



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>.

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/htv/index.html>.

NOTICE OF PUBLIC COMMENT:

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

A speaker may address any subject relevant to the purpose of the corporation. Each speaker should limit his or her comments to three minutes. The chair may limit both the number of speakers and the time allotted for each speaker. A speaker who plans to submit a document for the board's consideration should provide at least ten copies of the document, each marked with the speaker's name. If you have questions regarding attending this meeting please contact Amanda DeBerry, secretary of the board of directors, at 713-204-8179.

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from 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