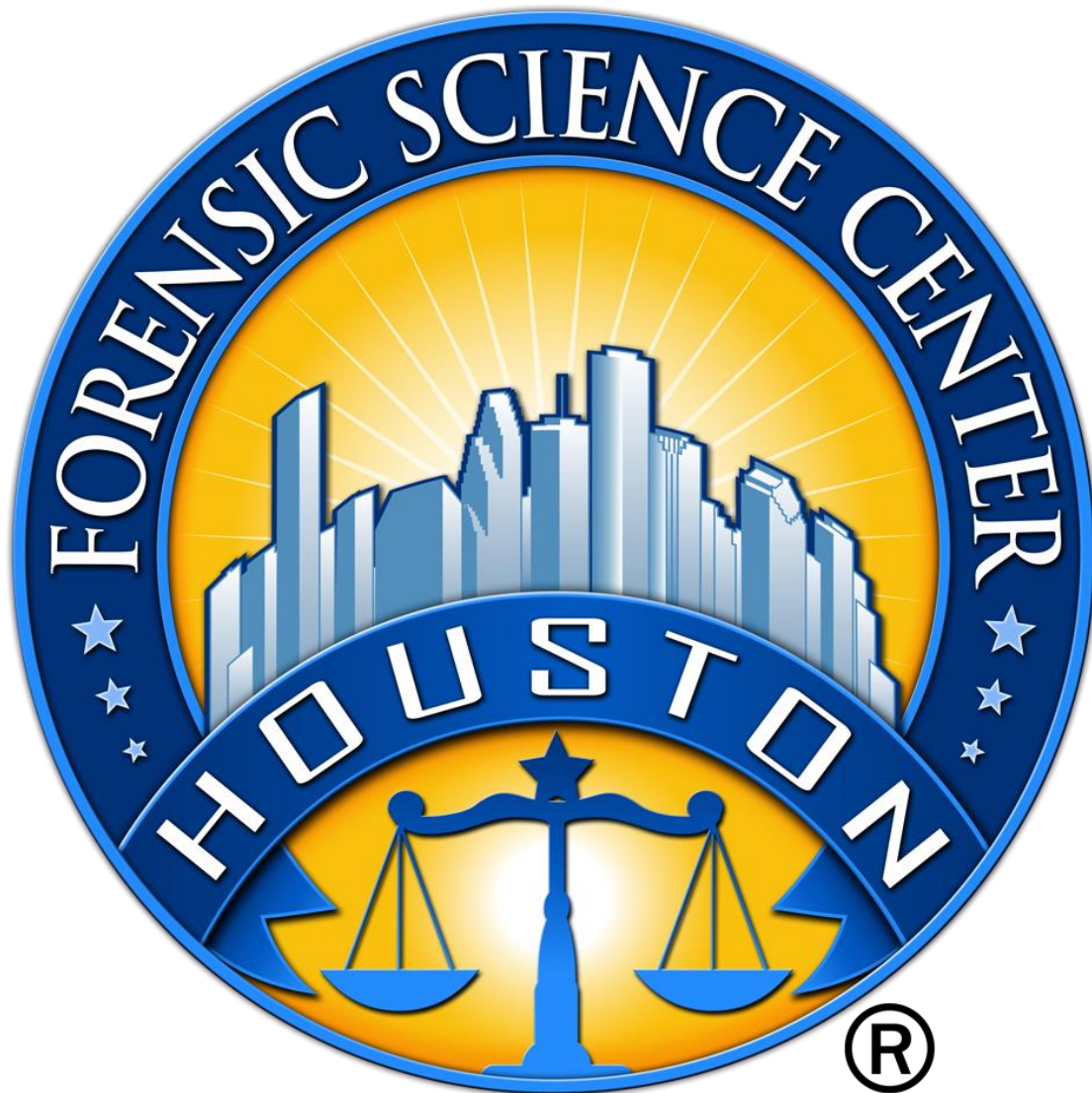


Houston Forensic Science Center, Inc.

Board of Directors Meeting

July 13, 2018



HOUSTON FORENSIC SCIENCE CENTER, INC.

**NOTICE OF PUBLIC MEETING**

**July 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. Discussion of board changes, including introduction of Ms. Tracy Calabrese as new board ex-officio.
3. Reading of draft minutes of June 8, 2018 Board meeting. Consideration of proposed corrections, if any. Approval of minutes.
5. Public Comment.
6. Report from Board Chair, including a monthly update of activities and other announcements.
7. Monthly operations report from Vice President and COO, including a review of turnaround times and backlogs.
8. Lean Six Sigma specialist Aimee Grimaldi gives status update on the Combined DNA Index System (CODIS) process improvement project.
9. Report from Ms. Lori Wilson regarding quality assurance, including review of testimony monitoring, proficiency tests and corrective actions.
10. Presentation of Bode Cellmark Forensics' proposal to conduct DNA testing for the Houston Forensic Science Center under a contract not to exceed \$1.45 million 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. Executive session in accordance with Section 551.071, et seq. of the Texas Government Code for deliberation regarding real property.

14. Reconvene into open session. Discussion of possible HFSC lease for space at the University of Houston Energy Research Park and other property options that offer comparable facilities and possible 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 10th day of July, 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 July 2018.

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Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

June 8, 2018

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (“HFSC” and/or the “Corporation”) hereby certifies the following are true and correct minutes of the June 8, 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 June 5, 2018, in the same manner and location as required by law of the City of Houston, Texas (the “City”).
- C. The meeting was called to order by Nicole B. Cásarez, Board chairwoman, at approximately 9:01 a.m. on Friday June 8, 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 and Dr. Stacey A. Mitchell.

The following directors were absent: Dr. Robert “Bob” H. McPherson, Chief Mary Lentschke, Sandra Guerra Thompson and Tom P. Allen (ex-officio)

Chairwoman Cásarez declared a quorum was present

- E. Chairwoman Cásarez said the Board had to vote on the annual reappointment of the Corporation’s officers. Chairwoman Cásarez moved to reappoint Dr. Peter Stout as HFSC’s president. Mr. Hilder seconded the motion and it passed unanimously. Chairwoman Cásarez moved to reappoint Dr. Amy Castillo as the Corporation’s vice president. Dr. Mitchell seconded the motion and it passed unanimously. Chairwoman Cásarez moved to reappoint Mr. David Leach as HFSC’s treasurer. Ms. Blancett seconded the motion and it carried unanimously. Chairwoman Cásarez moved to reappoint Ms. Jordan Benton as the Corporation’s secretary. Ms. Blancett seconded the motion and it passed unanimously.
- F. Dr. McPherson arrived at approximately 9:06 a.m.
- G. Chairwoman Cásarez presented a chair’s report. She reminded the Board that four members are up for reappointment by City Council in July. She stated that council had approved the city’s, and as part of that, HFSC’s as well. The Chairwoman thanked the City of Houston and its finance department for their assistance with the budget. Ms. Cásarez thanked the Board

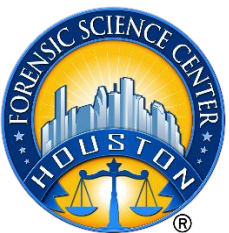
members who attended a private screening at Pub Fiction of CNN's "Death Row Stories," featuring both herself and Mr. Graves. She added that she and others at HFSC had met with Council Member Mike Knox at City Hall. The Chairwoman shared positive feedback she had received at a forensic science conference, including comments by some who called HFSC the "model for the nation."

- H. Chairwoman Cásarez noted a draft of the minutes of the May 11, 2018 Board meeting had been distributed to directors. Dr. Mitchell made a motion to approve the minutes. Mr. Medina seconded the motion. The motion passed unanimously.
- I. Chairwoman Cásarez asked if members of the public wished to address the Board. No one addressed the Board.
- J. Ms. Lori Wilson, quality director, gave an update for May 2018. Ms. Wilson shared information about testimony monitoring, proficiency tests, audits and inspections, quality file reviews and the blind testing program. Ms. Wilson offered a reminder of HFSC's four-year reaccreditation, which will occur in July.
- K. Ms. Corissa Rodgers, forensic analyst in toxicology, gave an update on HFSC's Discovery website, which is a searchable, electronic records warehouse accessible to the public. The site makes information readily available to stakeholders and others who previously had to get a court order or submit a public information request to receive documents. Ms. Rodgers walked the Board through the website, showcasing how the site is user-friendly, customizable and accessible. The website also cuts down on time spent both internally and externally to request, provide and receive information.
- L. Dr. Amy Castillo, vice president and COO, presented the operations report. Dr. Castillo reported the International Association of Property and Evidence (IAPE) had awarded accreditation to HFSC's Client Services & Case Management (CS/CM) Division. The Chairwoman congratulated the section and their manager, Ms. Ashley Henry, on their accomplishment. Dr. Castillo reviewed each section's scorecard, including CODIS (Combined DNA Index System) and process improvement projects. She talked about each section's turnaround time, critical issues, current backlogs and other updates.
- M. Mr. Leach gave a treasurer's report. Mr. Leach said the external annual audit, being conducted by Blazek and Vetterling, would be completed after the year-end close. He said the budget is on track for the year. Mr. Leach gave an update on active and pending grants.
- N. Dr. Stout presented the president's report. Dr. Stout said HFSC is in year three of five of the corporate strategic plan. He said the company is reviewing and updating the plan to make it more in line with current corporate goals. Dr. Stout said Mayor Sylvester Turner had appointed him to a commission on gun violence. Dr. Stout showed the Board National Integrated Ballistics Information Network (NIBIN) statistics, comparing Houston's database activity with that of other cities in the state. Dr. Stout said HFSC's NIBIN activity is the highest in the state. Dr. Stout reviewed the lab's average turnaround time (TAT) for May 2018, backlogs and requests received. Dr. Stout noted the continued decrease in the latent print backlog. He shared information about recent outreach activities, staff certification and employment numbers.

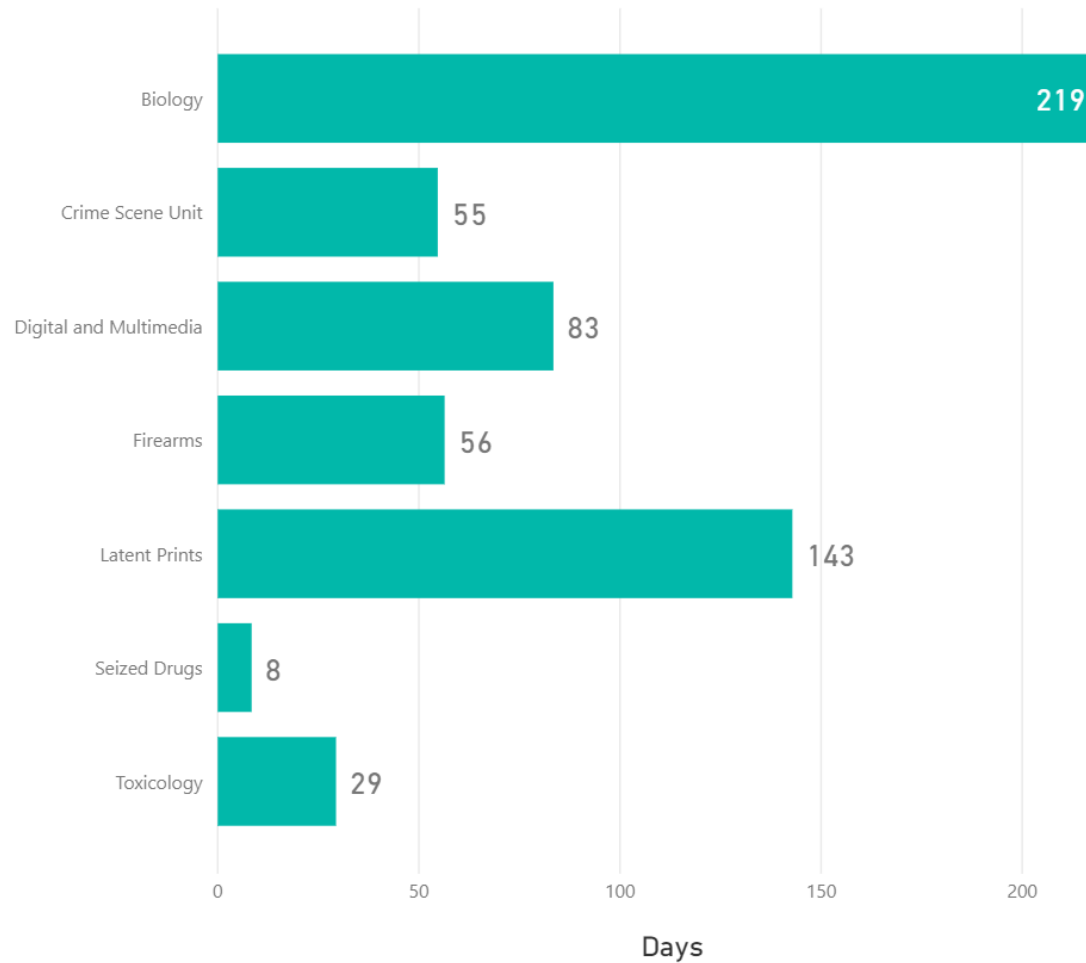
- O. Pursuant to Section 551.074, personnel matters, of the Texas Government Code, the Board went into executive session at approximately 10:29 a.m. to discuss a personnel matter between Dr. Stout and Renee Byas, HFSC's general counsel. Dr. Stout, Ms. Byas, Human Resources Director Ms. Caresse Young and Jordan Benton, secretary of the board, were present in the executive session along with the Board.
- P. The executive session concluded at approximately 1:03 p.m. The meeting reconvened in open session.
- Q. Dr. McPherson made a motion to form a working group to investigate a disagreement over the interpretation of a legal matter. The group would consist of Chairwoman Cásarez, Dr. Mitchell and himself and he proposed a fund of \$15,000 to hire a law firm to provide a legal opinion on the issue. He further proposed Ms. Byas be placed on paid leave until the matter is resolved. Mr. Medina seconded the motion. It passed unanimously.
- R. Ms. Cásarez made a motion to adjourn. Dr. Mitchell seconded the motion. The meeting ADJOURNED at approximately 1:07 p.m.

By: \_\_\_\_\_

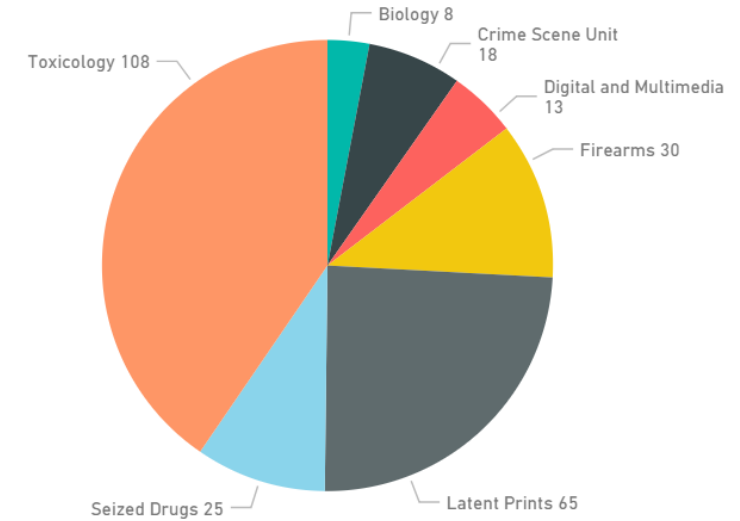
Jordan Benton Secretary



## Average Turnaround Time for - July 2018



## Requests Completed by Section



Turnaround Time - Days  
**68**

Completed Requests  
**267**

### Month Completed

- 01-January
- 02-February
- 03-March
- 04-April
- 05-May
- 06-June
- 07-July

### Year Completed

- 2014
- 2015
- 2016
- 2017
- 2018

This data is current as of 7/6/2018.



# From the start of HFSC

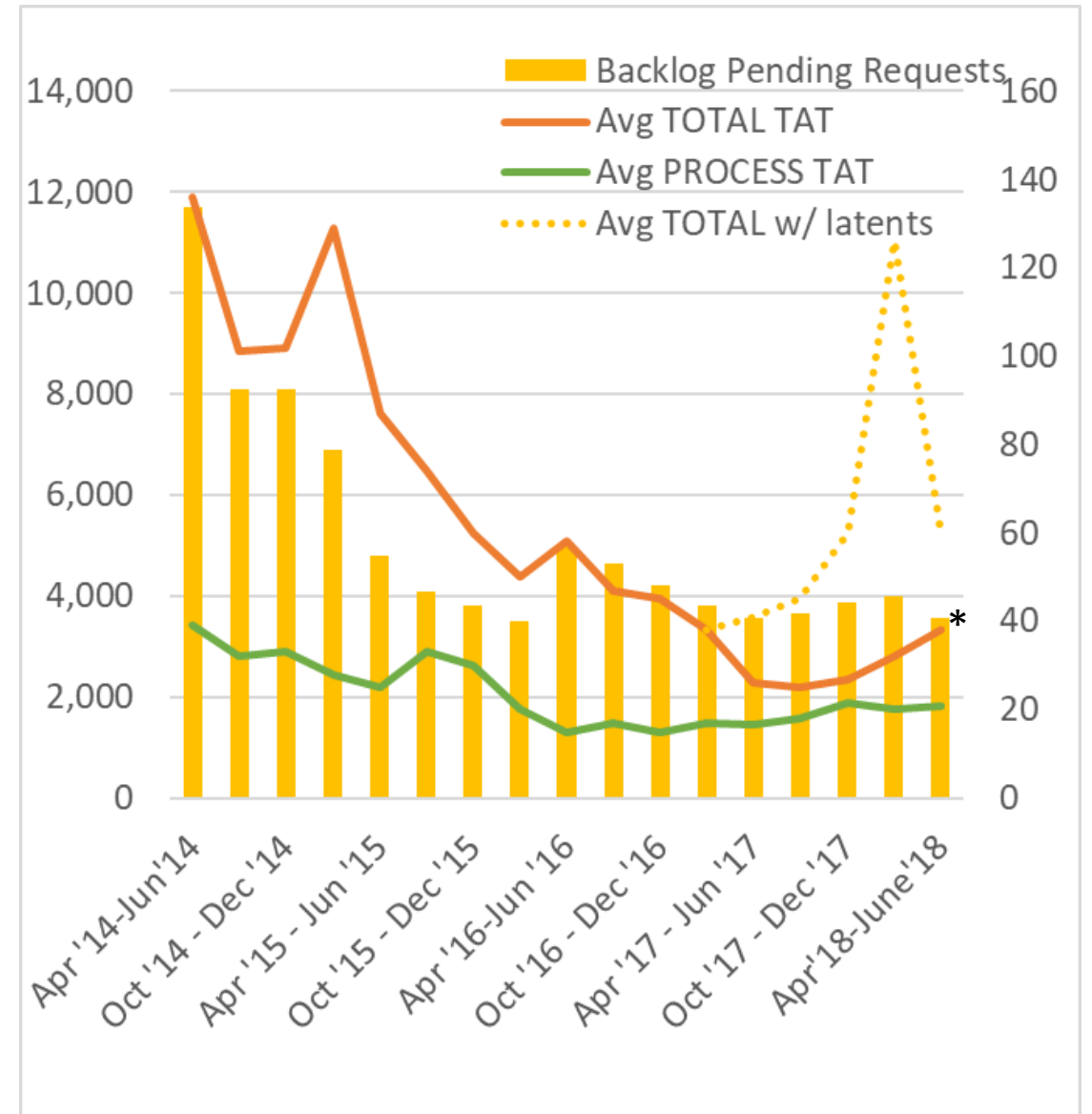
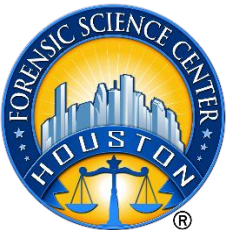
↓ 72%\* in Avg TOTAL turnaround (TAT) time

↓ 70% in backlogged requests

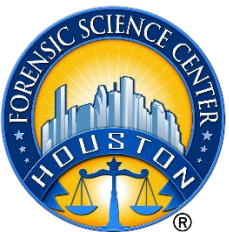
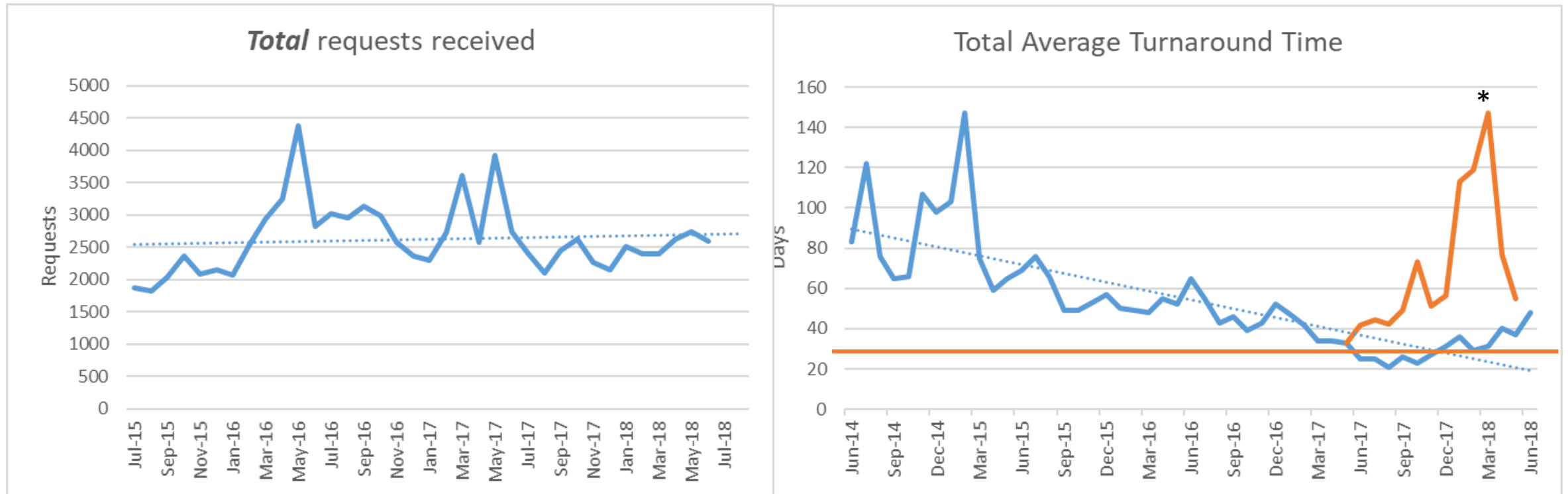
↓ 46% in Avg PROCESS TAT

↓ 83%\* in WAIT gap

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



# Requests received



\* From May 2017-May 2018 Total TAT shown with (orange) and without (blue) Latent Print TAT. June 2018 forward blue indicates total TAT with Latent Print TAT included

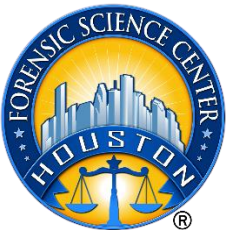
# Staffing – July 11, 2018

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• 204 staff members<ul style="list-style-type: none"><li>• 10 COH civilians</li><li>• 7 COH classified</li><li>• 187 HFSC</li></ul></li><li>• 11 open positions; 5 offers accepted<ul style="list-style-type: none"><li>• 1 forensic analysts – forensic biology/DNA ( grant funded)</li><li>• 1 latent print examiner</li><li>• 1 supervisor – CSU</li><li>• 1 systems analyst</li><li>• 1 training coordinator – forensic biology/DNA</li></ul></li></ul> | <ul style="list-style-type: none"><li>• 6 active vacancies<ul style="list-style-type: none"><li>• 1 Crime Scene Investigator (CSI)</li><li>• 1 CODIS liaison – forensic biology/DNA</li><li>• 1 general counsel</li><li>• 2 NIBIN technicians</li><li>• 1 supervisor – forensic biology/DNA</li></ul>*****</li><li>• 2 vacancies pending<ul style="list-style-type: none"><li>• 1 quality associate</li><li>• 1 quality specialist</li></ul></li></ul> |
|---|--|



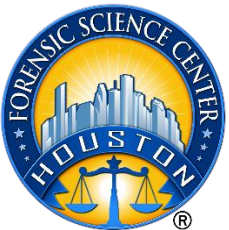
# Certifications

- Cassandra Barnes – Certified Latent Print Examiner
  - International Association for Identification (IAI)
- Starla Wyatt – Certified Latent Print Examiner
  - International Association for Identification (IAI)
- Demetria Segura – IAPE Property & Evidence Specialist
  - International Association for Property and Evidence (IAPE)



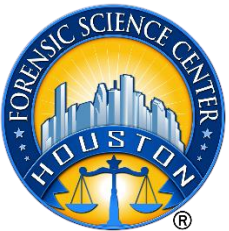
# Outreach

- Tour with HPD youth advisory council
- Second tour with Harris County Criminal Lawyers Association (HCCLA)
- Tour with Council Member Mike Kubosh
- Tour for students participating in a Duke/Rice University project
- Tour with Israel's consul-general to the southwest United States
- Went on Reasonable Doubt with Courtney Head and Katherine Morgan to talk about DNA outsourcing, second episode with Donna Eudaley and Joe Parian to talk about NIBIN
- Tour with a member of the Texas Legislative Budget Board
- Presentation on fentanyl to HPD citywide Positive Interactive Program (PIP)
- Speaking before Rep. Victoria Neave's sexual violence task force to discuss rape kit backlogs



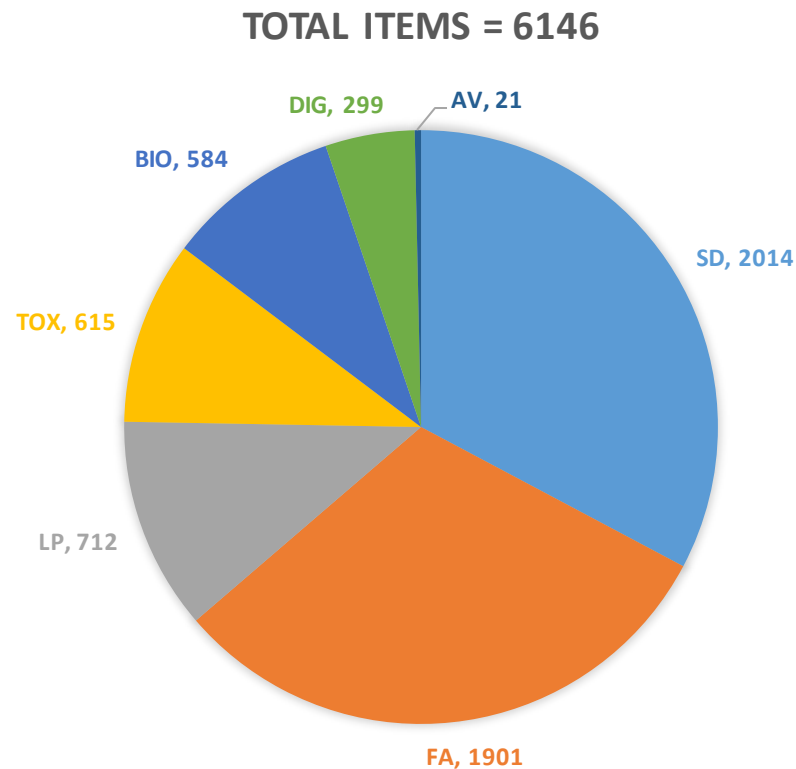
# Operations Report

July 13, 2018

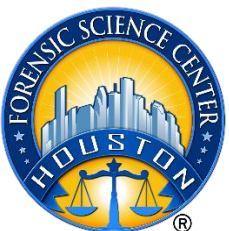
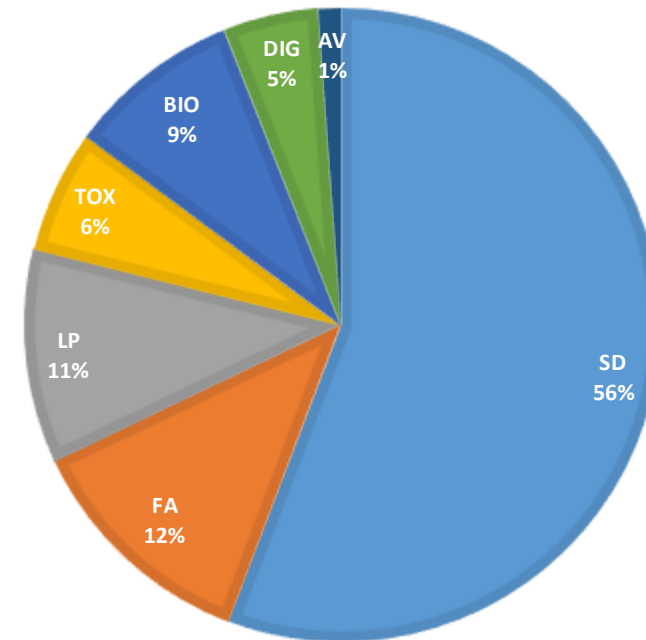


# CS/CM – June

# Evidence Handling



TOTAL TIME = 93.4 HOURS



## Accreditation

- Granted – June 7, 2018

## Policy Changes

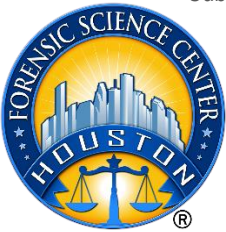
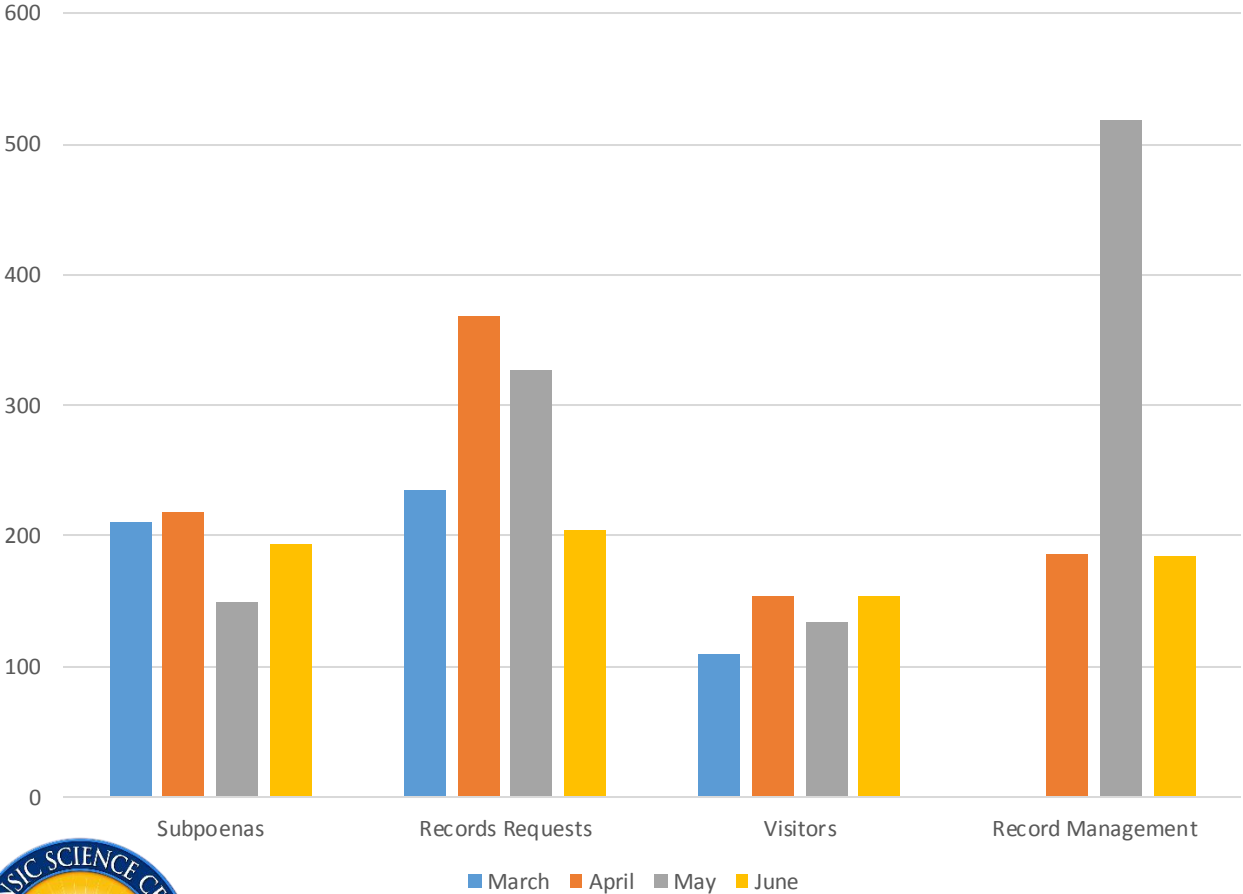
- Screening/rejecting evidence at Property Room
  - Time expected to increase

## New Hires

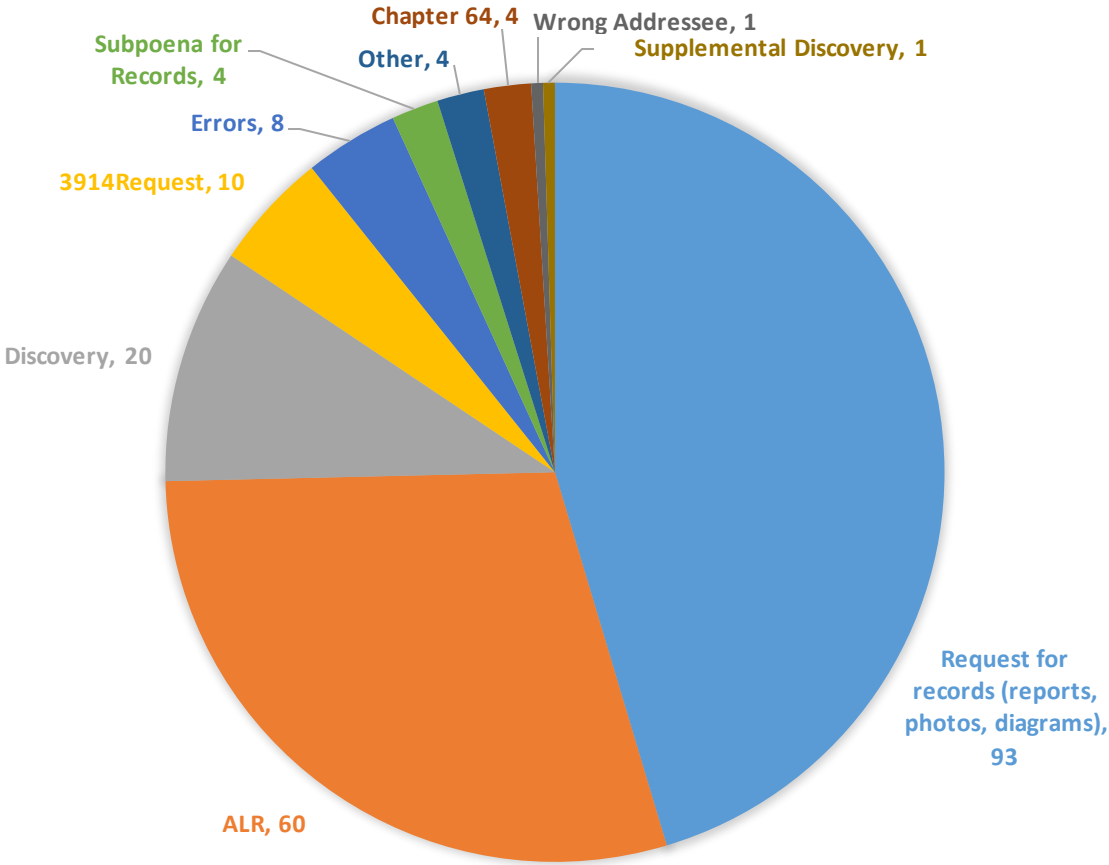
- 3 new hires currently in training
  - Evidence handling duties

# CS/CM – June

# Administrative



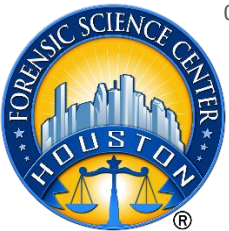
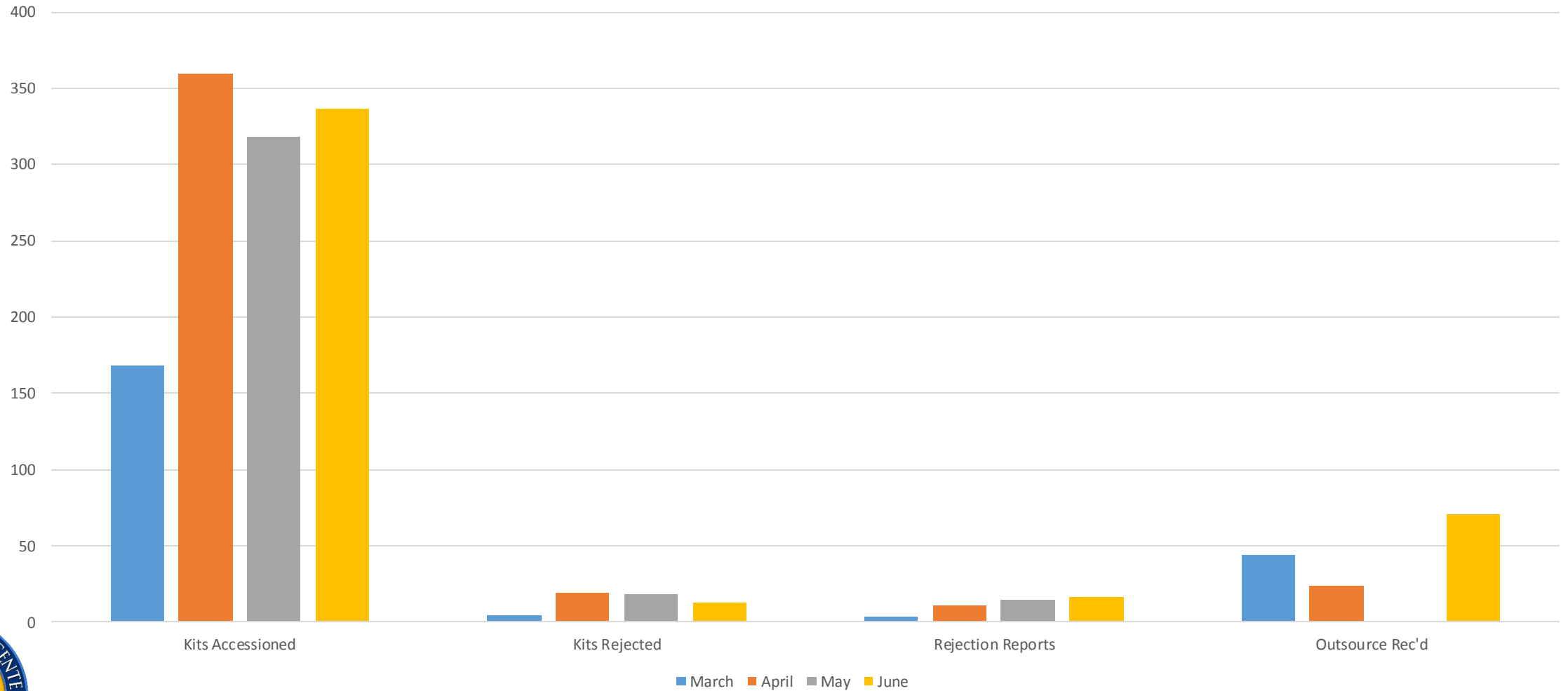
Records Requests - Breakdown





# CS/CM – June

# Toxicology Support



# Seized Drugs



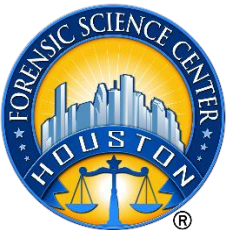
<b>Seized Drugs:</b>	8-day TAT average 2 pending requests >30 day
<b>Target:</b>	TAT average <14 days Less than 3 requests >30 days

## Critical issues

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

## Projections for next 90 days

- Continued pressure on resources from increased case complexity and requests for expedited cases
- Continue to track submission of opioid cases. Recently seen an uptick
- Collaborations with R&D on grant submissions focusing on opioid cases



# Toxicology

Total TAT  
↔ 26

EOM >30 day  
↑ 35

Critical issues  
3

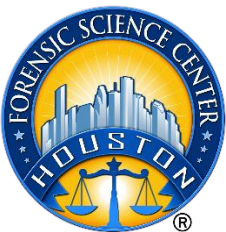
**Alcohol:** 27-day avg,  
24 pending requests >30 day  
**Tox:** 29-day avg  
11 pending requests >30 day  
**Out-Tox:** 17-day avg  
0 pending requests >30 day

## Critical issues

- Down two analysts; one in training, one started on 6/4; one on 12-week leave
- LIMS issues affecting chain of custody
- Accessioning delays

## Projections for next 90 days

- Drug methods went live 6/11/18
- Alcohol training of new analyst to be completed July 2018
- DWI alcohol sub-21 days (target threshold)
- Working with CS/CM to facilitate accessioning



# Forensic Biology



SA Kit: 130-day avg TAT  
237 pending SAK requests >30 days  
of those: ~77 >60 days, ~118 > 90

days

SAK “other”: 130-day avg

Non-SAK DNA: 232-day avg

758 total requests >30 days

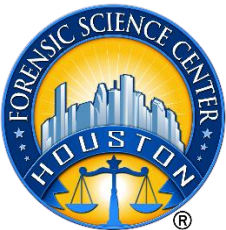
\*\* All sexual assault kit requests are in process  
(except those to be outsourced)

## Critical issues

- Target: minimum 12 DNA report writers, currently 6
- Training “boot camp” (5 began in December, 3 in progress)
- 7 aging SAKs associated with corrective action, rework in progress delaying final report
- Supervisor vacancy

## Projections for next 90 days

- 3 DNA analysts in training for report writing, projected completion in August
- Training coordinator hired, starting July 23
- Additional process improvement projects (CODIS)
- Implementing outsourcing, cross-training plan



# CODIS (National DNA Database)

Total TAT  
↑ 37

EOM >30 day  
↓ 15

Critical issues  
2

Profiles Entered: 50

Hits:	Local:	4
	State:	48
	National:	7

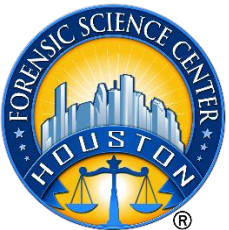
CODIS Hit Report: 37 day avg,  
68 total pending requests

## Critical issues

- Transition to new CODIS staff structure
  - Cross-training on CODIS-related tasks
    - 1 assistant CODIS administrator
    - 1 FBIO backup CODIS administrators
    - 5 Temporary CODIS liaisons
- Pilot Launch - Lean Six Sigma CODIS project

## Projections for next 90 days

- Continued TAT for CODIS hit reports <30 days
- Interviews beginning 2<sup>nd</sup> week of July for CODIS liaison
- Lean Six Sigma CODIS project



# Latents

Total TAT  
↓ 98

EOM >30 day  
↓ 1,418

Critical issues  
1

**Comparisons:** 107-day avg TAT from request  
1,395 pending requests >30 day

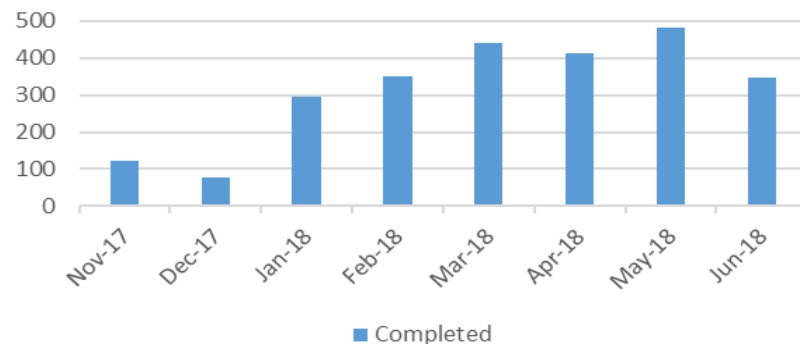
**Processing:** 42-day avg TAT from request,  
23 pending requests >30 days

## Critical issues

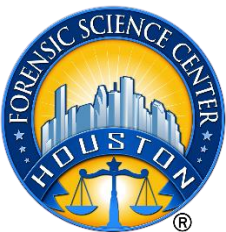
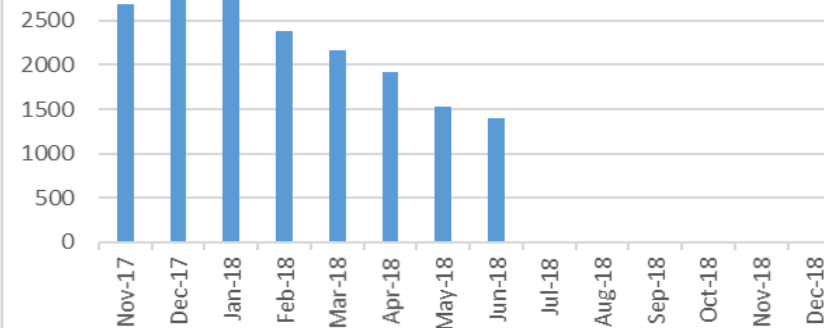
- One examiner vacancy due to be filled July 30, 2018. Anticipate training time 6 - 12 months

Anticipate entire backlog to be cleared by the end of 2018

Comparison Reports Completed



Comparison Backlog



# Firearms

Total TAT  
↑ 66

EOM >30 day  
↑ 540

Critical issues  
3

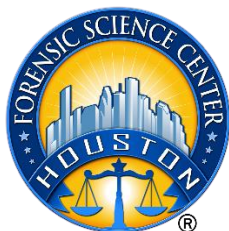
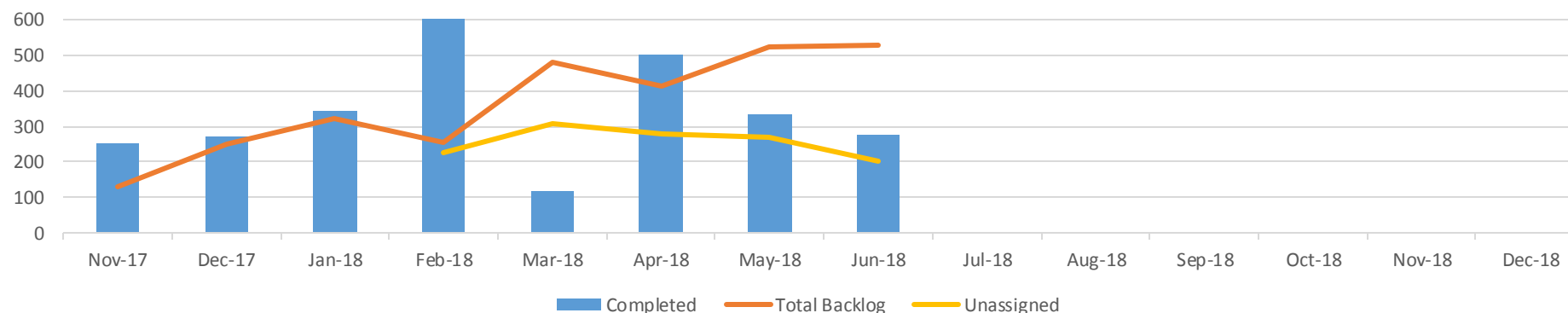
**Exams:** 34-day avg,  
11 pending requests >30 days  
**NIBIN:** 77-day avg,  
527 pending requests >30 days  
of these 187 requests processed in  
NIBIN database  
**Target:** <25 days

## Critical issues

- Hiring 2 additional NIBIN technicians to address NIBIN backlog, increased workload
- Delay in signing off newly hired examiner
- 6 analysts gone for one week to annual conference

## Projections for next 90 days

NIBIN requests



# Digital and Multimedia



**A/V:** 163-day avg  
55 pending requests >30 days

**AVCO:** 4-day avg  
2 pending requests >30 days

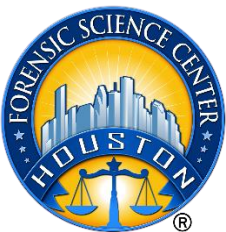
**Digital:** 21-day avg,  
3 pending requests >30 days

\*AVCO: Audio/Video call out

## Critical issues

- Digital multimedia backlog
- Transition to new LIMS/network/workflow

- AV/COs down from a TAT of 12 days to four days
- Digital multimedia (A/V) backlog cases down from 65 to 55
- A/V pending technical reviews since January 2018/eliminated
- Digital has up to 80 percent success rate unlocking Apple phones with new tool
- Working with quality division to complete corrective actions from audit
- New analyst in training





# CSU

Total TAT  
↑ 57

Call outs  
59

Critical issues  
1

CSU callouts: 59

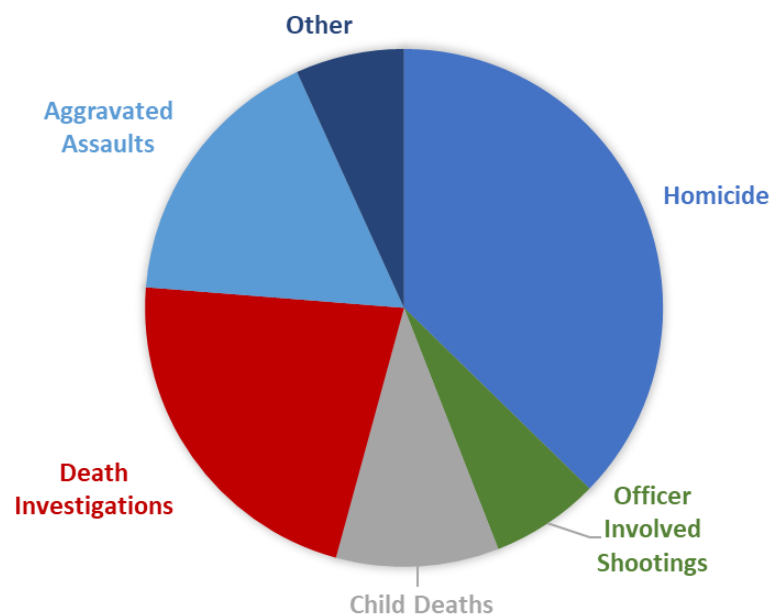
Items of evidence collected: 1,484

Cars processed at VEB: 35

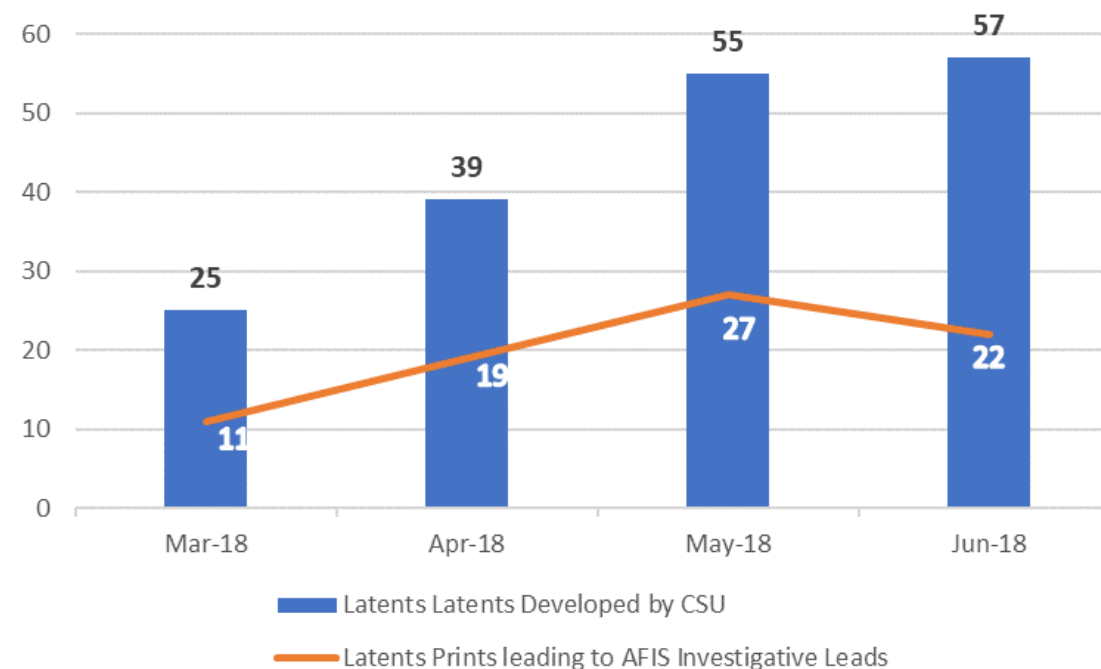
Hours spent at scenes: 531 = 18hrs/day

## Critical issues

- Preparing for accreditation assessment this month



Latent Processing by CSU



# Lean Six Sigma (LSS) Development Group

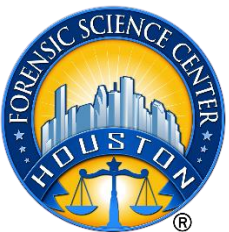
## Current Projects

Current Projects  
**3**

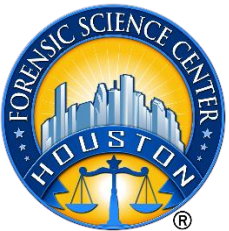
Projects Completed  
**1**

Projects in Queue  
**10**

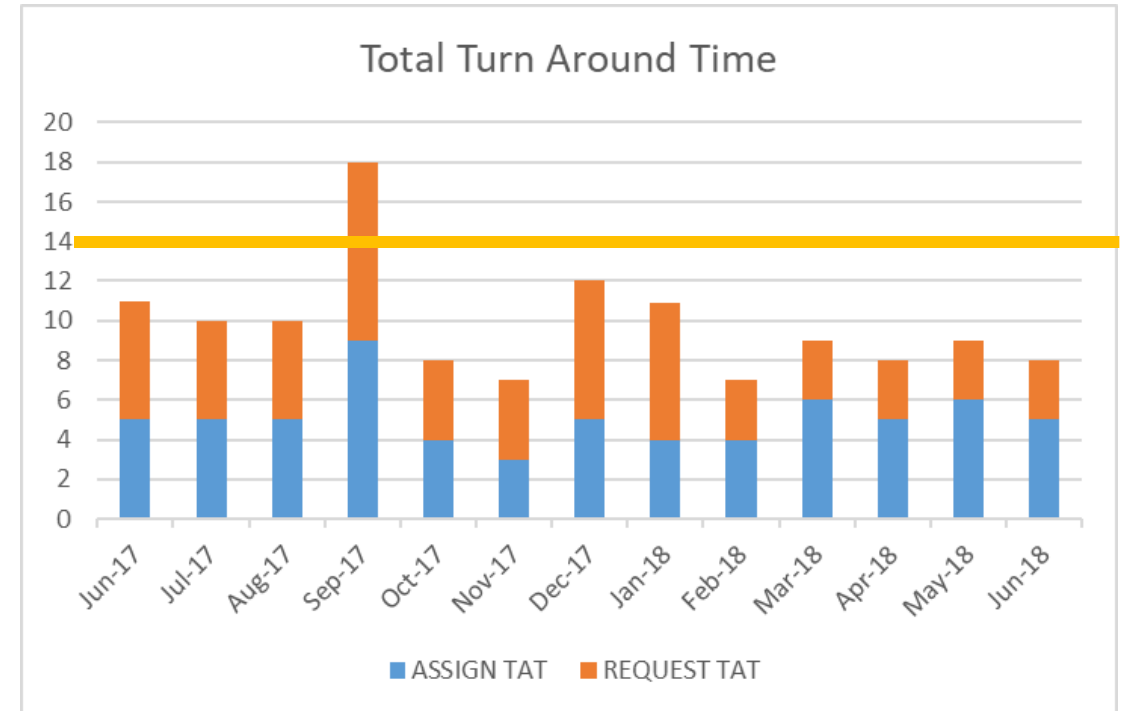
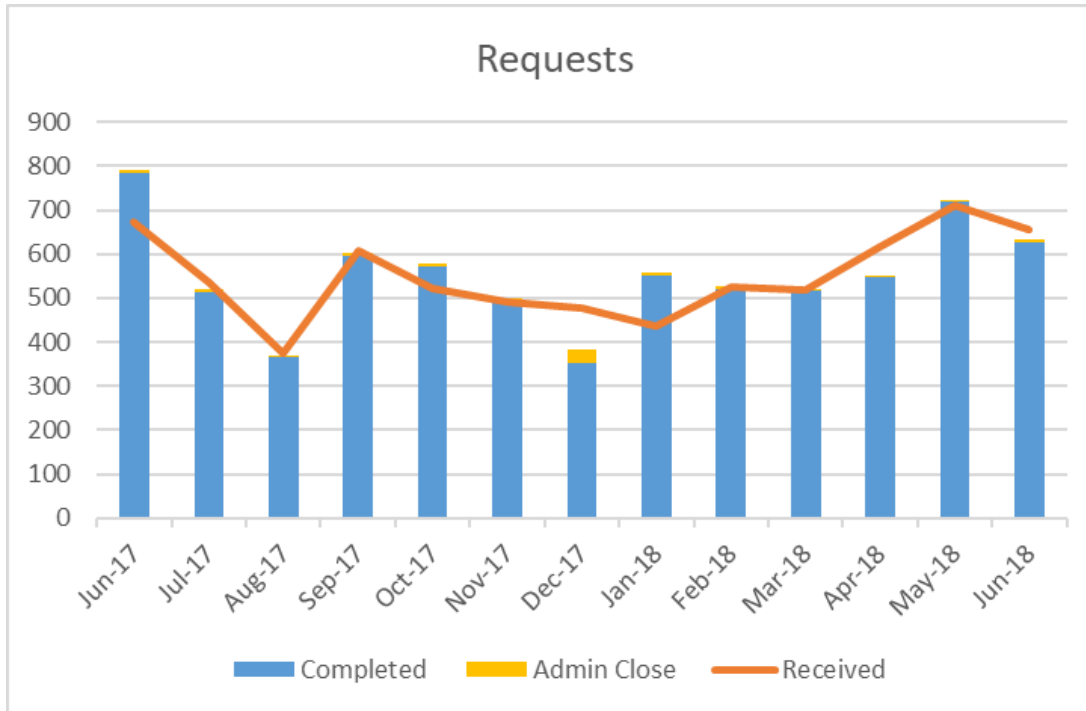
- CODIS project
  - On schedule
  - Timeline: March-September 2018
- Supply Chain Management
  - On schedule
  - Timeline March-September 2018
- Management Dashboard
  - On schedule
  - Timeline April 2018-January 2019



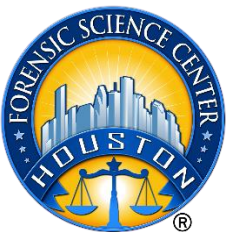
# Detail data



# Seized Drugs

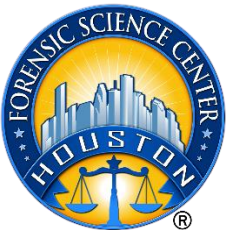
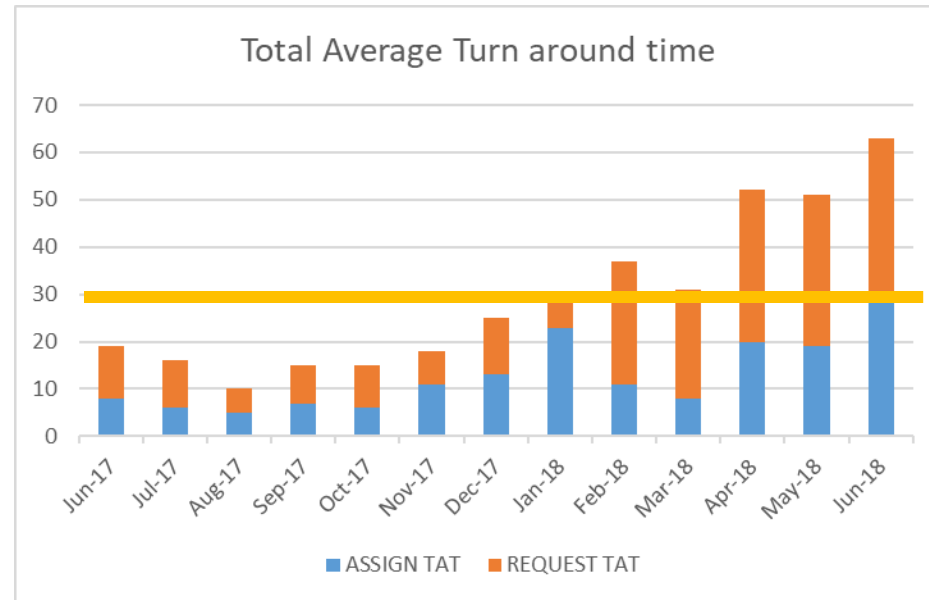
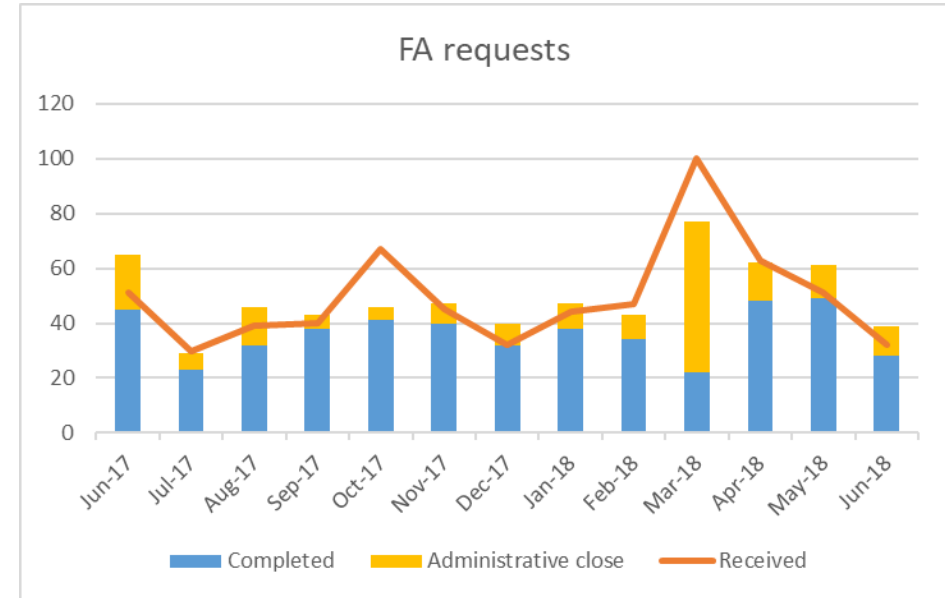
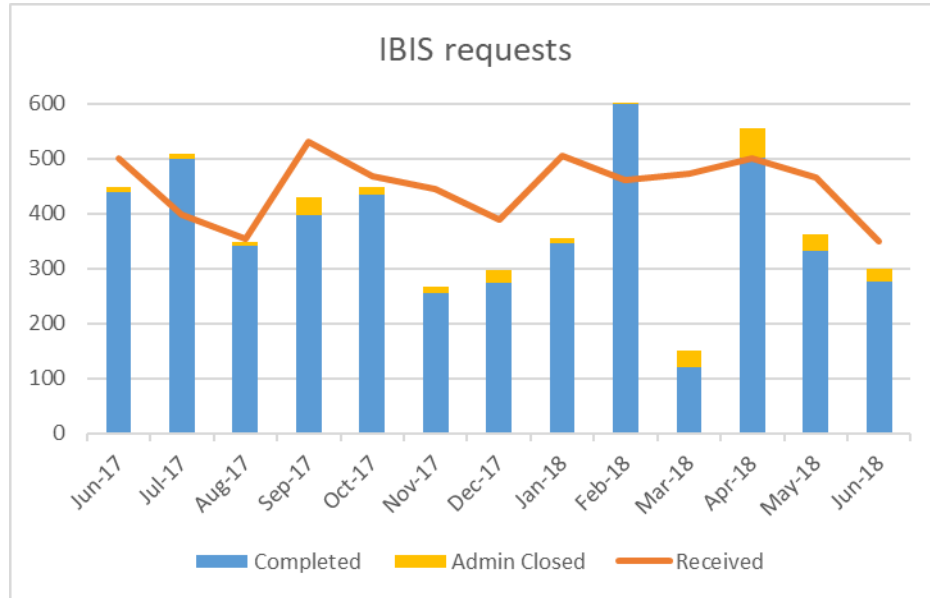


CS Live in Justice Trax on 12/11/17, metrics combined/manually tracked from Jtrax and Porter Lee for December



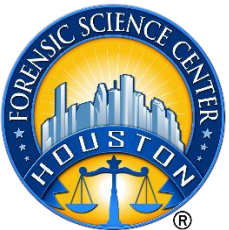
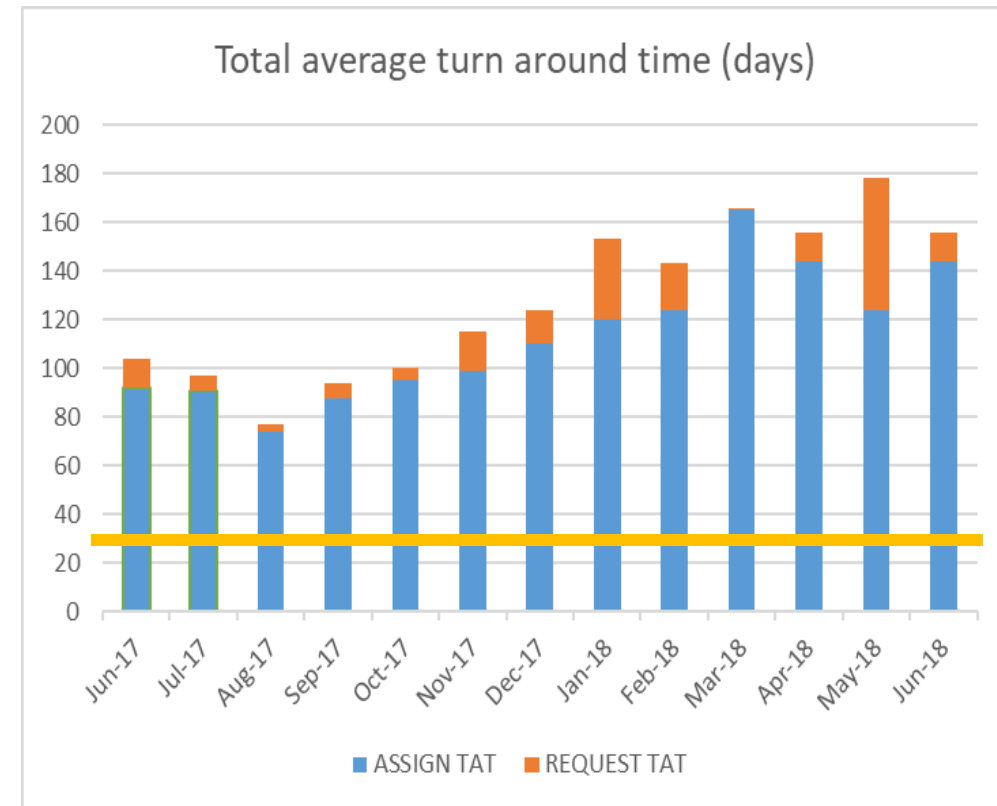
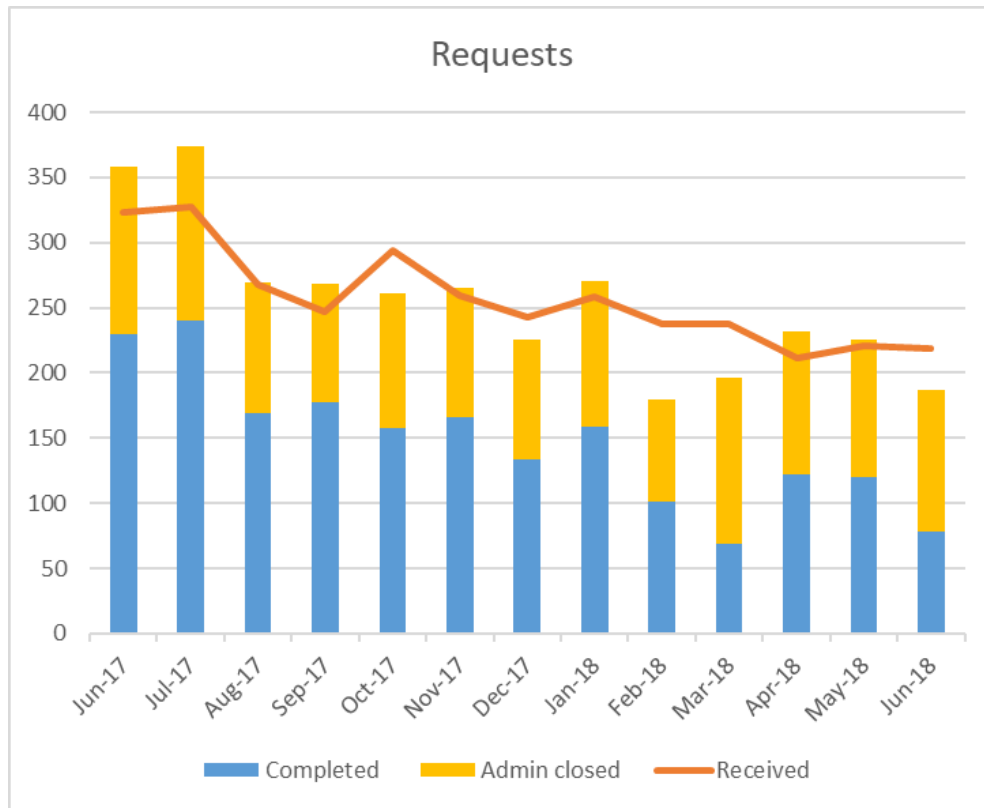
Orange bar indicates TAT target limit of 14 days.

# Firearms



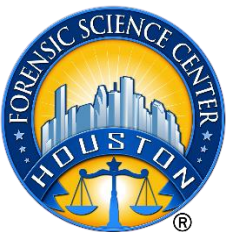
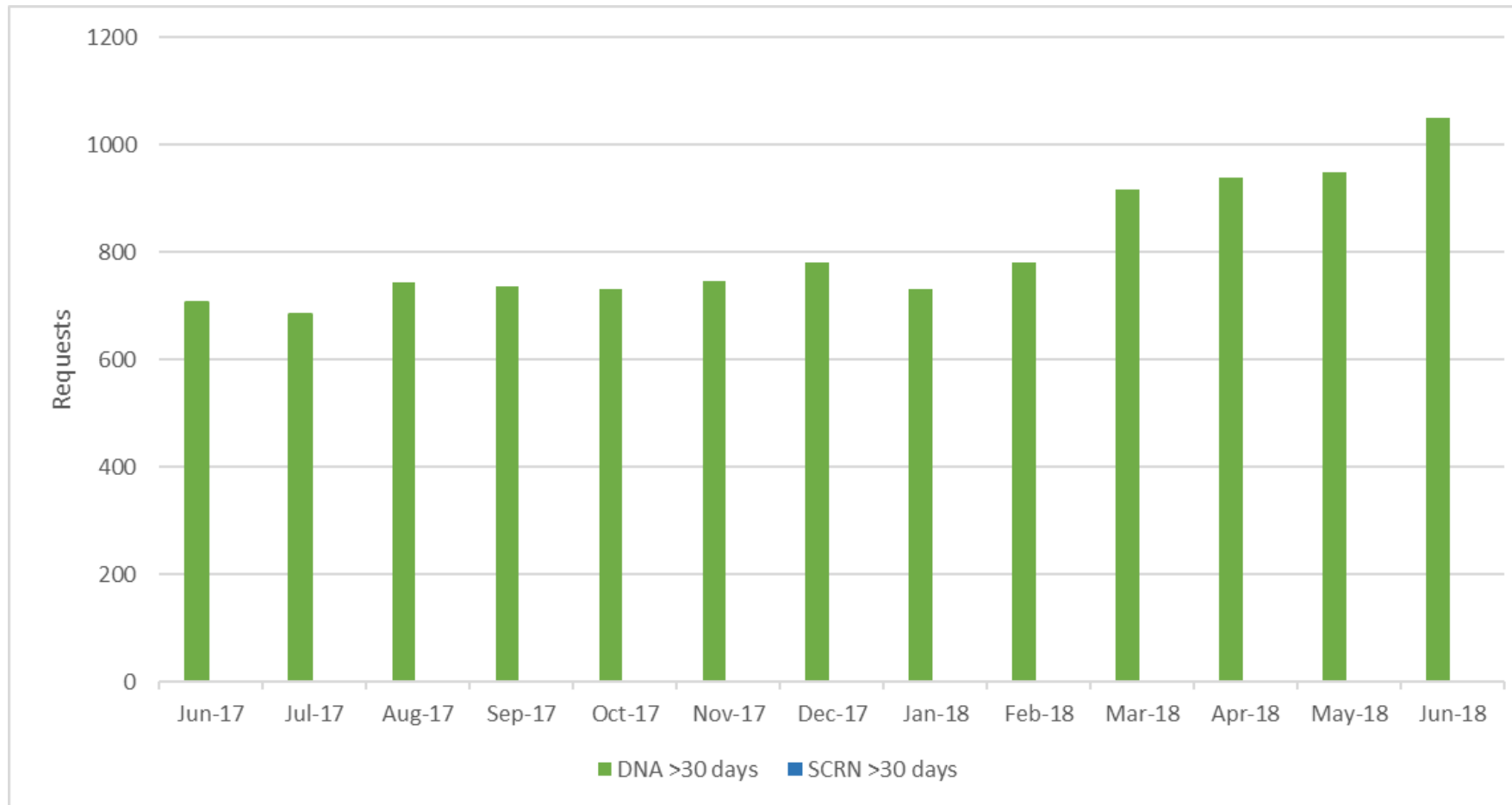
# Forensic Biology -- Total

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.

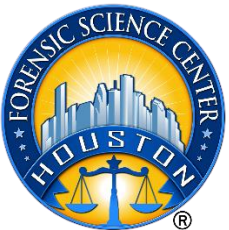
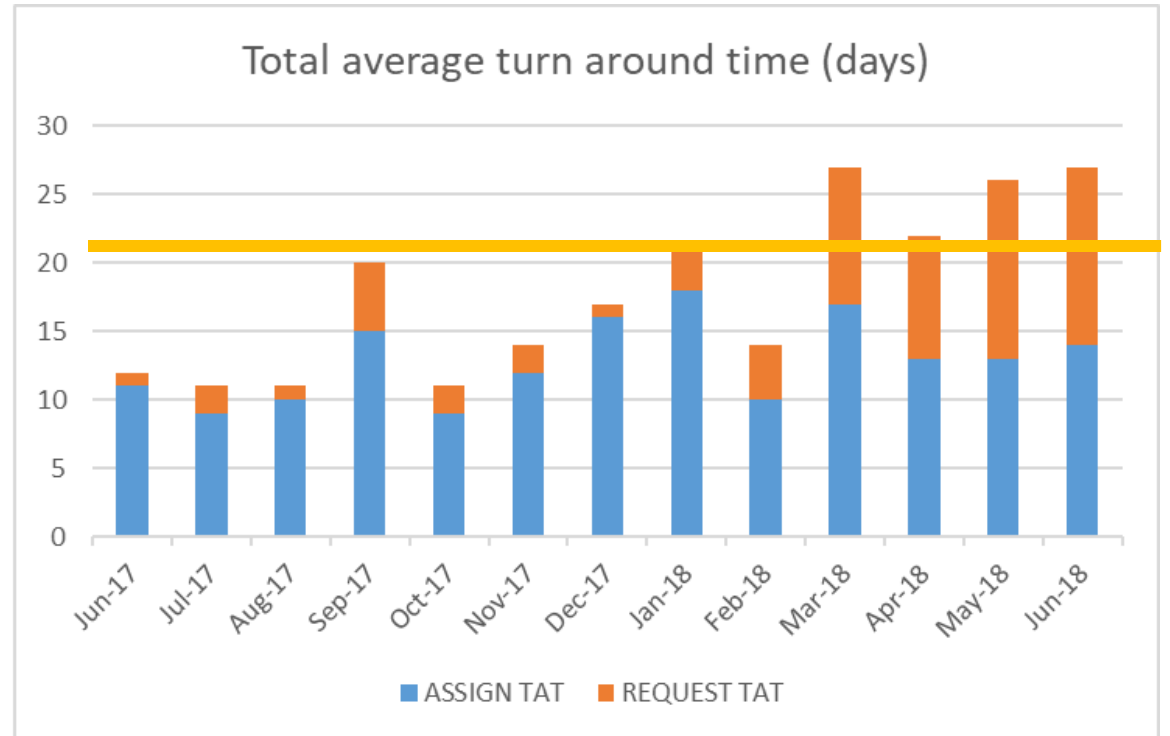
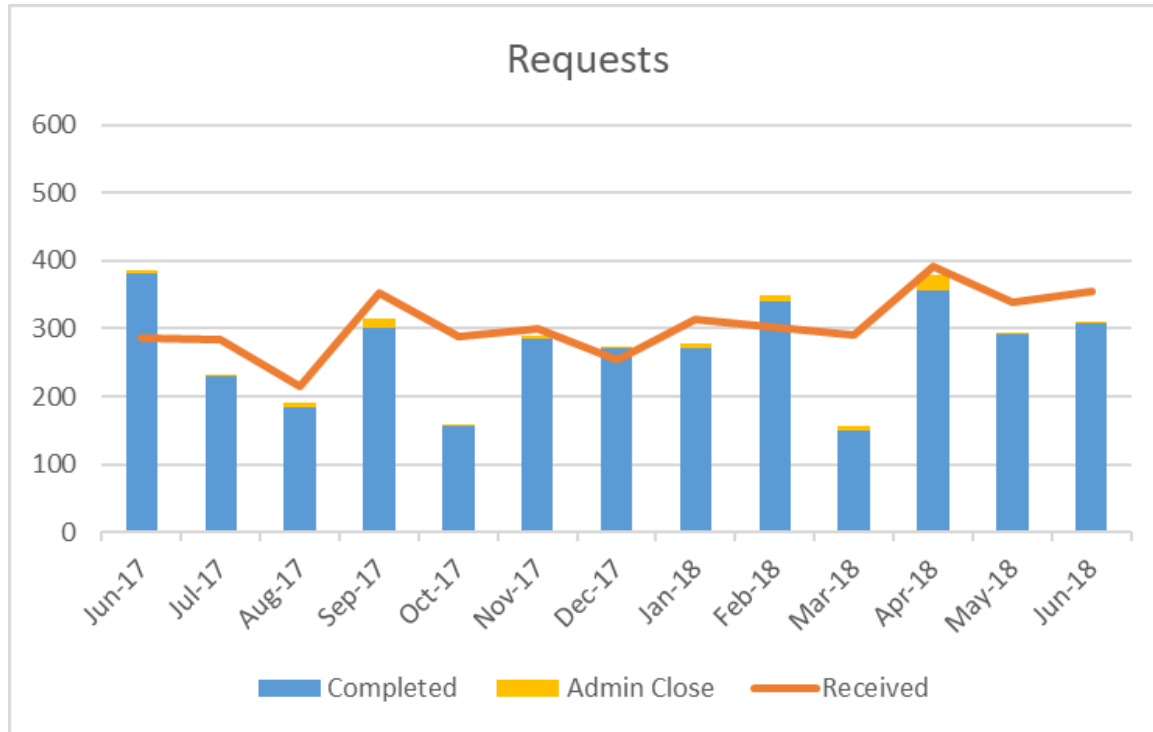


# Total DNA Backlog (>30 day) requests by month

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



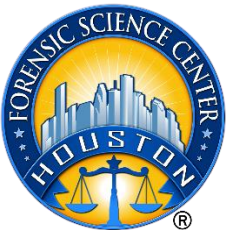
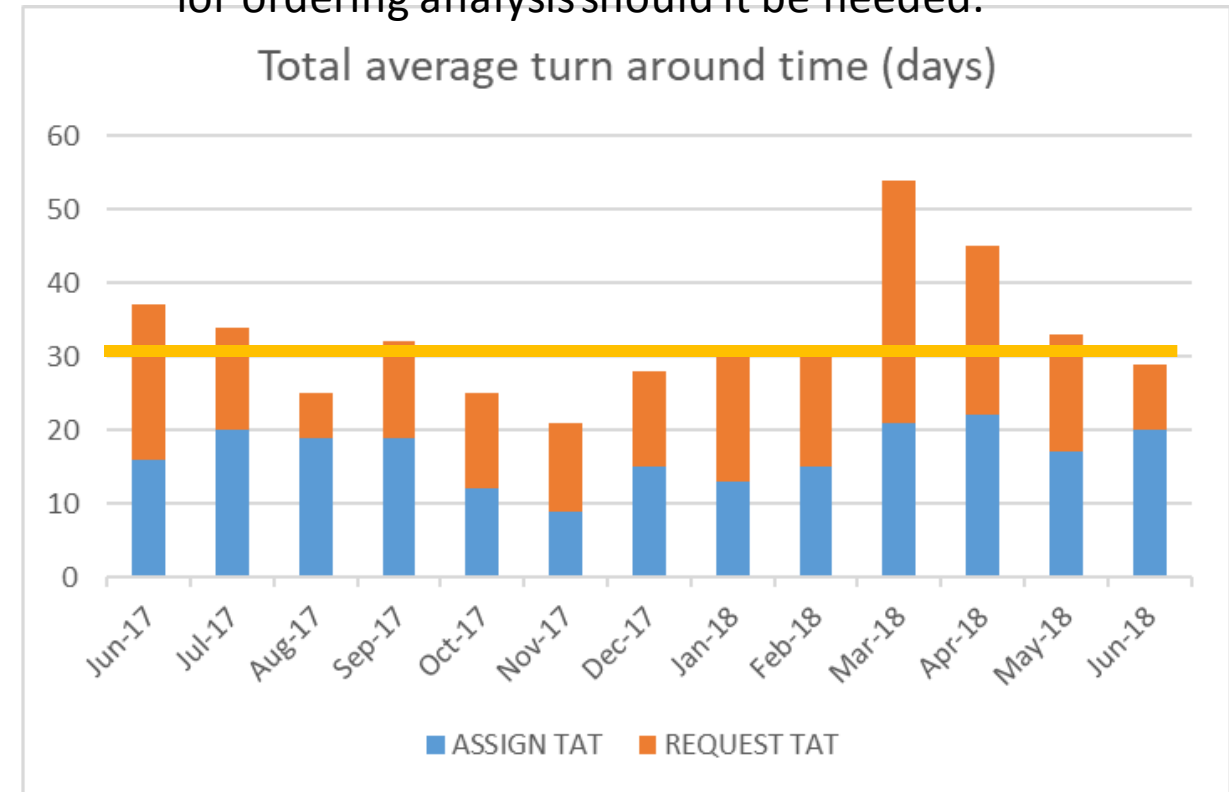
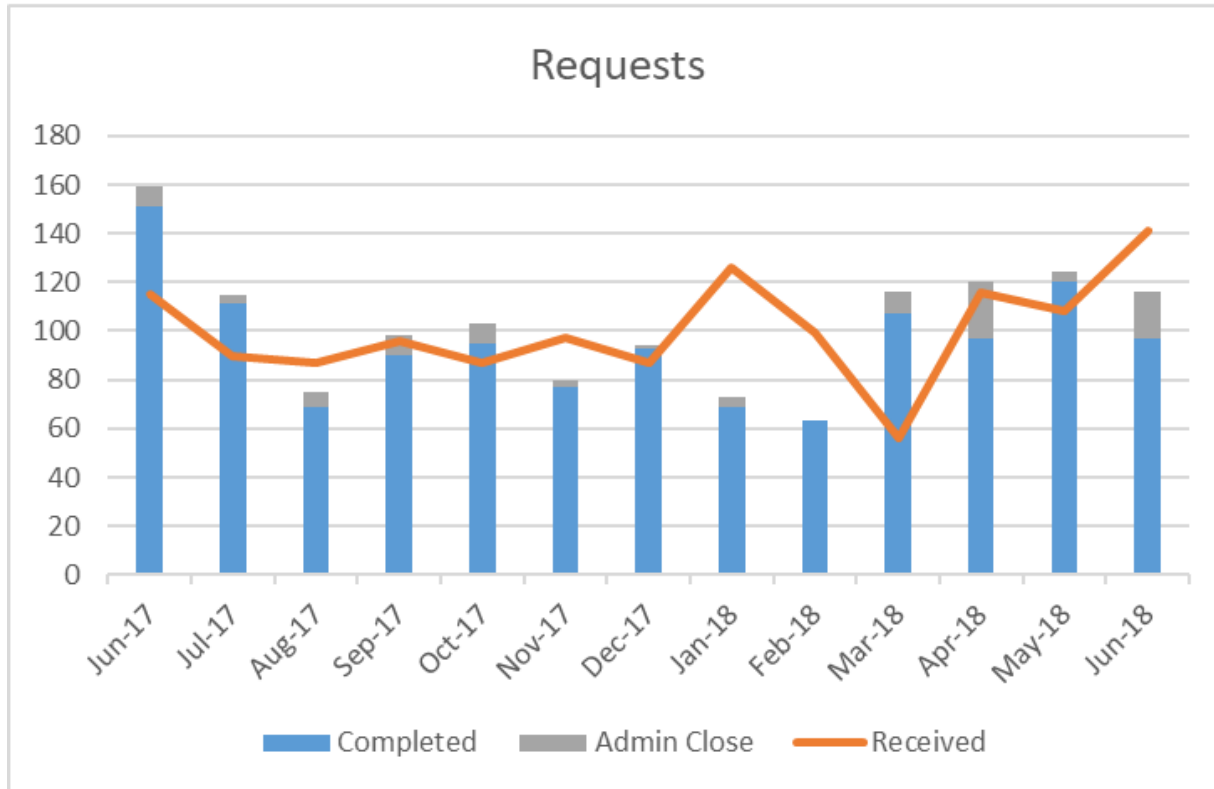
# Toxicology: Alcohol



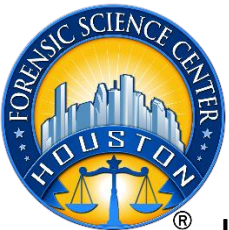
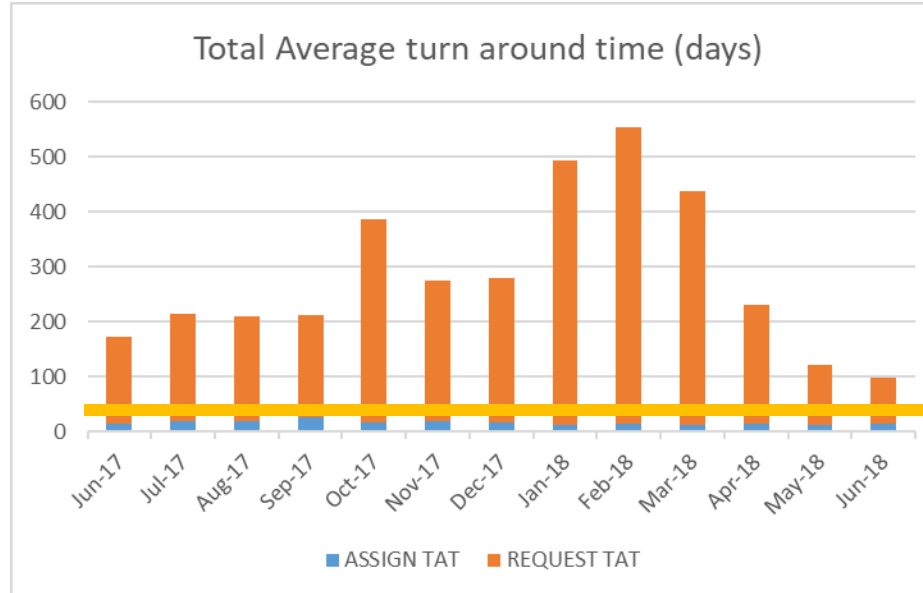
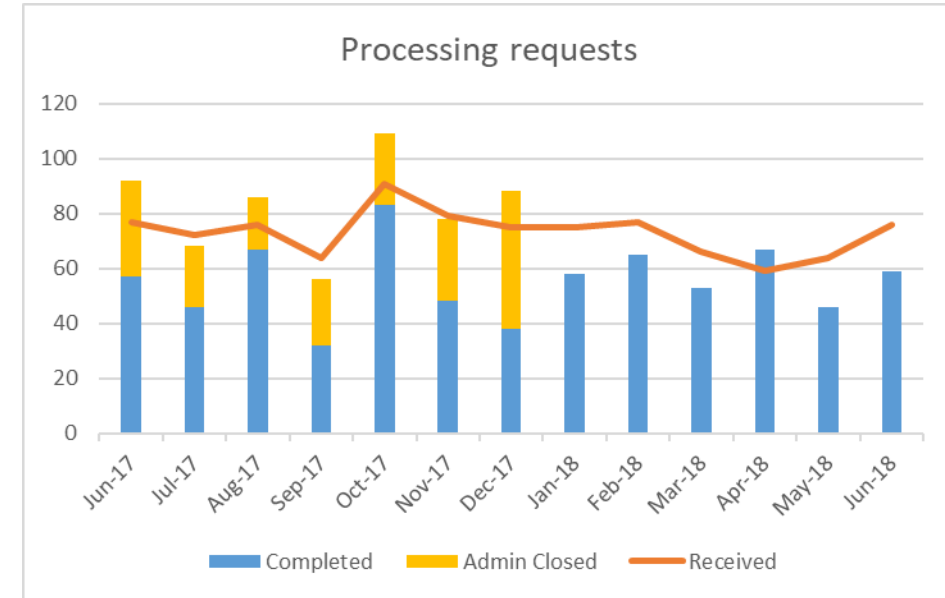
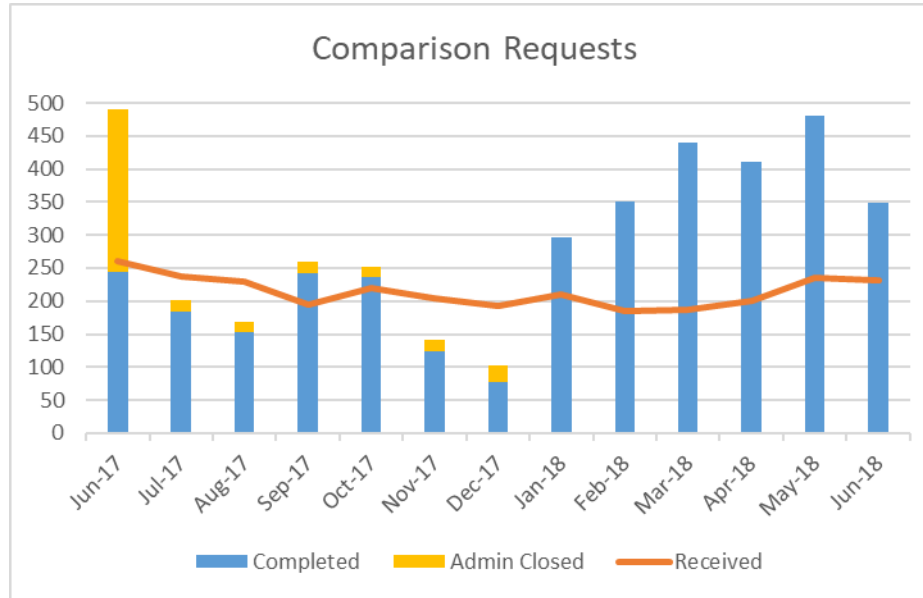


# Toxicology: Other Drugs

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.

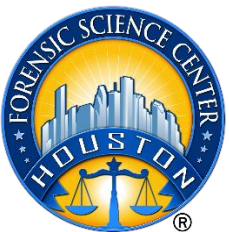
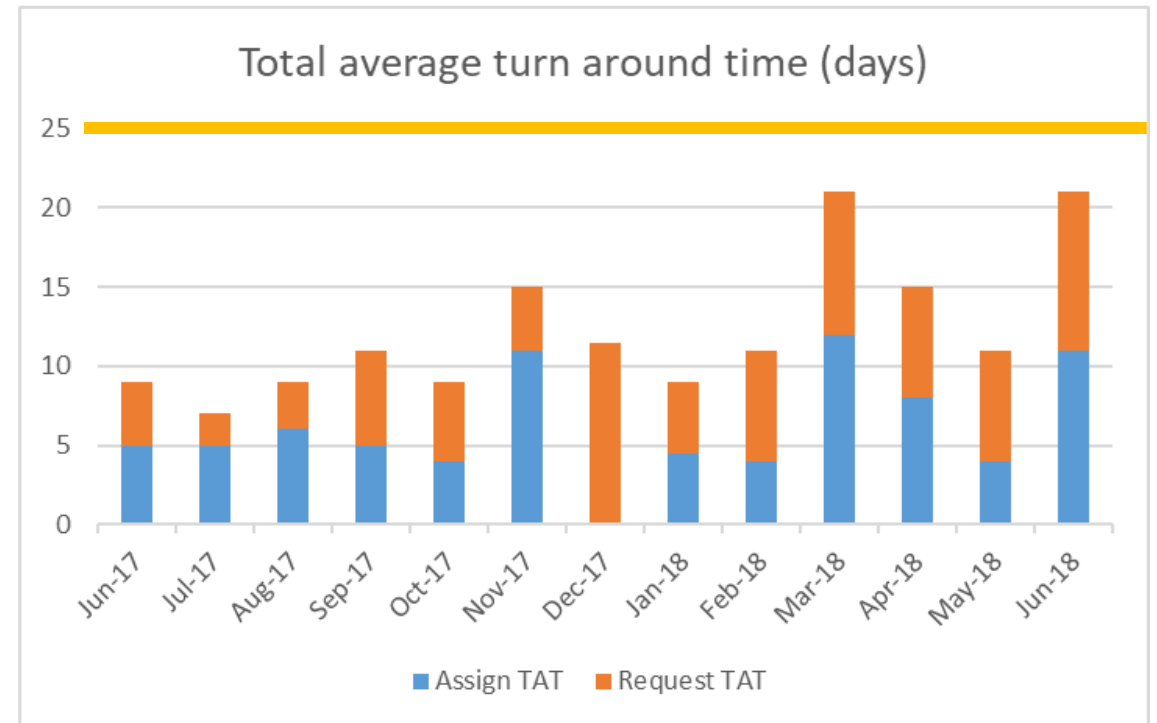
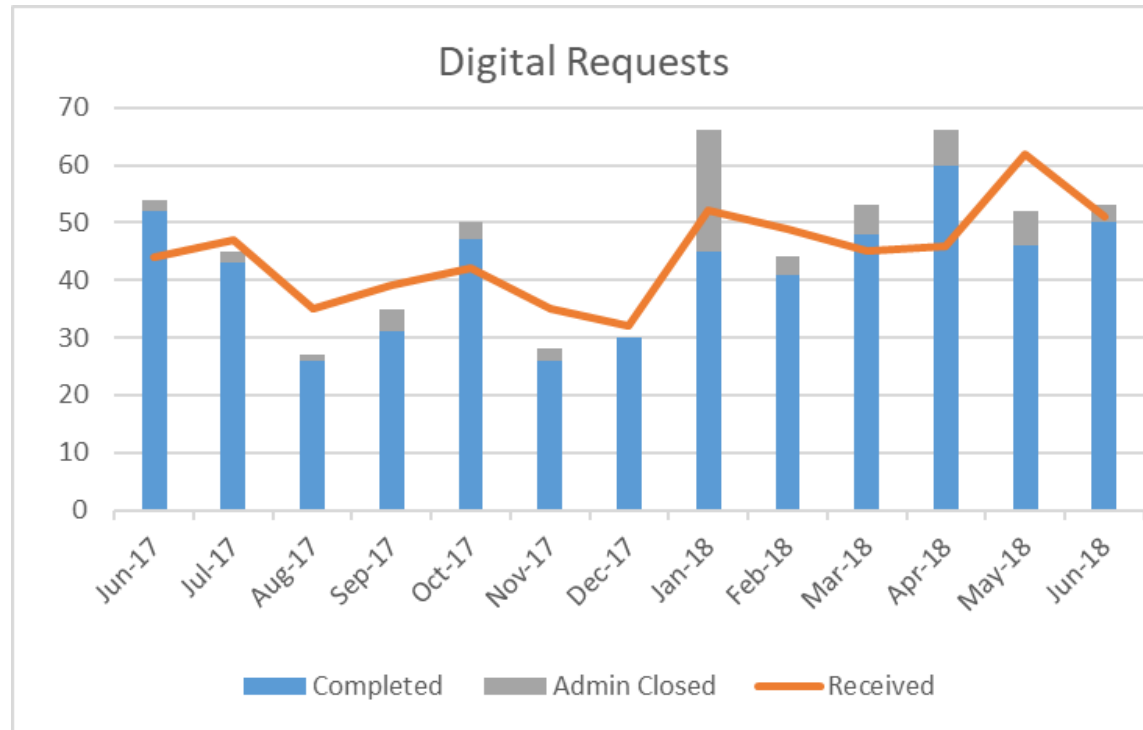


# Latents

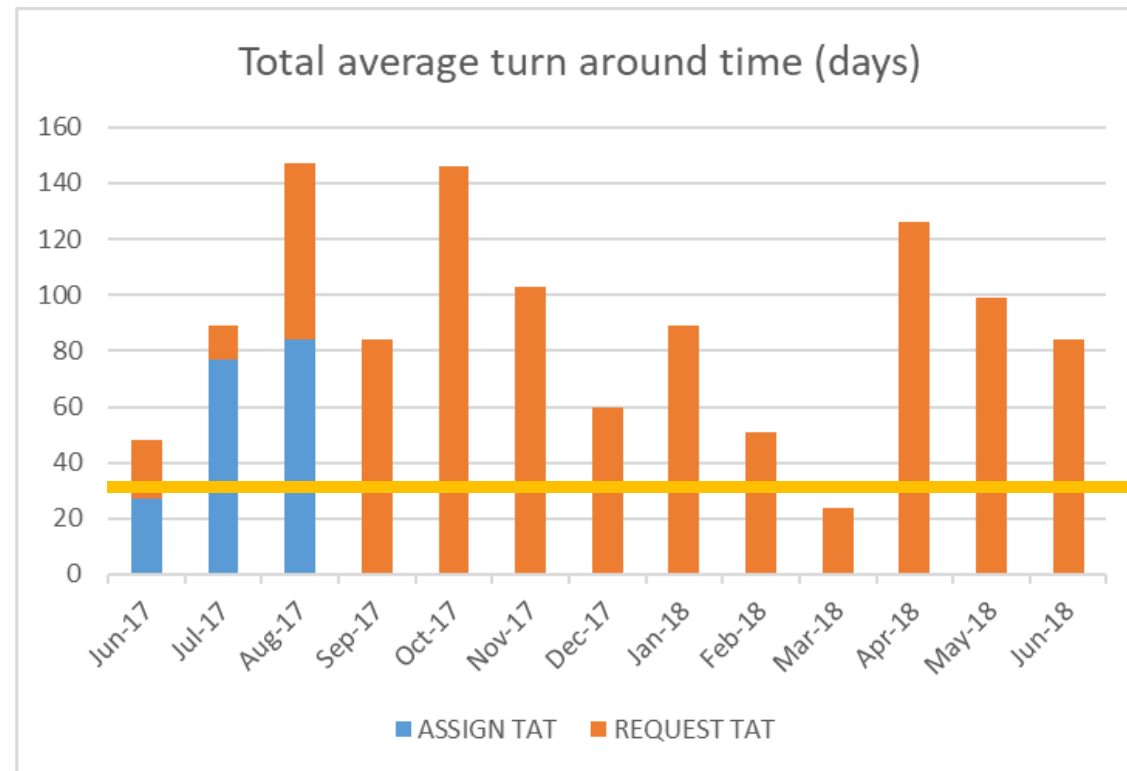
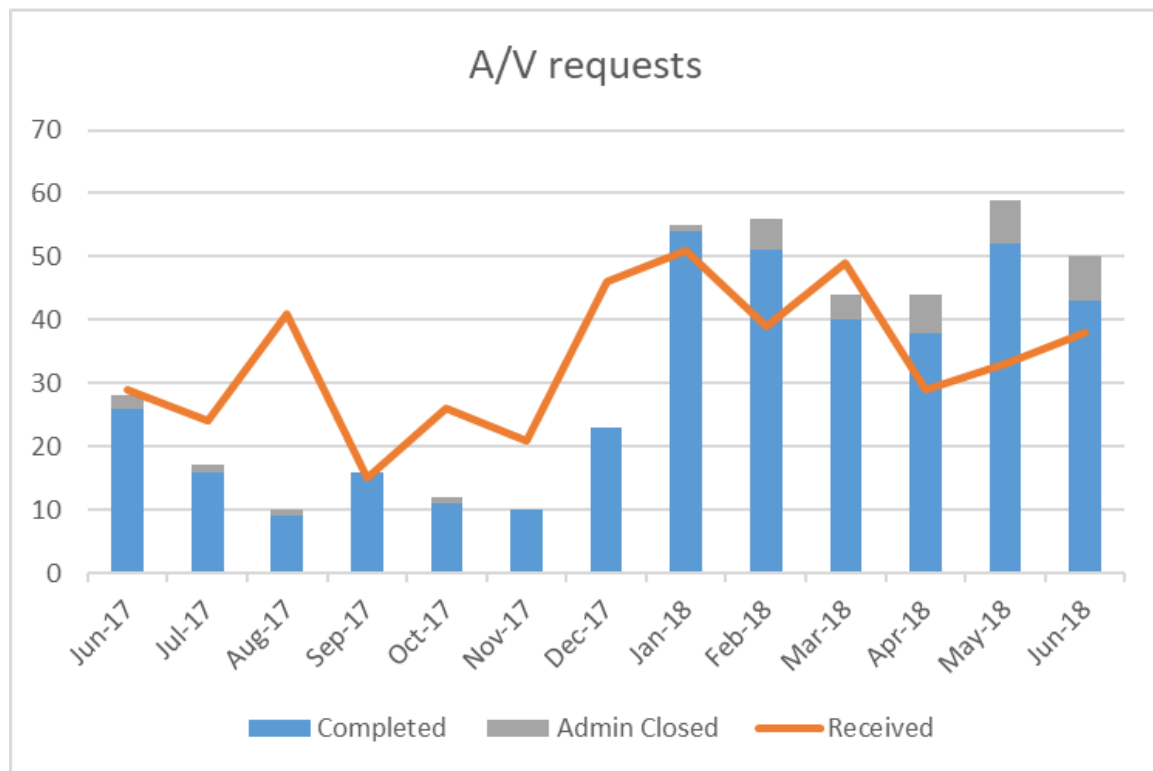


Latents Live in Justice Trax on 12/18/17, metrics from Porter Lee but estimated due to time in Jtrax in December

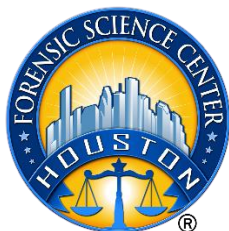
# DME -- Digital



# DME -- A/V



Starting with December 2017 Metrics-A/V and AVCO metrics both reported together



# Combined DNA Index System (CODIS) Project Update



**Aimee Grimaldi, MS, ASQ SSG**  
Project Engineer  
Lean Six Sigma Development Group

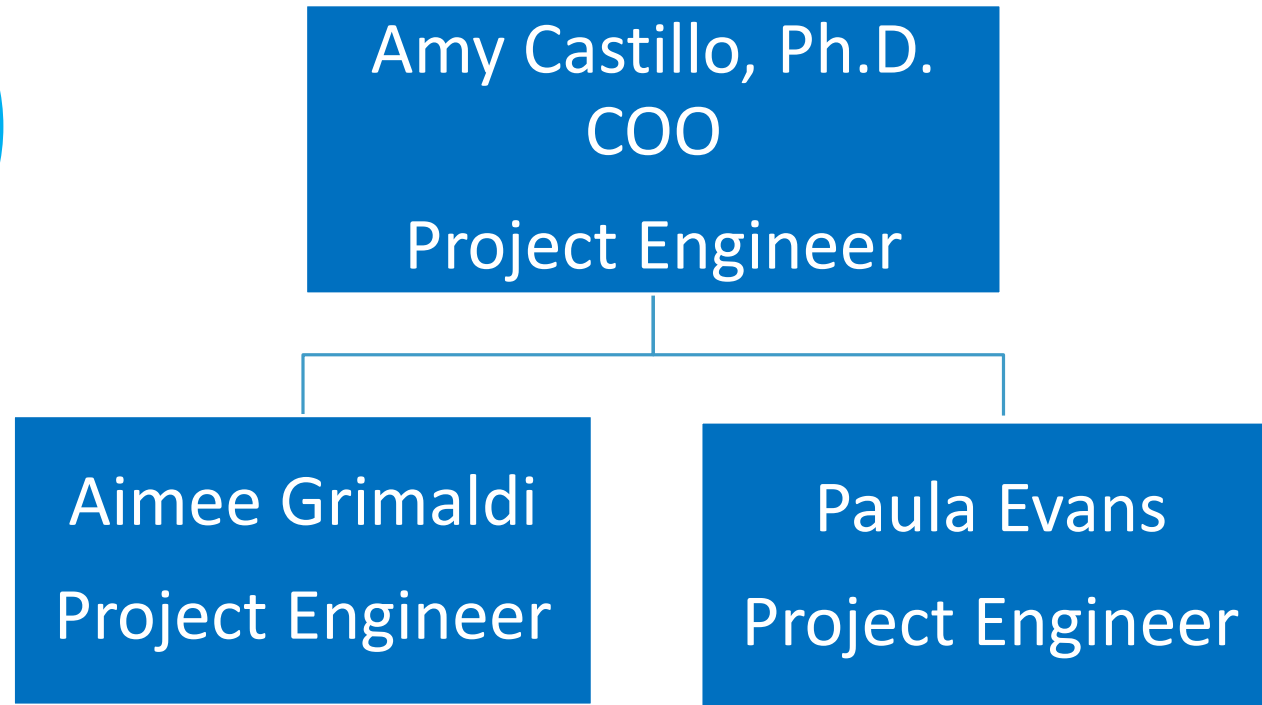
July 13, 2018

# Agenda

- What is the Lean Six Sigma Development Group
- What are the current projects
- How are projects run at HFSC
- CODIS project update
- Next steps for CODIS project



# Lean Six Sigma Development Group



Purpose is to lead process improvement projects

- Quality focused, data driven, improve efficiency, reduce cost



# Current Projects

- Management Dashboard
  - Lead by Amy Castillo, Ph.D.
  - 4/30/2018 – 1/15/2019
- Supply Chain Management
  - Lead by Paula Evans
  - 3/8/2018 – 9/13/2018
- CODIS
  - Lead by Aimee Grimaldi
  - 3/8/2018 – 9/19/2018

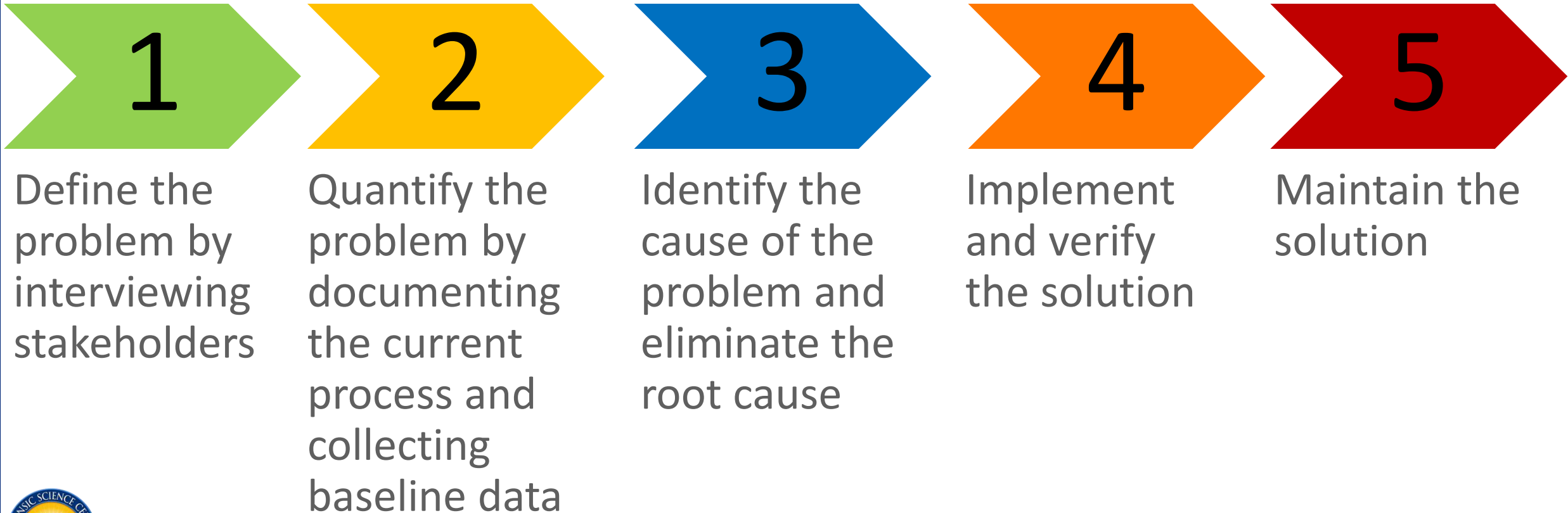




# How projects are run at HFSC

## Lean Six Sigma Methodology

### Five Phases:



# How project teams are determined

## CODIS Project Team Members



Kathi Sill  
Project Coach



Aimee Grimaldi  
Project Engineer



Charles Evans  
Project Champion



Brittany Beyer  
DNA Analyst



Courtney Head  
Manager – Forensic Biology



Erika Ziemak  
Quality Specialist



Jennifer Clay  
CODIS Administrator



Jessica Powers  
DNA Analyst



Robin Guidry  
DNA Technical Leader



Vanessa Martinucci  
Supervisor – Forensic Biology

# CODIS project goals

## Primary Target:

Improve turnaround time of  
CODIS notifications

## Secondary Target:

Quality cannot be compromised  
as a result of the project work



# What we have accomplished

- Documented and gathered baseline data for current process
- Interviewed stakeholders and site visited 3 other CODIS labs to learn about their process
- Designed a new process and implemented solutions (June 27)



## Process improvements: Internal

- Adequate staffing model
  - Tasks broken down by skill level
  - Addition of CODIS liaison
- CODIS unit reports to FBIO manager
- CODIS training
  - CODIS team
  - DNA analysts





# Process Improvements: External

- Notifications
  - Uploaded directly to stakeholder
  - Consolidated hit information
- Developing database with case information for CODIS hits
- CODIS training
  - Video



# Next steps

- Implementation of case information database to further aide investigations
- Daily review of improved process
- Advance to last phase of project August 14
  - Determine process sustainability
  - Project ends September 19





LSSDG@HoustonForensicScience.org





## Houston Forensic Science Center

### INTEROFFICE MEMO

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**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

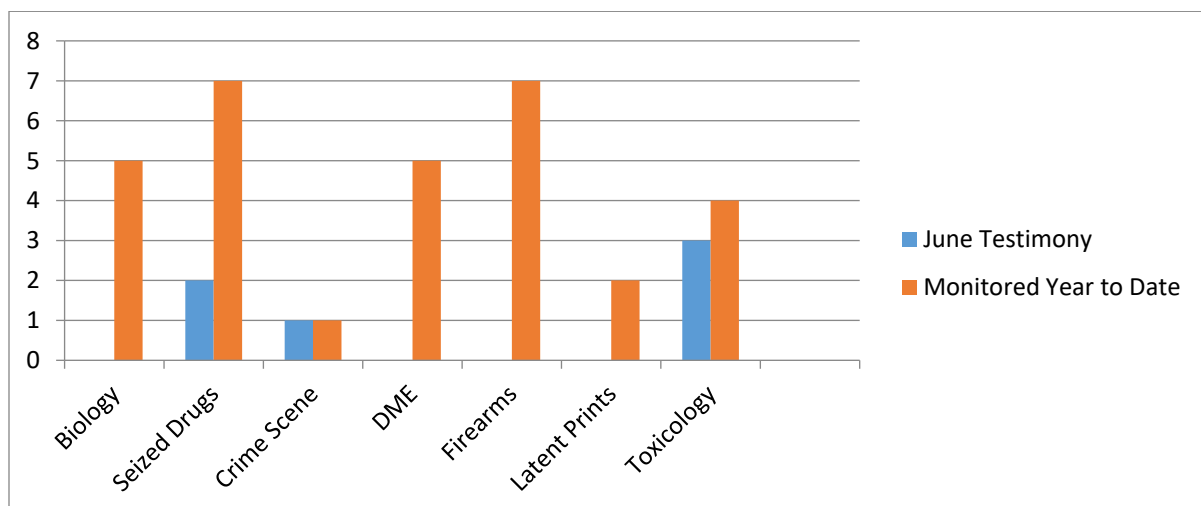
**Date:** July 9, 2018

**Re:** Quality Division Update for June 2018

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#### TESTIMONY MONITORING

Five staff members testified in six proceedings during the month. Testimony was monitored in two proceedings.



As part of the testimony transcript review project, HFSC requested all available transcripts for testimony given by HFSC staff between January and May 2018. Eight transcripts were received and have been assigned to three-person teams for evaluation. Each team includes an HFSC subject matter expert, a member of the Quality Division and an HFSC staff member who functions in a nontechnical capacity. The target date for completion of the evaluations and discussion with the analysts is July 20.

#### PROFICIENCY TESTS

Proficiency activity is shown below.

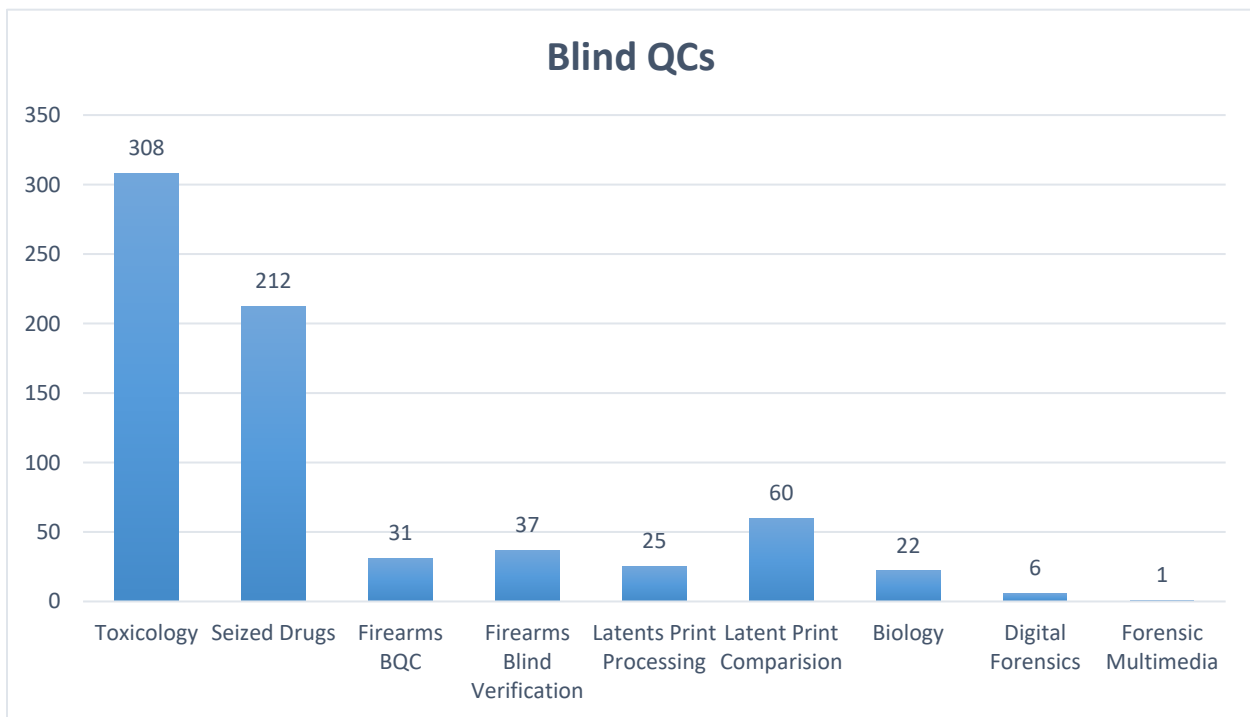
Test Identifier	Discipline	Number of Tests Assigned	Number of Participants	Date Assigned	Date Submitted to Provider	Issue?
PARF-A 2018	Forensic Biology: Parentage	1	1	2/22/2018	4/11/2018	n/a
18-5702	Forensic Biology	8	varies	3/23/2018	5/15/2018	n/a
18-501	Seized Drugs	7	7	4/11/2018	5/24/2018	n/a
18-5332	Latent Prints: Footwear Imprint Evidence	1	1	4/11/2018	5/18/2018	n/a
18-0201	Digital: Computer Examination	6	6	5/15/2018	due 7/13/2018	n/a
18-526	Firearms Examination	5	5	5/21/2018	due 7/23/2018	n/a
18-5190	Latent Print Processing	2	2	6/5/2018	due 7/30/2018	n/a
2018-1025-D	Forensic Multimedia: Digital Video Analysis	6	6	6/26/2018	due 8/17/2018	n/a
PARF-B 2018	Forensic Biology: Parentage	1	1	6/26/2018	due 8/14/2018	n/a

#### BLIND QUALITY CONTROL PROGRAM

June activity is shown below.

Discipline	Number of Cases Assigned	Number of Cases Completed	Results
Toxicology	16	19	satisfactory
Seized Drugs	35	35	satisfactory
Firearms – Blind Quality Control	1	0	n/a

Firearms – Blind Verification	0	1	satisfactory
Latent Print Processing	3	1	satisfactory
Latent Print Comparison	10	6	satisfactory
Biology	0	1 (DNA)	pending
Digital Forensics	1	1	satisfactory
Forensic Multimedia	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 June 2018.

With the addition of the Multimedia Unit to the BQC program, the only HFSC discipline not currently participating in the program is Crime Scene. 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.

The DNA complaint made against HFSC to the Texas Forensic Science Commission in January 2017 remains open.

#### DISCLOSURES

There were no disclosures made during the month.

#### AUDITS

Our ANAB reaccreditation assessment is scheduled for July 24-27. All disciplines will be assessed to the ISO/IEC 17025:2005 standard. A verbal report will be given at the end of the assessment and HFSC will have thirty calendar days to respond to any nonconformity with an action plan and time schedule for correcting the deficiency.

Quality File Reviews were completed on ten Latent Print Unit case records. No administrative nonconformances were noted in any of them.

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

# Attachment 1



# Blind Quality Testing Project Update – June 2018

## Quality Division Goals

Discipline	Target Cases Assigned
Seized Drugs	30/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	10/month
Digital Forensics	1/month
Forensic Multimedia	1/month

## Challenges

- Biology blinds are temporarily 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)
- A Firearms blind verification was not assigned due to lack of good candidate cases
- Several Seized Drug cases were discovered as blinds

## Forensic Discipline

## Cases Assigned

Seized Drugs	35	
Toxicology	16	
Biology	0	
Firearms: Blind Verification	0	
Firearms: Blind Quality Test	1	
Latent Print Processing	3	
Latent Print Comparison	10	
Digital Forensics	1	
Forensic Multimedia	1	
On Target	Near Target	Target Not Met

## June 2018 Results

Forensic Discipline	Cases Completed
Seized Drugs	35
Toxicology – BAC	19
Biology	1 (DNA)
Firearms – Blind Verification	1
Firearms – Blind Quality Control	0
Latent Print Processing	1
Latent Print Comparison	6
Digital Forensics	1
Forensic Multimedia	0

## Mitigation

- Biology staff members are establishing a CODIS upload procedure
- Quality personnel met with the HPD Narcotics Division to discuss options regarding filling out the submission form to keep cases blind

## Achievements

- The first Forensic Multimedia blind case was added to the workflow
- An additional HPD Division agreed to be a collaborator by requesting analysis on BQC cases

# Attachment 2

# Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, July 9, 2018

10:21:51 AM

Page 1 of 4

Quality Notified	Summary of Notification	Comments
<b>Client Services/Case Management</b>		
<b>2018-042</b> IR	6/4/2018	Evidence was received sealed but the seal was not initialed. This evidence was analyzed even though it should have been rejected per the Toxicology SOP.
<b>2018-044</b> IR	6/13/2018	A Toxicology kit should have been rejected because the subject's date of birth was not correct on the specimen identification form. However, the evidence was analyzed instead of being rejected.
<b>2018-048</b> IR	6/19/2018	CS/CM staff placed Toxicology evidence into Firearms and Biology storage locations. Although this did not violate any written policy and the chains of custody were correct, the intent was to transfer the evidence to a Toxicology refrigerator.
<b>Crime Scene</b>		
<b>2018-IA-37</b> IR	6/15/2018	A case record cover page was discarded because ink spilled on the page. This cover page, which is used to demonstrate the camera is functioning properly and to record the case number assigned to the crime scene, should have been retained as part of the case record.
<b>2018-IA-38</b> CAR	6/15/2018	Final crime scene diagrams, which are based off of diagrams drawn while on scene, included the dates the scenes were processed but did not include the date the final diagrams were completed.
<b>2018-IA-39</b> CAR	6/15/2018	CSU reports include scene measurements but these reports do not include uncertainty of measurement or indicate that the measurements are approximations.

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



# Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, July 9, 2018

10:21:52 AM

Page 2 of 4

	Quality Notified	Summary of Notification	Comments
<b>2018-IA-40</b> <b>IR</b>	6/15/2018	All CSIs have not been proficiency tested on blood screening methods used at scenes. CSU management is aware of this nonconformance and is currently implementing a proficiency testing program that includes screening tests.	
<b>2018-IA-41</b> <b>CAR</b>	6/15/2018	Some technical and administrative errors were not caught during the review process.	
<b>2018-IA-42</b> <b>CAR</b>	6/15/2018	Discrepancies were noted between evidence descriptions in some Crime Scene reports and the descriptions included in the corresponding examination notes.	
<b>2018-IA-43</b> <b>CAR</b>	6/15/2018	Tire track photographs were taken using only an L-scale. CSU SOP requires both an L-scale and a tape measure in these photographs.	
<b>2018-IA-44</b> <b>CAR</b>	6/15/2018	The CSU SOP requires the use of a non-porous control when testing Blue Star. A CSI reported that she did not have a non-porous control available for use and instead used a porous control.	
<b>2018-IA-45</b> <b>IR</b>	6/15/2018	CSU vehicle inventories were not completed weekly and documented on the Vehicle Inventory logsheets as required by CSU policy.	

## Digital Forensics

<b>2018-PAR1</b> <b>PAR</b>	6/6/2018	The Digital Forensic Lab Mobile Device Data Extraction SOP was revised in response to a blind QC case. The SOP now specifies that all available data should be visible in photographs when photography is the only way to capture the data.
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**HFSC's Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. With regard to the items listed above, the Division has not detected any use of inaccurate results in a criminal proceeding.**

# Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, July 9, 2018

10:21:52 AM

Page 3 of 4

	Quality Notified	Summary of Notification	Comments
2018-PAR2 PAR	6/11/2018	The Digital Forensic Lab SOP did not include the requirement to review search warrants prior to analysis. However, this was common practice within the section. The SOP was revised to require a review of the warrant. The reviews must be documented in the case records.	
Firearms			
2018-045 CAR	6/14/2018	Trigger pull results were released to the submitting officer prior to technical review and without written approval of section management.	
Forensic Multimedia Unit			
2018-IA-34 CAR	6/12/2018	Some case records and/or reports were misleading with respect to dates and times of analysis. Some analysts recorded the day the request for analysis was received but did not record the dates of analysis. Some analysts listed the first day of analysis rather than a date range.	
2018-IA-35 CAR	6/12/2018	FMU SOP requires management approval before new software versions can be used on casework. The SOP does not require notification to analysts who will be using the software on casework. Manager approval is documented via Qualtrax but the section has no documentation to show the information is also being communicated to staff.	
2018-IA-36 CAR	6/12/2018	The case notes and submission form show evidence was submitted by an HPD Officer but evidence was received from a Spring Branch ISD Officer.	
Latent Prints			
2018-046 IR	6/22/2018	A laboratory report was amended because the original report incorrectly referred to a latent print as L-001. The correct identifier was L-002.	
Seized Drugs			

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

# Quality Division Notifications

Incidents, Corrective and Preventive Actions

Monday, July 9, 2018

10:21:52 AM

Page 4 of 4

	Quality Notified	Summary of Notification	Comments
2018-043 IR	6/7/2018	The same analyst performed both the technical and administrative reviews for this case. This is a violation of the Quality Manual and the Seized Drug SOP.	
Toxicology			
2018-039 CAR	6/25/2018	During technical review, the administrative review button was accidentally selected. This released the report in LIMS prior to completion of the technical review. The report was reset and additional reviews were completed. During the second administrative review, the reviewer noted the internal standard ion ratio for the reported drug did not meet acceptance criteria. This should have been documented and corrected during the technical review. The sample will be reanalyzed before an amended report is issued.	
2018-047 IR	6/26/2018	A Toxicology report was amended because the subject's name was misspelled.	

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.

**HOUSTON FORENSIC SCIENCE CENTER, INC.**  
**COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS**  
**FY18 Original Budget Reallocations V5**  
**July 13, 2018 Board Meeting**

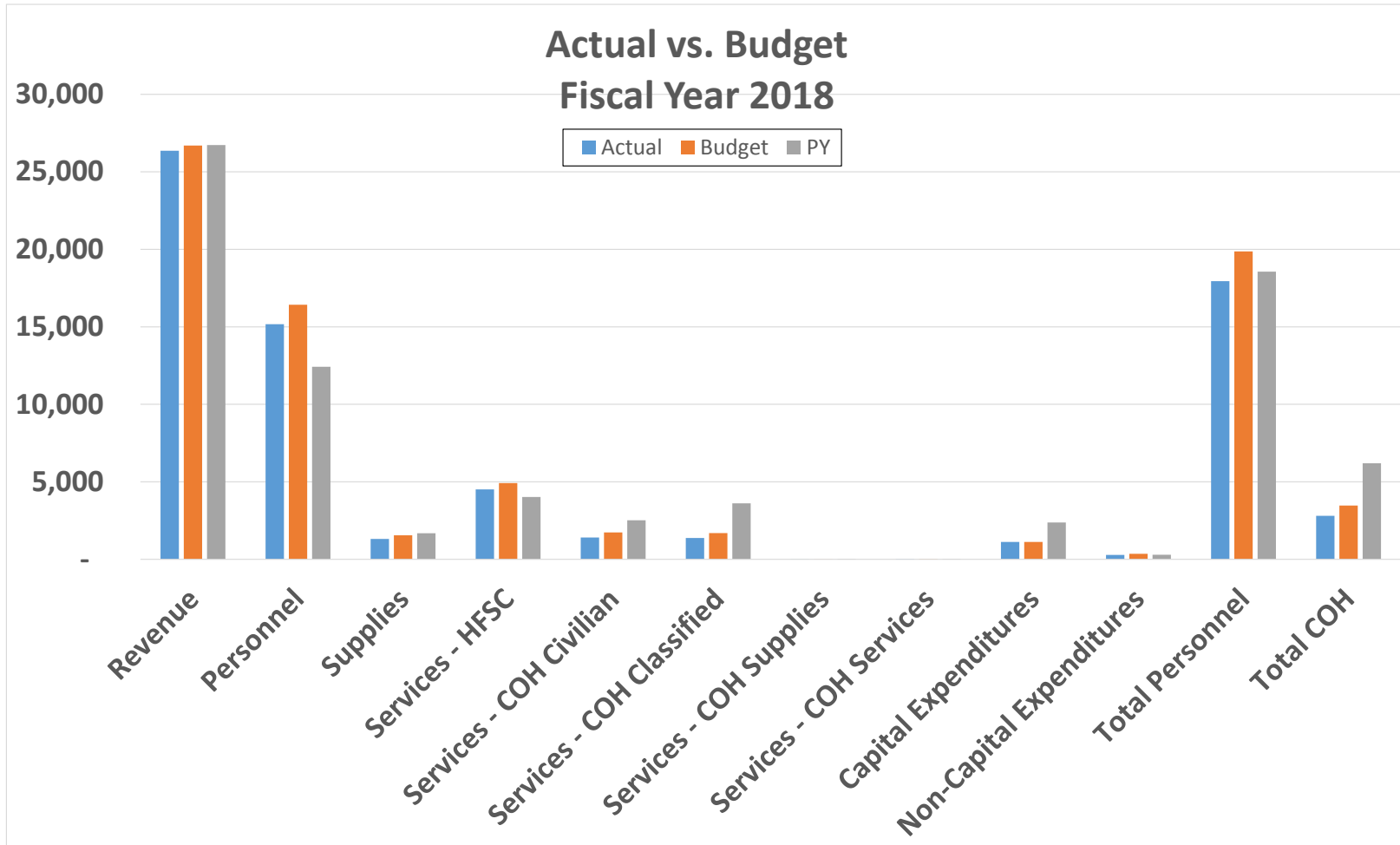
		Original FY18B	Current Approved FY18 Budget	Adjustments to FY18 Budget V5		FY18 Budget V5 (needs BOD Approval)	Total Adjustments to FY18 Budget		FY18 Budget
				Grants	Non Grants		Grants	Non Grants	
<b>Revenues:</b>									
411000	City of Houston-Appropriations	\$ 24,160,343	\$ 24,160,343			\$ 24,160,343	\$ -	\$ -	\$ 24,160,343
	Fund 2213	7,238,565	7,238,565			7,238,565	-	-	7,238,565
	HFSC Operations	16,921,778	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	-	-	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	-	-	1,016,000
450000	Forensic Services	50,000	50,000			50,000	-	-	50,000
490001	Miscellaneous Copy Fees		-			-	-	-	-
490002	Interest Income	5,000	5,000			5,000	-	-	5,000
<b>Total Income</b>		<b>26,691,343</b>	<b>26,691,343</b>	<b>-</b>	<b>-</b>	<b>26,691,343</b>	<b>-</b>	<b>-</b>	<b>26,691,343</b>
<b>Expenses:</b>									
<b>Personnel:</b>									
500010	Salary Base - Civilian	11,434,275	13,861,547	42,986	(712,500)	13,192,033	135,258	1,622,500	13,192,033
501070	Pension - Civilian	713,273	815,232	1,720		816,952	3,870	99,808	816,952
502010	FICA - Civilian	822,618	944,889	3,244.85		948,134	10,407.49	115,109	948,134
502020	FICA - Classified		-			-	-	-	-
503010	Health Insurance - Active Civil	1,043,490	1,178,417	2,157.38		1,180,574	6,068.45	131,016	1,180,574
503015	Basic Life Ins - Active Civil	64,645	73,960	460.96	15,000	89,421	729.84	24,046	89,421
503060	Long Term Disability - Civilian	913	1,040			1,040	-	128	1,040
503090	Workers Comp - Civilian Adm	148,485	169,262			169,262	-	20,777	169,262
504010	Pension - GASB 27 Accrual		-			-	-	-	-
504031	Unemployment Taxes - Admin	14,796	32,344	15		32,359	492	17,070	32,359
		<b>14,242,495</b>	<b>17,076,691</b>	<b>50,584</b>	<b>(697,500)</b>	<b>16,429,775</b>	<b>156,826</b>	<b>2,030,455</b>	<b>16,429,775</b>
<b>Supplies:</b>									
511010	Chemical Gases & Special Fluids	14,555	14,555			14,555	-	-	14,555
511040	Audio Visual Supplies	-	-			-	-	-	-
511045	Computer Supplies	56,119	56,119			56,119	-	-	56,119
511050	Paper & Printing Supplies	30,029	30,029			30,029	-	-	30,029
511055	Publications & Printed Material	17,661	17,661			17,661	-	-	17,661
511060	Postage	1,278	1,278			1,278	-	-	1,278
511070	Miscellaneous Office Supplies	101,080	101,080			101,080	-	-	101,080
511080	General Laboratory Supply	1,207,694	1,207,694	41		1,207,735	41	-	1,207,735
511085	Drugs & Medical Chemicals		-			-	-	-	-
511090	Medical & Surgical Supplies	452	1,452			1,452	-	1,000	1,452
511095	Small Technical & Scientific Eq	21,263	21,263			21,263	-	-	21,263
511110	Fuel	-	-			-	-	-	-
511120	Clothing	21,183	41,183			41,183	-	20,000	41,183
511125	Food/Event Supplies	20,125	20,125			20,125	-	-	20,125
511130	Weapons Munitions & Supplies	4,600	4,600			4,600	-	-	4,600
511145	Small Tools & Minor Equipment	9,782	14,782			14,782	-	5,000	14,782
511150	Miscellaneous Parts & Supplies	5,032	15,032			15,032	-	10,000	15,032
		<b>1,510,852</b>	<b>1,546,852</b>	<b>41</b>	<b>-</b>	<b>1,546,893</b>	<b>41</b>	<b>36,000</b>	<b>1,546,893</b>

**HOUSTON FORENSIC SCIENCE CENTER, INC.**  
**COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS**  
**FY18 Original Budget Reallocations V5**  
**July 13, 2018 Board Meeting**

		Original FY18B	Current Approved FY18 Budget	Adjustments to FY18 Budget V5		FY18 Budget V5 (needs BOD Approval)	Total Adjustments to FY18 Budget		FY18 Budget
				Grants	Non Grants		Grants	Non Grants	
Services:									
520100	Temporary Personnel Services	-	-		25,000	25,000	-	25,000	25,000
520105	Accounting & Auditing Svcs	33,040	43,040			43,040	-	10,000	43,040
520106	Architectural Svcs	-	-			-	-	-	-
520107	Computer Info/Contracting Svcs	28,396	28,396		-	28,396	-	-	28,396
520109	Medical Dental & Laboratory Ser	175,000	175,000			175,000	-	-	175,000
520110	Management Consulting Services	100,000	299,000	-		299,000	199,000	-	299,000
520112	Banking Services	3,486	3,486		500	3,986	-	500	3,986
520113	Photographic Services	318	1,318			1,318	-	1,000	1,318
520114	Misc Support Serv Recruit Relo	84,210	104,830	-	25,000	129,830	620	45,000	129,830
520115	Real Estate Rental	1,078,991	1,078,991			1,078,991	-	-	1,078,991
520118	Refuse Disposal	4,493	4,493			4,493	-	-	4,493
520119	Computer Equip/Software Maint.	298,344	882,314	-	250,000	1,132,314	108,970	725,000	1,132,314
520121	IT Application Services	54,623	129,623		20,000	149,623	-	95,000	149,623
520123	Vehicle & Motor Equip. Services	7,898	7,898			7,898	-	-	7,898
520124	Other Equipment Services	302,129	412,129	-		412,129	110,000	-	412,129
520143	Credit/Bank Card Svcs	411	411			411	-	-	411
520520	Printing & Reproduction Serv.	12,390	12,390			12,390	-	-	12,390
520605	Public Information Svcs	11,568	11,568		3,500	15,068	-	3,500	15,068
520705	Insurance (Non-Medical)	142,000	142,000			142,000	-	-	142,000
520760	Contributions	1,000	1,000			1,000	-	-	1,000
520765	Membership & Prof. Fees	43,753	42,889	-		42,889	(864)	-	42,889
520805	Education & Training	131,678	150,911	-	20,000	170,911	19,233	20,000	170,911
520815	Tuition Reimbursement	26,959	36,959		15,000	51,959	-	25,000	51,959
520905	Travel - Training Related	129,738	171,259	5,545	20,000	196,804	47,066	20,000	196,804
520910	Travel - Non-training Related	20,000	35,000			35,000	-	15,000	35,000
521405	Building Maintenance Services	30,650	45,650		5,000	50,650	-	20,000	50,650
521505	Utilities	14,057	14,057			14,057	-	-	14,057
521605	Data Services	55,391	65,391		35,000	100,391	-	45,000	100,391
521705	Vehicle/Equipment Rental/Lease	165	165			165	-	-	165
521725	Other Rental Fees	17,993	37,993			37,993	-	20,000	37,993
521730	Parking Space Rental	147,873	147,873		25,000	172,873	-	25,000	172,873
521905	Legal Services	25,000	65,000			65,000	-	40,000	65,000
522205	Metro Commuter Passes	64,256	64,256		3,500	67,756	-	3,500	67,756
522305	Freight	21,509	21,922	313		22,235	726	-	22,235
522430	Misc. Other Services & Chrgs	153,727	153,727			153,727	-	-	153,727
532000	Sub-Contractor (COH)	7,238,565	3,470,500			3,470,500	11,890	(3,779,955)	3,470,500
Total Services		10,530,895	7,932,723	5,858	447,500	8,386,081	496,640	(2,641,455)	8,386,081
Total HFSC Services		3,292,330	4,462,223	5,858	447,500	4,915,581	478,893	691,000	4,462,223

**HOUSTON FORENSIC SCIENCE CENTER, INC.**  
**COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS**  
**FY18 Original Budget Reallocations V5**  
**July 13, 2018 Board Meeting**

		Original FY18B	Current Approved FY18 Budget	Adjustments to FY18 Budget V5		FY18 Budget V5 (needs BOD Approval)	Total Adjustments to FY18 Budget		FY18 Budget
				Grants	Non Grants		Grants	Non Grants	
<b>Non-Capital Expenditures</b>									
551010	Furniture and Fixtures	100,000	100,000			100,000	-	-	100,000
551015	Computer Equipment	160,000	185,000		50,000	235,000	-	75,000	235,000
551025	Scientific/Medical Equipment	20,000	20,000			20,000	-	-	20,000
Total Non-Capital Expenditures		280,000	305,000	-	50,000	355,000	-	75,000	355,000
<b>Capital Expenditures</b>									
170140	Improvements						-	-	-
170210	Furniture & Fixtures						-	-	-
170230	Computer Hardware/SW		93,974		140,000	233,974	93,974	140,000	233,974
170240	Scientific/Foren Eqmt	541,516	882,666		800,000	1,682,666	41,150	1,100,000	1,682,666
170980	Const in Progress		-		(800,000)	(800,000)	-	(800,000)	(800,000)
Total Capital Expenditures		541,516	976,640	-	140,000	1,116,640	135,124	440,000	1,116,640
Total Expense Before Depreciation		27,105,757	27,837,906	56,483	(60,000)	27,834,389	788,631	(60,000)	27,834,389
561230	Depreciation	432,352	432,352		60,000	492,352	-	60,000	492,352
669000	Reconciliation Discrepancies		-			-	-	-	-
Total Expense After Depreciation		27,538,109	28,270,258	56,483	-	28,326,741	788,631	-	28,326,741
<b>Net Ordinary Income</b>									
		(846,766)	(1,578,915)	(56,483)	-	(1,635,398)	(788,631)	-	(1,635,398)
<b>Other Expense:</b>									
610000	City of Houston Direct Overhead	1,460,000	1,460,000			1,460,000	-	-	1,460,000
	Grant and Training Expense	1,016,000	283,852	(56,483)		227,369	(788,631)	-	227,369
			-			-	-	-	-
		(3,322,766)	(3,322,766)	0	-	(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 June 30, 2018

Current Month (Preliminary)														YTD												FY18			
		FY18		FY17		Variance								FY18		FY17		Variance						FY18		% Year			
		June 1- June 30, 2018		June 1- June 30, 2017								July 1- June 30, 2018		July 1- June 30, 2017															
		Budget V5				Budget - Actual		%		FY18 - FY17		%						Vs. Budget		%		Vs. FY17		%		Budget V5		Completed	
		# of Months		1										# of Months		12													
Revenues:																													
411000	City of Houston-Appropriations	\$	1,810	\$	2,013	\$	2,136	\$	(204)	-10%	\$	(327)	-15%	\$	24,160	\$	24,160	\$	23,420	\$	0	0%	\$	740	0%	\$	24,160	100%	
415000	City of Houston Direct OH-Appro		122		122		122		0	0%		-	0%		1,460		1,460		1,460		0	0%		-	0%		1,460	100%	
416000	City of Houston - Safe funds		-		-		-		-	0%		-	0%		-		-		-		0%		-	0%		-	0%		
420000	Contributions		-		-		0		-	0%		(0)	-100%		8		-		5		8	0%		3	0%		-	0%	
425000	In-Kind Donations		-		-		-		-	0%		-	0%		39		-		14		39	0%		25	0%		-	0%	
426000	Training Services		-		-		-		-	0%		-	0%		5		-		20		5	0%		(15)	-75%		-	0%	
440000	Grants		(33)		85		227		(118)	-139%		(260)	-115%		656		1,016		1,771		(360)	-35%		(1,115)	0%		1,016	65%	
450000	Forensic Services		-		4		5		(4)	-100%		(5)	-100%		27		50		28		(23)	-46%		(1)	-5%		50	54%	
450001	Miscellaneous Copy Fees		-		-		-		-	0%		-	0%		-		-		-		-	0%		-	0%		-	0%	
450002	Interest Income		0		0		0		(0)	-82%		(0)	-8%		5		5		4		(0)	-8%		0	0%		5	92%	
Total Income			1,898		2,224		2,490		(326)	-15%		(592)	-24%		26,360		26,691		26,722		(332)	-1%		(363)	-1%		26,691	99%	
Expenses:																													
Personnel:																													
500010	Salary Base - Civilian		1,593		1,099		1,260		(494)	-45%		(333)	-26%		12,372		13,192		10,220		820	6%		(2,152)	-21%		13,192	94%	
501070	Pension - Civilian		93		68		73		(25)	-36%		(20)	-27%		746		817		630		71	9%		(116)	-18%		817	91%	
502010	FICA - Civilian		117		79		71		(38)	-48%		(45)	-64%		907		948		725		41	4%		(182)	-25%		948	96%	
503010	Health Insurance - Active Civil		80		98		62		19	19%		(18)	-29%		982		1,181		730		198	17%		(252)	-35%		1,181	83%	
503015	Basic Life Ins - Active Civil		5		7		4		2	31%		(1)	-35%		84		89		75		6	6%		(8)	0%		89	94%	
503060	Long Term Disability - Civilian		-		0		-		0	0%		-	0%		-		1		-		-	0%		-	0%		1	0%	
503090	Workers Comp - Civilian Adm		3		14		6		11	77%		2	41%		45		169		36		125	74%		(9)	-24%		169	26%	
503100	Workers Comp - Civil Claims		-		-		-		-	0%		-	0%		-		-		-		-	0%		-	0%		-	0%	
504030	Unemployment Claims - Admin		-		-		-		-	0%		-	0%		0		-		-		(0)	0%		(0)	0%		-	0%	
504010	Pension - GASB 27 Accrual		-		-		-		-	0%		-	0%		0		-		-		0%		(0)	0%		-	0%		
504031	Unemployment Taxes - Admin		1		3		1		1	49%		(0)	-48%		30		32		12		3	8%		(18)	-146%		32	92%	
			1,892		1,369		1,477		(523)	-38%		(415)	-28%		15,165		16,430		12,428		1,263	8%		(2,737)	-22%		16,430	92%	
Supplies:																													
511010	Chemical Gases & Special Fluids		1		1		2		(0)	-15%		1	34%		14		15		14		1	7%		1	4%		15	93%	
511040	Audio Visual Supplies		-		-		-		-	0%		-	0%		-		-		-		-	0%		-	0%		-	0%	
511045	Computer Supplies		2		5		4		3	55%		2	49%		17		56		47		40	70%		31	65%		56	30%	
511050	Paper & Printing Supplies		0		3		2		2	95%		2	94%		23		30		30		7	24%		7	24%		30	76%	
511055	Publications & Printed Material		1		1		0		1	49%		(0)	-135%		9		18		17		9	48%		8	46%		18	52%	
511060	Postage		0		0		-		0	94%		(0)	0%		1		1		1		0	28%		0	30%		1	72%	
511070	Miscellaneous Office Supplies		13		8		12		(5)	-59%		(1)	-8%		99		101		100		3	2%		1	1%		101	98%	
511080	General Laboratory Supply		88		101		232		13	13%		144	62%		1,079		1,208		1,381		129	11%		302	22%		1,208	89%	
511090	Medical & Surgical Supplies		-		0		-		0	100%		-	0%		1		1		-		1	48%		(1)	0%		1	52%	
511095	Small Technical & Scientific Eq		-		2		1		2	100%		1	100%		8		21		19		13	60%		10	55%		21	40%	
511110	Fuel		-		-		-		-	0%		-	0%		-		-		-		-	0%		-	0%		-	0%	
511120	Clothing		1		3		0		2	71%		(1)	-139%		30		41		29		12	28%		(1)	-2%		41	72%	
511125	Food/Event Supplies		2		2		1		0	5%		(0)	-25%		11		20		18		9	43%		7	37%		20	57%	
511130	Weapons Munitions & Supplies		0		0		0		(0)	-29%		(0)	-1135%		4		5		8		1	13%		4	51%		5	87%	
511145	Small Tools & Minor Equipment		0		1		0		1	82%		0	27%		12		15		12		3	18%		(0)	-3%		15	82%	
511150	Miscellaneous Parts & Supplies		0		1		1		1	89%		0	74%		8		15		6		7	44%		(3)	-44%		15	56%	
			109		129		257		20	15%		147	57%		1,315		1,547		1,682		232	15%		367	22%		1,547	85%	



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

		Current Month (Preliminary)								YTD								FY18					
		FY18		FY18	FY17	Variance				FY18		FY18	FY17	Variance				FY18	% Year				
		June 1- June 30, 2018			June 1 - June 30, 2017	Budget - Actual		%	FY18 - FY17		%	July 1- June 30, 2018			July 1- June 30, 2017	Vs. Budget		%	Vs. FY17		%	Budget V5	Completed
			Budget V5																				
Services:																							
520100	Temporary Personnel Services	-	2	-	2	100%	-		19	25	7	6	0%	(12)	0%		25	0%					
520105	Accounting & Auditing Svcs	3	4	3	0	3%	(0)	-1%	40	43	31	3	8%	(9)	-29%		43	92%					
520106	Architectural Svcs	-	-	-	-		-		-	-	-	-	0%	-	0%		-	0%					
520107	Computer Info/Contracting Svcs	28	2	-	(25)	-1068%	(28)		28	28	28	1	3%	1	3%		28	97%					
520109	Medical Dental & Laboratory Ser	25	15	23	(11)	-75%	(2)	-11%	115	175	495	60	34%	379	77%		175	66%					
520110	Management Consulting Services	7	25	76	18	72%	69	91%	290	299	550	9	3%	260	47%		299	97%					
520112	Banking Services	0	0	0	(0)	-29%	(0)	-40%	4	4	3	0	10%	(0)	-10%		4	90%					
520113	Photographic Services	-	0	-	0	100%	-		1	1	0	1	51%	(0)	-103%		1	49%					
520114	Misc Support Serv Recruit Relo	20	11	22	(9)	-87%	2	10%	124	130	90	6	5%	(33)	-37%		130	95%					
520115	Real Estate Rental	113	90	86	(23)	-26%	(27)	-32%	1,009	1,079	1,016	70	7%	7	1%		1,079	93%					
520118	Refuse Disposal	1	0	-	(1)	-293%	(1)		4	4	4	1	22%	1	0%		4	78%					
520119	Computer Equip/Software Maint.	122	94	53	(27)	-29%	(69)	-129%	1,120	1,132	430	12	1%	(689)	-160%		1,132	99%					
520121	IT Application Services	36	12	(28)	(23)	-187%	(64)		145	150	43	4	3%	(102)	0%		150	97%					
520123	Vehicle & Motor Equip. Services	0	1	0	1	76%	0	51%	0	8	3	8	98%	3	95%		8	2%					
520124	Other Equipment Services	24	34	2	11	31%	(22)	-1272%	362	412	274	50	12%	(88)	-32%		412	88%					
520143	Credit/Bank Card Svcs	-	0	-	0	100%	-		0	0	1	0	67%	1	87%		0	33%					
520145	Criminal Intelligence Services	-	-	-	-		-		-	-	-	-	0%	-	0%		-	0%					
520520	Printing & Reproduction Serv.	-	1	0	1	100%	0	100%	3	12	14	9	73%	10	75%		12	27%					
520605	Public Information Svcs	0	1	0	1	95%	0	54%	14	15	9	1	7%	(5)	-49%		15	93%					
520705	Insurance (Non-Medical)	8	12	9	4	36%	2	20%	101	142	109	41	29%	9	8%		142	71%					
520760	Contributions	-	0	-	0	100%	-		-	1	1	1	100%	1	0%		1	0%					
520765	Membership & Prof. Fees	11	4	7	(7)	-204%	(4)	-59%	33	43	47	10	23%	14	30%		43	77%					
520805	Education & Training	27	14	8	(12)	-86%	(19)	-241%	165	171	92	6	3%	(73)	-80%		171	97%					
520815	Tuition Reimbursement	6	4	9	(1)	-34%	3	36%	49	52	42	3	6%	(7)	-16%		52	94%					
520905	Travel - Training Related	35	16	22	(18)	-111%	(13)	-57%	193	197	166	4	2%	(27)	-16%		197	98%					
520910	Travel - Non-training Related	3	3	3	(1)	-18%	(0)	-16%	16	35	17	19	53%	1	3%		35	47%					
521405	Building Maintenance Services	4	4	1	1	12%	(2)	-200%	48	51	25	2	5%	(23)	-94%		51	95%					
521505	Utilities	0	1	1	1	67%	0	32%	4	14	11	10	71%	7	64%		14	29%					
521605	Data Services	24	8	15	(15)	-183%	(9)	-60%	94	100	58	6	6%	(37)	-63%		100	94%					
521610	Voice Services, Equip & Labor	2	6	10	4	60%	8	77%	55	71	65	17	23%	11	16%		71	77%					
521705	Vehicle/Equipment Rental/Lease	0	0	-	0	49%	(0)		0	0	1	0	0%	1	0%		0	0%					
521725	Other Rental Fees	4	3	3	(1)	-25%	(1)	-56%	37	38	26	1	2%	(12)	-45%		38	98%					
521730	Parking Space Rental	10	14	18	4	30%	8	44%	168	173	134	4	3%	(34)	-26%		173	97%					
521905	Legal Services	5	5	-	0	8%	(5)		48	65	2	17	26%	(46)	0%		65	74%					
522205	Metro Commuter Passes	10	6	13	(4)	-79%	3	21%	65	68	67	3	4%	1	2%		68	96%					
522305	Shipping and Freight	3	2	2	(1)	-51%	(1)	-42%	18	22	20	5	21%	3	13%		22	79%					
522430	Misc. Other Services & Chrgs	6	13	5	6	51%	(1)	-27%	138	154	135	16	10%	(3)	-2%		154	90%					
522720	Insurance - General & Professional	-	-	-	-		-		-	-	-	-	0%	-	0%		-	0%					
523100	Civilian Payroll	85	145	181	60	41%	95	53%	1,405	1,739	2,518	334	19%	1,113	44%		1,739	81%					
523200	Classified Payroll	87	141	161	55	39%	75	46%	1,372	1,698	3,617	326	19%	2,245	62%		1,698	81%					
523300	Supplies	-	0	(1)	0	100%	(1)		0	0	27	0	19%	27	0%		0	81%					
523400	Services	3	3	9	(1)	-18%	6	63%	27	34	30	6	19%	3	9%		34	81%					
523000	Sub-Contractor (COH-HPD) Total	175	289	349	114	39%	174	50%	2,804	3,470	6,193	666	19%	3,388	55%		3,470	81%					
	Total Services	713	699	714	(14)	-2%	0	0%	7,314	8,386	10,211	1,072	13%	2,897	28%		8,386	87%					

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

		Current Month (Preliminary)								YTD								FY18	
		FY18	FY18	FY17	Variance						FY18	FY18	FY17	Variance				FY18	% Year
		June 1- June 30, 2018	Budget V5	June 1- June 30, 2017							July 1- June 30, 2018	Budget V5	July 1- June 30, 2017					Budget V5	Completed
					Budget - Actual	%	FY18 - FY17	%						Vs. Budget	%	Vs. FY17	%		
Non-Capital Expenditures																			
551010	Furniture and Fixtures	11	8	15	(2)	-28%	4	29%		44	100	90	56	56%	47	52%	100	44%	
551015	Computer Hardware/SW	39	20	2	(19)	-98%	(37)	-1610%		229	235	141	6	2%	(88)	-63%	235	98%	
551025	Scientific/Foren Eqmt	1	2	31	1	68%	31	98%		14	20	65	6	30%	51	78%	20	70%	
Total Non-Capital Expenditures		50	30	49	(20)	-69%	(1)	-3%		287	355	296	68	19%	9	3%	355	81%	
Capital Expenditures																			
170140	Improvements	-	-	-	-		-			-	-	-	-	0%	-	0%	-	0%	
170210	Furniture & Fixtures	-	-	-	-		-			-	-	-	-	0%	-	0%	-	0%	
170230	Computer Hardware/SW	-	19	42	19	100%	42	100%		230	234	397	4	0%	167	0%	234	0%	
170240	Scientific/Foren Eqmt	-	140	(126)	140	100%	(126)			87	1,683	1,300	1,596	95%	1,213	93%	1,683	5%	
170980	Const in Progress	254	(67)	537	(321)		283	53%		800	(800)	684	(1,600)	0%	(115)	0%	(800)	-100%	
Total Capital Expenditures		254	93	452	(161)	-173%	198	44%		1,116	1,117	2,381	0	0%	1,265	53%	1,117	100%	
Total Expense and Capital Before Depreciation		3,019	2,320	2,948	(699)	-30%	(71)	-2%		25,198	27,834	26,999	2,635	9%	1,801	7%	27,834	91%	
561230	Depreciation	40	41	36	1	3%	(4)	-12%		486	492	433	6	1%	(53)	-12%	492	99%	
570505	FA Gain/Loss	-	-	-	-	0%	-			-	-	-	-	0%	-	0%	-	0%	
610000	City of Houston Direct Overhead	122	122	122	(0)	0%	-	0%		1,460	1,460	1,460	(0)	0%	-	0%	1,460	100%	
Grant and Training Expense		-	19	-	19	100%	-			-	227	-	227	100%	-	0%	227	0%	
Total Expense and Capital After Depreciation		3,181	2,501	3,153	(679)	-27%	(27)	-1%		27,144	30,014	28,940	2,869	10%	1,796	6%	30,014	90%	
Net Ordinary Income less capital spending		(1,282)	(277)	(663)	353	-128%	(619)	93%		(784)	(3,323)	(2,218)	2,537	-76%	1,434	-65%	(3,323)	24%	

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

(in '000's)

	Preliminary As of 06/30/18	As of 03/31/18	As of 12/31/17	As of 09/30/17
<b>ASSETS</b>				
<b>Cash and Cash Equivalents</b>				
Bank of Texas-Operating	\$ 1,631	\$ 6,162	\$ 10,667	\$ 14,769
<b>Total Current Assets</b>	<u>1,631</u>	<u>6,162</u>	<u>10,667</u>	<u>14,769</u>
<b>Accounts Receivable</b>				
Accounts Receivable	8	32	35	353
<b>Total Accounts Receivable</b>	<u>8</u>	<u>32</u>	<u>35</u>	<u>353</u>
<b>Capital Assets Net of Depreciation</b>				
Capital Assets	6,059	5,723	5,021	4,975
Accumulated Depreciation	(1,633)	(1,478)	(1,356)	(1,236)
<b>Total Net Capital Assets</b>	<u>4,426</u>	<u>4,244</u>	<u>3,665</u>	<u>3,740</u>
<b>Other Assets</b>				
Prepaid - HR	6	(8)	5	13
Prepaid - Insurance	132	43	81	98
Prepaid - Service Agreements	21	68	126	184
Prepaid - Other	7	91	95	86
<b>Total Other Assets</b>	<u>166</u>	<u>194</u>	<u>306</u>	<u>380</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 6,230</u></u>	<u><u>\$ 10,632</u></u>	<u><u>\$ 14,673</u></u>	<u><u>\$ 19,242</u></u>
<b>LIABILITIES</b>				
Accounts Payables	\$ 51	\$ 190	\$ 111	\$ 444
Payroll Tax Liability	1,092	540	481	531
Other Liabilities, Including Fund 2213 Billing	175	252	229	282
Deferred - Others	6	6	6	6
<b>Total Liabilities</b>	<u>1,324</u>	<u>988</u>	<u>828</u>	<u>1,263</u>
<b>NET POSITION/FUND BALANCE</b>				
Unrestricted/Unassigned	480	5,400	10,106	14,152
Temporarily Restricted - SAFE Funds				
Net Investment in Capital Assets	4,426	4,244	3,740	3,826
<b>Total Net Position</b>	<u>4,906</u>	<u>9,644</u>	<u>13,845</u>	<u>17,978</u>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u><u>\$ 6,230</u></u>	<u><u>\$ 10,632</u></u>	<u><u>\$ 14,673</u></u>	<u><u>\$ 19,242</u></u>

## Awarded

<b>Awarding Agency:</b> USDOJ-OJP-NIJ			
<b>Name of Project:</b> NIJ FY 16 DNA Capacity Enhancement and Backlog Reduction Program			
<b>Start and End Dates:</b> 01/01/2017 - 12/31/2018			
<b>Contact:</b> Alissa Genovese			
<b>Award Number:</b> 2016-DN-BX-0142			
	<b>Awarded</b>	<b>Invoiced</b>	<b>Amount Remaining</b>
<b>Amount of Award:</b>	\$ 741,000		
<b>Grant Inception to date:</b>	(380,592)	380,535	(57)
<b>Grant Balance:</b>	360,408		
<b>Status:</b> Awarded			

<b>Awarding Agency:</b> USDOJ-OJP-NIJ			
<b>Name of Project:</b> NIJ FY 17 DNA Capacity Enhancement and Backlog Reduction Program			
<b>Start and End Dates:</b> 01/01/2018 - 12/31/2019			
<b>Contact:</b> Monte Evans			
<b>Award Number:</b> 2017-DN-BX-0027			
	<b>Awarded</b>	<b>Invoiced</b>	<b>Amount Remaining</b>
<b>Amount of Award:</b>	\$ 867,755		
<b>Grant Inception to date:</b>	(137,534)	45,932	(91,603)
<b>Grant Balance:</b>	730,221		
<b>Status:</b> Awarded			

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

## Solicitation

**Awarding Agency:** USDOJ-OJP-NIJ

**Discipline:** Seized Drugs

**Primary Recipient:** RTI

**Name of Project:** Applied Research and Development in Forensic Science for Criminal Justice Purposes

HFSC will work with RTI to provide technology evaluation for seized materials at our laboratory. This will help ensure RTI is

**Purpose:** able to fully evaluate the use of near infrared (NIR) spectroscopy for the detection of drugs from seized material during the course of the project.

**Collaboration:** HFSC

**Start and End Dates:** Start 01/01/2019

**Contact:** Katherine Moore /Megan Grabenauer

**Solicitation Number:** NIJ-2018-13600

**Amount Requested:**

**Status:**

Letter of Support

**Awarding Agency:** NIJ

**Discipline:** Seized Drugs

**Primary Recipient:** HFSC

**Name of Project:** Research and Evaluation for the Testing and Interpretation of Physical Evidence in Publicly Funded Forensic Laboratories - Establishing Sufficiency Thresholds for Assessing the Quality of Mass Spectral Data

**Purpose:** This study proposes to initiate and test the development of a sufficiency standard that can be used as a model for the nationalized mass spectral standard. In addition, both results and methodology from this project should have direct extension to other forensic disciplines using mass spectral data, such as Toxicology and Trace Analysis.

**Collaboration:** Ohio University

**Start and End Dates:** 01/01/2019 - 12/31/2022

**Contact:** Peter Harrington

**Solicitation Number:** NIJ-2018-13900

**Amount Requested:** \$ 773,000

**HFSC Requested** \$ 355,322

**Status:**

Submitted

**Awarding Agency:** NIJ

**Discipline:** Seized Drugs

**Primary Recipient:** Texas Southern University

**Name of Project:** W.E.B. Du Bois Scholars in Race and Crime Research

Assessing the Impact of the No Lab, No Plea Policy

**Purpose:** This research serves to evaluate the No Lab, No Plea policy instituted in Harris County, Texas and to gauge how it impacts racial disproportionalities in the handling of drug offense cases. We also aim to determine whether reduced forensic turnaround times and the analysis of forensic evidence are related to sentencing outcomes.

**Collaboration:** Texas Southern University/HFSC

**Start and End Dates:** 01/01/2019 - 12/31/2022

**Contact:** Howard Henderson

**Solicitation Number:** NIJ-2018-14220

**Total Amount Requested:** \$ 455,249.00

**HFSC Requested Funds:** \$ 112,357.00

**Status:**

Submitted

**Awarding Agency:** NIJ

**Discipline:** Latent Prints

**Primary Recipient:** RTI

**Name of Project:** Applied Research and Development in Forensic Science for Criminal Justice Purposes

**Purpose:** HFSC fully intends to collaborate and provide the resources to assist RTI in creating and validating the fingerprint database. We are able to assist in this research effort by providing the time and expertise of 10 of our latent print examiners for the Selection and AFIS Team. We will also assist in recruiting 20 latent prints donors as part of the Detection Team.

**Collaboration:** HFSC

**Start and End Dates:** Start 01/01/2019

**Contact:** Heidi Eldridge

**Solicitation Number:** NIJ-2018-13600

**Total Amount Requested:**

**Status:** Letter of Support

**Awarding Agency:** NIJ

**Discipline:** Seized Drugs

**Primary Recipient:** TSU/US/SHSU

**Name of Project:** "Applied Research and Development in Forensic Science for Criminal Justice Purposes"

**Purpose:** The Houston Forensic Science Center (HFSC) is pleased to offer our support to Texas Southern University with University of Houston and Sam Houston State University (the Partnership) for their proposal to develop a mobile sensor for multiplex detection of "fentalogs" in street drugs.

**Collaboration:** HFSC

**Start and End Dates:** Start 01/01/2019

**Contact:** Ashraf Mozayani

**Solicitation Number:** NIJ-2018-13600

**Total Amount Requested:**

**Status:** Letter of Support