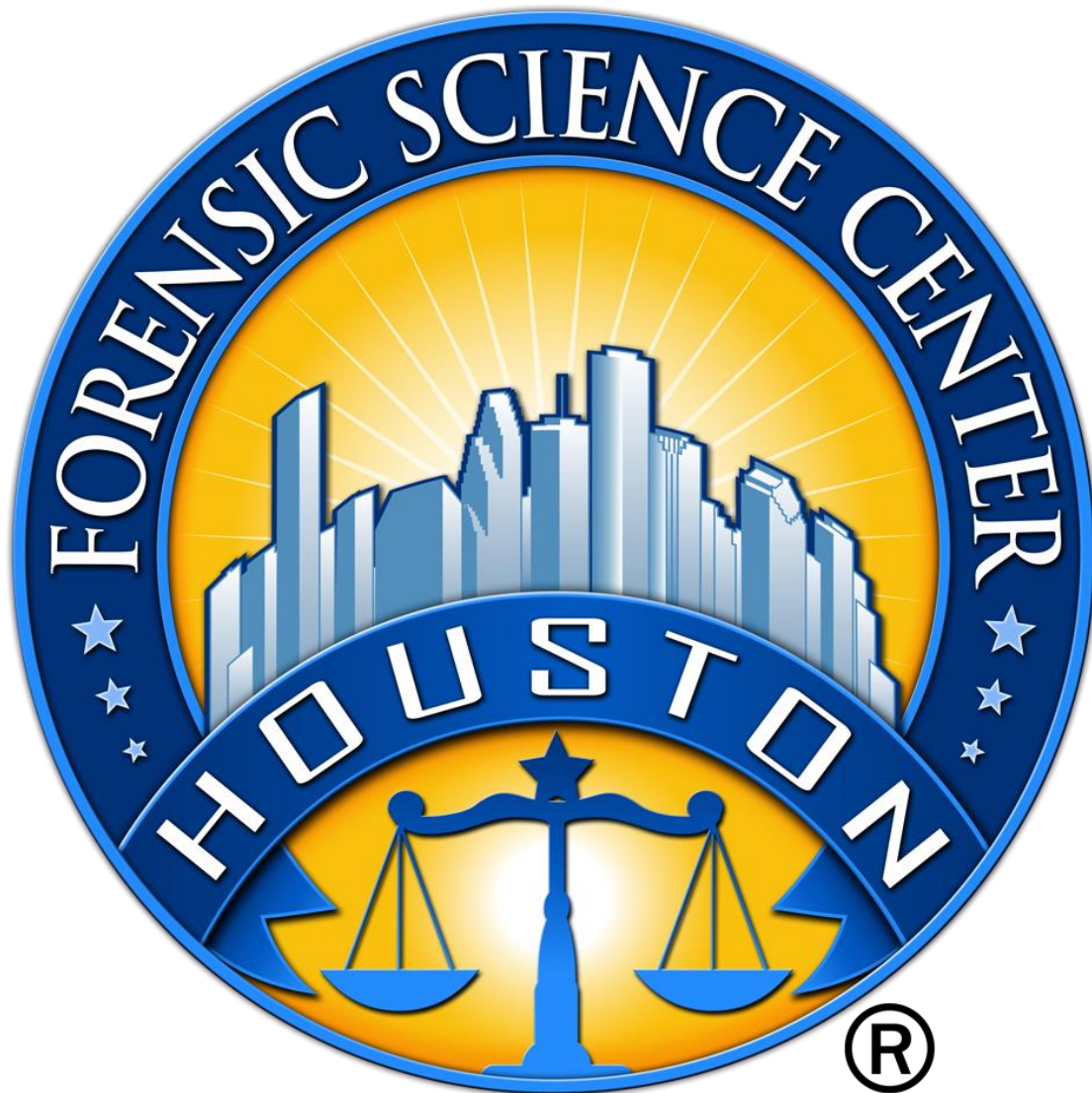


Houston Forensic Science Center, Inc.

Board of Directors Meeting

November 9, 2018



HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

November 9, 2018

Notice is hereby given that beginning at 9:00 a.m. on the date set out above, the Board of Directors (the "Board") of the Houston Forensic Science Center, Inc. (the "Corporation") will meet in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002. The items listed below may be taken out of order at the discretion of the Chair and any items listed for closed session may be discussed and/or approved in open session and vice versa as permitted by law.

AGENDA

1. Call to Order.
2. Roll call; confirmation of presence of quorum.
3. Reading of draft minutes of October 12, 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. Monthly operations report from Vice President and COO, including a review of turnaround times and backlogs.
8. A presentation from Mr. Jerry Pena, director of CSU and digital multimedia evidence, on evidence collection, turnaround times and other updates.
9. Update from President and CEO regarding the upcoming Houston Forensic Science Center facility move to 500 Jefferson.
10. Report from Director of Information Strategy on the Laboratory Information Management System (LIMS,) including an upcoming two-day shutdown and other updates.
11. Report from Ms. Lori Wilson regarding quality assurance, including review of testimony monitoring, proficiency tests and corrective actions.
12. Presentation by CFO and Treasurer regarding consideration of a resolution authorizing the President and CEO to enter into a corporate credit card agreement with BOKF, N.A. dba Bank of Texas, and possible related action.

13. Treasurer's report regarding company financials and other fiscal updates.

14. Executive session in accordance with the Texas Government Code Section 551.074, personnel matters.

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 6th day of November, 2018 in a place convenient to the public in the Council Annex Chambers, 900 Bagby Street. (Public Level), Houston, Texas 77002, and on the HFSC website as required by Section 551.002 et seq., Texas Government Code.

Given under my hand this the 6th day of November 2018.

Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

October 12, 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 October 12, 2018 meeting of the Board of Directors (the “Board”) of the Corporation.

- A. In a manner permitted by the Corporation’s Bylaws, the meeting was called by providing all directors with notice of the date, time, place and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code, made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on October 9, 2018, in the same manner and location as required by law of the City of Houston, Texas (the “City”).
- C. The meeting was called to order by Nicole B. Cásarez, Board chairwoman, at approximately 9:10 a.m. on Friday October 12, 2018 in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Jordan Benton called the roll. The following directors were present: Nicole B. Cásarez, Anthony Graves, Philip Hilder, Dr. Robert “Bob” H. McPherson, Dr. Stacey Mitchell, and Ms. Tracy Calabrese

The following directors were absent: Francisco G. Medina, Chief Mary Lentschke, Sandra Guerra Thompson and Janet Blancett

Chairwoman Cásarez declared a quorum was present

- E. Chairwoman Cásarez asked if there were any changes needed for the August 29, 2018 Board meeting minutes. Dr. Mitchell made a motion to approve the minutes. Mr. Hilder seconded the motion. The motion passed unanimously.
- F. Ms. Cásarez asked if there were any changes needed for the September 14, 2018 Board meeting minutes. Dr. McPherson made a motion to approve the minutes. Mr. Hilder seconded the motion. The motion passed unanimously.
- G. Chairwoman Cásarez asked if members of the public wished to address the Board. No one addressed the Board.
- H. Chairwoman Cásarez presented a chair’s report. She welcomed HFSC’s new general counsel, Ms. Akilah Mance. The Chairwoman appointed a board working group for the transcript review program made up of Ms. Mance and Directors Hilder and Lentschke. Ms. Cásarez told the Board she will discuss forensic science reform on a Harvard Law School panel titled “How

Bad Science is Corrupting the Justice System.” Ms. Cásarez and Dr. Stout spoke with the Quattrone Center for the Fair Administration of Justice at the University of Pennsylvania Law School. The Quattrone Center is looking into issues at the Austin Police Department Crime Lab and spoke with HFSC at the suggestion of Michael Bromwich, the attorney who oversaw various audits of the Houston Police Department Crime Lab. Representatives from the Quattrone Center will visit the lab and attend an upcoming board meeting.

- I. Mr. Charles Evans, director of business development, requested Board approval to authorize HFSC’s CEO and his delegates to negotiate and execute an occupancy agreement between the City of Houston and HFSC for 83,080 square feet of office, laboratory and basement space at 500 Jefferson. Dr. McPherson made a motion to approve. Mr. Graves seconded the motion. The following members were in favor: Chairwoman Cásarez, Mr. Graves, Mr. Hilder, Dr. McPherson, Dr. Mitchell. The following members were absent: Mr. Medina, Ms. Lentschke, Ms. Thompson and Ms. Blancett. The motion passed unanimously.
- J. Mr. Evans requested Board approval to authorize HFSC’s CEO and his delegates to negotiate a sublease and related changes to the Interlocal Agreement between the City of Houston and HFSC that will align with the 500 Jefferson 30-year lease term. Chairwoman Cásarez made a motion to approve. Dr. McPherson seconded the motion. The following members were in favor: Chairwoman Cásarez, Mr. Graves, Mr. Hilder, Dr. McPherson, Dr. Mitchell. The following members were absent: Mr. Medina, Ms. Lentschke, Ms. Thompson and Ms. Blancett. The motion passed unanimously.
- K. Mr. Evans gave the Board an update on HFSC’s upcoming move to 500 Jefferson. Mr. Evans said a total of nine moves broken into three phases will be made between March and December 2019. Mr. Evans said the focus is on minimizing duplicate rent and expenses. Staff currently in 1301 Fannin will be completely moved out by April 30. HFSC will start returning space at 1200 Travis to the Houston Police Department in May 2019. Mr. Evans said HFSC will use grant funds to renovate the vehicle examination bay (VEB).
- L. Ms. Blancett arrived at approximately 9:34 a.m.
- M. Dr. Amy Castillo, vice president and COO, presented the operations report. She reviewed the overall turnaround time (TAT) and requests received for the lab, as well as certifications and degrees obtained by staff. Dr. Castillo shared recent outreach efforts, including a tour of the lab with Houston City Council Member Martha Castex-Tatum and National Forensic Science Week events hosted by HFSC. She summarized each section’s TAT and existing backlogs. Dr. Castillo reviewed progress made toward cross-training forensic biology analysts and eliminating the DNA backlog. Dr. Castillo reviewed ongoing process improvement projects.
- N. Ms. Jeniffer Molina, latent print examiner, gave a presentation on blind verification in the latent print community. She shared information about HFSC’s latent print section workflow and areas where bias could potentially be present. Ms. Molina reviewed a series of studies regarding latent print practices and gave an overview of blind verification done at other laboratories as HFSC considers implementing a similar program. Ms. Molina concluded that more study is needed to determine whether blind verifications will improve quality or eliminate potential bias in the workflow. Ms. Molina suggested HFSC review current error rates, standard operating procedures (SOP) and workflows to ensure contextual bias is limited, as

well as establish consistent criteria for conclusions before moving toward blind verification.

- O. Mr. Jerry Pena, director of crime scene and digital & multimedia units, gave an update on backlogged cases in the digital and multimedia unit. He reviewed total call outs, items of evidence collected, cars processed at the VEB and total hours spent at crime scenes. Mr. Pena shared the total number of latent prints collected by crime scene investigators.
- P. Ms. Aimee Grimaldi, Lean Six Sigma (LSS) engineer, gave an update on the completion of a process improvement project conducted in the national DNA database, the Combined DNA Index System (CODIS) section. Ms. Grimaldi reviewed the team's goals which focused improving resources, streamlining the overall process and training the CODIS and DNA analysts. Ms. Grimaldi said the team helped the CODIS group consolidate notifications to stakeholders, create a database for monthly CODIS hits and create a training video for stakeholders CODIS notification TAT has dropped from 39 days to 19 days. In the future, the team will circle back with stakeholders to ensure the process' sustainability and to gather feedback.
- Q. Ms. Paula Evans, LSS engineer, updated the Board on the results of the supply chain management process improvement project. Ms. Evans said the group streamlined the supply chain process and reduced waste, improved transparency and communication, eliminated work stoppages resulting from purchase deficiencies and delays, increased cost savings and established a method for data collection. Ms. Evans said the improvements also increased central storeroom inventory, increased credit card transactions and decreased maverick spend. To decrease costs, HFSC will discontinue its radio frequency identification tracking in the supply room, saving \$32,000, and purchase forensic biology supplies in bulk, saving \$60,000 annually.
- R. Ms. Lori Wilson, quality division director, reviewed blind quality controls, accomplishments and challenges for September 2018, audits, disclosures and corrective actions. Ms. Wilson said HFSC is waiting on ANAB, HFSC's accrediting body, to give final approval for the lab-wide reaccreditation, which includes CSU. Ms. Wilson said HFSC disclosed to the Texas Forensic Science Commission (TFSC) a latent print nonconformance that involved a case number mix-up in a preliminary report issued. A nonconformance in the firearms section will also be disclosed to TFSC. The quality division investigation into contamination events in the DNA section is ongoing. The analyst formerly removed from the extraction portion of the DNA process has resumed full casework. Ms. Wilson said this year 46 of 150 analysts have testified in 93 proceedings. HFSC monitored 44 of the 46 analysts. Quarterly transcript reviews are ongoing.
- S. In a treasurer's report, Mr. Leach said HFSC's spending is on track and moving along as expected for the fiscal year. Mr. Leach also gave an update on pending and approved grants.
- T. The Chairwoman made a motion to adjourn. Mr. Hilder seconded the motion. The meeting ADJOURNED at approximately 11:38 a.m.

By: _____

Jordan Benton Secretary

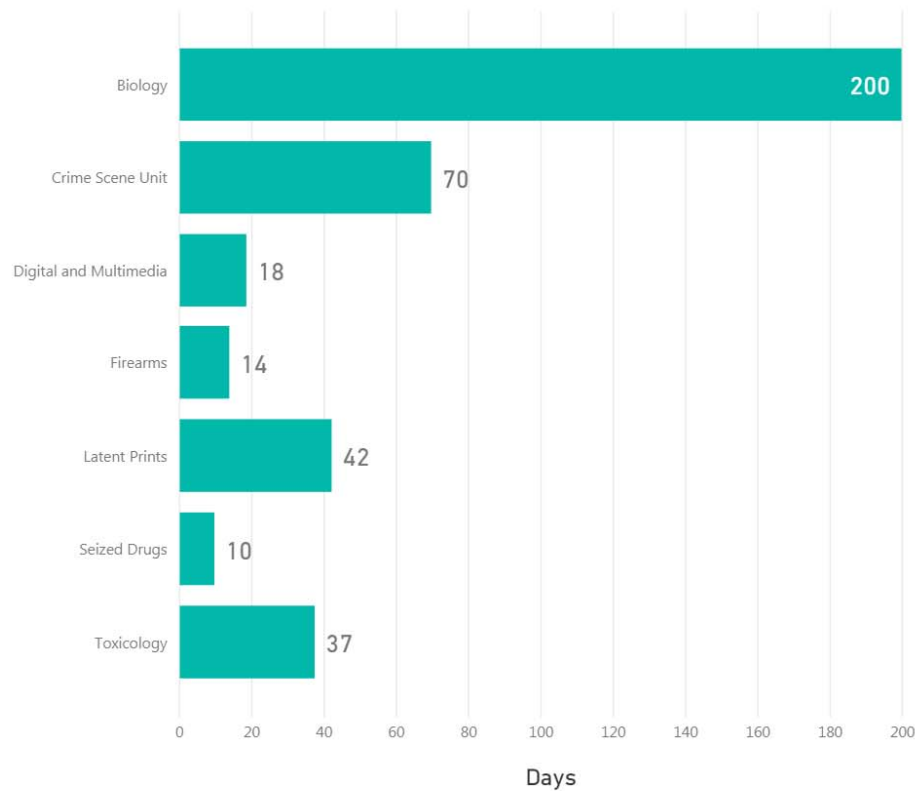
Presidents Report

November 9, 2018

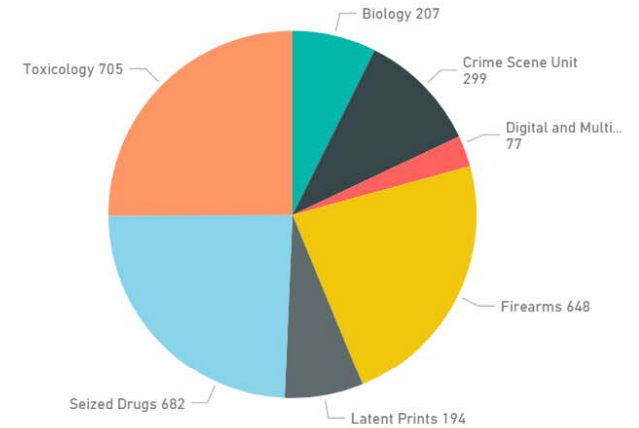




Average Turnaround Time for October 2018



Requests Completed by Section



Turnaround Time - Days
40

Completed Requests
2812

Month Completed

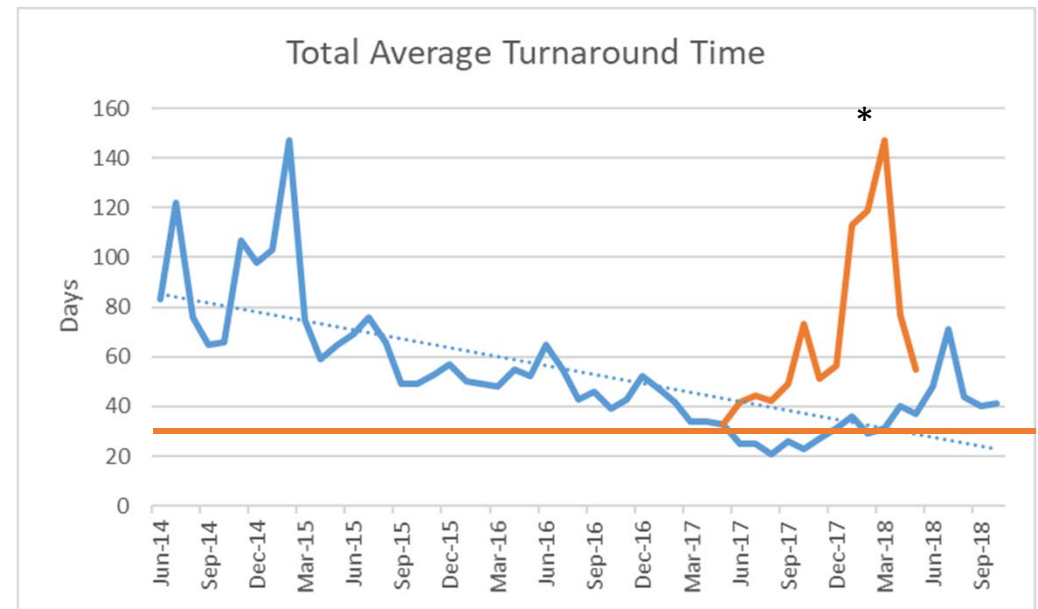
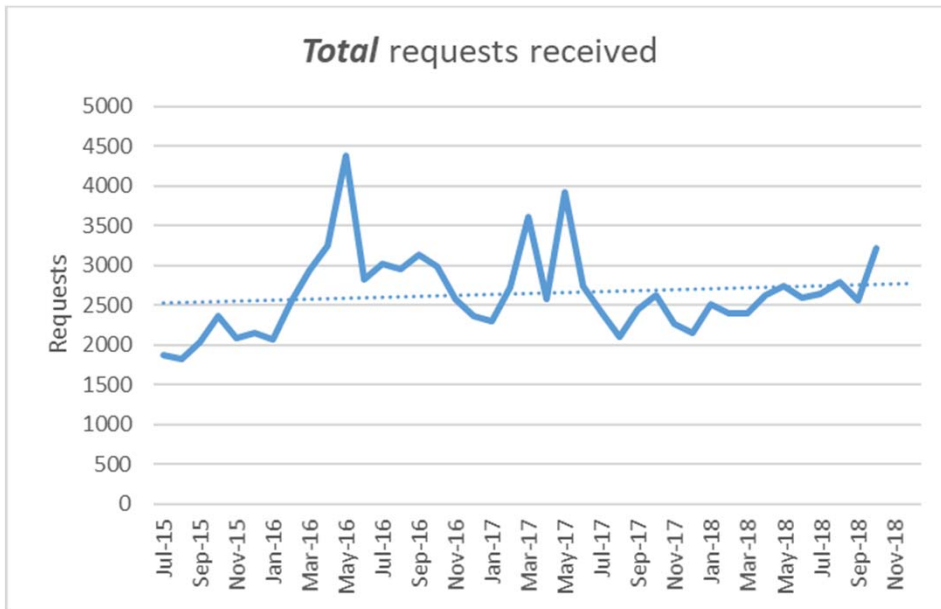
- ☐ 01-January
- ☐ 02-February
- ☐ 03-March
- ☐ 04-April
- ☐ 05-May
- ☐ 06-June
- ☐ 07-July
- ☐ 08-August
- ☐ 09-September
- ☒ 10-October
- ☐ 11-November

Year Completed

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

This data is current as of 11/5/2018.

Requests received



* From May 2017 to May 2018 total TAT shown with latent prints (orange) and without (blue) latent print. Everything in blue beginning in June 2018 includes latent print TAT.

OSAC (Organization of Scientific Area Committees) standards and HFSC

- Kentucky and the Georgia Bureau of Investigations have self-selected to meet OSAC standards
- HFSC will likely follow suit
 - Seized drugs
 - Forensic biology/DNA mixture interpretation
- Likely a resolution by the Board of Directors later this year
- OSAC registry <https://www.nist.gov/topics/forensic-science/organization-scientific-area-committees-osac/osac-registry/osac-approved>



TFSC disclosures: January 2019

- Latent prints
 - Administrative error – two reports amended and reissued after examiner mistakenly released preliminary results under the wrong case number in AFIS
- Crime Scene Unit
 - CSI used her own instrument on evidence at a crime scene, reported negatives in two cases that came back positive upon retesting



Degrees and Certifications

- Angelica Noyola – Master of Science
 - Master's of Business Administration: project management from Florida Institute of Technology
- Hannah Cooley – Basic Property/Evidence Technician Certification
 - Texas Association of Property and Evidence Inventory Technicians (TAPEIT)



Staffing – November 7, 2018

- | | |
|--|---|
| <ul style="list-style-type: none">• 206 staff members<ul style="list-style-type: none">• 9 COH civilians• 6 COH classified• 191 HFSC employees• 9 open positions, 2 offers accepted<ul style="list-style-type: none">• 1 assistant technical lead – biology/DNA• 1 quality/research associate (grant funded) | <ul style="list-style-type: none">• 7 active vacancies<ul style="list-style-type: none">• 1 assistant director – quality• 1 client services/case management specialist• 1 forensic analyst – biology/DNA (grant funded)• 1 forensic analyst - multimedia• 1 latent print examiner• 1 latent print supervisor• 1 technical supervisor – toxicology |
|--|---|



Outreach

- Tour with members of City of Houston's government relations team and discussion about upcoming legislative session
- Tour with HPD interns and staff from a Woodlands-based DNA company
- HPD Citizens Academy
- Daylong opioid event for about 700 Pearland ISD high school students
- Tour with University of Houston-Clear Lake biology honor society
- Governor Abbott's crime laboratory evidence testing working group
- Center for Statistics and Applications in Forensic Evidence (CSAFE) blind quality control workshop
- Tour with Houston Recovery Center staff
- OSAC Crime Scene
- University of Houston American Chemical Society lecture



Operations Report

November 9, 2018





Section	Turnaround time (days)	Relative to Prior Month	Requests >30 days	Relative to Prior Month
Forensic Biology	203	↑	625	↓
CODIS	14	↓	21	↓
Digital/Multimedia	17	↓	3	↑
Firearms (Analysis)	38	↓	9	↔
Firearms (NIBIN) (National Integrated Ballistic Information Network)	14	↓	668	↓
Latent prints	41	↓	1433	↑
Seized Drugs	10	↑	0	↔
Toxicology (Alcohol Analysis)	27	↑	3	↑
Toxicology (Drug Analysis)*	74	↑	129	↓
Crime Scene Unit	72	↓	68	↓

*Due to equipment issues that will not be resolved until move target internal drug analysis TAT is 90 days

October 2018 Highlights

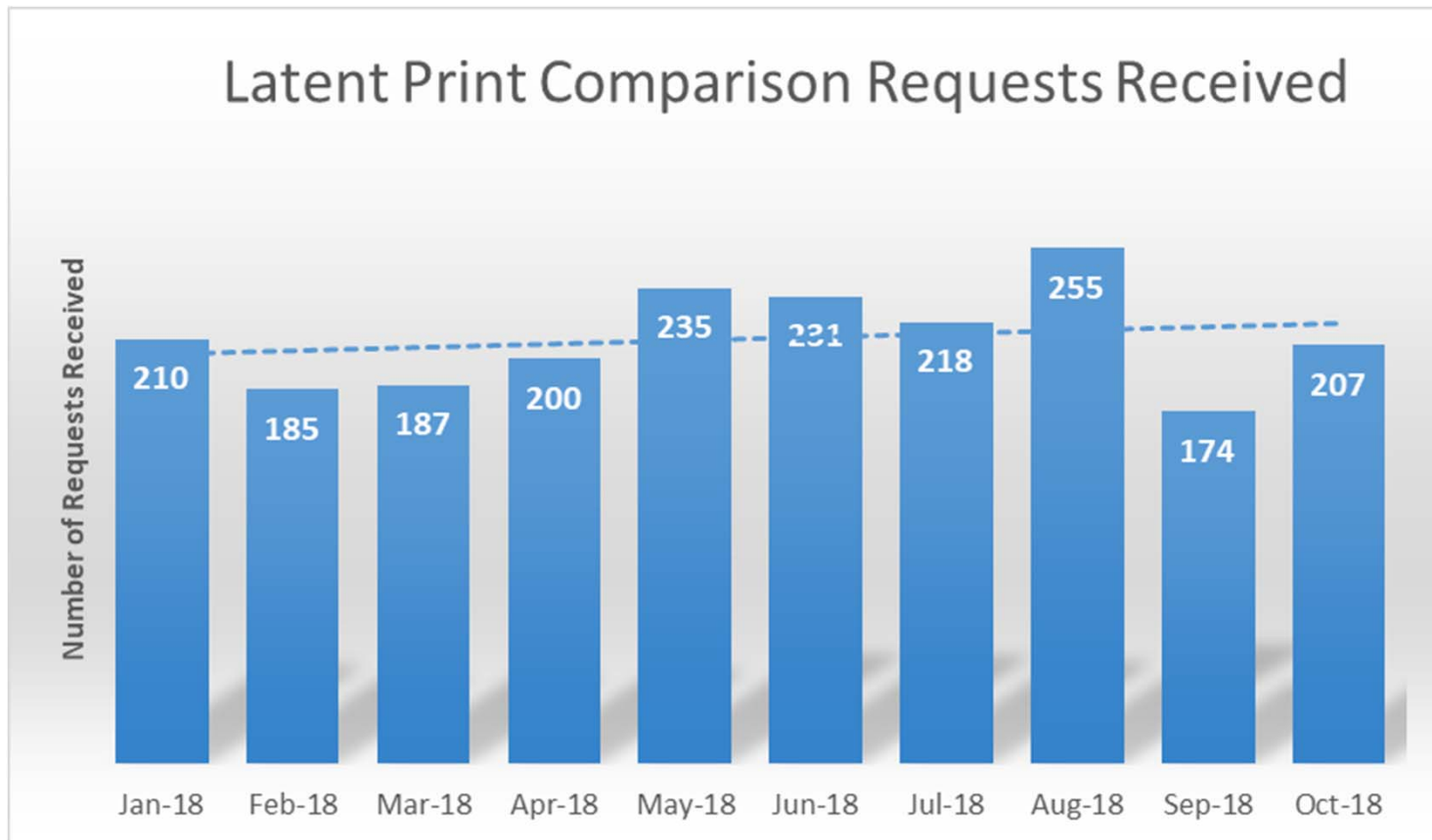
- Latent print comparison
 - Changes seen in incoming cases
 - Backlog update
- Update on how new request portal may impact operations



Latent Prints Update

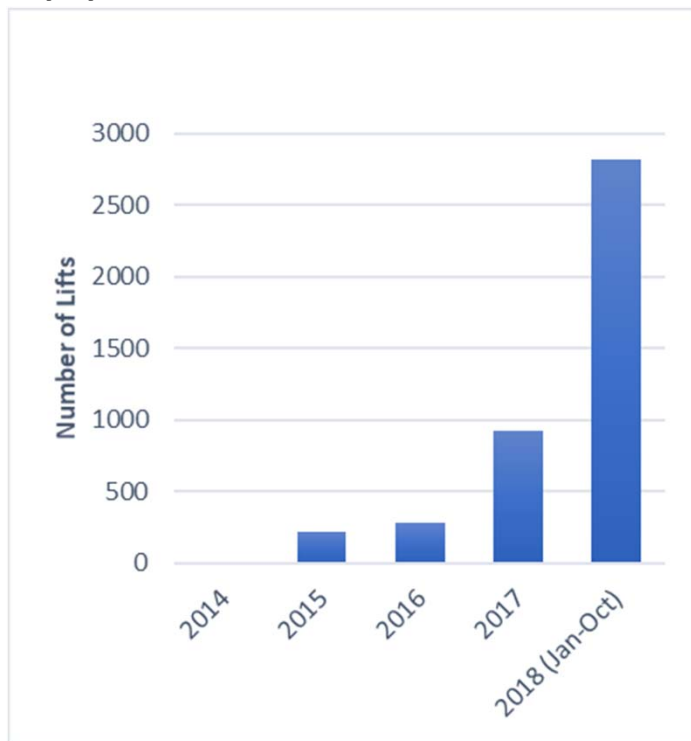


Latent print comparison requests: 2018

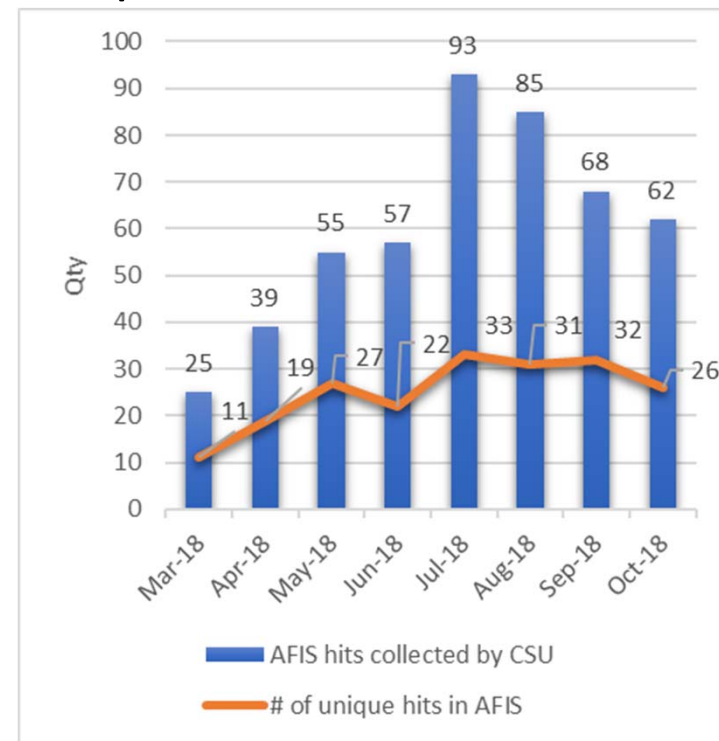


Increase in CSU processing

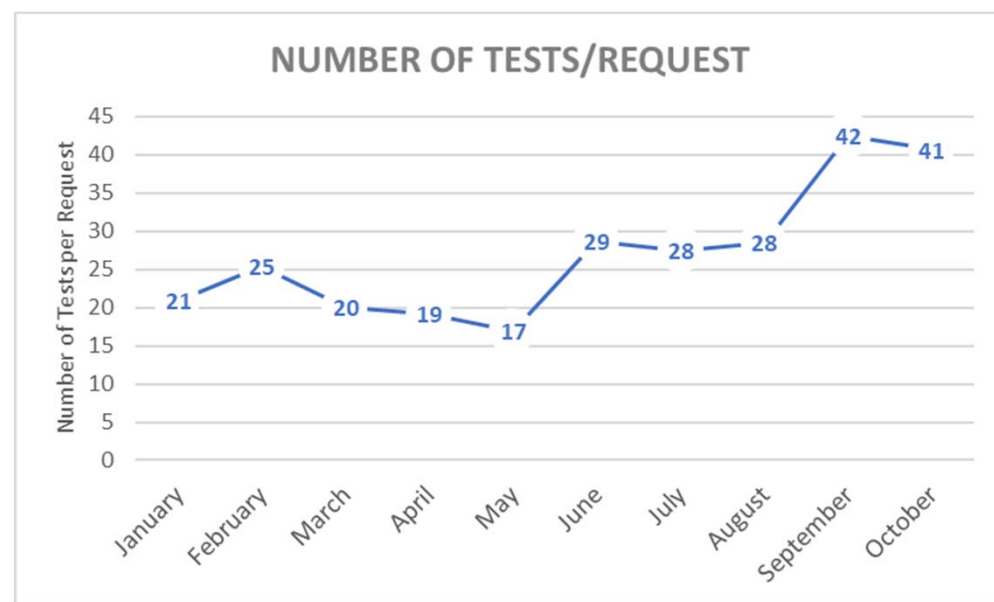
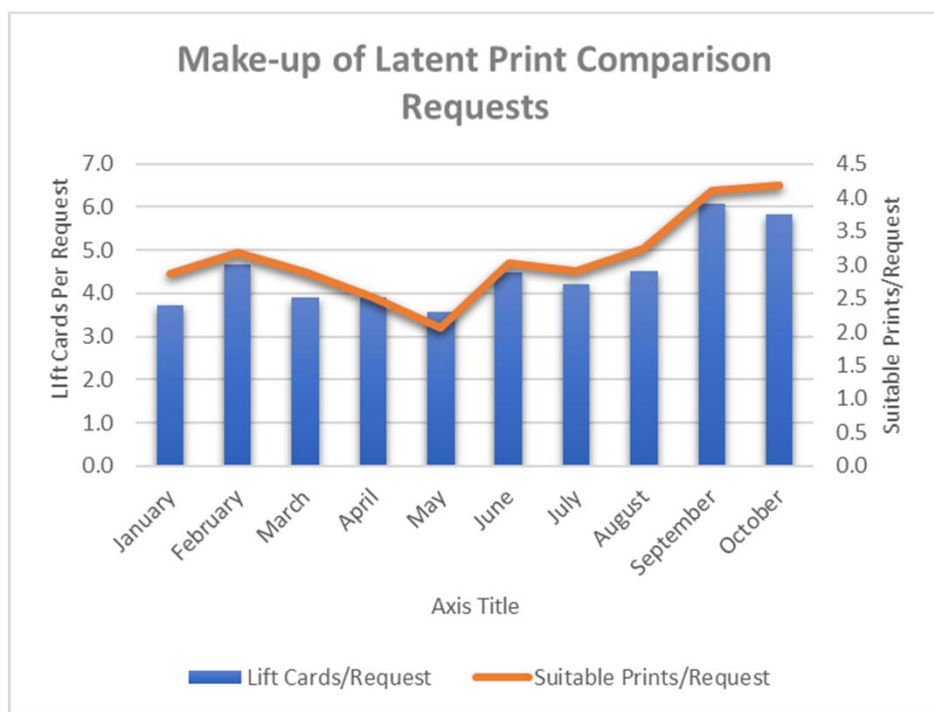
Latent lifts collected by CSU
by year



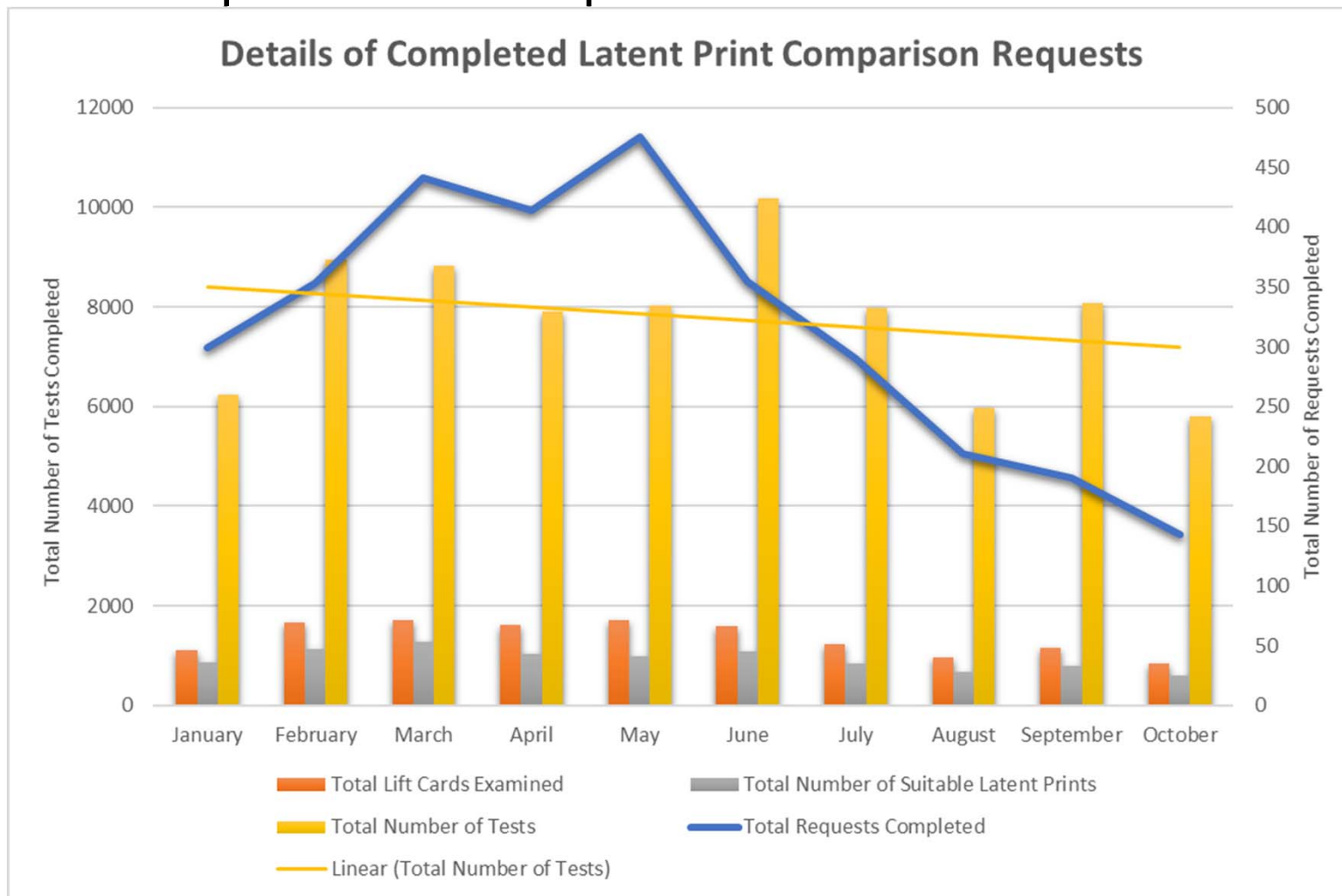
Leads reported to HPD in
the past 8 months



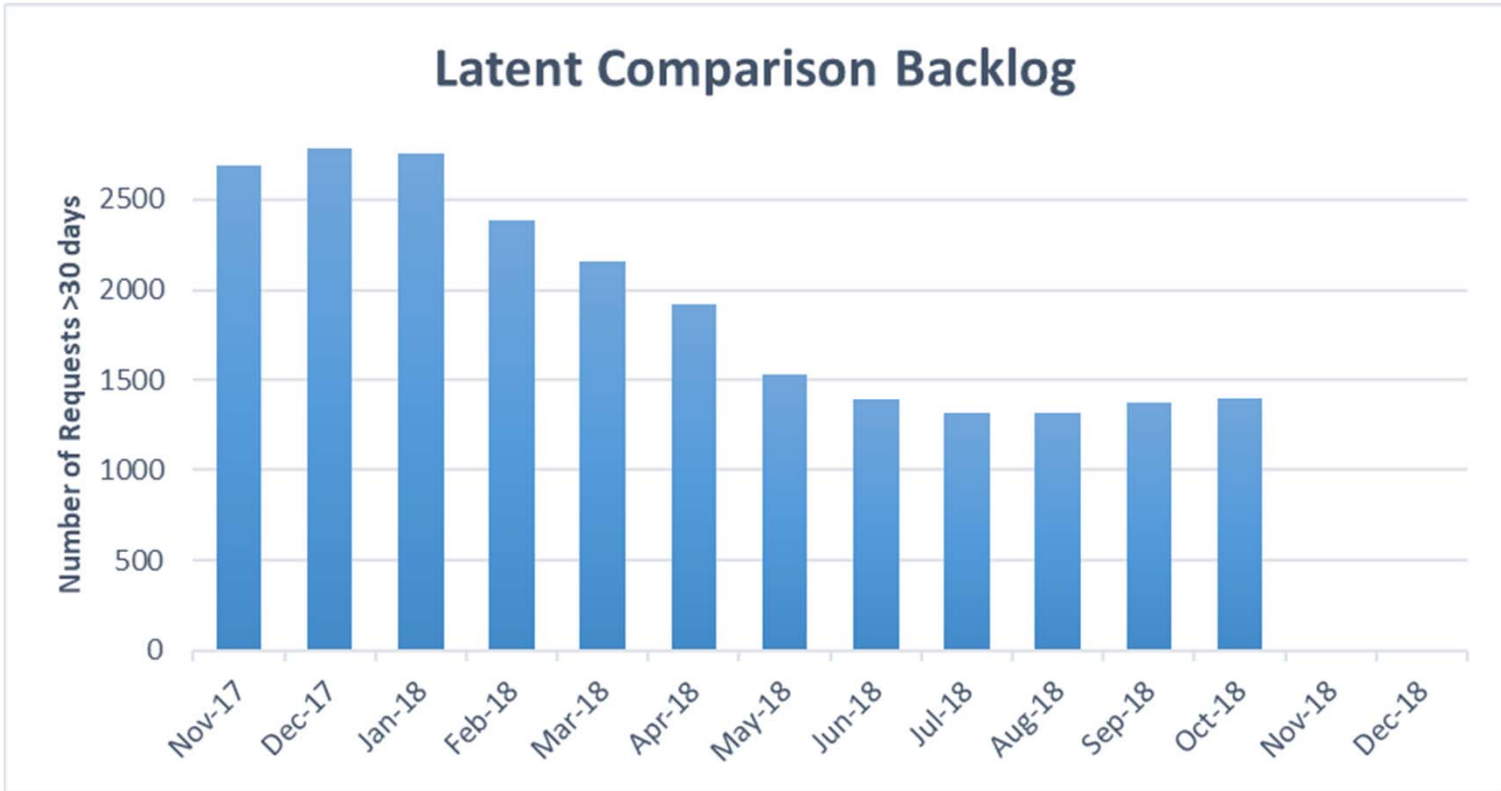
Changes seen in Latent Print Requests-2018



Impact on requests completed



Impact of changes on backlog elimination



Request portal: Potential impacts



Impacts of portal on internal operations

- Going live in portal may impact each sections' workflow
- The research and development and portal team will work with each section to better understand how they could be impacted by the portal
- This information will help determine what work arounds are needed, what can be fixed and what will require more time/resources



Crime Scene and Multimedia

November 9, 2019



Crime Scene Unit/Digital Multimedia Division

Digital-A/V Section

- Transitioning four classified officers back to HPD by Feb. 2, 2019
- Cross-training underway for two A/V specialists on digital forensic work
- HPD circular has been distributed regarding new A/V call-out procedures



Crime Scene Unit/Digital Multimedia Division

Crime Scene Unit

- Last two CSU supervisors have completed training, authorized for technical and administrative reviews
- CSI supervisor Lurena Huffman completed training on 3D camera, SOP revisions ongoing
- CSI supervisor Alison Hutchens transitioned to an administrative role overseeing quality, training and SOP revisions
- CSI Brandon Kellett returning from year-long military deployment



Facility Update

November 9, 2019



500 Jefferson: The Big Move

- Exhibit E1-1.1 has been finalized, awaiting approval by 500 Jefferson. This is the exhibit that allows for minor lease changes
- First and second phase:
 - Feb. 28, 2019 – 1301 Fannin
 - Ends by March 22, 2019
- Third phase:
 - 1200 Travis, 10th and 20th floors, including part of CSU, 2 members of IT, quality and Peter
 - May 2 to May 6, 2019
- Fourth phase:
 - 1200 Travis, 24th and 25th floors (R&D, biology/DNA analysts, CS/CM, CSU)
 - May 9 to May 13, 2019

THIS ENDS THE OFFICE MOVES ... AND NOW THE LABS



500 Jefferson: The Big Move

- 5 toxicology, 9 seized drugs staff, half of 25th floor supply room, 1 logistic specialist
 - Oct. 3, 2019 to Oct. 7, 2019
- All of forensic biology, half of firearms, remainder of CS/CM, latent lab, R&D/quality lab equipment
 - Oct. 17, 2019 to Oct. 21, 2019
- Remainder of seized drugs and Amy Castillo
 - Oct. 31, 2019 to Nov. 4, 2019
- Remainder of toxicology, firearms, supply room, logistics and IT
 - Nov. 14, 2019 to Nov. 18, 2019

ALL TRAVIS SPACE HANDED BACK TO HPD BY DEC. 31, 2019



LIMS Update

November 9, 2018



Move to Azure Platform

- Goal from the beginning
- Development version in the cloud...live version is on a local server
- Live disciplines testing in the development version for functionality
- Plan to stop all LIMS work in production end of work day on Nov. 14 (Wednesday)
- Back up the production database and copy to Azure
- Ensure functionality early Monday, November 19 and release to live disciplines for work



On Premise

LIMS



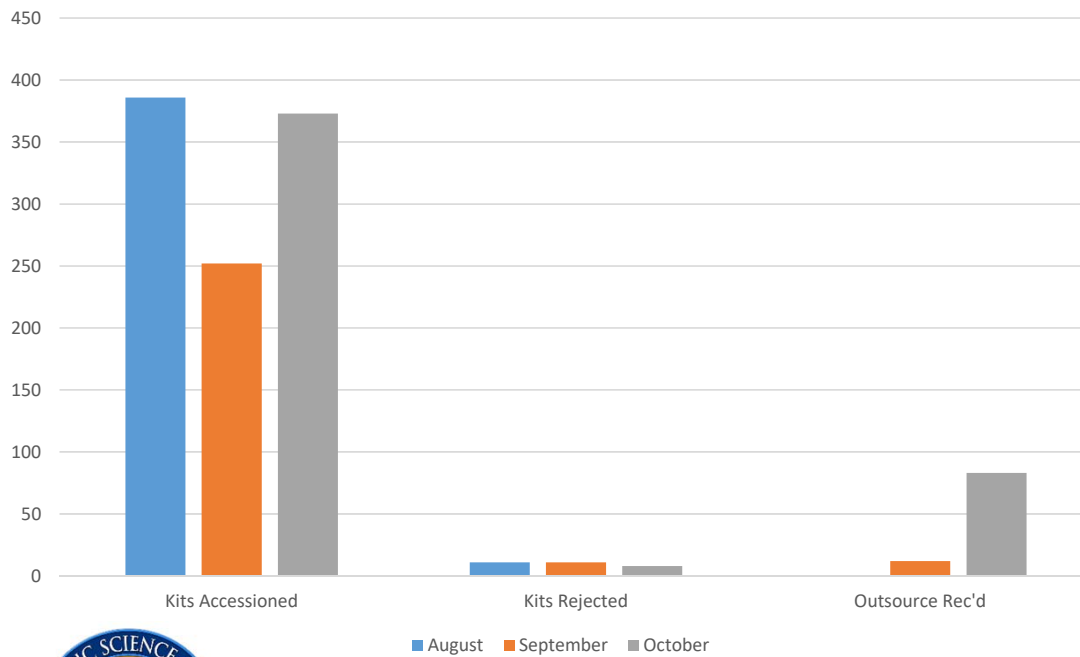
The Cloud

Detail data



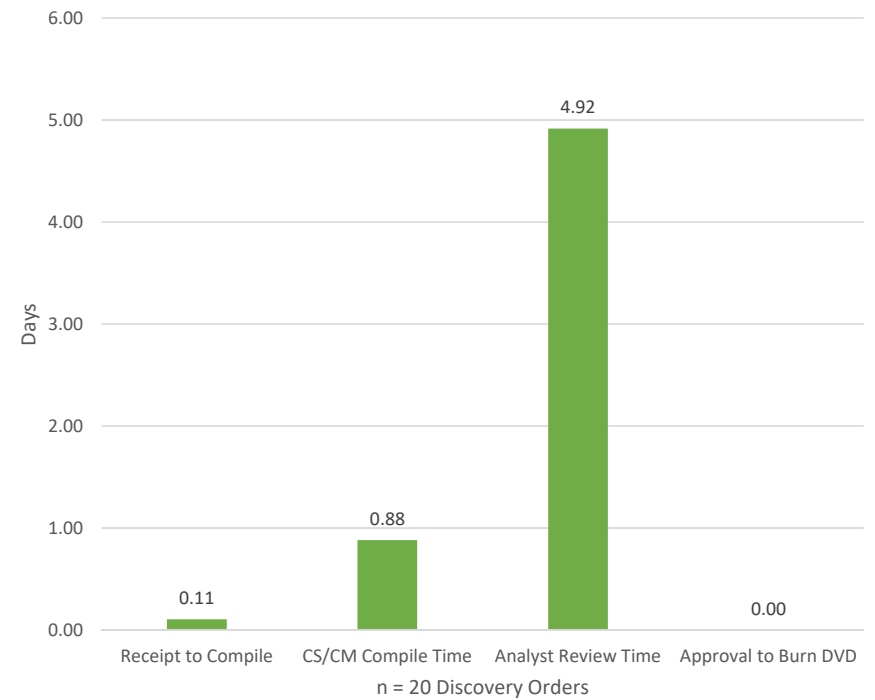
CS/CM – October

Accessioning



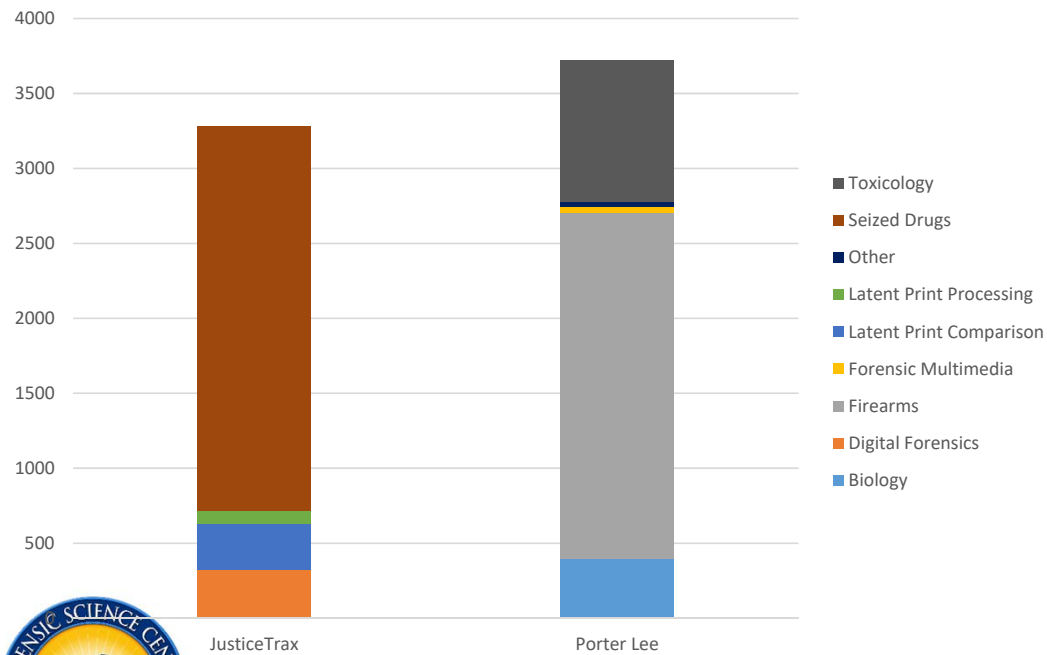
Toxicology Support

Toxicology Discovery Order TAT – by status



CS/CM – October

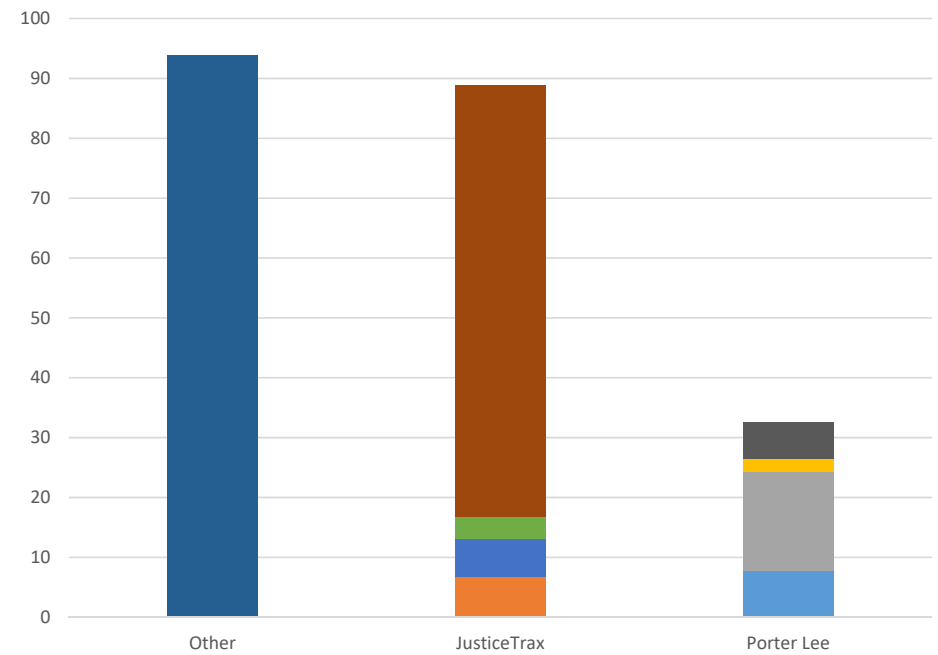
Total Items by Section & LIMS System



Evidence Handling

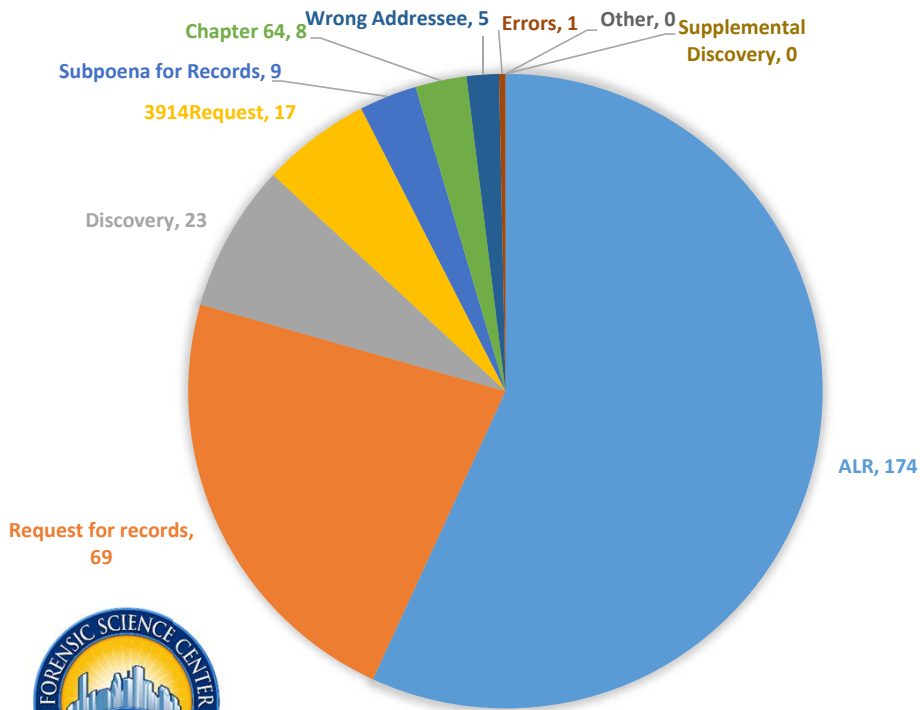
Total Time by Section & LIMS System

See Time Categories by Section slide for breakdown



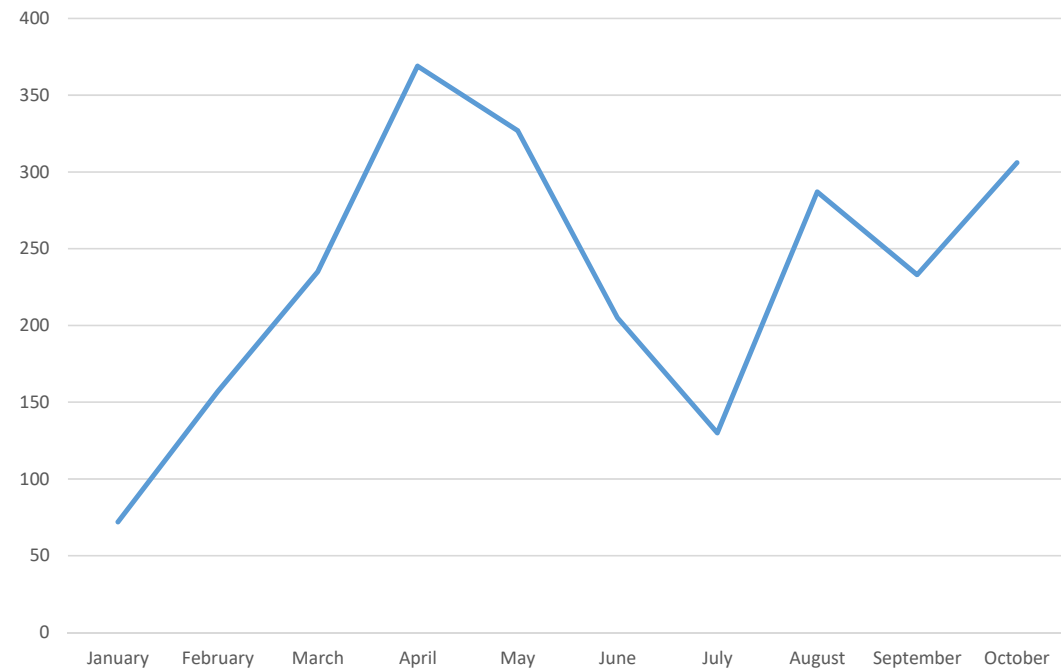
CS/CM – October

Oct. 2018 Requests by Type



Administrative

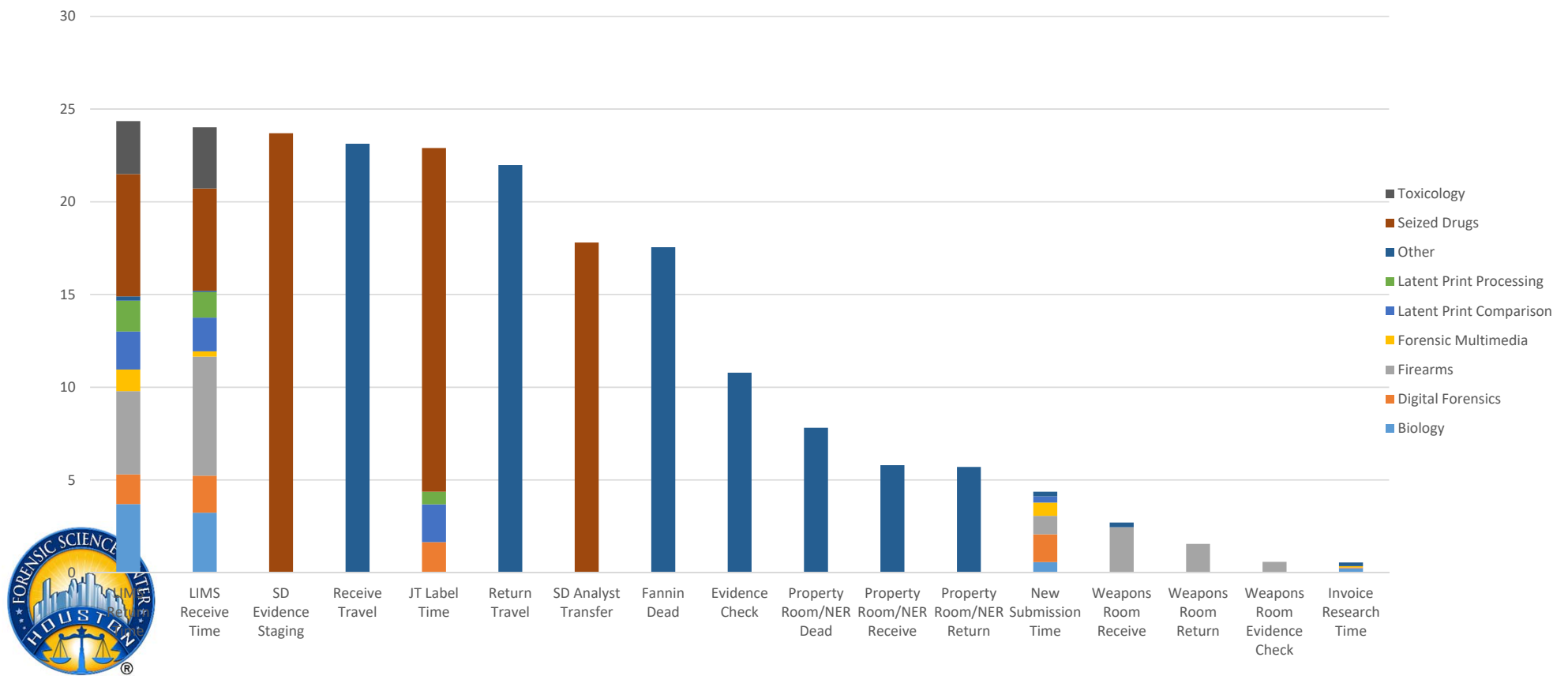
Records Requests - YTD



CS/CM – October

Time Categories by Section

Evidence Handling



Seized Drugs



Seized Drugs: 10-day TAT average
0 pending requests >30 day

Target: TAT average <14 days
Less than 3 requests >30 days

Critical issues

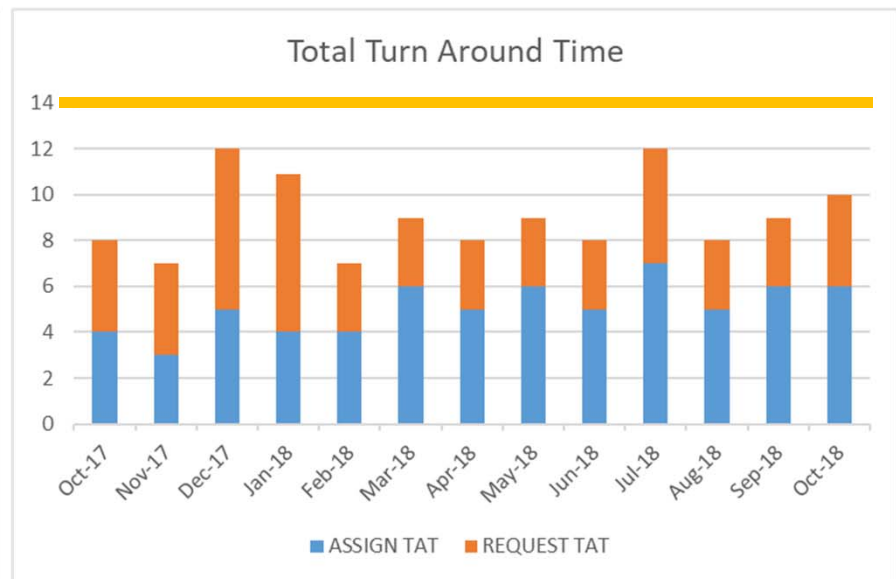
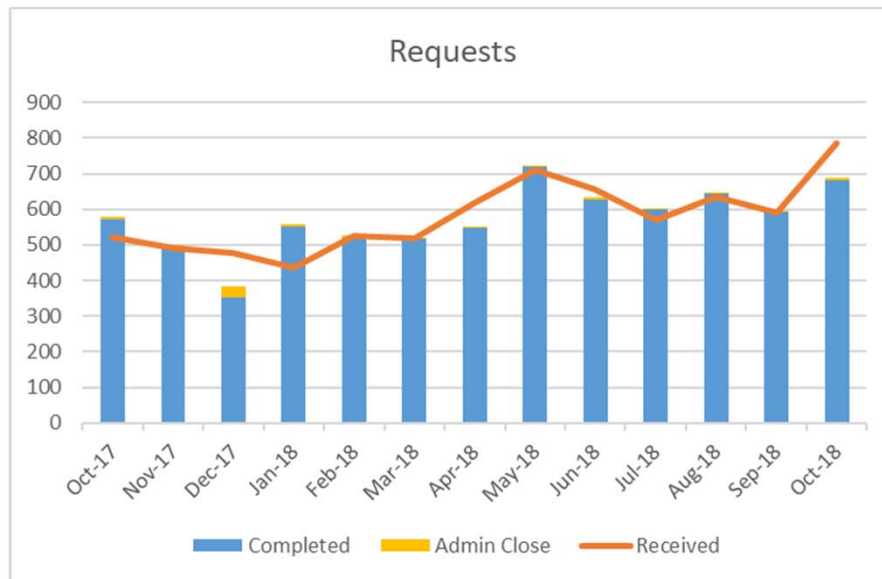
- Potential impacts of additional expedited case needs
- LIMS transition including manual entry of case requests

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. Continue to see increases.
- Grant awarded for collaboration with R&D on opioid testing.



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 – Casework

Exams: 38-day avg,
9 pending requests >30 days
Target: <25 days



Critical issues

- Average age of cases over 30 days: 52 days
- JusticeTrax

Projections for Next 90 Days

- New examiner signed off for seconding, AR and TR
- Decrease in TAT as section gets caught up on casework (new streamlined approach to some cases)
- 1 examiner reduced casework productivity to train new NIBIN technicians
- 2 new NIBIN techs signed off for handguns by end of November



Firearms – NIBIN (National Integrated Ballistic Information Network)

Total TAT
↓
14

EOM >30 day
↓
668

Critical issues
3

Current NIBIN Requests

(received on or after 7/23/2018):

Total received in October: 541 requests

Average TAT: 7 days

Target: ≤5 days

Historical NIBIN Backlog

(received before 7/23/2018):

Total backlog: 656 requests (182 in progress)

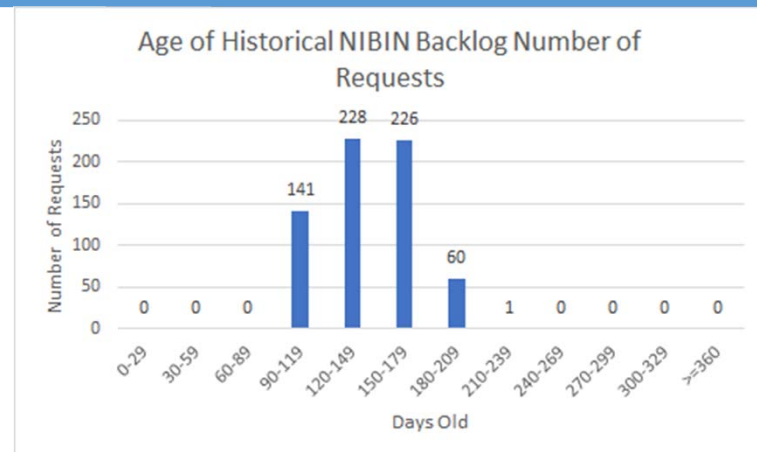
Target: eliminated by August 2019

Critical issues

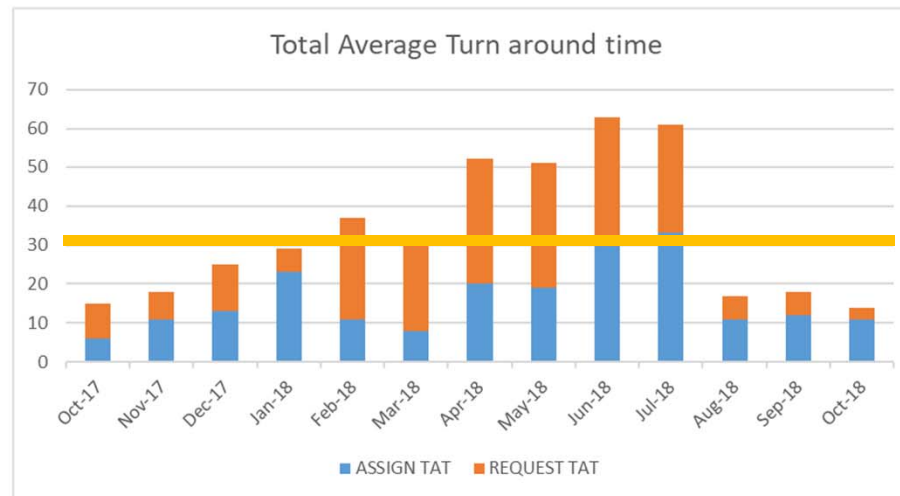
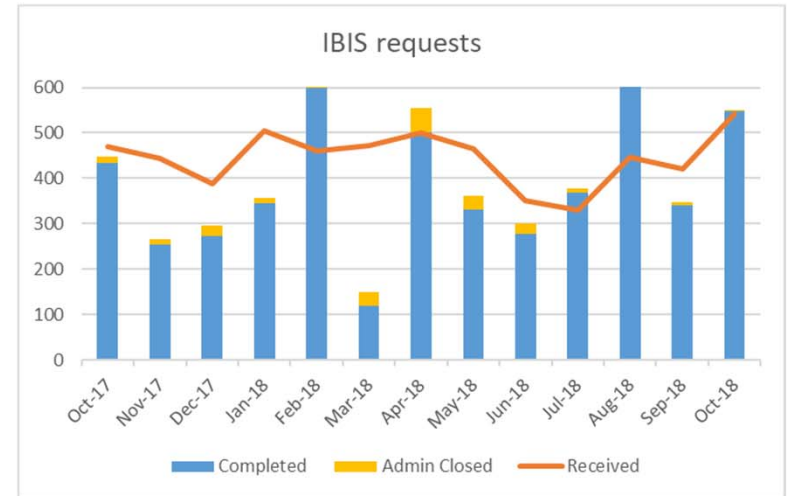
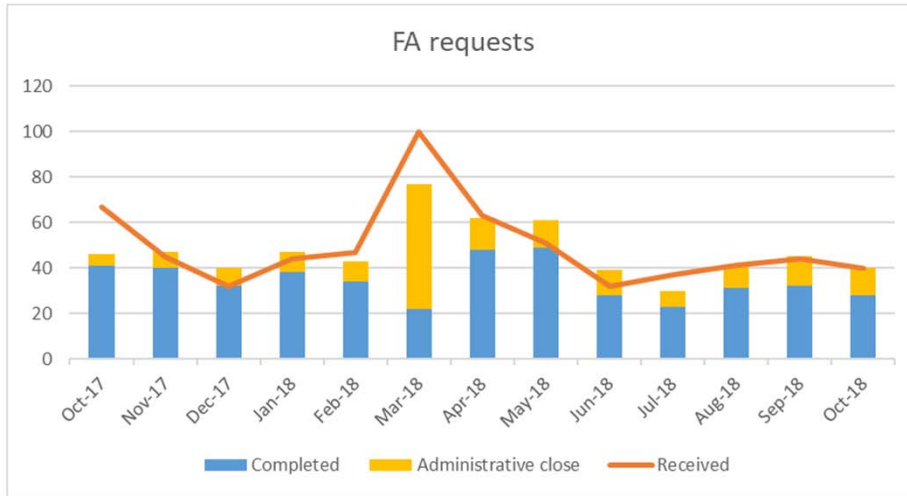
- 2 additional NIBIN technicians started 9/5/2018
- NIBIN backlog, increased NIBIN workload
- Expect age and TAT of historical NIBIN backlog to increase

Between 10/1/2018 – 10/31/2018

- 490 **current requests** completed
- 110 **current requests** in progress
- 22 **historical backlog** requests completed
- 0 **historical backlog** requests in progress



Firearms



Forensic Biology-Backlog

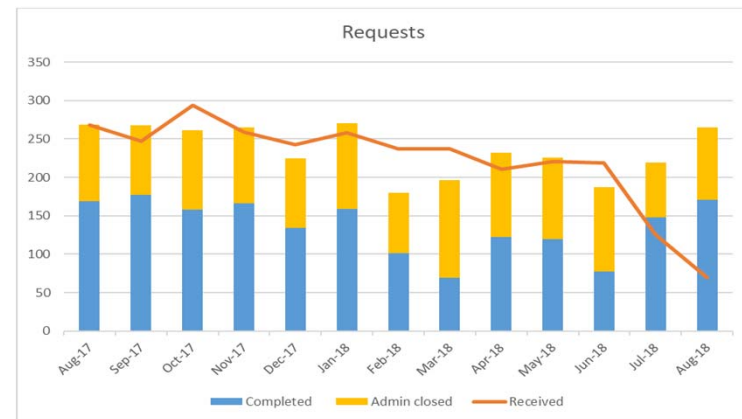
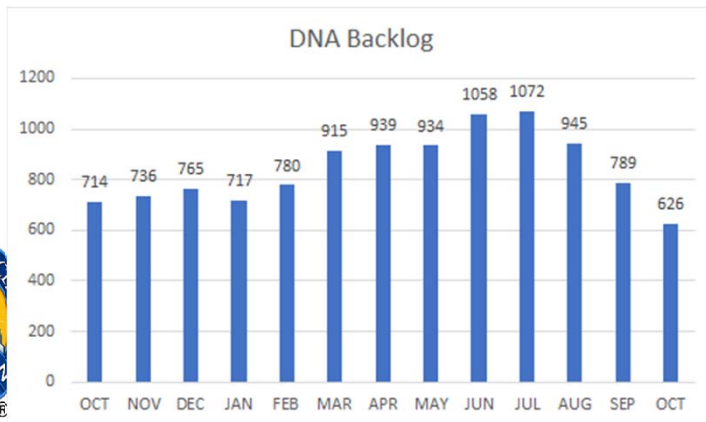


SA Kit: 142-day avg TAT
 19 pending SAK requests all >90 days
 SAK "other": 133-day avg
 Non-SAK DNA: 307*-day avg
 626 total requests >30 days

Critical issues

- Target: minimum 12 DNA report writers, currently 8
- DNA extract storage concerns in preparation for move to new facility

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



Forensic Biology-Outsourcing

Total Cases Shipped	Cases Returned	Cases Reviewed
506	64	0

SAKs shipped: 364

SAKs completed: 23

Non-SAKs shipped: 142

Non-SAKs completed: 41

Critical issues

- The In-house review of all outsourced casework

Projections for next 90 days

- Project timeline: August 2018-September 2019
- First cases expected to be returned in November 2018



CODIS (National DNA Database)

Total TAT
↓ 14

EOM >30 day
↓ 21

Critical issues
2

Profiles Entered: 91

Matches: 234

104 Pending notifications

21 Notifications over 30 days

~39 of the pending 104 notifications are waiting on other agencies for information.

187 Total Notifications were addressed in September

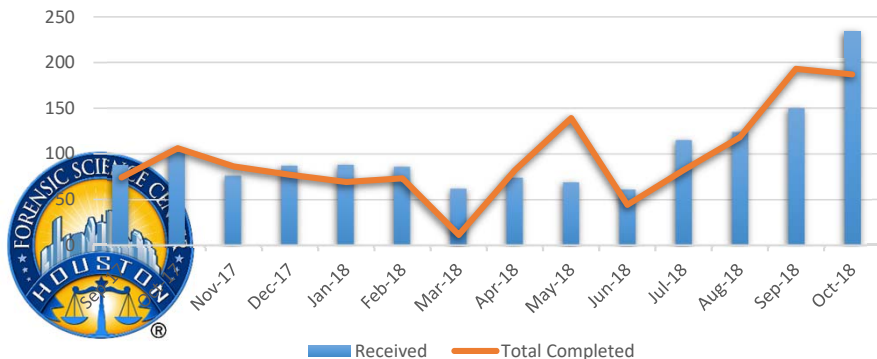
Critical issues

- Delays in notifications from DPS-Austin – approximately 60 day TAT
- Obligate Allele Project

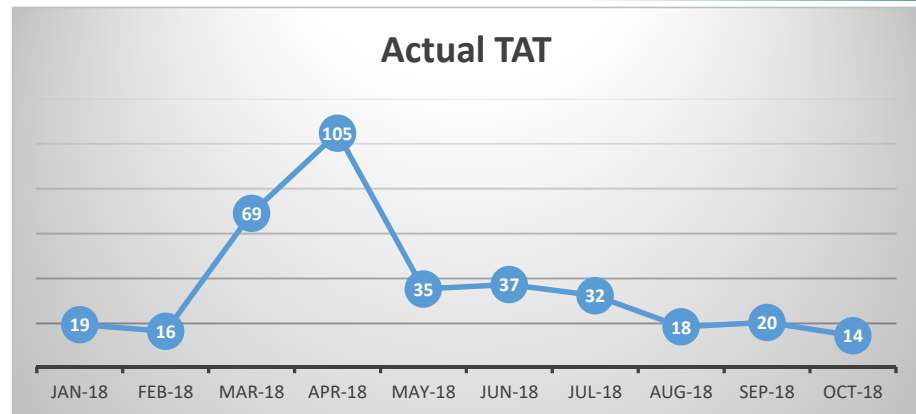
Projections for next 90 days

- Increase the number of cases reviewed from Obligate Allele Project.

Matches Received Vs. Completed

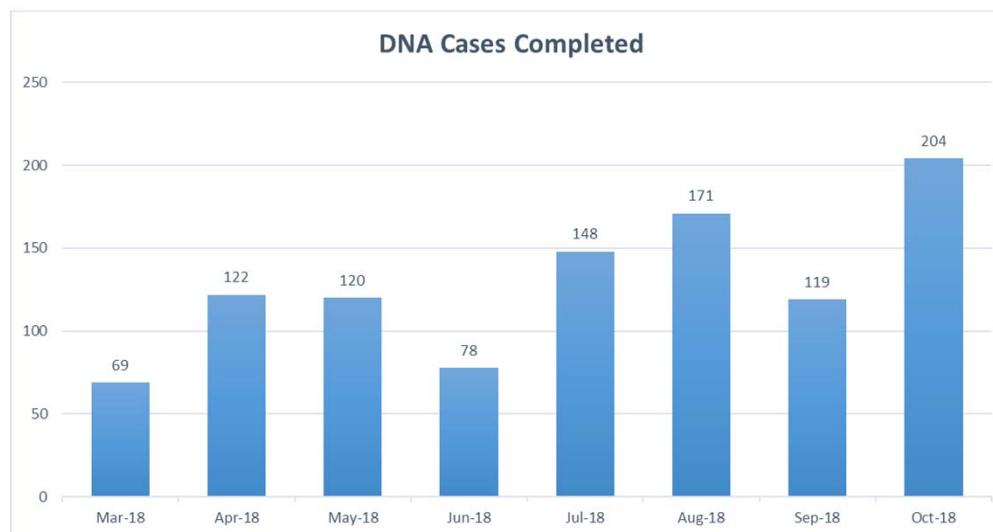
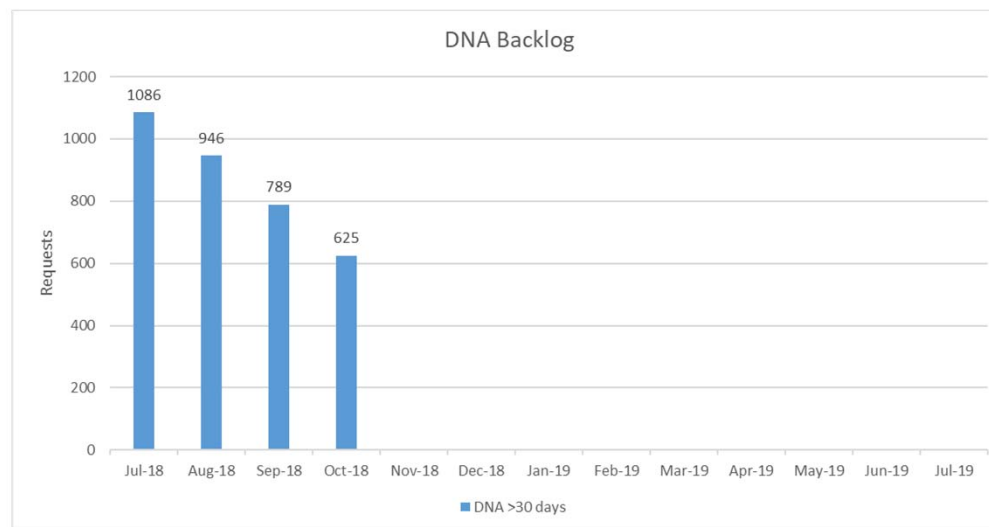


Actual TAT

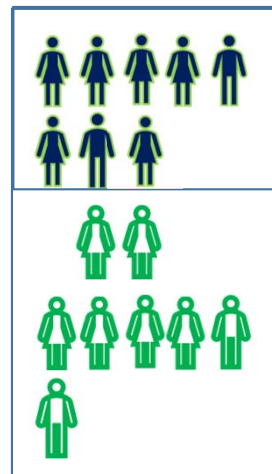
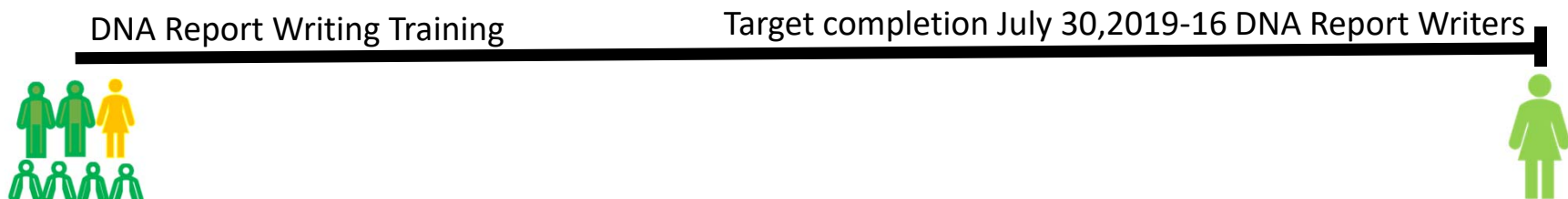
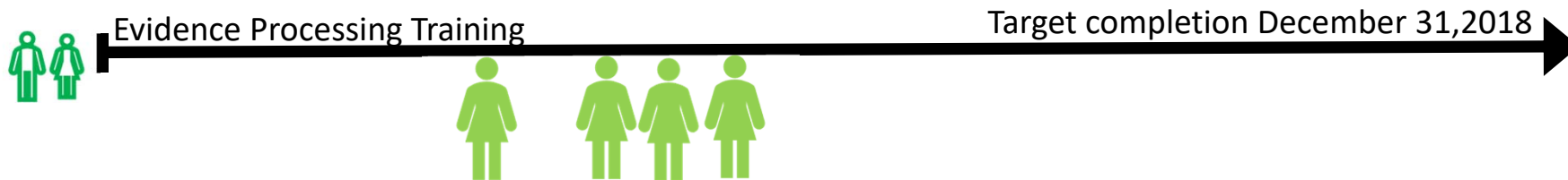


DNA Backlog Update

- Completed 204 DNA requests in October
- Cleared 164 DNA cases from the backlog in October



Forensic Biology Training



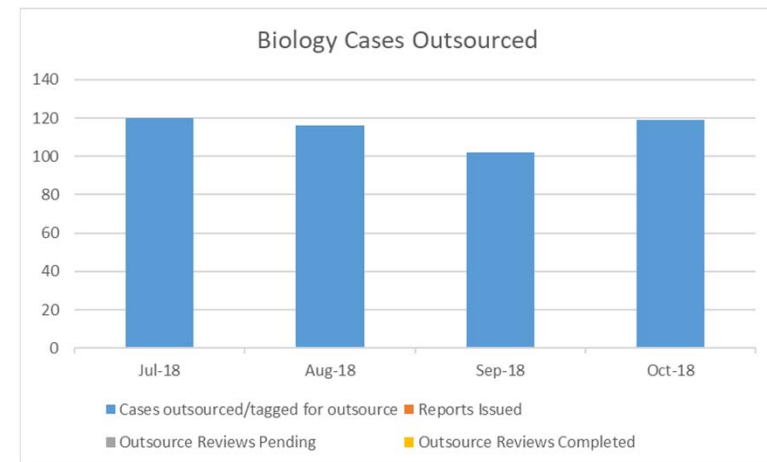
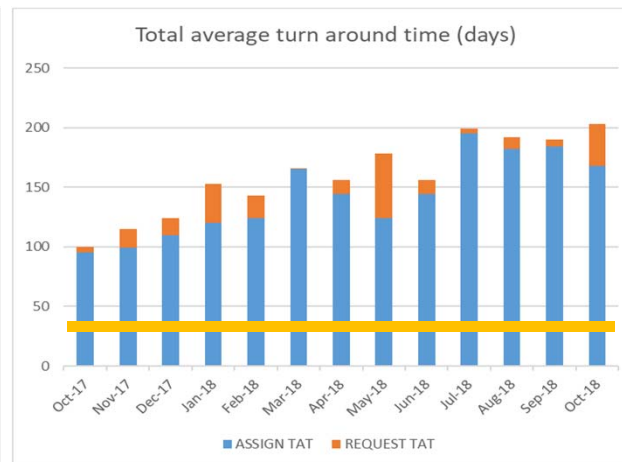
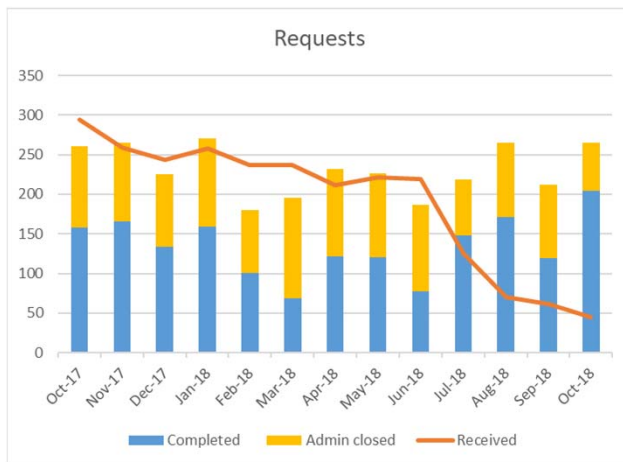
Training on schedule



Delay in training schedule

Forensic Biology -- Total

Note: In July of 2018 the number received will be impacted by the number of cases outsourced, once a case is outsourced it moves from received by Bio to Outsourced



Toxicology



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

Tox: 74-day avg
129 pending requests >30 day

Out-Tox: 26-day avg
0 pending requests >30 day

Critical issues

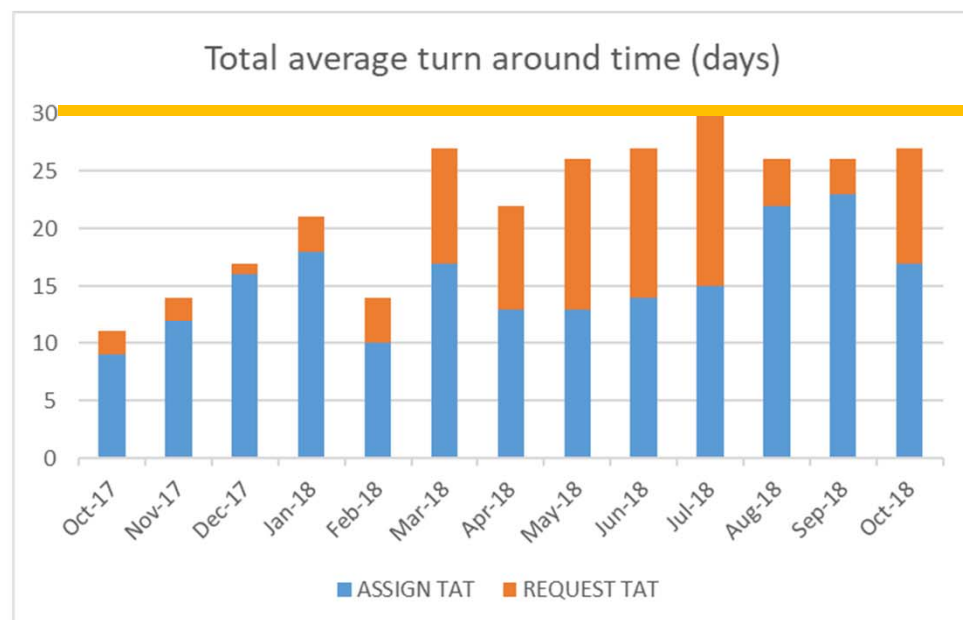
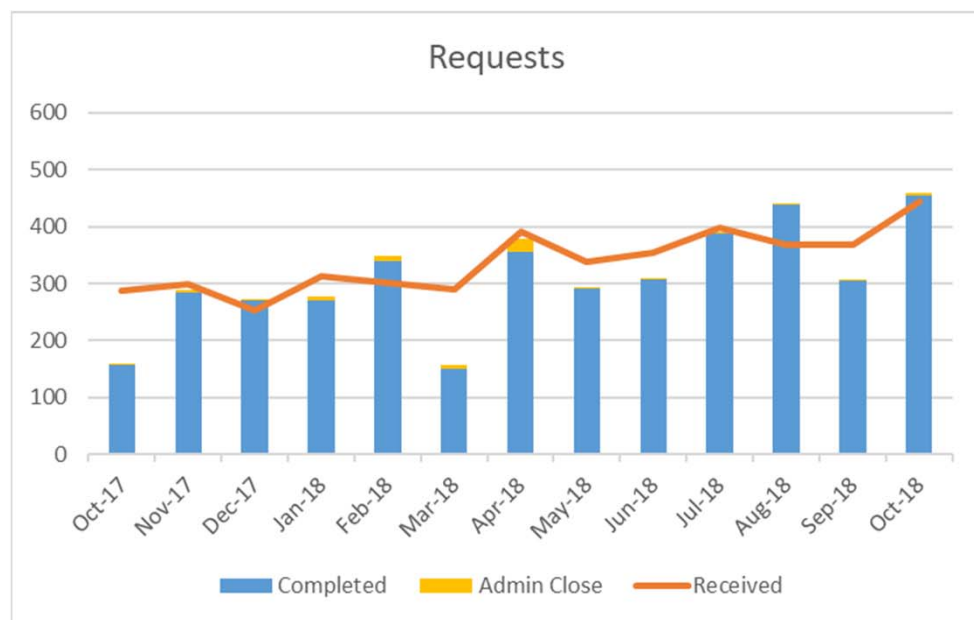
- Technical supervisor position to be filled
- Legacy instrumentation and limited staff in the drug confirmation group
- Urgent training needs to be balanced with casework and other tasks (JT)

Projections for next 90 days

- Tox confirmation of SA cases continues to be outsourced but not DWI cases.
- Drug screen (EIA) training of two analysts starts in December.
- With limited staff and training needs, longer drug confirmation TAT expected (90 days)
- Accessioning delay and the section training affect alcohol and Tox TAT.

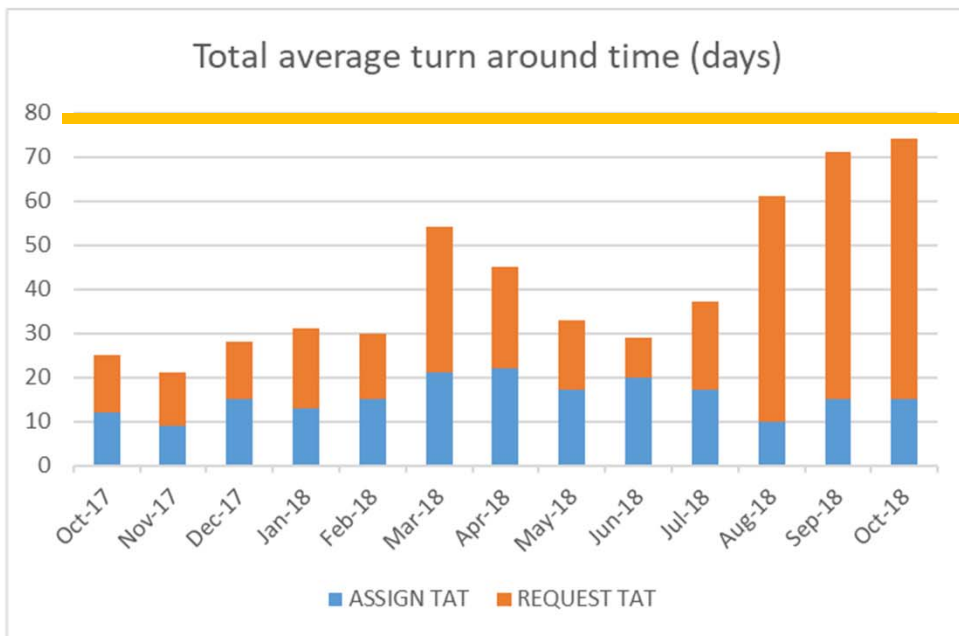
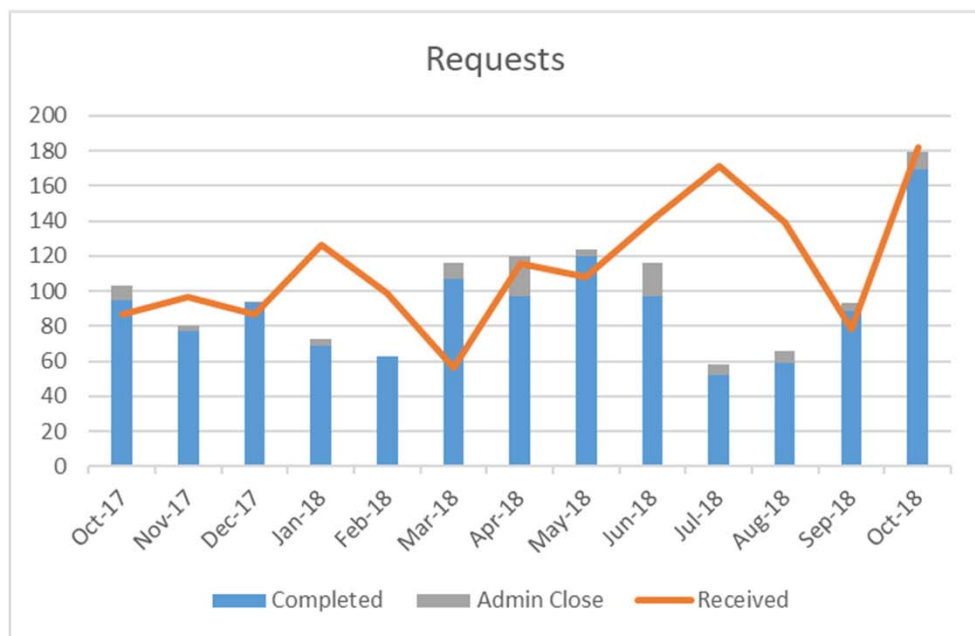


Toxicology: Alcohol



Toxicology: Other Drugs

In June of 2018 the toxicology section went live with drug analysis in house, due to instrumentation challenges and limitations, the expected TAT is 90 days until LC-QQQ can be brought on line.



Latents

Total TAT
↓ 43

EOM >30 day
↑ 1,397

Critical issues
2

Comparisons: 43-day avg TAT from request
1,397 pending requests >30 day

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

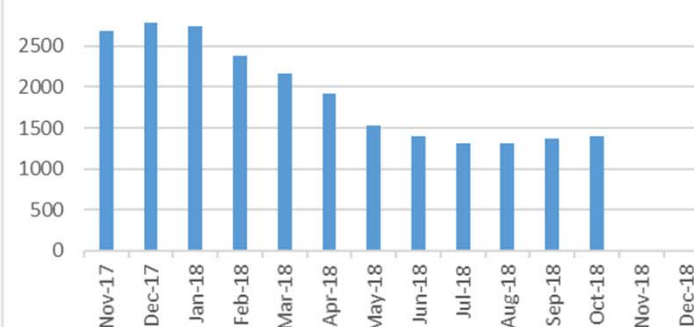
Critical issues

- Case completions have slowed due to larger CSU cases.
- Workflow remedies being explored to mitigate increased volume and still address elimination of backlog.
- Backlog now increasing

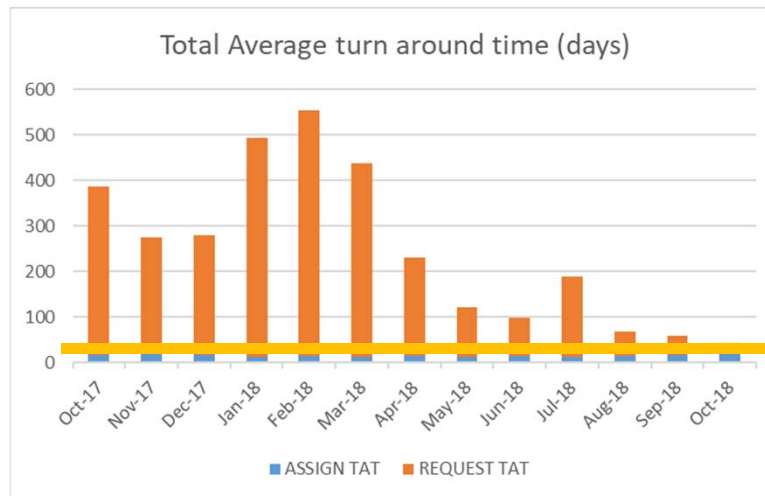
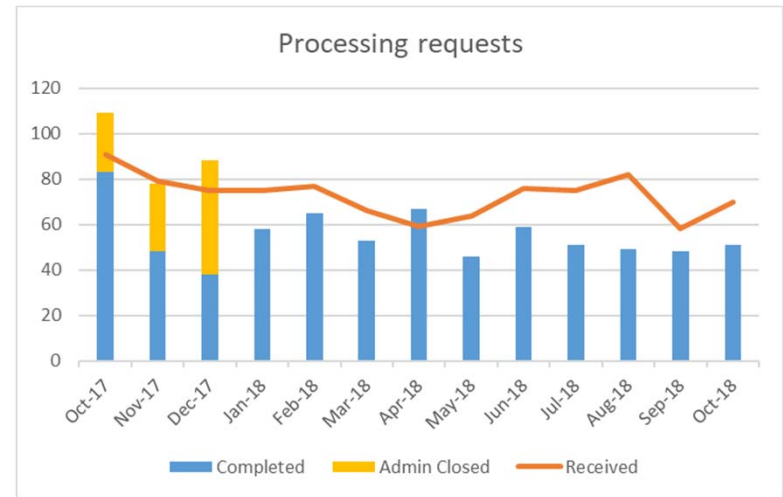
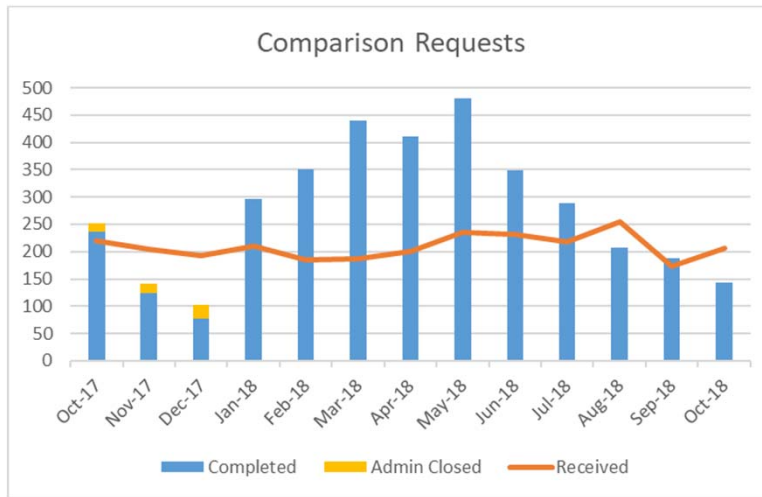
Comparison Reports Completed



Comparison Backlog



Latents



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

CSU

Total TAT
↓ 72

Call outs
49

Critical issues
1

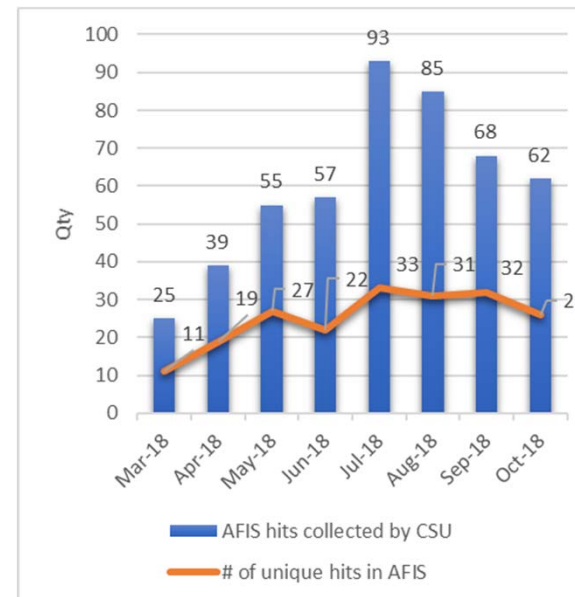
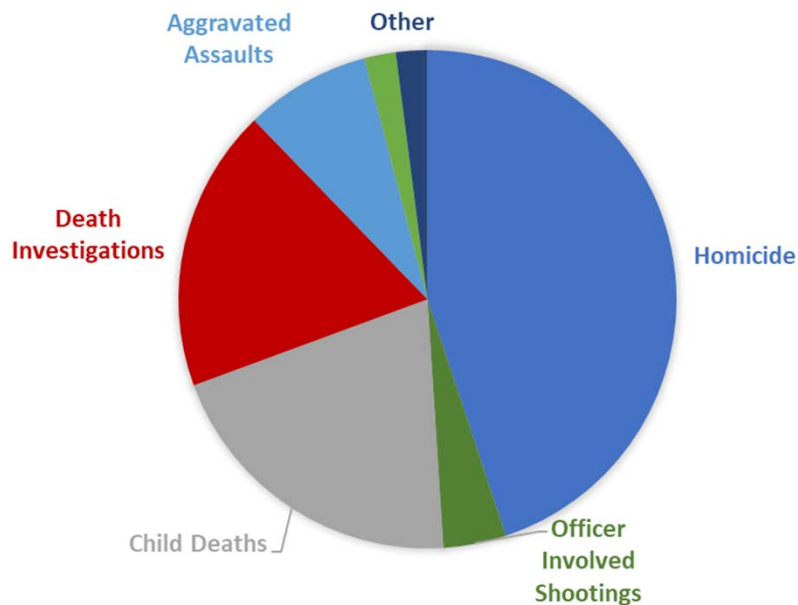
CSU callouts: 49

Items of evidence collected: 1,499

Cars processed at VEB: 23

Hours spent at scenes: 363 = 12hrs/day

- 2 (two) CSIs in training



Digital and Multimedia



A/V: 9-day avg
1 pending requests >30 days

AVCO: 1-day avg
0 pending requests >30 days

Digital: 26-day avg
1 pending requests >30 days

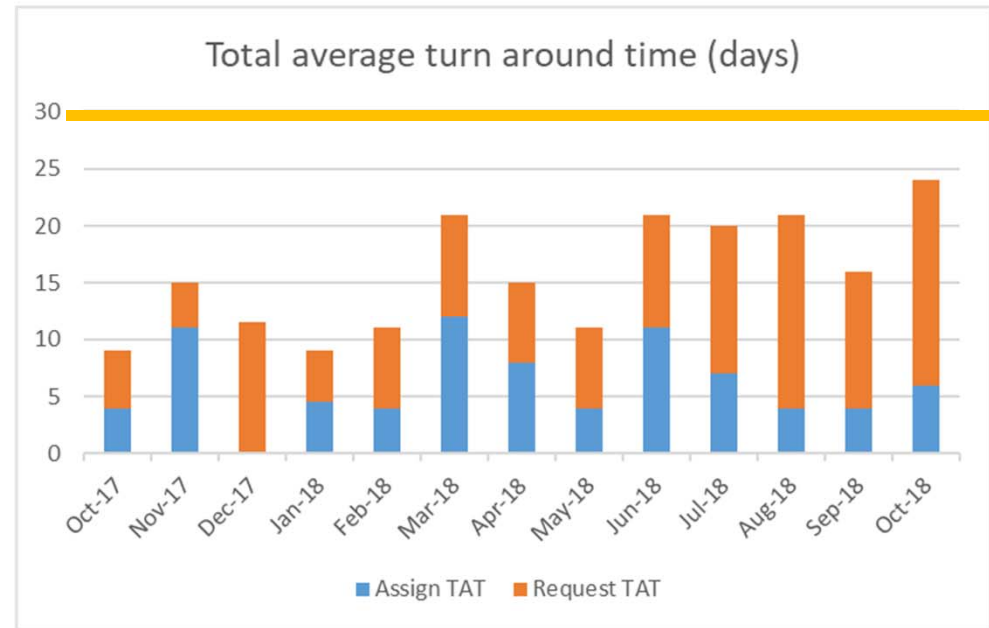
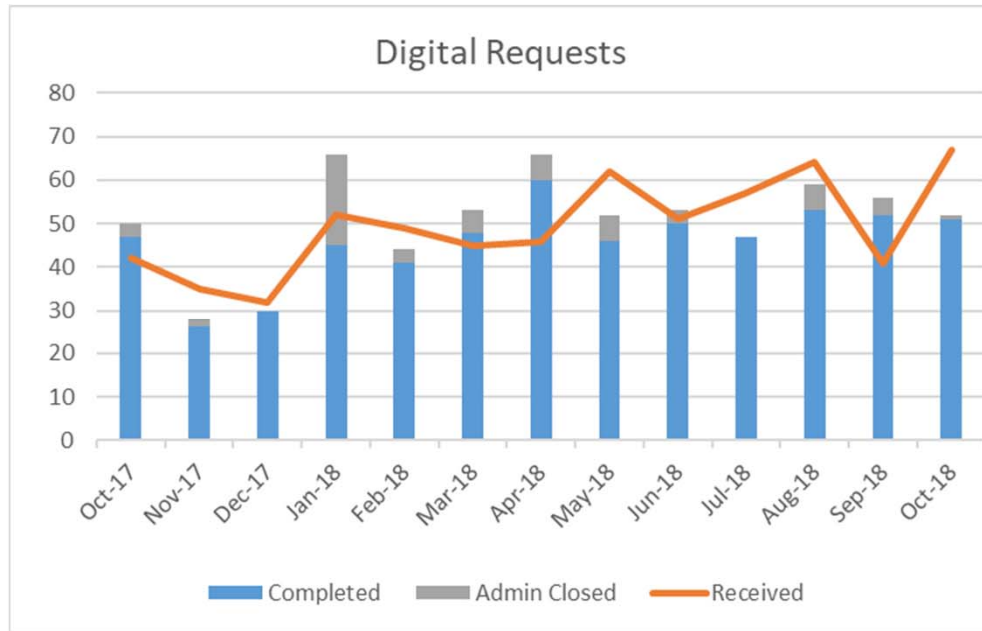
Critical issues

- Multimedia transition to new LIMS/network/workflow
- Anticipated 31% Staff Reduction – 4 Analyst Positions

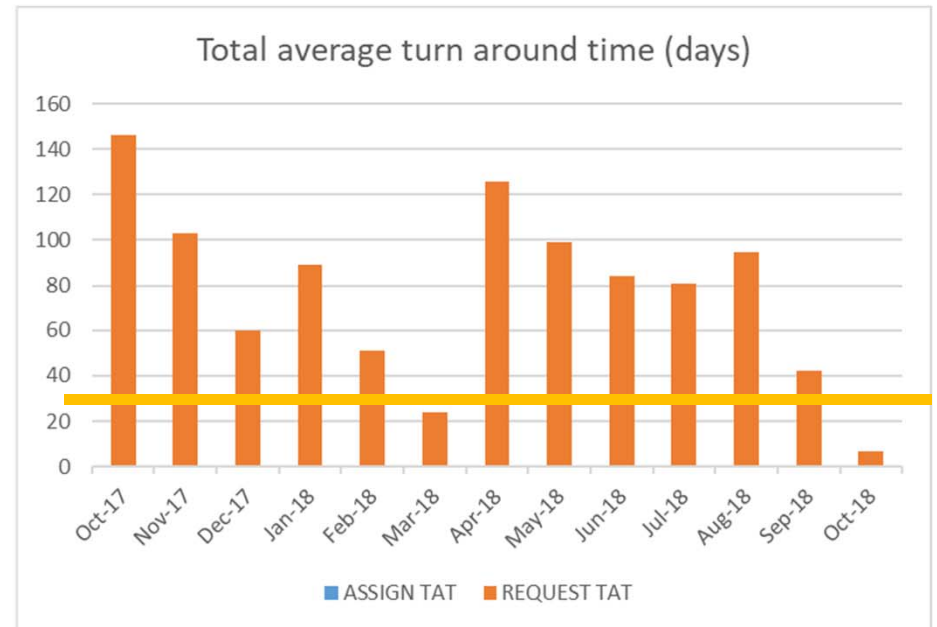
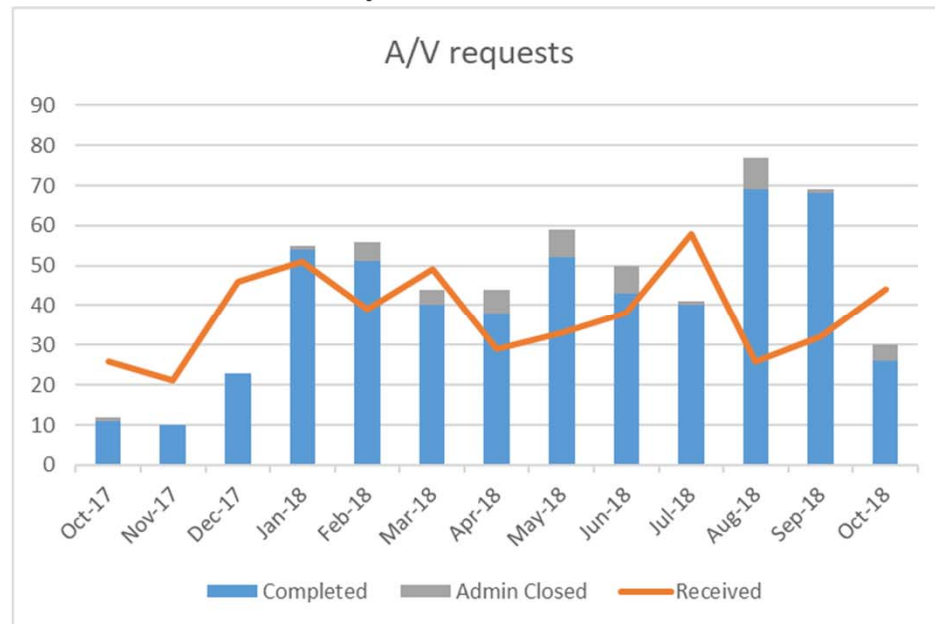
- Overall Digital and Multimedia TAT down from 28 days to 18 days
- Multimedia implementing Comparative Analysis – New Service



DME -- Digital



DME -- A/V



Starting December 2017: A/V and A/V call out metrics reported together



Lean Six Sigma Development Group

Current Projects

Current Projects

3

Projects Completed

4

Projects in Queue

10


Project: Management Dashboard **Type/Phase:** D M A  V

Project Engineer: Amy Castillo **Status:** Yellow

Timeline: 4/30/2018- 1/19/2019

Accomplishments:

- Templates built for that include Justice Trax LIMS, Porter Lee LIMS, and Qualtrax data visualizations in PowerBI
- Training team on PowerBI and data mapping


Project: Work Product Evidence Return (WPER) **Type/Phase:** D M A  C

Project Engineer: Paula Evans **Status:** Green

Timeline: 8/22/2018 – 2/14/2019

Accomplishments:

- Approval to advance to Improve
- Determined critical process inputs and evaluated risk (Cause & Effect Matrix, FMEA)
- On-going collaboration with subject matter experts and HPD Property Room

Project: Multidisciplinary Requests **Type/Phase:** D M A  C

Project Engineer: Aimee Grimaldi **Status:** Green

Timeline: 8/10/2018 – 1/31/2019

Accomplishments:

- Determined the improved process
- Evaluated how the process could fail and planned risk mitigation
- Determined the characteristics of the process that are critical in satisfying our stakeholders
- Collaborated with subject matter experts for JT and Where's My Result solutions
- Approved to advance to the fourth phase - Improve



Lean Six Sigma (LSS) Development Group

Current Projects

Current Projects
3

Projects Completed
4

Projects in Queue
10

- Management Dashboard
 - Timeline extended
 - Timeline: April 2018-February 2019
- Multiple Discipline Request
 - On schedule
 - Timeline: August 2018 – January 2019
- Work Product Evidence Return
 - On schedule
 - Timeline: September 2018 – February 2019

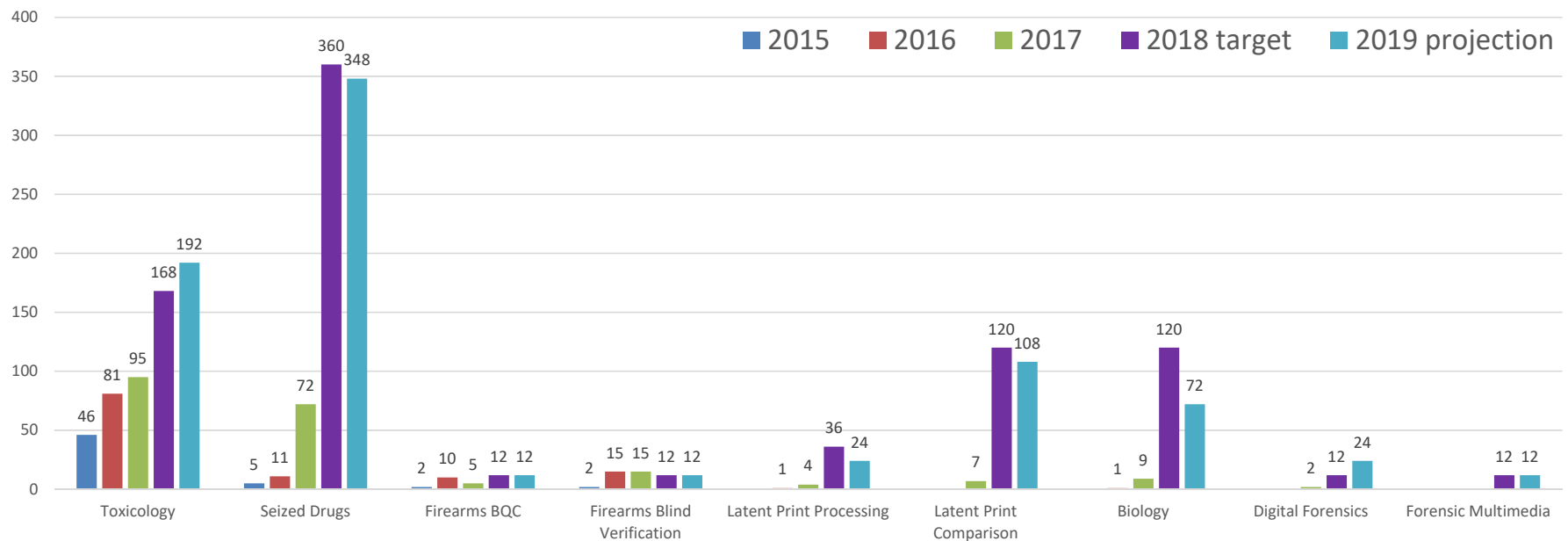


Quality Division Report November 9, 2018

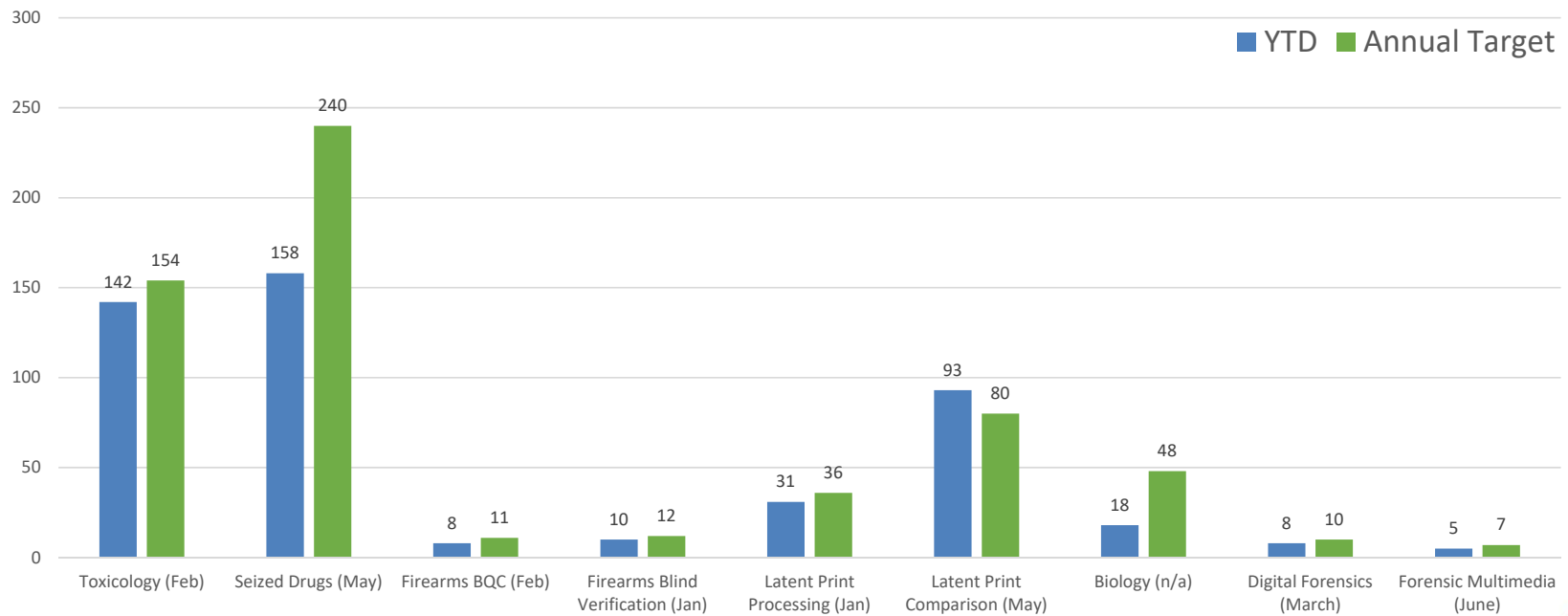
Updates for October 2018



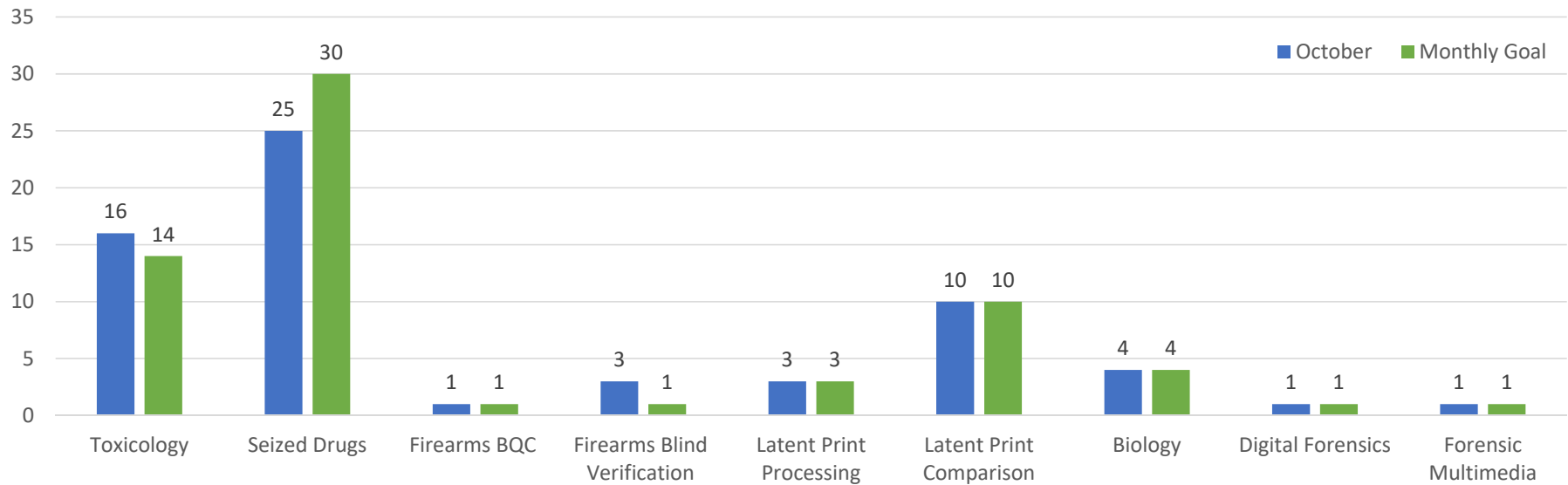
Blind Quality Control



2018 BQCs



Blind QCs Submitted in October



Blind Quality: Challenges and Accomplishments

- Missed multiple-discipline Blind Quality Control request involving Digital Forensics (DFL) and Latent Print Processing (LPP)
 - DFL analyzed evidence prior to LPP; now the item cannot be processed for prints
 - Will be addressed through multidiscipline request LSS project
- Ongoing struggle to create DME blind evidence
- Blind Quality workshop in Pittsburgh

*Correct DNA profiles were generated but one was not correctly searched in the staff elimination database

- Analyst did not use correct procedure for searching profiles
 - Quality Division staff profiles in local CODIS database for BQC purposes
 - DNA and CSU staff profiles not in local CODIS database
 - May update technical review checklist to ensure elimination database is searched correctly

Forensic Discipline	Cases Completed
Seized Drugs	17
Toxicology – BAC	18
Biology	2 (DNA)*, 3 (SCRN)
Firearms – Blind Verification	0
Firearms – Blind Quality Control	1
Latent Print Processing	4
Latent Print Comparison	12
Digital Forensics	1
Forensic Multimedia	2



Audits/Disclosures/Corrective Actions

- Waiting for ANAB's final accreditation decision
 - Communicated with accreditation program manager to finalize the scope of accreditation
- Firearms nonconformance involving incorrect case number on NIBIN lead report
 - Originally audited 30 cases to determine if isolated
 - After statistics presentation at last TFSC meeting, will review an additional 140 cases
 - 99% confident error occurred in less than 5% of casework
- Ongoing investigation into three biology contamination events between May and July
 - Analyst removed from casework; no indication analyst's technique was root cause; analyst released back to casework extractions
 - Unable to source low level DNA through staff or vendor databases
 - Process improvement included autoclaving tubes in screw-top containers and having one container of tubes open at one time; once all are used, another container will be opened
- CSU nonconformance led to termination
 - Personal equipment and control samples used
 - Some false negative results
 - Will disclose to TFSC



2018 Proficiency Testing (PT)

Discipline		Tests in Progress	Number Completed	Comments
Seized Drugs		9	7	3 internal marijuana PTs assigned in October
Toxicology		9	5	
Firearms		5	7	3 internal NIBIN PTs to be assigned
Crime Scene Unit		-	22	Complete for 2018
Latent Prints		11	11	
Digital and Multimedia Unit	Audio/Video	8	-	
	Digital	1	5	
Forensic Biology		10	31	1 PT pending receipt

- No unsatisfactory test results for 2018



2018 Testimony Data

- 50 of 150 analysts testified so far this year in 105 proceedings
- 46 of the 50 have been monitored
 - 2 testified for work done prior to HFSC employment – no monitoring needed
 - 1 CSI and 1 Firearms examiner need to be monitored by end of December
- Quarterly transcript reviews
 - Seven transcripts received in September covering seized drugs, digital forensics, toxicology, biology and crime scene
 - Total of 16 in 2018
 - Training on transcript project provided to all technical staff
 - Finalizing evaluations on transcripts received in September



Detailed Data



Quality Division Notifications

Incidents, Corrective and Preventive Actions

Friday, November 2, 2018

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Page 1 of 2

	Quality Notified	Summary of Notification	Comments
Biology			
2018-097 IR	10/2/2018	A Forensic Biology report was amended in 2015 to update the new FBI statistics but the allele chart was inadvertently modified at one locus. The report was amended a second time to correct this error.	
2018-098 IR	10/2/2018	The extraction worksheets for two extractions performed on the same day indicated a Forensic Biology staff member self-verified the order of his tubes. Although this did not have an impact on the samples, it is a violation of the sectional SOP.	
2018-100 IR	10/22/2018	A Forensic Biology staff member prepared standards for a procedure by using half the volumes required by the SOP. The standards were remade correctly and analysis was repeated. The SOP and quantitation worksheet were amended to allow different volumes to be used.	
2018-101 IR	10/10/2018	A Forensic Biology staff member transposed the items she entered into the Laboratory Information Management System (LIMS) causing the results for items 3 and 4 to populate for items 1 and 2 and vice versa. The error was administrative in nature but was not caught during technical review. An amended report was issued with the appropriate results for each item.	
Crime Scene			
2018-102 CAR	10/12/2018	The CSI did not video record two separate homicide scenes as required by CSU SOP 7.9.1.	
2018-104 CAR	10/20/2018	The CSI utilized an outdated CSU Case File Checklist form which is a violation of HFSC document control procedures.	
Firearms			

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

Friday, November 2, 2018

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Page 2 of 2

	Quality Notified	Summary of Notification	Comments
2018-096 IR	10/1/2018	The Firearms balance was not performance checked during the month of September. The sectional SOP requires the balance to be checked monthly. When the performance check was completed in October, the balance was performing appropriately.	
2018-103 Pending	10/8/2018	Two NIBIN notifications were released to the stakeholder before the technical reviews were documented.	
Seized Drugs			
2018-099 Pending	10/3/2018	While cleaning, an analyst discovered an evidence item (a clandestine tablet) under the electrical cords attached to the balance in her work area. The case to which the table belonged could not be determined.	

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.

RESOLUTION NO. 2018-_____

RESOLUTION AUTHORIZING THE PRESIDENT AND CEO TO ENTER INTO A CORPORATE CREDIT CARD AGREEMENT WITH BOKF, N.A. DBA BANK OF TEXAS.

WHEREAS, the Board of Directors (the “Board”) of Houston Forensic Science Center, Inc. (the “Corporation”) desires to enter into a corporate card agreement (the “agreement”) with BOKF, NA d.b.a. Bank of Texas, (the “Bank of Texas”); and

WHEREAS, pursuant to Section 5.01 of the Corporation’s Bylaws, the Board may authorize the President of the Corporation to sign, with the Secretary or another officer of the Corporation, all bonds, notes, deeds, conveyances, assignments, mortgages, notes, contracts and other instruments of any kind in the name of the Corporation; and

WHEREAS, pursuant to Section 5.01 of the Corporation’s Bylaws the President also shall perform other duties prescribed from time to time by the Board; and

WHEREAS, the Board deems it necessary and appropriate to authorize the Corporation’s President and CEO to execute this agreement and related documents; and

WHEREAS, the Board has concluded that it is in the best interests of the Corporation to enter into this agreement with Bank of Texas;

NOW THEREFORE, BE IT RESOLVED BY THE DIRECTORS OF CORPORATION:

SECTION 1. That pursuant to the Corporation’s Bylaws, the President and CEO of the Corporation is hereby authorized by the Board to sign, with the Secretary or another officer of the Corporation, all bonds, notes, deeds, conveyances, assignments, mortgages, notes, contracts and other instruments of any kind in the name of the Corporation, necessary to executing the existing credit card agreement with Bank of Texas;

SECTION 2. For purposes of this Resolution, the term “Lender” shall mean BOKF, N.A. DBA Bank of Texas;

SECTION 3. That in furtherance of the authority granted in Section 1 above, the Corporation’s President and CEO is also authorized to perform the other duties prescribed as follows:

(a) **ACTIONS AUTHORIZED.** The President and CEO may enter into agreements with Lender, and those agreements will bind the Corporation. Specifically, but without limitation, the authorized person is authorized, empowered, and directed to do the following for and on behalf of the Corporation:

(b) **Further Acts.** In all cases, to do and perform such other acts and things, to pay any and all fees and costs, and to execute and deliver such other documents and agreements, as the officer may in his or her discretion deem reasonably necessary or proper in order to carry into effect the provisions of this Resolution, as provided in

the existing corporate card agreement and to the extent such acts do not conflict with the Corporation's then existing, procurement policies;

SECTION 4: That the President and CEO shall report to the Board of Directors any proposed actions to be taken, pursuant to this Resolution, which are not contained in the original corporate card agreement; and that such actions shall not conflict with the Corporation's then existing procurement policies;

SECTION 5: This Resolution shall become effective immediately upon passage by the Board of Directors.

ADOPTED this ____ day of _____, 2018.

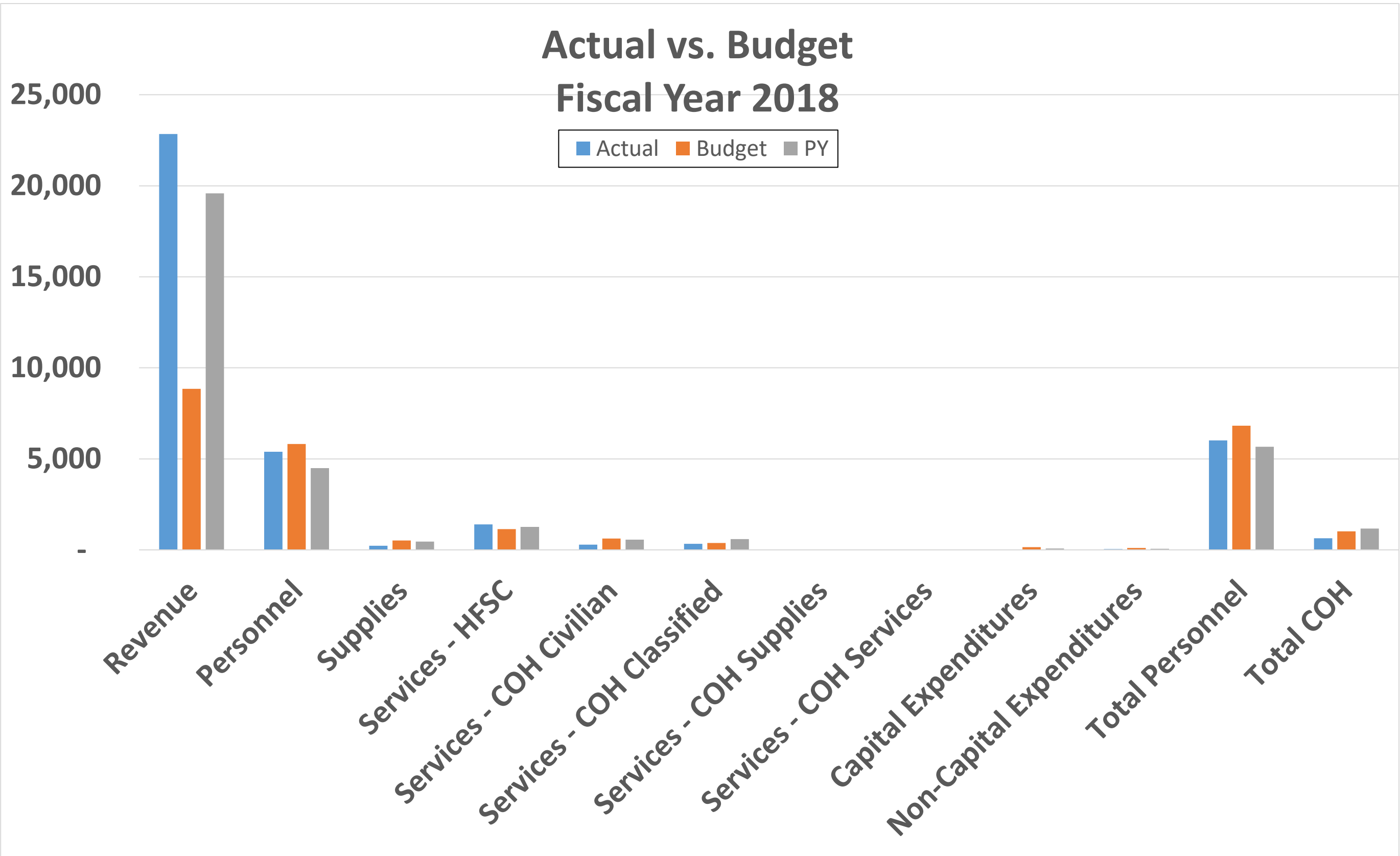
CERTIFICATE

The undersigned hereby certifies that this Resolution 2018-_____ was duly adopted by the Board of Directors of Houston Forensic Science Center, Inc., on the ____ day of _____, 2018.

Executed this ____ day of _____, 2018

By: _____

Jordan Benton, Secretary of the Board of Directors



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

Current Month (Preliminary)										YTD										FY19	
FY19			Variance							FY19			Variance							FY19	% Year
Oct 2018	Budget	Oct 2017	Budget - Actual	%	FY19 - FY18				July 1- Oct 31, 2018	Budget	July 1- Oct. 31, 2017	Vs. Budget	%	Vs. FY18				Budget V1	Completed		
# of Months										# of Months											
1										4											
\$ -	\$ 2,013	\$ -	\$ (2,013)	-100%	\$ -			\$ 22,168	\$ 8,053	\$ 18,731	\$ 14,115	175%	\$ 3,437	0%			\$ 24,160	92%			
122	122	122	-	0%	-		0%	487	487	487	-	0%	-	0%			1,460	33%			
-	-	-	-	0%	-			-	-	-	-	0%	-	0%			-	0%			
2	1	2	1	0%	0		6%	2	3	2	(1)	0%	0	0%			8	0%			
-	-	-	-	0%	-			-	-	-	-	0%	-	0%			-	0%			
1	0	1	0	0%	(0)		-33%	4	2	5	2	0%	(1)	-19%			5	0%			
169	74	2	95	127%	167		8027%	174	297	345	(123)	-41%	(172)	0%			890	20%			
-	1	-	(1)	-100%	-			6	3	8	3	107%	(2)	-23%			9	69%			
-	-	-	-	0%	-			(0)	-	-	(0)	0%	(0)	0%			-	0%			
-	0	1	(0)	-100%	(1)		-100%	2	1	2	0	30%	(0)	0%			4	43%			
293	2,211	127	(1,918)	-87%	166		130%	22,842	8,845	19,580	13,997	158%	3,262	17%			26,536	86%			
1,106	1,173	922	67	6%	(185)		-20%	4,382	4,694	3,661	312	7%	(721)	-20%			14,082	31%			
65	66	50	1	1%	(15)		-30%	227	262	203	36	14%	(24)	-12%			787	29%			
79	85	65	6	7%	(14)		-21%	317	341	264	24	7%	(53)	-20%			1,023	31%			
99	110	80	12	10%	(19)		-23%	394	442	315	48	11%	(79)	-25%			1,325	30%			
10	10	8	(0)	-1%	(2)		-29%	41	40	31	(1)	-3%	(10)	0%			119	34%			
-	-	-	-	0%	-			-	-	-	-	0%	-	0%			-	0%			
5	7	3	2	23%	(2)		-52%	19	26	18	7	26%	(1)	-4%			78	25%			
-	-	-	-		-			-	-	-	-	0%	-	0%			-	0%			
-	-	-	-		-			-	-	-	-	0%	-	0%			-	0%			
-	-	-	-		-			-	-	-	-	0%	-	0%			-	0%			
0	1	0	1	60%	0		8%	3	4	3	1	28%	(0)	-4%			13	24%			
1,364	1,452	1,128	88	6%	(236)		-21%	5,383	5,809	4,495	426	7%	(888)	-20%			17,427	31%			
2	1	1	(1)	-101%	(2)		-184%	5	5	3	(1)	-14%	(3)	-92%			14	38%			
-	-	-	-		-			-	-	-	-	0%	-	0%			-	0%			
5	3	(1)	(2)	-51%	(6)			6	13	6	7	57%	1	10%			39	14%			
5	2	2	(3)	-153%	(4)		-231%	13	8	8	(5)	-61%	(6)	-77%			25	54%			
-	1	1	1	100%	1		100%	0	5	4	4	93%	3	91%			14	2%			
-	0	(0)	0	100%	(0)			0	0	0	0	55%	0	15%			1	15%			
8	7	9	(1)	-13%	1		9%	36	30	28	(6)	-22%	(9)	-31%			90	41%			
33	107	101	74	69%	68		67%	138	430	366	292	68%	228	62%			1,289	11%			
-	0	-	0	100%	-			-	0	-	0	100%	-	0%			1	0%			
-	1	-	1	100%	-			1	3	2	2	61%	1	47%			8	13%			
0	0	-	(0)	-3254%	(0)			0	0	-	(0)	0%	(0)	0%			0	0%			
-	3	18	3	100%	18		100%	7	11	22	4	38%	15	68%			34	21%			
0	1	0	1	93%	(0)		-52%	5	5	7	(0)	-2%	2	29%			14	34%			
-	1	0	1	100%	0		100%	3	3	0	0	9%	(2)	-638%			9	30%			
(0)	2	2	2	102%	2		102%	1	6	3	5	83%	2	68%			18	6%			
0	1	1	1	73%	1		69%	10	3	6	(7)	-209%	(4)	-74%			10	103%			
54	131	133	76	58%	79		59%	226	522	455	296	57%	228	50%			1,567	14%			

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

Current Month (Preliminary)								YTD								FY19	
FY19			Variance					FY19			Variance				FY19		
Oct 2018	Budget	Oct 2017	Budget - Actual	%	FY19 - FY18	%	July 1- Oct 31, 2018	Budget	July 1- Oct. 31, 2017	Vs. Budget	%	Vs. FY18	%	Budget V1	Completed		
-	-	-	-		-		2	-	-	(2)	0%	(2)	0%	-	0%		
3	3	3	(0)	-10%	(0)	-16%	14	12	13	(3)	-23%	(1)	-11%	35	41%		
-	4	-	4	100%	-		-	17	-	17	0%	-	0%	50	0%		
-	2	-	2	100%	-		4	7	-	2	35%	(4)		20	22%		
5	7	2	2	24%	(3)	-120%	12	28	10	16	56%	(2)	-20%	85	15%		
32	5	33	(27)	-547%	0	1%	63	20	245	(43)	-215%	182	74%	60	105%		
0	0	0	(0)	-8%	(0)	-24%	1	1	1	(0)	-16%	(0)	-33%	3	39%		
-	0	-	0	100%	-		-	0	-	0	100%	-		1	0%		
0	10	16	9	96%	16	98%	13	39	58	26	66%	45	77%	118	11%		
86	84	84	(2)	-2%	(2)	-2%	344	337	337	(7)	-2%	(7)	-2%	1,011	34%		
-	0	-	0	100%	-		3	1	1	(2)	-130%	(2)	0%	4	77%		
64	52	60	(12)	-23%	(4)	-7%	336	209	205	(127)	-61%	(131)	-64%	626	54%		
6	8	27	2	26%	20	76%	36	34	27	(3)	-8%	(9)	0%	102	36%		
-	0	-	0	100%	-		-	1	-	1	100%	-		3	0%		
6	18	15	12	67%	9	58%	161	73	49	(88)	-120%	(113)	-232%	220	73%		
-	0	-	0	100%	-		0	0	-	0	57%	(0)		0	14%		
-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
-	1	-	1	100%	-		2	4	1	3	63%	(0)	-30%	12	12%		
1	0	0	(1)	-256%	(1)	-100910%	6	1	2	(5)	-416%	(4)	-283%	3	172%		
10	9	8	(1)	-9%	(2)	-29%	39	36	34	(3)	-9%	(5)	-14%	108	36%		
-	-	-	-		-		-	-	-	-	0%	-	0%	-			
2	2	0	0	23%	(1)	-1500%	5	8	4	3	42%	(1)	-32%	25	19%		
10	15	13	5	34%	3	23%	88	61	41	(28)	-46%	(48)	-117%	182	49%		
-	4	-	4	100%	-		9	15	10	6	40%	1	10%	46	20%		
17	14	24	(2)	-17%	7	29%	67	58	63	(10)	-17%	(4)	-6%	173	39%		
2	1	1	(1)	-58%	(1)	-185%	7	5	3	(3)	-54%	(4)	-138%	14	51%		
0	2	3	2	79%	3	86%	3	8	8	5	63%	5	63%	25	12%		
0	0	0	(0)	-38%	(0)	0%	2	1	2	(1)	-47%	(0)	-2%	4	49%		
16	4	8	(12)	-263%	(8)	-105%	66	18	12	(49)	-276%	(54)	-432%	53	125%		
2	6	7	4	72%	6	78%	7	23	17	16	70%	10	59%	69	10%		
-	0	-	0	100%	-		-	0	-	0	0%	-	0%	0	0%		
1	3	3	1	52%	1	54%	8	11	10	2	22%	1	12%	32	26%		
8	12	7	4	31%	(1)	-18%	43	49	45	5	11%	2	4%	146	30%		
-	2	-	2	100%	-		-	8	-	8	100%	-	0%	25	0%		
17	6	7	(11)	-196%	(10)	-147%	31	22	17	(9)	-39%	(14)	-82%	67	46%		
1	1	2	1	63%	1	73%	3	6	5	3	49%	2	44%	17	17%		
1	8	1	7	86%	0	12%	29	32	50	2	7%	21	41%	95	31%		
-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
66	156	137	90	58%	71	52%	292	623	565	331	53%	273	48%	1,870	16%		
75	96	130	22	22%	55	42%	337	385	599	49	13%	263	44%	1,156	29%		
-	1	-	1	100%	-		-	6	-	6	100%	-	0%	17	0%		
2	2	3	(0)	-2%	0	6%	5	10	10	5	52%	6	54%	29	16%		
143	256	270	113	44%	127	47%	633	1,024	1,174	391	38%	541	46%	3,072	21%		
435	542	593	107	20%	159	27%	2,041	2,169	2,445	128	6%	404	17%	6,506	31%		

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

Current Month (Preliminary)										YTD								FY19	
FY19				Variance						FY19				Variance				FY19	
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FY19				Variance						FY19				Variance				FY19	

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

(in '000's)

	Preliminary As of 10/31/18	As of 09/30/18	As of 06/30/18	As of 03/31/18
ASSETS				
Cash and Cash Equivalents				
Bank of Texas-Operating	\$ 15,465	\$ 17,250	\$ 1,659	\$ 6,179
Total Current Assets	<u>15,465</u>	<u>17,250</u>	<u>1,659</u>	<u>6,179</u>
Accounts Receivable				
Accounts Receivable	57	20	116	32
Total Accounts Receivable	<u>57</u>	<u>20</u>	<u>116</u>	<u>32</u>
Capital Assets Net of Depreciation				
Capital Assets	6,216	6,194	6,217	5,723
Accumulated Depreciation	(1,803)	(1,761)	(1,635)	(1,478)
Total Net Capital Assets	<u>4,413</u>	<u>4,434</u>	<u>4,582</u>	<u>4,244</u>
Other Assets				
Prepaid - HR	(11)	(4)	2	(8)
Prepaid - Insurance	118	128	126	43
Prepaid - Service Agreements	363	342	331	87
Prepaid - Other	86	86	-	85
Total Other Assets	<u>556</u>	<u>552</u>	<u>459</u>	<u>207</u>
TOTAL ASSETS	<u>\$ 20,492</u>	<u>\$ 22,255</u>	<u>\$ 6,816</u>	<u>\$ 10,662</u>
LIABILITIES				
Accounts Payables	\$ 150	\$ 157	\$ 527	\$ 207
Payroll Tax Liability	501	490	1,092	540
Other Liabilities, Including Fund 2213 Billing	286	305	133	229
Deferred - Others	6	6	6	6
Total Liabilities	<u>944</u>	<u>958</u>	<u>1,759</u>	<u>982</u>
NET POSITION/FUND BALANCE				
Unrestricted/Unassigned	15,135	16,864	475	5,941
Temporarily Restricted - SAFE Funds				
Net Investment in Capital Assets	4,413	4,434	4,582	3,740
Total Net Position	<u>19,548</u>	<u>21,297</u>	<u>5,057</u>	<u>9,680</u>
TOTAL LIABILITIES AND NET POSITION	<u>\$ 20,492</u>	<u>\$ 22,255</u>	<u>\$ 6,816</u>	<u>\$ 10,662</u>

Houston Forensic Science Center, Inc.
Finance Division
List of Grant Contracts
As of October 31, 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	Current Receivable
Amount of Award:	\$ 741,000		
Grant Inception to date:	(435,495)	435,495	0
Grant Balance:	305,505		
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	Current Receivable
Amount of Award:	\$ 867,755		
Grant Inception to date:	(296,075)	265,936	(30,139)
Grant Balance:	571,680		
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	Current Receivable
Amount of Award:	\$ 114,000	-	
HFSC Match	38,000	-	
Grant Inception to date:	(999)	-	
Grant Balance:	151,001		
Status: 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