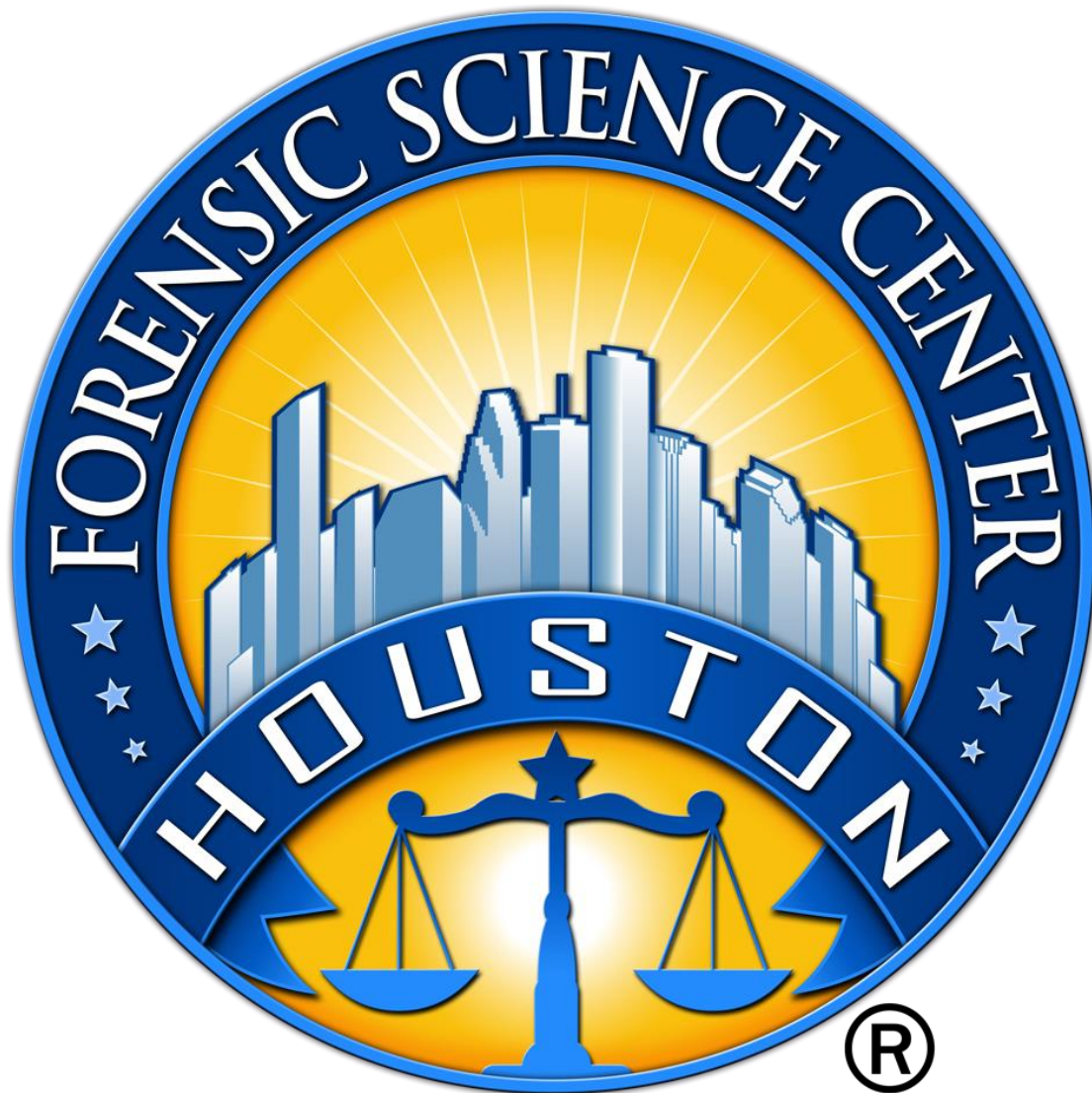


Houston Forensic Science Center, Inc.

Board of Directors Meeting

January 12, 2018



HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

January 12, 2018

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

AGENDA

1. Call to Order.
2. Roll call; confirmation of presence of quorum.
3. Reading of draft Minutes of previous meetings (December 8, 2017); consideration of proposed corrections, if any; approval of Minutes.
4. Public Comment.
5. Chair's Report.
6. Operations report from Vice President and COO.
7. Discussion and update on blind quality controls.
8. Discussion of FY18 budget reallocations and related items.
9. Treasurer's Report.
10. Report from Ms. Lori Wilson regarding quality assurance.
11. Executive session in accordance with Section 551.001, et seq. of the Texas Government Code for consultation with attorney regarding pending or contemplated litigation or other legal matters.
12. 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 may address any subject relevant to the purpose of the Corporation; however, under Texas law the Board may not respond to or otherwise discuss a subject not listed

on the Agenda set out above. (Exception: The Board may discuss a proposal to place a subject on the agenda for a future meeting.) 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 meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or 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 that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Section 551.071-551.089, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 - Consultation with Attorney

Section 551.072 - Deliberation Regarding Real Property

Section 551.073 - Deliberation Regarding Prospective Gift

Section 551.074 - Personnel Matters

Section 551.076 - Deliberation Regarding Security Devices

Section 551.084 - Exclusion of Witness

Section 551.087 - Economic Development Negotiations

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, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

A. The open meeting covered by this Notice upon the reconvening of the public meeting, or

B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

Certification of Posting of Notice of the Board of Directors ("the Board) of the Houston Forensic Science Center, Inc. (the "Corporation)

I, Jordan Benton, coordinator of board relations and executive administration, do hereby certify that a notice of this meeting was posted on Tuesday, the 9th day of January 2018 in a place convenient to the public in the Council Annex Chambers, 900 Bagby Street. (Public Level), Houston, Texas 77002, and on the HFSC website as required by Section 551.002 et seq., Texas Government Code.

Given under my hand this the 9th day of January 2018.

Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

December 8, 2017

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (the "Corporation" or "HFSC") hereby certifies the following are true and correct minutes of the December 8, 2017 meeting of the Board of Directors (the "Board") of the Corporation.

- A. In a manner permitted by the Corporation's Bylaws, the meeting was called by providing all directors with notice of the date, time, place and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code, made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on December 5, 2017, in the same manner and location as required by law of the City of Houston, Texas (the "City").
- C. The meeting was called to order by Nicole B. Cásarez, Board chairwoman, at approximately 9:07 a.m. on Friday, December 8, 2017, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Jordan Benton called the roll. The following directors were present: Nicole B. Cásarez, Francisco G. Medina, Janet Blancett, Chief Mary Lentschke, Sandra Guerra Thompson.

The following directors were absent: Anthony Graves, David M. Feldman, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell and Tom P. Allen (ex-officio).

Chairwoman Cásarez declared a quorum was present.

- E. Dr. McPherson joined the meeting at approximately 9:09 a.m.
- F. Chairwoman Cásarez noted a draft of the minutes of the Corporation's meeting on October 13, 2017 had been distributed to the Board. Ms. Thompson made a motion to approve the minutes. Mr. Medina seconded the motion. The motion passed unanimously and the minutes were adopted.
- G. Chairwoman Cásarez asked if any members of the public wished to address the Board. No one addressed the Board, and the meeting continued.
- H. Chairwoman Cásarez provided a chair's report. She thanked recent guests who toured the crime lab for their support, including City of Houston Mayor Sylvester Turner, Houston Police Department (HPD) Chief of Police Art Acevedo and Sheriff Ed Gonzalez. Ms. Cásarez highlighted numerous accolades received by HFSC President and CEO Dr. Peter Stout, including joining the senior advisory board for the Center for Statistics in Forensic Evidence and a nomination to be president of the Texas Association of Crime Lab Directors (TACLD.)

Ms. Cásarez reminded board members of HFSC's upcoming holiday party and thanked them for donating the funds to make the party possible.

- I. Dr. Stout presented the president's report. Dr. Stout reviewed the lab's overall turnaround time (TAT), requests received for the month and monthly trends. He discussed remaining backlogs in latent prints and forensic biology. Dr. Stout said the phased rollout of the new Laboratory Information Management System (LIMS) had begun. He reviewed each discipline's TAT, and commended controlled substances for having an average 6-day TAT in the month of November. Dr. Stout discussed a pending self-disclosure to the Texas Forensic Science Commission (TFSC) regarding an error made in HFSC's audio/video unit. He reviewed recent outreach events, including an upcoming presentation at the Innocence Network Conference that will be given by Dr. Amy Castillo, vice president and COO, and Dr. Preshious Rearden, director of research and development. Dr. Stout noted new certifications and additional hiring that occurred in November.
- J. Pursuant to Section 551.071, consultations with attorney, and Section 551.072, discussion regarding real property, of the Texas Government Code, the Board went into executive session at approximately 9:41 a.m. Ms. Renee Byas, HFSC's general counsel, Dr. Stout, Dr. Castillo, Mr. Charles Evans, director of business development, Mr. David Leach, Chief Financial Officer (CFO) and treasurer, and Ms. Cassie Stinson, outside counsel, were present at the executive session.
- K. The executive session concluded at approximately 11:23 a.m. The meeting reconvened in open session.
- L. Chief Lentschke made a motion to delegate authority to HFSC's CEO and his delegates to negotiate with the University of Houston the terms and conditions for a 30-year lease for office and laboratory space for HFSC at the University of Houston Energy Research Park, building 14, suite 14B. On completion of the negotiations, HFSC's CEO will present the lease's final terms and conditions and the project timeline to the Board for final approval. Ms. Blancett seconded the motion.
- M. Ms. Benton took roll for voting. The following directors were in favor: Nicole B. Cásarez, Francisco G. Medina, Janet Blancett, Chief Mary Lentschke. The following directors were absent: Anthony Graves, David M. Feldman, Dr. Stacey A. Mitchell. Dr. McPherson and Ms. Thompson, both full-time employees of the University of Houston, recused themselves. The motion passed.
- N. Mr. Darrell Stein, director of information strategy, gave an update on LIMS. He told the Board that digital forensics is fully operational in the new LIMS, and the remaining analytical disciplines will be phased in by the end of February. A new web portal for customers to make requests is also being created. This too is expected to go live in February.
- O. Dr. Amy Castillo, COO and vice president, presented the monthly operations report. She reviewed a scorecard for each section, as well as additional updates, staff changes and the expected impact of the new LIMS on each discipline.

- P. Mr. David Leach, CFO and treasurer, presented a report. He said all but the last two payments had been received from the City from Fund 2213. Actual expenditures for services from civilian and City of Houston classified personnel is below budget. Total personnel costs for HFSC employees are also below budget, although the gap is expected to be closed as the Corporation gets closer to being fully staffed.
- Q. Ms. Jackeline Moral, quality specialist, gave an update for November 2017 on behalf of Ms. Lori Wilson, quality division director. Ms. Moral reviewed testimony monitoring, transcript review, proficiency and blind testing, incidents and corrective actions, and audits and inspections. Ms. Moral said blind controls and testing are in place in all sections except for audio/video and the Crime Scene Unit. Ms. Moral said the first latent print comparison blind case had been successful, and thanked the Harris County Sheriff's Office for its cooperation and helping to make it possible. Ms. Moral told the Board about reaccreditation that will occur in 2018. The process will begin in January with internal audits.
- R. Ms. Blancett motioned to adjourn the meeting. Dr. McPherson seconded the motion. The meeting ADJOURNED at 11:49 a.m.

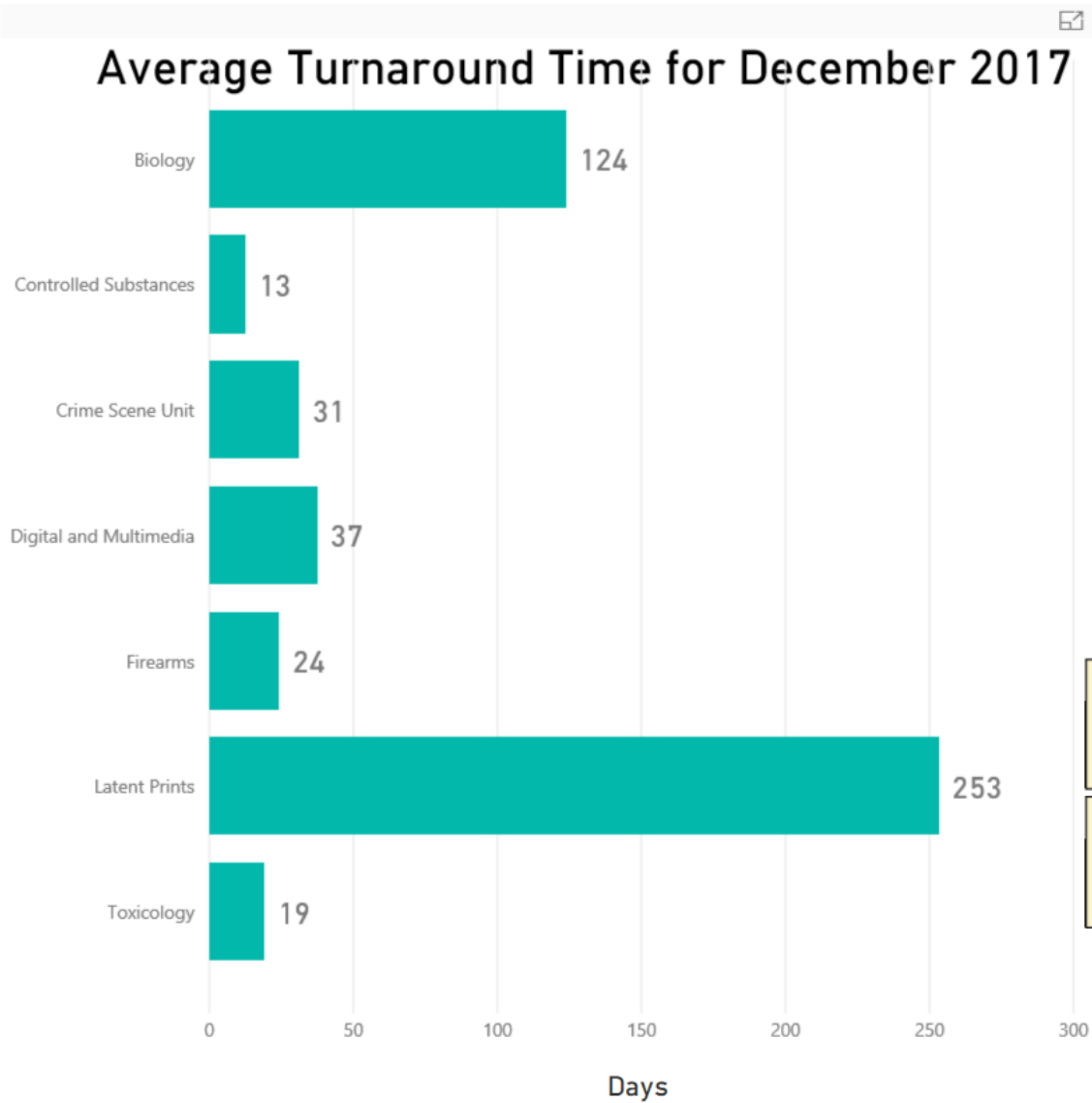
By: _____

Jordan Benton Secretary

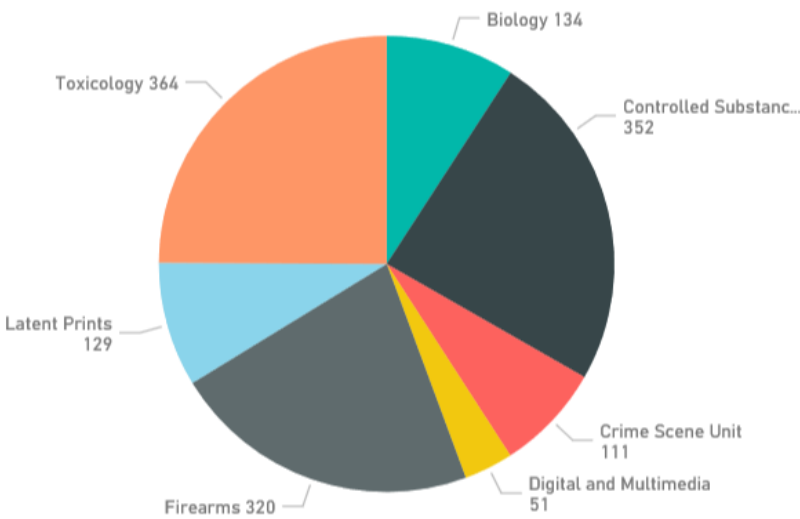
Operations Report

January 12, 2018





Requests Completed by Section



Turnaround Time - Days
45

Completed Requests
1740

Month Completed

- 01-January
- 02-February
- 03-March
- 04-April
- 05-May
- 06-June
- 07-July
- 08-August
- 09-September
- 10-October
- 11-November
- 12-December

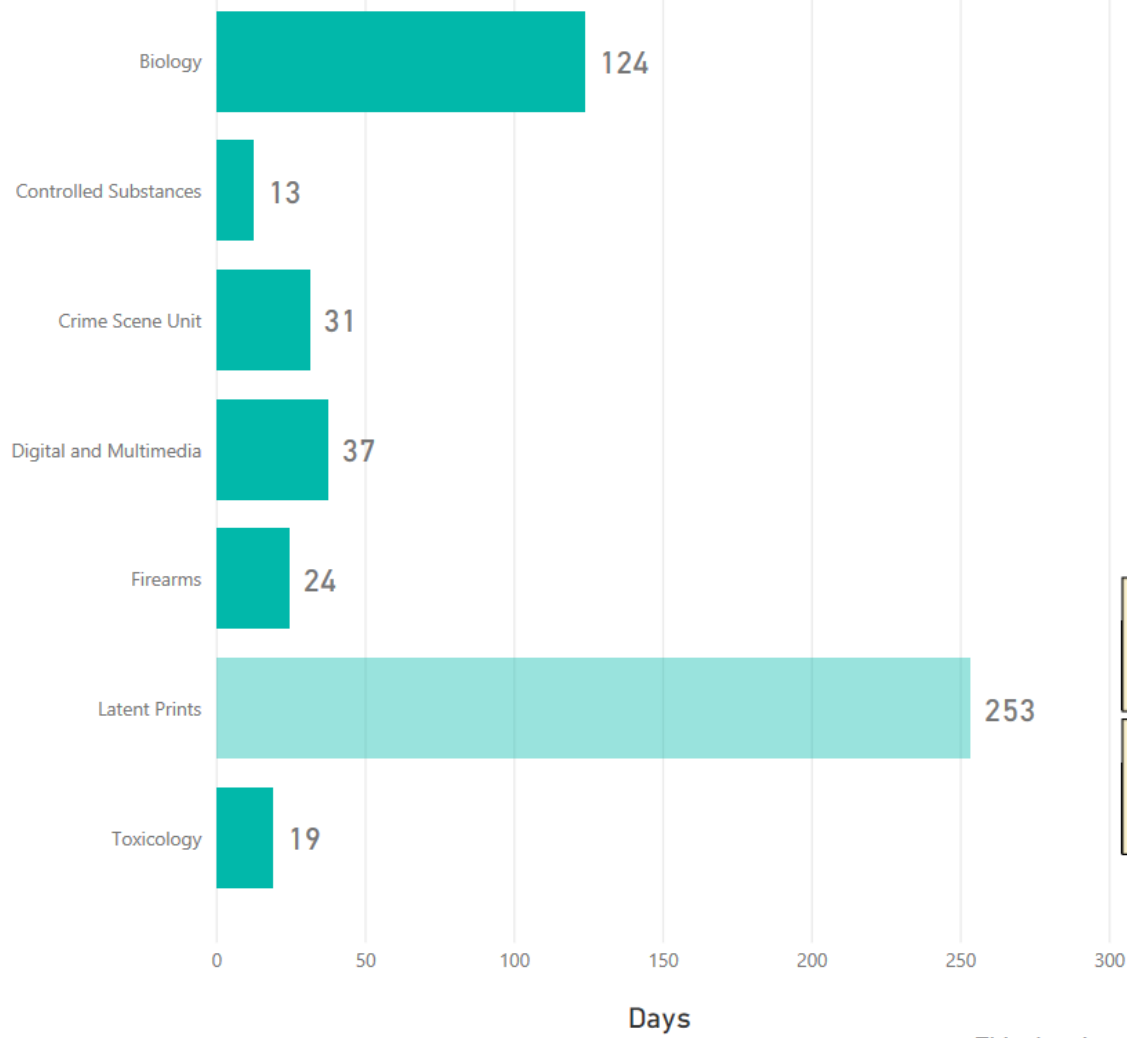
Year Completed

- 2014
- 2015
- 2016
- 2017

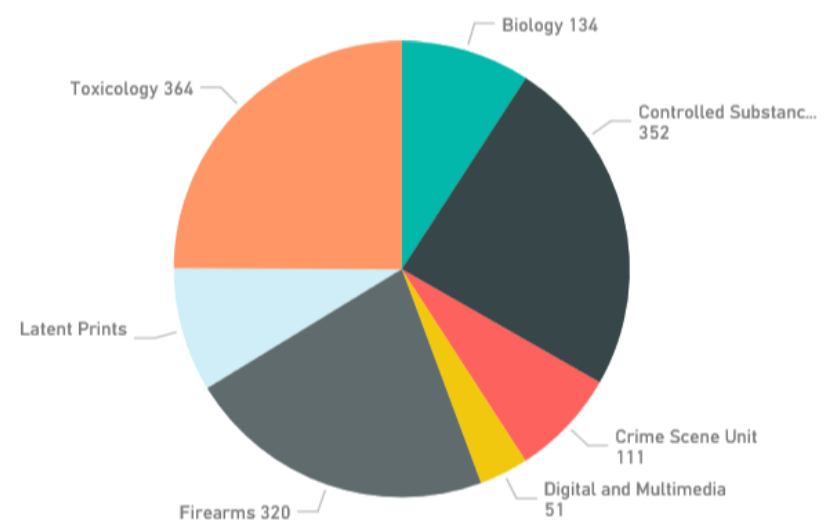
This data is current as of 1/8/2018.



Average Turnaround Time for December 2017



Requests Completed by Section



Turnaround Time - Days
28

Completed Requests
1611

Month Completed

- 01-January
- 02-February
- 03-March
- 04-April
- 05-May
- 06-June
- 07-July
- 08-August
- 09-September
- 10-October
- 11-November
- 12-December

Year Completed

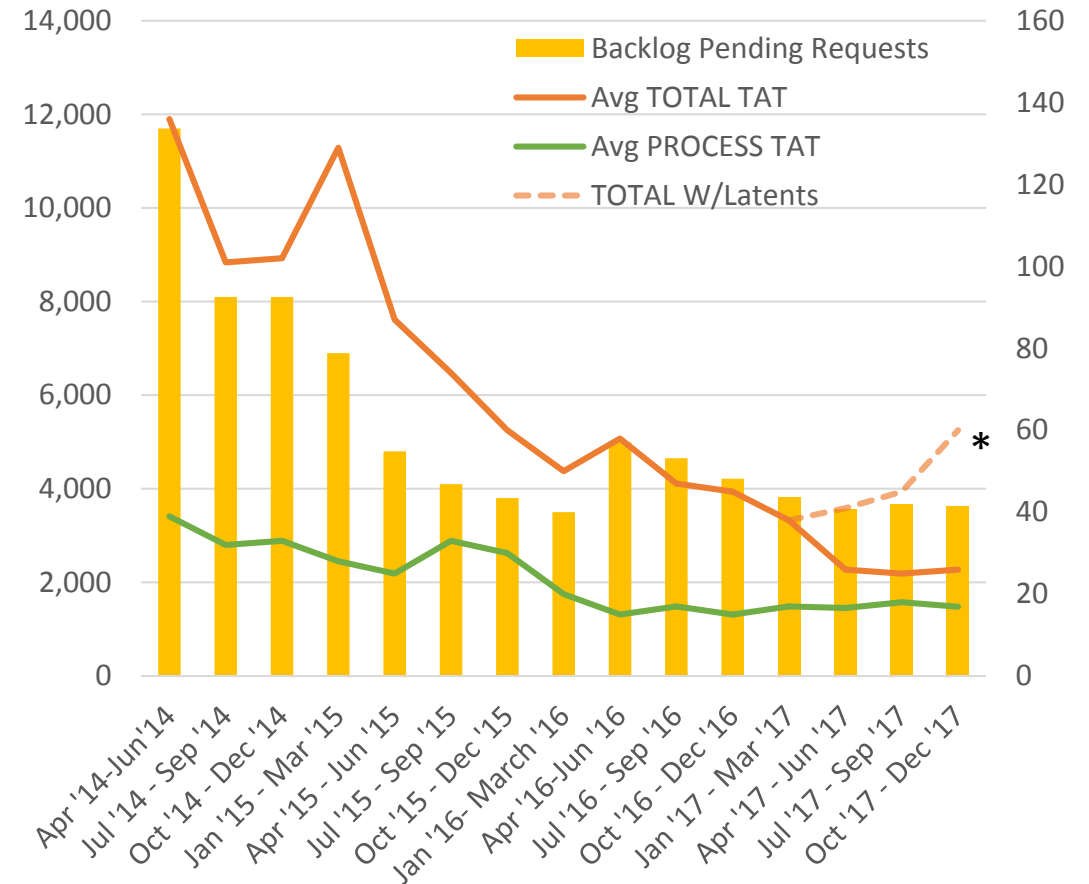
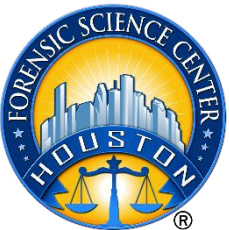
- 2014
- 2015
- 2016
- 2017

This data is current as of 1/8/2018.

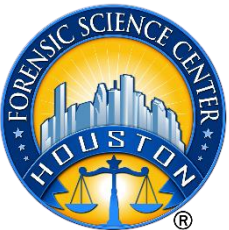
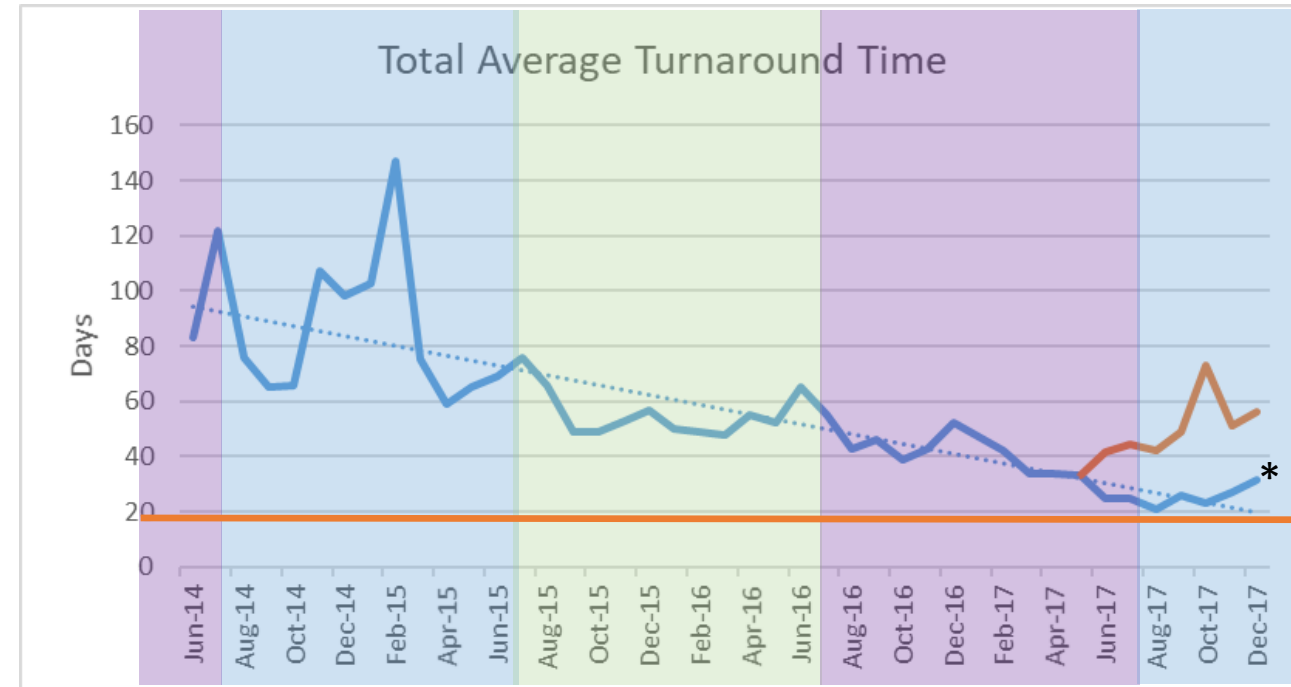
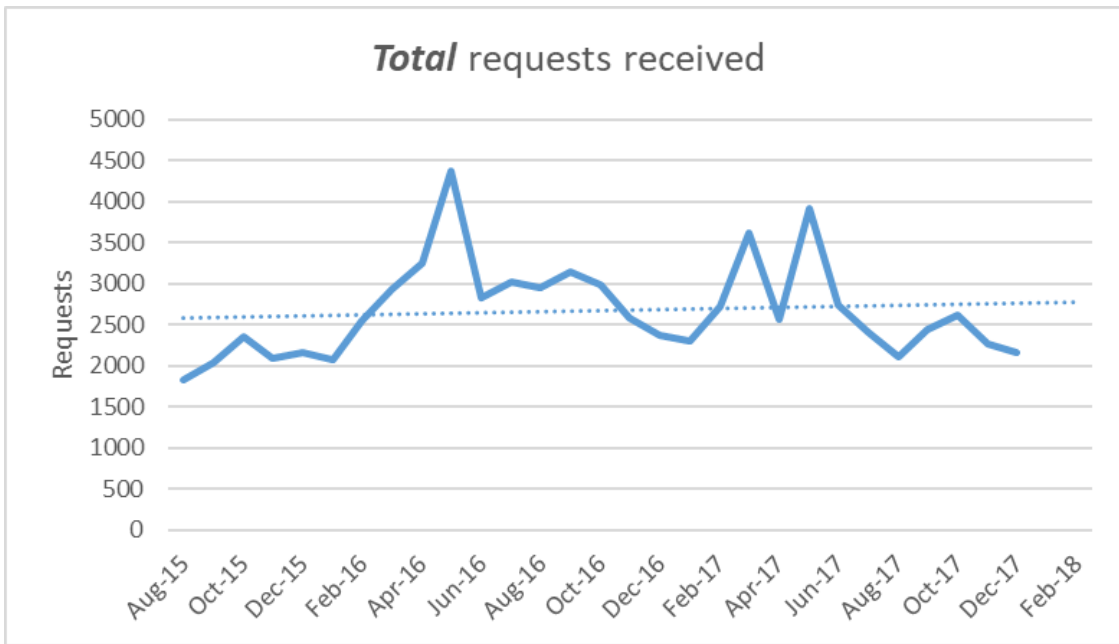
From the start of HFSC

- ↓ 80%* in Avg TOTAL turnaround time
- ↓ 67% in backlogged requests
- ↓ 45% in Avg PROCESS turnaround time
- ↓ 92%* in WAIT gap

* Total turnaround time calculation affected by latent backlog cases, values presented with and without Latent Prints TAT.



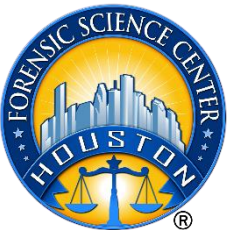
Requests received



* Total turnaround time calculation affected by latent backlog cases.
Calculated without latent prints

Outreach

- Staff has been focusing on community service since Harvey
 - Collected more than 2,000 food items for the Houston Food Bank
 - Adopted 10 families at a local elementary school and filled their Christmas wish list



Certifications

- **Corissa Rodgers** - Fellow in comprehensive criminalistics
American Board of Criminalistics (ABC)

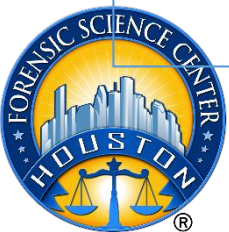


Staffing – December 31, 2017

- 194 staff members
 - 15 COH civilians
 - 9 COH classified
 - 170 HFSC
- 10 open positions; 6 offers accepted
- New hire start dates after December 31
 - 1 specialist – CS/CM
 - 1 investigator - Crime Scene
 - 2 forensic analysts – FBIO
 - 1 examiner - Latent Prints
 - 1 examiner - Firearms

- 5 active vacancies
 - 1 forensic analyst - Toxicology
 - 1 lead – CS/CM
 - 1 logistics specialist
 - 2 quality specialists

- 4 vacancies pending
 - 1 assistant technical lead - FBIO
 - 2 supervisors – Crime Scene
 - 1 systems support specialist



Major Initiatives – Laboratory Information Management System (LIMS)

Go Live Updates:

- Controlled Substances and Latent Prints went live in December
- Working on a plan for additional sections to go live

Updates:

- **LIMS portal:**
 - Working with vendor and HPD IT on authentication and EMS interface
 - Designing user interface
 - Will operate in current portal until custom environment complete

Current tasks:

- Developing ad-hoc queries for staff and management reports
- Working with vendor on developing analytical reports and worksheets
- Supporting disciplines live in the new LIMS

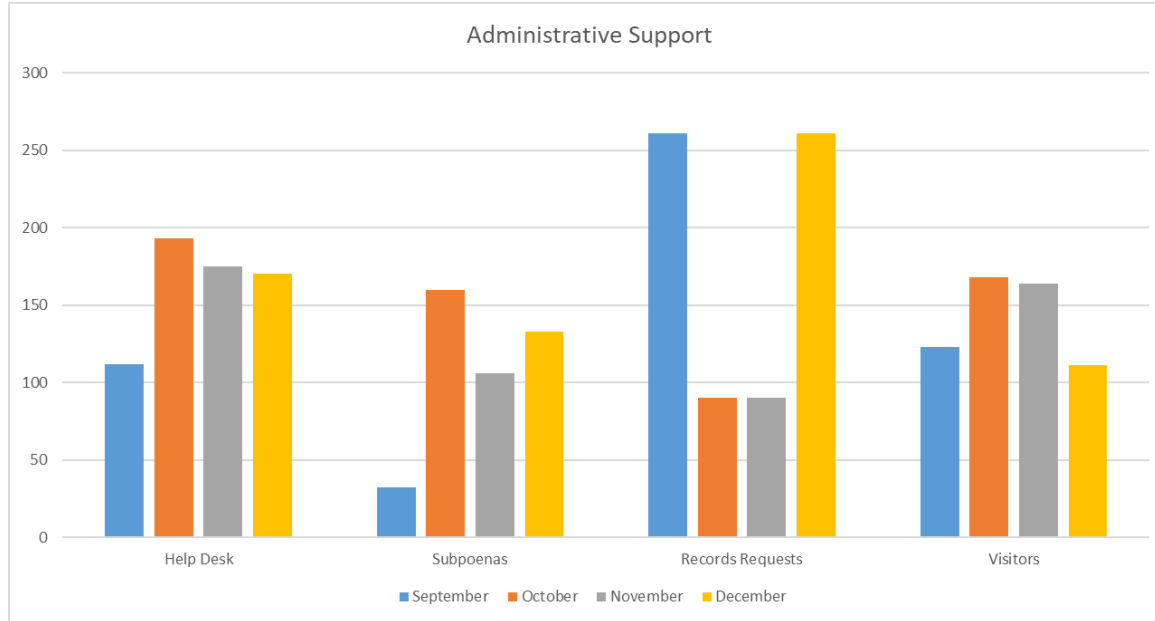
Next steps:

- Replacing computers to have all staff on HFSC network by March 2018
- Continued acceptance testing of interfaces and reports for remaining disciplines

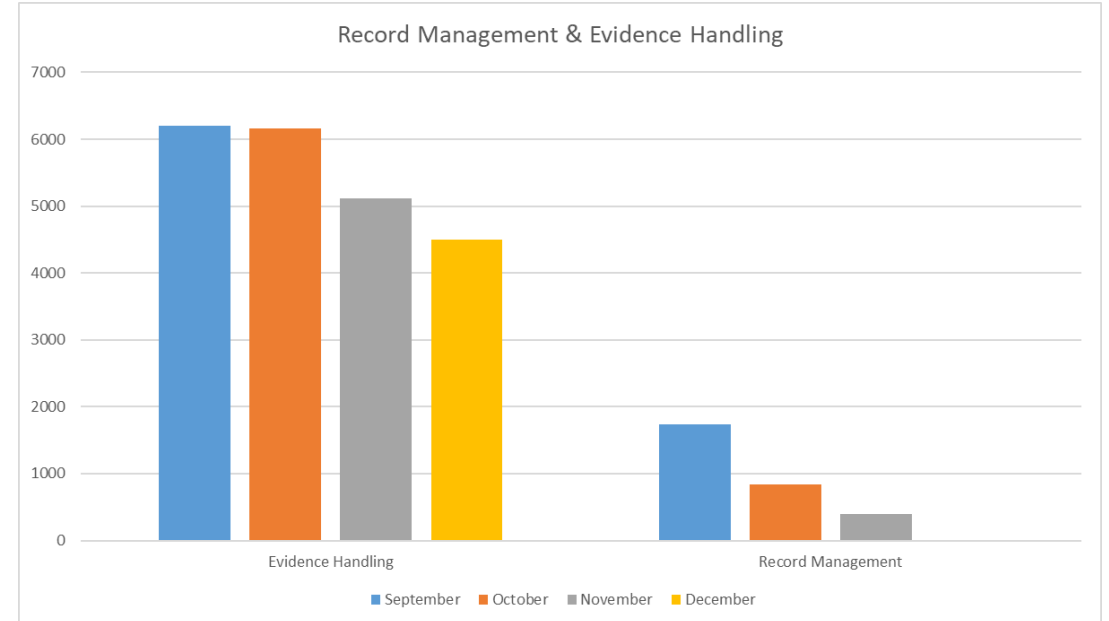


CS/CM -- December

Administrative Support



Record Management & Evidence Handling



Estimated Case Entry into Justice Trax LIMS

- 713 historical cases pending entry
- 1255 historical cases entered
- 768 cases entered for live sections (CS, Latent Prints, Digital)

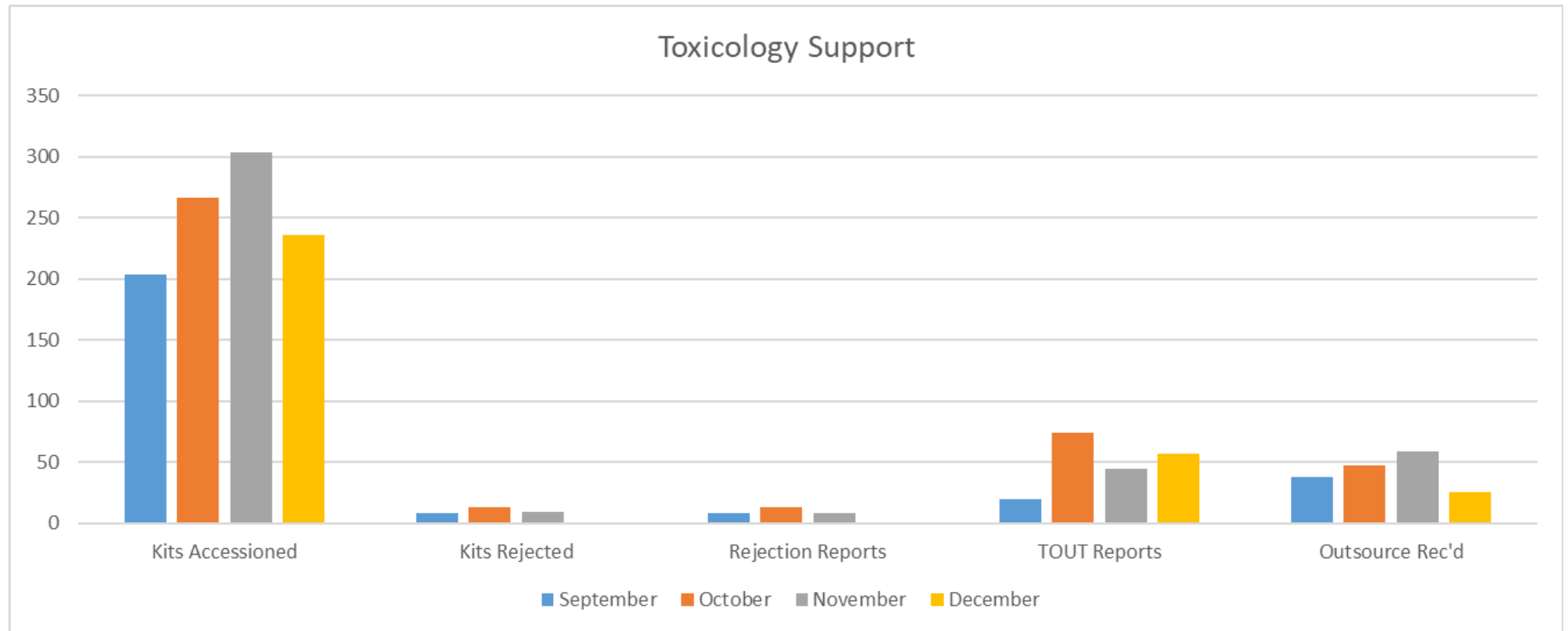
Accreditation

- Working toward International Association of Property & Evidence (IAPE) accreditation (target mid-2018)

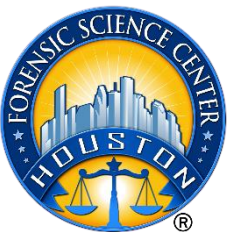


CS/CM -- December

Toxicology Support



Only 1 toxicology kit rejected by HFSC in December



Controlled Substances



CS: 12-day avg,
0 pending request >30 day

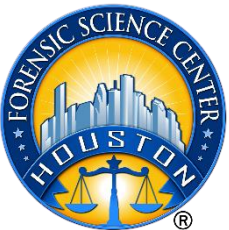
Target: <14 days

Critical issues

- Potential impacts of additional expedited case needs
- Transition to new LIMS: Went live in JT LIMS on December 11
- Staff have transitioned to HFSC network

Projections for next 90 days

- Reduction in TAT to pre-LIMS transition
- Continued pressure on resources from increased case complexity
- Continue to track submission of opioid cases/lab safety measures in place



Firearms

Total TAT
25

EOM >30 day
250

Critical issues
2

Exams: 23-day avg,
2 pending requests >30 day

IBIS: 26-day avg,
248 pending requests >30 day

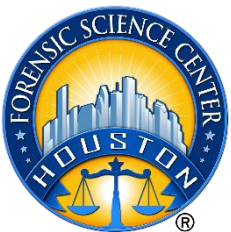
Target: <25 days

Critical issues

- Backlog in IBIS requests for guns, down to one examiner processing guns
- Transition to HFSC network will impact productivity

Projections for next 90 days

- 48-hour NIBIN results working well
- NIBIN staffed to reduce gun backlog
- Continued TAT sub 25 days
- Transition to HFSC network by end of March



Digital and Multimedia*



A/V: 99-day avg,
104 pending requests >30 day

AVCO: 22-day avg,
0 pending requests >30 day

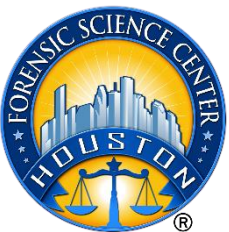
Digital*: 11.5-day avg,
1 pending request >30 day

Critical issues

- A/V focus on backlog during JusticeTrax transition
- Increasing callout support
- A/V transitioned to JT LIMS in November
- Transition to HFSC network will impact productivity

Projections for next 90 days

- **Backlog in A/V as audit issues addressed.** In part reflective of shifting workload to greater callout support
- Transition to HFSC network by end of March



Toxicology

Total TAT
↑ 19

EOM >30 day
↓ 6

Critical issues
4

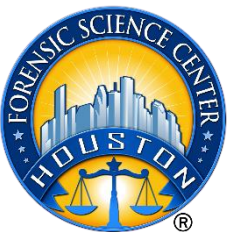
Alcohol: 17-day avg,
0 pending requests >30 day
Tox: 28-day avg
6 pending requests >30 day
Out-Tox: 18-day avg
0 pending requests >30 day

Critical issues

- Legacy GC/MS instruments
- Operating on two floors to validate new robotics
- Down three analysts
- Transition to HFSC network will impact productivity

Projections for next 90 days

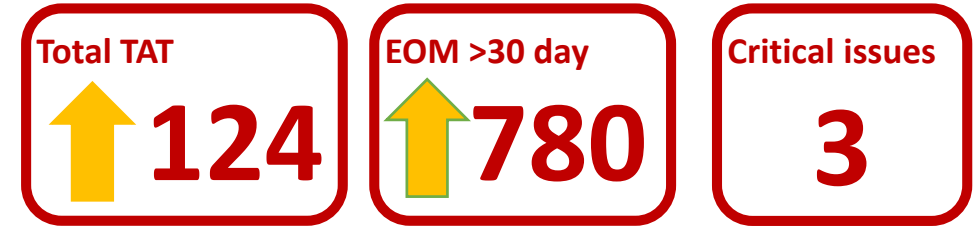
- Transition to HFSC network by end of March
- DWI alcohol sub 21 days (target threshold)
- Drug methods online in March
- Validation of new robotics



Forensic Biology

SA Kit: 67-day avg
SA "other" 117-day avg,
122 pending SAK requests >30 day
56 pending SAK requests >60 day
FBIO 178-day avg
DNA 286-day avg
590 total requests >30 days

** All sexual assault requests are in process

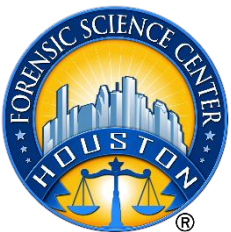


Critical issues

- Target: minimum 12 DNA report writers, currently 7
- Training "boot camp" (5 began in December, 10 in March)
- Transition to HFSC network will impact productivity

Projections for next 90 days

- Hire assistant technical lead
- Transition to HFSC network by end of March
- No SAKs over 60 days
- Quality assessed throughout process, pre- and post-mortems



Latents*

Total TAT
↑ 280

EOM >30 day
↑ 2,780

Critical issues
3

Comparisons: 400-day avg TAT from request,
2,166 pending requests >30 day

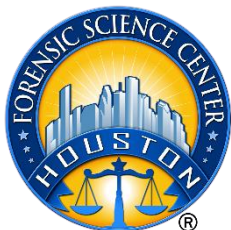
Processing: 32-day avg TAT from request,
76 pending requests >30 day

Critical issues

- TAT increases as work through aging backlog
- Transition to new LIMS: Went live December 18
- Transition to HFSC network will impact productivity

Projections for next 90 days

- Transition to HFSC network by end of March
- New examiner anticipated to be working independently by March, one staff member being fully trained to become examiner
- DPS training scheduled; will allow all but two examiners to fully access state and national databases



CSU

Total TAT
↓ 32

Call outs
59

Critical issues
2

CSU Callouts: 59, 2 Officer-Involved Shooting

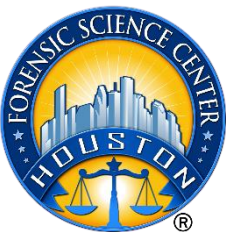
Cars processed at VEB: 36

Critical issues

- New CSIs sign offs for independent casework in progress
- Transition to HFSC network will impact productivity

Projections for next 90 days

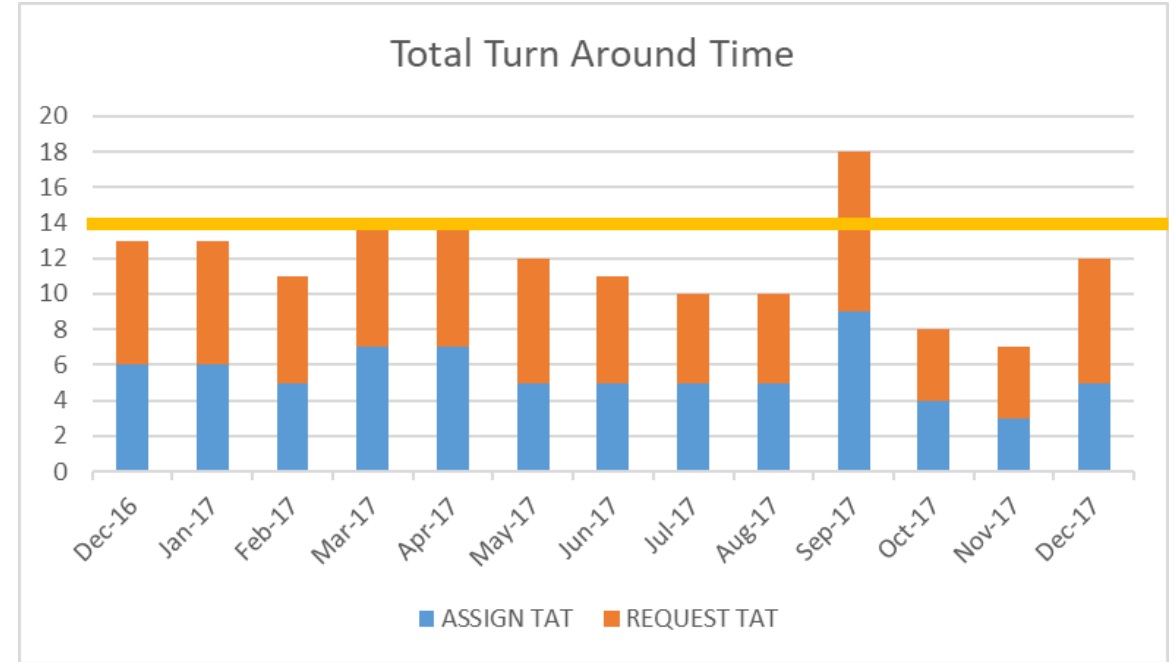
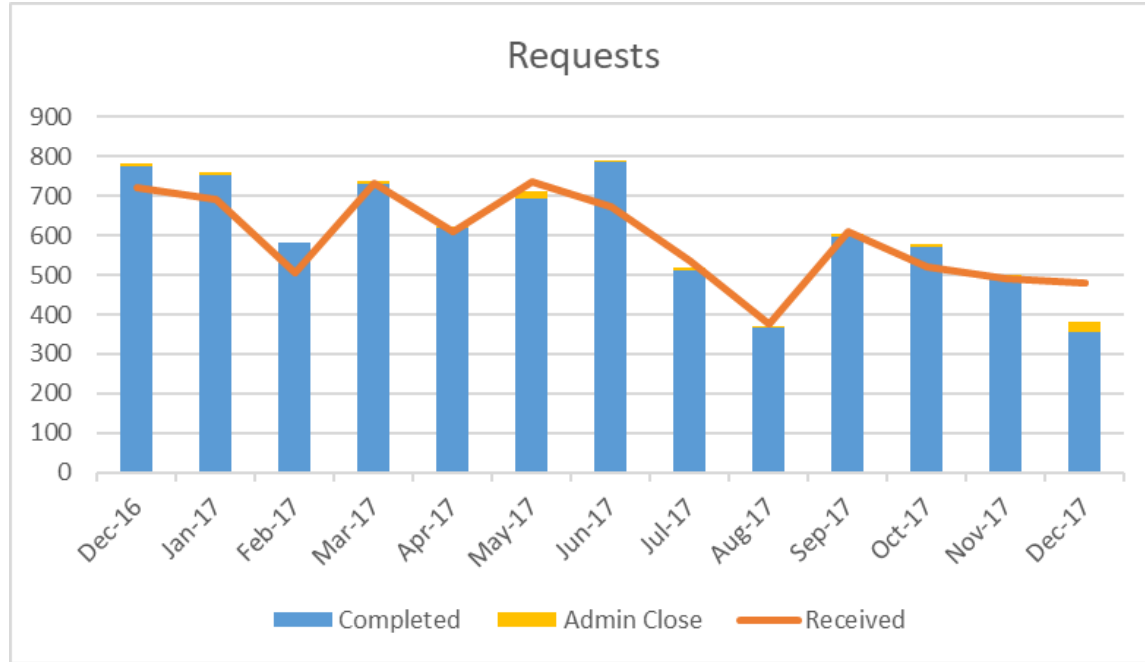
- Transition to HFSC network by end of March
- Fully civilian: all classified officers have transitioned back to HPD
- Continue training and accreditation efforts



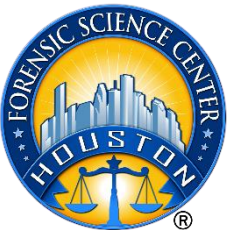
Detail data



Controlled substances

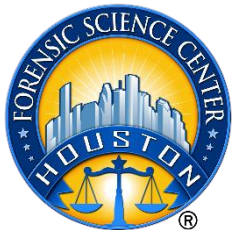
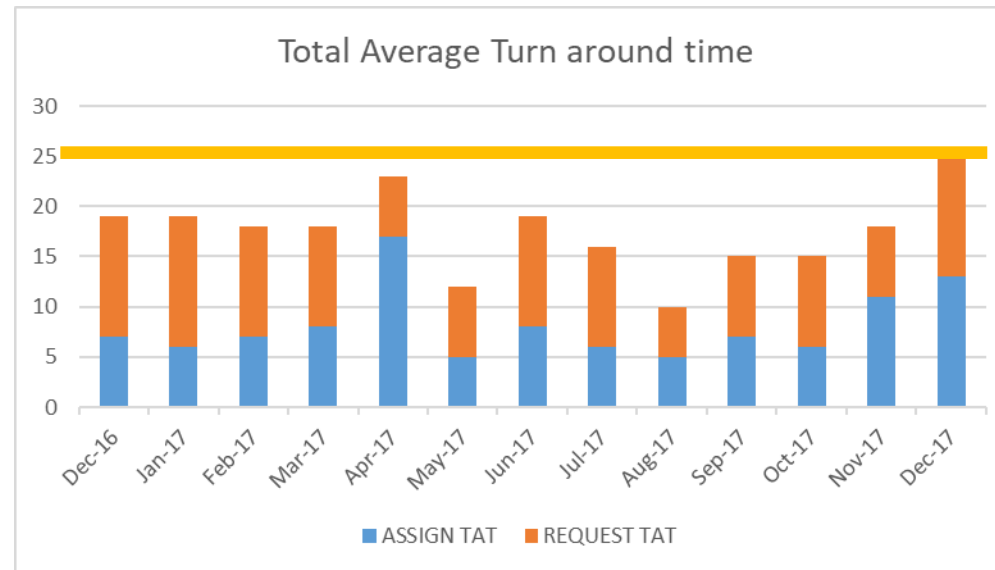
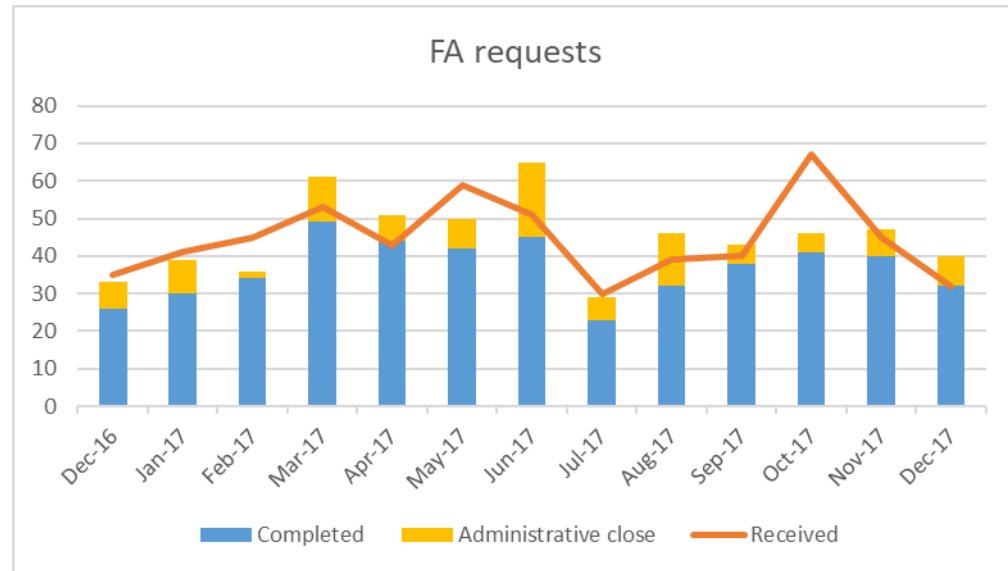
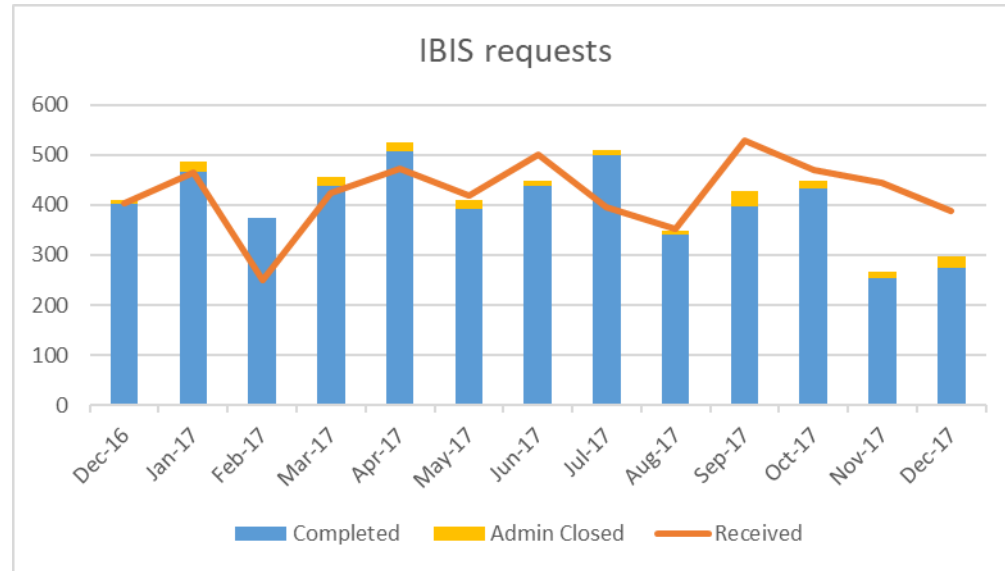


CS Live in Justice Trax on 12/11/17, metrics combined/manually tracked from Jtrax and Porter Lee for December



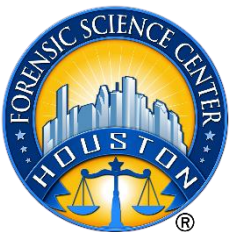
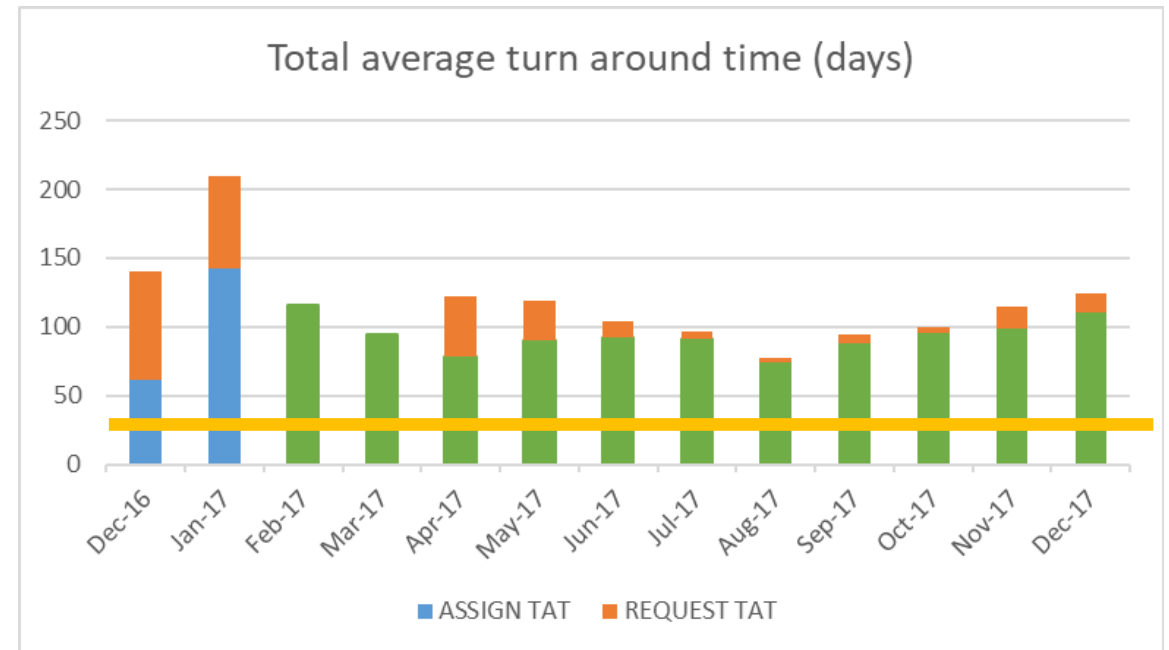
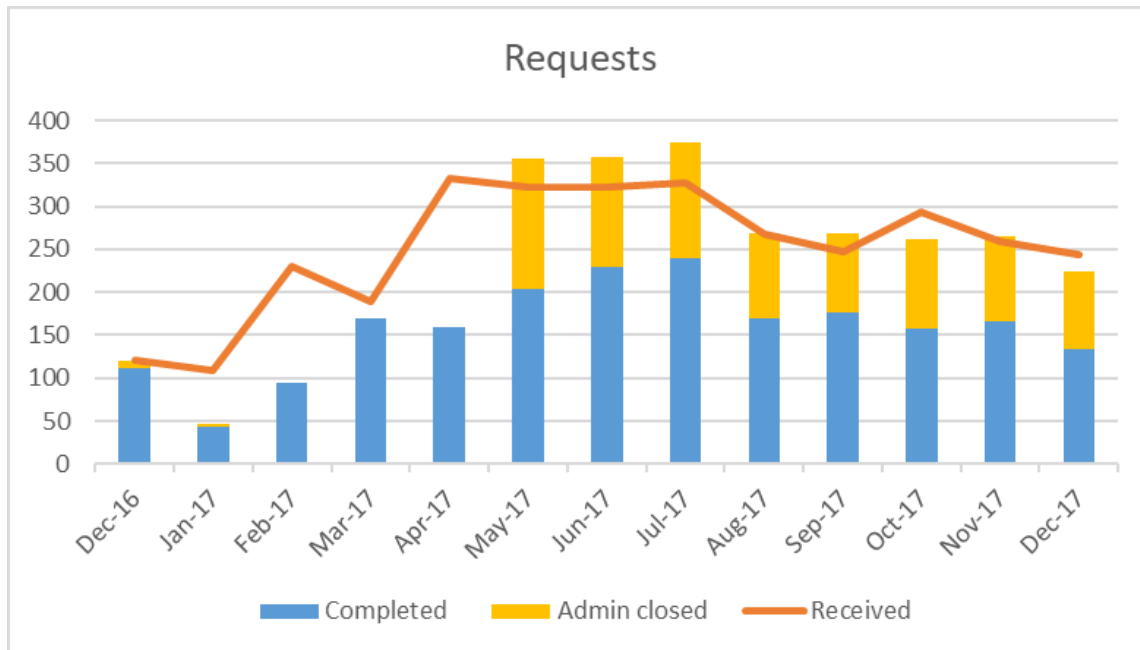
Orange bar indicates TAT target limit of 14 days.

Firearms



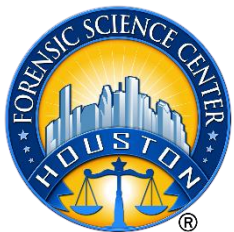
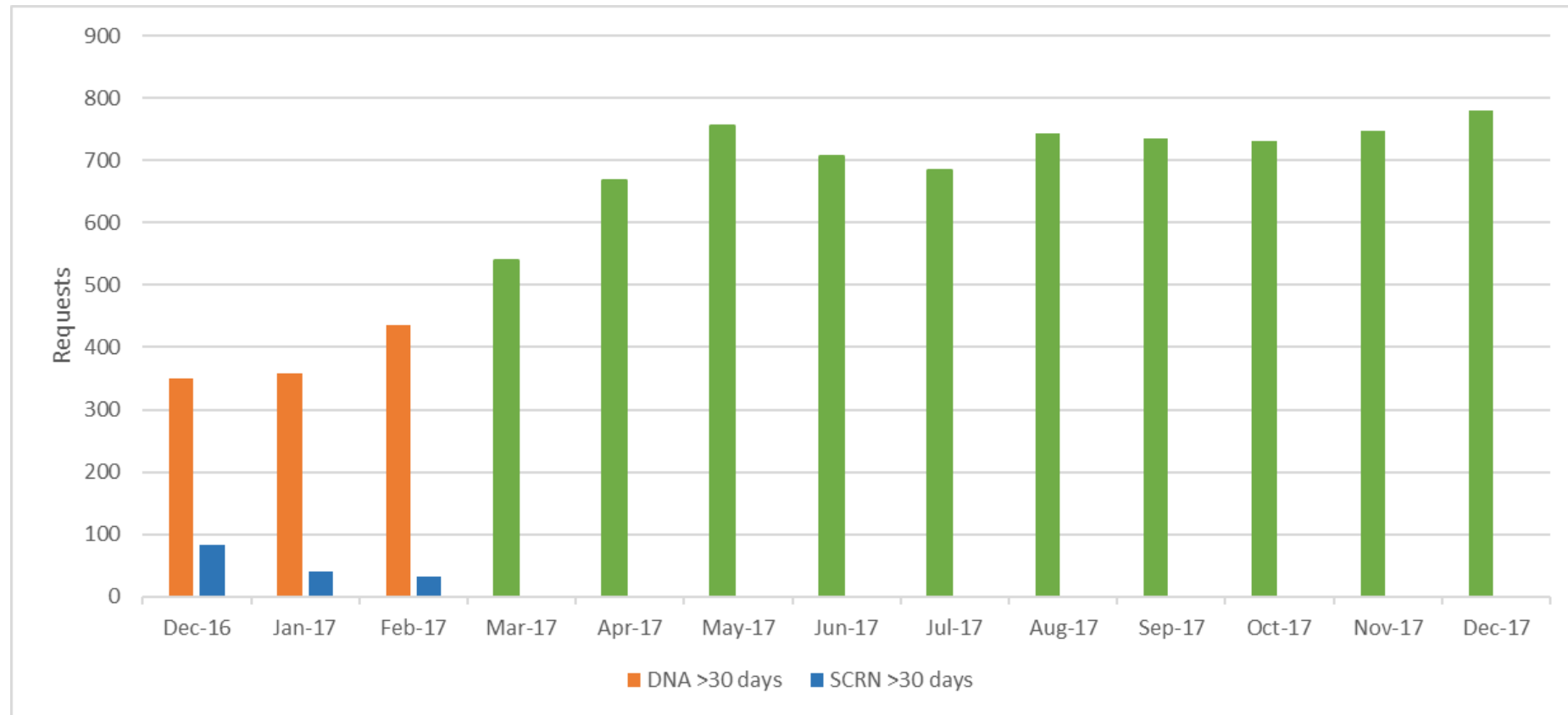
Forensic Biology -- Total

Note: change in presentation at February 2017.
Requests now for FBIO and Sexual Assault Kits.
Turnaround time is a combined average time.
Green bars represent the change in metric status.

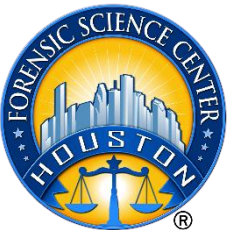
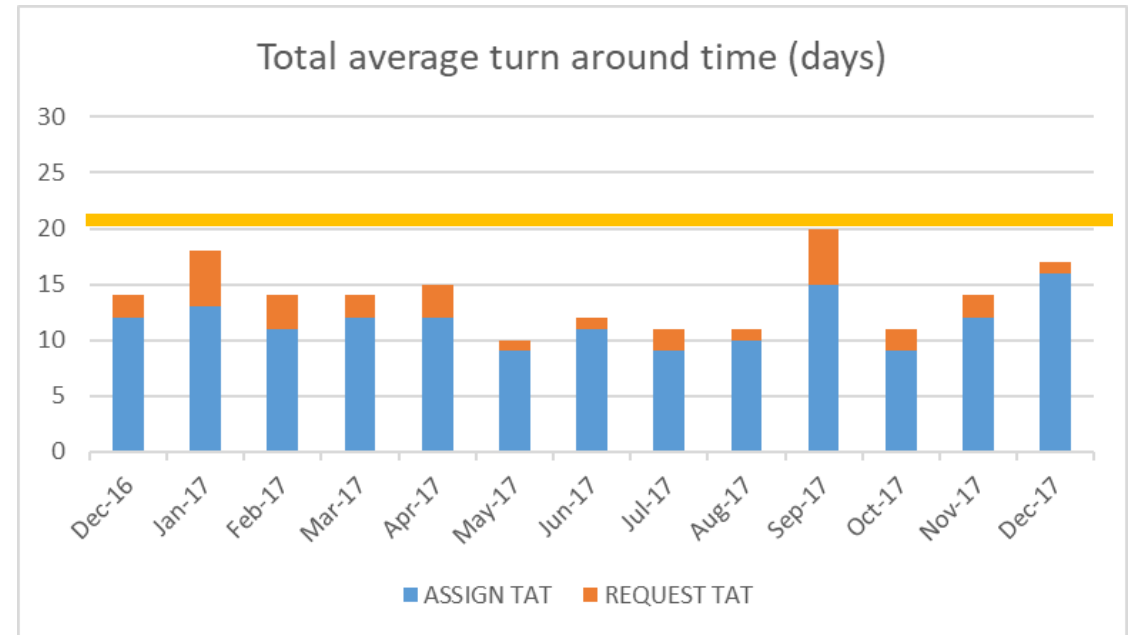
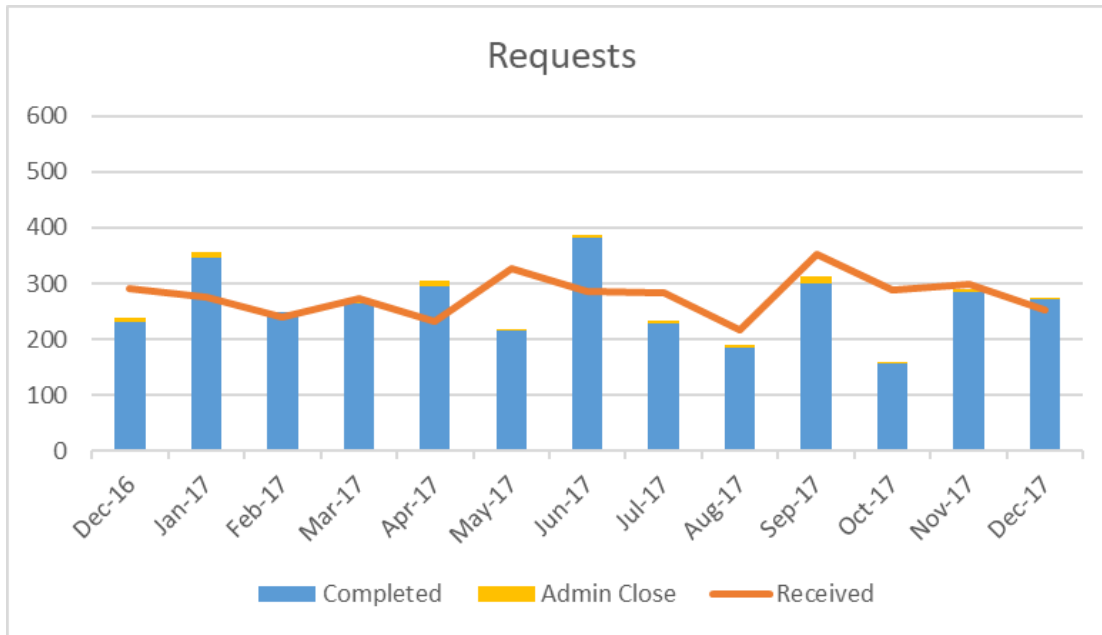


Total DNA Backlog (>30 day) requests by month

Note: change in presentation at February 2017. Total requests represent SAK and FBIIO requests (green bar).

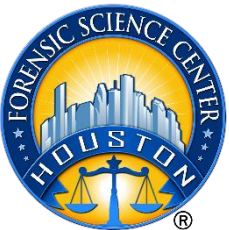
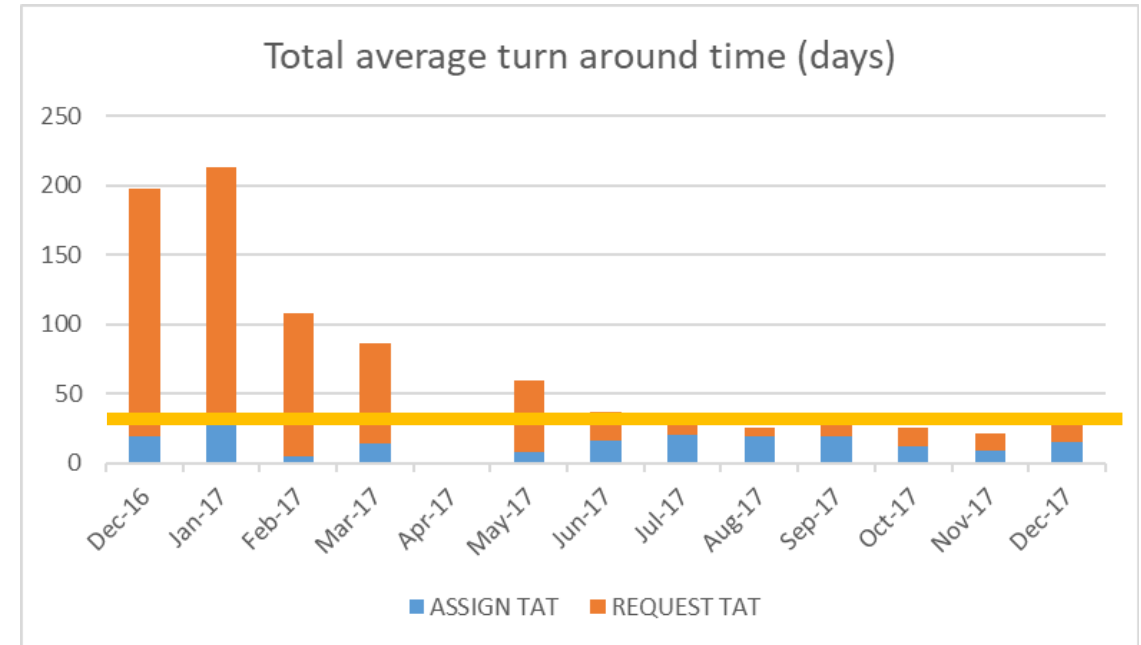
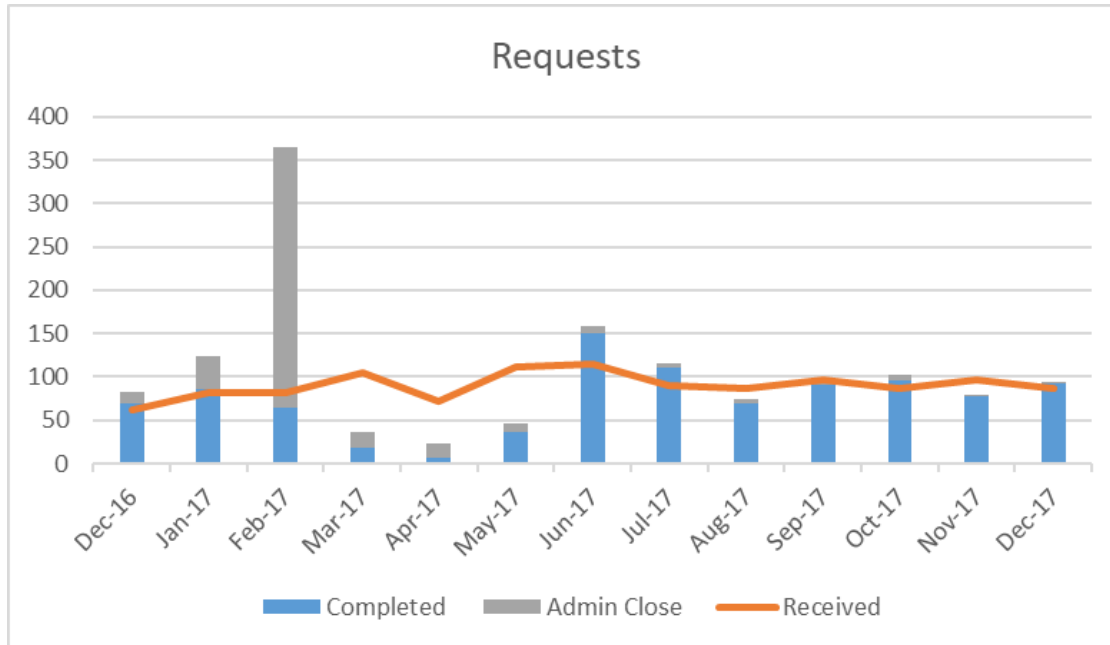


Toxicology: Alcohol

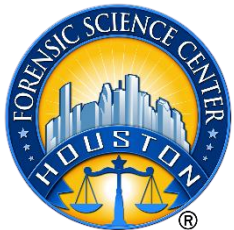
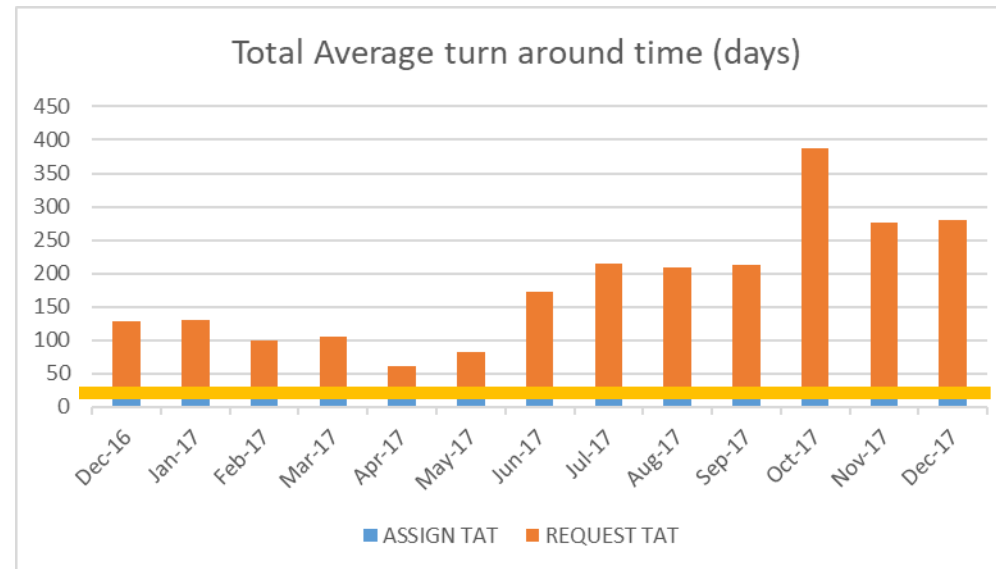
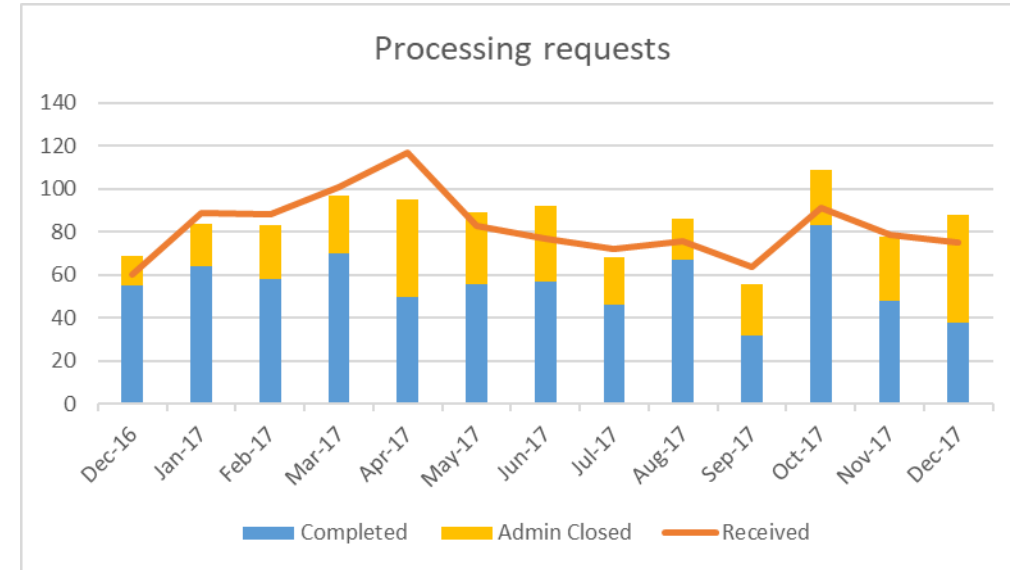
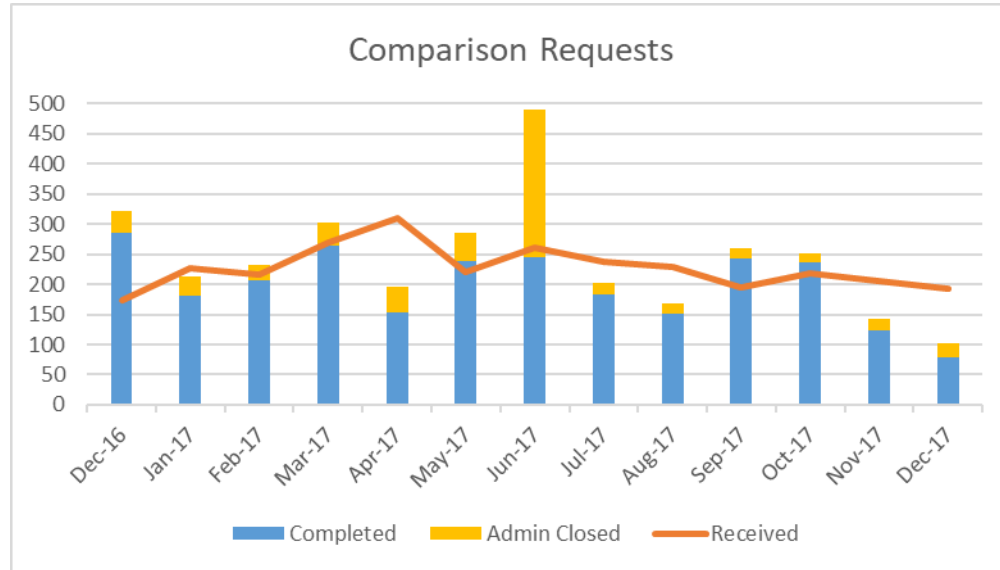


Toxicology: Other Drugs

Approximately 300 legacy toxicology analysis cases that preceded HFSC were closed out in February. With the collaboration of HPD, no analysis was conducted, but reports were issued with instructions for ordering analysis should it be needed.

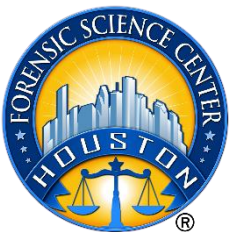
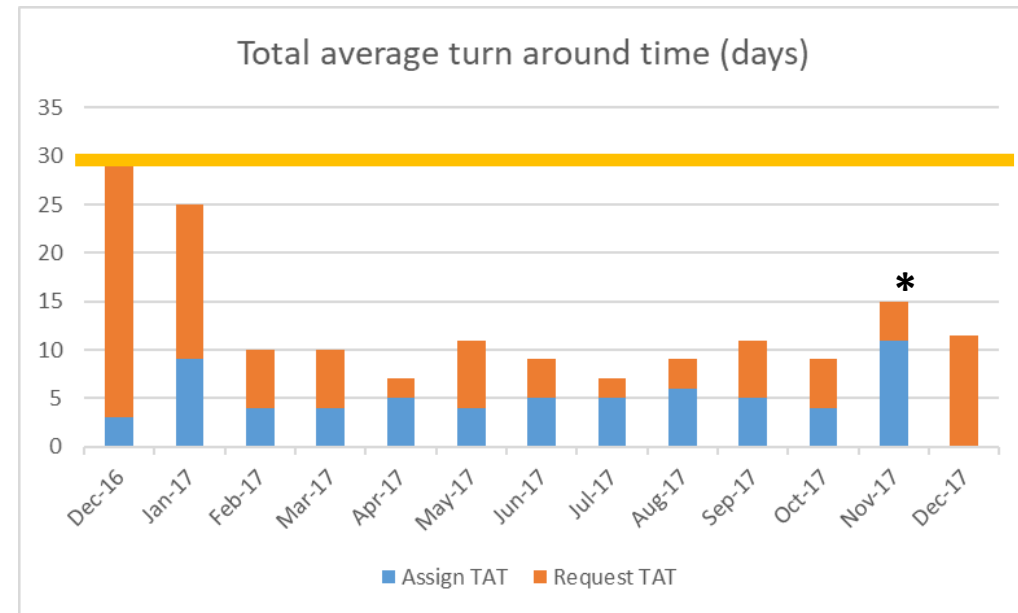
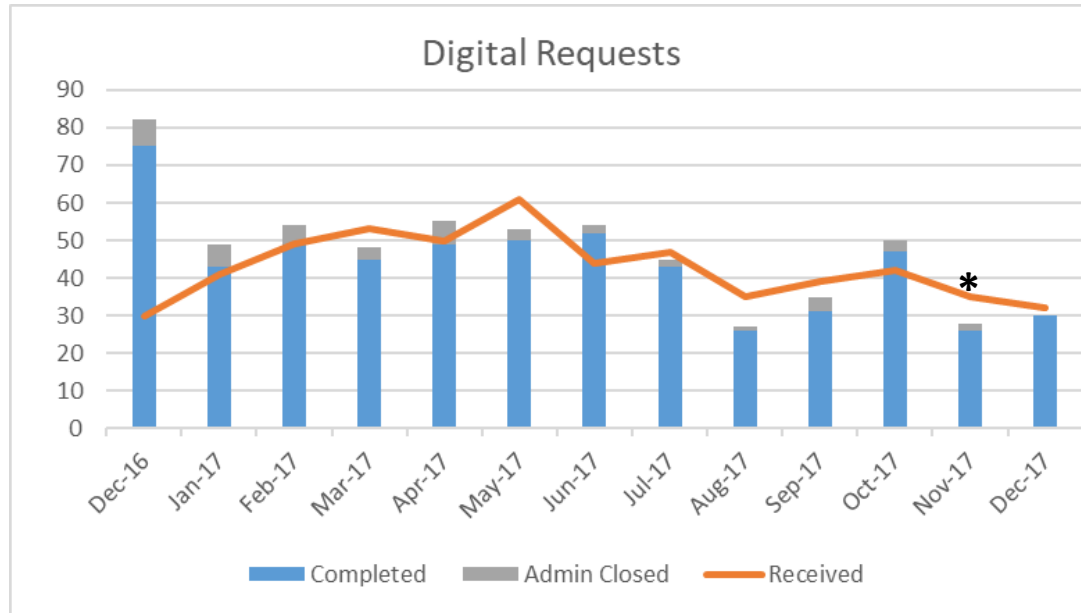


Latents

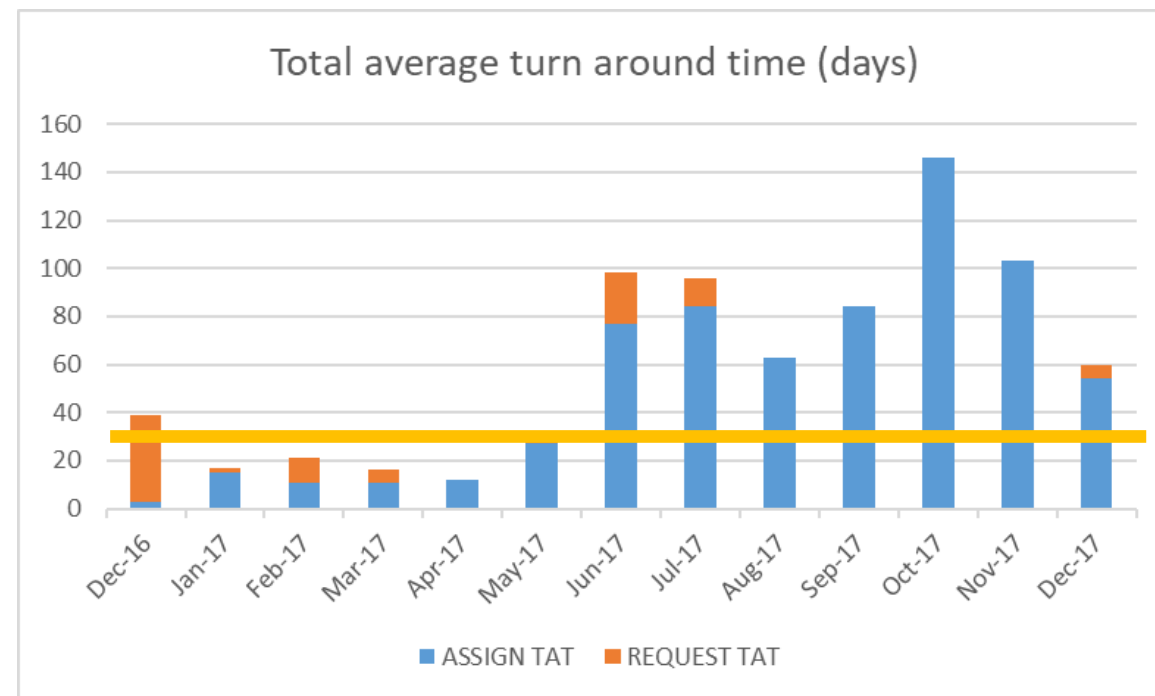
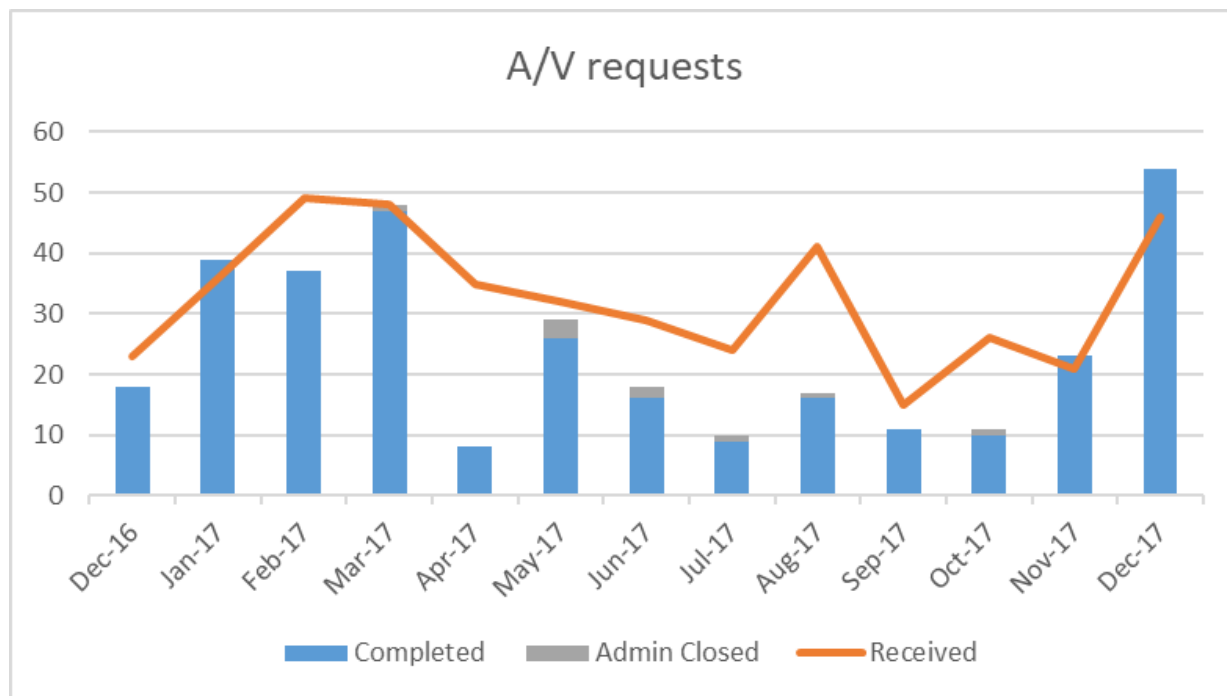


DME -- Digital

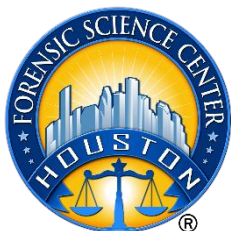
*Digital went live in JusticeTrax LIMS on 11/14/17, for the month of November metrics are in both Porter Lee and JusticeTrax, therefore TAT and admin close accuracy are impacted by transition. By January reporting all metrics will come from JusticeTrax
December-Metrics tracked from Both systems still- Process TAT not available, Total TAT available

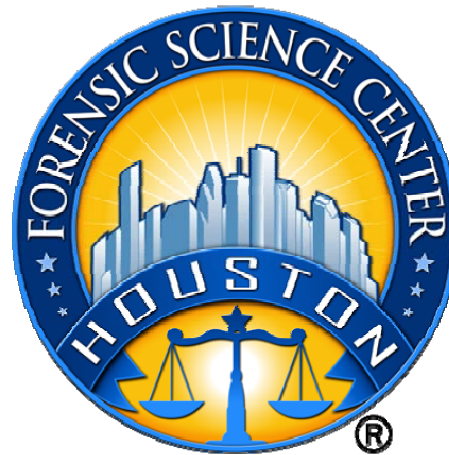


DME -- A/V



Starting with December Metrics-A/V and AVCO metrics both reported together





Aimee Grimaldi, M.S. , ASQ-CQA
Quality Specialist

January 12, 2018

[Houston Forensic Science Center](#)



**UNDERCOVER
BOSS**

What Blind Testing Provides to HFSC

- Enhances proficiency testing
- Evaluates performance and competency of staff
- Tests entire system



ex·pert¹

skill or special knowledge

an expert in electronics

expert²

a subject

an

Blind Quality Testing Program

```
graph TD; A[Blind Quality Testing Program] --> B[Blind Testing]; A --> C[Blind Verification]; B --> B1[• Materials purchased]; B --> B2[• Tests made in-house]; B --> B3[• Mimic actual casework]; B --> B4[• Analysts do not know whether they are analyzing a real case or participating in blind test]; B --> B5[• Evaluates entire Quality Management System]; B --> B6[• Issued by Quality Division]; C --> C1[• Independent second review]; C --> C2[• Case conclusions from 1st examiner masked]; C --> C3[• 1st and 2nd examiner record conclusions]; C --> C4[• Conclusions evaluated for consistency]; C --> C5[• Issued by section];
```

Blind Testing

- Materials purchased
- Tests made in-house
- Mimic actual casework
- Analysts do not know whether they are analyzing a real case or participating in blind test
- Evaluates entire Quality Management System
- Issued by Quality Division

Blind Verification

- Independent second review
- Case conclusions from 1st examiner masked
- 1st and 2nd examiner record conclusions
- Conclusions evaluated for consistency
- Issued by section

Forensic Disciplines

Toxicology



Firearms



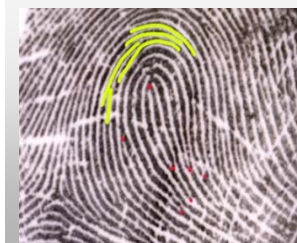
Controlled Substances



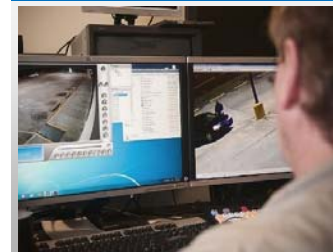
Biology



Latent Prints



Digital Forensics



Implementation Date:

September 2015

December 2015

December 2015

October 2016

November 2017

November 2017

Lessons Learned

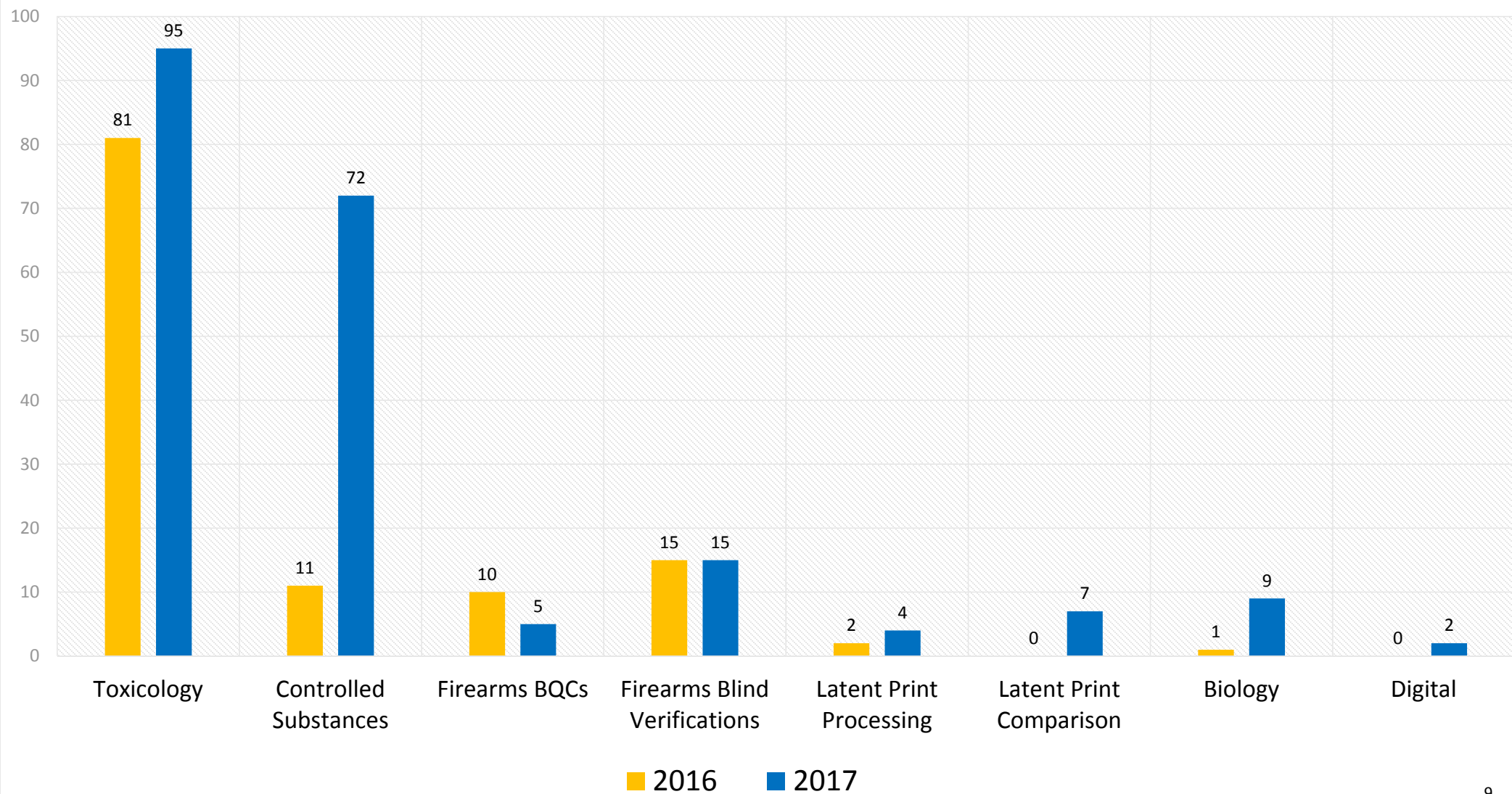
- Champion for project
- Collaborators needed
- Test your system



2017 Achievements

- BQCs now implemented in all sections except A/V and CSU (6 of 7 sections)
 - DME BQCs implemented in digital forensics only
- Obtained firearms and controlled substances from HPD property division
- HPD Homicide, Burglary and Theft, Narcotics Division, and HCDAO collaboration
- All tests completed satisfactorily
- Error rate determination

Dropped in 2016 vs. 2017



2018 Goals

- Increase BQC submission to 5% of casework in all sections
- Optimization of BQC process in Latent Prints and Forensic Biology
- Introduce extreme challenge samples

2018 Challenges

- JusticeTrax implementation impacts BQC process
- Increase blind case submissions to 5% of completed casework
- Increase requests from collaborators (HPD and HCDAO)

Acknowledgements

- Houston Police Department
 - Property Division
 - Homicide Division
 - Burglary and Theft
- HCDAO
- HFSC staff
- HFSC Quality Division

Contact Us



Email additional questions to Ramit Masti

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY18 Original Budget Reallocations

		Adjustments to FY18 Budget V1		FY18 Budget V2
		FY18B	Grants	Non Grants
Revenues:				
411000	City of Houston-Appropriations	\$ 24,160,343		\$ 24,160,343
	Fund 2213	7,238,565		7,238,565
	HFSC Operations	16,921,778		16,921,778
415000	City of Houston Direct OH-Appro	1,460,000		1,460,000
416000	City of Houston - Safe funds			-
420000	Donations			-
425000	In-Kind Donations			-
426000	Training Services	-		-
440000	Grants	1,016,000		1,016,000
450000	Forensic Services	50,000		50,000
490001	Miscellaneous Copy Fees			-
490002	Interest Income	5,000		5,000
Total Income		26,691,343	-	-
Expenses:				
Personnel:				
500010	Salary Base - Civilian	11,434,275	38,798	1,600,000
501070	Pension - Civilian	713,273		99,808
502010	FICA - Civilian	822,618	3,126	115,109
502020	FICA - Classified			-
503010	Health Insurance - Active Civil	1,043,490		146,016
503015	Basic Life Ins - Active Civil	64,645		9,046
503060	Long Term Disability - Civilian	913		128
503090	Workers Comp - Civilian Adm	148,485		20,777
504010	Pension - GASB 27 Accrual			-
504031	Unemployment Taxes - Admin	14,796		2,070
		14,242,495	41,924	1,992,955
				16,277,373

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY18 Original Budget Reallocations

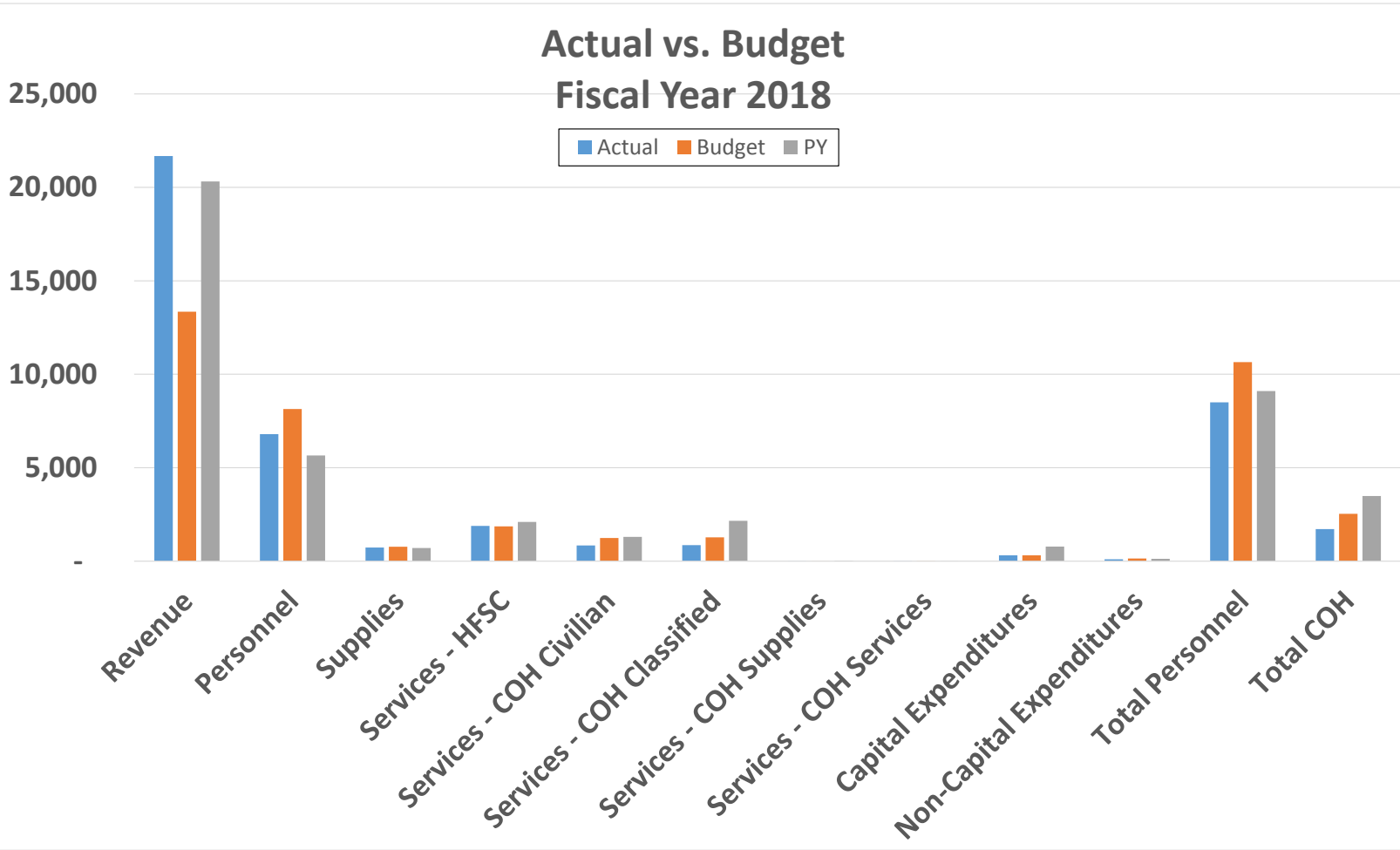
		Adjustments to FY18 Budget V1		FY18 Budget V2
		FY18B		
		Grants	Non Grants	
Supplies:				
511010	Chemical Gases & Special Fluids	14,555		14,555
511040	Audio Visual Supplies	-		-
511045	Computer Supplies	56,119		56,119
511050	Paper & Printing Supplies	30,029		30,029
511055	Publications & Printed Material	17,661		17,661
511060	Postage	1,278		1,278
511070	Miscellaneous Office Supplies	101,080		101,080
511080	General Laboratory Supply	1,207,694		1,207,694
511085	Drugs & Medical Chemicals			-
511090	Medical & Surgical Supplies	452	1,000	1,452
511095	Small Technical & Scientific Eq	21,263		21,263
511110	Fuel	-		-
511120	Clothing	21,183	20,000	41,183
511125	Food/Event Supplies	20,125		20,125
511130	Weapons Munitions & Supplies	4,600		4,600
511145	Small Tools & Minor Equipment	9,782		9,782
511150	Miscellaneous Parts & Supplies	5,032	10,000	15,032
		1,510,852	- 31,000	1,541,852
Services:				
520100	Temporary Personnel Services	-		-
520105	Accounting & Auditing Svcs	33,040		33,040
520106	Architectural Svcs	-		-
520107	Computer Info/Contracting Svcs	28,396		28,396
520109	Medical Dental & Laboratory Ser	175,000		175,000
520110	Management Consulting Services	100,000	199,000	299,000
520112	Banking Services	3,486		3,486
520113	Photographic Services	318	1,000	1,318
520114	Misc Support Serv Recruit Relo	84,210		84,210
520115	Real Estate Rental	1,078,991		1,078,991
520118	Refuse Disposal	4,493		4,493
520119	Computer Equip/Software Maint.	298,344	47,670 75,000	421,014
520121	IT Application Services	54,623	75,000	129,623
520123	Vehicle & Motor Equip. Services	7,898		7,898
520124	Other Equipment Services	302,129		302,129
520143	Credit/Bank Card Svcs	411		411
520520	Printing & Reproduction Serv.	12,390		12,390
520605	Public Information Svcs	11,568		11,568
520705	Insurance (Non-Medical)	142,000		142,000

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY18 Original Budget Reallocations

		Adjustments to FY18 Budget V1		FY18 Budget V2
		FY18B		
		Grants	Non Grants	
520760	Contributions	1,000		1,000
520765	Membership & Prof. Fees	43,753	(824)	42,929
520805	Education & Training	131,678	7,781	139,459
520815	Tuition Reimbursement	26,959		26,959
520905	Travel - Training Related	129,738	26,038	155,776
520910	Travel - Non-training Related	20,000		20,000
521405	Building Maintenance Services	30,650		30,650
521505	Utilities	14,057		14,057
521605	Data Services	55,391		55,391
521705	Vehicle/Equipment Rental/Lease	165		165
521725	Other Rental Fees	17,993	5,000	22,993
521730	Parking Space Rental	147,873		147,873
521905	Legal Services	25,000		25,000
522205	Metro Commuter Passes	64,256		64,256
522305	Freight	21,509	113	21,622
522430	Misc. Other Services & Chrgs	153,727		153,727
532000	Sub-Contractor (COH)	7,238,565	9,567 (2,179,955)	5,068,178
Total Services		10,530,895	289,346 (2,023,955)	8,796,286
Total HFSC Services		3,292,330	279,778 156,000	3,728,108
Non-Capital Expenditures				
551010	Furniture and Fixtures	100,000		100,000
551015	Computer Equipment	160,000		160,000
551025	Scientific/Medical Equipment	20,000		20,000
Total Non-Capital Expenditures		280,000	- -	280,000
Capital Expenditures				
170140	Improvements			
170210	Furniture & Fixtures			
170230	Computer Hardware/SW			
170240	Scientific/Foren Eqmt	541,516	93,974	635,490
170980	Const in Progress			-
Total Capital Expenditures		541,516	93,974 -	635,490
Total Expense Before Depreciation		27,105,757	425,243 -	27,531,000
561230	Depreciation	432,352		432,352
669000	Reconciliation Discrepancies			-
Total Expense After Depreciation		27,538,109	425,243 -	27,963,352
Net Ordinary Income		(846,766)	(425,243) -	(1,272,009)
Other Expense:				-
610000	City of Houston Direct Overhead	1,460,000		1,460,000
	Grant and Training Expense	1,016,000	(425,243)	590,757
				-

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY18 Original Budget Reallocations

FY18B	Adjustments to FY18 Budget V1		FY18 Budget V2
	Grants	Non Grants	
(3,322,766)	-	-	(3,322,766)



For the Period July 1, 2017 through December 31, 2017

		Current Month (Preliminary)								YTD								FY18	
		FY18		FY17		Variance				FY18		FY17		Variance				FY18	% Year
		Dec 1 - Dec 31, 2017		Dec 1 - Dec 31, 2016						July 1- Dec 31, 2017		July 1- Dec 31, 2016							
		Budget				Budget - Actual	%	FY18 - FY17	%	Budget				Vs. Budget	%	Vs. FY17	%	Budget V1	Completed
		# of Months							# of Months										
		1							6										
Revenues:																			
411000	City of Houston-Appropriations	\$ -	\$ 2,013	\$ -	\$ (2,013)	-100%	\$ -		\$ 20,541	\$ 12,080	\$ 18,408	\$ 8,461	70%	\$ 2,133	0%	\$ 24,160	85%		
415000	City of Houston Direct OH-Appro	122	122	122	0	0%	-	0%	730	730	730	0	0%	-	0%	1,460	50%		
416000	City of Houston - Safe funds	-	-	-	-	0%	-		-	-	-	-	0%	-	0%	-	0%		
420000	Contributions	3	-	3	3	0%	(0)	-3%	8	-	3	8	0%	5	0%	-	0%		
425000	In-Kind Donations	-	-	-	-	0%	-		34	-	14	34	0%	20	0%	-	0%		
426000	Training Services	-	-	3	-	0%	(3)	-100%	5	-	19	5	0%	(14)	-74%	-	0%		
440000	Grants	-	85	900	(85)	-100%	(900)	-100%	345	508	1,125	(163)	-32%	(780)	0%	1,016	34%		
450000	Forensic Services	-	4	1	(4)	-100%	(1)	-100%	9	25	10	(16)	-65%	(1)	-14%	50	17%		
450001	Miscellaneous Copy Fees	-	-	-	-	0%	-		-	-	-	-	0%	-	0%	-	0%		
450002	Interest Income	1	0	0	0	21%	0	18%	3	3	3	1	22%	0	0%	5	61%		
Total Income		125	2,224	1,030	(2,099)	-94%	(905)	-88%	21,676	13,346	20,312	8,330	62%	1,364	7%	26,691	81%		
Expenses:																			
Personnel:																			
500010	Salary Base - Civilian	946	1,089	807	143	13%	(139)	-17%	5,535	6,537	4,622	1,002	15%	(913)	-20%	13,073	42%		
501070	Pension - Civilian	56	68	48	12	17%	(8)	-16%	314	407	295	93	23%	(19)	-7%	813	39%		
502010	FICA - Civilian	66	78	56	12	16%	(11)	-19%	396	470	327	75	16%	(69)	-21%	941	42%		
503010	Health Insurance - Active Civil	80	99	60	19	19%	(21)	-35%	478	595	352	116	20%	(127)	-36%	1,190	40%		
503015	Basic Life Ins - Active Civil	7	6	7	(1)	-18%	(0)	-3%	46	37	40	(9)	-25%	(6)	0%	74	62%		
503060	Long Term Disability - Civilian	-	0	-	0	0%	-		-	1	-	-	0%	-	0%	1	0%		
503090	Workers Comp - Civilian Adm	3	14	3	11	77%	(1)	-19%	25	85	17	60	70%	(8)	-51%	169	15%		
503100	Workers Comp - Civil Claims	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
504030	Unemployment Claims - Admin	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
504010	Pension - GASB 27 Accrual	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
504031	Unemployment Taxes - Admin	0	1	0	1	80%	(0)	-743%	4	8	1	5	58%	(2)	-145%	17	21%		
		1,160	1,356	980	197	15%	(179)	-18%	6,797	8,139	5,653	1,341	16%	(1,144)	-20%	16,277	42%		
Supplies:																			
511010	Chemical Gases & Special Fluids	1	1	1	1	46%	0	4%	6	7	5	1	16%	(1)	-25%	15	42%		
511040	Audio Visual Supplies	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
511045	Computer Supplies	2	5	0	3	65%	(2)	-1736%	10	28	18	18	66%	8	46%	56	17%		
511050	Paper & Printing Supplies	2	3	1	1	26%	(1)	-123%	11	15	16	4	26%	5	30%	30	37%		
511055	Publications & Printed Material	1	1	4	1	47%	3	80%	5	9	8	4	48%	3	39%	18	26%		
511060	Postage	0	0	-	(0)	-209%	(0)		1	1	1	0	12%	(0)	-6%	1	44%		
511070	Miscellaneous Office Supplies	7	8	5	1	17%	(2)	-29%	45	51	52	6	11%	7	14%	101	44%		
511080	General Laboratory Supply	158	101	67	(58)	-57%	(91)	-137%	602	604	566	1	0%	(37)	-7%	1,208	50%		
511090	Medical & Surgical Supplies	-	0	-	0	100%	-		1	1	-	(0)	-3%	(1)	0%	1	52%		
511095	Small Technical & Scientific Eq	0	2	0	2	92%	0	11%	2	11	13	9	81%	11	85%	21	10%		
511110	Fuel	0	-	-	(0)		(0)		0	-	-	(0)	0%	(0)	0%	-	0%		
511120	Clothing	0	3	-	3	99%	(0)		25	21	11	(5)	-23%	(14)	-122%	41	62%		
511125	Food/Event Supplies	1	2	4	1	66%	4	87%	8	10	12	2	18%	4	31%	20	41%		
511130	Weapons Munitions & Supplies	-	0	-	0	100%	-		0	2	0	2	83%	(0)	-10%	5	8%		
511145	Small Tools & Minor Equipment	1	1	0	(0)	-24%	(1)	-4807%	4	5	2	0	10%	(2)	-113%	10	45%		
511150	Miscellaneous Parts & Supplies	1	1	0	1	56%	(0)	-513%	7	8	3	1	8%	(3)	-99%	15	46%		
		173	128	82	(44)	-34%	(91)	-110%	727	771	707	44	6%	(21)	-3%	1,542	47%		

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through December 31, 2017

		Current Month (Preliminary)						YTD						FY18	
		FY18	FY18	FY17	Variance			FY18	FY18	FY17	Variance			FY18	% Year
		Dec 1- Dec 31, 2017	Budget	Dec 1 - Dec 31, 2016	Budget - Actual	%	FY18 - FY17	July 1- Dec 31, 2017	Budget	July 1- Dec 31, 2016	Vs. Budget	%	Vs. FY17	Budget V1	Completed
Services:															
520100	Temporary Personnel Services	1	-	-	(1)		(1)	1	-	7	(1)	0%	6	-	0%
520105	Accounting & Auditing Svcs	3	3	2	(0)	-13%	(1)	19	17	14	(2)	-15%	(5)	33	57%
520106	Architectural Svcs	-	-	-	-		-	-	-	-	-	0%	-	-	0%
520107	Computer Info/Contracting Svcs	-	2	-	2	100%	-	0	14	9	14	100%	8	28	0%
520109	Medical Dental & Laboratory Ser	7	15	32	8	53%	25	31	88	346	56	64%	315	175	18%
520110	Management Consulting Services	5	25	4	20	80%	(1)	255	150	329	(105)	-70%	75	299	85%
520112	Banking Services	0	0	0	0	20%	(0)	1	2	2	0	23%	0	3	38%
520113	Photographic Services	-	0	-	0	100%	-	1	1	0	0	2%	(0)	1	49%
520114	Misc Support Serv Recruit Relo	10	7	2	(3)	-42%	(8)	70	42	36	(28)	-67%	(34)	84	83%
520115	Real Estate Rental	85	90	83	5	6%	(2)	507	539	512	33	6%	5	1,079	47%
520118	Refuse Disposal	-	0	-	0	100%	-	1	2	2	1	66%	1	4	17%
520119	Computer Equip/Software Maint.	124	35	20	(89)	-253%	(104)	342	211	149	(132)	-63%	(193)	421	81%
520121	IT Application Services	1	11	0	10	89%	(1)	65	65	6	(0)	0%	(59)	130	50%
520123	Vehicle & Motor Equip. Services	-	1	-	1	100%	-	0	4	0	4	100%	0	8	0%
520124	Other Equipment Services	8	25	15	17	67%	6	66	151	120	85	57%	54	302	22%
520143	Credit/Bank Card Svcs	0	0	-	0	93%	(0)	0	0	1	0	35%	1	0	33%
520145	Criminal Intelligence Services	-	-	-	-		-	-	-	-	-	0%	-	-	0%
520520	Printing & Reproduction Serv.	2	1	-	(1)	-106%	(2)	3	6	5	3	47%	1	12	27%
520605	Public Information Svcs	-	1	0	1	100%	0	2	6	9	4	67%	7	12	17%
520705	Insurance (Non-Medical)	8	12	8	4	36%	0	49	71	51	22	30%	2	142	35%
520760	Contributions	-	0	-	0	100%	-	-	1	1	1	100%	1	1	0%
520765	Membership & Prof. Fees	0	4	1	3	96%	1	5	21	28	16	77%	23	43	12%
520805	Education & Training	1	12	4	11	91%	3	62	70	44	7	11%	(18)	139	45%
520815	Tuition Reimbursement	4	2	4	(2)	-99%	(0)	15	13	10	(1)	-10%	(4)	27	55%
520905	Travel - Training Related	2	13	8	11	84%	5	87	78	92	(9)	-12%	5	156	56%
520910	Travel - Non-training Related	0	2	1	2	99%	1	7	10	11	3	35%	4	20	33%
521405	Building Maintenance Services	3	3	-	0	1%	(3)	16	15	15	(0)	-3%	(0)	31	52%
521505	Utilities	0	1	1	1	74%	1	2	7	10	5	65%	7	14	17%
521605	Data Services	3	5	5	2	35%	2	20	28	24	8	29%	4	55	36%
521610	Voice Services, Equip & Labor	6	6	6	(0)	-4%	(1)	30	36	26	6	16%	(4)	71	42%
521705	Vehicle/Equipment Rental/Lease	-	0	0	0	100%	0	-	0	0	0	0%	0	0	0%
521725	Other Rental Fees	7	2	4	(5)	-241%	(3)	18	11	11	(6)	-53%	(6)	23	76%
521730	Parking Space Rental	14	12	30	(2)	-17%	15	82	74	70	(8)	-10%	(11)	148	55%
521905	Legal Services	-	2	2	2	100%	2	19	13	2	(7)	-55%	(18)	25	78%
522205	Metro Commuter Passes	7	5	6	(1)	-23%	(1)	28	32	28	4	11%	(1)	64	44%
522305	Shipping and Freight	1	2	2	1	31%	1	8	11	12	2	22%	3	22	39%
522430	Misc. Other Services & Chrgs	10	13	34	3	22%	24	77	77	117	0	0%	41	154	50%
522720	Insurance - General & Professional	-	-	-	-		-	-	-	-	-	0%	-	-	0%
523100	Civilian Payroll	140	207	221	67	32%	81	841	1,243	1,296	402	32%	455	2,486	34%
523200	Classified Payroll	149	212	308	63	30%	159	861	1,273	2,156	412	32%	1,294	2,546	34%
523300	Supplies	-	0	-	0	100%	-	0	0	29	0	32%	29	0	34%
523400	Services	2	3	1	1	47%	(1)	12	18	7	6	32%	(6)	36	34%
523000	Sub-Contractor (COH-HPD) Total	291	422	530	132	31%	239	1,715	2,534	3,487	820	32%	1,773	5,068	34%
		603	733	803	130	18%	199	3,604	4,398	5,588	794	18%	1,984	8,796	41%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through December 31, 2017

		Current Month (Preliminary)								YTD								FY18	
		FY18	FY18	FY17	Variance						FY18	FY18	FY17	Variance				FY18	% Year
		Dec 1- Dec 31, 2017		Dec 1 - Dec 31, 2016							July 1- Dec 31, 2017		July 1- Dec 31, 2016						
		Budget		2016	Budget - Actual	%	FY18 - FY17	%			Budget		2016	Vs. Budget	%	Vs. FY17	%		
Non-Capital Expenditures																			
551010	Furniture and Fixtures	-	8	4	8	100%	4	100%			26	50	55	24	49%	30	54%		
551015	Computer Hardware/SW	25	13	1	(12)	-87%	(24)	-3505%			69	80	41	11	13%	(29)	-71%		
551025	Scientific/Foren Eqmt	4	2	-	(3)	-156%	(4)				8	10	34	2	15%	25	75%		
Total Non-Capital Expenditures		29	23	4	(6)	-25%	(25)	-560%			103	140	129	37	26%	26	20%		
Capital Expenditures																			
170140	Improvements	-	-	-	-		-				-	-	-	-	0%	-	0%		
170210	Furniture & Fixtures	-	-	-	-		-				-	-	-	-	0%	-	0%		
170230	Computer Hardware/SW	24	-	310	(24)		285	92%			204	-	331	(204)	0%	127	0%		
170240	Scientific/Foren Eqmt	-	53	63	53	100%	63	100%			46	318	450	272	86%	404	90%		
170980	Const in Progress	26	-	-	(26)		(26)				63	-	-	(63)	0%	(63)	0%		
Total Capital Expenditures		50	53	373	3	5%	322	87%			314	318	781	4	1%	467	60%		
Total Expense and Capital Before Depreciation		2,015	2,294	2,242	279	12%	227	10%			11,545	13,766	12,857	2,220	16%	1,312	10%		
561230	Depreciation	40	36	38	(4)	-10%	(2)	-4%			240	216	206	(24)	-11%	(34)	-16%		
570505	FA Gain/Loss	-	-	-		0%					-	-	-	-	0%	-	0%		
610000	City of Houston Direct Overhead	122	122	122	(0)	0%	-	0%			730	730	730	(0)	0%	-	0%		
Grant and Training Expense		-	49	-	49	100%	-				-	295	-	295	100%	-	0%		
Total Expense and Capital After Depreciation		2,177	2,501	2,402	325	13%	225	9%			12,516	15,007	13,794	2,491	17%	1,278	9%		
Net Ordinary Income less capital spending		(2,051)	(277)	(1,372)	(2,423)	875%	(680)	50%			9,160	(1,661)	6,518	10,821	-651%	2,642	41%		

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

(in '000's)

	Preliminary As of 12/31/17	As of 09/30/17	As of 06/30/17	As of 03/31/17
ASSETS				
Cash and Cash Equivalents				
Bank of Texas-Operating	\$ 10,665	\$ 14,769	\$ 2,240	\$ 5,369
Total Current Assets	<u>10,665</u>	<u>14,769</u>	<u>2,240</u>	<u>5,369</u>
Accounts Receivable				
Accounts Receivable	35	353	234	1
Total Accounts Receivable	<u>35</u>	<u>353</u>	<u>234</u>	<u>1</u>
Capital Assets Net of Depreciation				
Capital Assets	5,256	4,975	4,942	4,317
Accumulated Depreciation	<u>(1,356)</u>	<u>(1,236)</u>	<u>(1,116)</u>	<u>(1,095)</u>
Total Net Capital Assets	<u>3,900</u>	<u>3,740</u>	<u>3,826</u>	<u>3,222</u>
Other Assets				
Prepaid - HR	5	13	9	1
Prepaid - Insurance	81	98	119	41
Prepaid - Service Agreements	126	184	66	51
Prepaid - Other	<u>95</u>	<u>86</u>	<u>9</u>	<u>92</u>
Total Other Assets	<u>306</u>	<u>380</u>	<u>204</u>	<u>185</u>
TOTAL ASSETS	<u>\$ 14,906</u>	<u>\$ 19,242</u>	<u>\$ 6,504</u>	<u>\$ 8,777</u>
LIABILITIES				
Accounts Payables	\$ 86	\$ 445	\$ 630	\$ 151
Payroll Tax Liability	481	531	950	316
Other Liabilities, Including Fund 2213 Billing	290	282	350	561
Deferred - Others	<u>6</u>	<u>6</u>		
Total Liabilities	<u>864</u>	<u>1,264</u>	<u>1,930</u>	<u>1,028</u>
NET POSITION/FUND BALANCE				
Unrestricted/Unassigned	10,143	14,238	747	4,527
Temporarily Restricted - SAFE Funds				
Net Investment in Capital Assets	<u>3,900</u>	<u>3,740</u>	<u>3,826</u>	<u>3,222</u>
Total Net Position	<u>14,042</u>	<u>17,978</u>	<u>4,574</u>	<u>7,749</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 14,906</u>	<u>\$ 19,242</u>	<u>\$ 6,504</u>	<u>\$ 8,777</u>

Awarded

Awarding Agency: USDOJ-OJP-NIJ

Name of Project: NIJ FY 15 DNA Capacity Enhancement
and Backlog Reduction Program

Start and End Dates: 01/2016 to 12/2017

Contact: Sherry Cochran

Award Number: 2015-DN-BX-0072	Award Bal.	Invoiced Total	To Invoice Total
Amount of Award:	\$ 1,172,752.00		
Grant Inception to date:	\$ (1,116,821.48)	955,301.23	(161,520.25)
Grant Balance:	\$ 55,930.52		

Status: 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	Award Bal.	Invoiced Total	To Invoice Total
Amount of Award:	\$ 741,000		
Grant Inception to date:	\$ (264,008)	250,356.02	(13,652.37)
Grant Balance:	\$ 476,992		

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	Award Bal.	Invoiced Total	To Invoice Total
Amount of Award:	\$ 867,755		
Grant Inception to date:			-
Grant Balance:	\$ 867,755		

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	Award Bal.	Invoiced Total	To Invoice Total
Amount of Award:	114,000.00	-	114,000.00
HFSC Match:	38,000.00	-	38,000.00
Grant Inception to date:	-	-	-
Grant Balance:			

Status: Awarded

Awarding Agency: Texas Mutual (HFSC's insurance provider)

Name of Project: Safety Equipment - Ergonomic Chairs

Start and End Dates: **One Time Funding**

	Award Bal.	Invoiced Total	To Invoice Total
Amount of Award:	\$ 1,500		
Grant Inception to date:	\$ (1,500)	1,500.00	\$ -
Grant Balance:	\$ -		

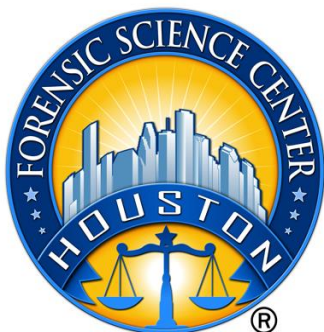
Status: Awarded

Awarding Agency: Texas Mutual (HFSC's insurance provider)

Name of Project: Hurricane Harvey Relief - Personnel Lost
workday

Start and End Dates: **One Time Funding**

	Award Bal.	Invoiced Total	To Invoice Total
Amount of Award:	\$ 10,000		
Grant Inception to date:	\$ (10,000)	10,000.00	\$ -
Grant Balance:	\$ -		



Houston Forensic Science Center

INTEROFFICE MEMO

To: Peter Stout, PhD, President and CEO

From: Lori Wilson, Quality Director

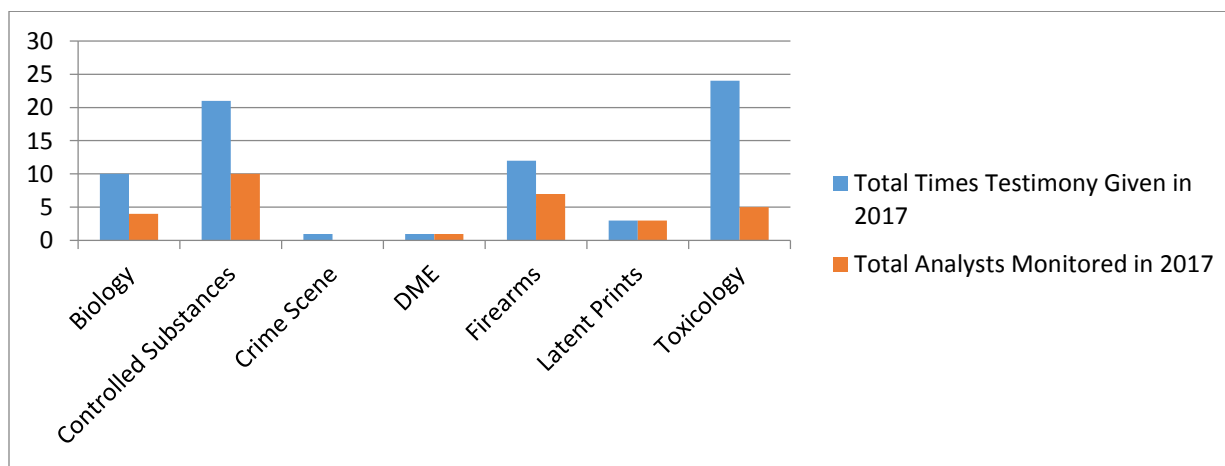
Cc: Amy Castillo, PhD, COO
Jerry Pena, Director, Crime Scene/Digital and Multimedia Division

Date: January 8, 2018

Re: Quality Division Update for December 2017

TESTIMONY MONITORING

A Toxicology analyst testified once during the month. Calendar year information is shown in the below graphic.



Two controlled substance analysts were not monitored during the year as required by policy. In addition to documenting this policy violation as a nonconformance, transcripts will be reviewed once received from the court reporters.

PROFICIENCY TESTS

Proficiency activity is shown below.

Test Identifier	Discipline	Number of Tests Assigned	Number of Participants	Date Assigned	Date Submitted to Provider	Issue?
2017-2005	Forensic Multimedia: Audio Analysis	3	3	8/1/2017	9/14/2017	yes*
17-5705	Forensic Biology	9	Varies	9/15/2017	11/03/2017	n/a
PARF-C 2017	Forensic Biology: Parentage	1	1	9/27/2017	11/14/2017	n/a
17-5671	Toxicology: Urine Drug Analysis	1	1	9/29/2017	10/26/2017	n/a
17-5191	Latent Print Processing	2	2	10/16/2017	11/21/2017	n/a
17-527	Firearms Examination	5	5	10/20/2017	12/13/2017	n/a

*Three 2017-2005 Audio Analysis tests were completed. Two of the three analysts reported results consistent with results expected by the test provider. The other analyst's results were not consistent and she was removed from casework and technical review duties while the nonconformance is being reviewed. The analyst will not be reauthorized to conduct audio casework or reviews until a remedial training program and competency exam are completed successfully. The Quality corrective action report (2017-096) will remain open until these actions are completed.

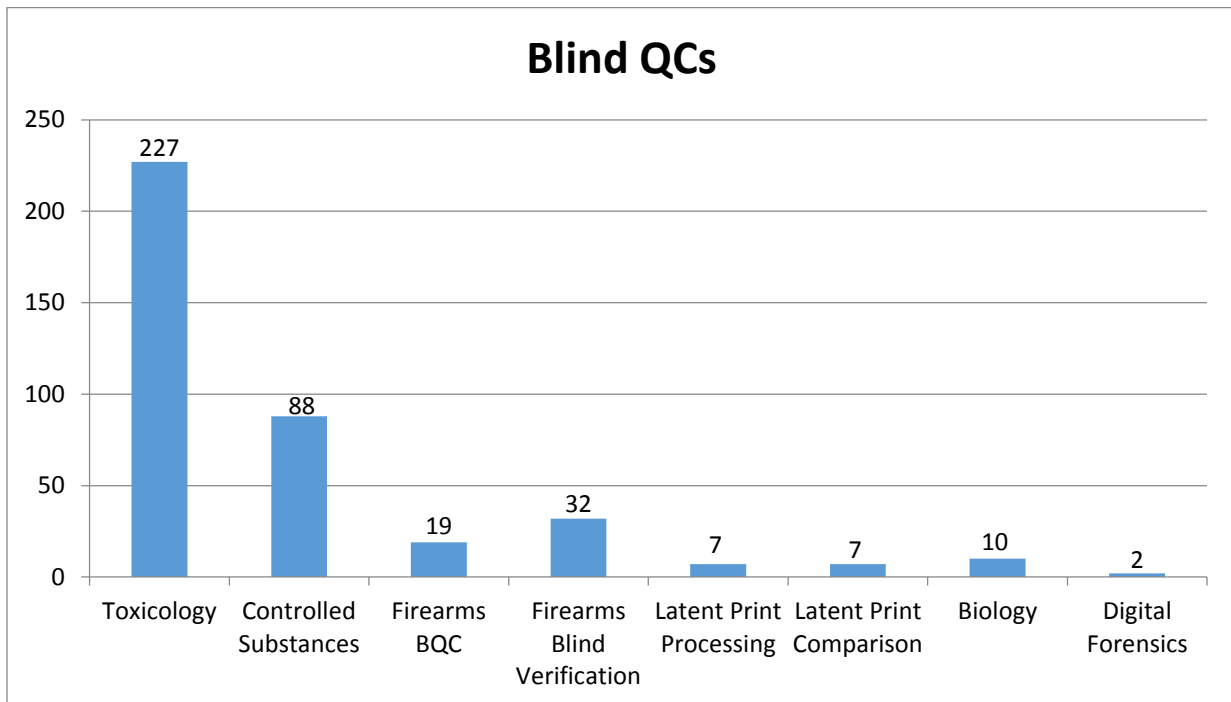
2017 BLIND QUALITY CONTROL PROGRAM

December activity is shown below.

Discipline	Number of Cases Assigned	Number of Cases Completed	Results
Toxicology	12	12	Satisfactory*
Controlled Substances	15	9	Satisfactory
Firearms – Blind Quality Control	1	0	n/a
Firearms – Blind Verification	1	1	Satisfactory
Latent Print Processing	1	1	Satisfactory
Latent Print Comparison	5	0	n/a
Biology	2	0	n/a

Digital Forensics	1	1	Satisfactory
-------------------	---	---	--------------

*Due to an administrative error made by the Quality Division, two Toxicology samples were switched. Although the technical results were correct, the results were reported under incorrect incident numbers. In an effort to prevent future errors, staff members are writing a BQC SOP. The due date for the first draft of the SOP is January 26.



This graph represents the number of BQC cases created since the beginning of the program (September 2015) through the end of December 2017.

BQC information will be presented verbally during the January 2018 Board meeting. Please see **Attachment 1** for BQC details.

INCIDENTS/CORRECTIVE/PREVENTIVE ACTIONS

Information regarding specific incidents and corrective actions reported during the month is included as **Attachment 2**.

COMPLAINTS

No complaints were received during the month.

DISCLOSURES

Quality corrective action report 2017-088 involves a scene video that was not captured by the Forensic Multimedia Unit as requested by the investigating agency. The FMU analyst extracted video from June 27 but should have extracted the video recorded on June 24. When this nonconformance was

discovered in November, the video had been overwritten and was no longer retrievable. Although the evidence is no longer needed for investigative purposes since charges will not be filed on this case, HFSC will self-disclose this nonconformance to the Forensic Science Commission before its next scheduled meeting in February 2018.

AUDITS and INSPECTIONS

Since July 2017, the Quality Associate has conducted monthly Quality File Reviews. These reviews are for administrative accuracy only and have included 50 case records from the Toxicology, Firearms, Controlled Substances, Latent Prints and Digital Forensic laboratories. In December, the associate reviewed thirteen case records from the Forensic Multimedia Unit. The case records included those with reports completed since September 1, 2017. Although no nonconformance was noted, four of the records had more than one version of case and/or scene notes uploaded to LIMS. This is indicative of changes made during the technical review process. Another record included two chain of custody LIMS change request forms. These forms are required by the HFSC IT Division before changes can be made to electronic chains of custody. The forms indicate an error was made in the chain of custody or some other change was needed to ensure an accurate and complete chain of custody.

BQC case records are also subject to review by the Quality Division. The goal of the BQC record review is to provide metrics regarding laboratory performance including chain-of-custody issues. The Quality Division intends to conduct record reviews for each section starting with Toxicology. The section completed 97 BQC cases in 2017 and 21 have been reviewed. To date, no nonconformances have been observed.

Please let me know if you have any questions or need additional information.

Attachment 1



Blind Quality Testing Project Update –December 2017

Quality Division Goals

Discipline	Target Cases Assigned
Controlled Substances	8/month
Toxicology	8/month
Biology	2/month
Firearms – Blind Verification	1/month
Firearms – Blind Quality Control	1/month
Latent Print Processing	1/month
Latent Print Comparison	1/month
Digital Forensics	1/month

Challenges

- Increase blind submissions to 5% of casework completed.
- New Quality Division submission goals beginning January 2018.
- Justice Trax LIMS implementation impacts BQC process

Forensic Discipline

Cases Assigned

Controlled Substances	15
Toxicology	12
Biology	2
Firearms: Blind Verification	1
Firearms: Blind Quality Test	1
Latent Print Processing	1
Latent Print Comparison	5
Digital Forensics	1

On Target

Near Target

Target Not Met

December 2017 Results

Forensic Discipline	Cases Completed
Controlled Substances	9
Toxicology – BAC	12
Biology	0
Firearms – Blind Verification	1
Firearms – Blind Quality Control	0
Latent Print Processing	0
Latent Print Comparison	0
Digital Forensics	1

Mitigation

- Work with HPD Central Evidence Receiving (Narcotics Evidence Receiving) to obtain seized drugs for controlled substances cases.
- Collaborate with HPD divisions to increase blind requests and variety of requests.

Achievements

- Collaboration granted with HPD Property Division to obtain controlled substances in the BQC program.
- All monthly quality division submission goals achieved for all sections
- Submitted an end of year “finale” case that included five request types.

Attachment 2

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, January 08, 2018

9:05:39 AM

Page 1 of 2

Quality Notified	Summary of Notification	Comments
Audio Video		
2017-096 CAR	12/20/2017	The proficiency test provider notified the Quality Division that results submitted for this test did not meet the expected results. Specifically, the analyst was asked to clarify an audio recording. In the opinion of the test provider, the analyst's work product was not intelligible.
Biology		
2017-093 CAR	12/20/2017	The DNA staff database mistakenly listed the same DNA profile for two separate individuals. DNA staff verified whose profile it was and removed the other individual from the database. A DNA sample has been requested from the other person, a former HFSC staff member.
2017-094 IR	12/21/2017	In June 2016, the DNA SOP required reagent blank activity that is resolved by re-amplification to be tracked with a Quality Division Incident Report. However, when the Acting Technical Leader received a draft Incident Report from the report writer, he did not forward it to the Quality Division.
2017-097 IR	12/21/2017	Envelopes containing biological swabs were packaged by a Biology analyst in the wrong parent item packages after analysis. The package labeled item 12 actually contained swabs labeled item 23 and the package labeled item 23 contained swabs labeled item 12. This error was noted by the Latent Print laboratory when the evidence was forwarded to them for processing.
2017-PAR3 PAR	12/15/2017	Biology staff received two lots of DNA kits but QC checked only one because they believed only one lot number was received. This error was noted before the items were used on casework.

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

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, January 08, 2018

9:05:59 AM

Page 2 of 2

Quality Notified		Summary of Notification	Comments
Client Services/Case Management			
2017-095	12/13/2017	Evidence was transferred from CS/CM to Narcotics Evidence Receiving (NER, formerly named CER) but the LIMS chain of custody did not reflect this transfer. The EMS custody was correct.	
IR			

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.