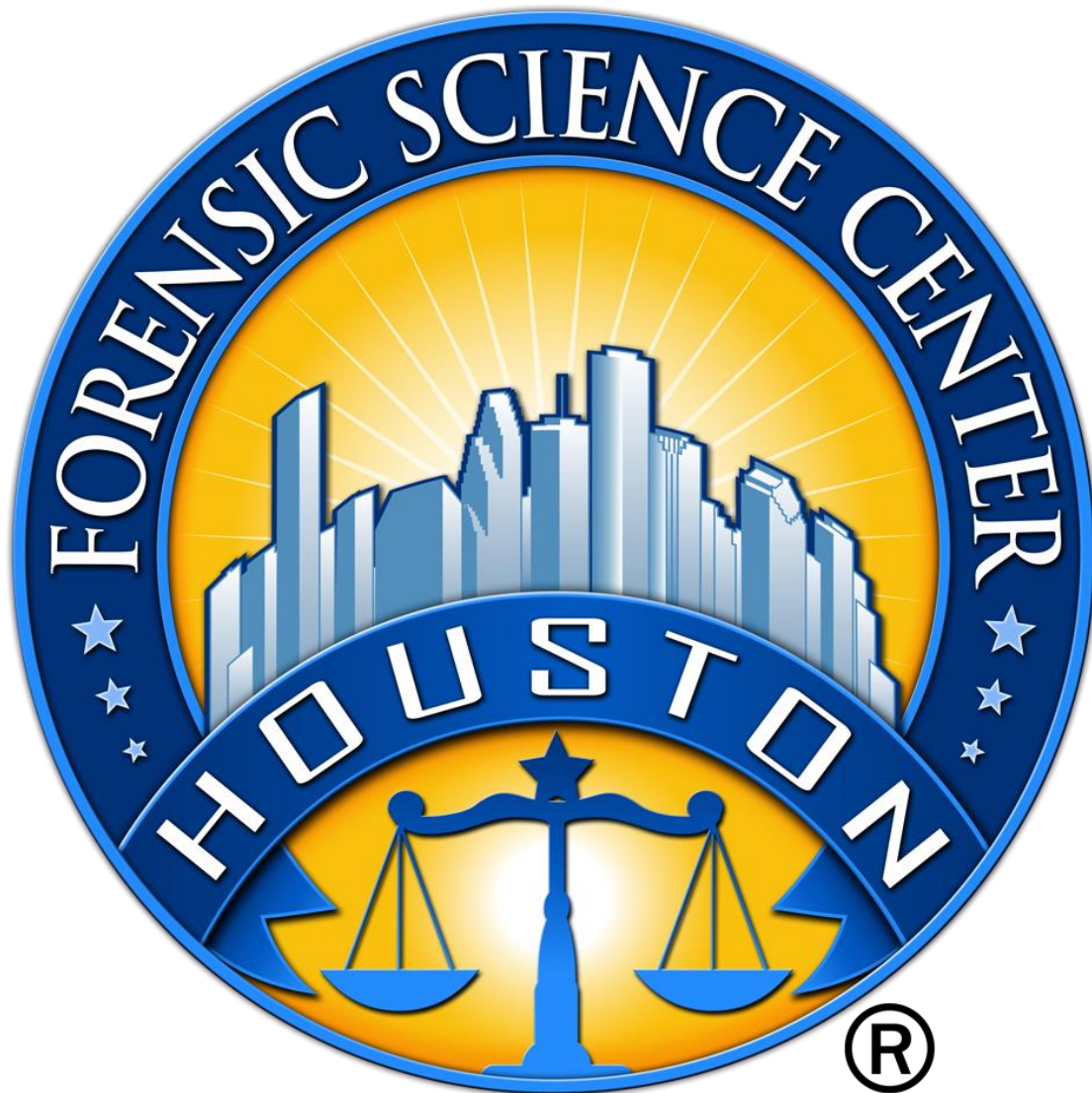


Houston Forensic Science Center, Inc.

Board of Directors Meeting

August 11, 2017



HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

August 11, 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. Discussion and approval of the appointment of the Acting Secretary.
4. Reading of draft Minutes of previous meetings (July 14, 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. Report from Ms. Lori Wilson regarding quality assurance.
10. Discussion and authorization for the President to execute a contract with Fibernet Direct Texas LLC for implementation of a new internet service and connection at HFSC and any related action.
11. Discussion and approval of the appointment of the Vice President and Chief Operating Officer of the Houston Forensic Science Center and any related action.
12. Executive session to discuss real property, personnel, legal issues, and possible related action.
13. Reconvene in Open Meeting.
14. 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, Administrative Assistant of Business Development, do hereby certify that a notice of this meeting was posted on Tuesday, the 8th day of August, 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 8th day of August 2017.

Jordan Benton

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

July 14, 2017

The undersigned, being the duly appointed Acting Secretary of the Houston Forensic Science Center, Inc., (the "Corporation"), hereby certifies that the following are true and correct minutes of the July 14, 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 July 11, 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 9:04 a.m. on Friday, July 14, 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, Francisco G. Medina, Janet Blancett, Dr. Robert "Bob" H. McPherson, Chief Mary Lentschke, Dr. Stacey A. Mitchell, and Sandra Guerra Thompson.

The following Directors were absent: David M. Feldman and Tom P. Allen (ex-officio).

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

- E. Chairwoman Cáarez welcomed new board members Chief Mary Lentschke and Mr. Francisco G. Medina.
- F. Chairwoman Cáarez noted that a draft of the minutes of the Corporation's meeting on June 9, 2017 had been distributed to the board. Dr. Mitchell made a motion to approve the minutes of the June 9, 2017 meeting, and the motion was seconded by Ms. Blancett. The motion passed unanimously, and the minutes of the June 9, 2017 meeting were adopted.
- G. Chairwoman Cáarez asked if any members of the public wished to address the board.
- H. Mr. Steven David, assistant to the City of Houston's (COH) Chief Development Officer, Mr. Andy Icken, addressed the board of the Houston Forensic Science Center (HFSC) in his capacity as liaison to the HFSC and the Office of the Mayor.
- I. Chairwoman Cáarez provided a Chair's report. Chairwoman Cáarez reported that Mr. Graves and Dr. McPherson agreed to serve another term as members and received reappointments

from the COH. Chairwoman Cásarez thanked Councilmember David Robinson, Councilmember Dwight Boykins, Councilmember Jack Christie and Councilmember Brenda Stardig for the feedback they provided about their tours of the HFSC during the Houston City Council meeting. She thanked Vice Chair Thompson, Dr. McPherson, and Ms. Blancett for participating in the interview process for HFSC's Chief Operations Officer (COO). Chairwoman Cásarez reported that Dr. Peter Stout, HFSC's President and Chief Executive Officer, and Ms. Ramit Plushnick-Masti, HFSC's Director of Communications and Public Information Officer, will be attending NIST's International Symposium on Forensic Science Error Management in Gaithersburg, Maryland in July. She reported that Dr. Stout will be presenting with Lynn Garcia from the Texas Forensic Science Commission (TFSC) and participating in a panel discussion. Ms. Masti will participate in a panel discussion and present a workshop on crisis communication. Chairwoman Cásarez reported that Ms. Chapman has accepted a new position and thanked her for her contributions to the HFSC.

- J. Dr. Peter Stout, President and Chief Executive Officer, provided a report including a discussion of the lab's operations in June 2017. He announced that Dr. Amy Castillo, Director of HFSC's Research and Development (R&D) division, agreed to accept the role of HFSC's Chief Operations Officer (COO). Dr. Stout reported that Dr. Castillo led several key efforts in her role as Director of R&D, involving proposal writing, grant management, NIJ audits and support for the LIMS implementation project and the Biology Lean Six project. Dr. Stout reviewed the recent outreach activities at the HFSC. He reported past events, such as HFSC staff appreciation day, and upcoming HFSC events, such as the HFSC symposium and the Crime Scene House Open House event. Dr. Stout noted that a private screening of Mariska Hargitay's film "I Am Evidence" would be held for HFSC staff and its Board of Directors thanks to cooperative efforts with the Joyful Heart Foundation. Dr. Stout reported that the HFSC became a corporate member of the American Society for Quality (ASQ), an organization that handles quality certification and ISO accreditation efforts. With this ASQ membership, Dr. Stout explained that a total of 9 HFSC Lean Six engineers would be certified by the ASQ. Dr. Stout reported the total average turnaround time (TAT) across all sections in June 2017. He reported that the largest backlogs are in the latent print and biology sections. Dr. Stout reported that efforts were ongoing with the Houston Police Department (HPD) and its leadership to prioritize the latent print backlog. He reviewed the average total TAT, backlogged requests, average process TAT, and wait gap since the start of the HFSC. Dr. Stout reviewed the monthly average of requests received at the HFSC. Dr. Stout reviewed the toxicology self-disclosure to the TFSC, and the Forensic Biology and Forensic Multimedia Division's self-disclosures to ANAB. Dr. Stout reported that to further improve on forensic processes, a quarterly meeting will be held with the District Attorney's Office, HPD and the Public Defender's Office. Dr. Stout reported that Mr. Spencer Ledesma is now a LEVA Certified Forensic Video Technician, Mr. Jose Ramirez is now a LEVA Certified Forensic Video Technician and Ms. Amanda Jarding is now an IAI Certified Crime Scene Investigator. With respect to staffing, Dr. Stout reported that as of June 30, the HFSC employs 194 staff members including 20 COH civilians, 15 COH classified, and 159 HFSC employees. Dr. Stout noted that the HFSC Crime Scene Academy was ongoing, with a total of 13 recruits participating in a 6-month, 400+ hour training program. Dr. Stout reported that by December, the HFSC Crime Scene Unit would be completely civilianized. Dr. Stout provided an update on Client Service/Case Management records management support, help desk support and the DNA mixture project. He provided an update on the activities and casework of all HFSC

sections.

- K. Mr. David Leach, HFSC's Treasurer and Chief Financial Officer, provided a Treasurer's report. Mr. Leach reviewed the spending details for the period of July 1, 2016 through June 30, 2017, the year-to-date (YTD) versus budget, and the full year budget amount and percentage spent YTD. He provided the balance sheet and a report on the Center's grants as of June 30, 2017. Mr. Leach thanked the COH Finance Department for the full release of 2213 and HFSC funds pertaining to HFSC's 4th quarter payment.
- L. Mr. Leach presented the proposed FY'17 budget adjustments. Dr. McPherson made a motion to approve the proposed FY'17 budget adjustment as presented and Dr. Mitchell seconded the motion. The motion passed unanimously.
- M. Ms. Lori Wilson, Quality Director, provided a Quality Division Update for June 2017. Ms. Wilson reviewed testimony monitoring, transcript review, proficiency testing, incidents, corrective actions, audits and the Blind Quality Control program. She reported that one blind QC sample is included in every batch of blood alcohol cases for Toxicology, in addition to blind tests being run in drug toxicology. She pointed out that the HFSC Quality Division was able to create a BQC sample for the DNA section. Ms. Wilson reported that the Morpho Trac implementation will allow Quality to test the Latent Print section more effectively, further developing the BQC program within that section. Ms. Wilson reviewed details of the desk audit to be performed by HFSC's accrediting body, as required on a yearly basis. Ms. Wilson offered a reminder that internal audits are done every year, and the Latent Prints audit was ongoing. Ms. Wilson reported that the only discipline left to be audited is the Biology section. That audit will be completed during the month of August.
- N. Pursuant to Section 551.071, consultations with attorney, Section 551.074, personnel matters, and Section 551.072, deliberation regarding real property, of the Texas Government Code, the Board went into Executive Session at approximately 11:38 a.m. Ms. Renee Byas, Houston Forensic Science Center's (HFSC) General Counsel, and Dr. Peter R. Stout, President and Chief Executive Officer, were present during the Executive Session. Mr. Charles Evans, Director of Business Development, joined the Executive Session in part.
- O. The Executive Session concluded at approximately 12:40 p.m. The open meeting reconvened at 12:42 p.m. No action was taken following the Executive Session.
- P. There being no other business, the meeting was ADJOURNED at 12:42 p.m.
Houston Forensic Science Center, Inc.

By: _____

Jordan Benton

Acting Secretary

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

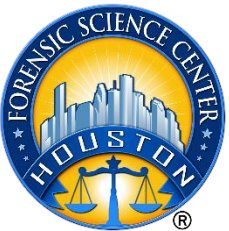
		Original	Version 3			
		FY17 Budget	FY17 Budget	Grant	Change	Change %
Services:						
520100	Temporary Personnel Services	-	7,695	439	7,695	
520105	Accounting & Auditing Svcs	31,496	30,486		(1,009)	-3%
520107	Computer Info/Contracting Svcs	50,000	30,396		(19,604)	-39%
520109	Medical Dental & Laboratory 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%

Operations report

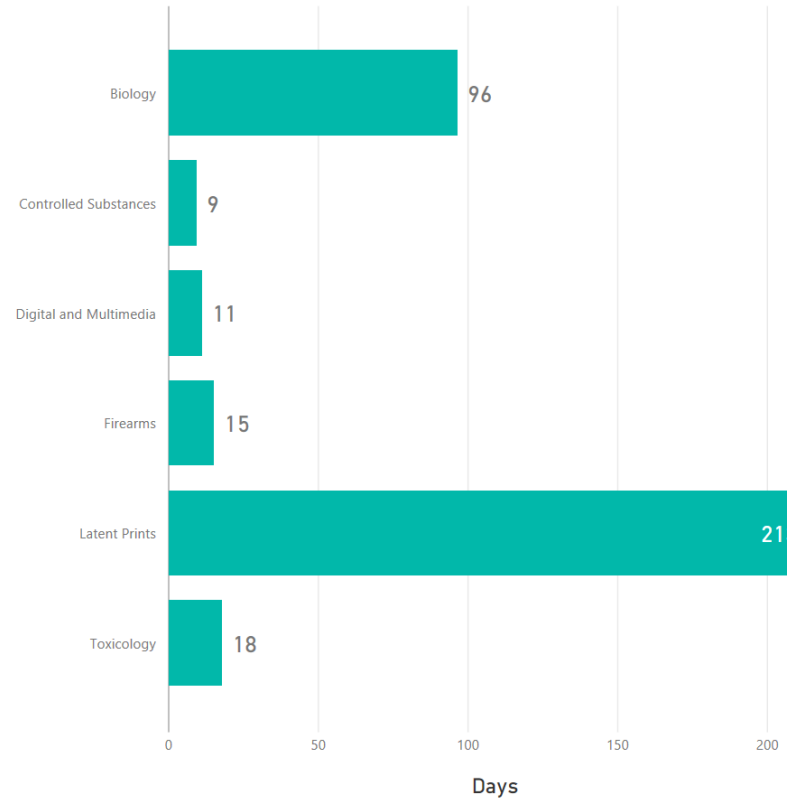
August 11, 2017



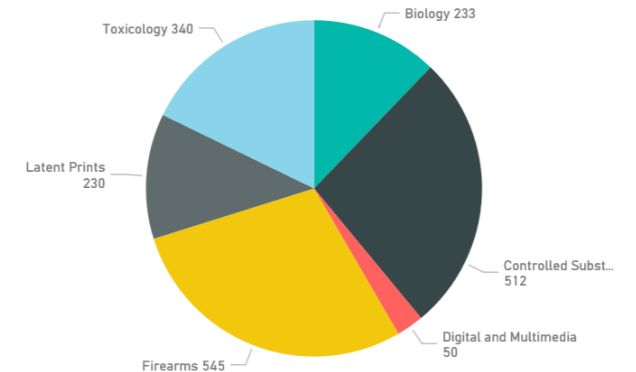
HFSC at a glance:

- July 31: Backlogs >30 days
 - Latents: 2,683
 - Biology: 685

Average Turnaround Time for -July 2017



Requests Completed by Section



Turnaround Time - Days
48

Completed Requests
1910

Month Completed

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

Year Completed

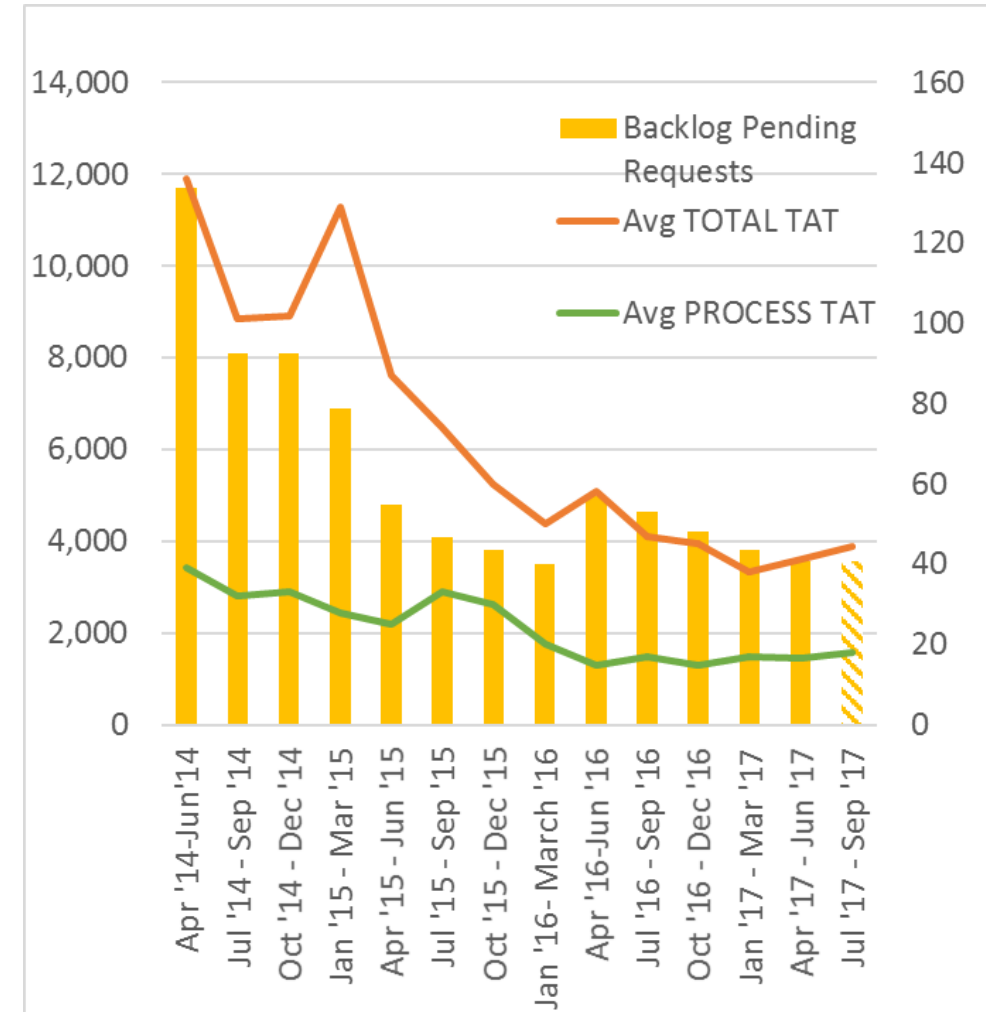
- 2014
- 2015
- 2016
- 2017

This data is current as of 8/7/2017.

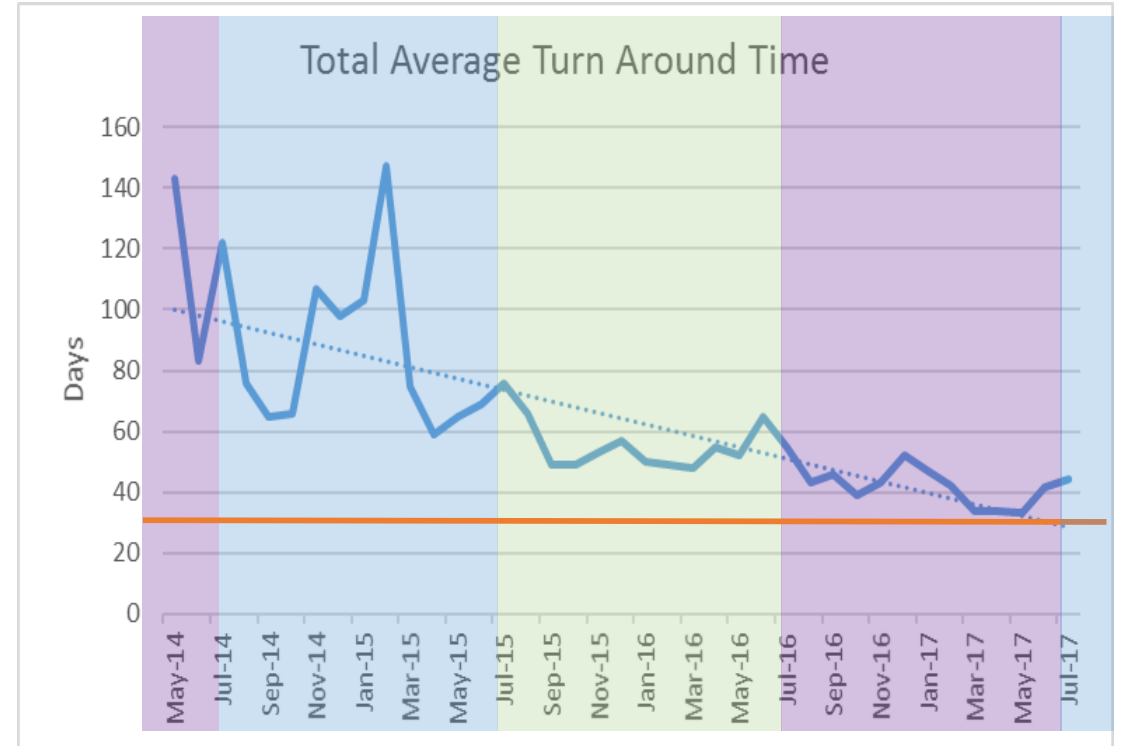
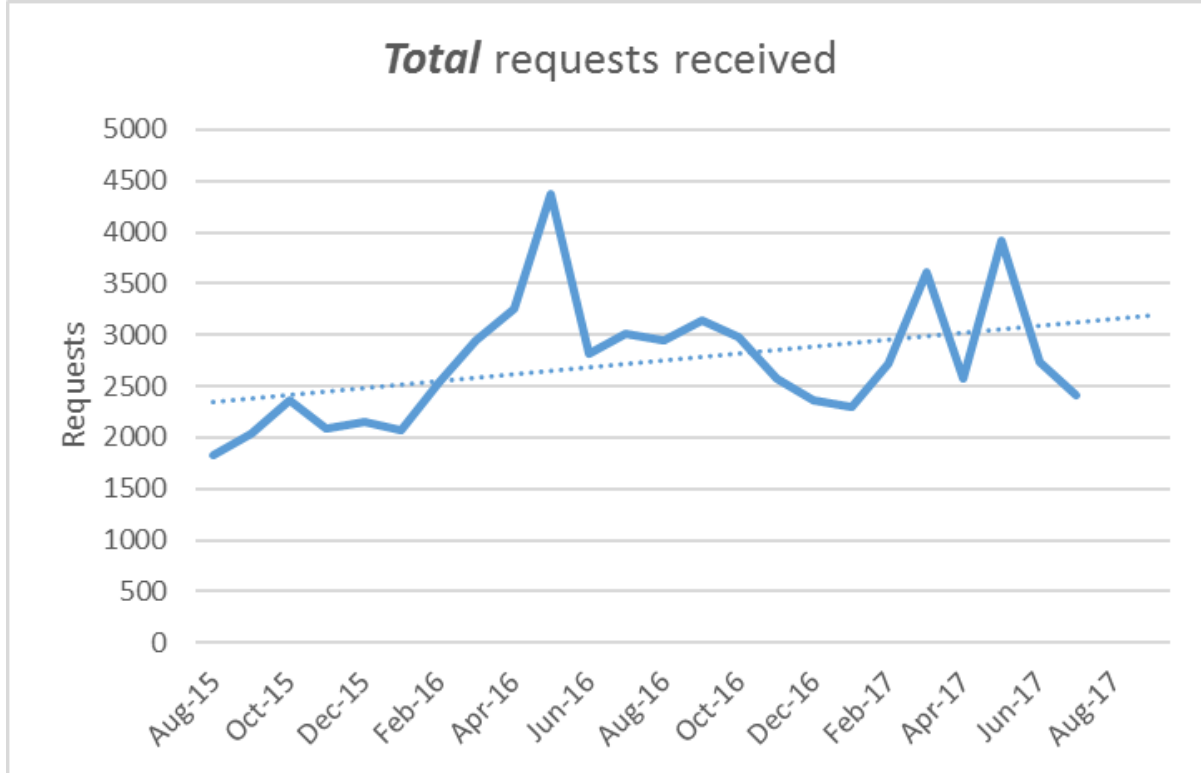


From the start of HFSC

- ↓ 67% in Avg TOTAL turnaround time
- ↓ 69% in backlogged requests
- ↓ 54% in Avg PROCESS turnaround time
- ↓ 73% in WAIT gap



Requests received



Outreach activities

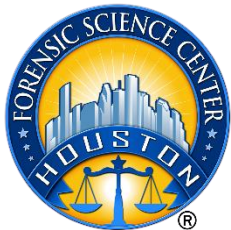
- CM Davis staff toured
- CM Travis and staff toured
- Media event for CSI Academy
- KPRC story on 48-hour NIBIN turnaround time
- Meetings in Austin: State Rep. Donna Howard, House Chair staff and Austin City Council members
- IAI attendance – 13 from HFSC, 3 presenting including about PAA's
- Angelica Noyola -- SWAFS representative for the American Board of Criminalistics Board



New Certifications

Jeff Frye – Property Evidence Specialist

Brooke Mendenhall – Property Evidence Specialist



Major Initiatives -- LIMS

Go-Live Date: November 1

Updates:

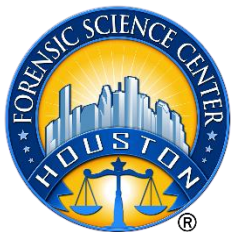
- API developed and released by Justice Trax
- RFP for Portal released, responses due 8/14/17, decision due 8/21/17
- Training for end users completed in July

Current tasks:

- Acceptance Testing of User Interfaces and Load Testing of Network
- Data Migration of Historical Case Data
- Mitigation Plan if Portal is not complete on 11/1/17
- Crystal Report Development- Justice Trax

Next steps

- Build Dashboard connections and reports
- Management Reports
- Implement LIMS Portal
- Continued Acceptance Testing of Interfaces and Reports



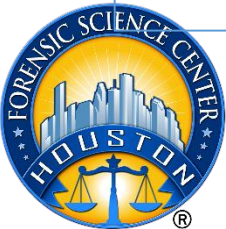
Staffing

- 193 Staff as of July 31
 - 19 COH Civilians
 - 15 COH Classified
 - 159 HFSC
- 16 open positions as of July 31; 10 offers accepted
- Start dates after July 31
 - 1 Coordinator – Board Relations and Executive Administration
 - 2 Crime Scene Investigators (Experienced)
 - 1 Forensic Analyst – FBIO
 - 3 Latent Print Examiner
 - 1 Forensic Analyst – Multimedia
 - 2 Production Supervisors – FBIO
 - 1 Quality Specialist

- 6 Vacancies

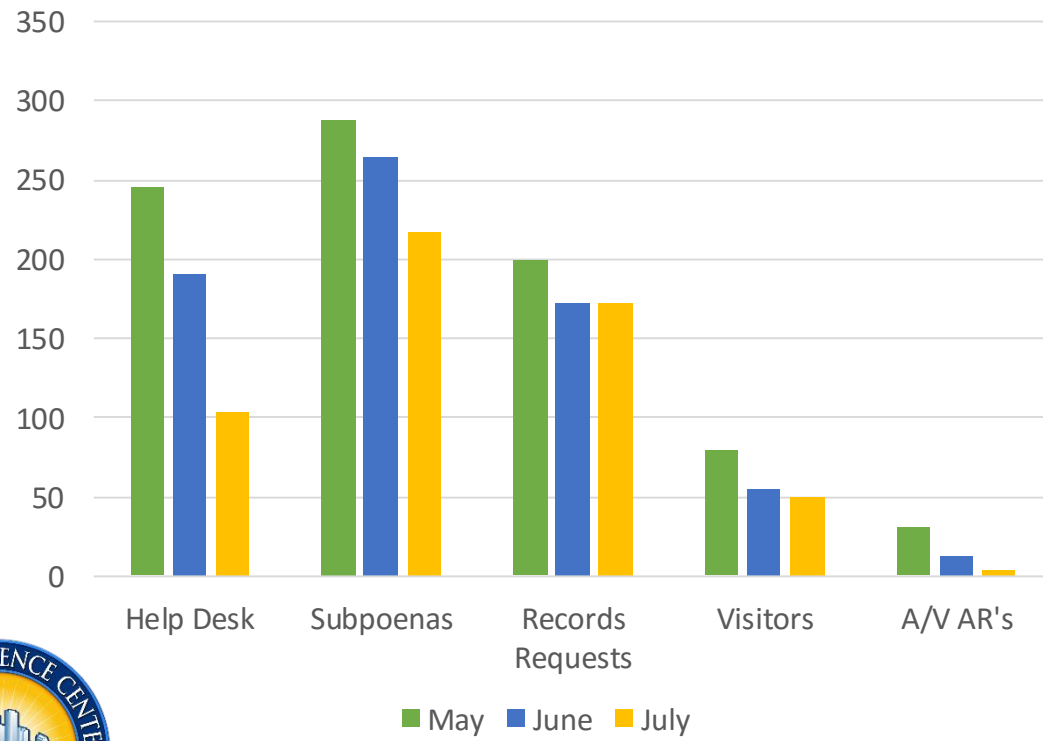
- 1 Director of Research
- 1 Forensic Analyst – Toxicology
- 1 Latent Print Examiner
- 1 Quality Specialist
- 2 Supervisors – Crime Scene Unit

- 6 Production Leads, new positions created in FBIO reorganization filled internally with start dates of 8/12/17.

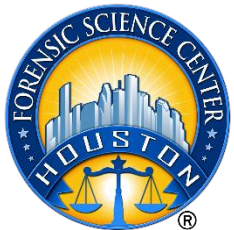
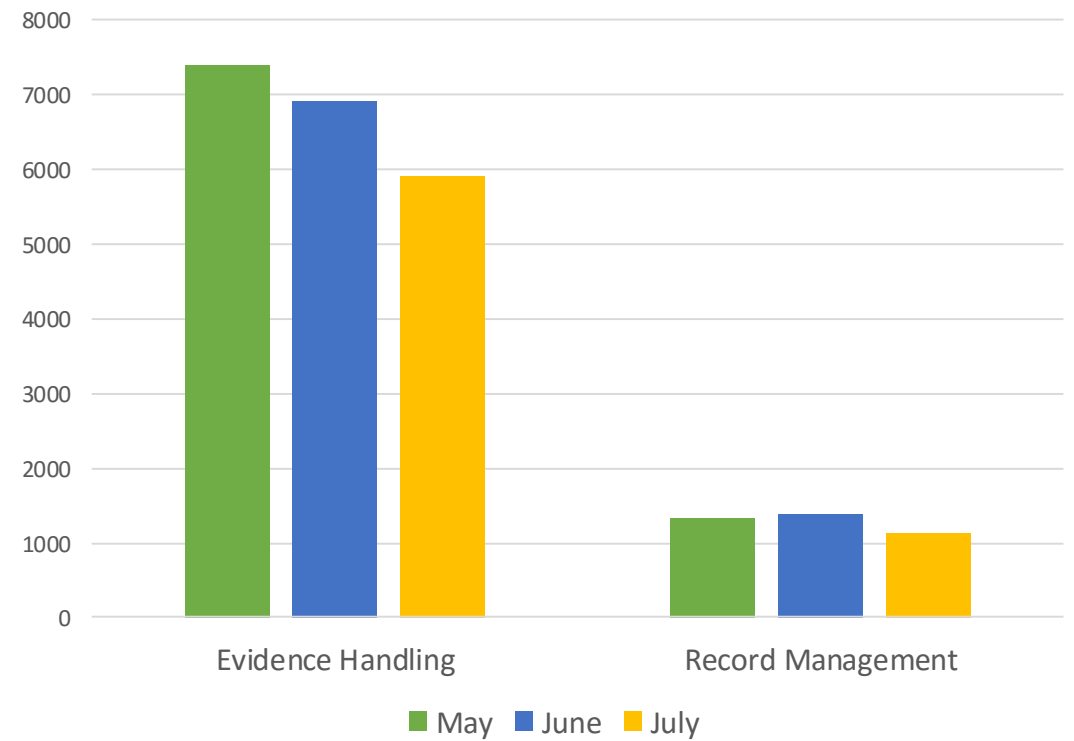


CS/CM -- July

Administrative Support

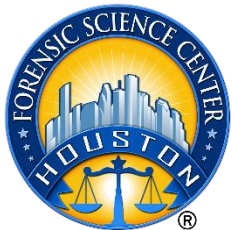
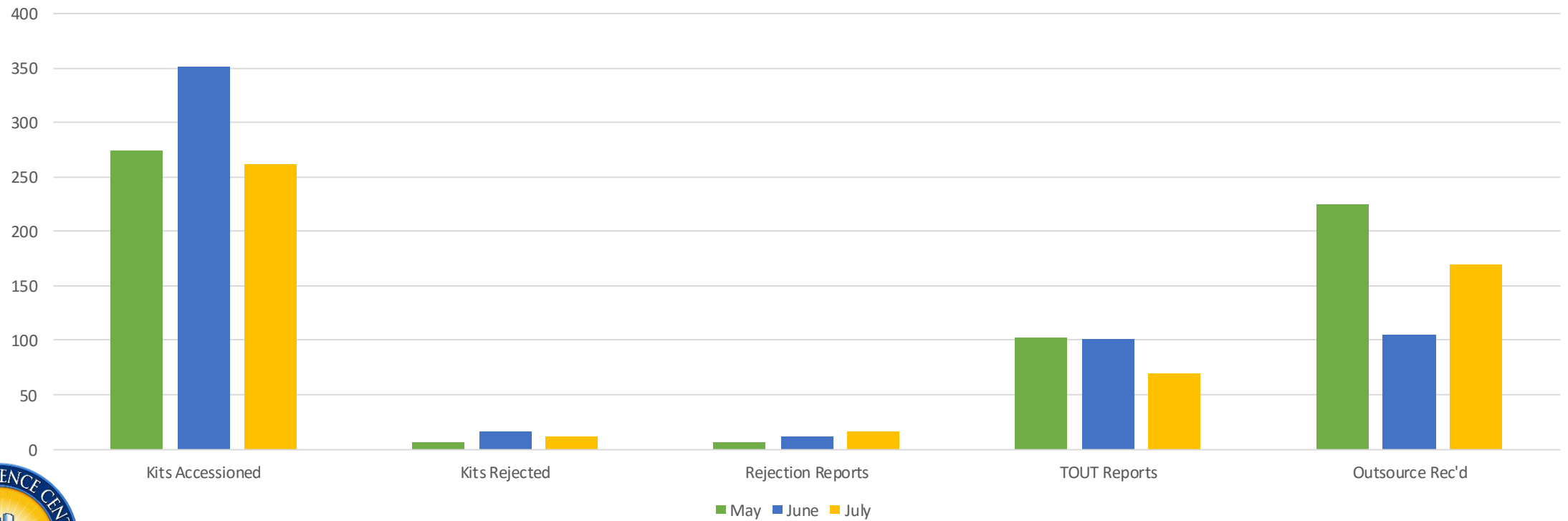


Records Management & Evidence Handling



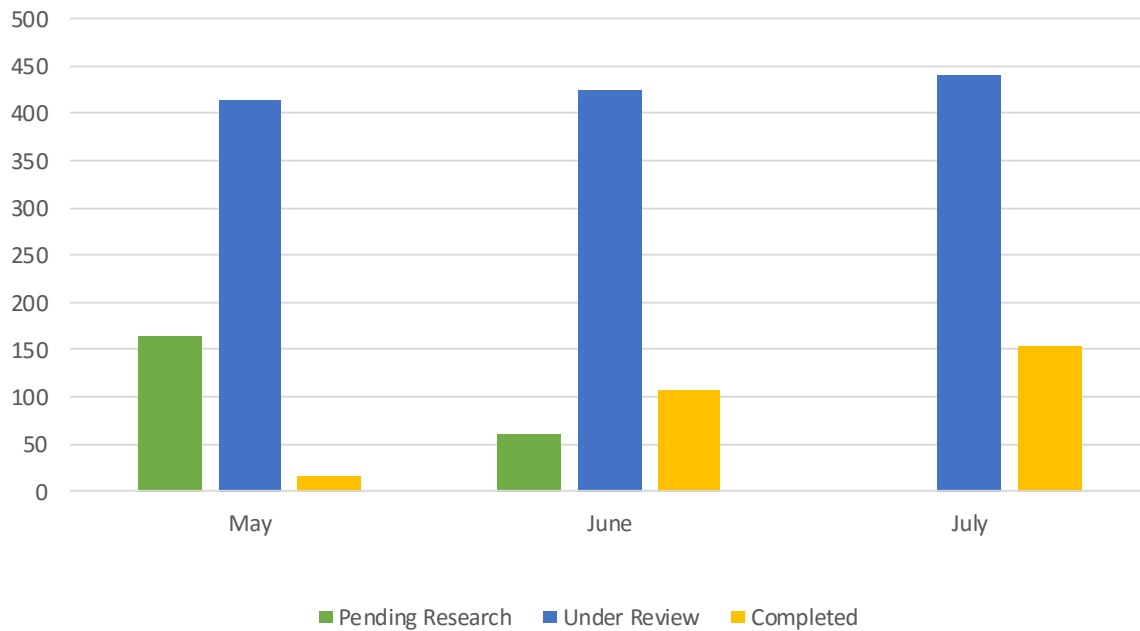
CS/CM -- July

Toxicology Support

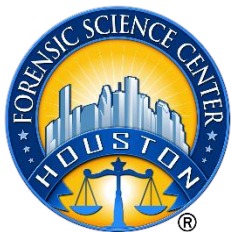
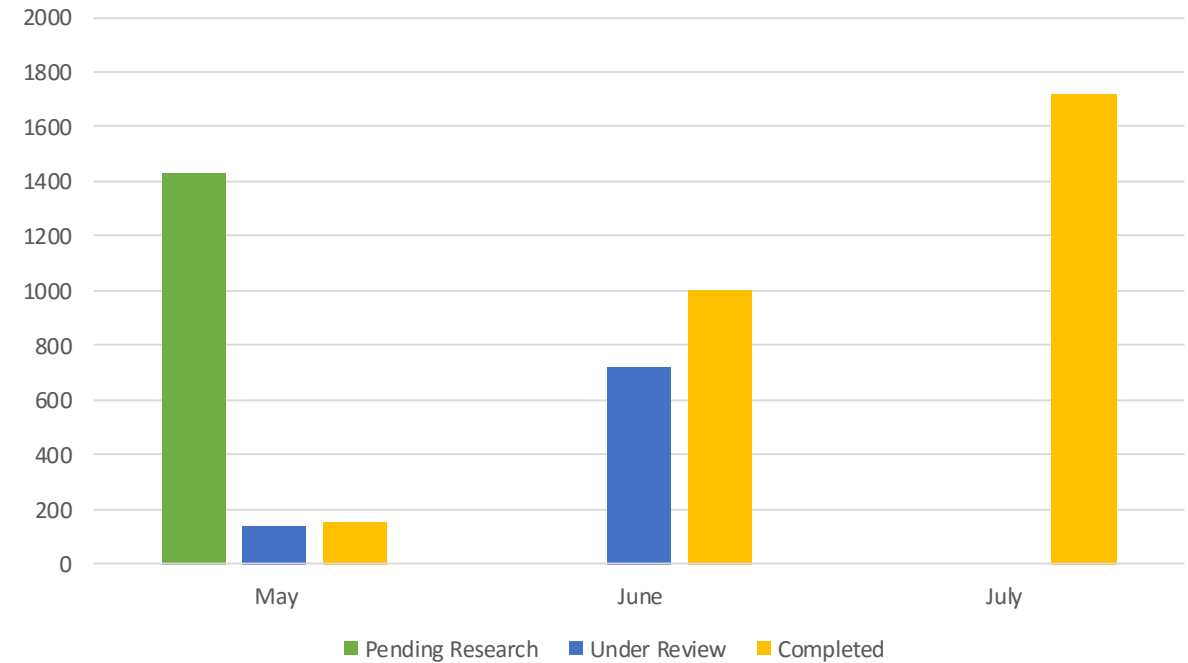


DNA Mixture Project

PDO Requests

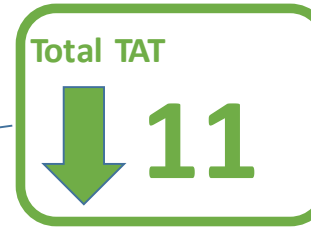


HCDAO Requests



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



CS: 10-day avg,
1 pending requests >30 day

Target: <14 days

Critical issues

- Carfentanil
- Potential impacts of additional expedited case needs

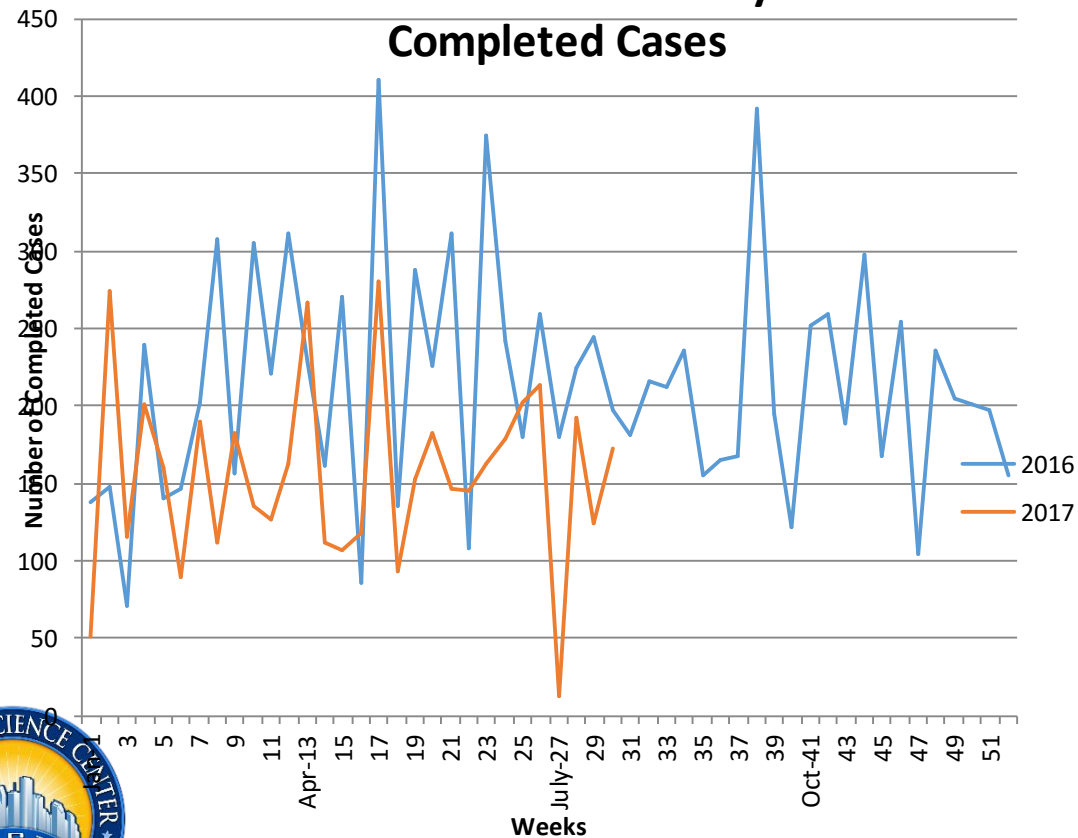
Projections for next 90 days

- Continued sub 15-day TAT
- Continued pressure on resources from increased case complexity
- Approximately 800 requests/month
- Continue 0 EOM >30day
- Monitor number of Marijuana cases requested for non-compliance with 90 day program

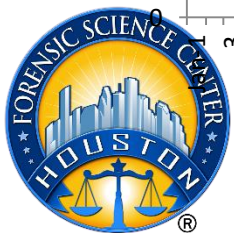
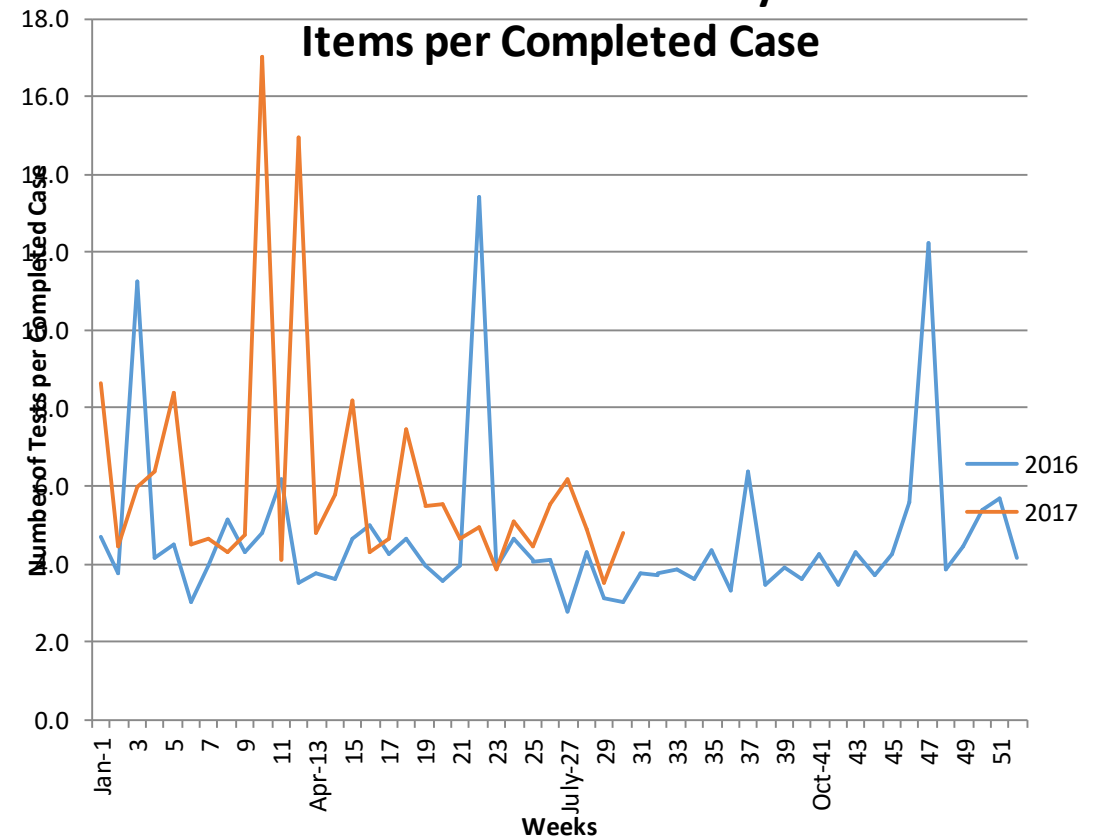


Monitor impact of MMDP

Controlled Substances Weekly Trend of Completed Cases



Controlled Substances Weekly Trend of Items per Completed Case



Firearms



Exams: 17-day avg,
1 pending requests >30 day

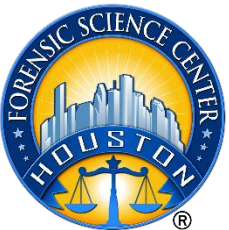
IBIS: 16-day avg,
3 pending requests >30 day

Target: <25 days

Critical issues

Projections for next 90 days

- 48-hour NIBIN results working well – 62 leads since April
- Continued TAT sub 25 days
- Continued avg 50 exams and 400 IBIS
- Continue 0 EOM >30day
- 2 NIBIN Interns on-board in September



Digital and Multimedia



A/V: 96-day avg,
58 pending requests >30 day

Digital: 7-day avg,
0 pending requests >30 day

Critical issues

- Adaptation to sustainable workflow
- Internal audit findings
- Increasing call out support

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: 11-day avg,
0 pending request >30 day

Tox: 34-day avg
3 pending requests >30 day

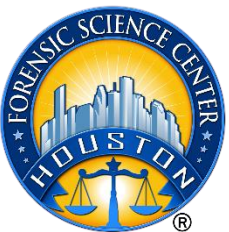
Out-Tox: 20-day avg
1 pending requests >30 day

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: 85-day avg
SA "other" 110-day avg,
137 pending SAK requests >30 day

FBIO 102-day avg
DNA 179-day avg
480 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
- Globalfiler generates 50% more data per sample

Projections for next 90 days

- Moved into Control Phase of Lean Six Sigma Project
- Continued improvement in Analyst Productivity
- Quality continuing to be assessed throughout process, pre- and post-mortems
- SAK backlog elimination to be complete on August 31, 2017
- 3 new hires started 6/26; training complete for SAK processing by early August



Latents

Total TAT
↑ 214

EOM >30 day
↑ 2,663

Critical issues
3

Comparisons: 252-day avg TAT from request,
1,977 pending requests >30 day

Processing: 61-day avg TAT from request,
86 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, expect to see impact on productivity by end of September (Training Scheduled 8/22-23/17)
- Working with HPD to prioritize backlogged cases



CSU

Total TAT
↓ 25

Call outs
60

Critical issues
2

CSU Callouts: 60, 2 Officer-Involved Shooting

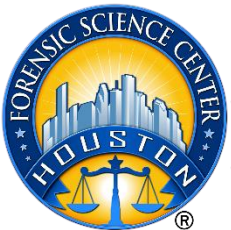
Cars at VEB: 24

Critical issues

- Staffing and recruiting
- Training new CSIs

Projections for next 90 days

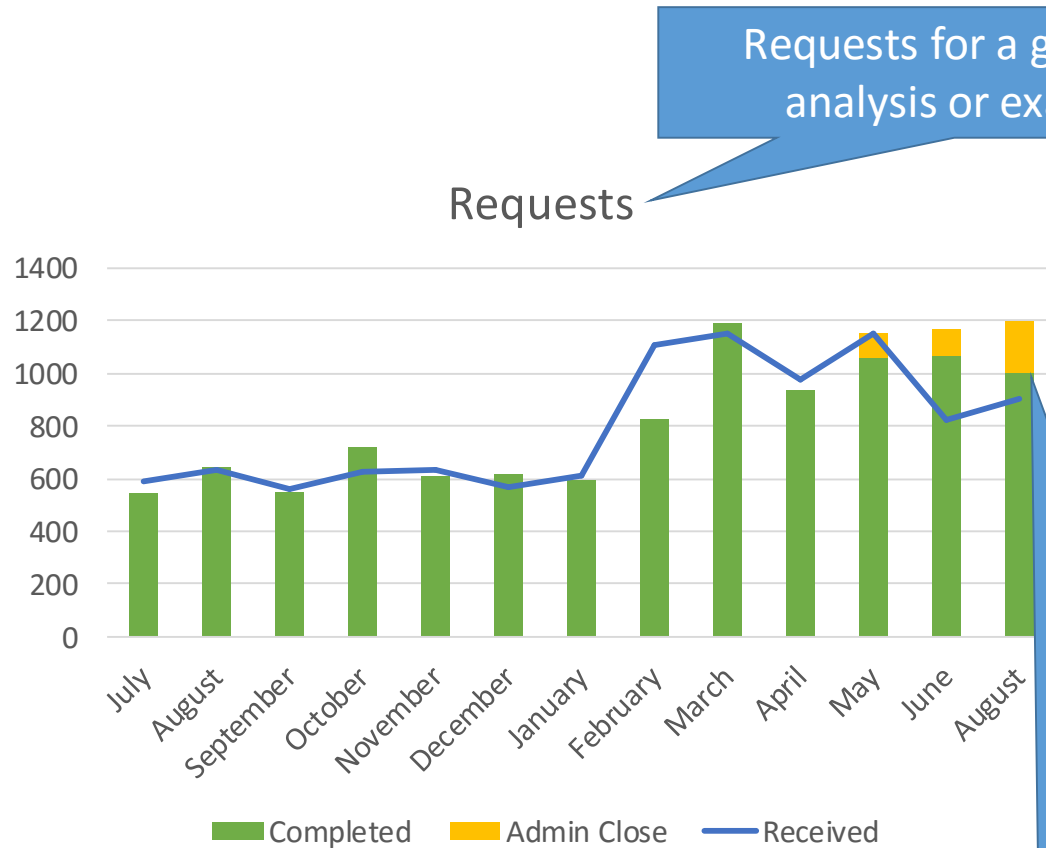
- Complete CSI Academy which consists of over 400 hours of classroom and practical training, followed by four weeks of field and mock courtroom training
- The CSI Academy includes presentations from 7 external entities, among them HPD Homicide/SIU, HCIFS, HPD Training Academy, Anthony Graves, Metal Detector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



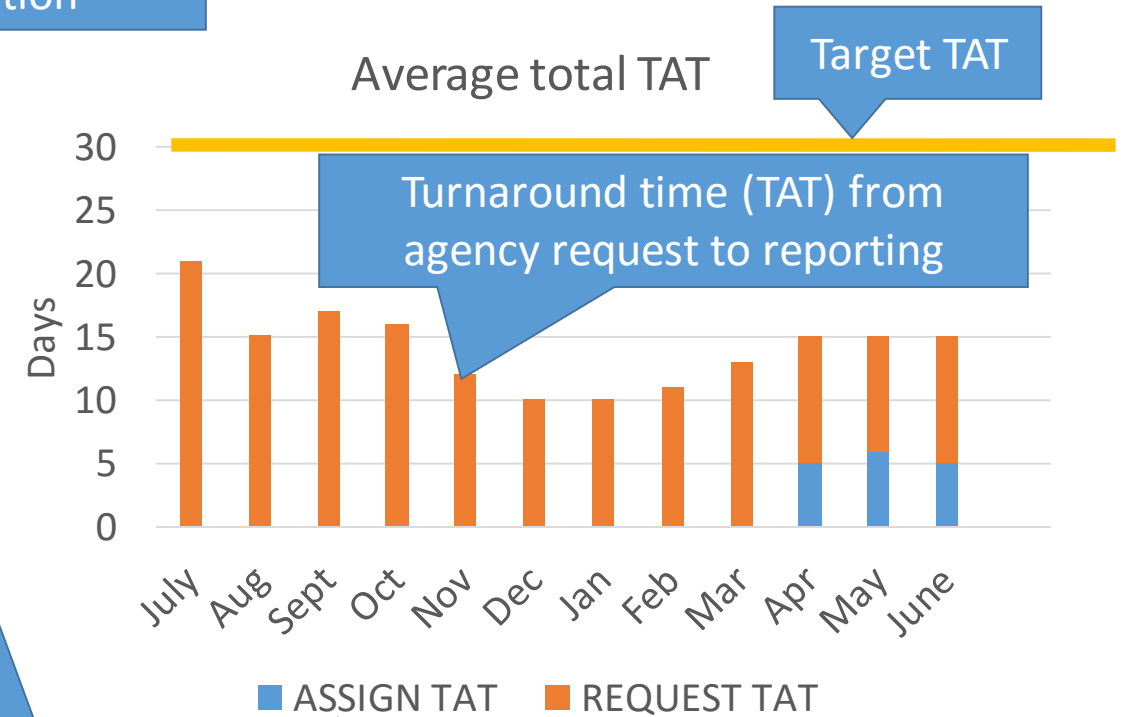
Detail data



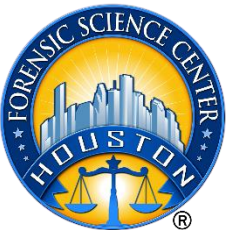
Explanation of graphs



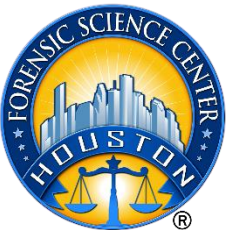
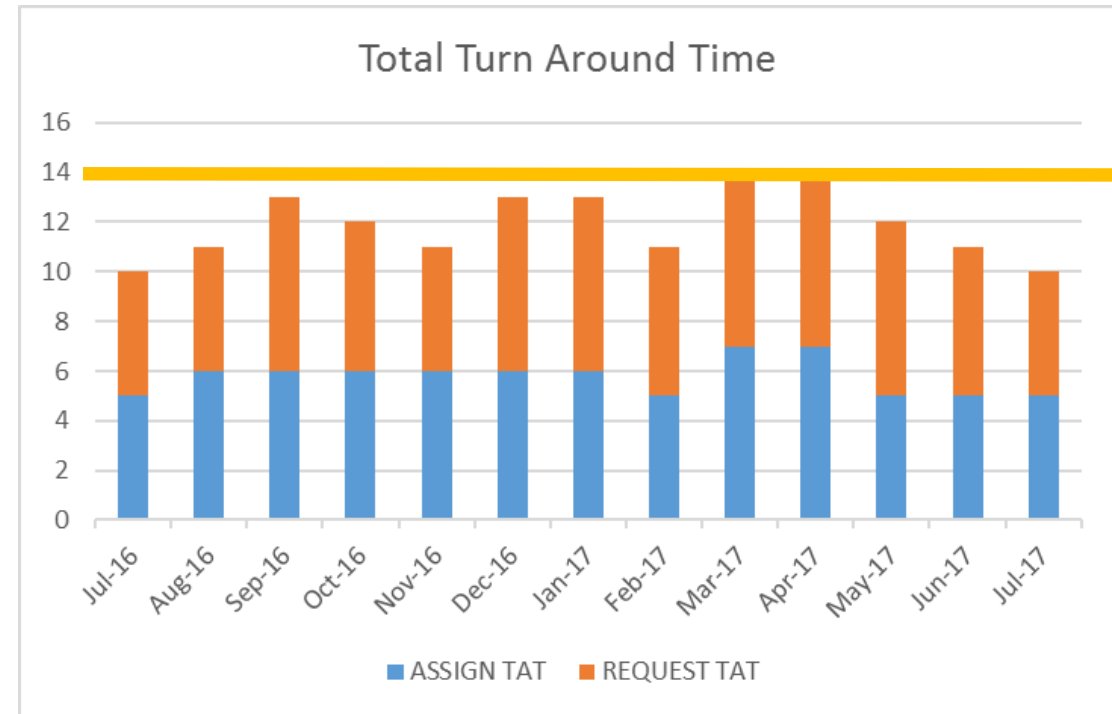
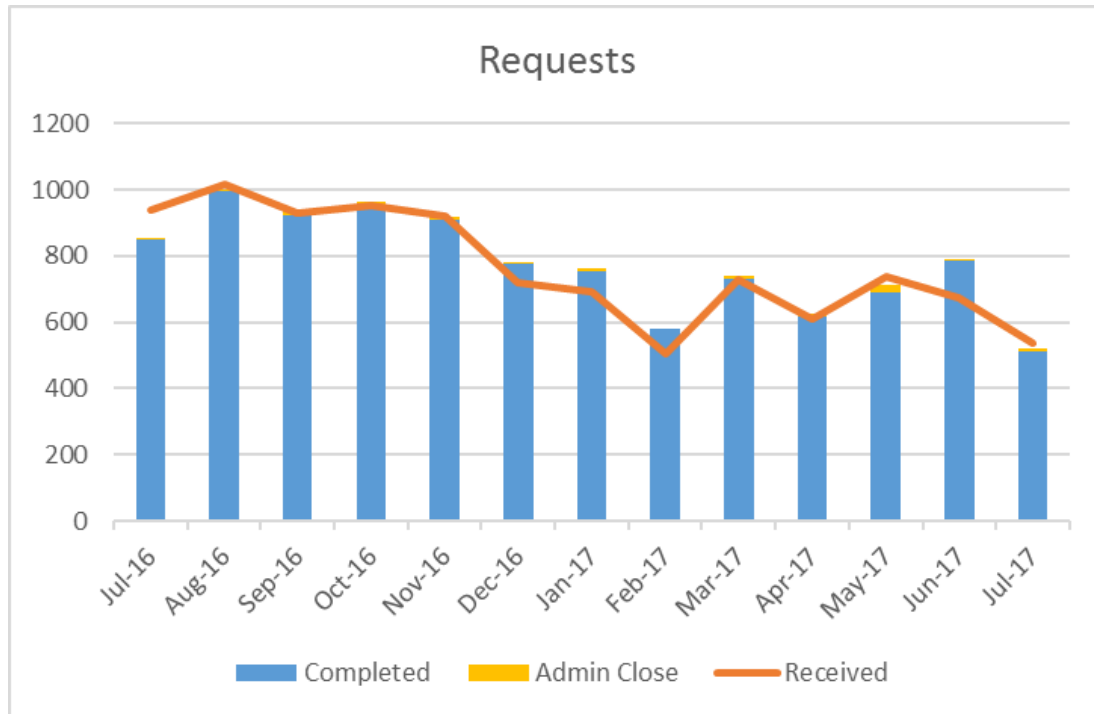
Administratively closed requests, a surrogate for remediation of requests



Turnaround time from assignment in lab or process time



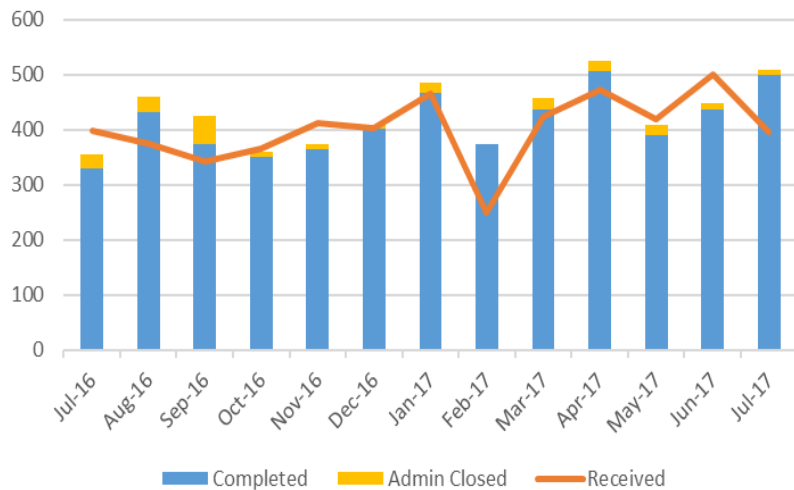
Controlled substances



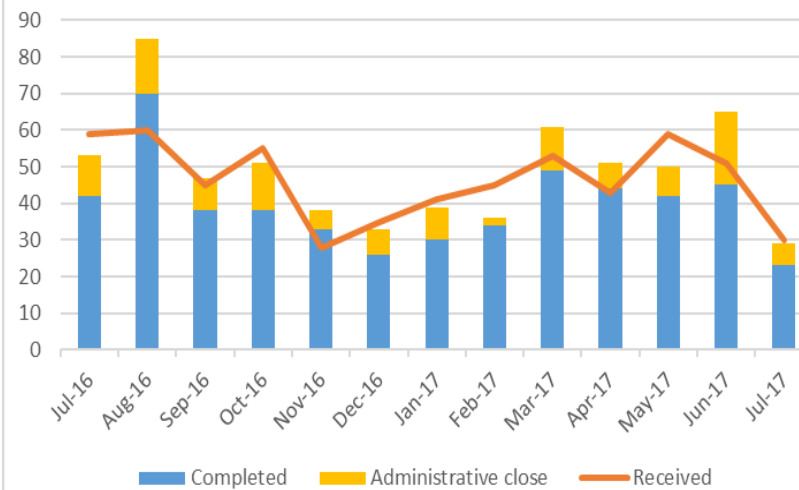
Orange bar indicates TAT target limit of 14 days.

Firearms

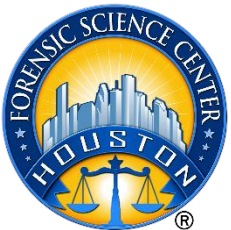
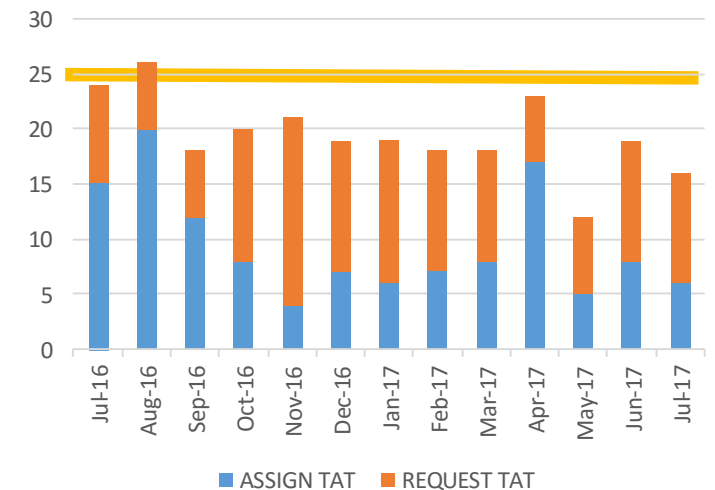
IBIS requests



FA requests

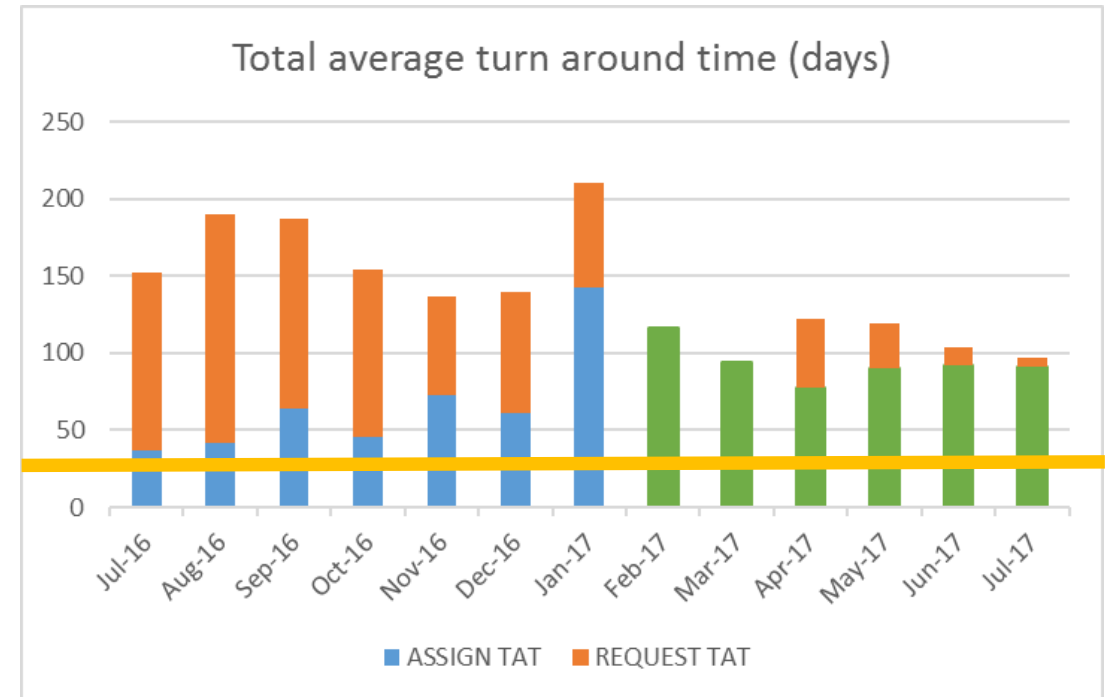
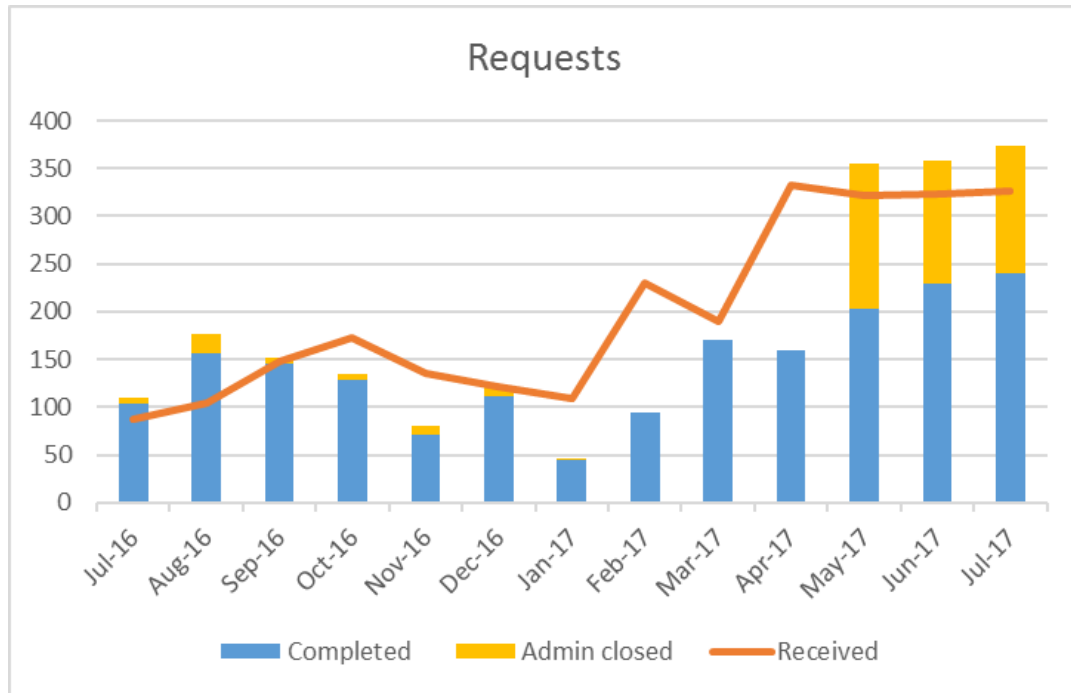


Total Average Turn around time



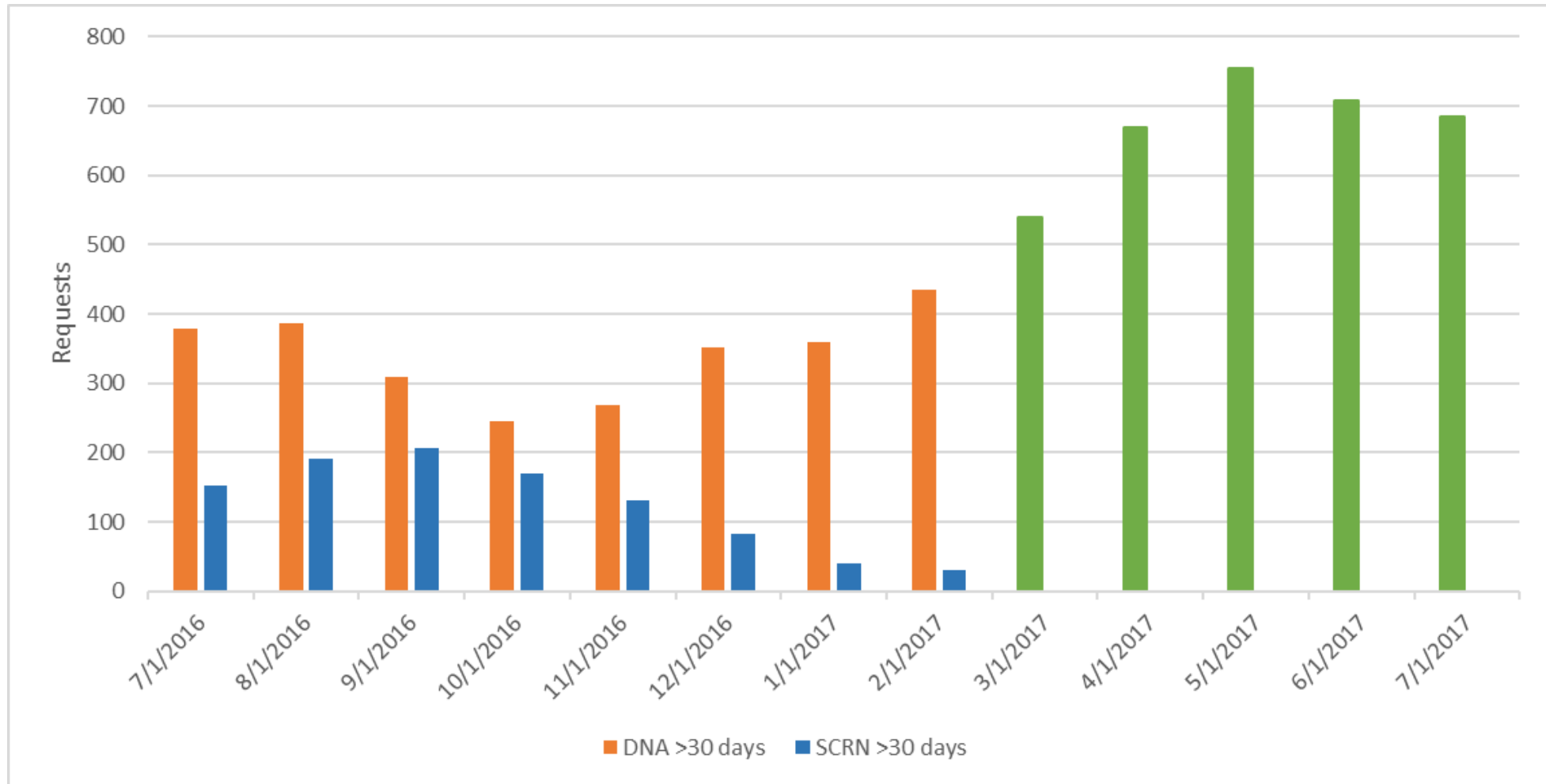
Forensic Biology -- Total

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

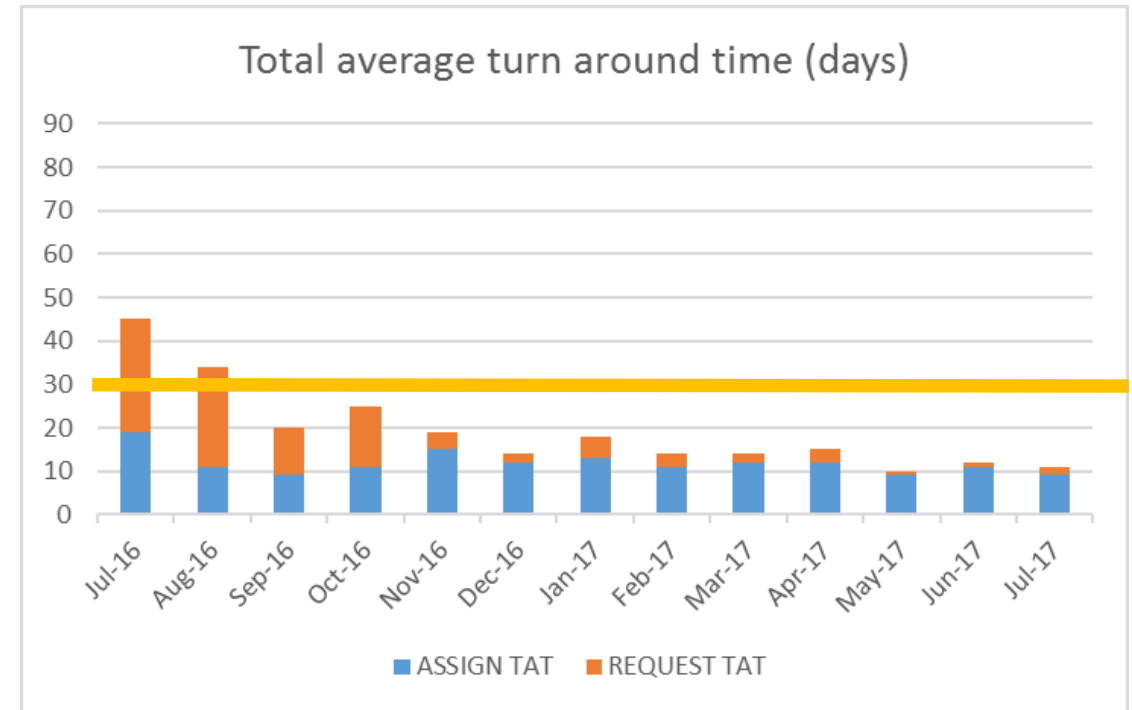
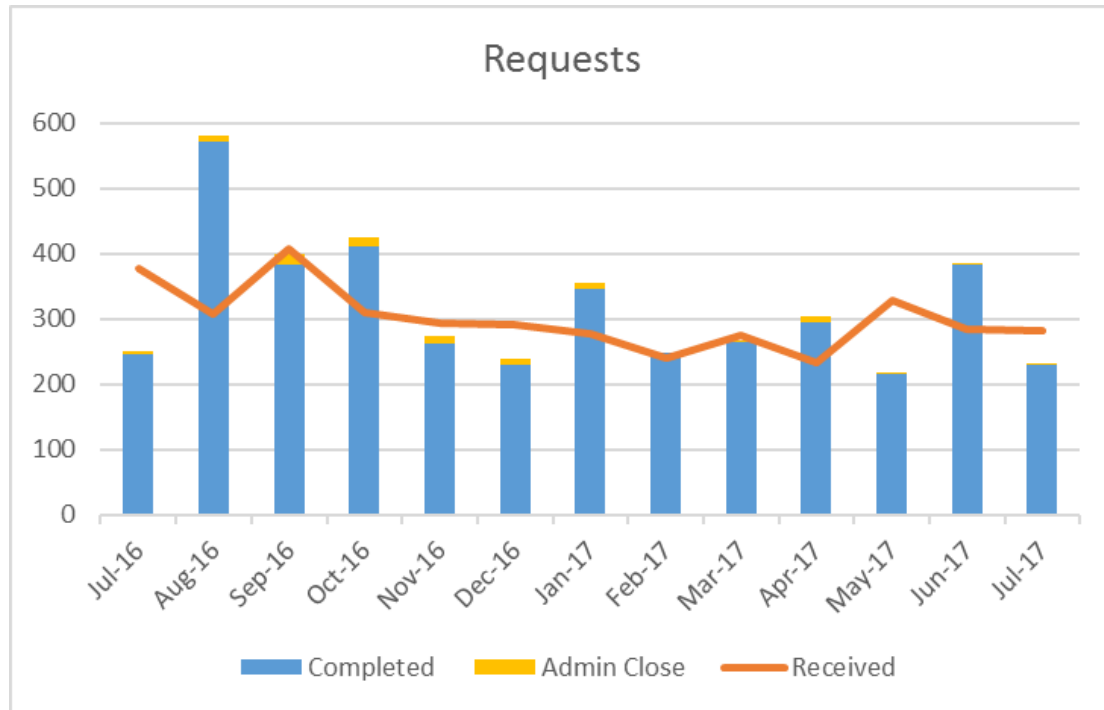


Total DNA Backlog (>30 day) requests by month

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

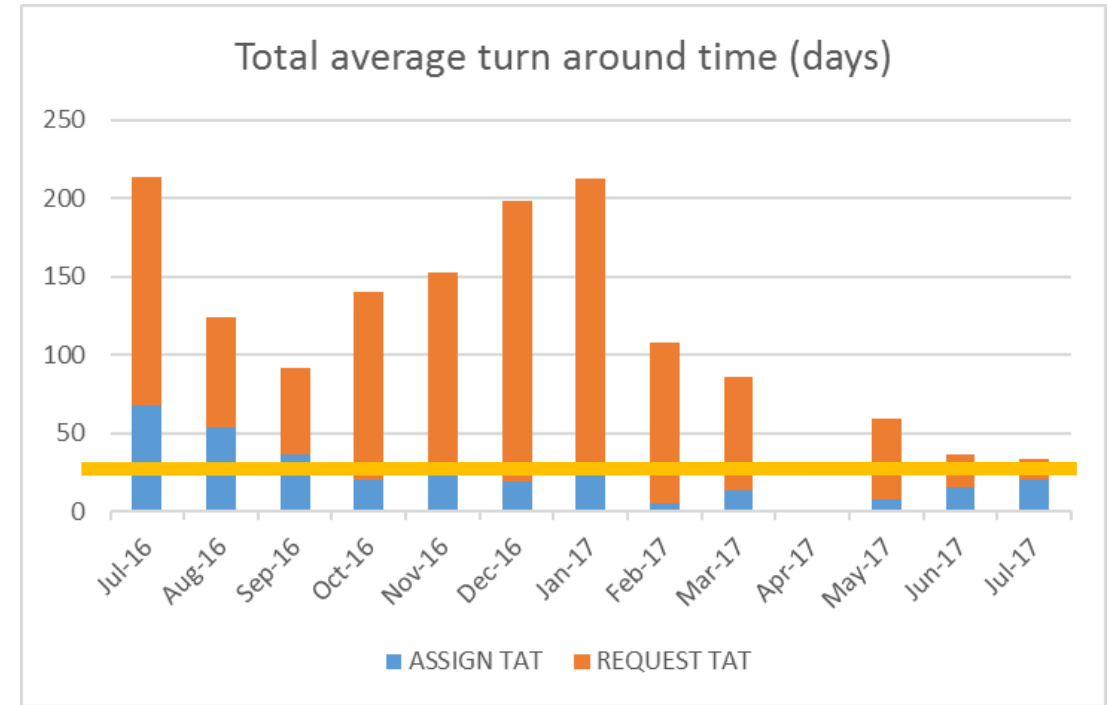
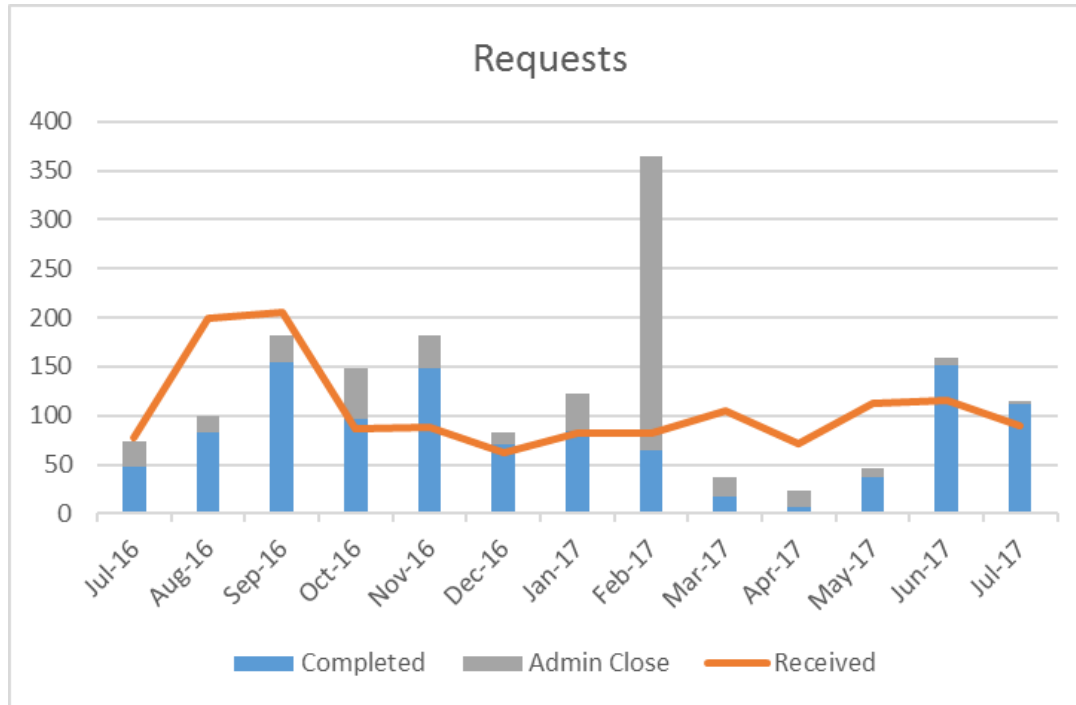


Toxicology: Alcohol



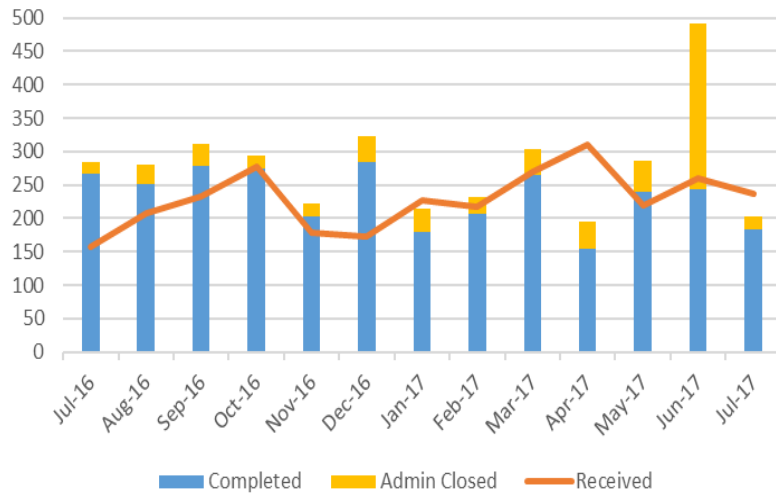
Toxicology: Other Drugs

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

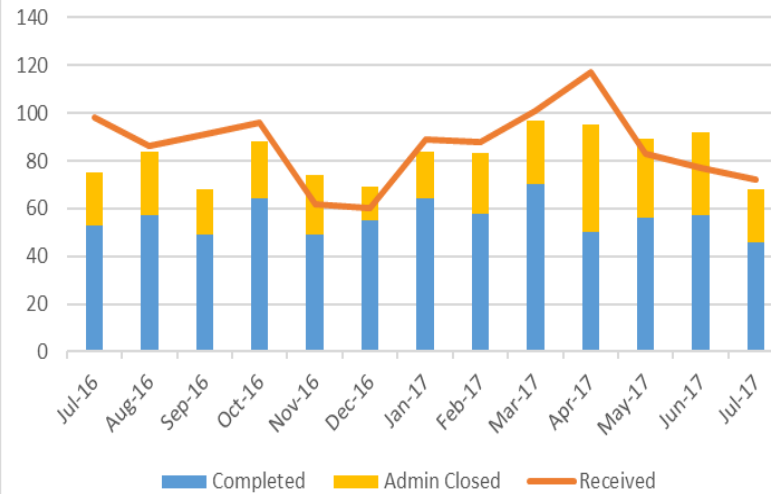


Latents

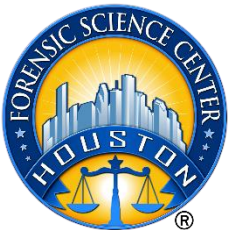
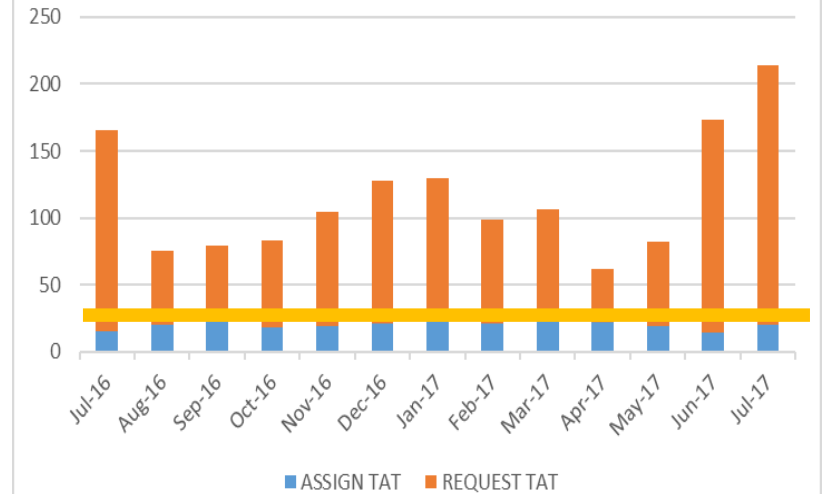
Comparison Requests



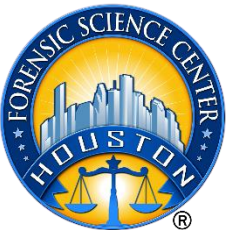
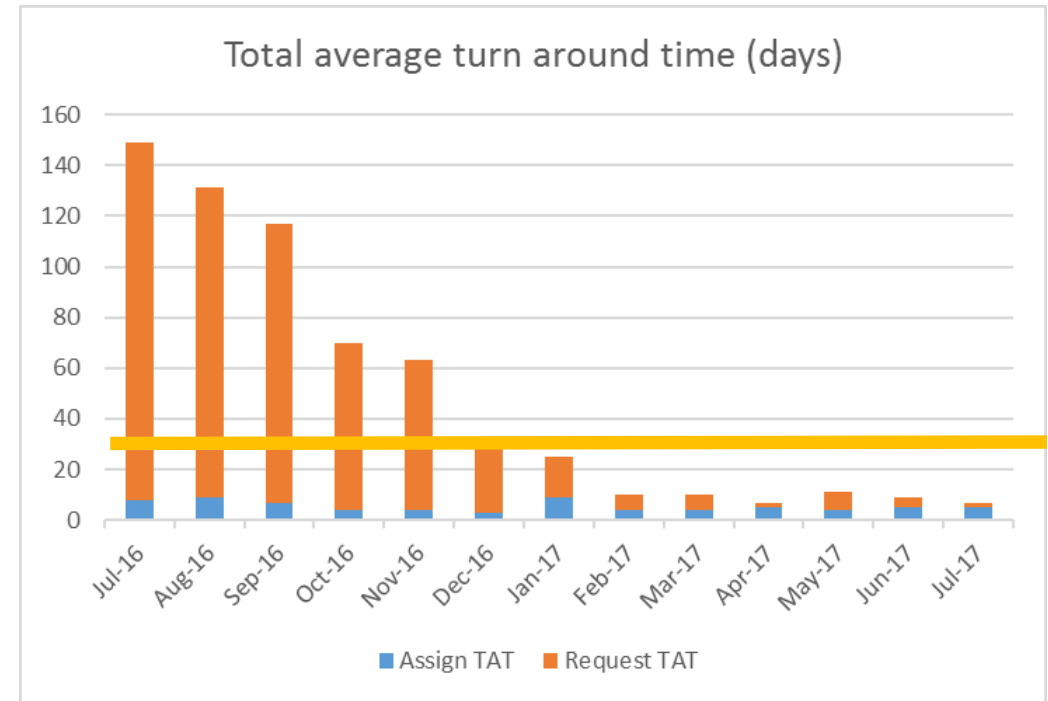
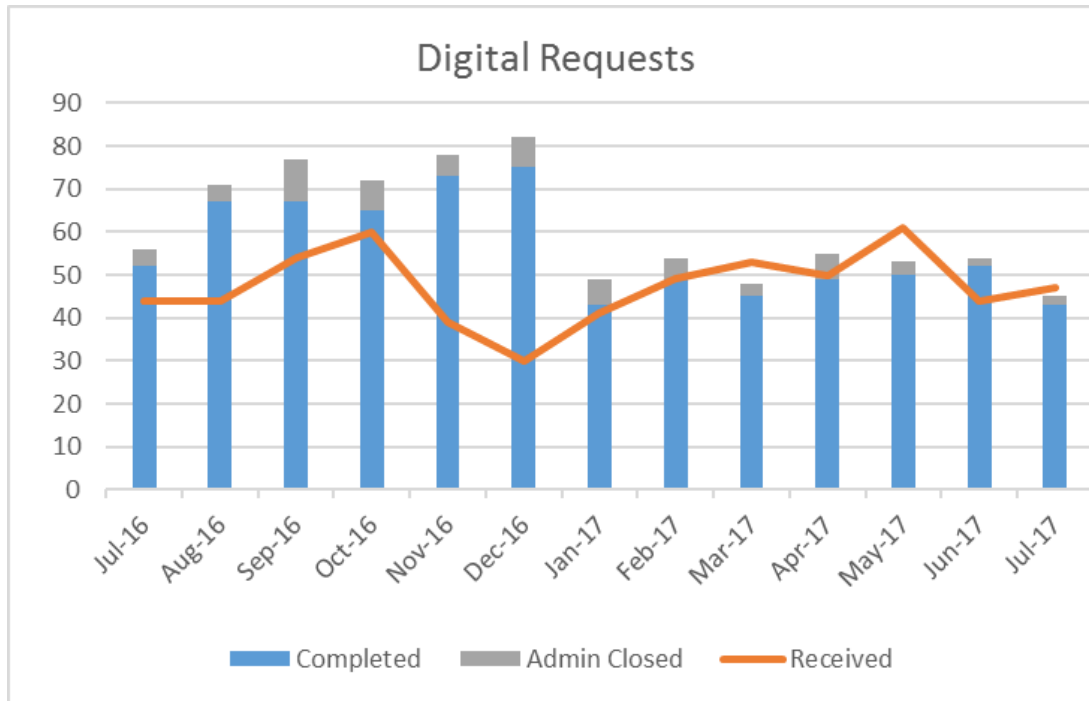
Processing requests



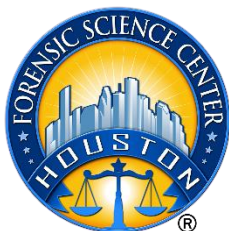
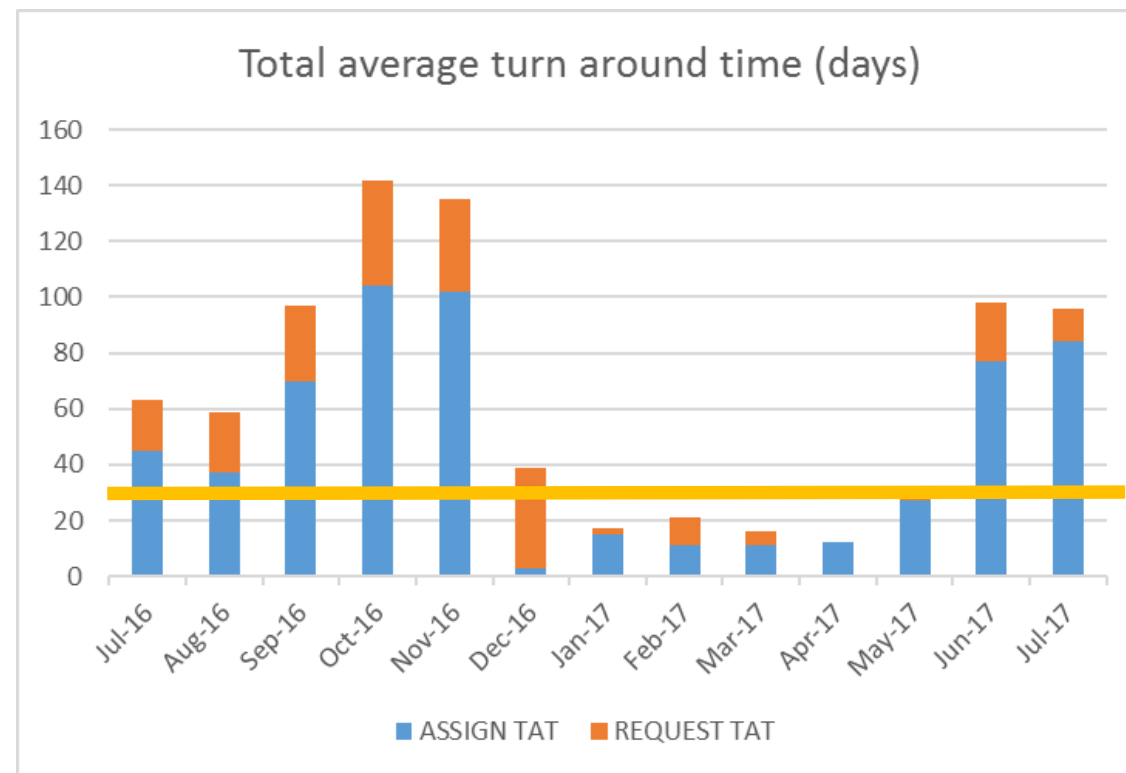
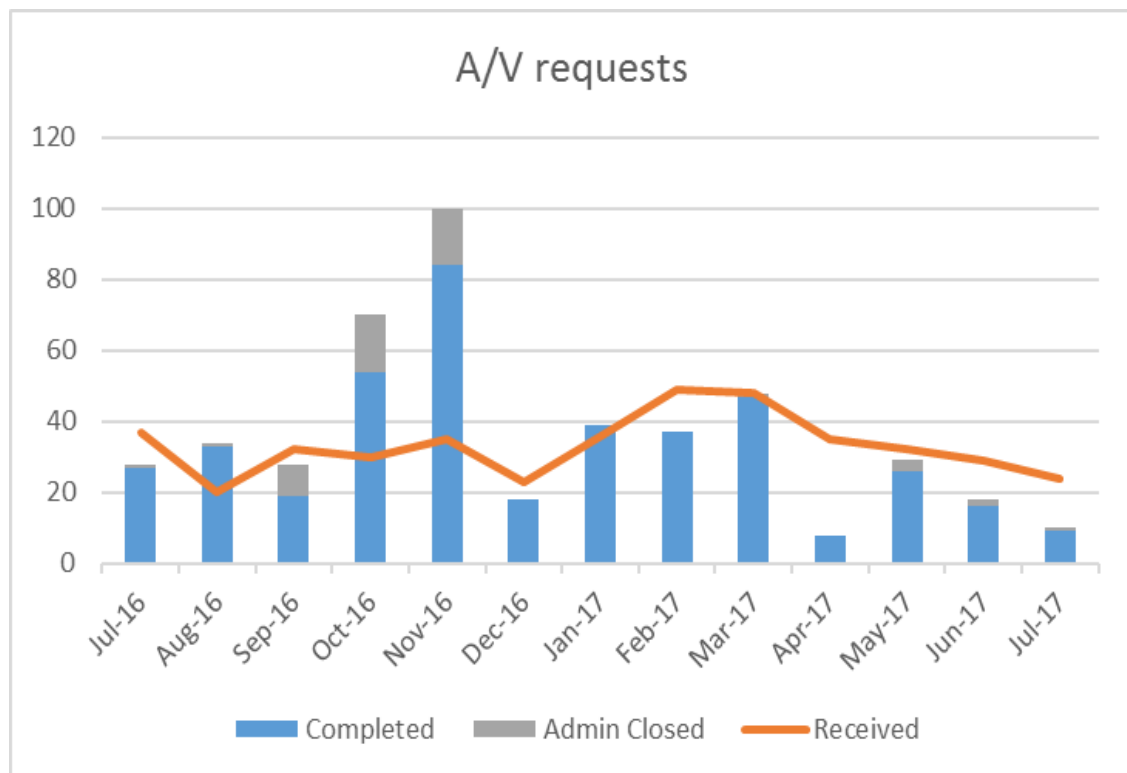
Total Average turn around time (days)

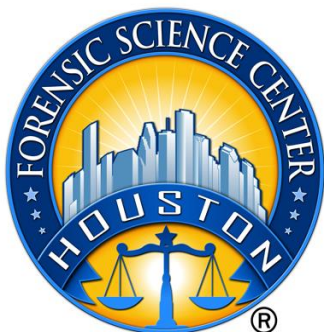


DME -- Digital



DME -- A/V





Houston Forensic Science Center

INTEROFFICE MEMO

To: Peter Stout, PhD, President and CEO

From: Lori Wilson, Quality Director

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

Date: August 3, 2017

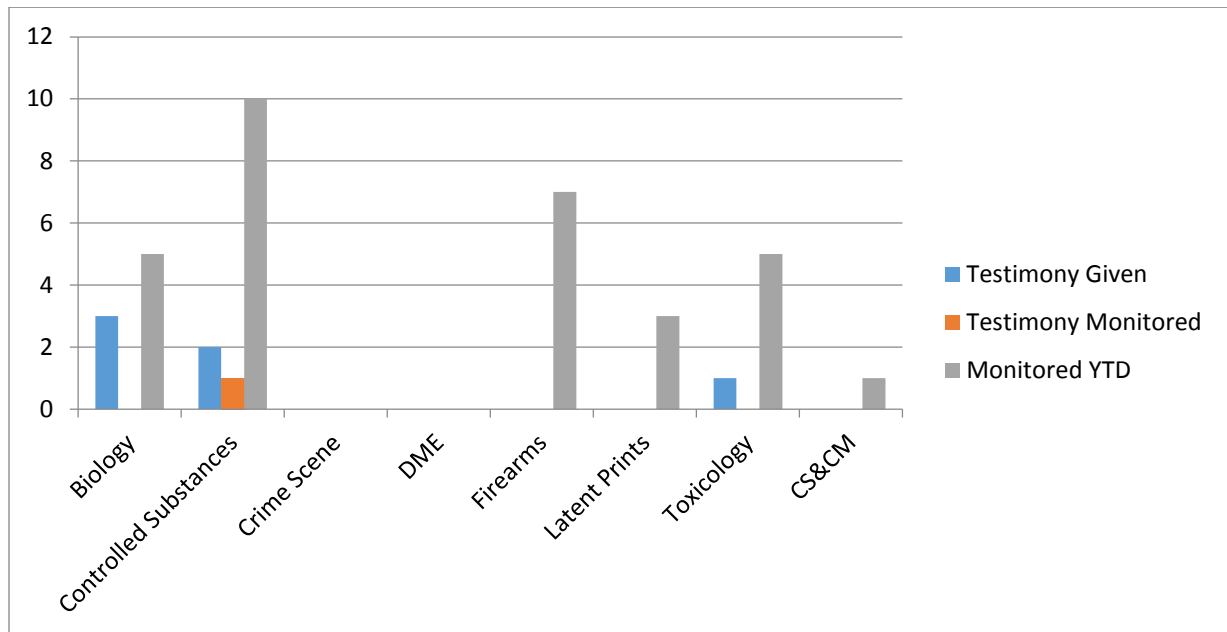
Re: Quality Division Update for July 2017

The following is a Quality Division update for July 2017.

TESTIMONY MONITORING

Per a review of LIMS activity logs and Testimony Evaluation Forms submitted to the Quality Division, HFSC staff testified in six proceedings and the testimony of one analyst was monitored. The calendar year-to-date monitoring details are included in the graphic below.

By January 2018, HFSC plans to have an additional testimony review concept in place. Although details have not been finalized, the second review will involve the random selection of one trial transcript for each staff member giving testimony in a calendar year. The transcripts will be reviewed by a panel that includes at least one subject matter expert, a representative of the HFSC Quality Division, and a lay person. Because analysts will not know which transcript will be selected for review, a blind review can be done. This concept will allow HFSC to gauge the quality of testimony even when witnesses are not aware they are being monitored. This will be done in addition to the in-person monitoring program already in place.



PROFICIENCY TESTS

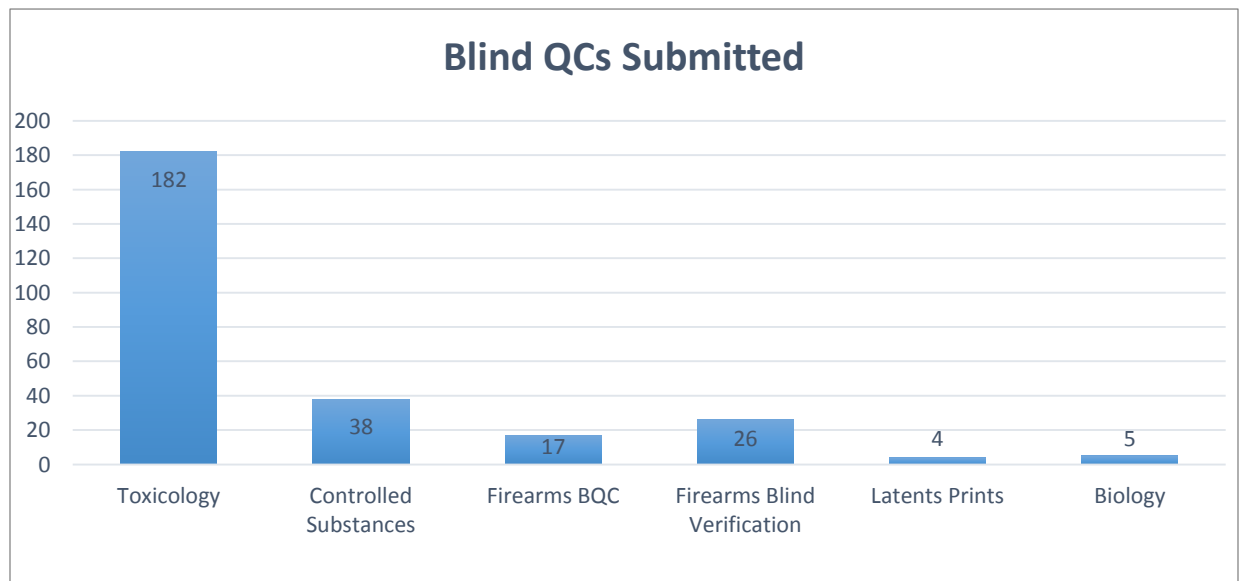
Proficiency activity is shown below.

Test Identifier	Discipline	Number of Tests Assigned	Number of Participants	Date Assigned	Date Submitted to Provider	Issue?
17-5702	Forensic Biology	9	Varies	3/17/2017	5/8/2017	No
17-5331	Latent Prints: Footwear Imprint Evidence	1	1	3/28/2017	5/18/2017	No
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
17-5704	Forensic Biology	9	Varies	7/19/2017	Due 9/1/2017	n/a
17-5661	Toxicology: Blood Drug	1	1	7/19/2017	Due 9/7/2017	n/a

2017 BLIND QUALITY CONTROL PROGRAM

Discipline	Number of Cases Assigned	Number of Cases Completed	Results
Toxicology	8	7	Satisfactory
Firearms – Blind Verification	0	1	Satisfactory
Firearms – Blind Quality Control	1	0	n/a
Controlled Substances	8	7	Satisfactory
Latent Print Processing	1	0	n/a
Biology	2	0	n/a



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

SELF-DISCLOSURES

HFSC disclosed Quality Corrective Action 2017-053 to the Texas Forensic Science Commission on August 2. This CAR involved the discovery (on June 30, 2017) of biological evidence in the office of a former staff member. The evidence was returned to the laboratory in April 2005 after being analyzed by an outsource laboratory. The chain of custody was not updated and the evidence was not stored in an appropriate evidence storage location. Because of this, the returned evidence was not included in a post-conviction evidence affidavit request that was completed on June 29, 2009.

AUDITS and INSPECTIONS

The Quality Division conducted an internal audit of the Latent Print Unit the week of July 10. The section was audited for compliance to HFSC policies, procedures and accreditation standards. A primary focus of this audit was observing the processing and comparison work as it was being performed. Eight examiners, including several trainees, were observed. The audit team inspected approximately 407 items of evidence and fifty-six case record reviews were completed. Other tasks included reviewing staff credentials, proficiency testing records, equipment and reagent records, and the training program. Please see Attachment 2 for details on nonconformances.

The Quality Division is compiling the information requested by ANAB for HFSC's 2017 desk audit. The information will be submitted to ANAB prior to HFSC's accreditation anniversary date, September 11.

- 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

It is during this desk audit that HFSC will voluntarily withdraw its accreditation in the discipline of Trace Analysis.

The Biology internal audit is scheduled for the week of August 14. This is the last scheduled yearly audit.

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

Attachment 1



Blind Quality Testing Project Update - July 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 in order to increase sample size and case type variety in blind controlled substances cases.
- The current latent print comparisons are still on hold until the MorphoTrac system is installed.

Forensic Discipline

Cases Assigned

Controlled Substances	8	
Toxicology	8	
Biology	2	
Firearms: Blind Verification	1	
Firearms: Blind Quality Control	1	
Latent Print Processing	1	
Latent Print Comparison	0	
On Target	Near Target	Target Not Met

July 2017 Results

Forensic Discipline	Cases Completed
Controlled Substances	7
Toxicology	7
Biology	0
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. Court order may not be needed for substances that are not associated with a charge. These cases would need approval from HPD only.
- New latent print database system, MorphoTrac, is installed. Quality will research and design the BQC process in latent print comparisons.

Achievements

- Now that road blocks in the biology, firearms and controlled substances sections have been removed, BQC assignments are on target.
- “Challenge” case submitted in the controlled substance section with satisfactory results
- CS/CM achieved satisfactory results for following their procedure for leaking evidence.

Attachment 2

Quality Division Notifications

Incidents, Corrective and Preventive Actions

Friday, August 04, 2017

8:46:31 AM

Page 1 of 3

Quality Notified	Summary of Notification	Comments
Audio Video		
2017-052 CAR	7/13/2017	Two HFSC forensic case numbers were assigned to one HPD incident number. This occurred because the HPD incident number was incorrectly entered into LIMS, creating a LIMS record for the correct number (003169615) and a LIMS record for the incorrect number (0003169615). Forensic Multimedia Unit case information was entered into LIMS under the incorrect number.
Biology		
2017-050 IR	7/13/2017	The reagent blank was contaminated.
2017-051 IR	7/13/2017	A DNA sample was quanted and results indicated the presence of a large amount of DNA. However, no DNA profile was obtained. The sample was requanted and the result indicated the presence of little to no DNA. This is concordant with obtaining no profile.
2017-054 IR	7/24/2017	The reagent blank was contaminated by the technician who performed the extraction procedure.
Crime Scene		
2017-048 CAR	7/6/2017	The CSU was asked to process two vehicles. The crime scene report included results for only one vehicle and it is unclear if the other vehicle was ever processed. Also, the scene report was uploaded to LIMS under incident number 91780416. The correct incident number was 091780416. This CSI is no longer assigned to HFSC.
2017-049 CAR	7/6/2017	A CSI did not update some chains of custody to show the storage location of evidence items and photographs. This CSI is no longer assigned to HFSC.

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, August 04, 2017

8:46:39 AM

Page 2 of 3

Quality Notified	Summary of Notification	Comments
Digital Forensics		
2017-047 IR	7/3/2017	A report was amended due to a typographical error that was not corrected during administrative review.
Latent Prints		
2017-IA-22 IR	7/27/2017	Multiple cyanoacrylate bottles were not labeled with the safety label, bottle contents, date of opening, name or initials of the person opening the container, and the batch number. The Cyanoacrylate Ester (Superglue) Fuming Procedure contained conflicting statements regarding the requirements for labeling these containers.
2017-IA-23 IR	7/27/2017	Some examiners were modifying (i.e. deleting the comparison chart if no comparison was done) the AFIS Case Notes. The Case Notes form is a controlled document.
2017-IA-24 CAR	7/27/2017	Latent Print Processing technicians were deleting some digital photographs taken of evidence items. Photographs are considered examination documentation and all photographs are required to be included in the case record.
2017-IA-25 CAR	7/27/2017	Evidence items from nine cases were not found in the vault locations stated on the Chain of Custody Inquiry. This occurrence was isolated to two examiners and all items of evidence have been located.
2017-IA-26 IR	7/27/2017	A latent print processor completed an annual proficiency test and filled out the paper answer sheet in pencil. HFSC Quality Manual clause 4.13.2.6 (ISO/IEC 17025 4.13.2.3) states: case records on paper must be legible and recorded using ink.

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, August 04, 2017

8:46:39 AM

Page 3 of 3

	Quality Notified	Summary of Notification	Comments
2017-IA-27 IR	7/27/2017	Some Latent Print equipment, such as ovens, humidity chambers, and balance check weights, were not performance checked or calibrated as required by SOP.	

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.

HFSC Network and Telecommunications

Express route and telephony needs

Selection of FiberNet Direct

- Only four vendors offer connectivity at both 1301 Fannin and 1200 Travis
- Equinox in Dallas is the Microsoft cross connect location for Texas
- FiberNet direct was the only vendor who could provide connectivity in both buildings (Travis building was limiting) AND cross connectivity in Dallas to Microsoft AND connectivity at speeds we need AND desired redundancy

Contract value

- \$415,080 over three years
- 3 year contract
- Exit clause at 1 year

Included in the contract

- Express route connectivity
 - HFSC dedicated path to Microsoft. Secure, direct pathway.
- Internet service provider
 - HFSC access to the Internet
- Bandwidth of 1GB
- E5 accessibility (Microsoft service we already have)
 - Telephony solution
 - Physical phone devices still to be determined

Microsoft E5 service

All the features of ProPlus and E1 plus compliance tools, information protection, and voicemail integration



- Email storage for in-place archive
- Unlimited OneDrive storage ⓘ
- eDiscovery legal hold
- eDiscovery export and case management
- Rights management, data loss prevention, and encryption
- Hosted voicemail support

All the features of E3 plus a new class of unified communications solutions with advanced Skype for Business meetings and voice capabilities



- Unlimited OneDrive storage ⓘ
- PSTN conferencing to dial in to Skype meetings from anywhere
- Cloud-based call management with option to add PSTN calling
- Advanced analytics with Power BI Pro and Microsoft MyAnalytics
- Advanced eDiscovery
- Advanced Data Governance
- Advanced security with Advanced Threat Protection and Customer Lockbox
- Enhanced visibility and control of your Office 365 environment

- Advanced e-Discovery
- Data Governance
- Threat Protection (Scans e-mail predelivery)
- Advanced Security Management
- Power BI Pro & MyAnalytics
- PSTN Conferencing & Calling
- Cloud PBX

Other Considerations

- 6 month build out at Travis for connectivity
 - Contingency of on prim LIMS in the interim
- FiberNet Direct needs \$7,300 Commitment to build Travis
- 200 MB for \$350 per Month Express cross-connectivity, pending further discussion.