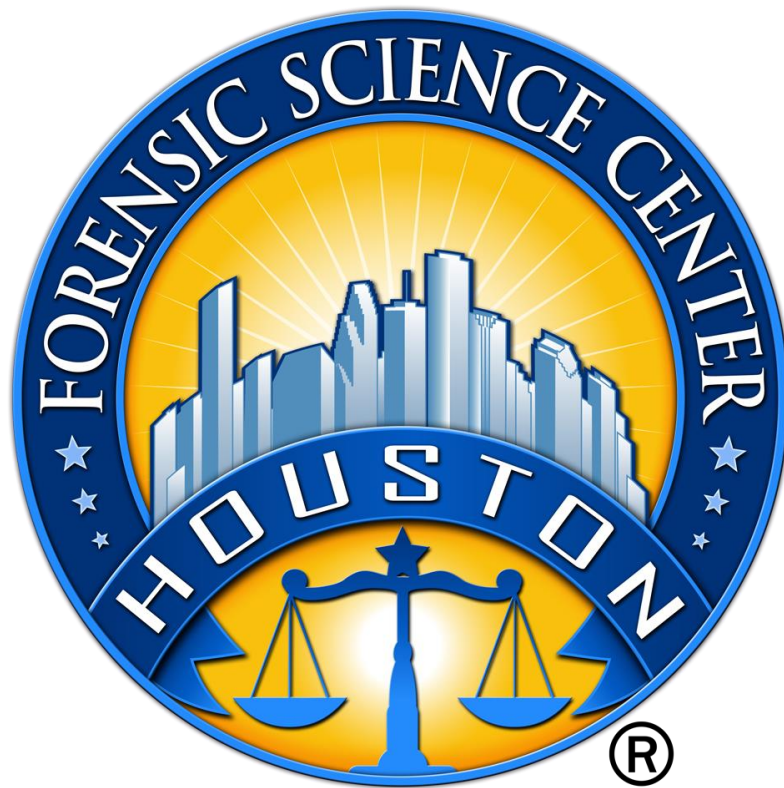


Houston Forensic Science Center, Inc.

Board of Directors Meeting

October 11, 2019



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Janet Blancett

Position 6 - Dr. Robert McPherson

Position 7 - Vacant

Position 8 - Mary Lentschke

Position 9 - Sandra Guerra Thompson, Vice Chair

Ex-Officio - Tracy Calabrese

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HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

October 11, 2019

Notice is hereby given that beginning at 8:30 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.

CLOSED MEETING

3. Executive session in accordance with Section 551.071(1) of the Texas Government Code, consultation with attorney.

OPEN MEETING RECONVENES AT 9 A.M.

4. Reconvene into open session.
5. Consideration of any action deemed necessary as a result of Executive session.
6. Reading of draft minutes from August 9, 2019 Board meeting. Consideration of proposed corrections, if any. Approval of minutes.
7. Public comment.
8. Report from Dr. Stacey Mitchell, board chair, including a monthly update of activities and other announcements.

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

9. Report from Dr. Peter Stout, president and CEO, including technical updates, outreach efforts, staffing changes and other corporate business items.
10. Monthly operations report from Dr. Amy Castillo, vice president and COO, including a review of turnaround times and backlogs.
11. Report from Mr. David Leach, treasurer and CFO, regarding company financials and other fiscal updates.

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.
14. Report from Ms. Erika Ziemak, quality director, regarding quality assurance, including review of testimony monitoring, proficiency tests and corrective actions.
15. 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 8th day of October, 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 8th day of October 2019.

Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

August 9, 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 August 9, 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 August 6, 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 Dr. Stacey Mitchell, board chairwoman, at approximately 9 a.m. on Friday August 9, 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: Dr. Stacey Mitchell, Sandra Guerra Thompson, Philip Hilder, Francisco Medina, Janet Blancett, Dr. Robert “Bob” H. McPherson, Mary Lentschke and Ms. Tracy Calabrese

Anna Vasquez was absent. Ms. Lentschke left the meeting at approximately 9:42 a.m. Dr. McPherson left the meeting at approximately 9:58 a.m.

Chairwoman Mitchell declared a quorum was present

- E. Chairwoman Mitchell asked if any changes were needed for the July 12, 2019 board meeting minutes. Mr. Medina made a motion to approve the minutes. Mr. Hilder seconded the motion. The motion passed unanimously.
- F. Chairwoman Mitchell asked if members of the public wished to address the board. No one addressed the board.
- G. Chairwoman Mitchell presented a chair’s report. Dr. Mitchell welcomed Mr. Darrell Davis, a member of HFSC’s technical advisory group, to the meeting. The Chairwoman invited board members to register for HFSC’s annual symposium. She said this year’s symposium will address evidence handling and management and will be held on September 27 at Rice University. Dr. Mitchell also told the board that Dr. Stout will present at the National Institute of Standards and Technology evidence management symposium being held from October 2 to October 4 in Gaithersburg, Md. The chairwoman thanked Mr. John Quinlan, president of

Jefferson Smith, LLC, for helping to sponsor HFSC's annual holiday party on Saturday December 14 and asked board members to again make their donations for the event. Vice Chair Thompson gave an update about a presentation on HFSC's blind testing program that she and Nicole Casarez, HFSC's former board chairwoman, gave at the International Conference on Evidence Law and Forensic Science in Friedberg, Germany. Ms. Thompson said the presentation was well-received. Chairwoman Mitchell thanked her and Ms. Casarez for speaking about HFSC's work.

- H. Dr. Peter Stout, president and CEO, gave the president's report. Dr. Stout reviewed HFSC's overall turnaround time and requests for July 2019. He said, as expected, turnaround times have increased due to planning and preparation for HFSC's upcoming facility move and the elimination of the firearms backlog. Dr. Stout gave a staffing update and shared certifications earned by staff. He highlighted recent outreach events, including a visit with policy and grant staff from the Charles Koch Foundation and the Charles Koch Institute, a tour with Mike Ware of the Innocence Project of Texas and his participation in a half-day conference on opioid overdose reporting with the Harris County Institute of Forensic Sciences.
- I. Dr. Stout said the worldwide helium shortage is impacting HFSC's seized drugs and toxicology sections. Instruments in both sections require helium to operate effectively, He said HFSC, among other laboratories, are having difficulty obtaining quality helium and prices have increased nearly 10 percent since January. Dr. Stout said the instruments could operate on hydrogen, however, past experience has shown it creates operational issues and increases maintenance needs, so it is not a viable alternative. With no ideal substitute for the gas, Dr. Stout said the lab may need to investigate alternatives in the future, such as possibly purchasing new instrumentation that can better manage hydrogen, but that would be a significant cost. In response to a question from Director Blancett, Dr. Stout said the helium shortage could potentially create backlogs or other operational issues if the lab could not procure the gas.
- J. Dr. Stout updated the board about House Bill 1325, which legalized the production and sale of hemp in Texas and changed the definition of marijuana. He said HFSC, the Texas Forensic Science Commission, the Department of Public Safety and Sam Houston State University (SHSU) are working together to validate a method so Texas crime laboratories can identify marijuana plant material according to the new definition. Dr. Stout said SHSU is about four months away from validating a method to determine whether an item is above or below 1 percent tetrahydrocannabinol, or THC. Meanwhile, HFSC is validating a chemical color test that will detect whether a substance has more or less THC versus cannabidiol, or CBD. Dr. Stout said the methods being validated at this time will only address testing for plant materials. There is no solution yet for products such as vape pens, oils and food items. He said after SHSU completes its method validation, Texas labs will run internal verifications before using the method _ a process which will take about two months.
- K. Dr. Amy Castillo, vice president and chief operations officer, presented an operations report. Dr. Castillo provided an overview of turnaround times and backlogs. She shared that the biology/DNA section had about 30 backlogged cases at the end of July. She explained lab managers are holding more than half of the backlogged cases to use to train staff on new mixture interpretation software called STRMix. Some are being reevaluated for upload into the Combined DNA Index System as part of a separate project. Dr. Castillo said the toxicology

section is struggling with backlogs in both blood alcohol testing and drug confirmations due to an increased number of requests. She said the section had a backlog of 660 blood alcohol requests at the end of July. Dr. Castillo said the toxicology section's backlog is largely the result of a sharp increase in requests. The section has a backlog elimination plan that will also address the increase in requests. Currently, the section has the capacity to complete about 240 requests per month but is receiving about 450 requests on average. Dr. Castillo said the section will halt drug confirmation training from mid-August to October and begin outsourcing incoming casework once the section's fume hoods move to the new building. This will allow analysts to focus on blood alcohol requests and eliminate the backlog. By March 2020, the section anticipates having an additional three analysts dedicated to blood alcohol testing, increasing capacity to about 700 requests per month. Dr. Castillo said the toxicology section's goal is to clear the backlog by July 2020 and maintain a 30-day turnaround time thereafter. Dr. Castillo said the firearms section cleared the historical gun backlog on July 24 and is maintaining a seven-day turnaround time on incoming guns. She said the five-day hold on firearms will be lifted on August 15. The five-day hold was created by the Houston Police Department (HPD) to allow officers more time to submit requests for testing, such as DNA and fingerprints. The lift on the hold will allow HFSC to more quickly provide information from the National Integrated Ballistics Information Network to the HPD. Dr. Castillo said this will improve public safety because crucial investigative information related to gun-related violence will reach officers more quickly. .

- L. Mr. David Leach, CFO and treasurer, requested the board's approval for reallocations to the FY19 budget. Mr. Leach said line item changes included \$935,000 in grant funds and \$500,000 to increase employee salaries. He said total budget expenditures did not change. Ms. Blancett made a motion to approve the budget reallocations. Dr. McPherson seconded the motion. The motion passed unanimously.
- M. Mr. Leach gave an overview of HFSC's year-end financials for fiscal year 2019. He reviewed the breakdown of overall budget costs, stating 75 percent of the budget goes toward staffing. Mr. Leach compared fiscal year 2018 to fiscal year 2019, highlighting the biggest change was that nearly all City of Houston personnel have moved to HFSC's payroll and that classified officers have transferred back to HPD. HFSC has also filled nearly all the open positions. Mr. Leach also broke down costs associated by department, supplies, services, fixed assets and grant spending.
- N. Mr. Jerry Pena, director of the crime scene unit (CSU) and digital multimedia division, said incoming multimedia requests had drastically increased. The multimedia section saw requests increase from 364 between January 2018 to August 1, 2018 to 438 requests during the same time this year. Mr. Pena added the time to complete a request is lengthy, and for computers, processing one request with one item can take anywhere from a half day to three days. Mr. Pena said CSU will expand leadership roles to assist with technical reviews and work associated with field calls. He added the request for proposal for grant-funded renovations to the vehicle examination bay has been finalized. Mr. Pena showed the board images of what the new, cost-efficient pickup trucks for CSU will look like and how they will be utilized for crime scene response.
- O. Ms. Aimee Grimaldi, project engineer, updated the board about two new process improvement projects that focus on quality. Ms. Grimaldi said the two projects, one aimed to improve

internal reviews and the other to develop a quality score, are designed to build a proactive system that identifies areas for improvement while continuing to encourage self-reporting of errors. She said the review project, being led by Project Engineer Paula Evans, is meant to a more efficient, systematic process for administrative and technical reviews. Ms. Evans' team will review current processes and seek to design a more reliable, efficient review method across disciplines. Ms. Grimaldi, overseeing the quality score project, said her team will research and examine quality scores from other industries since this is a new concept in forensics. The research will help HFSC determine what the lab's quality score can reflect. Both projects are expected to be complete in February 2020.

- P. Mr. Charles Evans, director of business development, updated the board about the ongoing lab construction and upcoming facility move to 500 Jefferson. Mr. Evans said construction was seven weeks from being complete. Installation of flooring, ceiling panels, fume hoods, venting and more are on schedule. Mr. Evans said HFSC had signed an agreement with Full Spectrum to move lab instruments and microscopes. He said the delivery of the lab furniture had been delayed for one week and will now arrive September 9. Mr. Evans said the next large project would be lifting the lab's generator by crane to the roof of 500 Jefferson. This is scheduled for mid-August, weather permitting. He said the remainder of the space occupied by the lab in the 1200 Travis will be vacated and returned to HPD in late November. Mr. Evans summarized ongoing communications and logistics regarding the lab-wide move, highlighting that the facility budget is on track.
- Q. Ms. Erika Ziemak, assistant quality division director, updated the board on the June blind quality controls, audits, disclosures, corrective actions, proficiency tests, transcript reviews and testimony data. Ms. Ziemak introduced Martha xxx, the newest member of the quality division. She said the Bureau of Alcohol, Tobacco, Firearms and Explosives is allowing HFSC to submit blind tests through the National Integrated Ballistics Information Network (NIBIN,) further enhancing HFSC's blind testing program and allowing blinds to flow through the firearm's section the same way as routine casework. Ms. Ziemak said HFSC's accrediting body ANAB had found no nonconformances during HFSC's annual off-site assessment. ANAB will issue the final determination letter in the coming weeks. She said the quality division had identified the following nonconformances in a second round of internal audits held July 15 through 19: zero in toxicology, two in seized drugs, three in firearms and six in forensic biology. Ms. Ziemak said most of the nonconformances in the forensic biology section were administrative.
- R. Chairwoman Mitchell asked for a motion to adjourn the meeting. Mr. Hilder made a motion to adjourn. Vice Chair Thompson seconded the motion. The meeting ADJOURNED at approximately 11 a.m.

By: _____

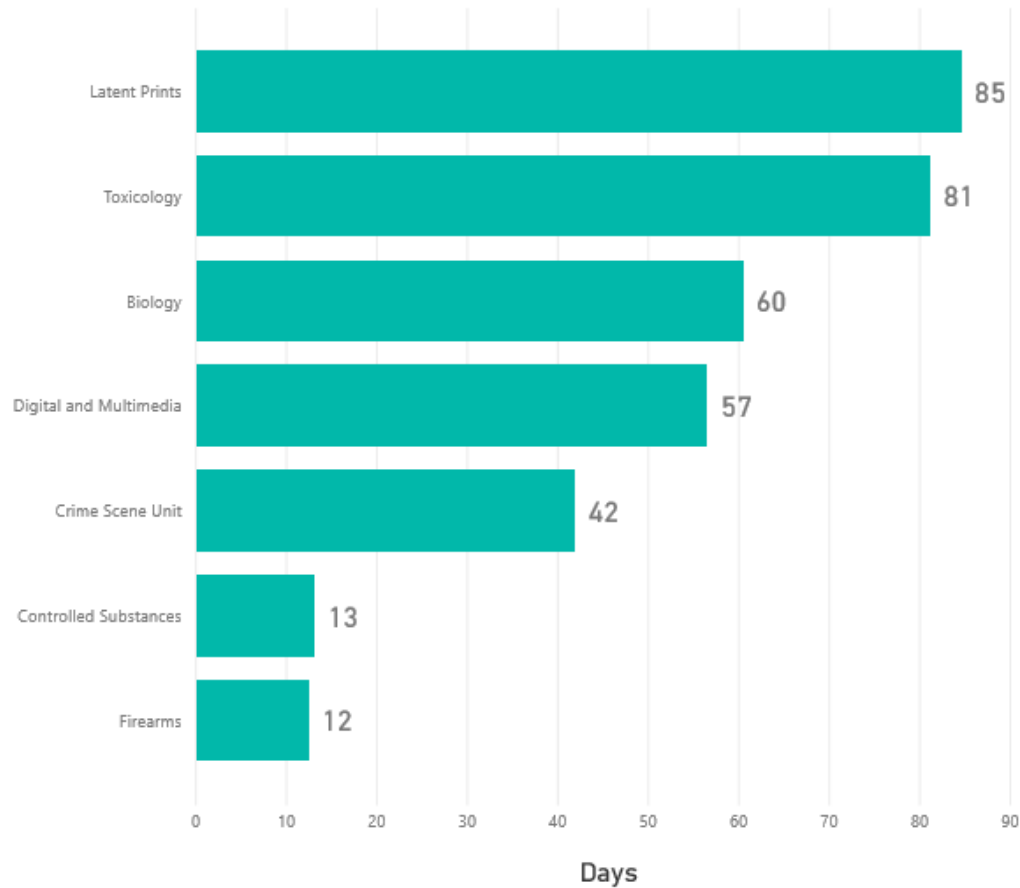
Jordan Benton Secretary

Presidents Report

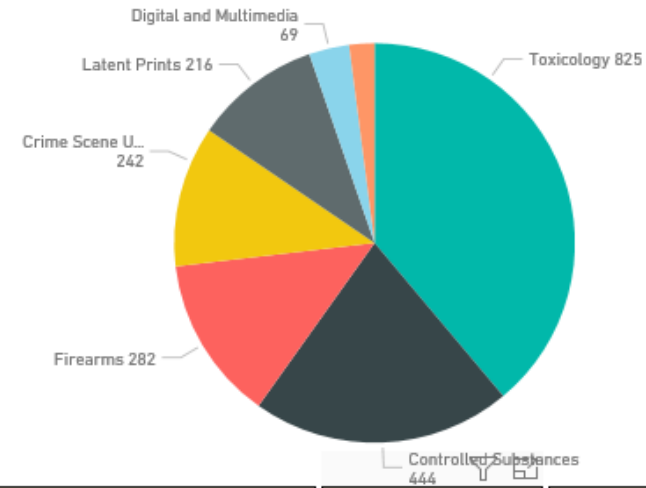
October 11, 2019



Average Turnaround Time for September 2019



Requests Completed by Section



Turnaround Time - Days
52

Completed Requests
2121

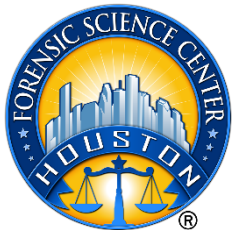
Month Completed

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

Year Completed

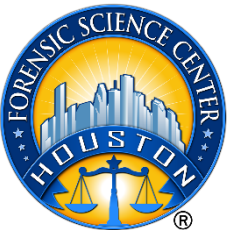
- ☐ 2014
- ☐ 2015
- ☐ 2016
- ☐ 2017
- ☐ 2018
- ☒ 2019

This data is current as of 10/4/2019.



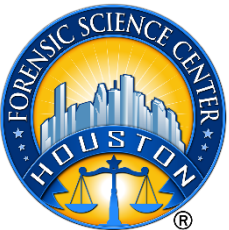
Certifications

- Amy Castillo – Certified Six Sigma Black Belt
 - American Society for Quality
- Ashley Henry – Certified Six Sigma Green Belt
 - American Society for Quality
- Amanda Jarding – Certified Crime Scene Analyst
 - International Association for Identification (IAI)
- Kambrie Kissmann – Certified Property and Evidence Specialist
 - International Association for Property and Evidence, Inc. (IAPE)
- Milagros Pacchioni – Certified Property and Evidence Specialist
 - International Association for Property and Evidence, Inc. (IAPE)



Outreach

- Sexual Assault Task Force meeting held this time at the Children's Assessment Center
- Presented on panel about HB 1325 at the Marijuana Policy Conference in Austin
- Visit with producer from Herzog Productions
- Bellaire High School forensic science classes
- Tour with Texas Innocence Project
- Latent prints presentations at HPD Academy and the International Association for Identification conference in Reno, Nevada
- Presented on opioids, vapes, marijuana policy at the High Intensity Drug Trafficking Area (HIDTA) conference in Tucson, Arizona
- Presented on Rapid DNA at a forensic conference hosted by the Center for International and American Law
- Interviewed on Fox26 morning show about make CBD products and the dangers
- HFSC symposium on evidence handling
- Staff open house at 500 Jefferson
- Two HPD Citizens' Academy events



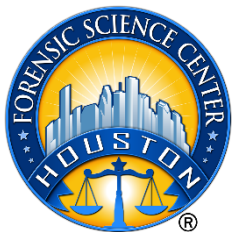
More outreach

- Presented at the NIST conference on evidence handling
- Sen. John Cornyn, Mayor Sylvester Turner, RAINN and sexual assault survivors held a roundtable to discuss the expiration of the Debbie Smith Act and to call on Congress to reauthorize the funds

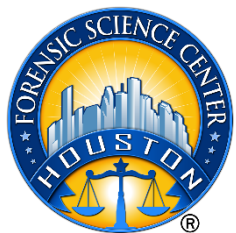


The Big Move

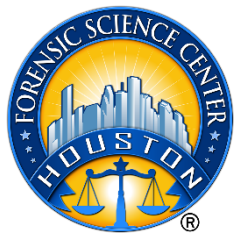
October 11, 2019



September
13, 2019



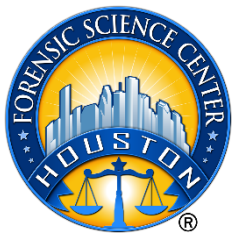
September
24, 2019





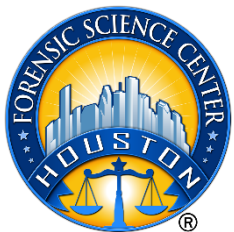
October
3, 2019

October 4,
2019



Texas Forensic Science Commission: Disclosures

- Toxicology
- National Integrated Ballistic Information Network (NIBIN)
- Seized drugs proficiency



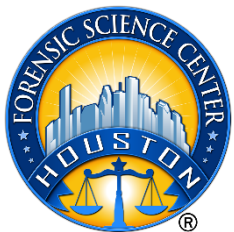
Operations Report

October 11, 2019

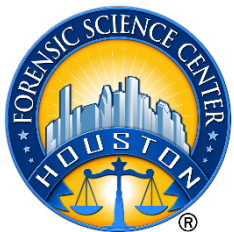
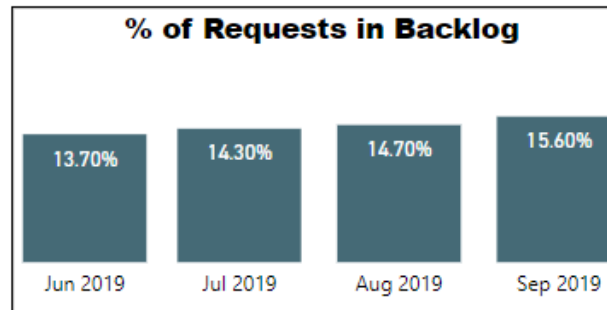
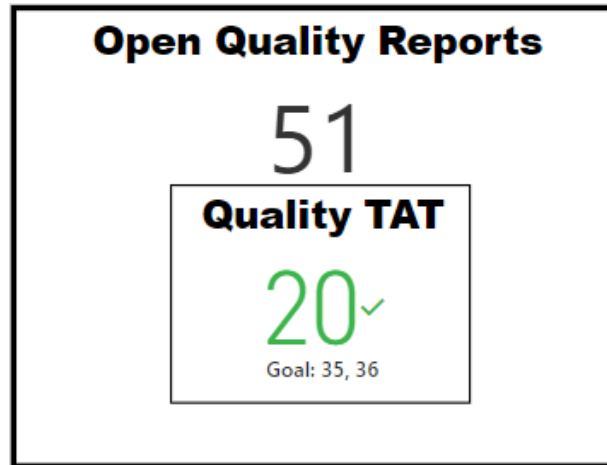


Highlights

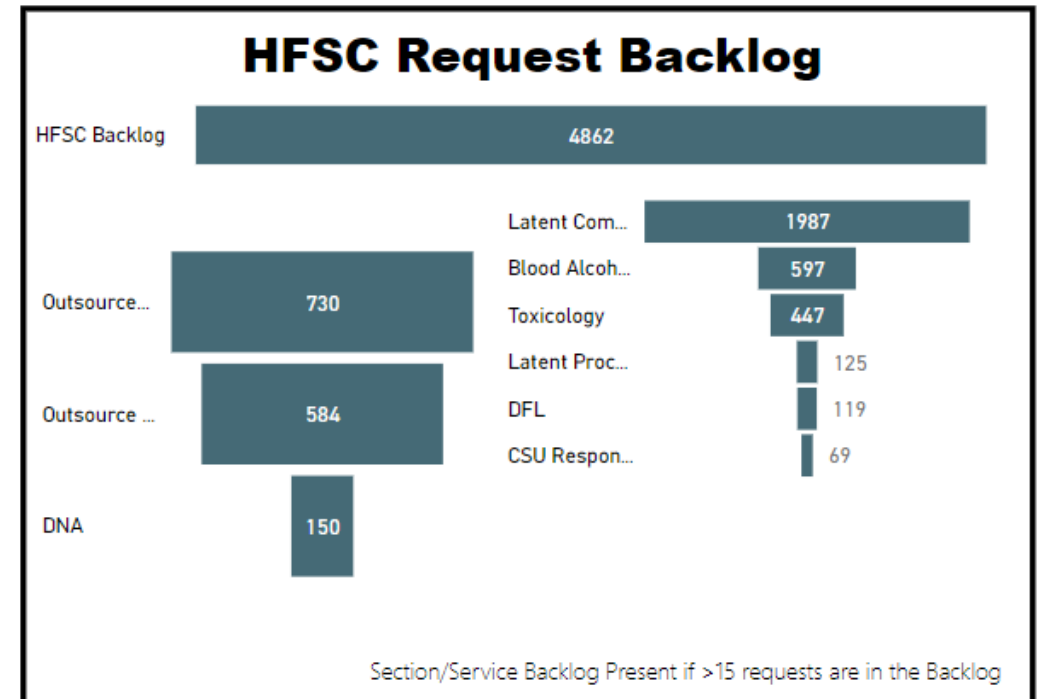
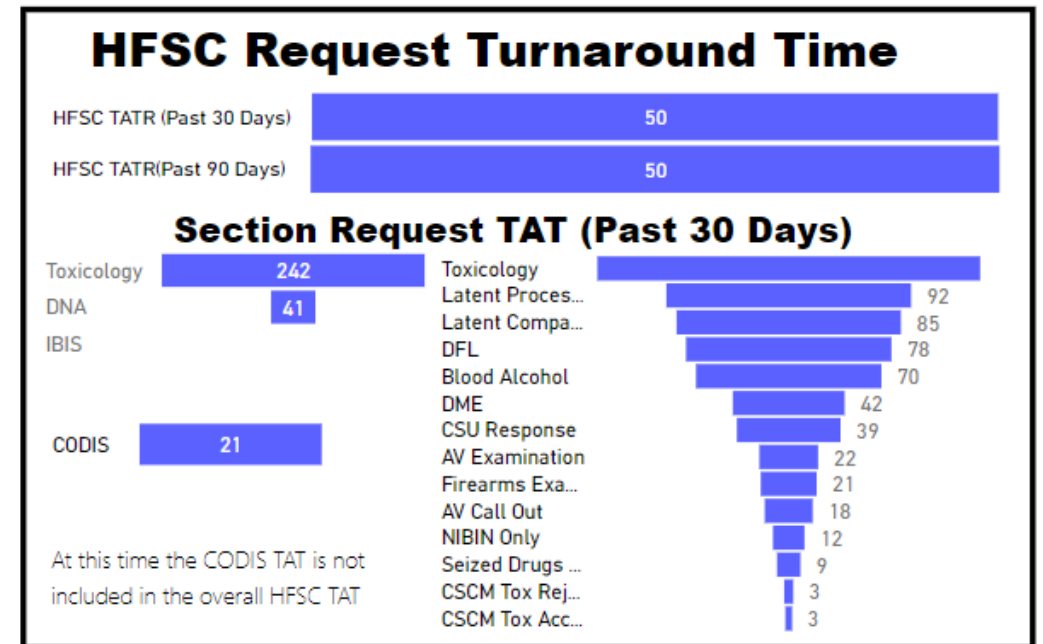
- Toxicology: blood alcohol request case load increasing
- Operations report format changes



August 2019 Company Overview



Data Captured on 8/31/2019



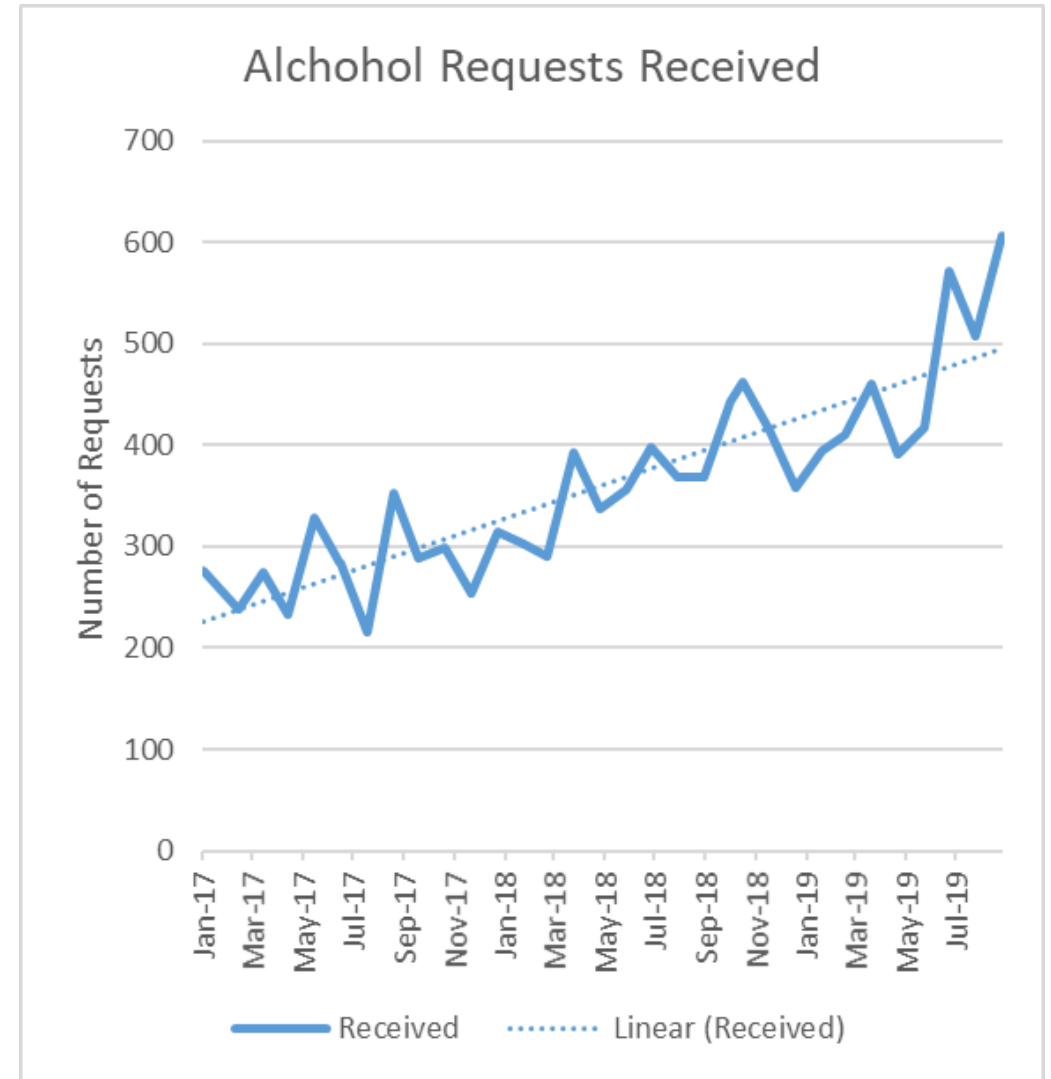
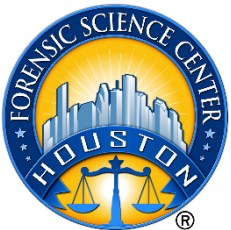
Toxicology: Increase in blood alcohol requests

BACKLOG ELIMINATION PLAN:

- Plan based on the receipt of an average 450 requests/month)
- Complete **500** requests a month
- Backlog to be eliminated by end of July

REALITY:

- Completed **566** requests in September
- Received **606** requests in September
 - Up from August: 508
 - **IN AUGUST AND SEPTEMBER 2018: 368**
- If the uptick in requests continues, backlog will not be eliminated until October and HFSC needs more toxicology resources



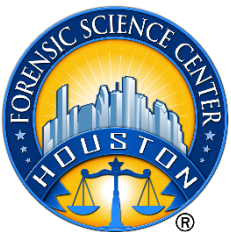
Toxicology: blood alcohol staffing

Toxicology requests are 1.1 percent lower than seized drugs, but their analyst staff size is 47 percent smaller

	Toxicology: Blood Alcohol	Seized Drugs	% Difference
Analysts	5 (+3 in training)	13	47%
Total staff	13	17	26%
Average monthly requests received (past 3 months)	562	568	1.1%

Toxicology staff:

- 1 manager
- 1 training/technical supervisor
- 1 technician
- 5 alcohol analysts (to be cross-trained in drug analysis)
- 3 alcohol analysts in training (to be dedicated to alcohol testing)
- 2 drug analysts



New Slides: Introduction



Key for Dashboard Section Pages

Center of ring=total pending cases
Ring=breakdown of age for all pending cases

Type of testing

Report type

Service: Seized Drugs Examination
Priority Type: All

Pending work

of Unassi...
28✓
Goal: 100 (+72%)

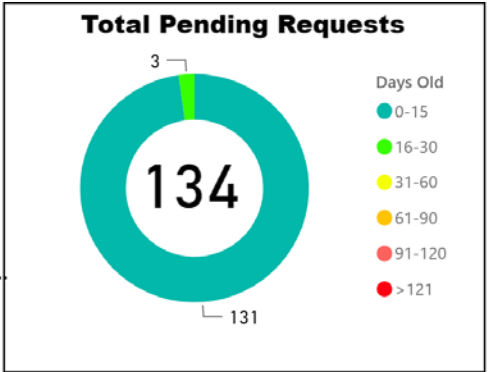
Pending Draft
24✓
Goal: 100 (+76%)

Pending Tech
55!
Goal: 50 (-10%)

Pending Admin
27✓
Goal: 50 (+46%)

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

- 0 Justice Trax Past Critical Age
- NaN
- Avg Age of Requests >30 D...
- 24 Age-Oldest Unassigned
- 15 Age-Oldest Pending Draft
- 21 Age-Oldest Pending Tech
- 15 Age-Oldest Pending Admin



Overall TAT (Month to Date)
9.1✓
Goal: 14, 15

Overall TAT (Past 90 Days)
8.8✓
Goal: 14, 15

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Pending quality reports

Open Quality Reports		
Qualtrax ID	Workflow #	Age
48504		26
48533		26
48621		24
49147	2019-056	17

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

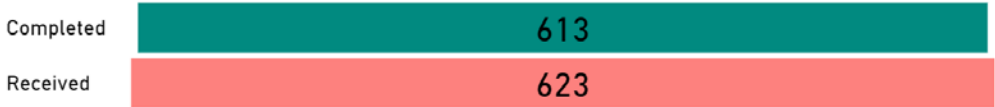
Quality TAT
9✓
Goal: 30, 31

Avg Age of Open Reports*
17

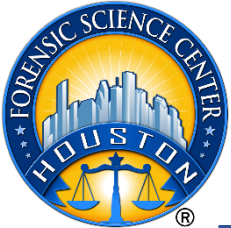
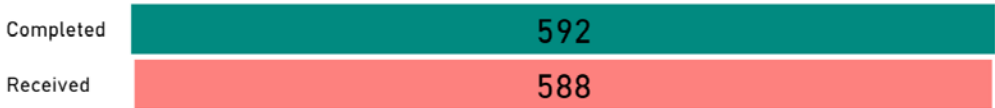
Average time to close quality reports

Quality Filter: Controlled Substances

Month to Date



30 Day Avg (Over Past 90 Days)



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

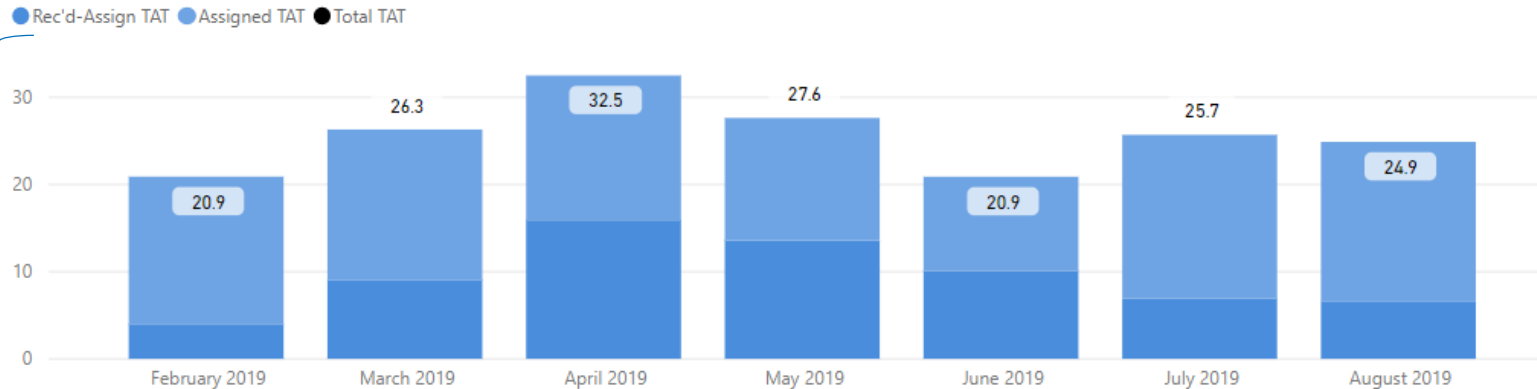
Key for Dashboard Historical Pages 1/2

Date Range

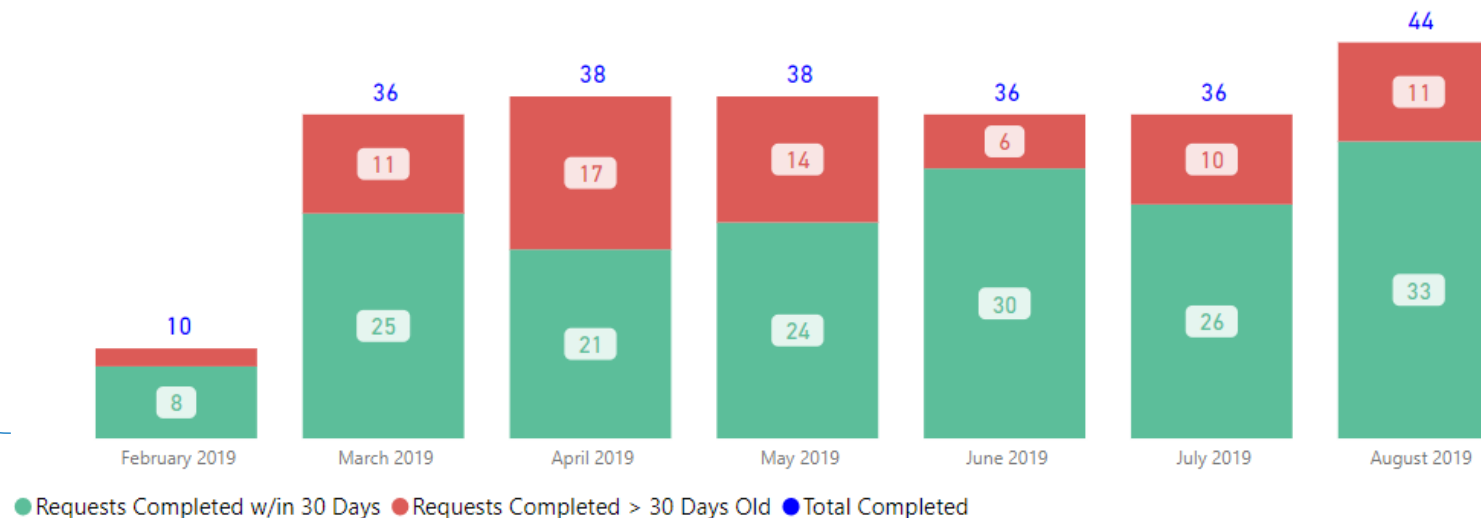
8/1/2018

8/31/2019

Total TAT by Month



Requests Completed



Type of testing

Request Type

Firearms Examination

Priority Type

All

Report type

Selected Time Frame Averages

26.11

Total TAT (Rec'd-Compl.) Avg

16.08

Assigned TAT (Asgmt.-Compl.) Avg

Overall average for the selected date range

Received to Complete

238

Requests Completed

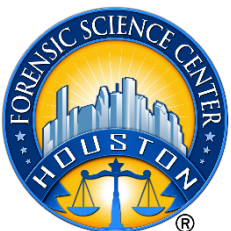
71

Requests Completed > 30 Days Old

29.83 %

% Completed > 30 Days Old

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



TAT= Turnaround Time

Key for Dashboard Historical Pages 2/2

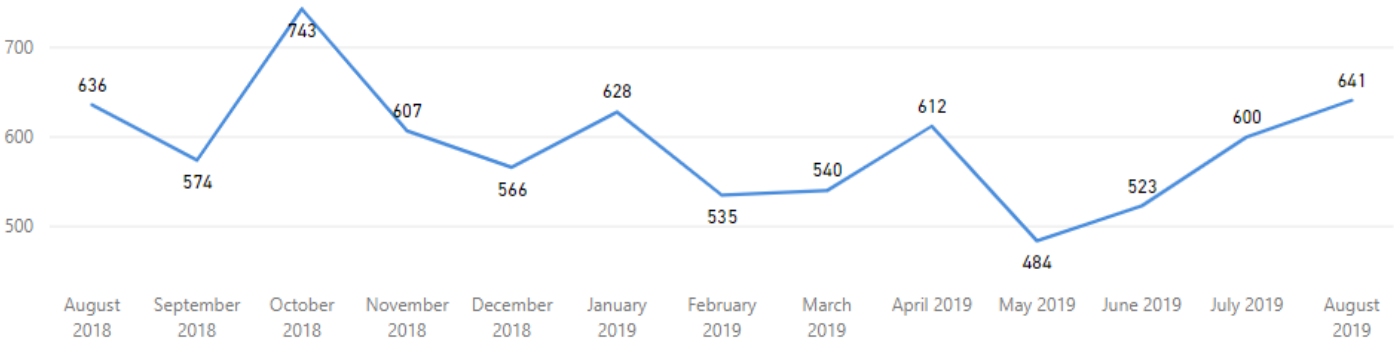
Type of testing

Service: Seized Drugs Examination
Priority Type: All

Report type

Received Filter
8/1/2018 8/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)*

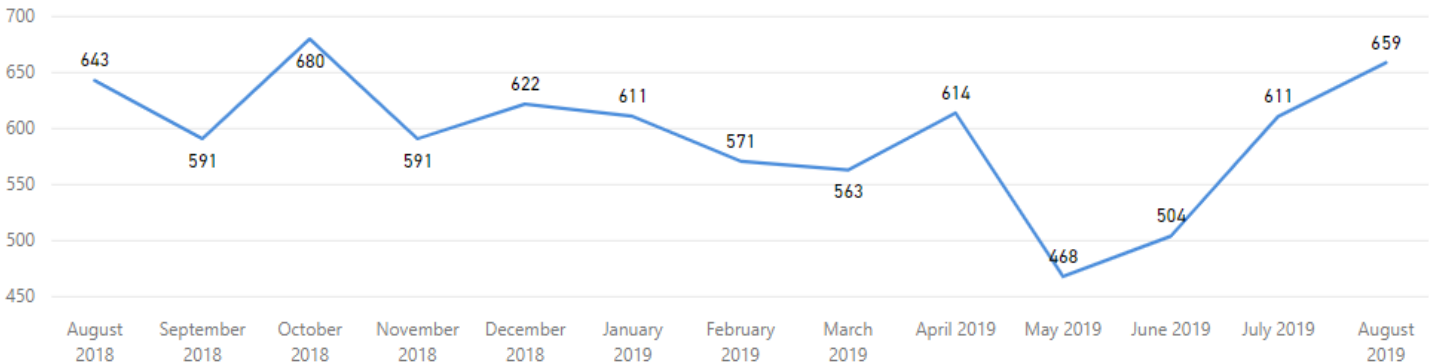
591

Overall average for the selected date range

Data broken down by month

Completed Filter
8/1/2018 8/31/2019

Completed by Month



Total Completed

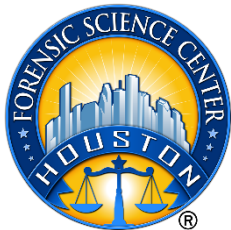
7,728

Completed per Month (Avg)*

594

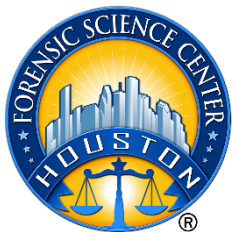
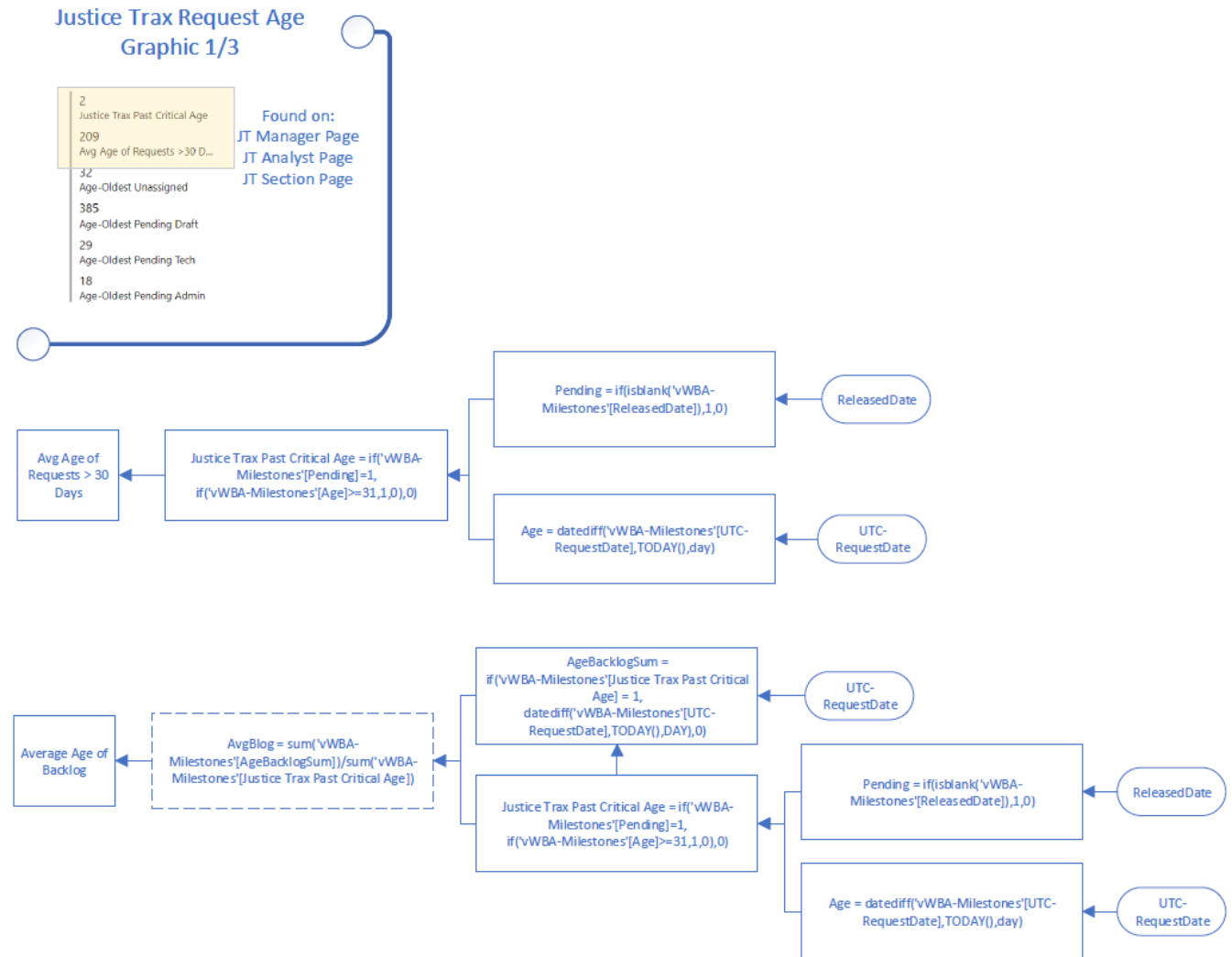
Overall average for the selected date range

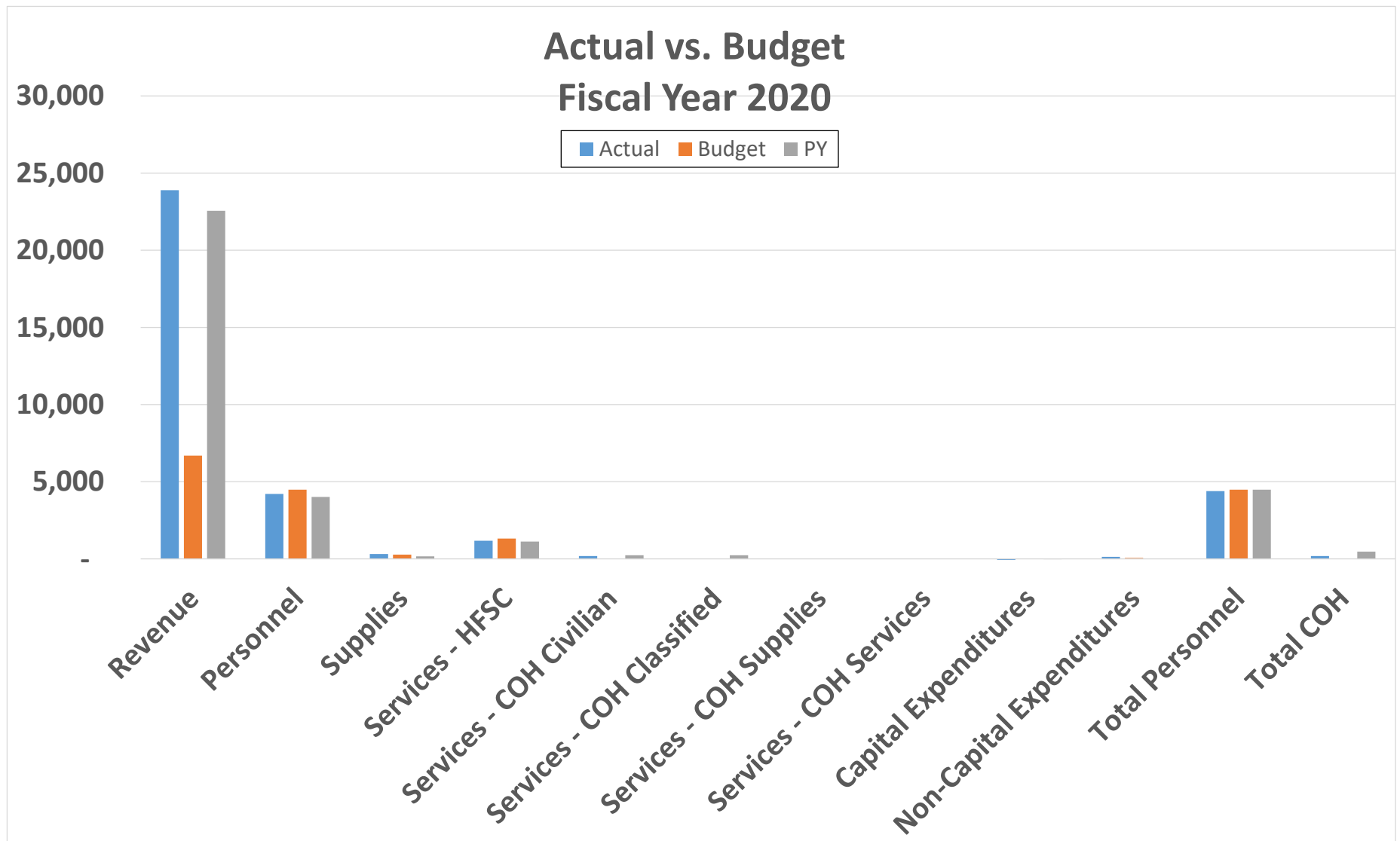
* months with zero activity are not calculated into the average



Dashboard data

- All data comes from the Laboratory Information Management System and Qualtrax
- Managers on the dashboard team validated LIMS data
- Data maps document calculations (user manual documentation)





HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2019 through Sept. 30, 2019

		Current Month (Preliminary)								YTD								FY20		
		FY20	FY20	FY19	Variance						FY20	FY20	FY19	Variance				FY20	% Year	
		Sept 2019	Budget	Sept 2018	Budget - Actual	%	FY20 - FY19	%			July 1-Sept 30, 2019	Budget	July 1- Sept 30, 2018	Vs. Budget	%	Vs. FY19	%	Budget V1	Completed	
		# of Months									# of Months									
		1									3									
Revenues:																				
411000	City of Houston-Appropriations	\$ -	\$ 2,013	\$ -	\$ (2,013)	-100%	\$ -			\$ 23,453	\$ 6,040	\$ 22,168	\$ 17,413	288%	\$ 1,285	6%		\$ 24,160	97%	
415000	City of Houston Direct OH-Appro	65	122	122	(56)	-46%	(56)	-46%		365	365	365	(0)	0%	(0)	0%		1,460	25%	
416000	City of Houston - Safe funds	-	-	-	-	0%	-			-	-	-	-	0%	-	0%		-	0%	
420000	Contributions	-	1	-	(1)	0%	-			1	3	-	(2)	0%	1	7%		11	7%	
425000	In-Kind Donations	-	-	-	-	0%	-			-	-	-	-	0%	-			-	0%	
426000	Training Services	-	1	0	(1)	0%	(0)	-100%		-	2	3	(2)	0%	(3)	-100%		9	0%	
440000	Grants	223	92	(2)	132	144%	225			4	275	5	(271)	-99%	(1)	-22%		1,100	0%	
450000	Forensic Services	9	2	(2)	7	357%	11			23	6	12	17	290%	11	98%		24	98%	
443000	Other	-	-	-	-	0%	-			1	-	-	1	0%	1	0%		-	0%	
450002	Interest Income	16	0	1	16	3203%	15	2018%		45	1	2	44	2980%	43	2632%		6	770%	
Total Income		314	2,231	119	(1,917)	-86%	195	163%		23,892	6,693	22,555	17,199	257%	1,337	6%		26,771	89%	
Expenses:																				
Personnel:																				
500010	Salary Base - Civilian	1,163	1,227	1,100	64	5%	(62)	-6%		3,416	3,680	3,276	264	7%	(140)	-4%		14,720	23%	
501070	Pension - Civilian	68	72	64	4	6%	(3)	-5%		200	215	162	14	7%	(38)	-24%		859	23%	
502010	FICA - Civilian	84	89	79	5	6%	(4)	-6%		248	266	238	18	7%	(10)	-4%		1,066	23%	
503010	Health Insurance - Active Civil	110	93	97	(17)	-19%	(13)	-13%		325	279	295	(47)	-17%	(31)	-10%		1,115	29%	
503015	Basic Life Ins - Active Civil	2	10	11	8	76%	8	78%		9	30	31	21	69%	22	70%		121	8%	
503060	Long Term Disability - Civilian	-	-	-	-	0%	-			-	-	-	-	0%	-	0%		-	0%	
503090	Workers Comp - Civilian Adm	4	4	7	0	10%	3	39%		12	13	14	1	10%	2	16%		53	23%	
503100	Workers Comp - Civil Claims	-	0	-	0	100%	-			-	0	-	0	0%	-	0%		0	0%	
504030	Unemployment Claims - Admin	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%	
504010	Pension - GASB 27 Accrual	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%	
504031	Unemployment Taxes - Admin	0	1	1	1	67%	0	25%		1	3	3	2	68%	2	58%		14	8%	
		1,431	1,496	1,359	65	4%	(72)	-5%		4,212	4,487	4,019	275	6%	(193)	-5%		17,947	23%	
Supplies:																				
511010	Chemical Gases & Special Fluids	0	1	1	1	66%	0	33%		4	4	2	(0)	-6%	(1)	-59%		15	26%	
511040	Audio Visual Supplies	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%	
511045	Computer Supplies	-	3	0	3	100%	0	100%		-	8	0	8	100%	0	100%		32	0%	
511050	Paper & Printing Supplies	-	2	3	2	100%	3	100%		1	7	8	6	91%	7	92%		28	2%	
511055	Publications & Printed Material	2	0	0	(2)	-448%	(2)	-1825%		3	1	0	(2)	-137%	(3)	-1005%		5	59%	
511060	Postage	-	0	0	0	100%	0	100%		0	0	0	0	92%	0	96%		0	2%	
511070	Miscellaneous Office Supplies	6	11	8	5	43%	2	23%		18	32	24	14	44%	6	26%		126	14%	
511080	General Laboratory Supply	183	71	52	(112)	-157%	(131)	-255%		276	213	113	(63)	-29%	(163)	-145%		853	32%	
511090	Medical & Surgical Supplies	-	-	-	-		-			-	-	-	-	0%	-	0%		-		
511095	Small Technical & Scientific Eq	3	1	-	(2)	-433%	(3)			4	2	1	(3)	-173%	(3)	-277%		6	68%	
511110	Fuel	-	-	-	-		-			-	-	-	-	0%	-	0%		-		
511120	Clothing	-	1	4	1	100%	4	100%		2	2	7	0	14%	6	78%		7	21%	
511125	Food/Event Supplies	-	1	4	1	100%	4	100%		3	3	5	0	5%	2	43%		11	24%	
511130	Weapons Munitions & Supplies	-	1	0	1	100%	0	100%		0	2	3	1	88%	3	93%		7	3%	
511145	Small Tools & Minor Equipment	8	0	0	(7)	-2579%	(7)	-1727%		8	1	1	(7)	-835%	(7)	-834%		3	234%	
511150	Miscellaneous Parts & Supplies	-	2	0	2	100%	0	100%		2	5	3	2	49%	0	7%		19	13%	
		202	93	72	(109)	-118%	(130)	-182%		320	278	167	(42)	-15%	(153)	-92%		1,114	29%	

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2019 through Sept. 30, 2019

		Current Month (Preliminary)						YTD						FY20	
		FY20	FY20	FY19	Variance			FY20	FY20	FY19	Variance			FY20	% Year
		Sept 2019	Budget	Sept 2018	Budget - Actual	%	FY20 - FY19	July 1-Sept 30, 2019	Budget	July 1- Sept 30, 2018	Vs. Budget	%	Vs. FY19	Budget V1	Completed
Services:															
520100	Temporary Personnel Services	-	0	1	0	100%	1	-	1	2	1	0%	2	2	0%
520105	Accounting & Auditing Svcs	3	4	3	0	8%	(0)	11	11	11	(1)	-7%	(0)	42	27%
520106	Architectural Svcs	-	-	-	-	-	-	-	-	-	-	0%	-	-	0%
520107	Computer Info/Contracting Svcs	-	3	4	3	100%	4	2	9	4	6	72%	2	34	7%
520109	Medical Dental & Laboratory Ser	-	7	7	7	100%	7	165	21	7	(144)	-678%	(158)	85	195%
520110	Management Consulting Services	35	8	12	(28)	-373%	(23)	50	23	37	(28)	-123%	(13)	90	56%
520112	Banking Services	0	0	0	0	23%	0	1	1	1	0	24%	0	4	19%
520113	Photographic Services	-	-	-	-	-	-	0	-	-	(0)	-	(0)	-	-
520114	Misc Support Serv Recruit Relo	10	5	5	(5)	-104%	(5)	24	14	13	(10)	-69%	(11)	56	42%
520115	Real Estate Rental	50	194	86	144	74%	36	150	583	258	433	74%	108	2,331	6%
520118	Refuse Disposal	-	2	-	2	100%	-	5	5	3	(0)	-9%	(2)	18	27%
520119	Computer Equip/Software Maint.	31	72	150	40	56%	118	144	215	313	71	33%	169	861	17%
520121	IT Application Services	(1)	11	6	13	110%	8	(0)	34	30	35	101%	30	137	0%
520123	Vehicle & Motor Equip. Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
520124	Other Equipment Services	31	24	38	(7)	-29%	8	120	71	127	(49)	-68%	8	284	42%
520143	Credit/Bank Card Svcs	-	0	-	0	100%	-	0	0	-	(0)	-650%	(0)	0	188%
520145	Criminal Intelligence Services	-	-	-	-	-	-	-	-	-	-	0%	-	-	0%
520520	Printing & Reproduction Serv.	-	1	-	1	100%	-	6	2	2	(4)	-163%	(5)	9	66%
520605	Public Information Svcs	-	1	1	1	100%	1	0	4	1	4	95%	1	17	1%
520705	Insurance (Non-Medical)	-	10	10	10	100%	10	113	29	29	(85)	-293%	(84)	115	98%
520760	Contributions	-	-	-	-	-	-	-	-	-	-	-	-	-	0%
520765	Membership & Prof. Fees	1	2	1	1	60%	(0)	3	6	3	3	48%	0	25	13%
520805	Education & Training	16	16	7	0	0%	(8)	167	48	80	(119)	-250%	(88)	191	87%
520815	Tuition Reimbursement	-	3	6	3	100%	6	2	10	9	7	76%	7	39	6%
520905	Travel - Training Related	4	16	17	12	76%	13	36	47	45	12	25%	9	188	19%
520910	Travel - Non-training Related	1	2	2	1	56%	1	5	6	7	1	15%	2	23	21%
521405	Building Maintenance Services	0	1	0	1	73%	-	1	3	6	3	82%	6	14	4%
521505	Utilities	1	0	0	(0)	-100%	(0)	2	1	1	(1)	-81%	(1)	5	45%
521605	Data Services	13	19	15	7	34%	2	54	57	46	3	6%	(8)	229	23%
521610	Voice Services, Equip & Labor	2	3	6	1	34%	4	6	10	9	4	45%	3	40	14%
521705	Vehicle/Equipment Rental/Lease	-	0	-	0	100%	-	-	0	-	0	0%	-	0	0%
521725	Other Rental Fees	2	3	6	1	31%	4	12	8	7	(3)	-40%	(5)	34	35%
521730	Parking Space Rental	16	13	8	(3)	-24%	(8)	47	39	43	(8)	-19%	(4)	158	30%
521905	Legal Services	-	4	-	4	100%	-	9	11	-	2	14%	(9)	43	21%
522205	Metro Commuter Passes	5	8	1	3	35%	(5)	9	24	7	16	65%	(2)	98	9%
522305	Shipping and Freight	1	1	0	0	35%	(0)	9	3	2	(6)	-180%	(6)	12	70%
522430	Misc. Other Services & Chrgs	2	7	19	5	72%	17	18	21	22	3	13%	4	85	22%
522720	Insurance - General & Professional	-	-	-	-	-	-	-	-	-	-	0%	-	-	0%
523100	Civilian Payroll	62	-	71	(62)	-	9	183	-	236	(183)	0%	53	-	-
523200	Classified Payroll	-	-	69	-	-	69	0	-	233	(0)	0%	232	-	-
523300	Supplies	-	-	-	-	-	-	-	-	-	-	0%	-	-	-
523400	Services	-	1	2	1	100%	2	1	4	5	3	69%	3	18	8%
523000	Sub-Contractor (COH-HPD) Total	62	1	143	(61)	-4107%	81	185	4	473	(180)	-4058%	288	18	1039%
Total Services		285	441	555	156	35%	270	1,356	1,322	1,598	(34)	-3%	242	5,288	26%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2019 through Sept. 30, 2019

Current Month (Preliminary)										YTD										FY20	
FY20			FY20	FY19	Variance					FY20			FY20	FY19	Variance				FY20	% Year	
Sept 2019			Budget	Sept 2018	Budget - Actual		%	FY20 - FY19		July 1- Sept 30, 2019		Budget	July 1- Sept 30, 2018	Vs. Budget		%	Vs. FY19		%	Budget V1	Completed
Non-Capital Expenditures																					
551010	Furniture and Fixtures	-	4	3	4	100%	3	100%	67	13	17	(54)	-411%	(50)	-297%	53	128%				
551015	Computer Hardware/SW	6	14	2	8	54%	(4)	-195%	62	42	4	(20)	-49%	(58)	-1329%	168	37%				
551025	Scientific/Foren Eqmt	-	2	-	2	100%	-		5	5	1	0	6%	(4)	-403%	20	23%				
Total Non-Capital Expenditures				6	20	5	14	68%	(2)	-37%	134	60	22	(74)	-123%	(112)	-503%	240	56%		
Capital Expenditures																					
170140	Improvements	-	-	-	-	-	-		-	-	-	-	0%	-	0%	-	0%				
170210	Furniture & Fixtures	-	-	-	-	-	-		-	-	-	-	0%	-	0%	-	0%				
170230	Computer Hardware/SW	-	-	-	-	-	-		-	-	28	-	0%	28	100%	-	0%				
170240	Scientific/Foren Eqmt	(31)	7	-	38	547%	31		(217)	21	8	238	1133%	225	2681%	84	-258%				
170270	500 Jefferson - Intangible	-	-	-	-	0%	-		-	-	-	-	0%	-	0%	-					
170980	Const in Progress	2	-	5	(2)	60%	3	60%	(8)	-	(60)	8	0%	(52)	87%	-					
Total Capital Expenditures				(30)	7	5	37	522%	34	749%	(224)	21	(23)	245	1169%	201	-873%	84	-267%		
Total Expense and Capital Before Depreciation				1,894	2,056	1,995	162	8%	100	5%	5,798	6,168	5,783	371	6%	(15)	0%	24,673	23%		
561230	Depreciation	143	42	42	(101)	-240%	(101)	-240%	428	126	126	(302)	-240%	(302)	-240%	504	85%				
570505	FA Gain/Loss	22	-	-	(90)	0%	-		22	-	-	(22)	0%	-	0%	-	0%				
531085	Interest Expense	90	-	-	-	-	-		271	-	-	(271)	-100%	-	46%	-					
610000	City of Houston Direct Overhead	65	33	122	(33)	-100%	56	46%	196	98	365	(98)	-100%	169	46%	392	50%				
Grant and Training Expense				-	-	-	-		-	-	-	-	0%	-	0%	-					
Total Expense and Capital After Depreciation				2,215	2,131	2,158	(84)	-4%	34	2%	6,715	6,392	6,274	(323)	-5%	(441)	-7%	25,569	26%		
Net Ordinary Income less capital spending				(1,901)	100	(2,039)	(1,833)	-1831%	229	-11%	17,177	300	16,281	16,877	5619%	896	6%	1,201	1430%		

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

(in '000's)

	Preliminary	As of	As of	As of
	09/30/19	06/30/19	03/31/19	12/31/18
ASSETS				
Cash and Cash Equivalents				
Bank of Texas-Operating	\$ 18,585	\$ 1,124	\$ 6,670	\$ 12,657
Total Current Assets	<u>18,585</u>	<u>1,124</u>	<u>6,670</u>	<u>12,657</u>
Accounts Receivable				
Accounts Receivable	209	1,063	669	16
Total Accounts Receivable	<u>209</u>	<u>1,063</u>	<u>669</u>	<u>16</u>
Capital Assets Net of Depreciation				
Capital Assets	37,632	37,654	37,533	6,218
Accumulated Depreciation	<u>(2,753)</u>	<u>(2,335)</u>	<u>(1,918)</u>	<u>(1,887)</u>
Total Net Capital Assets	<u>34,879</u>	<u>35,319</u>	<u>35,615</u>	<u>4,331</u>
Other Assets				
Prepaid - HR	8	-	2	0
Prepaid - Insurance	50	54	61	88
Prepaid - Service Agreements	255	129	131	226
Prepaid - Other	<u>3</u>	<u>2</u>	<u>145</u>	<u>61</u>
Total Other Assets	<u>317</u>	<u>184</u>	<u>339</u>	<u>375</u>
TOTAL ASSETS	<u>\$ 53,989</u>	<u>\$ 37,690</u>	<u>\$ 43,292</u>	<u>\$ 17,379</u>
LIABILITIES				
Accounts Payables	\$ 343	\$ 388	\$ 3	\$ 152
Payroll Tax Liability	994	1,603	552	490
Other Liabilities, Including Fund 2213 Billing	128	127	63	260
500 Jefferson Lease Liability	31,928	31,920	31,911	
Deferred - Others	<u>6</u>	<u>6</u>	<u>6</u>	<u>248</u>
Total Liabilities	<u>33,400</u>	<u>34,044</u>	<u>32,536</u>	<u>1,150</u>
NET POSITION/FUND BALANCE				
Unrestricted/Unassigned	17,639	248	7,053	11,898
Temporarily Restricted - SAFE Funds				
Net Investment in Capital Assets	<u>2,950</u>	<u>3,399</u>	<u>3,703</u>	<u>4,331</u>
Total Net Position	<u>20,589</u>	<u>3,647</u>	<u>10,756</u>	<u>16,229</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 53,989</u>	<u>\$ 37,690</u>	<u>\$ 43,292</u>	<u>\$ 17,379</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:	\$ (656,628)	\$ 656,628	\$ -
Grant Balance:	\$ 84,372		
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:	\$ (711,128)	\$ 599,725	\$ 111,403
Grant Balance:	\$ 156,627		
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:	\$ (41,943)	\$ 41,943	\$ -
Grant Balance:	17,057		
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:

Award Number:

Charles Heurich

2014-DN-BX-0116

Amount of Award: \$ 1,530,927

Grant Inception to date: \$ (351,392.00) \$ 327,643.62 \$ 23,748.38

Grant Balance: \$ 1,179,535

Status: Sub - Award

Award Bal.	Expenditure Reported	Current Receivable
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Awarding Agency: USDOJ-OJP-NIJ

Discipline: Seized Drugs

Primary Recipient: HFSC

Federal Program: 2018 Research and Evaluation for the Testing and Interpretation of Physical Evidence in Publicly Funded Forensic Laboratories

Solicitation Number: NIJ-2018-13900

Name of Project: Establishing Sufficiency Thresholds for Assessing the Quality of Mass Spectral Data

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

Collaboration: Ohio University

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

Contact: Peter Harrington

Award Number: 2018-DU-BX-0184

Award Date: 9/27/2018

Amount of Award: \$282,703

Award Bal.	Expenditure Reported	Current Receivable
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HFSC Amount of Award: \$ 174,682

Grant Inception to date: \$ - \$ - \$ -

Grant Balance:

Subrecipient: Ohio University

Subrecipient Official: P. Maureen Valentine

Contact: Peter Harrington

Subaward Total: \$ 108,021

Grant Inception to date: \$ - \$ - \$ -

Grant Balance:

Status: Awarded

Awarding Agency: USDOJ-OJP-NIJ

Discipline: Latent Prints

Federal Program: 2018 Applied Research and Development in Forensic Science for Criminal Justice Purpose

Solicitation Number: NIJ-2018-13600

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

Primary Recipient: RTI International

RTI Contract Administrator: Meghaan Hampton

Start and End Dates: 06/15/2019 - 04/30/2020

Contact: Heidi Eldridge

Award Number: 2018-DU-BX-0227

Contract Title: Selection, Detection, AFIS Teams

Contract Type: Fixed Price

	Award Bal.	Expenditure Reported	Current Receivable
HFSC Contract Funded Amount:	\$ 71,902		
Grant Inception to date:			
Grant Balance:			

Status: Awarded - Contract Service Agreement

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

Financial Statements
and Single Audit Reports
for the year ended June 30, 2019

Houston Forensic Science Center, Inc.

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Independent Auditors' Report

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

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of Houston Forensic Science Center, Inc. (a component unit of the City of Houston), as of and for the years ended June 30, 2019 and 2018 and the related notes to the financial statements, which collectively comprise Houston Forensic Science Center, Inc.'s basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the major fund of Houston Forensic Science Center, Inc. as of June 30, 2019 and 2018, and the changes in its financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 4-7 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Adoption of New Accounting Standard

As discussed in Note 3 to the financial statements, Houston Forensic Science Center, Inc. adopted the amendments of Governmental Accounting Standards Board (GASB) Statement No. 87, *Leases*, as of and for the year ended June 30, 2019. This amendment has not been applied on a retrospective basis to the financial statements as of and for the year ended June 30, 2018.

Restatement of General Fund Balance

As discussed in Note 4 to the financial statements, the beginning fund balance of Houston Forensic Science Center, Inc.'s General Fund has been restated in the fund basis financial statements to record a prior period adjustment to correct the reporting of compensated absences incurred in prior years.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information included in the schedule of expenditures of federal awards for the year ended June 30, 2019 as required by Title 2 U. S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Report Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 23, 2019 on our consideration of Houston Forensic Science Center, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and

grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Houston Forensic Science Center, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Houston Forensic Science Center, Inc.'s internal control over financial reporting and compliance.

Blazek & Vetterling

September 23, 2019

Houston Forensic Science Center, Inc.
Management's Discussion and Analysis
For the years ended June 30, 2019 and 2018
(unaudited)

The following discussion and analysis of Houston Forensic Science Center, Inc.'s (HFSC) financial performance provides an overview of the financial activities for the years ended June 30, 2019 and 2018. This discussion should be read in conjunction with HFSC's financial statements, which follow this section.

Financial Highlights

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

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

Financial highlights for the fiscal year ending June 30, 2018 include:

- HFSC's total net position increased by \$484,000 with revenue of \$26.4 million and expenses of \$26.0 million.
- \$21.4 million of HFSC's expenses were program expenses in connection with forensic science services.
- HFSC recognized revenue of \$25.6 million in appropriations received from the City in its statement of activities.
- HFSC added \$1.3 million in capital assets during the year.
- At the close of the current fiscal year, HFSC's general fund reported a restated fund balance of \$965,348, a decrease of \$263,208 in comparison with the prior year. This decrease is the result of expenditures associated with upgrading and improving IT infrastructure and moving off the Houston Police Department's (HPD) computer network.
- Beginning fund balance for fiscal years 2018 and 2017 were restated to correct accounts payable and accrued liabilities for compensated absences incurred in prior years. The adjustments increased the change in fund balance by approximately \$9,000 and \$481,000 for fiscal years 2018 and 2017, respectively (see Note 4 to financial statements).

Overview of the Financial Statements

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

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

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

HFSC's governmental fund is comprised of its general fund. At June 30, 2019, HFSC's general fund reported a balance of \$757,618, a decrease of \$207,730 from the prior year. The decrease is due to costs incurred from relocating to a new building during the year. Approximately 75% of the fund balance constitutes unassigned fund balance, which is available for spending at HFSC's discretion, with the remainder of the balance representing nonspendable prepaid expenses. At June 30, 2018, HFSC's general fund reported a balance of \$965,348, a decrease of \$263,208 from the prior year. The decrease is due to upgrading and improving IT infrastructure and moving off the HPD computer network. Approximately 52% of the fund balance constitutes unassigned fund balance, which is available for spending at HFSC's discretion with the remainder of the balance representing nonspendable prepaid expenses.

Condensed Government-Wide Financial Information and Financial Analysis

	AS OF JUNE 30		
	2019	2018	2017
<i>Condensed Statements of Net Position:</i>			
Current and other assets	\$ 2,371,515	\$ 2,233,991	\$ 2,677,455
Capital assets	<u>35,318,844</u>	<u>4,582,288</u>	<u>3,826,217</u>
Total assets	<u>\$ 37,690,359</u>	<u>\$ 6,816,279</u>	<u>\$ 6,503,672</u>
Long-term liabilities	\$ 32,654,738	\$ 490,185	\$ 481,254
Other liabilities	<u>1,399,133</u>	<u>1,268,643</u>	<u>1,448,899</u>
Total liabilities	<u>\$ 34,053,871</u>	<u>\$ 1,758,828</u>	<u>\$ 1,930,153</u>
Net position:			
Unrestricted	\$ 237,424	\$ 475,163	\$ 747,302
Net investments in capital assets	<u>3,399,064</u>	<u>4,582,288</u>	<u>3,826,217</u>
Total net position	<u>\$ 3,636,488</u>	<u>\$ 5,057,451</u>	<u>\$ 4,573,519</u>

Fiscal Year 2019

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

Fiscal Year 2018

The assets of HFSC consist primarily of cash, grants receivable from a federal government agency, prepaid expenses and capital assets. Liabilities primarily consist of operating expenses, including accrued salaries and compensated absences. The increase in assets at June 30, 2018, as compared to June 30, 2017, primarily is the result of capital expenditures of \$1.3 million relating to IT infrastructure and \$256,000 relating to prepaid expenses, offset by lower cash of \$581,000 and depreciation of \$488,000. Liabilities decreased primarily due to the timing of reimbursing the City/HPD for operating expenses.

	FOR THE YEAR ENDED JUNE 30		
	2019	2018	2017
<i>Condensed Statements of Activities:</i>			
Expenses:			
Program services	\$ 22,655,156	\$ 21,426,812	\$ 21,753,369
Management and general	4,999,106	4,526,783	4,757,943
Interest expense	271,270		
Total expenses	<u>27,925,532</u>	<u>25,953,595</u>	<u>26,511,312</u>
Revenue:			
City of Houston – appropriation	24,160,346	24,160,344	23,420,344
City of Houston – direct overhead appropriation	1,460,000	1,460,000	1,460,000
U. S. Department of Justice – government grant revenue	936,247	744,654	1,770,631
Other revenue	116,193	102,834	71,363
Other income/(loss)	<u>(168,217)</u>	<u>(30,305)</u>	<u>(48,082)</u>
Total revenue	<u>26,504,569</u>	<u>26,437,527</u>	<u>26,674,256</u>
CHANGES IN NET POSITION	(1,420,963)	483,932	162,944
Net position, beginning of year	<u>5,057,451</u>	<u>4,573,519</u>	<u>4,410,575</u>
Net position, end of year	<u>\$ 3,636,488</u>	<u>\$ 5,057,451</u>	<u>\$ 4,573,519</u>

Fiscal Year 2019

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

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

Fiscal Year 2018

Government grant revenue decreased by \$1.0 million as a result of HFSC being awarded less by the U. S. Department of Justice. This decrease is offset by the increase in appropriations of \$740,000 by the City. Expenses decreased by \$557,000.

CAPITAL ASSETS AND LONG-TERM DEBT

Capital Assets

Fiscal Year 2019

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

Fiscal Year 2018

HFSC's investment in capital assets as of June 30, 2018 totals \$4.6 million (net of accumulated depreciation). This investment in capital assets includes scientific forensic equipment, furniture and equipment, leasehold improvements, and vehicles. The total increase in capital assets for the current fiscal year was approximately 19.8%.

Major capital asset events during the year ended June 30, 2018 include purchases for improving the IT infrastructure.

Long-Term Debt

Fiscal Year 2019

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

See additional information concerning the lease agreement in Note 7 to the financial statements.

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

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

Houston Forensic Science Center, Inc.

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

	GENERAL FUND	ADJUSTMENTS (NOTE 10)	STATEMENT OF NET POSITION
ASSETS			
Current assets:			
Cash	\$ 1,123,908		\$ 1,123,908
Government grants receivable	565,445		565,445
Accounts receivable	23,541		23,541
Prepaid expenses	184,412		184,412
Other receivables (Note 7)		\$ 474,209	474,209
Noncurrent assets:			
Capital assets, net of depreciation and amortization (Notes 6 and 7)		35,318,844	35,318,844
TOTAL ASSETS	\$ 1,897,306	\$ 35,793,053	\$ 37,690,359
LIABILITIES			
Current liabilities:			
Accounts payable and accrued expenses	\$ 1,139,688		\$ 1,139,688
Lease liability, current portion (Note 7)		\$ 259,445	259,445
Noncurrent liabilities:			
Compensated absences		994,403	994,403
Lease liability, long-term portion (Note 7)		31,660,335	31,660,335
TOTAL LIABILITIES	1,139,688	\$ 32,914,183	\$ 34,053,871
FUND BALANCE AND NET POSITION			
Nonspendable prepaid expenses	184,412	\$ (184,412)	
Unassigned / unrestricted	573,206	(335,782)	\$ 237,424
Invested in capital assets, net of related debt		3,399,064	3,399,064
TOTAL FUND BALANCE	757,618		
TOTAL LIABILITIES AND FUND BALANCE	\$ 1,897,306		
TOTAL NET POSITION		\$ 2,878,870	\$ 3,636,488

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

Governmental Fund Balance Sheet and Statement of Net Position as of June 30, 2018

	GENERAL FUND	ADJUSTMENTS (NOTE 10)	STATEMENT OF NET POSITION
ASSETS			
Current assets:			
Cash	\$ 1,658,826		\$ 1,658,826
Government grants receivable	108,308		108,308
Accounts receivable	7,607		7,607
Prepaid expenses	459,250		459,250
Noncurrent assets:			
Capital assets, net of depreciation (Note 6)		\$ 4,582,288	4,582,288
TOTAL ASSETS	<u>\$ 2,233,991</u>	<u>\$ 4,582,288</u>	<u>\$ 6,816,279</u>
LIABILITIES			
Current liabilities:			
Accounts payable and accrued expenses	\$ 1,268,643		\$ 1,268,643
Noncurrent liabilities:			
Compensated absences		\$ 490,185	490,185
TOTAL LIABILITIES	<u>1,268,643</u>	<u>490,185</u>	<u>\$ 1,758,828</u>
FUND BALANCE AND NET POSITION			
Nonspendable prepaid expenses	459,250	(459,250)	
Unassigned / unrestricted	506,098	(30,935)	\$ 475,163
Invested in capital assets, net of related debt		4,582,288	4,582,288
TOTAL FUND BALANCE – restated (Note 4)	<u>965,348</u>		
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 2,233,991</u>		
TOTAL NET POSITION		<u>\$ 4,092,103</u>	<u>\$ 5,057,451</u>

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

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

	GENERAL FUND	ADJUSTMENTS (NOTE 10)	STATEMENT OF ACTIVITIES
EXPENDITURES / EXPENSES:			
Program services	\$ 21,511,422	\$ 1,143,734	\$ 22,655,156
Management and general	4,746,729	252,377	4,999,106
Capital expenditures	31,796,664	(31,796,664)	
Interest expense	<u>271,270</u>	<u></u>	<u>271,270</u>
Total expenditures / expenses	<u>58,326,085</u>	<u>(30,400,553)</u>	<u>27,925,532</u>
REVENUE:			
Grant from City of Houston – appropriation	24,160,346		24,160,346
Grant from City of Houston – direct overhead appropriation	1,460,000		1,460,000
U. S. Department of Justice – government grant revenue	936,247		936,247
Other revenue	116,193		116,193
Other income/(loss)	<u></u>	<u>(168,217)</u>	<u>(168,217)</u>
Total revenue	<u>26,672,786</u>	<u>(168,217)</u>	<u>26,504,569</u>
EXCESS OF REVENUE OVER EXPENDITURES / CHANGES IN NET POSITION	(31,653,299)	30,232,336	(1,420,963)
OTHER FINANCING SOURCES (USES):			
Other financing sources – inception of lease	31,998,860	(31,998,860)	
Other financing sources – other receivable	(474,209)	474,209	
Debt service principal	<u>(79,082)</u>	<u>79,082</u>	<u></u>
Total other financing sources (uses)	<u>31,445,569</u>	<u>(31,445,569)</u>	<u>0</u>
CHANGE IN FUND BALANCES / NET POSITION	(207,730)	(1,213,233)	(1,420,963)
Fund balance / net position, beginning of year	<u>965,348</u>	<u>4,092,103</u>	<u>5,057,451</u>
Fund balance / net position, end of year	<u>\$ 757,618</u>	<u>\$ 2,878,870</u>	<u>\$ 3,636,488</u>

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

Governmental Fund Statement of Revenue, Expenditures, and Changes in Fund Balance and Statement of Activities for the year ended June 30, 2018

	GENERAL FUND	ADJUSTMENTS (NOTE 10)	STATEMENT OF ACTIVITIES
EXPENDITURES / EXPENSES:			
Program services	\$ 21,014,665	\$ 412,147	\$ 21,426,812
Management and general	4,441,988	84,795	4,526,783
Capital expenditures	<u>1,269,627</u>	<u>(1,269,627)</u>	<u> </u>
Total expenditures / expenses	<u>26,726,280</u>	<u>(772,685)</u>	<u>25,953,595</u>
REVENUE:			
Grant from City of Houston – appropriation	24,160,344		24,160,344
Grant from City of Houston – direct overhead appropriation	1,460,000		1,460,000
U. S. Department of Justice – government grant revenue	744,654		744,654
Other revenue	98,074	4,760	102,834
Other income/(loss)	<u> </u>	<u>(30,305)</u>	<u>(30,305)</u>
Total revenue	<u>26,463,072</u>	<u>(25,545)</u>	<u>26,437,527</u>
EXCESS OF REVENUE OVER EXPENDITURES / CHANGES IN NET POSITION	(263,208)	747,140	483,932
Fund balance / net position, beginning of year	<u>1,228,556</u>	<u>3,344,963</u>	<u>4,573,519</u>
Fund balance / net position, end of year	<u>\$ 965,348</u>	<u>\$ 4,092,103</u>	<u>\$ 5,057,451</u>

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

Notes to Financial Statements for the years ended June 30, 2019 and 2018

NOTE 1 – ORGANIZATION

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

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

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

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

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

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

Cash consists of demand deposits. Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, HFSC will be unable to recover deposits. At June 30, 2019, the carrying amount and the bank balance of HFSC's demand deposit account were \$1,123,908 and \$1,285,740, respectively. Amounts on deposit that are in excess of the Federal Deposit Insurance Corporation limit of \$250,000 are collateralized by a security agreement with the bank.

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

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

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

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

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

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

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

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

NOTE 3 – ADOPTION OF ACCOUNTING STANDARD

HFSC adopted the amendments of GASB Statement No. 87, *Leases*, as of and for the year ended June 30, 2019. The statement requires recognition of lease assets and liabilities for certain leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are the financing of the right to use an underlying asset. Under the statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. This amendment has not been applied on a retrospective basis to the financial statements for the year ended June 30, 2018, as the lease obligation at that time was for less than one year and was immaterial for retroactive application.

NOTE 4 – RESTATEMENT OF BEGINNING FUND BALANCE

The beginning fund balance of the General Fund has been restated to record a prior period adjustment to correct accounts payable and accrued liabilities for compensated absences incurred in prior years. A reconciliation of the prior period ending fund balance to the current year beginning fund balance for the General Fund is as follows:

	<u>2018</u>	<u>2017</u>
Beginning fund balance previously reported	\$ 475,163	\$ 747,302
Adjustment to correct accounts payable and accrued liabilities	<u>490,185</u>	<u>481,254</u>
Beginning fund balance, as restated	<u>\$ 965,348</u>	<u>\$ 1,228,556</u>

The recorded adjustment increased the 2018 and 2017 change in fund balance by \$8,931 and \$481,254, respectively.

NOTE 5 – RELATED PARTIES

HFSC is a component unit of the City and receives appropriated funds from the City's general fund, as well as an overhead allocation appropriation representing shared costs for the use of City/HPD facilities. HFSC's forensic functions are performed primarily to support HPD.

The City charged HFSC \$1.3 million and \$2.7 million for services provided to HFSC for fiscal years 2019 and 2018, respectively. The City provided \$1.5 million in overhead appropriations representing HFSC's use of the City's property in fiscal years 2019 and 2018. In fiscal years 2019 and 2018, the City appropriated \$17.0 million for general operations and \$7.2 million for services provided by the City for total appropriations of \$24.2 million for operations.

NOTE 6 – CAPITAL AND LEASE ASSETS

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

	<u>BALANCE AT JULY 1, 2018</u>	<u>ADDITIONS</u>	<u>COMPLETIONS/ DISPOSITIONS</u>	<u>BALANCE AT JUNE 30, 2019</u>
Lease assets – building		\$31,215,077		\$31,215,077
Scientific forensic equipment	\$ 3,770,999	24,642	\$ (158,719)	3,636,922
Furniture and office equipment	736,216	51,402	(93,974)	693,644
Leasehold improvements	161,214		(107,352)	53,862
Vehicles	100,379	85,207		185,586
LIMS database			1,679,867	1,679,867
Work in progress		188,826		188,826
Work in progress – database	1,448,355	231,512	(1,679,867)	
Less accumulated depreciation and amortization	<u>(1,634,875)</u>	<u>(891,893)</u>	<u>191,828</u>	<u>(2,334,940)</u>
Capital assets, net of depreciation and amortization	<u>\$ 4,582,288</u>	<u>\$30,904,773</u>	<u>\$ (168,217)</u>	<u>\$35,318,844</u>
	<u>BALANCE AT JULY 1, 2017</u>	<u>ADDITIONS</u>	<u>COMPLETIONS/ DISPOSITIONS</u>	<u>BALANCE AT JUNE 30, 2018</u>
Scientific forensic equipment	\$ 3,684,458	\$ 86,541		\$ 3,770,999
Furniture and office equipment	592,130	144,086		736,216
Leasehold improvements	161,214			161,214
Vehicles		100,379		100,379
Work in progress – database	504,338	974,322	\$ (30,305)	1,448,355
Less accumulated depreciation	<u>(1,115,923)</u>	<u>(488,011)</u>	<u>(30,941)</u>	<u>(1,634,875)</u>
Capital assets, net of depreciation	<u>\$ 3,826,217</u>	<u>\$ 817,317</u>	<u>\$ (61,246)</u>	<u>\$ 4,582,288</u>

NOTE 7 – LEASES

In April 2019, HFSC entered a 30-year lease agreement for the use of building space. The agreement includes HFSC's commitment to pay predetermined monthly rent, as well as operating expenses, which include operating expenses that are within the reasonable control of the landlord and are capped at 7% per annum. Operating expenses include costs and expenses such as repairs, landscaping, and other costs to maintain, manage, and insure the building with HFSC's share set at 21.62% of the building's total operating expenses. The lease agreement also includes an allowance of \$300,000 to be used by HFSC to purchase lab furniture and equipment. The estimated useful life of the building is 50 years. HFSC used a discount rate of 3.4% to calculate the reported lease liability, which is its estimated borrowing rate.

Annual principal and interest requirements to maturity are as follows:

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2020	\$ 259,445	\$ 1,082,492	\$ 1,341,937
2021	368,150	1,070,750	1,438,900
2022	380,864	1,058,036	1,438,900
2023	394,018	1,044,882	1,438,900
2024	407,625	1,031,275	1,438,900
2025-2029	2,360,553	4,934,808	7,295,361
2030-2034	4,342,605	4,364,817	8,707,422
2035-2039	5,299,695	3,560,698	8,860,393
2040-2044	8,623,909	2,378,069	11,001,978
2045-2049	<u>9,482,916</u>	<u>785,597</u>	<u>10,268,513</u>
Total	<u>\$ 31,919,780</u>	<u>\$ 21,311,424</u>	<u>\$ 53,231,204</u>

NOTE 8 – GOVERNMENT GRANTS

HFSC is party to contracts with a federal governmental agency. Should these contracts not be renewed, a replacement for this source of support may not be forthcoming and related expenses may not be incurred. Funding sources of government grants include amounts from the U. S. Department of Justice totaling approximately \$936,000 and \$745,000 during fiscal years 2019 and 2018, respectively.

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

NOTE 9 – EMPLOYEE BENEFIT PLANS

HFSC has both a deferred compensation plan and a defined contribution retirement plan covering substantially all full-time employees. Under the terms of the deferred compensation plan, HFSC matches an amount up to 5% of each participant's annual salary. Under the terms of the defined contribution retirement plan, HFSC contributes an amount equal to 2% of each participant's annual salary. HFSC's contributions to these plans were approximately \$878,000 and \$746,000 in 2019 and 2018, respectively.

NOTE 10 – ADJUSTMENTS BETWEEN THE GOVERNMENTAL FUND STATEMENTS AND THE GOVERNMENT-WIDE STATEMENT OF NET POSITION AND STATEMENT OF ACTIVITIES

Total fund balance reported in the governmental fund balance sheet differs from net position reported in the government-wide statement of net position. Differences occur because of the current financial resources focus of the governmental fund statements and the long-term economic focus of the government-wide statement of net position and statement of activities. The provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State*

and Local Governments, imposed this change in focus. The adjustments below show the difference between the statements that result from this difference in measurement focus.

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

	<u>2019</u>	<u>2018</u>
Capital assets, including lease assets used in governmental activities are not current financial resources; therefore, are not reported in the governmental fund financial statements.	\$ 35,318,844	\$ 4,582,288
Certain assets included in the statement of net position, including other receivables not available within 60 days, are not reported as assets in the governmental fund financial statements.	474,209	
Long-term liabilities, including lease payables, are not due and payable in the current period; therefore, are not reported in the fund financial statements.	(31,919,780)	
Long-term liabilities, including compensated absences, are not due and payable in the current period; therefore, are not reported in the fund financial statements.	<u>(994,403)</u>	<u>(490,185)</u>
Net adjustment to fund balance to net position of governmental activities	<u>\$ 2,878,870</u>	<u>\$ 4,092,103</u>

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

	<u>2019</u>	<u>2018</u>
Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. The statements of activities recognizes the cost of outlays allocated over estimated useful lives as depreciation expense.		
Capital outlay	\$ 31,796,664	\$ 1,269,627
Depreciation expense	(545,058)	(488,011)
Amortization expense	(346,835)	
Governmental funds report resources from long-term debt as current financial resources, while the repayment of the principal of long-term debt consumes current financial resources. This amount is the net effect of this difference in the treatment of long-term debt.	(31,919,778)	
Governmental funds do not report resources from receivables not available within 60 days.	474,209	
Expenditures including compensated absences that are not due in payable in the current fiscal year do not require the use of current financial resources; therefore, are not reported as expenditures in the governmental funds.	(504,218)	(8,931)
Governmental funds do not recognize as revenue contributions of donated property because such contributions do not increase current financial resources.		
Donated property		4,760
Governmental funds do not recognize losses on disposal of assets because such losses do not impact current financial resources.		
Loss on disposal	<u>(168,217)</u>	<u>(30,305)</u>
Net adjustment to (decrease) increase net changes in fund balance to change in net position of governmental activities	<u>\$ (1,213,233)</u>	<u>\$ 747,140</u>

Houston Forensic Science Center, Inc.

Schedule of Expenditures of Federal Awards for the year ended June 30, 2019

<u>FEDERAL GRANTOR</u>					
<u>Pass-through Grantor</u>		<u>CFDA</u>		<u>Award</u>	<u>Allowable</u>
<u>Program Title & Period</u>		<u>Number</u>	<u>Contract Number</u>	<u>Amount</u>	<u>Federal Expenditures</u>
U. S. DEPARTMENT OF JUSTICE					
DNA Backlog Reduction Program					
#1	01/17 – 06/19	16.741	2016-DN-BX-0142	\$741,000	\$ 221,126
#2	01/18 – 12/19	16.741	2017-DN-BX-0027	\$867,755	476,042
#3	01/19 – 12/20	16.741	2018-DN-BX-0096	\$1,530,927	<u>239,079</u>
Total U. S. Department of Justice					<u>936,247</u>
TOTAL FEDERAL AWARDS					<u>\$ 936,247</u>

See accompanying note to schedule of expenditures of federal awards.

Houston Forensic Science Center, Inc.

Note to Schedule of Expenditures of Federal Awards for the year ended June 30, 2019

NOTE 1 – SIGNIFICANT ACCOUNTING POLICY

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

HFSC has elected not to use the 10% de minimus rate for indirect costs.

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

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Houston Forensic Science Center, Inc. (HFSC), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise HFSC's basic financial statements, and have issued our report thereon dated September 23, 2019.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Blazek & Vetterling

September 23, 2019

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

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

Report on Compliance for Each Major Federal Program

We have audited Houston Forensic Science Center, Inc.'s (HFSC) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of HFSC's major federal programs for the year ended June 30, 2019. HFSC's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

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

Auditors' Responsibility

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

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

Opinion on Each Major Federal Program

In our opinion, HFSC complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

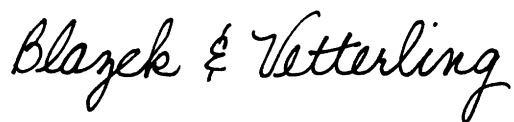
Report on Internal Control Over Compliance

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

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

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

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



September 23, 2019

Houston Forensic Science Center, Inc.

Schedule of Findings and Questioned Costs for the year ended June 30, 2019

Section I – Summary of Auditors’ Results

Financial Statements

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

Internal control over financial reporting:

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

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

Federal Awards

Internal control over major programs:

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

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

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

Identification of major programs:

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

16.741	DNA Backlog Reduction Program
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Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

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

Section II – Financial Statement Findings

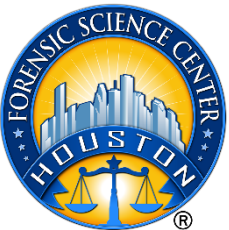
There were no findings related to the financial statements which are required to be reported in accordance with *Government Auditing Standards*.

Section III – Federal Award Findings and Questioned Costs

There were no findings for federal awards required to be reported in accordance with 2 CFR §200.516(a).

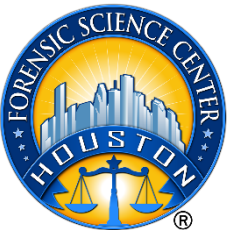
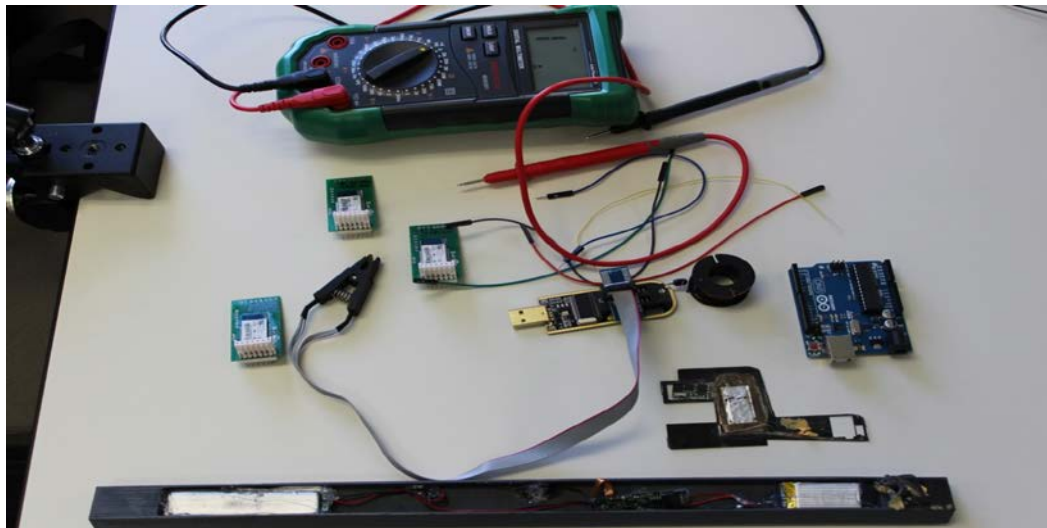
Crime Scene and Multimedia

October 11, 2019



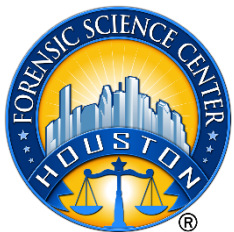
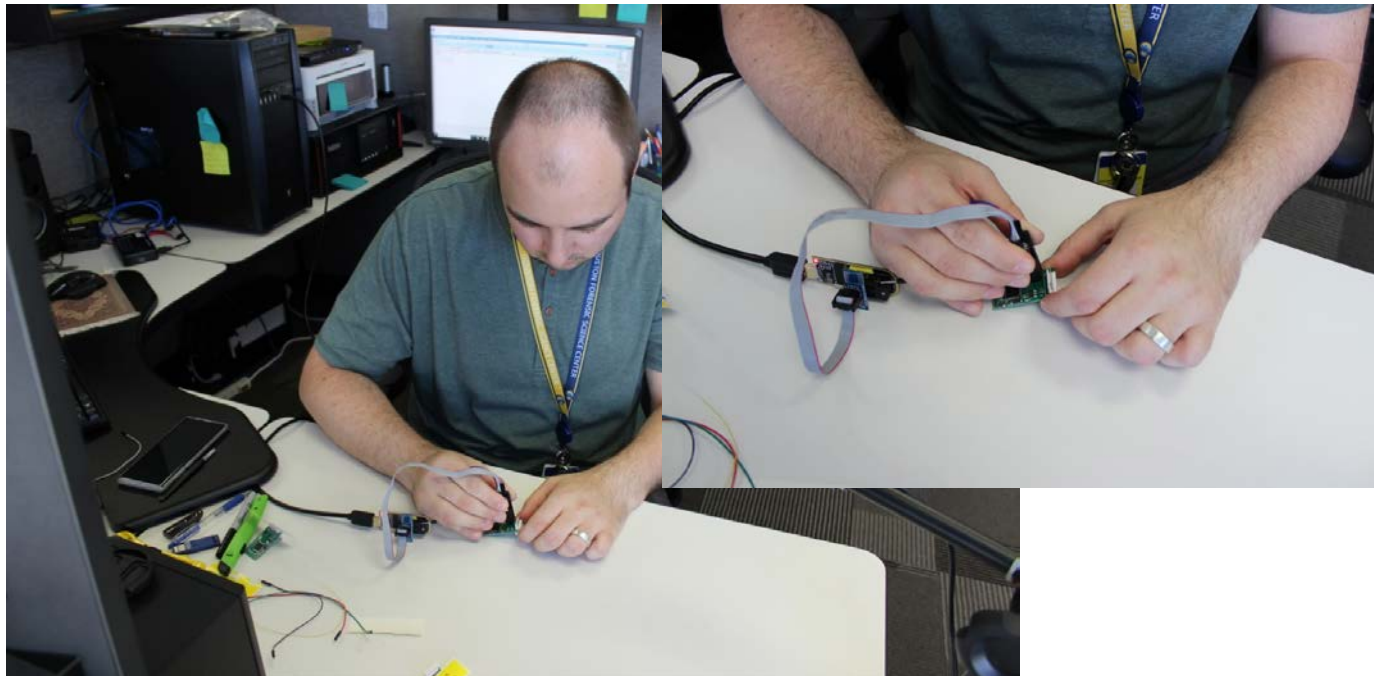
Multimedia Lab

- HFSC's multimedia section has taken an active role in Houston skimmer cases. A "skimmer" is a device used by thieves to steal credit card and PIN number information
- Since June 2019, the multimedia section has completed **17** skimmer cases.
- Multimedia's work is building a bigger picture of the devices themselves and identifying trends:
 - Extracting compromised credit card numbers
 - Phone numbers that can then be used in a subpoena to the telephone carrier to identify the owner
 - Helping identify what the skimmers are connecting to and communicating with (i.e. Bluetooth)



Multimedia Lab

- Since work on the skimmers began, the multimedia section has had one case that included camera footage that contained video of the installation
- Each skimming device is a research project into its capabilities to establish workflows and a methodology
- HPD has expressed appreciation for this work and are using the findings to locate victims and identify suspects



Detail data



Key for Dashboard Section Pages

Center of ring=total pending cases
Ring=breakdown of age for all pending cases

Report type

Service: Seized Drugs Examination
Priority Type: All

Pending work

of Unassi...
28✓
Goal: 100 (+72%)

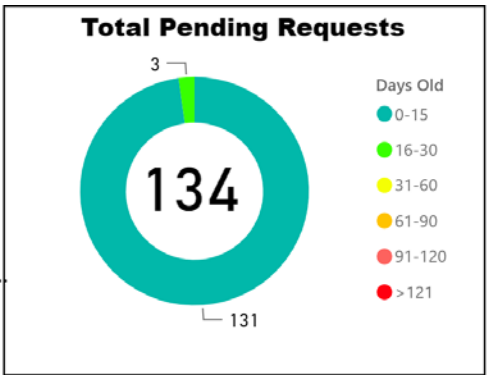
Pending Draft
24✓
Goal: 100 (+76%)

Pending Tech
55!
Goal: 50 (-10%)

Pending Admin
27✓
Goal: 50 (+46%)

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

- 0 Justice Trax Past Critical Age
- NaN Avg Age of Requests >30 D...
- 24 Age-Oldest Unassigned
- 15 Age-Oldest Pending Draft
- 21 Age-Oldest Pending Tech
- 15 Age-Oldest Pending Admin



Overall TAT (Month to Date)

9.1✓
Goal: 14, 15

Overall TAT (Past 90 Days)

8.8✓
Goal: 14, 15

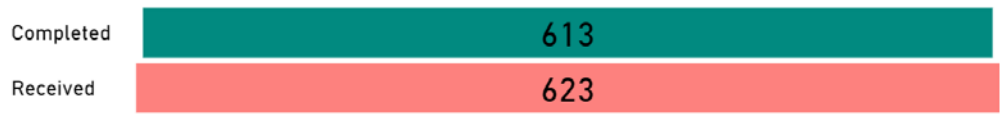
TAT by Phase of Work (MTD)



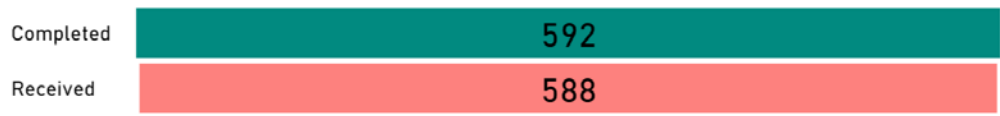
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Average time to close quality reports

Pending quality reports

Open Quality Reports		
Qualtrax ID	Workflow #	Age
48504		26
48533		26
48621		24
49147	2019-056	17

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

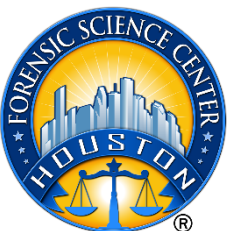
Quality TAT

9✓
Goal: 30, 31

Avg Age of Open Reports*

17

Quality Filter: Controlled Substances



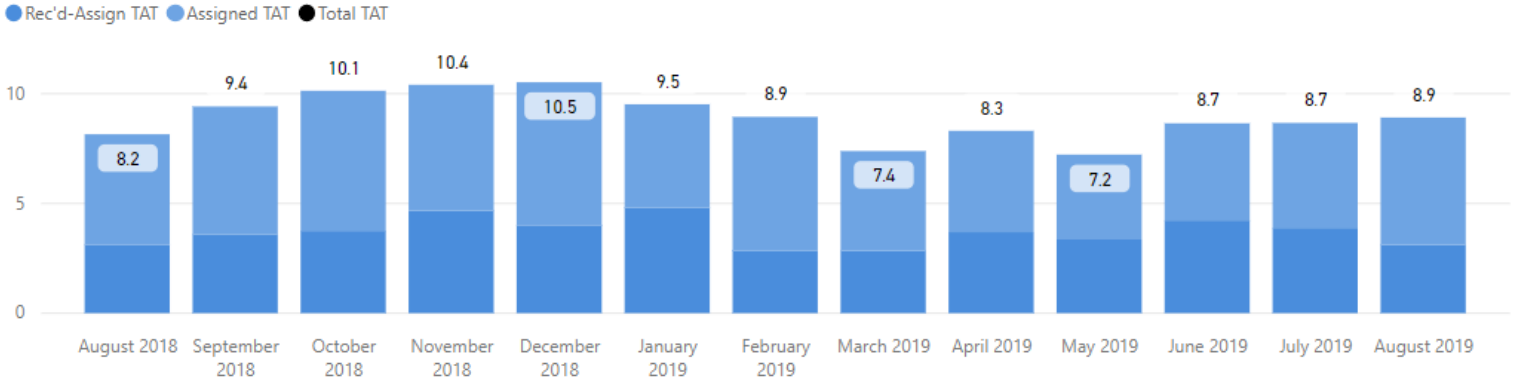
TAT= Turnaround Time MTD= Month to date Critical age=30 days Critical pending=requests open over 30 days

Key for Dashboard Historical Pages 1/2

Date Range

8/1/2018 8/31/2019

Total TAT by Month



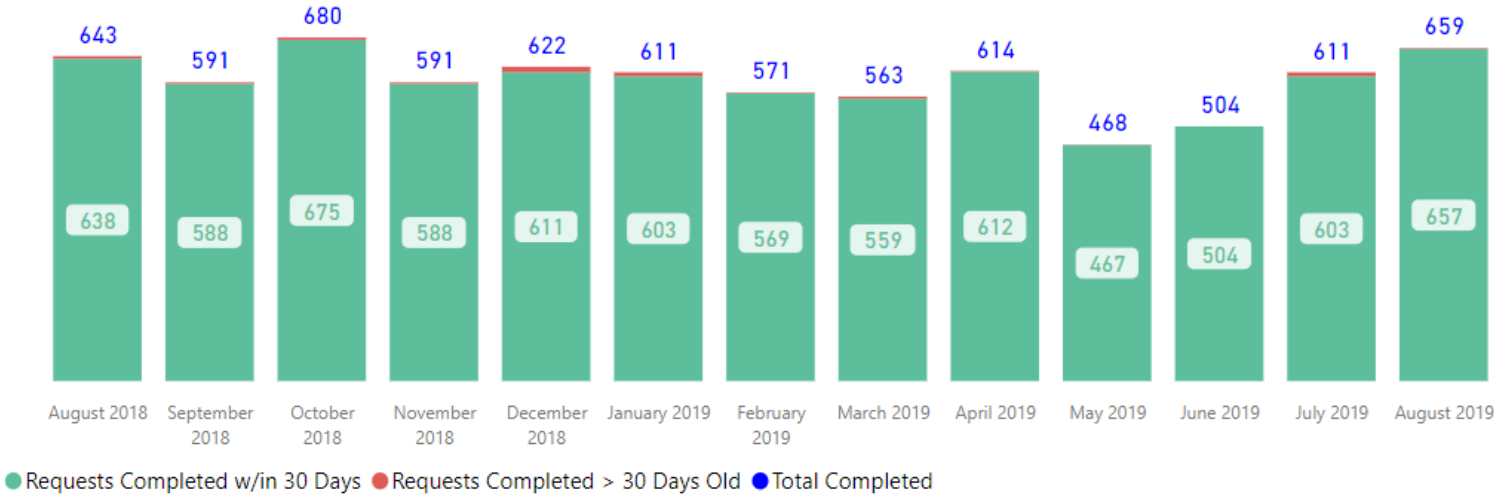
Request Type

Seized Drugs Examination
Priority Type
All

Selected Time Frame Averages

8.99
Total TAT (Rec'd-Compl.) Avg
5.31
Assigned TAT (Asgmt.-Compl.) Avg

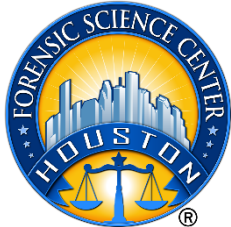
Requests Completed



Received to Complete

7728
Requests Completed
54
Requests Completed > 30 Days Old
0.70 %
% Completed > 30 Days Old

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



Key for Dashboard Historical Pages 2/2

Service

Priority Type

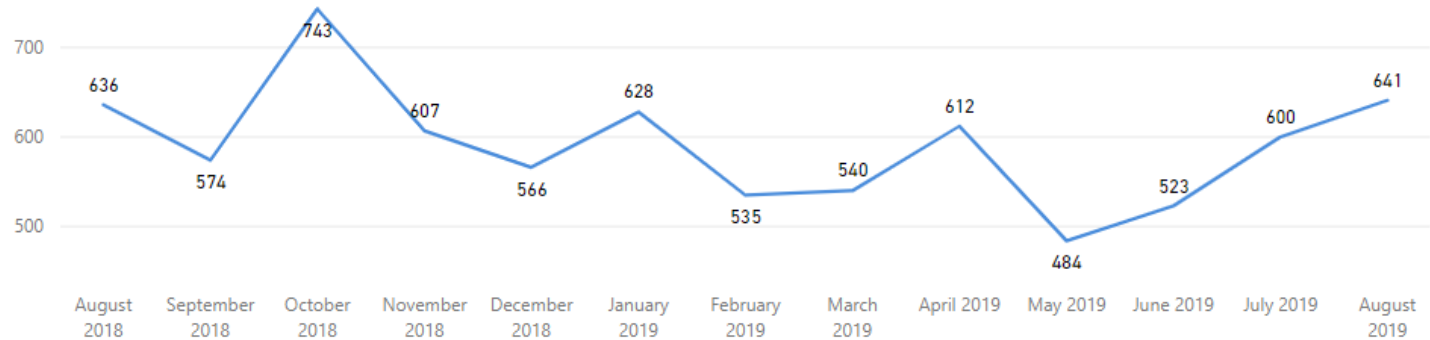
Seized Drugs Examination

All

Received Filter

8/1/20188/31/2019

Received by Month



Total Received

7,689

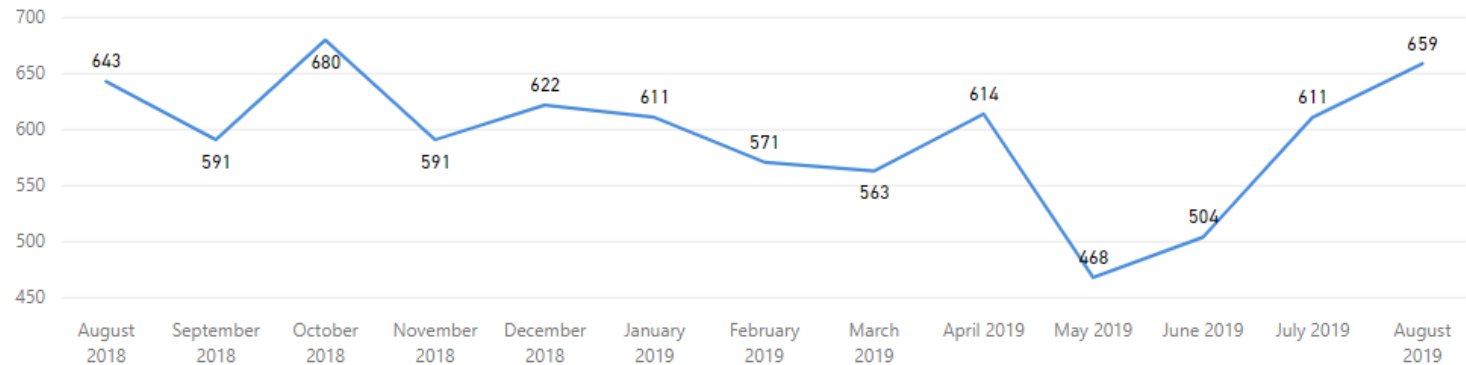
Received per Month (Avg)*

591

Completed Filter

8/1/20188/31/2019

Completed by Month



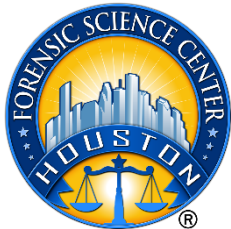
Total Completed

7,728

Completed per Month (Avg)*

594

* months with zero activity are not calculated into the average

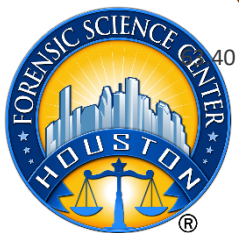
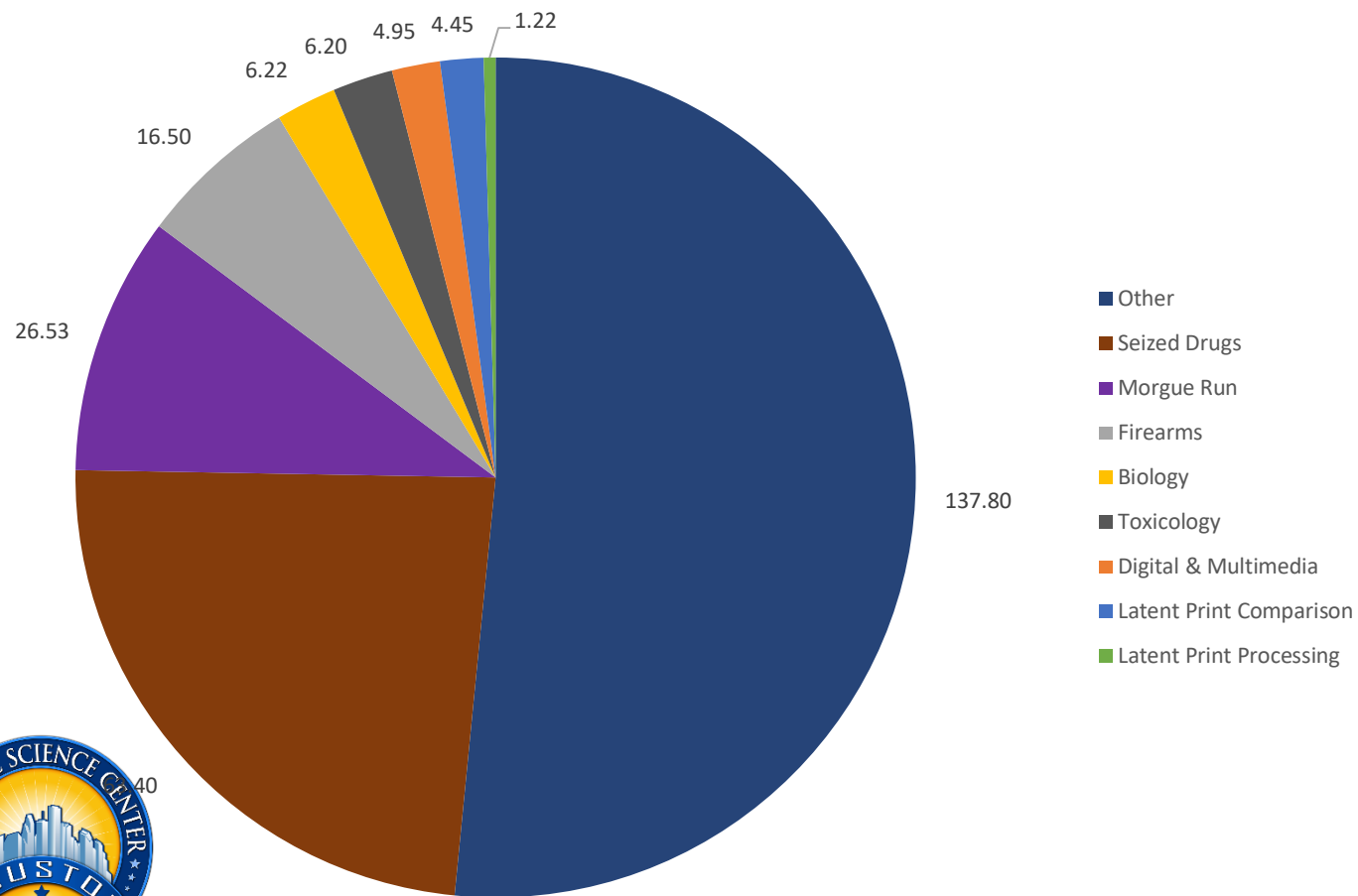


Client Services and Case Management (CS/CM)



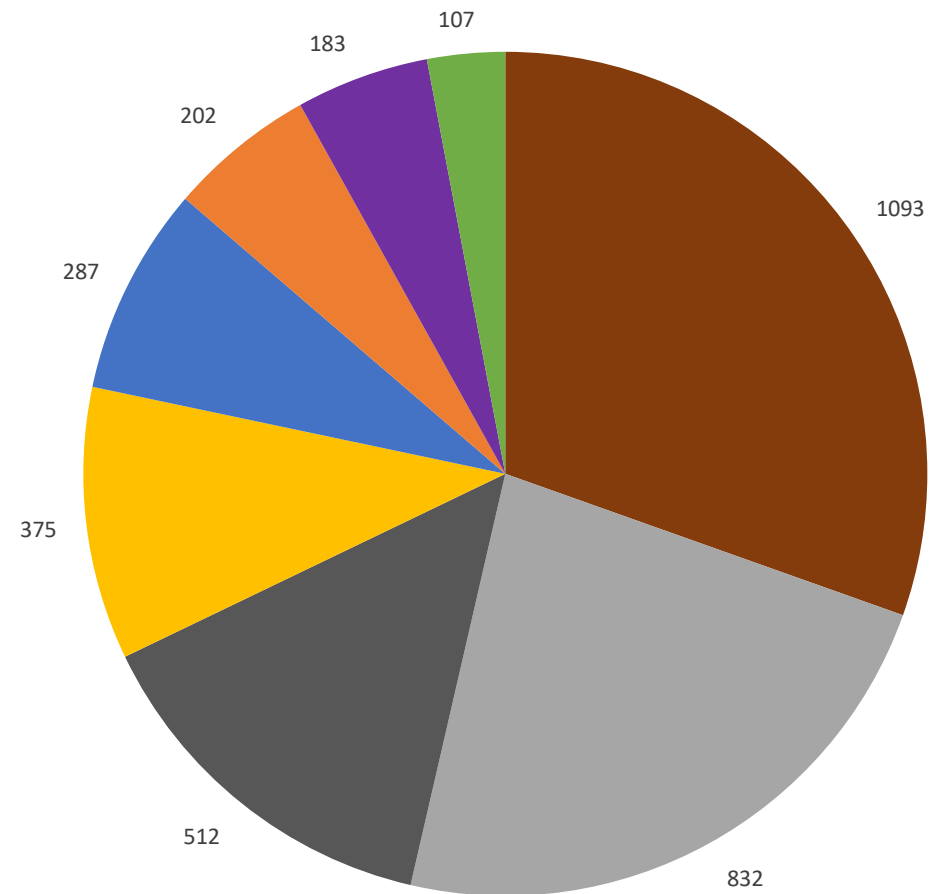
CS/CM – September

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

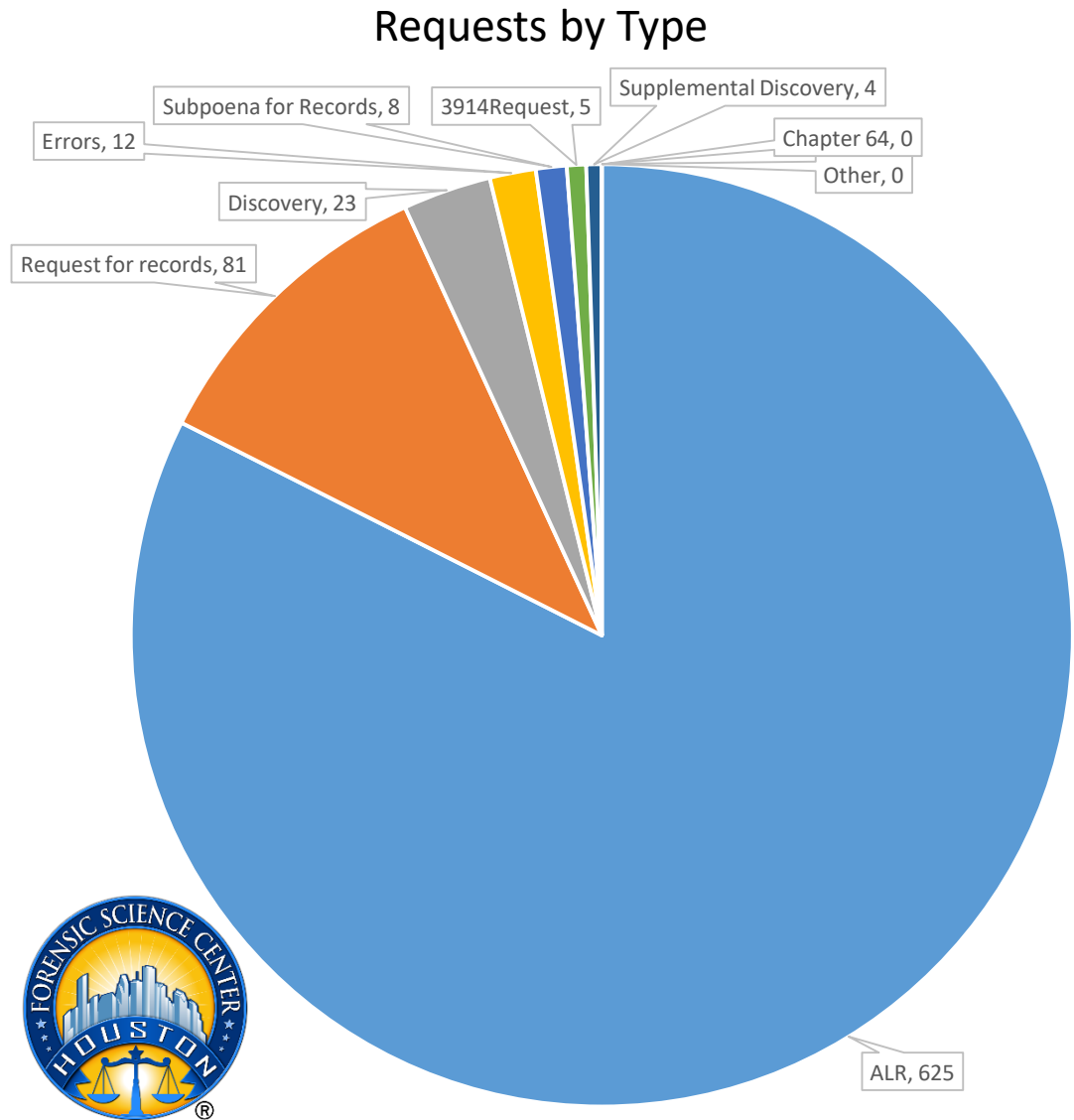


Evidence Handling

Total Items by Section

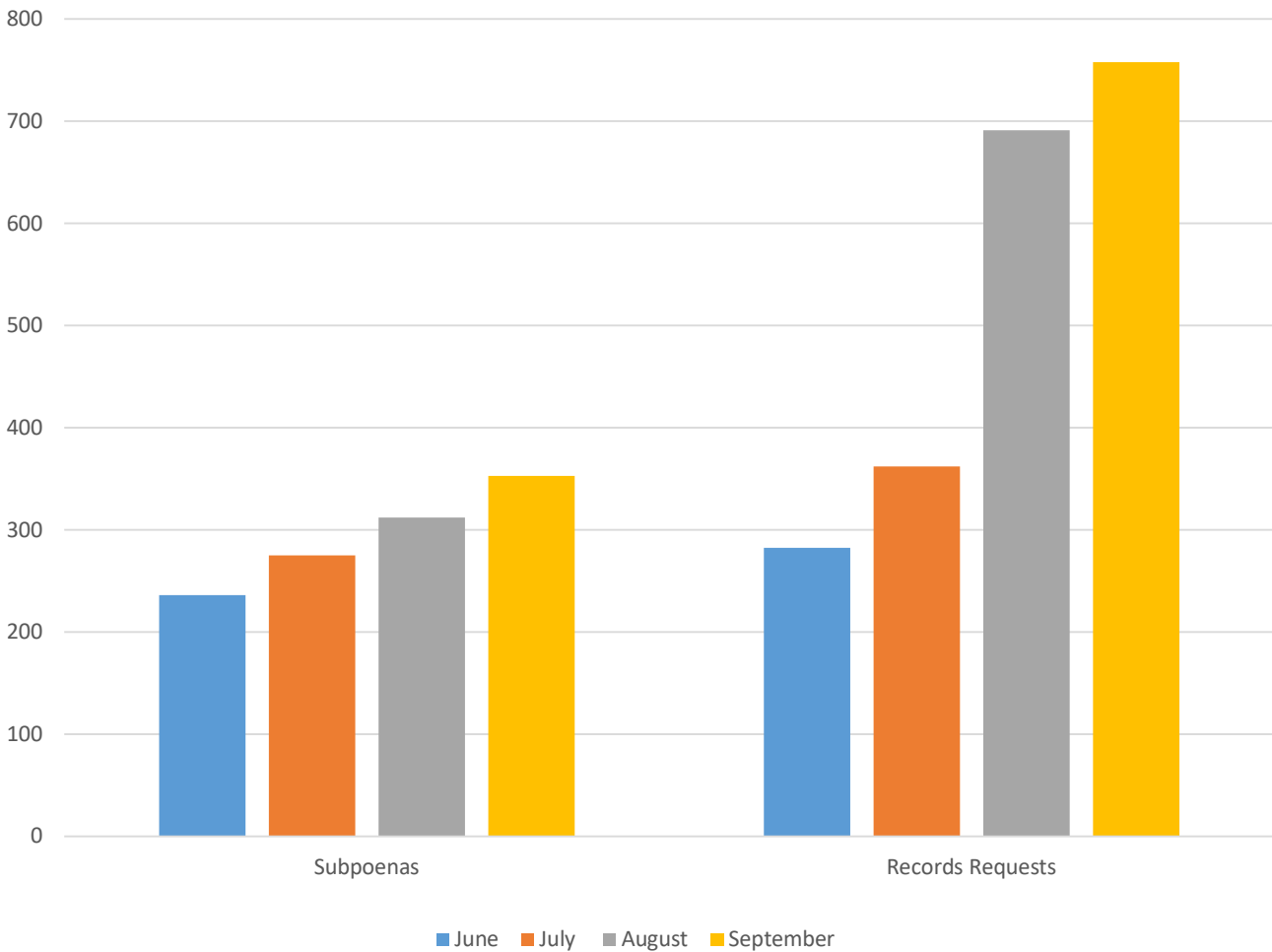


CS/CM – September



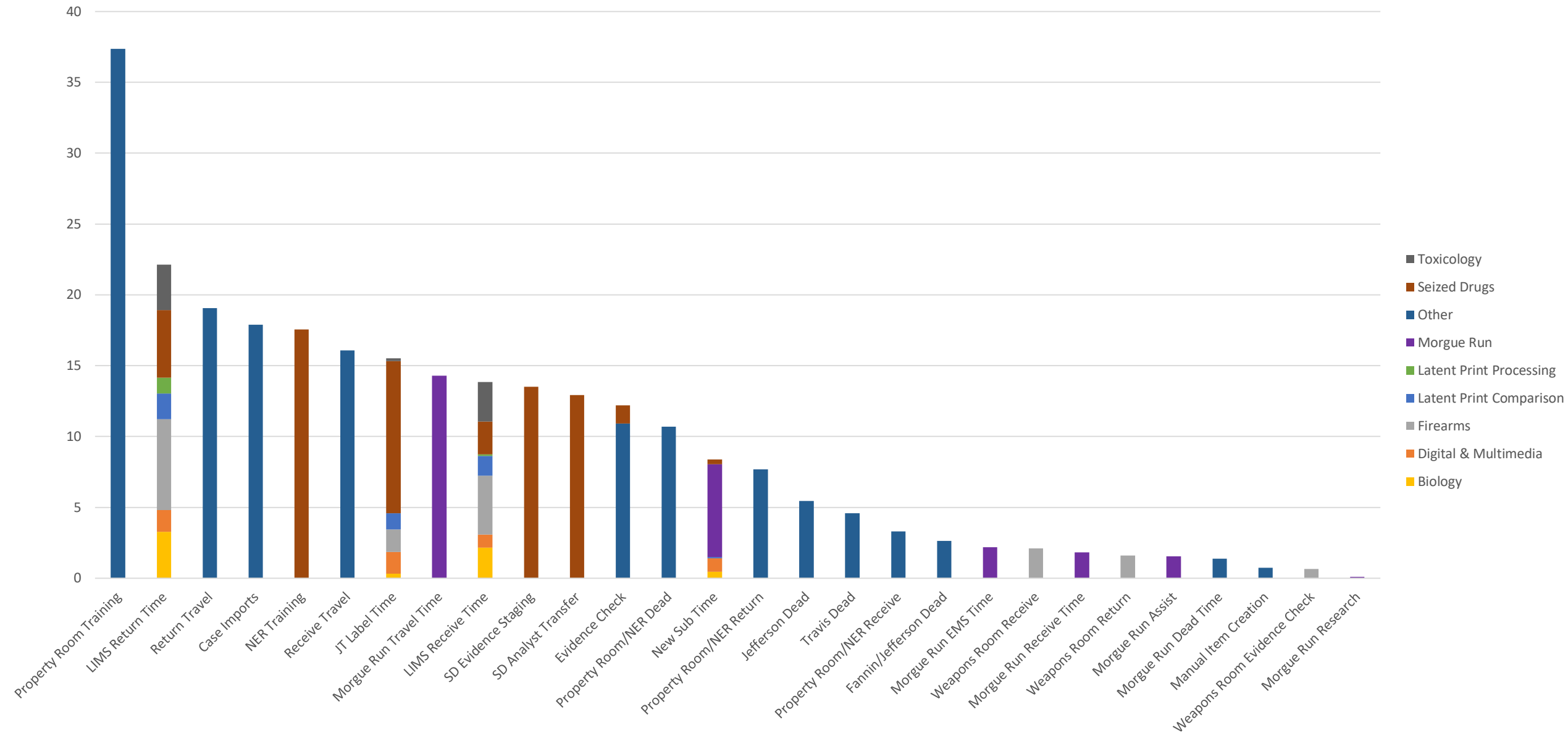
Administrative

Subpoenas & Record Requests



Time Categories - September

Evidence Handling



Service
Priority Type

CSCM Tox Accession
All

of Unassigned
86✓
Goal: 150 (+42.67%)

Pending Draft
0✓
Goal: 3 (+100%)

Pending Admin
21✓
Goal: 60 (+65%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D..

0

Age-Oldest Unassigned

0

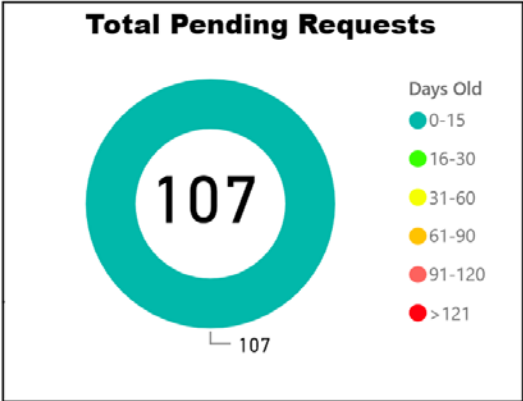
Age-Oldest Pending Draft

7

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT (Month to Date)
2.6✓
Goal: 5, 10

Overall TAT (Past 90 Days)
3.9✓
Goal: 5, 10

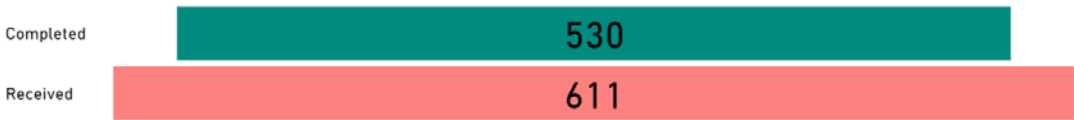
TAT by Phase of Work (MTD)



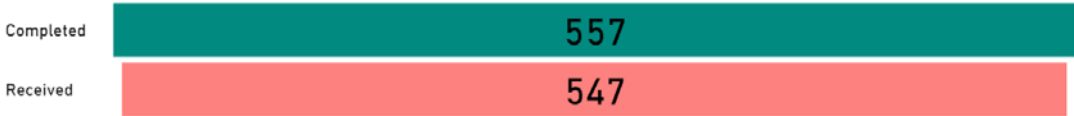
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
50170	2019-063	25
51121		12
51438	2019-075	7
51632		4

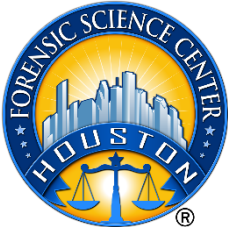
*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT
15✓
Goal: 30, 31

Avg Age of Open Reports*
16

Quality Filter

Client Services/Case Manag...



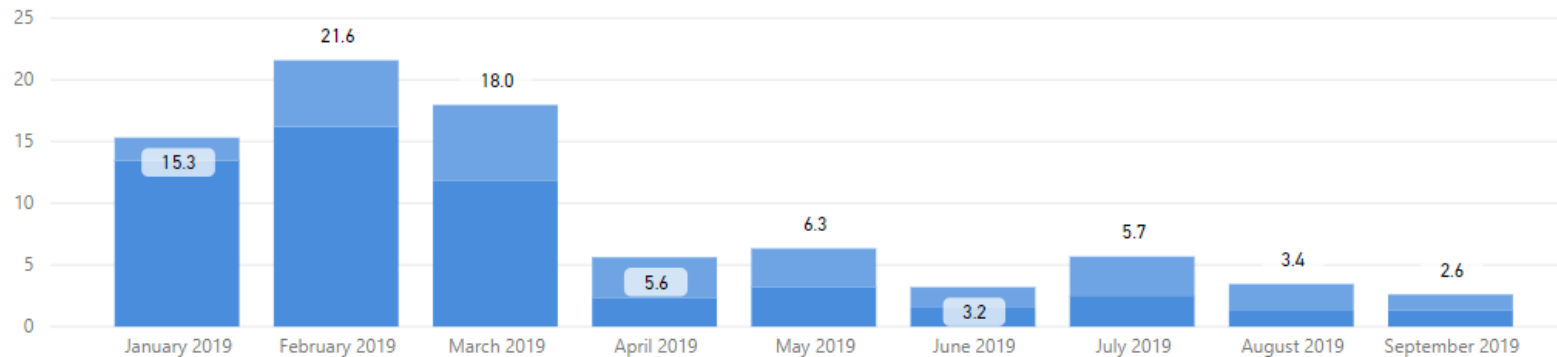
Date Range

9/1/2018

9/30/2019

Total TAT by Month

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



Request Type

CSCM Tox Accession

Priority Type

All

Selected Time Frame Averages

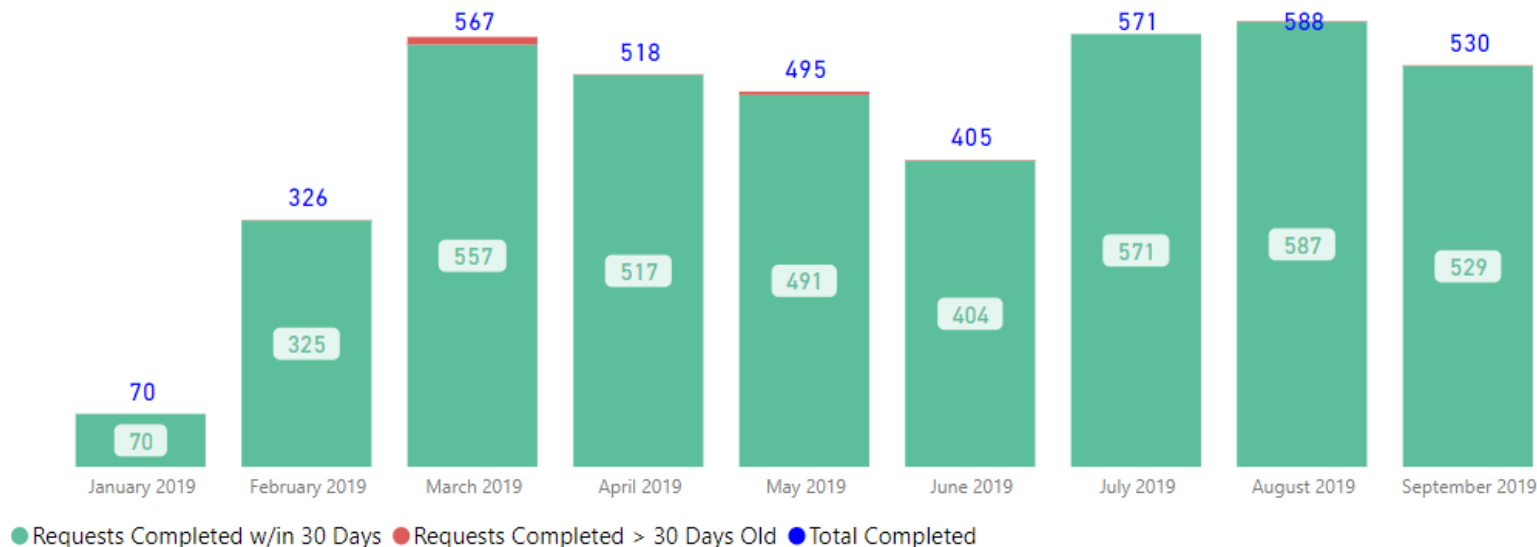
7.93

Total TAT (Rec'd-Compl.) Avg

3.21

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4070

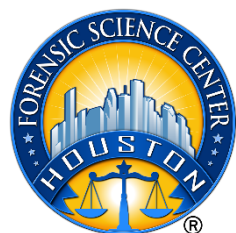
Requests Completed

19

Requests Completed > 30 Days Old

0.47 %

% Completed > 30 Days Old



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

Service

CSCM Tax Accession

Priority Type

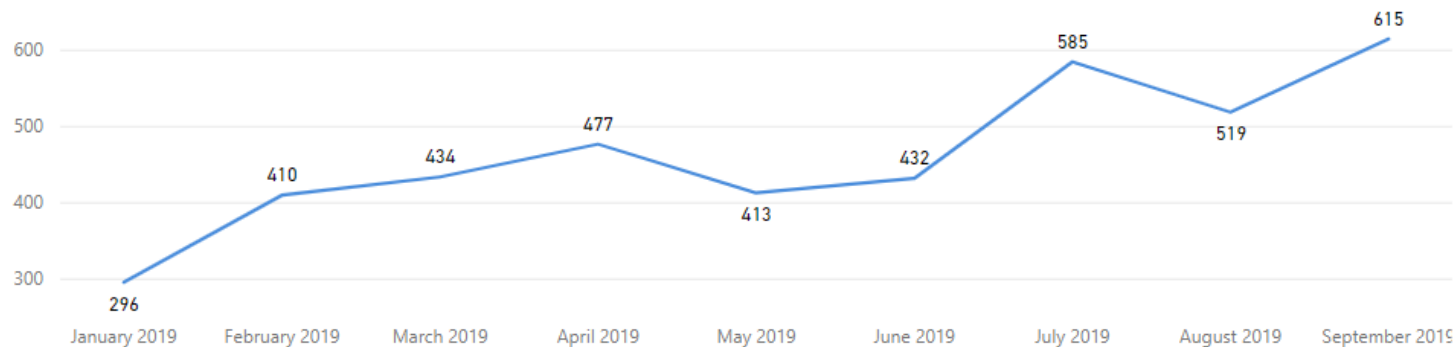
All

Received Filter

9/1/2018

9/30/2019

Received by Month



Total Received

4,181

Received per Month (Avg)*

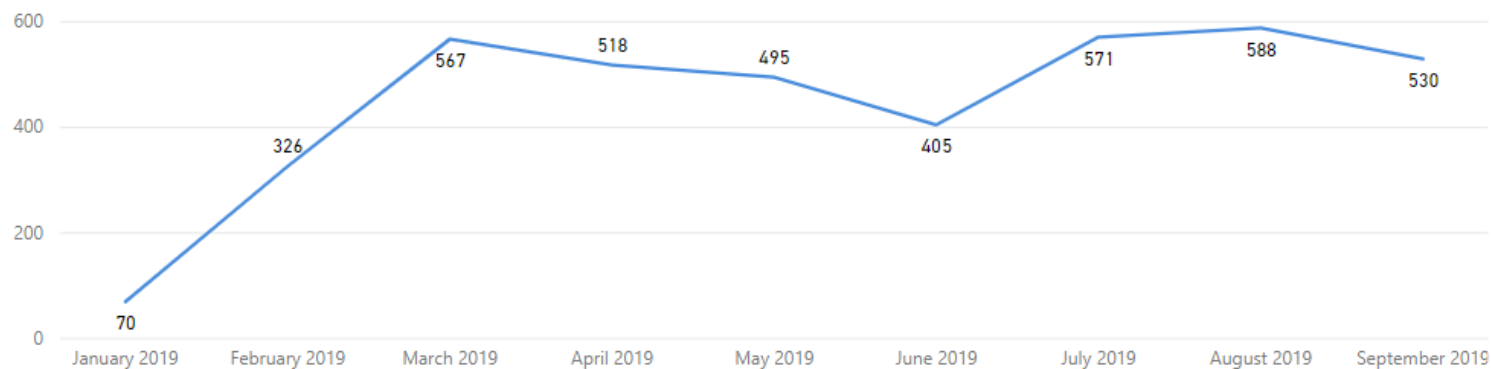
465

Completed Filter

9/1/2018

9/30/2019

Completed by Month



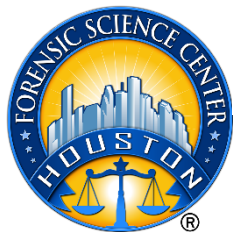
Total Completed

4,070

Completed per Month (Avg)*

452

* months with zero activity are not calculated into the average



Service

CSCM Tox Rejection

Priority Type

All

of Unassigned

0✓

Goal: 3 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Admin

0✓

Goal: 10 (+100%)

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

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D..

0

Age-Oldest Unassigned

0

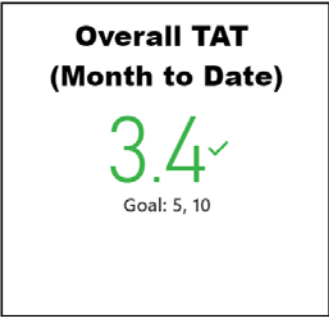
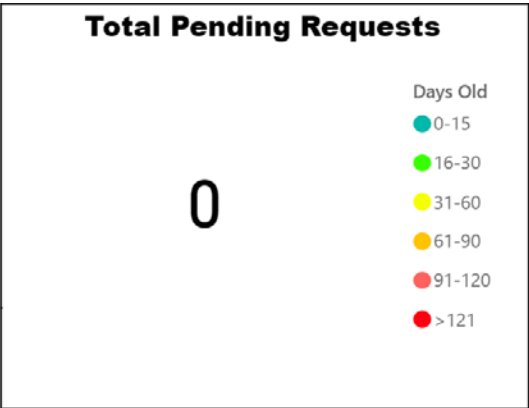
Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
50170	2019-063	25
51121		12
51438	2019-075	7
51632		4

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

Quality TAT

15✓

Goal: 30, 31

Avg Age of Open Reports*

16

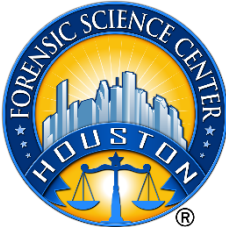
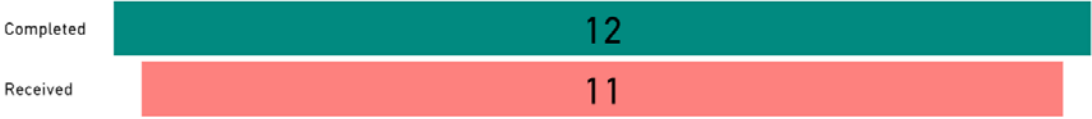
Quality Filter

Client Services/Case Manag...

Month to Date



30 Day Avg (Over Past 90 Days)



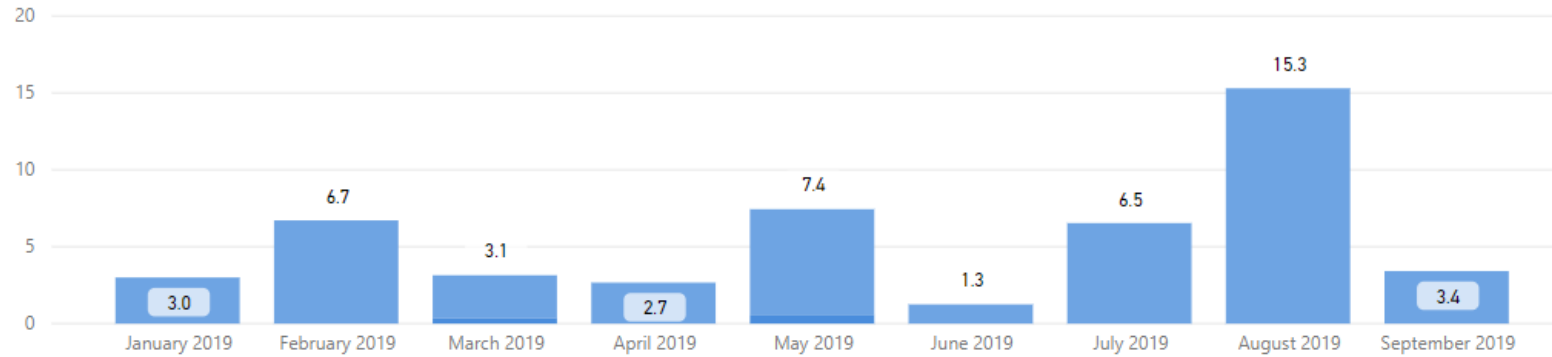
Date Range

9/1/2018

9/30/2019

Total TAT by Month

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



Request Type

CSCM Tax Rejection

Priority Type

All

Selected Time Frame Averages

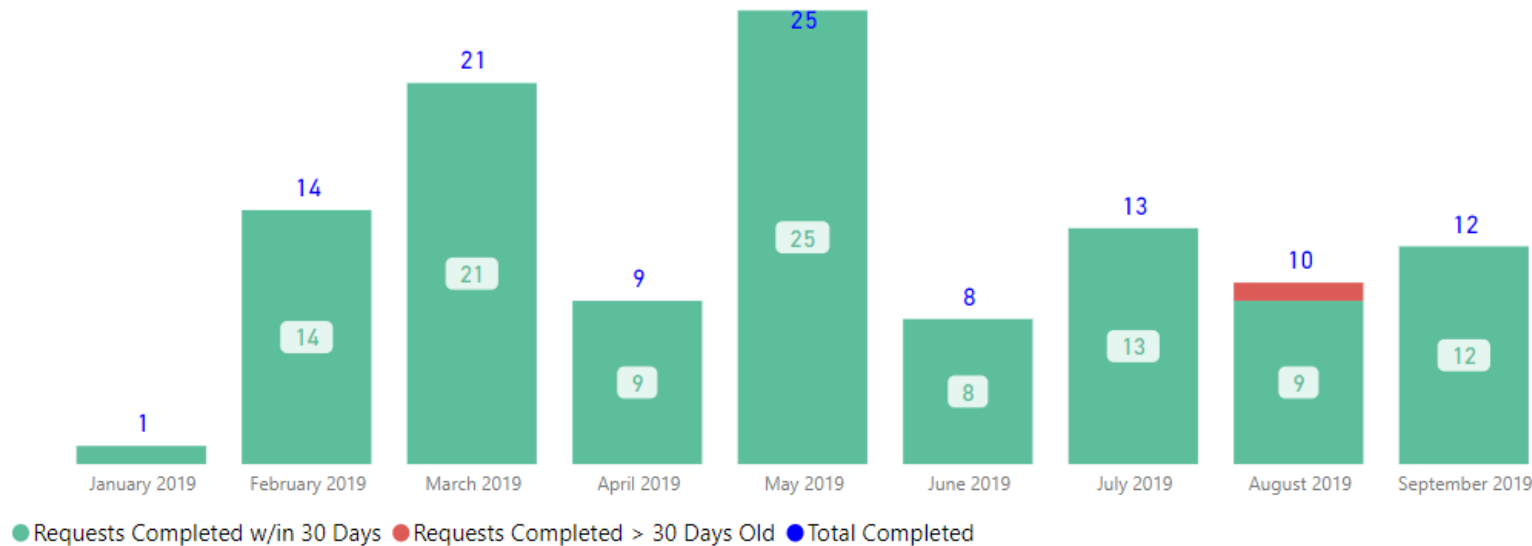
5.86

Total TAT (Rec'd-Compl.) Avg

5.67

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

113

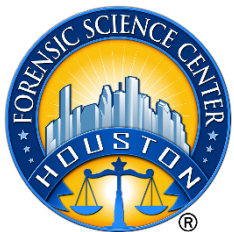
Requests Completed

1

Requests Completed > 30 Days Old

0.88 %

% Completed > 30 Days Old



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

Service

CSCM Tax Rejection

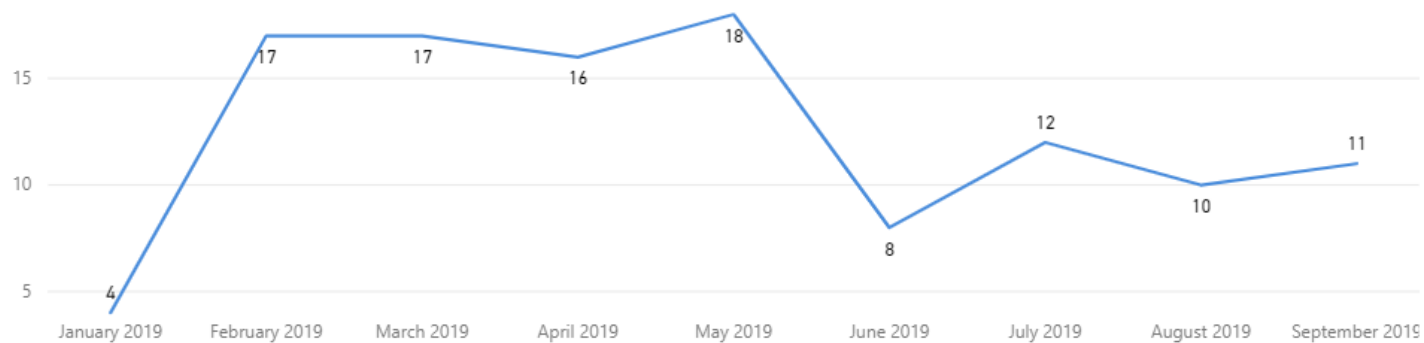


Received Filter

9/1/2018

9/30/2019

Received by Month



Total Received

113

Received per Month (Avg)*

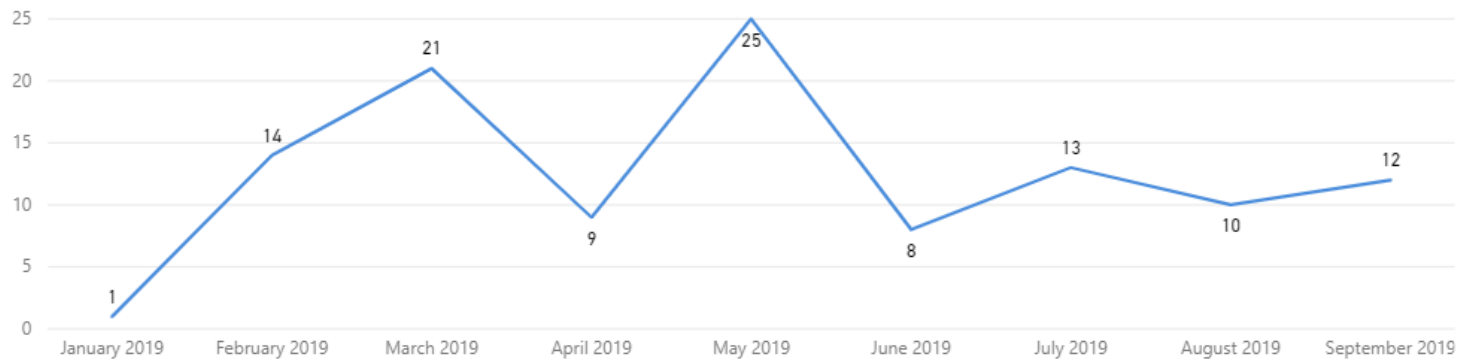
13

Completed Filter

9/1/2018

9/30/2019

Completed by Month

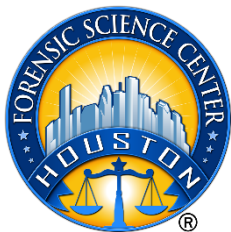


Total Completed

Completed per Month (Avg)*

13

* months with zero activity are not calculated into the average



Seized Drugs



Service
Priority Type

Seized Drugs Examination
All

of Unassigned
50✓
Goal: 100 (+50%)

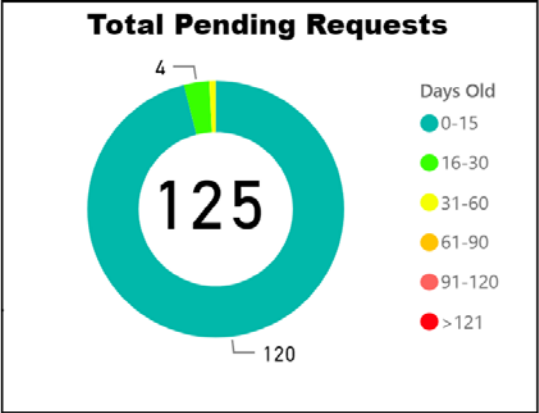
Pending Draft
41✓
Goal: 100 (+59%)

Pending Tech
30✓
Goal: 50 (+40%)

Pending Admin
4✓
Goal: 50 (+92%)

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

- 1
- Justice Trax Past Critical Age
- 53
- Avg Age of Requests >30 D..
- 0
- Age-Oldest Unassigned
- 26
- Age-Oldest Pending Draft
- 27
- Age-Oldest Pending Tech
- 53
- Age-Oldest Pending Admin



Overall TAT
(Month to Date)

9.0✓

Goal: 14, 15

Overall TAT
(Past 90 Days)

8.9✓

Goal: 14, 15

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
50799	2019-067	17
51110	2019-068	13

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

Quality TAT

12✓

Goal: 30, 31

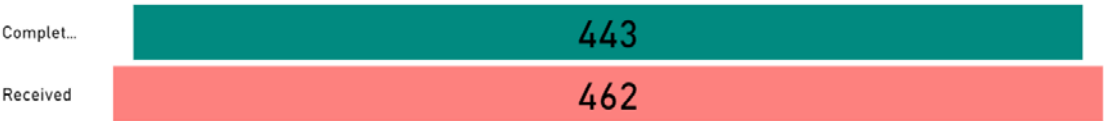
Avg Age of Open Reports*

15

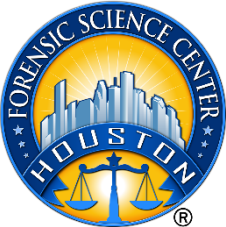
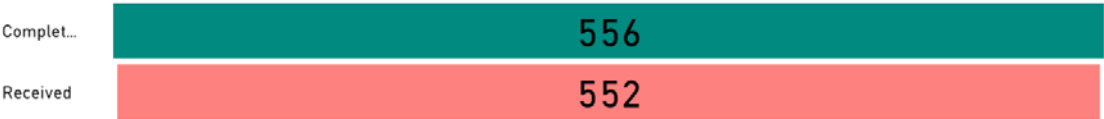
Quality Filter

Controlled Substances

Month to Date



30 Day Avg (Over Past 90 Days)



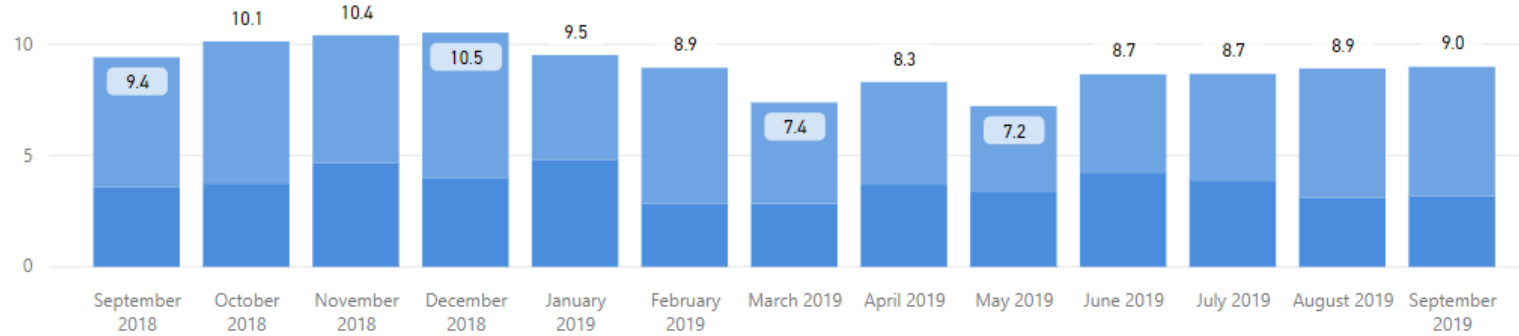
Date Range

9/1/2018

9/30/2019

Total TAT by Month

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



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

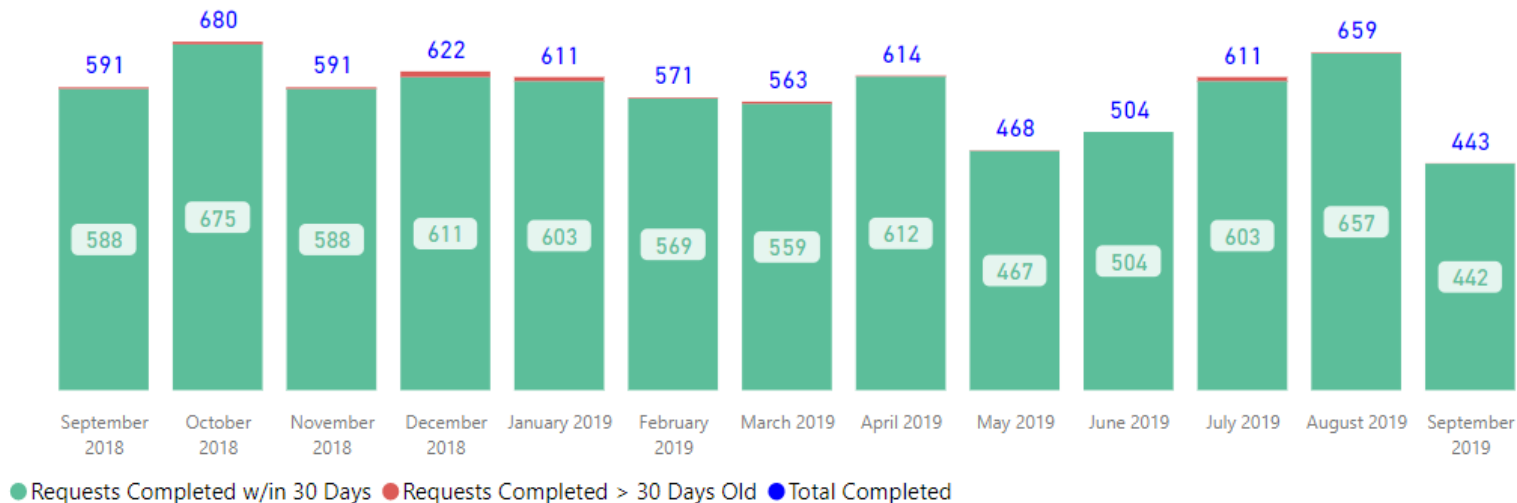
9.06

Total TAT (Rec'd-Compl.) Avg

5.36

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

7528

Requests Completed

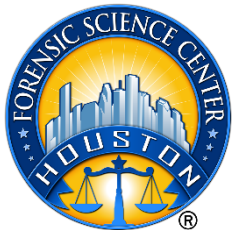
50

Requests Completed > 30 Days Old

0.66 %

% Completed > 30 Days Old

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



Service

Seized Drugs Examination

Priority Type

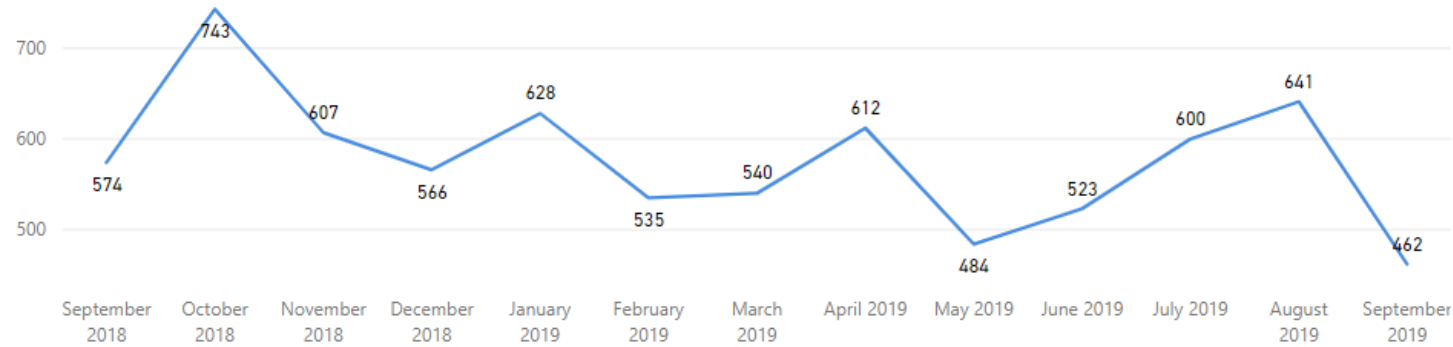
All

Received Filter

9/1/2018

9/30/2019

Received by Month



Total Received

7,515

Received per Month (Avg)*

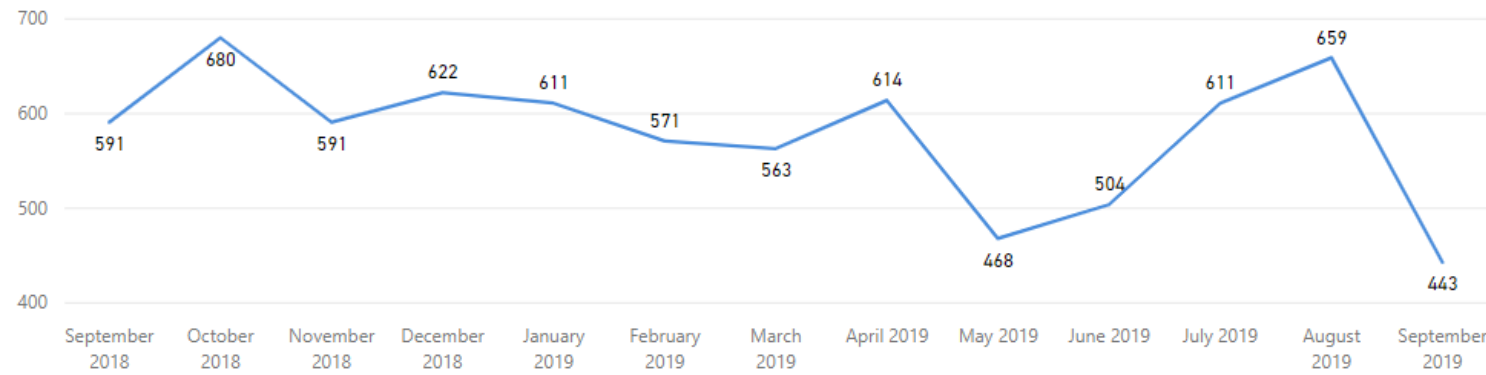
578

Completed Filter

9/1/2018

9/30/2019

Completed by Month



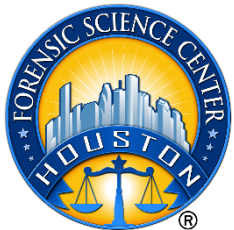
Total Completed

7,528

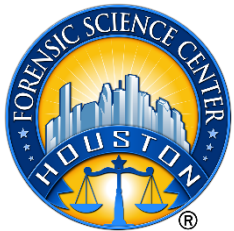
Completed per Month (Avg)*

579

* months with zero activity are not calculated into the average



Toxicology



Service

Blood Alcohol

Priority Type

All

of Unassigned

275!

Goal: 50 (-450%)

Pending Draft

810!

Goal: 120 (-575%)

Pending Tech

118!

Goal: 90 (-31.11%)

Pending Admin

34✓

Goal: 90 (+62.22%)

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

630

Justice Trax Past Critical Age

49

Avg Age of Requests >30 D..

49

Age-Oldest Unassigned

70

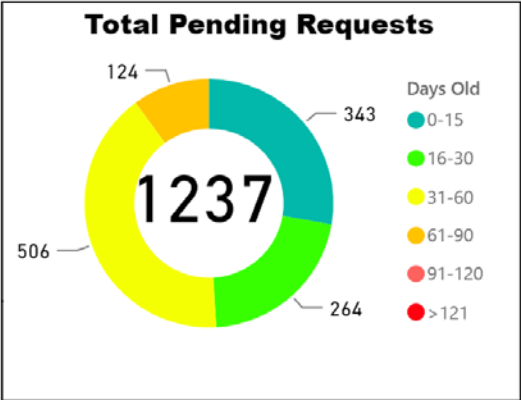
Age-Oldest Pending Draft

75

Age-Oldest Pending Tech

75

Age-Oldest Pending Admin



Overall TAT (Month to Date)

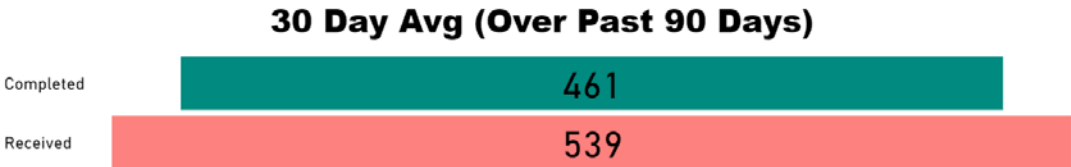
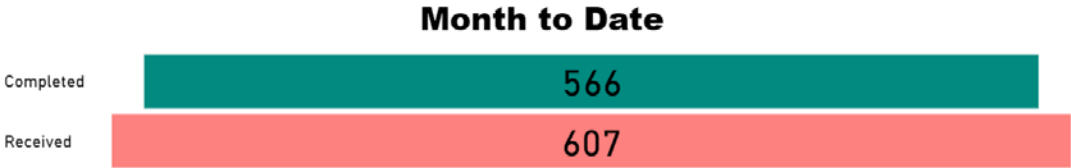
69.9!

Goal: 30, 31

Overall TAT (Past 90 Days)

72.6!

Goal: 30, 31



Open Quality Reports

Qualtrax ID	Workflow #	Age
47027		72
49323	2019-058	37
50078	2019-062	26
51512	2019-074	5

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

Quality TAT

10✓

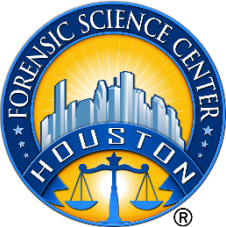
Goal: 30, 31

Avg Age of Open Reports*

23

Quality Filter

Toxicology

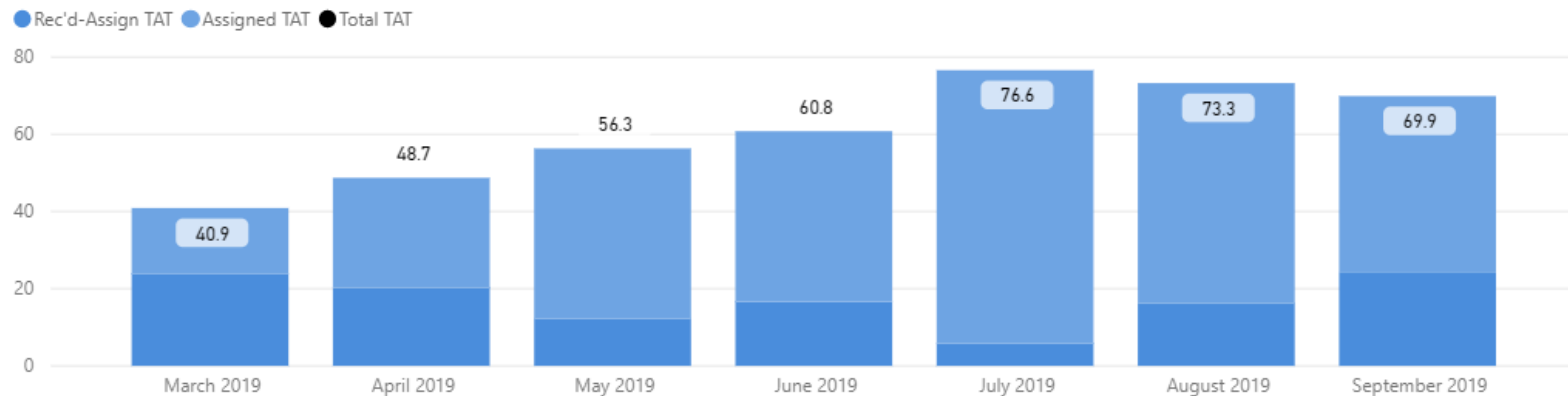


Date Range

3/1/2019

9/30/2019

Total TAT by Month



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

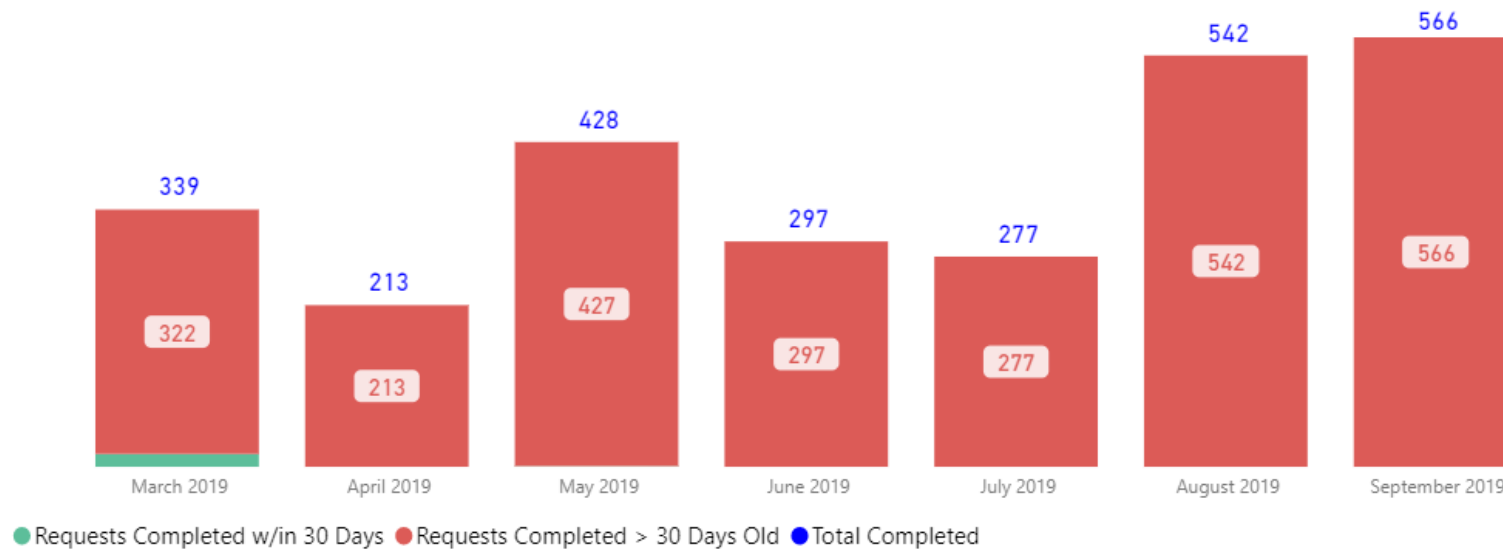
62.71

Total TAT (Rec'd-Compl.) Avg

45.21

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2662

Requests Completed

2644

Requests Completed > 30 Days Old

99.32 %

% Completed > 30 Days Old

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



Service

Blood Alcohol

Priority Type

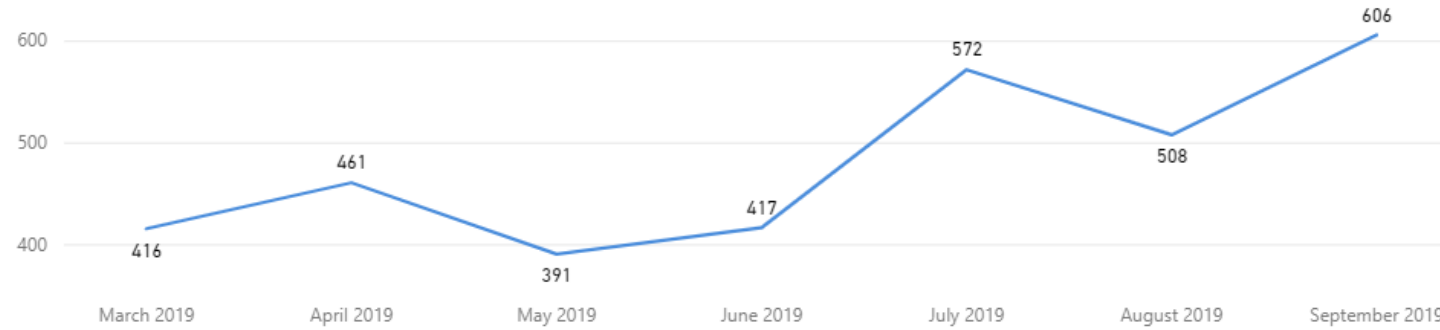
All

Received Filter

3/1/2019

9/30/2019

Received by Month



Total Received

3,371

Received per Month (Avg)*

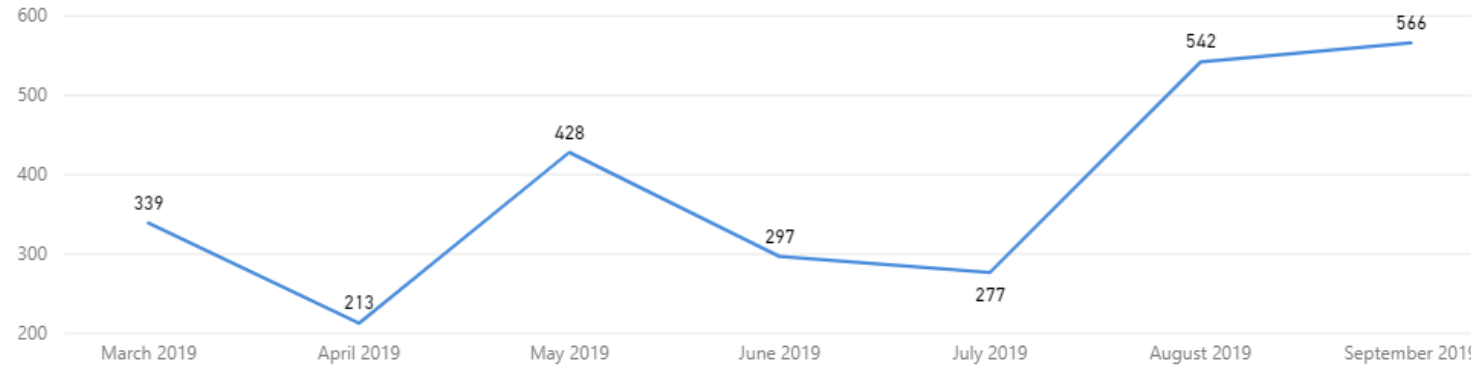
482

Completed Filter

3/1/2019

9/30/2019

Completed by Month



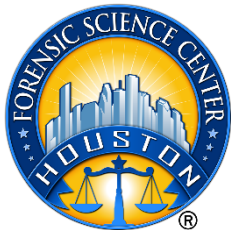
Total Completed

2,662

Completed per Month (Avg)*

380

* months with zero activity are not calculated into the average



Service

Priority Type

Toxicology

All

of Unassigned

129!

Goal: 120 (-7.5%)

Pending Draft

446!

Goal: 30 (-1386.67%)

Pending Tech

0✓

Goal: 30 (+100%)

Pending Admin

83!

Goal: 30 (-176.67%)

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

457

Justice Trax Past Critical Age

74

Avg Age of Requests >30 D..

75

Age-Oldest Unassigned

147

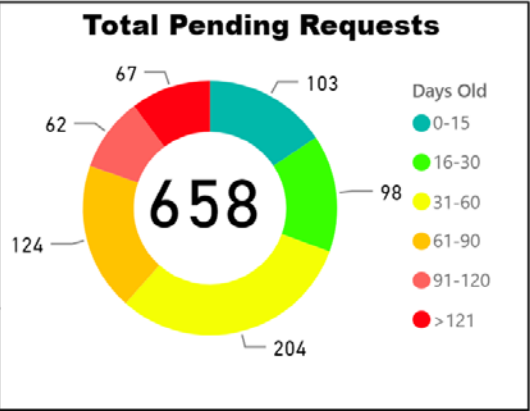
Age-Oldest Pending Draft

0

Age-Oldest Pending Tech

139

Age-Oldest Pending Admin



Overall TAT
(Month to Date)

145.8!

Goal: 90, 91

Overall TAT
(Past 90 Days)

126.4!

Goal: 90, 91

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
47027		72
49323	2019-058	37
50078	2019-062	26
51512	2019-074	5

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

Quality TAT

10✓

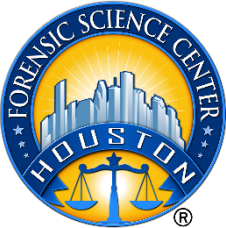
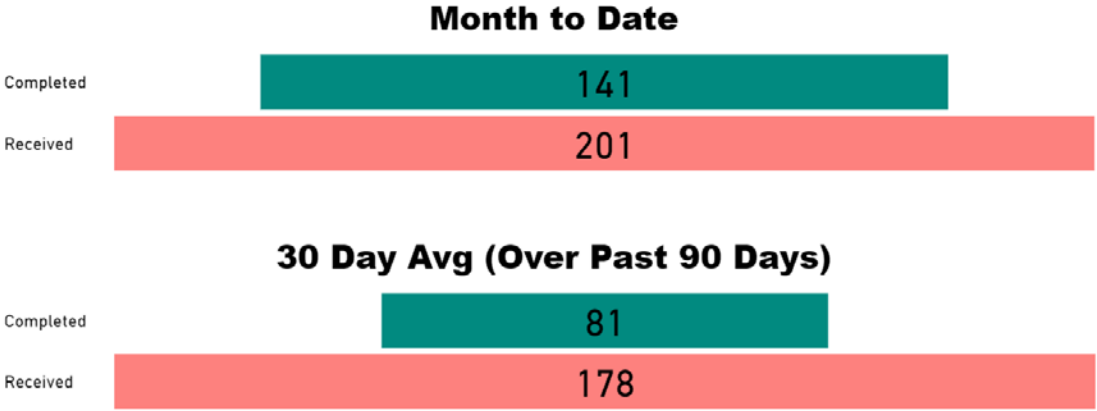
Goal: 30, 31

Avg Age of Open Reports*

23

Quality Filter

Toxicology



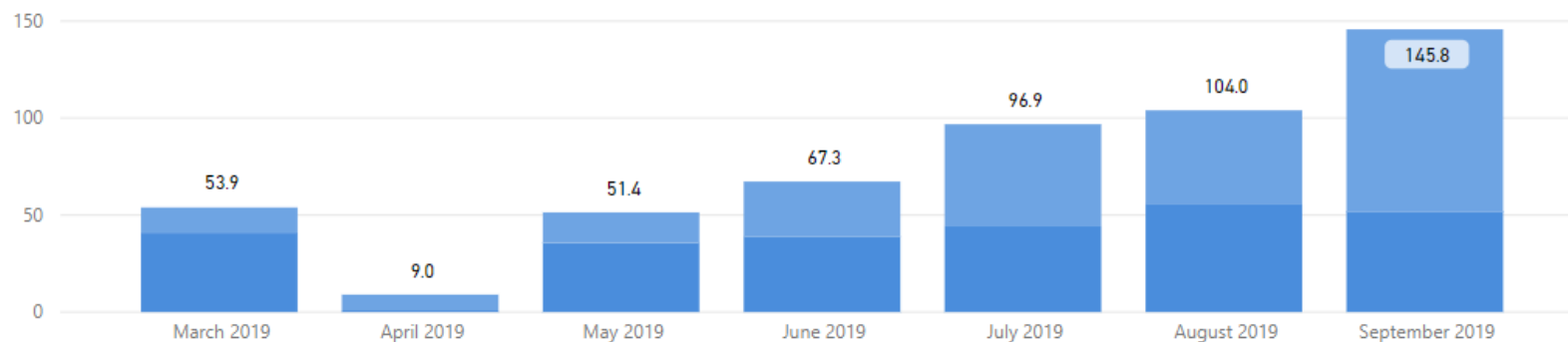
Date Range

3/1/2019

9/30/2019

Total TAT by Month

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



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

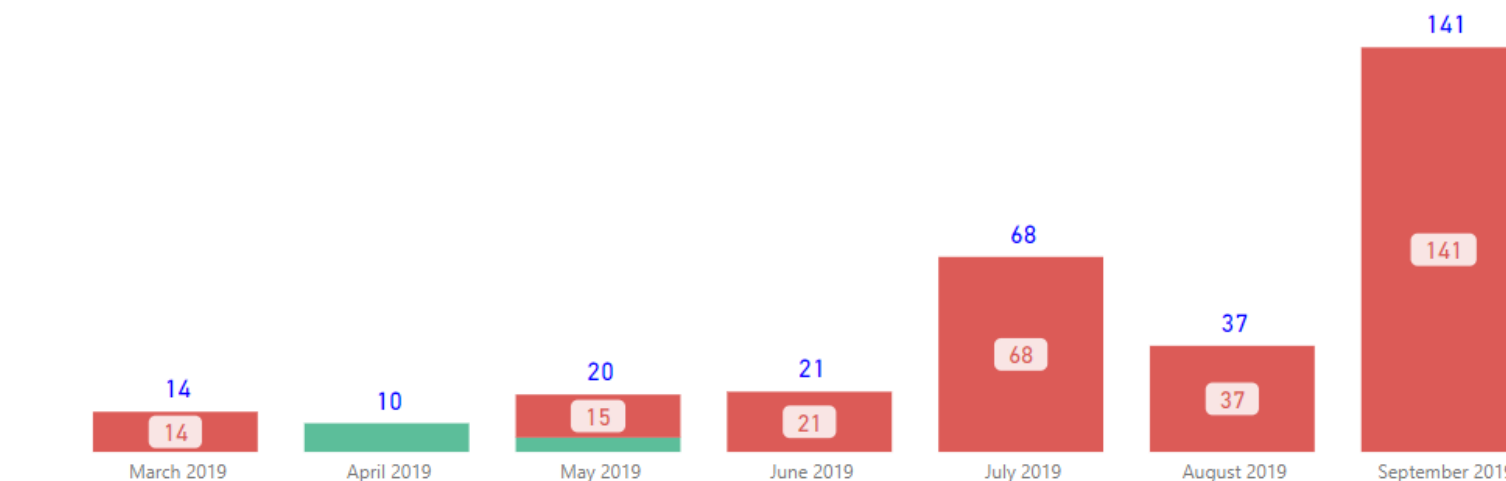
110.21

Total TAT (Rec'd-Compl.) Avg

63.59

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

311

Requests Completed

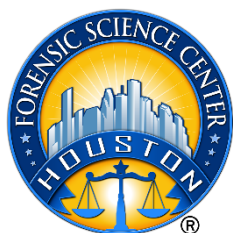
296

Requests Completed > 30 Days Old

95.18 %

% Completed > 30 Days Old

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



Service

Toxicology

Priority Type

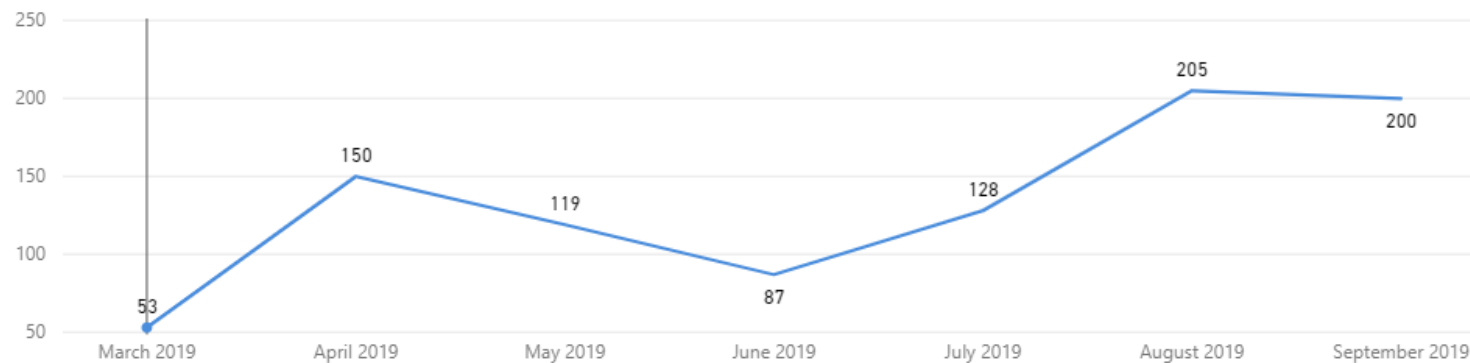
All

Received Filter

3/1/2019

9/30/2019

Received by Month



Total Received

942

Received per Month (Avg)*

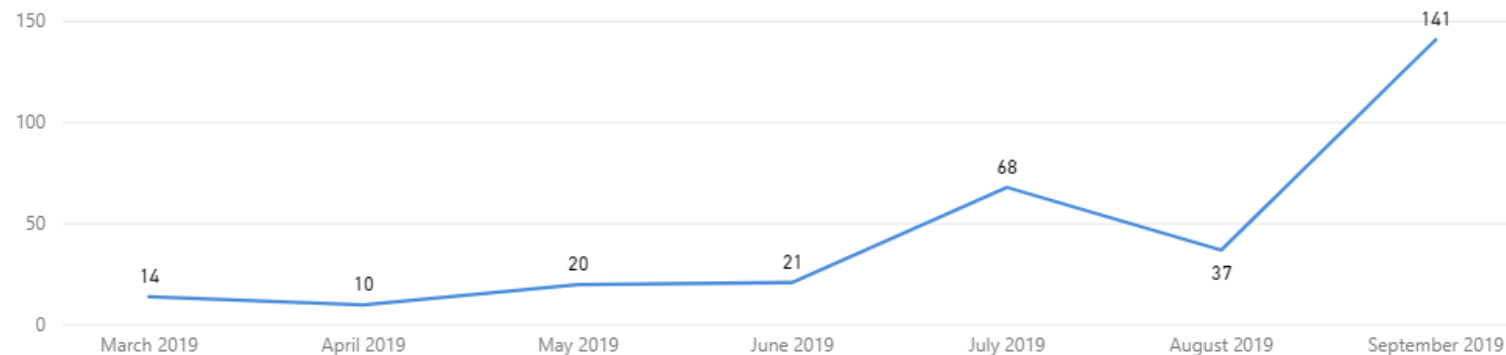
135

Completed Filter

3/1/2019

9/30/2019

Completed by Month



Total Completed

311

Completed per Month (Avg)*

44

* months with zero activity are not calculated into the average



Firearms



Service
Priority Type

Firearms Examination
All

of Unassigned
6✓
Goal: 10 (+40%)

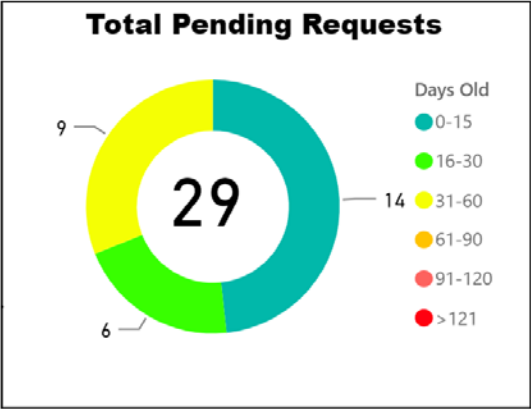
Pending Draft
17!
Goal: 14 (-21.43%)

Pending Tech
6✓
Goal: 9 (+33.33%)

Pending Admin
0✓
Goal: 5 (+100%)

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

9
Justice Trax Past Critical Age
38
Avg Age of Requests >30 D..
4
Age-Oldest Unassigned
47
Age-Oldest Pending Draft
39
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin



Overall TAT
(Month to Date)

19.5✓
Goal: 40, 41

Overall TAT
(Past 90 Days)

24.2✓
Goal: 40, 41

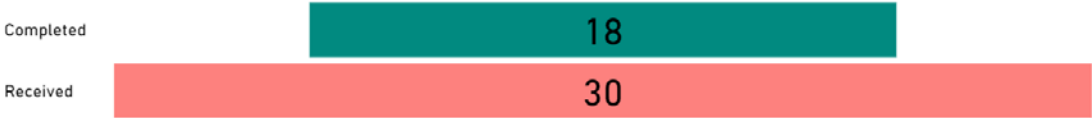
TAT by Phase of Work (MTD)



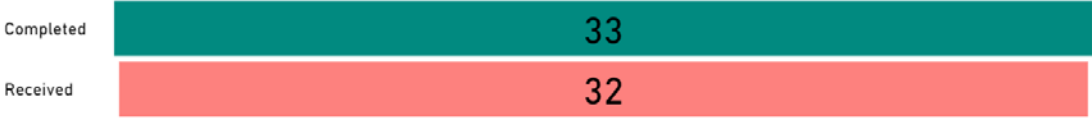
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
48189		53
48434		49
48601		45
50314		23
50809		17
51853		0
48328	2019-048	51

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

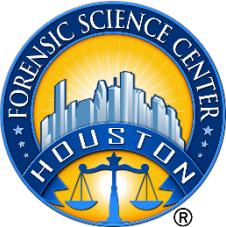
Quality TAT

84!
Goal: 30, 31

Avg Age of Open Reports*

35

Quality Filter
Firearms



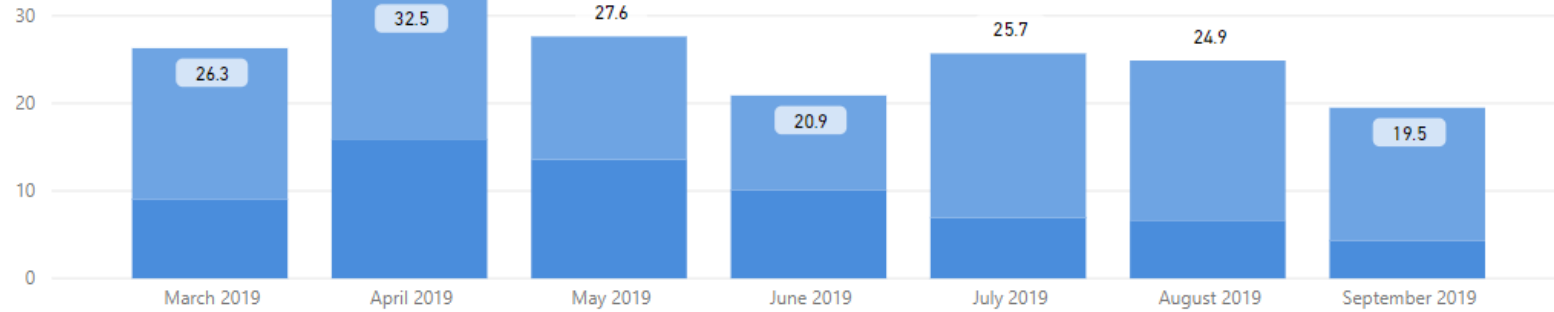
Date Range

3/1/2019

9/30/2019

Total TAT by Month

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



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

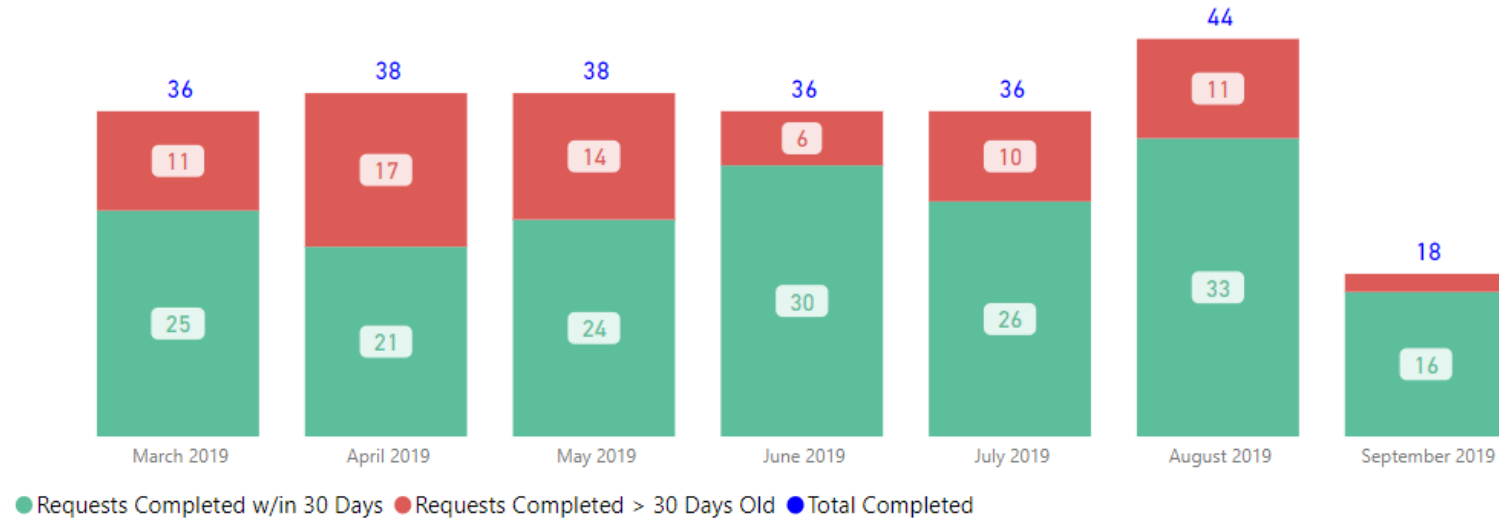
25.83

Total TAT (Rec'd-Compl.) Avg

15.98

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

246

Requests Completed

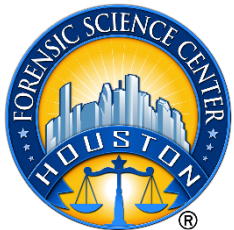
71

Requests Completed > 30 Days Old

28.86 %

% Completed > 30 Days Old

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



Service

Firearms Examination

Priority Type

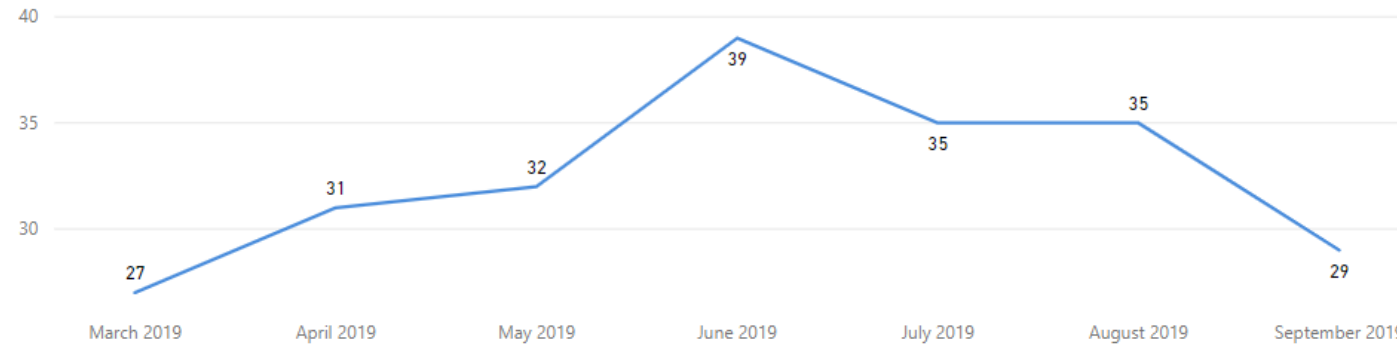
All

Received Filter

3/1/2019

9/30/2019

Received by Month



Total Received

228

Received per Month (Avg)*

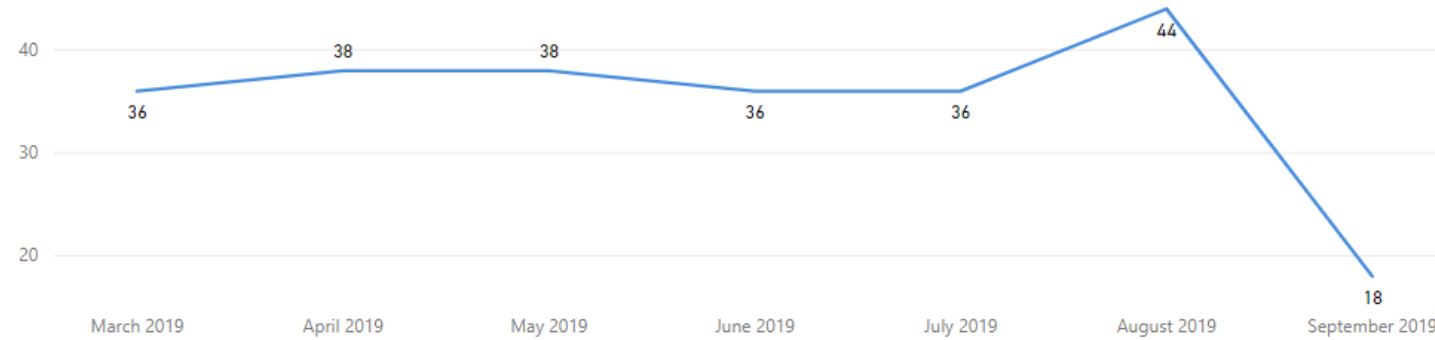
33

Completed Filter

3/1/2019

9/30/2019

Completed by Month



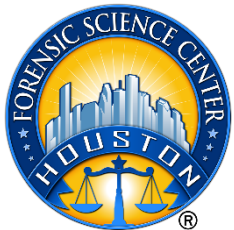
Total Completed

246

Completed per Month (Avg)*

35

* months with zero activity are not calculated into the average



Service
Priority Type

NIBIN Only
All

of Unassigned
59!
Goal: 20 (-195%)

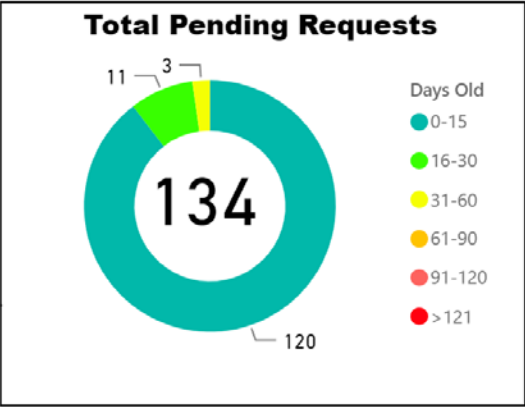
Pending Draft
41!
Goal: 35 (-17.14%)

Pending Tech
26!
Goal: 20 (-30%)

Pending Admin
8✓
Goal: 20 (+60%)

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

- 3
- Justice Trax Past Critical Age
- 48
- Avg Age of Requests >30 D..
- 42
- Age-Oldest Unassigned
- 56
- Age-Oldest Pending Draft
- 19
- Age-Oldest Pending Tech
- 25
- Age-Oldest Pending Admin



Overall TAT (Month to Date)

12.6!

Goal: 7, 8

Overall TAT (Past 90 Days)

8.4!

Goal: 7, 8



Open Quality Reports

Qualtrax ID	Workflow #	Age
48189		53
48434		49
48601		45
50314		23
50809		17
51853		0
48328	2019-048	51

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

Quality TAT

84!

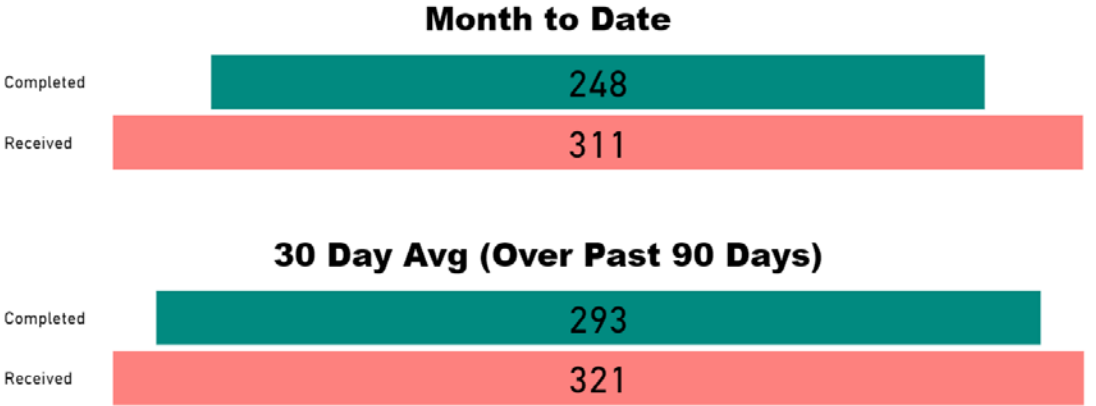
Goal: 30, 31

Avg Age of Open Reports*

35

Quality Filter

Firearms



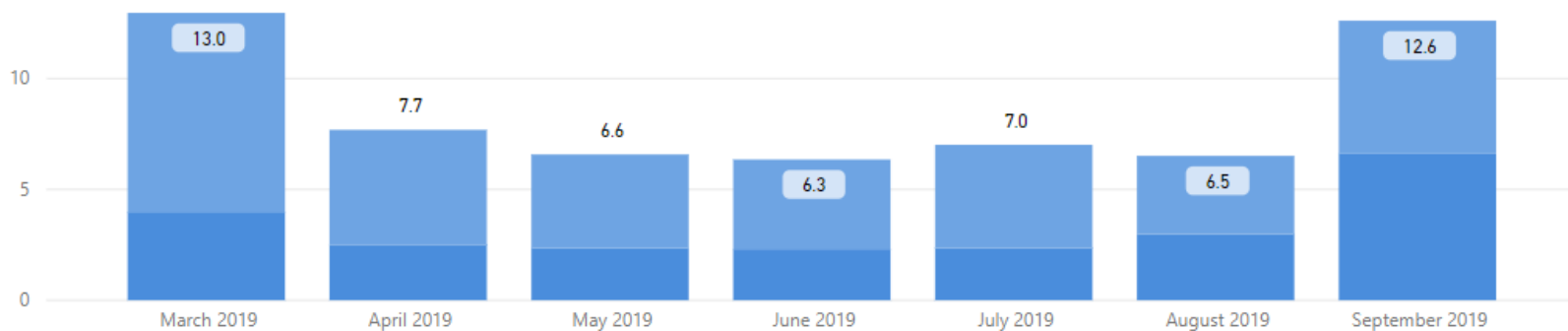
Date Range

3/1/2019

9/30/2019

Total TAT by Month

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



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

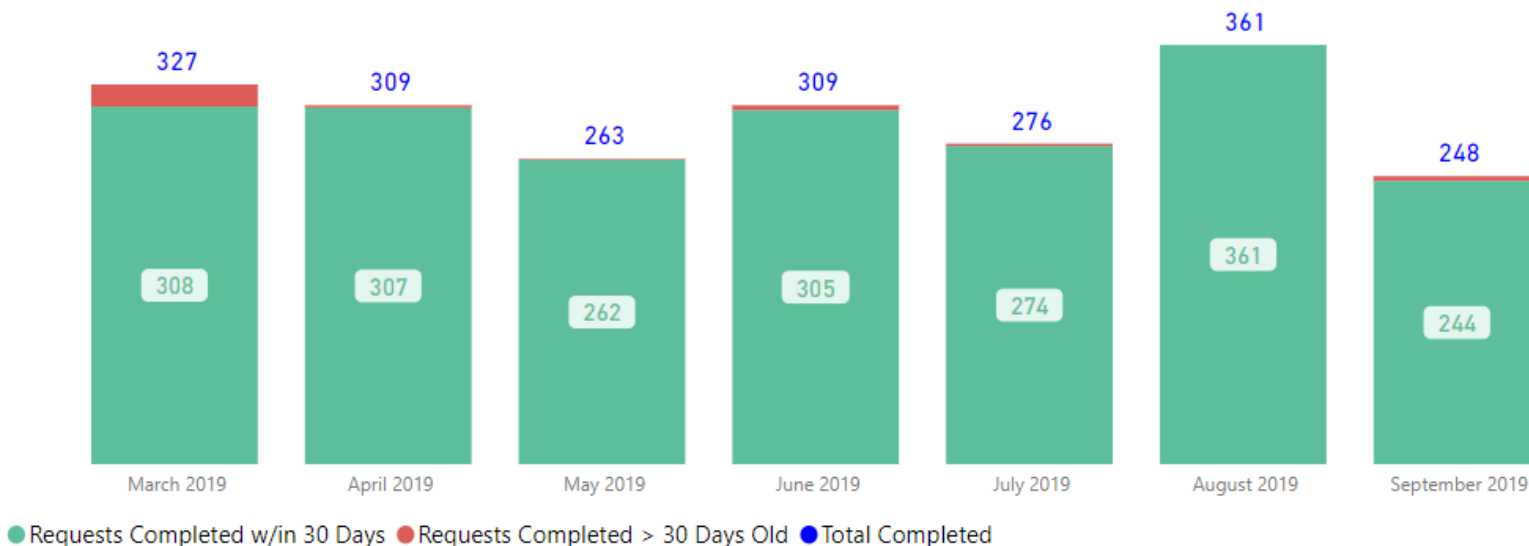
8.47

Total TAT (Rec'd-Compl.) Avg

5.23

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2093

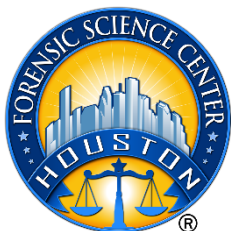
Requests Completed

32

Requests Completed > 30 Days Old

1.53 %

% Completed > 30 Days Old



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

Service

NIBIN Only

Priority Type

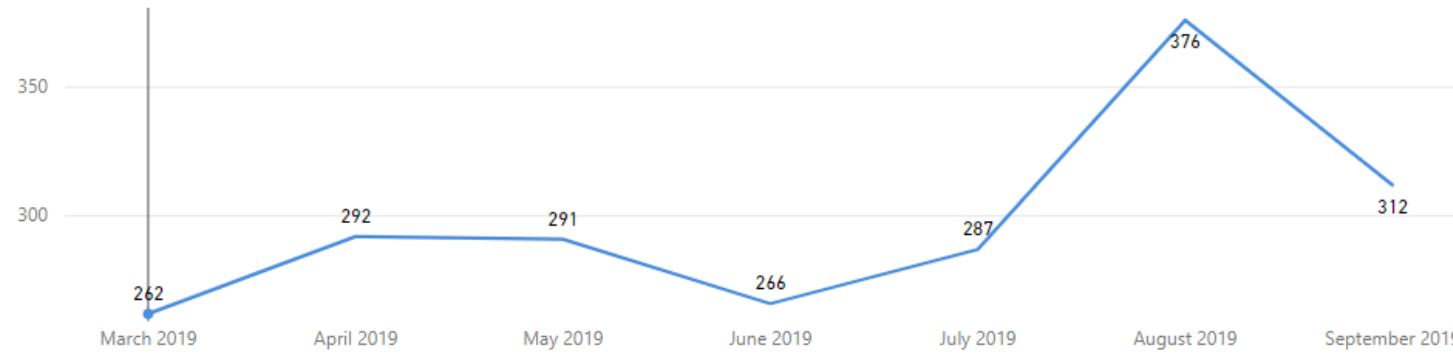
All

Received Filter

3/1/2019

9/30/2019

Received by Month



Total Received

2,086

Received per Month (Avg)*

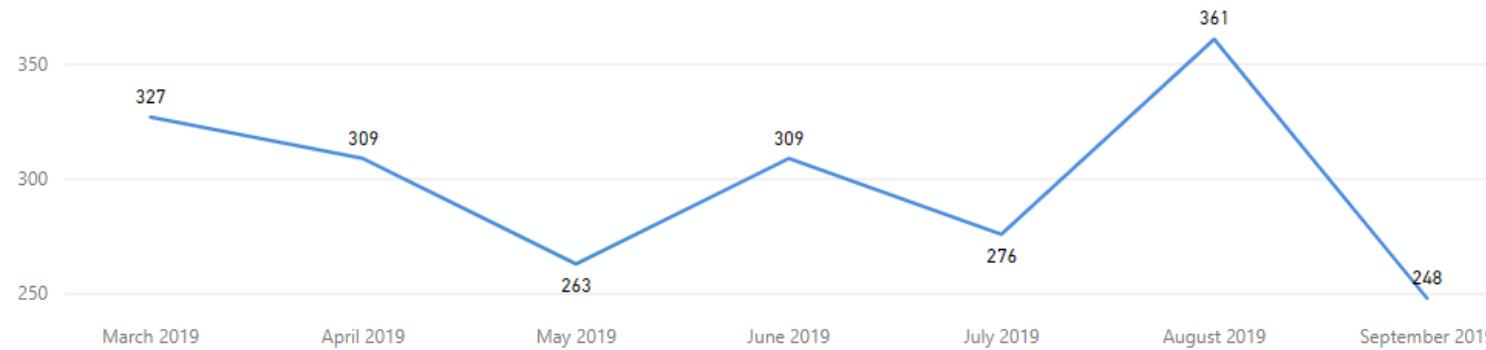
298

Completed Filter

3/1/2019

9/30/2019

Completed by Month



Total Completed

2,093

Completed per Month (Avg)*

299

* months with zero activity are not calculated into the average



Forensic Biology



Section

DNA

Request Type

All

of Unassigned

1✓

Goal: 20 (+95%)

Pending Draft

204!

Goal: 24 (-750%)

Pending Tech

28!

Goal: 24 (-16.67%)

Pending Admin

12✓

Goal: 20 (+40%)

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

160

Past Critical Age

107

Avg Age of Reqeusts >30 ...

6

Age-Oldest Unassigned PL

1361

Age-Oldest Pending Draft...

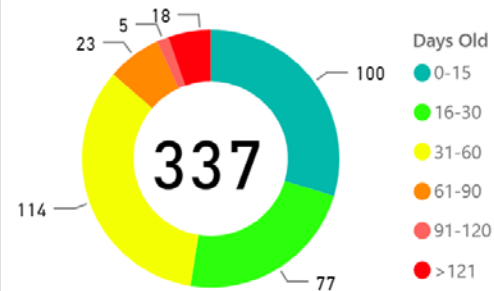
1964

Age-Oldest Pending Tech ...

326

Age-Oldest Pending Adm...

Total Pending Requests

Overall TAT
(Month to Date)

34.5!

Goal: 30, 31

Overall TAT
(Past 90 Days)

77.4!

Goal: 30, 31

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

41

Recieved

181

30 Day Avg (Over Past 90 Days)

Completed

61

Received

131

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	271
34624	2018-094	253
39886	2019-007	165
45353	2019-029	95
46911	2019-034	73
47707	2019-042	61
47766	2019-043	60

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

Quality TAT

24✓

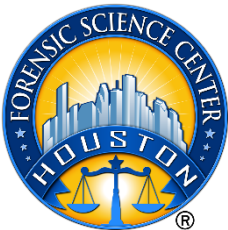
Goal: 40, 41

Avg Age of Open Reports*

76

Quality Filter

Biology/DNA



Section

DNA

Request Type

SAK

of Unassigned

0✓

Goal: 20 (+100%)

Pending Draft

119!

Goal: 24 (-395.83%)

Pending Tech

6✓

Goal: 24 (+75%)

Pending Admin

1✓

Goal: 20 (+95%)

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

47

Past Critical Age

86

Avg Age of Reqeusts >30 ...

0

Age-Oldest Unassigned PL

901

Age-Oldest Pending Draft...

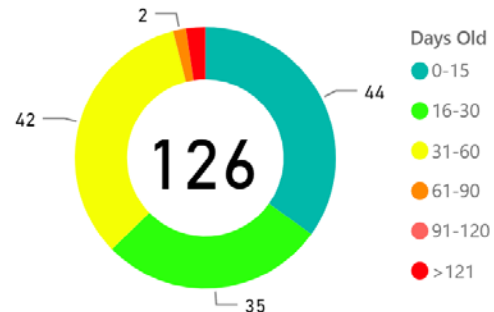
45

Age-Oldest Pending Tech ...

45

Age-Oldest Pending Adm...

Total Pending Requests

Overall TAT
(Month to Date)

26.8✓

Goal: 30, 31

Overall TAT
(Past 90 Days)

138.1!

Goal: 30, 31

TAT by Phase of Work (MTD)

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



TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

3

Recieved

80

30 Day Avg (Over Past 90 Days)

Completed

6

Received

42

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	271
34624	2018-094	253
39886	2019-007	165
45353	2019-029	95
46911	2019-034	73
47707	2019-042	61
47766	2019-043	60

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

Quality TAT

24✓

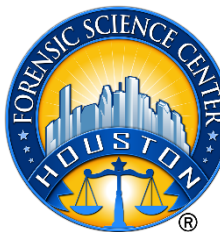
Goal: 40, 41


Avg Age of Open Reports*

76

Quality Filter

Biology/DNA

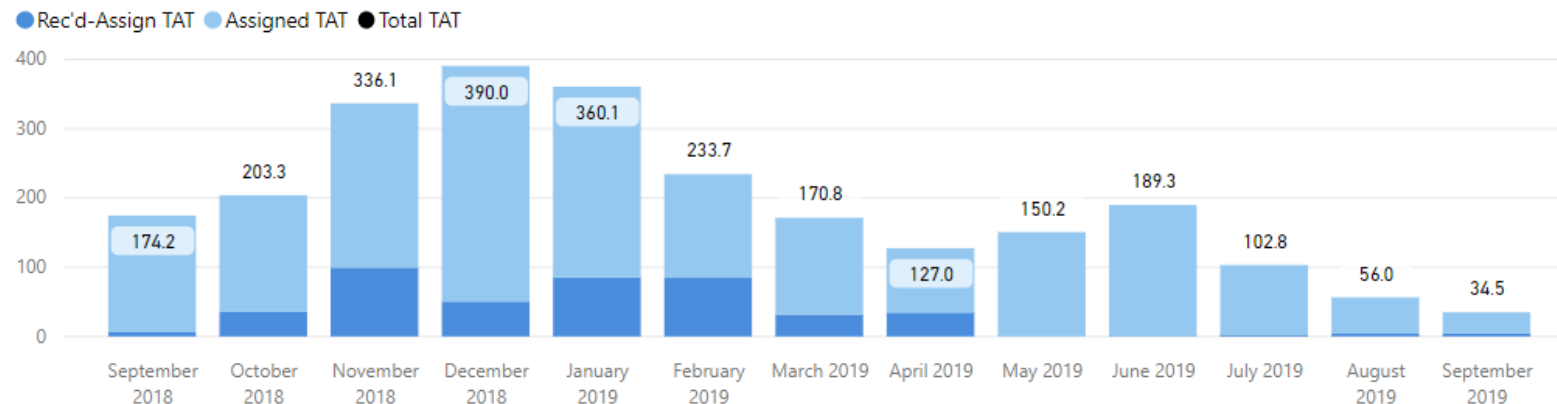


Date Range  ...

9/1/2018

9/30/2019

Total TAT by Month



Request Type

DNA

Request Type

All

Selected Time Frame Averages

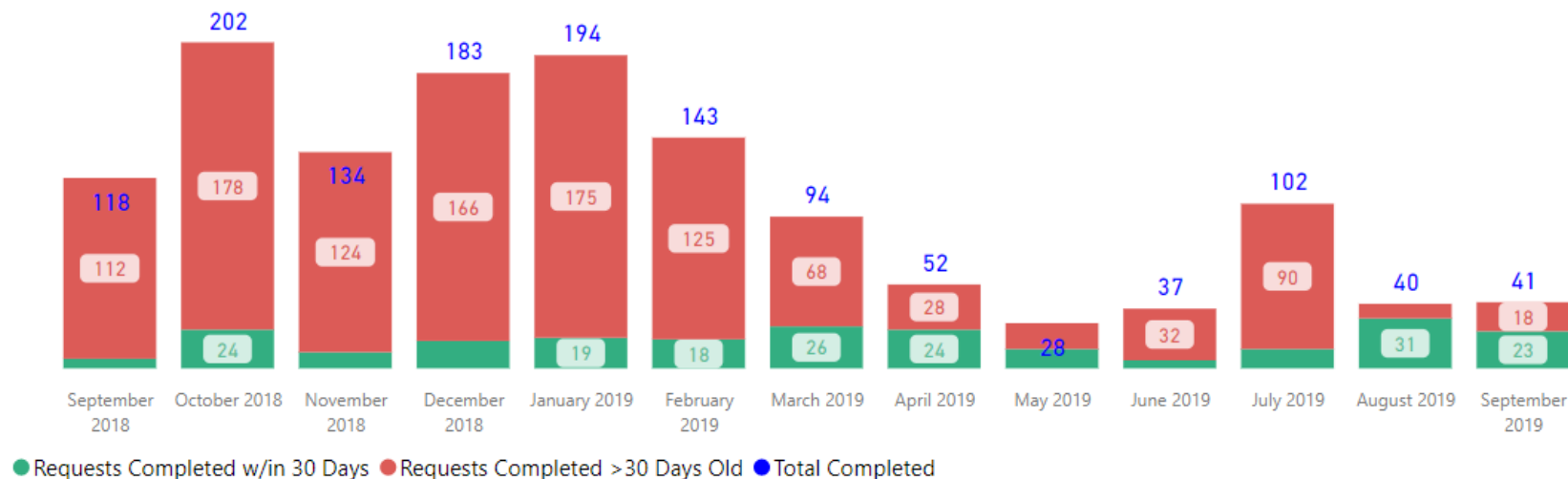
240.73

Total TAT (Rec'd-Compl.) Avg

193.92

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1368

Requests Completed

1141

Requests Completed > 30 Days

83.41 %

% Completed > 30 Days



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

Section

DNA

Request Type

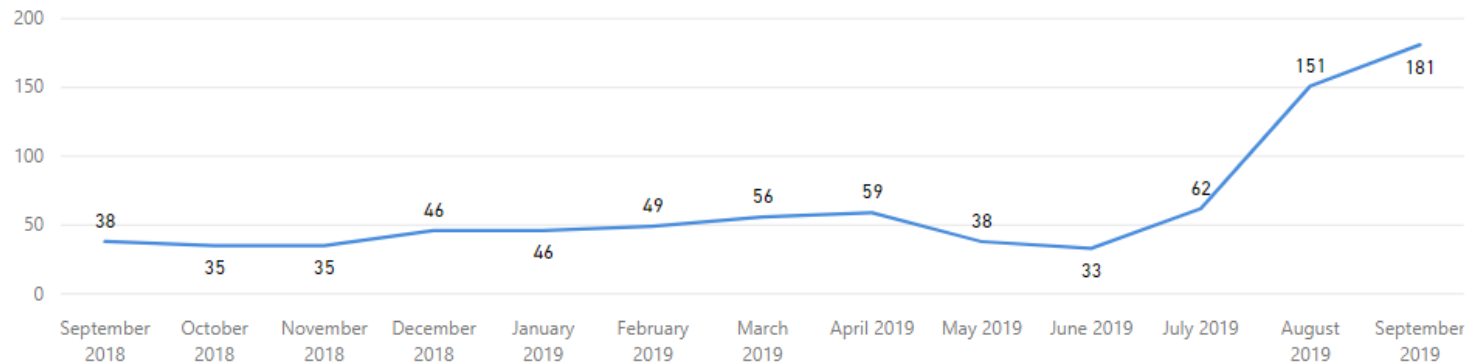
All

Received Filter

9/1/2018

9/30/2019

Received by Month



Total Received

829

Received per Month (Avg)*

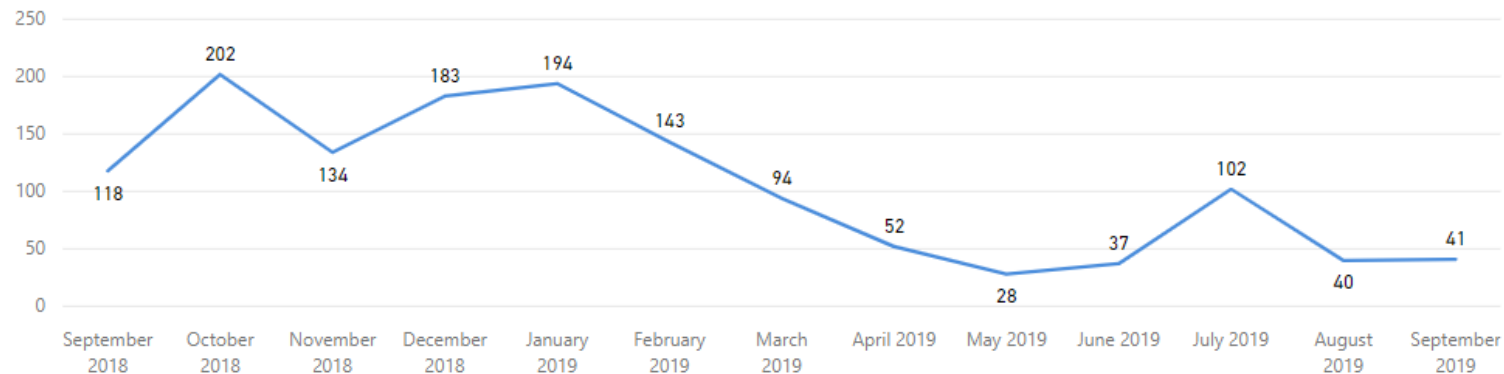
64

Completed Filter

9/1/2018

9/30/2019

Completed by Month



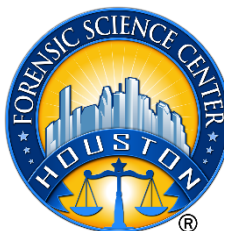
Total Completed

1368

Completed per Month (Avg)*

105

* months with zero activity are not calculated into the average



Forensic Biology-Outsourcing

Total Cases Shipped

1741

Cases Returned

1363

Cases Reviewed

157

SAKs shipped: 1080

SAKs completed: 812

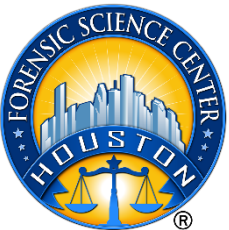
Non-SAKs shipped: 661

Non-SAKs completed: 551

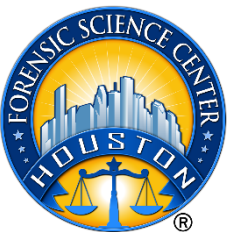
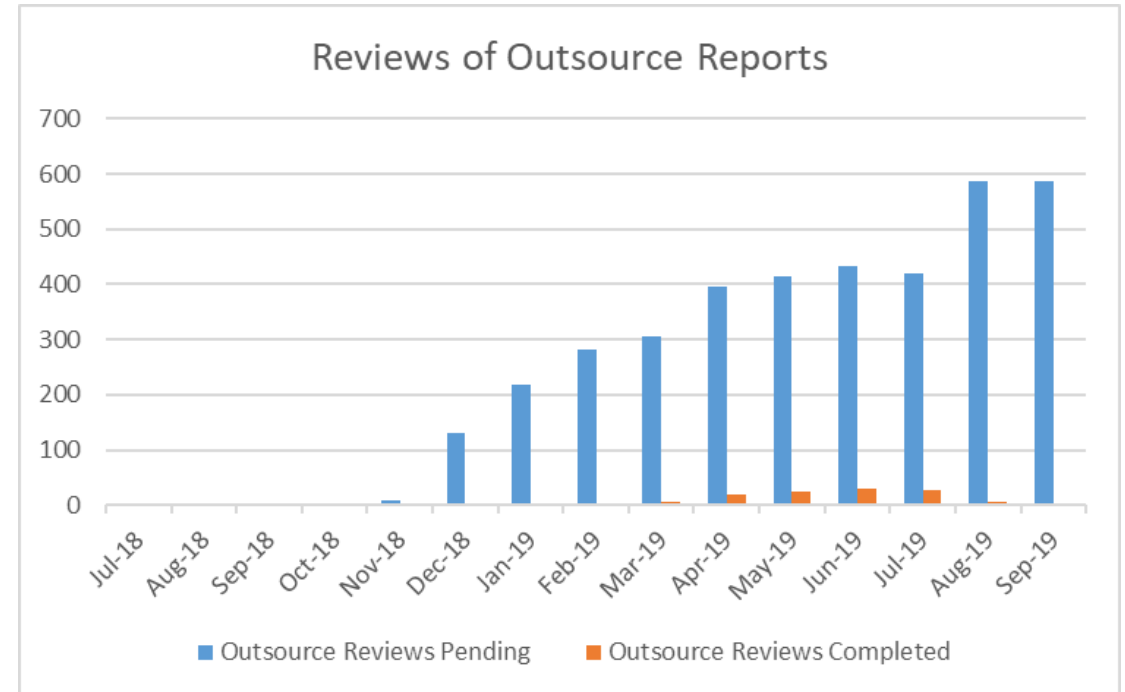
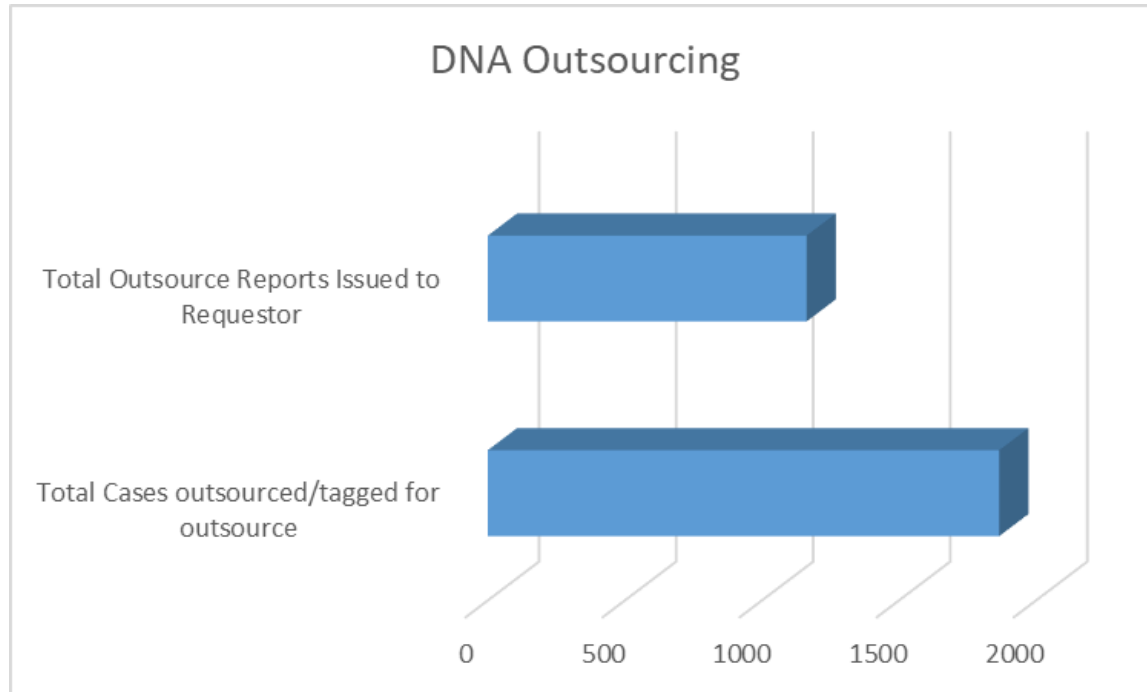
Critical issues

- The in-house review of all outsourced casework
- Bode delayed turnaround time for SAKs
- Current turnaround time ~120 days
- Outsource extension needed due to STRmix implementation and training

- Original project timeline: August 2018 to September 2019
- 585 outsourced cases pending CODIS review (135 in process)
- 378 outsourced cases pending @ Bode
- Bode plans to have all testing completed by October 31, 2019
- Next focus: STRmix training and outsource reviews



Forensic Biology -- Outsourcing



Section

Request Type

Screening

All

of Unassigned

0✓

Goal: 10 (+100%)

Pending Draft

21!

Goal: 14 (-50%)

Pending Tech

8✓

Goal: 16 (+50%)

Pending Admin

2✓

Goal: 12 (+83.33%)

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

2

Past Critical Age

40

Avg Age of Reqeusts >30 ...

0

Age-Oldest Unassigned PL

25

Age-Oldest Pending Draft...

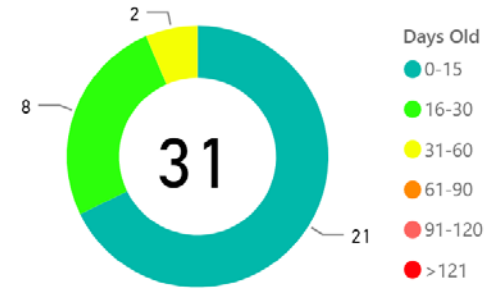
39

Age-Oldest Pending Tech ...

41

Age-Oldest Pending Adm...

Total Pending Requests

Overall TAT
(Month to Date)

15.0!

Goal: 10, 11

Overall TAT
(Past 90 Days)

26.9!

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

13.3

1.4 0.8

TAT by Phase of Work (Past 90 Days)

24.4

2.2

Month to Date

Completed

79

Recieved

73

30 Day Avg (Over Past 90 Days)

Completed

100

Received

81

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	271
34624	2018-094	253
39886	2019-007	165
45353	2019-029	95
46911	2019-034	73
47707	2019-042	61
47766	2019-043	60

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

Quality TAT

24✓

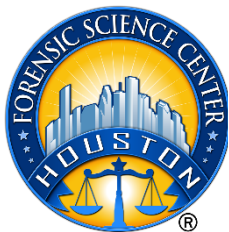
Goal: 40, 41

Avg Age of Open Reports*

76

Quality Filter

Biology/DNA

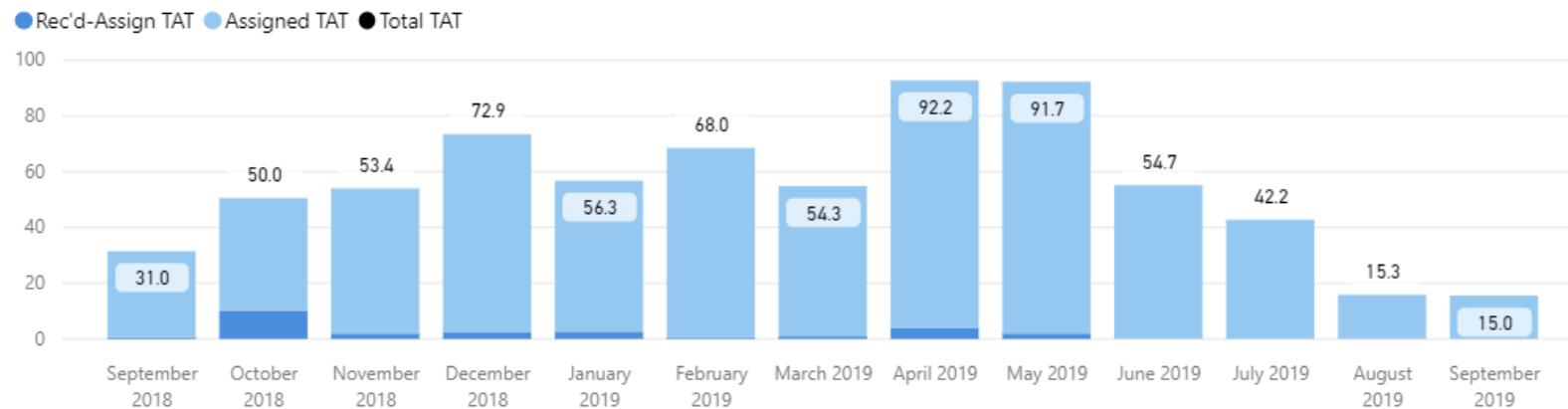


Date Range

9/1/2018

9/30/2019

Total TAT by Month



Request Type

Screening

Request Type

All

Selected Time Frame Averages

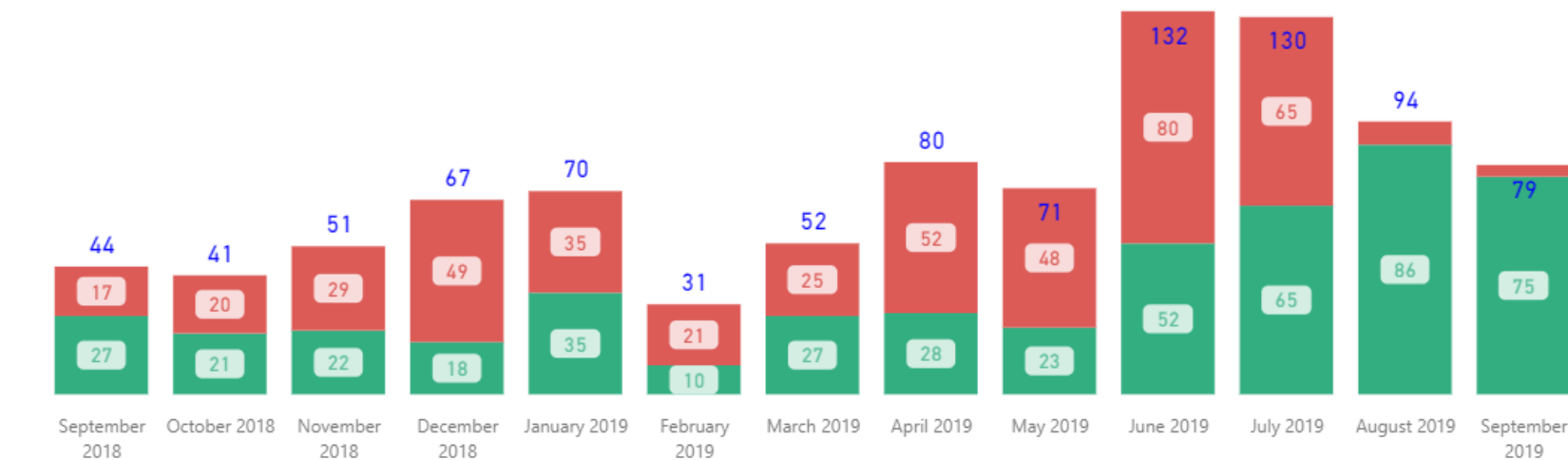
52.15

Total TAT (Rec'd-Compl.) Avg

51.15

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

942

Requests Completed

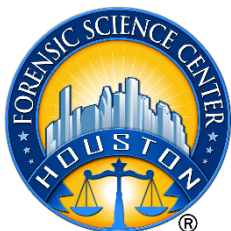
453

Requests Completed > 30 Days

48.09 %

% Completed > 30 Days

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



Section

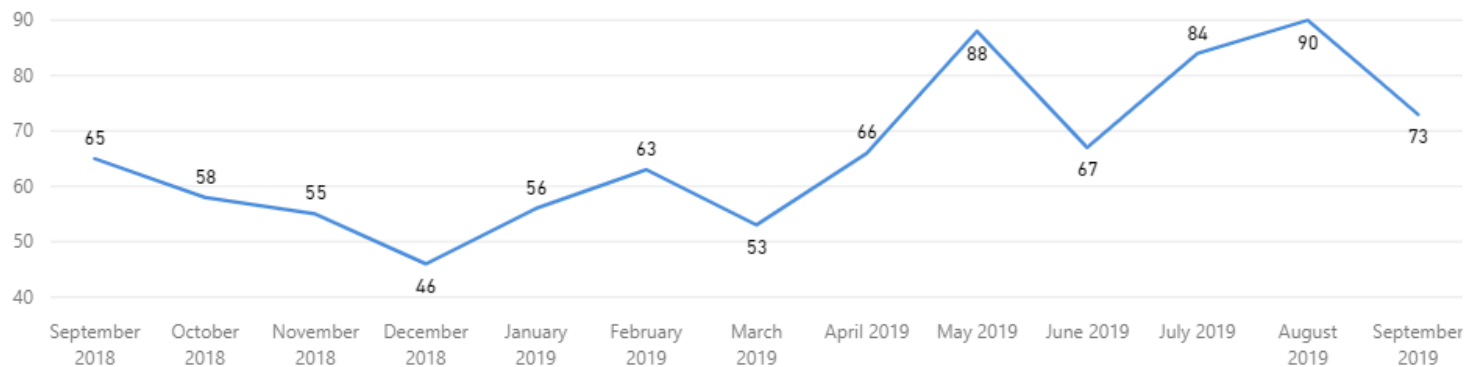
Screening

Received Filter

9/1/2018

9/30/2019

Received by Month



Total Received

864

Received per Month (Avg)*

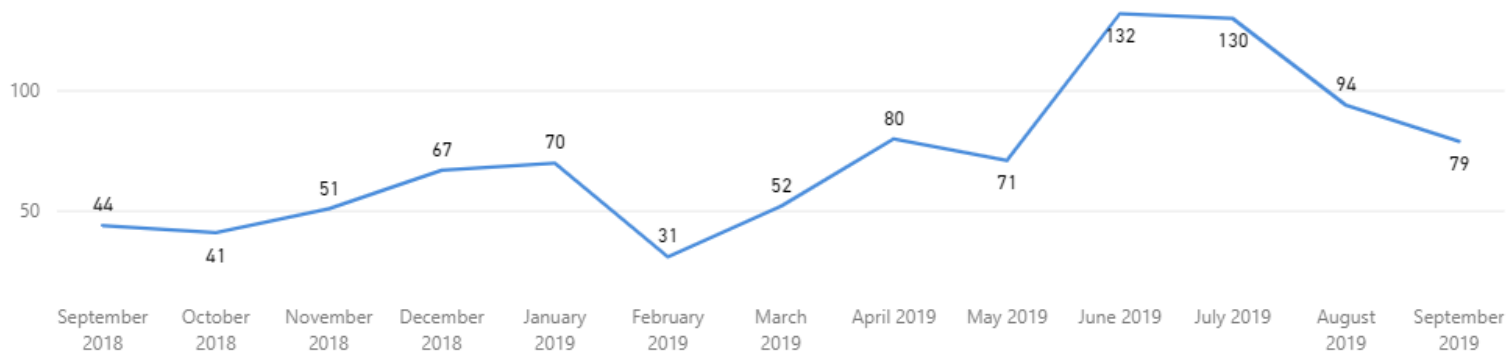
66

Completed Filter

9/1/2018

9/30/2019

Completed by Month



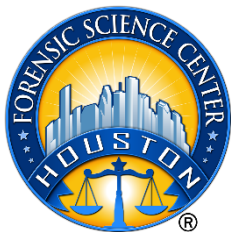
Total Completed

942

Completed per Month (Avg)*

72

* months with zero activity are not calculated into the average



Section

CODIS

of Unassigned

27✓

Goal: 100 (+73%)

Pending Draft

2✓

Goal: 20 (+90%)

Pending Tech

0✓

Goal: 15 (+100%)

Pending Admin

0✓

Goal: 0

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

8

Past Critical Age

45

Avg Age of Reqeusts >30 ...

48

Age-Oldest Unassigned PL

39

Age-Oldest Pending Draft...

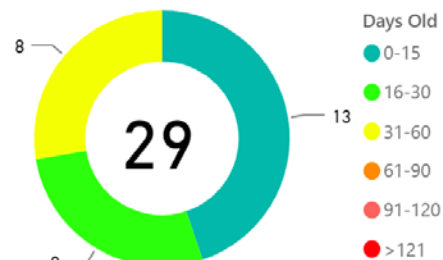
0

Age-Oldest Pending Tech ...

0

Age-Oldest Pending Adm...

Total Pending Requests



Overall TAT
(Month to Date)

20.5✓

Goal: 30, 31

Overall TAT
(Past 90 Days)

18.2✓

Goal: 30, 31

TAT by Phase of Work (MTD)

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

19.1

TAT by Phase of Work (Past 90 Days)

15.4

Month to Date

Completed

75

Recieved

64

30 Day Avg (Over Past 90 Days)

Completed

169

Received

109

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	271
34624	2018-094	253
39886	2019-007	165
45353	2019-029	95
46911	2019-034	73
47707	2019-042	61
47766	2019-043	60

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

Quality TAT

24✓

Goal: 40, 41

Avg Age of Open Reports*

76

Quality Filter

Biology/DNA



Date Range

9/1/2018

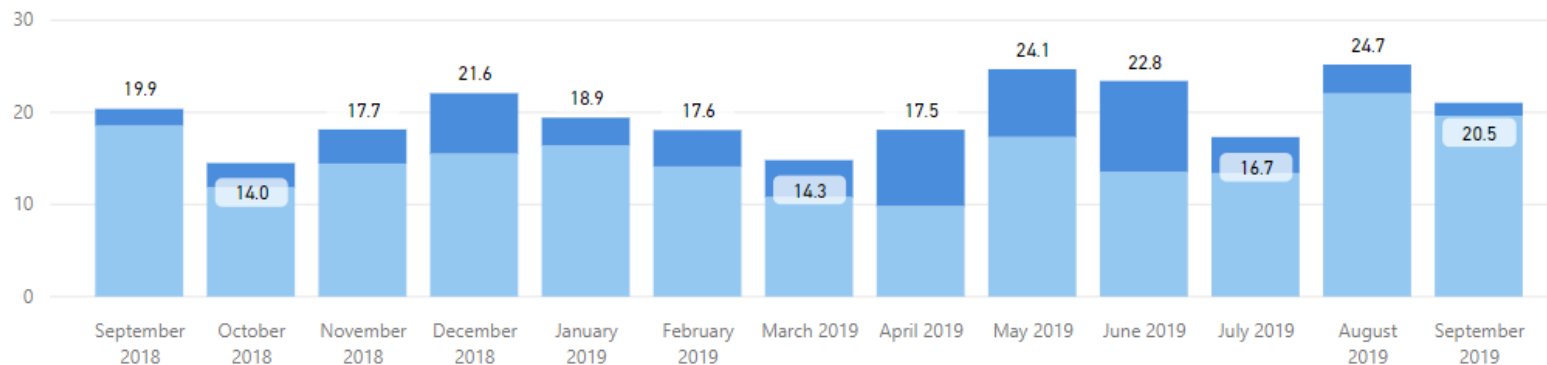
9/30/2019

Request Type

CODIS

Total TAT by Month

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



Selected Time Frame Averages

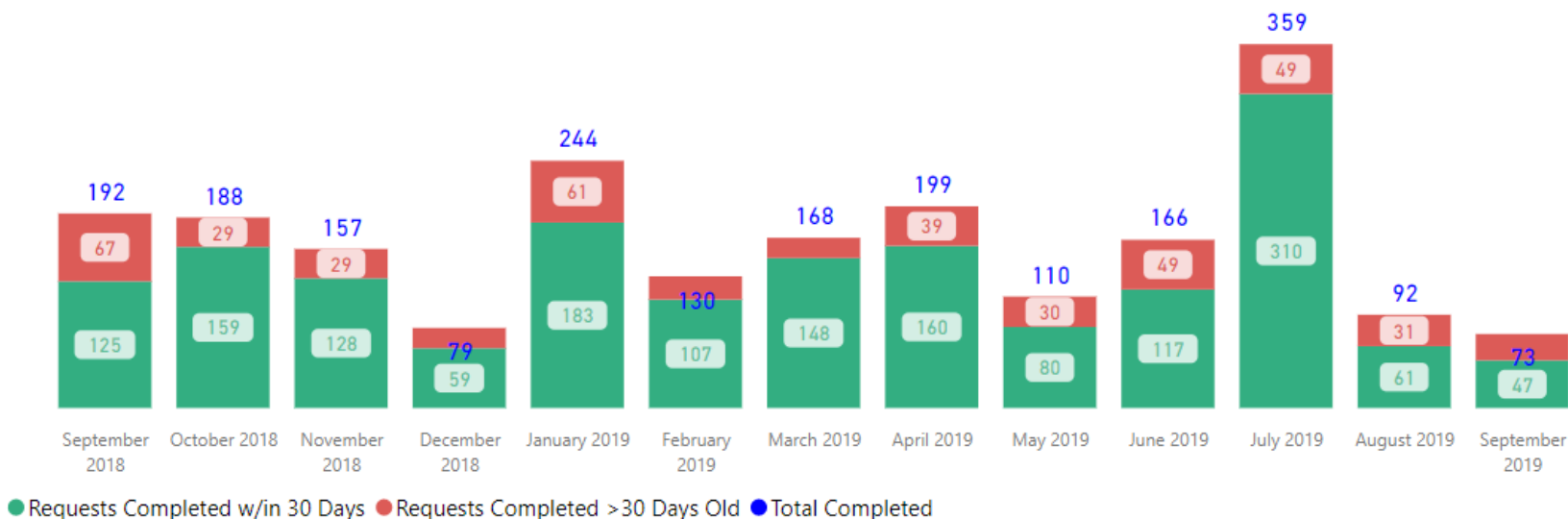
18.52

Total TAT (Rec'd-Compl.) Avg

4.52

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2157

Requests Completed

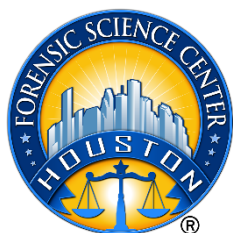
473

Requests Completed > 30 Days

21.93 %

% Completed > 30 Days

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



Section

CODIS

Hit Type

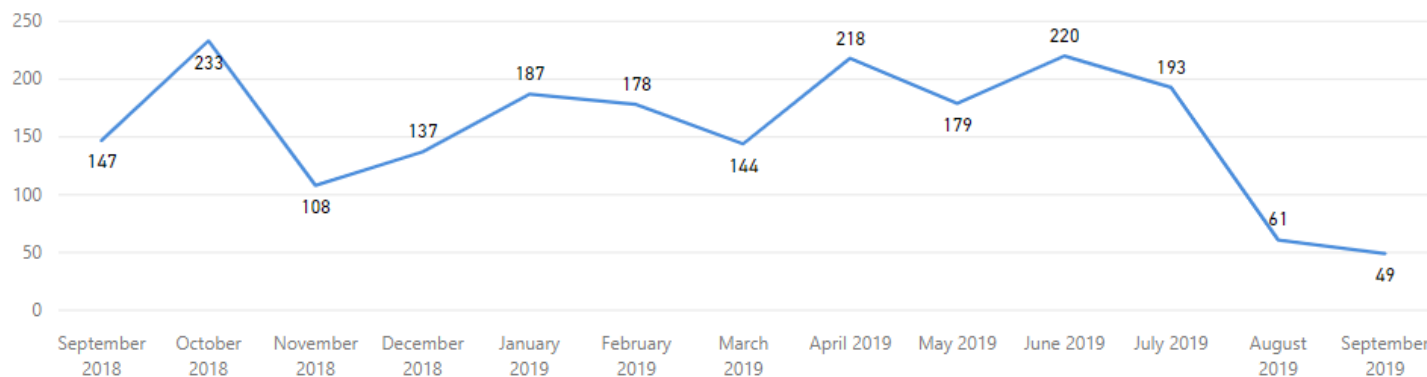
All

Received Filter

9/1/2018

9/30/2019

Received by Month



Total Received

2054

Received per Month (Avg)*

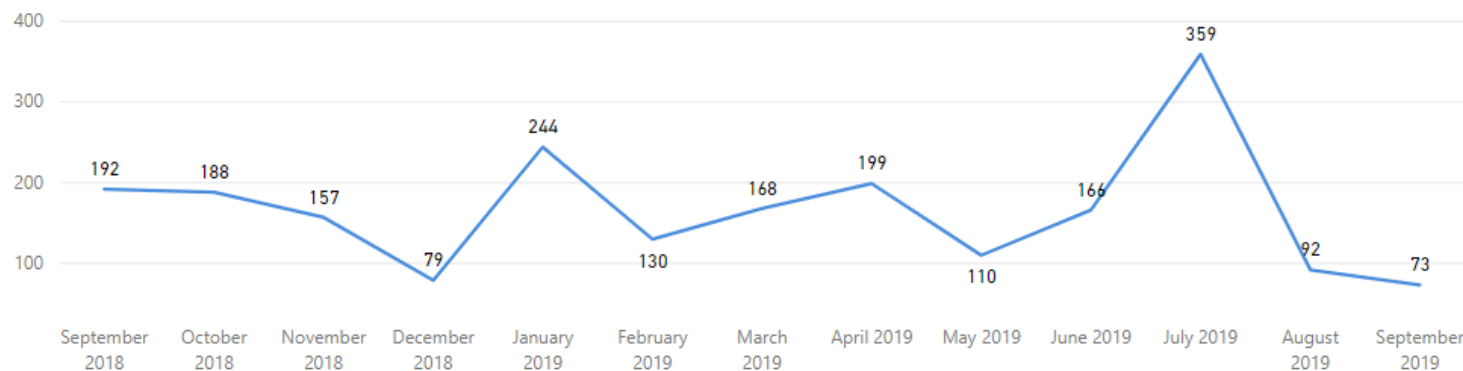
158

Completed Filter

9/1/2018

9/30/2019

Completed by Month



Total Completed

2157

Completed per Month (Avg)*

166

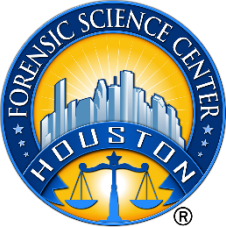
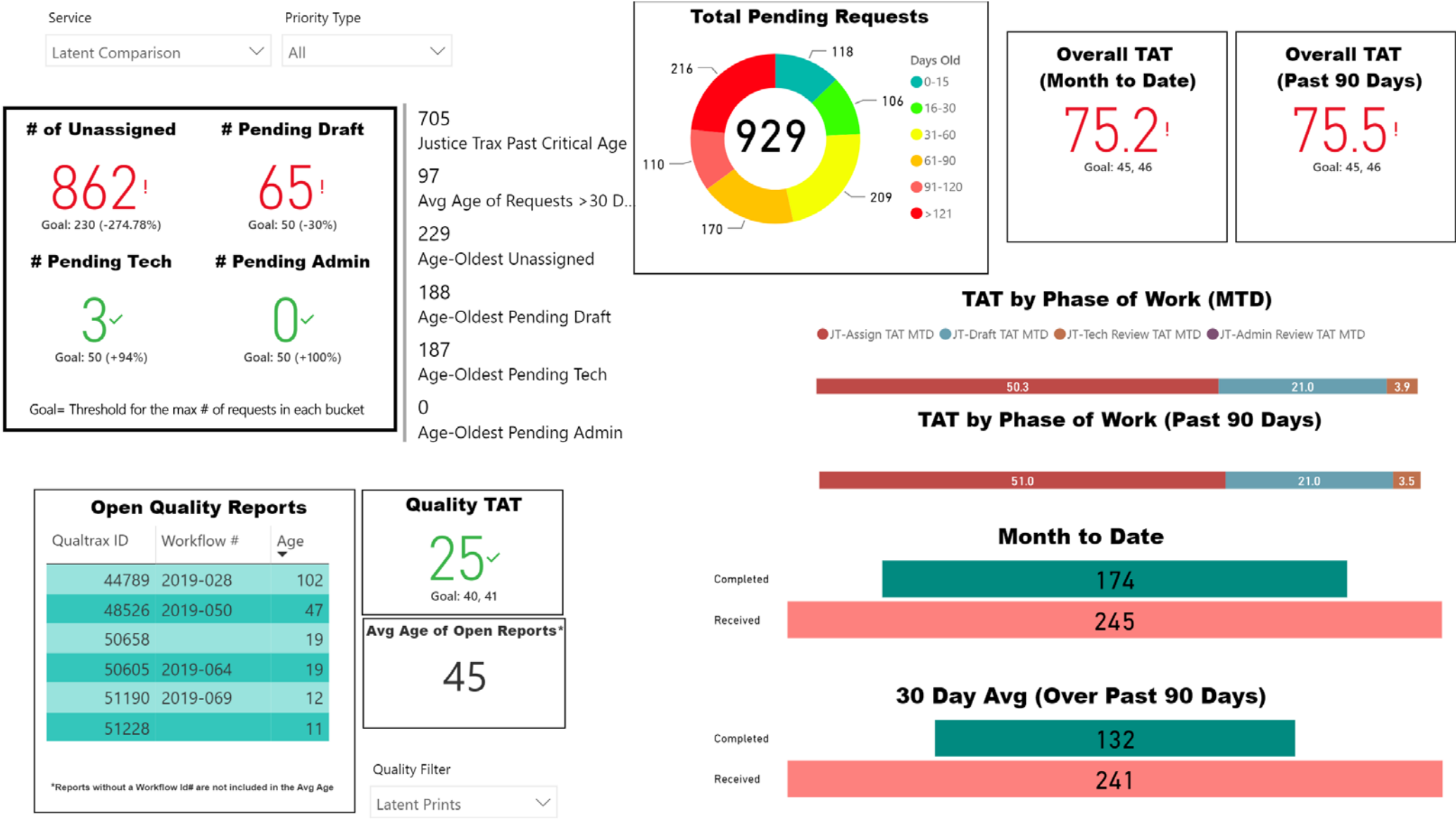
* months with zero activity are not calculated into the average



Latent Prints



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



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

Service

Latent Comparison

Priority Type

All

of Unassigned

1284!

Goal: 230 (-458.26%)

Pending Draft

5✓

Goal: 50 (+90%)

Pending Tech

1✓

Goal: 50 (+98%)

Pending Admin

0✓

Goal: 50 (+100%)

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

1289
Justice Trax Past Critical Age

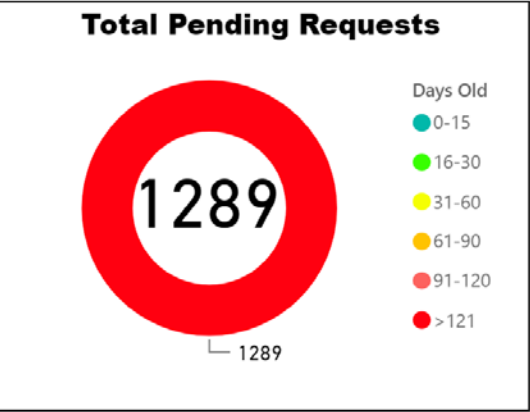
932
Avg Age of Requests > 30 D..

1965
Age-Oldest Unassigned

488
Age-Oldest Pending Draft

350
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin



Open Quality Reports

Qualtrax ID	Workflow #	Age
44789	2019-028	102
48526	2019-050	47
50658		19
50605	2019-064	19
51190	2019-069	12
51228		11

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

Quality TAT

25✓

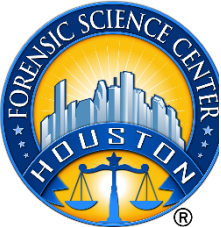
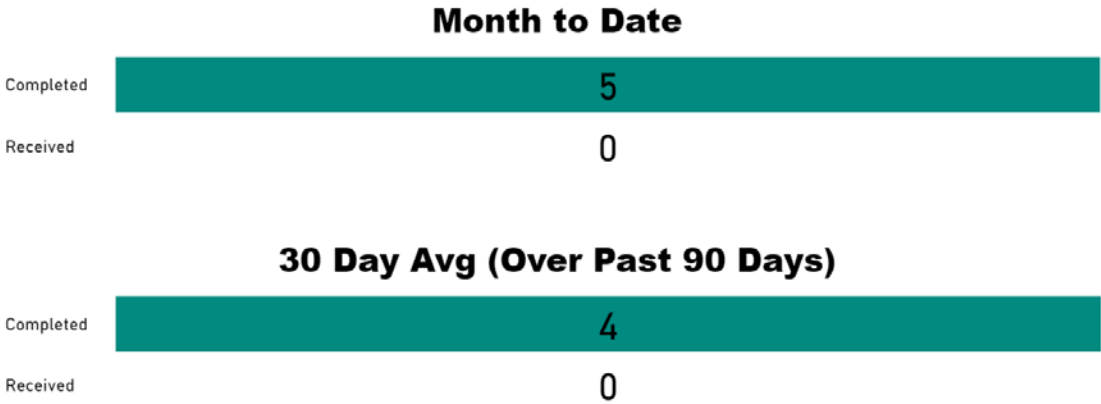
Goal: 40, 41

Avg Age of Open Reports*

45

Quality Filter

Latent Prints



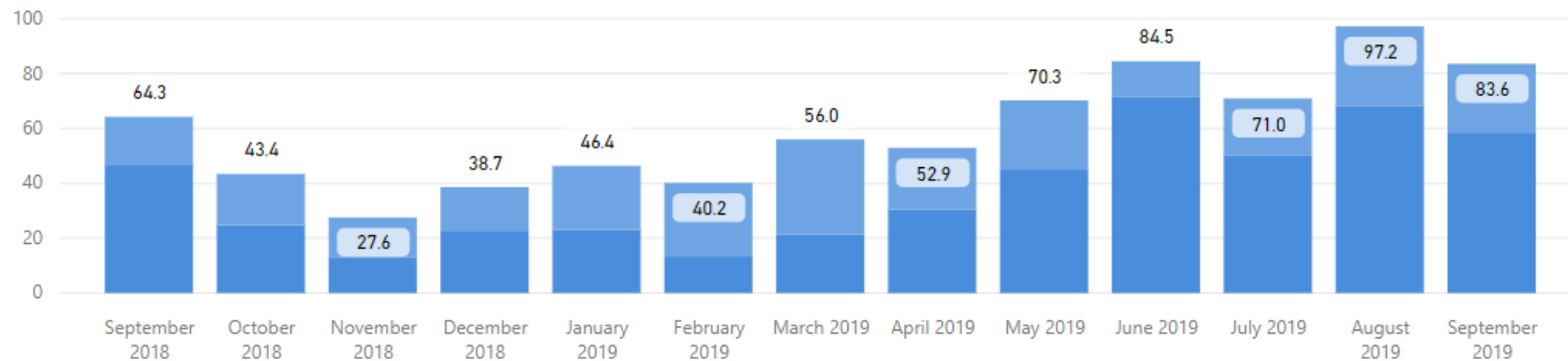
Date Range

9/1/2018

9/30/2019

Total TAT by Month

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



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

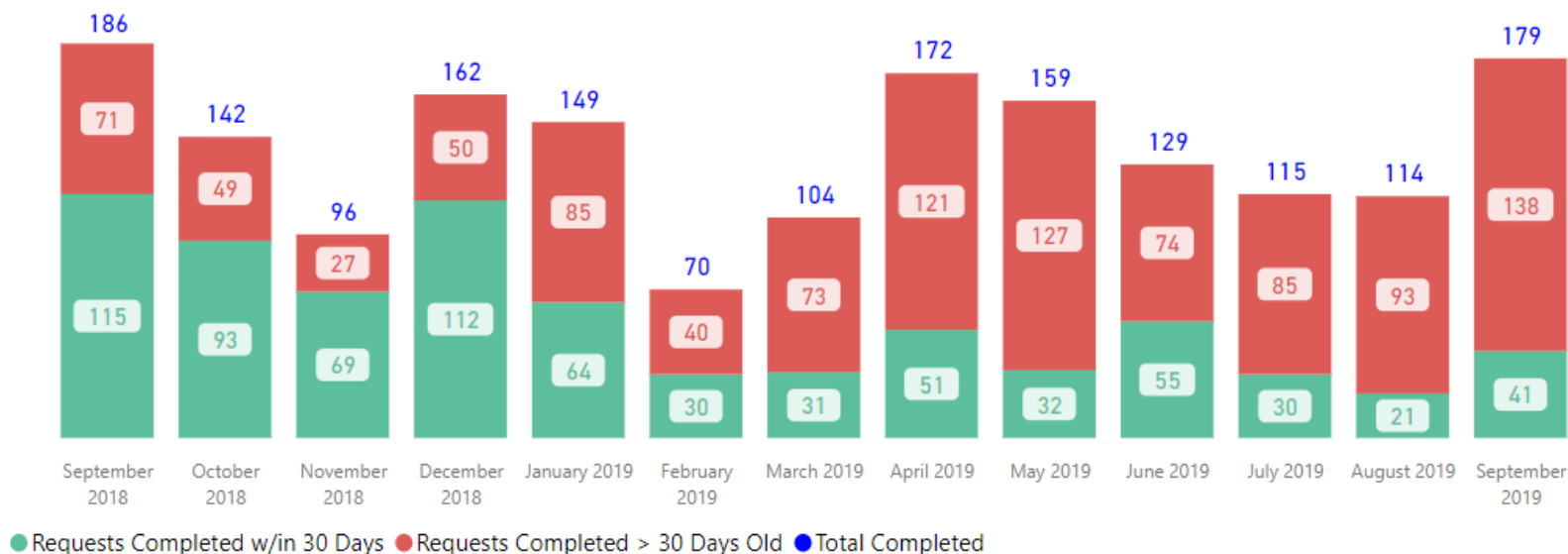
60.76

Total TAT (Rec'd-Compl.) Avg

21.71

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1777

Requests Completed

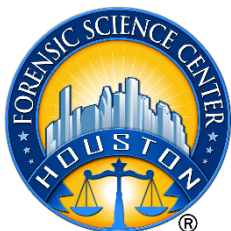
1033

Requests Completed > 30 Days Old

58.13 %

% Completed > 30 Days Old

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



Service

Latent Comparison

Priority Type

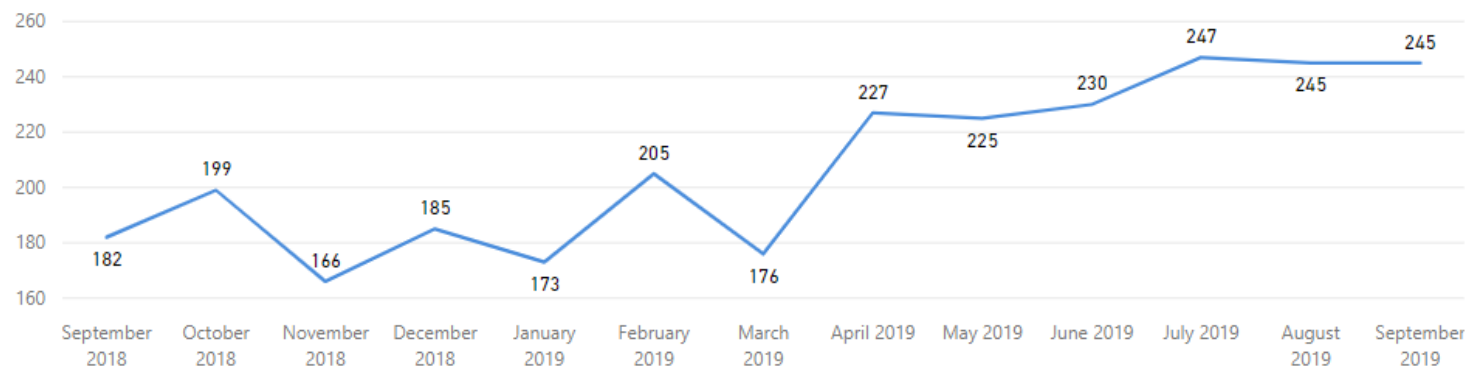
All

Received Filter

9/1/2018

9/30/2019

Received by Month



Total Received

2,705

Received per Month (Avg)*

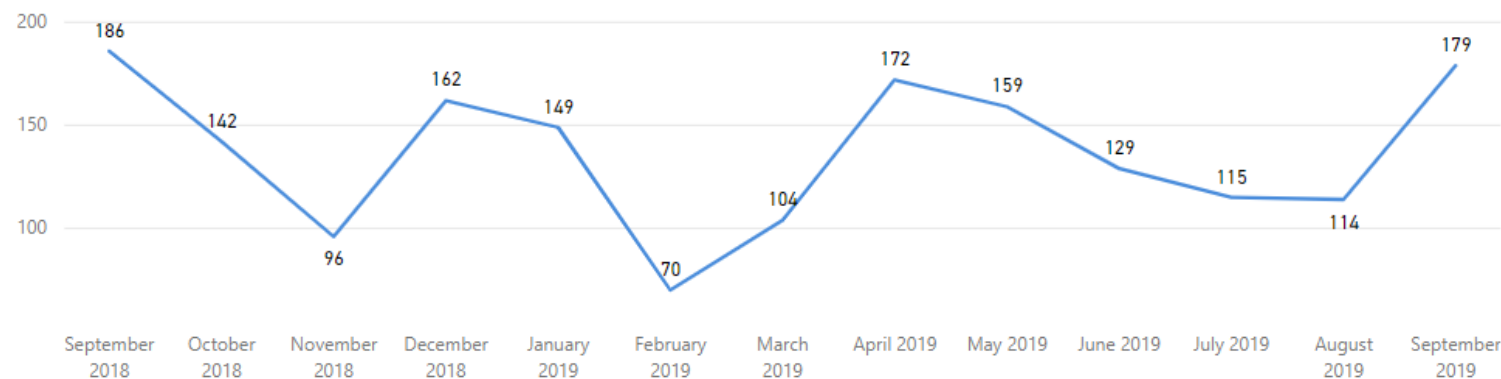
208

Completed Filter

9/1/2018

9/30/2019

Completed by Month



Total Completed

1,777

Completed per Month (Avg)*

137

* months with zero activity are not calculated into the average



Service
Priority Type

Latent Processing
All

of Unassigned
147!
Goal: 50 (-194%)

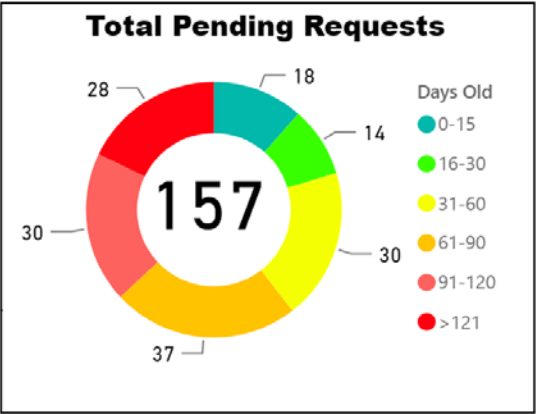
Pending Draft
7✓
Goal: 30 (+76.67%)

Pending Tech
3✓
Goal: 30 (+90%)

Pending Admin
0✓
Goal: 30 (+100%)

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

125
Justice Trax Past Critical Age
98
Avg Age of Requests >30 D..
265
Age-Oldest Unassigned
262
Age-Oldest Pending Draft
265
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin



Overall TAT
(Month to Date)
92.5!
Goal: 30, 31

Overall TAT
(Past 90 Days)
69.5!
Goal: 30, 31

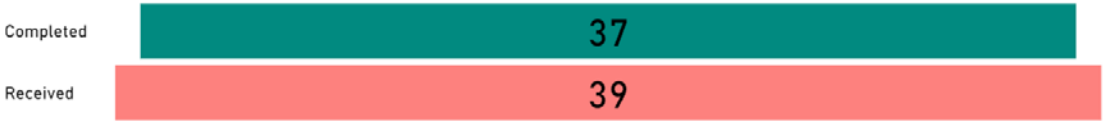
TAT by Phase of Work (MTD)



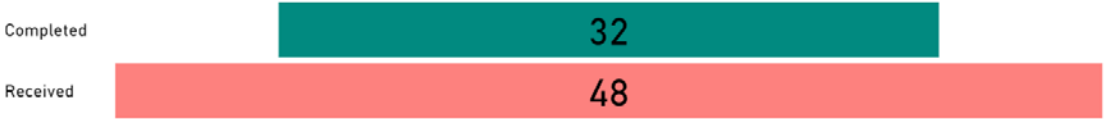
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
50658		19
51228		11
44789	2019-028	102
48526	2019-050	47
50605	2019-064	19
51190	2019-069	12

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

Quality TAT
25✓
Goal: 40, 41

Avg Age of Open Reports*
45

Quality Filter
Latent Prints



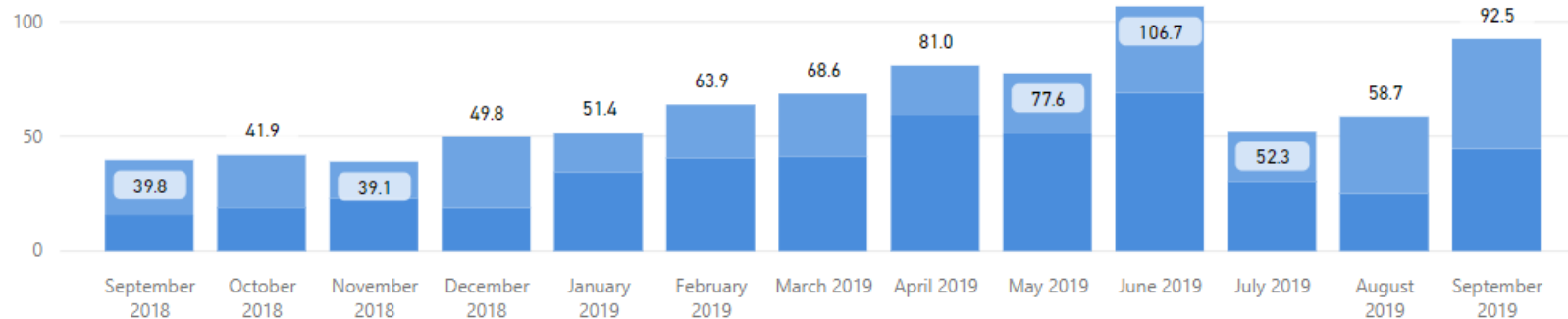
Date Range

9/1/2018

9/30/2019

Total TAT by Month

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



Request Type

Latent Processing

Priority Type

All

Selected Time Frame Averages

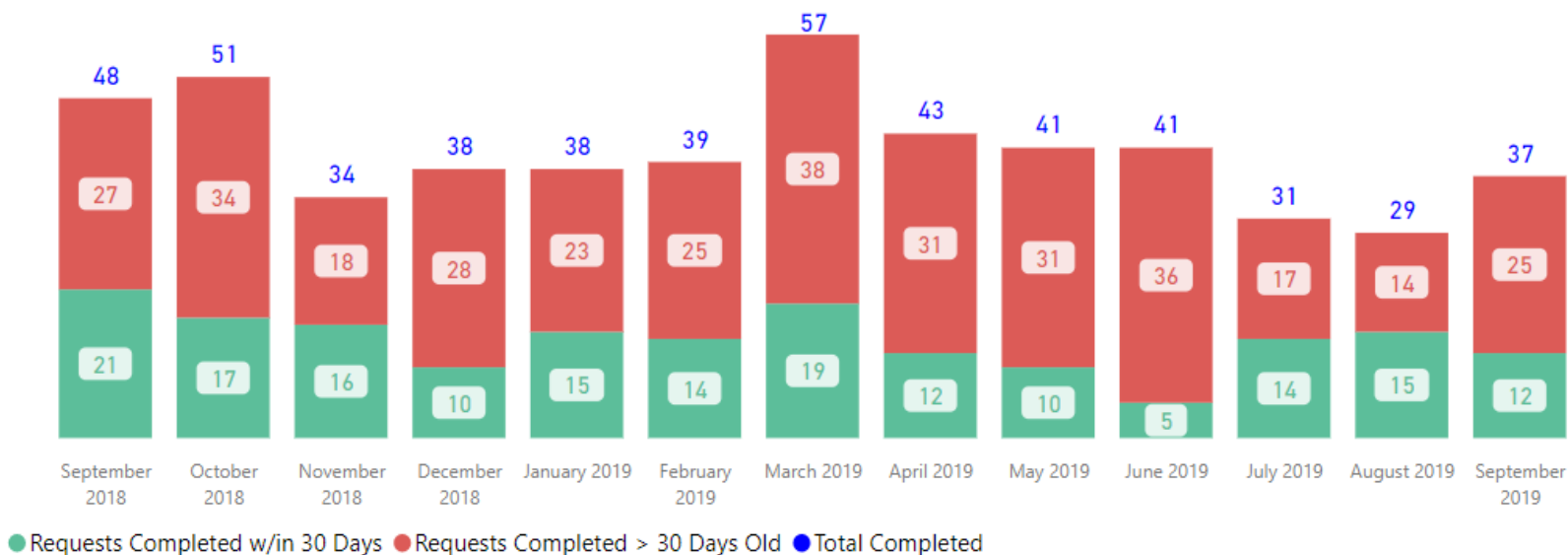
63.40

Total TAT (Rec'd-Compl.) Avg

26.82

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

527

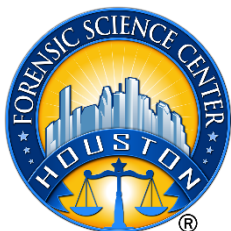
Requests Completed

347

Requests Completed > 30 Days Old

65.84 %

% Completed > 30 Days Old



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

Service

Latent Processing

Priority Type

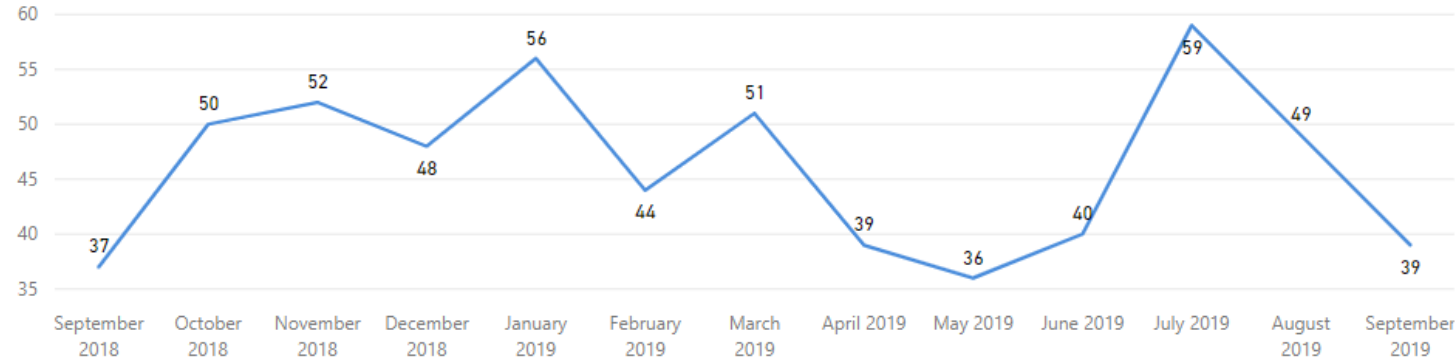
All

Received Filter

9/1/2018

9/30/2019

Received by Month



Total Received

600

Received per Month (Avg)*

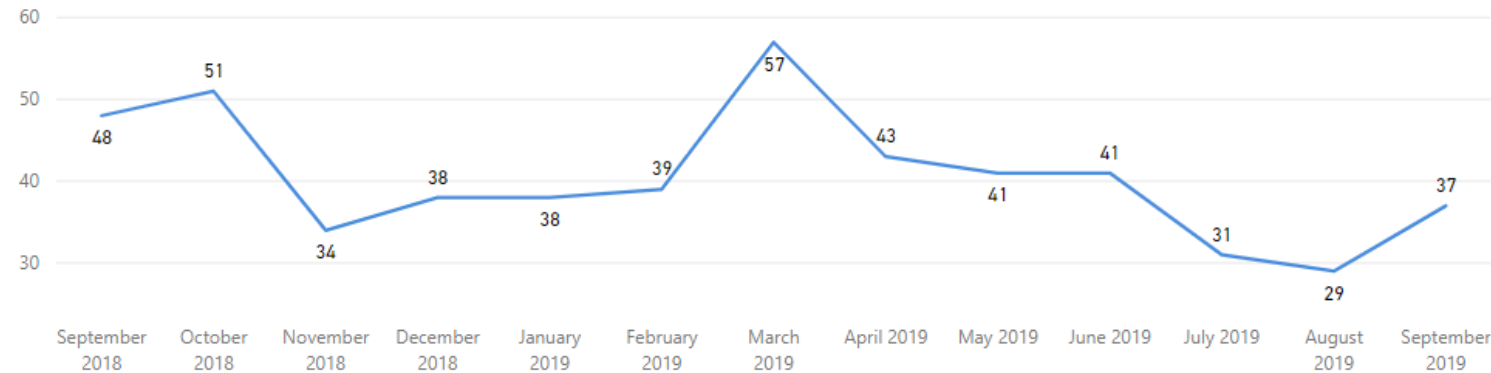
46

Completed Filter

9/1/2018

9/30/2019

Completed by Month



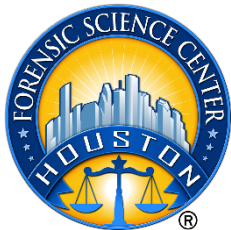
Total Completed

527

Completed per Month (Avg)*

41

* months with zero activity are not calculated into the average



Digital Multi-Media



Service
Priority Type

AV Call Out
All

of Unassigned

0✓

Goal: 15 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Tech

0✓

Goal: 5 (+100%)

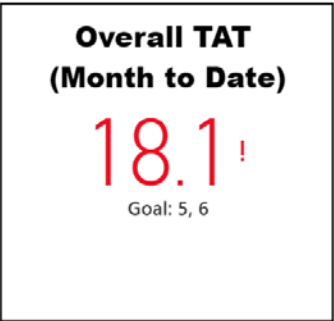
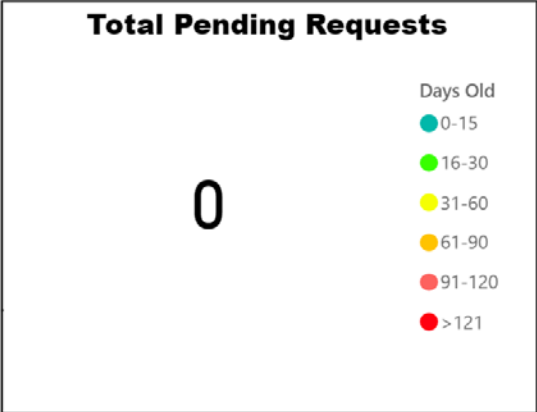
Pending Admin

0✓

Goal: 5 (+100%)

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

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



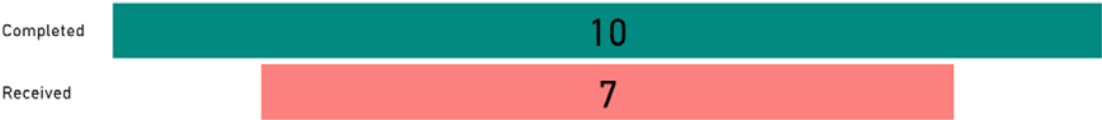
TAT by Phase of Work (MTD)



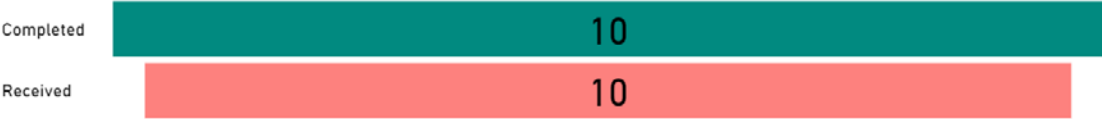
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
51216		11

Quality TAT

17✓

Goal: 30, 31

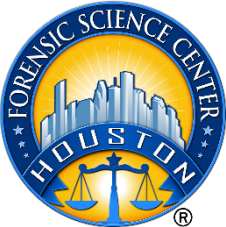
Avg Age of Open Reports*

NaN

Quality Filter

Audio/Video

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



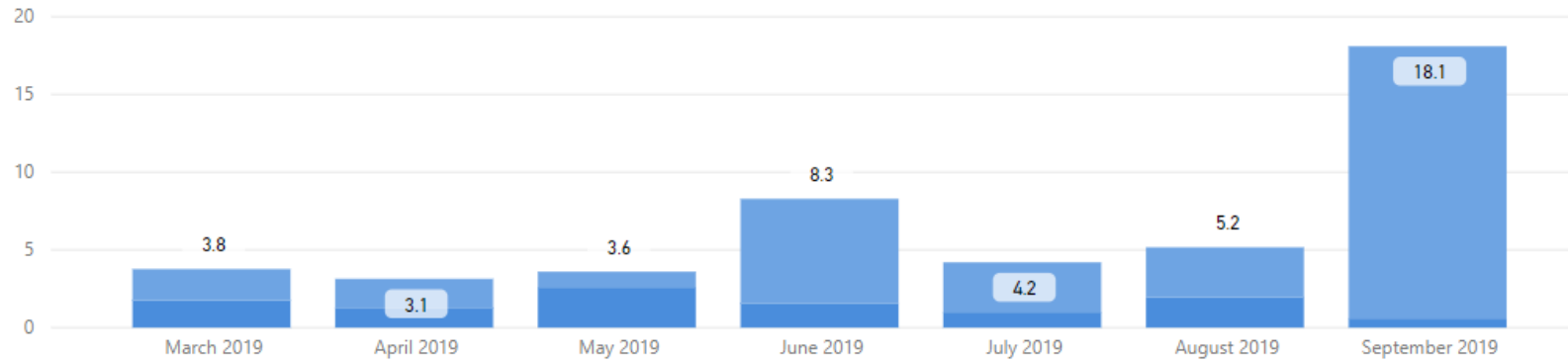
Date Range

3/1/2019

9/30/2019

Total TAT by Month

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



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

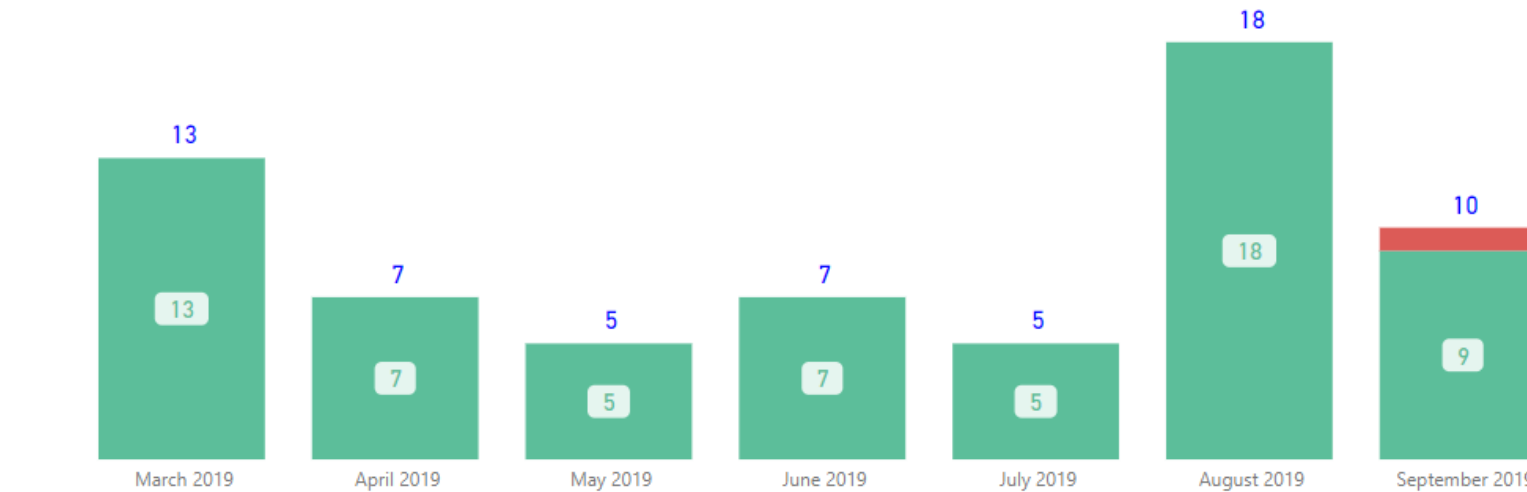
6.80

Total TAT (Rec'd-Compl.) Avg

5.23

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

65

Requests Completed

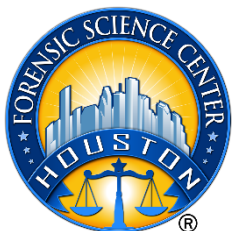
1

Requests Completed > 30 Days Old

1.54 %

% Completed > 30 Days Old

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



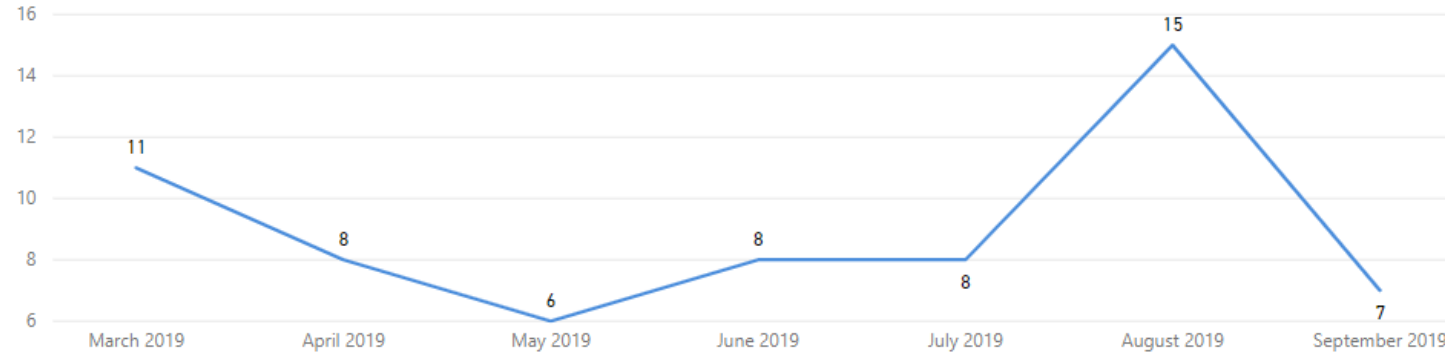
Service Priority Type



Received Filter

3/1/2019 9/30/2019

Received by Month



Total Received

63

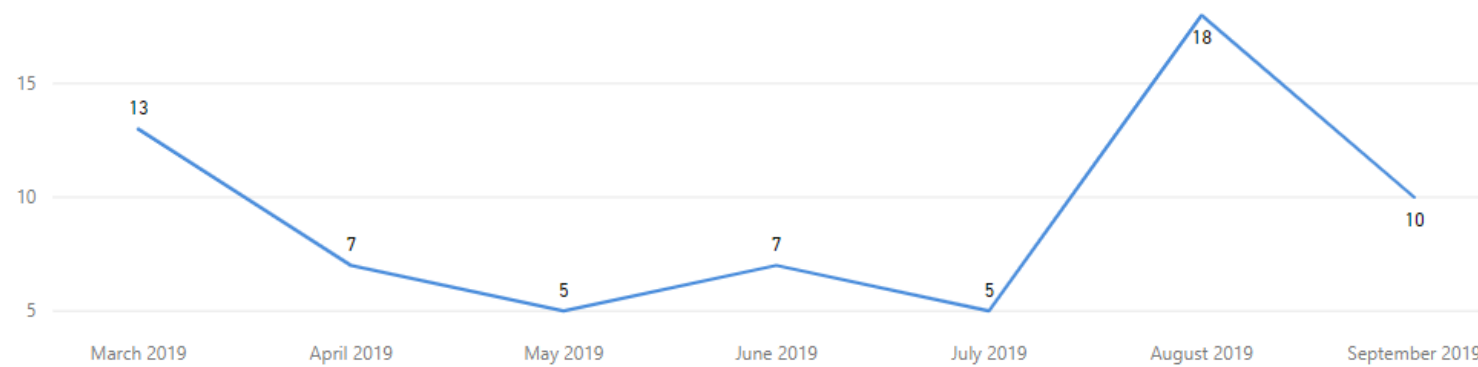
Received per Month (Avg)*

9

Completed Filter

3/1/2019 9/30/2019

Completed by Month



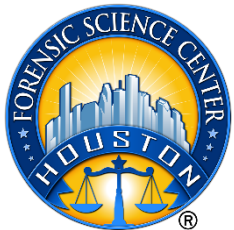
Total Completed

65

Completed per Month (Avg)*

9

* months with zero activity are not calculated into the average



Service
Priority Type

AV Examination
All

of Unassigned

3✓

Goal: 15 (+80%)

Pending Draft

2✓

Goal: 5 (+60%)

Pending Tech

2✓

Goal: 5 (+60%)

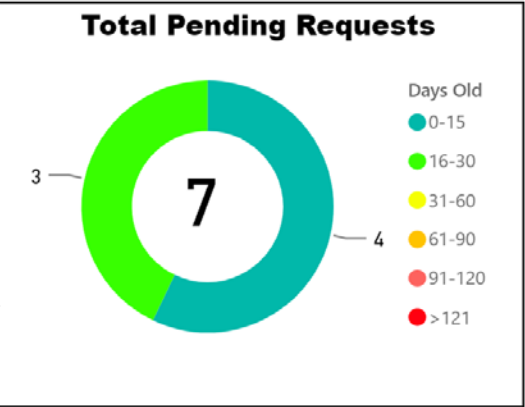
Pending Admin

0✓

Goal: 5 (+100%)

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

0
Justice Trax Past Critical Age
NaN
Avg Age of Requests >30 D..
7
Age-Oldest Unassigned
25
Age-Oldest Pending Draft
19
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin



Overall TAT
(Month to Date)

22.5✓

Goal: 45, 46

Overall TAT
(Past 90 Days)

22.9✓

Goal: 45, 46

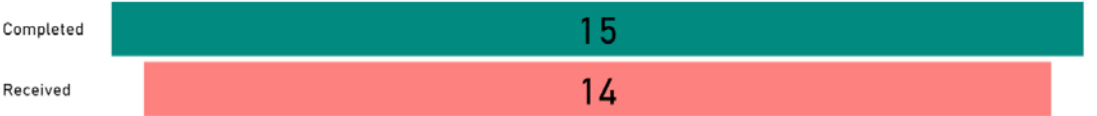
TAT by Phase of Work (MTD)



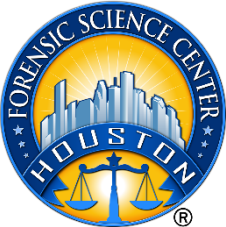
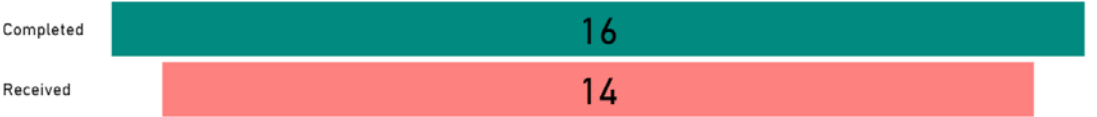
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
51216		11

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

Quality TAT

17✓

Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Audio/Video

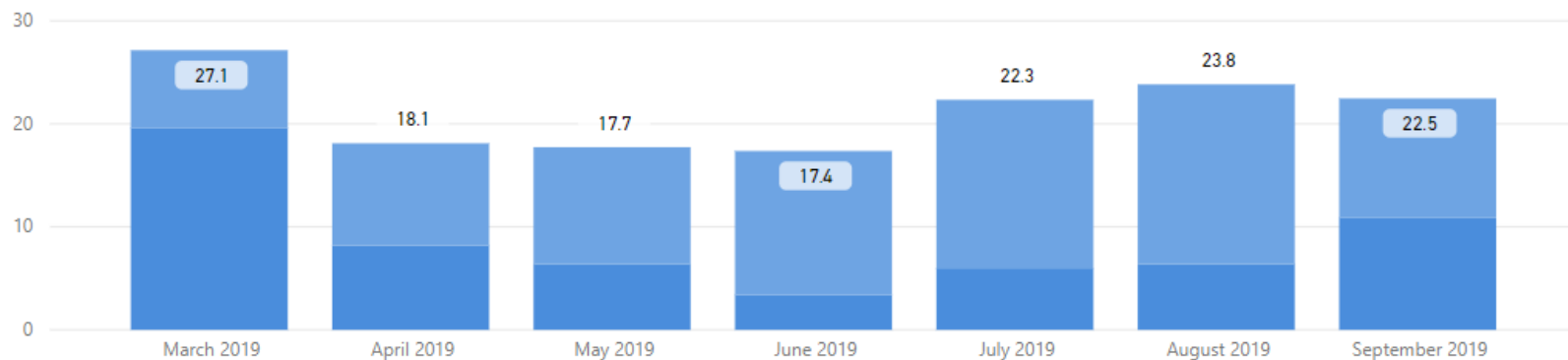
Date Range

3/1/2019

9/30/2019

Total TAT by Month

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



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

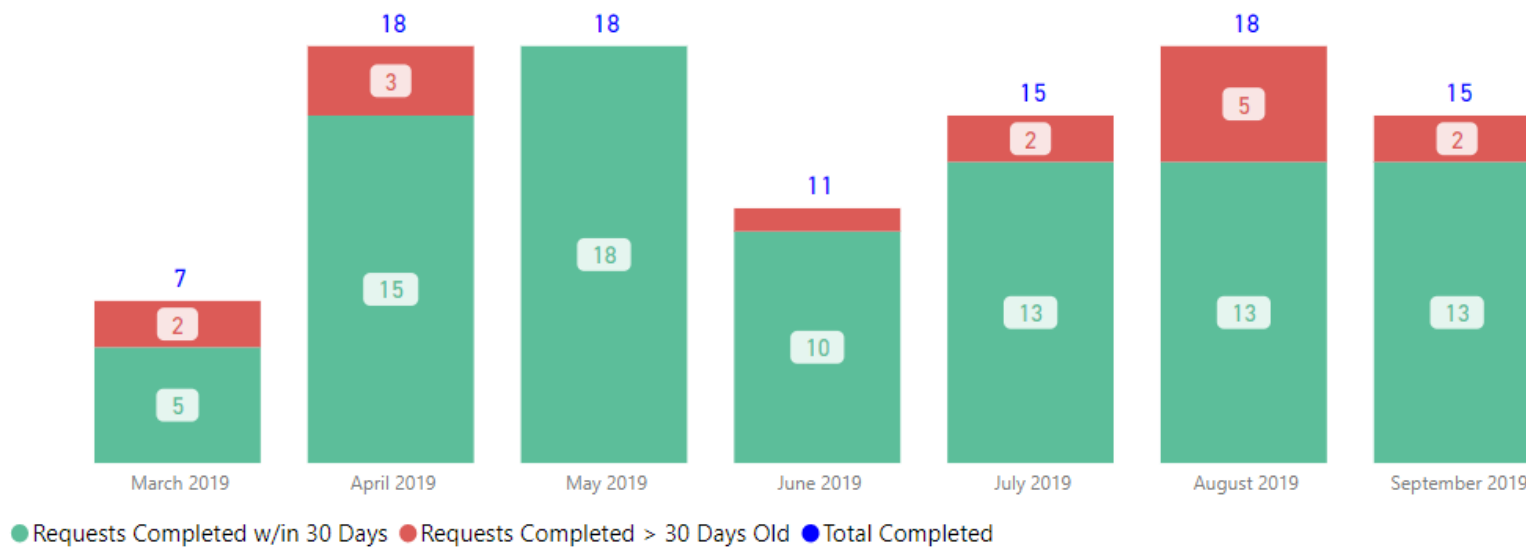
20.85

Total TAT (Rec'd-Compl.) Avg

12.97

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

102

Requests Completed

15

Requests Completed > 30 Days Old

14.71 %

% Completed > 30 Days Old



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

Service

AV Examination

Priority Type

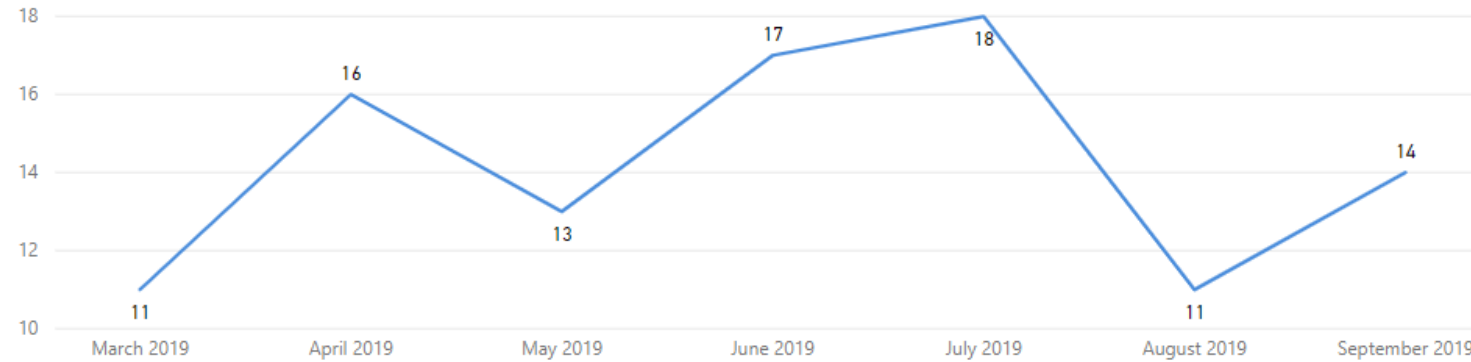
All

Received Filter

3/1/2019

9/30/2019

Received by Month



Total Received

100

Received per Month (Avg)*

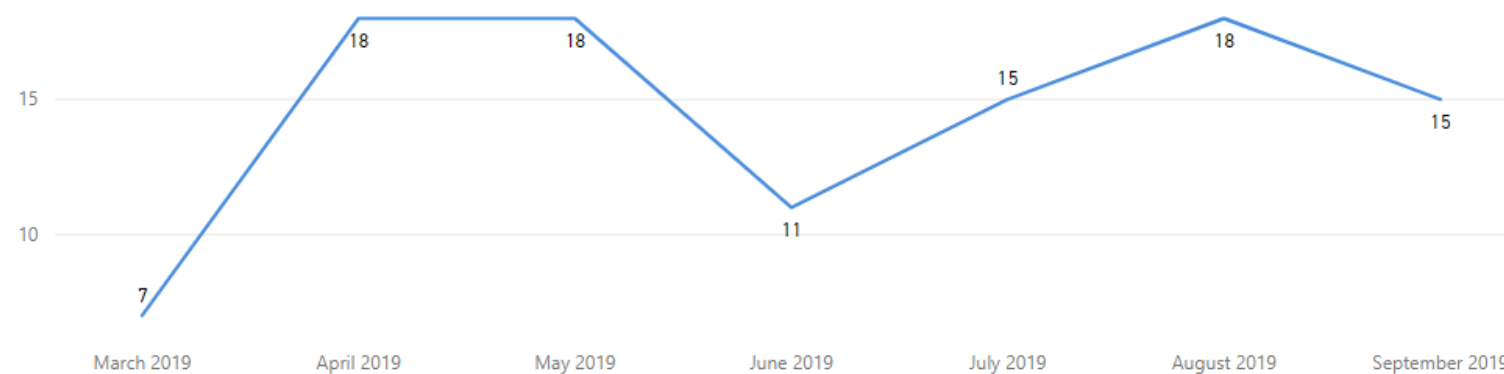
14

Completed Filter

3/1/2019

9/30/2019

Completed by Month



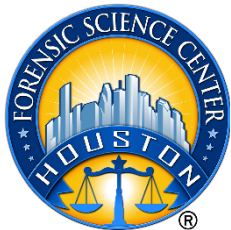
Total Completed

102

Completed per Month (Avg)*

15

* months with zero activity are not calculated into the average



Service
Priority Type

DFL
All

of Unassigned
163!
Goal: 50 (-226%)

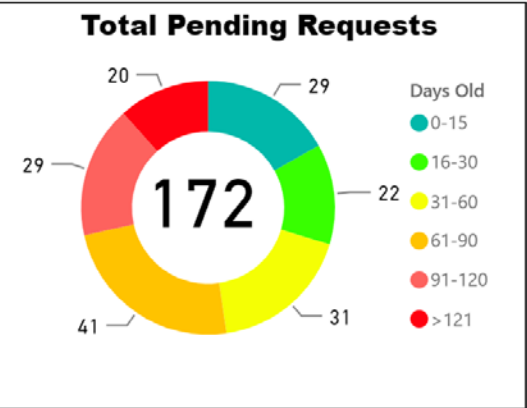
Pending Draft
9!
Goal: 5 (-80%)

Pending Tech
0✓
Goal: 5 (+100%)

Pending Admin
0✓
Goal: 5 (+100%)

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

121
Justice Trax Past Critical Age
84
Avg Age of Requests >30 D..
154
Age-Oldest Unassigned
172
Age-Oldest Pending Draft
0
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin



Overall TAT
(Month to Date)
77.8!
Goal: 45, 46

Overall TAT
(Past 90 Days)
80.3!
Goal: 45, 46

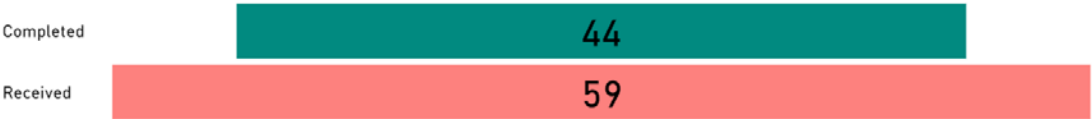
TAT by Phase of Work (MTD)



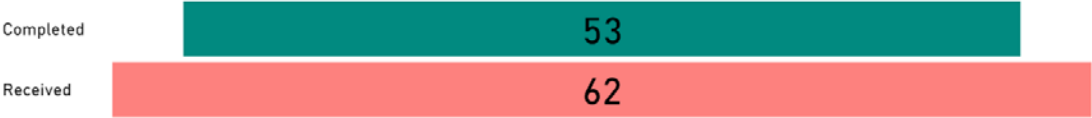
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

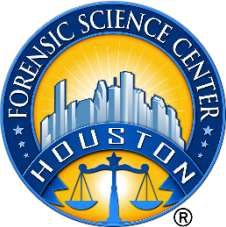
Qualtrax ID	Workflow #	Age
49840		29
51117		12
51251	2019-071	11

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

Quality TAT
(Blank)✓
Goal: 30, 31

Avg Age of Open Reports*
11

Quality Filter
Digital Forensics



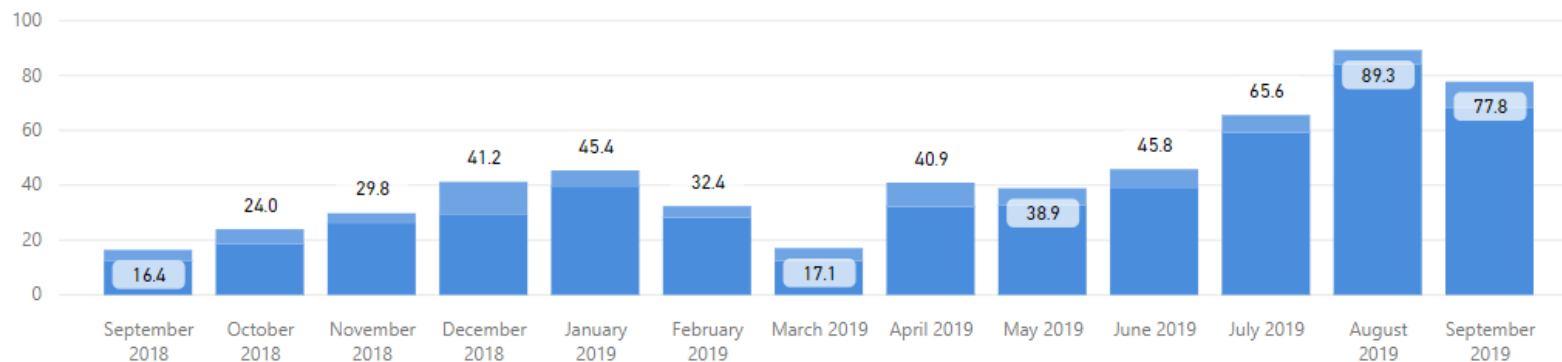
Date Range

9/1/2018

9/30/2019

Total TAT by Month

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



Request Type

DFL

Priority Type

All

Selected Time Frame Averages

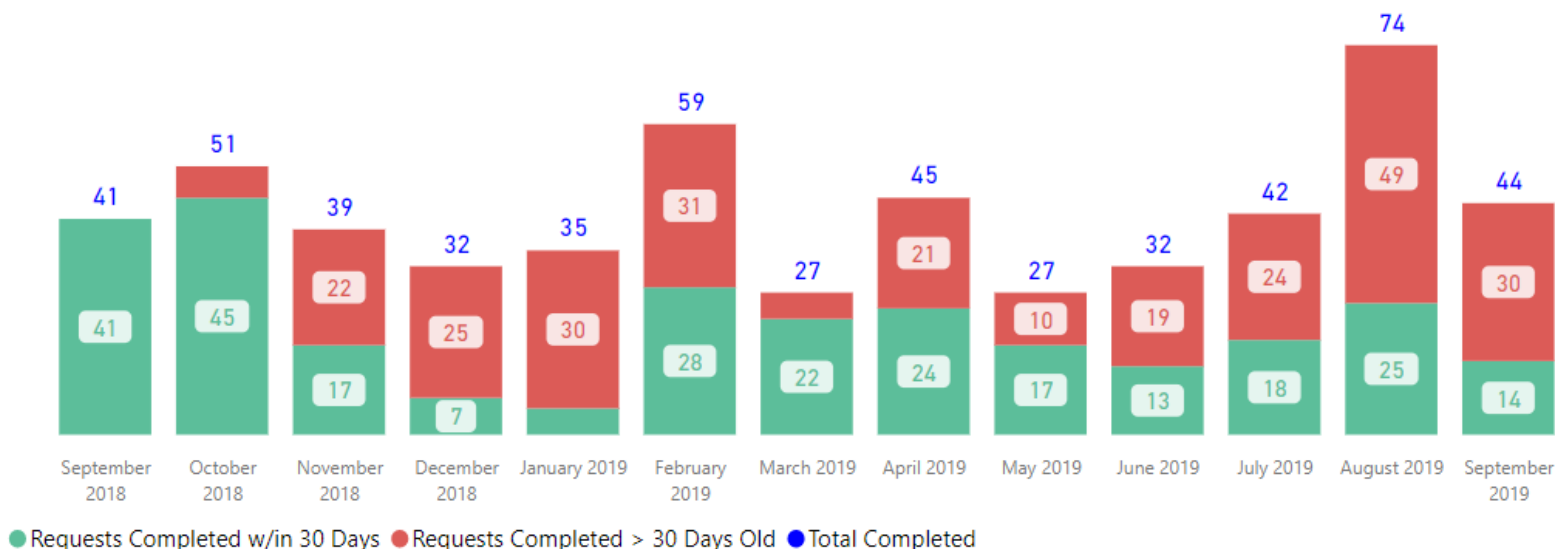
46.49

Total TAT (Rec'd-Compl.) Avg

6.17

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

548

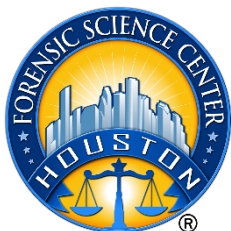
Requests Completed

272

Requests Completed > 30 Days Old

49.64 %

% Completed > 30 Days Old



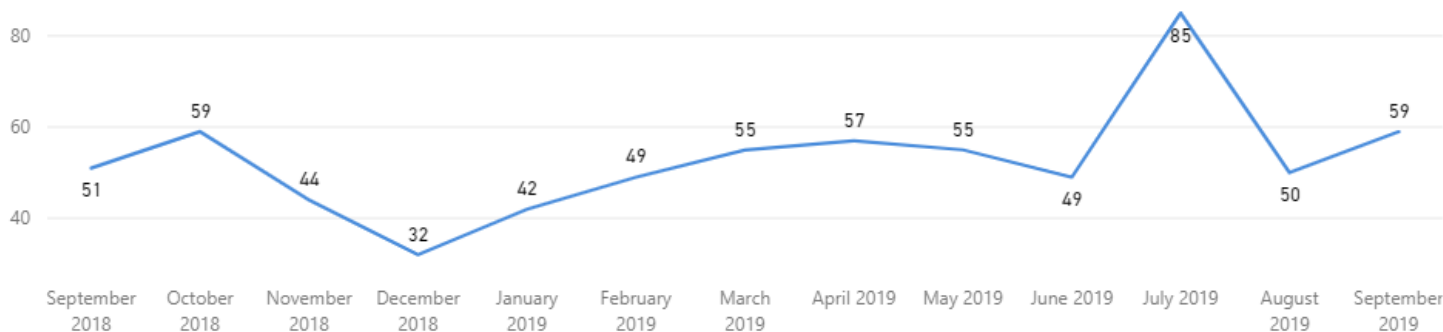
Requests more than 30 days old are considered to be backlogged requests

Service Priority Type

...

Received Filter

Received by Month



Total Received

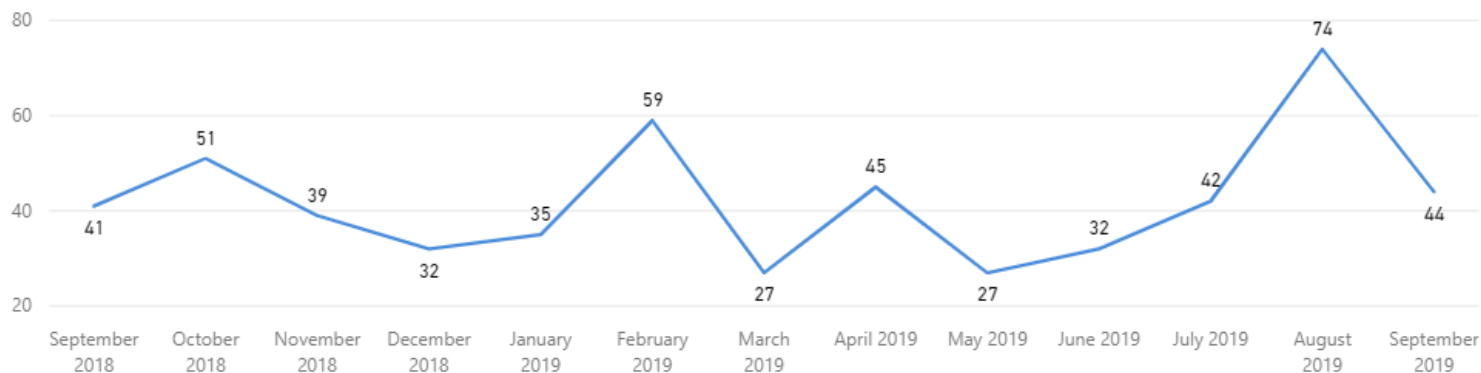
687

Received per Month (Avg)*

53

Completed Filter

Completed by Month



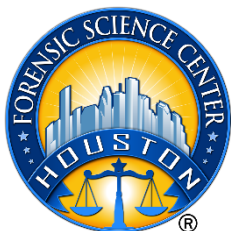
Total Completed

548

Completed per Month (Avg)*

42

* months with zero activity are not calculated into the average



Crime Scene Unit



CSU

Call outs

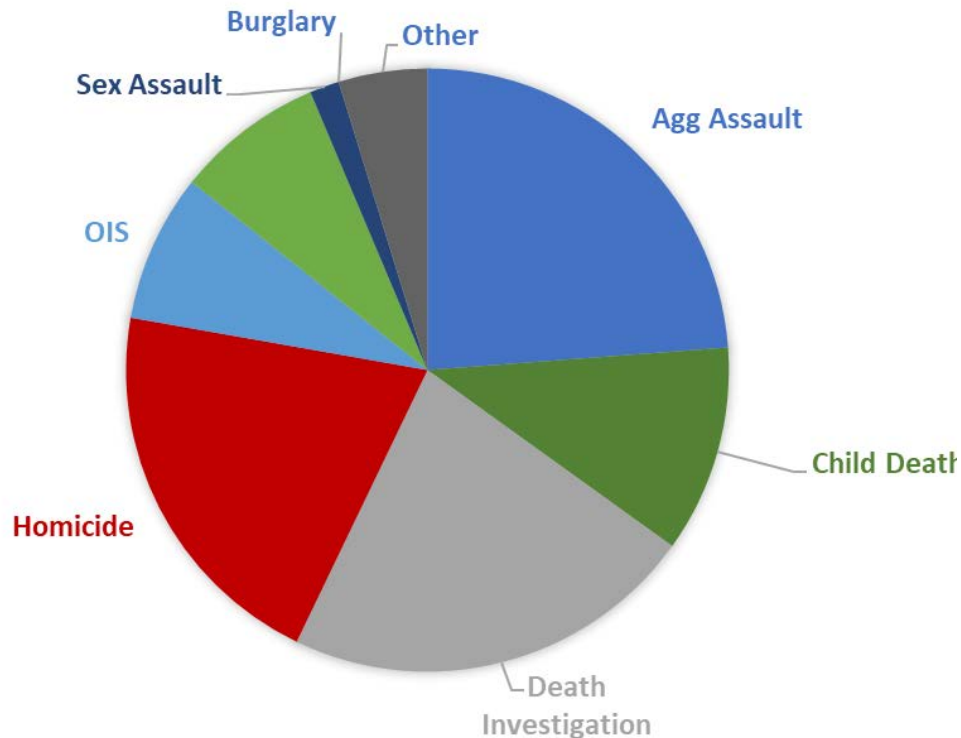
63

Critical issues

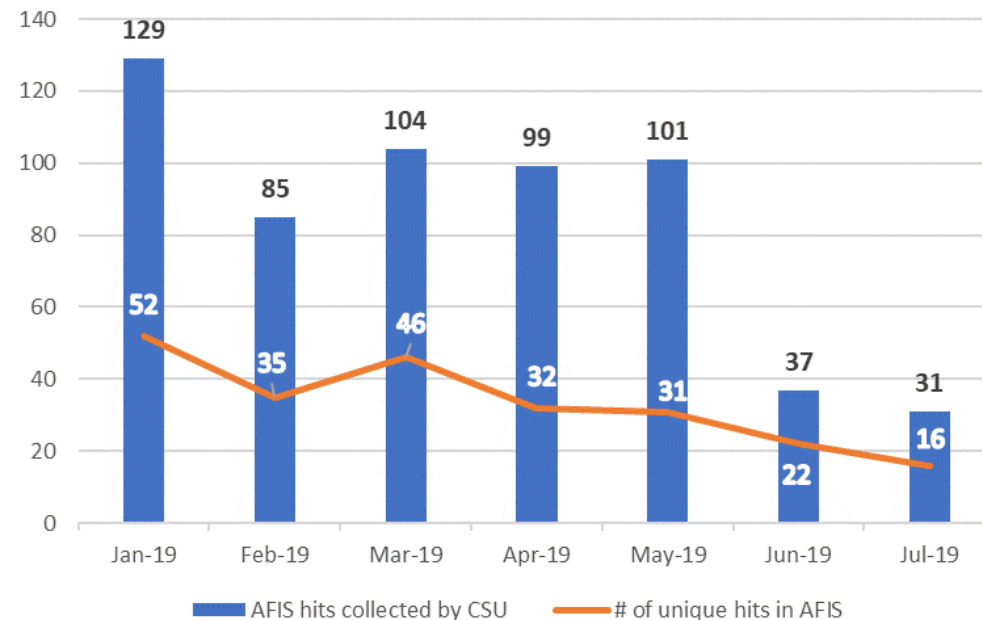
0

- CSU callouts: 63
- Cars processed at VEB: 43
- Items of evidence collected: 1,823
- Hours spent at scenes: 526hrs = 8hrs/day

- Trainee authorized for supervised casework
- Two CSIs participated in internal audit
- FARO Training – ALL CSIs are now trained and authorized



Latent Processing by CSU



Service
Priority Type

CSU Response
All

of Unassigned
0✓
Goal: 0

Pending Draft
85!
Goal: 30 (-183.33%)

Pending Tech
115!
Goal: 30 (-283.33%)

Pending Admin
0✓
Goal: 0

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

48

Justice Trax Past Critical Age

44

Avg Age of Requests >30 D..

0

Age-Oldest Unassigned

56

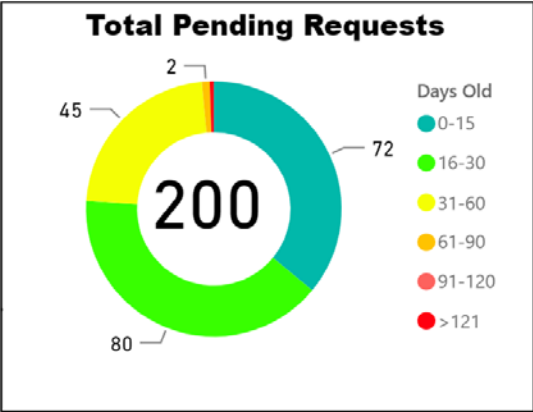
Age-Oldest Pending Draft

178

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT (Month to Date)

39.8!

Goal: 30, 31

Overall TAT (Past 90 Days)

40.8!

Goal: 30, 31

TAT by Phase of Work (MTD)

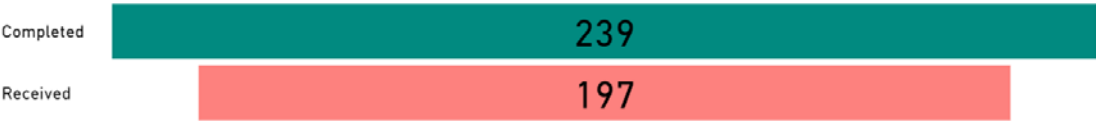
JT-Assign TAT MTD
JT-Draft TAT MTD
JT-Tech Review TAT MTD
JT-Admin Review TAT MTD



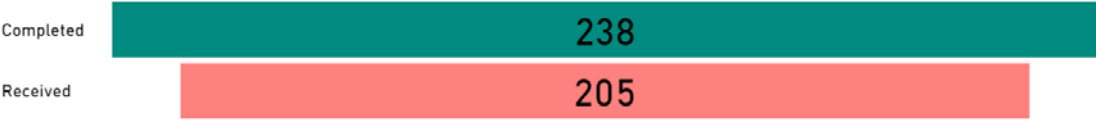
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
26827	2018-IA-41	319
44840	2019-039	101
45841	2019-033	88
48435	2019-049	49
48960	2019-066	40
49209	2019-059	38
49241		37

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

Quality TAT

25✓

Goal: 30, 31

Avg Age of Open Reports*

92

Quality Filter

Crime Scene

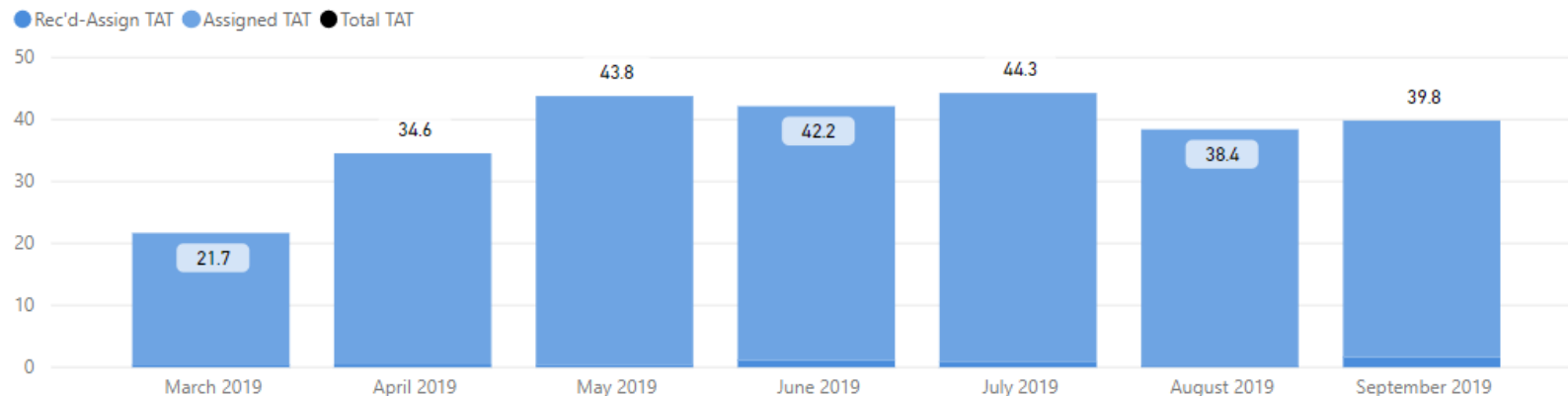


Date Range

3/1/2019

9/30/2019

Total TAT by Month



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

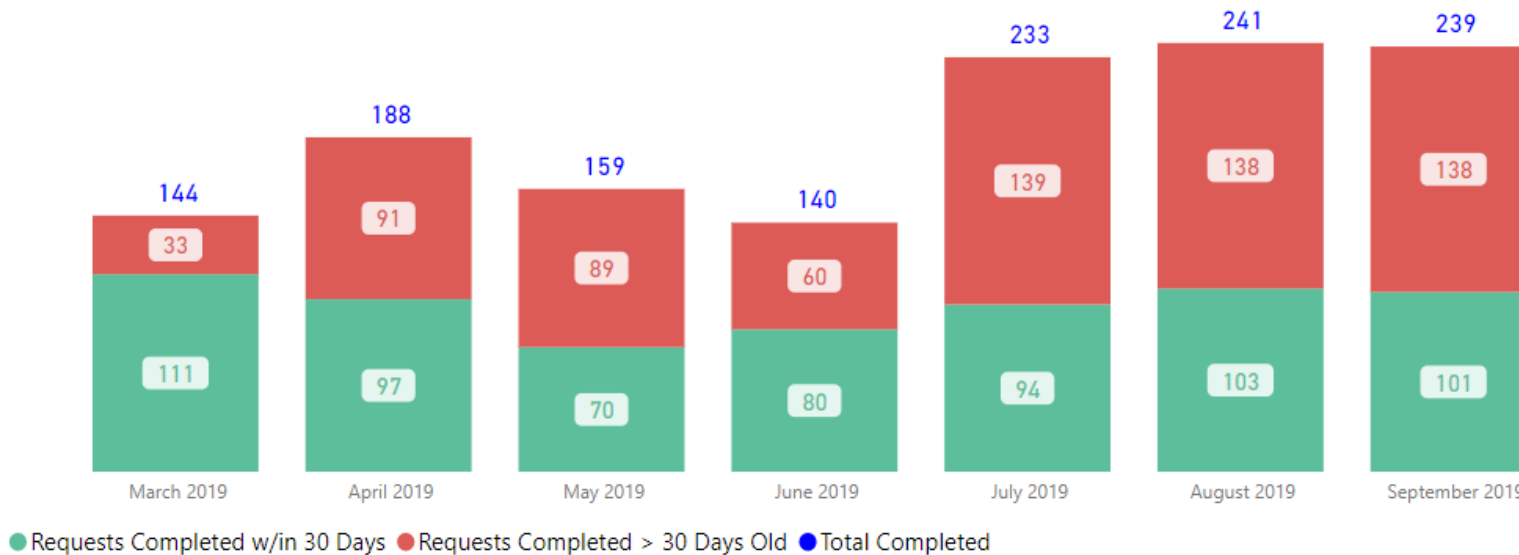
38.38

Total TAT (Rec'd-Compl.) Avg

37.59

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1344

Requests Completed

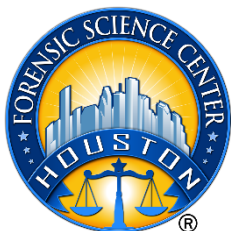
688

Requests Completed > 30 Days Old

51.19 %

% Completed > 30 Days Old

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



Service

CSU Response

Priority Type

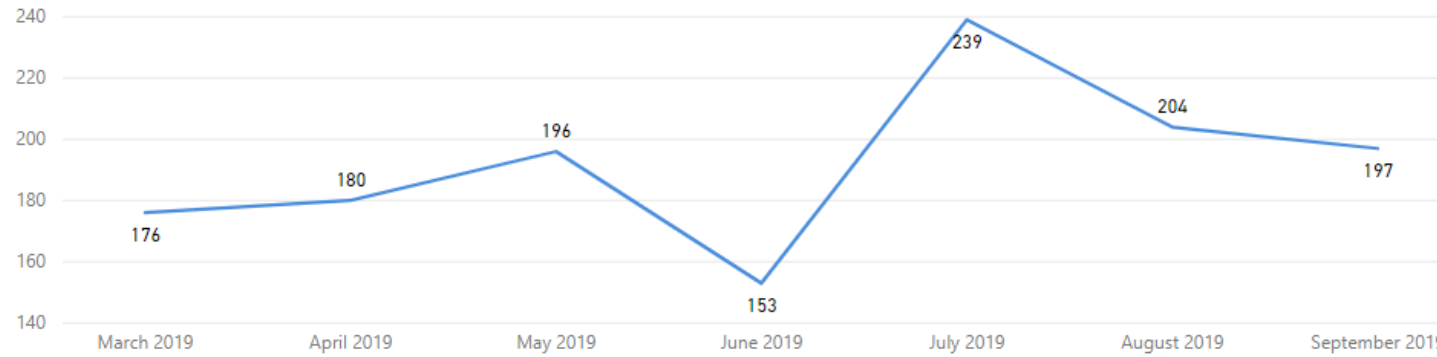
All

Received Filter

3/1/2019

9/30/2019

Received by Month



Total Received

1,345

Received per Month (Avg)*

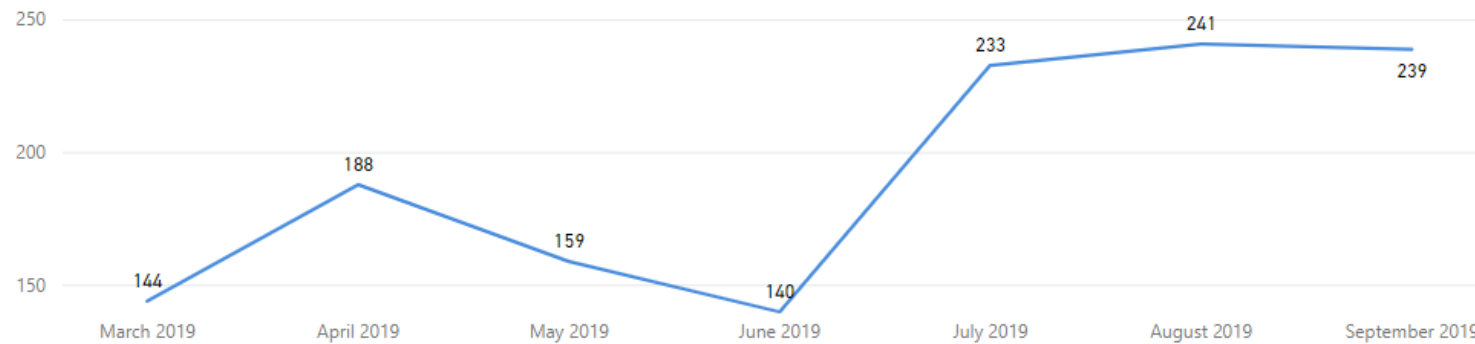
192

Completed Filter

3/2/2019

9/30/2019

Completed by Month



Total Completed

1,344

Completed per Month (Avg)*

192

* months with zero activity are not calculated into the average



500 Jefferson Office/Lab Project, 10/11/19 HFSC Board Update

Project Status

- **Significant activity over the last month, project construction/testing and balancing/commissioning close to completion (lab looks good):**
 - Project now 15 mths from HFSC first seeing 500 Jefferson building
 - Good team effort: HFSC, city, landlord, contractors, consultants
- **18th floor basically complete:**
 - Prepared 2nd punch list 10/3/19, addressing items remaining
 - Allometrics completed fume hoods certification 10/4/19
 - Re-touched up epoxy floors 10/5-6/19
 - Completing furniture install
 - Activating security key pads, card readers, cameras 10/9/19
 - Staff open house 10/8/19
 - Testing and balancing, commissioning continues
- **Basement also basically complete:**
 - Shooting tank in final location, firing range/armored door/armortex bullet resistant wall panels installed, fume hood certified
 - Addressing firing range sprinkler head locations (Fire Marshall requirement), require noise reduction baffles
 - Prepared 1st punch list 10/4/19, addressing items
 - Activating security key pads, card readers, cameras 10/9/19
 - Testing and balancing, commissioning continues (less complex)

Now focused on HFSC move-in, key actions:

- Detailed work plans/work sheets in place/communicated, HFSC steering committee meetings, signed contracts, assigned move coordinators/duties, communicated significant building/freight elevator needs

- Chemicals pre-disposal completed, piping/gas cylinder install commenced, new LCQQQ venting unit fabrication commenced/then install, completed fume hoods calibration/certification
- **1st staff move 10/10/19:** 27 staff (FBIO, CS/CM, Latent Print processing), plus lab equipment, cameras, refrigerators, freezers, glassware
- **1st instrument move 10/14-17/19:** 29 instruments, plus tables, etc. (FBIO, one Toxicology instrument for piping test), plus chemicals, supply room
- HFSC Steering Committee 10/23/19, lessons learned, upcoming actions
- **2nd instrument move 11/4-7/19:** 15 instruments, plus tables (Seized Drugs, Toxicology), plus chemicals. **17 Microscopes move 11/5-6/19**
- **2nd staff move 11/7/19:** 45 staff (Firearms, Seized Drugs, Toxicology), plus lab equipment, refrigerators, freezers, glassware
- **Other November actions:** NIBIN install 11/5-6/19, shooting tank install 11/11-14/19, 2 new LCQQQ install 11/11-15/19
- **Hand-back remaining Travis space:** still targeted for 2nd half November

Project Budget Status

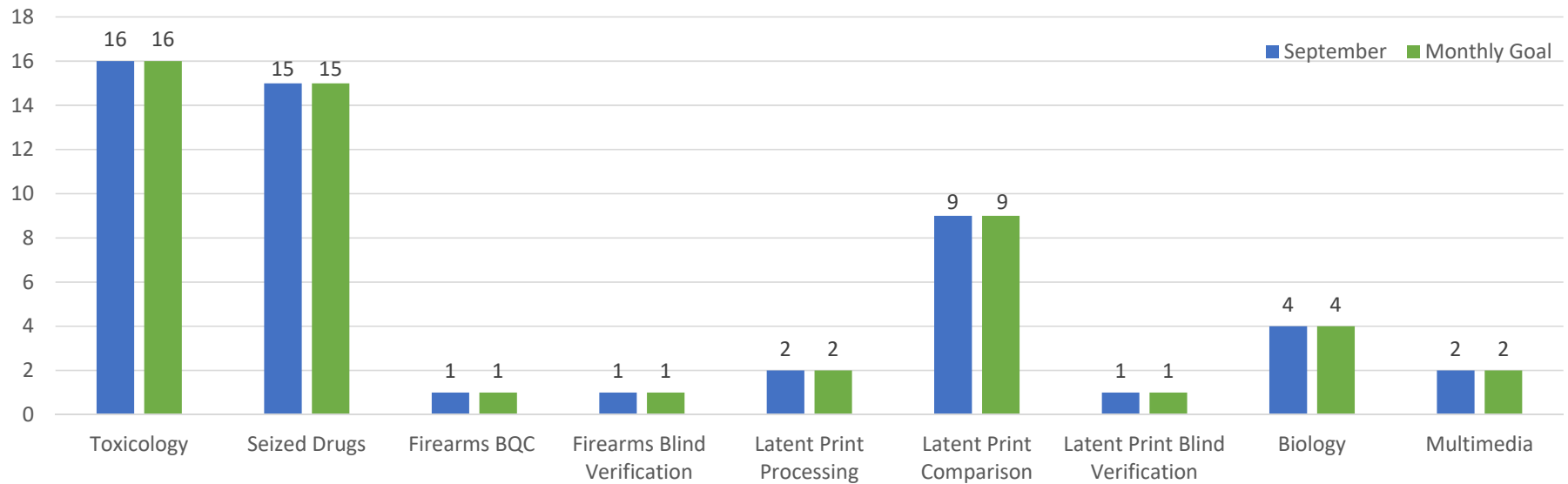
- Project budget \$1 million: moves, IT/security, shooting tank, project management, change orders, other
- To date: committed/estimates \$780,000, invoiced \$305,000
- Excludes lab furniture, committed \$335,000, invoiced \$146,000 (funded via grant/landlord). Landlord also reimbursing 3 hydrogen generator purchase

Quality Division Report

October 11, 2019



BQCs Submitted in September



Blind Quality: Accomplishments and Challenges

- Quality specialist will present on blind quality paper at the Society of Forensic Toxicologists (SOFT) conference this month
- The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) has denied HPD's request for written approval to submit blinds through the National Integrated Ballistic Information Network (NIBIN.) HFSC cannot submit blinds through NIBIN.

Forensic Discipline	Cases Completed in September
Toxicology – BAC	19
Seized Drugs	15
Biology	4 (DNA) 4 (screening)
Firearms – Blind Verification (BV)	0
Firearms	1
Latent Print Processing	2
Latent Print Comparison	10
Latent Print – Blind Verification (BV)	0
Multimedia	2



Audits/Disclosures/Corrective Actions

Toxicology report from 2015 had a typographical error in the reported blood alcohol concentration (BAC) results

- Typo led to reporting a result as under the legal limit when in fact it was above
- Two items tested in case, one accurately reported as above the legal limit
- Report amended, notifications made to district attorney and defense
- Audit was performed using statistical sampling



Audits/Disclosures/Corrective Actions

Toxicology report from 2015 had a typographical error in the reported blood alcohol concentration (BAC) results

- Review completed: 320 cases reviewed from a sample size of 1,967
- Audit findings: 95% confidence level that this type of error occurs in no more than 1% of blood alcohol cases
 - 1 typographical error in 320 cases (error rate of 1%)
 - nonconformance report being finalized for disclosure to TFSC



2019 Proficiency Testing (PT)

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		7	8	Investigation completed for two tests, both deemed satisfactory
Toxicology		7	7	
Firearms		18	1	
Crime Scene		1	1	
Latent Prints		1	6	
Multimedia	Audio/Video	7	-	
	Digital	3	-	
Forensic Biology		23	20	



Seized drugs proficiency tests

1

- Involved analysts notified of results

2

- Subsequent analysis detected codeine in both test samples

3

- Quality division determined seized drug SOP followed in original analysis, despite non-consensus result

4

- Blind spot in SOP has been revised, completed audit of previous casework to see if any others had been impacted

5

- Involved analysts completed an additional internal proficiency test



Detailed Data



2019 Testimony Data

- 51 analysts have testified this year
- 47 of 51 have been monitored
 - 1 analyst had a non-technical expert monitor him – analyst will be monitored by a technical expert at next testimony or transcript from this testimony will be requested
 - 3 testified for work done prior to HFSC employment – no monitoring needed
- Transcript review project
 - 3 transcripts in committee final review process



Quality Division Notifications

Incidents, Corrective and Preventive Actions

Wednesday, October 2, 2019

1:54:02 PM

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	Quality Notified	Summary of Notification	Comments
Biology			
2019-065 IR	9/4/2019	The outsource case review checklist and CODIS entry form had not been completed in a 2007 Forensic Biology case file.	
2019-072 IR	9/12/2019	A Forensic Biology deduction was revised to be in accordance with the section's current interpretation guidelines. Two loci were revised to be more conservative, and new statistical calculations were generated.	
2019-076 IR	9/10/2019	A Forensic Biology report was amended to revise the conclusions of two mixtures based on the results of additional testing.	
Client Services/Case Management			
2019-075 IR	9/19/2019	A Client Services/Case Management (CS/CM) specialist mistakenly left three DWI kits out on the counter for approximately 2.5 hours while she was accessioning. The kits were placed back into the refrigerator upon discovery.	
Crime Scene			
2019-073 CAR	9/19/2019	As part of HFSC's transcript review project, one of a Crime Scene Investigator's (CSI's) testimony transcripts was reviewed. It is HFSC's opinion that the CSI testified beyond the scope of his expertise by answering certain questions regarding footwear examination and comparison. While footwear comparison is an established forensic discipline, HFSC does not provide this service nor is it included in our scope of accreditation.	
Forensic Multimedia Unit			

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

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Wednesday, October 2, 2019

1:55:06 PM

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	Quality Notified	Summary of Notification	Comments
2019-071 CAR	9/13/2019	While a Multimedia staff member was photographing a cellphone, a magnet accidentally fell onto it causing damage at the bottom of the screen.	

Latent Prints

2019-064 IR	9/3/2019	The Latent Print section discovered that latent prints were not being registered to the state AFIS system. Several reported cases stated that prints were registered before this issue was discovered. A memo was written to notify stakeholders.	
2019-069 CAR	9/12/2019	During a review of the case record, Latent Print management discovered that a comparison was reported as "inconclusive" however there was no documentation to support this comparison or its verification. This error should have been identified during the technical/administrative review process.	

Management

2019-070 CAR	9/13/2019	Security footage was requested from one of the cameras located at 1200 Travis. Upon investigation it was determined that the cameras in 1200 Travis had been offline since March 2019.	
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Seized Drugs

2019-067 IR	9/5/2019	A laboratory report with preliminary testing results was amended to correct the reported units of an item from "grams" to "ounces". This case was discovered when a request for confirmatory analysis was received.	
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Quality Division Notifications

Incidents, Corrective and Preventive Actions

Wednesday, October 2, 2019

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	Quality Notified	Summary of Notification	Comments
2019-068 CAR	9/11/2019	While conducting reviews an analyst discovered datafiles on a gas chromatography mass spectrometer (GC/MS) computer that were not documented in the instrument's logbook nor in the corresponding case record. The datafiles clearly identified the analyst who ran the samples and have been included in the case record.	
Toxicology			
2019-074 CAR	9/23/2019	A Toxicology report incorrectly identified the drug name for an item as the active parent drug rather than the inactive metabolite of that drug. Both the concentration and uncertainty of measurement associated to this item were correctly reported.	

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