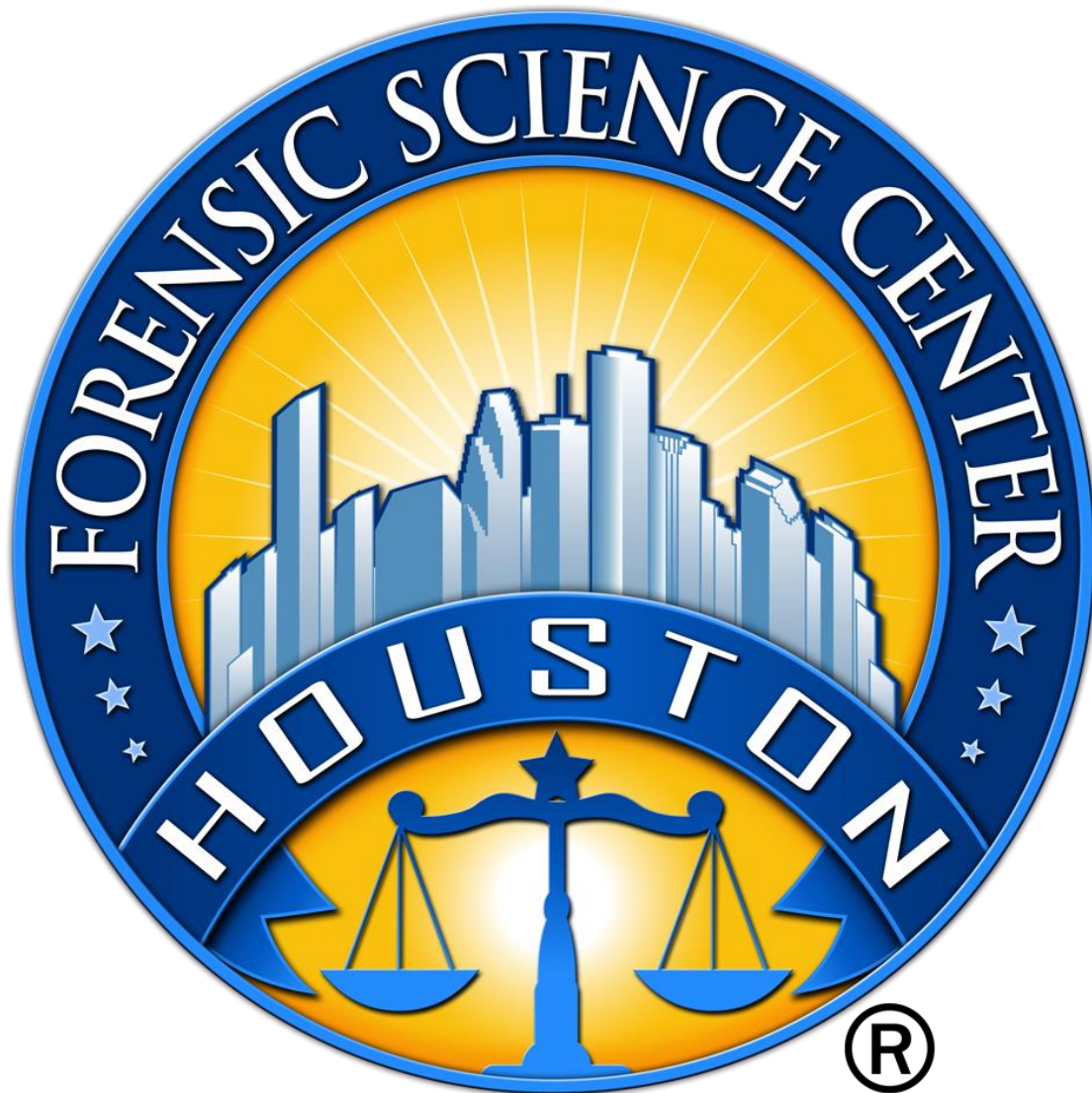


Houston Forensic Science Center, Inc.

Board of Directors Meeting

February 9, 2018



HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

February 9, 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. Discussion of board changes, including introduction of Mr. Philip Hilder as new board member.
4. Reading of draft minutes of January 12, 2018 Board meeting. Consideration of proposed corrections, if any. Approval of minutes.
5. Public Comment.
6. Report from Board Chair including a monthly update of activities and other announcements.
7. Report from President and CEO including technical updates, outreach efforts, staffing changes and other corporate business items.
8. Director of Information Strategy status update on progress in the rollout of a new Laboratory Information Management System (LIMS).
9. Monthly operations report from Vice President and COO, including a review of turnaround times and backlogs.
10. Treasurer's report regarding company financials and other fiscal updates.
11. Discussion of proposed FY' 19 budget and possible related action.
12. Report from Ms. Lori Wilson regarding quality assurance.
13. Executive session in accordance with Sections 551.071, consultations with attorney, 551.072, deliberation regarding real property and 551.074, personnel matters, of the Texas Government Code and possible related action.
14. 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 6th day of February, 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 6th day of February 2018.

Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

January 12, 2018

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (the "Corporation") hereby certifies the following are true and correct minutes of the January 12, 2018 meeting of the Board of Directors (the "Board") of the Corporation.

- A. In a manner permitted by the Corporation's Bylaws, the meeting was called by providing all directors with notice of the date, time, place and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code, made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on January 9, 2018, 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 9:01 a.m. on Friday, January 12, 2018 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, Anthony Graves, Francisco G. Medina, Janet Blancett, Dr. Stacey A. Mitchell, Chief Mary Lentschke.

The following directors were absent: David M. Feldman, Dr. Robert "Bob" H. McPherson, Sandra Guerra Thompson and Tom P. Allen (ex-officio).

Chairwoman Cásarez declared a quorum was present.

- E. Ms. Thompson joined the meeting at approximately 9:05 a.m.
- F. Chairwoman Cásarez noted a draft of the minutes of the Corporation's meeting on December 8, 2017 had been distributed to the Board. Dr. Mitchell 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. The meeting continued.

- H. Chairwoman Cásarez provided a chair's report. She thanked Technical Advisory Group (TAG) member, Dr. Darrell Davis, for joining the meeting remotely. Ms. Cásarez reported that Mr. Feldman had resigned from the Board, effective upon the confirmation by City Council of his replacement. Ms. Cásarez thanked Chief Lentschke for agreeing to replace Mr. Feldman on the budget working group. Ms. Cásarez reminded board members a quorum will be needed at the February 9 meeting to review and vote on a preliminary budget. Chairwoman Cásarez reported there is no new information to share regarding ongoing negotiations with the University of Houston for a new facility. The Chairwoman noted various activities by Board members, and said Board member Mr. Anthony Graves would have a book signing for his newly released book later in the month. She also recommended an article in Rolling Stone magazine that emphasized how HFSC has become a model, in part because of its blind testing program.
- I. Dr. Amy Castillo, vice president and COO, provided the operation's report and an update on the new Laboratory Information Management System (LIMS). Dr. Castillo reviewed the lab's overall turnaround time (TAT) and requests received for the month. She presented each technical section's scorecard showcasing overall TAT, progress and impacts from the ongoing transition to LIMS and staffing updates. She highlighted recent community outreach efforts, as well as recent certifications and staffing updates. She noted HFSC has had more success attracting qualified job applicants. Dr. Castillo noted three sections had transitioned to the new LIMS, and that HFSC will now focus its efforts on moving to its own independent computer network in order to meet a March deadline outlined in the Interlocal Agreement (ILA) with the City.
- J. Ms. Aimee Grimaldi, quality specialist, provided an update on HFSC's blind quality control (BQC) program. She reviewed the BQC program's purpose, growth, and goals for 2018 as well as the benefits and challenges associated with the program. Ms. Grimaldi noted that 400 BQC cases went through six technical sections with satisfactory results in 2017. She thanked Dr. Stout, the District Attorney's Office, Harris County AFIS (Automated Fingerprint Identification System) and the Houston Police Department for their collaboration.
- K. Mr. David Leach, treasurer and CFO, requested board approval to reallocate funds in the FY18 budget. Dr. Mitchell made a motion to approve. Mr. Graves seconded the motion. With no objections, the motion was approved.
- L. Mr. Leach presented a treasurer's report. He stated HFSC was awaiting two additional payments from Fund 2213, and that the budget is on its proper track for the year.
- M. Ms. Lori Wilson, quality director, gave an update for December 2017. Ms. Wilson reviewed transcript reviews, proficiency and blind testing, incidents and corrective actions and testimony monitoring. She reviewed a disclosure made from the audio/video section to the Texas Forensic Science Commission (TFSC), which will be on the TFSC's February 2 meeting agenda. Ms. Wilson reminded the Board that HFSC is to be reaccredited this year, and noted that the Client Services/Case Management Division is also seeking accreditation.
- N. Pursuant to Section 551.071, consultations with attorney, of the Texas Government Code, the Board went into executive session at approximately 10:18 a.m. HFSC's general counsel, Ms. Renee Byas, Dr. Castillo and Ms. Benton, Board secretary, were present in the executive

session.

- O. The executive session concluded at approximately 10:39 a.m. The meeting reconvened in open session.
- P. Mr. Medina made a motion to allow Chairwoman Cásarez to enter into an interlocal agreement with the City of Houston for legal representation for the Beckwith lawsuit. Ms. Blancett seconded the motion. With no objection, the motion was approved.
- Q. The meeting ADJOURNED at 10:41 a.m.

By: _____

Jordan Benton Secretary

President's Report

February 9, 2018



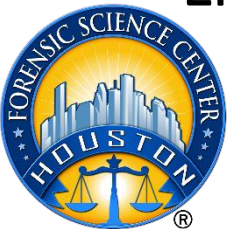
Texas Forensic Science Commission: Disclosures Update

Biology complaint

- Complaint from member of public about contamination
- LOTS of data provided for review
- TFSC staff and commission member to visit HFSC to finish review and discuss
- Likely finalized at next meeting

CSU self-disclosure

- Errors in crime scene collections
- Brief discussion acknowledging HFSC has adequately addressed the issues
- No further action



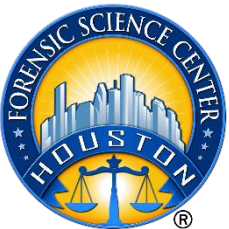
Texas Forensic Science Commission: Disclosures Update

A/V self-disclosure

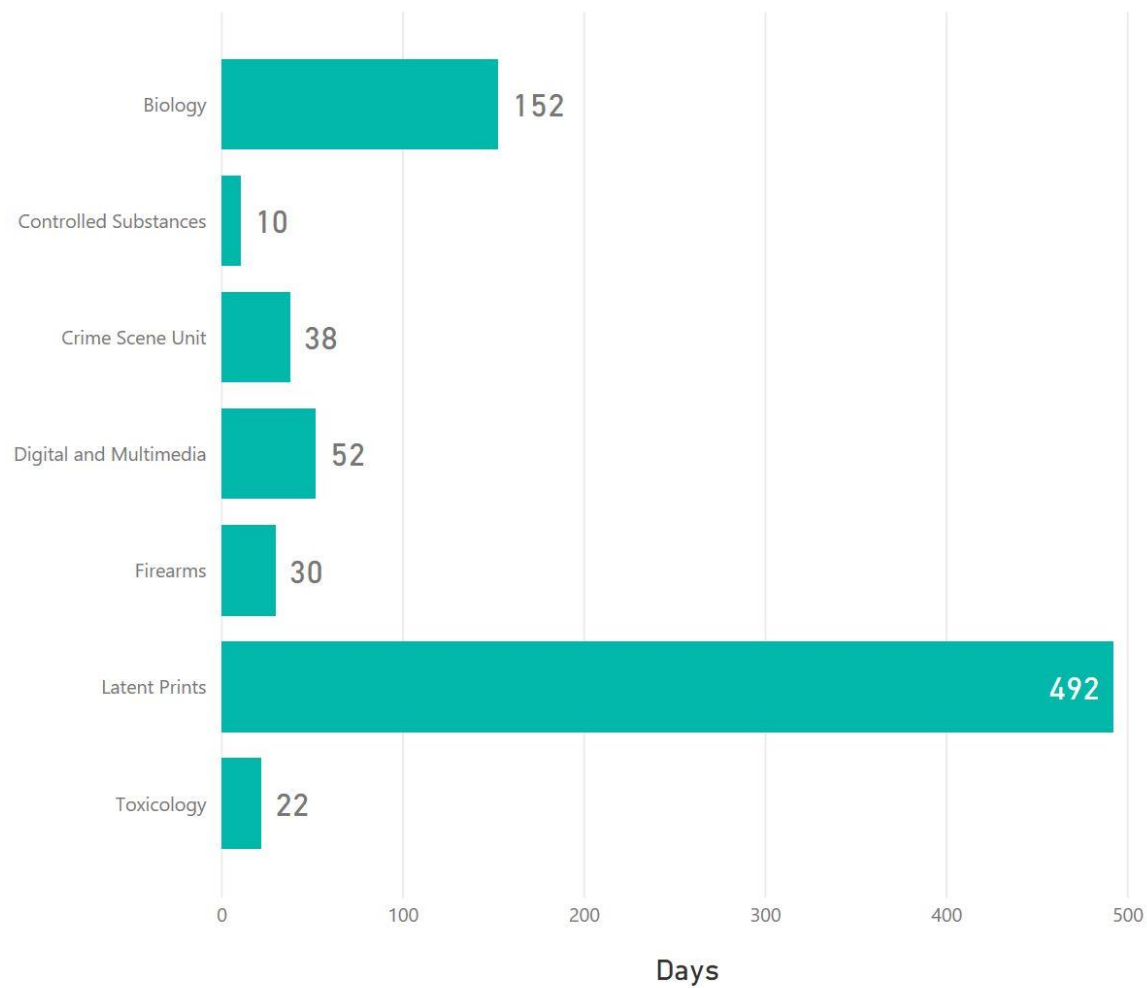
- Incorrect video segment extracted
- Made equipment and policy changes
- No further action

A/V analyst

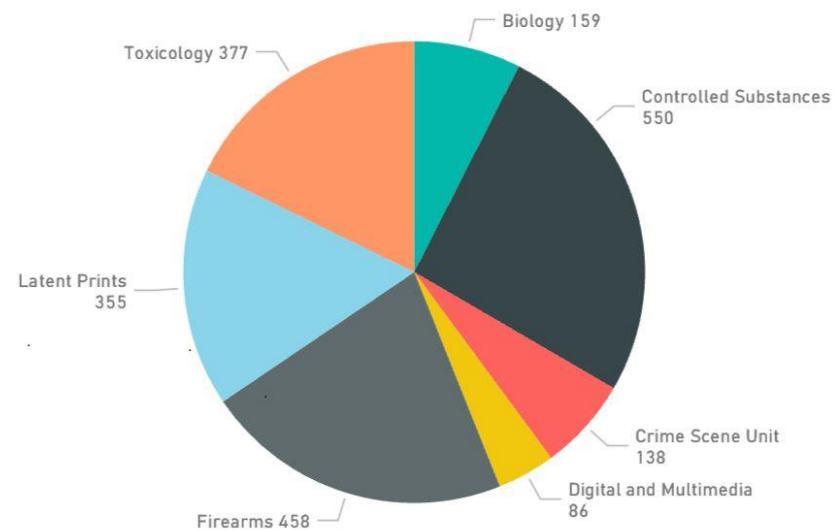
- Destruction of original field notes
- Notes were recreated and dated back to the scene date
- Will be a disclosure to TFSC as potential professional misconduct



Average Turnaround Time for January 2018



Requests Completed by Section



Turnaround Time - Days

111

Completed Requests

2123

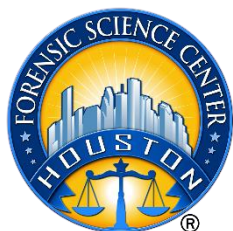
Month Completed

☒ 01-January
☐ 02-February

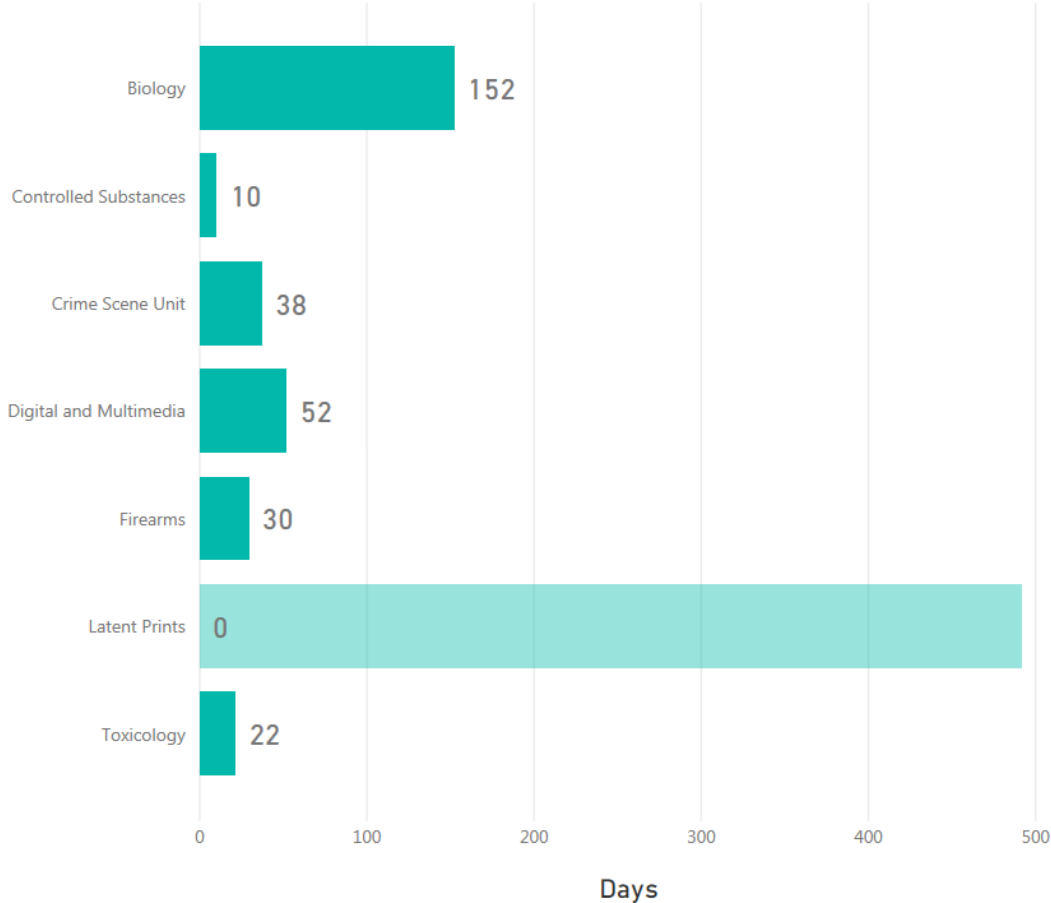
Year Completed

☐ 2015
☐ 2016
☐ 2017
☒ 2018

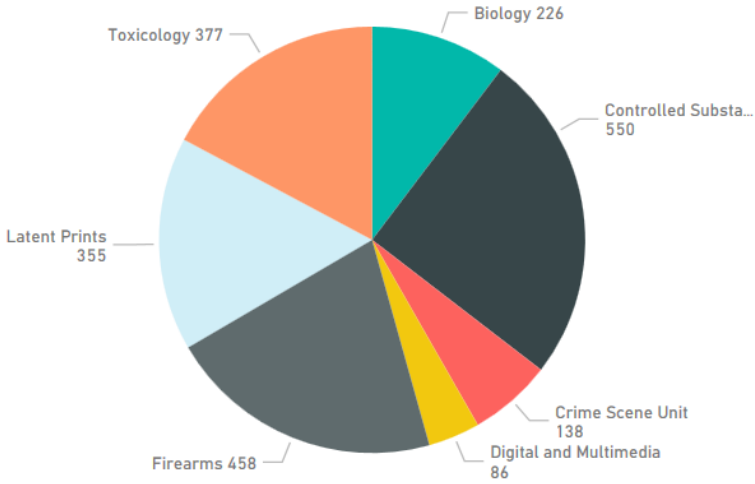
This data is current as of 2/7/2018.



Average Turnaround Time for January 2018



Requests Completed by Section



Turnaround Time - Days

35

Completed Requests

1768

Month Completed

01-January

02-February

Year Completed

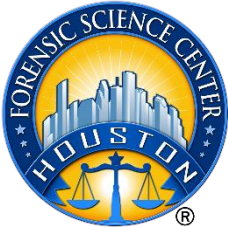
2015

2016

2017

2018

This data is current as of 2/7/2018.



From the start of HFSC

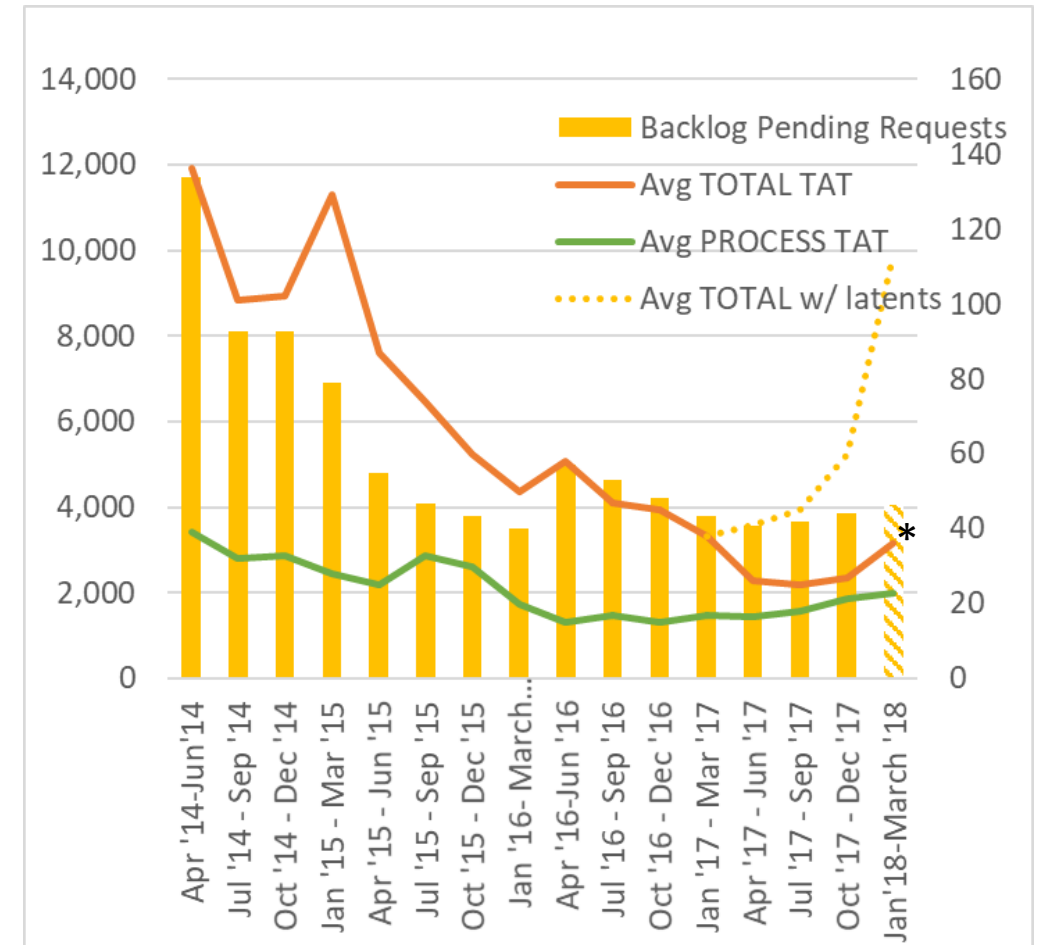
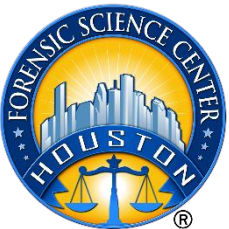
↓ 74%* in Avg TOTAL turnaround (TAT) time

↓ 65% in backlogged requests

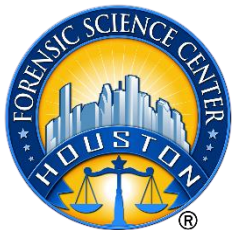
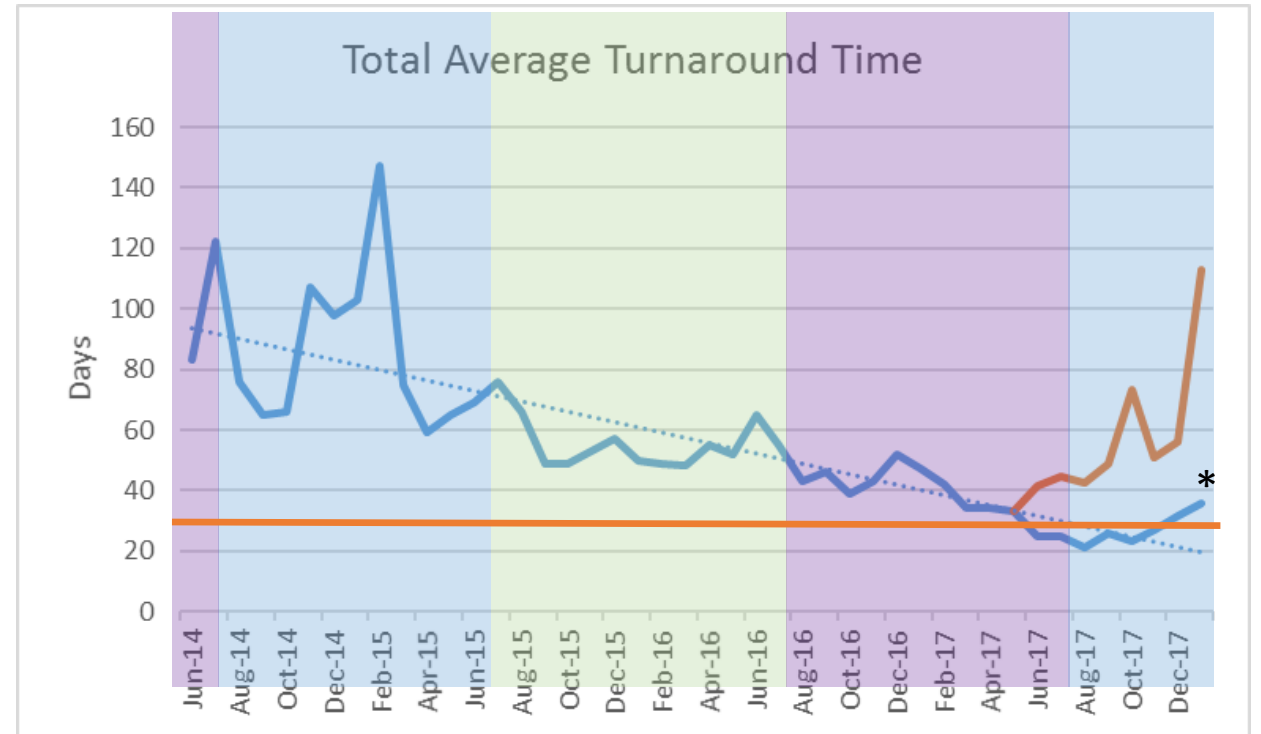
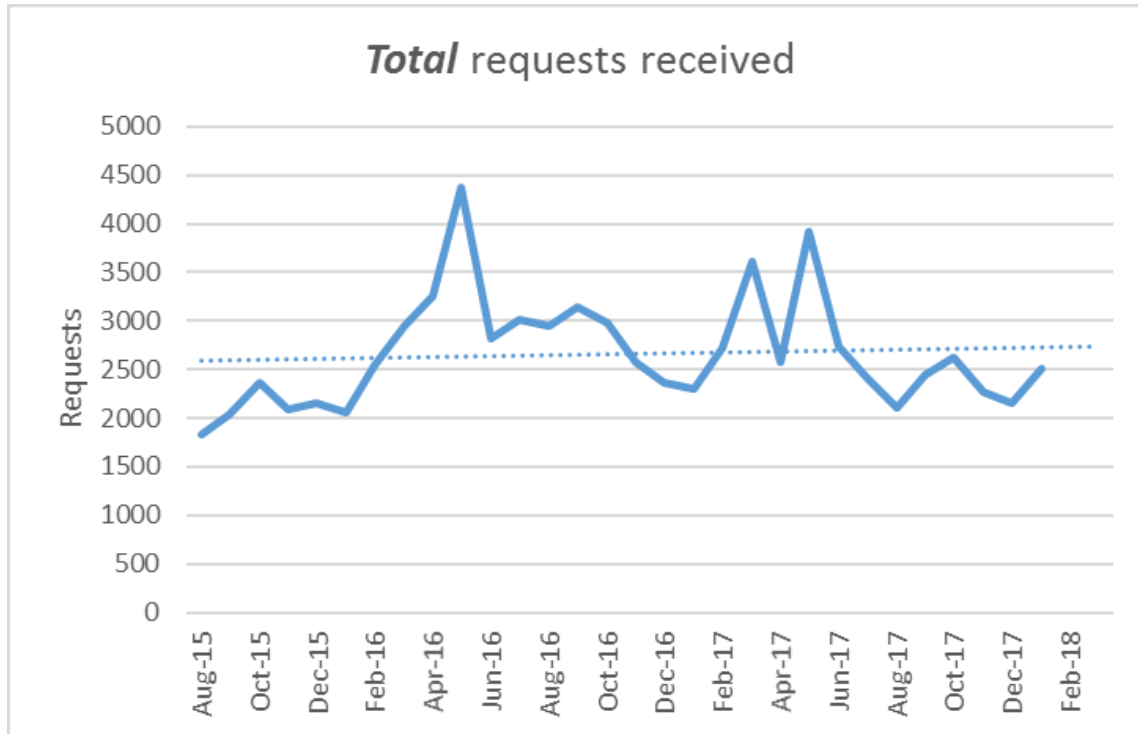
↓ 41% in Avg PROCESS TAT

↓ 87%* in WAIT gap

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



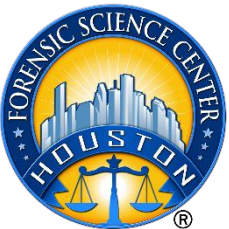
Requests received



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

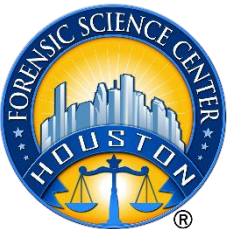
Outreach

- Tour with students from Lone Star Community College
- Presentation to MENSA
- TFSC presentation on blind quality controls and Rapid DNA
- Tour with defense attorneys



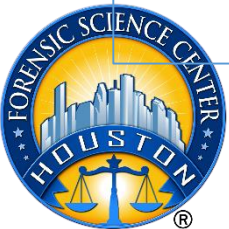
Certifications

- Natalie Azzarello – Certified Crime Scene Analyst (IAI)



Staffing – February 6, 2018

- | | |
|--|--|
| <ul style="list-style-type: none">• 194 staff members<ul style="list-style-type: none">• 15 COH civilians• 8 COH classified• 171 HFSC• 13 open positions; 5 offers accepted• Internal promotion/transfers effective 2/10/18<ul style="list-style-type: none">• 1 deputy director – CSU/digital & multimedia evidence• 3 forensic analysts – FBIO• 1 supervisor latent prints | <ul style="list-style-type: none">• 8 active vacancies<ul style="list-style-type: none">• 1 assistant technical lead – FBIO• 2 crime scene investigators• 2 forensic analysts - FBIO• 1 forensic analyst – toxicology• 1 logistics specialist• 1 quality specialist*****• 5 vacancies pending<ul style="list-style-type: none">• 1 forensic analyst – multimedia• 2 supervisors – CSU• 1 systems support specialist• 1 triage (exact title TBD) - FBIO |
|--|--|



Major Initiatives – Laboratory Information Management System (LIMS)

Go Live:

- Temporarily paused bringing new disciplines online
- Moving legacy LIMS to Azure on HFSC network for some disciplines.

Updates:

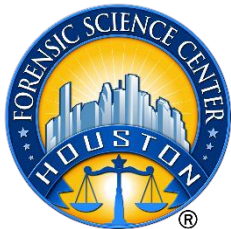
- **LIMS portal:**
 - Working with vendor and HPD IT on authentication and EMS interface
 - Designing user interface
 - Working on interim solution

Current tasks:

- Preparing for full transition to HFSC network
- Working with vendor to develop analytical reports and worksheets for remaining disciplines
- Supporting disciplines live in 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



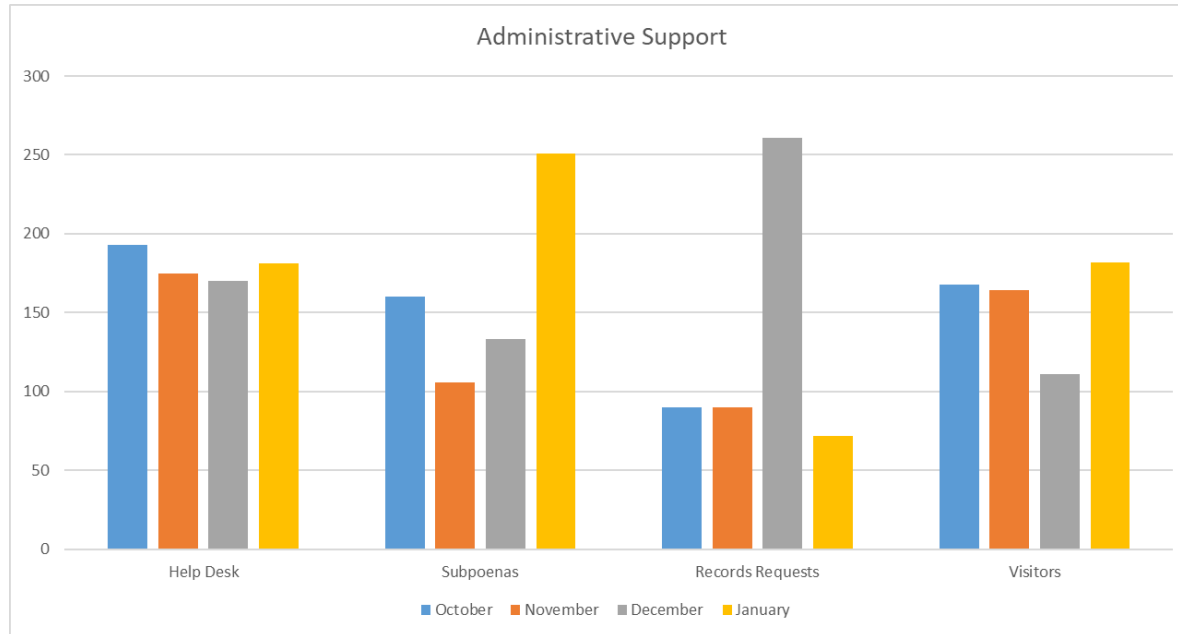
Operations Report

February 9, 2018

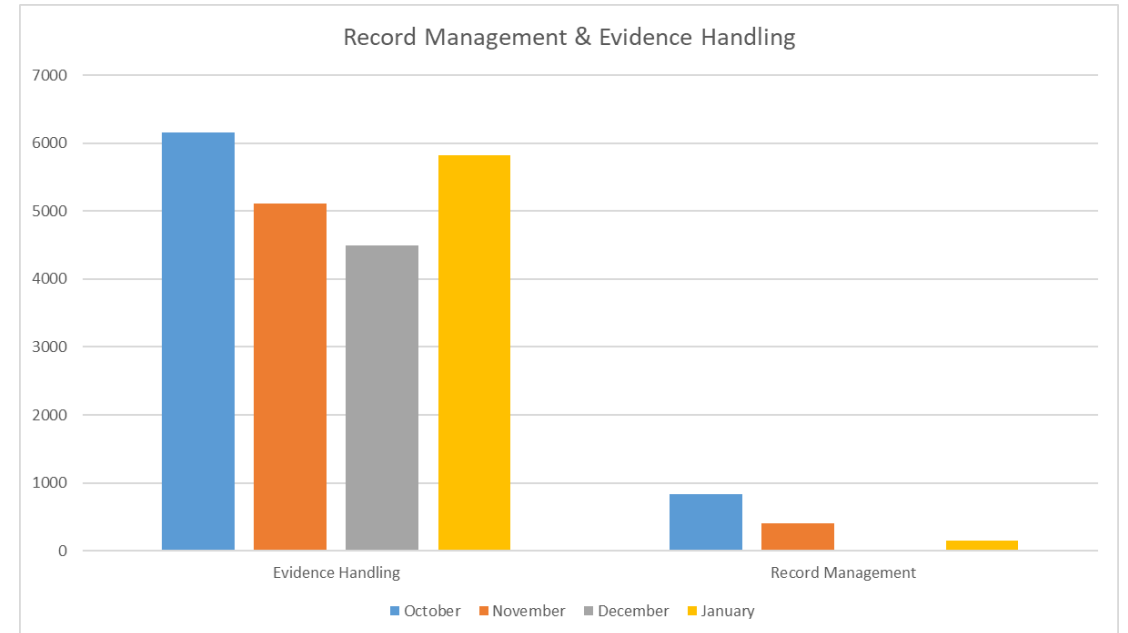


CS/CM -- December

Administrative Support

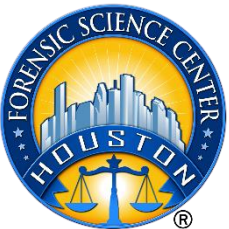


Record Management & Evidence Handling



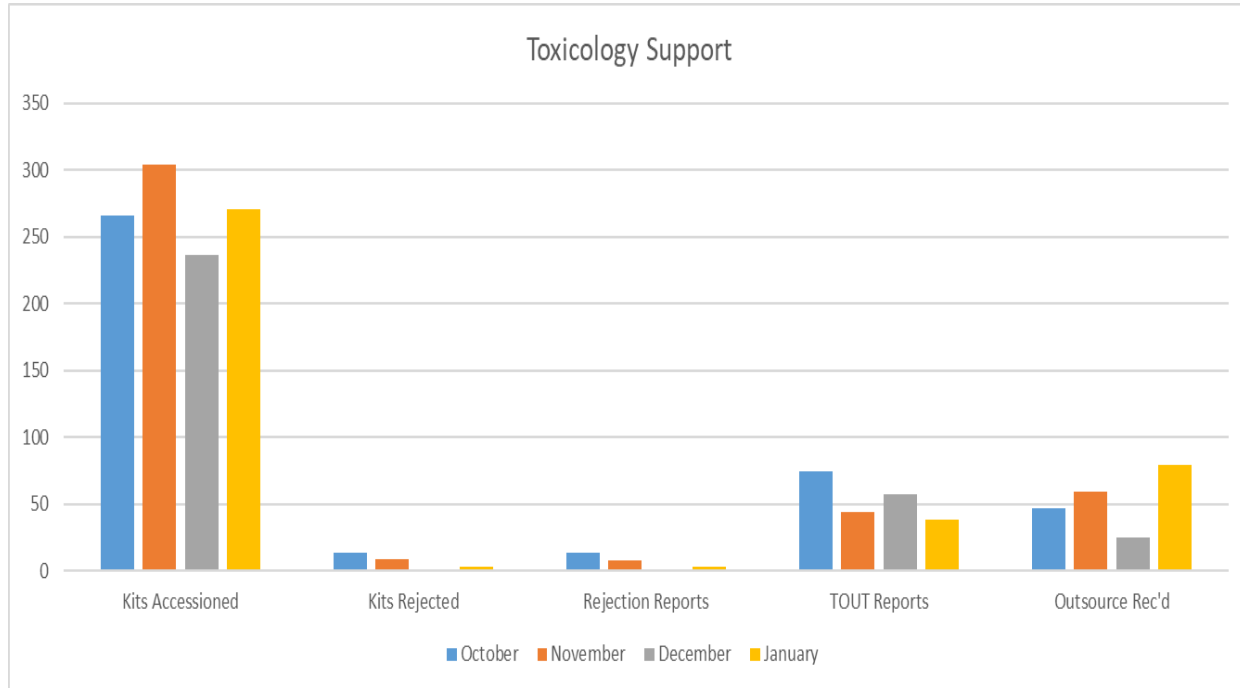
Accreditation

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

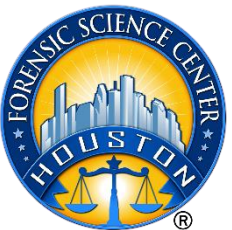
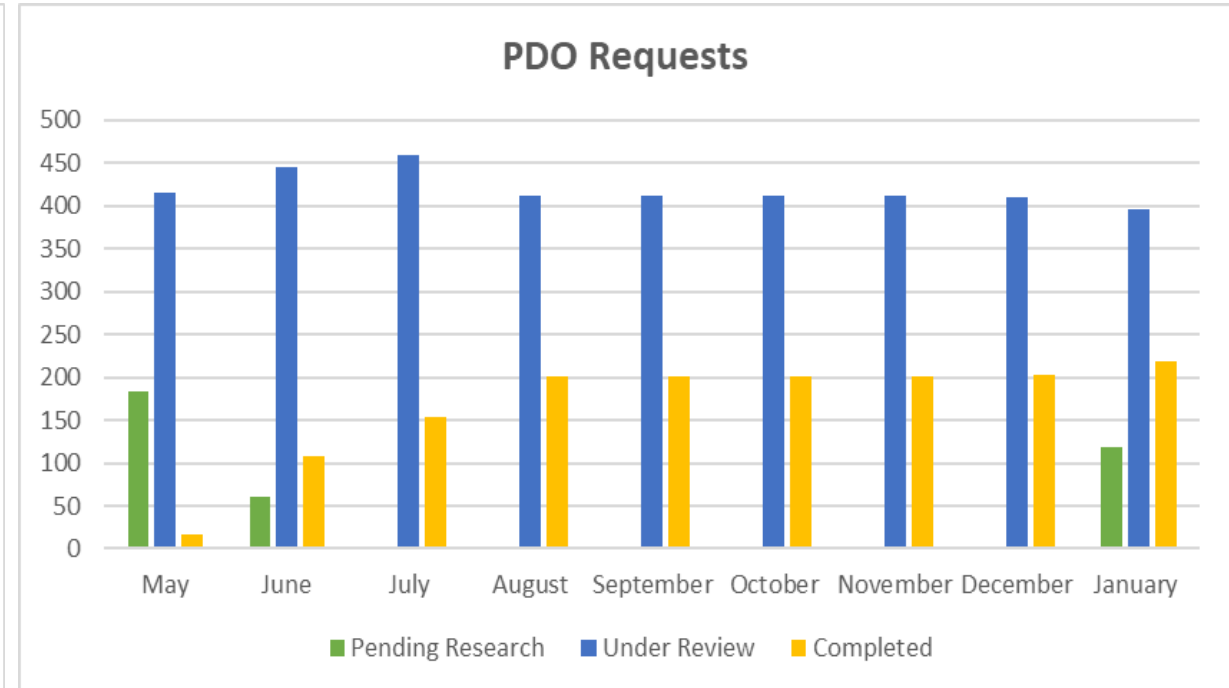


CS/CM -- December

Toxicology Support



Biology Support



Seized Drugs

Total TAT
↓ 11

EOM >30 day
3

Critical issues
3

CS: 11-day avg,
3 pending request >30 day

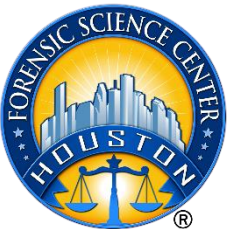
Target: <14 days

Critical issues

- Potential impacts of additional expedited case needs
- 2-day ice closure (22 requests able to be completed vs 242 week prior/171 week after)
- 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
↑ 32

EOM >30 day
↑ 324

Critical issues
3

Exams: 29-day avg,
2 pending requests >30 day

IBIS: 36-day avg,
322 pending requests >30 day

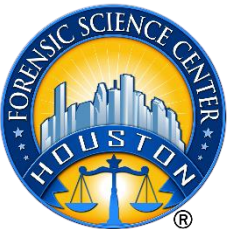
Target: <25 days

Critical issues

- Backlog in NIBIN requests for guns
- Transition to new LIMS and network (3-day planned LIMS outage)
- 2-day ice closure

Projections for next 90 days

- 48-hour NIBIN results for casings continue
- NIBIN staffed to reduce gun backlog (fully staffed 2/18, overtime)
- Continued TAT sub 25 days
- Transition to HFSC network
- Transition to Justice Trax LIMS



Digital and Multimedia



A/V: 113-day avg,
87 pending requests >30 day

AVCO: 4-day avg,
0 pending requests >30 day

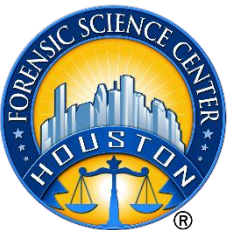
Digital: 9-day avg,
2 pending request >30 day

Critical issues

- A/V focus on backlog during JusticeTrax transition
- Increasing callout support
- Transition to new LIMS and network (3-day planned LIMS outage)
- 2-day ice closure

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
- A/V to transition to Justice Trax LIMS



Toxicology



Alcohol: 21-day avg,
1 pending requests >30 day
Tox: 31-day avg
19 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; two in training
- Transition to new LIMS and network (3-day planned LIMS outage)
- 2-day ice closure

Projections for next 90 days

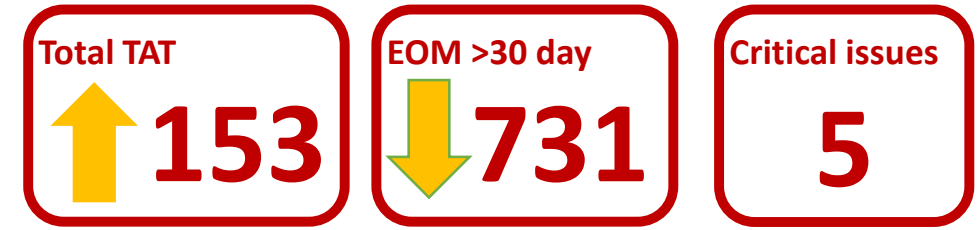
- Training of two new alcohol analysts completed (one in February, one in May)
- Transition to HFSC network
- Transition to Justice Trax LIMS
- DWI alcohol sub 21 days (target threshold)
- Drug methods online in March
- Validation of new robotics



Forensic Biology

SA Kit: 73-day avg
SA "other" 98-day avg,
112 pending SAK requests >30 day
of those: ~44 >60 day
Non-SAK DNA: 294-day avg
556 total requests >30 days

** All sexual assault requests are in process



Critical issues

- Target: minimum 12 DNA report writers, currently 6
- Training "boot camp" (5 began in December, 10 in April)
- Transition to new LIMS and network (3-day planned LIMS outage)
- Develop, hire assistant technical lead position
- 2-day ice closure

Projections for next 90 days

- 5 Additional DNA report writers
- Assistant technical lead hired
- Transition to HFSC network
- Transition to Justice Trax LIMS
- Additional process improvement projects
- No SAKs over 60 days



CODIS



Profiles Entered: 93

Hits: Local: 8
 State: 63
 National: 14

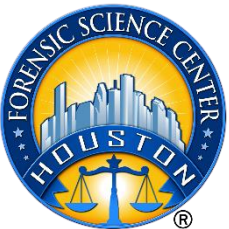
CODIS Hit Report: 21-day avg,
11 pending requests >30 day

Critical issues

- Source ID and partial mixture projects
- Transition to new LIMS and network (3-day planned LIMS outage)
- Transition to new CODIS staff structure
- 2-day ice closure

Projections for next 90 days

- Continued TAT for CODIS hit reports <30 days
- Source ID project completed



Latents

Total TAT
↑ 494

EOM >30 day
↓ 2,749

Critical issues
3

Comparisons: 574-day avg TAT from request,
2,659 pending requests >30 day

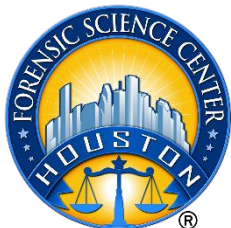
Processing: 84-day avg TAT from request,
90 pending requests >30 day

Critical issues

- TAT increases as work through aging backlog
- Transition to new LIMS: Went live December 18, moving to HFSC network
- 2-day ice closure

Projections for next 90 days

- Anticipate entire backlog to be cleared by the end of 2018
- Complete transition to HFSC network
- As of 2/2/18 no backlog of cases in violent crime
- New examiner anticipated to be working independently by March, one staff member being fully trained to become examiner
- DPS training completed; seven examiners trained and allowed full access to state and national databases



CSU



CSU Callouts: 60, 4 Officer-Involved Shooting

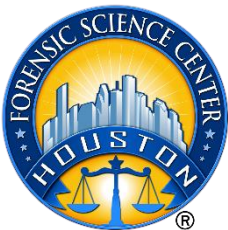
Cars processed at VEB: 45

Critical issues

- New CSIs sign off for independent casework in progress
- Transition to new LIMS and network (3-day planned LIMS outage)

Projections for next 90 days

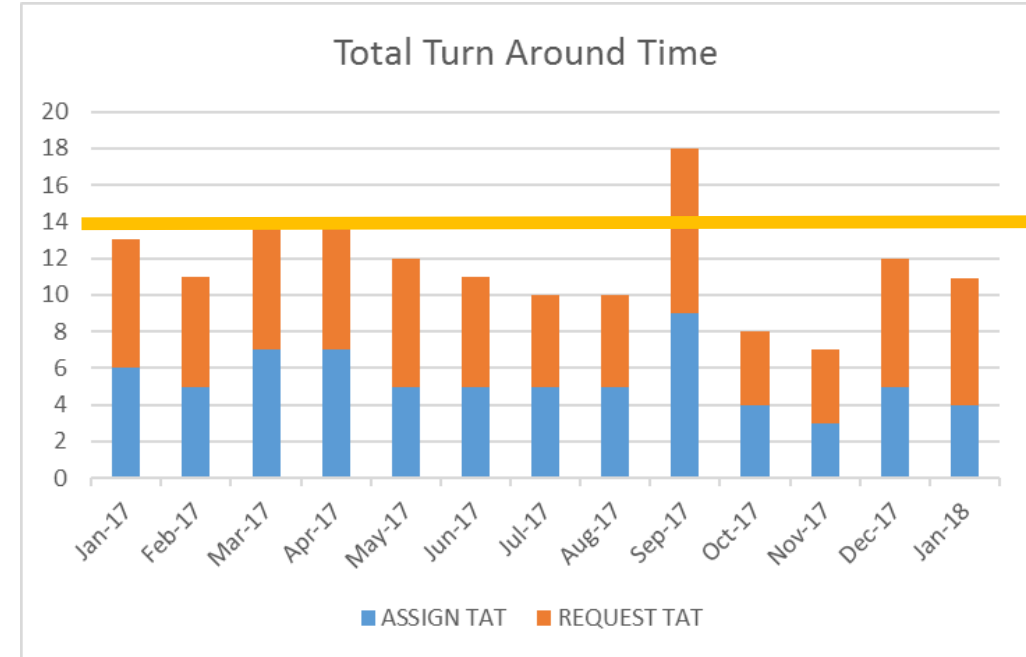
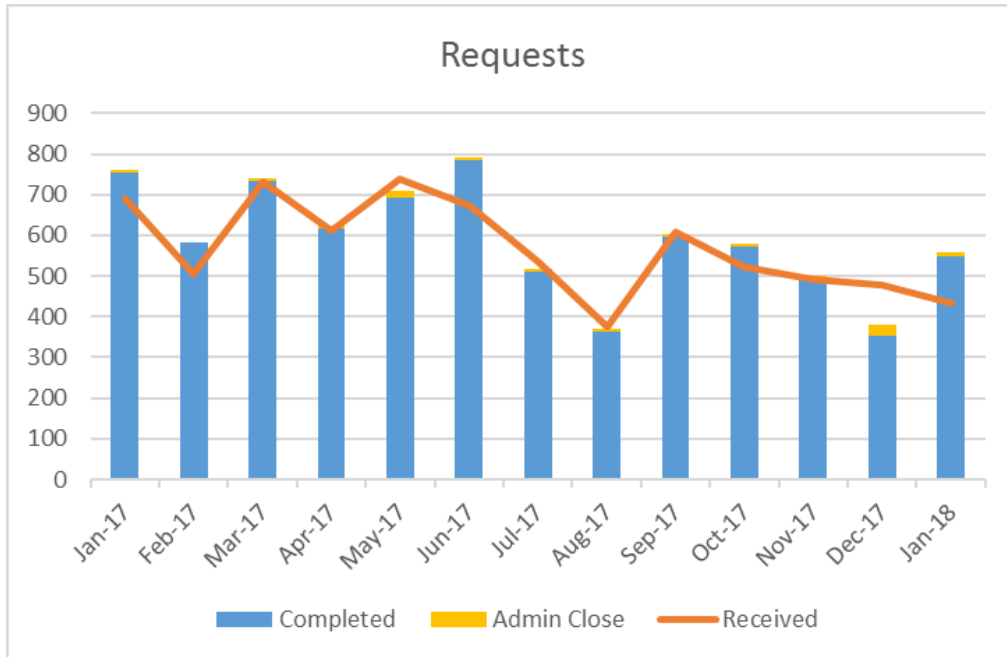
- Transition to HFSC network
- Fully civilian: all classified officers have transitioned back to HPD
- Continue training and accreditation efforts



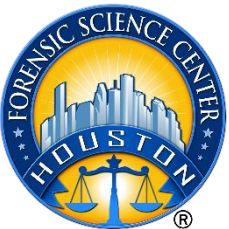
Detail data



Seized Drugs

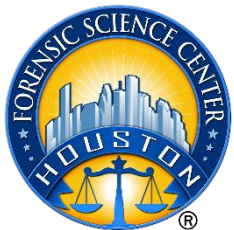
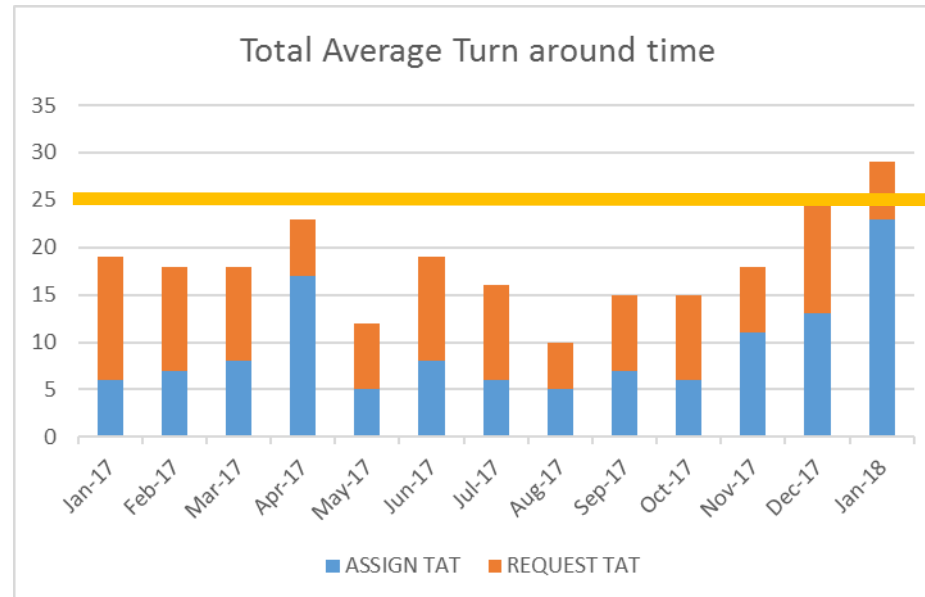
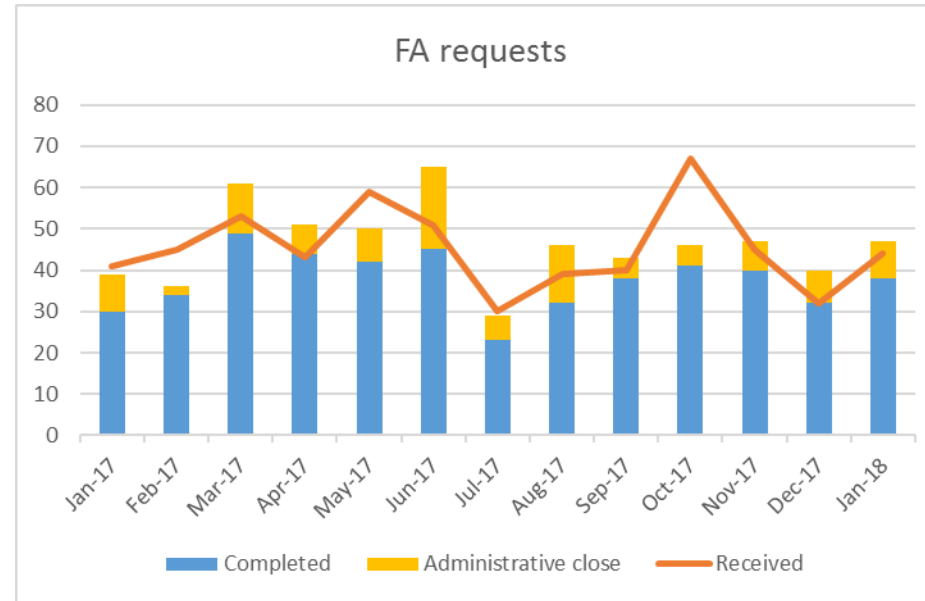
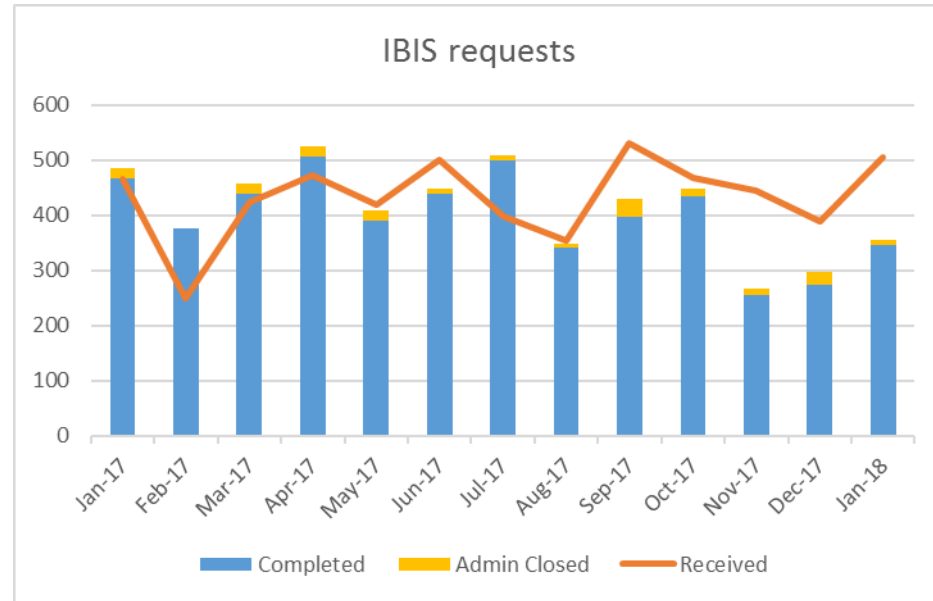


CS Live in Justice Trax on 12/11/17, metrics combined/manually tracked from Jtrax and Porter Lee for December



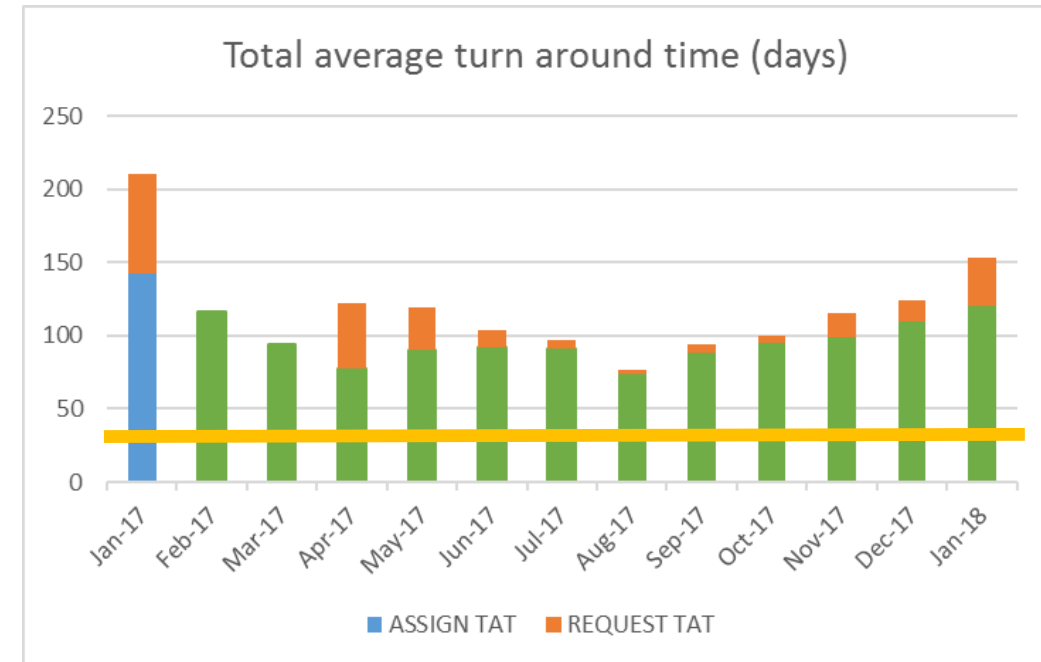
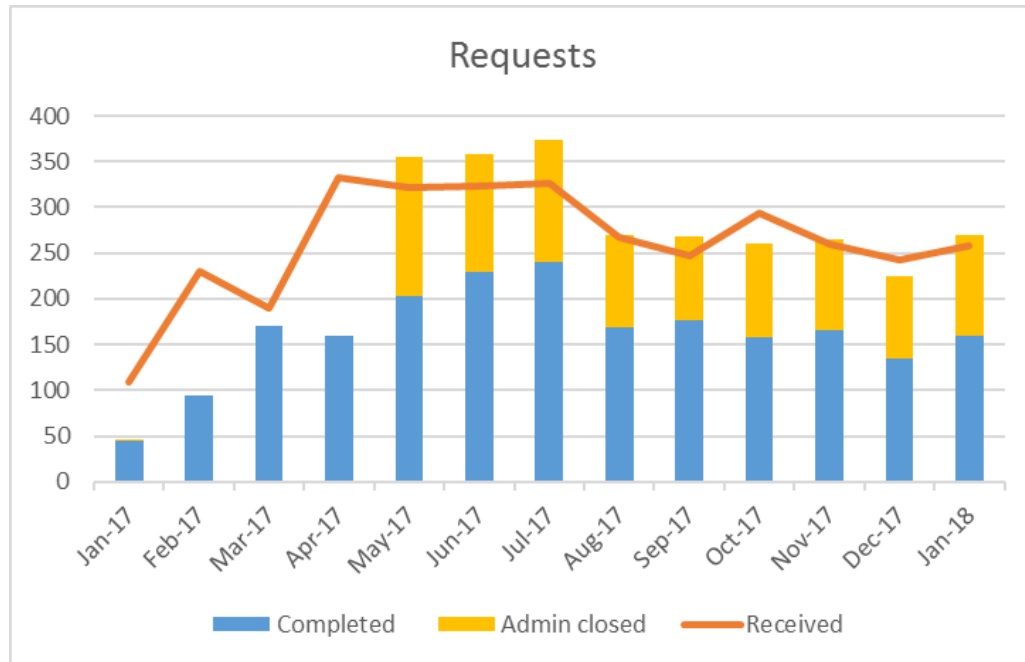
❑ Orange bar indicates TAT target limit of 14 days.

Firearms



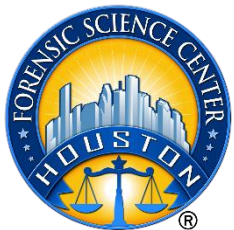
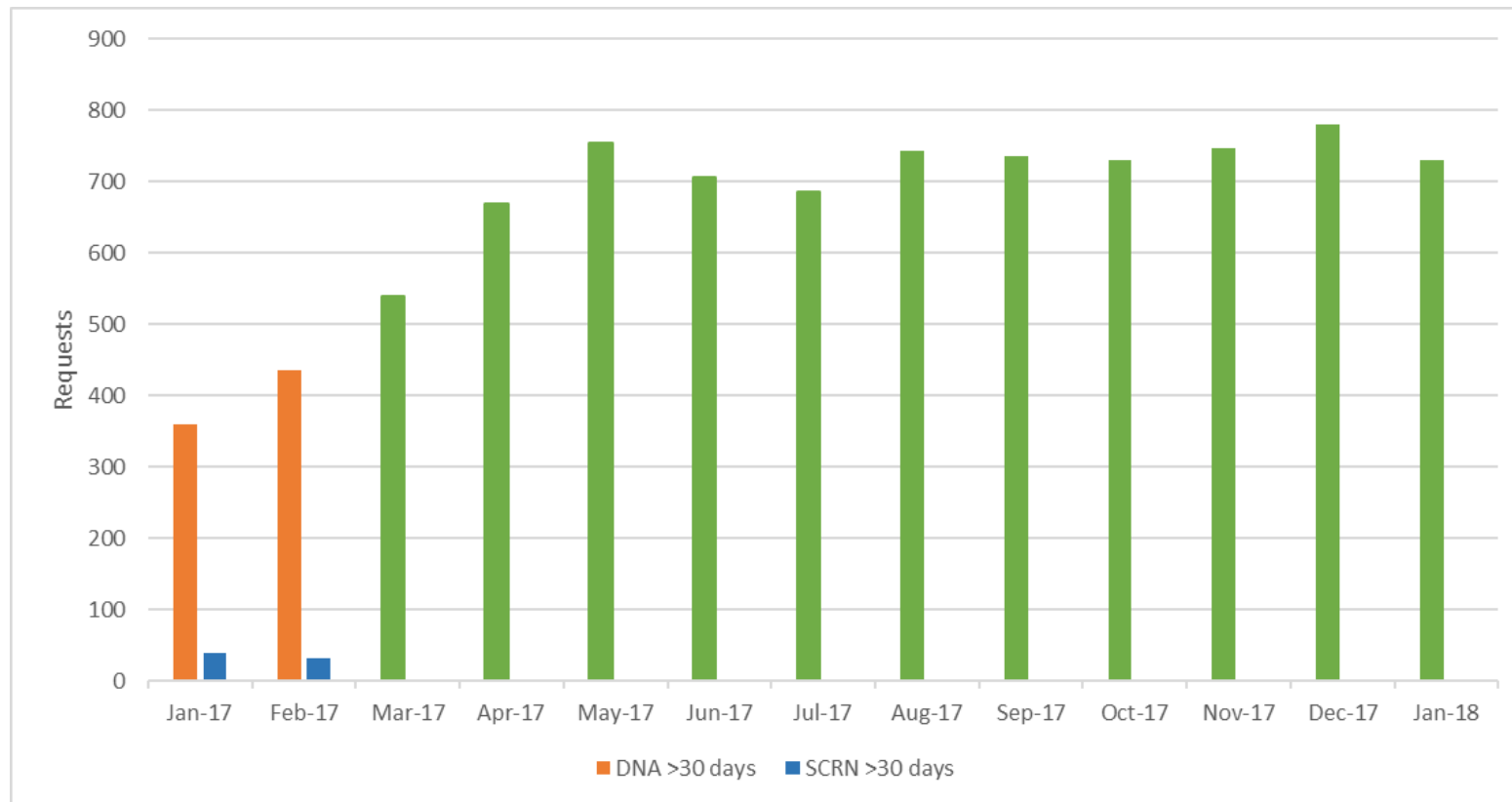
Forensic Biology -- Total

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

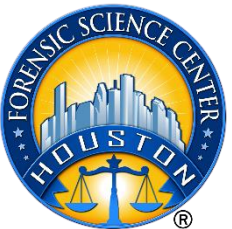
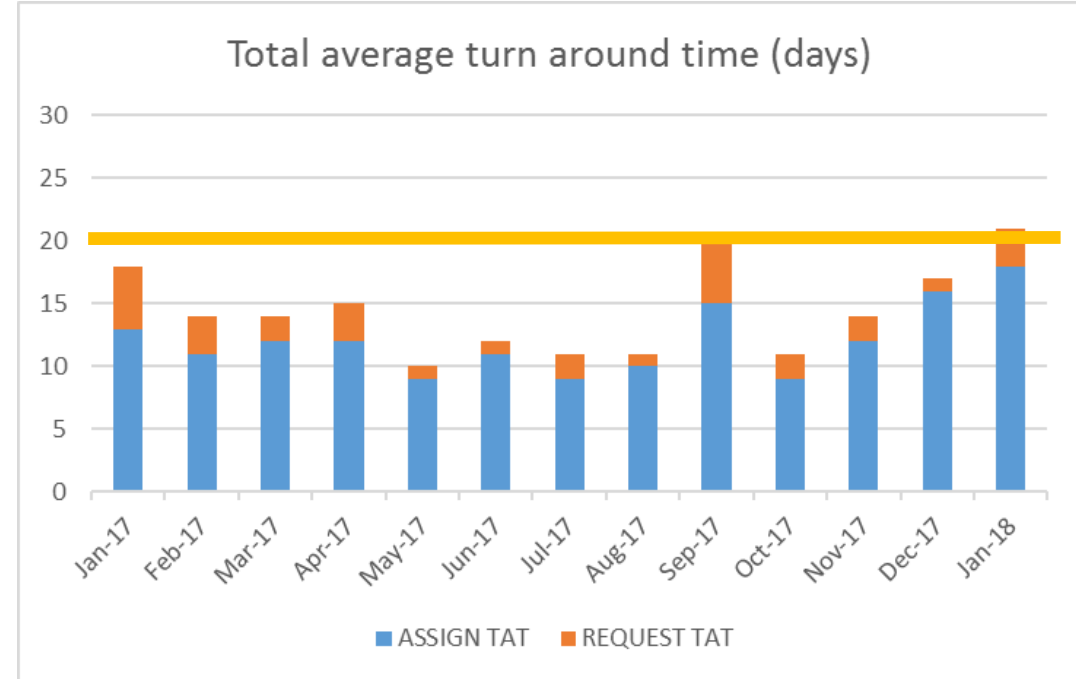
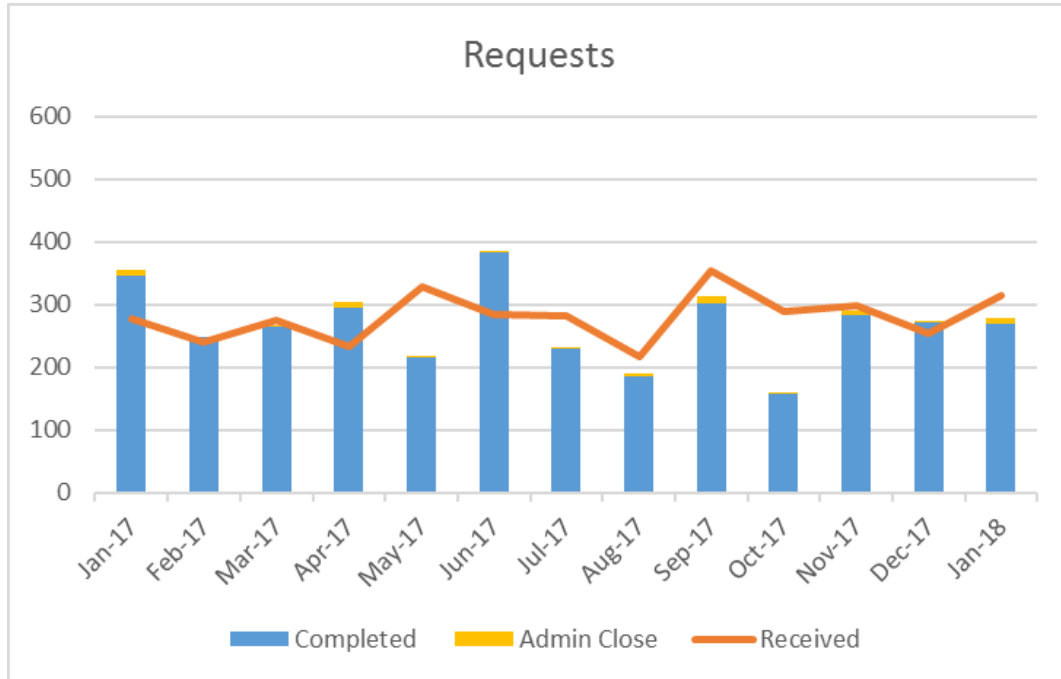


Total DNA Backlog (>30 day) requests by month

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

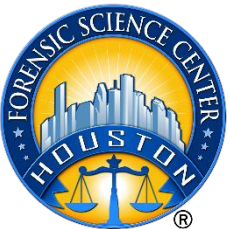
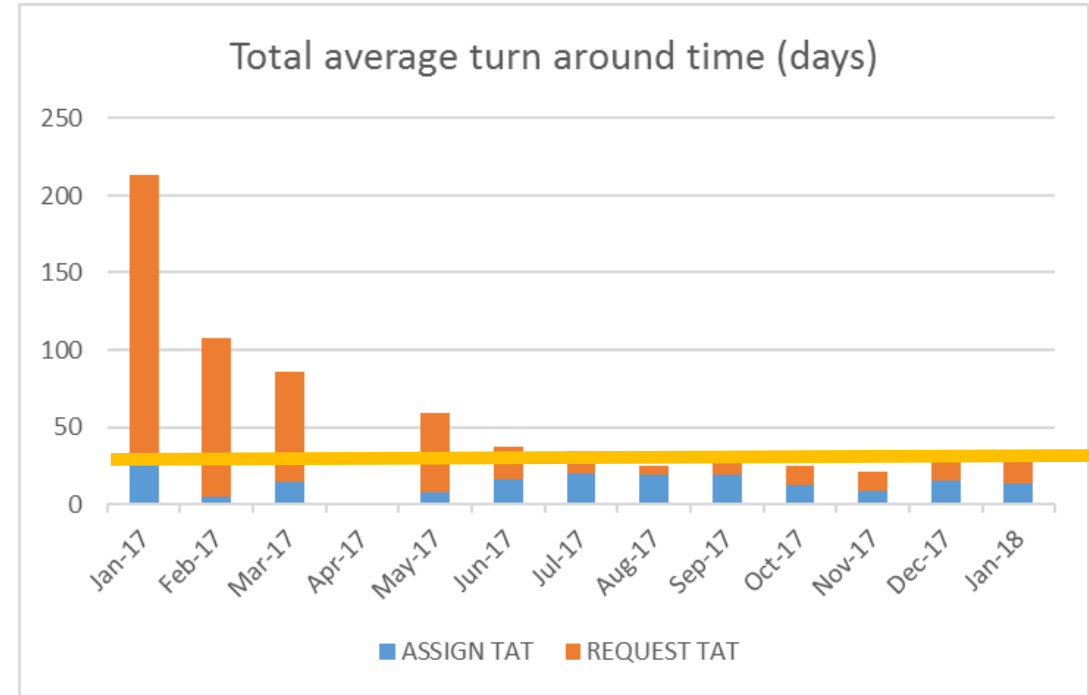
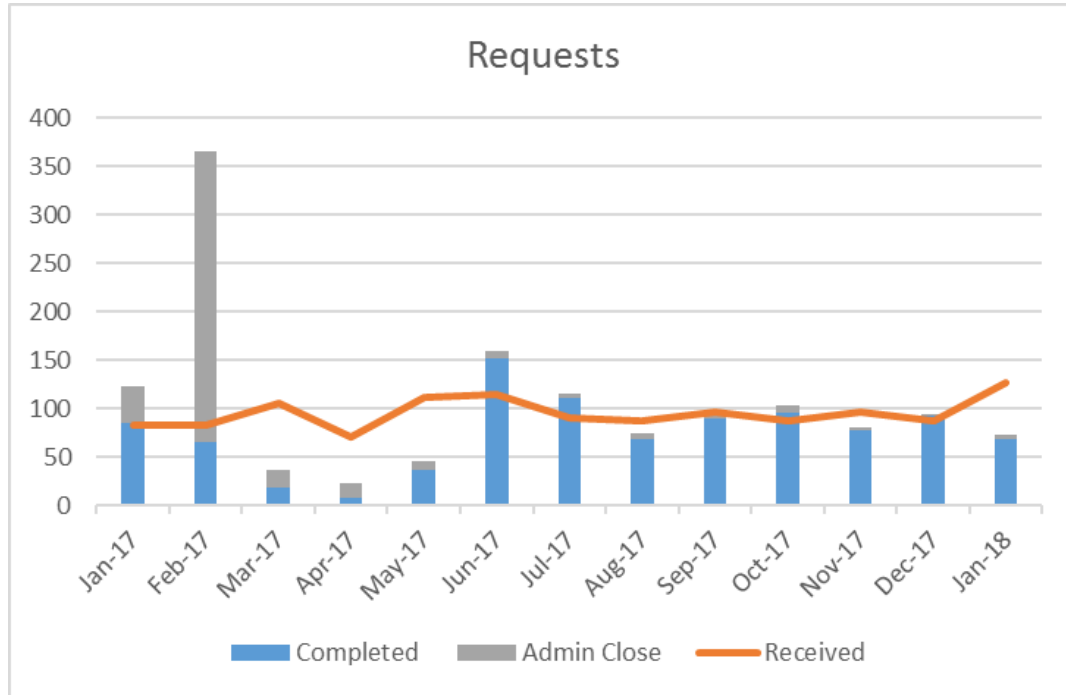


Toxicology: Alcohol

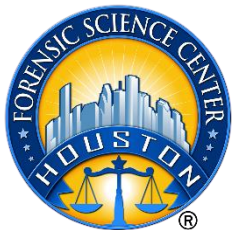
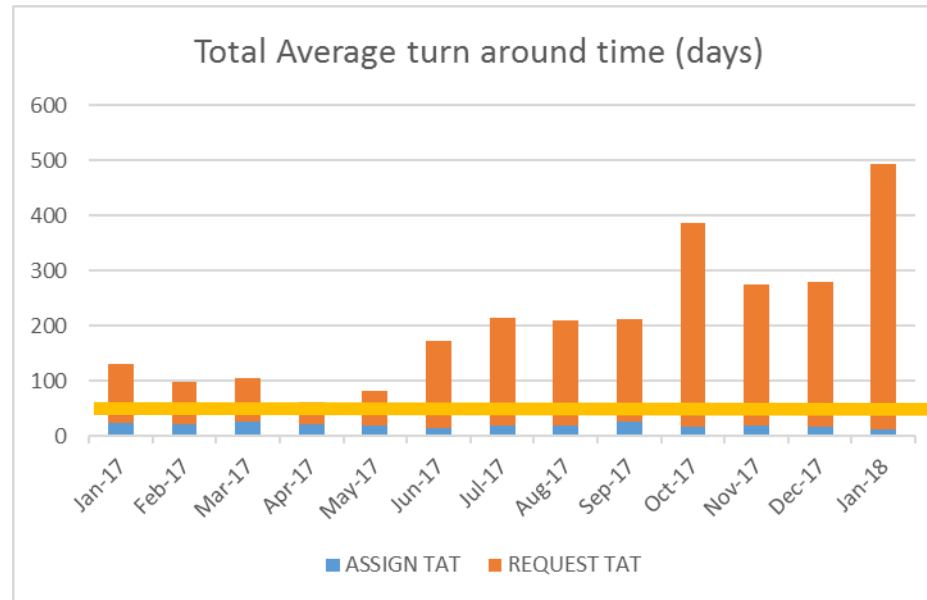
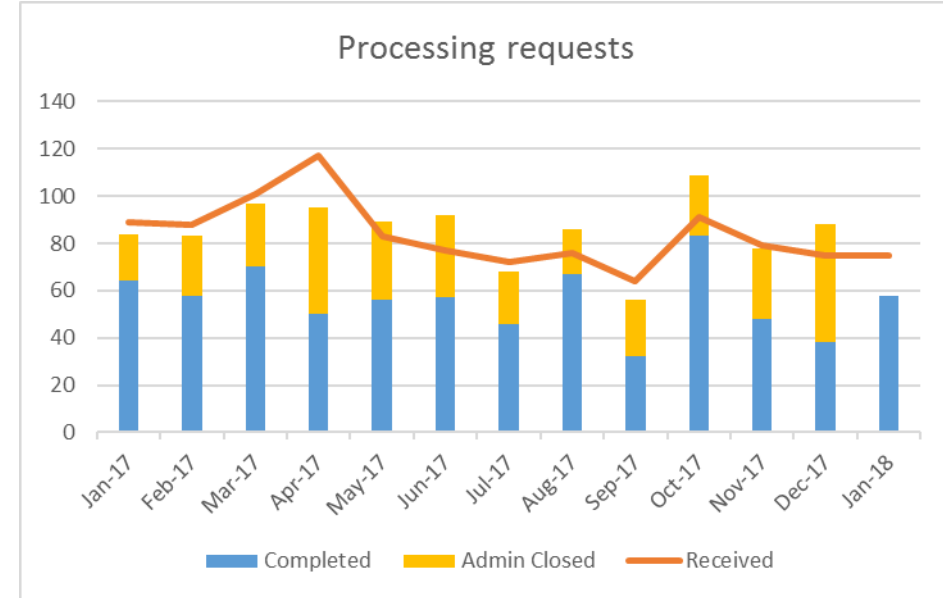
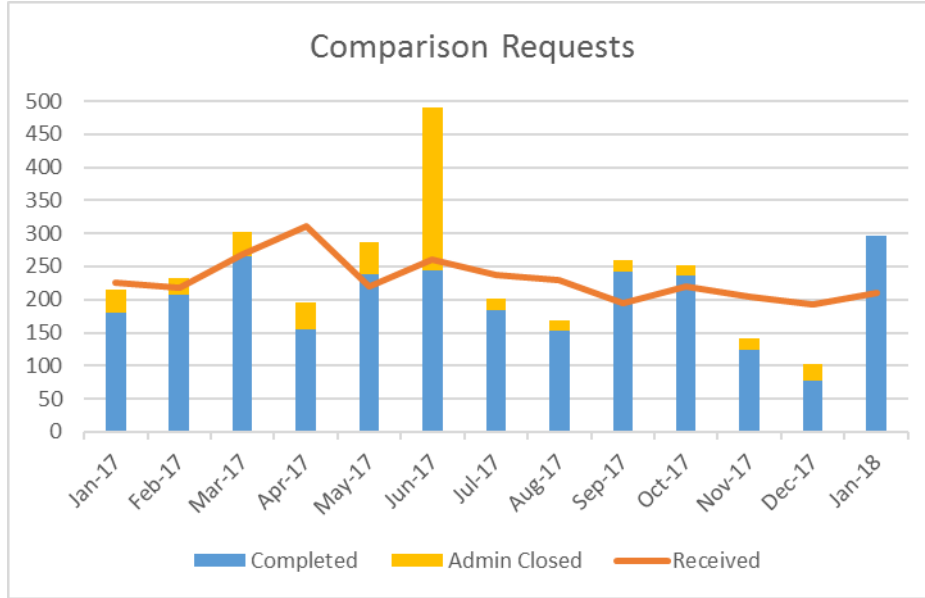


Toxicology: Other Drugs

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.



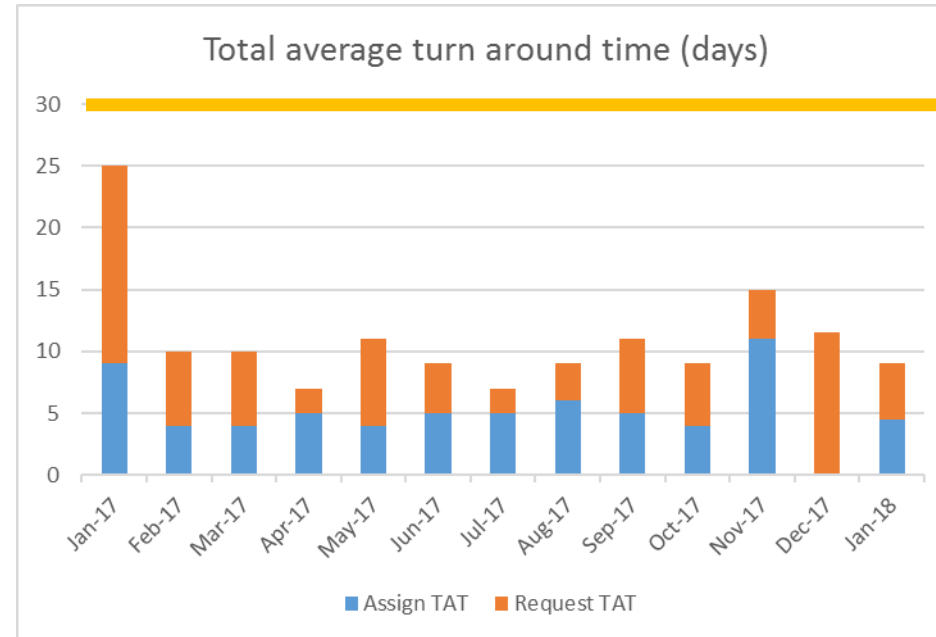
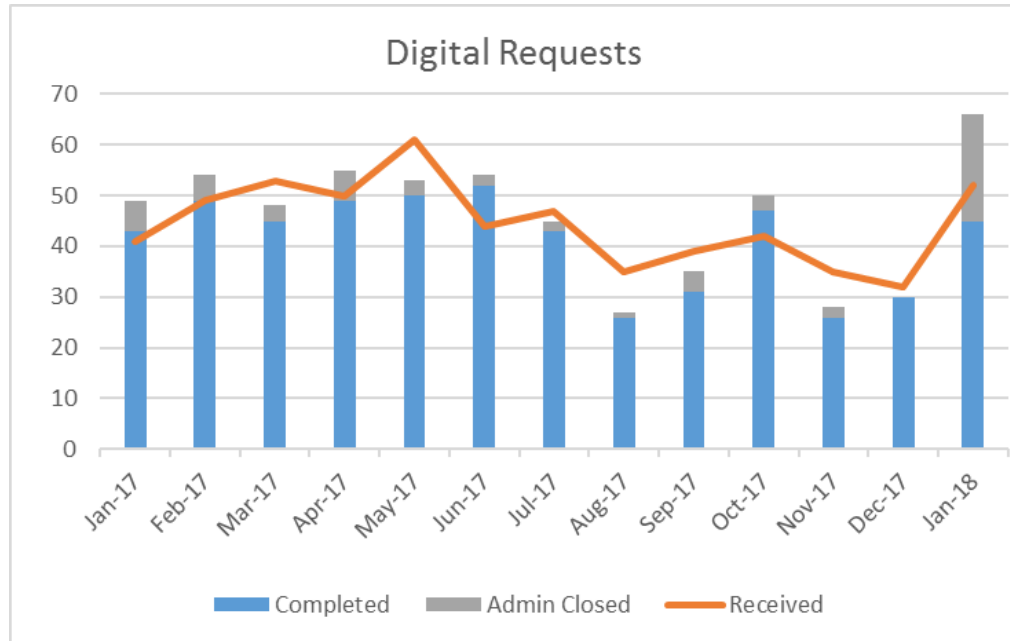
Latents



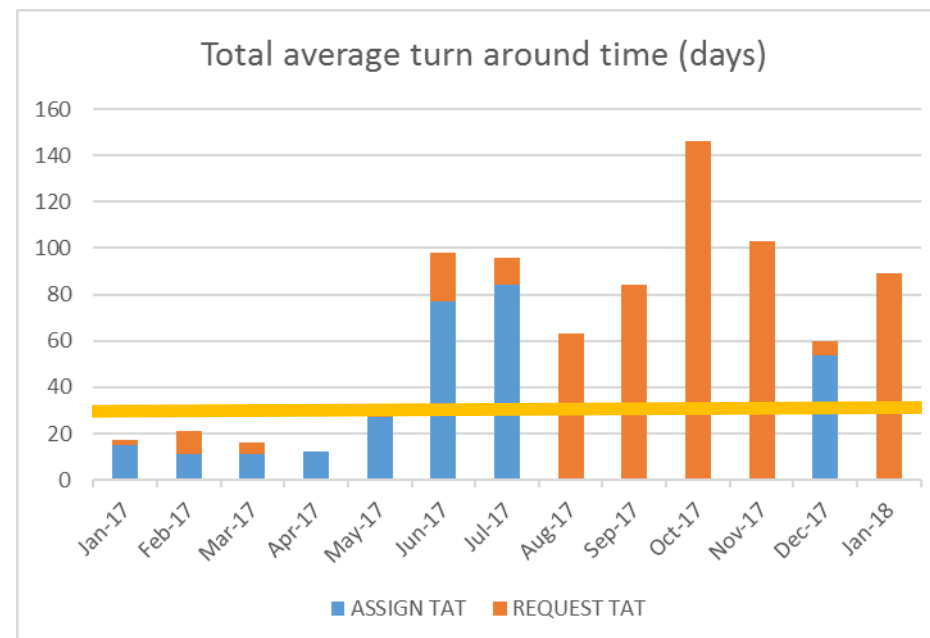
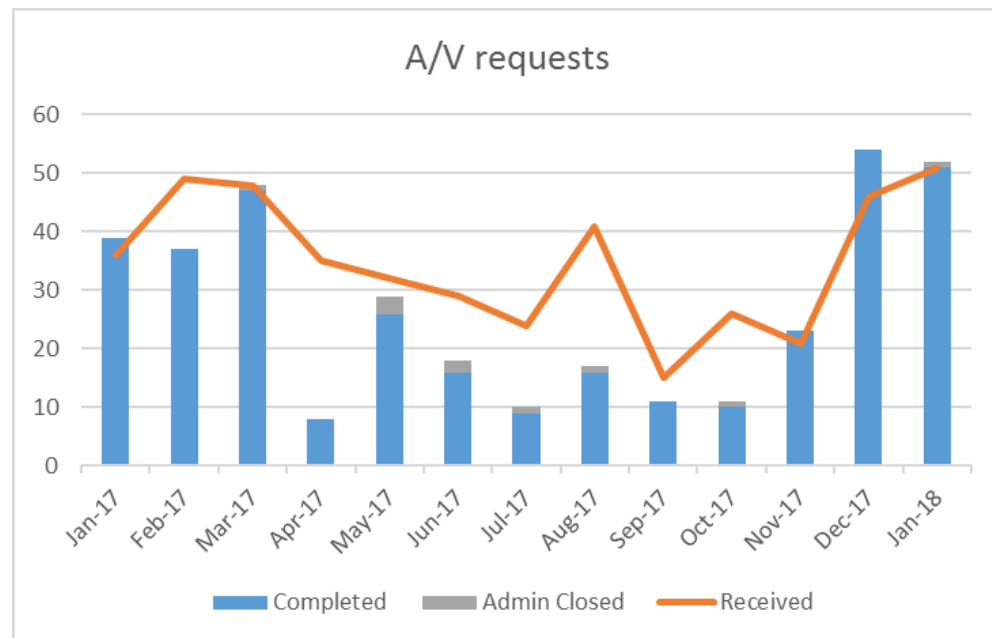
Latents Live in Justice Trax on 12/18/17, metrics from Porter Lee but estimated due to time in Jtrax in December

DME -- Digital

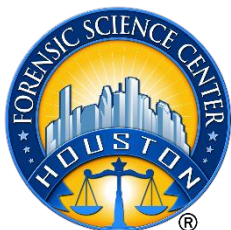
*Digital went live in JusticeTrax LIMS on 11/14/17, for the month of November metrics are in both Porter Lee and JusticeTrax, therefore TAT and admin close accuracy are impacted by transition. By January reporting all metrics will come from JusticeTrax
December-Metrics tracked from Both systems still-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

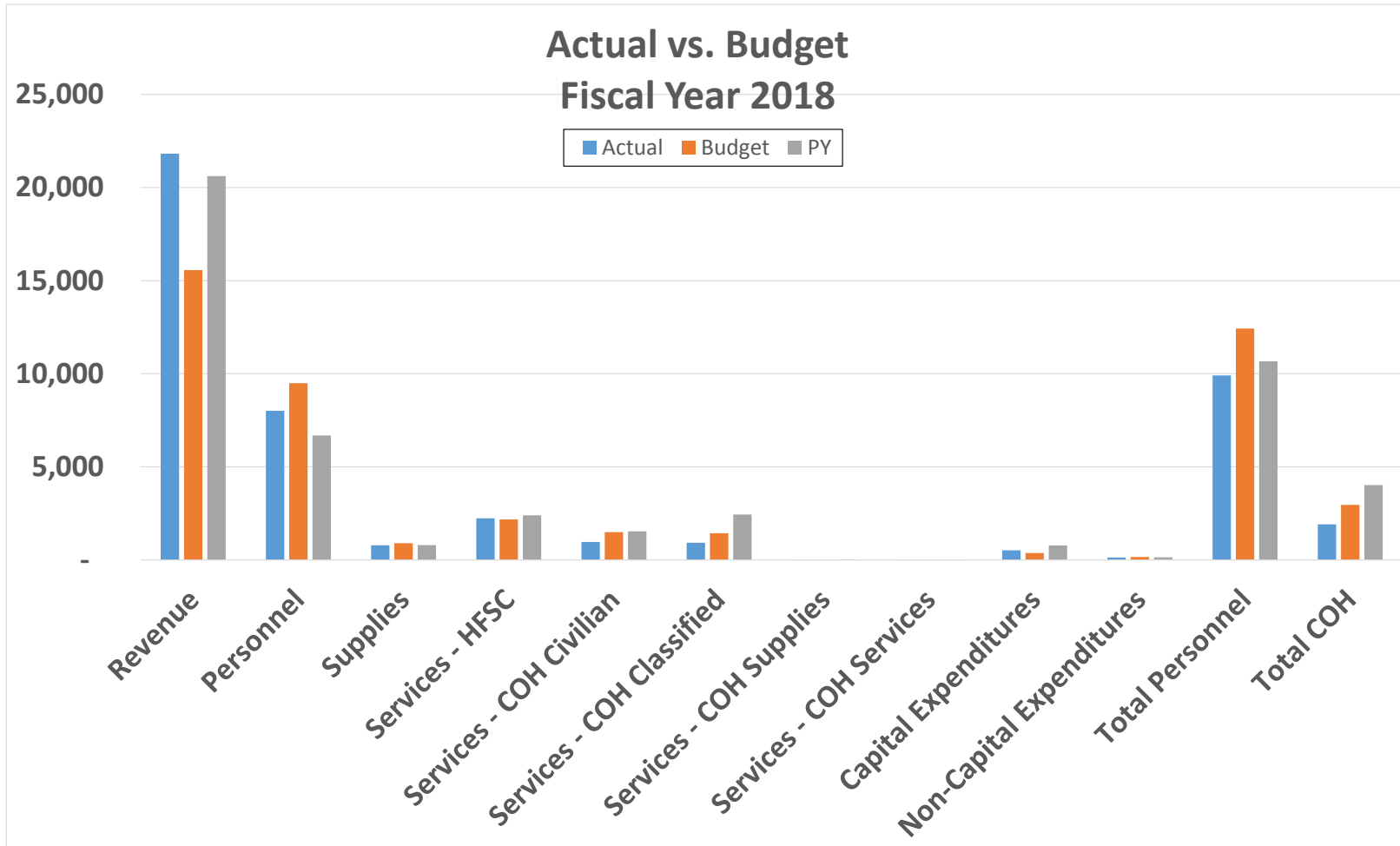


DME -- A/V



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





HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through January 31, 2018

Current Month (Preliminary)										YTD								FY18					
		FY18	FY18	FY17	Variance						FY18	FY18	FY17	Variance						FY18	% Year		
		Jan 1- Jan 31, 2018	Budget	Jan 1 - Jan 31, 2017	Budget - Actual	%	FY18 - FY17	%			July 1- Jan 31, 2018	Budget	July 1- Jan 31, 2017	Vs. Budget	%	Vs. FY17	%			Budget V1	Completed		
		# of Months									# of Months												
		1									7												
Revenues:																							
411000	City of Houston-Appropriations	\$ -	\$ 2,013	\$ -	\$ (2,013)	-100%	\$ -		\$ 20,541	\$ 14,094	\$ 18,408	\$ 6,448	46%	\$ 2,133	0%		\$ 24,160	85%					
415000	City of Houston Direct OH-Appro	122	122	122	0	0%	-	0%	852	852	852	0	0%	-	0%		1,460	58%					
416000	City of Houston - Safe funds	-	-	-	-	0%	-		-	-	-	-	0%	-	0%		-	0%					
420000	Contributions	-	-	1	-	0%	(1)	-100%	8	-	4	8	0%	5	0%		-	0%					
425000	In-Kind Donations	-	-	-	-	0%	-		34	-	14	34	0%	20	0%		-	0%					
426000	Training Services	-	-	1	-	0%	(1)	-100%	5	-	20	5	0%	(15)	-75%		-	0%					
440000	Grants	16	85	171	(68)	-81%	(154)	-91%	362	593	1,296	(231)	-39%	(934)	0%		1,016	36%					
450000	Forensics Services	10	4	6	6	141%	4	60%	19	29	16	(10)	-36%	2	14%		50	38%					
450001	Miscellaneous Copy Fees	-	-	-	-	0%	-		-	-	-	-	0%	-	0%		-	0%					
450002	Interest Income	0	0	0	0	0%	0	16%	3	3	3	1	19%	0	0%		5	69%					
Total Income		148	2,224	300	(2,076)	-93%	(152)	-51%	21,824	15,570	20,612	6,254	40%	1,212	6%		26,691	82%					
Expenses:																							
Personnel:																							
500010	Salary Base - Civilian	974	1,089	847	116	11%	(127)	-15%	6,509	7,626	5,469	1,117	15%	(1,040)	-19%		13,073	50%					
501070	Pension - Civilian	57	68	52	11	16%	(5)	-10%	371	474	347	104	22%	(24)	-7%		813	46%					
502010	FICA - Civilian	72	78	63	6	8%	(9)	-15%	468	549	390	81	15%	(78)	-20%		941	50%					
503010	Health Insurance - Active Civil	88	99	59	11	11%	(29)	-50%	566	694	410	128	18%	(156)	-38%		1,190	48%					
503015	Basic Life Ins - Active Civil	9	6	7	(2)	-40%	(2)	-22%	55	43	47	(12)	-27%	(8)	0%		74	74%					
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%	28	99	19	70	71%	(9)	-47%		169	17%					
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	11	1	3	(10)	-699%	(8)	-226%	15	10	5	(5)	-50%	(10)	-202%		17	88%					
		1,214	1,356	1,034	142	10%	(180)	-17%	8,011	9,495	6,687	1,483	16%	(1,324)	-20%		16,277	49%					
Supplies:																							
511010	Chemical Gases & Special Fluids	1	1	2	0	8%	1	49%	7	8	7	1	15%	(0)	-3%		15	50%					
511040	Audio Visual Supplies	-	-	-	-		-		-	-	-	-	0%	-	0%		-	0%					
511045	Computer Supplies	3	5	1	1	28%	(2)	-180%	13	33	19	20	61%	6	33%		56	23%					
511050	Paper & Printing Supplies	4	3	3	(1)	-43%	(0)	-10%	15	18	19	3	16%	4	23%		30	49%					
511055	Publications & Printed Material	0	1	0	1	92%	(0)	-60%	5	10	8	5	53%	3	37%		18	28%					
511060	Postage	0	0	0	0	21%	(0)	-858%	1	1	1	0	13%	(0)	-20%		1	51%					
511070	Miscellaneous Office Supplies	10	8	7	(2)	-20%	(3)	-35%	52	59	59	6	11%	7	12%		101	52%					
511080	General Laboratory Supply	34	101	72	67	66%	38	53%	637	704	638	67	10%	1	0%		1,208	53%					
511090	Medical & Surgical Supplies	-	0	-	0	100%	-		1	1	-	0	11%	(1)	0%		1	52%					
511095	Small Technical & Scientific Eq	-	2	-	2	100%	-		2	12	13	10	84%	11	85%		21	10%					
511110	Fuel	-	-	-	-		-		-	-	-	-	0%	-	0%		-	0%					
511120	Clothing	1	3	1	3	75%	1	40%	26	24	13	(2)	-9%	(13)	-104%		41	64%					
511125	Food/Event Supplies	0	2	4	1	81%	3	91%	9	12	15	3	27%	7	44%		20	43%					
511130	Weapons Munitions & Supplies	-	0	2	0	100%	2	100%	1	3	3	1	44%	1	42%		5	32%					
511145	Small Tools & Minor Equipment	1	1	0	(0)	-41%	(1)	-1039%	10	6	2	(4)	-71%	(8)	-351%		10	100%					
511150	Miscellaneous Parts & Supplies	0	1	-	1	92%	(0)		8	9	3	1	9%	(4)	-129%		15	53%					
		55	128	93	74	58%	39	42%	786	899	800	113	13%	14	2%		1,542	51%					

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through January 31, 2018

Current Month (Preliminary)								YTD								FY18							
FY18			FY17		Variance				FY18			FY17		Variance				FY18	% Year				
Jan 1- Jan 31, 2018			Jan 1 - Jan 31, 2017		Budget - Actual		%	FY18 - FY17		%	July 1- Jan 31, 2018			July 1- Jan 31, 2017		Vs. Budget		%	Vs. FY17		%	Budget V1	Completed
	Budget											Budget											
(0)	-	-	0		0						1	-	7	(1)	0%	6	0%	-		0%			
3	3	2	(0)	-8%	(1)	-89%					22	19	16	(3)	-14%	(6)	-37%	33		66%			
-	-	-	-		-						-	-	-	-	0%	-	0%	-		0%			
-	2	-	2	100%	-						0	17	9	17	100%	8	100%	28		0%			
0	15	6	14	98%	6	96%					32	102	353	70	69%	321	91%	175		18%			
5	25	94	20	80%	89	95%					260	174	424	(85)	-49%	164	39%	299		87%			
0	0	0	0	29%	0	36%					2	2	2	0	24%	0	20%	3		44%			
-	0	-	0	100%	-						1	1	0	0	16%	(0)	-103%	1		49%			
8	7	9	(1)	-15%	1	9%					78	49	45	(29)	-59%	(33)	-74%	84		93%			
85	90	83	5	6%	(2)	-2%					591	629	595	38	6%	3	1%	1,079		55%			
-	0	3	0	100%	3	100%					1	3	4	2	71%	4	0%	4		17%			
125	35	23	(90)	-257%	(102)	-445%					447	246	172	(202)	-82%	(275)	-160%	421		106%			
33	11	0	(22)	-206%	(33)	-480658%					98	76	6	(23)	-30%	(92)	0%	130		76%			
-	1	0	1	100%	0	100%					0	5	1	5	100%	1	100%	8		0%			
5	25	5	21	82%	(0)	-3%					70	176	124	106	60%	54	43%	302		23%			
-	0	-	0	100%	-						0	0	1	0	44%	1	85%	0		33%			
-	-	-	-		-						-	-	-	-	0%	-	0%	-		0%			
-	1	0	1	100%	0	100%					3	7	5	4	55%	2	33%	12		27%			
0	1	-	1	100%	(0)						2	7	9	5	71%	7	78%	12		17%			
8	12	8	4	36%	0	2%					57	83	59	26	31%	2	3%	142		40%			
-	0	-	0	100%	-						-	1	1	1	100%	1	0%	1		0%			
2	4	4	1	34%	1	33%					9	25	32	16	64%	23	71%	43		21%			
17	12	13	(6)	-49%	(4)	-34%					80	81	57	1	1%	(23)	-41%	139		58%			
14	2	9	(12)	-518%	(5)	-50%					29	16	20	(13)	-82%	(9)	-46%	27		106%			
5	13	2	8	61%	(3)	-156%					92	91	94	(1)	-2%	2	2%	156		59%			
0	2	(0)	2	94%	(0)						7	12	11	5	42%	4	36%	20		34%			
3	3	3	(1)	-36%	(0)	0%					19	18	19	(1)	-8%	(0)	-3%	31		63%			
0	1	0	1	77%	(0)	-21%					3	8	10	5	67%	7	73%	14		19%			
4	5	5	1	22%	1	26%					24	32	29	8	26%	5	18%	55		43%			
2	6	6	4	63%	4	62%					33	42	32	9	21%	(1)	-2%	71		46%			
-	0	-	0	100%	-						-	0	0	0	0%	0	0%	0		0%			
2	2	2	(0)	-22%	(0)	-7%					20	13	13	(7)	-49%	(7)	-51%	23		87%			
16	12	9	(3)	-27%	(6)	-68%					97	86	79	(11)	-13%	(18)	-22%	148		66%			
-	2	-	2	100%	-						19	15	2	(5)	-33%	(18)	0%	25		78%			
1	5	5	5	88%	4	87%					29	37	32	8	22%	3	10%	64		45%			
1	2	1	0	25%	(0)	-42%					10	13	13	3	20%	2	20%	22		47%			
20	13	2	(7)	-57%	(18)	-1064%					97	90	119	(7)	-8%	22	19%	154		63%			
-	-	-	-		-						-	-	-	-	0%	-	0%	-		0%			
140	214	241	75	35%	102	42%					971	1,500	1,538	529	35%	567	37%	2,571		38%			
119	205	288	86	42%	169	59%					929	1,435	2,444	506	35%	1,515	62%	2,460		38%			
-	0	-	0	100%	-						0	0	29	0	35%	29	0%	0		38%			
2	3	3	2	49%	1	48%					14	22	10	8	35%	(4)	-47%	37		38%			
260	422	532	162	38%	272	51%					1,914	2,956	4,020	1,042	35%	2,106	52%	5,068		38%			
620	733	827	113	15%	206	25%					4,147	5,131	6,414	984	19%	2,267	35%	8,796		47%			

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through January 31, 2018

		Current Month (Preliminary)								YTD								FY18	
		FY18	FY18	FY17	Variance				FY18	FY18	FY17	Variance				FY18	% Year		
		Jan 1- Jan 31, 2018		Jan 1 - Jan 31, 2017					July 1- Jan 31, 2018		July 1- Jan 31, 2017								
			Budget		Budget - Actual	%	FY18 - FY17	%		Budget		Vs. Budget	%	Vs. FY17	%	Budget V1	Completed		
Non-Capital Expenditures																			
551010	Furniture and Fixtures	3	8	11	5	63%	8	71%	29	58	66	30	51%	37	56%	100	29%		
551015	Computer Hardware/SW	32	13	1	(18)	-138%	(31)	-5199%	104	93	41	(11)	-12%	(63)	-154%	160	65%		
551025	Scientific/Foren Eqmt	2	2	-	(0)	-10%	(2)		6	12	34	6	48%	28	82%	20	30%		
Total Non-Capital Expenditures		37	23	11	(13)	-57%	(25)	-226%	139	163	141	24	15%	2	1%	280	50%		
Capital Expenditures																			
170140	Improvements	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
170210	Furniture & Fixtures	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
170230	Computer Hardware/SW	6	-	-	(6)		(6)		366	-	331	(366)	0%	(35)	0%	-	0%		
170240	Scientific/Foren Eqmt	5	53	-	48	91%	(5)		51	371	450	320	86%	399	89%	635	8%		
170980	Const in Progress	148	-	-	(148)		(148)		102	-	-	(102)	0%	(102)	0%	-	0%		
Total Capital Expenditures		159	53	-	(106)	-200%	(159)		519	371	781	(148)	-40%	262	34%	635	82%		
Total Expense and Capital Before Depreciation		2,084	2,294	1,965	210	9%	(119)	-6%	13,602	16,060	14,822	2,457	15%	1,220	8%	27,531	49%		
561230	Depreciation	40	36	38	(4)	-11%	(2)	-4%	280	252	245	(28)	-11%	(35)	-14%	432	65%		
570505	FA Gain/Loss	-	-	-		0%			-	-	-	-	0%	-	0%	-	0%		
610000	City of Houston Direct Overhead	122	122	122	(0)	0%	-	0%	852	852	852	(0)	0%	-	0%	1,460	58%		
	Grant and Training Expense	-	49	-	49	100%	-		-	345	-	345	100%	-	0%	591	0%		
Total Expense and Capital After Depreciation		2,246	2,501	2,125	255	10%	(121)	-6%	14,734	17,508	15,919	2,773	16%	1,184	7%	30,014	49%		
Net Ordinary Income less capital spending		(2,098)	(277)	(1,825)	(2,331)	842%	(273)	15%	7,089	(1,938)	4,693	9,027	-466%	2,396	51%	(3,323)	-213%		

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

(in '000's)

	Preliminary As of 01/31/18	As of 12/31/17	As of 09/30/17	As of 06/30/17
ASSETS				
Cash and Cash Equivalents				
Bank of Texas-Operating	\$ 8,842	\$ 10,665	\$ 14,769	\$ 2,240
Total Current Assets	<u>8,842</u>	<u>10,665</u>	<u>14,769</u>	<u>2,240</u>
Accounts Receivable				
Accounts Receivable	27	35	353	234
Total Accounts Receivable	<u>27</u>	<u>35</u>	<u>353</u>	<u>234</u>
Capital Assets Net of Depreciation				
Capital Assets	5,461	5,302	4,975	4,942
Accumulated Depreciation	(1,396)	(1,356)	(1,236)	(1,116)
Total Net Capital Assets	<u>4,065</u>	<u>3,946</u>	<u>3,740</u>	<u>3,826</u>
Other Assets				
Prepaid - HR	-	5	13	9
Prepaid - Insurance	70	81	98	119
Prepaid - Service Agreements	106	126	184	66
Prepaid - Other	90	95	86	9
Total Other Assets	<u>267</u>	<u>306</u>	<u>380</u>	<u>204</u>
TOTAL ASSETS	<u>\$ 13,201</u>	<u>\$ 14,952</u>	<u>\$ 19,242</u>	<u>\$ 6,504</u>
LIABILITIES				
Accounts Payables	\$ 45	\$ 117	\$ 447	\$ 630
Payroll Tax Liability	481	481	531	950
Other Liabilities, Including Fund 2213 Billing	487	227	280	350
Deferred - Others	6	6		
Total Liabilities	<u>1,019</u>	<u>832</u>	<u>1,258</u>	<u>1,930</u>
NET POSITION/FUND BALANCE				
Unrestricted/Unassigned	8,117	10,175	14,244	747
Temporarily Restricted - SAFE Funds				
Net Investment in Capital Assets	4,065	3,946	3,740	3,826
Total Net Position	<u>12,182</u>	<u>14,120</u>	<u>17,984</u>	<u>4,574</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 13,201</u>	<u>\$ 14,952</u>	<u>\$ 19,242</u>	<u>\$ 6,504</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:	\$ (1,119,143.66)	955,301.23	(163,842.43)
Grant Balance:	\$ 53,608.34		

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:	\$ (270,637)	266,533.88	(4,102.69)
Grant Balance:	\$ 470,363		

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:	\$ (909.60)		(909.60)
Grant Balance:	\$ 866,845		

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:	114,000.00		

Status: Awarded

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

Name of Project: Safety Equipment - Ergonomic Chairs

Start and End Dates: One Time Funding

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

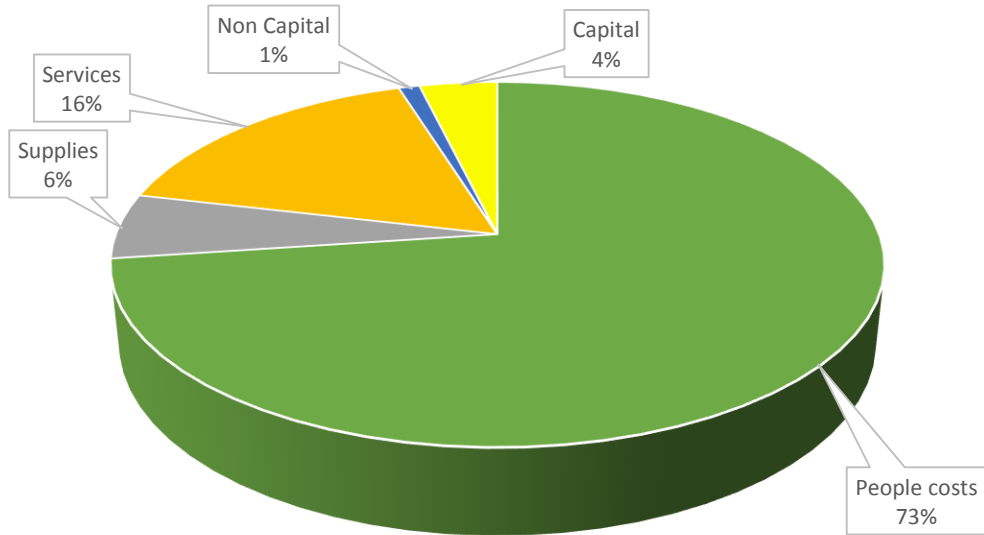
Start and End Dates: One Time Funding

Amount of Award:	\$ 10,000		
Grant Inception to date:	\$ (10,000)	10,000.00	\$ -
Grant Balance:	\$ -		

HFSC's FY19 Budget Request

Getting to the RIGHT ANSWER at the RIGHT TIME

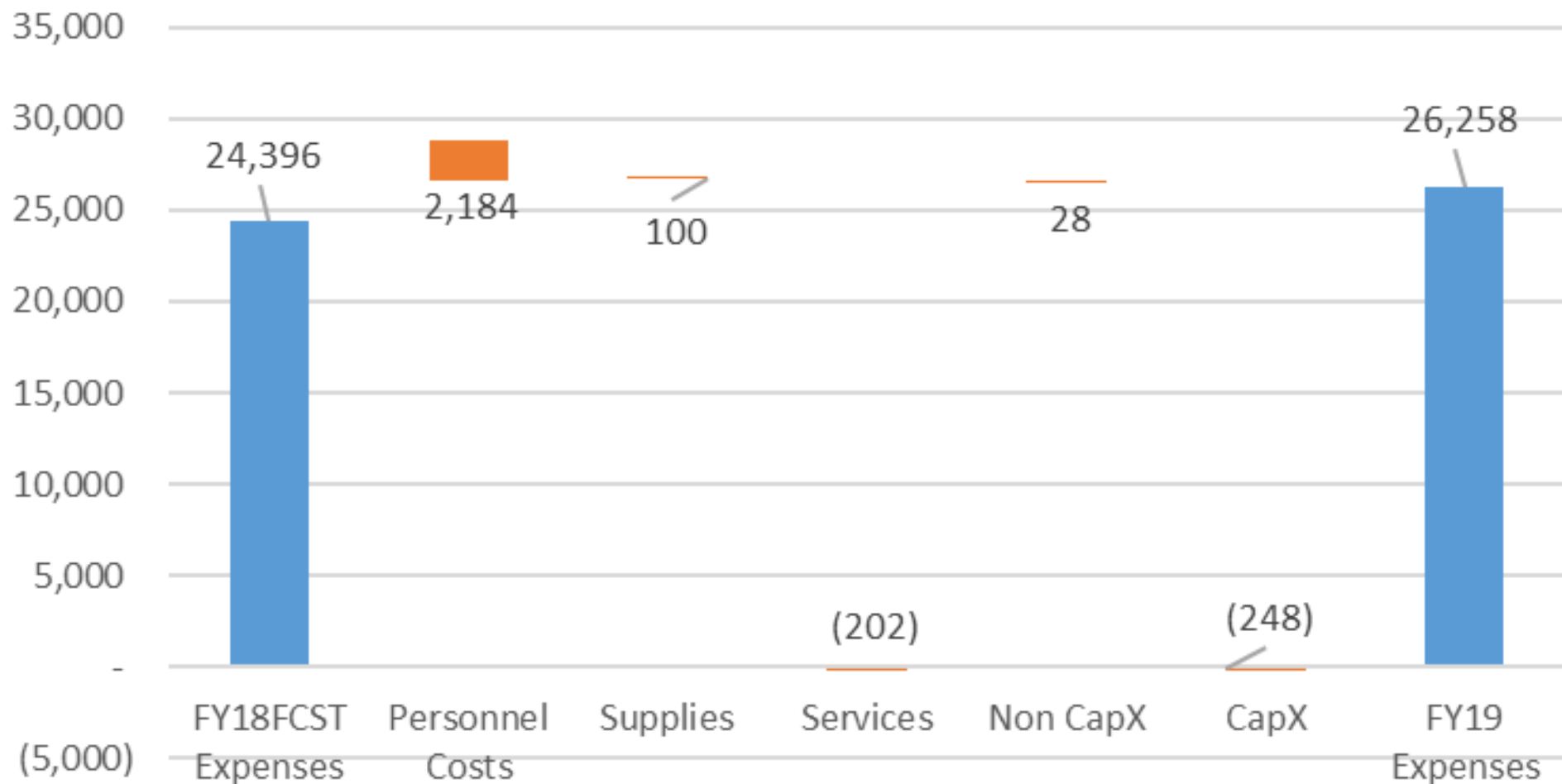
HFSC – Cost of Providing the Right Answer at the Right Time

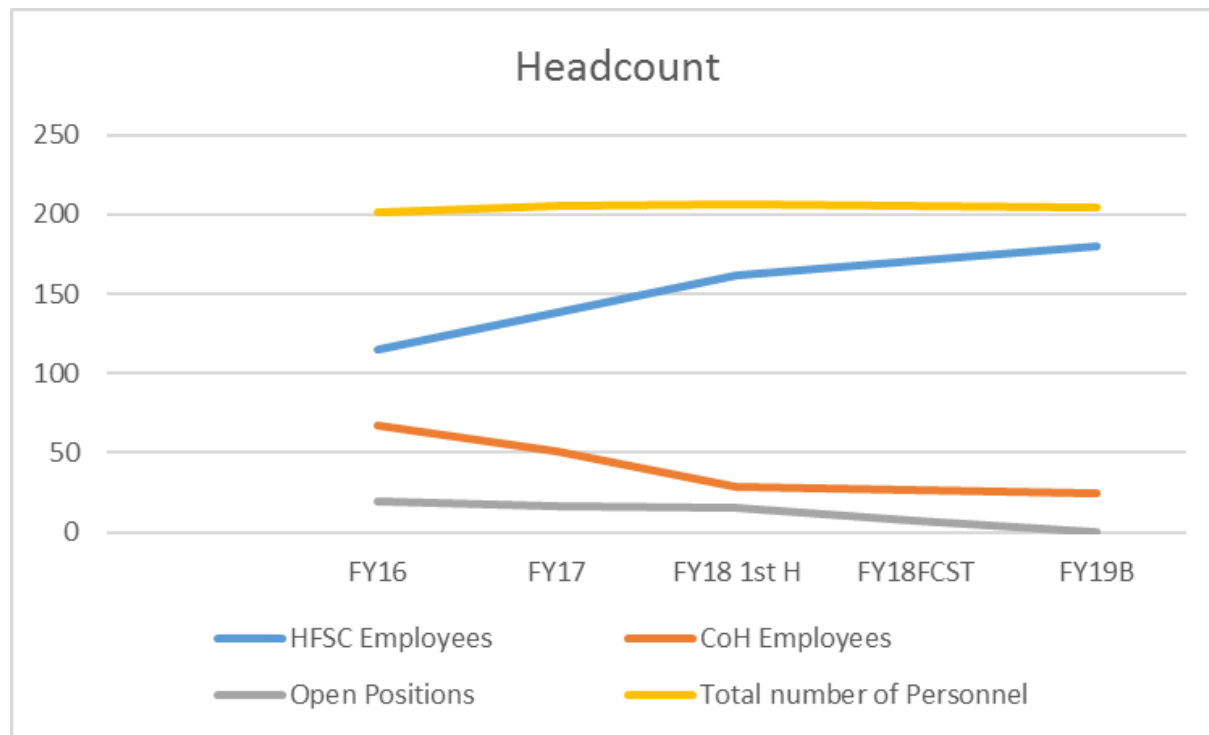


	FY17 Actual	FY18 Budget	Forecast FY18	Proposed FY19 Budget
HFSC	14,875	16,922	16,922	21,089
Fund 2213	8,545	7,239	7,239	3,072
Grants	1,771	1,016	345	890
Other	71	55	60	26
Total Cash In	25,262	25,231	24,566	25,076
Personnel (HFSC)	12,428	16,277	15,113	17,427
Services (CoH/Fund 2213)	6,193	5,068	3,201	3,072
Persaonnel - Total (HFSC + CoH)	18,621	21,346	18,314	20,498
Supplies	1,683	1,542	1,466	1,567
Services (Non CoH)	4,016	3,728	3,636	3,434
Non-Capital Expenditures	297	280	281	309
Capital Expenditures	706	635	698	450
Grant and Training Expenses		591	-	890
Total Cash Expenditures	25,322	28,122	24,396	27,148
Net Cash in / (out)	(60)		169	(2,072)
Beginning Cash	1,494		2,240	2,409
Ending Cash			2,409	337
% change in total cash expenditures		11%	-4%	-3%
% change in people cost		15%	-2%	-4%
CASH BASIS, NO DEPRECIATION OR 1.46m OVERHEAD CHARGE				

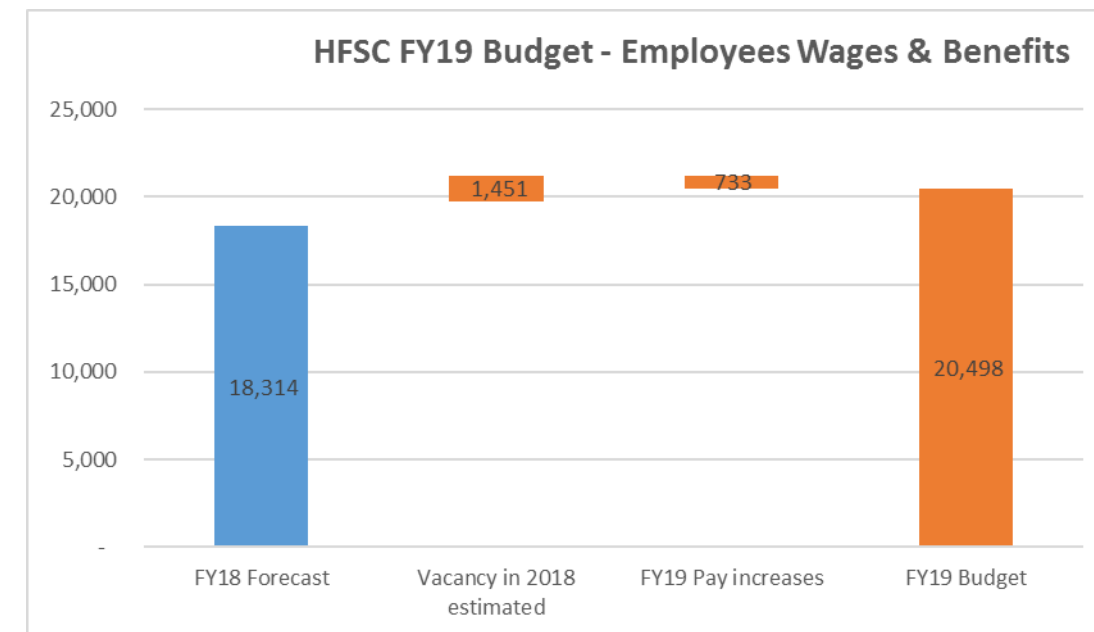
HOUSTON FORENSIC SCIENCE CENTER, INC.										
FY 19 Budget Summary										
	('000's)									
					FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY18 FCST	FY19 Budget
		Revenue:								
		HFSC			13,848	11,321	14,875	16,922	16,922	21,089
		Fund 2213			7,400	11,359	8,545	7,239	7,239	3,072
		City of Houston Direct OH-Appro			1,460	1,460	1,460	1,460	1,460	1,460
		Training Services			5	37	28	-	5	5
		Grants			10	350	1,771	1,016	345	890
		Forensic Services			0	56	20	50	9	9
		Other			234	34	23	5	46	12
		Total Revenue:			22,958	24,617	26,722	26,691	26,026	26,536
		Expenses:			15,422	18,191	18,621	21,346	18,314	20,498
		Personnel			4,684	9,177	12,428	16,277	15,113	17,427
		Supplies			883	1,530	1,683	1,542	1,466	1,567
		Services (Non CoH)			2,153	3,385	4,016	3,728	3,636	3,434
		Services (CoH/Fund 2213)			10,738	9,014	6,193	5,068	3,201	3,072
		Non-Capital Expenditures			224	430	297	280	281	309
		Capital Expenditures			980	788	706	635	698	450
		City of Houston Direct OH-Appro			1,460	1,460	1,460	1,460	1,460	1,460
		Grants & Training Expense			10	350	-	591	-	890
		Depreciation			226	320	433	432	479	477
		Total Expense After Depreciation			21,359	26,454	27,215	30,014	26,335	29,085

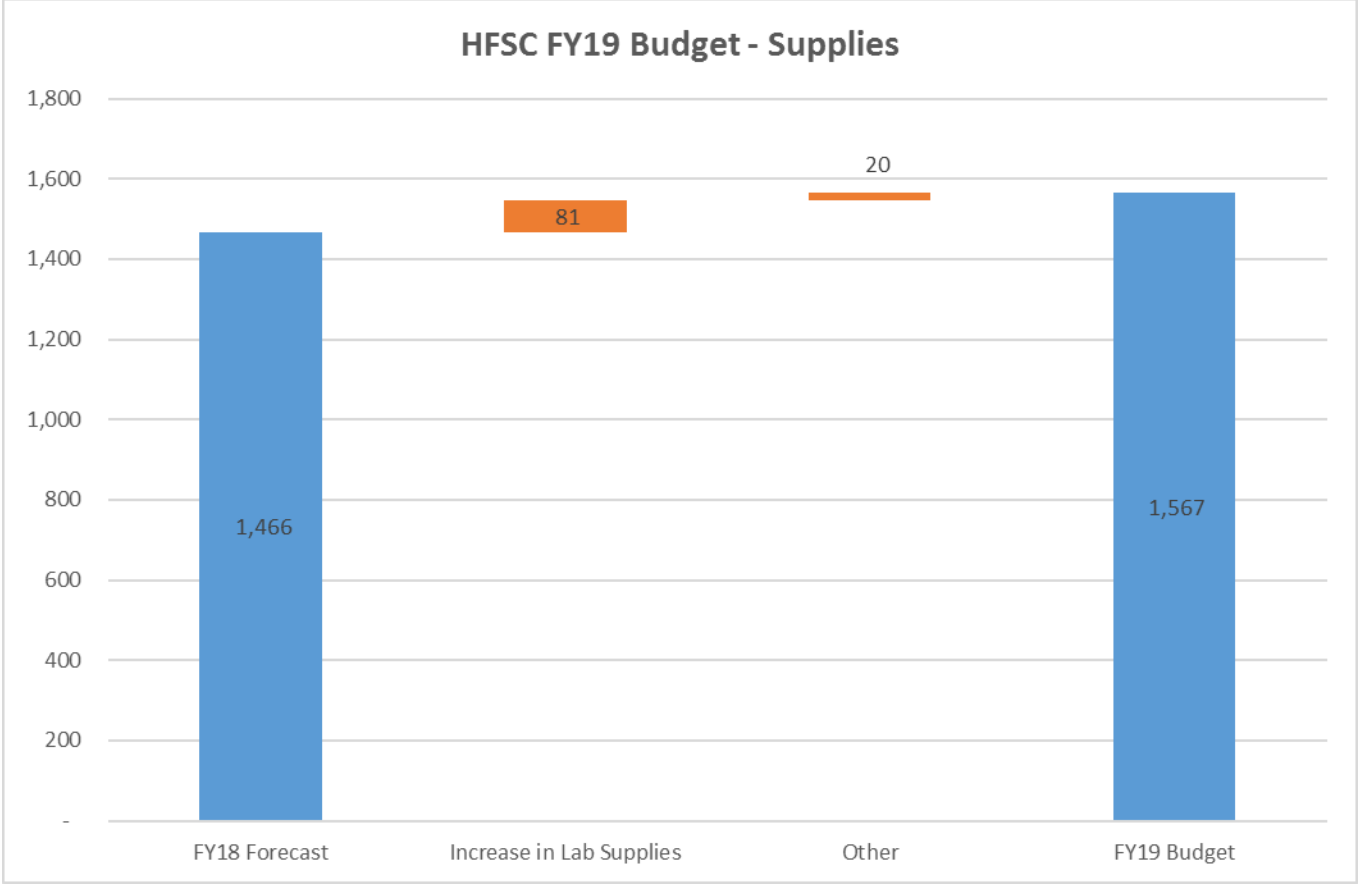
FY18FCST Waterfall to FY19B

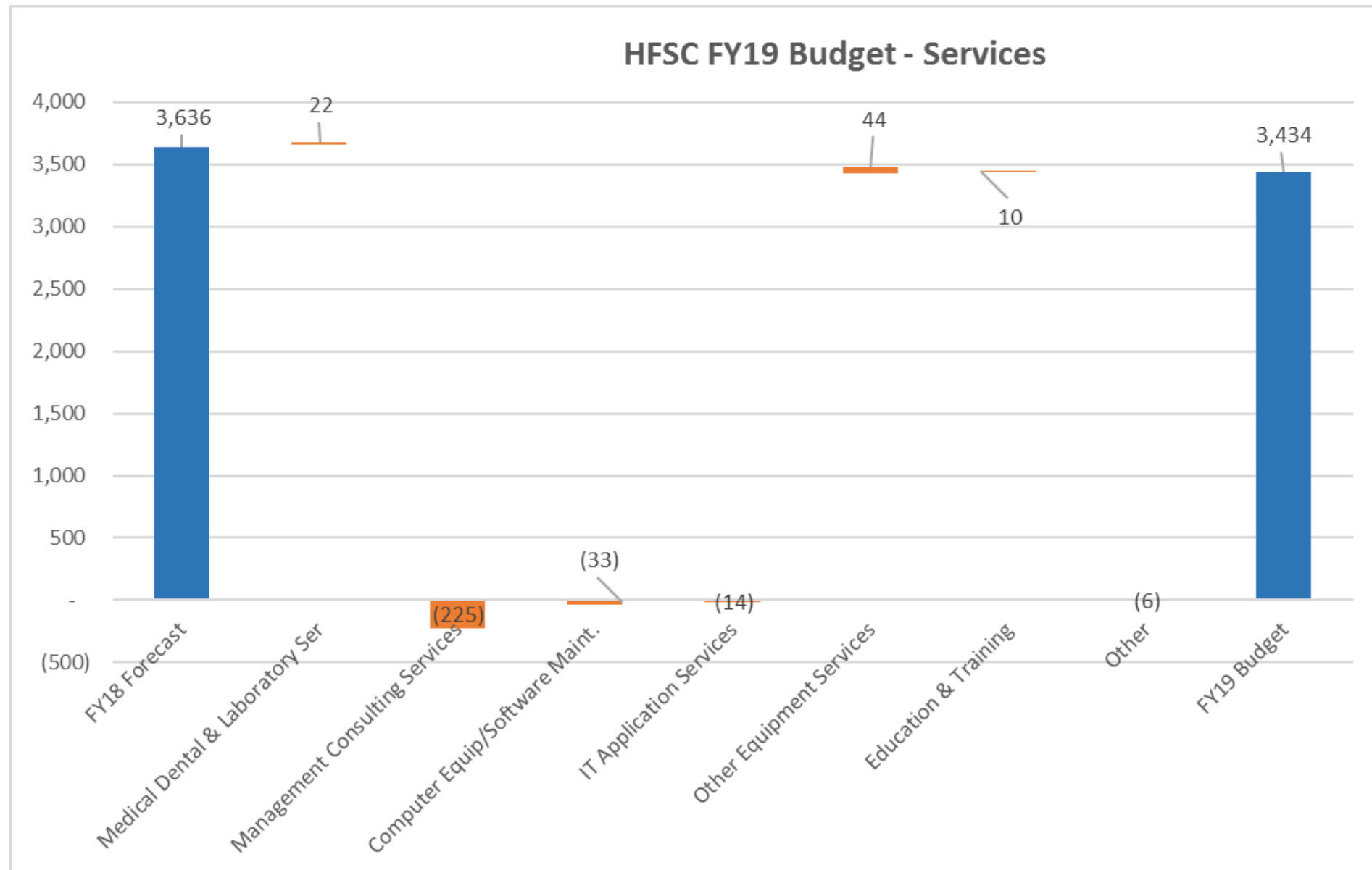




		FY16	FY17	FY18 1st H	FY18FCST	FY19B
HFSC Employees		115	138	162	171	180
CoH Employees		67	51	29	27	24
Open Positions		19	16	15	8	0
Total number of Personnel		201	205	206	205	204







HFSC FY19 CAPITAL SPENDING

Triple Quad Mass Spectrometer

- Adds capacity for drug confirmation testing in Toxicology unit for drugs current machines cannot test
- Reduce turn-around time
- Newer technology has made the machine smaller than current machines which is critical given current facility challenges
- Looking at 2 machines, purchase 1 and a collaboration opportunity
- Estimated \$450K

HFSC FY19 BUDGET REQUEST SUMMARY

- Request your approval of the presented budget which is flat with the FY18 approved budget
- It is critical for HFSC to keep and apply all FY18 amounts not spent in FY18 and apply those funds to FY19
- The main changes year over year are that of personnel which are made up of:
 - Open positions
 - Movement from CoH to HFSC positions

HOUSTON FORENSIC SCIENCE CENTER, INC.								
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS								
FY17 Actual/FY18 Budget/FY18Forecast vs. FY19 budget								
('000's)								
			FY17 Actual	FY18 Budget	FY18 Forecast	FY19 Budget	FY19B vs. FY18B	FY19B vs. FY18FCST
Revenues:								
411000	City of Houston-Appropriations		\$ 23,420,343	\$ 24,160,343	\$ 24,160,344	\$ 24,160,344	\$ 0	\$ -
	Fund 2213		8,545,134	7,238,565	7,238,565	3,071,553	(4,167,012)	(4,167,012)
	HFSC Operations		14,875,210	16,921,778	16,921,778	21,088,791	4,167,013	4,167,013
415000	City of Houston Direct OH-Appro		1,460,000	1,460,000	1,460,000	1,460,000	0	-
420000	Donations		5,010	-	8,300	8,300	8,300	-
425000	In-Kind Donations		13,783	-	34,000	-	-	(34,000)
426000	Training Services		28,175	-	5,025	5,000	5,000	(25)
440000	Grants		1,770,631	1,016,000	345,393	890,000	(126,000)	544,607
450000	Forensic Services		20,225	50,000	8,700	8,700	(41,300)	-
450002	Interest Income		4,170	5,000	3,796	3,800	(1,200)	4
Total Income			26,722,338	26,691,343	26,025,558	26,536,144	(155,199)	510,586

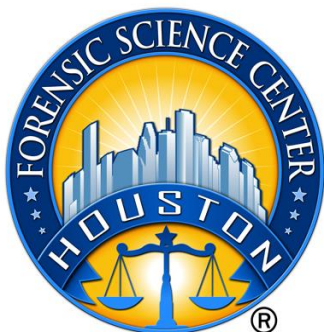
					FY17 Actual	FY18 Budget	FY18 Forecast	FY19 Budget	FY19B vs. FY18B	FY19B vs. FY18FCST
Expenses:										
		Personnel:								
	500010		Salary Base - Civilian		10,219,603	13,073,073	12,309,667	14,081,612	1,008,540	1,771,945
	501070		Pension - Civilian		630,091	813,082	691,629	786,565	(26,517)	94,935
	502010		FICA - Civilian		725,319	940,853	887,201	1,022,993	82,140	135,791
	503010		Health Insurance - Active Civil		729,929	1,189,506	1,057,448	1,325,410	135,904	267,961
	503015		Basic Life Ins - Active Civil		75,294	73,691	95,241	119,208	45,518	23,967
	503060		Long Term Disability - Civilian		-	1,040	-	-	(1,040)	-
	503090		Workers Comp - Civilian Adm		35,932	169,262	62,505	78,010	(91,252)	15,505
	504031		Unemployment Taxes - Admin		-	16,867	9,791	12,981	(3,885)	3,191
					12,428,306	16,277,373	15,113,483	17,426,779	1,149,406	2,313,296

				FY17 Actual	FY18 Budget	FY18 Forecast	FY19 Budget	FY19B vs. FY18B	FY19B vs. FY18FCST
			Supplies:						
	511010		Chemical Gases & Special Fluids	14,094	14,555	13,164	14,094	(461)	930
	511015		Cleaning & Sanitary Supplies	-	-	-	-	-	-
	511020		Construction Materials	-	-	100	67	67	(33)
	511025		Electrical Hardware & Parts	-	-	-	-	-	-
	511030		Mechanical Hardware & Parts	-	-	-	-	-	-
	511035		Meters, Hydro & Plumb	-	-	-	-	-	-
	511040		Audio Visual Supplies	-	-	-	-	-	-
	511045		Computer Supplies	47,407	56,119	28,938	38,954	(17,165)	10,017
	511050		Paper & Printing Supplies	29,730	30,029	23,583	25,041	(4,988)	1,458
	511055		Publications & Printed Material	16,931	17,661	11,778	14,070	(3,591)	2,292
	511060		Postage	1,310	1,278	1,233	1,341	64	108
	511070		Miscellaneous Office Supplies	99,867	101,080	86,442	89,648	(11,432)	3,207
	511080		General Laboratory Supply	1,381,674	1,207,694	1,207,897	1,288,590	80,896	80,693
	511085		Drugs & Medical Chemicals	-	-	-	-	-	-
	511090		Medical & Surgical Supplies	-	1,452	1,125	750	(702)	(375)
	511095		Small Technical & Scientific Eq	18,928	21,263	5,877	7,666	(13,597)	1,789
	511110		Fuel	-	-	41	27	27	(14)
	511115		Vehicle Repair & Maint Supplies	-	-	-	-	-	-
	511120		Clothing	29,028	41,183	33,632	34,172	(7,011)	539
	511125		Food/Event Supplies	17,988	20,125	15,413	14,337	(5,788)	(1,076)
	511130		Weapons Munitions & Supplies	8,133	4,600	6,094	9,253	4,653	3,159
	511145		Small Tools & Minor Equipment	11,798	9,782	17,818	18,365	8,583	546
	511150		Miscellaneous Parts & Supplies	5,787	15,032	12,940	10,167	(4,865)	(2,773)
				1,682,675	1,541,852	1,466,075	1,566,542	24,691	100,467

				FY17 Actual	FY18 Budget	FY18 Forecast	FY19 Budget	FY19B vs. FY18B	FY19B vs. FY18FCST
		Services:							
	520100		Temporary Personnel Services	7,195	-	958	-	-	(958)
	520105		Accounting & Auditing Svcs	30,875	33,040	36,675	35,427	2,387	(1,248)
	520106		Architectural Svcs	-	-	49,989	50,000	50,000	11
	520107		Computer Info/Contracting Svcs	28,396	28,396	9,964	19,907	(8,489)	9,943
	520109		Medical Dental & Laboratory Ser	494,713	175,000	62,788	85,000	(90,000)	22,213
	520110		Management Consulting Services	550,285	299,000	284,585	60,000	(239,000)	(224,585)
	520112		Banking Services	3,243	3,486	2,807	2,970	(516)	163
	520113		Photographic Services	318	1,318	965	643	(675)	(322)
	520114		Misc Support Serv Recruit Relo	88,324	84,210	124,329	118,268	34,058	(6,062)
	520115		Real Estate Rental	1,016,067	1,078,991	1,011,981	1,010,905	(68,086)	(1,076)
	520118		Refuse Disposal	4,493	4,493	2,617	3,712	(781)	1,095
	520119		Computer Equip/Software Maint.	429,441	421,014	658,988	626,171	205,157	(32,817)
	520121		IT Application Services	42,827	129,623	115,931	101,512	(28,110)	(14,419)
	520123		Vehicle & Motor Equip. Services	3,424	7,898	1,490	2,977	(4,922)	1,486
	520124		Other Equipment Services	273,672	302,129	175,456	219,553	(82,576)	44,097
	520143		Credit/Bank Card Svcs	999	411	247	224	(187)	(22)
	520145		Criminal Intelligence Services	-	-	-	-	-	-
	520520		Printing & Reproduction Serv.	13,607	12,390	9,363	12,158	(232)	2,795
	520605		Public Information Svcs	7,431	11,568	3,615	3,367	(8,201)	(249)
	520705		Insurance (Non-Medical)	109,284	142,000	103,168	107,581	(34,419)	4,413
	520760		Contributions	1,000	1,000	-	-	(1,000)	-

				FY17 Actual	FY18 Budget	FY18 Forecast	FY19 Budget	FY19B vs. FY18B	FY19B vs. FY18FCST
			Services:						
	520765		Membership & Prof. Fees	46,130	42,929	19,073	24,659	(18,270)	5,586
	520805		Education & Training	91,978	139,459	171,651	181,678	42,219	10,027
	520815		Tuition Reimbursement	42,039	26,959	38,031	46,422	19,463	8,391
	520905		Travel - Training Related	170,157	155,776	172,574	172,574	16,798	-
	520910		Travel - Non-training Related	18,450	20,000	13,140	14,051	(5,949)	911
	521405		Building Maintenance Services	24,961	30,650	28,539	25,437	(5,213)	(3,103)
	521505		Utilities	11,374	14,057	4,440	3,979	(10,078)	(461)
	521605		Data Services	56,987	55,391	46,681	53,072	(2,320)	6,390
	521610		Voice Services, Equip & Labor	65,393	71,283	65,222	69,457	(1,826)	4,235
	521705		Vehicle/Equipment Rental/Lease	463	165	232	463	298	232
	521725		Other Rental Fees	23,694	22,993	33,769	32,157	9,164	(1,612)
	521730		Parking Space Rental	134,129	147,873	154,315	145,544	(2,329)	(8,771)
	521905		Legal Services	2,325	25,000	29,109	25,000	-	(4,109)
	522205		Metro Commuter Passes	66,667	64,256	62,155	67,374	3,117	5,218
	522305		Freight	20,347	21,622	17,381	17,387	(4,235)	6
	522430		Misc. Other Services & Chrgs	135,395	153,727	123,899	94,832	(58,895)	(29,066)
	532000		Sub-Contractor (COH)	6,192,722	5,068,178	3,200,979	3,071,553	(1,996,625)	(129,426)
				10,208,805	8,796,286	6,837,107	6,506,016	(2,290,270)	(331,091)
			Services without CoH	4,016,083	3,728,108	3,636,128	3,434,463	(293,645)	(201,665)

				FY17 Actual	FY18 Budget	FY18 Forecast	FY19 Budget	FY19B vs. FY18B	FY19B vs. FY18FCST
			Non-Capital Expenditures						
	551010		Furniture and Fixtures	90,436	100,000	100,000	100,000	-	-
	551015		Computer Equipment	148,058	160,000	159,064	173,085	13,085	14,021
	551025		Scientific/Medical Equipment	58,204	20,000	22,061	35,735	15,735	13,674
			Total Non-Capital Expenditures	296,698	280,000	281,124	308,820	28,820	27,695
			Capital Expenditures						
	170140		Improvements	-	-	-	-	-	-
	170210		Furniture & Fixtures	-	-			-	-
	170230		Computer Hardware/SW	514,558	-	-	-	-	-
	170240		Scientific/Foren Eqmt	191,091	635,490	698,343	450,000	(185,490)	(248,343)
	170980		Const in Progress	-	-	-	-	-	-
			Total Capital Expenditures	705,649	635,490	698,343	450,000	(185,490)	(248,343)
			Total Expense and Capital Before Depreciation	25,322,133	27,531,000	24,396,133	26,258,157	(1,272,843)	1,862,024
	561230		Depreciation	432,917	432,352	478,807	477,202	44,850	(1,605)
	620000		HPD-Reimbursed Expenses	-	-			-	-
	669000		Reconciliation Discrepancies	-	-			-	-
			Total Expense and Capital After Depreciation	25,755,050	27,963,352	24,874,940	26,735,359	(1,227,993)	1,860,419
			Net Ordinary Income After Capital Expenditures	967,288	(1,272,009)	1,150,618	(199,215)	1,072,794	(1,349,833)
			Other Expense:						
	610000		City of Houston Direct Overhead	1,460,000	1,460,000	1,460,000	1,460,000	0	-
			Grant and Training Expense	-	590,757	-	890,000	299,243	890,000
			FA Gain/Loss	48,082					
			Total Cash Out			169,425	(2,072,013)		
			Beginning Cash Balance			2,239,716	2,409,140		
			End of Year Cash / (Deficit)			2,409,140	337,127		



Houston Forensic Science Center

INTEROFFICE MEMO

To: Peter Stout, PhD, President and CEO

From: Lori Wilson, Quality Director

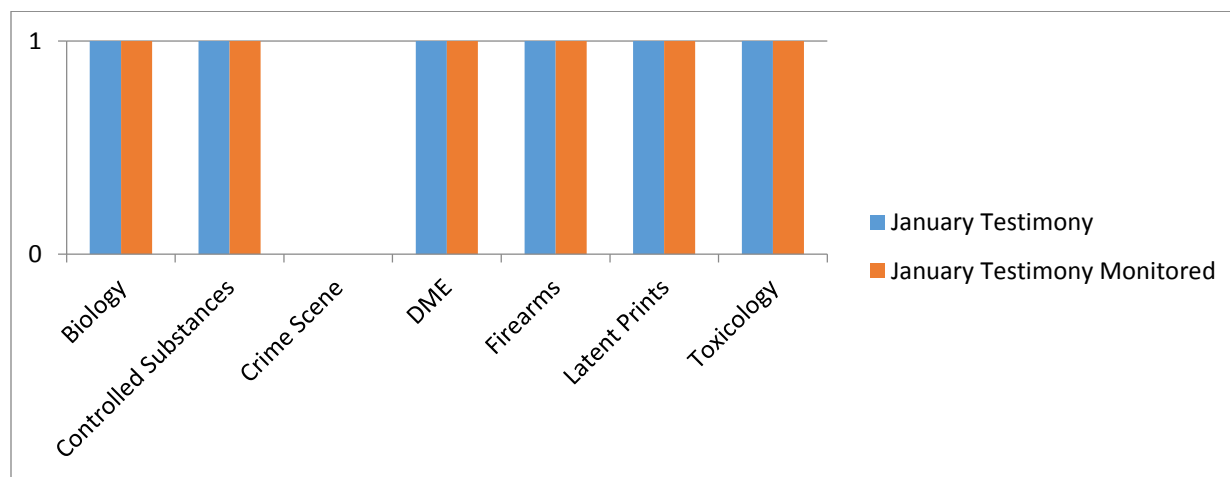
Cc: Amy Castillo, PhD, COO
Jerry Pena, Director, Crime Scene/Digital and Multimedia Division

Date: February 5, 2018

Re: Quality Division Update for January 2018

TESTIMONY MONITORING

Six staff members testified during the month and all testimony was monitored in person by a fellow HFSC staff member. Please see below for graphical details.



PROFICIENCY TESTS

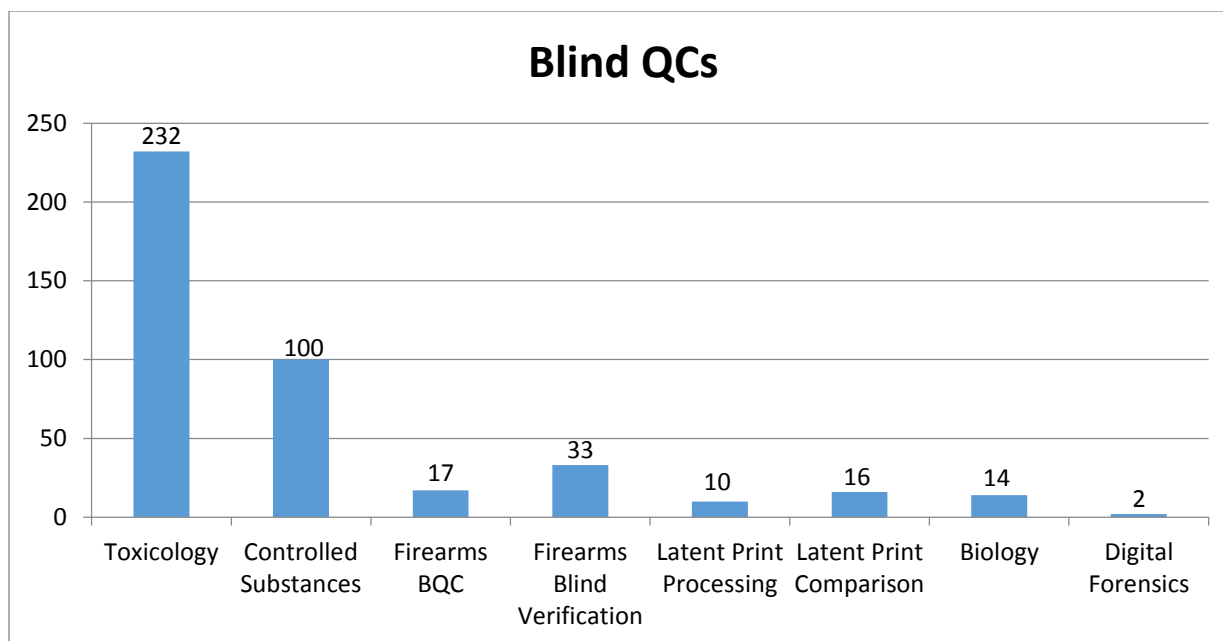
Proficiency activity is shown below.

Test Identifier	Discipline	Number of Tests Assigned	Number of Participants	Date Assigned	Date Submitted to Provider	Issue?
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	2	9/29/2017	10/26/2017	no
17-5191	Latent Print Processing	2	2	10/16/2017	11/21/2017	no
17-527	Firearms Examination	5	5	10/20/2017	12/13/2017	no
18-5701	Forensic Biology	8	varies	1/9/2018	Due 3/5/2018	n/a
18-5250	Firearms: Serial Number Restoration	2	2	1/22/2018	Due 3/19/2018	n/a
18-5162	Latent Prints	1	1	1/30/2018	Due 3/26/2018	n/a

BLIND QUALITY CONTROL PROGRAM

January activity is shown below.

Discipline	Number of Cases Assigned	Number of Cases Completed	Results
Toxicology	10	10	satisfactory
Controlled Substances	12	15	satisfactory
Firearms – Blind Quality Control	0	1	satisfactory
Firearms – Blind Verification	1	1	satisfactory
Latent Print Processing	3	1	satisfactory
Latent Print Comparison	9	3	satisfactory
Biology	4	1	satisfactory
Digital Forensics	0	0	n/a



This graph represents the number of BQC cases created since the beginning of the program (September 2015) through the end of January 2018.

After re-evaluating the BQC master list, the Quality Division determined the previously reported numbers for Toxicology (previously reported as 227) and Firearms BQC (previously reported as 19) were inaccurate. The correct numbers are reflected above.

Please see **Attachment 1** for additional BQC details.

INCIDENTS/CORRECTIVE/PREVENTIVE ACTIONS

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

COMPLAINTS

On February 2, the Quality Division received a Complaint Form completed by the Firearms Manager. The complaint was based upon communications with an assistant Harris County District Attorney concerning the way firearms evidence was packaged after analysis. Additional information will be included in the February Quality Division report.

DISCLOSURES

On February 2, the Texas Forensic Science Commission heard HFSC's self-disclosure concerning the Forensic Multimedia Unit. The disclosure involved a scene video that was not captured by the FMU analyst as requested by the investigating agency. The Commission voted to take no action. The Commission also voted to take no action on the Crime Scene Unit self-disclosure made in May 2017 that

involved deficiencies in documentation, collection and recovery of evidence by a Crime Scene Investigator.

Notification has been made to the Commission of a nonconformance involving another FMU analyst who shredded original call-out scene notes. HFSC's investigation will include a review of all audio and video cases worked by this analyst, approximately 100 cases. A self-disclosure form will be submitted to the Commission once more information is obtained from the review. This analyst is no longer employed by HFSC.

AUDITS and INSPECTIONS

Since July 2017, the Quality Division has conducted monthly Quality File Reviews. These reviews are for administrative accuracy only and have included approximately 65 case records from the Toxicology, Firearms, Controlled Substances, Latent Prints, and the Digital/Multimedia Unit. Eleven Biology/DNA records were reviewed in January. These records included cases with reports finalized in December and January. This time frame was selected because an unannounced audit of the Biology section was performed in January that included case records completed prior to December. No nonconformances were noted.

The Biology unannounced audit was conducted January 3-5, 2018. The purpose of this audit was to determine if appropriate and sustainable corrective actions were taken to address the findings reported in the August 2017 internal audit. Three nonconformances were noted (see 2018-IA-07 through 2018-IA-09 on **Attachment 2**).

The Quality Division conducted annual internal audits of the Firearms and Controlled Substance sections during the month of January. The audits focused on determining compliance with sectional procedures, Quality Manual requirements and accreditation standards. The audits also included a review of case records completed since the last internal audits. Nonconformance details can be found in **Attachment 2** of this report. Audit reports are posted on HFSC's public eDiscovery site (www.houstonforensicscience.org).

The remaining yearly internal audits include:

- Latent Prints- scheduled for the week of February 12
- Digital Multimedia Evidence- scheduled for the week of February 19
- Biology- scheduled for the week of March 19
- Toxicology- scheduled for the week of April 2

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

Attachment 1



Blind Quality Testing Project Update – January 2018

Quality Division Goals

Discipline	Target Cases Assigned
Controlled Substances	8/month
Toxicology	8/month
Biology	4/month
Firearms – Blind Verification	1/month
Firearms – Blind Quality Control	1/month
Latent Print Processing	3/month
Latent Print Comparison	10/month
Digital Forensics	1/month

Challenges

- Multiple controlled substance blind cases discovered by the analyst during analysis.
- Two latent print processing cases discovered by the examiner during analysis.
- Toxicology kit packaging from vendor were in production in January.

Forensic Discipline

Cases Assigned

Controlled Substances	12	
Toxicology	10	
Biology	4	
Firearms: Blind Verification	1	
Firearms: Blind Quality Test	0	
Latent Print Processing	3	
Latent Print Comparison	9	
Digital Forensics	0	
On Target	Near Target	Target Not Met

January 2018 Results

Forensic Discipline	Cases Completed
Controlled Substances	15
Toxicology – BAC	10
Biology	1
Firearms – Blind Verification	1
Firearms – Blind Quality Control	1
Latent Print Processing	1
Latent Print Comparison	3
Digital Forensics	0

Mitigation

- Interviewed analysts who identified the blind cases.
- Latent Print Processing:
 - evidence packaging
 - placement of latent on crowbar
- Controlled Substances:
 - submission form printed in color by Property Division
 - evidence baggie was too neat
- Toxicology target was lowered for January to ensure enough packaging was available to submit 2 cases/week.

Achievements

- Received first list of controlled substance cases for destruction from the HPD Property Division. These cases will be analyzed by the laboratory and candidates will be identified for the BQC program.

Attachment 2

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, February 05, 2018

4:27:11 PM

Page 1 of 4

Quality Notified	Summary of Notification	Comments
Audio Video		
2018-003 CAR	1/10/2018	An analyst made errors in audio casework and documentation. This nonconformance was forwarded to the HFSC Human Resources Division and the case was reworked by another analyst.
2018-004 CAR	1/19/2018	An analyst did not document storage settings, earliest/latest recording, and camera recording settings correctly as required by the FMU Scene Response SOP. The analyst returned to the scene and obtained the photographs. During technical review, the analyst was asked to upload the original scene notes to LIMS. The analyst shredded the scene notes before scanning them into LIMS. A copy of the notes is not available.
Biology		
2018-006 IR	1/29/2018	An obsolete Calibration and Performance Checklist was used by the Biology section to record the performance checks of two new thermometers.
2018-007 IR	1/30/2018	The Biology section issued a report that did not include the results of a reference sample. The report was amended.
2018-008 IR	1/30/2018	An analyst is unsure if he used sterile water or TE buffer in his extraction process. He is unsure which one he used because he wrote the lot number of the water on his extraction worksheet rather than the lot number of the buffer.
2018-IA-07 CAR	1/31/2018	The Automation Enhancer reagent should have been handled as a critical reagent. However, it was not defined as critical in the DNA SOP and the lot number was not recorded in applicable case records.

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

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, February 05, 2018

4:27:35 PM

Page 2 of 4

	Quality Notified	Summary of Notification	Comments
2018-IA-08 CAR	1/31/2018	The chains of custody for four cases showed evidence extracts to be in analysts' custody but the items were actually in long term storage. Two evidence items located in the long-term room temperature storage could not be located at the time of the audit but have since been located.	
2018-IA-09 CAR	1/31/2018	Analysts did not follow NDIS procedures for entering partial profiles into CODIS.	
Controlled Substances			
2018-005 IR	1/24/2018	The same analyst performed both the technical and administrative reviews on this case. This is a violation of the Quality Manual and Controlled Substance sectional SOP.	
2018-IA-10 CAR	1/31/2018	Two controlled substances analysts testified in 2017 but their testimony was not monitored as required by policy.	
2018-IA-11 CAR	1/31/2018	Original case observations were rewritten on new worksheets and the original worksheets were not retained in the case record. The analyst added extra digits to the forensic case number listed on the original documents, believing that since the case numbers no longer matched, the original documents did not need to be maintained as part of the case record.	
2018-IA-12 CAR	1/31/2018	During the witnessing of casework, a series of presumptive tests were repeated but only the last test result was documented in the case record.	
2018-IA-13 IR	1/31/2018	The Controlled Substance Standard Log Sheet form was revised but weights of the drug standards previously inventoried before the new form became effective were recorded on the obsolete form.	

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

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, February 05, 2018

4:27:35 PM

Page 3 of 4

	Quality Notified	Summary of Notification	Comments
2018-IA-14 CAR	1/31/2018	A portion of evidence encountered in casework was retained in the Controlled Substances section as reference material for reagent QC testing purposes. Removal of this reference material was not documented in the case record nor documented in the chain of custody.	
Crime Scene			
2018-002 CAR	1/8/2018	At a homicide scene, the CSI did not collect evidence in accordance with CSU SOP. He specifically did not collect items that may have been handled by the suspect for DNA and/or latent print processing.	
Firearms			
2018-IA-01 CAR	1/26/2018	During a conflict resolution, the reason for rejecting the conclusions of the first firearms examiner was not documented. Additionally, the original observations of the second examiner were not documented on the comparison worksheet.	
2018-IA-02 CAR	1/25/2018	During the internal audit, chain of custody transfer errors were noted in two cases. Additionally, the initial transfer of evidence out of the vault for the section's 'buddy check' was not documented on multiple chains of custody.	
2018-IA-03 IR	1/26/2018	A monthly performance check of the balance was not completed in November 2017.	
2018-IA-04 IR	1/26/2018	A trigger pull gauge was not performance checked monthly nor was it marked out of service.	
2018-IA-05 CAR	1/26/2018	Analytical results for one case were released to an officer prior to the release of the report. However, the case record did not contain documentation that the release was approved by a supervisor or manager.	

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

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, February 05, 2018

4:27:35 PM

Page 4 of 4

	Quality Notified	Summary of Notification	Comments
2018-IA-06 IR	1/26/2018	NIBIN reports for items not suitable for NIBIN entry have the same report statement as items labeled as suitable and entered into the database. The statement: "Laboratory testing associated with IBIS analysis in firearm(s) and/or fired cartridge case(s) submitted in this incident has been completed. The appropriate investigative agency(ies) and/or division(s) will be notified of any possible NIBIN associations with this evidence" could be interpreted that the case was entered into NIBIN when it was not.	
Latent Prints			
2018-001 IR	1/4/2018	The Latent Print SOP requires a yearly verification check of scanners, computer monitors and Photoshop software. The 2017 verification was not completed on three computers.	

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.