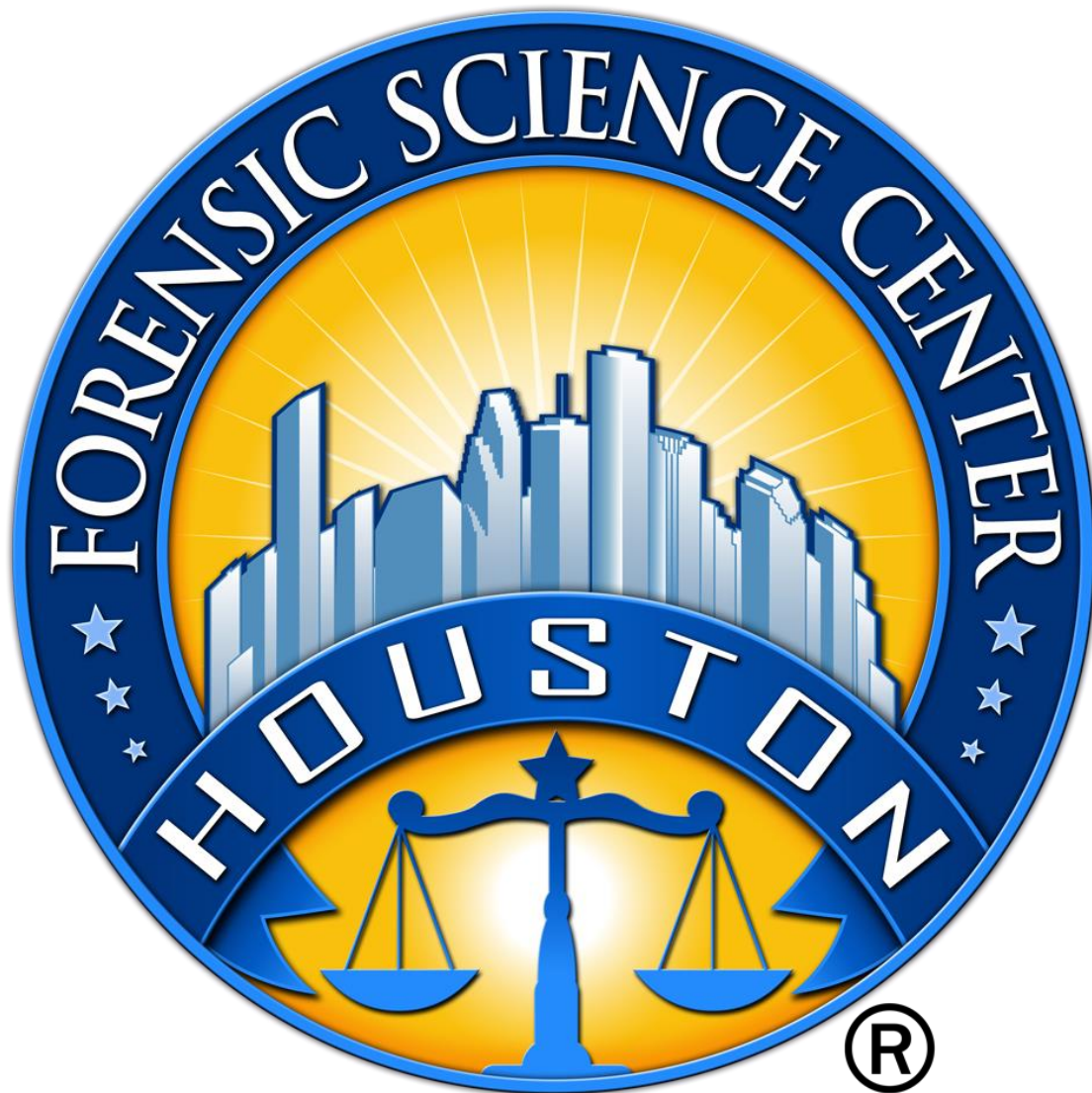


Houston Forensic Science Center, Inc.

Board of Directors Meeting

February 8, 2019



HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

February 8, 2019

Notice is hereby given that beginning at 9:00 a.m. on the date set out above, the Board of Directors (the "Board") of the Houston Forensic Science Center, Inc. (the "Corporation") will meet in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002. The items listed below may be taken out of order at the discretion of the Chair and any items listed for closed session may be discussed and/or approved in open session and vice versa as permitted by law.

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Reading of draft minutes of January 11, 2019 Board meeting. Consideration of proposed corrections, if any. Approval of minutes.
4. Public comment.
5. Report from Nicole Casarez, 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.
7. Presentation from Dr. Stout regarding a proposed 30-year sublease between the City of Houston and the Corporation for leased space located at 500 Jefferson Street, Houston, Texas, 77002, and related action.
 - a. Consider approval of a sublease between the City of Houston and the Corporation for leased space located at 500 Jefferson Street, Houston, Texas, 77002.
8. Presentation from Dr. Stout regarding proposed amendments to the First Interlocal Agreement between the City of Houston and the Corporation and related action.
 - a. Consider approval of the First Amendment to First Interlocal Agreement between the City of Houston and the Corporation.
9. Presentation by Mr. David Leach, CFO and treasurer, regarding the Corporation's proposed 2020 fiscal year budget and possible related action.

10. Presentation by Mr. Leach regarding proposed amendments to the financial purchasing policies and procedures, and possible related action.
 - a. Consider approval of amendments to the policy regarding procurement for goods and services (non-fixed assets.)
 - b. Consider approval of amendments to the policy regarding procurement for fixed assets.
11. Monthly operations report from Dr. Amy Castillo, vice president and COO, including a review of turnaround times and backlogs.

Reports and presentations by staff

12. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, on evidence collection, turnaround times and other updates.
13. Report from Mr. Charles Evans, director of business development, regarding the upcoming Houston Forensic Science Center, Inc. facility move to 500 Jefferson.
14. Report from Mr. Darrell Stein, director of information strategy, on the Laboratory Information Management System (LIMS) including its lab-wide implementation and other project updates.
15. Presentation from Mr. James Miller, manager of seized drugs, on the development and company-wide implementation of a management dashboard.
16. Report from Ms. Lori Wilson, quality director, regarding quality assurance, including review of testimony monitoring, proficiency tests and corrective actions.
17. Executive session in accordance with Section 551.071 of the Texas Government Code, consultation with attorney.
18. Reconvene into open session.
19. Adjournment.

–NOTICE REGARDING SPECIAL NEEDS –

Persons requiring accommodations for special needs may contact the HFSC at 713-929-6760 to arrange for assistance.

–NOTICE REGARDING PUBLIC COMMENT –

Members of the public may address the Board during the "Public Comment" segment of the meeting. Each speaker should limit his or her comments to three minutes. The Chairman may limit both the number of speakers and the time allotted for each speaker. A speaker who plans to submit a document for the Board's consideration should provide at least ten copies of the document, each marked with the speaker's name.

– NOTICE REGARDING CLOSED MEETINGS –

As authorized by Texas Government Code Chapter 551.001 (the "Open Meetings Act"), if during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at the date, hour and place given in this Notice or as soon after the commencement of the noticed open meeting, for any and all purposes permitted by Section 551.071-551.089, inclusive, of the Open Meetings Act.

The presiding officer shall announce that the Board will convene in a closed meeting; that is, in "a meeting to which the public does not have access," sometimes known as an "executive session." The presiding officer's announcement will identify the provision(s) of the Open Meetings Act permitted by Section 551.071-551.089 under which the closed meeting will be held. Should any final action or vote be required in the opinion of the Board with regard to any matter considered in such closed or executive session, then such final action or vote shall be taken only in a meeting open to the public, including reconvening the open meeting covered by this Notice.

**Certification of 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 on Tuesday, the 5th day of February, 2019 in a place convenient to the public in the Council Annex Chambers, 900 Bagby Street. (Public Level), Houston, Texas 77002, and on the HFSC website as required by Section 551.002 et seq., Texas Government Code.

Given under my hand this the 5th day of February 2019.

Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

January 11, 2019

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 January 11, 2019 meeting of the Board of Directors (the "Board") of the Corporation.

- A. In a manner permitted by the Corporation's Bylaws, the meeting was called by providing all directors with notice of the date, time, place and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code, made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on January 8, 2019, in the same manner and location as required by law of the City of Houston, Texas (the "City").
- C. The meeting was called to order by Nicole B. Cáarez, Board chairwoman, at approximately 9:00 a.m. on Friday January 11, 2019 in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Jordan Benton called the roll. The following directors were present: Nicole B. Cáarez, Sandra Guerra Thompson, Anthony Graves, Philip Hilder, Dr. Stacey Mitchell, Mary Lentschke and Ms. Tracy Calabrese

Dr. McPherson arrived at approximately 9:06 a.m. after the roll was called.

The following directors were absent: Francisco Medina and Janet Blancett

Chairwoman Cáarez declared a quorum was present.

- E. Chairwoman Cáarez asked if any changes were needed for the December 14, 2018 Board meeting minutes. Ms. Calabrese requested an amendment to "Item D," the attendance portion of the minutes. Vice Chair Thompson made a motion to approve the minutes. Dr. Mitchell seconded the motion. The motion passed unanimously.
- F. Chairwoman Cáarez asked if members of the public wished to address the Board. No one addressed the Board.
- G. Chairwoman Cáarez presented a chair's report. She thanked staff for organizing the HFSC holiday party and Board members for their donations that made it possible. The Chairwoman said HFSC will reestablish a multi-disciplinary task force that had previously researched handling of sexual assault kits and the reasons for Houston's large backlog. The group will review best practices and provide guidance for the handling of sexual assault kits (SAK) as the

state prepares to launch a tracking system. The task force will include Directors Lentschke and Mitchell, in addition to other stakeholders. The Chairwoman said Dr. Peter Stout, president and CEO, will attend a conference in March at Duke Law School being sponsored by the Center for Statistics and Applications in Forensic Evidence (CSAFE) and the National Innocence Project. Dr. Stout will speak about the lab's blind testing program, future lab-wide implementation of CSAFE standards and the future of training and education in scientific evidence.

- H. Dr. Peter Stout presented the president's report. He reviewed the lab's overall turnaround time (TAT) and requests received for December 2018. Dr. Stout said requests received are still on the rise, and noted the toxicology section requests have increased 44 percent between 2014 and 2018, with a nearly 30 percent increase in the past two years alone. Dr. Stout gave a staffing update and shared new staff advanced degrees and certifications. He reviewed recent outreach activities, including that HFSC hosted a group of Rice University students. HFSC's community outreach group participated in nearly 50 events in 2018 that reached more than 1,000 citizens, he said.
- I. Dr. Stout requested Board approval to change HFSC's registered agent to himself. He also requested approval to change HFSC's corporate address, principal office and registered address to 500 Jefferson effective March 4, 2019. Dr. McPherson made a motion to approve. Mr. Hilder seconded the motion. The motion passed unanimously.
- J. Mr. Leach requested Board approval to reallocate FY19 budget funds to better reflect current spending. Dr. McPherson made a motion to approve the reallocations. Vice Chair Thompson seconded the motion. The motion passed unanimously.
- K. In a treasurer's report, Mr. Leach said he will present the Board with the proposed FY20 budget in February and request its approval. He said HFSC's FY19 spending has continued as expected.
- L. Dr. Amy Castillo, vice president and COO, presented the operations report. She said the forensic DNA section is on schedule to eliminate the backlog by July, and that of 600 cases sent to a private laboratory for testing, 200 have returned. Dr. Castillo shared how the federal shutdown is impacting grant money HFSC needs to continue certain projects, including moving to 500 Jefferson the Combined DNA Index System (CODIS) and the National Integrated Ballistics Information Network (NIBIN.) The FBI must be involved with the setup of CODIS, and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) oversees NIBIN. She said three internal promotions in the latent print section will mean that while the section will maintain a 30-day turnaround time for prints associated with violent crimes, the historic print backlog will remain until the examiner spots are filled. The transition to the new Laboratory Information Management System (LIMS) will impact casework in the latent print section. Dr. Castillo shared the 2019 company goals that include a communication strategy, as well as goals for quality, productivity and value, staff skills and a great place to work. She said the goals include a lab-wide turnaround time goal 2019 of 45 days to accommodate strains that will result from the move to 500 Jefferson and the transition to LIMS.
- M. Dr. Castillo requested board approval for a proposed contract between the Corporation and Bode Cellmark Forensics. The contract will allow HFSC to use federal grant dollars to pay to send DNA cases to a private lab as part of a project to eliminate a forensic DNA backlog. Vice

Chair Thompson made a motion to approve. Dr. Mitchell seconded the motion. The motion passed unanimously.

- N. Dr. Stout gave an update on the crime scene (CSU) and digital and multimedia units. Dr. Stout said the cross-training of two audio/video analysts to replace Houston Police Department (HPD) digital analysts who have been transferred back to HPD will be complete by the end of January. The digital and multimedia unit will be among the first to move to 500 Jefferson, so its current focus is on that transition. Dr. Stout said crime scene investigators completed training on an alternate light source, the electrostatic dust lifter and comparative quality photography techniques. CSU responded in 2018 to 640 crime scenes and processed 441 vehicles.
- O. Mr. Darrell Stein, director of information strategy, updated the Board on the transition to the new LIMS. Mr. Stein said HFSC will launch the new request portal, "Where's My Result," on January 18. All disciplines, with the exception of forensic biology/DNA, will go live in the new LIMS by January 22. Staff members are testing the systems to ensure functionality prior to launch.
- P. Mr. Charles Evans, director of business development, updated the Board on the upcoming lab-wide move to 500 Jefferson. Mr. Evans said HFSC has reviewed a sublease between the Corporation and the City of Houston. The City's Legal Department is currently reviewing the document. HFSC will ask the Board to approve the sublease in February or March. HFSC and the City are also reviewing changes to the interlocal agreement (ILA) which will align the contract with the 30-year 500 Jefferson lease. Mr. Evans said City Council will be asked to approve the ILA in March or April. He said the CODIS team's move may be delayed by the federal government's shutdown because the FBI is unable to come to Houston as required to inspect the new building and security Mr. Evans reviewed the move timeline and logistics.
- Q. Ms. Lori Wilson, quality division director, reviewed year-to-date and monthly blind quality controls (BQC,) accomplishments and challenges for December BQCs, audits, disclosures, corrective actions, proficiency tests and testimony data for 2018. Ms. Wilson said incorporating blinds into NIBIN has been challenging. The quality division is also encountering challenges incorporating BQCs in the digital section because a non-case working supervisor who had assisted with the "blinding" process has transferred back to HPD.
- R. Vice Chair Thompson made a motion to adjourn the meeting. Dr. McPherson seconded the motion. The meeting ADJOURNED at approximately 11 a.m.

By: _____

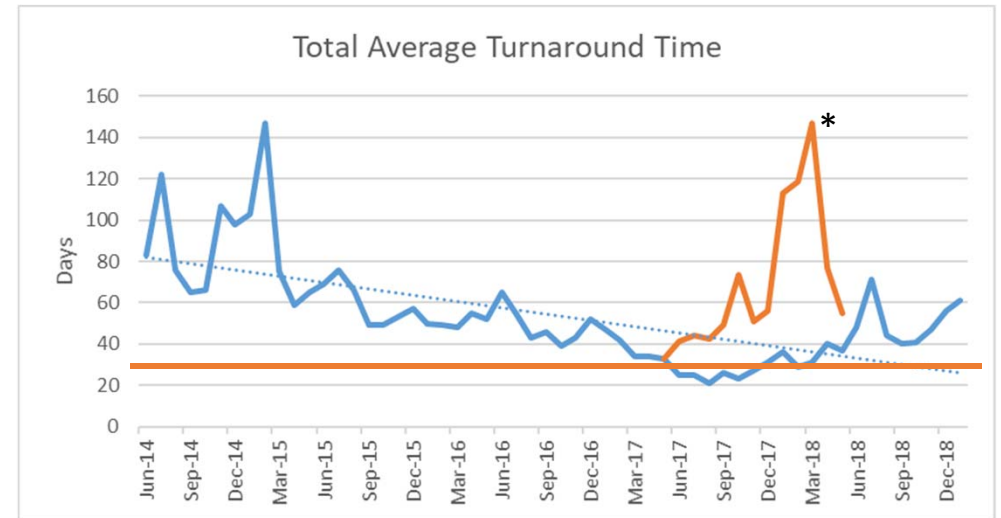
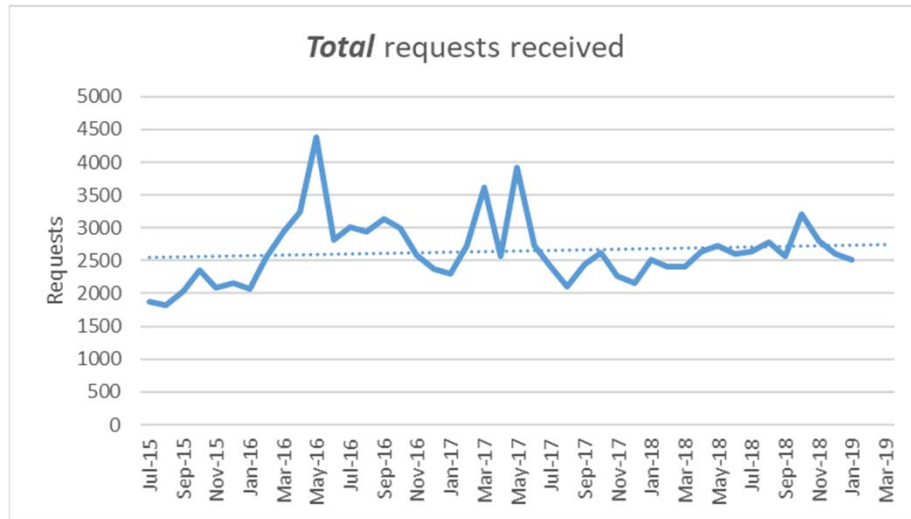
Jordan Benton Secretary

President's Report

February 8, 2019

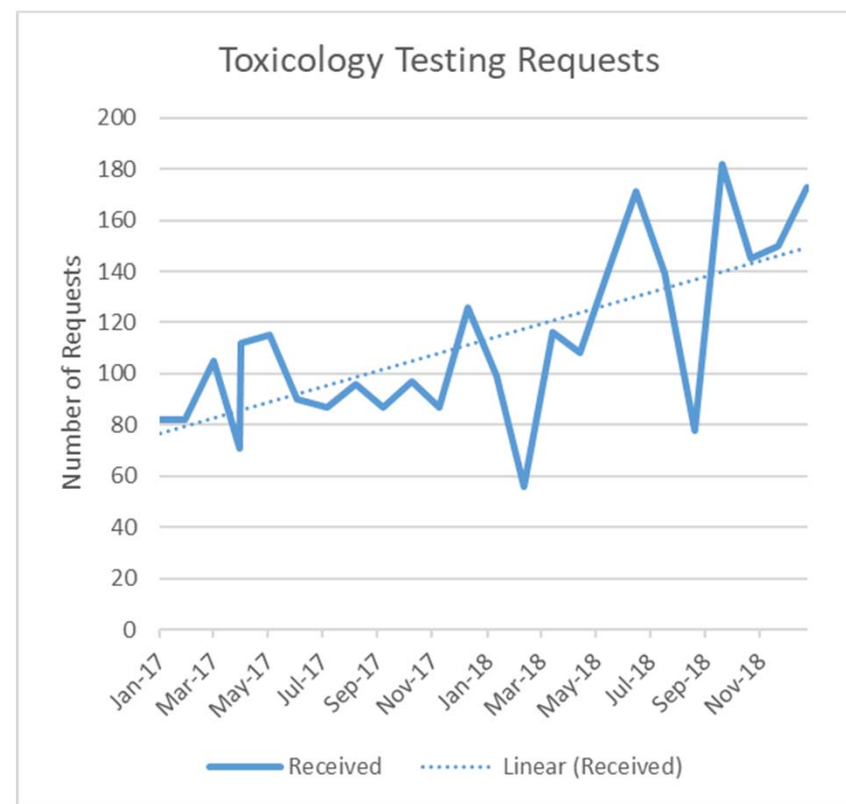
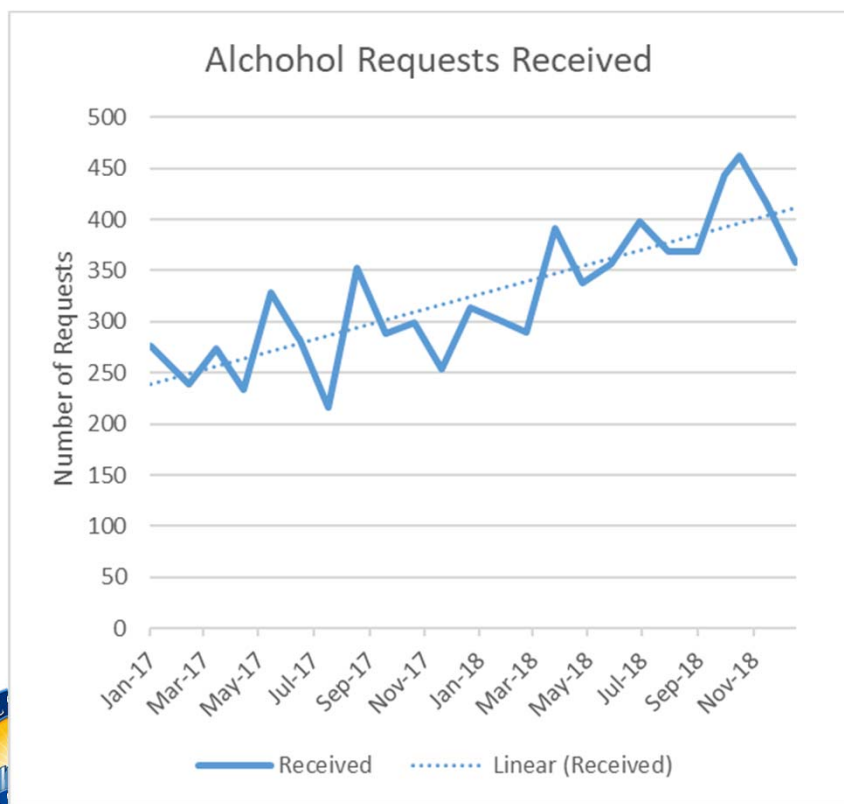


Requests received

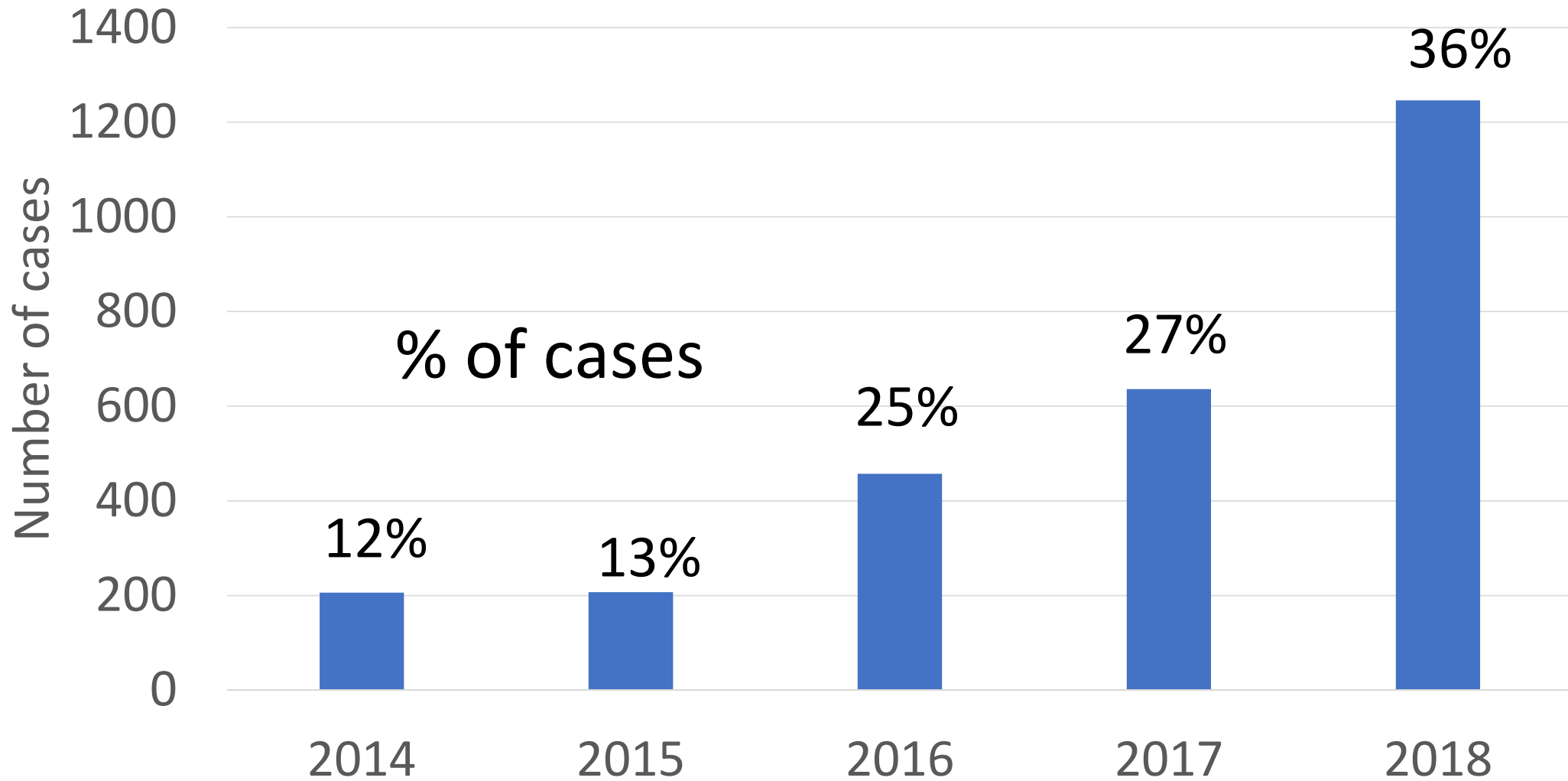


* From May 2017 to May 2018 total TAT shown with latent prints (orange) and without (blue) latent print. Everything in blue beginning in June 2018 includes latent print TAT.

Blood Alcohol and Toxicology Case Loads



Toxicology cases needing drug screening



Blood Alcohol, Toxicology Backlog

- Past 90 days: average blood alcohol TAT 24 days
- Past 90 days: average toxicology TAT 74 days
- No blood alcohol backlog
- Toxicology:
 - 346 cases over 30 days old
 - Of those, 112 over 90 days old



Toxicology Staffing

Toxicology receives 18 percent fewer requests than seized drugs but has 46 percent fewer analysts

	Toxicology	Seized Drugs	% Difference
Analysts	7	13	46%
Total Staff	10	17	41%
2018: Avg Monthly Requests	499	609	18%

Toxicology training needs:

- Of 7 toxicology analysts, only 2 authorized to conduct full drug confirmations. One additional analyst authorized for drug screening
- Target to keep up with incoming casework: 7 analysts authorized to conduct both alcohol and drug analysis



Toxicology Instrumentation

- Current: 3 aging GC-MS instruments, 1 new GC-MS
- Last 3 months: instruments have been down about 62 days.
 - Week of January 14: all four instruments down with various issues
 - One instrument still down as of February 4
 - Instrument outages impact training. Analyst scheduled to start GC-MS drug screen training delayed because instrument is down



Toxicology Needs

- Cross-training of analysts
- 2 LC-QQQ instruments: newer technology, broader testing, more efficient workflow
- Additional staff to accommodate increasing workload
- Until training is complete and new instruments purchased, toxicology backlog will grow
- Outsourcing will allow for training and control backlog until at least one LC-QQQ is online



Staffing – February 8, 2019

- | | |
|--|--|
| <ul style="list-style-type: none">• 197 staff members<ul style="list-style-type: none">• 9 COH civilians• 0 COH classified• 188 HFSC employees• 12 open positions, 5 offers accepted<ul style="list-style-type: none">• 2 client services/case management specialists• 1 latent print examiner trainee*• 2 lead analysts - multimedia• 1 technical supervisor – toxicology | <ul style="list-style-type: none">• 6 active vacancies – external recruitment<ul style="list-style-type: none">• 1 crime scene investigator• 1 forensic biology/DNA analyst• 1 forensic multimedia analyst• 2 latent print examiners*• 1 quality specialist*****• 1 vacancy – internal recruitment<ul style="list-style-type: none">• 1 later print processor* |
|--|--|

*current latent print processor to move to examiner trainee position when processor position filled



Outreach

- Several meetings with legislative staff regarding proposed bill this session
- Dr. Preshious Rearden presented to a Texas A&M student forensic group
- Tour of HFSC for high school students from College Station
- Opioid presentation to drug coalition in Pasadena
- North Harris County drug coalition tours HFSC – opioids
- Tour of HFSC with Precinct 1 constable's office
- Dr. Amy Castillo participated in a postdoctoral career symposium at the medical center
- Center for Statistics and Applications in Forensic Evidence (CSAFE) congressional briefing and board meeting



HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

February 8, 2019 at 9:00 a.m.

Agenda Action Item No.:	7.a. Consider approval of a sublease between the City of Houston and the Corporation for leased space located at 500 Jefferson Street, Houston, Texas 77002.
Subject:	Approval of a thirty (30) year sublease between the City of Houston (City) and HFSC to replace the existing Occupancy Agreement between the parties.
Background:	After the creation of HFSC in 2012, on March 4, 2014 the City of Houston (City) and HFSC executed an ILA to officially transfer control and responsibility of City forensic operations to HFSC. The ILA governs the relationship between the City and HFSC, which includes terms regarding HFSC's lease of space at 1200 Travis Street and the parties shared use of the premises located at 1305 Dart Street. On October 3, 2018, City Council approved a lease agreement with Jefferson Smith LLC (Landlord), for the premises located at 500 Jefferson Street. The agreement allows HFSC to occupy the leased space and conduct forensic operations therein. On October 12, 2018 HFSC's Board of Directors approved the occupancy agreement between the City and HFSC for the leased space and on November 6, 2018 the City executed the agreement. The short-term occupancy agreement provides HFSC with immediate access to the leased premises and is set to initially expire on June 30, 2019.
Executive Summary:	HFSC and the City must execute a sublease to reflect HFSC's long-term occupancy of the premises located at 500 Jefferson Street. The existing lease between the City and Landlord does not prohibit the City from entering into a sublease with HFSC. The Landlord is aware of HFSC's occupancy and currently working with HFSC to finalize specifications for the premises. In 2018, HFSC's Board of Directors authorized Dr. Stout and his designees, to negotiate this agreement with the City. In January 2019, the parties reached an agreement regarding the sublease. The proposed agreement is for a term of thirty (30) years after the occupancy date. Additionally, the proposed sublease requires HFSC to conduct its operations in a manner that is consistent with the terms of the City's lease with the Landlord. Per the agreement, HFSC must also pay monthly rent directly to the Landlord.
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	Staff recommends approval of the agreement and recommends authorizing the President and CEO to sign the proposed sublease on behalf of HFSC.
By:	Dr. Peter Stout, President and CEO Legal review and approved by General Counsel

SUBLEASE AGREEMENT

This SUBLEASE AGREEMENT ("Sublease") is made and entered into by and between the **CITY OF HOUSTON, TEXAS**, a municipal corporation situated in Harris, Fort Bend, and Montgomery Counties, Texas ("City"), whose address for purposes hereof is P. O. Box 1562, Houston, Texas 77251, Attention: Director, General Services Department and **HOUSTON FORENSIC SCIENCE CENTER, INC.**, a non-profit local governmental corporation ("Sublessee"), whose address for purposes hereof is 500 Jefferson, Houston, Texas 77002, Attention: Dr. Peter Stout.

WITNESSETH:

WHEREAS, JEFFERSON SMITH, LLC., a Texas limited liability company ("Landlord") and City entered into a certain Lease Agreement, under City's Contract No. C77773, (the "Lease", a copy of which is attached hereto and incorporated herein for all purposes as Exhibit "A") and effective as of October 11, 2018 covering premises in the building commonly known as 500 Jefferson with a street address of 500 Jefferson Street, Houston, Harris County, Texas (the "Subleased Premises").

WHEREAS, Sublessee desires to sublease the Subleased Premises from City, and City is willing to sublease the Subleased Premises to Sublessee, subject to the terms and conditions hereof.

NOW, THEREFORE, in recognition of the foregoing and in consideration of the mutual covenants and undertakings hereunder, the receipt and sufficiency of which are hereby acknowledged, City and Sublessee hereby agree as follows:

AGREEMENT

1. Definitions. All capitalized terms used in this Sublease and not defined herein shall have the meaning set forth in the Lease.
 - (a) "Effective Date" means the date of countersignature by the City Controller hereof.
 - (b) "Sublease Term" means the period commencing on the Sublease Effective Date and (unless sooner terminated or extended pursuant to the terms of this Sublease) continuing through the Expiration Date under Article 1 or the Holding Over provision under Article 18 of the Lease, and any other applicable provisions of this Sublease. All terms of the Lease and this Sublease are binding on the Sublessee .
 - (c) "Subleased Premises" means (i) floors thirteen (13), fourteen (14), fifteen (15), eighteen (18) and 3,000 square feet of B-1 (the basement) area of the Project, each floor being approximately 20,020 square feet for a total of approximately 83,080 square feet of rentable square feet of space out of the Project; and (ii) the parking facilities adjacent to and

in front of the building, as shown on the floor plans attached to the Lease, together with all alterations, repairs, additions and improvements made pursuant to this Sublease and the Lease.

2. Grant. City hereby demises and subleases to Sublessee, and Sublessee hereby rents, accepts and takes from City, the Subleased Premises upon the terms, provisions, covenants, agreements and conditions set forth in this Sublease
3. Rent. For purposes of this Sublease, the word "Rent" shall mean the Base Rent, City's Percentage Share of Operating Costs, Applicable Additional Rent, and all other charges payable to Landlord by City pursuant to the Lease. Commencing on the Effective Date and continuing for the remainder of the Sublease Term, Sublessee shall pay the Rent in the amounts set forth in the Lease, under Exhibit C, directly to the Landlord in accordance with Section 3.1 of the Lease.
 - (a) Operating Expenses and Additional Rent. "Operating Expenses" shall have the same definition as under Section 3.2 of the Lease and is hereby incorporated into this Sublease. Sublessee shall pay its pro rata share of Operating Expenses, applicable Additional Rent and all other charges hereunder in accordance with Section 3.2 of the Lease.
 - (b) Payment. Sublessee shall commence to pay Base Rent, Applicable Additional Rent and all other charges hereunder on the Effective Date, and shall continue to pay in accordance with Article 3 of the Lease.
 - (c) Security Deposit. No Security Deposit shall be required from Sublessee.
4. Condition of Subleased Premises; No Reliance; No Representations or Warranties. The parties hereto acknowledge and agree that the taking of possession by Sublessee on the Effective Date shall be conclusive evidence that the Subleased Premises are in good order and repair and are in satisfactory condition as of the Effective Date. Except as provided in this Sublease, SUBLESSEE ACCEPTS THE SUBLEASED PREMISES IN ITS "AS-IS WHERE IS" PHYSICAL CONDITION AND, AS A MATERIAL INDUCEMENT TO CITY AGREEING TO ENTER INTO THIS SUBLEASE, SUBLESSEE ACKNOWLEDGES AND AGREES THAT IT HAS INSPECTED THE SUBLEASED PREMISES AND ACCEPTS THE SUBLEASED PREMISES IN ITS "AS-IS, WHERE IS" PHYSICAL CONDITION. CITY EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTIES OF SUITABILITY, HABITABILITY OR MERCHANTABILITY OF THE SUBLEASED PREMISES.
5. Maintenance, Repairs, and Alterations.
 - (a) Maintenance. Except as otherwise expressly set forth in this Sublease, Sublessee shall give immediate written notice to Landlord

in the event the Subleased Premises is in need of repair, in accordance with Section 4.6 of the Lease.

- (b) Repairs. Except as otherwise expressly set forth in this Sublease, Sublessee shall, at Sublessee's sole cost and expense, keep the Subleased Premises in the same condition and repair as is required of City by the terms of Section 4.9 of the Lease.
 - (c) Alterations. Subject to Sublessee's compliance with Article 7 of the Lease, and except as otherwise set forth in subsection (b), Sublessee shall not make any alterations, improvements, or additions (collectively "Alterations") to the Subleased Premises, or place safes, vaults, filing cabinets, libraries or other similarly heavy furniture or equipment, including, but not limited to, structural work within the Subleased Premises, which would exceed applicable load limits, without the prior written consent of Landlord and City, which consent shall not be unreasonably withheld, conditioned or delayed by City. Neither City's nor Landlord's consent shall be required for any Alterations for which Landlord's consent is not required pursuant to Article 7 of the Lease (assuming that Sublessee has notified Landlord as required by such Article 7).
- 6. Furniture, Fixtures and Equipment. Upon the Effective Date, Sublessee shall have the right to access and use all furniture, fixtures and equipment owned by City (the "FF&E"), located within the Subleased Premises. Upon the termination of this Sublease, all FF&E shall remain in the Subleased Premises in the same good and working condition as provided to Sublessee on the Effective Date, ordinary wear and tear excepted.
 - 7. Utilities and Other Services; Performance by City. Subject to and in accordance with the terms and conditions set forth in this Sublease and in the Lease, and subject to Landlord's prior approval, Sublessee shall be entitled to use the Common Areas, as defined in the Lease, and provided to the Subleased Premises under Section 5.1 of the Lease (the "Services") at no charge to Sublessee. Except as otherwise expressly set forth in this Sublease, Sublessee shall provide and maintain services and obligations under Sections 5.2 and 5.4 of the Lease.
 - 8. Rights under Lease. Sublessee acknowledges and agrees that Sublessee shall not exercise any of the rights that the City is entitled under the Lease directly against Landlord, with respect to the Subleased Premises, without City's prior written consent.
 - 9. Sublease Subject and Subordinate to Lease. This Sublease (and any and all of Sublessee's rights and City's obligations hereunder) is subject to, and conditioned upon, all of the terms and provisions of, and is subordinate to, the Lease. Sublessee agrees: (a) to accept performance by Landlord of any of the terms, provisions and agreements contained in this Sublease which are obligations of City

under this Sublease, and (b) to the extent City elects (in its sole and absolute discretion) to perform any of the duties or obligations of the Landlord under the Lease, to accept such performance by City.

10. Sublessee Assumes Obligations of City under Lease. Sublessee acknowledges that it has received a copy of the Lease, attached as Exhibit A to this Sublease. To the extent that such terms and provisions of this Sublease and those of the Lease are in conflict, Sublessee shall (as between the terms and provisions of this Sublease and the terms and provisions of the Lease) comply with the terms and provisions of the Lease.
11. Permitted Use. Sublessee may use the Sublease Premises for such uses as may be permitted by Section 12.2, Section 22.2, Section 22.3, and as defined by Section 1.1(i) of the Lease.
12. Insurance and Compliance with Laws. Beginning on the Effective Date and continuing thereafter during the Sublease Term, Sublessee shall furnish to Landlord certificates of insurance issued by the respective carriers or insurance agents evidencing such coverage or replacements and renewals thereof as required under the Lease. Sublessee shall comply with all laws in connection with the use and occupancy of the Subleased Premises, and shall not make or cause any use and occupancy of the Subleased Premises which would increase the cost of insurance or require additional insurance coverage or result in the cancellation or the assertion of any defense by the insurer to any claim under any policy of insurance maintained by or for the benefit of City or Landlord.
13. Sublease and Assignment. Subject to and except as otherwise permitted in this Section and the Lease, Sublessee shall not, directly, indirectly or by operation of law, and whether by one or more transaction, assign, sub-sublease, mortgage, pledge, hypothecate, convey or otherwise transfer any direct or indirect interest in this Sublease or the Subleased Premises, or permit the use and occupancy of the Subleased Premises, or any part thereof, for any purpose not provided for hereunder or by anyone other than Sublessee and Sublessee's owners, managers, members, partners, employees, contractors, and agents (any of the foregoing being a "Transfer"), without the prior written consent of City and Landlord, which consent may not be unreasonably withheld, conditioned, or delayed by City.
14. Surrender. Subject to Landlord's prior approval, as may be required under the Lease, upon the expiration or other termination of this Sublease, Sublessee shall quit and surrender the Subleased Premises in good condition and repair, ordinary wear and tear excepted, in broom clean condition with all unattached trade fixtures, furniture and personal property removed. All FF&E shall remain in the Subleased Premises.
15. Event of Default; City's Rights and Remedies.

- (a) The occurrence of any events under Article 13 of the Lease constitute an “Event of Default” hereunder, including an assignment or transfer of this Sublease or all or any part of the Subleased Premises without the prior written consent of City (if such consent is required pursuant to the terms of this Sublease); or
- (b) any other breach of any obligation of Sublessee under the terms of this Sublease and the Lease; provided that City shall first give Sublessee written notice thereof in accordance of Section 13.1 and 13.2 of the Lease.
- (c) If Sublessee does not remedy such failure within sixty-five (65) days after receipt of written notice from City regarding such failure or such reasonable time as agreed between the parties, City shall be entitled to exercise against Sublessee all of the rights and remedies available to the Landlord under the Lease after the occurrence and during the continuance of an Event of Default thereunder.

16. Casualty and Condemnation.

- (a) Casualty. If during the Sublease Term all or any part of the Subleased Premises shall be damaged by fire or other casualty (“Casualty Damage”) then the City and Sublessee each shall have the rights and remedies set forth in Article 10 of the Lease.
- (b) Condemnation. If all or any portion of the Subleased Premises shall be permanently taken or condemned for any public purpose, then the City and Sublessee each shall have the rights and remedies set forth under Article 11 of the Lease.

17. Miscellaneous.

- (a) Notices. In every instance where it shall be necessary or desirable for one party to serve any notice or demand upon the other, it shall be sufficient to send a written or printed copy of such notice or demand (i) by personal delivery, (ii) by United States registered or certified mail, postage prepaid, return receipt requested, or (iii) by Federal Express or similar overnight express service providing proof of delivery in accordance with Article 17 of the Lease, addressed as follows:

If to Sublessee:	Houston Forensic Science Center, Inc Attn: Dr. Peter Stout 500 Jefferson Street Houston, Texas 77002
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If to City:	City of Houston, Texas
-------------	------------------------

Attn: Director, General Services Department
P. O. Box 1562,
Houston, Texas 77251,

If to Landlord: Jefferson Smith, LLC
Attn: President
22310 Grand Corner Drive, Suite 140,
Katy, TX 77494

All communications shall be deemed to have been served at the time of receipt (or refusal of receipt) thereof. Each party may change its address for notice by written notice to the other party hereto given as set forth in this Section.

- (b) Severability. In the event that any provision of this Sublease is determined by a court of competent jurisdiction to be invalid or unenforceable for any reason, this Sublease shall be construed as not containing such provision and the invalidity or unenforceability thereof shall not render any other provision of this Sublease invalid or unenforceable.
- (c) Entire Agreement. This Sublease contains the complete agreement of the parties hereto with respect to the subject matter hereof, and cannot be altered, amended or modified except by a written agreement executed by both parties. This Sublease supersedes all other writings with respect to the subject matter hereof.
- (d) Governing Law. This Sublease shall be governed by and construed in accordance with the internal laws (as opposed to conflicts of law principles) of the State of Texas.
- (e) Counterparts. This Sublease may be executed in any number of counterparts, any or all of which may contain the signature of only one of the parties, and all of which shall be construed together as a single instrument.
- (f) Right of Quiet Enjoyment. Subject to City's express rights set forth herein during the continuance of an Event of Default, City shall not interfere with the peaceful and quiet occupation and enjoyment of the Subleased Premises by Sublessee.
- (g) Access to Subleased Premises. City shall have the right, upon not less than twenty-four (24) hours prior written notice to Sublessee, to enter into and upon the Subleased Premises. Landlord shall have the right to enter upon the Subleased Premises for the purpose of inspecting or making repairs, alterations or additions to the Subleased Premises as permitted under Article 6 of the Lease.

- (h) Estoppel Certificates. Each of Sublessee and City (in this subsection (h), the "Estoppel Party") agrees that from time to time upon not less than seven (7) days' prior written request by the other party (in this subsection (h), the "Requesting Party"), the Estoppel Party will deliver to the Requesting Party a statement in writing signed by the Estoppel Party certifying to the facts stipulated in Article 20 of the Lease.
- (i) Authority to Execute Sublease. City and Sublessee each represent and warrant with respect to itself that this Sublease has been duly authorized, executed, and delivered by and on behalf of such party, respectively, that the execution and delivery of this Sublease is not a breach or default under any agreement binding on such party, and that this Sublease constitutes the valid, binding and enforceable agreement of such party in accordance with the terms hereof.

18. Termination of Lease. Notwithstanding anything to the contrary in this Sublease, it shall be deemed a breach of this Sublease and a wrongful eviction from the Subleased Premises under Texas law in the event the Lease terminates pursuant to any act or omission, voluntary or involuntary, of Sublessee or any default by Sublessee.

19. Condition Precedent. The validity and enforceability of this Sublease shall be subject to the satisfaction of the following condition precedent as of on or before the Effective Date:

Landlord under the Lease shall execute and deliver to City and Sublessee the Landlord's consent required under Section 12.1 of the Lease, which Landlord's consent shall be in form and substance reasonably acceptable to City and Sublessee.

20. No Punitive Damages. Notwithstanding any provision in this Sublease to the contrary, City and Sublessee shall have no liability for any consequential, punitive, special and indirect damage suffered by either party.

21. Notice Standard. In order to allow City sufficient time to comply with its notice obligations and cure periods under the Lease, and notwithstanding any provision in this Sublease to the contrary, City and Sublessee agree that Sublessee will provide City with written notice or complete the performance of any curative action under the Sublease at least five (5) calendar days prior to expiration of City's notice and/or performance deadlines under the Lease.

22. Counterparts. This Sublease may be executed in one or more counterparts, each of which will be deemed to be an original, and all of which, taken together, will constitute one and the same instrument. An electronic copy or facsimile copy of this Sublease bearing the signature of any party shall be binding upon such party

to the same extent as an original counterpart of this Sublease bearing such party's signature.

[Remainder of this page is intentionally left blank]

[Signature pages follow]

EXECUTED in multiple counterparts, to be effective as of the date of countersignature by the City Controller.

“CITY”

ATTEST:

CITY OF HOUSTON, TEXAS

Anna Russell
City Secretary

Sylvester Turner
Mayor

APPROVED AND RECOMMENDED:

COUNTERSIGNED:

Richard A. Vella, Assistant Director
of Real Estate, Design & Construction,
General Services Department

Chris B. Brown
Controller

Countersignature Date:

C.J. Messiah, Jr.
Director, General Services Department

APPROVED AS TO FORM:

Alice Adam
Senior Assistant City Attorney
LD # 0331800091002

“SUBLESSEE”

**HOUSTON FORENSIC SCIENCE
CENTER, INC,** a non-profit local
governmental corporation

By: _____

Name: _____

Title: _____

APPROVED AS TO FORM:

Akilah Mance
General Counsel
Houston Forensic Science Center, Inc.

Exhibit A

LEASE

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

February 8, 2019 at 9:00 a.m.

Agenda Action Item No.:	8.a. Consider approval of the First Amendment to First Interlocal Agreement between the City of Houston and the Corporation.
Subject:	Approval of amendments to the First Interlocal Agreement (ILA) between the City of Houston and the Corporation.
Background:	After the creation of HFSC in 2012, on March 4, 2014 the City of Houston (City) and HFSC executed the ILA to officially transfer control and responsibility of City forensic operations to HFSC. The ILA governs the relationship between the City and HFSC regarding this transfer, including, but not limited to, the transfer of assets, use of provisional assets, the Corporation's lease of the leasehold from the City, transfer of funds from the City to HFSC, record keeping, liability, and management of City personnel. The ILA will expire at midnight on June 30, 2019 per the terms of the agreement. If the City and HFSC do not reach an agreement before June 30, 2019, the existing ILA will automatically extend through June 30, 2025.
Executive Summary:	HFSC and the City must amend the ILA to reflect relevant changes to HFSC's forensic operations as well as HFSC's evolving relationship with the City. An amended agreement must be executed prior to June 30, 2019. In 2018, HFSC's Board of Directors authorized Dr. Stout and his designees, to negotiate this agreement with the City. In January 2019, the City and HFSC reached an agreement regarding the proposed First Amendment to First Interlocal Agreement. The proposed agreement provides for the following amendments: 1) to ratify the name change of HFSLGC to HFSC; 2) to ratify HFSC's change of corporate address and registered address to the subleased premises as of March 4, 2019; and 3) to align the terms of the ILA, sublease, and lease between the City and Jefferson Smith LLC. The proposed agreement extends the term for thirty (30) years, after the date of occupancy. Any provision in the original ILA that conflicts with the proposed agreement, will be superseded by the First Amendment to First Interlocal Agreement.
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	Staff recommends approval of the agreement and recommends authorizing the President and CEO to sign the proposed agreement on behalf of HFSC.
By:	Dr. Peter Stout, President and CEO Legal review and approved by General Counsel

FIRST AMENDMENT TO FIRST INTERLOCAL AGREEMENT

This First Amendment to the First Interlocal Agreement (this "First Amendment") by and between the CITY OF HOUSTON, TEXAS, a home rule municipality (the "City"), and HOUSTON FORENSIC SCIENCE CENTER, INC., a Texas local government corporation ("HFSC") is effective on the date of countersignature by the City Controller ("Countersignature Date"). The City and HFSC constitute the "Parties" to this Agreement.

WITNESSETH:

WHEREAS, pursuant to Resolution No. 2012-17, passed and adopted by the City Council on June 6, 2012, the City Council created the Houston Forensic Science LGC, Inc. (the "HFSLGC"), a local government corporation, to operate a forensic science center to provide the City with accurate and timely analysis of forensic evidence and related services which would enhance the welfare and safety of the public and which is independent from actual or perceived influence by law enforcement, prosecutors, elected officials, and special interest groups; and

WHEREAS, pursuant to Ordinance No. 2014-165, passed and adopted by the City Council on February 26, 2014, the City and HFSLGC entered into that certain First Interlocal Agreement (the "Original ILA"), attached hereto as Exhibit A, whereby the City transferred into HFSLGC the control of, and responsibility for, the "Forensic Operations" as defined in the Original ILA; and

WHEREAS, HFSLGC has since changed its name to HFSC; and

WHEREAS, pursuant to Ordinance No. 2018-793, passed and adopted by the City Council on October 3, 2018, the City and Jefferson Smith, LLC ("Landlord"), entered into that certain 30-year Lease Agreement (the "Lease"), attached hereto as Exhibit B, whereby the City leases from Landlord office space at a property located at 500 Jefferson, Houston, Texas (the "Leased Premises"); and

WHEREAS, the City is allowing HFSC to use and occupy the Leased Premises under that certain Occupancy Agreement between the City and HFSC identified as City Contract No. C77791 ("Occupancy Agreement"), attached hereto as Exhibit C; and

WHEREAS, the City and HFSC contemplate entering into a long-term agreement for the sublease of the Leased Premises ("Sublease") that will replace the Occupancy Agreement; and

WHEREAS, upon commencement of HFSC's occupancy of the Leased Premises, HFSC's corporate address will change from 1301 Fannin Street, Suite 170, Houston, Texas 77002 to 500 Jefferson Street, 13th floor, Houston, Texas 77002; and

WHEREAS, the term of the Original ILA shall expire on June 30, 2019; and

WHEREAS, the term of the Occupancy Agreement shall expire on June 30, 2019;
and

WHEREAS, the City and HFSC find it necessary to extend the term of the Original ILA and to make the terms of the Original ILA and the Sublease coterminous with the term of the Lease; and

WHEREAS, the City and HFSC desire 1) to ratify the name change of HFSLGC to HFSC; 2) to ratify HFSC's change of corporate address and registered address to the Leased Premises; and 3) to make the terms of the Lease, the Original ILA and the Sublease coterminous;

NOW, THEREFORE, in consideration of the premises and the mutual covenants, conditions, and promises hereinafter set forth and for other good and valuable consideration, the receipt and sufficiency of which hereby are acknowledged, the Parties hereby covenant and agree as follows:

ARTICLE I.

That the Parties hereby ratify the change of name of HFSLGC to HFSC and all references in the Original ILA to "HFSLGC" or "Corporation" shall mean and refer to HFSC.

ARTICLE II.

That the Parties hereby ratify HFSC's change of corporate and registered address from 1301 Fannin Street, Suite 170, Houston, Texas 77002 to 500 Jefferson Street, 13th floor, Houston, Texas 77002, effective March 4, 2019.

ARTICLE III.

That the term under Section 4.01 of the Original ILA is hereby deleted in its entirety and replaced with the following:

"Section 4.01. Term. The term of this Agreement (the "Term") shall begin on the Countersignature Date and shall expire on the first to occur of (a) the date of termination or expiration of that certain Lease Agreement by and between the City and Jefferson Smith, LLC approved by City Ordinance No. 2018-793, passed and adopted by the City Council on October 3, 2018, (b) the termination of this Agreement by either Party as provided herein, or (c) the termination of this Agreement by the mutual written agreement of the City and the Corporation."

ARTICLE IV.

That no other changes are hereby made or intended to be made to the Original ILA, as amended hereby, and, except as herein specifically amended, the Original ILA shall remain in full force and effect in accordance with the terms and provisions thereof, and this First Amendment is hereby ratified and confirmed.

ARTICLE V.

That in case of any conflict or inconsistency between the terms and provisions of the Original ILA, as amended hereby, and the terms and provisions of this First Amendment, the terms and provisions of this First Amendment shall control.

ARTICLE VI.

The Parties have executed this First Amendment in multiple copies, each of which is an original. Each person signing this First Amendment represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this First Amendment. Each Party represents and warrants to the other that the execution and delivery of this First Amendment and the performance of such Party's obligations hereunder have been duly authorized and that this First Amendment is a valid and legal agreement binding on such Party and enforceable in accordance with its terms and provisions.

EXECUTED in multiple counterparts to be effective on the Countersignature Date.

"HFSC"

**HOUSTON FORENSIC SCIENCE
CENTER, INC,** a non-profit local
governmental corporation

By: _____

Name: _____

Title: _____

"CITY"

ATTEST:

CITY OF HOUSTON, TEXAS

Anna Russell
City Secretary

Sylvester Turner
Mayor

APPROVED AND RECOMMENDED:

COUNTERSIGNED:

Andrew F. Icken
Chief Development Officer
Mayor's Office of Economic Development

Chris B. Brown
Controller

Countersignature Date:

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Akilah Mance
General Counsel, HFSC

Alice Adam
Senior Assistant City Attorney
LD # 0331800120001

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Exhibit A

Original Interlocal Agreement

Exhibit B

Lease

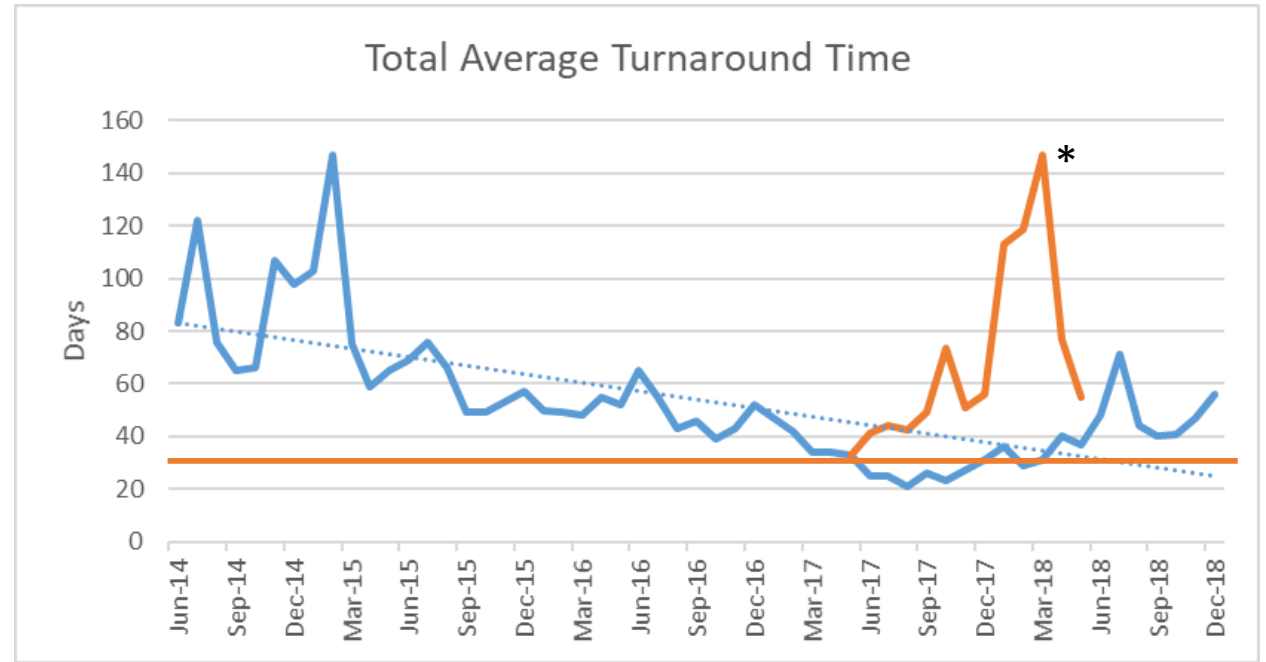
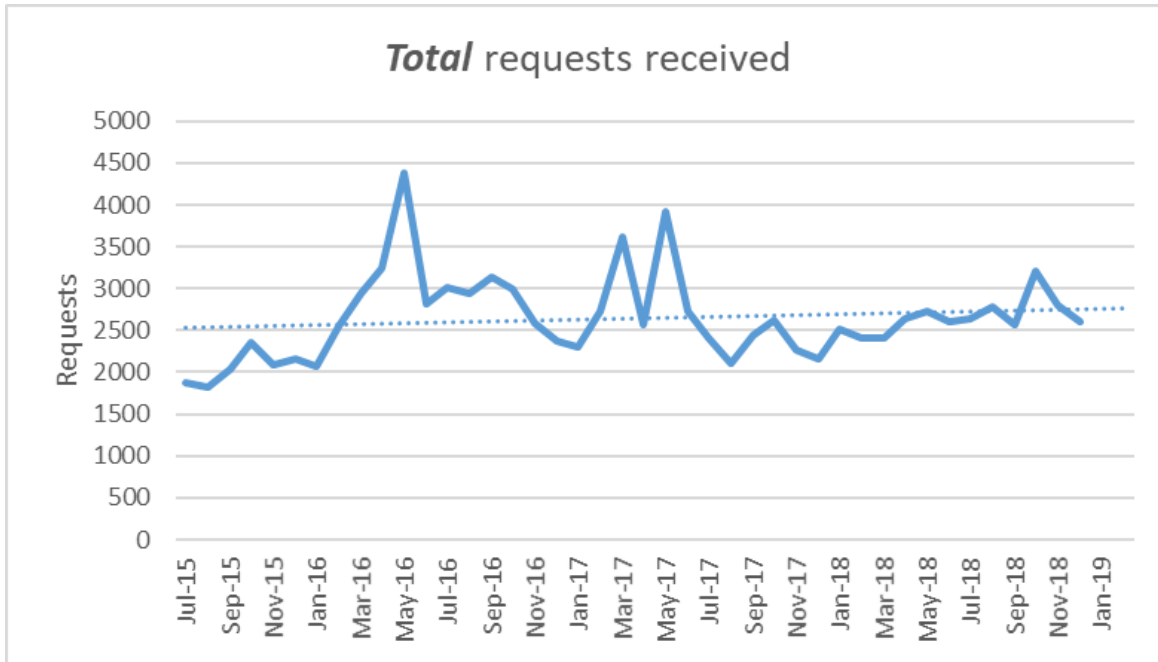
Exhibit C

Occupancy Agreement

HFSC's FY20 Budget Request

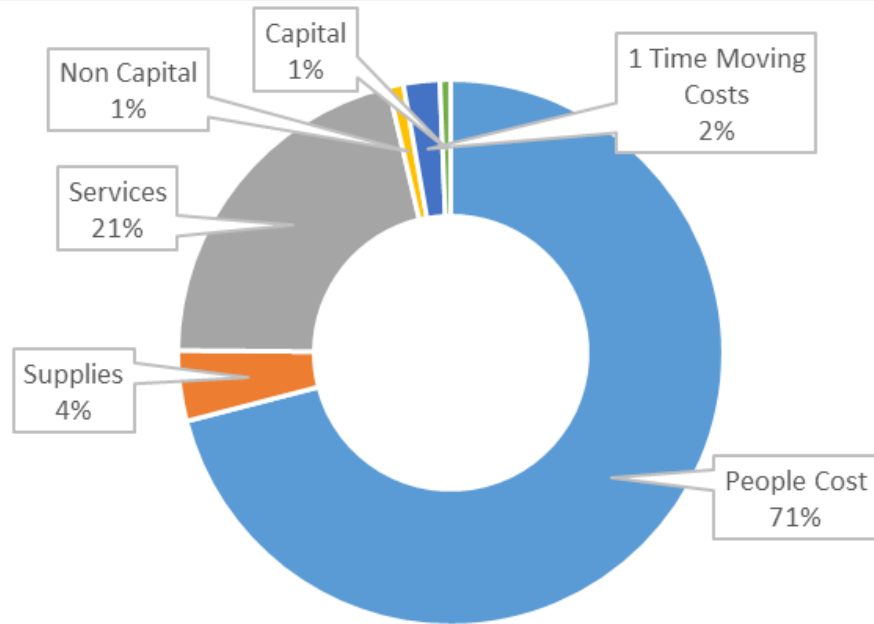
Getting to the RIGHT ANSWER at the RIGHT TIME

Requests received



* From May 2017 to May 2018 total TAT shown with latent prints (orange) and without (blue) latent print. Everything in blue beginning in June 2018 includes latent print TAT.

HFSC – Cost of Providing the Right Answer at the Right Time

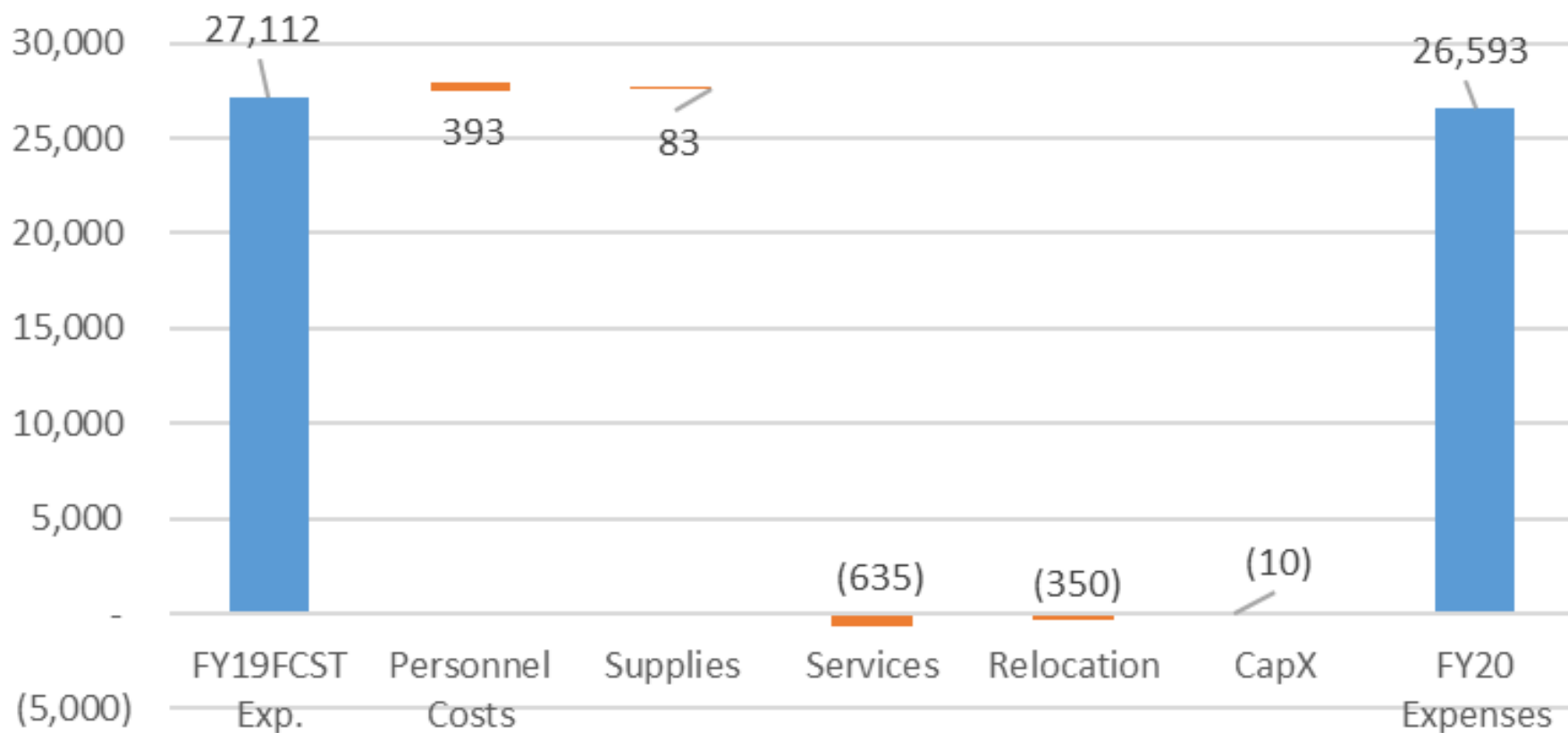


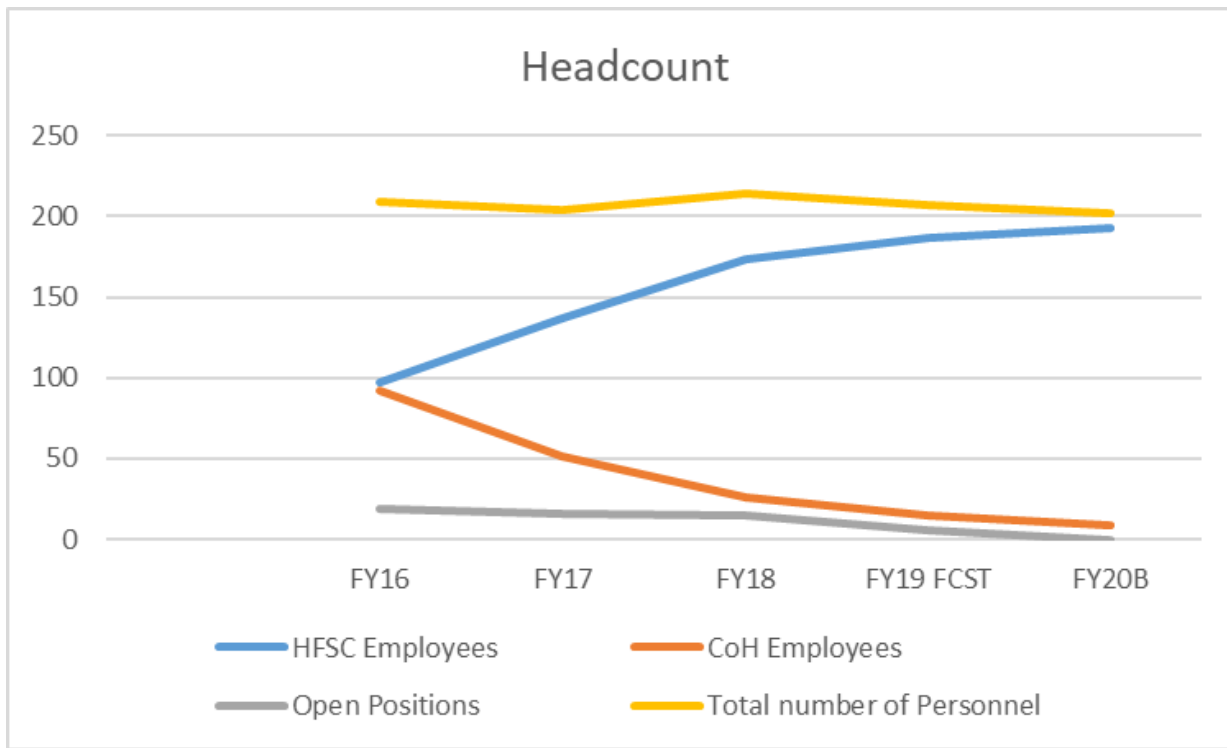
	FY17 Actual	FY18 Actual	Forecast FY19	Proposed FY20 Budget
HFSC	14,875	16,922	21,089	23,208
Fund 2213	8,545	7,239	3,072	953
Travis Rent	1,460	1,460	1,460	1,460
Grants	1,771	764	811	1,100
Other	71	84	537	50
Total Cash In	26,722	26,468	26,969	26,771
Personnel (HFSC)	12,428	15,090	16,967	17,947
Services (CoH/Fund 2213)	6,193	2,680	1,558	970
Persaonnel - Total (HFSC + CoH)	18,621	17,770	18,525	18,917
Supplies	1,683	1,334	1,031	1,114
Services (Non CoH)	5,476	6,071	6,297	5,662
Non-Capital Expenditures	297	308	240	240
One Time Moving Costs			925	575
Capital Expenditures	1,424	1,275	94	84
Grant and Training Expenses		-	636	1,100
Total Cash Expenditures	27,500	26,758	27,748	27,693
Net Cash in / (out)			(779)	(922)
Beginning Cash	3,508	2,240	1,656	922
Ending Cash	2,240	1,656	922	0
% change in total cash expenditures		-3%	1%	3%
% change in people cost		-5%	-1%	6%
CASH BASIS, NO DEPRECIATION SHOWN				

FY20 Budget Summary

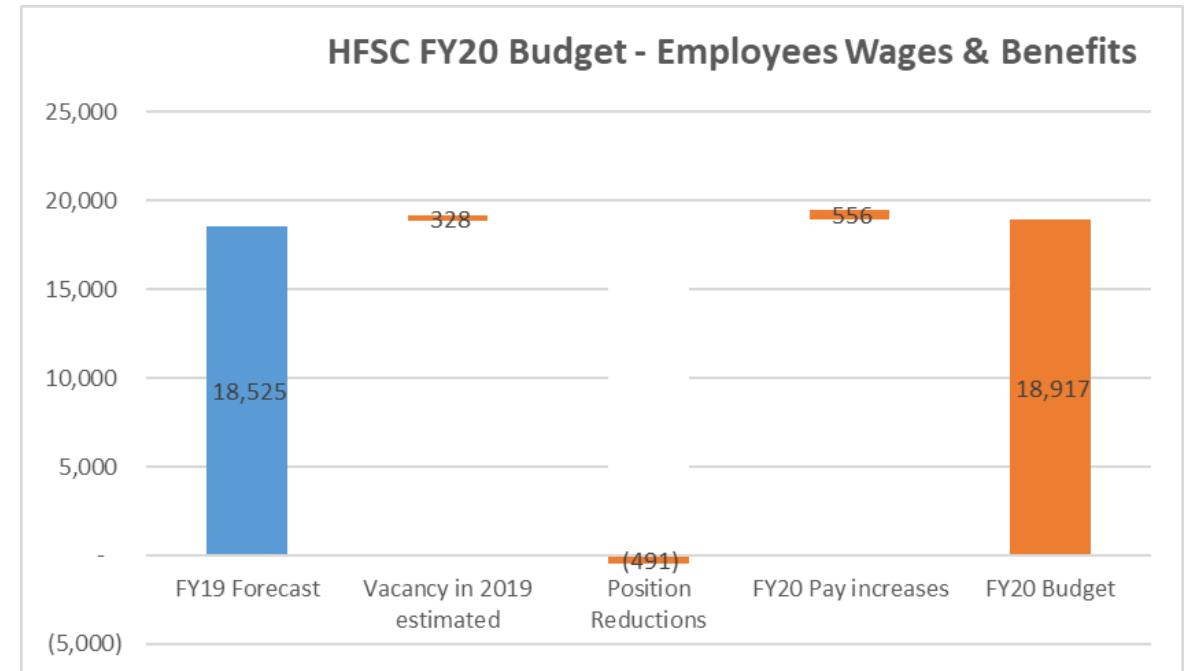
				FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Budget v2	FY19 FCST	FY20 Budget
		Revenue:		22,708	24,140	24,880	25,620	25,620	25,620	25,620
		HFSC		13,848	11,321	14,875	16,922	21,089	21,089	23,208
		Fund 2213		7,400	11,359	8,545	7,239	3,072	3,072	953
		City of Houston Direct OH-Appro		1,460	1,460	1,460	1,460	1,460	1,460	1,460
		Training Services		5	37	28	5	5	9	9
		Grants		10	350	1,771	764	890	811	1,100
		Forensic Services		0	56	20	27	9	24	24
		Other		234	34	23	52	12	505	17
		Total Revenue:		22,958	24,617	26,722	26,468	26,536	26,969	26,771
		Expenses:								
		Personnel		4,684	9,177	12,428	15,090	17,610	16,967	17,947
		Supplies		883	1,530	1,683	1,334	1,572	1,031	1,114
		Services (Non CoH)		2,153	3,385	4,016	4,611	3,800	4,894	5,270
		Services (CoH/Fund 2213)		10,738	9,014	6,193	2,680	2,771	1,558	970
		Non-Capital Expenditures		224	430	297	308	309	1,165	815
		Capital Expenditures		980	788	1,424	1,275	450	94	84
		City of Houston Direct OH-Appro		1,460	1,460	1,460	1,460	1,460	1,404	392
		Grants & Training Expense		10	350	-	-	636	636	1,100
		Depreciation		226	320	433	488	477	504	504
		Total Expense After Depreciation		21,359	26,454	27,933	27,246	29,085	28,252	28,197

FY19FCST Waterfall to FY20B (w/o Grants)

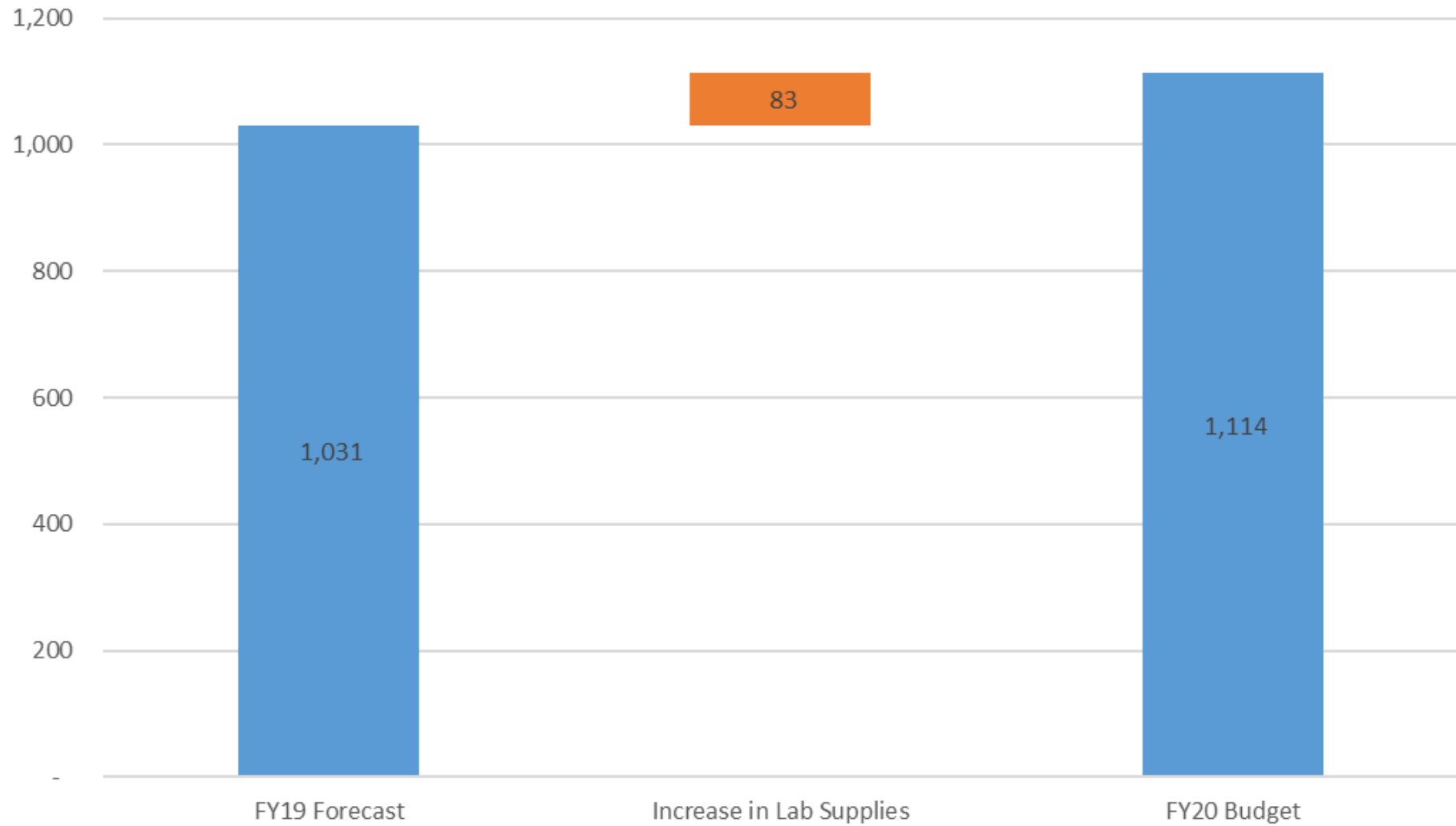




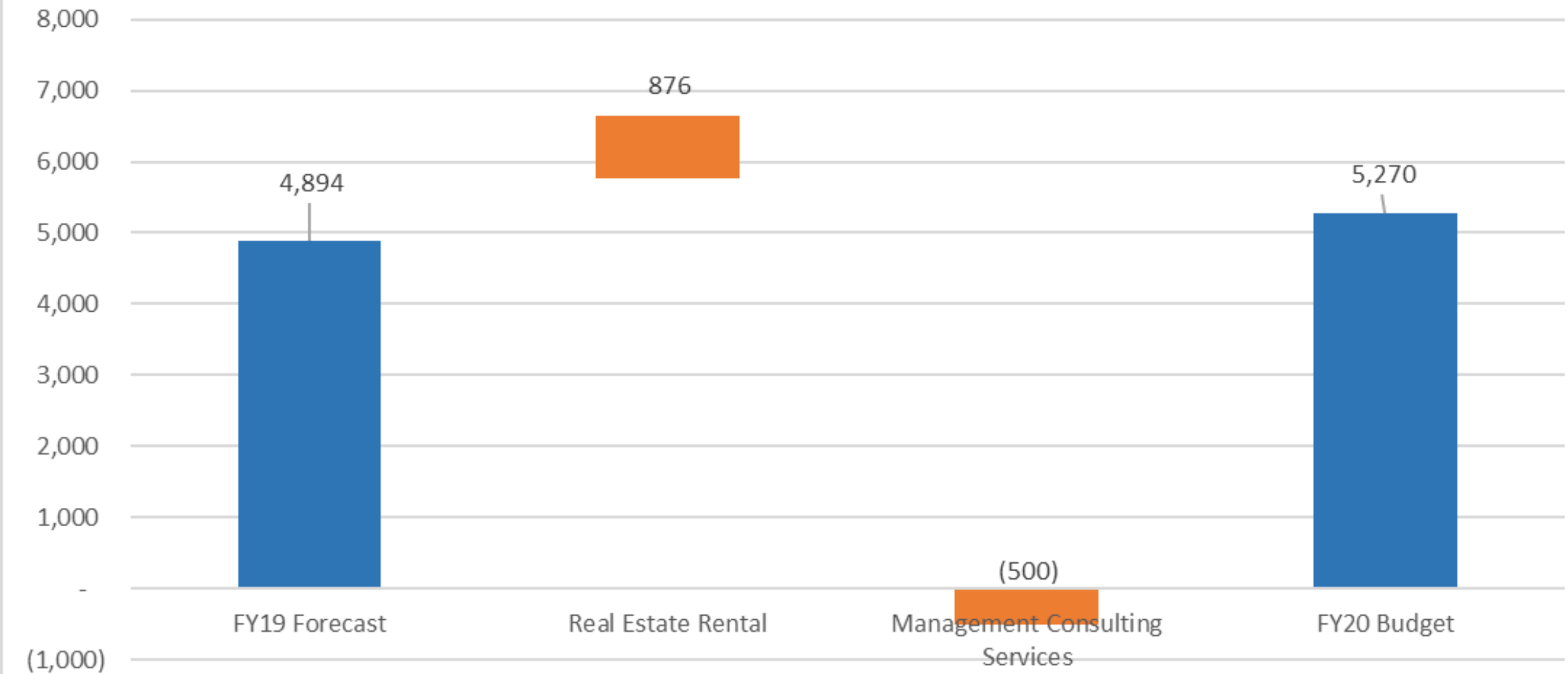
		FY16	FY17	FY18	FY19 FCST	FY20B
HFSC Employees		97.5	137	173	187	193
CoH Employees		92	51	26	15	9
Open Positions		19	16	15	6	-
Total number of Personnel		208.5	204	214	207	202



HFSC FY20 Budget - Supplies

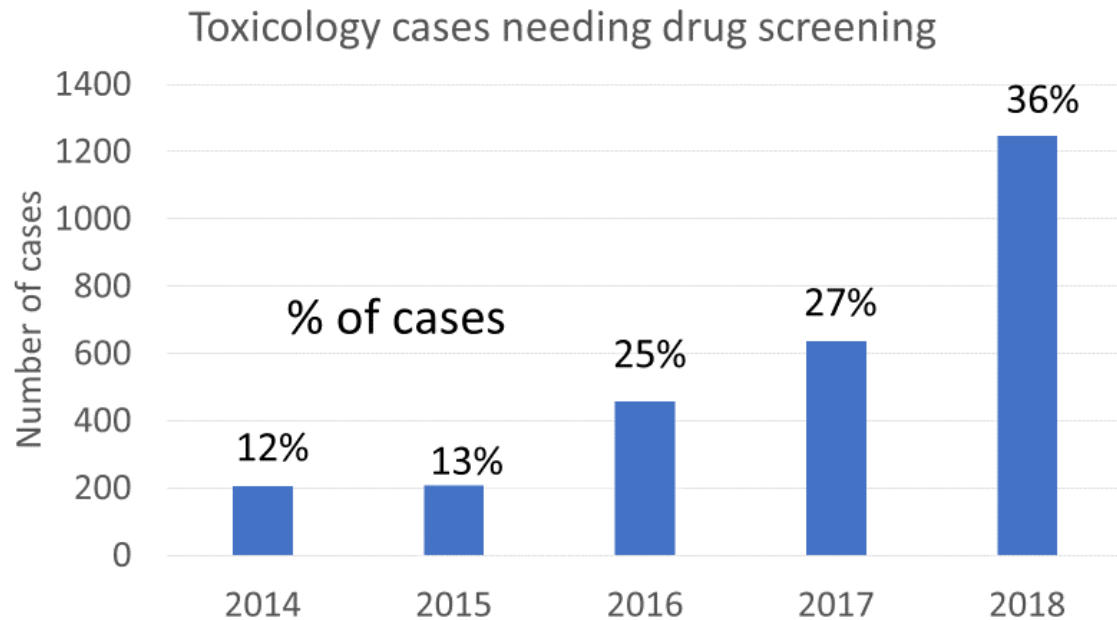


HFSC FY20 Budget - Services



Understanding Lease Costs	FY16	FY17	FY18	FY19 FCST	FY20 B
3rd Party Lease	957	1,016	1,009	1,455	2,331
CoH Lease	1,460	1,460	1,460	1,404	392
Total Cost	2,417	2,476	2,469	2,858	2,723
Yr over Yr change		2%	0%	16%	-5%

HFSC FY20 CAPITAL SPENDING



Triple Quad Mass Spectrometer

- Adds capacity for drug confirmation testing in Toxicology unit for drugs current machines cannot test
- Reduce turn-around time
- Newer technology has made the machine smaller than current machines which is critical given current facility challenges
- Given the cost (approx. \$450K) we will enter into a 3 to 5 year lease
- *(Really we need 3 LCQQQ, CSU vehicles & GCMS...)*

HFSC FY20 BUDGET REQUEST SUMMARY

- Request your approval of the presented budget which is flat with the FY19 approved budget
- It is critical for HFSC to keep and apply all FY19 amounts not spent in FY19 and apply those funds to FY20
- The main changes year over year consists of:
 - Payroll
 - Move to 500 Jefferson
 - No FBIO backlog

				FY17 Actual	FY18 Actual	FY19 Budget v2	FY19 Forecast	FY20 Budget	FY20B vs. FY19B	FY20B vs. FY19FCST
Revenues:										
			City of Houston-Appropriations	\$ 23,420,343	\$ 24,160,344	\$ 24,160,344	\$ 24,160,344	\$ 24,160,344	\$ -	\$ -
			Fund 2213	8,545,134	7,238,566	3,071,553	3,071,553	952,722	(2,118,831)	(2,118,831)
			HFSC Operations	14,875,210	16,921,778	21,088,791	21,088,791	23,207,622	2,118,831	2,118,831
			City of Houston Direct OH-Appro	1,460,000	1,460,000	1,460,000	1,460,000	1,460,000	-	-
			City of Houston - Safe funds	-	-	-	-	-	-	-
			Donations	5,010	8,300	8,300	11,450	11,450	3,150	-
			In-Kind Donations	13,783	38,760	-	-	-	-	-
			Training Services	28,175	5,025	5,000	9,263	9,263	4,263	-
			Grants	1,770,631	763,881	890,000	811,147	1,100,000	210,000	288,853
			Forensic Services	20,225	26,900	8,700	23,610	23,610	14,910	-
			Real Estate Commission Rebate	-	-	-	487,204	-	-	(487,204)
			Interest Income	4,170	4,622	3,800	5,858	5,858	2,058	-
Total Income				26,722,338	26,467,832	26,536,144	26,968,875	26,770,525	234,381	(198,350)

				FY17 Actual	FY18 Actual	FY19 Budget v2	FY19 Forecast	FY20 Budget	FY20B vs. FY19B	FY20B vs. FY19FCST
Expenses:										
	Personnel:									
			Salary Base - Civilian	10,219,603	12,302,415	14,238,373	13,854,940	14,719,866	481,493	864,926
			Pension - Civilian	630,091	745,657	792,513	808,492	858,773	66,260	50,281
			Pension - Classified	-	-	-	-	-	-	-
			Termination Pay - Civilian	-	-	-	-	-	-	-
			FICA - Civilian	725,319	901,257	1,034,791	1,003,532	1,065,943	31,152	62,410
			Health Insurance - Active Civil	729,929	982,243	1,333,385	1,122,939	1,114,633	(218,752)	(8,306)
			Basic Life Ins - Active Civil	75,294	83,701	120,089	113,457	120,513	424	7,056
			Workers Comp - Civilian Adm	35,932	44,705	78,010	50,044	53,157	(24,854)	3,112
			Workers Comp - Civil Claims	-	-	-	102	108	108	6
			Unemployment Claims - Admin	12,138	-	-			-	-
			Unemployment Taxes - Admin	-	29,834	13,313	13,115	13,931	618	816
				12,428,306	15,089,811	17,610,473	16,966,622	17,946,923	336,450	980,301

			FY17 Actual	FY18 Actual	FY19 Budget v2	FY19 Forecast	FY20 Budget	FY20B vs. FY19B	FY20B vs. FY19FCST
		Supplies:							
		Chemical Gases & Special Fluids	14,094	13,683	14,094	14,673	14,673	579	-
		Construction Materials	-	-	67	-	-	(67)	-
		Computer Supplies	47,407	16,568	38,954	32,035	32,035	(6,919)	-
		Paper & Printing Supplies	29,730	22,692	25,041	28,184	28,184	3,143	-
		Publications & Printed Material	16,931	9,163	14,070	4,928	4,928	(9,142)	-
		Postage	1,310	930	1,341	493	493	(848)	-
		Miscellaneous Office Supplies	99,867	101,210	89,648	126,071	126,071	36,423	-
		General Laboratory Supply	1,381,674	1,093,073	1,288,590	770,039	853,078	(435,512)	83,039
		Medical & Surgical Supplies	-	-	750	-	-	(750)	-
		Small Technical & Scientific Eq	18,928	8,500	7,666	6,404	6,404	(1,263)	-
		Fuel	-	-	227	-	-	(227)	-
		Clothing	29,028	29,697	34,172	7,286	7,286	(26,886)	-
		Food/Event Supplies	17,988	11,738	14,337	11,389	11,389	(2,948)	-
		Weapons Munitions & Supplies	8,133	5,648	9,253	6,544	6,544	(2,709)	-
		Small Tools & Minor Equipment	11,798	12,342	18,365	3,437	3,437	(14,928)	-
		Miscellaneous Parts & Supplies	5,787	9,202	15,167	19,120	19,120	3,953	-
			1,682,675	1,334,445	1,571,742	1,030,602	1,113,641	(458,102)	83,039

			FY17 Actual	FY18 Actual	FY19 Budget v2	FY19 Forecast	FY20 Budget	FY20B vs. FY19B	FY20B vs. FY19FCST
Expenses:									
Services:									
		Temporary Personnel Services	7,195	27,111	-	2,227	2,227	2,227	-
		Accounting & Auditing Svcs	30,875	40,168	35,505	42,194	42,194	6,690	-
		Architectural Svcs	-	-	50,000	-	-	(50,000)	-
		Computer Info/Contracting Svcs	28,396	55,981	19,907	34,488	34,488	14,581	-
		Medical Dental & Laboratory Ser	494,713	190,433	85,000	85,000	85,000	-	-
		Management Consulting Services	550,285	290,897	120,000	590,000	90,000	(30,000)	(500,000)
		Banking Services	3,243	3,669	2,970	3,836	3,836	866	-
		Photographic Services	318	-	643	-	-	(643)	-
		Misc Support Serv Recruit Relo	88,324	127,128	118,268	56,346	56,346	(61,921)	-
		Real Estate Rental	1,016,067	1,008,654	1,010,905	1,454,731	2,331,187	1,320,282	876,456
		Refuse Disposal	4,493	3,512	13,712	18,494	18,494	4,782	-
		Computer Equip/Software Maint.	429,441	1,054,234	759,555	860,591	860,591	101,036	-
		IT Application Services	42,827	160,719	101,512	136,771	136,771	35,259	-
		Vehicle & Motor Equip. Services	3,424	-	2,977	-	-	(2,977)	-
		Other Equipment Services	273,672	361,746	249,553	284,306	284,306	34,753	-
		Credit/Bank Card Svcs	999	134	224	48	48	(176)	-
		Criminal Intelligence Services	-	-	-	-	-	-	-
		Printing & Reproduction Serv.	13,607	3,401	12,158	9,194	9,194	(2,964)	-
		Public Information Svcs	7,431	13,640	18,367	16,553	16,553	(1,814)	-
		Insurance (Non-Medical)	109,284	107,149	107,581	115,431	115,431	7,850	-
		Contributions	1,000	-	-	-	-	-	-
		Membership & Prof. Fees	46,130	35,695	25,097	24,829	24,829	(269)	-
		Education & Training	91,978	177,494	189,458	191,234	191,234	1,776	-
		Tuition Reimbursement	42,039	50,924	46,422	38,738	38,738	(7,684)	-
		Travel - Training Related	170,157	193,829	180,381	188,395	188,395	8,014	-
		Travel - Non-training Related	18,450	17,112	15,285	22,837	22,837	7,553	-

			FY17 Actual	FY18 Actual	FY19 Budget v2	FY19 Forecast	FY20 Budget	FY20B vs. FY19B	FY20B vs. FY19FCST
		Services:							
		Building Maintenance Services	24,961	30,971	25,437	13,517	13,517	(11,919)	-
		Utilities	11,374	4,145	3,979	4,705	4,705	726	-
		Data Services	56,987	98,862	153,072	229,239	229,239	76,168	-
		Voice Services, Equip & Labor	65,393	55,315	69,457	40,026	40,026	(29,431)	-
		Vehicle/Equipment Rental/Lease	463	-	463	135	135	(328)	-
		Other Rental Fees	23,694	38,766	32,157	33,937	33,937	1,780	-
		Parking Space Rental	134,129	167,680	145,544	157,729	157,729	12,185	-
		Legal Services	2,325	45,623	25,000	43,252	43,252	18,252	-
		Metro Commuter Passes	66,667	71,450	67,374	97,620	97,620	30,247	-
		Freight	20,347	17,190	17,400	12,418	12,418	(4,983)	-
		Misc. Other Services & Chrgs	135,395	157,383	94,832	84,898	84,898	(9,935)	-
		Insurance - General & Professional	-	-	-	-	-	-	-
		Intfd KRONOS Svc Chr	-	-	-	-	-	-	-
		Interfund Vehicle Services	-	-	-	-	-	-	-
		Sub-Contractor (COH)	6,192,722	2,679,910	2,771,353	1,557,898	970,487	(1,800,866)	(587,411)
		Civilian Payroll	2,518,213	1,313,735	1,569,466	952,722	952,722	(616,744)	-
		Classified Payroll	3,616,993	1,340,620	1,155,917	587,411	-	(1,155,917)	(587,411)
		Supplies	25,550	-	17,083	-	-	(17,083)	-
		Services	31,966	25,555	28,887	17,766	17,766	(11,122)	-
			10,208,805	7,290,926	6,571,547	6,451,616	6,240,661	(330,887)	(210,955)
		Services without CoH	4,016,083	4,611,016	3,800,194	4,893,718	5,270,174	1,469,979	376,456

			FY17 Actual	FY18 Actual	FY19 Budget v2	FY19 Forecast	FY20 Budget	FY20B vs. FY19B	FY20B vs. FY19FCST
Expenses:									
Non-Capital Expenditures									
		Furniture and Fixtures	90,436	50,181	100,000	52,609	52,609	(47,391)	-
		Computer Equipment	148,058	244,573	173,085	167,849	167,849	(5,236)	-
		Scientific/Medical Equipment	58,204	13,367	35,735	20,000	20,000	(15,735)	-
		Non-Capital - Other	-	-	-	925,000	575,000	575,000	(350,000)
		Total Non-Capital Expenditures	296,698	308,120	308,820	1,165,458	815,458	506,639	(350,000)
Capital Expenditures									
		Capital - Vehicles	-	100,379	-			-	-
		Computer Hardware/SW	396,820	230,112	-	94,000	-	-	(94,000)
		Scientific/Foren Eqmt	342,454	86,541	450,000	-	84,000	(366,000)	84,000
		Const in Progress	684,338	857,991	-	-	-	-	-
		Total Capital Expenditures	1,423,612	1,275,023	450,000	94,000	84,000	(366,000)	(10,000)
Total Expense and Capital Before Depreciation			26,040,096	25,298,324	26,512,583	25,708,298	26,200,683	(311,900)	492,385
		Depreciation	432,917	488,011	477,202	504,019	504,019	26,817	-
Total Expense and Capital After Depreciation			26,473,013	25,786,336	26,989,784	26,212,317	26,704,702	(285,083)	492,385
			249,325	681,496	(453,640)	756,558	65,823	519,463	(690,735)
Other Expense:									
		City of Houston Direct Overhead	1,460,000	1,460,000	1,460,000	1,403,692	392,150	(1,067,850)	(1,011,542)
		Grant and Training Expense	-	-	635,575	635,575	1,100,000	464,425	464,425
		FA Gain/Loss	48,082	-					

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

February 8, 2019 at 9:00 a.m.

Agenda Action Item No.:	10a. Consider approval of amendments to the policy regarding procurement for goods and services (non-fixed assets.) 10b. Consider approval of amendments to the policy regarding procurement for fixed assets.
Subject:	Amendments to two (2) procurement policies.
Background:	The proposed amendments to HFSC's existing procurement policies are the result of recommendations from HFSC's Lean Six Sigma project on purchasing and recent legal opinions regarding the applicability of procurement statutes to local government corporations. HFSC now has the opportunity to improve the effectiveness of its purchasing functions, in response to these recommendations. The relevant policies were last revised in July and August 2016. HFSC's current purchasing policies need to be updated to reflect the applicable statutory requirements, resolutions adopted by the Board, as well as relevant City ordinances and policies. On December 14, 2018 the Board approved similar amendments to HFSC's procurement policy for recurring expenses.
Executive Summary:	The proposed changes include, but are not limited to, raising the threshold amount for competitive bidding to coincide with federal grant regulations; removing the existing informal bid process to reflect HFSC's legal obligations; and updating definitions to reflect applicable statutes and City policies. Additionally, the proposed amendments will streamline the approval process for purchasing.
Fiscal Impact:	No anticipated fiscal impact.
Staff Recommendation:	Staff recommends approval of both policies with the proposed amendments.
By:	David Leach, Treasurer and CFO Legal review and approved as to form by General Counsel



Houston Forensic Science Center
Procedural Limits and Contractual Authorities for Goods and Services
(Non-fixed Assets)

Procedural Limits and Contractual Authorities for Goods and Services **(Non-fixed Assets)**

Policy Statement

Clearly defined procedures and authority limits for procuring goods and services are critical for enabling the Houston Forensic Science Center (HFSC) to maintain an effective and efficient procurement system and obtaining best value. This policy establishes procedures for procuring (by purchase or lease) goods and services other than fixed assets. A separate policy addresses authority limits and procedures relating to procuring fixed assets and the tracking and disposing of fixed assets.

This policy does not apply to "services" provided by HFSC staff members, or the staffing contracts, compensation, or payroll issues related to such personnel. Nor does this policy apply to construction projects.

Applicability

All members of the Board of Directors, Board of Directors Committee members, HFSC staff members, and temporary employees shall abide by this policy.

Purpose

The purpose of this policy is to establish procedures and authority limits to ensure that:

- A. All purchase order and other contract transactions are conducted in a manner that is consistent with HFSCs objectives for acquiring goods and services, the City of Houston's procurement policies (where applicable), state procurement laws; and other applicable legal requirements;
- B. HFSC complies with the City of Houston's (City) minority/women, disadvantaged business enterprise policies in accordance with the corporation's Certificate of Formation, Resolution No. 2013-004, and the First Interlocal Agreement between the corporation and the City; and
- C. An appropriate balance exists between enabling HFSC personnel to purchase goods and services that are necessary for them to perform their jobs and the necessity for HFSC to spend its limited funds effectively and efficiently.

Therefore, the following limitations are in place.

Definitions

- A. *Board of Directors*--the HFSC Board of Directors.
- B. *Board of Directors Committee*--those HFSC division directors, managers, supervisors, staff members, temporary employees, and others who serve on a HFSC Board of Directors Committee.
- C. *Chief Executive Officer* -- the president and chief executive officer (CEO) of HFSC or his/her designee.

- D. *Chief Financial Officer*--the chief financial officer (CFO) of HFSC or his/her designee.
- E. *Chief Operations Officer*-- the chief operations officer (COO) of HFSC or his/her designee.
- F. *City Contract Item*--any item that HFSC can purchase through a City of Houston contract with a vendor, pursuant to an agreement between HFSC and the City.
- G. *Civilian*-- a person providing services under the management responsibility of HFSC, but employed by the City of Houston in a job classification other than a sworn peace officer.
- H. *Classified*--a person providing services under the management responsibility of HFSC but employed by the City of Houston in a sworn peace officer job classification.
- I. *Contract*--a purchase order or other document which is signed on behalf of HFSC and creates legal obligations on HFSC.
- J. *Director*--a member of the Board of Directors.
- K. *Division Director*--any manager responsible for one of the HFSC divisions.
- L. *Employee*--a person directly employed by and on the payroll of HFSC.
- M. *Fixed Asset*-- any tangible property with a useful life greater than 1 year and value greater than \$5,000.
- N. *Formal Bid or Proposal*-- sealed bid or proposal to provide goods or services valued at greater than \$150,000.
- ~~O. *Informal Bid*--a bid to provide goods or services valued at greater than \$3,000 and equal to or less than \$50,000~~
- O. *Procurement Specialist* -- a staff member who prepares purchase orders and other contracts, makes purchases within limits with a purchasing card, and assists with documentation concerning procurement.
- ~~P. *Professional Services*~~ -- means services as defined by Texas Government Code Section 2254.002(2) as amended. Professional services include, but are not limited to, accounting and professional engineering services as well as services provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant, architect, professional engineer, or state certified or licensed real estate appraiser.
- ~~P. Q. SAM~~ - System for Award Management (<http://www.sam.gov/>).
- R. *Section Manager*--any staff member with responsibilities that include supervision and management of other staff members in a section of a division.
- S. *Sole Source Procurement*--refers to purchases under the following circumstances: when only one source is available or suitable for supply or services; compatibility of the goods or services with current services, equipment, or replacement parts is of paramount consideration; or an existence of an equivalent product does not exist.
- T. *Staff Member*-- any person who is a civilian, classified, or employee.

Responsibilities

- A. Board Chair or Vice-Chair – The chair or vice-chair of the Board of Directors or their designees are responsible for overseeing the administration of this policy.
- B. Chief Executive Officer – The CEO is responsible for administering the policy as it relates to staff members and temporary employees, implementing processes and procedures to ensure that the policy is followed, and monitoring compliance with the policy.
- C. Chief Operating Officer – The COO is responsible for ensuring that this policy is clearly articulated and disseminated and for assisting the CEO in carrying out his/her responsibilities regarding the policy.
- D. Chief Financial Officer – The CFO is responsible for articulating and disseminating processes and procedures regarding this policy and for providing guidance regarding ongoing compliance with the policy.

- E. Division Directors – Division directors are responsible for oversight in the administration of the policy and for providing division-level direction for compliance.
- F. Procurement Specialist – The Procurement Specialist is responsible to ensure proper procurement in accordance with this policy with regard to contracts, including the issuance and documentation of purchase orders and the use of the purchasing card.
- G. Staff Members – Staff members are accountable for compliance with this policy and the processes and procedures set forth herein and the guidance issued by the CFO.

Procedures

A. *Introduction:* Exceptions to competitive procurement include procurement through cooperative purchasing programs, procurement from sole source suppliers, and procurement of professional services. See subsections B, C and D immediately below.

B. Cooperative Purchasing Programs

- 1) Regardless of the procurement's dollar value, HFSC may make the procurement through a cooperative purchasing program in which competitive pricing and value has already been established and the resulting procurement will be the best value for HFSC. Such cooperative programs include the State of Texas Cooperative Purchasing Program (CO- OP, which is also known as TXSmartbuy). Another possibility is to make the procurement through the City of Houston's City Contract Items program. Procurement through such a cooperative purchasing program satisfies the Texas requirement concerning seeking competitive bids.
- 2) The person who signs the contract (in accordance with the authority limits in the table below) shall ensure that a written explanation is placed in the file, documenting why the exception to competitive procurement applies.

C. Sole Source

- 1) Regardless of the procurement's dollar value, HFSC may make a Soul Source Procurement from a single vendor when equivalent goods are not available.
- 2) The person who initiates procurement under this section, shall obtain approval (in accordance with the authority limits in the table below) and ensure that a written explanation is placed in the file, documenting why the exception to competitive procurement applies.

D. Professional Services

- 1) Professional services are those services that can be performed competently only by a person or persons having a special skill, expertise, education, or knowledge that is primarily mental or intellectual in nature rather than physical or manual, and specifically as defined by Government Code Section 2254.002, as amended.
 - 2) HFSC may procure professional services without competition.
 - 3) HFSC shall select a provider of professional services on the basis of:
 - a. Demonstrated competence and qualifications to perform the services, and
 - b. A fair and reasonable price, as determined by the HFSC person authorized by this policy to sign the contract.
 - 4) The person who initiates procurement under this section (in accordance with the authority limits in the table below) shall ensure that a written explanation is placed in the file, documenting why the exception to competitive procurement applies.
- E. *Written Reports from Consultants* - When procuring consulting services, the person who signs the contract (in accordance with the authority limits in the table below) shall ensure that the contract provides that HFSC may withhold the

final 25% of the contract amount until the consultant provides to HFSC a written report of the consultant's activities, conclusions, and recommendations in connection with the contract.

~~F. *Informal Bid(s)* – Unless an exception to competitive procurement applies, HFSC shall seek to obtain the best value through an informal bidding process for one-time purchases when the total cost of an item or service is greater than \$3,000 and equal to or less than \$50,000. When purchasing such goods or services that are not city contract items, the following procedures shall be followed. HFSC shall:~~

- ~~1) Pursue informal bids from capable vendors listed in the City's Minority, Women and/or Small Business Enterprises and Persons with Disabilities Business Enterprises and Disadvantaged Business Enterprises (MWSBE/PDBE and DBE) Directory.~~
- ~~2) Request written bids as follows:~~
 - ~~a. If there are three or more certified vendors listed in the MWSBE/PDBE and DBE Directory for the specific goods or services needed, the originating HFSC division shall contact a minimum of three of those vendors.~~
 - ~~b. If there are fewer than three certified vendors listed in the MWSBE/PDBE and DBE Directory for the specific goods or services needed, the originating HFSC division shall consult the State of Texas Historically Underutilized Business (HUB) Directory to determine if there are any locally certified HUBs eligible to bid on the project.~~
 - ~~c. If the two immediately preceding steps do not result in soliciting three potential vendors, the originating HFSC division shall contact the identified vendors plus one or more non-MWSBE/PDBE and DBE vendors to make a total of at least three vendor contacts.~~
- ~~3) Evaluate and determine the lowest bid that meets bid specifications.~~

G.F. *Formal Bids* – Unless an exception to competitive procurement applies, HFSC shall seek to obtain the best value for one-time purchases to secure goods and/or services valued at greater than \$150,000 by using a method of either competitive sealed bidding or competitive sealed proposals.

- 1) HFSC personnel shall obtain advice from HFSC's legal counsel concerning the state law requirements for newspaper notification and other aspects of the method, including the requirements of TX Local Govt. Code section 252.041.
- 2) When purchasing goods and/or services that are not City contract items, the HFSC requestor shall provide the purchasing specialist the following:
 - a. Detailed specifications or a Scope of Work
 - b. Justification for the purchase
 - c. One quote
 - d. Approval by the appropriate HFSC personnel per this policy for the initiation of the competitive procurement process
- 3) By adopting this policy, the Board of Directors delegates to the Corporation's Chief Financial Officer the Board's authority to determine whether the competitive sealed proposals method provides the best value to HFSC, as compared to the competitive sealed bid method.
- 4) If any applicable statute specifically requires HFSC to comply with a competitive procurement process other than the procedures described in

this Section, HFSC shall follow the applicable statute. HFSC's statutory obligations include, but are not limited to, competitive procurement procedures for certain design and construction projects-

G. Grant-funded Procurement

- 1) In addition to the procedures described in this policy, HFSC will comply with all procurement requirements in the grant applicable to the funding for the procurement. If grant requirements are more stringent than those listed elsewhere in this policy, grant requirements shall be followed. HFSC shall adopt additional procurement policies detailing requirements for goods and services purchased with grant funds.
- 2) Verification of "Excluded Parties List" - For purchases using Federal grant funds, the procurement specialist shall ensure the supplier (company or individual) is not on the "Excluded Parties List" that can be found at <http://www.sam.gov/>. The procurement specialist shall place appropriate documentation in the file.

H. Authorization Limits for Contracts involving Purchases within Approved Budgeted Limits

- 1) For Items that are within approved budget limits, see the table below. In the "HFSC Personnel Level" column, with respect to each dollar range, each of the listed persons must approve the procurement. In addition to the requirements set forth below, all purchases less than \$15,000 will be reviewed through the reconciliation process and finally approved by the CFO.

Purchase Authority Limit	HFSC Personnel Level
≤\$5,000	Section manager
\$5,001 to \$15,000	Section manager and division director
\$15,001 to \$50,000 <u>\$100,000</u>	Division director, COO <u>and CFO</u>
\$100,001 to \$200,000	Division director, COO and CEO
All purchase orders ≥ \$200,00 <u>1</u>	Division director, CFO, CEO and chair or vice-chair of the Board of Directors

- 2) Contracts shall not be divided into separate purchase orders or invoices so that lesser authorization limits will be in effect.
- 3) If the CFO discovers instances that appear, whether intentional or not, to be dividing requisitions to avoid proper authorization, he or she has the authority to require the higher level of authorization required should the individual requisitions be combined.
- 4) Any attempt by an HFSC staff member to conduct business with subdivided contracts, purchase orders or invoices so as to avoid obtaining required authorizations will

I. Authorization Limits for Contract involving Purchases Exceeding Approved

- 1) A staff member of HFSC is strictly forbidden from entering into a

commitment that exceeds approved budgeted amounts.

- 2) Therefore, all purchases that are not included in the approved budget must first obtain Board of Directors' approval. Once such approval is obtained, the guidelines in section "H" above for purchases within approved budgeted limits shall apply.

Compliance

Compliance with the policy is an ongoing requirement; each staff member is accountable for ensuring his/her compliance.

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

February 8, 2019 at 9:00 a.m.

Agenda Action Item No.:	10a. Consider approval of amendments to the policy regarding procurement for goods and services (non-fixed assets.) 10b. Consider approval of amendments to the policy regarding procurement for fixed assets.
Subject:	Amendments to two (2) procurement policies.
Background:	The proposed amendments to HFSC's existing procurement policies are the result of recommendations from HFSC's Lean Six Sigma project on purchasing and recent legal opinions regarding the applicability of procurement statutes to local government corporations. HFSC now has the opportunity to improve the effectiveness of its purchasing functions, in response to these recommendations. The relevant policies were last revised in July and August 2016. HFSC's current purchasing policies need to be updated to reflect the applicable statutory requirements, resolutions adopted by the Board, as well as relevant City ordinances and policies. On December 14, 2018 the Board approved similar amendments to HFSC's procurement policy for recurring expenses.
Executive Summary:	The proposed changes include, but are not limited to, raising the threshold amount for competitive bidding to coincide with federal grant regulations; removing the existing informal bid process to reflect HFSC's legal obligations; and updating definitions to reflect applicable statutes and City policies. Additionally, the proposed amendments will streamline the approval process for purchasing.
Fiscal Impact:	No anticipated fiscal impact.
Staff Recommendation:	Staff recommends approval of both policies with the proposed amendments.
By:	David Leach, Treasurer and CFO Legal review and approved as to form by General Counsel



Houston Forensic Science Center Procedural Limits and Contractual Authorities for Fixed Assets

Procedural Limits and Contractual Authorities for Fixed Assets

Policy Statement

Clearly defined procedures and authority limits for procuring fixed assets are critical for enabling the Houston Forensic Science Center (HFSC) to maintain an effective and efficient procurement system and obtaining best value. This policy establishes procedures for procuring (by purchase or lease) fixed assets, as well as for recording, tracking and disposing of fixed assets. A separate policy addresses authority limits and procedures relating to procuring goods and services that are not fixed assets. This policy does not apply to construction projects.

This policy does not apply to "services" provided by HFSC staff members, or the staffing contracts, compensation, or payroll issues related to such personnel. Nor does this policy apply to construction projects.

Applicability

All members of the Board of Directors, Board of Directors Committee members, HFSC staff members, and temporary employees shall abide by this policy.

Purpose

The purpose of this policy is to establish procedures and authority limits to ensure that:

- A. All purchase order and other contract transactions are conducted in a manner that is consistent with HFSC's objectives for acquiring goods and services, the City of Houston's procurement policies ([where applicable](#)), state procurement laws; and other applicable legal requirements;
- B. HFSC complies with the City of Houston's (City) minority/women, disadvantaged business enterprise policies in accordance with the corporation's Certificate of Formation, Resolution No.2013-004, and the First Interlocal Agreement between the corporation and the City; and
- C. An appropriate balance exists between enabling HFSC personnel to purchase goods and services that are necessary for them to perform their jobs and the necessity for HFSC to spend its limited funds effectively and efficiently.

Therefore, the following limitations are in place.

Definitions

- A. *Board of Directors*--the HFSC Board of Directors.
- B. *Board of Directors Committee*--those HFSC division directors, managers, supervisors, staff members, temporary employees, and others who serve on a HFSC Board of Directors Committee.
- C. *Chief Executive Officer* -- the president and chief executive officer (CEO) of HFSC or his/her designee.
- D. *Chief Financial Officer*--the chief financial officer (CFO) of HFSC or his/her designee.

Policy Number: TBD
Approval Date:
Replaces Policy Effective:
Uncontrolled When Printed

Author: David Leach
Revised Effective:
Next Review Due:

- E. *Chief Operations Officer* -- the chief operations officer (COO) of HFSC or his/her designee.
- F. *City Contract Item*--any item that HFSC can purchase through a City of Houston contract with a vendor, pursuant to an agreement between HFSC and the City.
- G. *Civilian* -- a person providing services under the management responsibility of HFSC, but employed by the City of Houston in a job classification other than a sworn peace officer.
- H. *Classified* -- a person providing services under the management responsibility of HFSC but employed by the City of Houston in a sworn peace officer job classification.
- I. *Contract* -- a purchase order or other document which is signed on behalf of HFSC and creates legal obligations on HFSC.
- J. *Director*--a member of the Board of Directors.
- K. *Division Director*--any manager responsible for one of the HFSC divisions.
- L. *Employee*--a person directly employed by and on the payroll of HFSC.
- M. *Fixed Asset* -- any tangible property with a useful life greater than 1 year and value greater than \$5,000.
- N. *Formal Bid or Proposal* -- sealed bid or proposal to provide goods or services valued at greater than \$150,000.
- ~~O. *Informal Bid* -- a bid to provide goods or services valued at greater than \$3,00 and equal to or less than \$50,000.~~
- ~~P.O. *Procurement Specialist* -- a staff member who prepares purchase orders and other contracts, makes purchases within limits with a purchasing card, and assists with documentation concerning procurement.~~
- ~~Q. *Professional Services* -- means services as defined by Texas Government Code Section 2254.002(2), as amended. Professional services include, but is not limited to, accounting and professional engineering services as well as services provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant, architect, professional engineer, or state certified or licensed real estate appraiser.~~
- ~~R.P. *SAM* - System for Award Management (<http://www.sam.gov/>).~~
- ~~S.Q. *Section Manager*--any staff member with responsibilities that include supervision and management of other staff members in a section of a division.~~
- ~~T.R. *Sole Source Procurement*--refers to purchases under the following circumstances: when only one source is available or suitable for supply or services; compatibility of the goods or services with current services, equipment, or replacement parts is of paramount consideration; or an existence of an equivalent product does not exist.~~
- ~~U.S. *Staff Member*-- any person who is a civilian, classified, or employee.~~

Responsibilities

- A. Board Chair or Vice-Chair – The chair or vice-chair of the Board of Directors or their designees are responsible for overseeing the administration of this policy.
- B. Chief Executive Officer – The CEO is responsible for administering the policy as it relates to staff members and temporary employees, implementing processes and procedures to ensure that the policy is followed, and monitoring compliance with the policy.
- C. Chief Operating Officer – The COO is responsible for ensuring that this policy is clearly articulated and disseminated and for assisting the CEO in carrying out his/her responsibilities regarding the policy.
- D. Chief Financial Officer – The CFO is responsible for articulating and disseminating processes and procedures regarding this policy and for providing guidance regarding ongoing compliance with the policy.
- E. Division Directors – Division directors are responsible for oversight in the administration of the policy and for providing division-level direction for compliance.

- F. Procurement Specialist – The Procurement Specialist is responsible to ensure proper procurement in accordance with this policy with regard to contracts, including the issuance and documentation of purchase orders and the use of the purchasing card.
- G. Staff Members – Staff members are accountable for compliance with this policy and the processes and procedures set forth herein and the guidance issued by the CFO.

Procedures for Procurement of Fixed Assets

A. Introduction: Exceptions to competitive procurement include procurement through cooperative purchasing programs, procurement from sole source suppliers, and procurement of professional services. See subsections B, C and D immediately below.

B. Cooperative Purchasing Programs

- 1) Regardless of the procurement's dollar value, HFSC may make the procurement through a cooperative purchasing program in which competitive pricing and value has already been established and the resulting procurement will be the best value for HFSC. Such cooperative programs include the State of Texas Cooperative Purchasing Program (CO- OP, which is also known as TXSmartbuy). Another possibility is to make the procurement through the City of Houston's City Contract Items program. Procurement through such a cooperative purchasing program satisfies the Texas requirement concerning seeking competitive bids.
- 2) The person who initiates procurement under this section, shall obtain approval (in accordance with the authority limits in the table below) and shall ensure that a written explanation is placed in the file, documenting why the exception to competitive procurement applies.

C. Sole Source

- 1) Regardless of the procurement's dollar value, HFSC may make a Sole Source Procurement from a single vendor when equivalent goods or services are not available.
- 2) The person who initiates procurement (in accordance with the authority limits in the table below), shall ensure that a written explanation is placed in the file, documenting why the exception to competitive procurement applies.

D. Professional Services

- 1) Professional services are services that can be performed competently only by a person or persons having a special skill, expertise, education, or knowledge that is primarily mental or intellectual in nature rather than physical or manual, and specifically as defined by Government Code Section 2254.002, as amended.
- 2) HFSC may procure professional services without competition.
- 3) HFSC shall select a provider of professional services on the basis of:
 - a. Demonstrated competence and qualifications to perform the services, and
 - b. A fair and reasonable price, as determined by the HFSC person authorized by this policy to sign the contract.
 - c. The person who initiates procurement under this section (in accordance with the authority limits in the table below) shall ensure that a written explanation is placed in the file, documenting why the exception to competitive procurement applies.

~~E. ***Informal Bid(s)*** – Unless an exception to competitive procurement applies, HFSC shall seek to obtain the best value through an informal bidding process for one-time purchases when the total cost of an item or service is greater than \$3,000 and equal to or less than \$50,000. When purchasing such goods or services that are not city contract items and not subject to competitive procurement by law, the following procedures shall be followed. HFSC shall:~~

- ~~1) Pursue inform bids from capable vendors listed in the City's Minority;~~

~~Women and/or Small Business Enterprises and Persons with Disabilities
Business Enterprises and Disadvantaged Business Enterprises
(MWSBE/PDBE and DBE) Directory.~~

~~2) Request written bids as follows:~~

- ~~a. If there are three or more certified vendors listed in the MWSBE/PDBE and DBE Directory for the specific goods or services needed, the originating HFSC division shall contact a minimum of three of those vendors.~~
- ~~b. If there are fewer than three certified vendors listed in the MWSBE/PDBE and DBE Directory for the specific goods or services needed, the originating HFSC division shall consult the State of Texas Historically Underutilized Business (HUB) Directory to determine if there are any locally certified HUBs eligible to bid on the project.~~
- ~~a. If the two immediately preceding steps do not result in soliciting three potential vendors, the originating HFSC division shall contact the identified vendors plus one or more non MWSBE/PDBE and DBE vendors to make a total of at least three vendor contacts.~~

F.E. Formal Bids - Unless an exception to competitive procurement applies, HFSC shall seek to obtain the best value for one-time purchases to secure goods and/or services valued at greater than \$150,000 by using a method of either competitive sealed bidding or competitive sealed proposals.

- 1) HFSC personnel shall obtain advice from HFSC's legal counsel concerning the state law requirements for newspaper notification and other aspects of the method, including the requirements of TX Local Govt. Code section 252.041.
- 2) When purchasing goods and/or services that are not City contract items, the HFSC requestor shall provide the purchasing specialist the following:
 - a. Detailed specifications or a Scope of Work
 - b. Justification for the purchase
 - c. One quote
 - d. Approval by the appropriate HFSC personnel per this policy for the initiation of the competitive procurement process
- 3) By adopting this policy, the Board of Directors delegates to the Corporation's Chief Financial Officer the Board's authority to determine whether the competitive sealed proposals method provides the best value to HFSC, as compared to the competitive sealed bid method.
- 4) If any applicable statute specifically requires HFSC to comply with a competitive procurement process other than the procedures described in this Section, HFSC shall follow the applicable statute. HFSC's statutory obligations include, but are not limited to, competitive procurement procedures for certain design and construction projects.

G.F. Grant-funded Procurement

- 1) In addition to the procedures described in this policy, HFSC will comply with all procurement requirements in the grant applicable to the funding for the procurement. If grant requirements are more stringent than those listed elsewhere in this policy, grant requirements shall be followed. HFSC shall adopt additional procurement policies detailing requirements for fixed assets purchased with grant funds.
- 2) Verification of "Excluded Parties List" - For purchases using Federal grant funds, the procurement specialist shall ensure the supplier (company or individual) is not on the "Excluded Parties List" that can be found at <http://www.sam.gov/>. The procurement specialist shall place appropriate documentation in the file.

H.G. *Buy vs. Lease Decision*

- 1) Where leasing is an option, the HFSC Finance Department will analyze the economic value of leasing the fixed Asset instead of purchasing and make a recommendation the CEO for determination.

H.H. *Authorization Limits for Contracts involving Purchases within Approved Budgeted Limits*

- 1) For items that are within approved budgeted limits, see the table below. In the "HFSC Personnel Level" column, with respect to each dollar range, each of the listed persons must approve the procurement. In addition to the requirements set forth below, all purchases less than \$15,000 will be reviewed through the reconciliation process and finally approved by the CFO.

H2)

Purchase Authority Limit	HFSC Personnel Level
≤ \$5,000	Section manager
\$5,001 to \$15,000	Section manager and division director
\$15,001 to \$50,000 <u>\$100,000</u>	Division director, COO <u>and CFO</u>
\$100,001 to \$200,000	Division director, COO, and CEO
All purchase orders ≥ \$200,00 <u>1</u>	Division director, CFO, CEO and chair or vice-chair of the Board of Directors

- 2) Contracts shall not be divided into separate purchase orders or invoices so that lesser authorization limits will be in effect.
- 3) If the CFO discovers instances that appear, whether intentional or not, to be dividing requisitions to avoid proper authorization, he or she has the authority to require the higher level of authorization required should the individual requisitions be combined.
- 4) Any attempt by an HFSC staff member to conduct business with subdivided Contracts, purchase orders or invoices so as to avoid obtaining required authorizations will result in disciplinary action up to and including termination of employment.

J. Authorization Limits for Contracts involving Purchases Exceeding Approved Budgeted Limits

- 1) A staff member of HFSC is strictly forbidden from entering into a commitment that exceeds Board of Directors' approved budgeted amounts.
- 2) Therefore, all purchases that are not included in a Board of Directors' approved budget must first obtain Board of Directors' approval. Once such approval is obtained, the guidelines in section "P" "H" above for purchases within approved budgeted limits shall apply.

Procedures for Recording, Tracking and Disposing of Fixed Assets

- A. The purpose of this portion of the policy is to put in place processes and procedures to provide reasonable assurance that:
 - 1) Assets purchased are properly classified as either fixed assets or current assets, in accordance with both generally accepted accounting principles (GAAP) and HFSC capitalization thresholds.
 - 2) The costs related to fixed assets, specifically depreciation, is accounted for completely, accurately, and on a timely basis and that such costs are assigned to the proper HFSC cost center.
 - 3) Impairments in fixed Asset values, usefulness, etc. are recognized, calculated, and recorded in financial records in accordance with GAAP.

- 4) Disposition of fixed assets (through retirement, sale, transfer, casualty loss, etc.) are accounted for and recorded in financial records in accordance with GAAP.
 - 5) Physical assets can be located, identified, and reconciled to accounting records.
- B. Therefore, the HFSC Finance Division will ensure that the following procedures are followed.
- 1) Asset Classification and Recording
 - a. All assets, except computer software, that have an estimated useful life greater than twelve months, and a cost greater than \$5,000 should be recorded as fixed assets.
 - b. Software purchased from third party vendors should be capitalized if its cost is \$100,000 or more.
 - c. Software developed internally should be capitalized if its cost is \$1,000,000 or more.
 - d. If an asset is built of several different components, the cumulative costs of all components should be used in determining whether an asset should be capitalized.
 - e. If one component of an asset that is being depreciated as a system is retired and replaced, the new component should be depreciated over the remaining estimated useful life of the system.
 - f. Regular maintenance and repair costs should be expensed as they occur. However, if a major refurbishment or upgrade is made to an asset, such as a piece of laboratory equipment, and that upgrade increases the value, service ability or useful life of the asset, some or all of the costs of the upgrade may be capitalized.
 - g. Transfers of fixed assets between HFSC departments should not result in any changes in the recorded value of the asset.
 - h. Transfers or donations of assets from the City of Houston or other organizations should be recorded at the lower of the depreciated cost of the asset in the donating organization's financial records or fair market value, if it can be determined.
 - i. In general, all costs incurred to acquire a fixed asset (in accordance with GAAP) (price paid, taxes, commissions, installation costs, etc.) should be used to calculate the historical or recorded cost of the asset.
 - j. A fixed asset record should be created for each Fixed Asset and recorded in the property register, fixed asset inventory database, etc. The record should contain all information relevant to the asset (acquisition date, cost, acquiring department, description, serial number, etc.)
 - 2) Establishing Estimated Useful Life and Salvage Value
 - a. Useful life is an estimate of the average number of years an asset is considered useable before its value is fully depreciated. In reality, an individual asset or all assets in that class may remain in service for periods greater or less than their estimated useful life. Estimated useful life is intended to pro
 - b. Salvage value is the estimated resale value of an asset at the end of its useful life. Salvage value is subtracted from the cost of a fixed asset to determine the amount of the asset cost that will be depreciated. Thus, salvage value is used as a component of the depreciation calculation.
 - c. For HFSC, estimating useful life and salvage value for some assets can be very difficult due to the pace at which new technologies arise and make equipment currently in use obsolete, the field conditions in which some equipment may be used, etc. Because of this, HFSC utilizes a variety of sources and methodologies to estimate useful lives and salvage values, including, but not limited to:
 - HFSC/HPD prior experience with assets of that type.
 - Standards set forth by professional societies.
 - Estimates used by other forensic science centers operating within Texas and/or the United States.
 - Manufacturers' guidelines and estimates.

- ~~e.d.~~ HFSC often purchases equipment which is dependent upon sophisticated software to function. In cases where the equipment and software are interdependent, HFSC will use the estimated useful life of the software or equipment with the shorter estimated useful life. Generally, the software has a shorter estimated useful life.
- ~~d.e.~~ There is a very limited after market value for the types of equipment that HFSC uses. In many cases, fixed assets used by HFSC will have no market value at the end of their useful lives. For that reason, unless there is strong and convincing evidence that an asset will have a material salvage value, the HFSC assigns a \$0 salvage value to all fixed assets.
- ~~e.f.~~ Unless there is evidence to the contrary, the useful life assumptions for purposes of depreciation are as follows:

<u>Asset Type</u>	<u>Useful Life</u>
Buildings	40 years
Buildings/Leasehold Improvements	20 years
Furniture, Fixtures, and Equipment:	
Audio, Visual, Photos, Multimedia	7 years
Laboratory, Medical, Scientific	15 years
Office, Facility furniture, fixtures & Equipment	7 years
Vehicles	7 years
Computer Hardware:	
CPU – Desktop / Laptop	5 years
Servers/Switches/Mainframe	7 years
Communications Systems	7 years

3) Depreciation Expenses and Accumulated Depreciation

- a. Depreciation expense is a method of allocating the cost of a tangible asset over its useful life. Depreciation is used in accounting to try to match the expense of an asset to the income that the asset helps the company earn.
- b. Accumulated depreciation is the cumulative depreciation of an asset up to a single point in its life. The depreciation of an asset during a single period is added to the previous period's accumulated depreciation to get the current accumulated depreciation. An asset's carrying value on the balance sheet is the difference between its purchase price and accumulated depreciation.
- c. Under generally accepted accounting principles, there are several methods that can be used to calculate depreciation expense. HFSC has opted to use the straight-line method of depreciation. Under this method, annual depreciation expense is calculated as follows:

$$\text{Annual Depreciation Expense} = \frac{\text{Total Asset Cost} - \text{Estimated Salvage Value (if any)}}{\text{Useful Life in Years}}$$
- d. Recording depreciation expense should begin when an asset is placed into service. Recording depreciation expense should cease when the asset is fully depreciated or when it is sold, pulled from service, lost, stolen or destroyed.
- e. If an asset is refurbished to the extent that its functionality improves or its useful life is extended, the cost of such refurbishment can be depreciated. The revised asset value to be depreciated should be the sum of the net book value of the asset immediately prior to

refurbishment plus the refurbishment costs allocated over the remaining useful life of the asset.

f. Regular maintenance and repair costs are not to be added to the assets value. These are to be accounted for as current expenses.

C. Asset Location, Identification and Reconciliation

- 1) The key functions of accounting for fixed assets include the ability to locate and identify individual fixed assets and reconciling property records to financial records such as the general ledger. Mobility and transferability may make locating and identifying some assets a challenge. Therefore, it is important that from the time an asset is acquired until the time it is retired, sold, etc. procedures and controls be in place to make location, identification, and reconciliation both possible and affordable.
- 2) It is HFSC policy that all fixed assets be specifically identified and recorded in a property register at acquisition/placement into service. At the present time, HFSC is using a series of Excel spreadsheets as a Fixed Asset Register. The information recorded should generally include information such as:
 - Category of asset
 - Specific asset description (make, model, serial number, etc.)
 - Acquisition date/date placed in service
 - Total acquisition cost
 - Department/Cost Center receiving asset
 - General ledger account to which the asset will be recorded
 - Estimated salvage value, if any
 - Estimated useful life
- 3) Subsequent to acquisition/ placement into service, the asset record should be updated for items such as:
 - Significant renovation or upgrade to the asset
 - The date(s) the asset was located and identified in a physical inventory of assets
 - Any damage(s) to the asset
 - Inter-departmental transfer of the asset
 - Asset Disposition
- 4) Once every three years (two years in the case of assets purchased with grant funds) a full physical inventory of all fixed assets is required. Any differences in physical asset counts to fixed asset records should be investigated. Financial records such as the property register, and the general ledger should be adjusted for findings, as necessary.
- 5) Assets purchased with grant funds no matter what the value will be tagged and tracked in a manner consistent with these policies for assets greater than \$5,000 when the grantor requires notification before the asset is disposed.
- 6) Tagging of assets whose value is less than \$5,000 and thus by policy is not considered a fixed asset, will not be given a fixed asset tag unless the individual department determines, for reasons other than the accuracy of the financial records, that so doing is of benefit to their department. An example of this is computers, printers or other electronic equipment that an HFSC department chooses to track by using unique tags.
- 7) The benefit derived from tracking assets under \$5,000 with individual tags does not outweigh the direct and indirect cost of the same. Therefore HFSC as a matter of policy only requires the tracking of fixed assets.

D. Asset Impairment

- 1) There are times when a fixed asset may clearly be worth less than its recorded net book value. Indicators of an impairment in asset value are:

- Evidence of physical damage over and above normal wear and tear

- Changes in legal or environmental factors that make the asset no longer usable or of much more limited use
- Technological changes or obsolescence. For example, testing equipment that can still be used but is less effective or efficient than newer, more accurate equipment.
- Changes in manner or duration of use. For example, a computer originally purchased to maintain and access large databases that is now used for typical office functions.

4)2) The fact that the net book value of a fixed asset exceeds its fair market value does not mean that an impairment has occurred. In fact, an asset in use by HFSC may have little or no market value outside of HFSC operations. However, that asset may be used consistently and reliably in HFSC operations, may be very costly to replace, or may be used for an alternative, productive purpose. Likewise, only the impact of permanent impairments should be recognized in the financial statements. Temporary impairments should not be recognized in the financial statements

2)3) If HFSC management determines that the value of a fixed asset has been permanently impaired, the decrease in value should be recognized in HFSC financial statements. If the asset is removed entirely from service, the value should be written down to \$0 or salvage value, if any. If the asset remains in service, its value should be written down to its fair value.

E. Asset Disposition

- 1) At some point in time, most fixed assets will be disposed. Disposition may come before, on, or subsequent to the end of the asset's estimated useful life. Reasons for disposition may include (but are not limited to):
 - The planned retirement of the asset consistent with the asset reaching the end of its estimated useful life.
 - Loss of the asset due to accident, theft, misplacement, etc.
 - The deterioration of the asset's ability to perform its intended function.
 - Cost inefficiencies involved in using the asset (maintenance costs, software license fees and upgrades, etc.)
 - The obsolescence of the asset brought about by new and improved technologies.
 - Management's decision to sell, transfer, or donate the asset to another organization.
- 2) All asset sales and asset transfers to outside parties regardless of net book value, sales price, etc. must be approved by the Chief Operating Officer or the Chief Executive Officer. Proposals to sell or transfer assets must be accompanied by documents that state the business purpose of the sale/transfer, how the sale price was determined, independent estimates of fair market value, etc.
- 3) When an asset is disposed of, both the asset and accumulated depreciation related to the asset should be removed from financial records such as the general ledger. However, the fixed asset record in the property register should remain for at least a period of 5 years and the reason for disposition should be noted on the record.
- 4) A gain or loss may be realized on the asset if it is sold for an amount greater or less than net book value. Such gains or losses should be recognized in the financial statements in the year in which they occur.
- 5) A gain or loss may also be recognized if the asset is lost due to accident, theft, etc. that is covered by insurance. The amount of gain or loss will be determined by comparing the amount of insurance proceeds, if any, to the net book value of the asset at date of loss.
- 6) If an asset is retired and disposed of (not sold) at the end of its useful life, it should be fully depreciated. Normally, no gain or loss will be recognized unless a salvage value had been assigned to the asset at acquisition date.
- 7) If an asset is retired and disposed of (not sold) before the end of its useful life, it is likely that a loss will be recognized equal to the amount of remaining net book value at disposition date.
- 8) Insurance, if any, on the disposed asset should be canceled effective with the disposal date.

Compliance

Compliance with the policy is an ongoing requirement; each staff member is accountable for ensuring his/her compliance.

Operations Report

February 8, 2019





Section	Turnaround time (days)	Relative to Prior Month	Requests >30 days	Relative to Prior Month
Forensic Biology	361	↓	194	↓
CODIS	20	↓	15	↓
Digital/Multimedia	36	↓	29	↓
Firearms (Analysis)	20	↓	3	↔
Firearms (NIBIN)	67	↑	385	↓
Latent prints	49	↑	1607	↑
Seized Drugs	10	↓	0	↓
Toxicology (Alcohol Analysis)	23	↓	0	↔
Toxicology (Drug Analysis)*	78	↑	349	↑
Crime Scene Unit	33	↓	95	↑

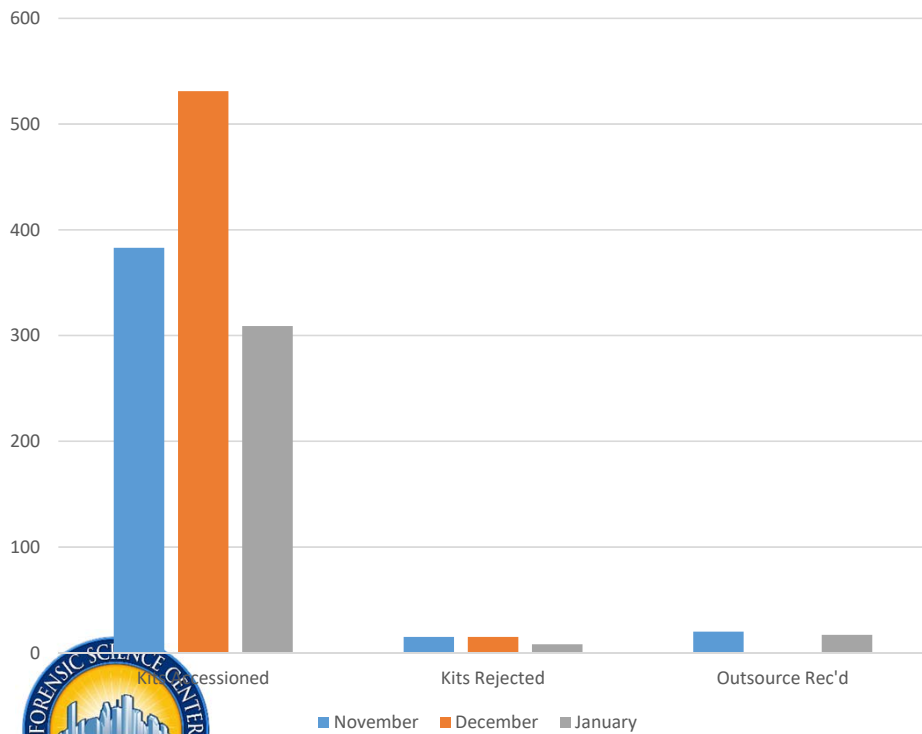
*Due to equipment issues that will not be resolved until move target internal drug analysis TAT is 90 days

Detail data



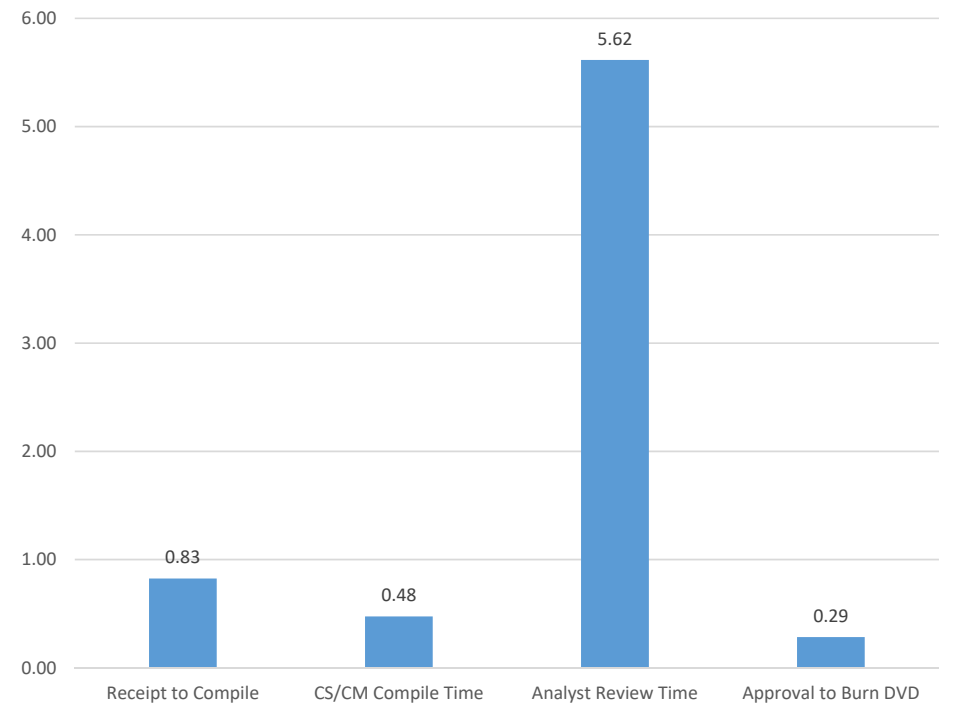
CS/CM – January

Accessioning



Toxicology Support

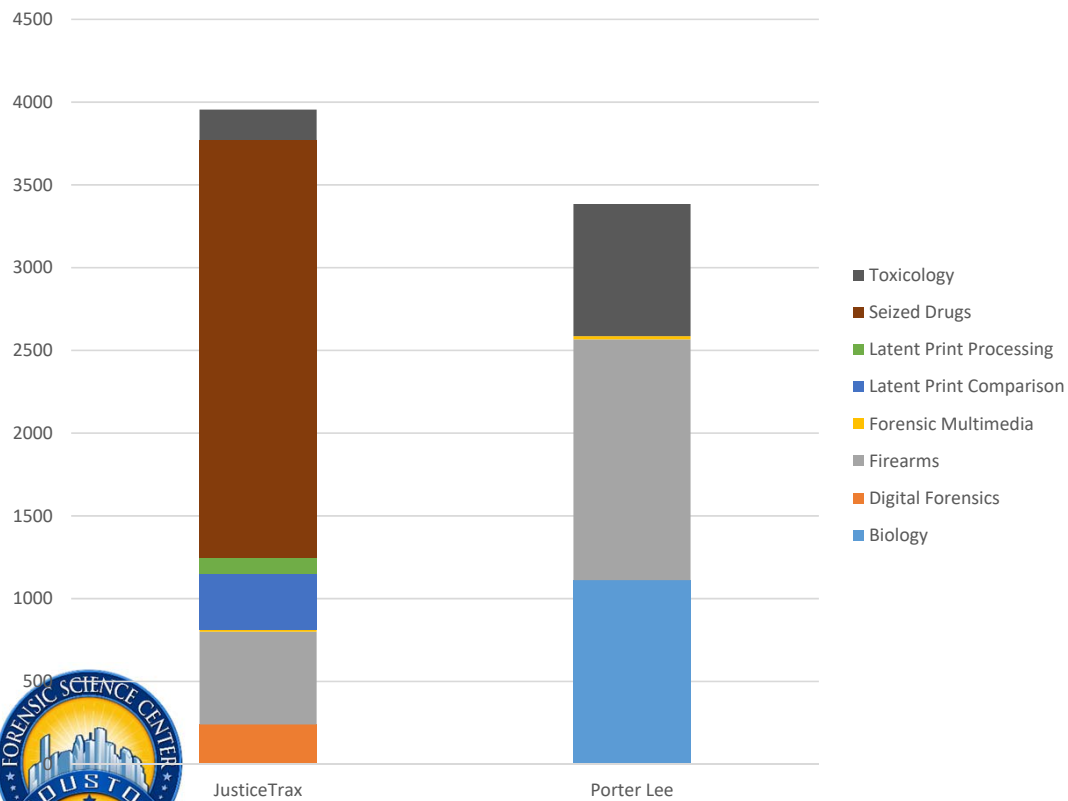
Toxicology Discovery Order TAT (days) – by status



n = 26 Discovery Orders

CS/CM – January

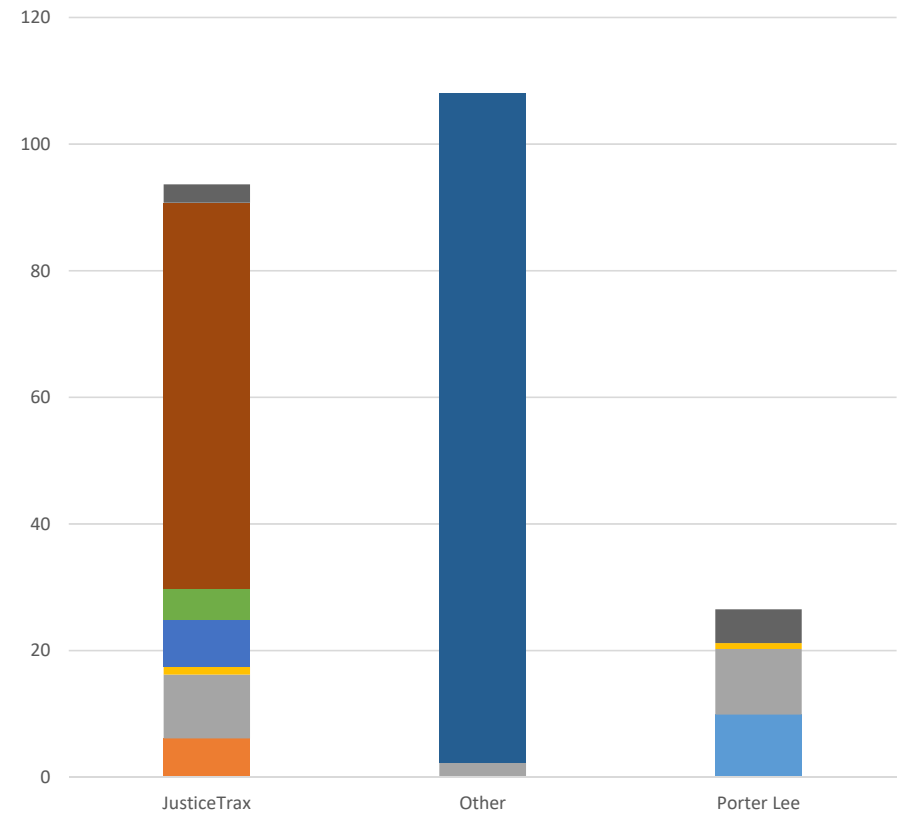
Total Items by Section & LIMS System



Evidence Handling

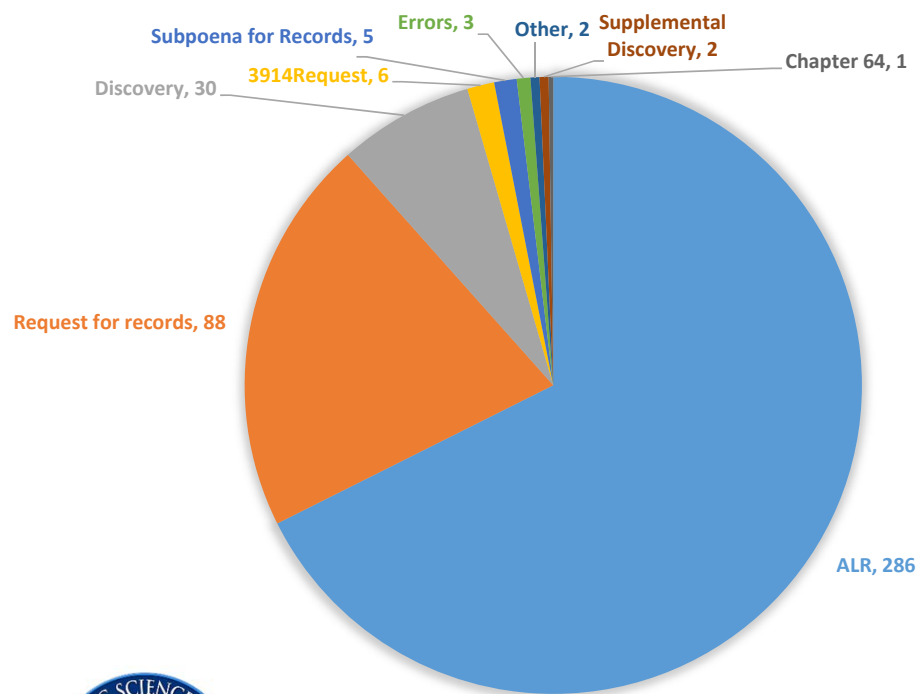
Total Time by Section & LIMS System

See Time Categories by Section slide for breakdown



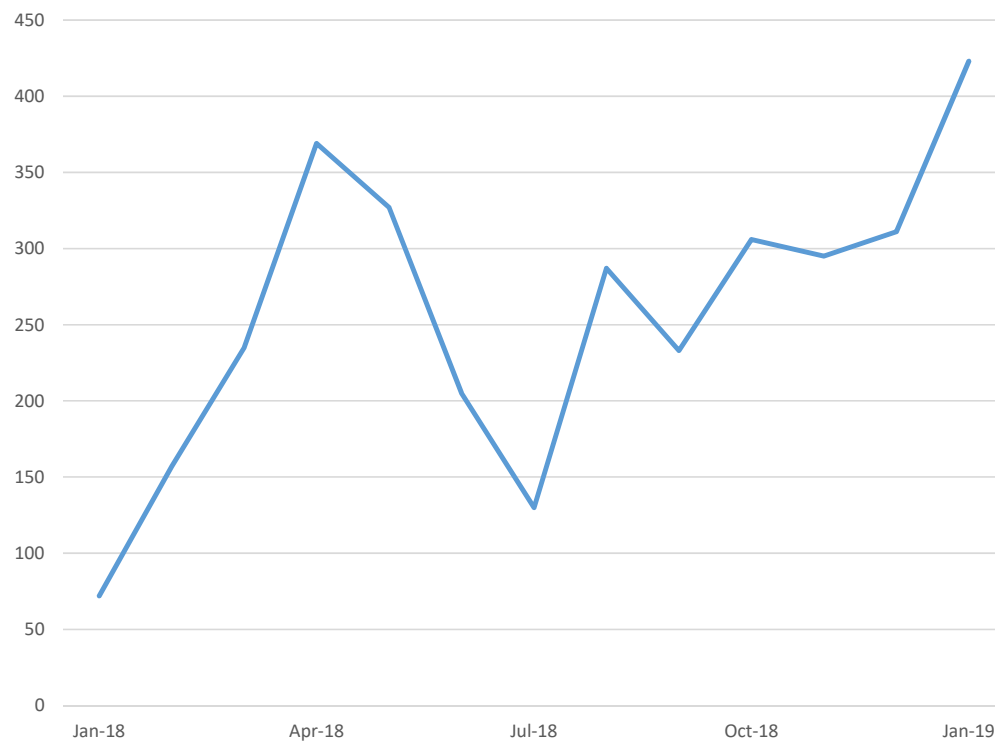
CS/CM – January

Jan. 2019 Requests by Type



Administrative

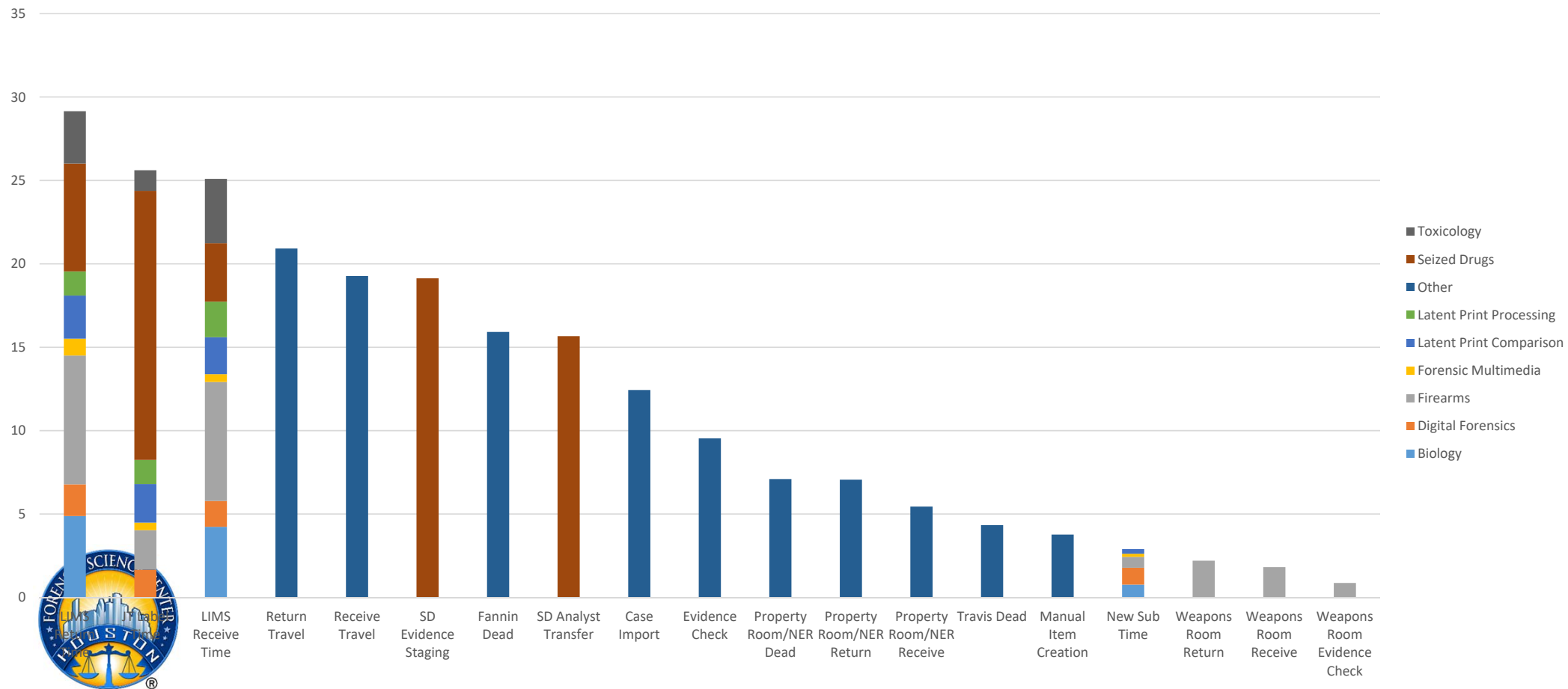
Records Requests - YTD



CS/CM – January

Time Categories by Section

Evidence Handling



Seized Drugs



Seized Drugs: 10-day TAT average
0 pending requests >30 day

Target: TAT average <14 days
Less than 3 requests >30 days

Critical issues

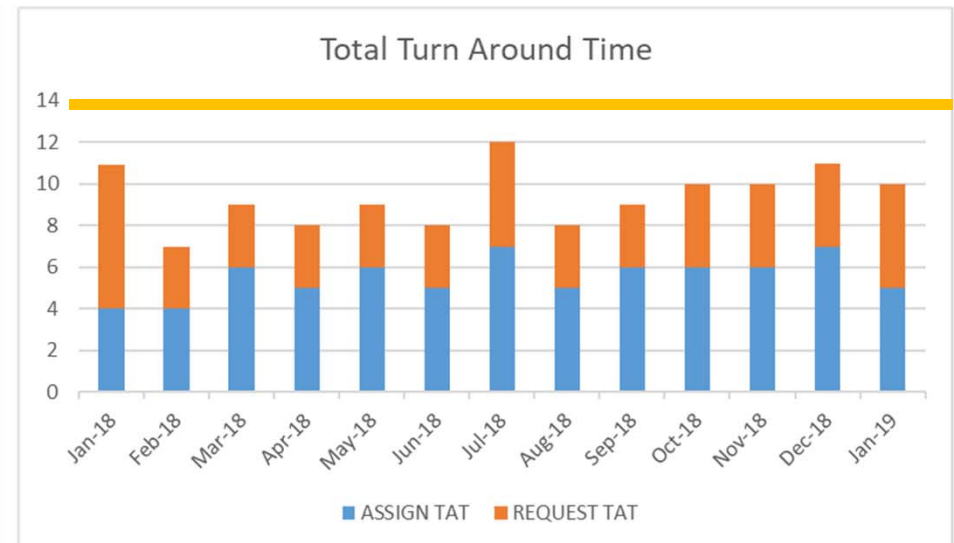
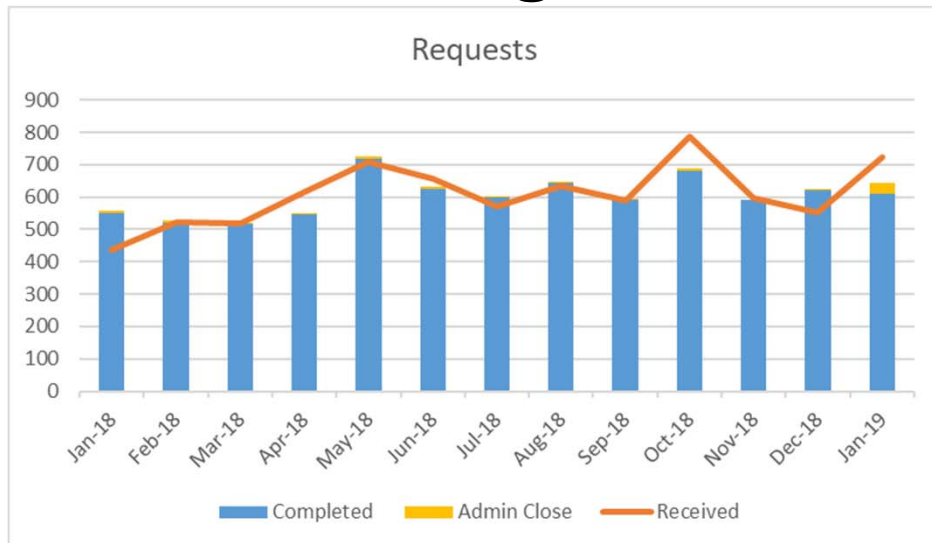
- Potential impacts of additional expedited case needs

Projections for next 90 days

- Continued pressure on resources from increased case complexity and requests for expedited cases.
- Continue to track submission of opioid cases.
- Grant awarded for collaboration with R&D on opioid testing.



Seized Drugs



□ Orange bar indicates TAT target limit of 14 days.

Firearms – Casework

Exams: 20-day avg,
3 pending requests >30 days
Target: <25 days



Critical issues

- Average age of cases over 30 days: 42 days
- JusticeTrax
- One examiner on (temporary) limited duty

Projections for Next 90 Days

- Increase, then decrease in TAT as users transition to and get used to Justice Trax.



Firearms – NIBIN



Current NIBIN Requests

(received on or after 7/23/2018):

Total received in January: 340+JT requests

Average TAT: 8 days

Target: ≤5 days

Historical NIBIN Backlog

(received before 7/23/2018):

Total backlog: 385 requests (70 in progress)

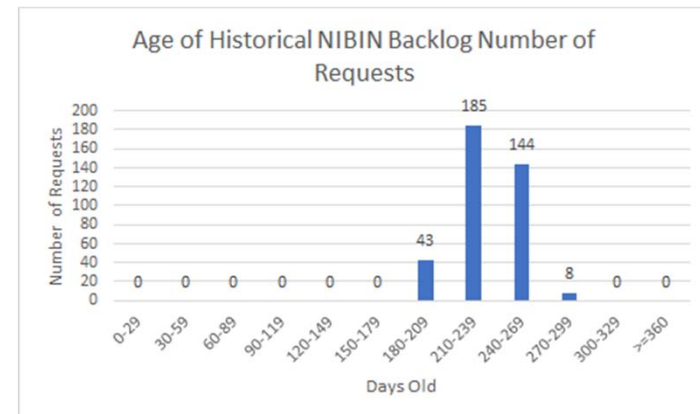
Target: eliminated by August 2019

Critical issues

- NIBIN backlog
- Expect age and TAT of historical NIBIN backlog to increase as new NIBIN techs work the backlog
- One NIBIN Tech on (temporary) limited duty, cannot work up firearms
- JusticeTrax

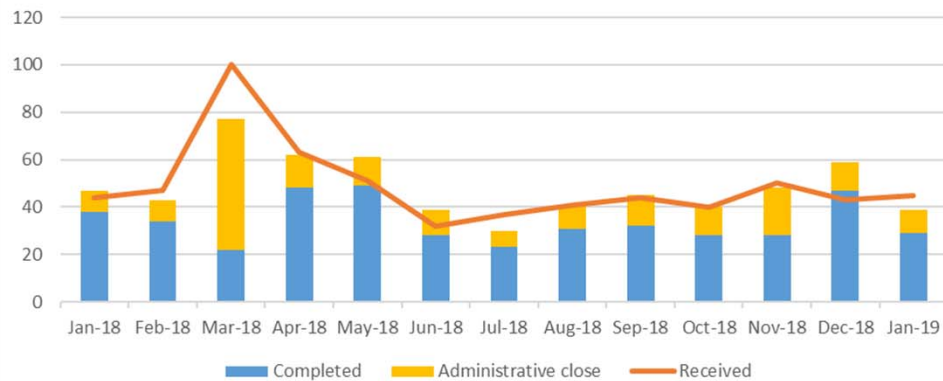
Between 1/1/2019 – 1/31/2019

- 324+JT **current requests** completed
- 10+ JT **current requests** in progress
- 110 **historical backlog** requests completed
- 23 **historical backlog** requests in progress

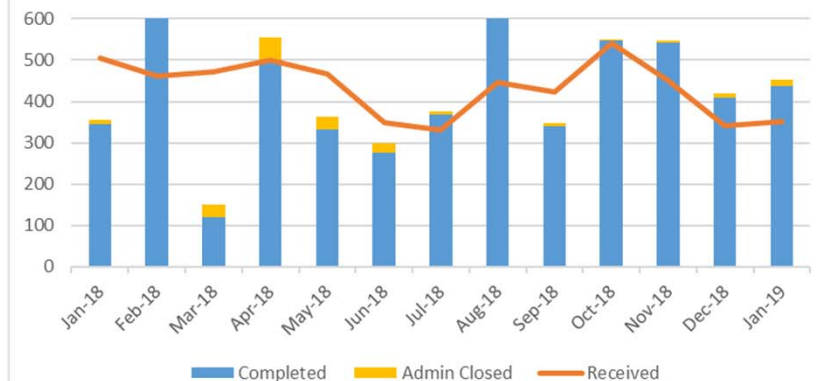


Firearms

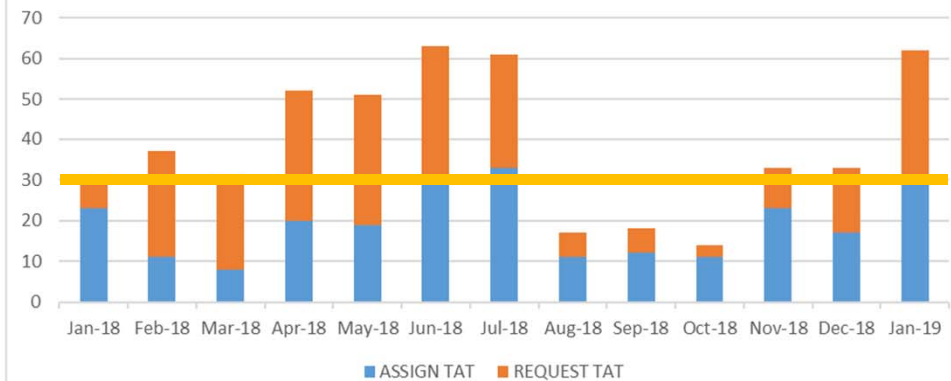
FA requests



IBIS requests



Total Average Turn around time



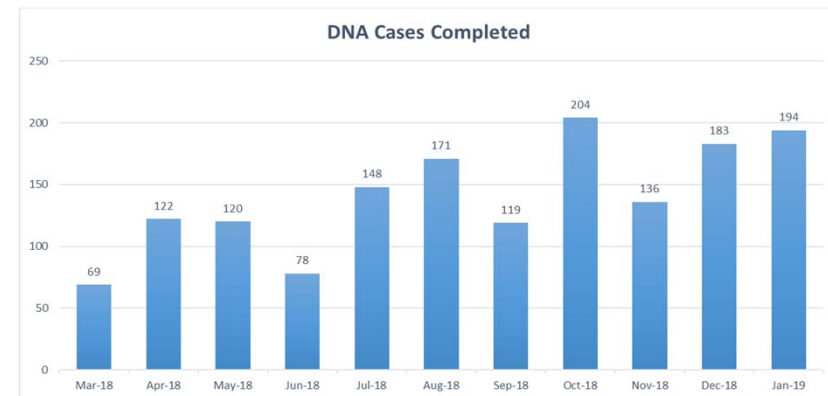
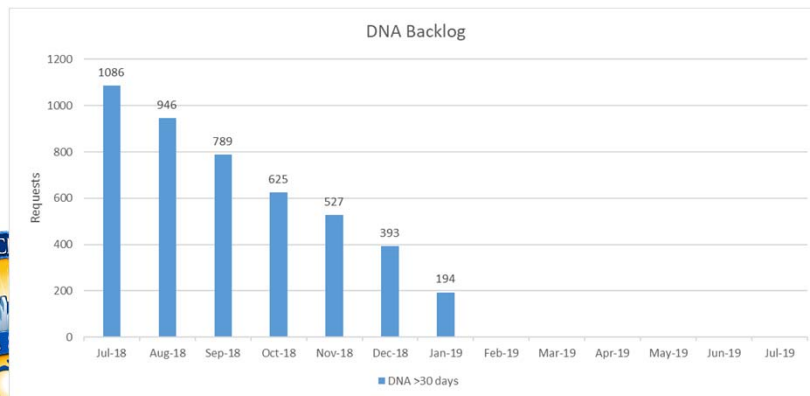
Forensic Biology-Backlog



SA Kit: 184-day avg TAT
5 pending SAK requests
SAK "other": 99-day avg
Non-SAK DNA: 399-day avg
194 total requests >30 days

Critical issues

- Target: minimum 12 DNA report writers, currently 8
- Delayed NIJ funding has pushed back the start date for DNA analyst training to begin
- FCN creation in Porter Lee once Justice Trax went live



Forensic Biology-Outsourcing

Total Cases Shipped	Cases Returned	Cases Reviewed
682	353	0

SAKs shipped: 506

SAKs completed: 198

Non-SAKs shipped: 176

Non-SAKs completed: 155

Critical issues

- The In-house review of all outsourced casework
- Waiting for grant funding to be released to send next full shipment; partial shipment in January
- Bode delayed TAT for SAKs, current TAT ~120 days

Projections for next 90 days

- Project timeline: August 2018-September 2019



CODIS (National DNA Database)

Total TAT
↓ 20

EOM >30 day
↓ 15

Critical issues
1

Profiles Entered: 91

Matches: 151

63 Pending notifications

15 Notifications over 30 days

~30 of the pending 63 notifications are waiting on other agencies for information.

245 Total Matches were addressed in December

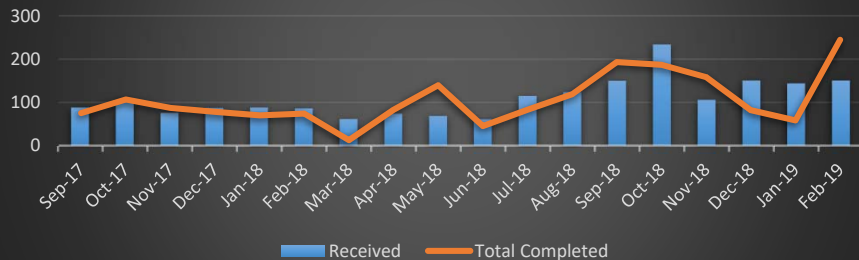
Critical issues

- Obligate Allele Project

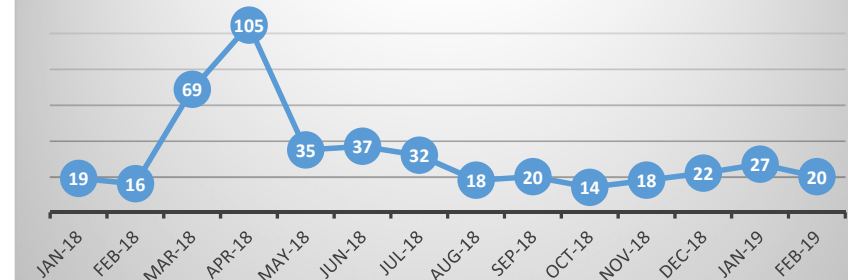
Projections for next 90 days

- Complete more reviews of Obligate Allele Project cases.

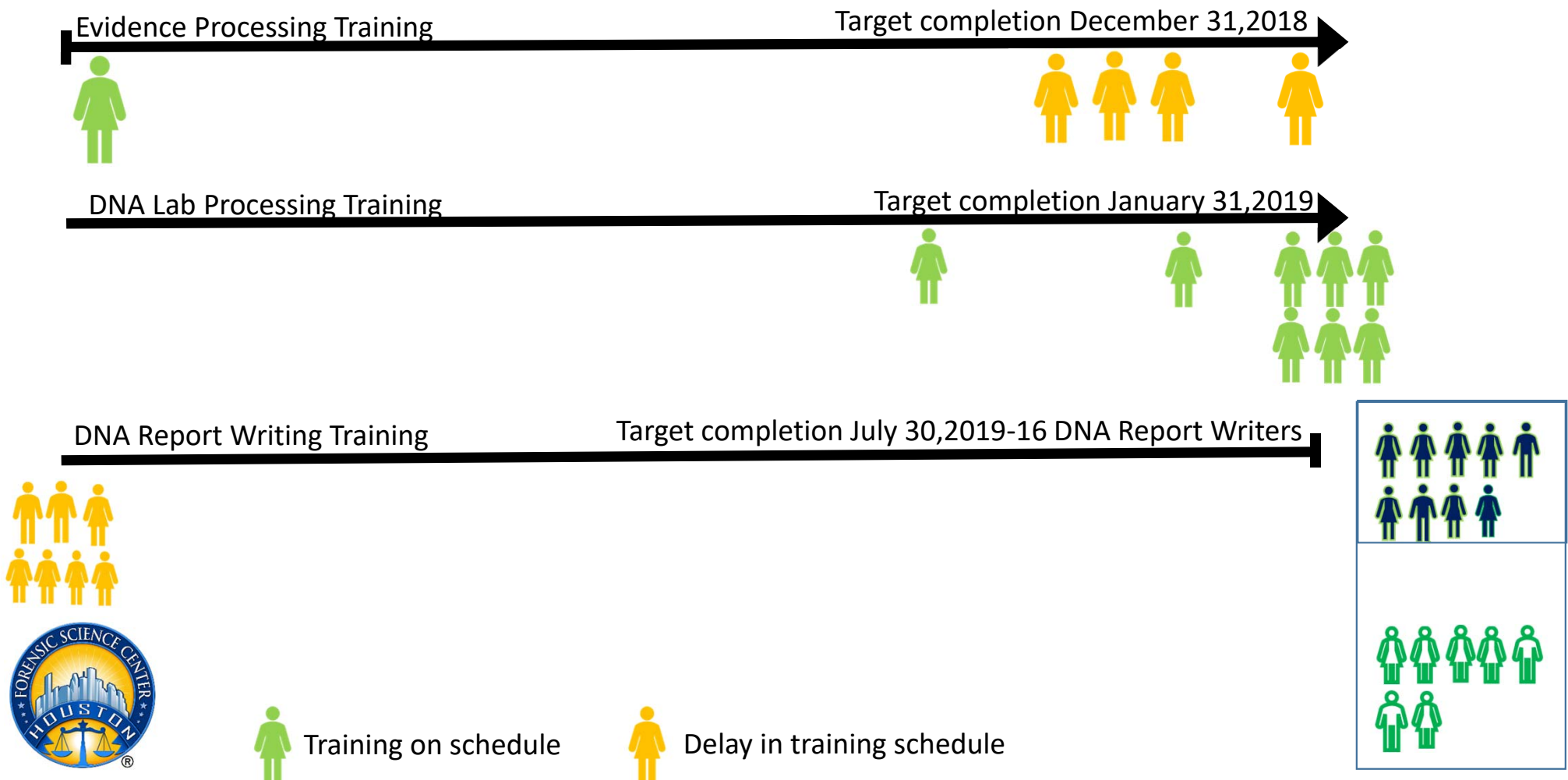
Candidate Matches Received Vs. Completed



Actual TAT

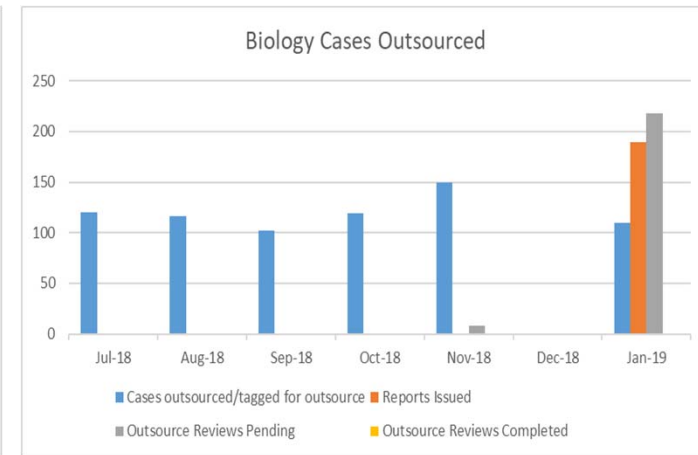
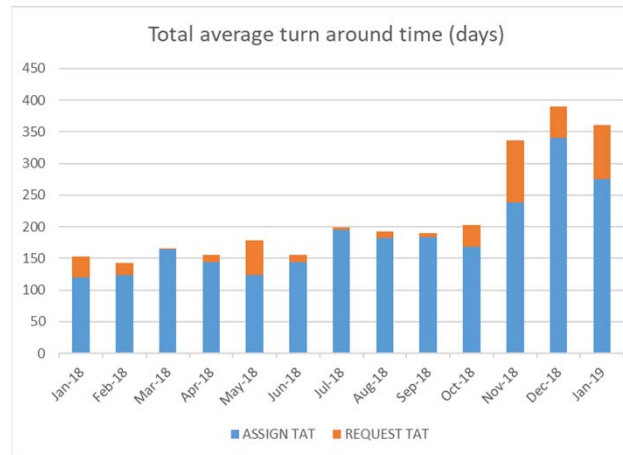
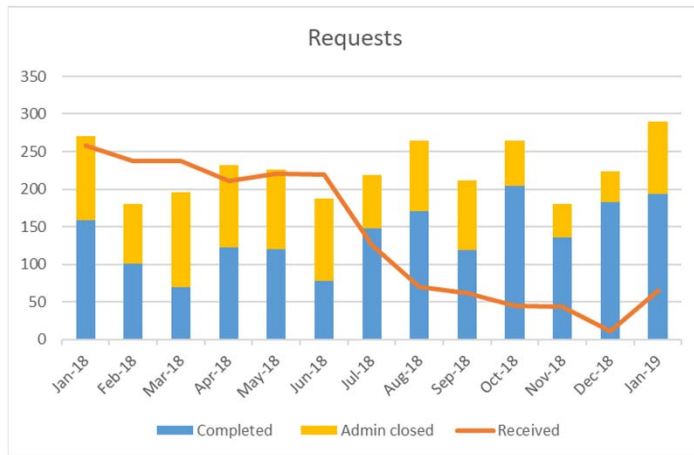


Forensic Biology Training



Forensic Biology -- Total

Note: In July of 2018 the number received will be impacted by the number of cases outsourced, once a case is outsourced it moves from received by Bio to Outsourced



Toxicology



Alcohol: 23-day avg,
0 pending requests >30 day

Tox: 78-day avg
349 pending requests >30 day

Out-Tox: 25-day avg
1 pending requests >30 day

Critical issues

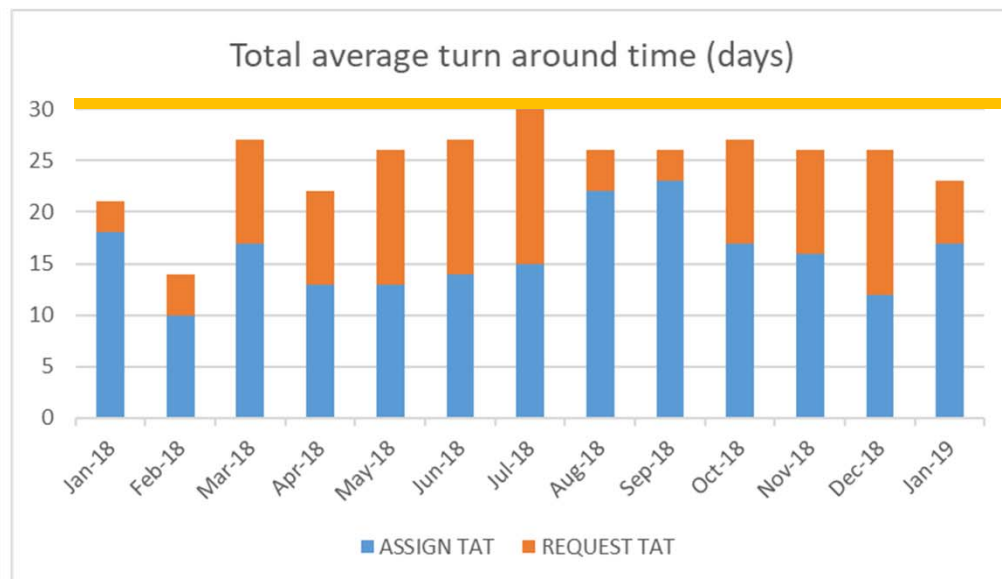
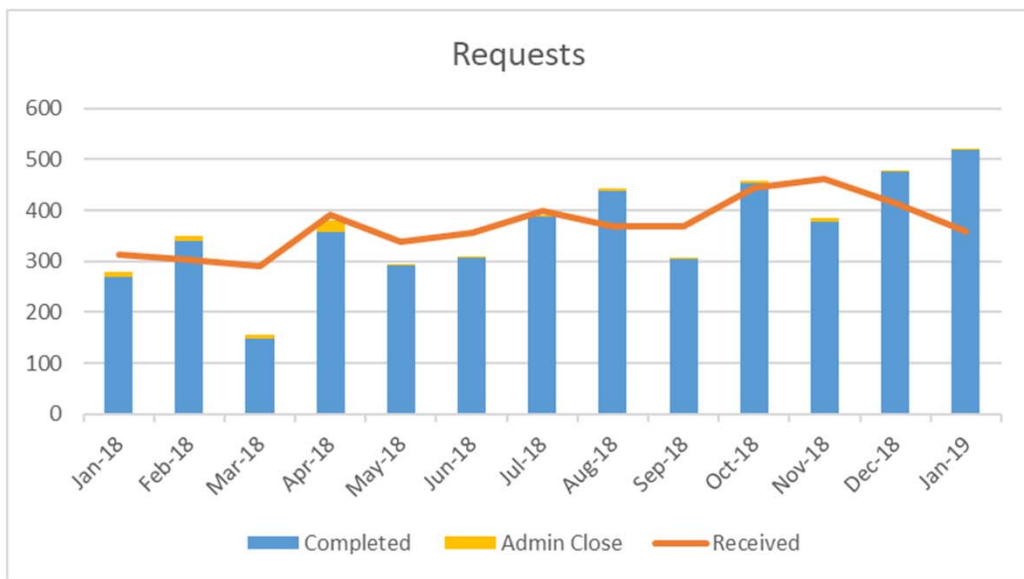
- Technical supervisor starting in June
- Legacy instrumentation and limited staff in the drug confirmation group
- Urgent training needs to be balanced with casework and other tasks (JT)

Projections for next 90 days

- Tox confirmation of SA cases continues to be outsourced but not DWI cases.
- Drug screen (EIA) training of two analysts started in progress.
- With limited staff and training needs, longer drug confirmation TAT expected (90 days)
- JT LIMS, increasing caseload, and the section training affect alcohol and Tox TAT.

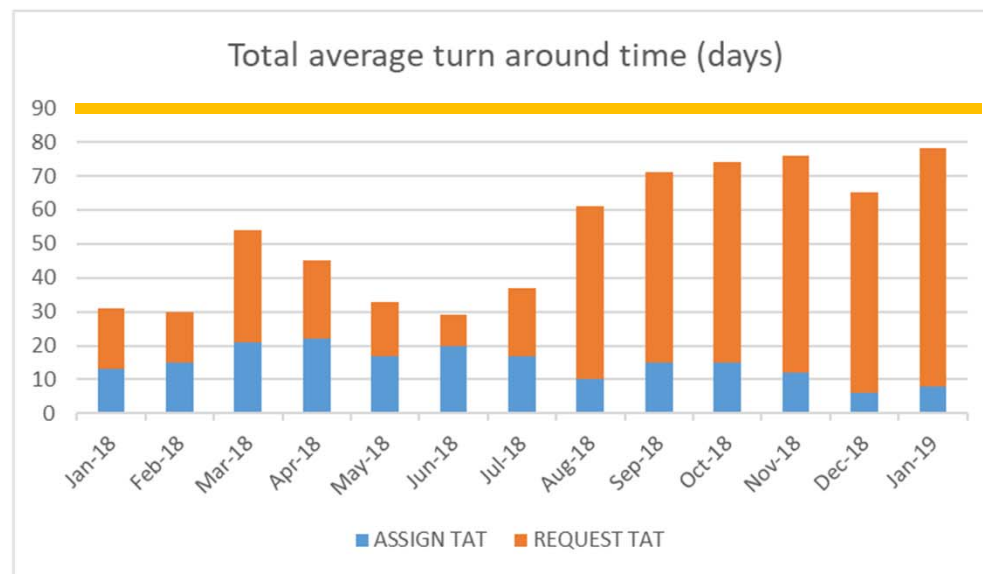
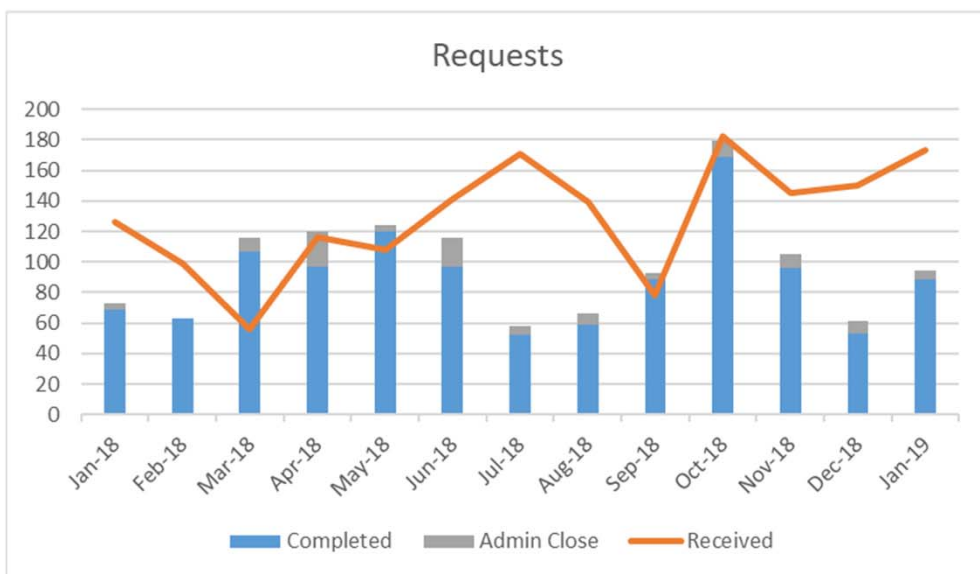


Toxicology: Alcohol



Toxicology: Other Drugs

In June of 2018 the toxicology section went live with drug analysis in house, due to instrumentation challenges and limitations, the expected TAT is 90 days until LC-QQQ can be brought on line.



Latents

Total TAT
↑ 49

EOM >30 day
↑ 1,607

Critical issues
2

Critical issues

Comparisons: 48-day avg TAT from request
1,530 pending requests >30 day

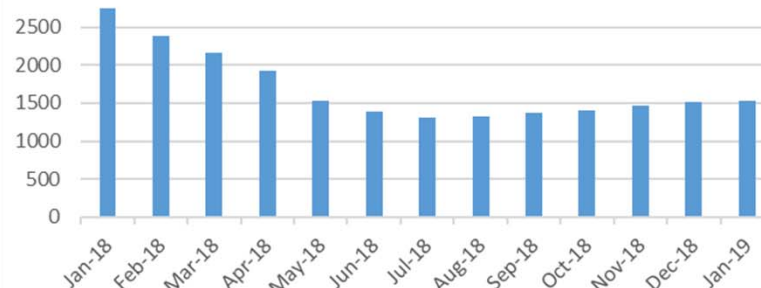
Processing: 52-day avg TAT from request,
77 pending requests >30 days

- Two examiner vacancies and one processor vacancy; Ten Examiners working, One in training
- Backlog increasing

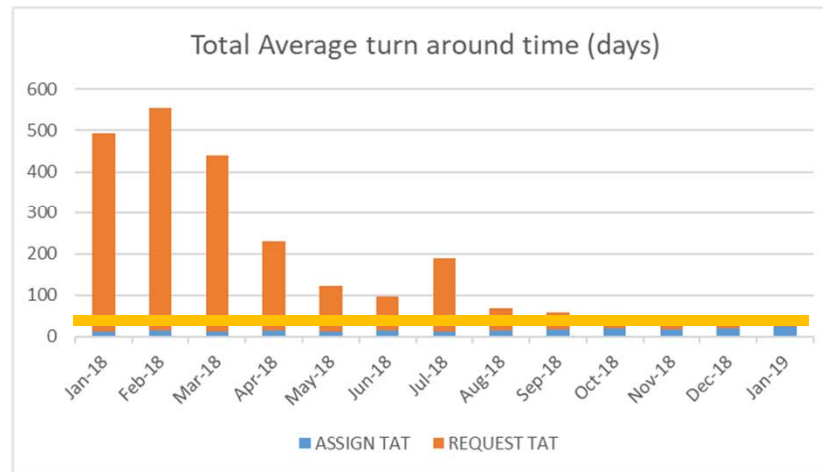
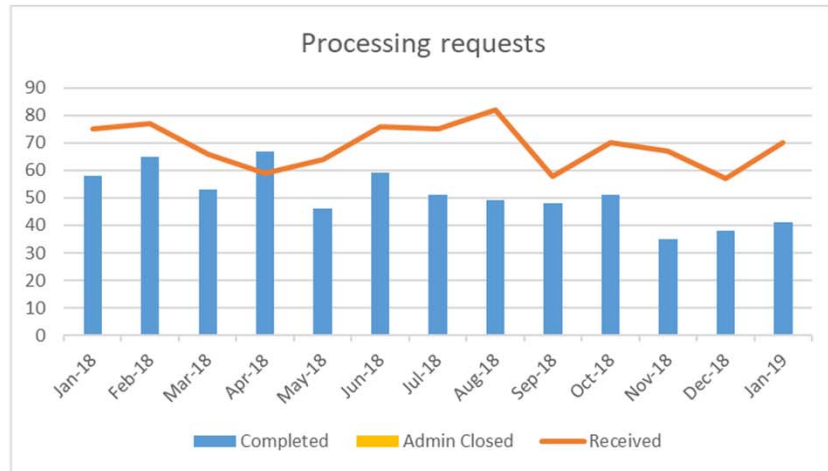
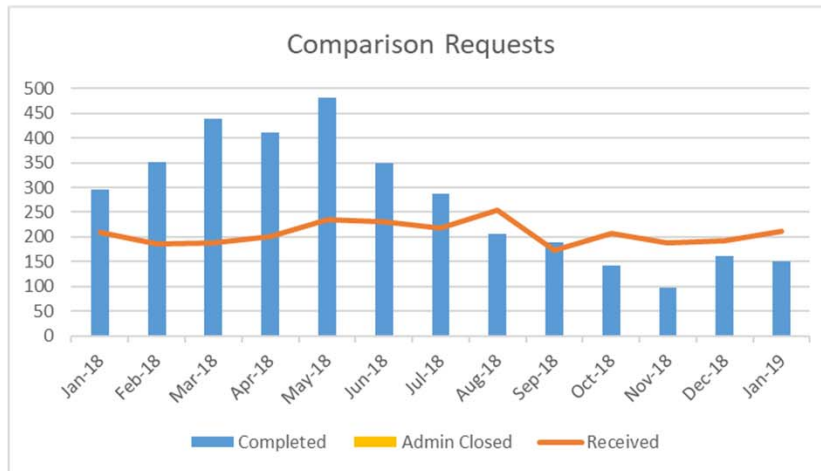
Comparison Reports Completed



Comparison Backlog



Latents



Latents Live in Justice Trax on 12/18/17, metrics from Porter Lee but estimated due to time in Jtrax in December ³⁷

CSU

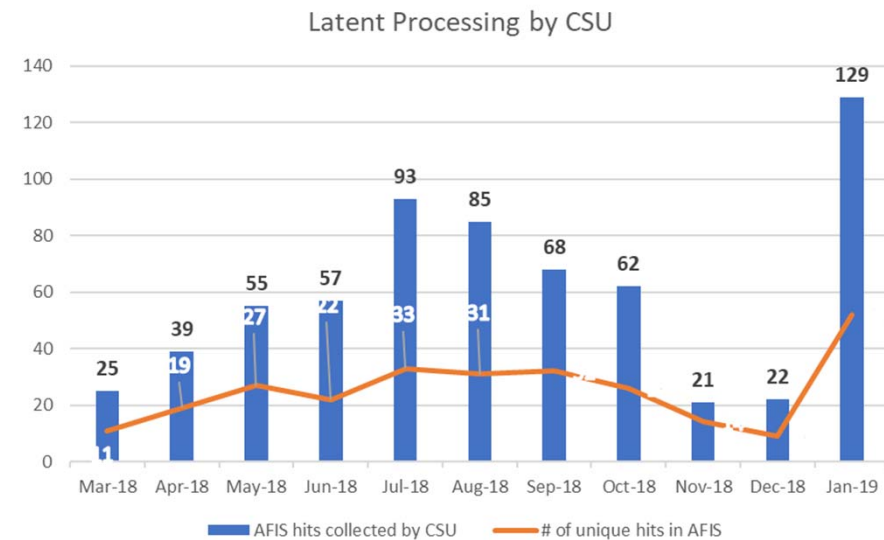
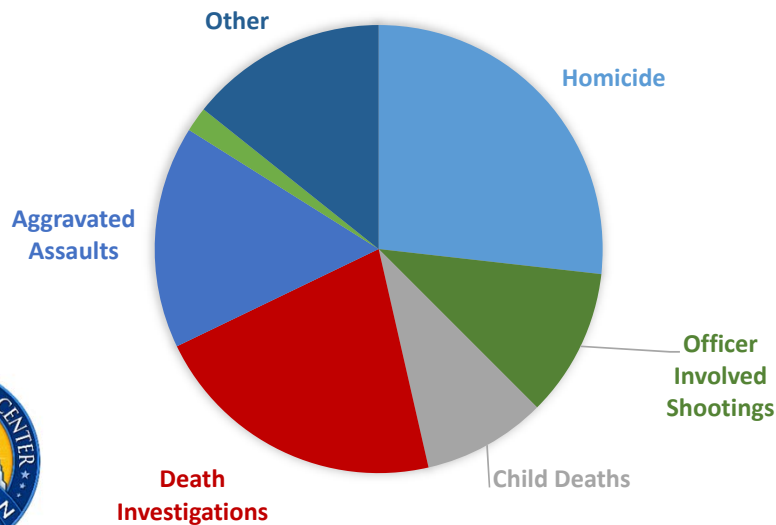
- CSU callouts: 56
- Cars processed at VEB: 48
- Items of evidence collected: 2,561
- Hours spent at scenes: 466hrs = 15hrs/day

Total TAT
↓ 33

Call outs
57

Critical issues
0

- One (1) CSI in field training
- FARO 3-D Scanner – first 4 CSIs and 2 supervisors completed training and successful competency
- All staff completed 40hr – Advanced Documentation of Bloodstain Patterns and Bullet Trajectories and Electrostatic Dust Lifter Training



Digital and Multimedia



A/V: 33-day avg
4 pending requests >30 days

AVCO: 8-day avg
0 pending requests >30 days

Digital: 46-day avg
25 pending requests >30 days

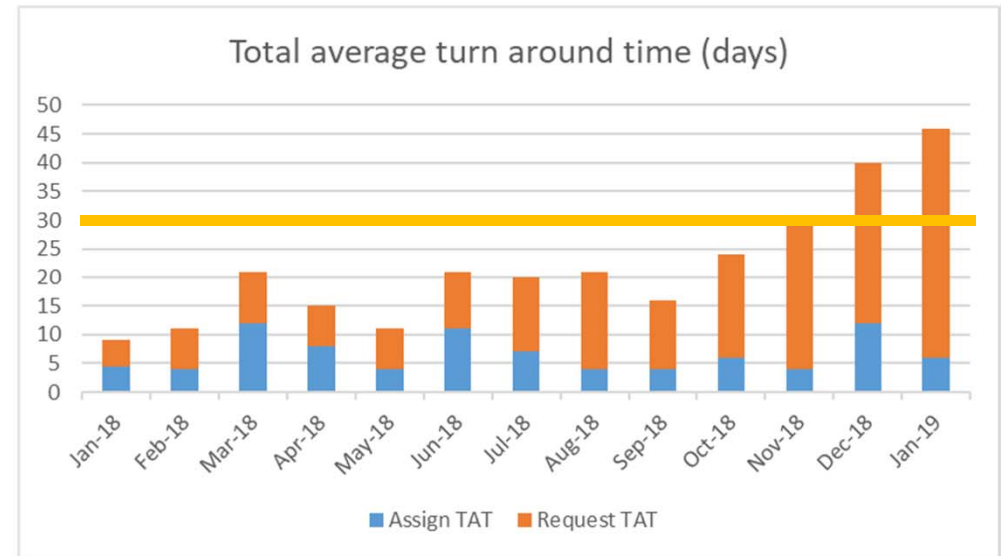
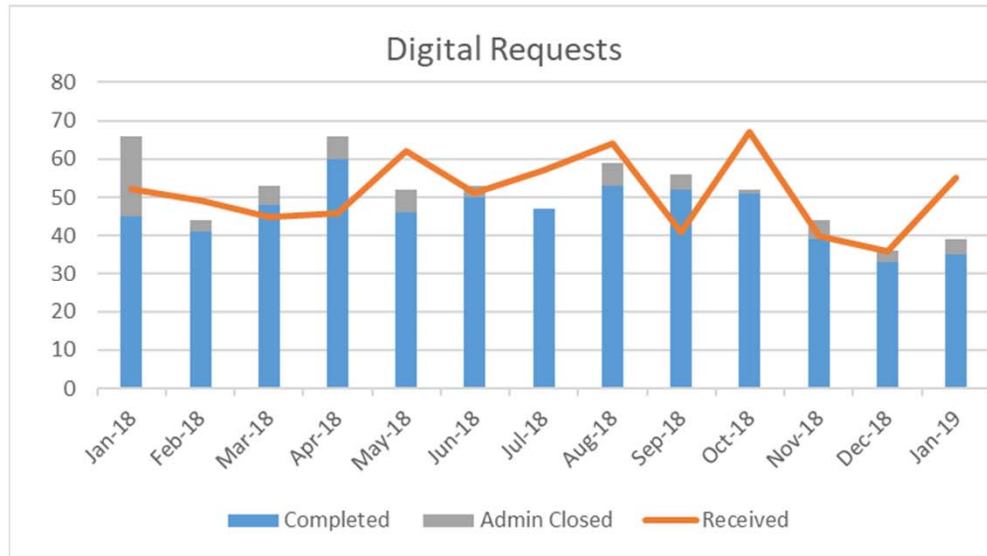
Critical issues

- Multimedia transition to new LIMS/network/workflow
- 31% Staff Reduction – 4 Analyst Positions

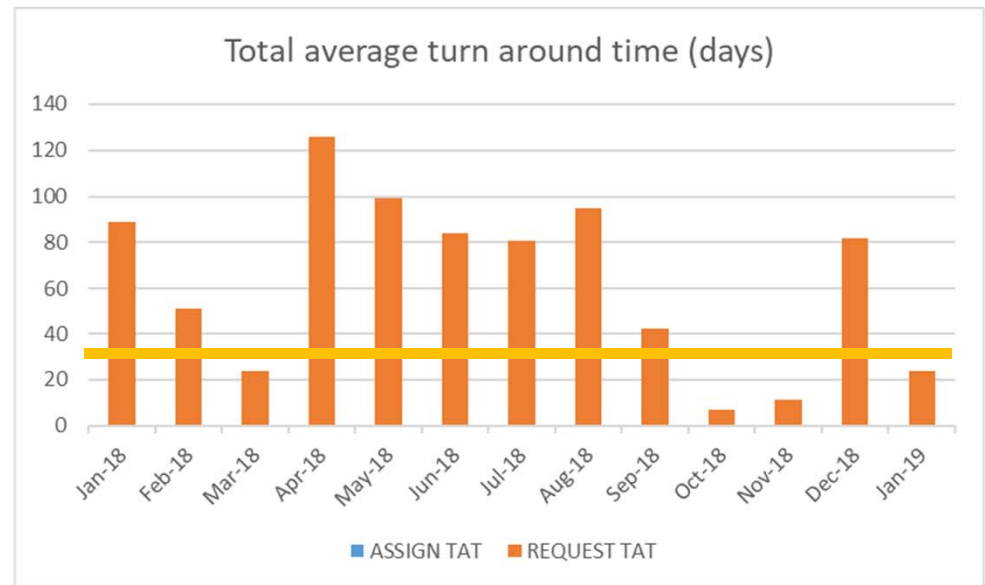
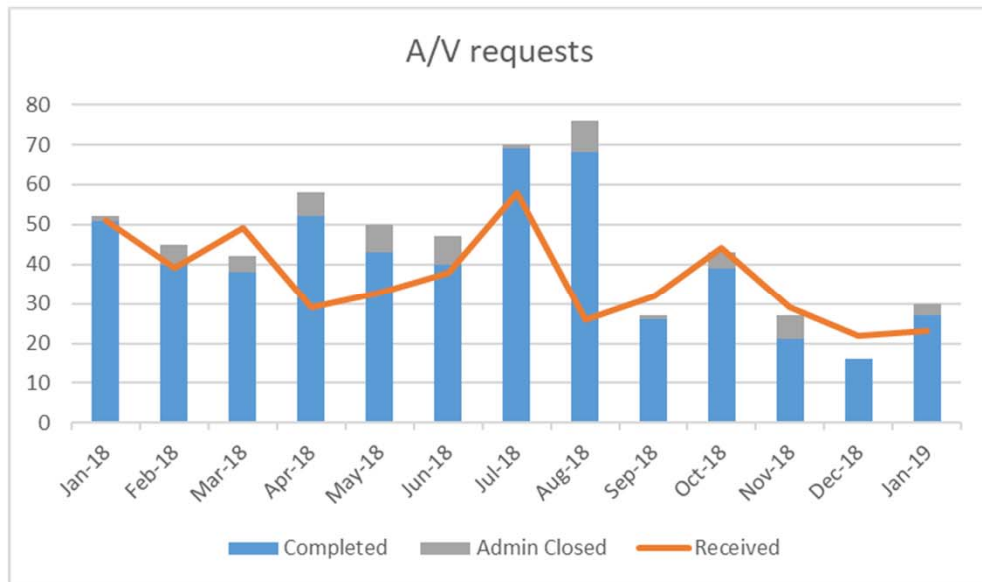
- Cross Training of 2 Multimedia Analysts for Digital
- 2 Digital Analysts and Digital Supervisor transferred back to HPD on 02/02/2019
- Recruiting for a Multimedia Analyst Position



DME -- Digital



DME -- A/V



Starting December 2017: A/V and A/V call out metrics reported together



Lean Six Sigma Development Group

Current Projects

Current Projects

3

Projects Completed

4

Projects in Queue

10

Project: Management Dashboard **Type/Phase:** D M A D 


Project Engineer: Amy Castillo

Status: Green

Timeline: 4/30/2018- 2/26/2019

Accomplishments:

- User Acceptance Testing completed for all technical sections and executive staff
- Governance plan and rollout plan being developed
- Rollout projected for March 2019

Project: Work Product Evidence Return (WPER) **Type/Phase:** D M A I 


Project Engineer: Paula Evans

Status: Green

Timeline: 8/22/2018 – 2/27/2019

Accomplishments:

- Data collected and analyzed daily
- Returned over 7,000 test fires to date
- Inventoried over 16,000 DNA extracts to date
- Project is managing improvements for new process and for historical work product created prior to new process implementation

Project: Multidisciplinary Requests **Type/Phase:** D M A I 

Project Engineer: Aimee Grimaldi **Status:** Green

Timeline: 8/10/2018 – 2/27/2019

Accomplishments:

- New process implemented on 12/13
- Data collected and analyzed daily
- Daily MDR meeting to communicate workflow of evidence
- Ongoing collaboration with HPD and property room regarding preservation of the magazine for firearm evidence that is not collected by HFSC's CSU



Lean Six Sigma (LSS) Development Group

Current Projects

Current Projects
3

Projects Completed
4

Projects in Queue
10

- Management Dashboard
 - Timeline extended
 - Timeline: April 2018-February 2019
- Multiple Discipline Request
 - On schedule
 - Timeline: August 2018 – January 2019
- Work Product Evidence Return
 - On schedule
 - Timeline: September 2018 – February 2019



Crime Scene and Multimedia

February 8, 2019



Multimedia Section

- Reorganization finalized, now known as Multimedia Section
- 1 supervisor and 2 leads
- 2 analysts have completed crosstraining
- Recruiting efforts ongoing to fill position
- Preparing to move to 500 Jefferson



Crime Scene Unit

- CSU developed latent friction-ridge impressions: resulted in 129 identifications to 52 different individuals
- CSU gave 3 presentations in 6 hours to about 80 attendees and held one 10-hour FARO class for 5 CSIs
- 12 CSU staff completed 40 hours of training in advanced documentation on bloodstain patterns and bullet trajectories
- 13 CSU staff completed 40 hours of death investigation training
- Busiest month on record: 57 crime scenes (6 OIS,) 48 vehicles processed



500 Jefferson office/lab project, 2/8/19 HFSC Board update

Three weeks to first move (weekend of 2/28/19-3/4/19)

Project basically on schedule, working multiple items, team effort

First move provides key lessons learned

Project agreement status (sub-lease/ILA)

- Sub-lease and ILA presented to HFSC Board today for approval
- City Council approval targeted for 2/19-20/19
- HFSC CEO moves to 500 Jefferson 3/4/19

Project Status/Recent Actions

- Lots going on, scorecard project monitoring critical
- Notified ANAB and IAPE (accrediting bodies) of staff, evidence and instrument move plans. ANAB: follow accreditation standards, IAPE: requiring photographs, evidence vault chain of custody, pre- and post-pictures, process documentation, etc.
- Construction, electrical, painting on floors 13, 14 and 15 basically complete. Comprehensive walk through 2/5/19, punch list
- Progressing IT and security networks
- User friendly security system selected, new access cards required. Hardware numbered, profiles loaded, system tested with temporary/HFSC cards. Receiving new blank access cards mid-February. Card/pin (2-factor authentication) required to enter HFSC space
- Staff parking arrangements established, staff selecting garage preference

- Selected a) office items mover (crates/PC/telephone/etc.), and b) separate digital/multimedia furniture disassembly/assembly mover (alignment meetings held). Established HFSC move coordinators, HFSC workshop with movers 2/13/19
- File clean-up plans in place, communicated to staff (5S's summary: sort, store, scan, shred, ship), we all need to deliver, finalizing HFSC file retention guide
- TVs/smart board/projectors/logo/network printers moved 2/1/19
- Move packet (intranet) and welcome packet (on new office desk, being printed) complete
- 3/4/19 corporate address change actions progressing
- AED/First Aid Kit move plan in place
- Lab floor 18 and basement permit submissions to City targeted for 2/28/19 and 3/15/19, respectively
- FBI attempting to validate CODIS via email/HFSC documentation. Back-up plan is to leave CODIS in Travis until move approved
- Managing critical path: IT, security, garage construction, generator, air-handlers, fume hoods, lab furniture, shooting tank, instrument move/certification
- Communicated with Tantri Emo, City Finance, concerning financial impact of progressive Travis space return to HPD (Multiple HPD tours of our space)
- Held discussion with 500 Jefferson Landlord on Harris County Jury Shuttle Bus. Runs every 20 minutes, closer to move will discuss our potential participation

March-May 2019 move recap

- Move 1: Fannin related, 2/28/19-3/4/19. 24 staff: Latent Prints, part IT, part CS/CM, CEO. Pilot move, lessons learned

- Move 2: Fannin related, 3/14/19-3/18/19. 9 staff: Finance, Legal, Admin
- Move 3: Fannin related, 3/12/19-3/19/19. 10 staff: Digital and Multimedia, involves disassemble/move/assemble heavy duty workstations. Total of 43 (20%) staff move in March
- All Fannin staff moved, surplus furniture pick-up by HPD, clean-up, landlord handback, lease expires 4/30/19
- HFSC CSU/pool car fenced parking complete 4/15/19
- Move 4: supports release of Travis office space to HPD, 5/2/19-5/6/19. 27 staff: Quality, Admin, part CSU, part IT
- Move 5: supports release of Travis office space to HPD, 5/9/19-5/13/19. 55 staff: Biology, Analysts/CODIS (move?), balance CSU, R&D, part CS/CM. 125 (60%) staff in total moved by mid-May

Lab key items to be worked in next three months

- Lab floor 18/basement permit receipt
- Lab furniture order, long-lead time orders
- Lab/basement commissioning consultant selection, action plan
- Instrument move/re-certification plans, schedule implications
- Fume hood move timing, lab operation in interim

Attachments

- HFSC key contacts: core team, organization move coordinators
- HFSC move sequence
- Floor plans: basement B1, floors 13, 14, 15, 18, garage 2

**Next Board Meeting (3/8/19), we will have completed our first move
(key milestone/deliverable/lessons learned)**

500 Jefferson Project Key Contacts (1/31/19 update)

Core Team

- Overall Project: Charles Evans, Ray Engelhardt, Aimee Grimaldi, Paula Evans
- IT/Phones: Will Arnold, Chris Hamilton
- Security: Domingo Villarreal
- Safety: Kim Rana
- Staff Parking: Yolanda Kemp
- Furniture Disposition: Ray Engelhardt (HPD), Jason Jones (Auction, Dispose)
- Staff Policy: Caresse Young
- Move Packet/Welcome Packet/Communications: Ramit Plushnick-Masti
- Records Retention, Document Sort/Store/Scan/Shred/Ship: Ashley Henry, Akilah Mance
- Budget: David Leach, Charles Evans

Move Coordinators

- Crime Scene: Domingo Villarreal
- Digital and Multimedia: Preston Coleman, Jose Ramirez, Rachel Maloney
- Firearms: Chandler Bassett
- Toxicology: Valarie Coronado, Brooke Mendenhall
- Seized Drugs: Derek Sanders
- Forensic Biology: Brittany Beyer, Courtney Head
- Latent Prints: Tim Schmahl
- Client Services/Case Management (includes Supply Room): Ashley Henry
- Research and Development: Preshious Reardon
- Quality: Jackie Moral
- HR: Caresse Young
- Finance/Procurement/Legal/Information Strategy/Chris Nettles: David Leach, Steve Case
- IT: Will Arnold
- CEO/COO/Business Development/PIO/Board Secretary/LSS: Paula Evans

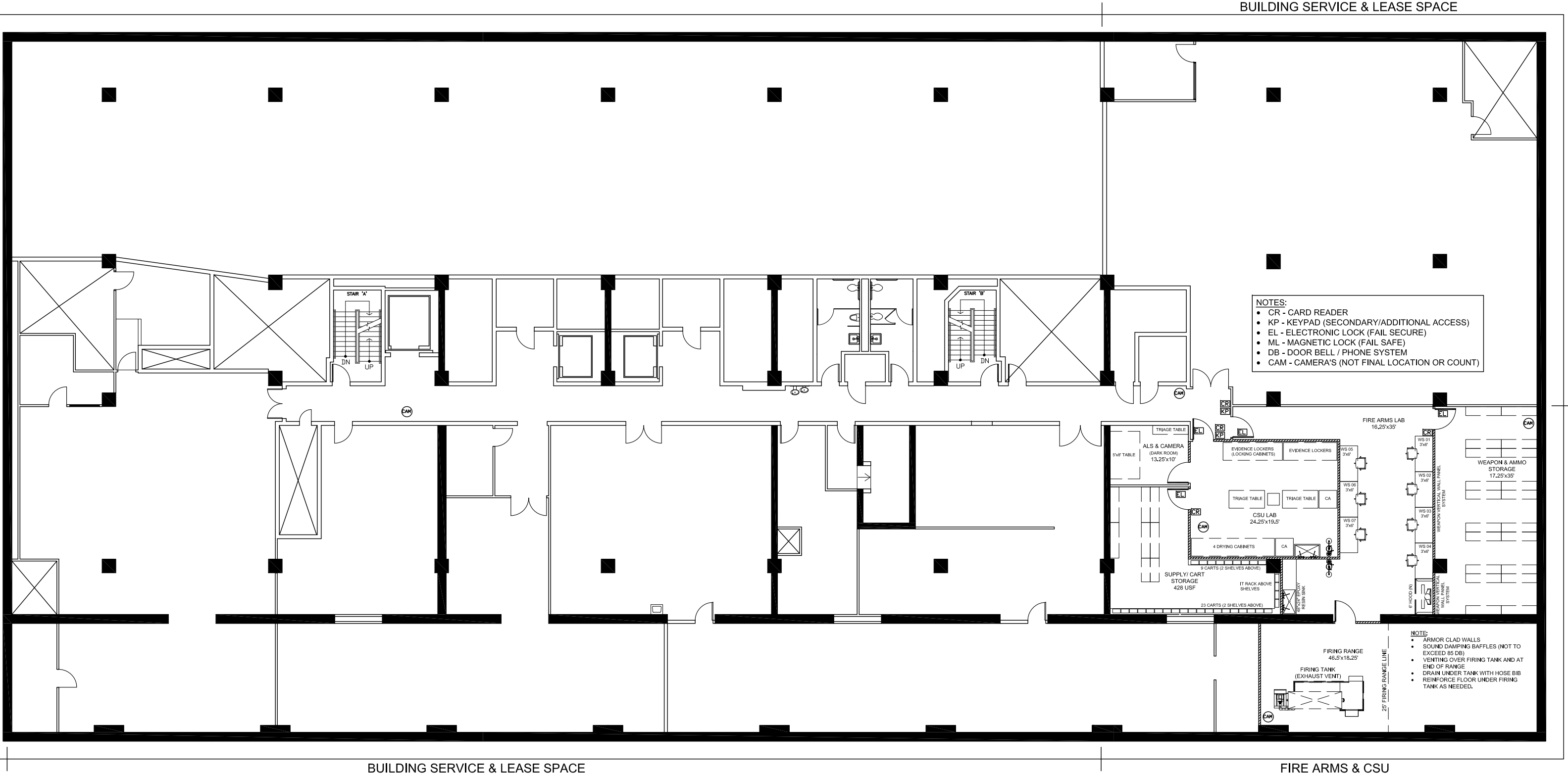
Multiple other sub-teams/work efforts with HFSC staff leads/support

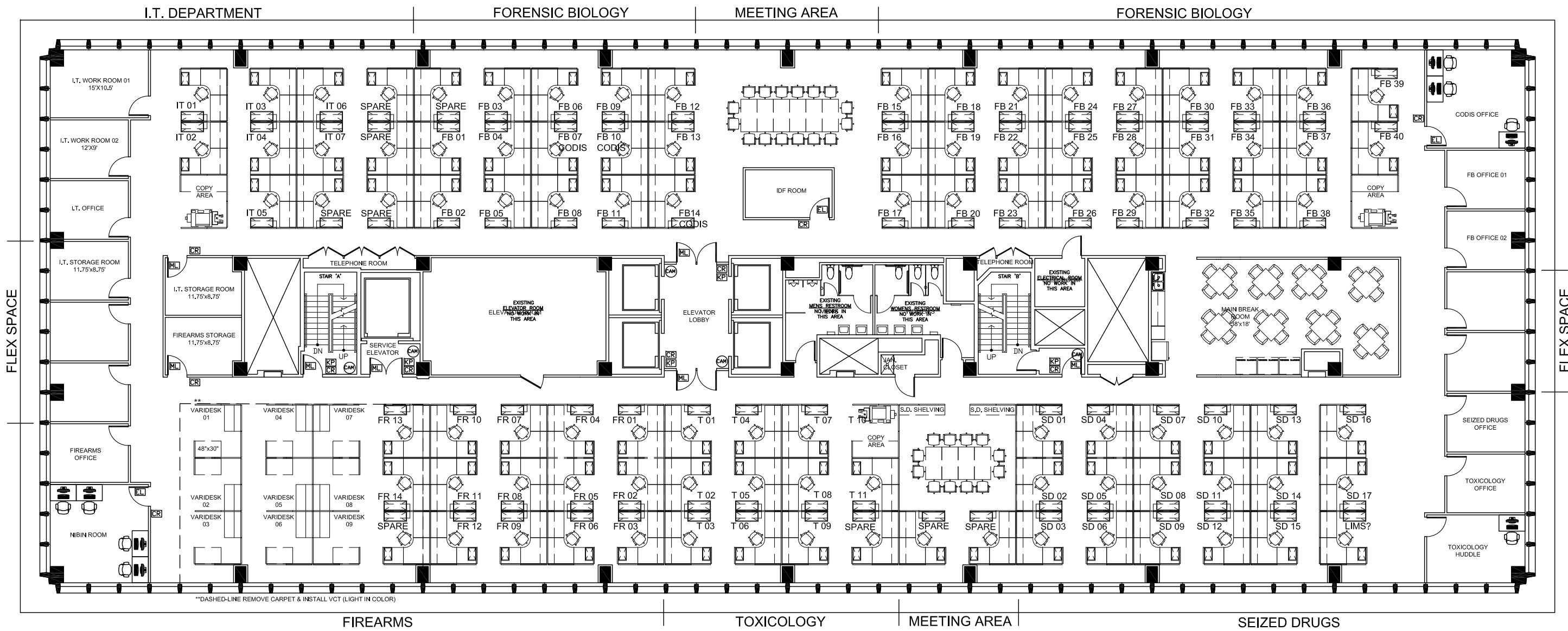
Proposed move sequence (# of staff in brackets)

2/5/19 Update

- Move #1 – Fannin, 2/28/19 to 3/4/19, All Latent Prints (18) **to 15th Floor**, IT (3) **to 14th Floor**, CS/CM Fannin 1st floor (2) **to 13th Floor**, HFSC front door/corporate address, CEO Travis to **15th floor**. **Total 24**
- Move #2 – Fannin, 3/14/19 to 3/18/19 **to 13th Floor: Total 9**
 - Finance/Procurement (6), Legal (1), Information Strategy (1), Chris Nettles (1)
- Move #3 – Fannin, 3/12/19 to 3/19/19 **to 15th Floor: Total 10**
 - All Digital and Multimedia (10)
 - Includes Digital workstation disassembly/transport 3/13/19, reassembly 3/14/19
- April 2019 month focus on hand-back of Fannin to landlord
- Move #4 – Travis 10th and 20th Floors, 5/2/19 to 5/6/19: **Total 27**
 - IT (2) – **to 14th Floor**, Quality (7) **to 13th Floor**, R&D (1) **to 13th Floor**, Administration (20th floor, HR, Communications, Board Secretary, Business Development **to 13th Floor** (8)
 - CSU 10th floor (9) **to 15th Floor**, fenced parking available 4/15/19, carts on 15th floor.
- Move #5 – Travis 24th/25th Floors, 5/9/19 to 5/13/19: **Total 55**
 - CS/CM 24th floor (9) **to 13th Floor**, R&D (2) **to 13th Floor**, LSS (2) **to 13th Floor**, Biology, incl Analysts (15), CODIS (3) **to 14th Floor**, CSU 25th floor (24) – **to 15th Floor**
- Lab Moves to 18th Floor & Basement (includes developing timeline for instrument move, certification/validation):
 - Move #6 – ½ Toxicology (5) **to 14th & 18th Floors**, ½ Seized Drugs (9) **to 14th & 18th Floors**, CS/CM supply room (1, plus 50% supplies) **to 13th Floor**, 10/3/19 to 10/7/19

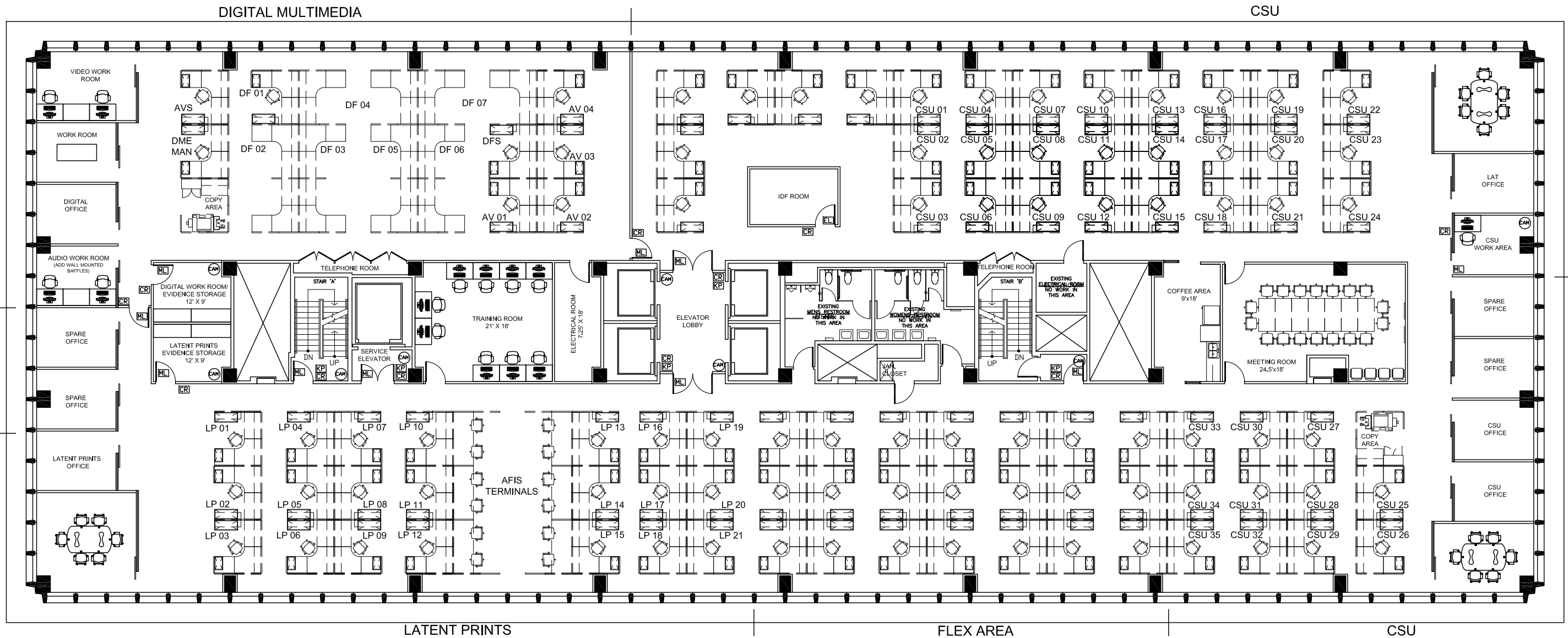
- Move #7(A) – IT to move maximum number of Forensic Biology computers **to 14th & 18th Floors** -10/12/19 to 10/14/19
- Move #7(B) – All Forensic Biology (27) **to 14th & 18th Floors**,
½ Firearms (8) **to 14th Floor & Basement**, balance CS/CM (9) **to 13th Floor**, Latent Prints Lab **to 18th Floor**,
Quality/R&D Lab **to 18th Floor**, 10/17/19 to 10/21/19
- Move #8 – ½ Seized Drugs (8) **to 14th & 18th Floors**,
COO **to 14th Floor**, 10/31/19 to 11/4/19
- Move #9 – ½ Toxicology (5) – **to 14th & 18th Floors**,
½ Firearms (7) **to 14th Floor & Basement**, CS/CM supply room (1,
plus 50% supplies) **to 13th Floor**, IT (2) **to 14th Floor**, 11/14/19 to
11/18/19
- Move completed, hand-over of all space at Travis to HPD, 12/31/19
- Sections may still update “twin move timing” when more information on
instrument certification/validation



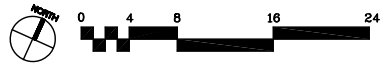


- NOTES:
- CR - CARD READER
 - KP - KEYPAD (SECONDARY/ADDITIONAL ACCESS)
 - EL - ELECTRONIC LOCK (FAIL SECURE)
 - ML - MAGNETIC LOCK (FAIL SAFE)
 - DB - DOOR BELL / PHONE SYSTEM
 - CAM - CAMERA'S (NOT FINAL LOCATION OR COUNT)





- NOTES:
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HOUSTON FORENSIC
SCIENCE CENTER

500 JEFFERSON STREET

PROPOSED FLOOR PLAN

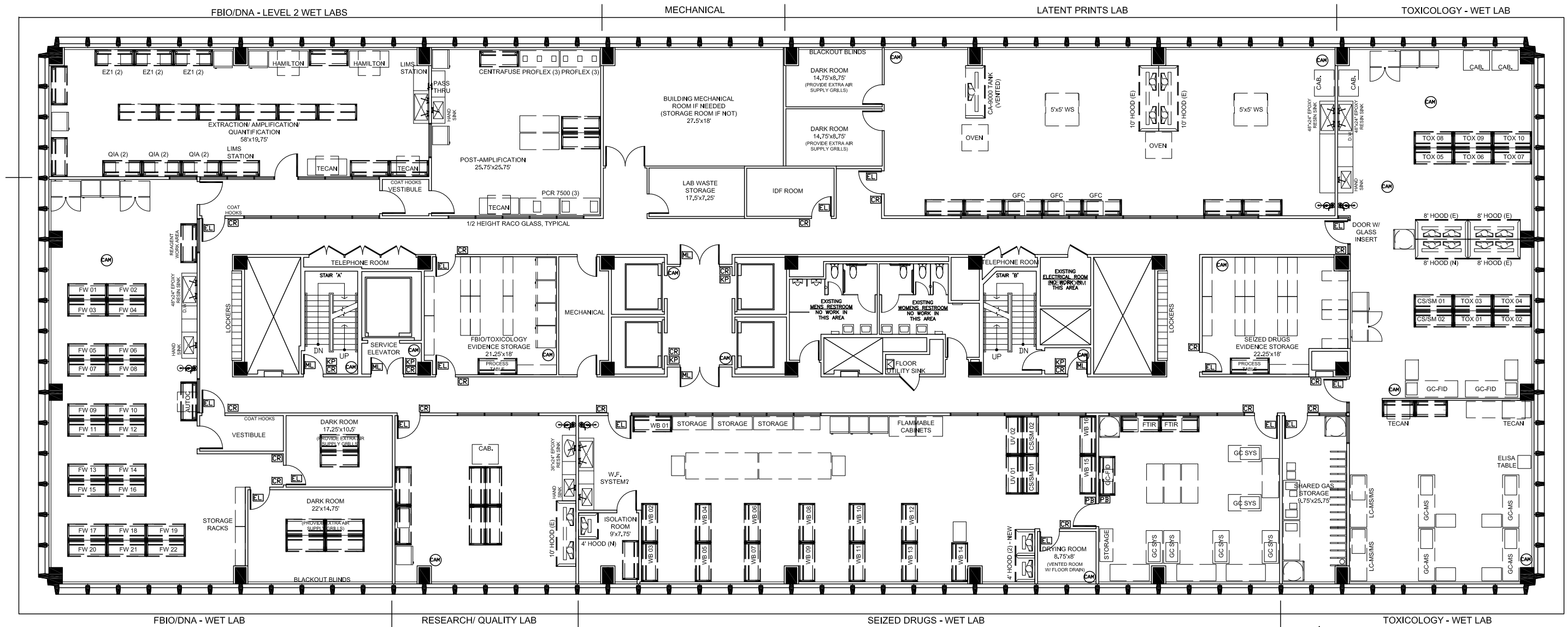


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LEVEL
15

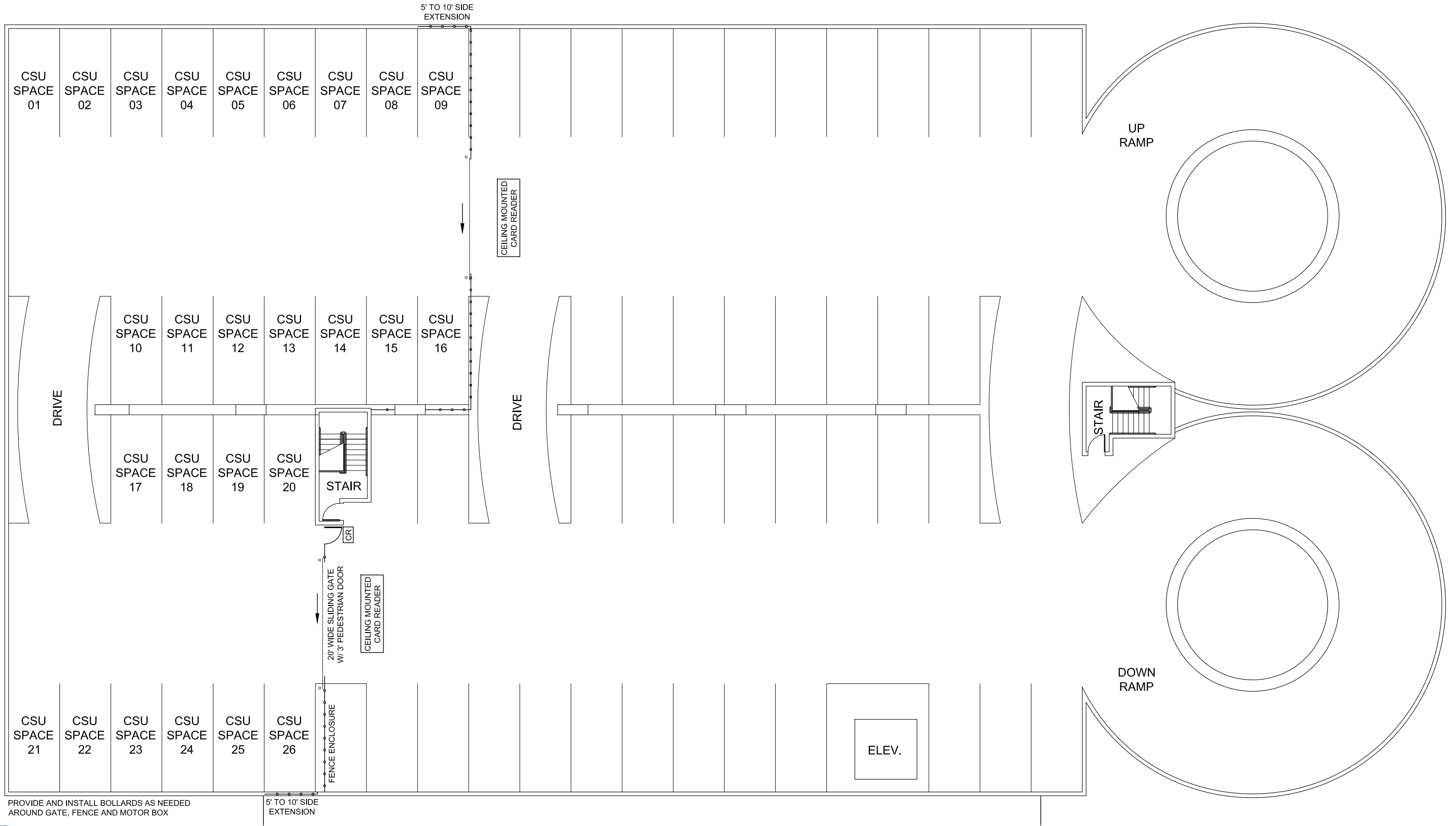
01/16/2019 SCALE: 1/16" = 1'-0" PROJECT #18080

NOT FOR REGULATORY APPROVAL, PERMITTING OR CONSTRUCTION
NOT FIELD VERIFIED



- NOTES:
- CR - CARD READER
 - KP - KEYPAD (SECONDARY/ADDITIONAL ACCESS)
 - EL - ELECTRONIC LOCK (FAIL SECURE)
 - ML - MAGNETIC LOCK (FAIL SAFE)
 - PB - AUTOMATIC DOOR OPENER
 - DB - DOOR BELL / PHONE SYSTEM
 - CAM - CAMERA'S (NOT FINAL LOCATION OR COUNT)

- NOTES:
- WATER FILTRATION SYSTEM AT ALL SINKS
 - SEAMLESS EPOXY RESIN MEDICAL LAB FLOOR THROUGHOUT
 - ALL REFRIGERATORS AND HVAC TO BE ON BACKUP GENERATOR POWER
 - ALL LARGE 48" LONG SINKS TO HAVE 2 FAUCETS
 - BIOLOGY LEVEL 2 LABS SHALL NOT REUSE AIR FROM LAB FLOOR
 - TOXICOLOGY LAB MAY NOT RECEIVE AIR FROM SEIZED DRUGS



HOUSTON FORENSIC
SCIENCE CENTER

500 JEFFERSON STREET

PROPOSED GARAGE FLOOR PLAN



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LEVEL
2

01/16/2019 SCALE: 1/16" = 1'-0" PROJECT #18080

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NOT FIELD VERIFIED

Laboratory Information Management System (LIMS) Launch



Laboratory Information Management System(LIMS) and request portal launch

- January 18: New request portal, Where's My Result, launched and CSU went live in new LIMS, JusticeTrax LIMS-plus.
 - More than 500 officers enrolled in Where's My Result
 - "Overall I was very happy with the new request portal. The new portal seems to be more user friendly than the old one, and I like how it is much easier to track cases that you have submitted requests on." - first officer to use Where's My Result
- January 22: CS/CM (accessioning), toxicology, firearms, audio/video went live in JusticeTrax LIMS-plus.
- Forensic biology/DNA only section not operating in new LIMS



Management Dashboard

James T. Miller

LSS Team Member

Manager – Seized Drugs

Management Dashboard Project

- Developed in conjunction with Company Strategic Goals
- Needed a tool for staff at all levels to manage work
- Lean Six Sigma Project
 - Started April 2018
 - Development project not an improvement project
 - First LSS project for software development

Customer Requirements identified for Gen 1 Dashboard

Inputs into identifying requirements:

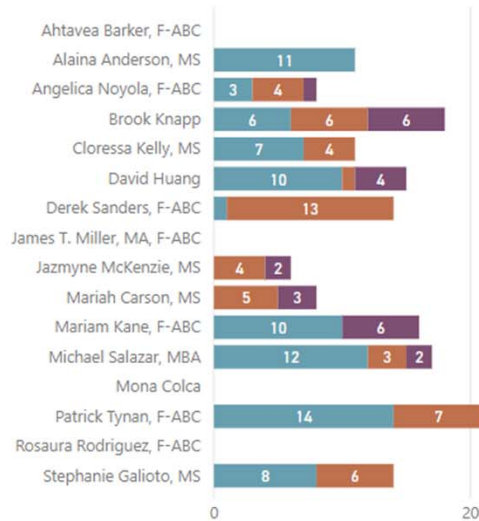
- Ideal/Should be brainstorming
- Voice of the Customer
- Needs assessment
- Stakeholder Analysis
- Kano Survey

- ✓ Requirement met for technical sections
- ✓ Requirement partially met for technical sections
- ✗ Requirement can not be met
- ➔ Requirement will be in future generation

Rank	Feature
16	Provide Consistent Data Sources ✓
15	View Based on Log-in (Information Security)
14	Metrics based on Key Performance Indicators ✓
13	Provide the status of the work in progress ✓
12	Ability to drill down into the data ✓
11	Provide information about my current workload ✓
10	Provide alerts about deadlines and rush cases ✓
9	Highlight Actions to meet goals ✓
8	Help me prioritize my/the sections work ✓
7	Provide Links to Other Systems ✓
6	The ability to customize the content of my dashboard ✗
5	Trends and analysis of quality ➔
4	Provide multiple ways to export for presenting ✓
3	Provide status of how I am doing compared to my goals ✓
2	Alert messages about planned and scheduled outages ✓
1	Provide information about my employees availability based on workload ✓

Pending by Analyst

● Pending Draft ● Pending Tech Review ● Pending Admin Review



Shortcuts

Site	Link
HFSC.org	Link
Paylocity	Link
SharePoint	Link
Intranet	Link
Calendar	Link
Email	Link
Qualtrax	Link

Service

Seized Drugs Examination

159

Total Pending Requests

1

Justice Trax Past Critical Age

13

Age-Oldest Pending Draft

42

Age-Oldest Pending Tech

21

Age-Oldest Pending Admin

TAT by Phase of Work (MTD)

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



**Analysis TAT
(Month to Date)**

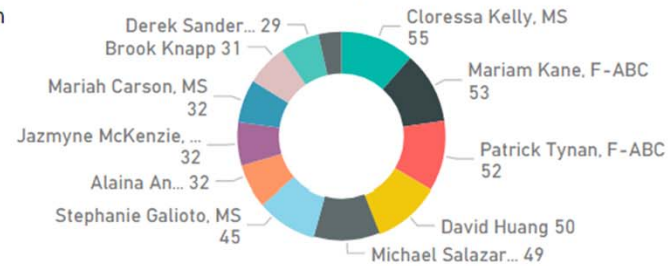
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**Overall TAT
(Month to Date)**

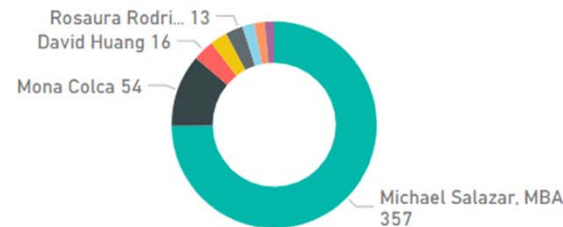
10✓

Goal: 14, 15

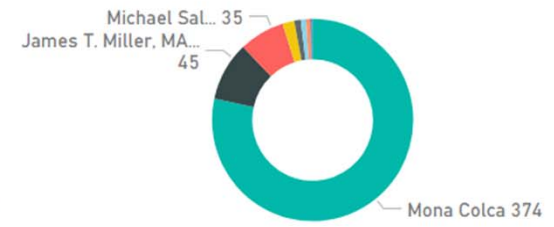
Requests Completed (MTD)



Tech Reviews Completed (MTD)



Admin Reviews Completed (MTD)



Company Page

JT Section Page

JT Manager Page

JT Detail Page-Manager

JT Analyst Page

JT Detail Page-Analyst

Service

Seized Drugs Examination

Analyst Name

All

Requests Over Critical Age

Age	Caseld	FullName	JT Status
42	2018-20198	Brook Knapp	Pending Tech Review

Priority Requests Pending

Age	Caseld	FullName	Reason	JT Status
42	2018-20198	Brook Knapp	Grand Jury	Pending Tech Review
19	2019-00452	Patrick Tynan, F-ABC	In Jail	Pending Tech Review
19	2019-00454	David Huang	In Jail	Pending Admin Review
14	2019-00696	Brook Knapp	In Jail	Pending Admin Review
14	2019-00706	Patrick Tynan, F-ABC	In Jail	Pending Tech Review
14	2019-00719	Patrick Tynan, F-ABC	Grand Jury	Pending Tech Review
13	2019-00760	Stephanie Galioto, MS	In Jail	Pending Draft
13	2019-00767	Patrick Tynan, F-ABC	Grand Jury	Pending Tech Review
12	2018-17066	Mariam Kane, F-ABC	Grand Jury	Pending Admin Review

Requests Pending Tech Review

Age	Caseld	FullName	Reason
42	2018-20198	Brook Knapp	Grand Jury
19	2019-00452	Patrick Tynan, F-ABC	In Jail
14	2019-00706	Patrick Tynan, F-ABC	In Jail
14	2019-00719	Patrick Tynan, F-ABC	Grand Jury
13	2019-00767	Patrick Tynan, F-ABC	Grand Jury
12	2018-00364	Stephanie Galioto, MS	Normal
12	2019-00807	Michael Salazar, MBA	In Jail
12	2019-00810	Patrick Tynan, F-ABC	Grand Jury
12	2019-00841	Stephanie Galioto, MS	In Jail

Requests Pending Draft

Age	Caseld	FullName	Reason
5	2018-14965	Stephanie Galioto, MS	Normal
0	2018-17449	Cloressa Kelly, MS	Normal
6	2018-20299	Mariam Kane, F-ABC	Normal
0	2018-20309	Mariam Kane, F-ABC	Normal
0	2018-20424	Alaina Anderson, MS	Normal
0	2018-20706	Cloressa Kelly, MS	Normal
0	2018-20794	Mariam Kane, F-ABC	Normal
0	2019-00273	Mariam Kane, F-ABC	Normal
0	2019-00417	Cloressa Kelly, MS	Normal

Requests Pending Admin Review

Age	Caseld	FullName	Reason
21	2019-00266	David Huang	Normal
19	2019-00454	David Huang	In Jail
14	2019-00696	Brook Knapp	In Jail
13	2018-19869	Michael Salazar, MBA	Normal
12	2018-17066	Mariam Kane, F-ABC	Grand Jury
12	2019-00793	Angelica Noyola, F-ABC	Grand Jury
12	2019-00809	David Huang	In Jail
12	2019-00811	Mariah Carson, MS	Grand Jury
12	2019-00842	Brook Knapp	In Jail

Company Page

JT Section Page

JT Manager Page

JT Detail Page-Manager

JT Analyst Page

JT Detail Page-Analyst



Service

Seized Drugs Examination

of Unassigned

53✓

Goal: 100 (+47%)

Pending Draft

82✓

Goal: 100 (+18%)

Pending Tech

53!

Goal: 50 (-6%)

Pending Admin

24✓

Goal: 50 (+52%)

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

212

Total Pending Requests

1

Justice Trax Past Critical Age

21

Age-Oldest Unassigned

13

Age-Oldest Pending Draft

42

Age-Oldest Pending Tech

21

Age-Oldest Pending Admin

Age of Critical Pending
(days)



Overall TAT
(Month to Date)

10✓

Goal: 14, 15

Overall TAT
(Past 90 Days)

10✓

Goal: 14, 15

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)



Month to Date

Completed

477

Received

547

30 Day Avg (Over Past 90 Days)

Completed

594

Received

580

Open Quality Reports

Qualtrax ID

Workflow #

Age

Quality TAT

31.

Goal: 30, 31

Quality Filter

Controlled Substances

Company Page

JT Section Page

JT Manager Page

JT Detail Page-Manager

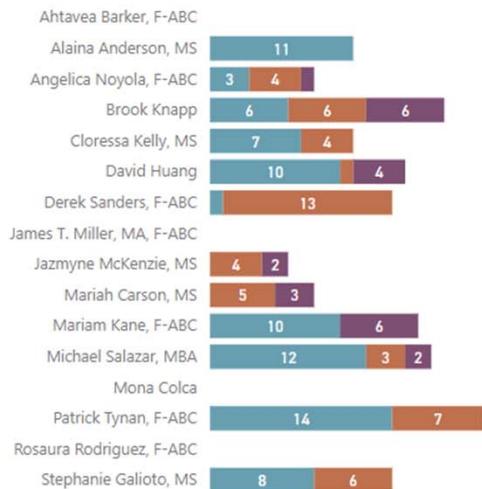
JT Analyst Page

JT Detail Page-Analyst

+

Pending by Analyst

● Pending Draft ● Pending Tech Review ● Pending Admin Review



of Unassigned

53✓

Goal: 100 (+47%)

Pending Draft

82✓

Goal: 100 (+18%)

Pending Tech

53!

Goal: 50 (-6%)

Pending Admin

24✓

Goal: 50 (+52%)

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

Service
Seized Drugs Examination

Supervisor
All

Age of Critical Pending (days)



212
Total Pending Requests
1
Justice Trax Past Critical Age
21
Age-Oldest Unassigned
13
Age-Oldest Pending Draft
42
Age-Oldest Pending Tech
21
Age-Oldest Pending Admin

Overall TAT (Month to Date)

10✓

Goal: 14, 15

TAT by Phase of Work (MTD)

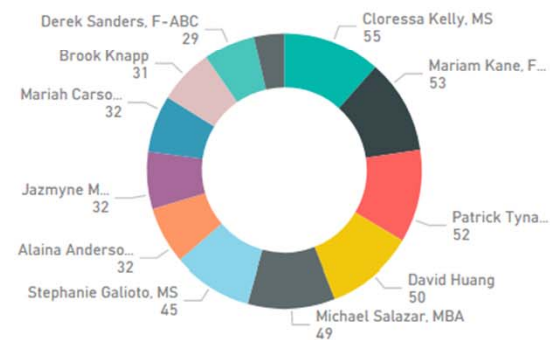
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD



MTD Received 547

MTD Completed 477

Requests Completed (MTD)



Open Quality Reports

Qualtrax ID Workflow # Age

Quality TAT

31•

Goal: 30, 31

Quality Filter

Controlled Substances

Company Page

JT Section Page

JT Manager Page

JT Detail Page-Manager

JT Analyst Page

JT Detail Page-Analyst

Service

Seized Drugs Examination

Requests Over Critical Age

Age	Caseld	FullName	JT Status
42	2018-20198	Brook Knapp	Pending Tech Review

Unassigned Requests

Age	Caseld	Reason
21	2017-02136	Normal
13	2019-00759	In Jail
12	2016-01056	Normal
6	2019-03305	Grand Jury
3	2019-03549	Normal
3	2019-03550	Normal
3	2019-03551	Normal
3	2019-03552	Normal
3	2019-03553	Normal
3	2019-03554	In Jail

Priority Requests Pending

Age	Caseld	FullName	Reason	JT Status
42	2018-20198	Brook Knapp	Grand Jury	Pending Tech Review
19	2019-00452	Patrick Tynan, F-ABC	In Jail	Pending Tech Review
19	2019-00454	David Huang	In Jail	Pending Admin Review
14	2019-00696	Brook Knapp	In Jail	Pending Admin Review
14	2019-00706	Patrick Tynan, F-ABC	In Jail	Pending Tech Review
14	2019-00719	Patrick Tynan, F-ABC	Grand Jury	Pending Tech Review

Requests Pending Draft

Age	Caseld	FullName	Reason
5	2018-14965	Stephanie Galioto, MS	Normal
0	2018-17449	Cloressa Kelly, MS	Normal
6	2018-20299	Mariam Kane, F-ABC	Normal
0	2018-20309	Mariam Kane, F-ABC	Normal
0	2018-20424	Alaina Anderson, MS	Normal
0	2018-20706	Cloressa Kelly, MS	Normal
0	2018-20794	Mariam Kane, F-ABC	Normal
0	2019-00273	Mariam Kane, F-ABC	Normal

Requests Pending Tech Review

Age	Caseld	FullName	Reason
42	2018-20198	Brook Knapp	Grand Jury
19	2019-00452	Patrick Tynan, F-ABC	In Jail
14	2019-00706	Patrick Tynan, F-ABC	In Jail
14	2019-00719	Patrick Tynan, F-ABC	Grand Jury
13	2019-00767	Patrick Tynan, F-ABC	Grand Jury
12	2018-00364	Stephanie Galioto, MS	Normal

Requests Pending Admin Review

Age	Caseld	FullName	Reason
21	2019-00266	David Huang	Normal
19	2019-00454	David Huang	In Jail
14	2019-00696	Brook Knapp	In Jail
13	2018-19869	Michael Salazar, MBA	Normal
12	2018-17066	Mariam Kane, F-ABC	Grand Jury
12	2019-00793	Angelica Noyola, F-ABC	Grand Jury

MTD Tech Reviews Completed by Analyst

FullName	TechReviewed
Ahtavea Barker, F-ABC	9
Cloressa Kelly, MS	7
David Huang	16
James T. Miller, MA, F-ABC	13
Mariam Kane, F-ABC	8
Michael Salazar, MBA	357
Mona Colca	54
Rosaura Rodriguez, F-ABC	13

MTD Admin Reviews Completed by Analyst

FullName	AdminReviewed
Ahtavea Barker, F-ABC	4
Angelica Noyola, F-ABC	3
Cloressa Kelly, MS	1
David Huang	5
James T. Miller, MA, F-ABC	45
Mariam Kane, F-ABC	1
Michael Salazar, MBA	35
Mona Colca	374

Company Page

JT Section Page

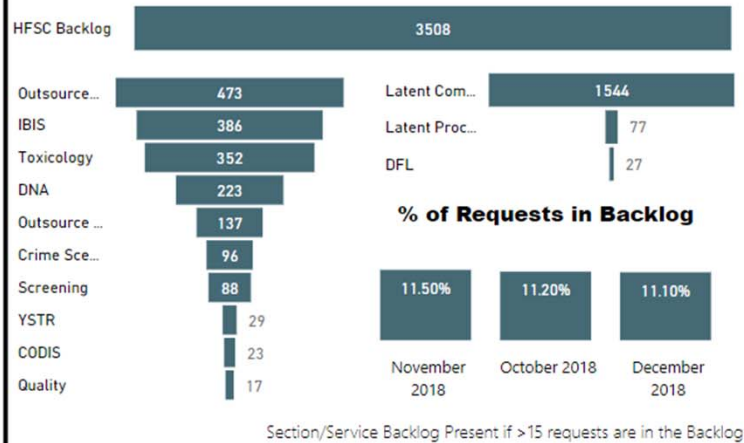
JT Manager Page

JT Detail Page-Manager

JT Analyst Page

JT Detail Page-Analyst

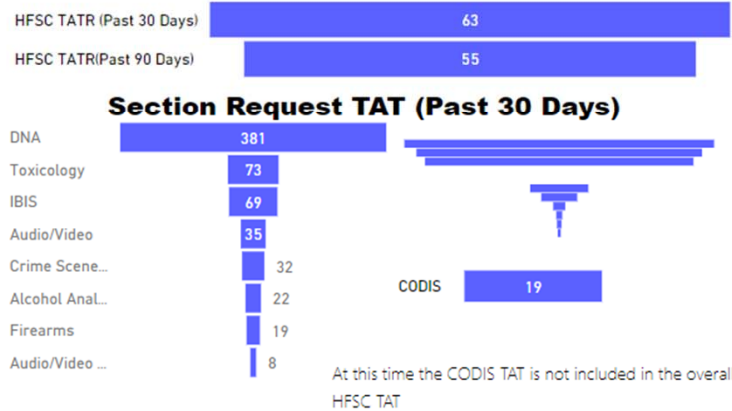
HFSC Request Backlog



Voluntary Turnover Rate



HFSC Request TAT



Open Quality Reports

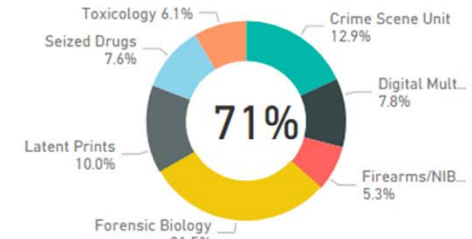
19

Quality TAT

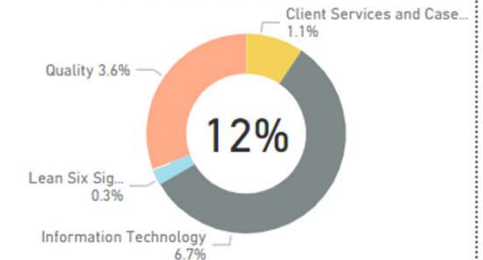
36!

Goal: 35, 36

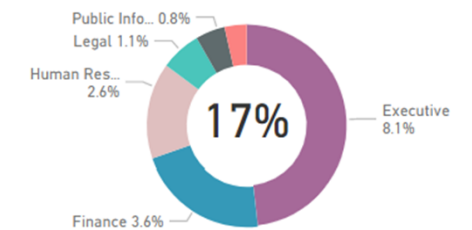
% of Total Budget by Technical Sections



% of Total Budget by Direct Support



% of Total Budget by Admin Support



User Acceptance Testing Feedback

- Before the dashboard access to this data was limited, required multiple reports to access, or was not available to all staff.
- Staff liked that the dashboard is
 - Visual
 - Intuitive
 - A single reliable and easy to access source for data
- Staff want more data in the dashboard
 - Historical (2017 vs. 2018)
 - Trending (last 90 days)
- Staff expect to use the dashboard for
 - Workflow management
 - Comparing how they, their section, and the company are doing against established goals

What do you like most about the dashboard?

"I like that you have everything in one place. I don't have to go to other systems."

"Now we are looking at the same thing"

"Tied to company goals"

"It is real time"

"I can see my numbers lickety split"

How do you currently get the information presented in the dashboard?

"Personal spreadsheets"

"I don't" (from an analyst)

"Company meetings"

"Wish I had it, but it's not available"

"Oh dear ##### reports and reports...and I hound people...look at the whiteboard"

General Feedback Comments

"This stuff we've been doing manually. That's not cost effective. This is great."

"From what little knowledge I know (about this project), I applaud y'all. And this is just version one."

"Fabulous! This has everything I need!"

"This is super easy and productive. Now I can see everything I need without digging"

"Woo hoo!" (looking at the supervisor view)

Release Plans

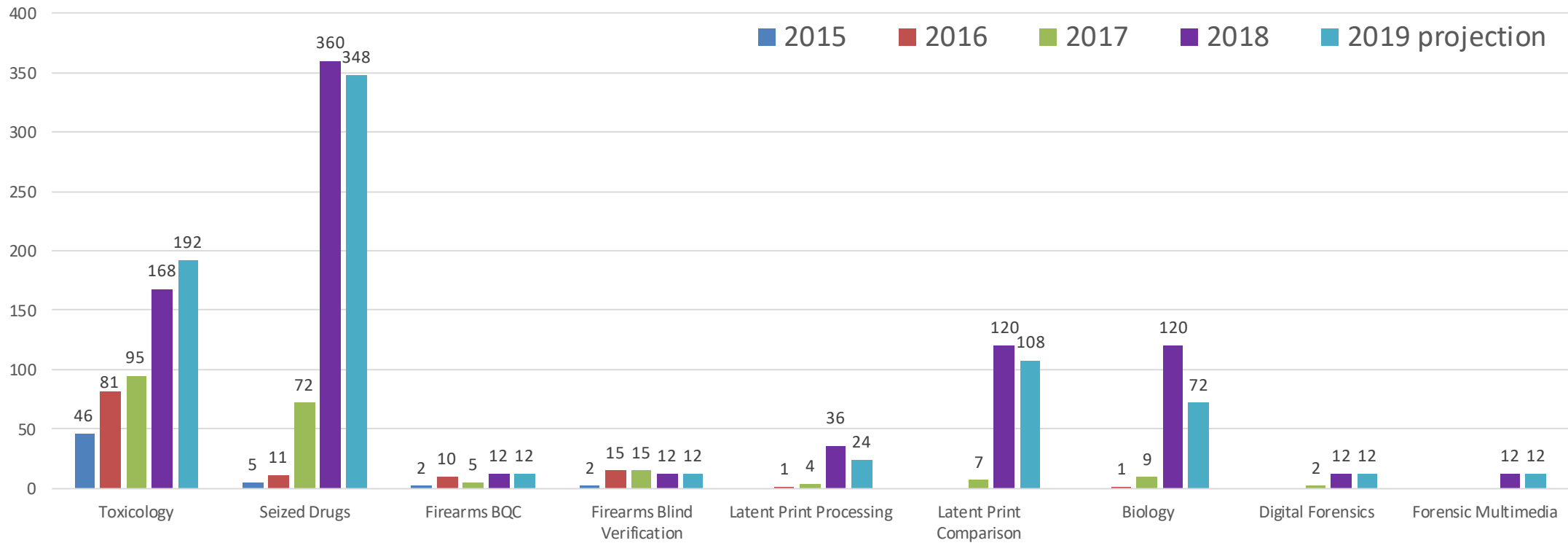
- In progress: Dashboard Governance Plan and Rollout Plan
- Initial phase for the project wraps up at the end of February
- Company wide training in March
- Generation 1 release scheduled for April 1
- Finalizing next generation/release plans

Quality Division Report

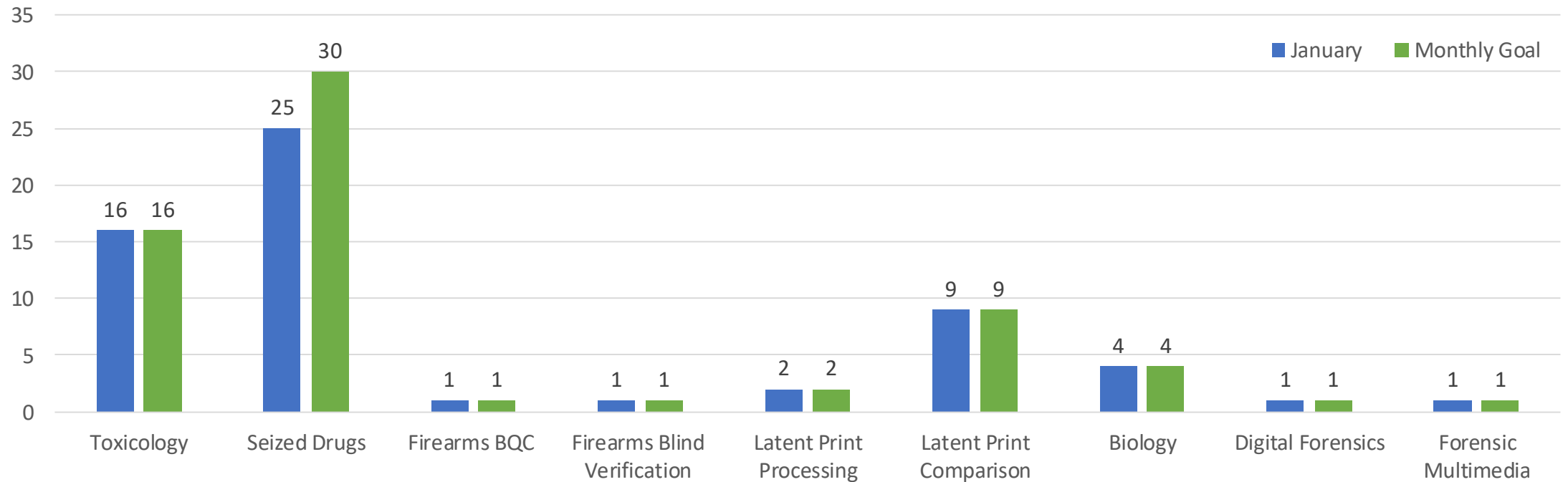
February 8, 2019



Blind Quality Control (BQC)



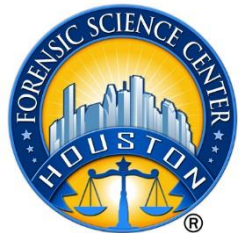
BQCs Submitted in January



Blind Quality: Challenges and Accomplishments

- Update on HPD's National Integrated Ballistic Information Network(NIBIN) unit
 - HPD NIBIN sergeant is working with ATF correlation center
 - HPD NIBIN unit only enters information. Correlation center is staffed with firearms examiners who review 'hits' and issue NIBIN lead reports
 - Asking them to disregard BQC entries and not report any 'hits' from BQC cases
- Working with HPD legal to obtain mobile devices slated for destruction
- Latent print blind verification workflow successfully tested
 - Technical lead working to incorporate into latent print casework
- Portal impersonation feature for BQC requests
 - Allows quality division staff to submit BQCs while appearing to the analyst that an officer submitted the request for analysis
- Changes in seized drug case types mean BQC cases must be more complex
 - Monthly goal reduced to 15 cases/month
 - 15 cases will involve at least 30 samples, the previous monthly goal

Forensic Discipline	Cases Completed in January
Toxicology – BAC	19
Seized Drugs	23
Biology	3 (DNA) 3 (screening)
Firearms – Blind Verification (BV)	0
Firearms – Blind Quality Control (BQC)	1
Latent Print Processing	1
Latent Print Comparison	5
Digital Forensics	1
Forensic Multimedia	1



Audits/Disclosures/Corrective Actions

- Firearms nonconformance involving incorrect case number on NIBIN lead report
 - Review ongoing (220 reviewed so far, current error rate 1.8%)
 - To date, 4 errors in 220 case records
 - Anticipate reviewing about 550 records for 95% confidence that error occurred in no more than 1% of cases



2018 and 2019 Proficiency Testing (PT)

Discipline		2018 Tests in Progress	2018 Tests Completed	2019 Tests in Progress	2019 Tests Completed	Comments
Seized Drugs		-	17	-	n/a	Complete for 2018
Toxicology		-	14	-	n/a	Complete for 2018
Firearms		-	14	1	n/a	Complete for 2018
Crime Scene Unit		-	22	1	n/a	Complete for 2018
Latent Prints		-	23	1	n/a	Complete for 2018
Digital and Multimedia Unit	Audio/Video	-	8		n/a	Complete for 2018
	Digital	-	6		n/a	Complete for 2018
Forensic Biology		1	40	12	n/a	



2019 Testimony Data

- No testimony given in January
- Quarterly transcript review
 - 21 transcripts requested in December; received eight
 - Total of 24 transcripts reviewed in project's first year
- In 2018, evaluations not completed for 4 staff members
 - All will be monitored through transcript review



Detailed Data



Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, February 4, 2019

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Page 1 of 3

	Quality Notified	Summary of Notification	Comments
Biology			
2019-002 IR	1/10/2019	A Forensic Biology staff member contaminated an evidence sample with his own DNA profile during an extraction done in 2017. The contamination event was undetected and the staff member's DNA profile was entered into CODIS. This was discovered in 2018 when the profiles in HFSC's elimination database were compared to profiles in CODIS as part of an investigation into a separate nonconformance. The profile was removed from CODIS and an amended report was issued.	
2019-005 IR	1/18/2019	A Forensic Biology staff member failed to follow the SOP when she mistakenly added the wrong volumes of reagents during a casework procedure. The resulting data could not be used for interpretation purposes, so the procedure was repeated. There was no negative impact to the cases involved.	
2019-006 IR	1/29/2019	The first page of a multi-page review checklist that is used to document completion of the analyst review and the technical review was missing from a 2016 case file. New reviews were completed using a current checklist and the documentation was added to the case file.	
2019-007 CAR	1/31/2019	An expired reagent was used during the extraction of samples from four Forensic Biology proficiency tests. The expired reagent was not used on any casework samples.	
Digital Forensics			

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



Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, February 4, 2019

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Page 2 of 3

	Quality Notified	Summary of Notification	Comments
2019-011 IR	1/18/2019	Digital forensic case records are reviewed prior to release. For analysis done between July 2018 and January 2019, when the review process indicated changes to the original notes pages were needed, the analysts revised the original documents. Therefore, the original information is no longer available. This is a violation of the HFSC quality manual.	

Firearms

2019-001 IR	1/7/2019	A secondary independent check for pending multi-disciplinary requests was not completed on five NIBIN cases prior to them being assigned to the primary NIBIN Technician. This secondary check is required by the Firearms sectional SOP.	
2019-010 IR	1/28/2019	A secondary independent check for pending multi-disciplinary requests was not completed on a NIBIN case the day the evidence item was processed as required by the Firearms sectional SOP.	

Latent Prints

2019-004 CAR	1/17/2019	Latent print processors were not waiting the full 24 hours after applying Indanedione to thermal paper before proceeding to the next step of analysis, as required by the SOP.	
2019-008 CAR	1/30/2019	Latent Print processors were not labeling evidence items with case numbers or item numbers as required by the Quality Manual.	

Seized Drugs

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Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, February 4, 2019

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Page 3 of 3

	Quality Notified	Summary of Notification	Comments
2019-003 IR	1/14/2019	Reference weights were sent out for calibration in December but were not received back from the external vendor before the end of the year. Therefore, they were not certified during calendar year 2018 as required by the sectional SOP and Quality Manual. Calibrations occurred in November 2017 and January 2019.	

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