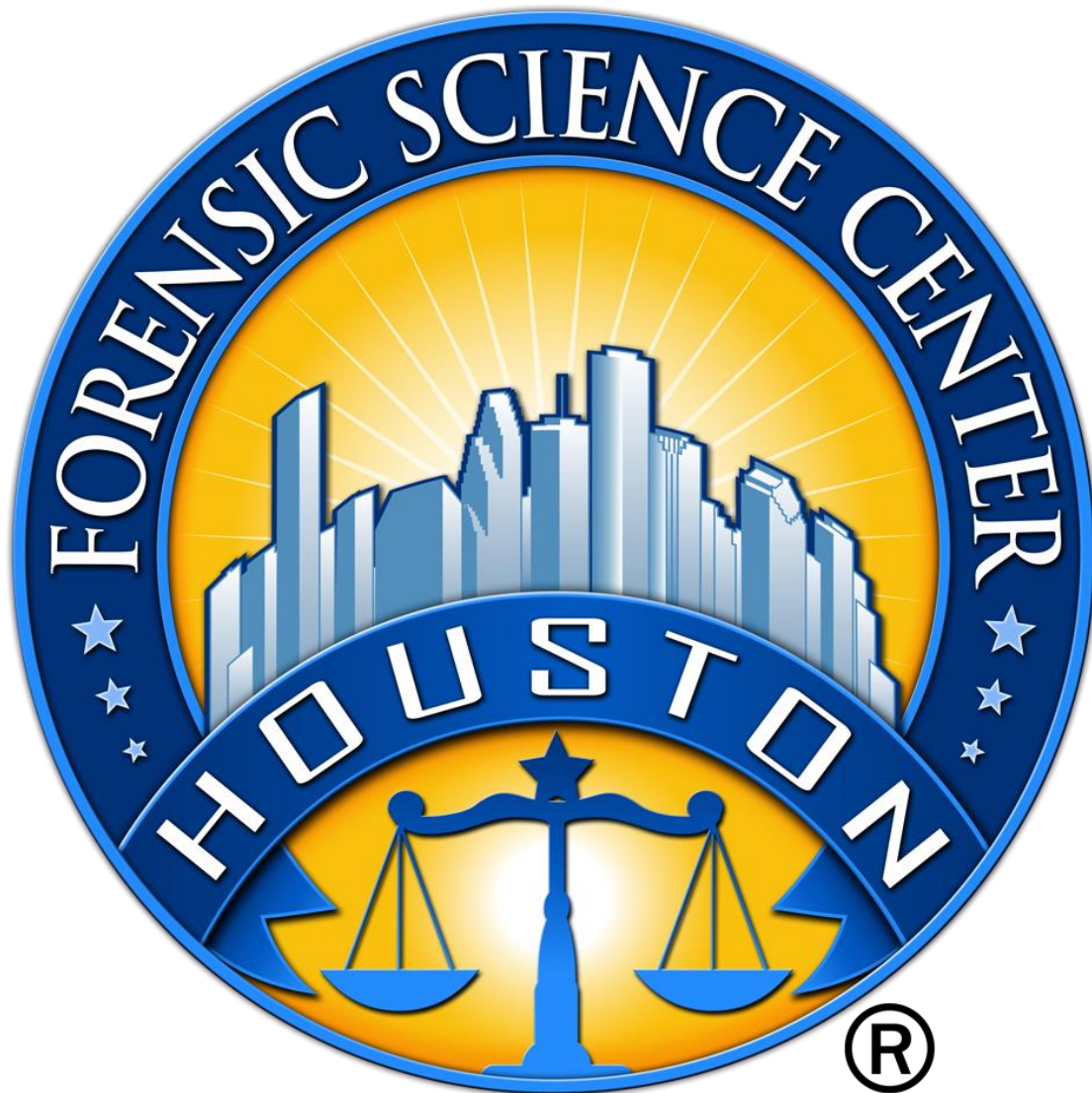


Houston Forensic Science Center, Inc.

Board of Directors Meeting

April 12, 2019



HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

April 12, 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 March 8, 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.
 - a. Consider a resolution reaffirming the commitment of the Corporation's Board to full compliance with the letter and spirit of Texas Government Code Chapter 551,(the "Texas Open Meetings Act") and possible related action.

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.
 - a. Consider authorizing the President and CEO to enter into a lease agreement (with option to purchase,) with Agilent Technologies for one LC-QQQ device, related components, service, and training, in the amount of \$376,175.40 (total contract amount,) and possible related action.
7. Presentation by Mr. David Leach, treasurer and CFO, regarding proposed reallocation to the fiscal year budget and possible related action.
8. Report from Mr. Leach regarding company financials and other fiscal updates.
9. Monthly operations report from Dr. Amy Castillo, vice president and COO, including a review of turnaround times and backlogs.

Reports and presentations by staff

10. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, on evidence collection, turnaround times and other updates.
11. Report from Mr. Charles Evans, director of business development, regarding the status of the Corporation's facility project and move to 500 Jefferson.
 - a. Consider authorizing the President and CEO to purchase lab furniture for the Corporation's new lab space located at 500 Jefferson Street, 18th Floor, Houston, Texas 77002, in the amount of \$325,542, including \$99,220 in federal grant funds and \$226,542 to be received from Jefferson Smith, LLC. (pursuant to Exhibit "E-1.1" of the lease agreement between Jefferson Smith, LLC. and the City of Houston); and further authorizing a maximum purchase cost of up to \$350,000, inclusive of federal grant funds, and possible related action.
12. Report from Ms. Erika Ziemak, assistant quality director, regarding quality assurance, including review of testimony monitoring, proficiency tests and corrective actions.
13. 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 9th day of April, 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 9th day of April 2019.

Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

March 8, 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 March 8, 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 March 5, 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 March 8, 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, Francisco Medina, Janet Blancett, Dr. Robert "Bob" H. McPherson, Dr. Stacey Mitchell, Mary Lentschke and Ms. Tracy Calabrese

The following directors were absent: Anthony Graves, Philip Hilder

Chairwoman Cáarez declared a quorum was present

- E. Chairwoman Cáarez asked if any changes were needed for the February 8, 2019 Board meeting minutes. Vice Chair Thompson made a motion to approve the minutes. Mr. Medina 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 Mr. Patrick Tynan, a seized drugs analyst, for speaking to more than 800 students at MacArthur High School about the dangers of drugs. The Chairwoman thanked Ramit Plushnick-Masti, director of communications, for joining her at a church to present about HFSC as part of a series called Justice and Mercy. She reminded the Board that HFSC's five-year anniversary celebration will be April 6. Guest speakers include Houston Mayor Sylvester Turner and Michael Bromwich, former inspector general of the U.S. Department of Justice. Ms. Cáarez thanked Mr. John Quinlan for

sponsoring the event.

- H. Chairwoman Casarez asked the Board if it would favor passing a Resolution to voluntarily follow Section 551.143 of the Texas Government Code, conspiracy to circumvent the Texas Open Meetings Act, despite a recent ruling by the Texas Court of Criminal Appeals that struck it down. The Board expressed its support to do this although the Texas Legislature is currently considering legislation that could resolve the problem. Chairwoman Casarez made a motion asking HFSC General Counsel Akilah Mance to draft such a resolution for the Board's consideration at its April meeting. Ms. Blancett seconded the motion. The motion passed unanimously.
- I. In a treasurer's report, Mr. David Leach, chief financial officer and treasurer, said HFSC's FY19 spending has continued as expected. Mr. Leach said he will request approval for a budget reallocation at the Board's April meeting.
- J. Dr. Amy Castillo, vice president and chief operations officer, presented an operations report. Dr. Castillo said at the next meeting, she will share section data for February and March due to the recent transition to the new Laboratory Information Management System (LIMS) and the difficulty that presents in pulling data. She updated the Board about the forensic biology/DNA section's backlog elimination project. Dr. Castillo said 96 backlogged cases remain in HFSC internal backlog and 461 cases are pending return from a private lab. Dr. Castillo also told the Board about ongoing forensic biology training shared updates about HFSC's lean six sigma projects.
- K. Mr. Jerry Pena, director of the crime scene and digital multimedia units, said the digital and A/V sections and CSU are working with the Houston Police Department to provide training to police officers, including one hosted by the Internet Crimes Against Children task force hosted at the Children's Assessment Center. Mr. Pena said both units have been assisting HPD with an ongoing investigation into a complex officer-involved shooting during a drug bust in which four officers were shot and two civilians were killed. Mr. Pena said 18 crime scene investigators completed 20 hours of photography and also underwent training to administer drugs used to combat the effects of an opioid overdose.
- L. Mr. Charles Evans, director of business development, updated the Board about the lab's ongoing move to 500 Jefferson. Mr. Evans said the first move had been completed on March 4 and the next move would take place March 19. He said City Council unanimously approved both the sublease and the First Interlocal Agreement. Mayor Sylvester Turner and the City Controller have also approved the documents. Mr. Evans said HFSC's corporate address changed March 1 to the 500 Jefferson location. Mr. Evans discussed upcoming priorities and logistics for the ongoing move.
- M. Ms. Erika Ziemak, assistant quality division director, provided the Board with the February data for blind quality controls (BQC,) audits, disclosures, corrective actions, proficiency tests and testimony data for 2019.
- N. Dr. McPherson made a motion to adjourn the meeting. Ms. Blancett seconded the motion. The meeting ADJOURNED at approximately 9:50 a.m.

By: _____

Jordan Benton Secretary

HOUSTON FORENSIC SCIENCE CENTER, INC.

RESOLUTION NO. 2019-001

RESOLUTION REAFFIRMING THE COMMITMENT OF THE HOUSTON FORENSIC SCIENCE CENTER'S BOARD OF DIRECTORS TO FULL COMPLIANCE WITH THE LETTER AND SPIRIT OF TEXAS GOVERNMENT CODE CHAPTER 551, (THE "TEXAS OPEN MEETINGS ACT").

WHEREAS, the Board of Directors (the "Board") of Houston Forensic Science Center, Inc. (the "Corporation") desires to reaffirm its commitment to full compliance with the letter and spirit of the Texas Open Meetings Act; and

WHEREAS, the Texas Court of Criminal Appeals recently issued an opinion in State of Texas v. Craig Doyle, holding that Texas Government Code Section 551.143 is unconstitutionally vague; and

WHEREAS, pursuant to the Corporation's Certificate of Formation and Bylaws the Board must comply with the Texas Open Meetings Act; and

WHEREAS, the Board is committed to transparency, specifically regarding its deliberations and decision-making processes; and

WHEREAS, the Board has concluded that it is in the best interests of the Corporation to reaffirm its commitment to transparency and that such action will further the purposes of the Corporation;

NOW THEREFORE, BE IT RESOLVED BY THE DIRECTORS OF THE CORPORATION:

SECTION 1. That the findings contained in the preamble of this Resolution are declared to be true and correct and are adopted as part of this Resolution.

SECTION 2. That in furtherance of the findings adopted in Section 1 above, the Corporation reaffirms its commitment to fully comply with the letter and spirit of the Texas Open Meetings Act.

SECTION 3. That a quorum of the Board will not deliberate matters under its jurisdiction, in secret, except as provided by law, including Subchapter D of Texas Government Code Chapter 551, ("Exceptions to requirement that meetings be open").

SECTION 4. That the directors of the Board will not engage in conduct to intentionally avoid the requirements of the Texas Open Meetings Act or undermine its purposes.

SECTION 5. That if directors of the Board gather in numbers less than a quorum, the directors will be mindful of subsequent gatherings, which may undermine the Board's obligation to conduct open and public deliberations.

SECTION 6. That, if any provision of this Resolution is for any reason, held to be unconstitutional or void, the remaining portions shall not be affected thereby, and all provisions of this Resolution are declared to be severable for that purpose.

SECTION 7: This Resolution shall become effective immediately upon passage by the Board of Directors.

ADOPTED this ____ day of _____, 2019.

CERTIFICATE

The undersigned hereby certifies that this Resolution **2019-001** was duly adopted by the Board of Directors of Houston Forensic Science Center, Inc., on the ____ day of _____, 2019.

Executed this ____ day of _____, 2019.

By: _____

Jordan Benton, Secretary of the Board of Directors

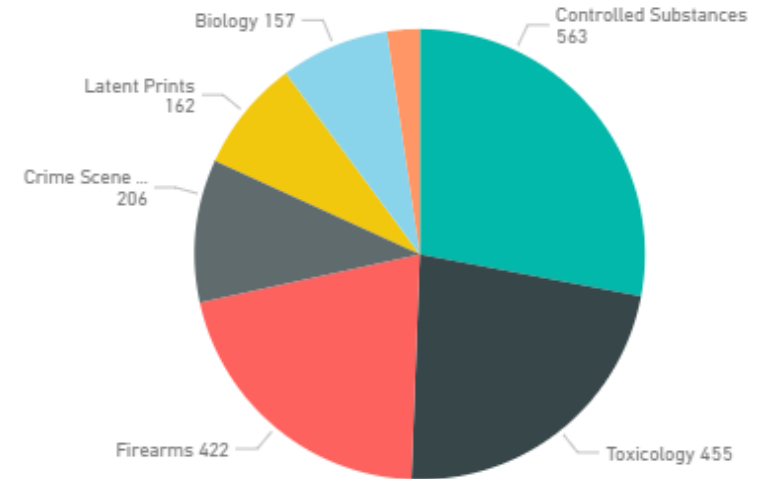
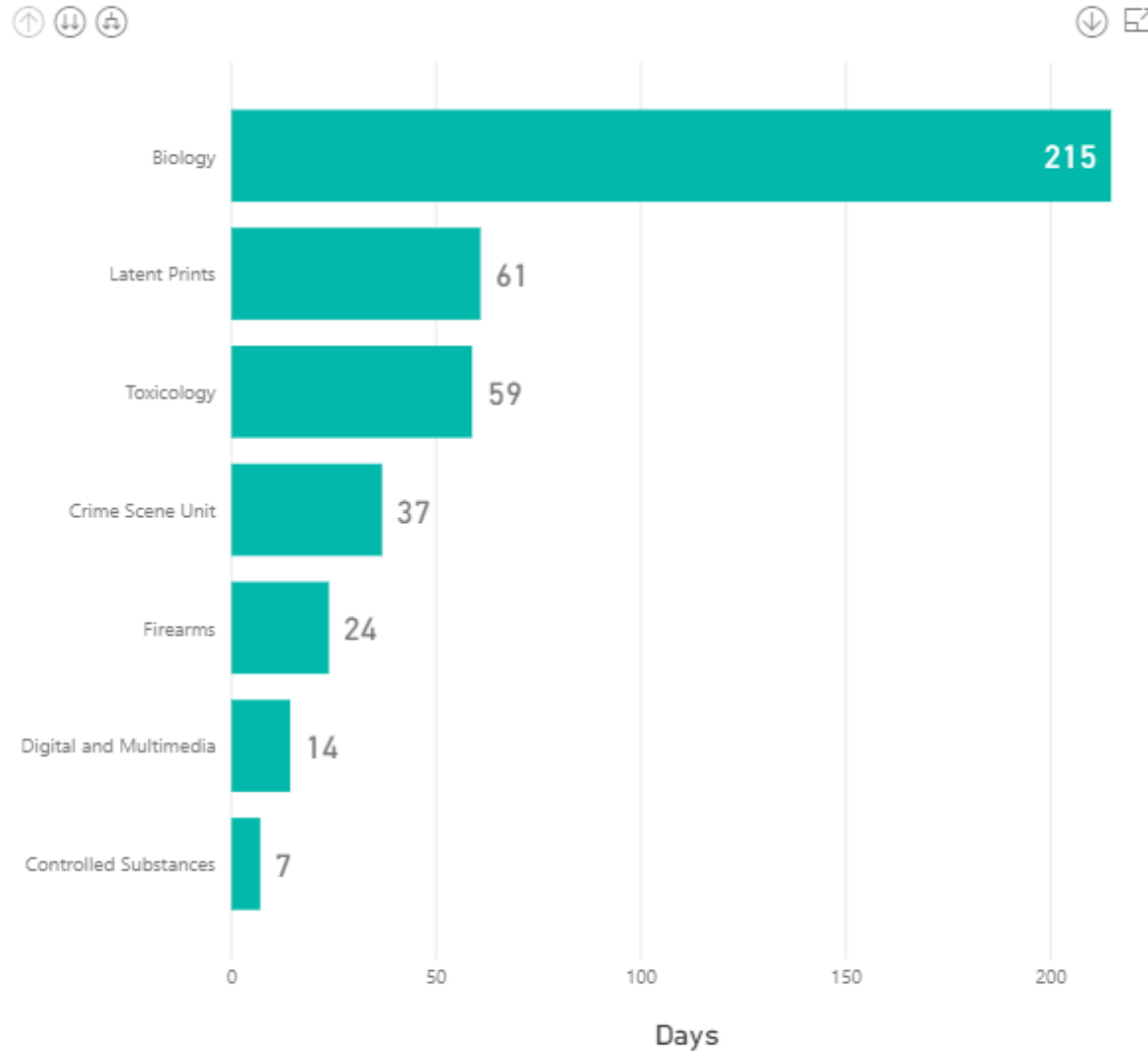
President's Report

April 12, 2019



Requests Completed by Section

Average Turnaround Time for March 2019



Turnaround Time - Days
46

Completed Requests
2012

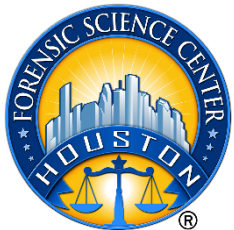
Month Completed

- 01-January
- 02-February
- 03-March
- 04-April

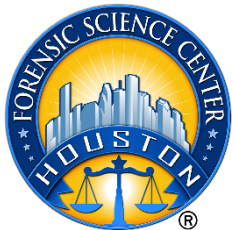
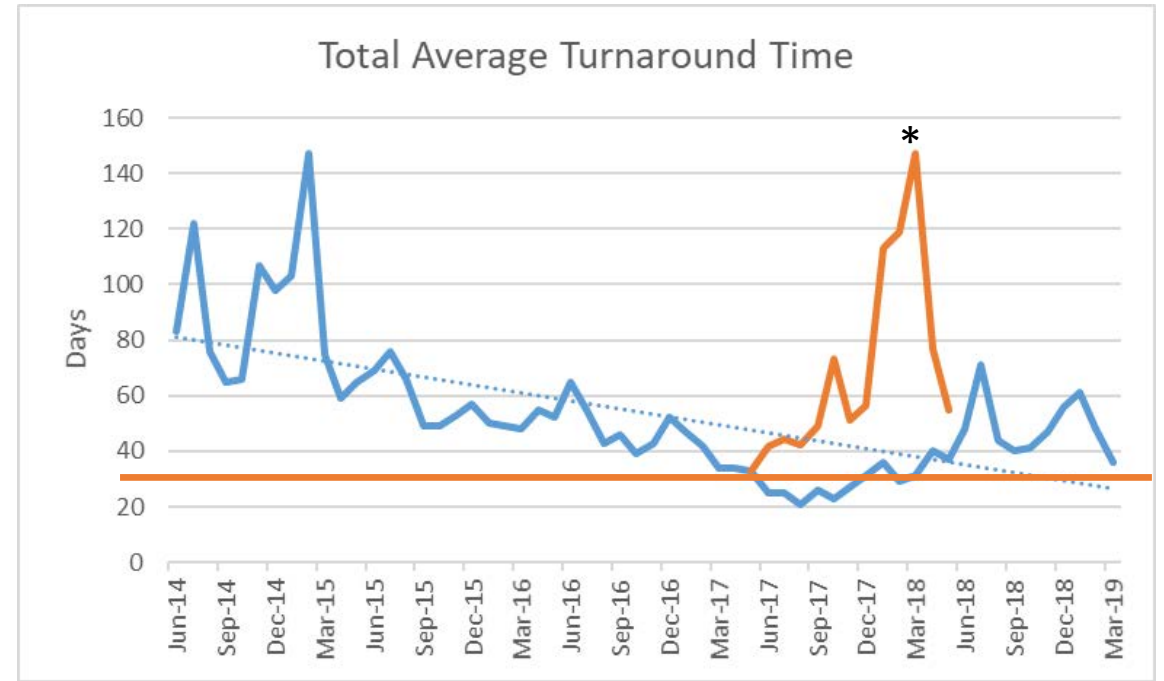
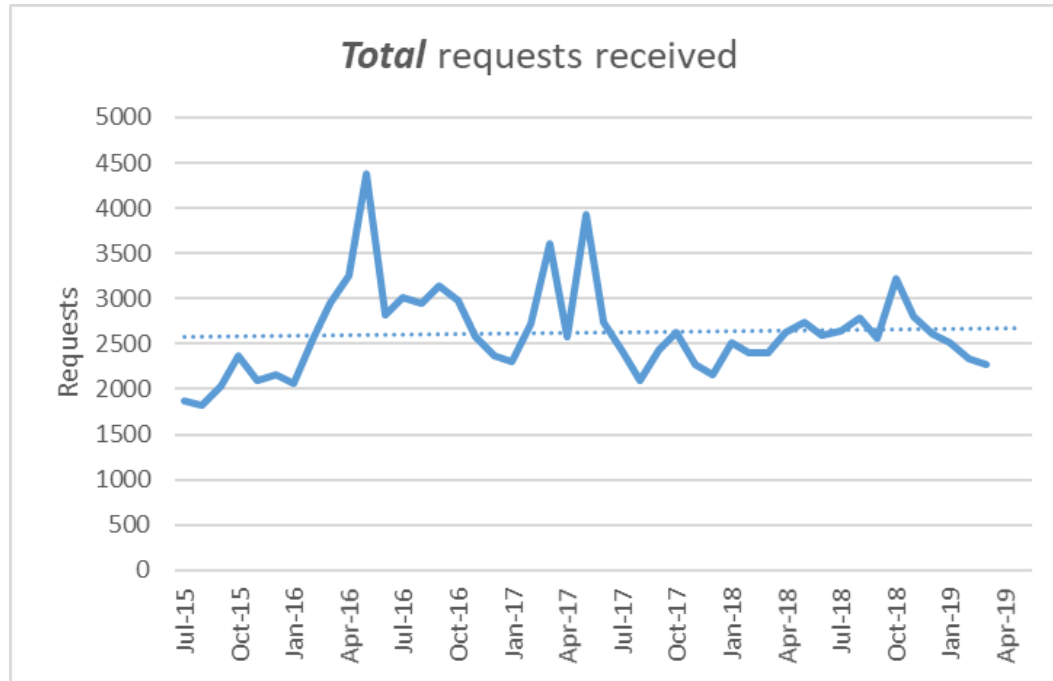
Year Completed

- 2015
- 2016
- 2017
- 2018
- 2019

This data is current as of 4/5/2019.



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.

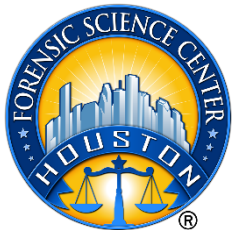
Staffing – April 12, 2019

- 197 staff members
 - 8 COH civilians
 - 0 COH classified
 - 189 HFSC employees
- 12 open positions, 6 offers accepted
 - 2 client services/case management specialists (1 external, 1 internal)
 - 1 crime scene investigator
 - 1 forensic analyst – multimedia
 - 1 forensic analyst – toxicology
 - 1 technical supervisor – toxicology
- 6 active vacancies
 - 1 crime scene investigator
 - 1 forensic biology/DNA analyst
 - 1 forensic analyst – multimedia
 - 2 latent print examiner trainees
 - 1 quality specialist



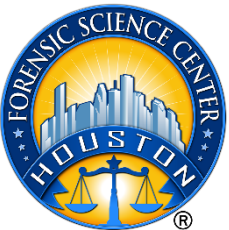
Outreach

- First Explorer's program ended, second one launching
- Launch of sexual assault stakeholder task force
- Dr. Amy Castillo toured with criminal justice students from Lone Star Community College
- HPD Citizen's Academy – two evenings, four classes, one done by Patrick Tynan and Joe Parian
- Tour of HFSC with Mr. Michael Bromwich and Sarah Chu of the Innocence Project
- Several trips to Austin: budget, testimony on three bills, marijuana legislation
- Community outreach has done nearly 20 events since the start of the year, reaching over 600 community members
- Erika Ziemak and Robin Guidry presented to forensic students at Sam Houston State University



LCQQQ: Toxicology Instrument

- Agilent
 - \$54,700 in trade in existing instruments
- Lease contract
 - 60-month contract
 - Total cost: \$429,000, including service contract
 - Includes option to buy
- Delivery in October to new lab



HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

April 12, 2019 at 9:00 a.m.

Agenda Action Item No.:	6a. Consider authorizing the President and CEO to enter into a lease agreement (with option to purchase,) with Agilent Technologies for one LC-QQQ device, related components, service, and training, in the amount of \$376,175.40 (total contract amount,) and possible related action.
Subject:	Authorizing the President and CEO to sign a lease agreement to acquire a LC-QQQ for use in lab's toxicology section.
Background:	HFSC needs at least one new LC-QQQ device to immediately increase capacity within the lab's toxicology section and meet the growing needs of our stakeholders. Due to the cost of this equipment, HFSC cannot acquire more than one LC-QQQ at this time. HFSC's current budget constraints also prohibit HFSC from purchasing the device outright. Thus, the lease agreement with option to purchase is the only feasible option for acquiring the LC-QQQ at this time.
Executive Summary:	<p>Before the agreement can be signed, the Board must approve the total expenditure (\$376,175.40) of the lease agreement over the 60-month term, which includes the LC-QQQ, components, service, maintenance and staff training. Pursuant to Board Resolution No.2015-001 and the Corporation's newly amended financial procurement policies, any expenditure over \$200,000 shall be approved by the Chair of the Board, President and CEO, as well as Chief Financial Officer and Treasurer. The Board may also delegate its authority to the President and CEO to enter into this agreement. The proposed agreement fits within HFSC's existing budget and will improve operations within the toxicology section.</p> <p>The components for the acquired LC-QQQ are sole source and will subsequently be identified as such in any future purchases.</p>
Fiscal Impact:	Anticipated costs will fit within existing budget line items and will be included in subsequent budgets, for the duration of the lease agreement.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Peter Stout, President and CEO Legal review by General Counsel



April 5, 2019

Houston Forensic Science Center Inc
1301 Fannin St ste 170
Houston, TX 77002

RE: Financing Term Sheet proposal

Dear Houston Forensic Science Center Inc:

Agilent Technologies, Inc. ("Agilent") is pleased to forward this non-binding financing quote from Lessor, subject to the following terms and conditions. This financing quote provides you with fixed monthly payments in order to finance Agilent equipment. The following lease quote is for discussion purposes only and is an indication of interest regarding a possible financing transaction on the general terms and conditions outlined herein and should not be construed as a binding agreement as to the intended transaction.

Lessee:	Houston Forensic Science Center Inc
Amount Financed:	\$ 383,577.86 (Quote #2827627)
Payment Amount/Terms:	Option A: Sixty (60) Months Monthly payments of \$6,269.59 (excluding applicable tax) Fair Market Value Purchase Options <ul style="list-style-type: none">- purchase the equipment for its then "fair market value"- return the equipment- extend the term

The Payment above is calculated using the Average Life Treasury ("Index") as of the date of this term sheet. The Payment shall float until the actual closing date on the Equipment Schedule in correlation with changes in the Index and will be adjusted accordingly.

Lessor will adjust the Payment based upon the above Index as long as its original economic return is maintained. If the Payment is adjusted based upon the Index and the resulting economic return is unacceptable to Lessor, Lessor, with notice to Lessee, adjust the Payment amount such that Lessor's economic return is maintained.

Loan Documents:	The schedule of payments will be detailed in a Lease/Loan and security agreement, promissory note or other evidence of indebtedness executed in connection with the Collateral (together with all other documents executed in connection with the Transaction, the "Funding Documents"). Maintenance, insurance, taxes and other expenses of a similar nature will be the responsibility of the Customer.
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Lessor:	Key Equipment Finance, a division of KeyBank National Association NYSE: ("KEY")
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This Term Sheet is provided for illustration purposes and is subject to underwriting procedures including review of Customers financial statements, tax returns etc. This Term Sheet is neither a commitment to extend credit nor an offer to commit but is intended to serve as a basis for further discussion and negotiation should you wish to proceed. Among other things, the funding of this Transaction shall be subject to federal regulatory checks, including (1) the embargoed country list published from time to time and (2) clearing Office of Foreign Assets Control (OFAC). If you

have any questions about the SDN list or the embargoed country list, please contact OFAC directly at 1 (800) 540-6322.

The Funding Documents will be in the standard form customarily required by Lessor and will include additional terms and conditions not discussed above (*provided*, the failure by Lessor and Customer to mutually agree to such documents shall not be deemed to be a breach of this term sheet by either Lessor or Customer). At the date of closing the Transaction(s), the collateral, financial condition and credit standing of Customer, and all features of this Transaction, will be as represented to Lessor at the time of credit approval, without material adverse change. In the event of bankruptcy or insolvency or adverse material change in the collateral or creditworthiness of Customer, this term sheet will terminate upon notice by Lessor. This Term Sheet is non-assignable by Customer, and its terms shall not be disclosed by Customer except to its legal and financial advisors. This Term Sheet supersedes any prior Term Sheet, offers, or agreements, written or oral, concerning the proposed Transaction and can only be modified in writing.

Sales Tax Exemption

For us to qualify for your sales tax exemption, a valid tax exemption certificate, satisfactory in all respects to us, for the state where the Equipment will be located will be required at lease closing.

IMPORTANT INFORMATION ABOUT PROCEDURES FOR APPLYING FOR FINANCING WITH US

To help the government fight the funding of terrorism and money laundering activities, federal law requires the Lessor to obtain, verify, and record information that identifies each Customer who opens an account or applies for financing. Therefore, all new and existing Customers may be subject to the identity verification requirements by the Lessor.

When a Customer applies for financing, we will ask for the Customer's name, address and identification number, and, in the case of an individual, his or her date of birth. For business accounts, we may also obtain this information for individuals associated with the business. We may also request to see a driver's license or other identifying documents. Information about Customer, including the information provided by Customer in its application, may be shared by Agilent with the lender, and Customer consents to allowing Agilent to do so. Agilent will store and use Customer's personal data in accordance with Agilent's Privacy Statement, available at www.agilent.com/go/privacy.

This Term Sheet is issued in reliance upon the accuracy of all information, representations and exhibits presented by Customer to Lessor and is also contingent upon the absence of any material adverse change in Customer's financial condition from the condition as it was represented to lessor at the time of credit approval.

If the terms and conditions of the Term Sheet are acceptable, please sign a copy of this letter, as provided below, and return it to our attention. We value the opportunity to do business with you and look forward to a long-term, mutually beneficial relationship. The proposal is good for 60 days from the original date.

Sincerely,
Dan Mendoza
Agilent

Agreed to by: Houston Forensic Science Center Inc

By: _____

Title: _____

Date: _____

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY19 Original Budget Reallocations V2

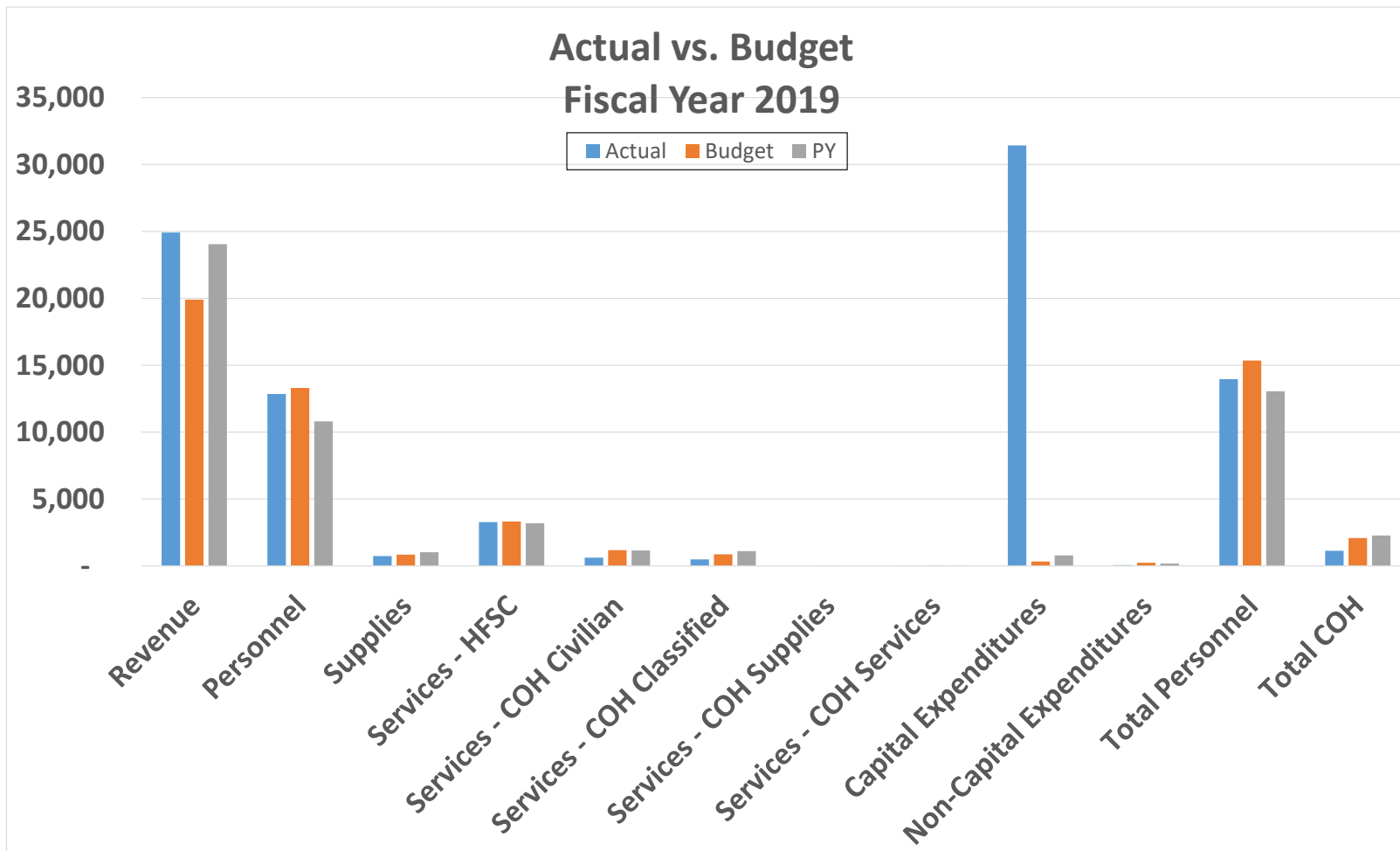
		FY18 Budget V2	Adjustments to FY19 Budget V2		FY18 Budget V3
			Grants	Non Grants	
Revenues:					
411000	City of Houston-Appropriations	\$ 24,160,344			\$ 24,160,344
415000	City of Houston Direct OH-Appro	1,460,000			1,460,000
420000	Donations	8,300			8,300
426000	Training Services	5,000			5,000
440000	Grants	890,000			890,000
450000	Forensic Services	8,700			8,700
490002	Interest Income	3,800			3,800
Total Income		26,536,144	-	-	26,536,144
Expenses:					
Personnel:					
500010	Salary Base - Civilian	14,238,373	84,504		14,322,877
501070	Pension - Civilian	792,513	3,671		796,183
502010	FICA - Civilian	1,034,791	6,368		1,041,159
503010	Health Insurance - Active Civil	1,333,385	3,678		1,337,063
503015	Basic Life Ins - Active Civil	120,089	441		120,530
503090	Workers Comp - Civilian Adm	78,010			78,010
504031	Unemployment Taxes - Admin	13,313	863	30,000	44,176
		17,610,473	99,525	30,000	17,739,998
Supplies:					
511010	Chemical Gases & Special Fluids	14,094			14,094
511045	Computer Supplies	38,954			38,954
511050	Paper & Printing Supplies	25,041			25,041
511055	Publications & Printed Material	14,070			14,070
511060	Postage	1,341			1,341
511070	Miscellaneous Office Supplies	89,648			89,648
511080	General Laboratory Supply	1,288,590		(450,000)	838,590
511090	Medical & Surgical Supplies	750			750
511095	Small Technical & Scientific Eq	7,666			7,666
511110	Fuel	227			227
511120	Clothing	34,172			34,172
511125	Food/Event Supplies	14,337			14,337
511130	Weapons Munitions & Supplies	9,253			9,253
511145	Small Tools & Minor Equipment	18,365			18,365
511150	Miscellaneous Parts & Supplies	15,167			15,167
		1,571,742	-	(450,000)	1,121,742

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY19 Original Budget Reallocations V2

		Adjustments to FY19 Budget V2		
		FY18 Budget V2	Grants	FY18 Budget V3
			Non Grants	
Services:				
520100	Temporary Personnel Services	-		-
520105	Accounting & Auditing Svcs	35,505		35,505
520106	Architectural Svcs	50,000		50,000
520107	Computer Info/Contracting Svcs	19,907		19,907
520109	Medical Dental & Laboratory Ser	85,000	450,000	535,000
520110	Management Consulting Services	120,000		120,000
520112	Banking Services	2,970	3,000	5,970
520113	Photographic Services	643		643
520114	Misc Support Serv Recruit Relo	118,268		118,268
520115	Real Estate Rental	1,010,905		1,010,905
520118	Refuse Disposal	13,712	15,000	28,712
520119	Computer Equip/Software Maint.	759,555	-	759,555
520121	IT Application Services	101,512		101,512
520123	Vehicle & Motor Equip. Services	2,977		2,977
520124	Other Equipment Services	249,553		249,553
520143	Credit/Bank Card Svcs	224		224
520520	Printing & Reproduction Serv.	12,158		12,158
520605	Public Information Svcs	18,367		18,367
520705	Insurance (Non-Medical)	107,581		107,581
520765	Membership & Prof. Fees	25,097		25,097
520805	Education & Training	189,458	4,036	193,494
520815	Tuition Reimbursement	46,422		46,422
520905	Travel - Training Related	180,381	13,802	194,182
520910	Travel - Non-training Related	15,285	(1,233) 6,000	20,051
521405	Building Maintenance Services	25,437		25,437
521505	Utilities	3,979		3,979
521605	Data Services	153,072	50,000	203,072
521610	Voice Services, Equip & Labor	69,457		69,457
521705	Vehicle/Equipment Rental/Lease	463		463
521725	Other Rental Fees	32,157		32,157
521730	Parking Space Rental	145,544	65,000	210,544
521905	Legal Services	25,000	25,000	50,000
522205	Metro Commuter Passes	67,374		67,374
522305	Freight	17,400	-	17,400
522430	Misc. Other Services & Chrgs	94,832		94,832
532000	Sub-Contractor (COH)	2,771,353	(194,000)	2,577,353
Total Services		6,571,547	16,604 420,000	7,008,152
Total HFSC Services		3,800,194	16,604 614,000	4,430,799

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY19 Original Budget Reallocations V2

		FY18 Budget V2	Adjustments to FY19 Budget V2		FY18 Budget V3
			Grants	Non Grants	
Non-Capital Expenditures					
551010	Furniture and Fixtures	100,000			100,000
551015	Computer Equipment	173,085			173,085
551025	Scientific/Medical Equipment	35,735			35,735
Total Non-Capital Expenditures		308,820	-	-	308,820
Capital Expenditures					
170230	Computer Hardware/SW				-
170240	Scientific/Foren Eqmt	450,000			450,000
170980	Const in Progress	-			-
Total Capital Expenditures		450,000			450,000
Total Expense Before Depreciation		26,512,583	116,129	-	26,628,712
561230	Depreciation	477,202			477,202
669000	Reconciliation Discrepancies	-			-
Total Expense After Depreciation		26,989,784	116,129	-	27,105,914
Net Ordinary Income		(453,640)	(116,129)	-	(569,769)
Other Expense:					
610000	City of Houston Direct Overhead	1,460,000			1,460,000
	Grant and Training Expense	635,575	(116,129)		519,445
					-
		(2,549,215)	-	-	(2,549,215)



For the Period July 1, 2018 through March 31, 2019

Revenues:

Total Income

Expenses:

Personnel:

Supplies:

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2018 through March 31, 2019

		Current Month (Preliminary)						YTD						FY19	
		FY19	FY19	FY18	Variance			FY19	FY19	FY18	Variance			FY19	% Year
		Mar 2019	Budget	Mar 2018	Budget - Actual	%	FY19 - FY18	%	July 1-Mar 31, 2019	Budget	July 1- Mar 31, 2018	Vs. Budget	%	Budget V3	Completed
Services:															
520100	Temporary Personnel Services	-	-	2	-		2	100%	2	-	12	(2)	0%	-	0%
520105	Accounting & Auditing Svcs	4	3	5	(1)	-29%	2	29%	33	27	30	(6)	-22%	36	92%
520106	Architectural Svcs	-	4	-	4	100%	-		-	38	-	38	0%	50	0%
520107	Computer Info/Contracting Svcs	-	2	-	2	100%	-		4	15	0	11	71%	20	22%
520109	Medical Dental & Laboratory Ser	151	45	33	(106)	-239%	(118)	-363%	391	401	71	10	2%	535	73%
520110	Management Consulting Services	10	10	6	(0)	-3%	(4)	-75%	110	90	270	(20)	-22%	120	91%
520112	Banking Services	0	0	0	0	52%	0	13%	3	4	2	1	30%	6	53%
520113	Photographic Services	-	0	-	0	100%	-		-	0	-	0	100%	1	0%
520114	Misc Support Serv Recruit Relo	2	10	3	7	76%	0	16%	23	89	84	65	74%	118	20%
520115	Real Estate Rental	136	84	86	(52)	-62%	(51)	-59%	829	758	725	(71)	-9%	1,011	82%
520118	Refuse Disposal	6	2	1	(4)	-157%	(5)	-418%	24	22	2	(2)	-12%	29	84%
520119	Computer Equip/Software Maint.	38	63	24	26	41%	(13)	-54%	695	570	771	(125)	-22%	760	91%
520121	IT Application Services	-	8	37	8	100%	37	100%	48	76	99	28	37%	102	47%
520123	Vehicle & Motor Equip. Services	-	0	-	0	100%	-		-	2	-	2	100%	3	0%
520124	Other Equipment Services	19	21	150	2	10%	132	88%	186	187	240	1	0%	250	75%
520143	Credit/Bank Card Svcs	-	0	-	0	100%	-		0	0	0	0	81%	0	14%
520145	Criminal Intelligence Services	-	-	-	-		-		-	-	-	-	0%	-	0%
520520	Printing & Reproduction Serv.	1	1	0	(0)	-10%	(1)	-852%	7	9	3	2	21%	12	59%
520605	Public Information Svcs	-	2	1	2	100%	1	100%	7	14	3	7	47%	18	39%
520705	Insurance (Non-Medical)	10	9	8	(1)	-11%	(2)	-31%	87	81	77	(7)	-8%	108	81%
520760	Contributions	-	-	-	-		-		-	-	-	-	0%	-	0%
520765	Membership & Prof. Fees	2	2	5	0	5%	3	58%	20	19	16	(1)	-8%	25	81%
520805	Education & Training	3	16	15	13	81%	12	79%	130	145	116	15	10%	193	67%
520815	Tuition Reimbursement	-	4	-	4	100%	-		14	35	29	21	60%	46	30%
520905	Travel - Training Related	12	16	22	4	23%	10	43%	116	146	128	30	21%	194	60%
520910	Travel - Non-training Related	4	2	2	(2)	-147%	(2)	-81%	18	15	7	(3)	-17%	20	88%
521405	Building Maintenance Services	5	2	13	(3)	-142%	8	60%	14	19	33	5	28%	25	54%
521505	Utilities	0	0	0	0	8%	(0)	-13%	3	3	3	(0)	-12%	4	84%
521605	Data Services	20	17	14	(3)	-18%	(6)	-43%	165	152	46	(13)	-9%	203	81%
521610	Voice Services, Equip & Labor	3	6	4	3	55%	1	31%	27	52	44	25	49%	69	38%
521705	Vehicle/Equipment Rental/Lease	-	0	-	0	100%	-		0	0	-	0	0%	0	0%
521725	Other Rental Fees	2	3	4	1	37%	2	57%	24	24	26	(0)	-1%	32	76%
521730	Parking Space Rental	21	18	18	(3)	-18%	(3)	-18%	155	158	128	3	2%	211	74%
521905	Legal Services	-	4	23	4	100%	23	100%	43	38	42	(5)	-15%	50	86%
522205	Metro Commuter Passes	6	6	6	(0)	-2%	(0)	-1%	47	51	43	3	6%	67	70%
522305	Shipping and Freight	1	1	2	0	2%	0	21%	12	13	13	1	8%	17	69%
522430	Misc. Other Services & Chrgs	1	8	1	7	90%	0	30%	33	71	124	38	53%	95	35%
522720	Insurance - General & Professional	-	-	-	-		-		-	-	-	-	0%	-	0%
523100	Civilian Payroll	73	131	146	58	44%	74	50%	620	1,177	1,155	557	47%	1,569	40%
523200	Classified Payroll	49	96	102	47	49%	53	52%	493	867	1,100	374	43%	1,156	43%
523300	Supplies	-	1	-	1	100%	-		-	13	-	13	100%	17	0%
523400	Services	2	2	4	0	20%	2	48%	12	22	19	9	42%	29	43%
523000	Sub-Contractor (COH-HPD) Total	124	231	252	107	46%	129	51%	1,125	2,079	2,274	953	46%	2,771	41%
	Total Services	581	600	737	19	3%	156	21%	4,398	5,402	5,464	1,004	19%	7,202	61%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2018 through March 31, 2019

		Current Month (Preliminary)						YTD						FY19	
		FY19	FY19	FY18	Variance			FY19	FY19	FY18	Variance			FY19	% Year
		Mar 2019	Budget	Mar 2018	Budget - Actual	%	FY19 - FY18	%	July 1-Mar 31, 2019	Budget	July 1- Mar 31, 2018	Vs. Budget	%	Budget V3	Completed
Non-Capital Expenditures															
551010	Furniture and Fixtures	-	8	-	8	100%	-		20	75	29	55	73%	100	20%
551015	Computer Hardware/SW	4	14	34	10	72%	30	88%	37	130	135	92	71%	173	22%
551025	Scientific/Foren Eqmt	-	3	1	3	100%	1	100%	3	27	11	24	88%	36	9%
Total Non-Capital Expenditures		4	26	35	22	85%	31	89%	61	232	175	171	74%	309	20%
Capital Expenditures															
170140	Improvements	-	-	-	-		-		-	-	-	-	0%	-	0%
170210	Furniture & Fixtures	-	-	-	-		-		-	-	-	-	0%	-	0%
170230	Computer Hardware/SW	-	-	17	-		17	100%	28	-	213	(28)	0%	-	0%
170240	Scientific/Foren Eqmt	-	38	-	38	100%	-		(154)	338	122	492	146%	450	-34%
170270	500 Jefferson - Intangible	31,328	-	-	-	0%	(31,328)	0%	31,328	-	-	(31,328)	0%	-	
170980	Const in Progress	22	-	54	(22)		32	59%	228	-	445	(228)	0%	-	
Total Capital Expenditures		31,350	38	70	15	41%	(31,280)	-44503%	31,430	338	781	(31,093)	-9213%	450	6985%
Total Expense and Capital Before Depreciation		34,046	2,235	2,830	(483)	-22%	(31,215)	-1103%	49,478	20,117	18,244	(29,361)	-146%	26,823	184%
561230	Depreciation	127	40	41	(87)	-219%	(86)	-211%	460	358	362	(102)	-28%	477	96%
570505	FA Gain/Loss	-	-	-	-	0%	-		69	-	-	(69)	0%	-	0%
531085	Interest Expense	-	-	-	-		-		-	-	-	-	0%	-	
610000	City of Houston Direct Overhead	122	122	122	-	0%	-	0%	1,095	1,095	1,095	-	0%	1,460	75%
Grant and Training Expense		-	-	-	-		-		-	-	-	-	0%	-	
Total Expense and Capital After Depreciation		34,294	2,397	2,993	(570)	-24%	(31,302)	-1046%	51,103	21,570	19,702	(29,533)	-137%	28,760	178%
Net Ordinary Income less capital spending		(34,158)	(185)	(2,705)	(1,505)	812%	(31,453)	1163%	(26,182)	(1,668)	4,344	(24,514)	1470%	(2,224)	1177%

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

(in '000's)

	Preliminary As of 03/31/19	As of 12/31/18	As of 09/30/18	As of 06/30/18
ASSETS				
Cash and Cash Equivalents				
Bank of Texas-Operating	\$ 6,665	\$ 12,652	\$ 17,249	\$ 1,659
Total Current Assets	<u>6,665</u>	<u>12,652</u>	<u>17,249</u>	<u>1,659</u>
Accounts Receivable				
Accounts Receivable	555	16	27	116
Total Accounts Receivable	<u>555</u>	<u>16</u>	<u>27</u>	<u>116</u>
Capital Assets Net of Depreciation				
Capital Assets	37,647	6,218	6,194	6,217
Accumulated Depreciation	(2,002)	(1,887)	(1,761)	(1,635)
Total Net Capital Assets	<u>35,646</u>	<u>4,331</u>	<u>4,433</u>	<u>4,582</u>
Other Assets				
Prepaid - HR	2	0	(4)	2
Prepaid - Insurance	61	88	128	126
Prepaid - Service Agreements	188	226	292	331
Prepaid - Other	134	61	86	-
Total Other Assets	<u>385</u>	<u>375</u>	<u>502</u>	<u>459</u>
TOTAL ASSETS	<u><u>\$ 43,251</u></u>	<u><u>\$ 17,374</u></u>	<u><u>\$ 22,212</u></u>	<u><u>\$ 6,816</u></u>
LIABILITIES				
Accounts Payables	\$ 99	\$ 147	\$ 88	\$ 527
Payroll Tax Liability	562	500	490	1,092
Other Liabilities, Including Fund 2213 Billing	207	260	313	133
500 Jefferson Lease Liability	32,024			
Deferred - Others	6	248	6	6
Total Liabilities	<u>32,899</u>	<u>1,155</u>	<u>897</u>	<u>1,759</u>
NET POSITION/FUND BALANCE				
Unrestricted/Unassigned	6,730	11,888	16,881	1,318
Temporarily Restricted - SAFE Funds				
Net Investment in Capital Assets	3,622	4,331	4,433	3,740
Total Net Position	<u>10,352</u>	<u>16,219</u>	<u>21,315</u>	<u>5,057</u>
TOTAL LIABILITIES AND NET POSITION	<u><u>\$ 43,251</u></u>	<u><u>\$ 17,374</u></u>	<u><u>\$ 22,212</u></u>	<u><u>\$ 6,816</u></u>

Awarded

Awarding Agency: USDOJ-OJP-NIJ			
Name of Project: NIJ FY 16 DNA Capacity Enhancement and Backlog Reduction Program			
Start and End Dates: 01/01/2017 - 12/31/2018			
Contact: Alissa Genovese			
Award Number: 2016-DN-BX-0142			
	Awarded	Invoiced	Current Receivable
Amount of Award:	\$ 741,000		
Grant Inception to date:	(467,683)	354,185	113,498
Grant Balance:	273,317		
Status: Awarded			

Awarding Agency: USDOJ-OJP-NIJ			
Name of Project: NIJ FY 17 DNA Capacity Enhancement and Backlog Reduction Program			
Start and End Dates: 01/01/2018 - 12/31/2019			
Contact: Monte Evans			
Award Number: 2017-DN-BX-0027			
	Awarded	Invoiced	Current Receivable
Amount of Award:	\$ 867,755		
Grant Inception to date:	(422,707)	354,185	68,522
Grant Balance:	445,048		
Status: Awarded			

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

Awarding Agency: University of Virginia			
Name of Project: Quality Blind Testing Research			
Start and End Dates: 11/26/2018 - 05/31/2019			
Contact: Lynn Boyter			
Award Number: 2018 CSAFE	Awarded	Invoiced	Current Receivable
Amount of Award: \$	59,000	-	
Grant Inception to date:	(12,254)	12,254	-
Grant Balance:	46,746		
Status: Sub Award			

Awarding Agency: USDOJ-OJP-NIJ			
Name of Project: NIJ FY 18 DNA Capacity Enhancement and Backlog Reduction Program			
Start and End Dates: 01/01/2019 - 12/31/2020			
Contact: Shelia Anderson			
Award Number: 2018-DN-BX-0096	Award Bal.	Expenditure Reported	Current Receivable
Contact: Charles Heurich			
Award Number: 2014-DN-BX-0116			
Amount of Award:	1,530,927	-	-
Grant Inception to date:	(1,641)	-	1,641
Grant Balance:	1,529,286		
Status: Sub - Award			

Solicitation

Awarding Agency: USDOJ-OJP-NIJ

Discipline: Seized Drugs

Primary Recipient: RTI

Name of Project: Applied Research and Development in Forensic Science for Criminal Justice Purposes

HFSC will work with RTI to provide technology evaluation for seized materials at our laboratory. This will help ensure RTI is

Purpose: able to fully evaluate the use of near infrared (NIR) spectroscopy for the detection of drugs from seized material during the course of the project.

Collaboration: HFSC

Start and End Dates: Start 01/01/2019

Contact: Katherine Moore /Megan Grabenauer

Solicitation Number: NIJ-2018-13600

Amount Requested:

Status:

Letter of Support

Awarding Agency: NIJ

Discipline: Seized Drugs

Primary Recipient: HFSC

Name of Project: Research and Evaluation for the Testing and Interpretation of Physical Evidence in Publicly Funded Forensic Laboratories - Establishing Sufficiency Thresholds for Assessing the Quality of Mass Spectral Data

Purpose: This study proposes to initiate and test the development of a sufficiency standard that can be used as a model for the nationalized mass spectral standard. In addition, both results and methodology from this project should have direct extension to other forensic disciplines using mass spectral data, such as Toxicology and Trace Analysis.

Collaboration: Ohio University

Start and End Dates: 01/01/2019 - 12/31/2022

Contact: Peter Harrington

Solicitation Number: NIJ-2018-13900

Amount Requested: \$ 773,000

HFSC Requested \$ 355,322

Status:

Submitted

Awarding Agency: NIJ

Discipline: Seized Drugs

Primary Recipient: Texas Southern University

Name of Project: W.E.B. Du Bois Scholars in Race and Crime Research
Assessing the Impact of the No Lab, No Plea Policy

Purpose: This research serves to evaluate the No Lab, No Plea policy instituted in Harris County, Texas and to gauge how it impacts racial disproportionalities in the handling of drug offense cases. We also aim to determine whether reduced forensic turnaround times and the analysis of forensic evidence are related to sentencing outcomes.

Collaboration: Texas Southern University/HFSC

Start and End Dates: 01/01/2019 - 12/31/2022

Contact: Howard Henderson

Solicitation Number: NIJ-2018-14220

Total Amount Requested: \$ 455,249.00

HFSC Requested Funds: \$ 112,357.00

Status:

Submitted

Awarding Agency: NIJ

Discipline: Latent Prints

Primary Recipient: RTI

Name of Project: Applied Research and Development in Forensic Science for Criminal Justice Purposes

Purpose: HFSC fully intends to collaborate and provide the resources to assist RTI in creating and validating the fingerprint database. We are able to assist in this research effort by providing the time and expertise of 10 of our latent print examiners for the Selection and AFIS Team. We will also assist in recruiting 20 latent prints donors as part of the Detection Team.

Collaboration: HFSC

Start and End Dates: Start 01/01/2019

Contact: Heidi Eldridge

Solicitation Number: NIJ-2018-13600

Total Amount Requested:

Status: Letter of Support

Awarding Agency: NIJ

Discipline: Seized Drugs

Primary Recipient: TSU/US/SHSU

Name of Project: "Applied Research and Development in Forensic Science for Criminal Justice Purposes"

Purpose: The Houston Forensic Science Center (HFSC) is pleased to offer our support to Texas Southern University with University of Houston and Sam Houston State University (the Partnership) for their proposal to develop a mobile sensor for multiplex detection of "fentalogs" in street drugs.

Collaboration: HFSC

Start and End Dates: Start 01/01/2019

Contact: Ashraf Mozayani

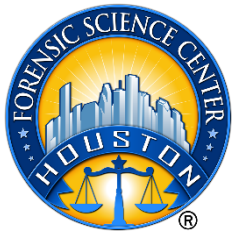
Solicitation Number: NIJ-2018-13600

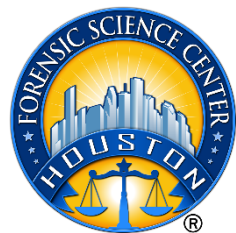
Total Amount Requested:

Status: Letter of Support

Operations Report

April 12, 2019



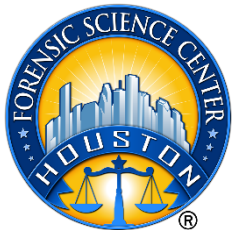


Section	Turnaround time (days)	Relative to Prior Month	Requests >30 days	Relative to Prior Month
Forensic Biology	165	↓	50	↓
CODIS	15	↓	22	↑
Digital/Multimedia	15	↓	68	↑
Firearms (Analysis)	24	↑	17	↑
Firearms (NIBIN)	26	↓	348	↓
Latent prints	61	↑	1,812	↑
Seized Drugs	8	↓	2	↑
Toxicology (Alcohol Analysis)	41	↑	190	↑
Toxicology (Drug Analysis)*	124	↑	332	↓
Crime Scene Unit	38	↑	96	↑

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

March 2019 Highlights

- Forensic Biology outsourcing update
- DNA database (CODIS) update



Forensic Biology-Outsourcing

Total Cases Shipped

961

Cases Returned

632

Cases Reviewed

0

SAKs shipped: 651

SAKs completed: 342

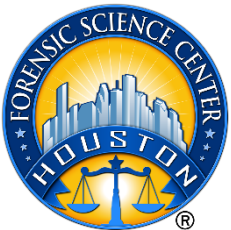
Non-SAKs shipped: 310

Non-SAKs completed: 290

Critical issues

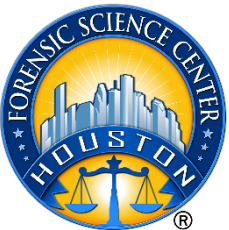
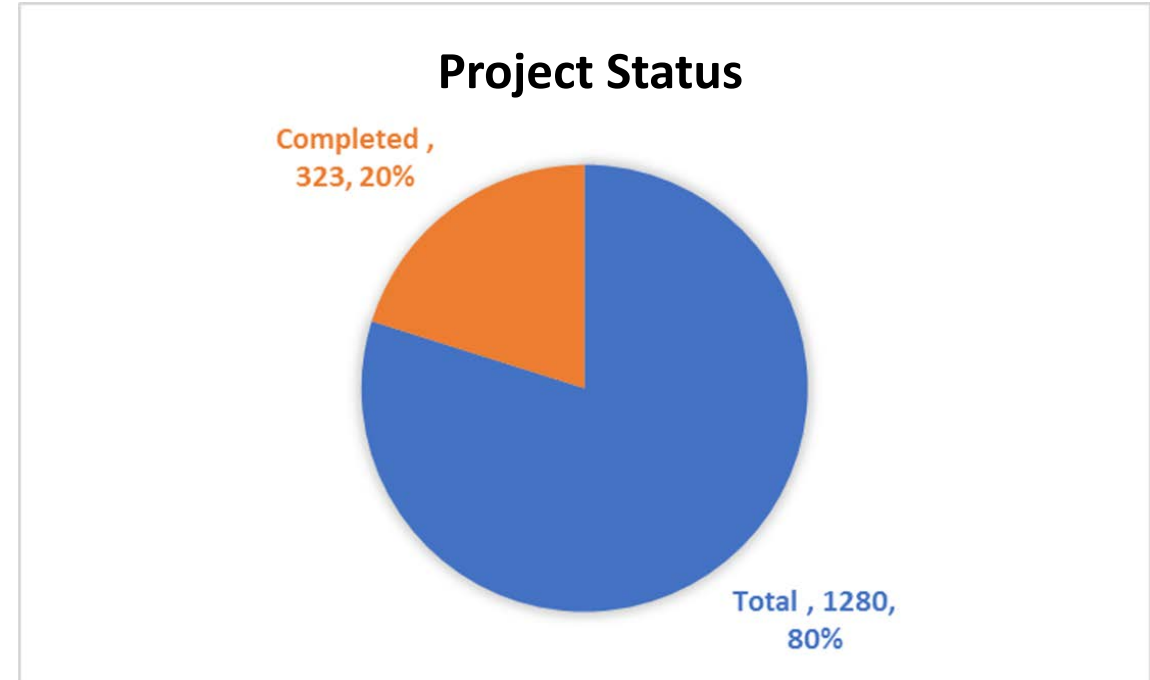
- The in-house review of all outsourced casework
- Bode delayed turnaround time for SAKs
- Current turnaround time ~120 days

- The target is to stop outsourcing in July
- Original project timeline: August 2018 to September 2019
- Ahead of schedule on internal backlog
- 329 outsourced cases pending
- Next focus: outsource reviews



CODIS (DNA database) Update

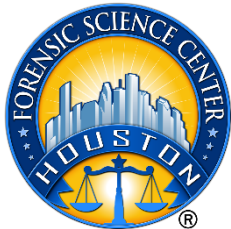
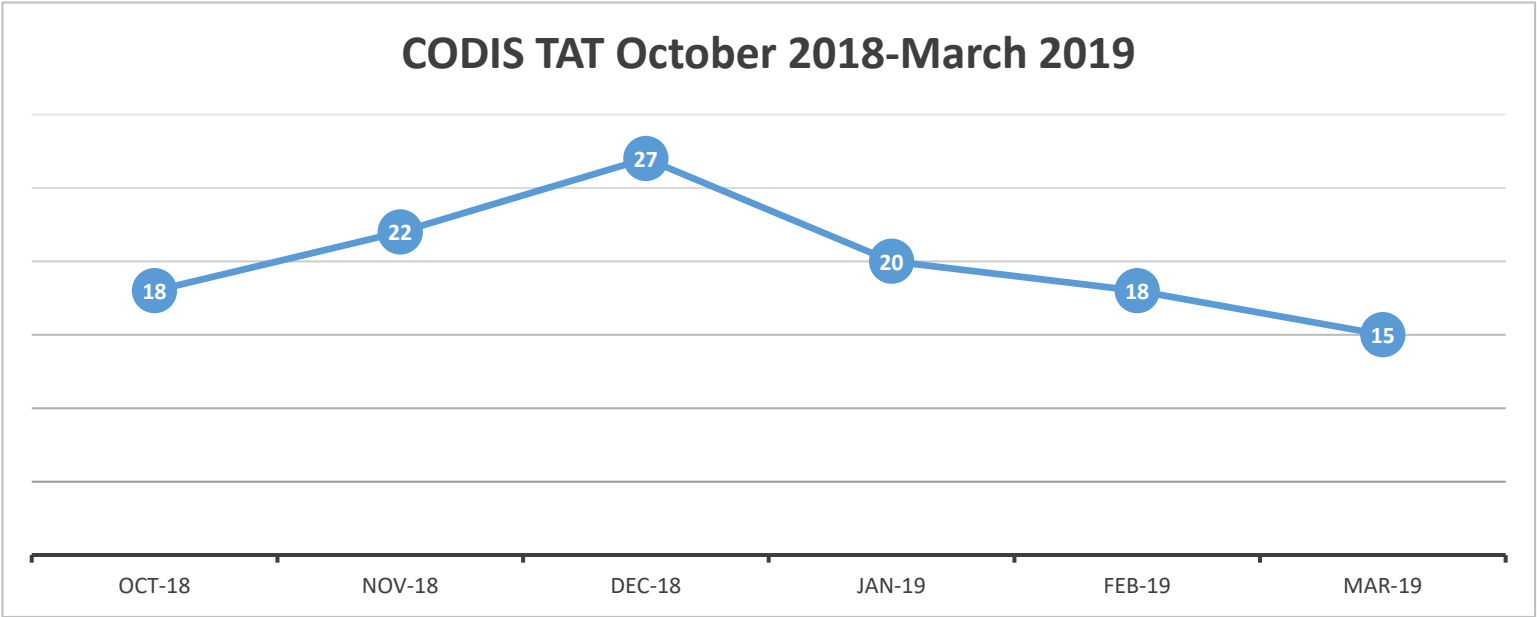
- 2018 internal audit: mixture profiles had been entered incorrectly into DNA database, possibility of missed matches
- Staff have been retrained and tested on CODIS search criteria and uploading mixture profiles
- HFSC is auditing 1,180 profiles and modifying entries where needed
 - Of 323 audited, 258 profiles have been modified
 - Hits received on 15 modified profiles



Sustained CODIS Improvements

- Improvements sustained to date
- All case types maintaining turnaround time improvements

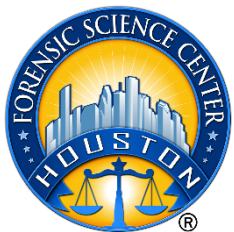
Previous CODIS Notification TAT (old process)	Sept 2018 CODIS Notification TAT (new process)
39 days	16 days



This includes the TAT of notifications that we are dependent on DPS-Austin

Crime Scene and Multimedia

April 12, 2019



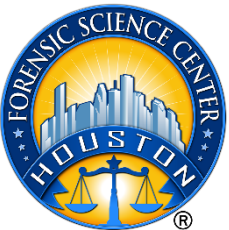
Multimedia Section

- Successful move. Section up and running within days
- Filled a vacancy with digital experience
- Working to fill a second vacancy with digital experience
- Held the first Cellebrite training at 500 Jefferson

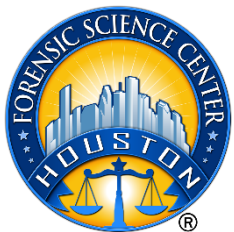


Crime Scene Unit

- Preparing for move to Jefferson
- FARO 3D scanner training: 20 CSIs and three supervisors completed training and successful competency
- Revision to the CSIs training program completed
- Five CSIs received “train the field trainer” at the HPD Academy

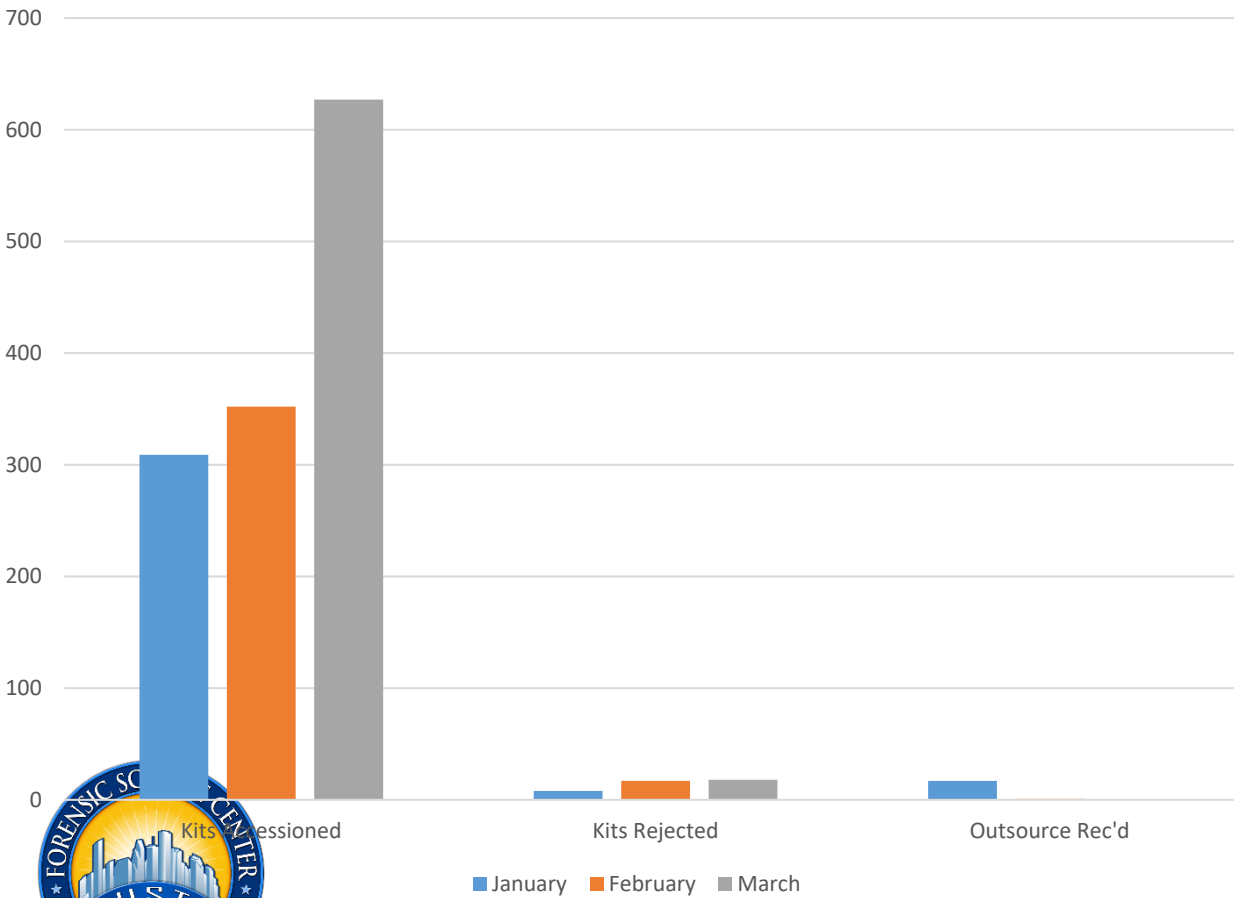


Detail data



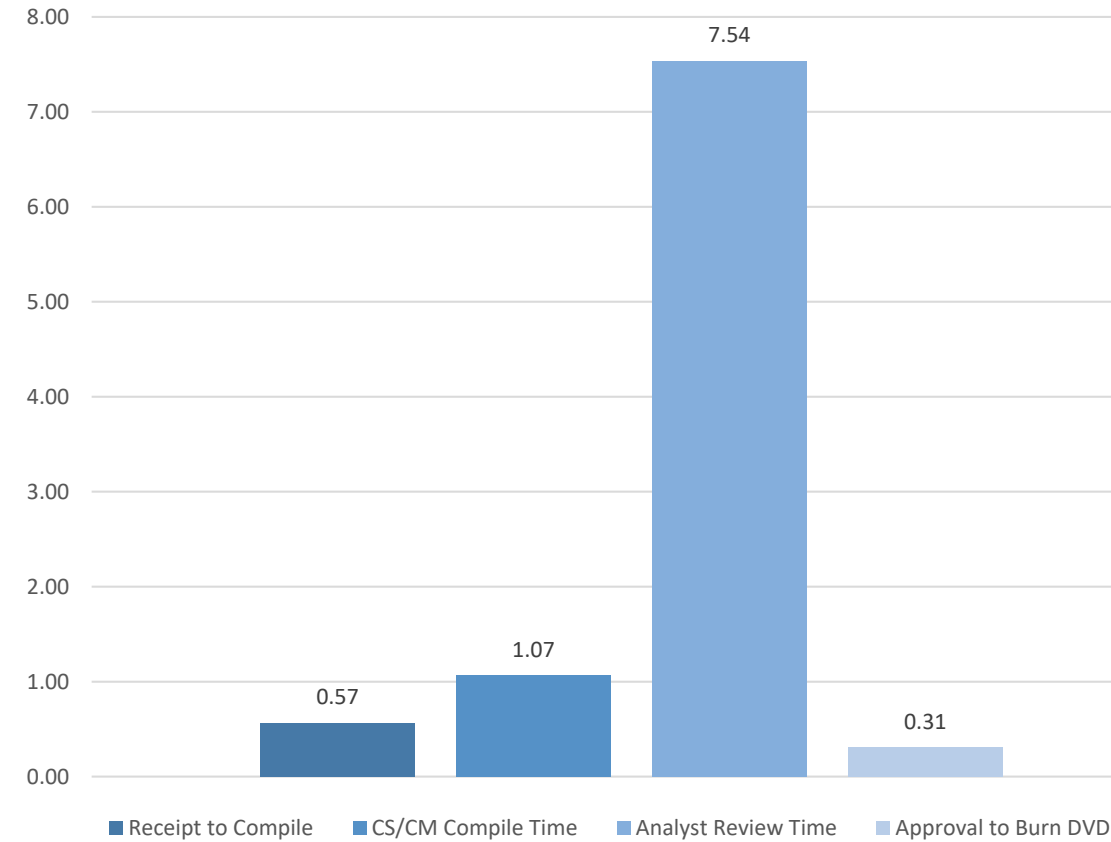
CS/CM – March

Accessioning



Toxicology Support

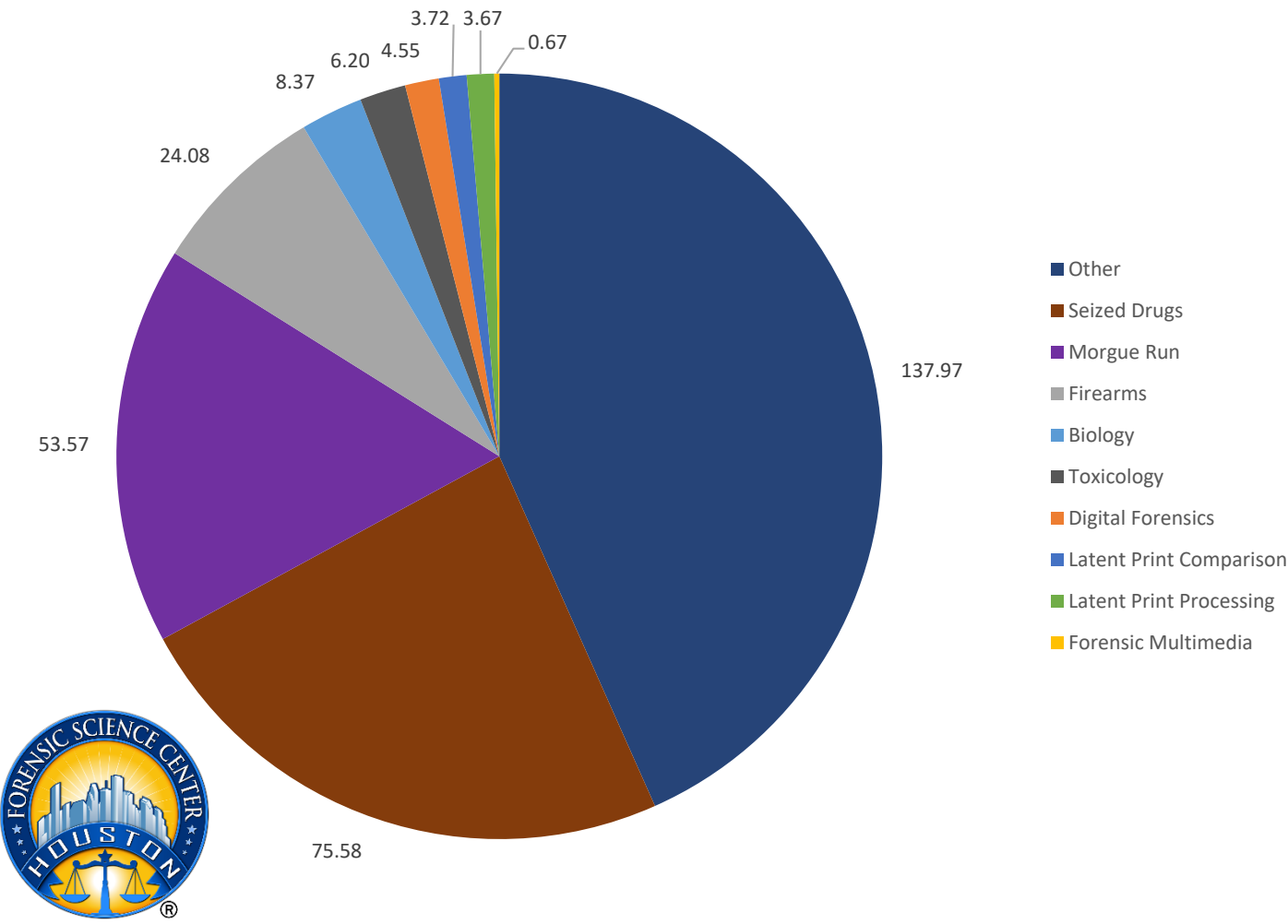
Toxicology Discovery Order TAT (days) – by status



n = 30 Discovery Orders

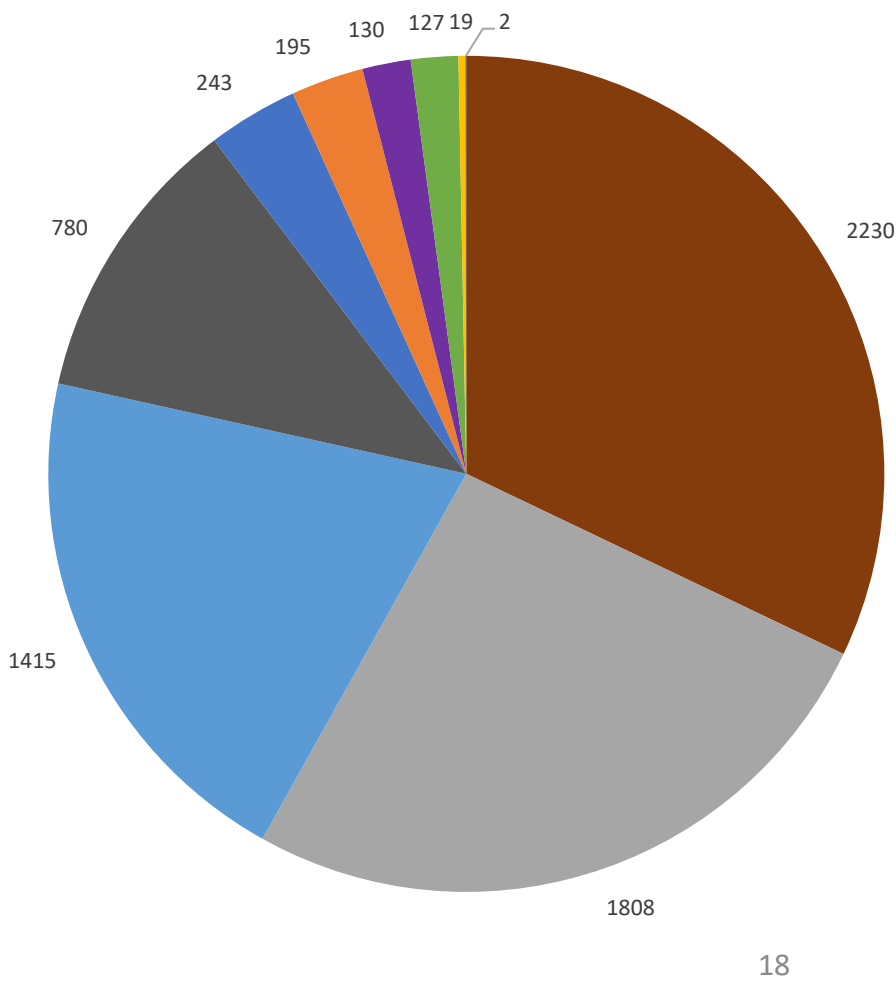
CS/CM – March

Total Time by Section (Hours)
See Time Categories by Section slide for breakdown



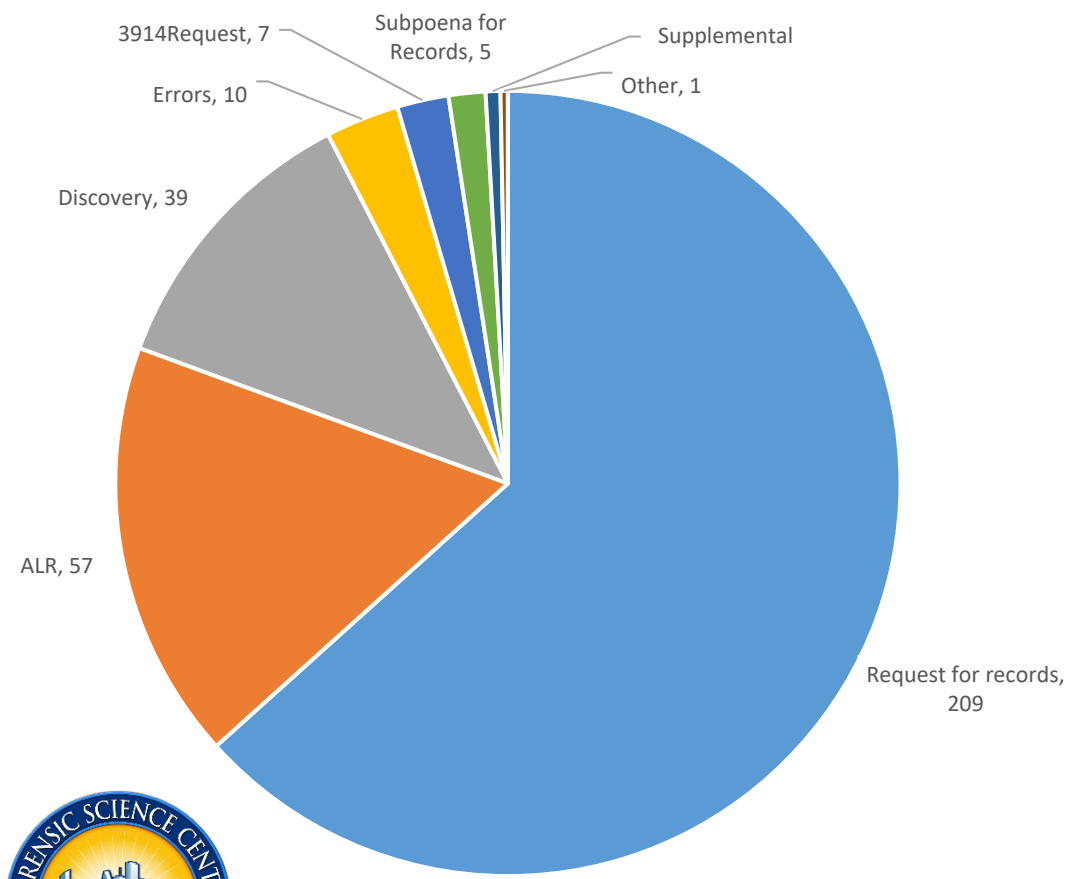
Evidence Handling

Total Items by Section



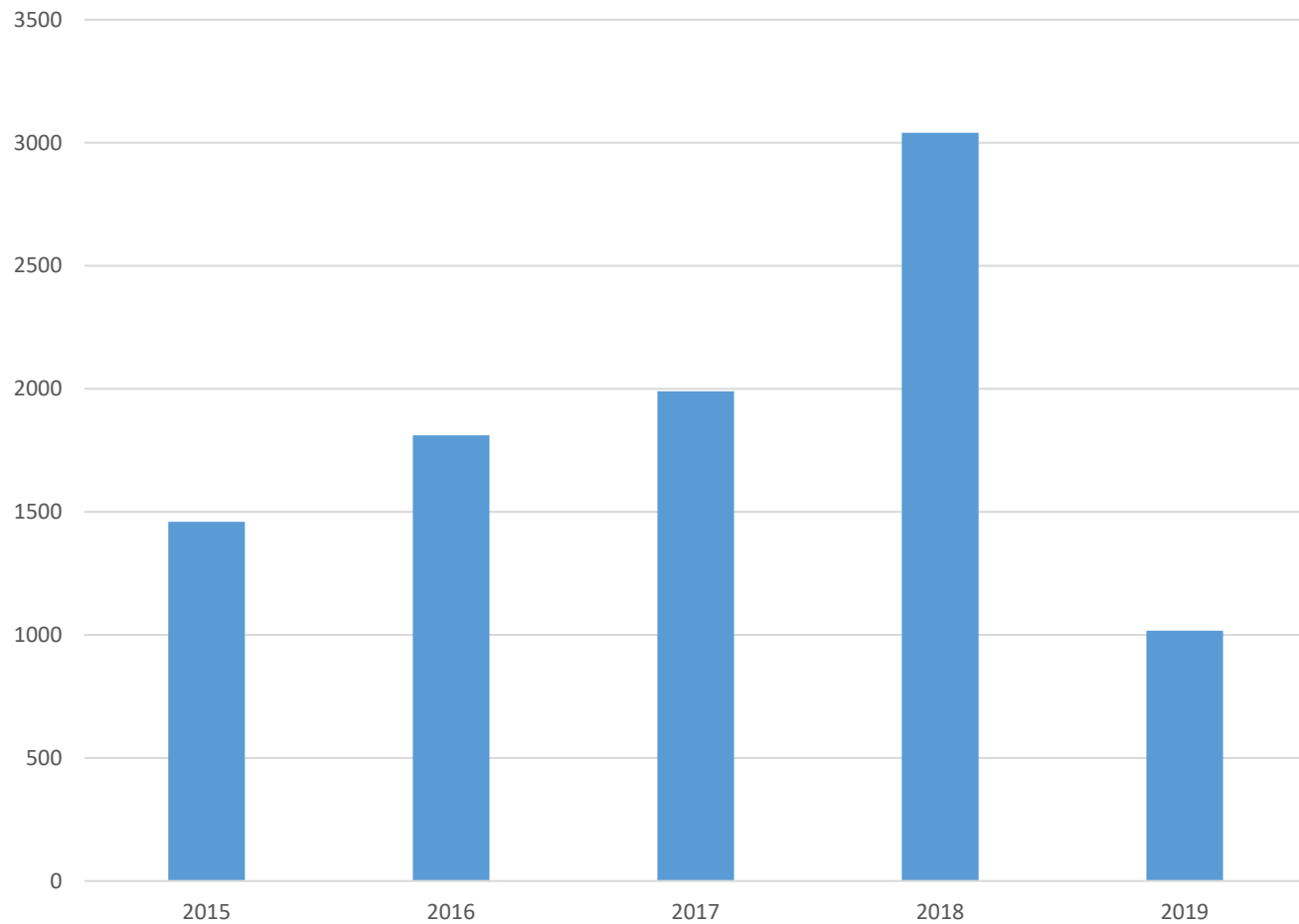
CS/CM – March

Requests by Type



Administrative

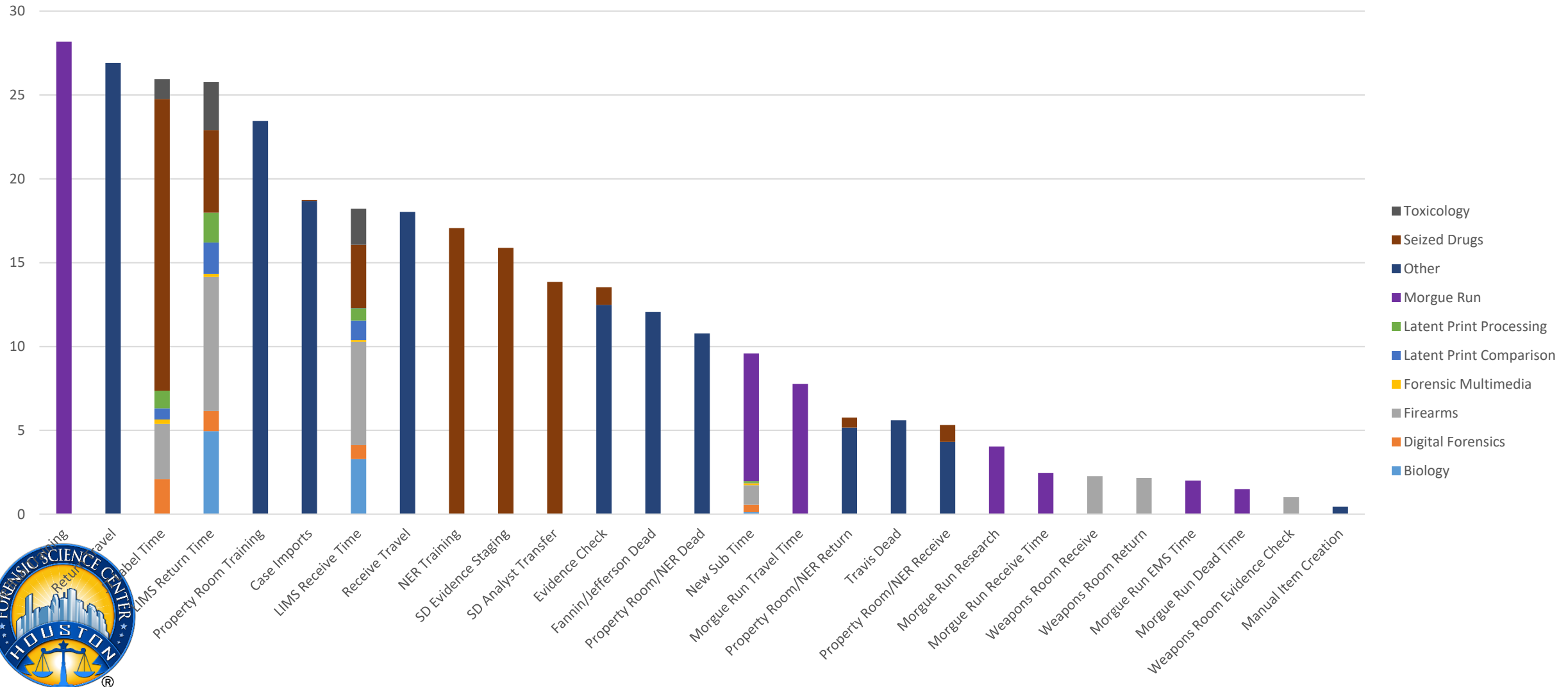
All Record Requests – 2015 to date



CS/CM – March

Time Categories by Section

Evidence Handling



Seized Drugs

Total TAT
↓ 8

EOM >30 day
2

Critical issues
1

Seized Drugs: 8-day TAT average
2 pending requests >30 day

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

Critical issues

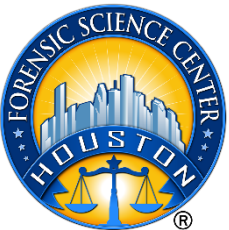
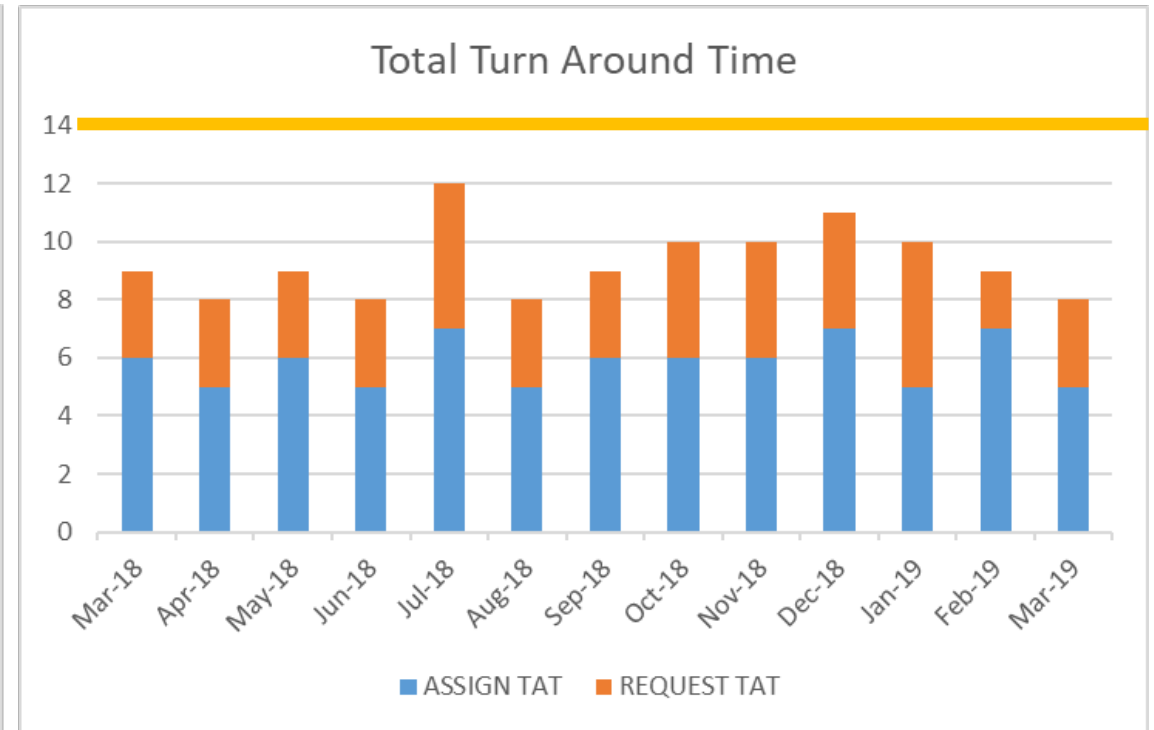
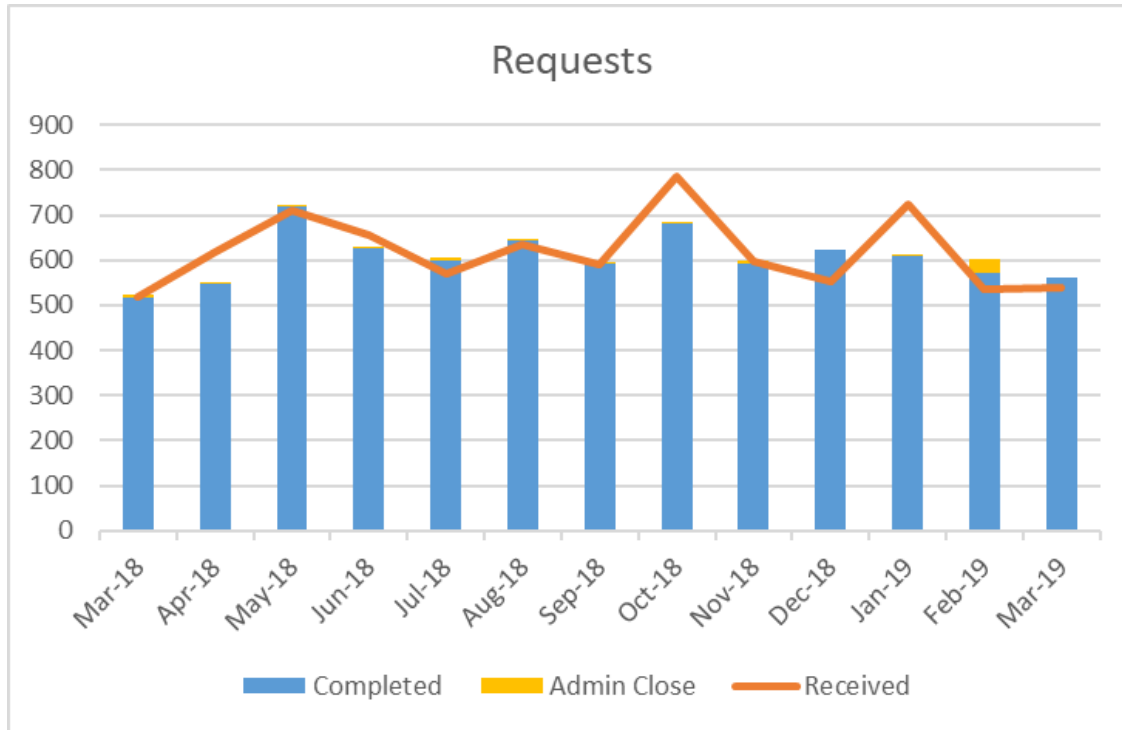
- Potential impacts of additional expedited case needs

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.

Toxicology



Alcohol: 41-day avg,
190 pending requests >30 day

Tox: 124-day avg
332 pending requests >30 day

Out-Tox: 45-day avg
56 pending requests >30 day

Critical issues

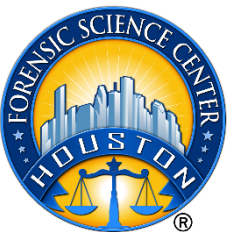
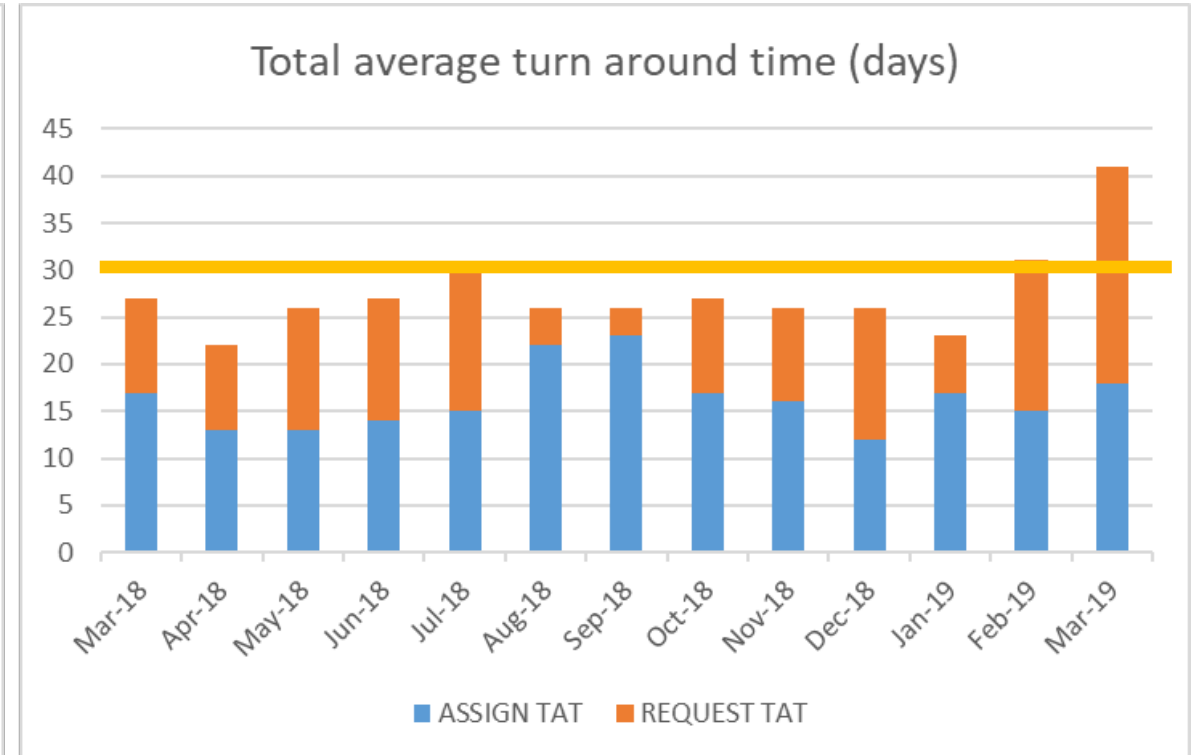
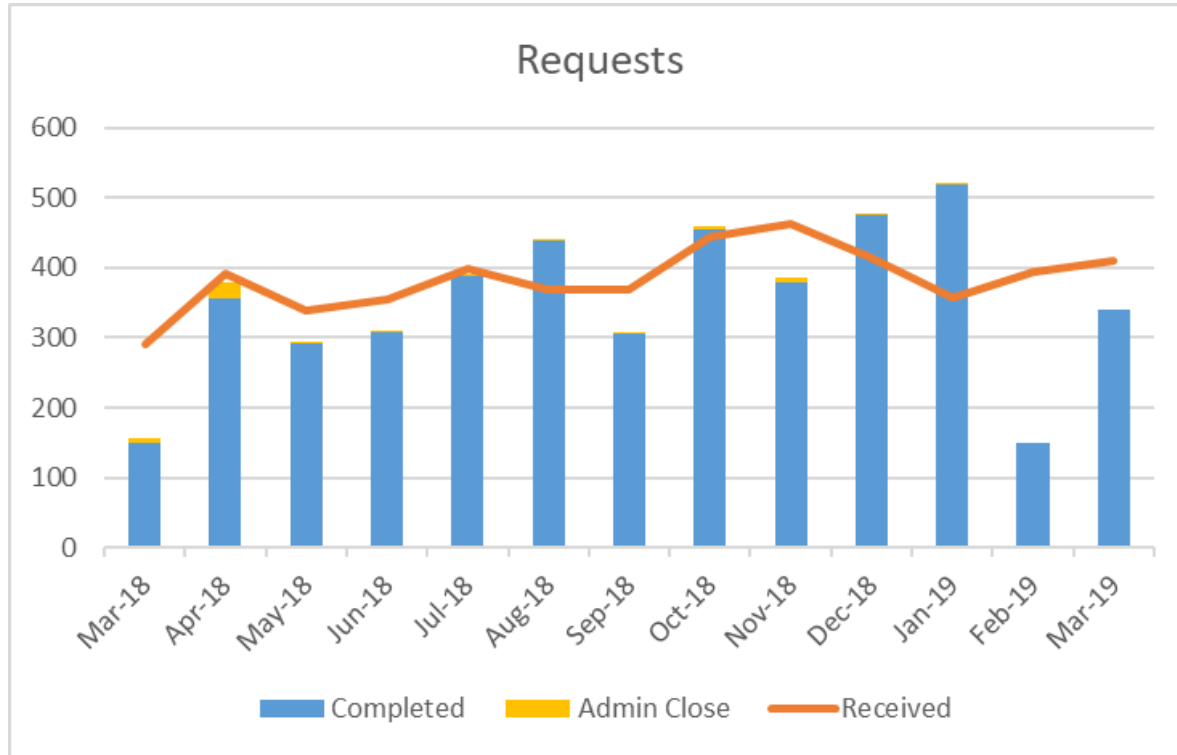
- Technical supervisor starting in June
- Legacy instrumentation and limited staff in the drug confirmation group
- Urgent training needs to be balanced with casework and other tasks (JT)

Projections for next 90 days

- A portion of DWI cases to be outsourced starting in March.
- Drug screen (EIA) training of two analysts to be completed in March.
- With limited staff and training needs, longer tox TAT expected (>90 days)
- JT LIMS, increasing caseload, and the section training affect alcohol and Tox TAT.

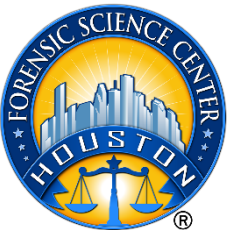
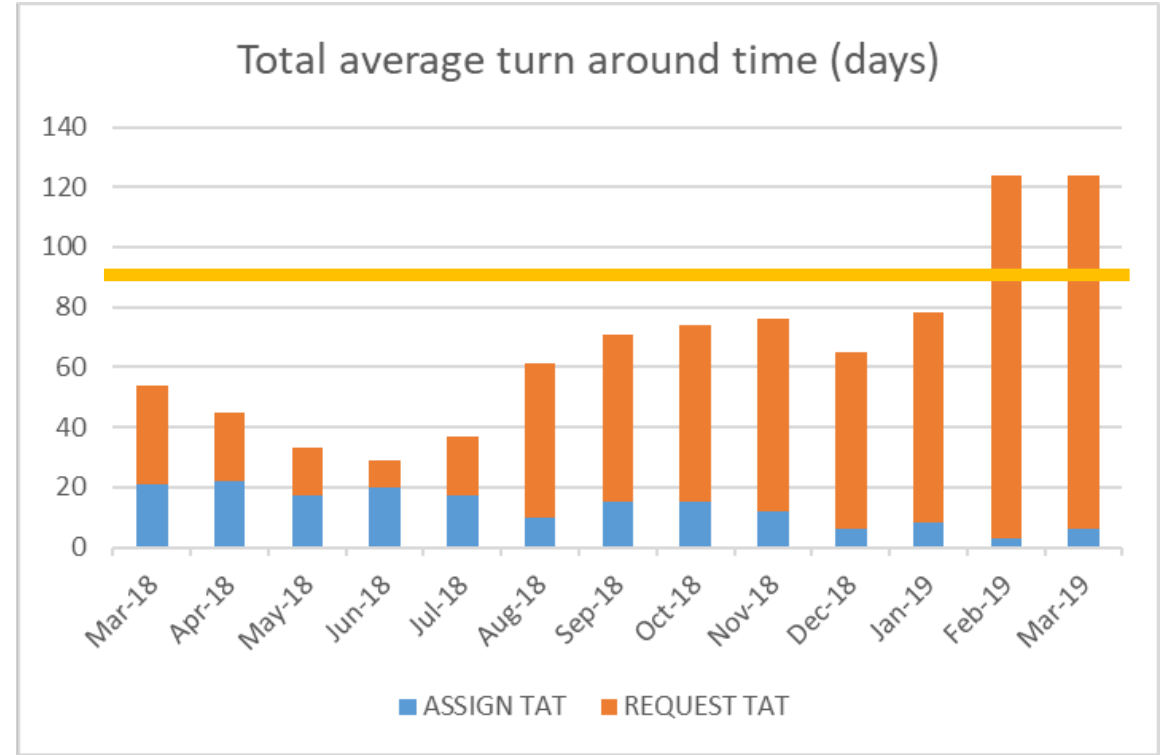
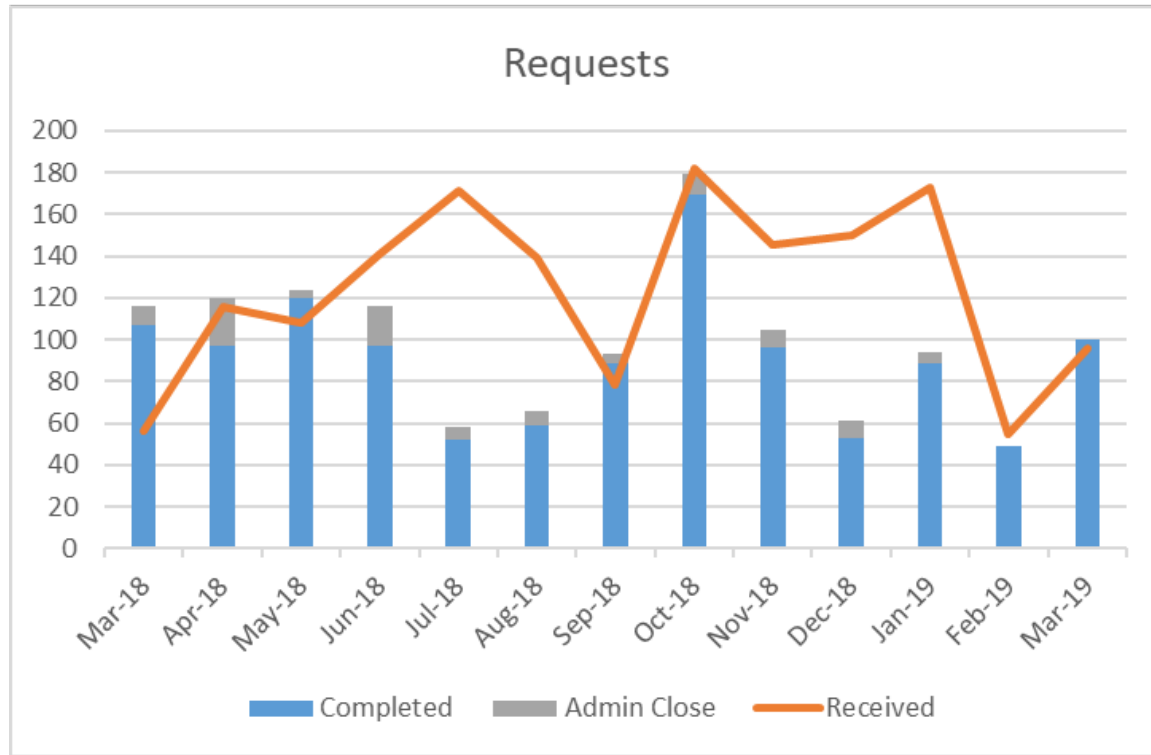


Toxicology: Alcohol

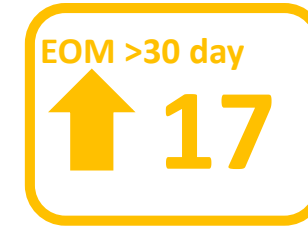


Toxicology: Other Drugs

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.



Firearms – Casework



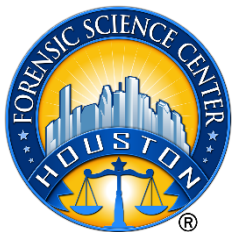
Exams: 27-day avg,
17 pending requests >30 days
Target: <30 days

Critical issues

- As of 4/9/19 average age of cases over 30 days: 45 days
- One examiner on (temporary) limited duty

Projections for Next 90 Days

- Move projects starting to impact TAT
- Half of examiners at AFTE conference the last week of May will impact TAT



Firearms – NIBIN

Current NIBIN Requests

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

Total received in March: 279 requests

Average TAT: 13 days

Target: ≤5 days

Historical NIBIN Backlog

(received before 7/23/2018):

Total backlog: 346 requests (67 in progress)

Target: eliminated by August 2019

Total TAT
↓ 26

EOM >30 day
↓ 348

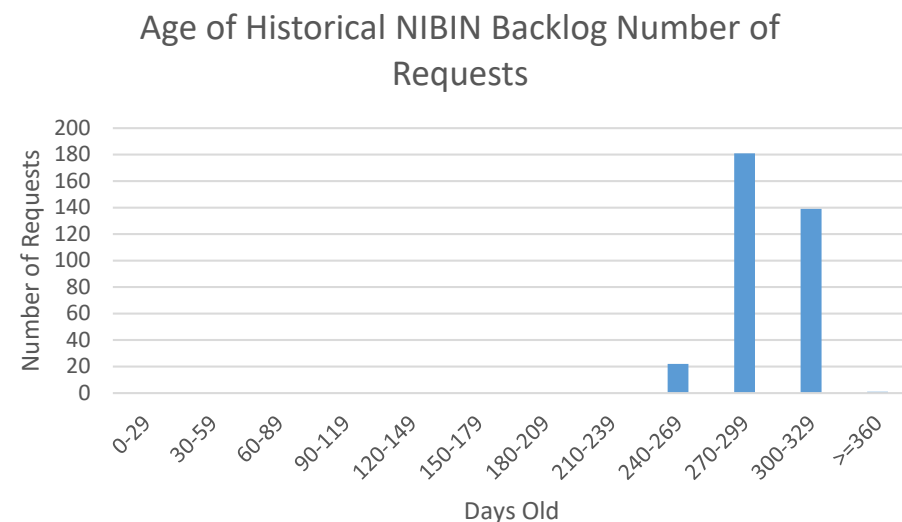
Critical issues
3

Critical issues

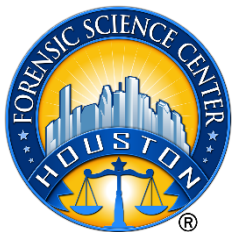
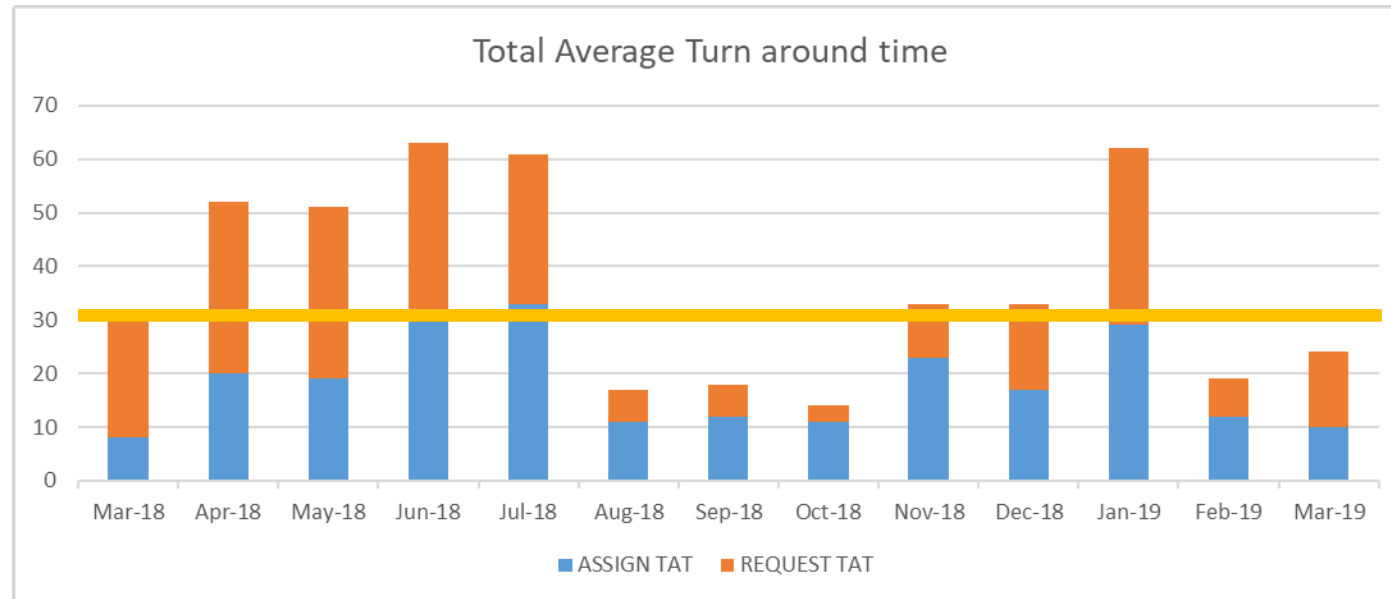
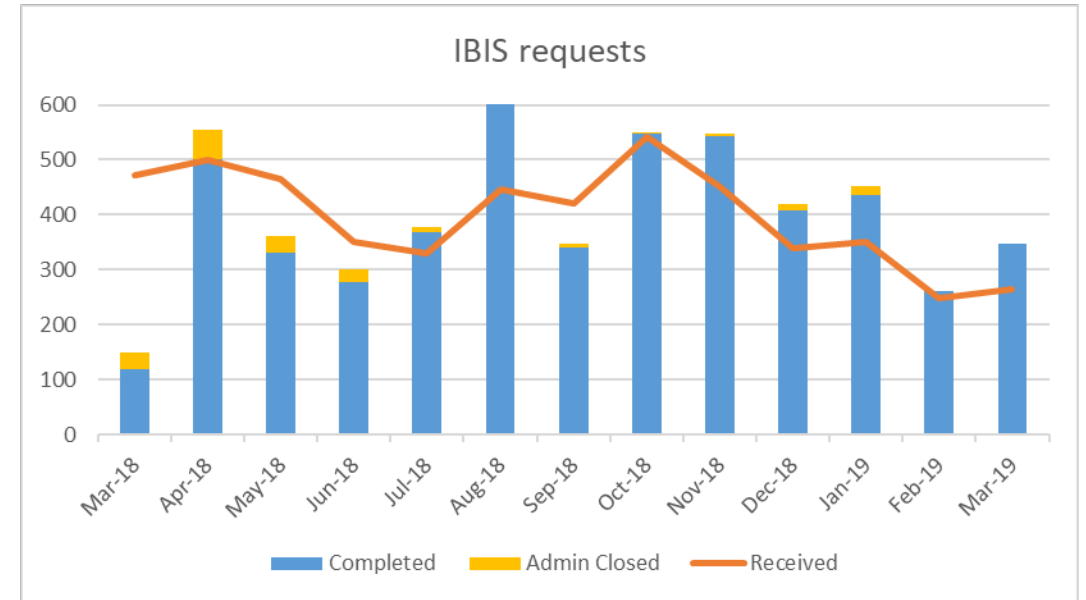
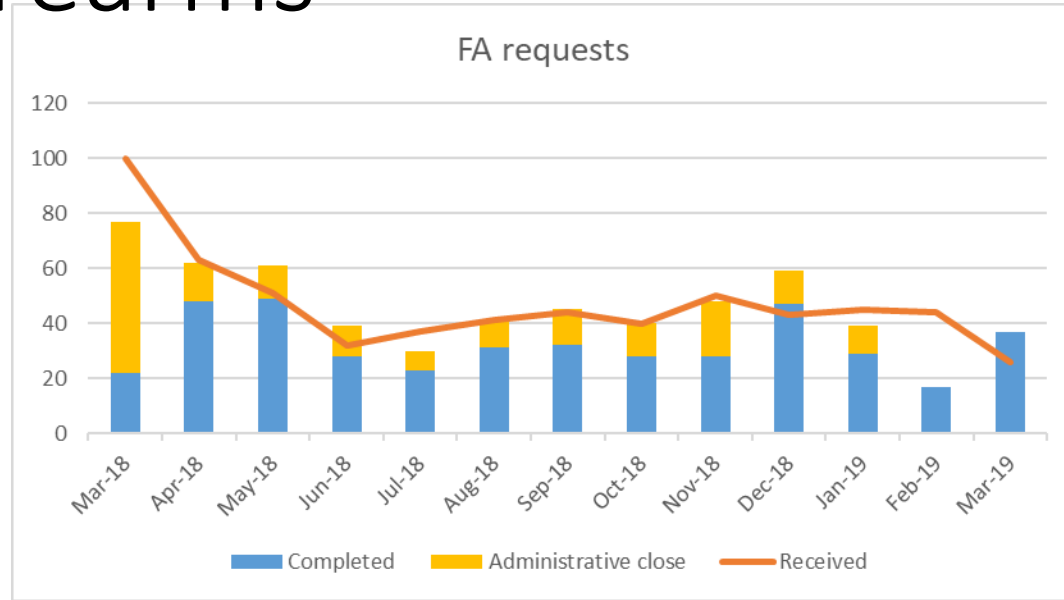
- NIBIN backlog
- Expect age and TAT of historical NIBIN backlog to increase as new NIBIN techs work the backlog
- One NIBIN Tech on (temporary) limited duty, cannot work up firearms

Between 3/1/2019 – 3/31/2019

- 328 current requests completed
- 81 current requests in progress
- 19 historical backlog requests completed
- 7 historical backlog requests in progress



Firearms



Latents

Total TAT
↑ 61

EOM >30 day
↑ 1,812

Critical issues
3

Critical issues

Comparisons: 57-day avg TAT from request
1,732 pending requests >30 day

Processing: 69-day avg TAT from request,
80 pending requests >30 days

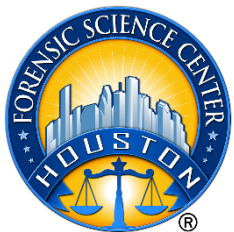
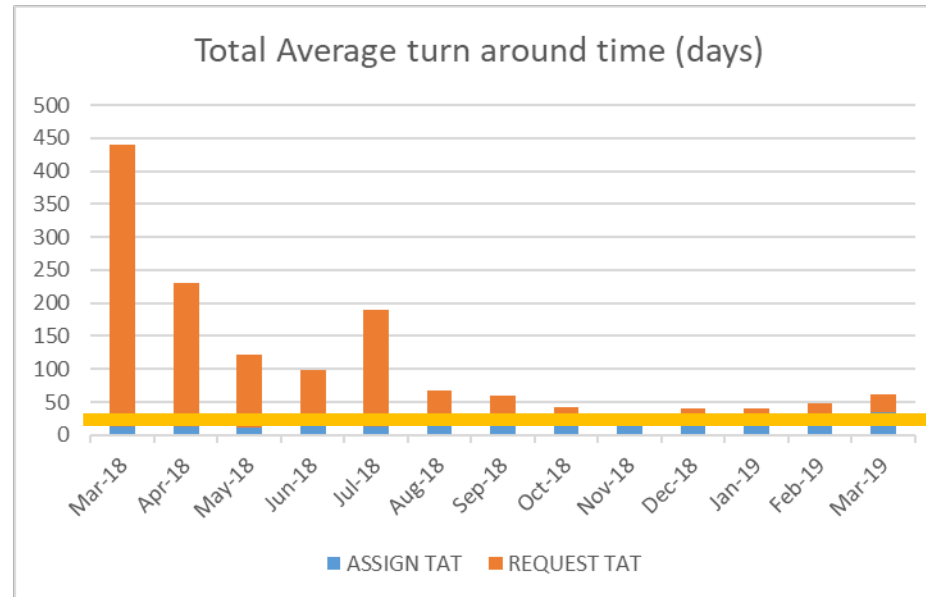
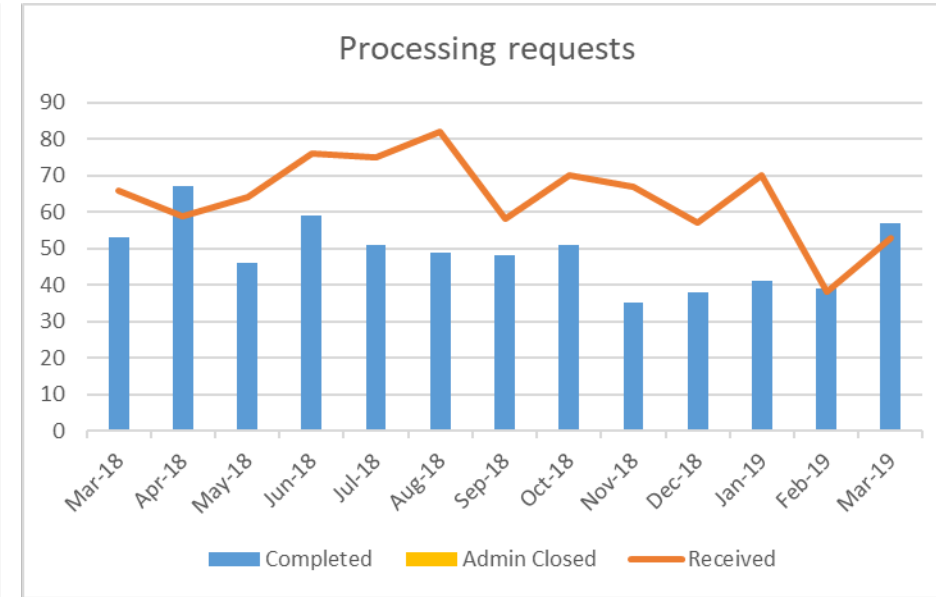
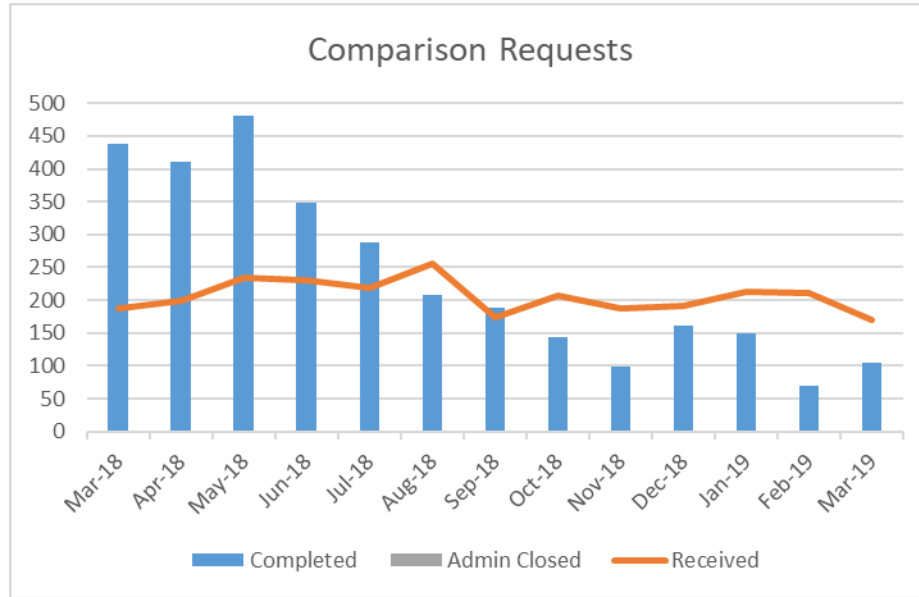
- Two examiner vacancies and two in training
- Backlog increasing due to increased size of cases and vacancies
- Section move contributed to decreased case completions this month

Projections for next 90 days

- Two new Latent Print Apprenticeship positions posted- will allow for off-site training program and quicker turn around from hire to independent examiner
- Working with the Lean Six Sigma group to evaluate process for efficiency improvements



Latents



Forensic Biology-Backlog



SA Kit: 221-day avg TAT
9 pending SAK requests >30 days

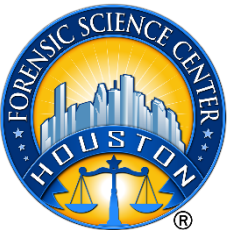
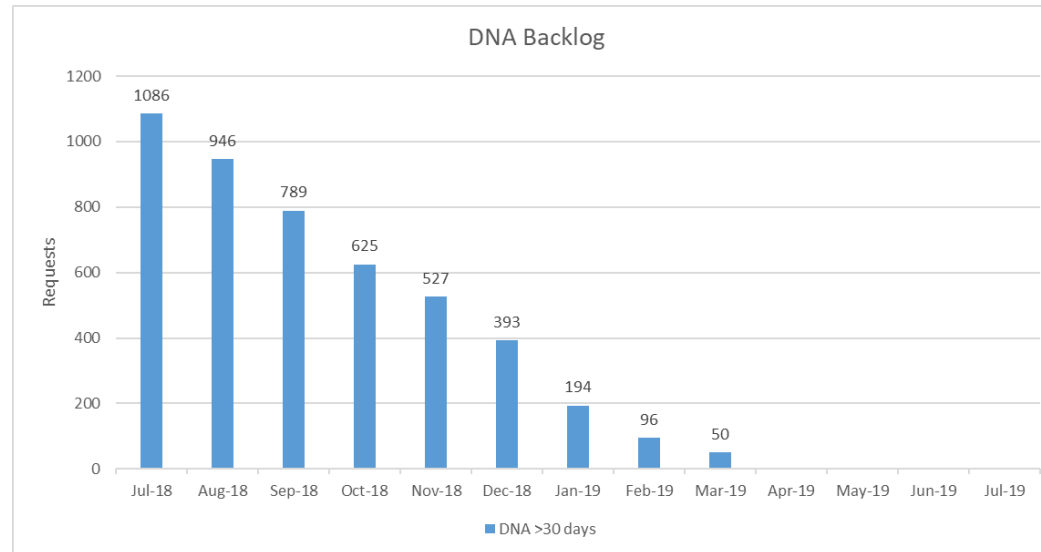
SAK "other": 122-day avg

Non-SAK DNA: 182-day avg
30 total requests >30 days

Outsourced Cases: 152-day avg TAT
504 pending >30 days

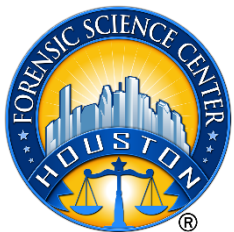
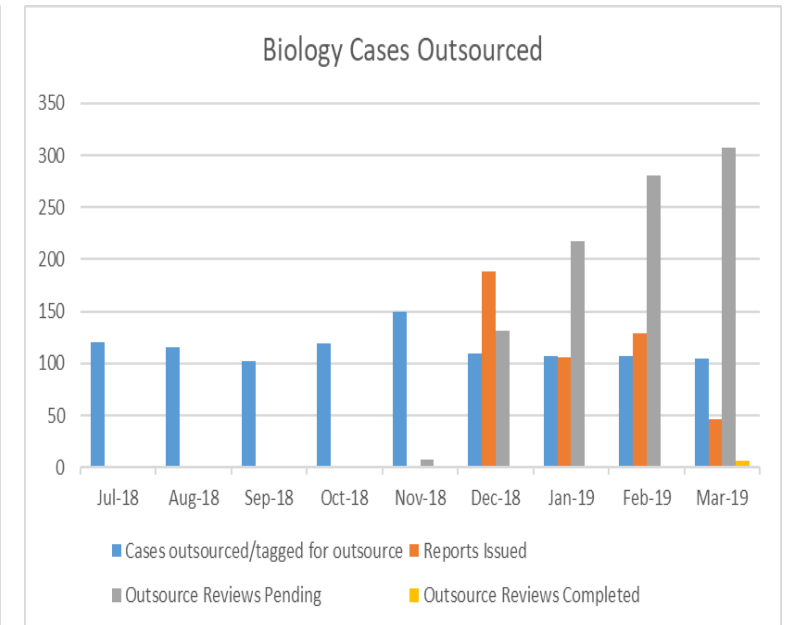
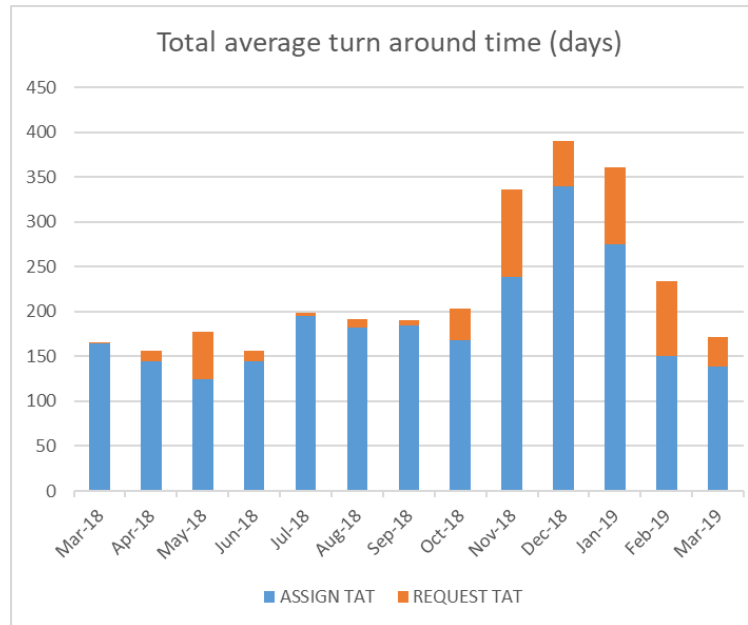
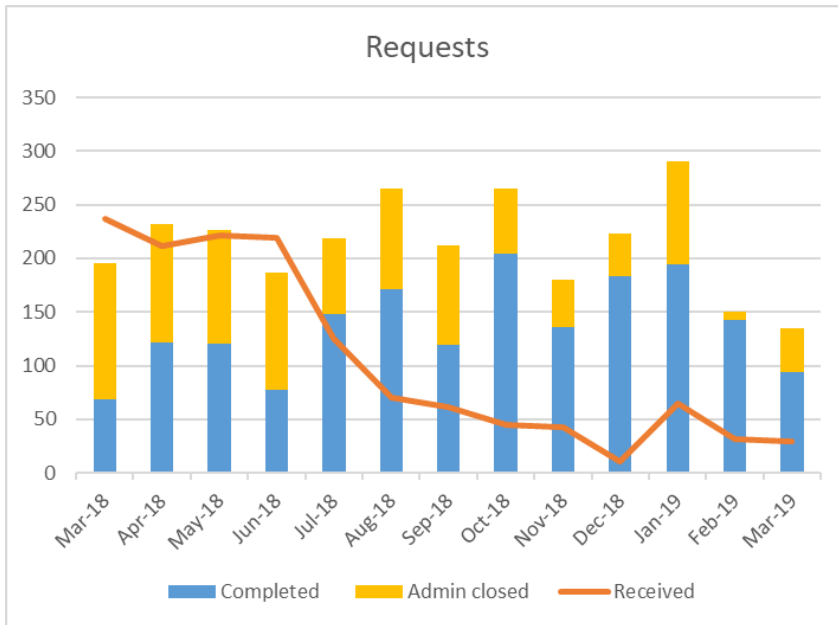
Critical issues

- Target: minimum 12 DNA report writers, currently 8
- Delayed NIJ funding pushed back start of DNA analyst training to March 5

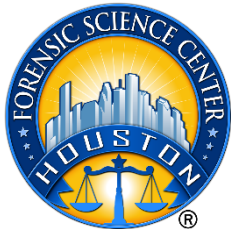
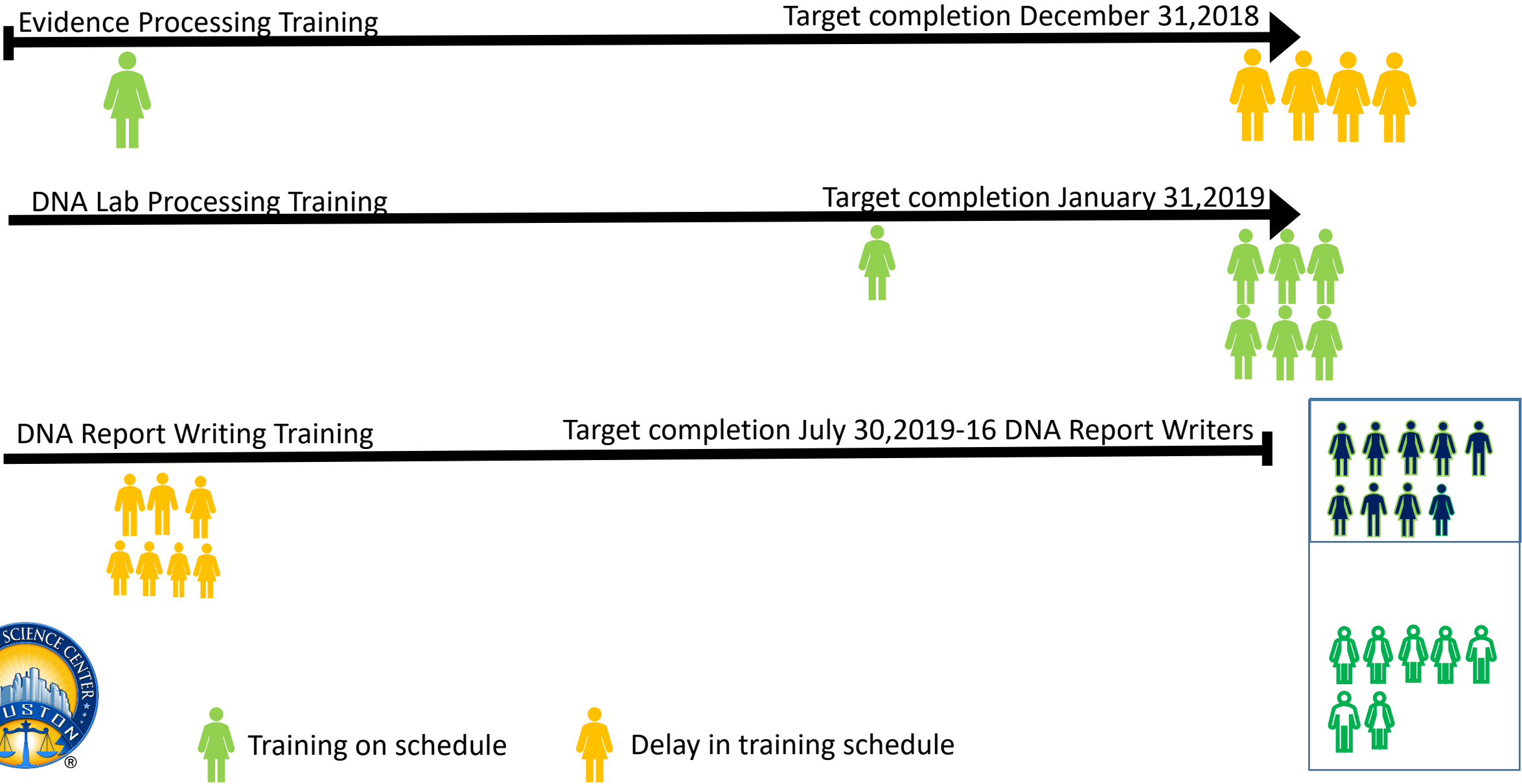


Forensic Biology -- Total

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



Forensic Biology Training



CODIS (National DNA Database)

Total TAT
↓ 15

EOM >30 day
↑ 22

Critical issues
1

Profiles Entered: 29
Modified Entries: 156
Matches: 142

88 Pending notifications
22 Notifications over 30 days
~47 of the pending 88 notifications are waiting on other agencies for information.
167 Total Matches were addressed in March

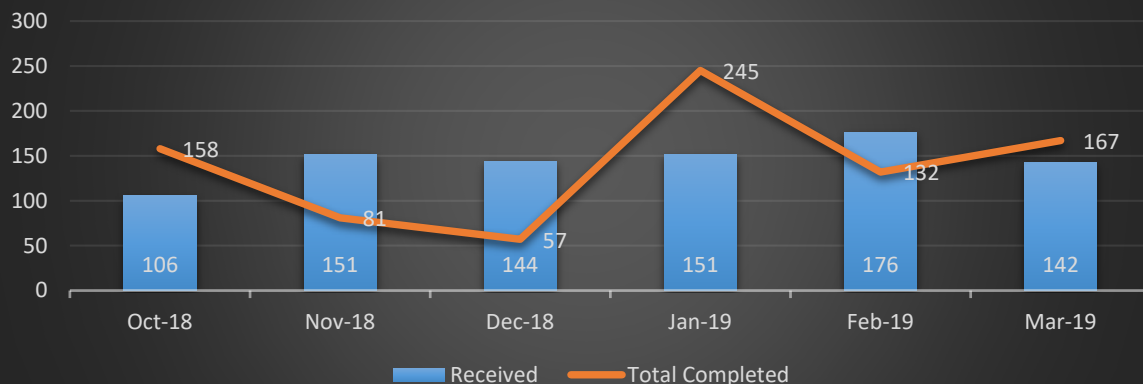
Critical issues

- Obligate Allele Project

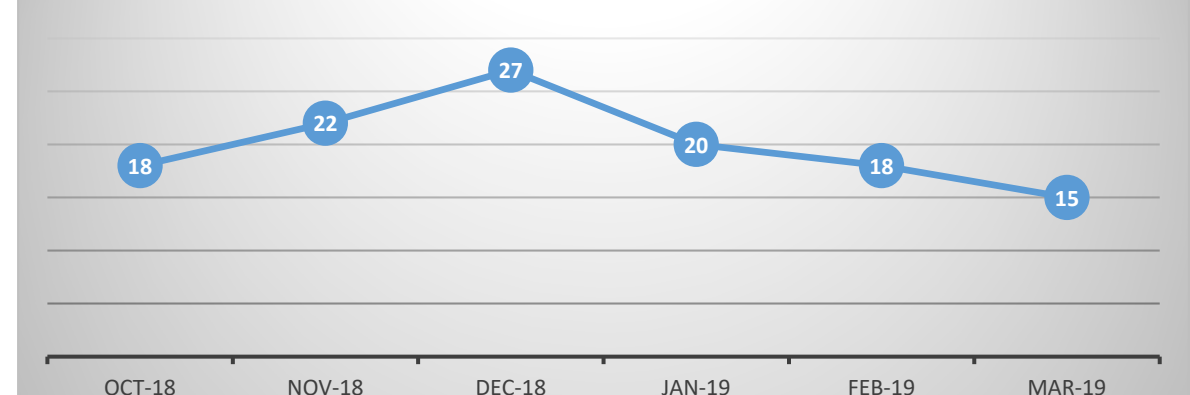
Projections for next 90 days

- Complete more reviews of Obligate Allele Project cases.

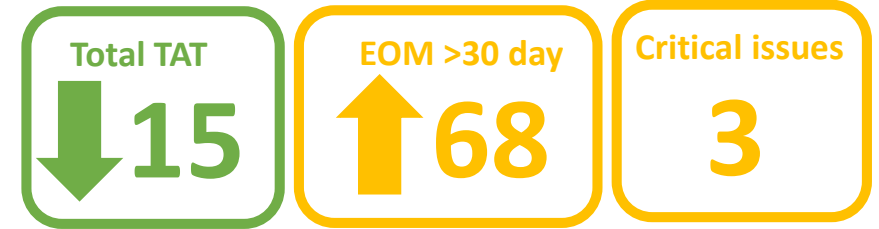
Candidate Matches Received Vs. Completed



Actual TAT



Digital and Multimedia



A/V: 27-day avg
5 pending requests >30 days

AVCO: 3-day avg
0 pending requests >30 days

Digital: 27-day avg
63 pending requests >30 days

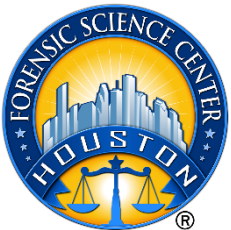
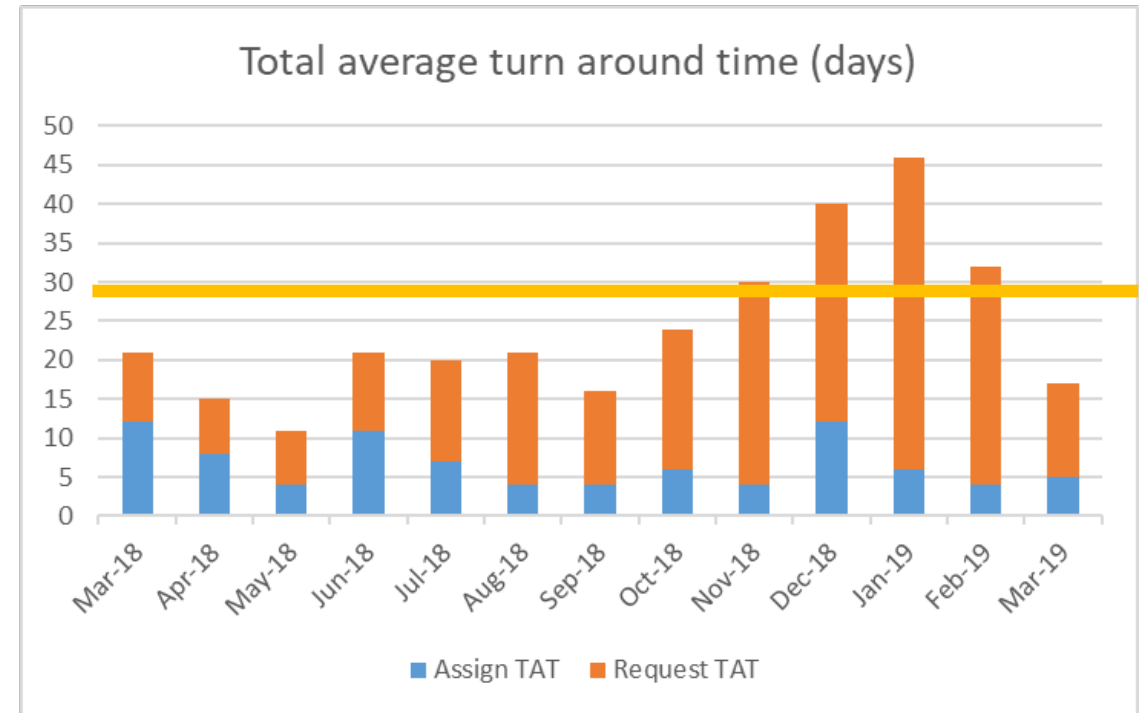
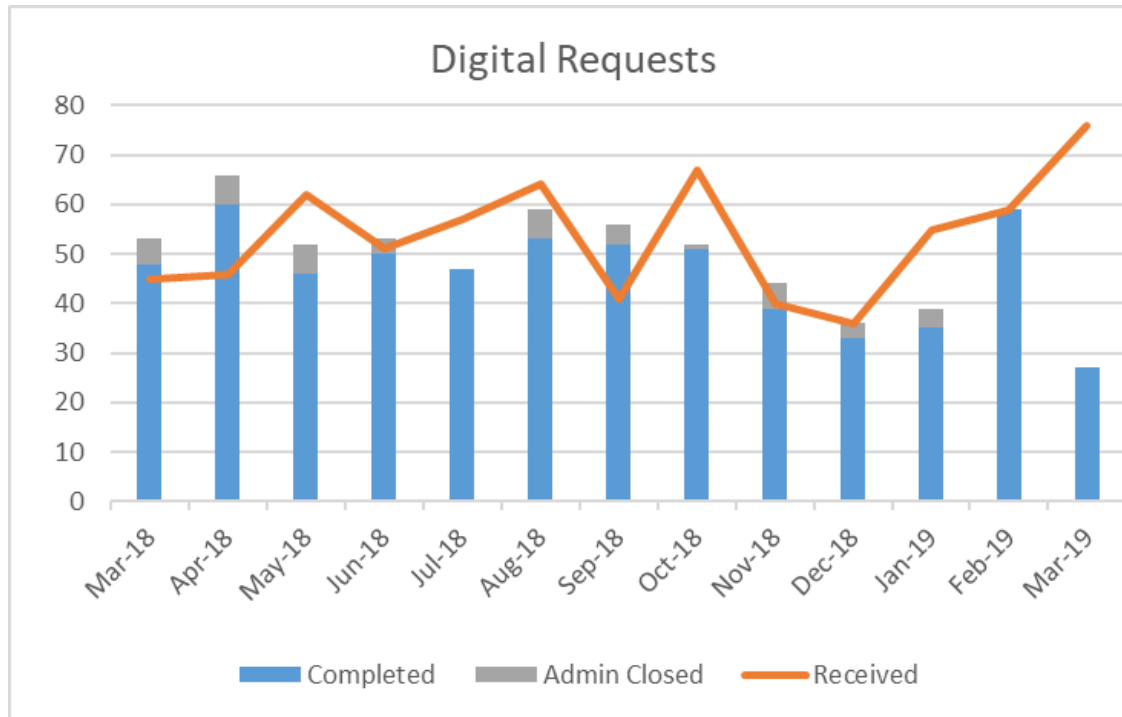
Critical issues

- Digital and Multimedia transition to new workflow
- 31% Staff Reduction – 4 Analyst Positions
- Moved to Jefferson - not operational 03/11/2019 - 03/20/2019

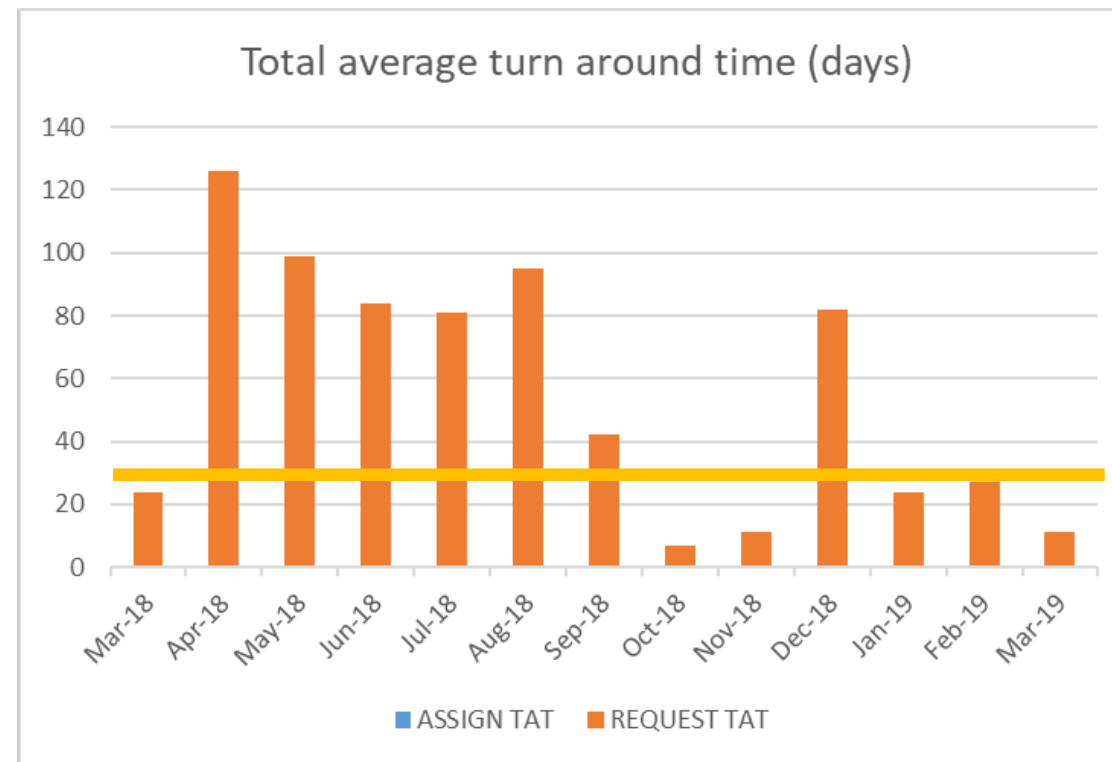
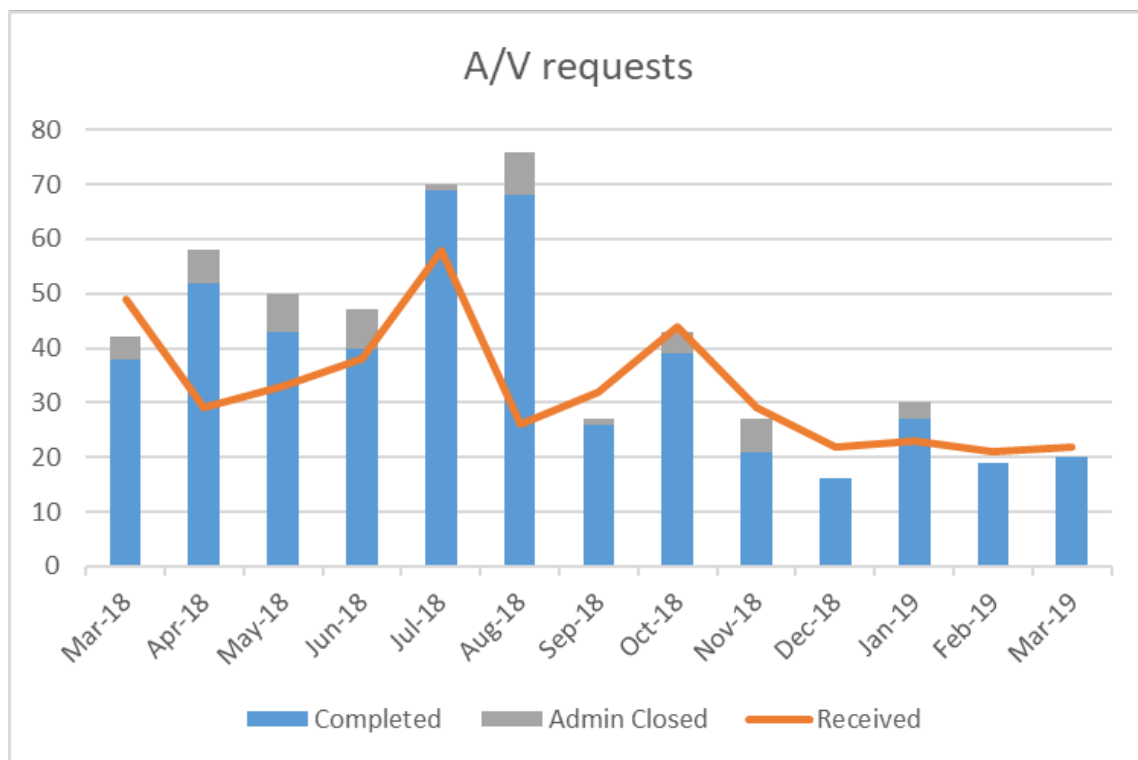
- New Digital Analyst starting 06/03/2019
- Moved to 500 Jefferson starting 03/15/2019, operational starting 03/21/2019



DME -- Digital



DME -- A/V



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



CSU

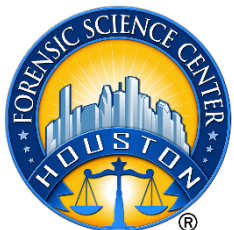
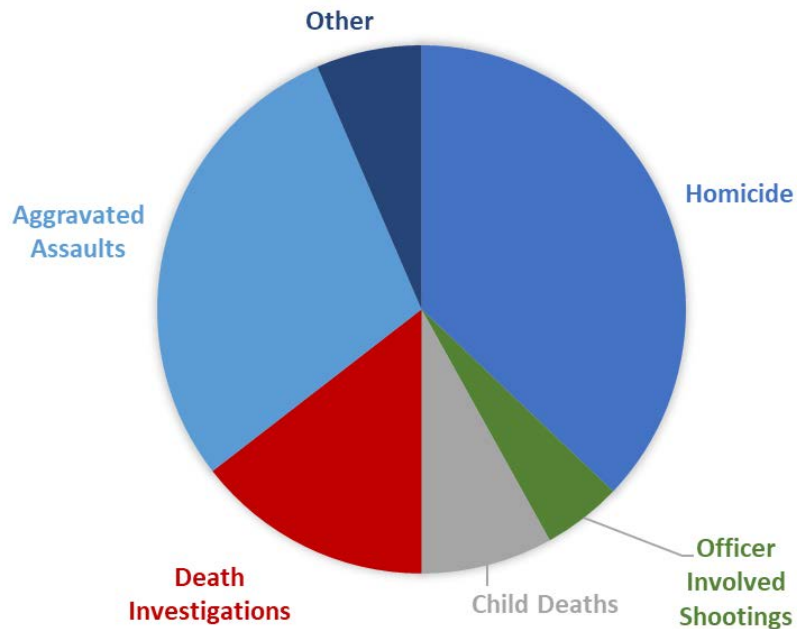
Total TAT
↑ 38

Call outs
64

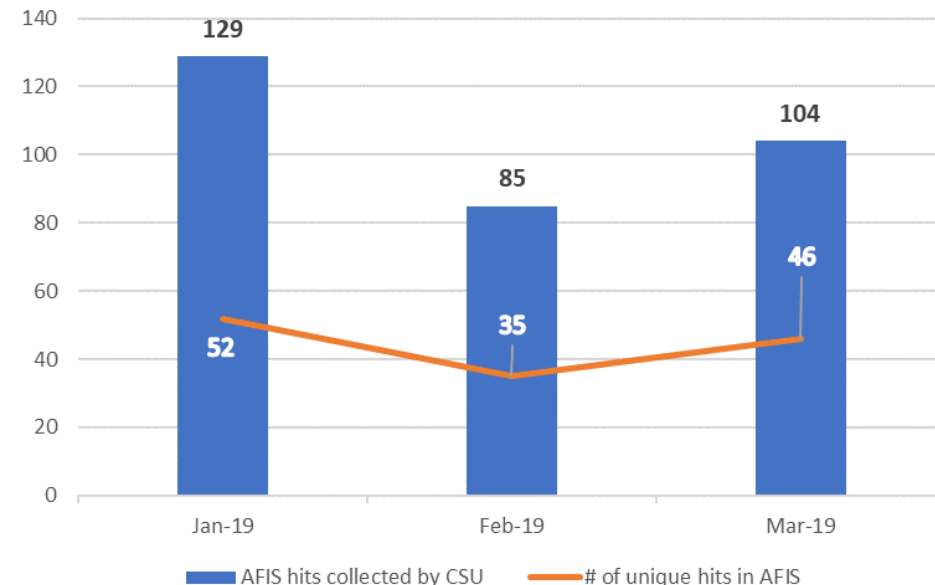
Critical issues
0

- CSU callouts: 64
- Cars processed at VEB: 33
- Items of evidence collected: 1,635
- Hours spent at scenes: 466hrs = 15hrs/day

- FARO 3-D Scanner – 20 CSIs and 3 supervisors completed training and successful competency
- CSIs Training Program Completed
- Five CSIs received Train the Field Trainer from HPD
- In-house Training - Narcan and Forensic Photography



Latent Processing by CSU



500 Jefferson office/lab project, 4/12/19 HFSC Board update

Highlights/Actions

- Moves 1-3 completed (all went well)
- Current focus: Fannin complete, May moves, long lead-time items
- Review lab furniture purchase, obtain HFSC Board approval

Move Status

- Moves 1-3 complete (Latent Prints, Digital and Multimedia including heavy duty workstation move, staff groups), 20% of HFSC staff now at 500 Jefferson. Moves all went well, some minor issues around workstation move that were quickly addressed
- Fannin exit complete, all staff relocated, HPD picked-up surplus furniture, copiers/etc. returned, unwanted items disposed of, CoH Security collected card readers/cameras as spare parts, initial walkthrough 4/5/19, final handover 4/10/19
- 500 Jefferson garage fence construction complete, vehicle transponders/cameras installed, hooking-up pedestrian gate. Garage will be operational 5/2/19, in line with CSU 1st phase move
- Two large May moves (87 staff, IT equipment, files), three evening moves (5/1/19, 5/2/19, 5/9/19), IT hook-up Friday, initial move coordinator/A-Rocket meetings held:
 - 1st Travis moves: clears 10th, 20th, part 24th, part 25th, office related floors for HPD IT move-in
 - CSU, FBIO Analysts, CODIS, R&D, COO, Quality, Admin, etc.
 - Only Lab staff/support remaining at Travis, 4th qtr. moves
 - By mid-May, 65% of HFSC staff will be at 500 Jefferson

Current Project Focus

- Lab 18th floor permit submitted to City 3/7/19, addressing City questions, expect permit in next couple of weeks. Will then submit Basement permit to City (target last week of April)
- FBI CODIS on target for May move. IT connectivity basically complete, FBI visited 4/9/19, completed circuit activation/core equipment install. Move CODIS server 5/8/19, activate 5/10/19
- Working key project scopes (including delivery timing):
 - Lab furniture purchase. HFSC Board approval will be requested today
 - Shooting tank rigging company agreement, still targeting tank delivery to 500 Jefferson basement in April
 - Fume hood move agreement
 - Instrument move/certification, developing detailed action plan, address schedule implications
 - Landlord critical path, generator, air handlers, purchased fume hoods, firearms range
- Project budget estimate \$1.0M:
 - Moves, IT/security, shooting tank, project mgt, contingency
 - Committed/quotes \$466k, invoiced \$67k, costs on target

Attachments

- Lab furniture purchase, terms of reference
- HFSC key contacts: core team, organization move coordinators
- HFSC move sequence
- Floor plans: basement B1, floors 13, 14, 15, 18, garage 2

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

April 12, 2019 at 9:00 a.m.

Agenda Action Item No.:	11a. Consider authorizing the President and CEO to purchase lab furniture for the Corporation’s new lab space located at 500 Jefferson Street, 18th Floor, Houston, Texas 77002, in the amount of \$334,652, including \$99,220 in federal grant funds and \$235,432 to be received from Jefferson Smith, LLC. (pursuant to Exhibit “E-1.1” of the lease agreement between Jefferson Smith, LLC. and the City of Houston); and further authorizing a maximum purchase cost of up to \$350,000, inclusive of federal grant funds, and possible related action.
Subject:	Authorizing the President and CEO to purchase lab furniture for the newly renovated lab space at 500 Jefferson.
Background:	<p>In October 2018, the City of Houston (the “City”) entered into a lease agreement with Jefferson Smith LLC (the “landlord”) for use of the premises located at 500 Jefferson. Subsequently, HFSC entered into sublease with the City for use of the leased premises. Pursuant to these agreements, the landlord must remodel and reconstruct the 18th floor of 500 Jefferson to meet the needs of HFSC’s lab operations, which includes the purchase of new lab furniture. Under the terms of Exhibit “E-1.1” of the City’s lease agreement with the landlord, HFSC will receive a \$300,000 allowance from the landlord to purchase, deliver and install all necessary lab furniture.</p> <p>In addition to funding from the landlord, in 2018, HFSC received an initial grant of \$100,000 from the National Institute of Justice (NIJ), to purchase new furniture for the forensic biology section. The grant was initially allocated for a remodel of current lab space at 1200 Travis, but the funding is now assigned to purchase lab furniture for the forensic biology section in 500 Jefferson.</p>
Executive Summary:	Before the requested purchase can be made, the Board must authorize the expenditure and delegate authority to the President and CEO to purchase the lab furniture, including related costs, such as delivery and installation. The furniture will be acquired through two purchase orders, to coincide with the funding sources. One in the amount of \$99,220 for the forensic biology Section (federal grant dollars) and one in the amount of \$235,432.00 for all other lab furniture (funded by Jefferson Smith LLC), totaling \$334,652.00. Staff also requests authority for up to \$350,000 in total final costs, to fund possible variations in site work, change orders, etc. This final amount would allow the President and CEO to spend an additional \$15,348.00 if needed (funded by Jefferson Smith LLC).
Fiscal Impact:	All anticipated costs will be funded by sources outside of HFSC.
Staff Recommendation:	Staff recommends approval.

By:	Charles Evans, Director of Business Development Legal review by General Counsel
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500 Jefferson office/lab project, lab furniture purchase

Board approval requested

- Delegate to HFSC CEO to approve POs to furnish, deliver and non-mechanically install LFFH, Inc. (Lab Furniture and Fume Hoods) lab furniture (two quotes) totaling \$334,652. 2 POs to be placed: FBIO \$99,220, all other labs \$235,432 (due to separate funding)
- HFSC is also requesting authority for final cost to be up to \$350,000, to cover possible variations on site work, change orders (provides potential \$15,348 in additions, 5%)

Funding

- HFSC received an initial grant from NIJ (National Institute of Justice) for \$100,000 for FBIO furniture only (planned Travis upgrade). Amount assigned to 500 Jefferson project
- 500 Jefferson/CoH agreement includes \$300,000 of Landlord funded lab furniture (cash to be transferred to HFSC)

Background/actions

- As part of NIJ grant, FBIO approached three vendors for lab furniture quotes:
 - LFFH selected as providing best value
 - Middle price, standard configuration, good quality, durable, flexible, lowest price vendor did not meet specifications
 - Leveraged this work for 500 Jefferson
- Commenced discussions with LFFH in November 2018:
 - Numerous discussions/meetings with vendor, 500 Jefferson architect, HFSC section management/analysts
 - Discussions also took place with 500 Jefferson project construction team, clear understanding of responsibilities

- Agreed table/workbench configuration, overhead shelving needs, under counter cabinets/draws. Discussed work surface material (resin), color, hardware, electrical/IT connectivity
- 500 Jefferson architect's plans/permit application includes furniture lay-out

Quote/PO/Terms and Conditions

- Total \$334,652: materials \$291,644, freight \$9,580, install \$33,428. Two separate POs to align with funding
- LFFH quote contains detailed furniture listing, 496 pieces, 17-page lab design drawings, gray phenolic resin countertops (chemical resistant), color aligns with other landlord installed countertops (e.g. sinks), uniform look
- 5-year warranty, any item defective will be repaired or replaced
- Install during normal business hours, on-site dumpster disposal
- Revisions via signed change orders only (HFSC CEO approval)
- Install includes electrical and IT network at required tables. LFFH will ship connectivity ceiling panels early, for construction team electricians to install/hard wire. Furniture electrical/IT install is "simple" plug into ceiling panel with clip holding cord
- Financial terms: 20% down with order, materials invoiced 2 weeks after shipping, labor/install due 30 days after invoice
- Timeline: from signed PO, furniture manufacture 12-14 weeks, delivery 1 week, install 2 weeks. Project team finalizing 18th floor project gantt chart, anticipate furniture install August

Board approval requested to delegate to HFSC CEO to sign LFFH POs in line with above terms (final cost not to exceed \$350,000)



LAB FURNITURE AND FUME HOODS

PRICE QUOTATION

TO: Houston Forensic Science Center	DATE: 4/5/19
Attention: Ray Engelhardt	PROJECT: Per Layout D2
1200 Travis St	QUOTATION#: 18H-HFS-0329-PQ3
Houston, TX 77002	
Phone: 832-699-5457	
E-Mail: rengelhardt@houstonforensicscience.org	

We propose to furnish, deliver and non-mechanically install materials in accordance with:
List of Materials #18H-HFS-0329-LQM3 and Drawing 18H-HFS-0329-D2

Materials	\$	81,535.00
Freight	\$	4,680.00
Non Mechanical Installation	\$	13,005.00
Project Total	\$	99,220.00

Notes, Clarifications & Qualifications:

Does not include fume hoods, safety stations, mixing faucets or laminate cabinets. No contractor supplied product.

FOB:	Shipping Point	DELIVERY:	60 Days After Approvals
ADDENDUM:	None Received	TAXES:	Not Included
WITHDRAW:	Subject to Withdrawal After 30 Days	BONDS:	Available for Additional Cost

<ul style="list-style-type: none">This bid is based on the furnishing of high quality furniture of standard construction and design, which is equal to or exceeds that specified unless otherwise noted. Construction details are shown in all of our current literature and catalogs.If installation is called for, the following are excluded: setting and connection of all mechanical, electrical, plumbing, piping, HVAC connections, ventilating, fixtures, fittings, sinks, traps, blowers, ductwork, pipe and conduit unless otherwise noted. LFFH, Inc. will provide factory trained carpentry labor only.It is understood that installation is quoted to be performed during the hours of 7am and 5pm Monday – Friday. No allowance has been included for Premium Time.Cove base molding to match by others.Elevator Service: It is understood that elevator or hoist services will be furnished, if required, at no additional cost to LFFH, Inc.Exhaust Fans are Available, but Not Included with Fume Hoods unless Specifically Noted. A Mechanical Engineer should specify the Correct Fan for the Application.Disposal / Garbage: Disposal of existing materials (if required) and waste material to be in owner provided dumpster or site unless otherwise noted.	<ul style="list-style-type: none">Clerical errors subject to correction.Waivers of Lien will not be used prior to payment.Blocking: All Wall Case and Floor Case Installations will require 2x6 Wood Blocking. Contact LFFH, Inc. for Section Drawing. Correct CL Location and Installation of Blocking to be by Others.Changes shall be made on the basis signed change orders. No work shall begin until signed change orders are received by our office.Orders are accepted by LFFH, Inc. with the distinct understanding that once materials are in the process of manufacture the order cannot be canceled except at the purchaser's expense upon written consent of both parties.TERMS: 20% Down with the Order; Materials are due in full 2 weeks after shipping. Labor and Installation to be Net 30 Days from Invoice Date.Back charges will not be accepted by LFFH, Inc. without written approval.Buyer shall indemnify Seller for all collection expenses, including reasonable attorneys' fees and court costs incurred by Seller.
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Accepted on Behalf of Houston Forensic Science Center by

Signature & Date
Mary Georges

PO#

2385 South 179th Street, Unit C
New Berlin, WI 53146

www.labfurnitureandfumehoods.com

ph 262-204-7600
fax 888-358-7380

Lab Furniture and Fume Hoods is a Division of LFFH, Inc.
LABORATORY DESIGN • SALES • INSTALLATION



LAB FURNITURE AND FUME HOODS

PRICE QUOTATION

TO: Houston Forensic Science Center Attention: Ray Engelhardt 1200 Travis St Houston, TX 77002 Phone: 832-699-5457 E-Mail: rengelhardt@houstonforensicscience.org	DATE: 4/10/19 PROJECT: Per Layout D2 QUOTATION#: 18H-HFS-0330-PQ1
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We propose to furnish, deliver and non-mechanically install materials in accordance with:
List of Materials #18H-HFS-0330-LOM1 and Drawing 18H-HFS-0329-D2

Materials	\$ 210,109.00
Freight	\$ 4,900.00
Non Mechanical Installation	\$ 20,423.00
Project Total	<u>\$ 235,432.00</u>

Notes, Clarifications & Qualifications:

Does not include fume hoods, safety stations, mixing faucets or laminate cabinets. No contractor supplied product.. Does not include ceiling service panel installation into grid system.

FOB: Shipping Point	DELIVERY: 12-14 Weeks after PO and Approved drawings
ADDENDUM: None Received	TAXES: Not Included
WITHDRAW: Subject to Withdrawal After 30 Days	BONDS: Available for Additional Cost

- This bid is based on the furnishing of high quality furniture of standard construction and design, which is equal to or exceeds that specified unless otherwise noted. Construction details are shown in all of our current literature and catalogs.
- If installation is called for, the following are excluded: setting and connection of all mechanical, electrical, plumbing, piping, HVAC connections, ventilating, fixtures, fittings, sinks, traps, blowers, ductwork, pipe and conduit unless otherwise noted. LFFH, Inc. will provide factory trained carpentry labor only.
- It is understood that installation is quoted to be performed during the hours of 7am and 5pm Monday – Friday. No allowance has been included for Premium Time.
- Cove base molding to match by others.
- Elevator Service: It is understood that elevator or hoist services will be furnished, if required, at no additional cost to LFFH, Inc.
- Exhaust Fans are Available, but Not Included with Fume Hoods unless Specifically Noted. A Mechanical Engineer should specify the Correct Fan for the Application.
- Disposal / Garbage: Disposal of existing materials (if required) and waste material to be in owner provided dumpster or site unless otherwise noted.
- Clerical errors subject to correction.
- Waivers of Lien will not be used prior to payment.
- Blocking: All Wall Case and Floor Case Installations will require 2x6 Wood Blocking. Contact LFFH, Inc. for Section Drawing. Correct CL Location and Installation of Blocking to be by Others.
- Changes shall be made on the basis signed change orders. No work shall begin until signed change orders are received by our office.
- Orders are accepted by LFFH, Inc. with the distinct understanding that once materials are in the process of manufacture the order cannot be canceled except at the purchaser's expense upon written consent of both parties.
- TERMS: 20% Down with the Order; Materials are due in full 2 weeks after shipping. Labor and Installation to be Net 30 Days from Invoice Date.
- Back charges will not be accepted by LFFH, Inc. without written approval.
- Buyer shall indemnify Seller for all collection expenses, including reasonable attorneys' fees and court costs incurred by Seller.

Accepted on Behalf of Houston Forensic Science Center by

Signature & Date
Mary Georges

PO#

2385 South 179th Street, Unit C
New Berlin, WI 53146

www.labfurnitureandfumehoods.com

ph 262-204-7600
fax 888-358-7380

Lab Furniture and Fume Hoods is a Division of LFFH, Inc.
LABORATORY DESIGN • SALES • INSTALLATION



5 YEAR WARRANTY

Products provided by Lab Furniture and Fume Hoods (LFFH, Inc.) are carefully manufactured, tested, packaged and have gone through a quality control audit. Products manufactured by Air Master Systems (Casework and Fume Hoods) are unconditionally warranted against manufacturing defects for a period of five years and non-standard products for one year. A standard product is one that can be seen with a part number in the Air Master System catalog or on their website.

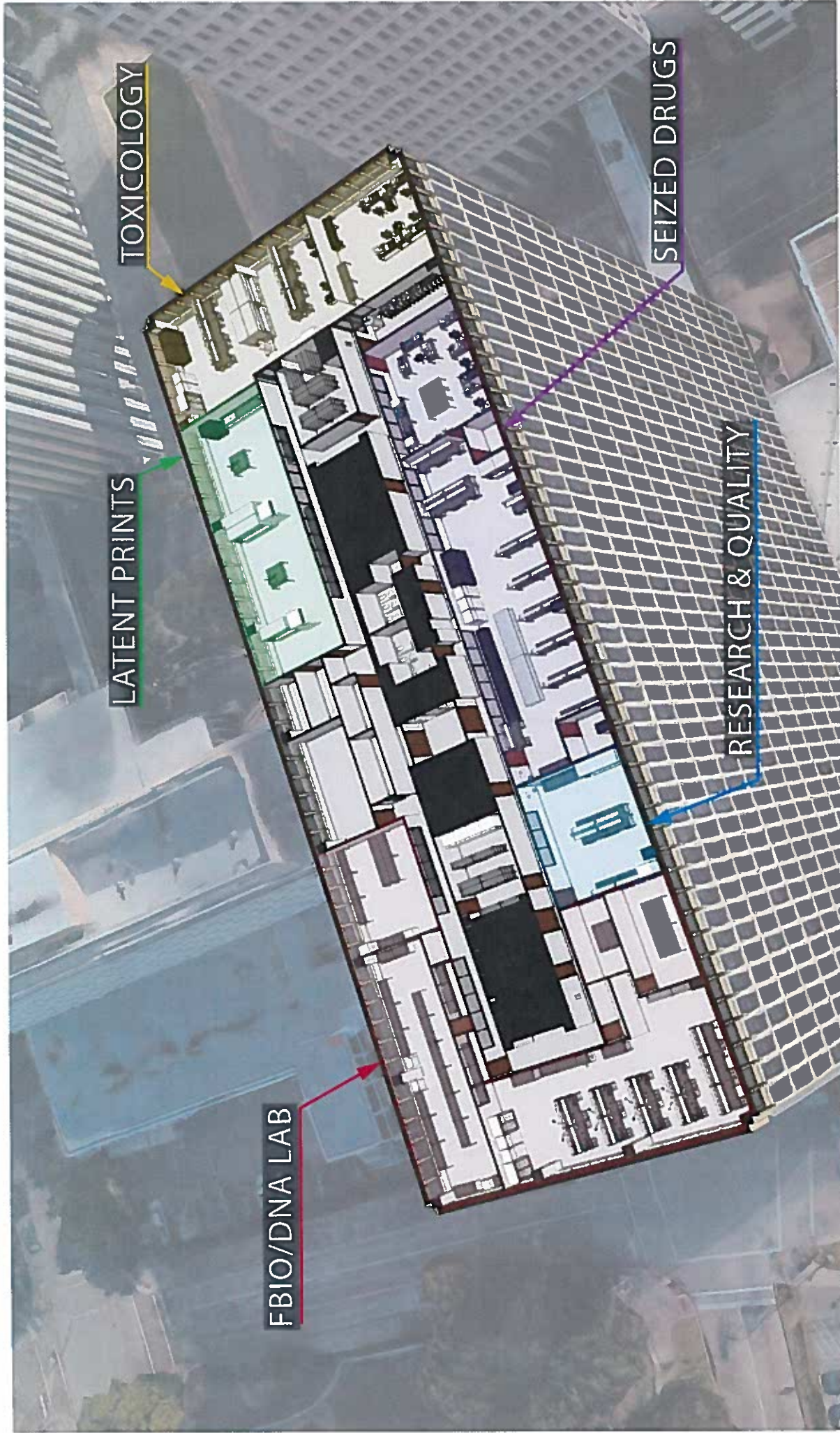
LFFH, Inc. warrants products provided by others such as plumbing fixtures, electrical fixtures, paint, alarms, resin tops, sinks and other items for a period of one (1) year. Additionally, LFFH, Inc. warrants installation workmanship for a period of three (3) years.

If any item within the warranty period after purchase proves defective due to faulty workmanship or material, LFFH, Inc., at its discretion will repair the defective item or furnish a new item of the same type. No transportation or other consequential damages will be allowed in any such case.

Any modification, alteration or repair of any products provided by LFFH, Inc. done by anyone other than an authorized agent of LFFH, Inc. will nullify this warranty.

It is the buyers responsibility to select the appropriate product for the use in which it was intended. It is the buyers responsibility to satisfy all governmental codes including local codes, rules and regulations.

The warranty is specifically limited to materials selected by the buyer and provided by LFFH, Inc.







500 Jefferson Project Key Contacts (4/9/19 update)

Core Team

- Overall Project: Charles Evans, Ray Engelhardt, Aimee Grimaldi, Paula Evans
- IT/Phones: Will Arnold, Chris Hamilton
- Security: Domingo Villarreal
- Safety: Charles Evans
- 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

- IT: Will Arnold, Gabriel Silva, Tim Harsh
- Crime Scene: Domingo Villarreal, Allison Hutchens, Mike Fulton, Lurena Huffman
- Quality: Jackie Moral, Annalivia Harris
- HR: Caresse Young
- CEO/COO/Business Development/PIO/Board Secretary/LSS: Paula Evans, Jordan Benton
- Research and Development: Preshious Reardon
- Client Services/Case Management (includes Supply Room): Ashley Henry, Jeff Frye, Marissa Noel
- Forensic Biology: Brittany Beyer, Courtney Head, Robin Guidry, Vanessa Martinucci, Jennifer Clay
- Firearms: Chandler Bassett
- Toxicology: Valerie Coronado, Brooke Mendenhall
- Seized Drugs: Derek Sanders

Move Coordinators (Completed Moves)

- Latent Prints: Tim Schmahl
- Digital and Multimedia: Preston Coleman, Jose Ramirez, Rachel Maloney
- Finance/Procurement/Legal/Information Strategy: David Leach, Steve Case, Jason Jones

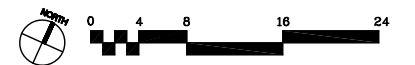
Proposed move sequence (# of staff in brackets)

4/9/19 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. Complete**
- Move #2 – Fannin, 3/14/19 to 3/18/19 **to 13th Floor: Total 9. Complete**
 - Finance/Procurement (6), Legal (1), Information Strategy (1)
- Move #3 – Fannin, 3/12/19 to 3/19/19 **to 15th Floor: Total 10. Complete**
 - 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, 5/1/19 to 5/6/19: **Total 29 + boxes. 2 separate moves**
 - IT (4) – **to 14th Floor**, Quality (7) **to 13th Floor**, R&D (1) **to 13th Floor**, CS/CM **to 13th floor**, Administration (20th floor, HR, Communications, Board Secretary, Business Development **to 13th Floor** (7).
 - CSU 10th floor (10) **to 15th Floor**, fenced parking available, carts in Basement room B145
- Move #5 – Travis 24th/25th Floors, 5/9/19 to 5/13/19. **Total 58**
 - CS/CM 24th floor (4) **to 13th Floor**, R&D (2) **to 13th Floor**, LSS (2) **to 13th Floor**, Biology Analysts (21), CODIS (3) **to 14th Floor**, COO **to 14th Floor**, CSU 25th floor (25) – **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**,
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

FIRE ARMS & CSU



500 JEFFERSON STREET

LEVEL
B1

Philip Ewald Architecture Incorporated
Architecture Interior Design Planning
4200 Montrose Boulevard Suite 420 Houston, Texas 77006 713 522 1977
www.philipewald.com

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

NOT FOR REGULATORY APPROVAL, PERMITTING OR CONSTRUCTION
NOT FIELD VERIFIED



HOUSTON FORENSIC
SCIENCE CENTER

500 JEFFERSON STREET

PROPOSED FLOOR PLAN

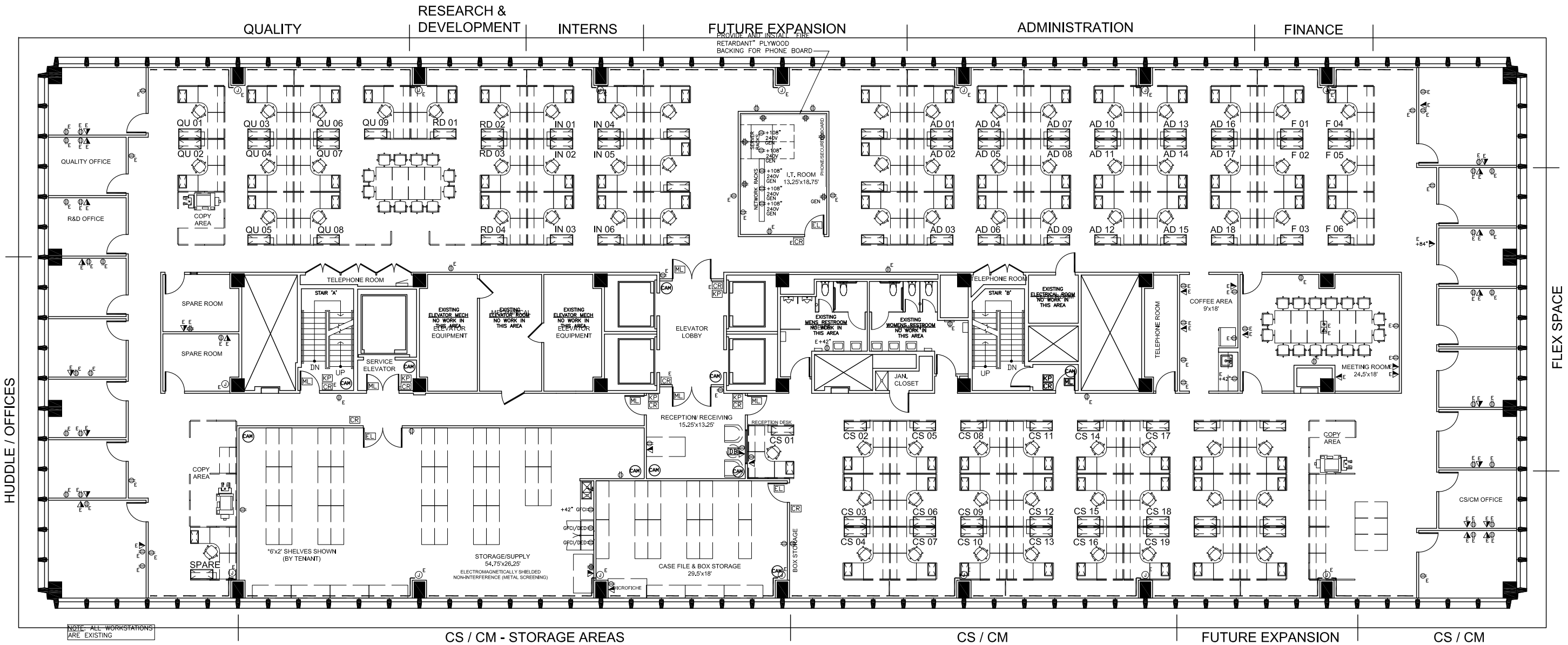


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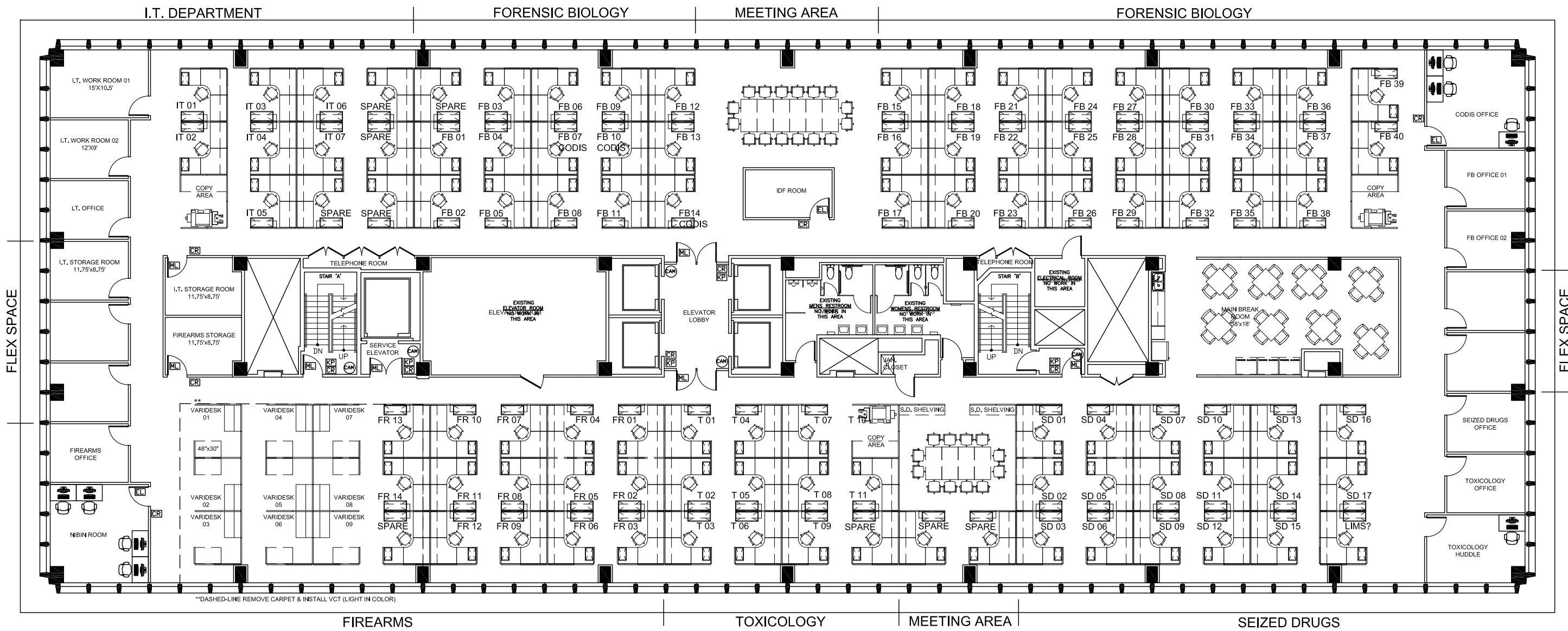
LEVEL
13

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

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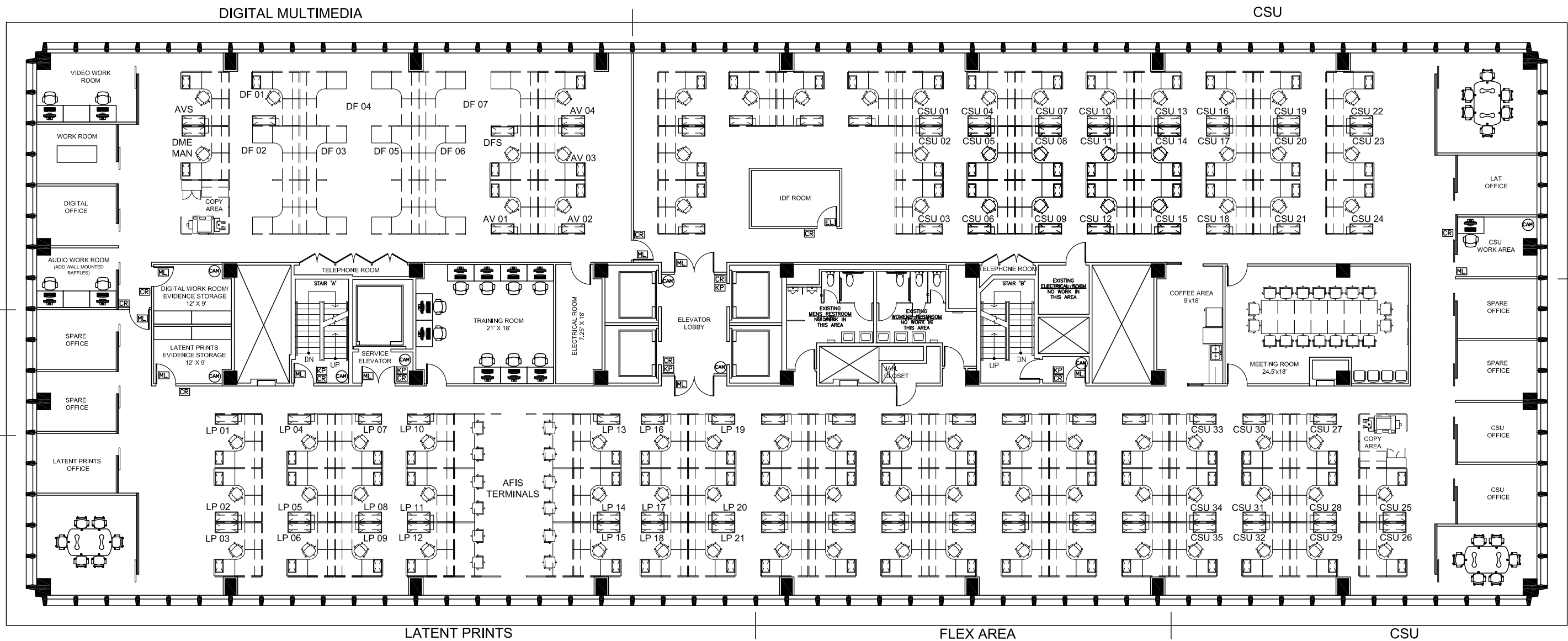


- NOTES:
- CR - CARD READER
 - KP - KEYPAD (SECONDARY/ADDITIONAL ACCESS)
 - EL - ELECTRONIC LOCK (FAIL SECURE)
 - ML - MAGNETIC LOCK (FAIL SAFE)
 - DB - DOOR BELL / PHONE SYSTEM
 - CAM - CAMERA'S (NOT FINAL LOCATION OR COUNT)



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HOUSTON FORENSIC
SCIENCE CENTER

500 JEFFERSON STREET

PROPOSED FLOOR PLAN

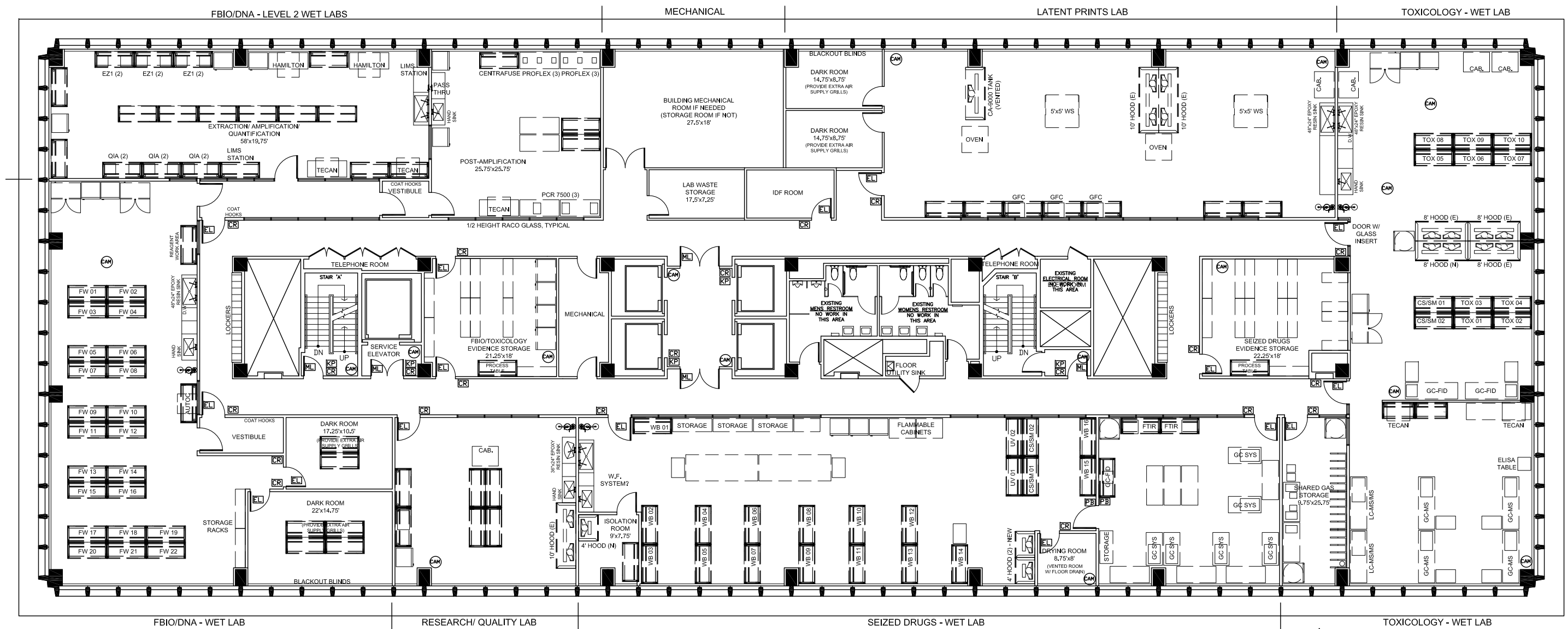


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LEVEL
15

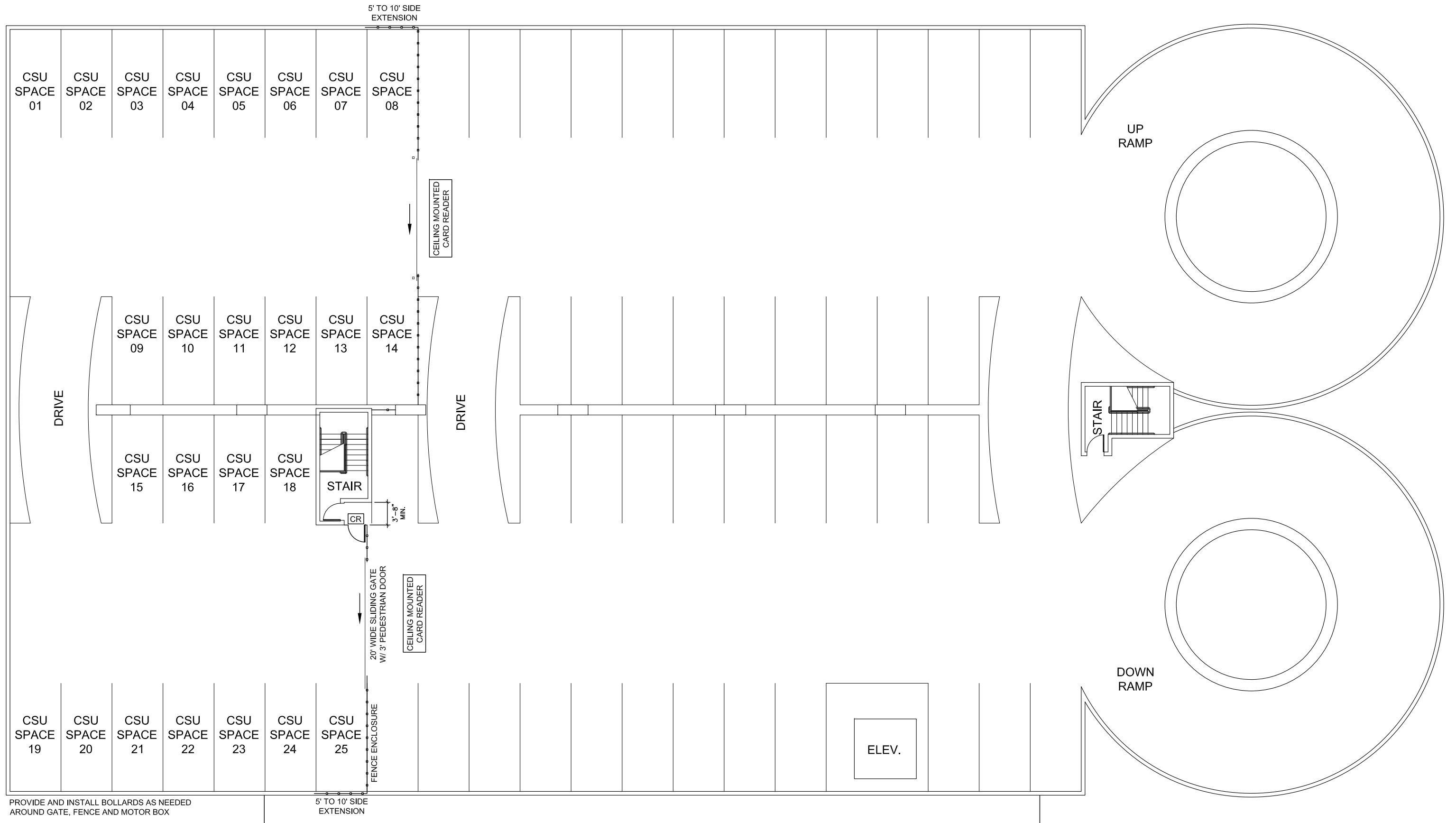
01/16/2019 SCALE: 1/16" = 1'-0" PROJECT #18080

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 - 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
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PROPOSED GARAGE FLOOR PLAN



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LEVEL
2

02/08/2019 SCALE: 1/16" = 1'-0" PROJECT #18080

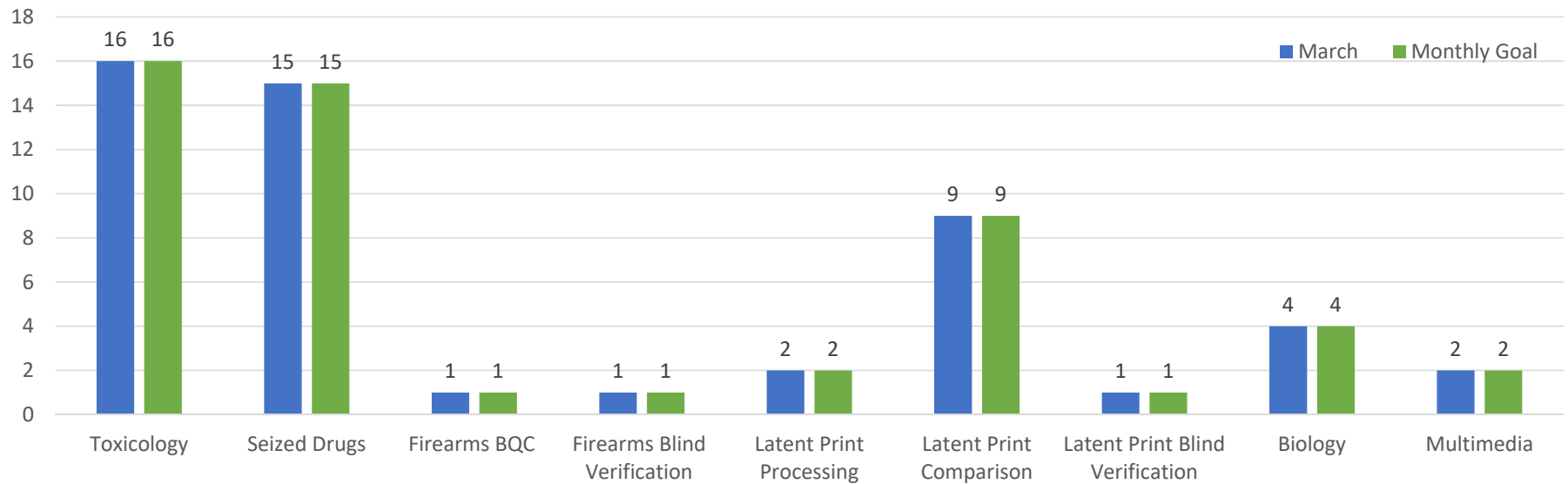
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Quality Division Report

April 12, 2019



BQCs Submitted in March



Blind Quality: Accomplishments and Challenges

- Monthly goals met in all sections
- All cases completed this month were satisfactory
- No blinds discovered by staff in March
- Quality division submitted a manuscript on blind quality controls in blood alcohol analysis submitted for publication to the Society of Forensic Toxicologists (SOFT) Special Issue of the Journal of Analytical Toxicology
- Assigned first latent print blind verification
- Several more officers have agreed to allow blind requests to be submitted on their behalf via the new “Where’s My Result” portal

Forensic Discipline	Cases Completed in March
Toxicology – BAC	12
Seized Drugs	14
Biology	0 (DNA) 4 (screening)
Firearms – Blind Verification (BV)	1
Firearms – Blind Quality Control (BQC)	1
Latent Print Processing	3
Latent Print Comparison	4
Latent Print - Blind Verification (BV)	0
Multimedia	0



Audits/Disclosures/Corrective Actions

- Firearms nonconformance involving a NIBIN lead being reported under the incorrect case number
 - Review ongoing (311 reviewed so far, current error rate 1.6%)
 - To date, five administrative errors in 311 case records



2019 Proficiency Testing (PT)

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		6	n/a	
Toxicology		7	n/a	
Firearms		1	n/a	
Crime Scene Unit		1	n/a	
Latent Prints		1	n/a	
Digital and Multimedia Unit	Audio/Video	-	n/a	
	Digital	-	n/a	
Forensic Biology		20	n/a	Received and evaluated results from the remaining 2018 external PT



2019 Testimony Data

- 20 analysts have testified during 2019
- 17 of 20 have been monitored
 - 2 testified for work done prior to HFSC employment – no monitoring needed
 - 1 transcripts will be requested if the analysts do not testify again in 2019
- Quarterly transcript review
 - First round of transcripts for 2019 requested on March 20
- In 2018, evaluations not completed for 3 testifying staff members
 - Transcripts have been received and review has begun



Detailed Data



Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, April 8, 2019

10:11:35 AM

Page 1 of 2

	Quality Notified	Summary of Notification	Comments
Biology			
2019-023 IR	3/28/2019	A Forensic Biology staff member used an assumption of only two contributors when reporting the deduced DNA profile of a foreign male contributor in an intimate mixture. Additional testing caused the assumption of only two contributors to be changed to three contributors and the report was amended to reflect the new interpretation.	
Firearms			
2019-019 IR	3/13/2019	Two NIBIN technicians did not complete the electronic examination documentation in JusticeTrax (JT) LIMS for firearms and test fire processing. The process was reviewed and improved by adding a step that requires the worksheet to be printed. Printing the worksheet requires the technicians to assign the request in LIMS.	
2019-021 IR	3/22/2019	A NIBIN technician put one cartridge case in the wrong evidence envelope and then transferred the test fires to the same container. This happened on 3/23/18 and was discovered on 3/7/19 due to a NIBIN audit.	
Latent Prints			
2019-017 CAR	3/12/2019	During a latent print confirmation, an examiner discovered two additional latent prints of value that were previously deemed unsuitable by the original examiner. The confirmation had been assigned to a different examiner since the original examiner is now a latent print processor. After AFIS entry, both prints were identified to a named suspect in the case.	

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

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, April 8, 2019

10:11:37 AM

Page 2 of 2

	Quality Notified	Summary of Notification	Comments
2019-018 IR	3/12/2019	During the review process, the Latent Print technical reviewer requested changes to the case record. Once the changes were made, the reviewer did not initial and date next to each as an acknowledgement that the changes were made. Initialing and dating next to each change is required by the Technical and Administrative Review SOP.	
2019-020 IR	3/12/2019	During a quality review of a latent print comparison case a supervisor discovered that the examiner did not make the required notations (latent print number and orientation) on the photographs of developed latent prints. This case had more than one photograph of the same latent because different processing techniques were used, and photographs are captured after each technique. The required notations were added.	
Toxicology			
2019-022 IR	3/22/2019	Evidence blood tubes were accidentally broken on two separate occasions in the Toxicology section. On both occasions, the tube labels adhered to the tube rack during handling causing the tubes to be dropped.	

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