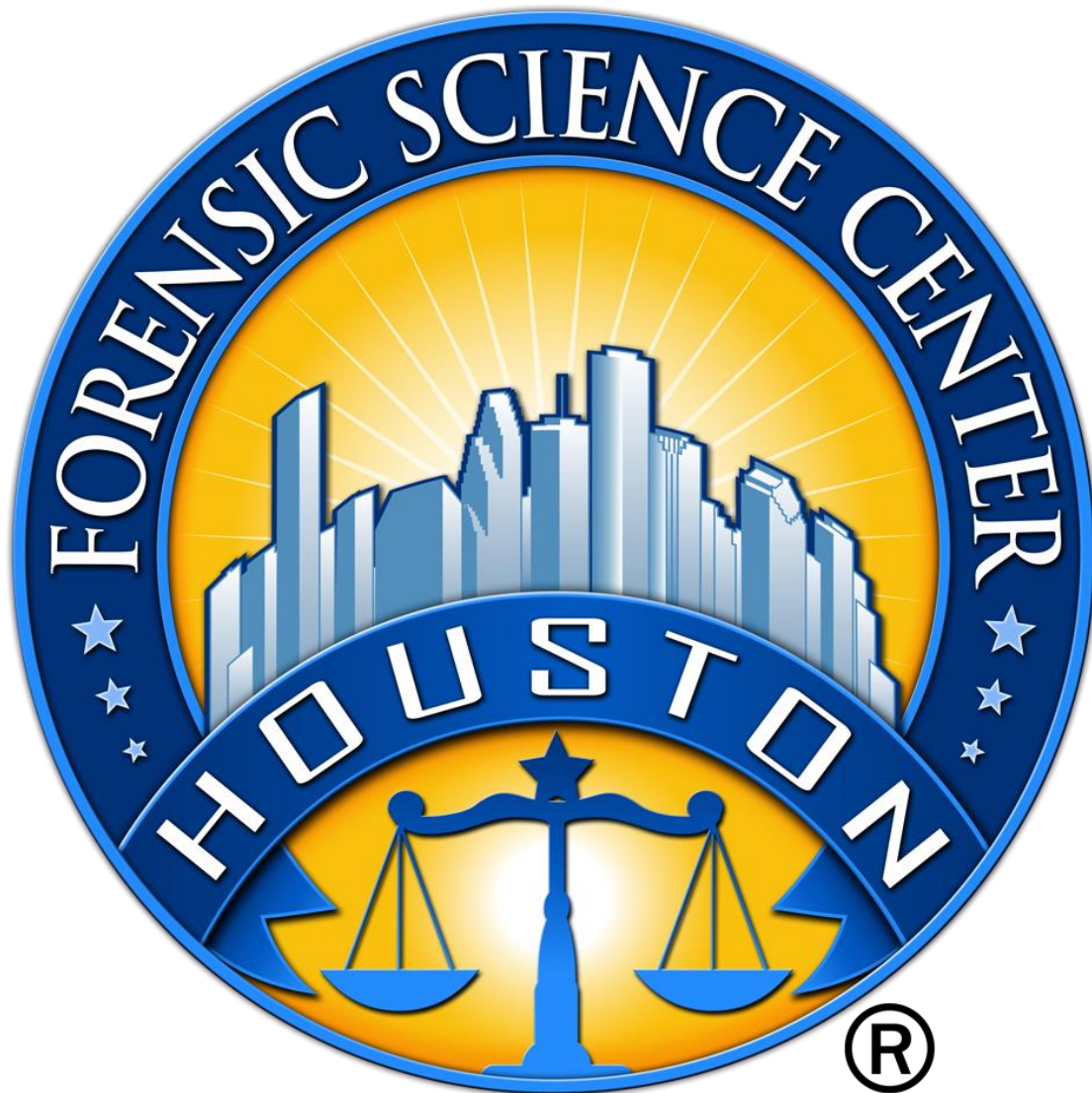


Houston Forensic Science Center, Inc.

Board of Directors Meeting

April 13, 2018



HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

April 13, 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 March 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. Treasurer's report regarding company financials and other fiscal updates.
10. Report from Ms. Lori Wilson regarding quality assurance including review of testimony monitoring, proficiency tests and corrective actions.
11. Executive session in accordance with Sections 551.071 and 551.072, et seq. of the Texas Government Code for consultation with attorney and deliberation regarding real property.
12. Adjournment.

–NOTICE REGARDING SPECIAL NEEDS –

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

–NOTICE REGARDING PUBLIC COMMENT –

Members of the public may address the Board during the "Public Comment" segment of the meeting. Each speaker should limit his or her comments to three minutes. The Chairman may limit both the number of speakers and the time allotted for each speaker. A speaker may address any subject relevant to the purpose of the Corporation; however, under Texas law the Board may not respond to or otherwise discuss a subject not listed on the Agenda set out above. (Exception: The Board may discuss a proposal to place a subject on the agenda for a future meeting.) A speaker who plans to submit a document for the Board's consideration should provide at least ten copies of the document, each marked with the speaker's name.

– NOTICE REGARDING CLOSED MEETINGS –

As authorized by Texas Government Code Chapter 551.001 (the "Open Meetings Act"), if, during the course of the meeting covered by this Notice, the Board should determine that a closed or executive meeting or session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at that date, hour and place given in this Notice or as soon after the commencement of the meeting covered by the Notice as the Board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Section 551.071-551.089, inclusive, of the Open Meetings Act, including, but not limited to:

Section 551.071 - Consultation with Attorney

Section 551.072 - Deliberation Regarding Real Property

Section 551.073 - Deliberation Regarding Prospective Gift

Section 551.074 - Personnel Matters

Section 551.076 - Deliberation Regarding Security Devices

Section 551.084 - Exclusion of Witness

Section 551.087 - Economic Development Negotiations

The presiding officer shall announce that the Board will convene in a closed meeting; that is, in "a meeting to which the public does not have access," sometimes known as an "executive session." The presiding officer's announcement will identify the provision(s) of the Open Meetings Act permitted by Section 551.071-551.089 under which the closed meeting will be held. Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

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

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

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

I, Jordan Benton, coordinator of board relations and executive administration, do hereby certify that a notice of this meeting was posted on Tuesday, the 10th day of April, 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 10th day of April 2018.

Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

March 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 March 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 March 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 March 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, Anthony Graves, 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: Janet Blancett and Tom P. Allen (ex-officio)

Chairwoman Cásarez declared a quorum was present

- E. Chairwoman Cásarez noted a draft of the minutes of the February 9, 2018 Board meeting had been distributed to the directors. Dr. Mitchell made a motion to approve the minutes. Ms. Thompson seconded the motion. The motion passed unanimously.
- F. Chairwoman Cásarez asked if any members of the public wished to address the Board. No one addressed the Board.
- G. Chairwoman Cásarez provided a chair's report. She informed the Board there were no updates regarding HFSC's negotiations with the University of Houston regarding a lease for a new facility. HFSC has submitted its FY19 to the City of Houston and is awaiting feedback. The Chairwoman said Councilmember Robert Gallegos and Commissioner Rodney Ellis and their staffs separately toured HFSC this month and she thanked them for their support. Dr. Mitchell participated in an evidence management steering committee conference in Washington D.C. She said the committee will make recommendations on how to improve the handling and management of evidence. Ms. Cásarez shared feedback from her wrongful convictions course students who toured HFSC and praised the blind quality control program and noted the lab's

insufficient space.

- H. Dr. Peter Stout, president and CEO, provided the president's report. Dr. Stout reviewed disclosures made to the Texas Forensic Science Commission (TFSC), including a disclosure HFSC will present to the TFSC at its April meeting regarding potential professional misconduct by a former analyst in the audio/video section. Dr. Stout presented the Board with a video created by HFSC's logistics specialist, Ms. Susan Harrell, which provided an overview of supply management and the RFID pilot (radio frequency identification) project being used to track supplies and which will eventually expand to evidence tracking. Dr. Stout reviewed the lab's average turnaround time (TAT) for February 2018, total TAT, backlogs and requests received. Dr. Stout shared recent outreach activities and highlighted events led by staff who volunteer at community events and have participated in more than 18 activities since December. He also reviewed new certifications and staffing updates.
- I. Mr. Darrell Stein, director of information strategy, provided an update on HFSC's transition to a new Laboratory Information Management System (LIMS). Mr. Stein said HFSC had paused the transition to the new LIMS while it completed a move from the Houston Police Department's network to its own independent computer network. Mr. Stein said once the network transition is complete HFSC will resume its move to the new LIMS.
- J. Dr. Amy Castillo, vice president and COO, presented the operation's report. She provided a network and LIMS transition update. She reviewed each section's scorecard showcasing overall TAT, updates on accreditation, progress and impacts of the ongoing transition to LIMS, current backlogs. Dr. Castillo introduced a new scorecard for the Lean Six Sigma (LSS) group, which is overseeing projects designed to increase HFSC's quality and cost-effectiveness.
- K. Mr. Leach, treasurer and CFO, requested Board approval for a reallocation of the FY18 budget. Dr. McPherson made a motion to approve the reallocations. Vice Chair Thompson seconded the motion. The motion was approved.
- L. Mr. Leach presented a treasurer's report. Mr. Leach reviewed the status of revenue received year to date. Mr. Leach reviewed grant funds that have been received and spent.
- M. Ms. Lori Wilson, quality director, gave a quality update for February 2018. Ms. Wilson said as the courts return to a more normal schedule following Hurricane Harvey, analysts are again being called to testify. She also talked about testimony monitoring, transcript reviews, TFSC disclosures, audits and HFSC's reaccreditation this year.
- N. Chairwoman Cásarez made a motion to create a non-voting advisory board of former members. The advisory structure will allow former Board members to stay in touch with HFSC and for staff to still get their advice or use their knowledge when necessary. Mr. Hilder seconded the motion. The motion passed unanimously.
- O. The meeting ADJOURNED at 10:35 a.m.

By: _____

Jordan Benton Secretary

President's Report

April 13, 2018



Texas Forensic Science Commission

Disclosed

- Audio/Video self-disclosure

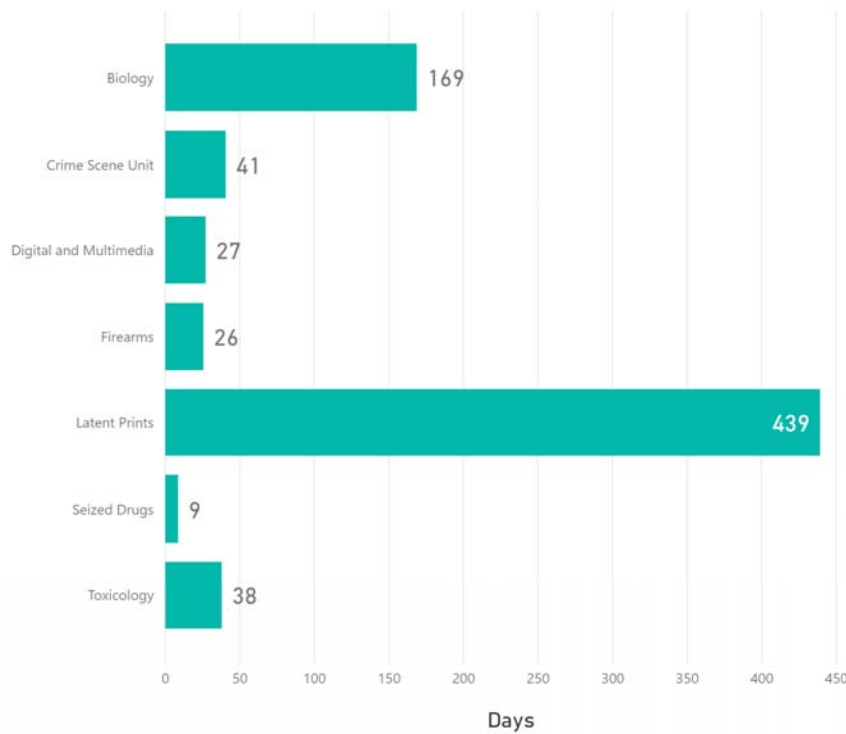
Open: Pending

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

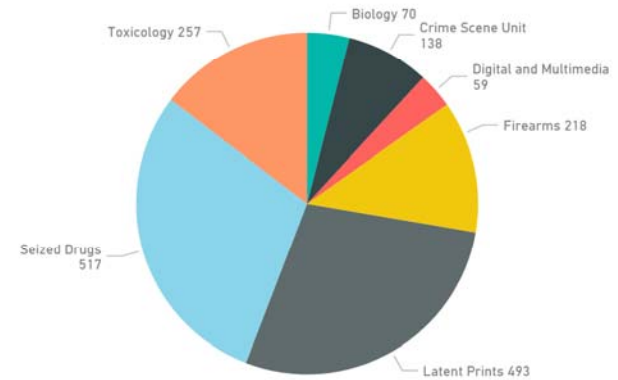




Average Turnaround Time for March 2018



Requests Completed by Section



Turnaround Time - Days

146

Completed Requests

1752

Month Completed

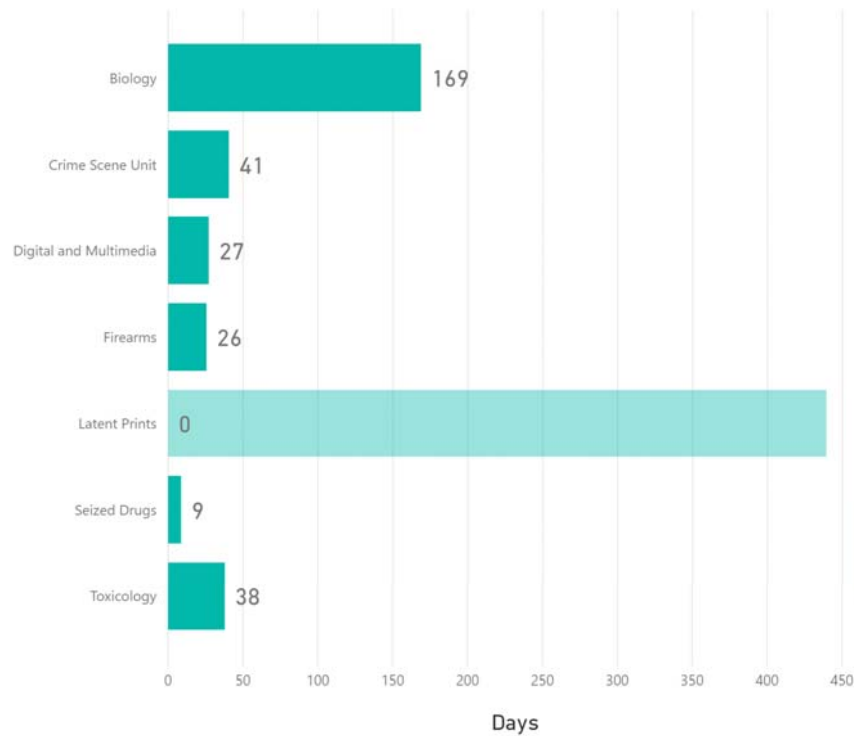
- ☐ 01-January
- ☐ 02-February
- ☒ 03-March
- ☐ 04-April

Year Completed

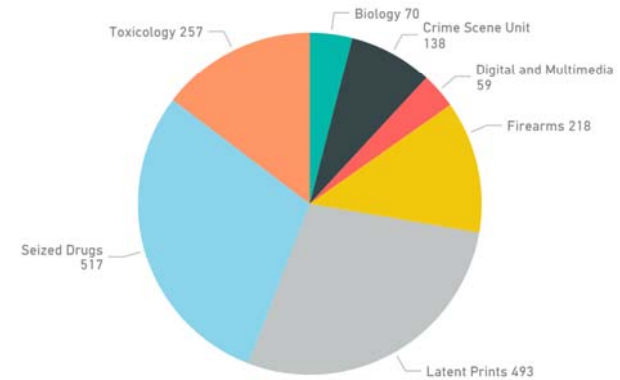
- ☐ 2015
- ☐ 2016
- ☐ 2017
- ☒ 2018

This data is current as of 4/5/2018.

Average Turnaround Time for March 2018



Requests Completed by Section



Turnaround Time - Days

31

Completed Requests

1259

Month Completed

- 01-January
- 02-February
- 03-March
- 04-April

Year Completed

- 2015
- 2016
- 2017
- 2018

This data is current as of 4/5/2018.



From the start of HFSC

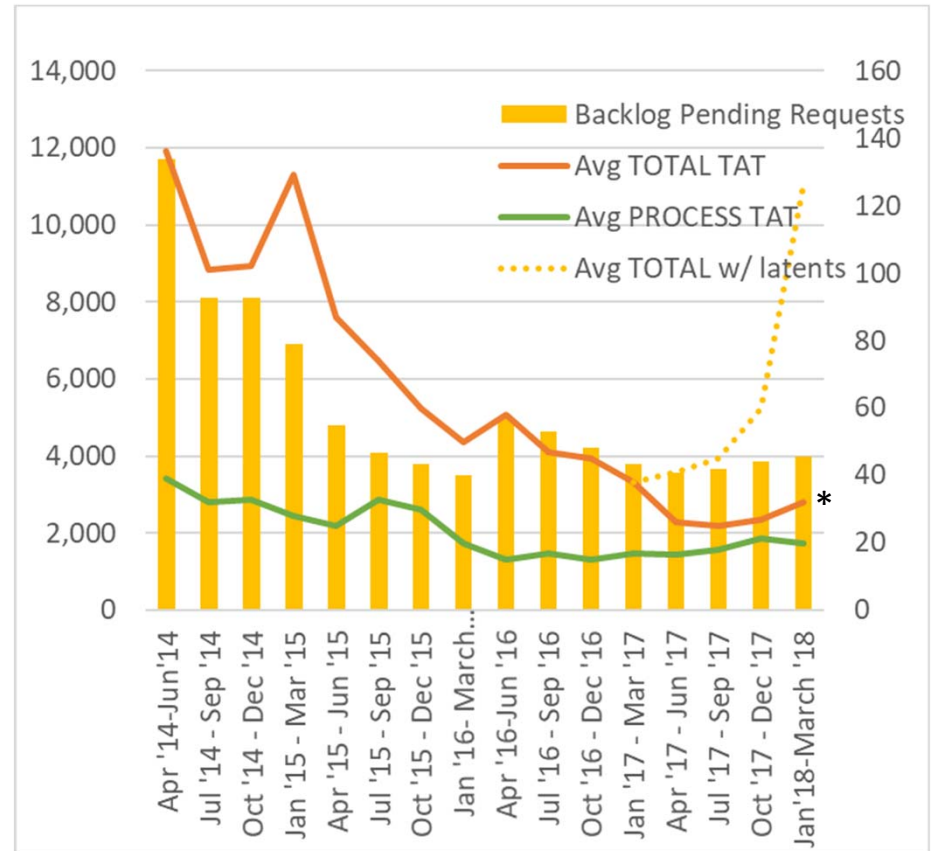
↓ 76%* in Avg TOTAL turnaround (TAT) time

↓ 66% in backlogged requests

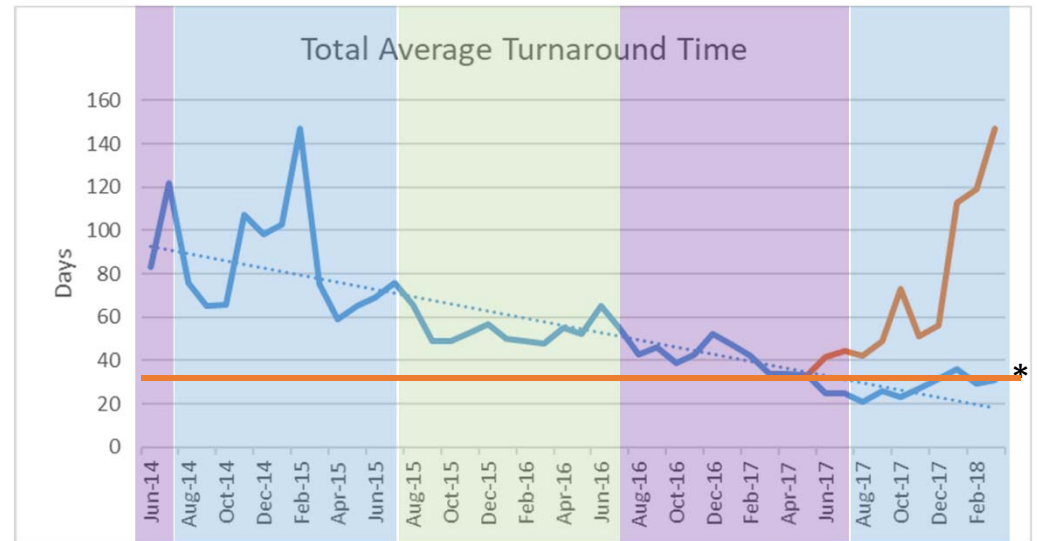
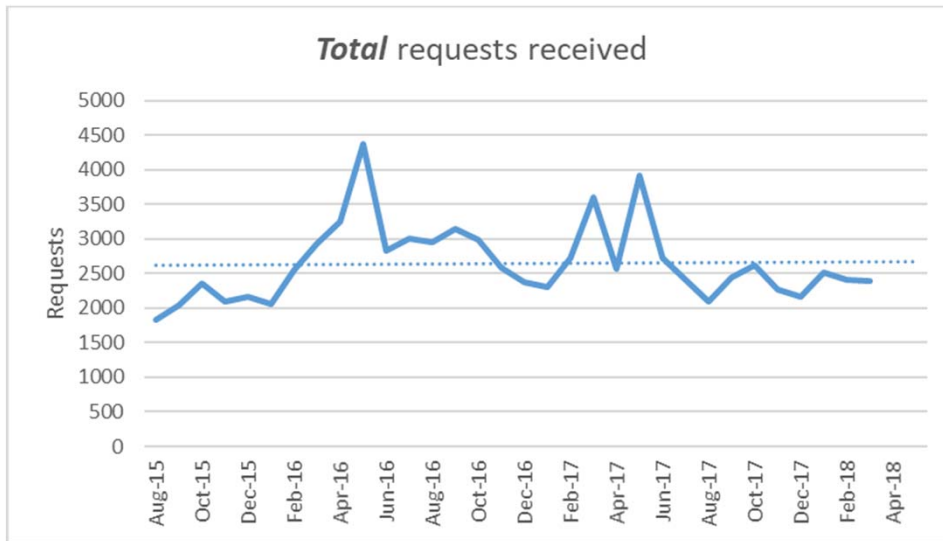
↓ 49% in Avg PROCESS TAT

↓ 87%* in WAIT gap

* Total turnaround time calculation affected by latent print 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 Carmen Roe, former president of HCCLA, and other defense attorneys
- Tour with Israeli security group
- Tour with Brandon Garrett from University of Virginia and Sandy Thompson
- Tour with Board member Francisco Medina
- Tour with River Oaks Senior Living
- Tour with students from U of H Professional Society of Criminal Justice
- Chemistry talk at Houston high school, Emery/Weiner



Certifications

- Ryan Hookano – Certified Firearms Examiner
Association of Firearm and Toolmark Examiners (AFTE)
- Kelly Manrriquez – Certified Crime Scene Investigator
International Association for Identification (IAI)



Staffing – April 13, 2018

- | | |
|---|---|
| <ul style="list-style-type: none">• 192 staff members<ul style="list-style-type: none">• 12 COH civilians• 8 COH classified• 172 HFSC• 18 open positions; 8 offers accepted<ul style="list-style-type: none">• 1 client services/case management specialist• 2 crime scene investigators• 3 forensic analysts – FBIO• 1 forensic analyst – multimedia• 1 forensic analyst – toxicology | <ul style="list-style-type: none">• 10 active vacancies<ul style="list-style-type: none">• 1 client services/case management specialist• 1 CODIS assistant administrator• 1 crime scene investigator• 1 forensic analyst – FBIO (grant funded)• 1 quality specialist• 2 supervisors – CSU• 1 training coordinator – FBIO• 1 supervisor – FBIO (incumbent exit in August)• 1 systems analyst*****• 2 vacancies pending<ul style="list-style-type: none">• 1 triage (exact title TBD) – FBIO (grant funded)• 1 quality associate |
|---|---|



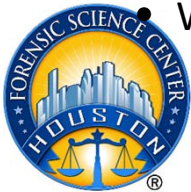
Major Initiatives – Laboratory Information Management System (LIMS)

Go Live:

- Moved legacy LIMS to Azure cloud on HFSC network for disciplines not yet in new LIMS
- Resumed testing in current LIMS for additional disciplines to come online

Updates:

- **LIMS request portal:**
 - Testing and evaluating the interaction of the portal with LIMS
 - Refining user interfaces
 - Working on interim solution



Current tasks:

- Identifying and resolving slow network responsiveness
- Working with LIMS vendor to develop analytical reports and worksheets for remaining disciplines
- Supporting disciplines live in new LIMS

Next steps:

- Implement a faster network
- Continued acceptance testing of LIMS interfaces and reports for remaining disciplines

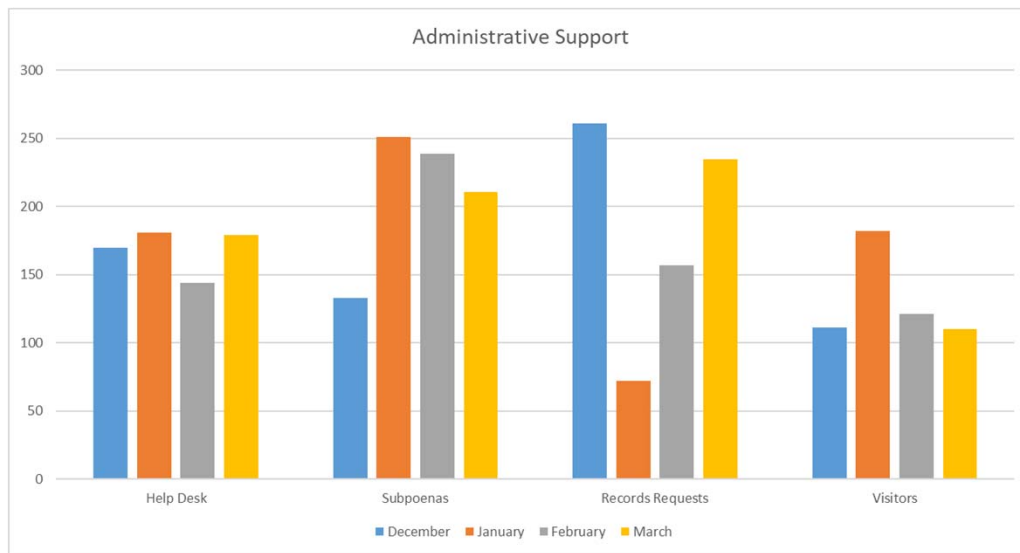
Operations Report

April 13, 2018



CS/CM – March

Administrative Support



Record Management & Evidence Handling

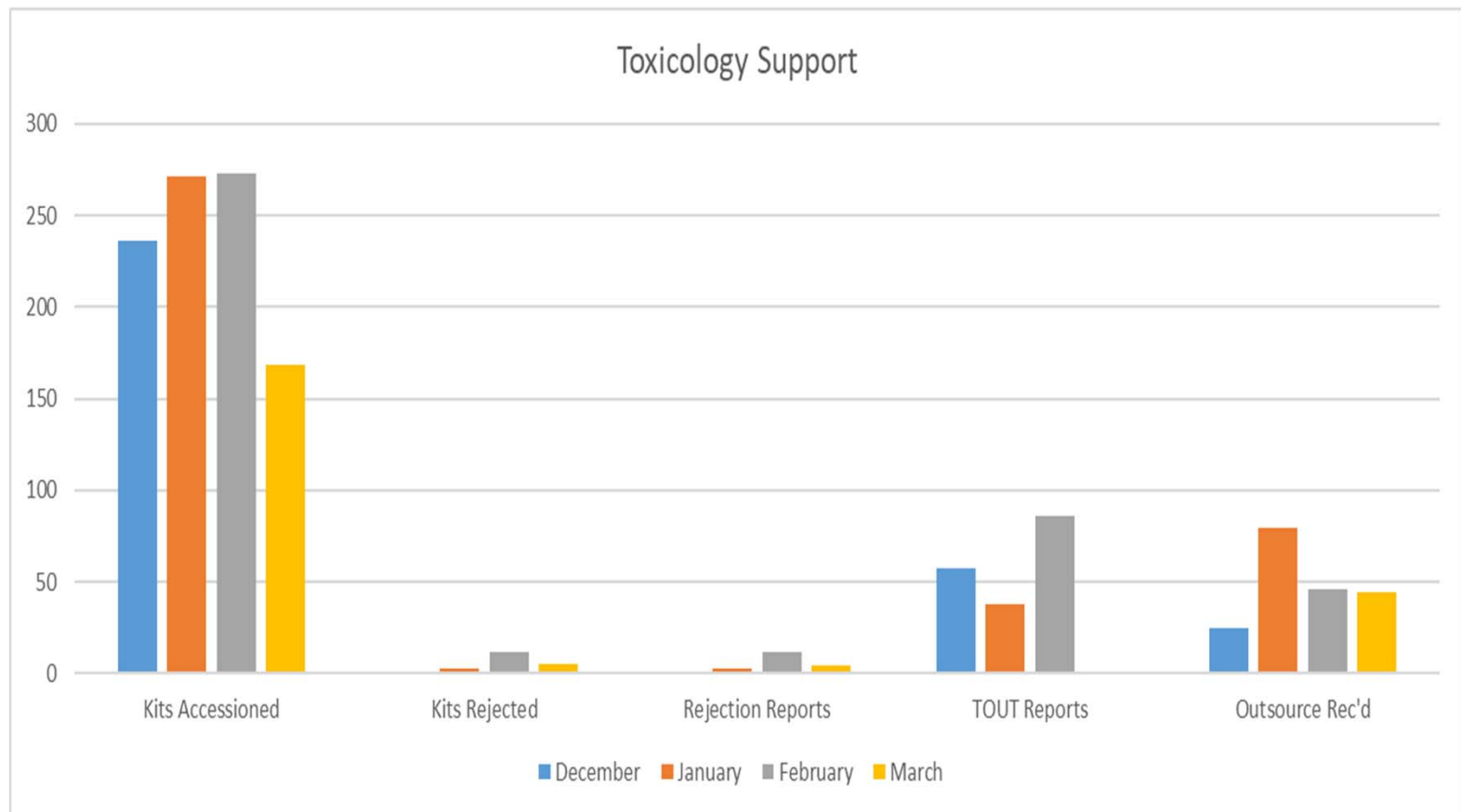


Accreditation

- Working toward International Association of Property & Evidence (IAPE) accreditation (target mid-2018)
- IAPE on site for assessment April 23-27, 2018



CS/CM -- March



Seized Drugs

Total TAT
↑ 9

EOM >30 day
0

Critical issues
2

Seized Drugs: 9-day avg,
0 pending requests >30 day

Target: <14 days

Critical issues

- Potential impacts of additional expedited case needs
- Network transition

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
- Collaborations with R&D on grant submissions focusing on opioid cases



Firearms

Total TAT
↓ 31

EOM >30 day
↑ 490

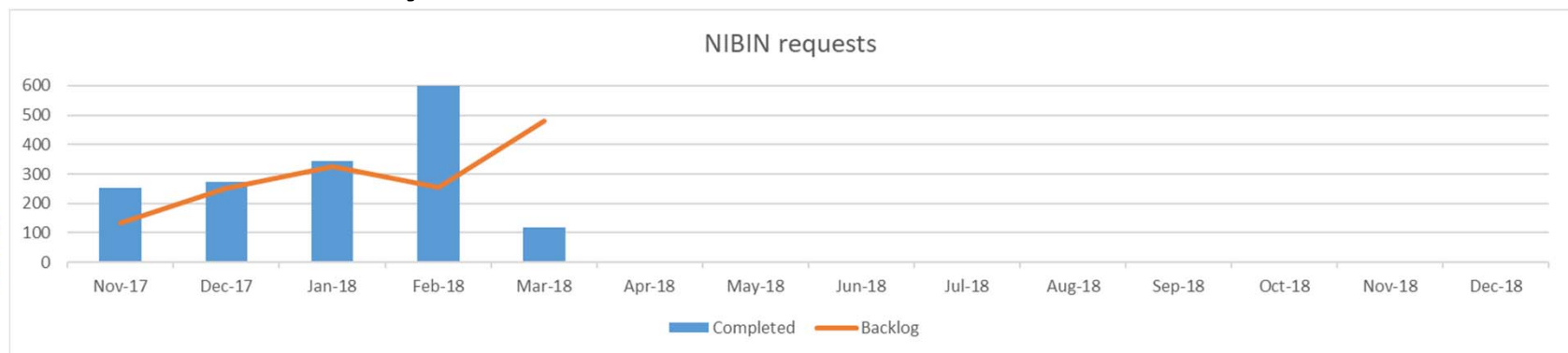
Critical issues
2

Exams: 20-day avg,
11 pending requests >30 day
NIBIN: 42-day avg,
479 pending requests >30 day
of these 171 requests processed in
NIBIN database
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: 58-day avg,
99 pending requests >30 day

AVCO: 10-day avg,
1 pending request >30 day

Digital: 21-day avg,
0 pending requests >30 day

Critical issues

- Vacant A/V analyst position
- 166% increase in A/V call outs over the last year, while short 3 analysts.
- Transition to new LIMS/network/workflow

Projections for next 90 days

- **Address the A/V backlog, while training two new hires**
- Increase call out support without hurting productivity
- Working with quality division to rectify audit and complete necessary corrective actions
- A/V to transition to JusticeTrax LIMS



Toxicology



Alcohol: 27-day avg,
0 pending requests >30 day

Tox: 54-day avg
56 pending requests >30 day

Out-Tox: 39-day avg
0 pending requests >30 day

Critical issues

- Legacy GC/MS instruments
- Down two analysts; one in training, one accepted offer
- Transition to network (15 days lost)

Projections for next 90 days

- Training of new alcohol analyst completed (June 2018)
- Transition to JusticeTrax LIMS
- DWI alcohol sub-21 days (target threshold)
- Drug methods online



Forensic Biology

SA Kit: 116-day avg TAT
186 pending SAK requests >30 day
of those: ~75 >60 day, ~44 > 90 day

SAK "other": 186-day avg
Non-SAK DNA: 189-day avg
651 total requests >30 days

** All sexual assault kit requests are in process



Critical issues

- Target: minimum 12 DNA report writers, currently 6
- Training "boot camp" (5 began in December, 3 in progress)
- Transition to network (10-day outage)
- Hire training coordinator

Projections for next 90 days

- 3 DNA report writers in training; projected sign off in July
- Hire training coordinator
- Transition to JusticeTrax LIMS
- Additional process improvement projects (CODIS)
- Immediate goal of no SAKs >90 days



CODIS (National DNA Database)

Total TAT	EOM >30 day	Critical issues
50	71	4

Profiles Entered: 36

Hits: Local: 15
 State: 28
 National: 11

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

Critical issues

- Transition to network (10-day outage)
- Transition to new CODIS staff structure
 - Training of non-CODIS tasks and add'l resources needed
- Open position for assistant CODIS administrator
- Time commitment to Lean Six Sigma CODIS project

Projections for next 90 days

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



Latents

Total TAT
↓ 439

EOM >30 day
↓ 2,222

Critical issues
2

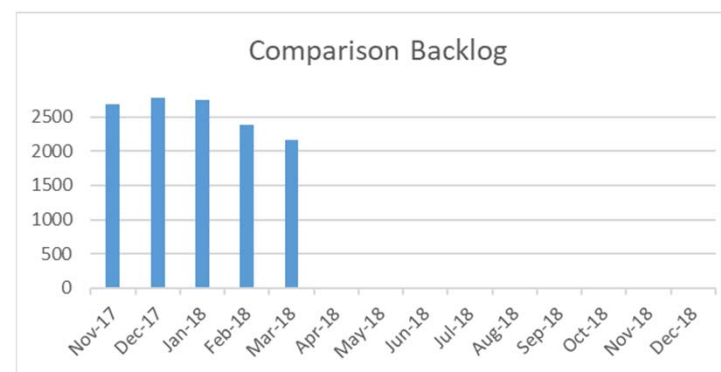
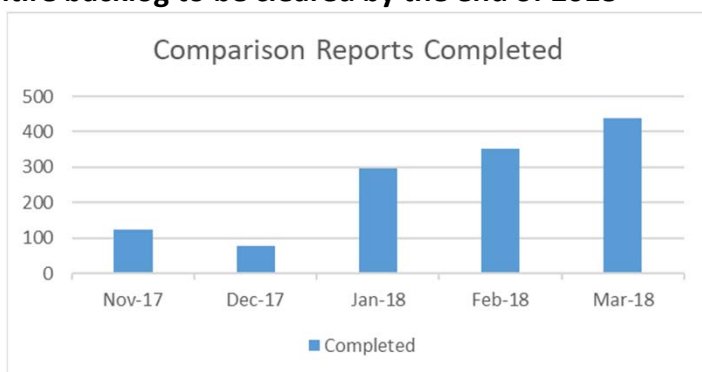
Comparisons: 483-day avg TAT from request,
2,159 pending requests >30 day

Processing: 70-day avg TAT from request,
63 pending requests >30 day

Critical issues

- TAT increases as work through aging backlog
- Transition to HFSC network (10-day outage)

Anticipate entire backlog to be cleared by the end of 2018



CSU

Total TAT
↑ 41

Call outs
68

Critical issues
2

CSU Callouts: 68

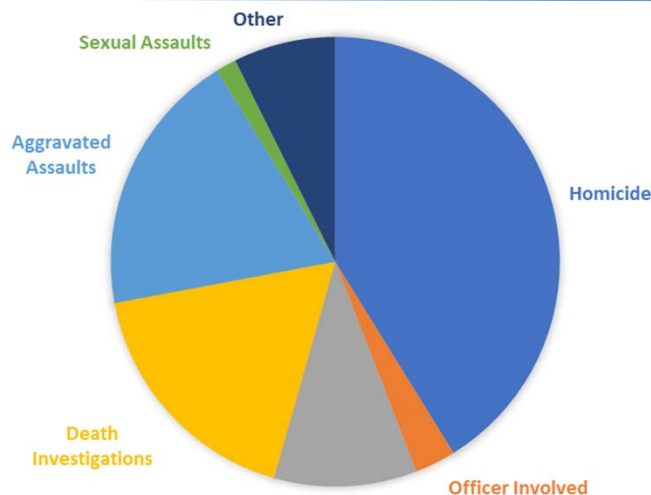
Items of Evidence Collected: 1,180

Cars processed at VEB: 38

Scenes/Vehicles Processed for Latents: 28

Critical issues

- Preparing for accreditation this summer
- Transition to network (10-day outage)



- CSU Supervisor taught at University of Houston Police Academy: 65 students
- Nine of the 11 academy CSI's signed off on independent casework
- 13 latent prints processed by five CSI's led to AFIS Investigative Leads



Lean Six Sigma (LSS) Development Group

Current Projects

Current Projects
4

Projects Completed
1

Projects in Queue
8

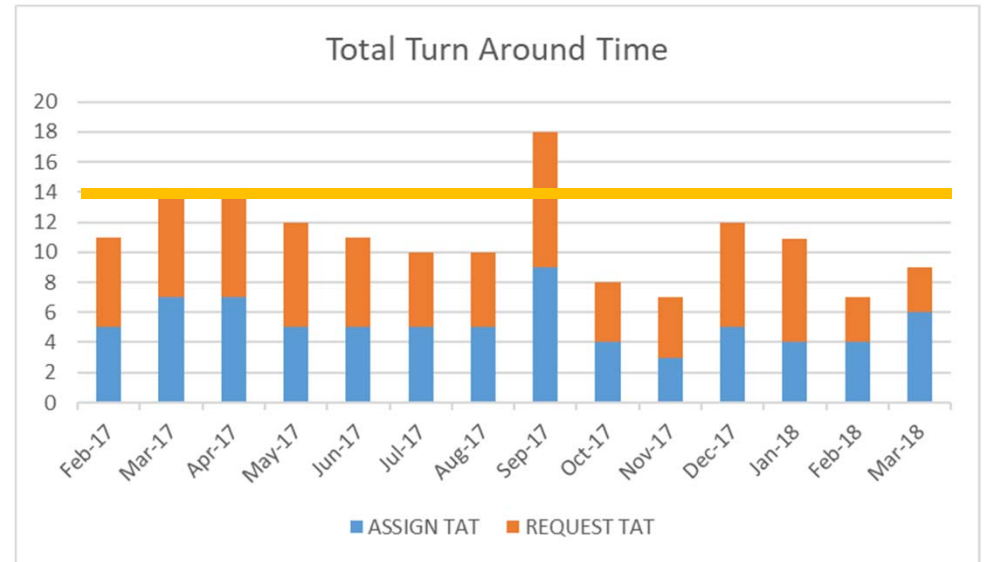
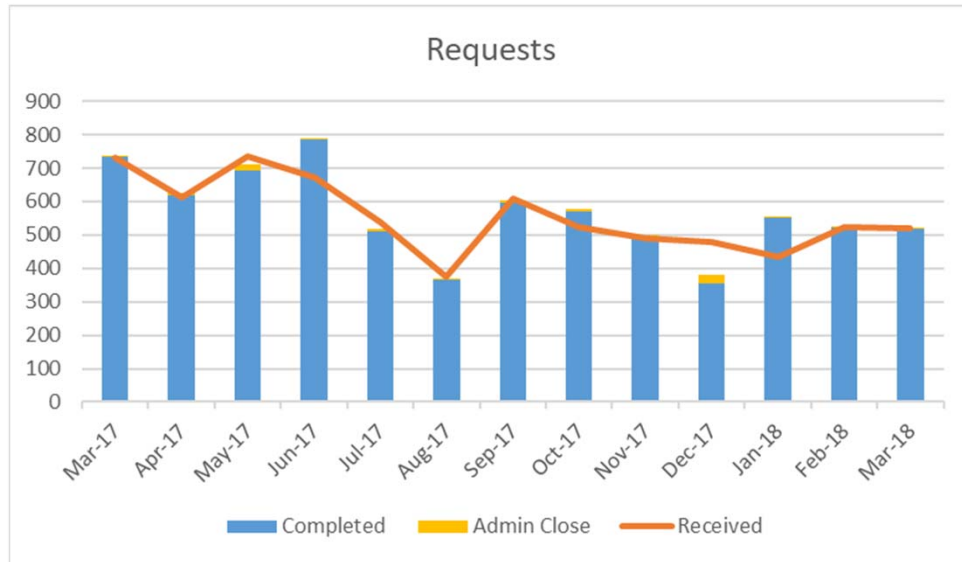
- CODIS Project
 - On schedule
 - Timeline: March-September 2018
- Supply Chain Management
 - On schedule
 - Timeline March-August 2018



Detail data



Seized Drugs

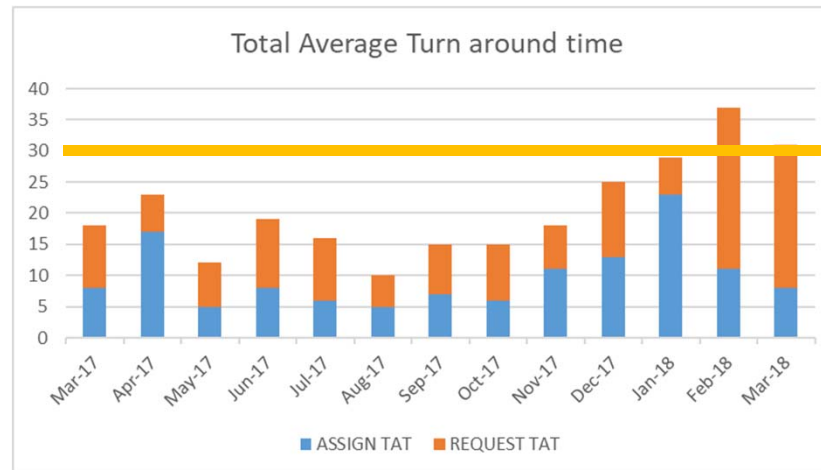
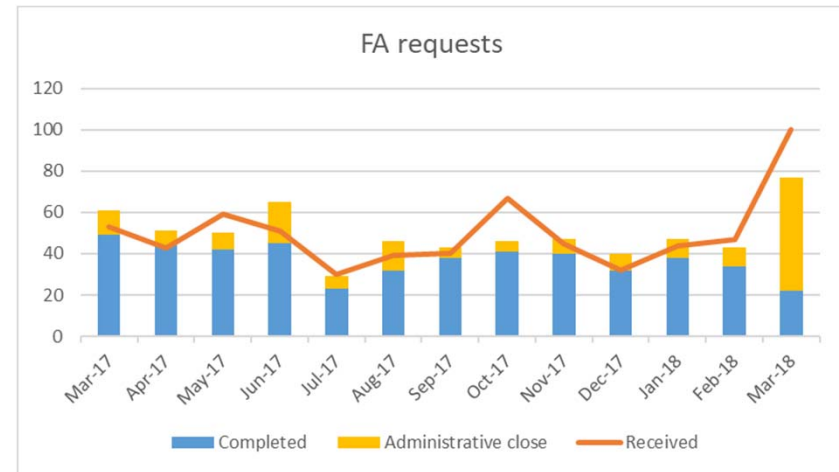
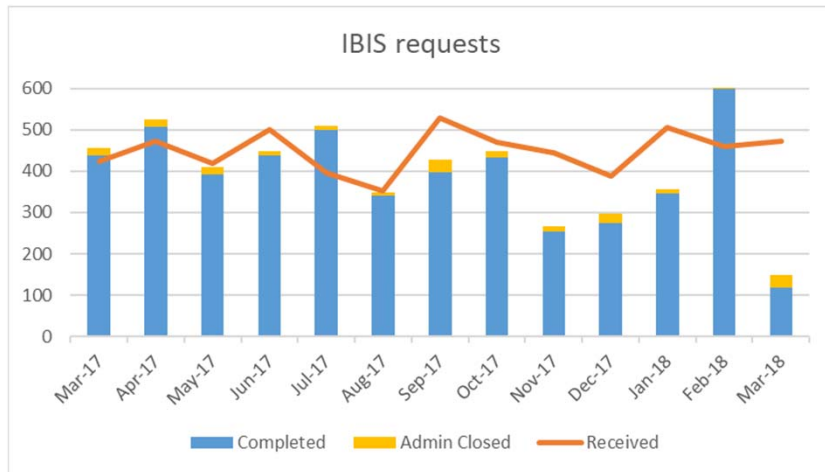


CS Live in Justice Trax on 12/11/17, metrics combined/manually tracked from Jtrax and Porter Lee for December



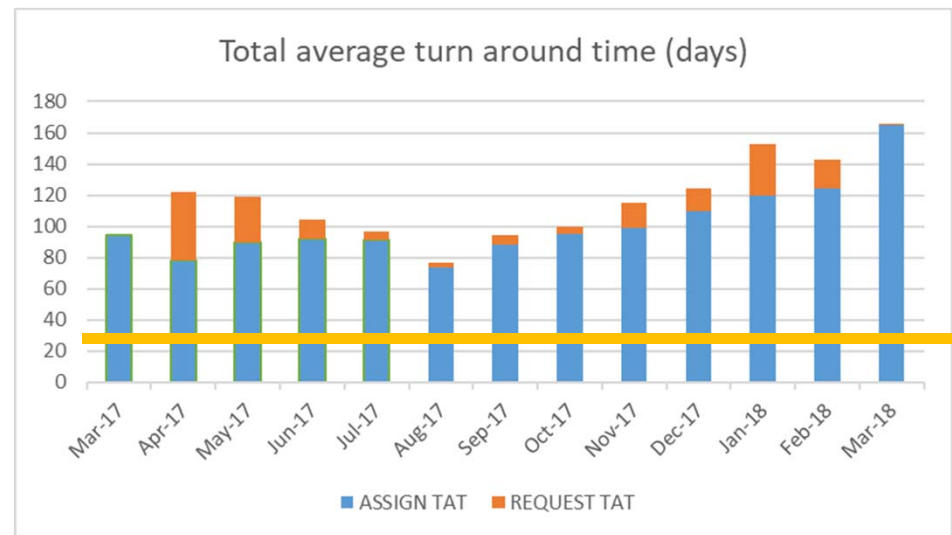
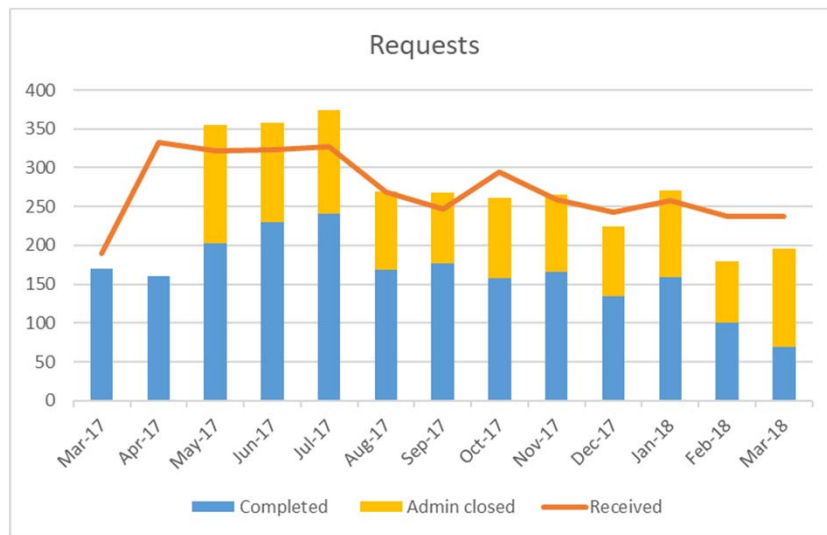
□ Orange bar indicates TAT target limit of 14 days.

Firearms



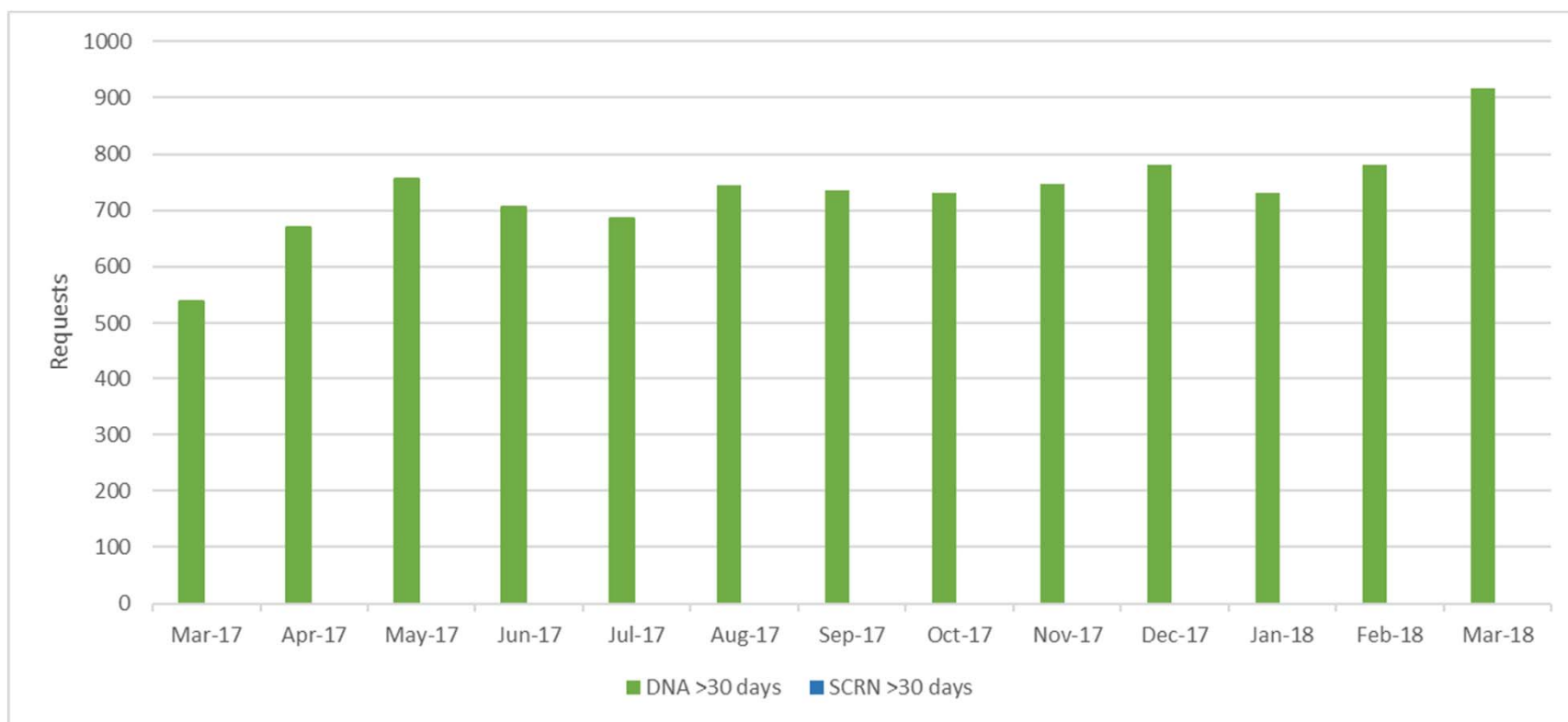
Forensic Biology -- Total

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

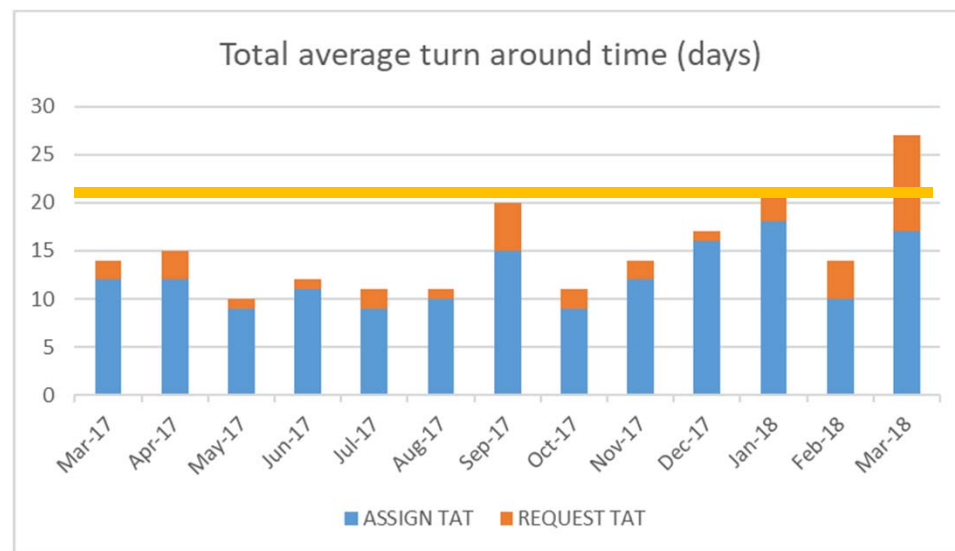
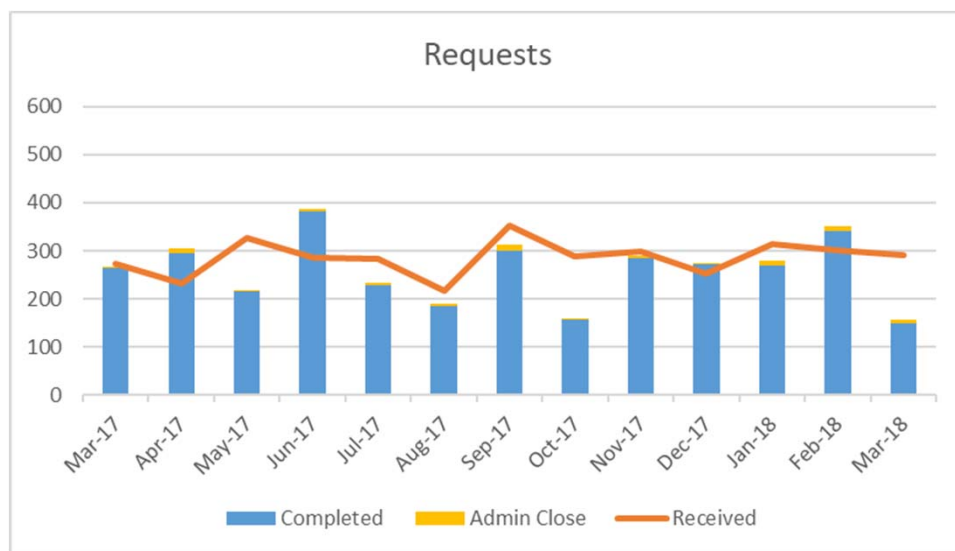


Total DNA Backlog (>30 day) requests by month

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

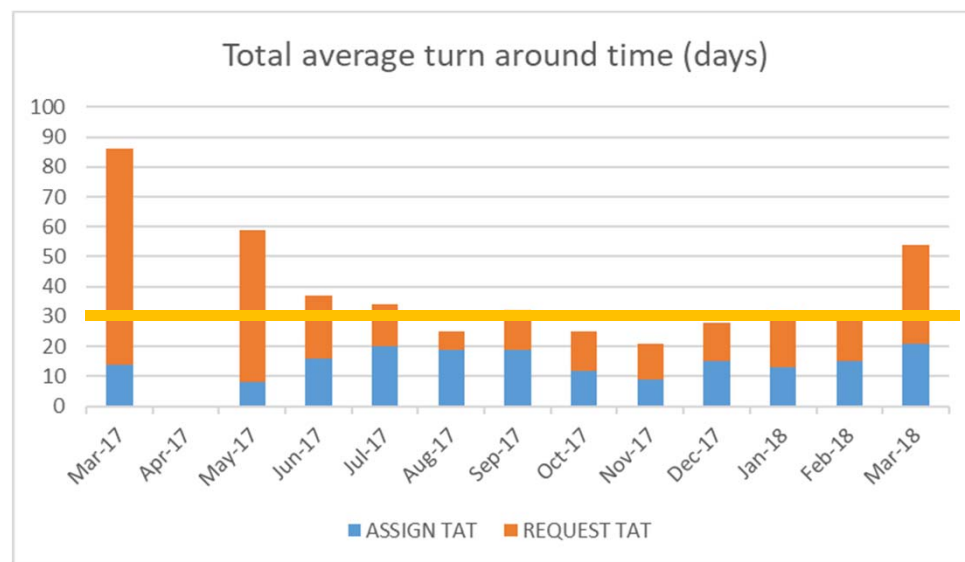
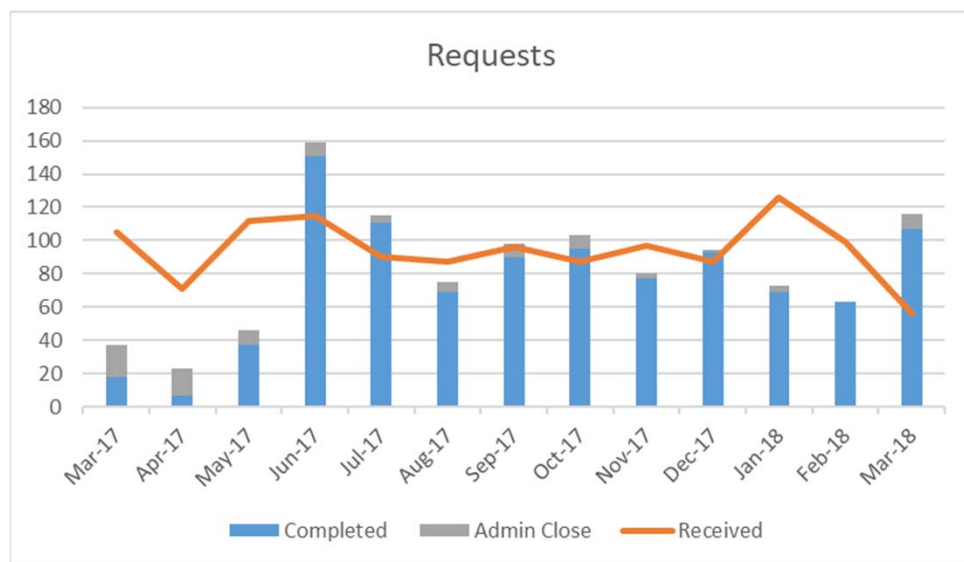


Toxicology: Alcohol

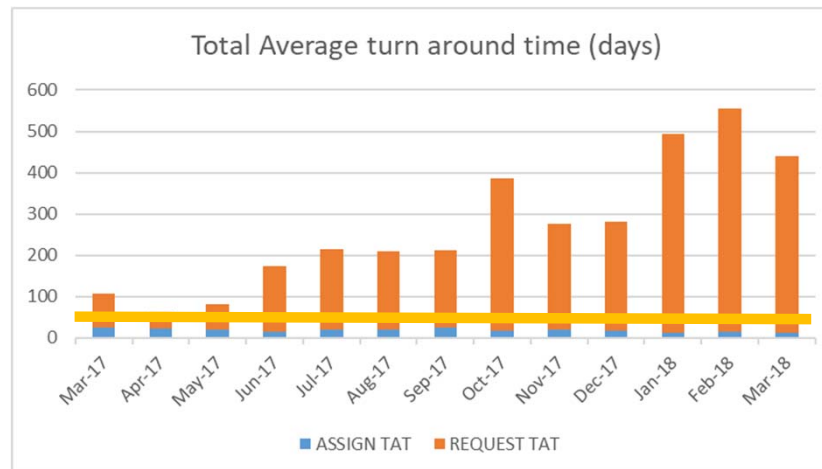
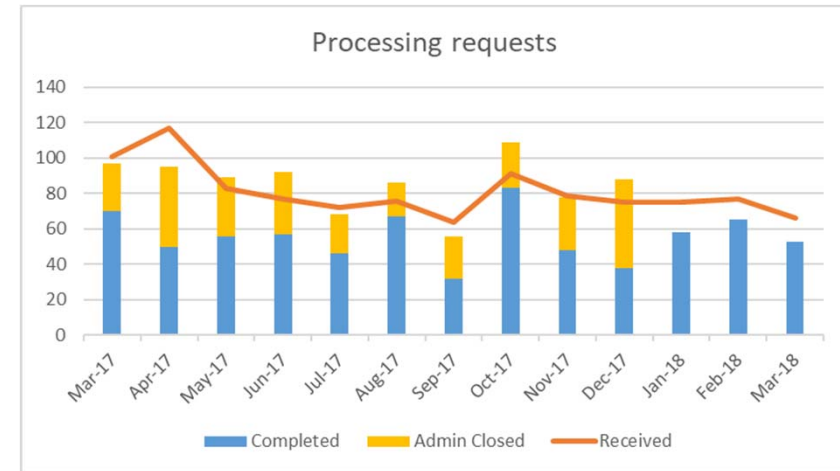
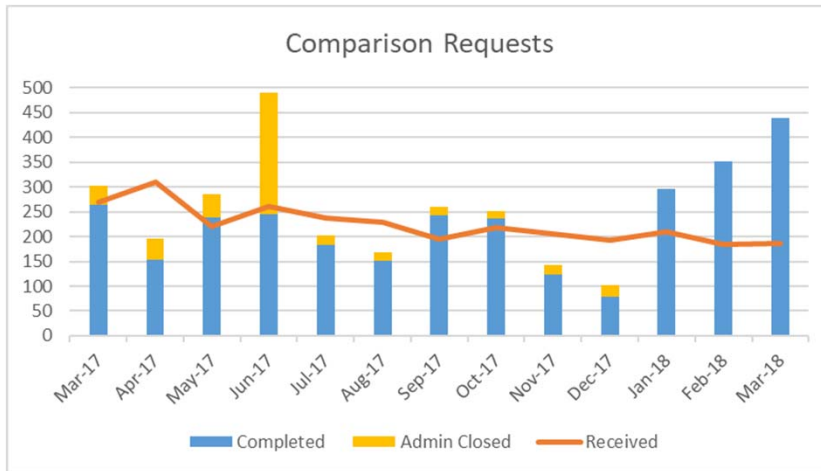


Toxicology: Other Drugs

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

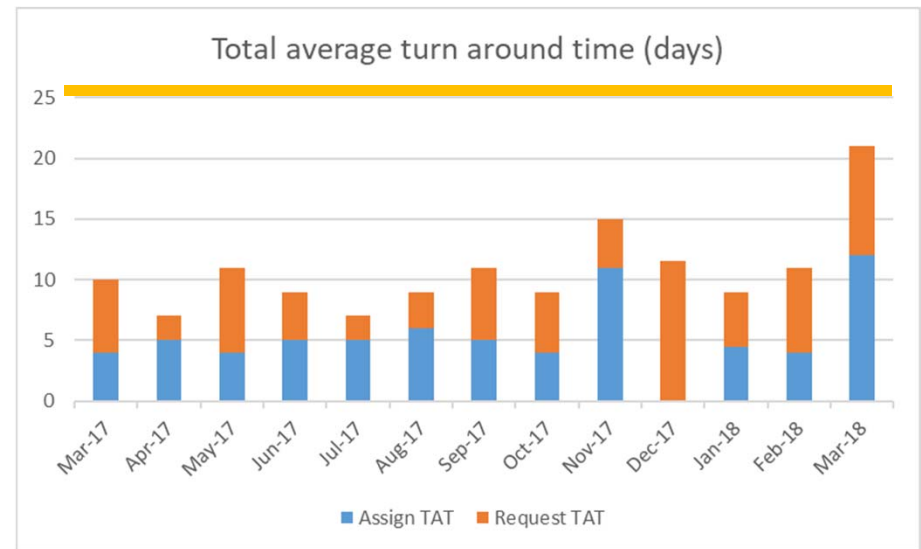
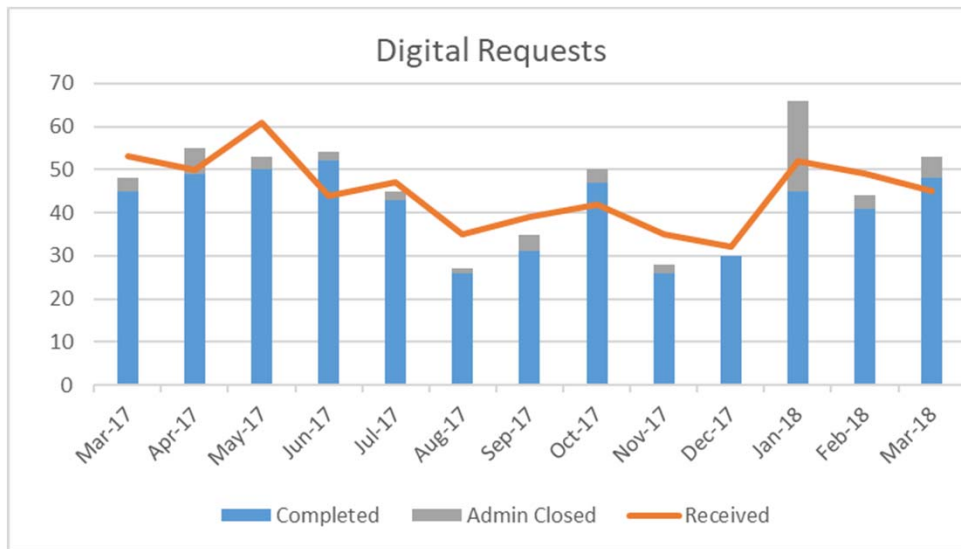


Latents

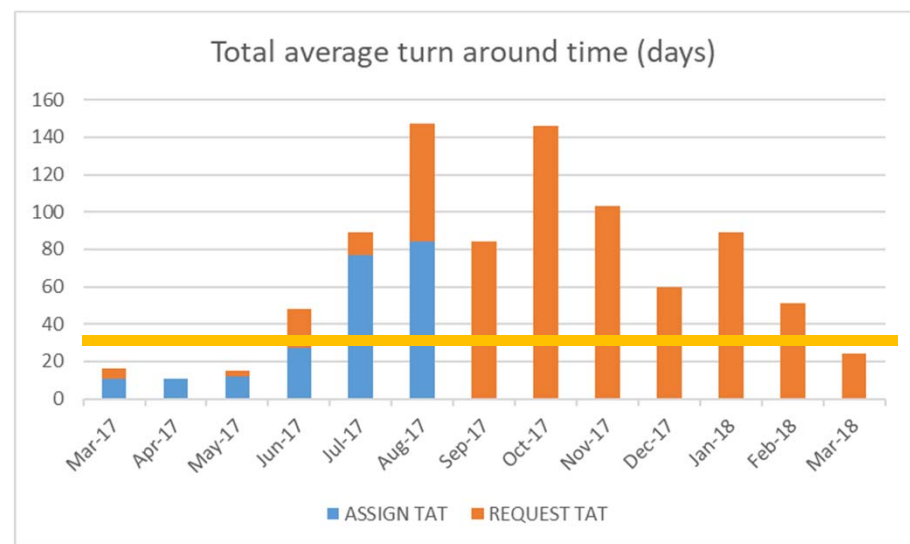
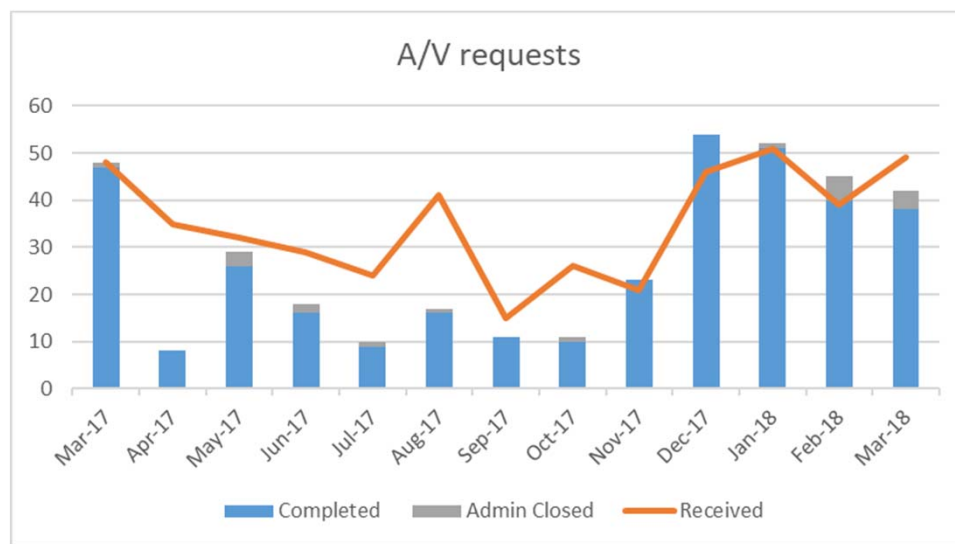


Latents Live in Justice Trax on 12/18/17, metrics from Porter Lee but estimated due to time in Jtrax in December ³⁰

DME -- Digital

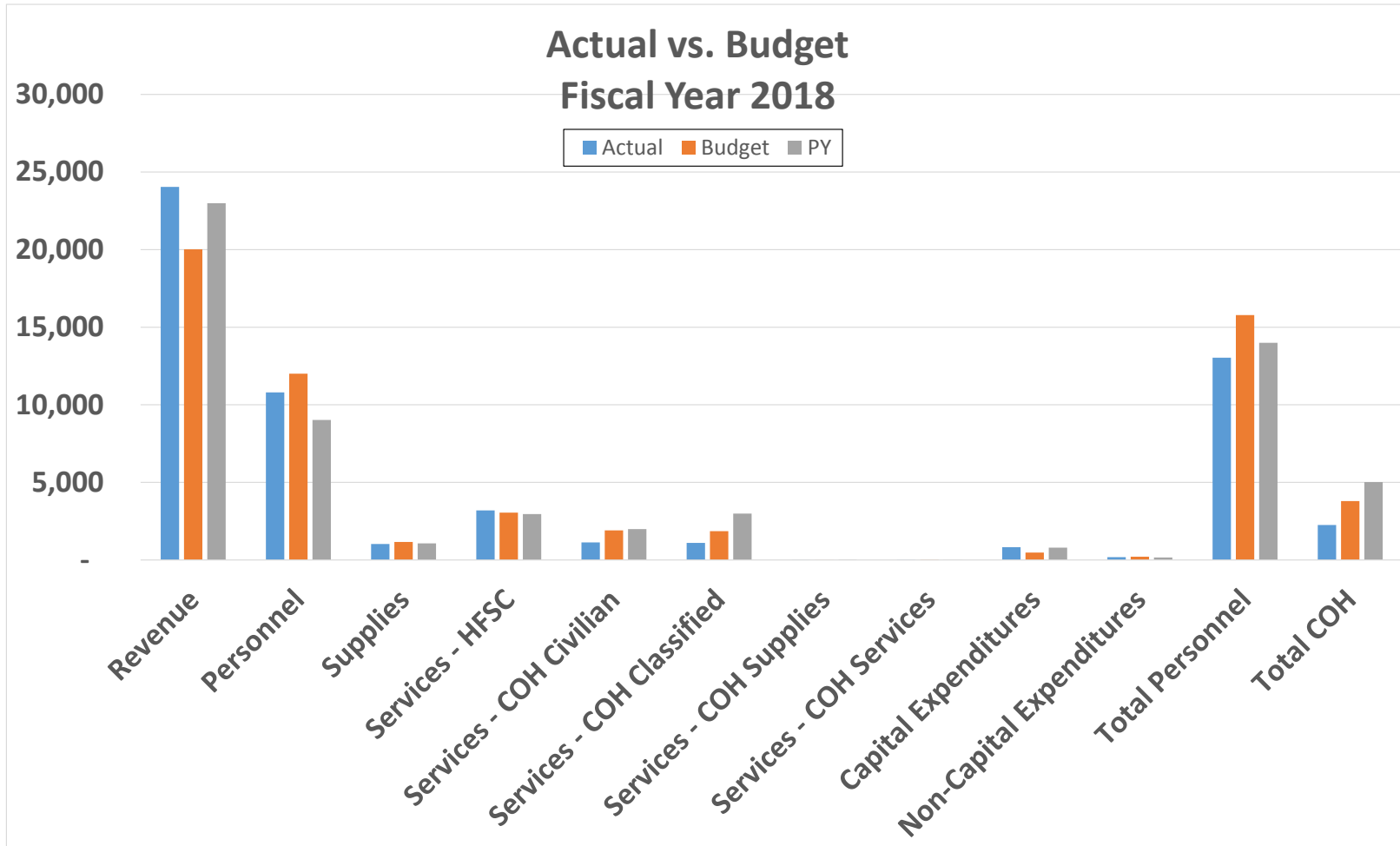


DME -- A/V



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





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

Current Month (Preliminary)										YTD										FY18		
		FY18	FY18	FY17	Variance						FY18	FY18	FY17	Variance						FY18	% Year	
		Mar1- Mar 31, 2018	Budget V3	Mar 1 - Mar 31, 2017	Budget - Actual	%	FY18 - FY17	%			July 1- Mar 31, 2018	Budget V3	July 1- Mar 31, 2017	Vs. Budget	%	Vs. FY17	%			Budget V3	Completed	
		# of Months									# of Months											
		1									9											
Revenues:																						
411000	City of Houston-Appropriations	\$ -	\$ 2,013	\$ 2,136	\$ (2,013)	-100%	\$ (2,136)	-100%		\$ 22,351	\$ 18,120	\$ 20,544	\$ 4,230	23%	\$ 1,807	0%		\$ 24,160	93%			
415000	City of Houston Direct OH-Appro	122	122	122	0	0%	-	0%		1,095	1,095	1,095	0	0%	-	0%		1,460	75%			
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	166	85	-	82	96%	166			528	762	1,296	(234)	-31%	(768)	0%		1,016	52%			
450000	Forensics Services	-	4	(1)	(4)	-100%	1			21	38	16	(17)	-44%	5	32%		50	42%			
450001	Miscellaneous Copy Fees	-	-	-	-	0%	-			-	-	-	-	0%	-	0%		-	0%			
450002	Interest Income	0	0	0	(0)	-23%	0	9%		4	4	4	0	10%	0	0%		5	83%			
Total Income		288	2,224	2,258	(1,936)	-87%	(1,970)	-87%		24,046	20,019	22,992	4,027	20%	1,054	5%		26,691	90%			
Expenses:																						
Personnel:																						
500010	Salary Base - Civilian	1,487	1,067	784	(419)	-39%	(702)	-90%		8,783	9,606	7,404	823	9%	(1,380)	-19%		12,808	69%			
501070	Pension - Civilian	106	68	47	(38)	-56%	(59)	-125%		535	610	463	75	12%	(72)	-16%		813	66%			
502010	FICA - Civilian	110	78	58	(31)	-40%	(51)	-88%		635	706	534	70	10%	(102)	-19%		941	68%			
503010	Health Insurance - Active Civil	77	98	56	21	21%	(21)	-38%		727	881	529	154	17%	(199)	-38%		1,175	62%			
503015	Basic Life Ins - Active Civil	5	6	7	2	25%	2	33%		60	55	57	(5)	-9%	(3)	0%		74	82%			
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%		35	127	25	92	73%	(10)	-40%		169	21%			
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	2	3	5	1	23%	3	57%		28	24	11	(4)	-16%	(17)	-158%		32	87%			
		1,789	1,334	960	(454)	-34%	(829)	-86%		10,803	12,009	9,021	1,205	10%	(1,782)	-20%		16,012	67%			
Supplies:																						
511010	Chemical Gases & Special Fluids	2	1	1	(0)	-40%	(0)	-15%		9	11	10	2	18%	1	9%		15	61%			
511040	Audio Visual Supplies	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%			
511045	Computer Supplies	4	5	2	1	22%	(2)	-113%		13	42	27	29	69%	14	51%		56	23%			
511050	Paper & Printing Supplies	4	3	2	(1)	-42%	(2)	-112%		18	23	24	4	19%	6	24%		30	61%			
511055	Publications & Printed Material	0	1	1	1	90%	0	76%		5	13	17	8	60%	11	68%		18	30%			
511060	Postage	0	0	0	0	0%	(0)	-513%		1	1	1	0	13%	0	13%		1	65%			
511070	Miscellaneous Office Supplies	11	8	6	(2)	-26%	(4)	-69%		70	76	74	6	8%	4	5%		101	69%			
511080	General Laboratory Supply	175	101	190	(74)	-74%	16	8%		851	906	854	55	6%	4	0%		1,208	70%			
511090	Medical & Surgical Supplies	-	0	-	0	100%	-			1	1	-	0	31%	(1)	0%		1	52%			
511095	Small Technical & Scientific Eq	5	2	2	(3)	-164%	(3)	-199%		7	16	15	9	56%	8	53%		21	33%			
511110	Fuel	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%			
511120	Clothing	0	3	4	3	92%	4	93%		27	31	17	4	14%	(9)	-53%		41	64%			
511125	Food/Event Supplies	0	2	0	1	88%	(0)	-69%		9	15	16	6	41%	7	44%		20	44%			
511130	Weapons Munitions & Supplies	1	0	0	(0)	-71%	(0)	-39%		3	3	3	1	26%	1	24%		5	55%			
511145	Small Tools & Minor Equipment	0	1	0	1	94%	0	82%		10	11	9	1	9%	(1)	-9%		15	68%			
511150	Miscellaneous Parts & Supplies	-	1	0	1	100%	0	100%		8	11	5	3	25%	(4)	-84%		15	56%			
		200	129	209	(71)	-55%	9	4%		1,031	1,160	1,072	129	11%	40	4%		1,547	67%			

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

		Current Month (Preliminary)								YTD								FY18	
		FY18		FY17	Variance					FY18		FY17	Variance					FY18	% Year
		Mar1- Mar 31, 2018	Budget V3	Mar 1 - Mar 31, 2017	Budget - Actual	%	FY18 - FY17	%		July 1- Mar 31, 2018	Budget V3	July 1- Mar 31, 2017	Vs. Budget	%	Vs. FY17	%		Budget V3	Completed
Services:																			
520100	Temporary Personnel Services	2	-	-	(2)		(2)			12	-	7	(12)	0%	(5)	0%		-	0%
520105	Accounting & Auditing Svcs	2	3	4	1	43%	2	58%		26	25	23	(1)	-5%	(3)	-14%		33	79%
520106	Architectural Svcs	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%
520107	Computer Info/Contracting Svcs	-	2	20	2	100%	20	100%		0	21	28	21	100%	28	100%		28	0%
520109	Medical Dental & Laboratory Ser	33	15	-	(18)	-124%	(33)			71	131	375	60	46%	304	81%		175	41%
520110	Management Consulting Services	116	25	37	(91)	-365%	(79)	-212%		380	224	465	(156)	-70%	84	18%		299	127%
520112	Banking Services	0	0	0	0	6%	0	12%		2	3	2	0	17%	0	12%		3	63%
520113	Photographic Services	-	0	-	0	100%	-			1	1	0	0	35%	(0)	-103%		1	49%
520114	Misc Support Serv Recruit Relo	3	7	4	4	58%	1	23%		85	63	51	(21)	-34%	(34)	-66%		84	100%
520115	Real Estate Rental	86	90	84	4	5%	(2)	-2%		725	809	762	84	10%	37	5%		1,079	67%
520118	Refuse Disposal	1	0	0	(1)	-217%	(1)	-541%		2	3	4	1	39%	2	0%		4	45%
520119	Computer Equip/Software Maint.	24	63	35	38	61%	11	31%		771	564	248	(207)	-37%	(523)	-211%		752	103%
520121	IT Application Services	37	11	-	(27)	-246%	(37)			100	97	23	(3)	-3%	(77)	0%		130	77%
520123	Vehicle & Motor Equip. Services	-	1	0	1	100%	0	100%		0	6	1	6	100%	1	100%		8	0%
520124	Other Equipment Services	60	25	34	(35)	-138%	(25)	-74%		146	227	186	81	36%	39	21%		302	48%
520143	Credit/Bank Card Svcs	-	0	-	0	100%	-			0	0	1	0	56%	1	85%		0	33%
520145	Criminal Intelligence Services	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%
520520	Printing & Reproduction Serv.	0	1	3	1	89%	3	96%		3	9	11	6	63%	7	68%		12	27%
520605	Public Information Svcs	1	1	0	(0)	-47%	(1)	-3436%		3	9	9	5	61%	5	62%		12	29%
520705	Insurance (Non-Medical)	8	12	14	4	36%	6	46%		77	107	80	29	27%	3	4%		142	54%
520760	Contributions	-	0	-	0	100%	-			-	1	1	1	100%	1	0%		1	0%
520765	Membership & Prof. Fees	5	4	2	(1)	-33%	(3)	-194%		17	32	36	15	47%	19	52%		43	40%
520805	Education & Training	14	12	6	(2)	-19%	(8)	-128%		112	105	76	(7)	-7%	(36)	-47%		139	80%
520815	Tuition Reimbursement	-	3	2	3	100%	2	100%		29	28	22	(1)	-4%	(7)	-31%		37	78%
520905	Travel - Training Related	22	13	16	(9)	-64%	(6)	-40%		128	121	117	(7)	-6%	(11)	-9%		161	79%
520910	Travel - Non-training Related	2	2	2	(1)	-44%	(1)	-59%		11	15	13	4	27%	2	14%		20	55%
521405	Building Maintenance Services	13	3	2	(10)	-399%	(11)	-579%		33	23	21	(10)	-43%	(12)	-56%		31	108%
521505	Utilities	0	1	0	1	77%	0	9%		3	11	11	7	69%	7	69%		14	23%
521605	Data Services	14	5	4	(9)	-201%	(10)	-275%		46	42	39	(5)	-11%	(8)	-20%		55	83%
521610	Voice Services, Equip & Labor	4	6	6	2	37%	2	36%		44	53	44	9	17%	(1)	-2%		71	62%
521705	Vehicle/Equipment Rental/Lease	-	0	-	0	100%	-			-	0	0	0	0%	0	0%		0	0%
521725	Other Rental Fees	4	2	2	(2)	-119%	(2)	-97%		26	17	18	(9)	-53%	(9)	-49%		23	115%
521730	Parking Space Rental	18	12	10	(5)	-43%	(8)	-78%		128	111	99	(17)	-15%	(29)	-29%		148	87%
521905	Legal Services	23	2	-	(21)	-1003%	(23)			42	19	2	(24)	-126%	(41)	0%		25	170%
522205	Metro Commuter Passes	6	5	6	(0)	-6%	-	0%		43	48	43	5	10%	(0)	-1%		64	67%
522305	Shipping and Freight	1	2	1	0	22%	(0)	-15%		12	16	15	4	24%	2	15%		22	57%
522430	Misc. Other Services & Chrgs	1	13	5	12	91%	4	78%		117	115	128	(2)	-2%	11	8%		154	76%
522720	Insurance - General & Professional	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%
523100	Civilian Payroll	122	212	188	90	43%	66	35%		1,130	1,908	1,985	778	41%	855	43%		2,544	44%
523200	Classified Payroll	104	207	263	102	49%	158	60%		1,103	1,861	2,992	759	41%	1,890	63%		2,482	44%
523300	Supplies	-	0	-	0	100%	-			0	0	29	0	41%	29	0%		0	44%
523400	Services	3	4	5	0	5%	1	29%		19	32	16	13	41%	(3)	-18%		42	44%
523000	Sub-Contractor (COH-HPD) Total	230	422	455	193	46%	226	50%		2,252	3,801	5,022	1,550	41%	2,770	55%		5,068	44%
		729	762	754	33	4%	26	3%		5,451	6,857	7,981	1,406	21%	2,531	32%		9,143	60%

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

		Current Month (Preliminary)								YTD								FY18	
		FY18		FY17	Variance				FY18		FY17	Variance				FY18	% Year		
		Mar1- Mar 31, 2018	Budget V3	Mar 1 - Mar 31, 2017	Budget - Actual	%	FY18 - FY17	%	July 1- Mar 31, 2018	Budget V3	July 1- Mar 31, 2017	Vs. Budget	%	Vs. FY17	%	Budget V3	Completed		
Non-Capital Expenditures																			
551010	Furniture and Fixtures	-	8	3	8	100%	3	100%	30	75	72	45	60%	42	59%	100	30%		
551015	Computer Hardware/SW	37	13	3	(24)	-180%	(35)	-1272%	138	120	58	(18)	-15%	(80)	-139%	160	86%		
551025	Scientific/Foren Eqmt	1	2	-	0	25%	(1)		11	15	34	4	24%	22	66%	20	57%		
Total Non-Capital Expenditures		39	23	5	(15)	-66%	(33)	-637%	179	210	163	31	15%	(16)	-10%	280	64%		
Capital Expenditures																			
170140	Improvements	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
170210	Furniture & Fixtures	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
170230	Computer Hardware/SW	-	-	-	-		-		197	-	340	(197)	0%	143	0%	-	0%		
170240	Scientific/Foren Eqmt	-	53	9	53	100%	9	100%	46	477	459	431	90%	413	90%	635	7%		
170980	Const in Progress	111	-	-	(111)		(111)		579	-	-	(579)	0%	(579)	0%	-	0%		
Total Capital Expenditures		111	53	9	(58)	-110%	(102)	-1127%	822	477	799	(345)	-72%	(23)	-3%	635	129%		
Total Expense and Capital Before Depreciation		2,868	2,301	1,938	(567)	-25%	(930)	-48%	18,286	20,713	19,036	2,426	12%	750	4%	27,617	66%		
561230 Depreciation		41	36	38	(5)	-13%	(2)	-6%	362	324	321	(38)	-12%	(41)	-13%	432	84%		
570505 FA Gain/Loss		-	-	-	-	0%	-	100%	-	-	-	-	0%	0	0%	-	0%		
610000 City of Houston Direct Overhead		122	122	122	(0)	0%	-	0%	1,095	1,095	1,095	(0)	0%	-	0%	1,460	75%		
Grant and Training Expense		-	49	-	49	100%	-		-	443	-	443	100%	-	0%	591	0%		
Total Expense and Capital After Depreciation		3,030	2,508	2,098	(522)	-21%	(933)	-44%	19,743	22,575	20,453	2,831	13%	709	3%	30,100	66%		
Net Ordinary Income less capital spending		(2,742)	(284)	160	(1,414)	498%	(2,902)	-1812%	4,303	(2,557)	2,539	6,859	-268%	1,763	69%	(3,409)	-126%		

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

(in '000's)

	Preliminary As of 03/31/18	As of 12/31/17	As of 09/30/17	As of 06/30/17
ASSETS				
Cash and Cash Equivalents				
Bank of Texas-Operating	\$ 6,165	\$ 10,667	\$ 14,769	\$ 2,240
Total Current Assets	<u>6,165</u>	<u>10,667</u>	<u>14,769</u>	<u>2,240</u>
Accounts Receivable				
Accounts Receivable	32	35	353	234
Total Accounts Receivable	<u>32</u>	<u>35</u>	<u>353</u>	<u>234</u>
Capital Assets Net of Depreciation				
Capital Assets	5,764	5,021	4,975	4,942
Accumulated Depreciation	(1,478)	(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	-	5	13	9
Prepaid - Insurance	43	81	98	119
Prepaid - Service Agreements	68	126	184	66
Prepaid - Other	91	95	86	9
Total Other Assets	<u>202</u>	<u>306</u>	<u>380</u>	<u>204</u>
TOTAL ASSETS	<u>\$ 10,683</u>	<u>\$ 14,673</u>	<u>\$ 19,242</u>	<u>\$ 6,504</u>
LIABILITIES				
Accounts Payables	\$ 210	\$ 111	\$ 447	\$ 630
Payroll Tax Liability	540	481	531	950
Other Liabilities, Including Fund 2213 Billing	230	229	280	350
Deferred - Others	6	6		
Total Liabilities	<u>986</u>	<u>828</u>	<u>1,258</u>	<u>1,930</u>
NET POSITION/FUND BALANCE				
Unrestricted/Unassigned	5,412	10,180	14,244	747
Temporarily Restricted - SAFE Funds				
Net Investment in Capital Assets	4,286	3,665	3,740	3,826
Total Net Position	<u>9,698</u>	<u>13,845</u>	<u>17,984</u>	<u>4,574</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 10,683</u>	<u>\$ 14,673</u>	<u>\$ 19,242</u>	<u>\$ 6,504</u>

Houston Forensic Science Center, Inc.
Finance Division
List of Grant Contracts
As of April 8, 2018

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:	\$ (1,141,093.66)	1,141,093.66	-
Grant Balance:	\$ 31,658.34		

Status CLOSED

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)	266,533.88	(4,000.75)
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	10334.92
Amount of Award:	\$ 867,755		
Grant Inception to date:	\$ (43,153.90)		(43,153.90)
Grant Balance:	\$ 824,601		

Status: Awarded

Awarding Agency: USDOJ-OJP-NIJ

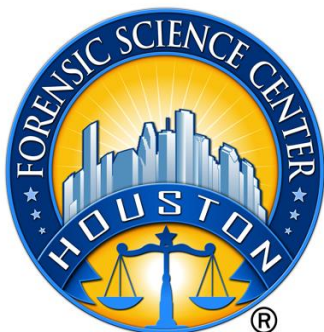
Name of Project: Cap Enhancement for Drug and DNA
Testing in Sexual Assault Cases

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:	(999.00)	-	(999.00)
Grant Balance:			

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

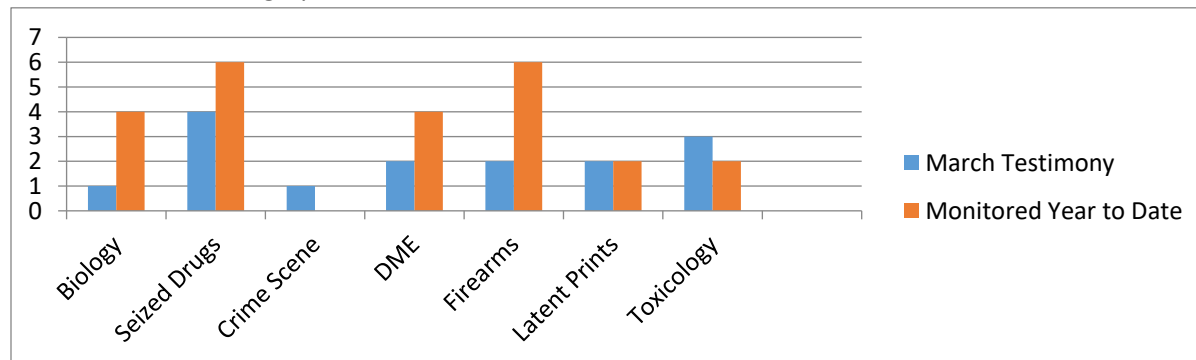
Date: April 9, 2018

Re: Quality Division Update for March 2018

TESTIMONY MONITORING

Fifteen staff members testified during the month and testimony was monitored in ten of those proceedings. Testimony was given by a Crime Scene supervisor and a Latent Print examiner on work performed when they were employed by other laboratories. These testimonies are reflected in the total testimony numbers shown below but the staff members' testimonies were not monitored.

Please see below for graphical details.



The first testimony transcript review was assigned to a team consisting of the Biology technical leader, a quality specialist with DNA experience, and the Client Services/Case Management manager. The team will propose recommendations for improvement in both the testimony and the transcript review project upon completion of the review.

PROFICIENCY TESTS

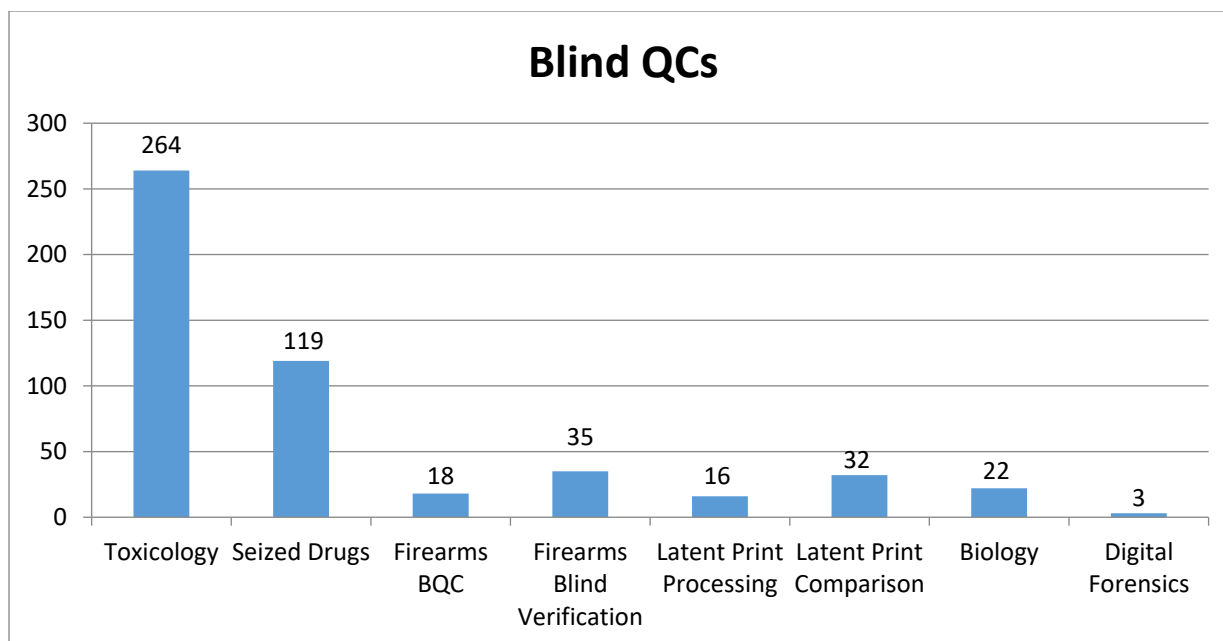
Proficiency activity is shown below.

Test Identifier	Discipline	Number of Tests Assigned	Number of Participants	Date Assigned	Date Submitted to Provider	Issue?
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	3/08/2018	n/a
18-5162	Latent Prints	1	1 external 6 internal	1/30/2018	3/21/2018	n/a
18-564	Toxicology: Blood Alcohol	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
18-5702	Forensic Biology	8	varies	3/23/2018	due 5/21/2018	n/a
18-5671	Toxicology: Urine Drug	2	2	3/27/2018	due 5/14/2018	n/a

BLIND QUALITY CONTROL PROGRAM

March activity is shown below.

Discipline	Number of Cases Assigned	Number of Cases Completed	Results
Toxicology	16	10	satisfactory
Seized Drugs	15	9	satisfactory
Firearms – Blind Quality Control	0	1	satisfactory
Firearms – Blind Verification	1	0	n/a
Latent Print Processing	3	2	satisfactory
Latent Print Comparison	8	10	satisfactory
Biology	4	4 (screening only)	satisfactory
Digital Forensics	1	0	n/a



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

No complaints were received during the month.

DISCLOSURES

HFSC's Multimedia Unit completed the case file review mentioned in previous reports. The review was part of corrective actions taken to address an analyst who backdated revised call-out scene notes and then destroyed the original notes without making an electronic copy. The nonconformance was isolated to this one individual who is no longer employed by HFSC. Approximately 124 case records were reviewed for technical and administrative accuracy. Thirteen of the 124 cases were assigned to the analyst but work had not been completed when she left employment. According to section management, approximately 51 case records had documentation issues but no technical nonconformances were noted. HFSC intends to formally disclose this nonconformance to the Texas Forensic Science Commission before its next regularly scheduled quarterly meeting on April 20.

AUDITS and INSPECTIONS

Monthly Quality File Reviews were completed on 45 Seized Drug case records. No administrative nonconformances were noted.

The Quality Division conducted an annual internal audit of the Forensic Biology section during the month. The audit focused on determining compliance with sectional procedures, Quality Manual requirements and accreditation standards and included a review of case records completed since the last internal audit. An overview of the nonconformances are included below:

- An authorization memo for one of the section supervisors did not clearly state what functions she was authorized to do and did not include a statement that the Technical Leader had reviewed and approved documentation of the training received by the individual prior to HFSC employment and approval of a modified HFSC training program.
- Although all evidence items were accounted for, chains of custody were not always accurate. For example, some chains of custody showed that evidence was still in the custody of individuals who no longer work at HFSC. In some instances, evidence was found in locations other than those shown on the chains of custody.
- An analyst did not follow the SOP while completing work on one case. Although the case record indicates the technical leader was aware of the nonconformance, the Quality Division was not notified.

The Toxicology audit was conducted the week of April 2. The report has not been issued as of the date of this Quality Division Update. Details will be included in the Quality Update published next month.

The Forensic Multimedia Unit appealed several nonconformances reported by the Quality Division during its annual internal audit. The nonconformances will appear in Attachment 2 once the appeal process is completed and the audit report is finalized.

The Crime Scene Unit internal audit has not been scheduled. However, it will occur between April 15, the target date for compliance with all accreditation standards, and HFSC's ANAB reaccreditation assessment scheduled for the week of July 23. The CSU will be accredited to the ISO 17025 standard (General Requirements for the Competence of Testing and Calibration Laboratories) rather than the previously discussed ISO 17020 (General Criteria for the Operation of Various Types of Bodies Performing Inspection).

Forty staff members are expected to take the Texas Forensic Science Commission Analyst Licensing pilot exam on April 10 and 12. Passing the pilot exam will fulfill the exam requirement to obtain a Forensic Analyst License. Please go to txcourts.gov/fsc/licensing for details about the licensing program.

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

Attachment 1



Blind Quality Testing Project Update – March 2018

Quality Division Goals

Discipline	Target Cases Assigned
Seized Drugs	8/month
Toxicology	14/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

- Biology BQCs will be temporarily on hold until a definitive CODIS upload process has been established to ensure profiles are not inadvertently uploaded
- The Firearms BQC goal was not met

Forensic Discipline Cases Assigned

Seized Drugs	15
Toxicology	16
Biology	4
Firearms: Blind Verification	1
Firearms: Blind Quality Test	0
Latent Print Processing	3
Latent Print Comparison	8
Digital Forensics	1

On Target

Near Target

Target Not Met

March 2018 Results

Forensic Discipline	Cases Completed
Seized Drugs	9
Toxicology – BAC	10
Biology	4 (screening only)
Firearms – Blind Verification	0
Firearms – Blind Quality Control	1
Latent Print Processing	2
Latent Print Comparison	10
Digital Forensics	0

Mitigation

- Biology personnel are working to draft a CODIS upload process
- A Firearms BQC has already been prepared for April

Achievements

- All but one section goal were met or exceeded
- Quality received access to RMS and is now able to create HPD incident numbers on demand
- The Toxicology target was increased to 14/month in order to reach the goal of 5% of casework
- Approval received from HPD to increase the number of drug cases dropped per week

Attachment 2

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, April 9, 2018

9:10:16 AM

Page 1 of 1

	Quality Notified	Summary of Notification	Comments
Biology			
2018-018 CAR	3/12/2018	Some Biology staff members were performing technical reviews without having the mandated casework experience.	
2018-019 CAR	3/12/2018	Biology staff is unable to locate an original case file.	
2018-020 CAR	3/9/2018	The screening analyst did not document the lot number of the water used to collect possible contact DNA via swabbing from items 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, and 12.7 on March 28, 2017. The DNA analyst discovered the missing information during review of the case file on March 5, 2018.	
2018-021 IR	3/16/2018	An analyst incubated reference samples at an unvalidated temperature. Because the overall effect of the temperature on the reference samples is unknown, all reference samples must be reprocessed.	
2018-022 IR	3/22/2018	Laboratory reports include the analyst's electronic signature and printed name. The correct signature was added to this report but the printed name was incorrect. An amended report will be issued.	
Firearms			
2018-023 IR	3/26/2018	In 2015, an officer was not notified of a NIBIN database link between two Firearms cases.	

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.