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Houston Forensic Science Center, Inc.

Board of Directors Meeting

March 11, 2022



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

Friday, March 11, 2022

www.houstonforensicscience.org

NOTICE OF PUBLIC MEETING

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

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

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 <u>website</u> at .

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 <u>online</u> please visit <u>https://www.houstontx.gov/htv/index.html</u>.

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 January 14, 2022, 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, and possible related action.
- 7. Report from Dr. Peter Stout, CEO and president including a strategic overview of the fiscal year 2023 budget needs, backlog challenges and prioritization of casework.
- 8. Report from Ms. Erika Ziemak, quality director including an overview of the blind quality control program, internal audits, accreditation, Texas Forensic Science Commission disclosures and testimony monitoring.
- 9. Presentation from Mr. David Leach, treasurer and CFO regarding the proposed fiscal year 2023 budget.
 - a. Consider approval of HFSC's budget proposal for fiscal year 2023, and related action.
- 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 8th day of March 2022, in a place convenient to the public on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby Street, Houston, Texas 77002, and on the HFSC website as required by Section 551.002 et seq., Texas Government Code

Given under my hand this the 8th day of March 2022.

Amanda DeBerry Amanda DeBerry



Houston Forensic Science Center, Inc.

Board of Directors Public Meeting ~ Minutes ~

Friday, January 14, 2022

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 in-person meeting on Friday, January 14, 2022, in the City Hall Council Annex Chamber, 900 Bagby St. (public level), Houston, Texas 77002. 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 January 11.

2. **<u>ROLL CALL</u>**:

The following board members were present in-person:

Chairwoman Stacey Mitchell
Anna Vasquez
Philip Hilder
Francisco Medina
Lois Moore
Vicki Huff
Tracy Calabrese

The following board member was absent:

Vice Chairwoman Mary Lentschke Philip Hilder Vanessa Goodwin

The following board member arrived late: Ellen Cohen

Chairwoman Mitchell declared a quorum was present noting that all members were physically present in-person.

3. **<u>PUBLIC COMMENT</u>**:

Chairwoman Mitchell gave members of the public an opportunity to address the board. Paul Fortenberry, Harris County District Attorney's Office (HCDAO) Bureau Chief of the trial bureau addressed the board regarding the judgement and sentence matter. First, he expressed the vital need to have analysts testify during punishment hearings at the courthouse due to the tremendous spike in violent crime throughout the county.

There are two phases in every trial the guilt/innocence phase and the punishment phase. In the guilt/innocence phase, the jury will determine if that person has committed a crime.

The punishment phase (if necessary) is where the jury or judge will assess punishment. At this stage, prosecutors utilize comparisons from latent print examiners to tie the defendant to any prior criminal history and enhance the sentencing range. The HCADO can use certified judgements from prior criminal convictions, to prove these previous convictions belong to the defendant sitting in the courtroom. Additionally, certified judgments include the defendant's fingerprints which are a common way of establishing that link.

Mr. Fortenberry stated prosecutors cannot meet their burden of proof unless they have experts to testify about these judgments, those experts are crucial in trials. For example, a defendant convicted of murder who has no previous criminal history is eligible for a much lower sentencing minimum than a defendant with previous felony convictions. He again expressed the need to have expert testimony in those court hearings and asked for HFSC's assistance on that front.

4. <u>REVIEW AND APPROVAL OF MINUTES FROM PRIOR MEETING</u>:

Following a motion by Director Lois Moore and seconded by Director Francisco Medina, the board unanimously approved the Jan. 14, 2022 meeting minutes.

5. CHAIRWOMAN MITCHELL'S REPORT:

The chairwoman noted that HFSC closed out the year with a holiday party for the staff and that it was a big success. She thanked all the board members that made a monetary donation, attended the event or sent staff their well wishes.

Next, she reminded members of a resolution (2021-001) they approved in December to change the schedule of regular board meetings from monthly to every other month. Chairwoman Mitchell also asked all members to attend the next meeting in March as the CFO will present budget information that will require a crucial vote.

She shared that for the first time in HFSC's history all board members' pictures are now on the website, <u>www.houstonforensicscience.org</u>.

6. <u>CONSIDER APPROVAL OF BOARD RESOLUTION 2022-001 REGARDING AUTHORITY</u> <u>TO WITHDRAW FUNDS OF THE CORPORATION</u>:

The chairwoman first reminded the board that they unanimously voted to approve Dr. Peter Stout's new employment agreement in December. One of the terms of the agreement is that his purchasing authority would increase from \$200,000 to \$300,000. General counsel Akilah Mance prepared Resolution 2022-001 for the board to consider which sets the new authorization amount for Dr. Stout. The CFO, COO and Dr. Stout will sign off on any high dollar expenditures. The CFO ensures the amount is within HFSC's approved budget as a practical matter. And when appropriate, the COO approves expenses submitted through her reporting structure before going to Dr. Stout for final approval. Chairwoman Mitchell will receive notification after any purchase over \$200,000 has occurred. The chairwoman then opened the floor for further discussion or questions. No one proposed any discussion or questions.

Director Moore made a motion to approve board resolution 2022-001 regarding authority to withdraw funds of the corporation. Director Ellen Cohen seconded the motion, and the board unanimously approved the motion.

7. PRESIDENT AND CEO DR. PETER STOUT'S REPORT:

Dr. Stout first gave a detailed overview of the pandemic timeline for HFSC, providing a breakdown of how things started around spring/summer 2020 until the present.

He reported that HFSC requested about \$3.7 million from the city for additional American Rescue Plan Act (ARPA) funding also known as COVID recovery dollars, for fiscal year (FY) 2022. He talked through the idea of using COVID funds to buyout leases for \$1.4 million in FY22 on three LC-QQQ instruments in toxicology and a rapid DNA instrument in FBIO. The buyout will free up about \$300,000 in the budget over the next three to five years to redirect toward personnel costs.

Dr. Stout later explained the impacts of COVID and the lingering effects on the toxicology, CSU and firearm disciplines, highlighting that the pandemic significantly delayed getting the LC-QQQ methods added to its scope so their results could be reported. Additionally, he mentioned the complexity in toxicology cases – particularly highlighting seeing an increase in drugged and multiple drugged cases. He proposed \$700,000 to outsource toxicology cases to help the group get from behind and to ultimately eliminate the backlog.

He touched on challenges with processing vehicles at the Vehicle Evidence Building due to the continued rise in violent crime. To date, there has been a 71 percent increase in average vehicles processed per month. Often it takes CSIs about five hours or longer to process a vehicle. Dr. Stout suggested placing a pole barn over the 50X200 square foot lot for an estimated cost of \$400,000 to protect the evidence from degrading and to improve processing for staff.

Dr. Stout briefly discussed significant technical criticism in firearms that could impact evidence being excluded. One solution is to use ARPA funding to implement a scope that produces microscopic 3D images of fired evidence for efficient and quality data. Since CSU has been disproportionately affected by COVID, Dr. Stout requested an expansion in CSU which is expected to cost \$80,000 for FY22, \$1.8 million in FY23 and \$1.1 million in FY24 and FY25. Some of the expansion includes a collaboration with Lone Star College to run an academy for 12 new CSIs and adding the first satellite facility.

Lastly, he also explained some of the big picture budget items for FY23 including the need for more staff in various technical disciplines and an additional attorney, support staff in Client Services & Case Management (CS/CM) and another person in Research & Development. If ARPA funding is taken off the table, then the increase to the budget will be roughly \$3.7 million over FY22.

7a. <u>CONSIDER EXPANDING THE LATENT PRINT SECTION'S FORENSIC SERVICE</u>:

Dr. Stout first addressed the various complexities which led to the current challenges in judgment and sentencing records. He reiterated the information presented by Mr. Fortenberry during public comment regarding proving prior convictions at trial and noted prior criminal history must be proven beyond a reasonable doubt. Historically, convictions in Texas courts are proven by comparing the offender's prints on past sentencing records known as jail cards and pen packs. He mentioned one challenge examiners often face is receiving jail cards and pen packs where the fingerprints are not of much value. Director Vicki Huff asked if DNA profiles could be used instead of latent prints. Dr. Stout stated that would be far more conclusive. However, some of the prior records are decades old with no DNA profile associated with them.

Next, Dr. Stout gave an overview of the judgement & sentencing (J&S) matter, noting that historically the Harris County Sheriff's Office performed this work and that HFSC has never provided this service. The latent print examiners are essentially issued with a subpoena to appear in court at sentencing, to roll prints and then compare those with the pen pack. The examiner would take the stand and say whether this is the individual or not. He stated in the wider scope of

latent prints examination, that this is not an appropriate process. This issue arose for HFSC because HCSO recently decided to push J&S work to the law enforcement agency that investigated the case on trial. HFSC works for the city which makes up about three-quarters of the cases filed in Harris County courts.

In response to the suggestions offered by various board members, General counsel Akilah Mance stated that the corporation could brainstorm ideas to link previous convictions more effectively to individuals during trial, but the issues are under the purview of the prosecuting agency. HFSC does not have control over what the judges decide about admissibility, nor does it have control over defense attorney objections and potential challenges on appeal. Director Moore said that if someone asks you to provide a service then the resources to provide those services should be included, otherwise, it should not be done. She added that the request for services requires HFSC employees to do more than they already are, which leads to burnout.

Dr. Stout then touched on the challenges and impacts to HFSC, highlighting that the corporation is accredited by ANSI National Accreditation Board (ANAB) through ISO 17025 standards. The guidelines have multiple points where an exam-on-the-stand is incompatible since there is no review, documentation, or report and the results are verbally released. He also mentioned that the section's backlog reduction was reduced to close to 70 percent, as examiners were taken off casework and time was wasted since the majority of cases worked will not go to sentencing.

Chairwoman Mitchell yielded the floor to Mr. Fortenberry who reiterated the importance of appropriately dealing with violent offenders and the crucial role experts have in punishment hearings.

Lastly, Dr. Stout explained his concerns in that it took almost a decade for HFSC to build public trust in the lab's results. He added that J&S testimony is a clearly constructed circumstance of suspect-driven conclusion bias, which is the exact framework HFSC should avoid at all costs. Director Cohen asked for solutions and Dr. Stout suggested we find a way to help HCSO with the resources they need to do the work. They are in the best position and in return, he offered that HFSC will complete their pending casework. At this point, HCSO has declined that offer. Director Anna Vasquez added that in years prior, HPD released bad test results which led to several wrongful convictions. She stated her reason for being a part of the board is because HFSC implemented higher standards and she does not want HFSC to revert from them.

Chairwoman Mitchell reiterated that HFSC was created as an independent organization, free from the actual or perceived influence of law enforcement, prosecutors and elected officials. And although the corporation respects its partners, it still must do what is best for the staff and uphold the high standards set for HFSC.

Director Huff made a motion to decline the request to expand HFSC's latent print services to fingerprint comparison on J&Ss. Director Vasquez seconded the motion, and the board unanimously approved the motion.

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

Dr. Castillo announced that HFSC revamped its internal dashboard which is used to manage metrics for the technical sections.

She pointed out several accomplishments throughout the lab in 2021, noting that the CS/CM

group maintained a 3.6-day average turnaround time on records released. The toxicology section brought its LC-QQQ methods online and the seized drugs section non-marijuana backlog was cleared almost a year ahead of schedule. However, marijuana continues to be a challenge as 507 cases are backlogged.

Next, Dr. Castillo explained the plans and goals for each technical section, emphasizing the need to build capacity in all areas to keep up with the increased caseloads.

The multimedia section lost four of its staff at the end of 2021 due to competition with industry salaries that the corporation was not able to negotiate. She shared that four multimedia analysts were hired and will be completely trained by August.

Dr. Castillo mentioned that the firearms group and research & development collaborated and received a research grant that will fund a new 3D microscope for firearms.

The next phase for the latent prints section's lean six sigma project will focus on latent print processing, a project to help improve the processes and to address the long-standing backlog.

9. <u>CONSIDER AUTHORIZING AN AGREEMENT WITH SIGNATURE SCIENCE, LLL FOR</u> <u>DNA OUTSOURCING SERVICES</u>:

Dr. Castillo began by sharing that HFSC uses its federal grant dollars for the DNA backlog project to outsource sexual assault kits. She asked the board to approve another contract with Signature Science, LLC due to HFSC utilizing all of the funds from the FY2020 grant contract. She mentioned that the federal government would release the FY21 funds soon, however, HFSC needs advanced approval to execute the agreement as soon as those funds are released. There are no changes to the current contract.

Director Cohen made a motion to delegate authority to Dr. Stout to negotiate and enter into an agreement for DNA outsourcing services with Signature Science, LLC for a total budget of \$451,365. Director Moore seconded the motion, and the board unanimously approved the motion.

10. QUALITY DIRECTOR ERIKA ZIEMAK'S REPORT:

Ms. Ziemak reported that the quality division met its December submission targets for blind quality control samples and verifications, however, the latent prints section is no longer included in that data. The group will need to redesign and rebuild the blind quality program for the latent prints section.

Next, she announced that the Journal of Forensic Sciences accepted the group's firearms' blind quality controls manuscript submission for publication. She mentioned HFSC started a pilot program to create toxicology blind samples in-house, noting that the first round of blood alcohol results were consistent with the theoretical concentration. A new quality specialist joined the division in December. She was formerly a quality director from a laboratory in Alaska.

Ms. Ziemak mentioned that we received 30 survey responses in 2021 and that the majority were either very satisfied or satisfied. Next, she discussed the safety and security audit that occurred from November 16 to November 30. They found one safety nonconformance involving a procedure for affixing gas cylinder regulators. The safety manual will be revised to reflect the current procedure based on staff feedback.

She then explained three disclosures HFSC will provide to the Texas Forensic Science Commission regarding the forensic biology/DNA and firearms sections. One disclosure centered around a former National Integrated Ballistic Information Network technician who failed to properly label test fire bullets and cartridge cases. She said that the investigation is still ongoing and so far, there are two requests prioritized for rework and 43 requests will require additional test fires to be created if those firearms are available. The commission will vote on those disclosures at its next meeting.

Ms. Ziemak said 49 analysts had testified in 2021, and four transcripts were evaluated.

11. TREASURER AND CFO DAVID LEACH'S REPORT:

Mr. Leach gave an overall look into HFSC's spending, highlighting that it's midway through the year and half of the money is already gone. Personnel costs account for 74 percent which is about five percent of its total business spending, 21 percent in services, and four percent in supplies. He also added that most supply costs are for forensic biology/DNA.

12. CRIME SCENE UNIT DIRECTOR CARINA HAYNES' REPORT:

Ms. Haynes gave a recap for 2021, averaging about 4.3 calls a day. The group spent 10,000 hours on scene, 470 of them calls for homicide, 759 vehicle examinations, 47 officers involved shootings and collected 24,000 items of evidence. She reported a slight decrease in calls for aggravated assaults, aggravated robbery and child deaths.

Ms. Haynes made several big changes in 2021 to represent a significant step to transform the unit, noting a newly implemented schedule change to better meet the city's needs and enhance the CSIs' off time. In addition, she focused on increasing communication throughout the unit. She sent a bi-weekly video message out to the group to discuss changes and updates and created a more relaxed atmosphere in the office.

Next, she touched on some plans for 2022 including training for supervisors, hiring more staff, having the CSIs utilize the Automated Fingerprint Identification System and Combined DNA Index System hits dashboard. This system shows them how their work in the field is positively impacting a case in real-time.

13. ADJOURNMENT:

Chairwoman Mitchell requested a motion to adjourn the meeting. Director Moore made a motion to adjourn. Director Vasquez seconded the motion. The meeting adjourned at 11:41 a.m.

The undersigned secretary of the board hereby certifies the following are true and correct minutes of the Jan. 14, 2022 public meeting of the board.

By: <u>Amanda DeBerry</u> Amanda DeBerry, Secretary

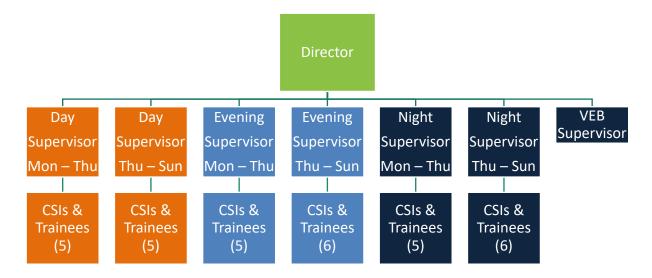
CSU Working Group

2021 OIG Report Focus Areas

- 1. Insufficient personnel in CSU
- 2. Inflexible scheduling in CSU
- 3. Hostile work environment in CSU
- 4. Loss of HR as a safety valve

Staffing Improvements

- Team drafted a hiring plan that included:
 - 3 new shift supervisors (currently one vacancy)
 - VEB Supervisor 🗸
 - Training supervisor- April 2022
 - Technical leader- April 2022
 - 3 support staff positions
- Supervisor Training
 - The focus currently is creating a cohesive supervisor team that will work together to continue to grow a positive work environment in CSU
 - Workshop on High Performing Teams in Feb 2022
 - Participating in Justice Clearinghouse Advanced Leadership Skills as a team



Morale & Work Environment Improvements Summary

	Positive change	Neutral change	Negative change	
Feb. 2021 schedule change	86%	14%		
Communication within unit	71%	21%	7%	
Teamwork within unit	43%	50%	7%	
Favoritism	38%	46%	16%	
Gossip	8%	62%	31%	
Support for mental health/well being	93%		7%	
Supervisor consistency	43%	36%	21%	
General morale	57%	29%	14%	

7-8%: 1 response

Improvement in Trust				
Summary		Positive change	Neutral change	Negative change
	Ability to trust peers	36%	50%	14%
	Ability to trust supervisors	54%	31%	16%
	Ability to trust CSU director	93%		7%
	Ability to trust executive management	29%	64%	7%

7-8%: 1 response

14-16% : 2 responses

Loss of HR as a safety valve

Recommendation:

Working group will set objectives and milestones for executive team to get more information on issues and discuss possible solutions with working group, before implementation

Goals:

- Ensuring better policies for decision-making, documentation, and elevating of concerns
- Ensuring staff know where to go when personnel challenges arise
- Preventing the crisis point situation we experienced last year

President's Report

March 11, 2022

1

INVESTIGATES

Robert Arnold, Investigative Reporter

Published: March 3, 2022, 4:16 PM Updated: March 3, 2022, 4:23 PM

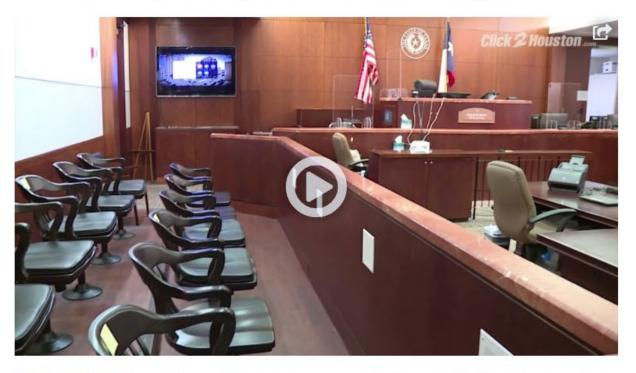
Tags: Harris County, Courts, Backlog, District Attorney, Trial

Sign up for our Newsletters Enter your email here! f 💓 💌 👟

"The Harris County District Attorney's Office (HCDAO) reports the backlog is actually 135,030".

Harris County estimates at least 2 years to make a 'significant' dent in criminal case backlog

Prosecutors say backlog case count is now "stagnant"



HARRIS COUNTY – Tens of thousands of criminal cases remain backlogged in the Harris County criminal justice system; leaving victims and the accused waiting longer and longer for their day in court. Even the most optimistic estimate from the Harris County Budget Management Department shows it could takes two years to make a significant dent in the backlog.



Homicide rate continues to rise in Houston

By Bethany Blankley | The Center Square contributor Jan 9, 2022



"In 2021, 473 people were homicide victims in Houston, an 18% increase from 2020 and a 71% increase from 2019, the Houston Police Department reports."

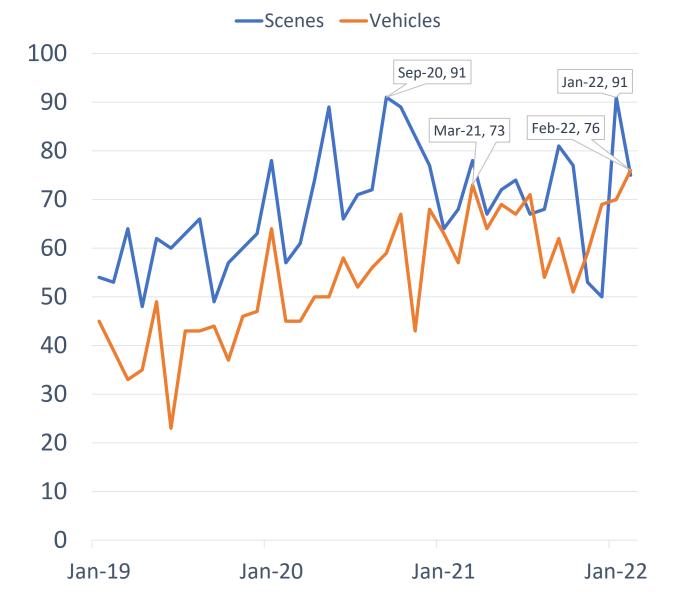
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CSU Totals January 2019 - February 2022

Work in for HFSC

- CSU calls for service are an indicator of the trend
 - HFSC disproportionately affected by violent crime against person
 - Violent crime against person generates a lot of evidence for HFSC
- ~40% increase in scenes from 2019
- **~68% increase** in vehicles from 2019
- Peak loads nearly double 2019

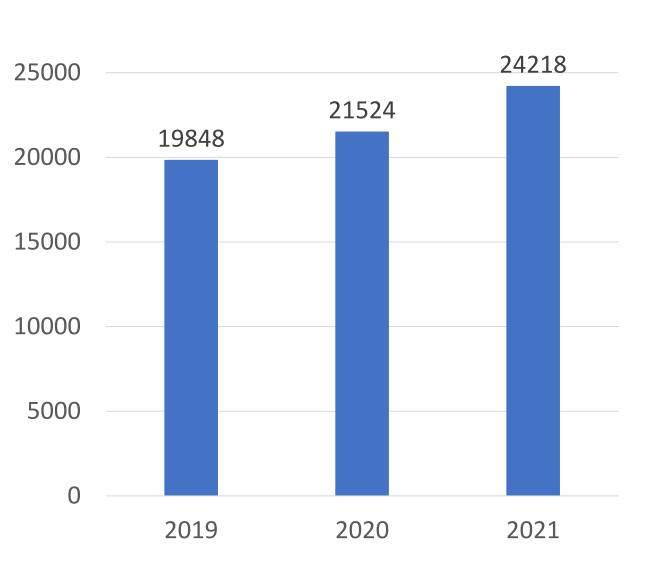


Evidence items collected by year



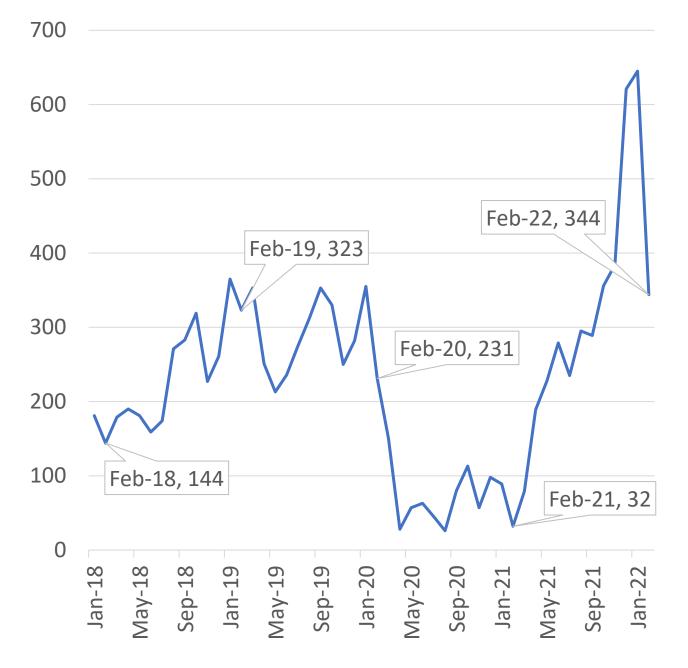
Work in for HFSC

- CSU calls for service an indicator of the trend
 - CSU disproportionately violent crime against person
 - Violent crime against person generates a lot of evidence for HFSC
- 22% increase in evidence items from 2019
- Monthly peak loads more than double 2019



Subpoenas per month

- Increased 138% comparing February 2018 to 2022
- Subpoenas largely for 2016/2017 violent crime cases
- Rush requests for 2020-2021
- Meaning, we are at least 2 years from testifying in cases after the rise in homicide rates.



Wage pressures

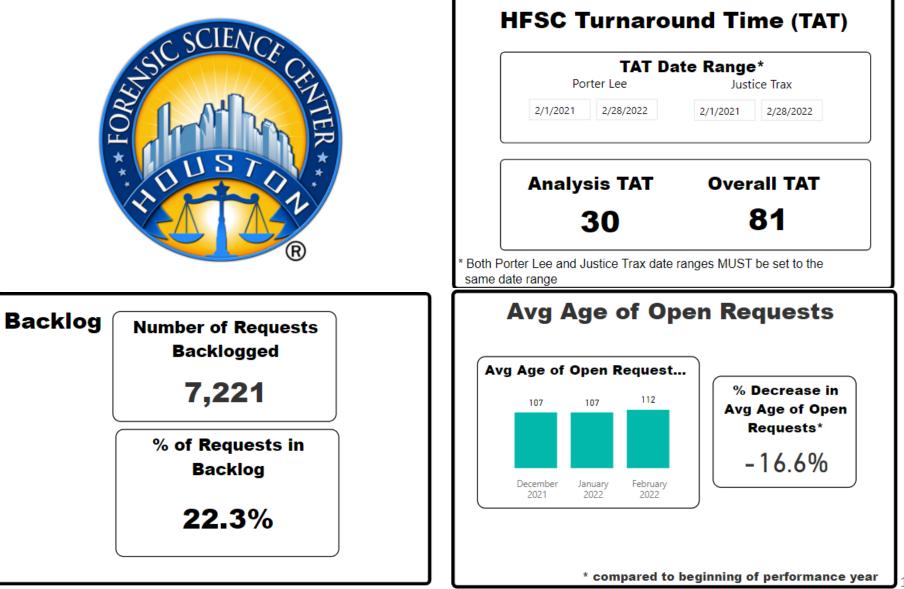
- Analyst turn over costs
 - Training and proficiency
 - Lost time for trained and proficient analysts
 - REWORK of prior analyst work to support court
- Loss to higher wages
 - Digital Multimedia
 - 3 analysts to federal positions

HFSC FY23 budget, +\$5.9M or +21%

- Limit the growth of backlogs
- Will take time to implement
- Will need to be a sustained investment
 - Leading trends indicate increasing pressures for *at least* the next 2 years
- More needed to decrease backlogs
 - Limited capacity to:
 - find personnel
 - find materials
 - find instruments
 - outsource
 - Of current staff to implement new staff and procedure

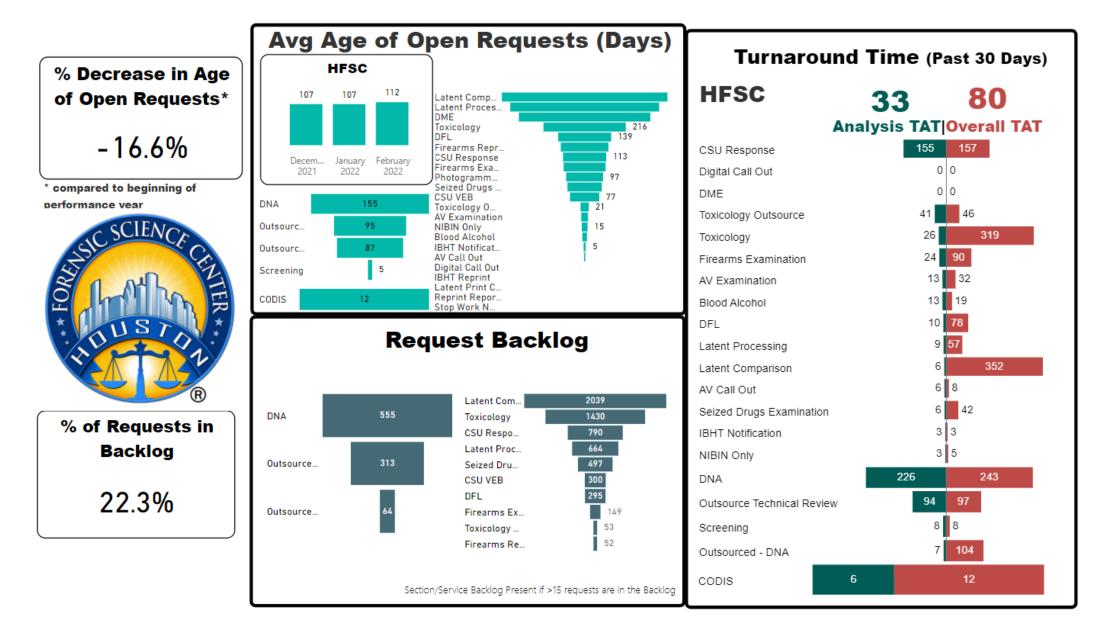
Detailed data

February 2022 Company Overview



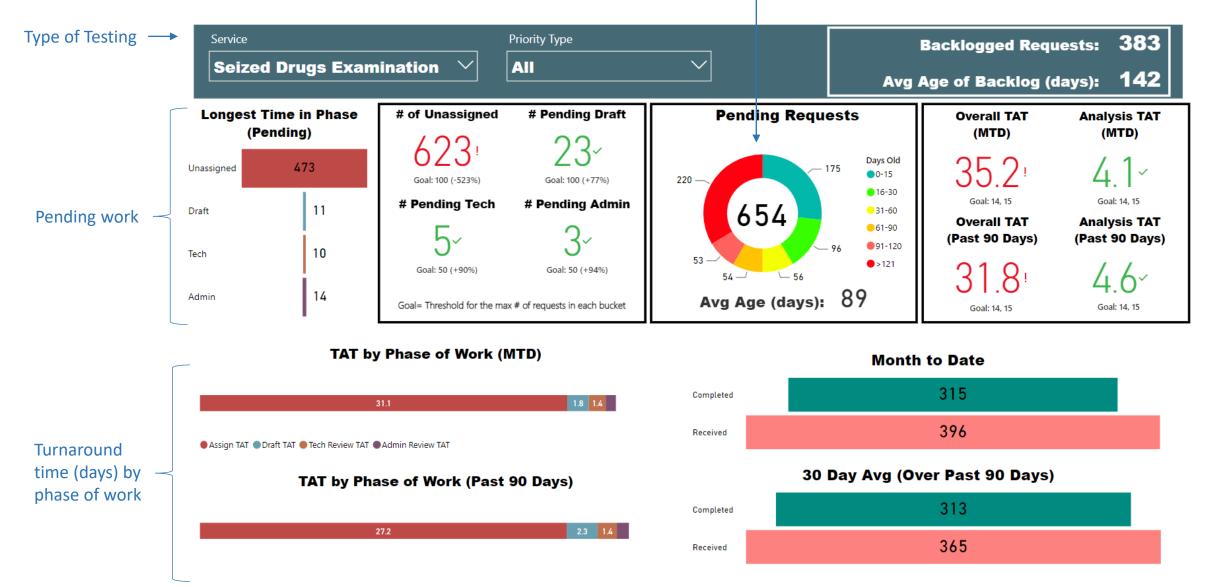
10

February 2022 Company Overview



Key for Dashboard Section Pages

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

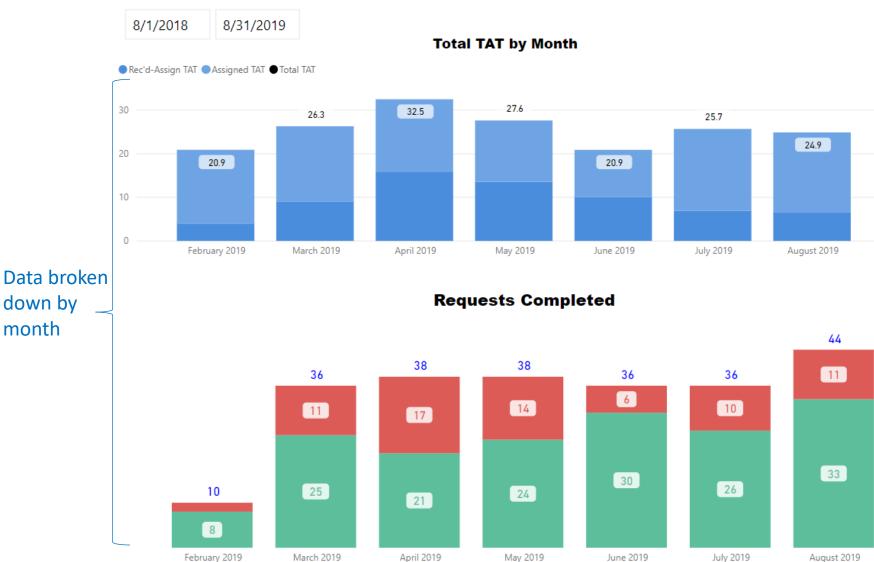


TAT= Turnaround Time MTD= Month to date Back

Backlogged Requests = Requests open over 30 days

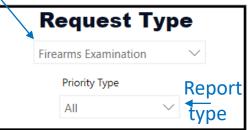
Key for Dashboard Historical Pages 1/2

Date Range

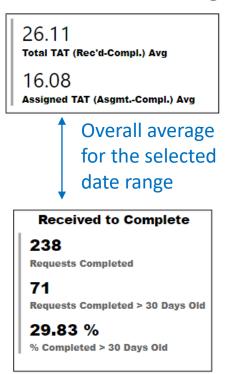


Requests Completed w/in 30 Days

Type of testing



Selected Time Frame Averages



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

TAT= Turnaround Time

down by

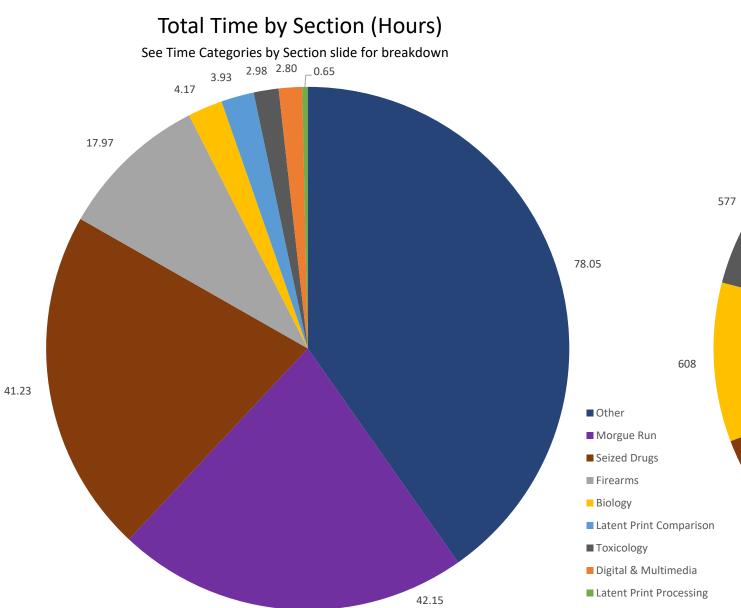
month

Key for Dashboard Historical Pages 2/2



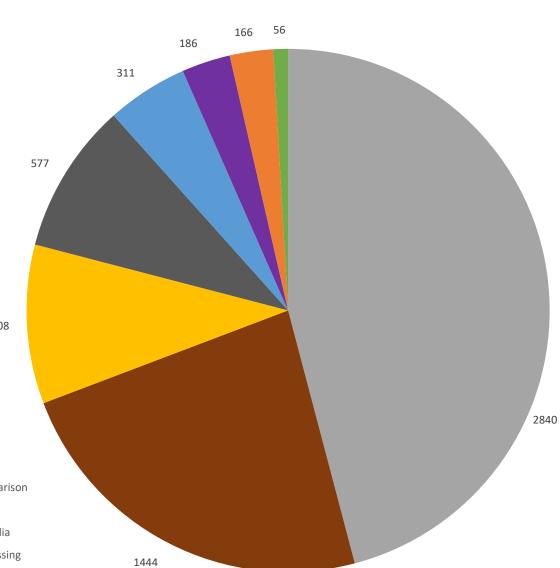
Client Services and Case Management (CS/CM)

CS/CM – February



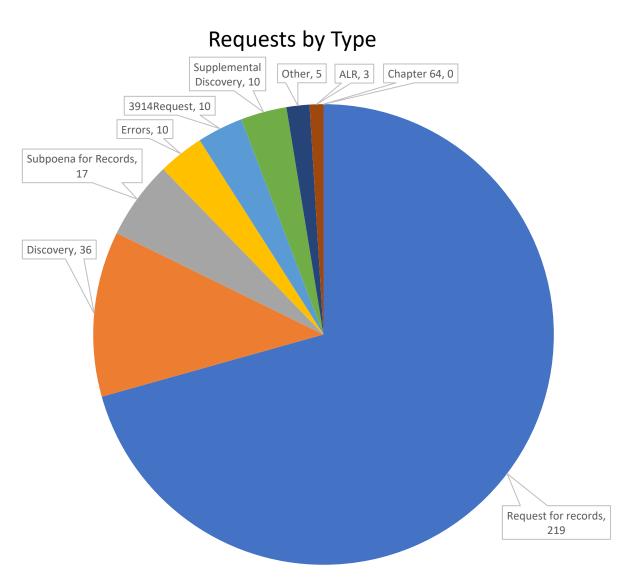
Evidence Handling

Total Items by Section

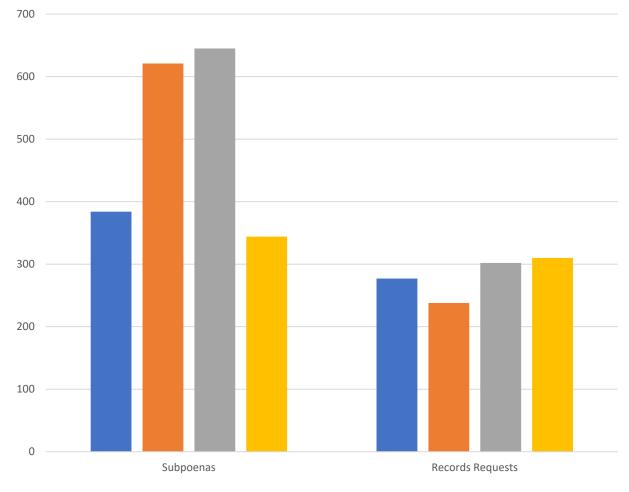


CS/CM – February

Administrative

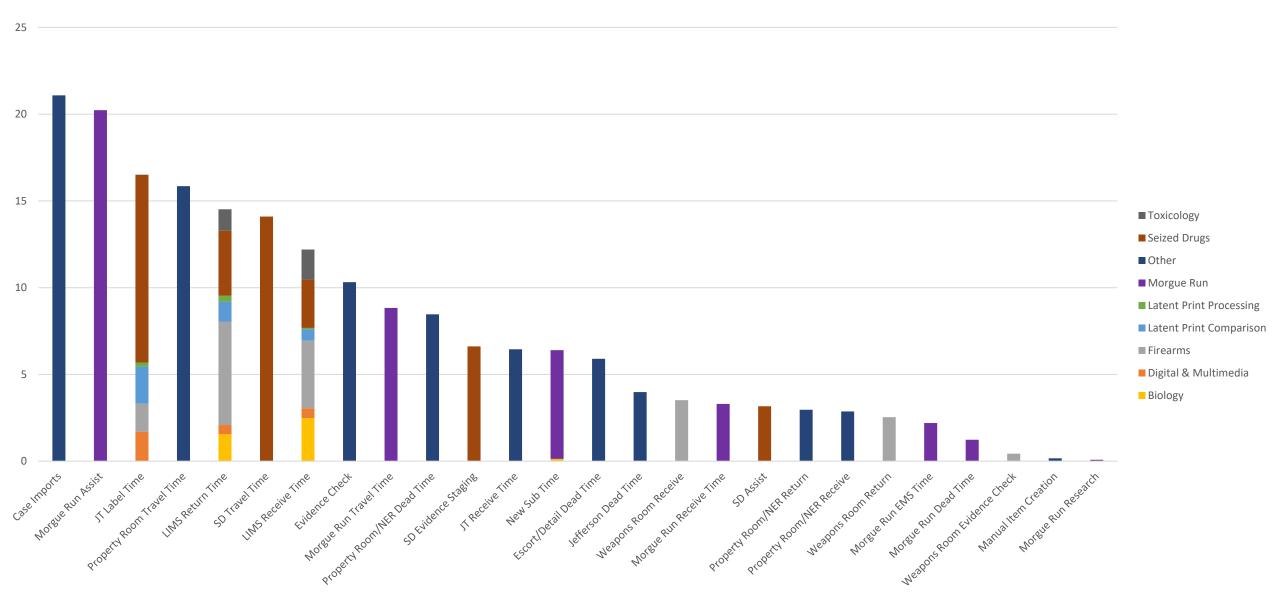


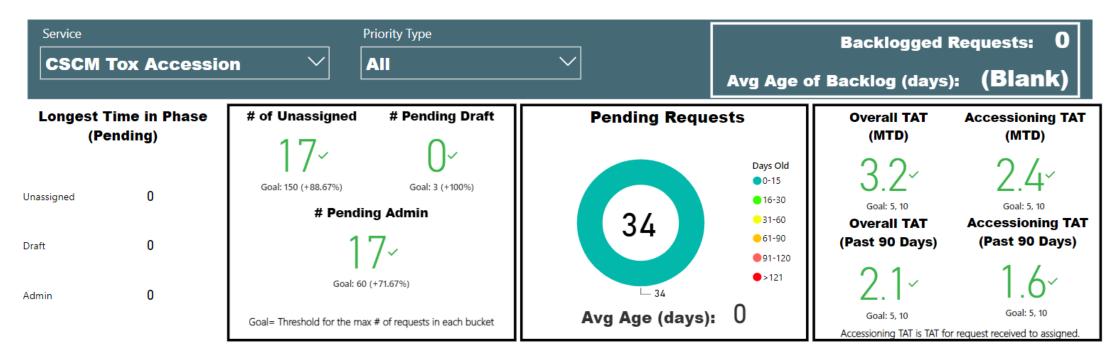
Subpoenas & Records Requests



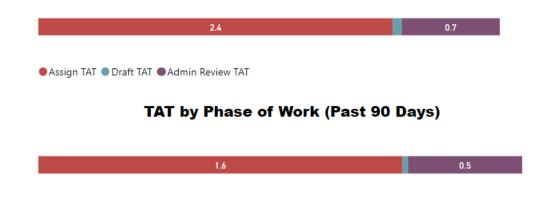
■ November ■ December ■ January ■ February

Time Categories – February Evidence Handling

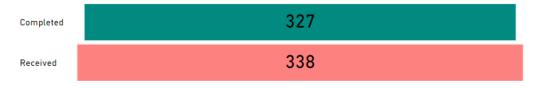




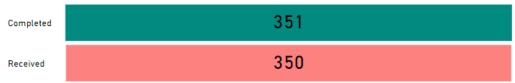
TAT by Phase of Work (MTD)

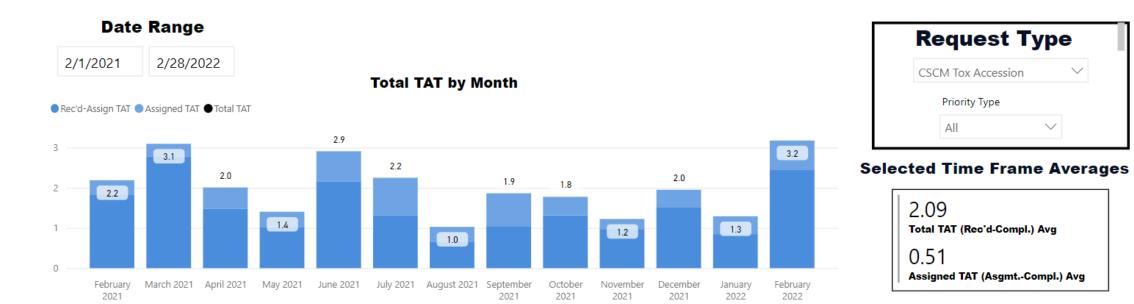


Month to Date



30 Day Avg (Over Past 90 Days)





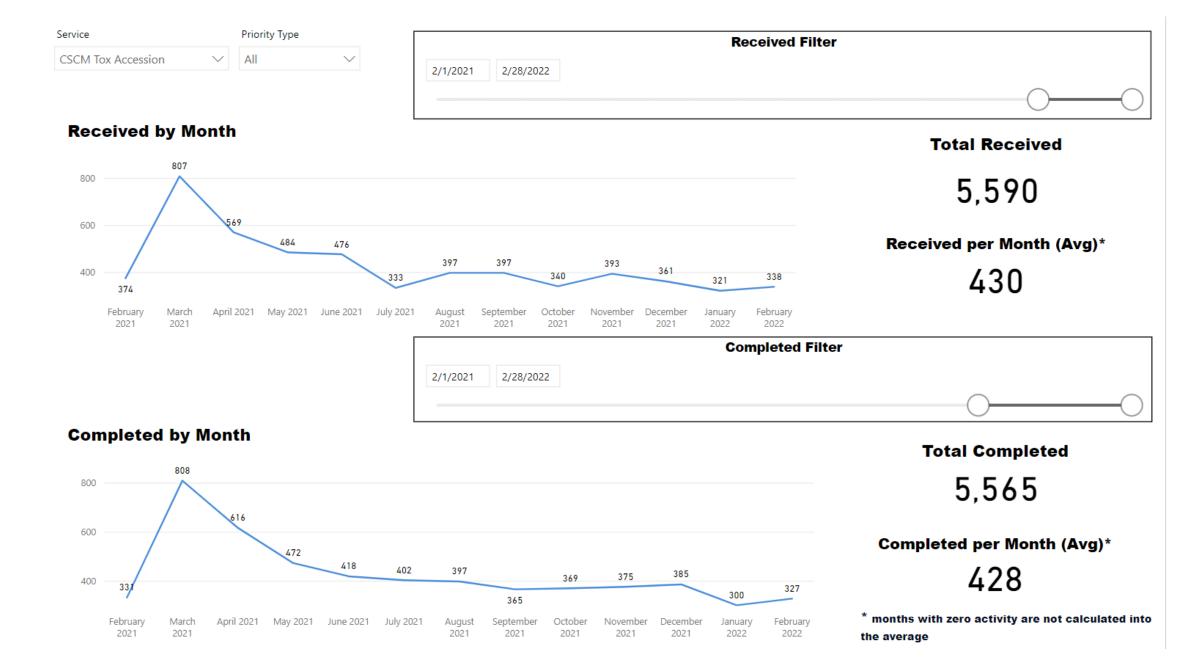
Requests Completed

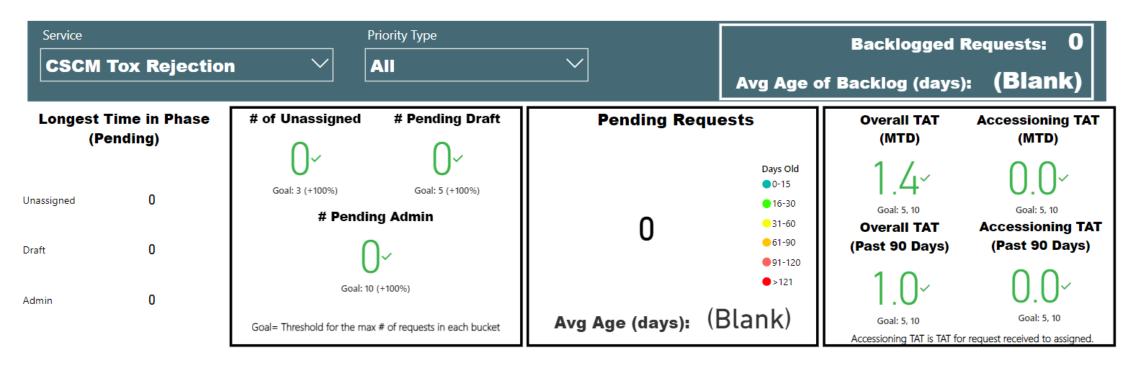


5565 Requests Completed 14 Requests Completed > 30 Days Old 0.25 % % Completed > 30 Days Old

Received to Complete

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





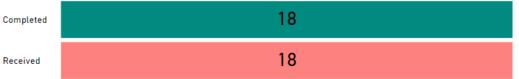
TAT by Phase of Work (MTD)



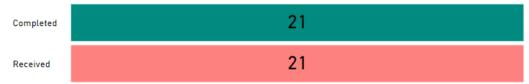
TAT by Phase of Work (Past 90 Days)



Month to Date

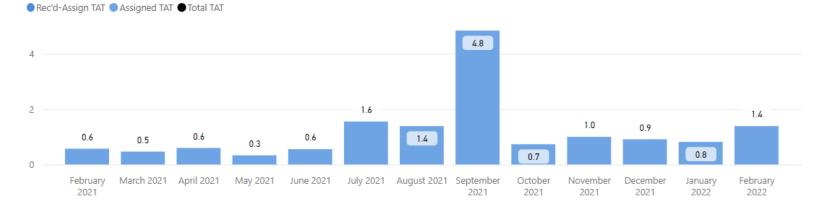


30 Day Avg (Over Past 90 Days)





Total TAT by Month

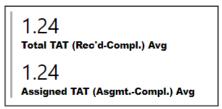


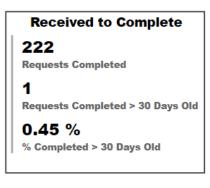
Requests Completed



Request Ty	уре
CSCM Tox Rejection	\sim
Priority Type	
All	\sim

Selected Time Frame Averages

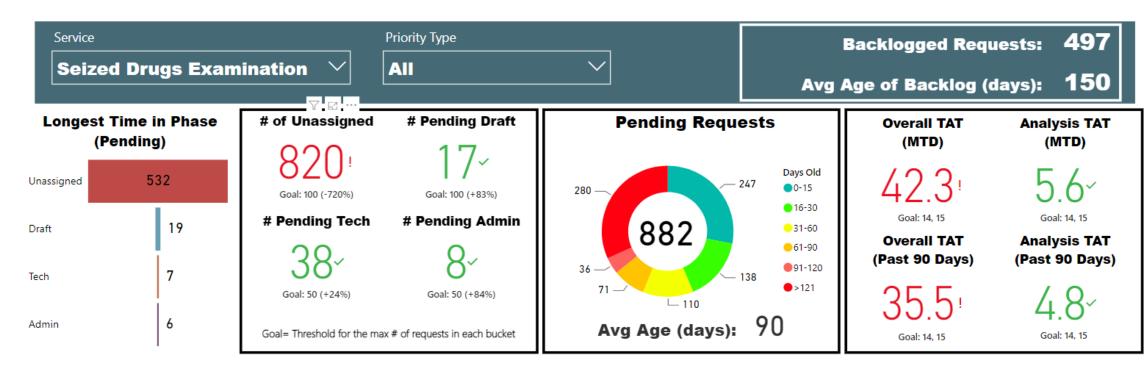




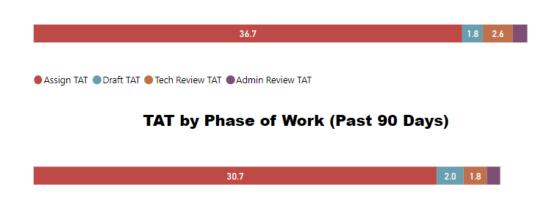
Requests more than 30 days old are considered to be backlogged requests



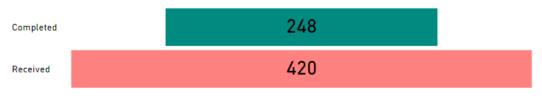
Seized Drugs

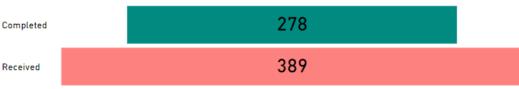


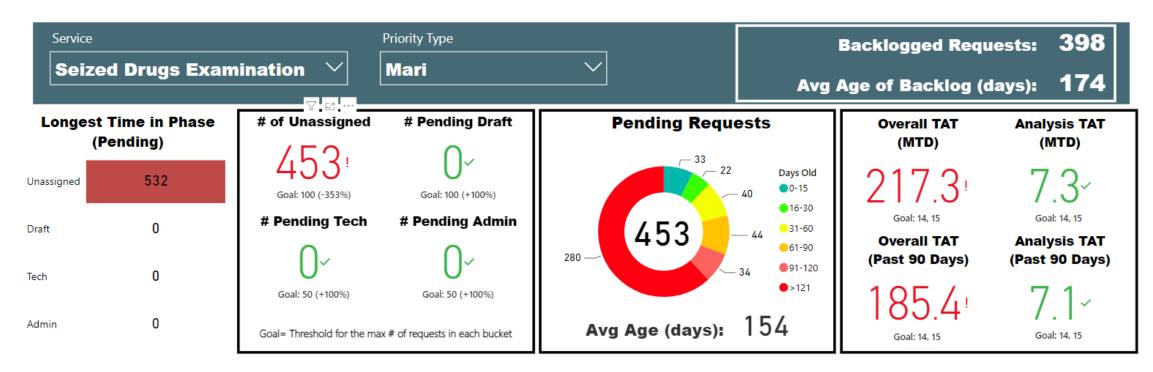
TAT by Phase of Work (MTD)



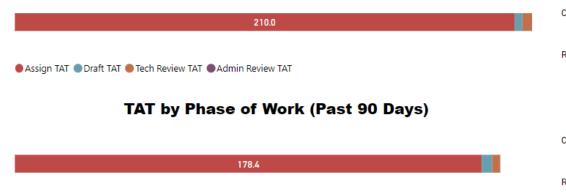
Month to Date



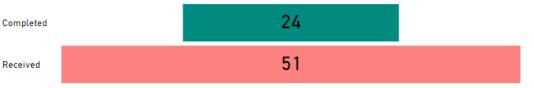




TAT by Phase of Work (MTD)



Month to Date

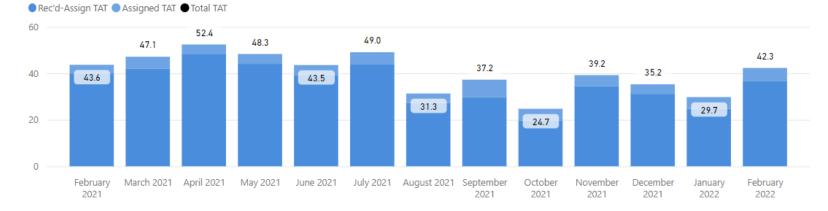


30 Day Avg (Over Past 90 Days)



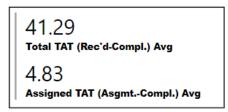
2/1/2021	2/28/2022
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Total TAT by Month

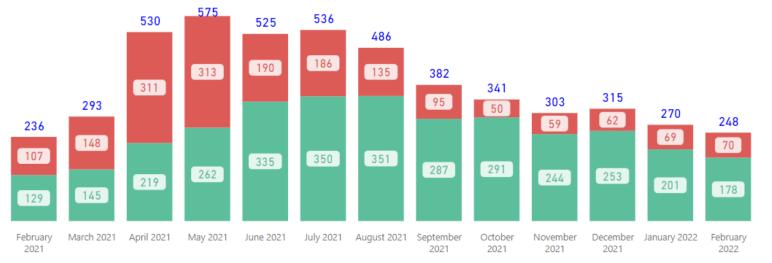


Request Type Seized Drugs Examination \checkmark Priority Type All \checkmark

Selected Time Frame Averages



Requests Completed



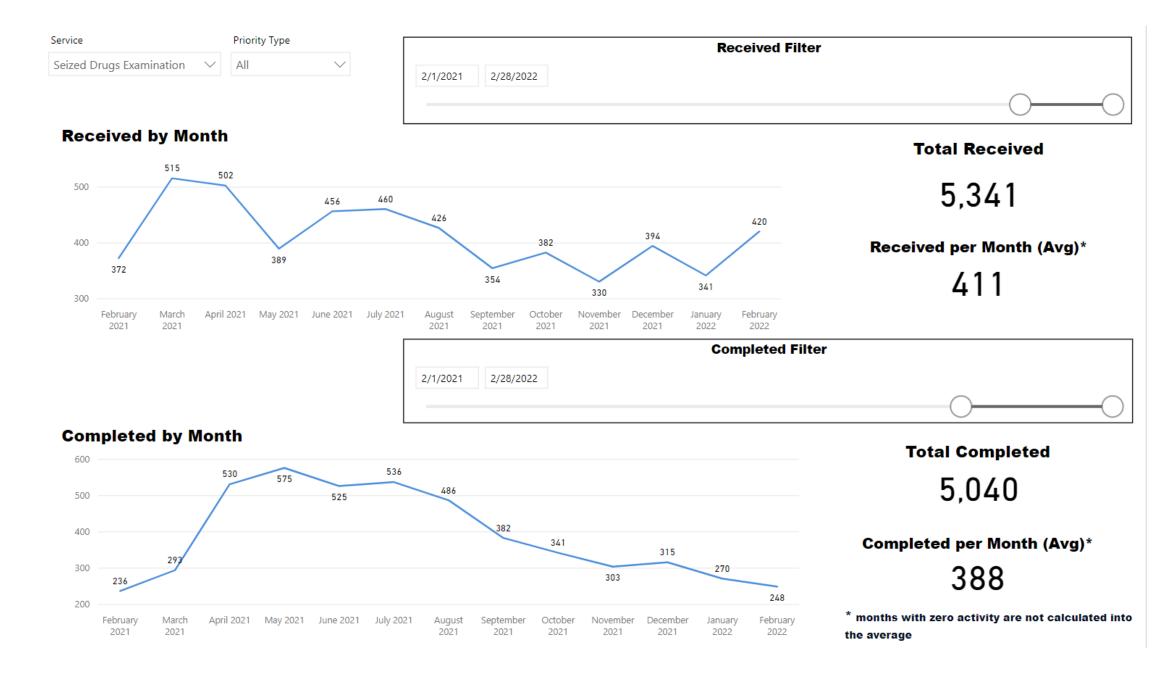
Requests Completed w/in 30 Days

5040 Requests Completed 1795 Requests Completed > 30 Days Old 35.62 %

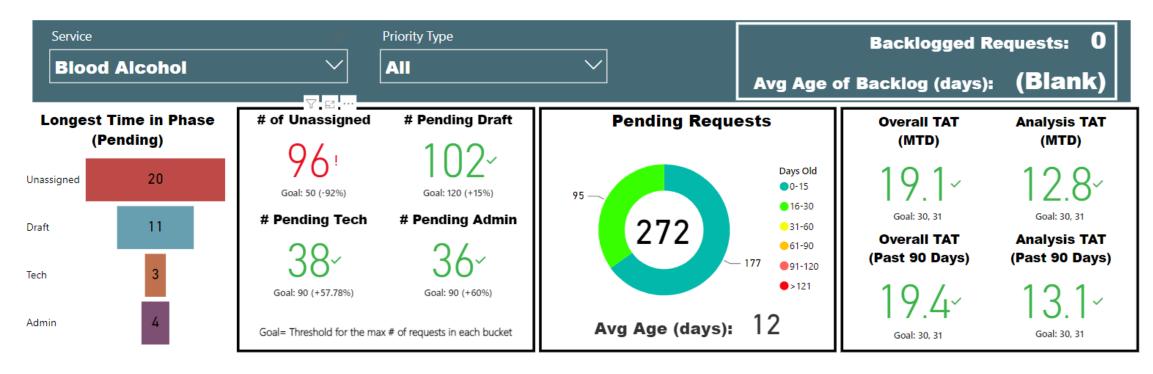
Received to Complete

% Completed > 30 Days Old

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



Toxicology



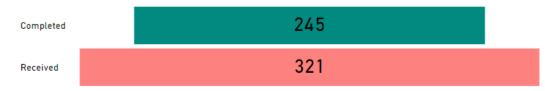
TAT by Phase of Work (MTD)

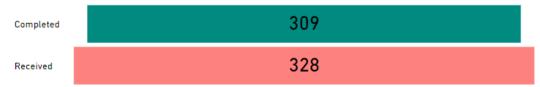


TAT by Phase of Work (Past 90 Days)



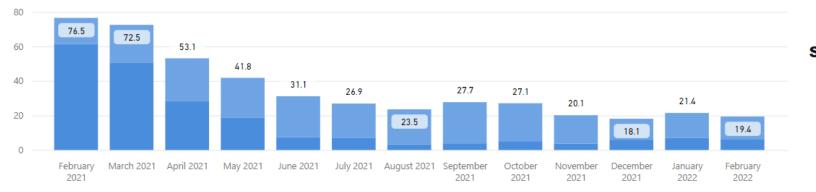
Month to Date





2/1/2021 2/28/2022

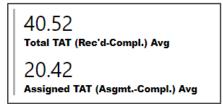




Total TAT by Month



Selected Time Frame Averages



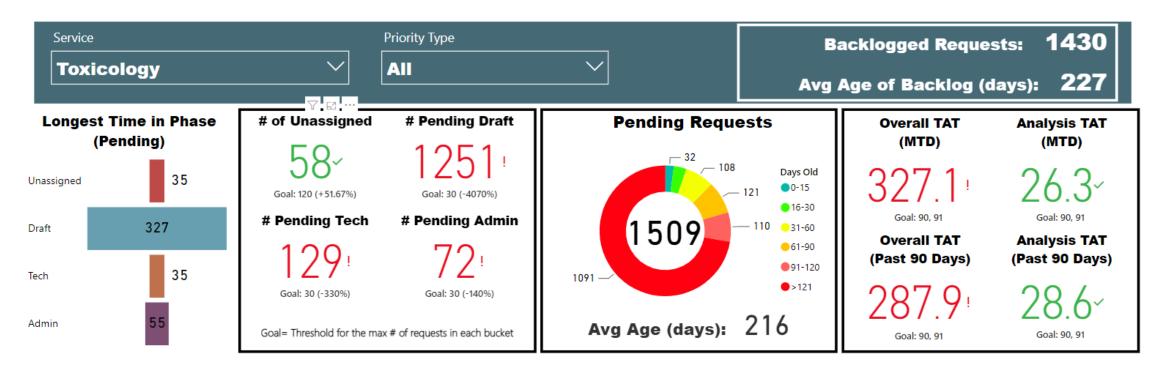
Requests Completed



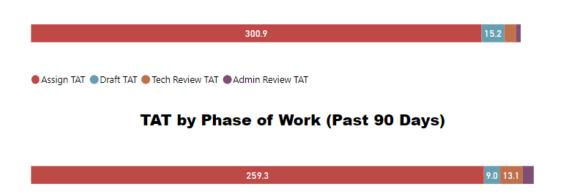
Received to Complete 6351 Requests Completed 3268 Requests Completed > 30 Days Old 51.46 % % Completed > 30 Days Old

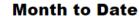
Requests more than 30 days old are considered to be backlogged requests

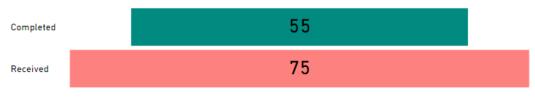


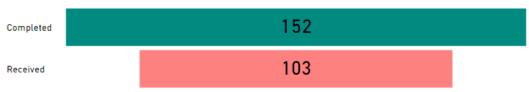


TAT by Phase of Work (MTD)





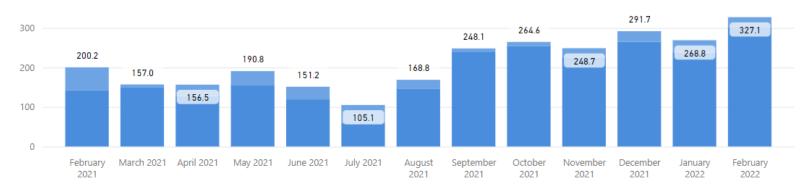




2/1/2021 2/28/2022

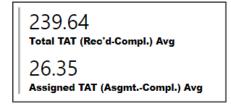
Total TAT by Month

Rec'd-Assign TAT Assigned TAT Total TAT

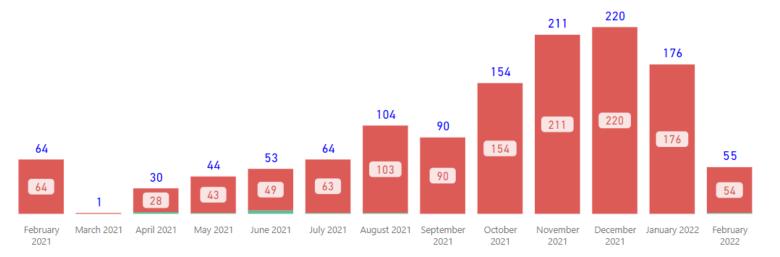


Request Type Toxicology \checkmark Priority Type All \checkmark

Selected Time Frame Averages



Requests Completed



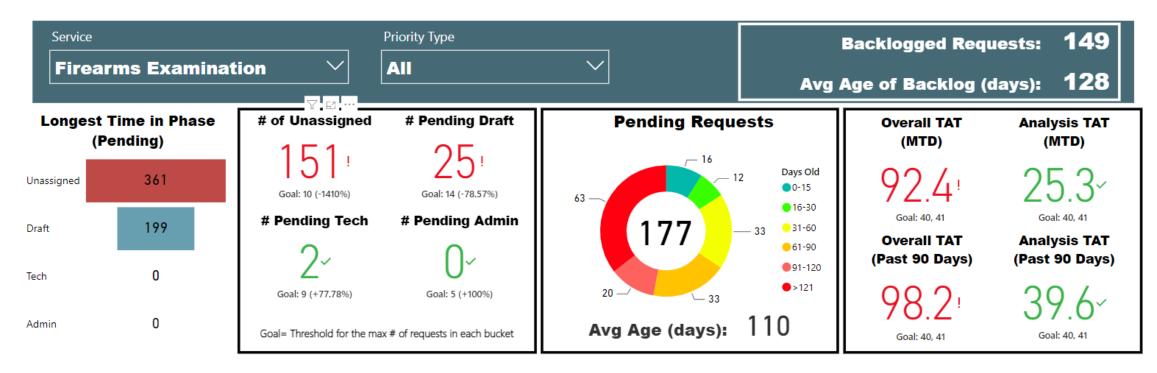
Received to Complete 1266 Requests Completed 1256 Requests Completed > 30 Days Old 99.21 % % Completed > 30 Days Old

Requests more than 30 days old are considered

to be backlogged requests



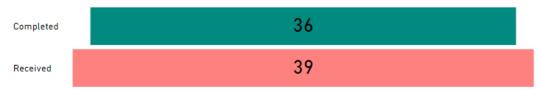
Firearms

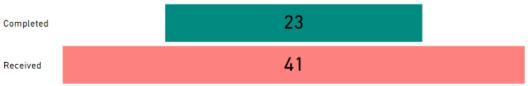


TAT by Phase of Work (MTD)



Month to Date

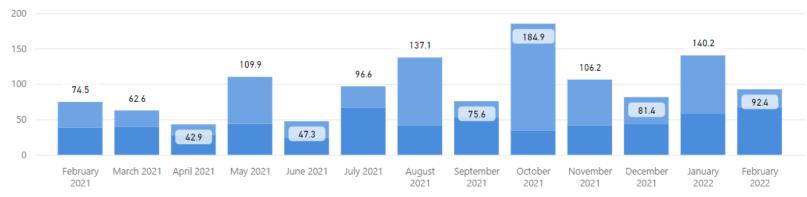




2/1/2021	2/28/2022
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Total TAT by Month





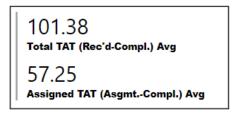
 Request Type

 Firearms Examination

 Priority Type

 All

Selected Time Frame Averages



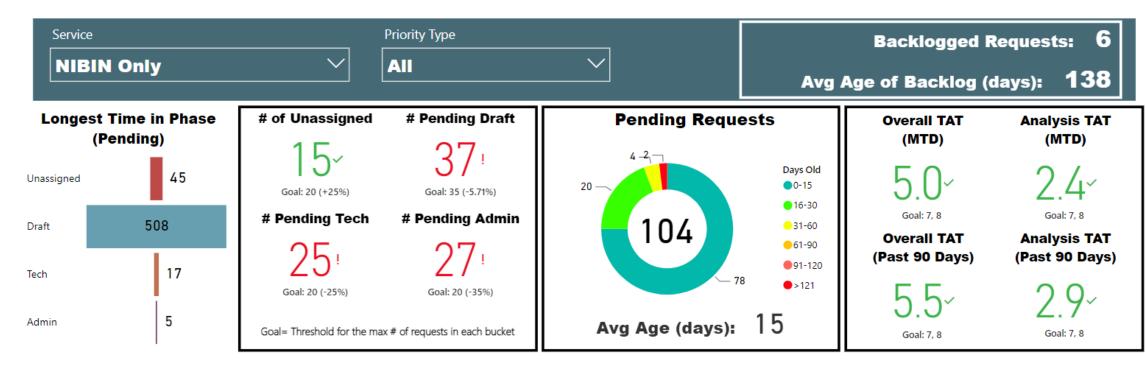
Requests Completed



Received to Complete 402 Requests Completed 243 Requests Completed > 30 Days Old 60.45 % % Completed > 30 Days Old

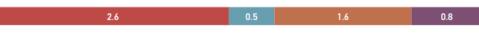
Requests more than 30 days old are considered to be backlogged requests





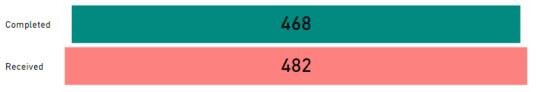
TAT by Phase of Work (MTD)

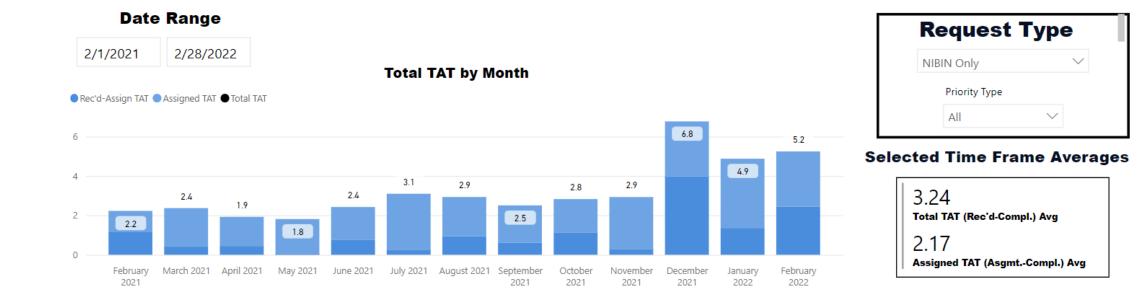




Month to Date







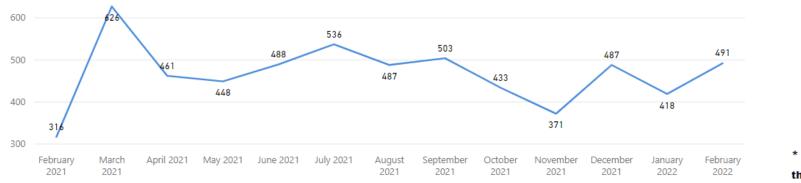
Requests Completed





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





Total Completed

6,065

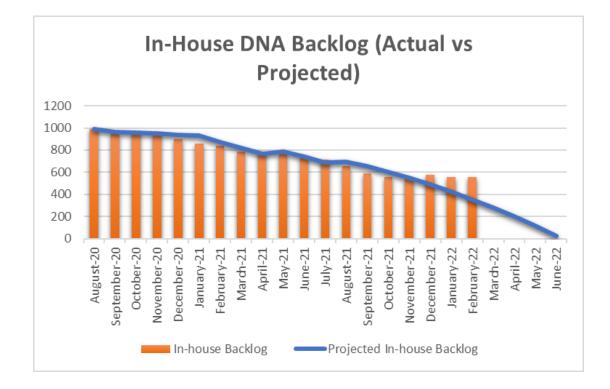
Completed per Month (Avg)*

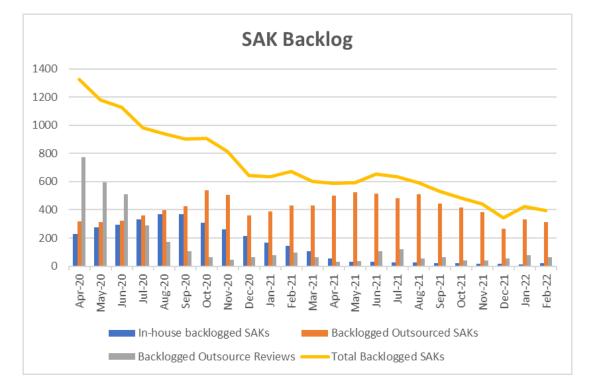
467

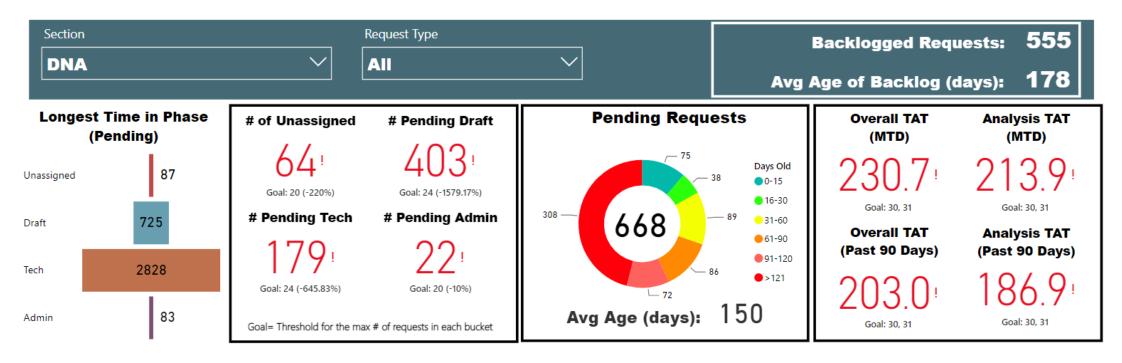
 * months with zero activity are not calculated into the average

Forensic Biology

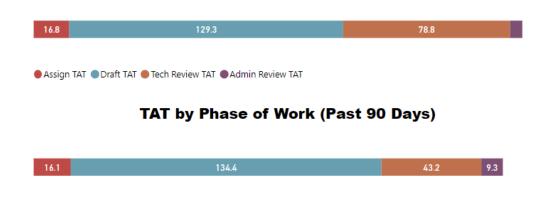
DNA Backlog Update



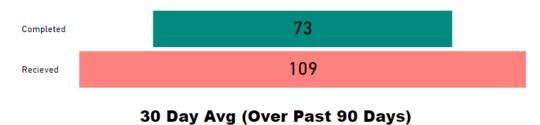


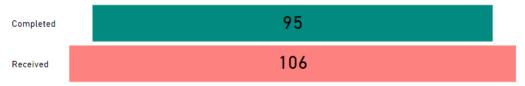


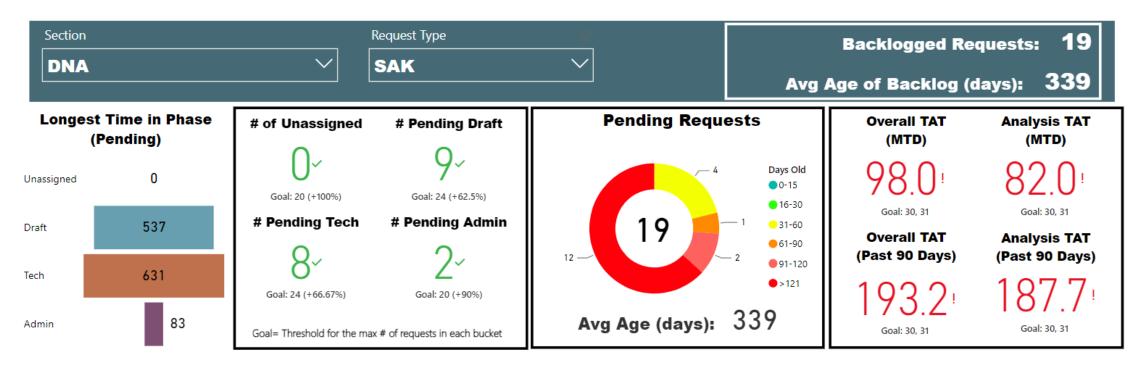
TAT by Phase of Work (MTD)



Month to Date







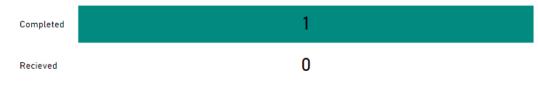
TAT by Phase of Work (MTD)

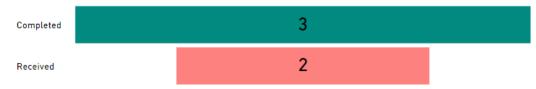


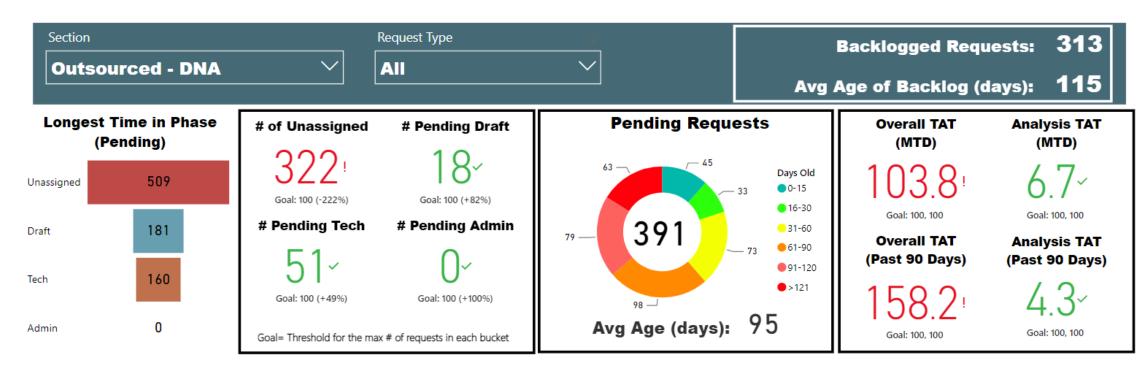
TAT by Phase of Work (Past 90 Days)



Month to Date



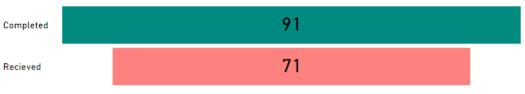


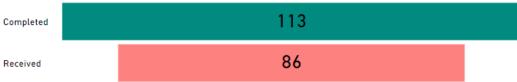


TAT by Phase of Work (MTD)



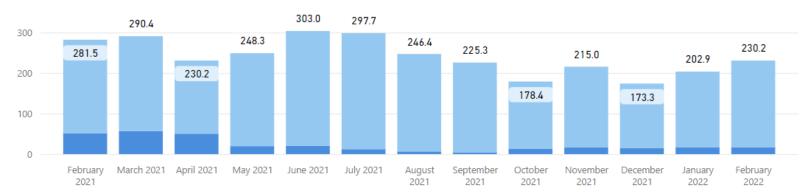
Month to Date





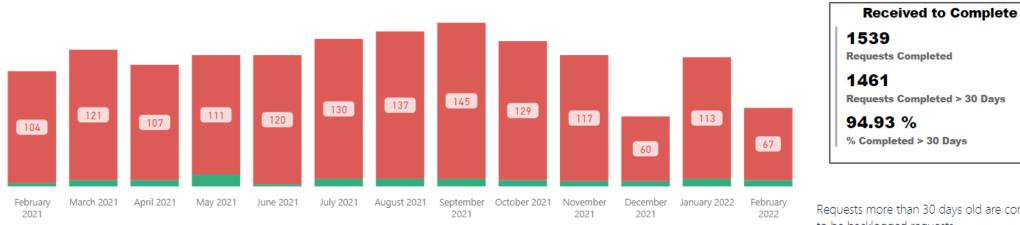
2/1/2021 2	/28/2022
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Total TAT by Month



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

Requests Completed



Requests Completed w/in 30 Days

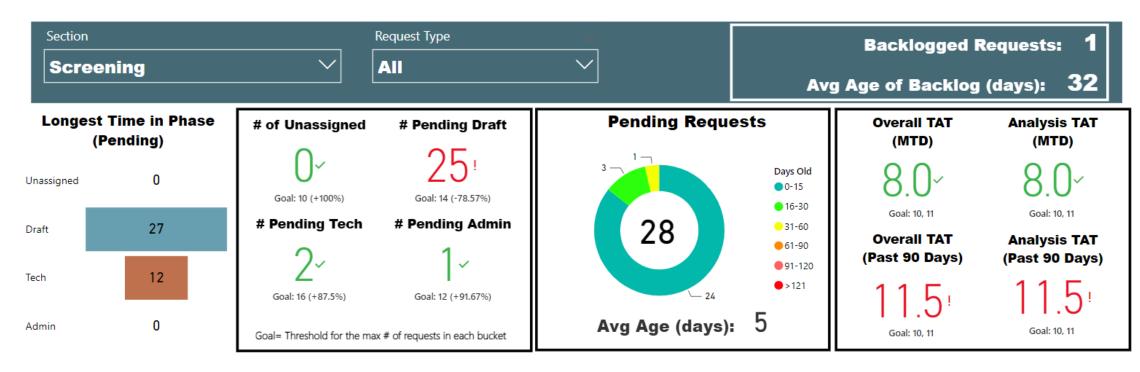
Reque s	t Type
DNA	\sim
Request Typ	pe
All	\sim

Selected Time Frame Averages

242.70 Total TAT (Rec'd-Compl.) Avg
220.76 Assigned TAT (AsgmtCompl.) Avg







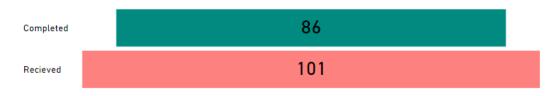
TAT by Phase of Work (MTD)

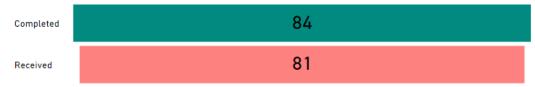


TAT by Phase of Work (Past 90 Days)



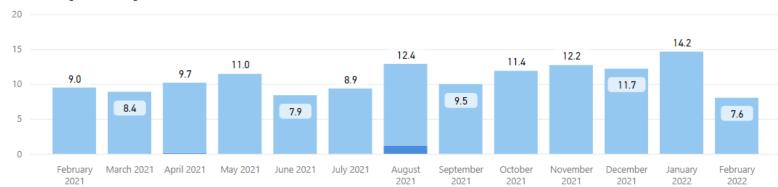
Month to Date





2/1/2021	2/28/2022
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Total TAT by Month



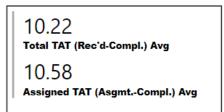
Screening Request Type All

Selected Time Frame Averages

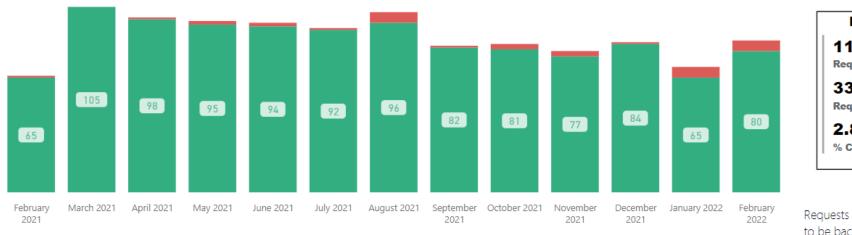
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Request Type

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Requests Completed

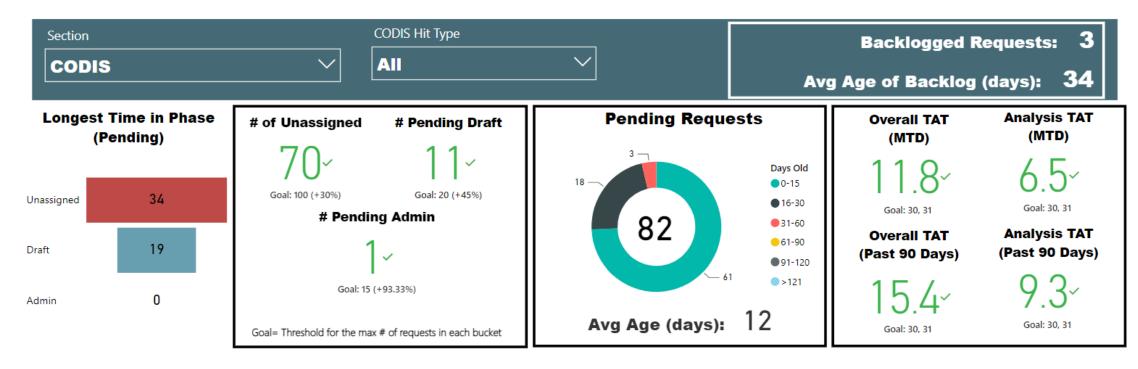




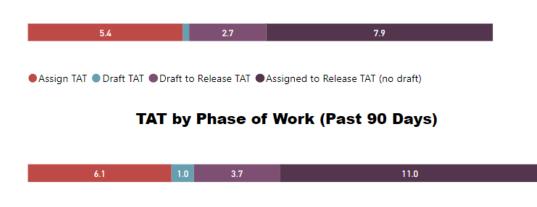
Requests more than 30 days old are considered to be backlogged requests

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

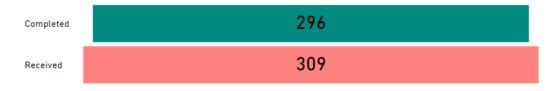


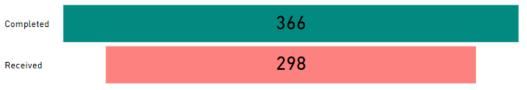


TAT by Phase of Work (MTD)



Month to Date



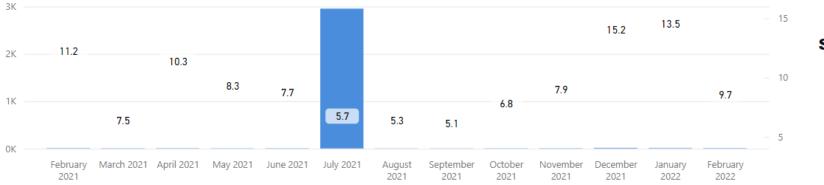




Total TAT by Month



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



Requests Completed



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



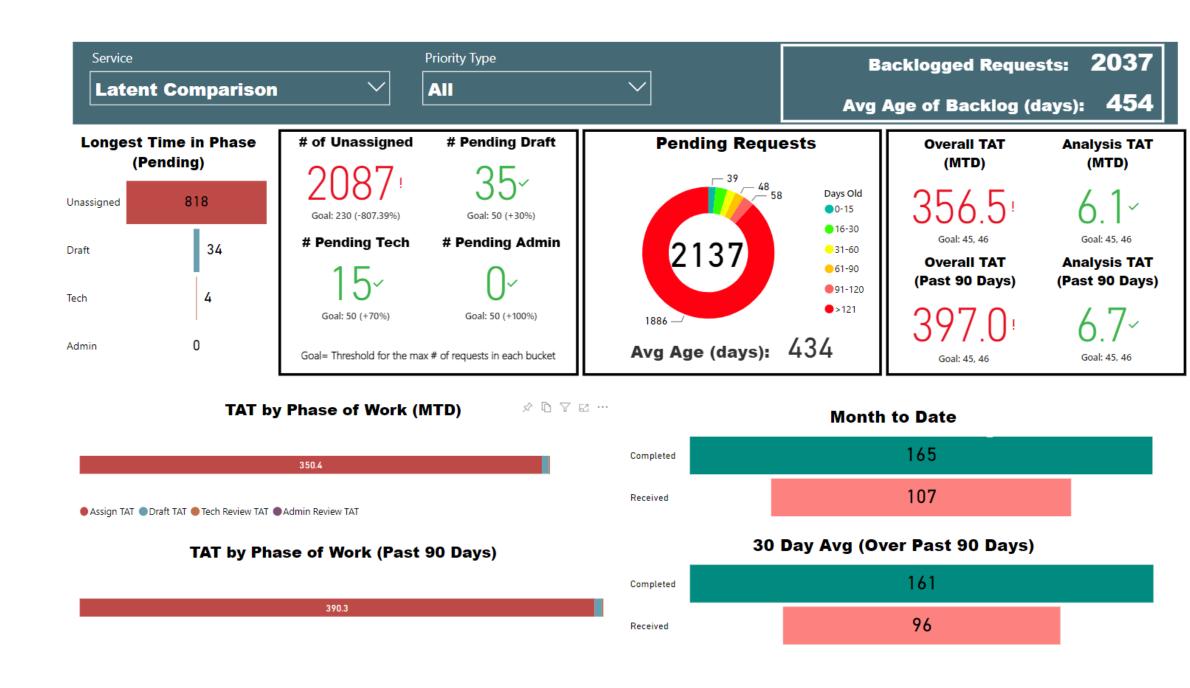
Selected Time Frame Averages

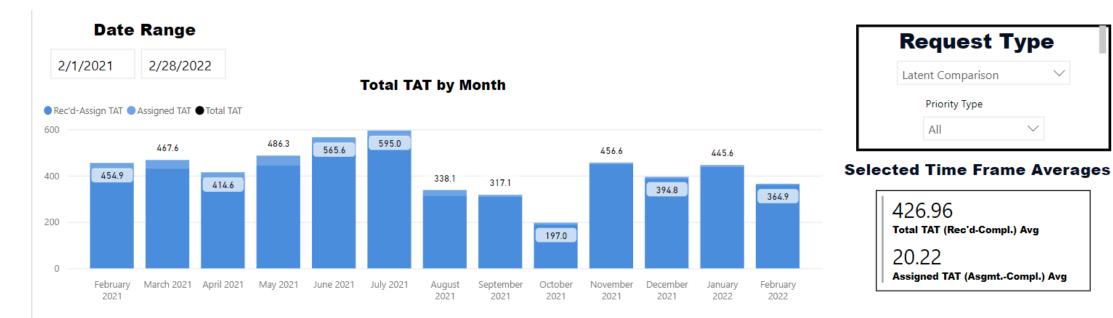
8.58 Total TAT (Rec'd-Compl.) Avg
149.65 Assigned TAT (AsgmtCompl.) Avg

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



Latent Prints





Requests Completed

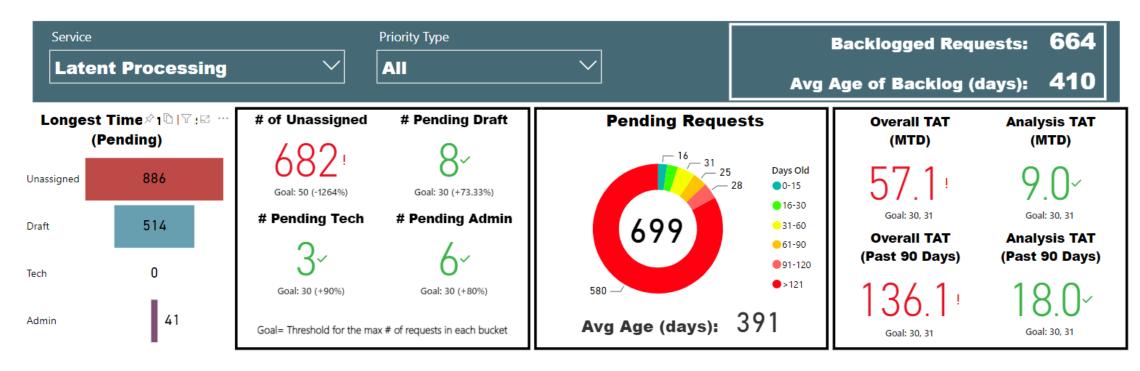


2062 Requests Completed 1704 Requests Completed > 30 Days Old 82.64 % % Completed > 30 Days Old

Received to Complete

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

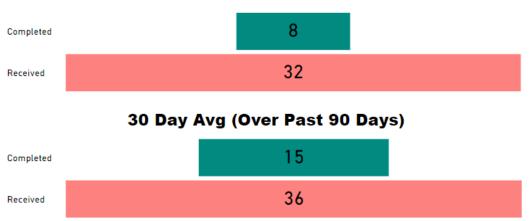




TAT by Phase of Work (MTD)



118.2 15.0

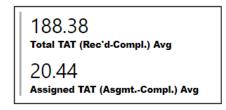


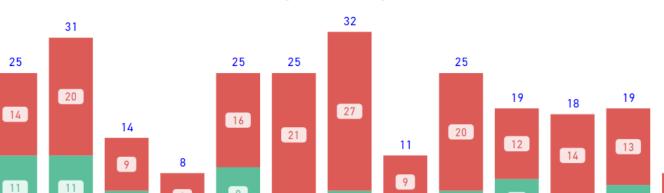
Month to Date

2/28/2022 2/1/2021 x D V 2 ... **Total TAT by Month** Rec'd-Assign TAT Assigned TAT Total TAT 400 394.3 300 258.3 236.9 234.5 204.8 195.9 200 150.5 201.7 76.2 144.6 100 135.3 115.7 57.1 0 February March 2021 April 2021 May 2021 June 2021 July 2021 August September October February November December January 2021 2021 2021 2021 2021 2022 2022 2021

Request Type Latent Processing ✓ Priority Type ✓ All ✓

Selected Time Frame Averages





5

July 2021 August 2021 September

2021

4

Requests Completed



8

5

February

2022

6

December January 2022

4

2021

7

November

2021

5

October

2021

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

Requests Completed w/in 30 Days

8

5

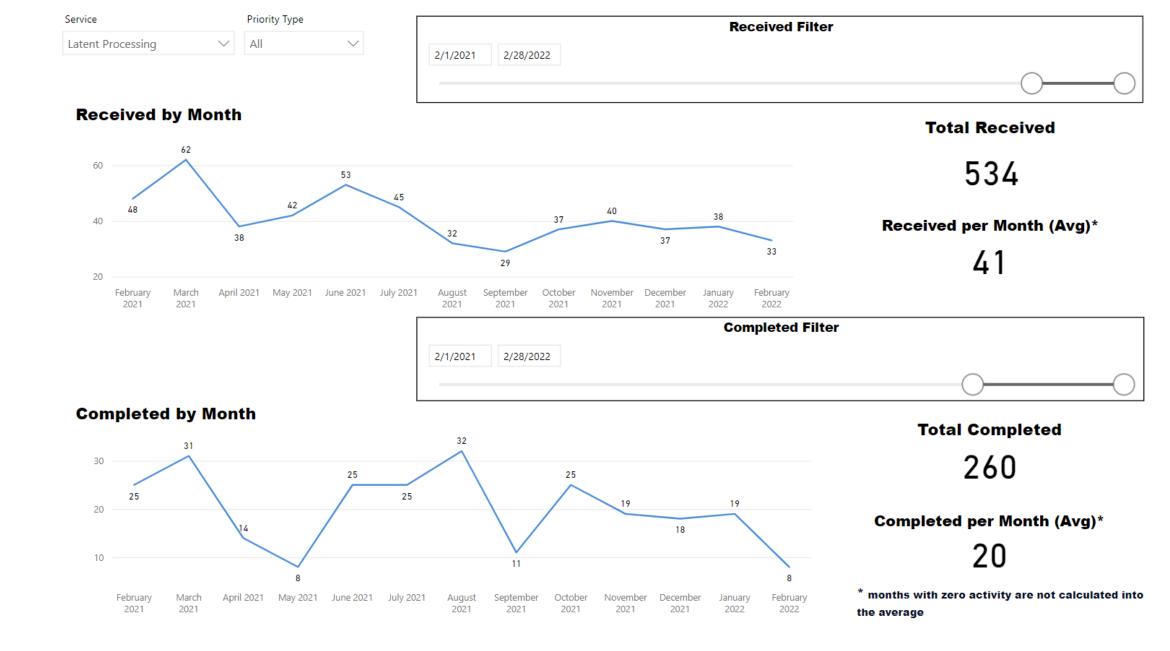
March 2021 April 2021 May 2021 June 2021

February

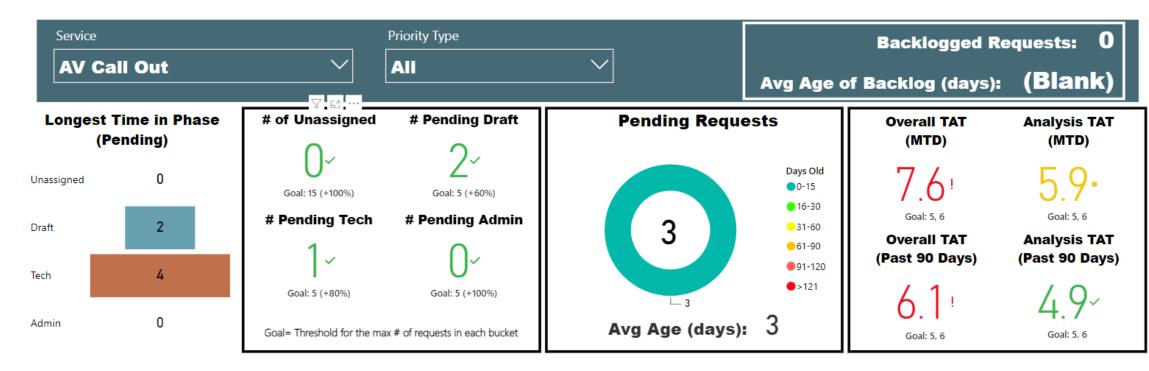
2021

9

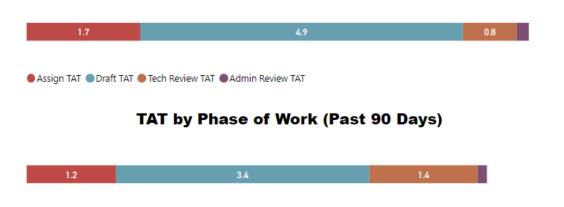
Date Range



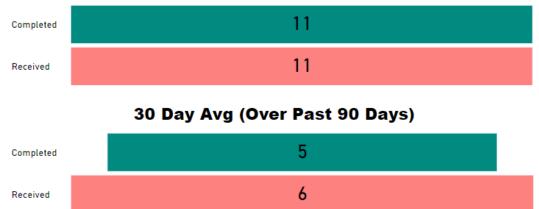
Digital Multi-Media



TAT by Phase of Work (MTD)



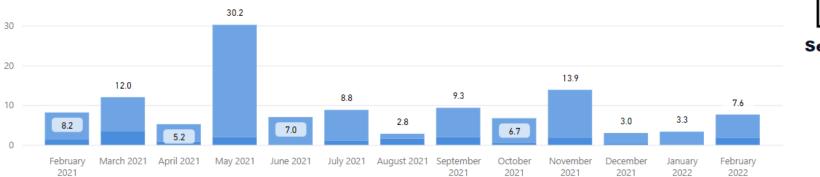
Month to Date



Date Range



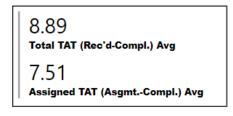
● Rec'd-Assign TAT ● Assigned TAT ● Total TAT



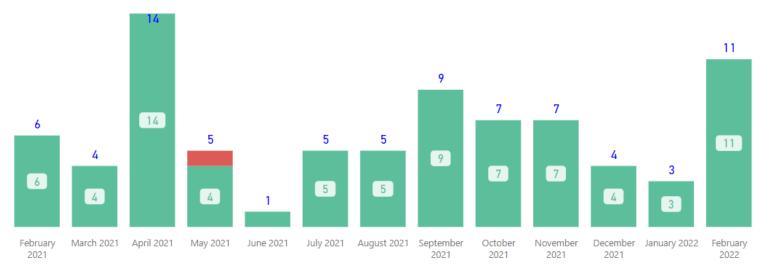
Total TAT by Month

Request Type AV Call Out ✓ Priority Type ✓

Selected Time Frame Averages



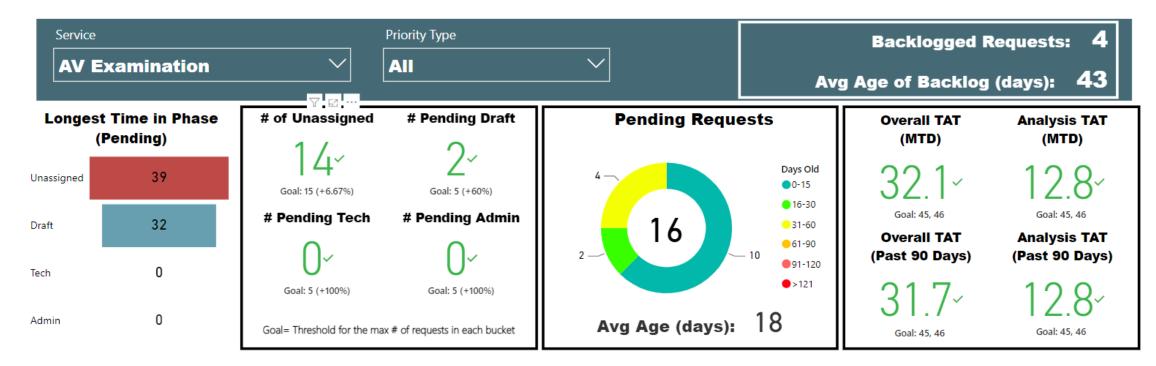
Requests Completed



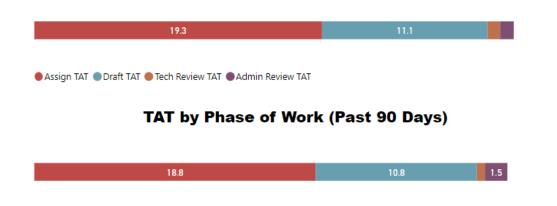


Requests more than 30 days old are considered to be backlogged requests

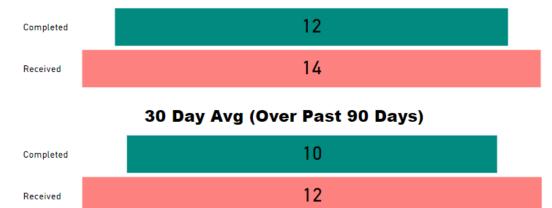




TAT by Phase of Work (MTD)



Month to Date

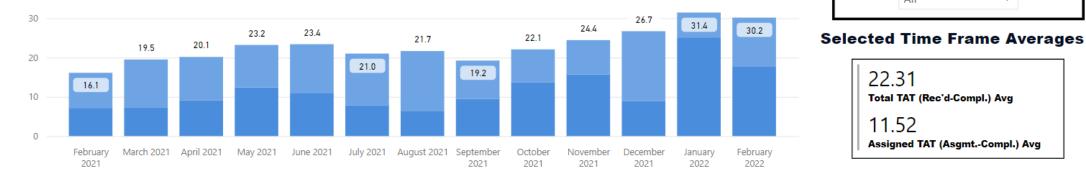


Date Range

2/1/2021 2/28/2022

Total TAT by Month





Requests Completed



22.31 Total TAT (Rec'd-Compl.) Avg 11.52 Assigned TAT (Asgmt.-Compl.) Avg

Request Type

 \sim

 \sim

AV Examination

All

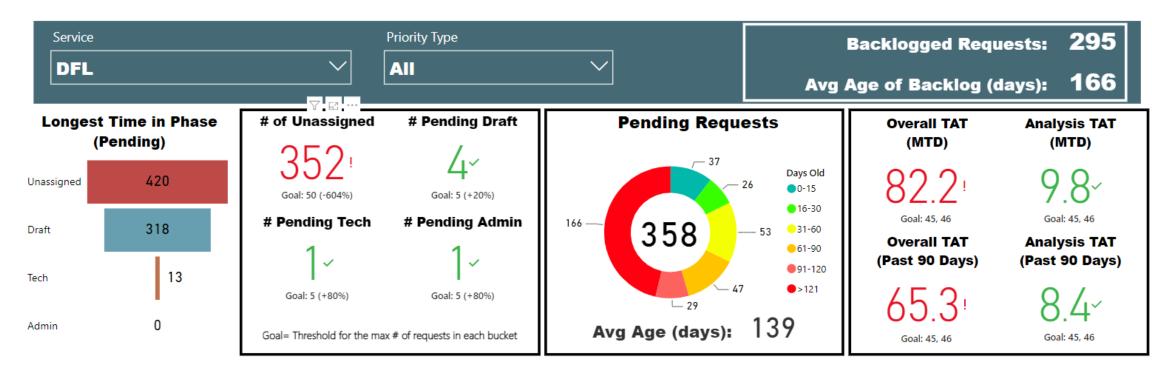
Priority Type



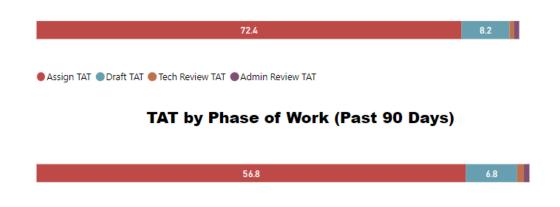
Requests more than 30 days old are considered to be backlogged requests

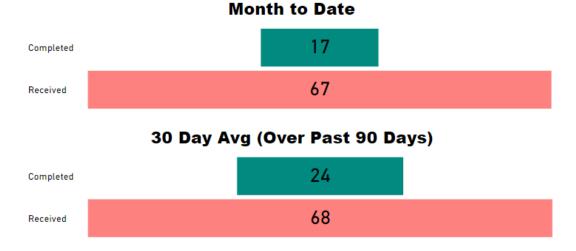
Requests Completed w/in 30 Days Requests Completed > 30 Days Old Total Completed



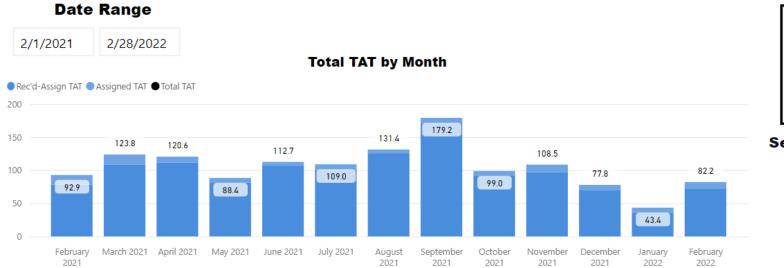


TAT by Phase of Work (MTD)



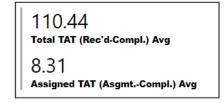


DFL and DME



Request Type Multiple selections Priority Type All

Selected Time Frame Averages



Received to Complete

Requests Completed > 30 Days Old

590

378

64.07 %

to be backlogged requests

Requests Completed

Requests Completed



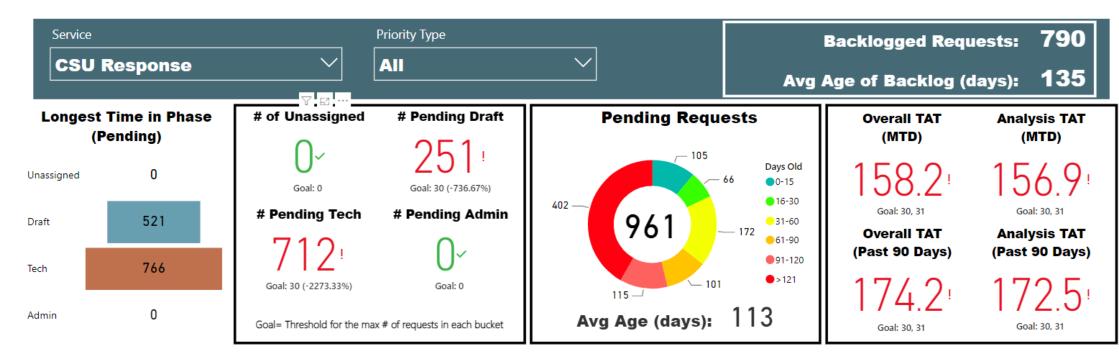
Requests more than 30 days old are considered

% Completed > 30 Days Old

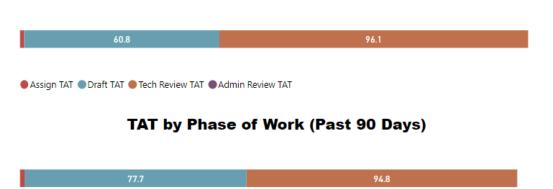
DFL and DME



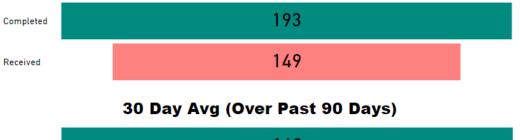
Crime Scene Unit

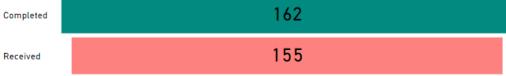


TAT by Phase of Work (MTD)



Month to Date

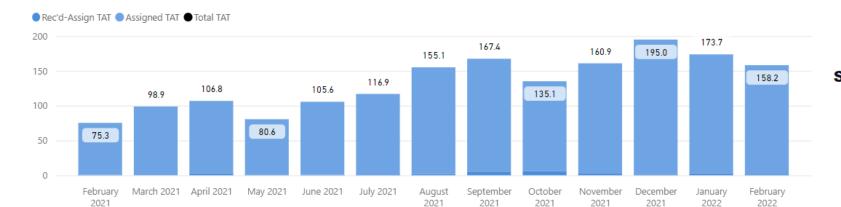




Date Range

2/1/2021 2/28/2022

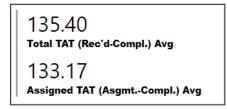
Total TAT by Month



Request Type CSU Response \checkmark Priority Type All \checkmark

x b y e ...

Selected Time Frame Averages



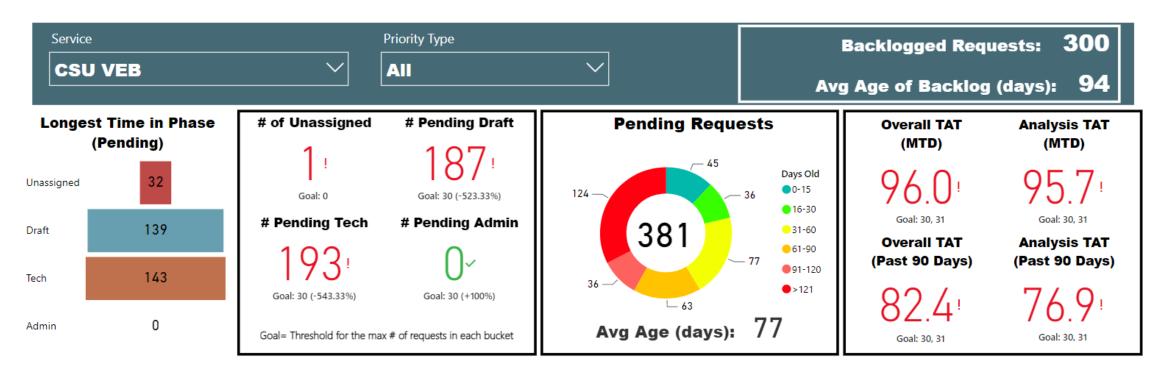


Requests Completed



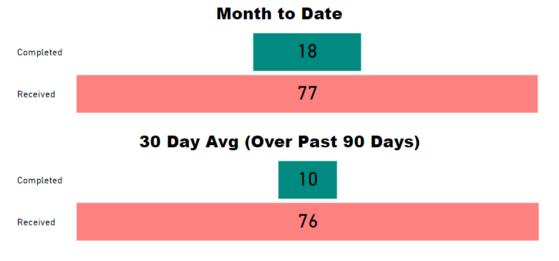
Requests more than 30 days old are considered to be backlogged requests

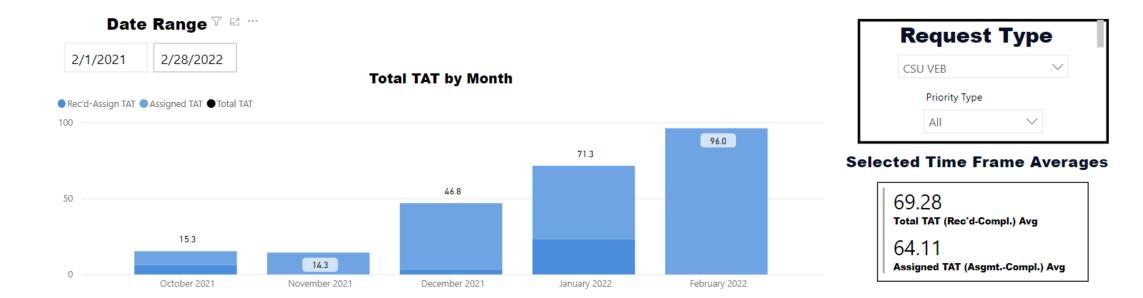




TAT by Phase of Work (MTD)

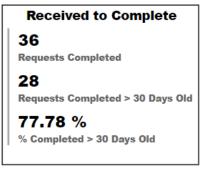




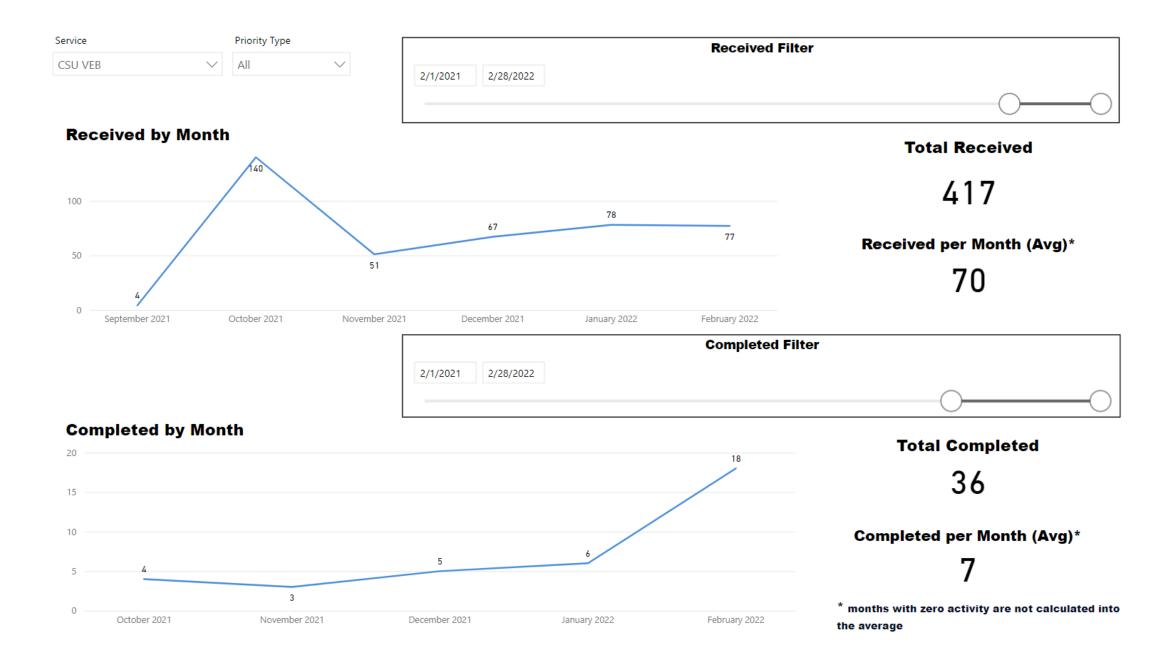


Requests Completed





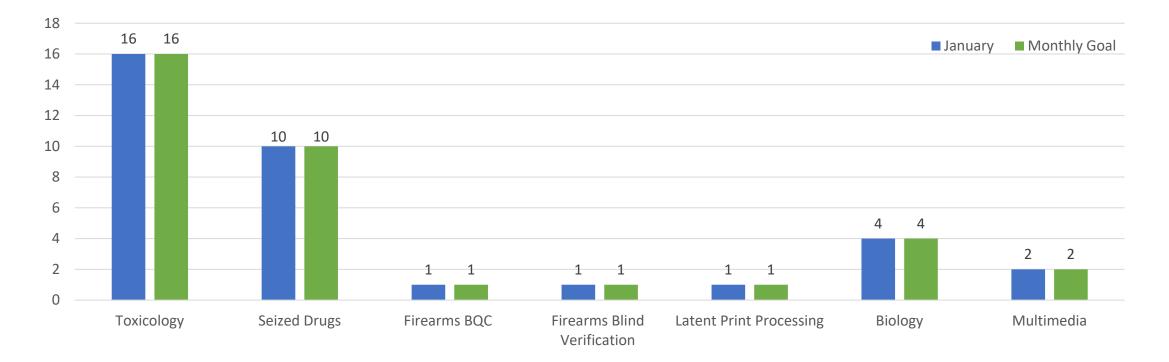
Requests more than 30 days old are considered to be backlogged requests



Quality Division Report March 11, 2022

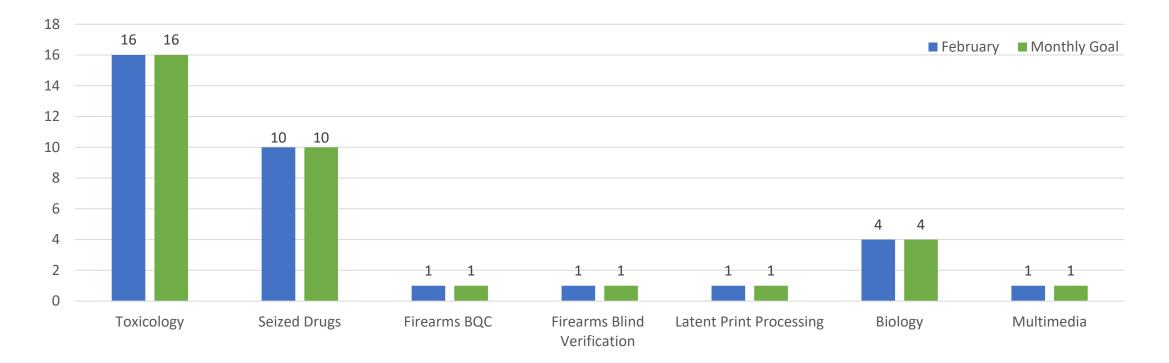


Blind Quality Controls Submitted in January





Blind Quality Controls Submitted in February





Blind Quality: Accomplishments and Challenges

- Blind Testing in Firearms: Preliminary Results from a Blind Quality Control Program manuscript accepted for publication in Journal of Forensic Sciences
 - Manuscript will be "open access" to ensure accessibility to a broad audience
 - Data and conclusions presented at American Academy of Forensic Sciences
- Does Image Editing Improve the Quality of Latent Prints? An Analysis of Image Enhancement Techniques in one Crime Laboratory presented at American Academy of Forensic Sciences

Forensic Discipline	Cases Completed in January	Cases Completed in February	
Toxicology – BAC	13	15	
Seized Drugs	4	10	
Biology	3 (DNA) 2 (screening)	5 (DNA) 4 (screening)	
Firearms	0	0	
Firearms Blind Verification	0	2	
Latent Print Processing	1	0	
Latent Print Comparison	0	7	
Latent Print Blind Verification	0	0 State	INCE C
Multimedia	1	0	

Disclosures/Corrective Actions

Texas Forensic Science Commission voted "no further action" based on corrective action taken and root cause analysis performed by the laboratory

- Forensic Biology disclosure involving consumption of evidence
 - Houston Police Department requested additional testing on 2010 case
 - Incorrect item of evidence was mistakenly consumed
 - Root cause determined to be a lack of independent verification of item selection and documentation of consumption approval



2022 Internal Audits

Purpose of internal audits:

- Demonstrate compliance to all accreditation standards, HFSC quality manual, OSAC registry standards and section specific standard operating procedures
- Are we saying what we do and doing what we say?

Schedule for audits:

- March 7 11: Seized Drugs
- March 28 April 1: Multimedia
- April 11 15: Firearms and Latent Prints
- April 18 May 6: Toxicology
- May 9 27: Forensic Biology and Crime Scene Unit



2022 Reaccreditation

Purpose of reaccreditation:

- Assessment performed by a team of assessors with expertise in each forensic discipline
- Demonstrate compliance to all accreditation standards, HFSC quality manual, OSAC registry standards, and section specific standard operating procedures
- Forensic biology will also be assessed to the FBI Quality Assurance Standards

Schedule for reaccreditation: August 8 - 12



Forensic Technical Assessor Training

Purpose of training:

- Prepare forensic practitioners for the role of the technical assessor during an assessment activity
- Solidify a working knowledge of the accreditation requirements

Details:

- Training virtually provided February 21 25
- HFSC participants only: 22 attendees
- Positive feedback from attendees



2022 Testimony Data

- 2022: 8 analysts have testified this year
 - All have been monitored
- 2021 updated: 50 analysts testified last year
 - 42 were monitored
 - 8 not monitored 4 transcripts reviewed, 4 in progress
- Transcript review project
 - First round: 4 transcripts to be evaluated in March



Detailed Data



2021 Proficiency Testing

Discip	oline	Tests in Progress	Tests Completed	Comments
Seized	Drugs	0	14	
Тохісо	ology	0	25	
Firea	rms	0	14	
Crime S	Scene	0	26	
Latent	Prints	0	18	
Multimedia	Audio/Video	1	4	
	Digital	2	4	
Forensic Biology		2	42	



2022 Proficiency Testing

Discip	oline	Tests in Progress	Tests Completed	Comments
Seized	Drugs	0	0	
Тохісо	ology	5	0	
Firea	rms	1	0	
Crime S	Scene	0	0	
Latent	Prints	9	0	
Multimedia	Audio/Video	0	0	
wurtimedia		0		
Forensic	Biology	13	0	





Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Dat e	Summary of Notification
2022-001	Biology/DNA	Incident	1/4/2022	An incorrect suspect name was provided to another laboratory as part of the CODIS hit notification process for a hit that occurred in 2015. The CODIS Administrator at the time exchanged case information with the other laboratory, including the name of the suspect associated with the HFSC evidence item; however, the incorrect name was provided. Based on follow-up performed in 2022, this error does not appear to have impacted any investigations.
2022-003	Biology/DNA	Incident	1/10/2022	The reported interpretations from a 2015 report were updated to be in accordance with the laboratory's current interpretation guidelines.
2022-005	Biology/DNA	Incident	1/10/2022	Two Forensic Biology staff members did not have the required authorization prior to participating in a validation study.
2022-006	Biology/DNA	Incident	1/26/2022	A Forensic Biology analyst inadvertently examined a firearm prior to the required check to confirm the firearm had been rendered safe. A post-examination check confirmed the firearm was safe.
2022-007	Biology/DNA	Incident	1/27/2022	A complainant from a related case was inadvertently compared to evidence and a statistical evaluation of that comparison was reported.
2022-011	Biology/DNA	Incident	1/28/2022	Due to an unplanned building power outage two freezers and one refrigerator in the post-amplification laboratory rose to temperatures that exceeded their respective temperature ranges for approximately six hours.
2022-012	Biology/DNA	Incident	2/21/2022	A required negative control was inadvertently omitted from a quantification plate. These results will not be used for interpretation and reporting purposes. A second quantification plate was created and included all samples and the required negative control. The results of the second quantification plate will be used for interpretation and reporting purposes.

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
2022-014	Biology/DNA	Incident	2/14/2022	The required annual training for reviewers did not occur in the Forensic Biology section in 2021. This training focuses on the importance of review and includes the section's review components to ensure consistency.
2022-PAR3	Biology/DNA	Preventive Action	2/7/2022	Contamination control flooring was installed in the forensic biology laboratory vestibules. This flooring is designed to reduce the contaminants that enter the laboratory through ambulatory traffic.
2022-010	Client Services & Case Management, Crime Scene	Incident	2/16/2022	The final scene diagrams in two cases were inadvertently released to the stakeholder prior to the technical or administrative review being performed. Upon discovery a technical review was performed, and no corrections were needed.
2022-002	Crime Scene	Corrective Action	1/6/2022	The testimony of eight crime scene investigators was not monitored during 2021 as is required by the Quality Manual. The transcripts from all eight crime scene investigators will be evaluated.
2022-009	Crime Scene	Incident	1/27/2022	A Crime Scene Investigator did not provide the correct scene video to an HPD investigator, but inadvertently provided a trainee practice video instead. While there is documentation that supports a video was taken at the associated crime scene, it is not able to be located.
2022-004	Firearms	Incident	1/12/2022	A NIBIN Technician inadvertently began the decontamination process on a fired cartridge casing prior to remembering that the possible blood needed to be processed by the forensic biology section.
2022-PAR1	Firearms	Preventive Action	1/27/2022	The Firearms section will create instruction cards for the Crime Scene Unit to provide to applicable officers at officer-involved shooting scenes. The cards will provide HFSC's phone number, the case number, and instructions on how to submit their weapons to the Firearms section.
2021-IA-13	Health & Safety	Incident	1/6/2022	The pressure-reducing regulator procedure in the HFSC Health and Safety Manual was outdated and did not reflect the current procedure being used by staff to detect potential valve leaks in gas cylinders.

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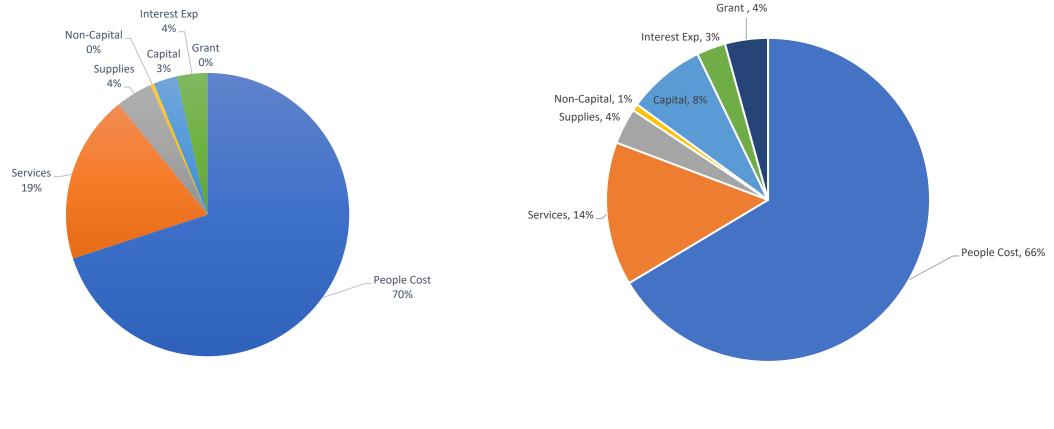
Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
			-	1
2022-013	Quality	Incident	2/21/2022	Several of the Quality Division's controlled forms did not have an expiration date and therefore were not reviewed on a yearly basis as required in the Quality Manual.
2022-016	Quality	Incident	2/17/2022	The Quality Division reference weights were sent out for calibration in November 2021 but were not received back from the external vendor before the end of the year. Therefore, the weights were not certified during the 2021 calendar year as required by the Quality Manual.
2022-PAR2	Seized Drugs	Preventive Action	2/18/2022	The Seized Drugs section color coded and labeled their Gas Chromatography Mass Spectrometer (GCMS) instrument cables and their corresponding electrical outlets. This labeling system will allow the section to visually verify that each GCMS instrument is connected to the appropriate electrical socket if another situation such as a power outage requires the need to unplug instrumentation.
2022-008	Toxicology	Corrective Action	1/21/2022	Two toxicology samples were inadvertently switched. The switch was discovered as part of the review process and no reported results were affected.
2022-017	Toxicology	Incident	2/7/2022	The results for one item in a Toxicology proficiency test were inconsistent with the proficiency test provider's consensus report. The sample was reanalyzed by an independent analyst and confirmed that the original analysis was satisfactorily completed.
2022-015	Toxicology, Logistics and Equipment	Incident	2/1/2022	A package shipped to HFSC from an outsource laboratory containing toxicology evidence was received outside of the target delivery date. HFSC only outsources one item from each case for confirmatory analysis at a time and maintains the other items associated with the case in the section under refrigeration.

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.

HFSC FY23 Budget Approach

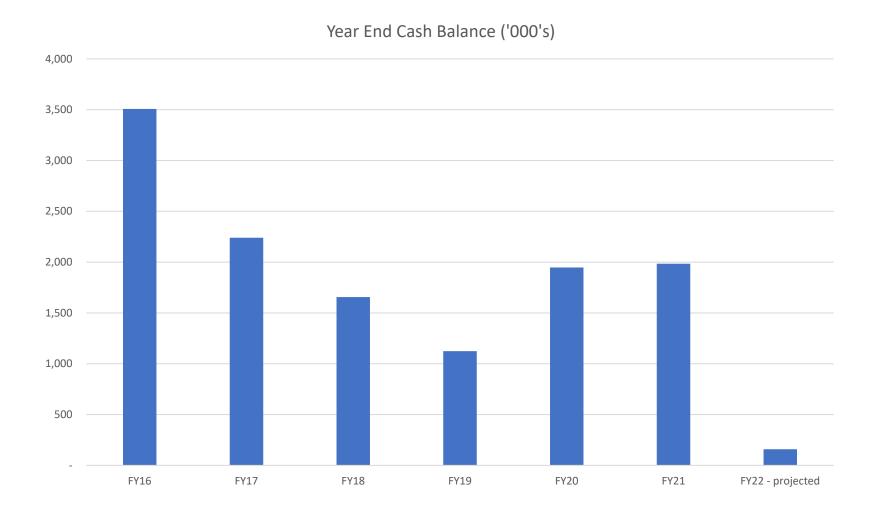
HFSC FY23 Budget An Overview of our Spending



FY22 Forecast

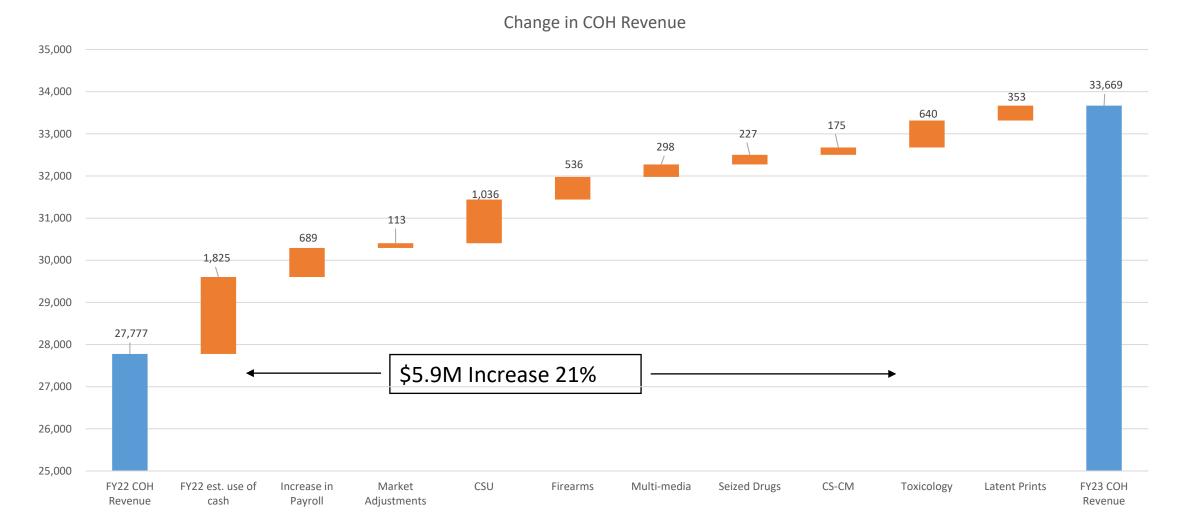
FY23 Budget

HFSC FY23 BUDGET Change in Cash Balance

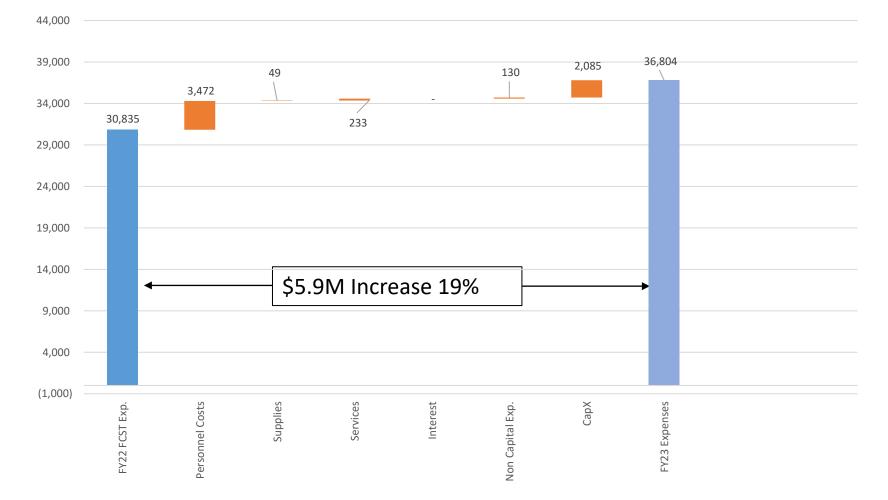


HFSC FY23 BUDGET

Resources needed to manage increasing demand



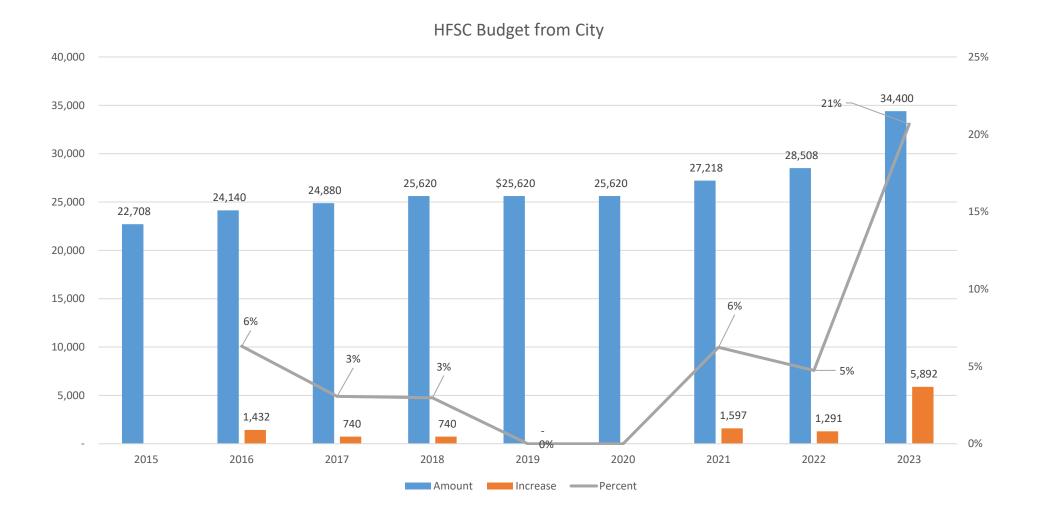
HFSC FY23 BUDGET Overview – Spending (net of Grants)

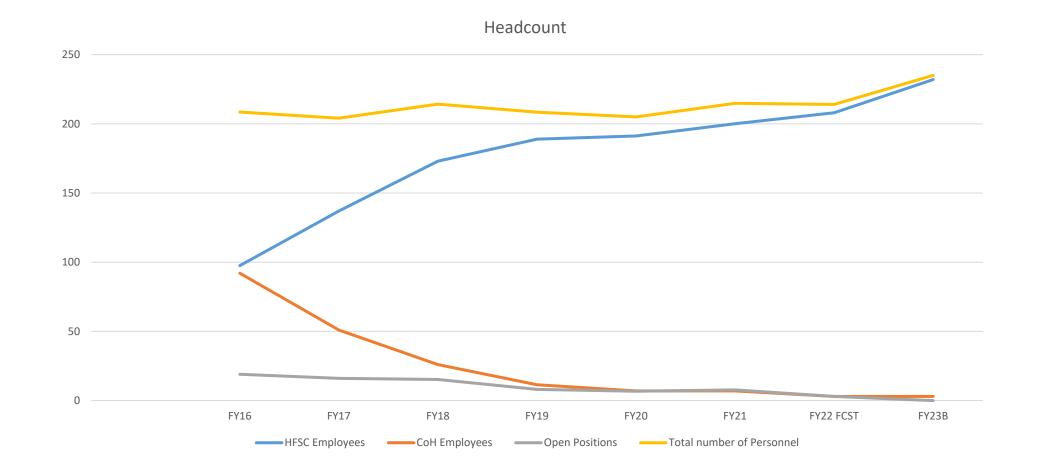


HFSC FY23 BUDGET

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 FCST	FY23 Budget
Revenue:	22,708	24,140	24,880	25,620	25,620	25,620	27,218	28,508	34,400
HFSC	13,848	11,321	14,875	16,922	21,089	24,604	26,526	27,777	33,669
Fund 2213	7,400	11,359	8,545	7,239	3,072	689	692	731	731
City of Houston Direct OH-Appro	1,460	1,460	1,460	1,460	1,460	327	-	-	
Training Services	5	37	28	5	7	-	-	-	Mi
Grants	10	350	1,771	764	1,005	1,616	1,741	1,194	2,1,600
Forensic Services	0	56	20	27	17	70	96	54	54
Other	234	34	23	52	24	114	26	22	22
Total Revenue:	22,958	24,617	26,722	26,468	26,673	27,420	29,080	29,778	36,076
Expenses:									
Personnel	4,684	9,177	12,428	15,090	17,924	18,518	19,485	20,863	24,092
Supplies	883	1,530	1,683	1,334	904	1,161	1,277	1,291	1,340
Services (Non CoH)	2,153	3,385	4,016	4,611	5,052	5,368	6,165	5,929	5,356
Services (CoH/Fund 2213)	10,738	9,014	6,193	2,680	1,294	689	674	717	717
Non-Capital Expenditures	224	430	297	308	176	462	276	126	256
Interest Expense	-	-	-	-	271	1,093	1,092	1,078	1,078
FA Gain/Loss	-	-	48	-	168	192	293	-	-
Capital Expenditures	980	788	1,424	1,275	222	411	1,278	831	2,916
City of Houston Direct OH-Appro	1,460	1,460	1,460	1,460	1,404	327	-	-	-
Grants & Training Expense	10	350	-	-	-	-	-	-	1,600
Depreciation	226	320	433	488	892	1,807	1,828	2,015	2,015
Total Expense After Depreciation	21,359	26,454	27,981	27,246	28,306	30,027	32,368	32,850	39,370

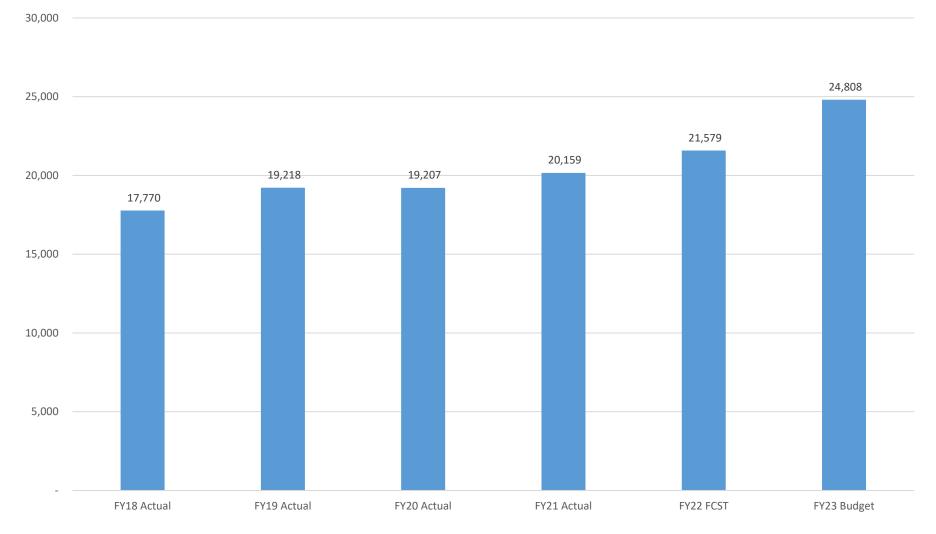
HFSC Budget from City with year over year changes





HEAD COUNT	FY16	FY17	FY18	FY19	FY20	FY21	FY22 FCST	FY23B
HFSC Employees	98	137	173	189	191	200	208	232
CoH Employees	92	51	26	11	7	7	3	3
Open Positions	19	16	15	8	7	8	3	0
Total number of Personnel	209	204	214	208	205	215	214	235
Avg. wages per employee	96	95	97	96	100	104	102	106
Yr over Yr change %		-1.5%	2.2%	-0.7%	4.8%	3.7%	-1.9%	3.2%

Employee Costs





HFSC FY23 Budget - Employees Wages & Benefits

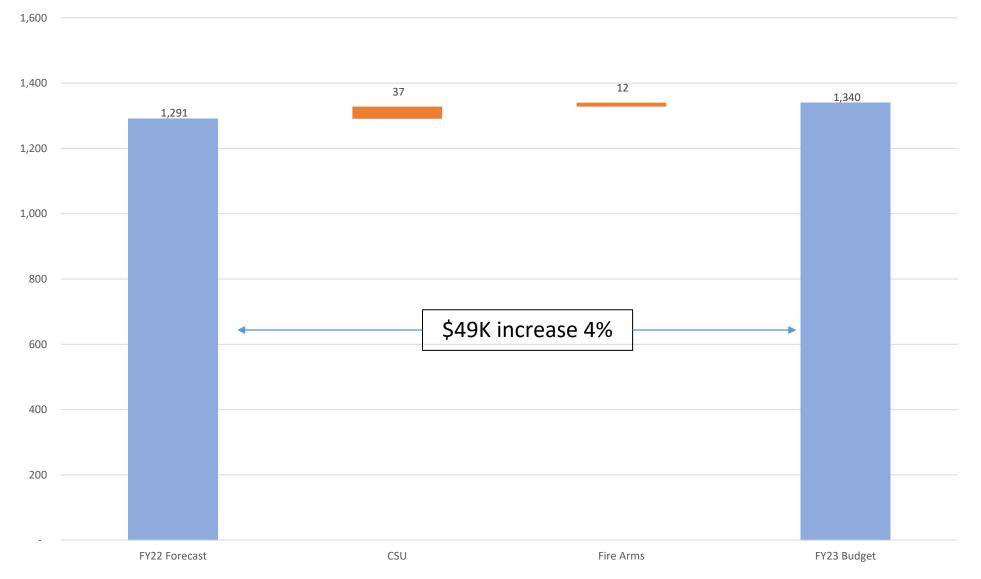
(5,000)



HFSC FY23 Budget – Services (excludes grants)

(1,000)

HFSC FY21 Budget - Supplies



FY23 Budget	
Capital Spending	
(in 000's)	
Included in Base Budget:	
4 LCQQQ's - lease	341
Rapid DNA - lease	90
Building - lease	1,439
IT Equipment	363
GCMS - Seized Drugs	200
QTOF - Toxicology	450
Vehicles - CSU	163
Additional Capital	3,047

HFSC FY23 BUDGET

	FY21	FY22	FY23		
	Actual	FCST	Budget	Change \$	Change %
Revenue:	27,218	28,508	34,400	5,892	21%
HFSC	26,526	27,777	33,669	5,892	21%
Fund 2213	692	731	731	-	0%
City of Houston Direct OH-Appro	-	-			
Training Services	-	-	-		
Grants	1,741	1,194	1,600	406	34%
Forensic Services	96	54	54	-	0%
Other	26	22	22	-	0%
Total Revenue:	29,080	29,778	36,076	6,298	21%
Expenses:					
Personnel	19,485	20,863	24,092	3,229	15%
Supplies	1,277	1,291	1,340	49	4%
Services (Non CoH)	6,165	5,929	5,356	(573)	-10%
Services (CoH/Fund 2213)	674	717	717	-	0%
Non-Capital Expenditures	276	126	256	130	104%
Interest Expense	1,092	1,078	1,078	-	0%
FA Gain/Loss	293	-	-	-	
Capital Expenditures	1,278	831	2,916	2,085	251%
City of Houston Direct OH-Appro	-	-	-	-	
Grants & Training Expense	-	-	1,600	1,600	
Depreciation	1,828	2,015	2,015	-	0%
Total Expense After Depreciation	32,368	32,850	39,370	6,520	20%

		FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 FCST	FY23 Budget	FY22B vs. FY21FCST
Revenues:		-		-		-		
411000	City of Houston-Appropriations	\$ 24,160,344	\$ 24,160,346	\$ 25,293,552	\$ 27,217,590	\$ 28,508,208	\$ 34,400,320	\$ 7,182,730
	Fund 2213	7,238,566	3,071,553	689,122	692,087	731,454	731,454	-
	HFSC OpeNations	16,921,778	21,088,791	24,604,431	26,525,503	27,776,754	33,668,866	5,892,112
415000	City of Houston Direct OH-Appro	1,460,000	1,460,000	326,790	-	-	-	-
416000	City of Houston - Safe funds	-	-	-	-	-	-	-
420000	Donations	8,300	18,000	3,139	3,509	-	-	-
425000	In-Kind Donations	38,760	-	-	-	-	-	-
426000	Training Services	5,025	6,750	-	-	-	-	-
440000	Grants	763,881	1,004,991	1,615,659	1,740,501	1,194,343	1,600,000	405,657
450000	Forensic Services	26,900	16,634	70,285	95,592	53,978	53,978	-
450001	Real Estate Commission Rebate	-	-	-	-	-	-	-
450002	Interest Income	4,622	6,065	110,549	22,457	21,589	21,589	-
Total Income		26,467,832	26,672,784	27,419,975	28,849,959	29,778,118	36,075,887	6,297,769
Expenses:								
Pe	ersonnel:							
500010	Salary Base - Civilian	12,302,415	14,808,656	15,170,393	15,964,092	16,796,817	19,404,710	(2,607,894)
501070	Pension - Civilian	745,657	877,783	855,262	980,127	1,024,559	1,185,301	(160,742)
502010	FICA - Civilian	901,257	1,041,807	1,090,551	1,124,164	1,197,411	1,382,861	(185,449)
503010	Health Insurance - Active Civil	982,243	1,016,233	1,300,402	1,372,906	1,767,589	2,030,464	(262,875)
503015	Basic Life Ins - Active Civil	83,701	90,515	21,129	15,579	29,463	34,012	(4,549)
503090	Workers Comp - Civilian Adm	44,705	48,430	56,342	3,340	31,963	37,169	(5,206)
503100	Workers Comp - Civil Claims	-	236	-	-	-	-	-
504031	Unemployment Taxes - Admin	29,834	39,884	23,882	24,348	14,752	17,064	(2,312)
		15,089,811	17,923,543	18,517,961	19,484,554	20,862,553	24,091,580	(3,229,027)

		FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 FCST	FY23 Budget	FY22B vs. FY21FCST
		_						
Sui	pplies:	_		-		-		
511010	Chemical Gases & Special Fluids	13,683	21,159	21,924	21,958	20,787	20,787	
511045	Computer Supplies	16,568	7,676	-	110	649	649	
511050	Paper & Printing Supplies	22,692	21,967	6,711	14,279	16,042	16,042	
511055	Publications & Printed Material	9,163	3,064	10,368	6,344	4,246	4,246	
511060	Postage	930	815	373	429	384	384	
511070	Miscellaneous Office Supplies	101,210	106,618	78,800	71,659	78,139	78,139	
511080	General Laboratory Supply	1,093,073	679,281	959,828	1,064,559	1,065,856	1,065,856	
511095	Small Technical & Scientific Eq	8,500	5,369	7,935	16,835	27,978	27,978	
511110	Fuel	-	-	-	-	-	-	
511120	Clothing	29,697	13,649	13,826	27,936	25,224	42,724	(17,50
511125	Food/Event Supplies	11,738	25,222	20,049	2,572	10,831	10,831	
511130	Weapons Munitions & Supplies	5,648	6,060	7,262	11,881	17,710	29,710	(12,00
511145	Small Tools & Minor Equipment	12,342	4,272	8,162	28,120	18,412	38,252	(19,84
511150	Miscellaneous Parts & Supplies	9,202	9,317	25,453	9,877	4,685	4,685	
		1,334,445	904,468	1,160,688	1,292,768	1,290,943	1,340,283	(49,34
Sei	rvices:			-				
520100	Temporary Personnel Services	27,111	1,659	-	-	-	-	
520105	Accounting & Auditing Svcs	40,168	41,668	49,928	54,899	74,120	74,120	
520107	Computer Info/Contracting Svcs	55,981	4,335	-	-	-	49,000	(49,00
520109	Medical Dental & Laboratory Ser	190,433	1,005,525	1,134,754	1,466,807	1,228,465	488,000	740,4
520110	Management Consulting Services	290,897	222,309	248,208	316,224	218,370	165,685	52,68
520112	Banking Services	3,669	3,467	3,005	4,247	3,836	3,836	
520113	Photographic Services	-	-	-	1,233	655	655	
520114	Misc Support Serv recruit relo	127,128	52,471	60,088	66,169	45,301	45,301	
520115	Real Estate Rental	1,008,654	1,081,384	773,231	835,772	831,853	831,853	

		FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 FCST	FY23 Budget	FY22B vs. FY21FCST
	vices:	_		-				
520118	Refuse Disposal	3,512	33,706	51,930	34,332	29,512	29,512	•
520119	Computer Equip/Software Maint.	1,054,234	963,800	939,734	1,686,215	1,217,000	1,218,100	(1,100
520121	IT Application Services	160,719	94,559	24,745	61,138	15,040	15,040	
520123	Vehicle & Motor Equip. Services	-	-	-	76	32	32	
520124	Other Equipment Services	361,746	242,722	601,677	262,952	395,974	395,974	
520143	Credit/Bank Card Svcs	134	-	90	-	-	-	
520145	CNiminal Intelligence SeNvices	-	-	-	-	-	-	•
520520	Printing & Reproduction Serv.	3,401	4,400	6,038	(280)	317	317	•
520605	Public Information Svcs	13,640	6,982	3,911	3,790	1,948	1,948	•
520705	Insurance (Non-Medical)	107,149	117,289	133,594	186,919	186,919	186,919	
520760	Contributions	-	-	-	560	-	-	
520765	Membership & Prof. Fees	35,695	27,214	26,476	27,360	27,427	28,927	(1,500
520805	Education & Training	177,494	225,710	326,799	255,720	461,300	464,510	(3,209
520815	Tuition Reimbursement	50,924	16,803	12,528	34,598	23,353	23,353	
520905	Travel - Training Related	193,829	156,185	102,534	21,421	83,840	248,736	(164,89
520910	Travel - Non-training Related	17,112	38,648	24,032	5,710	9,208	9,208	
521405	Building Maintenance Services	30,971	18,783	6,036	19,144	102,124	102,124	,
521505	Utilities	4,145	4,283	123,244	156,516	244,459	244,459	
521605	Data Services	98,862	191,130	207,174	208,791	243,980	243,980	
521610	Voice Services, Equip & Labor	55,315	61,692	46,499	52,608	68,792	68,792	
521630	EGIS SeNvices	-	-	-	-	-	-	
521705	Vehicle/Equipment Rental/Lease	-	-	-	-	-	-	
521715	Office Equipment Nental	-	-		-	-	-	
521725	Other Rental Fees	38,766	48,261	64,898	55,482	41,292	41,292	
521730	Parking Space Rental	167,680	210,045	187,936	208,500	192,535	192,535	
521905	Legal Services	45,623	43,263	10,035	5,643	25,000	25,000	
522205	Metro Commuter Passes	71,450	65,142	24,597	18	121	121	
522305	Freight	17,190	13,447	31,007	29,087	25,886	25,886	
522430	Misc. Other Services & Chrqs	157,383	54,745	82,296	103,838	130,328	130,328	
522720	Insurance - General & Professional	_	-	_	-		-	
522722	Intfd KNONOS Svc Chr	_	-	-	-	-	-	
522845	Interfund Vehicle Services		-		-	-	-	
532000	Sub-Contractor (COH)	2,679,910	1,294,200	689,122	674,228	716,844	716,844	
002000		7,290,926	6,345,826	5,996,146	5,017,045	6,645,830	6,072,386	573,444
	Services without CoH	4,611,016	5,051,626	5,307,024	5,939,264	5,928,986	5,355,542	573,444

		FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 FCST	FY23 Budget	FY22B vs. FY21FCST
	Interest Expense		271,270	1,093,496	1,091,958	1,078,451	1,078,451	-
	n Conital Funonditure	-				-		
551010	n-Capital Expenditures	50,181	88,301	274,844	21,974	25,000	25,000	
		244,573	84,289	159,405	232,788	91,030	191,730	- (100,700)
551015	Computer Equipment			-		9,752		(100,700)
551025	Scientific/Medical Equipment	13,367	3,181	28,015	21,103	9,752	9,752 29,600	- (29,600)
551040	Non-Capital - Other	-	475 774	-	-	-		· · ·
	Total Non-Capital Expenditures	308,120	175,771	462,264	275,865	125,782	256,082	(130,300)
Ca	pital Expenditures	_						
170140	Improvements	-	(107,352)	20,329	163,428	-	450,000	(450,000)
170210	Furniture & Fixtures	-	-					-
	Capital - Vehicles	100,379	-	67,003	203,852	144,339	163,395	(19,056)
170230	Computer Hardware/SW	230,112	51,402		265,457	33,000	233,000	(200,000
170240	Scientific/Foren Eqmt	86,541	(48,870)		35,236	653,890	631,036	22,854
	Intangible - Bldg	-	1,679,867		-	-	1,438,896	(1,438,896)
170980	Const in Progress	857,991	(1,353,503)	143,374	-	-	-	-
	Total Capital Expenditures	1,275,023	221,544	230,706	308,257	831,229	2,916,326	(2,085,098)
Total Expense and Capit		25,298,324	25,842,421	27,461,262	30,086,096	30,834,788	35,755,108	(4,920,320)
504000		488,011	891,893	1,806,679	1,827,886	2 045 277	2,015,277	
561230	Depreciation	400,011	091,095	1,000,079	1,027,000	2,015,277	2,013,277	-
620000	HPD-Reimbursed Expenses		-	-		-		-
669000	Reconciliation Discrepancies	-	-		00 550 447		07 770 005	-
Total Expense and Capit	tal After Depreciation	25,786,336	26,734,314	29,267,940	28,553,147	32,850,065	37,770,385	(4,920,320)
Net Ordinary Income	e After Capital Expenditures	681,496	(61,530)	(1,847,965)	(2,834,334)	(3,071,948)	(1,694,498)	(1,377,449)
Other Expense:								
610000	City of Houston Direct Overhead	1,460,000	1,403,692	326,790	-	-	-	-
	Grant and Training Expense	-	-	-	-	-	1,600,000	(1,600,000)
	FA Gain/Loss	_	168,218	191,672	293,200	_		-

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors March 11, 2022 at 9:00 a.m.

Agenda Action Item No.: 9a	a. Consider approval of HFSC's budget proposal for fiscal year 2023, and related action.
Subject:	Approval of proposed HFSC budget as required annually. Board approval formally sends the request for approval to the Mayor and City Council.
Background:	Pursuant to Exhibit E of the First Interlocal Agreement between HFSC and the City and the City of Houston Administrative Procedure No. 2-10, relating to City Non-Profit and Local Government Corporations, by June 1 st of each year, HFSC must submit to the City Finance Director a final budget approved by the Corporation's Board of Directors for the fiscal year beginning July 1 of such year. Additionally, the Corporation shall submit a draft of the budget to the City Finance Director by March 1 st of each year.
	After the Board's approval of the annual fiscal year budget, the proposal is submitted to the City Finance director, Mayor and City Council for final approval. Pursuant to City of Houston Administrative Procedure No. 2-10, the Corporation shall comply to a request by the Chair of the City Council Budget and Fiscal Affairs Committee to present its budget to the committee.
Executive Summary:	 The most significant highlights regarding the proposed budget are as follows: Approximately \$5.9 million-dollar funding increase requested Allows for increased staffing in administrative/ support sections, as well as firearms, toxicology, CSU and digital multimedia. Allows for much needed equipment in seized drugs, CSU, and toxicology sections. Largest costs remain "people costs," with a concerted effort to remain competitive in staff salaries and benefits.
Fiscal Impact:	Budget approval would designate all HFSC expenditures for FY2023.
Staff Recommendation:	Staff recommends approval.
By:	David Leach, Treasurer and CFO