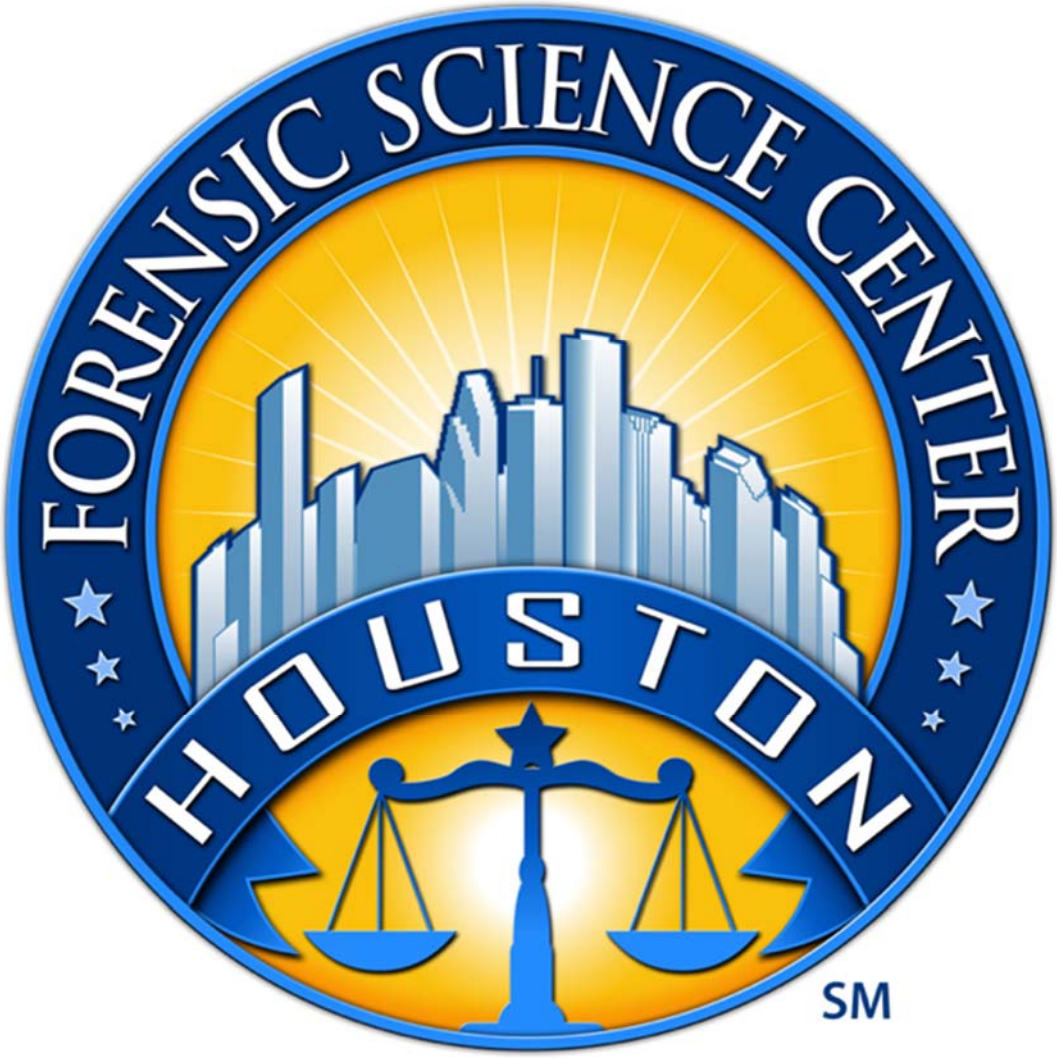
Houston Forensic Science Center, Inc.

Resolutions 2013



HOUSTON FORENSIC SCIENCE LGC, INC.

Resolution No. 2013-001 Amended by Resolution 2013-002

RESOLUTION AMENDING RESOLUTION NO. 2012-003 TO REVISE AUTHORITY TO WITHDRAW FUNDS OF CORPORATION

WHEREAS, on September 12, 2012, the Board of Directors (the "Board") of Houston Forensic Science LGC, Inc. (the "Corporation") adopted Resolution 2012-003, which Resolution prescribed certain procedures related to funds of the Corporation; and

WHEREAS, the Board has concluded that the interests of the Corporation will be well served by authorizing a single Account Signer (as defined in Resolution 2012-003) to make payments from the Corporation's funds in higher amounts; **NOW, THEREFORE**;

BE IT RESOLVED BY THE DIRECTORS OF THE CORPORATION:

Section 1. That Section 6(a) of Resolution 2012-003 is amended to read in its entirety as follows:

> (a) Each of the Chairman of the Board, the Vice-Chairman of the Board, the President of the Corporation, and the Treasurer of the Corporation is an Account Signer, *provided that* the signatures of two Account Signers shall be required to make a payment or other withdrawal from the Corporation's funds in an amount exceeding $2,000.00.

Section 2. That this Resolution shall take effect immediately upon its adoption by the Board of Directors.

ADOPTED this 12th day of February, 2013.

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CERTIFICATE

The undersigned hereby certifies that this Resolution 2013-001 was duly adopted by the Board of Directors of Houston Forensic Science LGC, Inc., on the 12th day of February, 2013.

Executed this 13th day of March, 2013.

Deborah Bohr
(Signature)

Deborah Bohr
(Printed Name of Secretary or Acting Secretary)

HOUSTON FORENSIC SCIENCE LGC, INC.

Resolution No. 2013-002

RESOLUTION AMENDING RESOLUTION NO. 2012-003 TO REVISE AUTHORITY TO WITHDRAW FUNDS OF CORPORATION

WHEREAS, on September 12, 2012, the Board of Directors (the "Board") of Houston Forensic Science LGC, Inc. (the "Corporation") adopted Resolution 2012-003, which Resolution prescribed certain procedures related to funds of the Corporation; and

WHEREAS, the Board has concluded that the interests of the Corporation will be well served by authorizing a single Account Signer (as defined in Resolution 2012-003) to make payments from the Corporation's funds in higher amounts; **NOW, THEREFORE**;

BE IT RESOLVED BY THE DIRECTORS OF THE CORPORATION:

Section 1. That Section 6(a) of Resolution 2012-003 is amended to read in its entirety as follows:

> (a) Each of the Chairman of the Board, the Vice-Chairman of the Board, the President of the Corporation, and the Treasurer of the Corporation is an Account Signer, *provided that* the signatures of two Account Signers shall be required to make a payment or other withdrawal from the Corporation's funds in an amount exceeding $20,000.00, and *further provided that* for any payment or other withdrawal for which an Account Signer is a payee, the signature of an Account Signer other than a payee shall be required.

Section 2. That this Resolution shall take effect immediately upon its adoption by the Board of Directors.

ADOPTED this 14th day of August, 2013.

CERTIFICATE

The undersigned hereby certifies that this Resolution 2013-002 was duly adopted by the Board of Directors of Houston Forensic Science LGC, Inc., on the 14th day of August, 2013.

Executed this 26th day of September, 2013.

Carolyn Lacye
Acting Secretary

HOUSTON FORENSIC SCIENCE LGC, INC.

Resolution No. 2013-003

RESOLUTION AUTHORIZING APPLICATION TO PARTICIPATE IN THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS COOPERATIVE PURCHASING PROGRAM

WHEREAS, the Texas Comptroller of Public Accounts is authorized to provide purchasing services for local governments pursuant to §§271.082 and 271.083, Local Government Code; and,

WHEREAS, the Houston Forensic Science LGC, Inc. is a local government corporation defined as an entity qualified to participate in the Cooperative Purchasing Program of the Texas Comptroller of Public Accounts pursuant to § 271.081, Local Government Code; and,

WHEREAS, the Board of Directors of the Houston Forensic Science LGC, Inc. is authorized under the organization's Certificate of Formation "to contract with persons and with governmental, for-profit and non-profit entities for the procurement of facilities, equipment and services" to accomplish a governmental purpose of the City of Houston, namely, "to operate an independent center … to provide accurate and timely analysis of forensic evidence and related services"; and,

WHEREAS, the Houston Forensic Science LGC, Inc. acknowledges its obligation to pay participation fees established by the Texas Comptroller of Public Accounts for participation in the Cooperative Purchasing Program; **NOW, THEREFORE**;

BE IT RESOLVED BY THE DIRECTORS OF THE CORPORATION:

Section 1. That request be made to the Texas Comptroller of Public Accounts to approve the Houston Forensic Science LGC, Inc. for participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program; and,

Section 2. That Dr. Daniel Garner, in his capacity as President of the Houston Forensic Science LGC, Inc., be designated, in accordance with the requirements of 34 TAC §20.85, as the Agent of Record for contact with the Cooperative Purchasing Program of the Texas Comptroller of Public Accounts and is authorized to execute any and all documentation for the Houston Forensic Science LGC, Inc. pertaining to its participation in the Cooperative Purchasing Program of the Texas Comptroller of Public Accounts; and,

Section 3. That this Resolution shall take effect immediately upon its adoption

by the Board of Directors.

ADOPTED this 11th day of October, 2013.

CERTIFICATE

The undersigned hereby certifies that this Resolution 2013-002 was duly adopted by the Board of Directors of Houston Forensic Science LGC, Inc., on the 11th day of October, 2013.

Executed this _____ day of _____, 2013.

_____
(Signature of Secretary or Acting Secretary)
Leticia Castellanos
Acting Secretary

_____
(Signature of Chair of the Board of Directors)
Scott Hochberg
Chair, Board of Directors

_____
(Signature of Agent of Record)
Daniel Garner
President

HOUSTON FORENSIC SCIENCE LGC, INC.

Resolution No. 2013-004

RESOLUTION REGARDING DISADVANTAGED BUSINESS ENTERPRISE POLICIES

WHEREAS, Article IV(B) of the Certificate of Formation (the "Certificate of Formation") for Houston Forensic Science LGC, Inc. (the "Corporation") requires the Corporation to comply with the "minority/women, disadvantaged business enterprise policies" of the City of Houston (the "City"); and

WHEREAS, the Corporation's Board of Directors (the "Board") construes "minority/women, disadvantaged business enterprise policies" as used in Article IV(B) of the Certificate of Formation to refer to the policies stated in Article V ("Minority, Women and Small Business Enterprises") and in Article VI ("Persons with Disabilities Business Enterprises") of Chapter 15 of the City's Code of Ordinances; and

WHEREAS, the Board is committed to compliance with such policies, which the Board has concluded are in the best interests of the Corporation and of the communities to which the Corporation provides services; and

WHEREAS, the Corporation anticipates entering into an Interlocal Agreement (the "Interlocal") with the City before the end of calendar year 2013, by which Interlocal the Corporation will assume control of and responsibility of the Crime Lab presently operated by the Houston Police Department and certain other forensic operations;

WHEREAS, the Board has concluded that future operations of the Corporation are likely to call for a detailed understanding of the proper application of the policies described above; **NOW, THEREFORE**;

BE IT RESOLVED BY THE DIRECTORS OF THE CORPORATION:

Section 1. That the Corporation adopts by reference the "minority/women, disadvantaged business enterprise policies" stated in Article V ("Minority, Women and Small Business Enterprises") and in Article VI ("Persons with Disabilities Business Enterprises") of Chapter 15 of the City's Code of Ordinances (collectively, the

"Disadvantaged Business Policies") in effect on the day of the Board's adoption of this Resolution.

Section 2. That the draft of the Interlocal shall include a provision obligating the City (specifically, the City's Office of Business Opportunity) to provide the Corporation with advice and recommendations regarding the proper application of the Corporation's Disadvantaged Business Policies and that persons negotiating with the City on behalf of the Corporation shall make every reasonable effort to include such a provision in the final form of the Interlocal.

Section 3. That this Resolution shall take effect immediately upon its adoption by the Board of Directors.

ADOPTED this 8 **day of** November**, 2013.**

CERTIFICATE

The undersigned hereby certifies that this Resolution 2013-004 was duly adopted by the Board of Directors of Houston Forensic Science LGC, Inc., on the 8 day of November, 2013.

Executed this 8 day of November, 2013.

(Signature)

Leticia Castellanos
(Printed Name of Secretary or Acting Secretary)