amounts that are available for HFSC's future use for any purpose.

Net position represents the difference between assets and liabilities. HFSC reports categories of net position, as follows:

- *Invested in capital assets* consists of net capital assets.
- *Restricted* is constrained to a particular purpose. Restrictions are imposed by external organizations such as City ordinances or grantors.
- *Unrestricted* is available for general use by HFSC.

Capital assets include lease assets, forensic science equipment, office equipment, vehicles, and leasehold improvements. HFSC capitalizes capital expenditures of \$5,000 or greater with an estimated useful life of more than one year. Purchased capital expenditures are carried at cost. Donated capital assets are recorded at fair value at the date of transfer. Depreciation expense is recognized using the straight-line method over estimated useful lives of 5 to 15 years.

Lease assets and lease liabilities – Lease assets include right-to-use assets from lease agreements that exceed one year. The right-to-use asset value equals the lease liability, which is the present value of future lease payments expected to be made during the lease term, plus any prepayments made for future periods and direct costs necessary to place the asset into service. Lease liabilities are reported based on the present value of future lease payments expected to be made during the lease term and includes fixed payments, variable payments based on rate or index, and other certain payments.

Grants – Under both the modified accrual and the accrual basis of accounting, receivables from grants are recognized, net of uncollectible amounts, when all applicable eligibility requirements are met provided the commitment is verifiable and the resources are measurable and probable of collection. Revenue recognized as receivable in advance of the time period during which eligibility requirements are met or resources are available, is deferred under the modified accrual basis of accounting, but is recognized as revenue under the accrual basis of accounting and reflected as restricted net position when eligibility requirements are met.

Estimates – Management must make estimates and assumptions to prepare financial statements in accordance with generally accepted accounting principles. These estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue, expenditures and expenses and the allocation of expenses among various functions. Actual results could vary from the estimates that were used.

NOTE 3 – RELATED PARTIES

HFSC is a component unit of the City and receives appropriated funds from the City's general fund, an overhead allocation appropriation representing shared costs for the use of City/HPD facilities, and beginning in 2020 a facility appropriation to fund costs associated with HFSC's leased office space. HFSC's forensic functions are performed primarily to support HPD.

The City charged HFSC \$689 thousand and \$1.3 million for services provided to HFSC for fiscal years 2020 and 2019, respectively. The City provided \$327 thousand and \$1.5 million in overhead appropriations representing HFSC's use of the City's property in fiscal years 2020 and 2019, respectively. In fiscal year 2020, the City provided \$1.1 million in facility appropriations representing HFSC's building lease payments. In fiscal years 2020 and 2019, the City appropriated \$24 million for general operations.

NOTE 4 – CAPITAL AND LEASE ASSETS

HFSC's investment in capital assets consists of the following:

	BALANCE AT JULY 1, 2019	ADDITIONS	COMPLETIONS/ DISPOSITIONS	BALANCE AT JUNE 30, 2020
Lease assets – building	\$31,215,077		\$ (48,182)	\$31,166,895
Lease assets – forensic equipment		\$ 691,918		691,918
Scientific forensic equipment	3,636,922		(457,933)	3,178,989
Furniture and office equipment	693,644	180,000		873,644
Leasehold improvements	53,862	20,329	339,769	413,960
Vehicles	185,586	67,003	(676)	251,913
LIMS database	1,679,867		(7,570)	1,672,297
Work in progress	188,826	143,374	(332,200)	
Less accumulated depreciation and amortization	<u>(2,334,940)</u>	<u>(1,806,679)</u>	<u>221,396</u>	<u>(3,920,223)</u>
Capital assets, net of depreciation and amortization	<u>\$35,318,844</u>	<u>\$ (704,055)</u>	<u>\$ (285,396)</u>	<u>\$34,329,393</u>
	BALANCE AT JULY 1, 2018	ADDITIONS	COMPLETIONS/ DISPOSITIONS	BALANCE AT JUNE 30, 2019
Lease assets – building		\$31,215,077		\$31,215,077
Scientific forensic equipment	\$ 3,770,999	24,642	\$ (158,719)	3,636,922
Furniture and office equipment	736,216	51,402	(93,974)	693,644
Leasehold improvements	161,214		(107,352)	53,862
Vehicles	100,379	85,207		185,586
LIMS database			1,679,867	1,679,867
Work in progress		188,826		188,826
Work in progress – database	1,448,355	231,512	(1,679,867)	
Less accumulated depreciation and amortization	<u>(1,634,875)</u>	<u>(891,893)</u>	<u>191,828</u>	<u>(2,334,940)</u>
Capital assets, net of depreciation and amortization	<u>\$ 4,582,288</u>	<u>\$30,904,773</u>	<u>\$ (168,217)</u>	<u>\$35,318,844</u>

NOTE 5 – LEASES

In December 2019, HFSC entered into a 5-year agreement to lease forensic equipment. The agreement includes HFSC's commitment to pay predetermined monthly amounts. HFSC used a discount rate of 3.5% to calculate the reported lease liability, which is its estimated borrowing rate.

In April 2019, HFSC entered a 30-year lease agreement for the use of building space. The agreement includes HFSC's commitment to pay predetermined monthly rent, as well as operating expenses, which include operating expenses that are within the reasonable control of the landlord and are capped at 7% per annum. Operating expenses include costs and expenses such as repairs, landscaping, and other costs to maintain, manage, and insure the building with HFSC's share set at 21.62% of the building's total operating expenses. The estimated useful life of the building is 50 years. HFSC used a discount rate of 3.4% to calculate the reported lease liability, which is its estimated borrowing rate.

The following schedule presents future minimum lease payments as of June 30, 2020.

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2021	\$ 494,263	\$ 1,089,454	\$ 1,583,717
2022	511,463	1,072,254	1,583,717
2023	529,262	1,054,455	1,583,717
2024	547,679	1,036,038	1,583,717
2025	481,218	1,017,722	1,498,940
2026-2030	2,749,419	4,848,526	7,597,945
2031-2035	4,492,576	4,214,846	8,707,422
2036-2040	5,948,850	3,370,454	9,319,304
2041-2045	8,921,734	2,080,244	11,001,978
2046-2050	<u>7,575,698</u>	<u>265,721</u>	<u>7,841,419</u>
Total	<u>\$ 32,252,162</u>	<u>\$ 20,049,714</u>	<u>\$ 52,301,876</u>

NOTE 6 – GOVERNMENT GRANTS

HFSC is party to contracts with a federal governmental agency. Should these contracts not be renewed, a replacement for this source of support may not be forthcoming and related expenses may not be incurred. Funding sources of government grants include amounts from the U. S. Department of Justice totaling approximately \$1,555,000 and \$936,000 during fiscal years 2020 and 2019, respectively.

Government grants require fulfillment of certain conditions as set forth in the contracts and are subject to review and audit by the awarding agency. Such reviews and audits could result in the discovery of unallowable activities and unallowable costs. Consequently, the funding source may, at its discretion, request reimbursement for expenses or return of funds as a result of noncompliance by HFSC with the terms of the contracts. Management believes such disallowances, if any, would not be material to HFSC's financial position or changes in net position.

NOTE 7 – EMPLOYEE BENEFIT PLANS

HFSC has both a deferred compensation plan and a defined contribution retirement plan covering substantially all full-time employees. Under the terms of the deferred compensation plan, HFSC matches an amount up to 5% of each participant's annual salary. Under the terms of the defined contribution retirement plan, HFSC contributes an amount equal to 2% of each participant's annual salary. HFSC's contributions to these plans were approximately \$855,000 and \$878,000 in 2020 and 2019, respectively.

NOTE 8 – ADJUSTMENTS BETWEEN THE GOVERNMENTAL FUND STATEMENTS AND THE GOVERNMENT-WIDE STATEMENT OF NET POSITION AND STATEMENT OF ACTIVITIES

Total fund balance reported in the governmental fund balance sheet differs from net position reported in the government-wide statement of net position. Differences occur because of the current financial resources focus of the governmental fund statements and the long-term economic focus of the government-wide statement of net position and statement of activities. The provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, imposed this change in focus. The adjustments below show the difference between the statements that result from this difference in measurement focus.

Adjustments reported in the statements of net position from the governmental fund balance sheet consist of the following:

	<u>2020</u>	<u>2019</u>
Capital assets, including lease assets used in governmental activities are not current financial resources; therefore, are not reported in the governmental fund financial statements.	\$ 34,329,393	\$ 35,318,844
Certain assets included in the statement of net position, including other receivables not available within 60 days, are not reported as assets in the governmental fund financial statements.		474,209
Long-term liabilities, including lease payables, are not due and payable in the current period; therefore, are not reported in the fund financial statements.	(32,252,162)	(31,919,780)
Long-term liabilities, including compensated absences, are not due and payable in the current period; therefore, are not reported in the fund financial statements.	<u>(1,146,742)</u>	<u>(994,403)</u>
Net adjustment to fund balance to net position of governmental activities	<u>\$ 930,489</u>	<u>\$ 2,878,870</u>

Adjustments reported in the statements of activities from the governmental fund statements of revenue, expenditures, and changes in fund balance consist of the following:

	<u>2020</u>	<u>2019</u>
Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. The statements of activities recognizes the cost of outlays allocated over estimated useful lives as depreciation expense.		
Capital outlay	\$ 1,102,624	\$ 31,796,664
Depreciation expense	(686,491)	(545,058)
Amortization expense	(1,120,188)	(346,835)
Governmental funds report resources from long-term debt as current financial resources, while the repayment of the principal of long-term debt consumes current financial resources. This amount is the net effect of this difference in the treatment of long-term debt.	(308,707)	(31,919,778)
Governmental funds do not report resources from receivables not available within 60 days.	(474,209)	474,209
Expenditures, including compensated absences that are not payable in the current fiscal year, do not require the use of current financial resources; therefore, are not reported as expenditures in the governmental funds.	(224,196)	(504,218)
Governmental funds do not recognize losses on disposal of assets because such losses do not impact current financial resources.		
Loss on disposal	<u>(237,214)</u>	<u>(168,217)</u>
Net adjustment to (decrease) increase net changes in fund balance to change in net position of governmental activities	<u>\$ (1,948,381)</u>	<u>\$ (1,213,233)</u>

NOTE 9 – SUBSEQUENT EVENTS

In March 2020, the Director-General of the World Health Organization declared a pandemic related to the global outbreak of the new coronavirus COVID-19 and a national emergency was declared in the United States. The stay-at-home orders issued by Harris County required temporary closure of non-essential services. As HFSC's activities are considered essential, HFSC continued services while limiting the number of employees in the office building and increasing cleaning and sanitation measures to ensure safety.

The extent of the impact of COVID-19 on HFSC's operational and financial performance will depend on developments such as the duration and spread of the outbreak, impact on the City, employees, and vendors, all of which are uncertain and cannot be predicted. HFSC requested reimbursement of costs from the City relating to COVID-19 in the amount of \$111,174. While HFSC expects this matter to negatively impact its operating results and financial position, the eventual financial impact cannot be reasonably estimated at this time.

Houston Forensic Science Center, Inc.

Schedule of Expenditures of Federal Awards for the year ended June 30, 2020

<u>FEDERAL GRANTOR</u>				Allowable	
<u>Pass-through Grantor</u>	<u>CFDA</u>		<u>Award</u>	<u>Federal</u>	
<u>Program Title & Period</u>	<u>Number</u>	<u>Contract Number</u>	<u>Amount</u>	<u>Expenditures</u>	<u>Subrecipients</u>
U. S. DEPARTMENT OF JUSTICE					
DNA Backlog Reduction Program					
#1 01/17 – 06/19	16.741	2016-DN-BX-0142	\$741,000	\$ 54,290	
#2 01/18 – 12/19	16.741	2017-DN-BX-0027	\$867,755	219,897	
#3 01/19 – 12/20	16.741	2018-DN-BX-0096	\$1,530,927	1,070,065	
#4 01/20 – 12/21	16.741	2019-DN-BX-0036	\$1,607,745	<u>47,530</u>	
Subtotal				<u>1,391,782</u>	
Research and Development Cluster:					
National Institute of Justice Research, Evaluation, and Development Project Grants					
#5 01/19 – 10/20	16.560	2018-DU-BX-0184	\$282,703	<u>157,991</u>	<u>\$ 60,735</u>
Total U. S. Department of Justice				<u>1,549,773</u>	<u>60,735</u>
TOTAL FEDERAL AWARDS				<u>\$ 1,549,773</u>	<u>\$ 60,735</u>

See accompanying note to schedule of expenditures of federal awards.

Houston Forensic Science Center, Inc.

Note to Schedule of Expenditures of Federal Awards for the year ended June 30, 2020

NOTE 1 – SIGNIFICANT ACCOUNTING POLICY

Basis of presentation – The schedule of expenditures of federal awards is prepared on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U. S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Federal expenses include allowable expenses funded by federal grants. Allowable costs are subject to the cost principles of the Uniform Guidance, and include both costs that are capitalized and costs that are recognized as expenses in HFSC's financial statements in conformity with generally accepted accounting principles.

HFSC uses the 10% de minimus rate for indirect costs.

Because the schedule presents only a selected portion of the operations of HFSC, it is not intended to, and does not present the net position or changes in net position of HFSC.

**Independent Auditors' Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

To the Board of Directors of
Houston Forensic Science Center, Inc.:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Houston Forensic Science Center, Inc. (HFSC), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise HFSC's basic financial statements, and have issued our report thereon dated September 23, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered HFSC's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of HFSC's internal control. Accordingly, we do not express an opinion on the effectiveness of HFSC's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether HFSC's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Blazek & Vetterling

September 23, 2020

**Independent Auditors' Report on Compliance for Each
Major Program and Report on Internal Control Over
Compliance Required by the Uniform Guidance**

To the Board of Directors of
Houston Forensic Science Center, Inc.:

Report on Compliance for Each Major Federal Program

We have audited Houston Forensic Science Center, Inc.'s (HFSC) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of HFSC's major federal programs for the year ended June 30, 2020. HFSC's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for HFSC's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U. S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about HFSC's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of HFSC's compliance.

Opinion on Each Major Federal Program

In our opinion, HFSC complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2020.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as finding #2020-001. Our opinion on the major federal program is not modified with respect to these matters.

HFSC's responses to the noncompliance findings identified in our audit are described in the accompanying Corrective Action Plan. HFSC's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the responses.

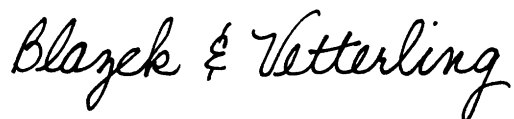
Report on Internal Control Over Compliance

Management of HFSC is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered HFSC's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of HFSC's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we did identify a deficiency in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as finding #2020-001 that we consider to be a significant deficiency.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



September 23, 2020

Houston Forensic Science Center, Inc.

Schedule of Findings and Questioned Costs for the year ended June 30, 2020

Section I – Summary of Auditors’ Results

Financial Statements

Type of auditors’ report issued: ☒ unmodified ☐ qualified ☐ adverse ☐ disclaimer

Internal control over financial reporting:

- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified that are not considered to be material weakness(es)? ☐ yes ☒ none reported

Noncompliance material to the financial statements noted? ☐ yes ☒ no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified that are not considered to be material weakness(es)? ☒ yes ☐ none reported

Type of auditors’ report issued on compliance for major programs: ☒ unmodified ☐ qualified ☐ adverse ☐ disclaimer

Any audit findings disclosed that are required to be reported in accordance with 2 CFR §200.516(a)? ☒ yes ☐ no

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
--------------------	---

16.741	DNA Backlog Reduction Program
--------	-------------------------------

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as a low-risk auditee? ☒ yes ☐ no

Section II – Financial Statement Findings

There were no findings related to the financial statements which are required to be reported in accordance with *Government Auditing Standards*.

Section III – Federal Award Findings and Questioned Costs

Finding #2020-001 – Significant Deficiency and Other Noncompliance

Applicable federal programs:

Federal Programs:

Department of Justice

DNA Backlog Reduction Program

#1	01/17 – 06/19	16.741	2016-DN-BX-0142
#2	01/18 – 12/19	16.741	2017-DN-BX-0027
#3	01/19 – 12/20	16.741	2018-DN-BX-0096
#4	01/20 – 12/21	16.741	2019-DN-BX-0036

Criteria: Procurement – Organizations are required to conduct procurement transactions in a manner providing full and open competition consistent with standards prescribed in Uniform Guidance, *Subtitle III Procurement Standards* and conform to federal laws and regulations and other contractual requirements. Such standards include following procurement methods as determined by purchasing dollar thresholds and the organization’s procurement policy.

Condition and context: During our testing of 7 transactions requiring procurement, we noted the following exceptions:

- Uniform Guidance requires simple and informal procurement methods for purchases within the Simplified Acquisition Threshold of \$10,000 and \$150,000 according to HFSC’s procurement policy, which includes obtaining price or rate quotations from an adequate number of qualified sources. In our procurement sample of 7 items, we noted that purchases for professional services and equipment did not undergo informal procurement methods.

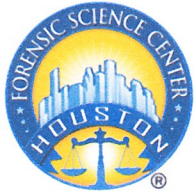
Questioned costs: Unknown

Cause: HFSC’s personnel failed to follow its procurement policies.

Effect: Failure to follow established procurement policies may result in HFSC purchasing goods or services for more than would be necessary if required competitive procurement procedures had been followed.

Recommendation: Re-emphasize to program personnel the procurement process and adherence to HFSC’s policies and procedures.

Views of responsible officials and planned corrective actions: Management agrees with the finding. See Corrective Action Plan.



HOUSTON FORENSIC
SCIENCE CENTER
500 Jefferson Street, 13th Floor
Houston, Texas 77002
(713) 929-6760

CORRECTIVE ACTION PLAN

September 23, 2020

DEPARTMENT OF JUSTICE

Houston Forensic Science Center (HFSC) respectfully submits the following Corrective Action Plan for the year ended June 30, 2020. The audit was performed by: Blazek & Vetterling, 2900 Wesleyan, Suite 200, Houston, Texas, 77027.

The finding from the June 30, 2020 schedule of findings and questioned costs is discussed below.

FINDINGS – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Finding #2020-001 – Significant Deficiency and Other Noncompliance

Applicable federal programs:

Federal Programs:

Department of Justice

DNA Backlog Reduction Program

#1	01/17 – 06/19	16.741	2016-DN-BX-0142
#2	01/18 – 12/19	16.741	2017-DN-BX-0027
#3	01/19 – 12/20	16.741	2018-DN-BX-0096
#4	01/20 – 12/21	16.741	2019-DN-BX-0036

Recommendation: Re-emphasize to program personnel the procurement process and adherence to HFSC's policies and procedures.


Action taken: Management agrees with the finding and we concur with the recommendation. HFSC will re-emphasize the procurement process and adherence to HFSC's policies and procedures.

Responsible officer: Dr. Amy Castillo, Chief Operating Officer, Vice President

Estimated completion date: September 2020

If there are any questions regarding this plan, please call David Leach at (713) 929-6760.

Sincerely,

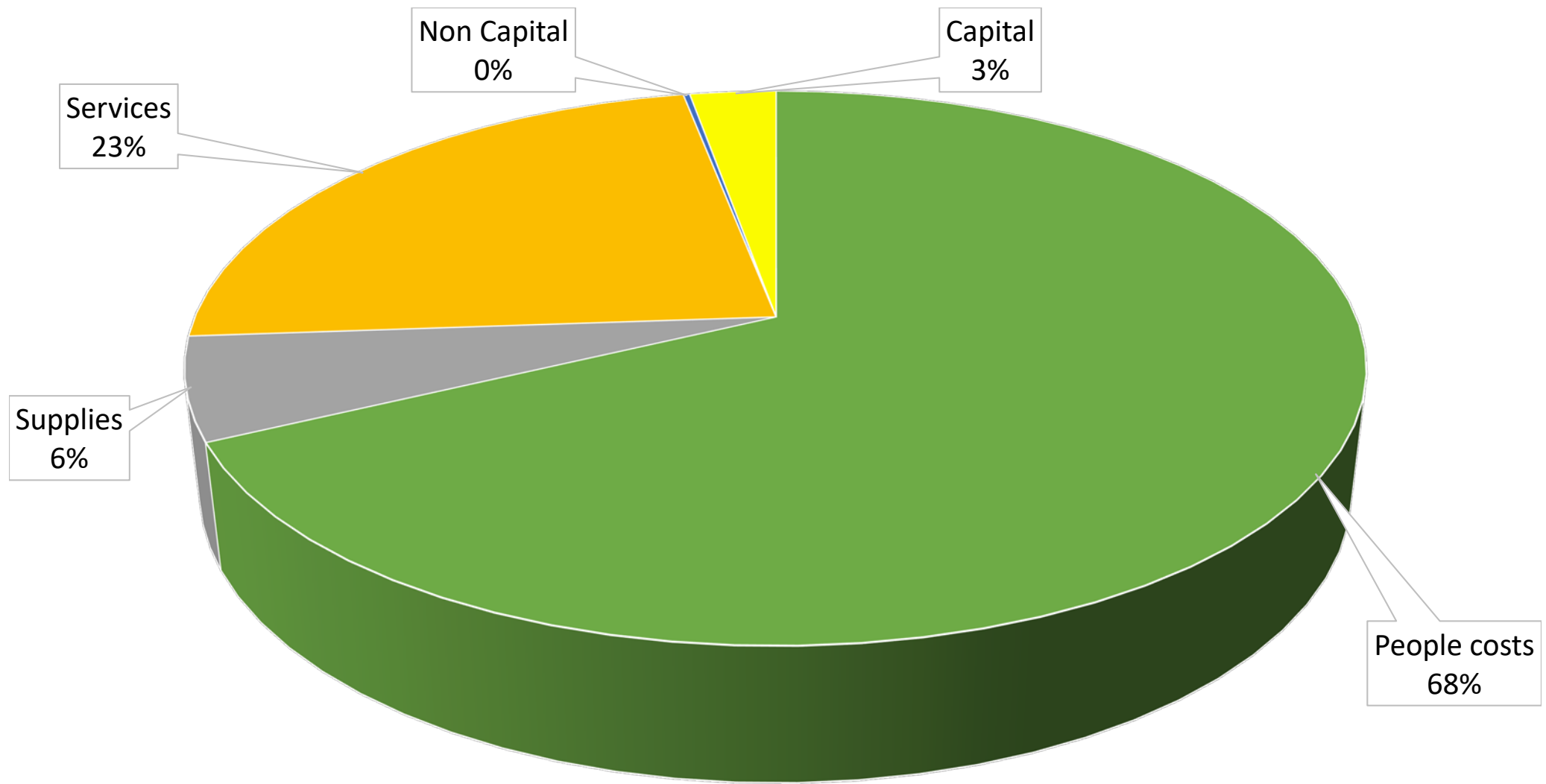

David Leach, Chief Financial Officer

HFSC's First Quarter 2021 Update

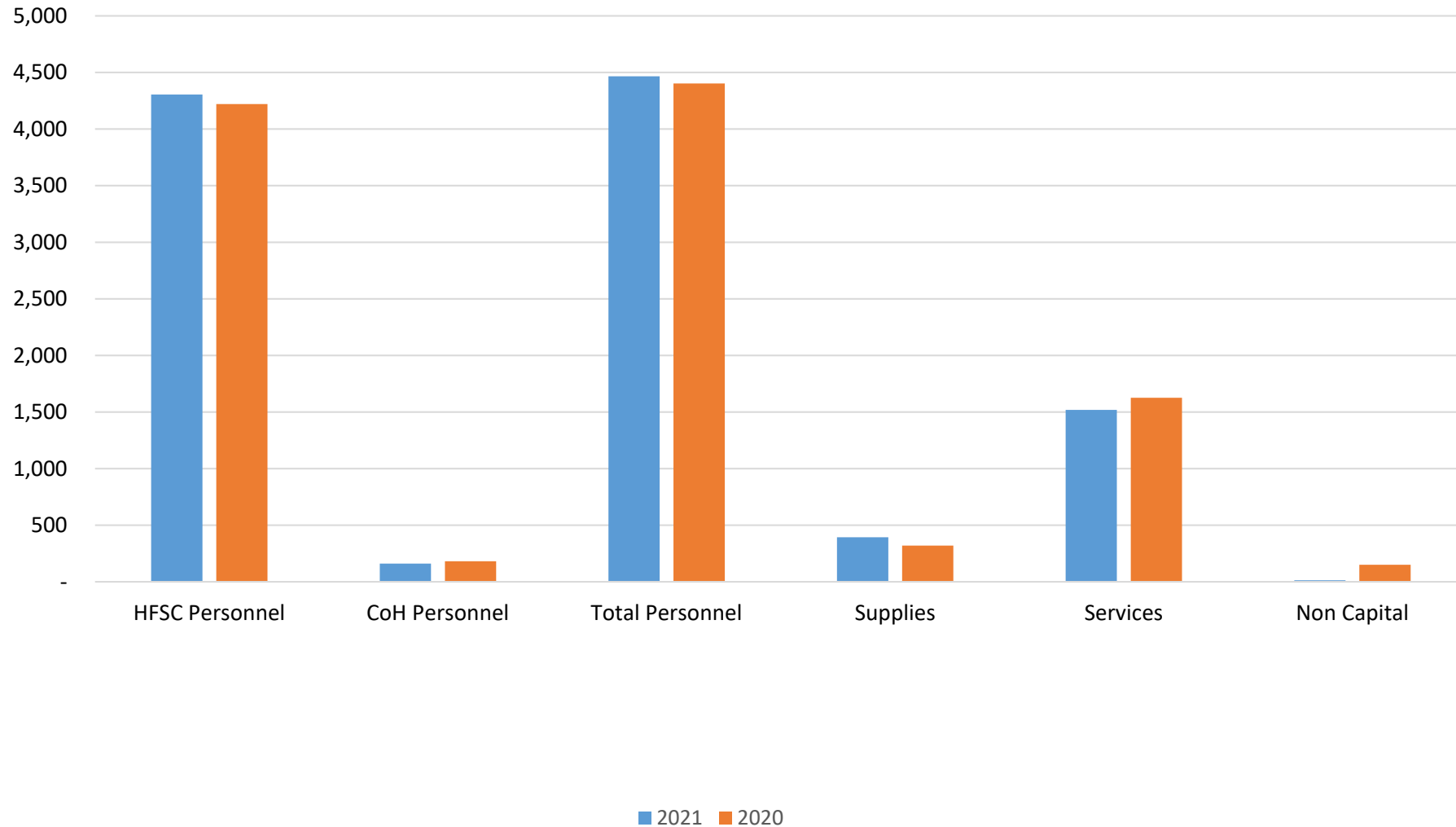
(July 1, 2020 – Sept. 30, 2020)

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

WHERE DOES HFSC USE THE MONEY



COMPARISON TO FIRST QUARTER 2020



HOUSTON FORENSIC SCIENCE CENTER, INC.

COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2020 through Sept. 30, 2020

			YTD								FY21	
			FY21	FY21	FY20	Variance					FY21	% Year
			July 1-Sept. 30, 2020	Budget	July 1- Sept. 30, 2019	Vs. Budget	%				Budget V1	Completed
			# of Months									
			3									
Revenues:												
411000	City of Houston-Appropriations		\$ 25,604	\$ 6,440	\$ 23,622	\$ 19,164	298%	\$ 1,982	8%		\$ 25,760	99%
415000	City of Houston Direct OH-Appro		-	365	196	(365)	-100%	(196)	-100%		1,460	0%
416000	City of Houston - Safe funds		-	-	-	-	0%	-	0%		-	0%
420000	Contributions		0	3	1	(3)	-100%	(1)	-98%		10	0%
425000	In-Kind Donations		4	-	-	4	0%	4	0%		-	0%
426000	Training Services		-	-	-	-		-			-	
440000	Grants		22	350	4	(328)	-94%	18	441%		1,400	2%
450000	Forensic Services		5	10	23	(4)	-43%	(18)	-77%		38	14%
443000	Other		3	-	1	3	0%	2	0%		-	0%
450002	Interest Income		9	26	45	(16)	-64%	(36)	-80%		102	9%
Total Income			25,647	7,193	23,892	18,455	257%	1,755	7%		28,771	89%
Expenses:												
Personnel:												
500010	Salary Base - Civilian		3,480	3,899	3,416	419	11%	(65)	-2%		15,597	22%
501070	Pension - Civilian		228	231	200	3	1%	(28)	-14%		925	25%
502010	FICA - Civilian		254	274	248	20	7%	(6)	-2%		1,097	23%
503010	Health Insurance - Active Civil		337	347	326	11	3%	(10)	-3%		1,389	24%
503015	Basic Life Ins - Active Civil		6	24	9	18	76%	3	38%		95	6%
503060	Long Term Disability - Civilian		-	-	-	-	0%	-	0%		-	0%
503090	Workers Comp - Civilian Adm		(0)	13	20	13	104%	21	102%		51	-1%
503100	Workers Comp - Civil Claims		-	0	-	0	100%	-	0%		0	0%
504030	Unemployment Claims - Admin		-	-	-	-	0%	-	0%		-	0%
504010	Pension - GASB 27 Accrual		-	-	-	-	0%	-	0%		-	0%
504031	Unemployment Taxes - Admin		1	11	1	10	93%	0	36%		42	2%
			4,305	4,799	4,221	494	10%	(84)	-2%		19,197	22%

HOUSTON FORENSIC SCIENCE CENTER, INC.

COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2020 through Sept. 30, 2020

			YTD								FY21	
			FY21	FY21	FY20	Variance					FY21	% Year
			July 1-Sept. 30, 2020	Budget	July 1- Sept. 30, 2019	Vs. Budget	%				Budget V1	Completed
Supplies:												
511010		Chemical Gases & Special Fluids	10	5	4	(5)	-95%	(6)	-164%		21	49%
511040		Audio Visual Supplies	-	-	-	-	0%	-	0%		-	0%
511045		Computer Supplies	-	1	-	1	100%	-			3	0%
511050		Paper & Printing Supplies	4	2	1	(2)	-83%	(3)	-293%		10	46%
511055		Publications & Printed Material	1	3	3	2	82%	3	83%		12	4%
511060		Postage	0	0	0	0	88%	0	84%		0	3%
511070		Miscellaneous Office Supplies	22	20	18	(1)	-7%	(4)	-25%		82	27%
511080		General Laboratory Supply	348	336	275	(12)	-4%	(74)	-27%		1,344	26%
511090		Medical & Surgical Supplies	-	-	-	-		-	0%		-	
511095		Small Technical & Scientific Eq	1	1	4	(0)	-16%	3	69%		5	29%
511110		Fuel	-	-	-	-	0%	-	0%		-	
511120		Clothing	2	4	4	2	41%	2	42%		16	15%
511125		Food/Event Supplies	0	6	5	6	96%	5	95%		25	1%
511130		Weapons Munitions & Supplies	0	1	0	1	89%	0	63%		4	3%
511145		Small Tools & Minor Equipment	2	4	2	3	63%	(0)	-1%		18	9%
511150		Miscellaneous Parts & Supplies	2	4	4	2	44%	2	43%		15	14%
			393	388	319	(5)	-1%	(74)	-23%		1,553	25%

HOUSTON FORENSIC SCIENCE CENTER, INC.

COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2020 through Sept. 30, 2020

			YTD								FY21	
			FY21	FY21	FY20	Variance					FY21	% Year
			July 1-Sept. 30, 2020	Budget	July 1- Sept. 30, 2019	Vs. Budget	%		Vs. FY20	%	Budget V1	Completed
Services:												
520100	Temporary Personnel Services		-	-	-	-	0%	-	0%		-	0%
520105	Accounting & Auditing Svcs		14	12	11	(2)	-18%	(3)	-25%		48	30%
520106	Architectural Svcs		-	-	-	-	0%	-	0%		-	0%
520107	Computer Info/Contracting Svcs		-	-	-	-		-			-	
520109	Medical Dental & Laboratory Ser		141	50	552	(91)	-182%	411	74%		200	71%
520110	Management Consulting Services		55	39	49	(16)	-41%	(6)	-12%		154	35%
520112	Banking Services		1	1	1	(0)	-35%	(0)	-40%		3	34%
520113	Photographic Services		-	-	-	-		-	0%		-	
520114	Misc Support Serv Recruit Relo		17	17	25	0	2%	8	31%		69	25%
520115	Real Estate Rental		208	225	150	17	8%	(58)	-38%		899	23%
520118	Refuse Disposal		4	13	5	8	65%	1	14%		50	9%
520119	Computer Equip/Software Maint.		555	247	141	(307)	-124%	(414)	-293%		989	56%
520121	IT Application Services		32	8	0	(24)	-320%	(31)	0%		30	105%
520123	Vehicle & Motor Equip. Services		-	-	-	-		-	0%		-	
520124	Other Equipment Services		107	61	122	(46)	-76%	15	12%		243	44%
520143	Credit/Bank Card Svcs		-	0	0	0	100%	0	0%		0	0%
520145	Criminal Intelligence Services		-	-	-	-	0%	-	0%		-	0%
520520	Printing & Reproduction Serv.		(0)	7	6	7	104%	6	105%		28	-1%
520605	Public Information Svcs		0	1	0	0	75%	0	46%		2	6%
520705	Insurance (Non-Medical)		149	33	113	(116)	-347%	(36)	-32%		134	112%
520760	Contributions		-	-	-	-		-	0%		-	0%
520765	Membership & Prof. Fees		2	7	5	4	64%	2	50%		26	9%
520805	Education & Training		57	48	195	(9)	-18%	138	71%		193	29%
520815	Tuition Reimbursement		8	2	2	(6)	-265%	(6)	-257%		9	91%
520905	Travel - Training Related		3	48	46	45	94%	43	93%		193	2%
520910	Travel - Non-training Related		2	11	11	9	80%	9	80%		45	5%
521405	Building Maintenance Services		3	2	1	(1)	-64%	(3)	-433%		8	41%
521505	Utilities		26	1	2	(24)	-1783%	(23)	-1098%		5	471%
521605	Data Services		50	40	54	(10)	-25%	4	7%		160	31%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2020 through Sept. 30, 2020

			YTD						FY21			
			FY21	FY21	FY20	Variance				FY21	% Year	
			July 1-Sept. 30, 2020	Budget	July 1- Sept. 30, 2019	Vs. Budget	%		Vs. FY20	%	Budget V1	Completed
Services:												
521610		Voice Services, Equip & Labor	11	13	6	2	17%		(5)	-91%	51	21%
521705		Vehicle/Equipment Rental/Lease	-	-	-	-	0%		-	0%	-	0%
521725		Other Rental Fees	14	17	16	3	18%		2	12%	68	20%
521730		Parking Space Rental	51	49	48	(2)	-4%		(3)	-7%	197	26%
521905		Legal Services	-	6	10	6	100%		10	0%	25	0%
522205		Metro Commuter Passes	(1)	9	9	10	106%		9	106%	37	-1%
522305		Shipping and Freight	5	7	10	2	28%		5	49%	27	18%
522430		Misc. Other Services & Chrgs	3	23	34	19	85%		31	90%	91	4%
522720		Insurance - General & Professional	-	-	-	-	0%		-	0%	-	0%
523100		Civilian Payroll	158	224	182	66	0%		23	13%	897	
523200		Classified Payroll	2	-	-	(2)	0%		(2)		-	
523300		Supplies	-	-	-	-	0%		-	0%	-	
523400		Services	3	4	4	2	41%		1	28%	18	15%
523000		Sub-Contractor (COH-HPD) Total	163	229	186	66	29%		23	12%	915	18%
		Total Services	1,680	1,224	1,808	(455)	-37%		128	7%	4,897	34%
Non-Capital Expenditures												
551010		Furniture and Fixtures	2	6	68	4	64%		65	97%	25	9%
551015		Computer Hardware/SW	8	19	69	11	58%		61	89%	75	10%
551025		Scientific/Foren Eqmt	4	2	14	(1)	-59%		11	73%	10	40%
		Total Non-Capital Expenditures	14	27	151	13	49%		137	91%	110	13%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2020 through Sept. 30, 2020

				YTD				FY21		
				FY21	FY21	FY20	Variance		FY21	% Year
				July 1-Sept. 30, 2020	Budget	July 1- Sept. 30, 2019	Vs. Budget	%	Budget V1	Completed
Capital Expenditures										
170140		Improvements		-	-	(107)	-	0%	(107)	0%
170210		Furniture & Fixtures		-	-	-	-	0%	-	0%
170230		Computer Hardware/SW		-	-	51	-	0%	51	0%
170240		Scientific/Foren Eqmt		27	54	(97)	27	50%	(123)	0%
170270		500 Jefferson - Intangible		-	-	31,215	-	0%	31,215	0%
170980		Const in Progress		158	10	-	(149)	0%	(158)	0%
Total Capital Expenditures				185	63	31,063	(122)	-193%	30,877	99%
Total Expense and Capital Before Depreciation				6,577	6,502	37,562	(75)	-1%	30,984	82%
561230		Depreciation		465	428	428	(37)	-9%	(37)	-9%
600003		Reconciliation Discrepancies		-	-	-	-	0%	24	0%
570505		FA Gain/Loss		-	-	-	-	0%	-	0%
531085		Interest Expense		274	-	-	(274)			100%
610000		City of Houston Direct Overhead		-	-	196	-		196	100%
620000		HPD-Reimbursed Expenses		-	-	-	-	0%	-	0%
Grant and Training Expense				-	-	-	-		-	0%
Total Expense and Capital After Depreciation				7,316	6,930	38,480	(386)	-6%	31,164	81%
Net Ordinary Income less capital spending				18,331	263	(14,588)	18,068	6880%	32,919	-226%
									1,051	1745%

Forensic Biology/DNA

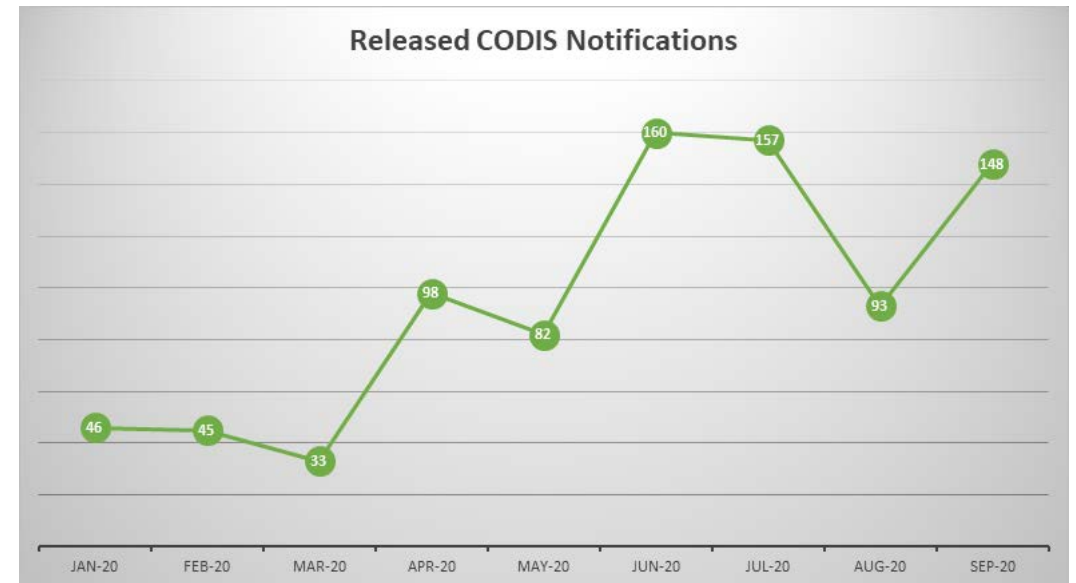
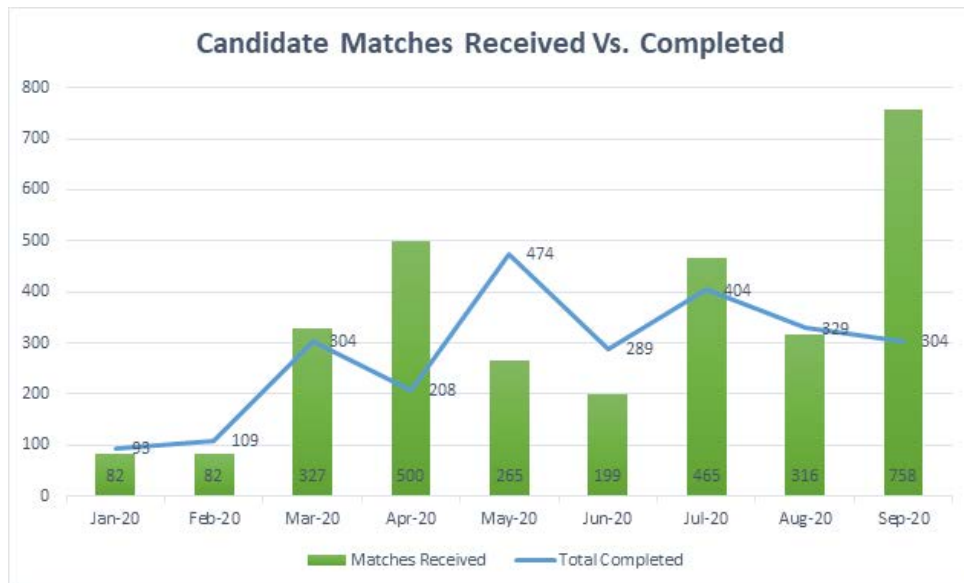
Probabilistic Genotyping (STRmix) and Backlogs

Pre-STRmix vs. STRmix casework

- Pre-STRmix 56% of evidence samples were uninterpretable 😞
- Now, with STRmix, down to 23% uninterpretable evidence 🤔
- STRmix allows us to interpret 33% more samples 🧐
- This means: analysts are doing 33% more work 🧑🍳
- Pre-STRmix: analysts completed an average of 24 cases per month 😊
- Now, with STRmix analysts complete half that. Analysts complete an average of 12 cases per month 😭

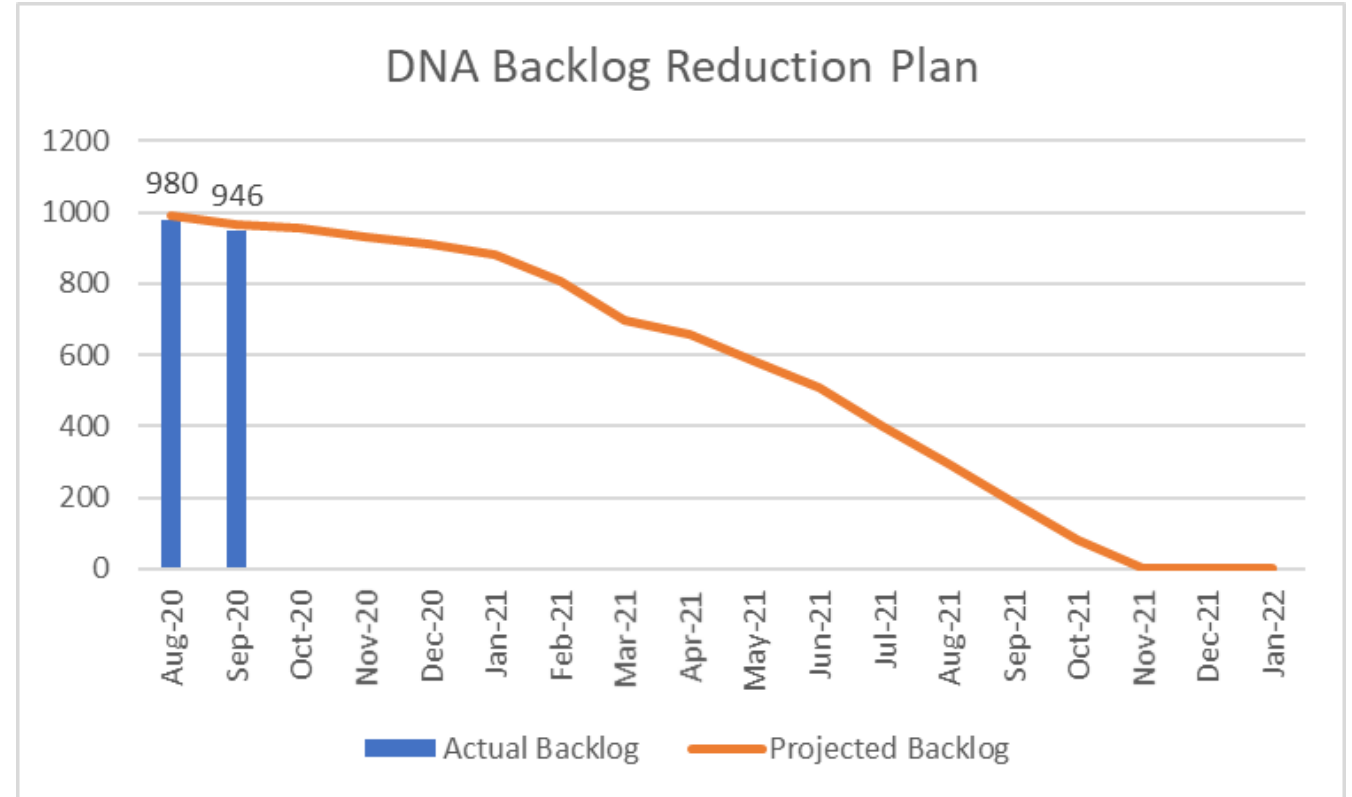
Impact of STRmix on DNA database (CODIS)

- Increase in CODIS entries and matches
- Increase in notifications to HPD
- One CODIS entry can yield multiple matches
 - Example: one complex DNA mixture can lead to 168 CODIS matches
 - CODIS team must evaluate each match individually to determine if any are "true" matches



How to eliminate the DNA backlog:

- Established individual analyst monthly productivity goals in July 2020 based off impact of STRmix data
- 4 DNA interpretation analysts in training
 - ✓ Expect training to be complete July 2021
- Outsource SAKs until November 2021
 - ✓ Using grant funds
- Average 30-day turnaround to review cases completed by commercial laboratory for upload into CODIS
- November 2021: Backlog elimination goal, assuming no unexpected surprises



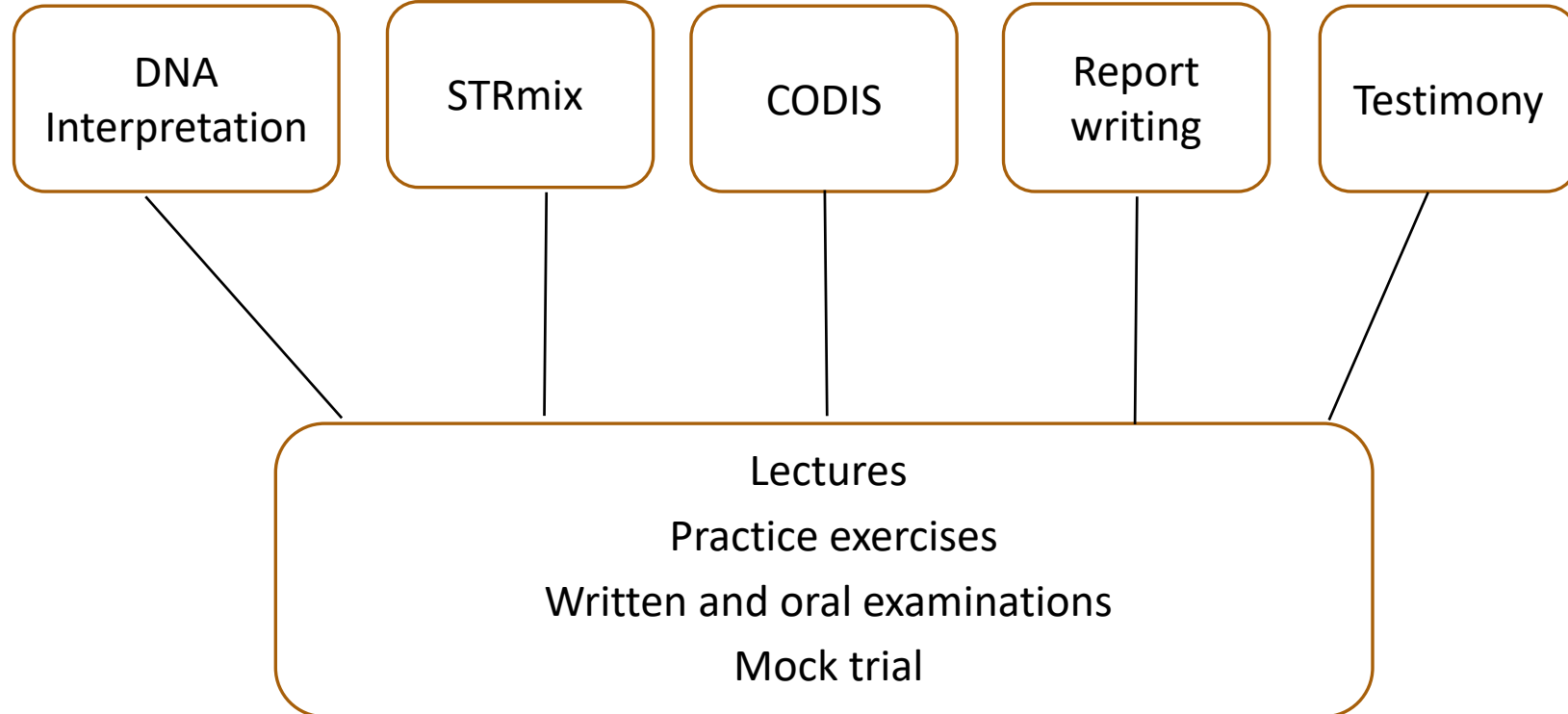
FBIO DNA Technical Leader: Cheron Maxwell

- **Education**
 - B.S. in Forensic Science from Virginia Commonwealth University
 - M.S. in Forensic Science from George Mason University
- **Bode Technology 2013-2018**
 - DNA Intern ->DNA Technician -> Customized Casework Analyst
- **HFSC: FBIO Training Coordinator**
 - Designed training programs for technician and writer training
 - Assisted with transition to probabilistic genotyping, or STRmix, and its implementation into casework
 - Prepared analysts for written exams, mock trials and STRmix oral examinations
- **HFSC: FBIO DNA Technical Leader**
 - Oversee DNA laboratory technical operations
 - Approve training programs, analyst authorizations and proficiency testing
 - Approve technical specifications and contracts for outsourcing agreements
 - Review and update standard operations procedures in compliance with the FBI's Quality Assurance Standards and ISO IEC 17025

DNA Report Writer Training 2020

- **4 analysts began DNA report writer training October 6**
 - 3 are currently technicians
 - 1 is a new staff member with previous laboratory experience
 - Each trainee assigned to an experienced analyst as a mentor

5 sections of DNA Report Writer training:



Training Goals

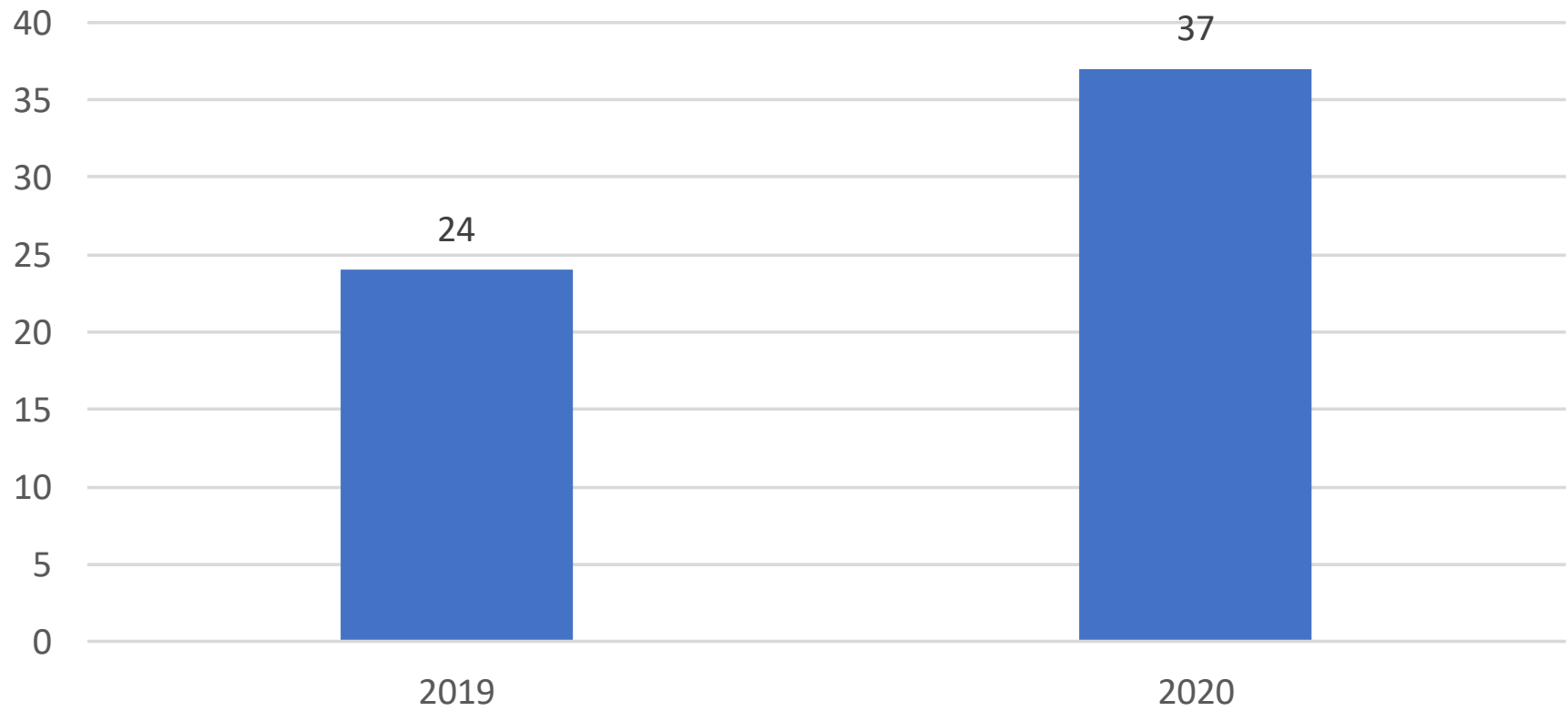


- **Dedicate a percentage of analyst time to training**
 - 75% of time will be dedicated to training
 - 25% of time will be used to fulfill technician duties
- **Implement trainee assessments to track progress**
 - Introducing Trainee Progress Checkpoints (4 total)
 - Checklist to be completed by trainee and training coordinator at the end of each section
 - Each checkpoint will be used to assess the trainee's understanding of the material and provide additional training if needed before moving on to the next segment
- **Schedule the review of training paperwork**
 - All training paperwork must be reviewed by the DNA technical leader, forensic biology/DNA manager and the quality director
 - 2 weeks per review planned for in June and July 2021
 - Advance notice allows reviewer to schedule time on their calendars

Crime Scene Unit

October 9, 2020

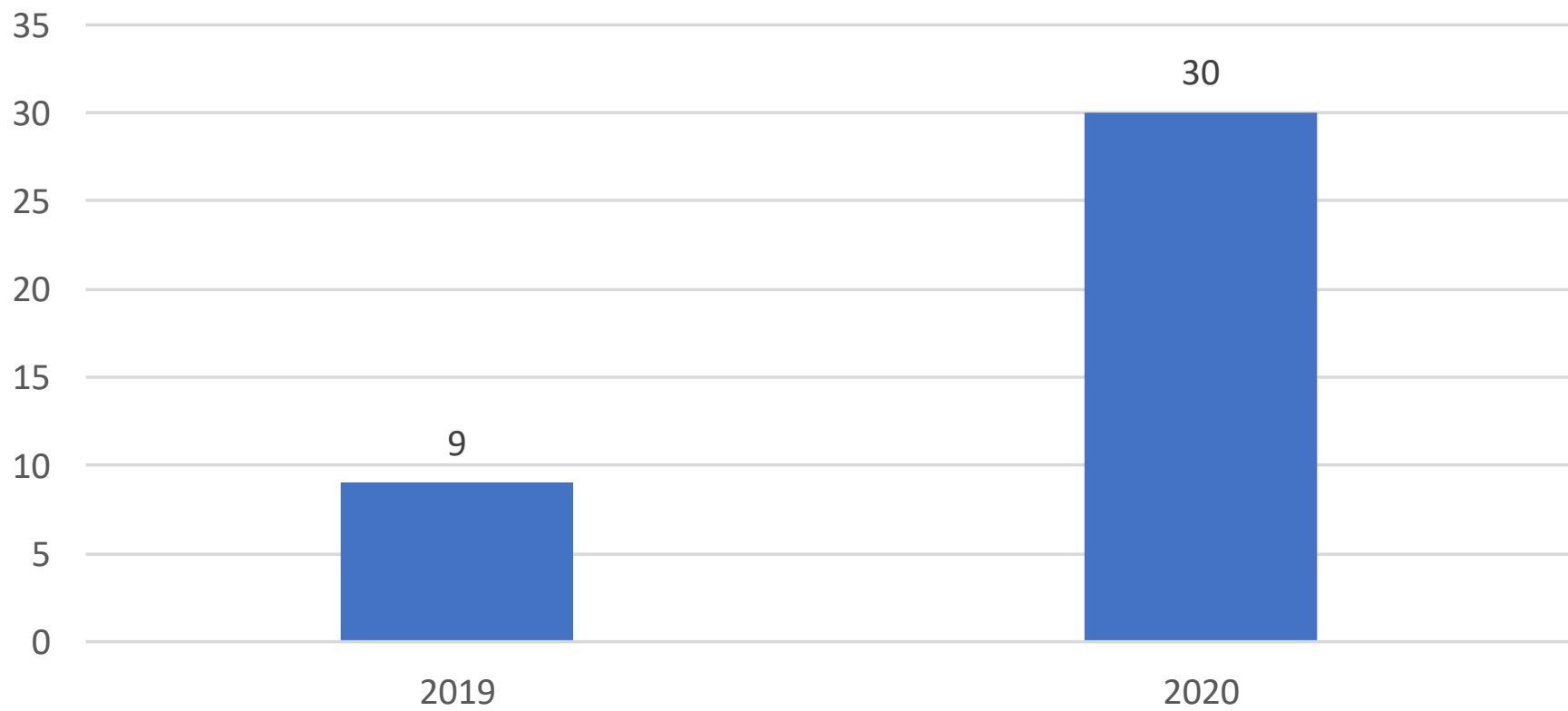
September homicides



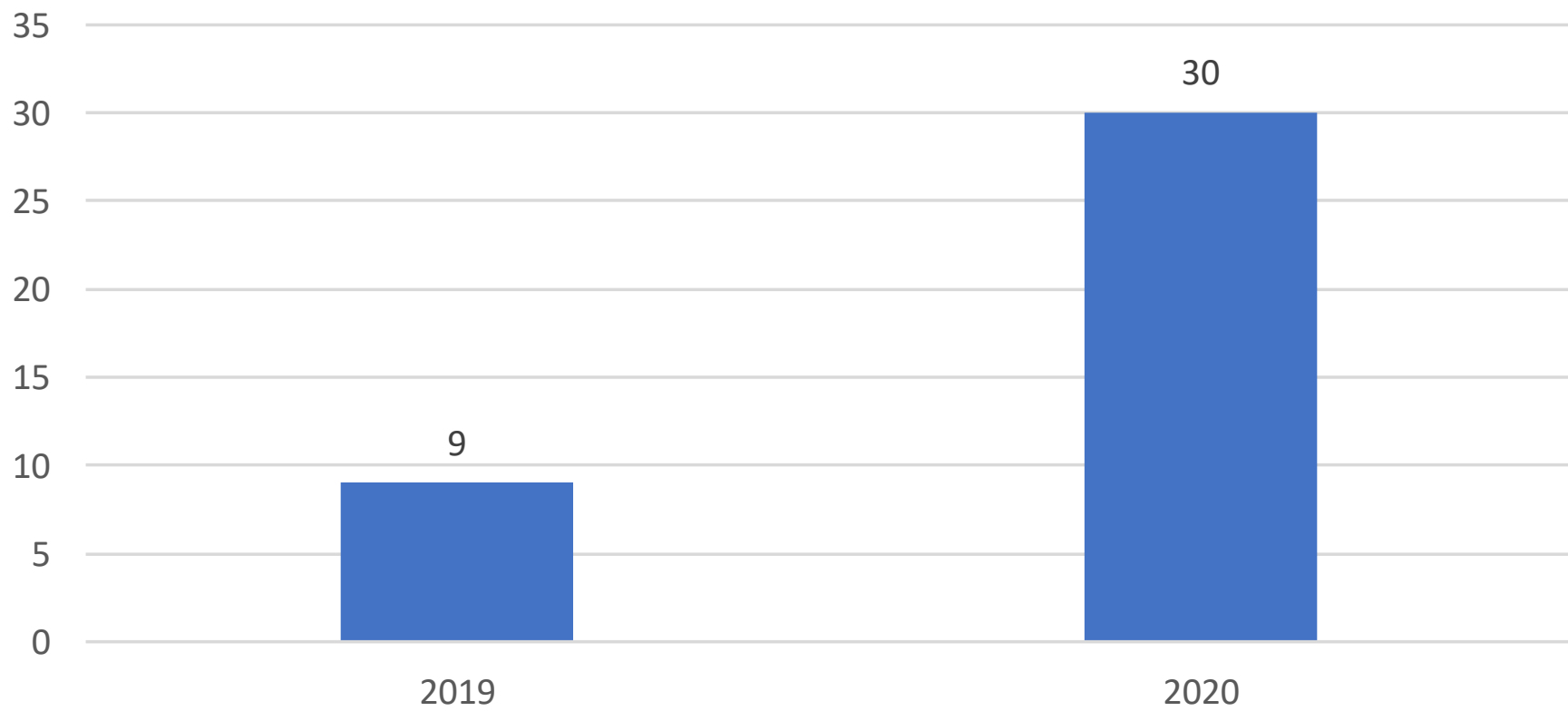
Top 10 U.S. Cities: Homicide Data

Dates	1/1/2019-9/29/2019	1/1/2020-9/29/2020	Percent increase/decrease
Milwaukee	66	138	109%
Memphis	129	202	57%
Chicago	390	584	50%
New York City	241	337	40%
Philadelphia	254	344	35%
Houston	199	266	34%
St. Louis	155	206	33%
Pittsburgh	29	37	28%
Los Angeles	201	233	16%
Dallas	159	171	8%

September aggravated assaults



September aggravated assaults



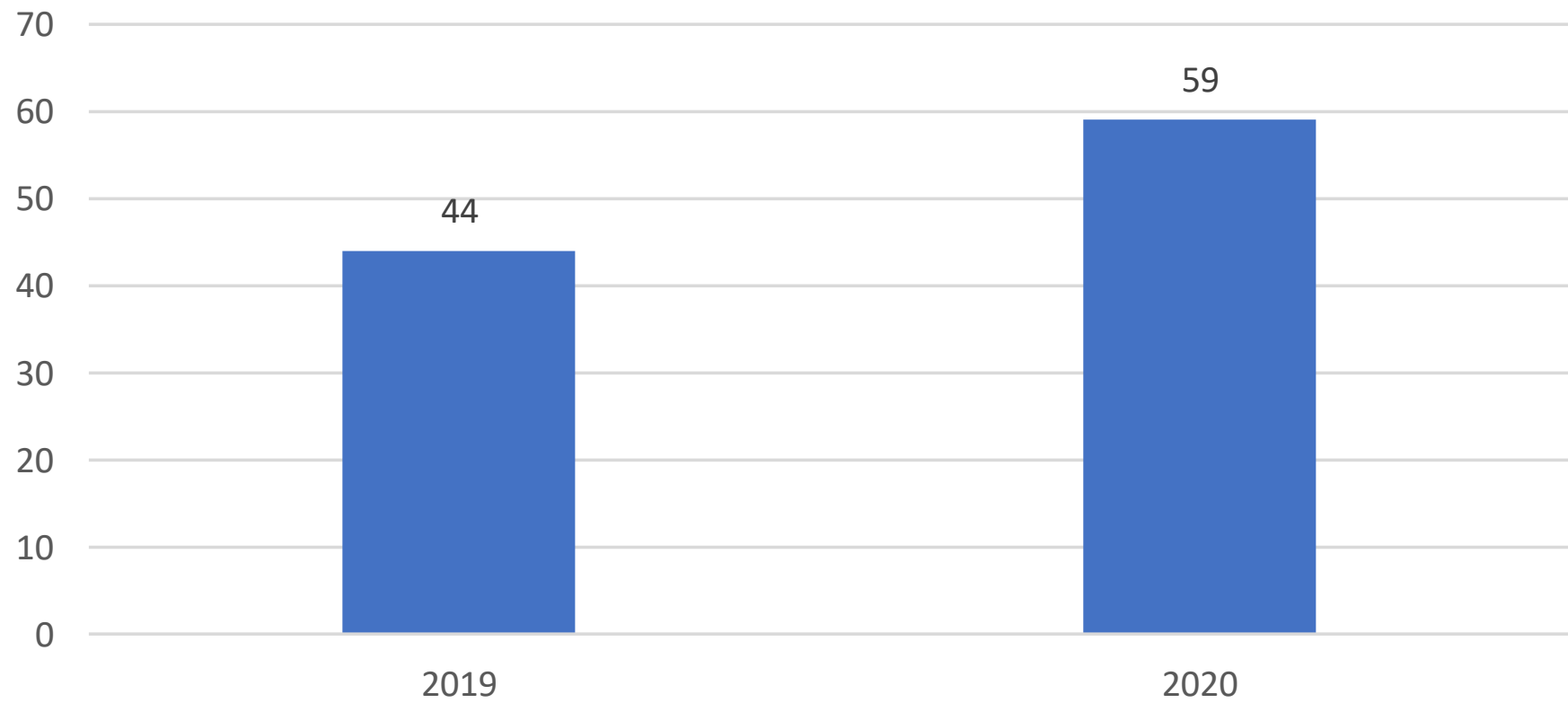
Crime Scene Unit

- Requests have increased each month in 2020
- Expectation that requests will continue to increase:
 - HPD increasing reliance on quality evidence collection
 - Requests for different scene types will rise
- 28-member staff cannot continue to reliably respond to nearly 100 requests a month
 - Exhaustion
 - Mentally and emotionally difficult
 - Decimates morale
- Five-year plan to be presented in November addressing
 - Staffing
 - Equipment
 - Training

VEB

Operational changes during renovation

VEB



Work must go on

- Construction has taken over much of space in HFSC's parking area
 - Leaving gate open between HPD and HFSC space for overflow
- More non-HFSC people traffic due to construction
 - Tarps will be placed on vehicles as further protection against contamination
- Office construction makes it difficult for staff to remain at desk
 - Working with HPD to temporarily relocate one staff member to their space

This project was supported by Award No: 2017-DN-BX-0176, awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication/ program/exhibition are those of the author(s) and do not necessarily reflect those of the Department of Justice.

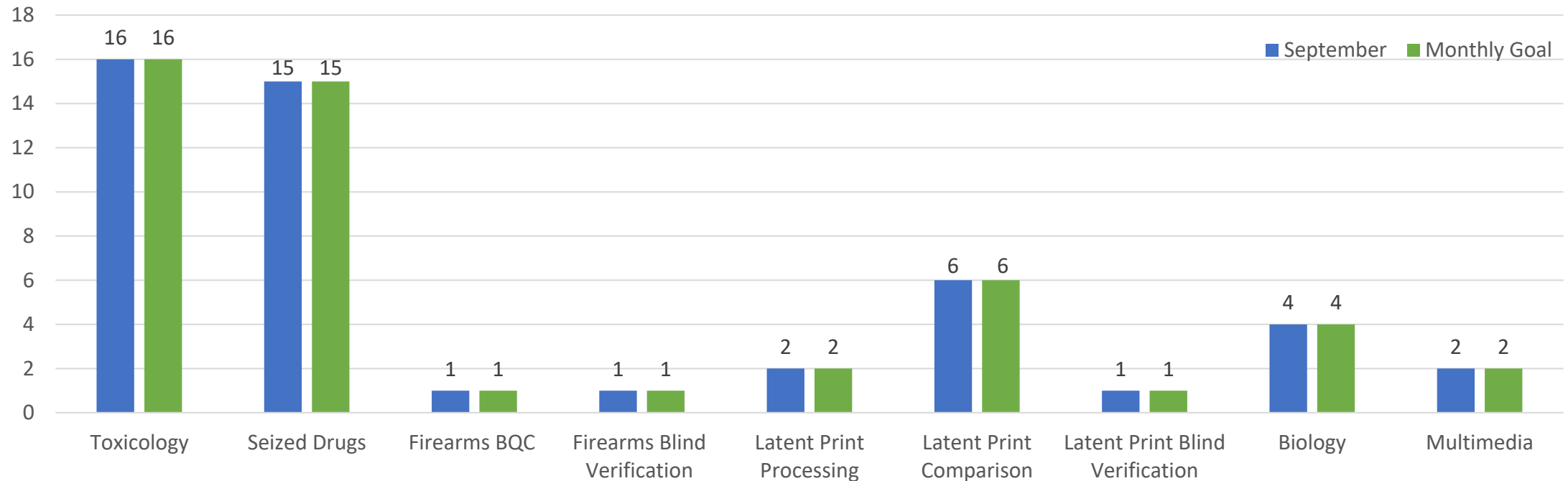


Quality Division Report

October 9, 2020



Blind Quality Controls Submitted in September



Blind Quality: Accomplishments and Challenges

- Firearms blind incorrectly identified
- Biology blind discovered
- Toxicology blind reported with a lower concentration than those reported in other samples tested from the same lot
- Biology blind outsourced to vendor laboratory

Forensic Discipline	Cases Completed in September
Toxicology – BAC	15
Seized Drugs	1
Biology	2(DNA) 5 (screening)
Firearms	1
Blind Verification	
Firearms	1
Latent Print Processing	0
Latent Print Comparison	0
Latent Print	
Blind Verification	1
Multimedia	4



Assessments/Internal Audits

FBI Quality Assurance Standards (QAS) assessment this month

- October 13 – 15
- Forensic biology/DNA only
- Possibility of a remote/virtual assessment

Assessment will be to the July 2020 revision of the QAS audit document



Survey Responses

September : 4 surveys received

Since February 2020, 31 responses have been received:

Satisfied or very satisfied

21 responses

Neither satisfied or dissatisfied

3 responses

Dissatisfied or very dissatisfied

7 responses



2020 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		7	8	
Toxicology		4	7	
Firearms		1	6	
Crime Scene		3	n/a	Non-consensus results obtained in one test
Latent Prints		7	8	
Multimedia	Audio/Video	5	n/a	
	Digital	3	2	
Forensic Biology		20	18	



Corrective Actions

A crime scene investigator did not get expected results in proficiency test:

- Color change test for the presumptive presence of blood
- Test contained six samples: CSI reported three samples as negative when they should have been positive
- CSI not currently authorized to perform this test in casework until investigation is complete
- Quality will review about 200 cases



2020 Testimony Data

- Harris County jury trials resumed on October 1
 - 3 analysts have not been monitored - will be monitored at next testimony or transcript will be requested
- Transcript Review Project
 - Seized drug transcript evaluation recommended additional testimony training
 - Analyst reviewed example of strong testimony and had mock trial preparation
 - Mock trial demonstrated improvement in testimony



Detailed Data



Quality Division Notifications

Incidents, Corrective and Preventive Actions

Thursday, October 1, 2020

10:44:10 PM

Page 1 of 2

	Quality Notified	Summary of Notification	Comments
Biology			
2020-072 IR	9/18/2020	A suspect reference profile was entered into CODIS before the required ownership review was completed. Upon discovery the profile was removed from CODIS and the ownership review was initiated.	
2020-073 IR	9/15/2020	The Forensic Biology section designed an Excel-based worksheet to aid their section in the interpretation of likelihood ratio statistics called the exponent tool. It was discovered that the exponent tool was rounding up likelihood ratios in support of Hypothesis 2 which is a violation of the DNA Interpretation SOP which states that likelihood ratios will be truncated to three significant figures for reporting. Amended reports will be issued for the seven cases that were determined to have been affected by this error.	
2020-074 IR	9/11/2020	Sample volume was lost from one extract (the sperm cell fraction of labia majora/labia minora swabs) during a differential extraction procedure when the analyst mistakenly bumped into a tube rack and caused it to be knocked to the floor. After appropriate decontamination procedures occurred, the extraction procedure was continued with the remaining volume.	
Latent Prints			
2020-071 IR	9/14/2020	The incorrect forensic case number was written on the scale that is in the photographs of possible suitable latents in a processing case. The evidence was recalled to confirm the error and the photographic documentation will be corrected in the Mideo software.	

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

Thursday, October 1, 2020

10:44:40 PM

Page 2 of 2

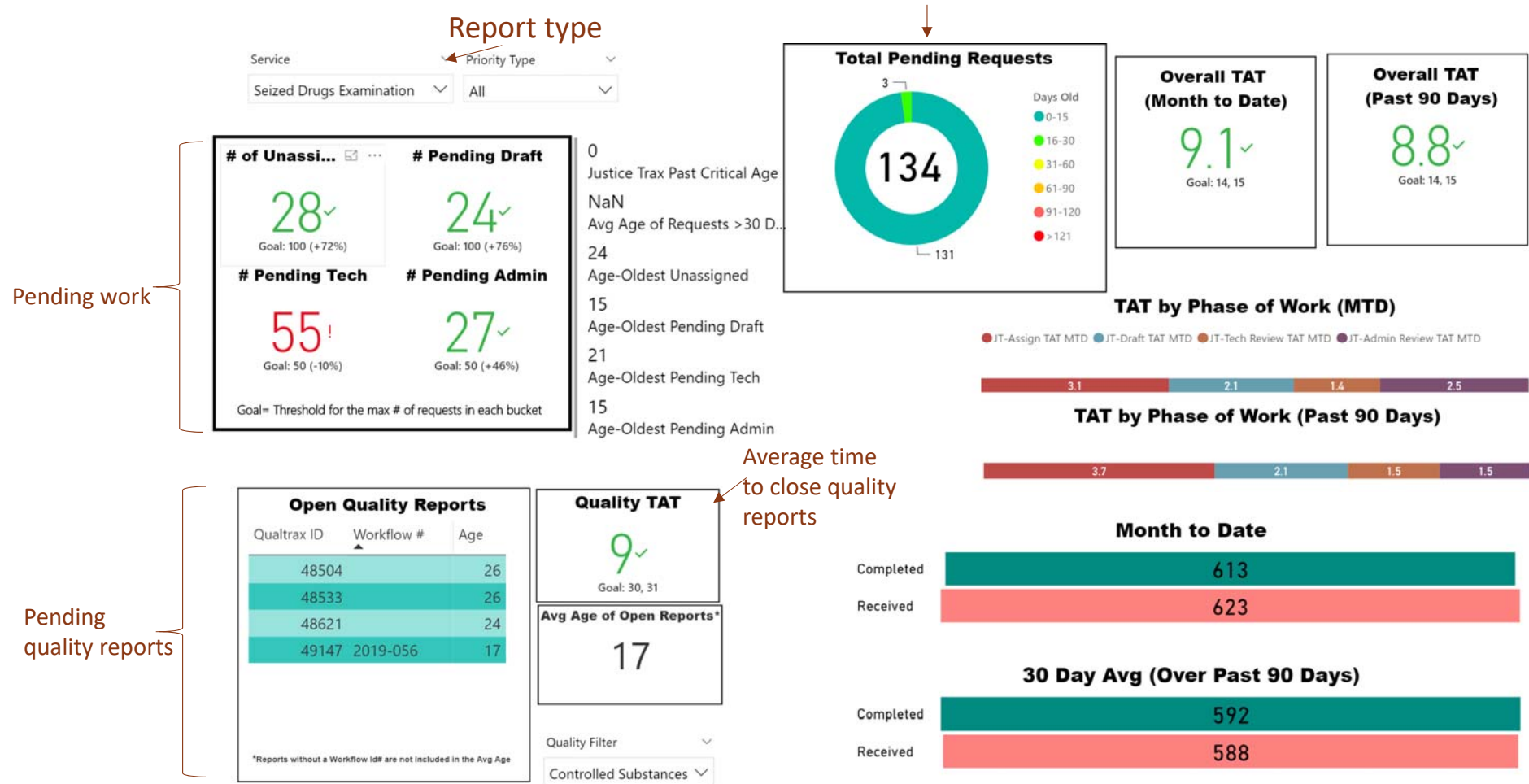
	Quality Notified	Summary of Notification	Comments
2020-076 CAR	9/30/2020	A latent print processor processed items that were not included in the request. The original request was for processing to be performed on a shotgun and pistol. The pistol was packaged in a box that also contained a magazine and unfired cartridges which were subsequently processed as well.	
Toxicology			
2020-075 IR	9/17/2020	While preparing Toxicology evidence for alcohol analysis, one blood tube accidentally slipped from the analyst's hand while removing the specimen seal from the tube and broke on the laboratory floor. Since there are two additional blood tubes in this case, another blood tube will be analyzed.	

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.

Detail data

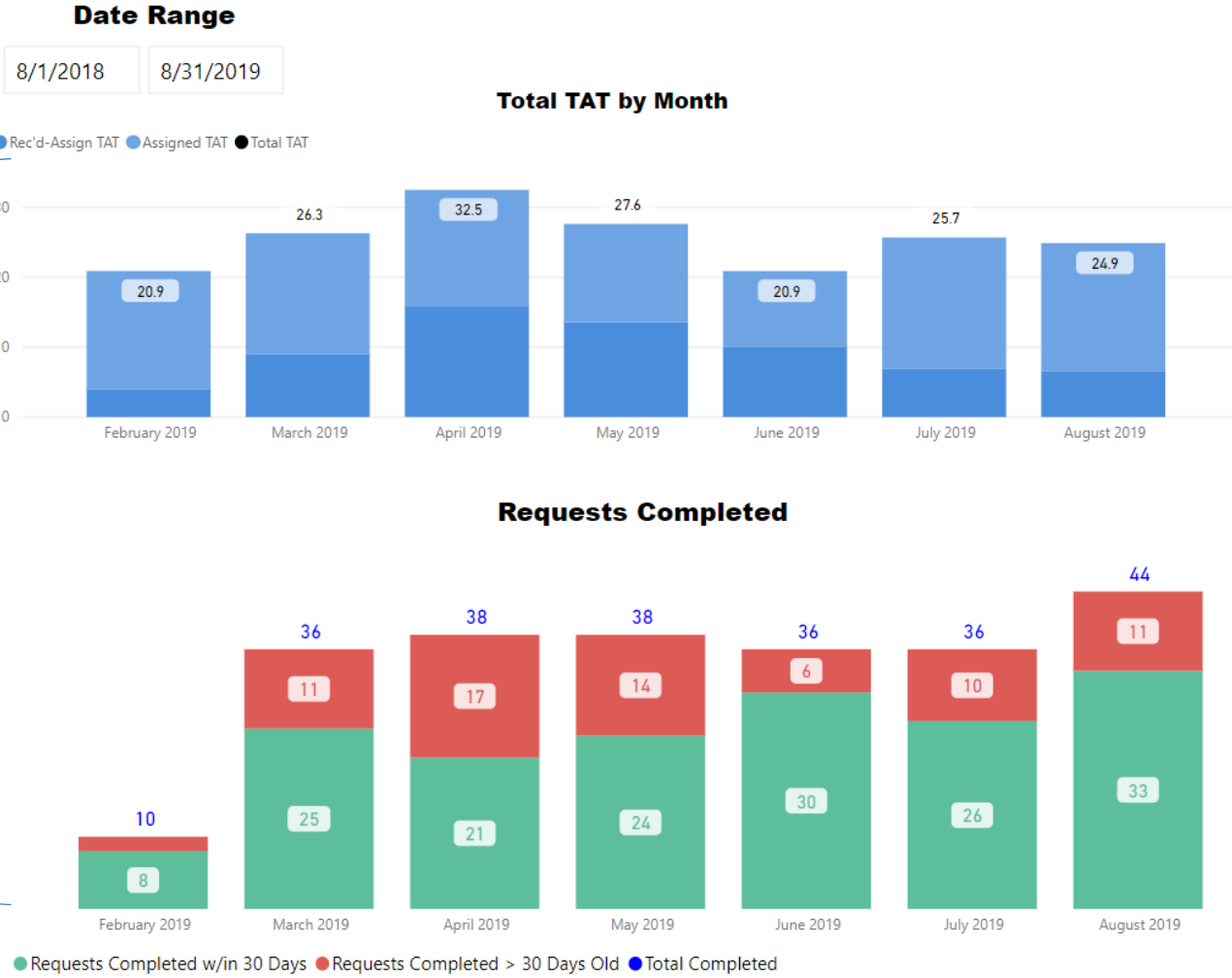
Key for Dashboard Section Pages

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



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

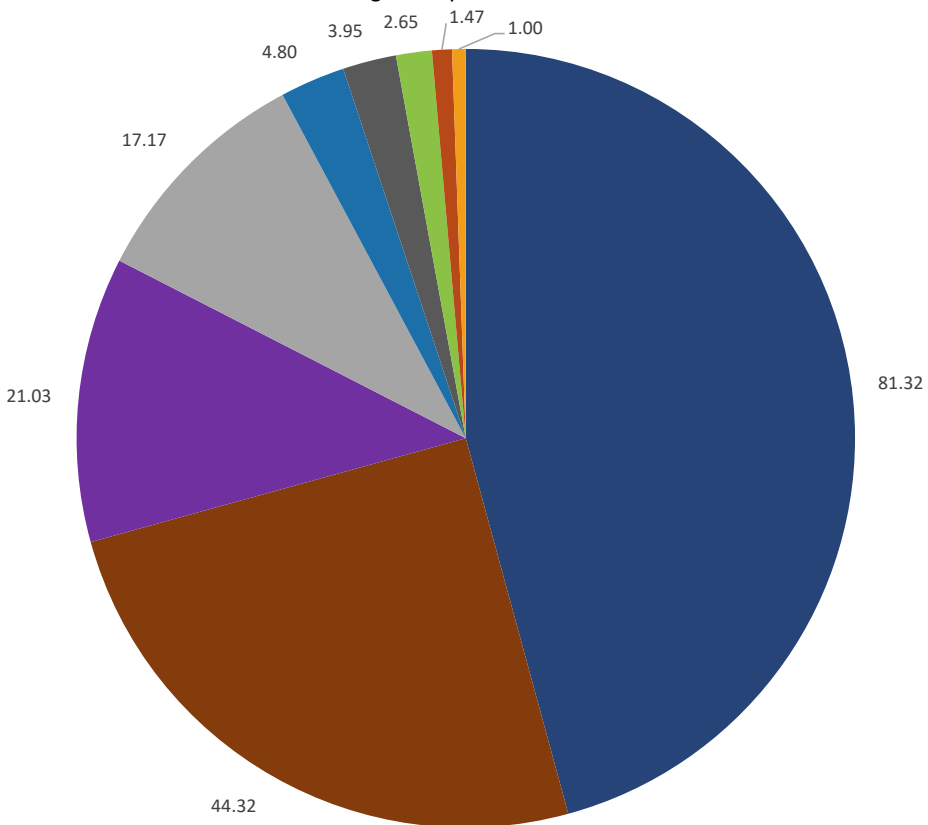


Client Services and Case Management (CS/CM)

CS/CM – September

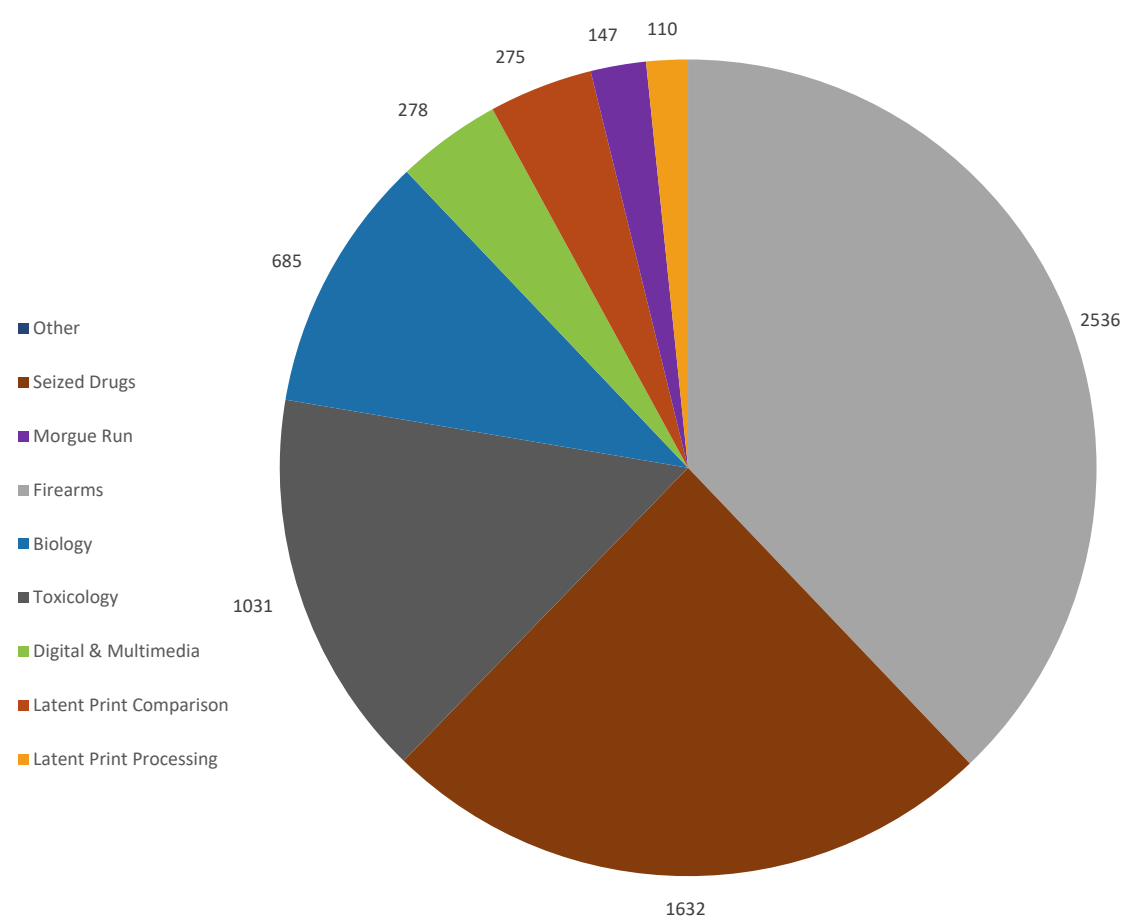
Total Time by Section (Hours)

See Time Categories by Section slide for breakdown



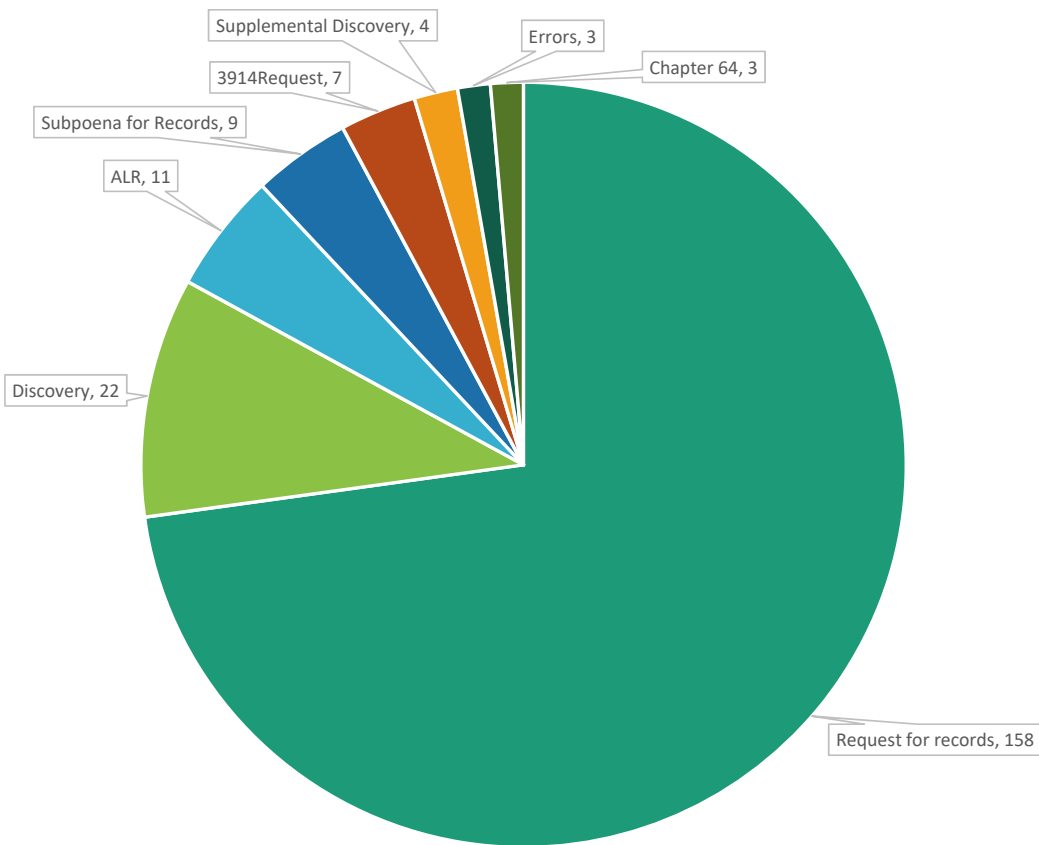
Evidence Handling

Total Items by Section



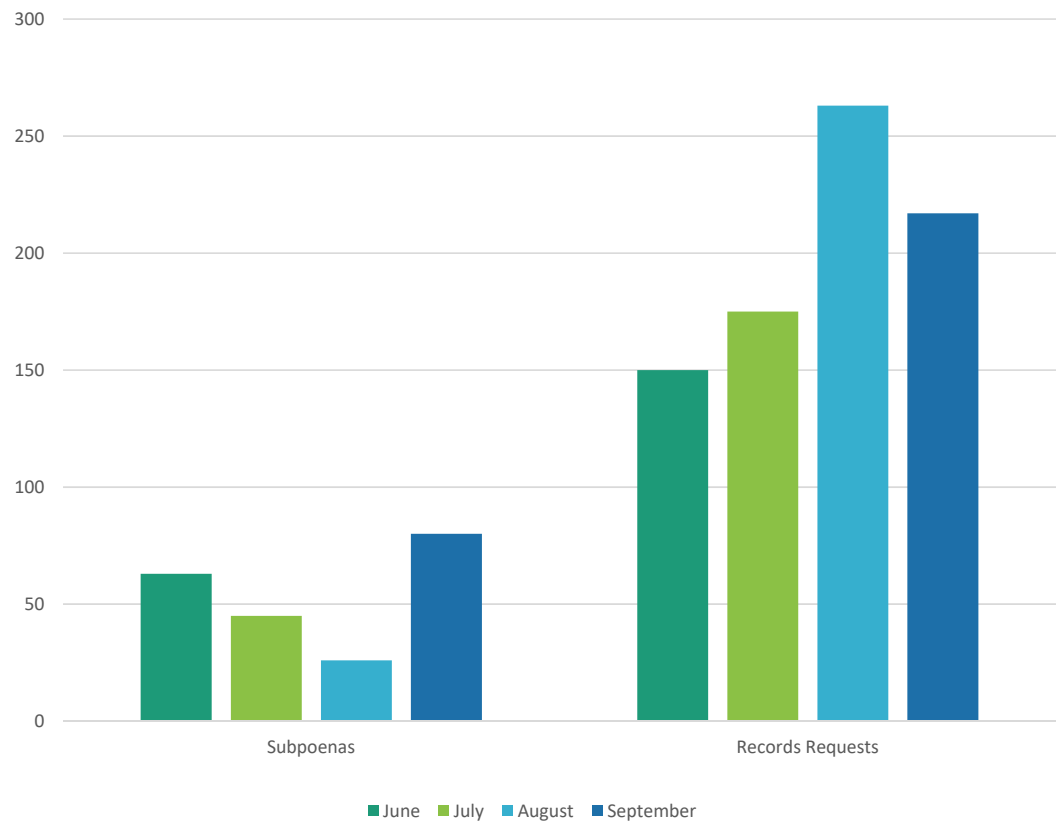
CS/CM – September

Requests by Type



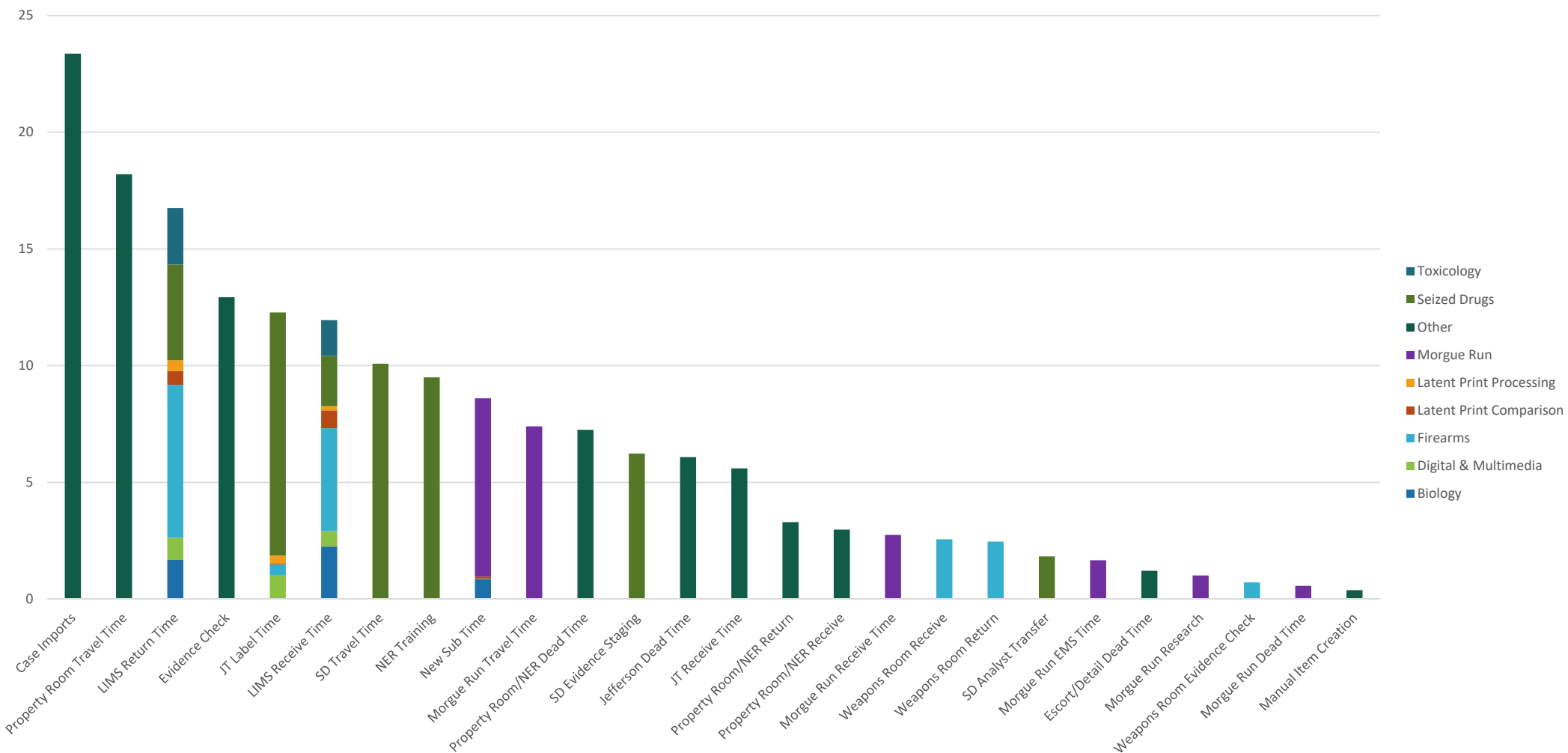
Administrative

Subpoenas & Records Requests



Time Categories - September

Evidence Handling



Service

CSCM Tax Accession

Priority Type

All

of Unassigned

53✓

Goal: 150 (+64.67%)

Pending Draft

0✓

Goal: 3 (+100%)

Pending Admin

10✓

Goal: 60 (+83.33%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D...

2

Age-Oldest Unassigned

0

Age-Oldest Pending Draft

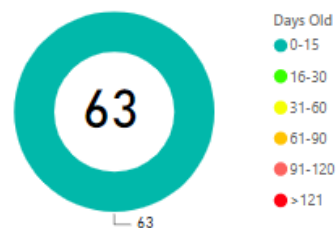
6

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

Total Pending Requests

Overall TAT
(Month to Date)

3.4✓

Goal: 5, 10

Overall TAT
(Past 90 Days)

3.4✓

Goal: 5, 10

TAT by Phase of Work (MTD)

● JT-Assign TAT MTD ● JT-Draft TAT MTD ● CSCM-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
57237		171
70707		1

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

Quality TAT

40!

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Client Services/Case Manage...

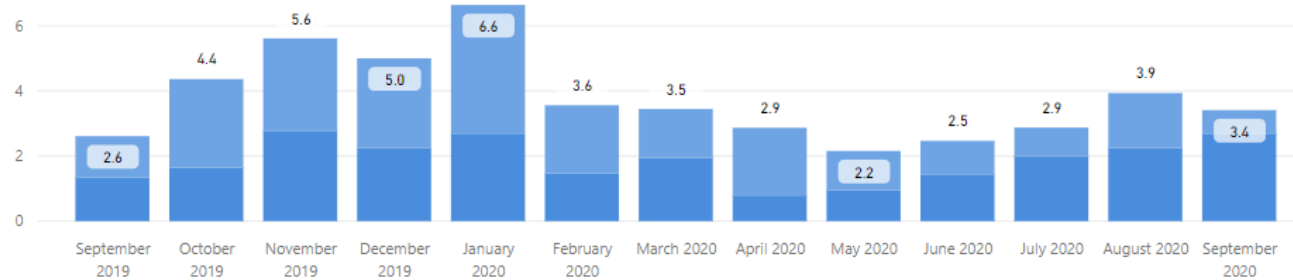
Date Range

9/1/2019

9/30/2020

Total TAT by Month

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



Request Type

CSCM Tax Accession

Priority Type

All

Selected Time Frame Averages

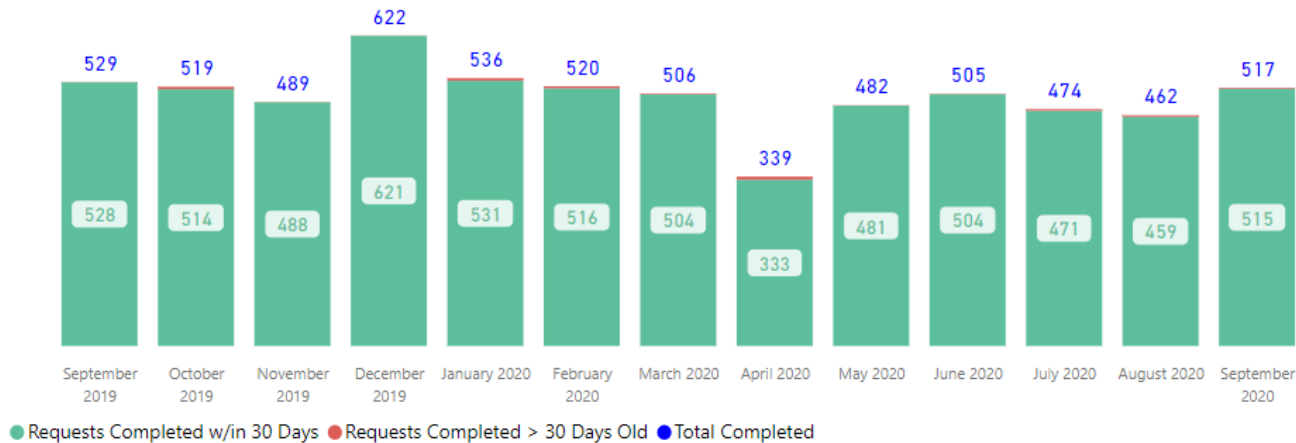
3.83

Total TAT (Rec'd-Compl.) Avg

1.93

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6500

Requests Completed

35

Requests Completed > 30 Days Old

0.54 %

% 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

9/1/2019 9/30/2020

Received by Month



Total Received

6,519

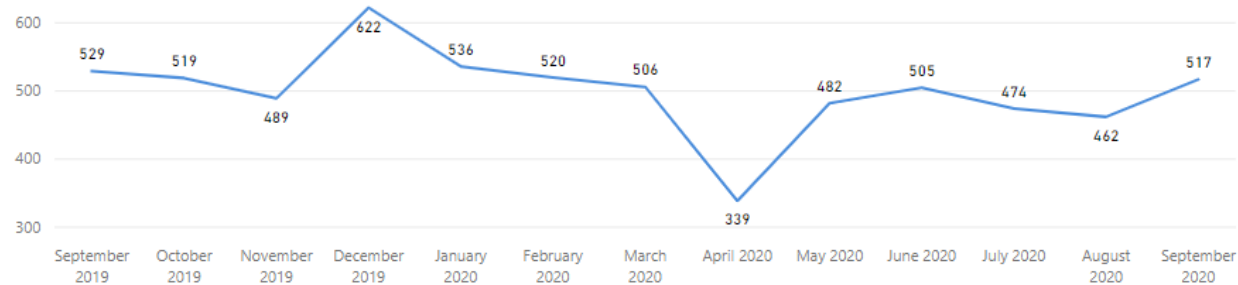
Received per Month (Avg)*

501

Completed Filter

9/1/2019 9/30/2020

Completed by Month



Total Completed

6,500

Completed per Month (Avg)*

500

* months with zero activity are not calculated into the average

Service
Priority Type

CSCM Tox Rejection
All

of Unassigned
0✓
Goal: 3 (+100%)

Pending Draft
0✓
Goal: 5 (+100%)

Pending Admin
3✓
Goal: 10 (+70%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests > 30 D...

0

Age-Oldest Unassigned

0

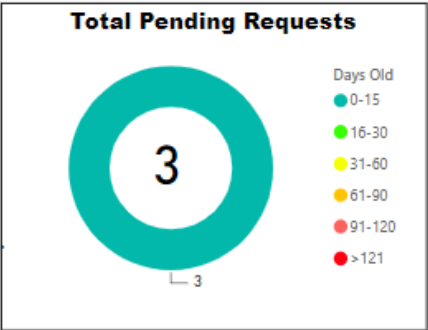
Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT
(Month to Date)

0.4✓

Goal: 5, 10

Overall TAT
(Past 90 Days)

0.9✓

Goal: 5, 10

TAT by Phase of Work (MTD)

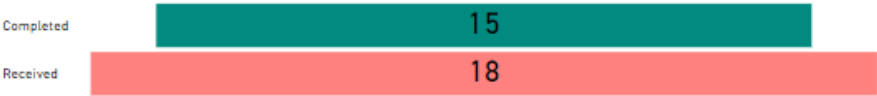
JT-Assign TAT MTD
JT-Draft TAT MTD
CSCM-Admin Review TAT MTD



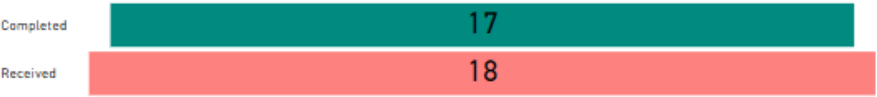
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
57237		171
70707		1

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

Quality TAT

40!

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Client Services/Case Manage...

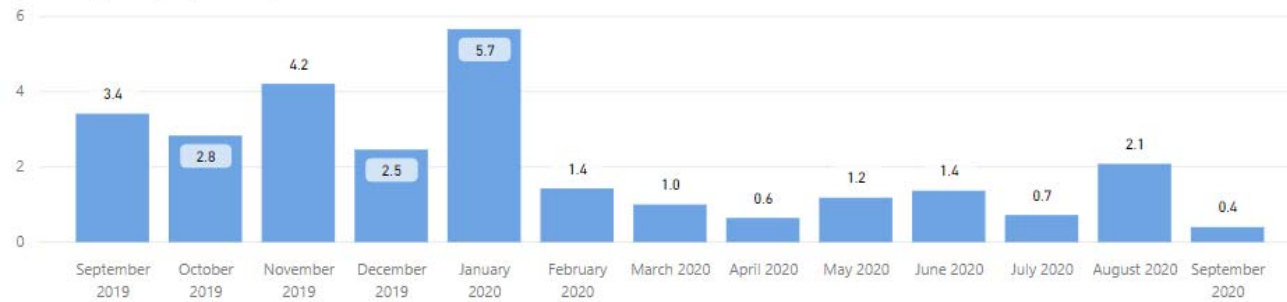
Date Range

9/1/2019

9/30/2020

Total TAT by Month

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



Request Type

CSCM Tox Rejection

Priority Type

All

Selected Time Frame Averages

2.05

Total TAT (Rec'd-Compl.) Avg

2.05

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

184

Requests Completed

0

Requests Completed > 30 Days Old

0.00 %

% Completed > 30 Days Old

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

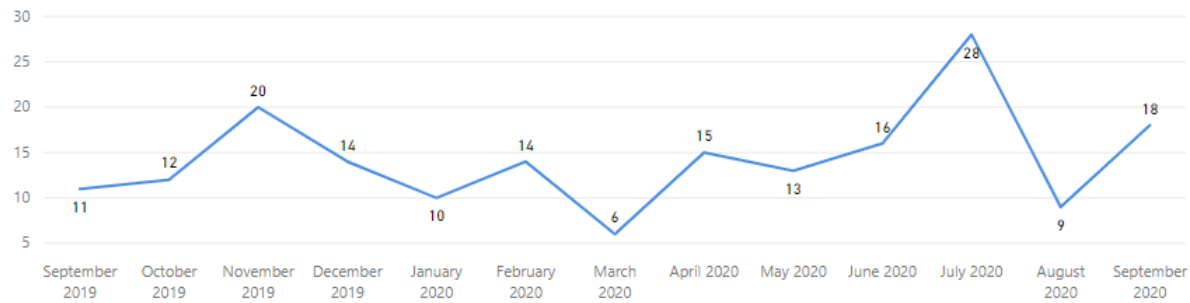
Service
CSCM Tox Rejection

Priority Type
All

Received Filter

9/1/2019 9/30/2020

Received by Month



Total Received

186

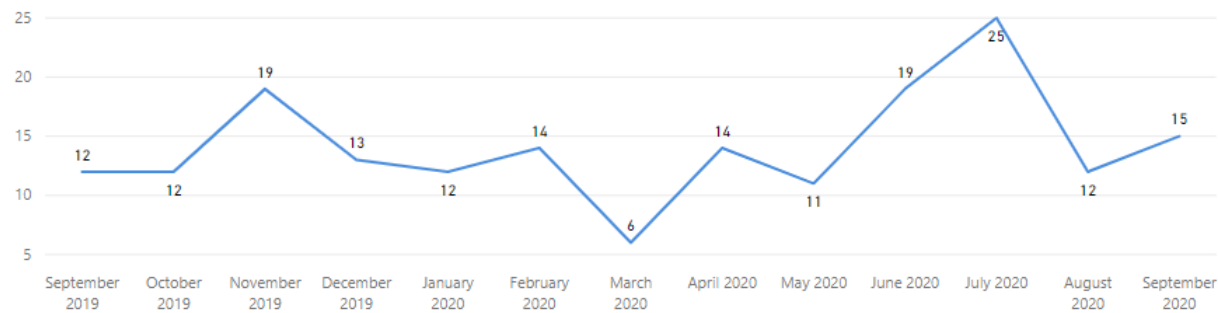
Received per Month (Avg)*

14

Completed Filter

9/1/2019 9/30/2020

Completed by Month



Total Completed

184

Completed per Month (Avg)*

14

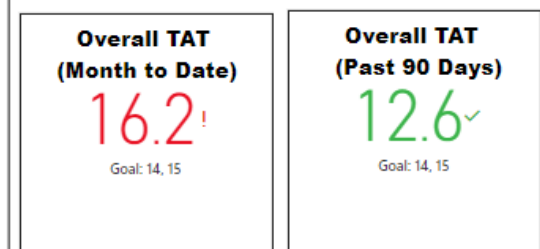
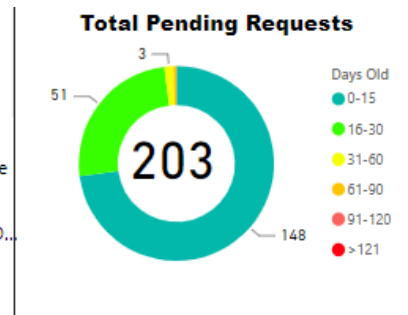
* months with zero activity are not calculated into the average

Seized Drugs

# of Unassigned	# Pending Draft
144 [!] Goal: 100 (-44%)	19 [✓] Goal: 100 (+81%)
# Pending Tech	# Pending Admin
13 [✓] Goal: 50 (+74%)	27 [✓] Goal: 50 (+46%)

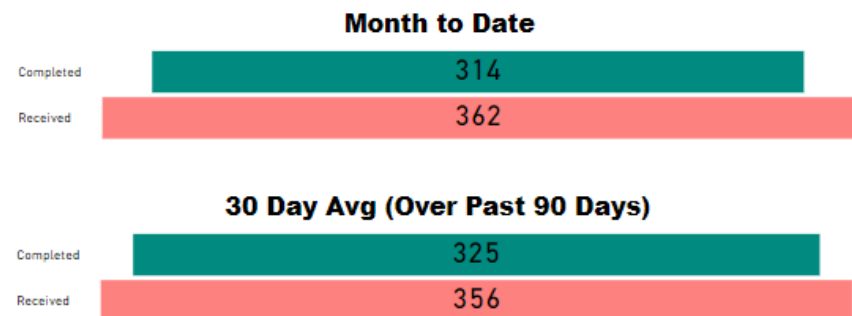
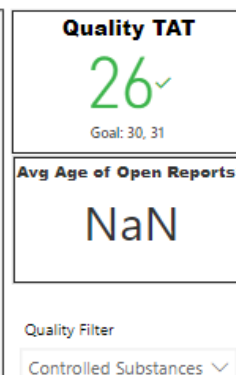
Goal= Threshold for the max # of requests in each bucket

4	Justice Trax Past Critical Age
48	Avg Age of Requests >30 D...
33	Age-Oldest Unassigned
51	Age-Oldest Pending Draft
71	Age-Oldest Pending Tech
30	Age-Oldest Pending Admin



Open Quality Reports		
Qualtrax ID	Workflow #	Age

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

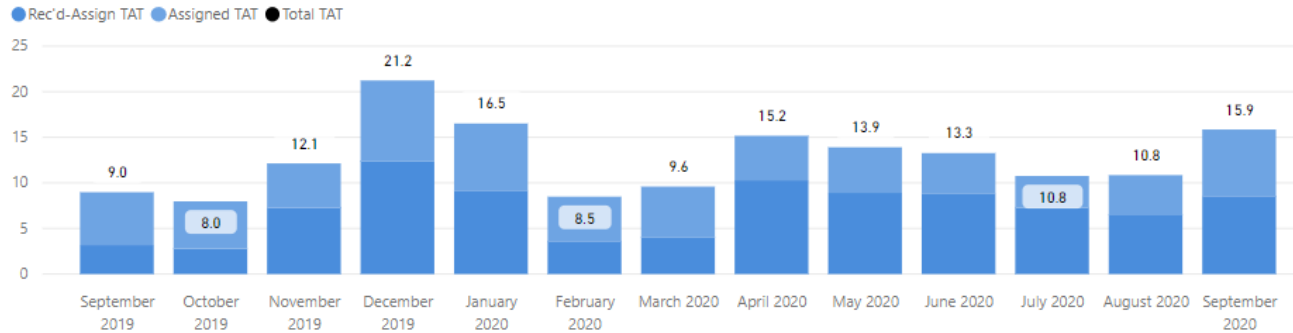


Date Range

9/1/2019

9/30/2020

Total TAT by Month



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

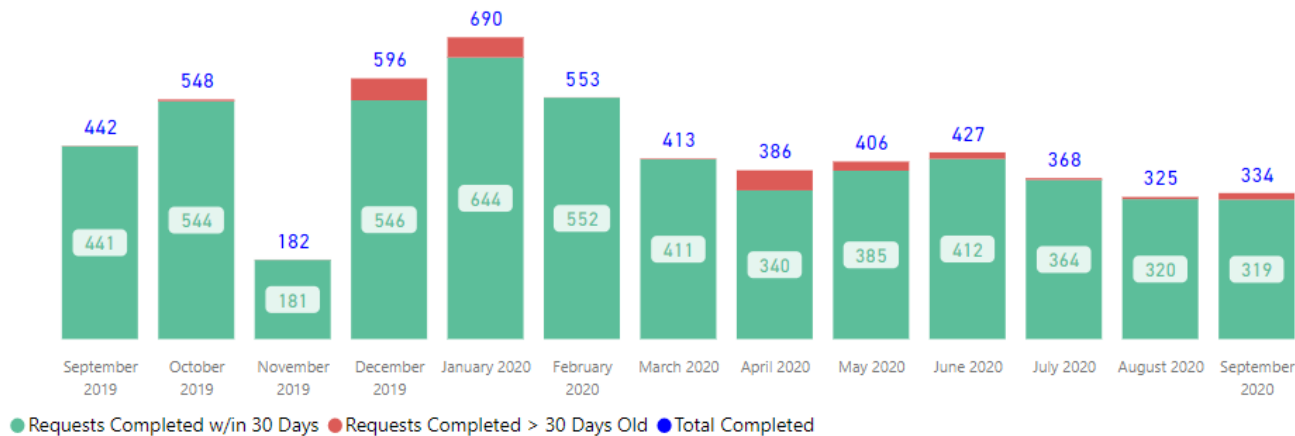
12.91

Total TAT (Rec'd-Compl.) Avg

5.76

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5670

Requests Completed

211

Requests Completed > 30 Days Old

3.72 %

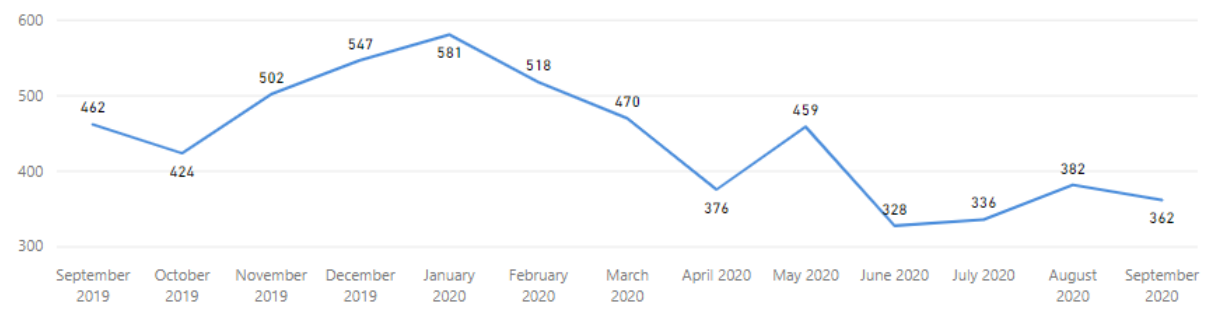
% Completed > 30 Days Old

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

Service Priority Type

Received Filter

Received by Month



Total Received

5,747

Received per Month (Avg)*

442

Completed Filter

Completed by Month



Total Completed

5,670

Completed per Month (Avg)*

436

* months with zero activity are not calculated into the average

Toxicology

Service: Blood Alcohol
Priority Type: All

of Unassigned
1061!
Goal: 50 (-2022%)

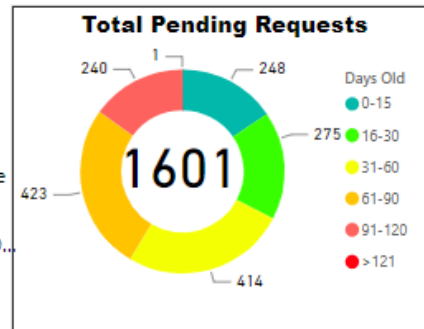
Pending Draft
202!
Goal: 120 (-68.33%)

Pending Tech
76✓
Goal: 90 (+15.56%)

Pending Admin
262!
Goal: 90 (-191.11%)

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

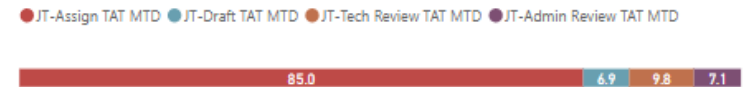
1078
Justice Trax Past Critical Age
70
Avg Age of Requests >30 D...
70
Age-Oldest Unassigned
110
Age-Oldest Pending Draft
86
Age-Oldest Pending Tech
127
Age-Oldest Pending Admin



**Overall TAT
(Month to Date)**
108.8!
Goal: 30, 31

**Overall TAT
(Past 90 Days)**
125.2!
Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
69976	2020-075	9

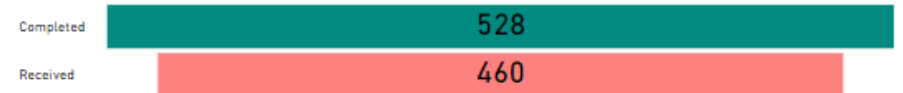
*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT
26✓
Goal: 30, 31

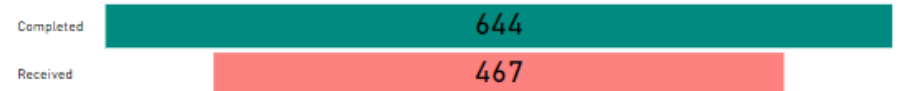
Avg Age of Open Reports*
9

Quality Filter
Toxicology

Month to Date



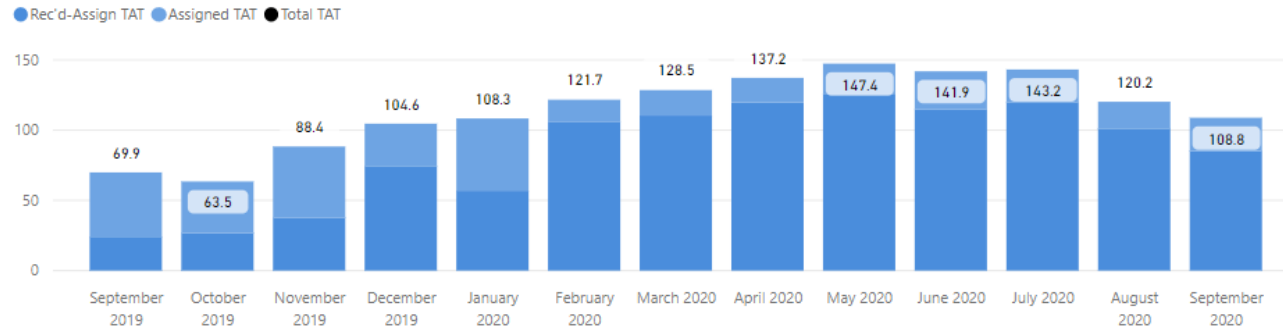
30 Day Avg (Over Past 90 Days)



Date Range

9/1/2019 9/30/2020

Total TAT by Month



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

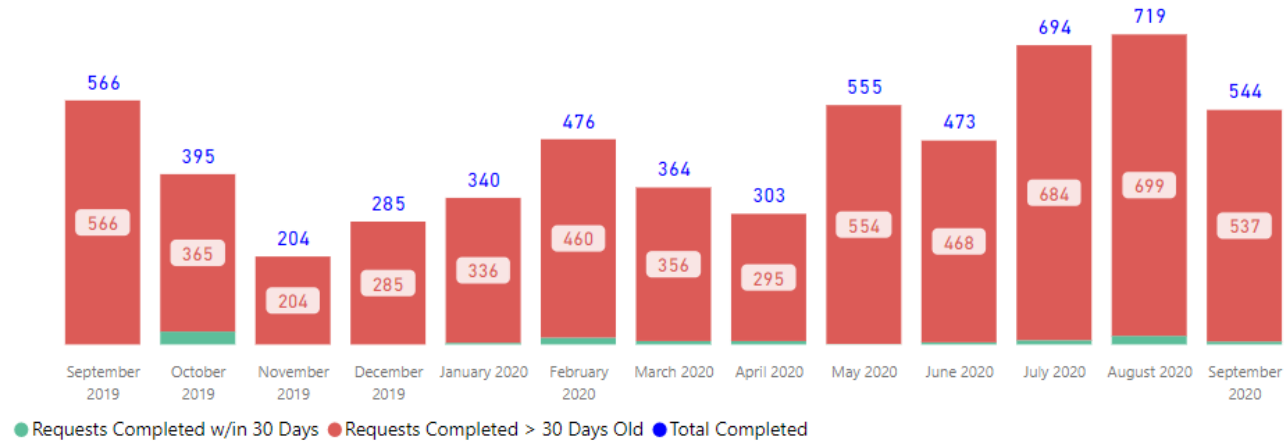
116.52

Total TAT (Rec'd-Compl.) Avg

27.68

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5918

Requests Completed

5809

Requests Completed > 30 Days Old

98.16 %

% Completed > 30 Days Old

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

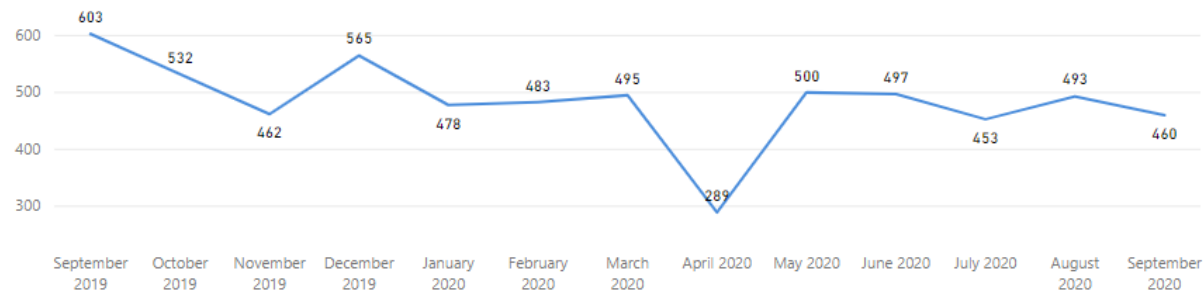
Service
Blood Alcohol

Priority Type
All

Received Filter

9/1/2019 9/30/2020

Received by Month



Total Received

6,310

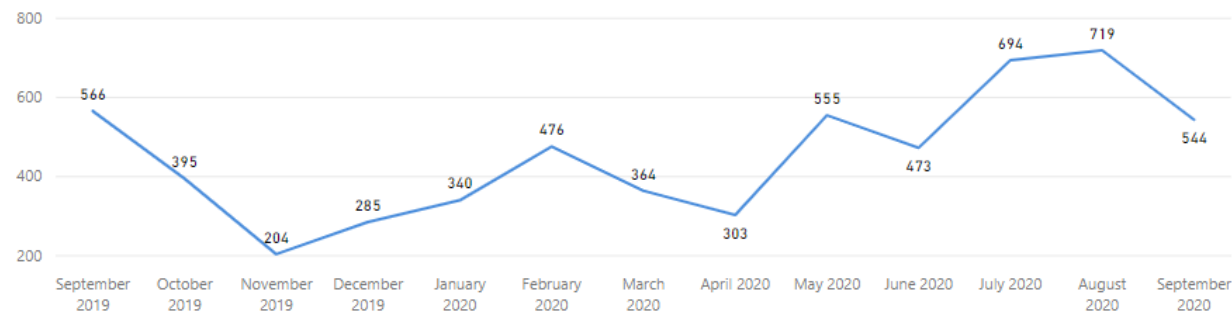
Received per Month (Avg)*

485

Completed Filter

9/1/2019 9/30/2020

Completed by Month



Total Completed

5,918

Completed per Month (Avg)*

455

* months with zero activity are not calculated into the average

Service: Priority Type:

of Unassigned

689!

Goal: 120 (-474.17%)

Pending Draft

214!

Goal: 30 (-613.33%)

Pending Tech

0✓

Goal: 30 (+100%)

Pending Admin

14✓

Goal: 30 (+53.33%)

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

663
Justice Trax Past Critical Age

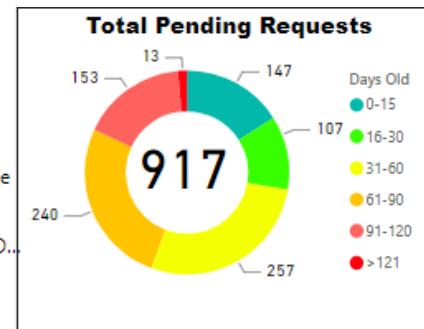
70
Avg Age of Requests >30 D...

169
Age-Oldest Unassigned

131
Age-Oldest Pending Draft

0
Age-Oldest Pending Tech

131
Age-Oldest Pending Admin



Overall TAT (Month to Date)

101.7!

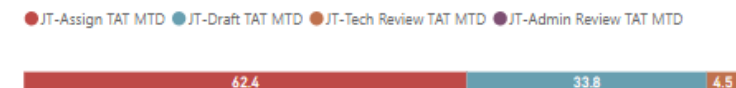
Goal: 90, 91

Overall TAT (Past 90 Days)

161.0!

Goal: 90, 91

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
69976	2020-075	9

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

Quality TAT

26✓

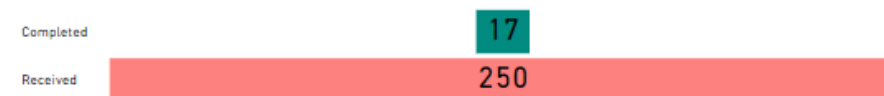
Goal: 30, 31

Avg Age of Open Reports*

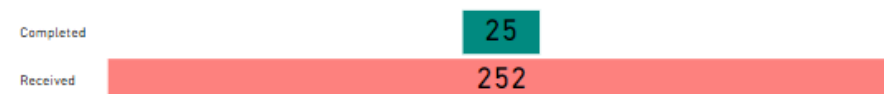
9

Quality Filter:

Month to Date



30 Day Avg (Over Past 90 Days)



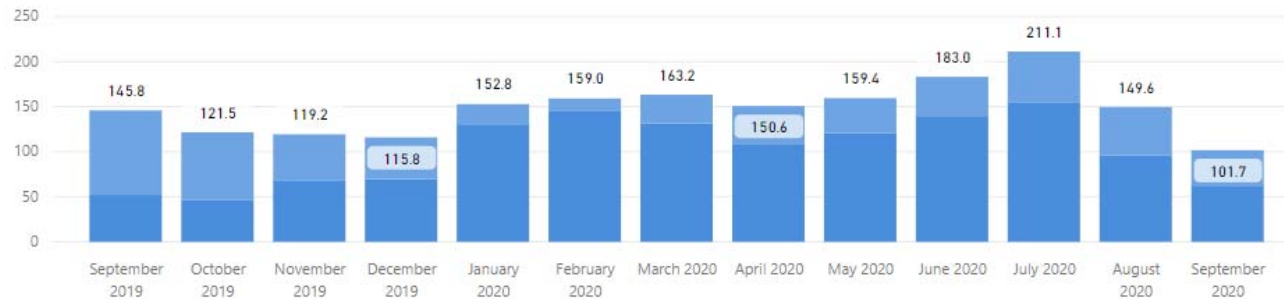
Date Range

9/1/2019

9/30/2020

Total TAT by Month

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



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

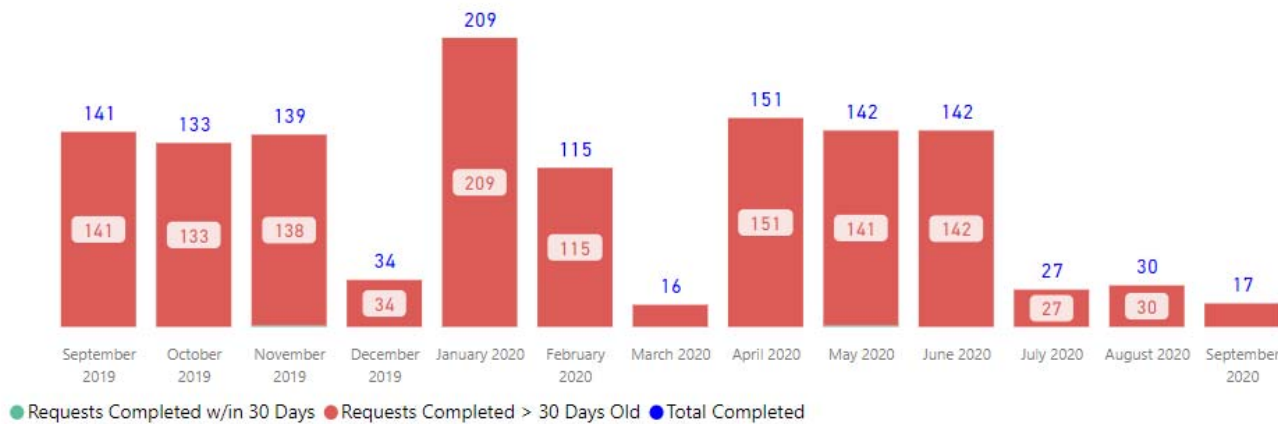
149.18

Total TAT (Rec'd-Compl.) Avg

46.86

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

1296

Requests Completed

1294

Requests Completed > 30 Days Old

99.85 %

% Completed > 30 Days Old

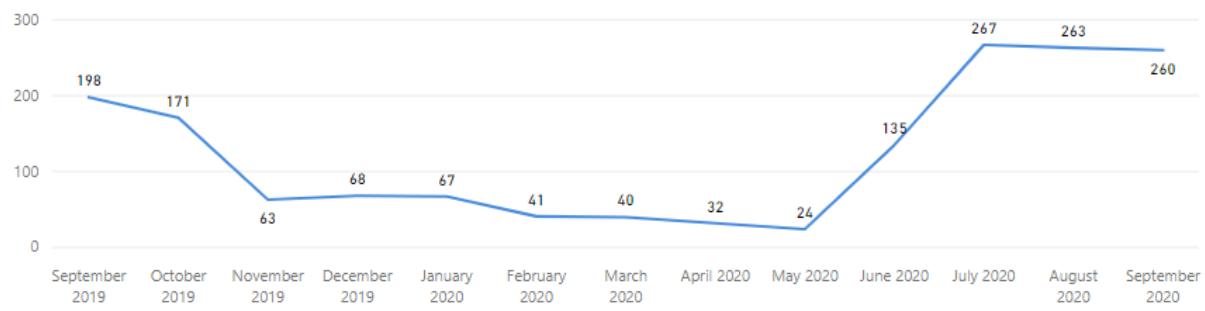
Requests more than 30 days old are considered to be backlogged requests

Service: Toxicology
Priority Type: All

Received Filter

9/1/2019 9/30/2020

Received by Month



Total Received

1,629

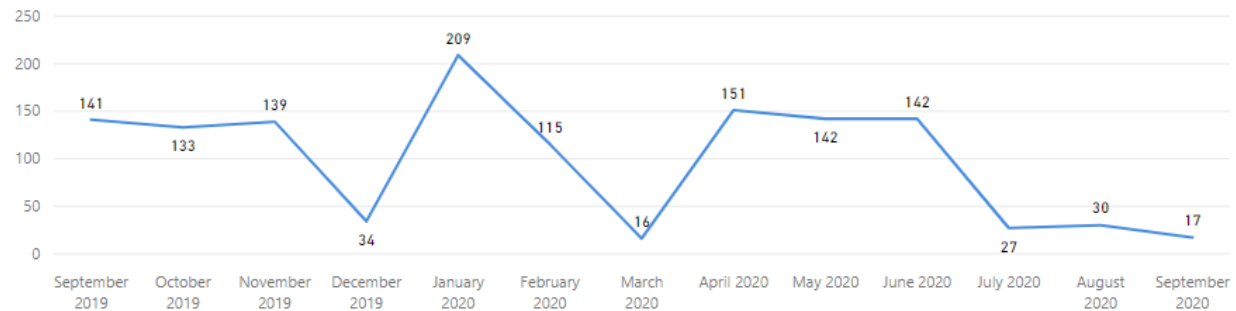
Received per Month (Avg)*

125

Completed Filter

9/1/2019 9/30/2020

Completed by Month



Total Completed

1,296

Completed per Month (Avg)*

100

* months with zero activity are not calculated into the average

Firearms

Service

Firearms Examination

Priority Type

All

of Unassigned

25!

Goal: 10 (-150%)

Pending Draft

21!

Goal: 14 (-50%)

Pending Tech

3✓

Goal: 9 (+66.67%)

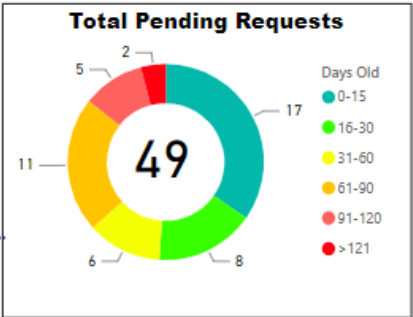
Pending Admin

0✓

Goal: 5 (+100%)

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

- 24 Justice Trax Past Critical Age
- 82 Avg Age of Requests >30 D...
- 62 Age-Oldest Unassigned
- 272 Age-Oldest Pending Draft
- 91 Age-Oldest Pending Tech
- 0 Age-Oldest Pending Admin



Overall TAT (Month to Date)

64.0!

Goal: 40, 41

Overall TAT (Past 90 Days)

55.0!

Goal: 40, 41

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
65564		65

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

Quality TAT

45!

Goal: 30, 31

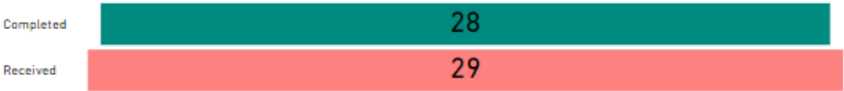
Avg Age of Open Reports*

NaN

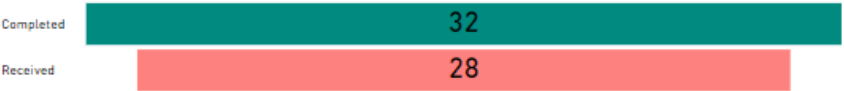
Quality Filter

Firearms

Month to Date



30 Day Avg (Over Past 90 Days)



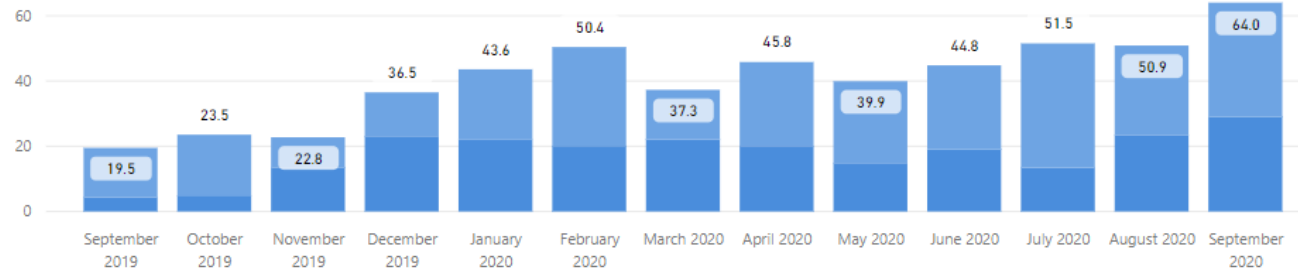
Date Range

9/1/2019

9/30/2020

Total TAT by Month

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



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

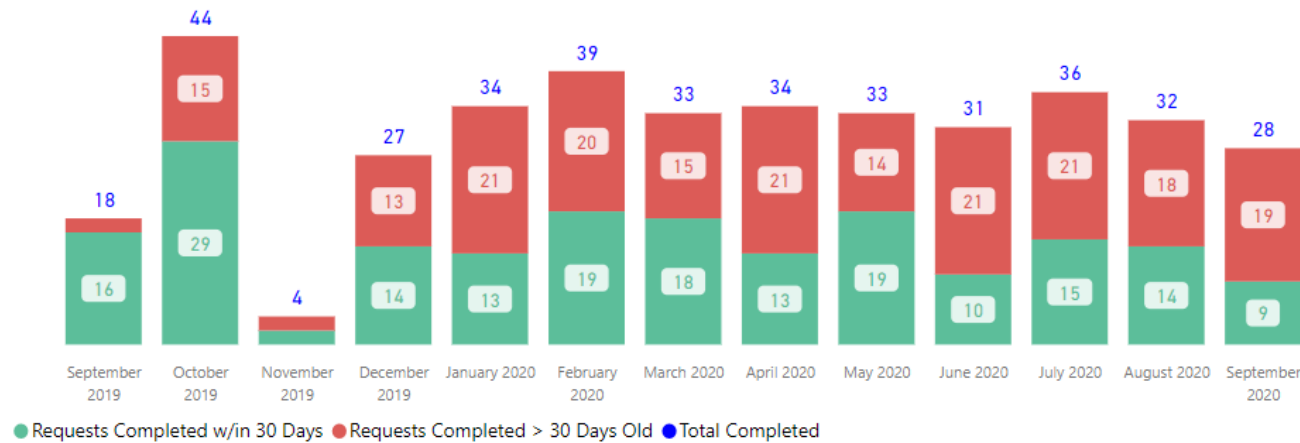
42.45

Total TAT (Rec'd-Compl.) Avg

24.56

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

393

Requests Completed

202

Requests Completed > 30 Days Old

51.40 %

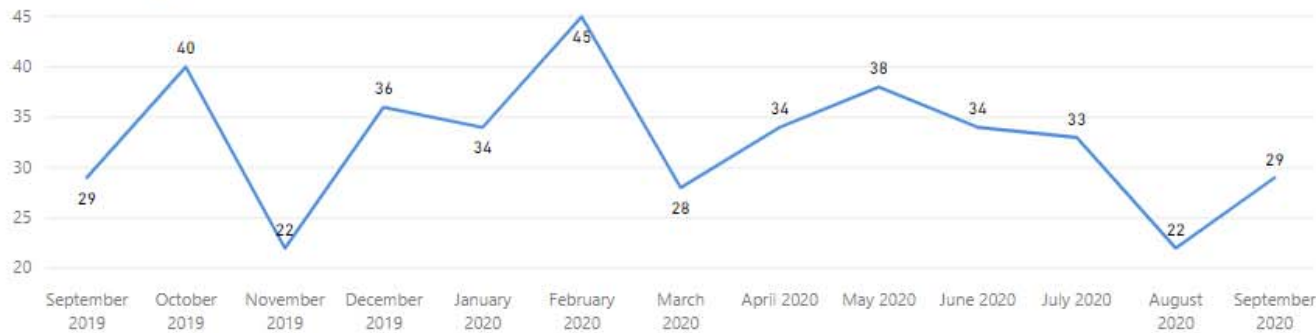
% Completed > 30 Days Old

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

Service: Firearms Examination
Priority Type: All

Received Filter
9/1/2019 9/30/2020

Received by Month



Total Received

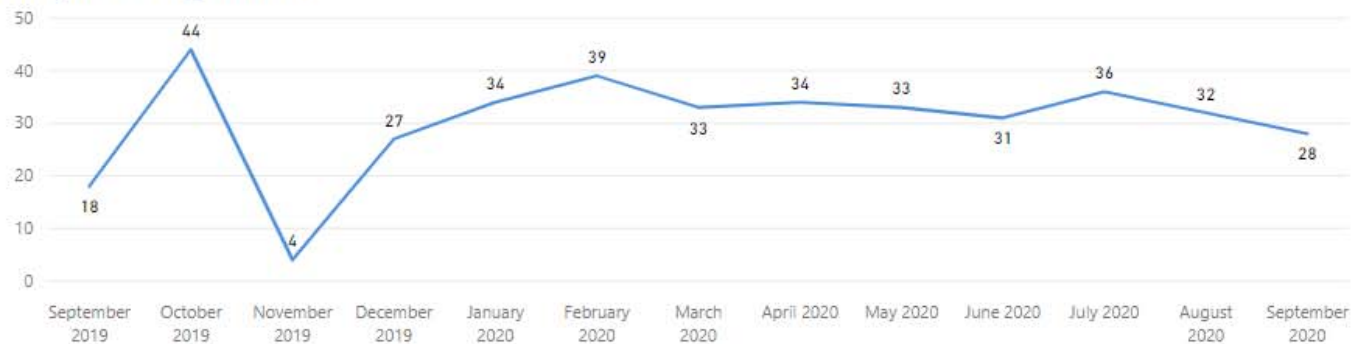
424

Received per Month (Avg)*

33

Completed Filter
9/1/2019 9/30/2020

Completed by Month



Total Completed

393

Completed per Month (Avg)*

30

* months with zero activity are not calculated into the average

Service

NIBIN Only

Priority Type

All

of Unassigned

22!

Goal: 20 (-10%)

Pending Draft

10✓

Goal: 35 (+71.43%)

Pending Tech

7✓

Goal: 20 (+65%)

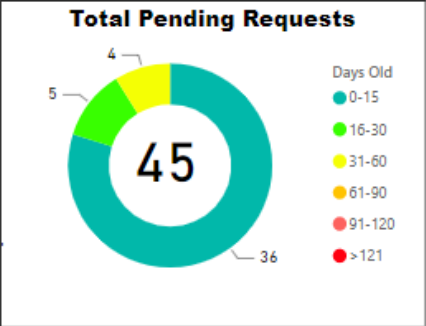
Pending Admin

7✓

Goal: 20 (+65%)

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

- 4
- Justice Trax Past Critical Age
- 56
- Avg Age of Requests >30 D...
- 28
- Age-Oldest Unassigned
- 56
- Age-Oldest Pending Draft
- 2
- Age-Oldest Pending Tech
- 2
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

1.7✓

Goal: 7, 8

Overall TAT (Past 90 Days)

1.9✓

Goal: 7, 8



Open Quality Reports

Qualtrax ID	Workflow #	Age
65564		65

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

Quality TAT

45!

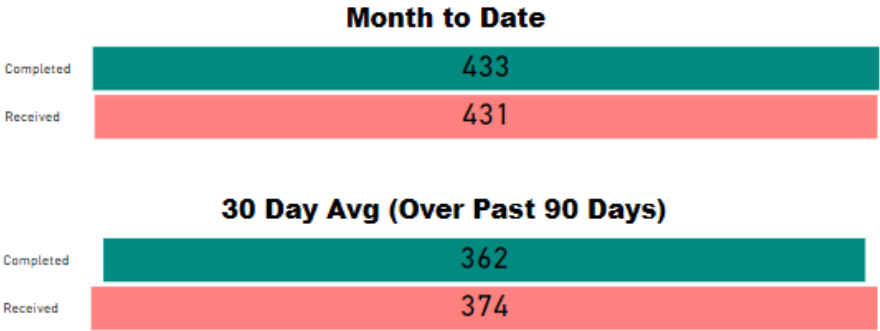
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Firearms



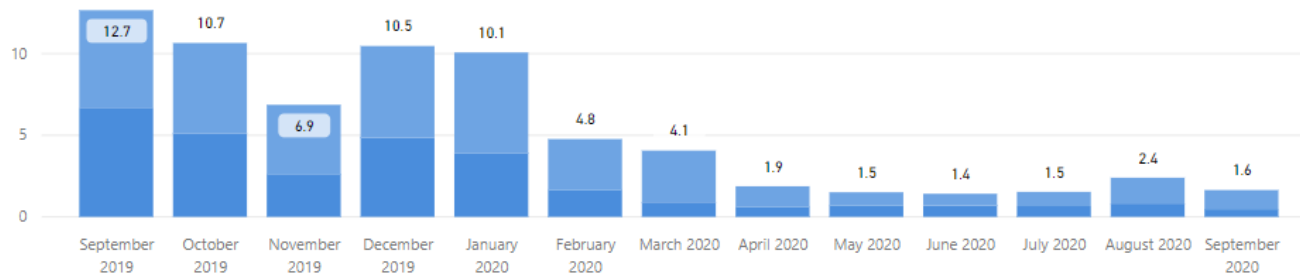
Date Range

9/1/2019

9/30/2020

Total TAT by Month

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



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

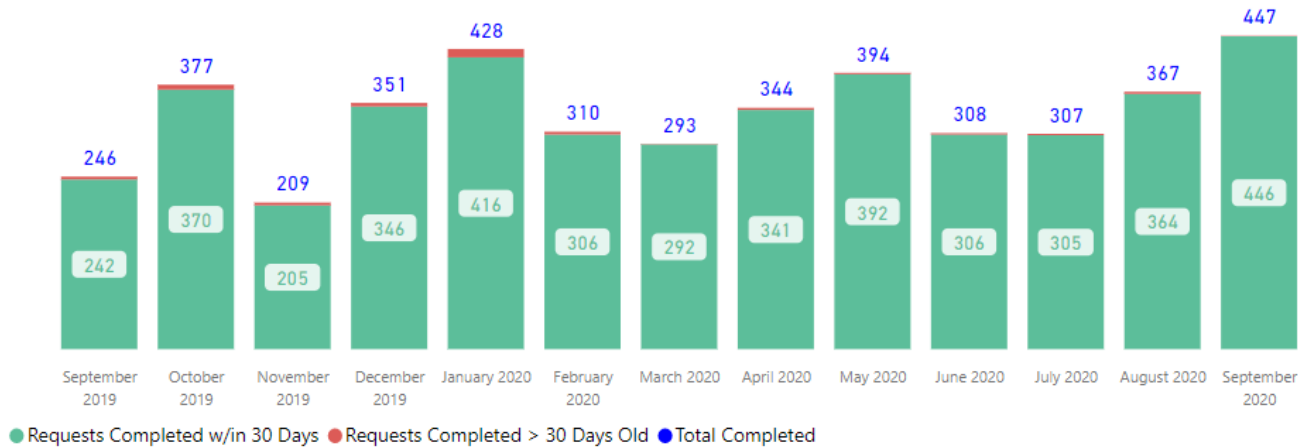
5.25

Total TAT (Rec'd-Compl.) Avg

3.04

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4381

Requests Completed

50

Requests Completed > 30 Days Old

1.14 %

% Completed > 30 Days Old

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

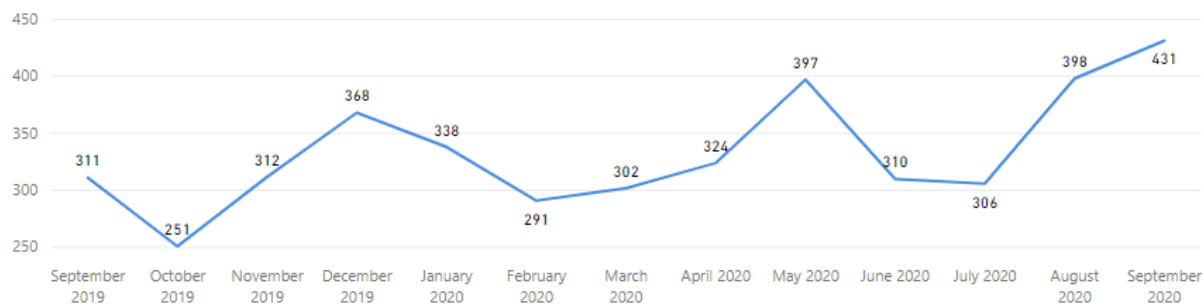
Service
NIBIN Only

Priority Type
All

Received Filter

9/1/2019 9/30/2020

Received by Month



Total Received

4,339

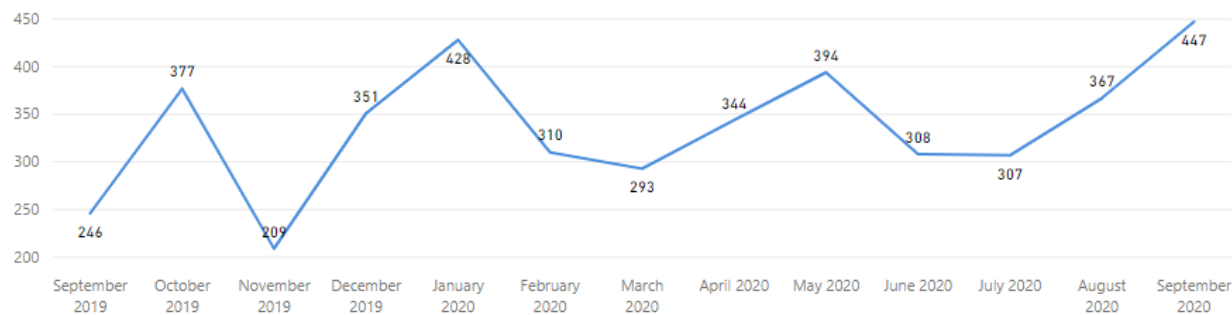
Received per Month (Avg)*

334

Completed Filter

9/1/2019 9/30/2020

Completed by Month



Total Completed

4,381

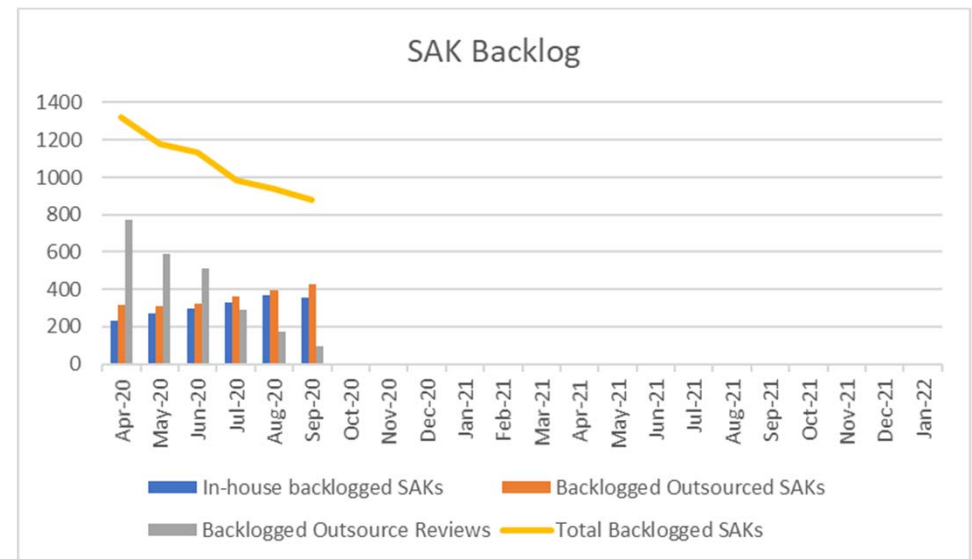
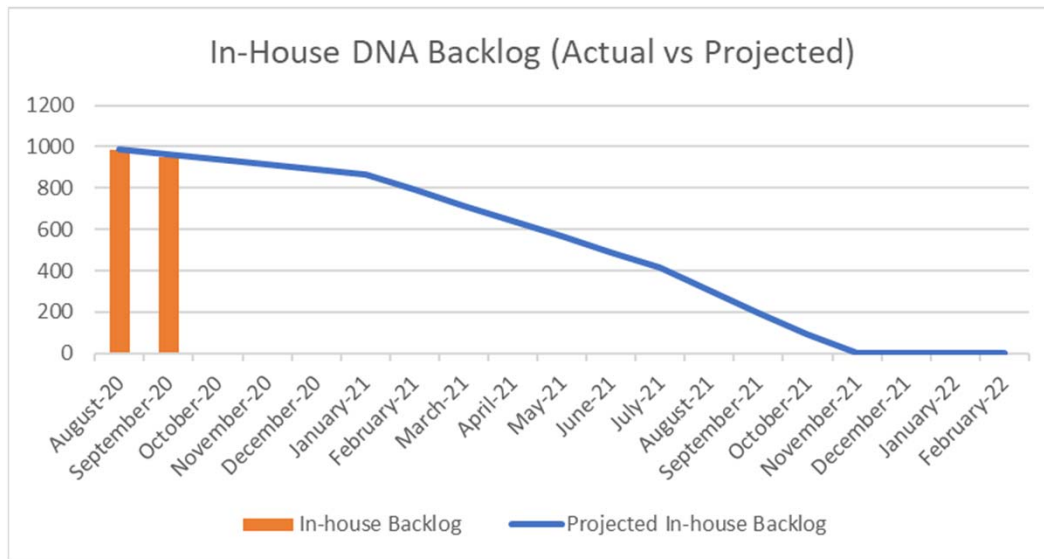
Completed per Month (Avg)*

337

* months with zero activity are not calculated into the average

Forensic Biology

DNA Backlog Update



Section Request Type

of Unassigned

5✓

Goal: 20 (+75%)

Pending Draft

966!

Goal: 24 (-3925%)

Pending Tech

49!

Goal: 24 (-104.17%)

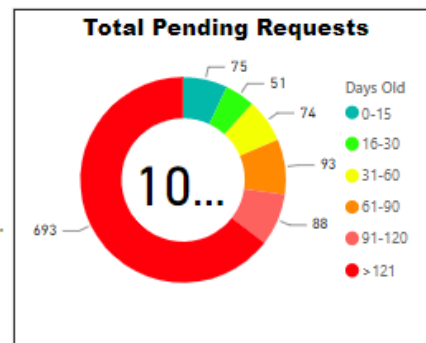
Pending Admin

16✓

Goal: 20 (+20%)

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

948
Past Critical Age
193
Avg Age of Reqeusts >30 ...
28
Age-Oldest Unassigned PL
1267
Age-Oldest Pending Draft...
2330
Age-Oldest Pending Tech ...
509
Age-Oldest Pending Adm...



Overall TAT (Month to Date)

225.4!

Goal: 30, 31

Overall TAT (Past 90 Days)

198.1!

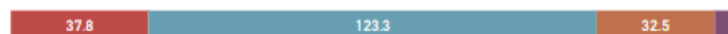
Goal: 30, 31

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)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	519
34624	2018-094	501
55683	2019-093	193
57152	2020-004	172
57686	2020-008	165
58451	2020-016	157
59093	2020-061	153

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

Quality TAT

50!

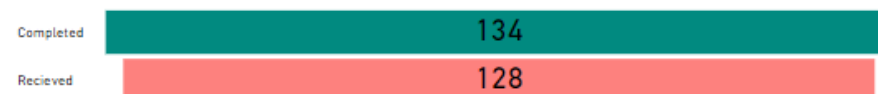
Goal: 40, 41

Avg Age of Open Reports*

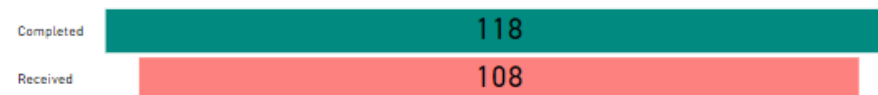
120

Quality Filter

Month to Date



30 Day Avg (Over Past 90 Days)



Section: DNA Request Type: SAK

of Unassigned
0✓
 Goal: 20 (+100%)

Pending Draft
326!
 Goal: 24 (-1258.33%)

Pending Tech
21✓
 Goal: 24 (+12.5%)

Pending Admin
10✓
 Goal: 20 (+50%)

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

355
Past Critical Age

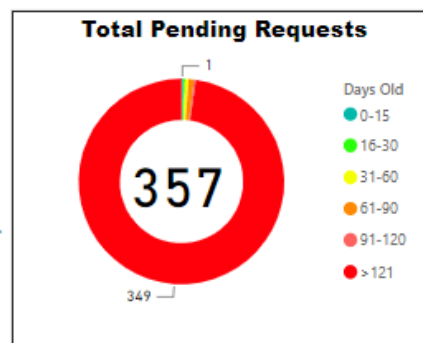
251
Avg Age of Reqeusts > 30 ...

0
Age-Oldest Unassigned PL

1267
Age-Oldest Pending Draft...

399
Age-Oldest Pending Tech ...

393
Age-Oldest Pending Adm...



Overall TAT (Month to Date)

300.6!

Goal: 30, 31

Overall TAT (Past 90 Days)

291.0!

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	519
34624	2018-094	501
55683	2019-093	193
57152	2020-004	172
57686	2020-008	165
58451	2020-016	157
59093	2020-061	153

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

Quality TAT

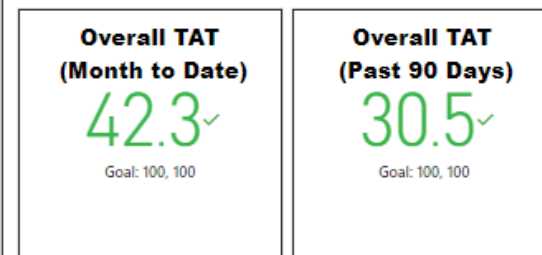
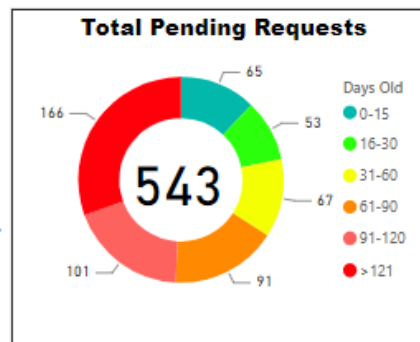
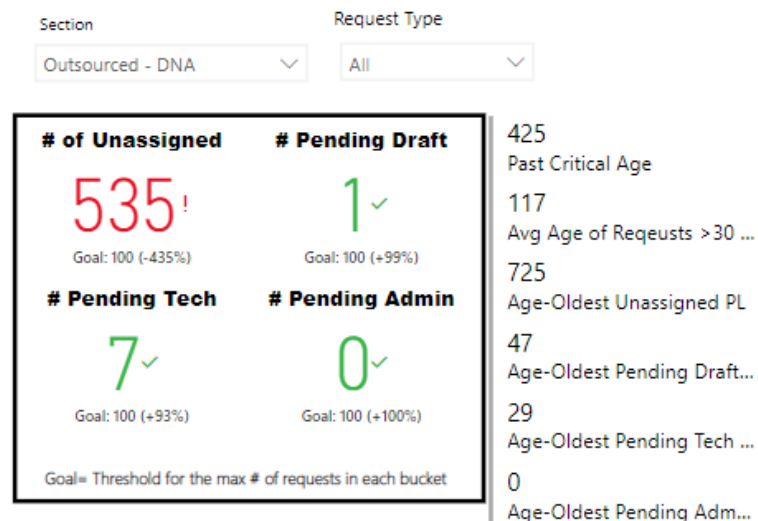
50!

Goal: 40, 41

Avg Age of Open Reports*

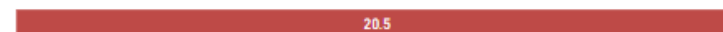
120

Quality Filter: Biology/DNA

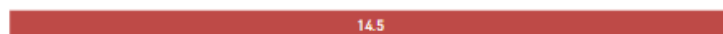


TAT by Phase of Work (MTD)

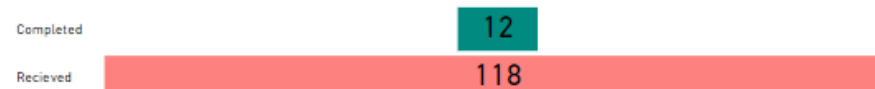
PL-Assign TAT MTD PL-Draft TAT MTD PL-Tech Review TAT MTD PL-Admin Review TAT MTD



TAT by Phase of Work (Past 90 Days)



Month to Date



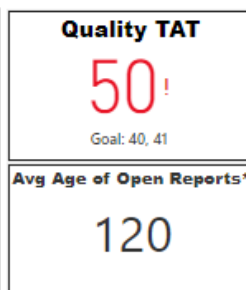
30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	519
34624	2018-094	501
55683	2019-093	193
57152	2020-004	172
57686	2020-008	165
58451	2020-016	157
59093	2020-061	153

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



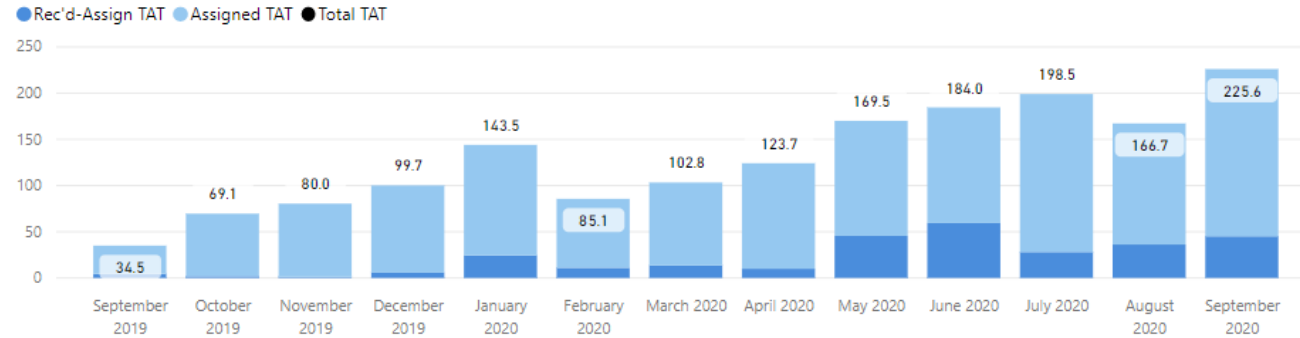
Quality Filter
Biology/DNA

Date Range

9/1/2019

9/30/2020

Total TAT by Month



Request Type

DNA

Request Type

All

Selected Time Frame Averages

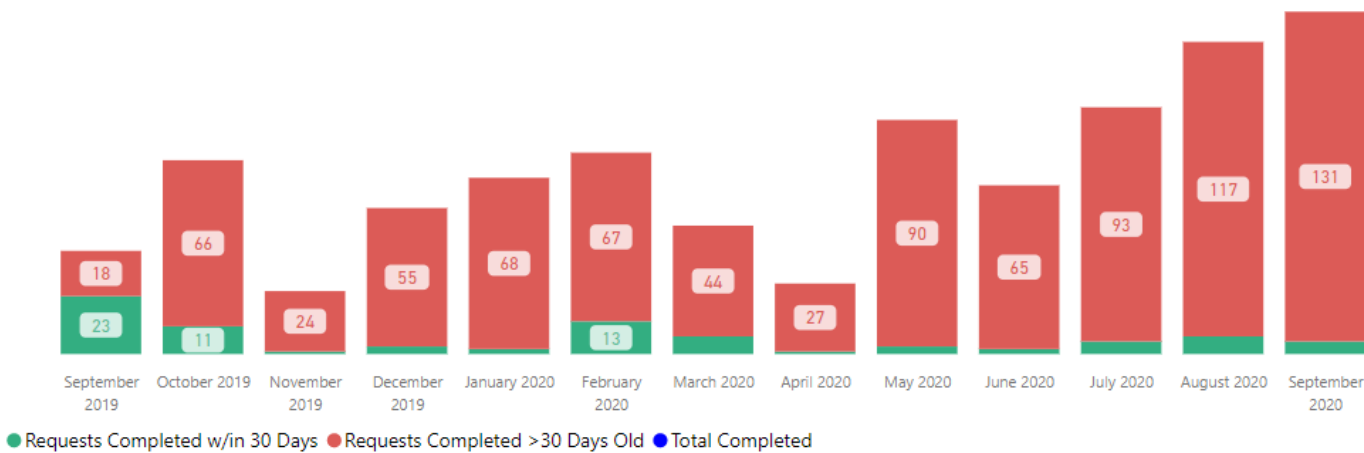
146.60

Total TAT (Rec'd-Compl.) Avg

119.86

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

948

Requests Completed

865

Requests Completed > 30 Days

91.24 %

% Completed > 30 Days

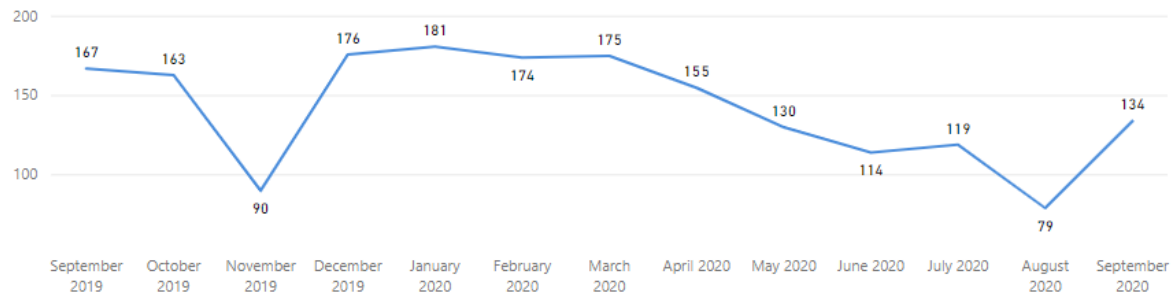
Requests more than 30 days old are considered to be backlogged requests

Section Request Type



Received Filter

Received by Month



Total Received

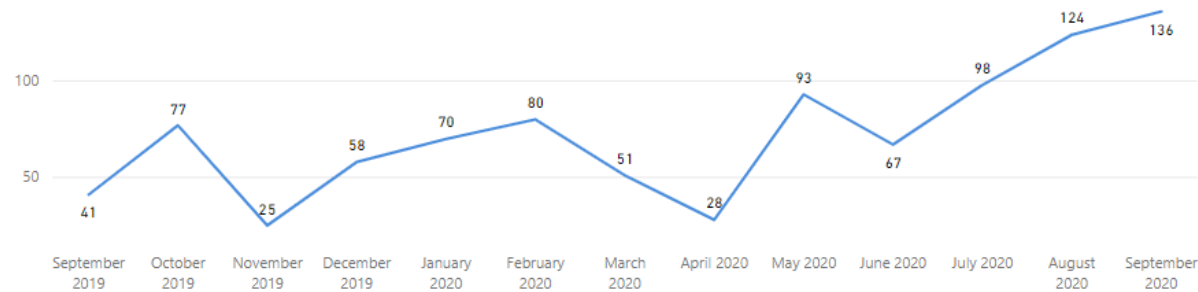
1857

Received per Month (Avg)*

143

Completed Filter

Completed by Month



Total Completed

948

Completed per Month (Avg)*

73

* months with zero activity are not calculated into the average

Section

Request Type

Screening

All

of Unassigned

0✓

Goal: 10 (+100%)

Pending Draft

18!

Goal: 14 (-28.57%)

Pending Tech

1✓

Goal: 16 (+93.75%)

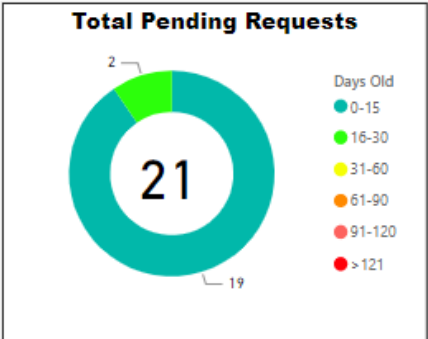
Pending Admin

2✓

Goal: 12 (+83.33%)

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

0
Past Critical Age
NaN
Avg Age of Reqeusts > 30 ...
0
Age-Oldest Unassigned PL
19
Age-Oldest Pending Draft...
1
Age-Oldest Pending Tech ...
14
Age-Oldest Pending Adm...



Overall TAT
(Month to Date)

13.8!

Goal: 10, 11

Overall TAT
(Past 90 Days)

12.3!

Goal: 10, 11

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)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	519
34624	2018-094	501
55683	2019-093	193
57152	2020-004	172
57686	2020-008	165
58451	2020-016	157
59093	2020-061	153

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

Quality TAT

50!

Goal: 40, 41

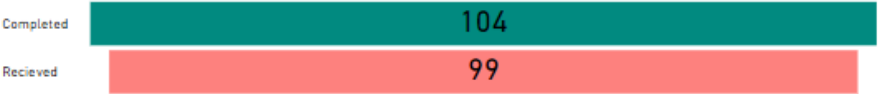
Avg Age of Open Reports*

120

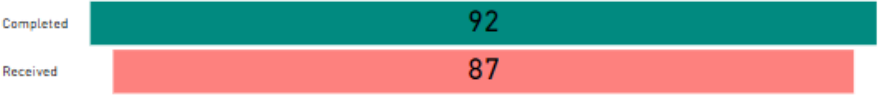
Quality Filter

Biology/DNA

Month to Date



30 Day Avg (Over Past 90 Days)

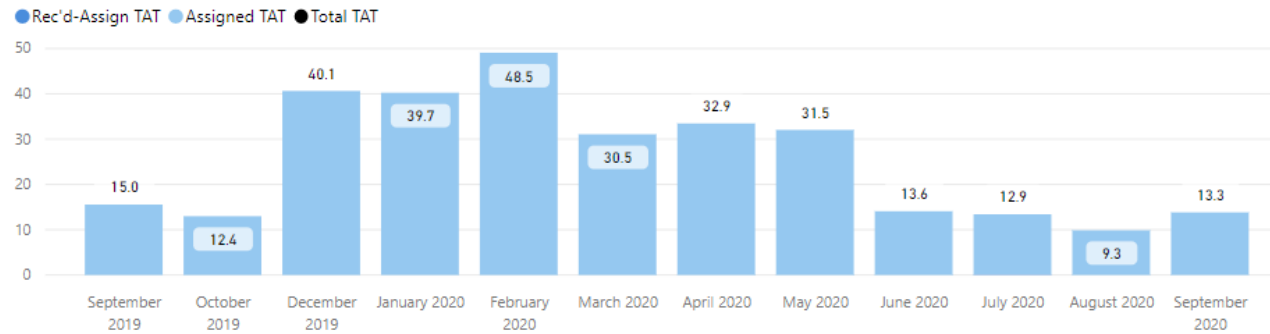


Date Range

9/1/2019

9/30/2020

Total TAT by Month



Request Type

Screening

Request Type

All

Selected Time Frame Averages

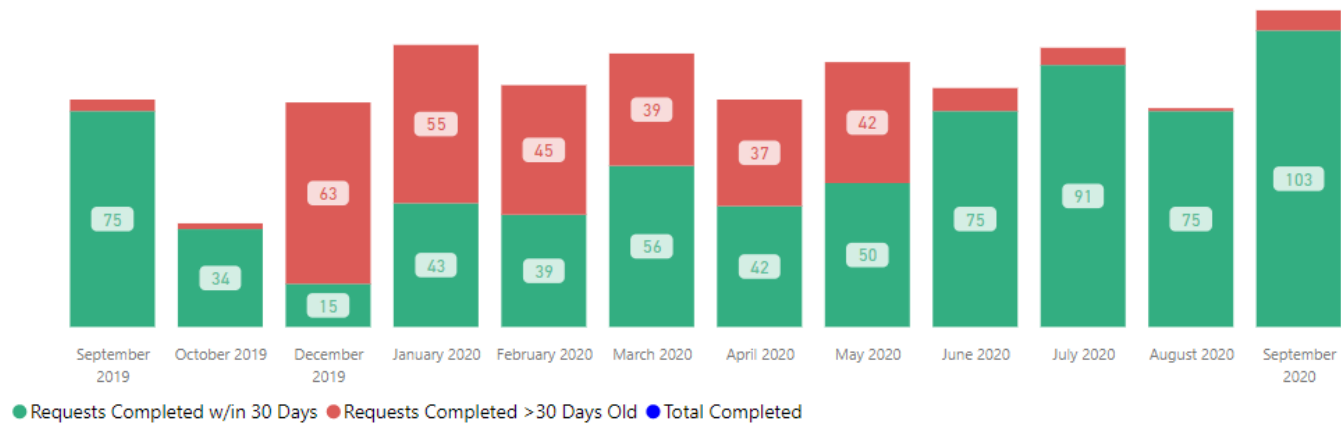
25.49

Total TAT (Rec'd-Compl.) Avg

26.02

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1007

Requests Completed

309

Requests Completed > 30 Days

30.69 %

% Completed > 30 Days

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

Section
Screening

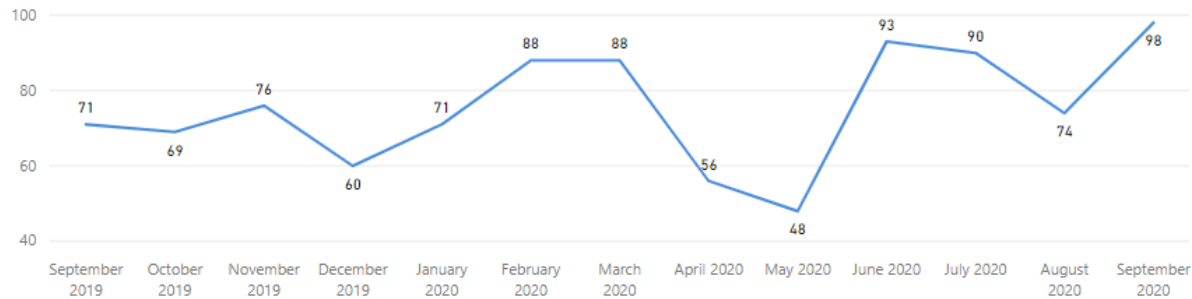
Request Type
All



Received Filter

9/1/2019 9/30/2020

Received by Month



Total Received

982

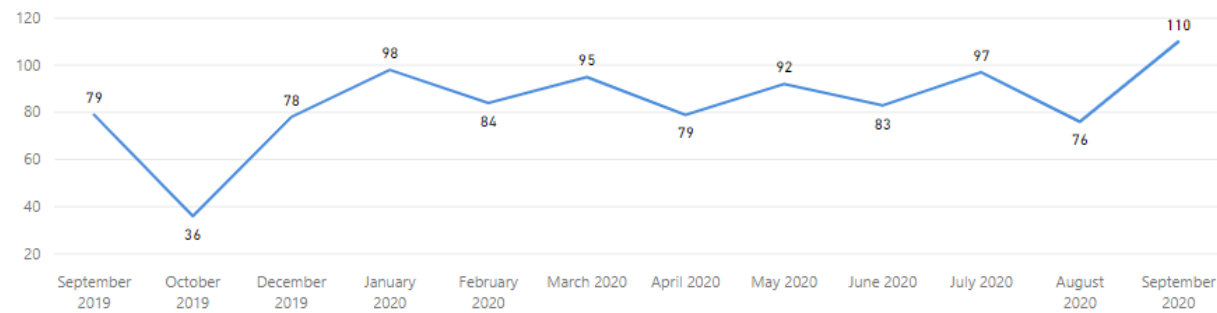
Received per Month (Avg)*

76

Completed Filter

9/1/2019 9/30/2020

Completed by Month



Total Completed

1007

Completed per Month (Avg)*

84

* months with zero activity are not calculated into the average

Section
CODIS

CODIS Hit Type
All

of Unassigned

98✓

Goal: 100 (+2%)

Pending Draft

134!

Goal: 20 (-570%)

Pending Tech

1✓

Goal: 15 (+93.33%)

Pending Admin

0✓

Goal: 0

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

22
Past Critical Age

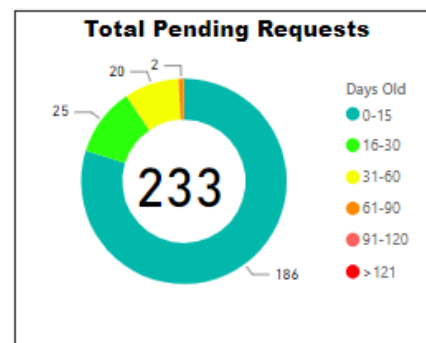
43
Avg Age of Reqeusts >30 ...

64
Age-Oldest Unassigned PL

44
Age-Oldest Pending Draft...

0
Age-Oldest Pending Tech ...

0
Age-Oldest Pending Adm...



Overall TAT (Month to Date)

14.1✓

Goal: 30, 31

Overall TAT (Past 90 Days)

11.0✓

Goal: 30, 31

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	519
34624	2018-094	501
55683	2019-093	193
57152	2020-004	172
57686	2020-008	165
58451	2020-016	157
59093	2020-061	153

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

Quality TAT

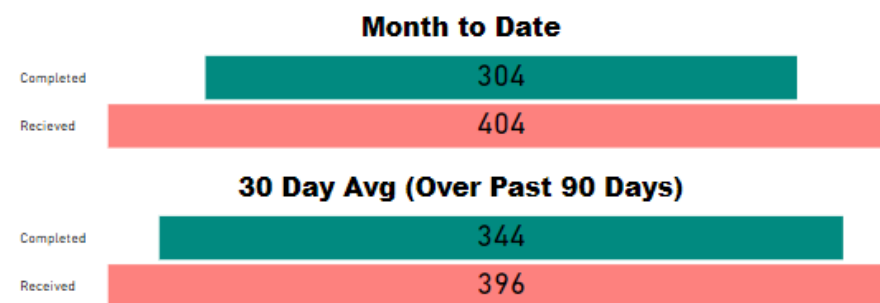
50!

Goal: 40, 41

Avg Age of Open Reports*

120

Quality Filter
Biology/DNA



Date Range

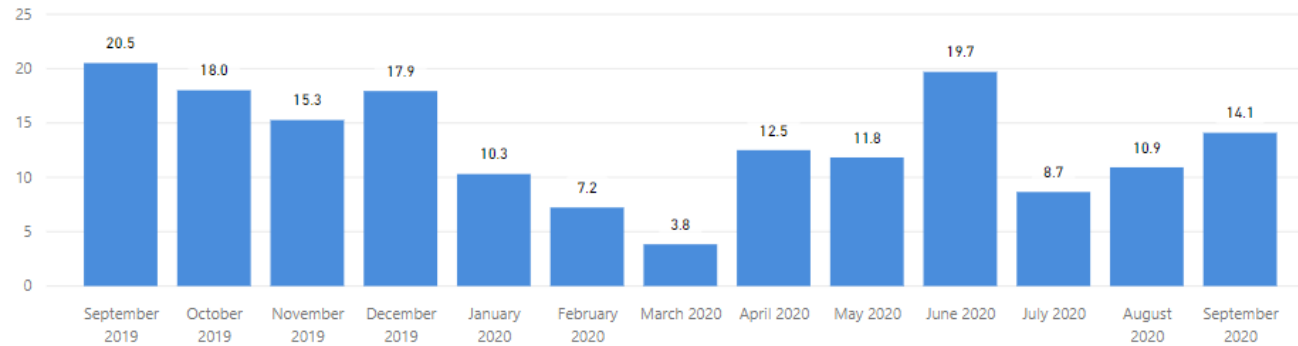
9/1/2019

9/30/2020

Request Type

CODIS

Total TAT by Month

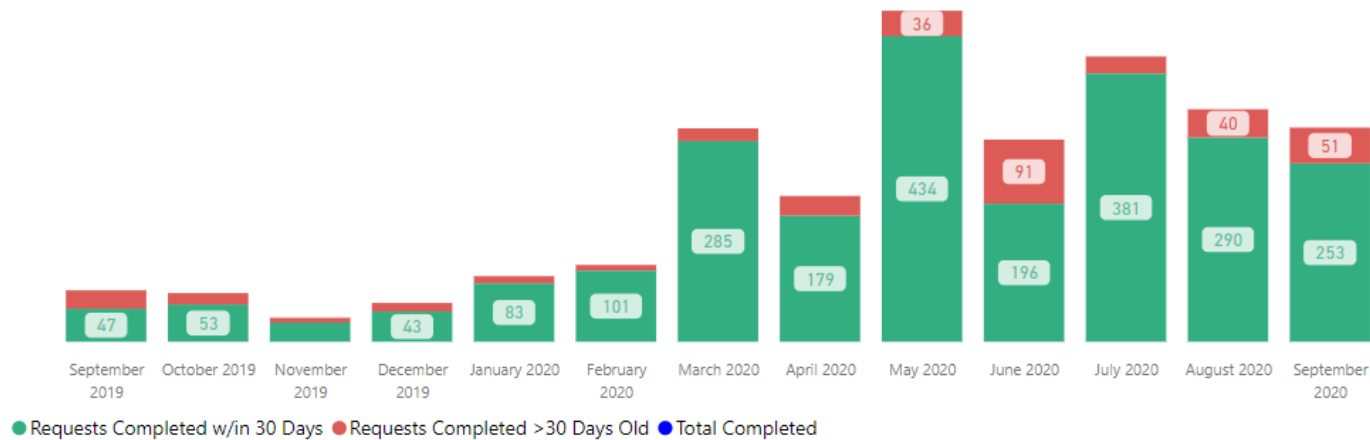


Selected Time Frame Averages

11.81

Total TAT (Rec'd-Compl.) Avg

Requests Completed



Received to Complete

2739

Requests Completed

367

Requests Completed > 30 Days

13.40 %

% Completed > 30 Days

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

Section

CODIS

Hit Type

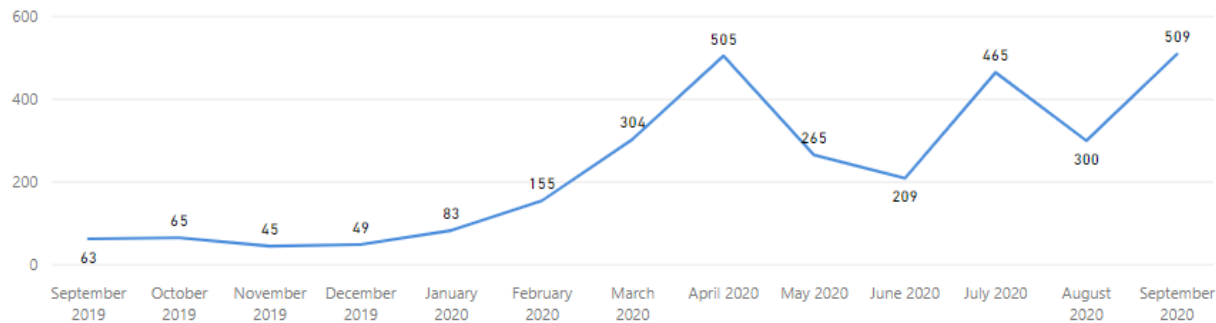
All

Received Filter

9/1/2019

9/30/2020

Received by Month



Total Received

3017

Received per Month (Avg)*

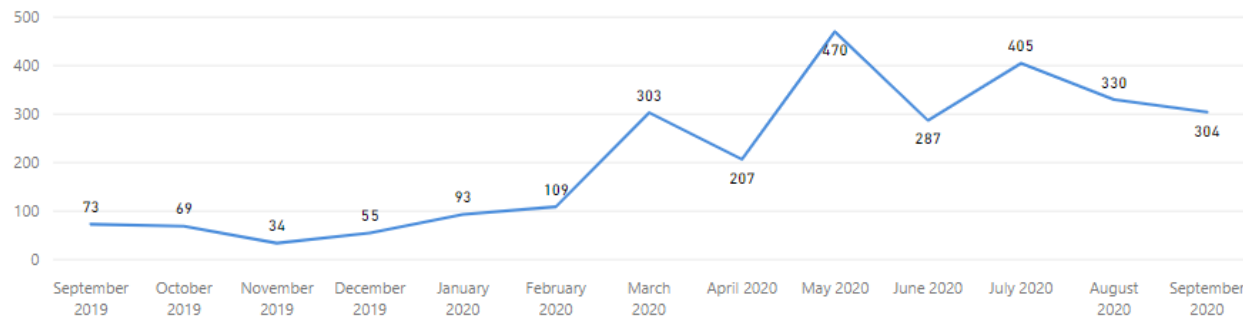
232

Completed Filter

9/1/2019

9/30/2020

Completed by Month



Total Completed

2739

Completed per Month (Avg)*

211

* months with zero activity are not calculated into the average

Latent Prints

Service: Latent Comparison
 Priority Type: All

of Unassigned

2217!

Goal: 230 (-863.91%)

Pending Draft

66!

Goal: 50 (-32%)

Pending Tech

64!

Goal: 50 (-28%)

Pending Admin

1✓

Goal: 50 (+98%)

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

2172
Justice Trax Past Critical Age

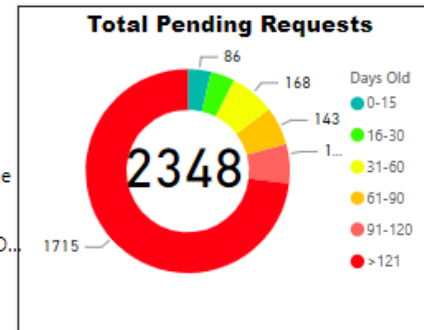
361
Avg Age of Requests >30 D...

1723
Age-Oldest Unassigned

1920
Age-Oldest Pending Draft

2018
Age-Oldest Pending Tech

1492
Age-Oldest Pending Admin



Overall TAT (Month to Date)

708.8!

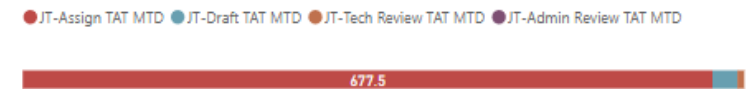
Goal: 45, 46

Overall TAT (Past 90 Days)

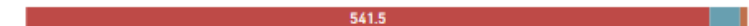
571.6!

Goal: 45, 46

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
65813		60
44789	2019-028	350
62079	2020-033	108
64699	2020-043	76
69742	2020-071	12

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

Quality TAT

29✓

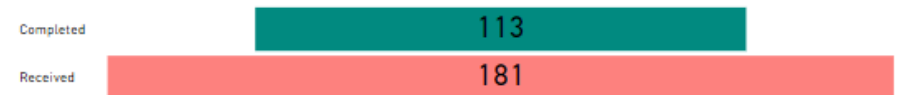
Goal: 40, 41

Avg Age of Open Reports*

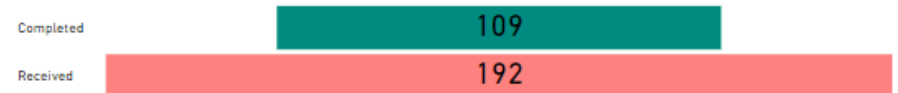
137

Quality Filter: Latent Prints

Month to Date



30 Day Avg (Over Past 90 Days)



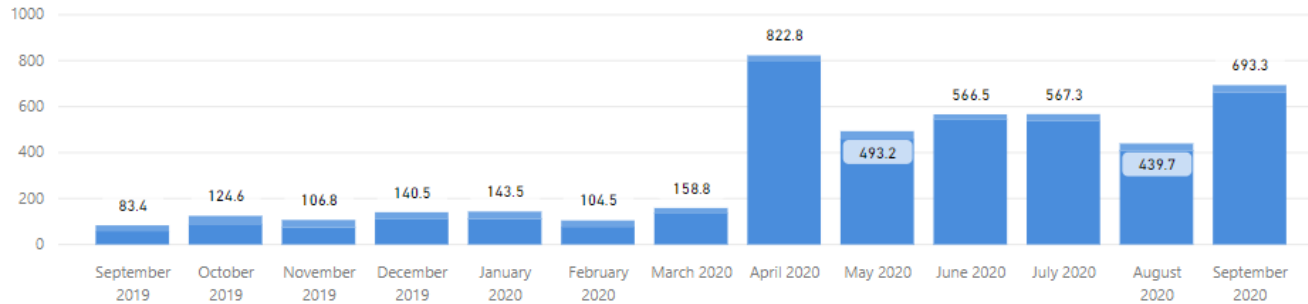
Date Range

9/1/2019

9/30/2020

Total TAT by Month

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



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

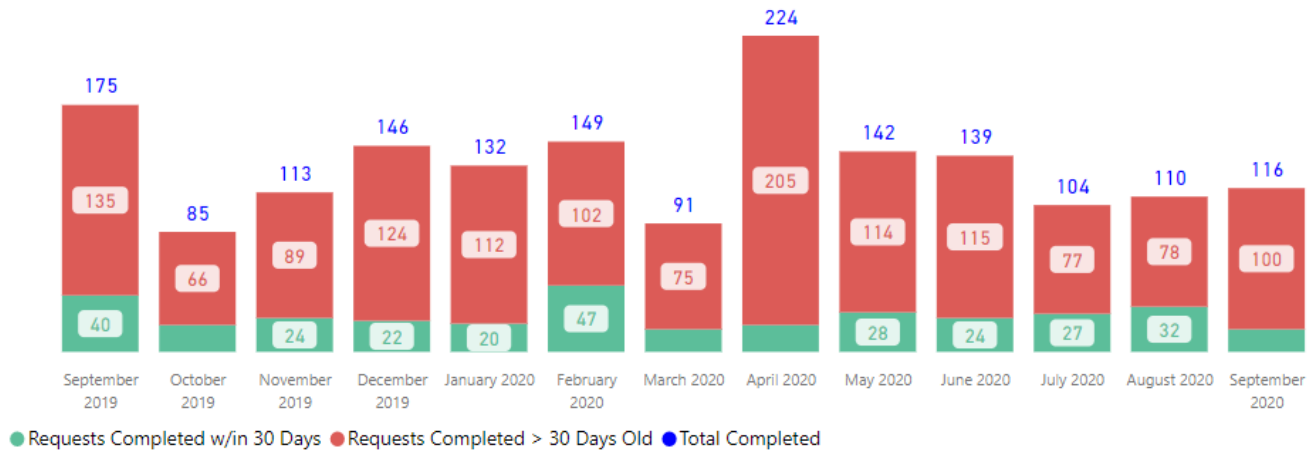
363.63

Total TAT (Rec'd-Compl.) Avg

28.88

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1726

Requests Completed

1392

Requests Completed > 30 Days Old

80.65 %

% Completed > 30 Days Old

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

Service Priority Type

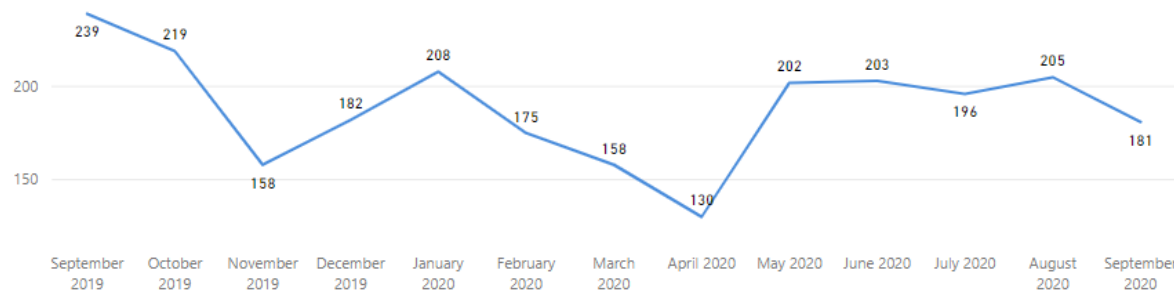


Received Filter

9/1/2019 9/30/2020



Received by Month



Total Received

2,456

Received per Month (Avg)*

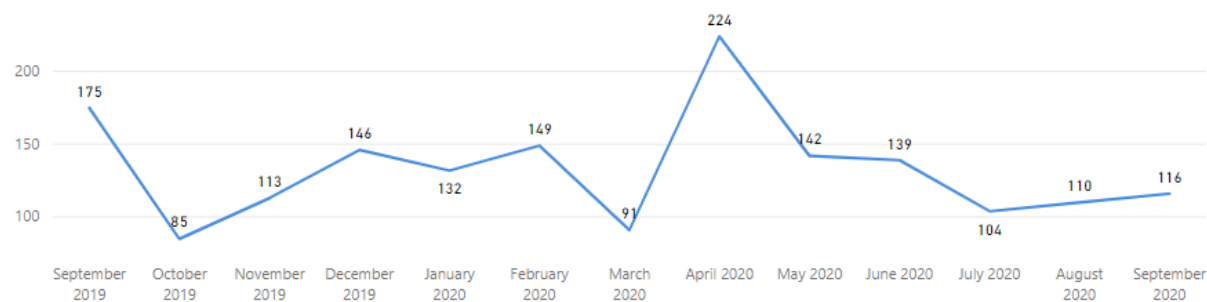
189

Completed Filter

9/1/2019 9/30/2020



Completed by Month



Total Completed

1,726

Completed per Month (Avg)*

133

* months with zero activity are not calculated into the average

Service: Latent Processing
 Priority Type: All

of Unassigned

351!

Goal: 50 (-602%)

Pending Draft

9✓

Goal: 30 (+70%)

Pending Tech

6✓

Goal: 30 (+80%)

Pending Admin

0✓

Goal: 30 (+100%)

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

319
Justice Trax Past Critical Age

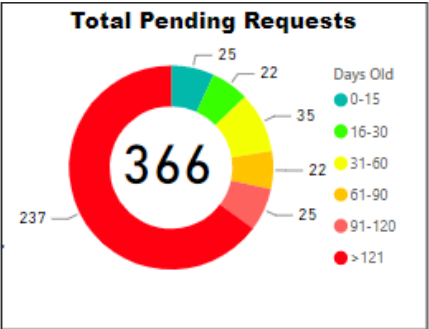
231
Avg Age of Requests >30 D...

447
Age-Oldest Unassigned

464
Age-Oldest Pending Draft

238
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin



Overall TAT (Month to Date)

107.6!

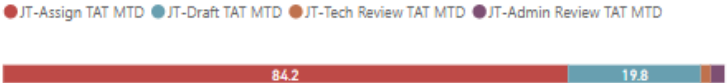
Goal: 30, 31

Overall TAT (Past 90 Days)

192.4!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
65813		60
44789	2019-028	350
62079	2020-033	108
64699	2020-043	76
69742	2020-071	12

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

Quality TAT

29✓

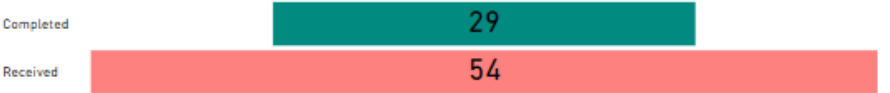
Goal: 40, 41

Avg Age of Open Reports*

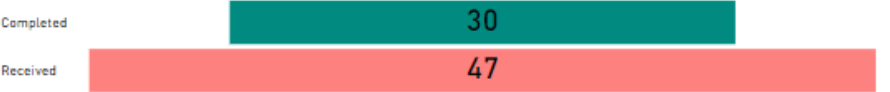
137

Quality Filter: Latent Prints

Month to Date



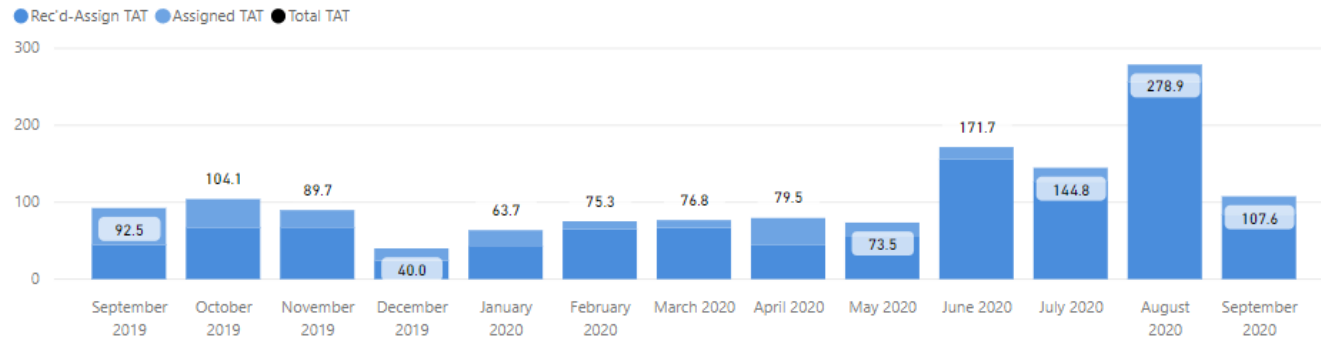
30 Day Avg (Over Past 90 Days)



Date Range

9/1/2019 9/30/2020

Total TAT by Month



Request Type

Latent Processing

Priority Type

All

Selected Time Frame Averages

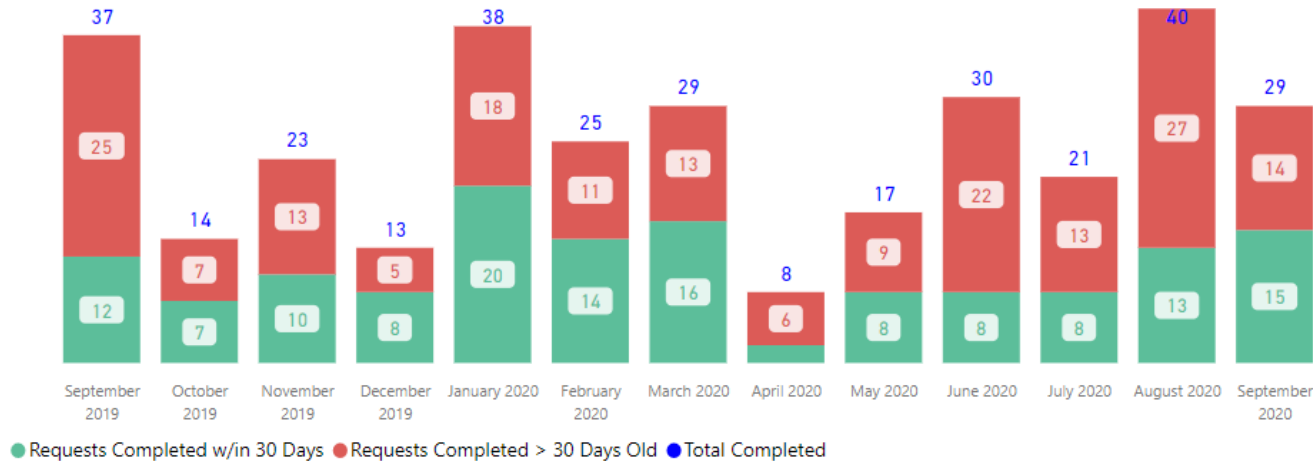
118.34

Total TAT (Rec'd-Compl.) Avg

22.80

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

324

Requests Completed

183

Requests Completed > 30 Days Old

56.48 %

% Completed > 30 Days Old

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

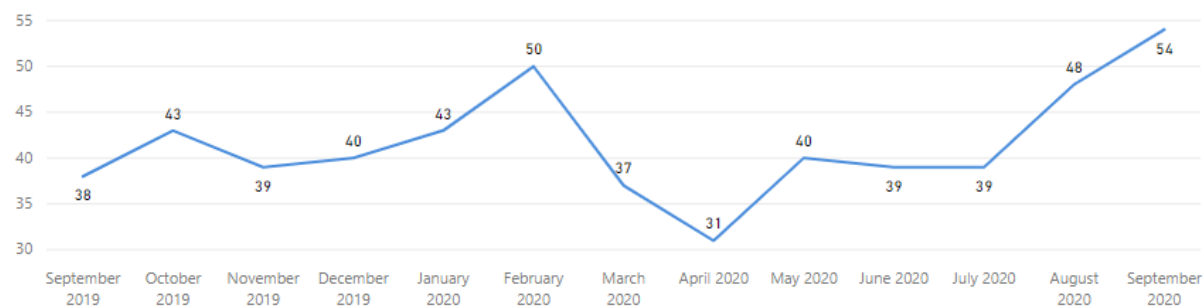
Service Priority Type



Received Filter

9/1/2019 9/30/2020

Received by Month



Total Received

541

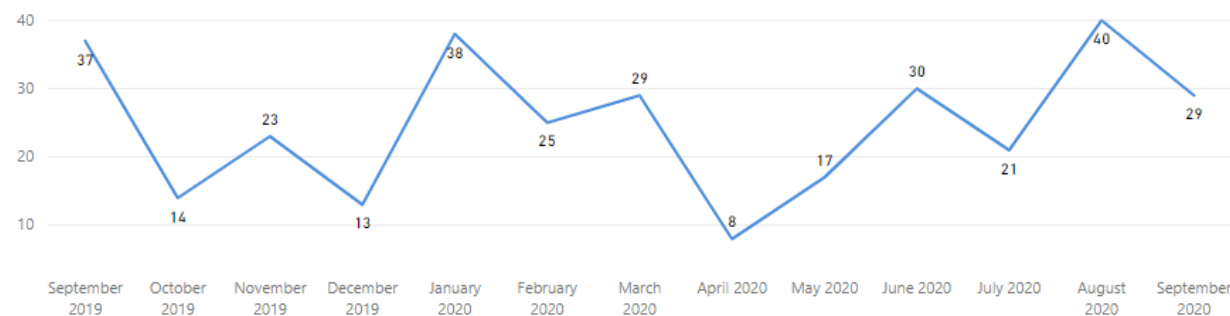
Received per Month (Avg)*

42

Completed Filter

9/1/2019 9/30/2020

Completed by Month



Total Completed

324

Completed per Month (Avg)*

25

* months with zero activity are not calculated into the average

Digital Multi-Media

Service: AV Call Out
 Priority Type: All

of Unassigned

0✓

Goal: 15 (+100%)

Pending Draft

1✓

Goal: 5 (+80%)

Pending Tech

4✓

Goal: 5 (+20%)

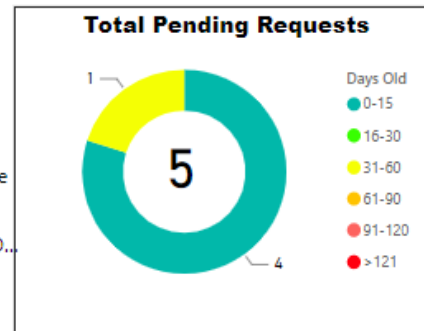
Pending Admin

0✓

Goal: 5 (+100%)

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

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



Overall TAT (Month to Date)

3.7✓

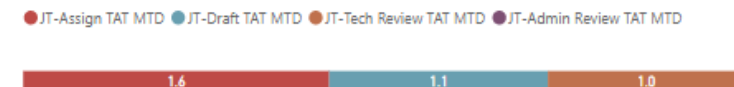
Goal: 5, 6

Overall TAT (Past 90 Days)

5.4•

Goal: 5, 6

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age

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

Quality TAT

(Blank)✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter: Audio/Video

Month to Date



30 Day Avg (Over Past 90 Days)

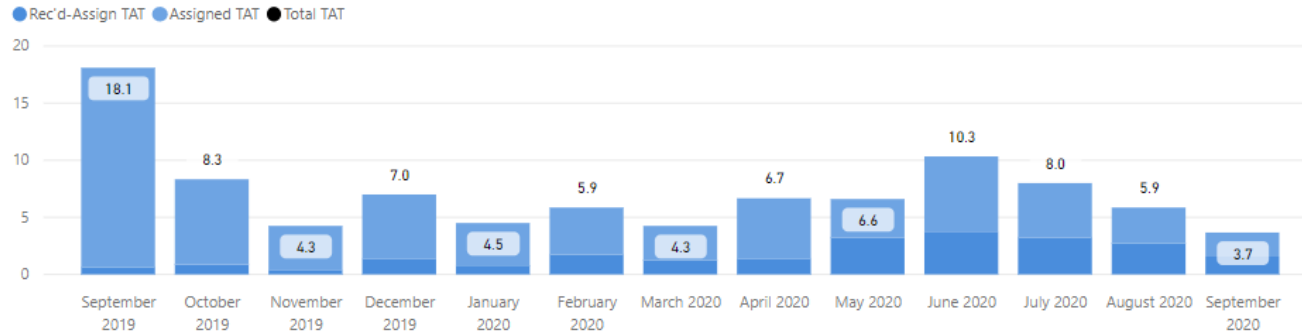


Date Range

9/1/2019

9/30/2020

Total TAT by Month



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

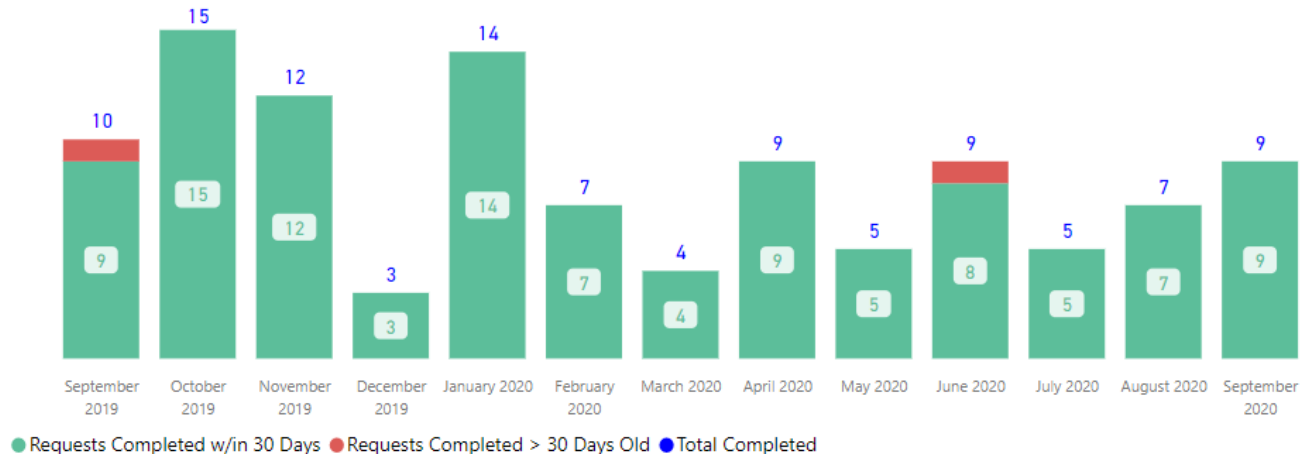
7.33

Total TAT (Rec'd-Compl.) Avg

5.82

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

109

Requests Completed

2

Requests Completed > 30 Days Old

1.83 %

% Completed > 30 Days Old

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

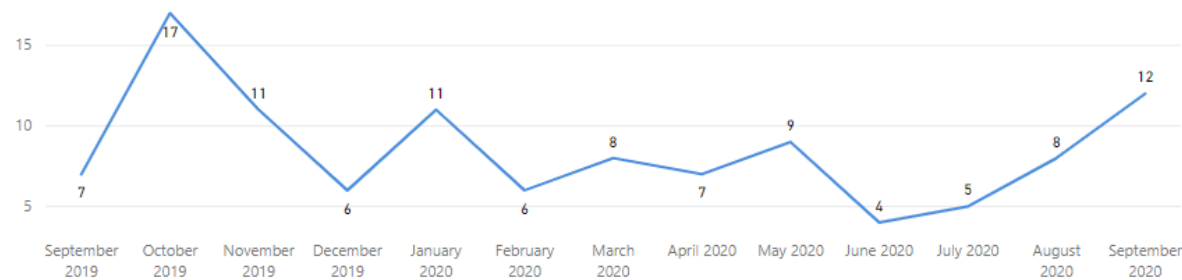
Service: AV Call Out

Priority Type: All

Received Filter

9/1/2019 9/30/2020

Received by Month



Total Received

111

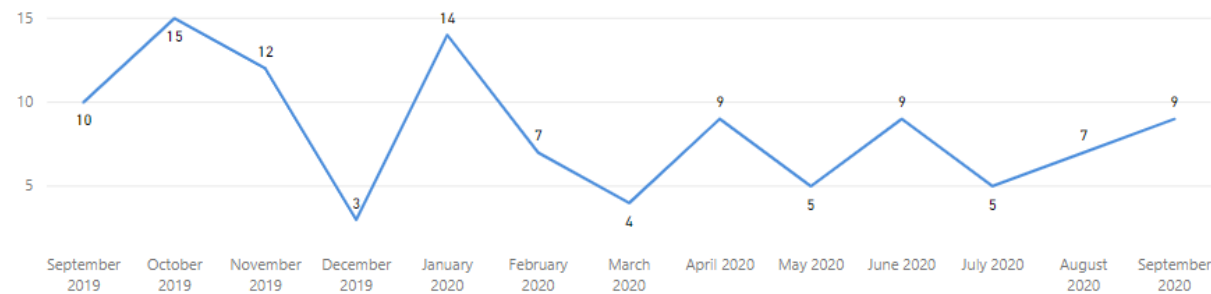
Received per Month (Avg)*

9

Completed Filter

9/1/2019 9/30/2020

Completed by Month



Total Completed

109

Completed per Month (Avg)*

8

* months with zero activity are not calculated into the average

Service: AV Examination
 Priority Type: All

of Unassigned
 2✓
 Goal: 15 (+86.67%)

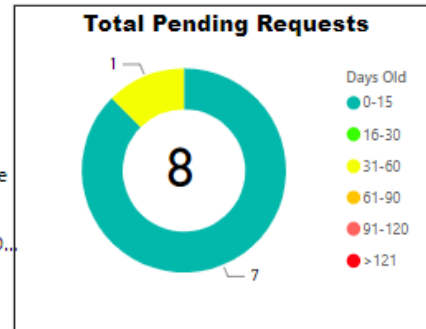
Pending Draft
 4✓
 Goal: 5 (+20%)

Pending Tech
 1✓
 Goal: 5 (+80%)

Pending Admin
 1✓
 Goal: 5 (+80%)

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

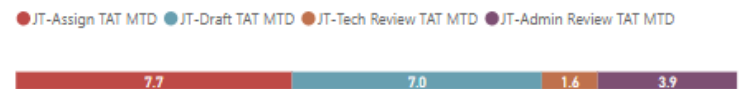
- 1 Justice Trax Past Critical Age
- 57 Avg Age of Requests > 30 D...
- 2 Age-Oldest Unassigned
- 57 Age-Oldest Pending Draft
- 7 Age-Oldest Pending Tech
- 8 Age-Oldest Pending Admin



Overall TAT (Month to Date)
 20.2✓
 Goal: 45, 46

Overall TAT (Past 90 Days)
 27.8✓
 Goal: 45, 46

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age

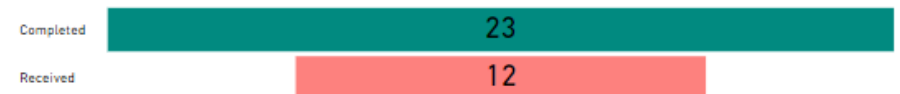
*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT
 (Blank)✓
 Goal: 30, 31

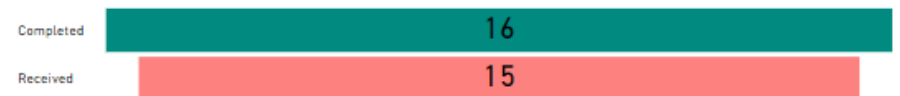
Avg Age of Open Reports*
 NaN

Quality Filter: Audio/Video

Month to Date



30 Day Avg (Over Past 90 Days)



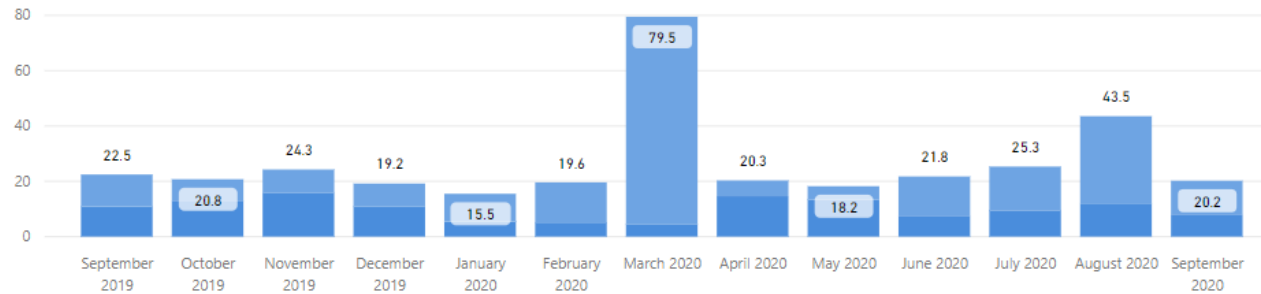
Date Range

9/1/2019

9/30/2020

Total TAT by Month

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



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

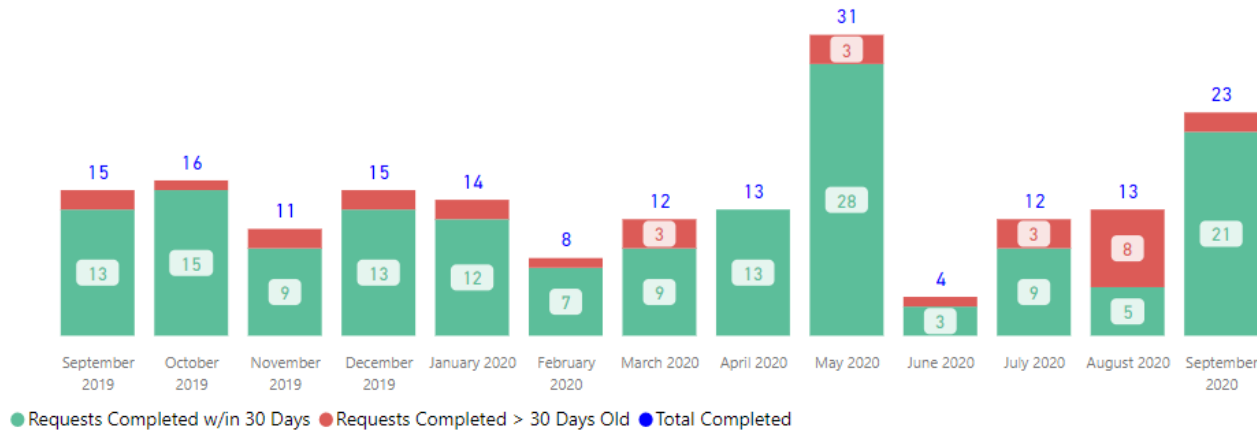
25.68

Total TAT (Rec'd-Compl.) Avg

15.28

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

187

Requests Completed

30

Requests Completed > 30 Days Old

16.04 %

% Completed > 30 Days Old

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

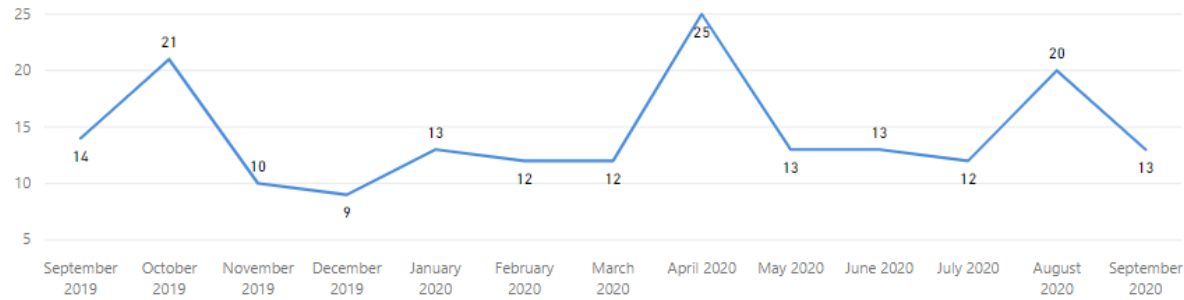
Service
AV Examination

Priority Type
All

Received Filter

9/1/2019 9/30/2020

Received by Month



Total Received

187

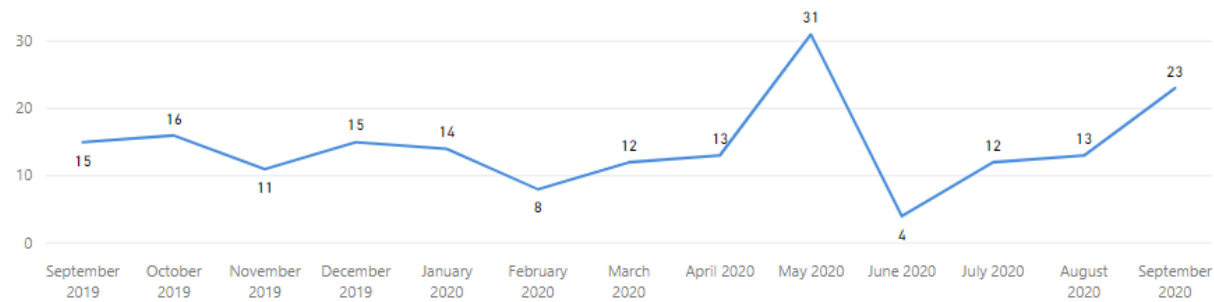
Received per Month (Avg)*

14

Completed Filter

9/1/2019 9/30/2020

Completed by Month



Total Completed

187

Completed per Month (Avg)*

14

* months with zero activity are not calculated into the average

Service

Priority Type

DFL

All

of Unassigned

159!

Goal: 50 (-218%)

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

114

Justice Trax Past Critical Age

79

Avg Age of Requests > 30 D...

238

Age-Oldest Unassigned

327

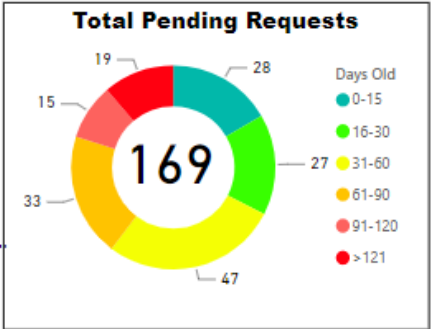
Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT (Month to Date)

83.8!

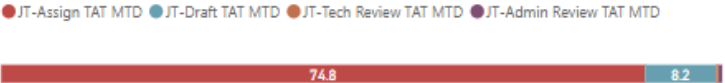
Goal: 45, 46

Overall TAT (Past 90 Days)

63.3!

Goal: 45, 46

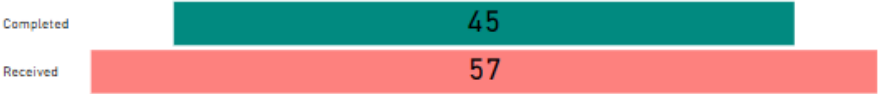
TAT by Phase of Work (MTD)



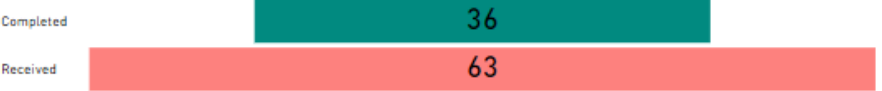
TAT by Phase of Work (Past 90 Days)



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

18✓

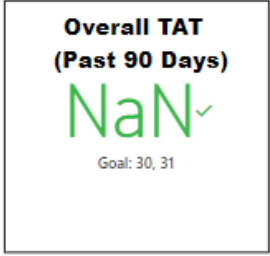
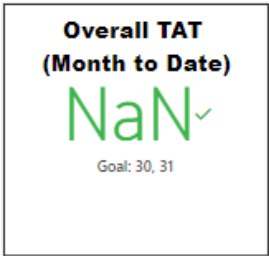
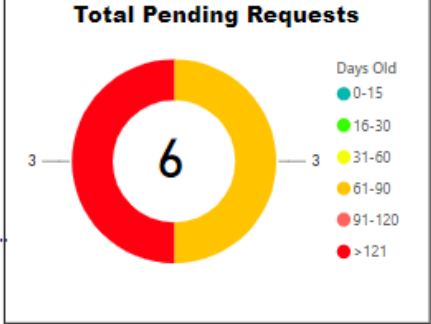
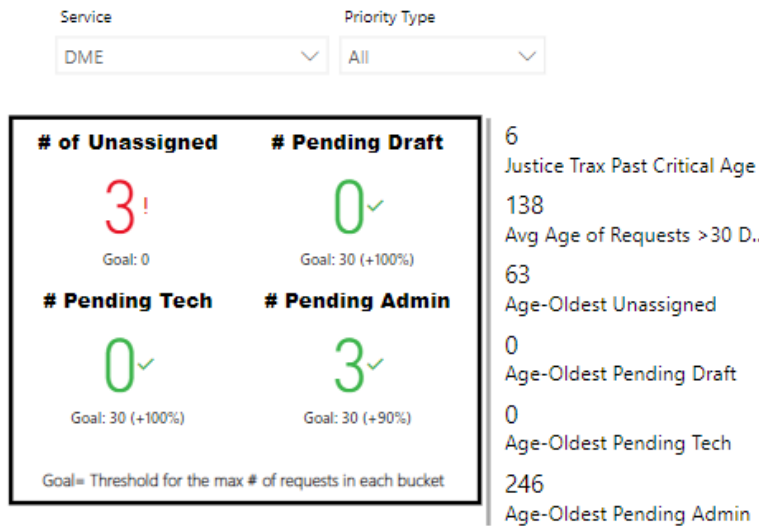
Goal: 30, 31

Avg Age of Open Reports*

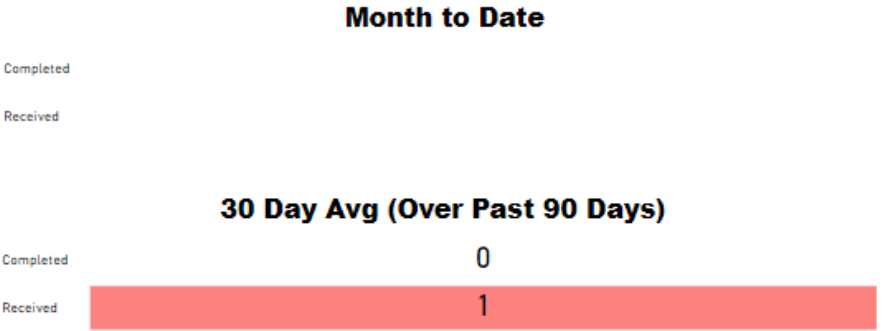
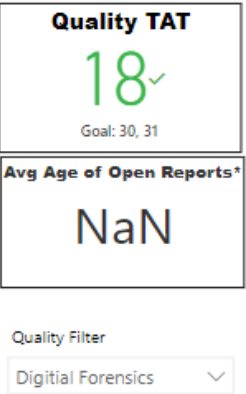
NaN

Quality Filter

Digital Forensics



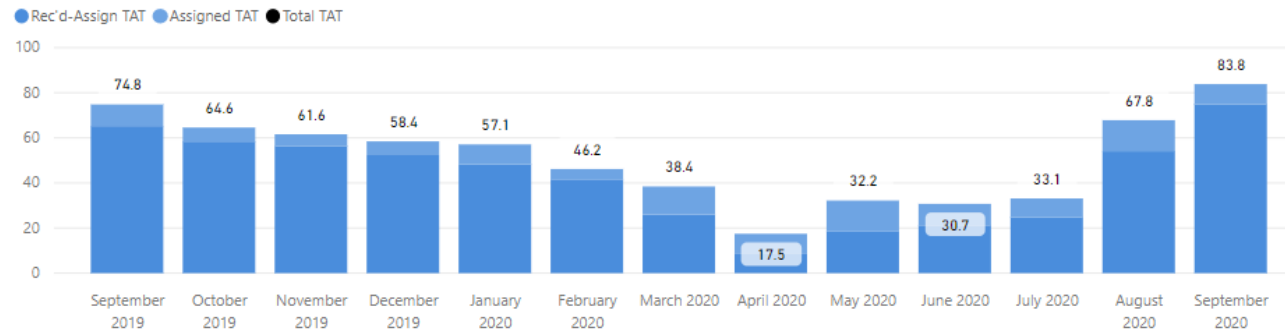
TAT by Phase of Work (Past 90 Days)



Date Range

9/1/2019 9/30/2020

Total TAT by Month



DFL and DME

Request Type

Multiple selections

Priority Type

All

Selected Time Frame Averages

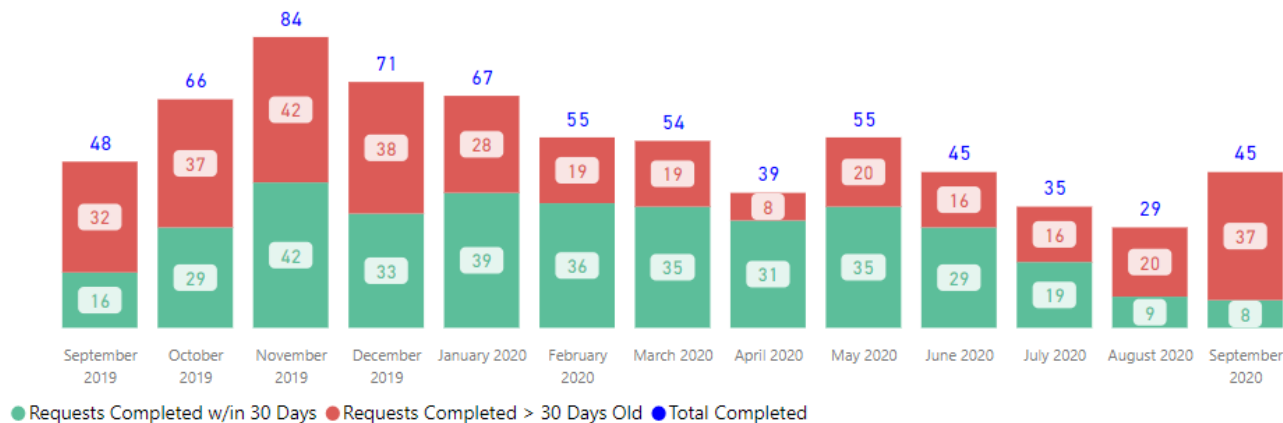
52.44

Total TAT (Rec'd-Compl.) Avg

8.51

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

693

Requests Completed

332

Requests Completed > 30 Days Old

47.91 %

% Completed > 30 Days Old

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

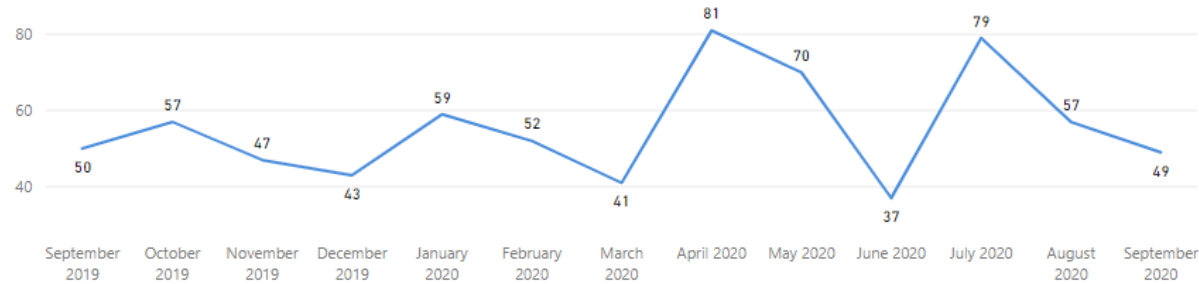
DFL and DME

Service Priority Type



Received Filter

Received by Month



Total Received

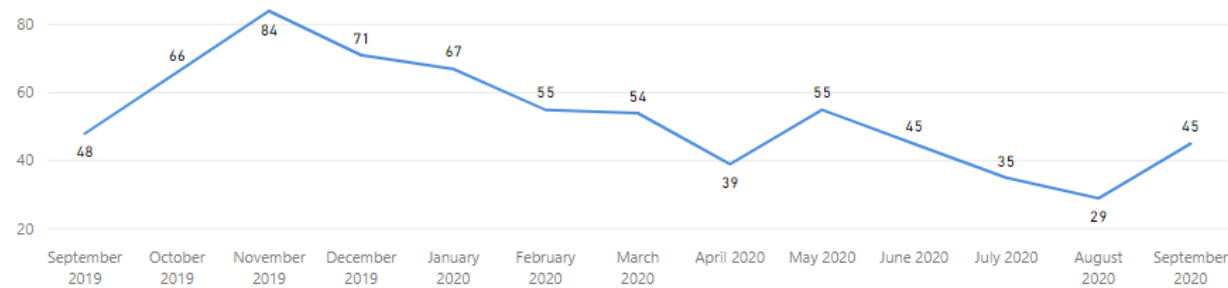
722

Received per Month (Avg)*

56

Completed Filter

Completed by Month



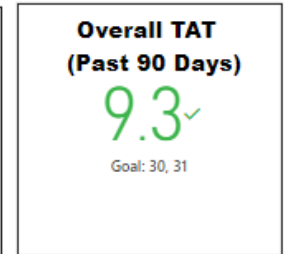
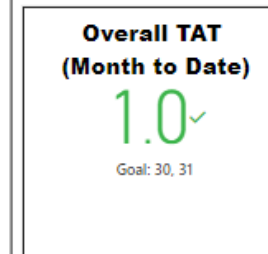
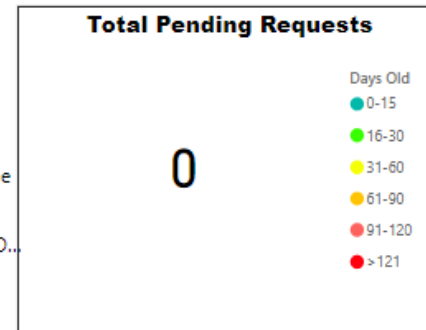
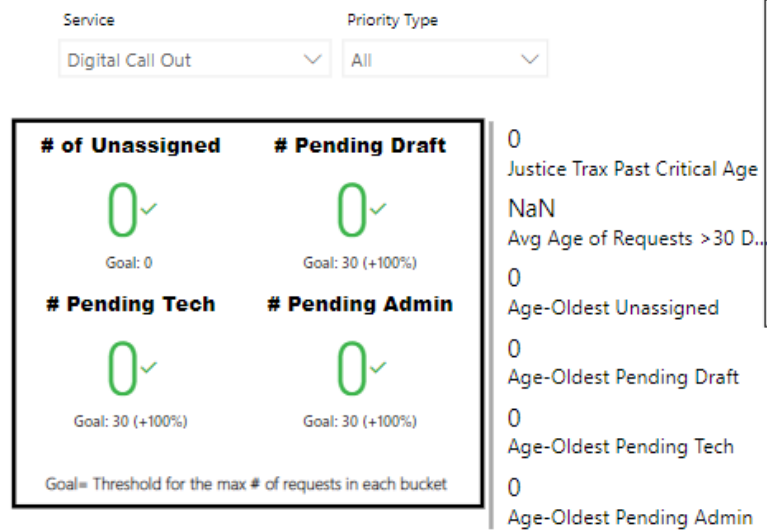
Total Completed

693

Completed per Month (Avg)*

53

* months with zero activity are not calculated into the average



TAT by Phase of Work (MTD)

● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD



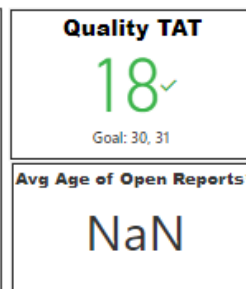
TAT by Phase of Work (Past 90 Days)



Open Quality Reports

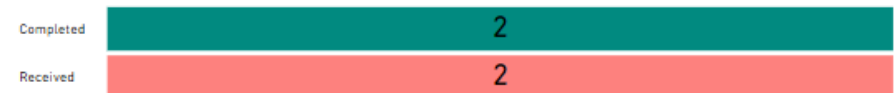
Qualtrax ID	Workflow #	Age

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

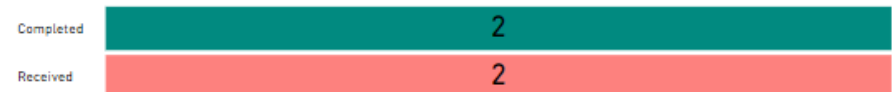


Quality Filter
Digital Forensics

Month to Date



30 Day Avg (Over Past 90 Days)



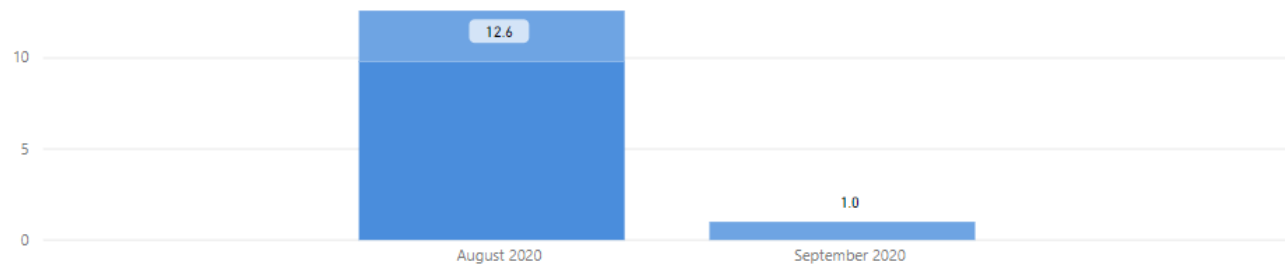
Date Range

9/1/2019

9/30/2020

Total TAT by Month

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



Request Type

Digital Call Out

Priority Type

All

Selected Time Frame Averages

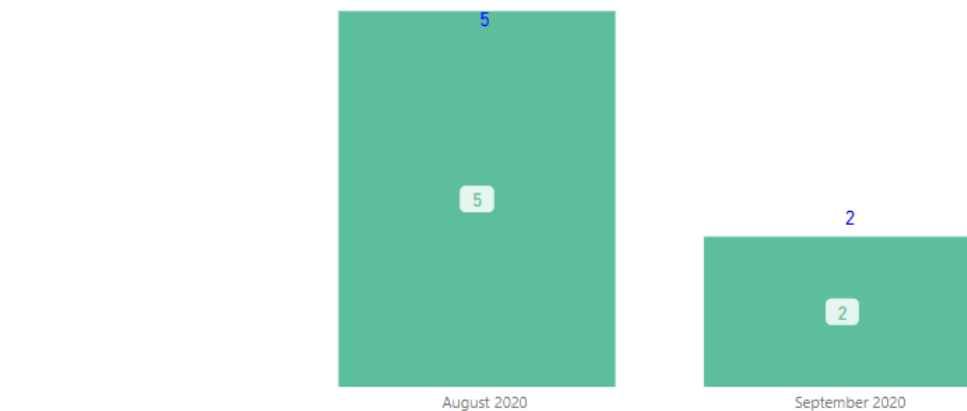
9.29

Total TAT (Rec'd-Compl.) Avg

2.29

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

7

Requests Completed

0

Requests Completed > 30 Days Old

0.00 %

% Completed > 30 Days Old

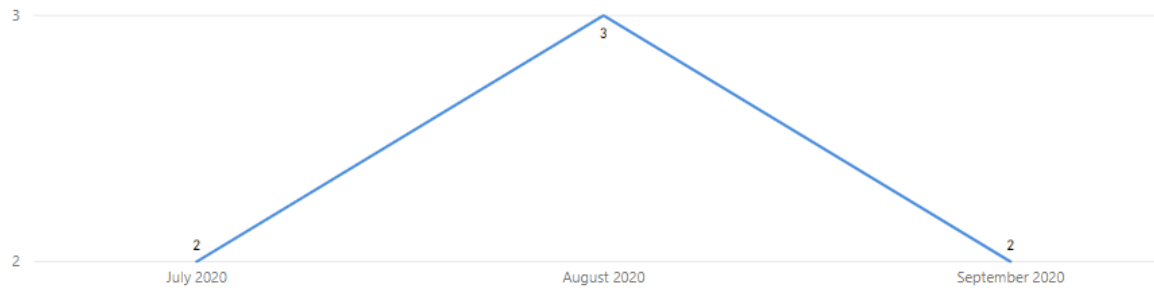
Requests more than 30 days old are considered to be backlogged requests

Service Priority Type



Received Filter

Received by Month



Total Received

7

Received per Month (Avg)*

2

Completed Filter

Completed by Month



Total Completed

7

Completed per Month (Avg)*

4

* months with zero activity are not calculated into the average

Crime Scene Unit

Service: CSU Response Priority Type: All

of Unassigned

1!

Goal: 0

Pending Draft

183!

Goal: 30 (-510%)

Pending Tech

336!

Goal: 30 (-1020%)

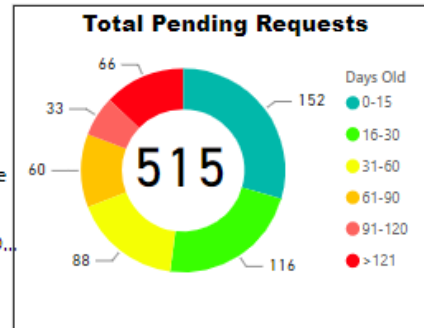
Pending Admin

0✓

Goal: 0

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

247 Justice Trax Past Critical Age
 105 Avg Age of Requests > 30 D...
 5 Age-Oldest Unassigned
 436 Age-Oldest Pending Draft
 460 Age-Oldest Pending Tech
 0 Age-Oldest Pending Admin



Overall TAT (Month to Date)

74.7!

Goal: 30, 31

Overall TAT (Past 90 Days)

58.3!

Goal: 30, 31

TAT by Phase of Work (MTD)

● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
70692		1
63388	2020-038	93
67806	2020-064	38
68860	2020-069	23
62939	2020-IA-02	97
62946	2020-IA-03	97
64616	2020-IA-09	77

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

Quality TAT

46!

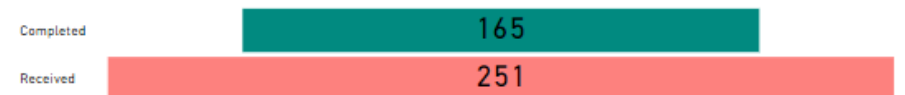
Goal: 30, 31

Avg Age of Open Reports*

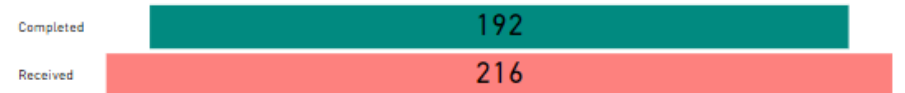
71

Quality Filter: Crime Scene

Month to Date



30 Day Avg (Over Past 90 Days)



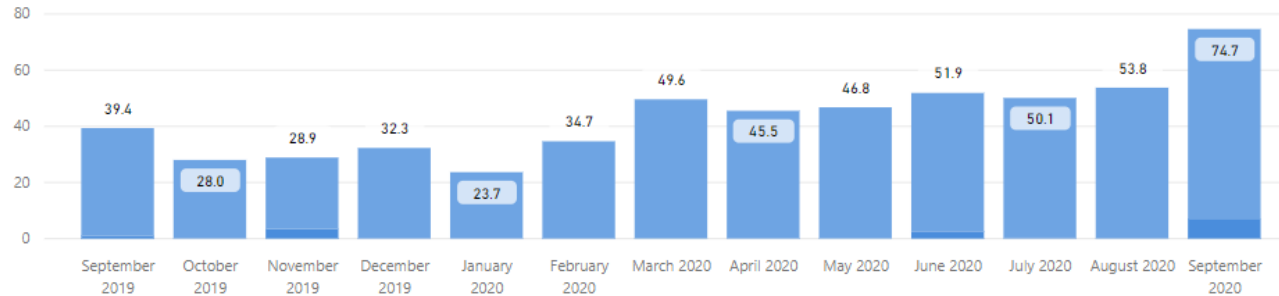
Date Range

9/1/2019

9/30/2020

Total TAT by Month

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



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

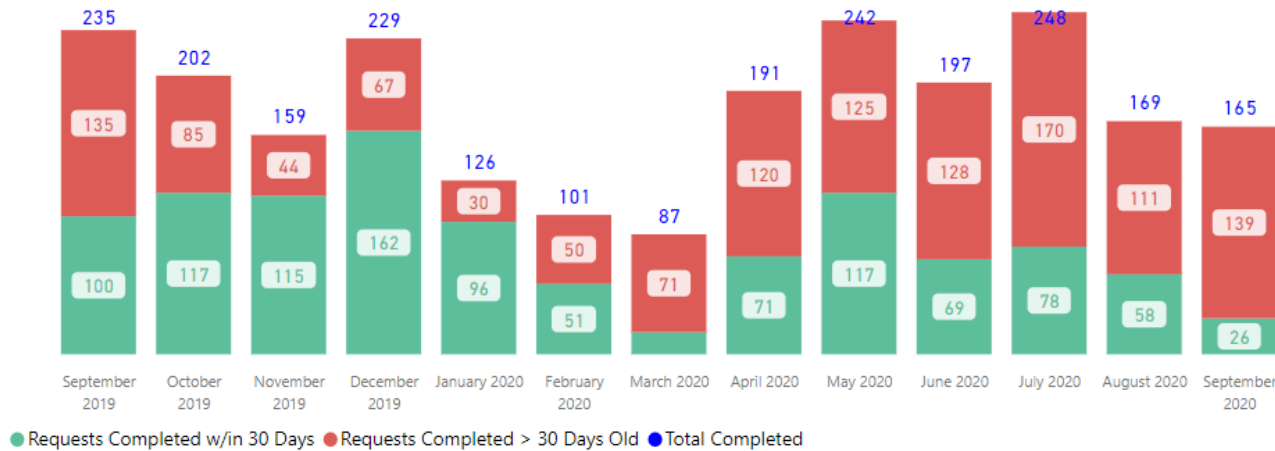
43.29

Total TAT (Rec'd-Compl.) Avg

42.17

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2351

Requests Completed

1275

Requests Completed > 30 Days Old

54.23 %

% Completed > 30 Days Old

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

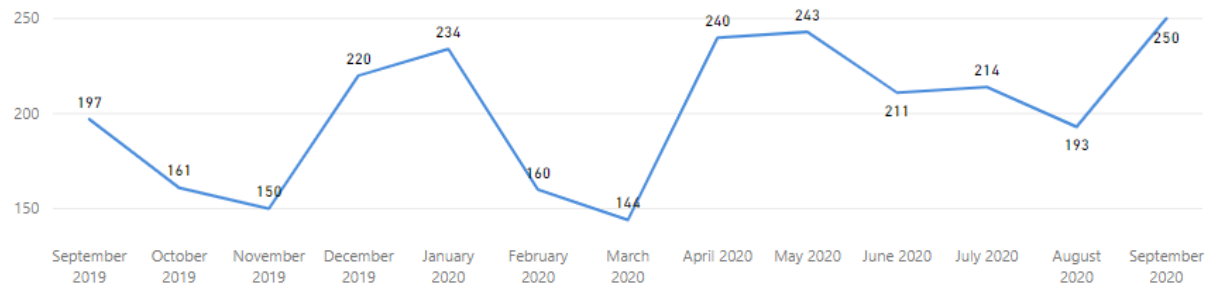
Service: CSU Response

Priority Type: All

Received Filter

9/1/2019 9/30/2020

Received by Month



Total Received

2,617

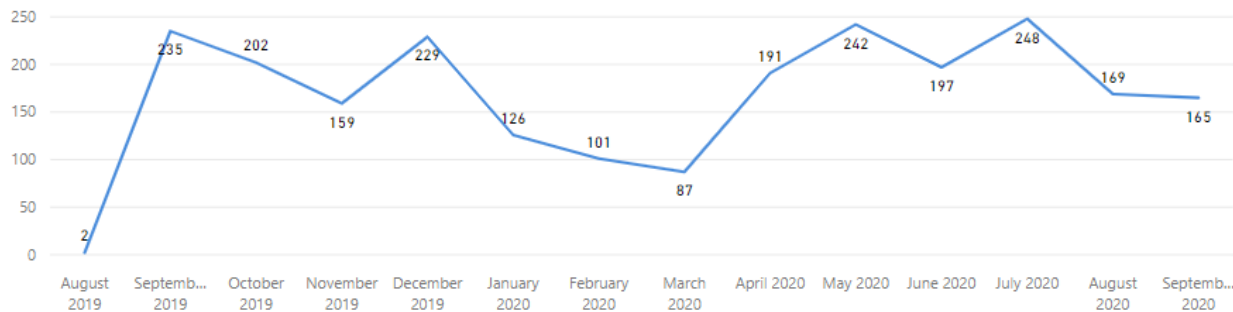
Received per Month (Avg)*

201

Completed Filter

9/1/2019 9/30/2020

Completed by Month



Total Completed

2,353

Completed per Month (Avg)*

168

* months with zero activity are not calculated into the average