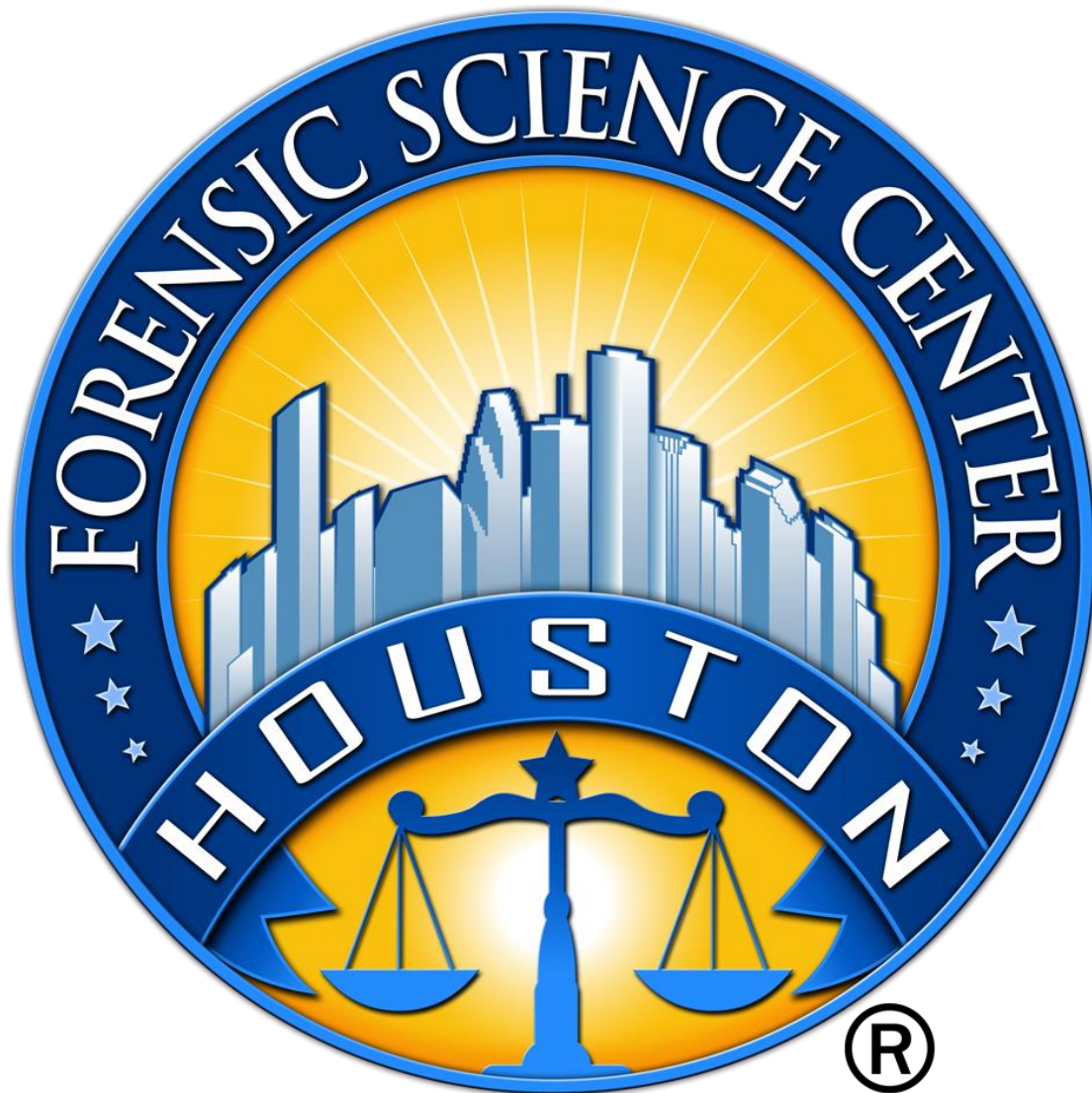


Houston Forensic Science Center, Inc.

Board of Directors Meeting

June 14, 2019



HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

June 14, 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. Consider annual appointment of corporate officers: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Jordan Benton as secretary.
4. Reading of draft minutes of April 12, 2019 Board meeting. Consideration of proposed corrections, if any. Approval of minutes.
5. Public comment.
6. Report from Nicole Casarez, board chair, including a monthly update of activities and other announcements.
7. Consider a conflict of interest disclosure from Vice Chair Sandra Guerra Thompson relating to a pending federal grant application by the Corporation and possible related action.
8. Consider extending the May 2019 deadline for the Board's annual performance review of Dr. Peter Stout, president and CEO, and the June 1, 2019 deadline for submission of Dr. Stout's proposed list of annual priorities and performance objectives and possible related action.

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

9. Report from Dr. Stout including technical updates, outreach efforts, staffing changes and other corporate business items.
 - a. Presentation and update on bills passed by the 86th Texas Legislature that could potentially impact the Corporation's activities and budget.

10. Report from Mr. Leach, treasurer and CFO, regarding company financials and other fiscal updates.
 - a. Presentation by Mr. David Leach regarding proposed reallocations to the fiscal year budget and possible related action.
11. Monthly operations report from Dr. Amy Castillo, vice president and COO, including a review of turnaround times and backlogs.

Reports and presentations by staff

12. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, on evidence collection, turnaround times and other updates.
13. Report from Mr. Charles Evans, director of business development, regarding the status of the Corporation's facility project and move to 500 Jefferson.
 - a. Consider authorizing the President and CEO to enter into a service agreement with Full Spectrum Analytics Inc. for the purchase of services relating to the move, testing and verification of Corporate lab instruments for a total contract amount not to exceed \$250,000, and possible related action.
14. Report from Mr. James Miller, manager of seized drugs, regarding House Bill 1325 which creates a mechanism in Texas for the legal production of hemp and the potential impact to the Corporation.
15. Report from Ms. Paula Evans, project engineer, regarding the outcome of a process improvement project that focused on returning to the Houston Police Department Property Room evidence created during analysis.
16. Report from Ms. Aimee Grimaldi, project engineer, regarding results from a process improvement project that created a better mechanism for handling and tracking evidence items that require analysis by more than one discipline.
17. Report from Ms. Erika Ziemak, assistant quality director, regarding quality assurance, including review of testimony monitoring, proficiency tests and corrective actions.
18. 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 11th day of June, 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 11th day of June 2019.

Jordan Benton

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

June 14, 2019 at 9:00 a.m.

Agenda Action Item No.:	3. Consider annual appointment of corporate officers: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Jordan Benton as secretary.
Subject:	The Board's annual appointment of corporate officers as required in HFSC's Bylaws.
Background:	During the June 2018 meeting of the Board, HFSC's corporate officers were appointed, as follows: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Jordan Benton as secretary. The corporate officers are currently serving in their respective appointments and no resignations have been provided to the Chair.
Executive Summary:	Pursuant to Section 5.01 of the Corporation's Bylaws, the Board shall appoint a President, a Vice President, a Secretary, and a Treasurer. The appointed persons shall hold office until the next annual Board meeting, at which time the Board shall appoint or reappoint each officer. The Board may appoint any person to serve as a corporate officer, except the Board may not appoint a director of the Board. A description of each officer's position is found in Sections 5.03 - 5.06 of the Bylaws.
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	Staff recommends approval.
By:	Nicole Cásarez, Board Chair Legal review by General Counsel

HOUSTON FORENSIC SCIENCE CENTER, INC.

BYLAWS (excerpt)

ARTICLE 5 – OFFICERS

...

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

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

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

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

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

April 12, 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 posted on April 9, 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 April 12, 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, Anthony Graves, Philip Hilder, Francisco Medina, Dr. Robert “Bob” H. McPherson, Dr. Stacey Mitchell, Mary Lentschke and Ms. Tracy Calabrese

The following directors were absent: Sandra Guerra Thompson, Janet Blancett

Dr. McPherson arrived at the meeting at approximately 9:17 a.m. Chairwoman Cáarez declared a quorum was present

- E. Chairwoman Cáarez asked if any changes were needed for the March 8, 2019 Board meeting minutes. Dr. Mitchell 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. Ms. Cáarez shared that she and Vice Chair Thompson met with mayoral candidate Bill King. She said he expressed support for the lab and interest in touring the facility. The Chair said Dr. Stout will speak about Rapid DNA at the Quattrone Center in May. Ms. Cáarez thanked Mayor Sylvester Turner, renowned attorney Michael Bromwich and Ms. Sarah Chu from the Innocence Project for attending HFSC’s 5-year anniversary celebration. She thanked HFSC staff for organizing the event and Mr. John

Quinlan, president of Jefferson Smith, LLC, for his sponsorship.

- H. Chairwoman Casarez presented a resolution confirming the Board's commitment to 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. Mr. Medina made a motion to adopt the resolution. Ms. Lentschke seconded the motion. The motion passed unanimously.
- I. Dr. Peter Stout, president and CEO, presented the president's report. He reviewed HFSC's overall turnaround time and requests completed by section for March 2019. Dr. Stout shared monthly averages and gave a staffing update. Dr. Stout told the Board HFSC has already participated in 20 community outreach events since January, including the final session of the nation's first forensic science Explorer program led by HFSC volunteers and in cooperation with the Boy Scouts of America. Dr. Stout said Mr. Bromwich and Ms. Chu toured HFSC before the 5-year anniversary celebration.
- J. Dr. Stout requested authority to enter into a 60-month lease agreement with Agilent Technologies for an instrument in the toxicology section. The \$429,000 lease also includes instrument components, service and training. Mr. Hilder made a motion to authorize Dr. Stout's request. Dr. McPherson seconded the motion. The motion passed unanimously.
- K. Mr. David Leach, chief financial officer and treasurer, requested approval to reallocate funds in the FY18 budget to better reflect spending, including the use of grant dollars. Dr. McPherson made a motion to approve the budget reallocations. Ms. Lentschke seconded the motion. The motion passed unanimously.
- L. Mr. Leach reviewed the new General Accounting Standards Board (GASB) requirements that will impact monthly reporting. Mr. Leach said GASB no longer allows operations leases _ only capital leases. This will require future changes to HFSC's income statement _ which shows income earned and expenses incurred with no cash impacted _ and to the balance sheet, which shows assets, liabilities and equity. The cash flow statement will also change.
- M. Dr. Amy Castillo, vice president and chief operations officer, presented an operations report. Dr. Castillo said at the next meeting, the operations report will feature screenshots from the new management dashboard, showcasing HFSC metrics in a single view. Dr. Castillo reviewed turnaround times by section. She updated the Board on the biology/DNA backlog elimination outsourcing project and said the target outsourcing end date is July, two months earlier than anticipated. The section's focus will now be on reviewing outsourced cases. Dr. Castillo updated the Board about additional staff training on how to input profiles into the Combined DNA Index System (CODIS.) HFSC implemented the training after an internal audit found an error in how profiles were being uploaded that could have led to potential "hits" being missed.
- N. Mr. Jerry Pena, director of the crime scene (CSU) and digital multimedia units, said the digital and A/V sections are now fully operational a short time after moving into the new facility at 500 Jefferson. Mr. Pena said CSU is busy preparing for their May move. He said 20 crime scene investigators and supervisors are being trained to use 3D scanning technology.

- O. Mr. Charles Evans, director of business development, updated the Board about the lab's ongoing move to 500 Jefferson. Mr. Evans said moves one through three have been completed. By the end of May about 65 percent of staff will be housed in 500 Jefferson. Mr. Evans said the lab has handed back the space at 1301 Fannin with no additional costs incurred. He said the lab permit was submitted and expected to be received within the next week, and that the basement permit would come next.
- P. Mr. Evans requested approval for Dr. Stout to purchase lab furniture for the Corporation's new lab space on the 18th floor of 500 Jefferson, including \$99,220 in federal grant funds and \$235,432 to be received from Jefferson Smith, LLC., with a maximum purchase cost of up to \$350,000. Chairwoman Casarez made a motion to approve the purchase. Mr. Hilder seconded the motion. The motion passed unanimously.
- Q. Ms. Erika Ziemak, assistant quality division director, updated the Board on blind quality controls (BQC,) audits, disclosures, corrective actions, proficiency tests, transcript reviews and testimony data. She said the first blind verification in latent prints was submitted in March in latent prints section. The blind verification program in latent prints will allow a second examiner to review a completed case without knowing the findings of the initial examiner.
- R. Dr. McPherson made a motion to adjourn the meeting. Mr. Medina seconded the motion. The meeting ADJOURNED at approximately 10:25 a.m.

By: _____

Jordan Benton Secretary

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

June 14, 2019 at 9:00 a.m.

Agenda Action Item No.:	7. Consider a conflict of interest disclosure from Vice Chair Sandra Guerra Thompson relating to a pending federal grant application by the Corporation and possible related action.
Subject:	Consider information relating to the vice chair's conflict of interest disclosure and possible related action.
Background:	<p>HFSC submitted a grant application to the National Institute of Justice ("NIJ") for a federal grant solicitation. The submitted application included a proposal for HFSC to work with Duke University School of Law and the University of Houston, School of Law. Vice Chair Guerra Thompson is a faculty member at the University of Houston School of Law and would be the primary contact.</p> <p>Chapter 171 of the Local Government Code ("LGC") states that a local public official who has a substantial interest in a business entity, shall file an affidavit stating the nature and extent of the interest, and abstain from further participation in the matter. LGC Chapter 176 requires a local government officer to file a conflicts disclosure statement if the local government entity is considering entering into an agreement with a vendor that has an employment relationship with the officer. The vice chair fulfilled both statutory obligations in May 2019 by filing disclosures with the secretary and chair of the board.</p>
Executive Summary:	<p>HFSC's Financial Conflict of Interest policy restricts or prohibits transactions involving interested persons, including Board directors. The policy requires full and prompt disclosure of all conflicts and sets forth procedures to resolve the conflict and avoid the appearance of impropriety. A conflict arises when an interested party has a substantial interest in an entity that is negotiating a transaction with HFSC or a transaction that could directly or indirectly benefit the interested person. Receiving a grant is a transaction under the policy. A director has a substantial interest in an entity if he or she receives more than \$2,500 or 10% of gross income from the business entity, whichever amount is less.</p> <p>Pursuant to the policy, after an interested director discloses the potential conflict to the Board chair, the Board shall determine if a conflict exists and resolve the conflict in a manner that is fair, reasonable, and the best interest of HFSC.</p>
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	No staff recommendation.
By:	Nicole Casarez, Board Chair Legal review by General Counsel



Law Center

Sandra Guerra Thompson
*Newell H. Blakely Chair &
Criminal Justice Institute Director*

June 11, 2019

To fellow members of the HFSC Board of Directors:

I have applied to participate on a grant project submitted by HFSC to provide training to attorneys and laboratory analysts regarding forensic science testimony. The grant application proposes for Brandon Garrett, a law professor at Duke University Law School, to participate as well. If awarded, I intend to resign my position on the Board of Directors in order to eliminate the conflict of interest. Otherwise, I plan to continue to serve on the Board.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra Guerra Thompson", with a long, horizontal flourish extending to the right.

Sandra Guerra Thompson
Newell H. Blakely Chair
and Criminal Justice Institute Director



Houston Forensic Science Center Financial Conflict of Interest Disclosure Statement

This Houston Forensic Science Center ("HFSC") Financial Conflict of Interest Disclosure Statement is to be completed annually by all persons with decision-making authority regarding any HFSC contract or transaction. Completed forms should be submitted to the secretary of the Board of Directors by June 1 of each year.

1. I, Sandra G. Thompson, have received a copy of and have read and understand the HFSC Financial Conflict of Interest Policy (the "Policy"). I agree to comply with the Policy.
2. If I have an actual or perceived conflict of interest (as defined in the Policy), I will promptly disclose it as required by the Policy.
3. I do not have, nor am I negotiating, a contract or transaction (as defined in the Policy) with HFSC for goods or services (other than any employment contract that may exist between HFSC and me), and this statement is true with regard to any family member of mine (as *family member* is defined in the Policy).
4. I do not have (nor does a family member have) a financial interest in a contract or transaction that exists or is being negotiated between HFSC and any entity in which (a) I am (or a family member is) a director, officer, agent, partner, associate, employee, trustee, or legal representative or (b) I am (or a family member is) engaged in some other capacity.
5. I am not (nor is a family member) engaged in any capacity with a business or enterprise that competes with HFSC nor do I or a family member have a financial interest in a business or enterprise that competes with HFSC.
6. I do not and will not engage in any business or financial activity that adversely affects or is detrimental to the best interests of HFSC.
7. I will not accept gifts, gratuities, entertainment, or other favors from individuals or entities when the party offering the gift, gratuity, entertainment or favor does so under circumstances that might create the perception that such action was intended to influence me in the performance of my HFSC duties.

Check one of the following:

☐ I agree with all of the statements in this Financial Conflict of Interest Disclosure Statement. My statements concerning my family members are made to the best of my knowledge.

☒ I cannot agree with a certain statement (or statements). Below I identify the statement(s) by number and disclose the following circumstances:

see attachment

Sandra G. Thompson
SIGNATURE

SANDRA G. THOMPSON
NAME PRINTED

May 7, 2019
DATE

Rev. 9.3.15

Attachment for Houston Forensic Science Center, Financial Conflict of Interest Disclosure Statement of Sandra G. Thompson, 5/7/19

- #3- *I am an "interested person," as defined by the HFSC financial conflict of interest policy. I have a substantial interest in an entity (University of Houston Law Center) that has or is negotiating a potential contract or transaction with HFSC, namely a proposal to provide services to HFSC as a grant subrecipient, if selected. Pursuant to the policy, I have also disclosed this information to the Chair of the Board of Directors; recused myself from the decision-making process; will timely file a disclosure statement with the Corporate Secretary pursuant to Chapter 176 of the Local Government Code; as well as file an affidavit and abstain from voting pursuant to Section 171.004 of the Texas Local Government Code, should this matter be brought before the Board of Directors.*

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

Sandra Guerra Thompson

2 Office Held

Houston Forensic Science Center
Vice Chair, Board of Directors,

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

University of Houston (I, Sandra Thompson, serving as the primary agent of the vendor).

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

Employed by University of Houston, receiving taxable income exceeding \$2500 during the previous 12 month period.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted N/A Description of Gift N/A

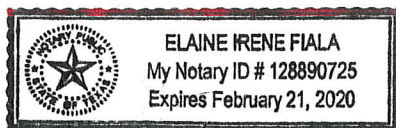
Date Gift Accepted _____ Description of Gift _____

Date Gift Accepted _____ Description of Gift _____

(attach additional forms as necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.



AFFIX NOTARY STAMP / SEAL ABOVE

Sandra Guerra Thompson
Signature of Local Government Officer

Sworn to and subscribed before me, by the said Sandra Guerra Thompson, this the 9TH day of May, 20 19, to certify which, witness my hand and seal of office.

Elaine Irene Fiala

Signature of officer administering oath

ELAINE IRENE FIALA

Printed name of officer administering oath

Title of officer administering oath

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Affidavit.** Signature of local government officer.

Local Government Code § 176.001(2-a): "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

Local Government Code § 176.003(a)(2)(A):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.



FINANCIAL CONFLICT OF INTEREST

Policy Statement

A financial conflict of interest occurs when personal interests interfere, or appear to interfere, with the ability to make sound business decisions on behalf of Houston Forensic Science Center (HFSC). There are some common relationships or circumstances that can create, or give the appearance of, a conflict of interest. Generally, these situations involve gifts, business or financial dealings, investments, or any combination of these. The Financial Conflict of Interest Policy is designed to help identify situations that present conflicts of interest and to provide procedures to prevent, manage, and resolve conflicts appropriately and in accordance with the goals of ensuring objectivity, accountability, and transparency and preserving public trust in HFSC's operations. Any contract or transaction with any vendor, supplier, or other party doing business with HFSC in which the contract or transaction benefits the interested person (defined below) or a family member directly or indirectly is prohibited.

An interested person must disclose a conflict of interest if that person knows or reasonably should have known of the conflict, and he or she must disclose the conflict promptly. The expressions *conflict of interest* and *contract or transaction* are broadly defined in this policy.

Applicability

This policy applies to all persons with decision-making authority regarding any HFSC contract or transaction. To the extent that any director or staff member has such decision-making authority, such person shall comply with this policy.

Purpose

The purpose of this policy is to protect the interests of HFSC in circumstances of conflicts of interest. This policy is intended to supplement but not replace any state and federal laws governing conflicts of interest applicable to publicly funded organizations.

Conflict of interest arises whenever the financial interest of an interested person (or a family member of such person) is at odds with the best interests of HFSC. Interested persons shall not engage in any business or financial activity that adversely affects or is detrimental to the best interests of HFSC.

This policy restricts or prohibits certain contracts or transactions involving interested persons and their family members. It also requires full and prompt disclosure of all conflicts of interest. Because public confidence is important in forensic operations, interested persons and HFSC must take appropriate steps to avoid even the appearance of impropriety. The procedures set forth below will assist in that effort.

Definitions

Board of Directors -- the HFSC Board of Directors.

CEO -- the president and chief executive officer (CEO) of HFSC or his/her designee.



Civilian -- a person providing services under the management responsibility of HFSC, but employed by the City of Houston in a job classification other than a sworn peace officer.

Classified -- a person providing services under the management responsibility of HFSC, but employed by the City of Houston in a sworn peace officer job classification.

Conflict of Interest

- A. Any of the following circumstances creates a financial conflict of interest:
 - 1) An interested person (or a family member of such person) has or is negotiating a contract or transaction with HFSC (other than the person's HFSC employment contract) that could benefit him or her directly or indirectly.
 - 2) An interested person (or a family member of such person) has a substantial interest (defined below) in an entity that has or is negotiating a contract or transaction with HFSC.
 - 3) An interested person (or a family member of such person) has a substantial interest in an entity that competes with HFSC.
- B. The circumstances listed in part A above are conflicts of interest if they are actual (such as contracts in existence), potential (such as arrangements under discussion or negotiation), or create the appearance of impropriety.

Contract or Transaction -- any agreement or relationship involving the sale, purchase, or lease of property, goods, or services; providing or receiving a loan or grant; or an investment or any other type of financial relationship or arrangement. Making a gift to HFSC is not a contract or transaction.

Director -- a member of the Board of Directors.

Division Director -- any manager responsible for one of the HFSC divisions.

Employee -- a person directly employed by and on the payroll of HFSC, whether full-time, part-time, or temporary.

Family Member -- a spouse, parent, child, brother, sister, grandparent or grandchild, and spouses of children, brothers, and sisters of an interested person. "Step" relatives are included. The term also includes the cohabiting life partner of the interested person.

Interested Person -- any director or staff member with decision-making authority regarding any HFSC contract or transaction who appears to have or does have real or potential involvement or interest in a contract or transaction.

Staff Member -- any person who is a civilian, classified, or employee.

Substantial Interest

- A. A person has a substantial interest in an entity if any of the following are true:



- 1) The person owns 10% or more of the voting stock or shares of the business entity or owns either 10% or more or \$15,000 or more of the fair market value of the entity.
 - 2) The person received funds from the entity that exceeded the lesser of either (a) 10% of the person's gross income for the previous year or (b) \$2,500 in the previous year.
 - 3) The person (or a family member of such person) is a member of the board of directors or an officer, partner, trustee, or legal representative of the entity.
- B. A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of \$2,500 or more.

Supervisor -- any staff member with responsibilities that include supervision and management of other staff members.

Responsibilities

- A. Board of Directors—The Board of Directors is responsible for resolving or otherwise taking appropriate action regarding any conflict of interest disclosed by or relating to any director or the CEO.
- B. Chief Executive Officer—The CEO is responsible for administering the policy as it relates to applicable staff members; implementing processes and procedures to ensure that the policy is followed; and monitoring compliance with the policy. In addition, the CEO shall annually review the Financial Conflict of Interest Disclosure Statements that are required to be filed in accordance with this policy.
- C. Division Directors—Division directors are responsible for overseeing the administration of the policy in their area of accountability and for providing division-level direction for compliance.
- D. Supervisors/Managers—Supervisors/managers are responsible for overseeing the administration of the policy in their area of accountability and for providing area-level direction for compliance.

Procedures

General Guidelines

- A. Interested persons shall refrain from engaging in any conflict of interest.
- B. An interested person shall recuse himself or herself from the decision-making process, including any discussions or meetings, regarding contracts or transactions in which the interested person has a possible conflict of interest.
- C. Interested persons shall not accept gifts, gratuities, entertainment, or other favors from individuals or entities when the party offering the gift, gratuity, entertainment, or favor does so under circumstances that might create the perception that such action was intended to influence the interested person in the performance of his/her duties. (Refer to HFSC *Gifts to Staff Members Policy* for further information.)
- D. Each HFSC director or officer shall also comply with Chapter 171 of the Texas Local Government Code, including Section 171.004, which requires in certain situations an affidavit and abstention from a vote or decision involving a matter in which a director or officer has a substantial interest in a business entity or real property.



- E. Each interested person shall also comply with Chapter 176 of the Texas Local Government Code, which requires the person to file with HFSC a conflicts disclosure statement with respect to certain vendor relationships.
- F. HFSC expects its vendors to comply with Chapter 176 of the Texas Local Government Code, which requires each vendor to file with HFSC a conflicts disclosure "questionnaire" with respect to certain relationships. HFSC will include in each of its vendor contracts a requirement that the vendor comply with Chapter 176 and a provision allowing HFSC to void the contract in the event of the vendor's noncompliance.

Process of Conflict of Interest Identification, Disclosure, and Resolution

- A. The process for disclosure by an interested person who is a staff member (other than a director or the CEO) is outlined below:
 - 1) An interested person must disclose a conflict of interest if that person knows or reasonably should have known of the conflict, and he or she must disclose the conflict promptly to his/her immediate supervisor.
 - 2) If it is not clear whether a conflict of interest exists, the interested person shall disclose the circumstances to his/her immediate supervisor.
 - 3) The immediate supervisor and the next level of leadership, if applicable, shall work with the interested person to gather all the relevant facts for presentation to the CEO.
 - 4) After disclosure, review of relevant facts, and discussion with the interested person, the CEO shall determine if a conflict of interest exists.
 - 5) If a conflict of interest exists, the CEO shall take appropriate action to resolve the conflict of interest in a manner that is fair, reasonable, and in the best interest of HFSC. At his or her discretion, the CEO may bring any conflict of interest issue to the Board of Directors for review and resolution.
- B. The process for disclosure by an interested person who is a director or the CEO is outlined below:
 - 1) An interested person must disclose a conflict of interest if that person knows or reasonably should have known of the conflict, and he or she must disclose the conflict promptly to the chair of the Board of Directors.
 - 2) If it is not clear whether a conflict of interest exists, the interested person shall disclose the circumstances to the chair of the Board of Directors.
 - 3) The chair of the Board of Directors, or his/her designee, shall work with the interested person to gather all the relevant facts for presentation to the full Board of Directors.
 - 4) After disclosure, review of the relevant facts, and discussion with the interested person, the Board of Directors shall determine if a conflict of interest exists.
 - 5) If a conflict of interest exists, the Board of Directors shall take appropriate action to resolve the conflict of interest in a manner that is fair, reasonable, and in the best interest of HFSC.
- C. The process for disclosure by an interested person who is the chair of the Board of Directors shall follow the above procedures in part B, except that the chair shall disclose any conflict of interest to the vice-chair of the Board of Directors, who shall proceed in the role that would otherwise be performed by the chair.



- D. Upon resolution of a conflict of interest issue by the Board of Directors or the CEO, the resolution will be documented, as appropriate, either by the secretary of the Board of Directors in meeting minutes or by the CEO in meeting minutes or a memorandum to the file.

Annual Statements

Each director or staff member with decision-making authority regarding any HFSC contract or transaction shall annually sign a Financial Conflict of Interest Disclosure Statement in the form attached hereto (Appendix A), affirming that such person:

- received a copy of the policy
- read and understood the policy
- agreed to comply with the policy
- truthfully completed the Financial Conflict of Interest Disclosure Statement

The completed disclosure statements shall be submitted to the secretary of the Board of Directors not later than June 1 of each year. The secretary of the Board of Directors shall maintain, and shall post on the HFSC website, certain completed disclosure statements and questionnaires in accordance with Sections 176.0065(2) and 176.009(a) of the Texas Local Government Code.

Compliance

- A. Compliance with the policy is an ongoing requirement; each interested person is accountable for ensuring his/her compliance.
- B. If the CEO or Board of Directors, as appropriate, has reasonable cause to believe an interested person has failed to disclose a conflict of interest, the interested person shall be informed of the basis for such belief and he/she shall be afforded the opportunity to explain the alleged failure to disclose.
- C. After hearing the individual's response and after making further investigation as warranted by the circumstances, the CEO or Board of Directors, as appropriate under this policy, shall determine:
- 1) Whether the individual has failed to disclose a conflict of interest
 - 2) Whether a conflict of interest has occurred
- D. Based on the findings, progressive corrective action may be implemented under the direction of the CEO as appropriate to the interested person's status as civilian, classified, or employee.
- E. Based on the findings, appropriate action may be implemented under the direction of the Board of Directors.
- F. Any exception to this policy shall be approved by the Board of Directors.

Attachment—Appendix A: Financial Conflict of Interest Disclosure Statement



Appendix A



Document ID: 8348
Issue Date: 08/04/2017
Page 7 of 7

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

June 14, 2019 at 9:00 a.m.

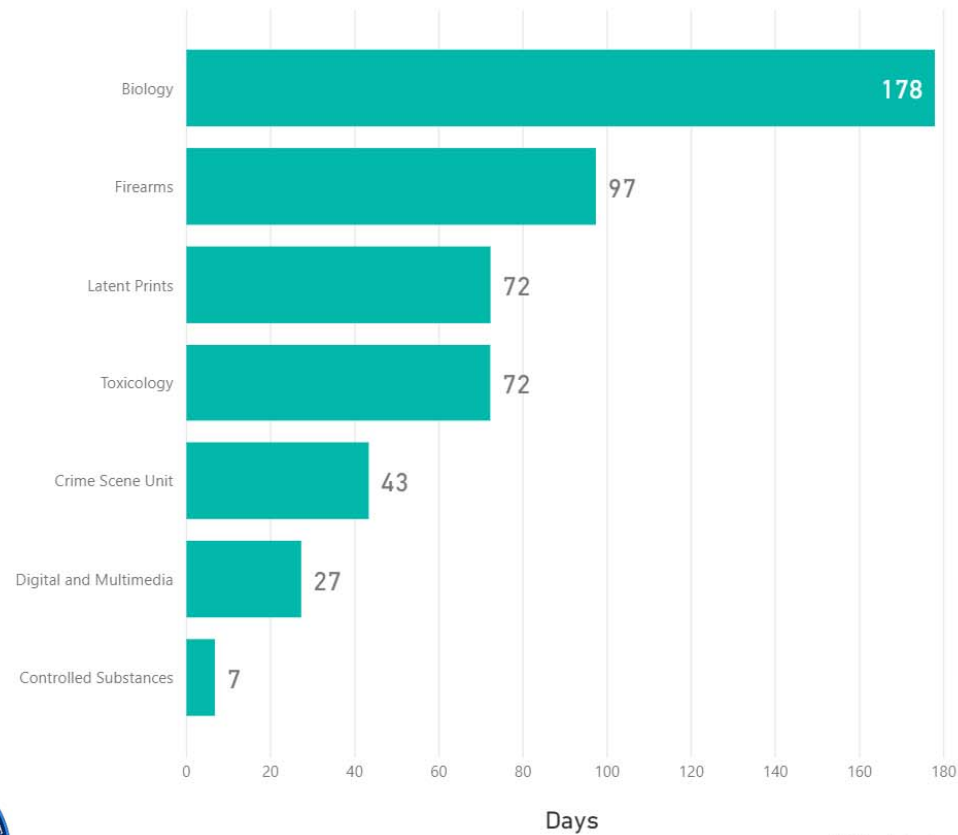
Agenda Action Item No.:	8. Consider extending the May 2019 deadline for the Board's annual performance review of Dr. Peter Stout, president and CEO, and the June 1, 2019 deadline for submission of Dr. Stout's proposed list of annual priorities and performance objectives, and possible related action.
Subject:	Board approval to extend the 2019 deadlines for Dr. Stout's performance evaluation and submission of annual priorities and performance objectives to the Board.
Background:	On January 13, 2017 the Board offered, and Dr. Stout accepted an agreement of employment to serve as president and CEO of HFSC. The agreement is for a term of five years and will expire on January 12, 2022. The agreement provides the Board an annual process for evaluating Dr. Stout's job performance and setting performance related goals for the upcoming year.
Executive Summary:	<p>Pursuant to Dr. Stout's agreement of employment, the Board shall evaluate his job performance in May of each year. The review is held in a closed meeting and Dr. Stout's evaluation must be based on:</p> <ol style="list-style-type: none">1) the job description of HFSC president and CEO;2) approved performance objectives from the previous annual evaluation;3) progress towards HFSC's goals and plans;4) and management criteria as outlined in the Board's evaluation procedure. <p>Additionally, the agreement requires Dr. Stout, in consultation with the Board Chair, to develop and submit for the Board's approval, a list of annual priorities and performance objectives no later than June 1st of each year. If approved, these priorities and objectives shall be part of the Board's consideration in the subsequent annual evaluation.</p> <p>Both deadlines are provided in the employment agreement between the Board and Dr. Stout, thus if both parties agree, the terms can be modified. The Board must approve an extension of the deadlines with Dr. Stout's agreement.</p>
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	Staff recommends approval.
By:	Nicole Cásarez, Board Chair Legal review by General Counsel

Presidents Report

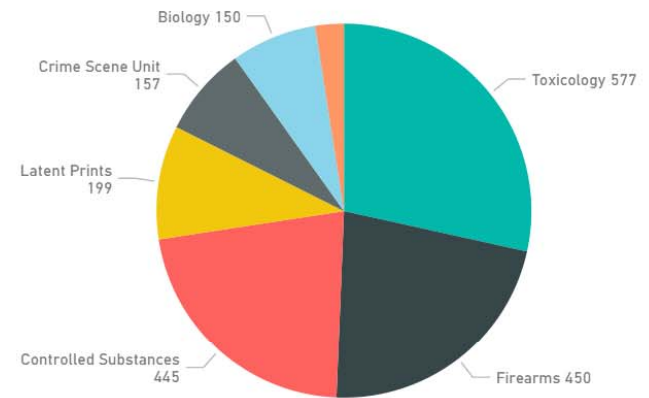
June 14, 2019



Average Turnaround Time for May 2019



Requests Completed by Section



Turnaround Time - Days

68

Completed Requests

2028

Month Completed

- ☐ 01-January
- ☐ 02-February
- ☐ 03-March
- ☐ 04-April
- ☒ 05-May

Year Completed

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

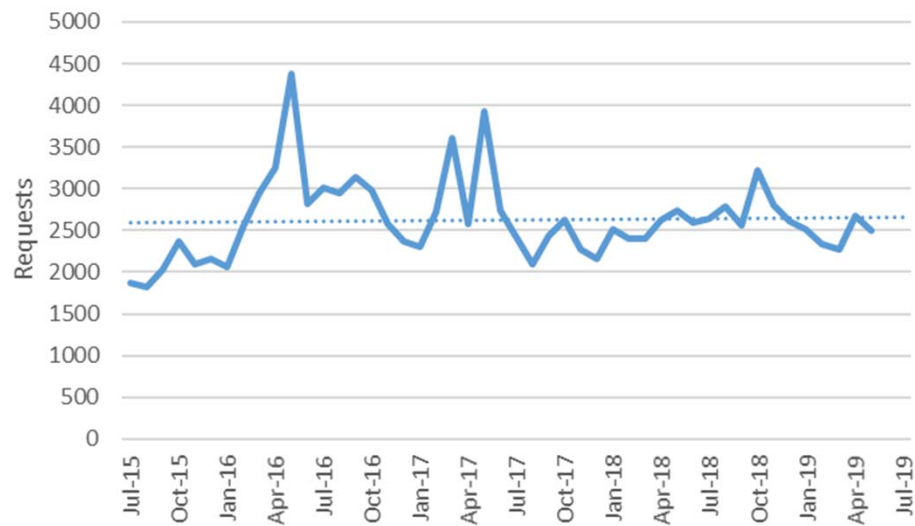
This data is current as of 5/31/2019.



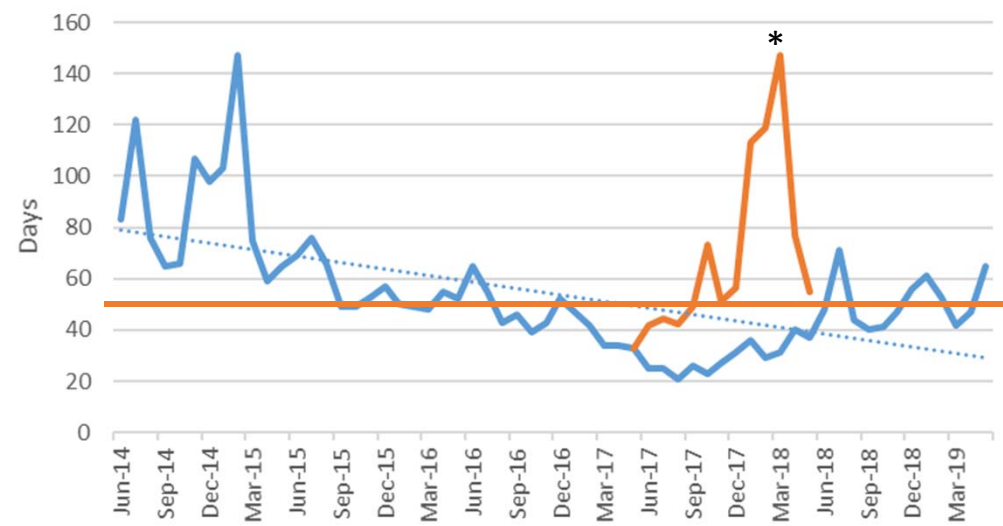


Requests received

Total requests received



Total Average Turnaround Time

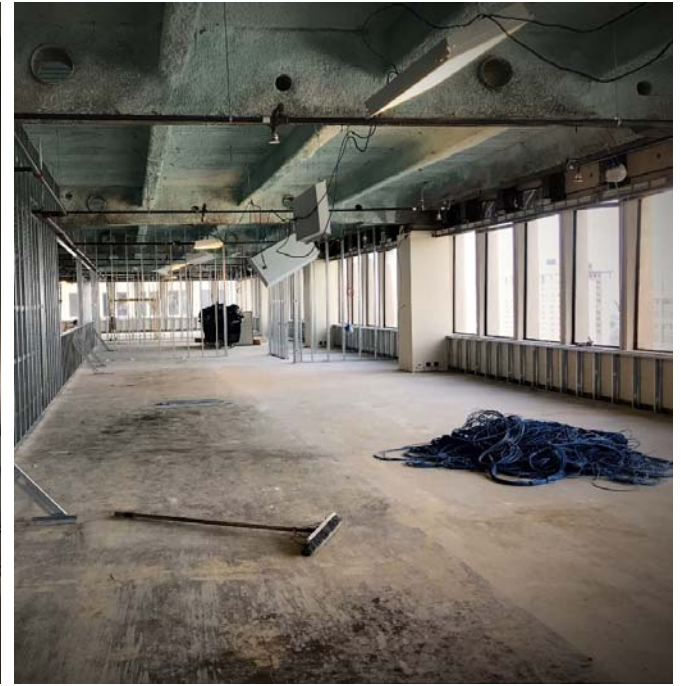


* From May 2017 to May 2018 total TAT shown with latent prints (orange) and without (blue) latent print. Everything in blue beginning in June 2018 includes latent print TAT.

Staffing – June 14, 2019

- | | |
|--|--|
| <ul style="list-style-type: none">• 194 staff members<ul style="list-style-type: none">• 7 City of Houston civilians• 187 HFSC employees• 10 open positions, 3 offers accepted<ul style="list-style-type: none">• 1 forensic analyst – forensic biology• 1 forensic analyst – multimedia• 1 quality specialist | <ul style="list-style-type: none">• 7 active vacancies<ul style="list-style-type: none">• 1 crime scene investigator• 2 forensic analysts – toxicology• 3 latent print examiner trainees• 1 postdoctoral research associate |
|--|--|





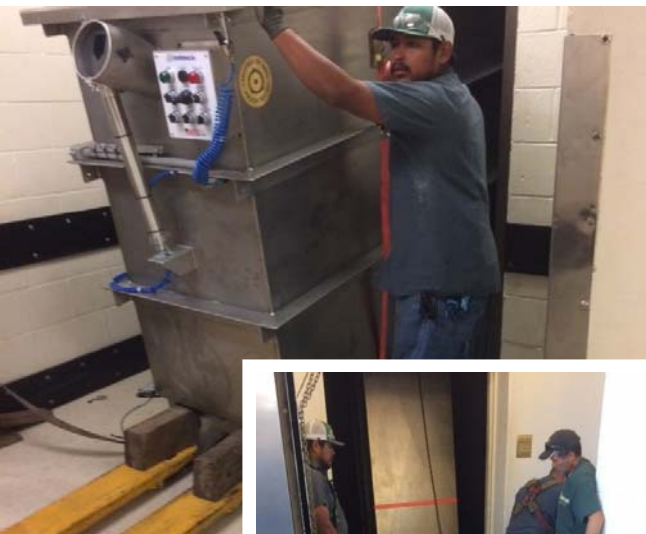
The Big Move: Late May





The Big Move: Early June





The Big Move: Lowering the Shooting Tank



Outreach

- Fort Bend Drug Symposium: opioid presentation to about 300 attendees
- Texas Forensic Science Commission quarterly meeting in April
- Presented on Rapid DNA at a symposium held by the Quattrone Center at the University of Pennsylvania
- Appeared on the Harris County Criminal Lawyers Association TV show, Reasonable Doubt
- Center for Statistics and Application in Forensic Evidence (CSAFE) all-hands meeting:
 - Quality/research specialist Maddi Neuman attended a Quality/Research Associate presented a poster about HFSC's collaboration
 - CSAFE presented poster of initial findings from research partnership with HFSC
- National Institute of Justice grant selection committee
- Multimedia supervisor Rachel Maloney presented at the International Association for Chiefs of Police (IACP) Tech Conference
- Tour with Rep. Gina Calanni and staff
- Signing ceremony with Gov. Greg Abbott, Rep. Donna Howard for HB 1590
- Lots o' Austin (coming up in legislative update)





CrimeCon 2019: The HFSC Experience

Jordan Benton
Adam Whitman
Joe Parian
Patrick Tynan
Brooke Mendenhall
Natalie Azzarello
Daniela Anane-Bediakoh
Jerry Pena
Ramit Plushnick-Masti

Legislature 2019

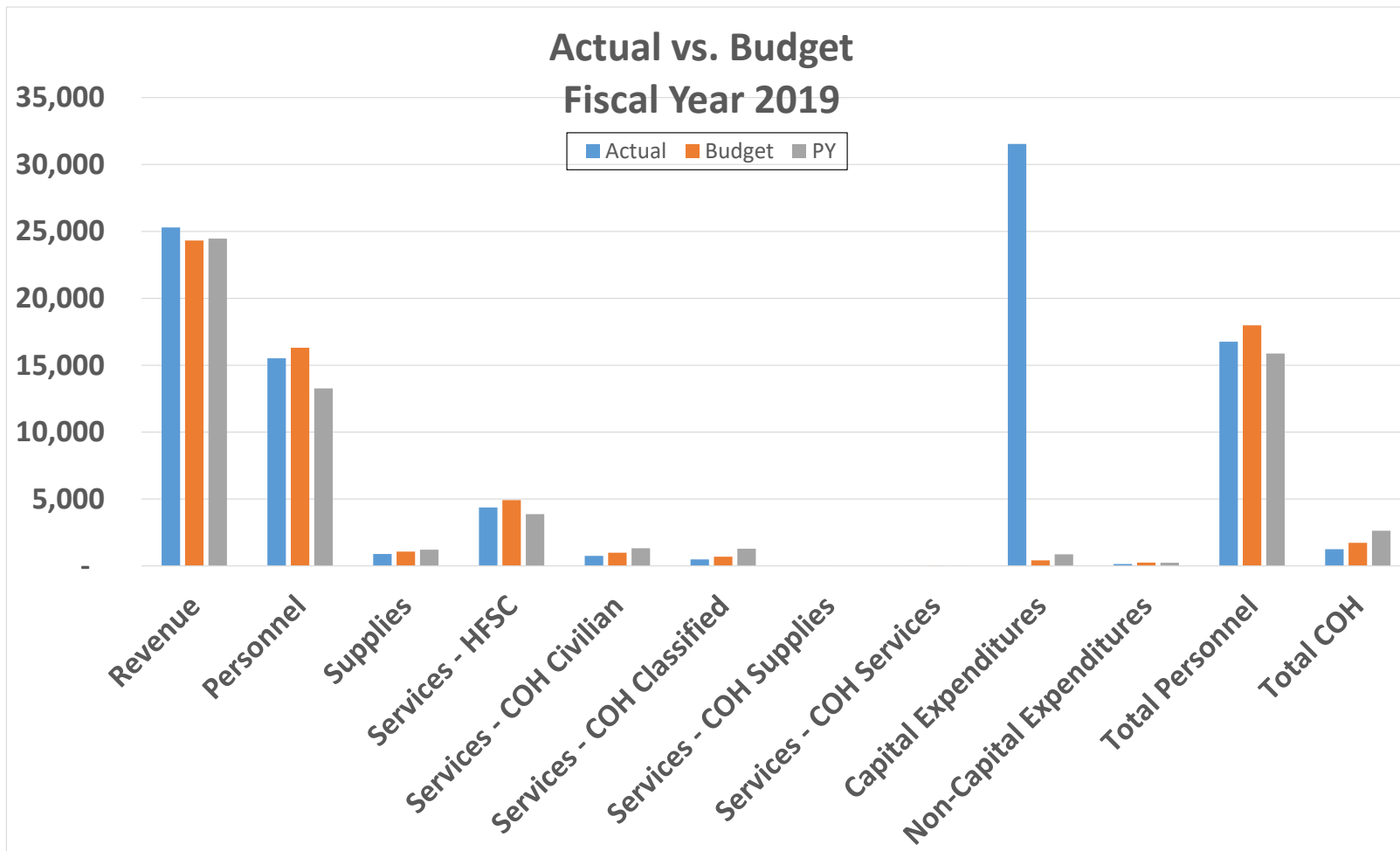
June 14, 2019



Forensic legislation

- HB 8 – Rep. Victoria Neave
 - Sexual assault omnibus, creates way to eliminate state backlog, addresses other issues
- HB 616 – Rep. Victoria Neave
 - Increases amount of time sexual assault survivors have to get a forensic exam
- HB 1590 – Rep. Donna Howard
 - Creates state sexual assault stakeholder task force
- HB 3845, SB 1125 – Rep. Gina Calanni, Sen. Chuy Hinojosa
 - Forensic video testimony
- Weed, weed and more weed – around 50 bills being considered
 - **HB 1325, legalizes hemp, direct impact**
- Unprecedented budget dollars for forensics, but not enough





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

Current Month (Preliminary)										YTD										FY19													
FY19			FY19		FY18		Variance					FY19			FY19		FY18		Variance					FY19		% Year							
May 2019			Budget		May 2018		Budget - Actual		%		FY19 - FY18		%		July 1-May 31, 2019			Budget		July 1- May 31, 2018		Vs. Budget		%		Vs. FY18		%		Budget V3		Completed	
# of Months										# of Months										# of Months										# of Months			
1										11										11										11			
Revenues:										Revenues:										Revenues:										Revenues:			
411000	City of Houston-Appropriations	\$	-	\$	2,013	\$	-	\$	(2,013)	-100%	\$	-	\$	23,496	\$	22,147	\$	22,351	\$	1,349	6%	\$	1,146	5%	\$	24,160	97%						
415000	City of Houston Direct OH-Appro	122	122	122	-	0%	-	0%	-	0%	-	0%	1,338	1,338	1,338	-	0%	-	0%	1,460	92%												
416000	City of Houston - Safe funds	-	-	-	-	0%	-	0%	-	0%	-	0%	-	-	-	-	0%	-	0%	-	0%												
420000	Contributions	-	1	-	(1)	0%	-	-	-	-	-	-	8	8	8	0	0%	(0)	-2%	8	98%												
425000	In-Kind Donations	-	-	5	-	0%	(5)	-100%	-	-	(5)	-100%	-	-	39	-	0%	(39)	-100%	-	0%												
426000	Training Services	-	0	-	(0)	0%	-	-	-	-	-	-	7	5	5	2	0%	2	34%	5	135%												
440000	Grants	5	74	1	(69)	-93%	4	274%	-	-	4	274%	428	816	689	(388)	-48%	(261)	-38%	890	48%												
450000	Forensic Services	-	1	-	(1)	-100%	-	-	-	-	-	-	12	8	27	4	48%	(15)	-56%	9	136%												
450001	Miscellaneous Copy Fees	-	-	-	-	0%	-	-	-	-	-	-	0	-	-	0	0%	0	0%	-	0%												
450002	Interest Income	0	0	0	(0)	-49%	(0)	-7%	-	-	(0)	-7%	5	3	5	2	48%	1	14%	4	136%												
Total Income		127	2,211	128	(2,084)	-94%	(1)	-1%			(1)	-1%	25,295	24,325	24,462	970	4%	833	3%	26,536	95%												
Expenses:										Expenses:										Expenses:										Expenses:			
Personnel:										Personnel:										Personnel:										Personnel:			
500010	Salary Base - Civilian	1,123	1,197	1,005	74	6%	(118)	-12%			(118)	-12%	12,726	13,168	10,779	442	3%	(1,948)	-18%	14,365	89%												
501070	Pension - Civilian	65	67	59	1	2%	(6)	-10%			(6)	-10%	732	732	653	(0)	0%	(79)	-12%	798	92%												
502010	FICA - Civilian	83	87	74	4	5%	(9)	-12%			(9)	-12%	920	957	791	37	4%	(130)	-16%	1,044	88%												
503010	Health Insurance - Active Civil	111	111	87	1	1%	(23)	-26%			(23)	-26%	962	1,226	902	264	22%	(60)	-7%	1,338	72%												
503015	Basic Life Ins - Active Civil	11	10	10	(1)	-5%	(1)	-10%			(1)	-10%	89	111	79	22	20%	(10)	-13%	121	74%												
503060	Long Term Disability - Civilian	-	-	-	-	0%	-	-			-	-	-	-	-	-	0%	-	0%	-	0%												
503090	Workers Comp - Civilian Adm	4	7	3	3	41%	(1)	-16%			(1)	-16%	45	72	41	27	38%	(3)	-8%	78	57%												
503100	Workers Comp - Civil Claims	-	-	-	-	-	-	-			-	-	0	-	-	(0)	0%	(0)	0%	-	0%												
504030	Unemployment Claims - Admin	-	-	-	-	-	-	-			-	-	-	-	-	-	0%	-	0%	-	0%												
504010	Pension - GASB 27 Accrual	-	-	0	-	-	0	100%			0	100%	-	-	0	-	0%	0	0%	-	0%												
504031	Unemployment Taxes - Admin	0	4	0	3	92%	0	41%			0	41%	39	40	28	1	3%	(11)	-38%	44	89%												
		1,396	1,482	1,239	86	6%	(157)	-13%			(157)	-13%	15,514	16,306	13,273	792	5%	(2,241)	-17%	17,789	87%												
Supplies:										Supplies:										Supplies:										Supplies:			
511010	Chemical Gases & Special Fluids	1	2	3	0	22%	1	50%			1	50%	18	18	12	1	4%	(5)	-45%	20	88%												
511040	Audio Visual Supplies	-	-	-	-	100%	-	-			-	-	-	-	-	-	0%	-	0%	-	0%												
511045	Computer Supplies	(0)	3	0	3	101%	0	113%			0	113%	8	36	14	28	78%	7	46%	39	20%												
511050	Paper & Printing Supplies	1	2	3	1	38%	2	62%			2	62%	21	23	23	2	7%	1	5%	25	85%												
511055	Publications & Printed Material	-	1	1	1	100%	1	100%			1	100%	6	13	8	7	57%	3	34%	14	39%												
511060	Postage	0	0	0	0	56%	0	19%			0	19%	0	1	1	1	62%	0	49%	1	35%												
511070	Miscellaneous Office Supplies	20	9	12	(11)	-118%	(8)	-70%			(8)	-70%	100	101	86	1	1%	(14)	-16%	111	91%												
511080	General Laboratory Supply	69	70	74	0	1%	5	7%			5	7%	670	769	991	98	13%	321	32%	839	80%												
511090	Medical & Surgical Supplies	-	0	-	0	100%	-	-			-	-	-	1	-	1	100%	-	0%	1	0%												
511095	Small Technical & Scientific Eq	3	1	-	(2)	-331%	(3)	-			(3)	-	5	7	8	2	31%	4	43%	8	64%												
511110	Fuel	-	0	-	0	100%	-	-			-	-	-	0	-	0	0%	-	0%	0	0%												
511120	Clothing	5	3	1	(2)	-81%	(4)	-261%			(4)	-261%	13	31	29	18	59%	16	55%	34	38%												
511125	Food/Event Supplies	0	3	0	2	96%	0	72%			0	72%	27	28	10	1	4%	(17)	-173%	30	88%												
511130	Weapons Munitions & Supplies	-	1	1	1	100%	1	100%			1	100%	5	8	4	4	45%	(1)	-15%	9	50%												
511145	Small Tools & Minor Equipment	0	2	0	2	100%	0	97%			0	97%	2	17	12	15	90%	10	85%	18	10%												
511150	Miscellaneous Parts & Supplies	1	1	0	1	46%	(0)	-148%			(0)	-148%	12	14	9	2	12%	(3)	-39%	15	81%												
		101	97	96	(4)	-4%	(4)	-5%			(4)	-5%	887	1,068	1,208	181	17%	321	27%	1,165	76%												

HOUSTON FORENSIC SCIENCE CENTER, INC.
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		Current Month (Preliminary)						YTD						FY19	
		FY19	FY19	FY18	Variance			FY19	FY19	FY18	Variance			FY19	% Year
		May 2019	Budget	May 2018	Budget - Actual	%	FY19 - FY18	%	July 1-May 31, 2019	Budget	July 1- May 31, 2018	Vs. Budget	%	Budget V3	Completed
Services:															
520100	Temporary Personnel Services	-	-	2	-		2	100%	2	-	19	(2)	0%	18	91%
520105	Accounting & Auditing Svcs	3	4	3	0	10%	0	1%	39	42	36	2	6%	(3)	-8%
520106	Architectural Svcs	-	4	-	4	100%	-		-	46	-	46	0%	-	0%
520107	Computer Info/Contracting Svcs	-	2	-	2	100%	-		5	18	0	13	71%	(5)	-48557%
520109	Medical Dental & Laboratory Ser	71	80	10	10	12%	(61)	-635%	732	884	90	152	17%	(642)	-715%
520110	Management Consulting Services	6	13	5	7	54%	(1)	-14%	136	138	283	2	1%	147	52%
520112	Banking Services	0	0	1	0	39%	0	60%	4	5	3	2	29%	(1)	-23%
520113	Photographic Services	-	0	-	0	100%	-		-	1	-	1	100%	-	0%
520114	Misc Support Serv Recruit Relo	2	10	10	8	78%	7	77%	27	108	103	81	75%	76	74%
520115	Real Estate Rental	50	93	84	43	46%	34	41%	1,017	1,018	895	1	0%	(122)	-14%
520118	Refuse Disposal	2	3	-	1	38%	(2)		30	34	2	4	12%	(28)	-1349%
520119	Computer Equip/Software Maint.	39	84	108	45	53%	69	64%	921	925	910	5	1%	(10)	-1%
520121	IT Application Services	36	8	10	(27)	-323%	(26)	-255%	90	93	110	3	3%	19	0%
520123	Vehicle & Motor Equip. Services	-	0	-	0	100%	-		-	3	-	3	100%	-	0%
520124	Other Equipment Services	5	22	48	17	76%	42	89%	223	247	319	25	10%	96	30%
520143	Credit/Bank Card Svcs	-	0	-	0	100%	-		-	0	0	0	100%	0	100%
520145	Criminal Intelligence Services	-	-	-	-		-		-	-	-	-	0%	-	0%
520520	Printing & Reproduction Serv.	-	1	-	1	100%	-		4	11	3	7	63%	(1)	-23%
520605	Public Information Svcs	-	2	5	2	100%	5	100%	6	17	14	11	66%	8	58%
520705	Insurance (Non-Medical)	10	10	8	0	0%	(2)	-23%	107	110	93	2	2%	(14)	-15%
520760	Contributions	-	-	-	-		-		-	-	-	-	0%	-	0%
520765	Membership & Prof. Fees	2	3	2	1	40%	1	30%	27	28	23	1	3%	(4)	-18%
520805	Education & Training	44	19	11	(25)	-133%	(33)	-290%	191	209	142	18	8%	(50)	-35%
520815	Tuition Reimbursement	2	4	14	2	51%	12	87%	16	43	43	27	63%	27	63%
520905	Travel - Training Related	3	16	15	13	80%	12	79%	130	179	158	50	28%	29	18%
520910	Travel - Non-training Related	5	3	2	(2)	-82%	(4)	-195%	29	32	13	3	10%	(16)	-124%
521405	Building Maintenance Services	0	2	11	2	86%	10	97%	14	23	45	9	39%	30	68%
521505	Utilities	0	0	0	0	24%	(0)	-7%	4	4	4	(0)	-5%	(0)	-1%
521605	Data Services	23	17	10	(6)	-38%	(13)	-127%	182	186	70	4	2%	(112)	-159%
521610	Voice Services, Equip & Labor	8	6	2	(2)	-37%	(6)	-260%	46	64	52	17	27%	6	11%
521705	Vehicle/Equipment Rental/Lease	-	0	-	0	100%	-		-	0	-	0	0%	-	0%
521725	Other Rental Fees	4	3	2	(1)	-17%	(1)	-62%	34	34	33	(0)	-1%	(1)	-3%
521730	Parking Space Rental	23	18	23	(4)	-24%	0	0%	195	202	158	7	4%	(37)	-23%
521905	Legal Services	0	4	-	4	93%	(0)		43	46	43	3	6%	(0)	0%
522205	Metro Commuter Passes	5	6	5	0	3%	(0)	-9%	57	62	55	5	7%	(2)	-4%
522305	Shipping and Freight	1	1	1	1	47%	1	41%	14	16	15	2	14%	2	11%
522430	Misc. Other Services & Chrgs	0	8	9	8	98%	9	98%	44	87	136	43	50%	92	68%
522720	Insurance - General & Professional	-	-	-	-		-		-	-	-	-	0%	-	0%
523100	Civilian Payroll	73	90	84	17	19%	12	14%	752	986	1,320	234	24%	568	43%
523200	Classified Payroll	49	63	93	14	22%	44	47%	486	693	1,285	207	30%	799	62%
523300	Supplies	-	1	-	1	100%	-		-	16	-	16	100%	-	0%
523400	Services	2	2	2	0	20%	(0)	-22%	14	26	24	12	45%	10	40%
523000	Sub-Contractor (COH-HPD) Total	124	156	179	33	21%	56	31%	1,253	1,721	2,629	468	27%	1,376	52%
	Total Services	469	603	581	134	22%	112	19%	5,622	6,636	6,501	1,014	15%	879	14%

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

		Current Month (Preliminary)						YTD						FY19	
		FY19	FY19	FY18	Variance			FY19	FY19	FY18	Variance			FY19	% Year
		May 2019	Budget	May 2018	Budget - Actual	%	FY19 - FY18	%	July 1-May 31, 2019	Budget	July 1- May 31, 2018	Vs. Budget	%	Budget V3	Completed
Non-Capital Expenditures															
551010	Furniture and Fixtures	(4)	8	3	12	146%	7	223%	83	93	33	10	11%	102	81%
551015	Computer Hardware/SW	14	13	47	(2)	-15%	33	69%	59	138	191	79	57%	150	39%
551025	Scientific/Foren Eqmt	-	1	2	1	100%	2	100%	3	14	14	11	78%	16	20%
Total Non-Capital Expenditures		11	22	52	12	53%	42	80%	145	245	237	101	41%	268	54%
Capital Expenditures															
170140	Improvements	-	-	-	-	-	-	-	(107)	-	-	107	0%	-	0%
170210	Furniture & Fixtures	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%
170230	Computer Hardware/SW	-	-	-	-	-	-	-	51	-	230	(51)	0%	-	0%
170240	Scientific/Foren Eqmt	-	38	60	38	100%	60	100%	(150)	413	187	563	136%	450	-33%
170270	500 Jefferson - Intangible	-	-	-	-	0%	-	0%	31,328	-	-	(31,328)	0%	-	0%
170980	Const in Progress	197	-	-	(197)	-	(197)	-	423	-	445	(423)	0%	-	0%
Total Capital Expenditures		197	38	60	(159)	-425%	(137)	-228%	31,544	413	862	(31,132)	-7547%	450	7010%
Total Expense and Capital Before Depreciation		2,173	2,243	2,029	69	3%	(144)	-7%	53,711	24,668	22,080	(29,044)	-118%	26,910	200%
561230	Depreciation	127	40	42	(87)	-219%	(85)	-201%	711	437	446	(274)	-63%	477	149%
570505	FA Gain/Loss	-	-	-	(91)	0%	-	-	74	-	-	(74)	0%	-	0%
531085	Interest Expense	91	-	-	-	-	-	-	181	-	-	(181)	0%	-	0%
610000	City of Houston Direct Overhead	122	122	122	-	0%	-	0%	1,338	1,338	1,338	-	0%	1,460	92%
Grant and Training Expense		-	-	-	-	-	-	-	-	-	-	-	0%	-	0%
Total Expense and Capital After Depreciation		2,513	2,404	2,193	(109)	-5%	(229)	-10%	56,017	26,443	23,864	(29,573)	-112%	28,847	194%
Net Ordinary Income less capital spending		(2,386)	(193)	(2,065)	(1,976)	1026%	(230)	11%	(30,722)	(2,119)	597	(28,603)	1350%	(2,311)	1329%

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

(in '000's)

	Preliminary As of 05/31/19	As of 03/31/19	As of 12/31/18	As of 09/30/18
ASSETS				
Cash and Cash Equivalents				
Bank of Texas-Operating	\$ 2,419	\$ 6,665	\$ 12,652	\$ 17,249
Total Current Assets	<u>2,419</u>	<u>6,665</u>	<u>12,652</u>	<u>17,249</u>
Accounts Receivable				
Accounts Receivable	495	127	16	27
Total Accounts Receivable	<u>495</u>	<u>127</u>	<u>16</u>	<u>27</u>
Capital Assets Net of Depreciation				
Capital Assets	37,762	38,188	6,218	6,194
Accumulated Depreciation	<u>(2,154)</u>	<u>(2,005)</u>	<u>(1,887)</u>	<u>(1,761)</u>
Total Net Capital Assets	<u>35,607</u>	<u>36,182</u>	<u>4,331</u>	<u>4,433</u>
Other Assets				
Prepaid - HR	(2)	2	0	(4)
Prepaid - Insurance	20	61	88	128
Prepaid - Service Agreements	160	131	226	292
Prepaid - Other	<u>2</u>	<u>136</u>	<u>61</u>	<u>86</u>
Total Other Assets	<u>180</u>	<u>330</u>	<u>375</u>	<u>502</u>
TOTAL ASSETS	<u>\$ 38,701</u>	<u>\$ 43,304</u>	<u>\$ 17,374</u>	<u>\$ 22,212</u>
LIABILITIES				
Accounts Payables	\$ 83	\$ (0)	\$ 147	\$ 87
Payroll Tax Liability	510	562	500	490
Other Liabilities, Including Fund 2213 Billing	188	63	260	313
500 Jefferson Lease Liability	32,030	32,024		
Deferred - Others	<u>6</u>	<u>6</u>	<u>248</u>	<u>6</u>
Total Liabilities	<u>32,817</u>	<u>32,656</u>	<u>1,155</u>	<u>897</u>
NET POSITION/FUND BALANCE				
Unrestricted/Unassigned	2,307	6,490	11,888	16,881
Temporarily Restricted - SAFE Funds				
Net Investment in Capital Assets	<u>3,577</u>	<u>4,158</u>	<u>4,331</u>	<u>4,433</u>
Total Net Position	<u>5,884</u>	<u>10,648</u>	<u>16,219</u>	<u>21,315</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 38,701</u>	<u>\$ 43,304</u>	<u>\$ 17,374</u>	<u>\$ 22,212</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:	(537,337)	435,495	101,842
Grant Balance:	203,663		
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:	(558,846)	468,072	90,774
Grant Balance:	308,909		
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:	(25,869)	23,600	2,269
Grant Balance:	33,131		
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			
Contact: Charles Heurich			
Award Number: 2014-DN-BX-0116			
	Award Bal.	Expenditure Reported	Current Receivable
Amount of Award:	1,530,927	-	-
Grant Inception to date:	(108,662)	2,008	106,654
Grant Balance:	1,422,265		
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
Status:	Amount Requested: 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 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.
Purpose:	
Collaboration:	Ohio University
Start and End Dates:	01/01/2019 - 12/31/2022
Contact:	Peter Harrington
Solicitation Number:	NIJ-2018-13900
Status:	Amount Requested: \$ 773,000 HFSC Requested \$ 355,322 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 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.
Purpose:	
Collaboration:	Texas Southern University/HFSC
Start and End Dates:	01/01/2019 - 12/31/2022
Contact:	Howard Henderson
Solicitation Number:	NIJ-2018-14220
Status:	Total Amount Requested: \$ 455,249.00 HFSC Requested Funds: \$ 112,357.00 Submitted

Awarding Agency: NIJ

Discipline: Latent Prints

Primary Recipient: RTI

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

HFSC fully intends to collaborate and provide the resources to assist RTI in creating and validating the fingerprint database.

Purpose: 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"

The Houston Forensic Science Center (HFSC) is pleased to offer our support to Texas Southern University with University of

Purpose: 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

HOUSTON FORENSIC SCIENCE CENTER, INC.

COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

FY19 Original Budget Reallocations V3

		FY19 Current Approved Budget	Adjustments to FY19 Budget V3		FY19 Proposed Budget
			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	14,322,877	42,586		14,365,463
501070	Pension - Civilian	796,183	1,972		798,156
502010	FICA - Civilian	1,041,159	3,174		1,044,333
503010	Health Insurance - Active Civil	1,337,063	800		1,337,863
503015	Basic Life Ins - Active Civil	120,530	136		120,666
503090	Workers Comp - Civilian Adm	78,010			78,010
504031	Unemployment Taxes - Admin	44,176	-		44,176
		17,739,998	48,669	-	17,788,667
Supplies:					
511010	Chemical Gases & Special Fluids	14,094		6,000	20,094
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		21,000	110,648
511080	General Laboratory Supply	838,590			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		16,000	30,337
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
		1,121,742	-	43,000	1,164,742

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY19 Original Budget Reallocations V3

		FY19 Current Approved Budget	Adjustments to FY19 Budget V3		FY19 Proposed Budget
			Grants	Non Grants	
Services:					
520105	Accounting & Auditing Svcs	35,505		10,000	45,505
520106	Architectural Svcs	50,000			50,000
520107	Computer Info/Contracting Svcs	19,907			19,907
520109	Medical Dental & Laboratory Ser	535,000	129,845	300,000	964,845
520110	Management Consulting Services	120,000		30,000	150,000
520112	Banking Services	5,970			5,970
520113	Photographic Services	643			643
520114	Misc Support Serv Recruit Relo	118,268			118,268
520115	Real Estate Rental	1,010,905		100,000	1,110,905
520118	Refuse Disposal	28,712		8,000	36,712
520119	Computer Equip/Software Maint.	759,555	-	250,000	1,009,555
520121	IT Application Services	101,512			101,512
520123	Vehicle & Motor Equip. Services	2,977			2,977
520124	Other Equipment Services	249,553		20,000	269,553
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		12,000	119,581
520765	Membership & Prof. Fees	25,097	100	5,000	30,197
520805	Education & Training	193,494	34,586		228,080
520815	Tuition Reimbursement	46,422			46,422
520905	Travel - Training Related	194,182	1,220		195,403
520910	Travel - Non-training Related	20,051		15,000	35,051
521405	Building Maintenance Services	25,437			25,437
521505	Utilities	3,979			3,979
521605	Data Services	203,072			203,072
521610	Voice Services, Equip & Labor	69,457			69,457
521705	Vehicle/Equipment Rental/Lease	463			463
521725	Other Rental Fees	32,157		5,000	37,157
521730	Parking Space Rental	210,544		10,000	220,544
521905	Legal Services	50,000			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)	2,577,353		(700,000)	1,877,353
Total Services		7,008,152	165,752	65,000	7,238,904
Total HFSC Services		4,430,799	165,752	765,000	5,361,551

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY19 Original Budget Reallocations V3

		FY19 Current Approved Budget	Adjustments to FY19 Budget V3		FY19 Proposed Budget
			Grants	Non Grants	
Non-Capital Expenditures					
551010	Furniture and Fixtures	100,000	66,930	(65,000)	101,930
551015	Computer Equipment	173,085		(23,000)	150,085
551025	Scientific/Medical Equipment	35,735		(20,000)	15,735
Total Non-Capital Expenditures		308,820	66,930	(108,000)	267,750
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		26,628,712	281,351	-	26,910,063
561230	Depreciation	477,202			477,202
669000	Reconciliation Discrepancies	-			-
Total Expense After Depreciation		27,105,914	281,351	-	27,387,265
Net Ordinary Income		(569,769)	(281,351)	-	(851,121)
Other Expense:		-			-
610000	City of Houston Direct Overhead	1,460,000			1,460,000
	Grant and Training Expense	519,445	(281,351)		238,094
		-			-
		(2,549,215)	-	-	(2,549,215)

Operations Report

June 14, 2019

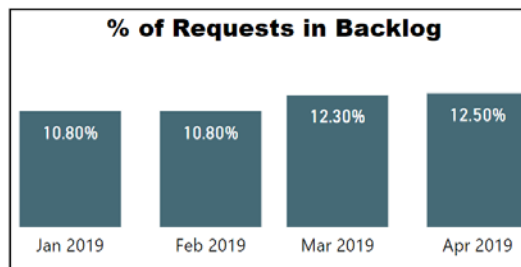
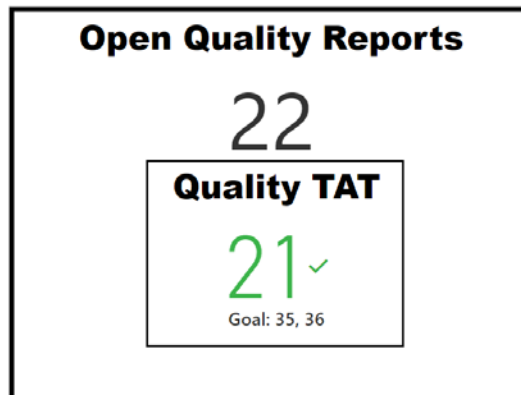


Highlights

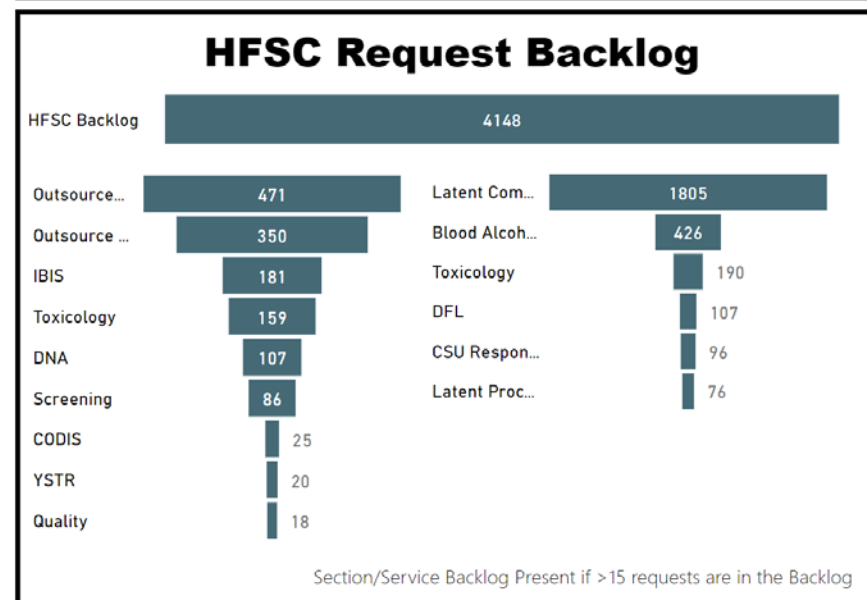
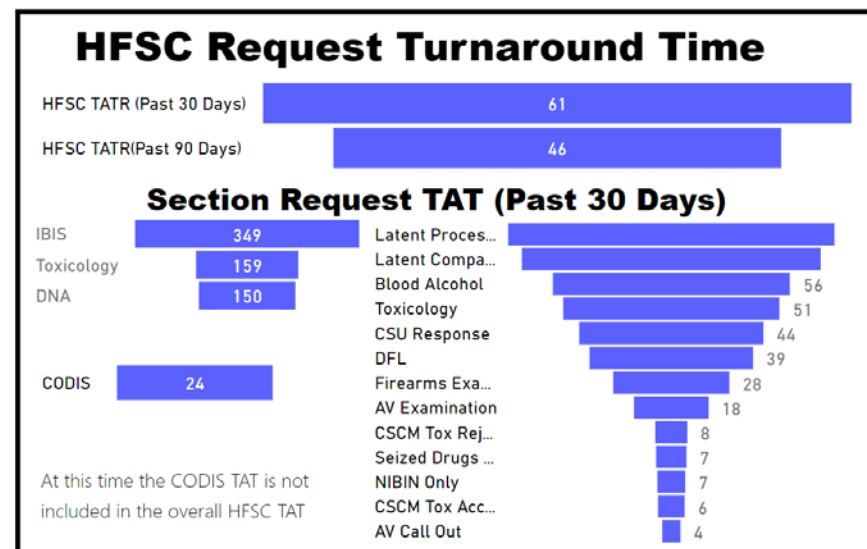
- Changes to operations report
- Forensic biology/DNA update: mixture software (STRMix) implementation and plan for cross-trained staff



April 2019 Company Overview

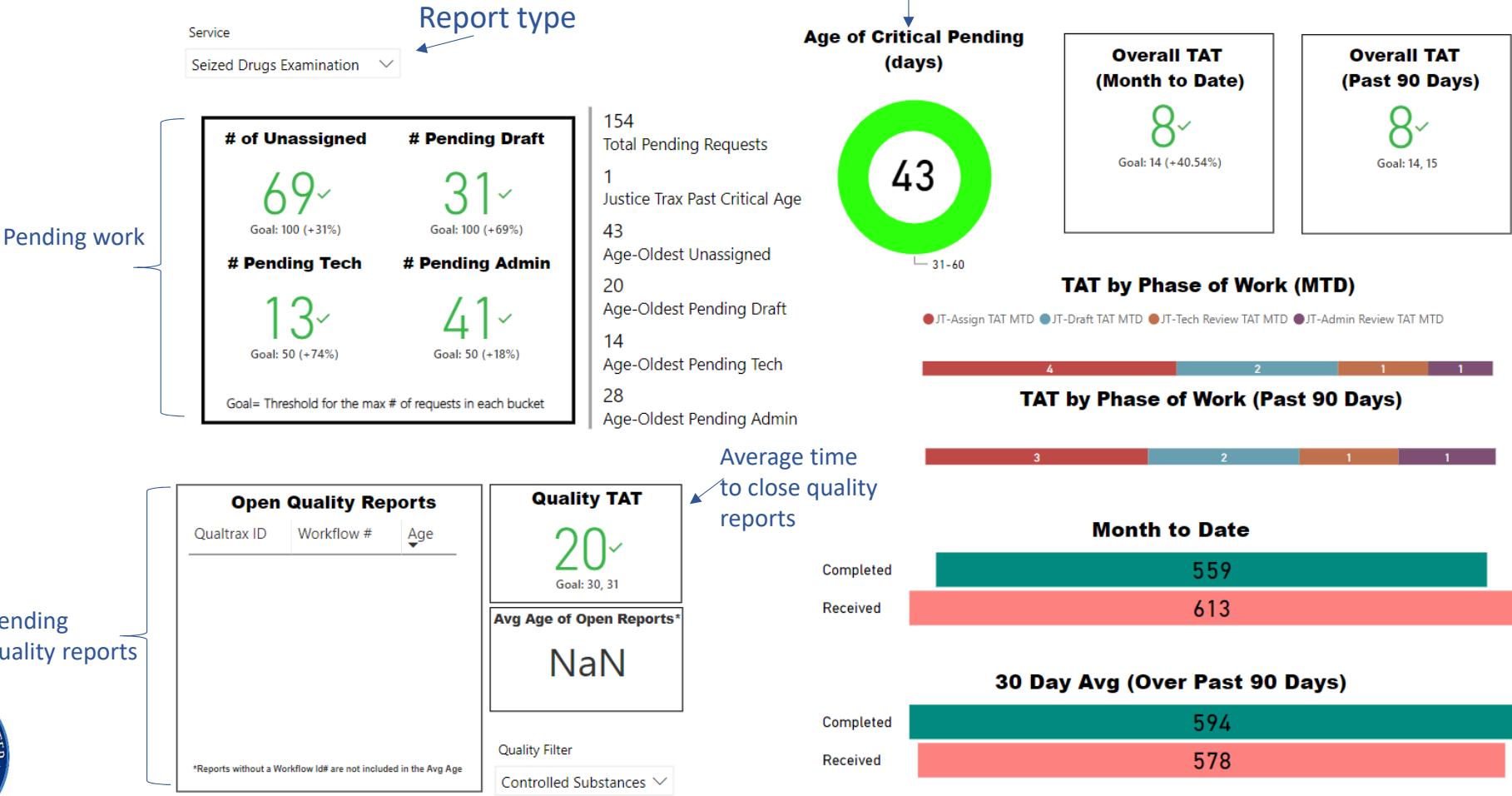


Data Captured on 4/30/2019



Key for Dashboard Section Pages

Center of ring=average age of backlog
Ring=breakdown of age for backlogged requests



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

Mixture interpretation software rollout

- HFSC is using STRmix for mixture interpretation
- Validation finalized by July 1
- Standard operating procedures to be approved by July 1
- Training, review and approval (3 months)
 - Required reading
 - Assessment questions
 - Practice
 - Competency
 - Oral exam



Mixture interpretation software rollout

- Who has to complete training? EVERYONE who does DNA interpretation (over ½ section)
 - Group 1: Manager, supervisors, CODIS administrator, assistant CODIS administrator, assistant technical lead, training coordinator, operations coordinator, DNA analysts
 - Group 2: DNA analyst trainees
 - 22 total staff
 - Technical lead, manager, quality director all must approve each staff member to begin using software
 - Target completion Sept. 30, 2019
 - DNA analyst training extended from July 31 to Oct. 31, 2019



Outsourcing extended

- Original plan: stop outsourcing in July, send partial shipment
- New plan:
 - Full shipment in July and August
 - August 6-October 4: in-house work resumes
 - Lab shuts down from October 7 to November 11 for facility move
 - outsource one month of sexual assault kits in October to offset lab shutdown
 - Grant will be modified to add \$155,000 to current outsourcing allocation bringing total to \$970,000



Forensic Biology Training

Evidence Processing Training Target completion July 31, 2019

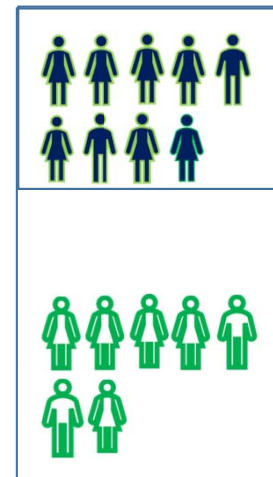


DNA Lab Processing Training Analysts completed training



Support staff member in training

DNA Report Writing Training Target completion July 31, 2019 (w/out STRmix)
Target completion October 31, 2019* with STRmix



Training on schedule



Delay in training schedule

Crime Scene and Multimedia

June 14, 2019



Crime Scene Unit

- Quality Director Lori Wilson will be embedded in CSU in the months leading up to her retirement
- CSU will focus in upcoming months on training:
 - Technical
 - Management
 - Quality



Detail data

(all HFSC Dashboard data collected on 5/31/19)



Service 

CSCM Tox Accession 

of Unassigned

3✓

Goal: 150 (+98%)

Pending Draft

0✓

Goal: 3 (+100%)

Pending Admin

49✓

Goal: 60 (+18.33%)

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

- 52 Total Pending Requests
- 1 Justice Trax Past Critical Age
- 2 Age-Oldest Unassigned
- 0 Age-Oldest Pending Draft
- 39 Age-Oldest Pending Tech
- 0 Age-Oldest Pending Admin

Age of Critical Pending (days)



Overall TAT (Month to Date)

6✓

Goal: 5, 10

Overall TAT (Past 90 Days)

10!

Goal: 5, 10

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports		
Qualtrax ID	Workflow #	Age
44215	2019-025	26
46177		1

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

Quality TAT


12✓

Goal: 30, 31

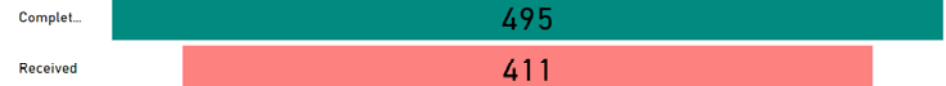
Avg Age of Open Reports*

26

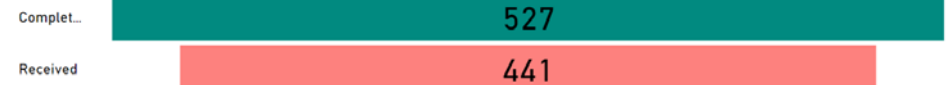
Quality Filter

Client Services/Case Manag... 

Month to Date



30 Day Avg (Over Past 90 Days)



Service

CSCM Tox Rejection

of Unassigned

0✓

Goal: 3 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Admin

1✓

Goal: 10 (+90%)

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

1
Total Pending Requests
0
Justice Trax Past Critical Age
0
Age-Oldest Unassigned
0
Age-Oldest Pending Draft
0
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin

Age of Critical Pending
(days)

N...

Overall TAT
(Month to Date)

8.

Goal: 5, 10

Overall TAT
(Past 90 Days)

5.

Goal: 5, 10

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
44215	2019-025	26
46177		1

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

Quality TAT

12✓

Goal: 30, 31

Avg Age of Open Reports*

26

Quality Filter

Client Services/Case Manag...

Month to Date

Completed

26

Received

18

30 Day Avg (Over Past 90 Days)

Completed

19

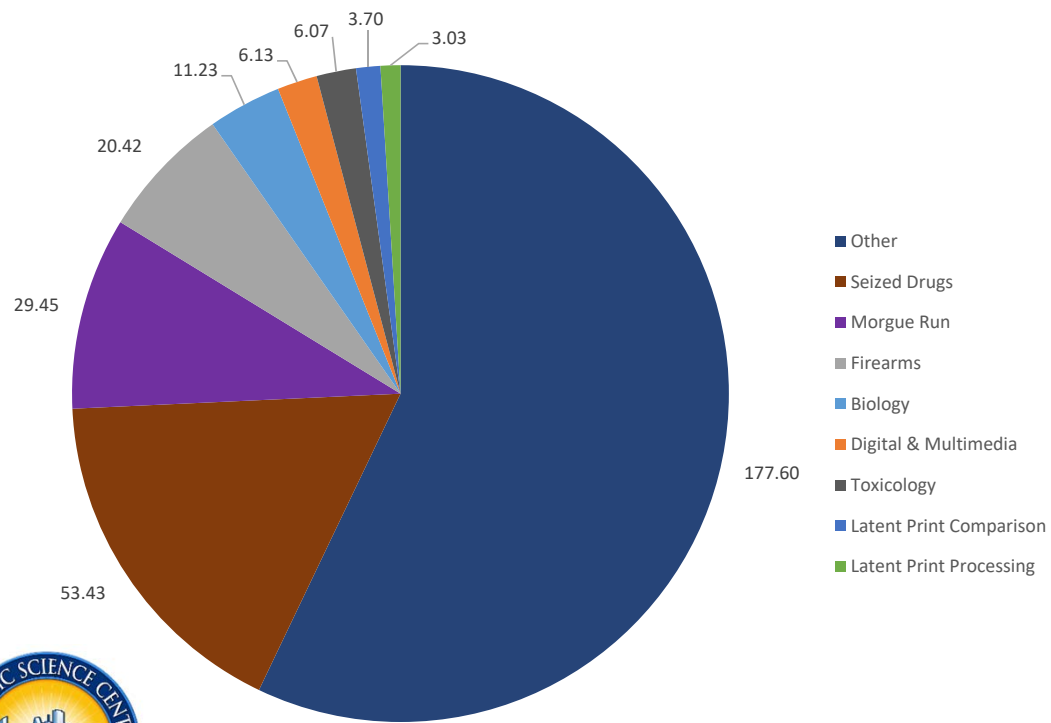
Received

17



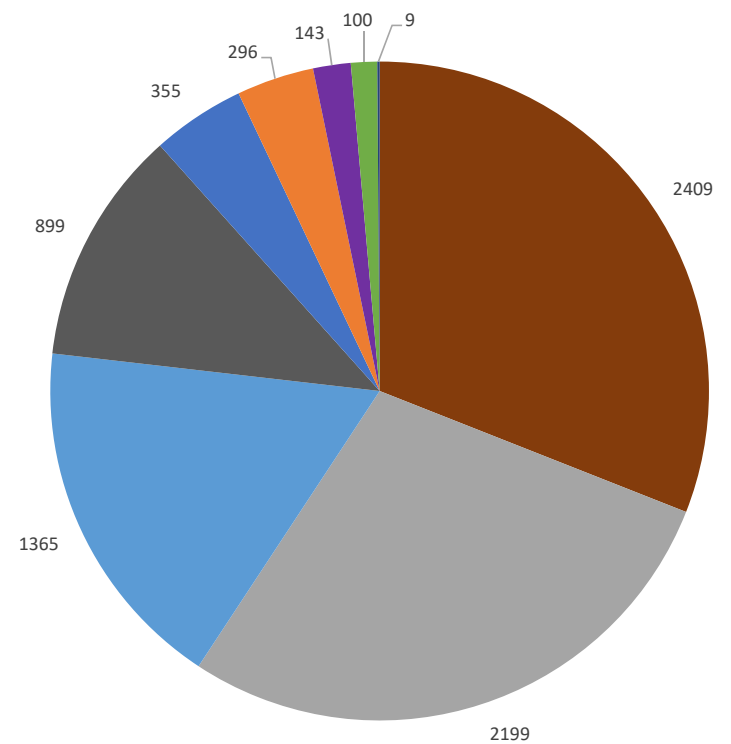
CS/CM – May

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



Evidence Handling

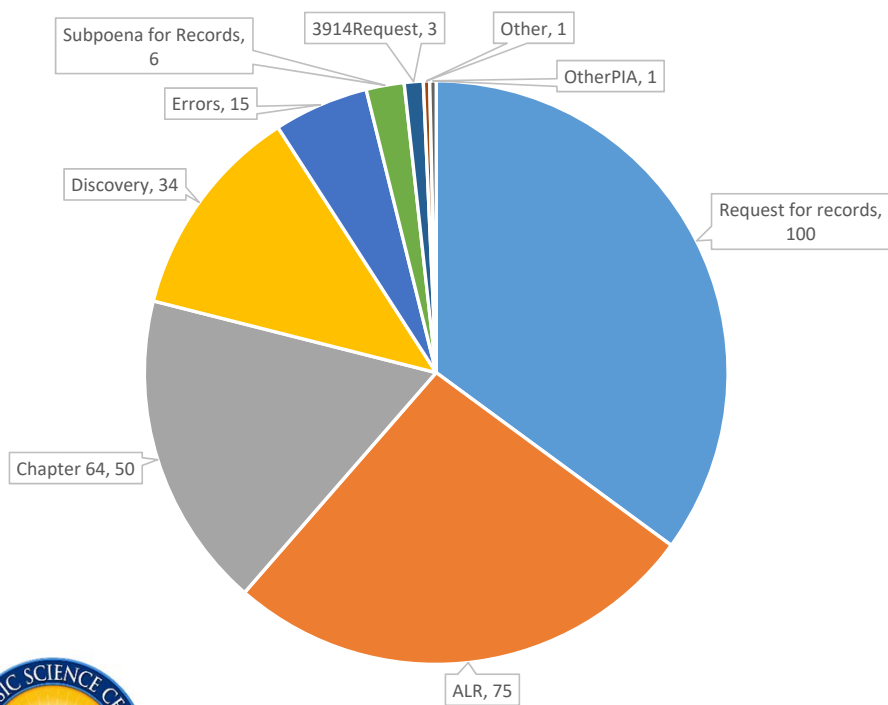
Total Items by Section



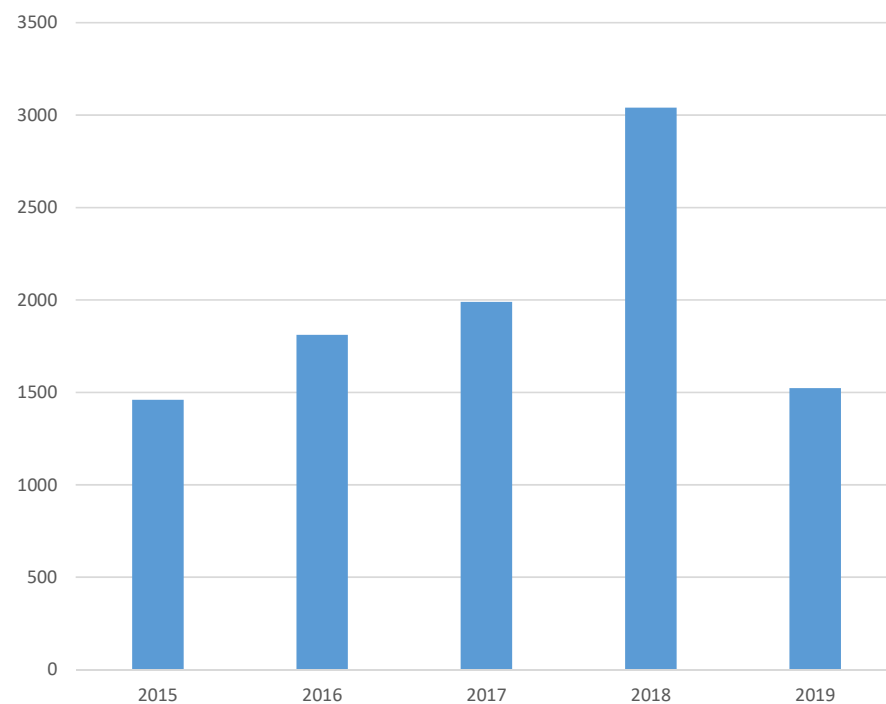
CS/CM – May

Administrative

Requests by Type

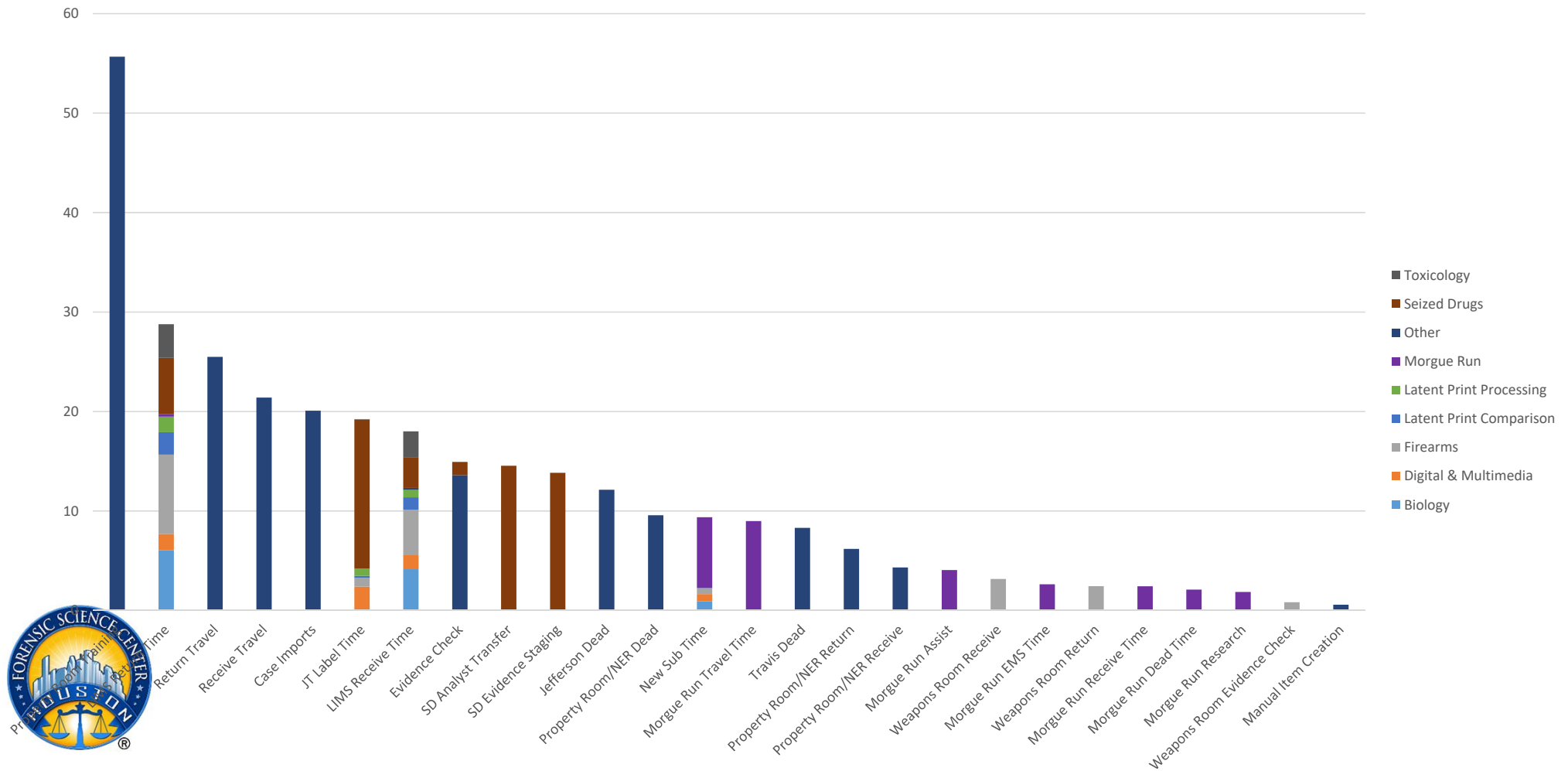


All Record Requests – 2015 to date



Time Categories - May

Evidence Handling



Service

Seized Drugs Examination

of Unassigned

96✓

Goal: 100 (+4%)

Pending Draft

15✓

Goal: 100 (+85%)

Pending Tech

12✓

Goal: 50 (+76%)

Pending Admin

5✓

Goal: 50 (+90%)

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

128

Total Pending Requests

2

Justice Trax Past Critical Age

45

Age-Oldest Unassigned

11

Age-Oldest Pending Draft

11

Age-Oldest Pending Tech

9

Age-Oldest Pending Admin

Age of Critical Pending
(days)



Overall TAT
(Month to Date)

7✓

Goal: 14, 15

Overall TAT
(Past 90 Days)

8✓

Goal: 14, 15

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID

Workflow #

Age

Quality TAT

8✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Controlled Substances

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



Month to Date

Completed

454

Received

484

30 Day Avg (Over Past 90 Days)

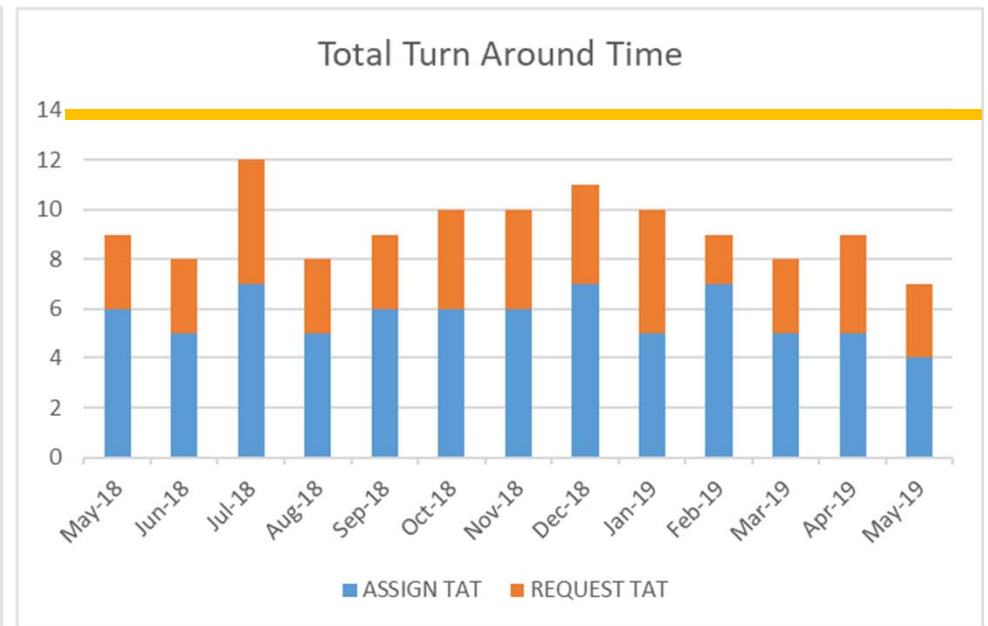
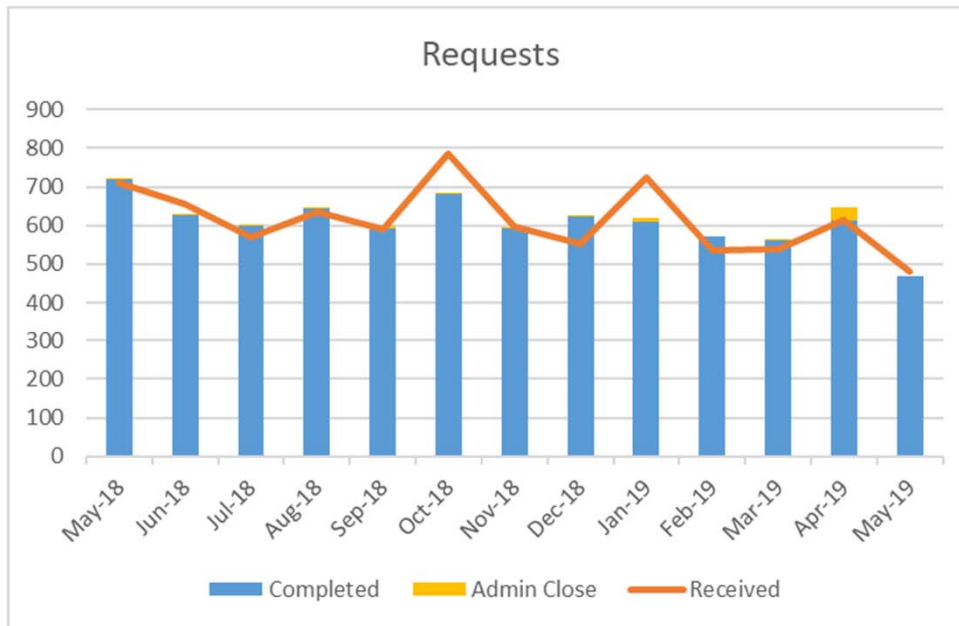
Completed

533

Received

543

Seized Drugs



❑ Orange bar indicates TAT target limit of 14 days.

Service

Blood Alcohol

of Unassigned

54!

Goal: 50 (-8%)

Pending Draft

615!

Goal: 120 (-412.5%)

Pending Tech

31✓

Goal: 90 (+65.56%)

Pending Admin

119!

Goal: 90 (-32.22%)

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

819

Total Pending Requests

426

Justice Trax Past Critical Age

95

Age-Oldest Unassigned

70

Age-Oldest Pending Draft

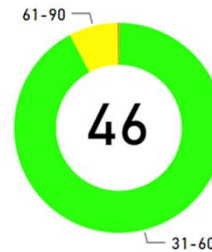
53

Age-Oldest Pending Tech

67

Age-Oldest Pending Admin

Age of Critical Pending (days)



Overall TAT (Month to Date)

56!

Goal: 30, 31

Overall TAT (Past 90 Days)

50!

Goal: 30, 31

TAT by Phase of Work (MTD)

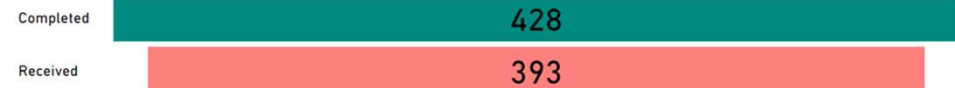
● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD



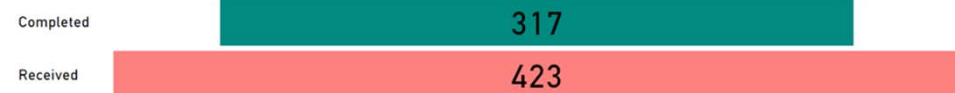
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
46208		1

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

Quality TAT

26✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Toxicology



Service

Toxicology

of Unassigned

6✓

Goal: 120 (+95%)

Pending Draft

257!

Goal: 30 (-756.67%)

Pending Tech

1✓

Goal: 30 (+96.67%)

Pending Admin

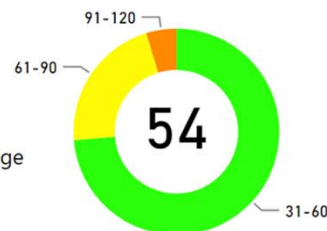
43!

Goal: 30 (-43.33%)

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

307
Total Pending Requests
190
Justice Trax Past Critical Age
21
Age-Oldest Unassigned
83
Age-Oldest Pending Draft
64
Age-Oldest Pending Tech
108
Age-Oldest Pending Admin

Age of Critical Pending (days)



Overall TAT (Month to Date)

51✓

Goal: 90, 91

Overall TAT (Past 90 Days)

43✓

Goal: 90, 91

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
46208		1

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

Quality TAT

26✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Toxicology

Month to Date

Completed

20

Received

122

30 Day Avg (Over Past 90 Days)

Completed

15

Received

108



Section

Toxicology

of Unassigned

159!

Goal: 120 (-32.5%)

Pending Draft

0✓

Goal: 30 (+100%)

Pending Tech

0✓

Goal: 30 (+100%)

Pending Admin

0✓

Goal: 30 (+100%)

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

159
Pending
159
Porter Lee Past Critical Age
203
Age-Oldest Unassigned PL
0
Age-Oldest Pending Draft PL
0
Age-Oldest Pending Tech PL
0
Age-Oldest Pending Admin PL

Age of Critical Pending
(days)



Overall TAT
(Month to Date)

159!

Goal: 90, 91

Overall TAT
(Past 90 Days)

153!

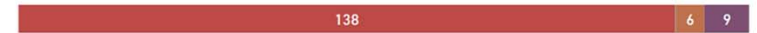
Goal: 90, 91

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID Workflow # Age

46208

1

Quality TAT

26✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Toxicology

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

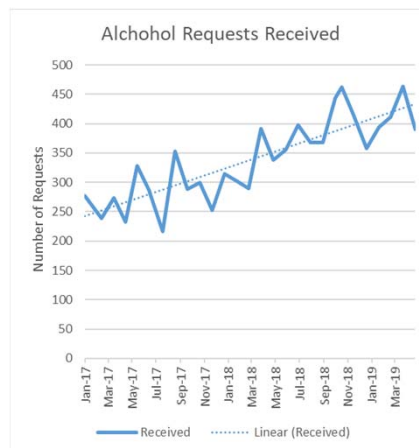
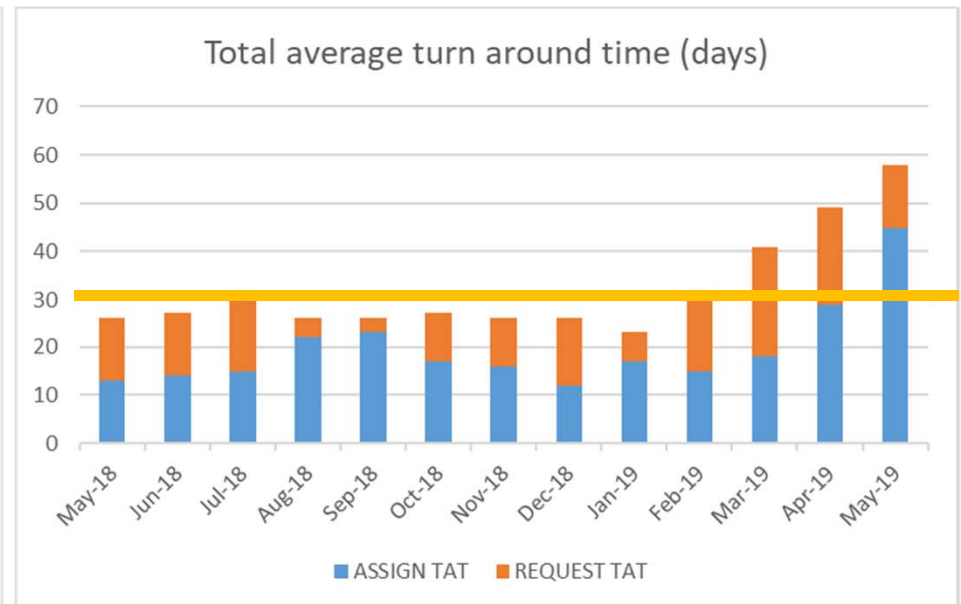
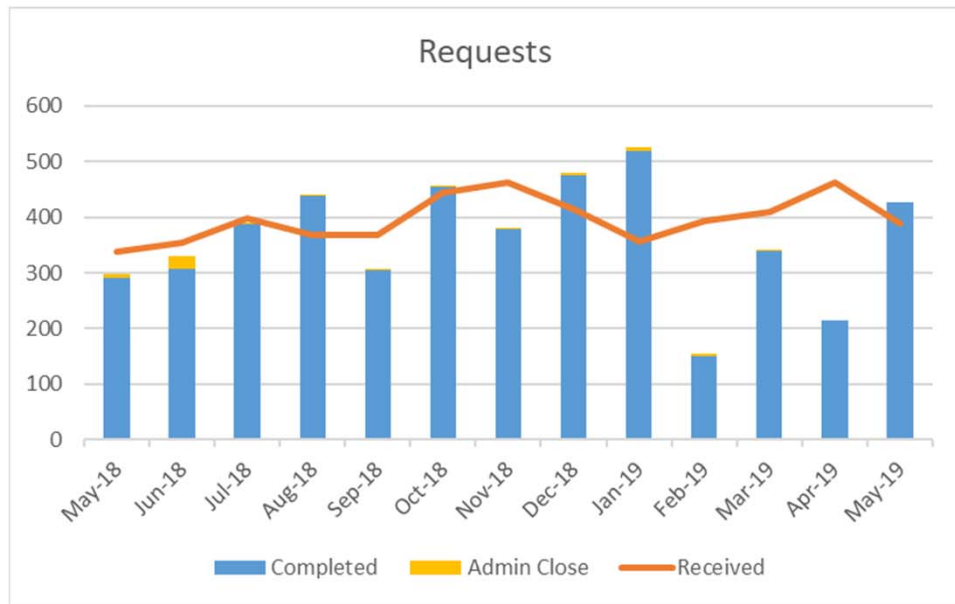
Month to Date



30 Day Avg (Over Past 90 Days)

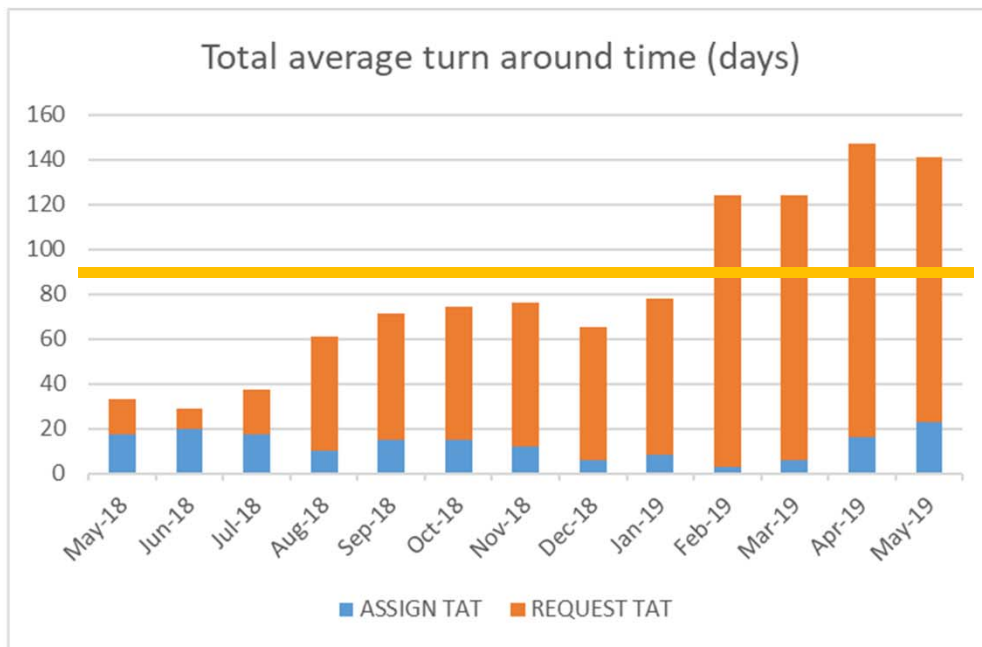
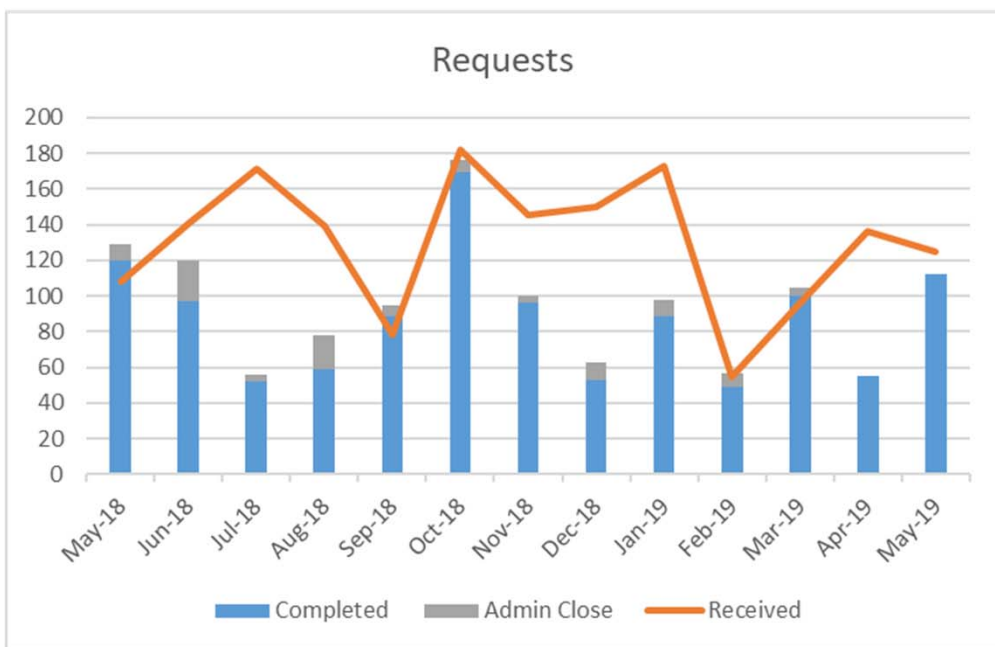


Toxicology: Alcohol



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.



Service

Firearms Examination

of Unassigned

12!

Goal: 10 (-20%)

Pending Draft

11✓

Goal: 14 (+21.43%)

Pending Tech

1✓

Goal: 9 (+88.89%)

Pending Admin

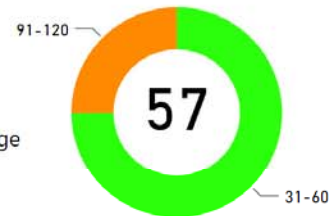
0✓

Goal: 5 (+100%)

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

23
Total Pending Requests
4
Justice Trax Past Critical Age
29
Age-Oldest Unassigned
99
Age-Oldest Pending Draft
50
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin

Age of Critical Pending (days)



Overall TAT (Month to Date)

28✓

Goal: 40, 41

Overall TAT (Past 90 Days)

29✓

Goal: 40, 41

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
28533	2018-057	219
34318	2018-082	175
43394	2019-024	38

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

Quality TAT

38!

Goal: 30, 31

Avg Age of Open Reports*

144

Quality Filter

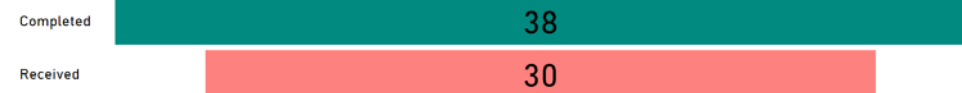
Firearms



Month to Date



30 Day Avg (Over Past 90 Days)



Current NIBIN Casework

Service
NIBIN Only

of Unassigned
38!
Goal: 20 (-90%)

Pending Draft
39!
Goal: 35 (-11.43%)

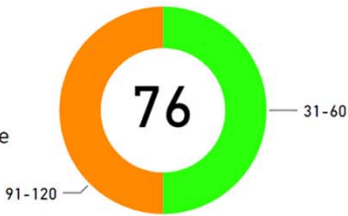
Pending Tech
4✓
Goal: 20 (+80%)

Pending Admin
7✓
Goal: 20 (+65%)

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

- 88 Total Pending Requests
- 2 Justice Trax Past Critical Age
- 32 Age-Oldest Unassigned
- 119 Age-Oldest Pending Draft
- 3 Age-Oldest Pending Tech
- 15 Age-Oldest Pending Admin

Age of Critical Pending (days)



Overall TAT (Month to Date)

7✓

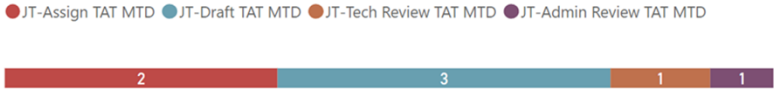
Goal: 7, 8

Overall TAT (Past 90 Days)

9!

Goal: 7, 8

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports		
Qualtrax ID	Workflow #	Age
28533	2018-057	219
34318	2018-082	175
43394	2019-024	38

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

Quality TAT

38!

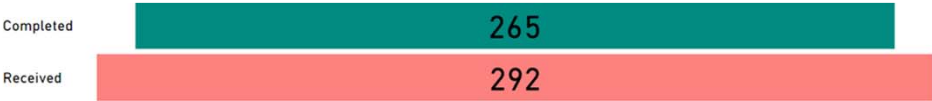
Goal: 30, 31

Avg Age of Open Reports*

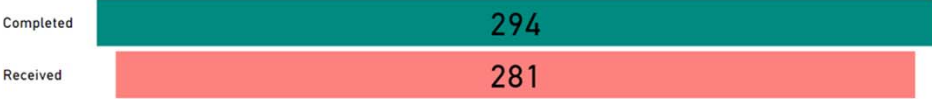
144

Quality Filter
Firearms

Month to Date



30 Day Avg (Over Past 90 Days)



Historical NIBIN

of Unassigned

117✓

Goal: 300 (+61%)

Pending Draft

15✓

Goal: 100 (+85%)

Pending Tech

45✓

Goal: 50 (+10%)

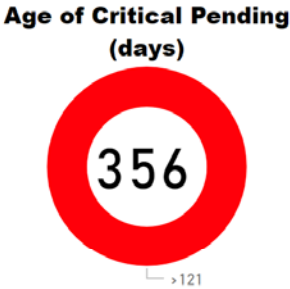
Pending Admin

4✓

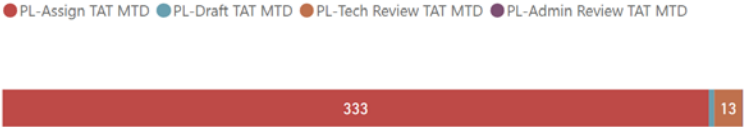
Goal: 50 (+92%)

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

- 181 Pending
- 181 Porter Lee Past Critical Age
- 385 Age-Oldest Unassigned PL
- 382 Age-Oldest Pending Draft PL
- 410 Age-Oldest Pending Tech PL
- 382 Age-Oldest Pending Admin PL



TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports		
Qualtrax ID	Workflow #	Age
28533	2018-057	219
34318	2018-082	175
43394	2019-024	38

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

Quality TAT

38!

Goal: 30, 31

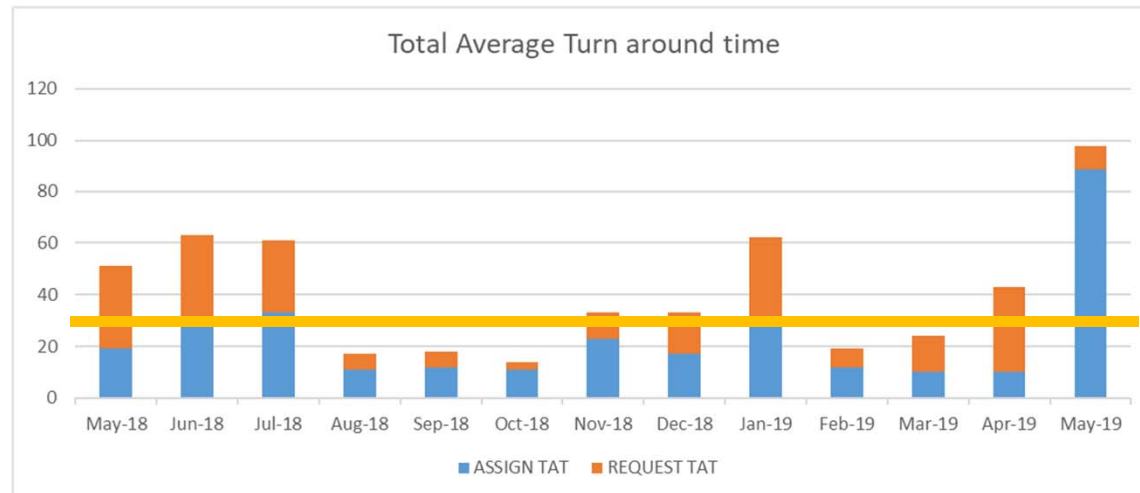
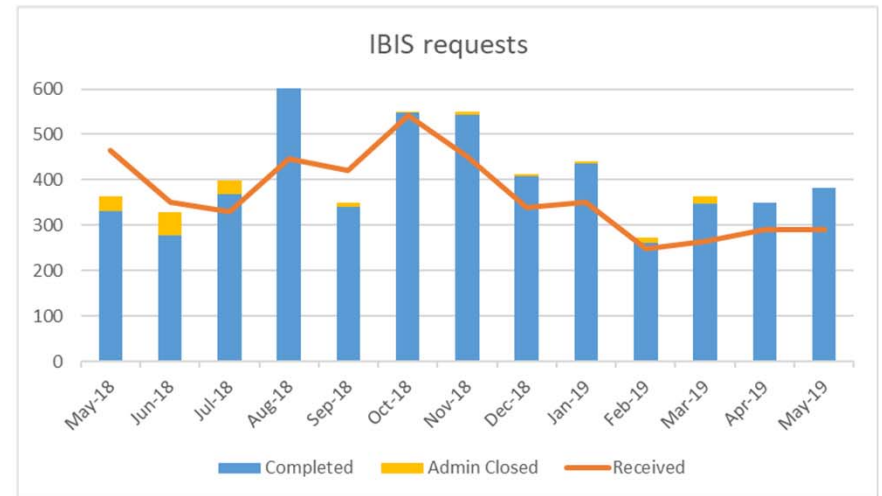
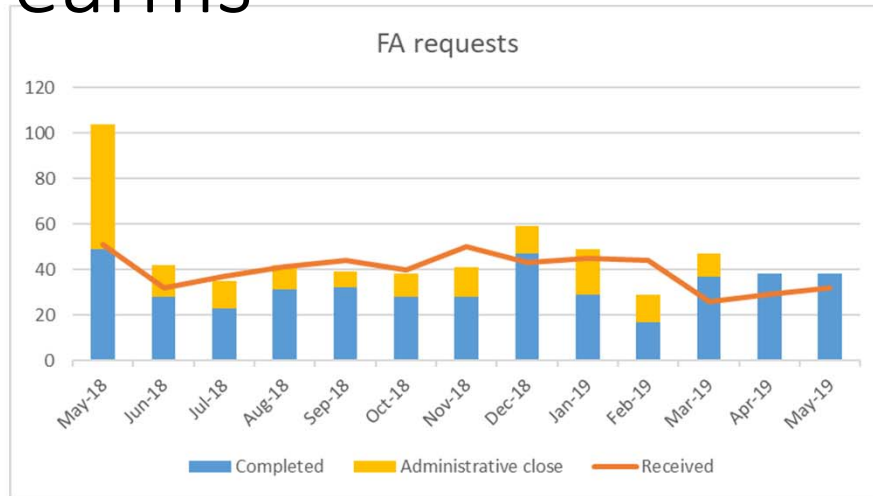
Avg Age of Open Reports*

144

Quality Filter
Firearms



Firearms



Requests Received after 2/1/2019 (to allow for targets on incoming requests vs historical backlog)

Service

Case Type

Latent Comparison

All

of Unassigned

410!

Goal: 230 (-78.26%)

Pending Draft

62!

Goal: 50 (-24%)

Pending Tech

11✓

Goal: 50 (+78%)

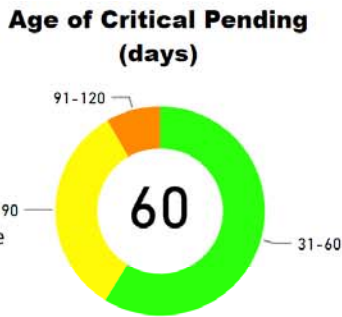
Pending Admin

0✓

Goal: 50 (+100%)

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

- 483 Total Pending Requests
- 274 Justice Trax Past Critical Age
- 107 Age-Oldest Unassigned
- 114 Age-Oldest Pending Draft
- 99 Age-Oldest Pending Tech
- 0 Age-Oldest Pending Admin



Overall TAT (Month to Date)

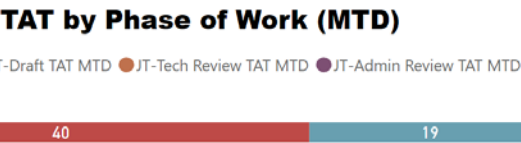
62!

Goal: 45, 46

Overall TAT (Past 90 Days)

48!

Goal: 45, 46



Open Quality Reports

Qualtrax ID	Workflow #	Age
41982	2019-017	56
44261	2019-026	25
44789	2019-028	19
45202		14
45463	2019-032	10
45547		8

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

Quality TAT

16✓

Goal: 40, 41

Avg Age of Open Reports*

28

Quality Filter

Latent Prints

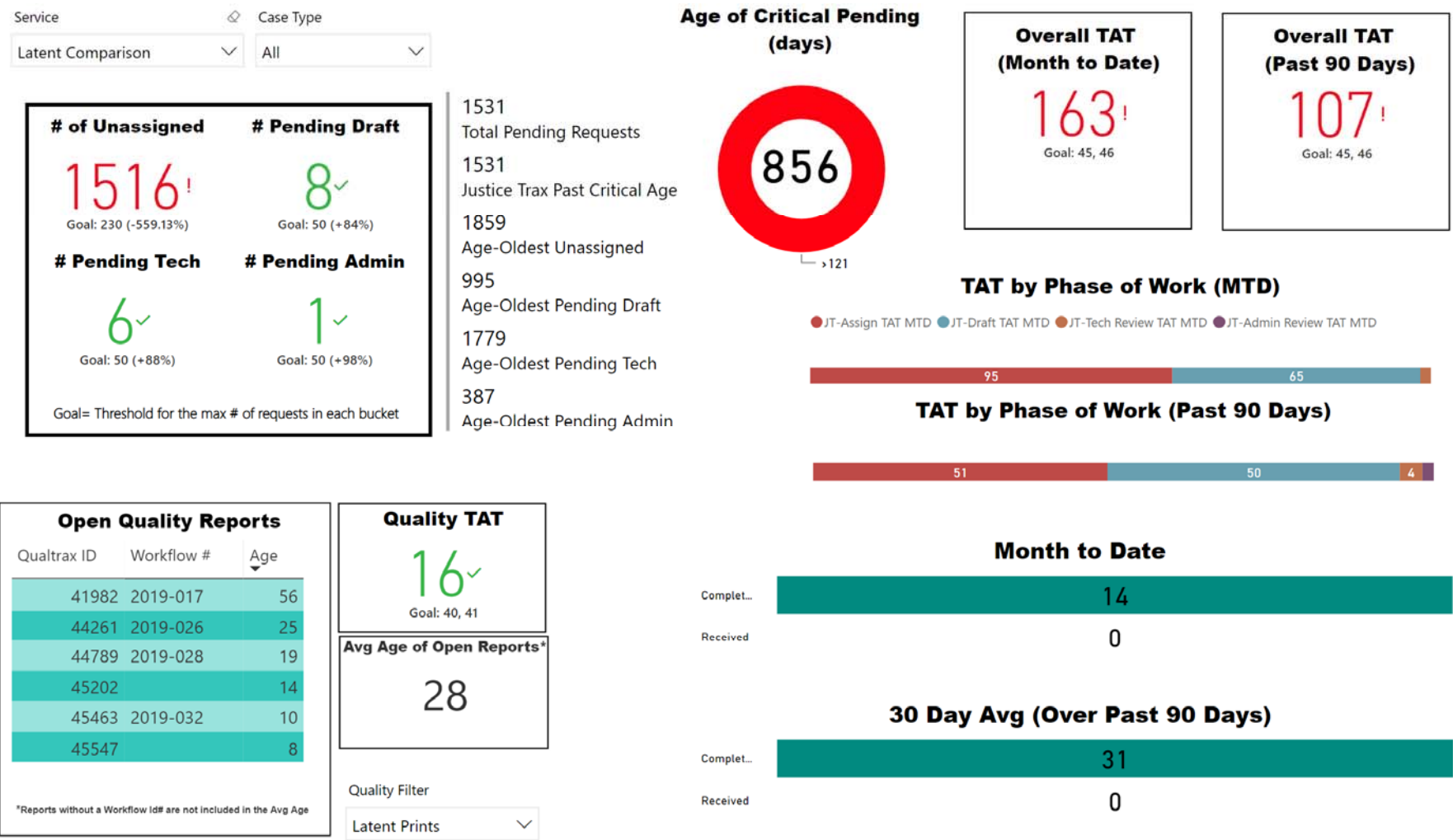
Month to Date

Status	Count
Completed	146
Received	227

30 Day Avg (Over Past 90 Days)

Status	Count
Completed	115
Received	210

Requests Received prior to 2/1/2019 (to allow for targets on incoming requests vs historical backlog)



Service

Latent Processing

of Unassigned

66!

Goal: 50 (-32%)

Pending Draft

28✓

Goal: 30 (+6.67%)

Pending Tech

14✓

Goal: 30 (+53.33%)

Pending Admin

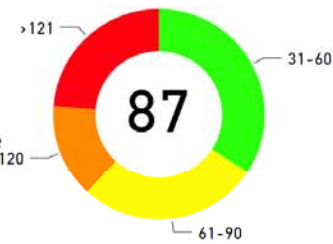
0✓

Goal: 30 (+100%)

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

108
Total Pending Requests
76
Justice Trax Past Critical Age
143
Age-Oldest Unassigned
392
Age-Oldest Pending Draft
285
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin

Age of Critical Pending (days)



Overall TAT (Month to Date)

78!

Goal: 30, 31

Overall TAT (Past 90 Days)

75!

Goal: 30, 31

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
45202		14
45547		8
41982	2019-017	56
44261	2019-026	25
44789	2019-028	19
45463	2019-032	10

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

Quality TAT

16✓

Goal: 40, 41

Avg Age of Open Reports*

28

Quality Filter

Latent Prints

Month to Date

Completed

41

Received

37

30 Day Avg (Over Past 90 Days)

Completed

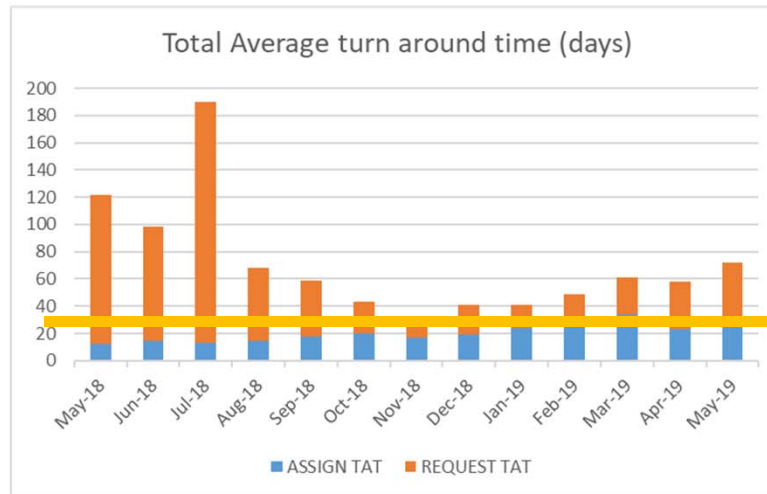
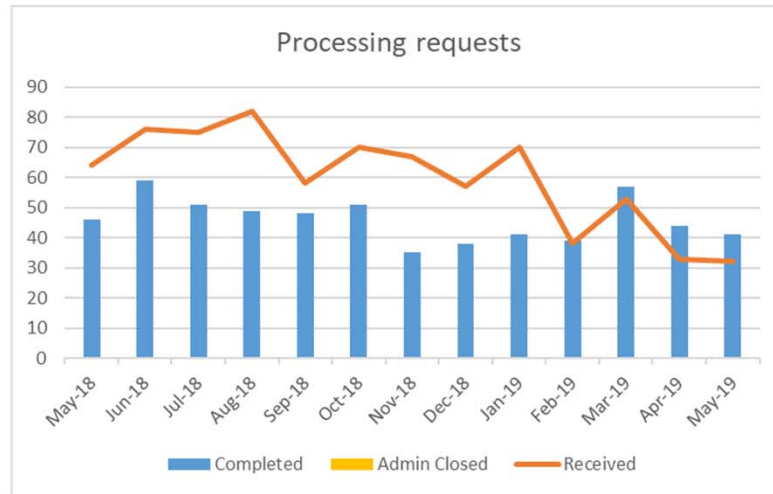
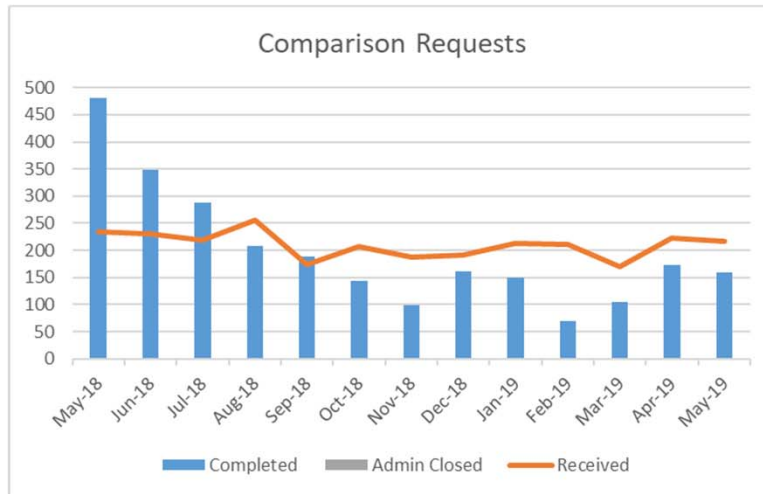
47

Received

42



Latents



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

Section: Request Type:

of Unassigned

0✓

Goal: 20 (+100%)

Pending Draft

114!

Goal: 24 (-375%)

Pending Tech

15✓

Goal: 24 (+37.5%)

Pending Admin

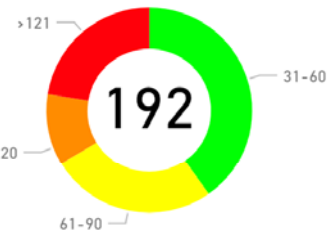
13✓

Goal: 20 (+35%)

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

144 Pending
 107 Porter Lee Past Critical Age
 0 Age-Oldest Unassigned PL
 779 Age-Oldest Pending Draft PL
 1842 Age-Oldest Pending Tech PL
 903 Age-Oldest Pending Admin PL

Age of Critical Pending (days)



Overall TAT (Month to Date)

150!

Goal: 30, 31

Overall TAT (Past 90 Days)

155!

Goal: 30, 31

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	188
34624	2018-094	170
39886	2019-007	82
42893	2019-023	44
45353	2019-029	12
45346	2019-031	12

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

Quality TAT

36✓

Goal: 40, 41

Avg Age of Open Reports*

85

Quality Filter

Biology/DNA





Section: DNA
Request Type: SAK

of Unassigned
0✓
Goal: 20 (+100%)

Pending Draft
14✓
Goal: 24 (+41.67%)

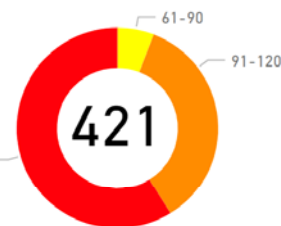
Pending Tech
3✓
Goal: 24 (+87.5%)

Pending Admin
1✓
Goal: 20 (+95%)

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

- 18 Pending
- 17 Porter Lee Past Critical Age
- 0 Age-Oldest Unassigned PL
- 779 Age-Oldest Pending Draft PL
- 742 Age-Oldest Pending Tech PL
- 756 Age-Oldest Pending Admin PL

Age of Critical Pending (days)



Overall TAT (Month to Date)
505!
Goal: 30, 31

Overall TAT (Past 90 Days)
276!
Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	188
34624	2018-094	170
39886	2019-007	82
42893	2019-023	44
45353	2019-029	12
45346	2019-031	12

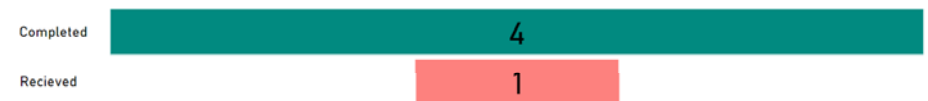
*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT
36✓
Goal: 40, 41

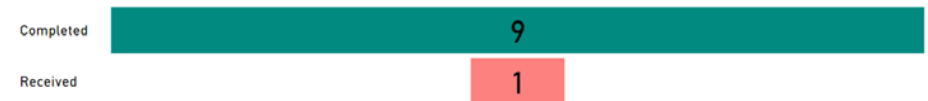
Avg Age of Open Reports*
85

Quality Filter: Biology/DNA

Month to Date



30 Day Avg (Over Past 90 Days)





Section
Screening

Request Type
All

of Unassigned
4✓
Goal: 10 (+60%)

Pending Draft
145!
Goal: 14 (-935.71%)

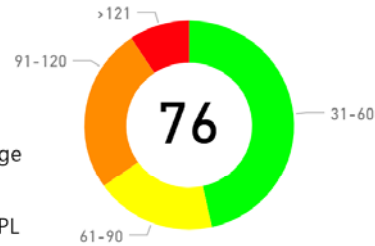
Pending Tech
9✓
Goal: 16 (+43.75%)

Pending Admin
3✓
Goal: 12 (+75%)

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

- 161 Pending
- 86 Porter Lee Past Critical Age
- 39 Age-Oldest Unassigned PL
- 225 Age-Oldest Pending Draft PL
- 207 Age-Oldest Pending Tech PL
- 93 Age-Oldest Pending Admin PL

Age of Critical Pending (days)



Overall TAT (Month to Date)

92!
Goal: 10, 11

Overall TAT (Past 90 Days)

82!
Goal: 10, 11

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports		
Qualtrax ID	Workflow #	Age
33435	2018-085	188
34624	2018-094	170
39886	2019-007	82
42893	2019-023	44
45353	2019-029	12
45346	2019-031	12

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

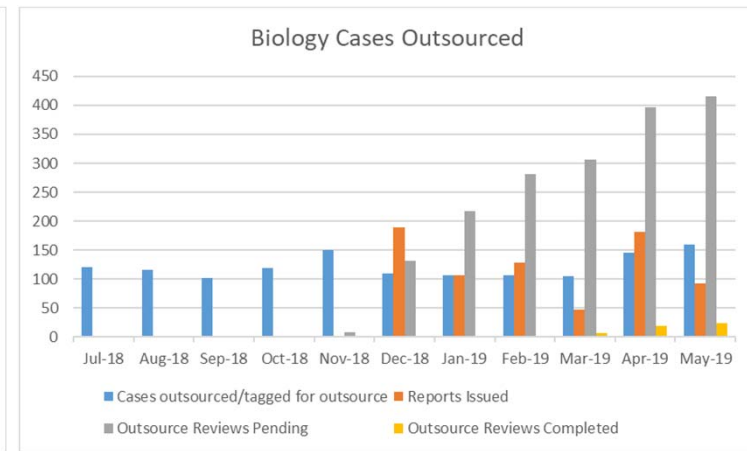
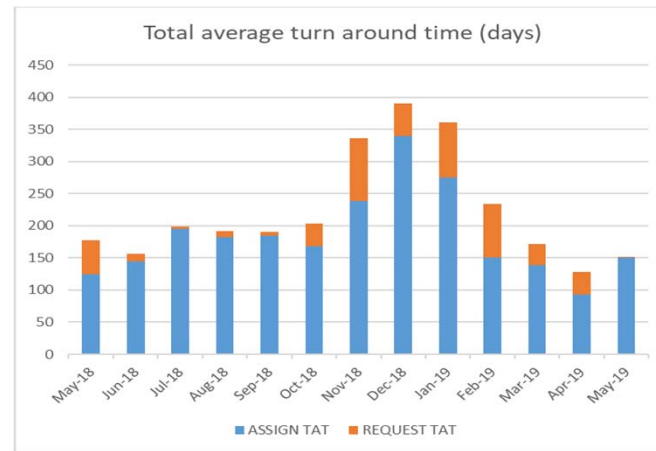
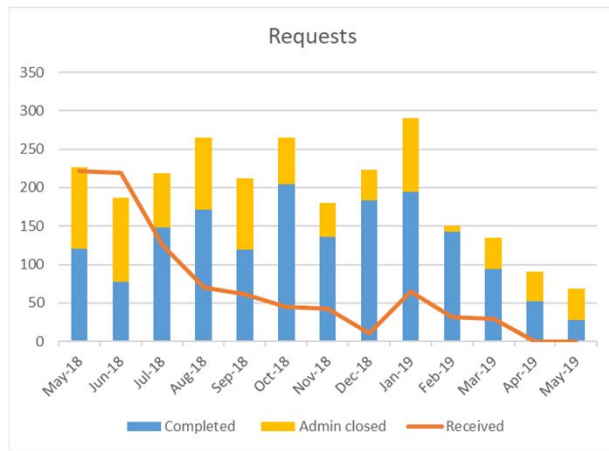
Quality TAT
36✓
Goal: 40, 41

Avg Age of Open Reports*
85

Quality Filter
Biology/DNA

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-Outsourcing

Total Cases Shipped	Cases Returned	Cases Reviewed
1224	784	49

SAKs shipped: 828

SAKs completed: 467

Non-SAKs shipped: 396

Non-SAKs completed: 317

Critical issues

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

- Original project timeline: August 2018 to September 2019
- Ahead of schedule on internal backlog
- 415 outsourced cases pending
- Next focus: STRmix training and outsource reviews





Section

CODIS

of Unassigned

94✓

Goal: 100 (+6%)

Pending Draft

78!

Goal: 20 (-290%)

Pending Tech

4✓

Goal: 15 (+73.33%)

Pending Admin

0✓

Goal: 0

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

176
Pending

25

Porter Lee Past Critical Age

59

Age-Oldest Unassigned PL

35

Age-Oldest Pending Draft PL

31

Age-Oldest Pending Tech PL

0

Age-Oldest Pending Admin PL

Age of Critical Pending
(days)



Overall TAT
(Month to Date)

24✓

Goal: 30, 31

Overall TAT
(Past 90 Days)

18✓

Goal: 30, 31

TAT by Phase of Work (MTD)

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

17

TAT by Phase of Work (Past 90 Days)

12

Month to Date

Comple...

112

Received

181

30 Day Avg (Over Past 90 Days)

Comple...

159

Received

178

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	188
34624	2018-094	170
39886	2019-007	82
42893	2019-023	44
45353	2019-029	12
45346	2019-031	12

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

Quality TAT

36✓

Goal: 40, 41

Avg Age of Open Reports*

85

Quality Filter

Biology/DNA

Service

AV Call Out

of Unassigned

0✓

Goal: 15 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Tech

1✓

Goal: 5 (+80%)

Pending Admin

0✓

Goal: 5 (+100%)

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

1
Total Pending Requests
0
Justice Trax Past Critical Age
0
Age-Oldest Unassigned
0
Age-Oldest Pending Draft
2
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin

Age of Critical Pending
(days)

N...

Overall TAT
(Month to Date)

4✓

Goal: 5, 6

Overall TAT
(Past 90 Days)

3✓

Goal: 5, 6

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID Workflow # Age

Quality TAT

17✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Audio/Video

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



Service

AV Examination

of Unassigned

1✓

Goal: 15 (+93.33%)

Pending Draft

1✓

Goal: 5 (+80%)

Pending Tech

3✓

Goal: 5 (+40%)

Pending Admin

2✓

Goal: 5 (+60%)

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

7
Total Pending Requests
1
Justice Trax Past Critical Age
2
Age-Oldest Unassigned
15
Age-Oldest Pending Draft
179
Age-Oldest Pending Tech
16
Age-Oldest Pending Admin

Age of Critical Pending
(days)



Overall TAT
(Month to Date)

18✓

Goal: 45, 46

Overall TAT
(Past 90 Days)

19✓

Goal: 45, 46

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID Workflow # Age

Quality TAT

17✓

Goal: 30, 31

Avg Age of Open Reports*


NaN


Quality Filter

Audio/Video

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



Service 

DFL 

# of Unassigned <div>153!</div> <p>Goal: 50 (-206%)</p>	# Pending Draft <div>6!</div> <p>Goal: 5 (-20%)</p>
# Pending Tech <div>0✓</div> <p>Goal: 5 (+100%)</p>	# Pending Admin <div>1✓</div> <p>Goal: 5 (+80%)</p>

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

160
Total Pending Requests

107
Justice Trax Past Critical Age

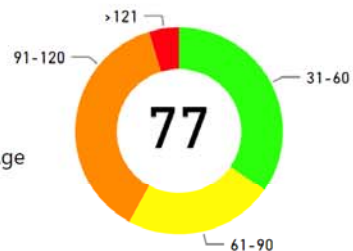
136
Age-Oldest Unassigned

106
Age-Oldest Pending Draft

0
Age-Oldest Pending Tech

10
Age-Oldest Pending Admin

Age of Critical Pending (days)



Overall TAT (Month to Date)

39✓

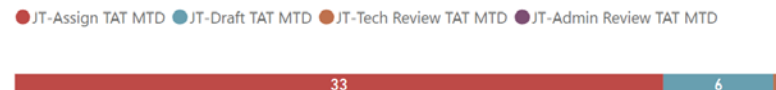
Goal: 45, 46

Overall TAT (Past 90 Days)

34✓

Goal: 45, 46

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID Workflow # Age

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

Quality TAT

10✓

Goal: 30, 31

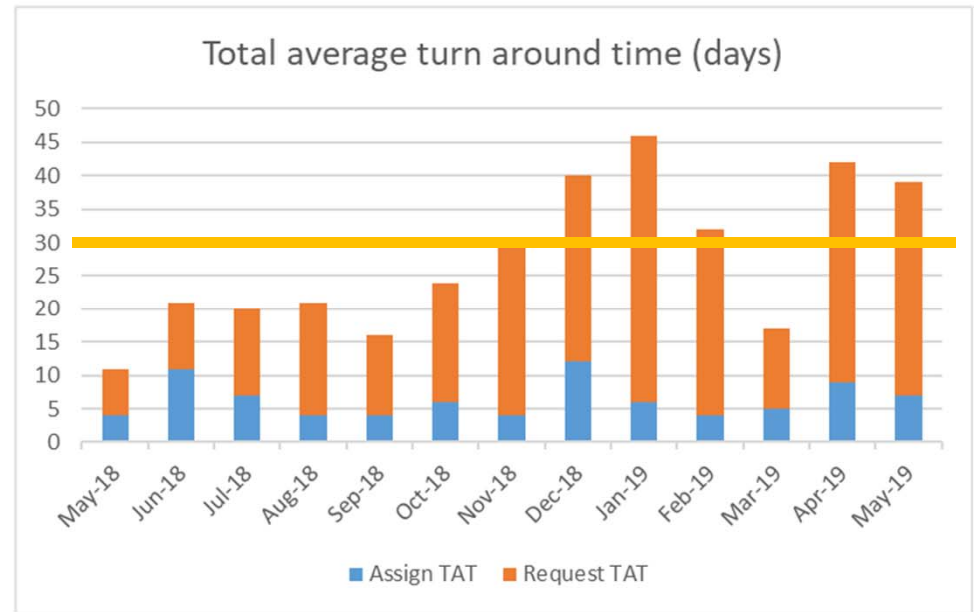
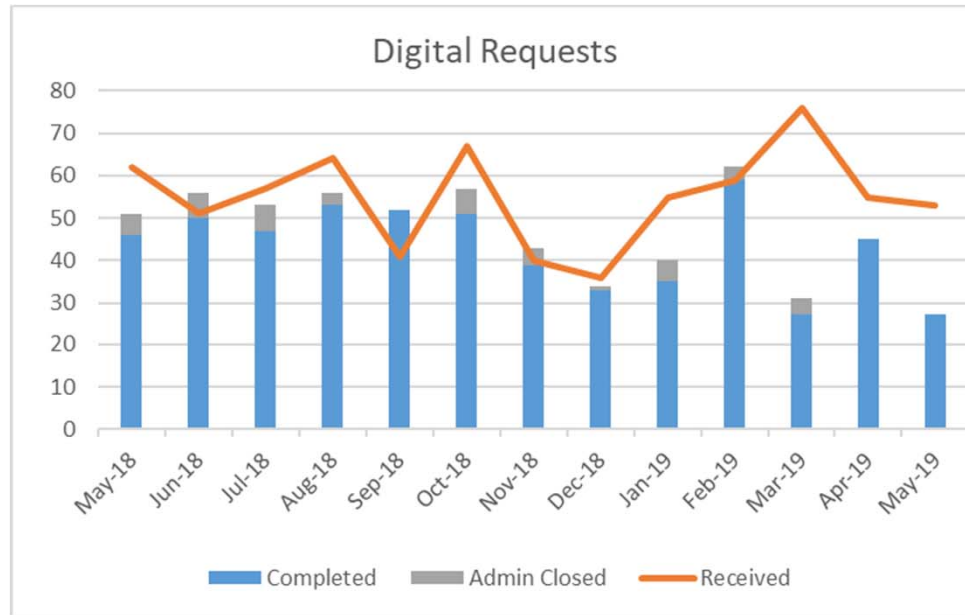
Avg Age of Open Reports*

NaN

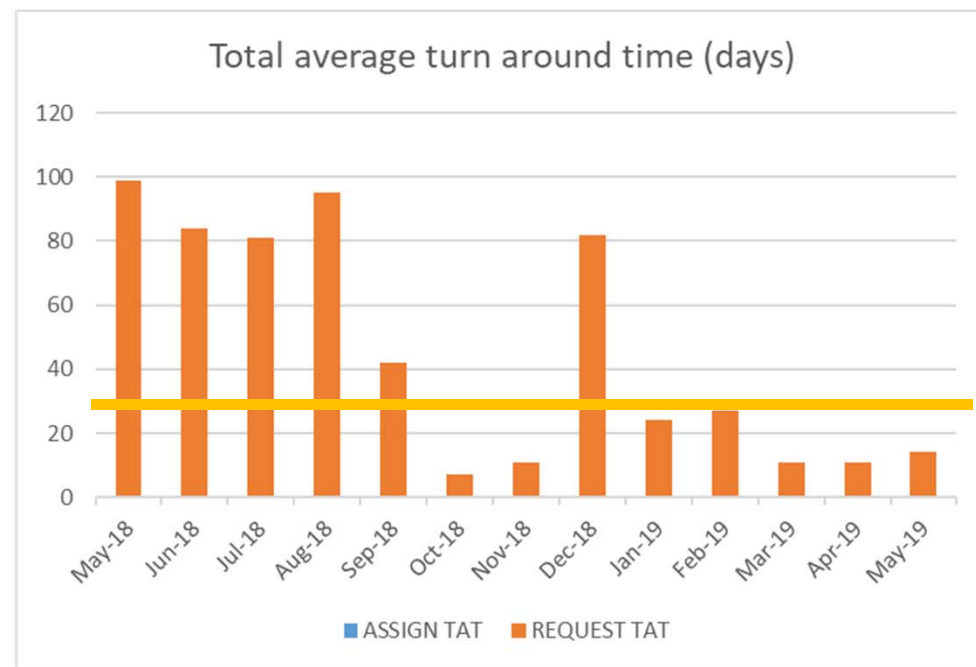
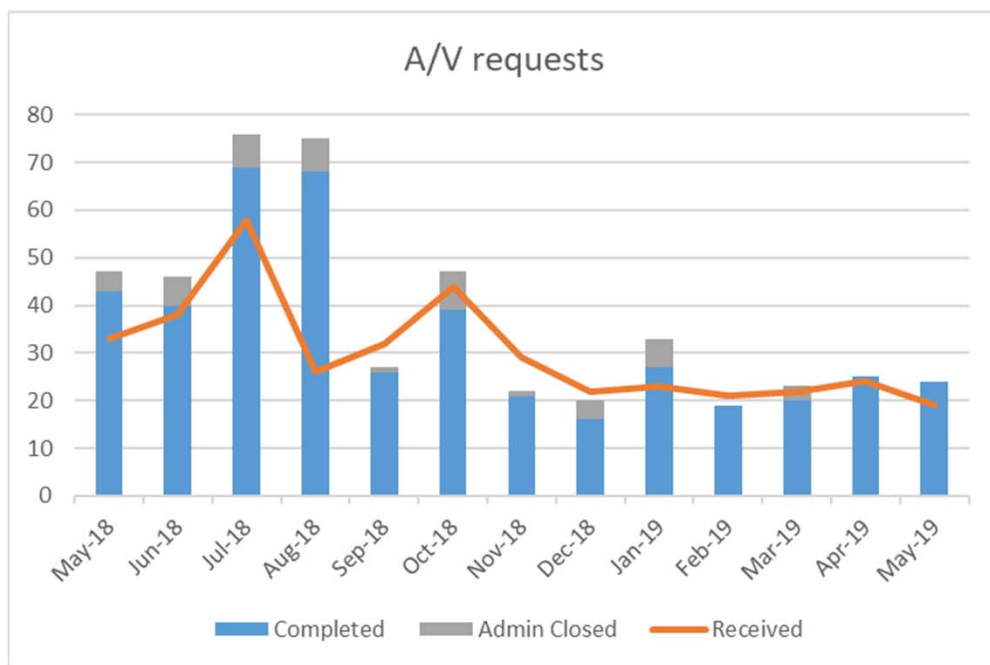
Quality Filter

Digital Forensics 

DME -- Digital



DME -- A/V

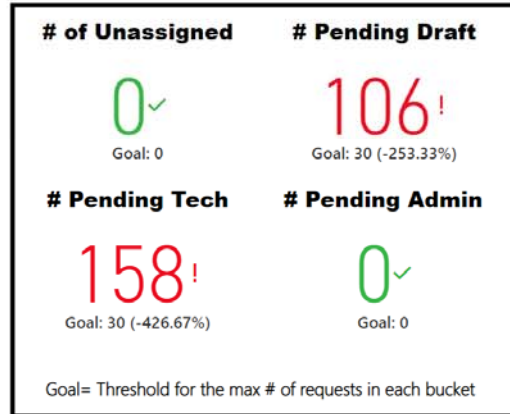


Starting December 2017: A/V and A/V call out metrics reported together



Service

CSU Response



259
Total Pending Requests

96
Justice Trax Past Critical Age

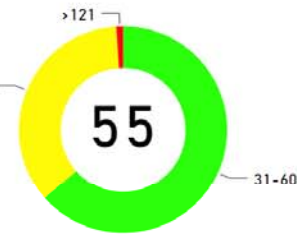
0
Age-Oldest Unassigned

132
Age-Oldest Pending Draft

132
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin

Age of Critical Pending (days)



Overall TAT (Month to Date)

44!

Goal: 30, 31

Overall TAT (Past 90 Days)

34!

Goal: 30, 31

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
44840		18
26827	2018-IA-41	236
45841	2019-033	5

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

Quality TAT

77!

Goal: 30, 31

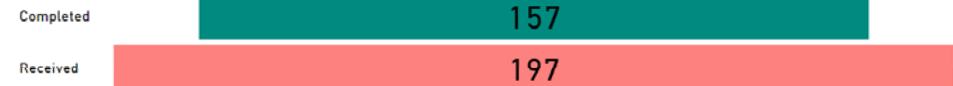
Avg Age of Open Reports*

121

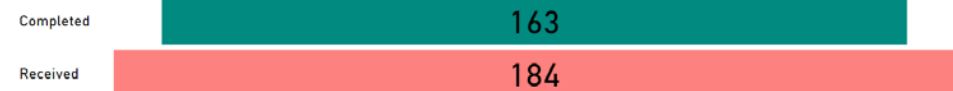
Quality Filter

Crime Scene

Month to Date



30 Day Avg (Over Past 90 Days)



CSU

Call outs

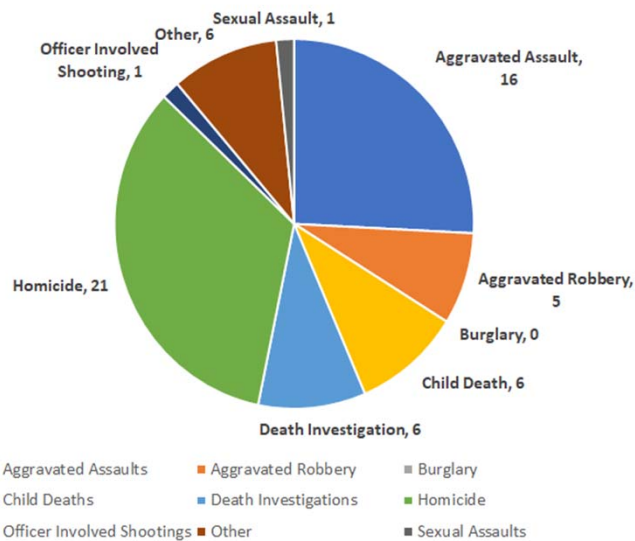
62

Critical issues

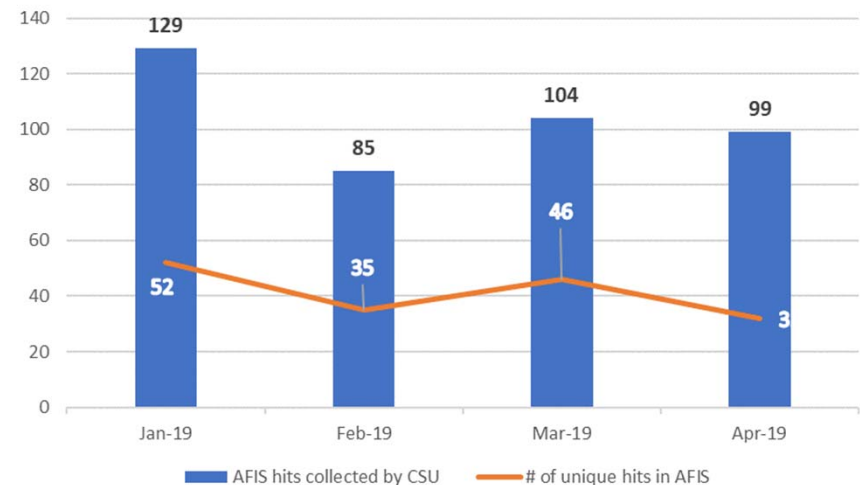
0

- CSU callouts: 62
- Cars processed at VEB: 49
- Items of evidence collected: 1,869
- Hours spent at scenes: 485hrs = 15.6hrs/day

- CSI Sarah Lambert received her Crime Scene Analyst Certification from the IAI
- Hired a Certified Crime Scene Analyst
- Completed the move to 500 Jefferson 34 staff
- The last 9 CSIs received the 40-hour Death Investigation Training
- FARO Training - Internal (5 CSIs)
- Presentation at DeKaney H.S (to 60 students)



Latent Processing by CSU



500 Jefferson Office/Lab Project, 6/14/19 HFSC Board Update

Agenda

- Update on project status since 4/12/19 HFSC Board meeting
- Request delegation to HFSC CEO to enter into an agreement with Full Spectrum Analytics Inc. (with sub-contractors) to disassemble, move, reassemble, test/verify HFSC lab instruments for a total agreement value not to exceed \$250,000

Project Update

Recent Project Actions

- Excellent progress, all major milestones met, project on schedule
- All four May moves successfully completed (case files, case file cabinets, 2 large office moves, 87 staff/equipment). All staff operational one/two days after move, good teamwork/focus
- 500 Jefferson 2nd floor fenced/gated parking completed, fully operational, HFSC vehicles moved
- CODIS, FBI server/workstations successfully installed at 500 Jefferson 5/8/19, fully operational 5/9/19
- Shooting tank successfully moved to 500 Jefferson basement 6/8/19, All American Rigging Company did outstanding job, tank moved under freight elevator, multiple pre-meetings/mock-up
- Lab furniture order placed, electrical/IT ceiling panels to arrive 8/1/19, furniture delivery 9/2/19, two weeks installation
- Basement permit received. 18th floor lab construction commenced: studs, drywall, electrical, HVAC, etc. Construction on schedule, all long lead-time items ordered
- Fannin exit completed 4/10/19, well ahead of 4/30/19 lease expiry, no close-out costs (removes \$87k/month HFSC cost)

- Returned 50% of HFSC Travis space to HPD, plus 14 of 17 parking spaces
- 500 Jefferson fire drill successfully conducted 5/8/19, good fire warden/staff performance, positive feedback from Fire Marshall
- Good project performance to-date: project planning/leadership, focused weekly landlord/HFSC meetings/minutes, pre-identified key project deliverables/issues/contingency plans, applied lessons learned (each move got better/more efficient), clear roles and responsibilities, resources, teamwork
- However, **most critical/complex part of project now, October/November lab/basement move.** Multiple workshops held, action plans developed/being finalized/will continually updated

Project Move Status

- 65% of HFSC staff now at 500 Jefferson, including CEO, COO, CSU, Latent Prints, Digital and Multimedia, Biology Analysts/CODIS, R&D, CS/CM, IT, Quality, Finance, HR, Admin
- Currently remaining at Travis:
 - Latent Prints, Seized Drugs, Toxicology, Biology, Quality labs, Supply Room. Travis part 24th/25th, full 26th floors
 - All operations move 4th Qtr 2019, Lab/Basement delivery to HFSC 10/1/19
 - 500 Jefferson provided temporary/interim basement space for CSU evidence handling/packaging
- 10th, 20th, 24th, 25th (all part floors) returned to HPD 5/9/19 and 5/16/19, in line with original plans (all office related floors). 14 of 17 Travis parking spaces also returned to HPD 5/10/19
- HFSC CFO held discussions with City Finance. City/Andy Icken agreed HFSC no longer responsible for rent on handed back space (27ksf Travis space returned in May, saving HFSC \$56k/month)

Project Future Key Deliverables

- Major monthly deliverables:
 - **June/July 2019:** Full Spectrum/sub-contractors agreement, Comfort Systems fume hood move agreement, HFSC move case work implications/communications, evidence move plan, chemicals/etc. move agreements, firearms reference guns/ammo storage and move plans, piping plan
 - **August 2019:** Lab furniture electrical/IT ceiling panels delivery, owned fume hoods/glue chamber move, Landlord lifts generator/air handlers onto building roof
 - **September 2019:** Lab furniture delivery/installation
 - **October/November 2019:** 3 instrument moves, 2 staff moves, piping install, chemicals/appliances/glassware/evidence moves, NIBIN install, lab clean(s), instrument performance checks/progress return to case work operations, deliver/install 2 new Toxicology LCQQQ
 - **Hand-back remaining Travis space:** target 2nd half November 2019
- Implementing bi-weekly HFSC Steering Committee meetings, several sub-teams, scorecard monitoring

Budget Status

- Project budget estimate \$1.0M
- Staff/equipment/instrument moves, IT/security, shooting tank, project management, change orders, other, contingency
- To-date: committed/quotes/estimates \$650k, invoiced \$174k, costs on target
- Budget estimate excludes lab furniture, committed \$335k, invoiced \$67k (funded via grant/landlord)

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

June 14, 2019 at 9:00 a.m.

Agenda Action Item No.:	13a. Consider authorizing the President and CEO to enter into a service agreement with Full Spectrum Analytics Inc. for the purchase of services relating to the move, testing, and verification of Corporate lab instruments, for a total contract amount, not to exceed \$250,000, and possible related action.
Subject:	Authorizing Dr. Stout to sign a service agreement relating to the move of HFSC lab instruments from 1200 Travis to 500 Jefferson, not to exceed \$250,000.
Background:	HFSC must remain on schedule to complete the move of its lab to 500 Jefferson to avoid unanticipated delays in casework and other logistical issues. HFSC desires to enter into an agreement with Full Spectrum Analytics, Inc. ("Full Spectrum") to move, test, verify, and reassemble lab instruments, which is imperative for HFSC operations. HFSC also has a standing relationship with Full Spectrum to service HFSC lab instruments.
Executive Summary:	<p>HFSC is currently obtaining final estimates from Full Spectrum. The current estimate for service is \$185,000, which is within Dr. Stout's existing authority pursuant to Board Resolution 2015-001. If the total cost of the work does not exceed \$200,000, Dr. Stout has authority to approve the expenditure and execute all related agreements.</p> <p>However, HFSC anticipates the final cost of services will exceed Dr. Stout's existing authority (\$200,000). HFSC is currently negotiating with Full Spectrum to approve the final list of sub-contractors and estimates, thus the total cost of the agreement is likely to increase.</p> <p>HFSC proposes a maximum budget of \$250,000 for the work based on the remaining lab instruments, which are not included in the current estimate. Upon obtaining a final cost from Full Spectrum, Dr. Stout cannot finalize terms of the agreement, unless the Board delegates its authority to Dr. Stout, up to the proposed total cost of \$250,000.</p>
Fiscal Impact:	Anticipated costs will fit within existing budget line items.
Staff Recommendation:	Staff recommends approval.
By:	Charles Evans, Director of Business Development Legal review by General Counsel

500 Jefferson Office/Lab Project, Instrument Move Agreement

Terms of Reference

Board approval requested

- Delegate authority to HFSC CEO to enter into an agreement with Full Spectrum Analytics Inc. (with sub-contractors) to disassemble, move, reassemble, test/verify HFSC lab instruments for a total agreement value not to exceed \$250,000

Agreement status/"not to exceed" action reasoning

- Current agreement pricing is around \$185,000 (competitive when comparing quotes from individual suppliers). This amount is within HFSC's CEO authority
- HFSC needs to finalize negotiations/scope, add 2 sub-contractors, provide provision for potential issues during move. This will take amount over \$200,000 (requiring HFSC Board approval)
- HFSC is, therefore, requesting HFSC CEO approval for costs not to exceed \$250,000
- HFSC proposes to sign agreement immediately on completion of negotiations, to ensure scope is placed on contractor/sub-contractor work schedules, in line with HFSC needs
- HFSC will update Board at next Board meeting on status/finalization of agreement, including scope/timetable/cost
- Funding included in HFSC's 500 Jefferson \$1 million move budget

Agreement scope

- Full Spectrum, with sub-contractors, will:
 - Test/verify instruments are working at 1200 Travis
 - Disassemble instruments and pack instruments for move
 - Move instruments to 500 Jefferson

- Un-pack and reassemble instruments
- Test/verify instruments are working at 500 Jefferson
- Full Spectrum will move 44 instruments, 2 light sources and 34 associated bench tables (finalizing scope):
 - 28 forensic biology instruments, 2 light sources and 6 bench tables
 - 11 seized drugs instruments and 12 bench tables
 - 5 toxicology instruments and 16 bench tables
- Moves are proposed in two phases:
 - 10/14-16/19: forensic biology (plus latent prints)
 - 11/4-6/19: seized drugs, toxicology (plus firearms)
- Full Spectrum will be lead contractor. Instrument suppliers will be sub-contractors to provide additional expertise and maintain equipment warranties. Sub-contractors will include:
 - Agilent, Hamilton, Tecan; adding Qiagen, Thermofisher
- Not included in scope:
 - Performance check of instruments (once verified working at 500 Jefferson), required to place instruments back into service for case work. This work will be completed by HFSC Section analysts, overseen by management and quality
 - Move of section microscopes (firearms, biology, seized drugs), to be conducted by contractor that currently services microscopes, separate agreement within HFSC authority

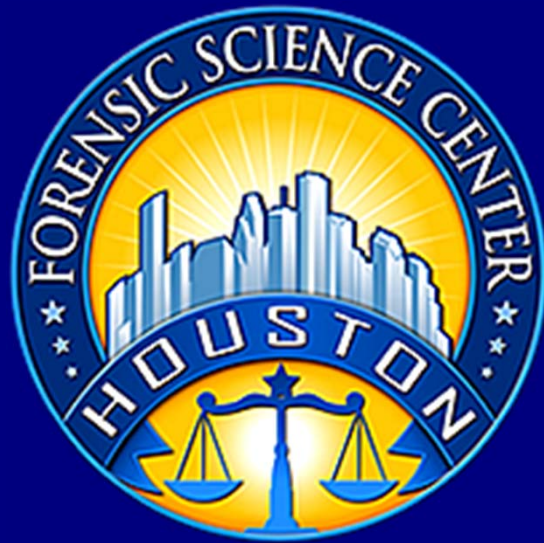
Background

- Efficient/effective/safe instrument move critical, need to minimize risk and case work downtime
- Therefore, HFSC leveraging existing relationships: instrument suppliers, instrument service agreements

- Full Spectrum currently services many of HFSC's instruments, is knowledgeable of HFSC's processes, uniquely qualified to conduct this work (reduced risk, one lead contractor efficient, one-point contact for HFSC)
- Use of instrument suppliers (sub-contractors) provides another layer of reduced risk and maximizes instrument knowledge if/as issues arise, protects critical instrument warranties
- HFSC commenced discussions with Full Spectrum and individual instrument suppliers in 4th quarter 2018. Multiple discussions/reviews have taken place
- Progressive quotes, terms and conditions and insurance certificates have been received, need to finalize documents
- Multiple internal HFSC workshops were conducted over the last 2-4 weeks, developing lab/basement move actions. These workshops have finalized HFSC's proposed move scope, timing, schedule
- HFSC is now positioned to negotiate/finalize the Full Spectrum/sub-contractor agreement
- To ensure HFSC's move timing will be met, HFSC is looking to sign an agreement on completion of negotiations, rather than wait for the next HFSC Board meeting to complete. HFSC needs to ensure its project needs are on contractors' schedule asap
- Funding is available within HFSC's project budget

Board approval requested to delegate authority to HFSC CEO to enter into an agreement with Full Spectrum (with sub-contractors) to disassemble, move, reassemble, test/verify HFSC lab instruments for a total agreement value not to exceed \$250,000

HFSC will update Board at next Board meeting on the status/finalization of this agreement



CANNABIS SATIVA L. IS IT MARIHUANA OR NOT

The rules have changed...

- Discuss the impact of recent legislative changes related to marihuana and hemp
- Start with background information before these changes went into effect

- Marihuana was defined in the Health and Safety Code as...the plant *Cannabis sativa* L., whether growing or not, the seeds of that plant, and every compound, manufacture, salt, derivative, mixture, or preparation of that plant or its seeds. The term does not include:

(A) the resin extracted from a part of the plant or a compound, manufacture, salt, derivative, mixture, or preparation of the resin;

(B) the mature stalks of the plant or fiber produced from the stalks;

(C) oil or cake made from the seeds of the plant;

(D) a compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, fiber, oil, or cake; or

(E) the sterilized seeds of the plant that are incapable of beginning germination

- When we received plant samples suspected of being marihuana we would go through a process to remove the excluded parts if present



- Drying to remove moisture



□ Removal of mature stalks and roots



- Remaining parts to test for marihuana on the right
- Excluded parts on the left (“hemp”)



□ “Hemp” was not legally defined

- ▣ It was not marihuana
- ▣ It also was not smoked because there was not enough of the active ingredient delta-9 tetrahydrocannabinol (THC) to get a person high
- ▣ It could be used to make legal products such as clothing, rope, bags, cosmetics, oils, etc.
- ▣ The tricky part was you couldn't grow the plant legally in the US to get hemp so it was imported from other countries

- December 2018 Federal Farm Bill was passed
 - Created a pathway for states to establish a hemp production program
 - It defined hemp as...the plant *Cannabis sativa* L. and any part of that plant, including the seeds of the plant and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis.

- Since this was a legislative year in Texas, the timing was right for the introduction of a hemp production bill in Texas.

- HB 1325

- Passed both House and Senate with more than a 2/3 majority
- Signed by Governor on June 10, 2019
- Became effective immediately

- This bill changed the definition of marihuana to exclude hemp so now marihuana is ...the plant *Cannabis sativa* L., whether growing or not, the seeds of that plant, and every compound, manufacture, salt, derivative, mixture, or preparation of that plant or its seeds. The term does not include:

(A) the resin extracted from a part of the plant or a compound, manufacture, salt, derivative, mixture, or preparation of the resin;

(B) the mature stalks of the plant or fiber produced from the stalks;

(C) oil or cake made from the seeds of the plant;

(D) a compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, fiber, oil, or cake; or

(E) the sterilized seeds of the plant that are incapable of beginning germination

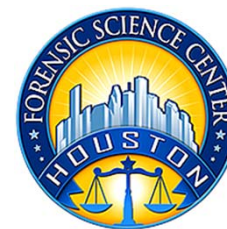
(F) hemp, as that term is defined by Section 121.001, Agriculture Code

- Agriculture Code definition of hemp follows the federal definition

- Hemp means...the plant *Cannabis sativa* L. and any part of that plant, including the seeds of the plant and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis.

- To satisfy this new exclusion for hemp, labs will have to conduct testing on the portions of the Cannabis sativa L. plant suspected of being marihuana to determine how much delta-9 THC is present
 - ▣ If there is not more than 0.3% then it is hemp
 - ▣ If there is more than 0.3% then it is marihuana

- Our lab is not currently capable of performing this type of testing
- We can still identify *Cannabis sativa* L. but we cannot do the testing necessary to meet this new exclusion and distinguish between marihuana and hemp
- We have suspended testing of suspected marihuana and related products until our reports can be modified to include this limitation in our testing
- We expect to be able to resume testing next week



- Comments
- Questions



Proposed changes related to the adoption of HB1325 (6/13/19):

1. HB 1325 became effective on 6/10/19
2. Analysis of suspected marihuana and related products has been suspended until changes can be implemented.
3. Plant substance analysis will be the same as in the past (microscopic and chemical screening with additional testing as necessary). This includes drying and separating the mature stalks and roots from plant submissions. Positive results will no longer be reported as marihuana but will instead be reported as Cannabis sativa L.
4. An automatic footnote will be added to reports for Cannabis sativa L.
5. For dates of offense prior to June 10, 2019, an additional footnote will be added stating the testing is sufficient to meet the definition of marihuana in effect at that time.
6. We will report out all cannabinoids identified in products including delta-8-THC, delta-9-THC, cannabidiol, and cannabinol.
7. An automatic footnote will be added to reports for delta-9-THC.
8. The SOP and related documents will be updated to reflect reporting of Cannabis sativa L. instead of marihuana.

Reported Result	Footnote
Cannabis sativa L. (offense on or after June 10, 2019)	Cannabis sativa L.: testing to determine the concentration of delta-9-tetrahydrocannabinol in accordance with the definition of marihuana per Texas HSC 481.002.26 and the definition of hemp per Agriculture Code 121.001 is not performed by this laboratory.
Cannabis sativa L. (offense before June 10, 2019)	Cannabis sativa L.: testing to determine the concentration of delta-9-tetrahydrocannabinol in accordance with the definition of marihuana per Texas HSC 481.002.26 and the definition of hemp per Agriculture Code 121.001 is not performed by this laboratory. Additional footnote to be added - Testing is sufficient to meet the definition of marihuana per Texas HSC 481.002.26 on the date of offense.
Contains delta-9-tetrahydrocannabinol	Delta-9-tetrahydrocannabinol: testing to determine the concentration of delta-9-tetrahydrocannabinol in accordance with Texas HSC 481.002.5 and the definition of hemp per Agriculture Code 121.001 is not performed by this laboratory.

WORK PRODUCT EVIDENCE RETURN

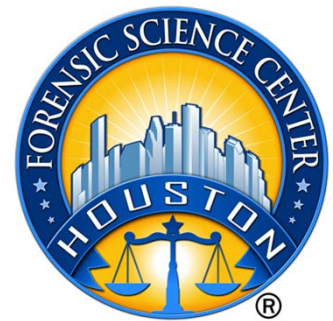
Process Improvement Project Summary

Paula Evans, ASQ SSBB

Project Engineer

Lean Six Sigma Development Group (LSSDG)

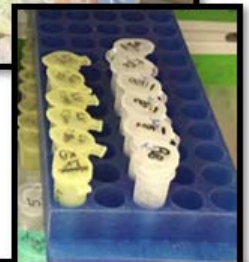
June 14, 2019



Project Overview



- **Problem**
 - Over 200,000 DNA extracts and test fires stored at HFSC
 - More created everyday, limited space for storage
 - No process to return evidence to submitting agency
- **Business Case**
 - HFSC could not move work product evidence to 500 Jefferson: lack of storage, freezer space
 - **Right answer at the right time** when responding to post-conviction request
- **Project Goals**
 - Achieve a complete and accurate inventory of work product evidence
 - Decrease amount of evidence stored at HFSC
 - Develop a process to return/inventory work product to prevent reoccurrence



Project Team

Team (left to right):

- Joaho Zamora, HPD Property Room
- Peter Stout, CEO/champion
- Chris Milledge, Firearms
- Carisa Martinez, Quality
- Paula Evans, LSSDG/Team leader
- Ashley Henry, CS/CM
- Marcel Weigel, Biology
- Courtney Head, Biology
- Tim Schmahl, Latent prints

Not pictured:

Kathleen Sill, CSSMBB/Project Coach



Project Results



Firearms Test Fires – Before & After Project



- Returned over 23,000 test fires to the property room
- Recycled over 16,800 non-evidence test fires
- All test fires are inventoried in the Laboratory Information Management System (LIMS) as they are returned

Firearms Test Fires – Before & After Project



- To date historical backlog of test fires reduced by 68%
- All test fires will be returned before section moves to Jefferson

DNA Extracts - Before & After Project



- Created a master inventory for DNA extracts that can be searched and is easy to access
- Inventoried over 41,670 extracts
- Will complete before section moves to Jefferson

DNA Extracts - Before & After Project



- 26% of historical extracts inventoried
- Hundreds of envelopes containing DNA Extracts returned



Project Improvements

- ✓ **Created processes for inventory and return**
 - Test fires are returned in containers to the property room
 - DNA Extracts are inventoried as work is performed

- ✓ **Optimized space in firearms vault and in biology freezer storage**

- ✓ **Made improvements without compromising quality**
 - Audit shows no defects

- ✓ **Created a plan to resolve historical work product**

Lessons Learned

- Stakeholder collaboration is key
 - Working with key stakeholders early on created critical buy in and cooperation
- 5S is a powerful tool
 - The team organized and standardized the way DNA extracts were stored making evidence easy to locate in seconds



Recommendations



- Document, document, document
 - Keep electronic documentation for quick searching
 - Keep evidence logs/outourcing information/change logs in centralized repository
 - Risk assessment of documentation practices with 10-year focus
- Optimize LIMS to handle known workflow occurrences
 - (i.e. controls associated with multiple cases, evidence return/barcoding)
- Explore options for storing DNA extracts at room temperature





Return On Investment (ROI)

Cost of Poor Quality

- Previous process required tribal knowledge to find
- To inventory historical DNA extracts = >3,000 hours
- To return historical test fires = ~700 hours

Total cost of poor quality = ~\$120,000

Project cost \$16,285

- Created new processes to prevent historical issues from reoccurring
- Test fires are returned when work is complete
- DNA extracts are inventoried during process (in seconds)
- DNA extracts are found in seconds
- Knowing history won't repeat itself - *priceless*



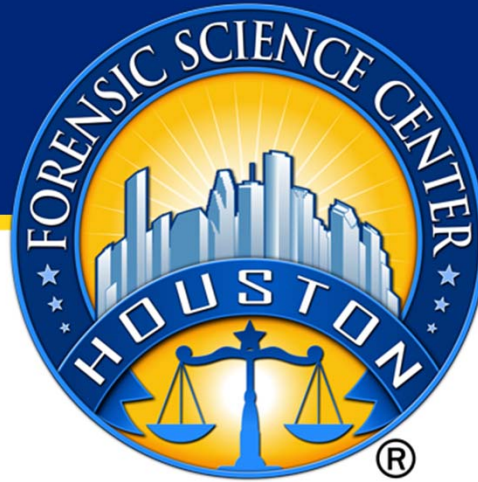
Questions?



LSSDG@HOUSTONFORENSICSCIENCE.ORG



Multidisciplinary Request Process Improvement Project Summary



Aimee Grimaldi, MS, ASQ SSBB
Project Engineer
Lean Six Sigma Development Group

June 14, 2019

The project

Problem Statement:

Process for completing analysis on evidence items that have more than one discipline request is inefficient, lacks visibility across sections, have slower turnaround time

Business Case:

Improvements will increase efficiency in the process while better maintaining the integrity of the evidence

Project Goals:

Improve transfer time between sections, maintain evidence integrity and reduce the risk for errors



The project team



Kathi Sill
Project Coach



Aimee Grimaldi
Project Engineer



Lori Wilson
Project Champion



Jeffrey Frye
CS/CM Supervisor



Carina Haynes
CSU Supervisor



Brook Knapp
Seized Drugs Analyst



Preston Coleman
DME Examiner



Preshious Rearden
R&D Director



Juli Rehfuss
FBIO Production Lead



Adam Whitman
Lead Processor - Latent Prints



Kimberly Zeller
Firearms Supervisor



Kelly Freeman
Forensic Biology Analyst



Improvements made

Improved Visibility

- Implemented a daily meeting
- Created a report in Laboratory Information Management System (LIMS)

Proactive evidence preservation

- Implemented a gun magazine reference collection
- Implemented gun magazine preservation policy
- Increased evidence preservation

Improved efficiency

- Prioritize multidisciplinary requests
- Firearms collected by CSU bypass property room



Quality metrics

Process improvements did not compromise the quality of the work

No missed requests or transfer errors since improved process implemented on Dec. 13, 2018



Production metrics

- Turnaround time of latent print processing multidisciplinary requests dropped from 20 days to 5 days
- Turnaround time of forensic biology cases dropped from 18 to 10 days
- Adoption by the Houston Police Department of the gun magazine preservation policy continues to increase



Success!



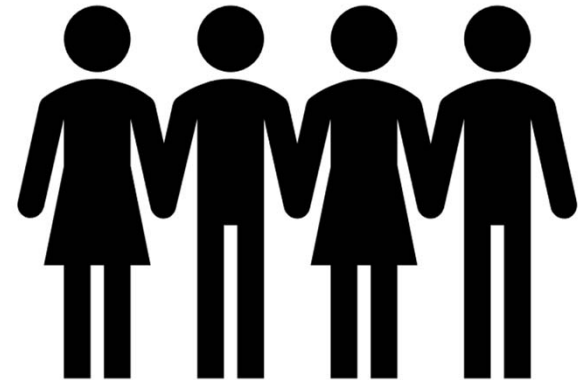
Project lessons learned

- Project team was composed of right people
- MDR team was together during portal and JT changes to identify and mitigate gaps and risks associated with the process
- Increased communication and visibility was key to make MDR process proactive



Project recommendations

- Form more working groups with staff members from multiple sections
- Evidence intake from stakeholder would provide better evidence preservation
- Expand the scope of CSU response to control collection



Return on investment

- Project cost the company \$32,000
 - 694 man hours
- New process eliminated potential risks
 - TFSC disclosure
 - Time spent working on quality events
 - Failing to aide investigation
- New process gets stakeholders “right answer at the right time”
 - Reduce time associated with “waiting” on a section
 - Removed 5-day hold associated with CSU NIBIN evidence
 - Aides the disruption in gun violence
 - Pro-active workflow to identify requests
 - Quality evidence preservation

RETURN ON
INVESTMENT



Next steps – testing policy to remove 5-day hold



Visible bloodstains
will be collected
and preserved for
future testing

Magazine removed from firearm
and preserved for analysis



Implement testing policy for firearms **NOT** collected by the Crime Scene Unit

The magazine will be handled in a manner that preserves future analysis. The body of the firearm will not be tested for contact DNA. The 5-day hold can be lifted and the firearm can now go straight to the firearms section.





CONTACT US

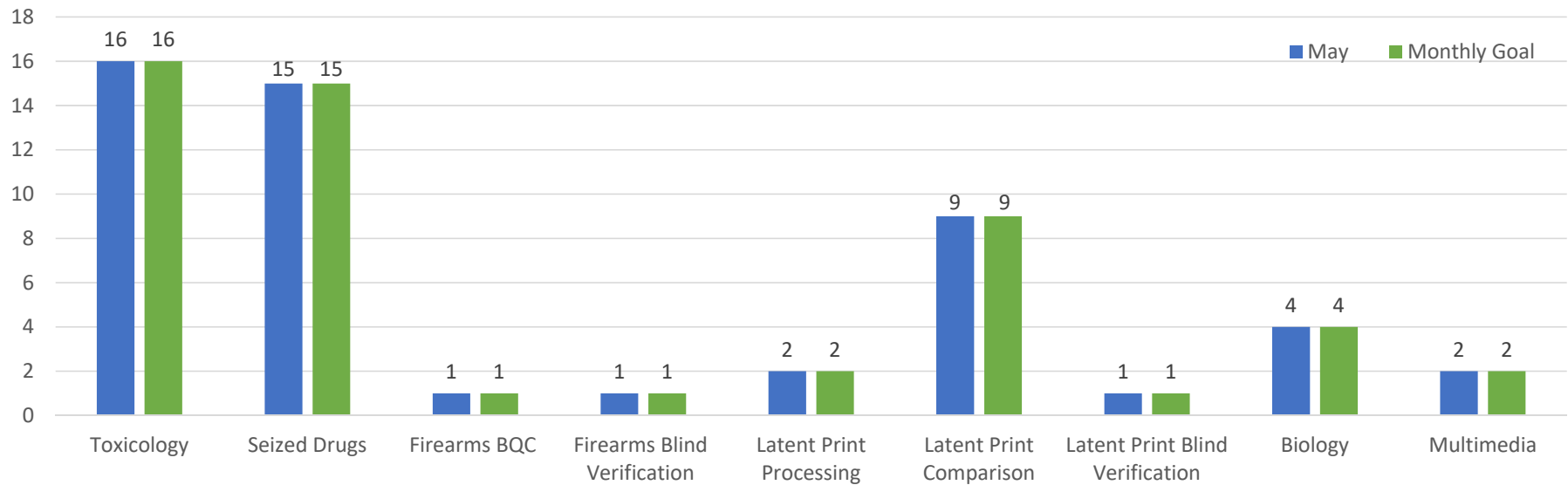
LSSDG@HoustonForensicScience.org

Quality Division Report

June 14, 2019



BQCs Submitted in May



Blind Quality: Accomplishments and Challenges

- Firearm blind discovered by assigned examiner
- Biology blind discovered before being assigned to an analyst
- Universal Latent Workstation (ULW) software
 - The software assigns a “quality score” to latent prints, indicating the probability a print will get a “hit” in the database
 - HFSC is investigating whether using the software on prints created for the blind program will better ensure they truly reflect actual casework

Forensic Discipline	Cases Completed in May
Toxicology – BAC	13
Seized Drugs	11
Biology	0 (DNA) 3 (screening)
Firearms – Blind Verification (BV)	2
Firearms – Blind Quality Control (BQC)	1
Latent Print Processing	0
Latent Print Comparison	6
Latent Print - Blind Verification (BV)	3
Multimedia	2



Audits/Disclosures/Corrective Actions

Firearms:

- Report being finalized for disclosure to Texas Forensic Science Commission (TFSC)
 - Audit of casework that resulted from the nonconformance was done based on TFSC recommendations for how to sample for statistical significance
- This nonconformance involves an investigative lead report from the National Integrated Ballistic Information Network (NIBIN) that was reported with an incorrect case number
- Review completed: 461 cases reviewed from sample size 3,096
- Audit findings: 95% confidence level this type of error occurs in no more than 1% of NIBIN cases
 - Five administrative errors in 461 case records (error rate 1.1%)



2019 Proficiency Testing (PT)

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		6	-	
Toxicology		3	4	
Firearms		2	1	
Crime Scene		1	-	
Latent Prints		3	3	
Multimedia	Audio/Video	-	-	
	Digital	3	-	
Forensic Biology		12	8	



2019 Testimony Data

- 36 analysts have testified this year
- 33 of 36 have been monitored
 - 3 testified for work done prior to HFSC employment – no monitoring needed
- Quarterly transcript review
 - First round of transcripts are in the final evaluation phase to be discussed with analysts
 - First time identifying information redacted from reviewers
 - Second round of transcripts will be requested in June
- In 2018, evaluations not completed for three testifying staff members
 - Process completed - transcript evaluations being discussed with analysts



Detailed Data



Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, June 10, 2019

4:26:46 PM

Page 1 of 1

Quality Notified		Summary of Notification	Comments
Biology			
2019-029 CAR	5/13/2019	Two Forensic Biology reports are being amended because the presumptive semen results could not be reproduced. An item of evidence in each case was reported as being positive for the presumptive test for semen but are now being amended to indicate that the presumptive test for semen is inconclusive.	
2019-031 IR	5/13/2019	Reference samples were processed on an instrument before the post-maintenance performance check was completed. The instrument had preventive maintenance performed and the Forensic Biology SOP requires that a performance check then be performed before the instrument is placed back into service.	
Crime Scene			
2019-033 CAR	5/23/2019	A Crime Scene Investigator (CSI) processed a vehicle at the Vehicle Examination Building (VEB) but did not collect several gloves from inside the vehicle. Because the vehicle has been released the gloves are nonrecoverable.	
Latent Prints			
2019-028 CAR	5/2/2019	Several technical and administrative errors were identified during a Latent Print quality check of a case that had previously been technically and administratively reviewed.	
2019-032 CAR	5/15/2019	A Latent Print processor saved digital images with an incorrect file name. The images were saved in the Mideo software and to DVD using the incorrect case number in the naming scheme.	
Management			
2019-030 IR	5/8/2019	A staff member improperly documented a missed electronic transfer because the HFSC quality manual revision published on February 11, 2019 does not provide instruction on how to properly document electronic chain of custody transfers in LIMS that do not accurately depict the physical transfers. This language was in the previous version of the manual but had been omitted from the current one.	

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.