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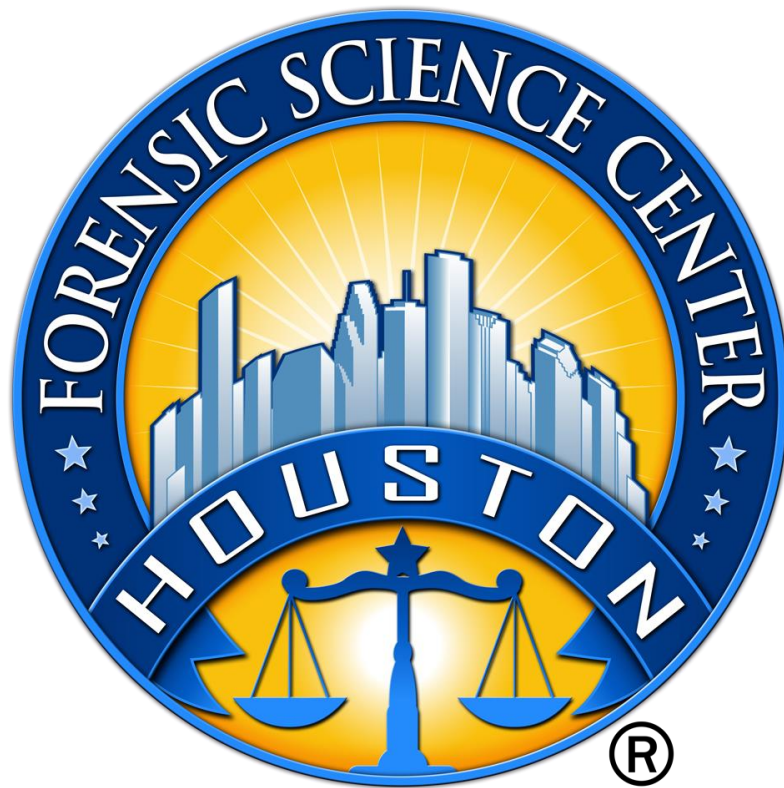
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Houston Forensic Science Center, Inc.

Board of Directors Meeting

November 12, 2021



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Vanessa Goodwin

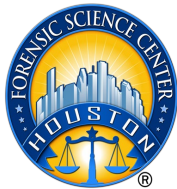
Position 6 - Ellen Cohen

Position 7 - Lois J. Moore

Position 8 - Mary Lentschke, Vice Chair

Position 9 - Vicki Huff

Ex-Officio - Tracy Calabrese



Houston Forensic Science Center, Inc.

Board of Directors

Public Meeting

~ Public Access will be via Teleconference Only ~

Friday, November 12, 2021

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") and the presiding officer will meet in-person 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 September 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. Status report from the board working group on crime scene unit findings, recommendations and improvements.
7. Report from Dr. Peter Stout, CEO and president, regarding turnaround times, staffing, outreach, a property room consolidation project, the crime scene unit, response to the Astroworld incident and impacts to HFSC from the court backlog.
8. Report from Ms. Erika Ziemak, quality director, including an overview of the blind quality control program, survey responses, TFSC disclosures and testimony monitoring.
9. Presentation from Mr. David Leach, treasurer and CFO, regarding the findings of the 2021 independent financial audit.
10. 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:

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:

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

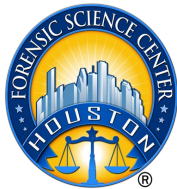
Certification of Posting of Notice of the Board of Directors of the Houston Forensic Science Center, Inc.

I, Amanda DeBerry, secretary, do hereby certify that a notice of this meeting was posted on Tuesday, the 5th day of October 2021, 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 9th day of November 2021.

Amanda DeBerry

Amanda DeBerry



Houston Forensic Science Center, Inc.

Board of Directors

Virtual Meeting

~ Minutes ~

Friday, September 10, 2021

www.houstonforensicscience.org

1. **CALL TO ORDER:**

At 9 a.m., Board Chairwoman Stacey Mitchell called the meeting to order.

The Houston Forensic Science Center, Inc. ("HFSC" and/or the "corporation") board of directors (the "board") convened this hybrid meeting on Friday, September 10, 2021 in the City Hall Council Annex Chamber, 900 Bagby St. (public level), Houston, Texas 77002 and via Microsoft Teams. In a manner permitted by the corporation's bylaws, the meeting was called by providing all directors with notice of the date, time and purpose of the meeting at least three days before the scheduled date.

In accordance with Chapter 551 of the Texas Government Code (Texas Open Meetings Act) a notice of this meeting was posted on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby on September 7.

2. **ROLL CALL:**

The following board members were present in-person:

Chairwoman Stacey Mitchell

Philip Hilder

Vanessa Goodwin

Ellen Cohen

Lois Moore

Vicki Huff

The following board members were present via teleconference:

Anna Vasquez

Francisco Medina

The following board members were absent:

Vice Chairwoman Mary Lentschke

Tracy Calabrese

Chairwoman Mitchell declared a quorum was present.

3. **PUBLIC COMMENT:**

Chairwoman Mitchell gave members of the public an opportunity to address the board. No members of the public addressed the board.

4. **REVIEW AND APPROVAL OF MINUTES FROM PRIOR MEETING:**

Following a motion by Director Lois Moore and seconded by Director Philip Hilder, the board unanimously approved the August 13, 2021 meeting minutes.

5. **CHAIRWOMAN MITCHELL'S REPORT**

The chairwoman first acknowledged the 20th anniversary of Sept. 11, 2001, the date of the worst terrorist attacks on American soil and one of the deadliest days in our nation's history. The members and Chairwoman Mitchell took a moment to honor the memory of those who were lost.

She also addressed some COVID-19 best practices and guidelines for the first in-person meeting since the pandemic began in March 2020. The chairwoman requested that members wear masks unless speaking. She noted that all presenters would join virtually.

6. **PRESIDENT AND CEO DR. PETER STOUT'S REPORT:**

Dr. Stout first pointed out that HFSC completed 2,440 requests in August.

He also explained HFSC's staffing portfolio, now with 209 employees and two vacancies. He shared recent outreach efforts, noting his meeting with the Lone Star College administrators. The discussion centered around training new crime scene unit (CSU) personnel.

Dr. Stout later provided a brief update on the potential property room consolidation project. He indicated that space/facility planning and the incinerator are the top priority. He stated these are the most critical and challenging items.

Dr. Stout discussed 2021 legislative bills that could impact HFSC. One to note is HB 3774 which allows the Texas Forensic Science Commission to spend allocated funds on forensic training. This bill also created a new district court for Harris County to address its growing backlog. It's the first one since the 1980s.

He touched on challenges with homicide increases and the strain it places on the crime scene investigators (CSIs). To date, the staff has processed 299 homicides versus 242 at this same time in 2020, a 24% increase. Five of those months had more than 40 homicides. The CSIs also processed 518 vehicles this year compared to 420 this time last year, a 23% increase. One resolution is for the city to provide the lab with more financial resources to keep up with the demand.

7. **VICE PRESIDENT AND COO DR. AMY CASTILLO'S REPORT:**

Dr. Castillo stated HFSC had reduced the overall backlog by a few hundred cases. She noted the seized drugs sections non-marijuana backlog has decreased to 28 cases, highlighting for the past five months the group's output has exceeded incoming requests. However, marijuana continues to be a challenge as 305 cases are backlogged.

The toxicology section has been focused on training more analysts to complete in-house drug confirmation testing to help clear a backlog of 1,603 cases.

The firearms section's has seen a 47% increase in the average number of guns received per month. An additional National Integrated Ballistic Information Network technician started in early September.

Next, Dr. Castillo shared that two new DNA analysts will start training in October.

The multimedia section started cross-training staff in digital and audio/video to help relieve its backlog.

Dr. Castillo explained that the latent prints section implemented a new request process based on findings and recommendations from the lean six sigma team. The new process requires patrol officers and investigators to submit requests for latent lift cards they want examined. The group also added a new latent print support specialist who will help manage its casework. The pilot process is showing promising results and the turnaround time for an analyst to complete a case has dropped from an

average of 33 days to three days.

8. **QUALITY DIRECTOR ERIKA ZIEMAK'S REPORT:**

Ms. Ziemak said the quality division missed one August submission target for blind quality control samples and verifications. The group submitted a manuscript on firearms' blind quality controls to the Journal of Forensic in September.

She mentioned HFSC recently complied to one forensic biology/DNA, one digital multimedia and two toxicology standards in the Organization of Scientific Area Committees' registry.

HFSC revamped and published a comprehensive code of ethics policy that outlines how staff should respond to different situations. Next, Ms. Ziemak said 32 analysts had testified this year, and four transcripts are being reviewed.

9. **ADJOURNMENT:**

Chairwoman Mitchell requested a motion to adjourn the meeting. Director Ellen Cohen made a motion to adjourn. Director Moore seconded the motion. The meeting adjourned at 10:32 am.

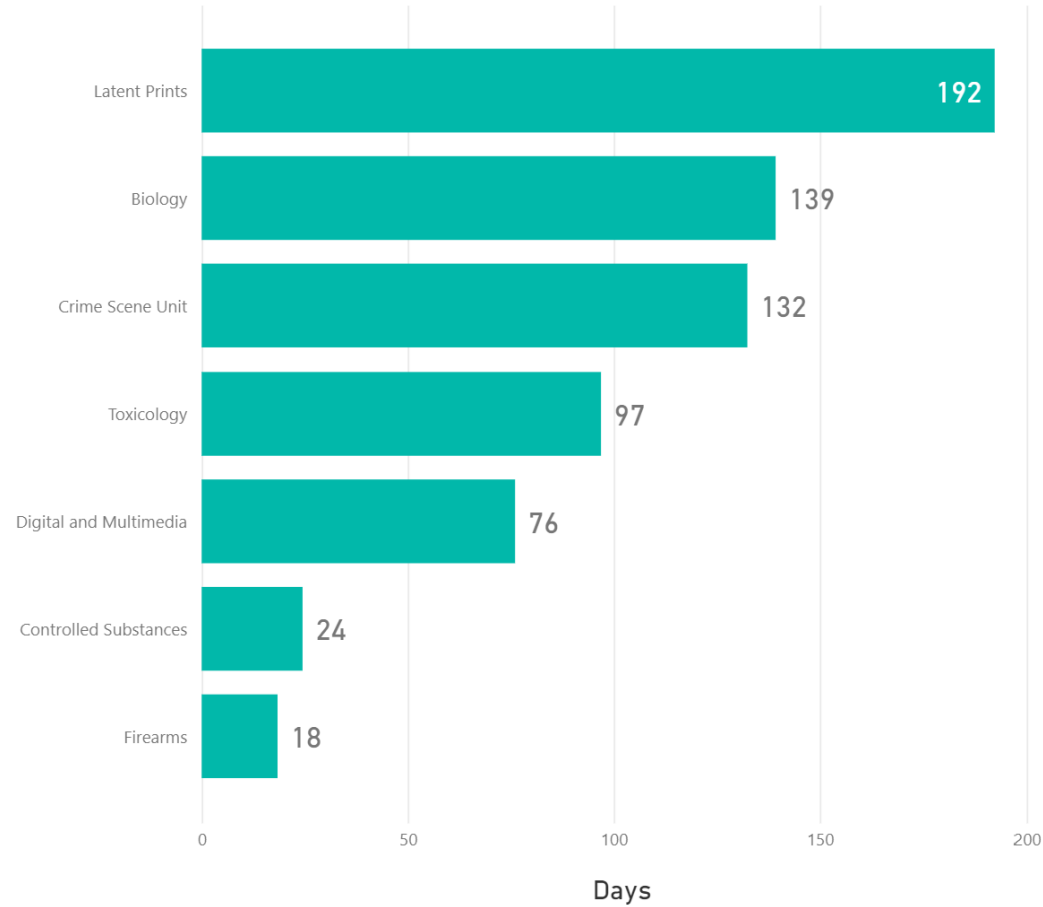
The undersigned secretary of the board hereby certifies the following are true and correct minutes of the Sept. 10, 2021 hybrid meeting of the board.

By: Amanda DeBerry Amanda DeBerry, Secretary

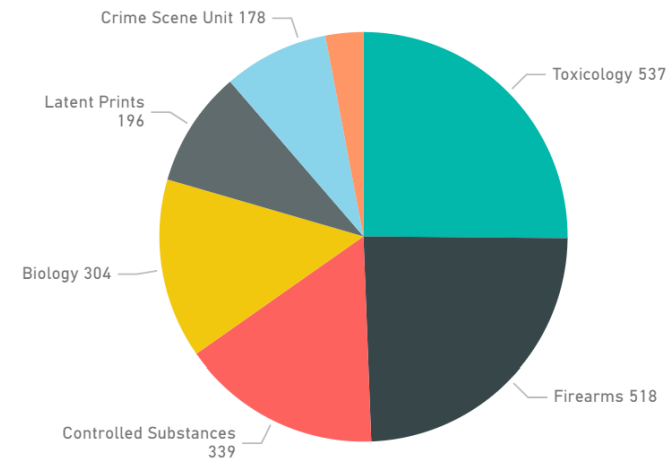
President's Report

November 12, 2021

Average Turnaround Time for October 2021



Requests Completed by Section



Turnaround Time - Days

84

Completed Requests

2136

Month Completed

- ☐ 01-January
- ☐ 02-February
- ☐ 03-March
- ☐ 04-April
- ☐ 05-May
- ☐ 06-June
- ☐ 07-July
- ☐ 08-August
- ☐ 09-September
- ☒ 10-October

Year Completed

- ☐ 2014
- ☐ 2015
- ☐ 2016
- ☐ 2017
- ☐ 2018
- ☐ 2019
- ☐ 2020
- ☒ 2021

This data is current as of 10/29/2021.

Staffing as of November 8, 2021

209 staff

- 202 HFSC employees
- 6 City of Houston civilians
- 1 toxicology fellow (Army)

10 open positions, 2 offers accepted

- 1 multimedia analyst
- 1 quality specialist (new)

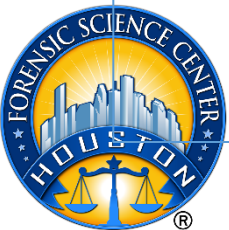
8 active vacancies

- 1 CS/CM administrative specialist
- 2 crime scene investigators (entry level)*
- 1 crime scene supervisor*
- 1 latent print examiner
- 1 multimedia analyst
- 2 seized drug analysts

*New positions for FY22 budget

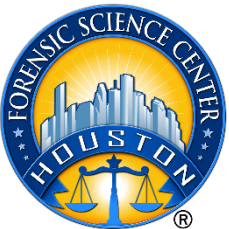
2 vacancies on hold

- 1 crime scene investigator (experienced)
- 1 forensic biology/DNA analyst



Degrees and Certifications

- Carlos Sorto, latent print processor
 - Master of Science in Criminalistics, Gannon University
- Amber Smith, forensic biology/DNA
 - Molecular Biology certification, American Board of Criminalistics (ABC)
- Hannah Wines, forensic biology/DNA
 - Molecular Biology certification, American Board of Criminalistics (ABC)
- Spencer Ledesma, forensic analyst, multimedia
 - Certified Forensic Video Analyst, Law Enforcement and Emergency Services Video Association (LEVA)
- Courtney Cross, CS/CM evidence specialist
 - Certified Property and Evidence Specialist, International Association of Property and Evidence (IAPE)
- Texas Association of Property and Evidence Inventory Technicians (TAPEIT)
 - Basic Certification
 - Allison Blas, CS/CM evidence specialist
 - Kelsey Hartzheim, CS/CM evidence specialist
 - Milagros Pacchioni, accessioning coordinator
 - Advanced Certification
 - Demetria Segura, CS/CM evidence specialist



Outreach

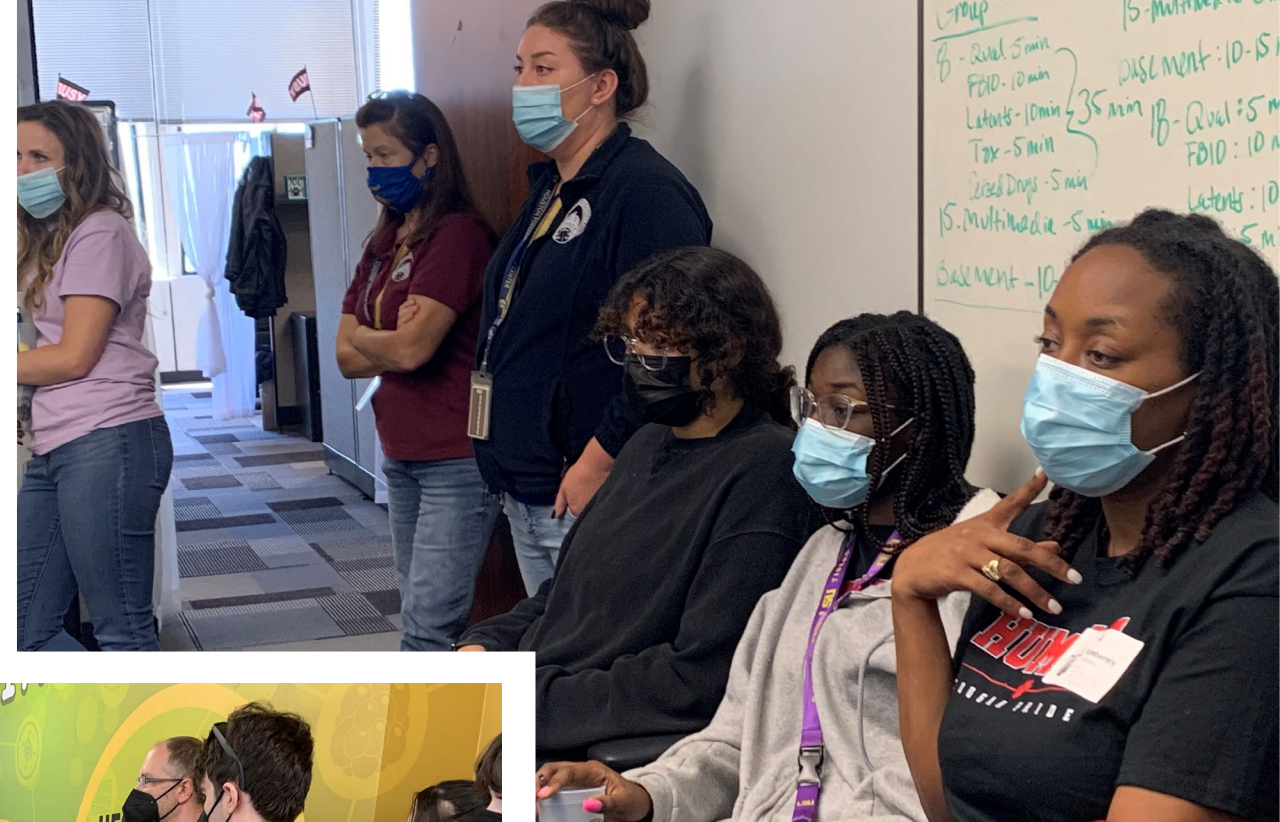
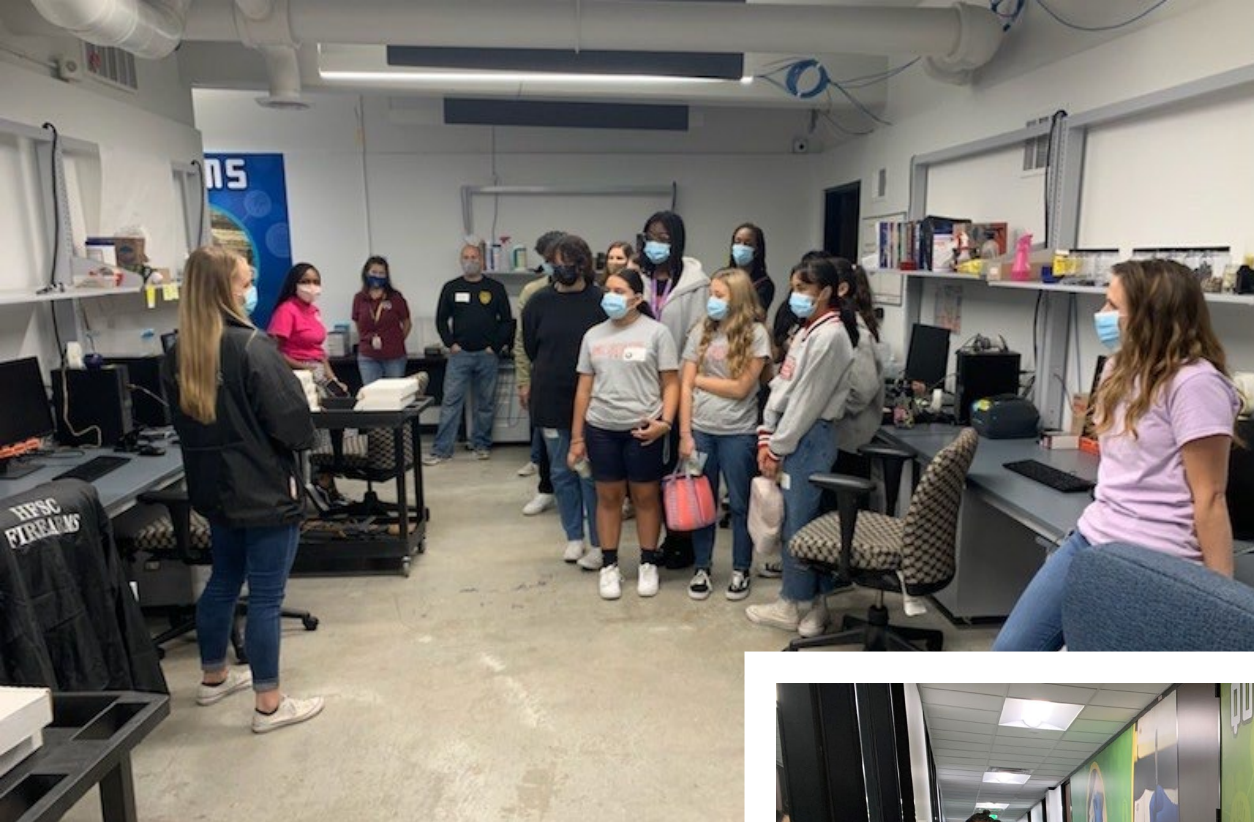
- Tour with Council Member Martha Castex-Tatum
- Tour with Council Member Carolyn Evans-Shabazz
- Tours with about 30 students from Sheldon ISD
- Presentation to HPD Citizen's Academy
- Presentation to Baytown-area drug rehabilitation staffers on fentanyl and other drugs
- Forensic Technology Center of Excellence webinar on crime scene mapping technologies
- Presentation to forensic science Bellaire High School students
- Tour of HFSC for 35 senior citizens from Bellaire
- Virtual presentation to the Harris County Community Supervision and Corrections Department
- Presented to about 800 students at Stuart Career Tech High School
- Tour for Equusearch volunteers and staff
- Tour for nine University of Houston computer science students



Outreach

- Forensic Science Week tours for some 200 students and teachers: about two dozen staff helped escort and share HFSC's story
- Aja Moss and Kelly Freeman of forensic biology/DNA section gave a "birthday" tour to a high school student interested in forensics
- Tour for about 25 Pasadena ISD school students
- Staff participating in a six-month long mentorship program with high school senior from Fort Bend ISD
- Tour for about 10 students from The Village School
- Quality specialist Callan Hundl presented at the Association of Forensic Quality Assurance Managers conference in Pittsburgh





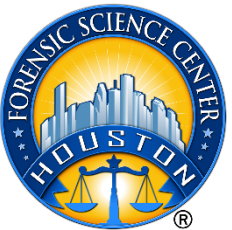


Halloween 2021



Property Room Consolidation Project

November 12, 2021



HFSC Property Room Consolidation Project

HFSC Board Update 11/12/2021

- **Current focus: space planning, incinerator, project costs, agreements, project timetable**
- **Space Planning:**
 - Space plans complete (office, evidence storage, processing): architectural, MEP, narrative documents complete. Landlord submitted documents to contractors for pricing in October. Additional city permit will be required
 - Progressing IT/security needs/pricing: keypads, cameras, data drops, WiFi, emergency phones
- **Incinerator:**
 - Incinerator, scrubber, cooling tower, venting locations determined, pricing received
 - City permit filed, city initial comments received back, working project response
 - Texas Commission on Environmental Quality permit to be filed this month in HFSC's name, 6-8 month review, city environmental lawyer assisting
 - Incinerator is project critical path: permit, HFSC/city project approvals, lease sign, equipment fabrication/delivery/ installation, including natural gas/electrical supply and venting, commissioning, procedures, one year +/-
- **Agreement Status:**
 - City lawyer drafting lease, will also require new or amended agreements between HFSC, the city and HPD
 - Draft lease sent to landlord

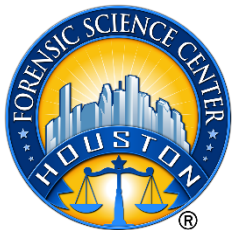
Continuing to provide tours, continuing to receive positive response on project space potential

Timetable

- Lease negotiations: November/December 2021
- City/HFSC project approvals, state permitting and design: 1st quarter 2022
- Simultaneous office construction and incinerator installation
- **Move in: End of 2022**

Crime Scene Unit

Stats, staffing, challenges

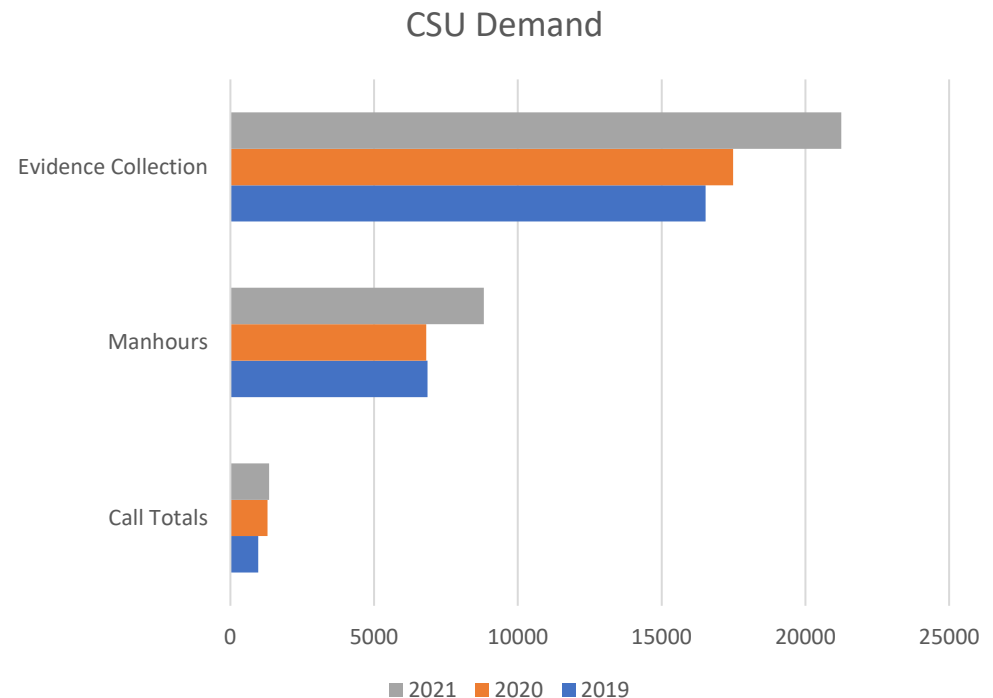


CSU workload: 2019 to 2021

Compared to 2019 (through October 31):

- 40% increase in call volume
- 28.5% increase in manhours spent on scene
- 28.5% increase in number of evidence items collected

Added 10 staff members to CSU since 2019, including supervisors, support





Resources: Challenges and Solutions

- MORE PEOPLE
 - Hiring quality staff critical
 - Long arc for training
 - Seeking creative solutions, potentially with external entities
- SUPPORT STAFF
 - Hiring staff to handle administrative tasks
- TECHNOLOGY
 - Drones
 - Mapping
 - Validation is lengthy, cutting corners not an option

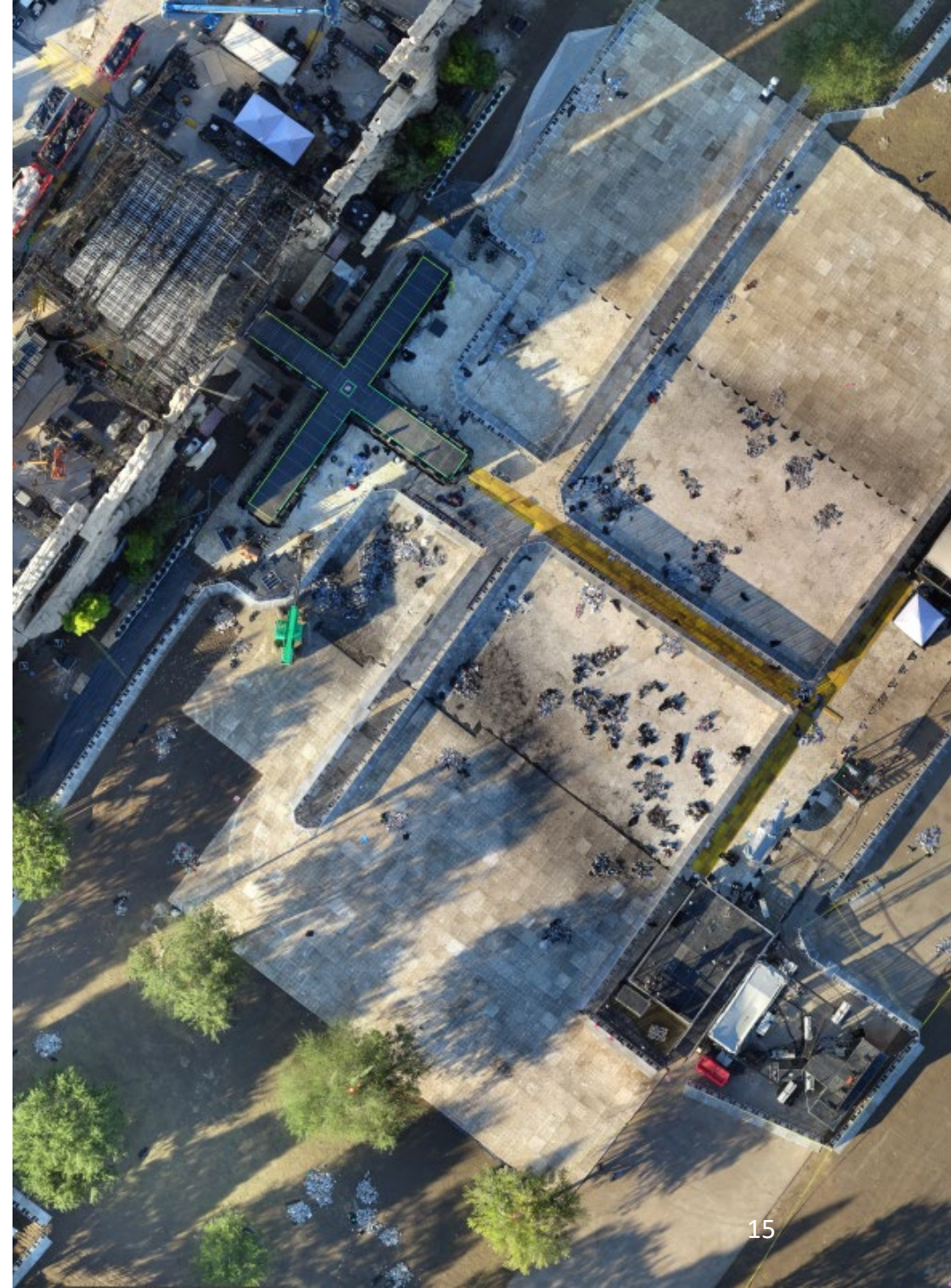
Astroworld

10 CSU staff spent 70 hours on scene

- Mostly overtime for people already working
- One person called in on off day
- 48 FARO scans done
- 75+ trash bags searched
- Probably will be 100+ labor hours involved in this scene

Learning opportunity for drone capture

- HFSC needed special permission to operate the drone due to NRG's proximity to Hobby Airport. Permission granted, **but**
- Unable to reach manufacturer to remove built-in restrictions in HFSC's drone
- Used HPD drone to collect some data to model the scene by photogrammetry
- Good opportunity to connect with HPD's drone operators





And through it all ...

- CSIs participate in community outreach
- Respond to student requests for information about their jobs
- Monthly trainings for investigators at the HPD Academy
 - Intermediate crime scene course
 - Basic investigator course
- And have some fun

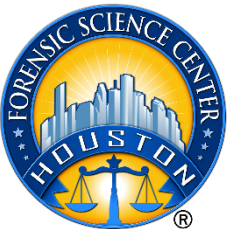
Court in Session

HFSC impacts



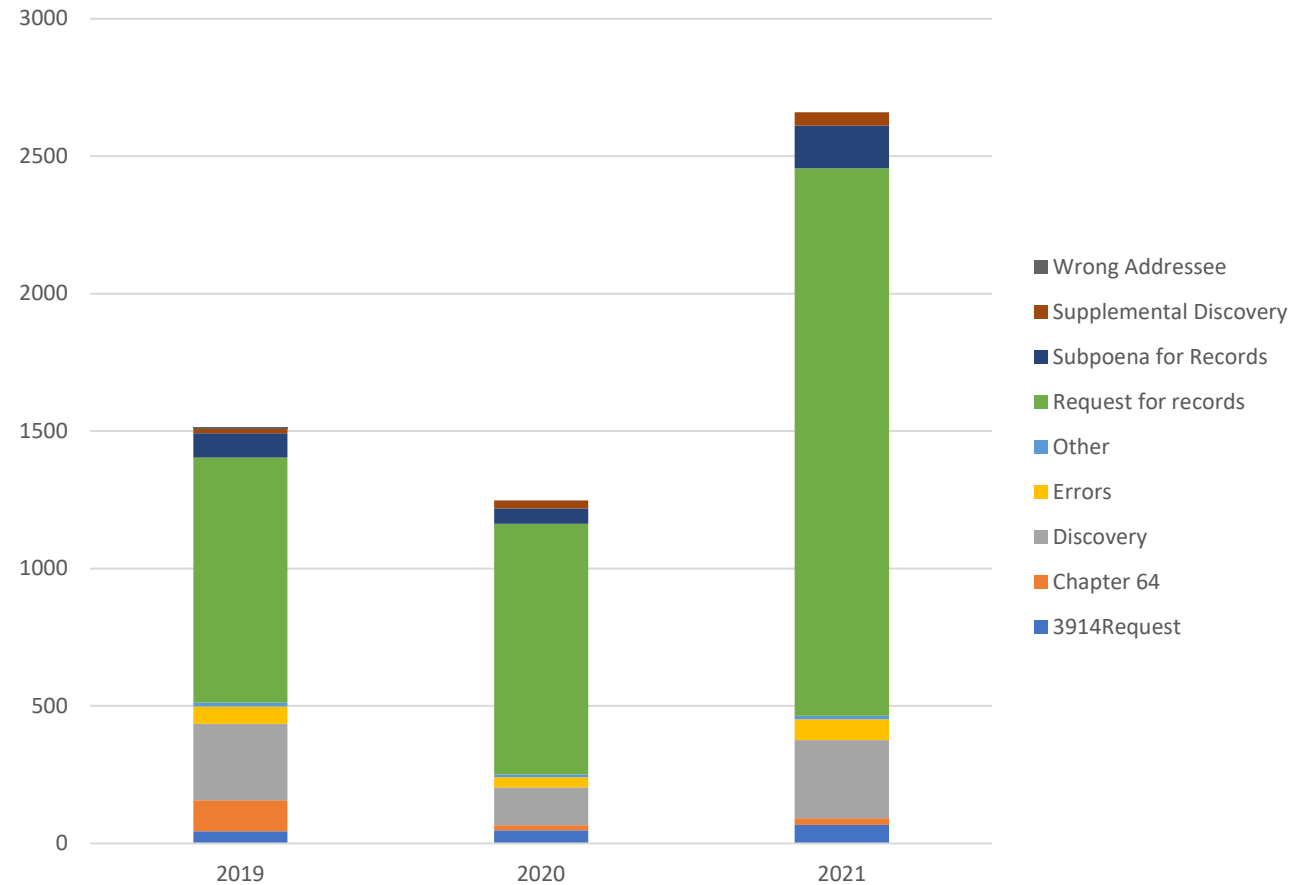
Court backlog

- Criminal court backlog of more than 90,000 cases
 - Hurricane Harvey
 - COVID-19 pandemic
- Public pressure to decrease backlog
 - Increasing violence
 - Media attention



HFSC impacts

- Increasing record requests
- Increasing subpoenas
- Request to do in-court latent print comparisons during punishment phase
- Increasing rush requests for testing as cases move to trial
- Last minute subpoenas for expert testimony

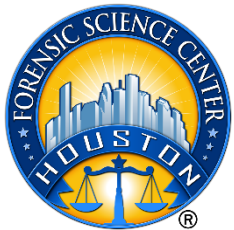


Potential solutions

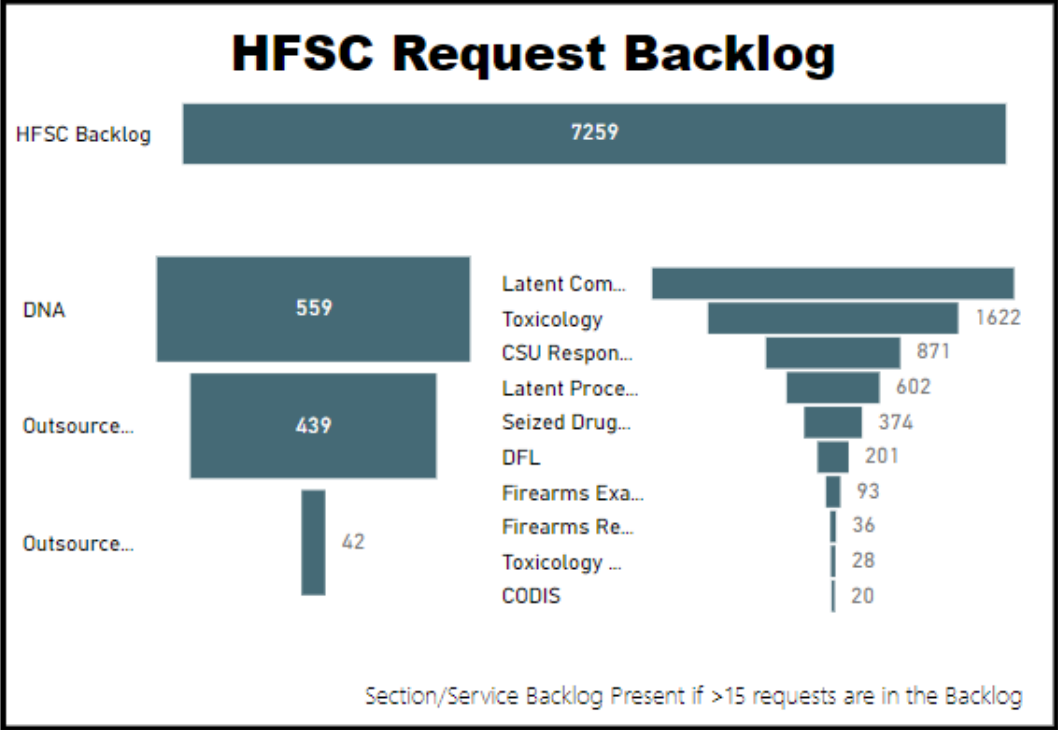
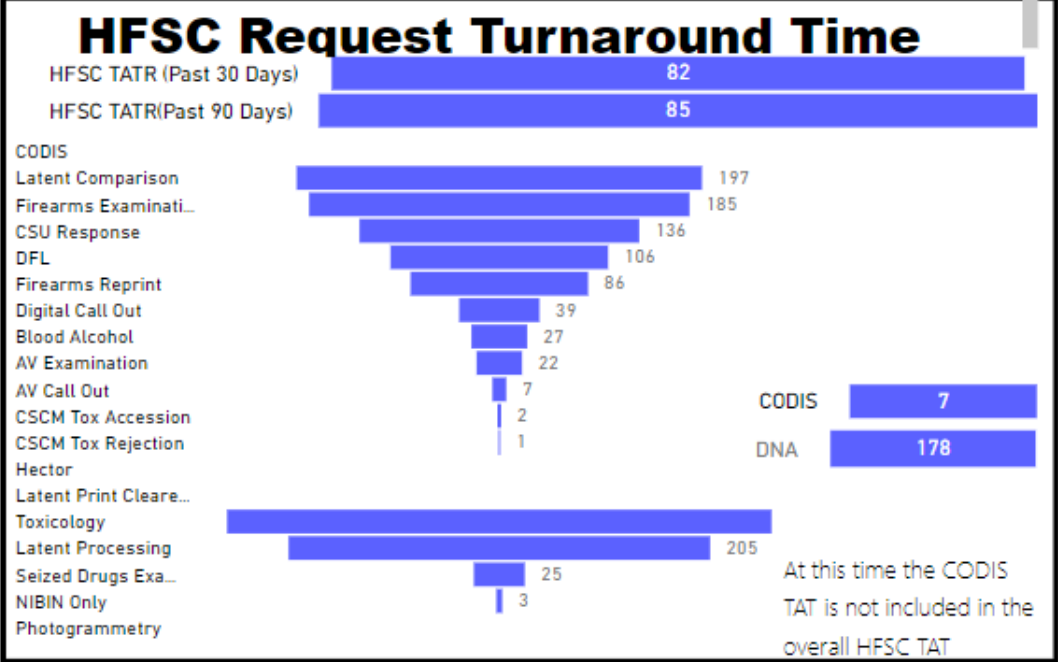
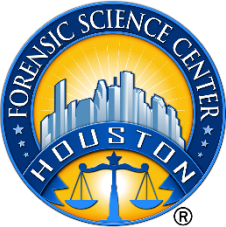
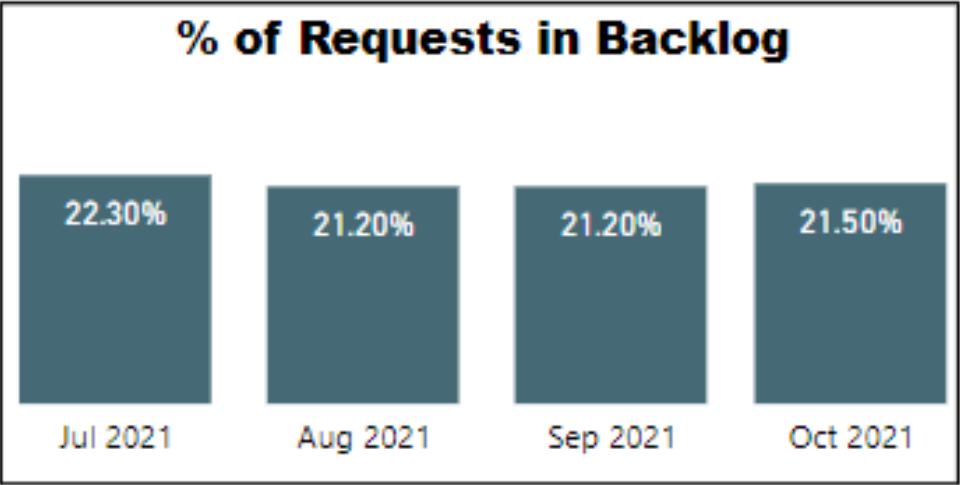
- Letter to judges outlining challenges and potential solutions, including:
 - True “on call” status for expert witnesses so staff can continue working in the lab rather than wait for hours at the courthouse
 - Greater use of video testimony
 - ***DIVIDING*** in-person latent print comparison needs between HFSC and sheriff’s office ***to work within the limitations of accreditation***
 - Provided notice of toxicology backlogs and drug analysis turnaround times



Detailed data



September 2021 Company Overview



Key for Dashboard Section Pages

Center of ring=total pending cases
Ring=breakdown of age for all pending cases

Report type

Service: Seized Drugs Examination
Priority Type: All

Pending work

of Unassi...
28✓
Goal: 100 (+72%)

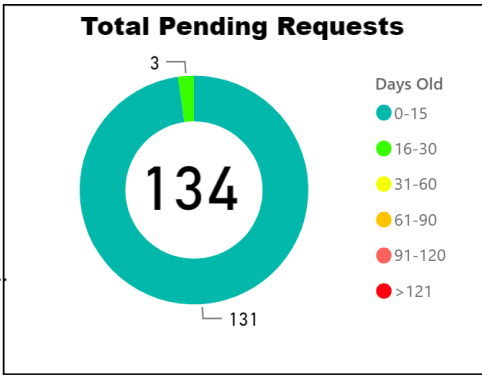
Pending Draft
24✓
Goal: 100 (+76%)

Pending Tech
55!
Goal: 50 (-10%)

Pending Admin
27✓
Goal: 50 (+46%)

Goal= Threshold for the max # of requests in each bucket

- 0 Justice Trax Past Critical Age
- NaN Avg Age of Requests >30 D...
- 24 Age-Oldest Unassigned
- 15 Age-Oldest Pending Draft
- 21 Age-Oldest Pending Tech
- 15 Age-Oldest Pending Admin

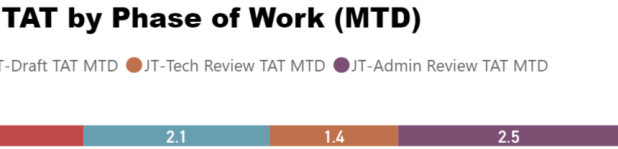


Overall TAT (Month to Date)

9.1✓
Goal: 14, 15

Overall TAT (Past 90 Days)

8.8✓
Goal: 14, 15



Pending quality reports

Open Quality Reports

Qualtrax ID	Workflow #	Age
48504		26
48533		26
48621		24
49147	2019-056	17

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

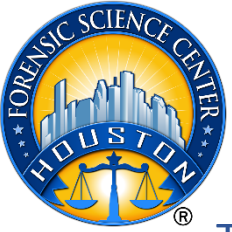
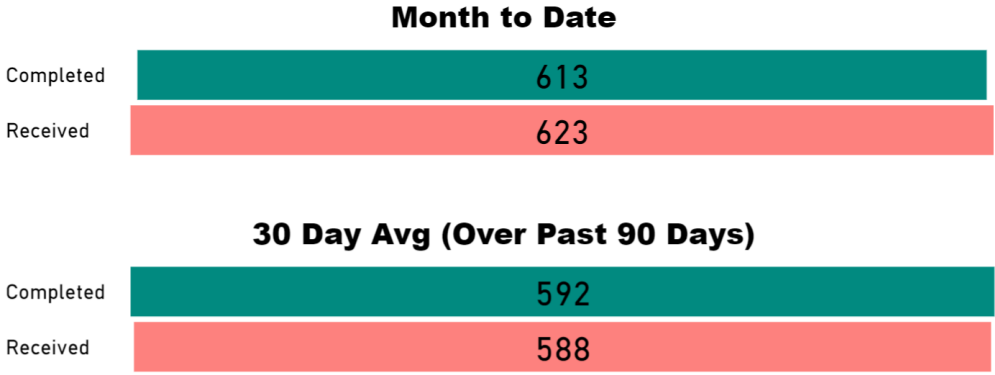
9✓
Goal: 30, 31

Avg Age of Open Reports*

17

Average time to close quality reports

Quality Filter: Controlled Substances



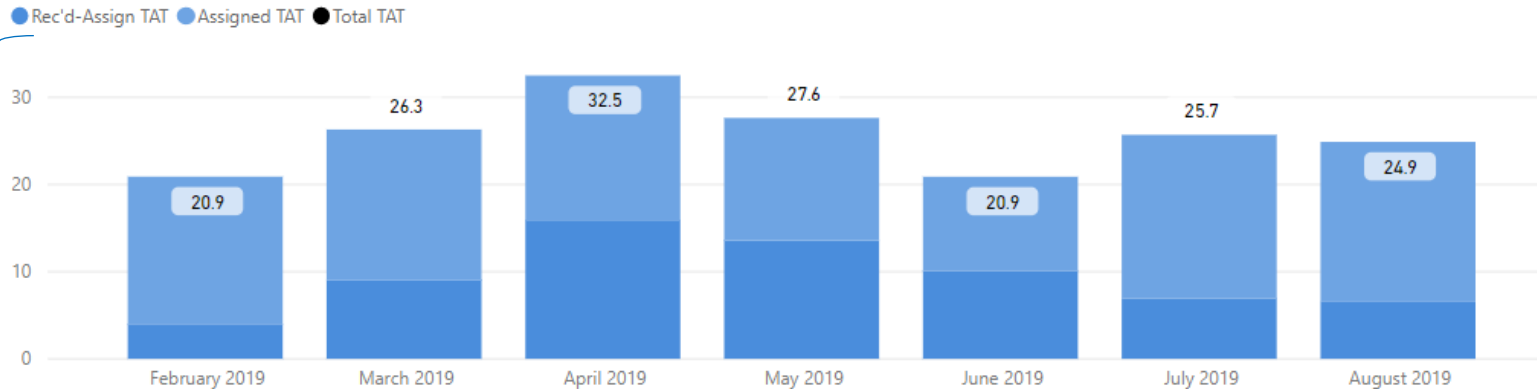
Key for Dashboard Historical Pages 1/2

Date Range

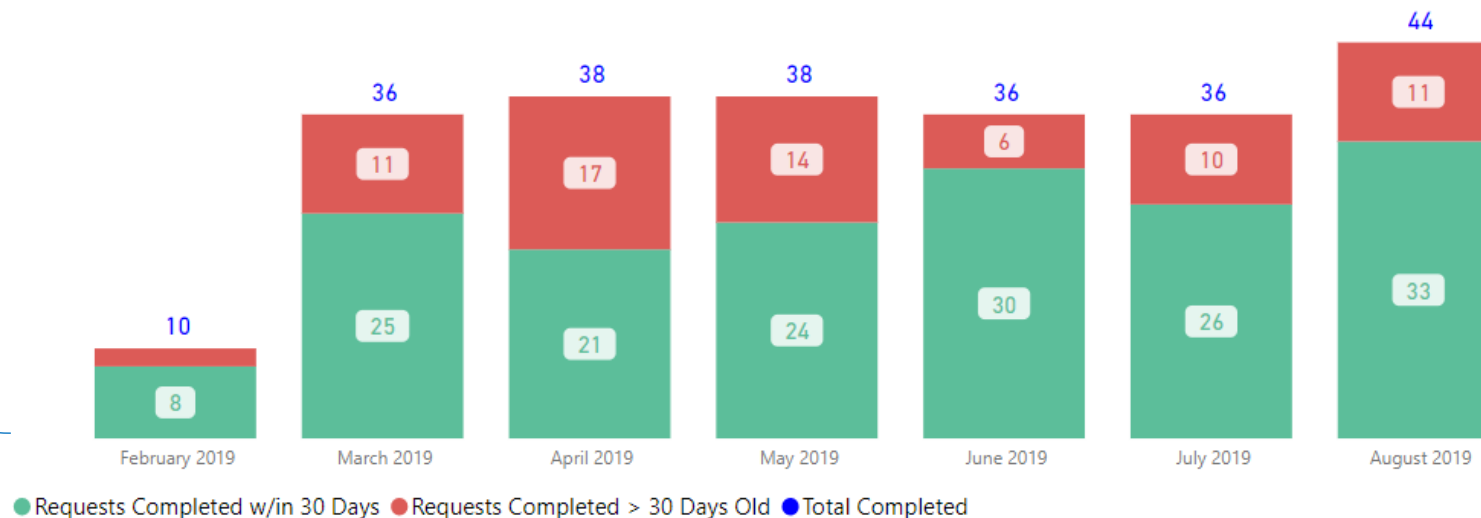
8/1/2018

8/31/2019

Total TAT by Month



Requests Completed



Type of testing

Request Type

Firearms Examination

Priority Type

All

Report type

Selected Time Frame Averages

26.11

Total TAT (Rec'd-Compl.) Avg

16.08

Assigned TAT (Asgmt.-Compl.) Avg

Overall average
for the selected
date range

Received to Complete

238

Requests Completed

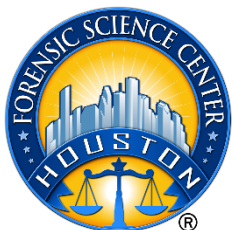
71

Requests Completed > 30 Days Old

29.83 %

% Completed > 30 Days Old

Requests more than 30 days old are considered
to be backlogged requests



TAT= Turnaround Time

Key for Dashboard Historical Pages 2/2

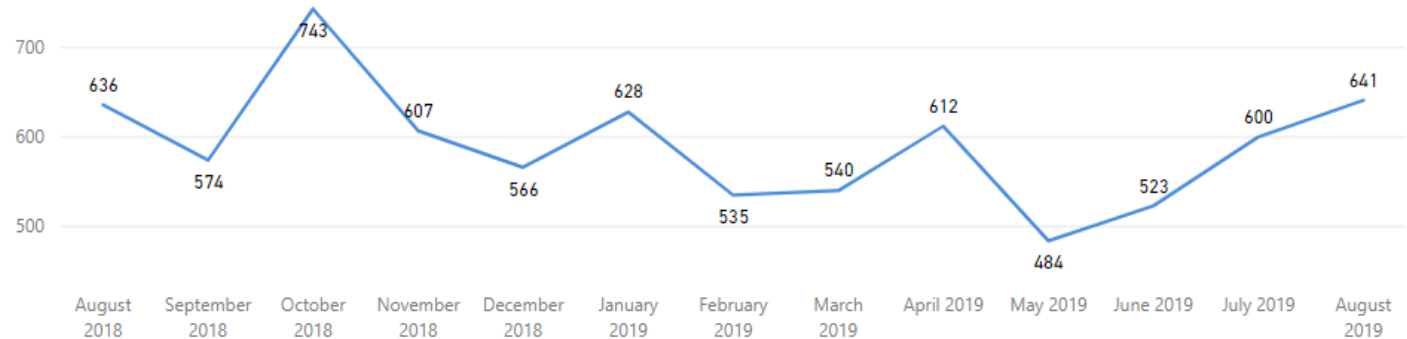
Type of testing

Service: Seized Drugs Examination
Priority Type: All

Report type

Received Filter
8/1/2018 8/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)*

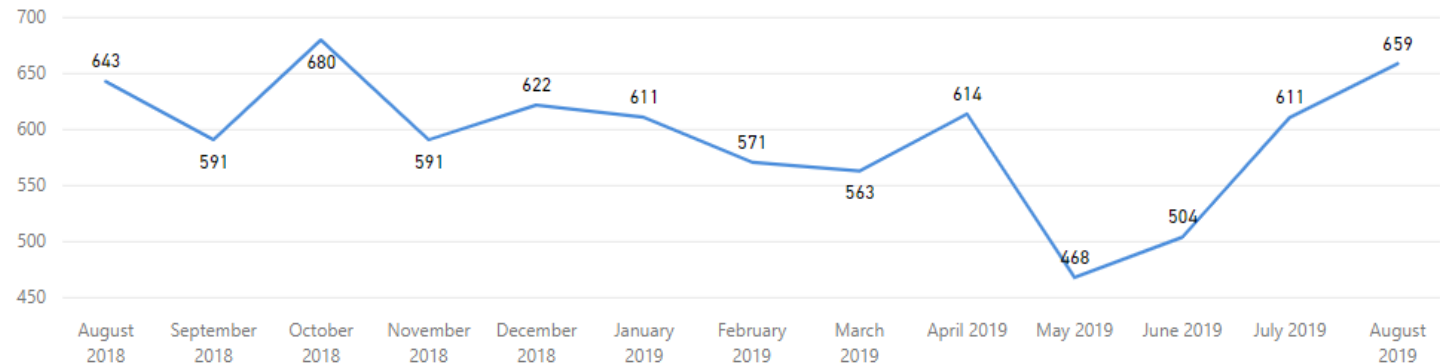
591

Overall average for the selected date range

Data broken down by month

Completed Filter
8/1/2018 8/31/2019

Completed by Month



Total Completed

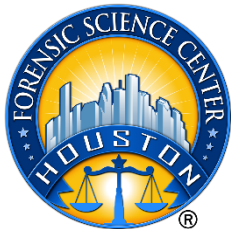
7,728

Completed per Month (Avg)*

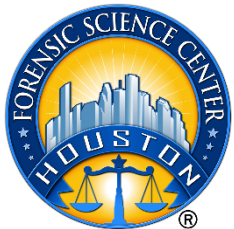
594

Overall average for the selected date range

* months with zero activity are not calculated into the average



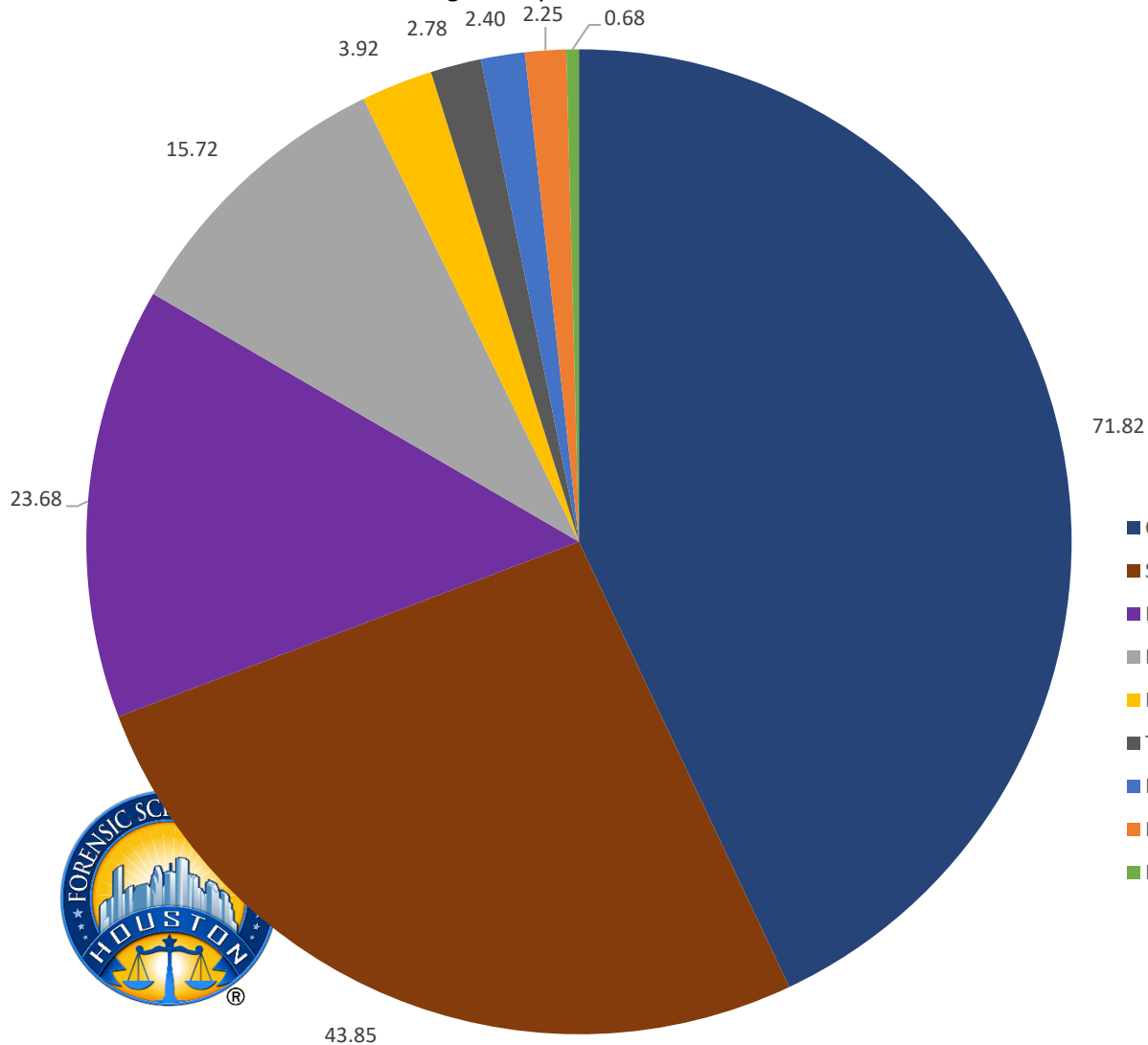
Client Services and Case Management (CS/CM)



CS/CM – October

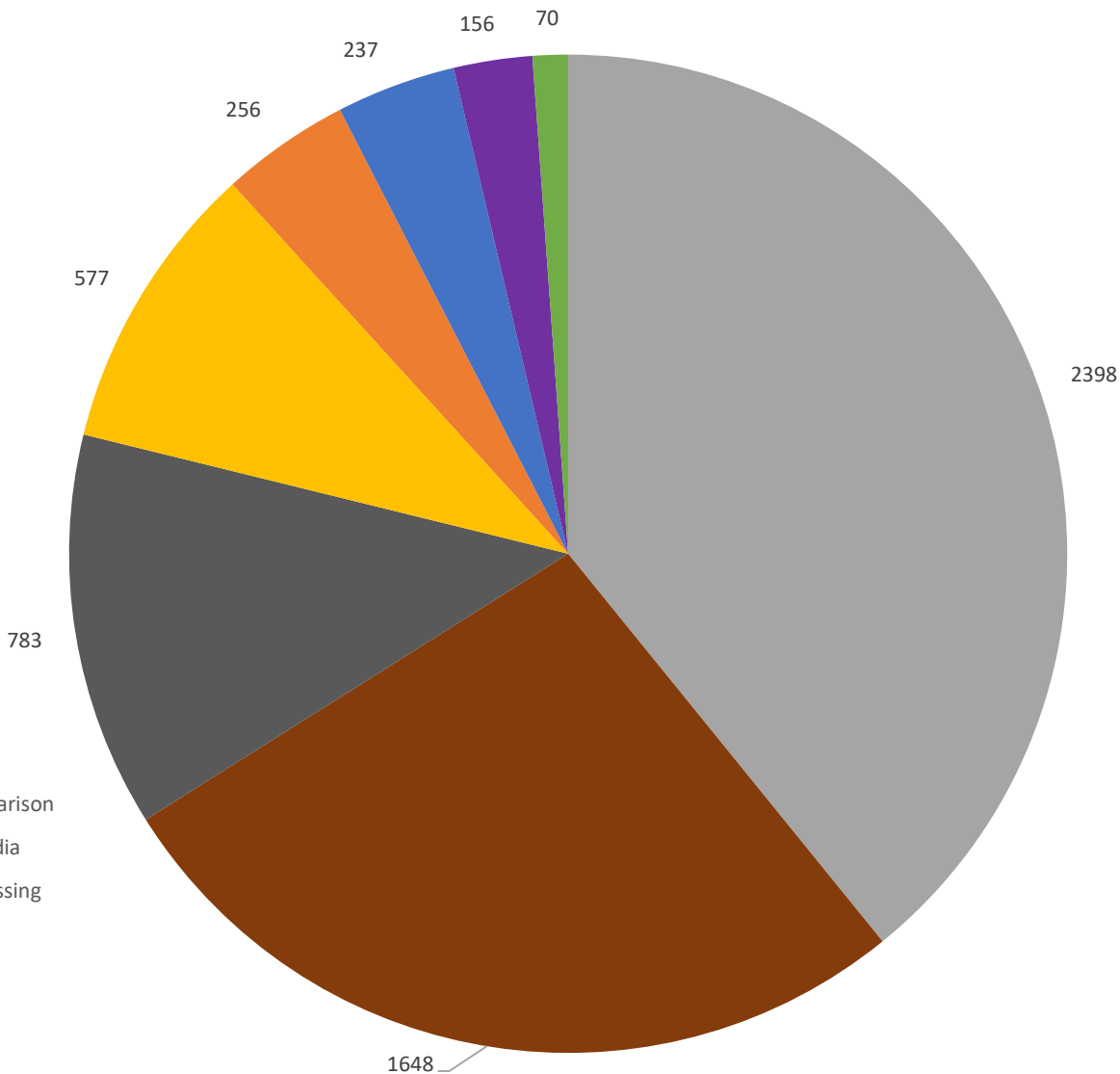
Total Time by Section (Hours)

See Time Categories by Section slide for breakdown



Evidence Handling

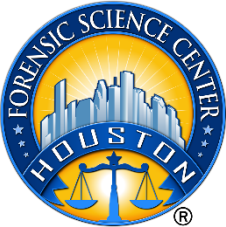
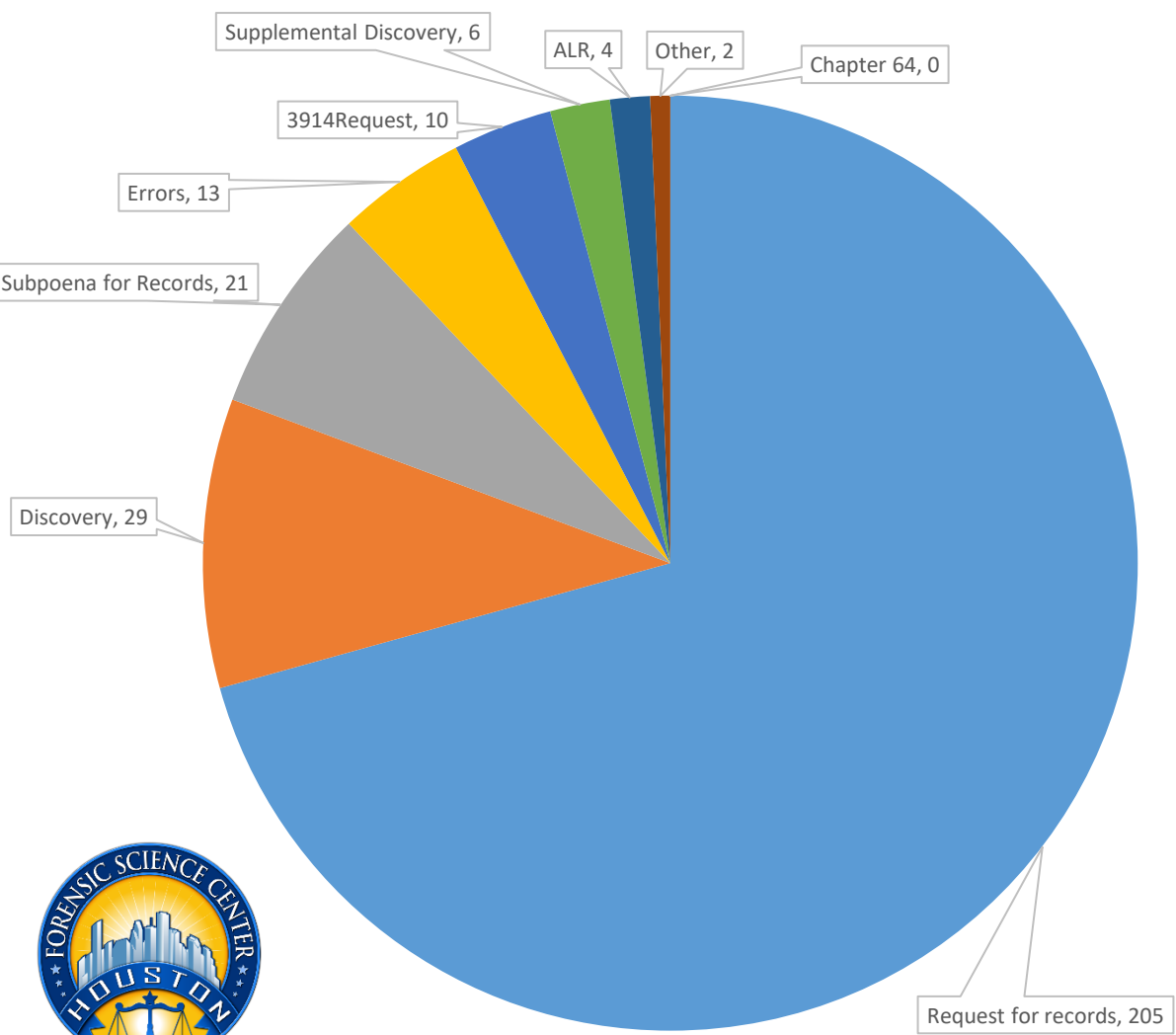
Total Items by Section



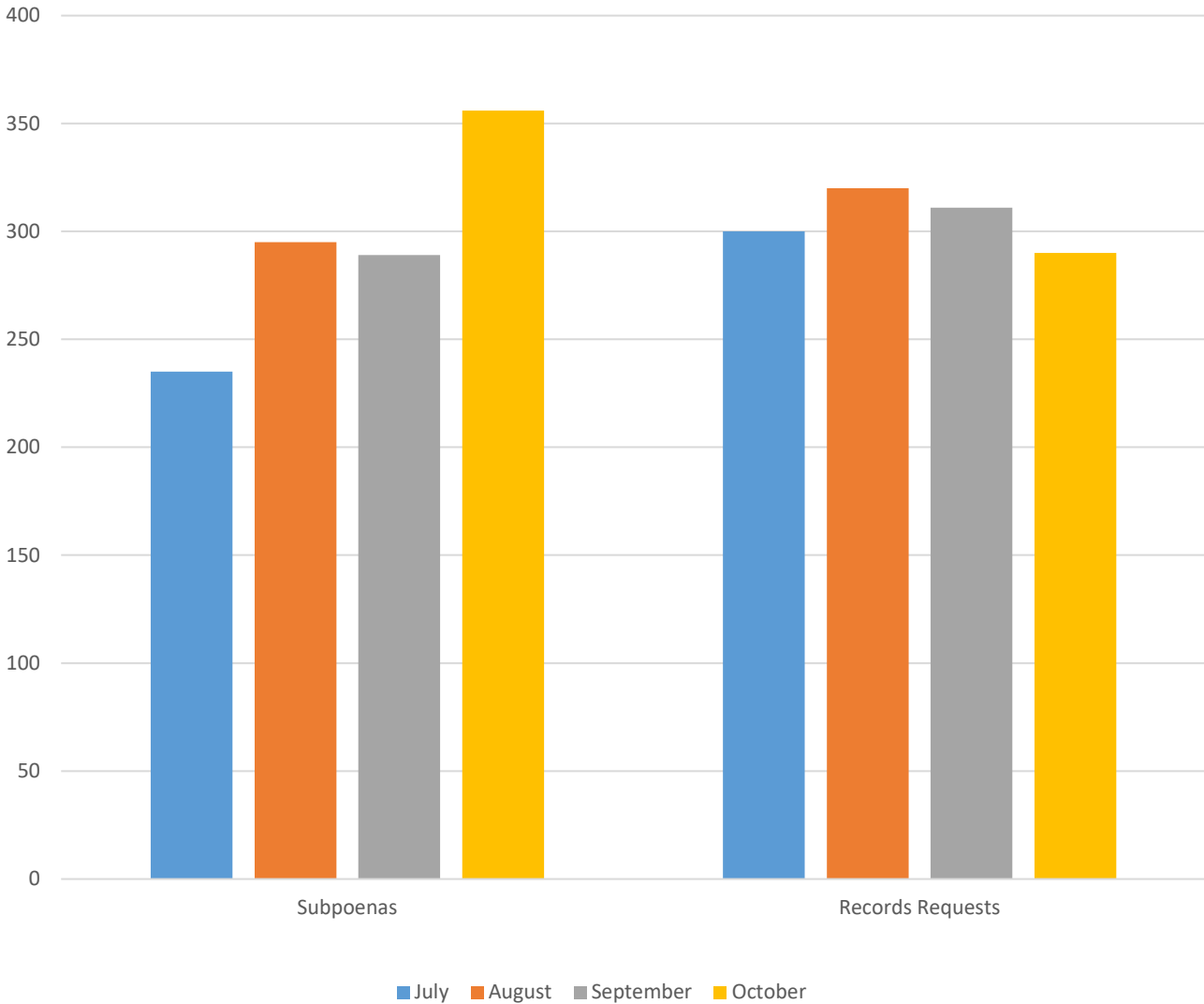
CS/CM – October

Administrative

Requests by Type

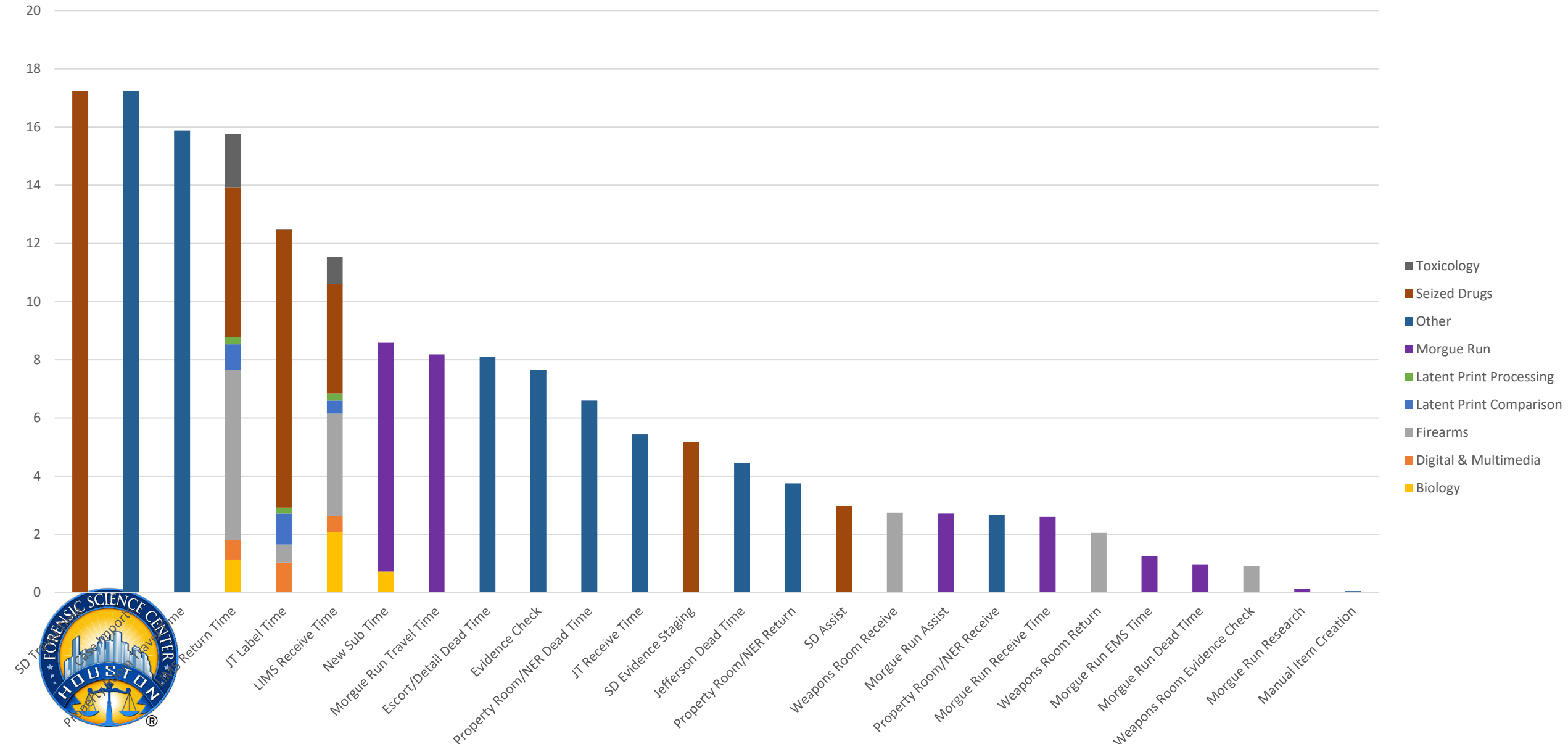


Subpoenas & Records Requests



Time Categories – October

Evidence Handling



Service

CSCM Tox Accession

Priority Type

All

of Unassigned

4✓

Goal: 150 (+97.33%)

Pending Draft

0✓

Goal: 3 (+100%)

Pending Admin

2✓

Goal: 60 (+96.67%)

Goal= Threshold for the max # of requests in each bucket

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D...

2

Age-Oldest Unassigned

0

Age-Oldest Pending Draft

3

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin

Total Pending Requests



Days Old

0-15

16-30

31-60

61-90

91-120

>121

Overall TAT
(Month to Date)

1.8✓

Goal: 5, 10

Overall TAT
(Past 90 Days)

1.5✓

Goal: 5, 10

TAT by Phase of Work (MTD)

● JT-Assign TAT MTD ● JT-Draft TAT MTD ● CSCM-Admin Review TAT MTD

1.3

0.4

TAT by Phase of Work (Past 90 Days)

1.0

0.1

0.5

Month to Date

Completed

370

Received

340

30 Day Avg (Over Past 90 Days)

Completed

377

Received

378

Open Quality Reports

Qualtrax ID	Workflow #	Age
92223		16

Quality TAT

40!

Goal: 30, 31

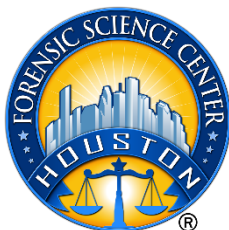
Avg Age of Open Reports*

NaN

Quality Filter

Client Services/Case Manage... ▾

*Reports without a Workflow Id# are not included in the Avg Age



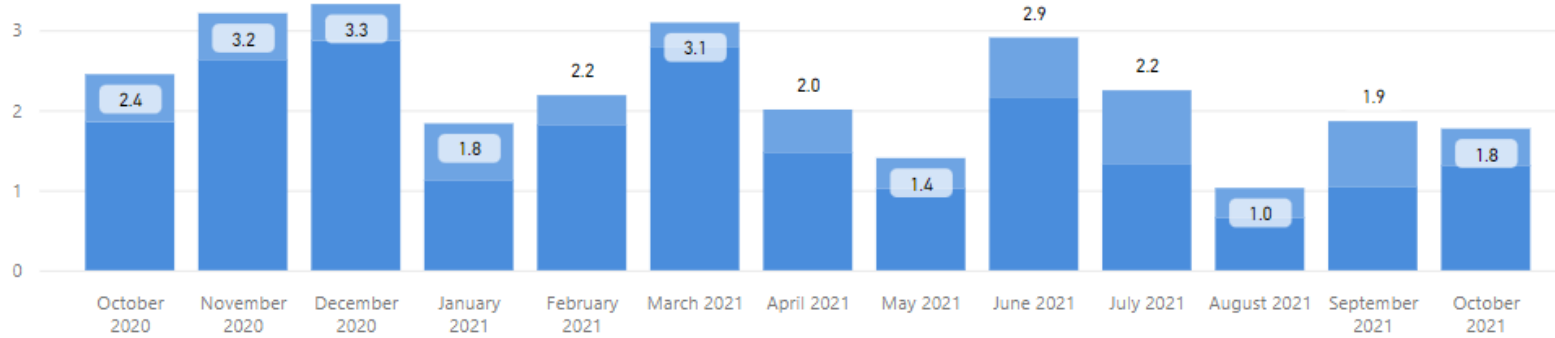
Date Range

10/1/2020

10/31/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

CSCM Tox Accession

Priority Type

All

Selected Time Frame Averages

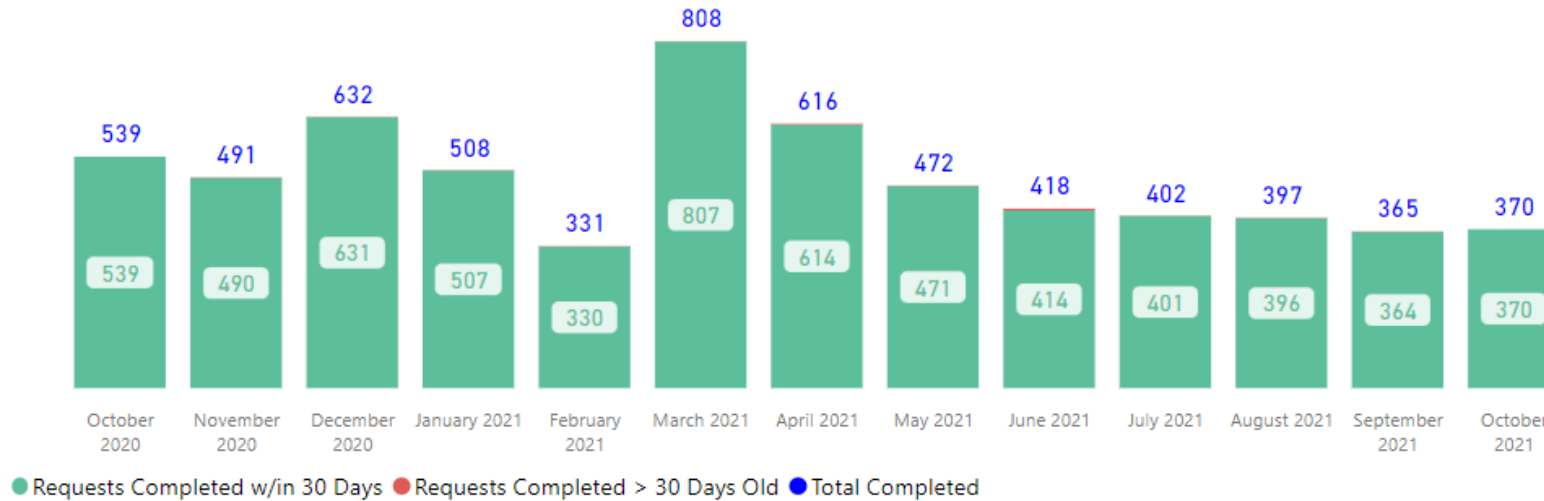
2.35

Total TAT (Rec'd-Compl.) Avg

0.54

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6349

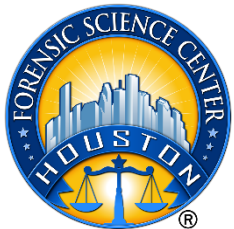
Requests Completed

15

Requests Completed > 30 Days Old

0.24 %

% Completed > 30 Days Old



Requests more than 30 days old are considered to be backlogged requests

Service

CSCM Tox Accession

Priority Type

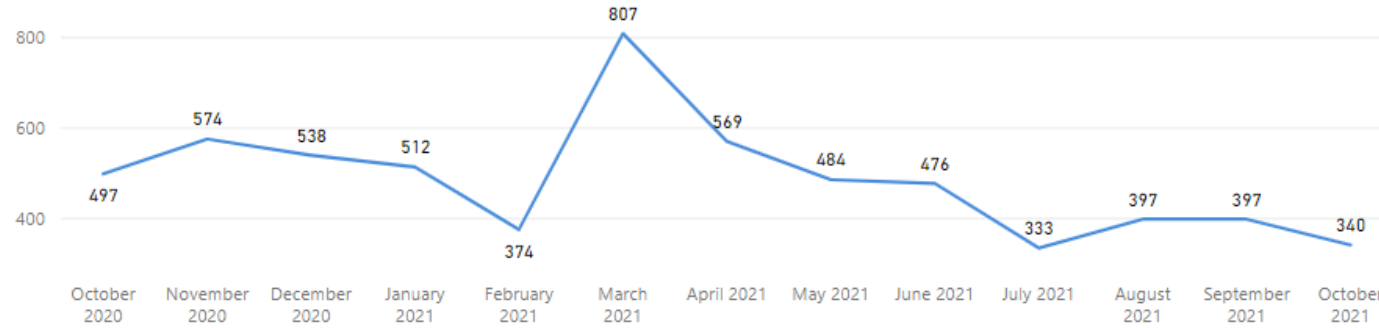
All

Received Filter

10/1/2020

10/31/2021

Received by Month



Total Received

6,298

Received per Month (Avg)*

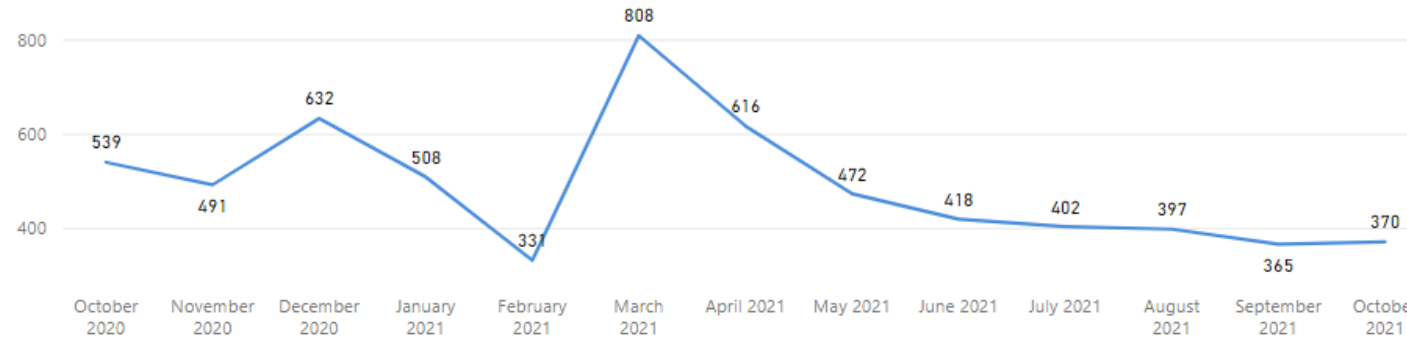
484

Completed Filter

10/1/2020

10/31/2021

Completed by Month



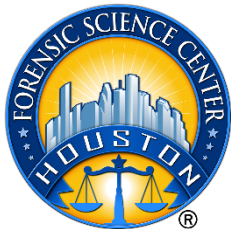
Total Completed

6,349

Completed per Month (Avg)*

488

* months with zero activity are not calculated into the average



Service
Priority Type

CSCM Tax Rejection
All

of Unassigned

0✓

Goal: 3 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Admin

2✓

Goal: 10 (+80%)

Goal= Threshold for the max # of requests in each bucket

0

Justice Trax Past Critical Age

NaN

Avg Age of Requests >30 D...

0

Age-Oldest Unassigned

0

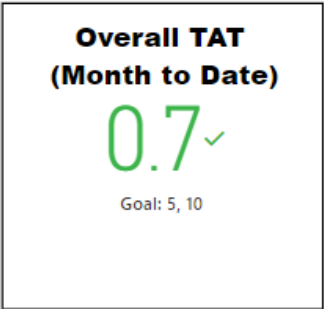
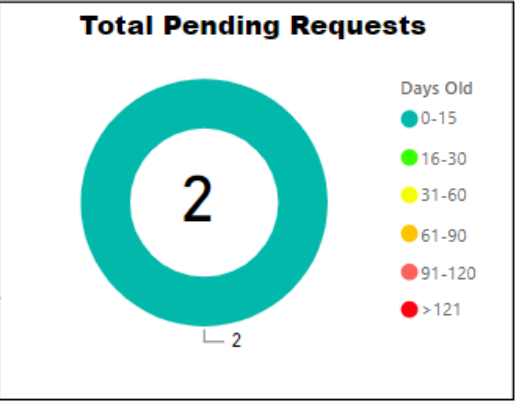
Age-Oldest Pending Draft

0

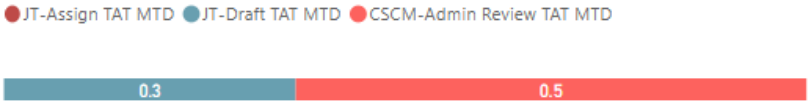
Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



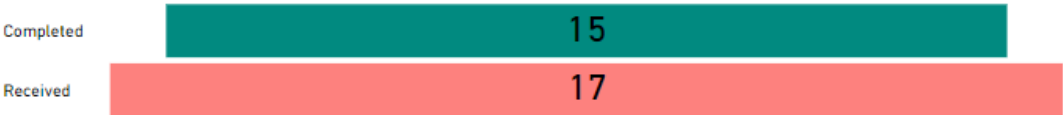
TAT by Phase of Work (MTD)



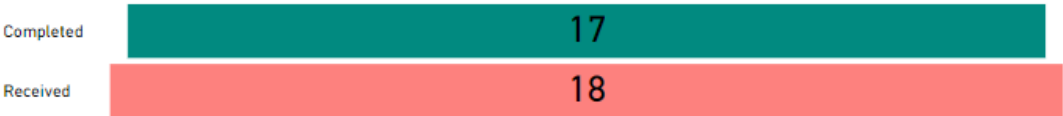
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
92223		16

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

40!

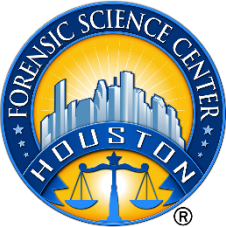
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Client Services/Case Manage...



Date Range

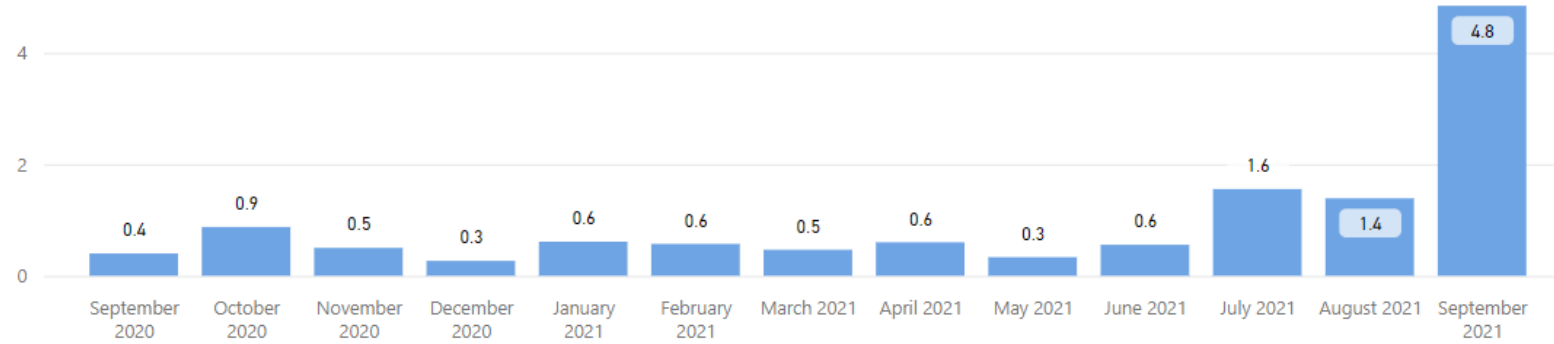
9/1/2020

9/30/2021

Total TAT by Month

✈️ 📄 🔍 🗨️ ...

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

CSCM Tox Rejection

Priority Type

All

Selected Time Frame Averages

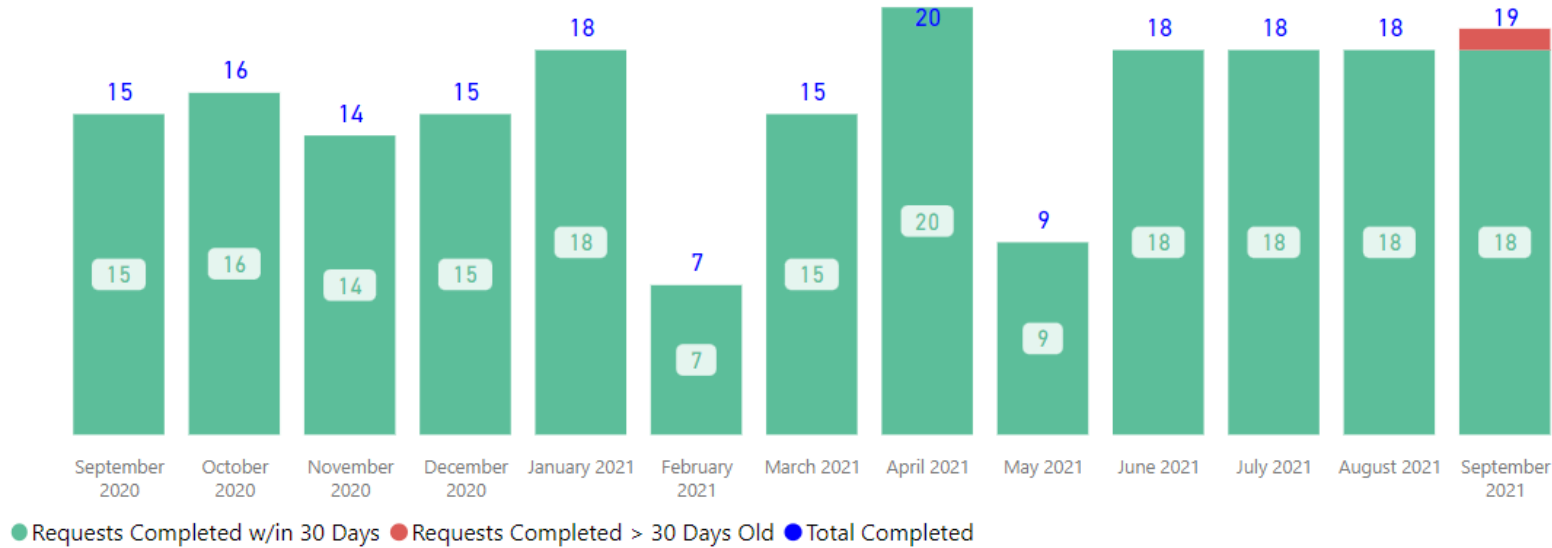
1.10

Total TAT (Rec'd-Compl.) Avg

1.10

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

202

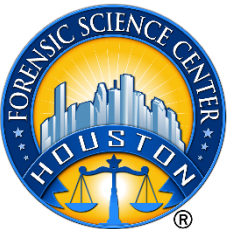
Requests Completed

1

Requests Completed > 30 Days Old

0.50 %

% Completed > 30 Days Old



Requests more than 30 days old are considered to be backlogged requests

Service

CSCM Tax Rejection

Priority Type

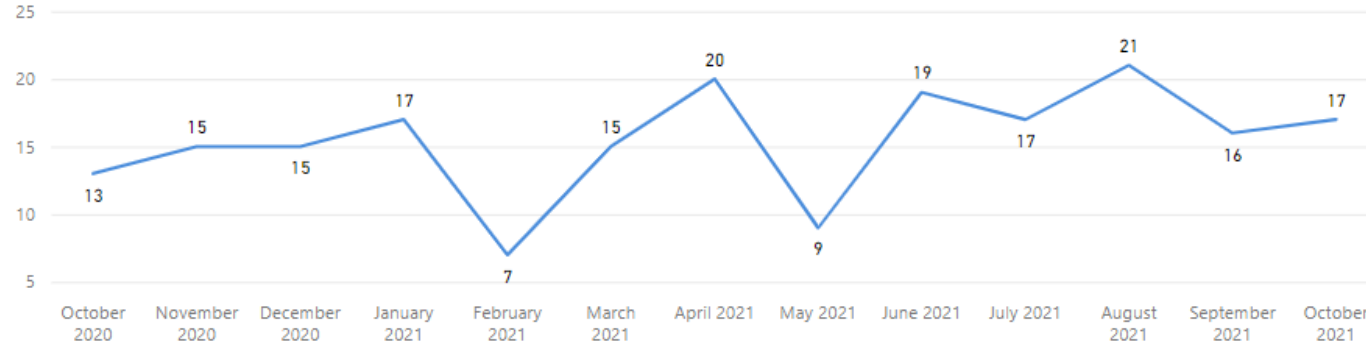
All

Received Filter

10/1/2020

10/31/2021

Received by Month



Total Received

201

Received per Month (Avg)*

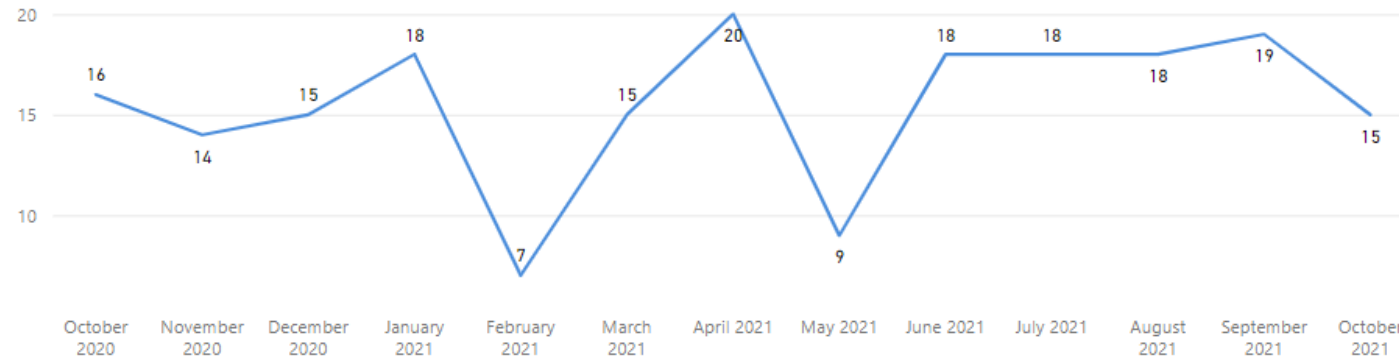
15

Completed Filter

10/1/2020

10/31/2021

Completed by Month



Total Completed

202

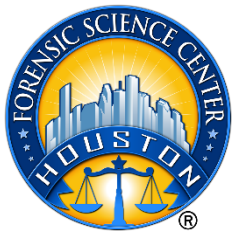
Completed per Month (Avg)*

16

* months with zero activity are not calculated into the average



Seized Drugs



Service
Priority Type

Seized Drugs Examination
All

of

Pending Draft

539!

17✓

Goal: 100 (-439%)

Goal: 100 (+83%)

Pending Tech

Pending Admin

14✓

4✓

Goal: 50 (+72%)

Goal: 50 (+92%)

Goal= Threshold for the max # of requests in each bucket

374

Justice Trax Past Critical Age

127

Avg Age of Requests >30 D...

412

Age-Oldest Unassigned

198

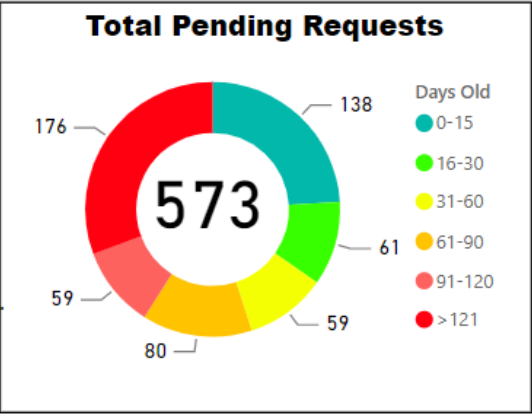
Age-Oldest Pending Draft

409

Age-Oldest Pending Tech

62

Age-Oldest Pending Admin



Overall TAT (Month to Date)

24.7!

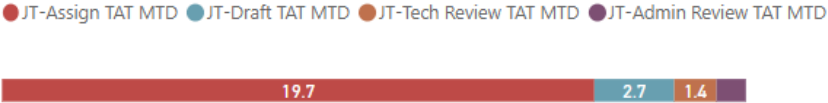
Goal: 14, 15

Overall TAT (Past 90 Days)

31.3!

Goal: 14, 15

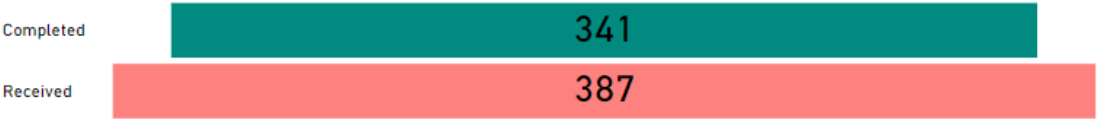
TAT by Phase of Work (MTD)



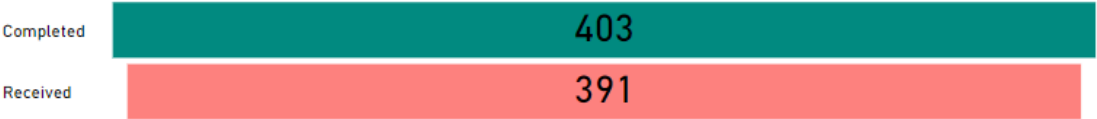
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
89846	2021-052	40
91194	2021-056	26

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

16✓

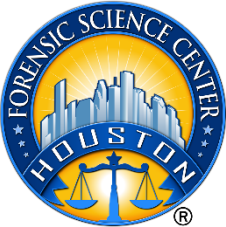
Goal: 30, 31

Avg Age of Open Reports*

33

Quality Filter

Controlled Substances



Service: Seized Drugs Examination
 Priority Type: Mari

of Unassigned

416!

Goal: 100 (-316%)

Pending Draft

11✓

Goal: 100 (+89%)

Pending Tech

6✓

Goal: 50 (+88%)

Pending Admin

0✓

Goal: 50 (+100%)

Goal= Threshold for the max # of requests in each bucket

362
Justice Trax Past Critical Age

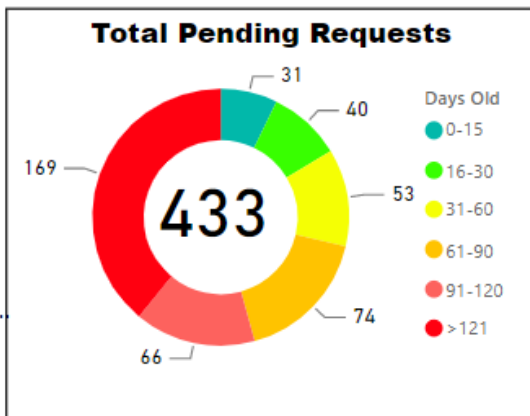
128
Avg Age of Requests >30 D..

410
Age-Oldest Unassigned

196
Age-Oldest Pending Draft

407
Age-Oldest Pending Tech

0
Age-Oldest Pending Admin



Overall TAT (Month to Date)

133.0!

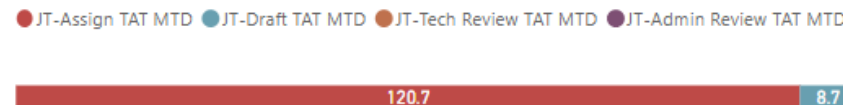
Goal: 14, 15

Overall TAT (Past 90 Days)

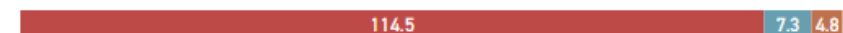
126.6!

Goal: 14, 15

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
89846	2021-052	40
91194	2021-056	26

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

16✓

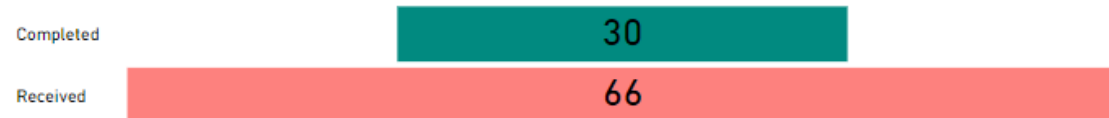
Goal: 30, 31

Avg Age of Open Reports*

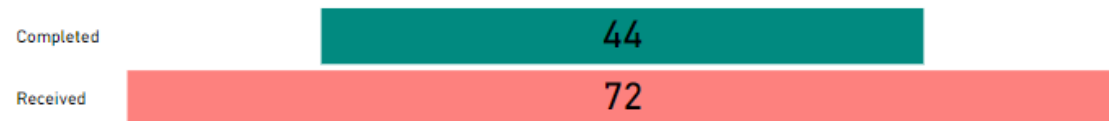
33

Quality Filter: Controlled Substances

Month to Date



30 Day Avg (Over Past 90 Days)

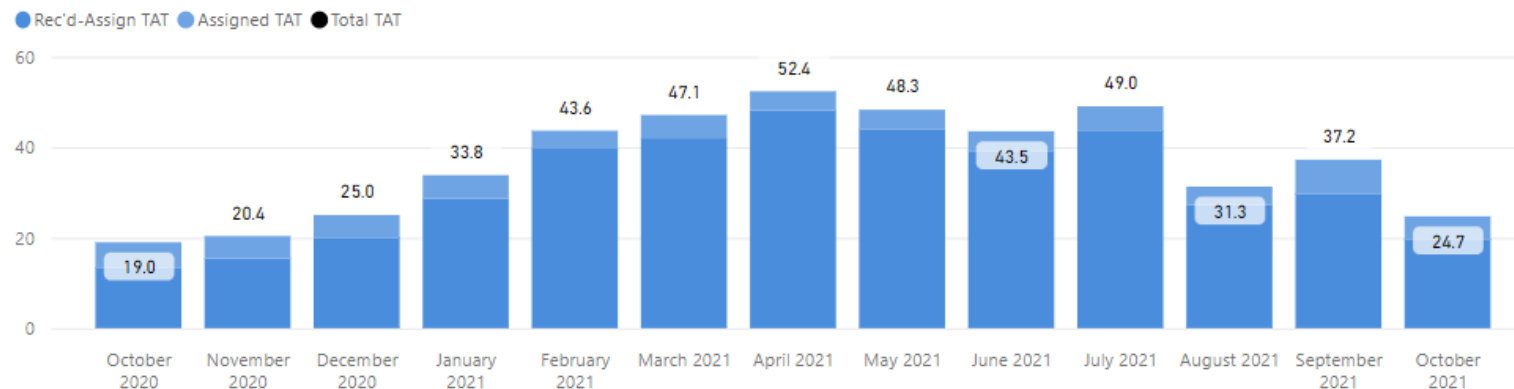


Date Range

10/1/2020

10/31/2021

Total TAT by Month



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

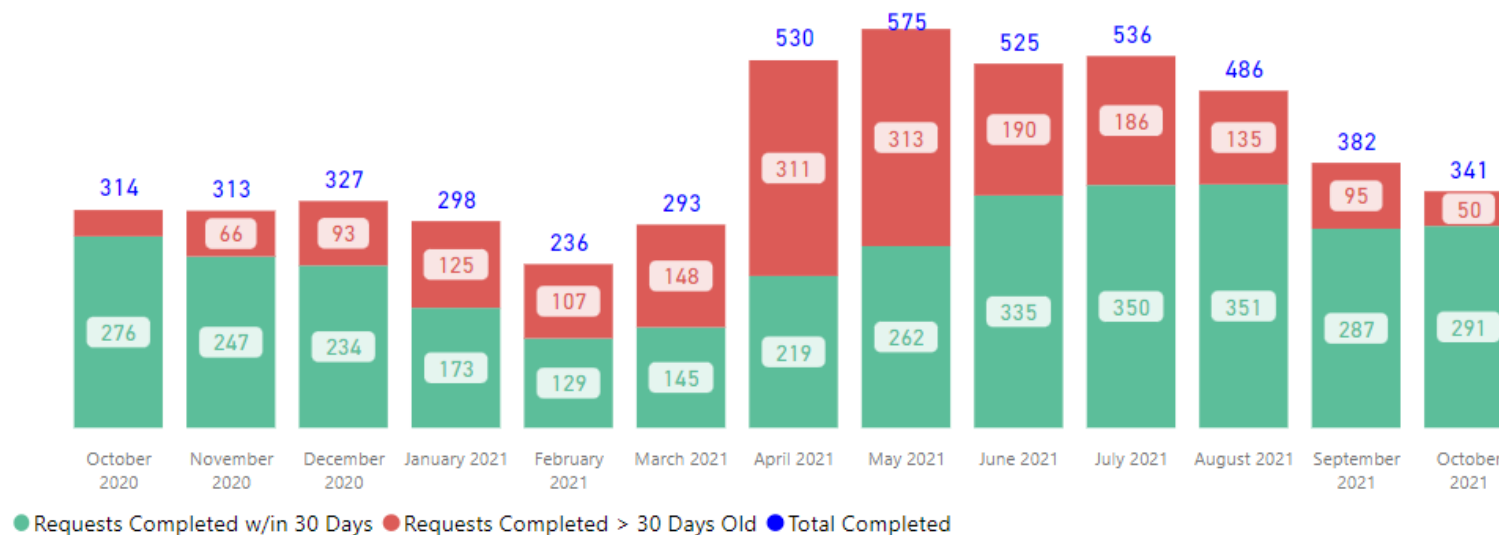
38.25

Total TAT (Rec'd-Compl.) Avg

4.92

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5156

Requests Completed

1857

Requests Completed > 30 Days Old

36.02 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests



Service

Seized Drugs Examination

Priority Type

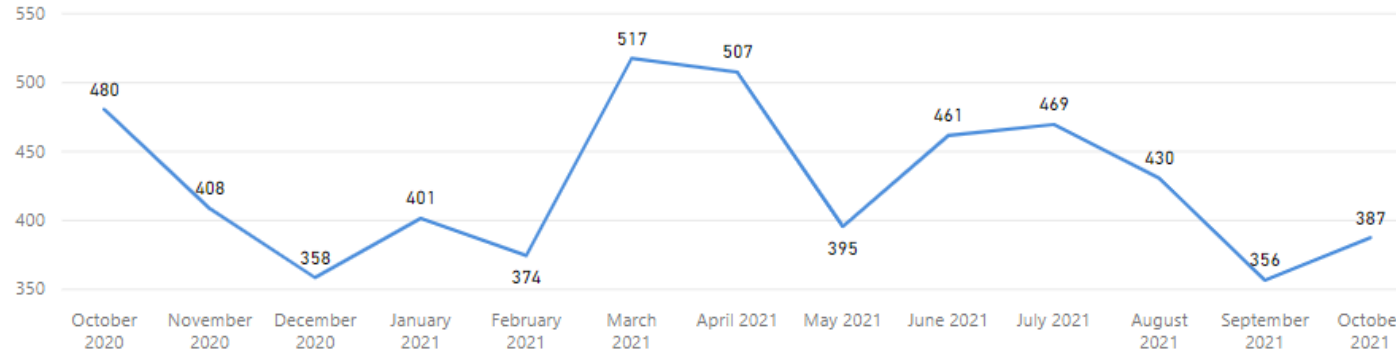
All

Received Filter

10/1/2020

10/31/2021

Received by Month



Total Received

5,543

Received per Month (Avg)*

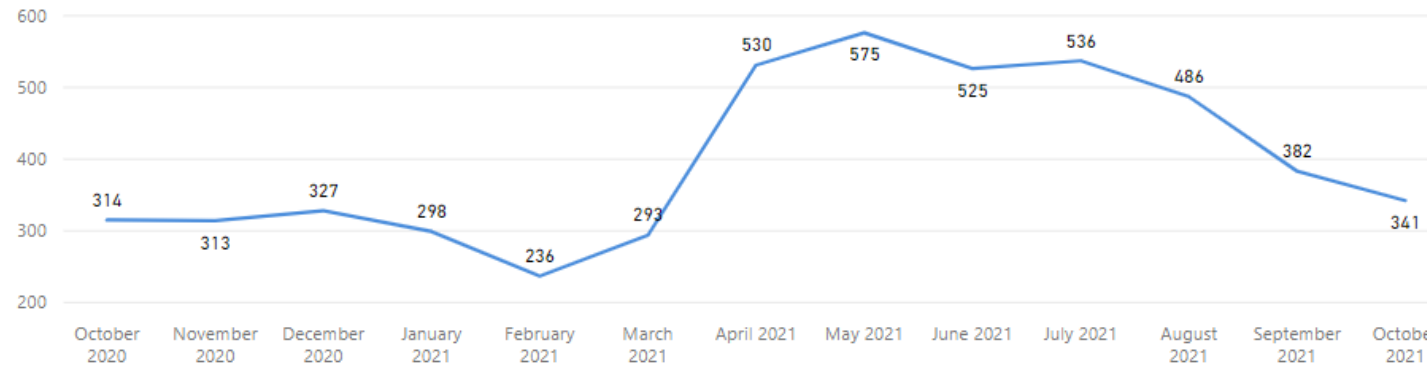
426

Completed Filter

10/1/2020

10/31/2021

Completed by Month



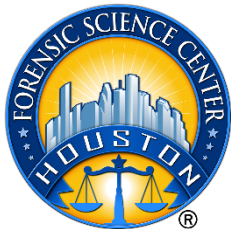
Total Completed

5,156

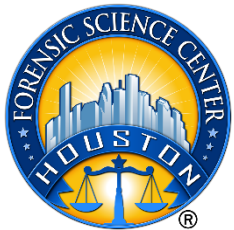
Completed per Month (Avg)*

397

* months with zero activity are not calculated into the average



Toxicology



Service

Blood Alcohol

Priority Type

All

of Unassigned

49✓

Goal: 50 (+2%)

Pending Draft

61✓

Goal: 120 (+49.17%)

Pending Tech

89✓

Goal: 90 (+1.11%)

Pending Admin

87✓

Goal: 90 (+3.33%)

Goal= Threshold for the max # of requests in each bucket

0
Justice Trax Past Critical Age
NaN
Avg Age of Requests >30 D...

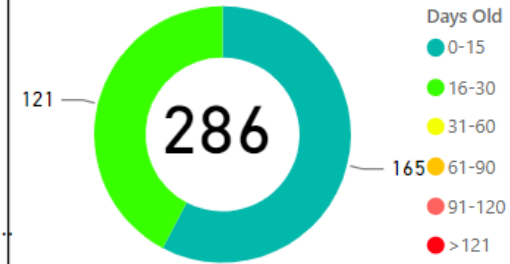
6
Age-Oldest Unassigned

13
Age-Oldest Pending Draft

20
Age-Oldest Pending Tech

27
Age-Oldest Pending Admin

Total Pending Requests

Overall TAT
(Month to Date)

27.1✓

Goal: 30, 31

Overall TAT
(Past 90 Days)

26.1✓

Goal: 30, 31

TAT by Phase of Work (MTD)

● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
90063		39
92052		18
92857		8
93073		6
93142		5
89164	2021-050	49

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

9✓

Goal: 30, 31

Avg Age of Open Reports*

49

Quality Filter

Toxicology

Month to Date

Completed

343

Received

317

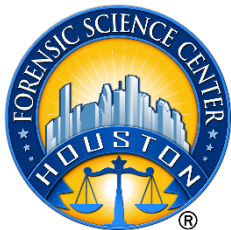
30 Day Avg (Over Past 90 Days)

Completed

346

Received

355



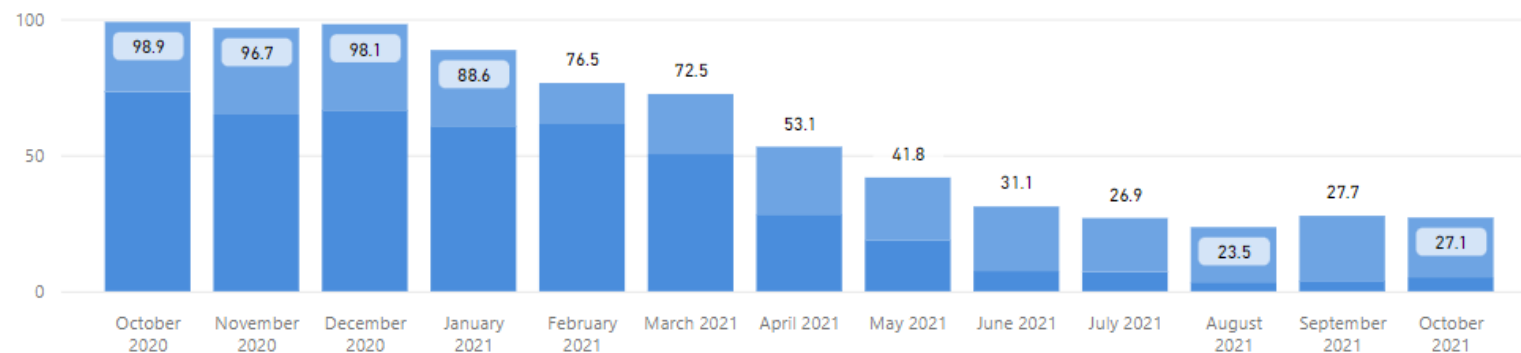
Date Range

10/1/2020

10/31/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

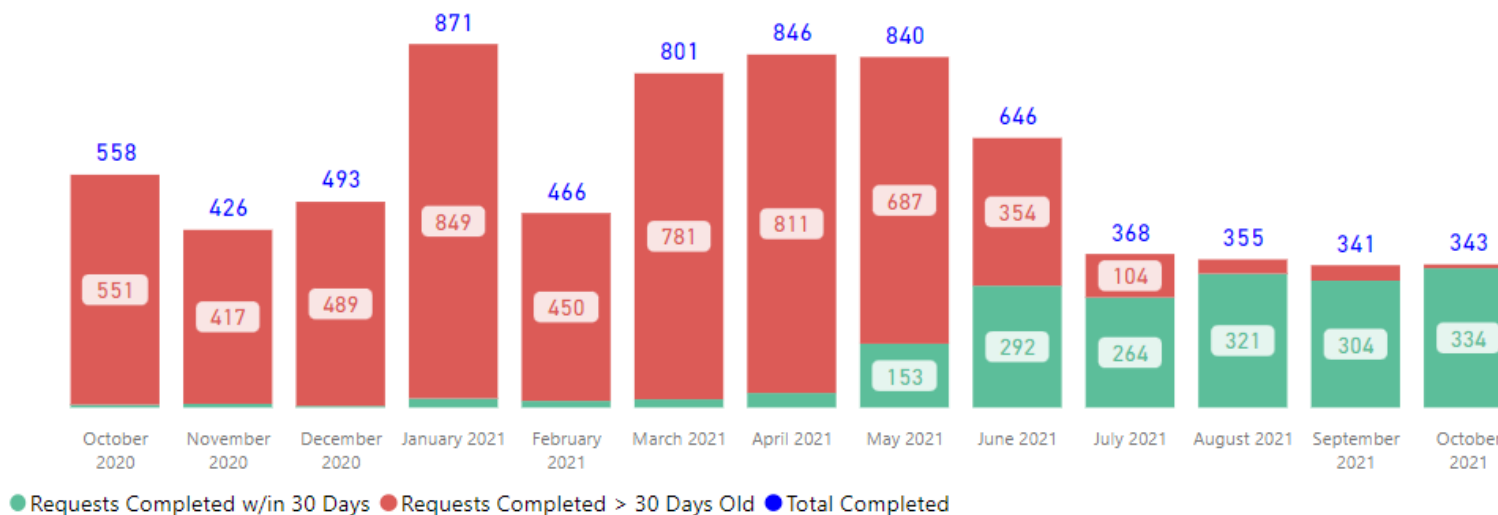
61.56

Total TAT (Rec'd-Compl.) Avg

24.25

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed

Received to Complete

7354

Requests Completed

5573

Requests Completed > 30 Days Old

75.78 %

% Completed > 30 Days Old

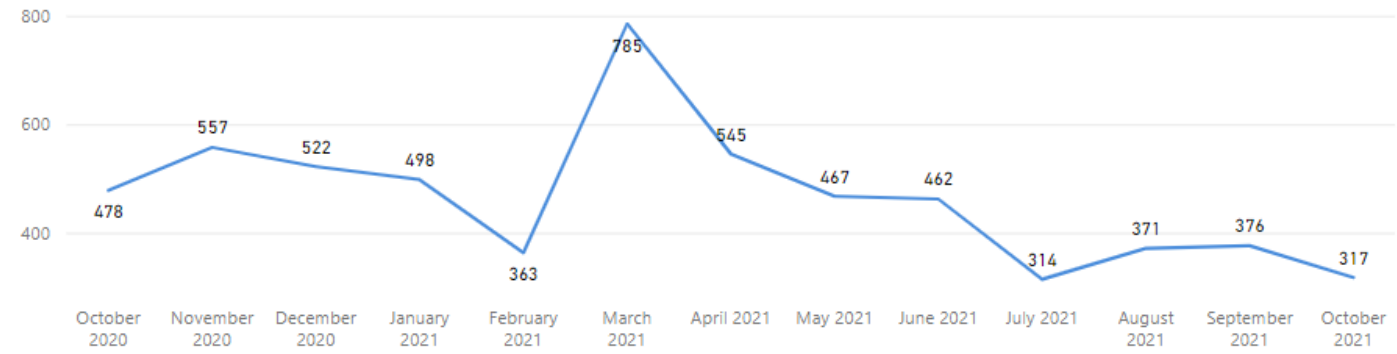
Requests more than 30 days old are considered to be backlogged requests



Service: Blood Alcohol
Priority Type: All

Received Filter
10/1/2020 10/31/2021

Received by Month



Total Received

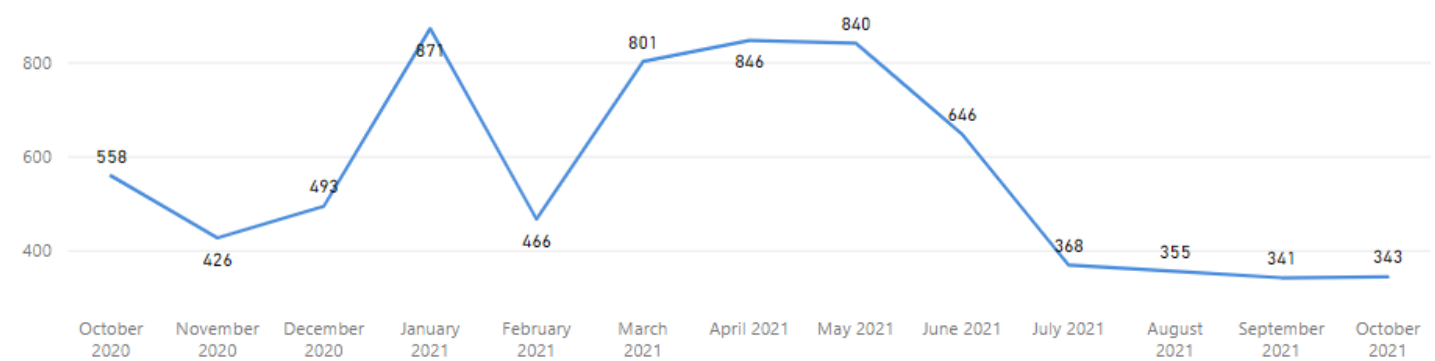
6,055

Received per Month (Avg)*

466

Completed Filter
10/1/2020 10/31/2021

Completed by Month



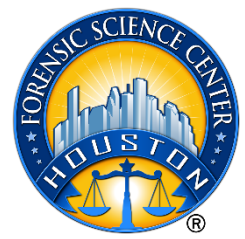
Total Completed

7,354

Completed per Month (Avg)*

566

* months with zero activity are not calculated into the average



Service

Priority Type

Toxicology

All

of Unassigned

87✓

Goal: 120 (+27.5%)

Pending Draft

1595!

Goal: 30 (-5216.67%)

Pending Tech

69!

Goal: 30 (-130%)

Pending Admin

10✓

Goal: 30 (+66.67%)

Goal= Threshold for the max # of requests in each bucket

1622

Justice Trax Past Critical Age

195

Avg Age of Requests >30 D...

23

Age-Oldest Unassigned

381

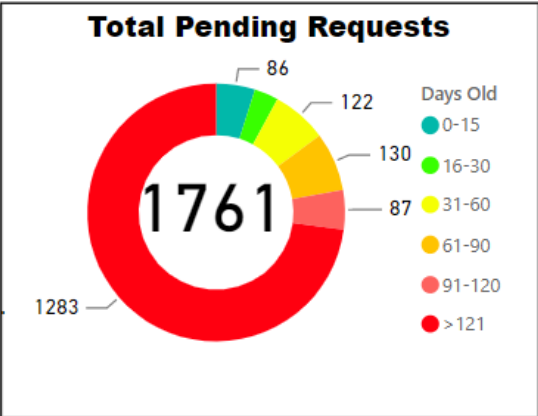
Age-Oldest Pending Draft

374

Age-Oldest Pending Tech

370

Age-Oldest Pending Admin



Overall TAT (Month to Date)

264.6!

Goal: 90, 91

Overall TAT (Past 90 Days)

235.6!

Goal: 90, 91

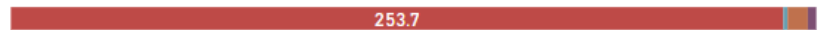
TAT by Phase of Work (MTD)

JT-Assign TAT MTD

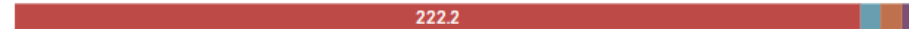
JT-Draft TAT MTD

JT-Tech Review TAT MTD

JT-Admin Review TAT MTD



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
90063		39
92052		18
92857		8
93073		6
93142		5
89164	2021-050	49

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

9✓

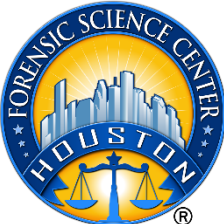
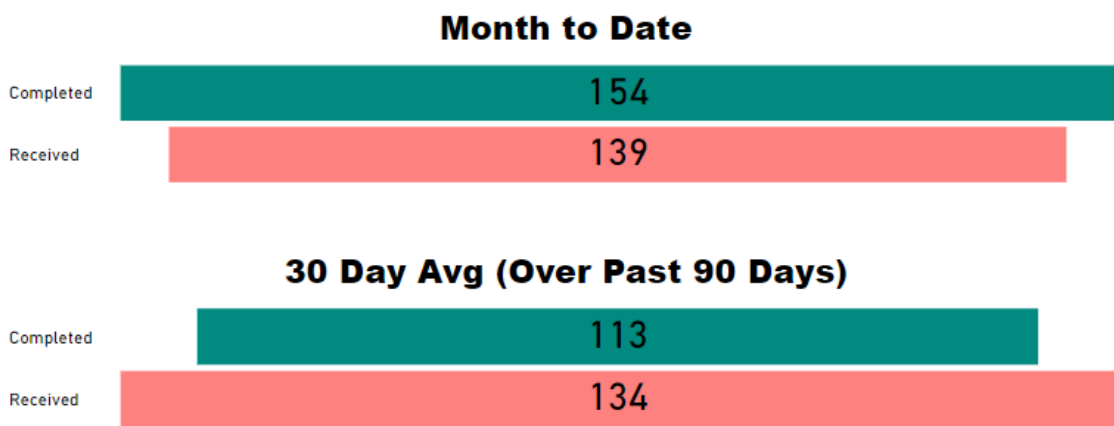
Goal: 30, 31

Avg Age of Open Reports*

49

Quality Filter

Toxicology



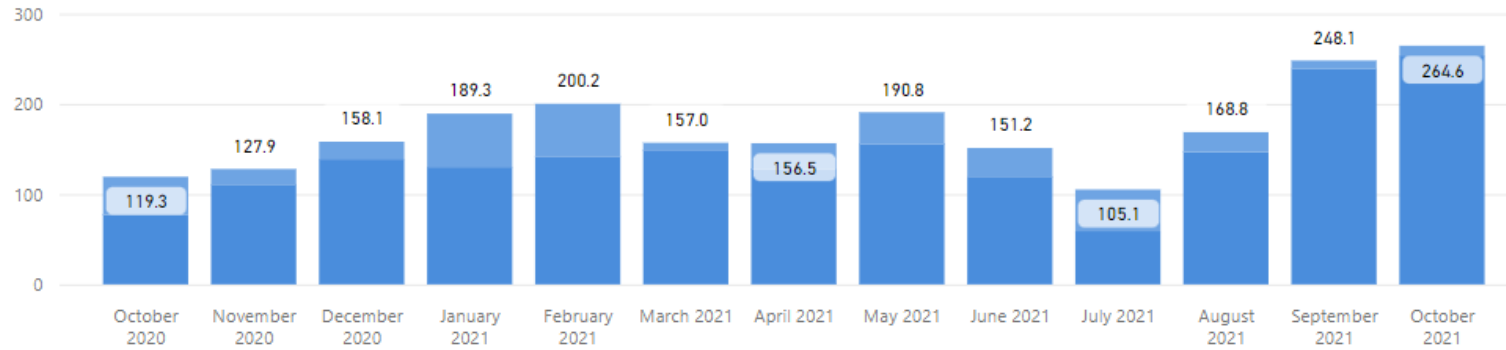
Date Range

10/1/2020

10/31/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

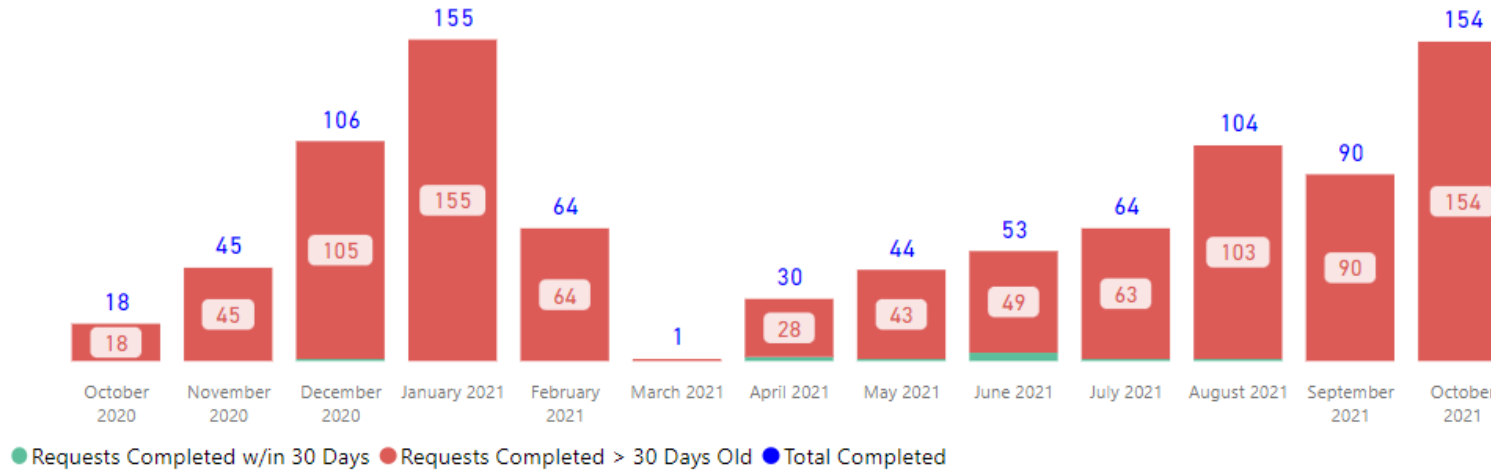
189.04

Total TAT (Rec'd-Compl.) Avg

30.59

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

928

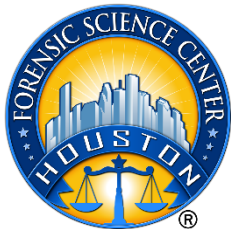
Requests Completed

918

Requests Completed > 30 Days Old

98.92 %

% Completed > 30 Days Old



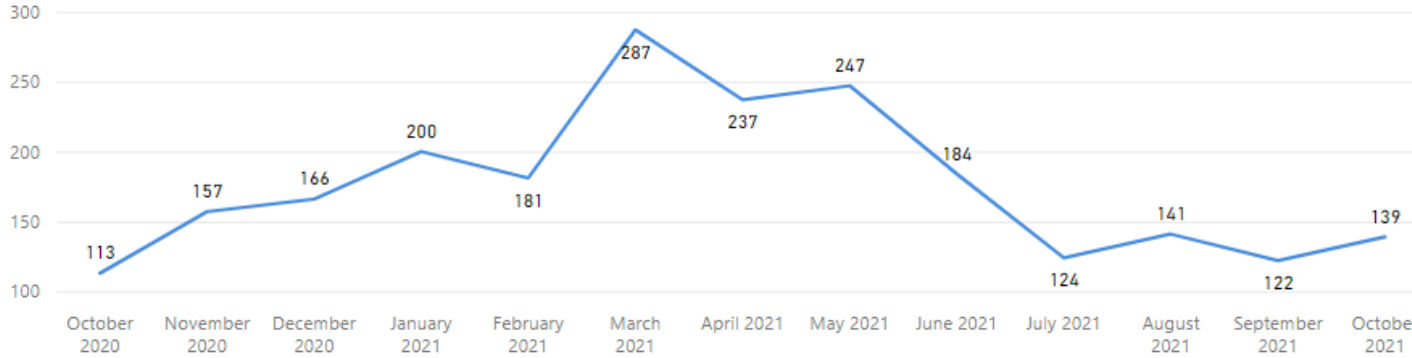
Requests more than 30 days old are considered to be backlogged requests

Service Priority Type



Received Filter

Received by Month



Total Received

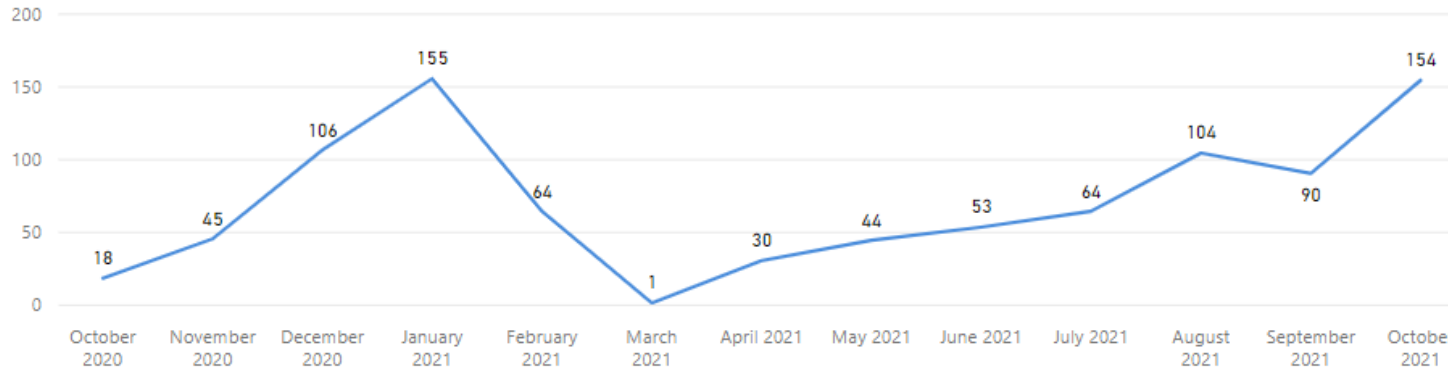
2,298

Received per Month (Avg)*

177

Completed Filter

Completed by Month



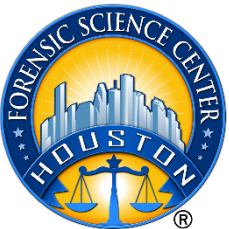
Total Completed

928

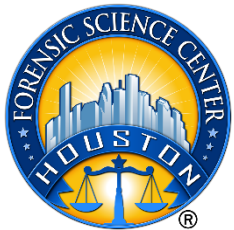
Completed per Month (Avg)*

71

*** months with zero activity are not calculated into the average**



Firearms



Service: Priority Type:

of Unassigned
90!
Goal: 10 (-800%)

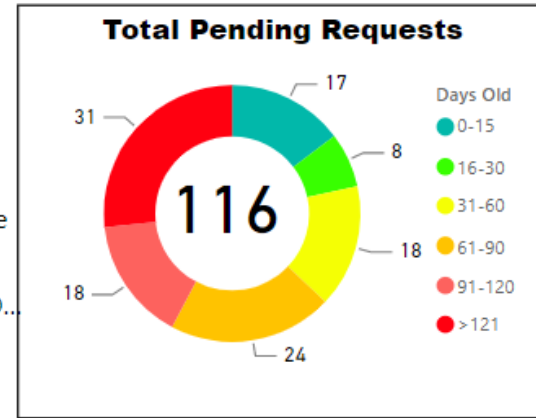
Pending Draft
22!
Goal: 14 (-57.14%)

Pending Tech
2✓
Goal: 9 (+77.78%)

Pending Admin
2✓
Goal: 5 (+60%)

Goal= Threshold for the max # of requests in each bucket

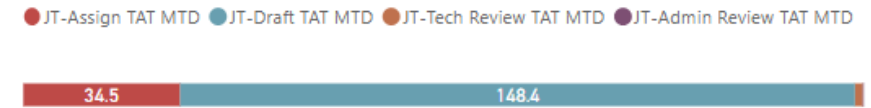
91 Justice Trax Past Critical Age
 120 Avg Age of Requests >30 D...
 239 Age-Oldest Unassigned
 227 Age-Oldest Pending Draft
 149 Age-Oldest Pending Tech
 954 Age-Oldest Pending Admin



Overall TAT (Month to Date)
184.9!
Goal: 40, 41

Overall TAT (Past 90 Days)
139.5!
Goal: 40, 41

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

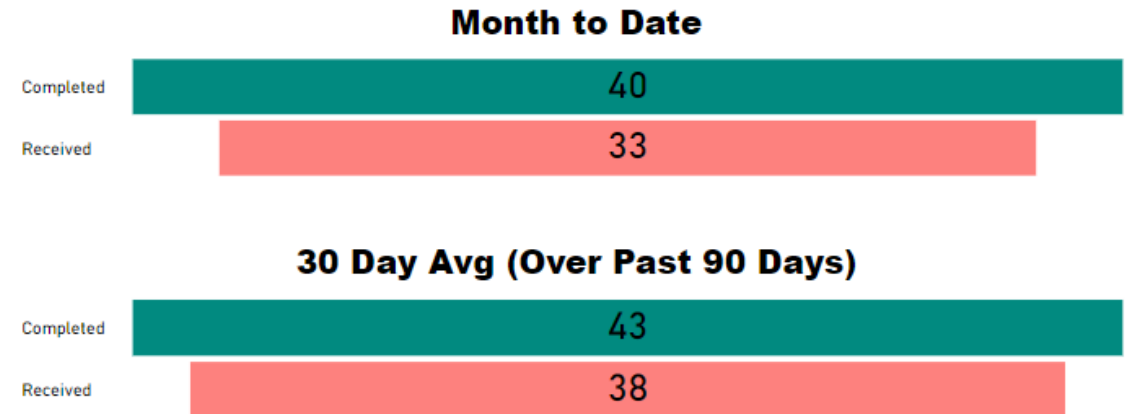
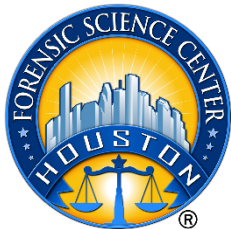
Qualtrax ID	Workflow #	Age
89673		42
90629		32
92463		12
92602		11
92985		7
84739	2021-032	101
87617	2021-040	66

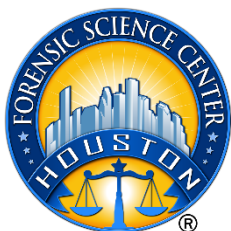
*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT
39!
Goal: 30, 31

Avg Age of Open Reports*
69

Quality Filter:





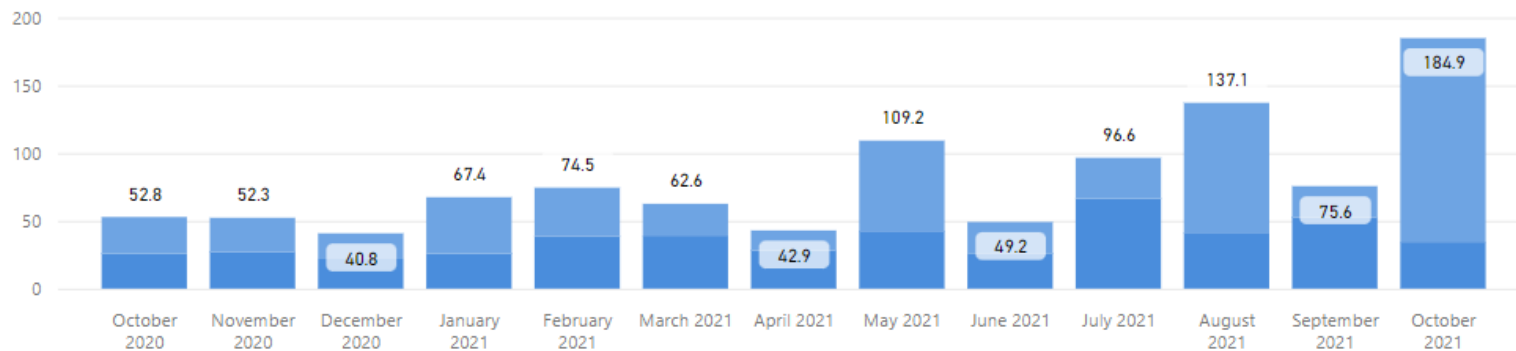
Date Range

10/1/2020

10/31/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

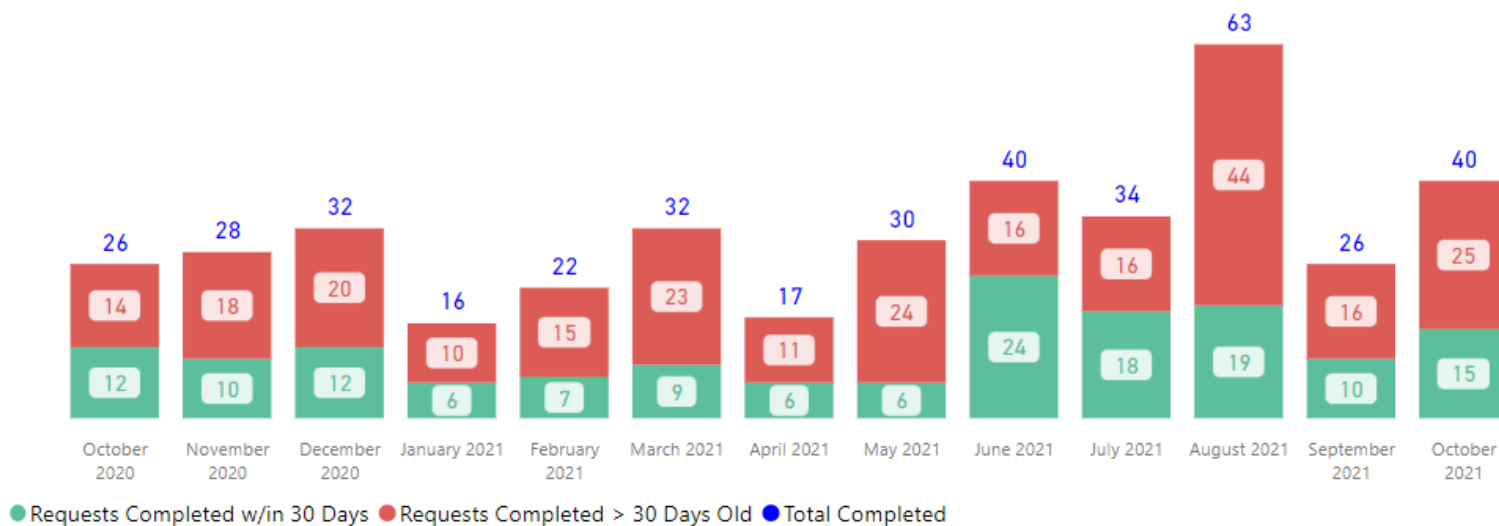
88.97

Total TAT (Rec'd-Compl.) Avg

51.87

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

406

Requests Completed

252

Requests Completed > 30 Days Old

62.07 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

Service

Firearms Examination

Priority Type

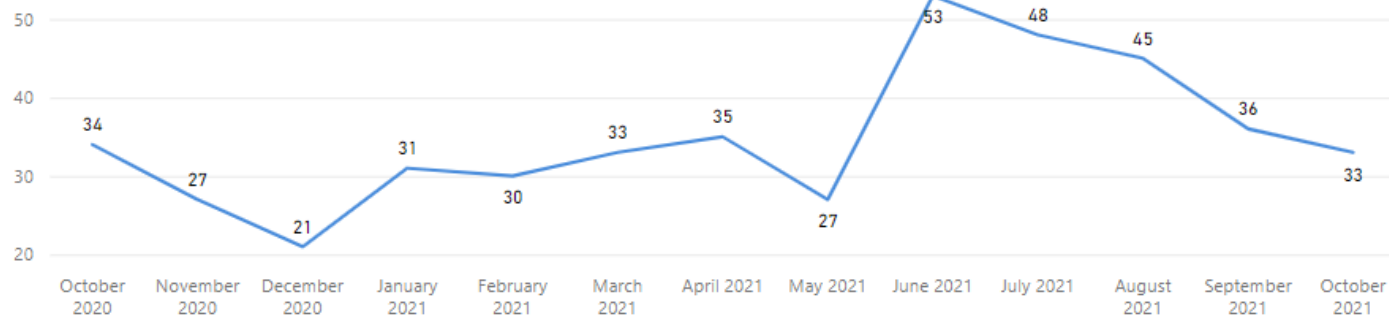
All

Received Filter

10/1/2020

10/31/2021

Received by Month



Total Received

453

Received per Month (Avg)*

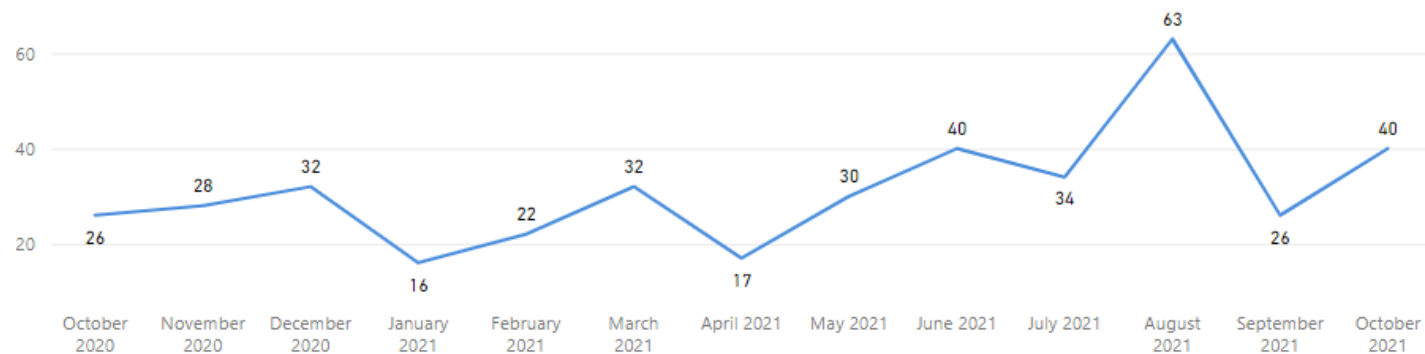
35

Completed Filter

10/1/2020

10/31/2021

Completed by Month



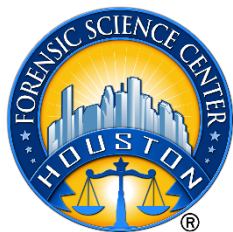
Total Completed

406

Completed per Month (Avg)*

31

* months with zero activity are not calculated into the average



Service

NIBIN Only

Priority Type

All

of Unassigned

7✓

Goal: 20 (+65%)

Pending Draft

2✓

Goal: 35 (+94.29%)

Pending Tech

21!

Goal: 20 (-5%)

Pending Admin

1✓

Goal: 20 (+95%)

Goal= Threshold for the max # of requests in each bucket

2

Justice Trax Past Critical Age

217

Avg Age of Requests >30 D..

45

Age-Oldest Unassigned

388

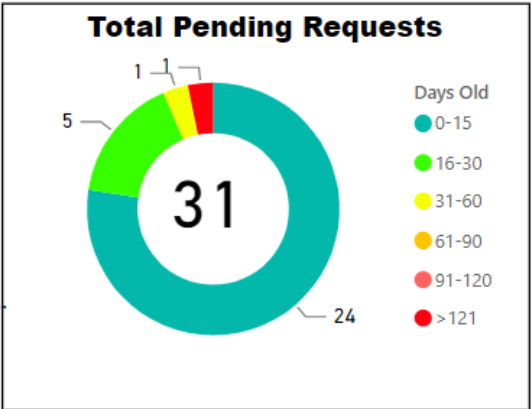
Age-Oldest Pending Draft

3

Age-Oldest Pending Tech

3

Age-Oldest Pending Admin



Overall TAT (Month to Date)

2.8✓

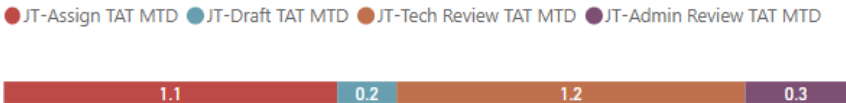
Goal: 7, 8

Overall TAT (Past 90 Days)

2.7✓

Goal: 7, 8

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
89673		42
92602		11
92985		7
84739	2021-032	101
87617	2021-040	66
88596	2021-049	56
90110	2021-055	38

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

39!

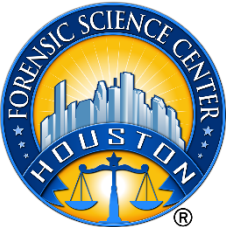
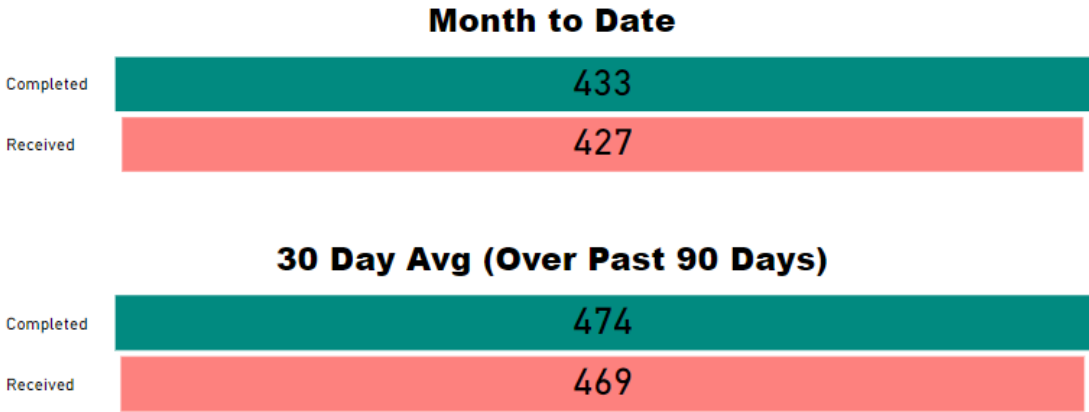
Goal: 30, 31

Avg Age of Open Reports*

69

Quality Filter

Firearms



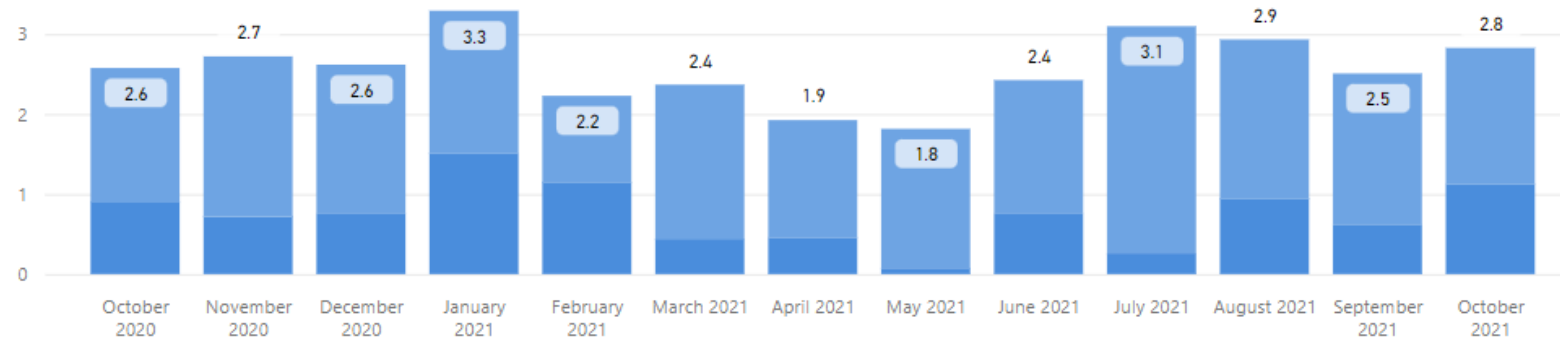
Date Range

10/1/2020

10/31/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

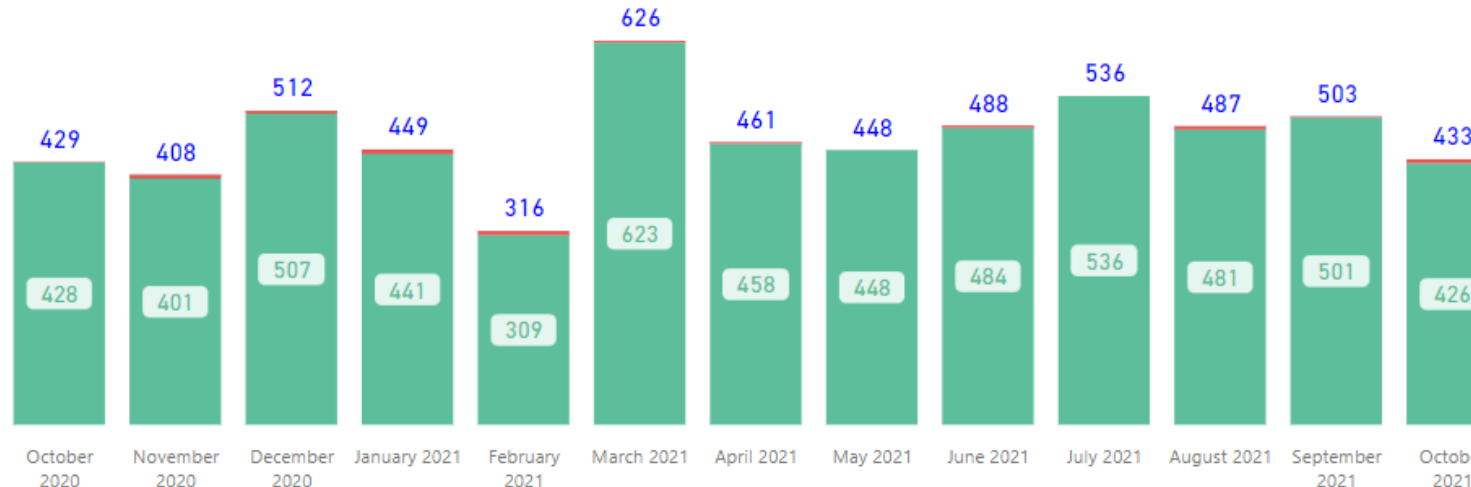
2.57

Total TAT (Rec'd-Compl.) Avg

1.85

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed

Received to Complete

6096

Requests Completed

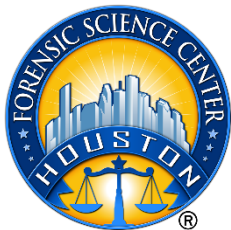
53

Requests Completed > 30 Days Old

0.87 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests



Service

NIBIN Only

Priority Type

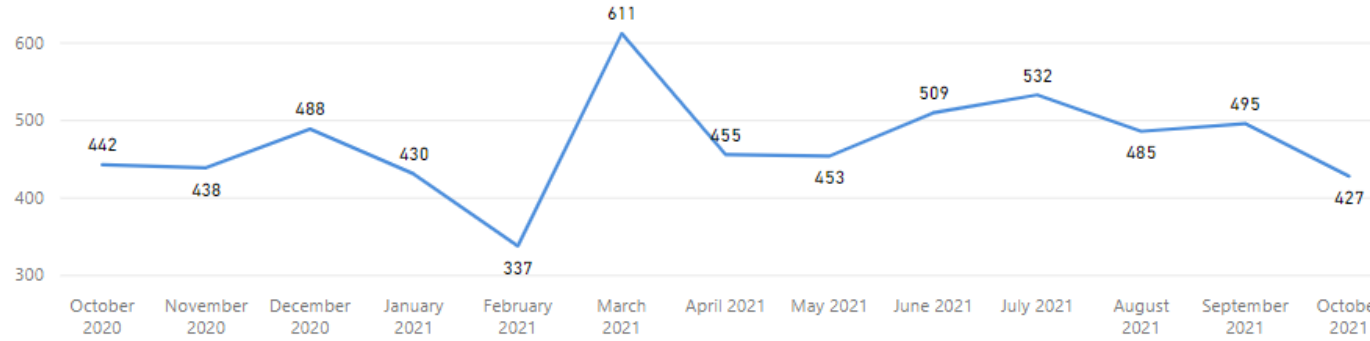
All

Received Filter

10/1/2020

10/31/2021

Received by Month



Total Received

6,102

Received per Month (Avg)*

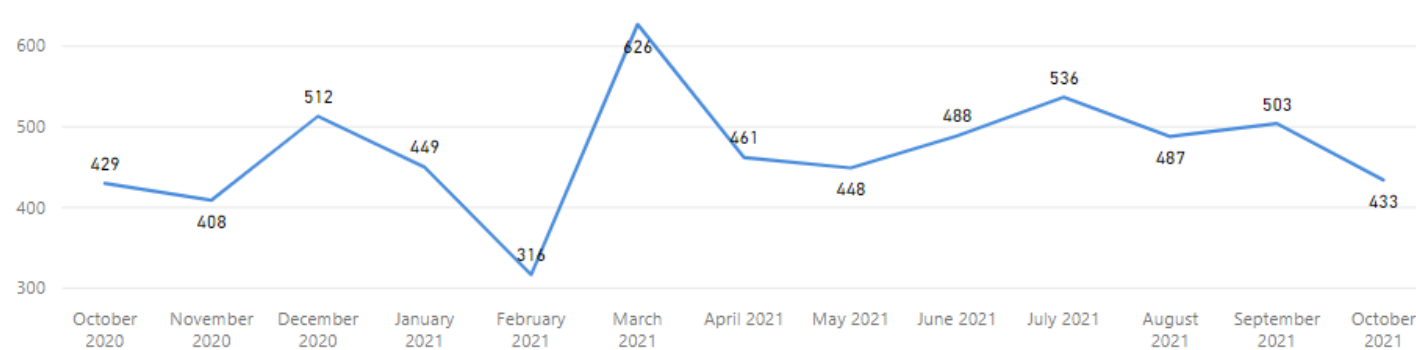
469

Completed Filter

10/1/2020

10/31/2021

Completed by Month



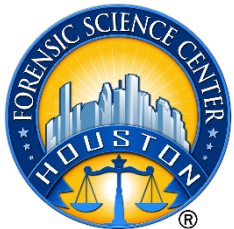
Total Completed

6,096

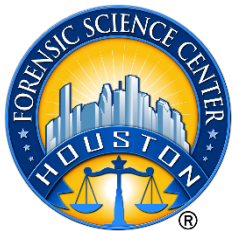
Completed per Month (Avg)*

469

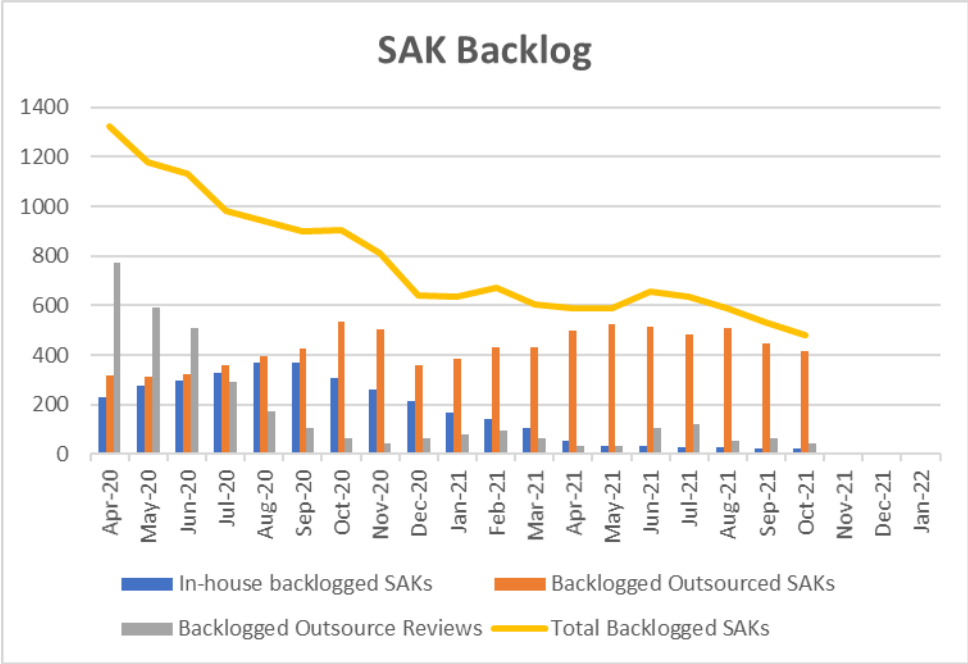
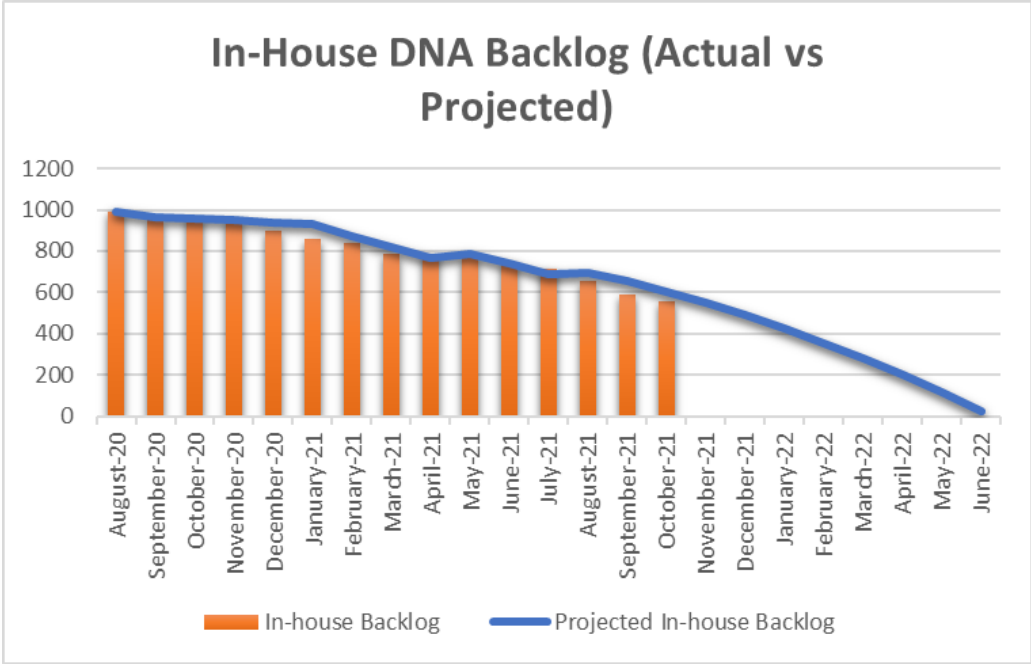
* months with zero activity are not calculated into the average



Forensic Biology



DNA Backlog Update



Section

DNA

Request Type

All

of Unassigned

59!

Goal: 20 (-195%)

Pending Draft

504!

Goal: 24 (-2000%)

Pending Tech

86!

Goal: 24 (-258.33%)

Pending Admin

27!

Goal: 20 (-35%)

Goal= Threshold for the max # of requests in each bucket

559

Past Critical Age

180

Avg Age of Reqeusts >30 ...

27

Age-Oldest Unassigned PL

1487

Age-Oldest Pending Draft...

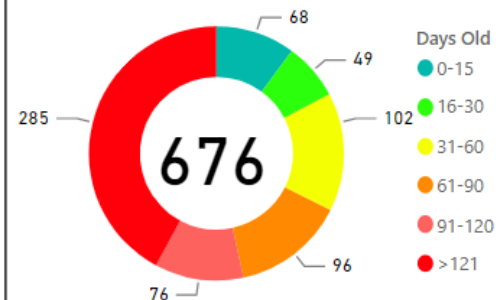
2726

Age-Oldest Pending Tech ...

541

Age-Oldest Pending Adm...

Total Pending Requests

Overall TAT
(Month to Date)

178.4!

Goal: 30, 31

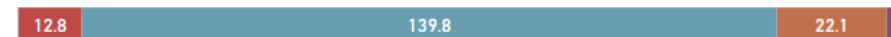
Overall TAT
(Past 90 Days)

217.6!

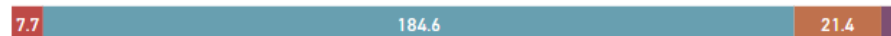
Goal: 30, 31

TAT by Phase of Work (MTD)

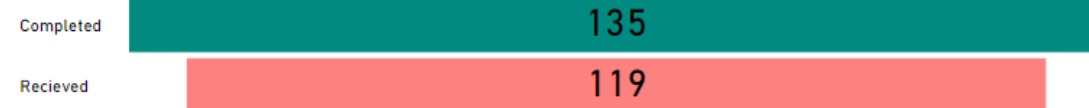
PL-Assign TAT MTD PL-Draft TAT MTD PL-Tech Review TAT MTD PL-Admin Review TAT MTD



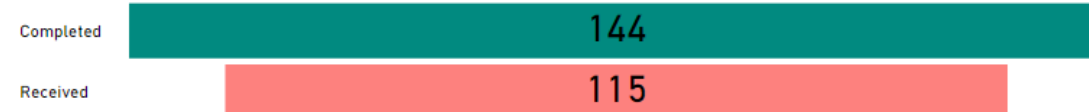
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	788
61919	2020-031	380
64601	2020-049	347
68460	2020-066	299
68485	2020-068	298
73318	2020-097	244
74776	2020-104	225

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

91!

Goal: 40, 41

Avg Age of Open Reports*

210

Quality Filter

Biology/DNA



Section

DNA

Request Type

SAK

of Unassigned

0✓

Goal: 20 (+100%)

Pending Draft

13✓

Goal: 24 (+45.83%)

Pending Tech

11✓

Goal: 24 (+54.17%)

Pending Admin

1✓

Goal: 20 (+95%)

Goal= Threshold for the max # of requests in each bucket

23

Past Critical Age

362

Avg Age of Reqeusts >30 ...

0

Age-Oldest Unassigned PL

1487

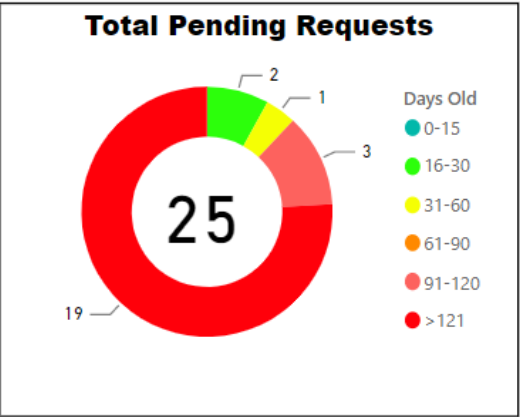
Age-Oldest Pending Draft...

636

Age-Oldest Pending Tech ...

180

Age-Oldest Pending Adm...



Overall TAT (Month to Date)

228.2!

Goal: 30, 31

Overall TAT (Past 90 Days)

236.0!

Goal: 30, 31

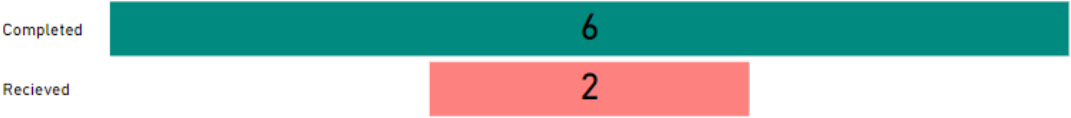
TAT by Phase of Work (MTD)



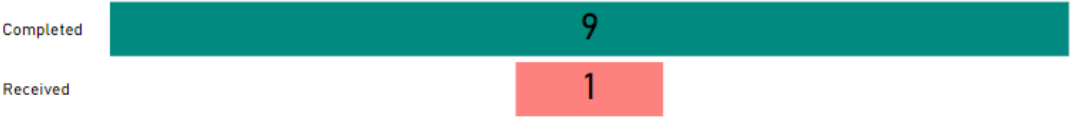
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	788
61919	2020-031	380
64601	2020-049	347
68460	2020-066	299
68485	2020-068	298
73318	2020-097	244
74776	2020-104	225

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

91!

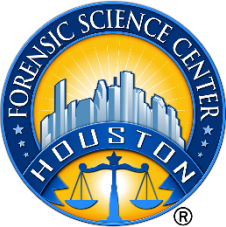
Goal: 40, 41

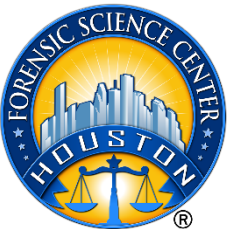
Avg Age of Open Reports*

210

Quality Filter

Biology/DNA





Section

Outsourced - DNA

Request Type

All

of Unassigned

398!

Goal: 100 (-298%)

Pending Draft

16✓

Goal: 100 (+84%)

Pending Tech

146!

Goal: 100 (-46%)

Pending Admin

0✓

Goal: 100 (+100%)

Goal= Threshold for the max # of requests in each bucket

417

Past Critical Age

162

Avg Age of Reqeusts >30 ...

529

Age-Oldest Unassigned PL

287

Age-Oldest Pending Draft...

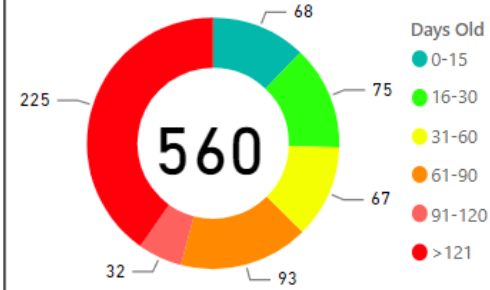
261

Age-Oldest Pending Tech ...

0

Age-Oldest Pending Adm...

Total Pending Requests



Overall TAT
(Month to Date)

132.2!

Goal: 100, 100

Overall TAT
(Past 90 Days)

154.3!

Goal: 100, 100

TAT by Phase of Work (MTD)

PL-Assign TAT MTD PL-Draft TAT MTD PL-Tech Review TAT MTD PL-Admin Review TAT MTD

125.4

TAT by Phase of Work (Past 90 Days)

150.0

Month to Date

Completed

97

Received

126

30 Day Avg (Over Past 90 Days)

Completed

102

Received

103

Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	788
61919	2020-031	380
64601	2020-049	347
68460	2020-066	299
68485	2020-068	298
73318	2020-097	244
74776	2020-104	225

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

91!

Goal: 40, 41

Avg Age of Open Reports*

210

Quality Filter

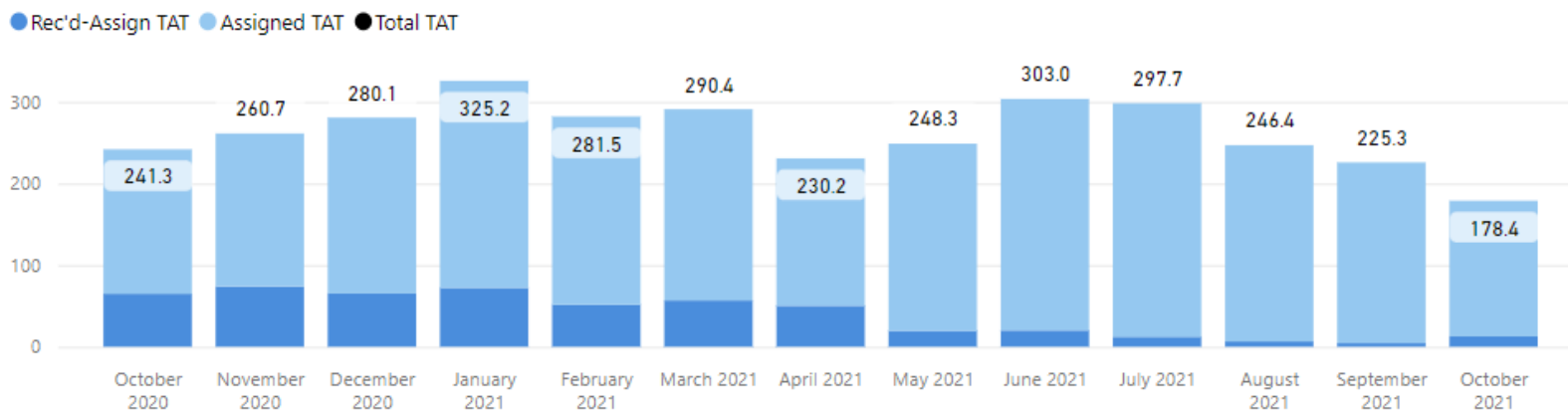
Biology/DNA

Date Range

10/1/2020

10/31/2021

Total TAT by Month



Request Type

DNA

Request Type

All

Selected Time Frame Averages

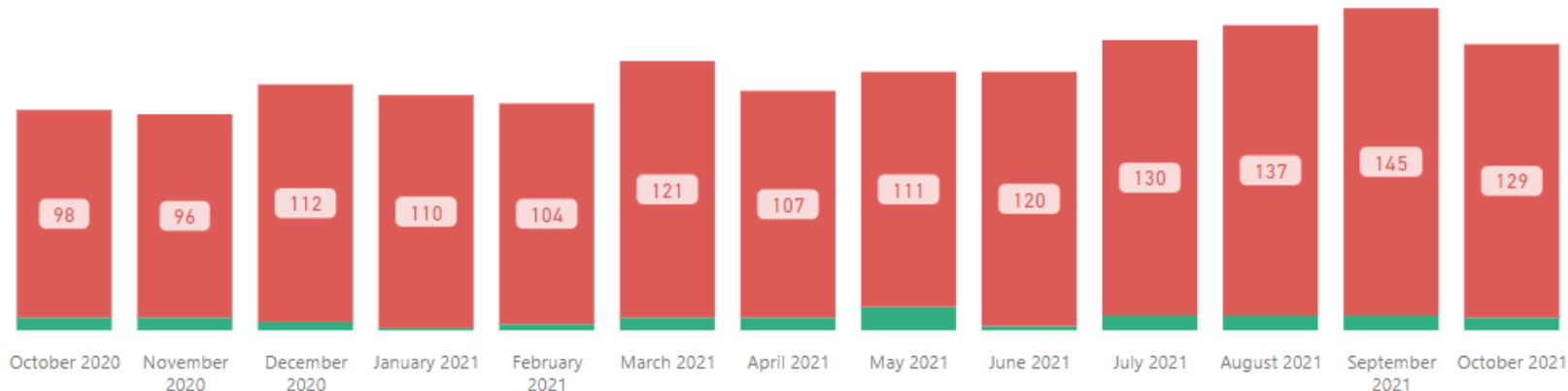
260.77

Total TAT (Rec'd-Compl.) Avg

224.76

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



● Requests Completed w/in 30 Days ● Requests Completed >30 Days Old ● Total Completed

Received to Complete

1592

Requests Completed

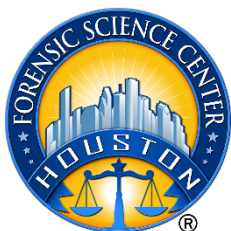
1520

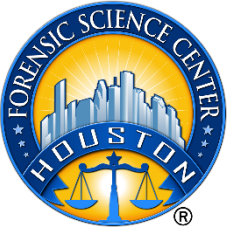
Requests Completed > 30 Days

95.48 %

% Completed > 30 Days

Requests more than 30 days old are considered to be backlogged requests





Section

DNA

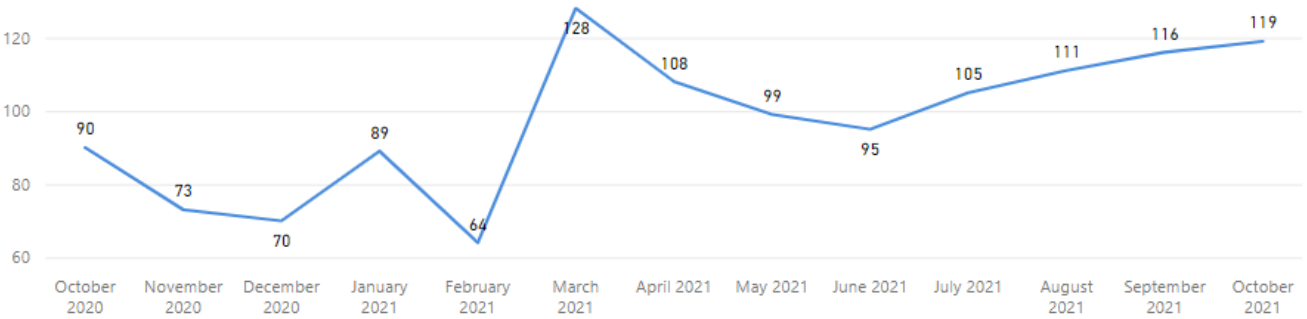
Request Type

All

Received Filter

10/1/202010/31/2021

Received by Month



Total Received

1267

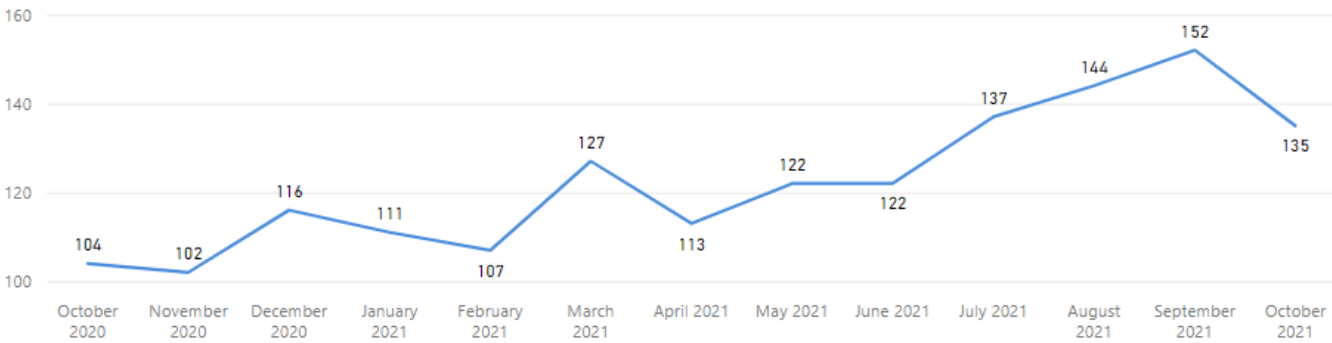
Received per Month (Avg)*

97

Completed Filter

10/1/202010/31/2021

Completed by Month



Total Completed

1592

Completed per Month (Avg)*

122

* months with zero activity are not calculated into the average

Section: Screening Request Type: All

of Unassigned
0✓
 Goal: 10 (+100%)

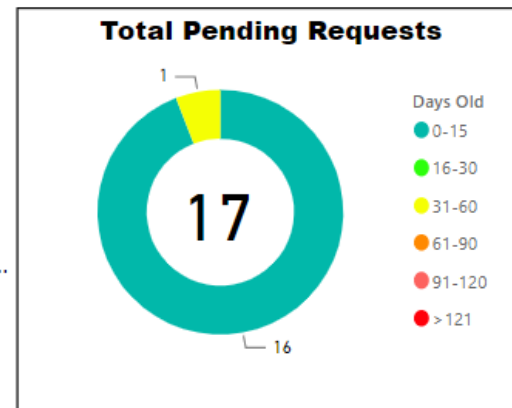
Pending Draft
15!
 Goal: 14 (-7.14%)

Pending Tech
1✓
 Goal: 16 (+93.75%)

Pending Admin
1✓
 Goal: 12 (+91.67%)

Goal= Threshold for the max # of requests in each bucket

- 1 Past Critical Age
- 31 Avg Age of Reqeusts >30 ...
- 0 Age-Oldest Unassigned PL
- 31 Age-Oldest Pending Draft...
- 3 Age-Oldest Pending Tech ...
- 10 Age-Oldest Pending Adm...



Overall TAT (Month to Date)

11.4!

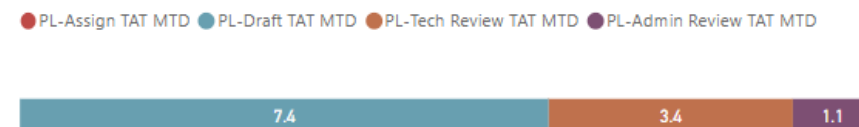
Goal: 10, 11

Overall TAT (Past 90 Days)

11.2!

Goal: 10, 11

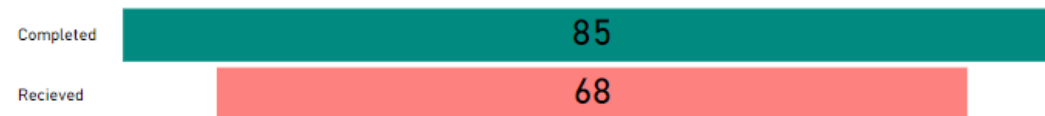
TAT by Phase of Work (MTD)



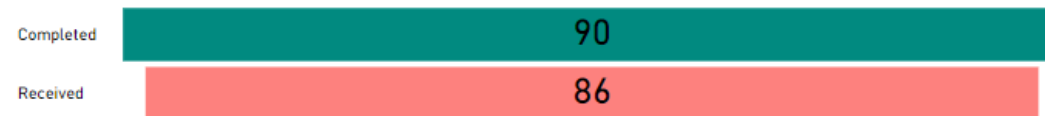
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	788
61919	2020-031	380
64601	2020-049	347
68460	2020-066	299
68485	2020-068	298
73318	2020-097	244
74776	2020-104	225

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

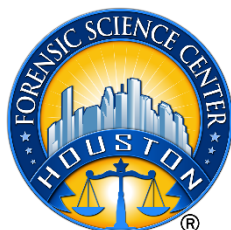
91!

Goal: 40, 41

Avg Age of Open Reports*

210

Quality Filter: Biology/DNA



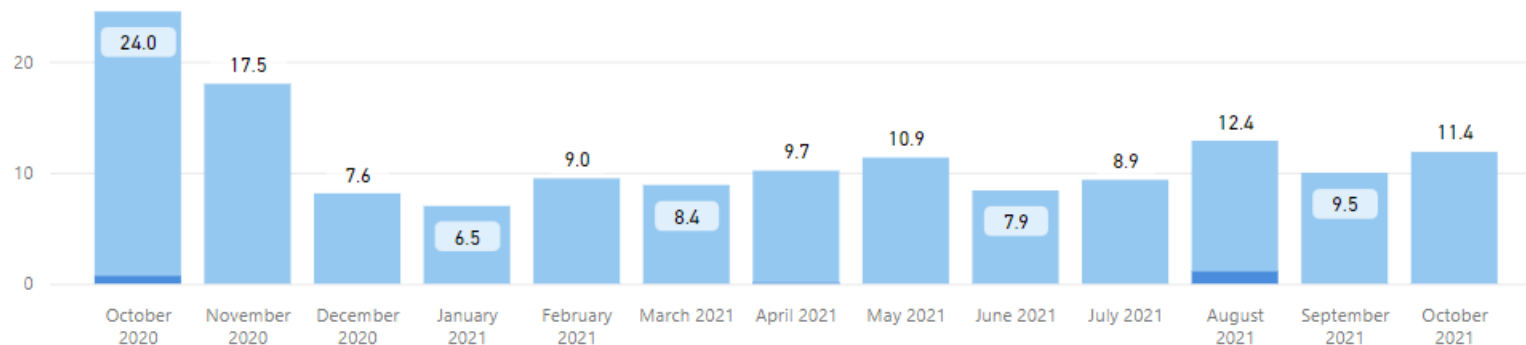
Date Range

10/1/2020

10/31/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Screening

Request Type

All

Selected Time Frame Averages

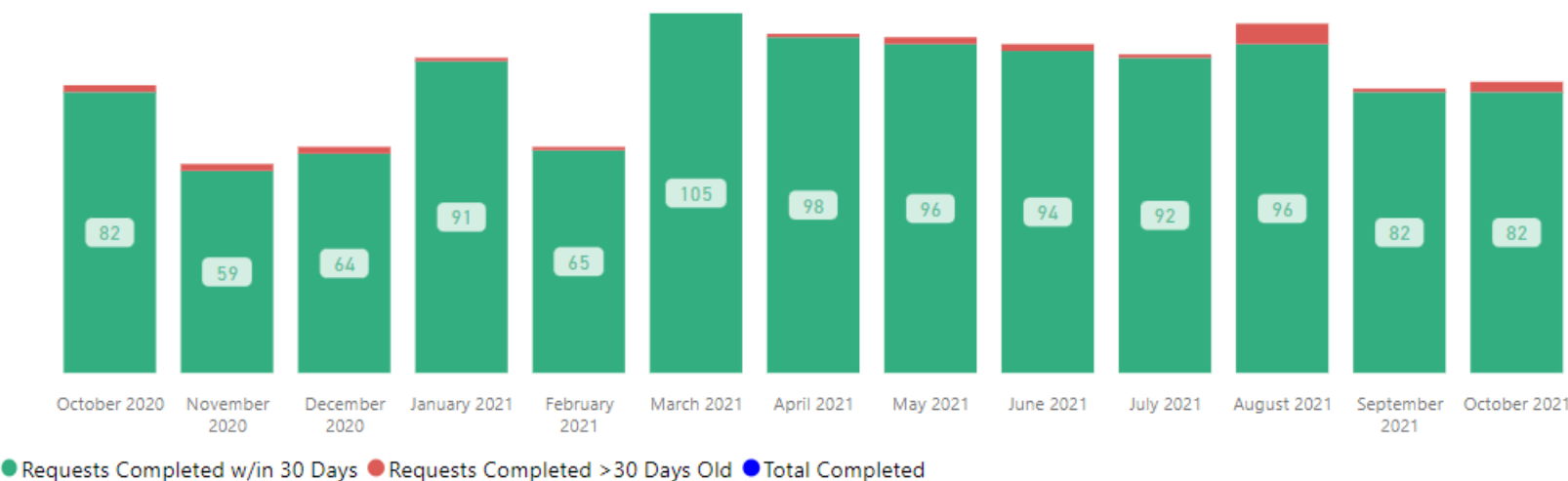
10.88

Total TAT (Rec'd-Compl.) Avg

11.19

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1130

Requests Completed

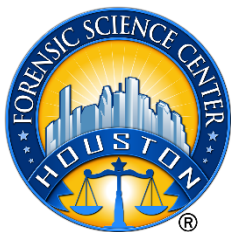
24

Requests Completed > 30 Days

2.12 %

% Completed > 30 Days

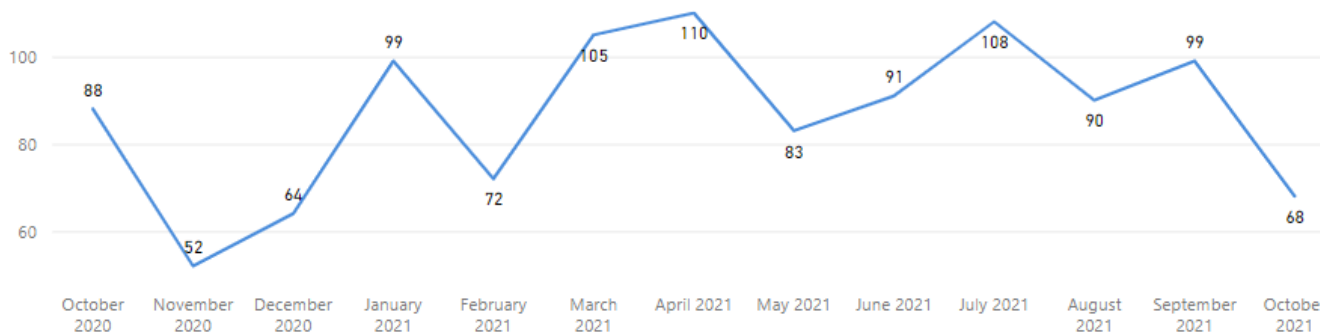
Requests more than 30 days old are considered to be backlogged requests



Section Request Type

Received Filter

Received by Month



Total Received

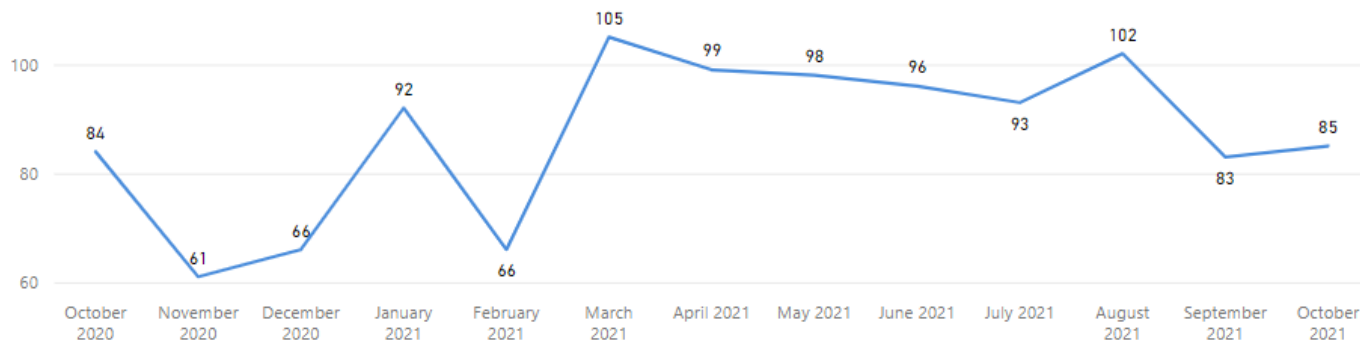
1129

Received per Month (Avg)*

87

Completed Filter

Completed by Month



Total Completed

1130

Completed per Month (Avg)*

87

* months with zero activity are not calculated into the average



Section

CODIS

CODIS Hit Type

All

of Unassigned

48✓

Goal: 100 (+52%)

Pending Draft

86!

Goal: 20 (-330%)

Pending Tech

14✓

Goal: 15 (+6.67%)

Pending Admin

0✓

Goal: 0

Goal= Threshold for the max # of requests in each bucket

0

Past Critical Age

NaN

Avg Age of Reqeusts >30 ...

28

Age-Oldest Unassigned PL

24

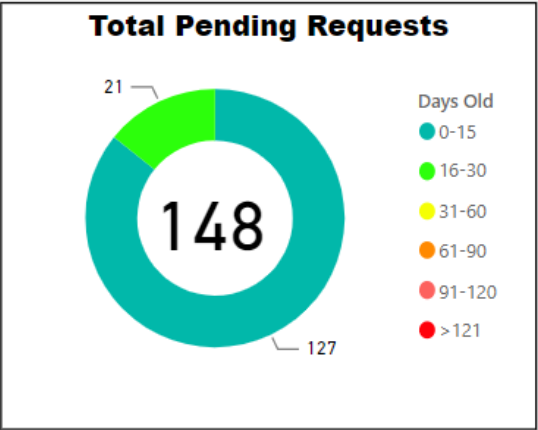
Age-Oldest Pending Draft...

21

Age-Oldest Pending Tech ...

0

Age-Oldest Pending Adm...



Overall TAT
(Month to Date)

6.8✓

Goal: 30, 31

Overall TAT
(Past 90 Days)

5.7✓

Goal: 30, 31

TAT by Phase of Work (MTD)

PL-Assign TAT MTD

PL-Draft TAT MTD

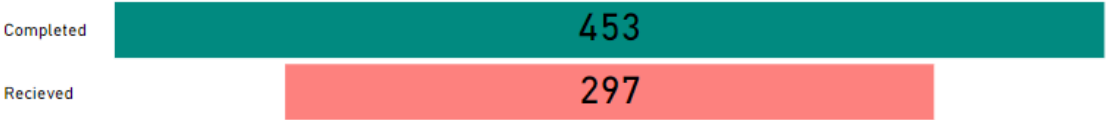
PL-Tech Review TAT MTD



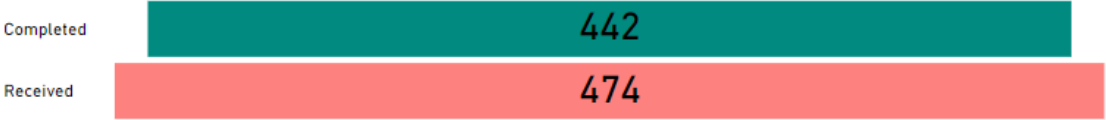
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
33435	2018-085	788
61919	2020-031	380
64601	2020-049	347
68460	2020-066	299
68485	2020-068	298
73318	2020-097	244
74776	2020-104	225

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

91!

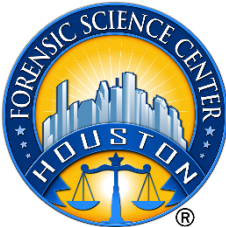
Goal: 40, 41

Avg Age of Open Reports*

210

Quality Filter

Biology/DNA



Date Range

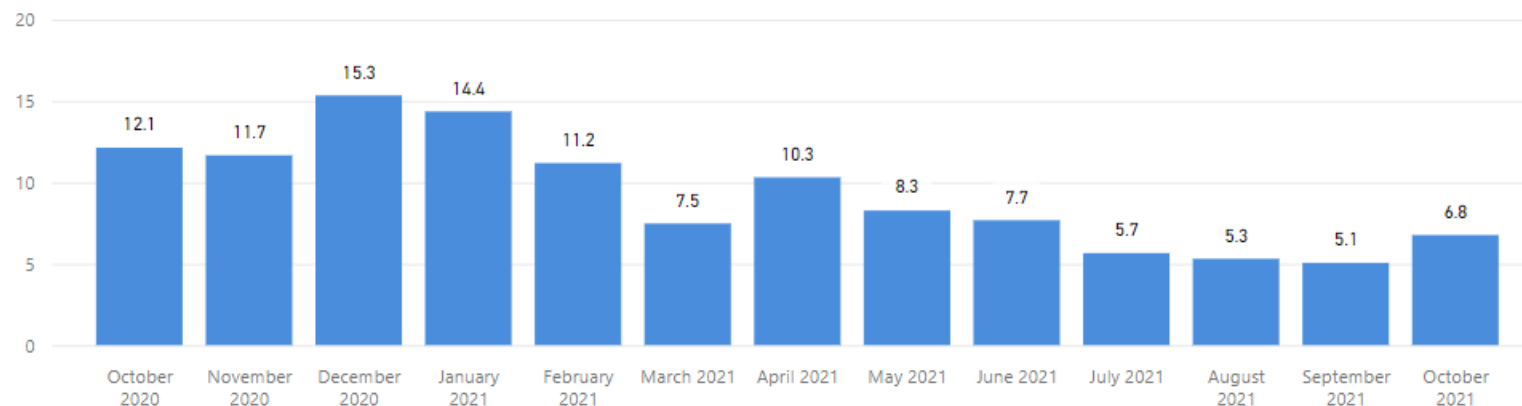
10/1/2020

10/31/2021

Request Type

CODIS

Total TAT by Month

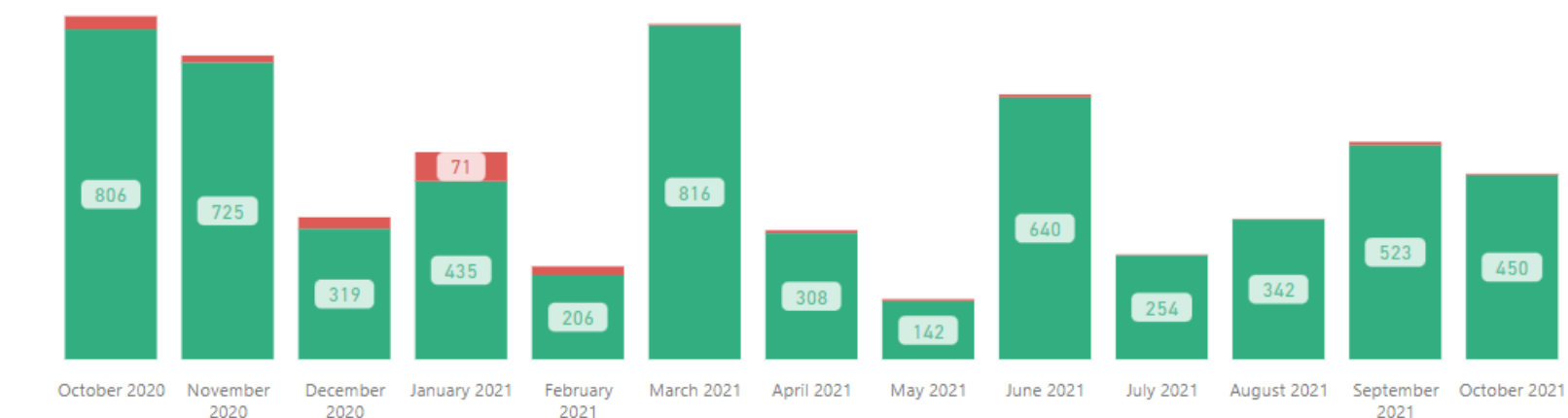


Selected Time Frame Averages

9.48

Total TAT (Rec'd-Compl.) Avg

Requests Completed



● Requests Completed w/in 30 Days ● Requests Completed >30 Days Old ● Total Completed

Received to Complete

6171

Requests Completed

205

Requests Completed > 30 Days

3.32 %

% Completed > 30 Days

Requests more than 30 days old are considered to be backlogged requests



Section

CODIS

Hit Type

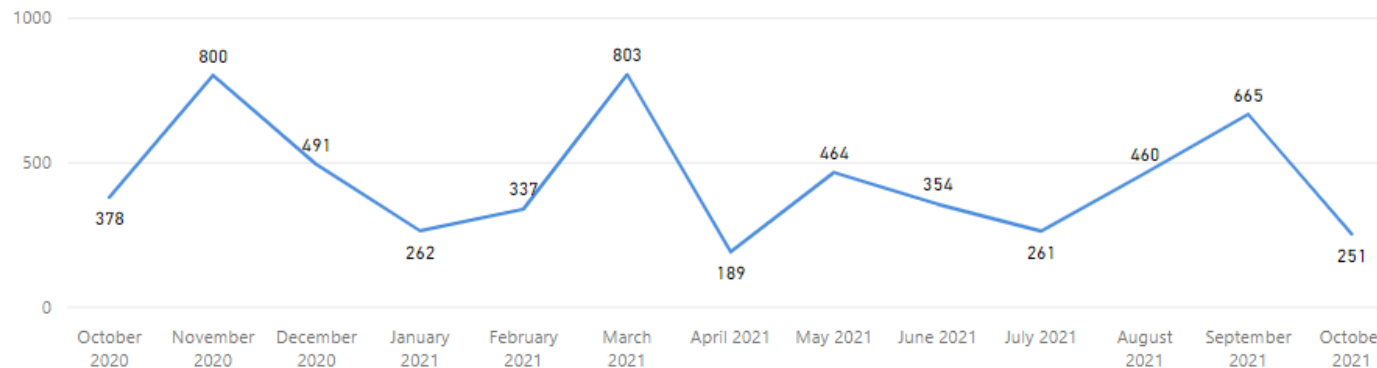
All

Received Filter

10/1/2020

10/31/2021

Received by Month



Total Received

5715

Received per Month (Avg)*

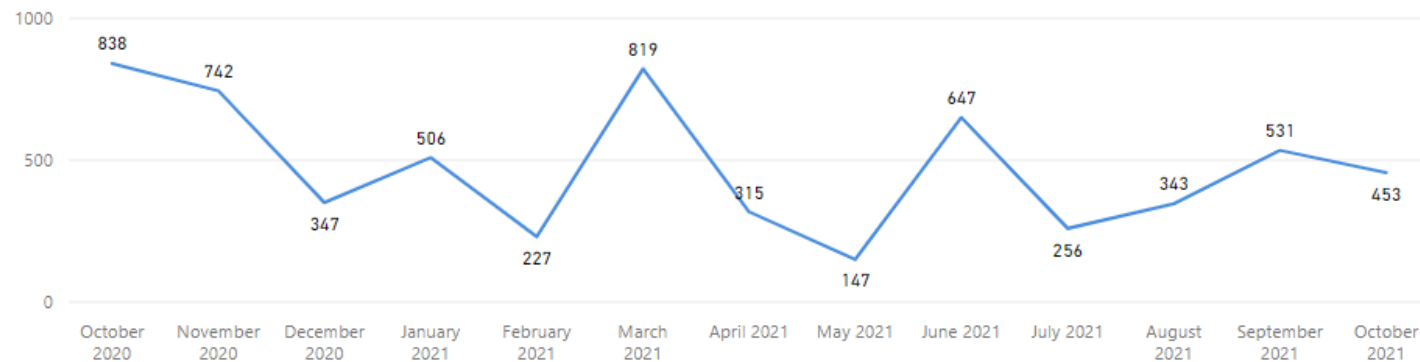
440

Completed Filter

10/1/2020

10/31/2021

Completed by Month



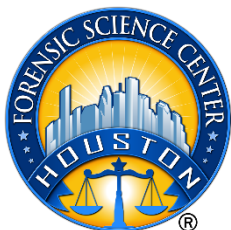
Total Completed

6171

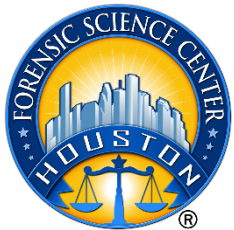
Completed per Month (Avg)*

475

* months with zero activity are not calculated into the average



Latent Prints



Service

Latent Comparison

Priority Type

All

of Unassigned

2391!

Goal: 230 (-939.57%)

Pending Draft

33✓

Goal: 50 (+34%)

Pending Tech

16✓

Goal: 50 (+68%)

Pending Admin

0✓

Goal: 50 (+100%)

Goal= Threshold for the max # of requests in each bucket

2347

Justice Trax Past Critical Age

395

Avg Age of Requests >30 D...

760

Age-Oldest Unassigned

864

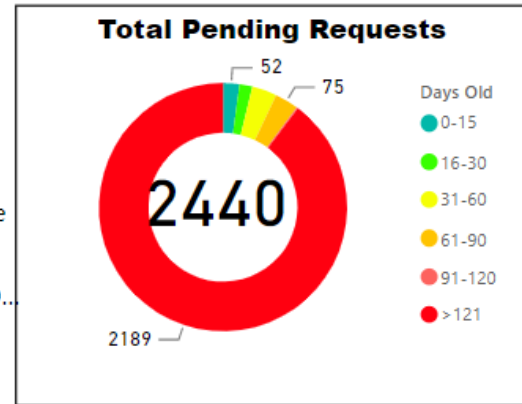
Age-Oldest Pending Draft

762

Age-Oldest Pending Tech

0

Age-Oldest Pending Admin



Overall TAT (Month to Date)

197.0!

Goal: 45, 46

Overall TAT (Past 90 Days)

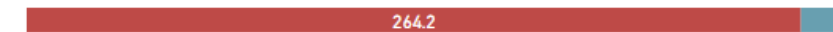
277.3!

Goal: 45, 46

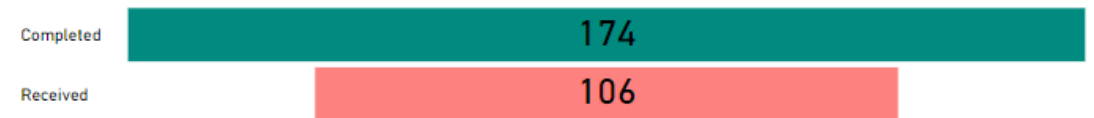
TAT by Phase of Work (MTD)



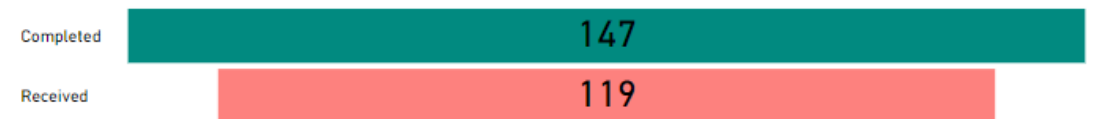
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
82175		133
88696		55
80349	2020-033	159
80971	2021-020	151
87501	2021-038	68
88032	2021-041	62

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

24✓

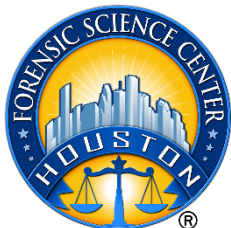
Goal: 40, 41

Avg Age of Open Reports*

110

Quality Filter

Latent Prints



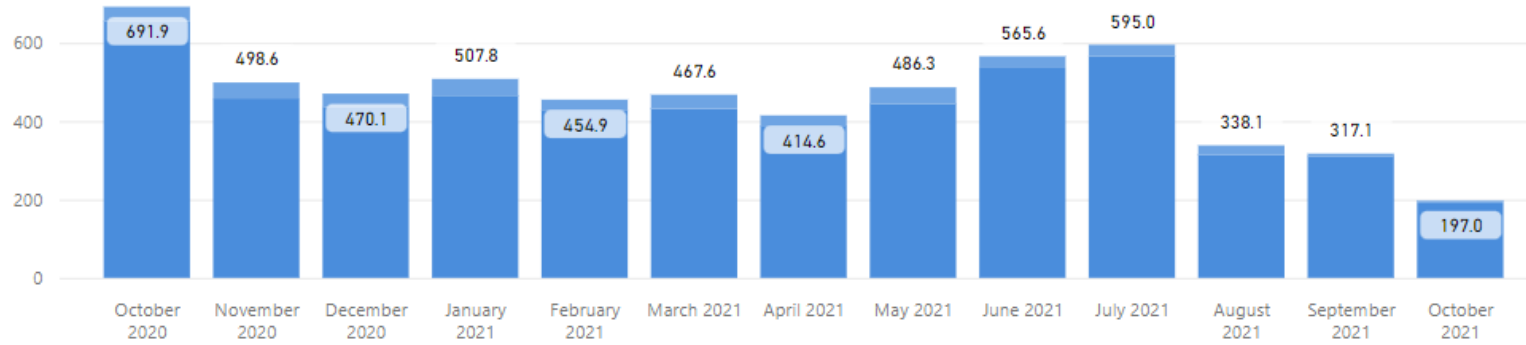
Date Range

10/1/2020

10/31/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

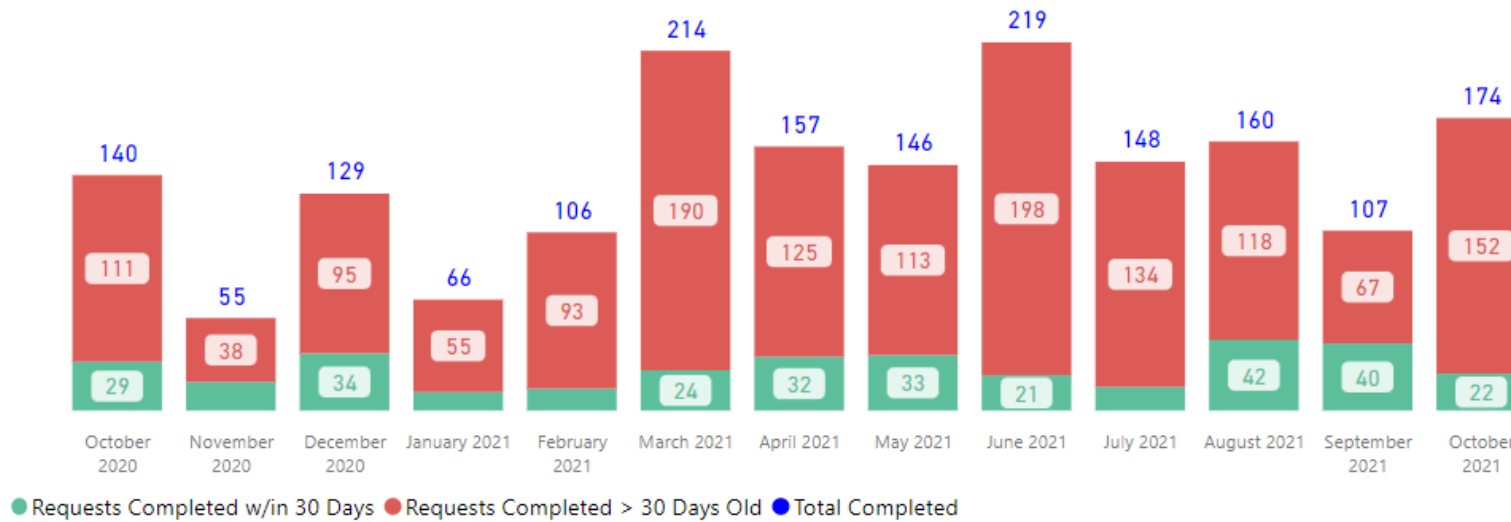
459.66

Total TAT (Rec'd-Compl.) Avg

28.89

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1821

Requests Completed

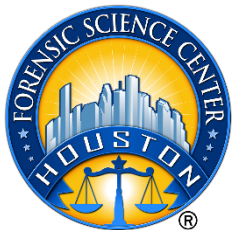
1489

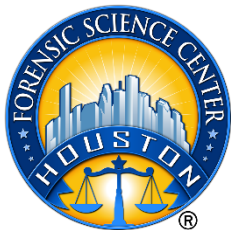
Requests Completed > 30 Days Old

81.77 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests





Service

Latent Comparison

Priority Type

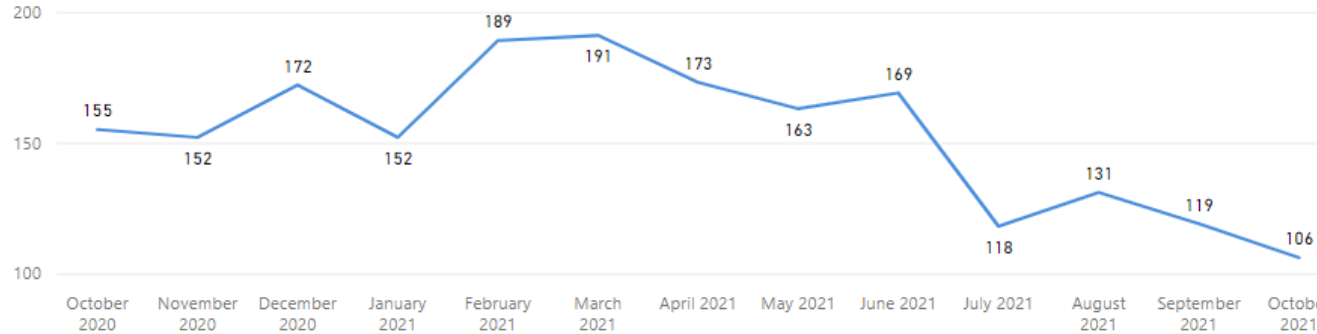
All

Received Filter

10/1/2020

10/31/2021

Received by Month



Total Received

1,990

Received per Month (Avg)*

153

Completed Filter

10/1/2020

10/31/2021

Completed by Month



Total Completed

1,821

Completed per Month (Avg)*

140

* months with zero activity are not calculated into the average

Service: Latent Processing Priority Type: All

of Unassigned

620!

Goal: 50 (-1140%)

Pending Draft

14✓

Goal: 30 (+53.33%)

Pending Tech

3✓

Goal: 30 (+90%)

Pending Admin

2✓

Goal: 30 (+93.33%)

Goal= Threshold for the max # of requests in each bucket

602
Justice Trax Past Critical Age

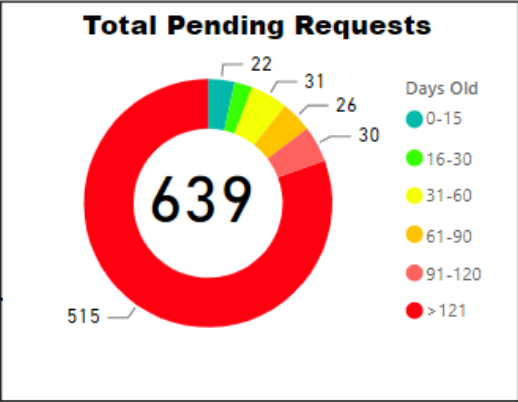
340
Avg Age of Requests >30 D...

766
Age-Oldest Unassigned

443
Age-Oldest Pending Draft

740
Age-Oldest Pending Tech

454
Age-Oldest Pending Admin



Overall TAT (Month to Date)

204.8!

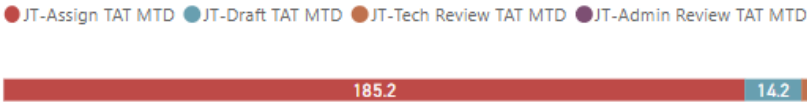
Goal: 30, 31

Overall TAT (Past 90 Days)

234.0!

Goal: 30, 31

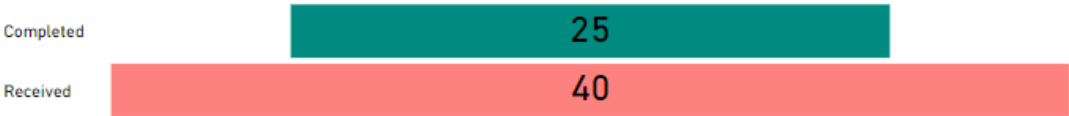
TAT by Phase of Work (MTD)



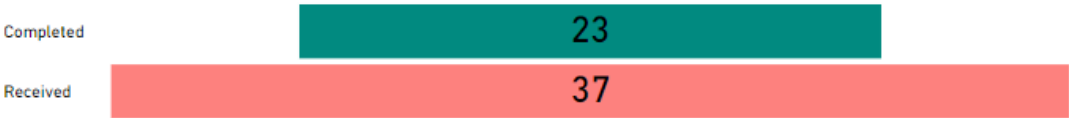
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
82175		133
88696		55
80349	2020-033	159
80971	2021-020	151
87501	2021-038	68
88032	2021-041	62

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

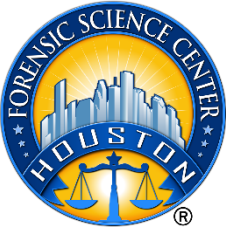
24✓

Goal: 40, 41

Avg Age of Open Reports*

110

Quality Filter: Latent Prints

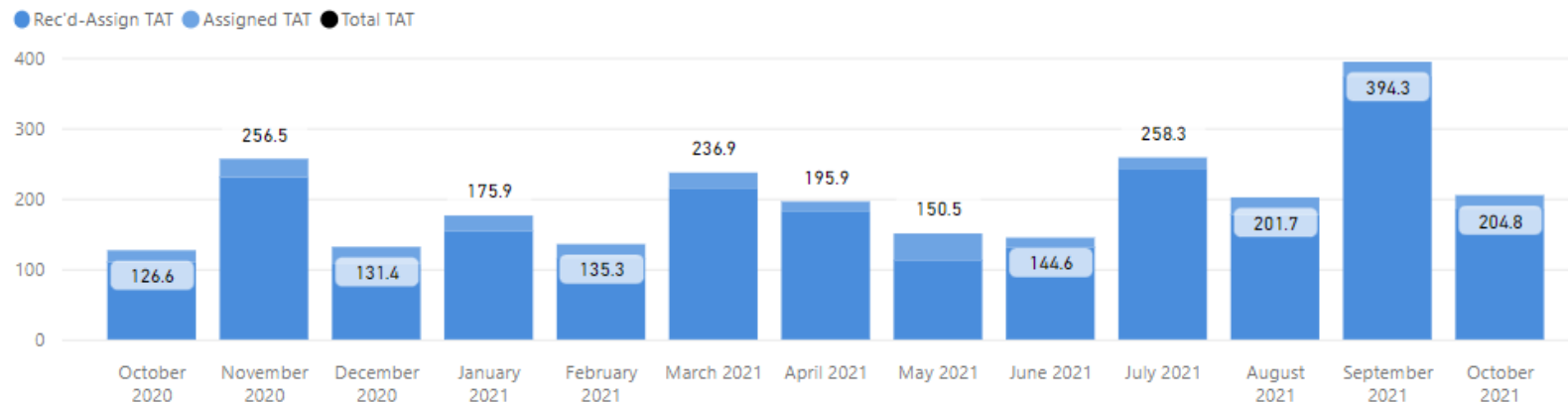


Date Range

10/1/2020

10/31/2021

Total TAT by Month



Request Type

Latent Processing

Priority Type

All

Selected Time Frame Averages

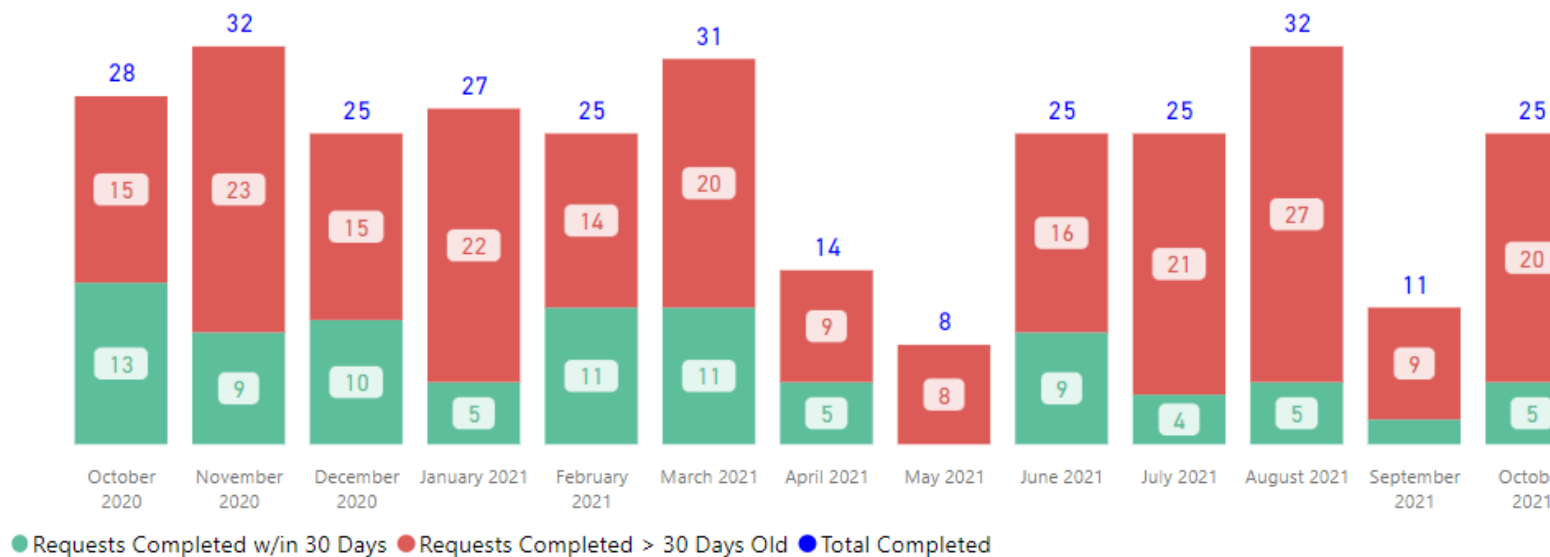
196.24

Total TAT (Rec'd-Compl.) Avg

21.33

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

308

Requests Completed

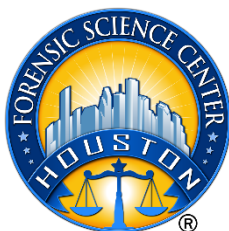
219

Requests Completed > 30 Days Old

71.10 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests



Service

Latent Processing

Priority Type

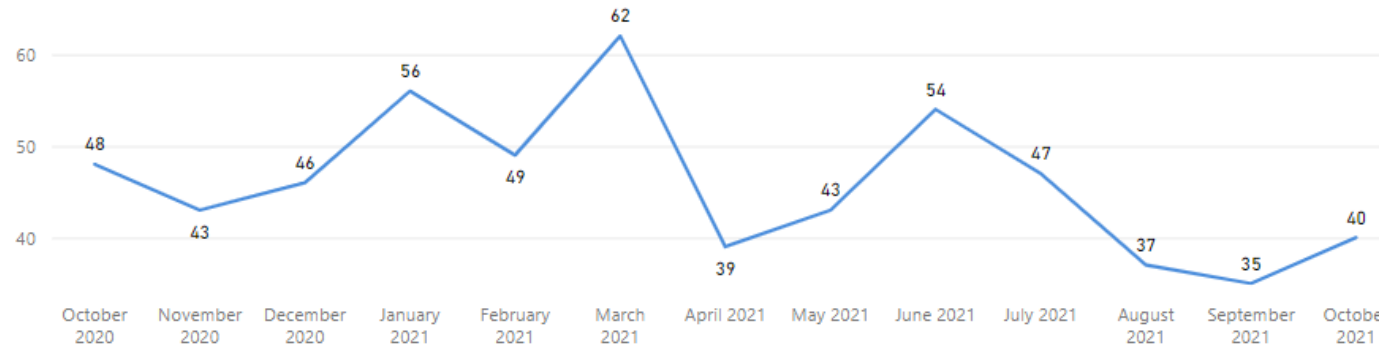
All

Received Filter

10/1/2020

10/31/2021

Received by Month



Total Received

599

Received per Month (Avg)*

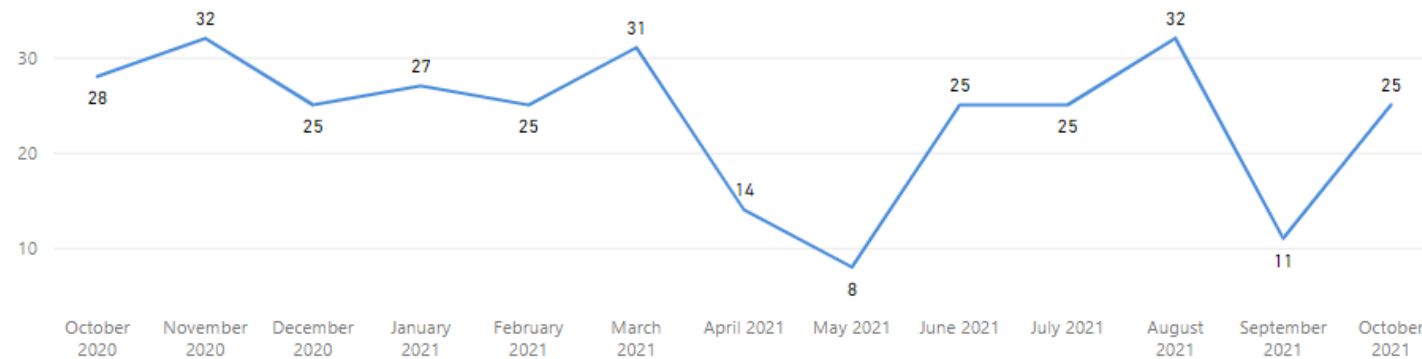
46

Completed Filter

10/1/2020

10/31/2021

Completed by Month



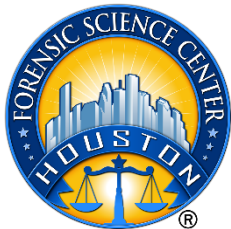
Total Completed

308

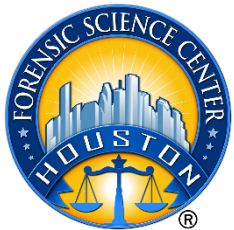
Completed per Month (Avg)*

24

* months with zero activity are not calculated into the average



Digital Multi-Media



Service

AV Call Out

Priority Type

All

of Unassigned

0✓

Goal: 15 (+100%)

Pending Draft

1✓

Goal: 5 (+80%)

Pending Tech

0✓

Goal: 5 (+100%)

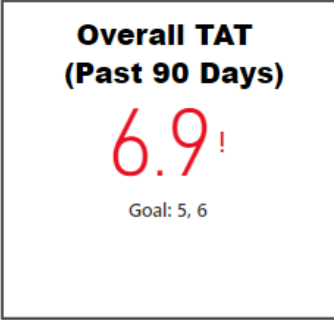
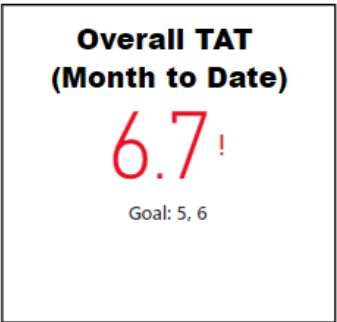
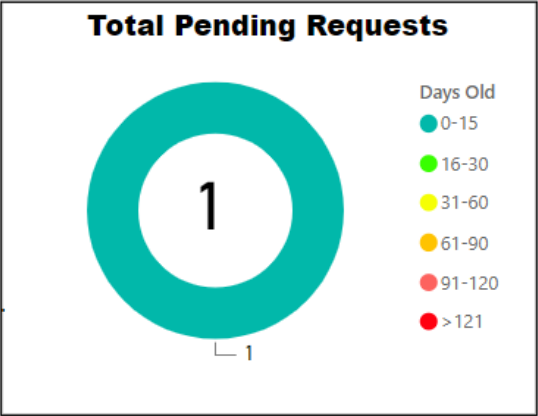
Pending Admin

0✓

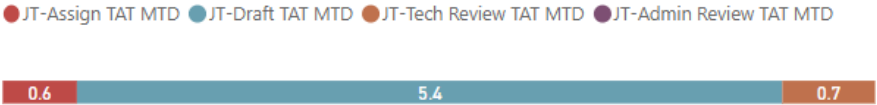
Goal: 5 (+100%)

Goal= Threshold for the max # of requests in each bucket

0
Justice Trax Past Critical Age
NaN
Avg Age of Requests >30 D...
0
Age-Oldest Unassigned
1
Age-Oldest Pending Draft
0
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin



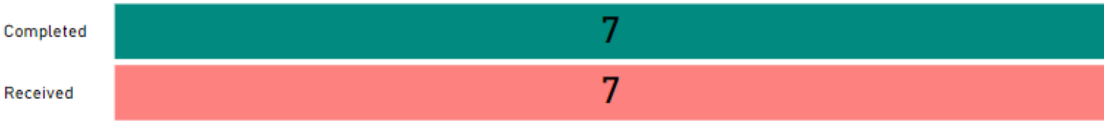
TAT by Phase of Work (MTD)



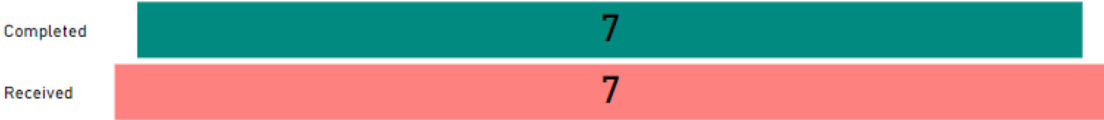
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
-------------	------------	-----

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

(Blank)✓

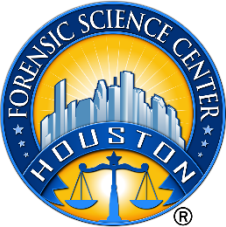
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Audio/Video



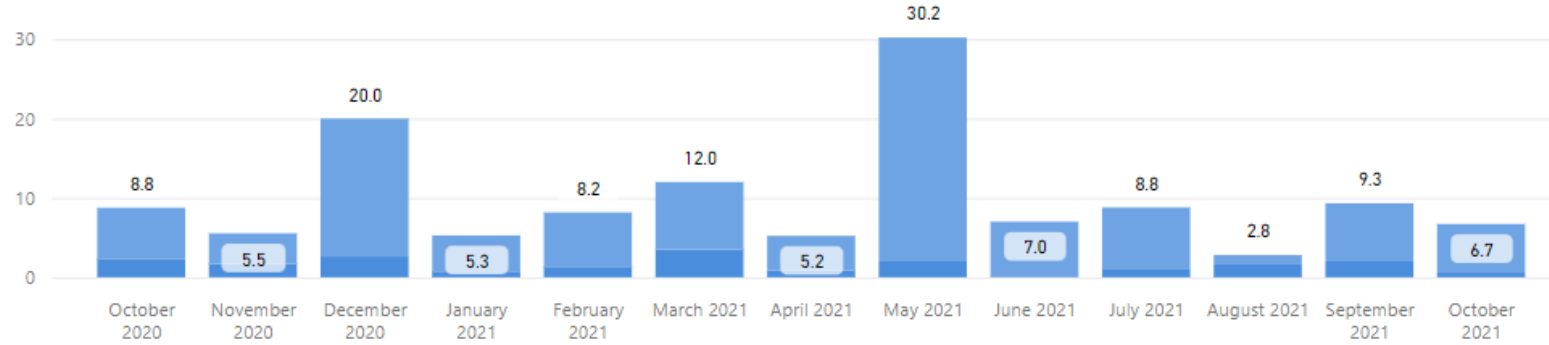
Date Range

10/1/2020

10/31/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

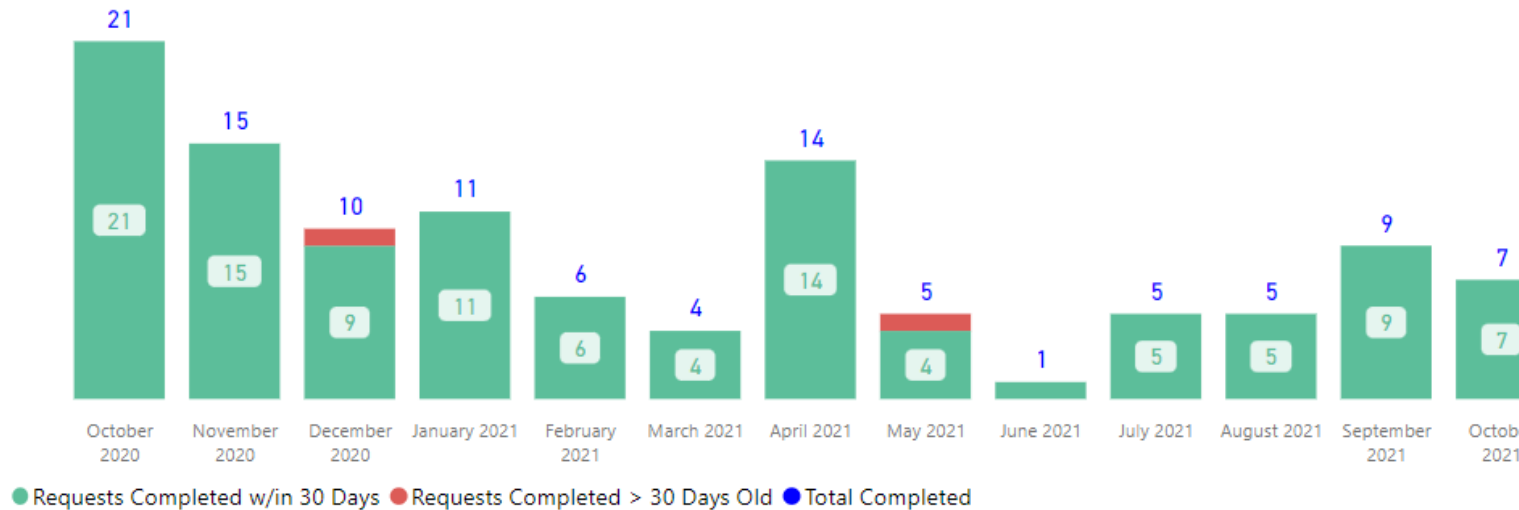
9.22

Total TAT (Rec'd-Compl.) Avg

7.57

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

113

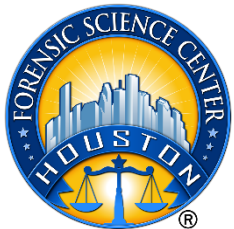
Requests Completed

2

Requests Completed > 30 Days Old

1.77 %

% Completed > 30 Days Old



Requests more than 30 days old are considered to be backlogged requests

Service

AV Call Out

Priority Type

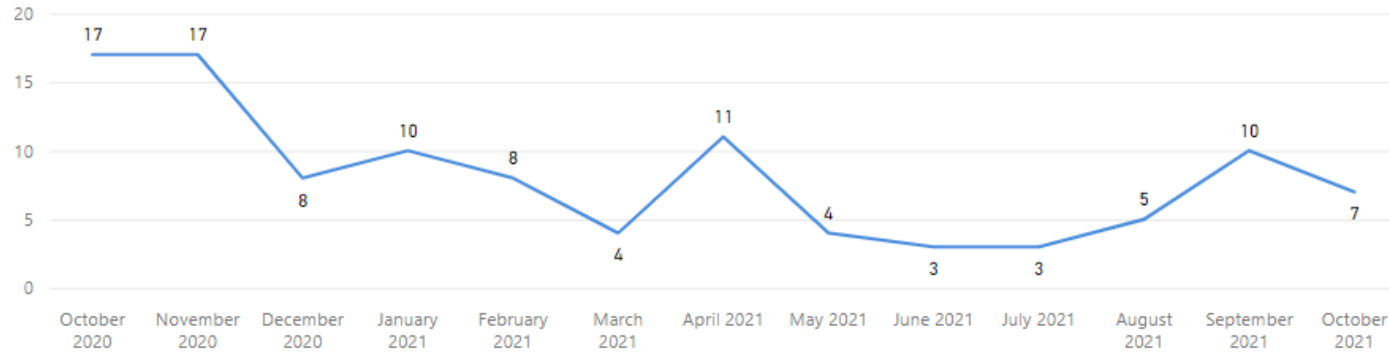
All

Received Filter

10/1/2020

10/31/2021

Received by Month



Total Received

107

Received per Month (Avg)*

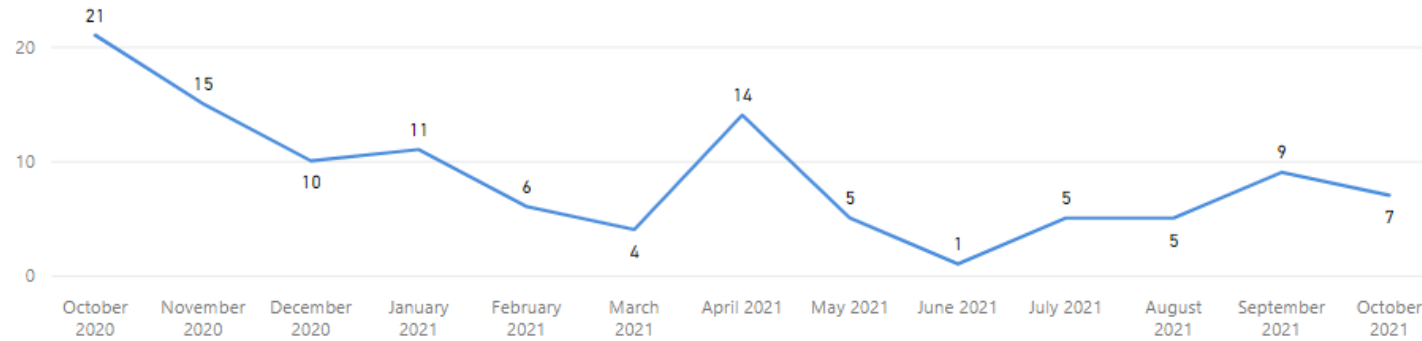
8

Completed Filter

10/1/2020

10/31/2021

Completed by Month



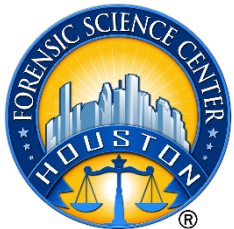
Total Completed

113

Completed per Month (Avg)*

9

* months with zero activity are not calculated into the average



Service
Priority Type

AV Examination
All

of Unassigned
1✓
Goal: 15 (+93.33%)

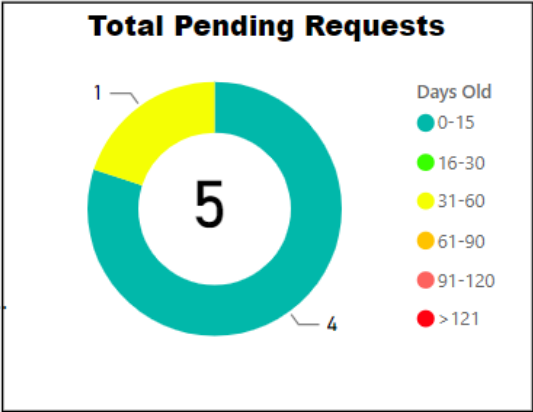
Pending Draft
2✓
Goal: 5 (+60%)

Pending Tech
2✓
Goal: 5 (+60%)

Pending Admin
0✓
Goal: 5 (+100%)

Goal= Threshold for the max # of requests in each bucket

- 1 Justice Trax Past Critical Age
- 51 Avg Age of Requests >30 D...
- 1 Age-Oldest Unassigned
- 51 Age-Oldest Pending Draft
- 15 Age-Oldest Pending Tech
- 0 Age-Oldest Pending Admin



Overall TAT (Month to Date)

22.1✓

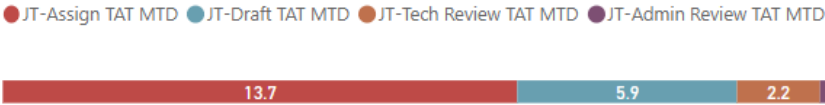
Goal: 45, 46

Overall TAT (Past 90 Days)

21.1✓

Goal: 45, 46

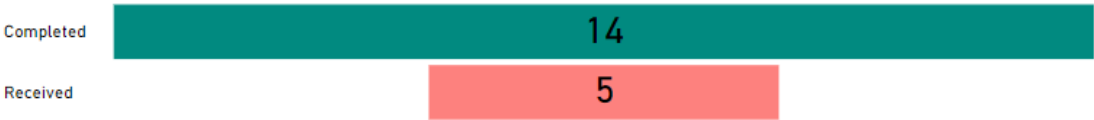
TAT by Phase of Work (MTD)



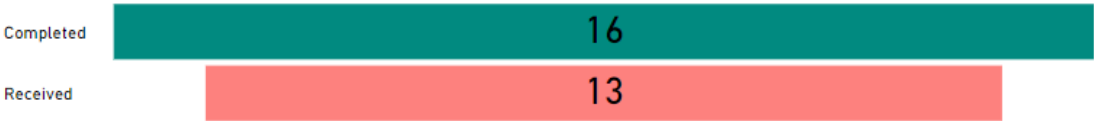
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

(Blank)✓

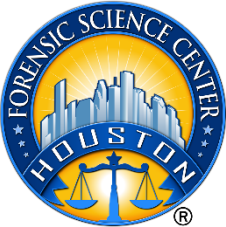
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Audio/Video



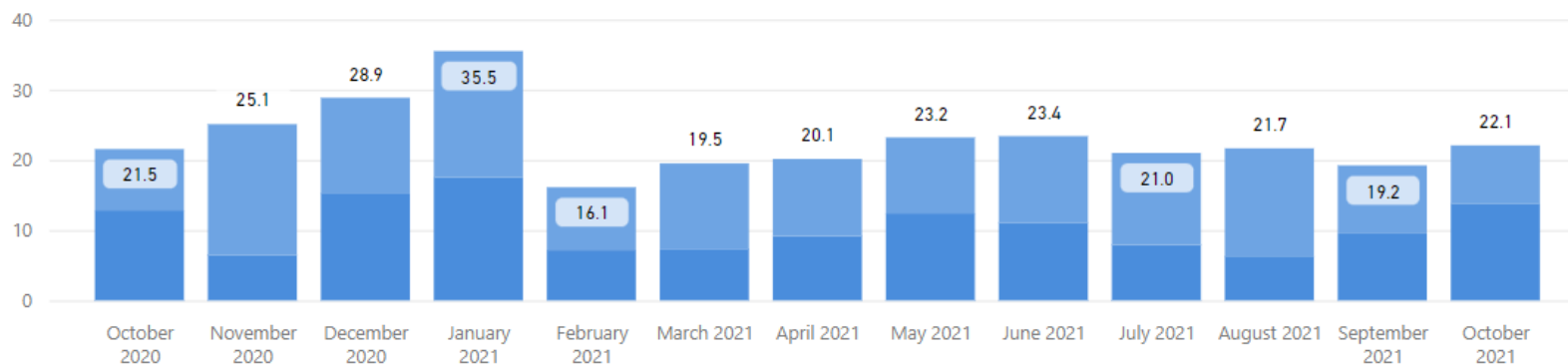
Date Range

10/1/2020

10/31/2021

Total TAT by Month

● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

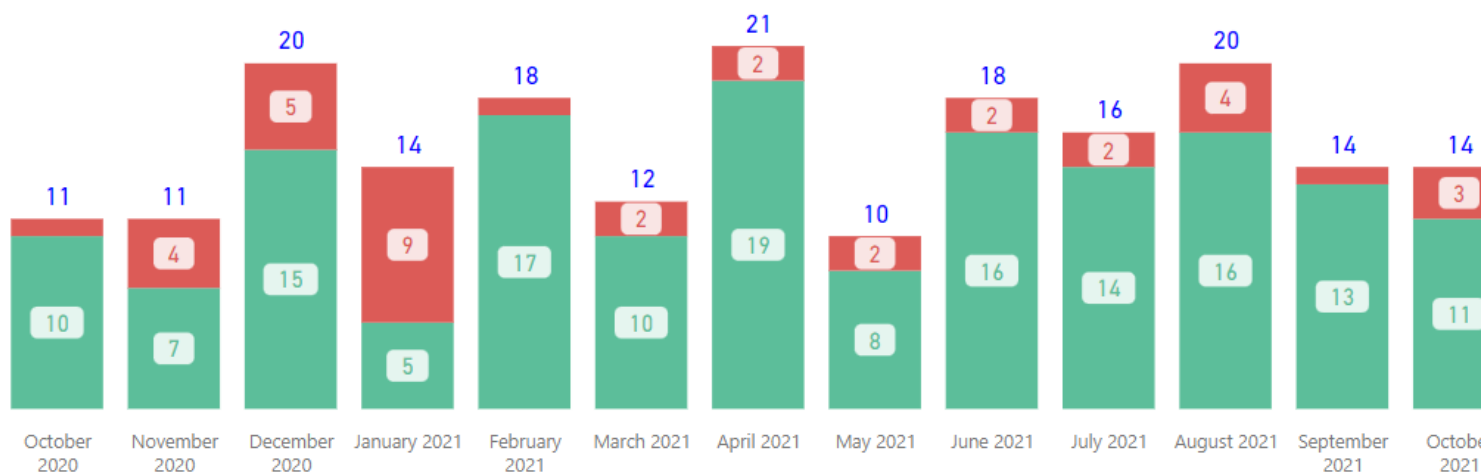
22.78

Total TAT (Rec'd-Compl.) Avg

12.38

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



● Requests Completed w/in 30 Days ● Requests Completed > 30 Days Old ● Total Completed

Received to Complete

199

Requests Completed

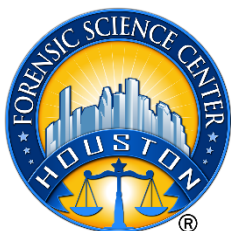
38

Requests Completed > 30 Days Old

19.10 %

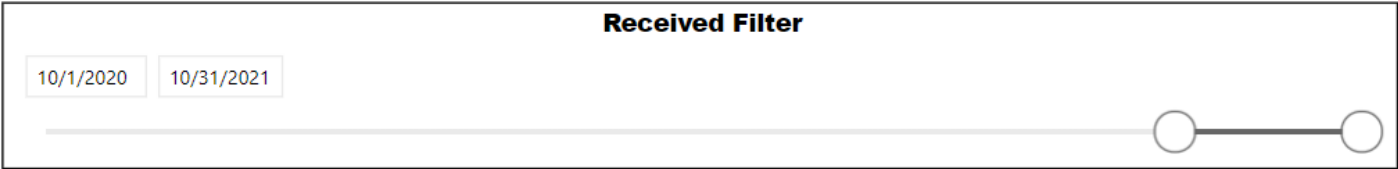
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests

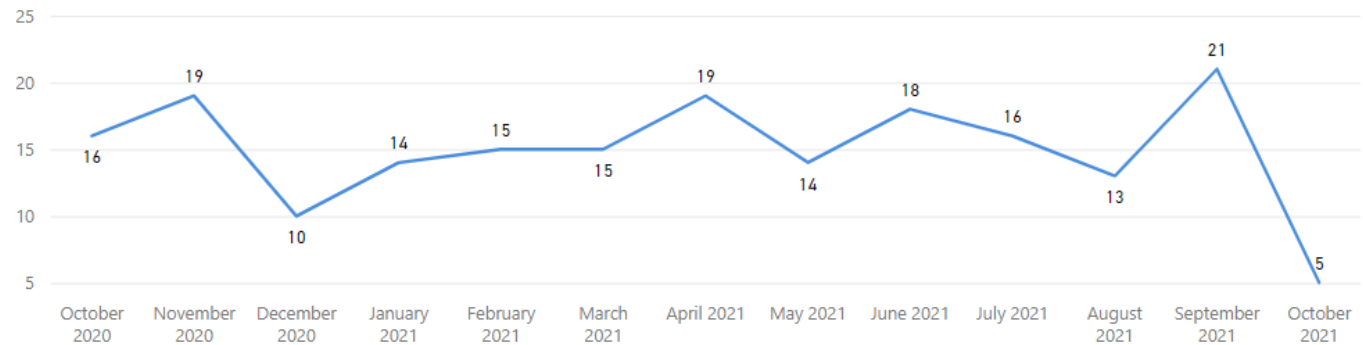


Service
Priority Type

AV Examination
All



Received by Month



Total Received

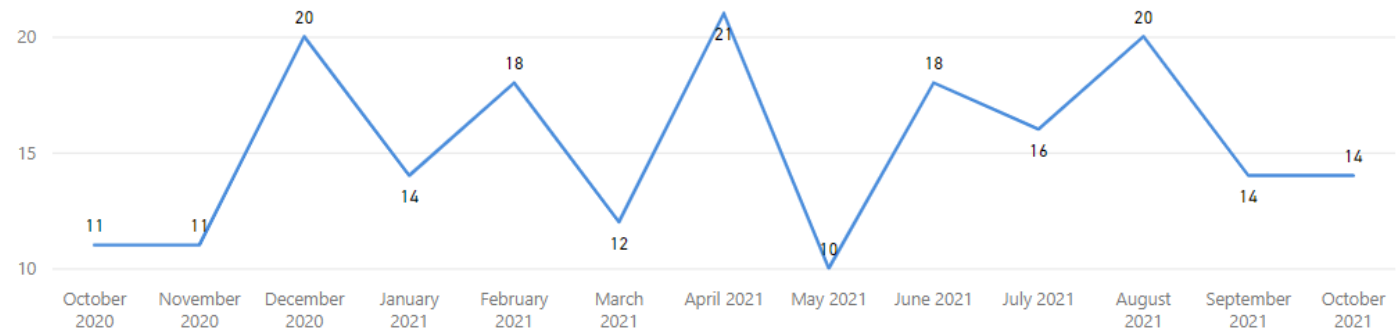
195

Received per Month (Avg)*

15



Completed by Month



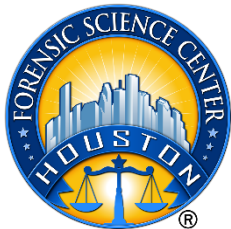
Total Completed

199

Completed per Month (Avg)*

15

* months with zero activity are not calculated into the average



Service
Priority Type

DFL
All

of Unassigned
227!
Goal: 50 (-354%)

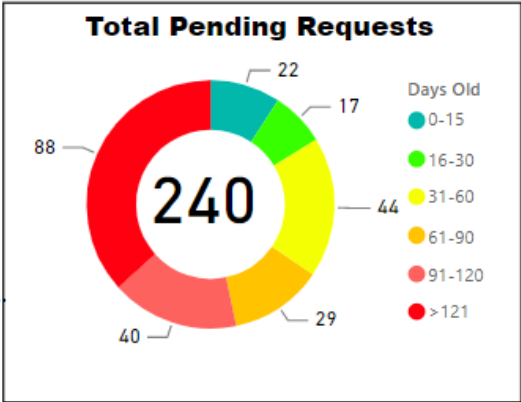
Pending Draft
13!
Goal: 5 (-160%)

Pending Tech
0✓
Goal: 5 (+100%)

Pending Admin
0✓
Goal: 5 (+100%)

Goal= Threshold for the max # of requests in each bucket

201
Justice Trax Past Critical Age
136
Avg Age of Requests >30 D...
432
Age-Oldest Unassigned
440
Age-Oldest Pending Draft
0
Age-Oldest Pending Tech
0
Age-Oldest Pending Admin



Overall TAT
(Month to Date)

105.7!

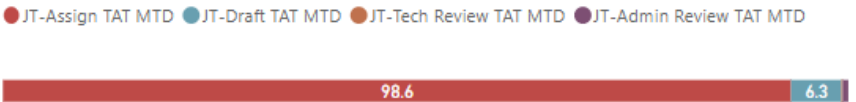
Goal: 45, 46

Overall TAT
(Past 90 Days)

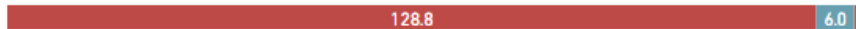
135.4!

Goal: 45, 46

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

(Blank)✓

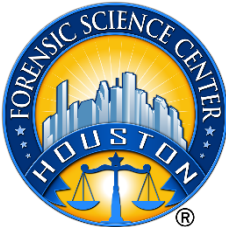
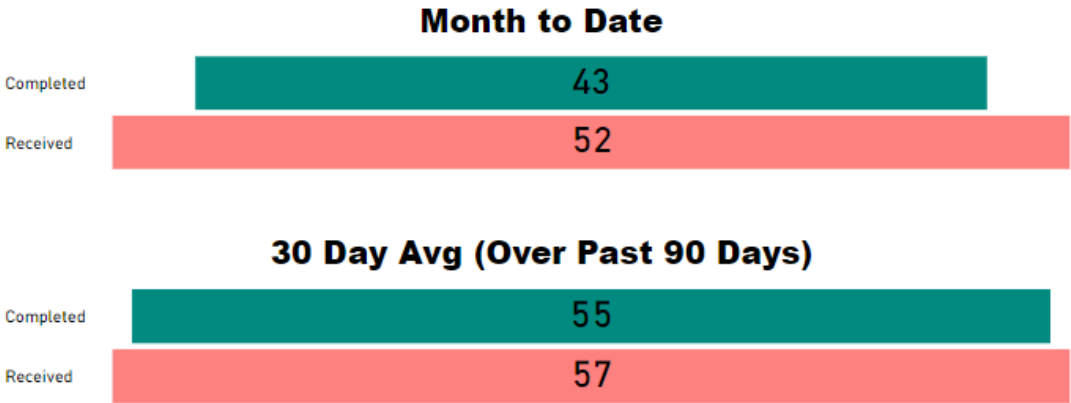
Goal: 30, 31

Avg Age of Open Reports*

NaN

Quality Filter

Digital Forensics

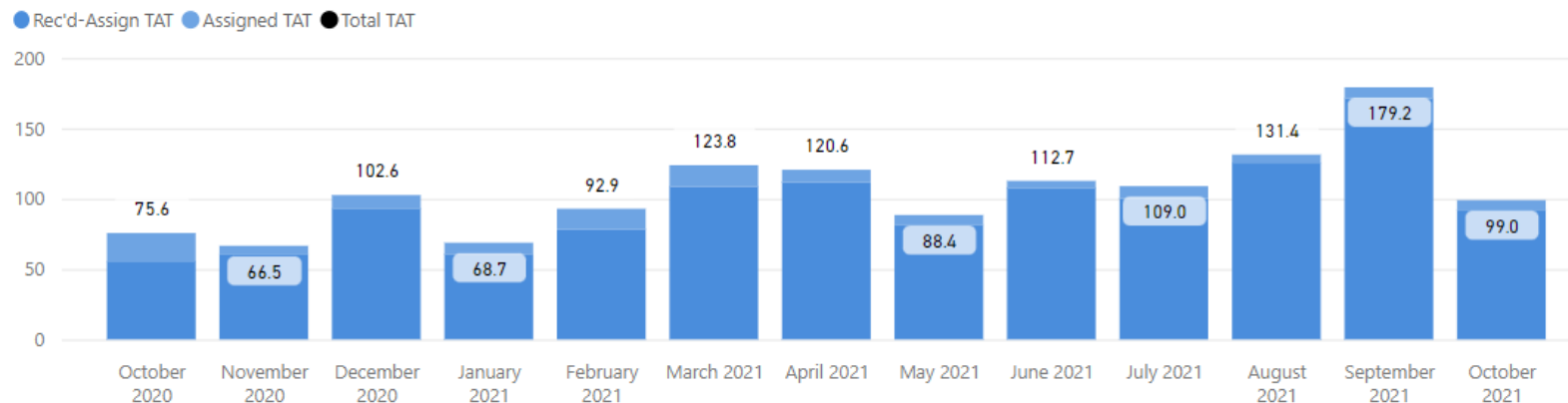


DFL and DME

Date Range

10/1/2020 10/31/2021

Total TAT by Month



Request Type

Multiple selections

Priority Type

All

Selected Time Frame Averages

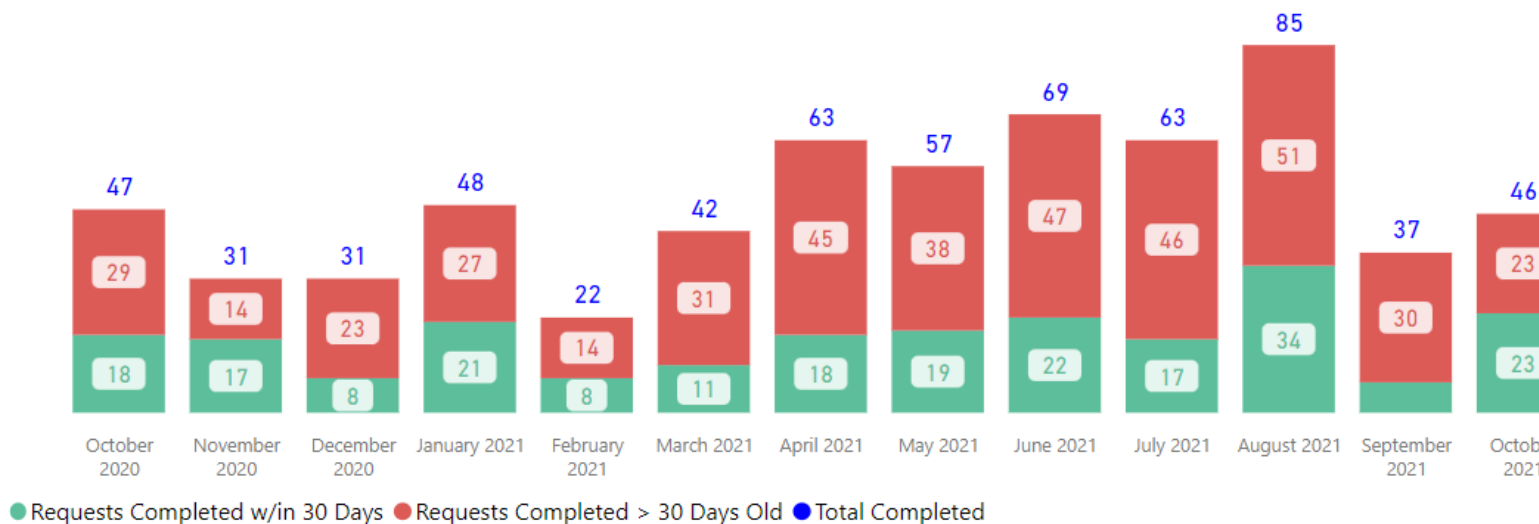
107.58

Total TAT (Rec'd-Compl.) Avg

8.97

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

641

Requests Completed

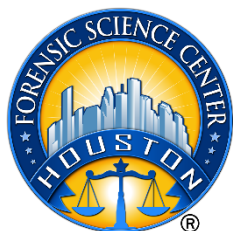
418

Requests Completed > 30 Days Old

65.21 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests



DFL and DME

Service

Multiple selections

Priority Type

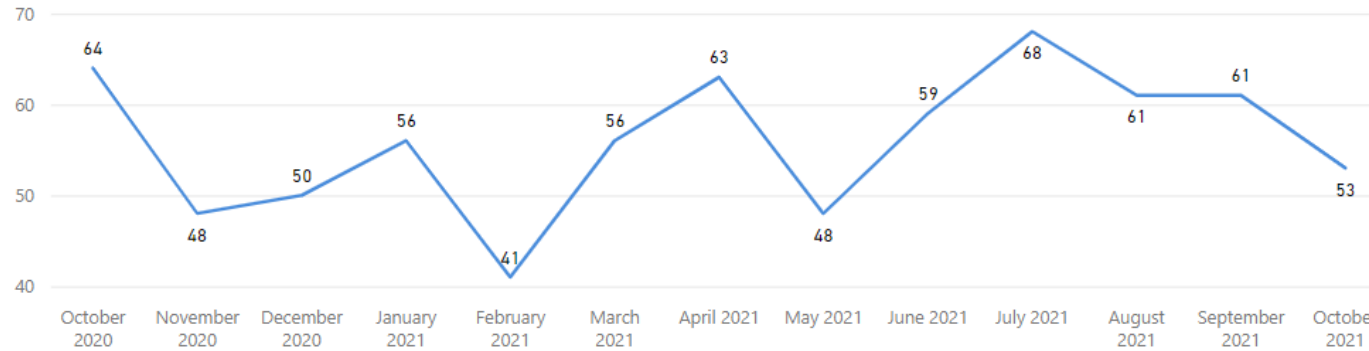
All

Received Filter

10/1/2020

10/31/2021

Received by Month



Total Received

728

Received per Month (Avg)*

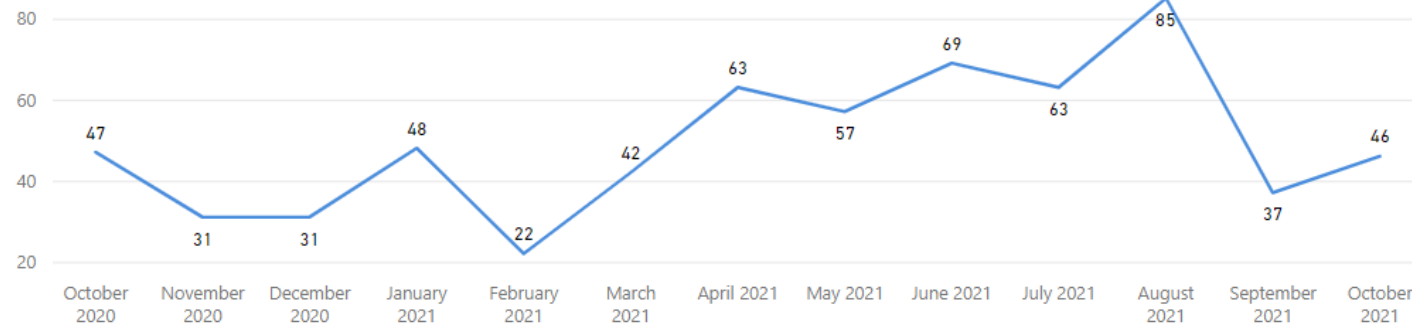
56

Completed Filter

10/1/2020

10/31/2021

Completed by Month



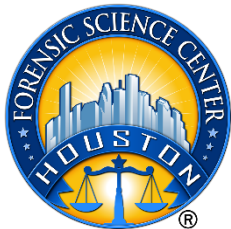
Total Completed

641

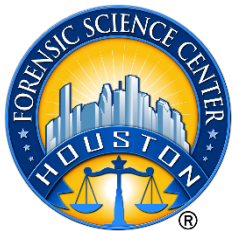
Completed per Month (Avg)*

49

* months with zero activity are not calculated into the average



Crime Scene Unit



Service Priority Type

of Unassigned

0✓

Goal: 0

Pending Draft

234!

Goal: 30 (-680%)

Pending Tech

818!

Goal: 30 (-2626.67%)

Pending Admin

1!

Goal: 0

Goal= Threshold for the max # of requests in each bucket

871
Justice Trax Past Critical Age

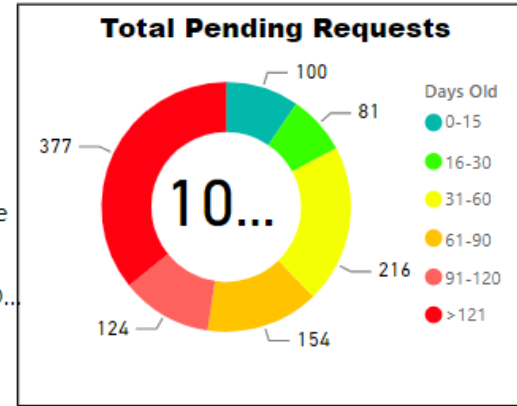
123
Avg Age of Requests >30 D...

0
Age-Oldest Unassigned

790
Age-Oldest Pending Draft

647
Age-Oldest Pending Tech

171
Age-Oldest Pending Admin



Overall TAT (Month to Date)

135.9!

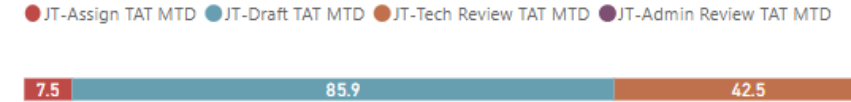
Goal: 30, 31

Overall TAT (Past 90 Days)

152.9!

Goal: 30, 31

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
93116		6
76096	2021-001	207
82688	2021-026	126
88317	2021-043	59
88359	2021-044	58
89001	2021-047	51
90874	2021-054	29

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

38!

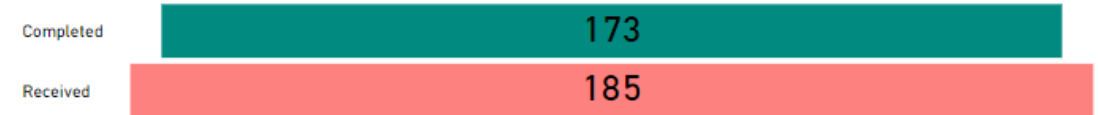
Goal: 30, 31

Avg Age of Open Reports*

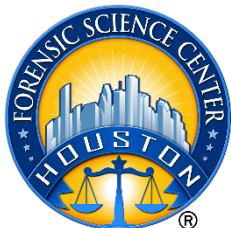
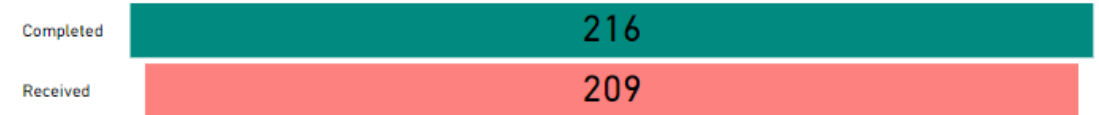
54

Quality Filter

Month to Date



30 Day Avg (Over Past 90 Days)



Service: CSU VEB
 Priority Type: All

of Unassigned
 0✓
 Goal: 0

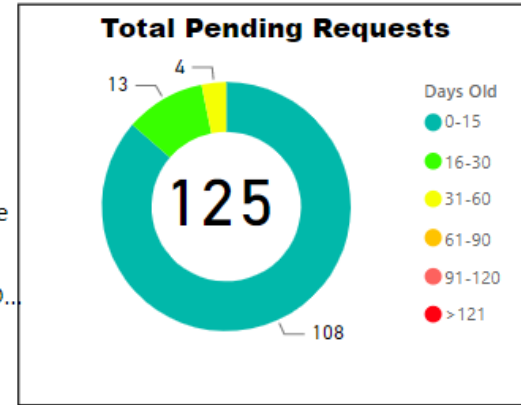
Pending Draft
 110!
 Goal: 30 (-266.67%)

Pending Tech
 15✓
 Goal: 30 (+50%)

Pending Admin
 0✓
 Goal: 30 (+100%)

Goal= Threshold for the max # of requests in each bucket

4 Justice Trax Past Critical Age
 33
 Avg Age of Requests >30 D..
 0 Age-Oldest Unassigned
 35 Age-Oldest Pending Draft
 32 Age-Oldest Pending Tech
 0 Age-Oldest Pending Admin



Overall TAT (Month to Date)

15.3✓
 Goal: 30, 31

Overall TAT (Past 90 Days)

15.3✓
 Goal: 30, 31

TAT by Phase of Work (MTD)

● JT-Assign TAT MTD ● JT-Draft TAT MTD ● JT-Tech Review TAT MTD ● JT-Admin Review TAT MTD



TAT by Phase of Work (Past 90 Days)



Open Quality Reports

Qualtrax ID	Workflow #	Age
93116		6
76096	2021-001	207
82688	2021-026	126
88317	2021-043	59
88359	2021-044	58
89001	2021-047	51
90874	2021-054	29

*Reports without a Workflow Id# are not included in the Avg Age

Quality TAT

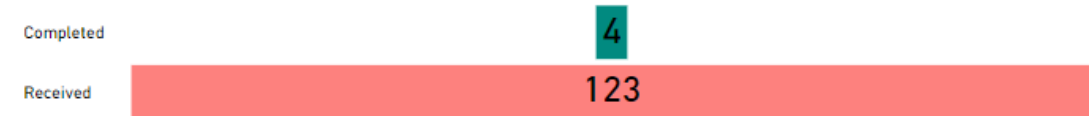
38!
 Goal: 30, 31

Avg Age of Open Reports*

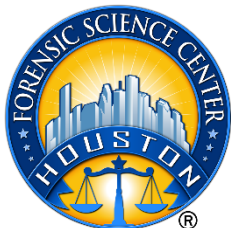
54

Quality Filter: Crime Scene

Month to Date



30 Day Avg (Over Past 90 Days)

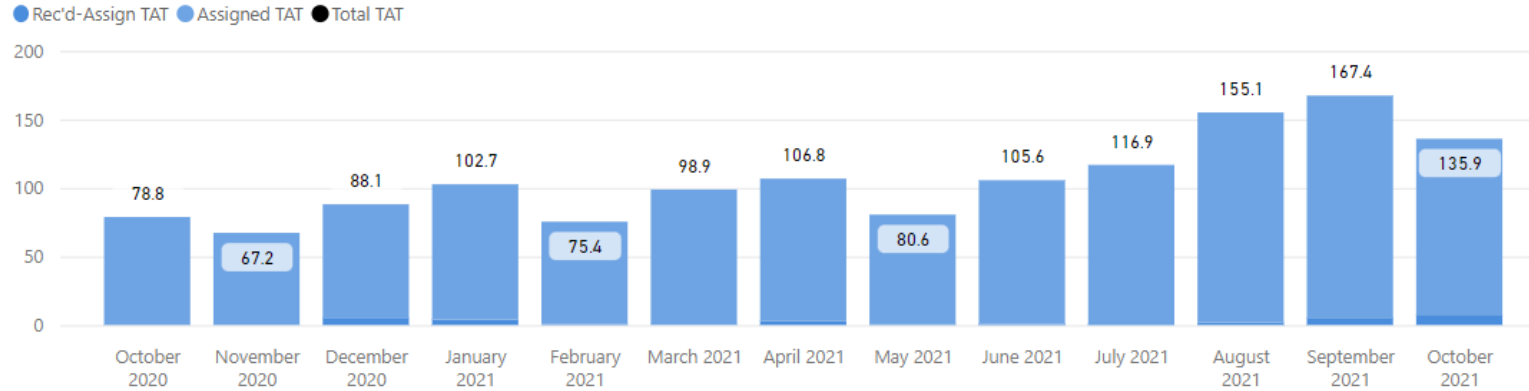


Date Range

10/1/2020

10/31/2021

Total TAT by Month



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

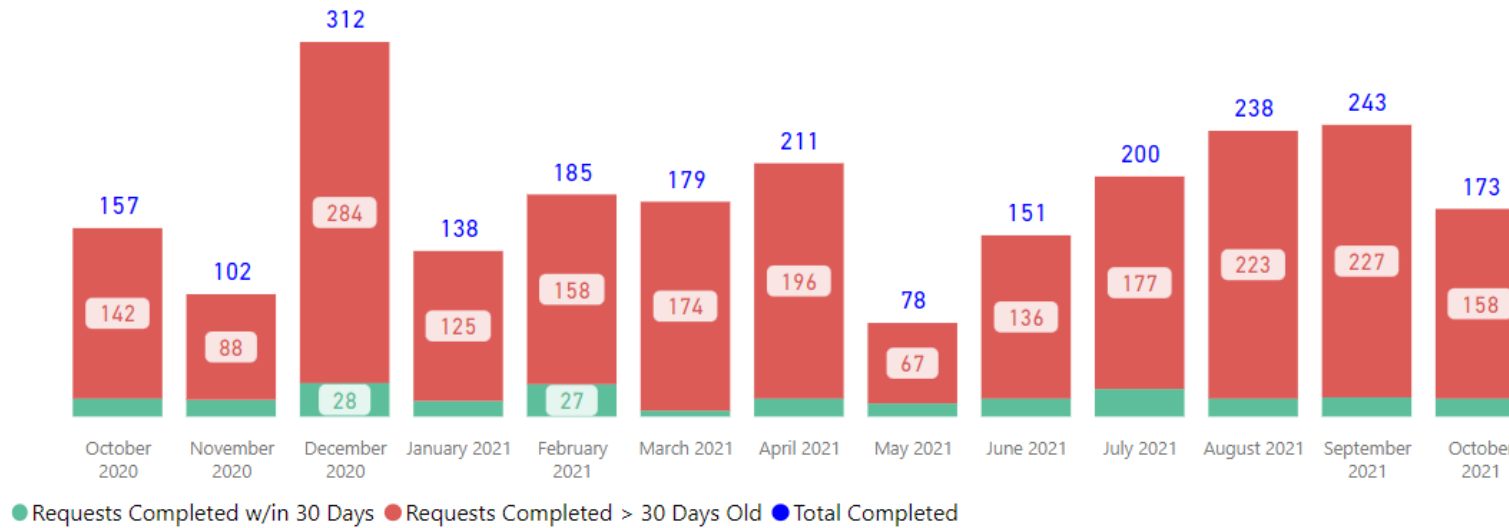
110.59

Total TAT (Rec'd-Compl.) Avg

107.88

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2367

Requests Completed

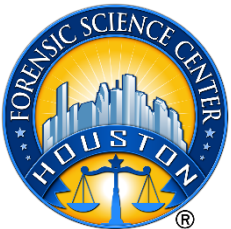
2155

Requests Completed > 30 Days Old

91.04 %

% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests



Service

CSU Response

Priority Type

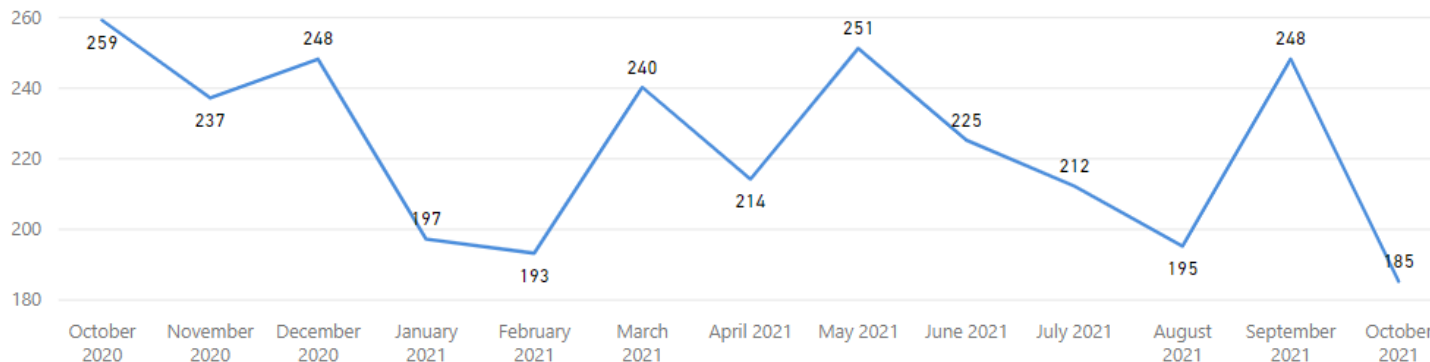
All

Received Filter

10/1/2020

10/31/2021

Received by Month



Total Received

2,904

Received per Month (Avg)*

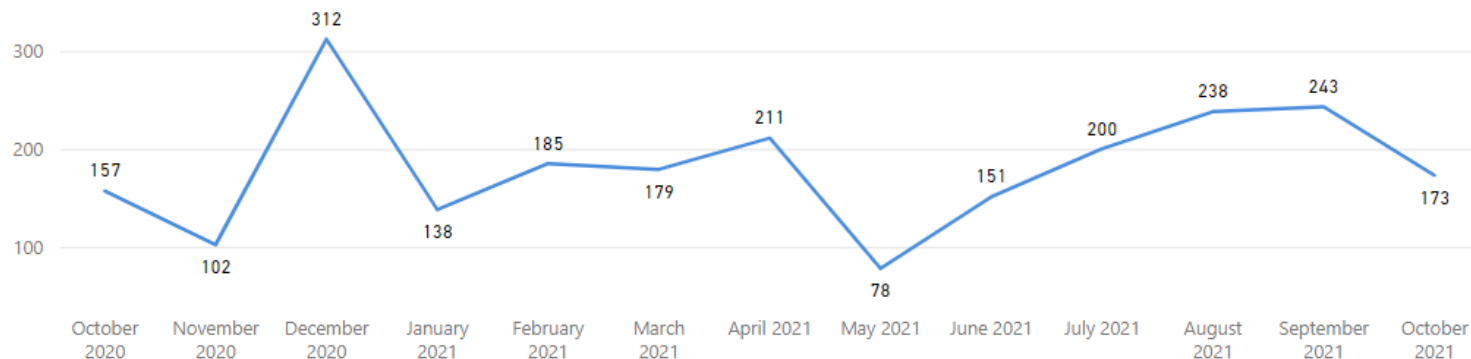
223

Completed Filter

10/1/2020

10/31/2021

Completed by Month



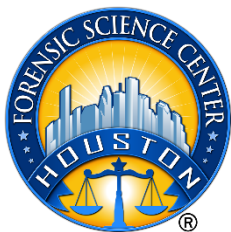
Total Completed

2,367

Completed per Month (Avg)*

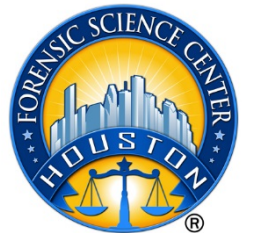
182

* months with zero activity are not calculated into the average

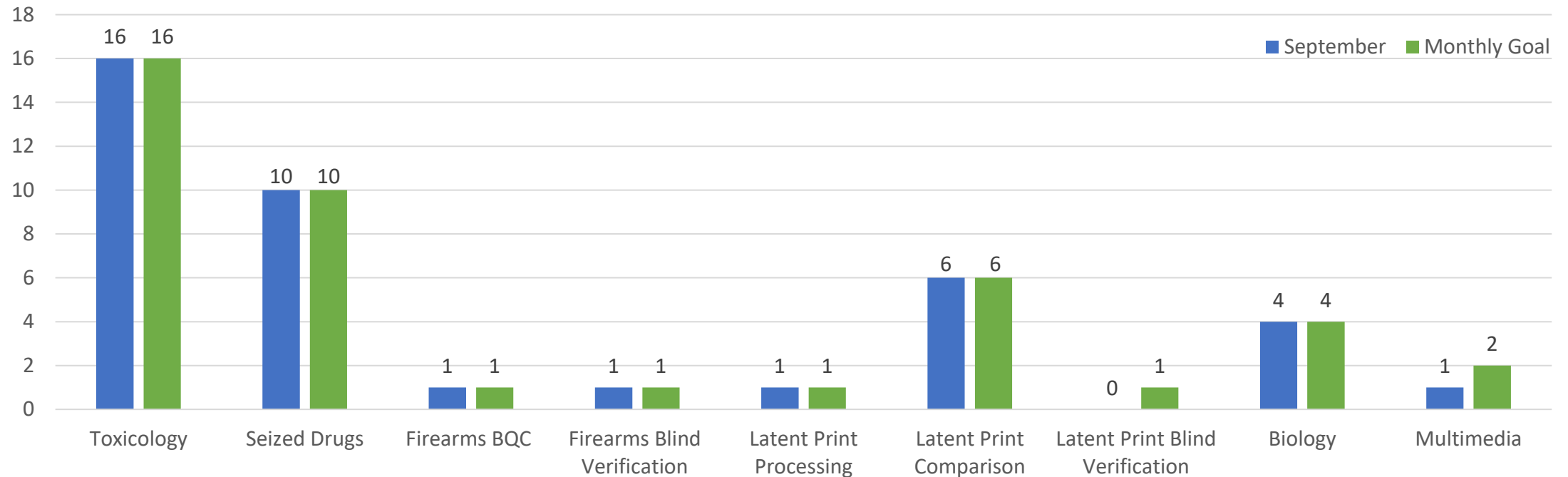


Quality Division Report

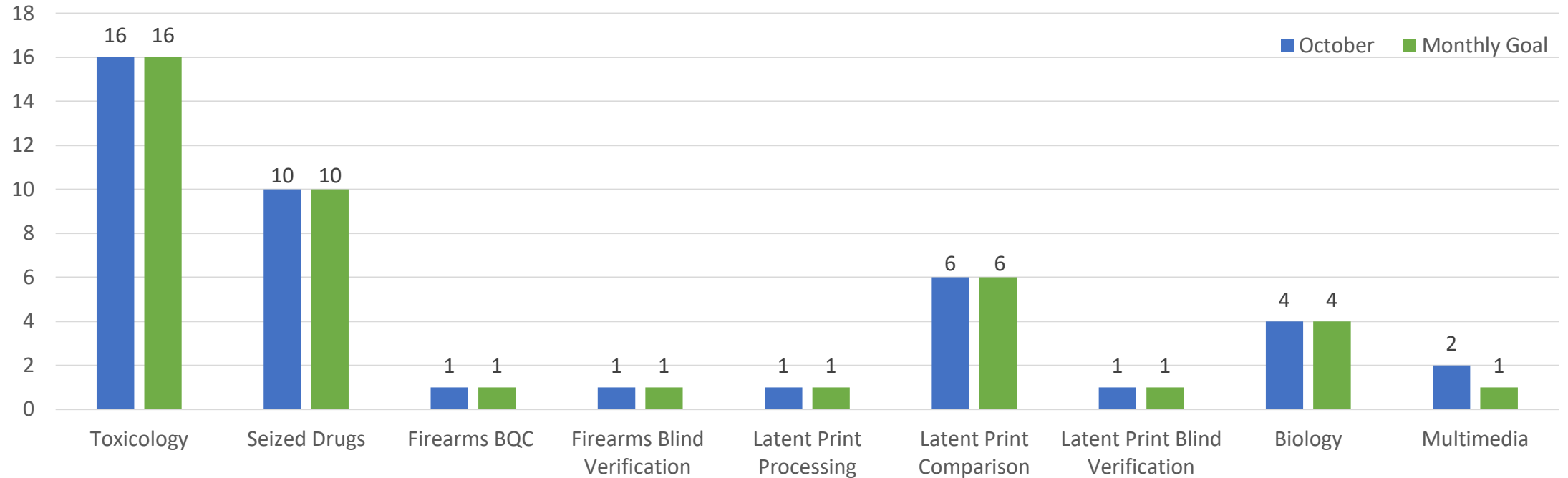
November 12, 2021



Blind Quality Controls Submitted in September



Blind Quality Controls Submitted in October



Blind Quality: Accomplishments and Challenges

- Firearms blind quality control manuscript submission to Journal of Forensic Sciences delayed
- Additional firearms manuscript being written, focuses on blind verification data
- Toxicology blind quality control data poster presentation at Society of Forensic Toxicologists titled “Ethanol stability from five years of a blind quality control program in blood alcohol analysis”

Forensic Discipline	Cases Completed in September	Cases Completed in October
Toxicology – BAC	15	16
Seized Drugs	4	12
Biology	11 (DNA) 5 (screening)	6 (DNA) 3 (screening)
Firearms	0	0
Firearms Blind Verification	1	0
Latent Print Processing	0	0
Latent Print Comparison	0	3
Latent Print Blind Verification	0	1
Multimedia	1	0



Survey Responses

Survey link responses for July – September 2021:

- 7 responses received:
 - Satisfied or very satisfied
7 responses
 - Neither satisfied or dissatisfied
0 responses
 - Dissatisfied or very dissatisfied
0 response



Disclosures/Corrective Actions

TFSC voted “no further action” on crime scene unit disclosure

- CSU released a vehicle from the vehicle examination building prior to examination
 - Supervisor believed vehicle had been processed due to miscommunication with CSI
 - Standard operating procedure overseeing administrative tasks created to ensure consistency in release process
 - Creates redundancies in documentation prior to vehicle release



Disclosures/Corrective Actions

TFSC voted “no further action” on forensic biology disclosure

- Reference sample unable to be located after analysis
 - Audit of evidence vault and property room but the reference sample has not been located
 - Harris County District Attorney’s Office notified
 - Remaining sample in the laboratory could be used for future testing or additional reference sample could be collected



Disclosures/Corrective Actions

Latent print disclosure involving a former examiner who failed to complete database searches indicating “hits” may have been missed: Investigation is still ongoing:

- Collaborated with the Harris County District Attorney’s Office and agreed to prioritize rework of 140 cases
 - 34 cases with pending criminal charges completed
 - 106 disposed cases: 29 completed, 77 remaining



Disclosures/Corrective Actions

Root cause analysis involved an audit of current examiners

- Similar issue found with a second examiner who has recently resigned from HFSC
- Harris County District Attorney's Office and accrediting bodies notified
- Collaborating with HCDAO to determine number of cases requiring rework. Will prioritize rework of pending cases

Latent print section will audit current casework on an ongoing basis



Disclosures/Complaints

Forensic biology quality-related complaint involving negative serological tests:

- Complaint unfounded
- Harris County District Attorney's Office and accrediting bodies notified
- Blind spot in workflow with negative serological tests
- Audit of 23 cases spanning the last 5 years.
- Audit will be extended to all screening analysts

Forensic biology will incorporate reanalysis of negative serological tests on an ongoing basis



2021 Testimony Data

- 2021: 41 analysts have testified this year
 - 30 were monitored
 - 11 not monitored and requesting transcripts for review
- Transcript review project
 - Four transcripts being evaluated



Detailed Data



2021 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		7	7	
Toxicology		11	14	
Firearms		8	6	
Crime Scene		3	2	
Latent Prints		8	10	
Multimedia	Audio/Video	2	3	
	Digital	6	0	
Forensic Biology		22	21	





Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-053	Biology/DNA	Incident	9/9/2021	A forensic biology analyst added an incorrect amount of buffer to the master mix she was preparing for an extraction. The error was not realized until the master mix was already added to all but one sample and the reagent blank.
2021-064	Biology/DNA	Incident	10/19/2021	A deduction from a 2017 forensic biology case is being revised in accordance with the current interpretation guidelines.
2021-PAR12	Client Services & Case Management	Preventive Action	9/28/2021	Improvements were made to the HPD escort process for transferring evidence.
2021-PAR13	Client Services & Case Management	Preventive Action	9/28/2021	CS/CM and the Harris County Institute of Forensic Sciences collaborated to improve the process for viewing, selecting and tracking morgue evidence that is transferred by HFSC to the Houston Police Department Property Room.
2021-PAR14	Client Services & Case Management	Preventive Action	9/28/2021	The process by which outside agencies request forensic services from HFSC now requires the agency to contact CS/CM to confirm the logistics of evidence delivery. The new process ensures that CS/CM is aware of the date, time and transportation means of the delivery.
2021-054	Crime Scene	Corrective Action	9/20/2021	An air gun was not rendered as safe prior to being transferred to the latent print section. The crime scene investigator made her supervisor aware of the situation, however the supervisor did not communicate this information to the latent print section prior to their examination of the weapon.
2021-058	Crime Scene	Incident	9/23/2021	A crime scene investigator did not collect possible THC cartridges from a vehicle processed at HFSC's vehicle examination building because they mistook them for legal vape cartridges.
2021-059	Crime Scene	Incident	9/23/2021	The crime scene unit has been selecting an agency representative in JusticeTrax LIMS that has no email address affiliated with it; therefore, affected reports were not provided to the stakeholder upon issuance in accordance with standard practice.
2021-060	Crime Scene	Corrective Action	9/30/2021	A former crime scene investigator took measurements at three scenes that were not in accordance with the approved measuring techniques specified in CSU's standard operating procedures.

HFSC'S Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. For the purposes of this board report, Quality tracking numbers associated to nonconformances are subject to re-assignment based upon further investigation and/or risk assessment.



Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-062	Crime Scene	Incident	10/18/2021	An evidence bag containing a firearm magazine was inadvertently thrown away but ultimately recovered with the magazine still inside. The bag originally contained a rifle and magazine; the rifle was removed, and the bag was discarded without being thoroughly checked.
2021-063	Crime Scene, Latent Print Section	Incident	10/19/2021	A crime scene investigator received a packaged firearm from an officer while at a crime scene and brought it to HFSC for latent print processing. An unfired cartridge was found inside the firearm's packaging by the latent print processing technical reviewer. Neither the crime investigator nor the latent print processor was aware that the package contained an unfired cartridge. After it was discovered, the crime scene investigator retrieved the cartridge and submitted it to the property room.
2021-IA-12	Crime Scene	Incident	9/23/2021	During the 2021 crime scene unit internal audit, it was discovered that a crime scene Investigator did not properly document a deviation regarding currency submission to the Houston Police Department Property Room. The CSU SOP requires CSIs to submit currency to the Property Room by the end of shift. Because this currency required drying, the CSI was given approval to deviate from SOP; however, this approval was not properly documented in the case record.
2021-055	Firearms	Incident	9/7/2021	Test fires from an officer involved shooting were mislabeled by a firearms examiner. The mislabeling was noted prior to the report being issued and one of the involved officers provided his firearm a second time to allow for the situation to be remedied prior to the issuance of a report.
2021-061	Firearms	Corrective Action	10/7/2021	A firearms examiner test fired all submitted ammunition of one specific brand which is a violation of the section's standard operating procedures. The firearm was submitted with three Browning, three Winchester, and eighteen CCI/Blazer cartridges and all three Browning cartridges were used during the course of the examiner's analysis.
2021-052	Seized Drugs	Corrective Action	9/1/2021	A seized drugs report was issued listing the results of a substance as "No controlled substance identified". Further research determined that the substance requires a medical prescription, therefore it should have been reported as a dangerous drug.

HFSC'S Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. For the purposes of this board report, Quality tracking numbers associated to nonconformances are subject to re-assignment based upon further investigation and/or risk assessment.



Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2021-056	Seized Drugs	Corrective Action	9/23/2021	While weighing evidence a seized drugs analyst found a clandestine tablet underneath a balance located in a common area. Due to the distinct characteristics of the tablet, the section was able to determine from what case the tablet originated.
2021-057	Seized Drugs	Incident	9/23/2021	During the re-analysis of a seized drugs case, it was noted that while the weights obtained corresponded with the original weights, the items appeared to have been mislabeled. Both original and re-analysis results confirmed the presence of the same controlled substance (cocaine).

HFSC'S Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. For the purposes of this board report, Quality tracking numbers associated to nonconformances are subject to re-assignment based upon further investigation and/or risk assessment.

Houston Forensic Science Center, Inc.
(A Component Unit of the City of Houston)

Financial Statements
and Single Audit Reports
for the year ended June 30, 2021

Houston Forensic Science Center, Inc.

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Independent Auditors' Report

To the Board of Directors of
Houston Forensic Science Center, Inc.:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of Houston Forensic Science Center, Inc. (a component unit of the City of Houston), as of and for the years ended June 30, 2021 and 2020 and the related notes to the financial statements, which collectively comprise Houston Forensic Science Center, Inc.'s basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform our audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the major fund of Houston Forensic Science Center, Inc. as of June 30, 2021 and 2020, and the changes in financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

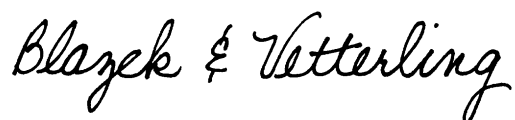
Accounting principles generally accepted in the United States of America require that management's discussion and analysis on pages 3-7 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information included in the schedule of expenditures of federal awards for the year ended June 30, 2021 as required by Title 2 U. S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Report Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 16, 2021 on our consideration of Houston Forensic Science Center, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Houston Forensic Science Center, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Houston Forensic Science Center, Inc.'s internal control over financial reporting and compliance.



September 16, 2021

Houston Forensic Science Center, Inc.
Management's Discussion and Analysis
For the years ended June 30, 2021 and 2020
(unaudited)

The following discussion and analysis of Houston Forensic Science Center, Inc.'s (HFSC) financial performance provides an overview of the financial activities for the years ended June 30, 2021 and 2020. This discussion should be read in conjunction with HFSC's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

Financial highlights for the fiscal year ending June 30, 2021 include:

- HFSC's total net position decreased by \$801,000 with revenue of \$30.2 million and expenses of \$31.0 million.
- \$25.2 million of HFSC's expenses were program expenses incurred in connection with forensic science services.
- HFSC recognized revenue of \$28.6 million in appropriations from the City of Houston (the City) in its statement of activities, which included \$1.4 million of appropriations as a beneficiary of the City's CARES funds to supplement safety and testing expenses incurred due to the novel coronavirus COVID-19 pandemic.
- HFSC entered lease agreements to acquire the use of forensic equipment which added lease assets and lease liabilities of \$610,000.
- HFSC added \$668,000 in capital assets during the year in addition to the lease asset referred to above.
- At the close of the current fiscal year, HFSC's general fund reported a fund balance of \$1,066,000, an increase of \$531,000 in comparison with the prior year. This increase is the result of receiving a \$1.6 million budget increase to increase the resources available to the Crime Scene Unit and Toxicology functions through additional staff and equipment. Additional staff was onboarded during fiscal year 2021 and therefore the related full year's salary costs were not experienced and Crime Scene Investigation vehicles ordered earlier in the year were not received by the end of the year because of the national car supply shortage, resulting in lower expenses than budgeted.

Financial highlights for the fiscal year ending June 30, 2020 include:

- HFSC's total net position decreased by \$2,171,000 with revenue of \$27.2 million and expenses of \$29.4 million.
- \$23.3 million of HFSC's expenses were program expenses incurred in connection with forensic science services.
- HFSC recognized revenue of \$25.6 million in appropriations from the City in its statement of activities.
- HFSC entered a lease agreement to acquire the use of forensic equipment which created a lease asset and lease liability of \$692,000.
- HFSC added \$411,000 in capital assets during the year in addition to the lease asset referred to above.
- At the close of the current fiscal year, HFSC's general fund reported a fund balance of \$535,000, a decrease of \$223,000 in comparison with the prior year. This decrease is the result of expenditures associated with processing a greater number of DNA kits, salary and related benefit costs normalizing in fiscal year 2020 as opposed to the capitalization of such costs for employee time and effort related to upgrading the IT infrastructure in fiscal year 2019, and costs associated with testing and protecting employees in connection with the COVID-19 pandemic.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to HFSC's basic financial statements. The basic financial statements present combined government-wide and governmental fund financial statements. The notes to the financial statements provide additional information that is essential to a full understanding of the basic financial statements.

Government-wide financial statements reflect an economic resources measurement focus and are prepared using the accrual basis of accounting. The government-wide financial statements are designed to provide readers with a broad overview of HFSC's finances, in a manner similar to a private-sector business. The statement of net position shows the financial position of HFSC at year end by presenting HFSC's assets and liabilities, with net position representing the difference between assets and liabilities. The statement of activities presents information showing changes in HFSC's net position during the year. Changes in net position are reported when an underlying event giving rise to a change occurs, regardless of the timing of related cash flows. Therefore, revenue and expenses are reported in this statement for some items that will not result in cash flows until future fiscal periods.

Governmental fund financial statements reflect a current financial resources measurement focus and are prepared using the modified accrual basis of accounting. Unlike the government-wide financial statements, the governmental fund financial statements present information showing the near-term inflows and outflows of spendable resources and the balances of spendable resources at year end.

HFSC's governmental fund is comprised of its general fund. At June 30, 2021, HFSC's general fund reported a fund balance of \$1,066,145, an increase of \$531,317 from the prior year. This increase is the result of funding from the City's CARES grant funds to supplement for safety and protection costs incurred from the COVID-19 pandemic in 2020 of \$1.4 million, and greater funding to support forensic activity of \$1.6 million. Approximately 65% of the fund balance constitutes unassigned fund balance, which is available for spending at HFSC's discretion, with the remainder of the balance representing nonspendable prepaid expenses. At June 30, 2020, HFSC's general fund reported a fund balance of \$534,828, a decrease of \$222,790 from the prior year. The decrease is due to processing a greater number of DNA kits, greater salary and related benefit costs and costs associated with testing and protecting employees in connection with the COVID-19 pandemic. Approximately 60% of the fund balance constitutes unassigned fund balance, which is available for spending at HFSC's discretion, with the remainder of the balance representing nonspendable prepaid expenses.

Condensed Government-Wide Financial Information and Financial Analysis

	AS OF JUNE 30		
	<u>2021</u>	<u>2020</u>	<u>2019</u>
<i>Condensed Statements of Net Position:</i>			
Current and other assets	\$ 2,788,404	\$ 2,322,275	\$ 2,371,515
Capital assets	<u>33,389,040</u>	<u>34,329,393</u>	<u>35,318,844</u>
Total assets	<u>\$ 36,177,444</u>	<u>\$ 36,651,668</u>	<u>\$ 37,690,359</u>
Noncurrent liabilities	\$ 33,131,386	\$ 32,904,641	\$ 32,654,738
Current liabilities	<u>2,381,304</u>	<u>2,281,710</u>	<u>1,399,133</u>
Total liabilities	<u>\$ 35,512,690</u>	<u>\$ 35,186,351</u>	<u>\$ 34,053,871</u>
Net position:			
Unrestricted	\$ (391,790)	\$ (611,914)	\$ 237,424
Net investments in capital assets	<u>1,056,544</u>	<u>2,077,231</u>	<u>3,399,064</u>
Total net position	<u>\$ 664,754</u>	<u>\$ 1,465,317</u>	<u>\$ 3,636,488</u>

Fiscal Year 2021

The assets of HFSC primarily consist of cash, grants receivable from a federal government agency, prepaid expenses and capital assets, which includes leased assets. Liabilities primarily consist of operating expenses, including accrued salaries, compensated absences, and lease liabilities. The increase in assets at June 30, 2021, as compared to June 30, 2020, primarily is the result of an increase in government grant receivables of \$264,000 due to the timing of payments received and capital asset additions of \$1.3 million related to leased forensic equipment, computer hardware, vehicles and capital improvements offset by depreciation and amortization of \$1.9 million. Liabilities increased primarily due to the related lease liabilities of \$610,000 from the aforementioned leases of forensic equipment, and an increase in compensated absences of \$311,000.

Fiscal Year 2020

The assets of HFSC primarily consist of cash, grants receivable from a federal government agency, prepaid expenses and capital assets, which includes leased assets. Liabilities primarily consist of operating expenses, including accrued salaries, compensated absences, and lease liabilities. The decrease in assets at June 30, 2020, as compared to June 30, 2019, primarily is the result of depreciation and amortization of \$1.8 million and lower government grant receivables of \$429,000 due to timing of payments received offset by asset additions of \$1.1 million, \$692,000 of which relates to leased forensic equipment, and an increase in cash of \$809,000. Liabilities increased primarily due to the related lease liability of \$692,000 from the aforementioned lease of forensic equipment, and an increase in compensated absences of \$152,000.

	FOR THE YEAR ENDED JUNE 30		
	2021	2020	2019
<i>Condensed Statements of Activities:</i>			
Expenses:			
Program services	\$ 25,286,663	\$ 23,286,375	\$ 22,655,156
Management and general	4,580,861	5,011,285	4,999,106
Interest expense	<u>1,090,568</u>	<u>1,093,496</u>	<u>271,270</u>
Total expenses	<u>30,958,092</u>	<u>29,391,156</u>	<u>27,925,532</u>
Revenue:			
City of Houston – appropriation	25,757,590	24,160,344	24,160,346
City of Houston – facility appropriation	1,460,000	1,133,208	
City of Houston – CARES grant	1,358,652		
City of Houston – direct overhead appropriation		326,792	1,460,000
U. S. Department of Justice – government grant revenue	1,673,098	1,555,148	936,247
Other revenue	201,389	281,707	116,193
Other loss	<u>(293,200)</u>	<u>(237,214)</u>	<u>(168,217)</u>
Total revenue	<u>30,157,529</u>	<u>27,219,985</u>	<u>26,504,569</u>
CHANGES IN NET POSITION	(800,563)	(2,171,171)	(1,420,963)
Net position, beginning of year	<u>1,465,317</u>	<u>3,636,488</u>	<u>5,057,451</u>
Net position, end of year	<u>\$ 664,754</u>	<u>\$ 1,465,317</u>	<u>\$ 3,636,488</u>

Fiscal Year 2021

The statement of activities reports the expenses and revenue of HFSC and the corresponding effect on net position. The majority of HFSC's revenue is provided from appropriations from the City's budget. The City provides appropriated funds from its general fund and appropriations for facility costs. HFSC also receives federal grant revenue funding from the U. S. Department of Justice, which is paid on a reimbursement basis.

Appropriation from the City increased during the year to fund increased forensic activity of \$1.6 million and from CARES funds received by the City in which HFSC was the beneficiary in the amount of \$1.4 million to supplement IT costs to enable employees to work from home. Expenses increased by \$1.6 million primarily as a result of increased computer hardware and software to facilitate secured and remote work environments of \$955,000 and greater salary and related benefit costs of \$794,000 due to added positions to perform increased forensic activity and costs of living increases, offset by no longer utilizing the Houston Police Department's (HPD) facilities in fiscal year 2021 thereby reducing expenses by \$327,000.

Fiscal Year 2020

The statement of activities reports the expenses and revenue of HFSC and the corresponding effect on net position. The majority of HFSC's revenue is provided from appropriations from the City's budget. The City provides appropriated funds from its general fund, appropriations for facility costs, as well as an overhead allocation for office space. HFSC also receives federal grant revenue funding from the U. S. Department of Justice, which is paid on a reimbursement basis.

Government grant revenue increased during the year due to incurred costs for prior year grant awards, as well as current year awards. Expenses increased by \$1.5 million primarily as a result of increased depreciation and amortization of \$915,000 related to the leased building and forensic equipment assets, greater salary and related benefit costs of \$595,000, increased forensic supplies of \$257,000 related to the processing of backlogged DNA kits, and increased costs of \$426,000 related to testing and supplies from COVID-19 testing and safety procedures. The increases are offset by lower reimbursements to HPD.

CAPITAL ASSETS AND LONG-TERM DEBT

Capital Assets

Fiscal Year 2021

HFSC's investment in capital assets as of June 30, 2021 totals \$33.4 million (net of accumulated depreciation and amortization). This investment in capital assets includes lease assets, scientific forensic equipment, furniture and equipment, leasehold improvements, and vehicles. The decrease in capital assets for the current fiscal year was primarily related to amortization of leased building space and forensic equipment of \$1.2 million and depreciation of capital assets of \$678,000, offset by the acquisition of leased forensic equipment of \$610,000 and computer hardware, vehicles, and capital improvements of \$668,000. HFSC entered into a lease agreement during 2019 for the use of building space, which comprises approximately 79% of total assets.

Fiscal Year 2020

HFSC's investment in capital assets as of June 30, 2020 totals \$34.3 million (net of accumulated depreciation and amortization). This investment in capital assets includes lease assets, scientific forensic equipment, furniture and equipment, leasehold improvements, and vehicles. The decrease in capital assets for the current fiscal year was primarily related to amortization of leased building space and forensic equipment of \$1.1 million and depreciation of capital assets of \$686,000, offset by the acquisition of leased forensic equipment of \$692,000. HFSC entered into a lease agreement during 2019 for the use of building space, which comprises approximately 81% of total assets.

Long-Term Debt

Fiscal Year 2021

HFSC's lease liability increased by \$80,000 as a result of HFSC acquiring the use of leased forensic equipment of \$610,000 offset by principal payments made on the aforementioned lease agreement, as well as the lease agreement entered into for the use of building space during fiscal year 2019.

See additional information concerning the lease agreement in Note 5 to the financial statements.

Fiscal Year 2020

HFSC's lease liability increased by \$332,000 as a result of HFSC acquiring the use of leased forensic equipment of \$692,000 offset by principal payments made on the aforementioned lease agreement, as well as the lease agreement entered into for the use of building space during fiscal year 2019.

See additional information concerning the lease agreement in Note 5 to the financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

HFSC's Board of Directors approves an annual financial budget which serves as the foundation for HFSC's allocation of resources.

During the 2022 budget process, the City appropriated revenue for 2022, which is projected to be \$28.5 million; a 5% increase from the \$27.2 million appropriated for 2021.

Contacting Houston Forensic Science Center, Inc.'s Financial Management

The financial report is designed to discuss issues that may be material to the operation of HFSC. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Chief Financial Officer and Treasurer, Houston Forensic Science Center, Inc., 500 Jefferson St., 13th Floor, Houston, Texas, 77002.

Houston Forensic Science Center, Inc.

Governmental Fund Balance Sheet and Statement of Net Position as of June 30, 2021

	GENERAL FUND	ADJUSTMENTS (NOTE 8)	STATEMENT OF NET POSITION
ASSETS			
Current assets:			
Cash	\$ 1,984,040		\$ 1,984,040
Government grants receivable	400,381		400,381
Accounts receivable	33,050		33,050
Prepaid expenses	370,933		370,933
Noncurrent assets:			
Capital assets, net of depreciation and amortization (Notes 4 and 5)		\$ 33,389,040	33,389,040
TOTAL ASSETS	<u>\$ 2,788,404</u>	<u>\$ 33,389,040</u>	<u>\$ 36,177,444</u>
LIABILITIES			
Current liabilities:			
Accounts payable and accrued expenses	\$ 1,722,259		\$ 1,722,259
Lease liability, current portion (Note 5)		\$ 659,045	659,045
Noncurrent liabilities:			
Compensated absences		1,457,935	1,457,935
Lease liability, long-term portion (Note 5)		<u>31,673,451</u>	<u>31,673,451</u>
TOTAL LIABILITIES	<u>1,722,259</u>	<u>\$ 33,790,431</u>	<u>\$ 35,512,690</u>
FUND BALANCE AND NET POSITION			
Nonspendable prepaid expenses	370,933	\$ (370,933)	
Unassigned / unrestricted	695,212	(1,087,002)	\$ (391,790)
Invested in capital assets, net of related debt		<u>1,056,544</u>	<u>1,056,544</u>
TOTAL FUND BALANCE	<u>1,066,145</u>		
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 2,788,404</u>		
TOTAL NET POSITION		<u>\$ (401,391)</u>	<u>\$ 664,754</u>

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

Governmental Fund Balance Sheet and Statement of Net Position as of June 30, 2020

	GENERAL FUND	ADJUSTMENTS (NOTE 8)	STATEMENT OF NET POSITION
ASSETS			
Current assets:			
Cash	\$ 1,932,708		\$ 1,932,708
Government grants receivable	136,623		136,623
Accounts receivable	37,978		37,978
Prepaid expenses	214,966		214,966
Noncurrent assets:			
Capital assets, net of depreciation and amortization (Note 4)		\$ 34,329,393	34,329,393
TOTAL ASSETS	<u>\$ 2,322,275</u>	<u>\$ 34,329,393</u>	<u>\$ 36,651,668</u>
LIABILITIES			
Current liabilities:			
Accounts payable and accrued expenses	\$ 1,787,447		\$ 1,787,447
Lease liability, current portion (Note 5)		\$ 494,263	494,263
Noncurrent liabilities:			
Compensated absences		1,146,742	1,146,742
Lease liability, long-term portion (Note 5)		<u>31,757,899</u>	<u>31,757,889</u>
TOTAL LIABILITIES	<u>1,787,447</u>	<u>\$ 33,398,904</u>	<u>\$ 35,186,351</u>
FUND BALANCE AND NET POSITION			
Nonspendable prepaid expenses	214,966	\$ (214,966)	
Unassigned / unrestricted	319,862	(931,776)	\$ (611,914)
Net investment in capital assets		<u>2,077,231</u>	<u>2,077,231</u>
TOTAL FUND BALANCE	<u>534,828</u>		
TOTAL LIABILITIES AND FUND BALANCE	<u>\$ 2,322,275</u>		
TOTAL NET POSITION		<u>\$ 930,489</u>	<u>\$ 1,465,317</u>

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

Governmental Fund Statement of Revenue, Expenditures, and Changes in Fund Balance and Statement of Activities for the year ended June 30, 2021

	GENERAL FUND	ADJUSTMENTS (NOTE 8)	STATEMENT OF ACTIVITIES
EXPENDITURES / EXPENSES:			
Program services	\$ 23,404,353	\$ 1,882,310	\$ 25,286,663
Management and general	4,253,061	327,800	4,580,861
Capital expenditures	1,278,329	(1,278,329)	
Debt service principal – lease payments	526,947	(526,947)	
Interest expense	<u>1,090,568</u>		<u>1,090,568</u>
Total expenditures / expenses	<u>30,553,258</u>	<u>404,834</u>	<u>30,958,092</u>
REVENUE:			
Grant from City of Houston – appropriation	25,757,590		25,757,590
Grant from City of Houston – facility appropriation	1,460,000		1,460,000
Grant from City of Houston – CARES grant	1,358,652		1,358,652
U. S. Department of Justice – government grant revenue	1,673,098		1,673,098
Other revenue	201,389		201,389
Other loss		<u>(293,200)</u>	<u>(293,200)</u>
Total revenue	<u>30,450,729</u>	<u>(293,200)</u>	<u>30,157,529</u>
EXCESS OF REVENUE OVER EXPENDITURES / CHANGES IN NET POSITION	(102,529)	(698,034)	(800,563)
OTHER FINANCING SOURCES (USES):			
Other financing sources – inception of lease	<u>633,846</u>	<u>(633,846)</u>	
Total other financing sources (uses)	<u>633,846</u>	<u>(633,846)</u>	
CHANGE IN FUND BALANCE / NET POSITION	531,317	(1,331,880)	(800,563)
Fund balance / net position, beginning of year	<u>534,828</u>	<u>930,489</u>	<u>1,465,317</u>
Fund balance / net position, end of year	<u>\$ 1,066,145</u>	<u>\$ (401,391)</u>	<u>\$ 664,754</u>

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

Governmental Fund Statement of Revenue, Expenditures, and Changes in Fund Balance and Statement of Activities for the year ended June 30, 2020

	GENERAL FUND	ADJUSTMENTS (NOTE 8)	STATEMENT OF ACTIVITIES
EXPENDITURES / EXPENSES:			
Program services	\$ 21,615,151	\$ 1,671,224	\$ 23,286,375
Management and general	4,651,634	359,651	5,011,285
Capital expenditures	1,102,624	(1,102,624)	
Debt service principal – lease payments	383,211	(383,211)	
Interest expense	<u>1,093,496</u>		<u>1,093,496</u>
Total expenditures / expenses	<u>28,846,116</u>	<u>545,040</u>	<u>29,391,156</u>
REVENUE:			
Grant from City of Houston – appropriation	24,160,344		24,160,344
Grant from City of Houston – facility appropriation	1,133,208		1,133,208
Grant from City of Houston – direct overhead appropriation	326,792		326,792
U. S. Department of Justice – government grant revenue	1,555,148		1,555,148
Other revenue	281,707		281,707
Other loss		(237,214)	(237,214)
Total revenue	<u>27,457,199</u>	<u>(237,214)</u>	<u>27,219,985</u>
EXCESS OF REVENUE OVER EXPENDITURES / CHANGES IN NET POSITION	(1,388,917)	(782,254)	(2,171,171)
OTHER FINANCING SOURCES (USES):			
Other financing sources – inception of lease	691,918	(691,918)	
Other financing sources – other receivable	<u>474,209</u>	<u>(474,209)</u>	
Total other financing sources (uses)	<u>1,166,127</u>	<u>(1,166,127)</u>	
CHANGE IN FUND BALANCE / NET POSITION	(222,790)	(1,948,381)	(2,171,171)
Fund balance / net position, beginning of year	<u>757,618</u>	<u>2,878,870</u>	<u>3,636,488</u>
Fund balance / net position, end of year	<u>\$ 534,828</u>	<u>\$ 930,489</u>	<u>\$ 1,465,317</u>

See accompanying notes to financial statements.

Houston Forensic Science Center, Inc.

Notes to Financial Statements for the years ended June 30, 2021 and 2020

NOTE 1 – ORGANIZATION

Organization – Houston Forensic Science Center, Inc. (HFSC), a component unit of the City of Houston (the City), is a local government corporation created to provide independent forensic services to law enforcement agencies, primarily the Houston Police Department (HPD), and other judicial entities. The formation of HFSC was approved by City Council on June 26, 2012.

HFSC's Board of Directors are appointed by the Mayor of the City and approved by City Council. HFSC receives funding primarily from an interlocal agreement with the City in which funding is received subject to the City's approval of HFSC's annual budget. Funding received must be expended in accordance with the annual budget.

Federal income tax status – HFSC is a local government corporation created to accomplish a governmental purpose of the City and is not subject to federal income tax. Contributions to HFSC are deductible under §501(c)(3) of the Internal Revenue Code.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation – These financial statements have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB).

Measurement focus and basis of accounting – Measurement focus refers to *what* is being expressed in reporting financial position and performance, that is, *which* resources are being measured. The financial resources measurement focus measures only financial resources while the economic resources measurement focus measures both financial and capital resources. The measurement focus determines *whether* a fund balance sheet or statement of net position reports financial or economic resources. Basis of accounting refers to *when* those resources and commitments and uses of those resources should be recognized. It relates to the timing of the measurements made regardless of the measurement focus applied.

Governmental funds in the fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenue is recognized when it is measurable and available. *Measurable* means the amount of the transaction is known or reasonably estimable. *Available* refers to amounts collected in the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period, generally within 60 days after year end. Expenditures are recognized when the related liability is incurred.

Governmental funds in the government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenue is recognized when it is earned and becomes measurable and expenses are recognized in the period incurred.

Cash consists of demand deposits. Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, HFSC will be unable to recover deposits. At June 30, 2021, the carrying amount and the bank balance of HFSC's demand deposit account were \$1,984,040 and \$2,030,877, respectively. Amounts on deposit that are in excess of the Federal Deposit Insurance Corporation limit of \$250,000 are collateralized by a security agreement with the bank.

Fund balance is classified based upon the relative strength of spending constraints placed upon the purposes for which resources can be used, as follows:

- *Nonspendable fund balance* includes amounts that are either not in spendable form or are legally or contractually required to be maintained intact.
- *Restricted fund balance* includes amounts constrained to specific purposes by resource providers, through constitutional provisions, or by enabling legislation.
- *Unassigned fund balance* includes amounts that are available for HFSC's future use for any purpose.

Net position represents the difference between assets and liabilities. HFSC reports categories of net position, as follows:

- *Net investment in capital assets* consists of net capital assets reduced by related outstanding debt.
- *Restricted* is constrained to a particular purpose. Restrictions are imposed by external organizations such as City ordinances or grantors.
- *Unrestricted* is available for general use by HFSC.

Capital assets include lease assets, forensic science equipment, office equipment, vehicles, and leasehold improvements. HFSC capitalizes capital expenditures of \$5,000 or greater with an estimated useful life of more than one year. Purchased capital expenditures are carried at cost. Donated capital assets are recorded at fair value at the date of transfer. Depreciation expense is recognized using the straight-line method over estimated useful lives of 5 to 15 years.

Lease assets and lease liabilities – Lease assets include right-to-use assets from lease agreements that exceed one year. The right-to-use asset value equals the lease liability, which is the present value of future lease payments expected to be made during the lease term, plus any prepayments made for future periods and direct costs necessary to place the asset into service. Lease liabilities are reported based on the present value of future lease payments expected to be made during the lease term and includes fixed payments, variable payments based on rate or index, and other certain payments.

Grants – Under both the modified accrual and the accrual basis of accounting, receivables from grants are recognized, net of uncollectible amounts, when all applicable eligibility requirements are met provided the commitment is verifiable and the resources are measurable and probable of collection. Revenue recognized as receivable in advance of the time period during which eligibility requirements are met or resources are available, is deferred under the modified accrual basis of accounting, but is recognized as revenue under the accrual basis of accounting and reflected as restricted net position when eligibility requirements are met.

Estimates – Management must make estimates and assumptions to prepare financial statements in accordance with generally accepted accounting principles. These estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue, expenditures and expenses and the allocation of expenses among various functions. Actual results could vary from the estimates that were used.

NOTE 3 – RELATED PARTIES

HFSC is a component unit of the City and receives appropriated funds from the City's general fund, an overhead allocation appropriation representing shared costs for the use of City/HPD facilities, and beginning in 2020 a facility appropriation to fund costs associated with HFSC's leased office space. HFSC's forensic functions are performed primarily to support HPD.

The City charged HFSC \$672,000 and \$689,000 for services provided to HFSC for fiscal years 2021 and 2020, respectively. The City provided \$327,000 in overhead appropriations representing HFSC's use of the City's property in fiscal year 2020. In fiscal years 2021 and 2020, the City provided \$1.5 million and \$1.1 million, respectively, in facility appropriations representing HFSC's building lease payments. The City provided \$1.4 million of CARES funds appropriations as a beneficiary to supplement support for expenses related to the COVID-19 pandemic in fiscal year 2021. In fiscal years 2021 and 2020, the City appropriated \$25.8 million and \$24.2 million, respectively, for general operations.

NOTE 4 – CAPITAL ASSETS

HFSC's investment in capital assets consists of the following:

	BALANCE AT JULY 1, 2020	ADDITIONS	COMPLETIONS/ DISPOSITIONS	BALANCE AT JUNE 30, 2021
Lease assets – building	\$31,166,895			\$31,166,895
Lease assets – forensic equipment	691,918	\$ 610,356		1,302,274
Scientific forensic equipment	3,178,989	35,236	\$ (814,394)	2,399,831
Furniture and office equipment	873,644	276,885	(42,441)	1,108,088
Leasehold improvements	413,960	152,000	(37,521)	528,439
Vehicles	251,913	203,852		455,765
LIMS database	1,672,297			1,672,297
Less accumulated depreciation and amortization	<u>(3,920,223)</u>	<u>(1,898,917)</u>	<u>574,591</u>	<u>(5,244,549)</u>
Capital assets, net of depreciation and amortization	<u>\$34,329,393</u>	<u>\$ (620,588)</u>	<u>\$ (319,765)</u>	<u>\$33,389,040</u>
	BALANCE AT JULY 1, 2019	ADDITIONS	COMPLETIONS/ DISPOSITIONS	BALANCE AT JUNE 30, 2020
Lease assets – building	\$31,215,077		\$ (48,182)	\$31,166,895
Lease assets – forensic equipment		\$ 691,918		691,918
Scientific forensic equipment	3,636,922		(457,933)	3,178,989
Furniture and office equipment	693,644	180,000		873,644
Leasehold improvements	53,862	20,329	339,769	413,960
Vehicles	185,586	67,003	(676)	251,913
LIMS database	1,679,867		(7,570)	1,672,297
Work in progress	188,826	143,374	(332,200)	
Less accumulated depreciation and amortization	<u>(2,334,940)</u>	<u>(1,806,679)</u>	<u>221,396</u>	<u>(3,920,223)</u>
Capital assets, net of depreciation and amortization	<u>\$35,318,844</u>	<u>\$ (704,055)</u>	<u>\$ (285,396)</u>	<u>\$34,329,393</u>

NOTE 5 – LEASES

In May 2021, HFSC entered into a 3-year agreement to lease forensic equipment. The agreement includes HFSC's commitment to pay predetermined monthly amounts. HFSC used a discount rate of 0.7% to calculate the reported lease liability, which is its estimated borrowing rate.

In February 2021, HFSC entered into a 5-year agreement to lease forensic equipment. The agreement includes HFSC's commitment to pay predetermined monthly amounts. HFSC used a discount rate of 0.7% to calculate the reported lease liability, which is its estimated borrowing rate.

In December 2019, HFSC entered into a 5-year agreement to lease forensic equipment. The agreement includes HFSC's commitment to pay predetermined monthly amounts. HFSC used a discount rate of 3.5% to calculate the reported lease liability, which is its estimated borrowing rate.

In April 2019, HFSC entered a 30-year lease agreement for the use of building space. The agreement includes HFSC's commitment to pay predetermined monthly rent, as well as operating expenses, which include operating expenses that are within the reasonable control of the landlord and are capped at 7% per annum. Operating expenses include costs and expenses such as repairs, landscaping, and other costs to maintain, manage, and ensure the building with HFSC's share set at 21.62% of the building's total operating expenses. The estimated useful life of the building is 50 years. HFSC used a discount rate of 3.4% to calculate the reported lease liability, which is its estimated borrowing rate.

The following schedule presents future minimum lease payments as of June 30, 2021.

	<u>PRINCIPAL</u>	<u>INTEREST</u>	<u>TOTAL</u>
2022	\$ 659,045	\$ 1,076,352	\$ 1,735,397
2023	691,825	1,057,276	1,749,101
2024	696,257	1,037,558	1,733,815
2025	554,532	1,018,382	1,572,914
2026	479,128	1,002,748	1,481,876
2027-2031	3,151,714	4,748,815	7,900,529
2032-2036	4,647,726	4,059,696	8,707,422
2037-2041	6,620,423	3,157,792	9,778,215
2042-2046	9,229,845	1,772,133	11,001,978
2047-2050	<u>5,602,001</u>	<u>265,720</u>	<u>5,867,721</u>
Total	<u>\$ 32,332,496</u>	<u>\$ 19,196,472</u>	<u>\$ 51,528,968</u>

NOTE 6 – GOVERNMENT GRANTS

HFSC is party to contracts with a federal governmental agency. Should these contracts not be renewed, a replacement for this source of support may not be forthcoming and related expenses may not be incurred. Funding sources of government grants include amounts from the U. S. Department of Justice totaling approximately \$1,600,000 and \$1,555,000 during fiscal years 2021 and 2020, respectively.

Government grants require fulfillment of certain conditions as set forth in the contracts and are subject to review and audit by the awarding agency. Such reviews and audits could result in the discovery of unallowable activities and unallowable costs. Consequently, the funding source may, at its discretion, request reimbursement for expenses or return of funds as a result of noncompliance by HFSC with the terms of the contracts. Management believes such disallowances, if any, would not be material to HFSC's financial position or changes in net position.

NOTE 7 – EMPLOYEE BENEFIT PLANS

HFSC has both a deferred compensation plan and a defined contribution retirement plan covering substantially all full-time employees. Under the terms of the deferred compensation plan, HFSC matches an amount up to 5% of each participant's annual salary. Under the terms of the defined contribution retirement plan, HFSC contributes an amount equal to 2% of each participant's annual salary. HFSC's contributions to these plans were approximately \$998,000 and \$855,000 in 2021 and 2020, respectively.

NOTE 8 – ADJUSTMENTS BETWEEN THE GOVERNMENTAL FUND STATEMENTS AND THE GOVERNMENT-WIDE STATEMENT OF NET POSITION AND STATEMENT OF ACTIVITIES

Total fund balance reported in the governmental fund balance sheet differs from net position reported in the government-wide statement of net position. Differences occur because of the current financial resources focus of the governmental fund statements and the long-term economic focus of the government-wide statement of net position and statement of activities. The provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, imposed this change in focus. The adjustments below show the difference between the statements that result from this difference in measurement focus.

Adjustments reported in the statements of net position from the governmental fund balance sheet consist of the following:

	<u>2021</u>	<u>2020</u>
Capital assets, including lease assets used in governmental activities are not current financial resources; therefore, are not reported in the fund financial statements.	\$ 33,389,040	\$ 34,329,393
Long-term liabilities, including lease liabilities, are not due and payable in the current period; therefore, are not reported in the fund financial statements.	(32,332,496)	(32,252,162)
Long-term liabilities, including compensated absences, are not due and payable in the current period; therefore, are not reported in the fund financial statements.	<u>(1,457,935)</u>	<u>(1,146,742)</u>
Net adjustment to fund balance to net position of governmental activities	<u>\$ (401,391)</u>	<u>\$ 930,489</u>

Adjustments reported in the statements of activities from the governmental fund statements of revenue, expenditures, and changes in fund balance consist of the following:

	<u>2021</u>	<u>2020</u>
Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. The statements of activities recognizes the cost of outlays allocated over estimated useful lives as depreciation expense.		
Capital outlay	\$ 1,278,329	\$ 1,102,624
Depreciation expense	(677,740)	(686,491)
Amortization expense	(1,221,176)	(1,120,188)
Governmental funds report resources from long-term debt as current financial resources, while the repayment of the principal of long-term debt consumes current financial resources. This amount is the net effect of this difference in the treatment of long-term debt.	(106,900)	(308,707)
Governmental funds do not report resources from receivables not available within 60 days.		(474,209)
Expenditures, including compensated absences that are not payable in the current fiscal year, do not require the use of current financial resources; therefore, are not reported as expenditures in the fund financial statements.	(311,193)	(224,196)
Governmental funds do not recognize losses on disposal of assets because such losses do not impact current financial resources.		
Loss on disposal	<u>(293,200)</u>	<u>(237,214)</u>
Net adjustment to (decrease) increase net changes in fund balance to change in net position of governmental activities	<u>\$ (1,331,880)</u>	<u>\$ (1,948,381)</u>

Houston Forensic Science Center, Inc.

Schedule of Expenditures of Federal Awards for the year ended June 30, 2021

<u>FEDERAL GRANTOR</u> <u>Pass-through Grantor</u> <u>Program Title & Period</u>	<u>Assistance</u> <u>Listing</u> <u>Number</u>	<u>Contract Number</u>	<u>Award</u> <u>Amount</u>	<u>Allowable</u> <u>Federal</u> <u>Expenditures</u>	<u>Subrecipients</u>
U. S. DEPARTMENT OF JUSTICE					
Direct Funding:					
DNA Backlog Reduction Program					
#1 01/19 – 12/20	16.741	2018-DN-BX-0096	\$1,530,927	\$ 176,295	
#2 01/20 – 12/21	16.741	2019-DN-BX-0036	\$1,607,745	1,207,002	
#3 10/20 – 09/22	16.741	2020-DN-BX-0096	\$1,728,033	62,192	
#4 01/18 – 12/20	16.741	2017-DN-BX-0176	\$114,000	<u>114,000</u>	
Subtotal				<u>1,559,489</u>	
Direct Funding:					
Research and Development Cluster:					
National Institute of Justice Research, Evaluation, and Development Project Grants					
#5 01/19 – 10/20	16.560	2018-DU-BX-0184	\$282,703	<u>113,609</u>	<u>\$ 43,227</u>
Total U. S. Department of Justice				<u>1,673,098</u>	<u>43,227</u>
TOTAL FEDERAL AWARDS				<u>\$ 1,673,098</u>	<u>\$ 43,227</u>

See accompanying note to schedule of expenditures of federal awards.

Houston Forensic Science Center, Inc.

Note to Schedule of Expenditures of Federal Awards for the year ended June 30, 2021

NOTE 1 – SIGNIFICANT ACCOUNTING POLICY

Basis of presentation – The schedule of expenditures of federal awards (the schedule) is prepared on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U. S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Federal expenses include allowable expenses funded by federal grants. Allowable costs are subject to the cost principles of the Uniform Guidance, and include both costs that are capitalized and costs that are recognized as expenses in HFSC's financial statements in conformity with generally accepted accounting principles.

HFSC uses the 10% de minimus rate for indirect costs.

Because the schedule presents only a selected portion of the operations of HFSC, it is not intended to, and does not present the net position or changes in net position of HFSC.

**Independent Auditors' Report on Internal Control Over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance With *Government Auditing Standards***

To the Board of Directors of
Houston Forensic Science Center, Inc.:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Houston Forensic Science Center, Inc. (HFSC), as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise HFSC's basic financial statements, and have issued our report thereon dated September 16, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered HFSC's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of HFSC's internal control. Accordingly, we do not express an opinion on the effectiveness of HFSC's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether HFSC's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of HFSC's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Blazek & Vetterling

September 16, 2021

**Independent Auditors' Report on Compliance for Each
Major Program and Report on Internal Control Over
Compliance Required by the Uniform Guidance**

To the Board of Directors of
Houston Forensic Science Center, Inc.:

Report on Compliance for Each Major Federal Program

We have audited Houston Forensic Science Center, Inc.'s (HFSC) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of HFSC's major federal programs for the year ended June 30, 2021. HFSC's major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for HFSC's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U. S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about HFSC's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of HFSC's compliance.

Opinion on Each Major Federal Program

In our opinion, HFSC complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2021.

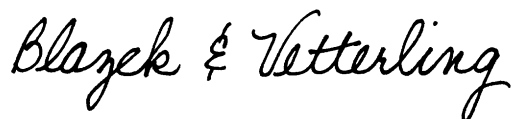
Report on Internal Control Over Compliance

Management of HFSC is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered HFSC's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of HFSC's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in black ink, reading "Blazek & Vetterling". The script is cursive and fluid, with the ampersand clearly visible between the two names.

September 16, 2021

Houston Forensic Science Center, Inc.

Schedule of Findings and Questioned Costs for the year ended June 30, 2021

Section I – Summary of Auditors’ Results

Financial Statements

Type of auditors’ report issued: ☒ unmodified ☐ qualified ☐ adverse ☐ disclaimer

Internal control over financial reporting:

- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified that are not considered to be material weakness(es)? ☐ yes ☒ none reported

Noncompliance material to the financial statements noted? ☐ yes ☒ no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified that are not considered to be material weakness(es)? ☐ yes ☒ none reported

Type of auditors’ report issued on compliance for major programs: ☒ unmodified ☐ qualified ☐ adverse ☐ disclaimer

Any audit findings disclosed that are required to be reported in accordance with 2 CFR §200.516(a)? ☐ yes ☒ no

Identification of major programs:

<u>CFDA Number</u>	<u>Name of Federal Program or Cluster</u>
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16.741	DNA Backlog Reduction Program
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Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as a low-risk auditee? ☒ yes ☐ no

Section II – Financial Statement Findings

There were no findings related to the financial statements which are required to be reported in accordance with *Government Auditing Standards*.

Section III – Federal Award Findings and Questioned Costs

There were no findings for federal awards required to be reported in accordance with 2 CFR §200.516(a).



HOUSTON FORENSIC
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Summary Schedule of Prior Audit Findings

The following audit finding for the year ended June 30, 2020, is required to be reported in accordance with 2 CFR §200.511.

Section III – Federal Award Findings and Questioned Costs

Finding #2020-001 – Significant Deficiency and Other Noncompliance

Applicable federal programs:

Federal Programs:

Department of Justice

DNA Backlog Reduction Program

#1	01/17 – 06/19	16.741	2016-DN-BX-0142
#2	01/18 – 12/19	16.741	2017-DN-BX-0027
#3	01/19 – 12/20	16.741	2018-DN-BX-0096
#4	01/20 – 12/21	16.741	2019-DN-BX-0036

Condition and context: During our testing of 7 transactions requiring procurement, we noted the following exceptions:

- Uniform Guidance requires simple and informal procurement methods for purchases within the Simplified Acquisition Threshold of \$10,000 and \$150,000 according to HFSC’s procurement policy, which includes obtaining price or rate quotations from an adequate number of qualified sources. In our procurement sample of 7 items, we noted that 2 purchases for professional services and equipment did not undergo informal procurement methods.

Recommendation: Re-emphasize to program personnel the procurement process and adherence to HFSC’s policies and procedures.

Views of responsible officials and planned corrective actions: Management agrees with the finding. See Corrective Action Plan.

Management’s 2021 follow-up response: HFSC’s grant-funded procurement policy was updated because of this finding and remains in effect. The two key provisions of this policy, formalization of a small purchase checklist and a designee of the Chief Operation Officer to assist in preparing documentation to be used in reviewing and approving all grant-funded purchases, remain in place as of the time of the audit.