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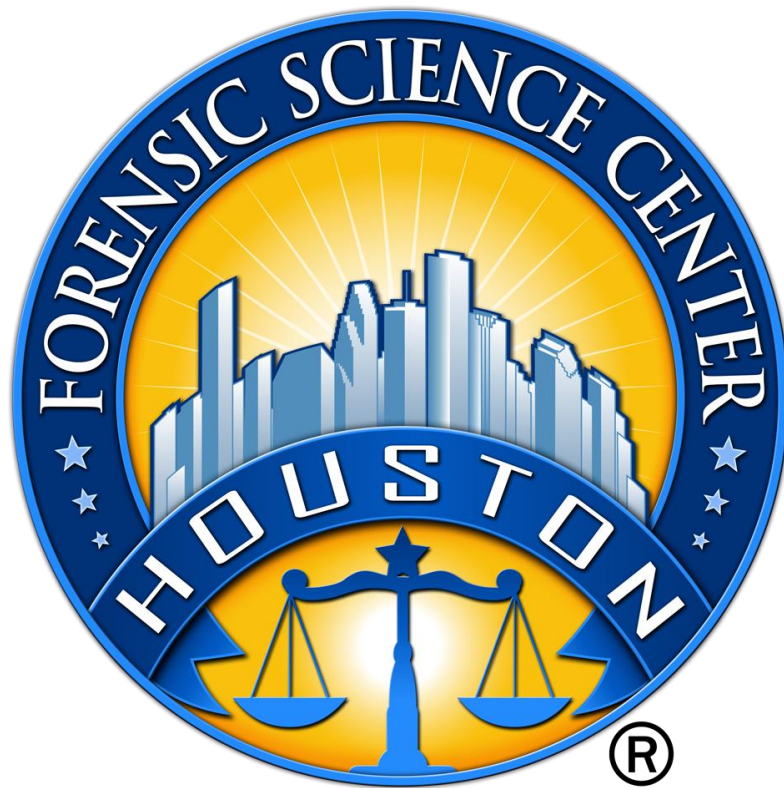
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Houston Forensic Science Center, Inc.

Board of Directors Meeting

May 13, 2022



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Vanessa Goodwin

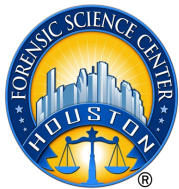
Position 6 - Ellen Cohen

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, May 13, 2022

www.houstonforensicscience.org

NOTICE OF PUBLIC MEETING

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

In accordance with Chapter 552 of the Texas Government Code (Texas Open Meetings Act) the agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby. The notice of this meeting, the agenda and the meeting packet are also posted [online](http://www.houstonforensicscience.org/meeting-archives.php) at [https://www.houstonforensicscience.org/meeting-archives.php](http://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 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/hvt/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 March 11, 2022, board meeting. Consideration of proposed corrections, if any. Approval of minutes.

5. Consider annual appointment of corporate officers: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Amanda DeBerry as secretary, and possible related action.
6. Consider annual selection of the vice chair of the Board of Directors, and possible related action.
7. Report from Dr. Peter Stout, CEO and president including impacts to HFSC from recent crime trends and a discussion regarding the fiscal year 2023 budget.
8. Consider approval of a subrecipient agreement between the City of Houston and the corporation, for the purpose of enhancing the laboratory's ability to provide forensic services related to public safety needs arising out of the COVID-19 pandemic, total approved budget not to exceed \$1,500,000.00 funded by the American Rescue Plan Act (ARPA), and possible related action.
9. Consider delegating authority to Dr. Stout to negotiate and enter into a contract for toxicology outsourcing services between the corporation and National Medical Services (NMS), to be funded by the corporation's subrecipient agreement with the City of Houston and designated 2021 American Rescue Plan Act funds (recipient government, City of Houston), total budget not to exceed \$700,000.00.
10. Consider delegating authority to Dr. Stout to procure and select two 3D microscopes, to be funded by the corporation's subrecipient agreement with the City of Houston and designated 2021 American Rescue Plan Act funds (recipient government, City of Houston), total budget not to exceed \$500,000.00.
11. Presentation from Mr. David Leach, treasurer and CFO, regarding proposed fiscal year 2022 budget reallocations.
 - a. Consider approval of proposed fiscal year 2022 budget reallocations and possible related action.
12. Consider authorizing the president and CEO to enter into a lease agreement, with option to purchase, between De Lage Landen Financial Services, Inc. and the corporation for one LC-QQQ device, related components and service, total contract amount of \$451,738.20 and possible related action.
13. Report from Ms. Erika Ziemak, quality director including an overview of the blind quality control program, Texas Forensic Science Commission disclosures, internal audits, implementation of standards from the Organization of Scientific Area Committees for Forensic Science and testimony monitoring.
14. 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 10th day of May 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 10th day of May 2022.

Amanda DeBerry
Amanda DeBerry



Houston Forensic Science Center, Inc.

Board of Directors Public Meeting ~ Minutes ~

Friday, March 11, 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, March 11, 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 March 8.

2. **ROLL CALL:**

The following board members were present in-person:

Chairwoman Stacey Mitchell
Vice Chairwoman Mary Lentschke
Philip Hilder
Francisco Medina
Vanessa Goodwin
Lois Moore
Vicki Huff
Tracy Calabrese

The following board member was absent:

Anna Vasquez

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. **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 Francisco Medina and seconded by Director Philip Hilder, the board unanimously approved the January 14, 2022 meeting minutes.

5. **CHAIRWOMAN MITCHELL’S REPORT:**

The chairwoman noted recent changes in how board business is conducted and reaffirmed her commitment to ensuring the board operates efficiently and effectively. She asked all members to review previous meetings and provide her with feedback on the agenda items they deemed most beneficial to their work.

Next, she reminded members of the next board meeting on May 13, 2022 and announced that a special board meeting might be called before that date to vote on a few time-sensitive matters. She then reminded the board of previous discussions regarding HFSC's eligibility for federal relief funds provided by the American Rescue Plan Act (ARPA). The funding is now part of Mayor Sylvester Turner and the Houston City Council's public safety initiative called, One Safe Houston, which allocates an additional \$1.5 million to HFSC. Once details are finalized, the board will need to move forward with a public meeting to consider approval of all necessary legal agreements.

6. **BOARD CRIME SCENE UNIT WORKING GROUP'S STATUS REPORT:**

Vice Chairwoman Mary Lentschke began by discussing issues the working group considered from the City of Houston Office of Inspector General's report. Those four focus areas were insufficient personnel, inflexible scheduling, a hostile work environment and the loss of HR as a safety valve in HFSC's crime scene unit (CSU).

She announced that the CSU's director Carina Haynes made several changes to transform the unit since the issued OIG report, noting she hired more supervisors and support staff. Ms. Haynes has provided supervisors with several trainings to help improve their skills, including leadership. Additionally, she implemented a new schedule to address staff concerns. The vice chairwoman reported that 86 percent of staff were happy with the schedule change based on a recent survey.

Next, the vice chairwoman looked at whether the changes positively affected morale and the work environment. There was a 71 percent positive change in the communication within the unit and a 93 percent change regarding the ability to trust the CSU director. She then outlined some of the areas still left for improvement, such as gossip, favoritism and supervisor consistency. Nevertheless, the vice chairwoman said CSU is now in a much better place than last year.

The working group plans to address the final issue of concern, the loss of HR as a safety valve, with the assistance of HFSC's senior leadership. The goal will be to identify areas for improvement, review HFSC policies and make recommendations to ensure employees have the support they need.

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

Dr. Stout first pointed out that HFSC is disproportionately affected by violent crime across all technical groups, causing every section to have backlogs. He explained the proposed \$5.9 million fiscal year 2023 budget increase would not reverse backlogs but merely limit its growth. Harris County courts are also struggling with an estimated backlog of some 135,000 criminal cases. The county also estimates at least two years to make a significant dent in that backlog even though 97% of criminal cases will resolve through plea agreements. Director Philip Hilder asked if cases could be prioritized better since a lot of time is consumed with processing cases that are resolved by agreement. Dr. Stout stated that the corporation is actively collaborating with its stakeholders to find a solution to the issue.

He touched on the challenges of rising homicides and its workload on the entire lab, especially CSU. In 2021, 473 people were homicide victims in Houston. Dr. Stout said that significantly impacts HFSC, noting an even higher surge in evidence, record requests, subpoenas as well as rush requests for testing as the cases move to trial. CSU scene responses increased by 40% since 2019 and CSIs processed 68% more vehicles. The group also collected 24,000 items of evidence last year – a 22% increase over 2019. He highlighted HFSC's receipt of 344 subpoenas for testimony in February 2022 versus only 32 for the same time last year. Those subpoenas were primarily issued for 2016 and 2017 violent crime cases.

Dr. Stout briefly discussed the pressure to increase wages and the limited capacity in finding personnel, materials, instruments and outsourcing DNA and toxicology cases. To date, three analysts in the digital multimedia section resigned to start federal positions with a much higher pay rate. He explained that the proposed budget would allocate some funding to provide more raises and increase wages for some entry-level administrative roles.

Lastly, he explained the different steps in the budget process, highlighting that the board first approves the increase, then the budget goes through the city, where he anticipates more conversations with Mayor Sylvester Turner and the finance team. Finally, he stated the city would finalize the budget and decide sometime in June.

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

Ms. Ziemak reported that the quality division met its January and February submission targets for blind quality control samples and verifications.

Next, she announced that the Journal of Forensic Sciences officially accepted the group's firearms' blind quality controls manuscript submission for publication titled, "*Blind Testing in Firearms: Preliminary Results from a Blind Quality Control Program*." She then mentioned a quality specialist presented a publication titled, "*Does Image Editing Improve the Quality of Latent Prints?*" at the American Academy of Forensic Sciences.

Ms. Ziemak then explained one disclosure HFSC provided to the Texas Forensic Science Commission regarding the forensic biology/DNA section. The disclosure centered around the section inadvertently consuming an incorrect evidence item for a 2010 HPD case that required additional testing. To prevent future occurrences in consumption cases, she said the quality division implemented an independent verification step for evidence items and a review of the related documentation. The commission voted not to take further action due to the root cause analysis and corrective action taken by HFSC.

The quality division will conduct annual internal audits from March 7 through May 27. She noted they recently completed the internal audit for seized drugs, and there were no findings.

Ms. Ziemak then noted a virtual training was held in February that focused on technical assessor training. Twenty-two HFSC employees participated and shared positive feedback about their experience.

In conclusion, she reported that eight analysts had testified this year and four transcripts are being evaluated.

9. **TREASURER AND CFO DAVID LEACH'S REPORT:**

Mr. Leach first noted that the FY23 budget would help keep the laboratory's current issues from worsening.

He gave an overall look into HFSC's spending, highlighting that it spent most of its FY22 budget on personnel and services. Personnel expenses account for 70 percent of its total business spending. Additionally, he anticipates HFSC will increase its capital and grant spending in the FY23 budget.

Mr. Leach explained the logic behind the corporation maintaining a zero balance in its bank account. The zero-balance account is limited to the processing of payments and is not used to maintain a running balance.

Next, he discussed HFSC's spending priorities in a \$39,370 million budget request for FY23, less than three months before the depletion of the government funding. The upcoming budget proposes a 21% increase in revenue which is about \$6 million over the year prior. In addition, the budget includes considerable increases in salaries, a \$1.8 million difference in spending from the cash-flow account, 21 additional employees, equipment, supplies and more.

9a. **CONSIDER APPROVAL OF HFSC'S FY23 BUDGET PROPOSAL:**

Mr. Leach asked members to approve HFSC's \$39,370 million budget for FY23.

Director Lois Moore then made a motion to approve the proposed FY23 budget, and Vice Chairwoman Lentschke seconded the motion. The board unanimously approved the motion.

10. **ADJOURNMENT:**

Chairwoman Mitchell requested a motion to adjourn the meeting. Director Medina made a motion to adjourn. Director Hilder seconded the motion. The meeting adjourned at 10:46 a.m.

The undersigned secretary of the board hereby certifies the following are true and correct minutes of the Mar. 11, 2022 public meeting of the board.

By: *Amanda DeBerry* Amanda DeBerry, Secretary

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

May 13, 2022 at 9:00 a.m.

Agenda Action Item No.:	5. Consider annual appointment of corporate officers: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Amanda DeBerry as secretary, and possible related action.
Subject:	Annual appointment of HFSC corporate officers by the Board, as required pursuant to HFSC's bylaws.
Background:	During the June 2021 meeting of the Board, HFSC's corporate officers were appointed to a one-year term, by unanimous vote. The appointed officers are, as follows: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Amanda DeBerry as secretary.
Executive Summary:	Pursuant to the Corporation's Bylaws Section 5.01, the Board shall appoint a President, a Vice President, a Secretary, and a Treasurer. The persons appointed shall hold office until the next annual Board meeting, at which time the Board shall appoint or reappoint each officer. Sections 5.03 - 5.06 of the Bylaws also provides a description of each officer's duties. The Board may appoint any person who is not a director of the Board, to serve as a corporate officer.
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Stacey Mitchell, Board Chair Legal review by General Counsel

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

May 13, 2022 at 9:00am

Agenda Action Item No.:	6. Consider the annual selection of the vice chair of the Board of Directors, and possible related action.
Subject:	Annual selection of the Vice Chair of the Board.
Background:	Pursuant to Board Resolution 2020-001, the Board designated the selection of the Vice Chair of the Board, to occur on an annual basis, during the meeting of the Board at which the annual appointment of corporate officers also occurs. During the June 2021 meeting of the Board, Director Mary Lentschke was unanimously selected as the vice chair of the Board.
Executive Summary:	<p>Pursuant to the Corporation's Bylaws Section 2.04, the Vice Chairman of the Board shall be selected from among the directors of the Board. The Vice Chair shall perform the duties and exercise the powers of the Chairman upon the Chairman's death, absence, disability, resignation, or inability to perform the duties of the office.</p> <p>Pursuant to Board Resolution 2020-001, the Vice Chair shall hold said position until the next annual meeting of the Board, at which meeting the Corporate Officers are appointed.</p>
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	No recommendation.
By:	Dr. Stacey Mitchell, Board Chair Legal review by General Counsel

President's Report

May 13, 2022

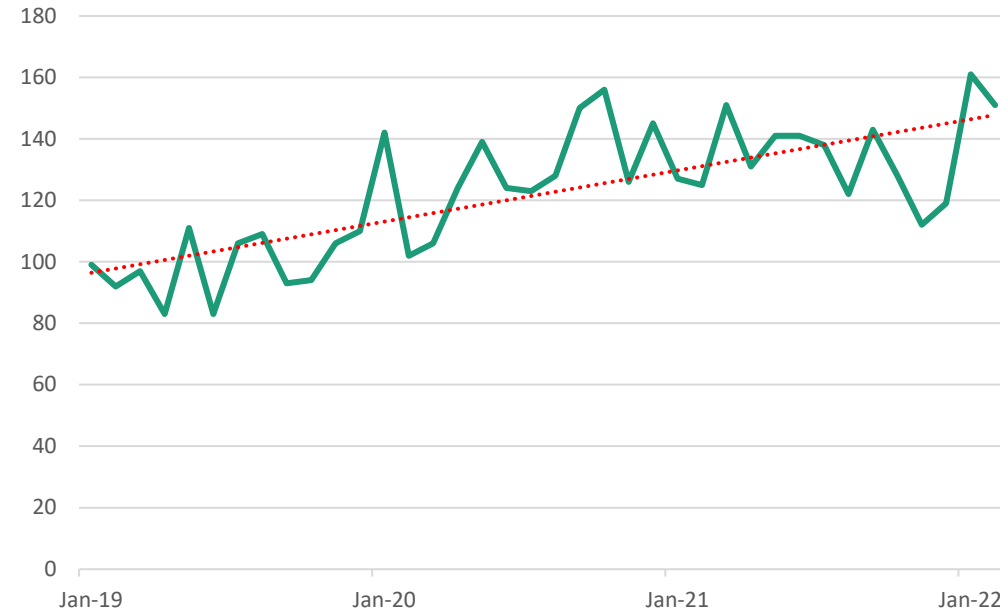
COVID impacts to HFSC in last 24 months

- Toxicology backlog.
 - COVID delayed collection of validation data and accrediting body coming on site to accredit the scope expansion to allow testing to start
- Rise in homicide rate
 - 71% increase in homicide in Houston from 2019
 - Laboratory work is disproportionately related to violent crime
- Court operations stopped during COVID resulting in massive backlog
 - Restart of courts intensifies the demand on lab as prosecutors build cases
 - Significant labor drain to court support
- Shifts in labor force and supply lines
 - Continuous challenge of work stoppage from supply shortages
 - Significant recruiting and retention challenges

Trends affecting HFSC for the next 24 months

- Continued rise in homicide
 - Disproportionate impact on lab
 - High visibility investigations
 - Complex cases
 - Lots of evidence
 - **53% increase** in violent scenes from 2019
- Harris County court backlog
 - Reported to be more than 130,000 cases
 - Currently testifying in 2016/2017 violent cases
 - **140% increase** in court subpoenas from 2019 pre-pandemic
 - Typical subpoena may take 1-3 days of analyst time away from lab

CSU Total Calls for service



Court subpoenas

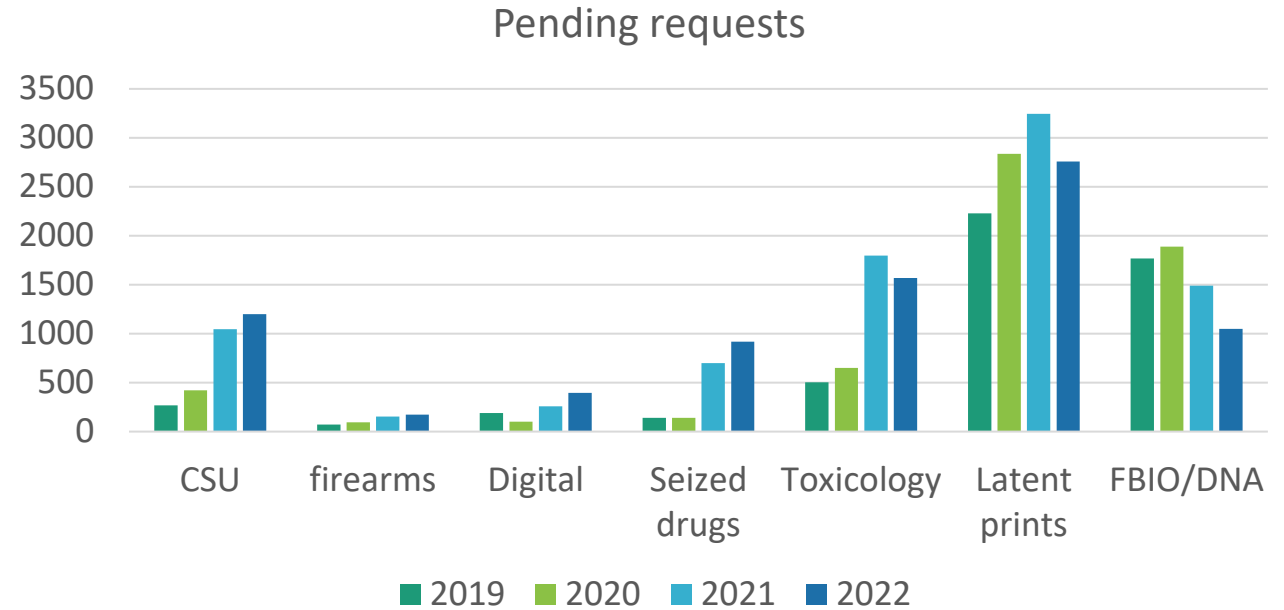


Trends affecting next 24 months

- Impacts of Colone case analyst testimony
 - This will significantly affect DNA capacity
 - Will demand a significant audit effort of cases and testimony
 - Actively discussing with the DA about what will have to be reworked, re-written or able to have another analyst testify
- Court— could easily have a third of our labor committed to post analysis work
 - Testimony demand
 - Wait time at court
 - Support of court cases with documentation, consultation, and expedited work

Objective: stabilize growth in pending work

- Most concerning backlogs for violent investigations (in order of concern)
 - CSU
 - Firearms
 - Digital
 - Seized drugs
 - Toxicology
 - Latent prints
- Wage pressures affecting recruiting and retention
- Compared to pre-pandemic, pending work has grown all sections except DNA
 - DNA backlog projects cleared by Q4 2022
 - DNA has federal money available
- All projections are based on added resources. Without the resources backlogs increase



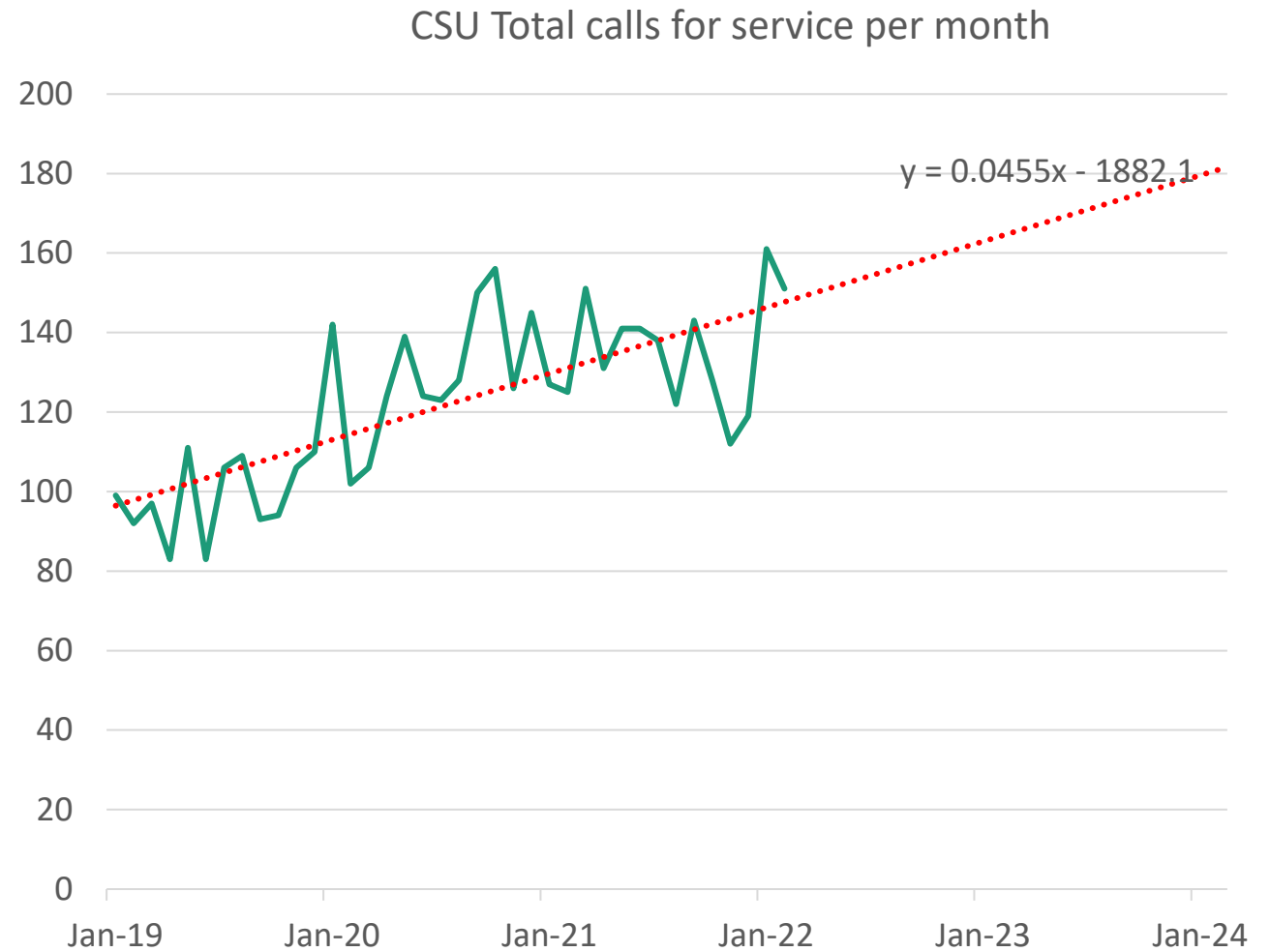
	% change in pending from pre COVID to current	Fully Loaded cost per request	Fully Loaded cost of pending work post pandemic	Budget Req.
CSU Response	234%	\$2,995	\$2,097,396	\$1,036,000
Firearms	140%	\$5,540	\$422,849	\$536,000
Multimedia	455%	\$2,888	\$618,086	\$298,000
Seized Drugs	231%	\$722	\$269,212	\$227,000
Toxicology	129%	\$793	\$744,049	\$640,000
Latent Prints	152%	\$1,978	\$511,557	\$353,000
Total			\$4,663,149	\$3,090,000

Wage and market adjustments-- \$2.6M

- Significant attrition in firearms (lost 2/9) and multimedia (lost 4/7)
- Turn over in last 12 months 12.5%
- Significant loss to Federal positions
 - Feds recently reclassified multimedia specialists at GS15, as much as \$40k/year more the HFSC
- Recruiting drag for administrative positions
- Market survey shows HFSC is no longer as competitive within Texas
- Long training arc means we need to react now to prevent loss of talent

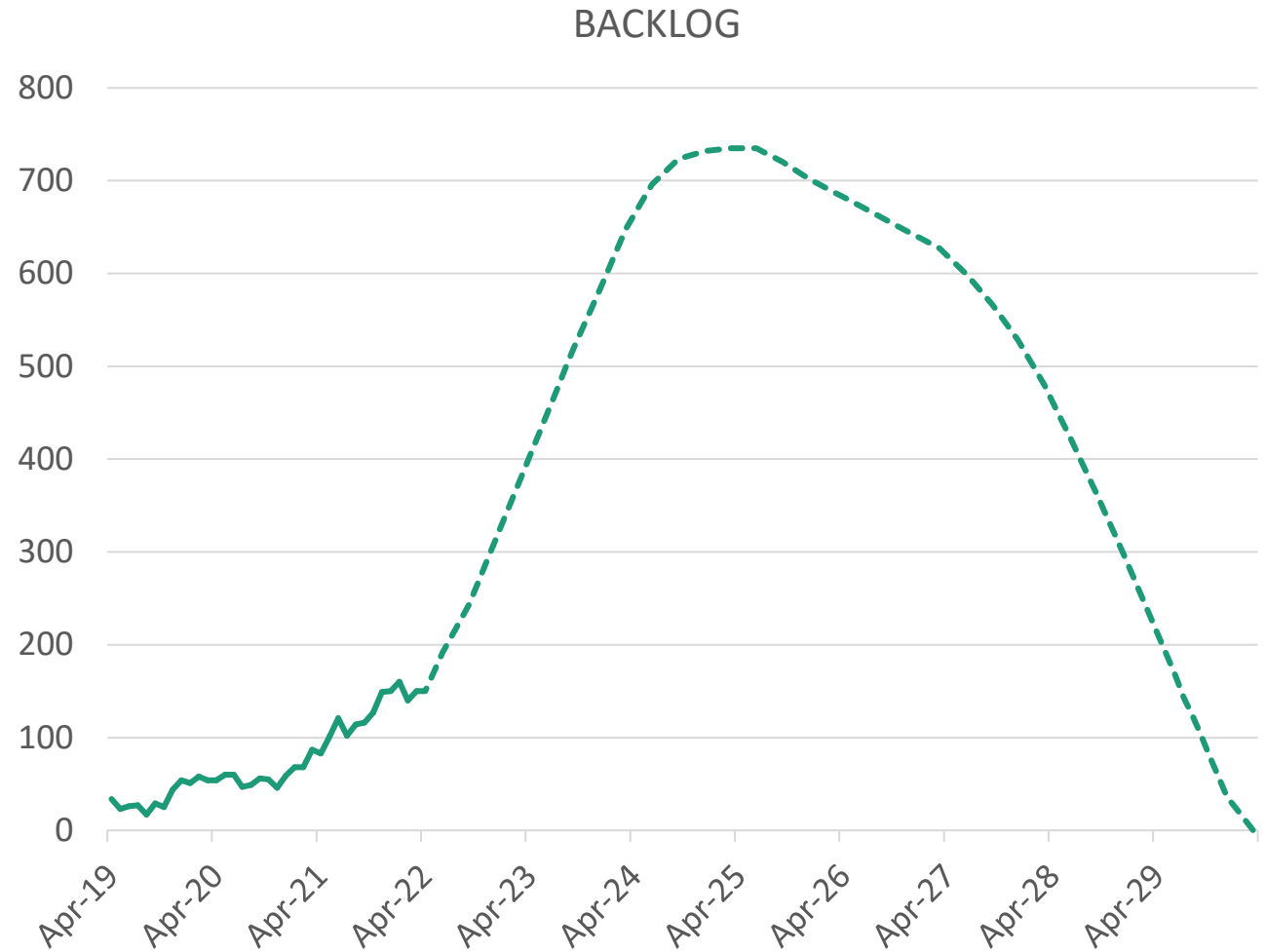
CSU-- \$1.04M

- Add 9 CSI's and support personnel to meet expected growth in demand
 - Add materials and vehicles to support
 - Continue to address existing scene types
 - Homicide
 - OIS
 - Child death
- HFSC supports only about 1% of aggravated assault scenes
- If homicide rate levels or declines, may be able to expand scene types such as aggravated assaults



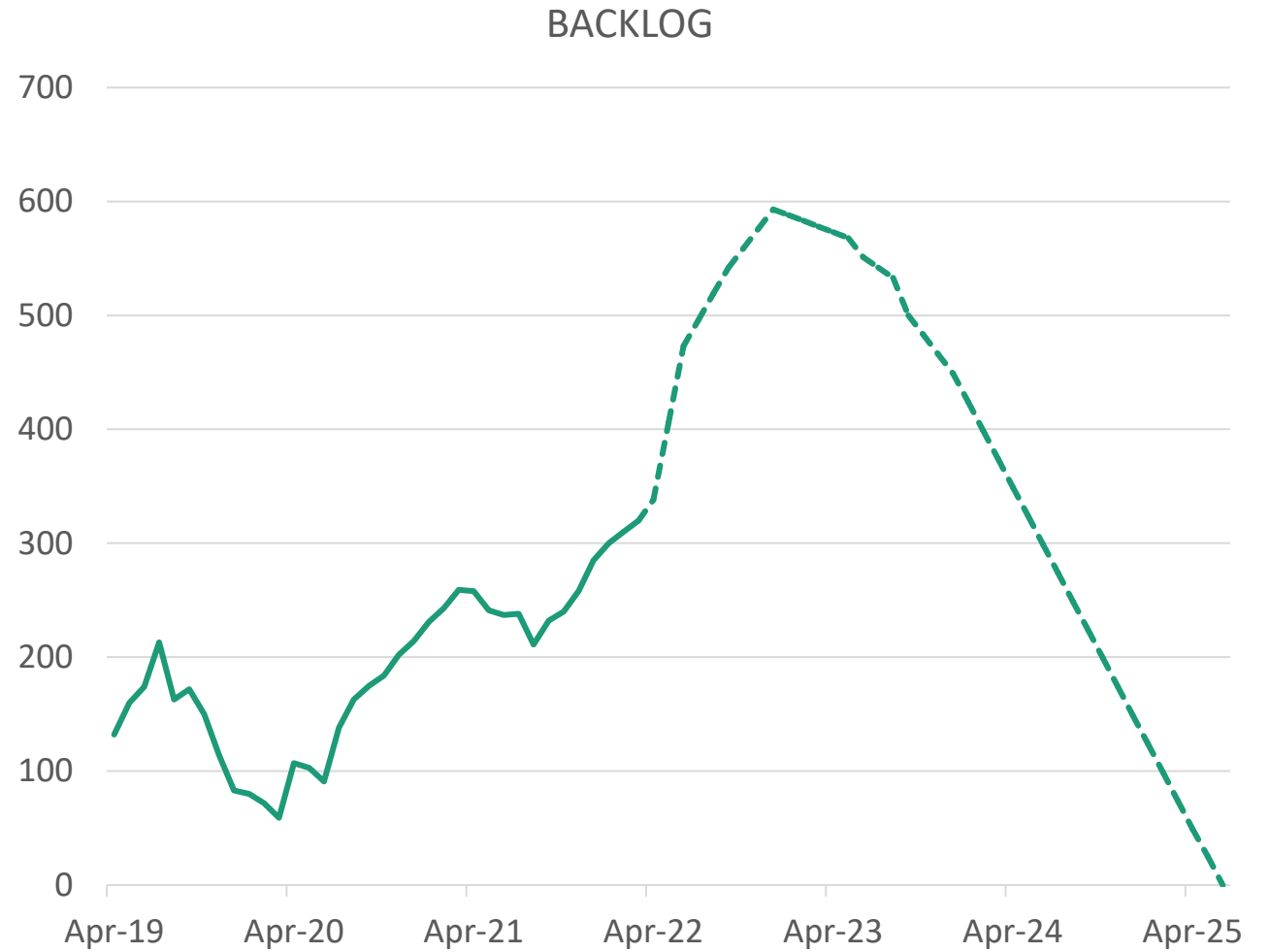
Firearms-- \$536K

- Add:
 - two examiners
 - one NIBIN tech
- Extremely difficult finding experienced examiners and a 1.5-3 year training arc
- No outsource potential
- Expect the backlog to continue to increase next FY
- Current strategies to address backlogs
 - Plan for Lean Six Sigma re-engineer of process in CY 22
 - Prioritization and case management with HPD and HCDAO essential
- Additional resources will continue to be needed



Digital-- \$298K

- Add two examiners
- Expect significant growth in requests and complexity
- No outsource potential
- Stabilize backlog in FY23



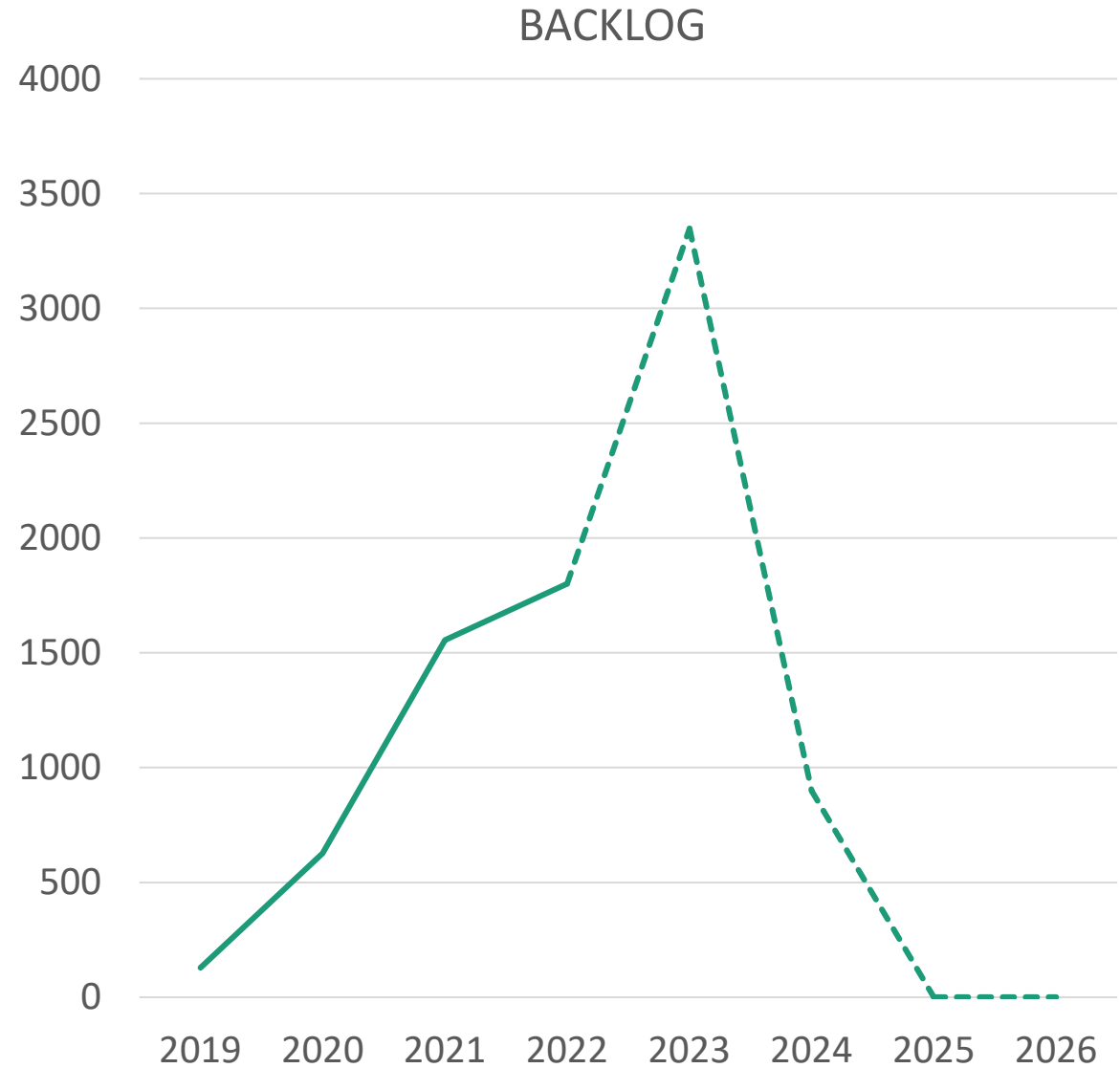
Seized Drugs-- \$227K

- Next generation equipment to improve testing of complex pills
- Hemp determination testing 70% of the backlog
 - An issue of priority understanding with HCDAO and HPD
- Increasing complexity of cases and increasing prevalence of methamphetamine and fentanyl driving increasing backlog



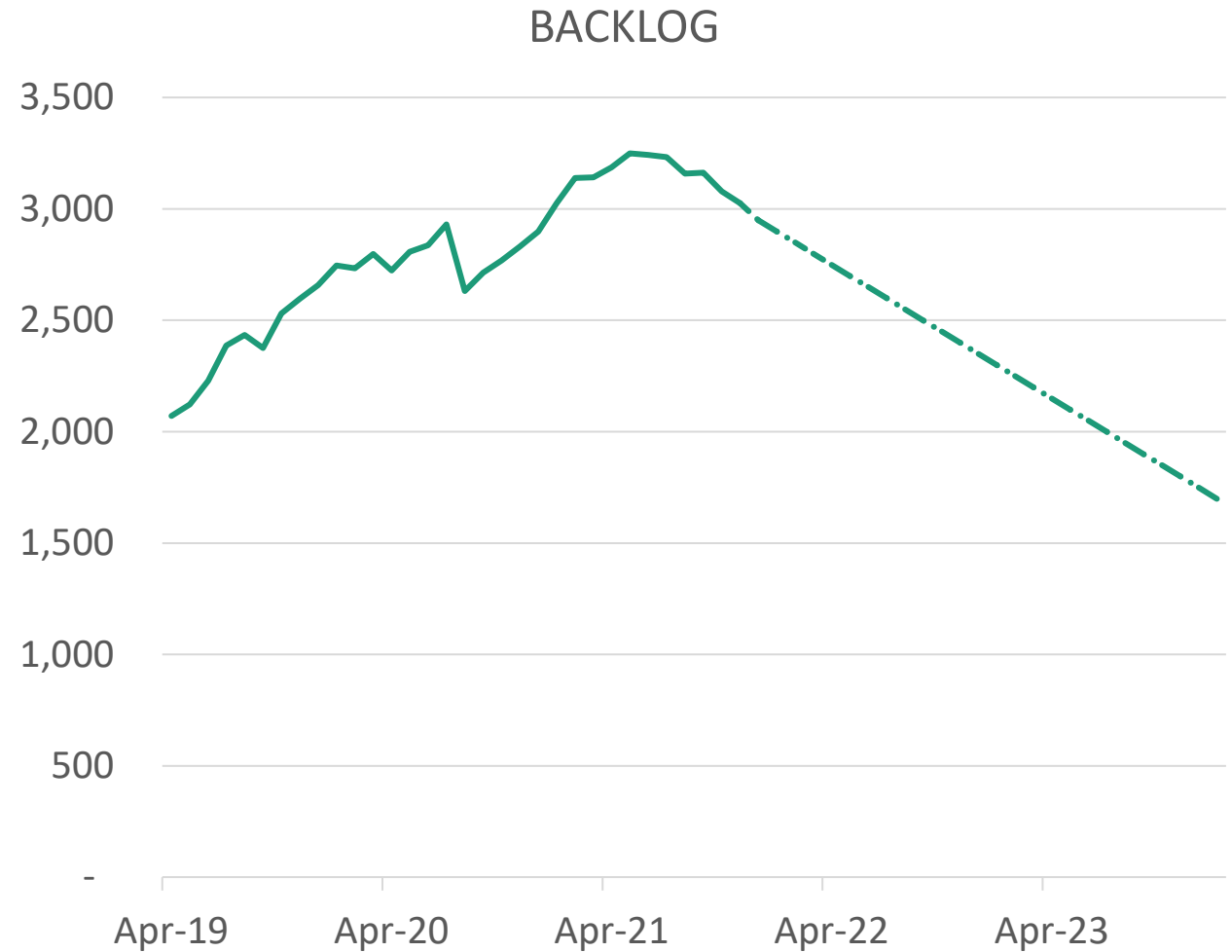
Toxicology-- \$640K

- Add 2 analysts for expected increase in cases
- ARPA money to outsource 50 cases per week
- Next generation equipment needed to analyze for the increased variation of drugs
 - Increasing pressure of novel analogs in impaired driving



Latent prints-- \$353K

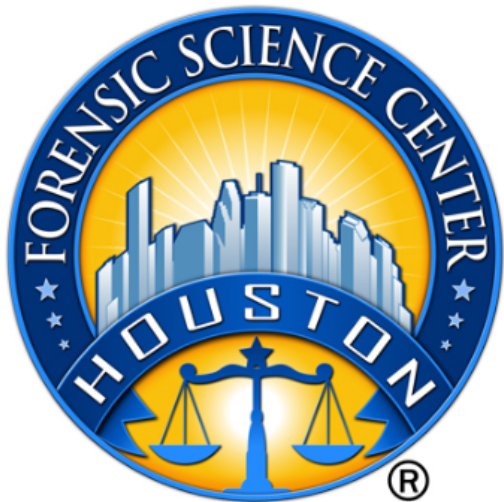
- Add 2 examiners to anticipate increased requests
- Recent significant redesign of workflow
- Expect continued increase in requests
- Uncertain yet the potential impact combination
- Revisit next FY for a better understanding of resources needed to eliminate backlog in FY 24



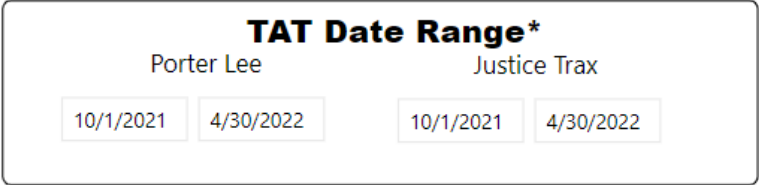
Operations Data- April 2022

Detailed data

April 2022 Company Overview

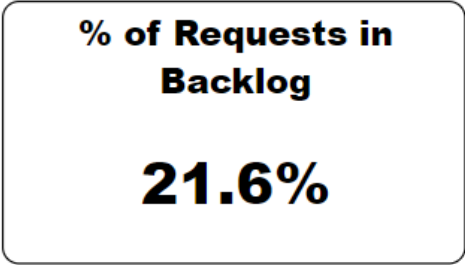
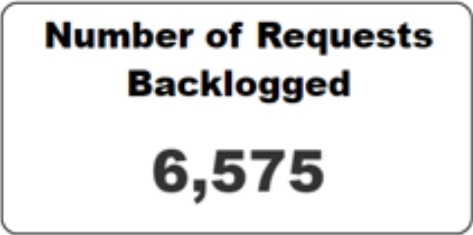


HFSC Turnaround Time (TAT)

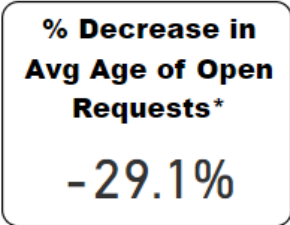
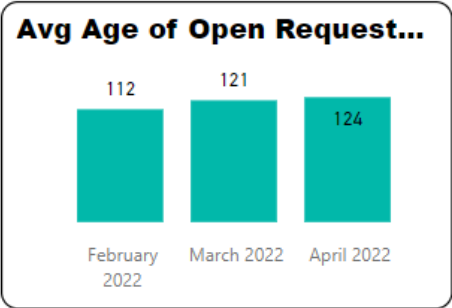


* Both Porter Lee and Justice Trax date ranges MUST be set to the same date range

Backlog

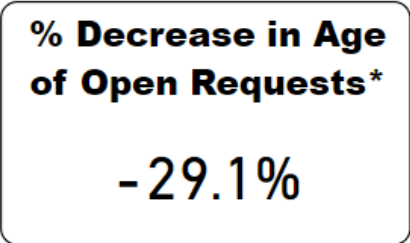


Avg Age of Open Requests

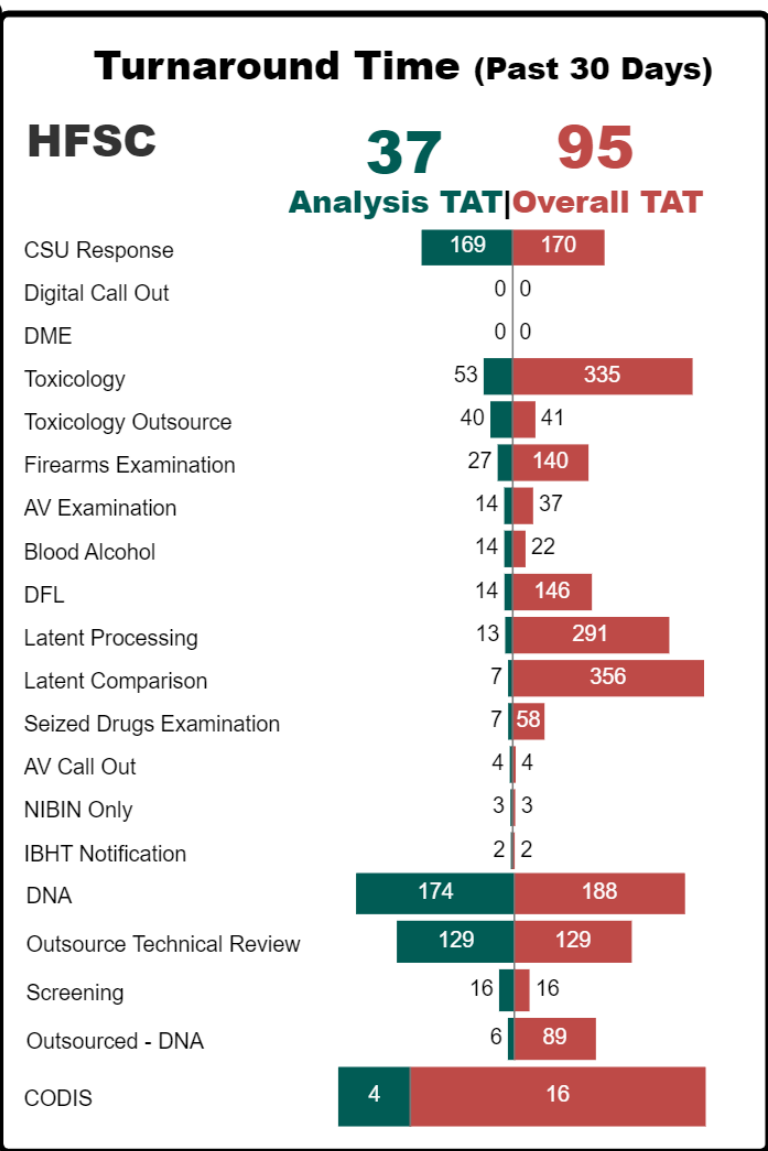
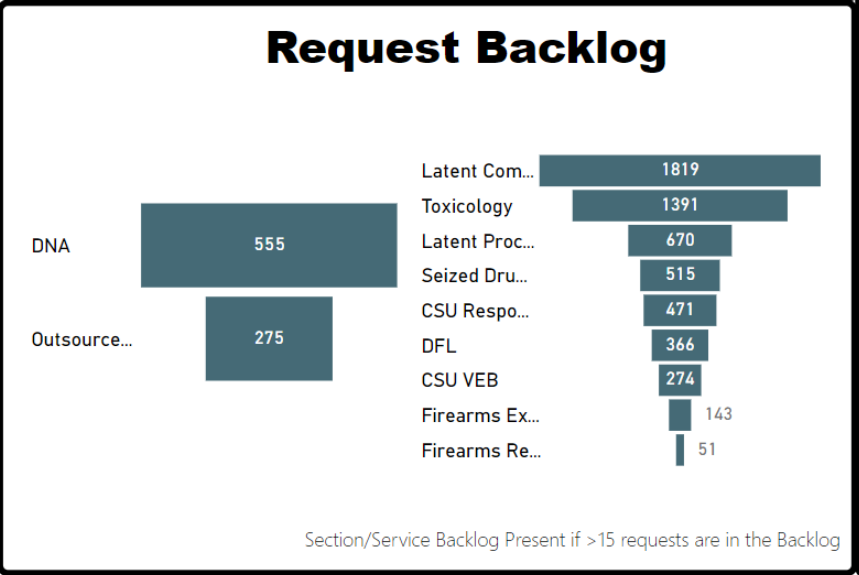
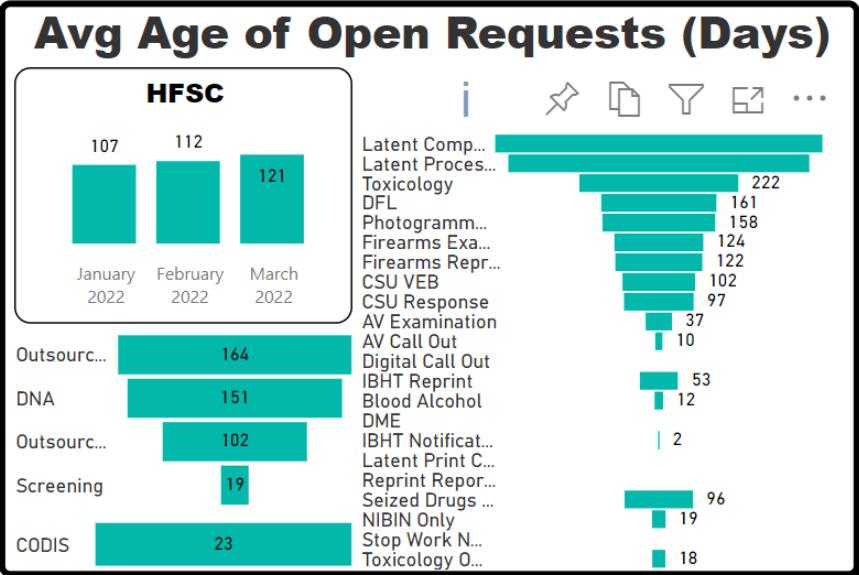
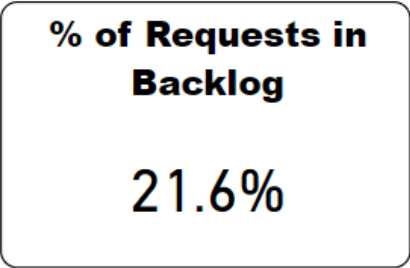


* compared to beginning of performance year

April 2022 Company Overview



* compared to beginning of performance year



Key for Dashboard Section Pages

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

Type of Testing →

Service

Seized Drugs Examination

Priority Type

All

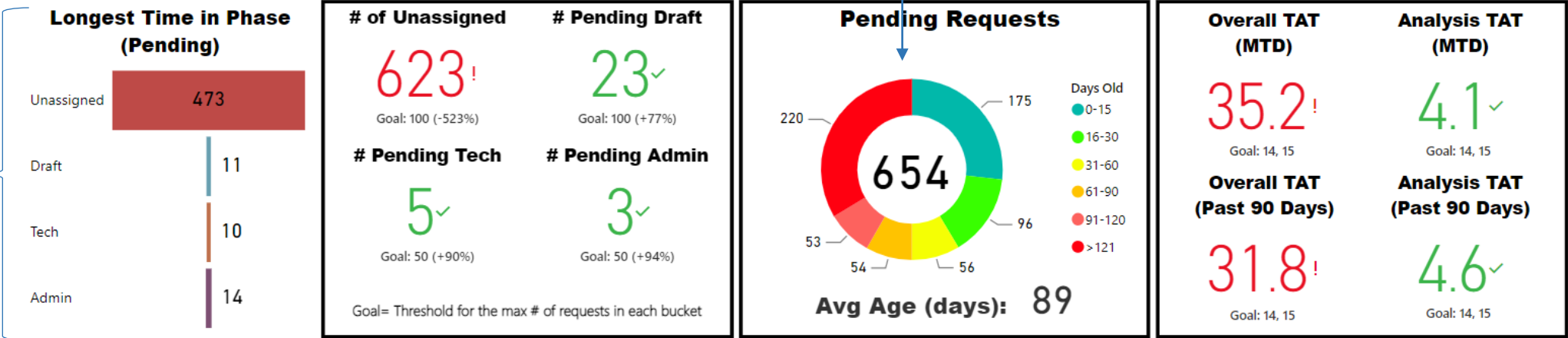
Backlogged Requests:

383

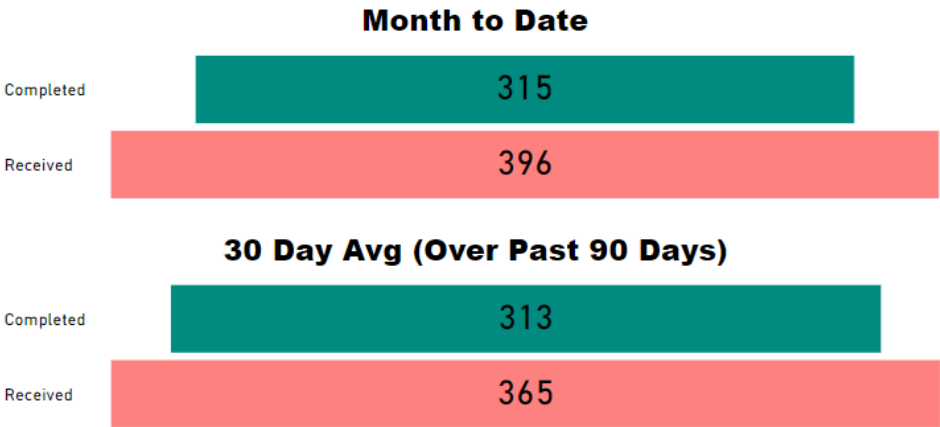
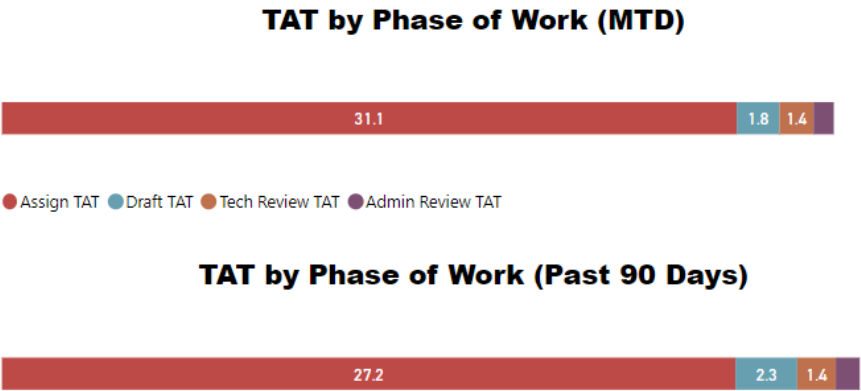
Avg Age of Backlog (days):

142

Pending work



Turnaround time (days) by phase of work



TAT= Turnaround Time MTD= Month to date Backlogged Requests = Requests open over 30 days

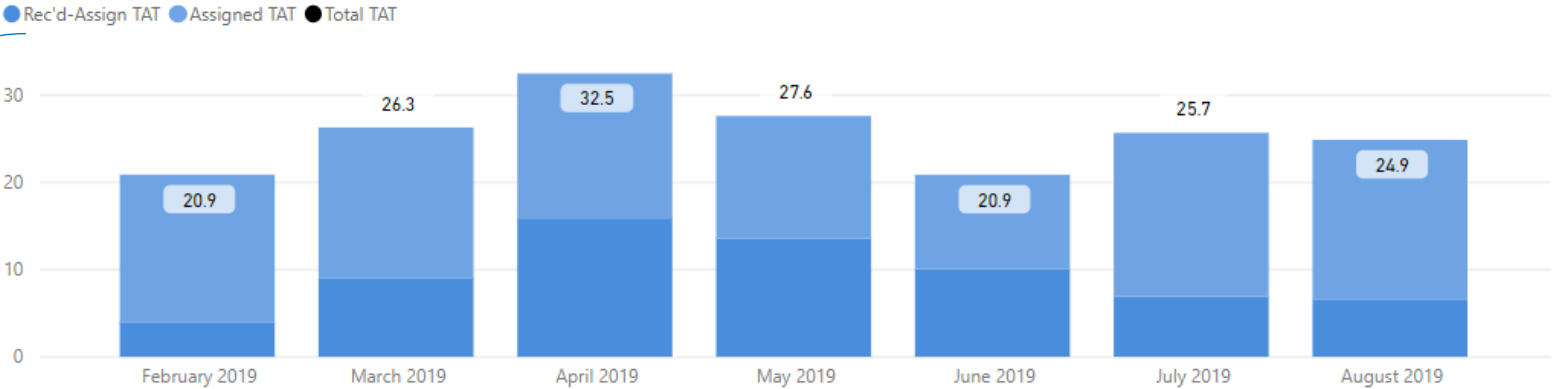
Key for Dashboard Historical Pages 1/2

Date Range

8/1/2018

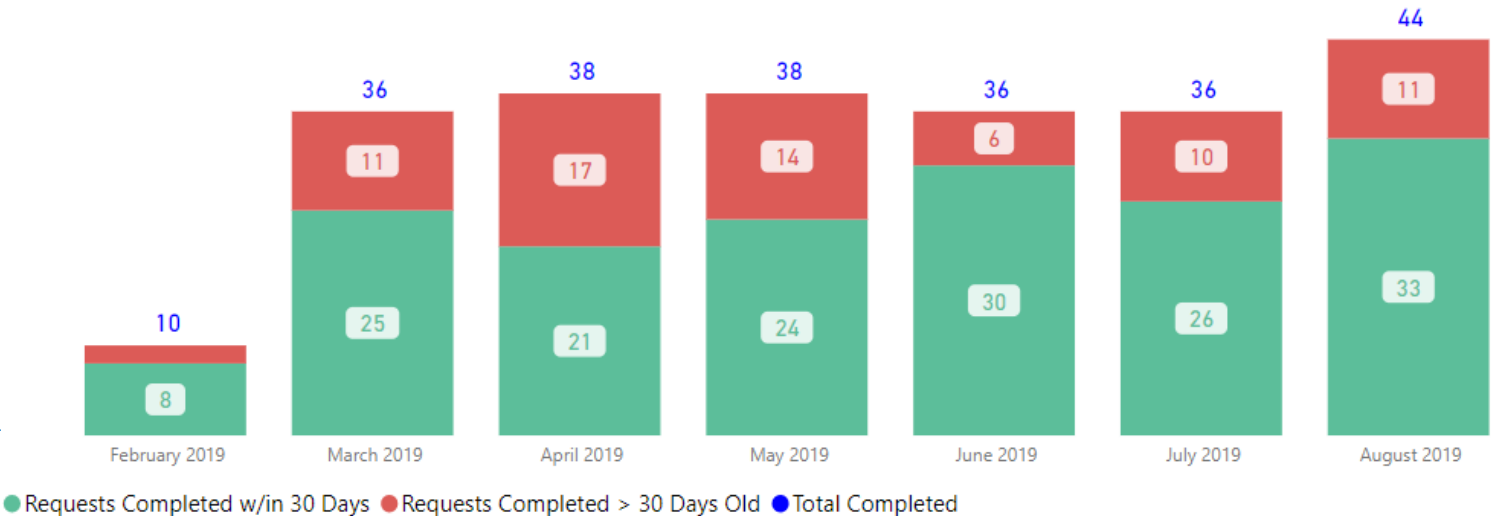
8/31/2019

Total TAT by Month



Data broken down 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

Priority Type

Seized Drugs Examination

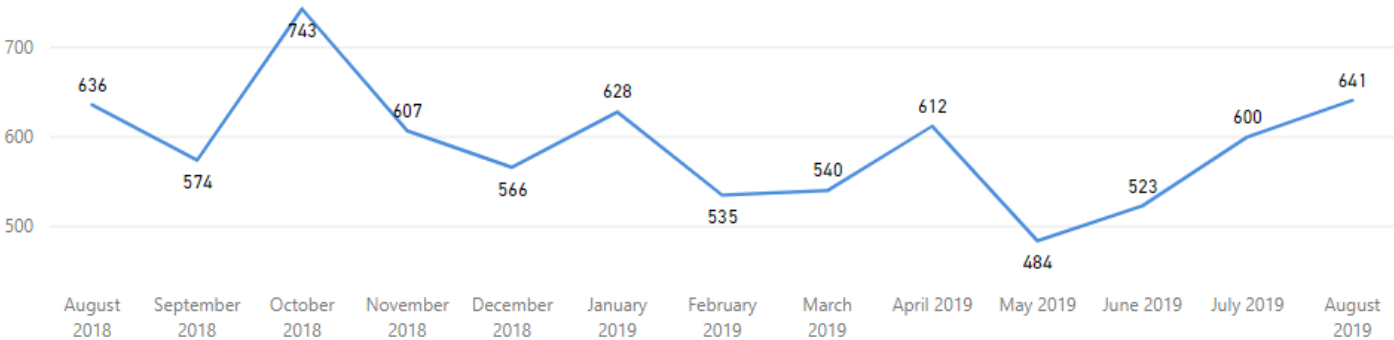
All

Report type

Received Filter

8/1/20188/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)*

591

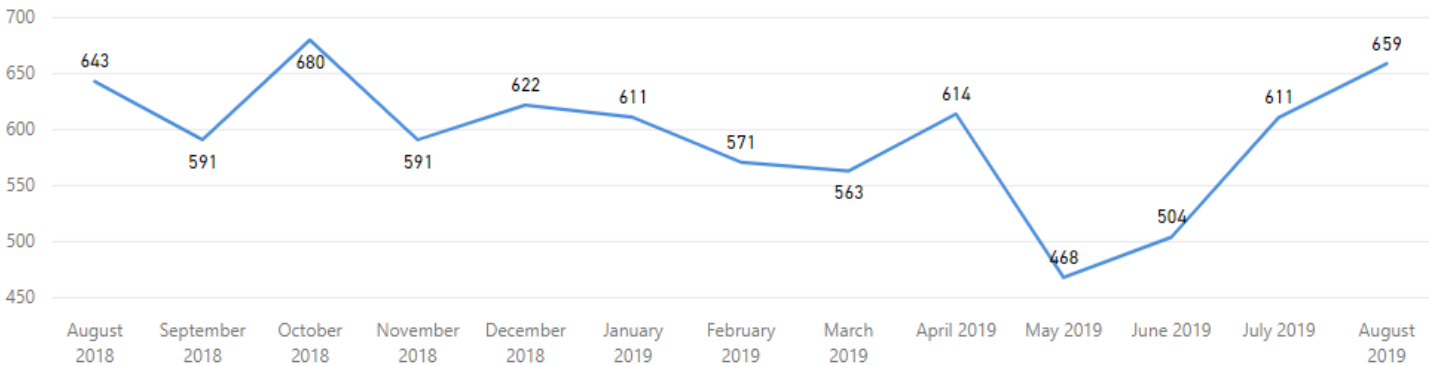
Overall average for the selected date range

Data broken down by month

Completed Filter

8/1/20188/31/2019

Completed by Month



Total Completed

7,728

Completed per Month (Avg)*

594

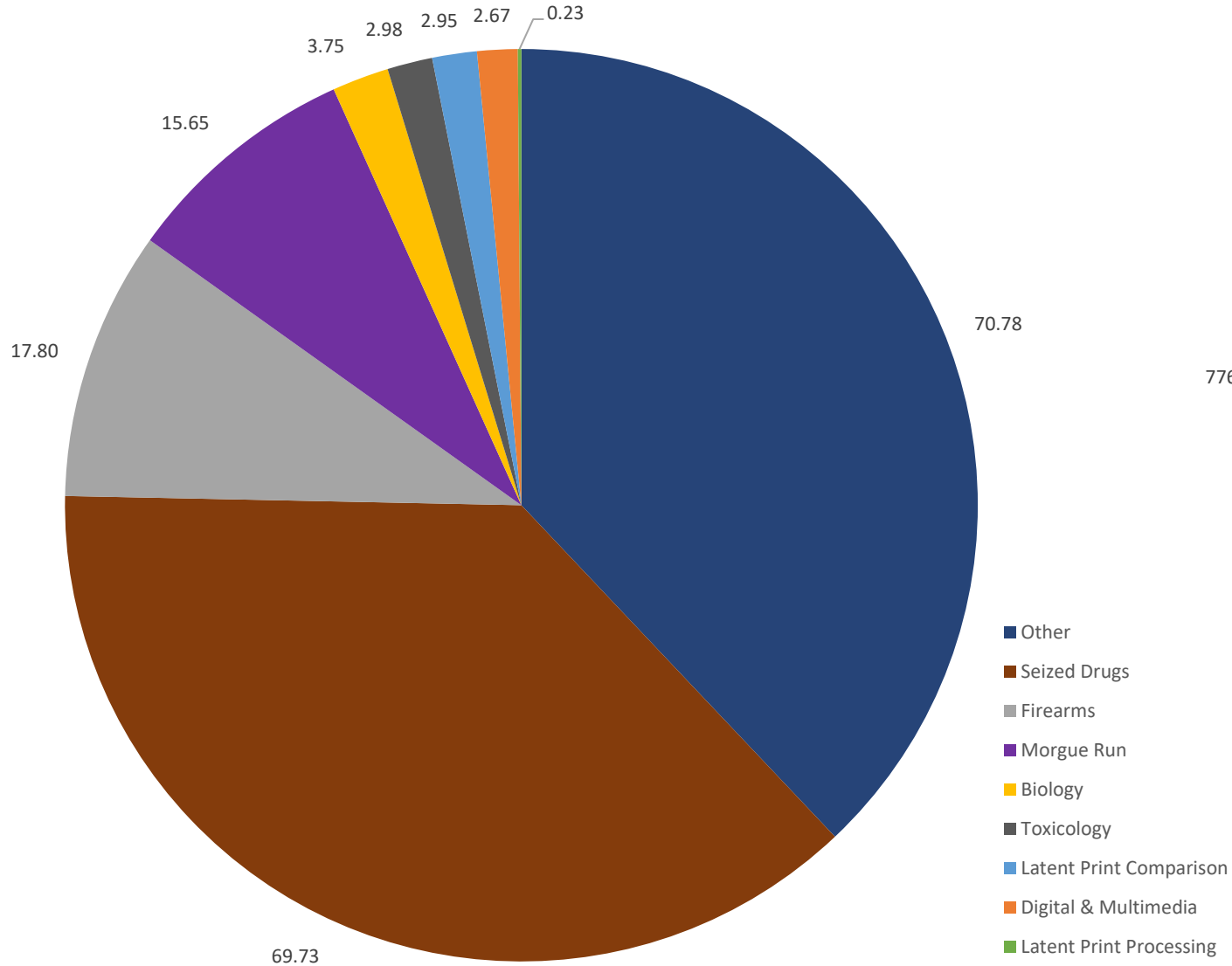
Overall average for the selected date range

* months with zero activity are not calculated into the average

Client Services and Case Management (CS/CM)

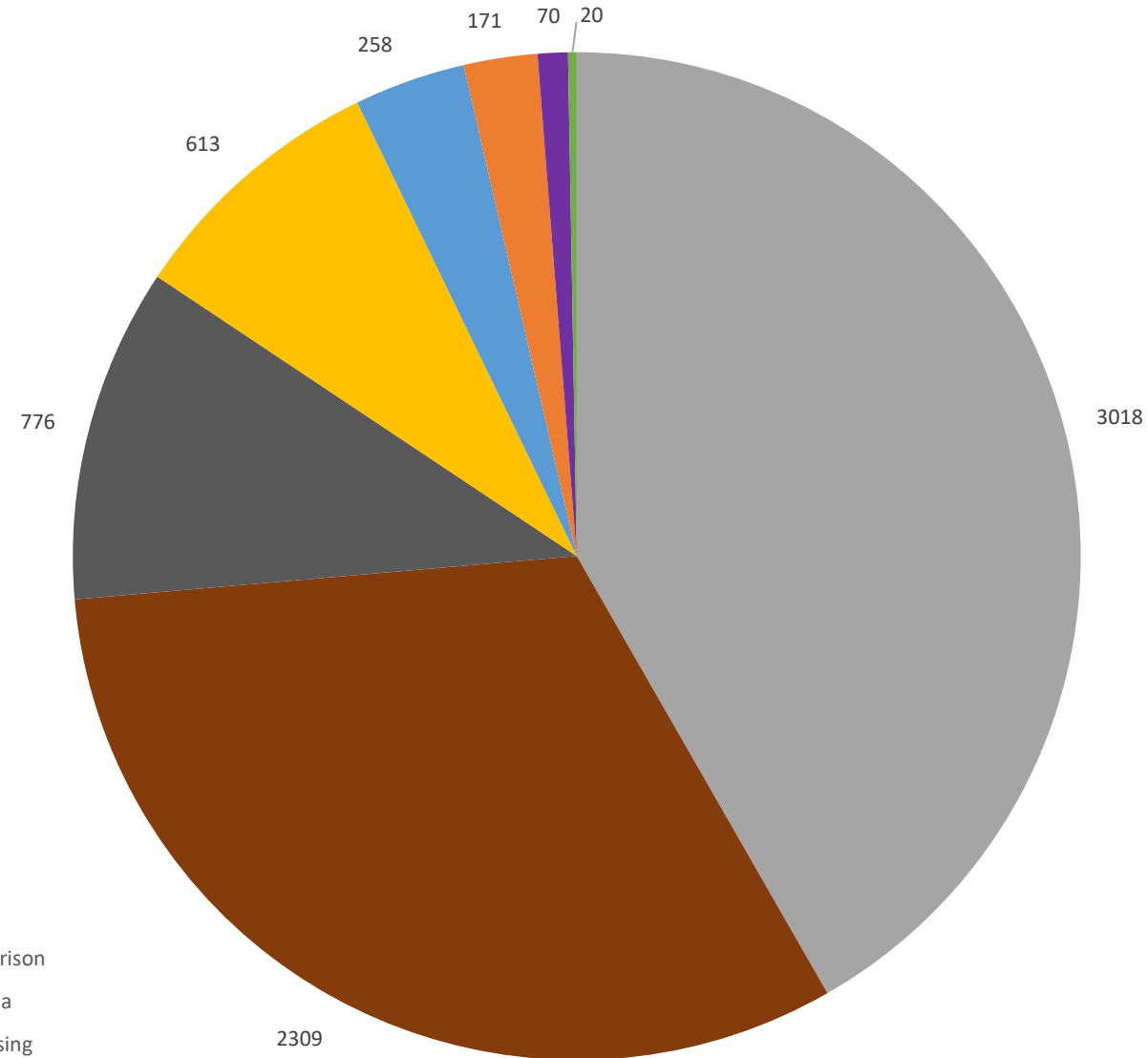
CS/CM – April

Total Time by Section (Hours)
See Time Categories by Section slide for breakdown



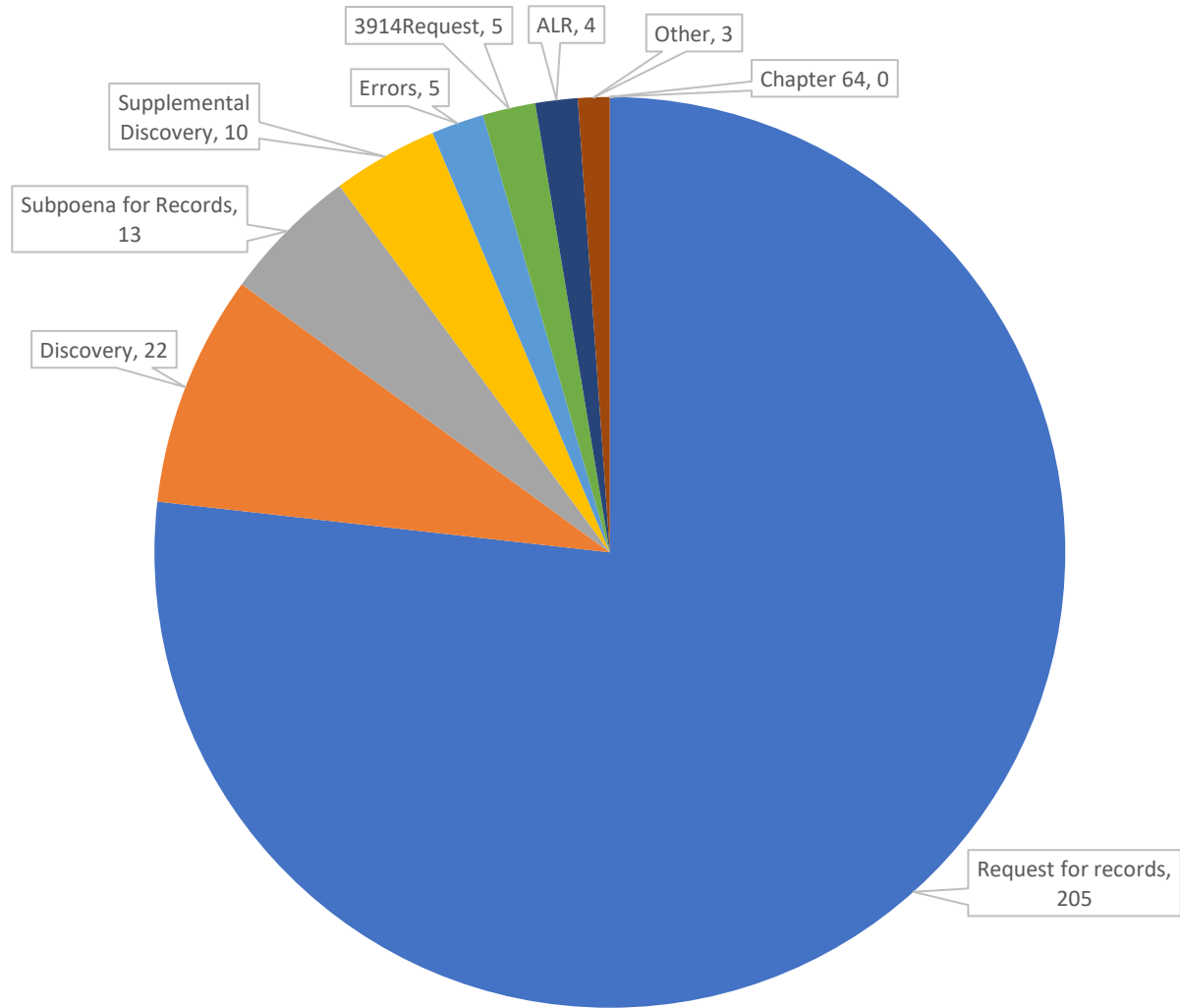
Evidence Handling

Total Items by Section



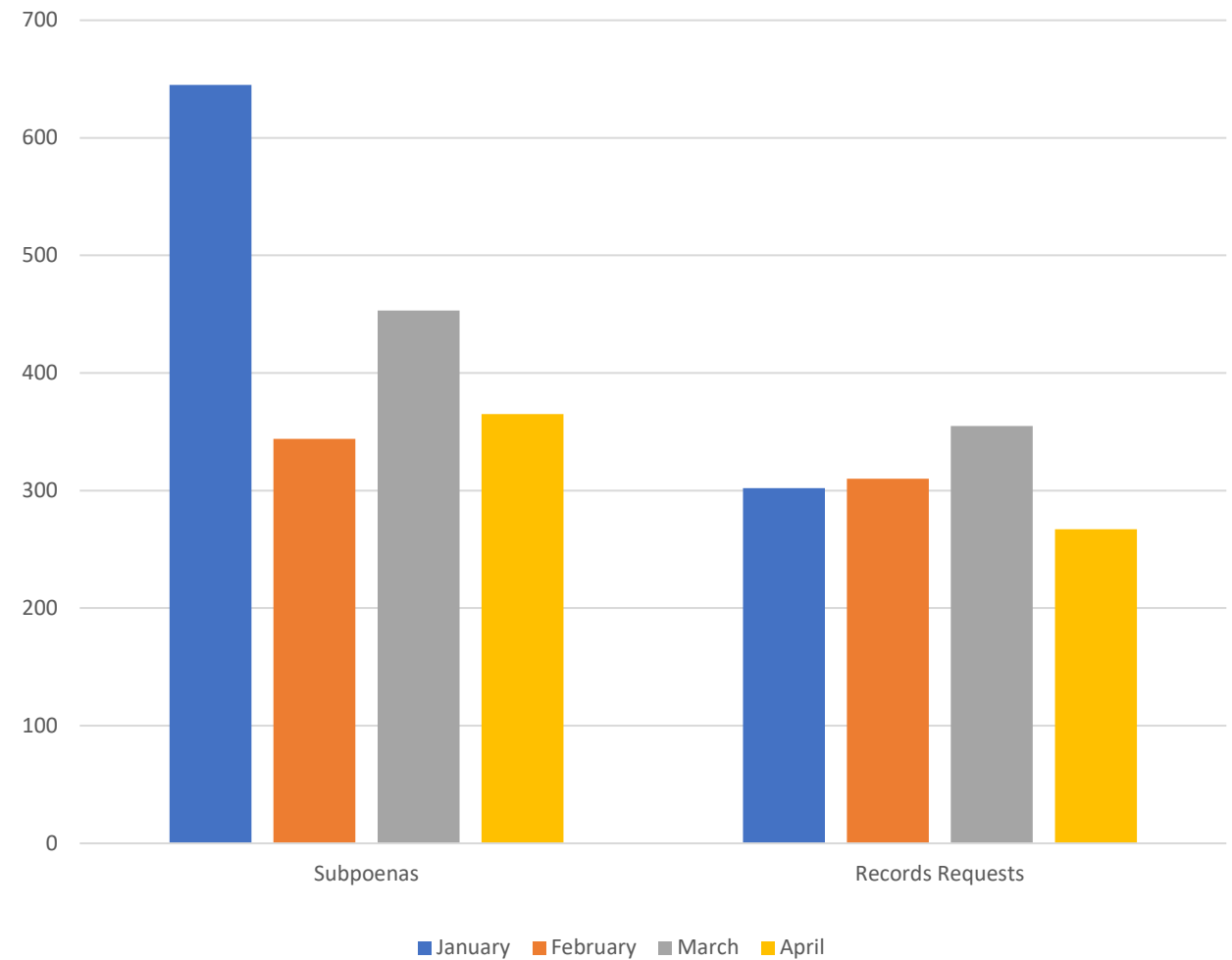
CS/CM – April

Requests by Type



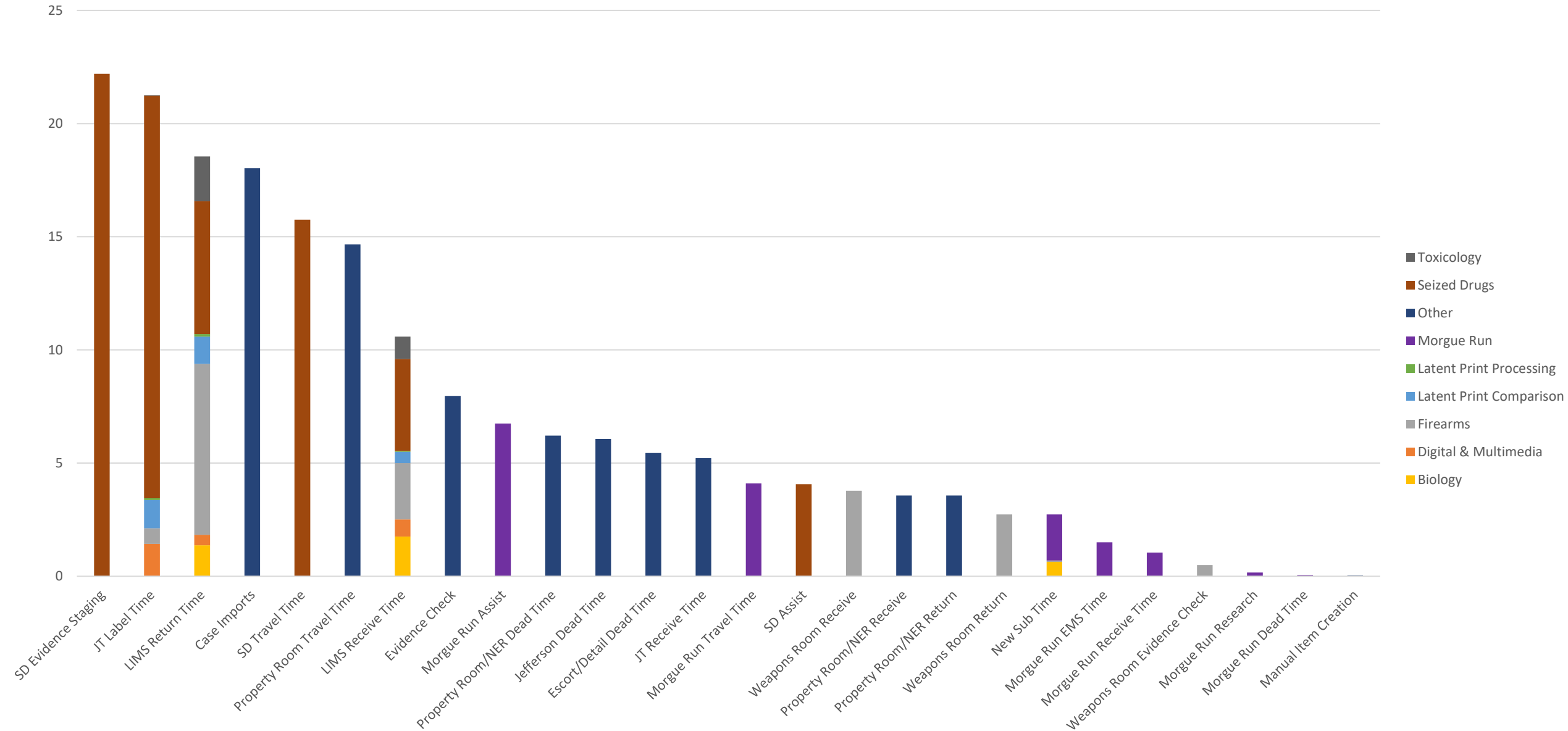
Administrative

Subpoenas & Records Requests



Time Categories – April

Evidence Handling



Service

CSCM Tox Accession

Priority Type

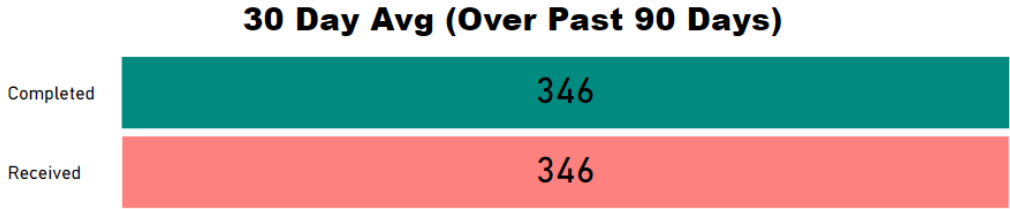
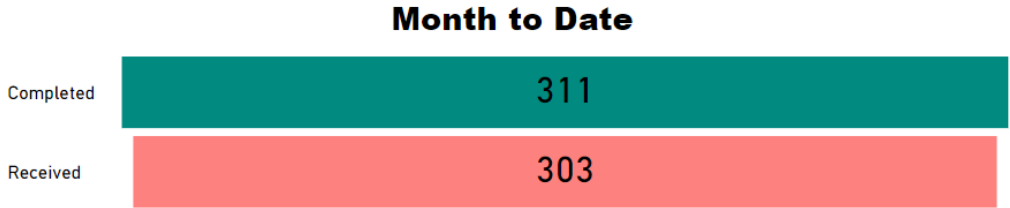
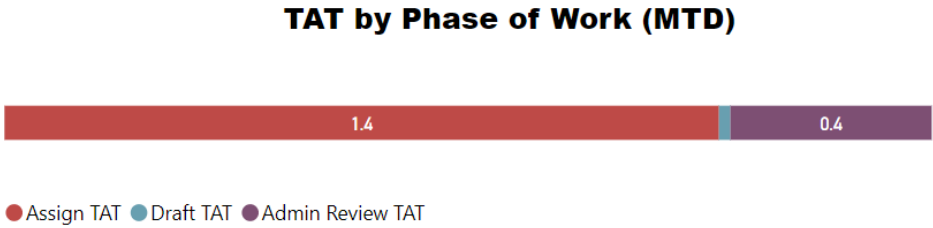
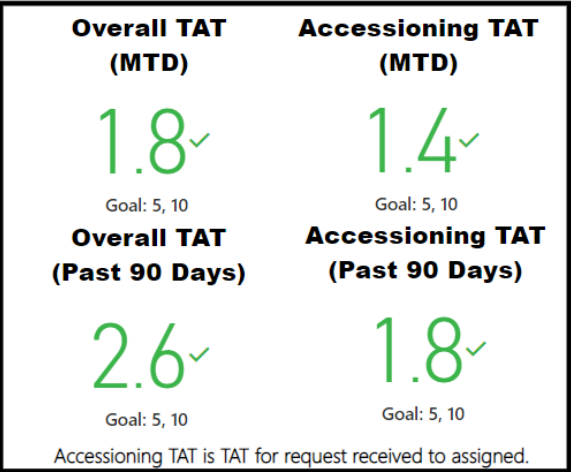
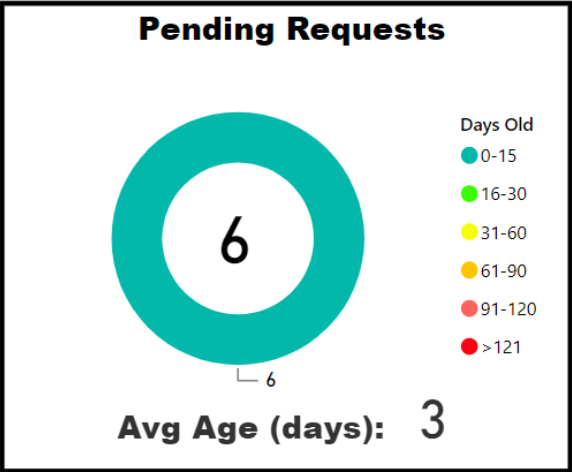
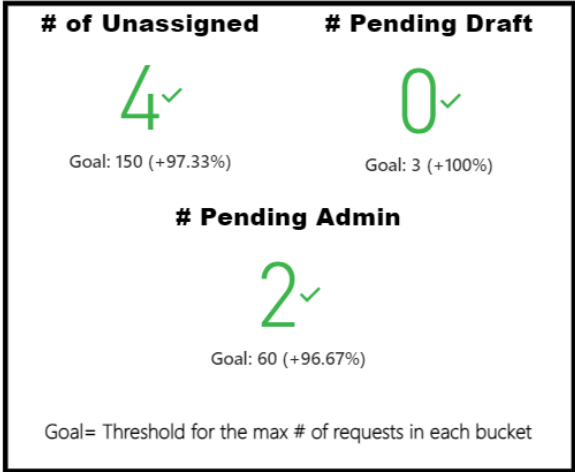
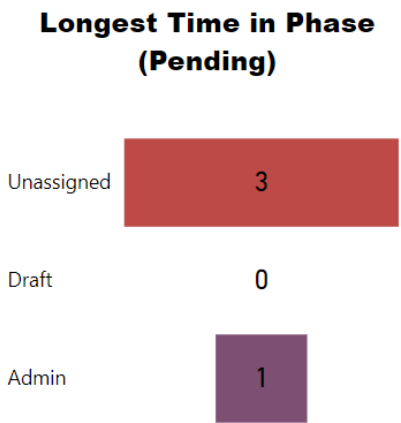
All

Backlogged Requests:

0

Avg Age of Backlog (days):

(Blank)



Date Range

4/1/2021

4/30/2022

Request Type

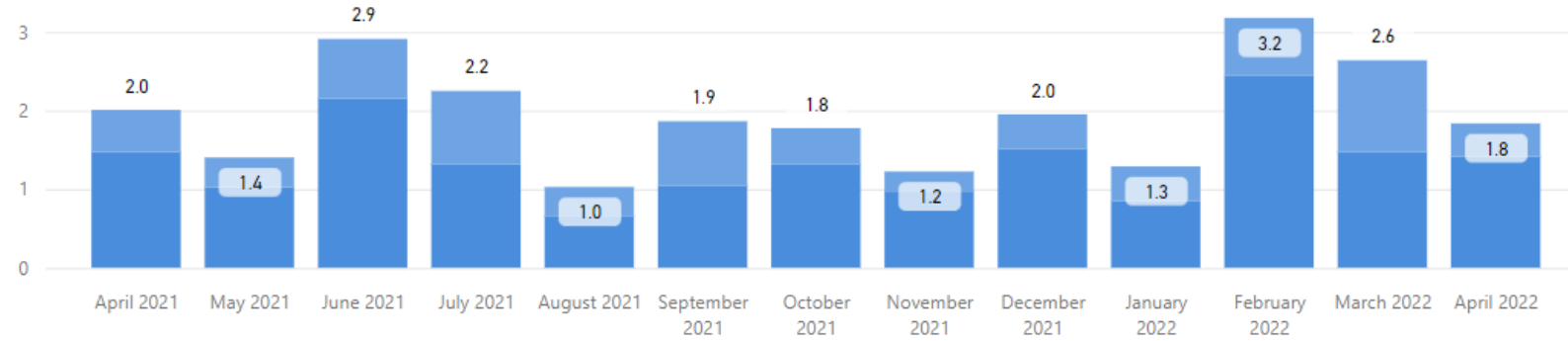
CSCM Tox Accession

Priority Type

All

Total TAT by Month

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



Selected Time Frame Averages

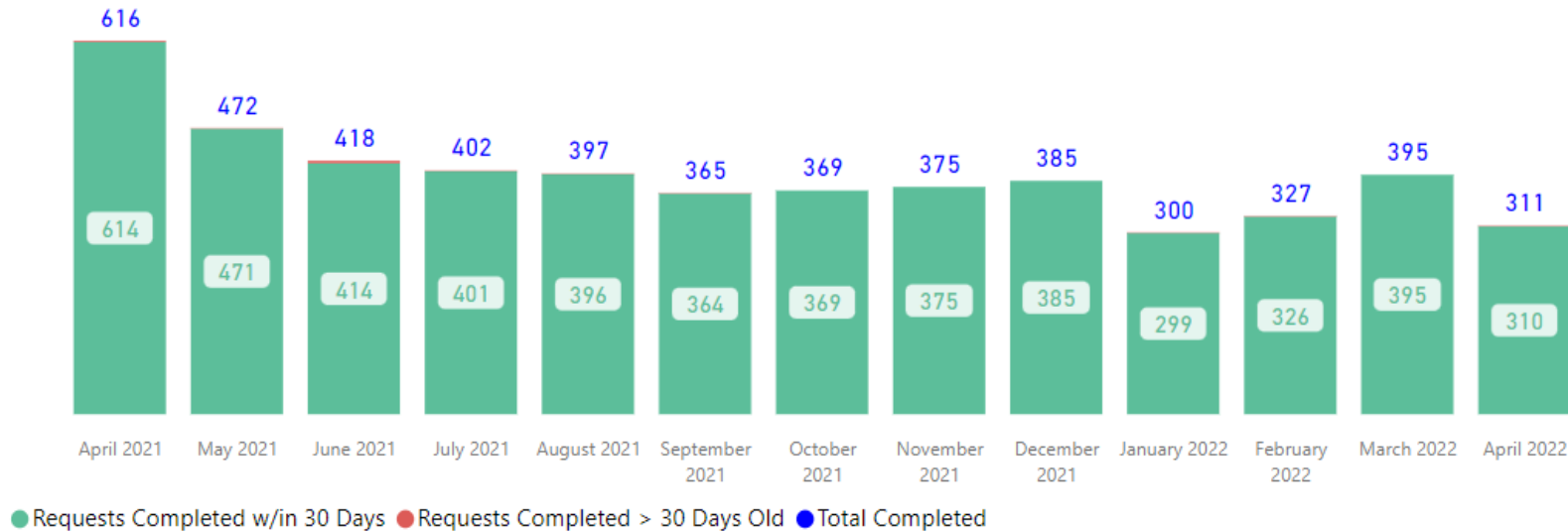
1.95

Total TAT (Rec'd-Compl.) Avg

0.59

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5132

Requests Completed

13

Requests Completed > 30 Days Old

0.25 %

% Completed > 30 Days Old

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

Service

CSCM Tox Accession

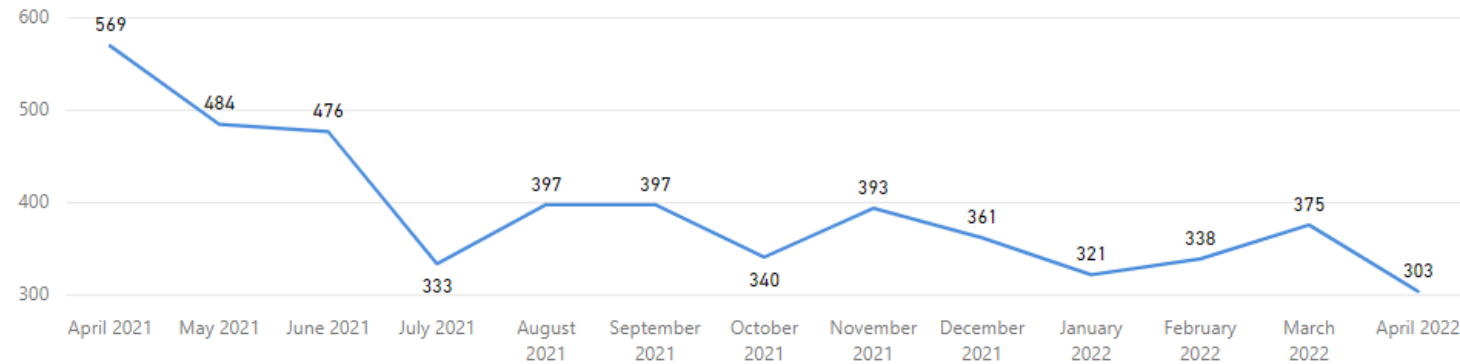
Priority Type

All

Received Filter

4/1/2021 4/30/2022

Received by Month



Total Received

5,087

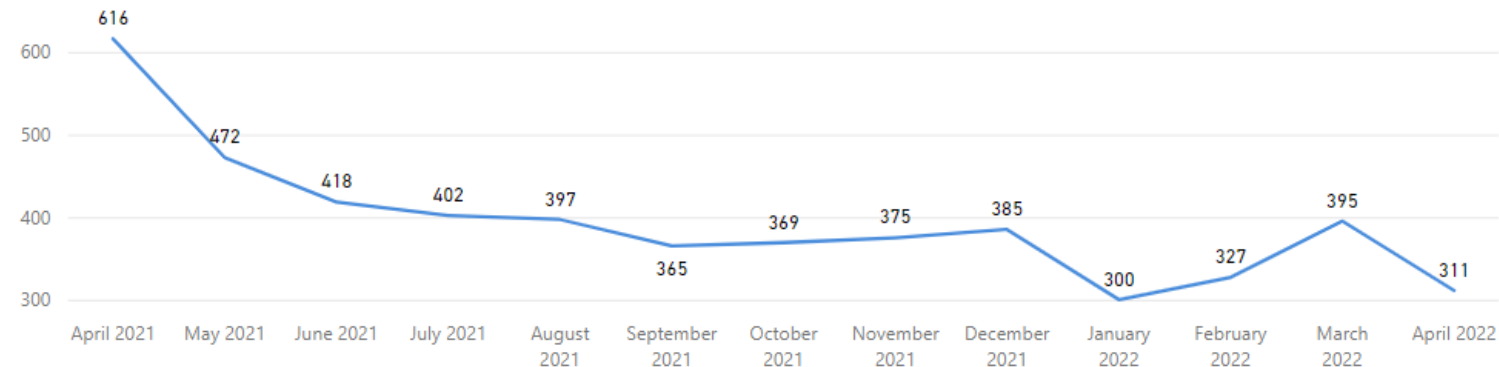
Received per Month (Avg)*

391

Completed Filter

4/1/2021 4/30/2022

Completed by Month



Total Completed

5,132

Completed per Month (Avg)*

395

* months with zero activity are not calculated into the average

Service

CSCM Tox Rejection

Priority Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase (Pending)

Unassigned0

Draft1

Admin0

of Unassigned0✓
Goal: 3 (+100%)

Pending Draft1✓
Goal: 5 (+80%)

Pending Admin0✓
Goal: 10 (+100%)

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

Pending Requests

1

1

Avg Age (days): 1

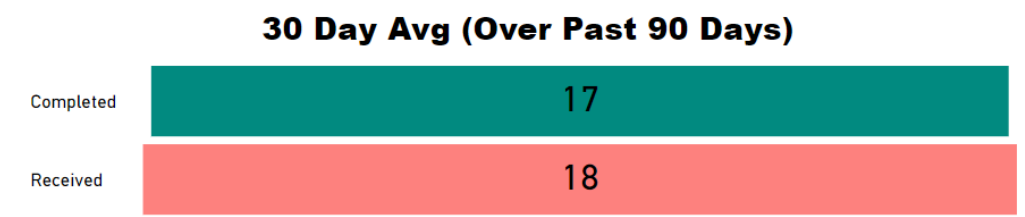
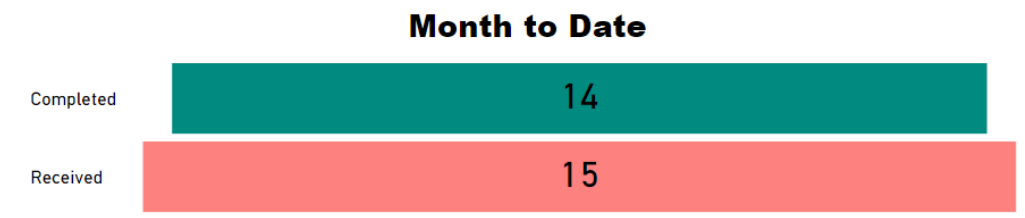
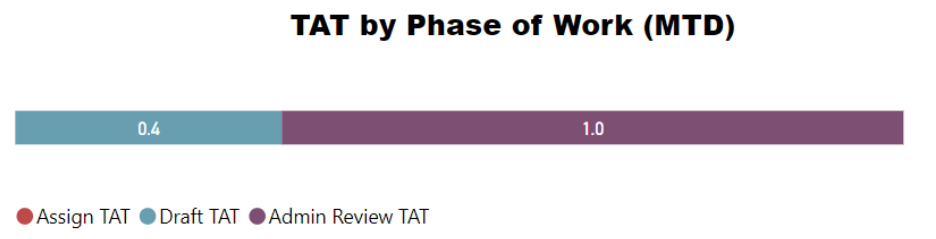
Days Old

- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

Overall TAT (MTD)1.4✓
Goal: 5, 10
Overall TAT (Past 90 Days)1.3✓
Goal: 5, 10

Accessioning TAT (MTD)0.0✓
Goal: 5, 10
Accessioning TAT (Past 90 Days)0.0✓
Goal: 5, 10

Accessioning TAT is TAT for request received to assigned.



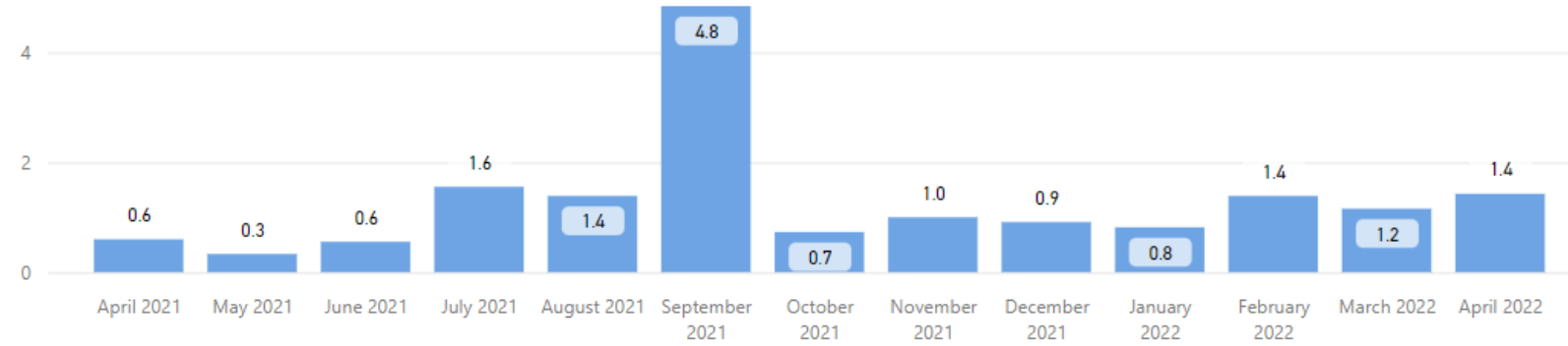
Date Range

4/1/2021

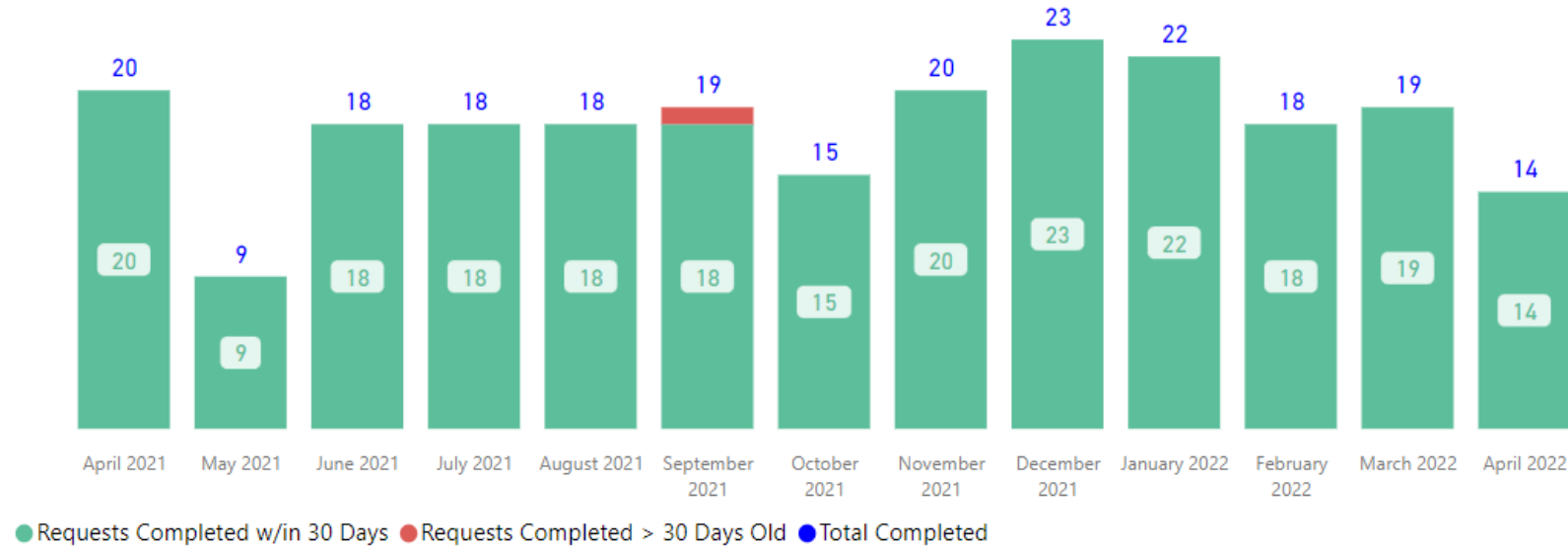
4/30/2022

Total TAT by Month

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



Requests Completed



Request Type

CSCM Tox Rejection

Priority Type

All

Selected Time Frame Averages

1.32

Total TAT (Rec'd-Compl.) Avg

1.32

Assigned TAT (Asgmt.-Compl.) Avg

Received to Complete

233

Requests Completed

1

Requests Completed > 30 Days Old

0.43 %

% Completed > 30 Days Old

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

Service

CSCM Tox Rejection

Priority Type

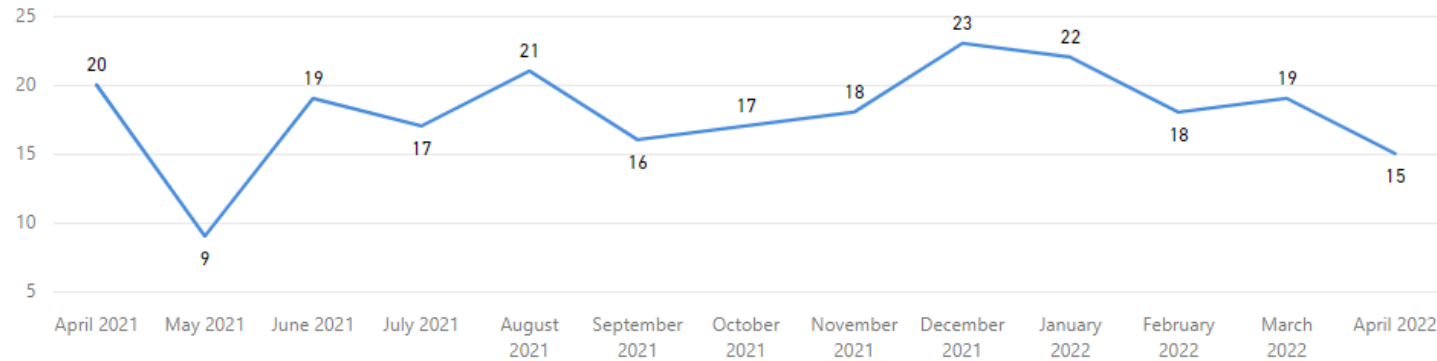
All

Received Filter

4/1/2021

4/30/2022

Received by Month



Total Received

234

Received per Month (Avg)*

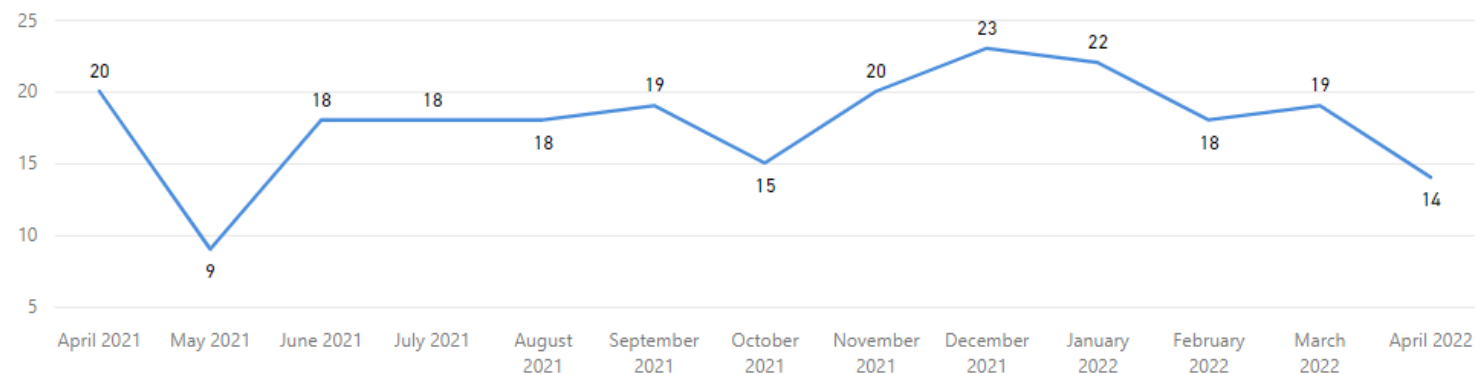
18

Completed Filter

4/1/2021

4/30/2022

Completed by Month



Total Completed

233

Completed per Month (Avg)*

18

* months with zero activity are not calculated into the average

Seized Drugs

Service

Seized Drugs Examination

Priority Type

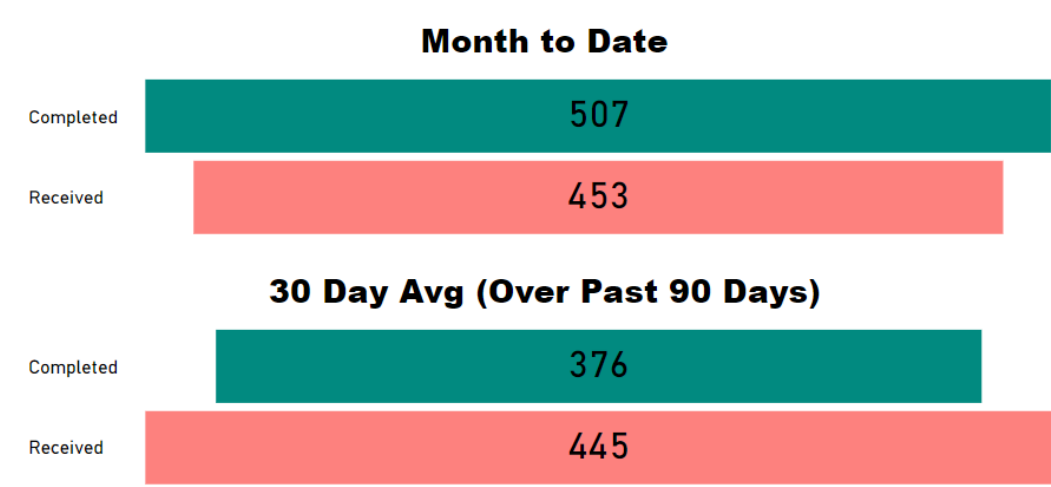
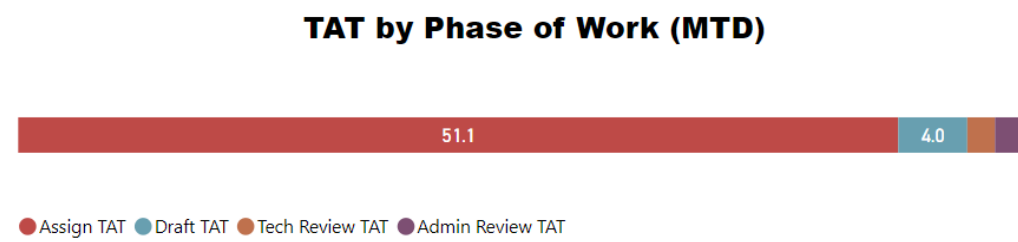
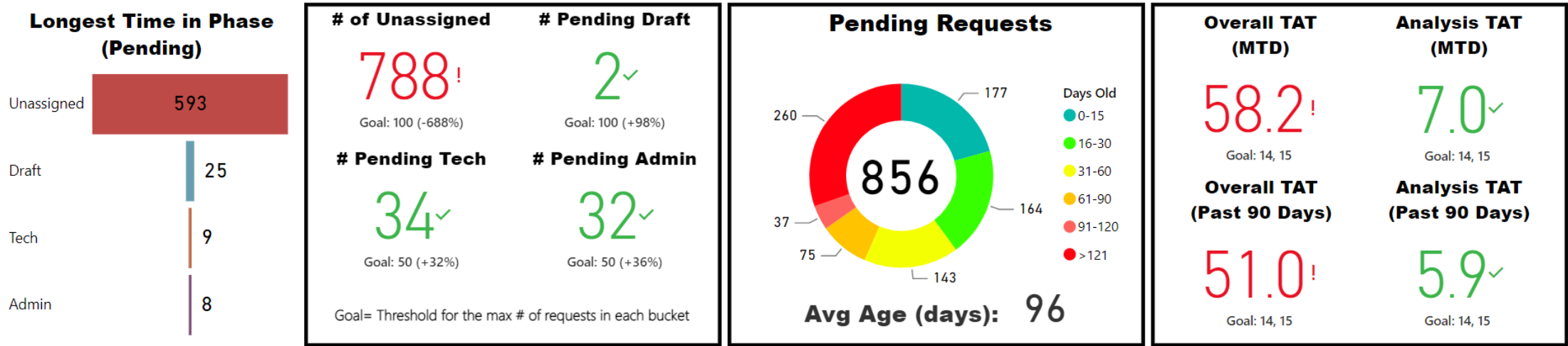
All

Backlogged Requests:

515

Avg Age of Backlog (days):

150



Service

Seized Drugs Examination

Priority Type

Mari

Backlogged Requests: 399

Avg Age of Backlog (days): 180

Longest Time in Phase
(Pending)

Unassigned

593

Draft

0

Tech

4

Admin

0

of Unassigned

454!

Goal: 100 (-354%)

Pending Draft

0✓

Goal: 100 (+100%)

Pending Tech

1✓

Goal: 50 (+98%)

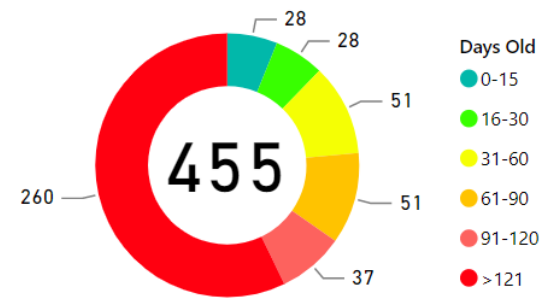
Pending Admin

0✓

Goal: 50 (+100%)

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

Pending Requests



Avg Age (days): 160

Overall TAT
(MTD)

257.0!

Goal: 14, 15

Overall TAT
(Past 90 Days)

233.2!

Goal: 14, 15

Analysis TAT
(MTD)

6.5✓

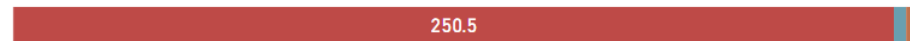
Goal: 14, 15

Analysis TAT
(Past 90 Days)

6.6✓

Goal: 14, 15

TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

44

Received

55

30 Day Avg (Over Past 90 Days)

Completed

34

Received

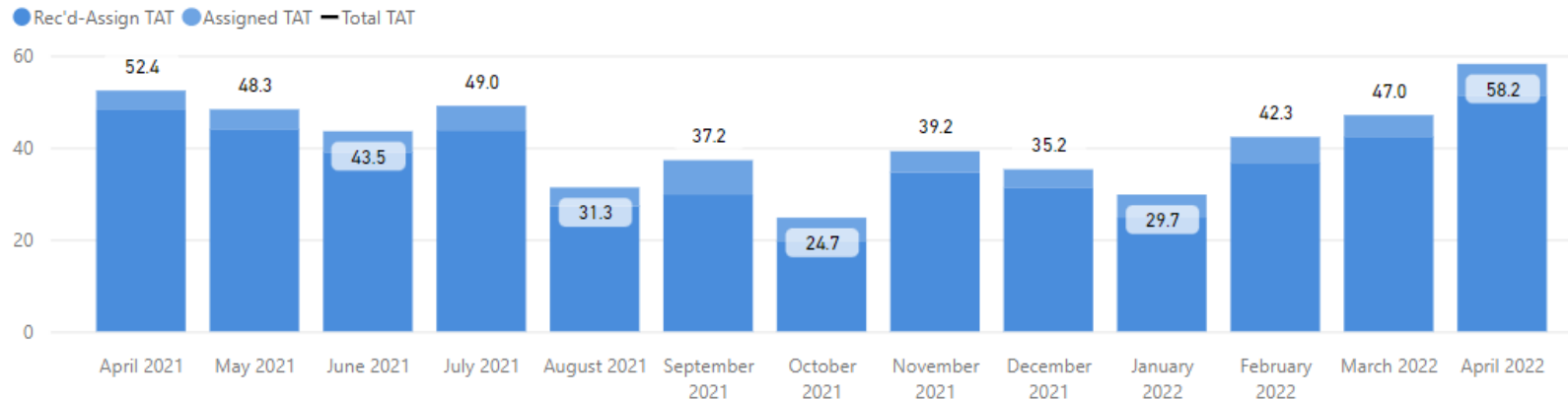
55

Date Range

4/1/2021

4/30/2022

Total TAT by Month



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

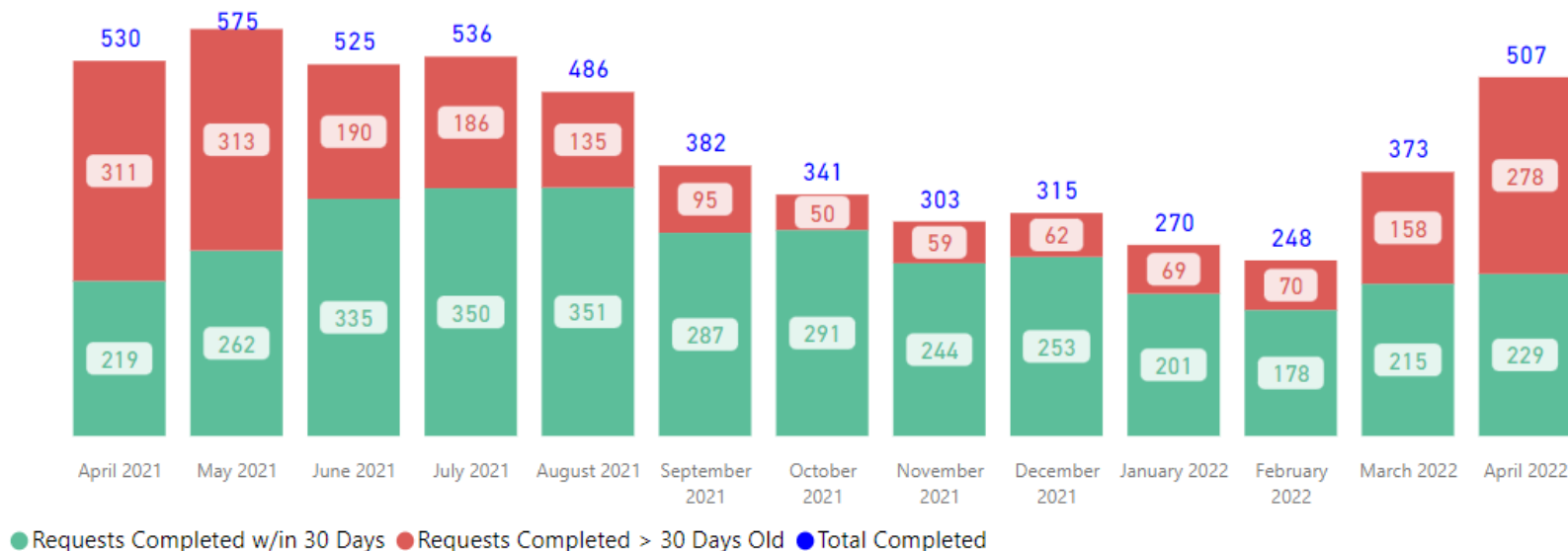
42.86

Total TAT (Rec'd-Compl.) Avg

5.05

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5391

Requests Completed

1976

Requests Completed > 30 Days Old

36.65 %

% Completed > 30 Days Old

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

Service

Seized Drugs Examination

Priority Type

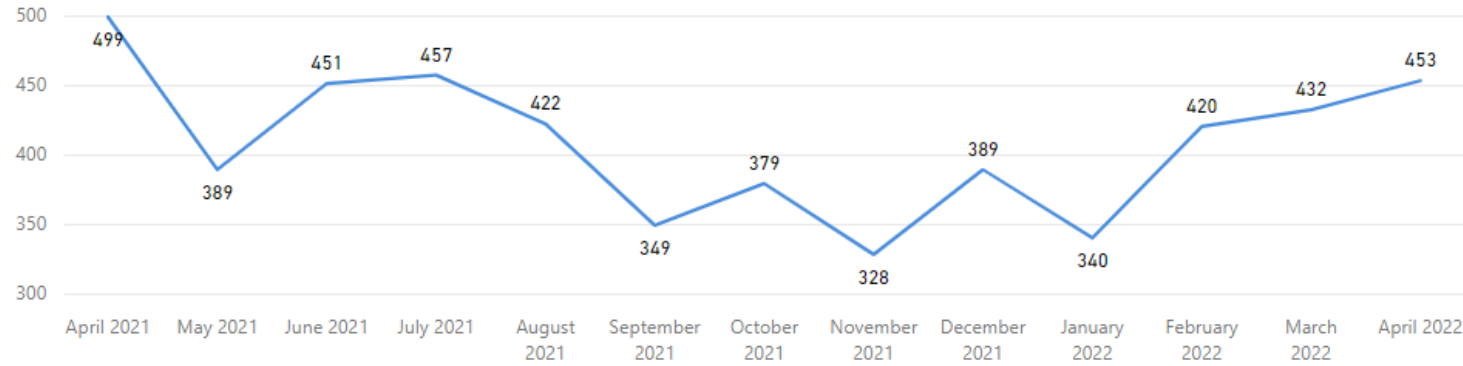
All

Received Filter

4/1/2021

4/30/2022

Received by Month



Total Received

5,308

Received per Month (Avg)*

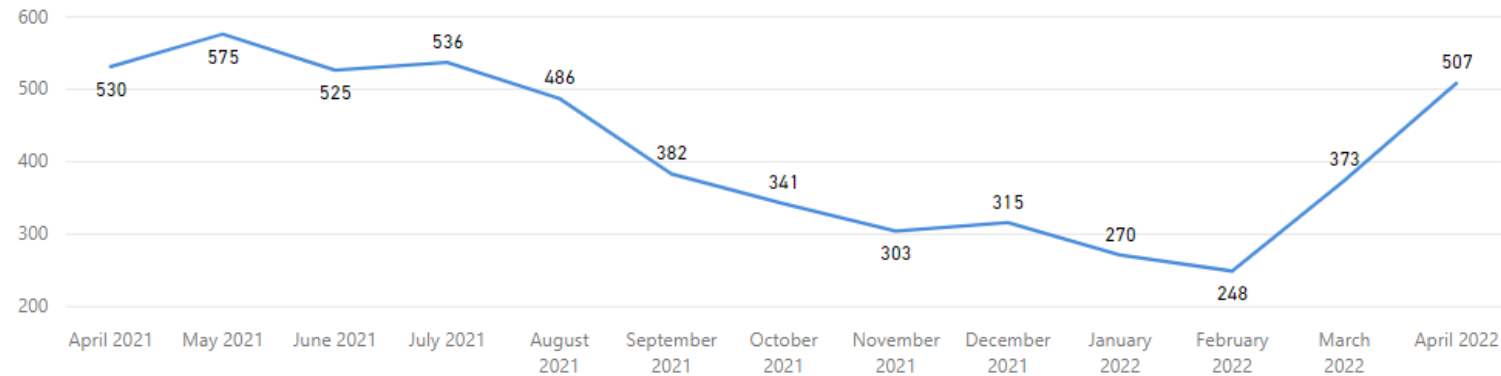
408

Completed Filter

4/1/2021

4/30/2022

Completed by Month



Total Completed

5,391

Completed per Month (Avg)*

415

* months with zero activity are not calculated into the average

Toxicology

Service

Blood Alcohol

Priority Type

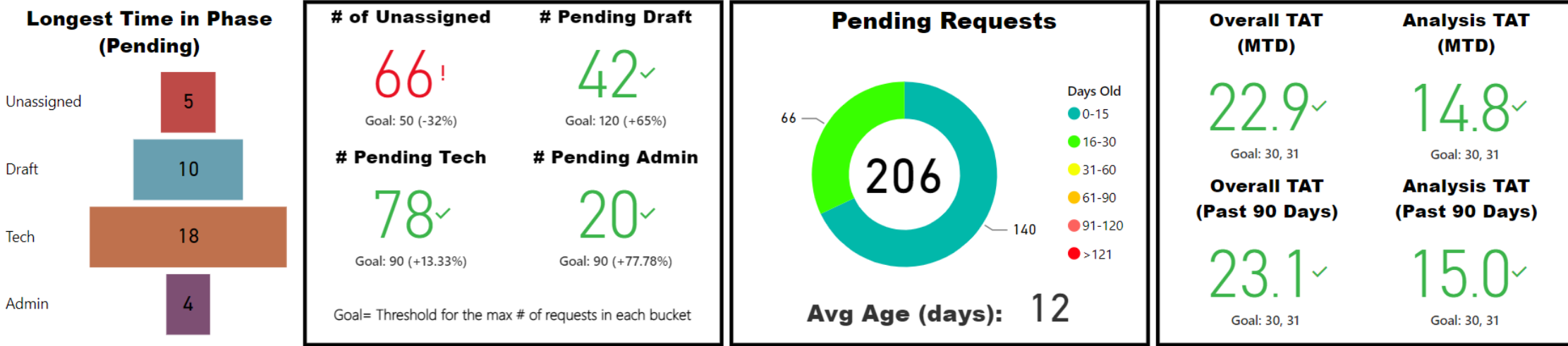
All

Backlogged Requests:

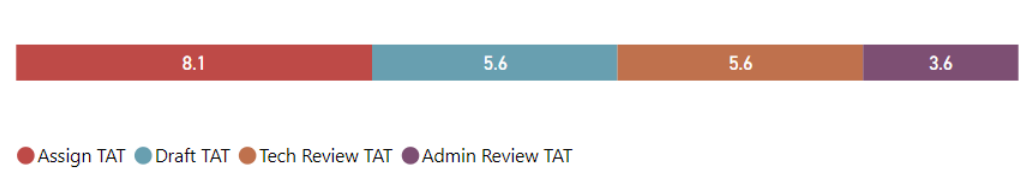
0

Avg Age of Backlog (days):

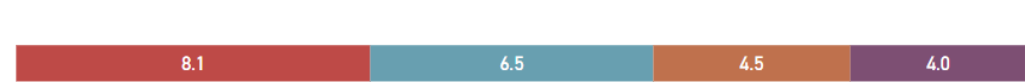
(Blank)



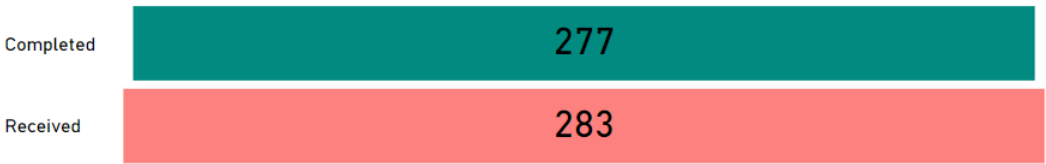
TAT by Phase of Work (MTD)



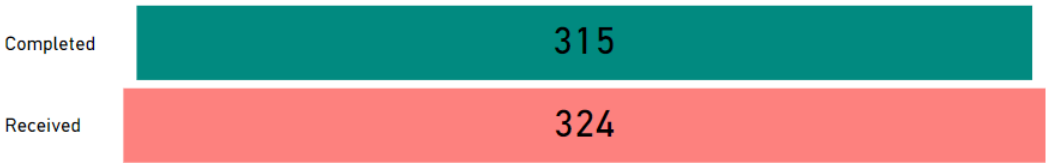
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



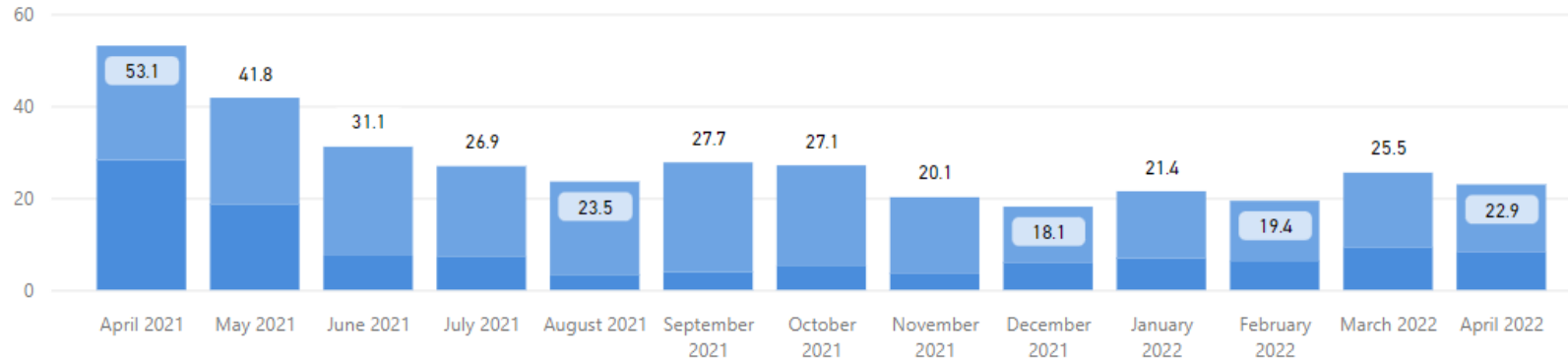
Date Range

4/1/2021

4/30/2022

Total TAT by Month

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



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

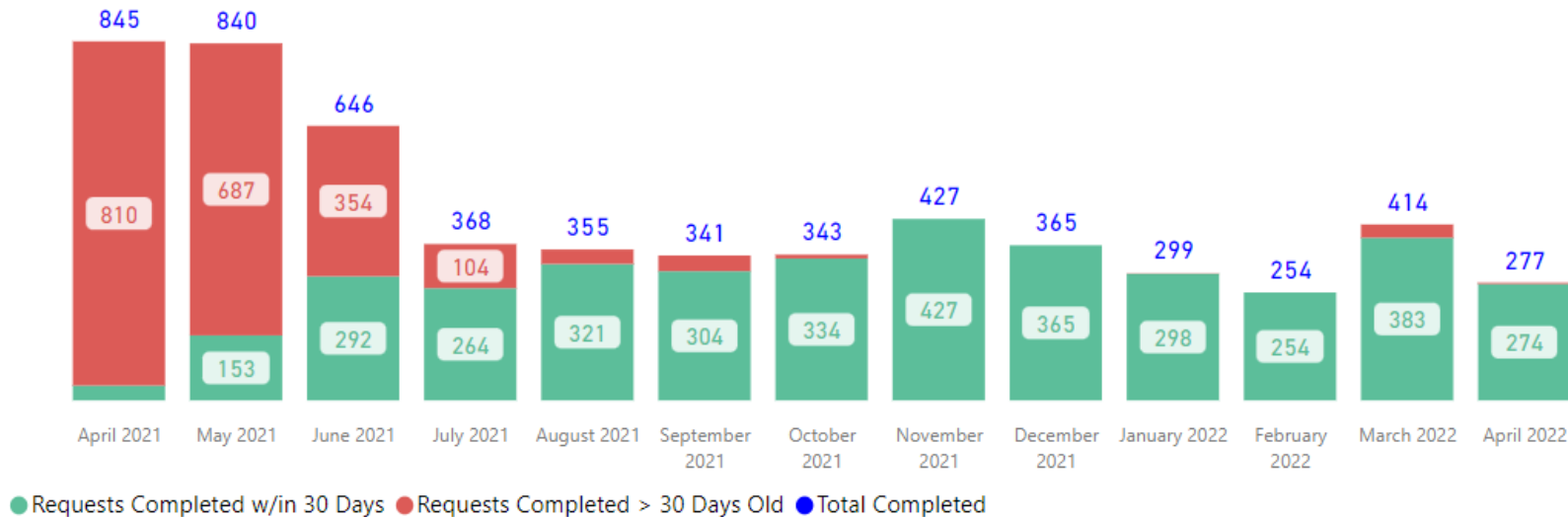
31.25

Total TAT (Rec'd-Compl.) Avg

20.06

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5774

Requests Completed

2070

Requests Completed > 30 Days Old

35.85 %

% Completed > 30 Days Old

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

Service

Blood Alcohol

Priority Type

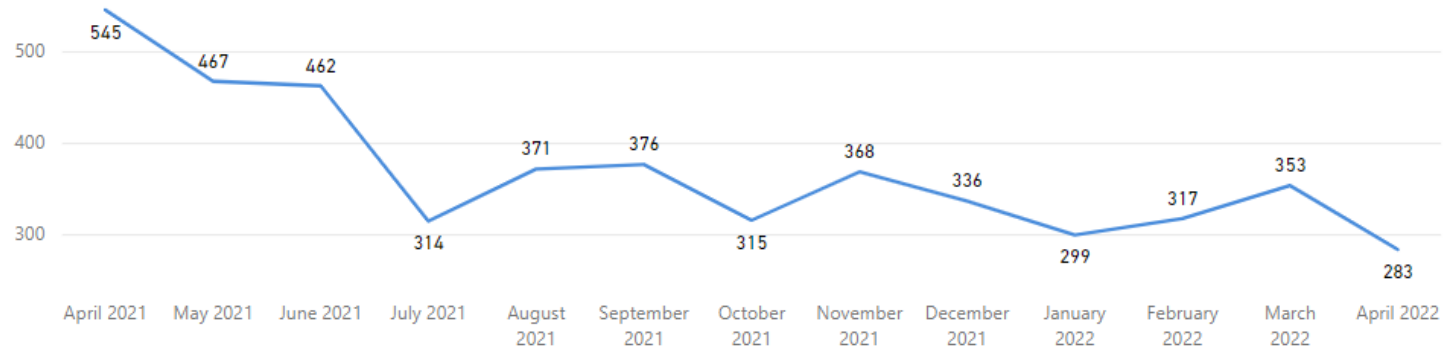
All

Received Filter

4/1/2021

4/30/2022

Received by Month



Total Received

4,806

Received per Month (Avg)*

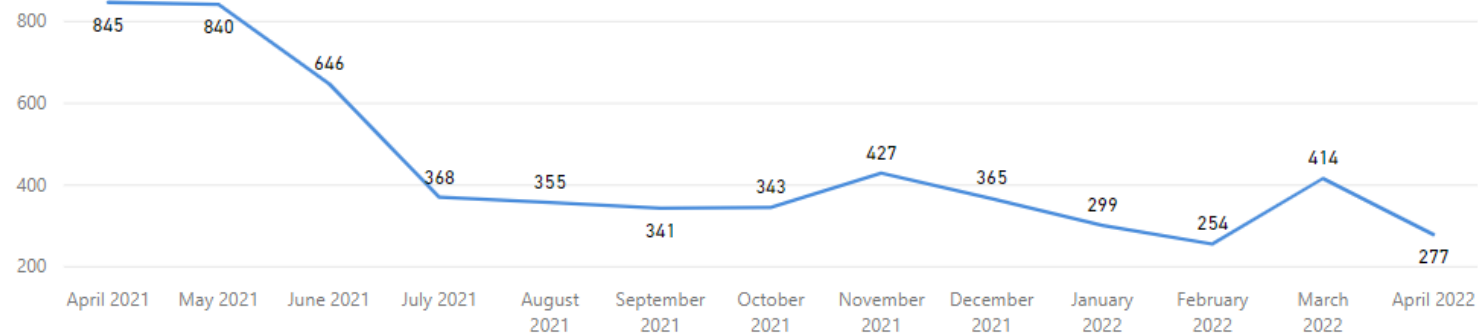
370

Completed Filter

4/1/2021

4/30/2022

Completed by Month



Total Completed

5,774

Completed per Month (Avg)*

444

* months with zero activity are not calculated into the average

Service

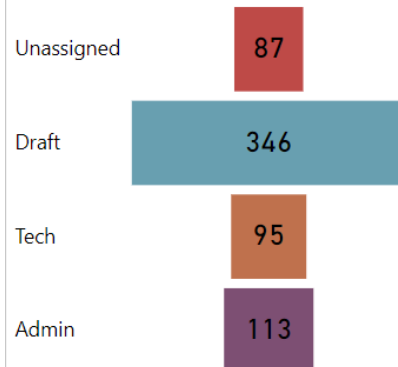
Toxicology

Priority Type

All

Backlogged Requests: 1391

Avg Age of Backlog (days): 239

Longest Time in Phase
(Pending)

of Unassigned

81✓

Goal: 120 (+32.5%)

Pending Draft

1192!

Goal: 30 (-3873.33%)

Pending Tech

155!

Goal: 30 (-416.67%)

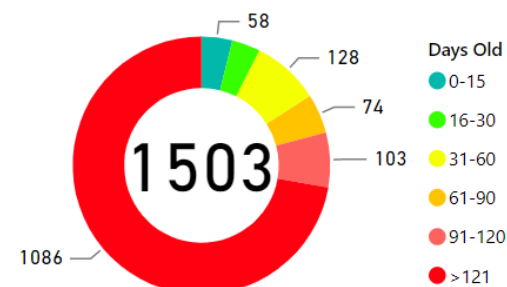
Pending Admin

75!

Goal: 30 (-150%)

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

Pending Requests



Avg Age (days): 222

Overall TAT
(MTD)

332.6!

Goal: 90, 91

Overall TAT
(Past 90 Days)

341.2!

Goal: 90, 91

Analysis TAT
(MTD)

51.2✓

Goal: 90, 91

Analysis TAT
(Past 90 Days)

40.0✓

Goal: 90, 91

TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

153

Received

106

30 Day Avg (Over Past 90 Days)

Completed

102

Received

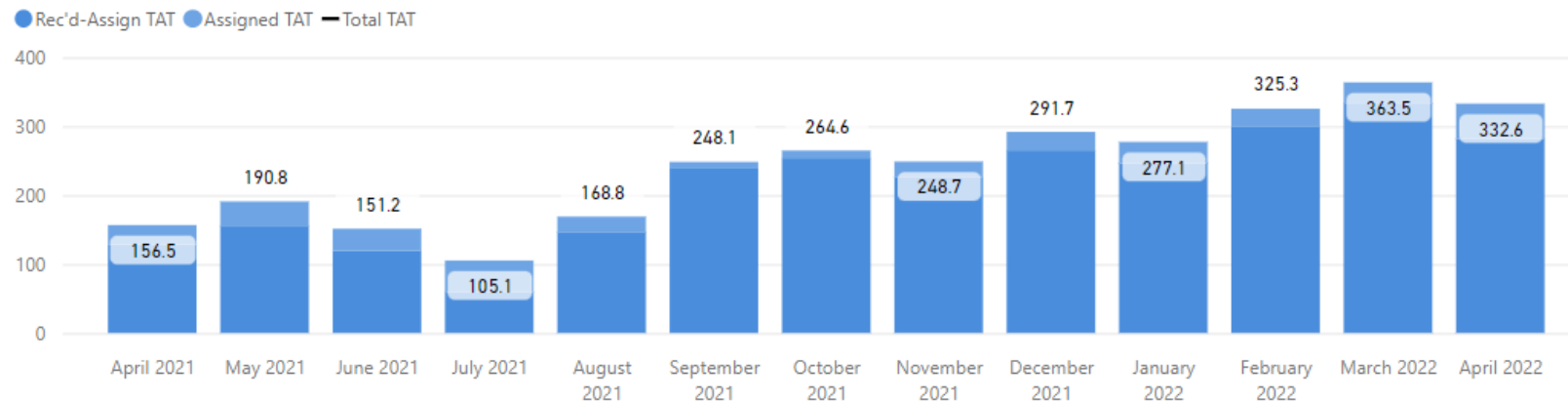
106

Date Range

4/1/2021

4/30/2022

Total TAT by Month



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

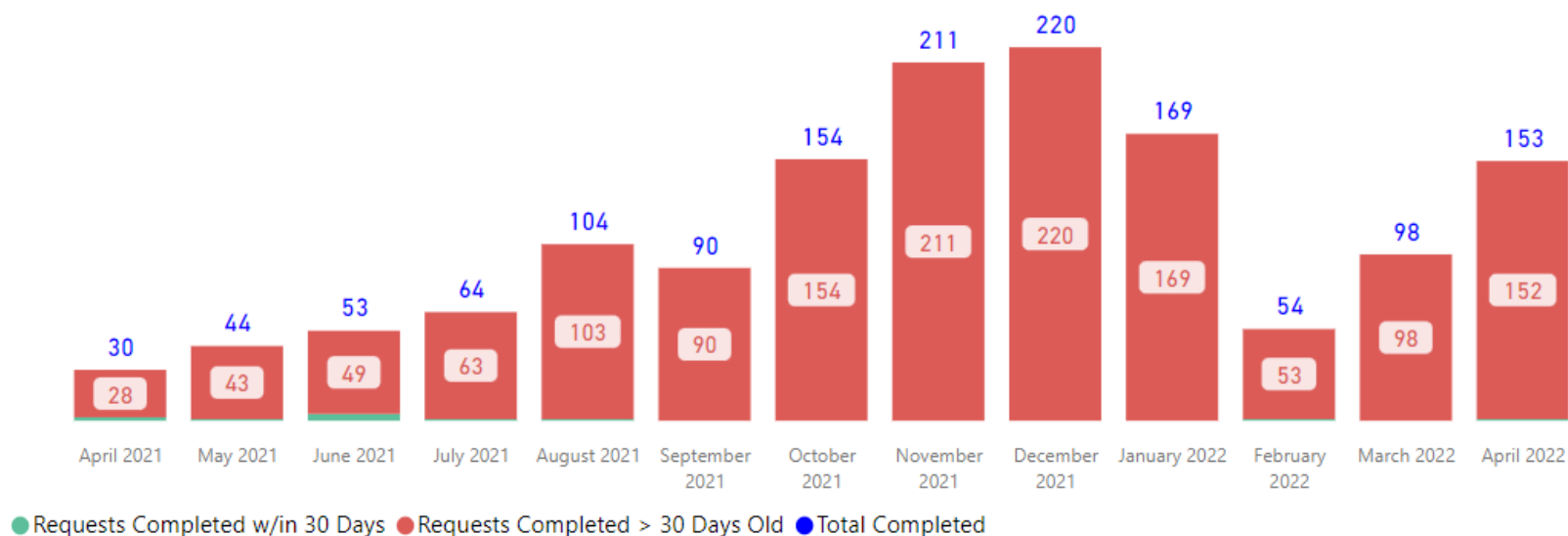
260.40

Total TAT (Rec'd-Compl.) Avg

27.83

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1444

Requests Completed

1433

Requests Completed > 30 Days Old

99.24 %

% Completed > 30 Days Old

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

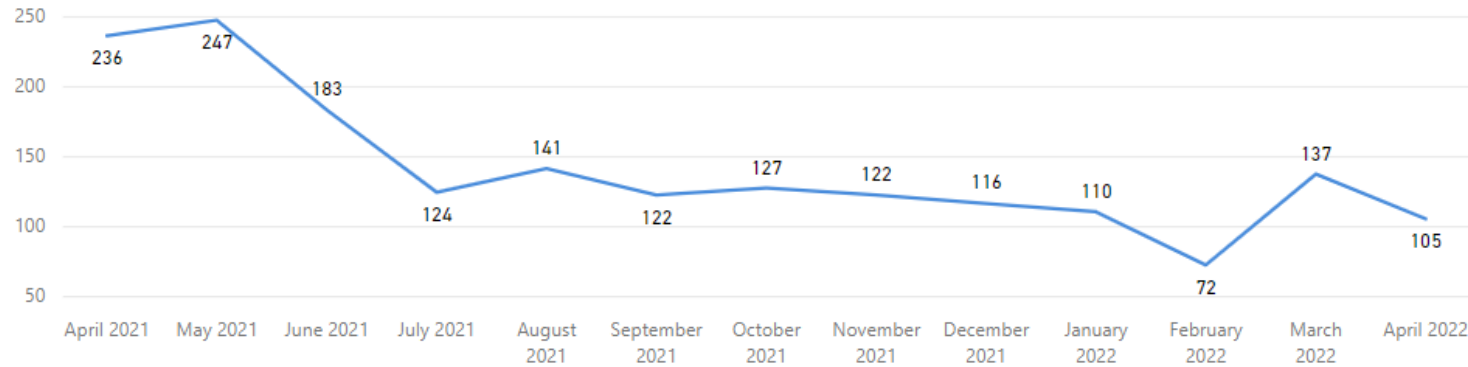
Service
Toxicology

Priority Type
All

Received Filter

4/1/2021 4/30/2022

Received by Month



Total Received

1,842

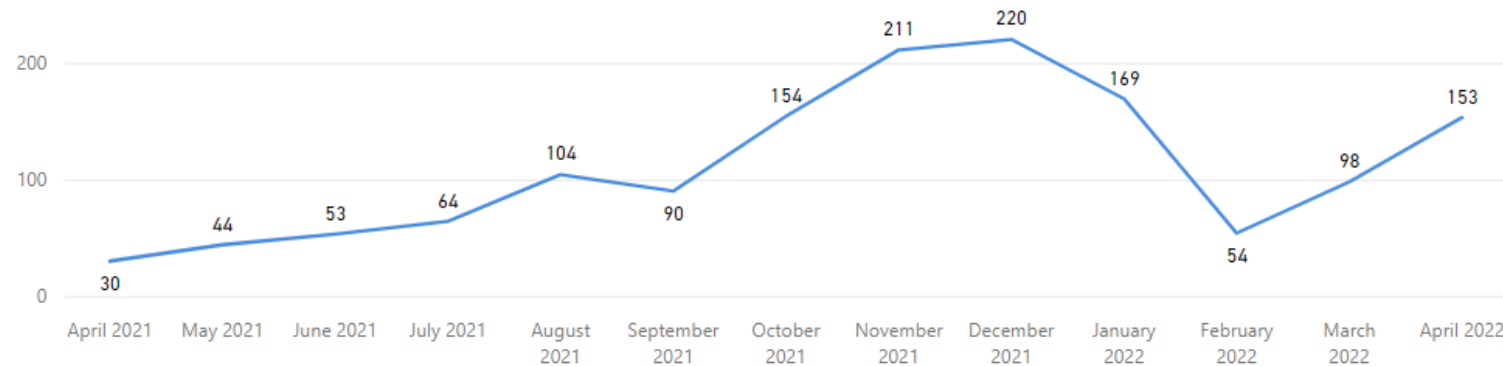
Received per Month (Avg)*

142

Completed Filter

4/1/2021 4/30/2022

Completed by Month



Total Completed

1,444

Completed per Month (Avg)*

111

* months with zero activity are not calculated into the average

Firearms

Service

Firearms Examination

Priority Type

All

Backlogged Requests: 143

Avg Age of Backlog (days): 147

Longest Time in Phase
(Pending)

Unassigned

270

Draft

260

Tech

0

Admin

5

of Unassigned

149!

Goal: 10 (-1390%)

Pending Draft

22!

Goal: 14 (-57.14%)

Pending Tech

0✓

Goal: 9 (+100%)

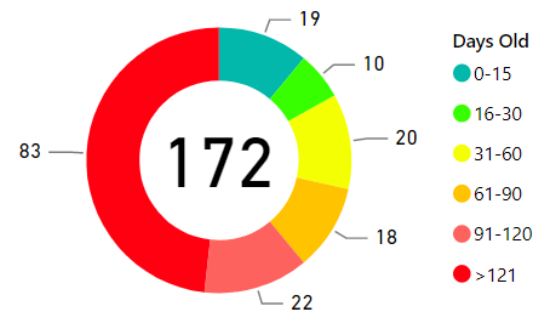
Pending Admin

1✓

Goal: 5 (+80%)

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

Pending Requests



Avg Age (days): 124

Overall TAT
(MTD)

137.6!

Goal: 40, 41

Overall TAT
(Past 90 Days)

101.1!

Goal: 40, 41

Analysis TAT
(MTD)

22.4✓

Goal: 40, 41

Analysis TAT
(Past 90 Days)

23.7✓

Goal: 40, 41

TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

34

Received

34

30 Day Avg (Over Past 90 Days)

Completed

36

Received

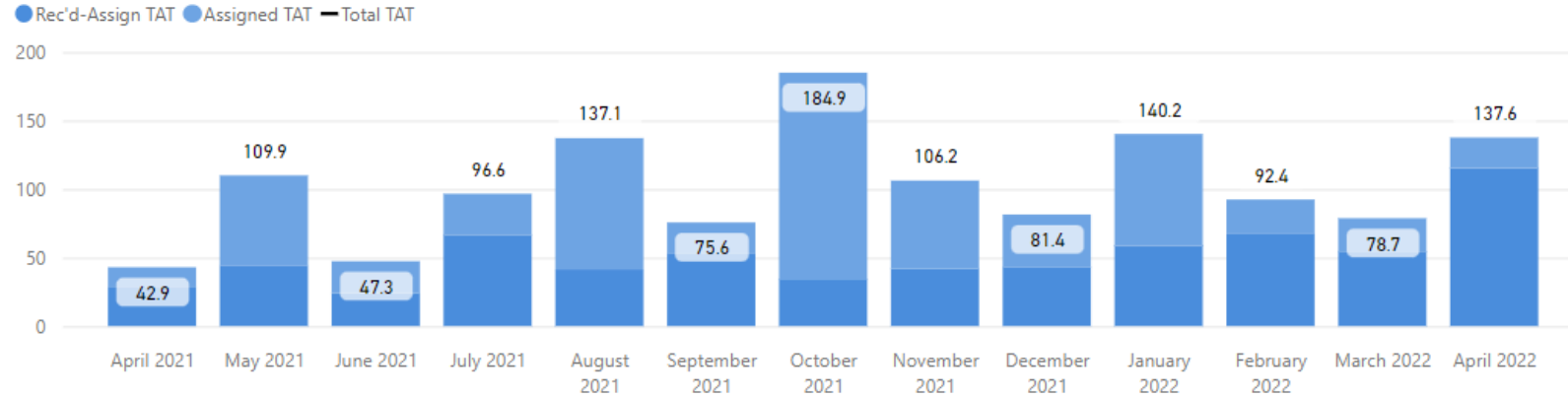
37

Date Range

4/1/2021

4/30/2022

Total TAT by Month



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

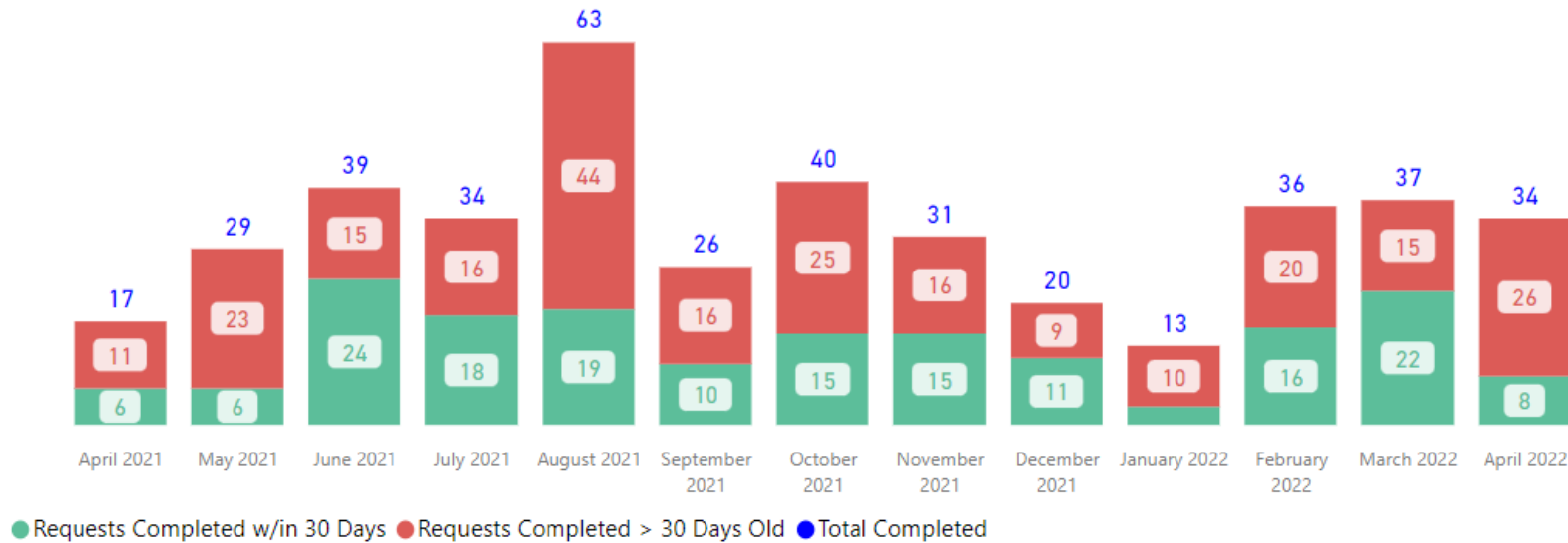
106.69

Total TAT (Rec'd-Compl.) Avg

55.20

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

419

Requests Completed

246

Requests Completed > 30 Days Old

58.71 %

% Completed > 30 Days Old

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

Service

Firearms Examination

Priority Type

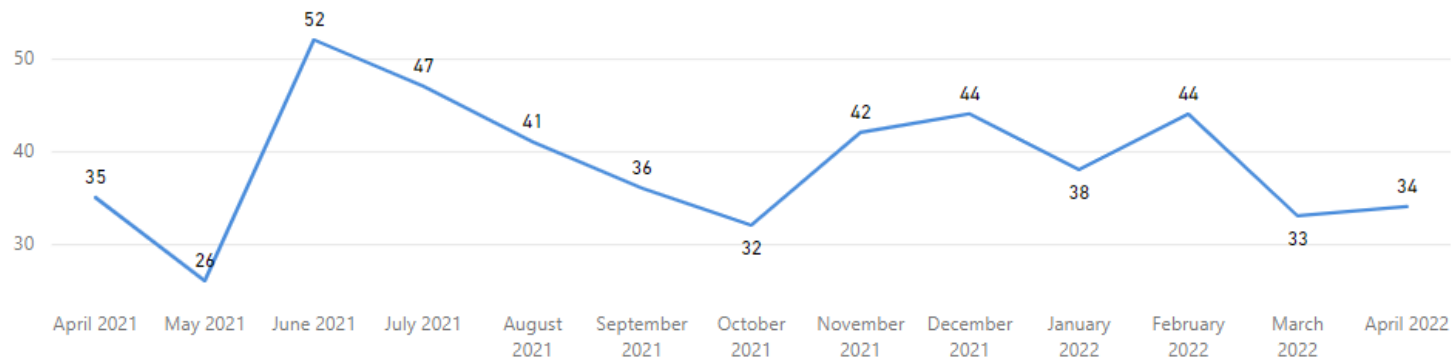
All

Received Filter

4/1/2021

4/30/2022

Received by Month



Total Received

504

Received per Month (Avg)*

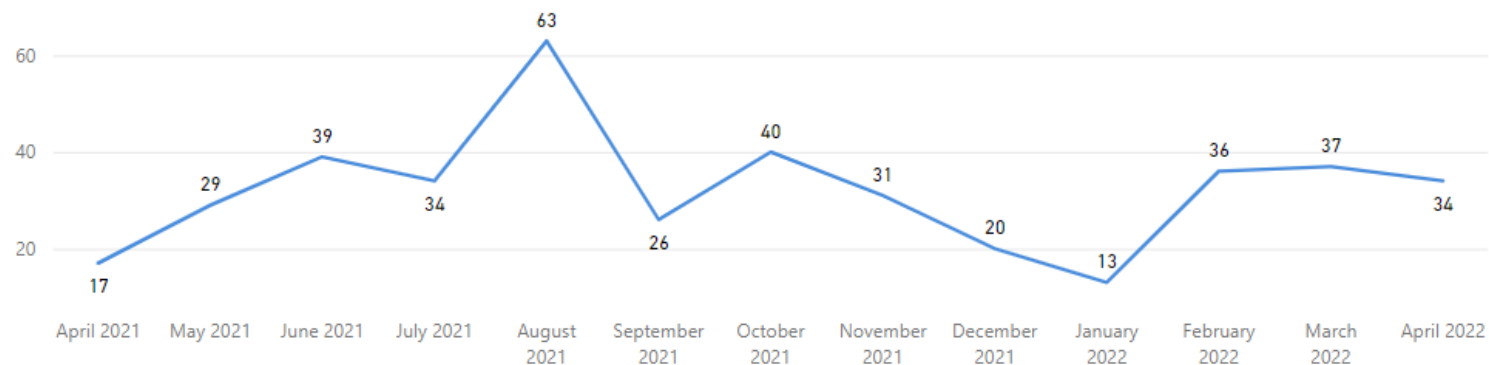
39

Completed Filter

4/1/2021

4/30/2022

Completed by Month



Total Completed

419

Completed per Month (Avg)*

32

* months with zero activity are not calculated into the average

Service

NIBIN Only

Priority Type

All

Backlogged Requests: 4

Avg Age of Backlog (days): 195

Longest Time in Phase (Pending)

Unassigned72

Draft569

Tech8

Admin3

of Unassigned7✓
Goal: 20 (+65%)

Pending Draft13✓
Goal: 35 (+62.86%)

Pending Tech19✓
Goal: 20 (+5%)

Pending Admin12✓
Goal: 20 (+40%)

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

Pending Requests

51

Avg Age (days): 19

Days Old

0-1543

16-304

31-603

61-901

91-1201

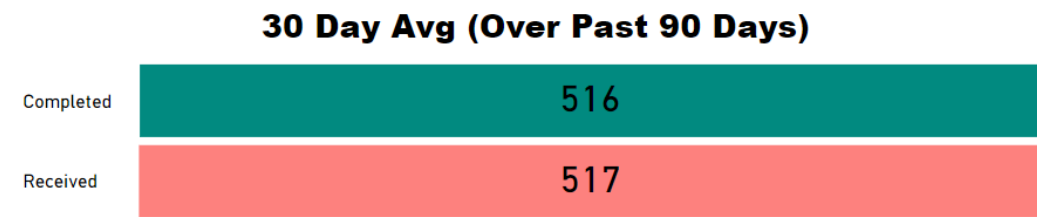
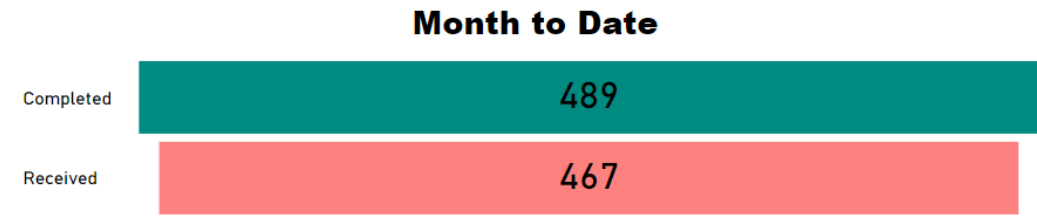
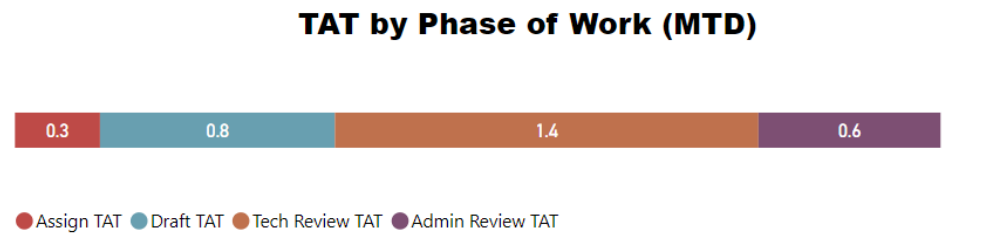
>1211

Overall TAT (MTD)3.2✓
Goal: 7, 8

Overall TAT (Past 90 Days)4.8✓
Goal: 7, 8

Analysis TAT (MTD)2.9✓
Goal: 7, 8

Analysis TAT (Past 90 Days)3.3✓
Goal: 7, 8



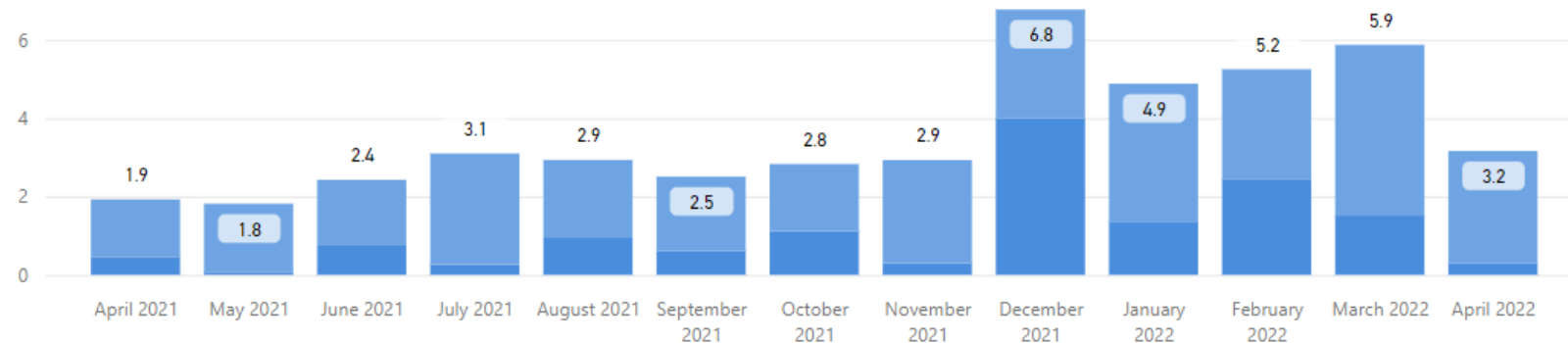
Date Range

4/1/2021

4/30/2022

Total TAT by Month

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



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

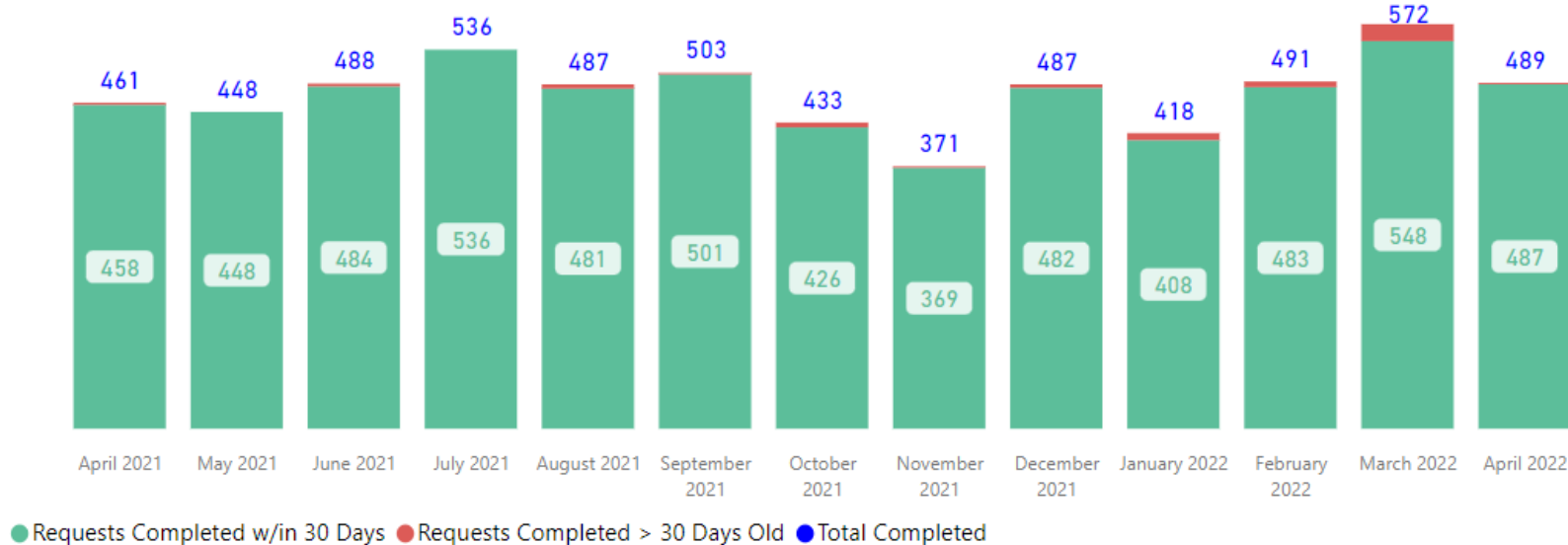
3.61

Total TAT (Rec'd-Compl.) Avg

2.51

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6184

Requests Completed

73

Requests Completed > 30 Days Old

1.18 %

% Completed > 30 Days Old

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

Service

NIBIN Only

Priority Type

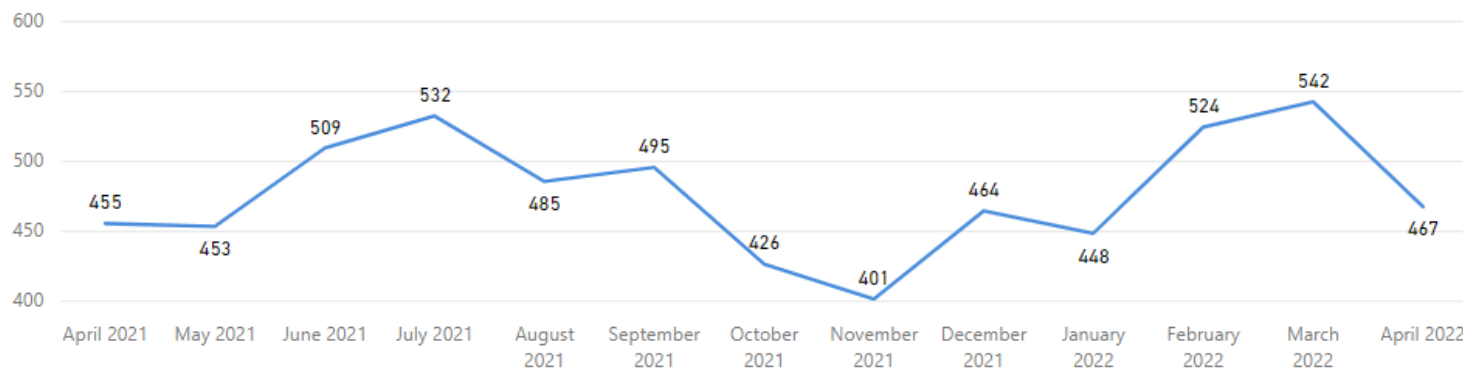
All

Received Filter

4/1/2021

4/30/2022

Received by Month



Total Received

6,201

Received per Month (Avg)*

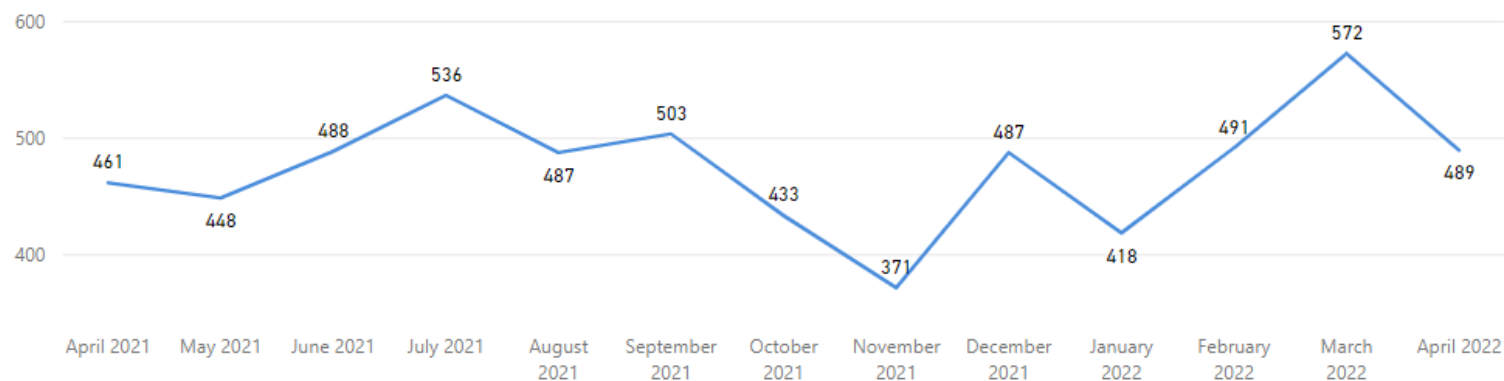
477

Completed Filter

4/1/2021

4/30/2022

Completed by Month



Total Completed

6,184

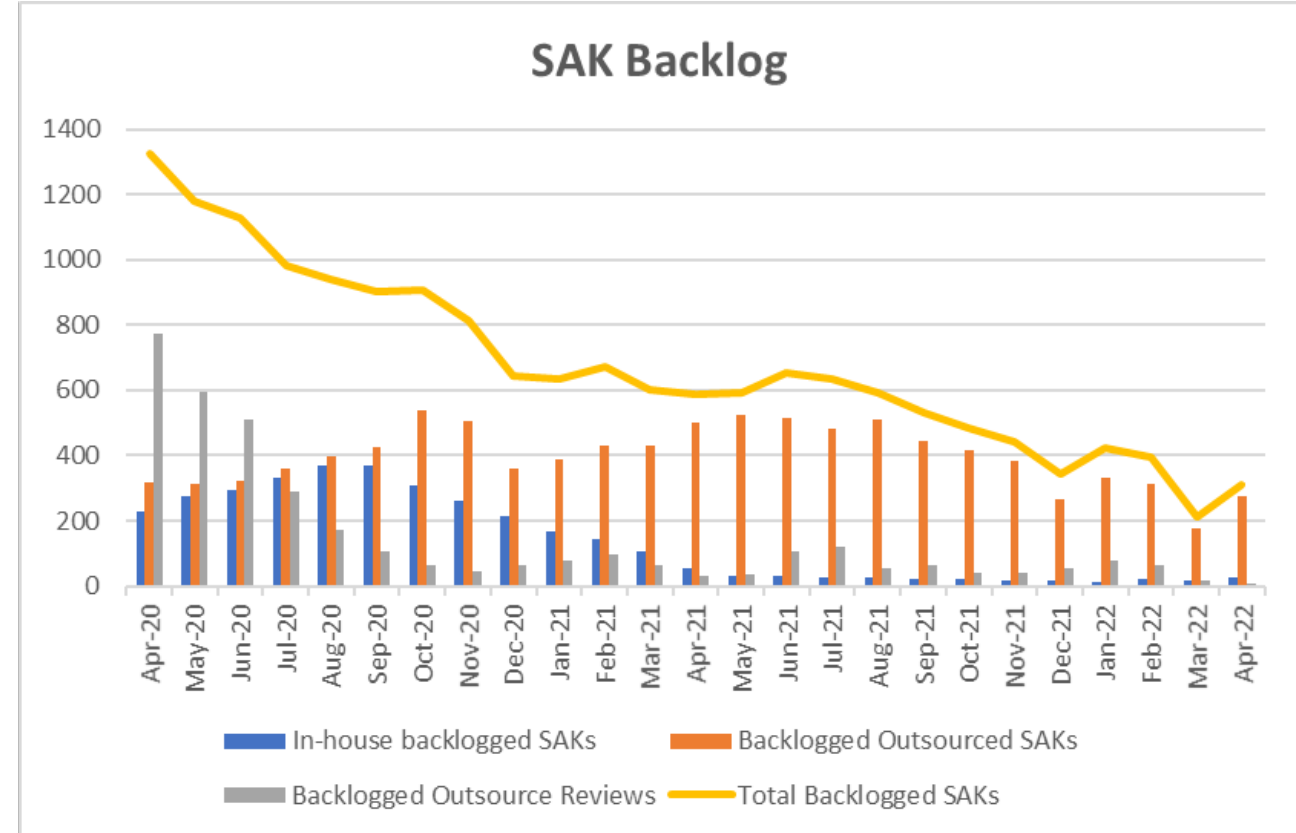
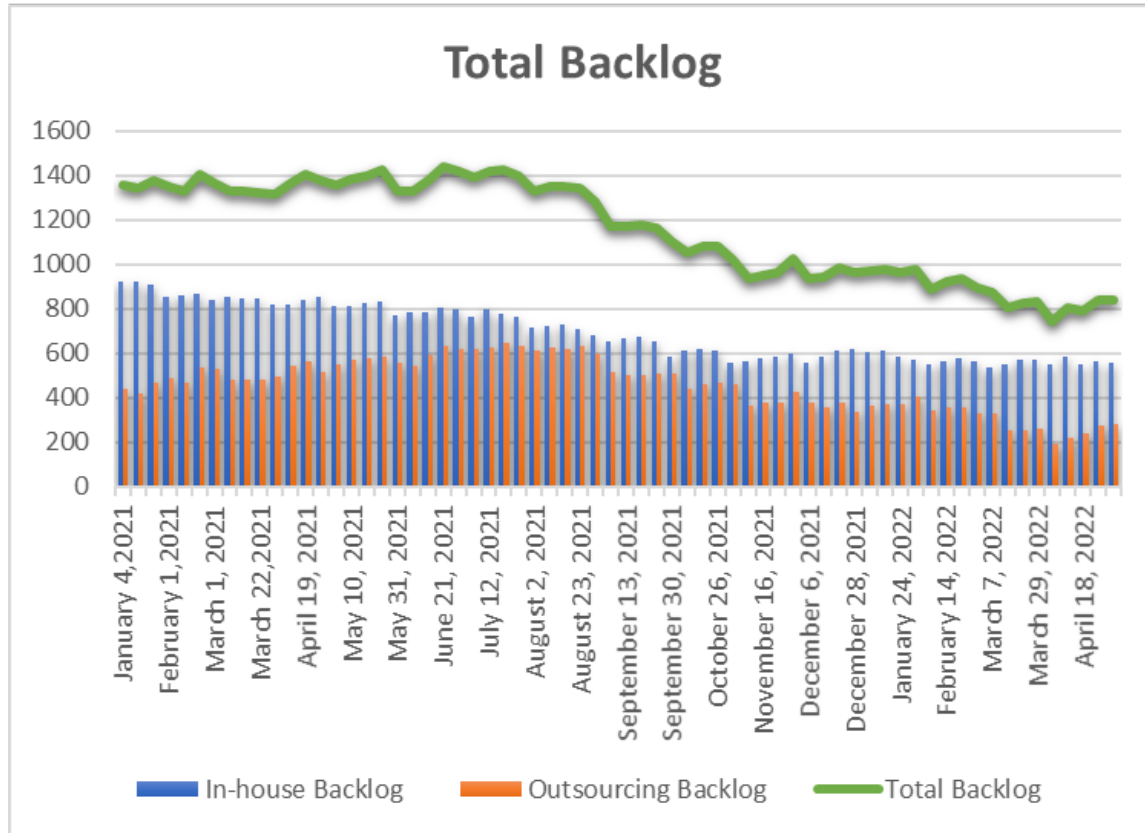
Completed per Month (Avg)*

476

* months with zero activity are not calculated into the average

Forensic Biology

DNA Backlog Update



Section

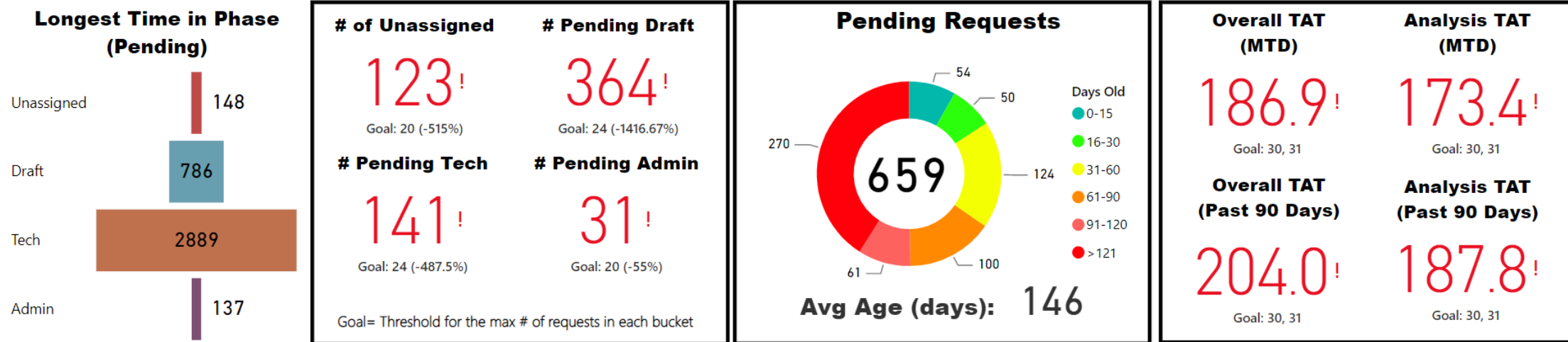
DNA

Request Type

All

Backlogged Requests: 555

Avg Age of Backlog (days): 170



Section

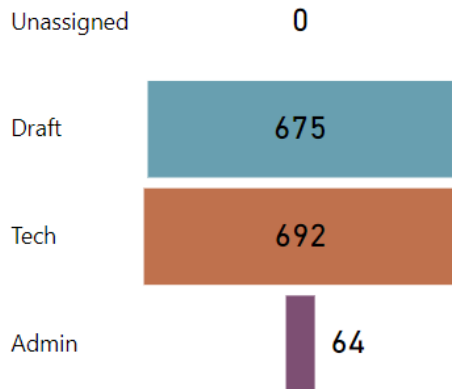
DNA

Request Type

SAK

Backlogged Requests: 26

Avg Age of Backlog (days): 226

Longest Time in Phase
(Pending)

of Unassigned

0✓

Goal: 20 (+100%)

Pending Draft

23✓

Goal: 24 (+4.17%)

Pending Tech

6✓

Goal: 24 (+75%)

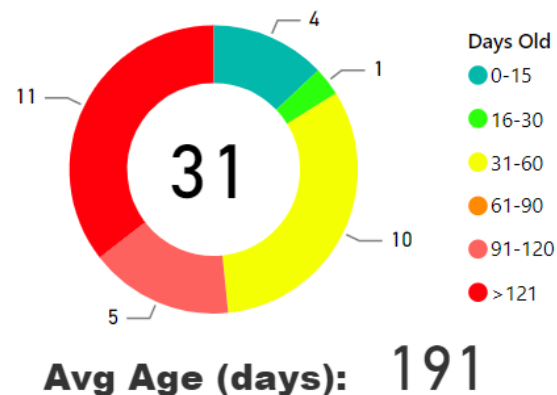
Pending Admin

2✓

Goal: 20 (+90%)

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

Pending Requests

Overall TAT
(MTD)

520.0!

Goal: 30, 31

Overall TAT
(Past 90 Days)

422.8!

Goal: 30, 31

Analysis TAT
(MTD)

451.3!

Goal: 30, 31

Analysis TAT
(Past 90 Days)

368.9!

Goal: 30, 31

TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

Month to Date

Completed

4

Recieved

5

TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

Completed

3

Received

5

Section

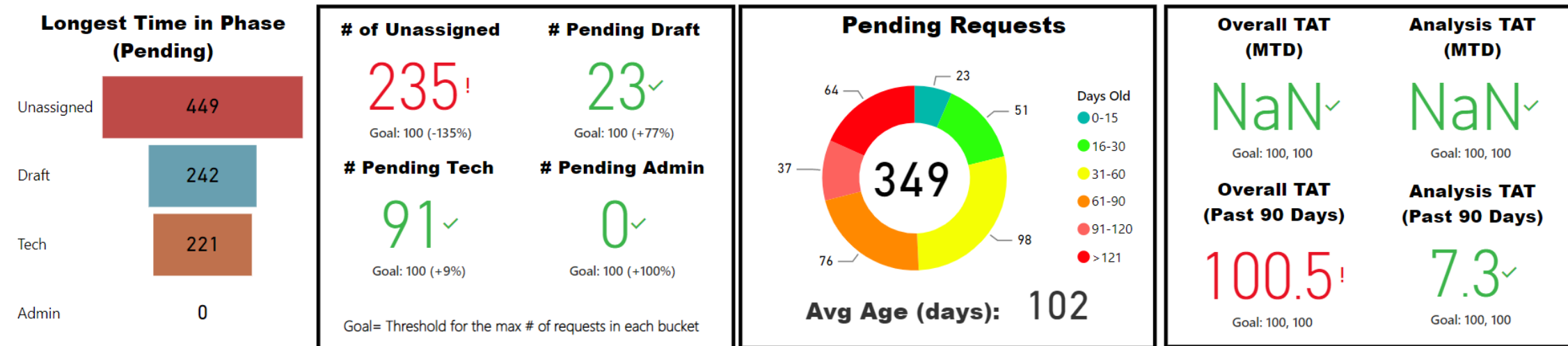
Outsourced - DNA

Request Type

All

Backlogged Requests: 275

Avg Age of Backlog (days): 124



Section

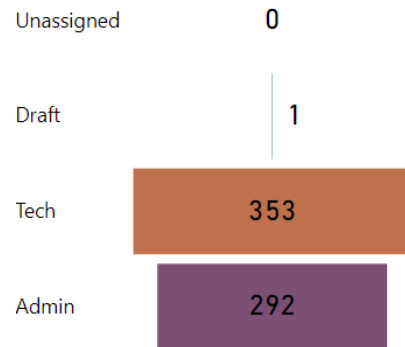
Outsource Technical Revi... ▾

Request Type

All ▾

Backlogged Requests: 9

Avg Age of Backlog (days): 297

Longest Time in Phase
(Pending)

of Unassigned

0✓

Goal: 100 (+100%)

Pending Draft

1✓

Goal: 100 (+99%)

Pending Tech

9✓

Goal: 100 (+91%)

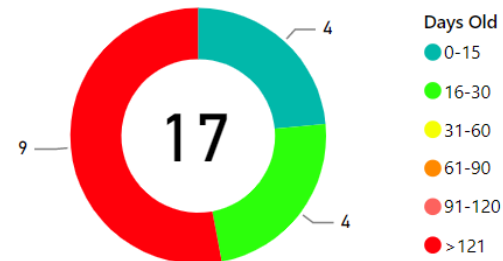
Pending Admin

7✓

Goal: 100 (+93%)

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

Pending Requests



Avg Age (days): 164

Overall TAT
(MTD)

128.9!

Goal: 100, 100

Analysis TAT
(MTD)

128.9!

Goal: 100, 100

Overall TAT
(Past 90 Days)

88.1✓

Goal: 100, 100

Analysis TAT
(Past 90 Days)

86.9✓

Goal: 100, 100

TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

7

Recieved

9

30 Day Avg (Over Past 90 Days)

Completed

35

Received

4

Date Range

4/1/2021

4/30/2022

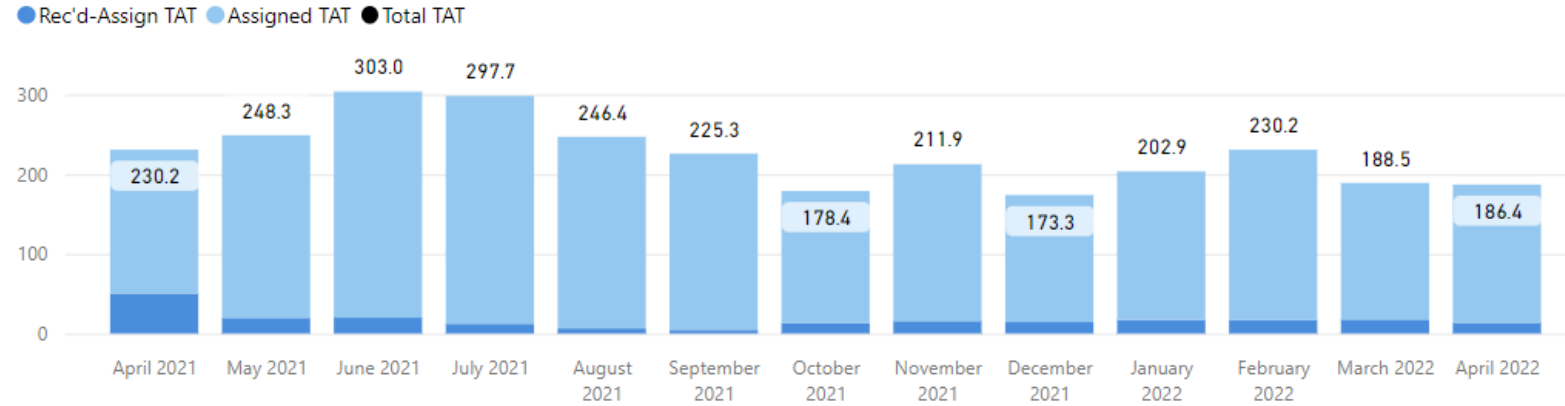
Request Type

DNA

Request Type

All

Total TAT by Month



Selected Time Frame Averages

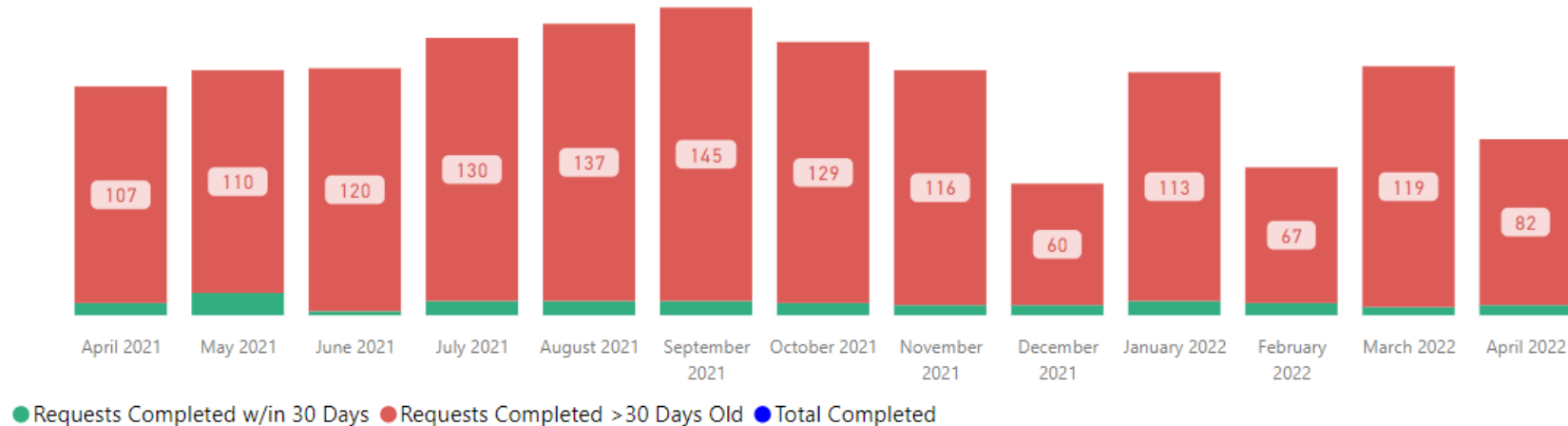
228.08

Total TAT (Rec'd-Compl.) Avg

212.04

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1513

Requests Completed

1435

Requests Completed > 30 Days

94.84 %

% Completed > 30 Days

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

Section

DNA

Request Type

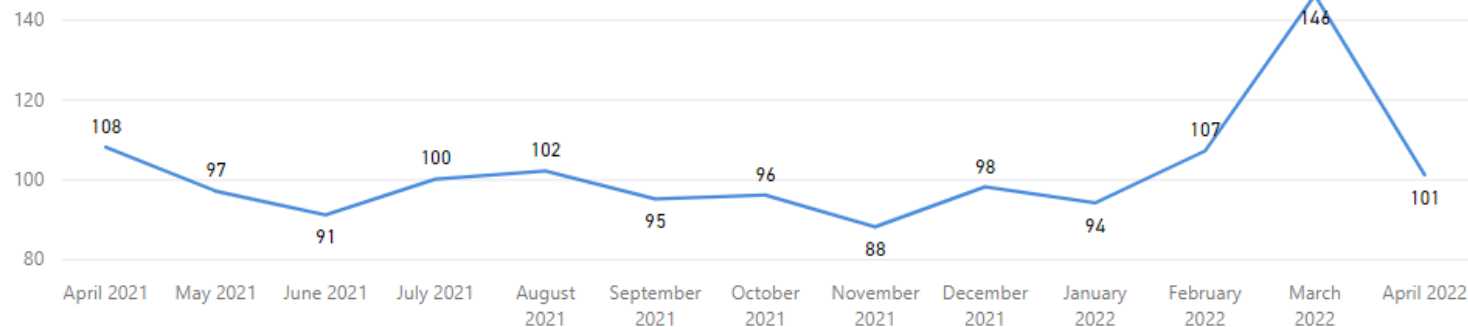
All

Received Filter

4/1/2021

4/30/2022

Received by Month



Total Received

1323

Received per Month (Avg)*

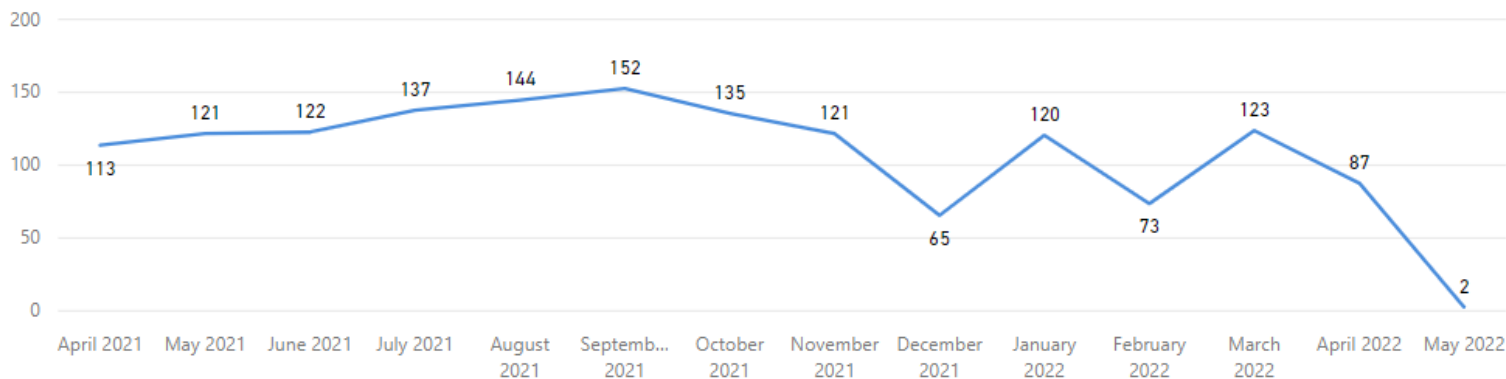
102

Completed Filter

4/1/2021

5/3/2022

Completed by Month



Total Completed

1515

Completed per Month (Avg)*

108

* months with zero activity are not calculated into the average

Section

Screening

Request Type

All

Backlogged Requests:

12

Avg Age of Backlog (days):

44

Longest Time in Phase (Pending)

Unassigned	0
Draft	66
Tech	12
Admin	1

of Unassigned

0✓

Goal: 10 (+100%)

Pending Draft

51!

Goal: 14 (-264.29%)

Pending Tech

7✓

Goal: 16 (+56.25%)

Pending Admin

1✓

Goal: 12 (+91.67%)

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

Pending Requests

59

Avg Age (days): 19

Days Old

0-15

16-30

31-60

61-90

91-120

>121

Overall TAT (MTD)

16.6!

Goal: 10, 11

Overall TAT (Past 90 Days)

11.8!

Goal: 10, 11

Analysis TAT (MTD)

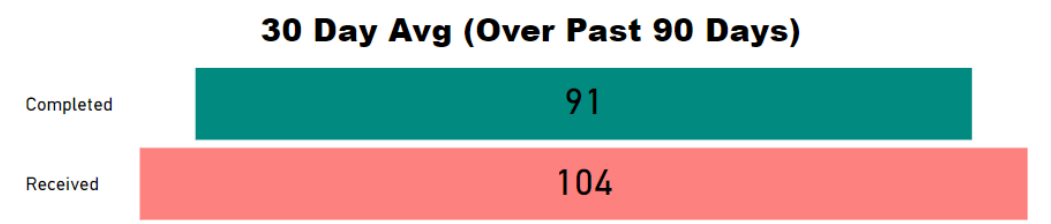
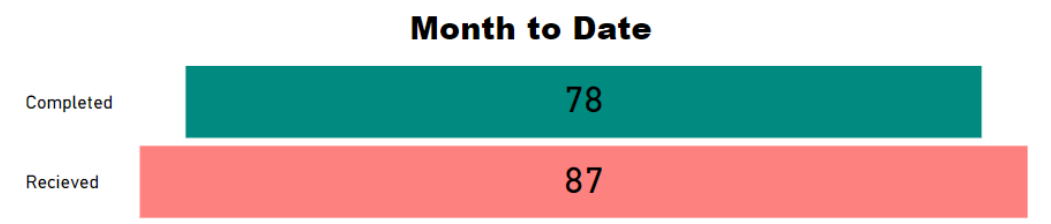
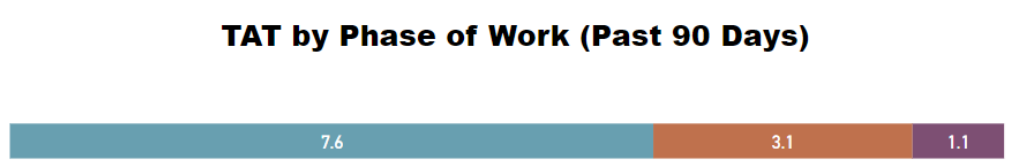
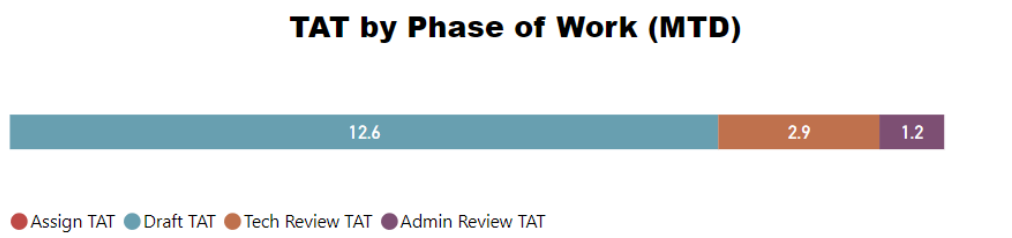
16.6!

Goal: 10, 11

Analysis TAT (Past 90 Days)

11.8!

Goal: 10, 11



Date Range

4/1/2021

4/30/2022

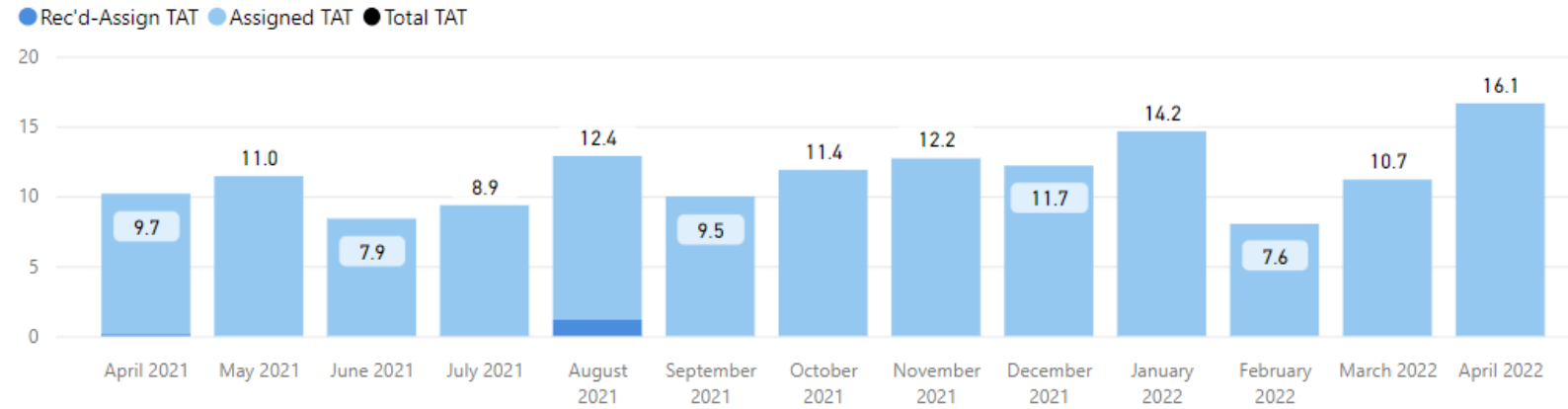
Request Type

Screening

Request Type

All

Total TAT by Month



Selected Time Frame Averages

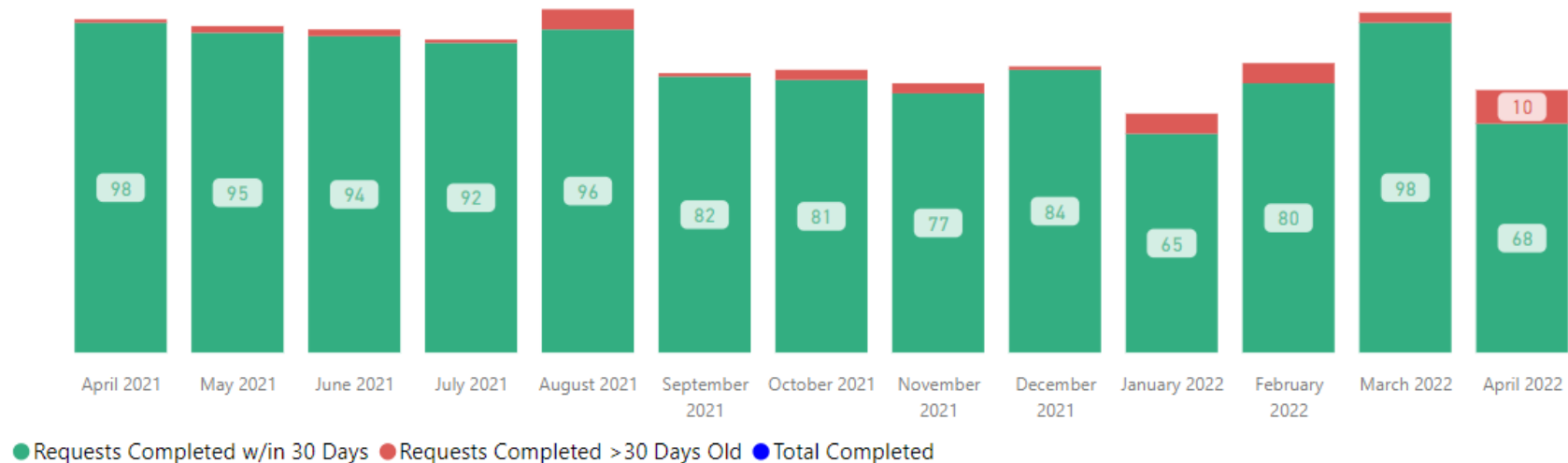
10.90

Total TAT (Rec'd-Compl.) Avg

11.26

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1155

Requests Completed

45

Requests Completed > 30 Days

3.90 %

% Completed > 30 Days

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

Section

Screening

Request Type

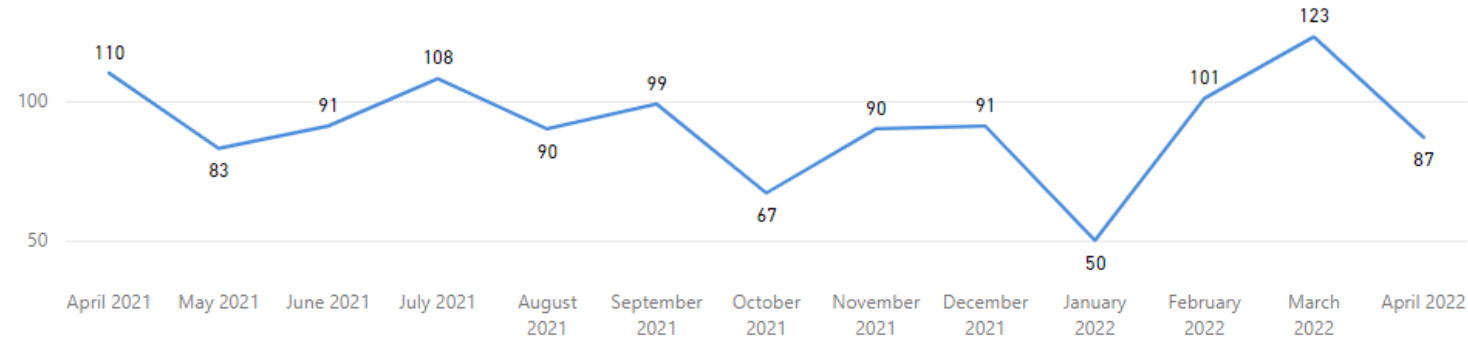
All

Received Filter

4/1/2021

4/30/2022

Received by Month



Total Received

1190

Received per Month (Avg)*

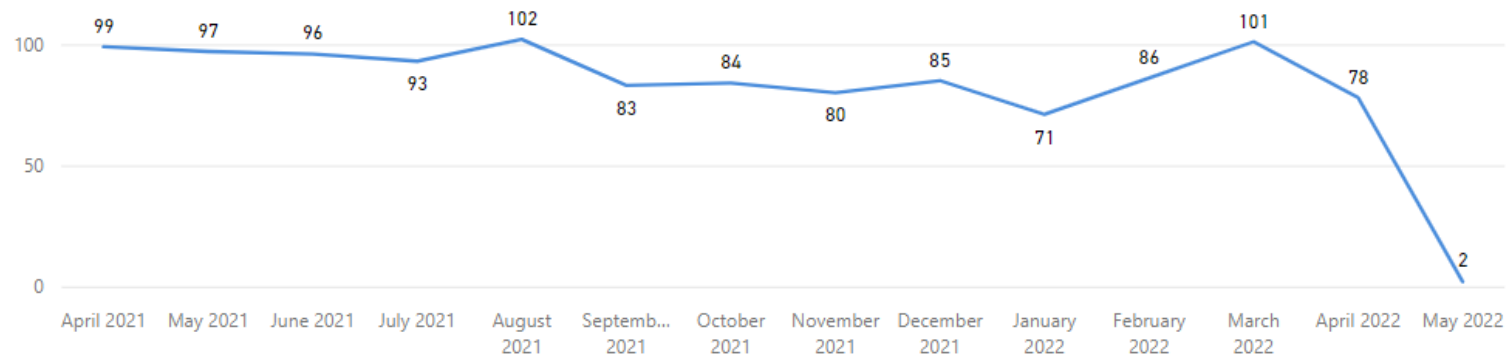
92

Completed Filter

4/1/2021

5/3/2022

Completed by Month



Total Completed

1157

Completed per Month (Avg)*

83

* months with zero activity are not calculated into the average

Section

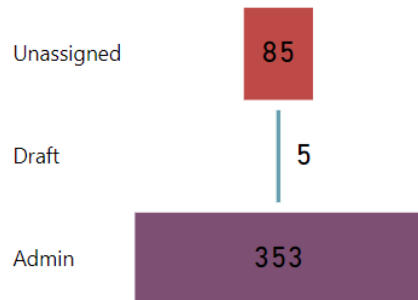
CODIS

CODIS Hit Type

All

Backlogged Requests: 4

Avg Age of Backlog (days): 128

Longest Time in Phase
(Pending)

of Unassigned

22✓

Goal: 100 (+78%)

Pending Draft

9✓

Goal: 20 (+55%)

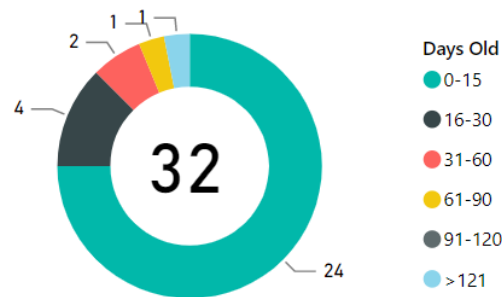
Pending Admin

1✓

Goal: 15 (+93.33%)

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

Pending Requests



Avg Age (days): 23

Overall TAT
(MTD)

15.6✓

Goal: 30, 31

Overall TAT
(Past 90 Days)

12.2✓

Goal: 30, 31

Analysis TAT
(MTD)

3.8✓

Goal: 30, 31

Analysis TAT
(Past 90 Days)

4.6✓

Goal: 30, 31

TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Draft to Release TAT ● Assigned to Release TAT (no draft)

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

418

Received

349

30 Day Avg (Over Past 90 Days)

Completed

402

Received

389

Date Range

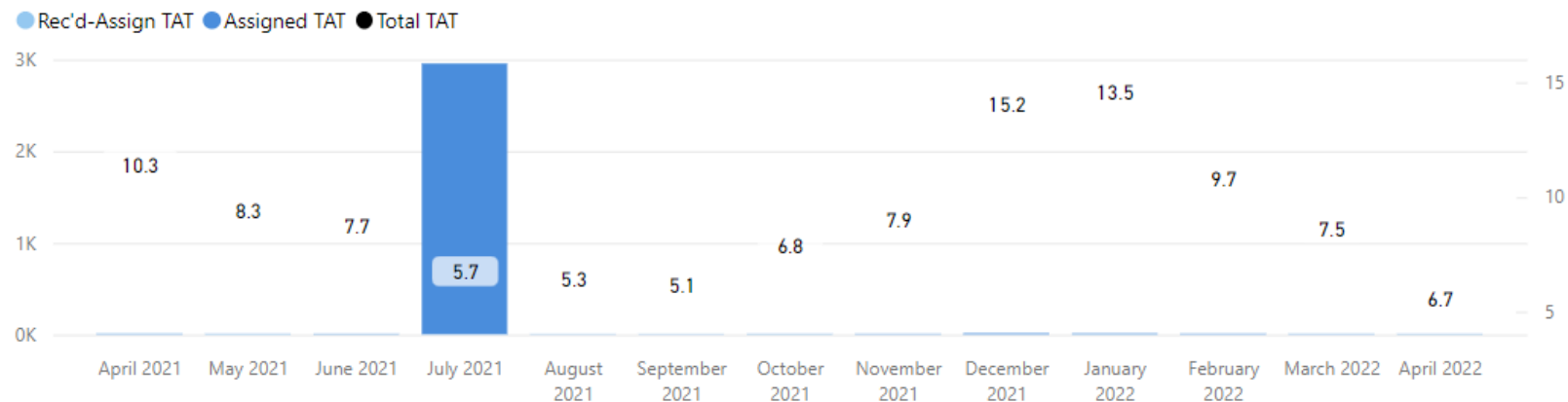
4/1/2021

4/30/2022

Request Type

CODIS

Total TAT by Month



Selected Time Frame Averages

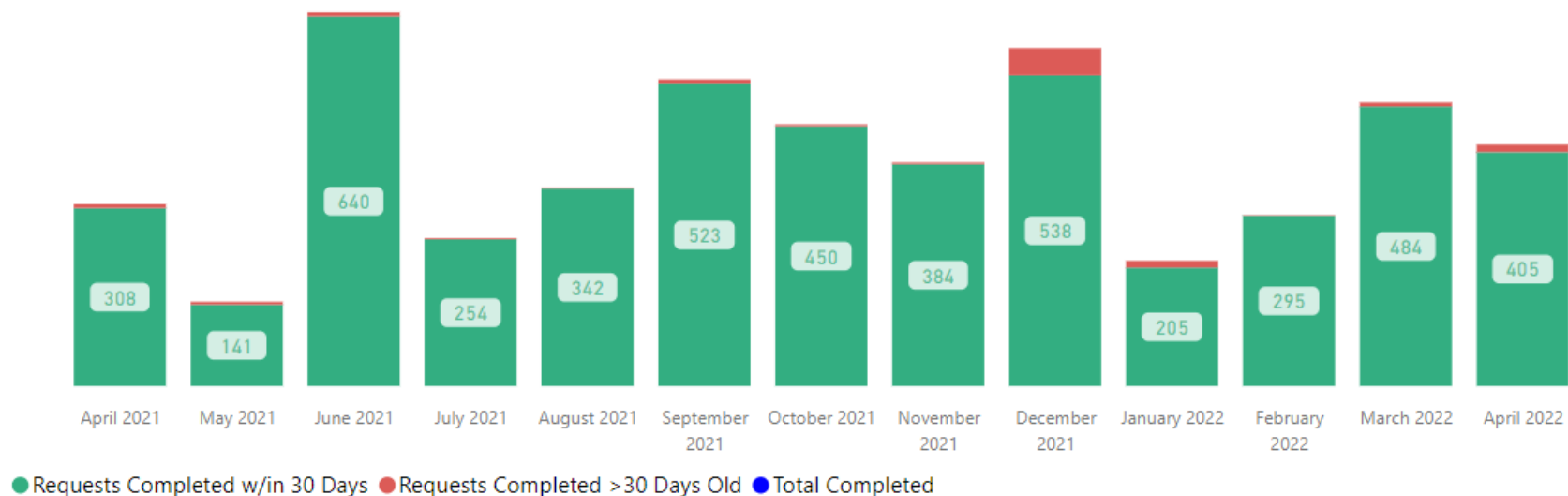
8.39

Total TAT (Rec'd-Compl.) Avg

153.29

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5085

Requests Completed

116

Requests Completed > 30 Days

2.28 %

% Completed > 30 Days

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

Section

CODIS

Hit Type

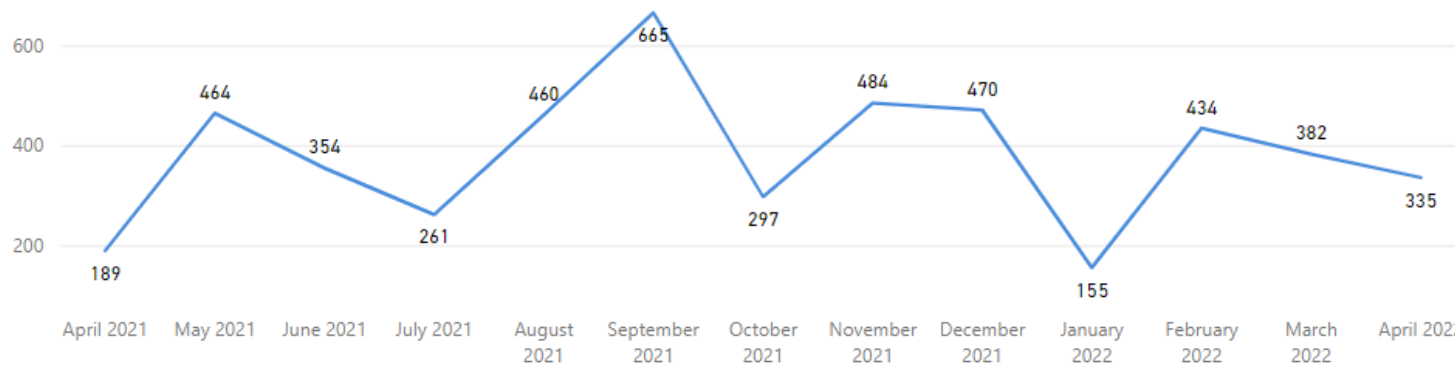
All

Received Filter

4/1/2021

4/30/2022

Received by Month



Total Received

4950

Received per Month (Avg)*

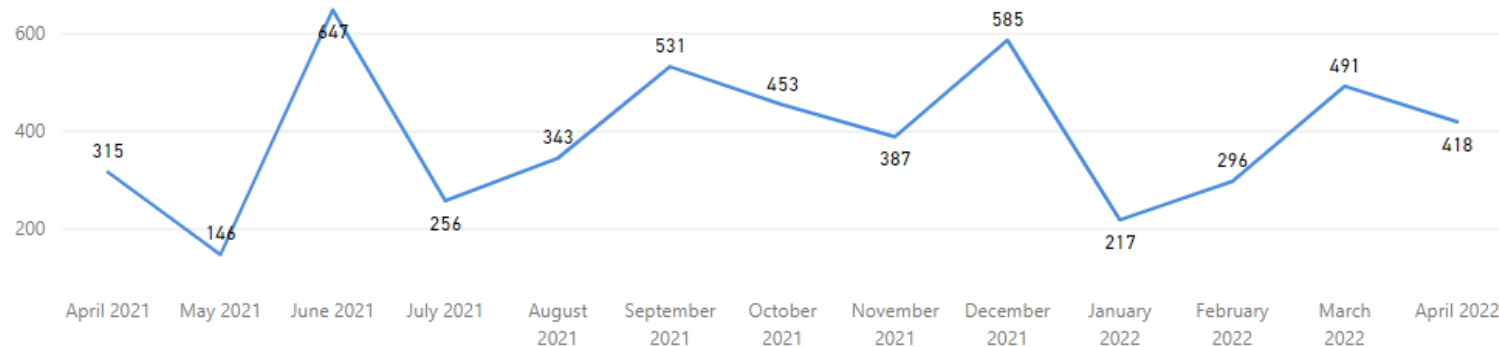
381

Completed Filter

4/1/2021

4/30/2022

Completed by Month



Total Completed

5085

Completed per Month (Avg)*

391

* months with zero activity are not calculated into the average

Latent Prints

Service

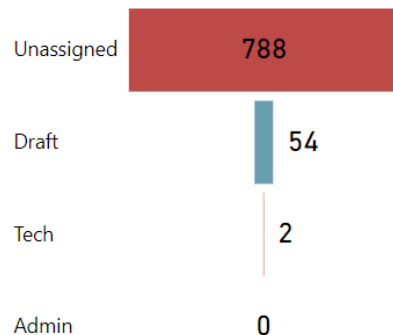
Latent Comparison

Priority Type

All

Backlogged Requests: 1819

Avg Age of Backlog (days): 477

Longest Time in Phase
(Pending)

of Unassigned

1857!

Goal: 230 (-707.39%)

Pending Draft

38✓

Goal: 50 (+24%)

Pending Tech

4✓

Goal: 50 (+92%)

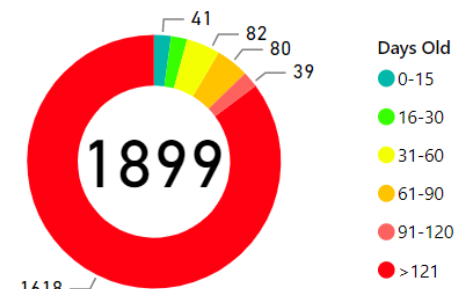
Pending Admin

0✓

Goal: 50 (+100%)

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

Pending Requests



Avg Age (days): 458

Overall TAT
(MTD)

363.1!

Goal: 45, 46

Overall TAT
(Past 90 Days)

376.0!

Goal: 45, 46

Analysis TAT
(MTD)

7.3✓

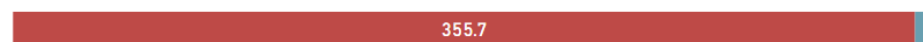
Goal: 45, 46

Analysis TAT
(Past 90 Days)

6.5✓

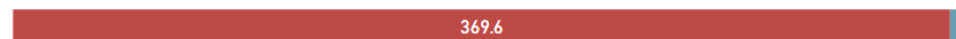
Goal: 45, 46

TAT by Phase of Work (MTD)

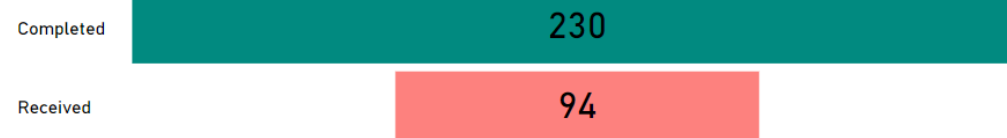


● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

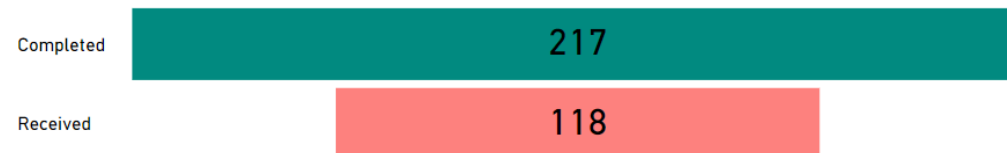
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

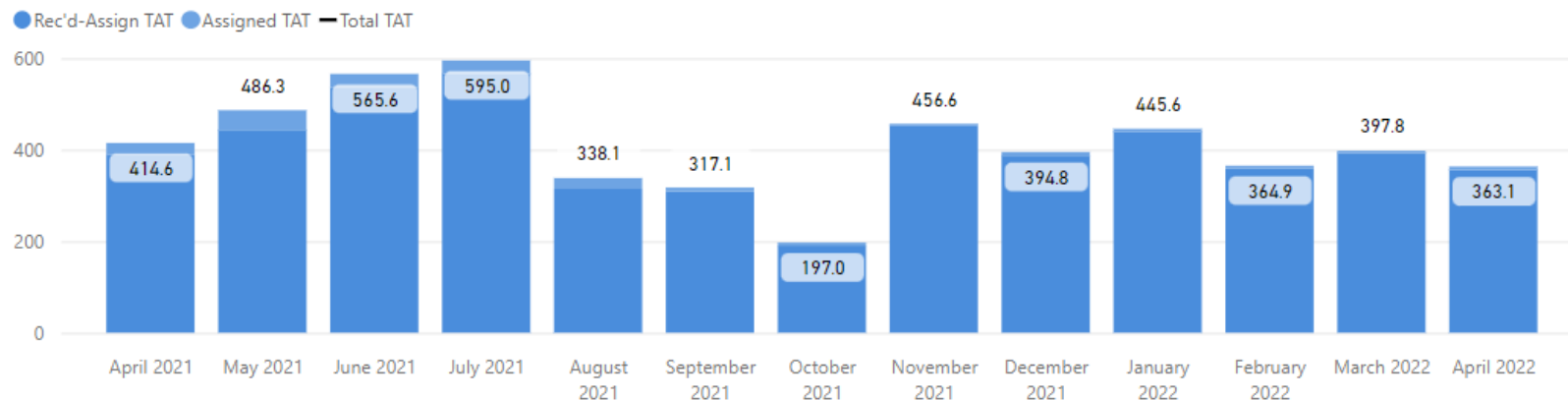


Date Range

4/1/2021

4/30/2022

Total TAT by Month



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

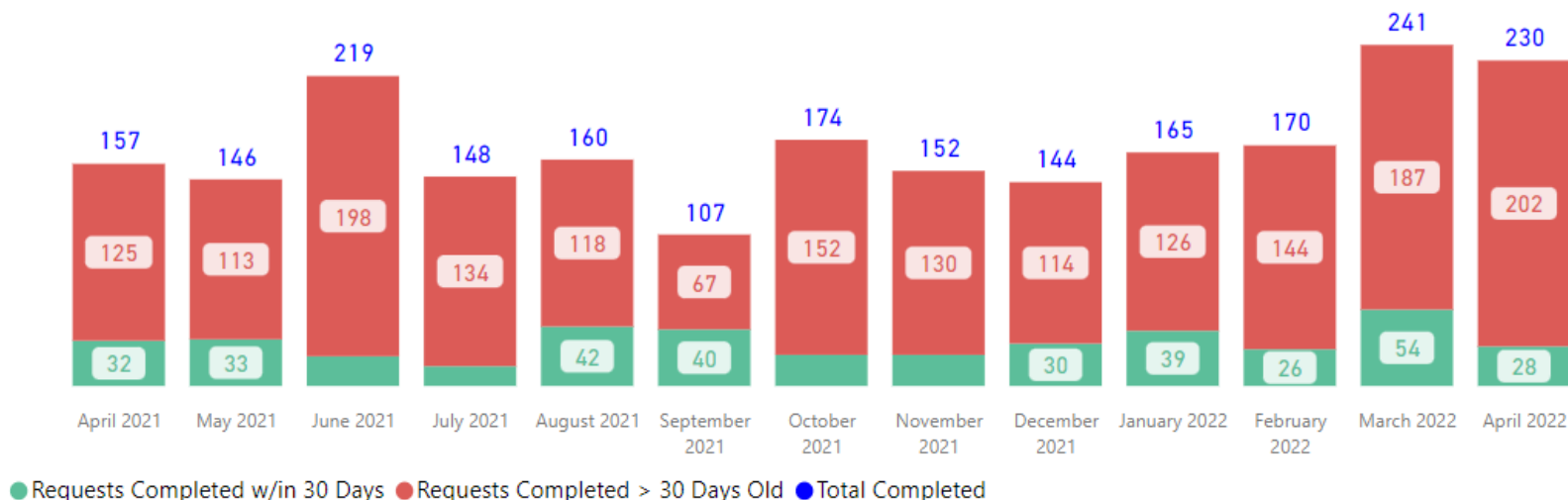
411.88

Total TAT (Rec'd-Compl.) Avg

15.38

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2213

Requests Completed

1810

Requests Completed > 30 Days Old

81.79 %

% Completed > 30 Days Old

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

Service

Latent Comparison

Priority Type

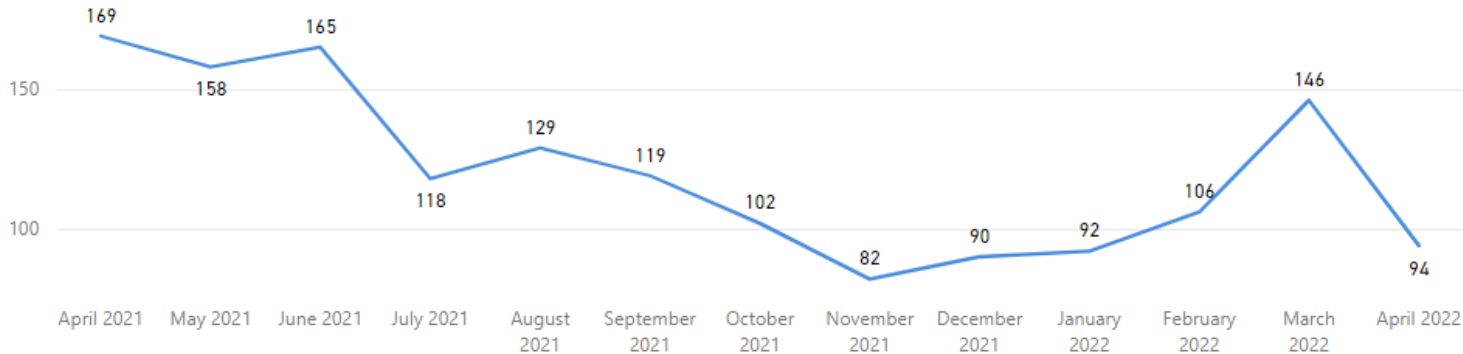
All

Received Filter

4/1/2021

4/30/2022

Received by Month



Total Received

1,570

Received per Month (Avg)*

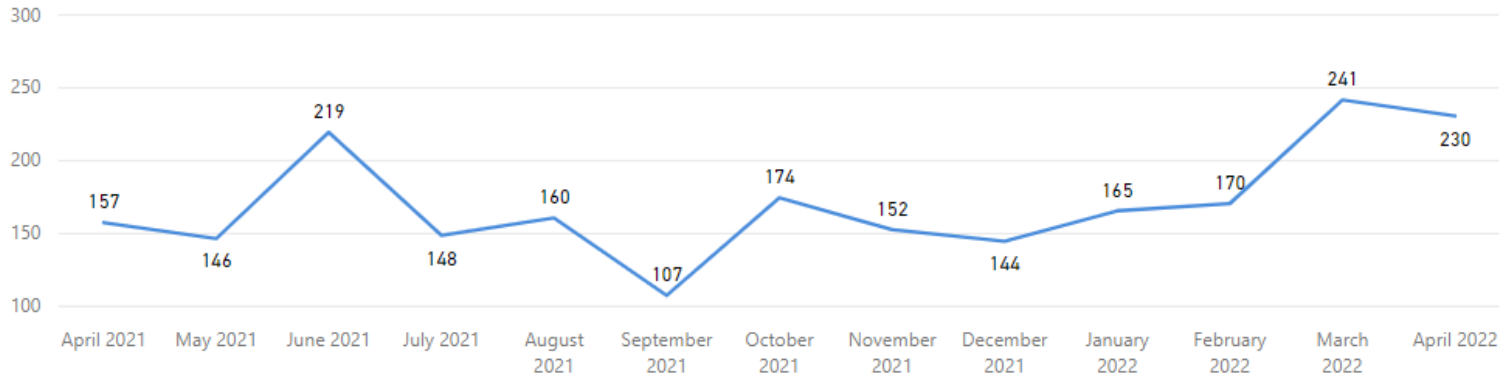
121

Completed Filter

4/1/2021

4/30/2022

Completed by Month



Total Completed

2,213

Completed per Month (Avg)*

170

* months with zero activity are not calculated into the average

Service

Latent Processing

Priority Type

All

Backlogged Requests:

670

Avg Age of Backlog (days):

447

Longest Time in Phase (Pending)

Unassigned

947

Draft

575

Tech

1

Admin

2

of Unassigned

701!

Goal: 50 (-1302%)

Pending Draft

9✓

Goal: 30 (+70%)

Pending Tech

2✓

Goal: 30 (+93.33%)

Pending Admin

2✓

Goal: 30 (+93.33%)

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

Pending Requests

713

Avg Age (days): 421

28

28

25

602

Days Old

0-15

16-30

31-60

61-90

91-120

>121

Overall TAT (MTD)

309.2!

Goal: 30, 31

Overall TAT (Past 90 Days)

302.3!

Goal: 30, 31

Analysis TAT (MTD)

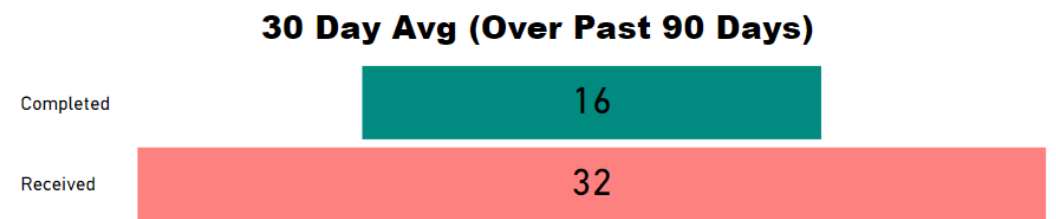
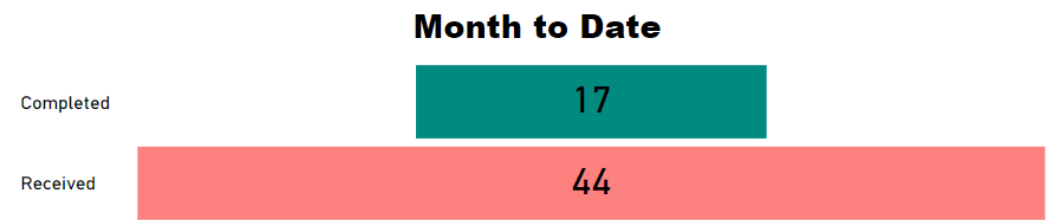
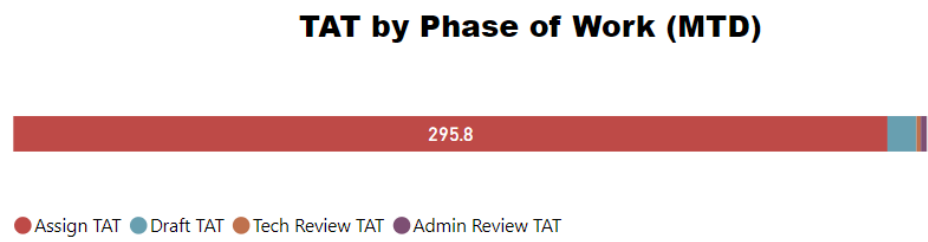
13.4✓

Goal: 30, 31

Analysis TAT (Past 90 Days)

24.2✓

Goal: 30, 31



Date Range

4/1/2021

4/30/2022

Request Type

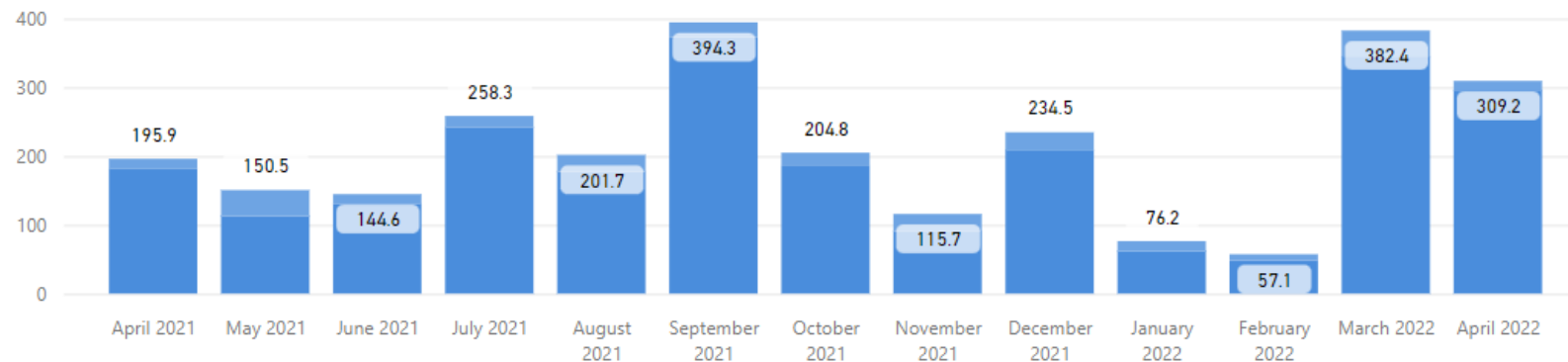
Latent Processing

Priority Type

All

Total TAT by Month

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



Selected Time Frame Averages

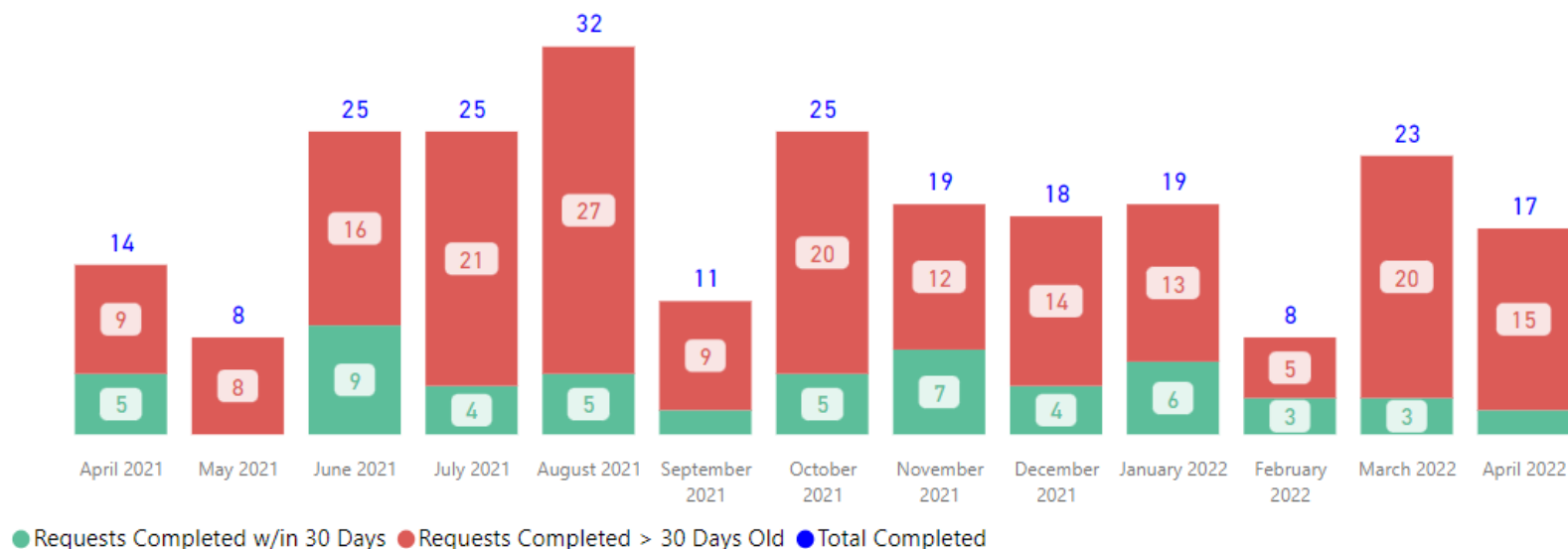
214.35

Total TAT (Rec'd-Compl.) Avg

21.21

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

244

Requests Completed

189

Requests Completed > 30 Days Old

77.46 %

% Completed > 30 Days Old

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

Service

Latent Processing

Priority Type

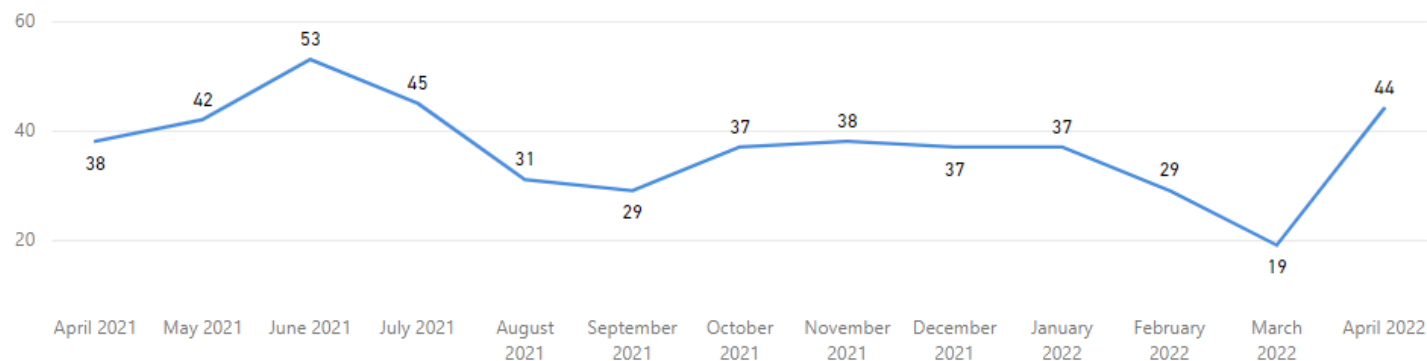
All

Received Filter

4/1/2021

4/30/2022

Received by Month



Total Received

479

Received per Month (Avg)*

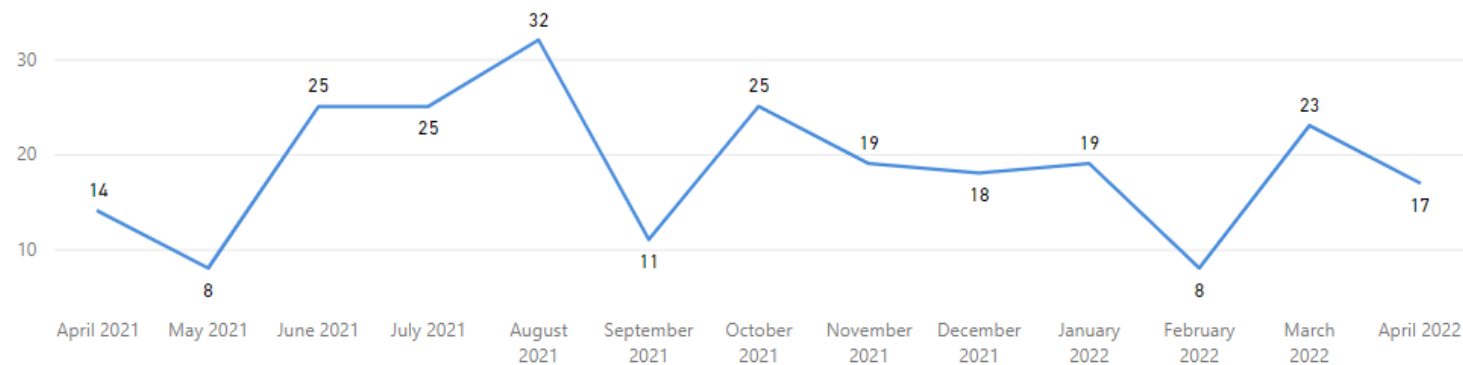
37

Completed Filter

4/1/2021

4/30/2022

Completed by Month



Total Completed

244

Completed per Month (Avg)*

19

* months with zero activity are not calculated into the average

Digital Multi-Media

Service

AV Call Out

Priority Type

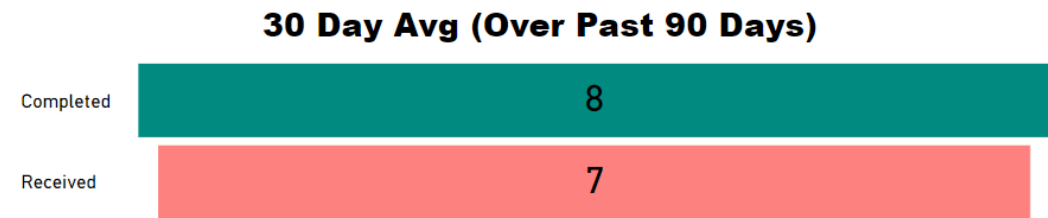
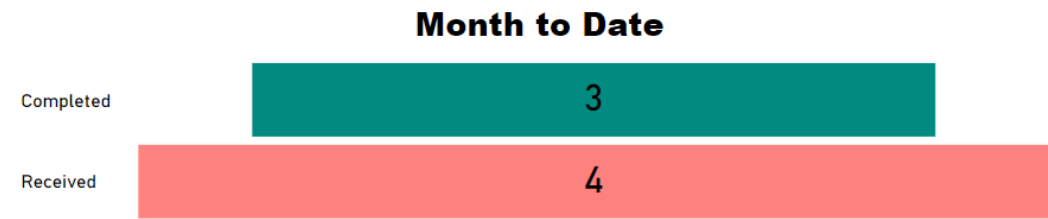
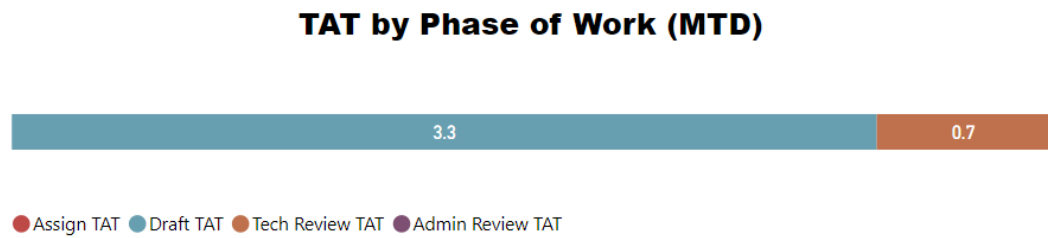
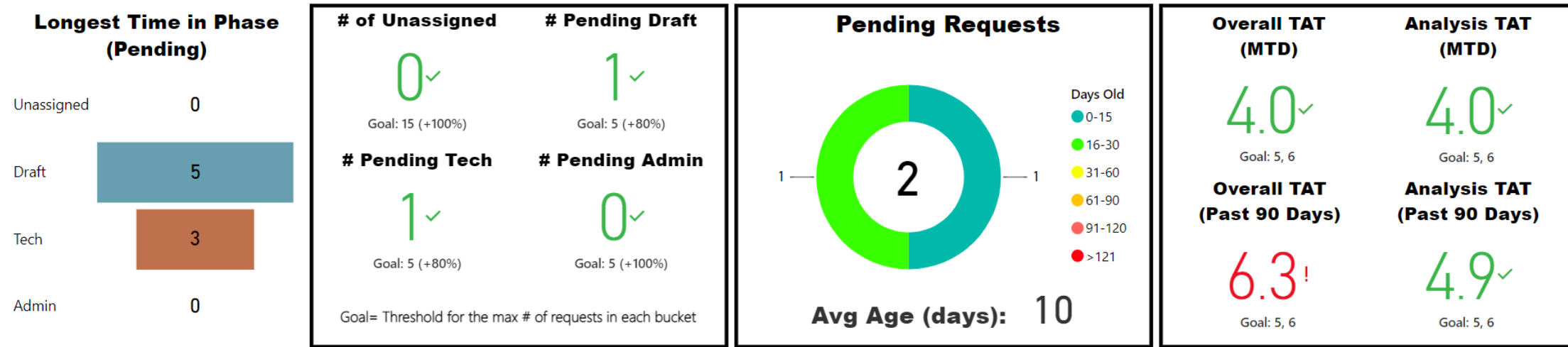
All

Backlogged Requests:

0

Avg Age of Backlog (days):

(Blank)



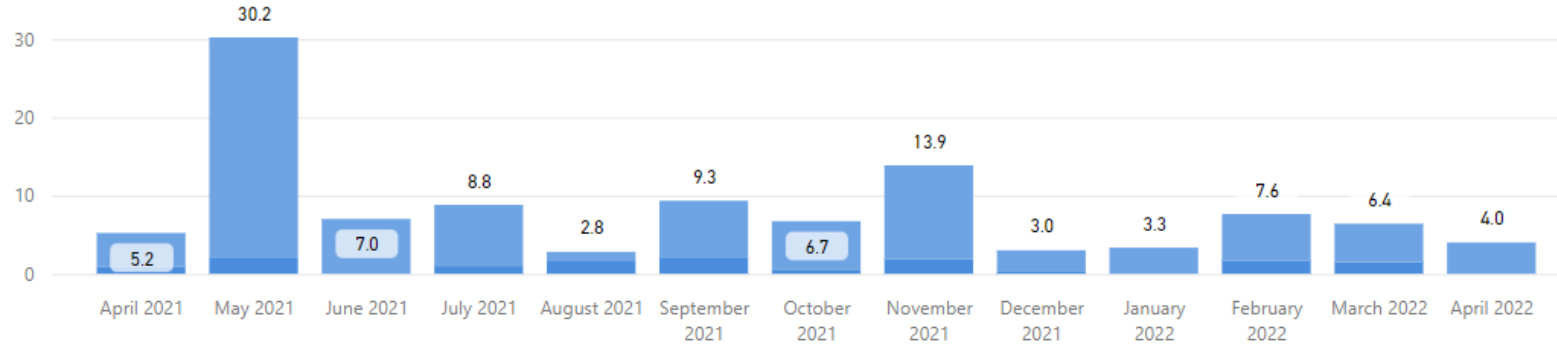
Date Range

4/1/2021

4/30/2022

Total TAT by Month

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



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

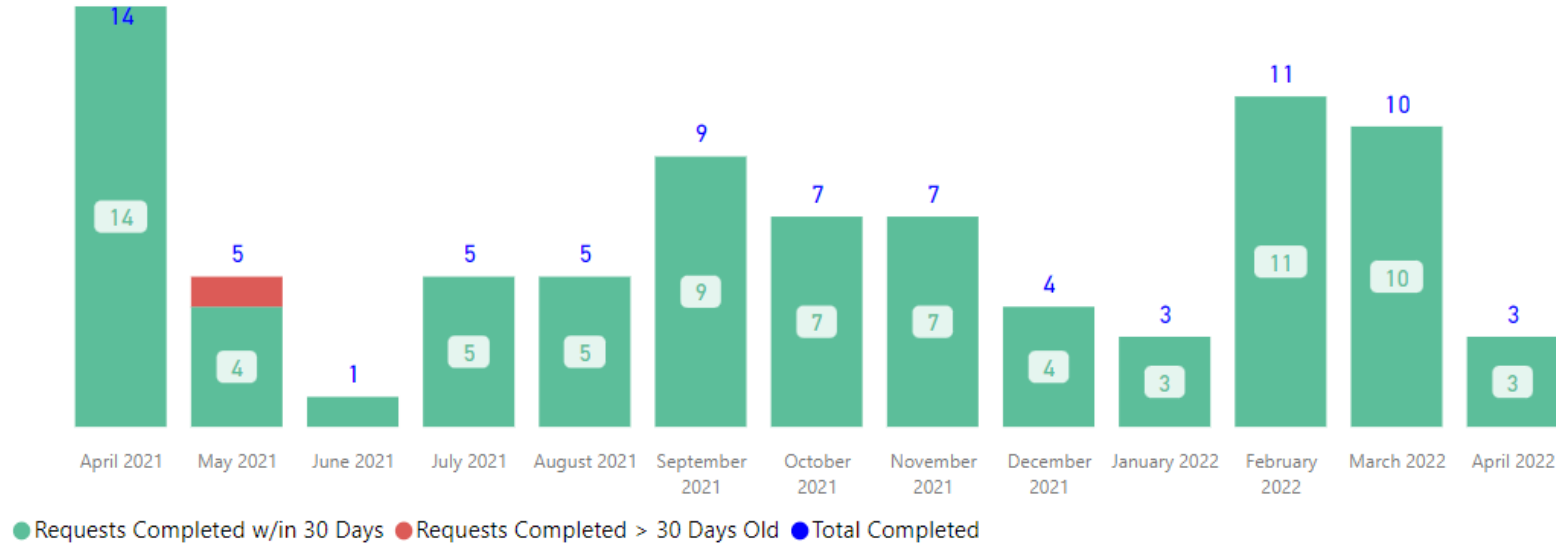
8.32

Total TAT (Rec'd-Compl.) Avg

7.07

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

84

Requests Completed

1

Requests Completed > 30 Days Old

1.19 %

% Completed > 30 Days Old

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

Service

AV Call Out

Priority Type

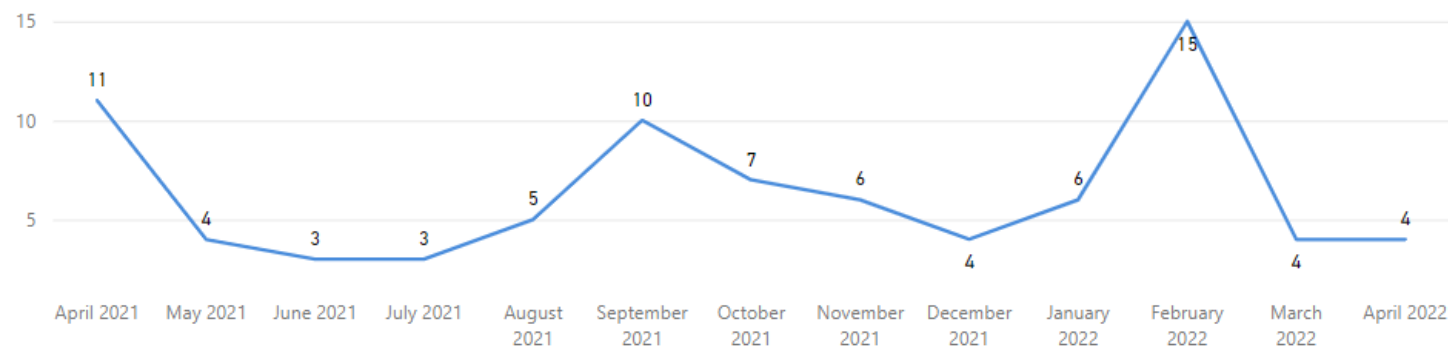
All

Received Filter

4/1/2021

4/30/2022

Received by Month



Total Received

82

Received per Month (Avg)*

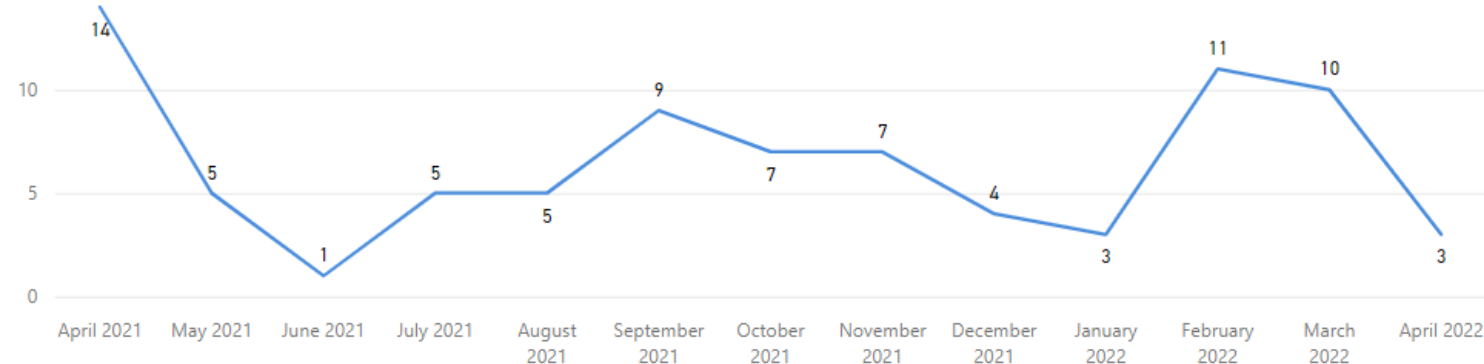
6

Completed Filter

4/1/2021

4/30/2022

Completed by Month



Total Completed

84

Completed per Month (Avg)*

6

* months with zero activity are not calculated into the average

Service

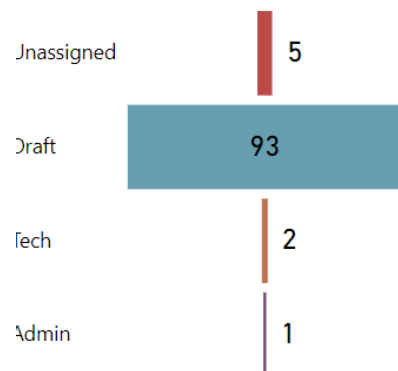
AV Examination

Priority Type

All

Backlogged Requests: 4

Avg Age of Backlog (days): 70

Longest Time in Phase
(Pending)

of Unassigned

3✓

Goal: 15 (+80%)

Pending Draft

4✓

Goal: 5 (+20%)

Pending Tech

1✓

Goal: 5 (+80%)

Pending Admin

1✓

Goal: 5 (+80%)

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

Pending Requests



Avg Age (days): 37

Overall TAT
(MTD)

36.5✓

Goal: 45, 46

Overall TAT
(Past 90 Days)

33.4✓

Goal: 45, 46

Analysis TAT
(MTD)

14.4✓

Goal: 45, 46

Analysis TAT
(Past 90 Days)

11.6✓

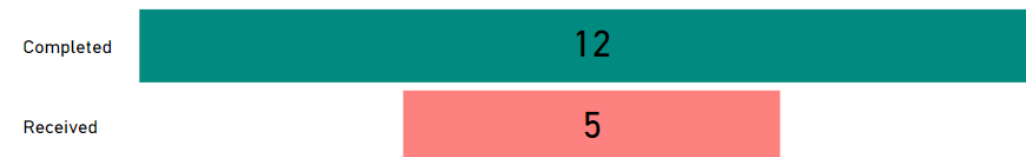
Goal: 45, 46

TAT by Phase of Work (MTD)



● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

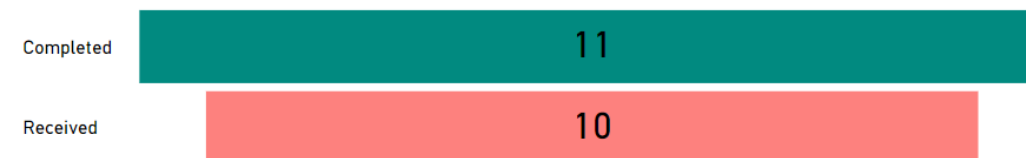
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

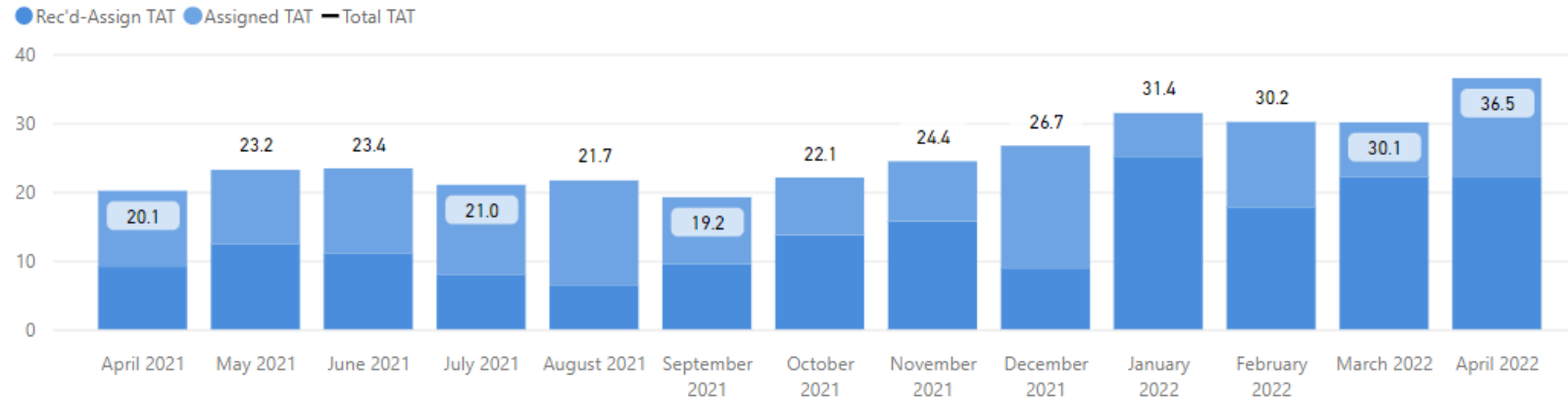


Date Range

4/1/2021

4/30/2022

Total TAT by Month



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

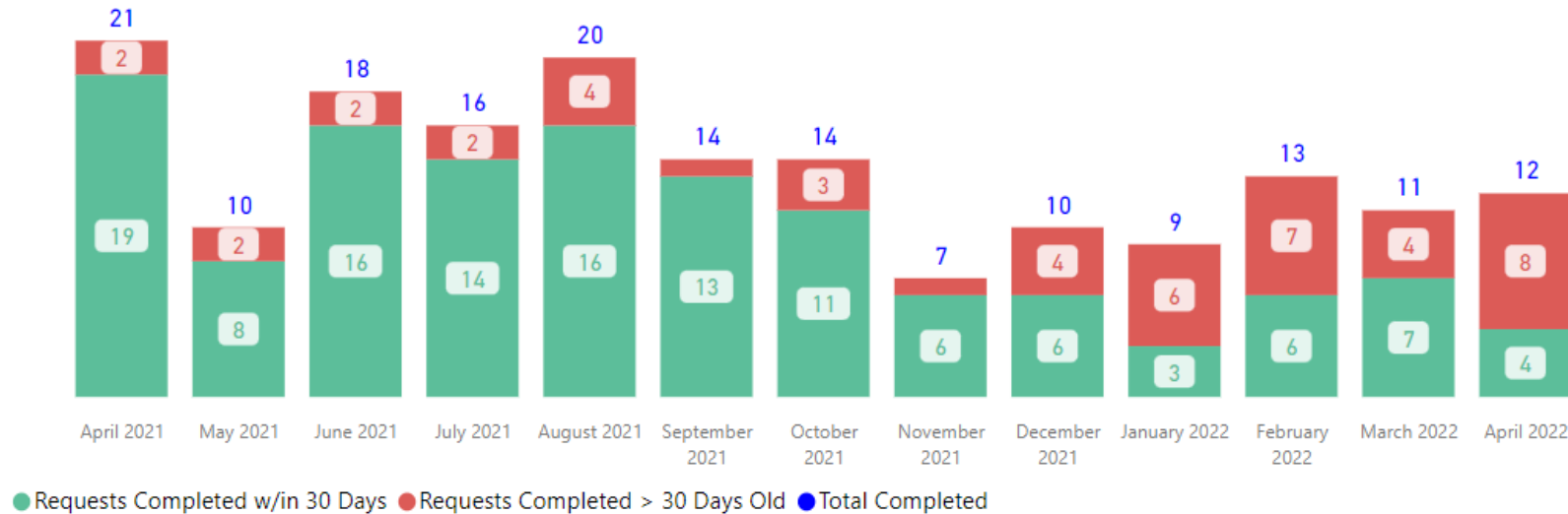
24.60

Total TAT (Rec'd-Compl.) Avg

11.71

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

175

Requests Completed

46

Requests Completed > 30 Days Old

26.29 %

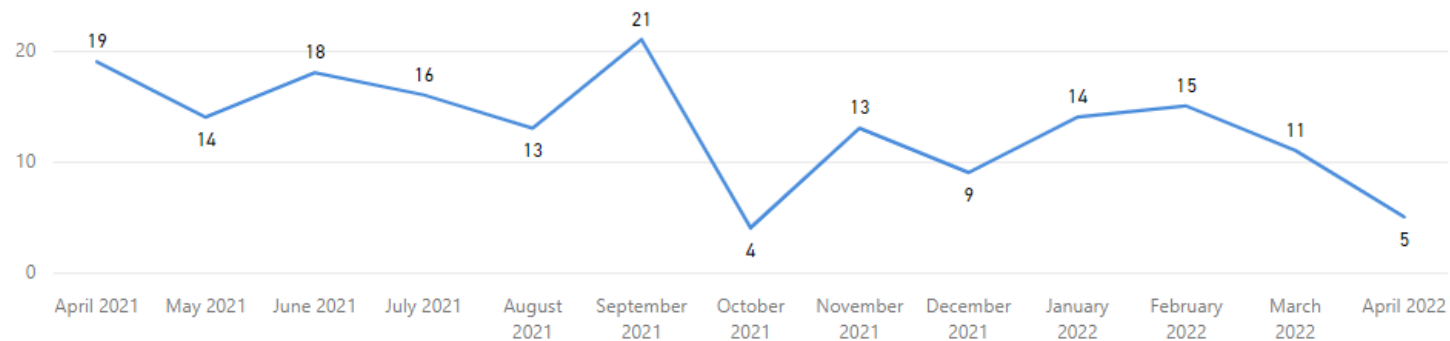
% Completed > 30 Days Old

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

Service Priority Type

Received Filter

Received by Month



Total Received

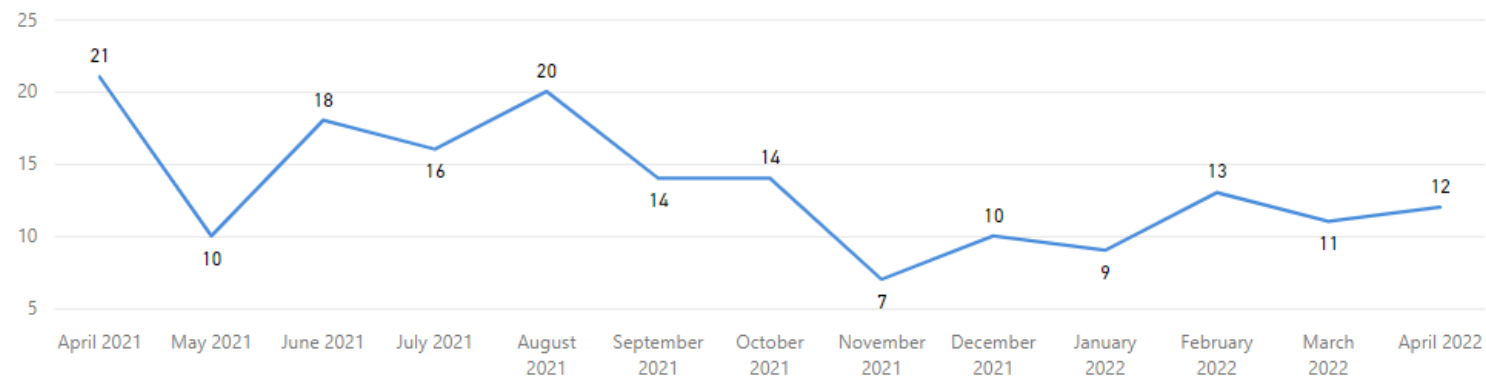
172

Received per Month (Avg)*

13

Completed Filter

Completed by Month



Total Completed

175

Completed per Month (Avg)*

13

* months with zero activity are not calculated into the average

Service

DFL

Priority Type

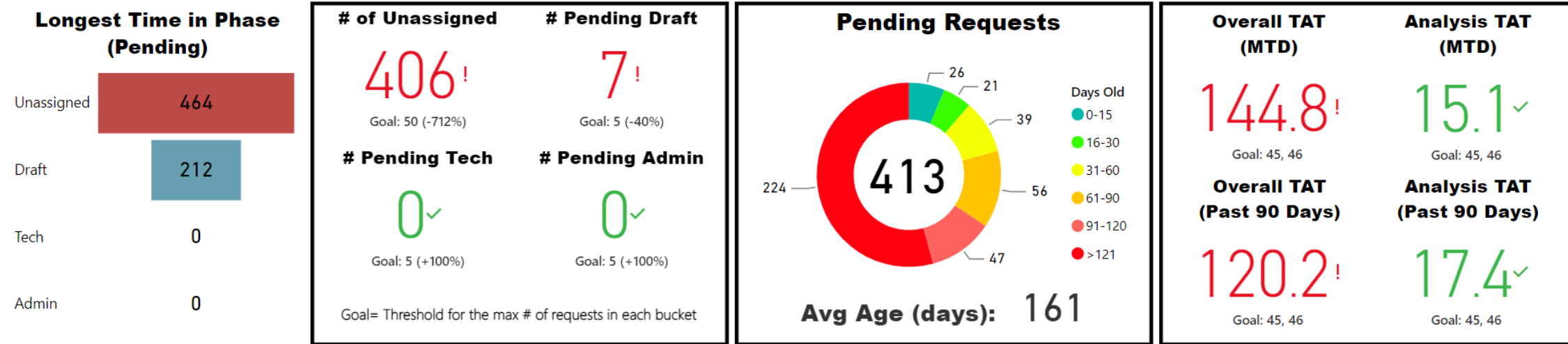
All

Backlogged Requests:

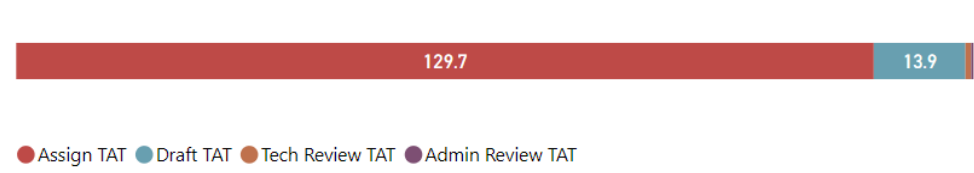
366

Avg Age of Backlog (days):

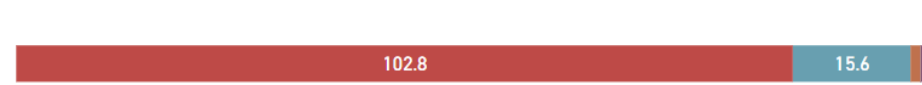
180



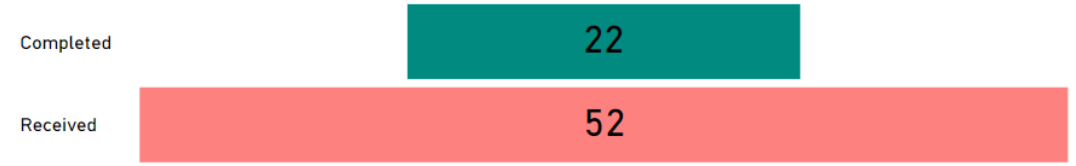
TAT by Phase of Work (MTD)



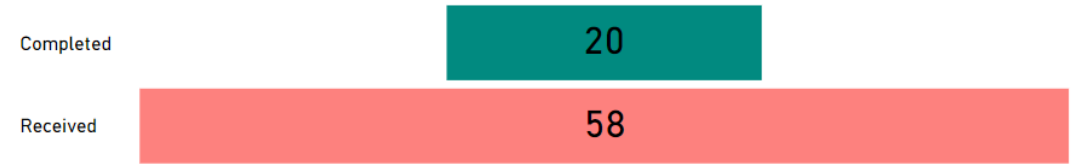
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



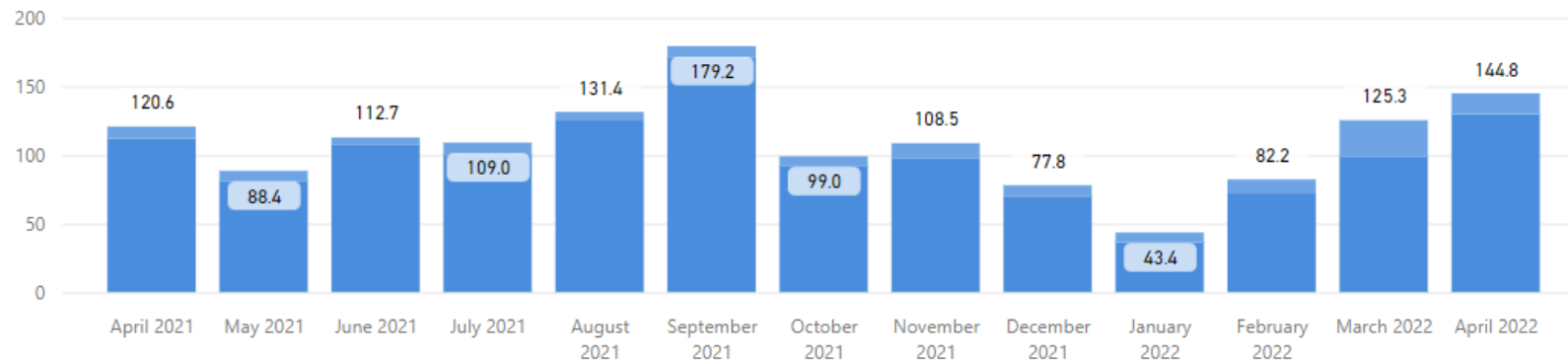
Date Range

4/1/2021

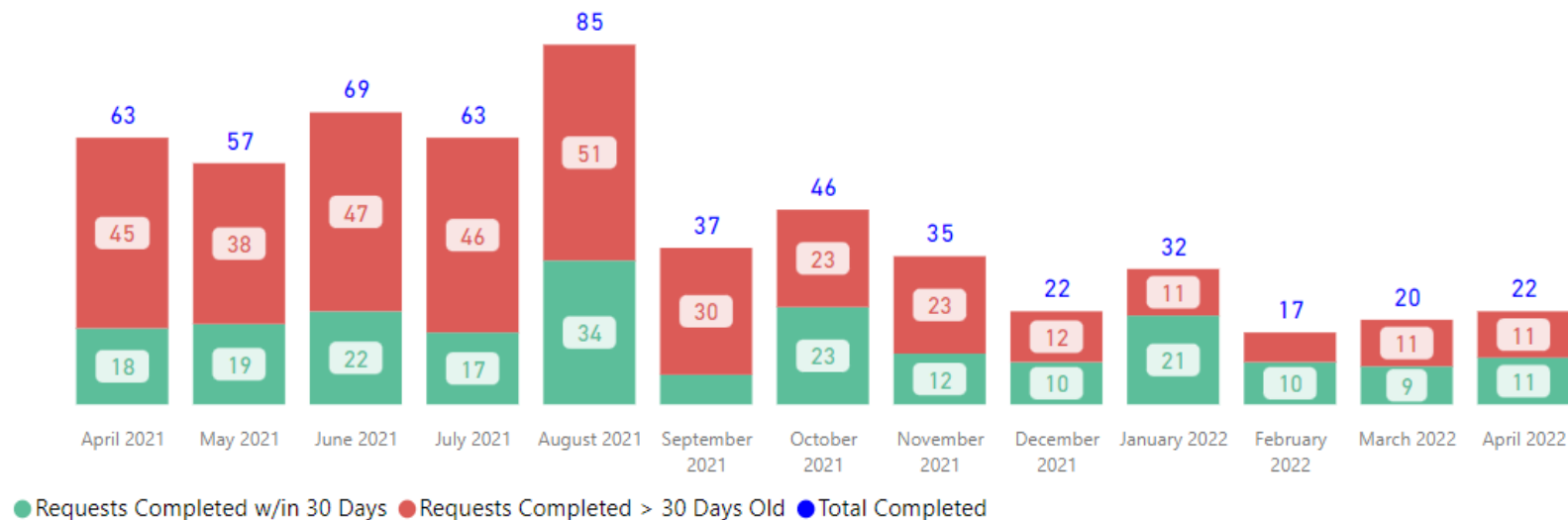
4/30/2022

Total TAT by Month

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



Requests Completed



DFL and DME

Request Type

Multiple selections

Priority Type

All

Selected Time Frame Averages

111.99

Total TAT (Rec'd-Compl.) Avg

8.45

Assigned TAT (Asgmt.-Compl.) Avg

Received to Complete

568

Requests Completed

355

Requests Completed > 30 Days Old

62.50 %

% Completed > 30 Days Old

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

Service

Multiple selections

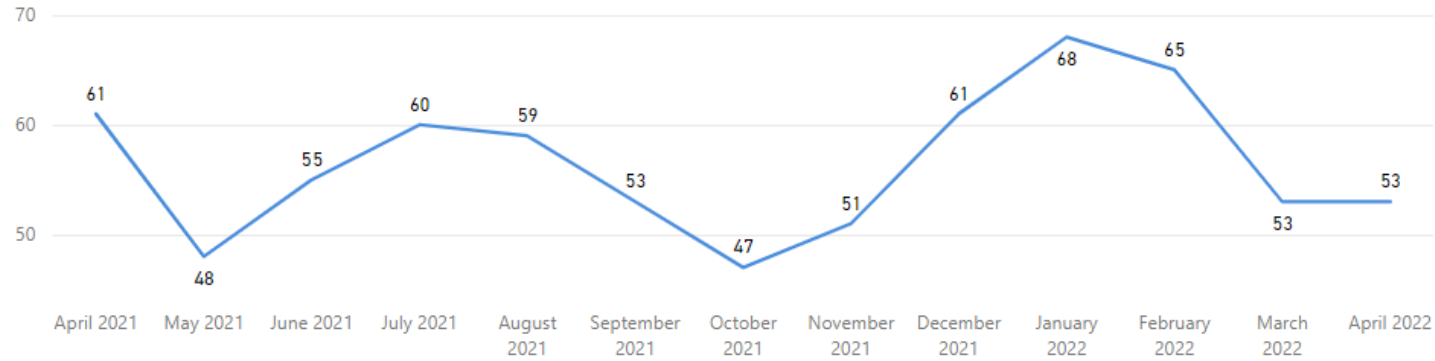
Priority Type

All

Received Filter

4/1/20214/30/2022

Received by Month



Total Received

734

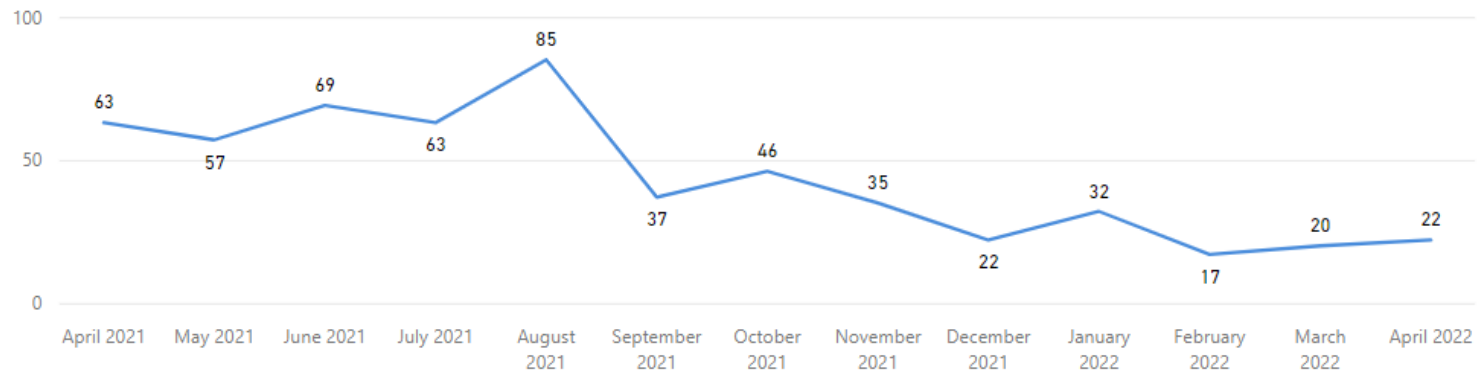
Received per Month (Avg)*

56

Completed Filter

4/1/20214/30/2022

Completed by Month



Total Completed

568

Completed per Month (Avg)*

44

* months with zero activity are not calculated into the average

Crime Scene Unit

Service

CSU Response

Priority Type

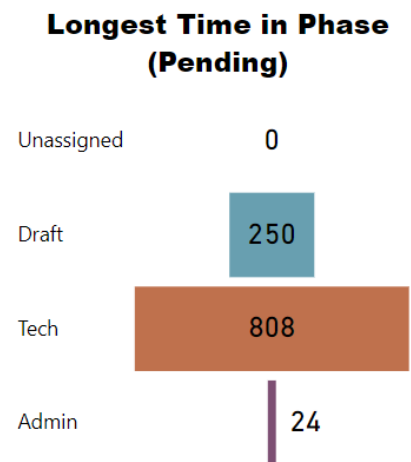
All

Backlogged Requests:

471

Avg Age of Backlog (days):

119



of Unassigned

0✓

Goal: 0

Pending Draft

182!

Goal: 30 (-506.67%)

Pending Tech

407!

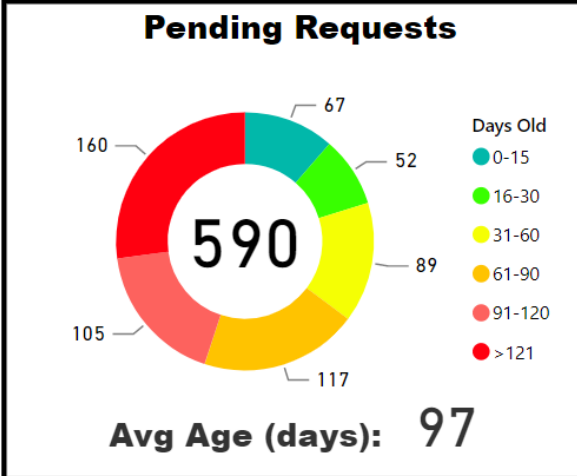
Goal: 30 (-1256.67%)

Pending Admin

1!

Goal: 0

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



Overall TAT (MTD)

169.3!

Goal: 30, 31

Analysis TAT (MTD)

168.1!

Goal: 30, 31

Overall TAT (Past 90 Days)

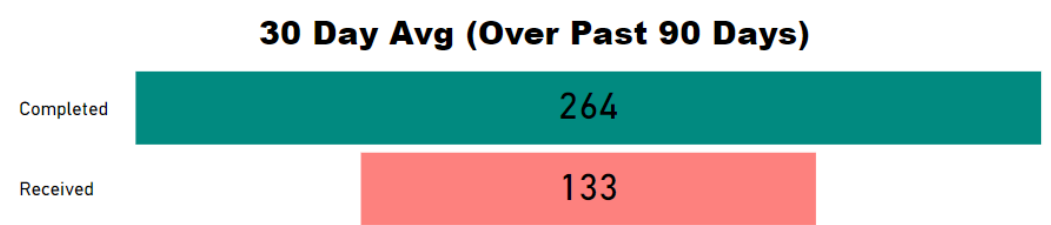
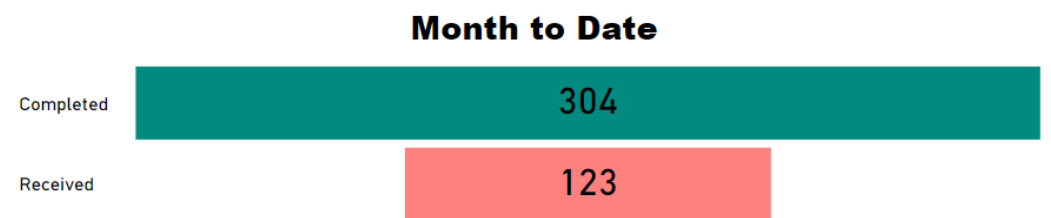
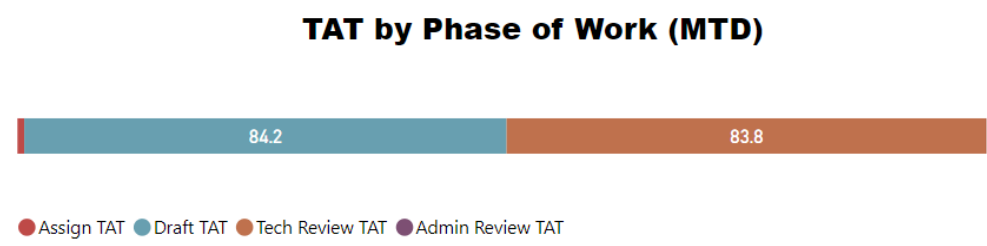
162.7!

Goal: 30, 31

Analysis TAT (Past 90 Days)

161.8!

Goal: 30, 31

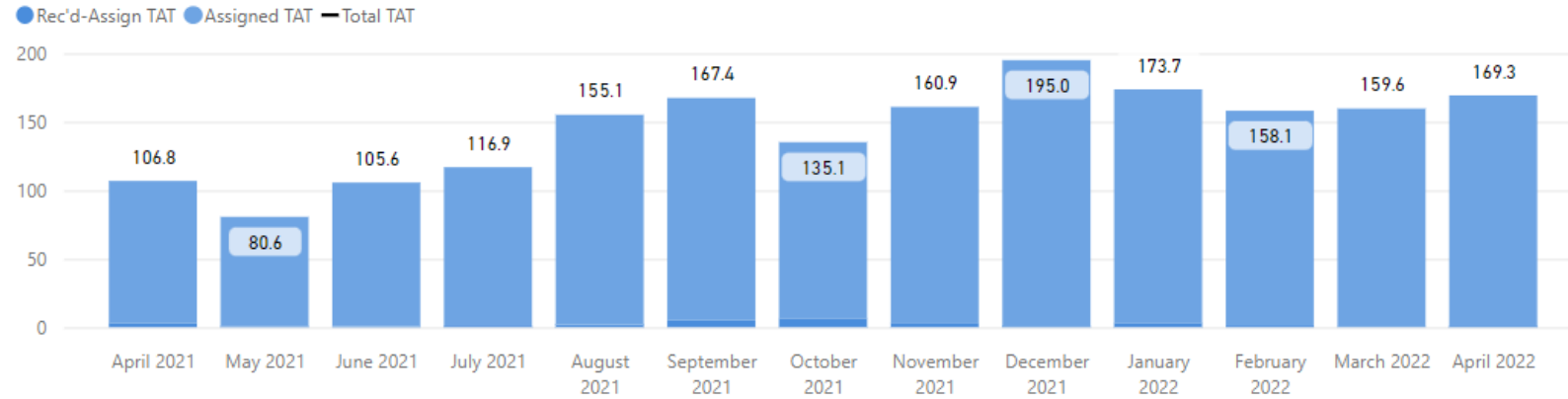


Date Range

4/1/2021

4/30/2022

Total TAT by Month



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

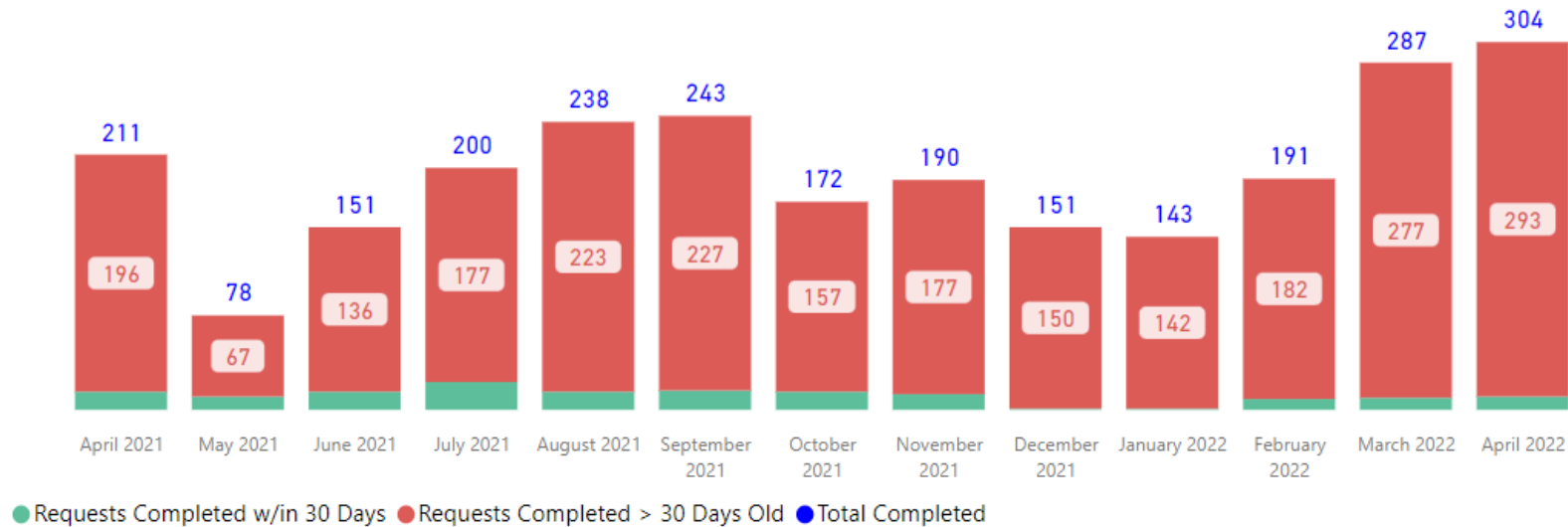
148.99

Total TAT (Rec'd-Compl.) Avg

146.85

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2559

Requests Completed

2404

Requests Completed > 30 Days Old

93.94 %

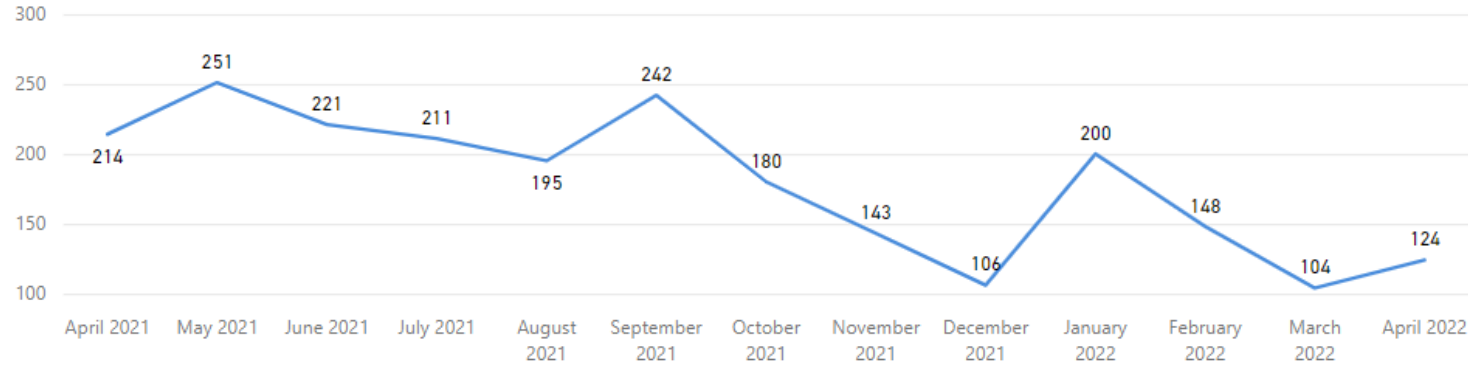
% Completed > 30 Days Old

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

Service Priority Type

Received Filter

Received by Month



Total Received

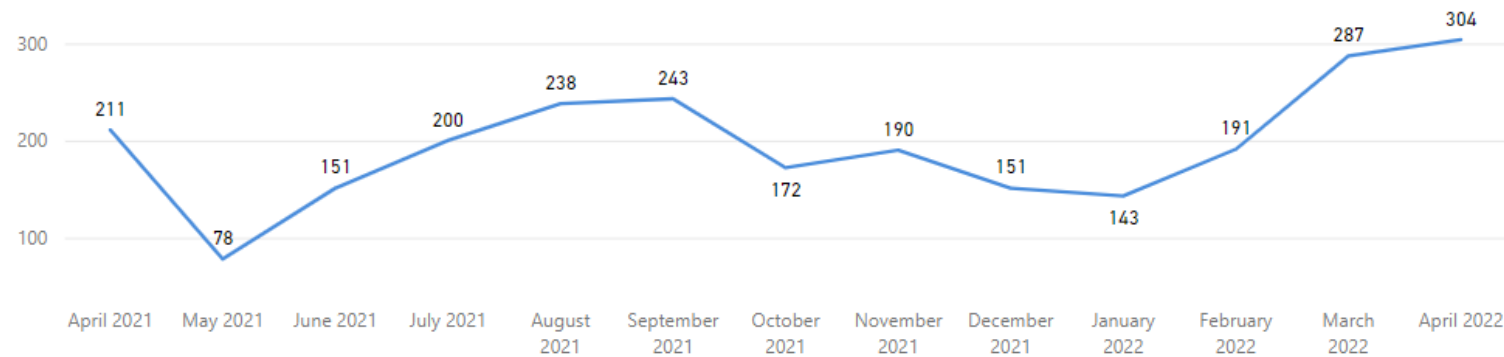
2,339

Received per Month (Avg)*

180

Completed Filter

Completed by Month



Total Completed

2,559

Completed per Month (Avg)*

197

* months with zero activity are not calculated into the average

Service

CSU VEB



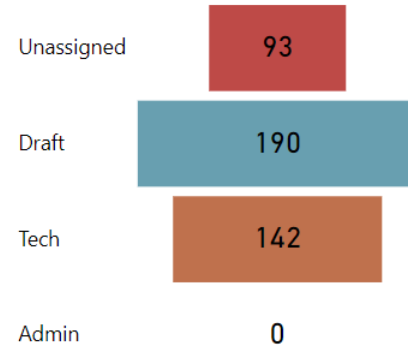
Priority Type

All



Backlogged Requests: 274

Avg Age of Backlog (days): 120

Longest Time in Phase
(Pending)

of Unassigned

1!

Goal: 0

Pending Draft

162!

Goal: 30 (-440%)

Pending Tech

170!

Goal: 30 (-466.67%)

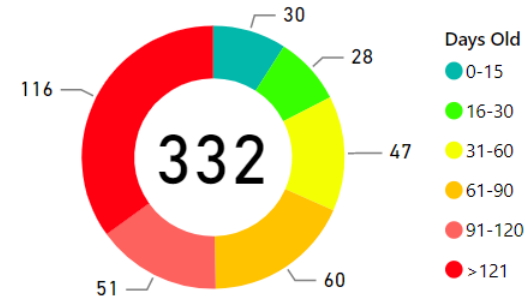
Pending Admin

0✓

Goal: 30 (+100%)

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

Pending Requests



Avg Age (days): 102

Overall TAT
(MTD)

109.7!

Goal: 30, 31

Overall TAT
(Past 90 Days)

107.8!

Goal: 30, 31

Analysis TAT
(MTD)

107.5!

Goal: 30, 31

Analysis TAT
(Past 90 Days)

105.7!

Goal: 30, 31

TAT by Phase of Work (MTD)

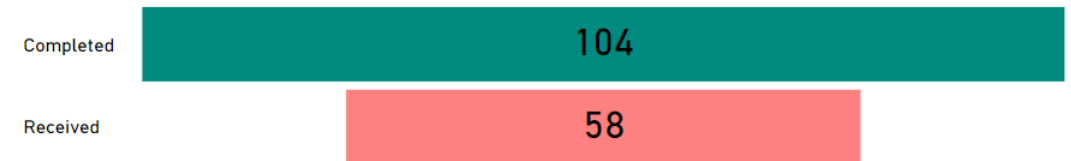


● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

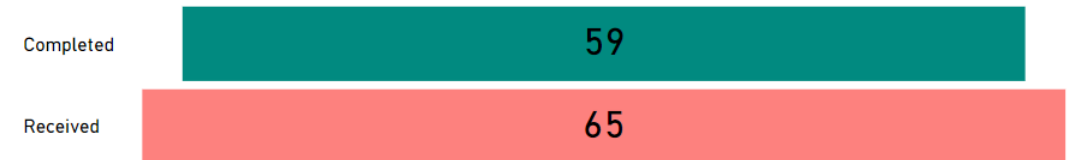
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



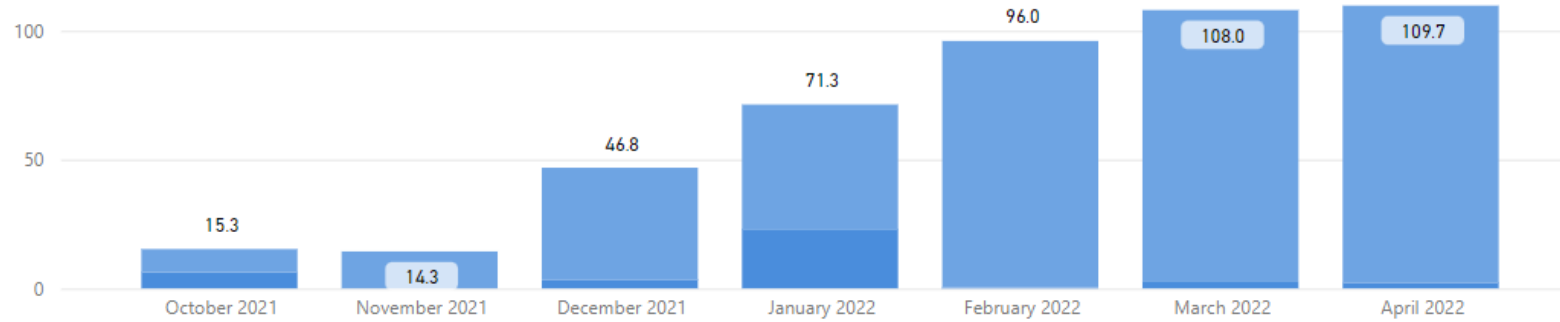
Date Range

4/1/2021

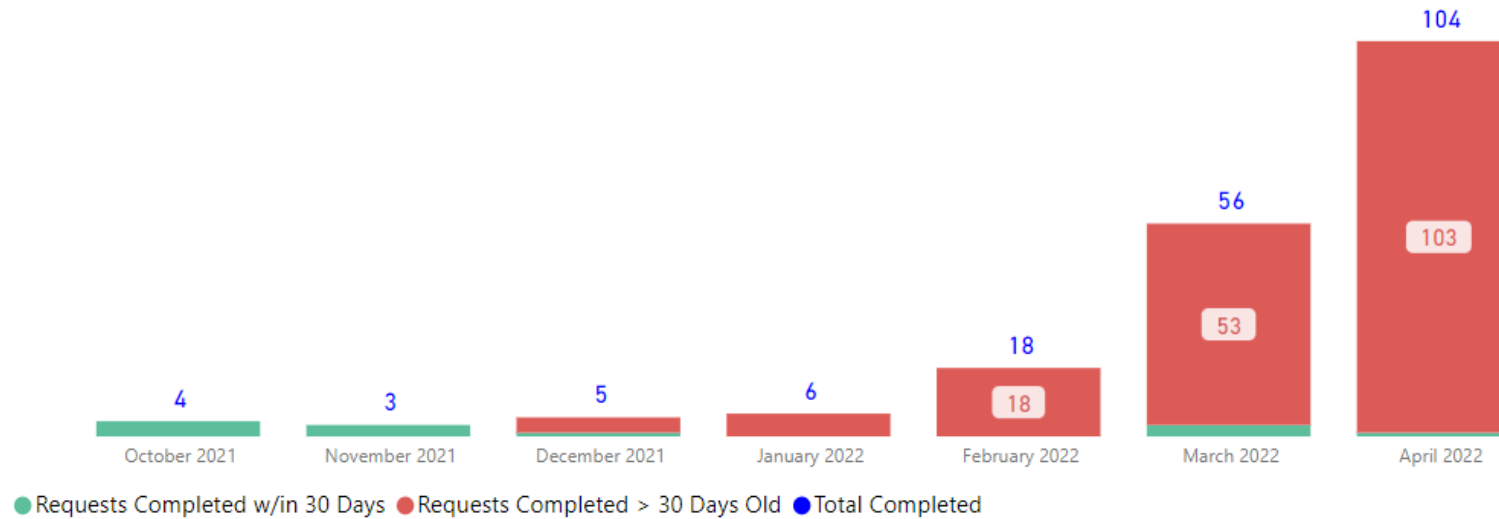
4/30/2022

Total TAT by Month

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



Requests Completed



Request Type

CSU VEB

Priority Type

All

Selected Time Frame Averages

101.79

Total TAT (Rec'd-Compl.) Avg

98.97

Assigned TAT (Asgmt.-Compl.) Avg

Received to Complete

196

Requests Completed

184

Requests Completed > 30 Days Old

93.88 %

% Completed > 30 Days Old

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

Service

CSU VEB

▼

Priority Type

All

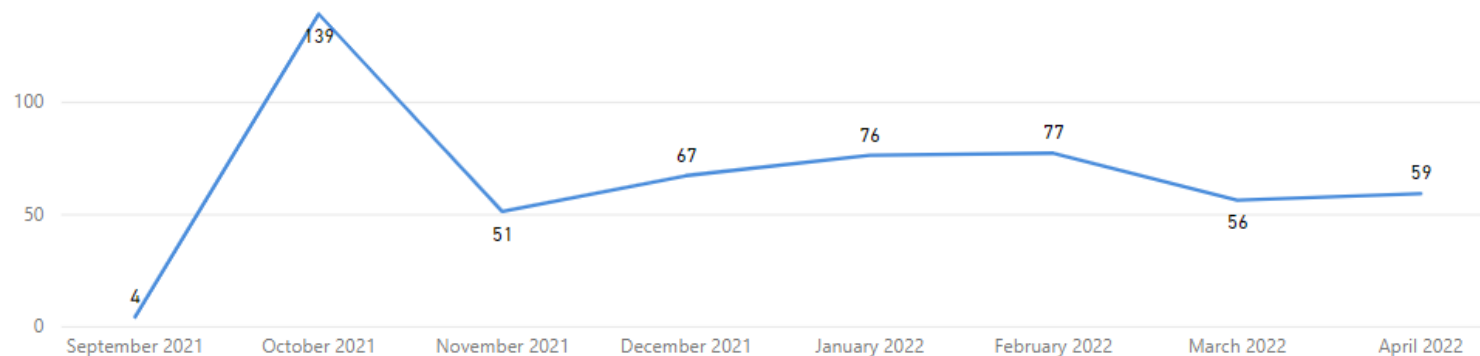
▼

Received Filter

4/1/2021

4/30/2022

Received by Month



Total Received

529

Received per Month (Avg)*

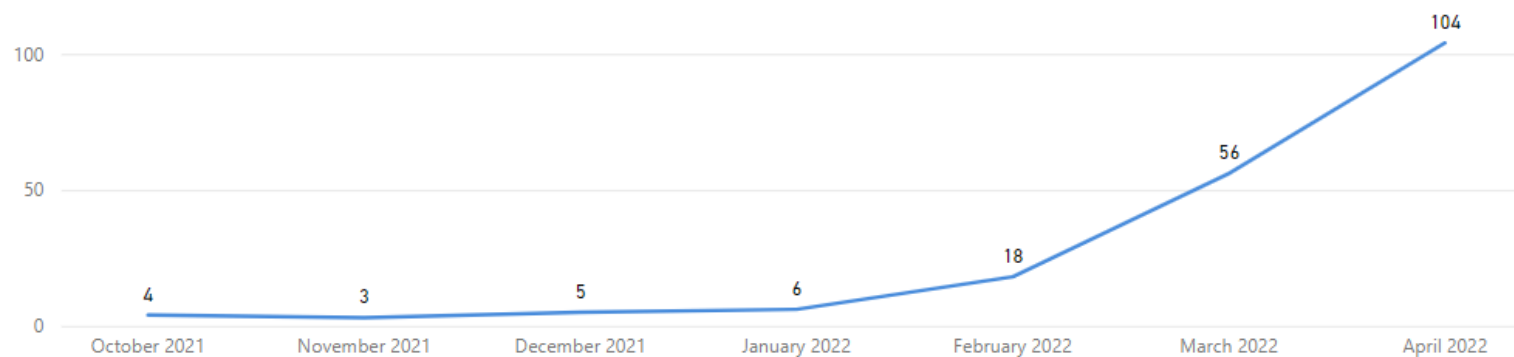
66

Completed Filter

4/1/2021

4/30/2022

Completed by Month



Total Completed

196

Completed per Month (Avg)*

28

* months with zero activity are not calculated into the average

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

May 13, 2022 at 9:00 a.m.

Agenda Action Item No.:	8. Consider approval of a subrecipient agreement between the City of Houston and the corporation, for the purpose of enhancing the laboratory's ability to provide forensic services related to public safety needs arising out of the COVID-19 pandemic, total approved budget not to exceed \$1,500,000.00 funded by the American Rescue Plan Act (ARPA), and possible related action.
Subject:	Consider approval of an agreement between the City of Houston (the City) and HFSC to provide the corporation with ARPA funding to support necessary forensic services.
Background:	<p>On March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021 ("ARPA"), which established the Coronavirus Local Fiscal Recovery Fund ("Fund") and provided the Fund to the United States Department of Treasury. Pursuant to ARPA, the United States Department of Treasury has provided the City with a direct payment from the Fund for necessary expenditures incurred due to the public health emergency with respect to COVID-19, including funding to support public safety expenditures, that are and were incurred on or after March 3, 2021, through and including December 31, 2024.</p> <p>The Mayor's Task Force on Policing Reform recommended utilizing the Fund to expand existing partnerships between the City and the HFSC to lessen the pandemic backlog, manage increased crime scene unit responses, and perform casework related to gun violence. The City has determined that the funds being provided to HFSC under this Agreement are reasonable and necessary expenditures to address the COVID-19 public health emergency and such funds were not included in the City's approved budget or HFSC's Board approved budget as of March 3, 2021.</p>
Executive Summary:	The primary goal of the Agreement is for the City to provide HFSC \$1,500,00.00 from the Fund pursuant to ARPA, so the corporation may provide essential services to advance public safety measures consistent with the Department of the Treasury Federal Assistance Listing 21.027 (Coronavirus State and Local Fiscal Recovery Funds- SLFRF). The Agreement provides funding of up to \$700,000 for toxicology outsourcing, \$300,000 for overtime pay in the Crime Scene Unit ("CSU") and firearms section, and \$500,000 for the purchase of two 3D microscopes for use in the firearms section. If the Agreement is approved by the Board, the document will be considered by City Council for final approval and signature.
Fiscal Impact:	Additional funding will increase HFSC's anticipated revenue and budget.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Peter Stout, President and CEO Legal review by General Counsel

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

May 13, 2022 at 9:00 a.m.

Agenda Action Item No.:	9. Consider delegating authority to Dr. Stout to negotiate and enter into a contract for toxicology outsourcing services between the corporation and National Medical Services (NMS), to be funded by the corporation's subrecipient agreement with the City of Houston and designated 2021 American Rescue Plan Act funds (recipient government, City of Houston), total budget not to exceed \$700,000.00.
Subject:	Delegating authority to Dr. Stout to negotiate and enter into a contract for toxicology outsourcing services, upon final approval of the subrecipient agreement with the City.
Background:	<p>On March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021 ("ARPA"), which established the Coronavirus Local Fiscal Recovery Fund ("Fund") and provided the Fund to the United States Department of Treasury. Pursuant to ARPA, the United States Department of Treasury has provided the City of Houston ("the City") with a direct payment from the Fund for necessary expenditures incurred due to the public health emergency with respect to COVID-19, including funding to support public safety expenditures, that are and were incurred on or after March 3, 2021, through and including December 31, 2024.</p> <p>The Mayor's Task Force on Policing Reform recommended utilizing the Fund to expand existing partnerships between the City and the HFSC to lessen the pandemic backlog, manage increased crime scene unit responses, and perform casework related to gun violence.</p>
Executive Summary:	The City has allocated ARPA funding to HFSC through a subrecipient agreement, providing additional resources to address the pandemic backlog, namely, the toxicology backlog. Upon final approval and signature of the subrecipient agreement by both parties, HFSC will begin outsourcing of toxicology cases as soon as possible. The total allotted budget for this project may not exceed \$700,000. Pursuant to Texas Local Government Code Section 2254.003, HFSC has selected NMS on the basis of demonstrated competence and qualifications to perform the services for a fair and reasonable price. Staff requests the Board delegate authority to Dr. Stout to negotiate and enter into an agreement with NMS once the final subrecipient agreement is signed by HFSC and the City, and the funds are officially released.
Fiscal Impact:	Additional funding will increase HFSC's anticipated revenue and budget.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Peter Stout, President and CEO Legal review by General Counsel

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

May 13, 2022 at 9:00 a.m.

Agenda Action Item No.:	10. Consider delegating authority to Dr. Stout to procure and select two 3D microscopes, to be funded by the corporation's subrecipient agreement with the City of Houston and designated 2021 American Rescue Plan Act funds (recipient government, City of Houston), total budget not to exceed \$500,000.00.
Subject:	Delegating authority to Dr. Stout to procure instruments needed for firearms casework.
Background:	<p>On March 11, 2021, President Biden signed into law the American Rescue Plan Act of 2021 ("ARPA"), which established the Coronavirus Local Fiscal Recovery Fund ("Fund") and provided the Fund to the United States Department of Treasury. Pursuant to ARPA, the United States Department of Treasury has provided the City of Houston ("the City") with a direct payment from the Fund for necessary expenditures incurred due to the public health emergency with respect to COVID-19, including funding to support public safety expenditures, that are and were incurred on or after March 3, 2021, through and including December 31, 2024.</p> <p>The Mayor's Task Force on Policing Reform recommended utilizing the Fund to expand existing partnerships between the City and the HFSC to lessen the pandemic backlog, manage increased crime scene unit responses, and perform casework related to gun violence.</p>
Executive Summary:	The City has allocated ARPA funding to HFSC through a subrecipient agreement, providing additional resources to address the surge in casework related to gun violence. HFSC seeks to implement 3D scanning/imaging technology for comparison of firearms-related evidence (i.e., bullets and/or cartridge cases) to meet the public safety needs of the city. Upon final approval and signature of the subrecipient agreement by both parties, HFSC will enter into an agreement with the selected vendor/vendors to begin the lengthy process of obtaining the 3D microscopes and successfully bringing them online. The total allotted budget for this project may not exceed \$500,000.00. Staff requests the Board delegate authority to Dr. Stout to initiate the procurement process and select the successful vendors. However, no contract will be entered into until the final subrecipient agreement is signed by HFSC and the City, the funds are officially released, and the agreement and/or purchase order has been presented to the Board. All potential vendors will be informed of these contingencies.
Fiscal Impact:	Additional funding will increase HFSC's anticipated revenue and budget.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Peter Stout, President and CEO Legal review by General Counsel

HFSC FY22 Budget Re-Allocation

		FY22 Budget	FCST 3/2022	Adjustment V1	FY22 Budget V2
Capital Expenditures					
	Capital - Vehicles	168,000			168,000
	Computer Hardware/SW	30,000			30,000
	Scientific/Foren Eqmt	718,021	308,257	(409,764)	308,257
	Const in Progress	-			-
	Total Capital Expenditures	916,021	308,257	(409,764)	506,257
	Total Expenses w/ CapX Before Depr.	28,884,334	29,600,130	1,600,000	30,484,334
	Depreciation	1,856,298			1,856,298
	Reconciliation Discrepancies				
	Total Expenses w/ CapX	30,740,632	29,600,130	1,600,000	32,340,631
	NI less Capital Spending	(602,809)	(29,600,130)	(1,600,000)	(2,202,809)
	City of Houston Direct Overhead	-			
	Grant and Training Expense	1,600,000		(1,600,000)	-
	456505 - FA Gain/Loss	-			
	Net Ordinary Income After Capital Expenditures	(2,202,809)	(29,600,130)	0	(2,202,809)
	Net Ordinary Income BEFORE Capital Expenditures				

HFSC FY22 Budget Re-Allocation

		FY22 Budget	FCST 3/2022	Adjustment V1	FY22 Budget V2
	City of Houston-Appropriations	\$28,508,207			\$ 28,508,207
	Fund 2213	900,451			900,451
	HFSC Operations	27,607,756			27,607,756
	Donations	12			12
	In-Kind Donations	3,509			3,509
	Training Services	(300)			(300)
	Grants	1,600,000			1,600,000
	Forensic Services	9,275			9,275
	Interest Income	17,120			17,120
		30,137,823			30,137,823

HFSC FY22 Budget Re-Allocation

			FY22 Budget	FCST 3/2022	Adjustment V1	FY22 Budget V2
Personnel:						
	Salary Base - Civilian		16,588,420	16,467,562	(24,000)	16,564,420
	Pension - Civilian		1,010,819	1,020,915	15,000	1,025,819
	FICA - Civilian		1,174,336	1,182,143	10,000	1,184,336
	Health Insurance - Active Civil		1,429,632	1,351,407	(70,000)	1,359,632
	Basic Life Ins - Active Civil		60,998	20,635	(35,000)	25,998
	Workers Comp - Civilian Adm		27,216	35,170	10,000	37,216
	Workers Comp - Civil Claims		135	-	(135)	0
	Unemployment Taxes - Admin		35,108	12,276	(20,000)	15,108
			20,326,664	20,090,109	(114,135)	20,212,529

HFSC FY22 Budget Re-Allocation

		FY22 Budget	FCST 3/2022	Adjustment V1	FY22 Budget V2
Supplies:					
	Chemical Gases & Special Fluids	25,907	18,436	(5,000)	20,907
	Computer Supplies	(35)	4,374	6,000	5,965
	Paper & Printing Supplies	9,535	14,227	6,000	15,535
	Publications & Printed Material	2,866	7,737	6,000	8,866
	Postage	441	394	500	941
	Miscellaneous Office Supplies	69,217	75,002	7,000	76,217
	General Laboratory Supply	1,122,888	1,000,879	(60,000)	1,062,888
	Small Technical & Scientific Eq	16,899	21,128	6,000	22,899
	Fuel	23	15	100	123
	Clothing	15,186	22,417	9,000	24,186
	Food/Event Supplies	4,235	12,794	10,000	14,235
	Weapons Munitions & Supplies	6,997	17,014	12,000	18,997
	Small Tools & Minor Equipment	6,171	14,478	10,000	16,171
	Miscellaneous Parts & Supplies	37,988	29,161	(5,000)	32,988
		1,318,318	1,238,056	2,600	1,320,918

HFSC FY22 Budget Re-Allocation

		FY22 Budget	FCST 3/2022	Adjustment V1	FY22 Budget V2
Services:					
	Accounting & Auditing Svcs	53,953	75,342	25,000	78,953
	Medical Dental & Laboratory Ser	100,000	1,353,516	1,400,000	1,500,000
	Management Consulting Services	218,370	210,438	(4,000)	214,370
	Banking Services	3,893	3,785	500	4,393
	Misc Support Serv Recruit Relo	55,751	52,454	(1,000)	54,751
	Real Estate Rental	916,405	848,445	(35,000)	881,405
	Refuse Disposal	25,763	32,021	8,000	33,763
	Computer Equip/Software Maint.	1,108,619	1,217,000	150,000	1,258,619
	IT Application Services	65,680	19,096	(40,000)	25,680
	Vehicle & Motor Equip. Services	-	19	500	500
	Other Equipment Services	309,765	505,288	250,000	559,765
	Printing & Reproduction Serv.	2,738	361	(2,000)	738
	Public Information Svcs	2,082	679	(1,000)	1,082
	Insurance (Non-Medical)	227,393	170,036	(38,139)	189,254
	Membership & Prof. Fees	20,271	33,675	18,000	38,271

HFSC FY22 Budget Re-Allocation

		FY22 Budget	FCST 3/2022	Adjustment V1	FY22 Budget V2
Services:					
	Education & Training	272,289	402,625	135,000	407,289
	Tuition Reimbursement	16,519	20,574	6,000	22,519
	Travel - Training Related	116,695	117,990	3,000	119,695
	Travel - Non-training Related	10,579	25,570	17,000	27,579
	Building Maintenance Services	9,327	86,633	85,000	94,327
	Utilities	121,299	239,493	130,000	251,299
	Data Services	204,992	193,073	(6,000)	198,992
	Voice Services, Equip & Labor	45,092	73,256	35,000	80,092
	Other Rental Fees	50,912	48,596	5,000	55,912
	Parking Space Rental	195,888	194,346	3,000	198,888
	Legal Services	25,000	19,056	(2,000)	23,000
	Metro Commuter Passes	3,792	(656)	(3,000)	792
	Freight	22,205	28,117	7,500	29,705
	Misc. Other Services & Chrgs	31,323	122,737	100,000	131,323
	Sub-Contractor (COH)	900,451	595,429	(251,000)	649,451
	Total Services:	5,137,045	6,688,992	1,995,361	7,132,406
	Total Services less CoH	4,236,594	6,093,563	2,246,361	6,482,955

HFSC FY22 Budget Re-Allocation

			FY22 Budget	FCST 3/2022	Adjustment V1	FY22 Budget V2
		Interest Expense	1,060,504	1,077,712	20,000	1,080,504
		Non-Capital Expenditures				
		Furniture and Fixtures	25,000	22,704	3,500	28,500
		Computer Equipment	91,030	166,986	100,000	191,030
		Scientific/Medical Equipment	9,752	7,314	2,438	12,190
		Non-Capital - Other	-		-	-
		Total Non-Capital Expenditures	125,782	197,005	105,938	231,720

HFSC FY22 Budget Re-Allocation

		FY22 Budget	FCST 3/2022	Adjustment V1	FY22 Budget V2
Capital Expenditures					
	Capital - Vehicles	168,000			168,000
	Computer Hardware/SW	30,000			30,000
	Scientific/Foren Eqmt	718,021	308,257	(409,764)	308,257
	Const in Progress	-			-
	Total Capital Expenditures	916,021	308,257	(409,764)	506,257
	Total Expenses w/ CapX Before Depr.	28,884,334	29,600,130	1,600,000	30,484,334
	Depreciation	1,856,298			1,856,298
	Reconciliation Discrepancies				
	Total Expenses w/ CapX	30,740,632	29,600,130	1,600,000	32,340,631
	NI less Capital Spending	(602,809)	(29,600,130)	(1,600,000)	(2,202,809)
	City of Houston Direct Overhead	-			
	Grant and Training Expense	1,600,000		(1,600,000)	-
	456505 - FA Gain/Loss	-			
	Net Ordinary Income After Capital Expenditures	(2,202,809)	(29,600,130)	0	(2,202,809)
	Net Ordinary Income BEFORE Capital Expenditures				

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

May 13, 2022 at 9:00 a.m.

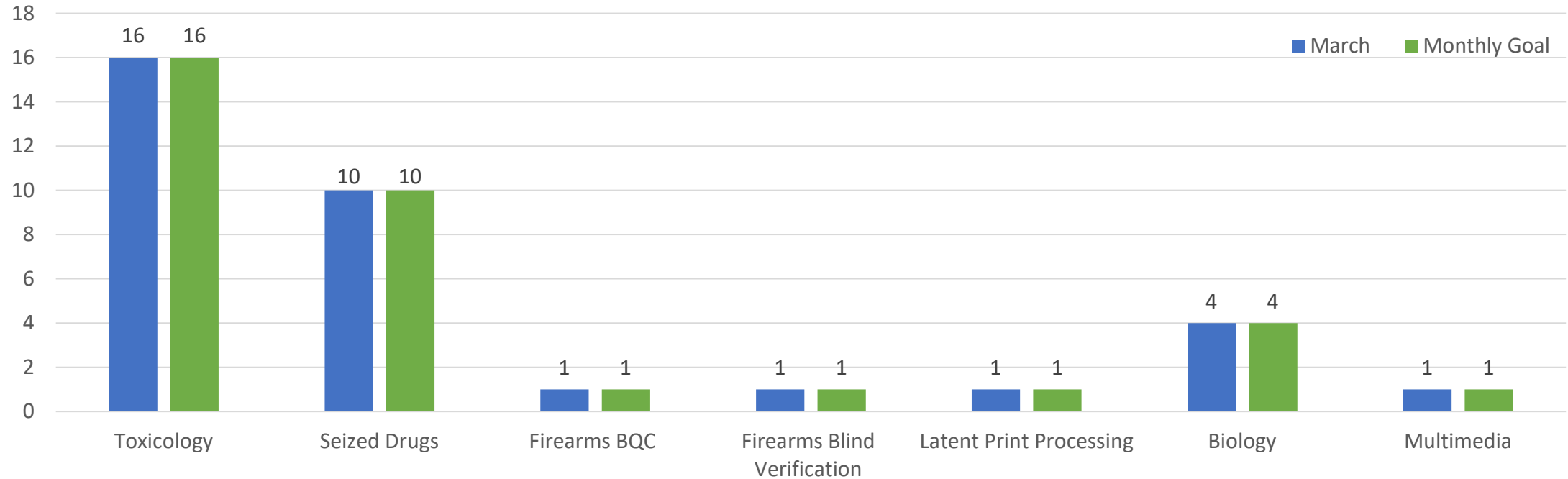
Agenda Action Item No.:	12. Consider authorizing the president and CEO to enter into a lease agreement, with option to purchase, between De Lage Landen Financial Services, Inc. and the corporation for one LC-QQQ device, related components and service, total contract amount of \$451.738.20 and possible related action.
Subject:	Authorizing the President and CEO to sign a lease agreement to acquire one LC-QQQ for use in lab's toxicology section.
Background:	As previously reported, HFSC needs a new LC-QQQ device to continue ongoing efforts to increase capacity within the lab's toxicology section and meet the growing needs of our stakeholders. Due to the cost of this equipment, HFSC sought a lease agreement, with an option to purchase one LC-QQQ manufactured by Agilent Technologies. HFSC is currently leasing three LC-QQQ devices approved during the April 2019, July 2019, and September 2020 Board meetings. Staff now requests approval to lease a fourth LC-QQQ based on the following considerations: subsequent analysis of HFSC's operational needs in toxicology; HFSC's forecasted financial position; and significant efficiencies gained by simultaneously utilizing four LC-QQQ devices.
Executive Summary:	Before the agreement can be signed, the Board must approve the total expenditure (\$451.738.20) of the lease agreement over the 60-month term, which includes the LC-QQQ, components, service and maintenance. Pursuant to Board Resolution No.2015-001 and the Corporation's financial procurement policies, any expenditure over \$300,000 shall be approved by the Chair of the Board, President and CEO, as well as Chief Financial Officer and Treasurer. The Board may also delegate its authority to the President and CEO to enter into this agreement. Components for the acquired LC-QQQ are sole source and will subsequently be identified as such in any future purchases.
Fiscal Impact:	Anticipated costs will fit within existing budget line items and will be included in subsequent budgets, for the duration of the lease agreement.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Amy Castillo, Vice President and COO Legal review by General Counsel

Quality Division Report

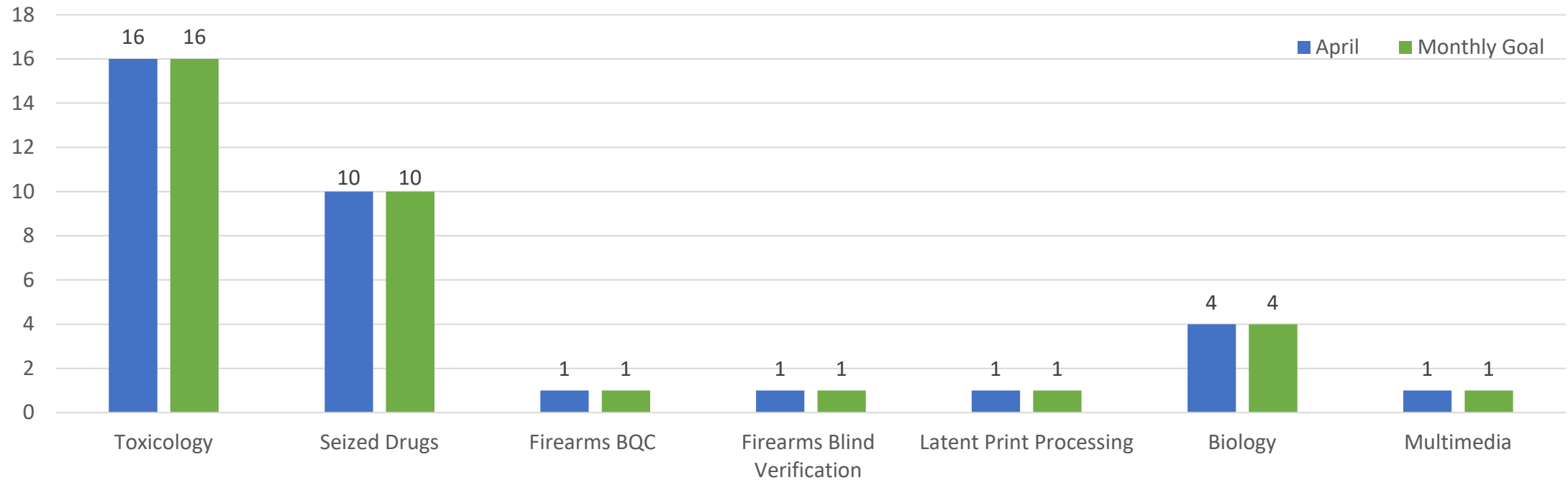
May 13, 2022



Blind Quality Controls Submitted in March



Blind Quality Controls Submitted in April



Blind Quality: Accomplishments and Challenges

Blind Testing in Firearms: Preliminary Results from a Blind Quality Control Program manuscript published in Journal of Forensic Sciences on March 29, 2022

- Included in American Association of Crime Laboratory Directors (ASCLD) conference presentation in May
- June webinar for the Center for Statistics and Applications in Forensic Evidence (CSAFE)
- June presentation at the Association of Firearm and Toolmark Examiners (AFTE) conference
- Contacted by National Institute of Standards and Technology (NIST) regarding data for firearms discipline scientific foundation review

Forensic Discipline	Cases Completed in March	Cases Completed in April
Toxicology	21 (BAC) 0 (Drugs)	10 (BAC) 0 (Drugs)
Seized Drugs	10	13
Biology	4 (DNA) 5 (screening)	0 (DNA) 3 (screening)
Firearms	1	0
Firearms Blind Verification	2	2
Latent Print Processing	12	10
Latent Print Comparison	2	8
Latent Print Blind Verification	0	0
Multimedia	1	0



Disclosures/Corrective Actions

Texas Forensic Science Commission investigative panel formed for Forensic Biology disclosure

- HFSC analyst testified in 2017 for Texas Department of Public Safety Colone capital murder case
- Analyst provided testimony regarding 2013 evidence examination performed while employed at TX DPS
- Texas Court of Criminal Appeals issued an opinion and mandate in March 2022 overturning the death sentence conviction
 - Opinion found the analyst gave the jury a false impression when he suggested that there was nothing awry with the manner in which the evidence was handled at TX DPS



Disclosures/Corrective Actions

Texas Forensic Science Commission investigative panel formed for Forensic Biology disclosure

- HFSC requested TFSC assist with the investigation since it involves multiple agencies
- TFSC will determine if either a finding of professional negligence or professional misconduct for the analyst is appropriate



Disclosures/Corrective Actions

Texas Forensic Science Commission voted "no further action" on Forensic Biology disclosure involving HFSC analyst testimony regarding statistics

- Analyst is a contract employee who is a former full-time employee
- Transcript reviewed during transcript review project
- Statistics stated correctly by analyst but inappropriately rephrased by counsel
- Analyst will be retrained on statistical concepts and testimony
- Additional transcripts being reviewed



2022 Internal Audits

Seized Drugs (March 7 – 11)

- 0 findings

Multimedia (March 28 – April 1)

- 3 findings

Firearms (April 11 – 15)

- 0 findings

Latent Prints (April 11 – 15)

- 3 findings

Toxicology (April 18 – May 6)

- 0 findings

Forensic Biology and Crime Scene Unit (May 9 – 27)



Organization of Scientific Area Committees (OSAC)

Conformance deadlines met for following standards:

Forensic Biology:

- Standard for Validation of Probabilistic Genotyping Systems

Firearms:

- Best Practice Recommendation, Safe Handling of Firearms and Ammunition
- Standard Test Method for the Forensic Examination and Testing of Firearms



Organization of Scientific Area Committees (OSAC)

Upcoming Deadlines:

Biology

Deadline August 3, 2022

- Standard for Training in Forensic Serological Methods
- Standard for Training in Forensic DNA Isolation and Purification Methods
- Standard for Training in Forensic DNA Quantification Methods
- Standard for Training in Forensic Short Tandem Repeat Typing Methods using Amplification, DNA Separation, and Allele Detection

Seized Drugs

Deadline November 2, 2022

- Standard Practice for Quality Assurance of Forensic Science Service Providers Performing Forensic Chemical Analysis



2022 Testimony Data

- 2022: 29 analysts have testified this year
 - 25 were monitored
 - 4 not monitored - will need to be monitored in future testimony or transcript will be reviewed
- 2021 updated: 50 analysts testified last year
 - 42 were monitored
 - 8 not monitored - all transcripts reviewed
- Transcript review project
 - First round: 4 transcripts under evaluation



Detailed Data



2021 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		0	14	
Toxicology		0	25	
Firearms		0	14	
Crime Scene		0	26	
Latent Prints		0	18	
Multimedia	Audio/Video	0	5	
	Digital	1	5	
Forensic Biology		1	43	



2022 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		6	0	
Toxicology		10	0	
Firearms		1	0	
Crime Scene		6	0	
Latent Prints		9	0	
Multimedia	Audio/Video	0	0	
	Digital	0	0	
Forensic Biology		23	0	





Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2022-020	Biology/DNA	Incident	3/10/2022	A firearms examiner's DNA profile was found on an item of evidence. The firearms examiner had previously processed this item of evidence and it was determined to have been inadvertently accepted by the Forensic Biology laboratory.
2022-021	Biology/DNA	Incident	3/1/2022	The quantification results were reported for items whose associated reagent blank were contaminated. Because the reagent blank was contaminated, no results (including quantification results) should have been reported.
2022-023	Biology/DNA	Incident	3/29/2022	A forensic biology analyst performed a quantification without making the requested dilution for a proficiency test sample. The dilution was requested by the report writing analyst because the original quantification results could not be used due to inhibition detected in the sample. This same sample was also amplified on two different dates. The second amplification was unnecessary.
2022-025	Biology/DNA	Incident	4/14/2022	A portion of a cigarette butt was inadvertently dropped onto the floor by a screening analyst during evidence examination. The portion was packaged separately from the remainder of the item and was not submitted for DNA analysis.
2022-027	Biology/DNA	Incident	4/18/2022	Three cases were identified where CODIS profiles were discovered to have been entered into CODIS, uploaded to the state CODIS database but later were inadvertently removed from the state CODIS database.
2022-029	Biology/DNA	Incident	4/27/2022	A fingernail clipping was inadvertently dropped onto the floor by a screening analyst during evidence examination. The dropped clipping was then packaged separately from the other clippings and was not swabbed or submitted for DNA analysis.
2022-018	Crime Scene	Corrective Action	3/3/2022	A crime scene investigator mistakenly formatted her camera's SD card prior to retaining her scene photos. The photos have been determined to be unrecoverable; however, officers were able to recover surveillance video from the scene.
2022-028	Crime Scene		4/8/2022	Several technical reviewers in the Crime Scene Unit used outdated forms to document report defects.
2022-022	Firearms	Incident	3/24/2022	The firearms section did not facilitate the calibration of one of their trigger pull gauges (gauge #4) as is required by the firearms' section 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
2022-026	Firearms	Incident	4/6/2022	An original casework worksheet cannot be located by a Firearms Examiner. The missing worksheet was discovered during the technical review process and was recreated based on the examiner's case images and clearly marked that the recreated document was not the original.
2022-019	Latent Print Section	Incident	3/9/2022	Two latent print worksheets were inadvertently retired in Qualtrax (HFSC's document control software) and therefore the controlled versions of these worksheets were not updated in accordance with the changes made to the worksheets within the JusticeTrax software.
2022-024	Latent Print Section	Corrective Action	4/1/2022	The training records for a former Latent Print examiner were not able to be located. The records were requested by the former examiner to serve as documentation of previous experience; however Latent Print management has determined the records to be unrecoverable.
2022-IA-02	Latent Print Section	Incident	4/19/2022	The secondary weights used to performance check the Latent Print Processing balances were not verified in 2021.
2022-IA-03	Latent Print Section	Incident	4/19/2022	Section meeting attendance was not recorded for two meetings that occurred between August and September 2021. Attendance documentation is required by the Quality Manual.
2022-IA-04	Latent Print Section	Incident	4/19/2022	The Latent Print section did not complete the annual review refresher training in 2021. The training is required by the Quality Manual to be completed by all staff members authorized to perform technical reviews.
2022-IA-01	Multimedia	Incident	3/30/2022	During the 2022 internal audit, the audit team discovered that two controlled documents had surpassed a year without a documented review as required by the Quality Manual.
2022-030	Toxicology	Incident	4/18/2022	The toxicology's section's process for updating the retention times in the data analysis software on instances where blood alcohol analysis runs were restarted after being aborted due to an instrument error was not in compliance with the section SOP. A review of all affected cases confirmed there was no impact to any reported results.

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
2022-031	Toxicology	Incident	4/27/2022	Records of the original analytical data and peripheral files such as sequence logs for batches run from April 2021 (with some exceptions) are not available for one of the Toxicology section's Headspace instruments."

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.