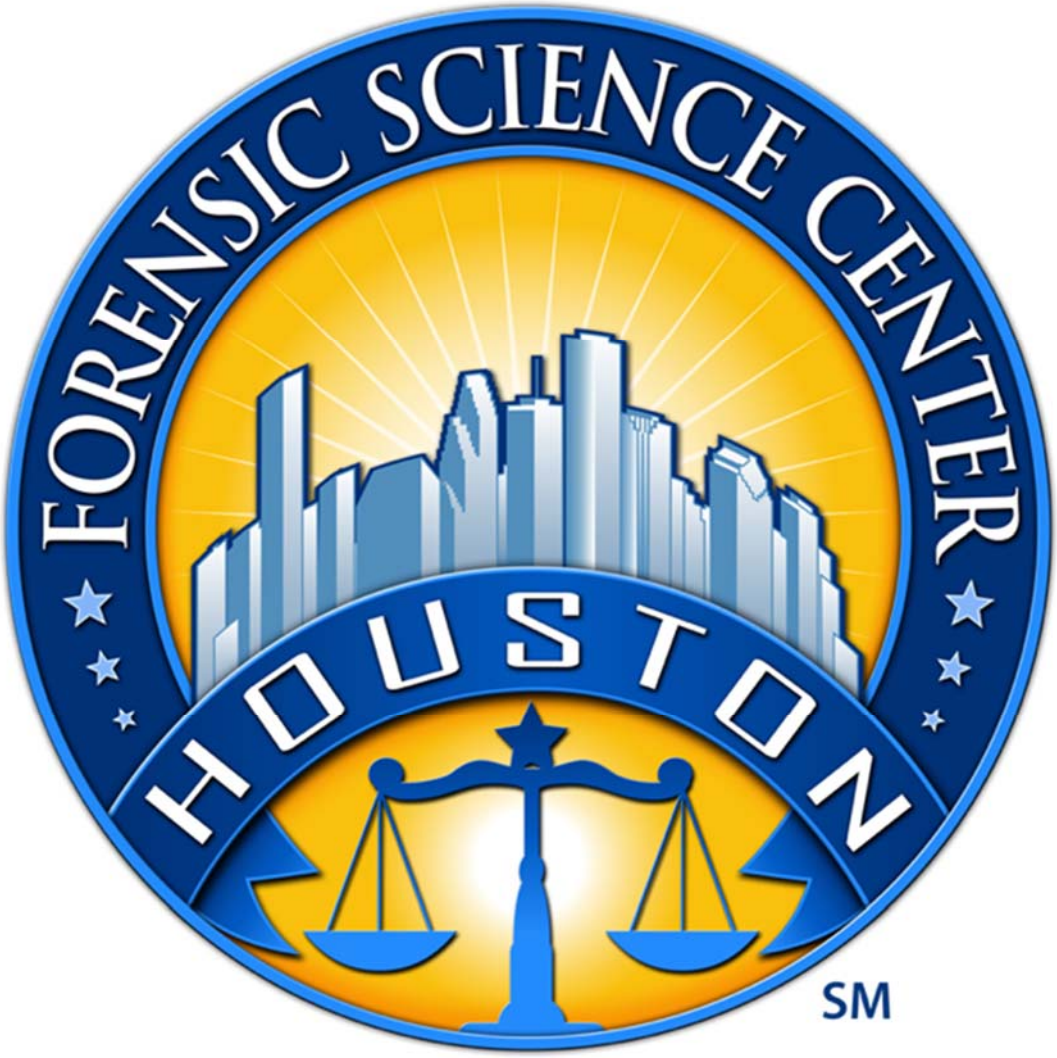
Houston Forensic Science Center, Inc.

Resolutions 2015



HOUSTON FORENSIC SCIENCE CENTER, INC.

Resolution No. 2015-001 **Repealed and replaced by Resolution 2022-001**

RESOLUTION REGARDING AUTHORITY TO WITHDRAW FUNDS OF THE CORPORATION

WHEREAS, the Board of Directors of Houston Forensic Science Center, Inc. ("Corporation") has concluded the Corporation's interests will be well served by revising procedures for disbursements from the Corporation's funds; **NOW, THEREFORE**;

BE IT RESOLVED BY THE DIRECTORS OF THE CORPORATION:

Section 1. That for the purposes of this Resolution the following terms have the meanings stated:

(a) "Account Signer" means a person whose Signature authorizes a disbursement from the Corporation's funds in a manner consistent with (i) this Resolution; (ii) the Corporation's agreements with the bank into which the Corporation deposits its funds; and (iii) applicable law.

(b) "CEO" means the Chief Executive Officer of the Corporation.

(c) "CFO" means the Chief Financial Officer of the Corporation.

(d) "Chair" means the Chair of the Corporation's Board of Directors.

(e) "COO" means the Chief Operating Officer of the Corporation.

(f) "Signature" includes "electronic signature" as defined by Section 322.002(8), Texas Business & Commerce Code.

(g) "Vice Chair" means the Vice Chair of the Corporation's Board of Directors.

Section 2. That the following persons are Account Signers, but only for disbursements in the amounts listed below:

Amount of Disbursement	Required Account Signer(s)
Less than $20,000.00.	Any one of the CEO, CFO, or COO.
$20,000.00 or more but less than $100,000.00.	Any two of the CEO, CFO, or COO.
$100,000.00 or more but less than $200,000.00.	The CEO and either the CFO or COO.
$200,000.00 or more.	The CEO, either the CFO or COO, and either the Chair or Vice Chair.

Section 3. That to the extent any provisions of Resolution Nos. 2012-003, 2013-001, or 2013-002 are inconsistent with this Resolution, the said provisions of the previous Resolutions are repealed.

Section 4. That this Resolution shall take effect immediately upon its adoption by the Board of Directors.

ADOPTED this 14 **day of** August**, 2015.**

CERTIFICATE

The undersigned certifies that this Resolution 2015-001 was duly adopted by the Board of Directors of Houston Forensic Science Center, Inc., on the 14 day of August, 2015.

Executed this 31 day of August, 2015.

Ashley Wieringa

Ashley Wieringa, Secretary

HOUSTON FORENSIC SCIENCE CENTER, INC.

Resolution No. 2015-002

RESOLUTION REGARDING AUTHORITY TO REALLOCATE CERTAIN BUDGET ITEMS

WHEREAS, the Board of Directors ("Board") of Houston Forensic Science Center, Inc. ("Corporation") has concluded that the Corporation's interests will be well served by authorizing the Corporation's Chief Financial Officer to reallocate certain funds within the Corporation's budget; **NOW, THEREFORE**;

BE IT RESOLVED BY THE DIRECTORS OF THE CORPORATION:

Section 1. That for the purposes of this Resolution the following terms have the meanings stated:

(a) "Budget" means the Corporation's then-current annual budget adopted by an affirmative vote of no less than a majority of the Directors, as the said budget may be amended from time to time.

(b) "Budget Category" refers to a category of expenditures approved by the Budget, *to wit* PERSONNEL, SUPPLIES, SERVICES, LEASING, NON-CAPITAL, CAPITAL, OVERHEAD, and GRANT/TRAINING.

(c) "CEO" means the Chief Executive Officer of the Corporation.

(d) "CFO" means the Chief Financial Officer of the Corporation.

(e) "City Funds" means the funds the CFO reasonably expects the Corporation to receive from the City of Houston ("City") during the Corporation's then-current fiscal year.

(f) "COO" means the Chief Operating Officer of the Corporation.

(g) A "Line Item" is the authority to make a specific expenditure of funds approved by the Budget. Examples of Line Items include POSTAGE, FUEL, and TUITION REIMBURSEMENT. Each Line Item falls within a Budget Category.

(h) To "Reallocate" is to transfer funds from one Line Item to

another Line Item.

Section 2. That, without the necessity of pre-approval by the Board, the CFO may Reallocate funds of the Corporation, *provided that*:

(a) The CEO and the COO both have given prior written approval of the Reallocation;

(b) The CFO does not Reallocate funds between the PERSONNEL Budget Category and another Budget Category;

(c) The total amount of all Reallocations in a fiscal year do not exceed 5% of the City Funds for that fiscal year; and

(d) At the meeting of the Board immediately following the Reallocation, the CFO reports to the Board the amount and reasons for the Reallocation, which the Board may amend or reverse.

Section 3. That, notwithstanding a Budget's characterization of certain City Funds known as "Fund 2213" as SERVICES, for the purposes of this Resolution the said City Funds shall be included in the PERSONNEL Budget Category.

Section 4. That this Resolution shall take effect immediately upon its adoption by the Board of Directors.

ADOPTED this 14 **day of** August**, 2015.**

CERTIFICATE

The undersigned certifies that this Resolution 2015-002 was duly adopted by the Board of Directors of Houston Forensic Science Center, Inc., on the 14 day of August, 2015.

Executed this 31 day of August, 2015.

Ashley Wieringa

Ashley Wieringa, Secretary

HOUSTON FORENSIC SCIENCE CENTER, INC.

Resolution No. 2015-003

RESOLUTION REGARDING POLICIES AND PROCEDURES FOR TECHNICAL ADVISORY GROUP

WHEREAS, the Certificate of Formation of Houston Forensic Science Center, Inc. ("Corporation"), as has been amended from time to time, authorizes the Corporation's Board of Directors ("Board") to appoint persons to the Corporation's Technical Advisory Group ("TAG") to advise the Board individually and collectively regarding best practices for the management and operation of a forensic science center, especially with regard to obtaining and maintaining the highest levels of accreditation; and

WHEREAS, in 2012 the Board concluded the Corporation's interests would be well served by establishing the TAG and prescribing policies and procedures for the appointment of TAG members and for the TAG's operation; and

WHEREAS, as a result of the conclusion described immediately above, the Board a revision of Resolution No. 2012-005; and

WHEREAS, the Board has concluded that the Corporation's interests will be well served by amending Resolution No. 2012-005; **NOW, THEREFORE**;

BE IT RESOLVED BY THE DIRECTORS OF THE CORPORATION:

Section 1. That the TAG shall serve as volunteer advisors to the Board but shall have no authority to act for or on behalf of the Board, the Corporation, or the City of Houston ("City");

Section 2. That from time to time the Board may ask one or more members of the TAG to review and to make recommendations regarding the following topics:

(a) Accreditation attainment and compliance, specifically including accreditation incorporating pertinent standards issued by the International Standards Organization (ISO) and the Texas Forensic Science Commission;

(b) Laboratory operations, program standards, and protocols of the Corporation;

(c) The quality and timeliness of the Corporation's forensic services;

(d) New scientific programs, protocols, methods of testing, and forensic technologies;

(e) Implementation of new programs, sustaining existing programs and improving them where possible, and the elimination of programs no longer needed;

(f) Protocols for testing and examination methods and guidelines for the presentation of results in judicial proceedings;

(g) Qualification standards for scientists employed or managed by the Corporation, include the Executive Director;

(h) Quality assurance and audit reports;

(i) Operating procedures;

(j) Selection and use of laboratory information management systems ("LIMS");

(k) Analytical work, reports, and conclusions of scientists employed or managed by the Corporation;

(*l*) Developing review processes to respond to allegations of any misidentification or other testing errors made by the Corporation;

(m) Reports of allegations of professional negligence, misconduct, or misidentification or other testing errors related to the Corporation's forensic services;

(n) Relevant scientific literature to determine whether modification of the Corporation's manuals or procedures is necessary or desirable;

(o) Qualification standards for analysts employed or managed by the Corporation;

(p) Matters pertaining to the Corporation's information technology ("IT") infrastructure, including hardware, software, interfaces, and telecommunications; and

(q) Any other matters related to the Corporation's scientific operations;

Section 3. That the TAG shall consist of up to nine members appointed by a majority vote of the Board, which vote shall be taken at a properly noticed public meeting of the Board;

Section 4. That the TAG shall include forensic scientists and may include scientists from related fields, *provided that* each scientist from a related field has an advanced degree, laboratory experience, or publication in peer-reviewed journals in the scientist's field, along with related experience in research, methodology, statistics, and/or quality assurance;

Section 5. That the TAG may include technical expert practitioners in matters pertaining to corporate IT infrastructure supporting the LIMS and other computer systems necessary to produce and preserve the Corporation's work product and electronic records, *provided that* each such technical expert practitioner shall have a degree from an accredited university and have direct experience designing, operating, and/or managing a corporate IT infrastructure of a complexity comparable to that needed by the Corporation;

Section 6. That members of the TAG may not be employed by the City or by any law enforcement laboratory or agency that provides forensic services to the City or to the Corporation;

Section 7. That forensic scientists appointed to the TAG should have expertise in one or more of the following areas: Laboratory security, molecular biology, population genetics, forensic chemistry, forensic biology, forensic toxicology (including certification by the American Board of Forensic Toxicologists or an equivalent organization), trace evidence, firearms and toolmarks, or arson investigation and analytical testing;

Section 8. That the Board recommends each forensic scientist appointed to the TAG be a member of at least one of the following organizations: The International Association for Identification, the International Association for Chemical Testing, the American Society of Crime Laboratory Directors, the American Academy of Forensic Scientists, the National Fire Protection Association, or the American Statistical Association;

Section 9. That TAG members need not be appointed for each discipline for which the Corporation provides forensic services and need not be residents of the City, Harris County, or Texas;

Section 10. That each member of the TAG shall serve at the pleasure of the Board;

Section 11. That the Chair of the Board shall appoint (a) the presiding officer of the TAG and (b) a member of the Board to serve as liaison to the TAG ("Board Liaison");

Section 12. That, as needed and as coordinated by the Board Liaison, any member of the Board or of the Corporation's executive management may consult with

one or more members of the TAG regarding matters within the scope of the TAG member's expertise;

Section 13. That the TAG may meet in person or by video conference or other electronic means at such times as the Chair of the Board may determine, in consultation with the Board Liaison;

Section 14. That one or more members of the TAG may serve as compensated consultants of the Corporation, *provided that* the terms of the consultation are evidenced by a written contract between the TAG member and the Corporation and the terms of the contract have been approved in advance by a majority vote of the Board taken at a properly noticed public meeting;

Section 15. That the Corporation shall compensate members of the TAG for their reasonable expenses incurred in providing consultation services to the Corporation, *provided that* all such expenses comply with the policies and procedures required for expense reimbursement to employees of the Corporation;

Section 16. That the Board shall supply each member of the TAG with a monthly update, which update shall include the minutes of the Board's previous meeting, the monthly operations report, and such other documents reasonably necessary to keep each member of the TAG fully informed of current developments at the Corporation; and

Section 17. That upon adoption of this Resolution by the Board, (a) this Resolution shall take effect immediately and (b) Resolution No. 2012-005 is repealed in its entirety.

ADOPTED this 11 day of December, 2015.

CERTIFICATE

The undersigned certifies that this Resolution 2015-003 was duly adopted by the Board of Directors of Houston Forensic Science Center, Inc., on the 11 day of December, 2015.

Executed this 14 day of December, 2015.

Ashley Wieringa

Ashley Wieringa, Secretary