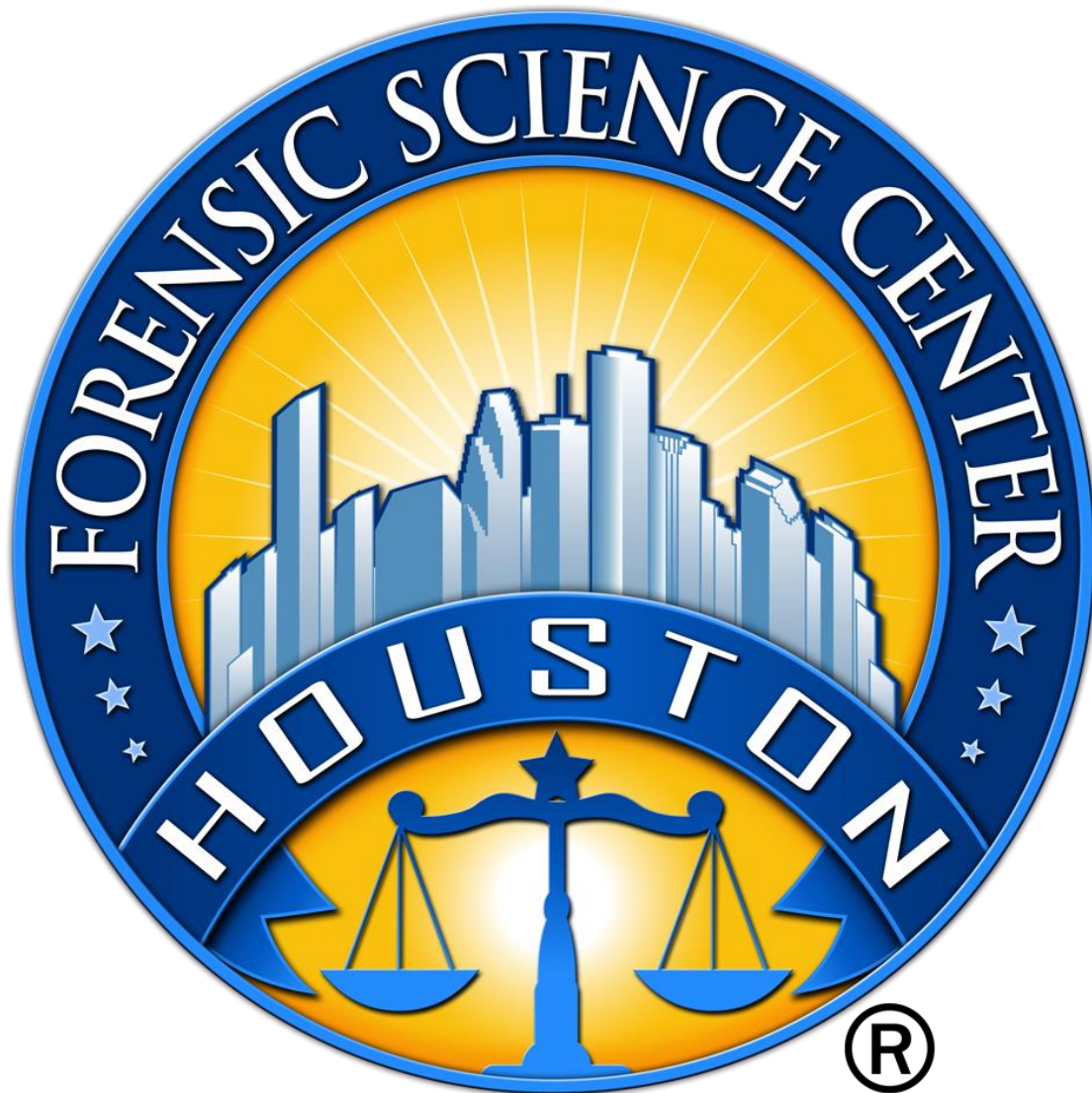


Houston Forensic Science Center, Inc.

Board of Directors Meeting

March 9, 2018



HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

March 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. Reading of draft minutes of February 9, 2018 Board meeting. Consideration of proposed corrections, if any. Approval of minutes.
4. Public Comment.
5. Report from Board Chair including a monthly update of activities and other announcements.
6. Report from President and CEO including technical updates, outreach efforts, staffing changes and other corporate business items.
7. Director of Information Strategy status update on progress in the rollout of a new Laboratory Information Management System (LIMS).
8. Monthly operations report from Vice President and COO, including a review of turnaround times and backlogs.
9. Discussion of FY18 budget reallocations and possible related action.
10. Treasurer's report regarding company financials and other fiscal updates.
11. Report from Ms. Lori Wilson regarding quality assurance including review of testimony monitoring, proficiency tests and corrective actions.
12. Discussion of proposal to create HFSC advisory board consisting of former members of the HFSC Board of Directors and possible related action.
13. Adjournment.

–NOTICE REGARDING SPECIAL NEEDS –

Persons requiring accommodations for special needs may contact the HFSC at 713-929-6760 to arrange for assistance.

–NOTICE REGARDING PUBLIC COMMENT –

Members of the public may address the Board during the "Public Comment" segment of the meeting. Each speaker should limit his or her comments to three minutes. The Chairman may limit both the number of speakers and the time allotted for each speaker. A speaker 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 March, 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 March 2018.

Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

February 9, 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 February 9, 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 February 6, 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 9:00 a.m. on Friday, February 9, 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, Philip Hilder, Francisco G. Medina, Janet Blancett, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell, Chief Mary Lentschke, Sandra Guerra Thompson.

The following directors were absent: Anthony Graves and Tom P. Allen (ex-officio).

Chairwoman Cásarez declared a quorum was present.

- E. Chairwoman Cásarez thanked Mr. David Feldman for his service on the Board of Directors. She introduced new member, Mr. Philip Hilder, and welcomed him to the Board.
- F. Chairwoman Cásarez noted a draft of the minutes of the Corporation's meeting on January 12, 2018 had been distributed to the Board. Dr. Mitchell made a motion to approve the minutes. Mr. Medina seconded the motion. The motion passed unanimously.
- G. Chairwoman Cásarez asked if any members of the public wished to address the Board. No one addressed the Board.
- H. Chairwoman Cásarez provided a chair's report. She thanked Technical Advisory Group (TAG) member, Dr. Darrell Davis, for joining the meeting via teleconference. Ms. Cásarez said Director Graves had a successful book signing and would be holding another. She thanked the Board budget working group for helping to prepare the FY19 budget proposal. Ms. Cásarez congratulated Vice Chair Thompson for receiving a request to write a second edition of her book, *Cops in Lab Coats*. Chairwoman Cásarez said she had been invited by Rep. Sheila

Jackson Lee to testify before a congressional committee about HFSC's rape kit elimination project. Rep. Lee has said she views HFSC's independent structure is a model for the nation.

- I. Dr. Peter Stout, president and CEO, provided the president's report. Dr. Stout reviewed two past disclosures made to the Texas Forensic Science Commission (TFSC) and the commission's findings from a meeting on February 3. Dr. Stout said Dr. Bruce Budowle and Dr. Jody Koehler of the TFSC would tour HFSC's lab as part of the research into a complaint regarding the forensic biology sections. He expects recommendations for improvement to result. Dr. Stout shared with the Board the details of two new disclosures to the TFSC. He reviewed the lab's average turnaround time (TAT) for January 2018, total TAT, backlogs and requests received. Dr. Stout highlighted recent community outreach efforts, as well as new certifications and staffing updates.
- J. Mr. Darrell Stein, director of information strategy, provided an update on HFSC's Laboratory Information Management System (LIMS). Mr. Stein shared information with the board about the disciplines that are operating in the new LIMS. HFSC is now focusing on moving all staff to a new computer network before transitioning additional sections to the new LIMS. Mr. Stein also said a new user-friendly portal for submitting requests is being built and will benefit internal and external stakeholders.
- K. Dr. Amy Castillo, vice president and COO, presented the operation's report. She shared each technical section's scorecard showcasing overall TAT, progress and impacts of the ongoing transition to LIMS as well as effects of the network switch on operations. Dr. Castillo said HFSC will have a partial shutdown in lab operations beginning February 28 to allow for the network transition. Dr. Castillo introduced a new scorecard for the national DNA database, the Combined DNA Index System (CODIS). Dr. Castillo told the board the latent print section is forecast to eliminate its longstanding backlog by the end of 2018.
- L. Mr. Leach, treasurer and CFO, presented a treasurer's report. Mr. Leach reviewed the monthly reports, including the full-year budget update, comparative statement of activities and grants. Mr. Leach said HFSC is on track to finish the year within budget.
- M. Mr. Leach requested board approval for the FY19 \$25.6 million budget proposal. Dr. McPherson made a motion to approve. Chief Lentschke seconded the motion. Chairwoman Cásarez asked for a roll call vote. The FY19 budget was approved by the Board.

Nicole B. Cásarez, Philip Hilder, Francisco G. Medina, Janet Blancett, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell, Chief Mary Lentschke and Sandra Guerra Thompson voted in favor of the budget proposal. The following members were absent: Anthony Graves.

- N. Dr. Stout gave a quality update for January 2018 on behalf of Ms. Lori Wilson, quality director. Dr. Stout reviewed incidents and corrective actions, disclosures to TFSC and accreditation.
- O. Pursuant to Section 551.071, consultations with attorney, Section 551.074, personnel matters, and Section 551.072, real property, of the Texas Government Code, the Board went into

executive session at approximately 11:10 a.m. HFSC's general counsel, Ms. Renee Byas, Dr. Stout, Dr. Castillo, Mr. Charles Evans, director of business development, Mr. Leach and Ms. Benton, Board secretary, were present in the executive session. Ms. Caresse Young, director of human resources, was asked to later join the executive session for discussion pertaining to Section 551.074, personnel matters.

- P. The executive session concluded at approximately 12:33 p.m. The meeting reconvened in open session.
- Q. No further action was taken.
- R. The meeting ADJOURNED at 12:33 p.m.

By: _____

Jordan Benton Secretary

President's Report

March 9, 2018



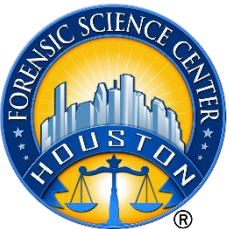
TFSC Disclosures

Closed: No Further Action

- Crime Scene Unit self-disclosure
- Audio/Video self-disclosure

Open: Pending

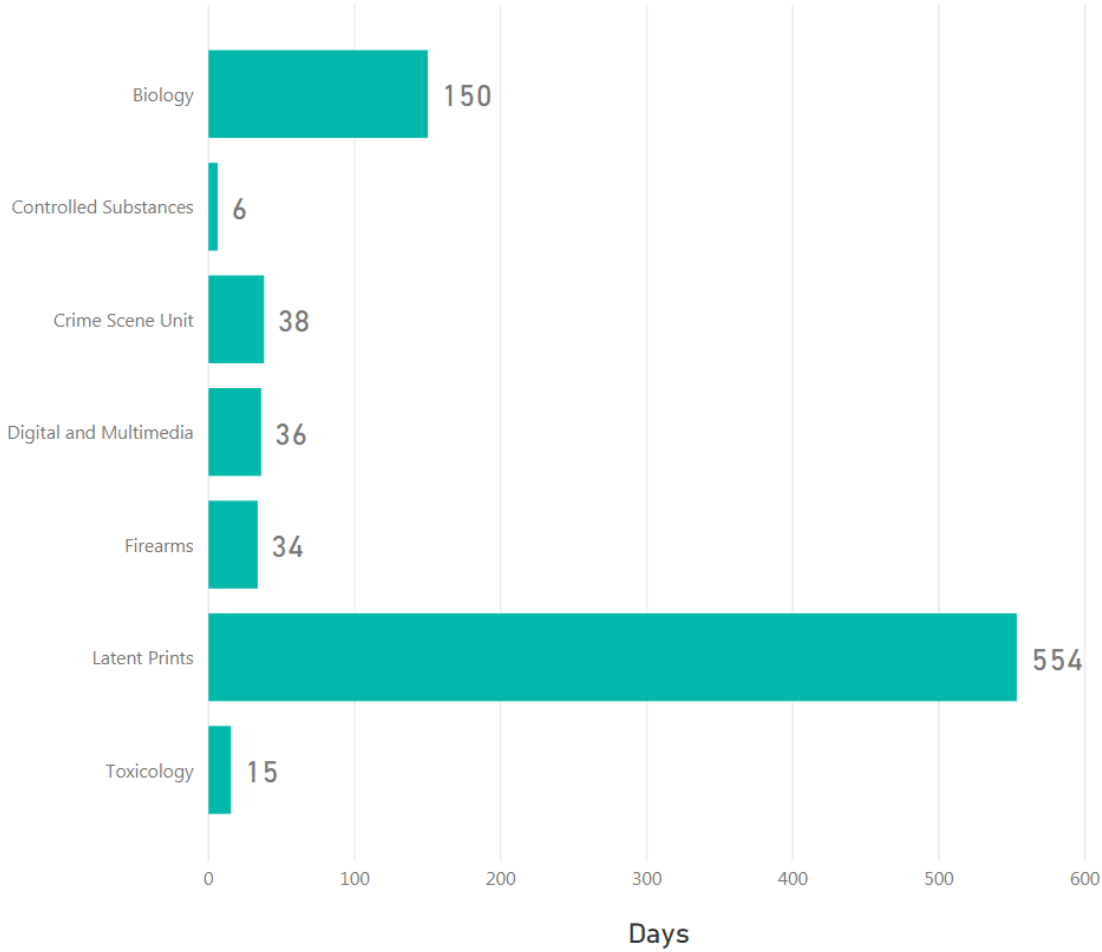
- DNA complaint
 - TFSC visited lab
 - Discussion surrounding communication, training



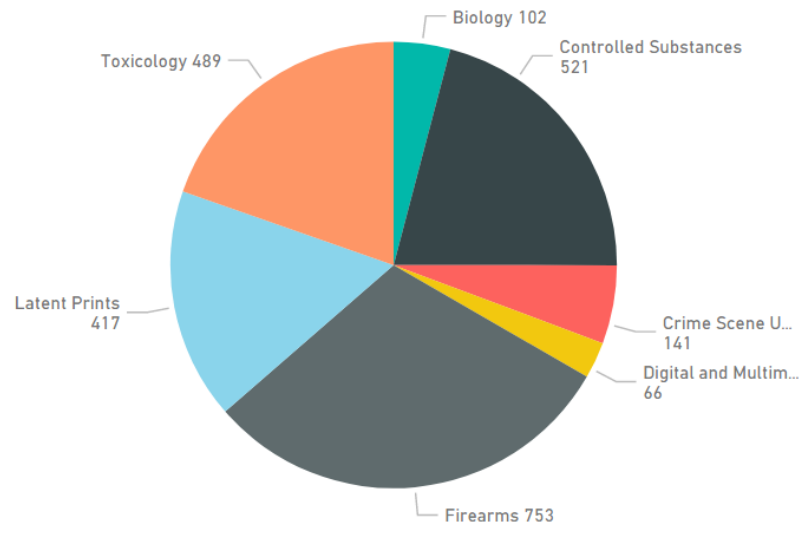




Average Turnaround Time for February 2018



Requests Completed by Section



Turnaround Time - Days
117

Completed Requests
2489

Month Completed

01-January

02-February

03-March

Year Completed

2015

2016

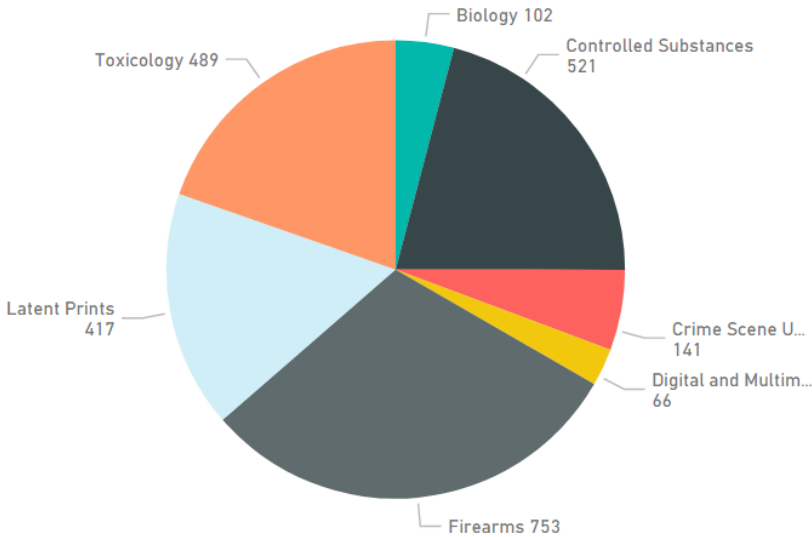
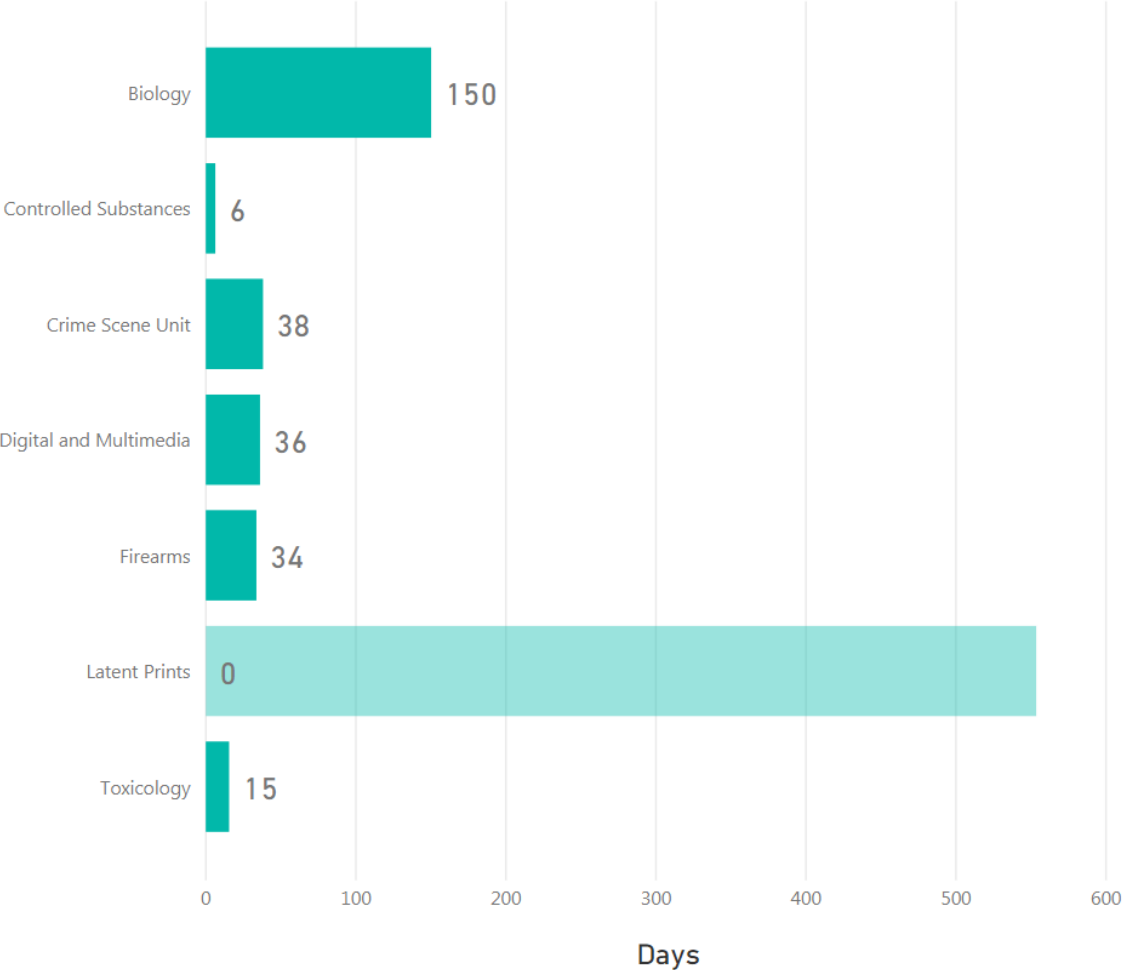
2017

2018

This data is current as of 3/2/2018.

Requests Completed by Section

Average Turnaround Time for February 2018



Turnaround Time - Days
29

Completed Requests
2072

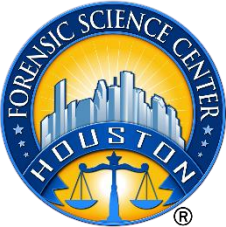
Month Completed

- 01-January
- 02-February
- 03-March

Year Completed

- 2015
- 2016
- 2017
- 2018

This data is current as of 3/2/2018.



From the start of HFSC

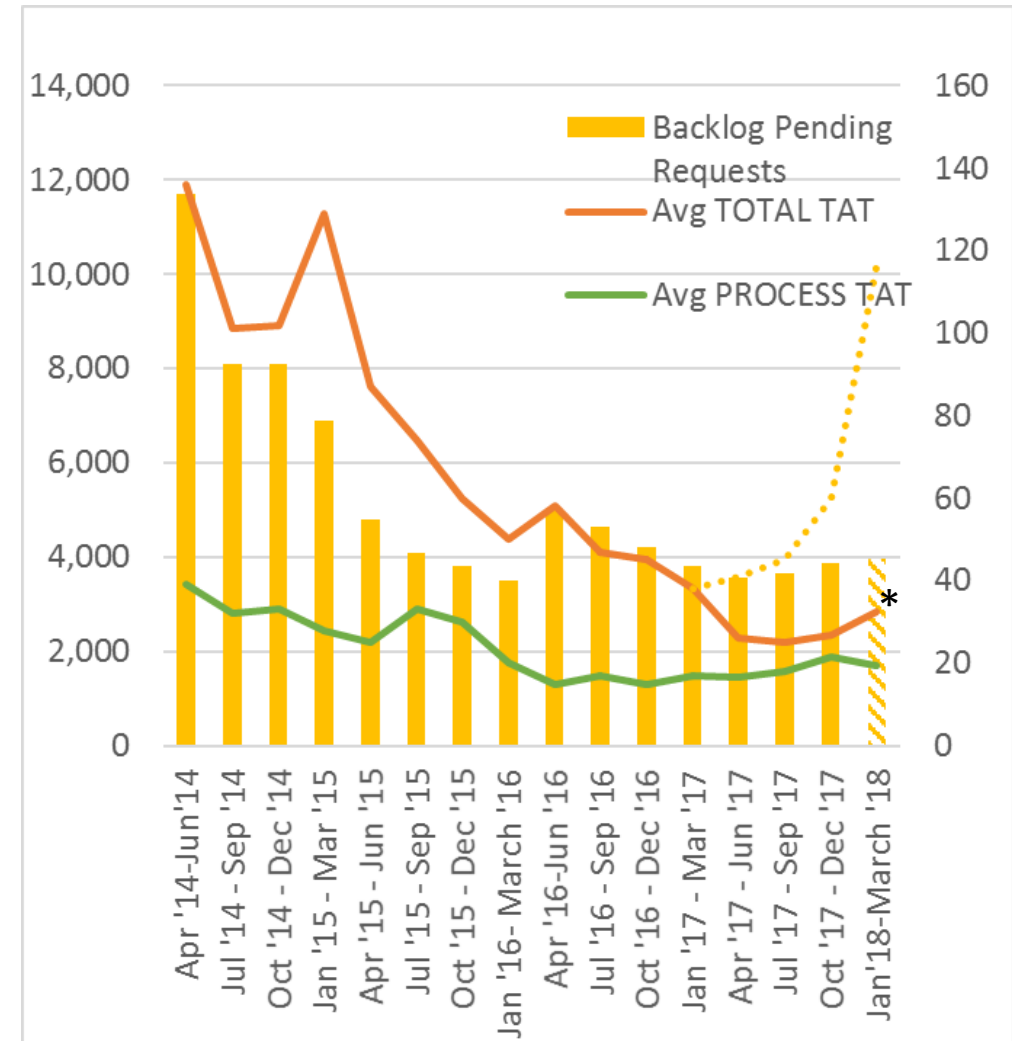
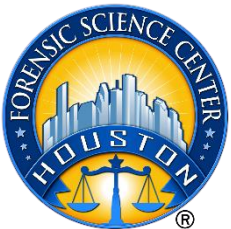
↓ 76%* in Avg TOTAL turnaround (TAT) time

↓ 66% in backlogged requests

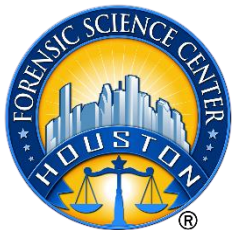
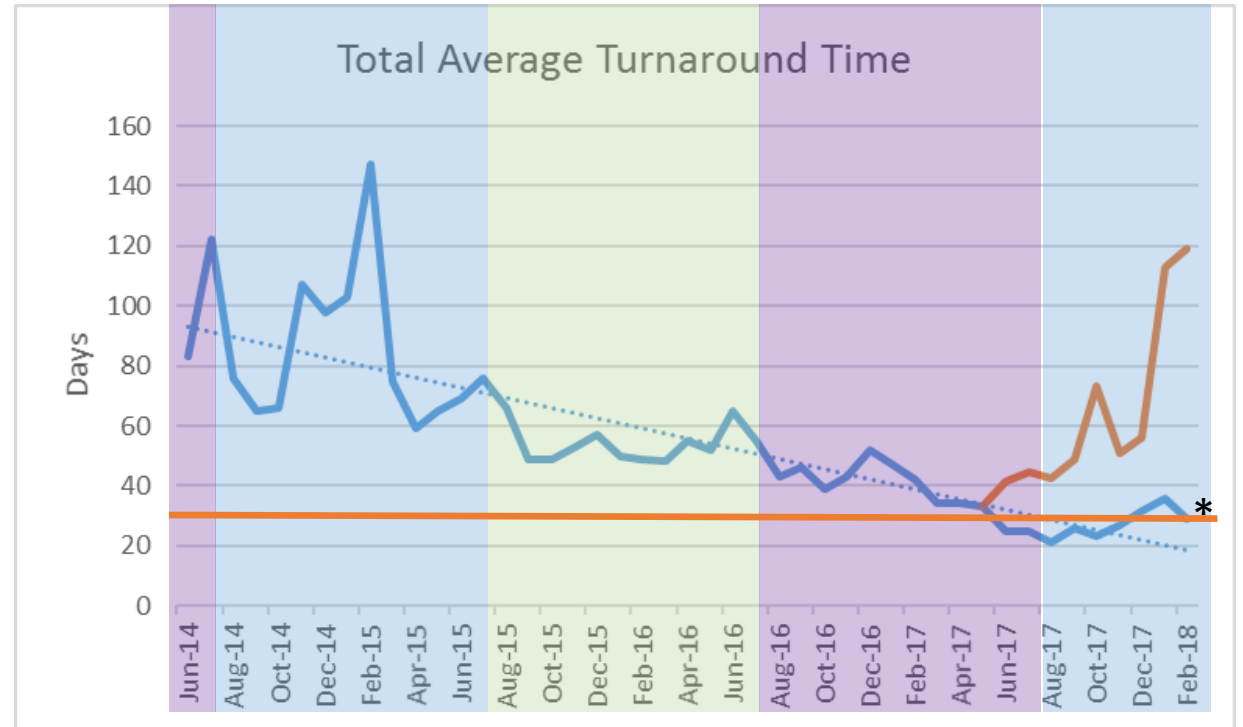
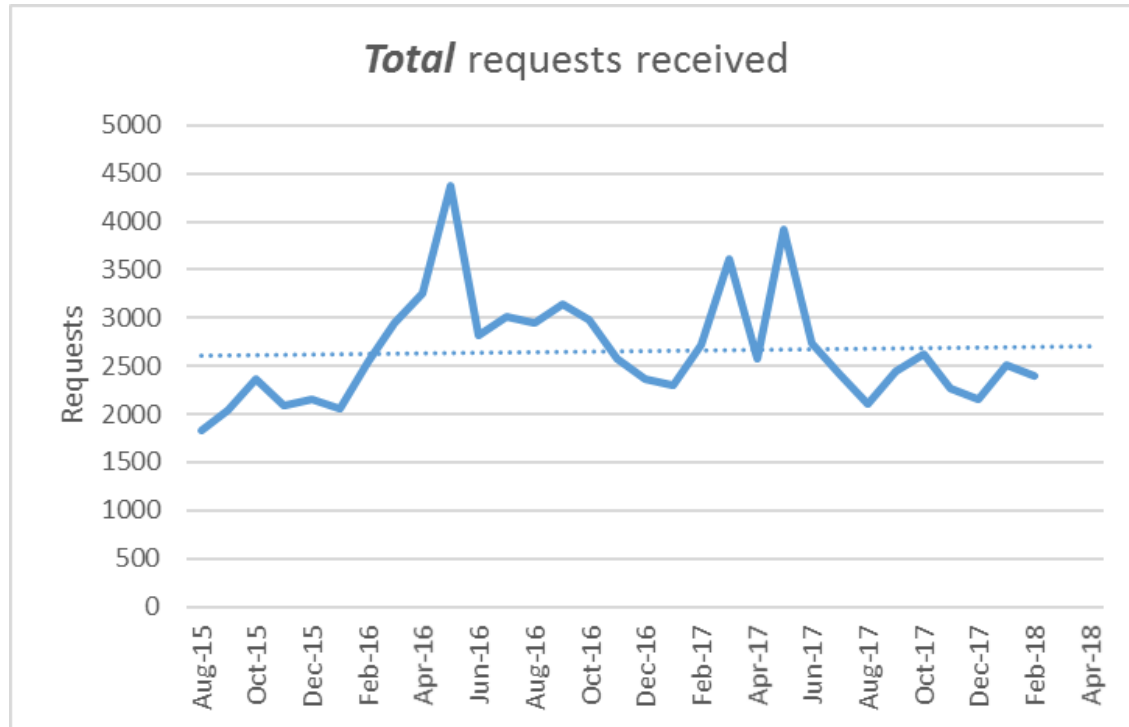
↓ 50% in Avg PROCESS TAT

↓ 87%* in WAIT gap

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



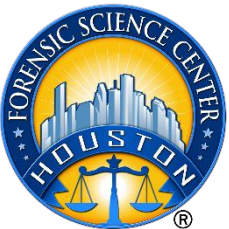
Requests received



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

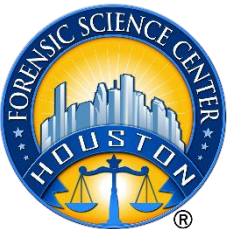
Outreach

- Tour with Panamanian Ministry of Public Security
- Tour with grand jury
- Tour with Council Member Robert Gallegos
- Tour with Stacey Mitchell and a group of forensic nursing students
- Tour with University of Houston group working on strategic partnerships
- Tour with Nicole Casarez's wrongful conviction students
- Meeting with Harris County Commissioner Rodney Ellis



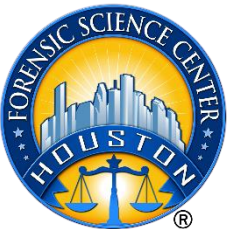
Community Outreach

- Volunteer on weekends and evenings
- 18 events since December
 - Girl/Boy Scouts
 - Houston Hispanic Forum
 - Career Fairs
 - Health Fairs



Certifications

- Patrick Tynan – Fellow of the American Board of Criminalists (ABC)



Staffing – March 6, 2018

- | | |
|--|---|
| <ul style="list-style-type: none">• 194 staff members<ul style="list-style-type: none">• 14 COH civilians• 8 COH classified• 172 HFSC• 11 open positions; 1 offer accepted• Internal transfers:<ul style="list-style-type: none">• 2 project engineers – LSS development group | <ul style="list-style-type: none">• 10 active vacancies<ul style="list-style-type: none">• 1 assistant technical lead – FBIO• 2 crime scene investigators• 4 forensic analysts – FBIO• 1 forensic analyst – multimedia• 1 forensic analyst – toxicology• 1 quality specialist*****• 5 vacancies pending<ul style="list-style-type: none">• 1 CODIS operator• 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
- Moved legacy LIMS to Azure on HFSC network for some disciplines

Updates:

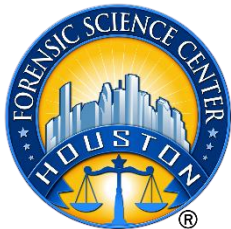
- **LIMS portal:**
 - Working with portal vendor, HPD, EMS vendor and HCDAO
 - Designing user interface
 - Working on interim solution

Current tasks:

- Wrapping up 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:

- Create training materials and educate stakeholders on use of new LIMS portal
- Continued acceptance testing of LIMS interfaces and reports for remaining disciplines

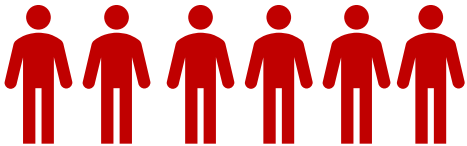


Operations Report

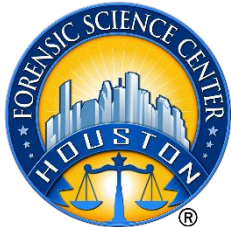
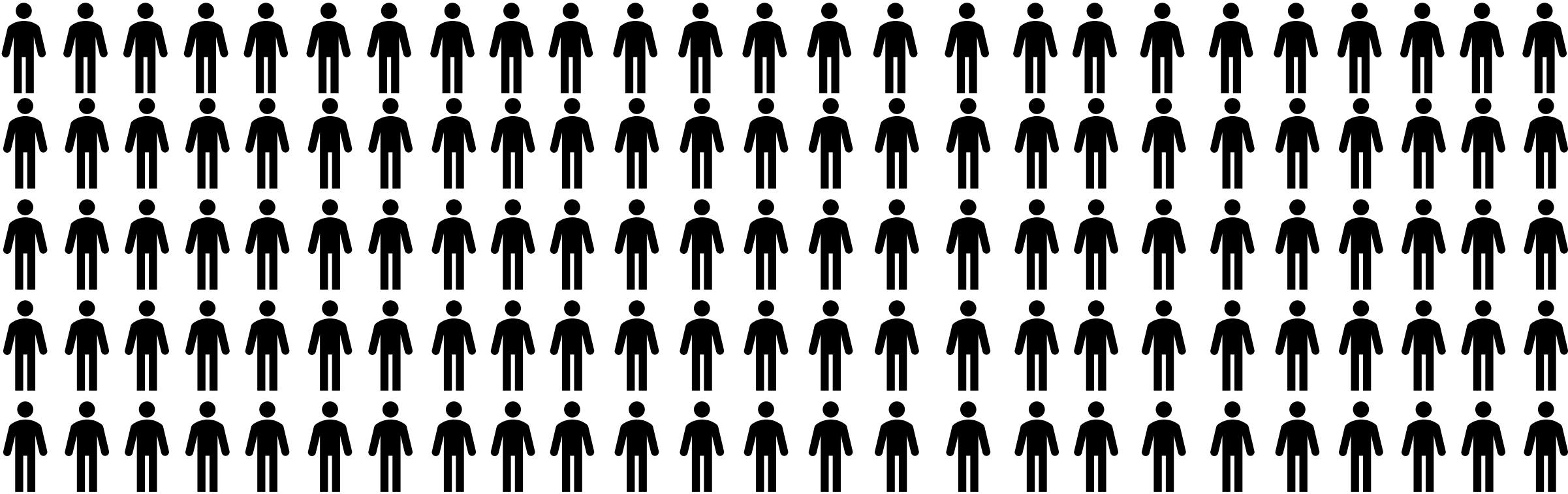
March 9, 2018



Network Update

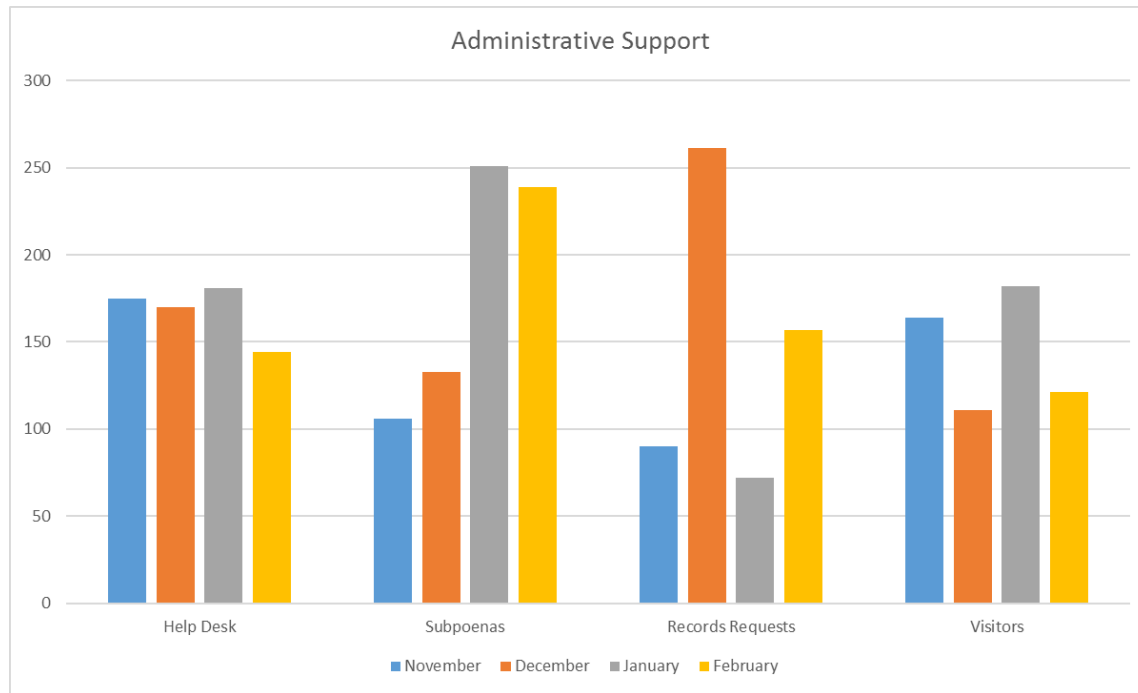


← EMS

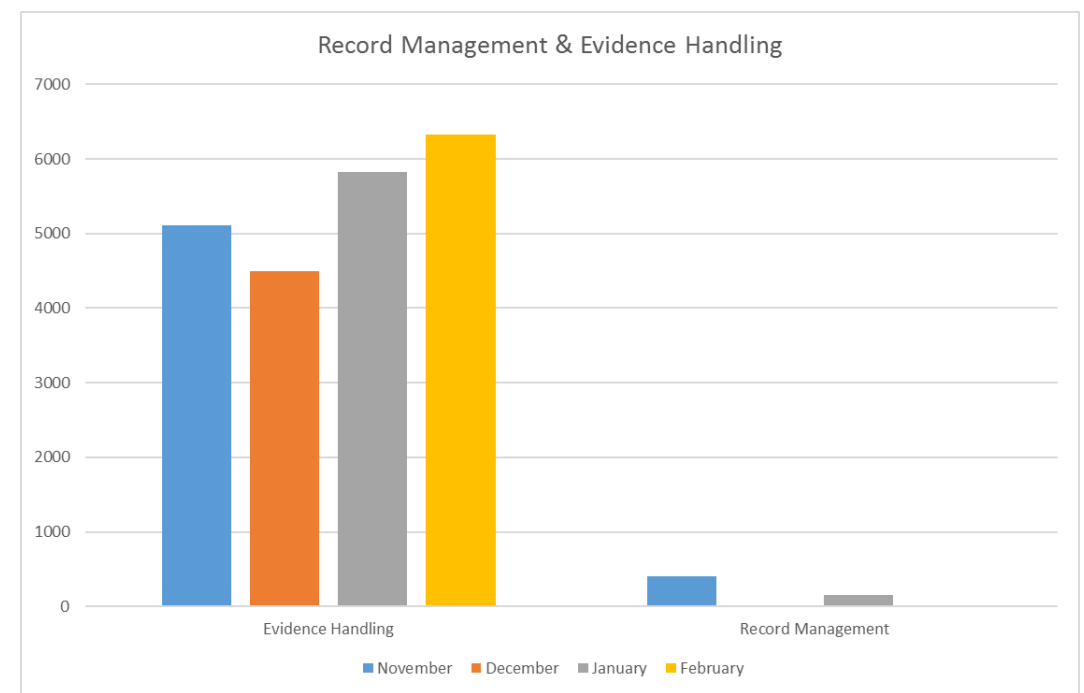


CS/CM -- December

Administrative Support



Record Management & Evidence Handling



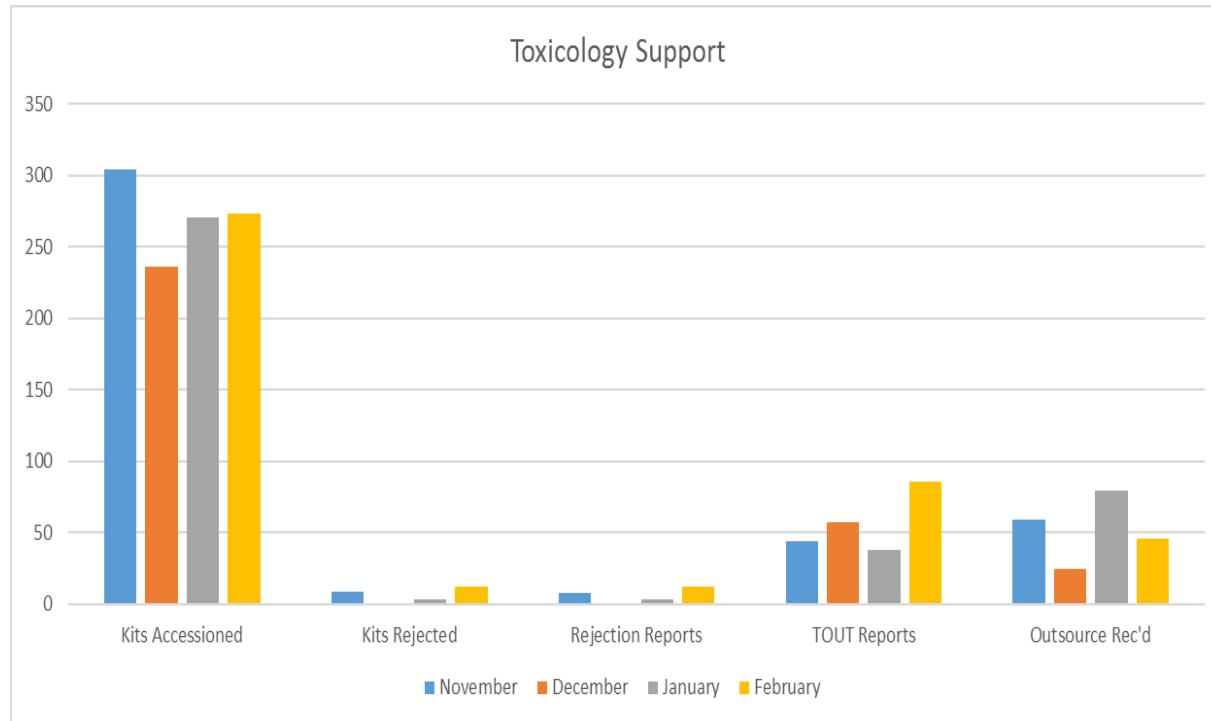
Accreditation

- Working toward International Association of Property & Evidence (IAPE) accreditation (target mid-2018)
- Application will be sent by March 16, 2018

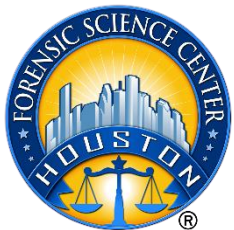
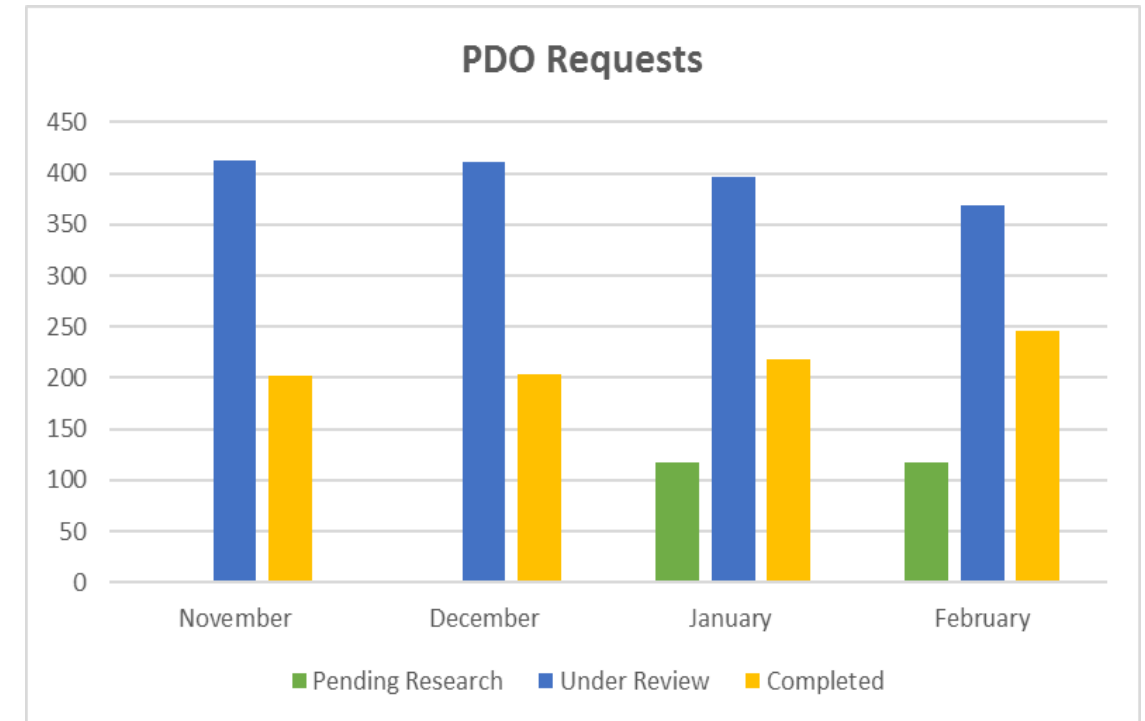


CS/CM -- December

Toxicology Support



Biology Support



Company-wide rejection policy

- Policy being drafted, once all sections are live in JusticeTrax LIMS all sections will have rejection and discrepancy reports
- CS/CM will be able to reject evidence if not properly packaged/labeled at the Property Room

Seized Drugs

Total TAT
↓ 7

EOM >30 day
3

Critical issues
2

CS: 7-day avg,
3 pending requests >30 day

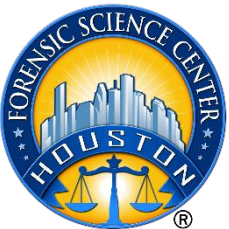
Target: <14 days

Critical issues

- Potential impacts of additional expedited case needs
- Network transition will impact March TAT

Projections for next 90 days

- Back to uninterrupted operations (post-LIMS and post-network transitions)
- Continued pressure on resources from increased case complexity
- Continue to track submission of opioid cases/lab safety measures in place



Firearms

Total TAT
↑ 37

EOM >30 day
↓ 256

Critical issues
3

Exams: 19-day avg,
2 pending requests >30 day

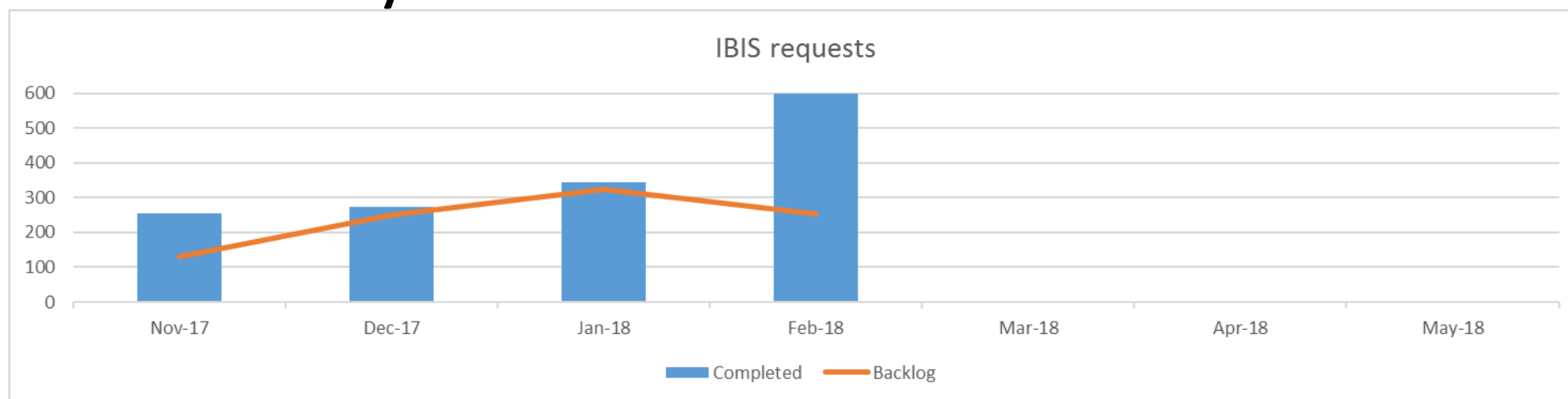
IBIS: 41-day avg,
254 pending requests >30 day

Target: <25 days

Critical issues

- Backlog in NIBIN requests for guns
- Transition to new LIMS and network (5-day LIMS outage)

Projections for next 90 days



Digital and Multimedia



A/V: 78-day avg,
94 pending requests >30 day

AVCO: 6-day avg,
1 pending request >30 day

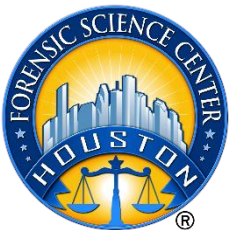
Digital: 11-day avg,
2 pending requests >30 day

Critical issues

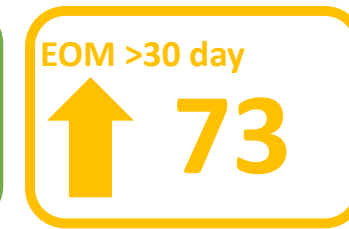
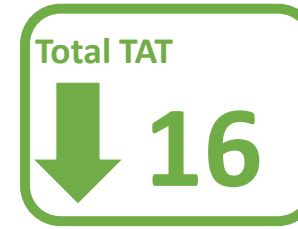
- A/V focus on backlog during JusticeTrax transition
- Increasing callout support
- Transition to new LIMS and network (5-day LIMS outage)

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 JusticeTrax LIMS



Toxicology



Alcohol: 14-day avg,
0 pending requests >30 day
Tox: 30-day avg
73 pending requests >30 day
Out-Tox: 14-day avg
0 pending requests >30 day

Critical issues

- Legacy GC/MS instruments
- Transition to newly validated drug screening instrument
- Down three analysts; two in training
- Transition to new LIMS and network (5-day LIMS outage)

Projections for next 90 days

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



Forensic Biology

SA Kit: 81-day avg
SA "other" 80-day avg,
147 pending SAK requests >30 day
of those: ~77 >60 day
Non-SAK DNA: 205-day avg
568 total requests >30 days

** All sexual assault requests are in process

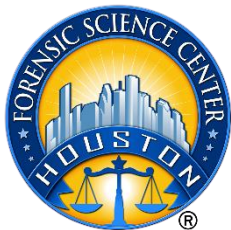


Critical issues

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

Projections for next 90 days

- 4 additional DNA report writers in April
- Assistant technical lead hired
- Transition to HFSC network
- Transition to JusticeTrax LIMS
- Additional process improvement projects
- No SAKs over 60 days



CODIS (National DNA Database)

Total TAT

29

EOM >30 day

12

Critical issues

3

Profiles Entered: 55

Hits: Local: 11
 State: 48
 National: 16

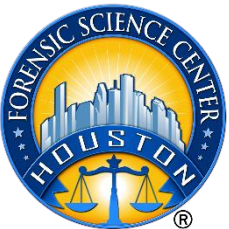
CODIS Hit Report: 29-day avg,
12 pending requests >30 day

Critical issues

- Transition to new LIMS and network (5-day LIMS outage)
- Transition to new CODIS staff structure
- Open position for CODIS coordinator

Projections for next 90 days

- Continued TAT for CODIS hit reports <30 days
- Start of Lean Six Sigma CODIS project



Latents

Total TAT
↑ 555

EOM >30 day
↓ 2,444

Critical issues
2

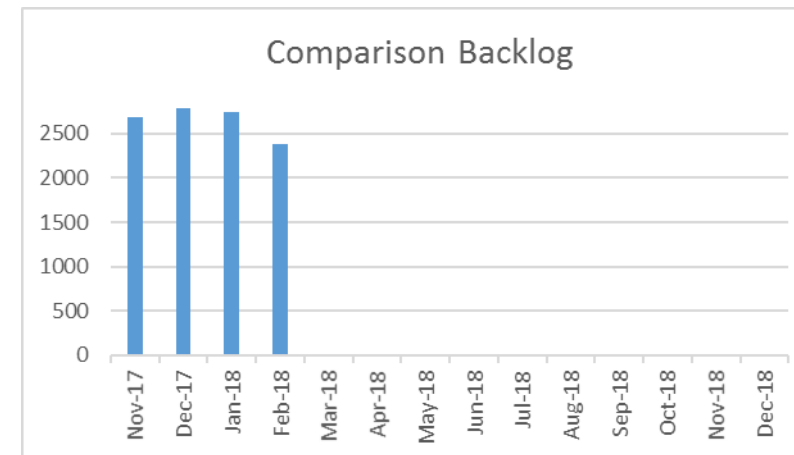
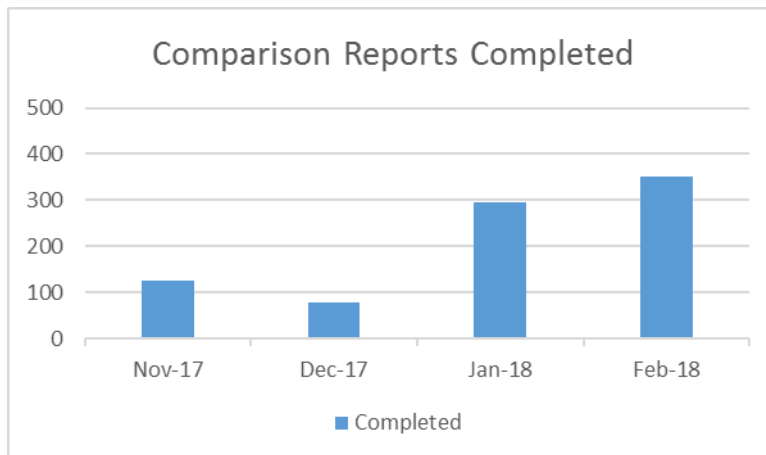
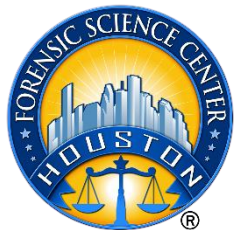
Comparisons: 648-day avg TAT from request,
2,385 pending requests >30 day

Processing: 51-day avg TAT from request,
59 pending requests >30 day

Critical issues

- TAT increases as work through aging backlog
- Transition to HFSC network (5 day Mideo outage)

Anticipate entire backlog to be cleared by the end of 2018



CSU

Total TAT
↔ 38

Call outs
59

Critical issues
2

CSU Callouts: 59, 5 officer-involved shootings

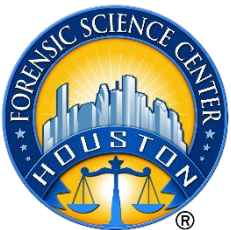
Cars processed at VEB: 48

Critical issues

- New CSIs sign off for independent casework in progress
- Transition to new LIMS and network (5 day LIMS outage)

Projections for next 90 days

- Transition to HFSC network
- Continue training and accreditation efforts



Lean Six Sigma Development Group

Current Projects

Current Projects
4

Projects Completed
1

Projects in Queue
8

Project: CODIS

Type/Phase: pre-D DMAIC

Project Engineer: Aimee Grimaldi

Status: Green

Timeline: March 8,2018- September 12, 2018

Team: Brittany Beyer, Charles Evans, Courtney Head, Erika Ziemak, Jennifer Clay, Jessica Powers, Kathi Sill, Robin Guidry, Vanessa Martinucci

Project: Management Dashboard

Type/Phase: pre-D DMADV

Project Engineer: Amy Castillo

Status: Green

Timeline: TBD (start in late April)

Team: TBD

Project: Supply Chain Management

Type/Phase: pre-D DMAIC

Project Engineer: Paula Evans

Status: Green

Timeline: March 8,2018- August 31, 2018

Team: Amanda Jarding, Ashley Henry, Brooke Mendenhall, Cloressa Kelly, David Leach, Jason Jones, Jennifer O’Callaghan, Jordan Benton, Pam Curtis, Steven Case, Susan Harrell, Kathi Sill

Project: Justice Trax Support Workflow

Type: Kaizen

Project Engineer: TBD

Status: Green

Timeline: TBD

Team: TBD

Project: CODIS Kaizen

Type: Kaizen

Project Engineer: Aimee Grimaldi

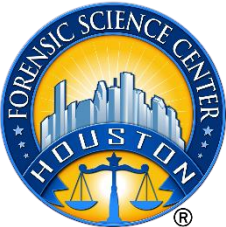
Status: Complete

Timeline: March 1, 2018

Team: Courtney Head, Erika Ziemak, Jennifer Clay, Robin Guidry, Vanessa Martinucci

Problem: CODIS Coordinator retired

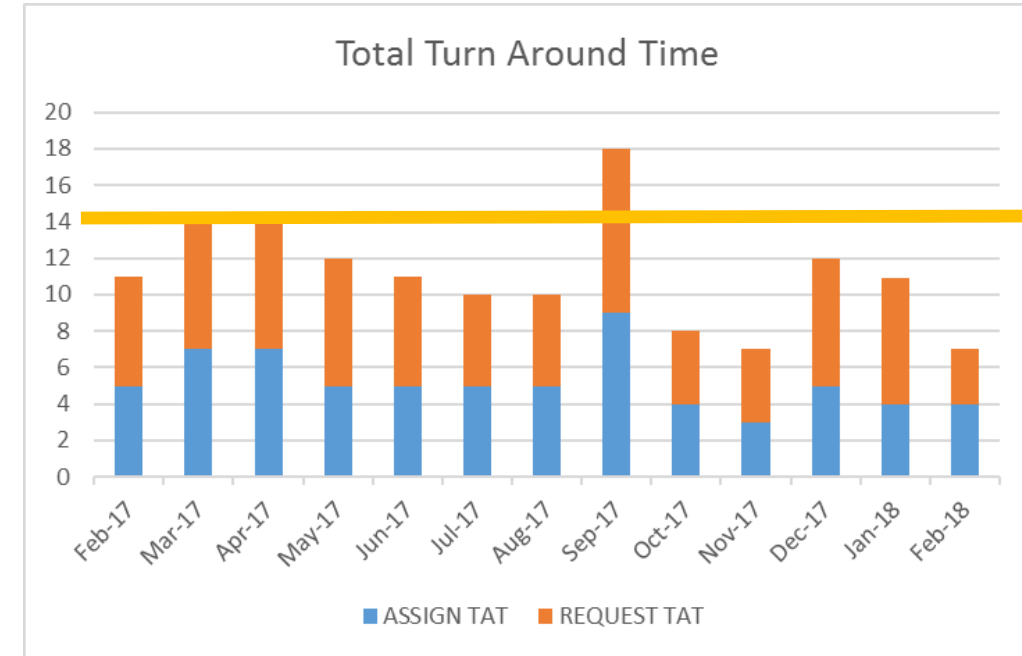
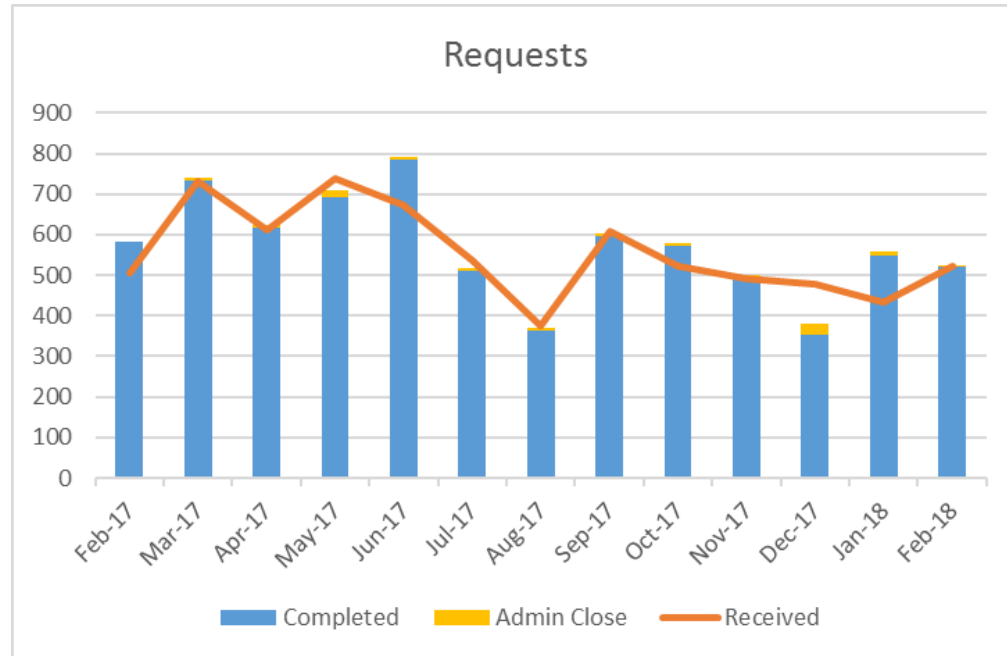
Solutions: Re-assignment of CODIS staff tasks to other FBIO staff members; Identified risks associated with the transition of tasks, Implemented quick process improvements in the CODIS workflow, Identified key metrics to be measured to determine if transition is on track.



Detail data



Seized Drugs

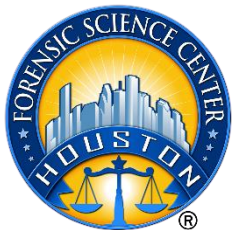
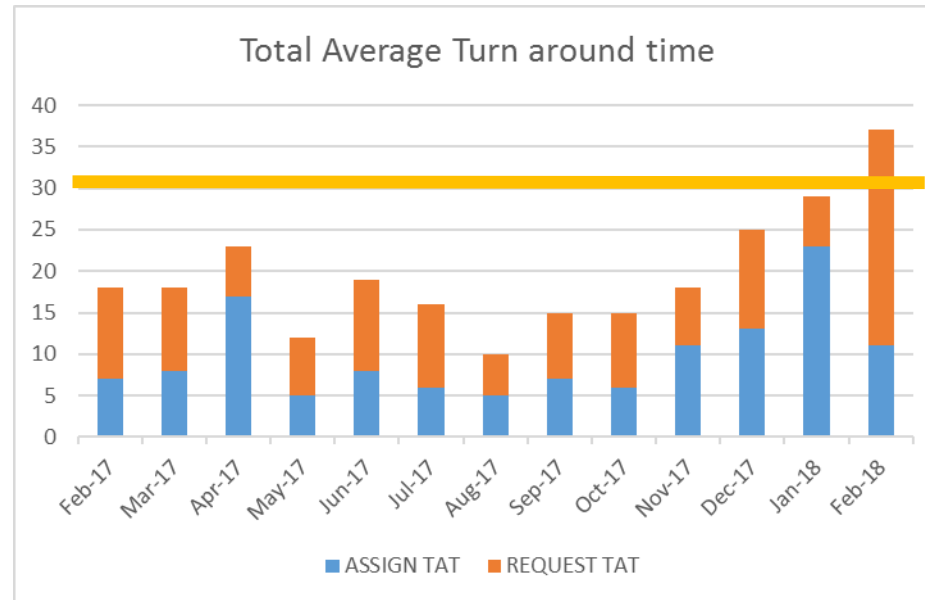
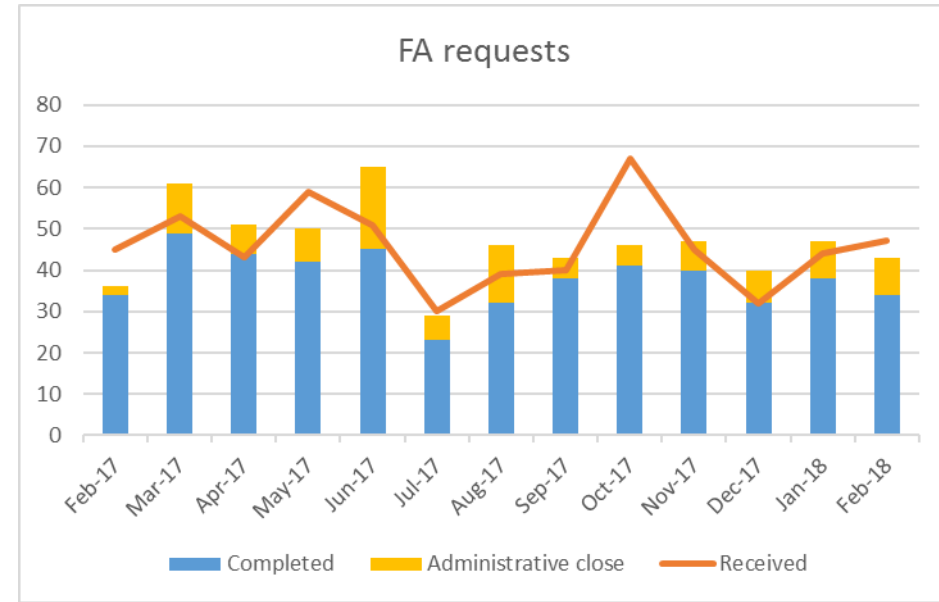
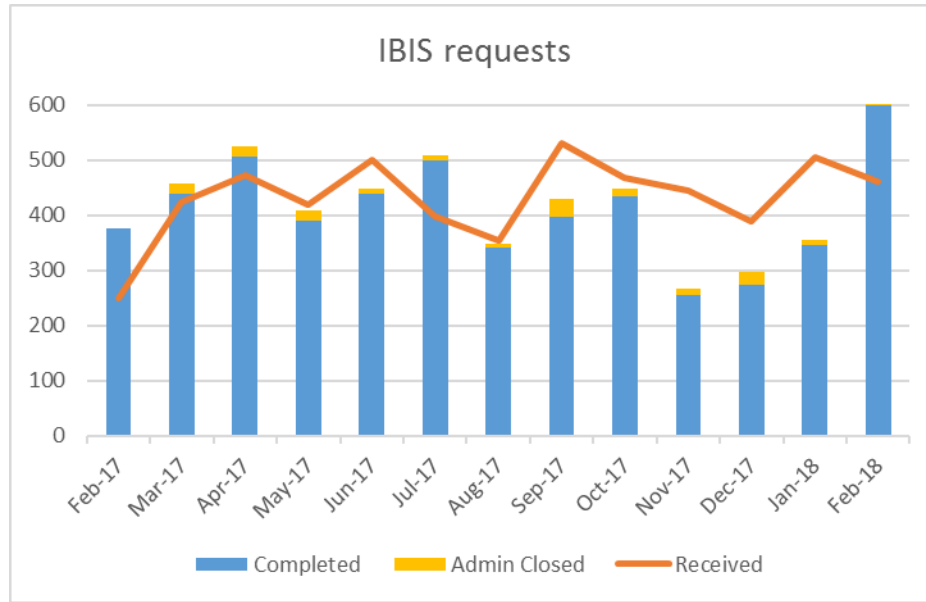


CS Live in Justice Trax on 12/11/17, metrics combined/manually tracked from Jtrax and Porter Lee for December



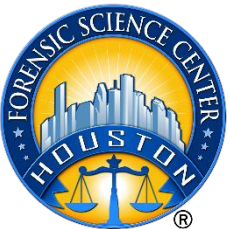
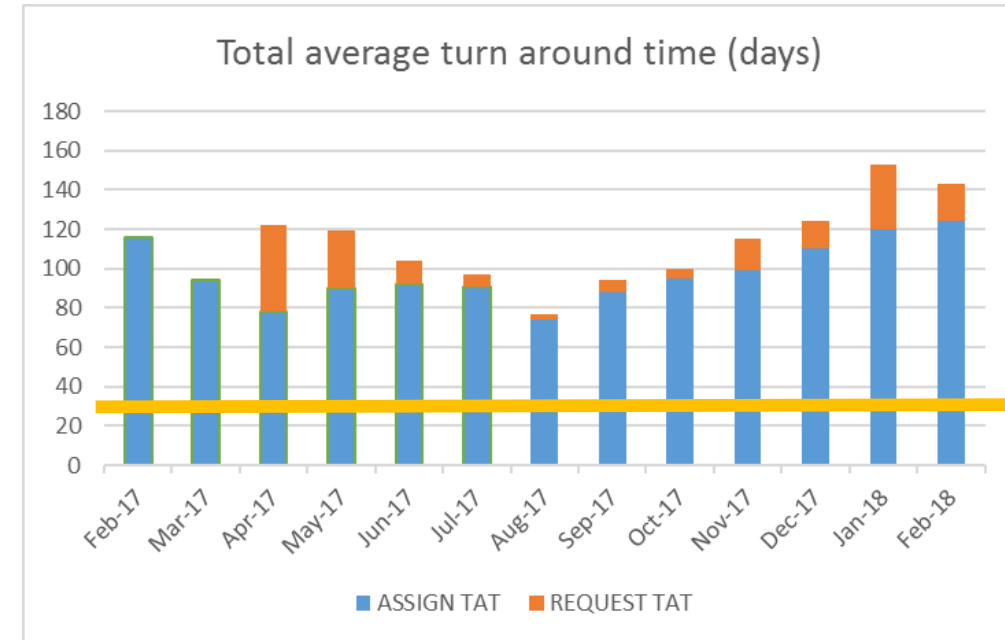
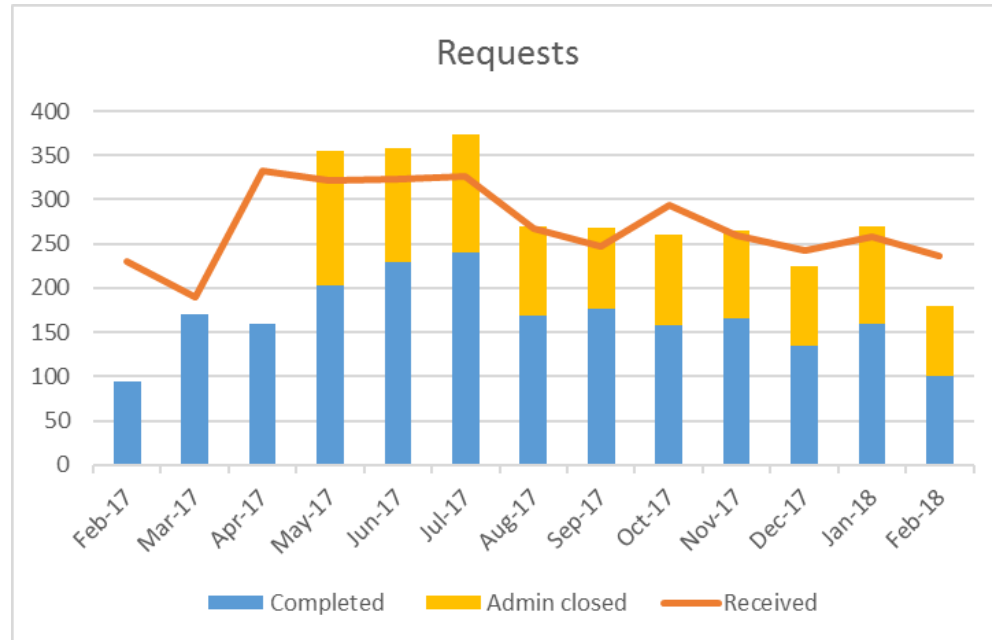
❑ Orange bar indicates TAT target limit of 14 days.

Firearms



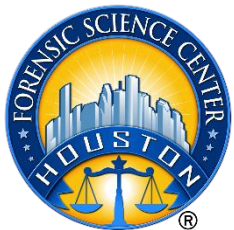
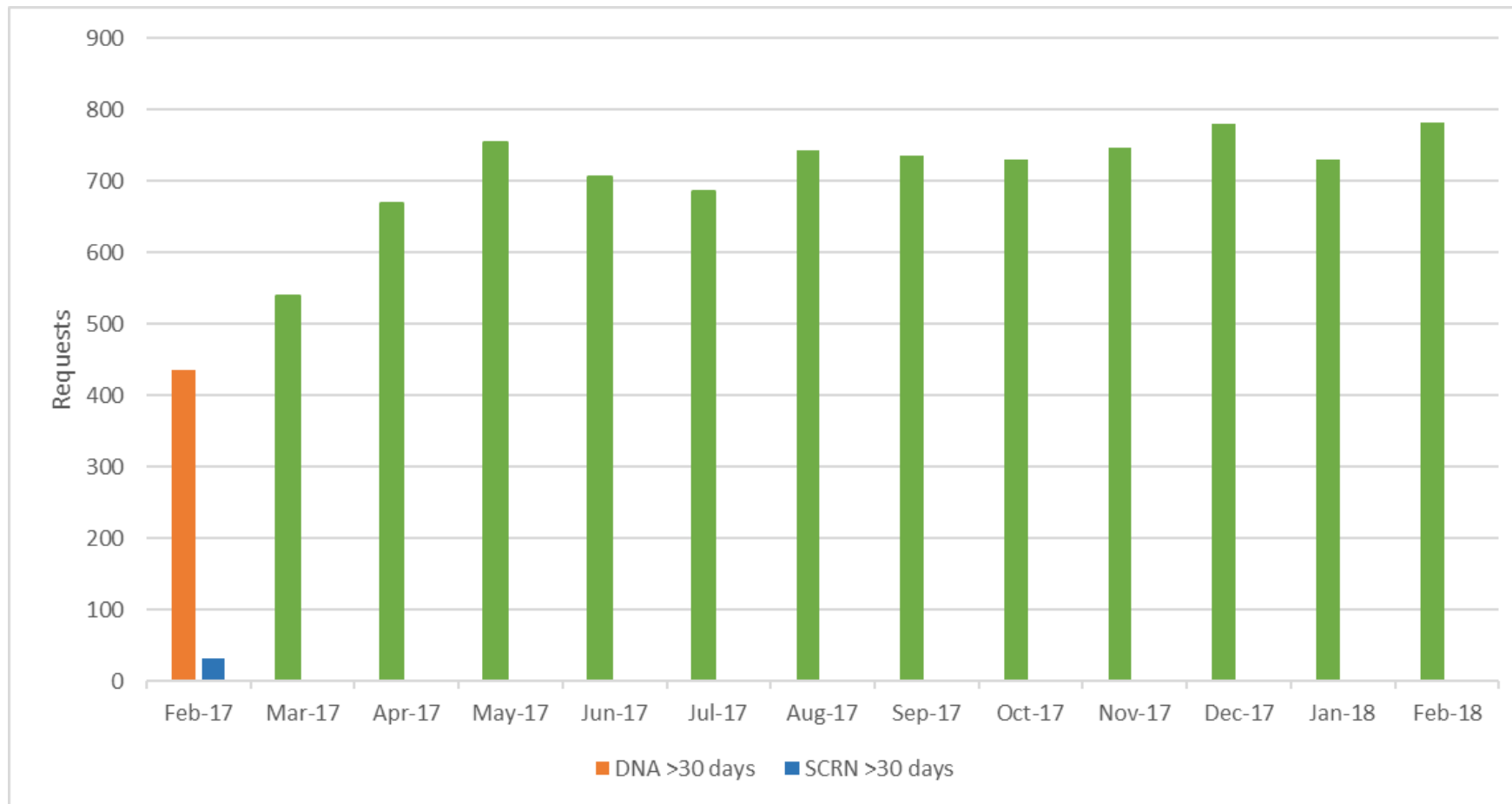
Forensic Biology -- Total

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.

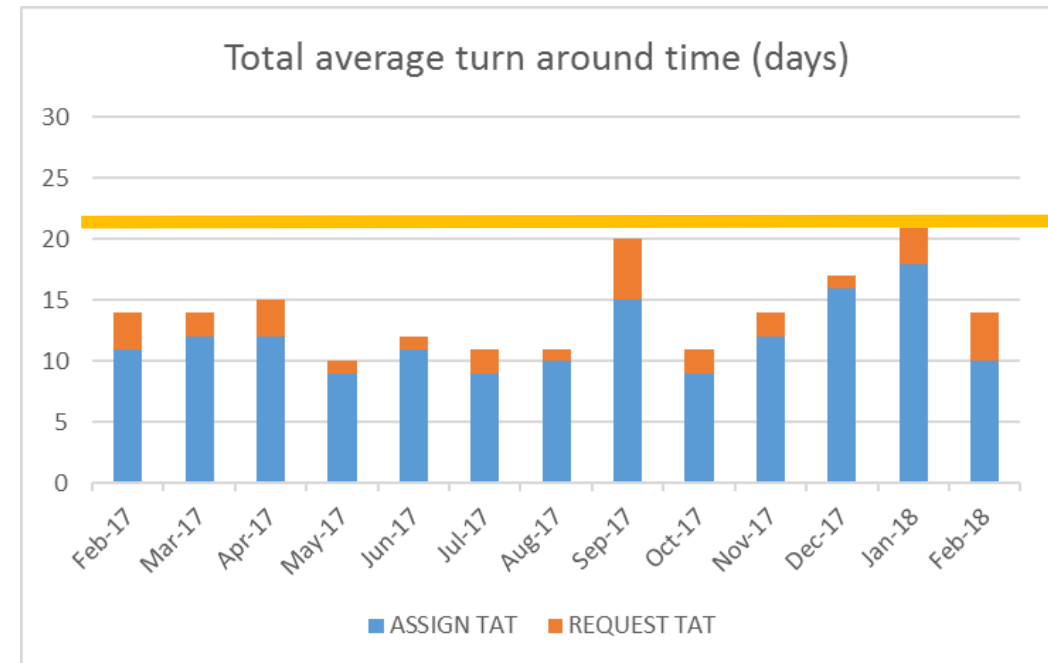
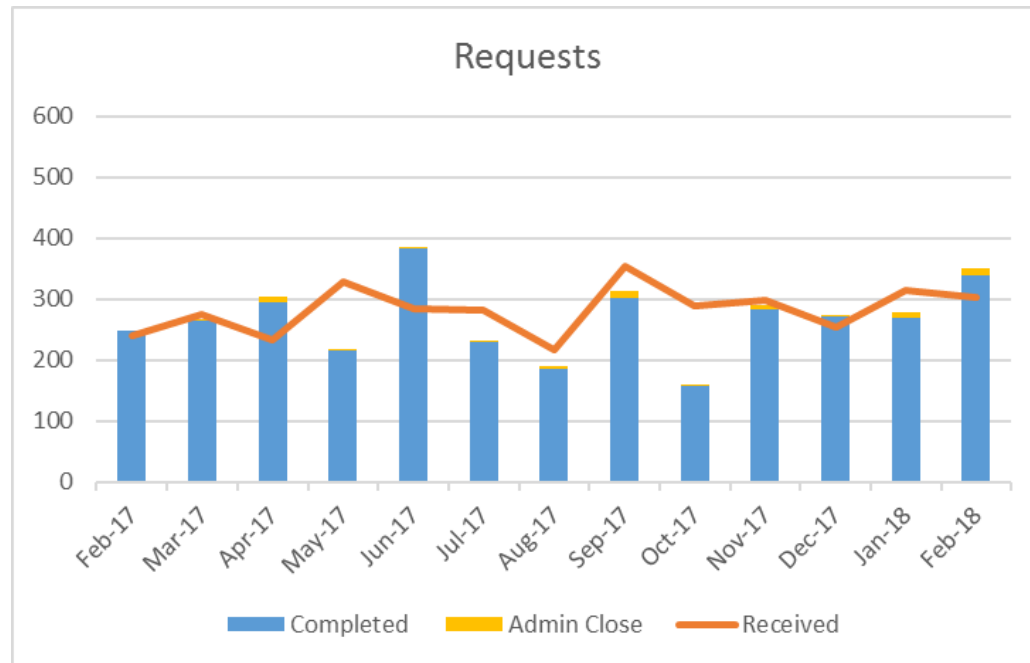


Total DNA Backlog (>30 day) requests by month

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

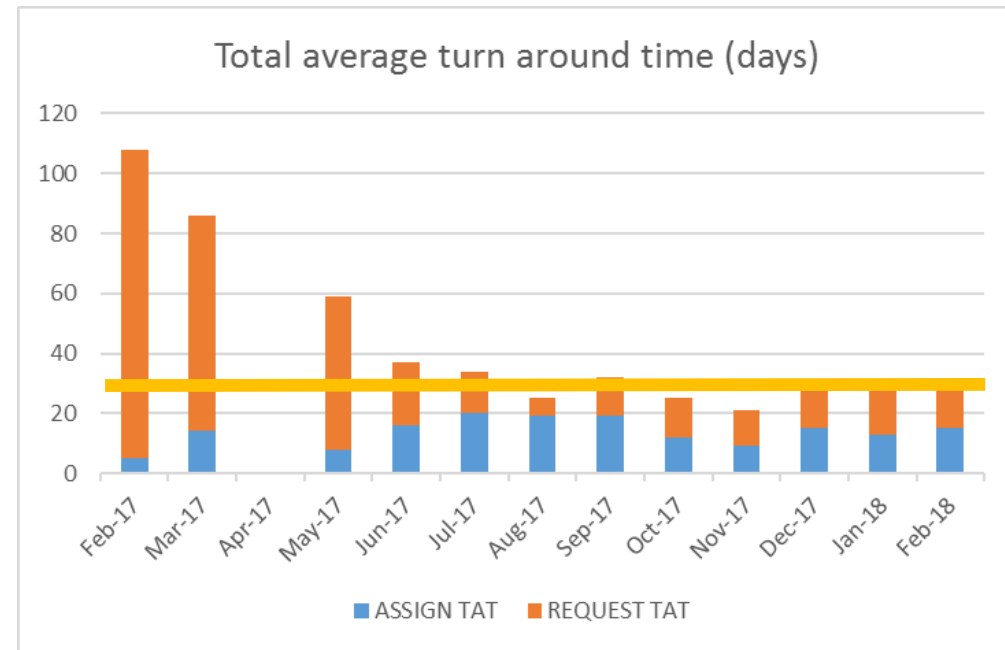
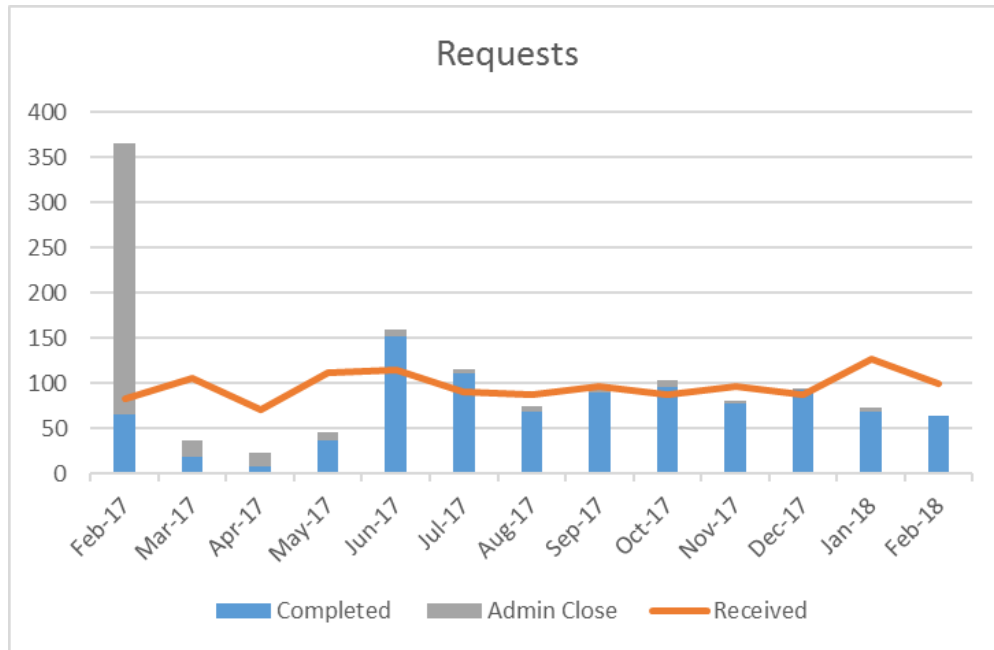


Toxicology: Alcohol

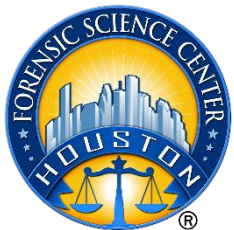
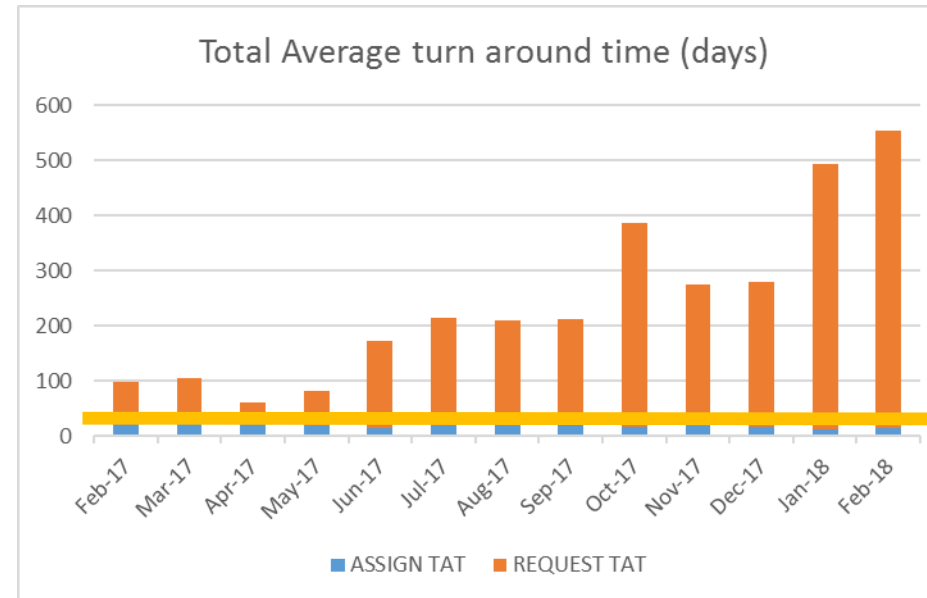
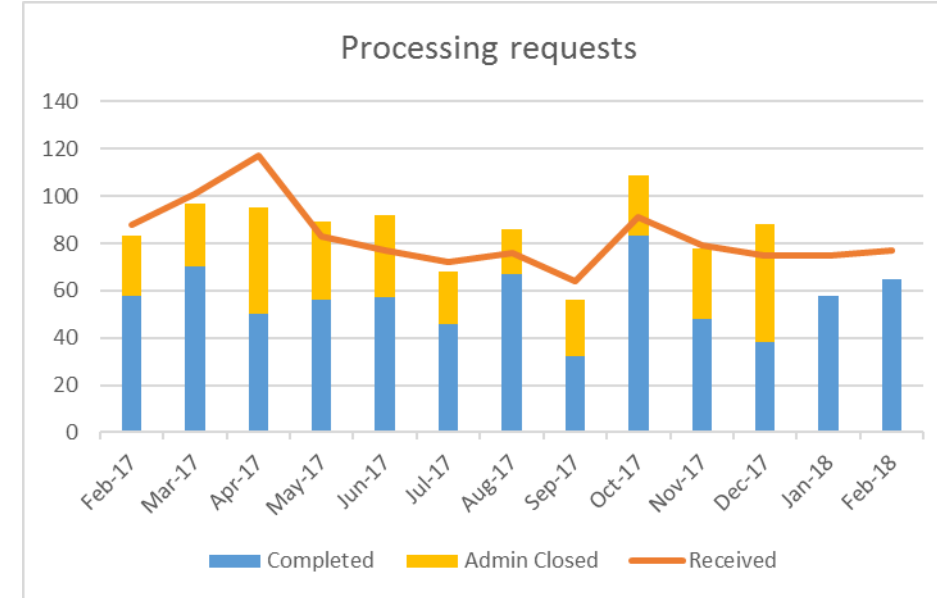
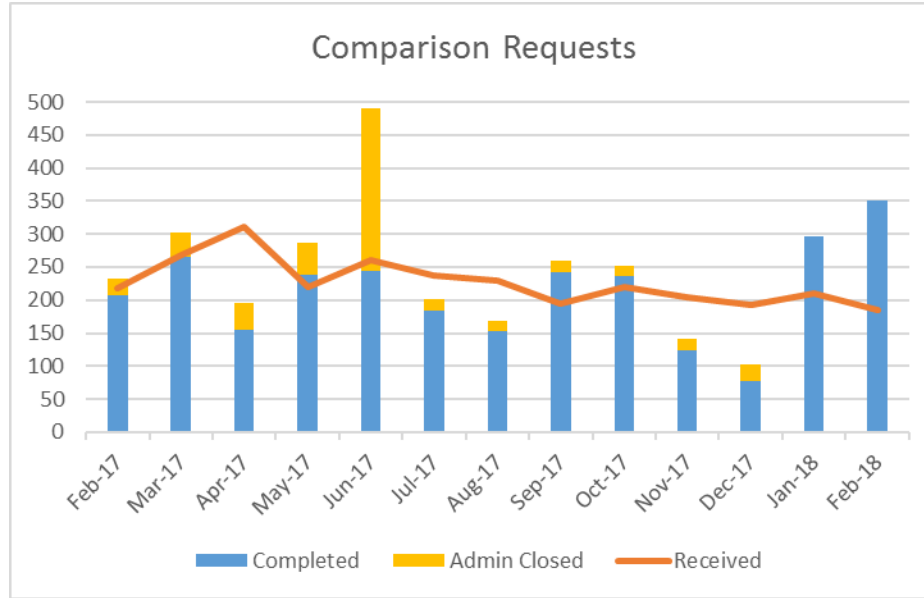


Toxicology: Other Drugs

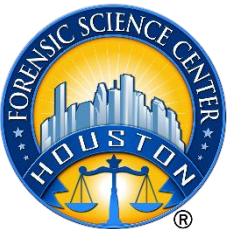
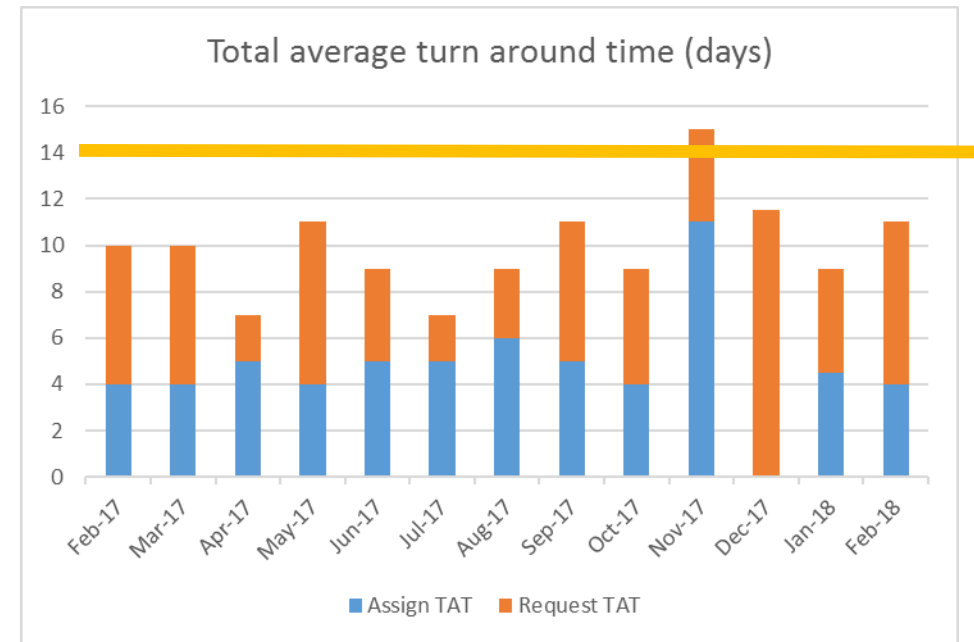
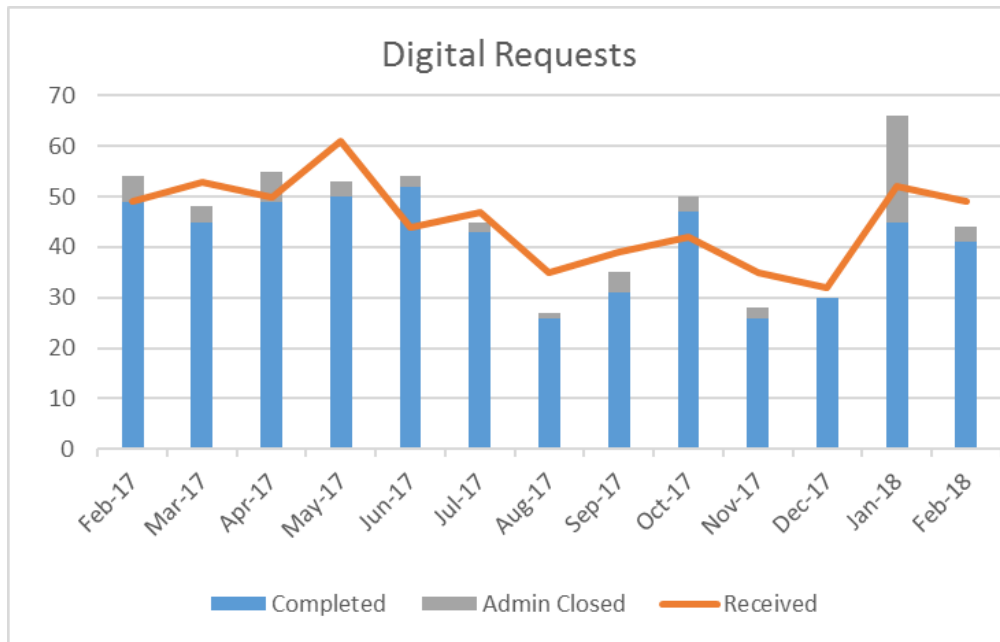
Approximately 300 legacy toxicology analysis cases that preceded HFSC were closed out in February. With the collaboration of HPD, no analysis was conducted, but reports were issued with instructions for ordering analysis should it be needed.



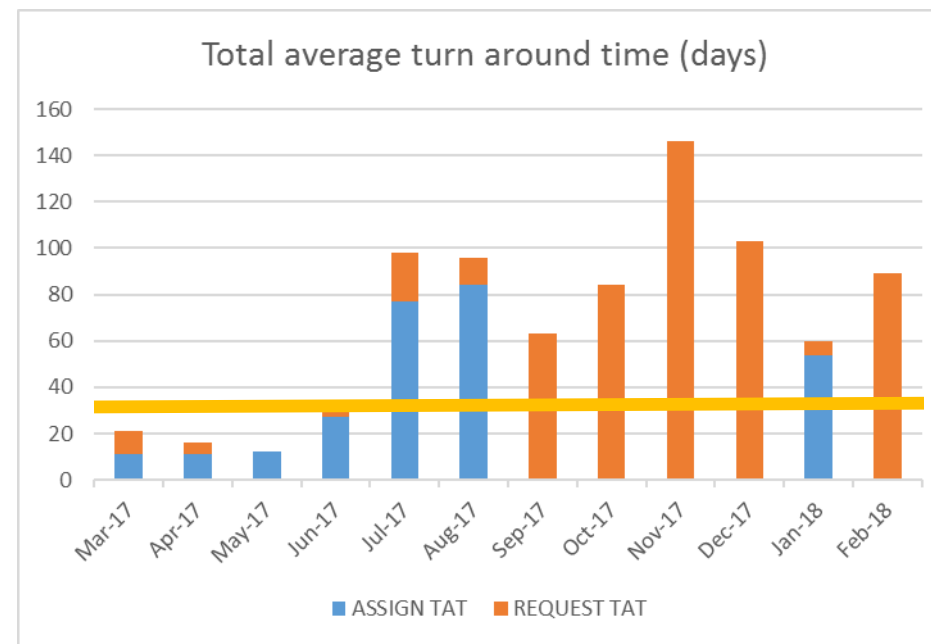
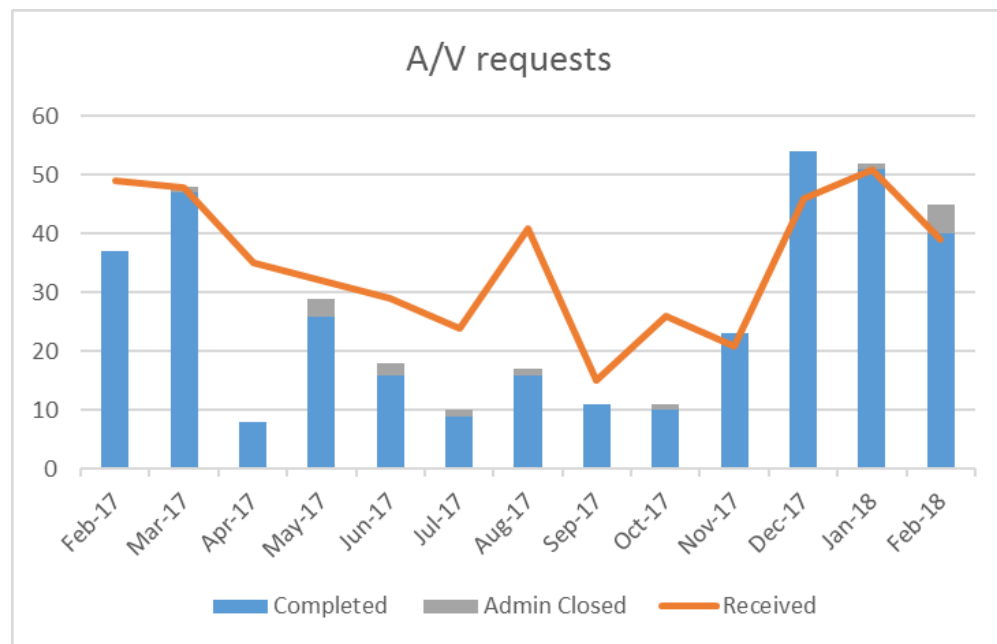
Latents



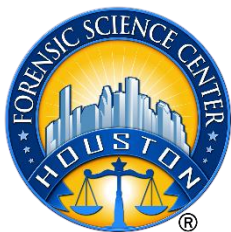
DME -- Digital



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
FY18 Original Budget Reallocations V3

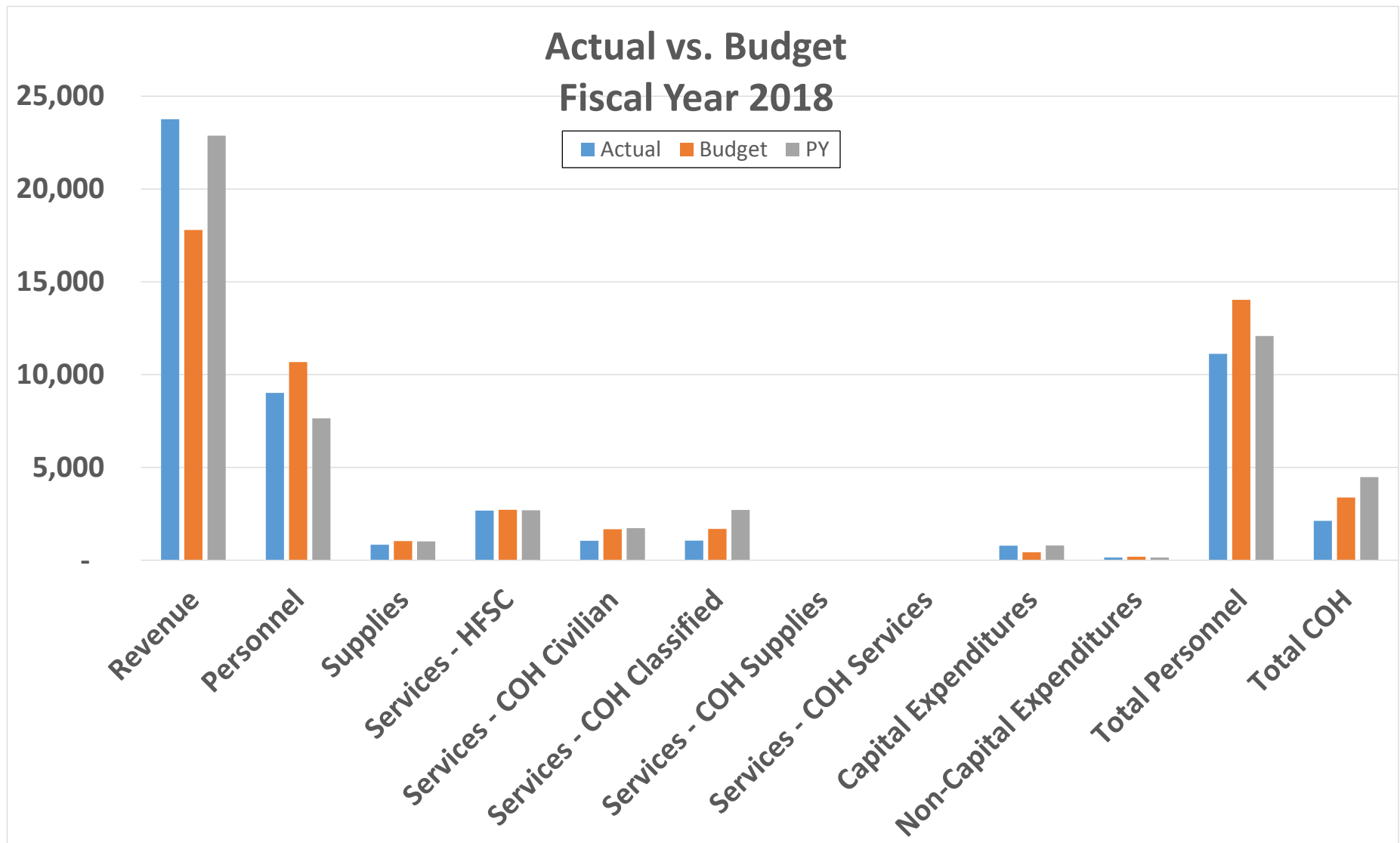
		FY18B	Adjustments to FY18 Budget V1		FY18 Budget V2	Adjustments to FY18 Budget V2		FY18 Budget V3
			Grants	Non Grants		Grants	Non Grants	
Revenues:								
411000	City of Houston-Appropriations	\$ 24,160,343			\$ 24,160,343			\$ 24,160,343
	Fund 2213	7,238,565			7,238,565			7,238,565
	HFSC Operations	16,921,778			16,921,778			16,921,778
415000	City of Houston Direct OH-Appro	1,460,000			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			1,016,000
450000	Forensic Services	50,000			50,000			50,000
490001	Miscellaneous Copy Fees				-			-
490002	Interest Income	5,000			5,000			5,000
Total Income		26,691,343	-	-	26,691,343	-	-	26,691,343
Expenses:								
Personnel:								
500010	Salary Base - Civilian	11,434,275	38,798	1,600,000	13,073,073		(265,000)	12,808,073
501070	Pension - Civilian	713,273		99,808	813,082			813,082
502010	FICA - Civilian	822,618	3,126	115,109	940,853			940,853
502020	FICA - Classified				-			-
503010	Health Insurance - Active Civil	1,043,490		146,016	1,189,506		(15,000)	1,174,506
503015	Basic Life Ins - Active Civil	64,645		9,046	73,691			73,691
503060	Long Term Disability - Civilian	913		128	1,040			1,040
503090	Workers Comp - Civilian Adm	148,485		20,777	169,262			169,262
504010	Pension - GASB 27 Accrual				-			-
504031	Unemployment Taxes - Admin	14,796		2,070	16,867		15,000	31,867
		14,242,495	41,924	1,992,955	16,277,373	-	(265,000)	16,012,373

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY18 Original Budget Reallocations V3

		FY18B	Adjustments to FY18 Budget V1		FY18 Budget V2	Adjustments to FY18 Budget V2		FY18 Budget V3
			Grants	Non Grants		Grants	Non Grants	
Supplies:								
511010	Chemical Gases & Special Fluids	14,555			14,555			14,555
511040	Audio Visual Supplies	-			-			-
511045	Computer Supplies	56,119			56,119			56,119
511050	Paper & Printing Supplies	30,029			30,029			30,029
511055	Publications & Printed Material	17,661			17,661			17,661
511060	Postage	1,278			1,278			1,278
511070	Miscellaneous Office Supplies	101,080			101,080			101,080
511080	General Laboratory Supply	1,207,694			1,207,694			1,207,694
511085	Drugs & Medical Chemicals				-			-
511090	Medical & Surgical Supplies	452		1,000	1,452			1,452
511095	Small Technical & Scientific Eq	21,263			21,263			21,263
511110	Fuel	-			-			-
511120	Clothing	21,183		20,000	41,183			41,183
511125	Food/Event Supplies	20,125			20,125			20,125
511130	Weapons Munitions & Supplies	4,600			4,600			4,600
511145	Small Tools & Minor Equipment	9,782			9,782		5,000	14,782
511150	Miscellaneous Parts & Supplies	5,032		10,000	15,032			15,032
		1,510,852	-	31,000	1,541,852	-	5,000	1,546,852
Services:								
520100	Temporary Personnel Services	-			-			-
520105	Accounting & Auditing Svcs	33,040			33,040			33,040
520106	Architectural Svcs	-			-			-
520107	Computer Info/Contracting Svcs	28,396			28,396			28,396
520109	Medical Dental & Laboratory Ser	175,000			175,000			175,000
520110	Management Consulting Services	100,000	199,000		299,000			299,000
520112	Banking Services	3,486			3,486			3,486
520113	Photographic Services	318		1,000	1,318			1,318
520114	Misc Support Serv Recruit Relo	84,210			84,210			84,210
520115	Real Estate Rental	1,078,991			1,078,991			1,078,991
520118	Refuse Disposal	4,493			4,493			4,493
520119	Computer Equip/Software Maint.	298,344	47,670	75,000	421,014	80,800	250,000	751,814
520121	IT Application Services	54,623		75,000	129,623			129,623
520123	Vehicle & Motor Equip. Services	7,898			7,898			7,898
520124	Other Equipment Services	302,129			302,129			302,129
520143	Credit/Bank Card Svcs	411			411			411
520520	Printing & Reproduction Serv.	12,390			12,390			12,390
520605	Public Information Svcs	11,568			11,568			11,568
520705	Insurance (Non-Medical)	142,000			142,000			142,000

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY18 Original Budget Reallocations V3

		FY18B	Adjustments to FY18 Budget V1		FY18 Budget V2	Adjustments to FY18 Budget V2		FY18 Budget V3
			Grants	Non Grants		Grants	Non Grants	
520760	Contributions	1,000			1,000			1,000
520765	Membership & Prof. Fees	43,753	(824)		42,929			42,929
520805	Education & Training	131,678	7,781		139,459			139,459
520815	Tuition Reimbursement	26,959			26,959		10,000	36,959
520905	Travel - Training Related	129,738	26,038		155,776	5,133		160,909
520910	Travel - Non-training Related	20,000			20,000			20,000
521405	Building Maintenance Services	30,650			30,650			30,650
521505	Utilities	14,057			14,057			14,057
521605	Data Services	55,391			55,391			55,391
521705	Vehicle/Equipment Rental/Lease	165			165			165
521725	Other Rental Fees	17,993		5,000	22,993			22,993
521730	Parking Space Rental	147,873			147,873			147,873
521905	Legal Services	25,000			25,000			25,000
522205	Metro Commuter Passes	64,256			64,256			64,256
522305	Freight	21,509	113		21,622	300		21,922
522430	Misc. Other Services & Chrgs	153,727			153,727			153,727
532000	Sub-Contractor (COH)	7,238,565	9,567	(2,179,955)	5,068,178	2,721		5,070,899
Total Services		10,530,895	289,346	(2,023,955)	8,796,286	88,954	260,000	9,145,240
Total HFSC Services		3,292,330	279,778	156,000	3,728,108	86,233	260,000	4,074,341
Non-Capital Expenditures								
551010	Furniture and Fixtures	100,000			100,000			100,000
551015	Computer Equipment	160,000			160,000			160,000
551025	Scientific/Medical Equipment	20,000			20,000			20,000
Total Non-Capital Expenditures		280,000	-	-	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			635,490
170980	Const in Progress				-			-
Total Capital Expenditures		541,516	93,974	-	635,490			635,490
Total Expense Before Depreciation		27,105,757	425,243	-	27,531,000	88,954	-	27,619,954
Depreciation		432,352			432,352			432,352
Reconciliation Discrepancies					-			-
Total Expense After Depreciation		27,538,109	425,243	-	27,963,352	88,954	-	28,052,306
Net Ordinary Income		(846,766)	(425,243)	-	(1,272,009)	(88,954)	-	(1,360,963)
Other Expense:								
610000	City of Houston Direct Overhead	1,460,000			1,460,000			1,460,000
	Grant and Training Expense	1,016,000	(425,243)		590,757	(88,954)		501,803
		(3,322,766)	-	-	(3,322,766)			(3,322,766)



HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through February 28, 2018

		Current Month (Preliminary)								YTD								FY18	
		FY18		FY17	Variance					FY18		FY17	Variance					FY18	% Year
		Feb 1- Feb 28, 2018	Budget V3	Feb 1 - Feb 28, 2017	Budget - Actual	%	FY18 - FY17	%		July 1- Feb 28, 2018	Budget V3	July 1- Feb 28, 2017	Vs. Budget	%	Vs. FY17	%		Budget V3	Completed
		# of Months								# of Months									
		1								8									
Revenues:																			
411000	City of Houston-Appropriations	\$ 1,810	\$ 2,013	\$ 2,136	\$ (204)	-10%	\$ (327)	-15%		\$ 22,351	\$ 16,107	\$ 20,544	\$ 6,244	39%	\$ 1,807	0%		\$ 24,160	93%
415000	City of Houston Direct OH-Appro	122	122	122	0	0%	-	0%		973	973	973	0	0%	-	0%		1,460	67%
416000	City of Houston - Safe funds	-	-	-	-	0%	-			-	-	-	-	0%	-	0%		-	0%
420000	Contributions	-	-	-	-	0%	-			8	-	4	8	0%	5	0%		-	0%
425000	In-Kind Donations	-	-	-	-	0%	-			34	-	14	34	0%	20	0%		-	0%
426000	Training Services	-	-	0	-	0%	(0)	-100%		5	-	20	5	0%	(15)	-75%		-	0%
440000	Grants	16	85	-	(68)	-81%	16			362	677	1,296	(316)	-47%	(934)	0%		1,016	36%
450000	Forensic Services	1	4	(1)	(3)	-75%	2			21	33	16	(12)	-37%	5	31%		50	42%
450001	Miscellaneous Copy Fees	-	-	-	-	0%	-			-	-	-	-	0%	-	0%		-	0%
450002	Interest Income	-	0	0	(0)	-100%	(0)	-100%		3	3	3	0	4%	(0)	0%		5	69%
Total Income		1,949	2,224	2,258	(276)	-12%	(309)	-14%		23,757	17,794	22,870	5,963	34%	887	4%		26,691	89%
Expenses:																			
Personnel:																			
500010	Salary Base - Civilian	780	1,067	784	287	27%	4	1%		7,297	8,539	6,253	1,242	15%	(1,044)	-17%		12,808	57%
501070	Pension - Civilian	58	68	47	9	14%	(11)	-24%		429	542	394	113	21%	(36)	-9%		813	53%
502010	FICA - Civilian	58	78	58	21	26%	1	1%		526	627	448	102	16%	(77)	-17%		941	56%
503010	Health Insurance - Active Civil	88	98	56	10	10%	(32)	-57%		654	783	466	129	16%	(188)	-40%		1,175	56%
503015	Basic Life Ins - Active Civil	9	6	7	(3)	-45%	(2)	-30%		55	49	54	(6)	-13%	(2)	0%		74	75%
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%		32	113	22	81	72%	(10)	-43%		169	19%
503100	Workers Comp - Civil Claims	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%
504030	Unemployment Claims - Admin	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%
504010	Pension - GASB 27 Accrual	-	-	-	-		-			0	-	-	-	0%	(0)	0%		-	0%
504031	Unemployment Taxes - Admin	11	3	5	(8)	-307%	(6)	-125%		26	21	10	(4)	-20%	(16)	-164%		32	80%
		1,007	1,334	960	328	25%	(47)	-5%		9,018	10,675	7,647	1,656	16%	(1,371)	-18%		16,012	56%
Supplies:																			
511010	Chemical Gases & Special Fluids	0	1	1	1	100%	1	100%		7	10	9	2	25%	1	15%		15	50%
511040	Audio Visual Supplies	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%
511045	Computer Supplies	(2)	5	2	7	148%	4	232%		11	37	21	27	72%	10	49%		56	19%
511050	Paper & Printing Supplies	0	3	2	2	97%	2	95%		15	20	21	5	26%	6	29%		30	49%
511055	Publications & Printed Material	0	1	1	1	82%	0	57%		5	12	8	7	56%	3	38%		18	29%
511060	Postage	0	0	0	0	29%	(0)	-340%		1	1	1	0	15%	(0)	-30%		1	57%
511070	Miscellaneous Office Supplies	6	8	6	3	30%	0	6%		59	67	66	8	12%	6	10%		101	59%
511080	General Laboratory Supply	39	101	190	61	61%	151	79%		676	805	828	129	16%	152	18%		1,208	56%
511090	Medical & Surgical Supplies	-	0	-	0	100%	-			1	1	-	0	23%	(1)	0%		1	52%
511095	Small Technical & Scientific Eq	0	2	2	1	81%	1	79%		2	14	15	12	83%	12	84%		21	11%
511110	Fuel	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%
511120	Clothing	0	3	4	3	99%	4	99%		26	27	17	1	4%	(9)	-54%		41	64%
511125	Food/Event Supplies	0	2	0	2	91%	(0)	-30%		9	13	16	5	35%	7	44%		20	43%
511130	Weapons Munitions & Supplies	-	0	0	0	100%	0	100%		2	3	3	1	38%	1	38%		5	41%
511145	Small Tools & Minor Equipment	0	1	0	1	89%	0	69%		10	10	3	(0)	-1%	(7)	-280%		15	67%
511150	Miscellaneous Parts & Supplies	1	1	0	1	58%	(0)	-1250%		8	10	4	2	15%	(5)	-141%		15	56%
		44	129	209	84	65%	165	79%		832	1,031	1,009	199	19%	177	18%		1,547	54%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through February 28, 2018

		Current Month (Preliminary)								YTD								FY18	
		FY18	FY18	FY17	Variance					FY18	FY18	FY17	Variance					FY18	% Year
		Feb 1- Feb 28, 2018	Budget V3	Feb 1 - Feb 28, 2017	Budget - Actual	%	FY18 - FY17	%		July 1- Feb 28, 2018	Budget V3	July 1- Feb 28, 2017	Vs. Budget	%	Vs. FY17	%		Budget V3	Completed
Services:																			
520100	Temporary Personnel Services	10	-	-	(10)		(10)			10	-	7	(10)	0%	(3)	0%		-	0%
520105	Accounting & Auditing Svcs	2	3	4	0	11%	1	35%		24	22	20	(2)	-11%	(5)	-23%		33	74%
520106	Architectural Svcs	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%
520107	Computer Info/Contracting Svcs	-	2	20	2	100%	20	100%		0	19	28	19	100%	28	100%		28	0%
520109	Medical Dental & Laboratory Ser	7	15	-	8	53%	(7)			39	117	353	78	67%	314	89%		175	22%
520110	Management Consulting Services	5	25	37	20	80%	32	87%		265	199	461	(65)	-33%	196	43%		299	88%
520112	Banking Services	0	0	0	0	5%	0	12%		2	2	2	0	18%	0	15%		3	54%
520113	Photographic Services	-	0	-	0	100%	-			1	1	0	0	27%	(0)	-103%		1	49%
520114	Misc Support Serv Recruit Relo	3	7	4	4	52%	0	12%		82	56	49	(25)	-45%	(33)	-67%		84	97%
520115	Real Estate Rental	49	90	84	41	46%	35	42%		640	719	678	80	11%	39	6%		1,079	59%
520118	Refuse Disposal	-	0	0	0	100%	0	100%		1	3	4	2	75%	4	0%		4	17%
520119	Computer Equip/Software Maint.	85	63	35	(22)	-35%	(49)	-139%		676	501	208	(175)	-35%	(469)	-226%		752	90%
520121	IT Application Services	5	11	-	6	55%	(5)			103	86	6	(17)	-19%	(97)	0%		130	80%
520123	Vehicle & Motor Equip. Services	-	1	0	1	100%	0	100%		0	5	1	5	100%	1	100%		8	0%
520124	Other Equipment Services	16	25	34	9	37%	18	54%		86	201	159	115	57%	72	46%		302	29%
520143	Credit/Bank Card Svcs	-	0	-	0	100%	-			0	0	1	0	39%	1	82%		0	41%
520145	Criminal Intelligence Services	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%
520520	Printing & Reproduction Serv.	-	1	3	1	100%	3	100%		3	8	8	5	60%	5	59%		12	27%
520605	Public Information Svcs	-	1	0	1	100%	0	100%		2	8	9	6	75%	7	78%		12	17%
520705	Insurance (Non-Medical)	8	12	14	4	36%	6	46%		70	95	73	25	26%	3	4%		142	49%
520760	Contributions	-	0	-	0	100%	-			-	1	1	1	100%	1	0%		1	0%
520765	Membership & Prof. Fees	3	4	2	1	17%	(1)	-83%		12	29	33	16	57%	21	63%		43	29%
520805	Education & Training	18	12	6	(6)	-52%	(12)	-192%		98	93	63	(5)	-5%	(35)	-55%		139	70%
520815	Tuition Reimbursement	-	3	2	3	100%	2	100%		29	25	22	(4)	-16%	(7)	-31%		37	78%
520905	Travel - Training Related	12	13	16	1	11%	4	24%		105	107	110	2	2%	4	4%		161	65%
520910	Travel - Non-training Related	0	2	2	1	86%	1	85%		9	13	12	4	31%	3	24%		20	46%
521405	Building Maintenance Services	1	3	2	2	63%	1	50%		20	20	21	0	1%	0	2%		31	66%
521505	Utilities	0	1	0	1	74%	(0)	-5%		3	9	10	6	68%	7	71%		14	22%
521605	Data Services	8	5	4	(3)	-68%	(4)	-109%		32	37	33	5	13%	0	1%		55	58%
521610	Voice Services, Equip & Labor	8	6	6	(2)	-35%	(2)	-39%		44	48	38	3	7%	(6)	-16%		71	62%
521705	Vehicle/Equipment Rental/Lease	-	0	-	0	100%	-			-	0	0	0	0%	0	0%		0	0%
521725	Other Rental Fees	2	2	2	(0)	-3%	0	8%		22	15	15	(7)	-44%	(7)	-43%		23	96%
521730	Parking Space Rental	13	12	10	(1)	-7%	(3)	-33%		110	99	89	(12)	-12%	(21)	-23%		148	75%
521905	Legal Services	-	2	-	2	100%	-			19	17	2	(3)	-16%	(18)	0%		25	78%
522205	Metro Commuter Passes	9	5	6	(3)	-61%	(3)	-52%		38	43	38	5	12%	0	1%		64	59%
522305	Shipping and Freight	1	2	1	1	44%	0	17%		11	15	14	3	24%	3	20%		22	51%
522430	Misc. Other Services & Chrgs	20	13	5	(7)	-53%	(14)	-279%		116	102	124	(14)	-13%	8	6%		154	76%
522720	Insurance - General & Professional	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%
523100	Civilian Payroll	90	209	188	118	57%	97	52%		1,046	1,669	1,726	624	37%	680	39%		2,504	42%
523200	Classified Payroll	142	210	263	69	33%	121	46%		1,054	1,682	2,706	628	37%	1,653	61%		2,523	42%
523300	Supplies	-	0	-	0	100%	-			0	0	29	0	37%	29	0%		0	42%
523400	Services	1	3	5	2	60%	3	71%		17	27	14	10	37%	(3)	-20%		41	42%
523000	Sub-Contractor (COH-HPD) Total	233	422	455	189	45%	222	49%		2,117	3,379	4,475	1,262	37%	2,358	53%		5,068	42%
		517	762	754	245	32%	237	31%		4,790	6,095	7,168	1,305	21%	2,379	33%		9,143	52%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through February 28, 2018

Current Month (Preliminary)										YTD										FY18	
FY18		FY18	FY17	Variance						FY18		FY18	FY17	Variance				FY18	% Year		
Feb 1- Feb 28, 2018		Budget V3	Feb 1 - Feb 28, 2017	Budget - Actual	%	FY18 - FY17		%	July 1- Feb 28, 2018		Budget V3	July 1- Feb 28, 2017	Vs. Budget	%	Vs. FY17		%	Budget V3	Completed		
Non-Capital Expenditures																					
551010	Furniture and Fixtures	1	8	3	7	88%	1	59%	30	67	68	37	55%	39	56%	100	30%				
551015	Computer Hardware/SW	(1)	13	3	14	104%	3	120%	104	107	44	3	3%	(60)	-137%	160	65%				
551025	Scientific/Foren Eqmt	4	2	-	(2)	-149%	(4)		10	13	34	3	24%	23	70%	20	51%				
Total Non-Capital Expenditures				5	23	5	19	80%	1	12%	144	187	146	43	23%	2	1%	280	51%		
Capital Expenditures																					
170140	Improvements	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%	-	0%		
170210	Furniture & Fixtures	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%	-	0%		
170230	Computer Hardware/SW	(2)	-	9	2		11	117%	195	-	340	(195)	0%	145	0%	-	0%	-	0%		
170240	Scientific/Foren Eqmt	41	53	-	12	22%	(41)		87	424	450	337	79%	363	81%	635	14%				
170980	Const in Progress	570	-	-	(570)		(570)		499	-	-	(499)	0%	(499)	0%	-	0%	-	0%		
Total Capital Expenditures				610	53	9	(557)	-1051%	(601)	-6612%	782	424	790	(358)	-85%	8	1%	635	123%		
Total Expense and Capital Before Depreciation				2,183	2,301	1,938	119	5%	(245)	-13%	15,565	18,411	16,760	2,845	15%	1,194	7%	27,617	56%		
561230	Depreciation	41	36	38	(5)	-13%	(2)	-6%	322	288	283	(33)	-12%	(38)	-14%	432	74%				
570505	FA Gain/Loss	-	-			0%		100%	-	-		-	0%	0	0%	-	0%	-	0%		
610000	City of Houston Direct Overhead	122	122	122	(0)	0%	-	0%	973	973	973	(0)	0%	-	0%	1,460	67%				
	Grant and Training Expense	-	49	-	49	100%	-		-	394	-	394	100%	-	0%	591	0%				
Total Expense and Capital After Depreciation				2,345	2,508	2,098	163	7%	(247)	-12%	16,860	20,067	18,017	3,206	16%	1,156	6%	30,100	56%		
Net Ordinary Income less capital spending				(397)	(284)	160	(439)	155%	(557)	-348%	6,897	(2,273)	4,854	9,169	-403%	2,043	42%	(3,409)	-202%		

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

(in '000's)

	Preliminary As of 02/28/18	As of 12/31/17	As of 09/30/17	As of 06/30/17
ASSETS				
Cash and Cash Equivalents				
Bank of Texas-Operating	\$ 8,785	\$ 10,667	\$ 14,769	\$ 2,240
Total Current Assets	<u>8,785</u>	<u>10,667</u>	<u>14,769</u>	<u>2,240</u>
Accounts Receivable				
Accounts Receivable	12	35	353	234
Total Accounts Receivable	<u>12</u>	<u>35</u>	<u>353</u>	<u>234</u>
Capital Assets Net of Depreciation				
Capital Assets	5,724	5,021	4,975	4,942
Accumulated Depreciation	(1,437)	(1,356)	(1,236)	(1,116)
Total Net Capital Assets	<u>4,286</u>	<u>3,665</u>	<u>3,740</u>	<u>3,826</u>
Other Assets				
Prepaid - HR	4	5	13	9
Prepaid - Insurance	54	81	98	119
Prepaid - Service Agreements	87	126	184	66
Prepaid - Other	91	95	86	9
Total Other Assets	<u>236</u>	<u>306</u>	<u>380</u>	<u>204</u>
TOTAL ASSETS	<u>\$ 13,319</u>	<u>\$ 14,673</u>	<u>\$ 19,242</u>	<u>\$ 6,504</u>
LIABILITIES				
Accounts Payables	\$ 289	\$ 116	\$ 447	\$ 630
Payroll Tax Liability	481	481	531	950
Other Liabilities, Including Fund 2213 Billing	290	229	280	350
Deferred - Others	6	6		
Total Liabilities	<u>1,067</u>	<u>833</u>	<u>1,258</u>	<u>1,930</u>
NET POSITION/FUND BALANCE				
Unrestricted/Unassigned	7,966	10,175	14,244	747
Temporarily Restricted - SAFE Funds				
Net Investment in Capital Assets	4,286	3,665	3,740	3,826
Total Net Position	<u>12,252</u>	<u>13,840</u>	<u>17,984</u>	<u>4,574</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 13,319</u>	<u>\$ 14,673</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		
Grant Inception to date:	\$ (1,160,594)	\$ 955,301	\$ (205,292)
Grant Balance:	\$ 12,158		

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:	\$ (270,535)	\$ 266,534	\$ (4,001)
Grant Balance:	\$ 470,465		

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:	\$ (10,335)		\$ (10,335)
Grant Balance:	\$ 857,420		

Status: Awarded

Awarding Agency: USDOJ-OJP-NIJ

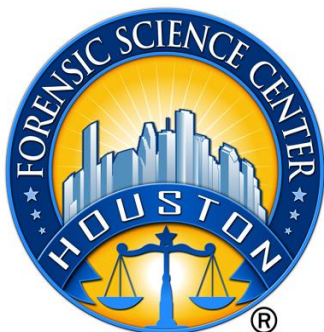
Name of Project: Cap Enhancement for Drug and DNA
Testing in Sexual Assault Cases

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	-	114,000
HFSC Match:	38,000	-	-
Grant Inception to date:	(999)	-	(999)
Grant Balance:	113,001		

Status: Awarded



Houston Forensic Science Center

INTEROFFICE MEMO

To: Peter Stout, PhD, President and CEO

From: Lori Wilson, Quality Director

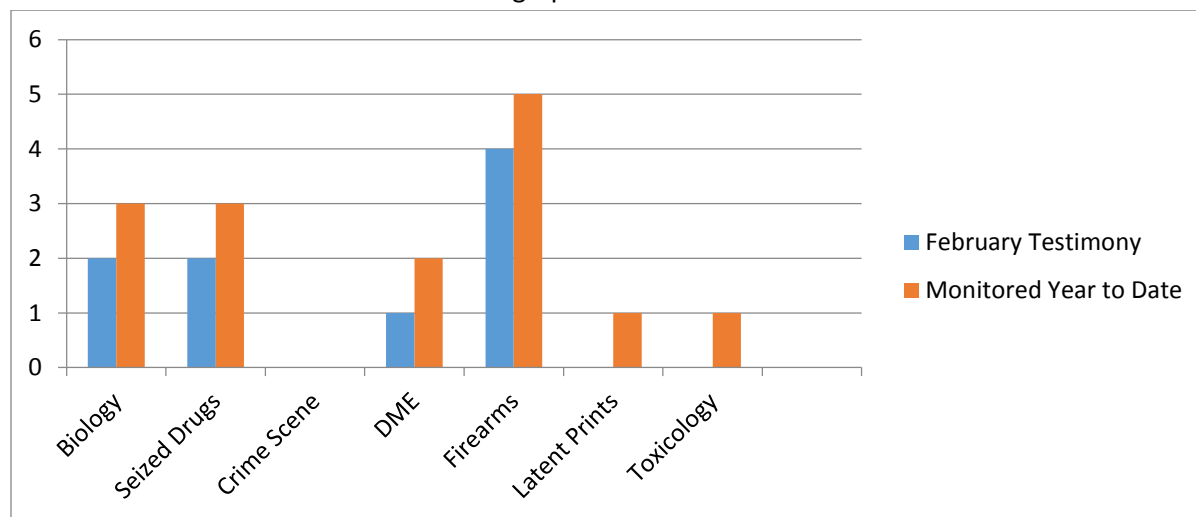
Cc: Amy Castillo, PhD, COO
Jerry Pena, Director, Crime Scene/Digital and Multimedia Division

Date: March 5, 2018

Re: Quality Division Update for February 2018

TESTIMONY MONITORING

Nine 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.

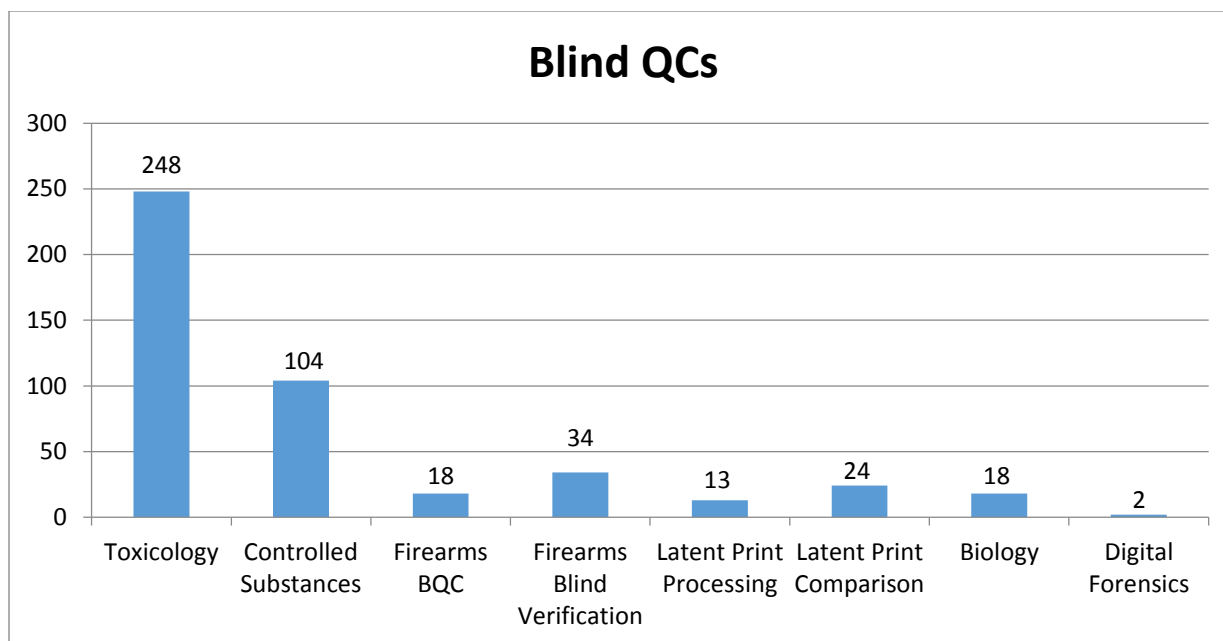
Test Identifier	Discipline	Number of Tests Assigned	Number of Participants	Date Assigned	Date Submitted to Provider	Issue?
17-5705	Forensic Biology	9	20	9/15/2017	11/03/2017	no*
PARF-C 2017	Forensic Biology: Parentage	1	3	9/27/2017	11/14/2017	no
18-5701	Forensic Biology	8	varies	1/9/2018	2/27/2018	n/a
18-5250	Firearms: Serial Number Restoration	2	2	1/22/2018	due 3/19/2018	n/a
18-5162	Latent Prints	1	1 external 6 internal	1/30/2018	due 3/26/2018	n/a
18-564	Toxicology	3	3	2/15/2018	due 4/16/2018	n/a
PARF-A 2018	Forensic Biology; Parentage	1	1	2/22/2018	due 4/11/2018	n/a

*13.2 was transcribed from the case record onto the data sheet as 13.3

BLIND QUALITY CONTROL PROGRAM

February activity is shown below.

Discipline	Number of Cases Assigned	Number of Cases Completed	Results
Toxicology	16	12	satisfactory
Controlled Substances	4	7	satisfactory
Firearms – Blind Quality Control	1	0	n/a
Firearms – Blind Verification	1	2	satisfactory
Latent Print Processing	3	2	satisfactory
Latent Print Comparison	8	14	satisfactory
Biology	4	6 (screening only)	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 February 2018.

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 the Firearms Unit packages evidence after analysis. The concern focused mainly on evidence collected by the Crime Scene Unit or during autopsy. Prior to this complaint, the Unit decontaminated evidence and, upon completion of analysis, packaged the evidence into separate clean bags. Because the evidence is repackaged, the attorney was not clear which items were originally packaged in which outer container. In response to this complaint, the Firearms Unit SOP was revised and now requires original packaging to be retained in the same container as the repackaged evidence. No further action will be taken.

DISCLOSURES

HFSC's Multimedia Unit continues its review of casework completed by an analyst who is no longer employed at HFSC. The intent is to formally disclose this nonconformance involving the destruction of original scene notes before the next meeting of the Texas Forensic Science Commission.

AUDITS and INSPECTIONS

The monthly Quality File Reviews were completed on ten Toxicology case records. No administrative nonconformances were noted.

The Quality Division conducted annual internal audits of the Latent Print and Digital/Multimedia units in February. 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. Latent Print nonconformance details can be found in **Attachment 2** of this report. Due to the timing of the final written DME audit report and network changes at HFSC, the DME nonconformances are not included in Attachment 2 but an overview is included below. Final audit reports are posted on HFSC's public eDiscovery site ([www.houstonforensicscience .org](http://www.houstonforensicscience.org)).

- Equipment/Software inventory spreadsheets were not up-to-date
- Dates of analysis were not recorded throughout the case records
- Not all chains of custody were correct
- Unsealed evidence is received by the unit but this is not documented on the final written laboratory reports
- Two software programs were used during analysis but only one was listed on the report (limited to one case)
- One item of evidence was not properly sealed when stored in the evidence vault
- Communications with the submitting agency were not always documented in the case record

The remaining yearly internal audits include:

- Biology- scheduled for the week of March 19
- Toxicology- scheduled for the week of April 2

HFSC's reaccreditation assessment is tentatively set for July.

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	8/month
Digital Forensics	1/month

Challenges

- LIMS outage beginning on 2/28; expected to be back on line 3/06
- A DFL case was prepared to be dropped in February but after the data dump it was discovered that there was not enough information on the cell phone.
- Sections were noticing the incident numbers were “old”

Forensic Discipline

Cases Assigned

Controlled Substances	4
Toxicology	16
Biology	4
Firearms: Blind Verification	1
Firearms: Blind Quality Test	1
Latent Print Processing	3
Latent Print Comparison	8
Digital Forensics	0

On Target

Near Target

Target Not Met

January 2018 Results

Forensic Discipline	Cases Completed
Controlled Substances	7
Toxicology – BAC	12
Biology	6 (screening only)
Firearms – Blind Verification	2
Firearms – Blind Quality Control	0
Latent Print Processing	2
Latent Print Comparison	14
Digital Forensics	0

Mitigation

- Quality reached out to other sections to assist in using BQC cell phones to get more data and make the evidence more realistic.
- Quality asked to receive incident numbers on a weekly basis in order to keep them “up to date”.
- Drugs marked for destruction were received after initial testing from controlled substances and will be dropped as BQCs
- The LPC target will be lowered to 8/month due to Morpho Trak restrictions of 5 aliases in the system at a time.

Achievements

- Toxicology submission was increased due to arrival of new kits
- Several cell phones were purchased to be used and later dropped as digital forensics blinds

Attachment 2

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, March 05, 2018

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Quality Notified		Summary of Notification	Comments
Biology			
2018-009 CAR	2/5/2018	A critical reagent that had not been quality checked was added to samples prior to the extraction process.	
2018-014 IR	2/27/2018	LIMS barcodes were placed in the reverse order on a subset of tubes causing the results of these samples to conflict with the actual case/sample information.	
2018-015 CAR	2/12/2018	An analyst failed to follow the DNA SOP when she incubated a reagent at a temperature other than the one stated in the SOP. Because the overall effect of the elevated temperature on the reagent is unknown, all samples must be reprocessed.	
Client Services/Case Management			
2018-011 IR	2/5/2018	Client Services/Case Management personnel returned evidence to the submitting agency. However, the chains of custody showed these cases were transferred to a vault location.	
2018-012 IR	2/6/2018	Pre-HFSC Latent Print cases were transferred to a long-term storage location. During an evidence audit, two items were not located. An extensive search has not been completed since there are more than 20,000 items stored in that location. An inventory of all contents of this location will be conducted.	
2018-017 CAR	2/23/2018	A CS/CM Specialist transferred evidence in the process of being accessioned to the Toxicology refrigerator but the LIMS chain of custody did not reflect this transfer.	
Crime Scene			

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, March 05, 2018

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Page 2 of 2

	Quality Notified	Summary of Notification	Comments
2018-013 CAR	2/14/2018	An item of evidence (swabs from interior door knob-back door) was contaminated with the DNA of the CSI who collected the evidence.	

Latent Prints

2018-010 CAR	2/6/2018	A Latent Print examiner testified in 2017 but his testimony was not monitored as required by the Quality Manual.
2018-016 CAR	2/15/2018	An item described as an empty gas can was received for latent print processing. The can contained liquid that spilled onto the analyst. The analyst then disposed of the liquid without determining if it was evidence. Although this case is still being researched, it appears the liquid inside the can was also considered evidence.
2018-IA-15 IR	2/28/2018	According to verification logs, the humidity chamber was not performance checked in August and September 2017. The oven was not performance checked in August 2017.
2018-IA-16 IR	2/28/2018	The cyanoacralate prepared on October 3, 2017, was not documented on the reagent preparation log. Two batches of Thermanin were prepared on different days but were labeled with the same batch name.
2018-IA-17 IR	2/28/2018	The manager released results verbally to an investigator but this release of information was not documented in the final report.
2018-IA-18 CAR	2/28/2018	A final report stated that prints of value were found on Items 1.1-1.3. However, the evidence was found only on items 1.1 and 1.2.

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.