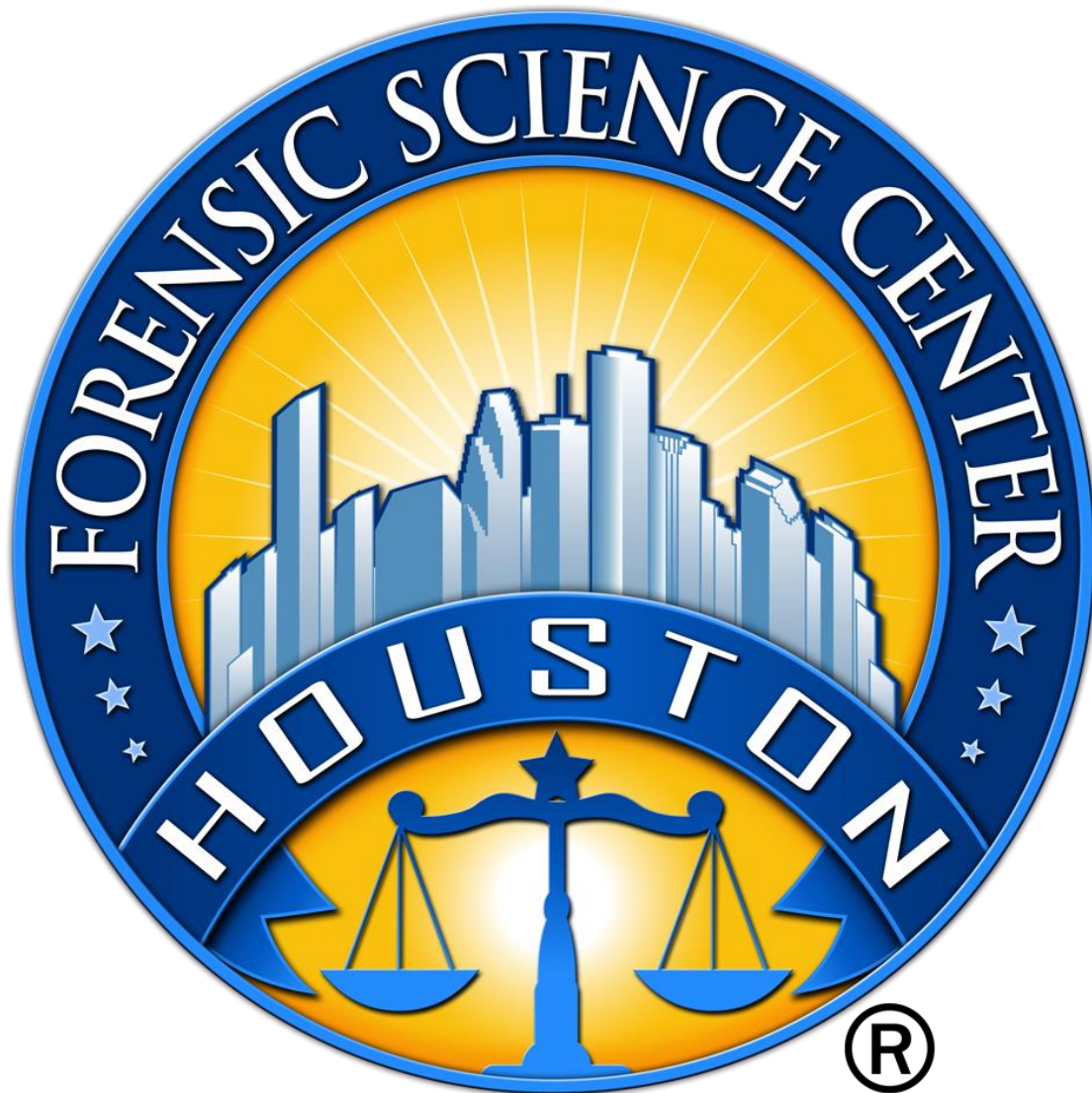


Houston Forensic Science Center, Inc.

Board of Directors Meeting

May 11, 2018



HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

May 11, 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 April 13, 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. Discussion of extended CEO approval authorization for request portal development on Catapult contract and possible related action.
9. Monthly operations report from Vice President and COO, including a review of turnaround times and backlogs.
10. Discussion of potential outsourcing of DNA work to facilitate backlog reduction and completion of training needs in forensic biology and possible related action.
11. Discussion of FY18 budget reallocations and possible related action.
12. Treasurer's report regarding company financials and other fiscal updates.
13. Report from Ms. Lori Wilson regarding quality assurance including review of testimony monitoring, proficiency tests and corrective actions.

14. Executive session in accordance with the Texas Government Code, Sections 551.071 consultation with attorney, 551.072 real property, and 551.074 personnel matters, regarding discussion and deliberation of the President and CEO's evaluation, compensation and any related action.

15. Adjournment.

–NOTICE REGARDING SPECIAL NEEDS –

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

–NOTICE REGARDING PUBLIC COMMENT –

Members of the public may address the Board during the "Public Comment" segment of the meeting. Each speaker should limit his or her comments to three minutes. The Chairman may limit both the number of speakers and the time allotted for each speaker. A speaker 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 8th day of May, 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 8th day of May 2018.

Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

April 13, 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 April 13, 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 April 10, 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 April 13, 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, Janet Blancett, Dr. Stacey A. Mitchell, Chief Mary Lentschke, Sandra Guerra Thompson.

The following directors were absent: Francisco G. Medina, Dr. Robert "Bob" H. McPherson and Tom P. Allen (ex-officio)

Chairwoman Cásarez declared a quorum was present

- E. Chairwoman Cásarez noted a draft of the minutes of the March 9, 2018 Board meeting had been distributed to the directors. Dr. Mitchell made a motion to approve the minutes. Mr. Hilder seconded the motion. The motion passed unanimously.
- F. Chairwoman Cásarez asked if members of the public wished to address the Board. No one addressed the Board.
- G. Chairwoman Cásarez presented a chair's report. She welcomed Dr. Darrell Davis, a member of HFSC's Technical Advisory Group to the meeting. Dr. Mitchell shared details from a multidisciplinary conference she attended, the End Violence Against Women Conference. Dr. Mitchell said the conference has started becoming a greater forum for issues pertaining to DNA, forensics and forensic nursing. Vice Chair Thompson participated in a forensic science symposium at Georgia State Law School. The symposium addressed, among other things, how results are reported and what steps are being taken to improve crime labs. Chairwoman said Congressman Al Green invited Mr. Graves to make a presentation about criminal justice

reform at the Library of Congress in Washington D.C. The Chairwoman also mentioned an upcoming lab tour for Houston defense attorneys.

- H. Dr. Stout gave the president's report. Dr. Stout discussed pending disclosures to the Texas Forensic Science Commission (TFSC). Dr. Stout reviewed the lab's average turnaround time (TAT) for March 2018, total TAT, backlogs and requests received. Dr. Stout explained that the long-discussed increase in TAT that had been expected due to the transition to a new computer network had now become apparent. Dr. Stout shared recent outreach activities, including lab tours. He also informed the board about new certifications and provided a staffing update.
- I. Mr. Darrell Stein, director of information strategy, updated the Board on HFSC's ongoing transition to a new Laboratory Information Management System (LIMS). Mr. Stein said the legacy LIMS has been moved to a cloud-based environment. Some disciplines that have not yet transitioned to the new LIMS are now operating in that cloud-based system. Mr. Stein said the web-based portal stakeholders will use to submit requests for testing is under development and is expected to better serve both internal and external stakeholders.
- J. Dr. Amy Castillo, vice president and COO, presented the operation's report. She began by reminding the Board that, as expected, the transition to a new LIMS and network had impacted operations. She reviewed each section's scorecard, including CODIS (Combined DNA Index System) and LSS (Lean Six Sigma), showcasing overall TAT, accreditation and upcoming assessments, and informing the board regarding current backlogs,
- K. Mr. Leach presented a treasurer's report. Mr. Leach reported the budget is on track. He reviewed the monthly financial data and updated the Board on grant revenue.
- L. Ms. Lori Wilson, quality director, gave an update for March 2018. Ms. Wilson shared information about the testimony transcript review project, internal audits, the upcoming lab-wide assessment and licensing exams for forensic analysts.
- M. Pursuant to Section, 551.071, consultation with attorney, and Section 551.072, deliberation regarding real property, of the Texas Government Code, the Board went into executive session at approximately 10:43 a.m. HFSC's general counsel Ms. Renee Byas, Dr. Stout, Dr. Castillo. Mr. Charles Evans, director of business development, Mr. Leach, Ms. Caresse Young, director of human resources, and Ms. Benton, Board secretary, were present in the executive session.
- N. The executive session concluded at approximately 11:30 a.m. The meeting reconvened in open session.
- O. No further action was taken.
- P. Ms. Blancett made a motion to adjourn. Vice Chair Thompson seconded the motion. The meeting ADJOURNED at approximately 11:31 a.m.

By: _____

Jordan Benton Secretary

President's Report

May 11, 2018



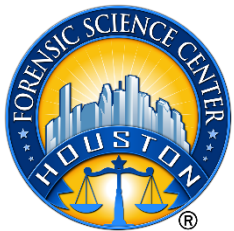
Houston, TX 77002-0001 US

Design: limsteam



20 oz. Stainless Steel Thermal
Tumbler - Navy

✓ 12
Quantity



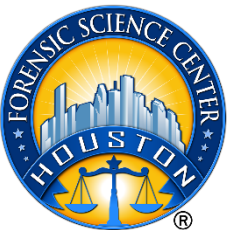
Texas Forensic Science Commission

Disclosed

- Audio/Video self-disclosure
- Closed: no further action, TFSC concurred with the conclusion of “misconduct”

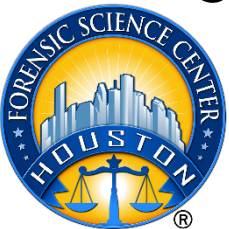
Open: Pending

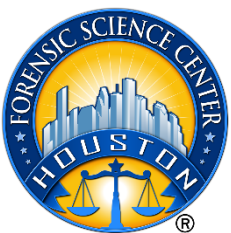
- DNA complaint
 - Presented with recommendations around improvement to training, root cause analysis and evaluating the effectiveness of remediation
 - Expect final report next meeting
- Root cause analysis training by ANAB for all supervisors and managers: May 29th



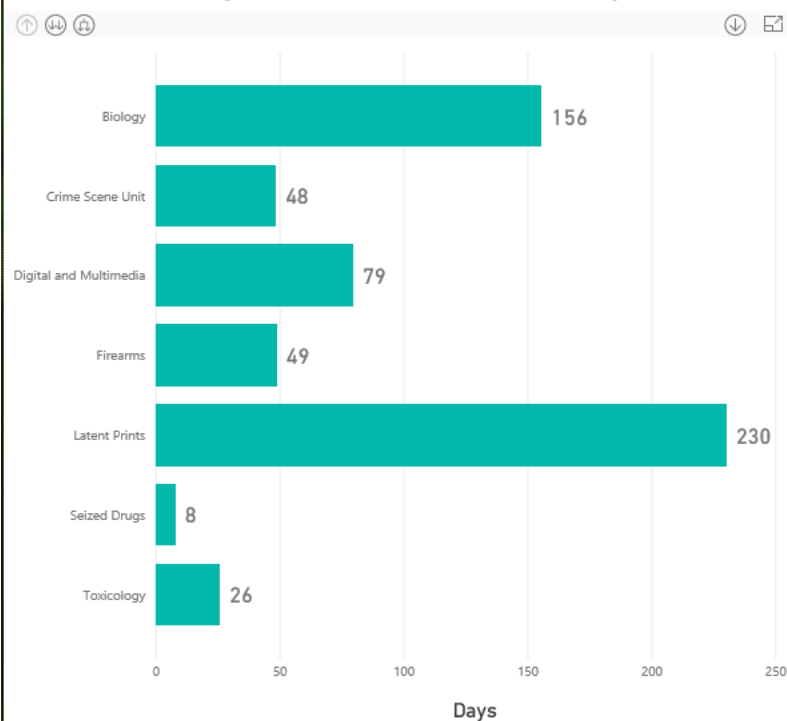
Grant Proposals

- DNA Capacity Enhancement and Backlog Reduction Program -\$1.5 million (training, outsourcing, staffing)
- R&E - *Establishing Sufficiency Thresholds for Assessing the Quality of Mass Spectral Data* - \$773K (Ohio University)
 - Grant focuses on seized drugs but results and methodology can be applied to other forensic disciplines using mass spectral data, such as toxicology and trace analysis
- WEB DuBois - *Assessing the Impact of the No Lab, No Plea Policy* -\$112K (Texas Southern University)
 - One of the aims is to determine whether reduced forensic turnaround times and the analysis of forensic evidence are related to sentencing outcomes
- Sub recipient/ Letter of support
 - HPD
 - RTI
 - TSU/UH/SHSU



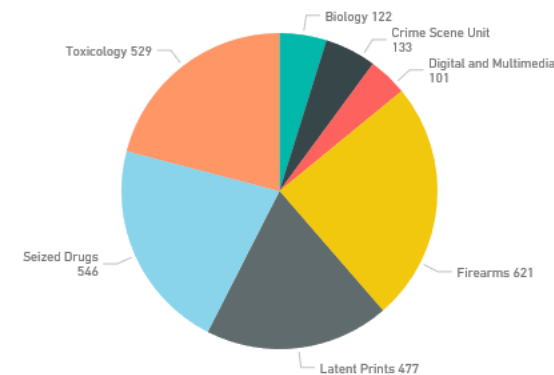


Average Turnaround Time for April 2018



This data is current as of 5/7/2018.

Requests Completed by Section



Turnaround Time - Days

76

Completed Requests

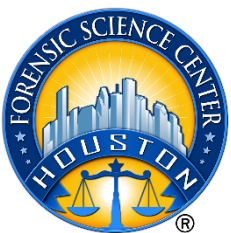
2529

Month Completed

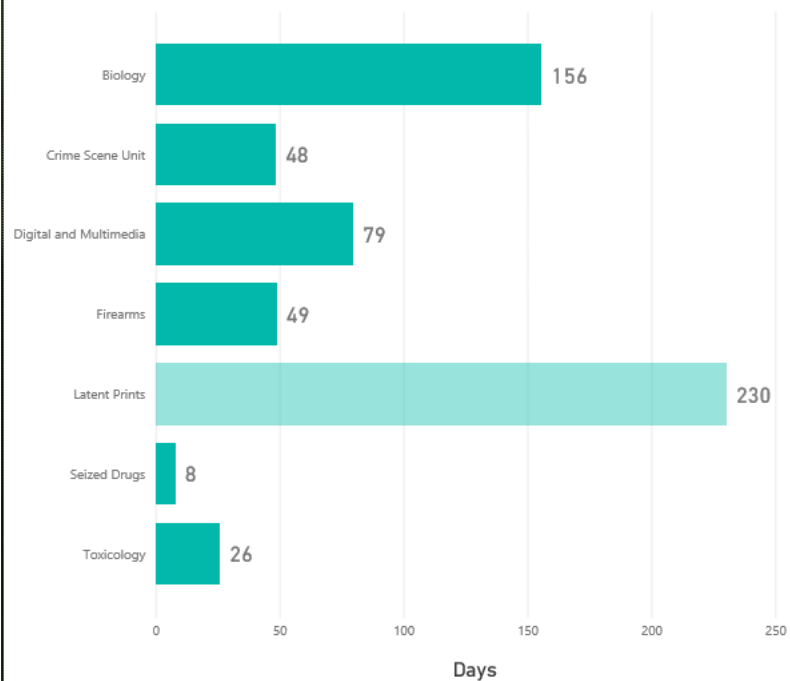
- ☐ 01-January
- ☐ 02-February
- ☐ 03-March
- ☒ 04-April
- ☐ 05-May

Year Completed

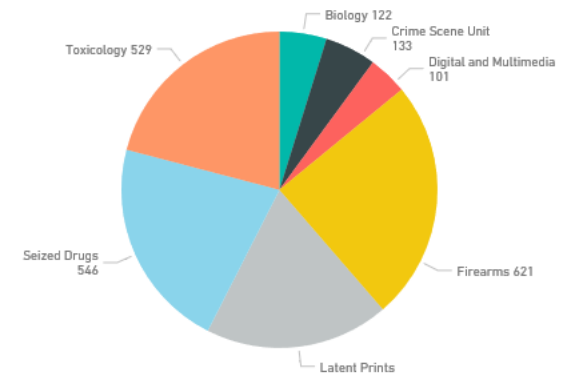
- ☐ 2014
- ☐ 2015
- ☐ 2016
- ☐ 2017
- ☒ 2018



Average Turnaround Time for April 2018



Requests Completed by Section



Turnaround Time - Days

40

Completed Requests

2052

Month Completed

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

Year Completed

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

This data is current as of 5/7/2018.

From the start of HFSC

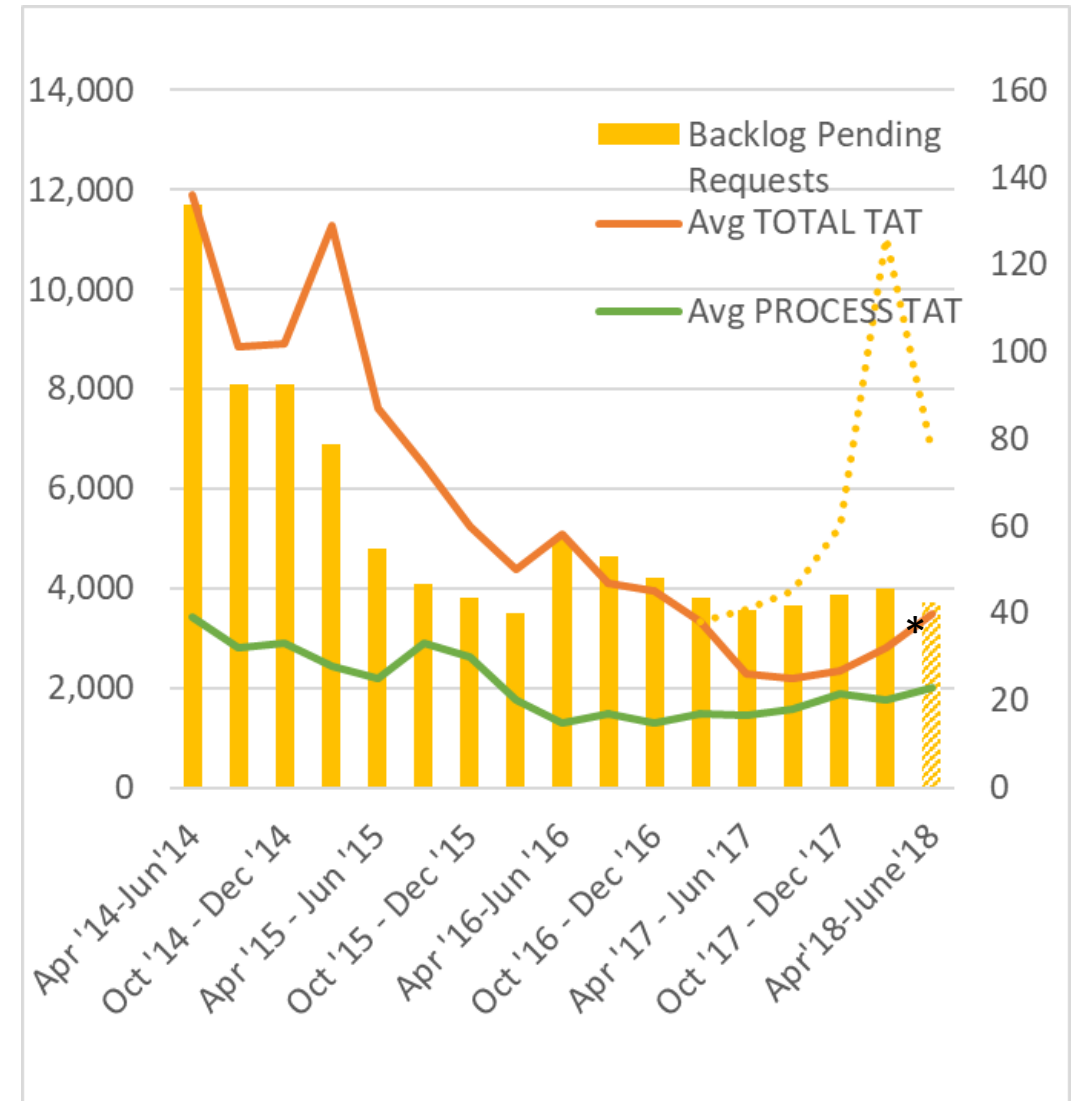
↓ 71%* in Avg TOTAL turnaround (TAT) time

↓ 68% in backlogged requests

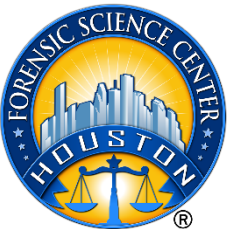
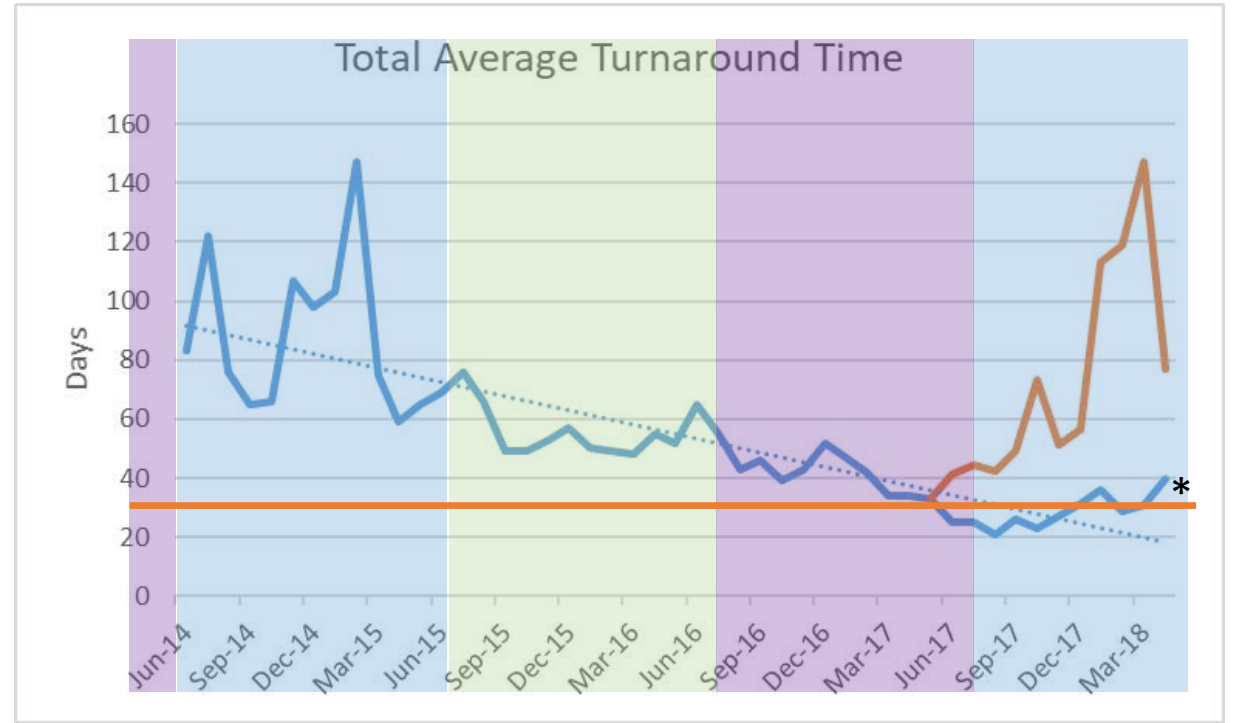
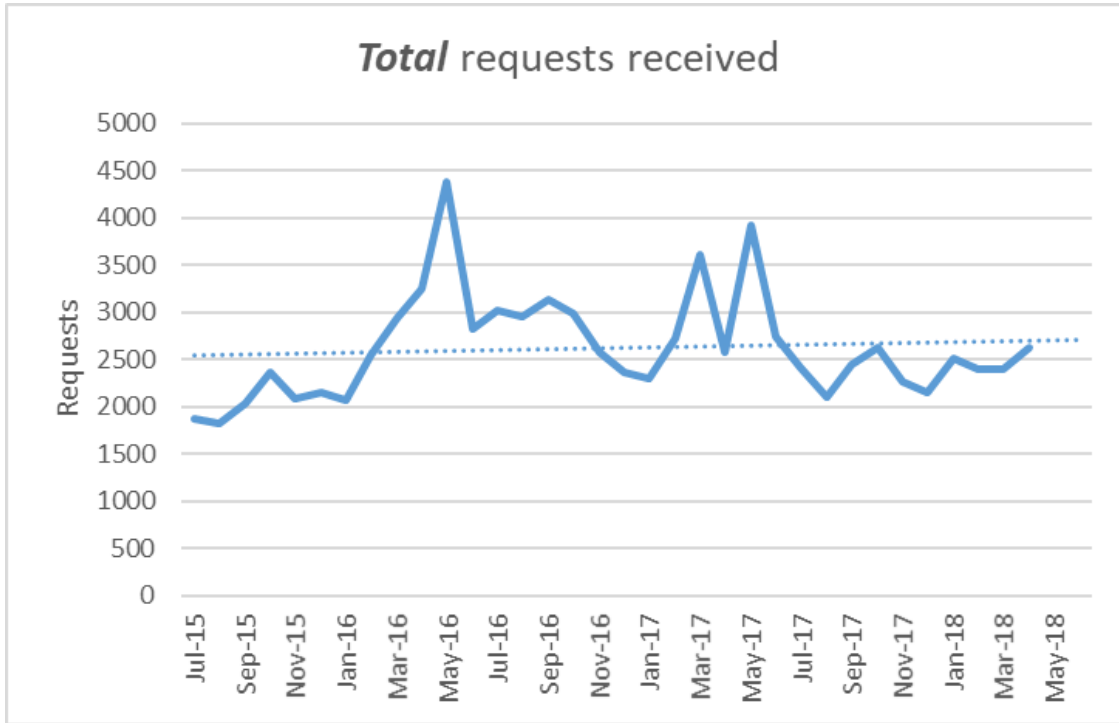
↓ 41% in Avg PROCESS TAT

↓ 83%* in WAIT gap

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



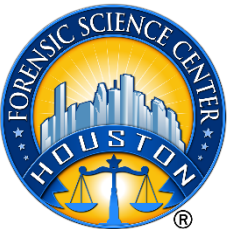
Requests received



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

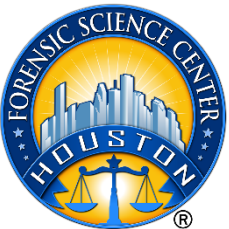
Outreach

- Tour with HCCLA board and members
- HPD Citizens Academy: Two sessions
- Tour with University of Houston-Downtown Professional Society of Criminal Justice Students
- Joint news conference with HPD to discuss CBD (marijuana) oil
- Tour with Philip Hilder



Certifications

- Stephanie Erazo-Pena – Certified Forensic Video Technician
 - Law Enforcement and Emergency Services Video Association (LEVA)
- Currently: 76 employees with 131 total certifications

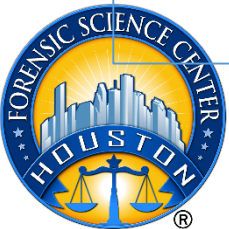


Staffing – May 9, 2018

- 191 staff members
 - 10 COH civilians
 - 7 COH classified
 - 174 HFSC
- 21 open positions; 12 offers accepted*
 - 3 client services/case management specialists
 - 3 crime scene investigators
 - 3 forensic analysts – FBIO
 - 1 forensic analyst – multimedia
 - 1 forensic analyst – toxicology
 - 1 supervisor – CSU

* 1 new hire start in May; 11 in June

- 9 active vacancies
 - 1 CODIS assistant administrator
 - 2 forensic analysts – FBIO (1 grant funded)
 - 1 latent print examiner
 - 1 supervisor – CSU
 - 1 supervisor – FBIO (incumbent exit in August)
 - 1 systems analyst
 - 1 training coordinator – FBIO
 - 1 triage specialist – FBIO (grant funded)
 - *****
- 2 vacancies pending
 - 1 quality associate
 - 1 quality specialist



Major Initiatives – Laboratory Information Management System (LIMS)

Complexities:

- Cloud-based environment
- Multiple disciplines
- Custom request portal
 - Coordinating with staff, stakeholders, portal developer and LIMS vendor
- Change in networks
- Weather events

Current status:

- Operating in two LIMS...but quality work is still being performed
- Until a request portal solution is in place, we will not add new disciplines: manual data entry
- Fully resolving issues in production before adding more disciplines

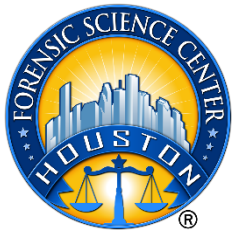
Next steps:

- Create an interim request portal
- Continue to work with LIMS vendor and remaining disciplines
- Continue to work with HPD and DAO so they can communicate with custom portal



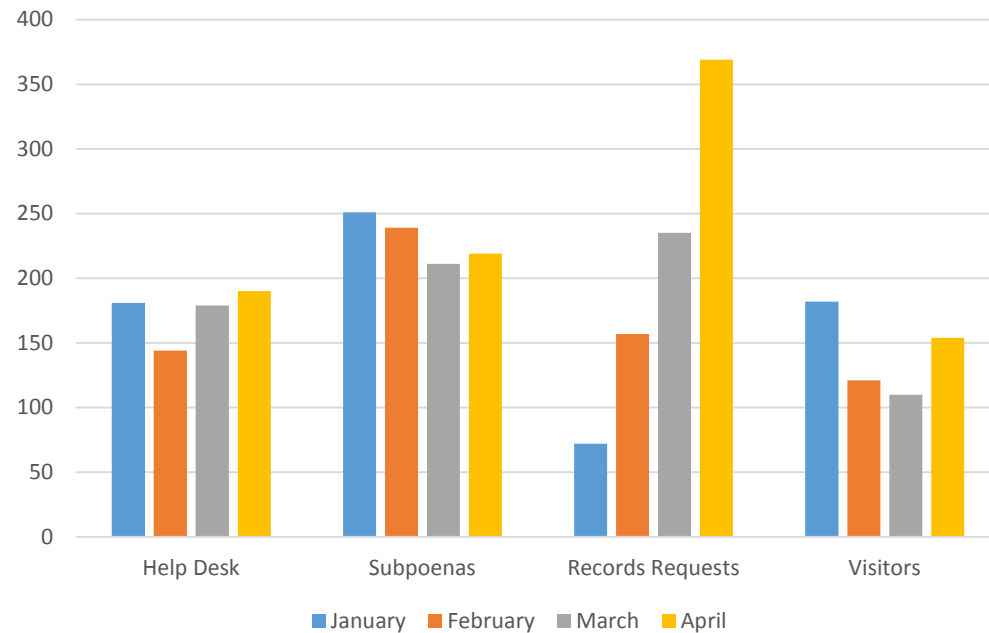
Operations Report

May 11, 2018

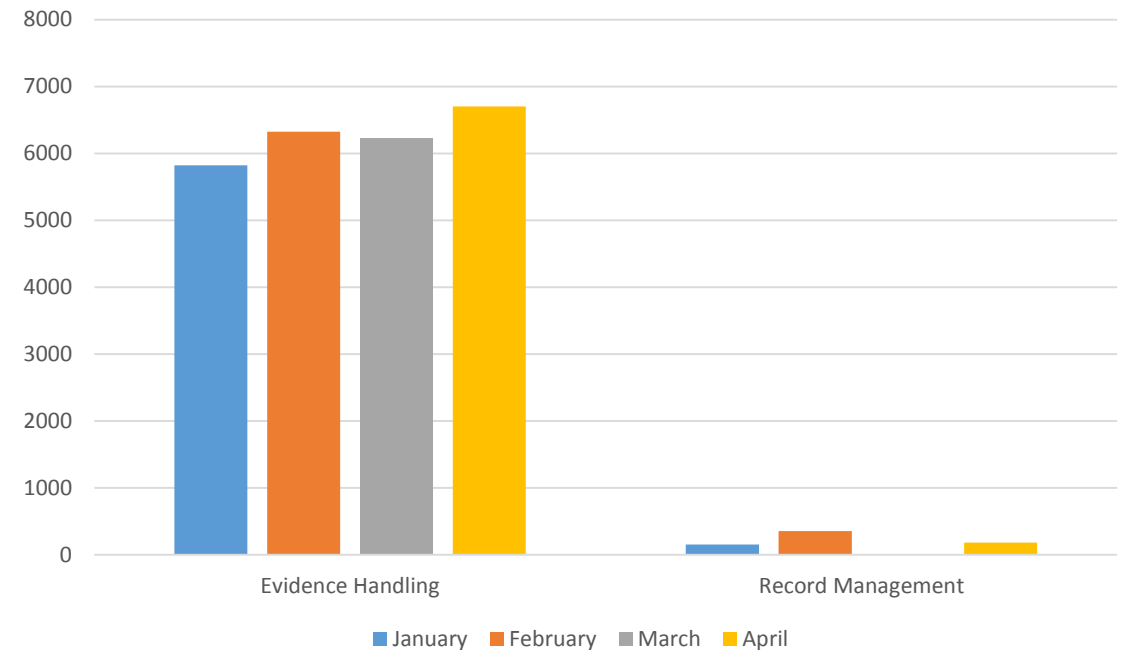


CS/CM – April

Administrative Support

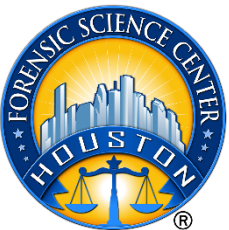


Record Management & Evidence Handling

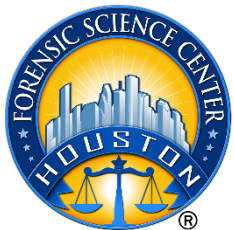
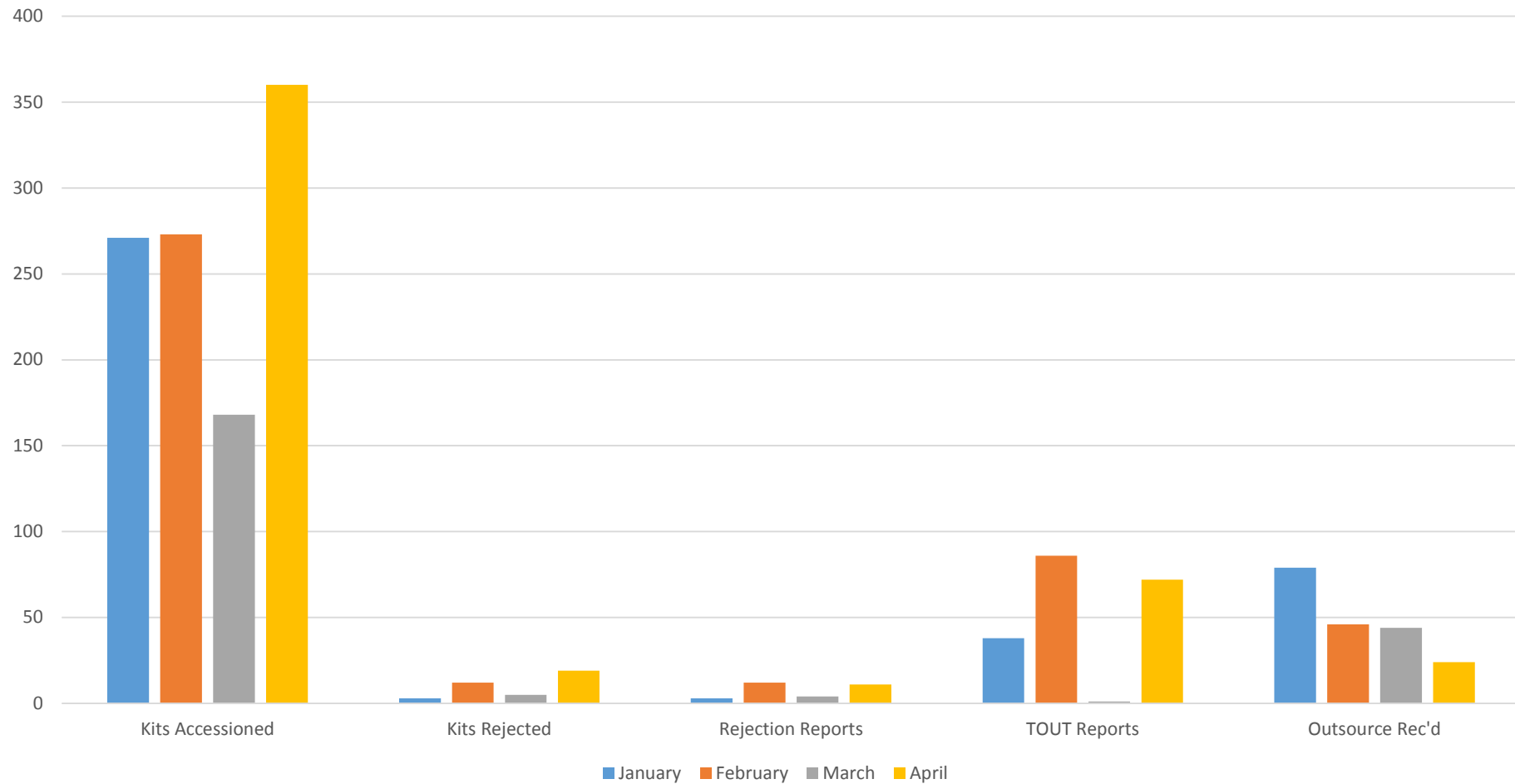


Accreditation

- International Association of Property & Evidence (IAPE) on-site for assessment April 23-27, 2018
- 5 requirements must be met by end of May 2018 to achieve accreditation



CS/CM – April Toxicology Support



Seized Drugs



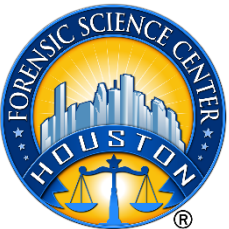
Seized Drugs:	8-day TAT average 2 pending requests >30 day
Target:	TAT average <14 days Less than 3 requests >30 days

Critical issues

- Potential impacts of additional expedited case needs
- Network transition, including manual entry of case requests

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



Toxicology

Total TAT
↓ 26

EOM >30 day
↓ 13

Critical issues
3

Alcohol: 22-day avg,
5 pending requests >30 day

Tox: 45-day avg
6 pending requests >30 day

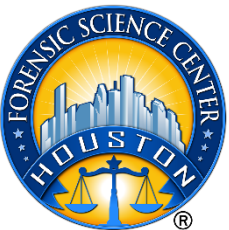
Out-Tox: 22-day avg
2 pending requests >30 day

Critical issues

- Down two analysts: one in training, one offer accepted
- Recovery from transition to network (15 days lost)
- Accessioning delays

Projections for next 90 days

- Alcohol training of new analyst to be completed (June 2018)
- Drug methods going live in Porter Lee LIMS (June 2018), expecting longer TAT
- DWI alcohol sub-21 days (target threshold)
- Working with CS/CM to facilitate accessioning



Forensic Biology



SA Kit: 110-day avg TAT
193 pending SAK requests >30 day
of those: ~72 >60 day, ~62 > 90 day

SAK "other": 134-day avg
Non-SAK DNA: 225-day avg
688 total requests >30 days

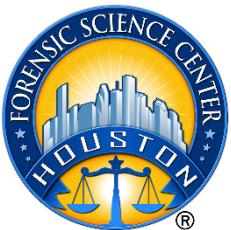
** All sexual assault kit requests are in process

Critical issues

- Target: minimum 12 DNA report writers, currently 6
- Training "boot camp" (5 began in December, 3 in progress)
- Hire training coordinator and supervisor
- Additional training needed in all phases of work

Projections for next 90 days

- 3 DNA report writers in training, projected completion in July
- Hire training coordinator and supervisor
- Additional process improvement projects (CODIS)
- Immediate goal of no SAKs >90 days
- Outsource majority of casework, shift lab's focus to training for next 12 months



CODIS (National DNA Database)

Total TAT
↓ 48

EOM >30 day
↓ 57

Critical issues
3

Profiles Entered: 83

Hits: Local: 10
 State: 53
 National: 10

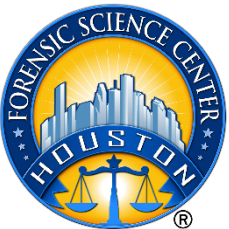
CODIS Hit Report: 48-day avg,
57 pending requests >30 day

Critical issues

- 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

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



Latents

Total TAT
↓ 254

EOM >30 day
↓ 1,955

Critical issues
1

Comparisons: 254-day avg TAT from request,
1,919 pending requests >30 day

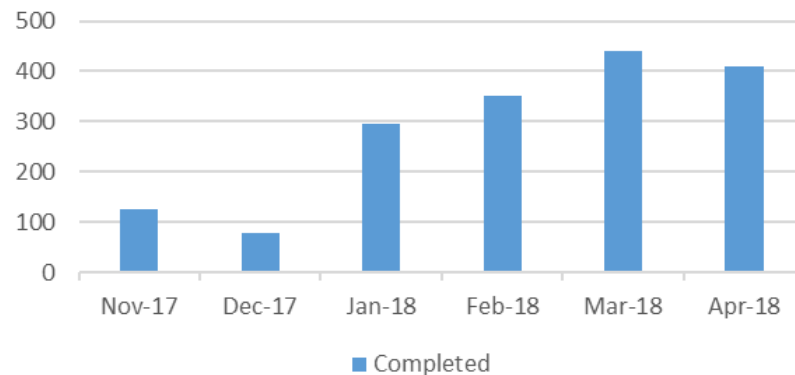
Processing: 81-day avg TAT from request,
36 pending requests >30 day

Critical issues

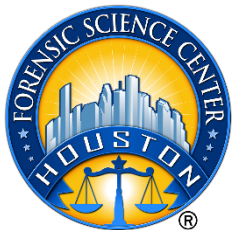
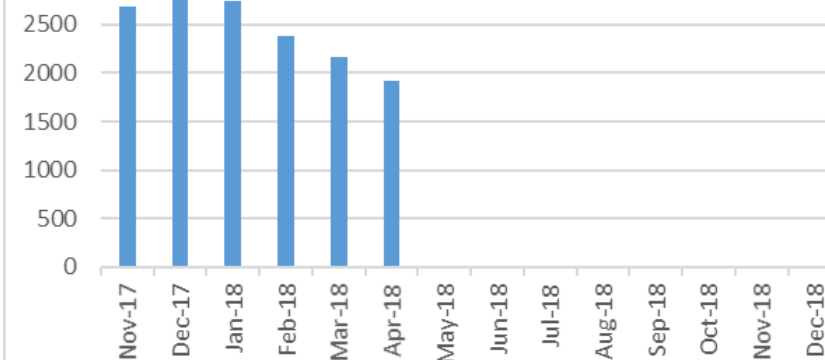
- One examiner vacancy to be filled due to examiner accepting lead processor position

Anticipate entire backlog to be cleared by the end of 2018

Comparison Reports Completed



Comparison Backlog



Firearms

Total TAT
↑ 52

EOM >30 day
↓ 427

Critical issues
2

Exams: 30-day avg,
12 pending requests >30 day

NIBIN: 57-day avg,
415 pending requests >30 day
of these 135 requests processed in
NIBIN database

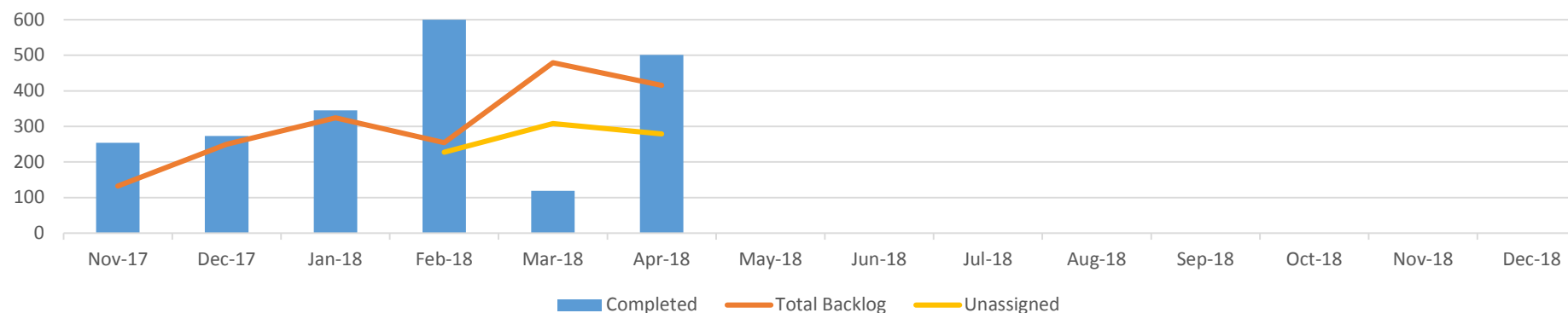
Target: <25 days

Critical issues

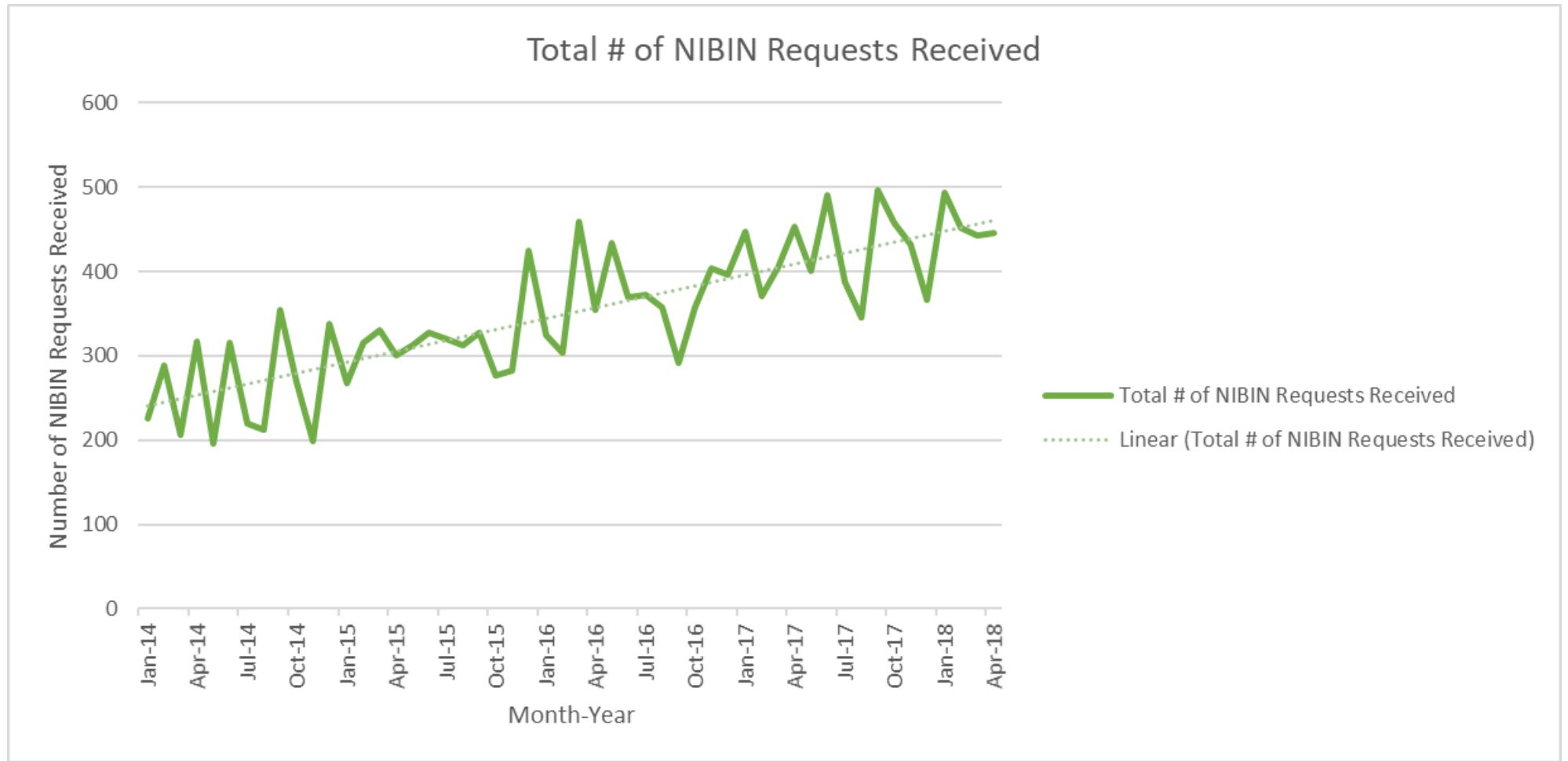
- Backlog in NIBIN requests for guns
- Recovery from transition to network (7-day LIMS outage)

Projections for next 90 days

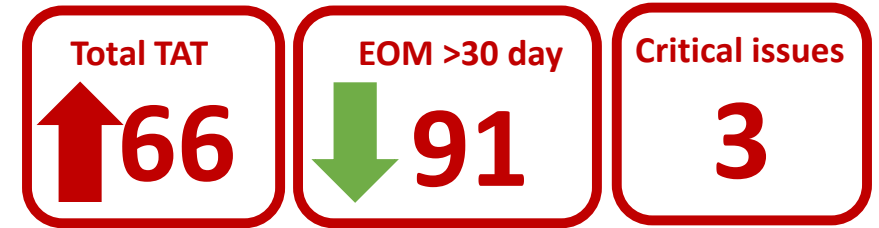
NIBIN requests



Increase in NIBIN Requests



Digital and Multimedia



A/V: 168-day avg,
82 pending requests >30 day

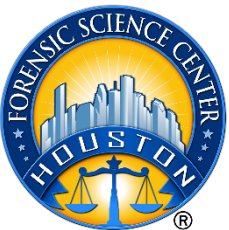
AVCO: 21-day avg,
0 pending request >30 day

Digital: 14-day avg,
2 pending requests >30 day

Critical issues

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

- **Address A/V backlog, while training two new analysts**
- Additional A/V analyst begins May 21
- A/V pending technical reviews down from 48 to 8 since January 2018 (**older cases**), creates increase in TAT
- Increase call out support without hurting productivity
- Working with quality division to address audit and complete corrective actions
- A/V to transition to JusticeTrax LIMS



Lean Six Sigma (LSS) Development Group

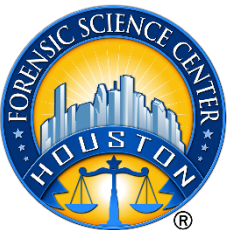
Current Projects

Current Projects
4

Projects Completed
1

Projects in Queue
10

- CODIS project
 - On schedule
 - Timeline: March-September 2018
- Supply Chain Management
 - On schedule
 - Timeline March-August 2018
- Management Dashboard
 - On schedule
 - Timeline April 2018-January 2019



CSU

Total TAT
↑ 49

Call outs
59

Critical issues
2

CSU callouts: 59

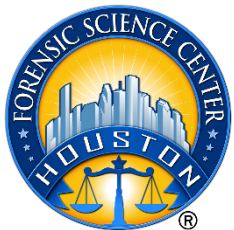
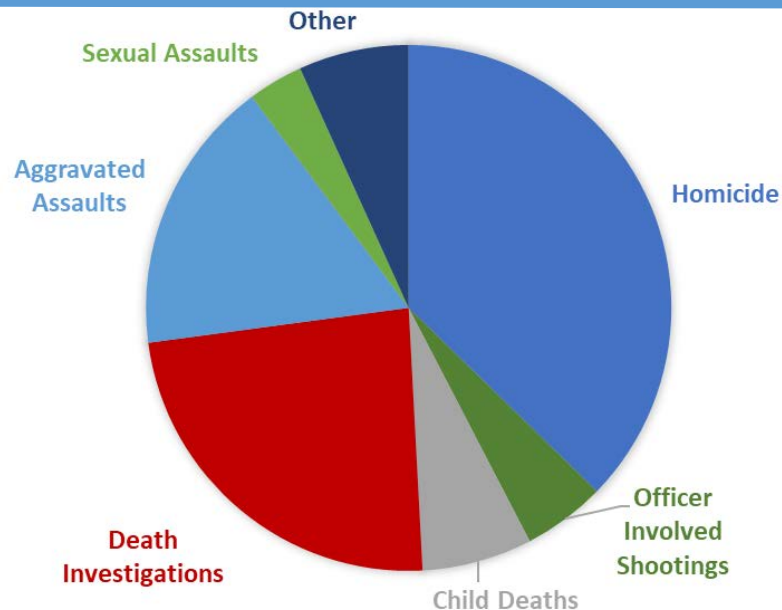
Evidence items collected: 1,613

Cars processed at VEB: 36

Scenes/vehicles processed for latents: 38

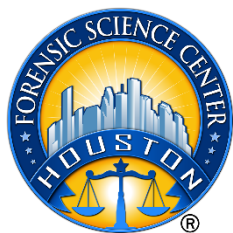
Critical issues

- Preparing for accreditation this summer
- VEB cleaning project



- Director and deputy director met with HPD and HCSO to share crime zone handling, advantages
- CSU's admin. staff met with ADA's investigators to discuss OIS weapon-charting techniques
- CSU supervisor gave child death investigation presentation to HPD's Special Victim's Division: 80

VEB cleanup



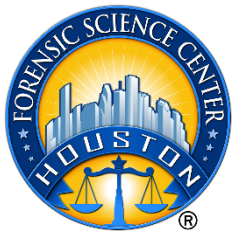
VEB cleanup



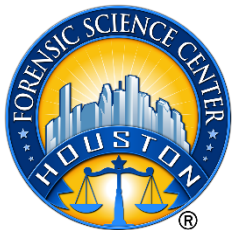
VEB cleanup



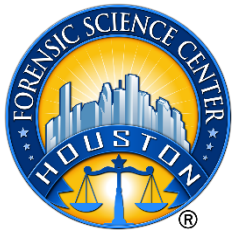
VEB cleanup



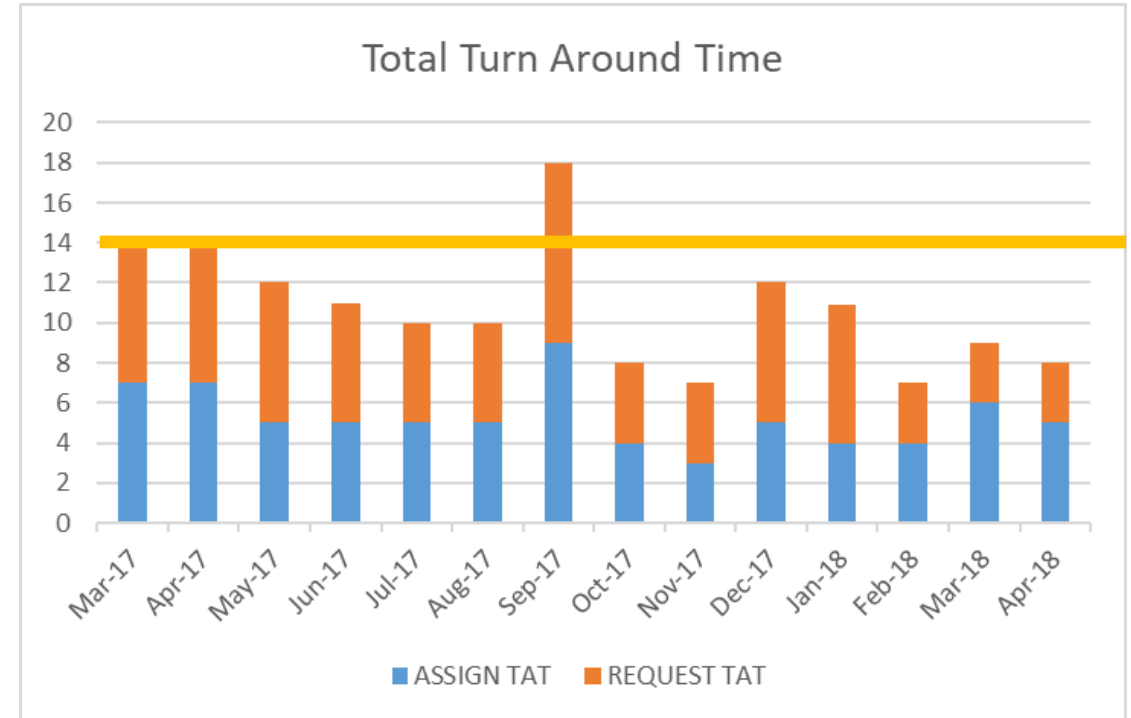
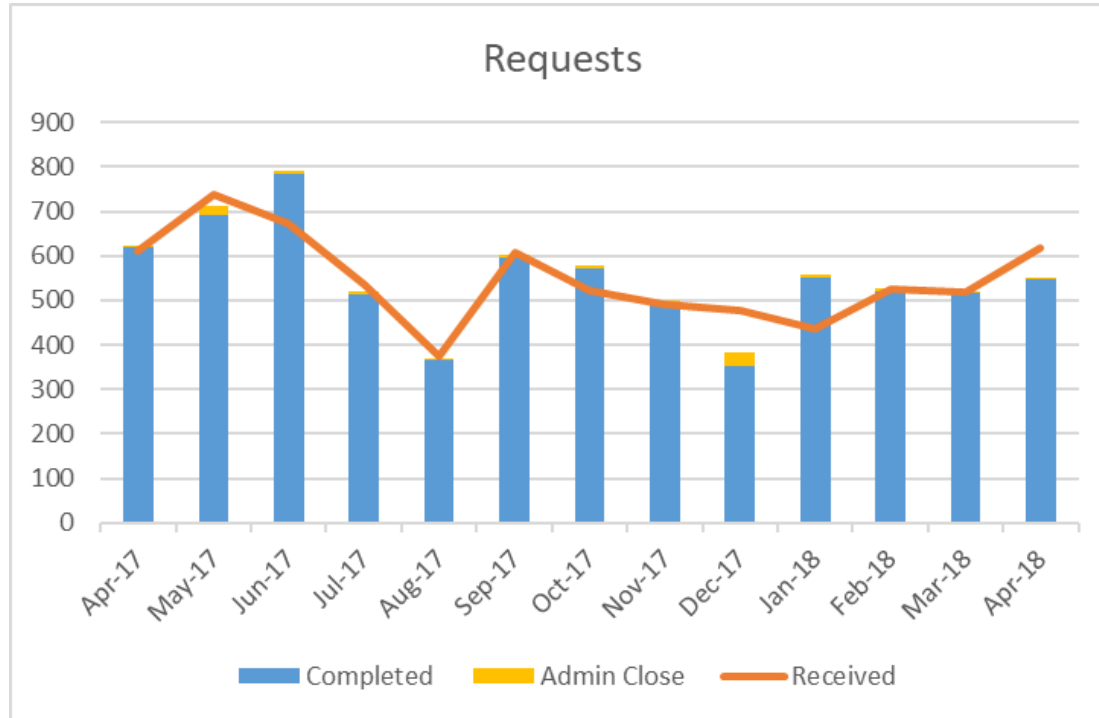
VEB cleanup



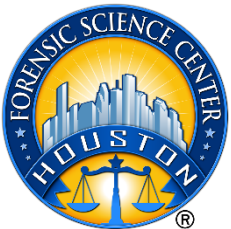
Detail data



Seized Drugs

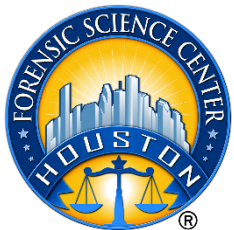
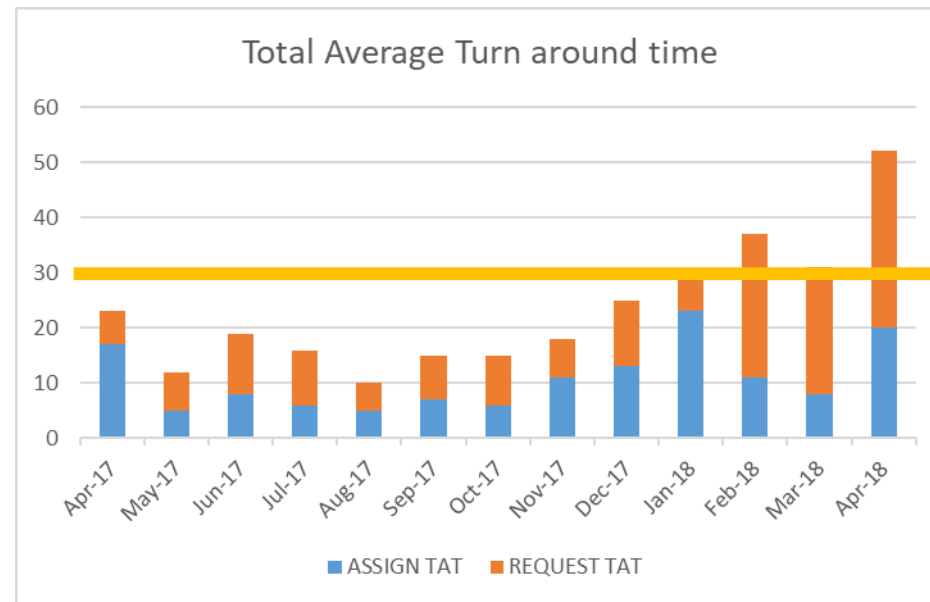
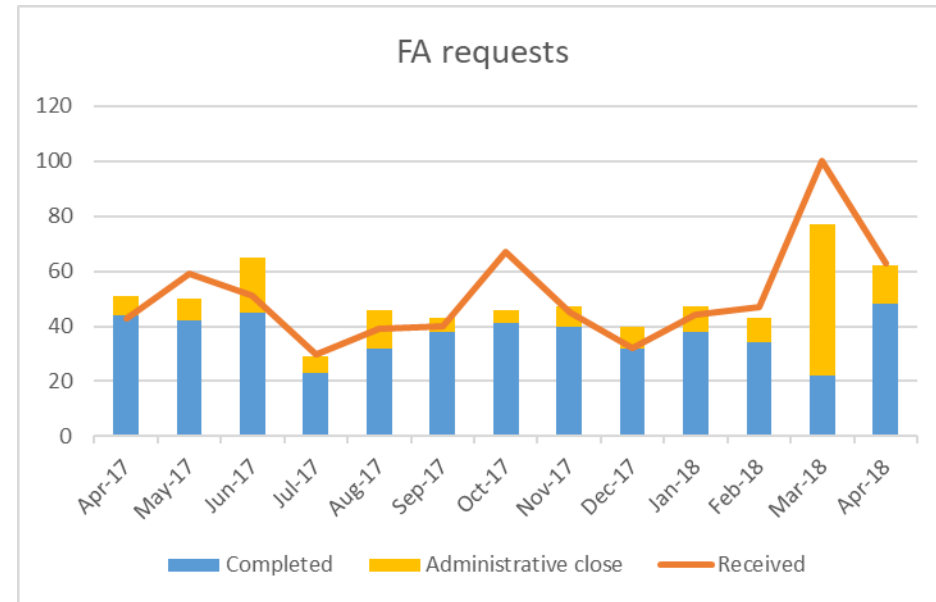
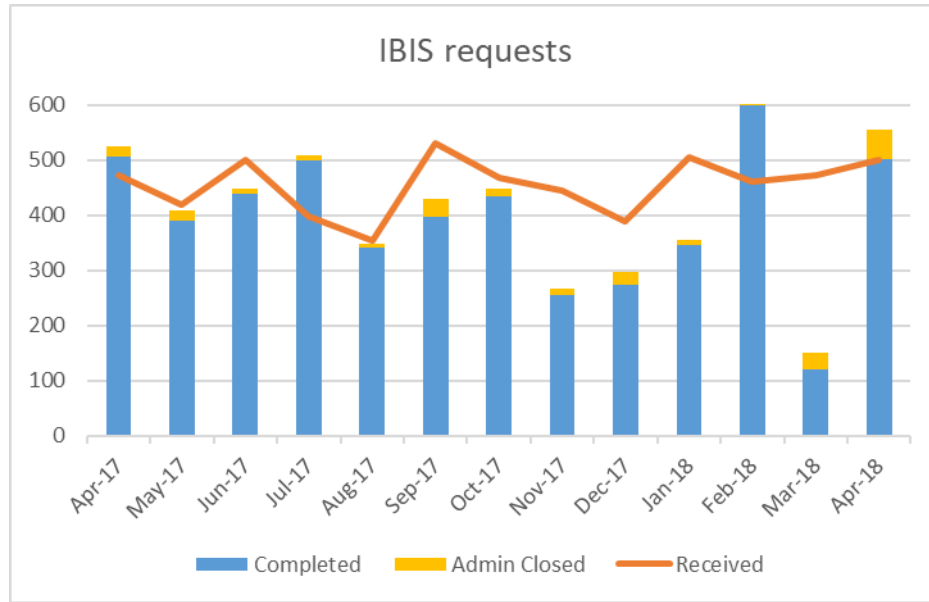


CS Live in Justice Trax on 12/11/17, metrics combined/manually tracked from Jtrax and Porter Lee for December



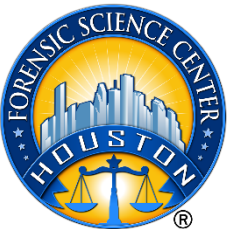
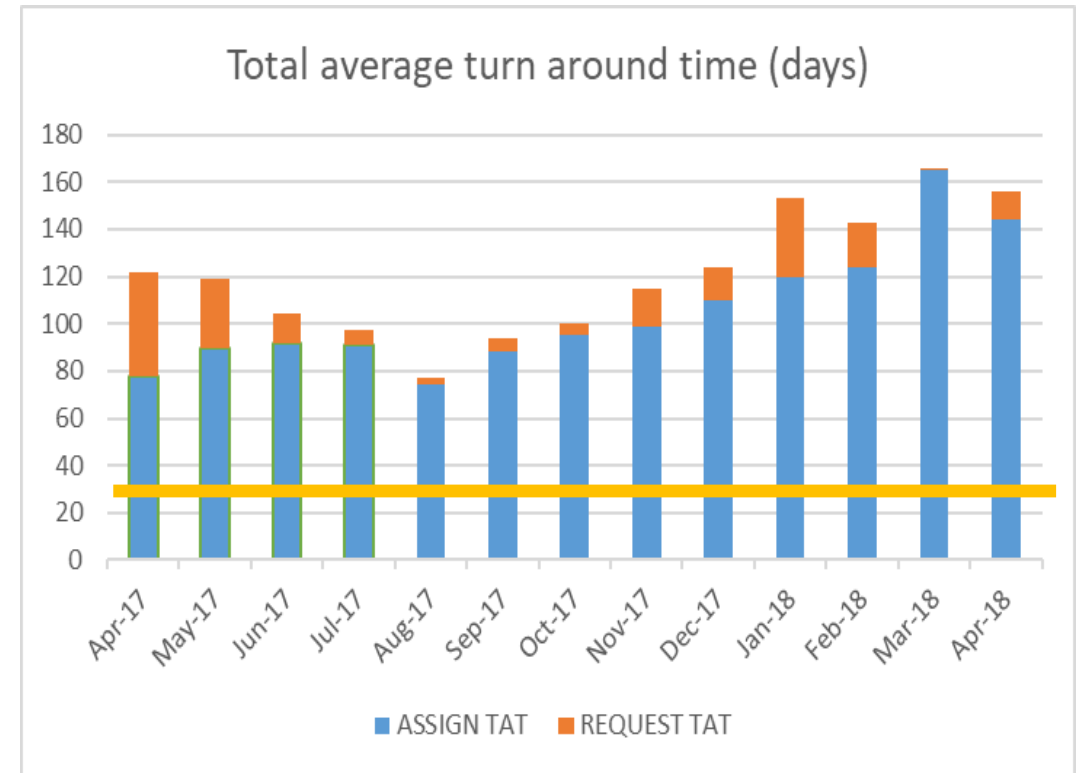
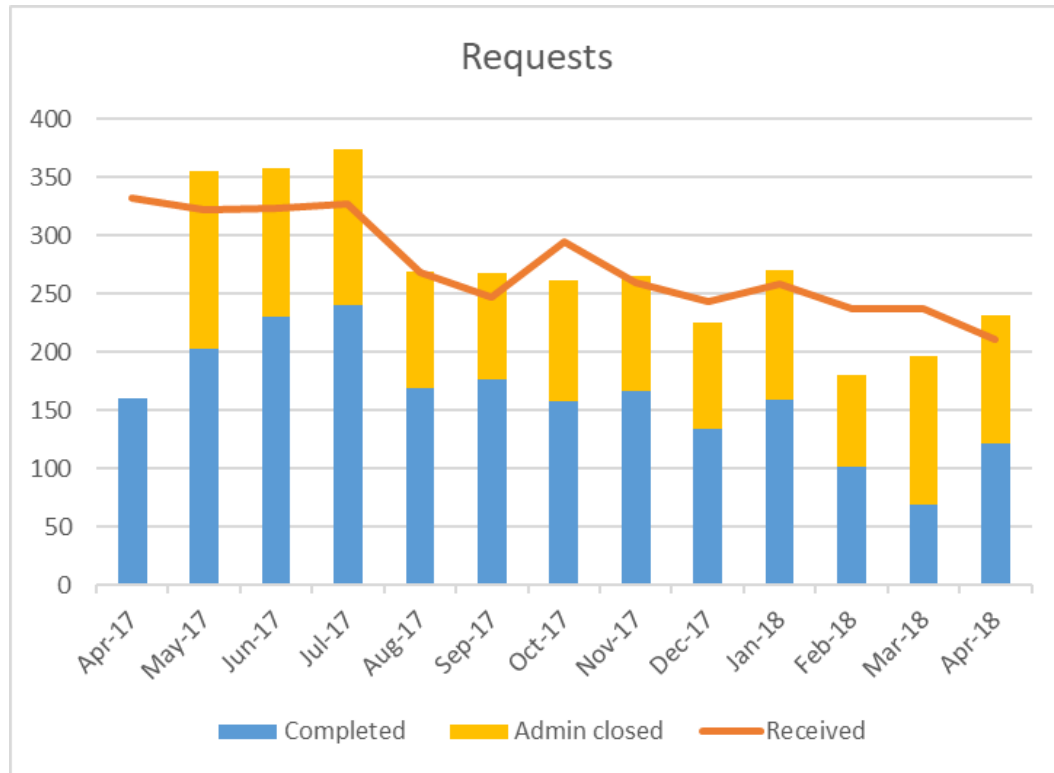
Orange bar indicates TAT target limit of 14 days.

Firearms



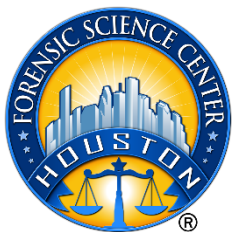
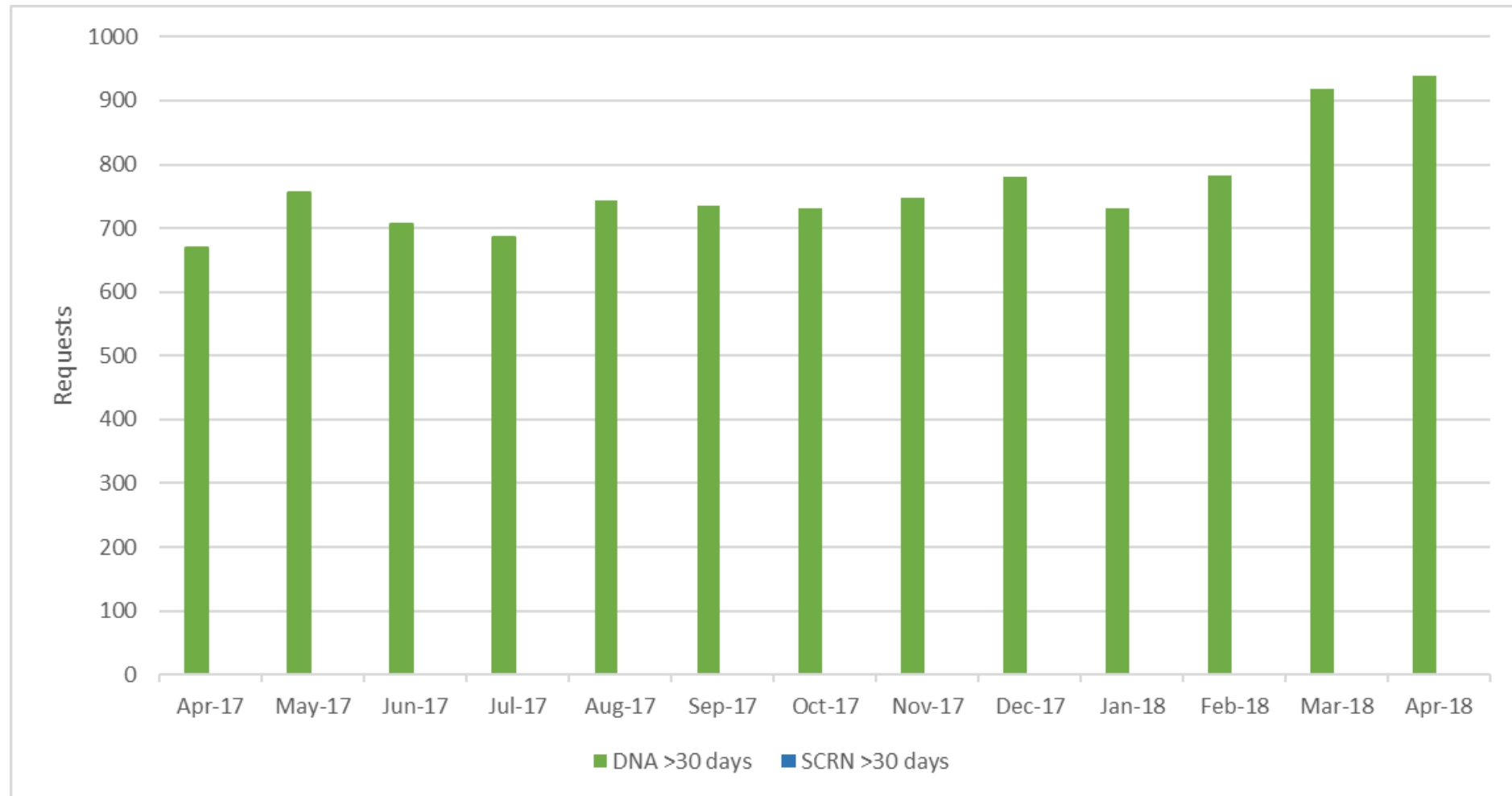
Forensic Biology -- Total

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.

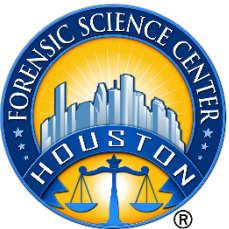
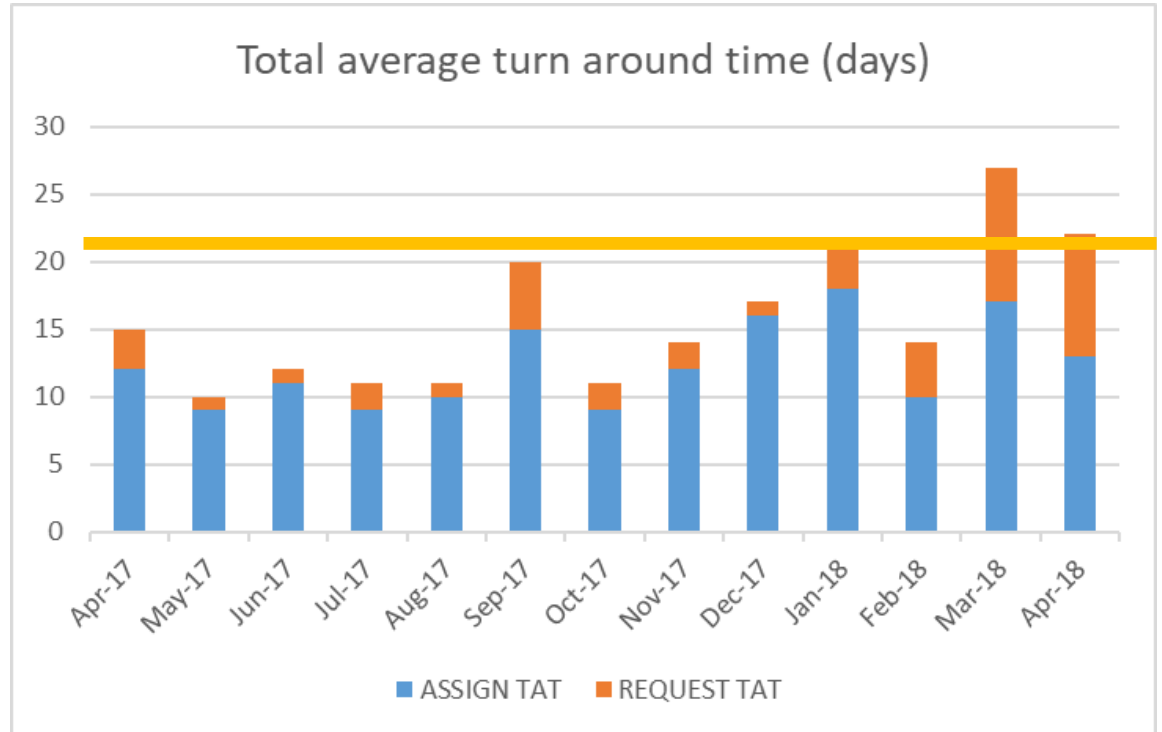
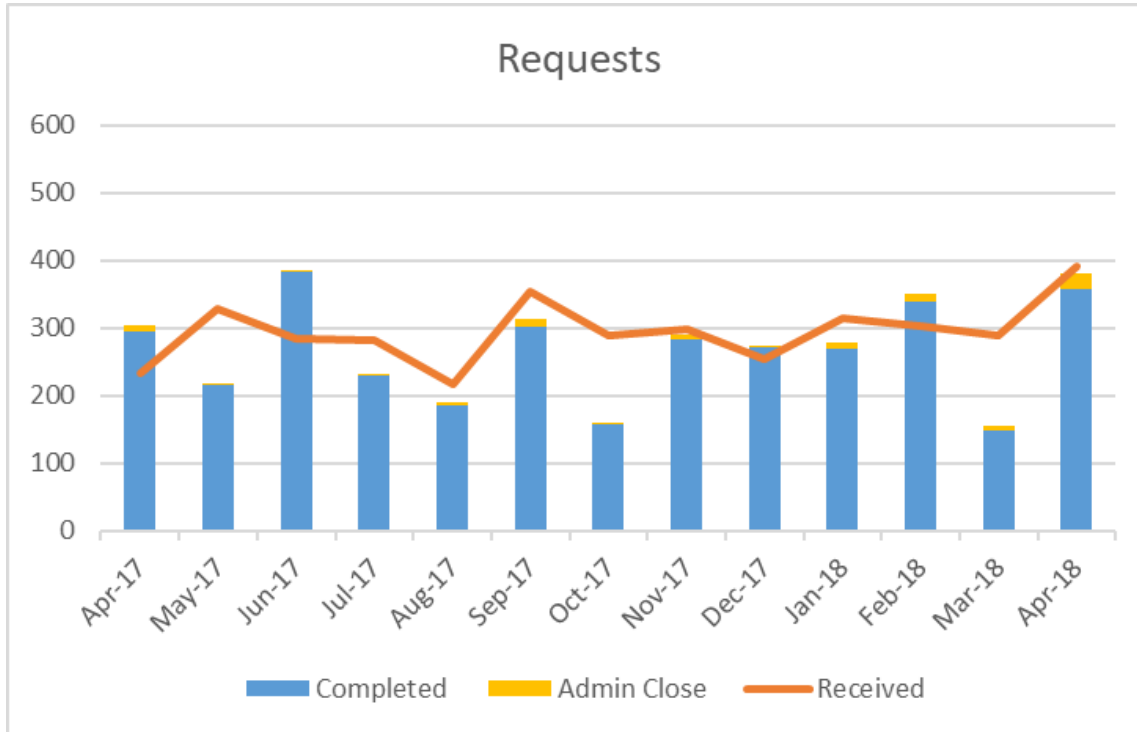


Total DNA Backlog (>30 day) requests by month

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

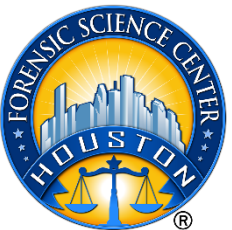
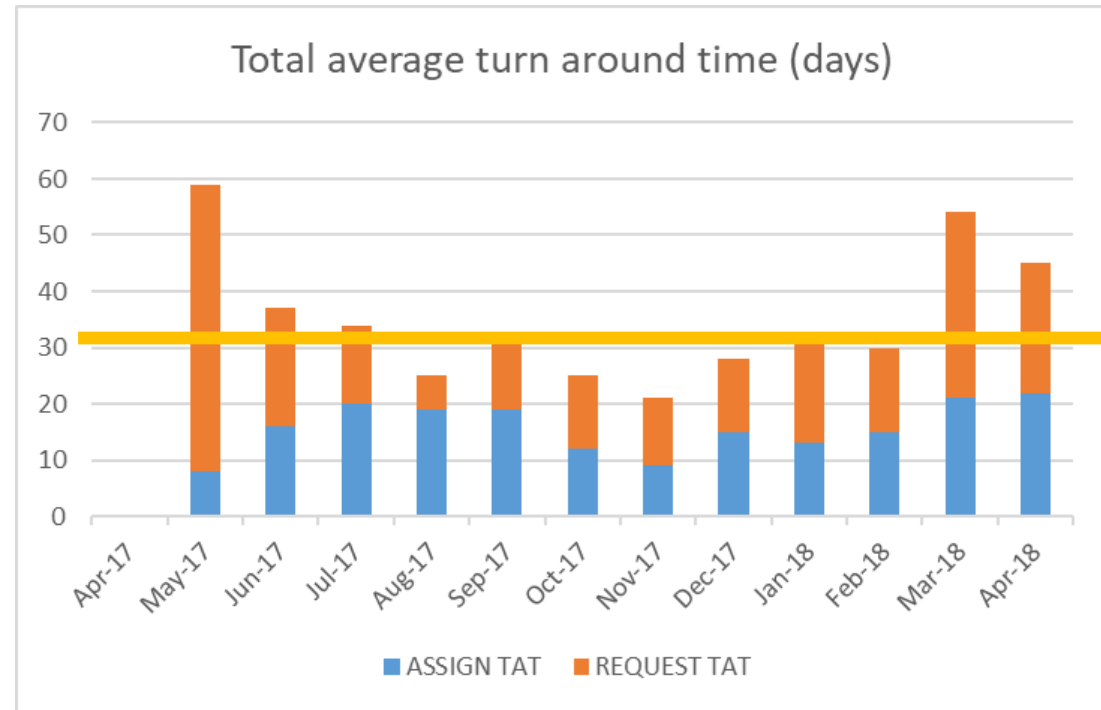
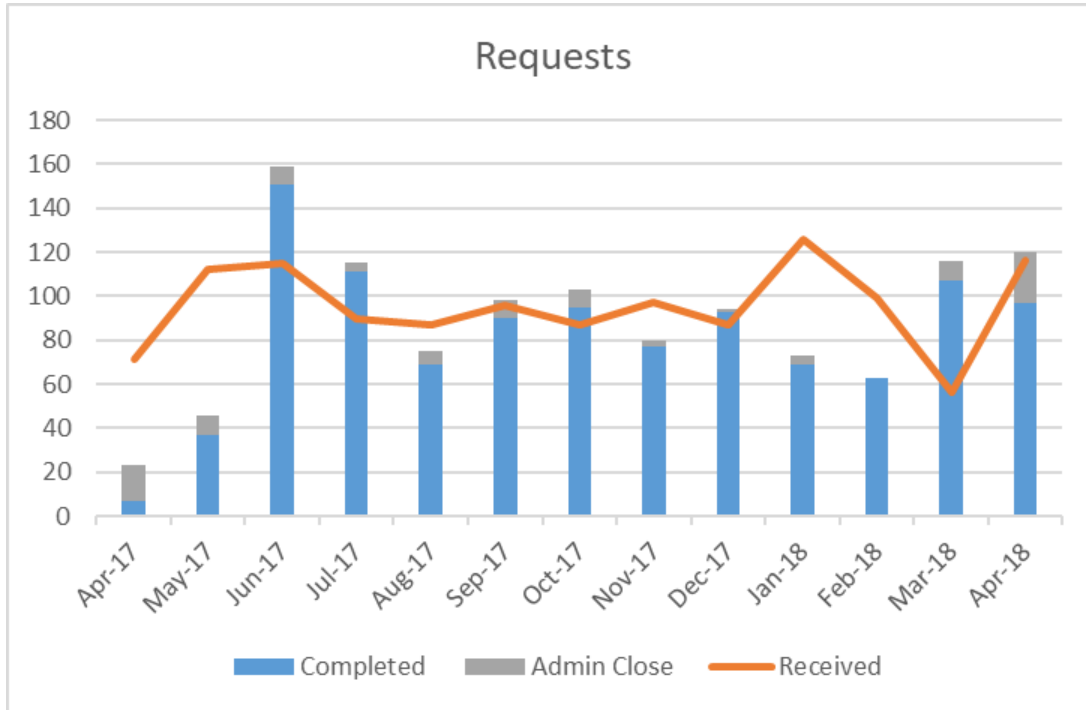


Toxicology: Alcohol

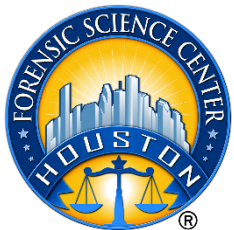
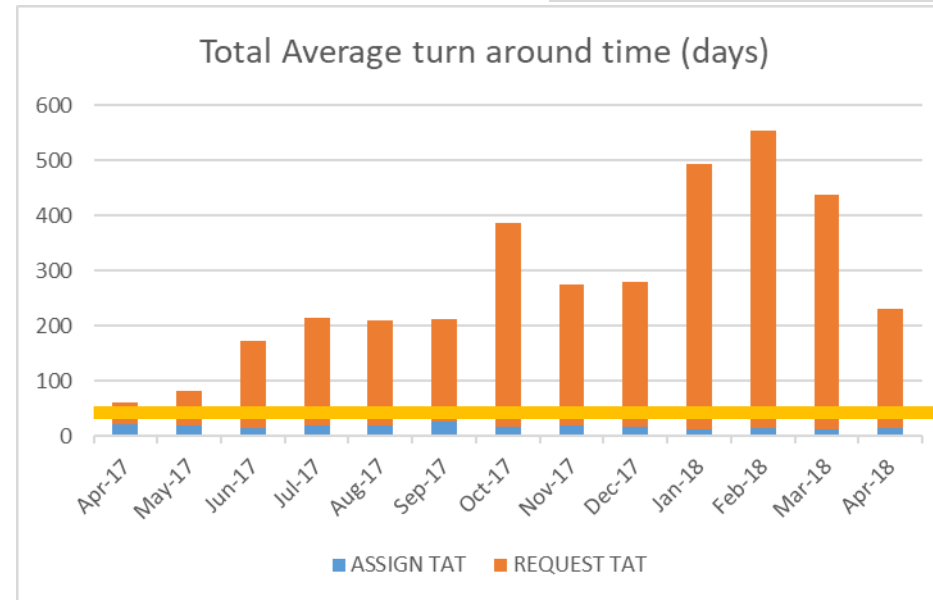
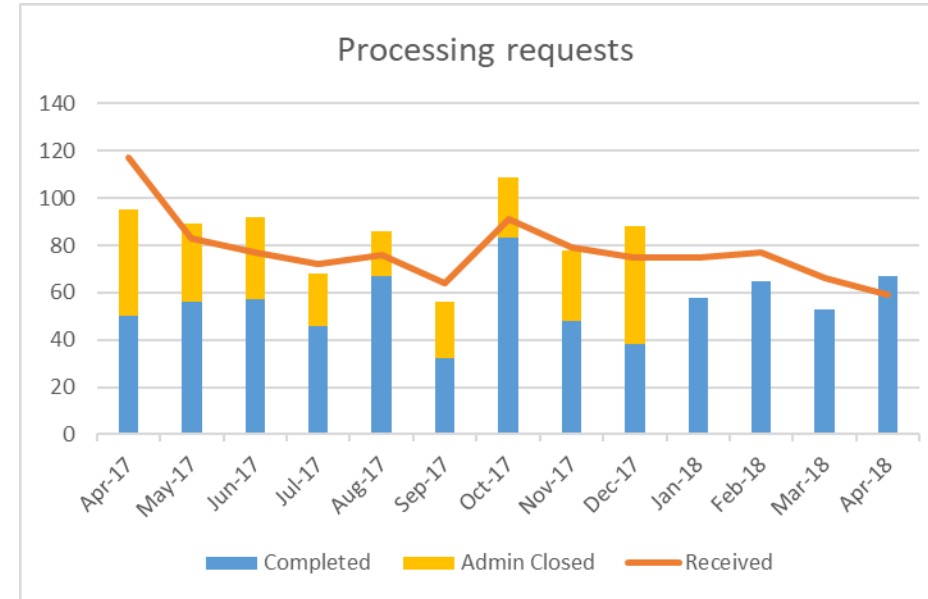
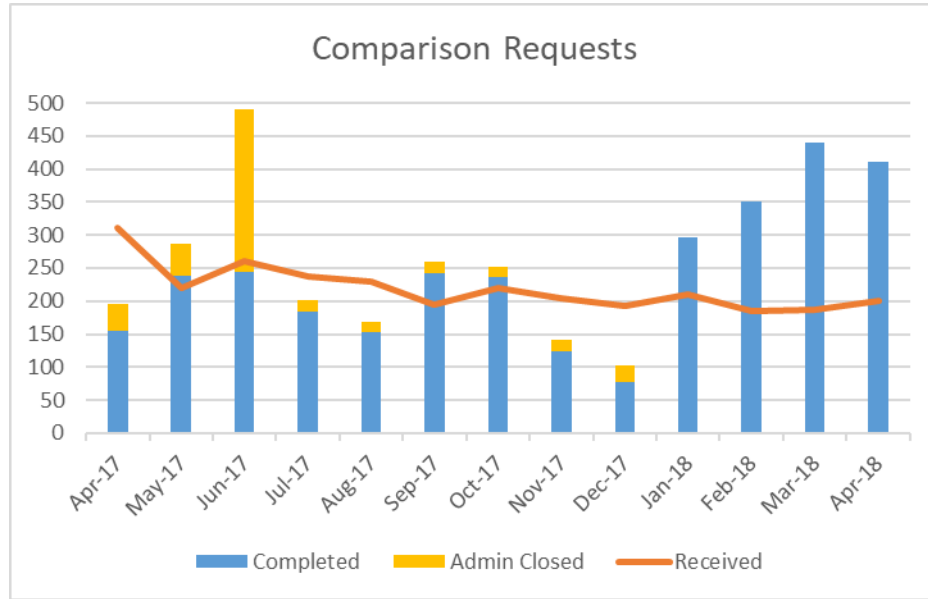


Toxicology: Other Drugs

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

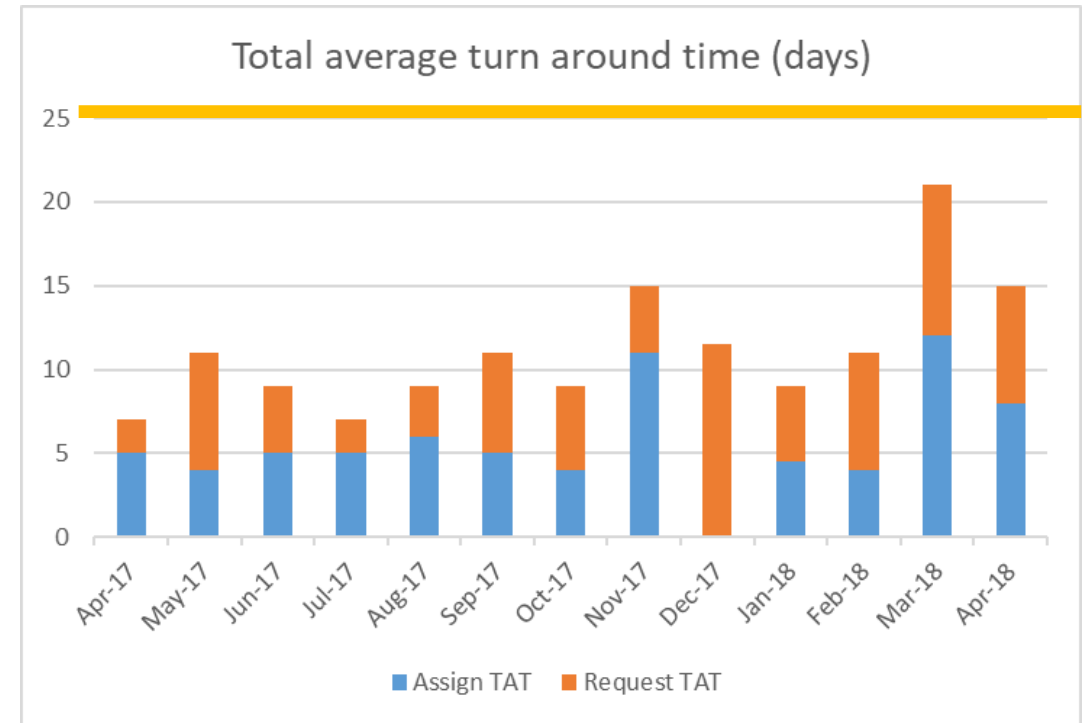
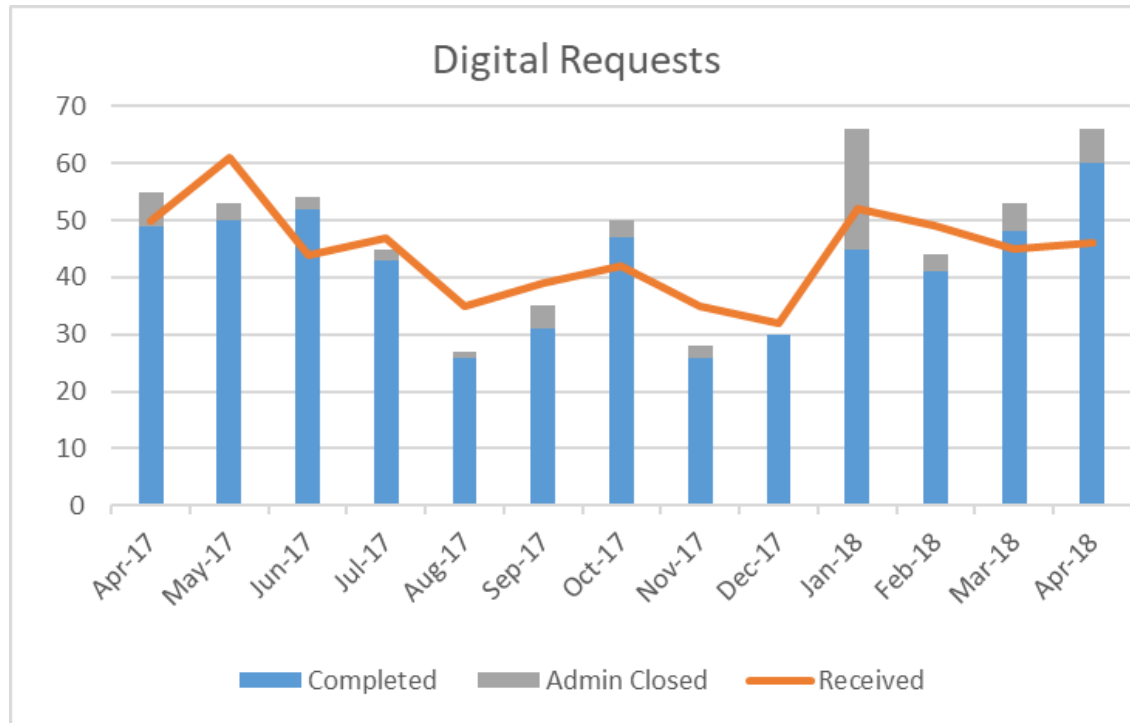


Latents

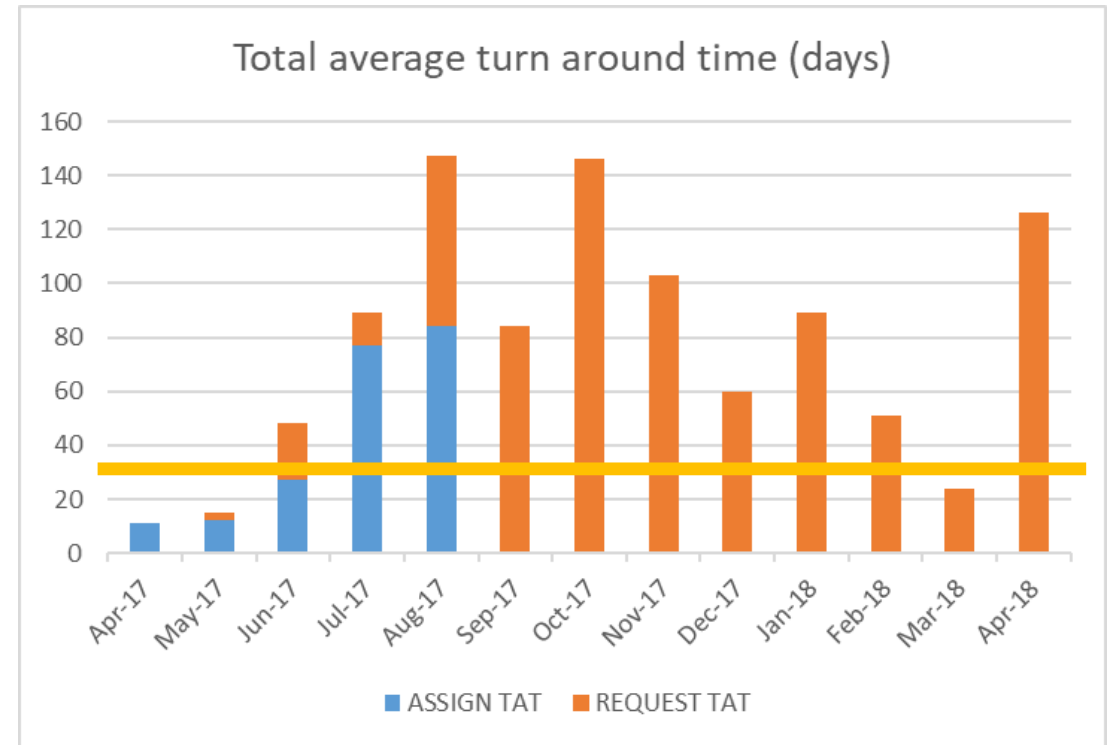
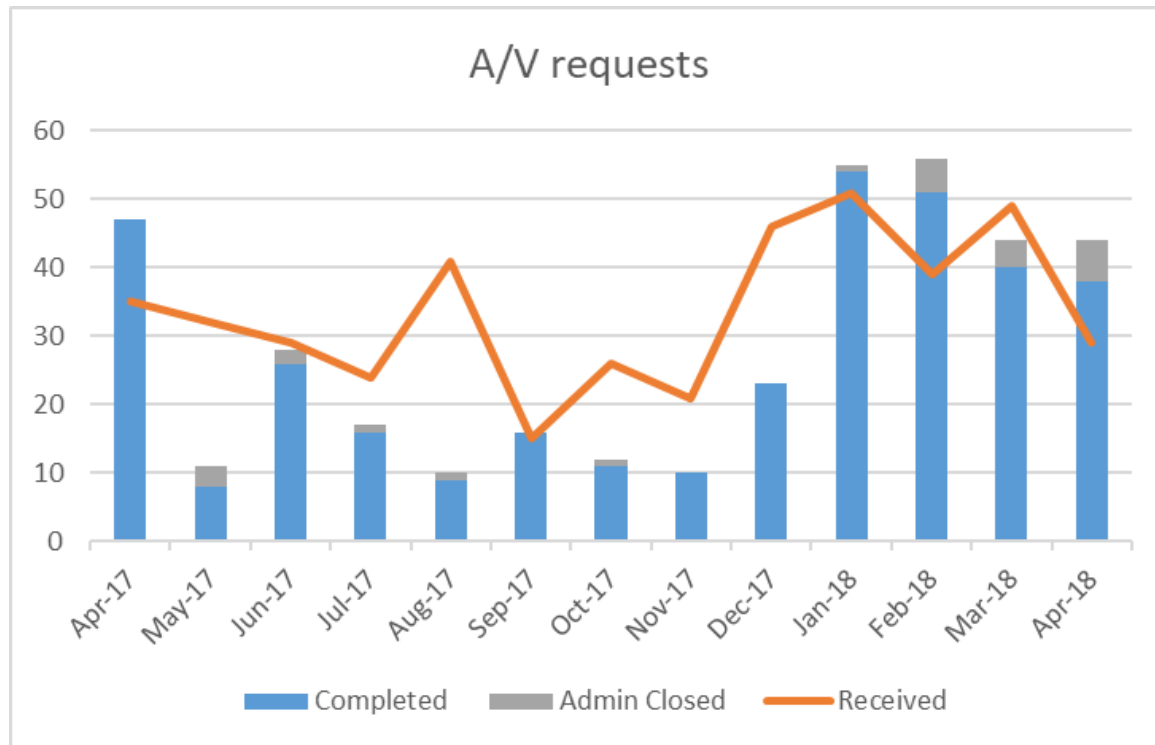


Latents Live in Justice Trax on 12/18/17, metrics from Porter Lee but estimated due to time in Jtrax in December

DME -- Digital



DME -- A/V

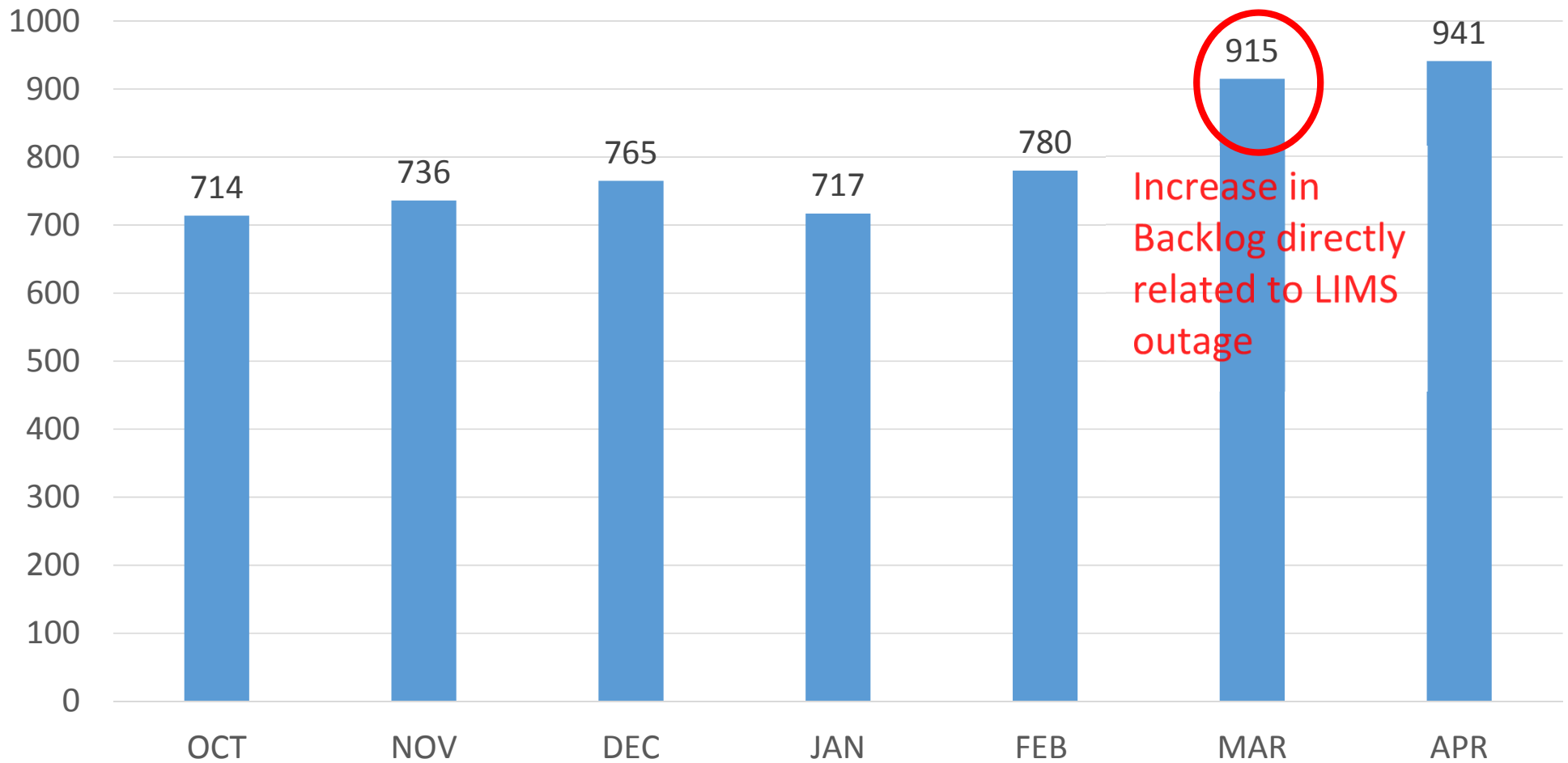


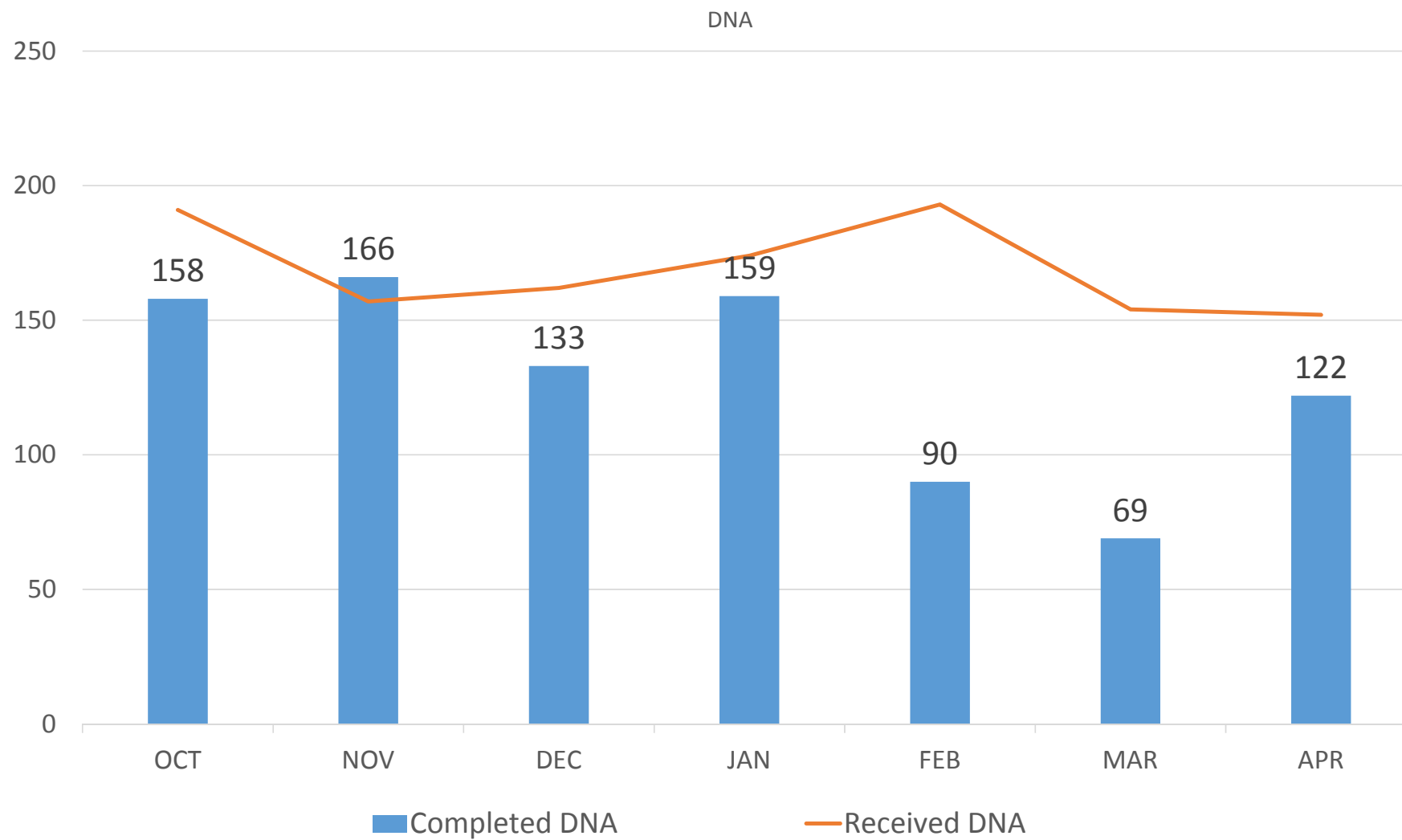
Starting with December Metrics-A/V and AVCO metrics both reported together



Forensic Biology

Backlog





Training Needed in 2018/2019

- 83% of Biology need some training to meet the goal of a cross-trained staffing model
- Current state (DNA testing in a case is an assembly line process requiring 3 different steps)
 - 12 trained in Step 1 (3 to start in June)
 - 8 trained in Step 2
 - 6 trained in Step 3 (3 in training)
- Ideal state (requires back filling and many moving parts)
 - 8 Step 1
 - 6 cross trained in Step 1 and 2
 - 15 cross trained in Step 1, 2, and 3

How can we accomplish training goals efficiently?

- Outsource all incoming casework for 10 to 12 months to allow staff to focus solely on training.
 - In the past, having staff balance casework with training has not worked
- Re-tool training program with analyst feedback and training coordinator
- Use grant dollars (~100K/year to use outside training resources to supplement internal resources)

Staffing Vacancies

- 13 vacancies in past 12 months
- Average training time to replace ~10 months/vacancy



Outsourcing

- Incoming DNA requests will be sent to a private lab
- Private lab issues report with DNA results that will be forwarded to investigating agency/requestor upon completion
- Cases with DNA results will be reviewed internally by HFSC analysts and CODIS-eligible entries will be uploaded into the database. **** FBI maintains CODIS and bars private labs from accessing the database**



Outsourcing options

- All casework for 10-12 months
- Request for Proposals (RFP) to be issued by end of May
 - ~170 cases/month
 - ~93 non-SAK (~\$193,000)
 - ~78 SAK (~\$100,000)
 - Supply savings ~\$50,000
 - ~\$2.43 million for 10 months
 - Cost of outsourcing to be split between HFSC ~\$900,000 and grant funds ~\$800,000
 - Gap in funds needed to outsource may be absorbed by HFSC

* All dollar amounts for outsourcing are projections based on previous experience, actual costs will be determined once a vendor(s) is selected.

Outsource case reviews

- Contract analysts to review monthly
 - Contracts in place with 2 contract reviewers
 - ~100 cases/month reviewed for CODIS eligibility
- Newly signed off DNA analysts gain initial experience through outsource reviews

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY18 Original Budget Reallocations V3
May 11, 2018 Board Meeting

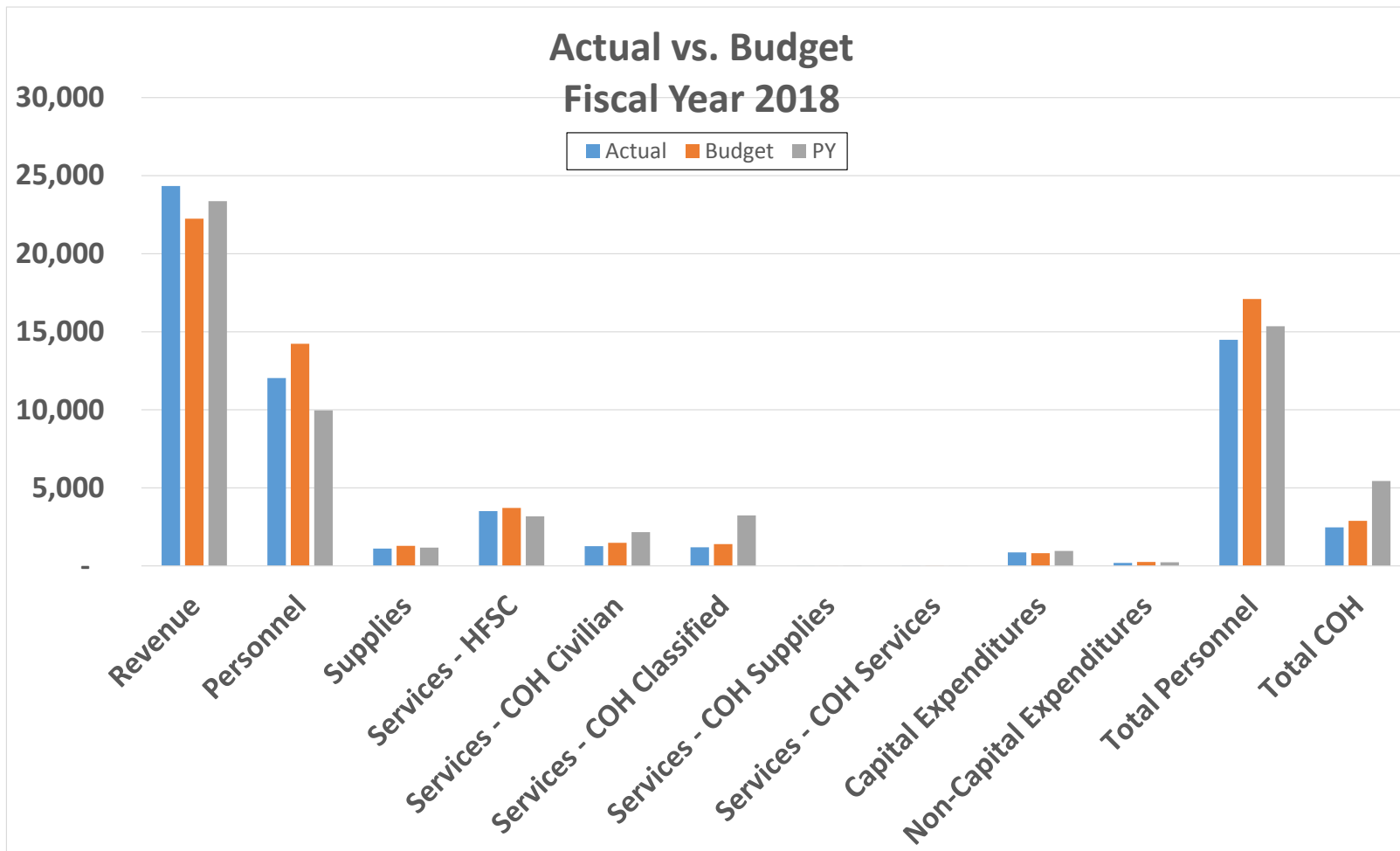
		Current Approved FY18 Budget	Adjustments to FY18 Budget V3		FY18 Budget V4 (needs BOD Approval)	Total Adjustments to FY18 Budget		FY18 Budget
			Grants	Non Grants		Grants	Non Grants	
Revenues:								
411000	City of Houston-Appropriations	\$ 24,160,343			\$ 24,160,343	\$ -	\$ -	\$ 24,160,343
	Fund 2213	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	12,808,073	53,474	1,000,000	13,861,547	92,272	2,335,000	13,861,547
501070	Pension - Civilian	813,082	2,150		815,232	2,150	99,808	815,232
502010	FICA - Civilian	940,853	4,037		944,889	7,163	115,109	944,889
502020	FICA - Classified	-			-	-	-	-
503010	Health Insurance - Active Civil	1,174,506	3,911		1,178,417	3,911	131,016	1,178,417
503015	Basic Life Ins - Active Civil	73,691	269		73,960	269	9,046	73,960
503060	Long Term Disability - Civilian	1,040			1,040	-	128	1,040
503090	Workers Comp - Civilian Adm	169,262			169,262	-	20,777	169,262
504010	Pension - GASB 27 Accrual	-			-	-	-	-
504031	Unemployment Taxes - Admin	31,867	478		32,344	478	17,070	32,344
		16,012,373	64,318	1,000,000	17,076,691	106,242	2,727,955	17,076,691
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	1,452			1,452	-	1,000	1,452
511095	Small Technical & Scientific Eq	21,263			21,263	-	-	21,263
511110	Fuel	-			-	-	-	-
511120	Clothing	41,183			41,183	-	20,000	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	14,782			14,782	-	5,000	14,782
511150	Miscellaneous Parts & Supplies	15,032			15,032	-	10,000	15,032
		1,546,852	-	-	1,546,852	-	36,000	1,546,852

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY18 Original Budget Reallocations V3
May 11, 2018 Board Meeting

		Current			FY18 Budget V4			FY18 Budget
		Approved FY18	Adjustments to FY18		(needs BOD	Total Adjustments to FY18		
		Budget	Budget V3		Approval)	Budget		
			Grants	Non Grants		Grants	Non Grants	
Services:								
520100	Temporary Personnel Services	-			-	-	-	-
520105	Accounting & Auditing Svcs	33,040		10,000	43,040	-	10,000	43,040
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	299,000	-		299,000	199,000	-	299,000
520112	Banking Services	3,486			3,486	-	-	3,486
520113	Photographic Services	1,318			1,318	-	1,000	1,318
520114	Misc Support Serv Recruit Relo	84,210	620	20,000	104,830	620	20,000	104,830
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.	751,814	(19,500)	150,000	882,314	108,970	475,000	882,314
520121	IT Application Services	129,623			129,623	-	75,000	129,623
520123	Vehicle & Motor Equip. Services	7,898			7,898	-	-	7,898
520124	Other Equipment Services	302,129	110,000		412,129	110,000	-	412,129
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
520760	Contributions	1,000			1,000	-	-	1,000
520765	Membership & Prof. Fees	42,929	(40)		42,889	(864)	-	42,889
520805	Education & Training	139,459	11,452		150,911	19,233	-	150,911
520815	Tuition Reimbursement	36,959			36,959	-	10,000	36,959
520905	Travel - Training Related	160,909	10,350		171,259	41,521	-	171,259
520910	Travel - Non-training Related	20,000		15,000	35,000	-	15,000	35,000
521405	Building Maintenance Services	30,650		15,000	45,650	-	15,000	45,650
521505	Utilities	14,057			14,057	-	-	14,057
521605	Data Services	55,391		10,000	65,391	-	10,000	65,391
521705	Vehicle/Equipment Rental/Lease	165			165	-	-	165
521725	Other Rental Fees	22,993		15,000	37,993	-	20,000	37,993
521730	Parking Space Rental	147,873			147,873	-	-	147,873
521905	Legal Services	25,000		40,000	65,000	-	40,000	65,000
522205	Metro Commuter Passes	64,256			64,256	-	-	64,256
522305	Freight	21,922	-		21,922	413	-	21,922
522430	Misc. Other Services & Chrgs	153,727			153,727	-	-	153,727
532000	Sub-Contractor (COH)	5,070,899	(399)	(1,600,000)	3,470,500	11,890	(3,779,955)	3,470,500
Total Services		9,145,240	112,483	(1,325,000)	7,932,723	490,782	(3,088,955)	7,932,723
Total HFSC Services		4,074,341	112,882	275,000	4,462,223	478,893	691,000	4,462,223

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
FY18 Original Budget Reallocations V3
May 11, 2018 Board Meeting

		Current Approved FY18 Budget	Adjustments to FY18 Budget V3		FY18 Budget V4 (needs BOD Approval)	Total Adjustments to FY18 Budget		FY18 Budget
			Grants	Non Grants		Grants	Non Grants	
Non-Capital Expenditures								
551010	Furniture and Fixtures	100,000			100,000	-	-	100,000
551015	Computer Equipment	160,000		25,000	185,000	-	25,000	185,000
551025	Scientific/Medical Equipment	20,000			20,000	-	-	20,000
Total Non-Capital Expenditures		280,000	-	25,000	305,000	-	25,000	305,000
Capital Expenditures								
170140	Improvements	-				-	-	-
170210	Furniture & Fixtures	-				-	-	-
170230	Computer Hardware/SW	-	93,974		93,974	93,974	-	93,974
170240	Scientific/Foren Eqmt	635,490	(52,824)	300,000	882,666	41,150	300,000	882,666
170980	Const in Progress	-			-	-	-	-
Total Capital Expenditures		635,490	41,150	300,000	976,640	135,124	300,000	976,640
Total Expense Before Depreciation		27,619,954	217,951	-	27,837,906	732,148	0	27,837,906
561230	Depreciation	432,352			432,352	-	-	432,352
669000	Reconciliation Discrepancies	-			-	-	-	-
Total Expense After Depreciation		28,052,306	217,951	-	28,270,258	732,148	0	28,270,258
Net Ordinary Income		(1,360,963)	(217,951)	-	(1,578,915)	(732,148)	(0)	(1,578,915)
Other Expense:		-			-	-	-	-
610000	City of Houston Direct Overhead	1,460,000			1,460,000	-	-	1,460,000
	Grant and Training Expense	501,803	(217,951)		283,852	(732,148)	-	283,852
		-			-	-	-	-
		(3,322,766)	-	-	(3,322,766)	-	0	(3,322,766)



HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through April 30, 2018

Current Month (Preliminary)										YTD								FY18				
		FY18	FY18	FY17	Variance						FY18	FY18	FY17	Variance						FY18	% Year	
		Apr 1- Apr 30, 2018	Budget V3	Apr 1 - Apr 30, 2017	Budget - Actual	%	FY18 - FY17	%			July 1- Apr 30, 2018	Budget V3	July 1- Apr 30, 2017	Vs. Budget	%	Vs. FY17	%			Budget V3	Completed	
		# of Months									# of Months											
		1									10											
Revenues:																						
411000	City of Houston-Appropriations	\$ -	\$ 2,013	\$ -	\$ (2,013)	-100%	\$ -			\$ 22,351	\$ 20,134	\$ 20,544	\$ 2,217	11%	\$ 1,807	0%		\$ 24,160	93%			
415000	City of Houston Direct OH-Appro	122	122	122	0	0%	-	0%		1,217	1,217	1,217	0	0%	-	0%		1,460	83%			
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%	-			5	-	20	5	0%	(15)	-75%		-	0%			
440000	Grants	160	85	248	75	89%	(88)	-36%		688	847	1,544	(159)	-19%	(856)	0%		1,016	68%			
450000	Forensics Services	6	4	7	2	44%	(1)	-17%		27	42	23	(15)	-35%	4	17%		50	54%			
450001	Miscellaneous Copy Fees	-	-	-	-	0%	-			-	-	-	-	0%	-	0%		-	0%			
450002	Interest Income	0	0	0	(0)	-44%	0	20%		4	4	4	0	5%	0	0%		5	88%			
Total Income		288	2,224	377	(1,936)	-87%	(90)	-24%		24,334	22,243	23,369	2,091	9%	964	4%		26,691	91%			
Expenses:																						
Personnel:																						
500010	Salary Base - Civilian	991	1,155	764	164	14%	(227)	-30%		9,774	11,551	8,168	1,777	15%	(1,606)	-20%		13,862	71%			
501070	Pension - Civilian	59	68	47	9	14%	(11)	-24%		593	679	510	86	13%	(84)	-16%		815	73%			
502010	FICA - Civilian	81	79	62	(3)	-3%	(19)	-31%		716	787	596	71	9%	(121)	-20%		945	76%			
503010	Health Insurance - Active Civil	88	98	66	11	11%	(22)	-33%		815	982	595	167	17%	(220)	-37%		1,178	69%			
503015	Basic Life Ins - Active Civil	9	6	0	(3)	-44%	(8)	-1733%		69	62	58	(7)	-12%	(11)	0%		74	93%			
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%		38	141	28	103	73%	(11)	-38%		169	23%			
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	0	3	0	2	88%	(0)	-46%		28	27	11	(1)	-4%	(17)	-156%		32	86%			
		1,231	1,423	943	192	13%	(288)	-30%		12,034	14,231	9,965	2,195	15%	(2,070)	-21%		17,077	70%			
Supplies:																						
511010	Chemical Gases & Special Fluids	1	1	1	1	43%	1	45%		10	12	11	3	21%	1	13%		15	66%			
511040	Audio Visual Supplies	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%			
511045	Computer Supplies	1	5	5	3	73%	3	73%		14	47	31	33	70%	17	55%		56	25%			
511050	Paper & Printing Supplies	2	3	-	0	16%	(2)			20	25	24	5	19%	4	16%		30	68%			
511055	Publications & Printed Material	1	1	-	1	38%	(1)			6	15	17	9	58%	10	63%		18	35%			
511060	Postage	0	0	0	0	77%	0	52%		1	1	1	0	20%	0	15%		1	67%			
511070	Miscellaneous Office Supplies	7	8	6	1	15%	(1)	-25%		75	84	79	9	11%	4	6%		101	74%			
511080	General Laboratory Supply	75	101	78	26	26%	3	4%		920	1,006	932	86	9%	12	1%		1,208	76%			
511090	Medical & Surgical Supplies	-	0	-	0	100%	-			1	1	-	0	38%	(1)	0%		1	52%			
511095	Small Technical & Scientific Eq	1	2	1	0	19%	(0)	-6%		8	18	16	9	52%	8	48%		21	40%			
511110	Fuel	-	-	-	-		-			-	-	-	-	0%	-	0%		-	0%			
511120	Clothing	-	3	3	3	100%	3	100%		27	34	20	8	23%	(7)	-33%		41	64%			
511125	Food/Event Supplies	1	2	1	1	67%	(0)	-3%		9	17	17	7	44%	7	43%		20	47%			
511130	Weapons Munitions & Supplies	1	0	5	(0)	-116%	4	83%		3	4	8	0	12%	5	58%		5	73%			
511145	Small Tools & Minor Equipment	1	1	2	0	5%	0	27%		11	12	11	1	9%	(0)	-4%		15	76%			
511150	Miscellaneous Parts & Supplies	0	1	0	1	97%	0	4%		9	13	5	4	32%	(4)	-84%		15	57%			
		91	129	100	38	29%	9	9%		1,115	1,289	1,172	174	14%	57	5%		1,547	72%			

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through April 30, 2018

Current Month (Preliminary)								YTD								FY18			
FY18		FY18	FY17	Variance				FY18		FY18	FY17	Variance				FY18	% Year		
Apr 1- Apr 30, 2018		Budget V3	Apr 1 - Apr 30, 2017	Budget - Actual		%	FY18 - FY17	%	July 1- Apr 30, 2018		Budget V3	July 1- Apr 30, 2017	Vs. Budget		%	Vs. FY17	%	Budget V3	Completed
5	-	0	(5)			(5)	-1098%	17	-	7	(17)	0%	(10)	0%	-	0%	-	0%	
3	4	2	1	16%	(1)	-48%	33	36	25	3	9%	(8)	-33%	43	76%	43	76%		
-	-	-	-			-		-	-	-	0%	-	0%	-	0%	-	0%		
-	2	-	2	100%	-		0	24	28	24	100%	28	100%	28	0%	28	0%		
9	15	7	6	38%	(2)	-23%	80	146	382	66	45%	302	79%	175	46%	175	46%		
7	25	5	18	70%	(2)	-40%	278	249	470	(29)	-12%	192	41%	299	93%	299	93%		
0	0	0	0	27%	0	7%	2	3	3	1	18%	0	12%	3	69%	3	69%		
-	0	-	0	100%	-		1	1	0	0	41%	(0)	-103%	1	49%	1	49%		
9	9	8	(1)	-9%	(2)	-25%	94	87	59	(6)	-7%	(35)	-60%	105	90%	105	90%		
86	90	84	4	4%	(2)	-3%	811	899	846	88	10%	35	4%	1,079	75%	1,079	75%		
-	0	-	0	100%	-		2	4	4	2	46%	2	0%	4	45%	4	45%		
37	74	36	36	50%	(1)	-2%	808	735	284	(73)	-10%	(524)	-185%	882	92%	882	92%		
1	11	0	10	94%	(1)	-1540%	101	108	23	7	6%	(78)	0%	130	78%	130	78%		
-	1	0	1	100%	0	100%	0	7	2	7	100%	2	100%	8	0%	8	0%		
41	34	13	(7)	-20%	(28)	-209%	297	343	199	46	13%	(98)	-49%	412	72%	412	72%		
-	0	-	0	100%	-		0	0	1	0	61%	1	85%	0	33%	0	33%		
-	-	-	-			-	-	-	-	-	0%	-	0%	-	0%	-	0%		
-	1	2	1	100%	2	100%	3	10	13	7	67%	10	74%	12	27%	12	27%		
5	1	0	(4)	-433%	(5)	-1522%	9	10	9	1	12%	1	7%	12	74%	12	74%		
8	12	8	4	36%	0	2%	85	118	88	33	28%	3	4%	142	60%	142	60%		
-	0	-	0	100%	-		-	1	1	1	100%	1	0%	1	0%	1	0%		
5	4	4	(1)	-27%	(1)	-23%	22	36	39	14	39%	18	45%	43	50%	43	50%		
15	13	1	(2)	-17%	(14)	-1323%	127	126	77	(2)	-1%	(50)	-65%	151	84%	151	84%		
-	3	-	3	100%	-		29	31	22	2	7%	(7)	-31%	37	78%	37	78%		
15	14	9	(1)	-8%	(6)	-68%	143	143	126	(0)	0%	(17)	-14%	171	84%	171	84%		
13	3	0	(10)	-358%	(13)	-8531%	24	29	13	5	17%	(11)	-89%	35	69%	35	69%		
1	4	1	3	74%	(0)	-34%	34	38	22	4	11%	(12)	-55%	46	74%	46	74%		
0	1	0	1	81%	(0)	-54%	4	12	11	8	70%	7	67%	14	25%	14	25%		
14	5	3	(9)	-161%	(11)	-398%	60	54	41	(6)	-11%	(19)	-46%	65	92%	65	92%		
6	6	2	0	6%	(4)	-244%	50	59	45	9	16%	(5)	-11%	71	70%	71	70%		
-	0	0	0	100%	0	100%	-	0	1	0	0%	1	0%	0	0%	0	0%		
5	3	4	(2)	-52%	(0)	-9%	31	32	22	1	2%	(9)	-40%	38	82%	38	82%		
8	12	12	5	39%	4	35%	136	123	111	(12)	-10%	(25)	-22%	148	92%	148	92%		
1	5	-	5	87%	(1)	-13%	43	54	2	11	20%	(41)	0%	65	66%	65	66%		
7	5	5	(1)	-26%	(2)	-35%	50	54	48	3	6%	(2)	-4%	64	78%	64	78%		
1	2	1	1	29%	(0)	-13%	14	18	16	4	23%	2	11%	22	65%	22	65%		
2	13	1	11	84%	(1)	-113%	119	128	129	9	7%	10	8%	154	78%	154	78%		
-	-	-	-			-	-	-	-	-	0%	-	0%	-	0%	-	0%		
105	147	174	42	29%	69	40%	1,260	1,475	2,159	215	15%	899	42%	1,770	71%	1,770	71%		
91	139	242	49	35%	151	62%	1,191	1,395	3,234	203	15%	2,042	63%	1,673	71%	1,673	71%		
-	0	-	0	100%	-		0	0	29	0	15%	29	0%	0	71%	0	71%		
0	2	4	2	93%	3	95%	19	22	20	3	15%	0	2%	27	71%	27	71%		
196	289	419	93	32%	223	53%	2,471	2,892	5,441	421	15%	2,970	55%	3,470	71%	3,470	71%		
500	661	629	161	24%	129	21%	5,979	6,611	8,611	632	10%	2,632	31%	7,933	75%	7,933	75%		

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
For the Period July 1, 2017 through April 30, 2018

		Current Month (Preliminary)								YTD								FY18	
		FY18	FY18	FY17	Variance				FY18	FY18	FY17	Variance				FY18	% Year		
		Apr 1- Apr 30, 2018		Apr 1 - Apr 30, 2017					July 1- Apr 30, 2018		July 1- Apr 30, 2017								
		Budget V3			Budget - Actual	%		FY18 - FY17	Budget V3			Vs. Budget	%	Vs. FY17	Budget V3	Completed			
Non-Capital Expenditures																			
551010	Furniture and Fixtures	1	8	1	7	85%		(0)	31	83	73	52	63%	42	100	31%			
551015	Computer Hardware/SW	9	15	65	6	39%		56	146	154	123	8	5%	(24)	185	79%			
551025	Scientific/Foren Eqmt	-	2	0	2	100%		0	11	17	34	5	31%	22	20	57%			
Total Non-Capital Expenditures		11	25	66	15	58%		56	189	254	229	65	26%	40	305	62%			
Capital Expenditures																			
170140	Improvements	-	-	-	-			-	-	-	-	-	0%	-	-	0%			
170210	Furniture & Fixtures	-	-	-	-			-	-	-	-	-	0%	-	-	0%			
170230	Computer Hardware/SW	17	8	15	(9)	-115%		(1)	230	78	355	(152)	0%	125	94	0%			
170240	Scientific/Foren Eqmt	5	74	-	69	93%		(5)	92	736	459	644	87%	367	883	10%			
170980	Const in Progress	100	-	147	(100)			48	545	-	147	(545)	0%	(398)	-	0%			
Total Capital Expenditures		121	81	163	(40)	-49%		41	867	814	961	(53)	-7%	95	977	89%			
Total Expense and Capital Before Depreciation		1,954	2,320	1,902	366	16%		(52)	20,183	23,198	20,938	3,014	13%	755	27,838	73%			
561230	Depreciation	41	36	38	(5)	-15%		(3)	404	360	360	(43)	-12%	(44)	432	93%			
570505	FA Gain/Loss	-	-			0%			-	-		-	0%	-	-	0%			
610000	City of Houston Direct Overhead	122	122	122	(0)	0%		-	1,217	1,217	1,217	(0)	0%	-	1,460	83%			
	Grant and Training Expense	-	24	-	24	100%		-	-	237	-	237	100%	-	284	0%			
Total Expense and Capital After Depreciation		2,117	2,501	2,062	384	15%		(55)	21,804	25,012	22,515	3,207	13%	711	30,014	73%			
Net Ordinary Income less capital spending		(1,829)	(277)	(1,685)	(2,320)	838%		(145)	2,530	(2,769)	855	5,298	-191%	1,676	(3,323)	-76%			

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

(in '000's)

	Preliminary As of 04/30/18	As of 03/31/18	As of 12/31/17	As of 09/30/17
ASSETS				
Cash and Cash Equivalents				
Bank of Texas-Operating	\$ 4,274	\$ 6,161	\$ 10,667	\$ 14,769
Total Current Assets	<u>4,274</u>	<u>6,161</u>	<u>10,667</u>	<u>14,769</u>
Accounts Receivable				
Accounts Receivable	28	32	35	353
Total Accounts Receivable	<u>28</u>	<u>32</u>	<u>35</u>	<u>353</u>
Capital Assets Net of Depreciation				
Capital Assets	5,809	5,764	5,021	4,975
Accumulated Depreciation	(1,520)	(1,478)	(1,356)	(1,236)
Total Net Capital Assets	<u>4,289</u>	<u>4,285</u>	<u>3,665</u>	<u>3,740</u>
Other Assets				
Prepaid - HR	0	-	5	13
Prepaid - Insurance	32	43	81	98
Prepaid - Service Agreements	52	68	126	184
Prepaid - Other	91	91	95	86
Total Other Assets	<u>175</u>	<u>202</u>	<u>306</u>	<u>380</u>
TOTAL ASSETS	<u><u>\$ 8,766</u></u>	<u><u>\$ 10,679</u></u>	<u><u>\$ 14,673</u></u>	<u><u>\$ 19,242</u></u>
LIABILITIES				
Accounts Payables	\$ 112	\$ 203	\$ 111	\$ 444
Payroll Tax Liability	481	540	481	531
Other Liabilities, Including Fund 2213 Billing	196	252	229	282
Deferred - Others	6	6	6	6
Total Liabilities	<u>795</u>	<u>1,001</u>	<u>828</u>	<u>1,264</u>
NET POSITION/FUND BALANCE				
Unrestricted/Unassigned	3,681	5,393	10,105	14,152
Temporarily Restricted - SAFE Funds				
Net Investment in Capital Assets	4,289	4,285	3,740	3,826
Total Net Position	<u>7,971</u>	<u>9,679</u>	<u>13,845</u>	<u>17,978</u>
TOTAL LIABILITIES AND NET POSITION	<u><u>\$ 8,766</u></u>	<u><u>\$ 10,679</u></u>	<u><u>\$ 14,673</u></u>	<u><u>\$ 19,242</u></u>

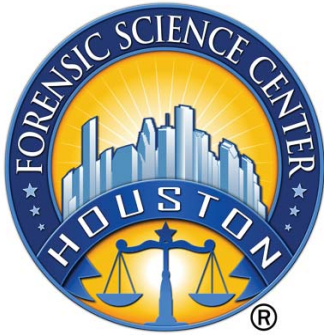
Houston Forensic Science Center, Inc.
Finance Division
List of Grant Contracts
As of May 11, 2018

Awarded

Awarding Agency: USDOJ-OJP-NIJ			
Name of Project: NIJ FY 16 DNA Capacity Enhancement and Backlog Reduction Program			
Start and End Dates: 01/01/2017 - 12/31/2018			
Contact: Alissa Genovese			
Award Number: 2016-DN-BX-0142	Awarded	Invoiced	Amount Remaining
Amount of Award: \$	741,000		
Grant Inception to date:	(380,538)	380,535	(3)
Grant Balance:	360,462		
Status: Awarded			

Awarding Agency: USDOJ-OJP-NIJ			
Name of Project: NIJ FY 17 DNA Capacity Enhancement and Backlog Reduction Program			
Start and End Dates: 01/01/2018 - 12/31/2019			
Contact: Monte Evans			
Award Number: 2017-DN-BX-0027	Awarded	Invoiced	Amount Remaining
Amount of Award: \$	867,755		
Grant Inception to date:	(70,256)	45,932	(24,324)
Grant Balance:	797,499		
Status: Awarded			

Awarding Agency: USDOJ-OJP-NIJ			
Name of Project: Cap Enhancement for Drug and DNA Testing in Sexual Assault Cases			
Start and End Dates: 01/01/2018 - 12/31/2020			
Contact: Monte Evans			
Award Number: 2017-DN-BX-0176	Awarded	Invoiced	Amount Remaining
Amount of Award: \$	114,000	-	114,000
HFSC Match	38,000	-	38,000
Grant Inception to date:	(999)	-	(999)
Grant Balance:	151,001		
Status: Awarded			



Houston Forensic Science Center

INTEROFFICE MEMO

To: Peter Stout, PhD, President and CEO

From: Lori Wilson, Quality Director Digitally signed by Lori Wilson
Date: 2018.05.04 16:25:23 -0500

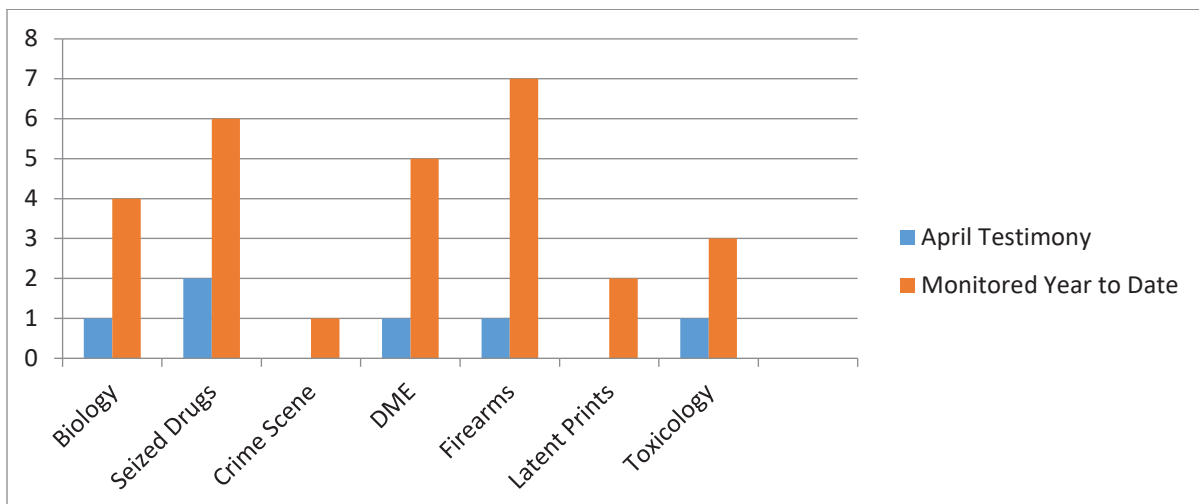
Cc: Amy Castillo, PhD, COO
Jerry Pena, Director, Crime Scene/Digital and Multimedia Division

Date: May 4, 2018

Re: Quality Division Update for April 2018

TESTIMONY MONITORING

Six staff members testified during the month and testimony was monitored in three of these proceedings. Please see below for graphical details.



PROFICIENCY TESTS

Proficiency activity is shown below.

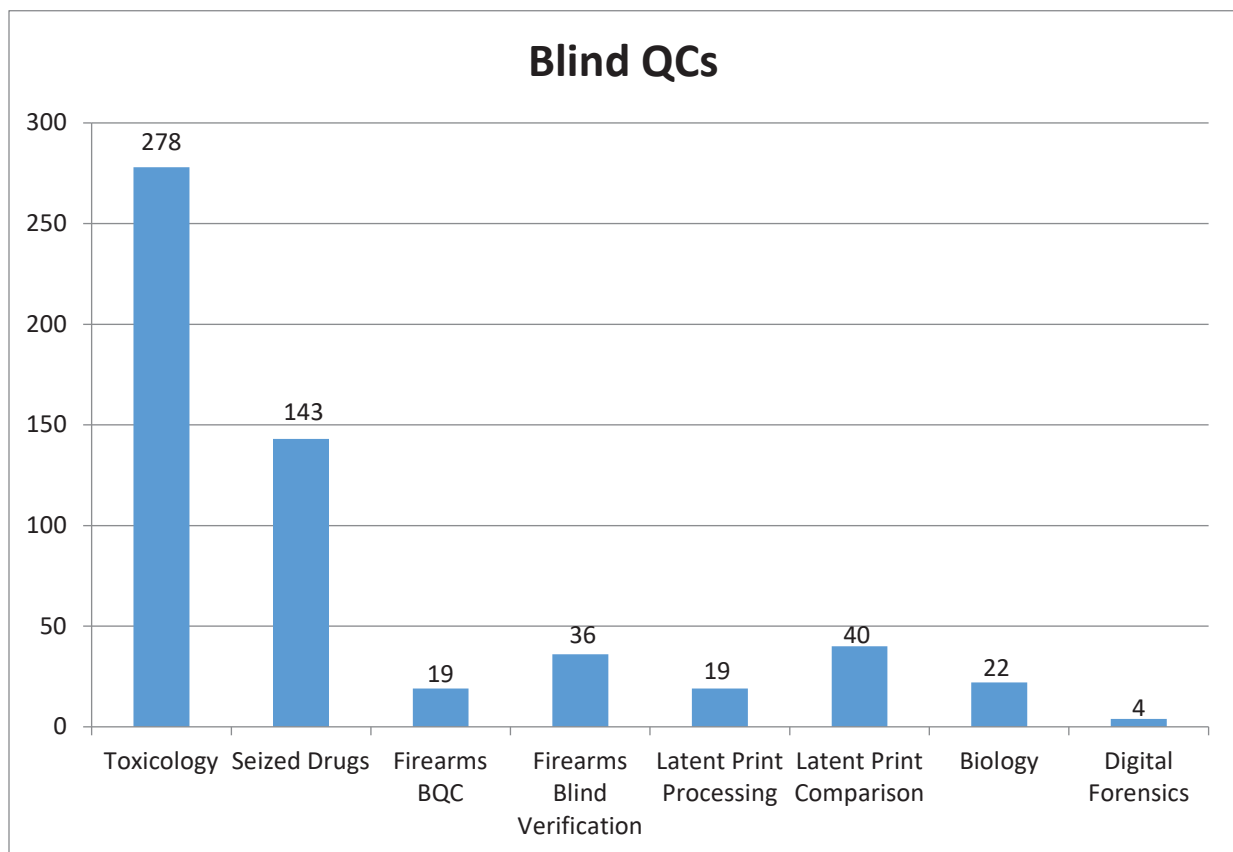
Test Identifier	Discipline	Number of Tests Assigned	Number of Participants	Date Assigned	Date Submitted to Provider	Issue?
18-5701	Forensic Biology	8	varies	1/9/2018	2/27/2018	n/a
18-5250	Firearms: Serial Number Restoration	2	2	1/22/2018	3/08/2018	no
18-5162	Latent Prints	1	1 external 6 internal	1/30/2018	3/21/2018	n/a
18-564	Toxicology: Blood Alcohol	3	3	2/15/2018	4/13/2018	n/a
PARF-A 2018	Forensic Biology: Parentage	1	1	2/22/2018	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
18-501	Seized Drugs	7	7	4/11/2018	Due 5/29/2018	n/a
18-5332	Latent Prints: Footwear Imprint Evidence	1	1	4/11/2018	Due 6/04/2018	n/a

BLIND QUALITY CONTROL PROGRAM

April activity is shown below.

Discipline	Number of Cases Assigned	Number of Cases Completed	Results
Toxicology	14	17	satisfactory
Seized Drugs	24	22	satisfactory*
Firearms – Blind Quality Control	1	0	n/a
Firearms – Blind Verification	1	0	n/a
Latent Print Processing	3	3	satisfactory
Latent Print Comparison	8	9	satisfactory
Biology	0	2 (screening only)	satisfactory
Digital Forensics	1	1	TBD**

- *Expected results were not obtained on one seized drug sample. The analyst reported negative results (meaning no controlled substance was identified) but the sample was prepared using phencyclidine. A section supervisor is reanalyzing the sample.
- **The Digital Forensic cell phone BQC is still under review. Although the technical work was correct, the Quality Division is reviewing the case record to determine if the analyst completed the full request for analysis. The analyst was asked to provide copies of all communications from a specific telephone number. The analyst provided copies of all communications but in some instances, only snippets of the conversations were provided rather than the entire conversation.



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

During the April 20 Texas Forensic Science Commission meeting, the Commission voted to take no further action on HFSC's Multimedia Unit self-disclosure involving an analyst who destroyed original case documentation and back-dated scene notes. All cases completed by the analyst during her course of employment were reviewed by section management as part of the nonconformance and disclosure.

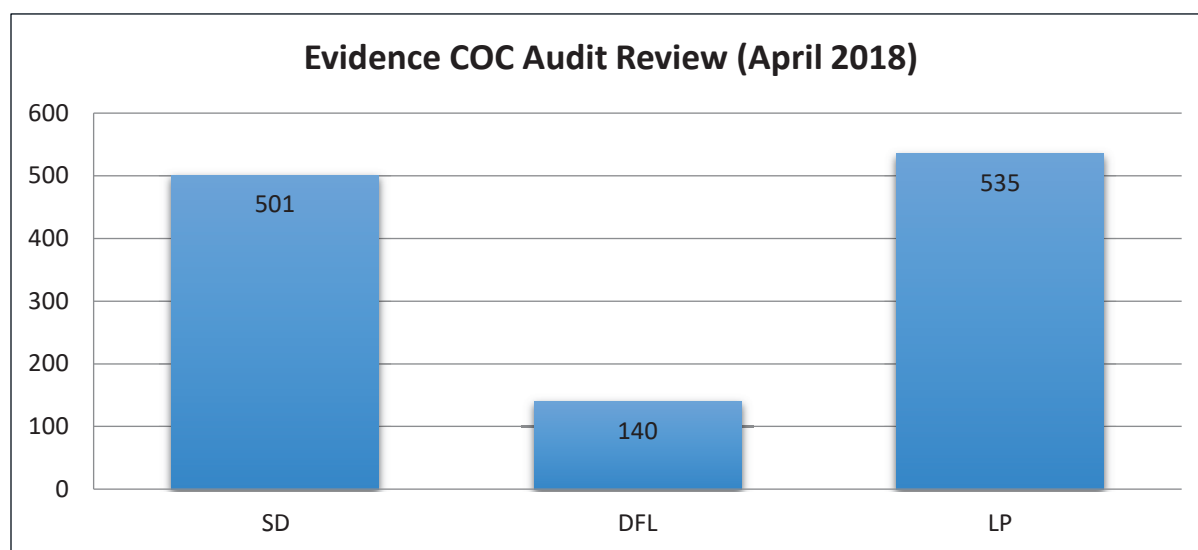
The DNA complaint made against HFSC in January 2017 remains open.

AUDITS and INSPECTIONS

The Forensic Multimedia Unit appealed several nonconformances from the internal audit conducted the week of February 19. The audit report was finalized in April. The Toxicology internal audit was conducted the week of April 2. Nonconformance details related to both audits are included in **Attachment 2**. Additional details regarding audit observations and opportunities to improve are included in the audit reports which are accessible on HFSC's eDiscovery site (www.houstonforensicscience.org).

The Crime Scene Unit internal audit is scheduled to be completed the week of May 21.

The Quality Division conducted chain of custody audits the weeks of April 16th - 27th for disciplines currently operating in JusticeTrax LIMS. These disciplines included Digital Forensics, Seized Drugs and Latent Prints. The purpose of the audit was to verify that electronic chains of custody for items and sub-items (including all internal transfers) were captured and documented appropriately in the new LIMS. Chains of custody were cross-referenced in Porter Lee LIMS to ensure evidence that was migrated from Porter Lee LIMS to JusticeTRAX LIMS included the 'Evidence, Migrated' entry. The 'Evidence, Migrated' entry indicates that a chain of custody for that item of evidence exists in Porter Lee LIMS. A total of 1176 electronic chains of custody were reviewed as shown in the graph below. An audit report has not been finalized and additional details will be included in future monthly reports.



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

ATTACHMENT 1



Blind Quality Testing Project Update – April 2018

Quality Division Goals

Discipline	Target Cases Assigned
Seized Drugs	24/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 blinds will be temporarily put on hold until a definitive CODIS upload process has been established to ensure that BQC donor profiles are not inadvertently uploaded (continued from last month)
- Six Tox kits were transferred to Property Room storage instead of returned to HFSC for analysis
- Expected results were not obtained on one Seized Drug case

Forensic Discipline Cases Assigned

Seized Drugs	24
Toxicology	14
Biology	0
Firearms: Blind Verification	1
Firearms: Blind Quality Test	1
Latent Print Processing	3
Latent Print Comparison	8
Digital Forensics	1

On Target

Near Target

Target Not Met

Mitigation

- Biology staff members are establishing a CODIS upload procedure
- CS/CM was notified about the Tox kits that were not brought back to the lab for analysis and were reminded of the BQC process. They will retrieve the kits from the Property Room.
- The Seized Drug case is being reanalyzed by a section supervisor

Achievements

- The Seized Drug goal was increased to 24/month for this month
- All but one section goal was met or exceeded

April 2018 Results

Forensic Discipline	Cases Completed
Seized Drugs	22
Toxicology – BAC	17
Biology	2 (screening only)
Firearms – Blind Verification	0
Firearms – Blind Quality Control	0
Latent Print Processing	3
Latent Print Comparison	9
Digital Forensics	1

ATTACHMENT 2

Open Incidents, Corrective and Preventive Actions

HFSC Case #:

Comments

Summary of Occurrence

Audio Video			
2017-096	CAR	The proficiency test provider notified the Quality Division that results submitted for this test did not meet the expected results. Specifically, the analyst was asked to clarify an audio recording. In the opinion of the test provider, the analyst's work product was not intelligible.	2017-14563
Incident Date:	9/13/2017		
2018-031	Pending	Items were returned to the property room prior to the technical and administrative review.	
Incident Date:			
2018-IA-22	CAR	According to the chain of custody, evidence was in an examiner's possession for approximately six months. The case record does not indicate that analysis was being conducted during this time. Therefore, the evidence should have been placed back into the evidence vault.	
Incident Date:			
2018-IA-24	CAR	The scene notes and report state there was communication between the analyst and the officer/investigator assigned to this case. However, the case record did not include any further documentation of the face-to-face discussion or the telephone discussion.	2017-15396
Incident Date:	9/5/2017		
2018-IA-25	CAR	Eleven items of evidence from six cases had incorrect chains of custody. The chains did not correctly reflect who placed the items into the evidence vault.	
Incident Date:			

Open Incidents, Corrective and Preventive Actions

HFSC Case #:

Comments

Summary of Occurrence

2018-IA-26
CAR

Incident Date:

Unsealed evidence was received by the Forensic Multimedia Unit (FMU). The FMU staff member packaged and sealed the items. The officer did not acknowledge transfer of the evidence to the FMU via signing the electronic keypad and the evidence was not rejected because of improper seals.

2018-IA-27
CAR

Incident Date:

The submitter did not sign the submission form when evidence was submitted to the Forensic Multimedia Unit (FMU).

Biology

2018-009
CAR

Incident Date: 2/5/2018

2017-23103, 2017-16125, 2018-01279, 2018-00761, 2018-00627, 2017-22736, 2017-23559, 2018-01277, 2018-01276, 2018-01604, 2018-00998, 2017-23712, 2018-01167, 2018-01166, 2018-01215, 2018-00545, 2018-00768, 2018-00262, 2018-01002, 2018-01004, 2018-00624, 201

A critical reagent that had not been quality checked was added to samples during the extraction process.

2018-015
CAR

Incident Date:

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 were reprocessed.

2018-018
CAR

Incident Date:

Some Biology staff members were performing technical reviews without having the mandated casework experience.

For internal use only. 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.

Open Incidents, Corrective and Preventive Actions

Summary of Occurrence		Comments	HFSC Case #:
2018-019	CAR	Biology staff is unable to locate an original case file.	
Incident Date:			
2018-020	IR	The screening analyst did not document the lot number of the water used to used to perform the presumptive test for blood on two items. A DNA analyst discovered the missing information during review of the case file.	2016-21356
Incident Date:			
2018-027	IR	A reagent blank used to performance check an instrument and quality control check a reagent was contaminated. Casework was not affected. The performance check and quality control check were repeated and passed.	
Incident Date:			
2018-IA-08	CAR	The chains of custody for four cases showed evidence extracts in an analyst's custody but the items were actually in long-term storage. Two evidence items could not be located in the long-term storage location even though the chains of custody showed that location. During the investigation of this corrective action, the items were located in that location.	2010-24053; 2011-10418; 2011-15306; 2014-17578; 2012-08598 and 2013-32131
Incident Date:			
2018-IA-09	CAR	Analysts did not follow NDIS procedures for entering partial profiles into CODIS.	
Incident Date:			

Open Incidents, Corrective and Preventive Actions

HFSC Case #:

Comments

Summary of Occurrence

2018-IA-19
IR

Incident Date:

The authorization memo of a staff member needs to be amended to include the Technical Leader's approval of a modified training program (based on the staff member's previous experience), her approval to report serological results and her approval to perform technical reviews.

2018-IA-20
CAR

Incident Date:

The chains of custody were inaccurate for several evidence items, extracts, case files, training samples and proficiency samples. The locations of all evidence items and extracts have been determined and there is no overall negative impact to casework.

2018-IA-21
IR

Incident Date:

The Biology laboratory failed to properly document an incident involving a staff member who did not follow the SOP.

Client Services/Case Management

2018-025
IR

Incident Date:

The CS/CM specialist added an incorrect child item to the parent item package and returned the items to the Property Room.

Seized Drugs

2018-026
CAR

Incident Date:

The required weekly check of the analytical balance was not performed the week of April 9.

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Open Incidents, Corrective and Preventive Actions

HFSC Case #:

Comments

Summary of Occurrence

2018-028	IR	Refrigerator temperatures were recorded on an obsolete form between January and April 2018.
Incident Date:		

2018-IA-14	CAR	A portion of evidence encountered in casework was retained in the Seized Drugs section as reference material for reagent QC testing purposes. Removal of this reference material was not documented in the case record nor documented in the chain of custody.
Incident Date:		

Digital Forensics

2018-024	CAR	The Digital Forensic Laboratory processed a cell phone even though there was a pending Laent Print request on the same item.
Incident Date:		

2018-IA-31	CAR	The date extraction software was used was not included in the laboratory report. Because the date was not included, it appeared the analyst used software on casework before the software was approved for use.
Incident Date:		

2018-IA-32	CAR	The DFL Equipment and Performance Check spreadsheet was not up to date with current performance checks and equipment assignments. The performance checks in LIMS were correct and up-to-date. No equipment was out of compliance. However, the spreadsheet did not reflect current data at the time of the internal audit.
Incident Date:	3/13/2018	N/A

Firearms

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Open Incidents, Corrective and Preventive Actions

HFSC Case #:

Comments

Summary of Occurrence

In 2015, an officer was not notified of a NIBIN database link between two Firearms cases.

2018-023 IR

Incident Date:

2018-IA-01 CAR

Incident Date:

During a conflict resolution, the reason for rejecting the conclusions of the first firearms examiner was not documented. Additionally, the original observations of the second examiner were not documented on the comparison worksheet.

Latent Prints

2018-030 CAR

Incident Date:

Requests in this case were closed using the "Five-Day Close". All requests for analysis, including Biology, Firearms and Latent Prints, should have been closed without analysis. However, one item was processed by the Latent Print Unit in violation of Quality Manual clause 5.10.1.1.

2018-03700

2018-IA-18 CAR

Incident Date:

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.

2015-02584

Toxicology

2018-IA-29 IR

Incident Date:

All sections of the Training Program were not followed as written. Examples include the requirement to print a certificate upon completion of bloodborne pathogen training. Although the training is provided, completion of training is documented in the trainee's binder rather than via a certificate. Another example involves training that is given by a qualified analyst but the program specifies the training must be given by the supervisor.

Open Incidents, Corrective and Preventive Actions

HFSC Case #:

Comments

Summary of Occurrence

Total Open: 30