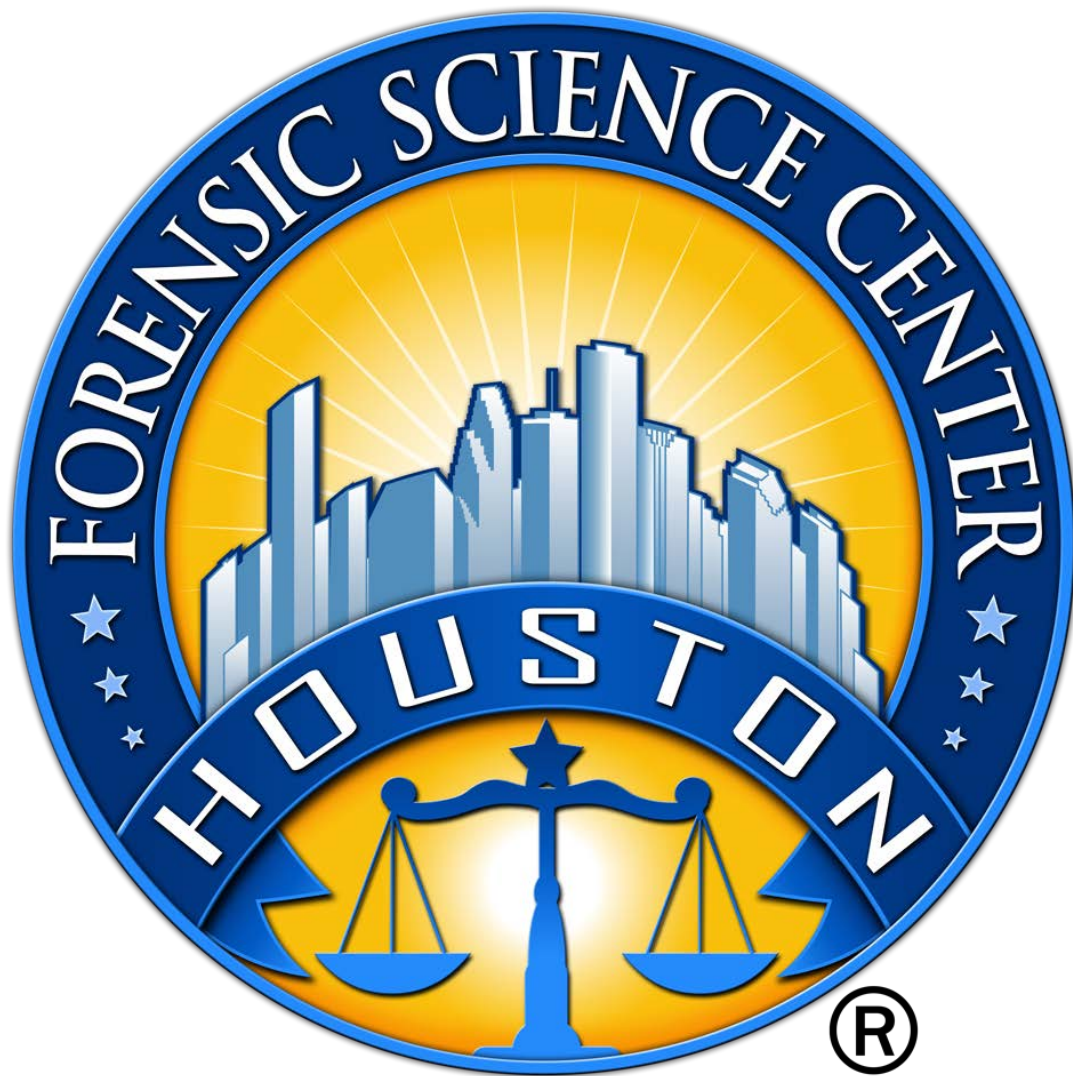


Houston Forensic Science Center, Inc.

Board of Directors Meeting

July 14, 2017



HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

July 14, 2017

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. Introduction of Ms. Mary Lentschke and Mr. Francisco G. Medina as new members of the Board.
4. Reading of draft Minutes of previous meetings (June 9, 2017); consideration of proposed corrections, if any; approval of Minutes.
5. Public Comment.
6. Chair's Report.
7. Report from President and CEO, including discussion of operations report.
8. Treasurer's Report.
9. Presentation of proposed FY' 17 budget adjustments, and possible related action.
10. Report from Ms. Lori Wilson regarding quality assurance.
11. Executive session to discuss real property, personnel and legal issues, and possible related action.
12. Adjournment.

–NOTICE REGARDING SPECIAL NEEDS –

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

–NOTICE REGARDING PUBLIC COMMENT –

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

– NOTICE REGARDING CLOSED MEETINGS –

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

- Section 551.071 - Consultation with Attorney
- Section 551.072 - Deliberation Regarding Real Property
- Section 551.073 - Deliberation Regarding Prospective Gift
- Section 551.074 - Personnel Matters
- Section 551.076 - Deliberation Regarding Security Devices
- Section 551.084 - Exclusion of Witness
- Section 551.087 - Economic Development Negotiations

The presiding officer shall announce that the Board will convene in a closed meeting; that is, in "a meeting to which the public does not have access," sometimes known as an "executive session." The presiding officer's announcement will identify the provision(s) of the Open Meetings Act permitted by Section 551.071-551.089 under which the closed meeting will be held.

Should any final action, final decision, or final vote be required in the opinion of the Board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

- A. The open meeting covered by this Notice upon the reconvening of the public meeting, or
- B. At a subsequent public meeting of the Board upon notice thereof, as the Board shall determine.

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

I, Ashley Chapman, Coordinator of Board Relations and Executive Administration, do hereby certify that a notice of this meeting was posted on Tuesday, the 11th day of July, 2017 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 11th day of July 2017.

Ashley Chapman

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

June 9, 2017

The undersigned, being the duly appointed Secretary of the Houston Forensic Science Center, Inc., (the “Corporation”), hereby certifies that the following are true and correct minutes of the June 9, 2017 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, which Chapter is made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on June 6, 2017, 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. Cáarez, Chairwoman of the Board, at approximately 9:01 a.m. on Friday, June 9, 2017, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Ashley Chapman called the roll. The following Directors were present: Nicole B. Cáarez, Anthony Graves, Janet Blancett, Dr. Stacey A. Mitchell, and Sandra Guerra Thompson.

The following Directors were absent: David M. Feldman, Dr. Robert “Bob” H. McPherson, and Tom P. Allen (ex-officio).

Chairwoman Cáarez announced that a quorum of the Directors was present.

- E. Chairwoman Cáarez noted that a draft of the minutes of the Corporation’s meeting on April 14, 2017 had been distributed to the board. Dr. Mitchell made a motion to approve the minutes of the April 14, 2017 meeting, and the motion was seconded by Ms. Blancett. The motion passed unanimously, and the minutes of the April 14, 2017 meeting were adopted.
- F. Chairwoman Cáarez reported that under the terms of the Corporation’s Bylaws, the board must appoint or reappoint all Corporation officers annually. Chairwoman Cáarez made a motion to reappoint Dr. Peter Stout as President, Mr. David Leach as Treasurer, and Ms. Chapman as Secretary for the Corporation during the next fiscal year or until he or she is no longer employed by the Corporation. Vice Chair Thompson seconded the motions. The motions passed unanimously. Chairwoman Cáarez reported that the Vice President position would remain vacant until the position of Chief Operations Officer (COO) is filled.
- G. Chairwoman Cáarez asked if any members of the public wished to address the board. She noted that no one asked to address the board and the meeting continued.

- H. Chairwoman Cásarez provided a Chair's report. She reported that the search for a COO is underway and thanked Vice Chair Thompson for her participation in the interview process. Chairwoman Cásarez reported that Mr. Graves and Dr. McPherson agreed to serve another term as members of the board and noted that she has provided recommendations for potential board members to fill the vacancies. Chairwoman Cásarez thanked Dr. McPherson for touring the Houston Forensic Science Center (HFSC) with Councilmember Dwight Boykins.

Dr. McPherson joined the meeting at approximately 9:06 a.m.

Chairwoman Cásarez reported that District Attorney Kim Ogg is scheduled to tour HFSC next week. She reported that HFSC staff attended last month's Texas Forensic Science Commission (TFSC) meeting and the meeting was successful. Chairwoman Cásarez asked Ms. Chapman to share a link to the recent Samantha Bee story, featuring James Miller, manager of HFSC's controlled substances section, on field drug tests. Chairwoman Cásarez reported that David Leach, HFSC's Treasurer and Chief Financial Officer, provided a presentation and noted that the board would be voting on an amendment to the FY'18 budget. She reported that the recent meetings regarding the HFSC budget were positive and thanked City of Houston (COH) Finance, Mayor Turner, and his staff for their collaboration. Chairwoman Cásarez asked that the members of the board complete the Financial Conflict of Interest Disclosure forms and provide to Ms. Chapman.

- I. Dr. Peter Stout, President and Chief Executive Officer, provided a report including a discussion of the lab's operations in May 2017. He provided new concepts for the graph available in monthly operations reports and on the HFSC website regarding turnaround time (TAT) and backlogged requests across all sections. Dr. Stout reported that the total average TAT across all sections in May 2017 was 33 days. He reported that the largest backlogs are in the latent print and biology sections. He reviewed the average total TAT, backlogged requests, average process TAT, and wait gap since the start of the HFSC. He reviewed the monthly average of requests received at the HFSC. He reviewed the CSU self-disclosure presented at the May 26 TFSC meeting. Dr. Stout and members of the board discussed the crime scene unit (CSU) disclosure. The TFSC appointed a study panel to learn from HFSC's progress and propose guidelines for CSU activities statewide. Dr. Stout reviewed the plans for CSU over the next six months and reported that HFSC's CSU academy will begin on June 26. Mr. Jerry Peña, Director of CSU, provided information on the CSU academy curriculum; he thanked CSU supervisors, Alison Hutchens and Carina Haynes, for their work on the curriculum. Mr. Peña reported that the Medical Examiner's Office, Harris County District Attorney's Office, Houston Police Department (HPD) homicide division, HPD special investigations unit, HPD training academy, Mr. Anthony Graves, and Dr. Itiel Dror are collaborating and participating in HFSC's CSU academy. Chairwoman Cásarez thanked HPD Chief Acevedo and congratulated HFSC on this effort. Dr. Stout reviewed the DNA citizen complaint, toxicology self-disclosure, and DNA self-disclosure presented at the May 26 TFSC meeting. Dr. Stout reviewed the recent outreach activities at the HFSC. Dr. Stout reported that meeting continue with the University of Houston and HFSC is having conversations with the Joyful Heart Foundation regarding collaborative opportunities. He reported that Ms. Callan Hundl is now an ASQ Certified Quality Process Analyst. With respect to staffing, Dr. Stout reported that as of May 31, the HFSC employs 178 staff members including 21 COH civilians, 17 COH classified, and 140 HFSC employees. He provided an update on the activities and casework of all HFSC sections.

Dr. Stout provided an update on Client Service/Case Management toxicology support, DNA mixture project, Globalfiler, the Lean Six Sigma project, and the Combined DNA Index System (CODIS). Dr. Stout reported that HFSC is working with the HPD to prioritize backlogged cases and noted that statements indicating that the latent print backlog is increasing are incorrect; in fact, the backlog is decreasing.

- J. Mr. Steve Case, HFSC's Controller, provided a Treasurer's report. Mr. Case reviewed the spending details for the period of July 1, 2016 through May 31, 2017, the year-to-date (YTD) versus budget, and the full year budget amount and percentage spent YTD. Mr. Case reported that Mr. Leach will present proposed FY'17 budget adjustments at the July board meeting. He provided the balance sheet and a report on the Center's grants as of May 31, 2017. Mr. Case reported that HFSC's annual independent financial audit begins in July and will include an audit of the 2014 DNA grant. Mr. Case reported that HFSC's audited financials are due to the COH by October 1 and Mr. Leach will present the audit at the September board meeting.
- K. Dr. Stout presented the proposed FY'18 budget revisions. Dr. McPherson made a motion to approve the proposed FY'18 budget revisions as presented and Ms. Blancett seconded the motion. The motion passed unanimously.
- L. Dr. Stout provided a Quality Division Update for May 2017. He reviewed the testimony monitoring, proficiency tests, and blind quality control (BQC) program portions of the report. Dr. Stout reviewed the Blind Quality Testing Project Update for May 2017 and reported that the HFSC and the HPD continue to work together to get blind controlled-substances samples for HFSC's BQC program. He reviewed the audits and inspections portion of the report. He noted that the yearly internal audits for the latent print and biology sections will be completed by August. Dr. Stout provided an update on the quality division notifications including incidents, corrective, and preventive actions.
- M. There being no other business, the meeting was ADJOURNED at 10:34 a.m.

Houston Forensic Science Center, Inc.

By: _____

Ashley Chapman

Secretary

HFSC's FY18 Budget Amendment

Getting to the RIGHT ANSWER at the RIGHT TIME

HFSC's FY18 Budget Amendment

Major Changes

- Delay capital spending
- Streamlined organization through reallocation of Trace resources and management structure
- Extended HFSC's use of HPD's vehicles for FY18
- Implemented Case Acceptance Policy for Biology
- Rollover any FY17 funds into FY18
- Leverage continued operational efficiency gains

<i>(In '000's)</i>	FY14	FY15	FY16	FY17	FY18 v1	FY18 v2	Change in FY18 Budget
Adopted Budget	\$21,140	\$22,708	\$24,140	\$24,140	\$28,328	\$24,140	(\$4,188)
Net Current Assets at year end	\$449	\$800	\$2,673	\$1,494		\$1,624	\$0
Supplemental Request				\$740	\$1,480	\$1,480	\$0
Total Budget	\$21,589	\$23,508	\$26,813	\$26,375	\$29,808	\$27,244	(\$2,564)
Tests Requested		28,900	31,800	24,431 (1 st 9 mo)			
Tests Completed		31,402	27,700	22,998 (1 st 9 mo)			
Yr. over Yr. Change in Total Budget		9%	14%	-1.6%	13.0%	3.3%	

					Version 1	Version 2		
					BOD Appr'd	Proposed		
Revenues:					FY18 Budget	FY18 Budget	Change	Reason for Change
	411000			City of Houston-Appropriations	\$ 22,680	\$ 24,160	\$ 1,480	Full year's amount approved by MST for increases to Latent & CSU
				Fund 2213	5,207	7,239	2,032	
				HFSC Operations	17,473	16,922	(552)	
	415000			City of Houston Direct OH-Appro	1,460	1,460	-	
	440000			Grants	1,016	1,016	-	
	450000			Forensic Services	50	50	-	
	450002			Interest Income	5	5	-	
Total Income					25,211	26,691	1,480	
Expenses:								
				Personnel:				
	500010			Salary Base - Civilian	12,411	12,843	432	Positions moved from CoH to HFSC
	501070			Pension - Civilian	774	801	27	
	502010			FICA - Civilian	893	924	31	
	503010			Health Insurance - Active Civil	1,133	1,172	39	
	503015			Basic Life Ins - Active Civil	70	73	2	
	503060			Long Term Disability - Civilian	1	1	0	
	503090			Workers Comp - Civilian Adm	161	167	6	
	504031			Unemployment Taxes - Admin	16	17	1	
					15,459	15,998	539	

					Version 1	Version 2		
					BOD Appr'd	Proposed		
					FY18 Budget	FY18 Budget	Change	Reason for Change
				Supplies:				
	511010			Chemical Gases & Special Fluids	12	14	1	Changes made based on updated forecast model
	511040			Audio Visual Supplies	1	-	(1)	
	511045			Computer Supplies	69	58	(10)	
	511050			Paper & Printing Supplies	30	32	2	
	511055			Publications & Printed Material	23	22	(1)	
	511060			Postage	1	1	0	
	511070			Miscellaneous Office Supplies	100	101	1	
	511080			General Laboratory Supply	1,208	1,208	-	
	511090			Medical & Surgical Supplies	0	0	0	
	511095			Small Technical & Scientific Eq	21	22	2	
	511120			Clothing	16	23	7	
	511125			Food/Event Supplies	24	20	(4)	
	511130			Weapons Munitions & Supplies	4	9	5	
	511145			Small Tools & Minor Equipment	6	11	5	
	511150			Miscellaneous Parts & Supplies	-	5	5	
					1,515	1,514	(1)	
				Services:				
	520100			Temporary Personnel Services	-	-	-	
	520105			Accounting & Auditing Svcs	33	33	(0)	
	520107			Computer Info/Contracting Svcs	9	28	20	
	520109			Medical Dental & Laboratory Ser	175	175	-	
	520110			Management Consulting Services	100	100	-	
	520112			Banking Services	4	3	(0)	
	520113			Photographic Services	0	0	-	
	520114			Misc Support Serv Recruit Relo	98	90	(8)	
	520115			Real Estate Rental	1,061	1,079	18	
	520118			Refuse Disposal	2	4	3	
	520119			Computer Equip/Software Maint.	298	557	258	Original budget was understated and add'l equip't & licences for add'l personnel

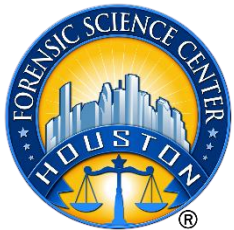
					Version 1	Version 2		
					BOD Appr'd	Proposed		
					FY18 Budget	FY18 Budget	Change	Reason for Change
	520121			IT Application Services	45	43	(3)	
	520123			Vehicle & Motor Equip. Services	8	6	(2)	
	520124			Other Equipment Services	249	273	24	
	520143			Credit/Bank Card Svcs	2	1	(0)	
	520520			Printing & Reproduction Serv.	14	16	2	
	520605			Public Information Svcs	10	12	2	
	520705			Insurance (Non-Medical)	142	142	-	
	520760			Contributions	1	1	-	
	520765			Membership & Prof. Fees	43	46	3	
	520805			Education & Training	132	182	50	CSU Academy
	520815			Tuition Reimbursement	19	25	6	
	520905			Travel - Training Related	130	130	-	
	520910			Travel - Non-training Related	20	20	-	
	521405			Building Maintenance Services	31	31	-	
	521505			Utilities	16	13	(3)	
	521605			Data Services	48	56	8	
	521610			Voice Services, Equip & Labor	78	73	(5)	
	521705			Vehicle/Equipment Rental/Lease	13	9	(4)	
	521725			Other Rental Fees	13	22	9	
	521730			Parking Space Rental	148	148	-	
	521905			Legal Services	25	25	-	
	522205			Metro Commuter Passes	64	64	-	
	522305			Freight	25	22	(3)	
	522430			Misc. Other Services & Chrgs	158	154	(4)	
	532000			Sub-Contractor (COH)	5,207	3,346	(1,861)	Positions moved to HFSC
					8,419	6,961	(1,458)	
				Services without CoH	3,212	3,615	403	

					Version 1	Version 2		
					BOD Appr'd	Proposed		
					FY18 Budget	FY18 Budget	Change	Reason for Change
				Non-Capital Expenditures				
	551010			Furniture and Fixtures	100	100	-	
	551015			Computer Equipment	160	250	90	Add'l equipment for IT as we move off of HPD's network
	551025			Scientific/Medical Equipment	20	20	-	
				Total Non-Capital Expenditures	280	370	90	
				Capital Expenditures				
	170140			Improvements	-	-	-	
	170210			Furniture & Fixtures	-	-	-	
	170230			Computer Hardware/SW	-	-	-	
	170240			Scientific/Foren Eqmt	1,195	662	(533)	Only LIMS and Morphotracs remain
	170980			Const in Progress	-	-	-	
				Total Capital Expenditures	1,195	662	(533)	
Total Expense and Capital Before Depreciation					26,868	25,504	(1,364)	
	561230			Depreciation	-	432	432	non cash amount that does not affect the budget
	620000			HPD-Reimbursed Expenses	-	-	-	
	669000			Reconciliation Discrepancies	-	-	-	
Total Expense and Capital After Depreciation					26,868	25,937	(932)	
					(1,657)	755	2,412	
Other Expense:								
	610000			City of Houston Direct Overhead	1,460	1,460	-	
				Grant and Training Expense	1,016	1,016	-	
					-	-	-	
Net Ordinary Income After Capital Expenditures					(4,133)	(1,721)	2,412	

		Key Financial Metrics							
					FY15 Actual	FY16 Actual	FY17B v1	FY17 B v2	FY18B
		Funds Received from City of Houston			22,708	24,140	24,140	24,880	25,620
		Percentage change				6%	0%	3%	3%
		Personnel Expenses			15,422	18,191	19,117	18,328	19,344
		Percentage change				18%	5%	1%	6%
		Supply & Services Expenses			3,036	4,915	3,895	5,297	5,129
		Percentage change				62%	-21%	8%	-3%
		Capital & Non-Capital Expenses			1,204	1,218	2,126	1,506	1,032
		Percentage change				1%	75%	24%	-32%

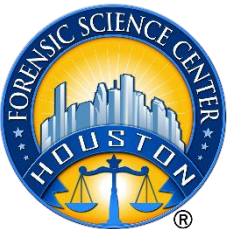
Operations report

July 14, 2017



Updates

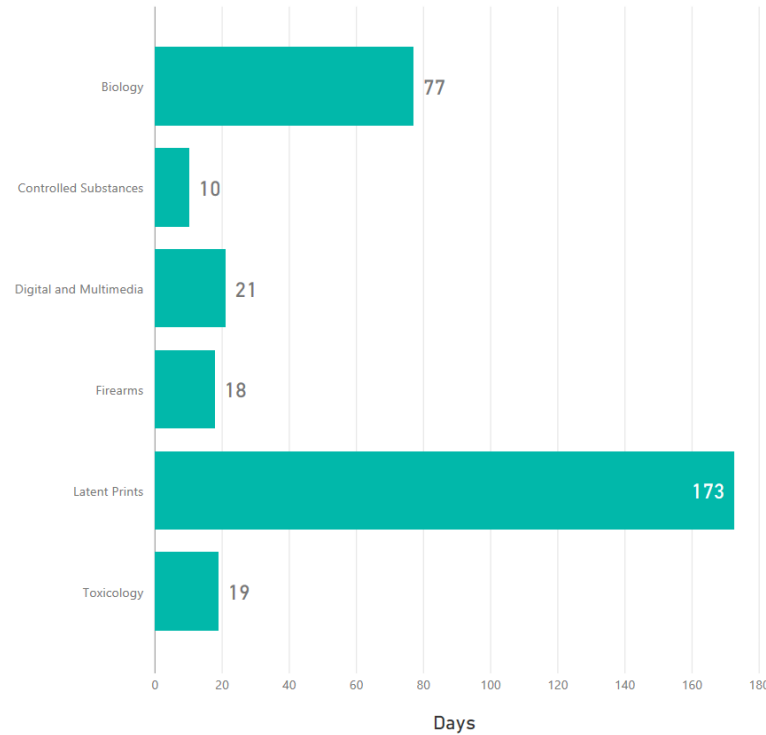
- New COO. Dr. Amy Castillo start July 15.
- Symposium/National Forensic Science Week (September 17-23)
 - September 16: Crime Scene House Open House
 - September 21: Private screening Mariska Hargitay documentary “I Am Evidence”
 - September 22: Evidence Handling and Risk Management symposium
- HFSC Appreciation Day: July 21, 4 to 7 p.m.
- Corporate member of the American Society for Quality (ASQ)



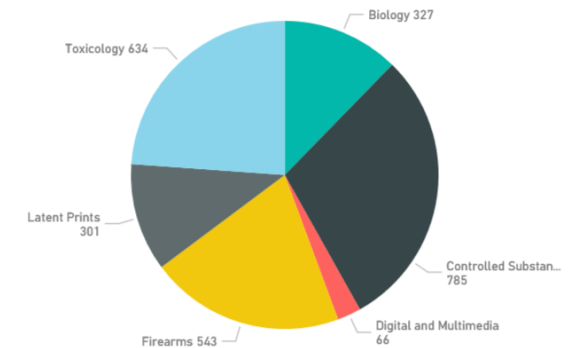
HFSC at a glance:

- July 7: Backlogs >30 days
 - Latents: 2,632
 - Biology: 706

Average Turnaround Time for June 2017



Requests Completed by Section



Turnaround Time - Days
41

Completed Requests
2656

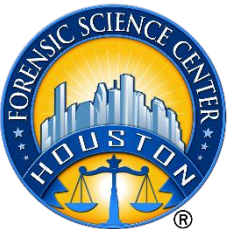
Month Completed

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

Year Completed

- 2014
- 2015
- 2016
- 2017

This data is current up to the most recent Friday.



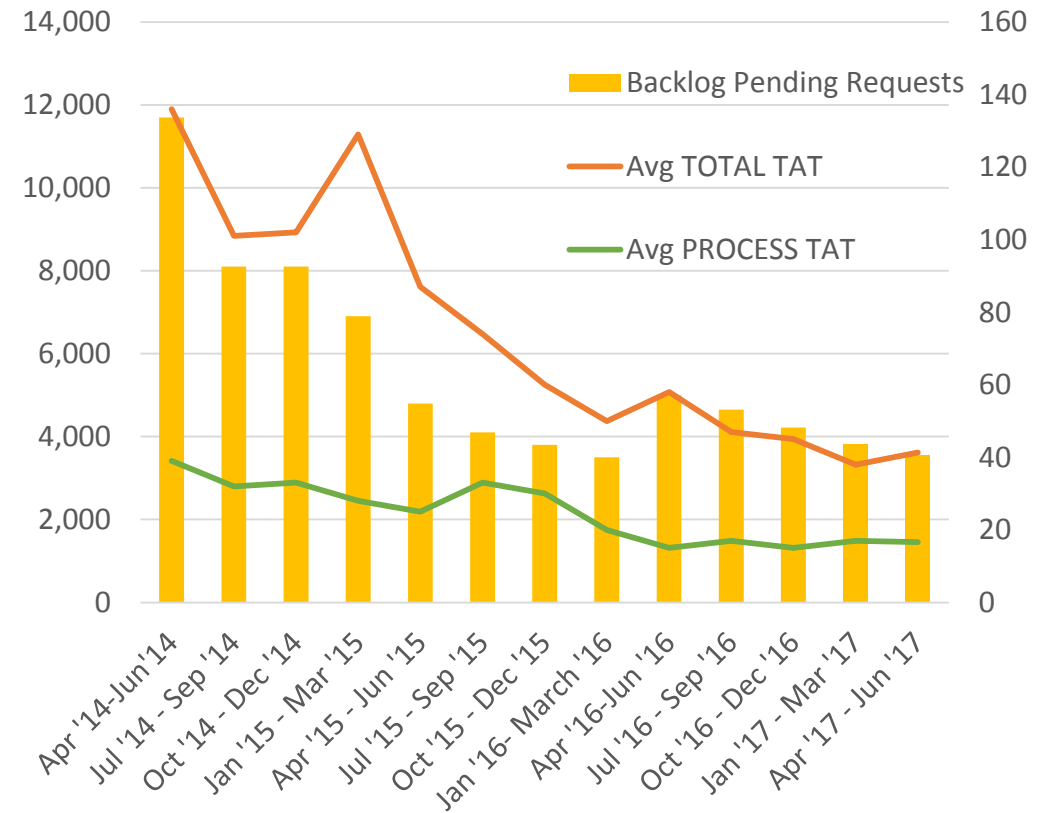
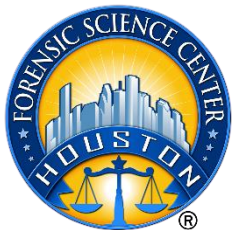
From the start of HFSC

↓ 69% in Avg TOTAL turnaround time

↓ 69% in backlogged requests

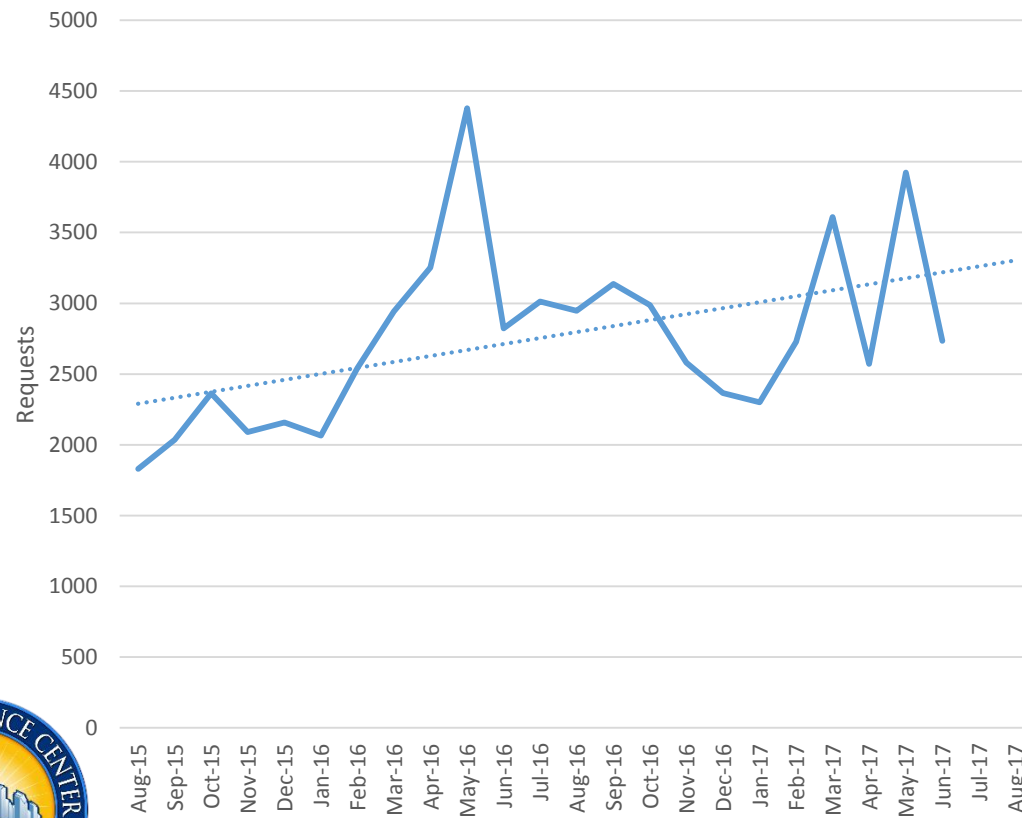
↓ 57% in Avg PROCESS turnaround time

↓ 74% in WAIT gap

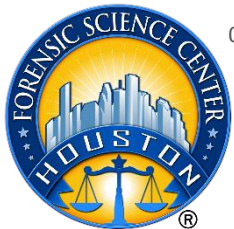
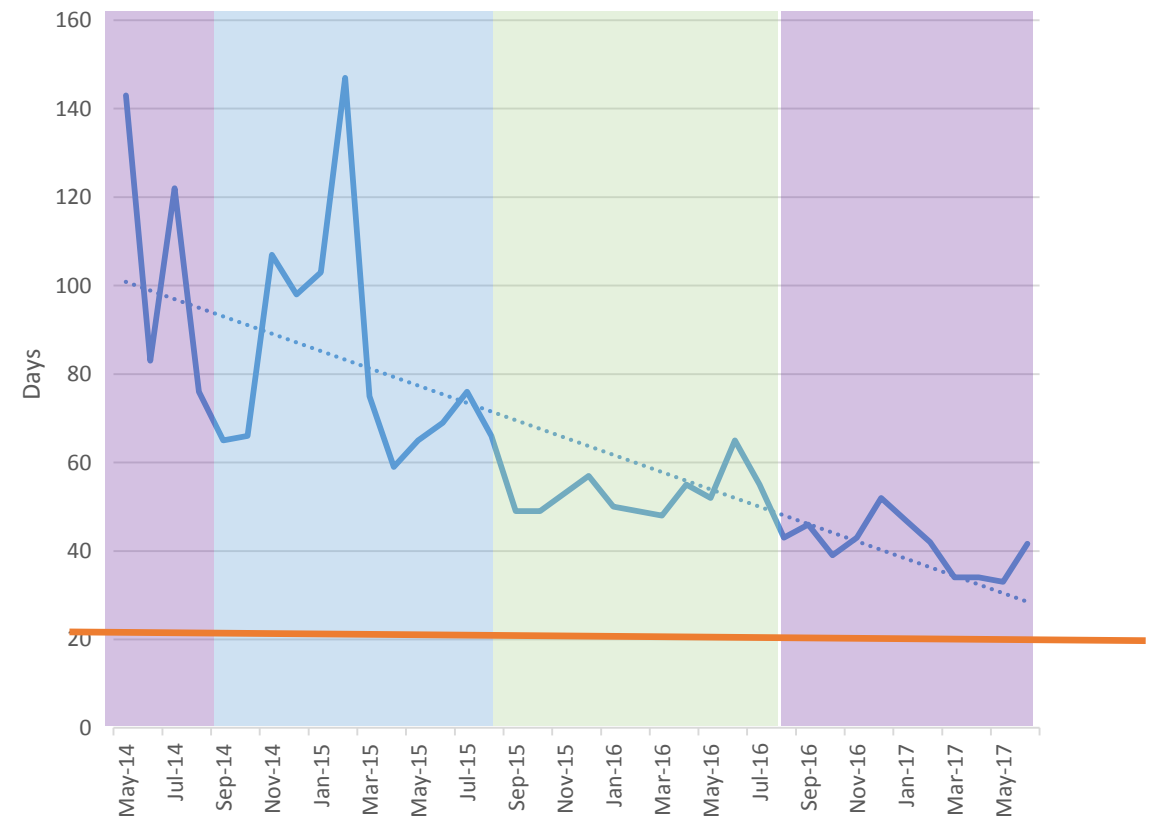


Requests received

Total Requests Received

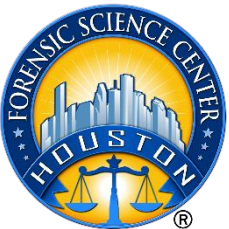


Total Average Turnaround Time



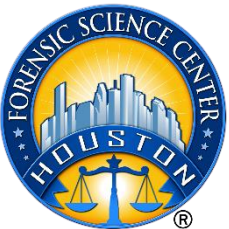
Self Disclosures

- Toxicology Self-Disclosure to TFSC
 - Affected 2 cases
 - An issue with how controls and calibrators were manufactured for screening
- FBIO Disclosure to ANAB
 - Finalization of CODIS issues
 - Concurrently sent to TFSC
- FMU Disclosure to ANAB
 - 11 reports with logo, work done prior to accreditation
 - 1 report with logo and language about analysis outside of scope. Does not appear we did work outside of scope, but confusing
 - All have been remedied



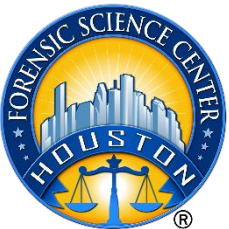
Outreach activities

- June 16: HCDAO leadership toured lab
- June 20: Meeting with Andy Icken, Steven David from Mayor's office
- June 27: News conference with Mayor, HPD chief, DA's office, DEA on carfentanil



New Certifications

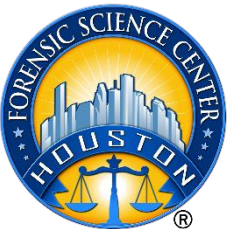
- Spencer Ledesma – LEVA Certified Forensic Video Technician
- Jose Ramirez - LEVA Certified Forensic Video Technician
- Amanda Jarding- IAI Certified Crime Scene Investigator (CCSI)



Staffing

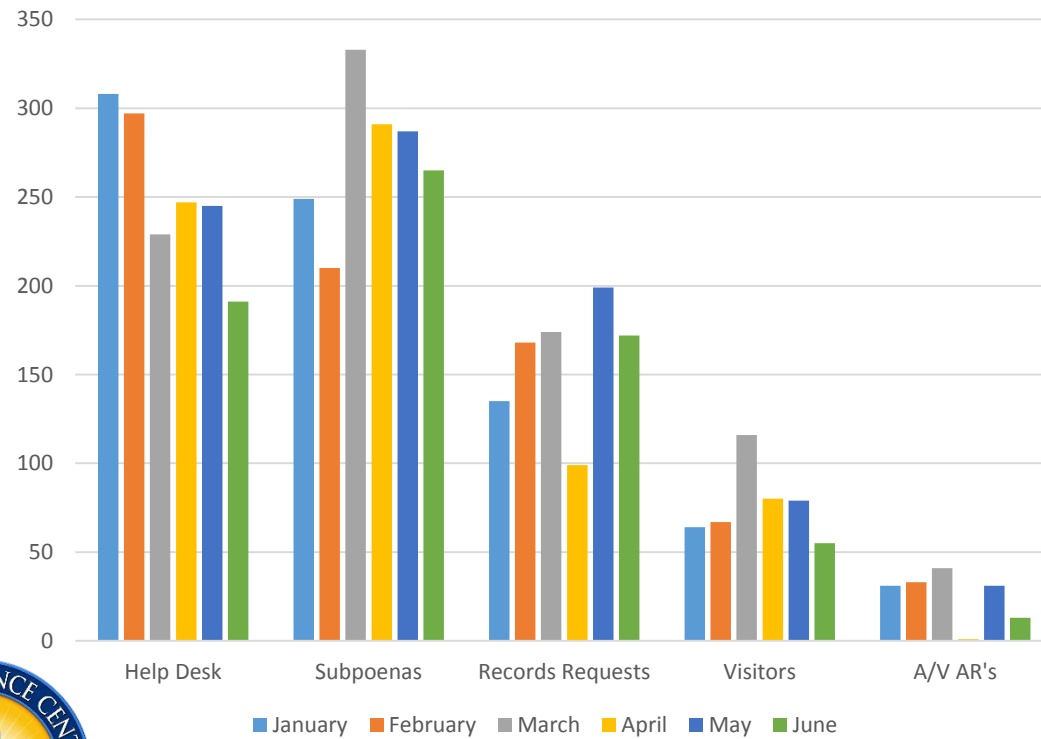
- 194 Staff as of June 30
 - 20 COH Civilians
 - 15 COH Classified
 - 159 HFSC
- 16 open positions as of June 30; 8 offers accepted
- Start dates after June 30
 - 1 Chief Operations Officer
 - 1 Client Services/Case Management Specialist
 - 3 Crime Scene Investigators (Experienced)
 - 1 Forensic Analyst – Biology/DNA
 - 1 Latent Print Examiner
 - 1 Quality Specialist

- 8 Vacancies
 - 2 Crime Scene Unit Supervisors
 - 1 Forensic Analyst – Multimedia
 - 1 Forensic Analyst – Biology/DNA
 - 3 Latent Print Examiners
 - 1 Quality Specialist

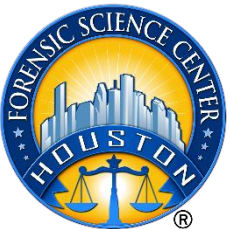


CS/CM -- June

Administrative Support

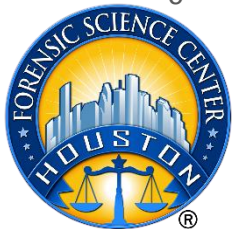
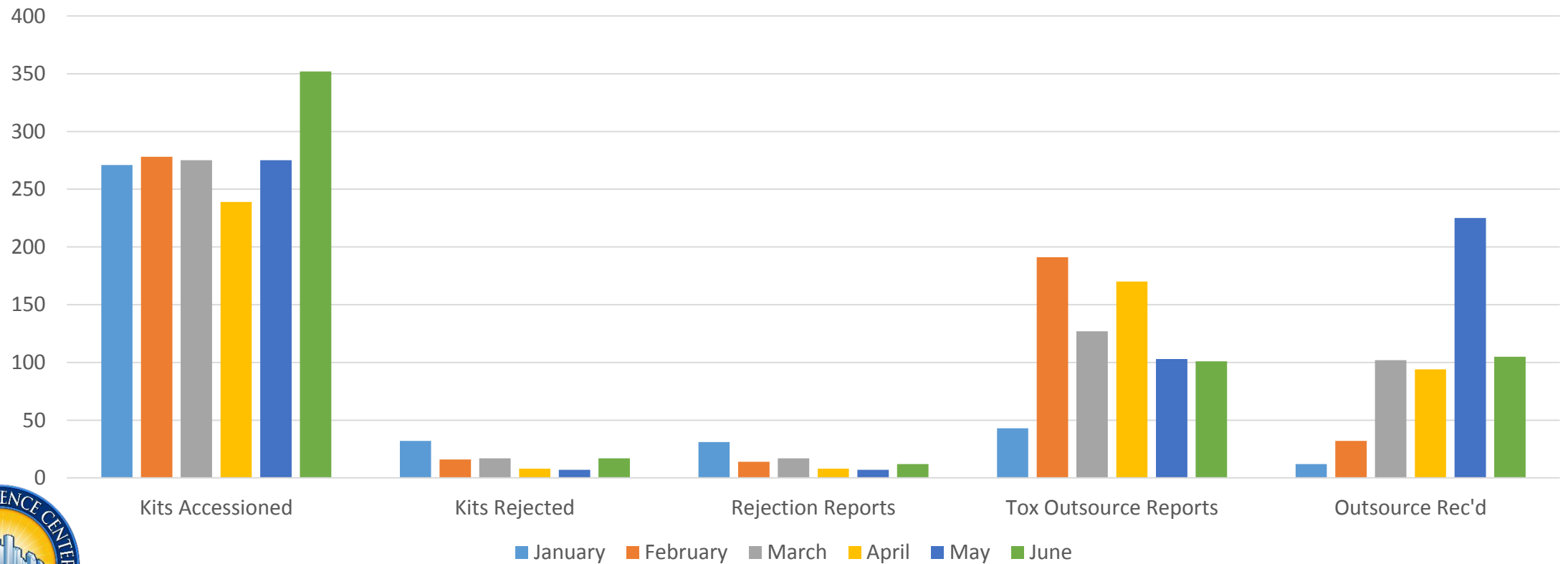


Records Management & Evidence Handling



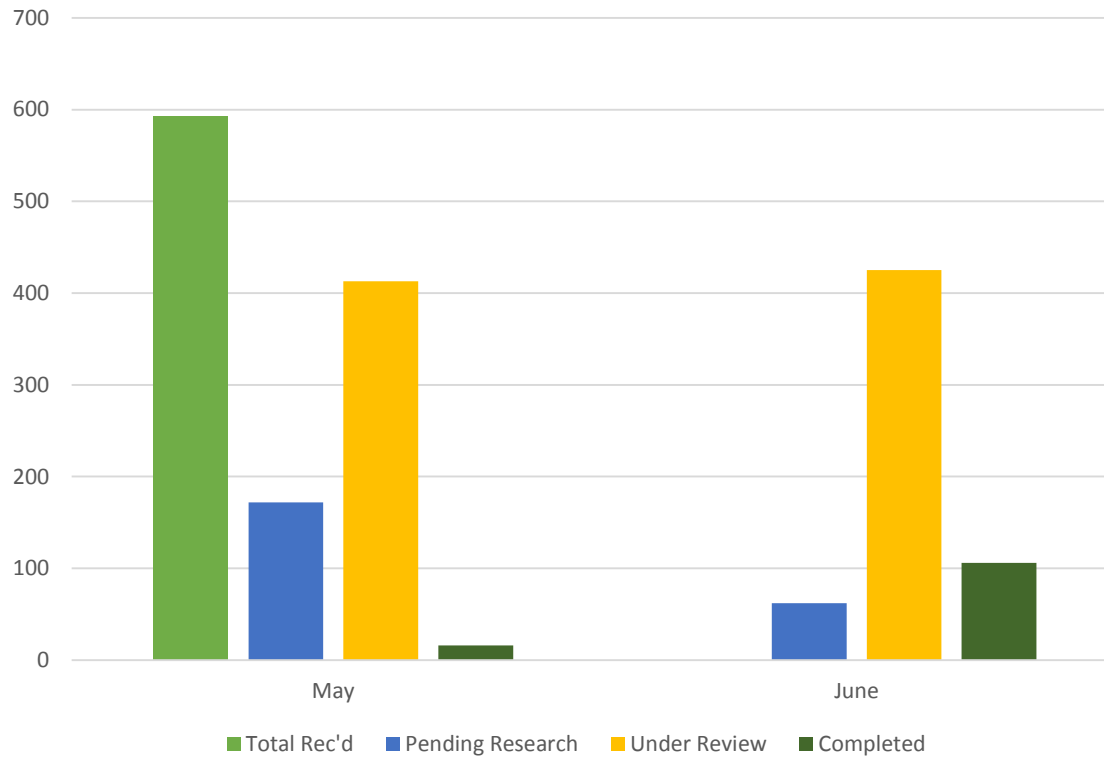
CS/CM -- June

Toxicology Support

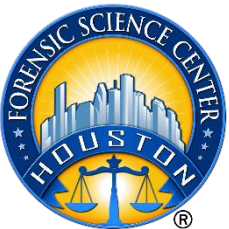
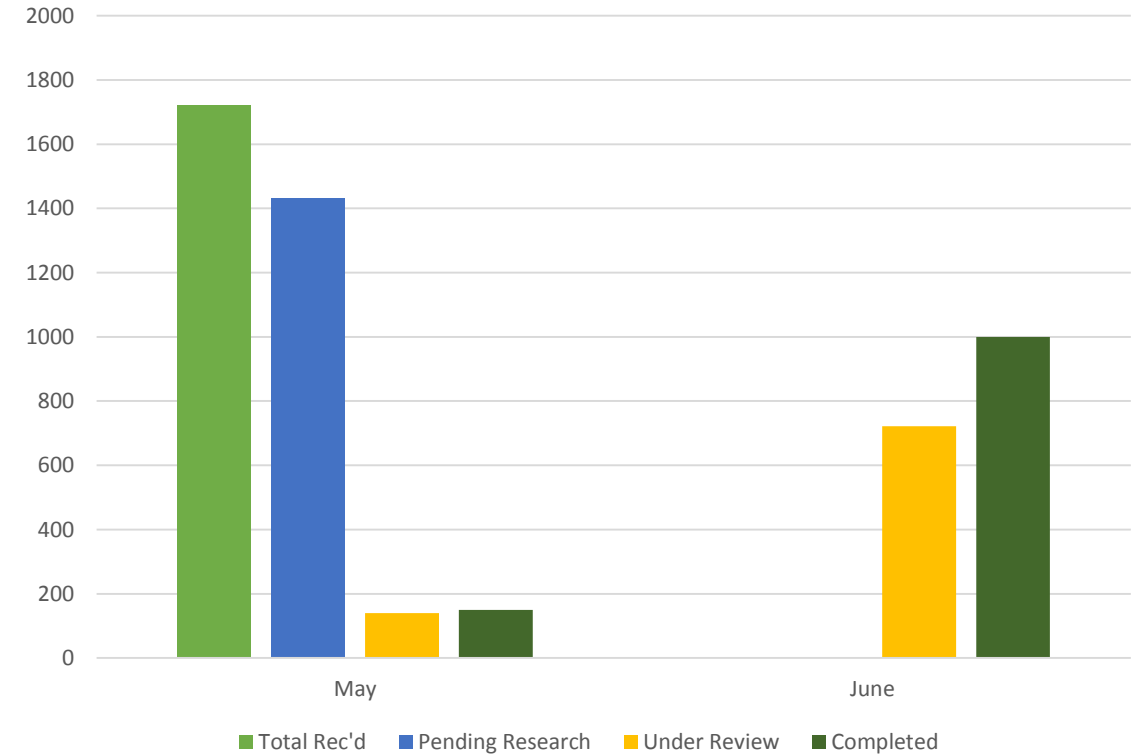


DNA Mixture Project

PDO Requests



HCDAO Requests



Score Card

TAT for the WHOLE section. Arrow gives trend relative to last month



Total Average TAT from request to report for individual workflows in a section

Pending requests >30 days at the End of the Month (EOM). Total in the box.

Section specific targets or,
<30 days, <1% backlog Green

>30days<40Days, >1% <5% backlog Yellow

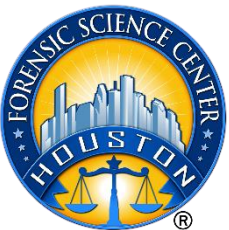
>40days, >5% backlog RED

Critical issues

- Top three issues impacting quality and productivity
- 0-1 Green, 2 Yellow, 3 Red

Projections for next 90 days

- Top 3-4 issues expected for quality and productivity in the coming months. Including targets and notable events



Controlled substances

Total TAT
11

EOM >30 day
3

Critical issues
2

CS: 11-day avg,
3 pending requests >30 day

Target: <14 days

Critical issues

- Carfentanil
- Potential impacts of additional expedited case needs

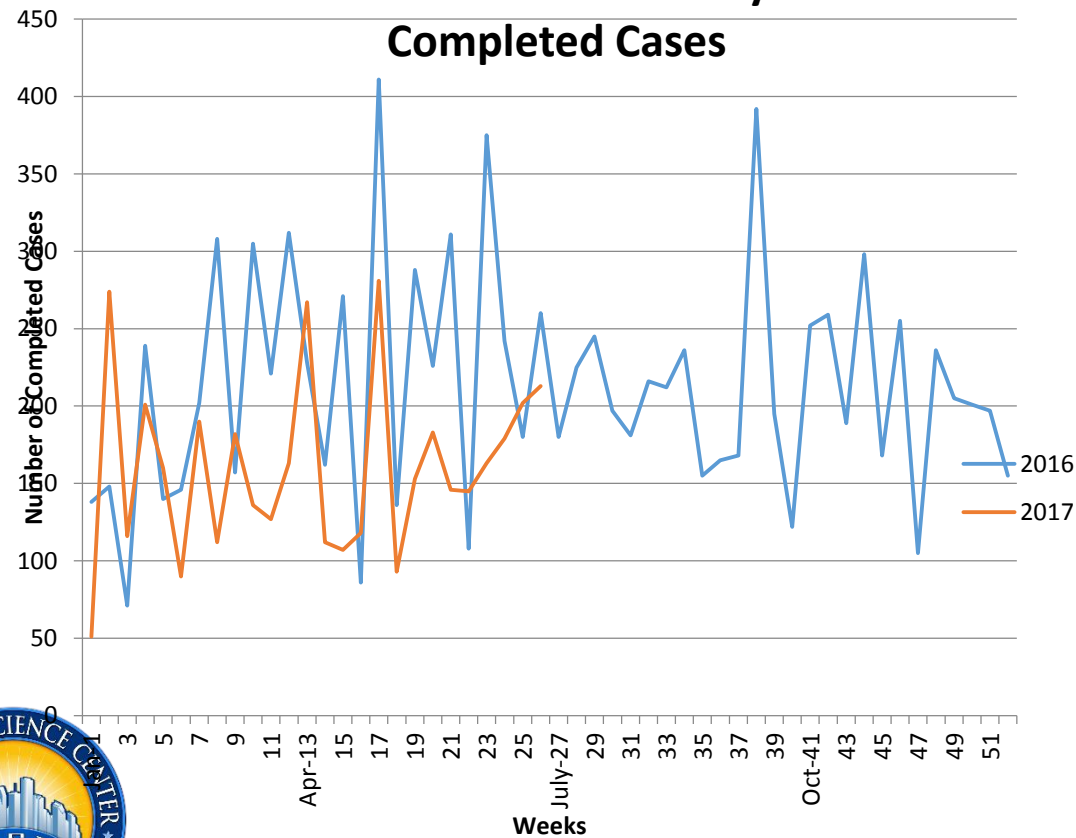
Projections for next 90 days

- Continued sub 15-day TAT
- Continued pressure on resources from increased case complexity
- Approximately 800 requests/month
- Continue 0 EOM >30day

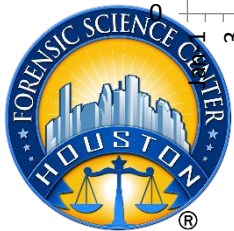
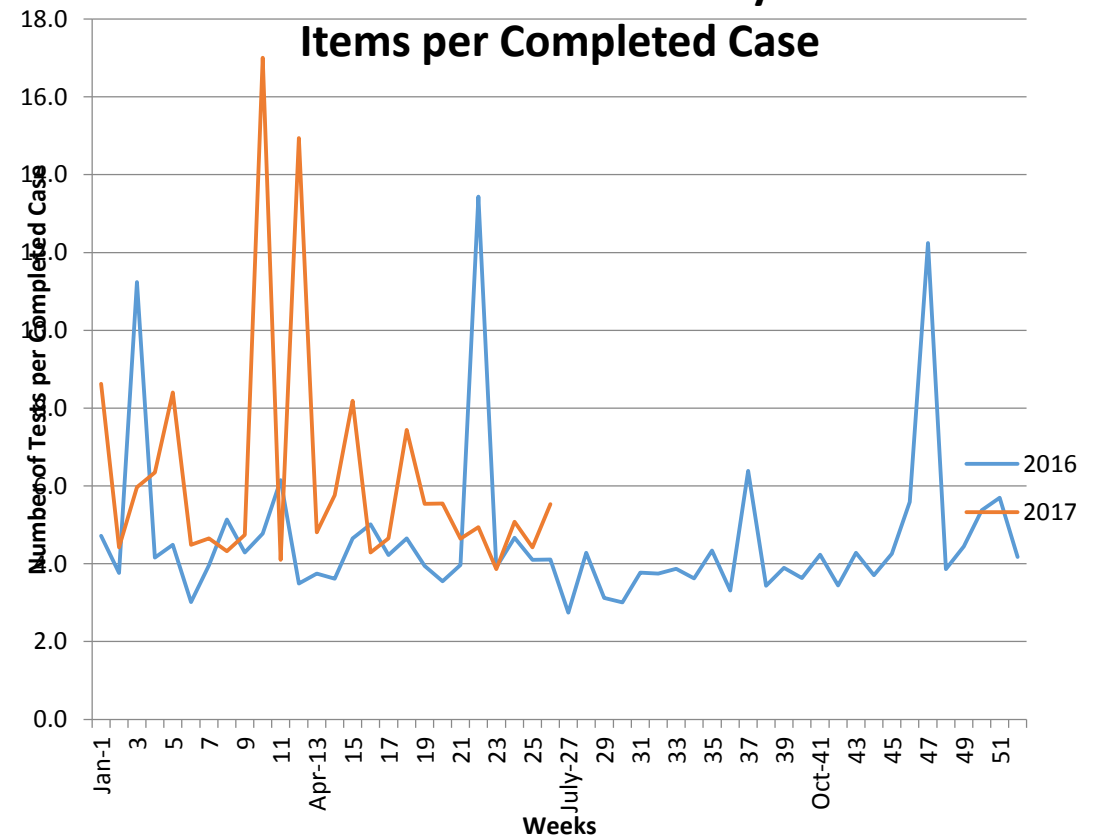


Monitor impact of MMDP

Controlled Substances Weekly Trend of Completed Cases



Controlled Substances Weekly Trend of Items per Completed Case



Firearms



Exams: 18-day avg,
1 pending requests >30 day

IBIS: 20-day avg,
4 pending requests >30 day

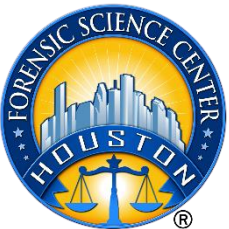
Target: <25 days

Critical issues

- First month ever with more than 500 IBIS requests

Projections for next 90 days

- 48-hour NIBIN results working well -- 16 hits affecting 32 investigations
- Continued TAT sub 25 days
- Continued avg 50 exams and 400 IBIS
- Continue 0 EOM >30day



Digital and Multimedia

Total TAT

21

EOM >30 day

36

Critical issues

3

A/V: 69-day avg,
36 pending requests >30 day

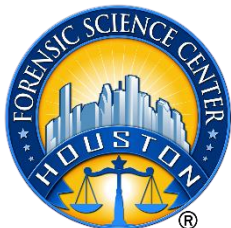
Digital: 9-day avg,
0 pending requests >30 day

Critical issues

- Adaptation to sustainable workflow
- Internal audit findings
- Corrective actions from audit

Projections for next 90 days

- **Small backlog in A/V as we address issues from audit.** Monitor for sustainability
- Remediation from internal audit



Toxicology



Alcohol: 12-day avg,
0 pending request >30 day

Tox: 37-day avg
20 pending requests >30 day

Out-Tox: 19-day avg
0 pending requests >30 day

Critical issues

- Legacy GC/MS instruments

Projections for next 90 days

- DWI alcohol sub 21 days (target threshold)
- Expect toxicology methods online and QTOF screen but still have challenges. Sciex has been responsive. Will evaluate software fixes



Forensic Biology



SA Kit: 78-day avg

SA "other" 101-day avg,

177 pending SAK requests >30 day

FBIO 118-day avg

DNA 325-day avg

485 total pending requests >30 days

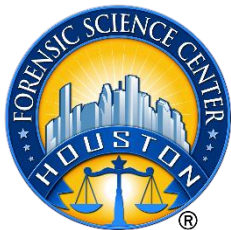
All SA requests are in processing

Critical issues

- Currently down, recruiting 1 analyst, 2 supervisors (mgmt. re-org)
- Stop-at-Quant - **Launched** April 10, still analyzing PRE-Stop-at-Quant data
- SAK backlog elimination delayed from end of July to end of August – 47 kits not in process

Projections for next 90 days

- Work built up while proving increased capacity of lab process. Concurrently, 25% of writer staff turned over, analytical chemistries changed, new lab workflow implemented
- Quality assessed throughout process, pre- and post-mortems
- Analyst productivity (reports per analyst) is higher during pilot than pre-pilot
- Globalfiler generates 50% more data per sample
- 3 new hires started 6/26; training complete for SAK processing by early August



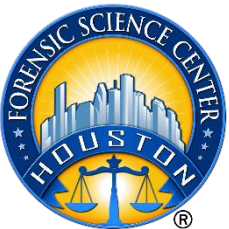
CODIS

Slow reporting of HPD case-to-case matches

- Researched 601 case-to-case hits from 1/1/2014 to 4/15/2016

Remedy and future management

- All cases have been researched
- All notifications complete
- Spot checking hits completed
- April 11-13: federal audit completed
- Final CAR in review for closure
- CAR sent to ANAB and TFSC



Latents

Total TAT
↑ 173

EOM >30 day
↓ 2,632

Critical issues
3

Comparisons: 202-day avg TAT from request,
2,551 pending requests >30 day

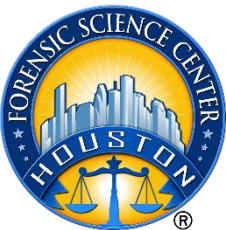
Processing: 49-day avg TAT from request,
81 pending requests >30 day

Critical issues

- Backlogged cases TAT increase due to age
- New personnel (3 on board, 1 in August)
On-going recruitment
- MorphoTrac AFIS Connections/Training

Projections for next 90 days

- Auto request and prioritization discussions
- MorphoTrac units received, working with county to connect
- Working with HPD to prioritize backlogged cases



CSU

Call outs
43

Critical issues
2

CSU Callouts: 43

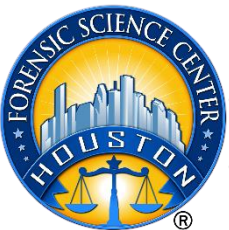
Cars at VEB: 10

Critical issues

- Staffing and recruiting
- Training new CSIs

Projections for next 90 days

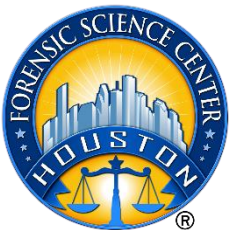
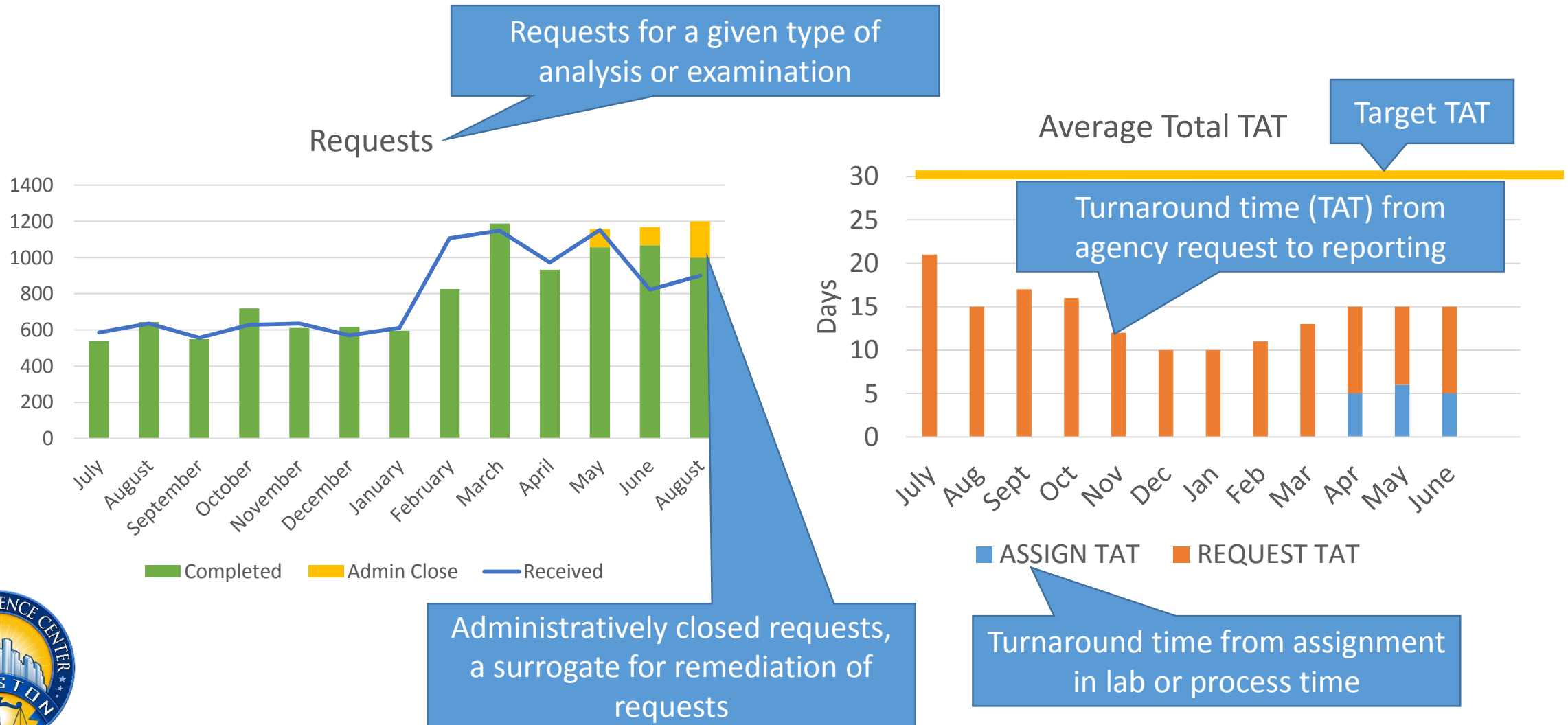
- Complete CSI Academy which consists of over 400 hours of classroom and practical training, followed by four weeks of field and mock courtroom training
- The CSI Academy includes presentations from 7 external entities, among them HPD Homicide/SIU, HCIFS, HPD Training Academy, Anthony Graves, Metal Detector Training, Harris County DA's Office, Itiel Dror
- Classifieds transition back to HPD by November
- Continue training and efforts toward accreditation



Detail data

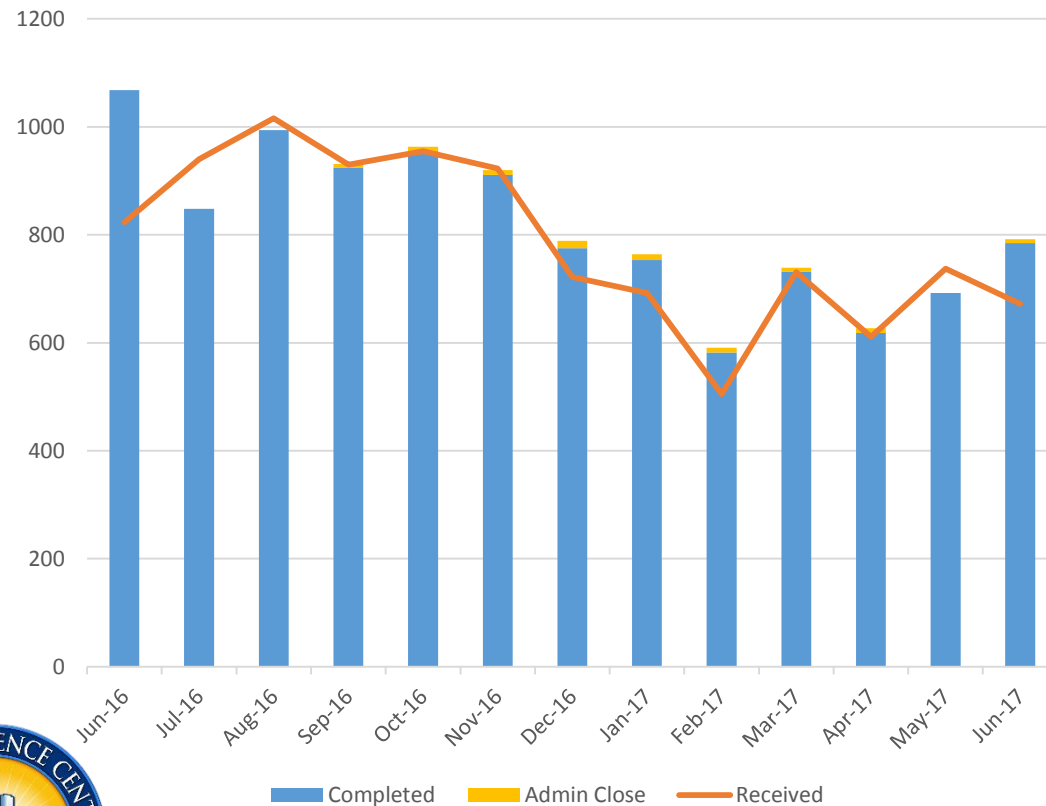


Explanation of graphs

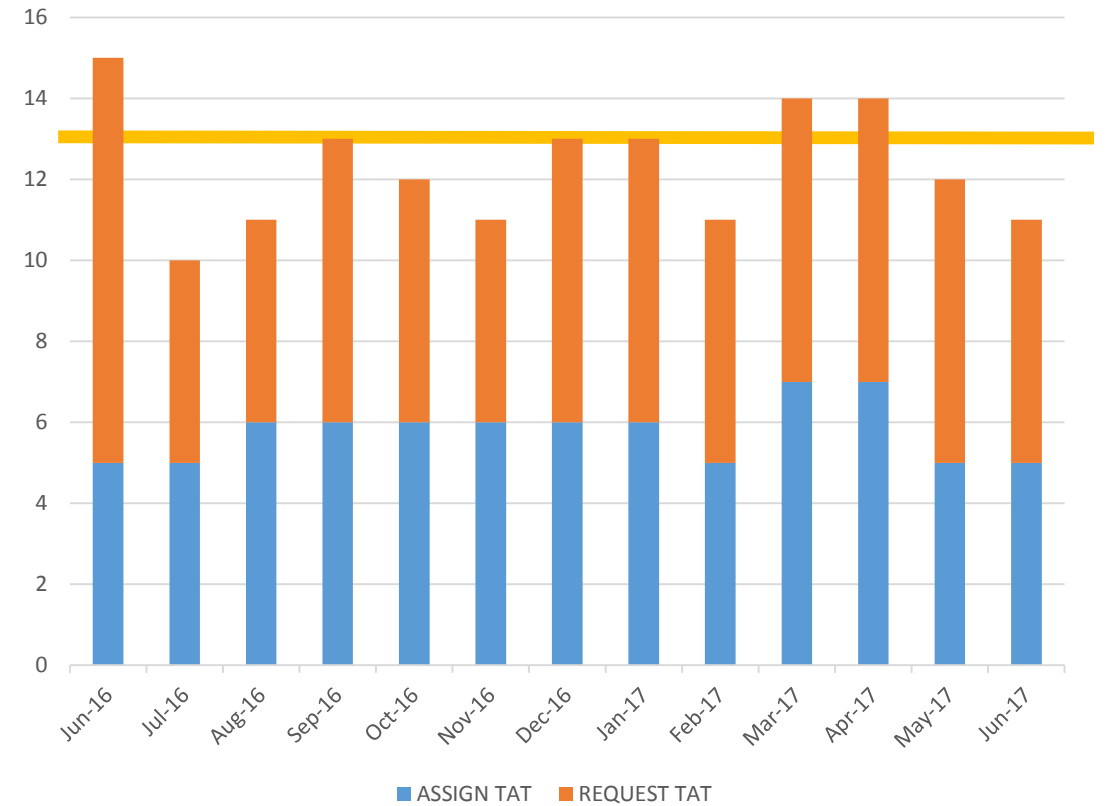


Controlled substances

Requests



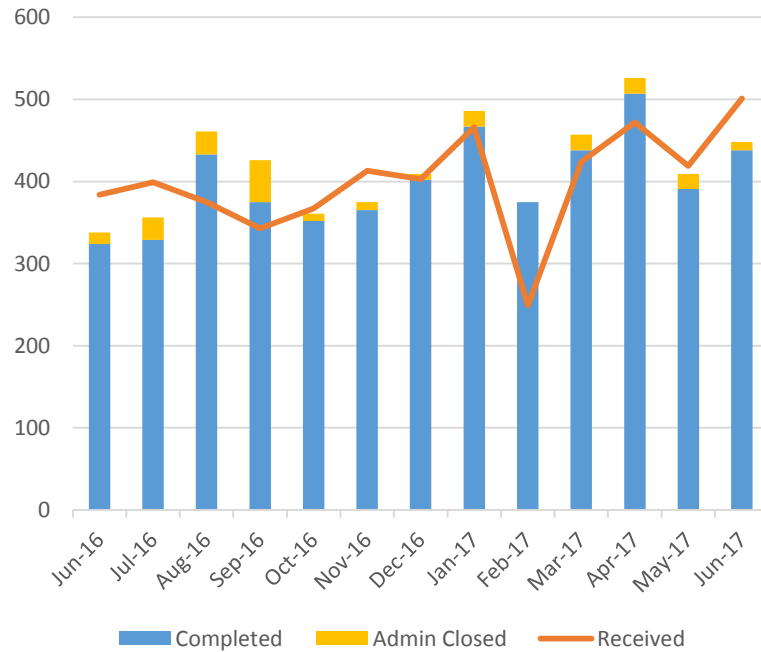
Total Turnaround Time



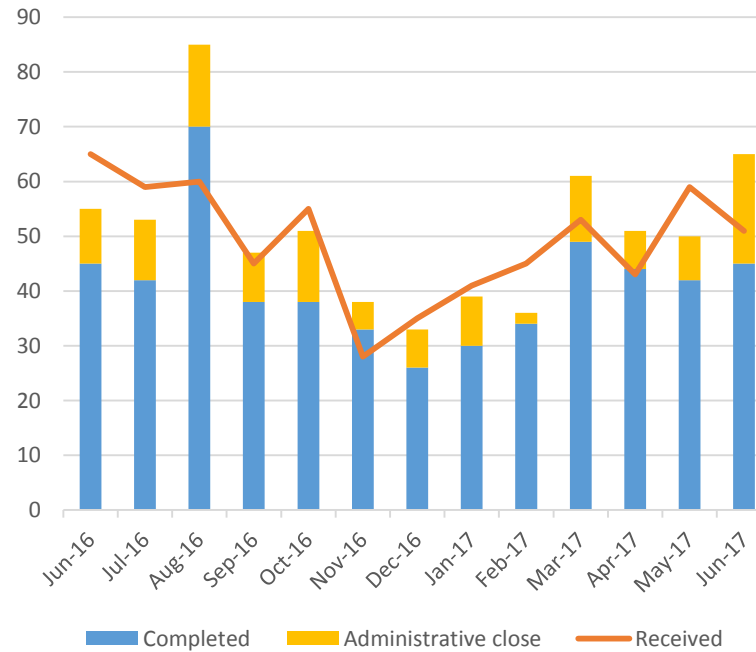
Orange bar indicates TAT target limit of 14 days.

Firearms

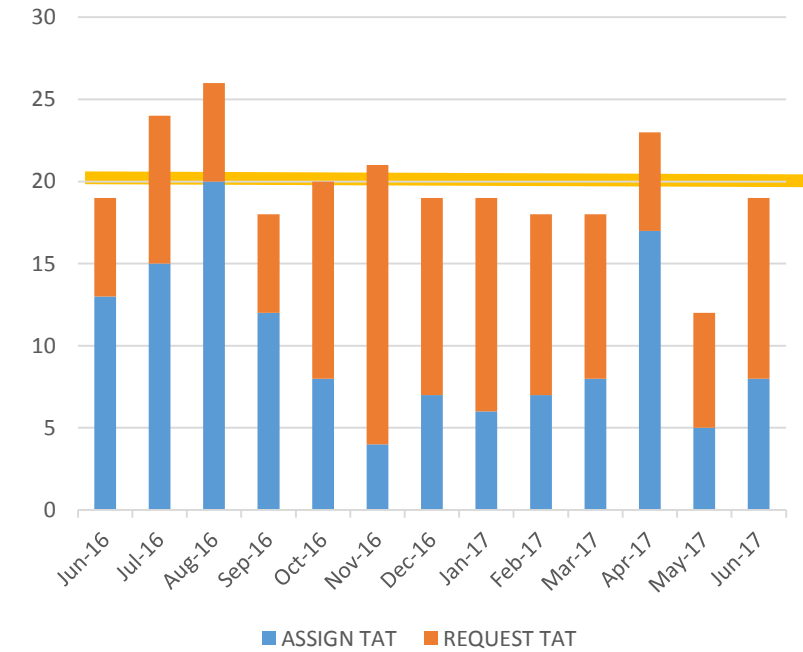
IBIS Requests



FA Requests



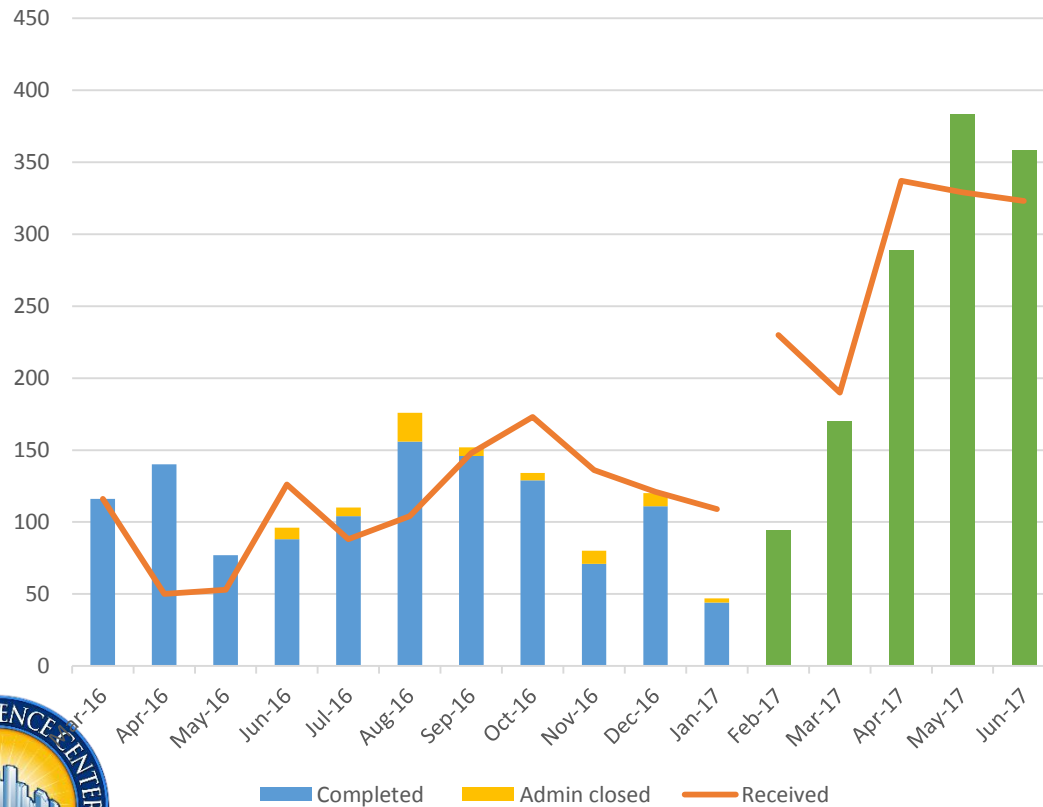
Total Average Turnaround Time



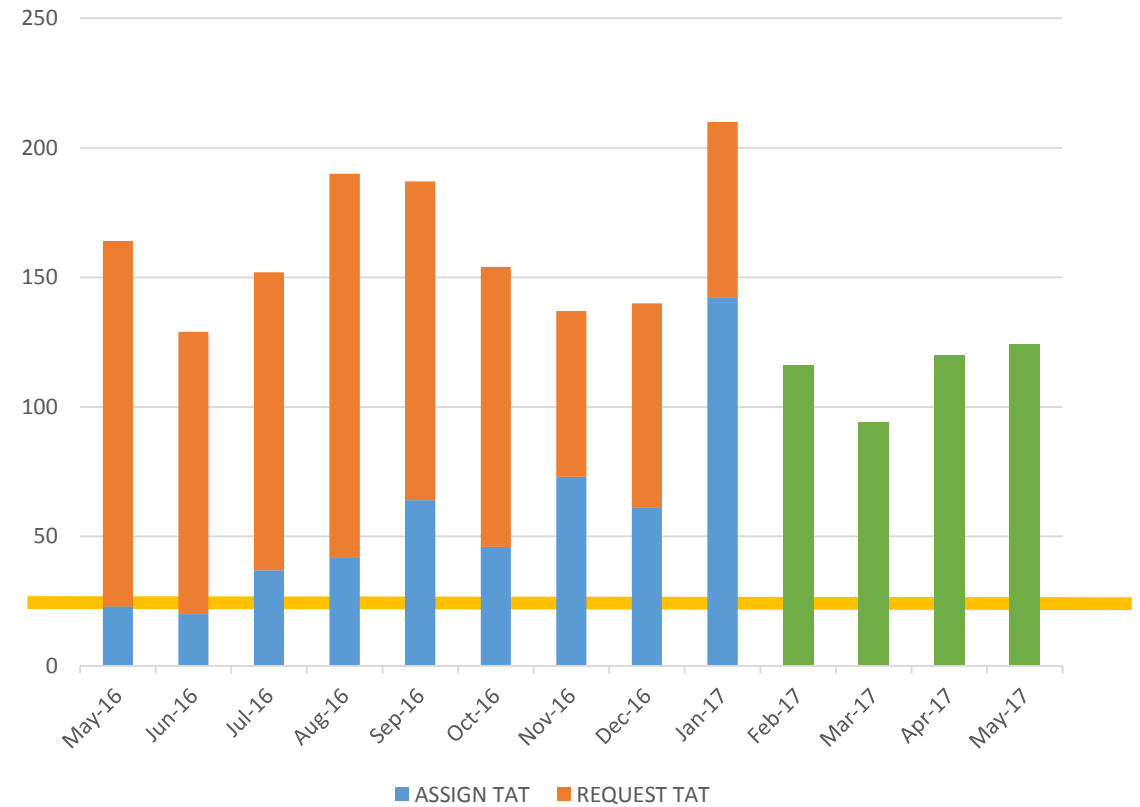
Forensic Biology -- Total

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

Requests

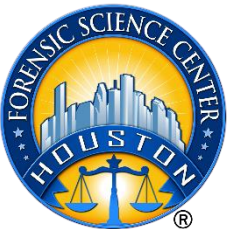
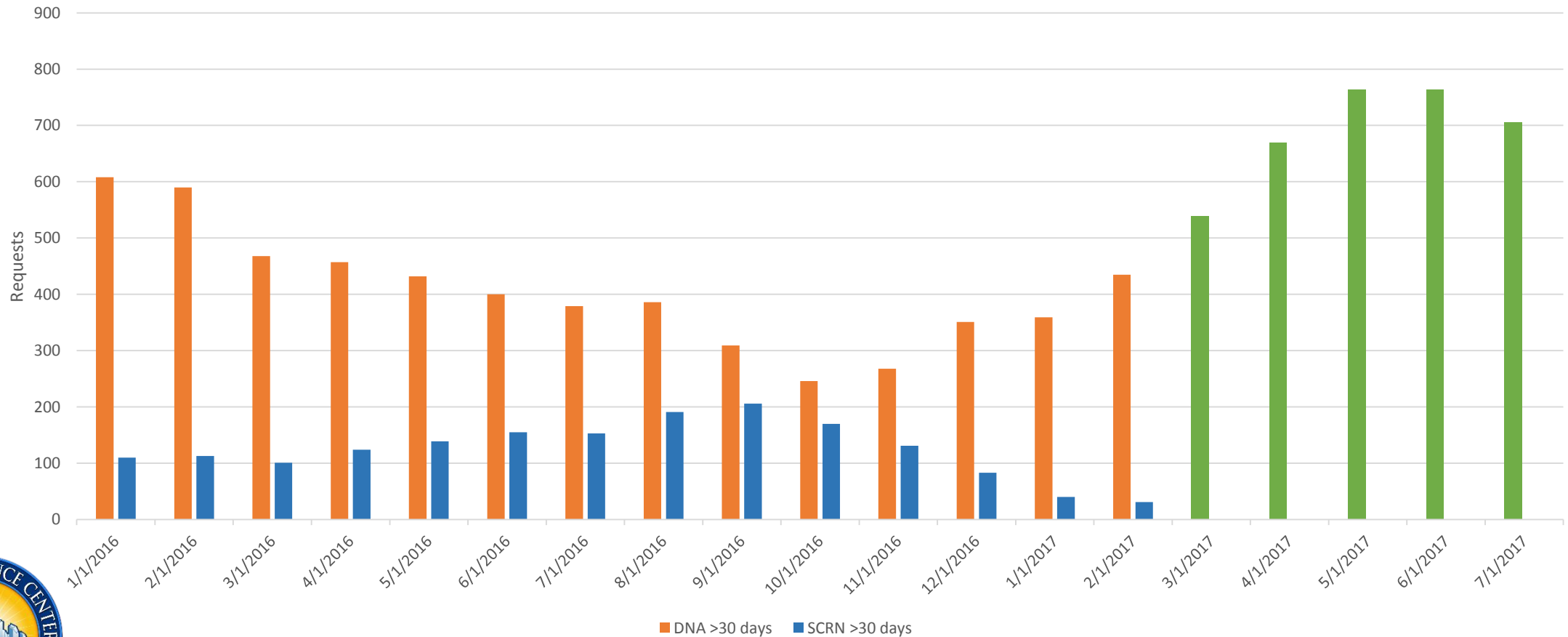


Total Average Turnaround Time (days)



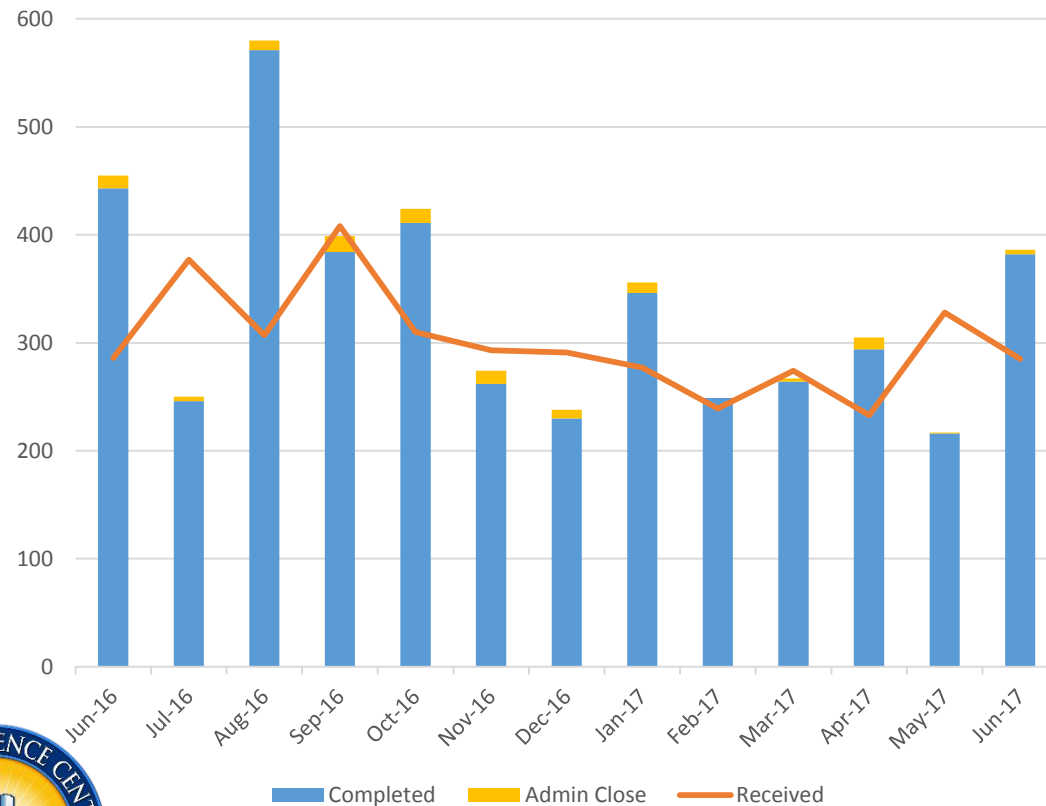
Total DNA Backlog (>30 day) requests by month

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

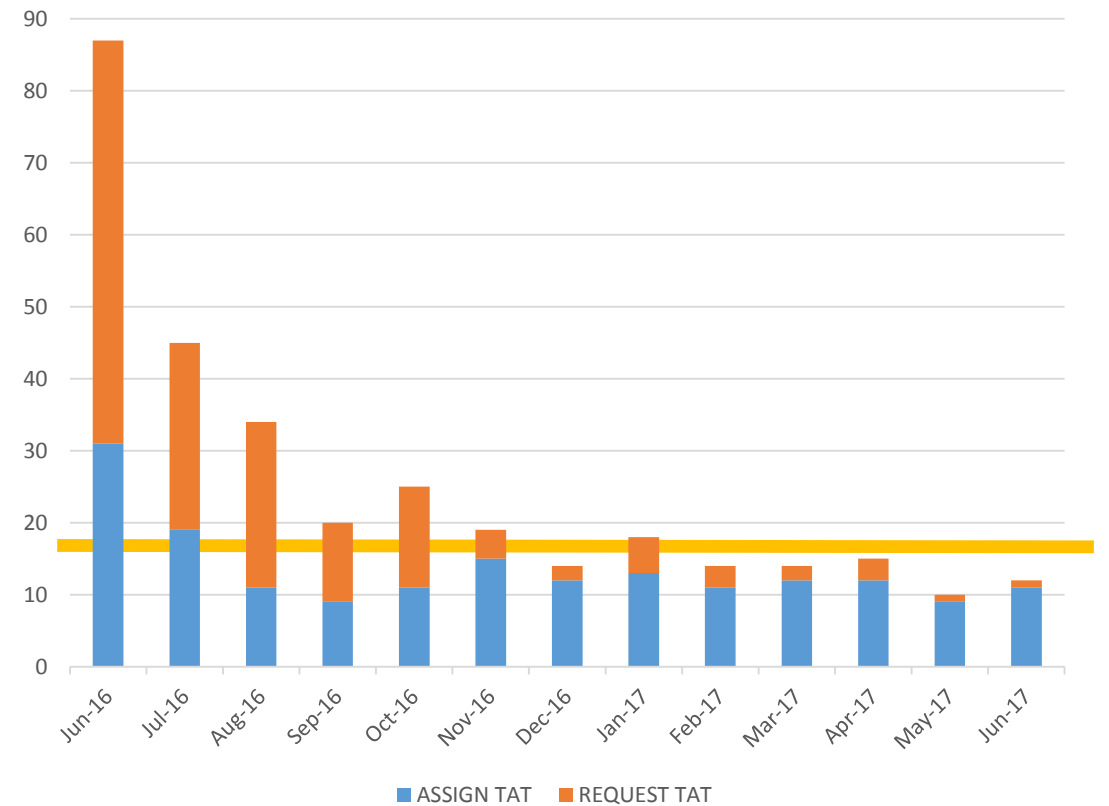


Toxicology: Alcohol

Requests



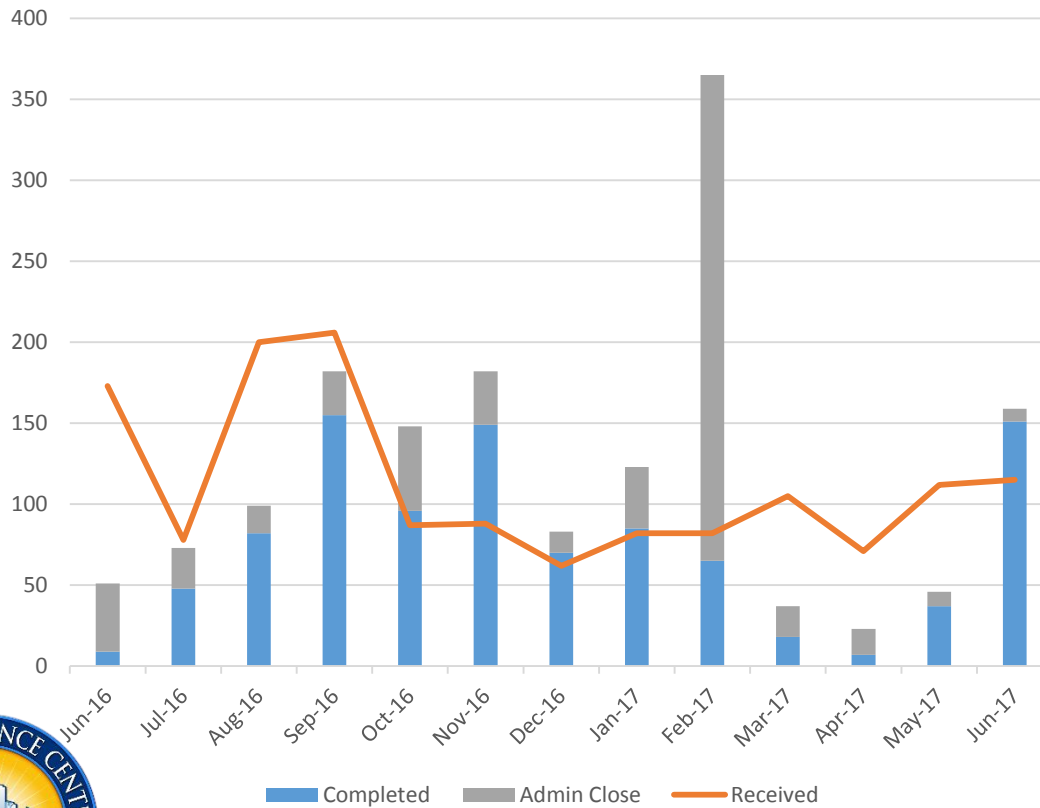
Total Average Turnaround Time (days)



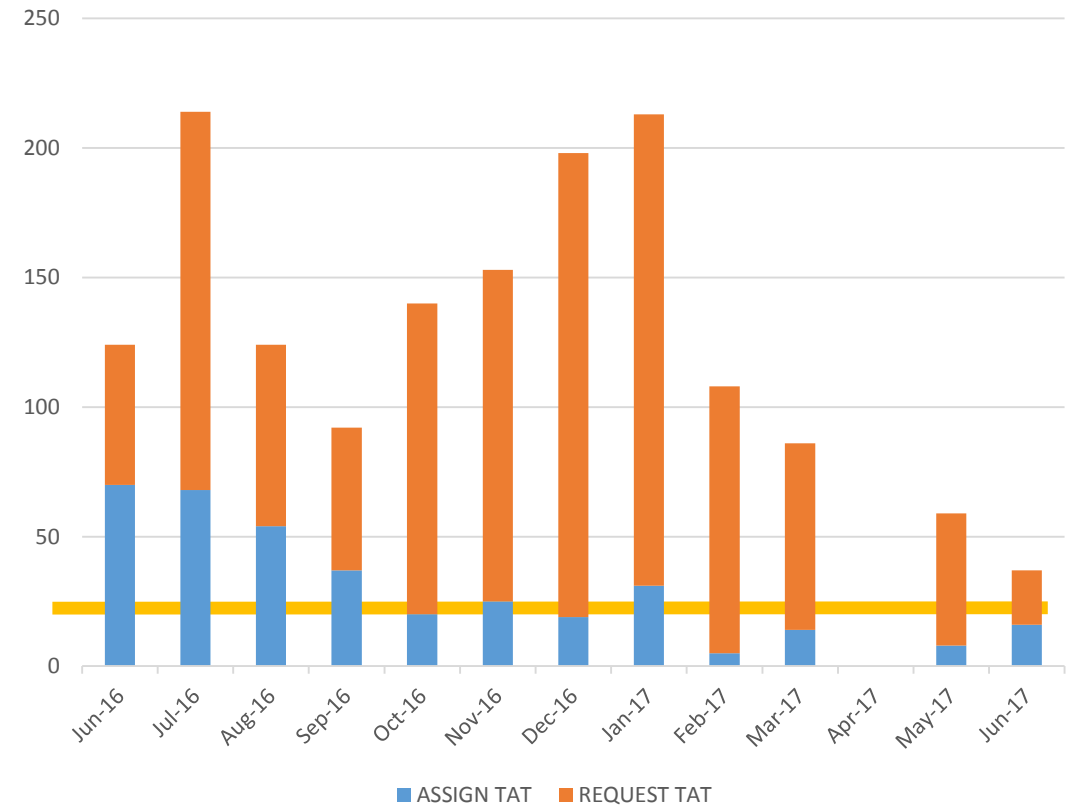
Toxicology: Other Drugs

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.

Requests

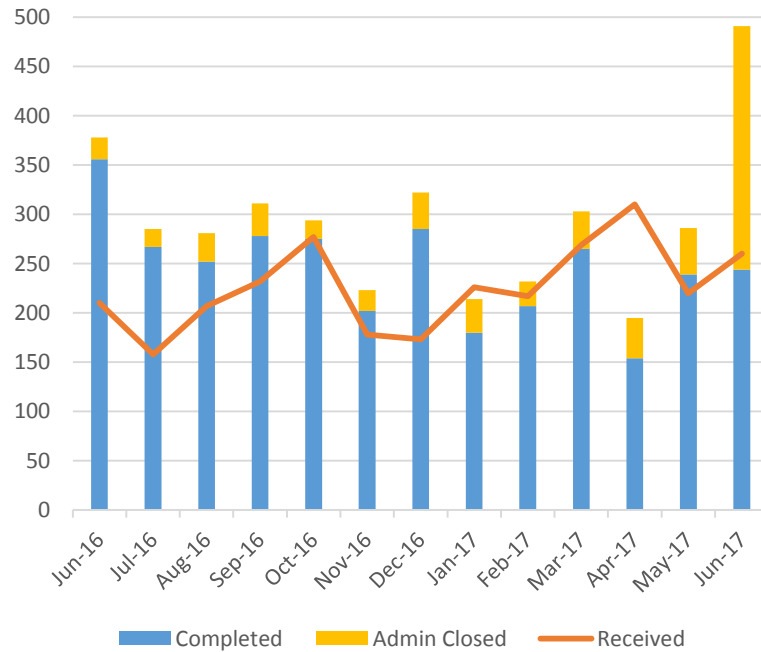


Total Average Turnaround Time (days)

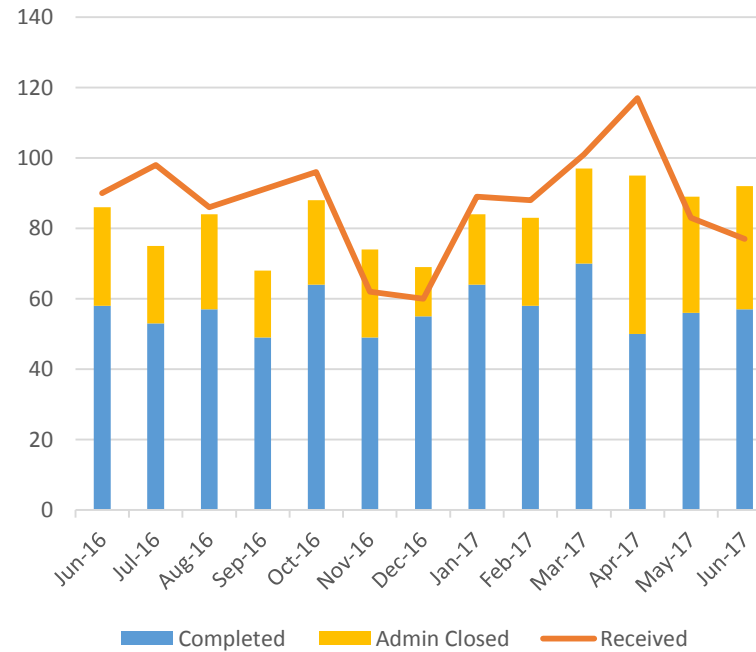


Latents

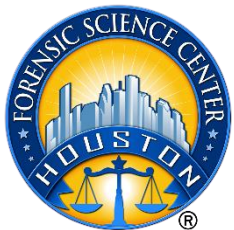
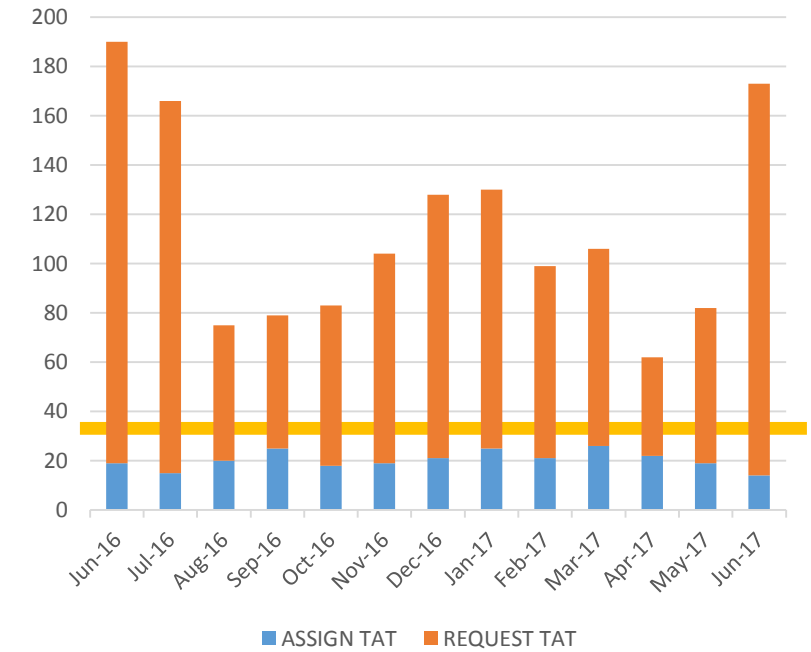
Comparison Requests



Processing Requests

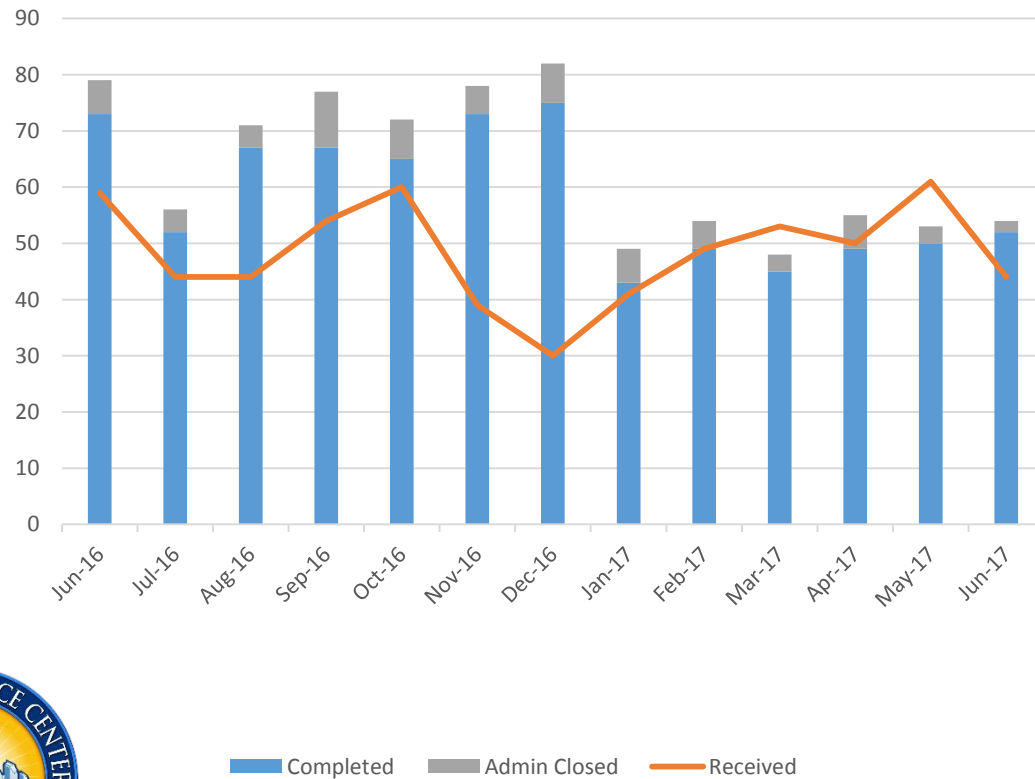


Total Average Turnaround Time (days)

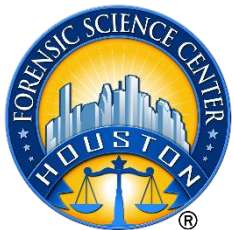
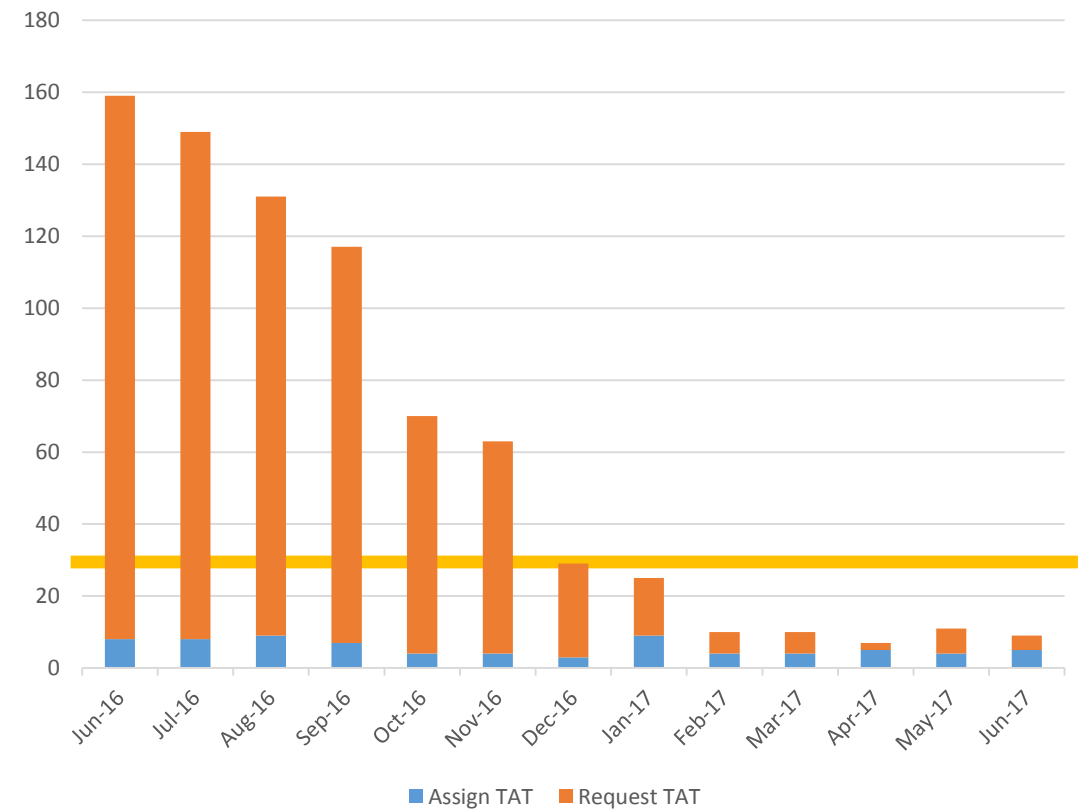


DME -- Digital

Digital Requests

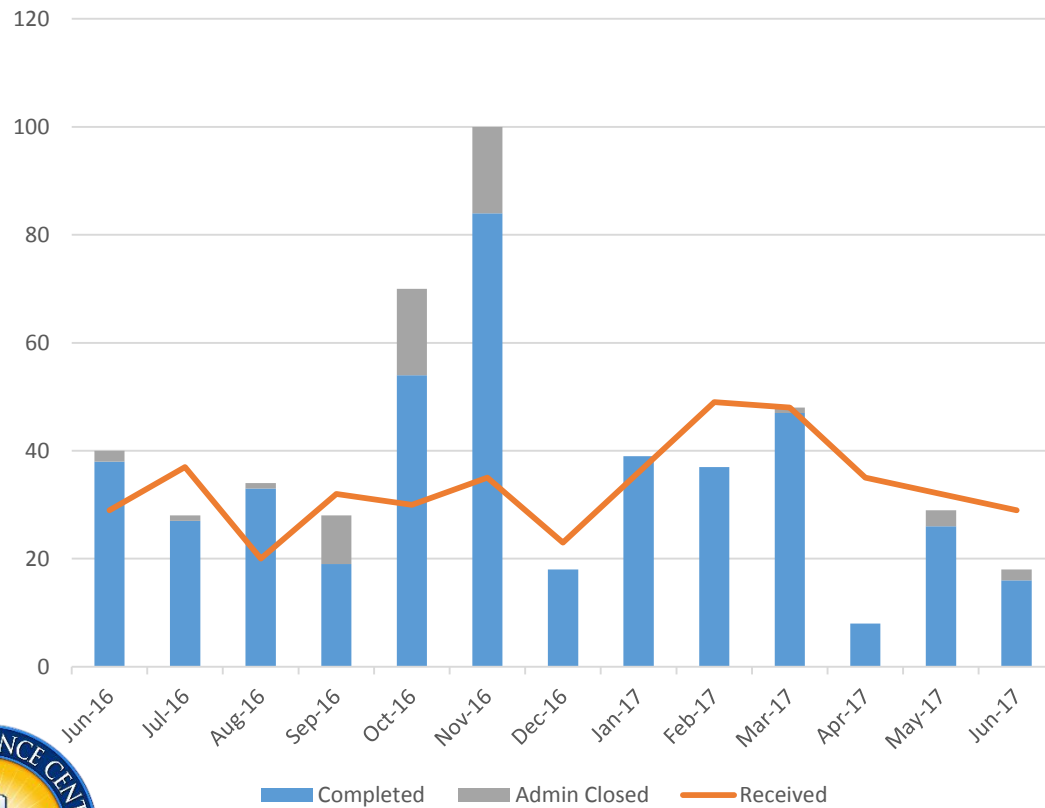


Total Average Turnaround Time (days)

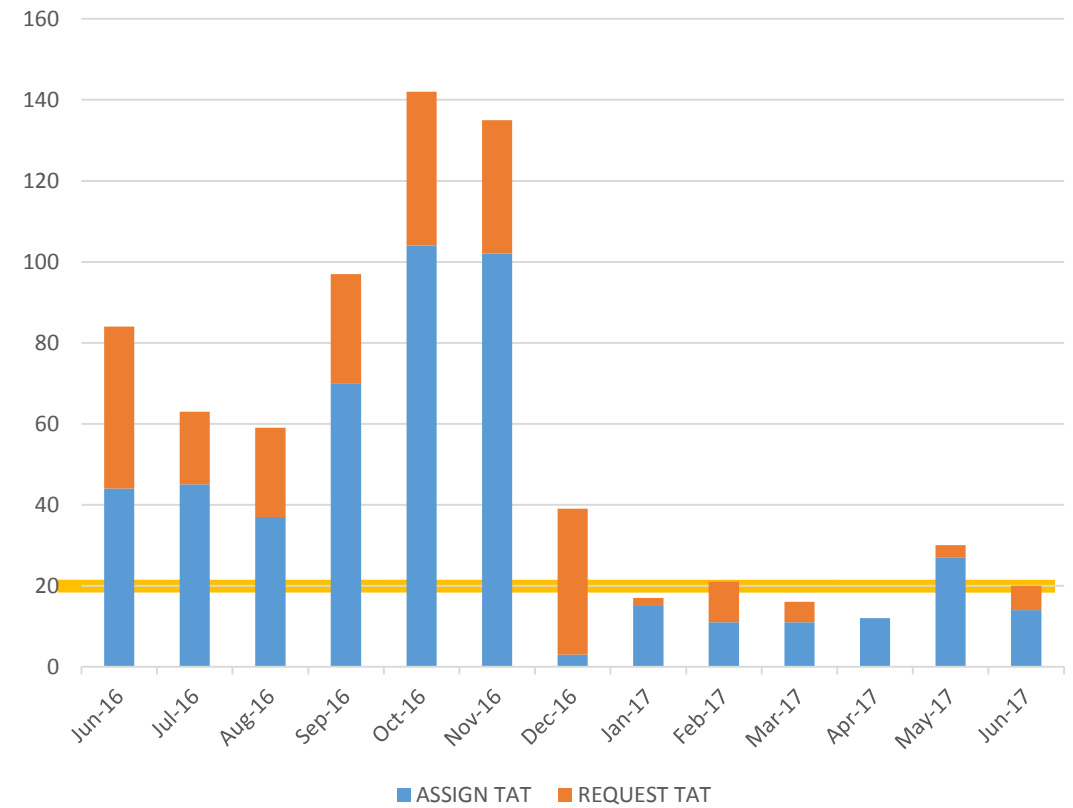


DME -- A/V

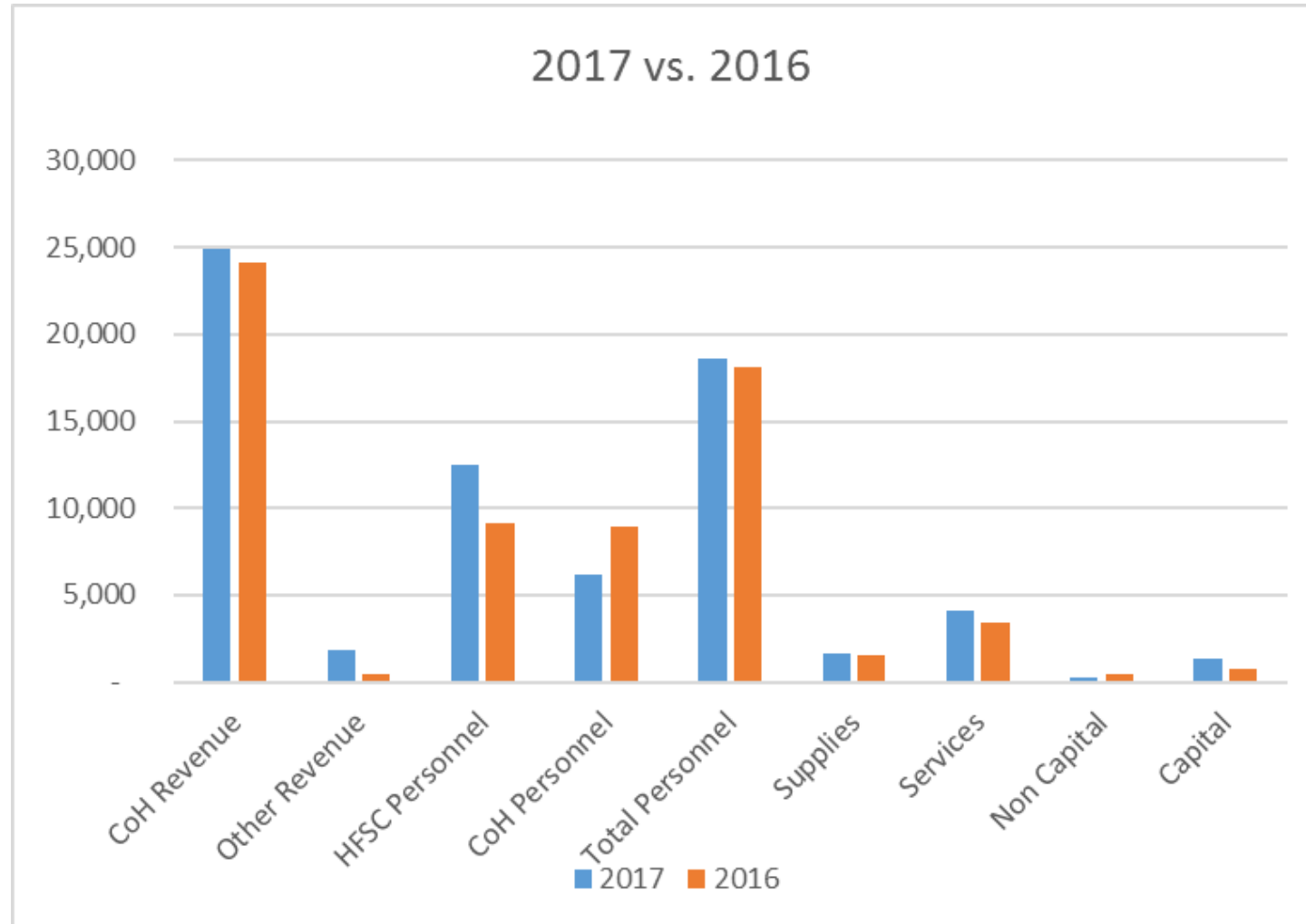
A/V Requests



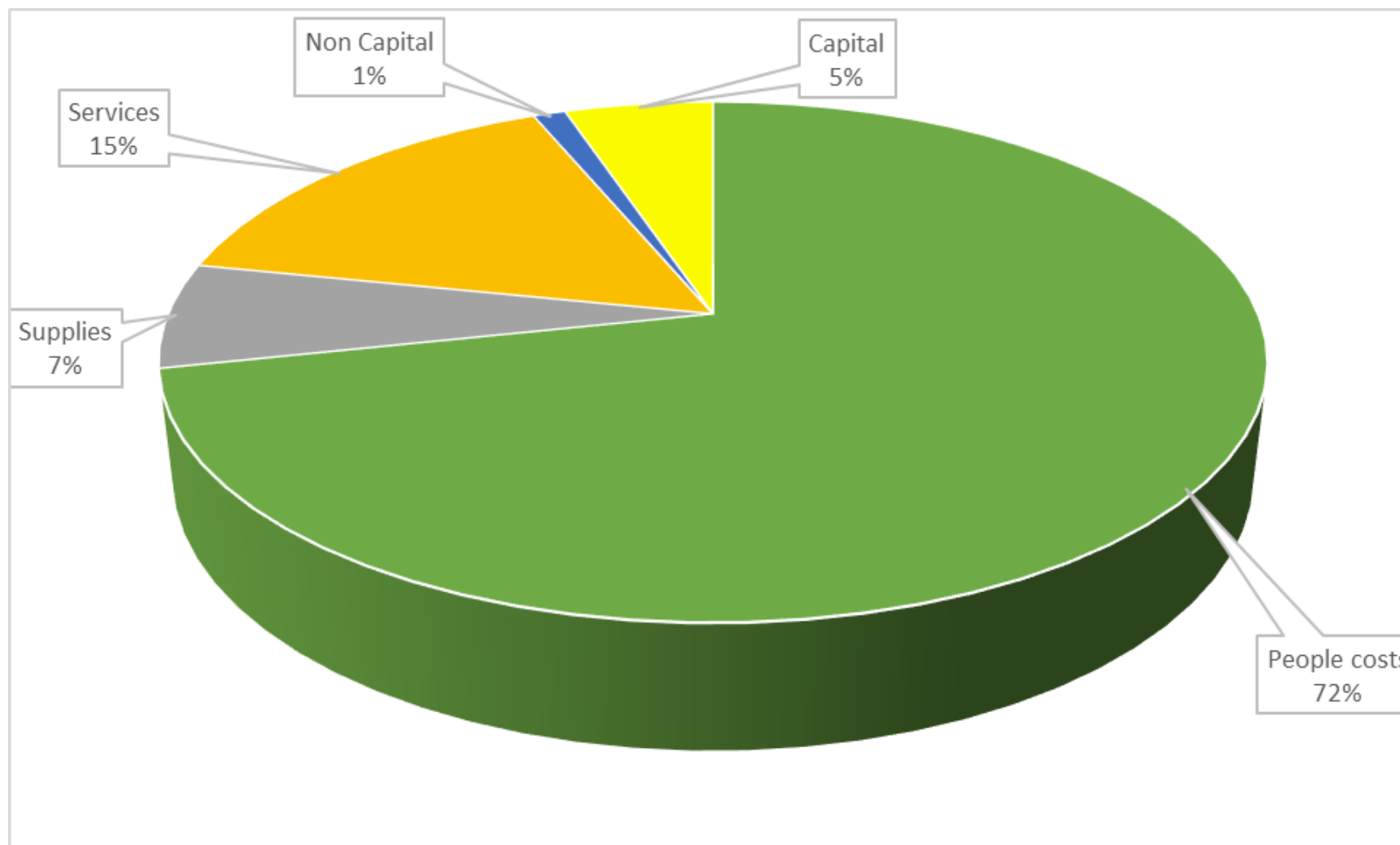
Total Average Turnaround Time (days)



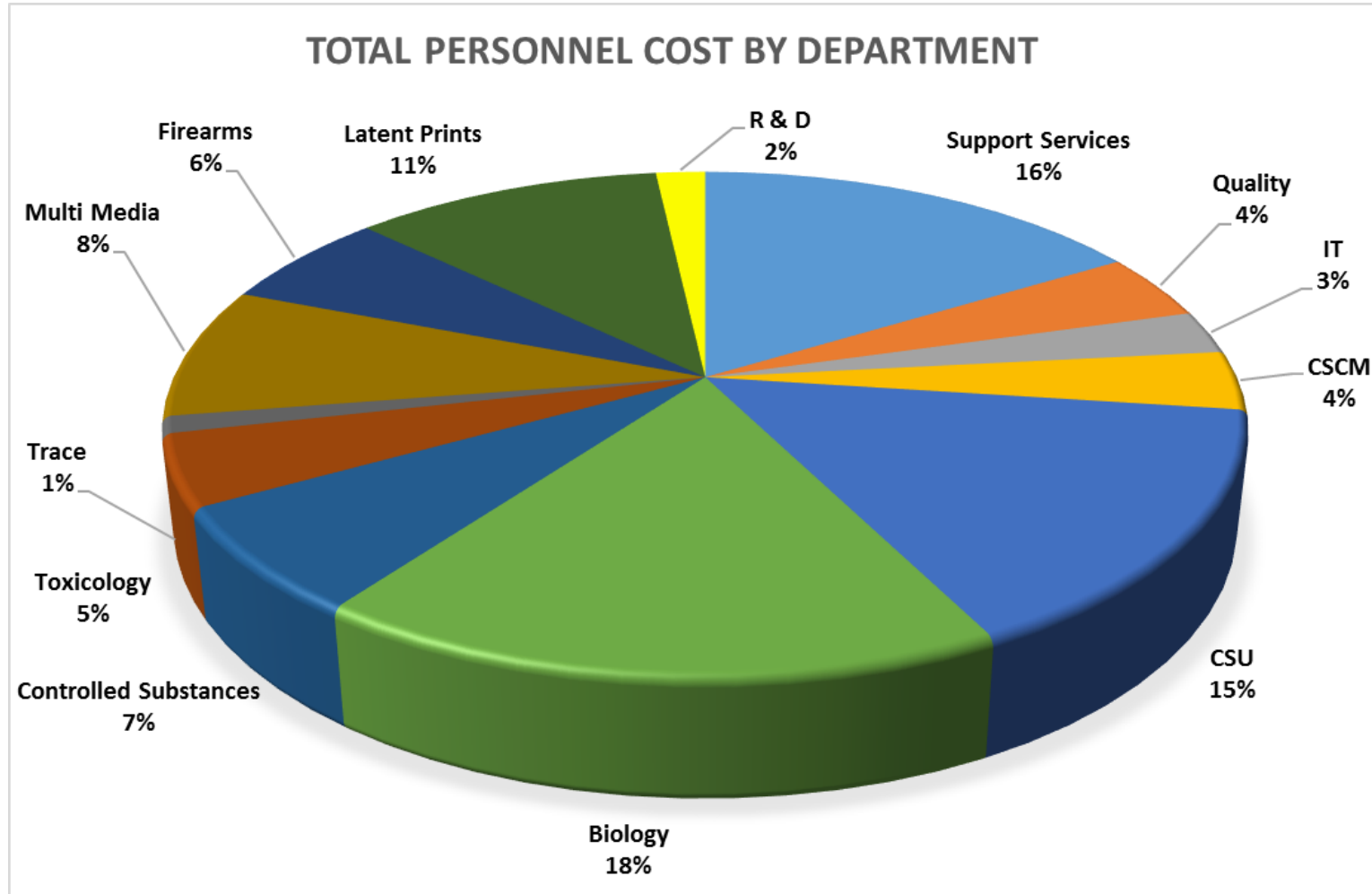
HFSC YEAR OVER YEAR COMPARISON BY CATEGORY



HFSC SPENDING BY CATEGORY



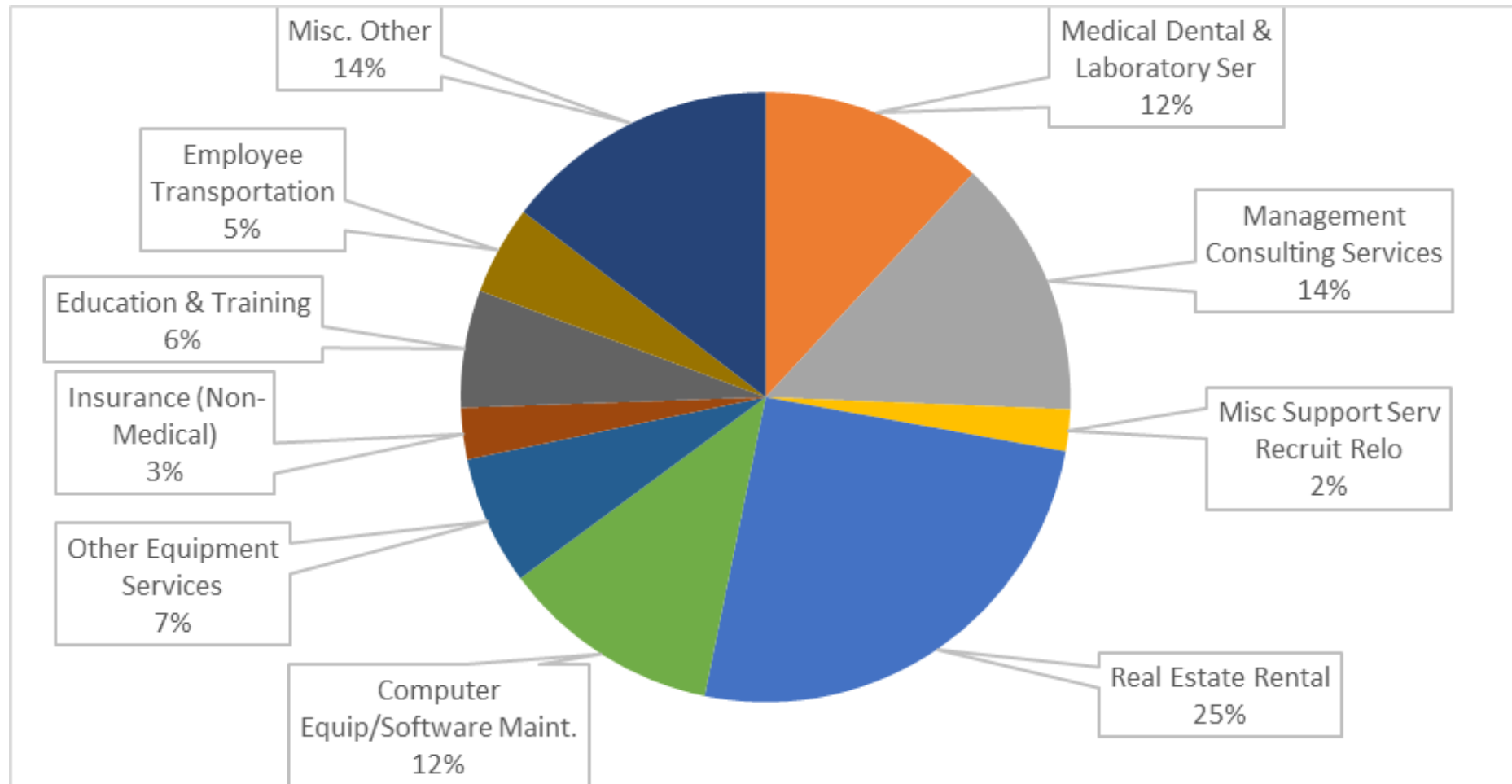
HFSC TOTAL PERSONNEL COST BY DEPARTMENT



Comparison of HFSC Avg. cost per FTE vs. CoH

Total Cost per FTE (in 000's)		
	2017	2016
HFSC	88	92
City of Houston	127	126
% cost of CoH vs. HFSC	44%	38%
HFSC FTE's	141	100
CoH FTE's	49	71

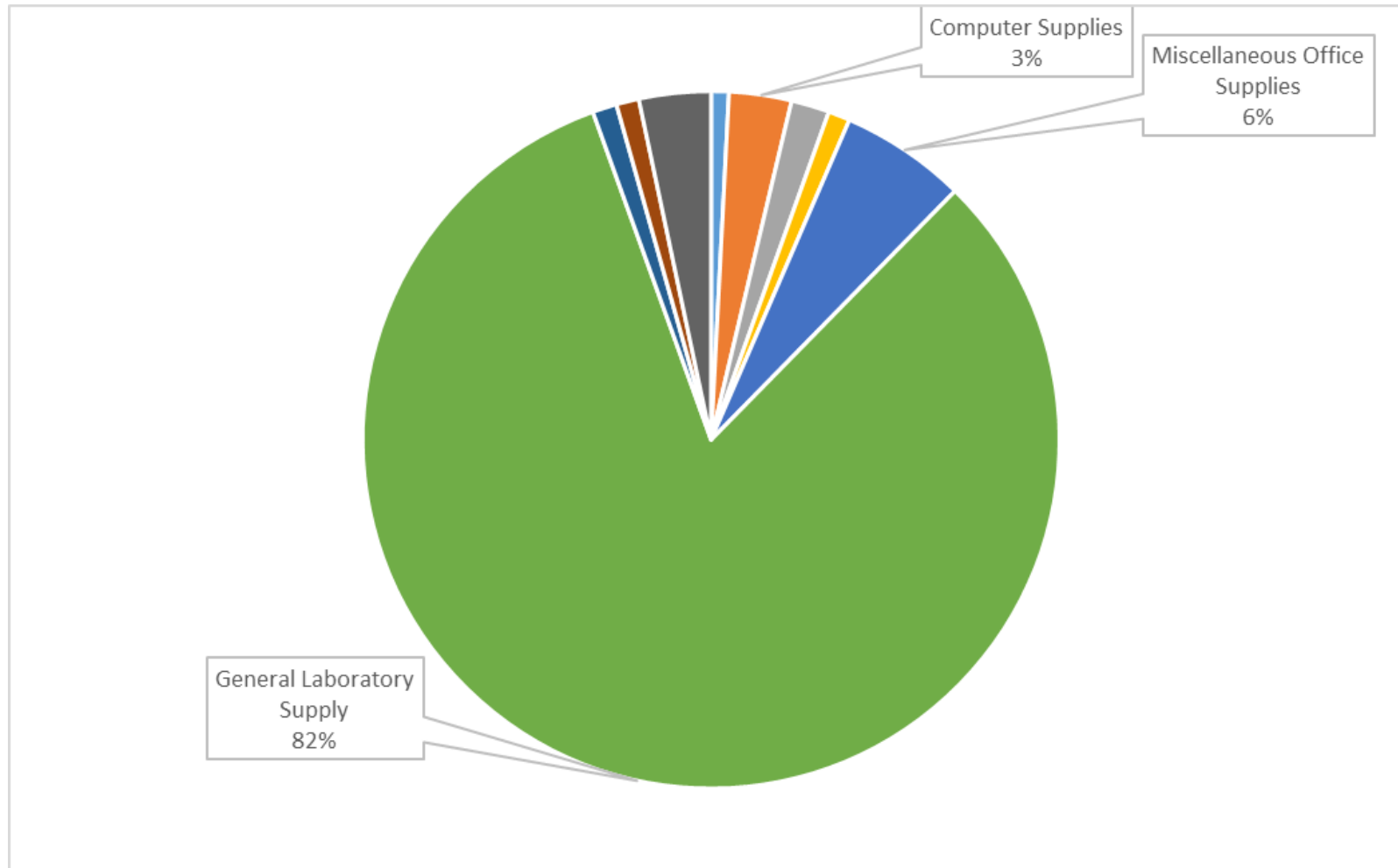
HFSC SERVICES - DETAIL



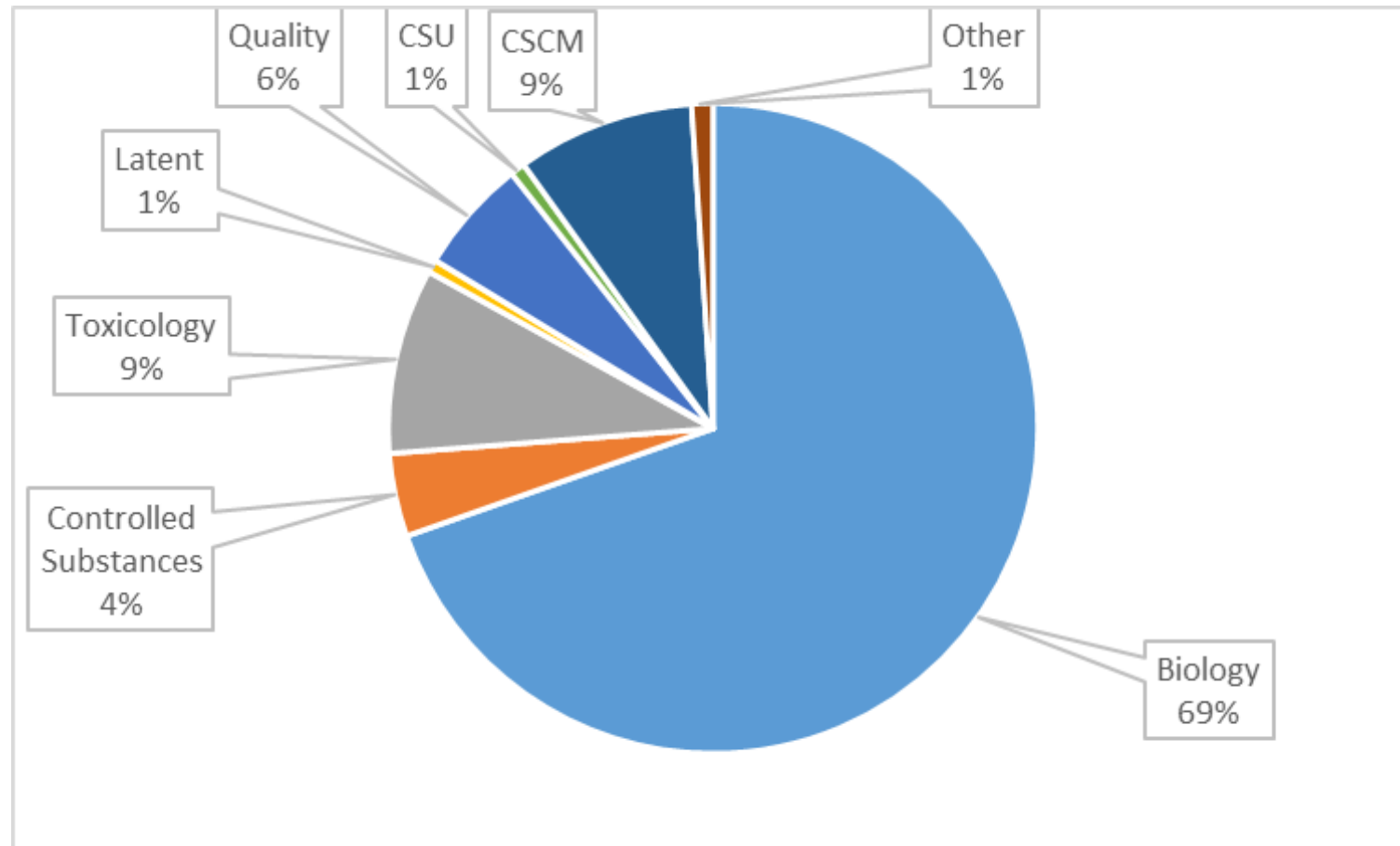
HFSC SERVICES – Consulting detail

Management Consulting Services		
Blazek & Vetterling	Annual Audit	18
David Fox	LIMS/IT	7
Green Forensics	CSU	74
Red Mitten	Grants	51
Norton rose Fulbright	Legal	10
Bode Cellmark Forensics	Lean Six Sigma	359
University of Houston	Building	25
Other		5
		550

HFSC SUPPLIES - DETAIL



HFSC GENERAL LAB SUPPLIES - DETAIL



HFSC FIXED ASSETS & GRANTS

Fixed Assets		HFSC	Grant
GeneMapper software			18
STRmix Software			310
Mideo Imaging Workstation			67
DNA investigator Automation workstation			113
Leeds LSV2 Spectral Vision System			60
Freezers (4)			24
Grant asset transferred from CoH		186	
Toxicology workstation		9	
Controlled Substances balance		10	
Justic Trax LIMS		504	
		709	592

Grant Spending by Category	
Personnel	147
Supplies	342
Services	641
Non Capital	42
Fixed Assets	592

HOUSTON FORENSIC SCIENCE CENTER, INC.

COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2016 through June 30, 2017

			Current Month (Preliminary)								YTD								FY17	
			FY17	FY17	FY16	Variance				FY17	FY17	FY16	Variance				FY17	% Year		
			June 1- June 30, 2017	Budget	June 1 - June 30, 2016	Budget - Actual	%	FY17 - FY16	%	June 30, 2017	Budget	July 1-June 30, 2016	Vs. Budget	%	Vs. FY16	%	Budget V3	Completed		
			# of Months							# of Months										
			1							12										
Revenues:																				
	411000	City of Houston-Appropriations	\$ 2,136	\$ 1,952	\$ -	\$ 185	9%	\$ 2,136		\$ 23,420	\$ 23,420	\$ 22,680	\$ -	0%	\$ 740	0%	\$ 23,420	100%		
	415000	City of Houston Direct OH-Appro	122	122	122	0	0%	-	0%	1,460	1,460	1,460	(0)	0%	(0)	0%	1,460	100%		
	416000	City of Houston - Safe funds	-	-	-	-	0%	-		-	-	9	-	0%	(9)	-100%	-	0%		
	420000	Contributions	1	-	-	1	0%	1		5	-	-	5	0%	5	0%	-	0%		
	425000	In-Kind Donations	-	-	-	-	0%	-		14	-	7	14	0%	6	0%	-	0%		
	426000	Training Services	-	4	2	(4)	-100%	(2)	-100%	20	50	37	(30)	-60%	(17)	-45%	50	40%		
	440000	Grants	227	85	46	142	167%	181	391%	1,771	1,021	350	750	73%	1,421	0%	1,021	173%		
	450000	Forensic Services	-	8	(1)	(8)	-100%	1		23	100	56	(77)	-77%	(33)	-59%	100	23%		
	450001	Miscellaneous Copy Fees	-	-	-	-	0%	-	0%	-	-	-	-	0%	-	0%	-	0%		
	450002	Interest Income	-	1	0	(1)	-100%	(0)	-100%	4	10	17	(6)	-59%	(13)	0%	10	41%		
Total Income			2,485	2,172	170	314	14%	2,316	1366%	26,718	26,061	24,617	656	3%	2,101	9%	26,061	103%		
Expenses:																				
Personnel:																				
	500010	Salary Base - Civilian	1,259	854	642	(405)	-47%	(617)	-96%	10,219	10,249	7,572	30	0%	(2,646)	-35%	10,249	100%		
	501070	Pension - Civilian	77	53	38	(24)	-45%	(40)	-105%	634	639	446	5	1%	(188)	-42%	639	99%		
	502010	FICA - Civilian	80	62	48	(19)	-30%	(33)	-68%	734	739	533	5	1%	(202)	-38%	739	99%		
	503010	Health Insurance - Active Civil	62	61	47	(1)	-2%	(15)	-32%	730	730	514	-	0%	(216)	-42%	730	100%		
	503015	Basic Life Ins - Active Civil	4	6	6	2	40%	2	33%	75	75	44	-	0%	(31)	0%	75	100%		
	503060	Long Term Disability - Civilian	-	-	-	-	0%	-		-	-	0	-	0%	0	100%	-	0%		
	503090	Workers Comp - Civilian Adm	6	3	3	(2)	-64%	(2)	-67%	36	41	59	5	12%	23	39%	41	88%		
	503100	Workers Comp - Civil Claims	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
	504030	Unemployment Claims - Admin	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
	504010	Pension - GASB 27 Accrual	-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%		
	504031	Unemployment Taxes - Admin	1	1	0	0	8%	(1)	-1153%	12	12	8	-	0%	(4)	-47%	12	100%		
			1,489	1,040	783	(449)	-43%	(705)	-90%	12,440	12,485	9,177	45	0%	(3,263)	-36%	12,485	100%		

HOUSTON FORENSIC SCIENCE CENTER, INC.

COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2016 through June 30, 2017

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			FY17	FY17	FY16	Variance					FY17	FY17	FY16	Variance					FY17	% Year
			June 1- June 30, 2017	Budget	June 1 - June 30, 2016	Budget - Actual	%		FY17 - FY16	%	June 30, 2017	Budget	July 1-June 30, 2016	Vs. Budget	%		Vs. FY16	%	Budget V3	Completed
			# of Months								# of Months									
			1								12									
Supplies:																				
511010	Chemical Gases & Special Fluids		2	1	0	(1)	-53%		(1)		14	14	11	-	0%		(3)	-23%	14	100%
511040	Audio Visual Supplies		-	0	-	0	100%		-		-	1	1	1	0%		1	100%	1	0%
511045	Computer Supplies		5	4	8	(1)	-29%		3	35%	49	50	70	1	2%		21	31%	50	98%
511050	Paper & Printing Supplies		2	3	1	0	15%		(1)	-72%	30	30	30	1	2%		(0)	0%	30	98%
511055	Publications & Printed Material		0	1	0	1	78%		(0)	-25%	17	17	18	1	3%		1	4%	17	97%
511060	Postage		-	0	0	0	100%		0	100%	1	1	1	-	0%		(0)	-27%	1	100%
511070	Miscellaneous Office Supplies		11	9	8	(2)	-22%		(3)	-33%	98	103	78	5	5%		(20)	-25%	103	95%
511080	General Laboratory Supply		227	119	233	(108)	-91%		6	3%	1,376	1,426	1,274	50	4%		(102)	-8%	1,426	96%
511090	Medical & Surgical Supplies		-	-	-	-			-		-	-	0	-	#DIV/0!		0	100%	-	
511095	Small Technical & Scientific Eq		1	2	0	1	71%		(0)	-118%	19	21	12	2	10%		(7)	-61%	21	90%
511110	Fuel		-	-	-	-			-		-	-	-	-	0%		-	0%	-	0%
511120	Clothing		0	3	-	2	93%		(0)		29	31	9	2	6%		(20)	-222%	31	94%
511125	Food/Event Supplies		1	2	1	1	40%		(0)	-44%	18	19	24	1	5%		6	26%	19	95%
511130	Weapons Munitions & Supplies		0	1	0	1	95%		0	71%	8	9	6	1	11%		(2)	-36%	9	89%
511145	Small Tools & Minor Equipment		0	1	-	1	72%		(0)		12	13	7	1	8%		(5)	-80%	13	92%
511150	Miscellaneous Parts & Supplies		1	1	0	0	5%		(1)	-2599%	6	7	1	1	0%		(5)	-849%	7	85%
			250	145	252	(104)	-72%		3	1%	1,675	1,741	1,541	66	4%		(134)	-9%	1,741	96%
Services:																				
520100	Temporary Personnel Services		-	1	-	1	100%		-		7	8	2	1	0%		(5)	0%	8	94%
520105	Accounting & Auditing Svcs		2	3	2	0	20%		(0)	0%	29	30	32	1	3%		3	9%	30	97%
520106	Architectural Svcs		-	-	-	-			-		-	-	179	-	0%		179	100%	-	0%
520107	Computer Info/Contracting Svcs		-	3	-	3	100%		-		28	30	4	2	7%		(25)	-650%	30	93%
520109	Medical Dental & Laboratory Ser		5	41	7	36	88%		2	27%	477	497	174	20	4%		(302)	-174%	497	96%
520110	Management Consulting Services		76	48	22	(28)	-60%		(54)	-246%	550	570	334	20	4%		(217)	-65%	570	96%
520112	Banking Services		0	0	0	0	2%		(0)	-17%	3	4	3	1	13%		(0)	-17%	4	87%
520113	Photographic Services		-	0	-	0	100%		-		0	1	-	1	61%		(0)	0%	1	39%

HOUSTON FORENSIC SCIENCE CENTER, INC.

COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2016 through June 30, 2017

			Current Month (Preliminary)							YTD							FY17	
			FY17	FY17	FY16	Variance				FY17	FY17	FY16	Variance				FY17	% Year
			June 1- June 30, 2017	Budget	June 1 - June 30, 2016	Budget - Actual	%	FY17 - FY16	%	June 30, 2017	Budget	July 1-June 30, 2016	Vs. Budget	%	Vs. FY16	%	Budget V3	Completed
			# of Months							# of Months								
			1							12								
Services:																		
520114	Misc Support Serv Recruit Relo		21	8	4	(14)	-174%	(17)	-390%	89	94	112	5	5%	23	21%	94	95%
520115	Real Estate Rental		86	85	86	(1)	-1%	(1)	-1%	1,016	1,019	957	3	0%	(59)	-6%	1,019	100%
520118	Refuse Disposal		-	0	-	0	100%	-		4	5	-	1	10%	(4)	0%	5	90%
520119	Computer Equip/Software Maint		45	40	8	(6)	-14%	(37)	-458%	468	478	403	10	2%	(64)	-16%	478	98%
520121	IT Application Services		(29)	4	-	33	757%	29		42	52	38	10	19%	(4)	0%	52	81%
520123	Vehicle & Motor Equip. Services		0	0	0	(0)	-30%	0	2%	4	4	8	1	12%	4	53%	4	88%
520124	Other Equipment Services		2	24	46	22	92%	44	96%	274	284	158	10	4%	(115)	-73%	284	96%
520143	Credit/Bank Card Svcs		-	0	(0)	0	100%	(0)		1	1	1	1	33%	0	27%	1	67%
520145	Criminal Intelligence Services		-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%
520520	Printing & Reproduction Serv.		-	1	1	1	100%	1	100%	13	14	14	1	7%	1	7%	14	93%
520605	Public Information Svcs		0	1	-	1	87%	(0)		10	11	3	1	9%	(7)	-203%	11	91%
520705	Insurance (Non-Medical)		9	9	10	(0)	-3%	1	5%	109	110	120	1	1%	11	9%	110	99%
520760	Contributions		-	0	-	0	100%	-		1	1	-	-	0%	(1)	0%	1	100%
520765	Membership & Prof. Fees		7	4	2	(3)	-71%	(5)	-278%	46	47	20	1	2%	(26)	-131%	47	98%
520805	Education & Training		3	7	28	4	61%	25	90%	87	87	112	-	0%	25	22%	87	100%
520815	Tuition Reimbursement		7	3	3	(3)	-101%	(4)	-113%	40	41	17	1	2%	(23)	-131%	41	98%
520905	Travel - Training Related		18	14	25	(4)	-30%	7	27%	163	168	143	5	3%	(20)	-14%	168	97%
520910	Travel - Non-training Related		2	1	2	(0)	-30%	0	16%	16	16	17	1	3%	1	6%	16	97%
521405	Building Maintenance Services		1	2	18	1	55%	17	95%	25	26	75	1	4%	51	67%	26	96%
521505	Utilities		0	1	1	1	72%	0	60%	11	11	10	-	0%	(1)	-14%	11	100%
521605	Data Services		13	5	4	(8)	-155%	(8)	-188%	56	61	30	5	8%	(26)	-87%	61	92%
521610	Voice Services, Equip & Labor		10	6	3	(4)	-73%	(7)	-255%	65	68	76	3	4%	11	15%	68	96%
521705	Vehicle/Equipment Rental/Lease		-	0	-	0	100%	-		1	1	19	1	0%	19	95%	1	0%
521715	Office Equipment Rental		-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%
521725	Other Rental Fees		2	2	0	(0)	-12%	(2)	-531%	25	26	5	1	4%	(20)	-378%	26	96%
521730	Parking Space Rental		12	11	13	(1)	-9%	1	9%	128	133	141	5	4%	13	9%	133	96%
521905	Legal Services		-	0	1	0	100%	1	100%	2	2	17	-	0%	15	89%	2	100%
522205	Metro Commuter Passes		7	5	5	(2)	-31%	(2)	-46%	61	62	61	1	2%	1	1%	62	98%
522305	Shipping and Freight		2	2	3	(0)	-23%	0	10%	21	24	15	3	13%	(6)	-39%	24	87%
522430	Misc. Other Services & Chrgs		4	12	9	8	69%	6	61%	134	139	83	5	4%	(51)	-61%	139	96%
522720	Insurance - General & Profession		-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%
522845	Interfund Vehicle Services		-	-	-	-		-		-	-	-	-	0%	-	0%	-	0%
523100	Civilian Payroll		173	211	296	38	18%	123	42%	2,510	2,531	3,443	20	1%	933	27%	2,531	99%
523200	Classified Payroll		222	309	369	87	28%	147	40%	3,678	3,707	5,537	29	1%	1,859	34%	3,707	99%
523300	Supplies		0	2	-	2	95%	(0)		29	29	-	0	1%	(29)	0%	29	99%
523400	Services		2	2	2	0	17%	1	25%	23	23	34	0	1%	11	33%	23	99%
523000	Sub-Contractor (COH-HPD) Total		397	524	667	128	24%	271	41%	6,240	6,290	9,014	50	1%	2,774	31%	6,290	99%
			703	868	970	165	19%	266	27%	10,246	10,415	12,399	169	2%	2,153	17%	10,415	98%

HOUSTON FORENSIC SCIENCE CENTER, INC.														
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS														
For the Period July 1, 2016 through June 30, 2017														

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
Revised Budget 3
July 10, 2017 BOD Meeting

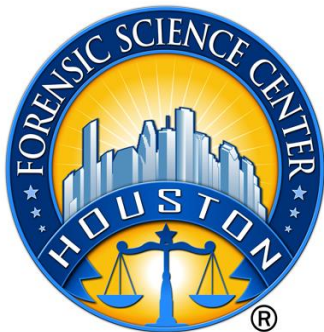
		Original	Version 3			
		FY17 Budget	FY17 Budget	Grant	Change	Change %
Revenues:						
411000	City of Houston-Appropriations	\$ 22,680,344	\$ 23,420,344		\$ 740,000	3%
	Fund 2213	8,545,134	8,545,134		-	0%
	HFSC Operations	14,135,210	14,875,210		740,000	
415000	City of Houston Direct OH-Appro	1,460,000	1,460,000		-	
416000	City of Houston - Safe funds	-				
420000	Donations	-				
425000	In-Kind Donations	-				
426000	Training Services	50,000	20,205		(29,795)	-60%
440000	Grants	1,021,047	1,770,631		749,584	73%
450000	Forensic Services	100,000	23,070		(76,930)	-77%
450001	Miscellaneous Copy Fees	-				
450002	Interest Income	10,000	4,089		(5,911)	-59%
Total Income		25,321,391	26,395,270		1,376,948	5%
Expenses:						
Personnel:						
500010	Salary Base - Civilian	8,569,312	10,248,513	108,278	1,679,201	20%
501070	Pension - Civilian	534,556	639,135		104,579	20%
502010	FICA - Civilian	616,503	739,437	7,575	122,934	20%
503010	Health Insurance - Active Civil	680,030	729,862		49,832	7%
503015	Basic Life Ins - Active Civil	48,448	75,360		26,913	56%
503060	Long Term Disability - Civilian	684			(684)	-100%
503090	Workers Comp - Civilian Adm	111,281	40,932		(70,349)	-63%
504031	Unemployment Taxes - Admin	11,089	12,138		1,050	9%
		10,571,902	12,485,377	115,853	1,913,475	18%
Supplies:						
511010	Chemical Gases & Special Fluids	7,558	13,744		6,186	82%
511040	Audio Visual Supplies	1,032	500		(532)	-52%
511045	Computer Supplies	37,942	49,524	337	11,582	31%
511050	Paper & Printing Supplies	40,453	30,229		(10,224)	-25%
511055	Publications & Printed Material	15,335	17,432		2,096	14%
511060	Postage	1,251	1,309		59	5%
511070	Miscellaneous Office Supplies	60,306	102,974		42,667	71%
511080	General Laboratory Supply	847,879	1,426,067	335,772	578,188	68%
511095	Medical & Surgical Supplies	3,000	500		(2,500)	-83%
511095	Small Technical & Scientific Eq	9,176	20,928	5,988	11,752	128%
511110	Fuel	20	-		(20)	-100%
511120	Clothing	47,692	30,789		(16,903)	-35%
511125	Food/Event Supplies	16,571	18,636		2,065	12%
511130	Weapons Munitions & Supplies	5,813	9,133		3,321	57%
511145	Small Tools & Minor Equipment	7,186	12,798		5,612	78%
511150	Miscellaneous Parts & Supplies		6,788	240	6,788	
		1,101,215	1,741,350	342,337	640,136	58%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
Revised Budget 3
July 10, 2017 BOD Meeting

		Original	Version 3			
		FY17 Budget	FY17 Budget	Grant	Change	Change %
Services:						
520100	Temporary Personnel Services	-	7,695	439	7,695	
520105	Accounting & Auditing Svcs	31,496	30,486		(1,009)	-3%
520107	Computer Info/Contracting Svcs	50,000	30,396		(19,604)	-39%
520109	Medical Dental & Laboratory Ser	36,002	496,612	238,945	460,610	1279%
520110	Management Consulting Services	100,000	570,286	313,000	470,286	470%
520112	Banking Services	1,042	3,743		2,702	259%
520113	Photographic Services	5,759	818		(4,942)	-86%
520114	Misc Support Serv Recruit Relo	30,000	93,670		63,670	212%
520115	Real Estate Rental	1,027,611	1,019,068		(8,543)	-1%
520118	Refuse Disposal	3,780	4,993		1,213	32%
520119	Computer Equip/Software Maint.	269,877	477,812	37,009	207,935	77%
520121	IT Application Services	23,936	52,326		28,391	119%
520123	Vehicle & Motor Equip. Services	986	4,050		3,064	311%
520124	Other Equipment Services	225,970	283,835		57,864	26%
520143	Credit/Bank Card Svcs	1,933	1,499		(435)	-22%
520520	Printing & Reproduction Serv.	12,968	14,257		1,288	10%
520605	Public Information Svcs	7,342	11,253		3,910	53%
520705	Insurance (Non-Medical)	143,661	110,285		(33,377)	-23%
520760	Contributions	1,500	1,000		(500)	-33%
520765	Membership & Prof. Fees	39,327	46,955	576	7,628	19%
520805	Education & Training	131,678	86,967	7,525	(44,711)	-34%
520815	Tuition Reimbursement	32,130	40,837		8,707	27%
520905	Travel - Training Related	129,738	167,684	27,885	37,946	29%
520910	Travel - Non-training Related	20,000	16,082	109	(3,918)	-20%
521405	Building Maintenance Services	6,781	25,681		18,900	279%
521505	Utilities	12,000	11,067		(933)	-8%
521605	Data Services	11,007	60,789		49,782	452%
521610	Voice Services, Equip & Labor	48,937	67,729		18,792	38%
521630	EGIS Services	-	-		-	
521705	Vehicle/Equipment Rental/Lease	3,000	1,413		(1,587)	-53%
521715	Office Equipment Rental	-	-		-	
521725	Other Rental Fees	2,294	26,486		24,192	1055%
521730	Parking Space Rental	190,642	133,179		(57,463)	-30%
521905	Legal Services	50,000	1,875		(48,125)	-96%
522205	Metro Commuter Passes	52,500	61,608		9,108	17%
522305	Freight	5,268	23,823	3,477	18,555	352%
522430	Misc. Other Services & Chrgs	84,356	139,009	11,991	54,654	65%
522720	Insurance - General & Professional	-	-		-	
522722	Intfd KRONOS Svc Chr	-	-		-	
522845	Interfund Vehicle Services	-	-		-	
523200	Sub-Contractor (COH)	8,545,134	6,289,815	31,394	(2,255,319)	-26%
		11,338,655	10,415,080	672,349	(923,576)	-8%
	Services without CoH	2,793,521	4,125,264	640,955	1,331,743	48%

HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
Revised Budget 3
July 10, 2017 BOD Meeting

		Original	Version 3			
		FY17 Budget	FY17 Budget	Grant	Change	Change %
Non-Capital Expenditures						
551010	Furniture and Fixtures	111,000	91,265	1,424	(19,735)	-18%
551015	Computer Equipment	84,773	144,103	18,105	59,330	70%
551025	Scientific/Medical Equipment	20,000	70,184	22,432	50,184	251%
Total Non-Capital Expenditures		215,773	305,551	41,961	89,778	42%
Capital Expenditures						
170140	Improvements	-	-		-	
170210	Furniture & Fixtures		-		-	
170230	Computer Hardware/SW		375,316	309,750	375,316	
170240	Scientific/Foren Eqmt	1,910,000	468,631	282,120	(1,441,369)	-75%
170980	Const in Progress	-	521,311		521,311	
Total Capital Expenditures		1,910,000	1,365,258	591,870	(544,742)	-29%
Total Expense and Capital Before Depreciation		25,137,545	26,312,615	1,764,370	1,175,071	5%
561230	Depreciation	374,739	434,896		60,157	16%
Total Expense and Capital After Depreciation		25,512,283	26,747,511	1,764,370	1,235,228	
Net Ordinary Income After Capital Expenditures		(190,892)	(352,241)	(1,764,370)	141,720	1%
Other Expense:						
610000	City of Houston Direct Overhead	1,460,000	1,460,000		0	0%
	Grant and Training Expense	1,061,047	-		(1,061,047)	-100%



Houston Forensic Science Center

INTEROFFICE MEMO

To: Peter Stout, PhD, President and CEO

From: Lori Wilson, Quality Director

Cc: Courtney Head, Manager, Biology/DNA Division
Jerry Pena, Director, Crime Scene/Digital and Multimedia Division

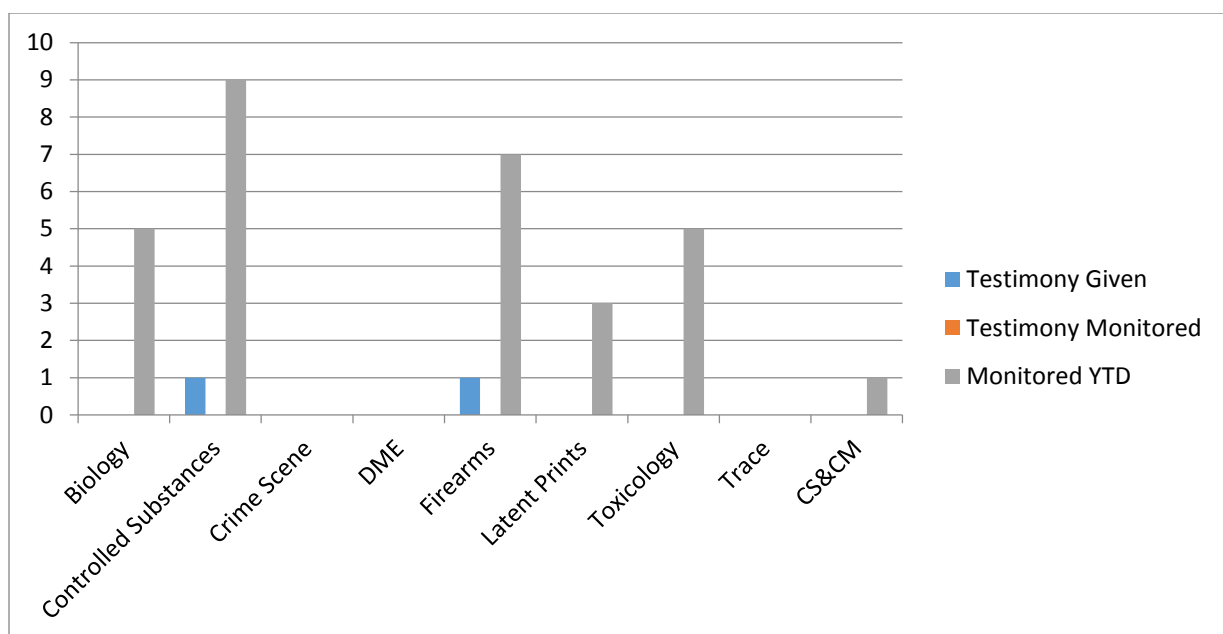
Date: July 7, 2017

Re: Quality Division Update for June 2017

The following is a Quality Division update for June 2017.

TESTIMONY MONITORING

Per a review of LIMS activity logs and Testimony Evaluation Forms submitted to the Quality Division, HFSC staff testified in two proceedings. No testimony was monitored during the month. The calendar year-to-date monitoring details are included in the graphic below.



PROFICIENCY TESTS

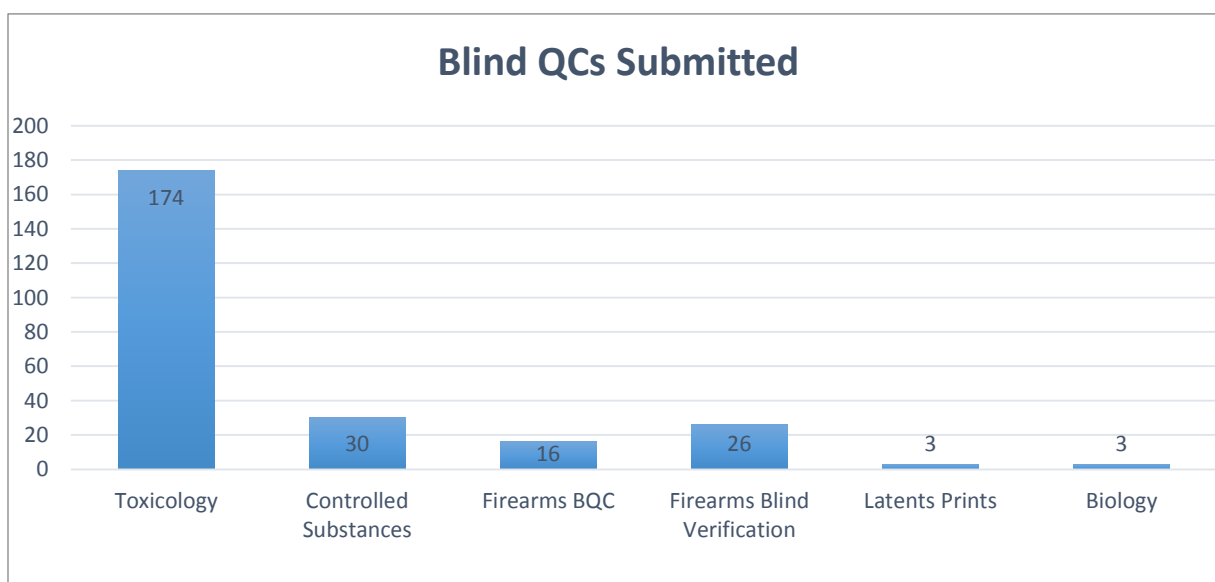
Proficiency activity is shown below.

Test Identifier	Discipline	Number of Tests Assigned	Number of Participants	Date Assigned	Date Submitted to Provider	Issue?
17-5701	Forensic Biology	9	Varies	1/11/2017	3/6/2017	no
PARF-A	Forensic Biology: Parentage	1	Varies	2/27/2017	4/4/2017	no
17-5702	Forensic Biology	9	Varies	3/17/2017	5/8/2017	n/a
17-5331	Latent Prints: Footwear Imprint Evidence	1	1	3/28/2017	5/18/2017	n/a
17-5550	Digital: Mobile Device Examination	1	1	5/12/2017	5/18/2017	n/a
17-0201	Digital: Computer Examination	6	6	5/18/2017	Due 7/10/2017	n/a
17-5190	Latent Print Processing	2	2	5/25/2017	Due 7/13/2017	n/a
17-526	Firearms Examination	6	6	5/31/2017	Due 7/20/2017	n/a
17-502	Controlled Substances (predistribution)	1	1	6/16/2017	Due 7/13/2017	n/a

2017-1024-D	Forensic Multimedia	5	5	6/23/2017	Due 8/14/2017	n/a
PARF-B	Forensic Biology: Parentage	1	Varies	6/28/2017	Due 8/10/2017	n/a

BLIND QUALITY CONTROL PROGRAM

Discipline	Number of Cases Assigned	Number of Cases Completed	Results
Toxicology	9	6	Satisfactory
Firearms – Blind Verification	1	1	Satisfactory
Firearms – Blind Quality Control	0	0	n/a
Controlled Substances	2	5	Satisfactory
Latent Print Processing	0	0	n/a
Biology	0	1	Satisfactory



This graph represents the number of BQC cases created since the beginning of the program (September 2015) through the end of June 2017.

See **Attachment 1** for additional BQC information.

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.

AUDITS and INSPECTIONS

Several nonconformances related to documentation of technical and administrative reviews were reported during the Forensic Multimedia Unit (Audio/Video) internal audit conducted by the Quality Division March 13-28. On April 27, the Quality Division provided training to the FMU in the form of a Quality Boot Camp. On May 10, the Quality Division conducted a post-internal audit spot check to gauge improvement in case record documentation. Some administrative errors were identified so another case record review was conducted the week of June 12. The case records included in this audit were those started after the Quality Boot Camp training. Errors were noted in four of the five records reviewed. These errors included:

- all communications with the client were not included in the case record as required by SOP
- date of analysis recorded on the submission form and in the case notes was not consistent

Due to the limited sample size, the Quality Division was unable to determine if case documentation and review have improved since the Boot Camp training. Additional audits will be conducted later this calendar year.

Two nonconformances discovered during the FMU internal audit were disclosed to ANAB on July 7. The nonconformances were:

- the ANAB logo was included on eleven reports even though the casework was done before accreditation was granted
- one report referenced results of comparative analysis but the section is not accredited in comparative analysis

The Texas Forensic Science Commission was included on the notification to ANAB.

Quality corrective action 2017-014 was disclosed to the Commission the week of July 3. The nonconformance involved a violation of the Toxicology SOP that led to additional analysis and amended laboratory reports for three cases. The SOP required the use of d-methamphetamine to make the immunoassay drug screen calibrators and controls but d/l-methamphetamine as used instead. We do not believe this nonconformance involved negligence or misconduct. This corrective action was included in the March 2017 Quality Division Report.

ANAB elected to conduct HFSC's 2017 surveillance visit via desk audit. Our accrediting body conducts these yearly surveillance visits, or desk audits, to determine whether accredited laboratories continue to meet accreditation standards. The following information was requested for the audit and must be submitted to ANAB within 30 days of our September 11 accreditation anniversary date:

- records of proficiency testing
- internal audit reports
- yearly management review

- external audit reports
- organizational chart
- ANAB four-year proficiency testing plan
- Significant organizational changes relevant to accreditation

The remaining yearly internal audits include:

- Latent Prints- scheduled for the week of July 10
- Biology- scheduled for the week of August 14

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

Attachment 1



Blind Quality Testing Project Update - June 2017

Quality Division Goals

Discipline	Target Cases Assigned
Controlled Substances	8/month
Toxicology	8/month
Biology	2/month
Firearms – Blind Verification	1/month
Firearms – Blind Quality Control	1/month
Latent Print Processing	1/month
Latent Print Comparison	1/month

Challenges

- Street drugs are needed for the BQC program
- The current latent print database does not allow for fabricated reference information/prints in the database. In addition, crimes against persons cases cannot be assigned due to database concerns
- CODIS database places constraints on Biology case types that can be submitted

Forensic Discipline

Cases Assigned

Controlled Substances	2
Toxicology	9
Biology	0
Firearms: Blind Verification	1
Firearms: Blind Quality Control	0
Latent Print Processing	0
Latent Print Comparison	0

On Target

Near Target

Target Not Met

June 2017 Results

Forensic Discipline	Cases Completed
Controlled Substances	5
Toxicology	6
Biology	1
Firearms – Blind Verification	1
Firearms – Blind Quality Control	0
Latent Print Processing	0
Latent Print Comparison	0

100%
Satisfactory

Mitigation

- Discussion continues with HCDAO to obtain controlled substances marked for destruction or forfeiture
- New latent print database system, MorphoTrac, will go online in Q3 providing flexibility in case types submitted and allowing comparison to prints placed in the new database
- Quality to work with CODIS administrator to design process to ensure BQC profiles are not uploaded to NDIS

Achievements

- HCDAO will make requests for controlled substance analysis
- First Biology BQC completed in DNA analysis and deemed satisfactory
- Firearms Manager collaborated with HPD Property Room to design a process to use firearms slated for destruction in the BQC program

Attachment 2

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Friday, July 07, 2017

8:39:40 AM

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Quality Notified	Summary of Notification	Comments
Audio Video		
2017-045 CAR	6/27/2017	Three chains of custody included evidence transfer errors. The errors included transfers of evidence back to the client that weren't captured on the chains and evidence stored in the vault in a different location than that stated on the chain.
Biology		
2017-039 IR	6/7/2017	Samples were placed onto a thermalcycler for amplification over a weekend. However, the amplification did not occur because the analyst forgot to start the instrument. The error was noticed the following Monday, samples were reamplified, and analysis continued as expected.
2017-040 IR	6/7/2017	A technician mistyped three sample numbers on a reinjection list. The errors were corrected and the re-amplification results were concordant with the original amplification. This administrative error had no impact on the technical results.
2017-041 IR	6/9/2017	The case record was reviewed but the review was documented on an outdated version of the Review Worksheet.
2017-042 IR	6/13/2017	By policy, negative screening cases can be reported after technical review is documented using the Non-STR review checklist and the Evidence Processing review checklist. Approximately thirty cases were reported even though the Evidence Processing review checklist had not been completed.

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, July 07, 2017

8:39:41 AM

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	Quality Notified	Summary of Notification	Comments
2017-043 IR	6/14/2017	The capillary on the 3500 Genetic Analyzer was used beyond the expiration date set by the manufacturer. This did not have an impact on technical results and the SOP was revised to allow usage beyond the expiration date as long as data quality is acceptable.	
2017-044 IR	6/22/2017	A Y-STR report was amended to correct the date the Y-STR database was accessed. This administrative error did not impact the technical results.	
2017-PAR1 PAR	6/10/2017	Preventive Action- The Request for Amplification Form was updated to prevent misinterpretation of some of the form fields.	
2017-PAR2 PAR	6/19/2017	Preventive Action- The DNA SOP was revised to require analysts to tighten the disposable tip (DiTi) cones on the Tecan liquid handling robot prior to each run to prevent pipetting errors. The previous SOP required the cones to be checked daily.	
CS/CM			
2017-038 IR	6/5/2017	The incident number listed on the submission form did not match the incident number listed on the form inside the HFSC Blood Alcohol Kit. The inconsistency was not noticed by the CS/CM assessor and the evidence was analyzed. According to SOP, the case should have been rejected.	

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