



Houston Forensic Science Center, Inc.

Board of Directors Public Meeting

Friday, January 14, 2022

www.houstonforensicscience.org

NOTICE OF PUBLIC MEETING

Notice is hereby given that beginning at 9:00 a.m. on the date set out above, a quorum of the board of directors (the "board") of the Houston Forensic Science Center, Inc. ("HFSC" and/or the "corporation") will meet in the City Hall Council Annex Chamber, 900 Bagby St. (public level), Houston, Texas 77002.

In accordance with Chapter 552 of the Texas Government Code (Texas Open Meetings Act) the agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby. The notice of this meeting, the agenda and the meeting packet are also posted [online](http://www.houstonforensicscience.org/meeting-archives.php) at <https://www.houstonforensicscience.org/meeting-archives.php>.

The items listed below may be taken out of order at the discretion of the chair. After the meeting concludes, a recording of the meeting will be posted to HFSC [website](http://www.houstonforensicscience.org/) at <https://www.houstonforensicscience.org/>.

PARTICIPATING IN THE PUBLIC MEETING REMOTELY:

Members of the public may attend the meeting in-person, however, in the interest of public health and safety during the COVID-19 pandemic, members of the public are encouraged, but not required, to participate by viewing the meeting through a livestream broadcast on the internet. To view the livestream meeting [online](http://www.houstonforensicscience.org/) please visit <https://www.houstontx.gov/htv/index.html>.

NOTICE OF PUBLIC COMMENT:

The public is permitted to speak in-person during the public comment agenda item and as permitted by the chair.

A speaker may address any subject relevant to the purpose of the corporation. Each speaker should limit his or her comments to three minutes. The chair may limit both the number of speakers and the time allotted for each speaker. 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. If you have questions regarding attending this meeting please contact Amanda DeBerry, secretary of the board of directors, at 713-204-8179.

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from December 10, 2021 board meeting. Consideration of proposed corrections, if any. Approval of minutes.

5. Report from Dr. Stacey Mitchell, board chair including a monthly update of activities and other announcements.
6. Consider approval of board resolution 2022-001, regarding authority to withdraw funds of the corporation, repealing and replacing board resolution 2015-001 and any other resolutions that maybe in conflict therewith.
7. Report from Dr. Peter Stout, CEO and president regarding the pandemic and fiscal year 2023 budget needs for personnel, crime scene unit and capital expenses; update on latent print section conducting comparisons on punishment evidence and possible related action.
 - a. Consider a request to expand the latent print section's forensic services to include providing fingerprint comparisons for judgments and sentences, pen packets, jail cards, similar documents and possible related action.
8. Report from Dr. Amy Castillo, COO and vice president including an overview of the 2021 highlights in the laboratory sections and a look ahead at the focuses and anticipated challenges in 2022.
9. Consider delegating authority to Dr. Stout to negotiate and enter into a contract for DNA outsourcing services between the corporation and Signature Science, LLC to be funded by the FY 2021- Bureau of Justice Assistance (BJA) DNA Capacity Enhancement and Backlog Reduction federal grant, total budget of \$451,365.00.
10. Report from Ms. Erika Ziemak, quality director including an overview of the blind quality control program, survey responses, internal audits, Texas Forensic Science Commission disclosures and testimony monitoring.
11. Quarterly treasurer's report from Mr. David Leach, treasurer and CFO regarding company financials and other fiscal updates.
12. Report from Ms. Carina Haynes, crime scene unit director including an overall review of the past year, schedules as well as other changes in CSU.
13. Adjournment.

NOTICE REGARDING SPECIAL NEEDS:

Persons requiring accommodations for special needs may contact HFSC at 713-204-8179.

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 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:

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

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| 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 of the Houston Forensic Science Center, Inc.

I, Amanda DeBerry, secretary, do hereby certify that a notice of this meeting was posted on Tuesday, the 11th day of January 2022, in a place convenient to the public on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby Street, 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 January 2022.

Amanda DeBerry

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