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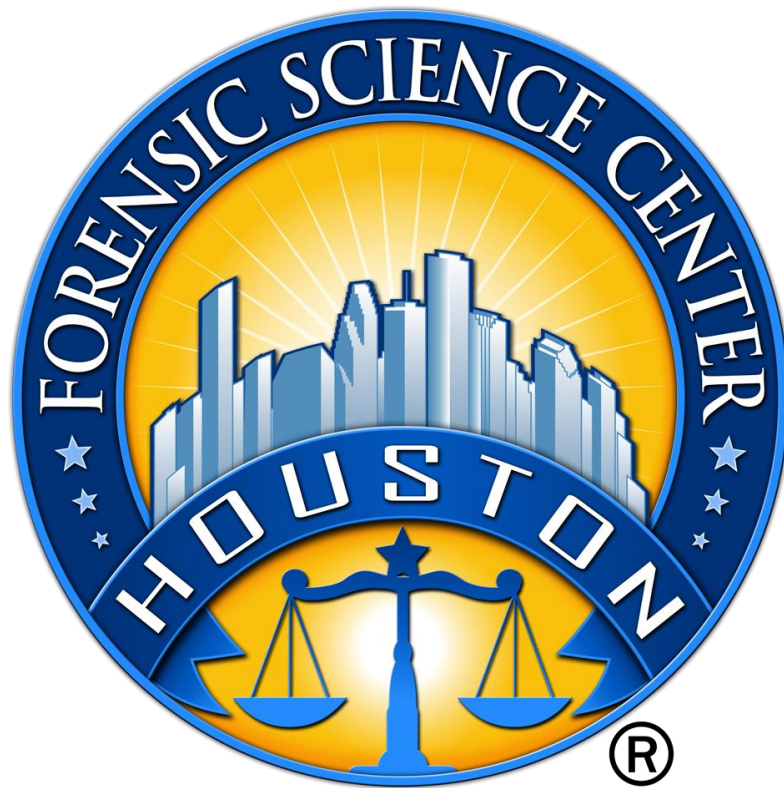
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Houston Forensic Science Center, Inc.

Board of Directors Meeting

July 8, 2022



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Vanessa Goodwin

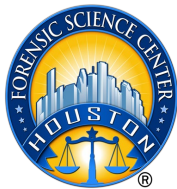
Position 6 - Ellen Cohen

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, July 8, 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/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 May 13, 2022, board meeting. Consideration of proposed corrections, if any. Approval of minutes.
5. Report from Dr. Stacey Mitchell, board chair including a monthly update of activities and other announcements.

6. Consider approval of revised fiscal year 2023 budget and possible related action.
7. Consider approval of a budget modification to the 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 budget not to exceed \$3,000,000.00, funded by the American Rescue Plan Act (ARPA).
8. Report from Dr. Peter Stout, CEO, and president including an overview of recent staffing changes, technical sections updates, turnaround times and backlogs.
9. Presentation from Dr. Stout regarding casework prioritization and related challenges impacting the corporation's ability to effectively manage requests for services, given the available resources and personnel and possible related action.
10. Adjournment.

NOTICE REGARDING SPECIAL NEEDS:

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

NOTICE REGARDING CLOSED MEETINGS:

As authorized by Texas Government Code Chapter 551.001 (the "Open Meetings Act"), if, during the course of the meeting covered by this notice, the board should determine that a closed or executive meeting or session of the board should be held or is required in relation to any items included in this notice, then such closed or executive meeting or session as authorized by Section 551.001 et seq. of the Texas Government Code will be held by the board at that date, hour and place given in this notice or as soon after the commencement of the meeting covered by the notice as the board may conveniently meet in such closed or executive meeting or session concerning any and all subjects and for any and all purposes permitted by Section 551.071-551.089, inclusive, of the Open Meetings Act, including, but not limited to:

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

The presiding officer shall announce that the board will convene in a closed meeting; that is, in "a meeting to which the public does not have access," sometimes known as an "executive session." The presiding officer's announcement will identify the provision(s) of the Open Meetings Act permitted by Section 551.071-551.089 under which the closed meeting will be held. Should any final action, final decision, or final vote be required in the opinion of the board with regard to any matter considered in such closed or executive meeting or session, then such final action, final decision, or final vote shall be at either:

A. The open meeting covered by this notice upon the reconvening of the public meeting, or

B. At a subsequent public meeting of the board upon notice thereof, as the board shall determine

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

I, Amanda DeBerry, secretary, do hereby certify that a notice of this meeting was posted on Tuesday, the 5th day of July 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 5th day of July 2022.

Amanda DeBerry

Amanda DeBerry



Houston Forensic Science Center, Inc.

Board of Directors Public Meeting ~ Minutes ~

Friday, May 13, 2022

www.houstonforensicscience.org

1. **CALL TO ORDER:**

At 9 a.m., Vice-chairwoman Mary Lentschke 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, May 13, 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 May 10.

2. **ROLL CALL:**

The following board members were present in-person:

Vice-chairwoman Mary Lentschke
Anna Vasquez
Philip Hilder
Francisco Medina
Vanessa Goodwin
Lois Moore
Vicki Huff

The following board member was absent:

Chairwoman Stacey Mitchell
Tracy Calabrese

The following board member arrived late:

Ellen Cohen

Vice Chairwoman Lentschke declared a quorum was present, noting that all members were physically present in-person except for Chairwoman Mitchell.

3. **PUBLIC COMMENT:**

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

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

Following a motion by Director Lois Moore and seconded by Director Philip Hilder, the board unanimously approved the March 11, 2022 meeting minutes.

5. **ANNUAL APPOINTMENT OF CORPORATE OFFICERS:**

Pursuant to the corporation's bylaws, the board appoints HFSC's corporate officers annually.

Vice Chairwoman Lentschke read the slate of nominees prior to the roll call vote for each position.

President – Dr. Peter Stout
Vice President – Dr. Amy Castillo
Treasurer – David Leach
Board Secretary – Amanda DeBerry

The officer nominees were all in attendance. Director Moore made a motion to approve the slate as presented. Director Anna Vasquez seconded the motion, and the board unanimously approved the slate of corporate officers.

6. **VICE CHAIR SELECTION:**

Pursuant to the corporation's bylaws and board resolution 2020-001, each year the directors select a vice-chair of the board. Vice Chairwoman Lentschke yielded the floor to Director Vanessa Goodwin for the board to discuss the selection since she currently holds the title.

Director Goodwin reminded the board that Vice-Chair Lentschke has served in the role for the past two years and has done a great job leading at HFSC. Next, she nominated and opened up the floor for the board to consider and select Director Lentschke to serve another term as vice-chair. Director Hilder made a motion to approve and Director Moore seconded it. The motion passed unanimously in a voice vote.

Director Goodwin yielded the floor back to vice-chairwoman and she shared her continued appreciation and commitment to serve in the role for another year.

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

Dr. Stout first pointed out that the city is still considering HFSC's proposed budget increase for the fiscal year 2023. However, there is a chance of the budget remaining at \$28 million, the same as the fiscal year 2022. He encouraged members to speak directly to council members to discuss the challenges at the lab and the need for the budget increase.

He gave a detailed overview of the pandemic impacts for HFSC, showing why the toxicology section's backlog increased to its current status. He reported that the pandemic significantly delayed getting the validation needed to implement the new instrumentation and the LC-QQQ methods to be added to its scope so that their results could be reported. The plan is to allocate \$700,000 of the American Rescue Plan Act (ARPA) funding to outsource toxicology cases to help eliminate its backlog. The ARPA funding is separate from HFSC's FY budget. Next, he talked through the lingering effects of the court backlogs, the rise in homicides, work supply shortages and the challenges in recruiting and retention.

Dr. Stout pointed out the surge in court subpoenas, noting that HFSC received nearly 600 subpoenas for testimony in February 2022 compared to only 23 for the same period in 2021. He said enormous spikes such as this make it difficult for the lab to manage since an average subpoena could take between one to three days of the analysts' time away from the lab.

He briefly discussed the Joseph Colone case and the potential for the lab to rework 1,300 DNA cases, roughly \$5 million in work.

Lastly, he explained the need for the \$5.9 million increase to the FY23 budget to stabilize the workforce. The proposed budget would allocate funding to provide more personnel and raises for the technical sections and increase wages for some entry-level administrative roles. He mentioned the repercussions if the city does not approve the requested \$34 million budget. The projections rely on the added resources without which the backlogs will continue to increase, will place the lab years behind and become the target of media headlines within the next year or two. Director Francisco Medina asked if the ARPA monies were part of the budget and Dr. Stout stated that those ARPA funds are separate from HFSC's FY23 budget. ARPA funding will cover overtime in the crime scene unit, new instruments in firearms and outsourcing in toxicology. Director Ellen Cohen mentioned how people will blame the city if the budget is not approved while stressing the importance of reaching out to current councilmembers.

8. **CONSIDER APPROVAL OF A SUBRECIPIENT AGREEMENT BETWEEN THE CITY AND THE CORPORATION:**

General counsel Akilah Mance began by asking the board to consider approving an overarching agreement from the city to receive federal relief funds provided by ARPA. HFSC's eligibility for those federal relief funds is part of Mayor Sylvester Turner and the Houston City Council's public safety initiative, One Safe Houston. She then explained that the corporation worked directly with city legal to form an agreement to allocate an additional \$1.5 million to HFSC. Finally, she talked through the next step in the agreement process, noting that if the board approves, it moves to the city council for the final approval.

Director Cohen made a motion to approve the sub-recipient agreement between the city for HFSC to receive the \$1.5 million in ARPA funding. Director Moore seconded the motion, and the board unanimously approved the motion.

9. **CONSIDER AUTHORIZING A CONTRACT WITH NATIONAL MEDICAL SERVICES FOR TOXICOLOGY OUTSOURCING:**

HFSC will use part of its \$1.5 million ARPA funding for outsourcing this expenditure. Dr. Stout asked the board to approve an agreement that will allow him to negotiate and enter into a contract with National Medical Services (NMS) to continue drug confirmation for the toxicology section. He reiterated his confidence in NMS, noting that the corporation has done a lot of business with them over the past years.

Director Moore made a motion to delegate authority to Dr. Stout to negotiate and enter into a contract for toxicology outsourcing with NMS for a total contract value of \$700,000. Director Vasquez seconded the motion, and the board unanimously approved the motion.

10. **CONSIDER DELEGATING AUTHORITY TO PROCURE AND SELECT TWO 3D MICROSCOPES:**

HFSC will also use part of its \$1.5 million ARPA funding to procure and select two 3D microscopes for the firearms sections. Dr. Stout first acknowledged why he was asking for the board's approval, pointing out the need for documentation for the city since it's an ARPA expenditure. He explained that HFSC secured the designed proposals and that the plan is to remain close to the budget and make the purchase once the ARPA funds are released.

Director Moore made a motion to delegate authority to Dr. Stout to procure and select two 3D microscopes for a total contract value of \$500,000. Director Goodwin seconded the motion, and the board unanimously approved the motion.

11. **TREASURER AND CFO DAVID LEACH'S PRESENTATION REGARDING FISCAL YEAR 2022 BUDGET REALLOCATIONS:**

Mr. Leach first noted that the fiscal year 2022 final budget reallocation did not impact the total budget amount. He then shared that he moved around several line items to avoid overspending in any one specific area, noting the negative \$1.6 million in grant funding. Finally, he reminded the board that grant money is usually in a lump sum while compiling the budget. However, as the spending of the money occurs, it gets allocated to the individual line item.

11a. **CONSIDER APPROVAL OF PROPOSED FISCAL YEAR 2022 BUDGET REALLOCATIONS:**

Mr. Leach asked the board to approve the new FY 2022 budget. He noted that the net numbers are the same but that he's requesting permission to move line items around.

Director Cohen made a motion to approve the FY 2022 budget reallocations. Director Hilder seconded the motion, and the board unanimously approved the reallocations.

12. **CONSIDER AUTHORIZING A LEASE AGREEMENT WITH DE LAGE LANDEN FINANCIAL FOR ONE LC-QQQ:**

Dr. Stout began by sharing that the LC-QQQ is a piece of needed equipment in the lab. HFSC already has three and is looking to lease with an option to purchase a fourth. He mentioned that this specific instrument is more expensive than the others, noting the current supply issues. Dr. Stout then explained the logic behind leasing over purchasing, which helps manage the large capital investment on a relatively tight budget.

Director Goodwin made a motion to delegate authority to Dr. Stout to enter into a lease agreement with De Lage Landen Financial Services, Inc. for one LC-QQQ, related components and service for a total contract value of \$451,738.20. Director Medina seconded the motion, and the board unanimously approved the motion.

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

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

Next, she announced that the group's publication titled, "*Blind Testing in Firearms: Preliminary Results from a Blind Quality Control Program*" was recently showcased in a presentation at the American Society of Crime Laboratory director's meeting in Reno, Nevada. She then mentioned that the quality associate who was responsible for the firearms' publication would host a webinar in June, and also present at the Association of Firearms and Tool Marks Examiner conference about the article, the data collected and HFSC's blind quality control program.

Ms. Ziemak then explained two testimony disclosures HFSC provided to the Texas Forensic Science Commission regarding the forensic biology/DNA section. The first disclosure centered around an HFSC analyst who used to work at the Texas Department of Public Safety's DNA lab in 2013. At the time, he was responsible for evidence examination in Joseph Colone's murder case. However, as an HFSC employee, he provided testimony in 2017 about the condition of DNA samples in that DPS case. The Texas Court of Criminal Appeals issued an opinion in March 2022 overturning the death sentence conviction – in part – to the DNA testimony. Because the case spanned multiple agencies, HFSC requested that TFSC conduct an investigation. The commission voted not to form an investigative panel with three commissioners to determine whether a finding of professional negligence or professional misconduct for the HFSC analyst is appropriate.

The quality division is conducting annual internal audits to wrap up on May 27. She noted they recently completed the internal audits for seized drugs, multimedia, firearms, latent prints and the toxicology sections. So far, there have been three findings in multimedia and three in latent prints.

Ms. Ziemak then mentioned HFSC recently declared conformance to 18 standards in the Organization of Scientific Area Committee's registry, highlighting one in the forensic biology/DNA section and two in firearms.

In conclusion, she reported that 29 analysts had testified this year and four transcripts are being evaluated.

14. **ADJOURNMENT:**

Vice-chair Lentschke requested a motion to adjourn the meeting. Director Hilder made a motion to adjourn. Director Moore seconded the motion. The meeting adjourned at 10:05 a.m.

The undersigned secretary of the board hereby certifies the following are true and correct minutes of the May 13, 2022 public meeting of the board.

By: *Amanda DeBerry* Amanda DeBerry, Secretary

HFSC Amended FY23 Budget

What Changed (from \$34.4 to \$31.5 decrease of \$2.9. Receiving \$28.5M plus \$3M in ONE TIME ARPA grant funds):

1. More accurate estimate of where FY22 will end
2. Same Base budget as FY22 -
3. Increase of \$3.0M in ARPA Funds
 1. \$2.0M for Training
 2. \$300K for Overtime in Firearms and CSU
 3. \$700K for Toxicology Outsourcing
4. Removed Incremental Adds:
 1. Wage and Market Adjustments \$2.6M
 2. CSU \$1.0M
 3. Firearms \$536K
 4. Multimedia \$298K
 5. Seized Drugs \$227K
 6. Latent Prints \$353K
 7. Toxicology \$640K

HFSC Amended FY23 Budget

				Original FY23 Budget	New FY23 Budget	Change \$	Change %
		Revenue:		34,400	28,508	(5,892)	-17%
		HFSC		33,669	27,777	(5,892)	-18%
		Fund 2213		731	731	0	0%
		City of Houston Direct OH-Appro				-	
		COVID Relief Funds		-	3,000	3,000	
		Training Services			-	-	
		Grants		1,600	1,600	-	0%
		Forensic Services		54	20	(34)	-63%
		Other		22	25	3	14%
		Total Revenue:		36,076	33,153	(2,923)	-8%
		Expenses:					
		Personnel		24,092	22,061	(2,031)	-8%
		Supplies		1,340	1,015	(325)	-24%
		Services (Non CoH)		5,356	5,674	318	6%
		Services (CoH/Fund 2213)		717	501	(216)	-30%
		Non-Capital Expenditures		256	95	(161)	-63%
		Interest Expense		1,078	1,067	(11)	-1%
		FA Gain/Loss		-	-	-	
		Capital Expenditures		2,916	835	(2,081)	-71%
		City of Houston Direct OH-Appro			-	-	
		Grants & Training Expense		1,600	1,600	-	
		Depreciation		2,015	2,026	11	1%
		Total Expense After Depreciation		39,370	34,874	(4,496)	-11%

HFSC Amended FY23 Budget

			FY19 Actual	FY20 Actual	FY21 Actual	FY22 FCST	FY23 Budget	Change \$	Change %
Revenue:			25,620	25,620	27,218	28,508	28,508	-	0%
HFSC			21,089	24,604	26,526	27,777	27,777	-	0%
Fund 2213			3,072	689	692	731	731	-	0%
City of Houston Direct OH-Appro			1,460	327	-	-	-	-	
COVID Relief Funds					1,359	-	3,000	3,000	
Training Services			7	-	-	-	-	-	
Grants			1,005	1,616	1,755	1,207	1,600	393	33%
Forensic Services			17	70	51	48	20	(28)	-59%
Other			24	114	71	27	25	(2)	-6%
Total Revenue:			26,673	27,420	30,454	29,790	33,153	3,363	11%
Expenses:									
Personnel			17,924	18,518	19,504	19,261	22,061	2,799	15%
Supplies			904	1,161	1,276	1,067	1,015	(51)	-5%
Services (Non CoH)			5,052	5,368	6,244	6,195	5,674	(521)	-8%
Services (CoH/Fund 2213)			1,294	689	672	555	501	(54)	-10%
Non-Capital Expenditures			176	462	275	70	95	25	35%
Interest Expense			271	1,093	1,091	1,082	1,067	(15)	-1%
FA Gain/Loss			168	192	293	-	-	-	
Capital Expenditures			222	411	1,278	112	835	723	644%
City of Houston Direct OH-Appro			1,404	327	-	-	-	-	
Grants & Training Expense			-	-	-	-	1,600	1,600	
Depreciation			892	1,807	1,899	2,017	2,026	8	0%
Total Expense After Depreciation			28,306	30,027	32,532	30,361	34,874	4,513	15%

HFSC Amended FY23 Budget

				FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 FCST	FY23 Budget	FY23B vs. FY22FCST
Revenues:										
	411000	City of Houston-Appropriations		\$ 24,160,344	\$ 24,160,346	\$ 25,293,552	\$ 27,217,590	\$ 28,508,208	\$ 28,508,208	\$ -
		Fund 2213		7,238,566	3,071,553	689,122	692,087	731,454	731,454	-
		HFSC Operations		16,921,778	21,088,791	24,604,431	26,525,503	27,776,754	27,776,754	-
	415000	City of Houston Direct OH-Appro		1,460,000	1,460,000	326,790	-	-	-	-
	416000	City of Houston - Safe funds		-	-	-	-	-	-	-
	417000	COVID Relief Funds					1,358,652	-	3,000,000	3,000,000
	420000	Donations		8,300	18,000	3,139	-	1,600	-	(1,600)
	425000	In-Kind Donations		38,760	-	-	3,509	-	-	-
	426000	Training Services		5,025	6,750	-	-	-	-	-
	440000	Grants		763,881	1,004,991	1,615,659	1,754,802	1,206,784	1,600,000	393,216
	450000	Forensic Services		26,900	16,634	70,285	51,025	19,800	19,800	-
	450001	Misc.		-	-	-	45,467	28,384	-	(28,384)
	450002	Interest Income		4,622	6,065	110,549	22,457	25,110	25,110	-
Total Income				26,467,832	26,672,784	27,419,975	30,453,502	29,789,885	33,153,118	3,363,232

HFSC Amended FY23 Budget

					FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 FCST	FY23 Budget	FY23B vs. FY22FCST
Expenses:											
		Personnel:									
	500010		Salary Base - Civilian		12,302,415	14,808,656	15,170,393	15,964,092	15,663,300	18,014,863	2,351,564
	501070		Pension - Civilian		745,657	877,783	855,262	998,264	969,748	1,096,765	127,017
	502010		FICA - Civilian		901,257	1,041,807	1,090,551	1,124,164	1,139,553	1,288,810	149,258
	503010		Health Insurance - Active Civil		982,243	1,016,233	1,300,402	1,374,308	1,413,629	1,575,099	161,470
	503015		Basic Life Ins - Active Civil		83,701	90,515	21,129	15,579	24,514	27,724	3,211
	503090		Workers Comp - Civilian Adm		44,705	48,430	56,342	3,340	45,615	51,589	5,975
	503100		Workers Comp - Civil Claims		-	236	-	-	(465)	(526)	(61)
	504031		Unemployment Taxes - Admin		29,834	39,884	23,882	24,358	5,524	6,247	724
					15,089,811	17,923,543	18,517,961	19,504,104	19,261,417	22,060,573	2,799,156

HFSC Amended FY23 Budget

				FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 FCST	FY23 Budget	FY23B vs. FY22FCST
			Supplies:							
	511010		Chemical Gases & Special Fluids	13,683	21,159	21,924	21,958	18,174	17,997	(177)
	511045		Computer Supplies	16,568	7,676	-	1,620	7,386	6,331	(1,055)
	511050		Paper & Printing Supplies	22,692	21,967	6,711	14,279	12,694	13,219	524
	511055		Publications & Printed Material	9,163	3,064	10,368	6,344	12,370	13,003	633
	511060		Postage	930	815	373	429	348	298	(50)
	511070		Miscellaneous Office Supplies	101,210	106,618	78,800	71,379	79,452	76,666	(2,785)
	511080		General Laboratory Supply	1,093,073	679,281	959,828	1,064,734	840,977	796,945	(44,032)
	511095		Small Technical & Scientific Eq	8,500	5,369	7,935	16,835	19,239	17,710	(1,528)
	511110		Fuel	-	-	-	-	96	82	(14)
	511120		Clothing	29,697	13,649	13,826	26,809	19,535	19,991	456
	511125		Food/Event Supplies	11,738	25,222	20,049	2,572	13,596	12,060	(1,536)
	511130		Weapons Munitions & Supplies	5,648	6,060	7,262	11,881	15,445	15,631	186
	511145		Small Tools & Minor Equipment	12,342	4,272	8,162	27,595	13,241	12,885	(355)
	511150		Miscellaneous Parts & Supplies	9,202	9,317	25,453	9,877	14,184	12,668	(1,516)
				1,334,445	904,468	1,160,688	1,276,311	1,066,735	1,015,486	(51,250)

HFSC Amended FY23 Budget

				FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 FCST	FY23 Budget	FY23B vs. FY22FCST
			Services:							
	520100		Temporary Personnel Services	27,111	1,659	-	-	-	-	-
	520105		Accounting & Auditing Svcs	40,168	41,668	49,928	54,899	59,427	54,899	(4,528)
	520107		Computer Info/Contracting Svcs	55,981	4,335	-	-	-	-	-
	520109		Medical Dental & Laboratory Ser	190,433	1,005,525	1,134,754	1,466,807	1,360,116	1,101,141	(258,975)
	520110		Management Consulting Services	290,897	222,309	248,208	316,224	205,305	135,340	(69,965)
	520112		Banking Services	3,669	3,467	3,005	4,247	3,729	3,753	23
	520113		Photographic Services	-	-	-	1,233	1,716	2,431	715
	520114		Misc Support Serv recruit relo	127,128	52,471	60,088	67,356	51,148	53,388	2,240
	520115		Real Estate Rental	1,008,654	1,081,384	773,231	835,772	829,947	830,064	118
	520118		Refuse Disposal	3,512	33,706	51,930	34,332	31,420	31,486	65
	520119		Computer Equip/Software Maint.	1,054,234	963,800	939,734	1,685,310	1,457,463	1,435,039	(22,424)
	520121		IT Application Services	160,719	94,559	24,745	76,737	39,041	65,172	26,131
	520123		Vehicle & Motor Equip. Services	-	-	-	76	13	76	64
	520124		Other Equipment Services	361,746	242,722	601,677	262,952	415,624	332,623	(83,001)
	520143		Credit/Bank Card Svcs	134	-	90	-	-	-	-
	520520		Printing & Reproduction Serv.	3,401	4,400	6,038	1,707	668	2,276	1,608
	520605		Public Information Svcs	13,640	6,982	3,911	3,790	577	611	34
	520705		Insurance (Non-Medical)	107,149	117,289	133,594	187,342	148,200	136,290	(11,910)
	520760		Contributions	-	-	-	560	-	-	-
	520765		Membership & Prof. Fees	35,695	27,214	26,476	27,440	36,512	34,608	(1,905)
	520805		Education & Training	177,494	225,710	326,799	272,660	408,015	429,186	21,171
	520815		Tuition Reimbursement	50,924	16,803	12,528	37,525	16,783	33,650	16,867
	520905		Travel - Training Related	193,829	156,185	102,534	19,034	137,125	-	(137,125)
	520910		Travel - Non-training Related	17,112	38,648	24,032	5,758	25,894	23,170	(2,724)

HFSC Amended FY23 Budget

					FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 FCST	FY23 Budget	FY23B vs. FY22FCST
				Services:							
	521405			Building Maintenance Services	30,971	18,783	6,036	19,144	70,873	66,580	(4,292)
	521505			Utilities	4,145	4,283	123,244	156,516	264,597	259,626	(4,971)
	521605			Data Services	98,862	191,130	207,174	208,791	168,723	178,001	9,278
	521610			Voice Services, Equip & Labor	55,315	61,692	46,499	52,608	74,101	72,007	(2,095)
	521725			Other Rental Fees	38,766	48,261	64,898	55,227	54,739	53,772	(967)
	521730			Parking Space Rental	167,680	210,045	187,936	208,500	188,414	194,408	5,994
	521905			Legal Services	45,623	43,263	10,035	5,643	2,890	10,000	7,110
	522205			Metro Commuter Passes	71,450	65,142	24,597	333	358	539	181
	522305			Freight	17,190	13,447	31,007	28,977	27,315	26,419	(895)
	522430			Misc. Other Services & Chrgs	157,383	54,745	82,296	102,814	114,416	107,394	(7,022)
	529000			Subrecipient Expense - Grants		-	60,735	43,227	-	-	-
	532000			Sub-Contractor (COH)	2,679,910	1,294,200	689,122	671,991	555,173	500,710	(54,463)
				Total Services	7,290,926	6,345,826	6,056,881	6,915,531	6,750,324	6,174,661	(575,663)
				Services without CoH	4,611,016	5,051,626	5,367,760	6,243,540	6,195,150	5,673,951	(521,200)
				Interest Expense	-	271,270	1,093,496	1,090,568	1,081,947	1,066,922	(15,025)

				FY18 Actual	FY19 Actual	FY20 Actual	FY21 Actual	FY22 FCST	FY23 Budget	FY23B vs. FY22FCST
		Non-Capital Expenditures								
	551010		Furniture and Fixtures	50,181	88,301	274,844	21,541	15,817	25,000	9,183
	551015		Computer Equipment	244,573	84,289	159,405	232,788	37,630	60,000	22,370
	551025		Scientific/Medical Equipment	13,367	3,181	28,015	21,103	16,980	10,000	(6,980)
	551040		Non-Capital - Other	-	-	-	-	-	-	-
			Total Non-Capital Expenditures	308,120	175,771	462,264	275,432	70,427	95,000	24,573
		Capital Expenditures								
	170140		Improvements	-	(107,352)	20,329	163,428	-	-	-
	170210		Furniture & Fixtures	-	-	180,000	-	-	-	-
			Capital - Vehicles	100,379	-	67,003	203,852	-	129,368	129,368
	170230		Computer Hardware/SW	230,112	51,402	-	265,457	-	-	-
	170240		Scientific/Foren Eqmt	86,541	(48,870)	-	35,236	112,255	705,672	593,417
			Intangible - Bldg	-	1,679,867	-	-	-	-	-
			Intangible Assets	-	-	-	610,356	-	-	-
	170980		Const in Progress	857,991	(1,353,503)	143,374	-	-	-	-
			Total Capital Expenditures	1,275,023	221,544	410,706	1,278,329	112,255	835,040	722,785
Total Expense and Capital Before Depreciation				25,298,324	25,842,421	27,701,997	30,340,276	28,343,105	31,247,682	2,904,577
	561230		Depreciation	488,011	891,893	1,806,679	1,898,917	2,017,401	2,025,839	8,438
Total Expense and Capital After Depreciation				25,786,336	26,734,314	29,508,676	32,239,193	30,360,506	33,273,521	2,913,015
Net Ordinary Income After Capital Expenditures				681,496	(61,530)	(2,088,701)	(1,785,692)	(570,620)	(120,403)	450,217
Other Expense:										
	610000		City of Houston Direct Overhead	1,460,000	1,403,692	326,790	-	-	-	-
			Grant and Training Expense	-	-	-		-	1,600,000	1,600,000
			FA Gain/Loss	-	168,218	191,672	293,200	-	-	-
				(778,504)				(570,620)	(1,720,403)	(1,149,783)

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

July 8, 2022 at 9:00 a.m.

Agenda Action Item No.:	6. Consider approval of revised fiscal year 2023 budget and possible related action.
Subject:	Approval of FY23 budget revision, to reflect the City of Houston's approved FY23 funding allocation to HFSC
Background:	On March 11, 2022, the Board approved HFSC's FY23 proposed budget of \$34.4 million, an increase of \$5.9 million from the previous year. This increase allowed for additional staffing, much needed equipment in seized drugs, CSU and toxicology, and costs incurred by an effort to remain competitive in staff salaries and benefits. Pursuant to Exhibit E of the First Interlocal Agreement between HFSC and the City, and the City of Houston Administrative Procedure No. 2-10, the budget was submitted as a request to the Mayor and City Council for approval.
Executive Summary:	<p>After discussions between HFSC and the City, Council declined to approve HFSC's budget request and instead approved a budget of \$28,508,208.00 on June 1, 2022. As a result, the Board's previously approved FY23 budget must now be modified to reflect the City's June 1st vote. The following incremental budget increases previously approved by the Board, will no longer be funded:</p> <ul style="list-style-type: none">○ Wage and market adjustments○ Increases in personnel and equipment for: Crime Scene Unit, Firearms, Multimedia, Seized Drugs, Latent Prints, and Toxicology
Fiscal Impact:	Reduced funding will decrease HFSC's anticipated revenue and budget.
Staff Recommendation:	Staff recommends approval.
By:	David Leach, Treasurer and CFO & Dr. Peter Stout, President and CEO Legal review by General Counsel

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

July 8, 2022 at 9:00 a.m.

Agenda Action Item No.:	7. Consider approval of a budget modification to the 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 budget not to exceed \$3,000,000.00, funded by the American Rescue Plan Act (ARPA).
Subject:	Consider approval of a budget modification to the ARPA funded subrecipient agreement between the City of Houston (the City) and HFSC.
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") to support public safety expenditures that are incurred on or after March 3, 2021, through December 31, 2024.</p> <p>On May 13, 2022, the Board approved an agreement between the City and HFSC to provide the corporation with \$1,500,000 of ARPA funding. The agreement provided funding of up to \$700,000 for toxicology outsourcing, \$300,000 for overtime pay in the Crime Scene Unit ("CSU") and firearms section, as well as \$500,000 for the purchase of two 3D microscopes for use in the firearms section. 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.</p>
Executive Summary:	After the subrecipient agreement was approved by the Board, HFSC and the City reinitiated discussions regarding additional areas of funding to aid HFSC in advancing public safety measures. These discussions resulted in the City increasing the allocated ARPA funding from \$1.5 million to \$3 million, to be utilized during FY23. Modifications to the budget will now eliminate funding for the purchase of 3D microscopes, while adding funding to support necessary staff training, as a result of increased turnover during the pandemic. Specifically, the modified budget provides funding of up to \$700,000 for toxicology outsourcing, \$300,000 for overtime pay in the Crime Scene Unit ("CSU") and firearms section, as well as \$2,000,000 for training, all of which will help rebuild lost capacity.
Fiscal Impact:	Additional funding will fit within HFSC's revised FY23 budget.

Staff Recommendation:	Staff recommends approval.
By:	Dr. Peter Stout, President and CEO Legal review by General Counsel

President's Report

July 8, 2022

Operational update/highlight

- **Operations**

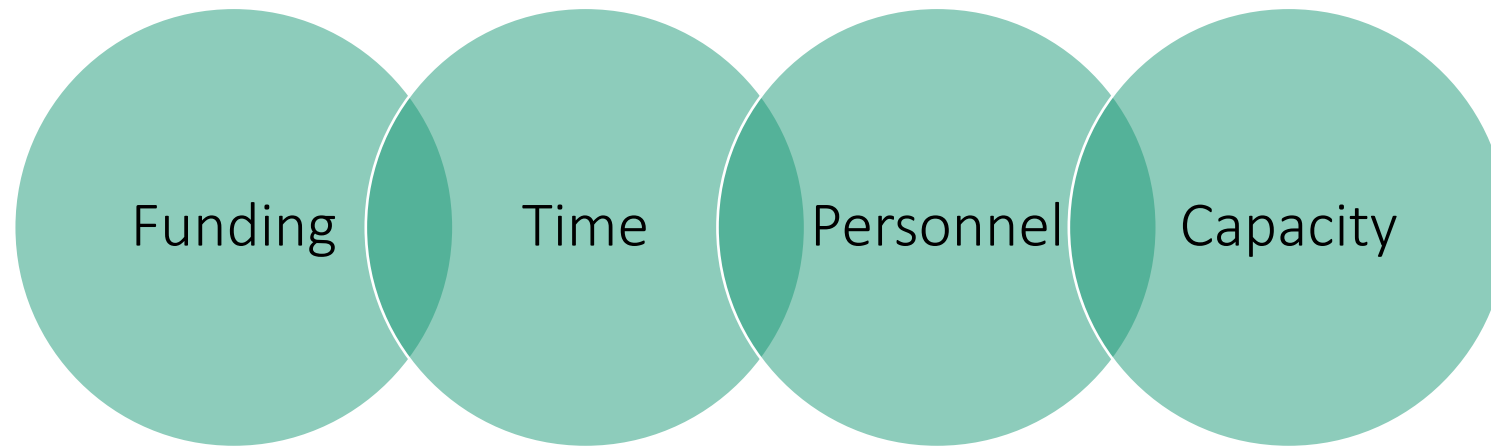
- CSU processed a record breaking 85 vehicles in June 2022
- Latent Print backlog is under 1,500 (down from 2,200 less than 1 year ago)
- Internal Audit concluded on May 27th
- ANAB external assessment is scheduled August 8-12th

- **Staffing**

- With recent turnover in Seized Drugs, 6 new trainees will be added
- Marihuana backlog expected to remain for another year

Prioritization:

How do we determine what work gets done and when, given our limited resources?



Revised FY23 budget will limit HFSC's ability to address the growing workload

- Forensic services and personnel are expensive to maintain; revised budget will have an impact on most sections
- Everything in the lab is linked, resources used one place are not available for other lab needs
- HFSC's plans to manage backlogs and grow capacity in FY23 must be revised to reflect our current funding
- Criminal system **must** prioritize lab requests more effectively to ensure HFSC resources are used efficiently

Clearly, we
have limited
time and *staff*
available to do
the work

- Extensive time and labor is required to fulfill requests and meet stakeholder needs
- Increasing number of requests and complexity
- Staff size will not grow significantly in FY23 to manage increased workload
- Current staff are working long hours, risking burnout
- Backlog means work is waiting to be done; to prioritize 1 case means SOMETHING else must wait. We have no spare capacity.
- In addition to managing casework, staff face challenges in managing administrative and testimony requests

The challenge of administrative requests

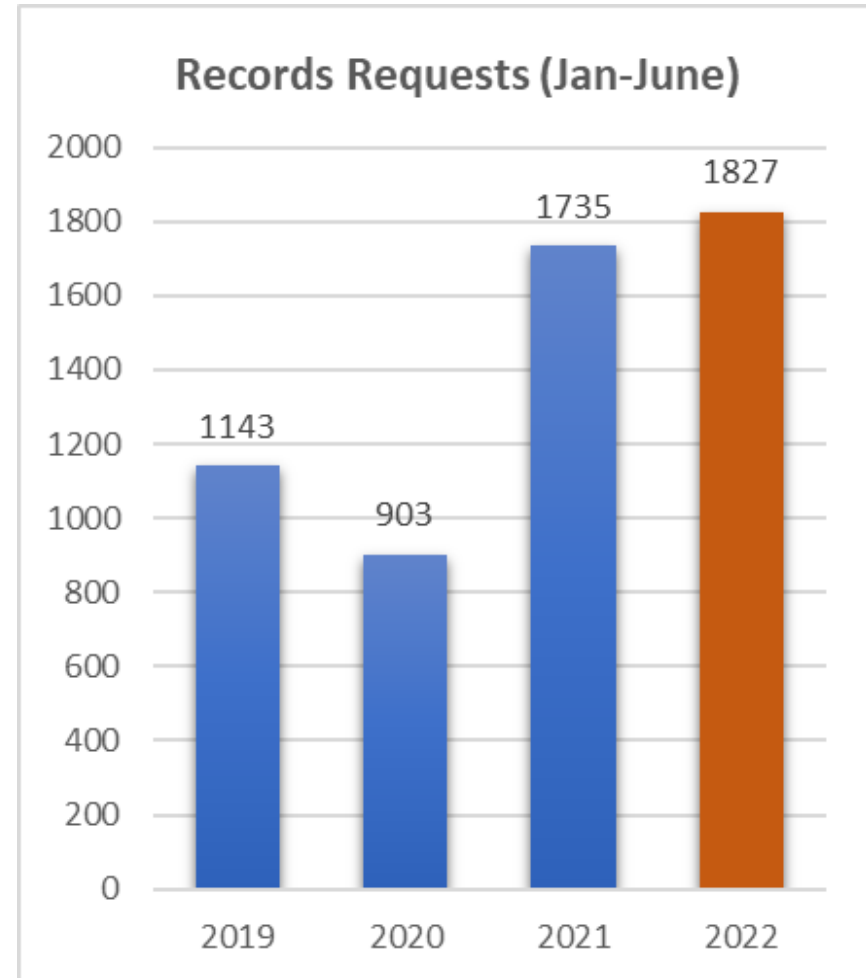
We focus on the evidence and case related work, but document requests, evidence management and managing the files have consequences too.

Staff Time Lost to HPD Morgue Evidence

- HFSC assists with transporting HPD's morgue evidence from the morgue to the HPD property room
- Morgue evidence items are collected by the medical examiner's office during autopsies in HPD cases
- We spend an avg. 29 man-hours each month on this task (2019-2022 data)
- Morgue items take ~10x longer to process per item, than items brought directly to HFSC for analysis
- If HPD resumes this task CSCM would have more time available to manage increasing number, and complexity of records requests and subpoenas

Resources spent fulfilling document requests

- Records requests are keeping pace with 2021, however they've become more **complex** and often asked to be **rushed**
- Enormous impact from unclaimed documents and files
- Impact from RE-requests because lost or unclaimed



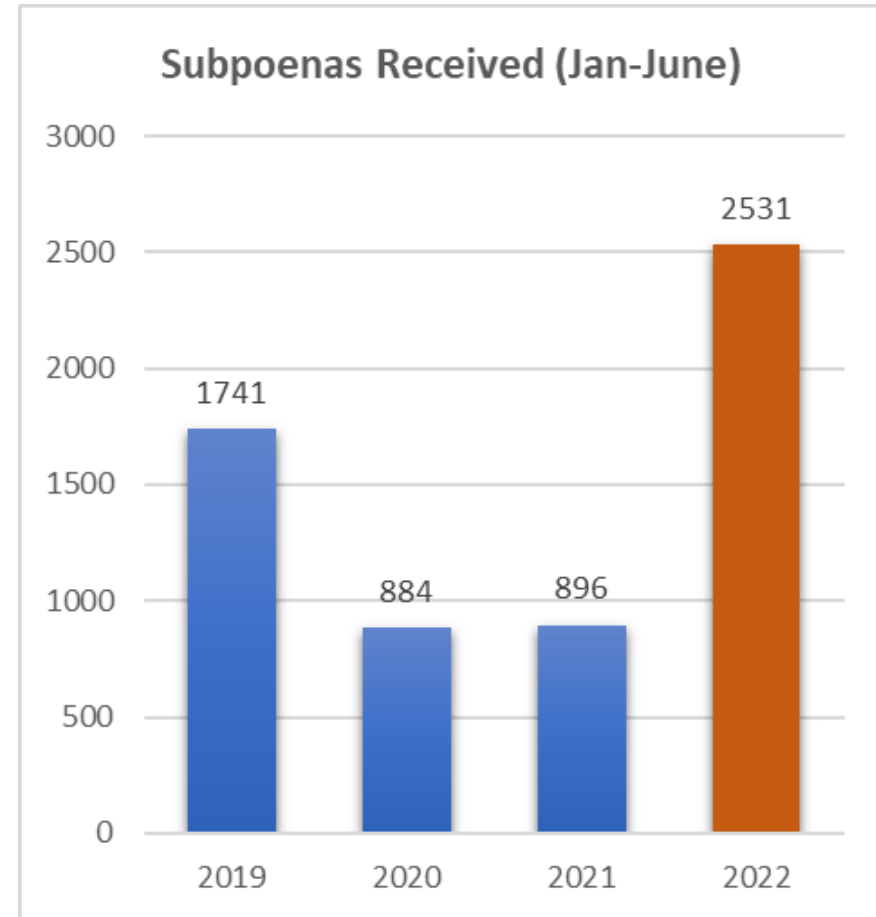
The challenge of testimony

Testimony is part of what we do and will always be.

Testimony is ACTUALLY “rare”, but its impact is enormous

Subpoenas

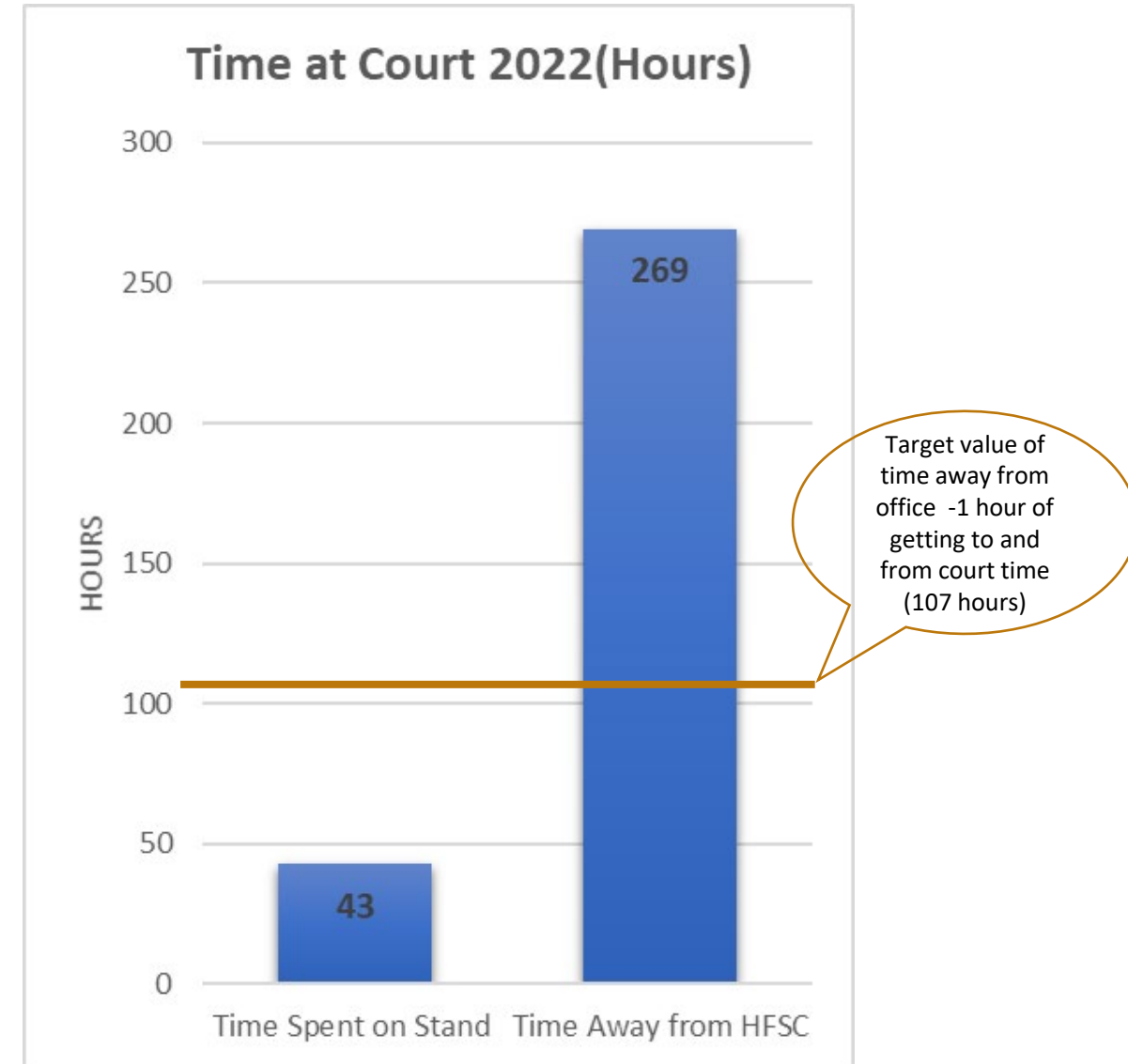
- We have seen an increase of 45% in subpoenas received compared to pre-COVID (2019)
- It is critical CS/CM manages the receipt of subpoenas due to an increase in last-minute receipts



Analyst Time Lost to Waiting in Court

- HFSC analysts have spent an **extra 162 hours sitting** at court (4 weeks) in 2022 to date
- In a month, the average analyst per section completes the following number of requests:
 - ~16 Latent Print Comparison Reports
 - ~35 Blood Alcohol Reports
 - ~54 Seized Drugs Reports
 - ~11 DNA Reports
 - ~8 Scene Responses

Note: Analysts have other duties and training they are not accomplishing when sitting in court



How does work get prioritized in our current system?

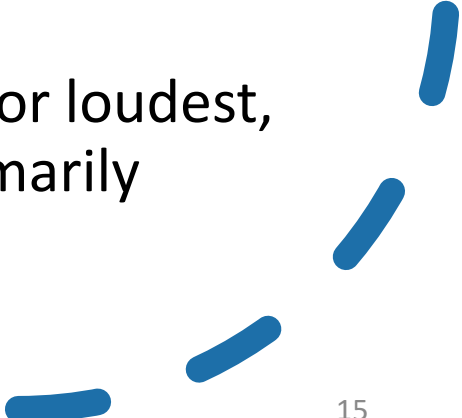
What practices are currently in place and are they effective?

Houston, we have a priority problem

- How do we balance requests from HPD and HCDAO?
- How do we reduce the “non-sensical” requests?
- How do we help the entire system make sure the correct work is prioritized and not simply the loudest work?
- This includes:
 - Lab requests
 - Testimony
 - Document requests
 - Support of questions and anything else
 - Last minute rush requests for all of the above



No system-wide
approach to
setting priorities

- Last week, a misdemeanor judge asked of the ADA “does your office have a policy for prioritizing” the answer was “no”
 - Each judge also decides how to prioritize cases and manage the docket
 - Case prioritization varies across sections
 - **Firearms**- no standard practice; default priority based on age of the case
 - **Seized drugs**- priority for "in custody cases" still results in 21+ day T.A.T.
 - **Toxicology**- whoever screams first or loudest, often jumping other priorities (primarily misdemeanor, non-custody cases)
- 

Potential frameworks for case
acceptance and prioritization

Case Acceptance/Prioritization Policies

- We are currently drafting case acceptance and prioritization policies
- *Prioritization policies* are new for HFSC and will require collaboration with HPD and HCDAO
- *Case acceptance* policies set parameters about our requirements to accept a request and help guide number of items tested in the first submission
 - **DNA and Latent Prints** currently utilize case acceptance policies that were developed in Lean Six Sigma projects
 - **Firearms and Digital Multimedia** case acceptance policy drafts are in progress
 - **Seized Drugs and Toxicology** policies will be considered next

Why Prioritization Policies?

Requests to rush work disrupt the normal workflow and delay older requests even further

HFSC has no ability to determine which stakeholder's rush request is most urgent- demands come from all levels of HPD and HCDAO

All sections have a limit as to how many rush requests they can manage; inevitably some urgent cases will be left out

Until we have resources to increase capacity, the only solution is to collaborate with HPD and HCDAO on setting priorities



POSSIBLE frameworks?

- Allotment of priorities

 - Fixed number of priority cases/month
 - Limits set by OUR capacity
 - Vulnerable still to loudest, first
- Monthly triage meeting
 - HPD, HCDAO, HFSC
 - Agree on priority setting between cases
 - Vulnerable to unknown circumstances between meetings
- Premium fee for priority
 - Common in commercial labs
 - Unclear legal authority
 - No one else has any money
- **All frameworks vulnerable to unintended incentives**

Operations Data- June 2022

Detailed data

June 2022 Company Overview



HFSC Turnaround Time (TAT)

TAT Date Range*

Porter Lee

Justice Trax

6/1/2021

6/30/2022

6/1/2021

6/30/2022

Analysis TAT

31

Overall TAT

88

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

Backlog

**Number of Requests
Backlogged**

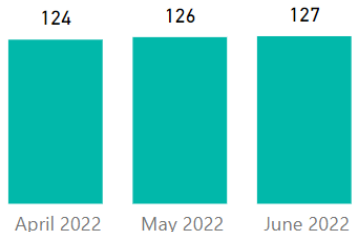
6,360

**% of Requests in
Backlog**

21.1%

Avg Age of Open Requests

Avg Age of Open Request...

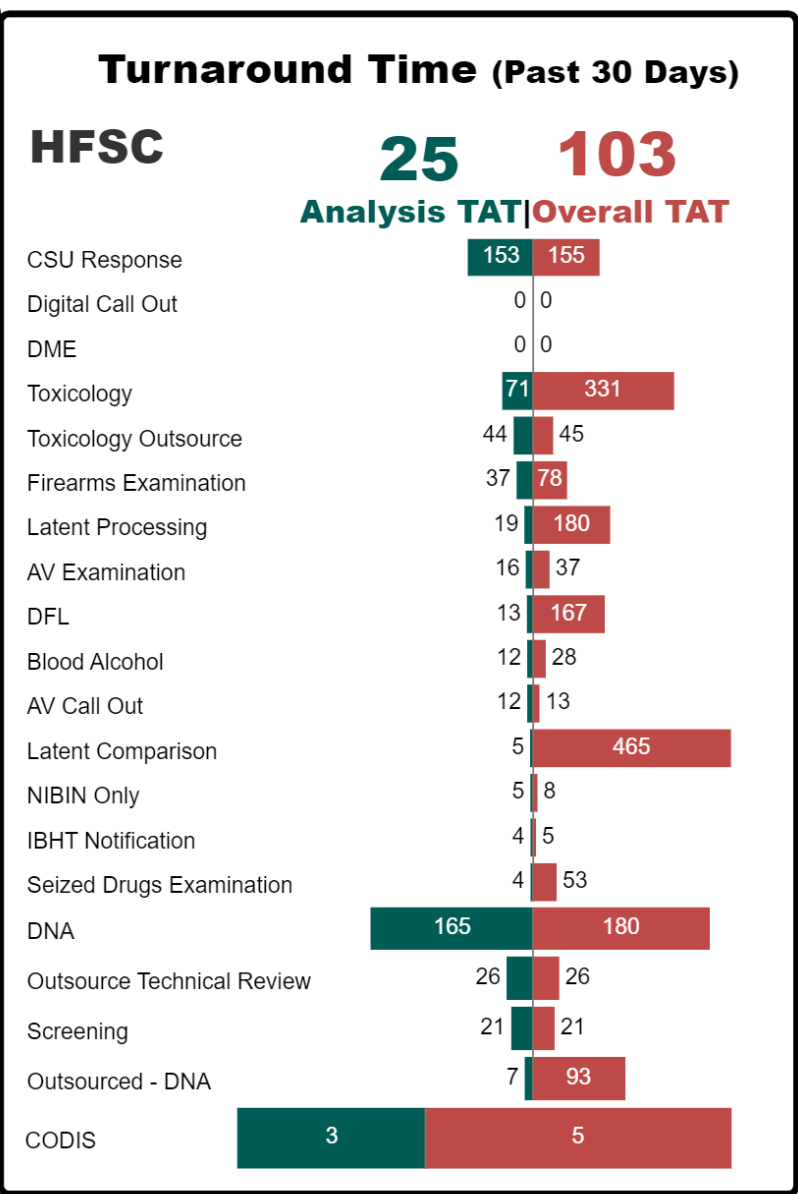
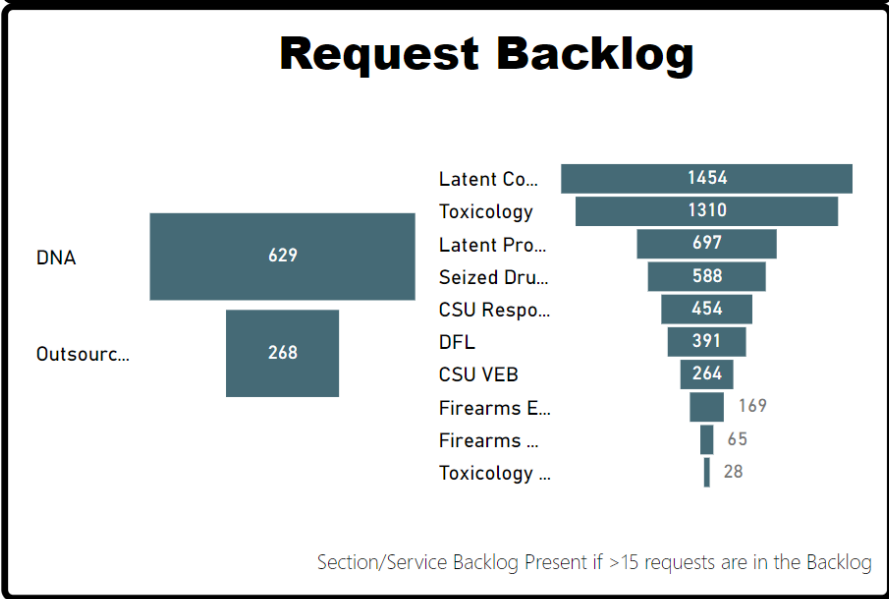
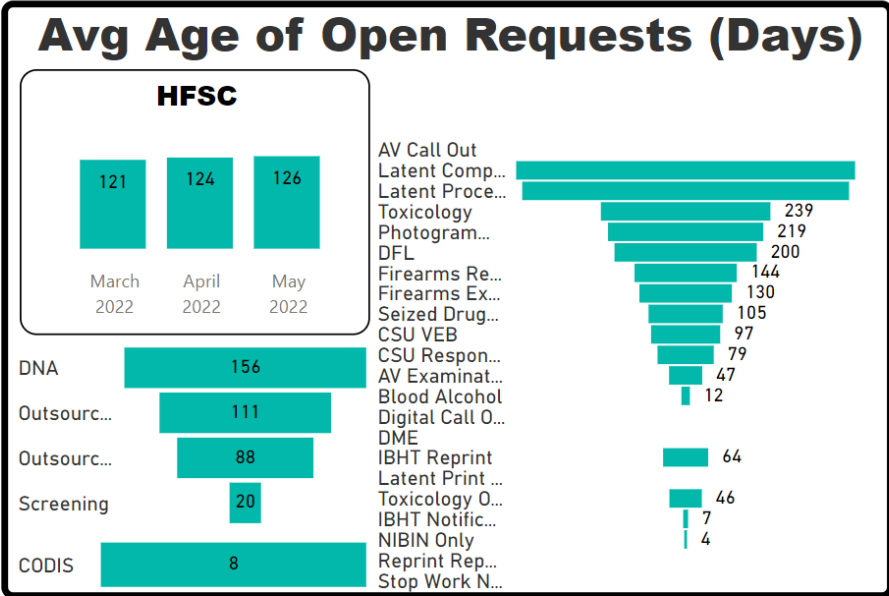
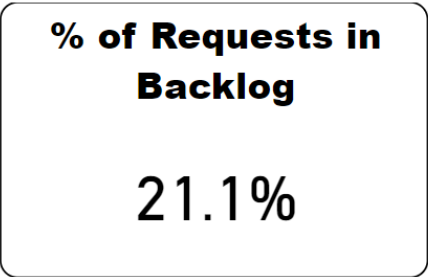
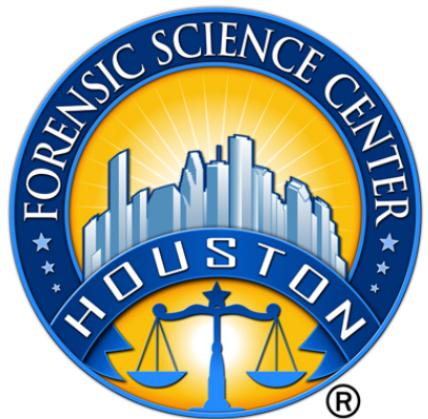
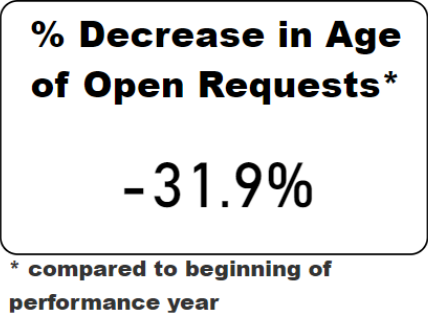


**% Decrease in
Avg Age of Open
Requests***

-31.9%

* compared to beginning of performance year

June 2022 Company Overview



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

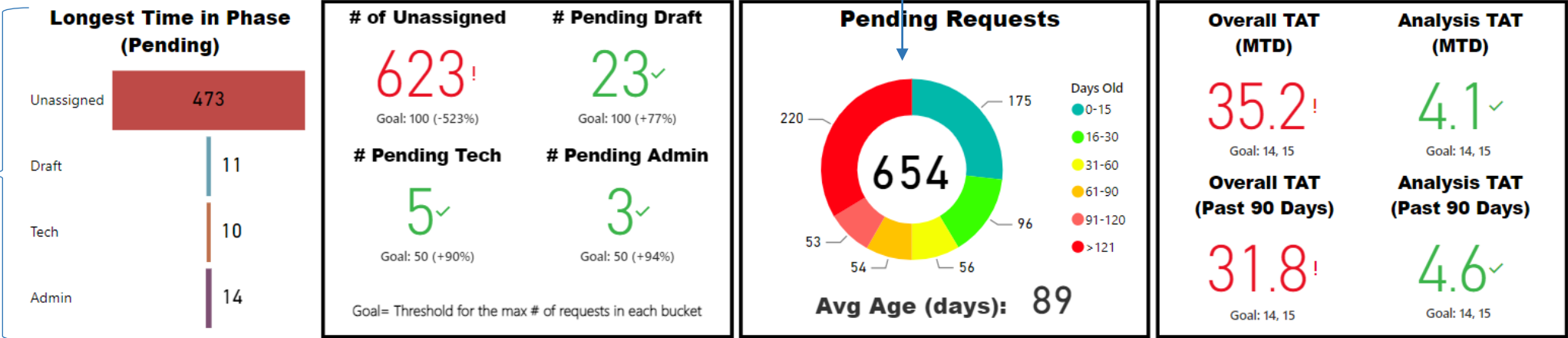
Backlogged Requests:

383

Avg Age of Backlog (days):

142

Pending work



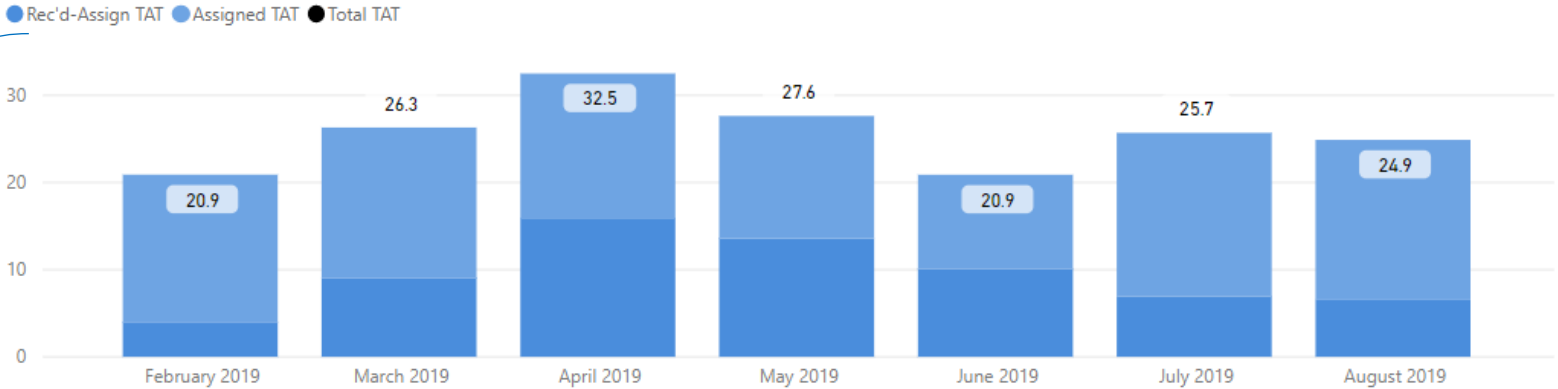
Key for Dashboard Historical Pages 1/2

Date Range

8/1/2018

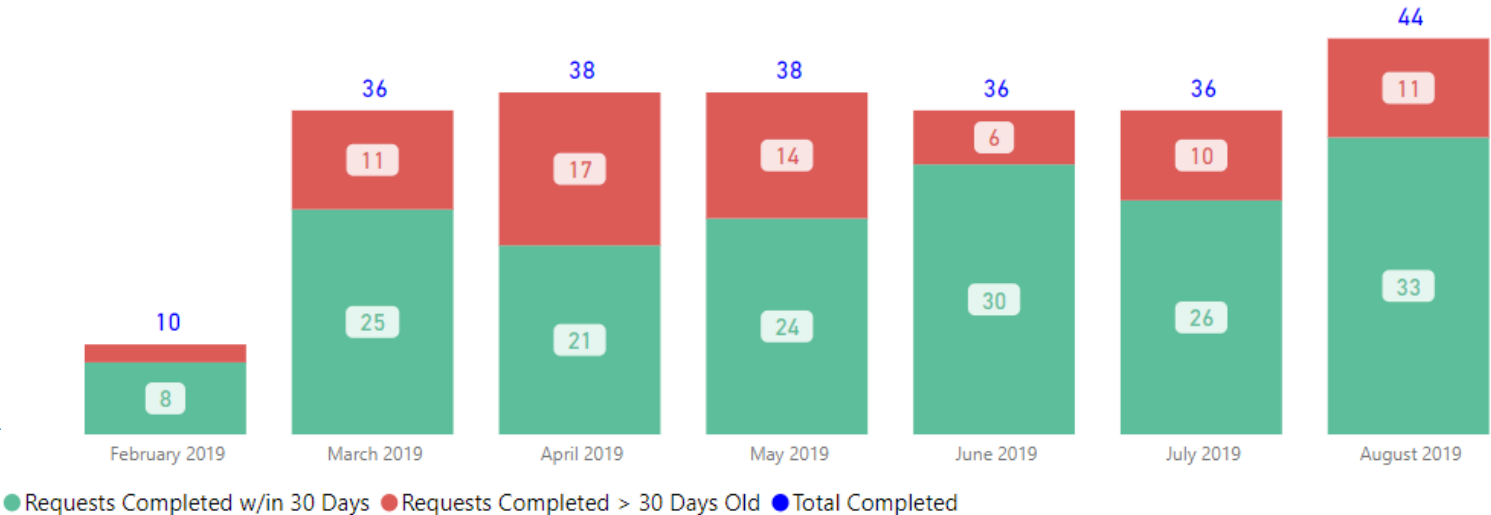
8/31/2019

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

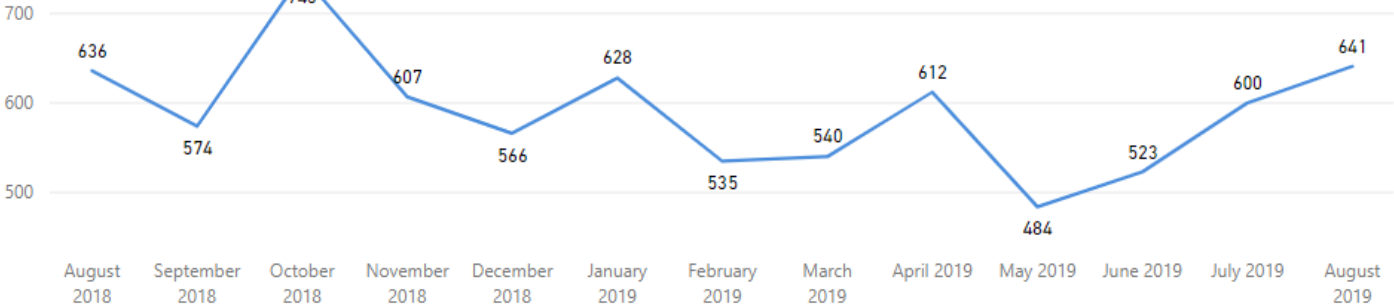
All

Report type

Received Filter

8/1/20188/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)*

591

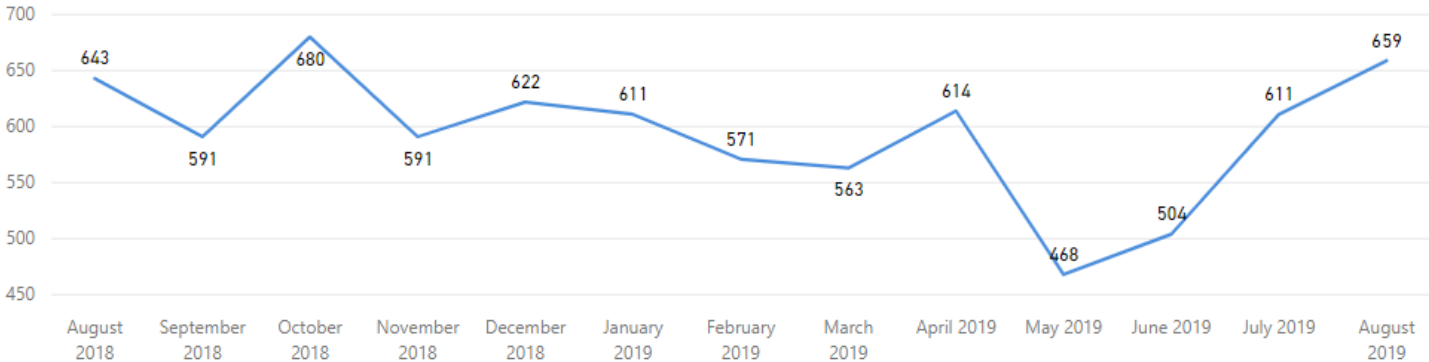
Overall average for the selected date range

Data broken down by month

Completed Filter

8/1/20188/31/2019

Completed by Month



Total Completed

7,728

Completed per Month (Avg)*

594

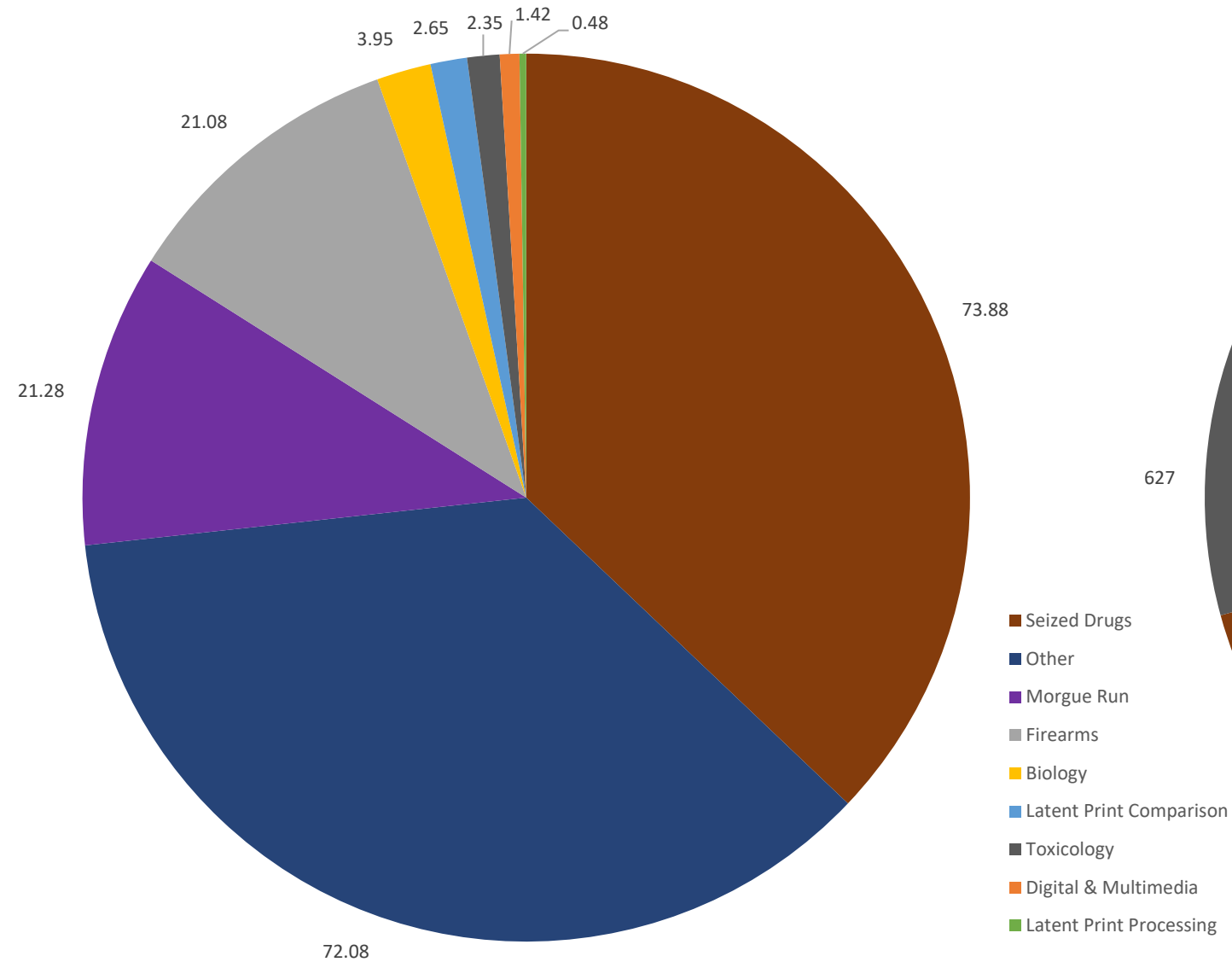
Overall average for the selected date range

* months with zero activity are not calculated into the average

Client Services and Case Management (CS/CM)

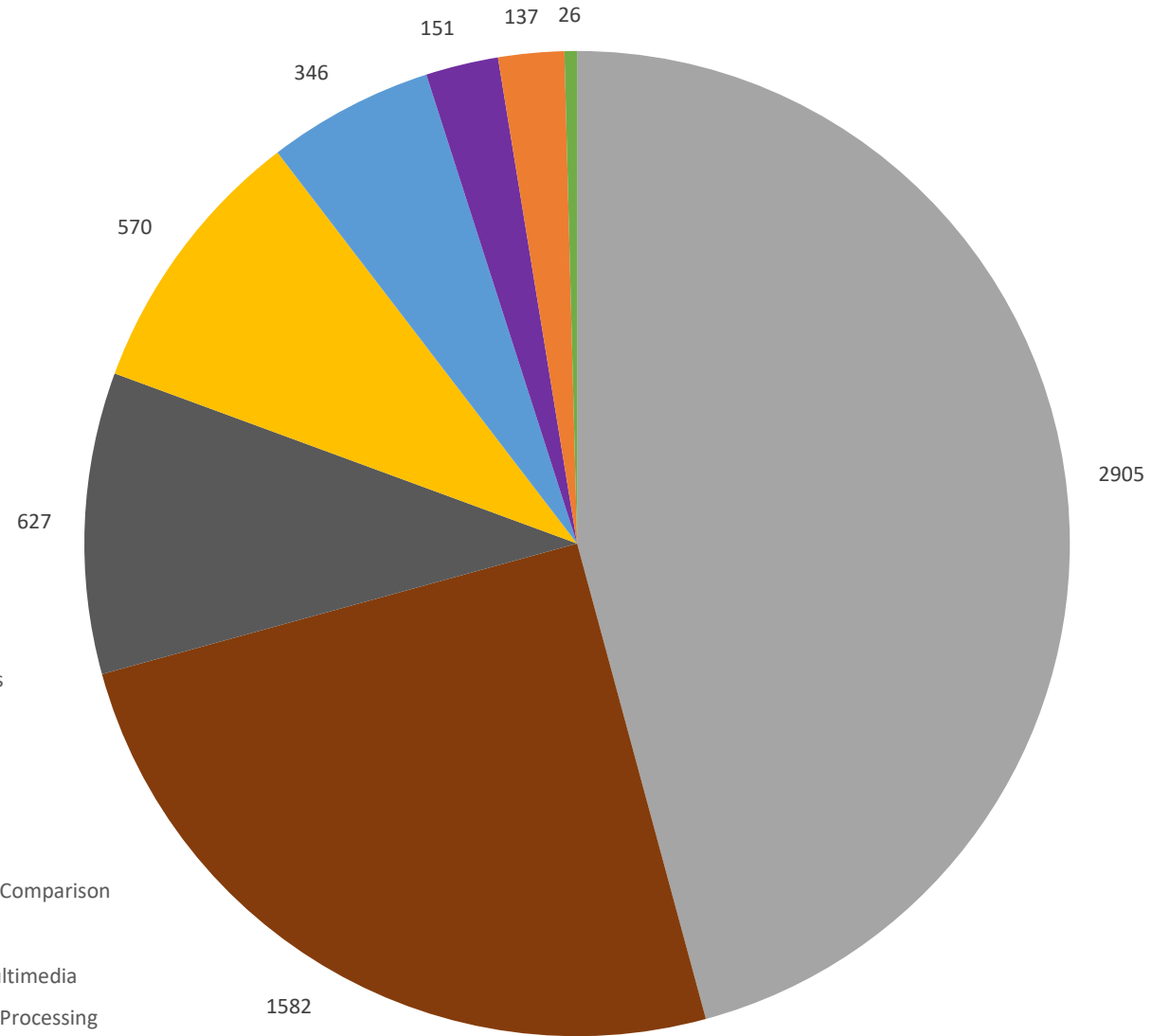
CS/CM – June

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

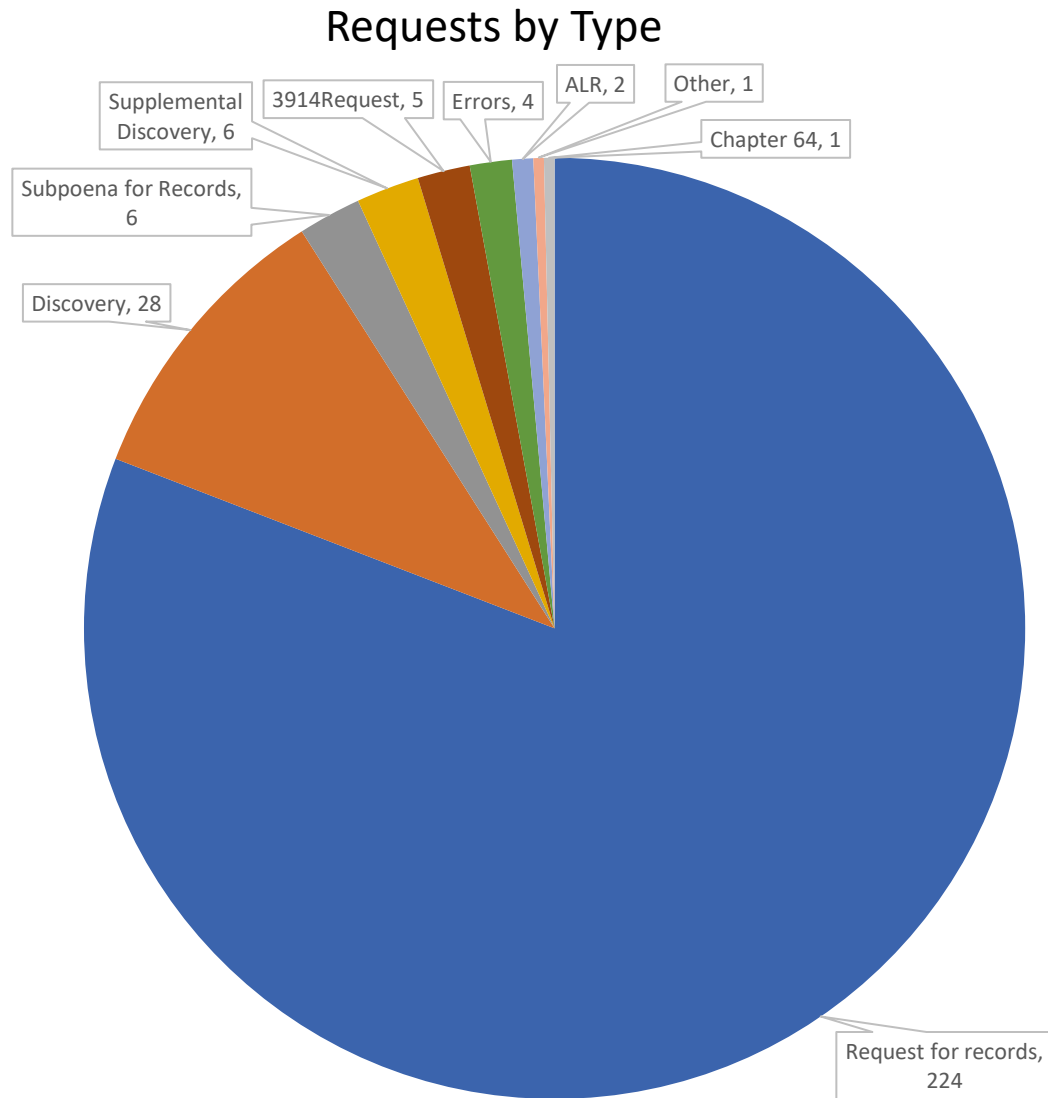


Evidence Handling

Total Items by Section

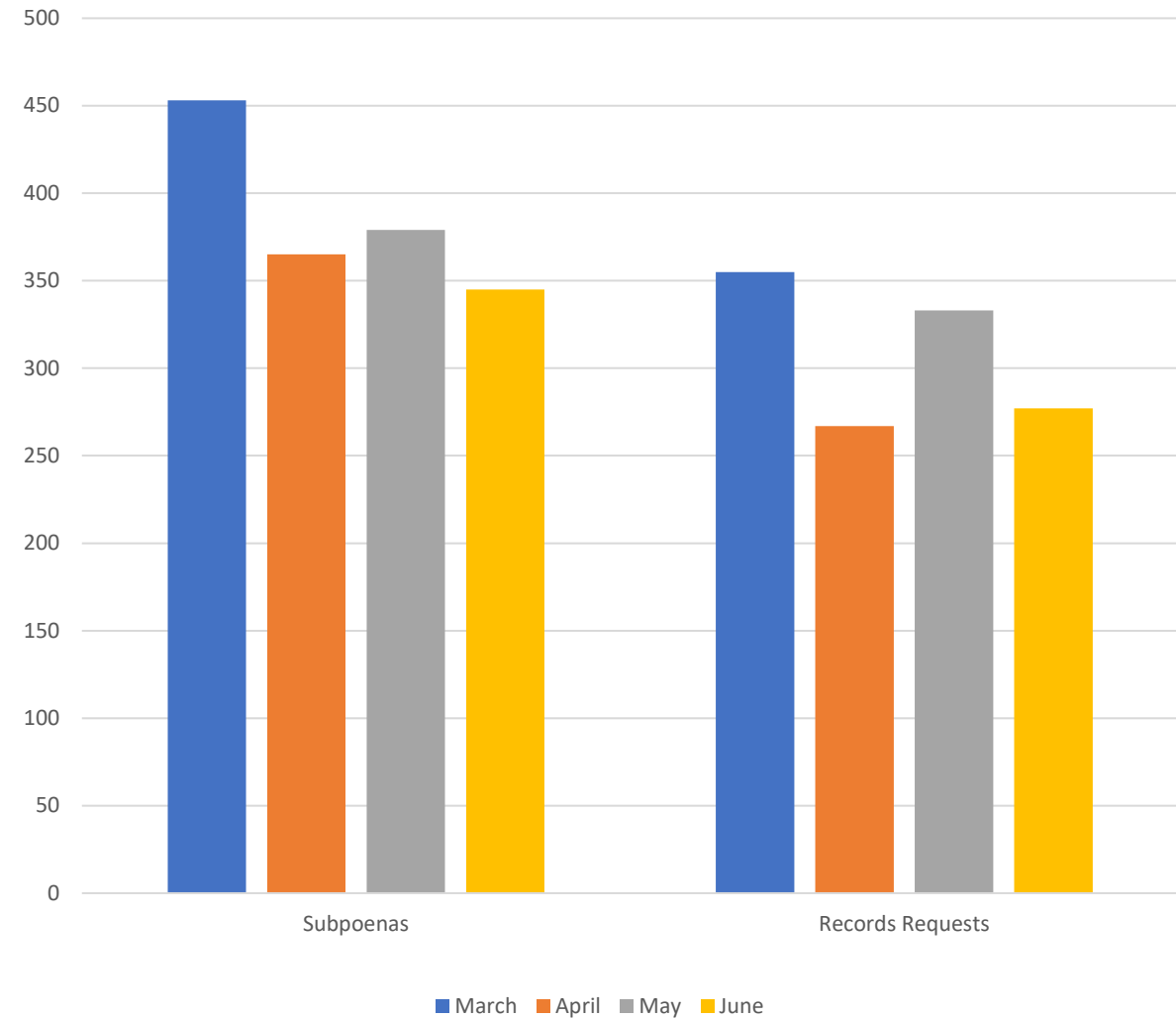


CS/CM – June



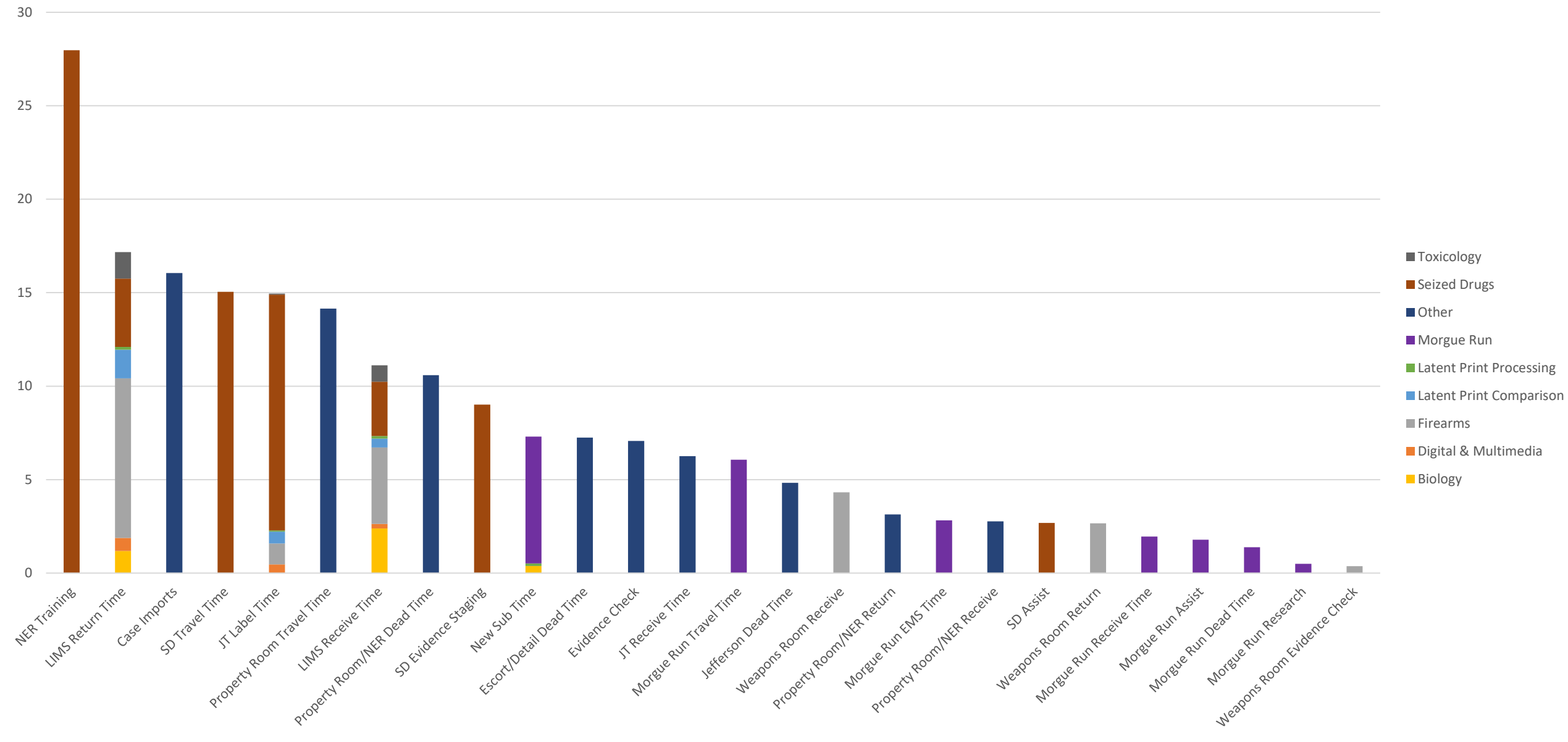
Administrative

Subpoenas & Records Requests



Time Categories – June

Evidence Handling



Service

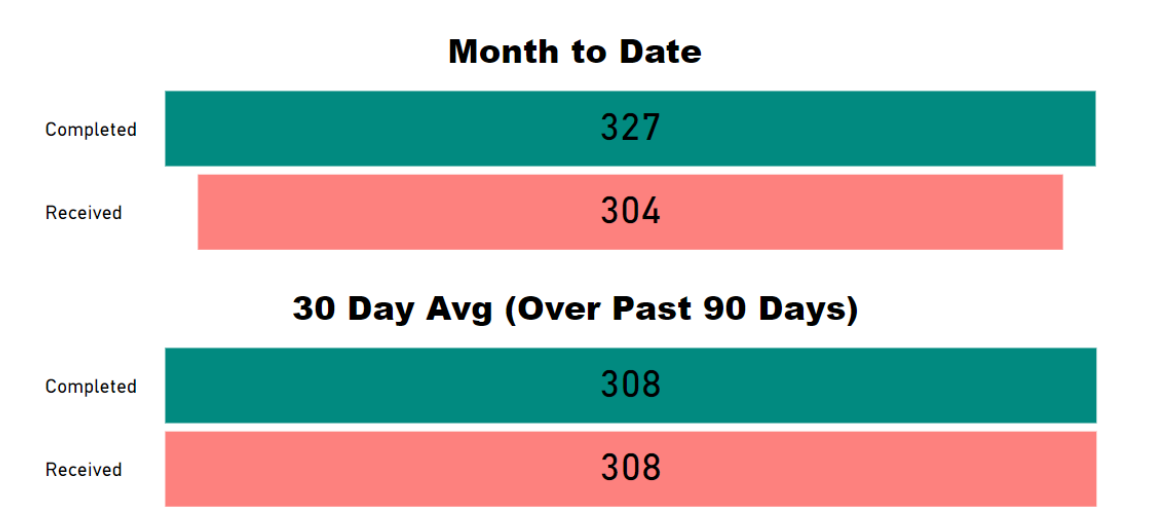
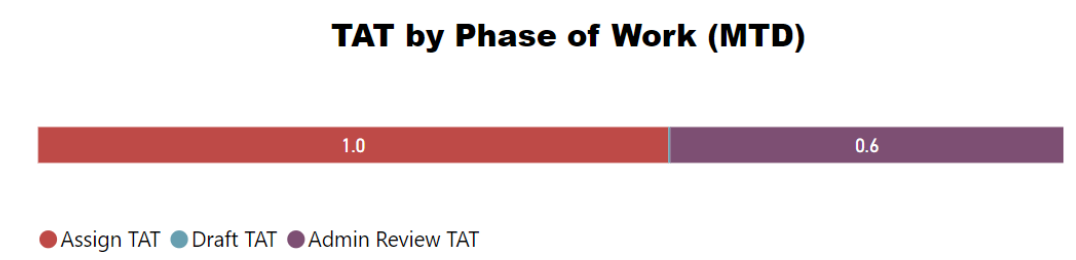
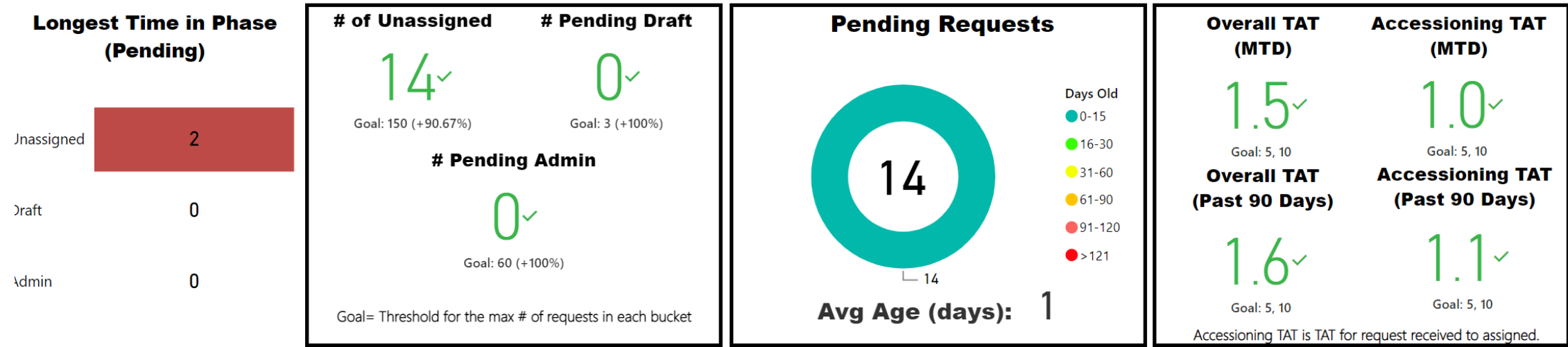
CSCM Tax Accession

Priority Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)



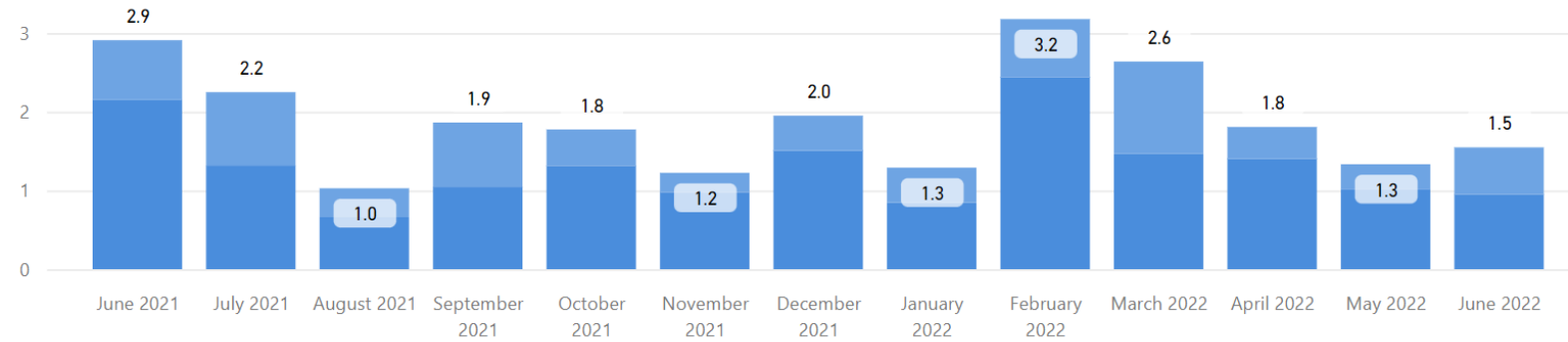
Date Range

6/1/2021

6/30/2022

Total TAT by Month

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



Request Type

CSCM Tox Accession

Priority Type

All

Selected Time Frame Averages

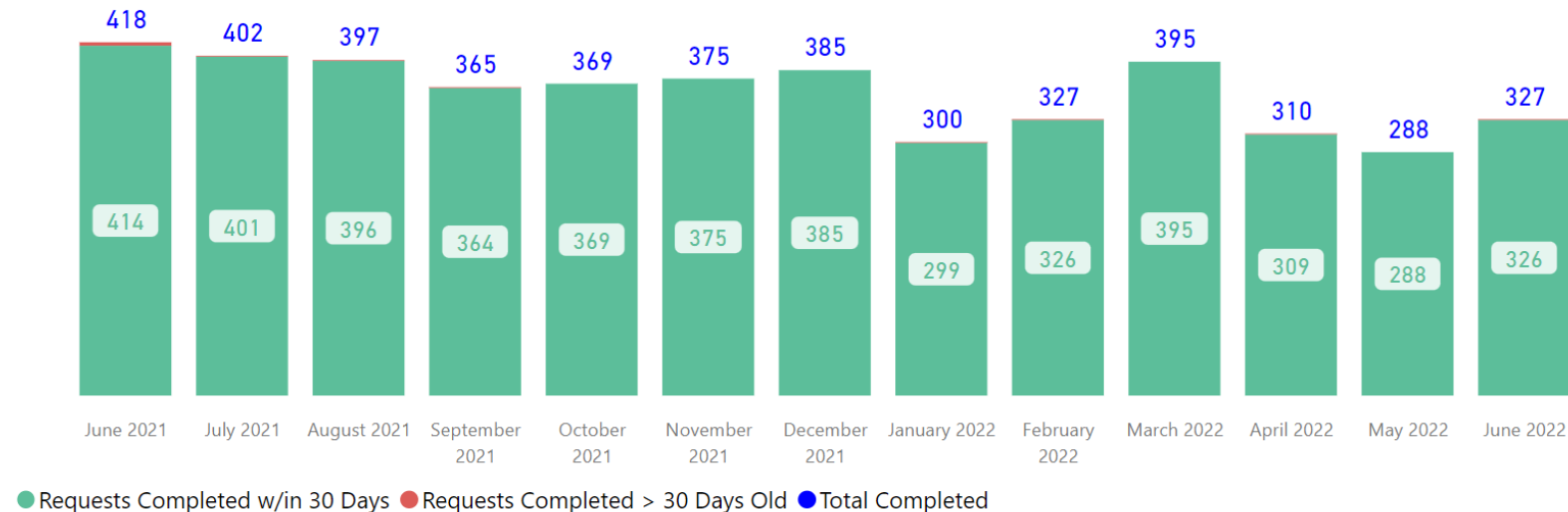
1.93

Total TAT (Rec'd-Compl.) Avg

0.61

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4658

Requests Completed

11

Requests Completed > 30 Days Old

0.24 %

% Completed > 30 Days Old

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

Service

CSCM Tax Accession

Priority Type

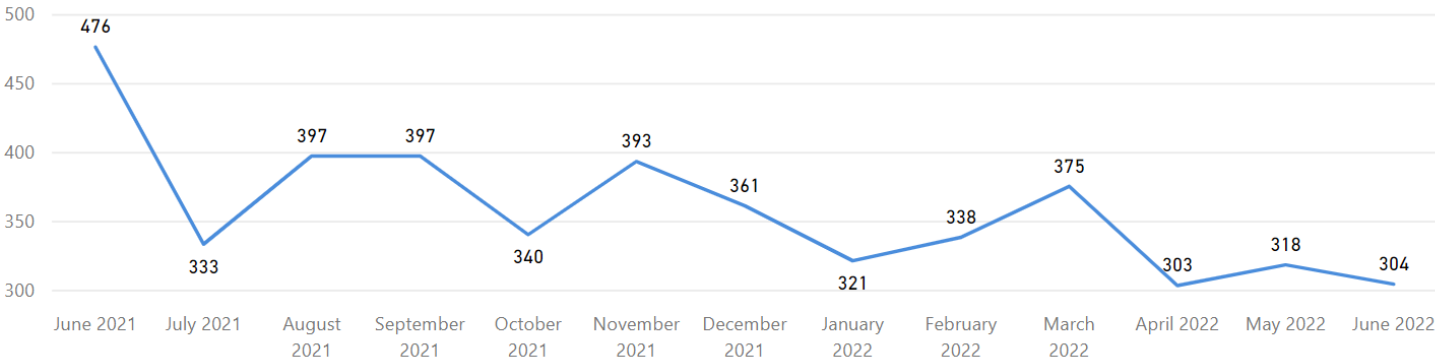
All

Received Filter

6/1/2021

6/30/2022

Received by Month



Total Received

4,656

Received per Month (Avg)*

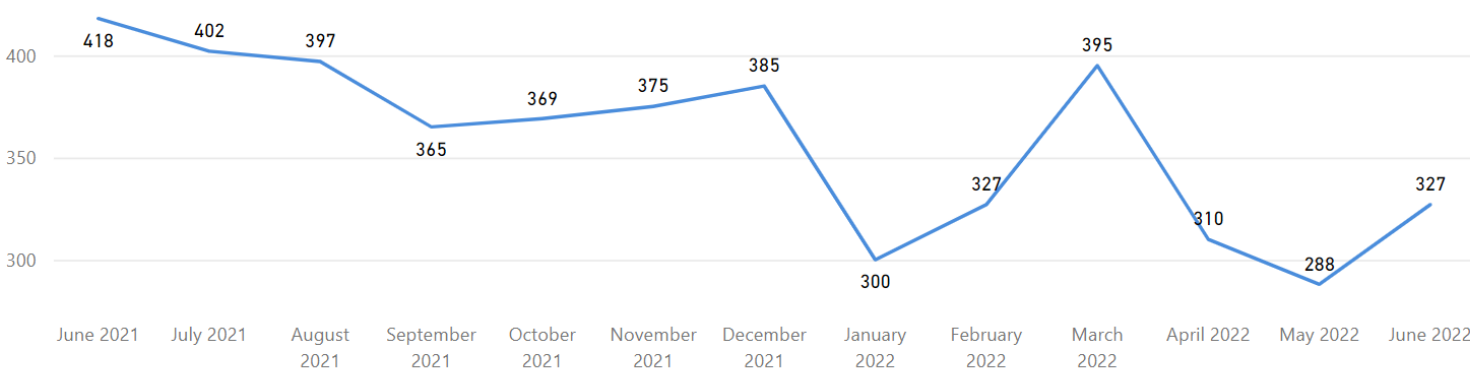
358

Completed Filter

6/1/2021

6/30/2022

Completed by Month



Total Completed

4,658

Completed per Month (Avg)*

358

* 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)

Unassigned	0
Draft	0
Admin	0

of Unassigned

0✓

Goal: 3 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Admin

0✓

Goal: 10 (+100%)

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

Pending Requests

0

Avg Age (days):

(Blank)

Days Old

0-15

16-30

31-60

61-90

91-120

>121

Overall TAT (MTD)

0.5✓

Goal: 5, 10

Overall TAT (Past 90 Days)

0.8✓

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.

TAT by Phase of Work (MTD)

Phase	TAT (MTD)
Assign TAT	0.2
Draft TAT	0.3
Admin Review TAT	0.3

● Assign TAT ● Draft TAT ● Admin Review TAT

TAT by Phase of Work (Past 90 Days)

Phase	TAT (Past 90 Days)
Assign TAT	0.3
Draft TAT	0.3
Admin Review TAT	0.5

Month to Date

Status	TAT (Month to Date)
Completed	15
Received	15

30 Day Avg (Over Past 90 Days)

Status	TAT (30 Day Avg)
Completed	14
Received	14

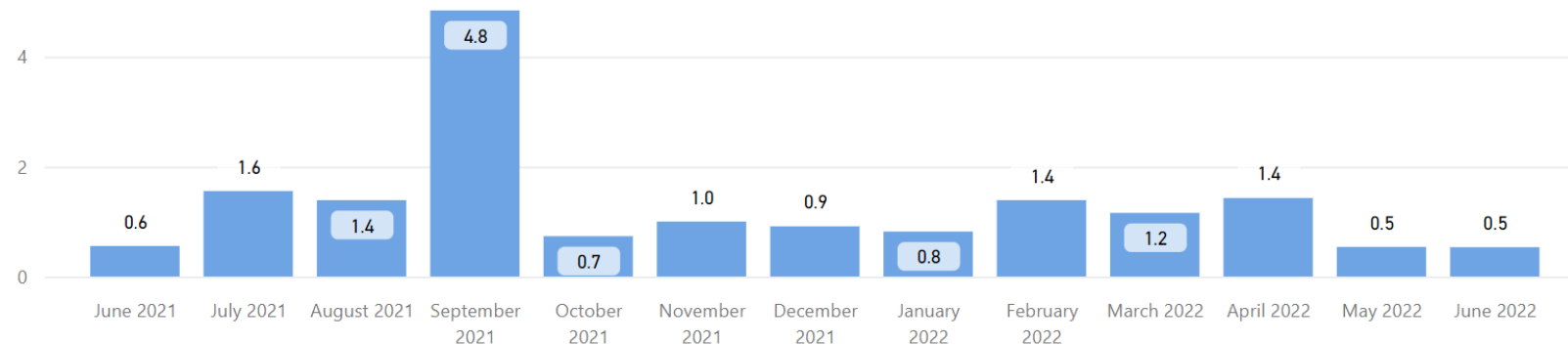
Date Range

6/1/2021

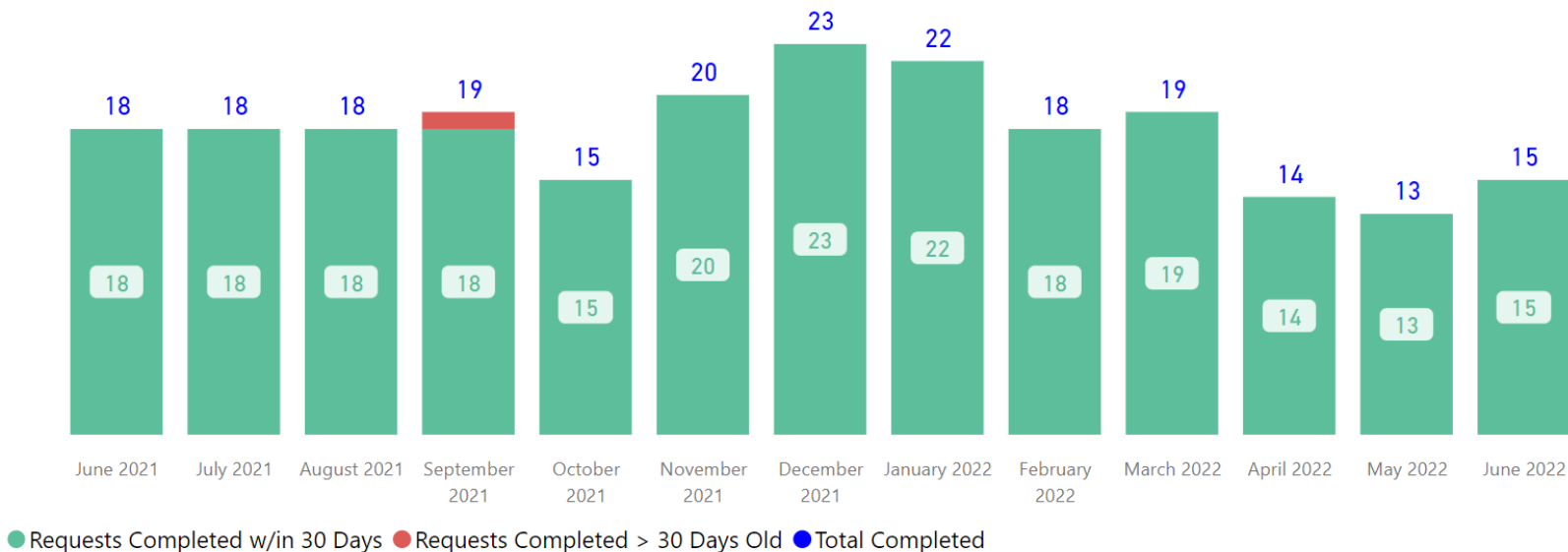
6/30/2022

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

232

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

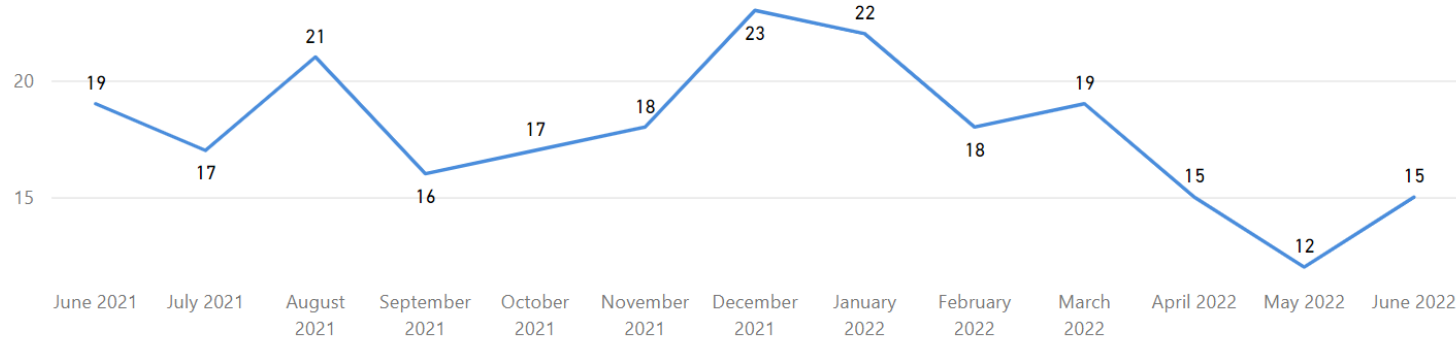
All

Received Filter

6/1/2021

6/30/2022

Received by Month



Total Received

232

Received per Month (Avg)*

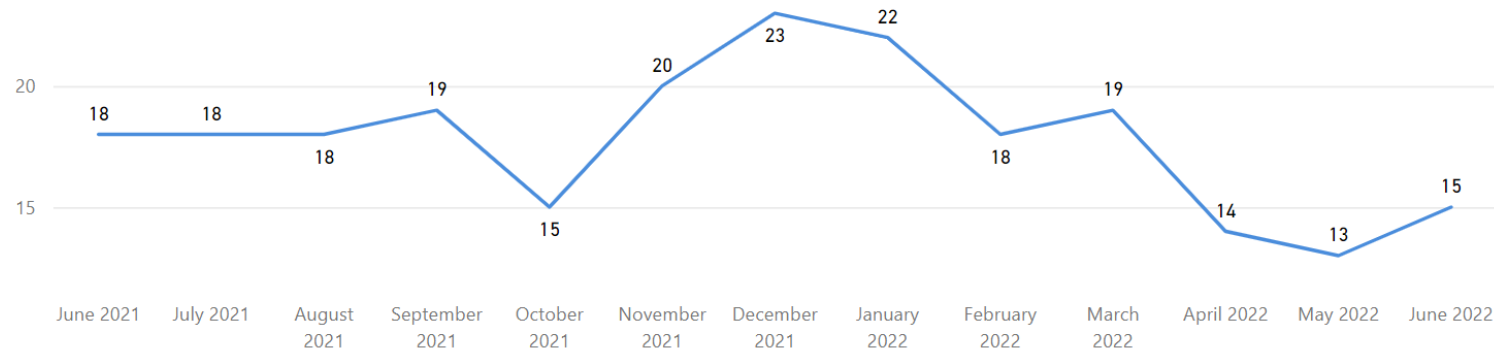
18

Completed Filter

6/1/2021

6/30/2022

Completed by Month



Total Completed

232

Completed per Month (Avg)*

18

* months with zero activity are not calculated into the average

Seized Drugs

Service

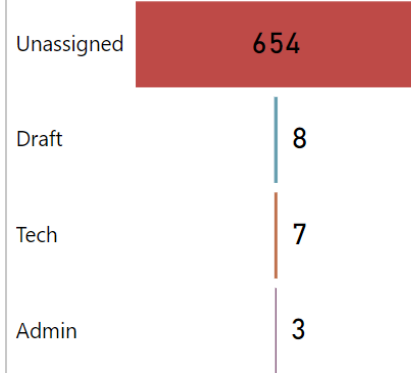
Seized Drugs Examination

Priority Type

All

Backlogged Requests: 588

Avg Age of Backlog (days): 150

Longest Time in Phase
(Pending)

of Unassigned

836!

Goal: 100 (-736%)

Pending Draft

21✓

Goal: 100 (+79%)

Pending Tech

9✓

Goal: 50 (+82%)

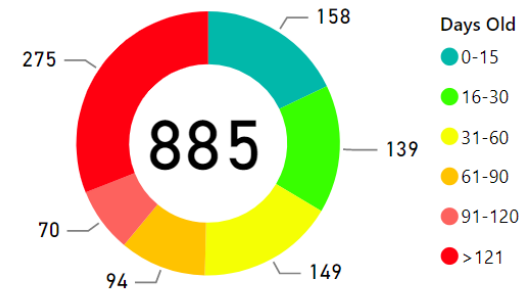
Pending Admin

20✓

Goal: 50 (+60%)

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

Pending Requests



Avg Age (days): 105

Overall TAT
(MTD)

53.2!

Goal: 14, 15

Analysis TAT
(MTD)

4.3✓

Goal: 14, 15

Overall TAT
(Past 90 Days)

55.4!

Goal: 14, 15

Analysis TAT
(Past 90 Days)

5.5✓

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

427

Received

351

30 Day Avg (Over Past 90 Days)

Completed

421

Received

417

Service

Seized Drugs Examination

Priority Type

Mari

Backlogged Requests:

430

Avg Age of Backlog (days):

183

Longest Time in Phase (Pending)

Unassigned	654
Draft	0
Tech	0
Admin	0

of Unassigned

474!

Goal: 100 (-374%)

Pending Draft

7✓

Goal: 100 (+93%)

Pending Tech

1✓

Goal: 50 (+98%)

Pending Admin

0✓

Goal: 50 (+100%)

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

Pending Requests

Days Old

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

Avg Age (days): 166

Overall TAT (MTD)

280.2!

Goal: 14, 15

Overall TAT (Past 90 Days)

266.9!

Goal: 14, 15

Analysis TAT (MTD)

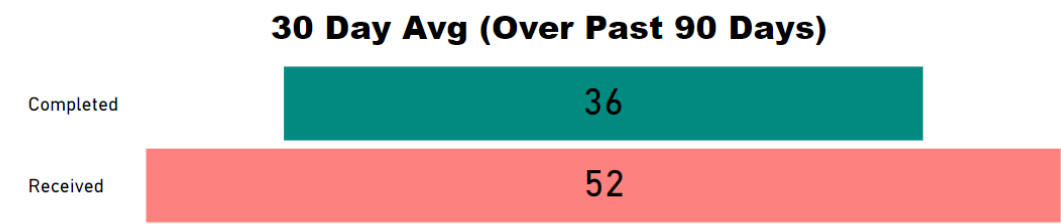
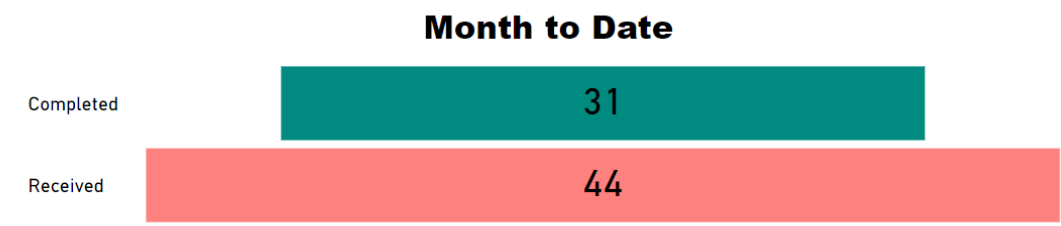
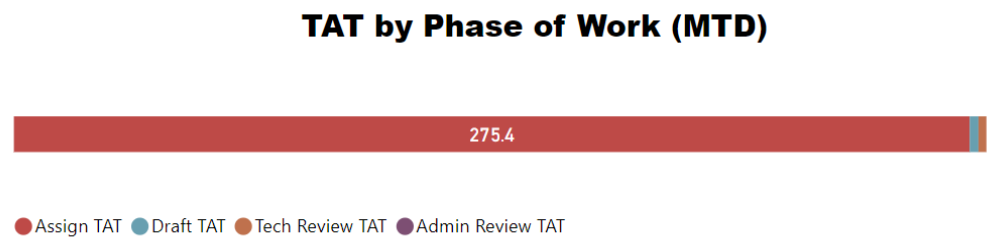
4.8✓

Goal: 14, 15

Analysis TAT (Past 90 Days)

5.6✓

Goal: 14, 15

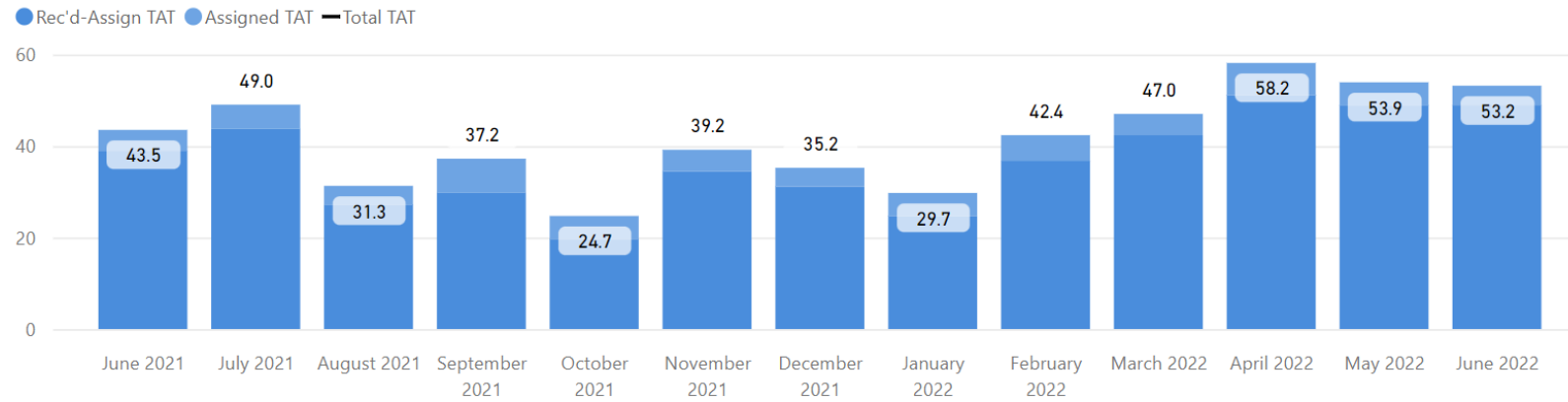


Date Range

6/1/2021

6/30/2022

Total TAT by Month



Request Type

Seized Drugs Examination ▼

Priority Type

All ▼

Selected Time Frame Averages

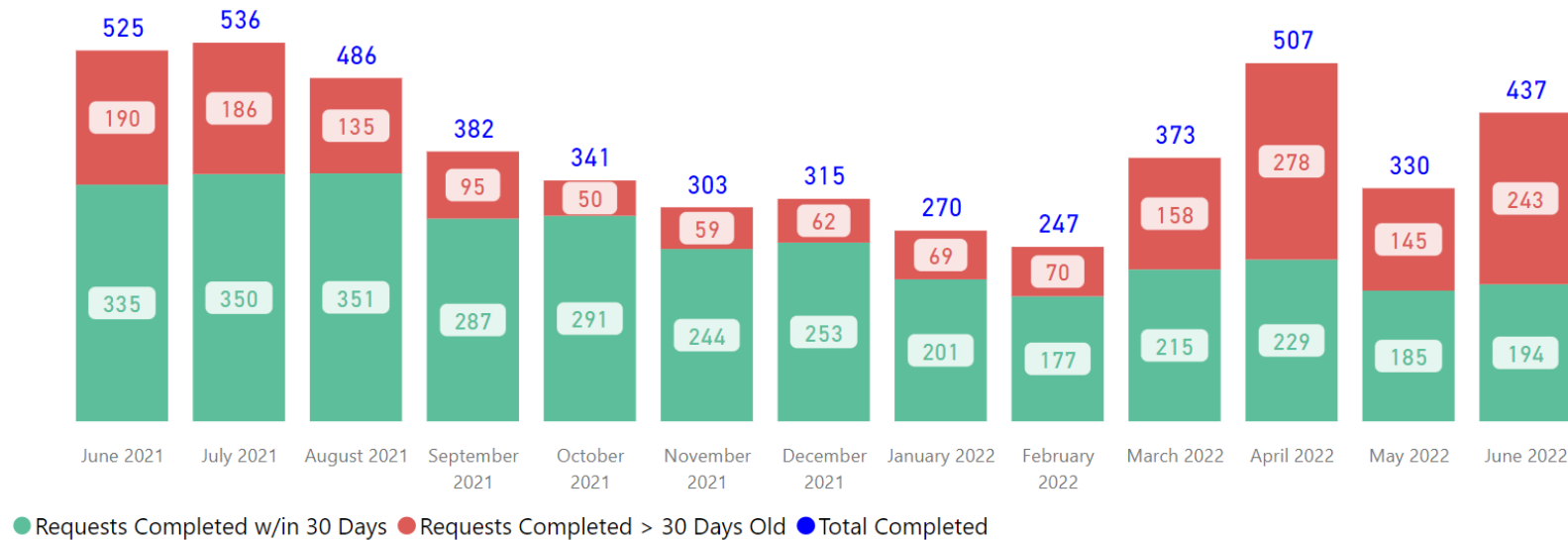
42.86

Total TAT (Rec'd-Compl.) Avg

5.15

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5052

Requests Completed

1740

Requests Completed > 30 Days Old

34.44 %

% Completed > 30 Days Old

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

Service

Seized Drugs Examination

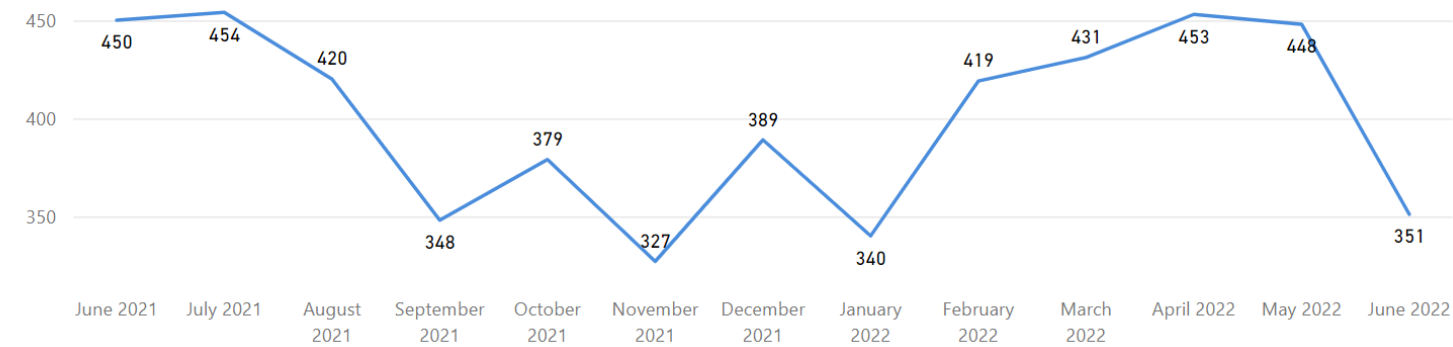
Priority Type

All

Received Filter

6/1/20216/30/2022

Received by Month



Total Received

5,209

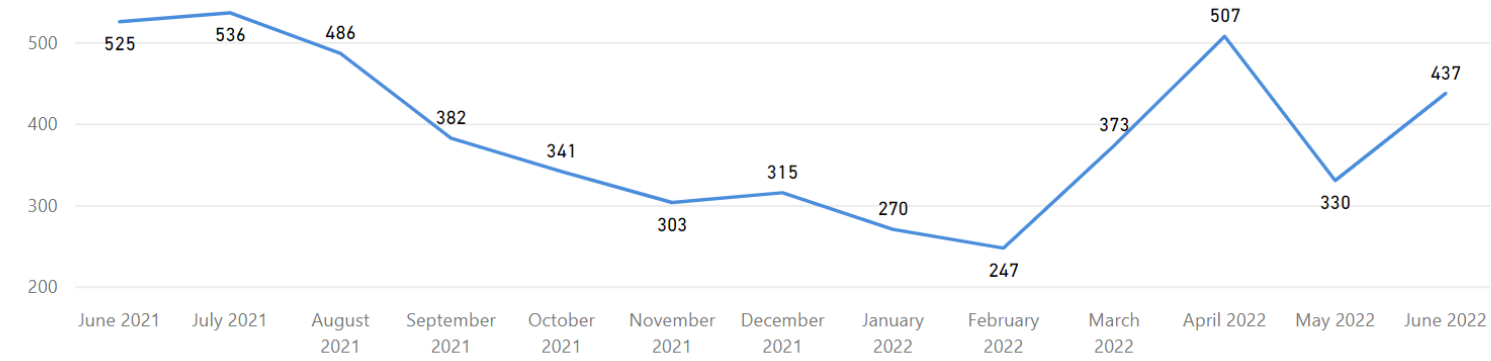
Received per Month (Avg)*

401

Completed Filter

6/1/20216/30/2022

Completed by Month



Total Completed

5,052

Completed per Month (Avg)*

389

* months with zero activity are not calculated into the average

Toxicology

Service

Blood Alcohol

Priority Type

All

Backlogged Requests:

1

Avg Age of Backlog (days):

37

Longest Time in Phase (Pending)

Unassigned	15
Draft	9
Tech	6
Admin	9

of Unassigned

128!

Goal: 50 (-156%)

Pending Draft

41✓

Goal: 120 (+65.83%)

Pending Tech

44✓

Goal: 90 (+51.11%)

Pending Admin

18✓

Goal: 90 (+80%)

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

Pending Requests

231

Avg Age (days): 12

Days Old

0-15

16-30

31-60

61-90

91-120

>121

Overall TAT (MTD)

27.5✓

Goal: 30, 31

Overall TAT (Past 90 Days)

24.7✓

Goal: 30, 31

Analysis TAT (MTD)

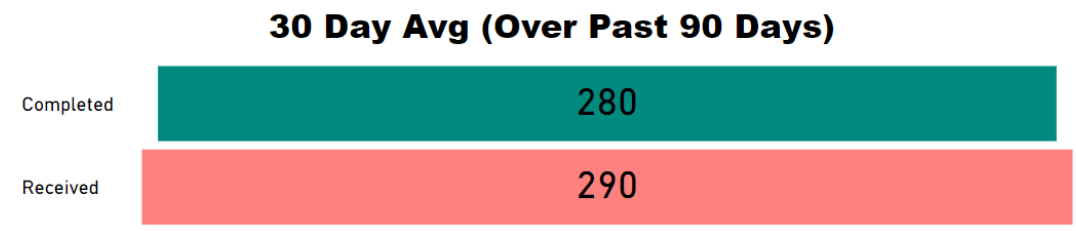
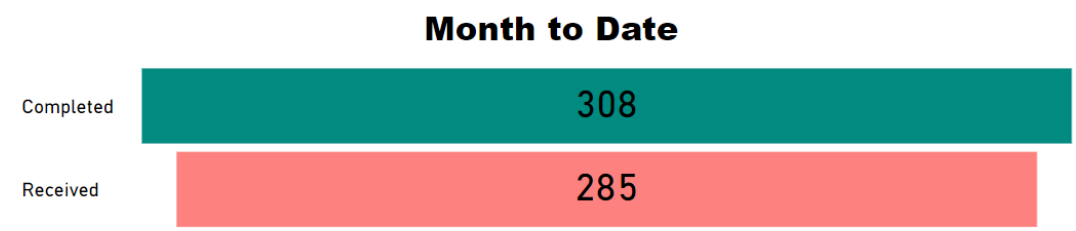
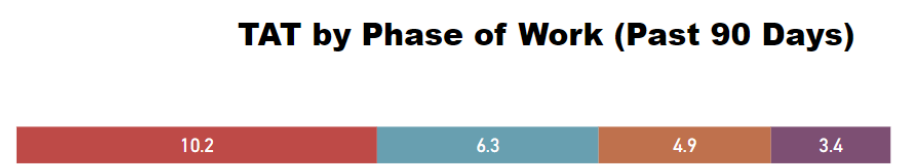
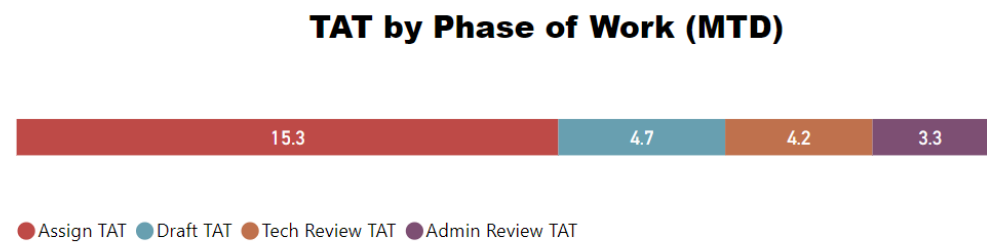
12.2✓

Goal: 30, 31

Analysis TAT (Past 90 Days)

14.5✓

Goal: 30, 31



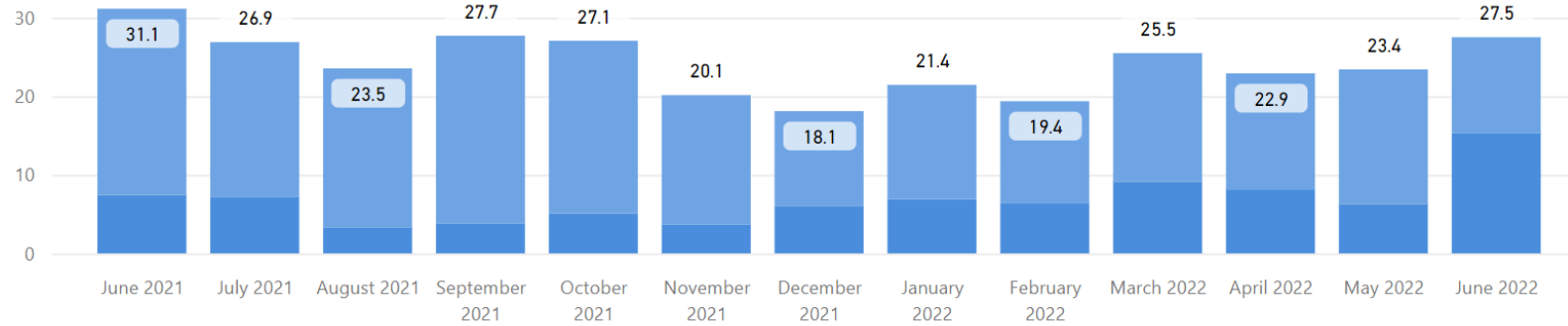
Date Range

6/1/2021

6/30/2022

Total TAT by Month

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



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

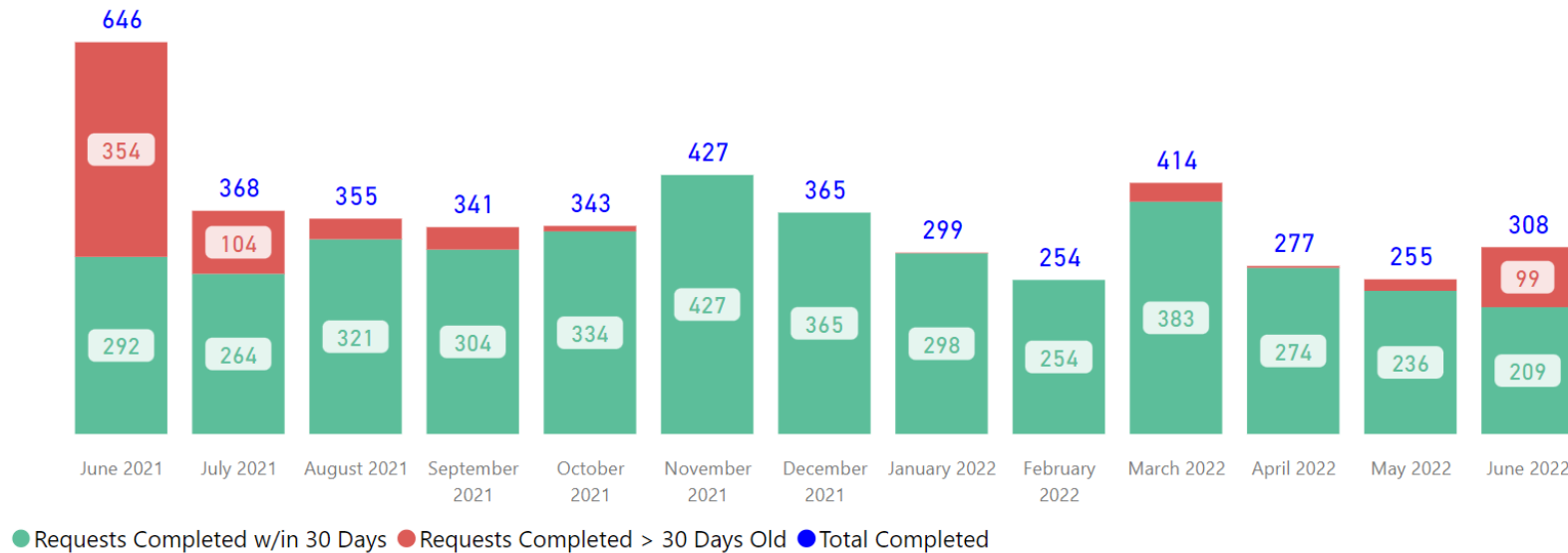
24.71

Total TAT (Rec'd-Compl.) Avg

17.96

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4652

Requests Completed

691

Requests Completed > 30 Days Old

14.85 %

% Completed > 30 Days Old

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

Service

Blood Alcohol

▼

Priority Type

All

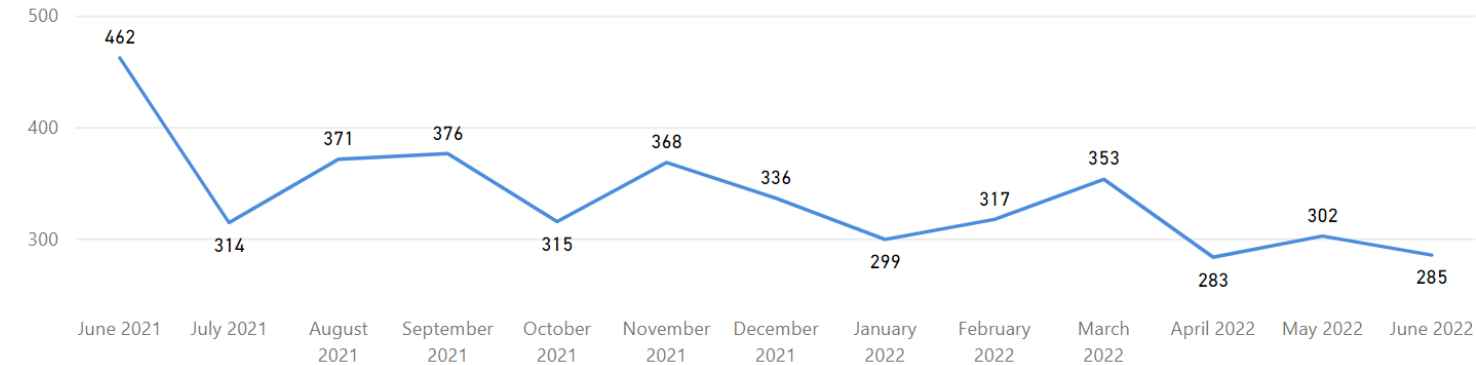
▼

Received Filter

6/1/2021

6/30/2022

Received by Month



Total Received

4,381

Received per Month (Avg)*

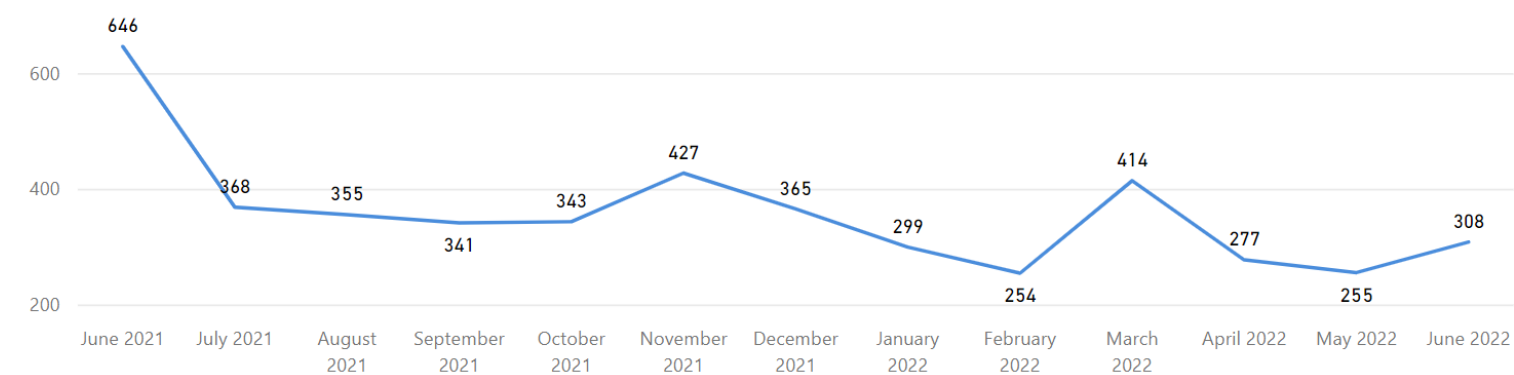
337

Completed Filter

6/1/2021

6/30/2022

Completed by Month



Total Completed

4,652

Completed per Month (Avg)*

358

* months with zero activity are not calculated into the average

Service

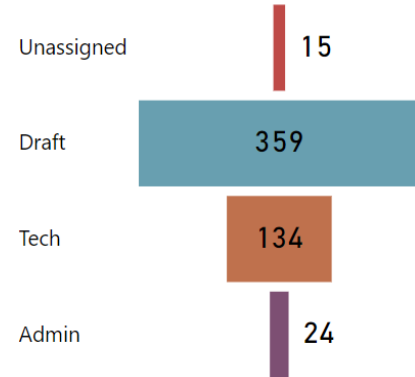
Toxicology

Priority Type

All

Backlogged Requests: 1310

Avg Age of Backlog (days): 261

Longest Time in Phase
(Pending)

of Unassigned

34✓

Goal: 120 (+71.67%)

Pending Draft

1052!

Goal: 30 (-3406.67%)

Pending Tech

312!

Goal: 30 (-940%)

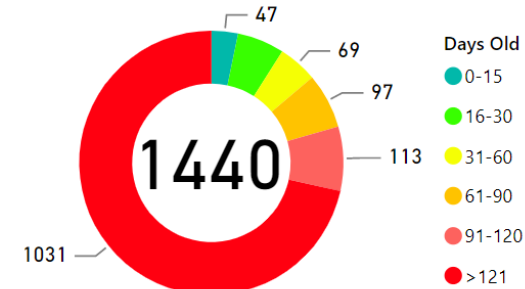
Pending Admin

42!

Goal: 30 (-40%)

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

Pending Requests



Avg Age (days): 239

Overall TAT
(MTD)

330.9!

Goal: 90, 91

Overall TAT
(Past 90 Days)

316.0!

Goal: 90, 91

Analysis TAT
(MTD)

71.9✓

Goal: 90, 91

Analysis TAT
(Past 90 Days)

59.5✓

Goal: 90, 91

TAT by Phase of Work (MTD)

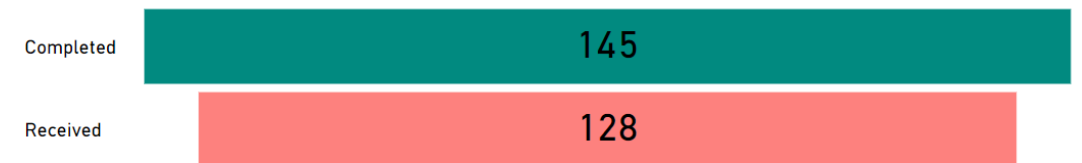


● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

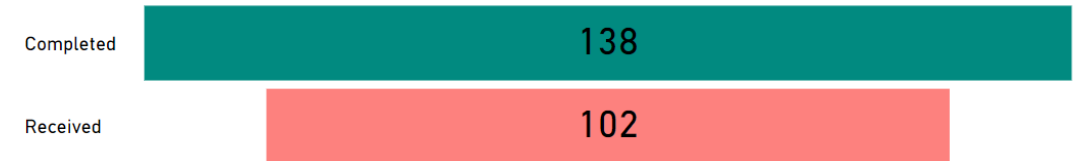
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

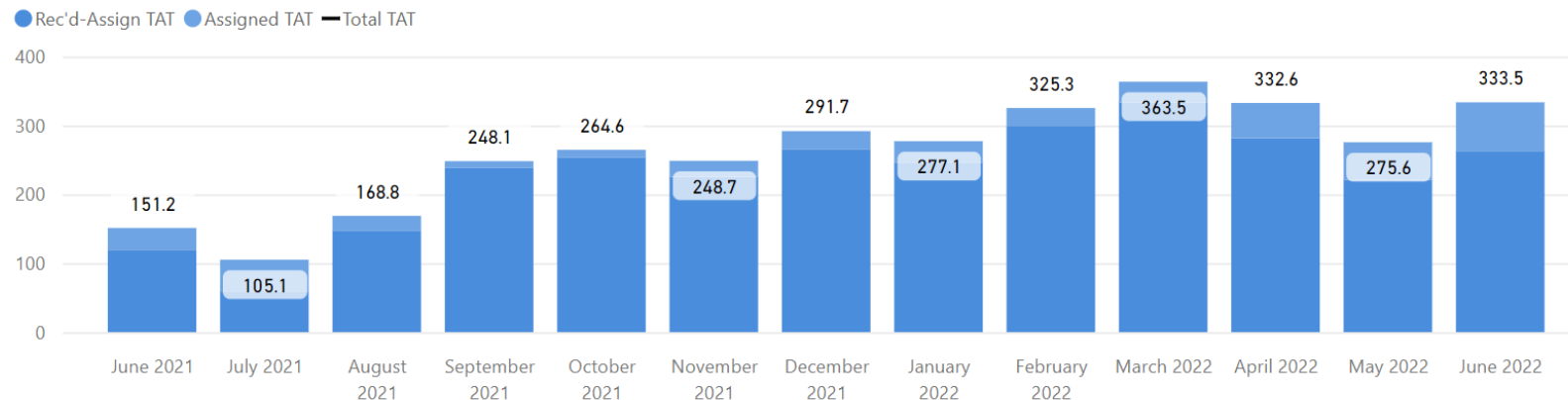


Date Range

6/1/2021

6/30/2022

Total TAT by Month



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

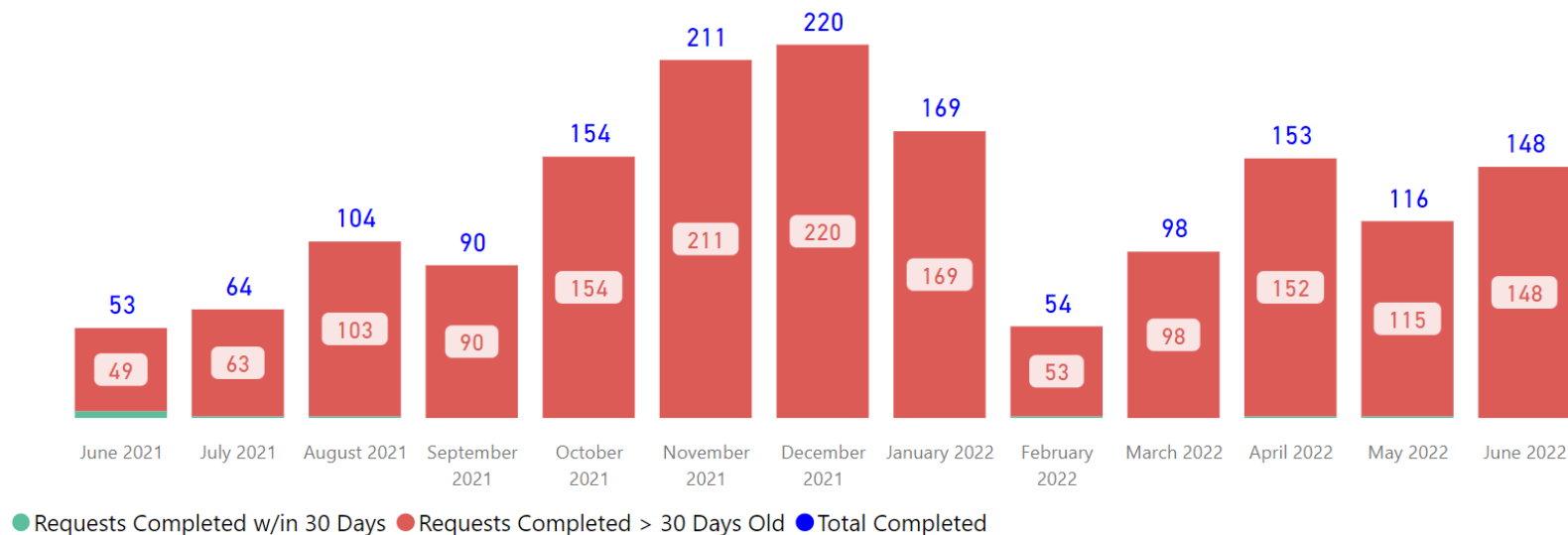
271.88

Total TAT (Rec'd-Compl.) Avg

33.43

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1634

Requests Completed

1625

Requests Completed > 30 Days Old

99.45 %

% Completed > 30 Days Old

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

Service



Priority Type

Toxicology



All

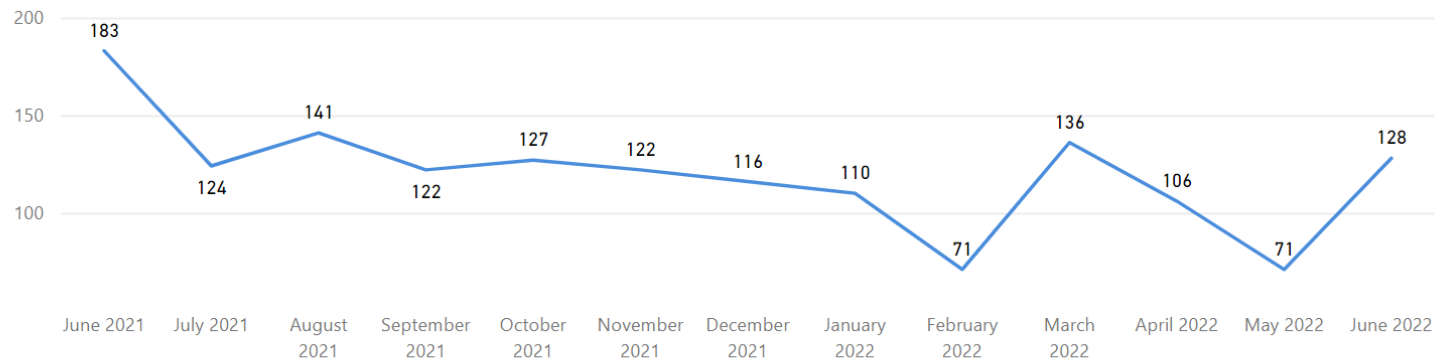


Received Filter

6/1/2021

6/30/2022

Received by Month



Total Received

1,557

Received per Month (Avg)*

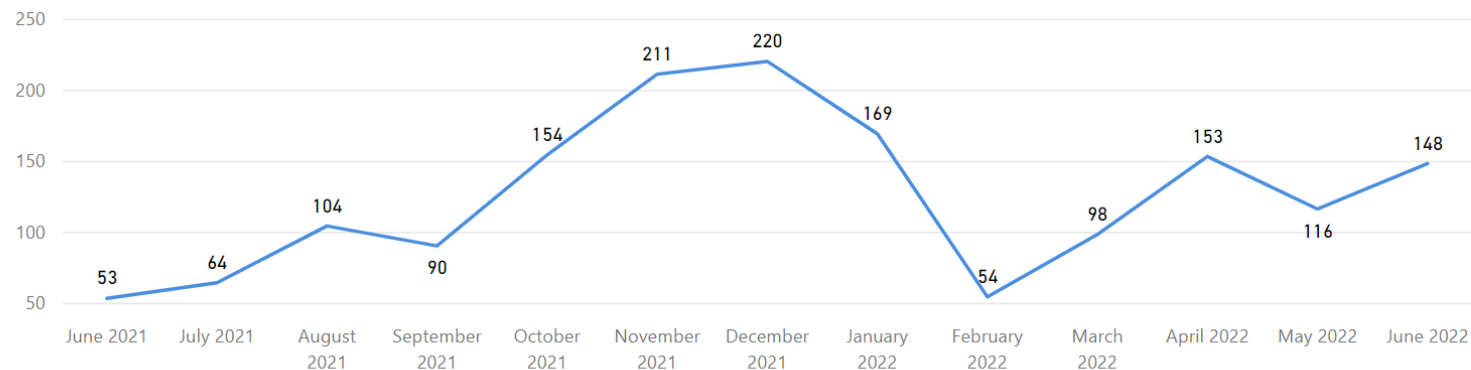
120

Completed Filter

6/1/2021

6/30/2022

Completed by Month



Total Completed

1,634

Completed per Month (Avg)*

126

* months with zero activity are not calculated into the average

Firearms

Service

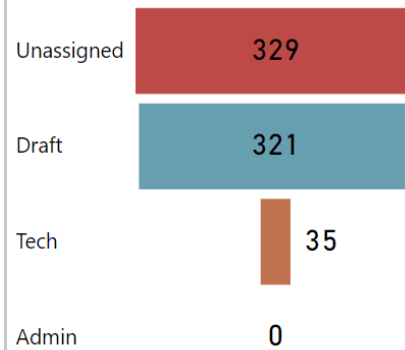
Firearms Examination

Priority Type

All

Backlogged Requests: 169

Avg Age of Backlog (days): 161

Longest Time in Phase
(Pending)

of Unassigned

185!

Goal: 10 (-1750%)

Pending Draft

22!

Goal: 14 (-57.14%)

Pending Tech

5✓

Goal: 9 (+44.44%)

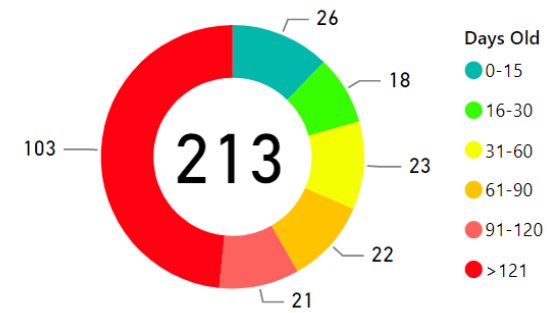
Pending Admin

1✓

Goal: 5 (+80%)

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

Pending Requests



Avg Age (days): 130

Overall TAT
(MTD)

77.9!

Goal: 40, 41

Overall TAT
(Past 90 Days)

117.8!

Goal: 40, 41

Analysis TAT
(MTD)

37.3✓

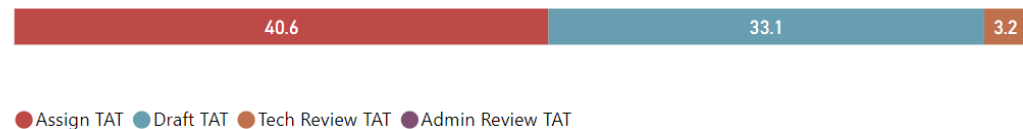
Goal: 40, 41

Analysis TAT
(Past 90 Days)

23.5✓

Goal: 40, 41

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

25

Received

51

30 Day Avg (Over Past 90 Days)

Completed

29

Received

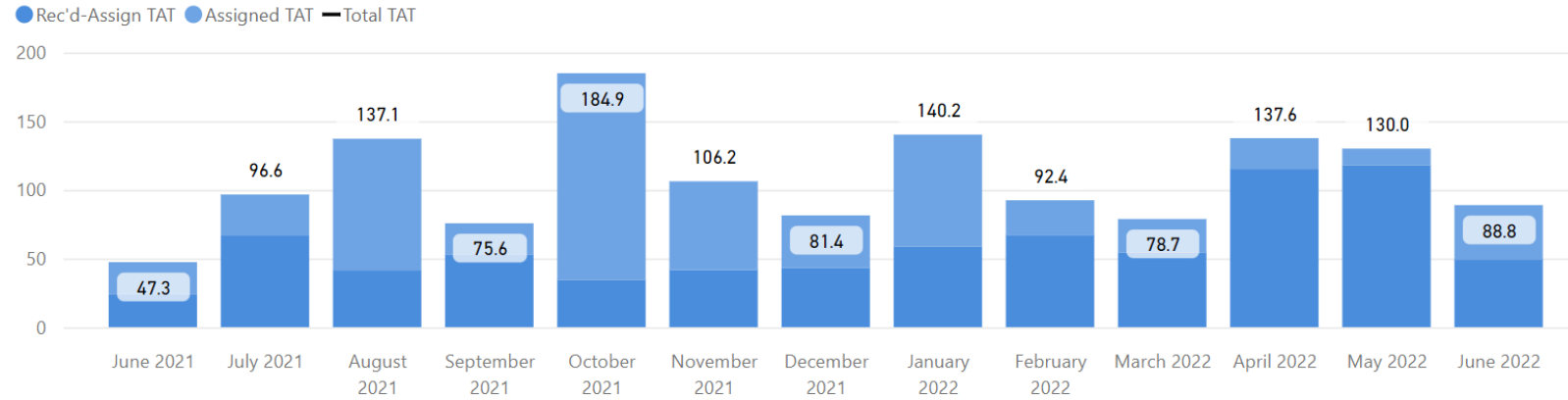
42

Date Range

6/1/2021

6/30/2022

Total TAT by Month



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

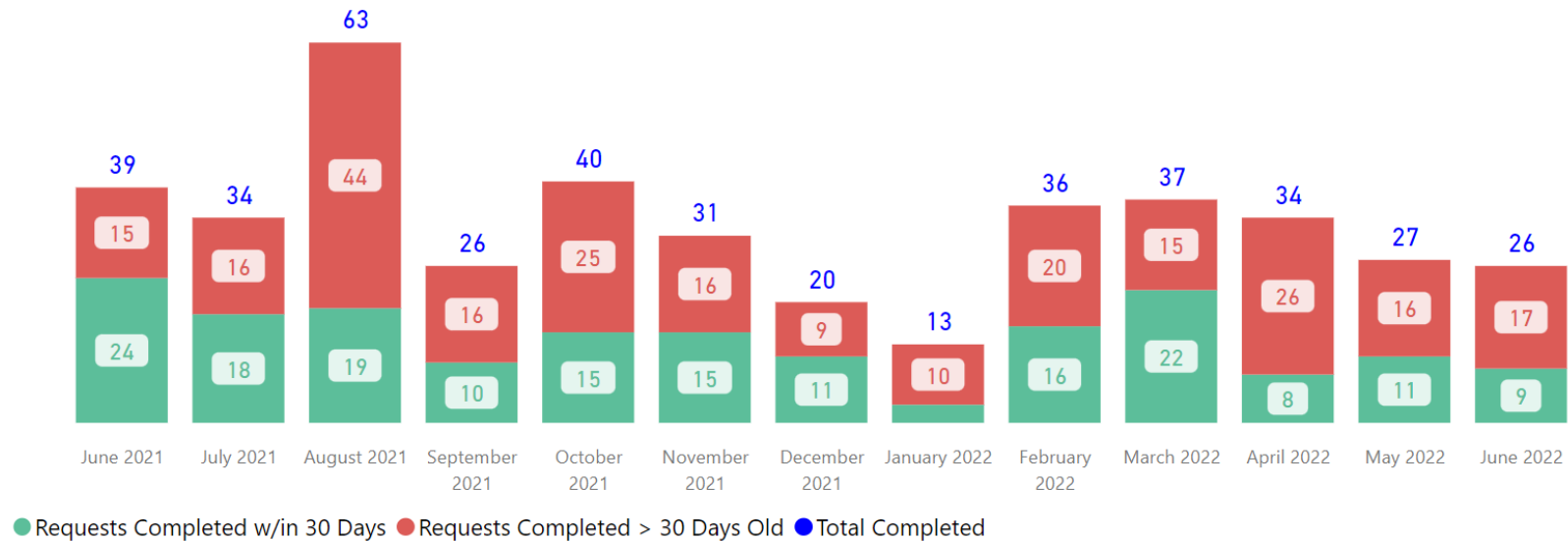
109.40

Total TAT (Rec'd-Compl.) Avg

52.38

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

426

Requests Completed

245

Requests Completed > 30 Days Old

57.51 %

% Completed > 30 Days Old

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

Service

Firearms Examination

Priority Type

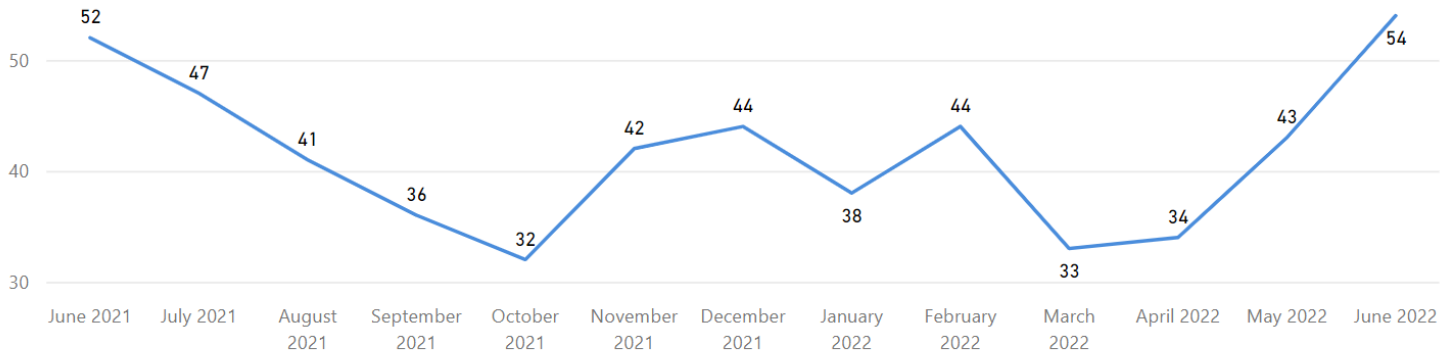
All

Received Filter

6/1/2021

6/30/2022

Received by Month



Total Received

540

Received per Month (Avg)*

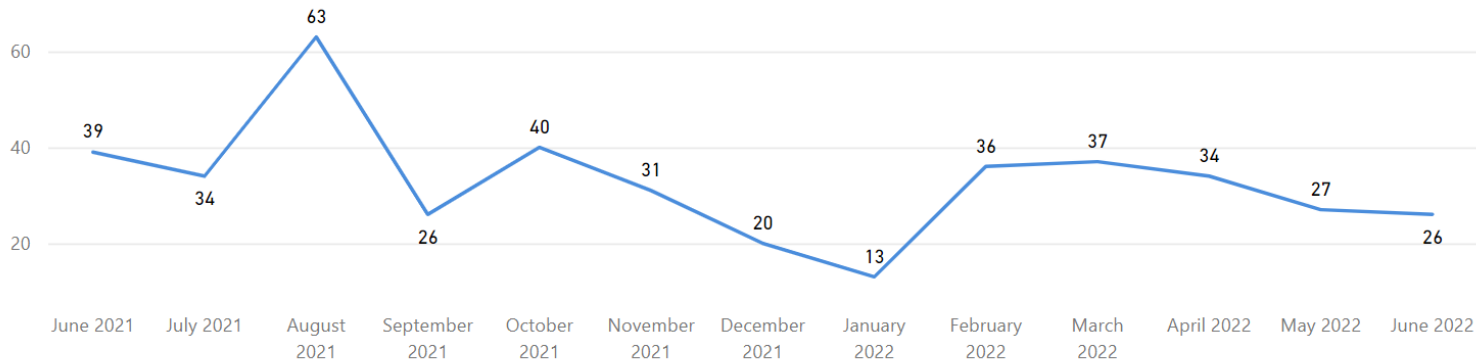
42

Completed Filter

6/1/2021

6/30/2022

Completed by Month



Total Completed

426

Completed per Month (Avg)*

33

* months with zero activity are not calculated into the average

Service

NIBIN Only

Priority Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase
(Pending)

Unassigned

30

Draft

0

Tech

9

Admin

1

of Unassigned

55!

Goal: 20 (-175%)

Pending Draft

23✓

Goal: 35 (+34.29%)

Pending Tech

75!

Goal: 20 (-275%)

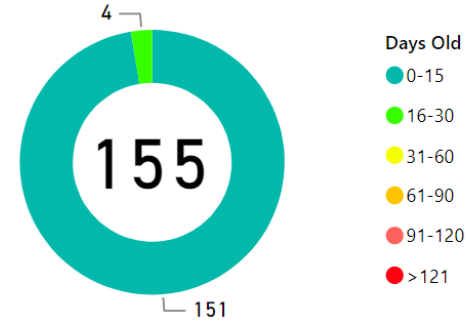
Pending Admin

2✓

Goal: 20 (+90%)

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

Pending Requests



Avg Age (days): 4

Overall TAT
(MTD)

8.1!

Goal: 7, 8

Overall TAT
(Past 90 Days)

5.2✓

Goal: 7, 8

Analysis TAT
(MTD)

4.8✓

Goal: 7, 8

Analysis TAT
(Past 90 Days)

3.7✓

Goal: 7, 8

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

462

Received

526

30 Day Avg (Over Past 90 Days)

Completed

454

Received

481

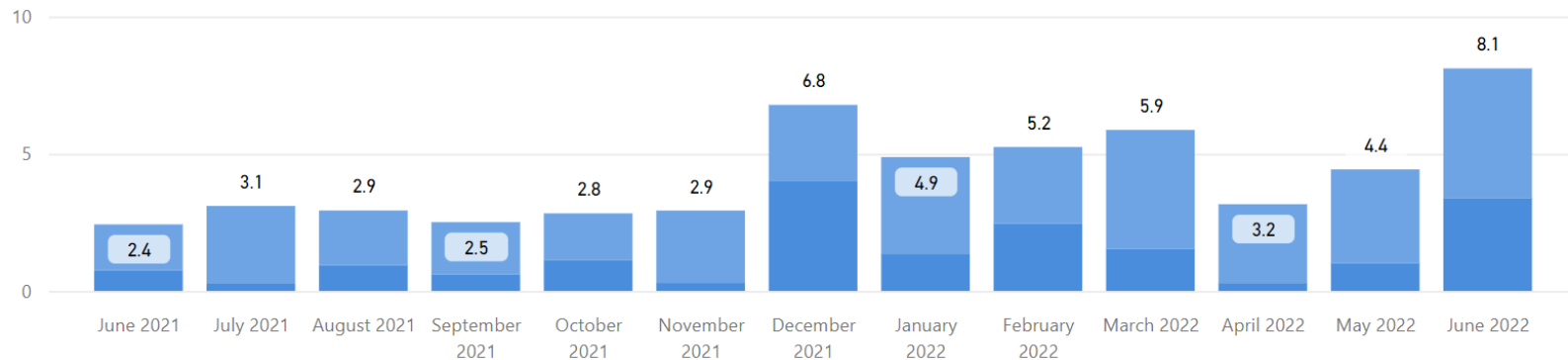
Date Range

6/1/2021

6/30/2022

Total TAT by Month

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



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

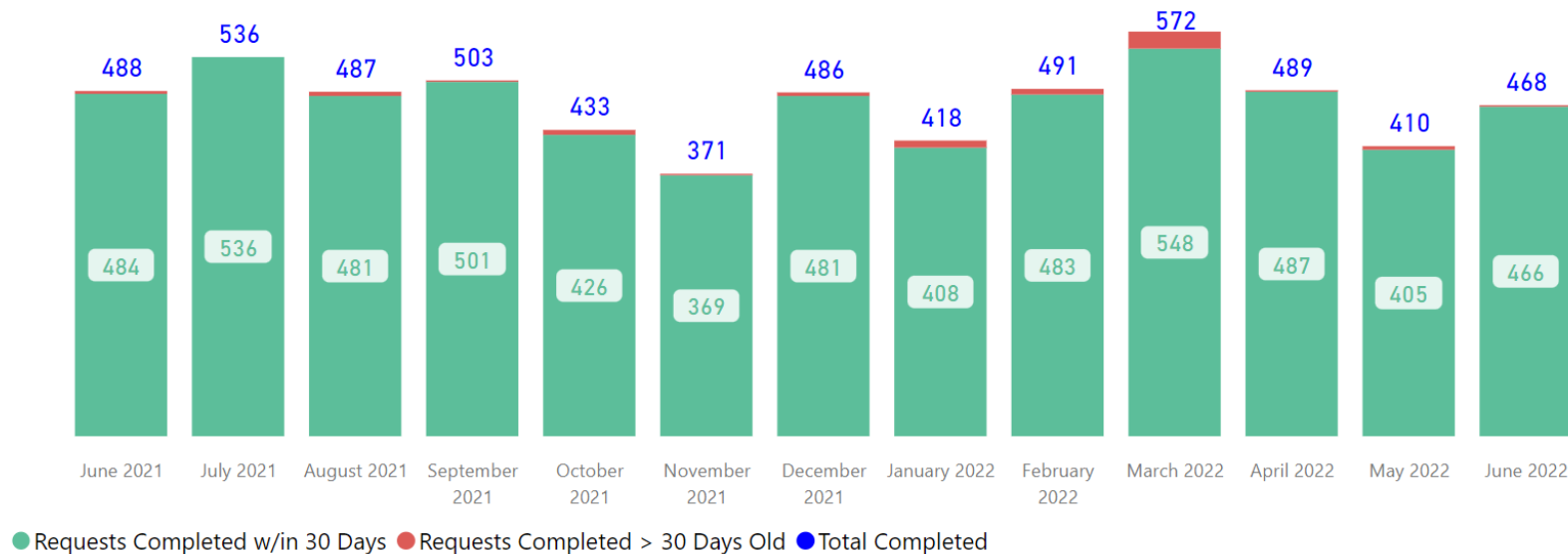
4.27

Total TAT (Rec'd-Compl.) Avg

2.87

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

6152

Requests Completed

77

Requests Completed > 30 Days Old

1.25 %

% Completed > 30 Days Old

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

Service

NIBIN Only

Priority Type

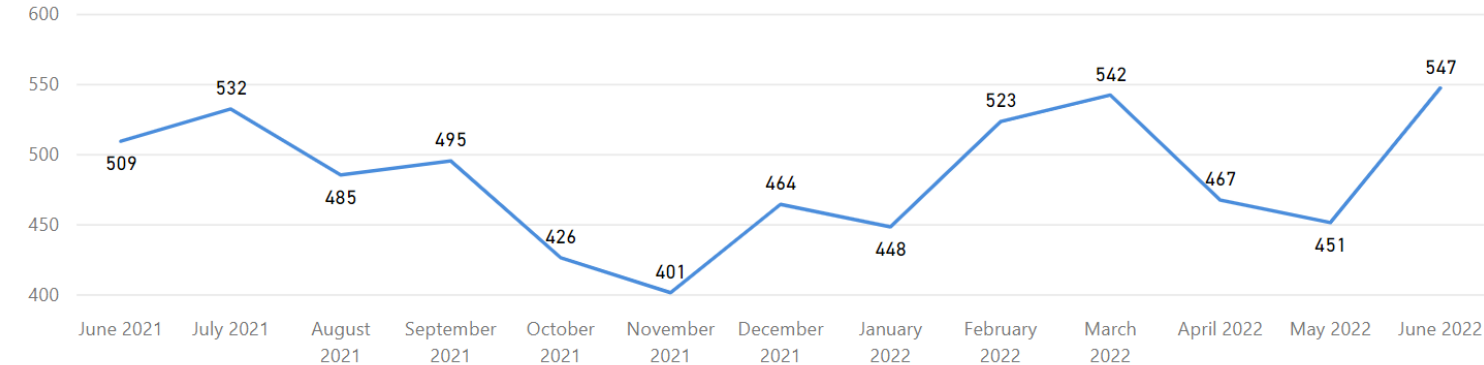
All

Received Filter

6/1/2021

6/30/2022

Received by Month



Total Received

6,290

Received per Month (Avg)*

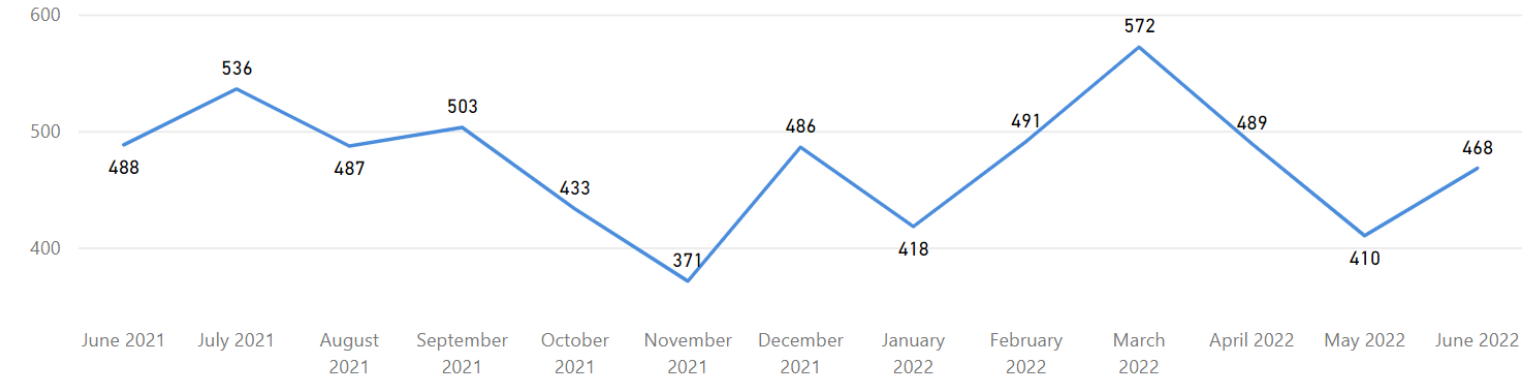
484

Completed Filter

6/1/2021

6/30/2022

Completed by Month



Total Completed

6,152

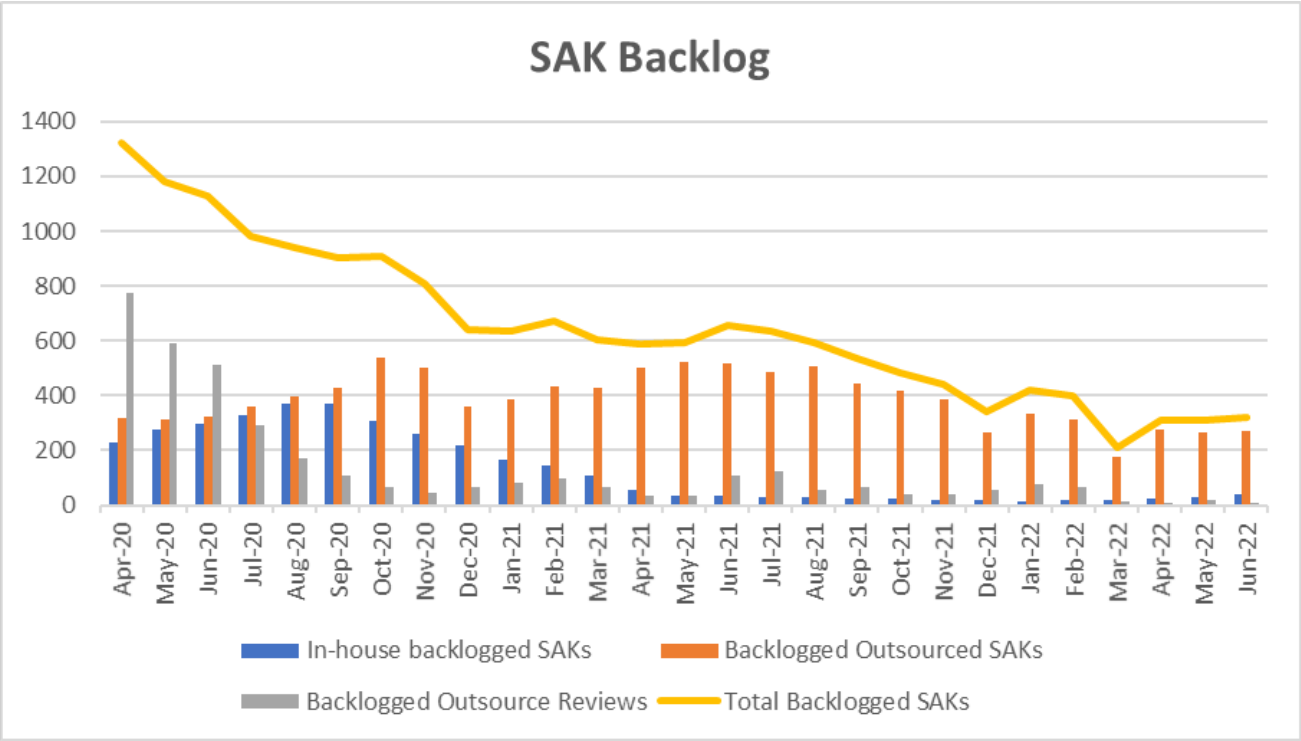
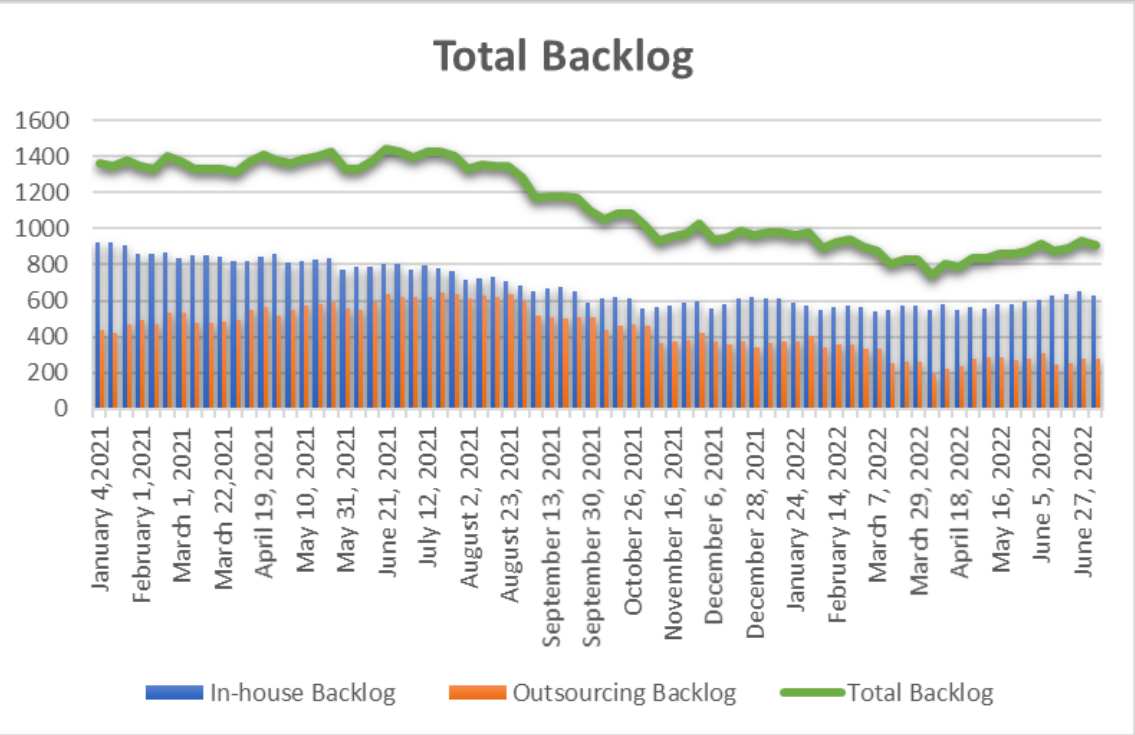
Completed per Month (Avg)*

473

* months with zero activity are not calculated into the average

Forensic Biology

DNA Backlog Update



Section

DNA

Request Type

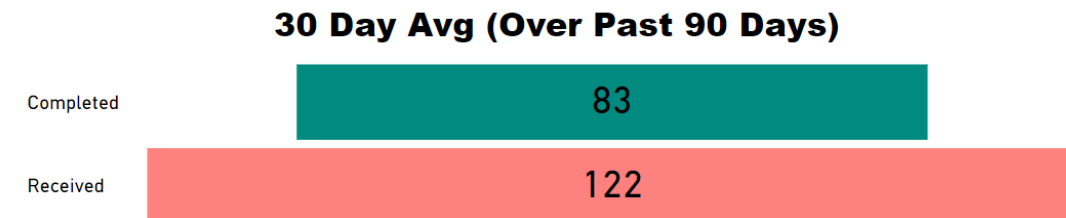
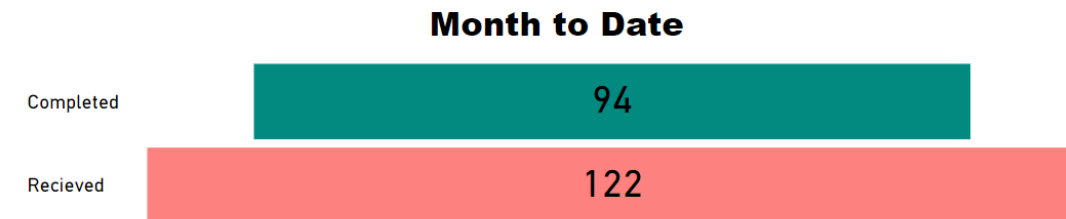
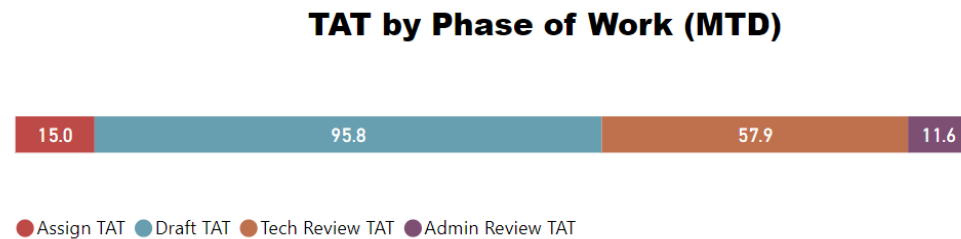
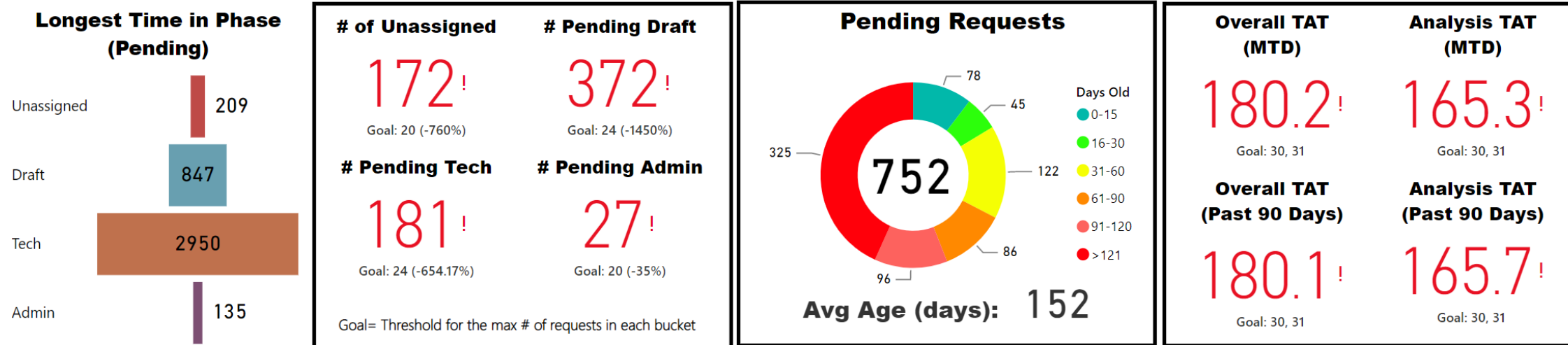
All

Backlogged Requests:

629

Avg Age of Backlog (days):

179



Section

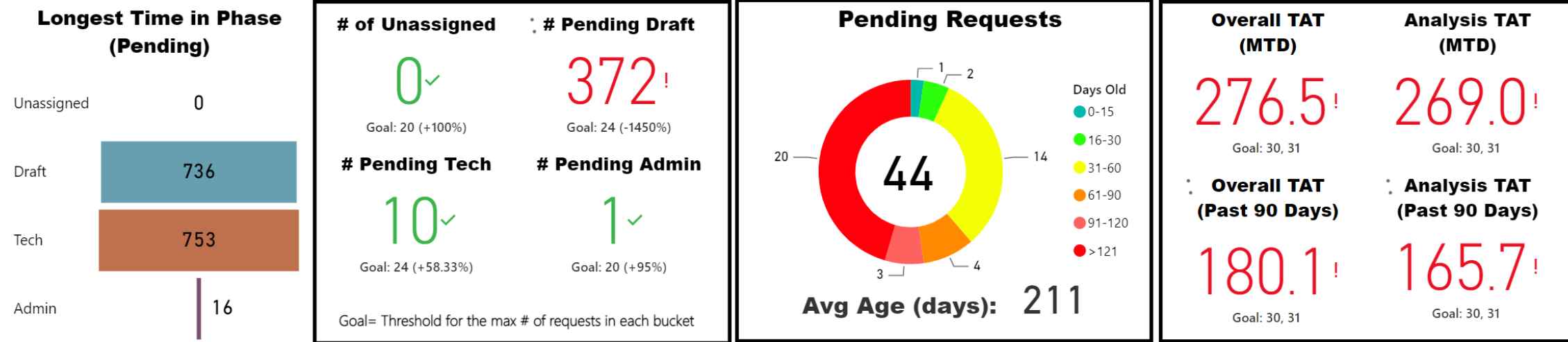
DNA

Request Type

SAK

Backlogged Requests: 41

Avg Age of Backlog (days): 225



Section

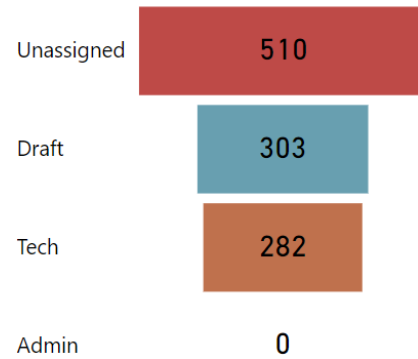
Outsourced - DNA

Request Type

All

Backlogged Requests: 268

Avg Age of Backlog (days): 144

Longest Time in Phase
(Pending)

of Unassigned

325!

Goal: 100 (-225%)

Pending Draft

19✓

Goal: 100 (+81%)

Pending Tech

17✓

Goal: 100 (+83%)

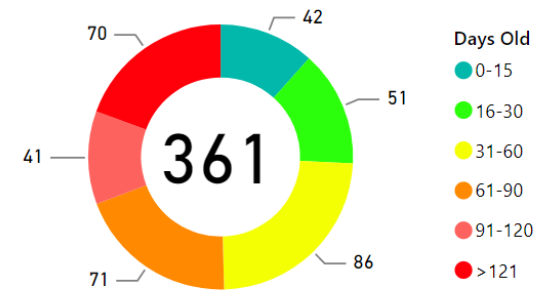
Pending Admin

0✓

Goal: 100 (+100%)

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

Pending Requests



Avg Age (days): 111

Overall TAT
(MTD)

93.4✓

Goal: 100, 100

Analysis TAT
(MTD)

7.5✓

Goal: 100, 100

Overall TAT
(Past 90 Days)

95.0✓

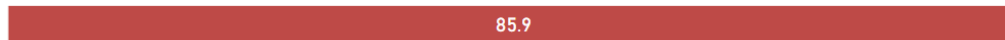
Goal: 100, 100

Analysis TAT
(Past 90 Days)

9.5✓

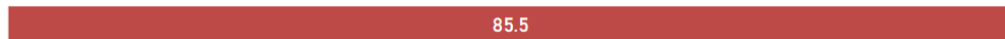
Goal: 100, 100

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

85

Received

87

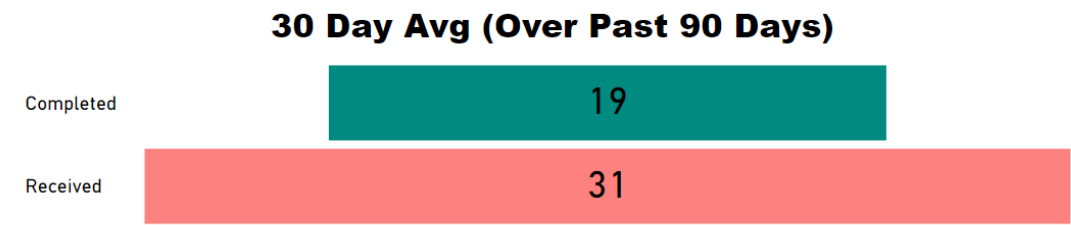
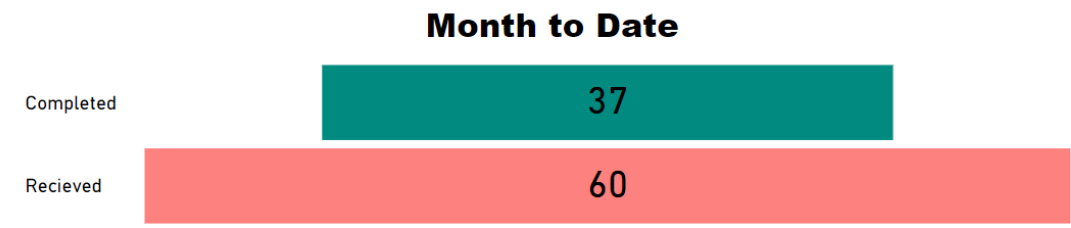
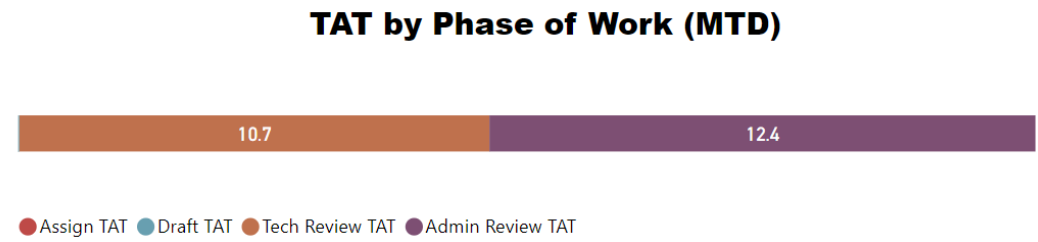
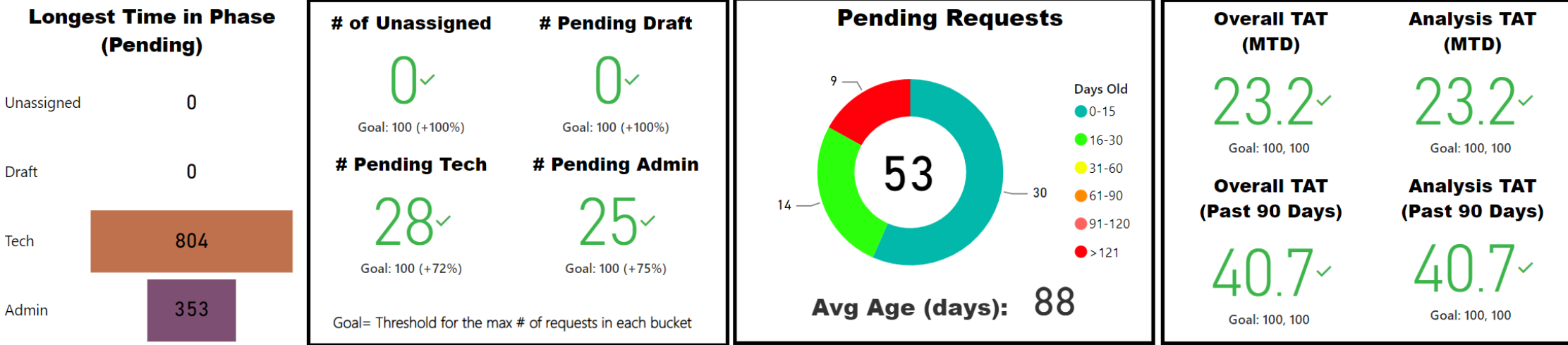
30 Day Avg (Over Past 90 Days)

Completed

57

Received

85



Date Range

6/1/2021

6/30/2022

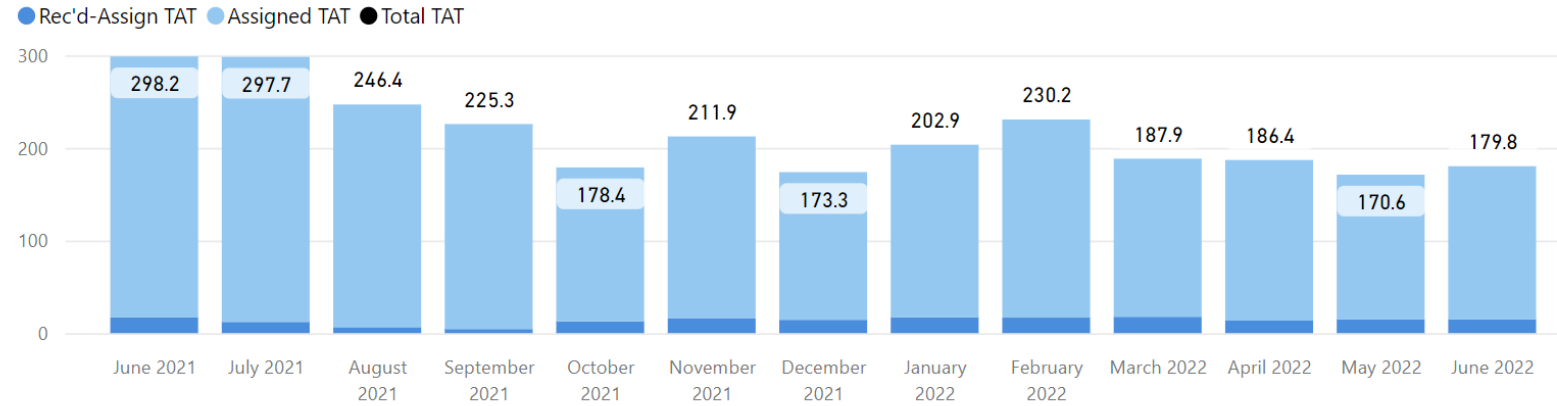
Request Type

DNA

Request Type

All

Total TAT by Month



Selected Time Frame Averages

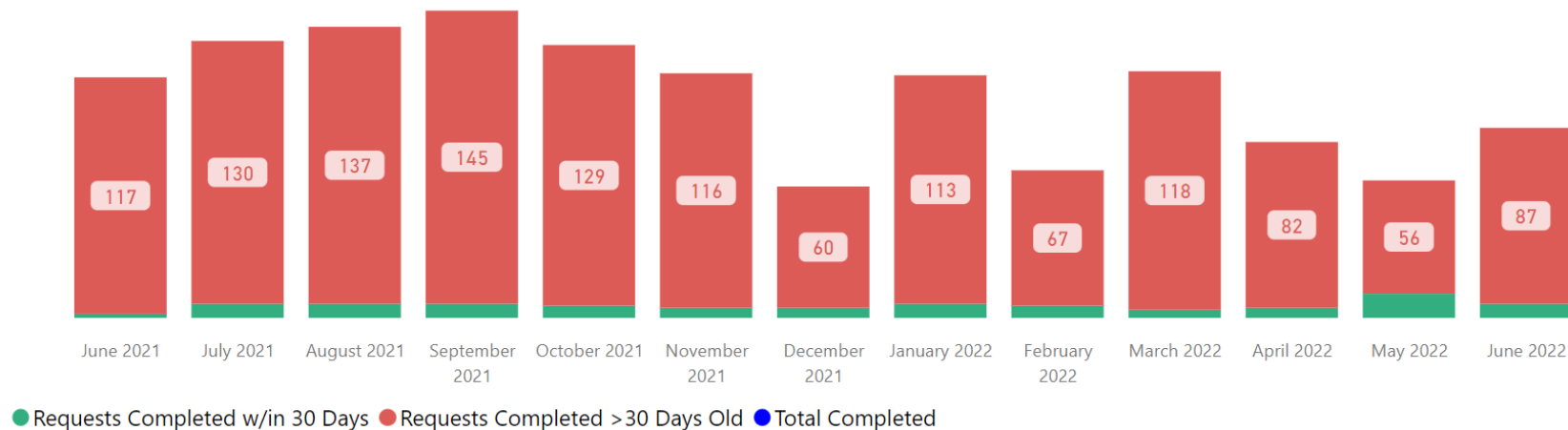
219.74

Total TAT (Rec'd-Compl.) Avg

207.08

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1437

Requests Completed

1357

Requests Completed > 30 Days

94.43 %

% Completed > 30 Days

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

Section

DNA

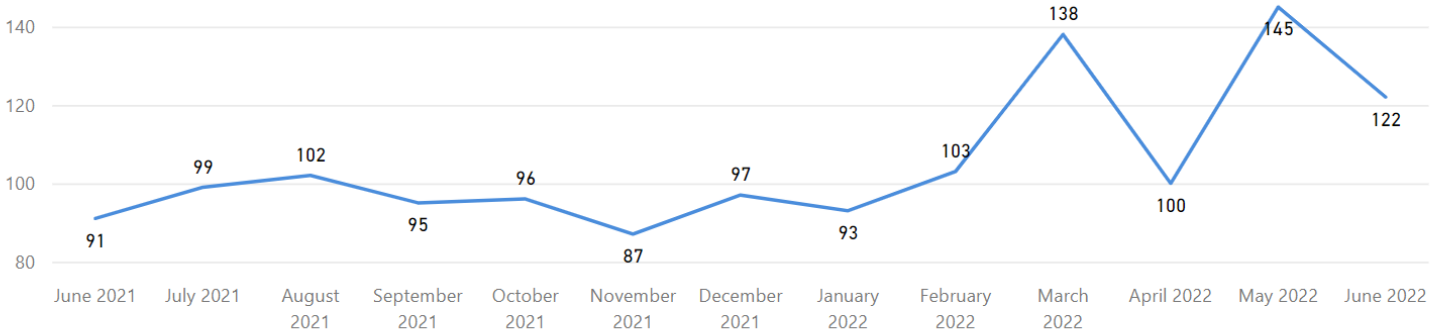
Request Type

All

Received Filter

6/1/20216/30/2022

Received by Month



Total Received

1368

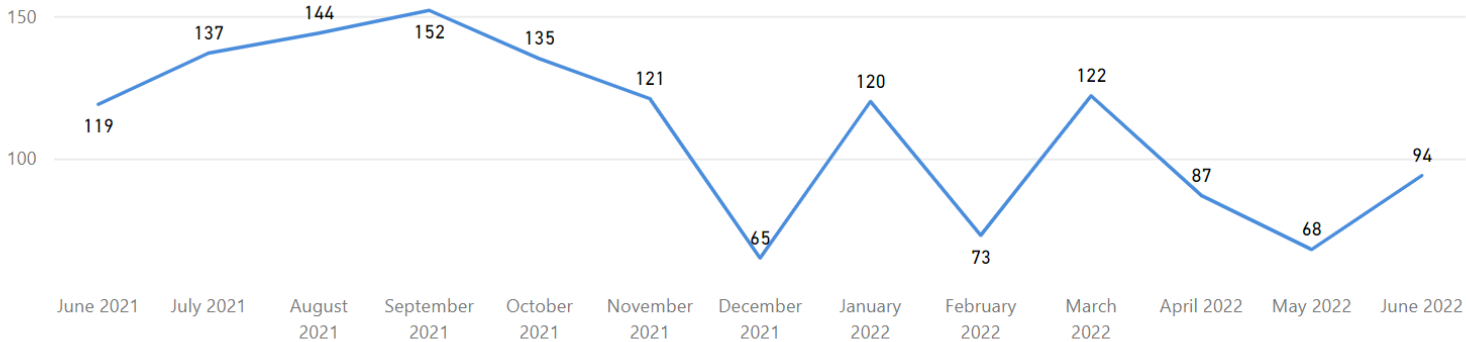
Received per Month (Avg)*

105

Completed Filter

6/1/20216/30/2022

Completed by Month



Total Completed

1437

Completed per Month (Avg)*

111

* months with zero activity are not calculated into the average

Section

Screening

Request Type

All

Backlogged Requests: 13

Avg Age of Backlog (days): 57

Longest Time in Phase
(Pending)

Unassigned 0

Draft 113

Tech 2

Admin 0

of Unassigned

0✓

Goal: 10 (+100%)

Pending Draft

57!

Goal: 14 (-307.14%)

Pending Tech

2✓

Goal: 16 (+87.5%)

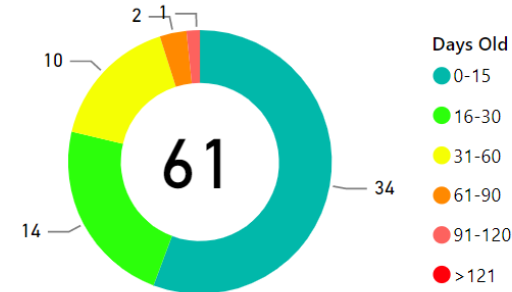
Pending Admin

2✓

Goal: 12 (+83.33%)

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

Pending Requests



Avg Age (days): 20

Overall TAT
(MTD)

20.9!

Goal: 10, 11

Overall TAT
(Past 90 Days)

20.8!

Goal: 10, 11

Analysis TAT
(MTD)

20.9!

Goal: 10, 11

Analysis TAT
(Past 90 Days)

20.8!

Goal: 10, 11

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

82

Received

93

30 Day Avg (Over Past 90 Days)

Completed

82

Received

85

Date Range

6/1/2021

6/30/2022

Request Type

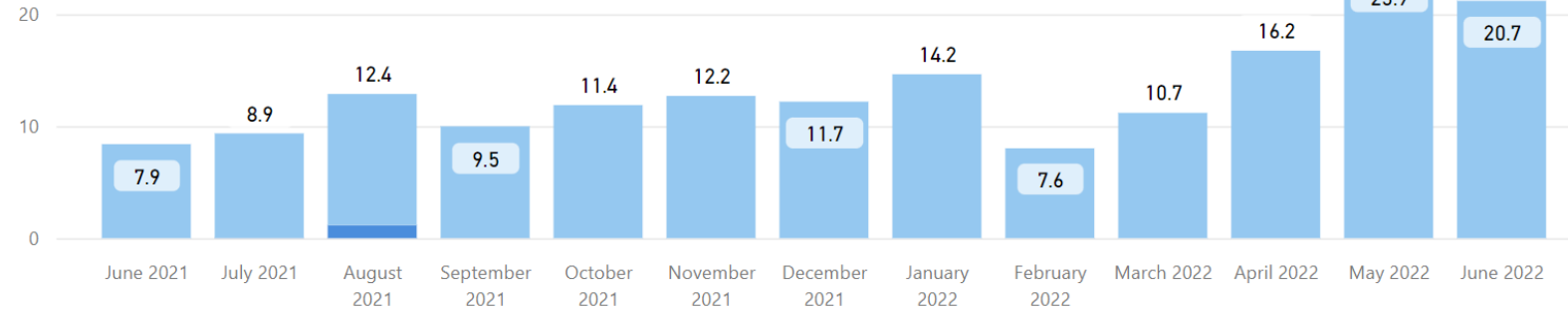
Screening

Request Type

All

Total TAT by Month

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



Selected Time Frame Averages

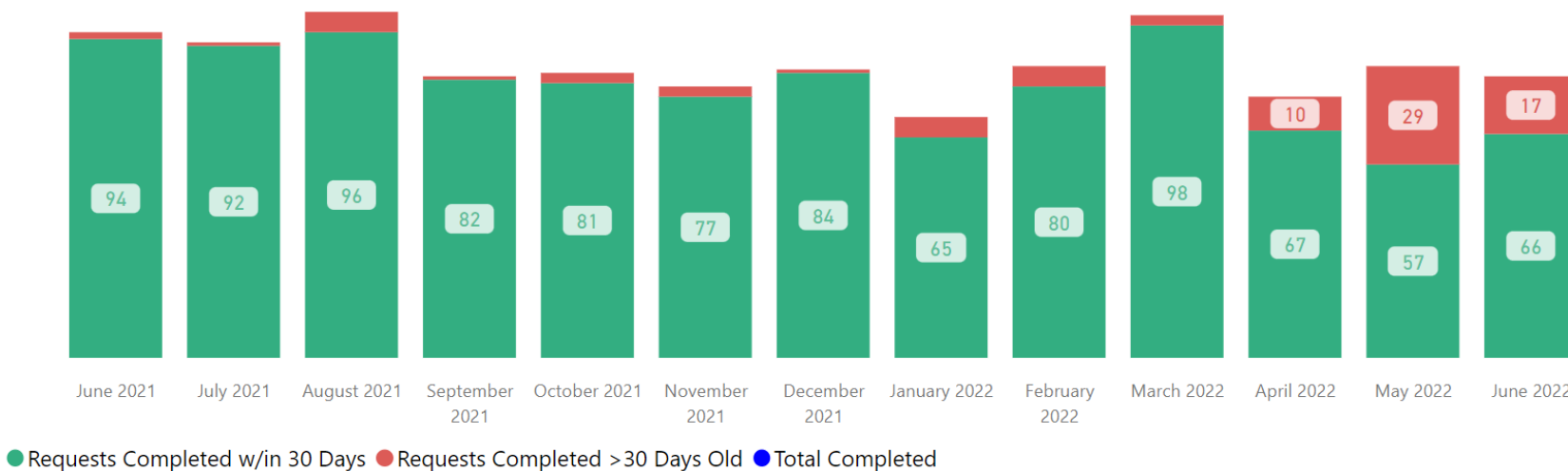
12.72

Total TAT (Rec'd-Compl.) Avg

13.09

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1127

Requests Completed

88

Requests Completed > 30 Days

7.81 %

% Completed > 30 Days

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

Section

Screening

Request Type

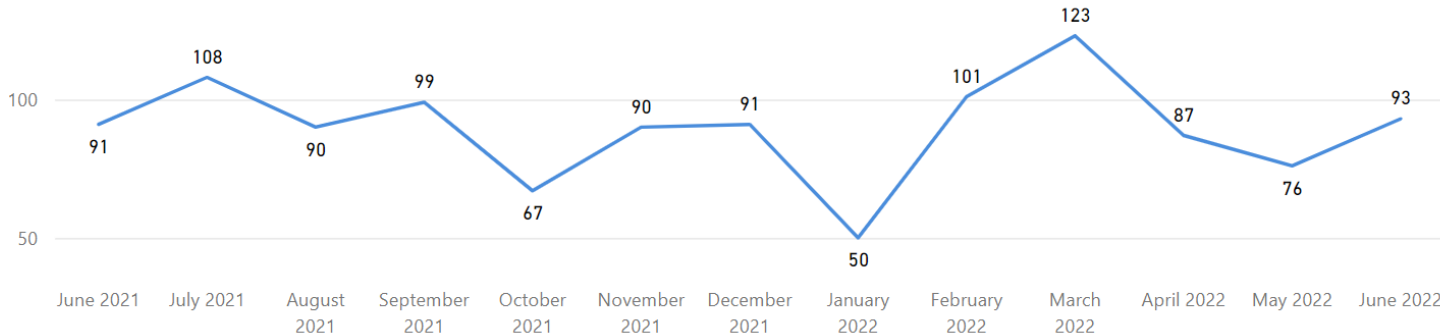
All

Received Filter

6/1/2021

6/30/2022

Received by Month



Total Received

1166

Received per Month (Avg)*

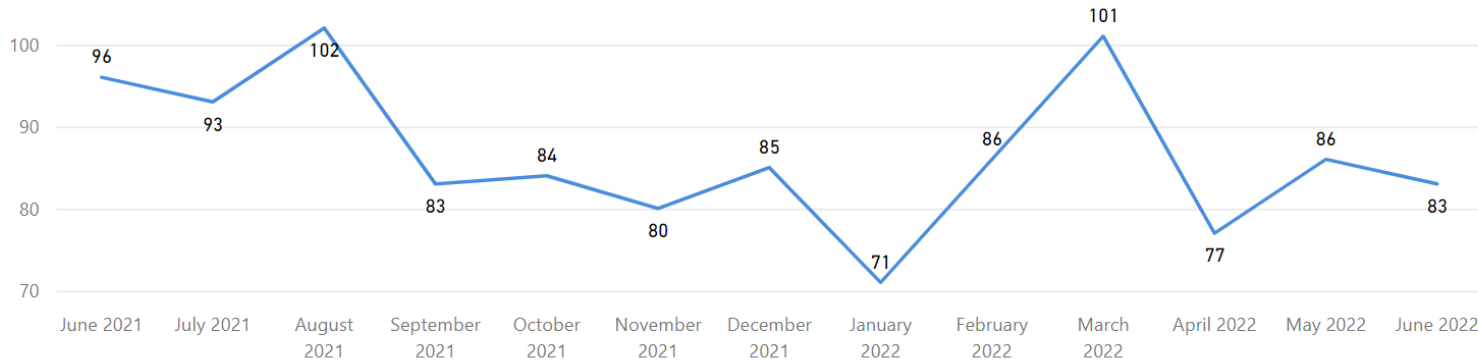
90

Completed Filter

6/1/2021

6/30/2022

Completed by Month



Total Completed

1127

Completed per Month (Avg)*

87

* months with zero activity are not calculated into the average

Section

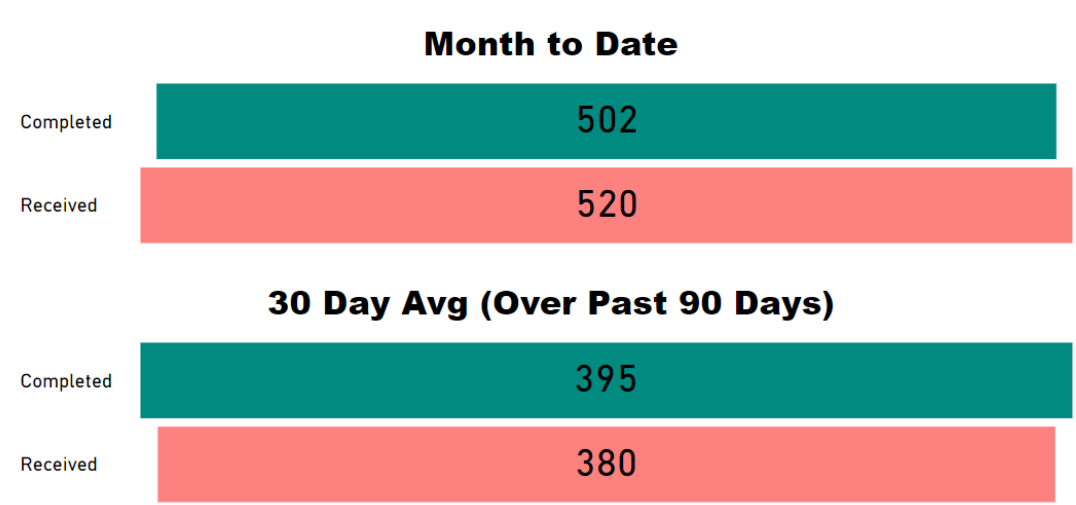
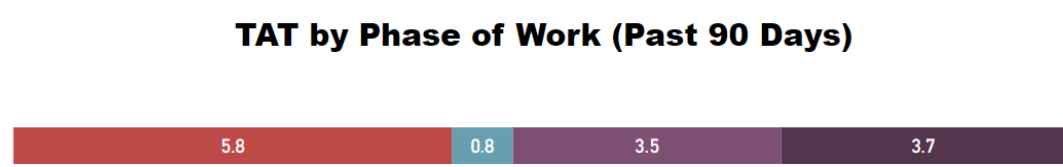
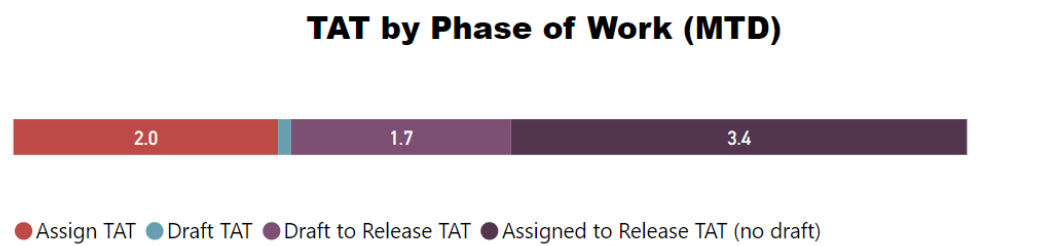
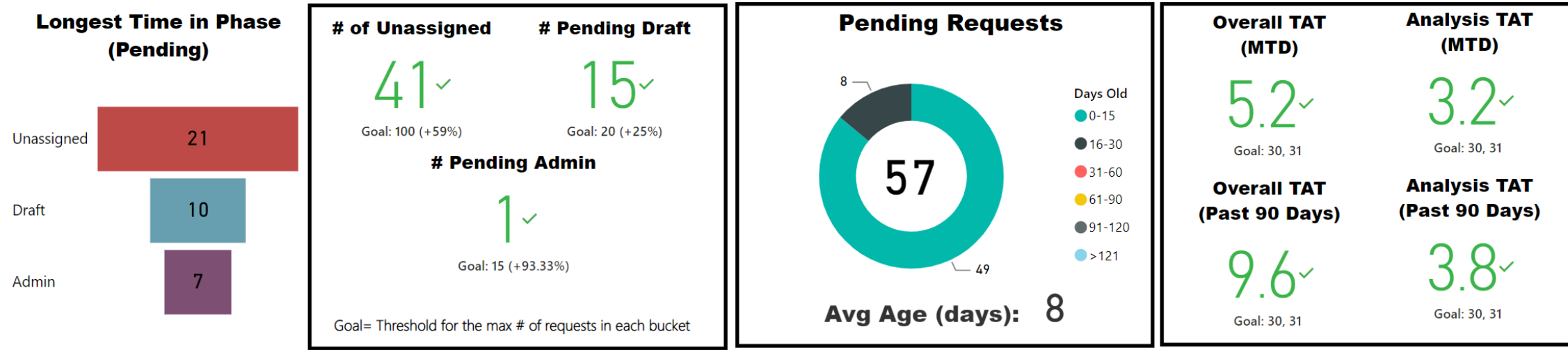
CODIS

CODIS Hit Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)



Date Range

6/1/2021

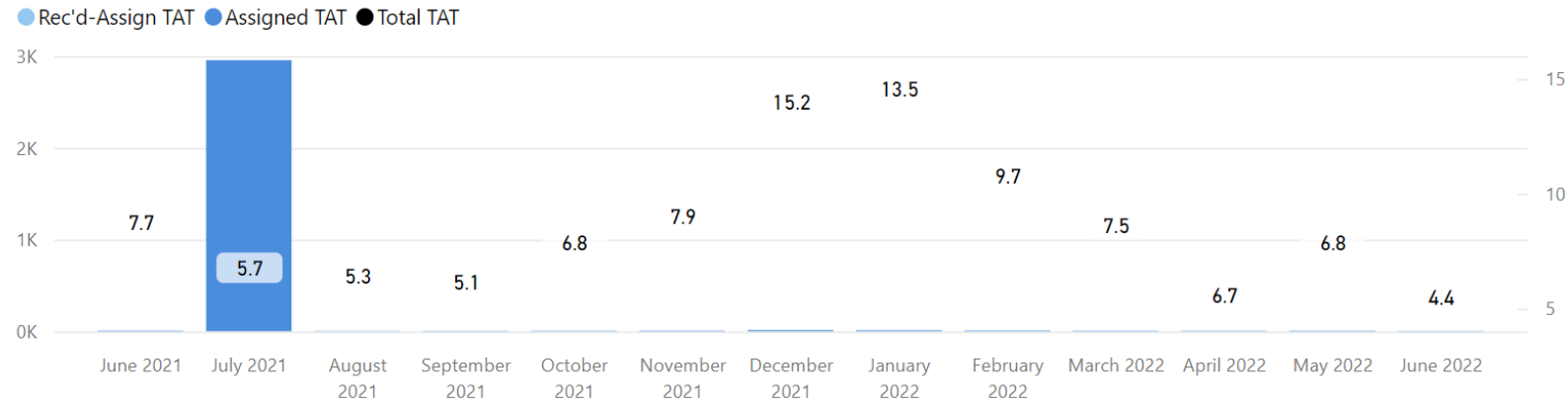
6/30/2022

Request Type

CODIS



Total TAT by Month



Selected Time Frame Averages

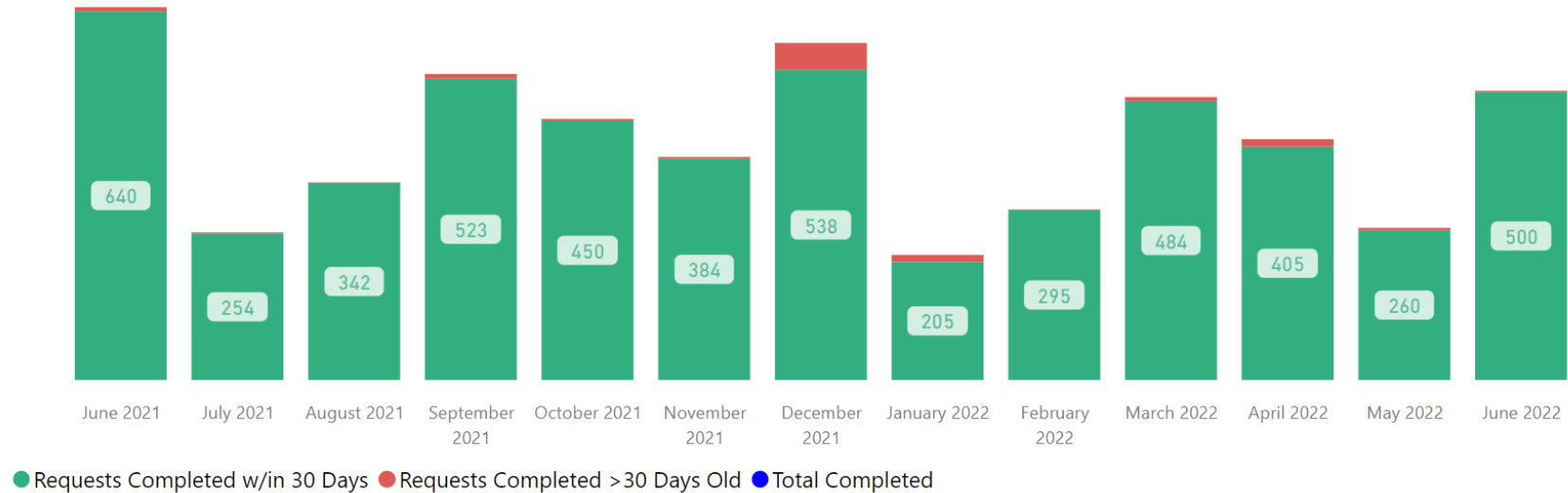
7.83

Total TAT (Rec'd-Compl.) Avg

144.82

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5390

Requests Completed

110

Requests Completed > 30 Days

2.04 %

% Completed > 30 Days

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

Section

CODIS

Hit Type

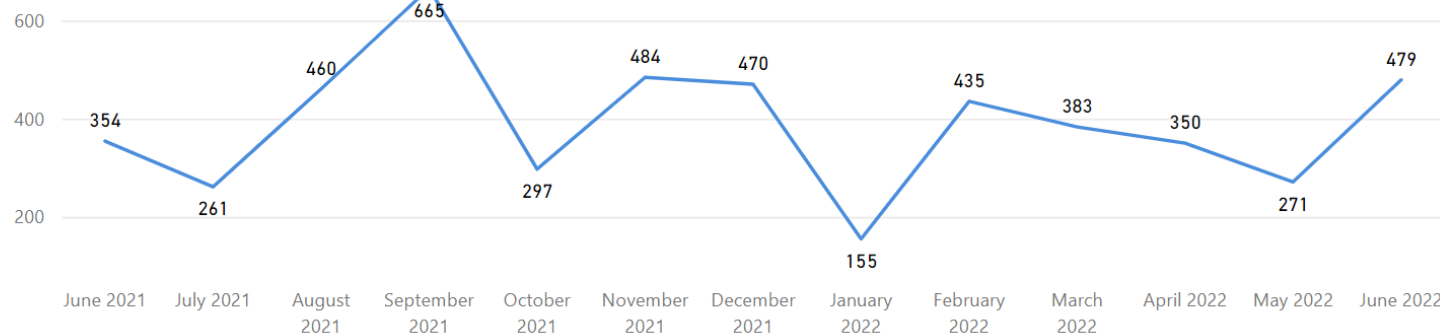
All

Received Filter

6/1/2021

6/30/2022

Received by Month



Total Received

5064

Received per Month (Avg)*

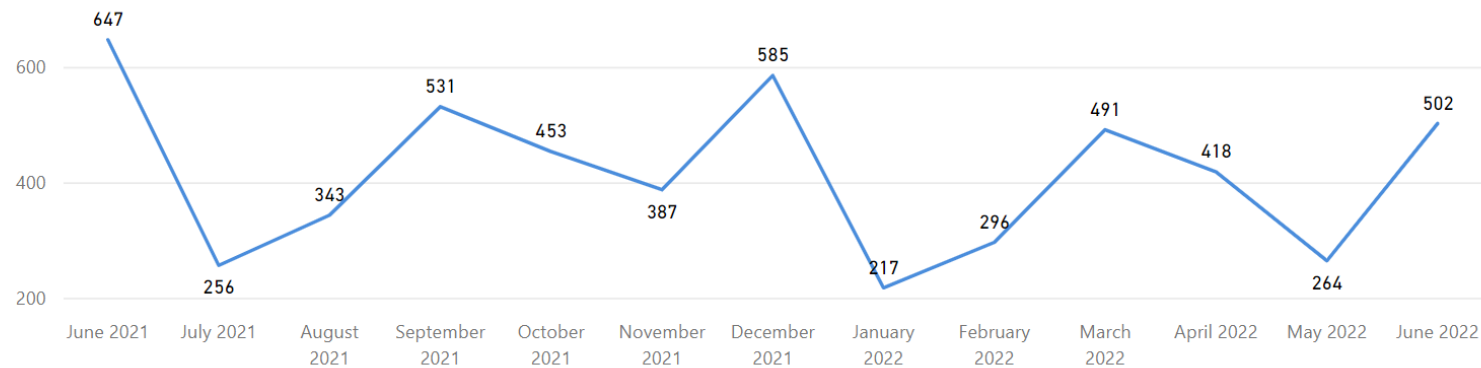
390

Completed Filter

6/1/2021

6/30/2022

Completed by Month



Total Completed

5390

Completed per Month (Avg)*

415

* months with zero activity are not calculated into the average

Latent Prints

Service

Latent Comparison

Priority Type

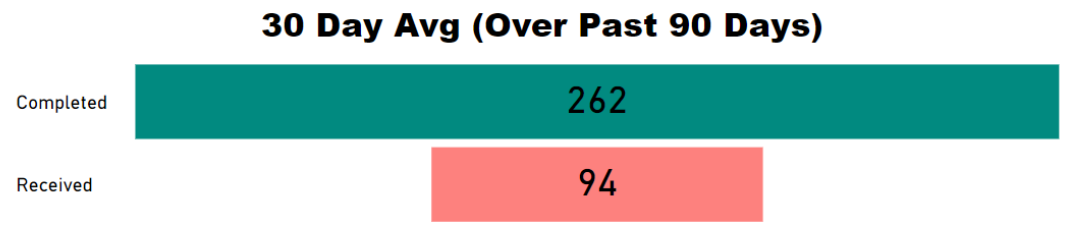
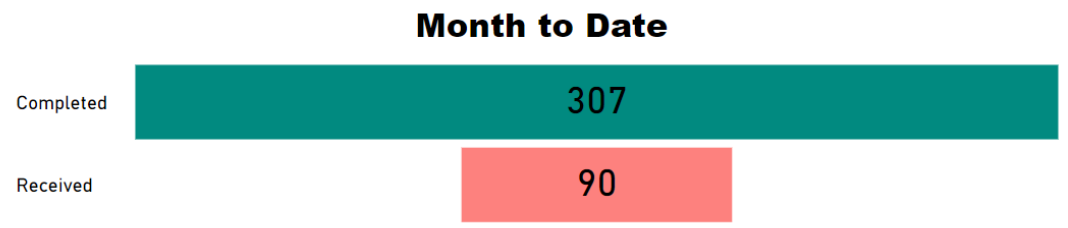
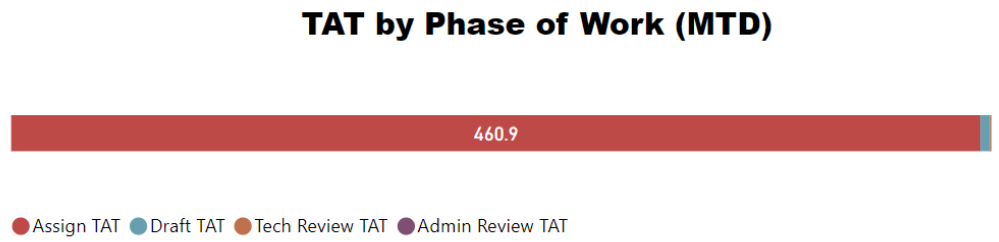
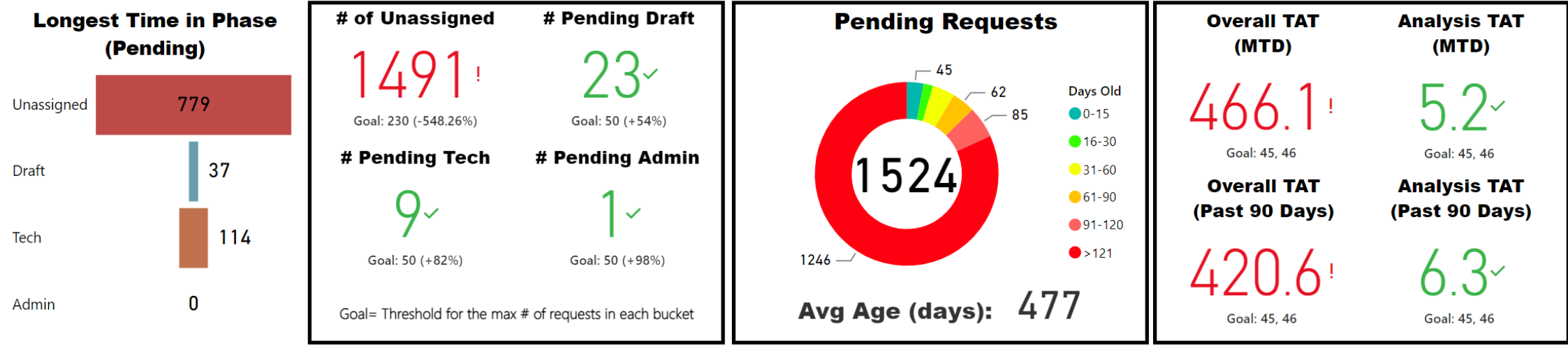
All

Backlogged Requests:

1453

Avg Age of Backlog (days):

500

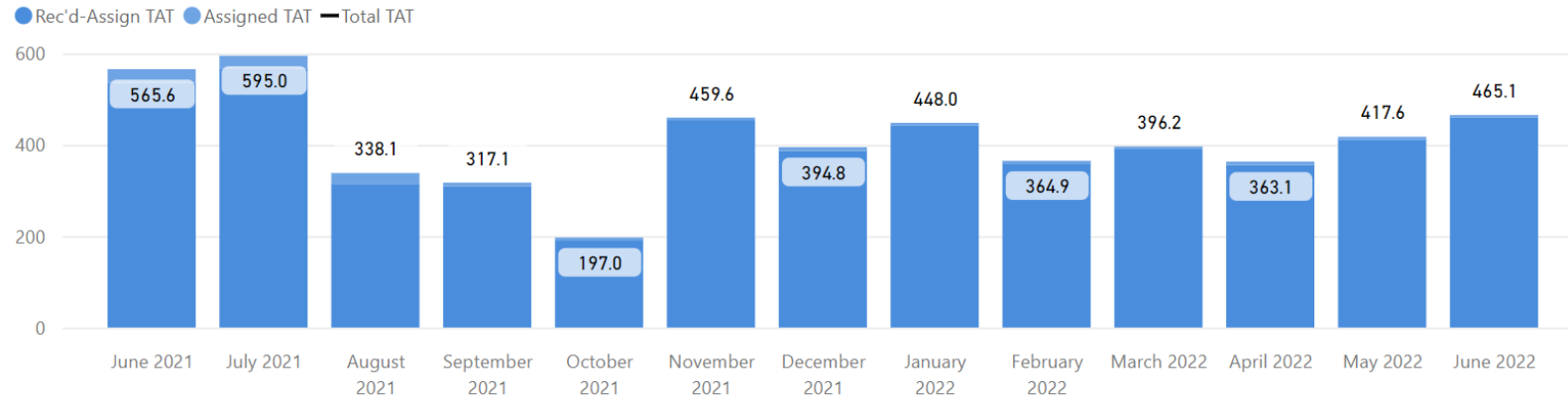


Date Range

6/1/2021

6/30/2022

Total TAT by Month



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

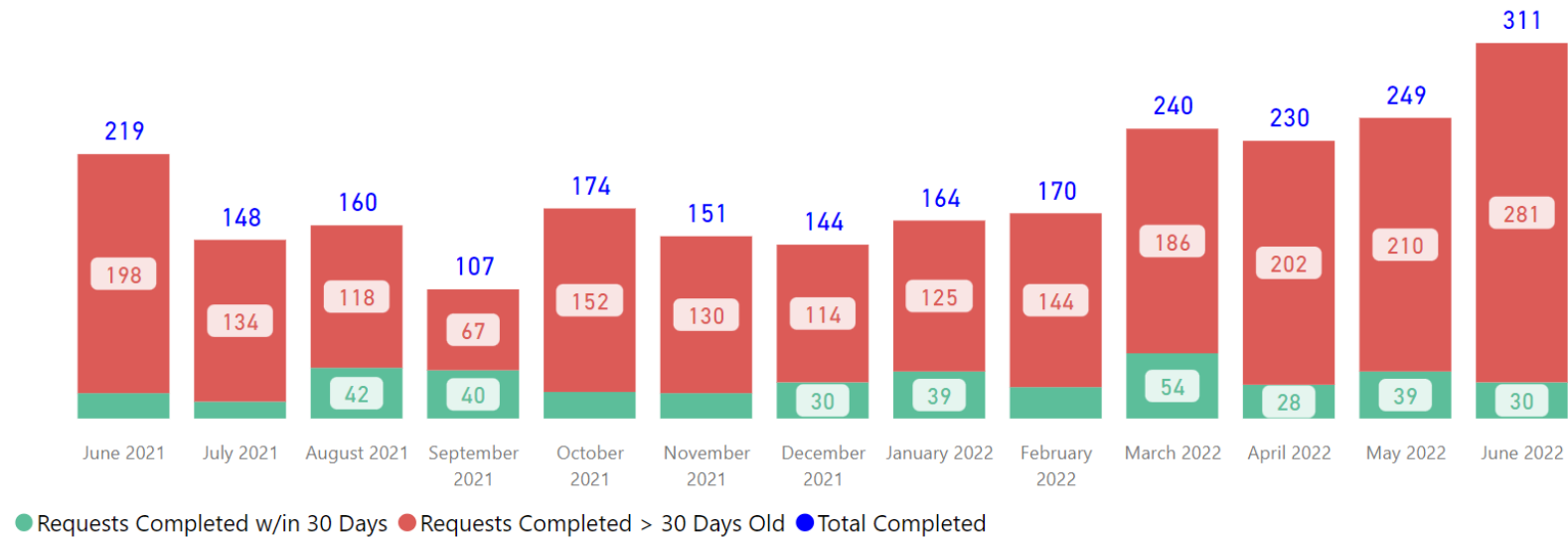
414.75

Total TAT (Rec'd-Compl.) Avg

10.91

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2467

Requests Completed

2061

Requests Completed > 30 Days Old

83.54 %

% Completed > 30 Days Old

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

Service

Latent Comparison

▼

Priority Type

All

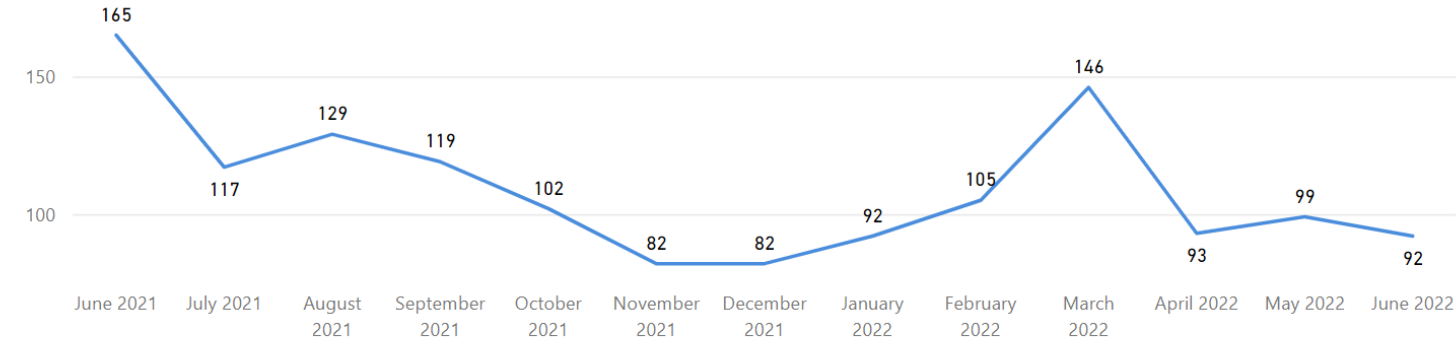
▼

Received Filter

6/1/2021

6/30/2022

Received by Month



Total Received

1,423

Received per Month (Avg)*

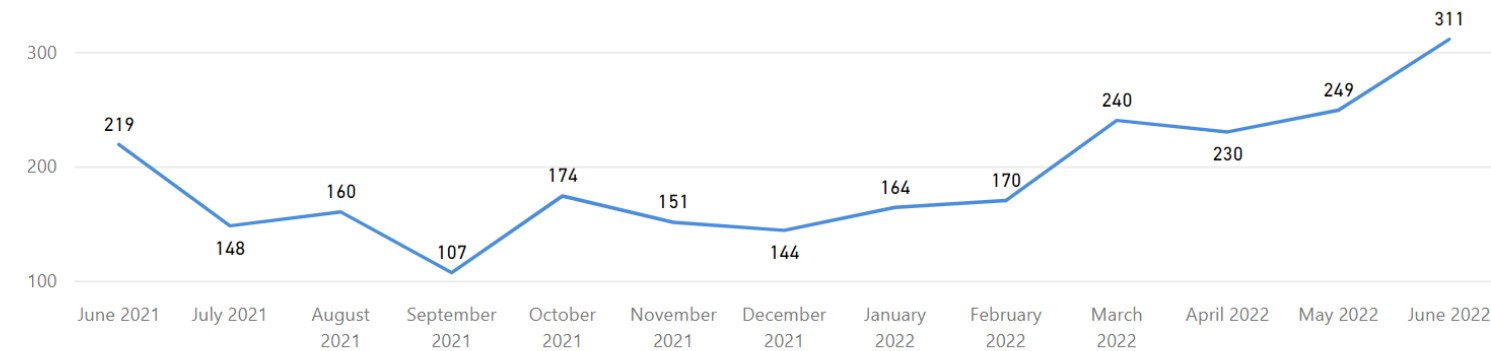
109

Completed Filter

6/1/2021

6/30/2022

Completed by Month



Total Completed

2,467

Completed per Month (Avg)*

190

* months with zero activity are not calculated into the average

Service

Latent Processing

Priority Type

All

Backlogged Requests: 697

Avg Age of Backlog (days): 485

Longest Time in Phase
(Pending)

Unassigned

1008

Draft

636

Tech

1

Admin

1

of Unassigned

716!

Goal: 50 (-1332%)

Pending Draft

15✓

Goal: 30 (+50%)

Pending Tech

2✓

Goal: 30 (+93.33%)

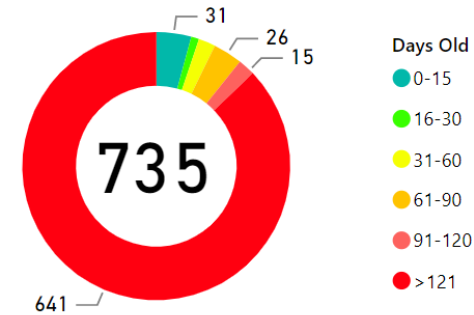
Pending Admin

2✓

Goal: 30 (+93.33%)

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

Pending Requests



Avg Age (days): 461

Overall TAT
(MTD)

179.6!

Goal: 30, 31

Overall TAT
(Past 90 Days)

197.4!

Goal: 30, 31

Analysis TAT
(MTD)

18.9✓

Goal: 30, 31

Analysis TAT
(Past 90 Days)

15.2✓

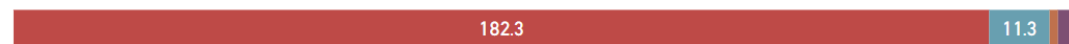
Goal: 30, 31

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

Completed

15

Received

41

30 Day Avg (Over Past 90 Days)

Completed

18

Received

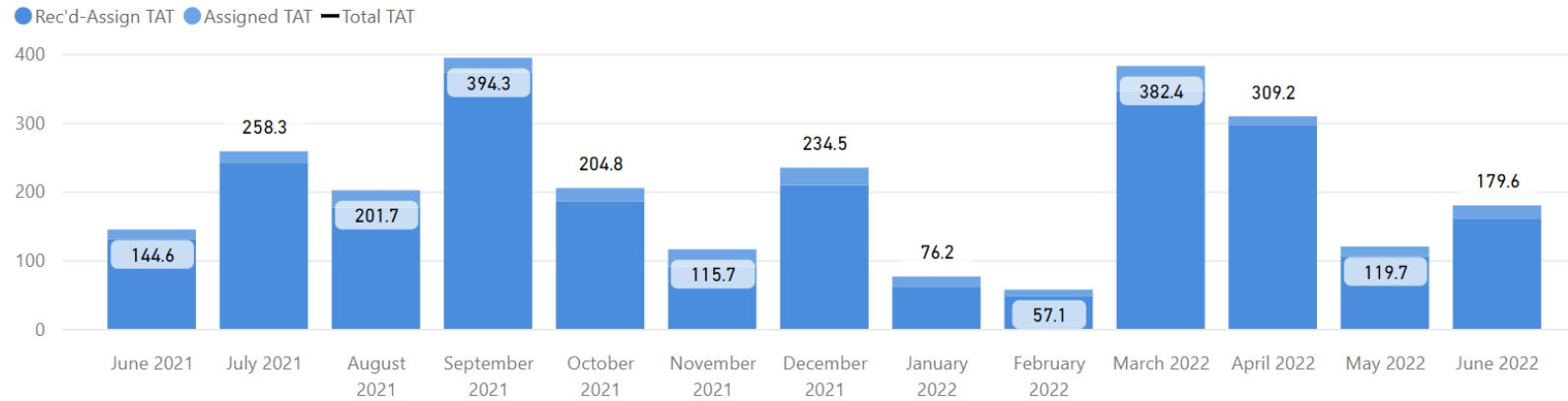
34

Date Range

6/1/2021

6/30/2022

Total TAT by Month



Request Type

Latent Processing

Priority Type

All

Selected Time Frame Averages

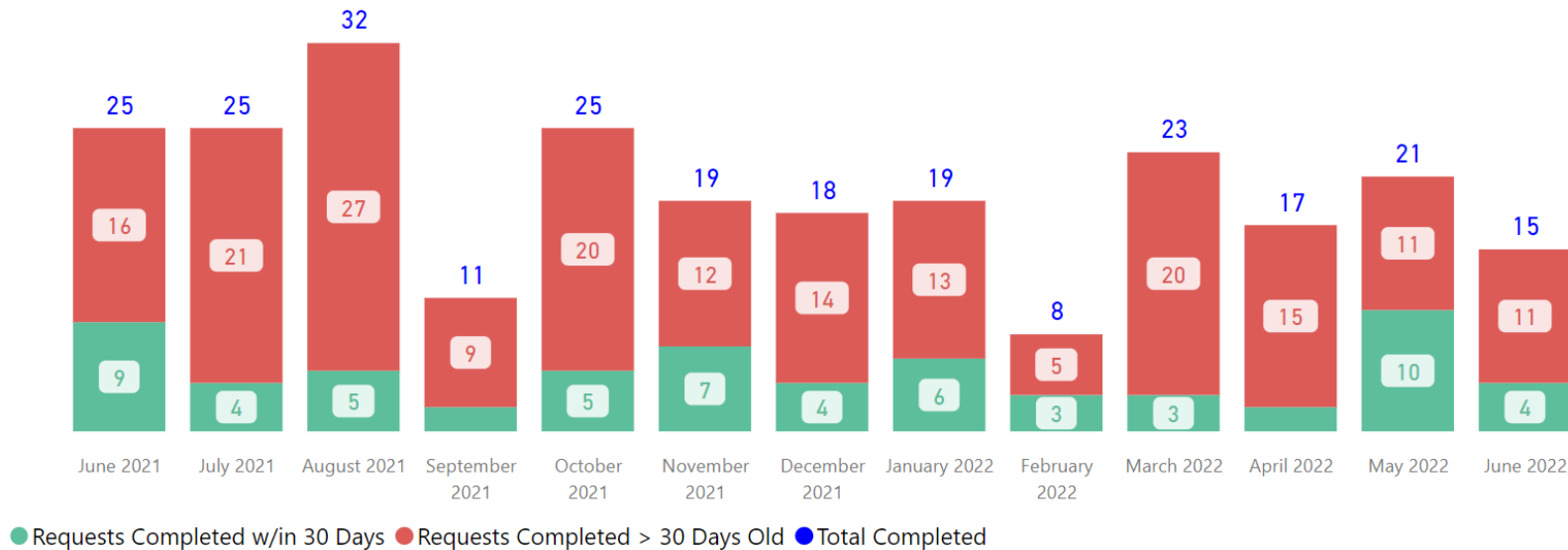
207.61

Total TAT (Rec'd-Compl.) Avg

20.31

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

258

Requests Completed

194

Requests Completed > 30 Days Old

75.19 %

% Completed > 30 Days Old

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

Service

Latent Processing

▼

Priority Type

All

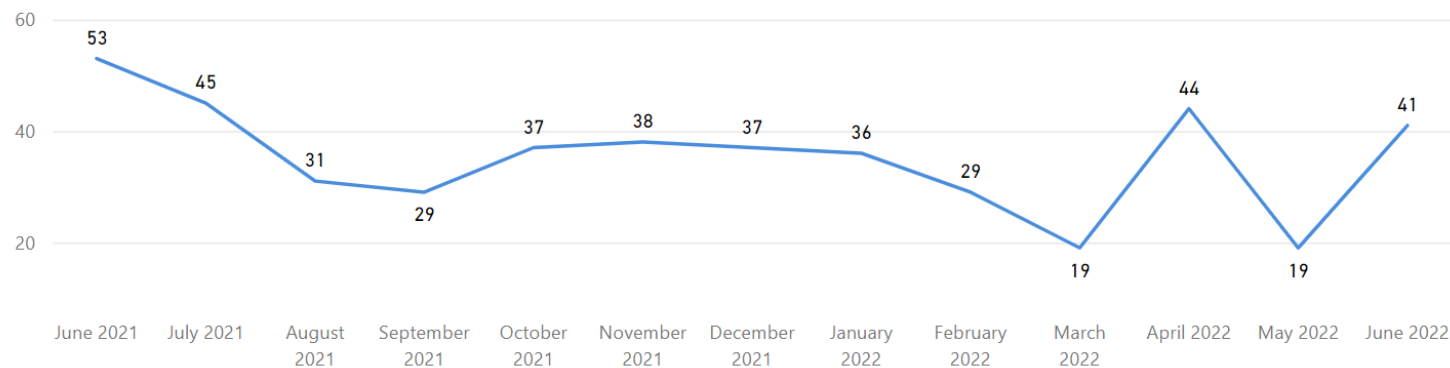
▼

Received Filter

6/1/2021

6/30/2022

Received by Month



Total Received

458

Received per Month (Avg)*

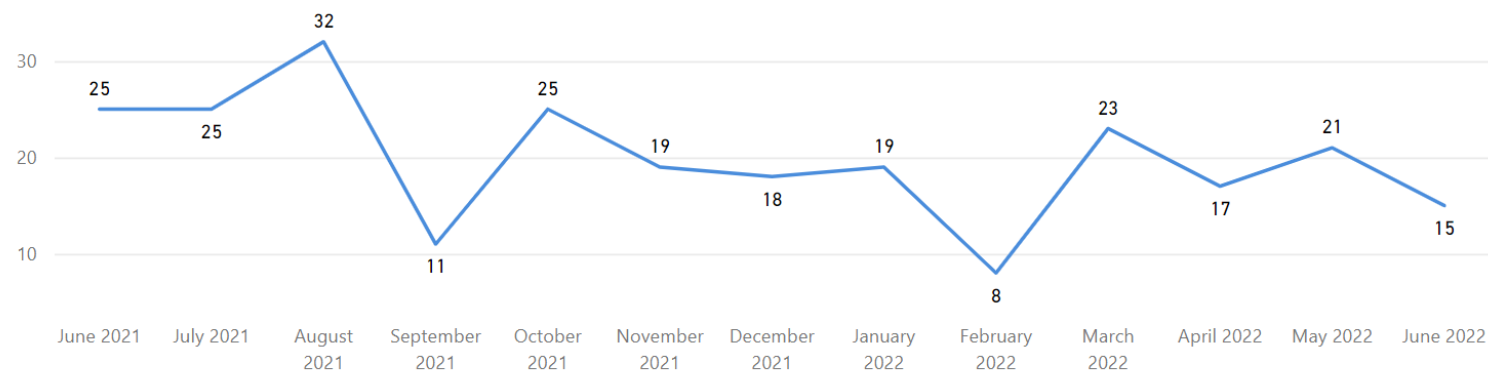
35

Completed Filter

6/1/2021

6/30/2022

Completed by Month



Total Completed

258

Completed per Month (Avg)*

20

* 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)

Longest Time in Phase (Pending)

Unassigned	0
Draft	0
Tech	0
Admin	0

of Unassigned

0✓

Goal: 15 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Tech

0✓

Goal: 5 (+100%)

Pending Admin

0✓

Goal: 5 (+100%)

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

Pending Requests

0

Avg Age (days): (Blank)

Days Old

0-15

16-30

31-60

61-90

91-120

>121

Overall TAT (MTD)

12.6!

Goal: 5, 6

Overall TAT (Past 90 Days)

11.1!

Goal: 5, 6

Analysis TAT (MTD)

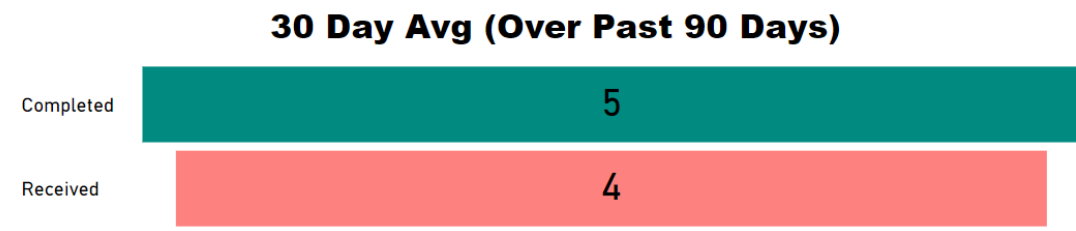
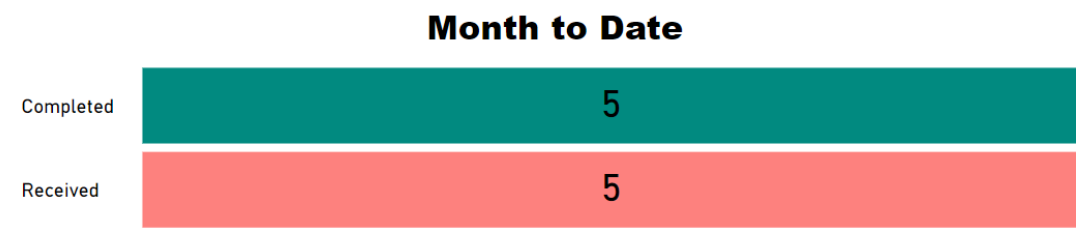
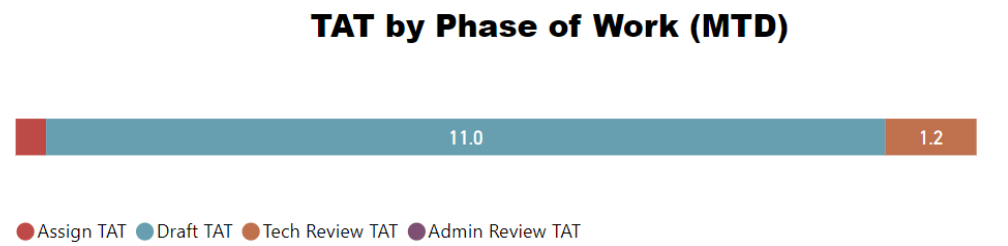
12.2!

Goal: 5, 6

Analysis TAT (Past 90 Days)

9.8!

Goal: 5, 6



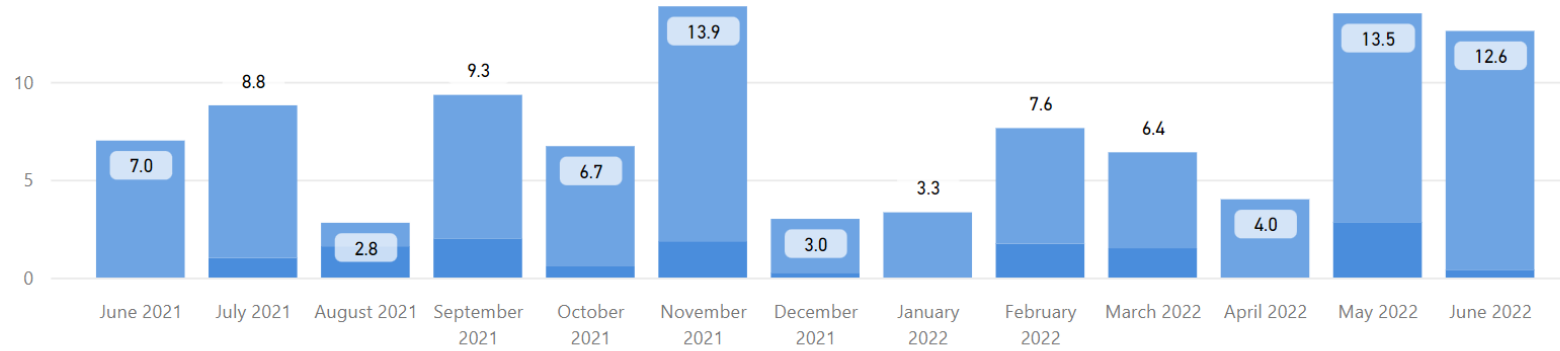
Date Range

6/1/2021

6/30/2022

Total TAT by Month

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



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

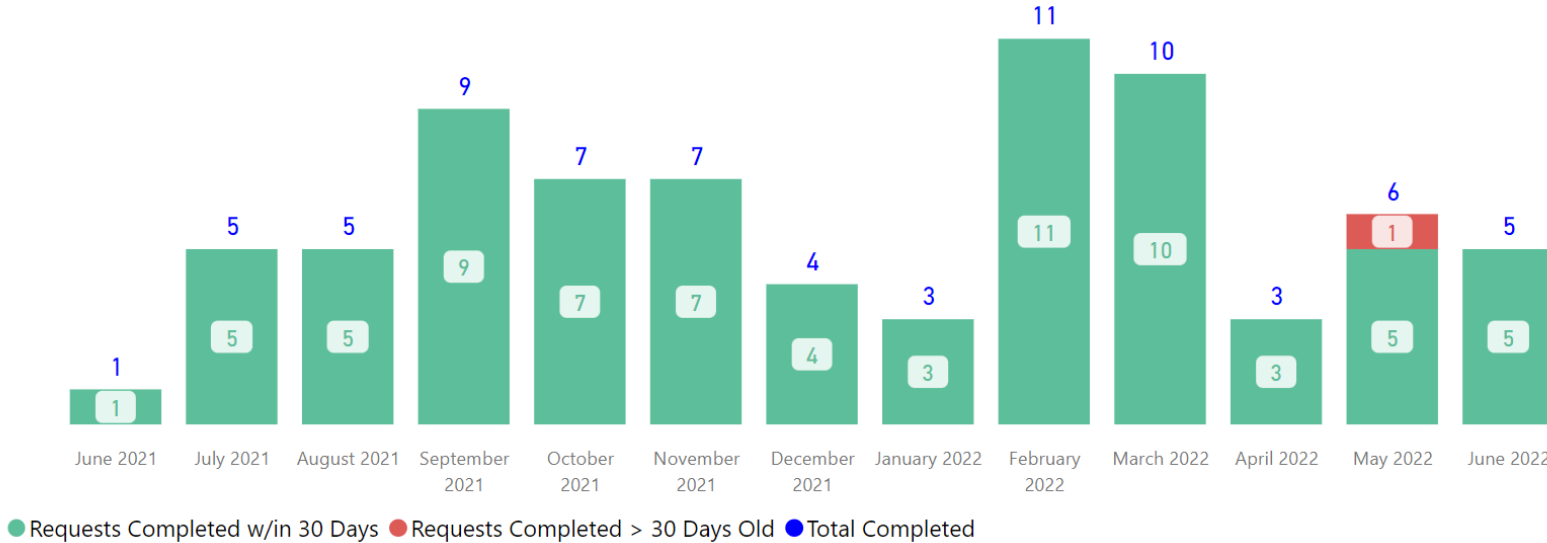
8.14

Total TAT (Rec'd-Compl.) Avg

6.80

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

76

Requests Completed

1

Requests Completed > 30 Days Old

1.32 %

% Completed > 30 Days Old

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

Service

AV Call Out

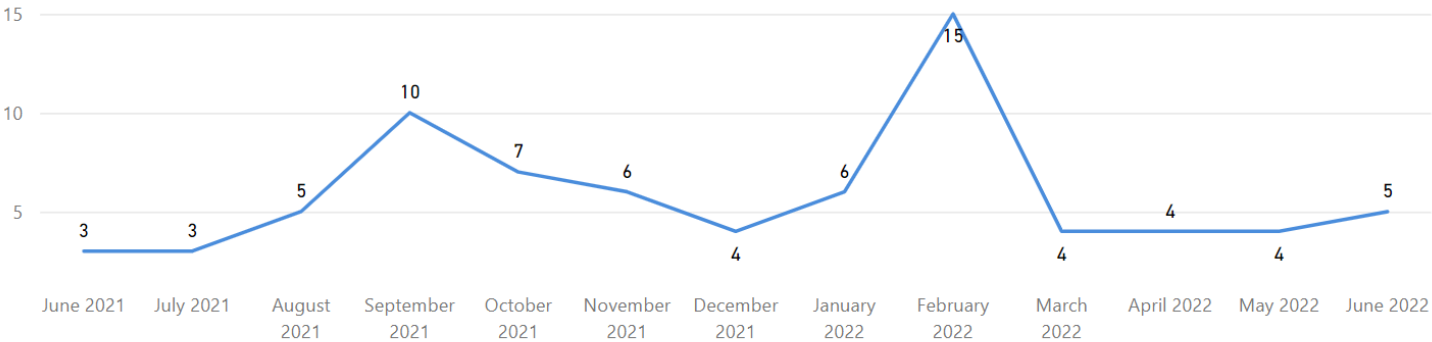
Priority Type

All

Received Filter

6/1/20216/30/2022

Received by Month



Total Received

76

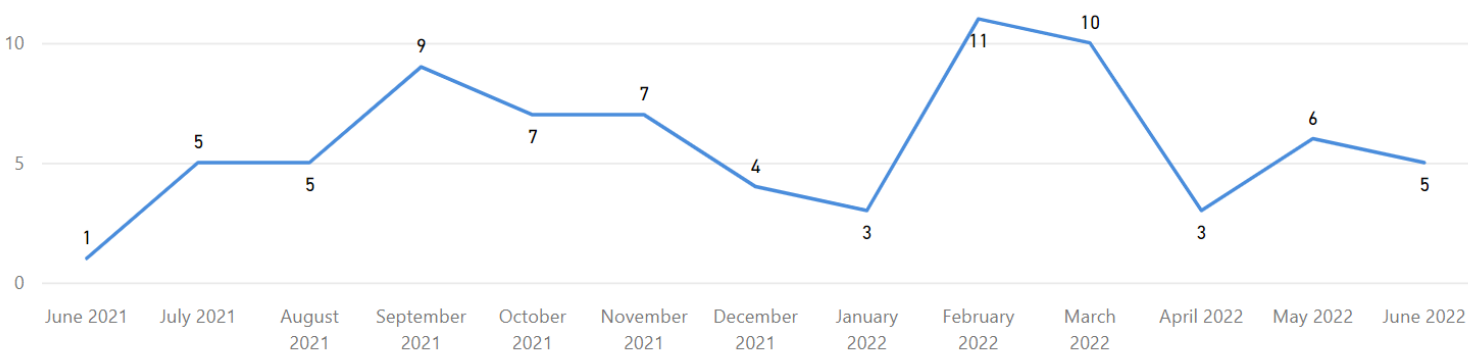
Received per Month (Avg)*

6

Completed Filter

6/1/20216/30/2022

Completed by Month



Total Completed

76

Completed per Month (Avg)*

6

* months with zero activity are not calculated into the average

Service

AV Examination

Priority Type

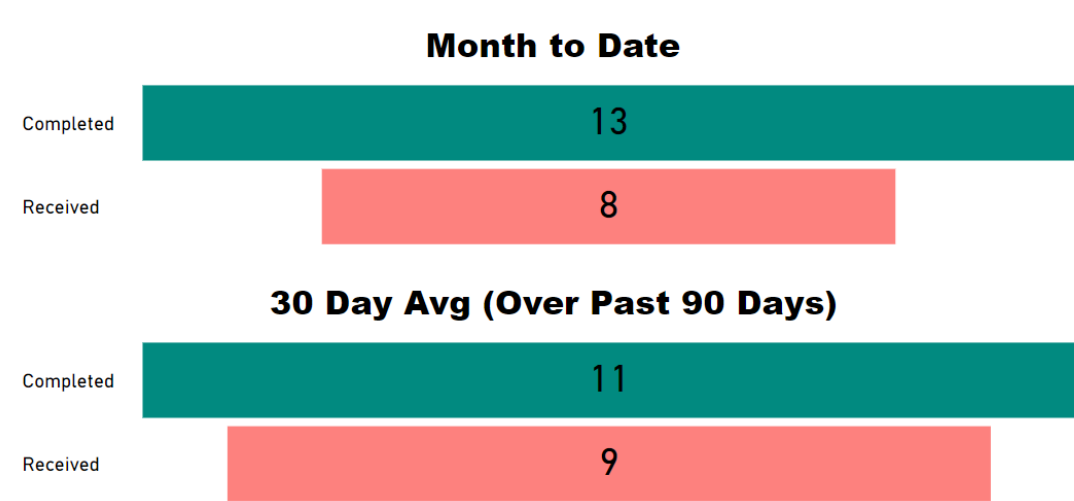
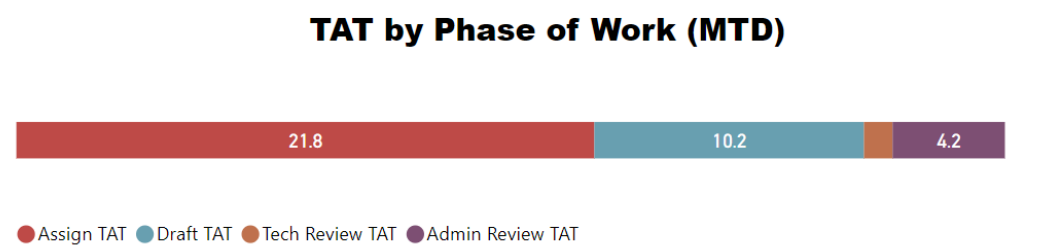
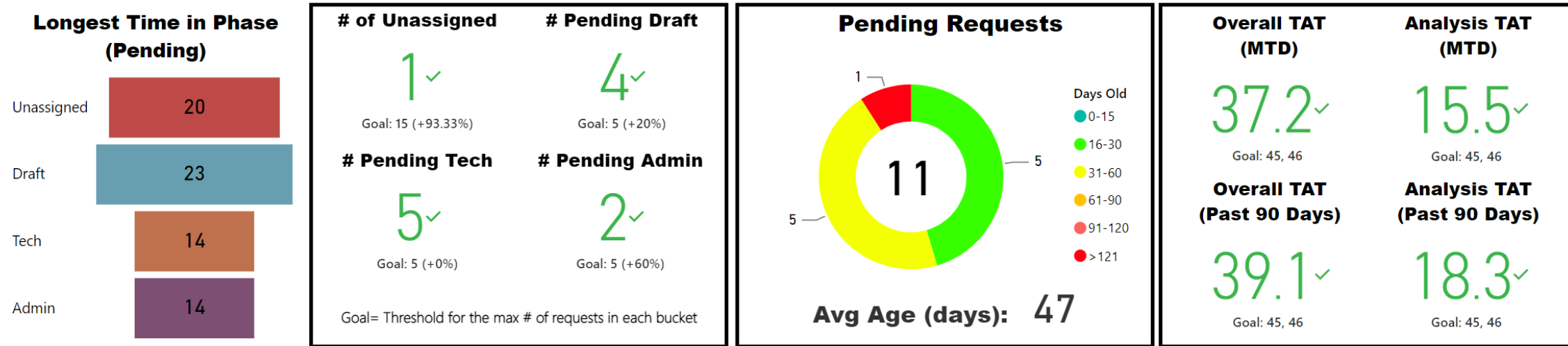
All

Backlogged Requests:

6

Avg Age of Backlog (days):

66



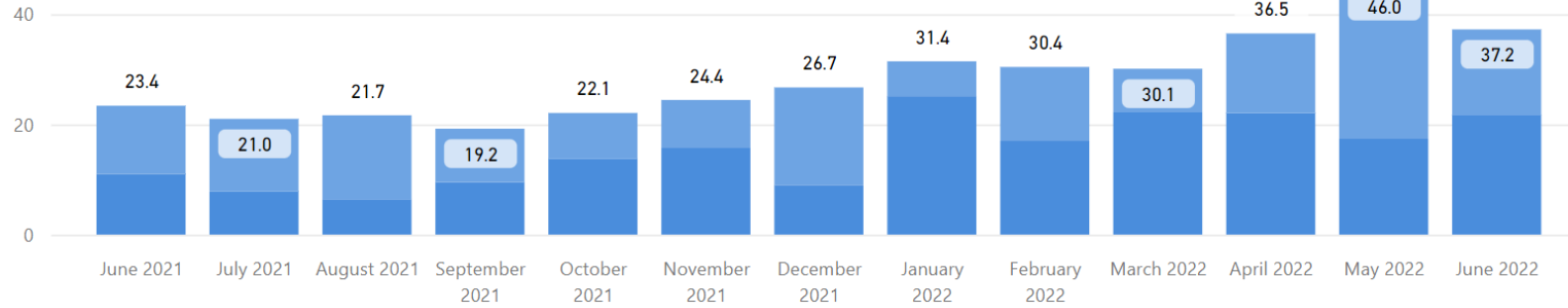
Date Range

6/1/2021

6/30/2022

Total TAT by Month

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



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

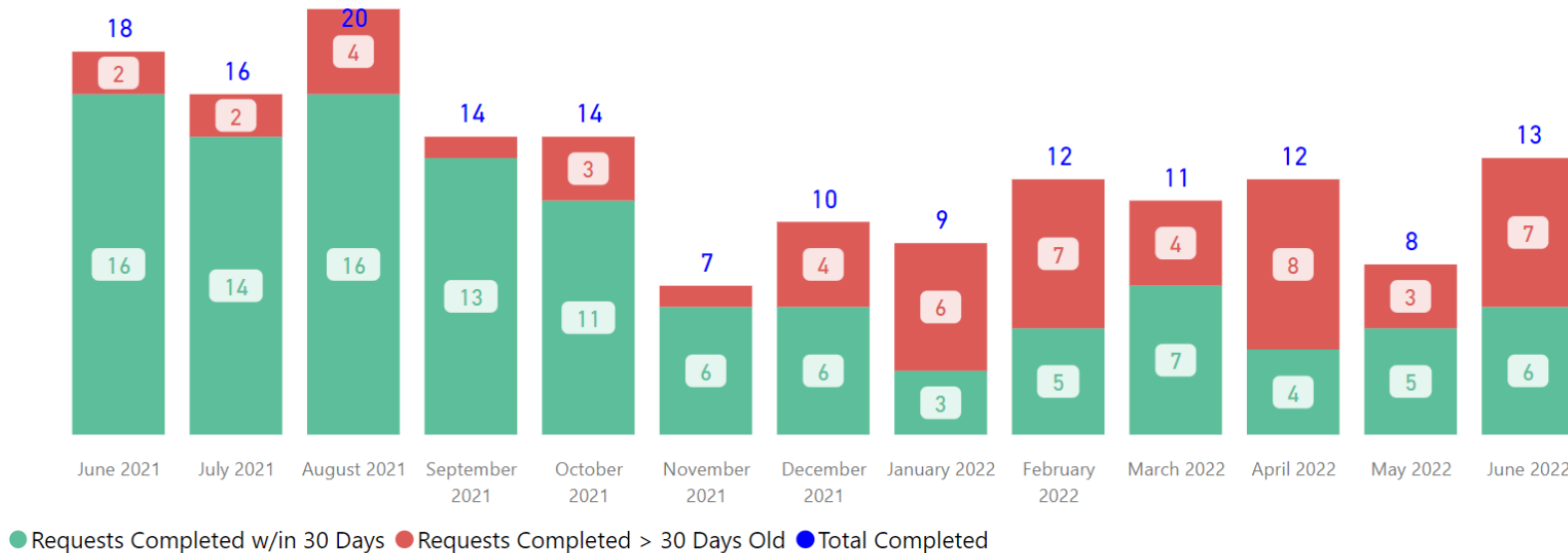
27.29

Total TAT (Rec'd-Compl.) Avg

13.05

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

164

Requests Completed

52

Requests Completed > 30 Days Old

31.71 %

% Completed > 30 Days Old

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

Service

AV Examination

Priority Type

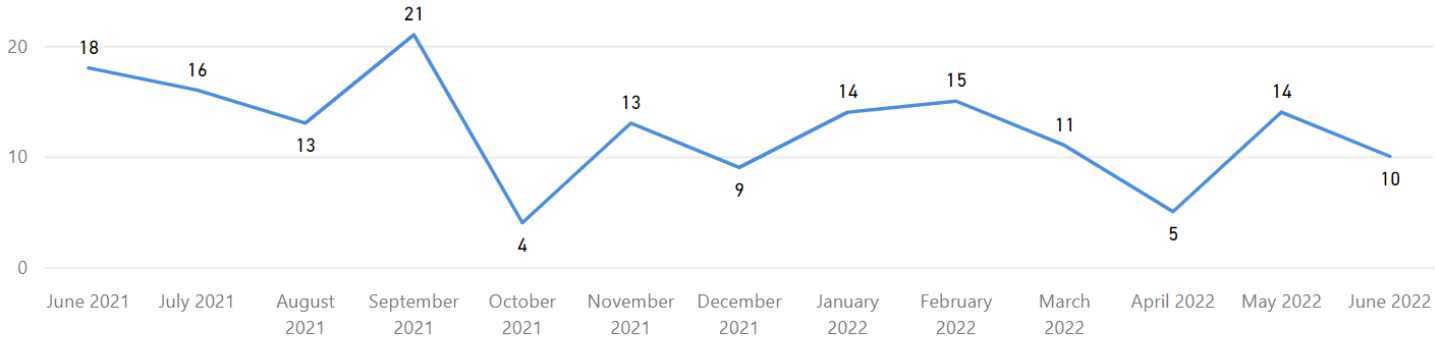
All

Received Filter

6/1/2021

6/30/2022

Received by Month



Total Received

163

Received per Month (Avg)*

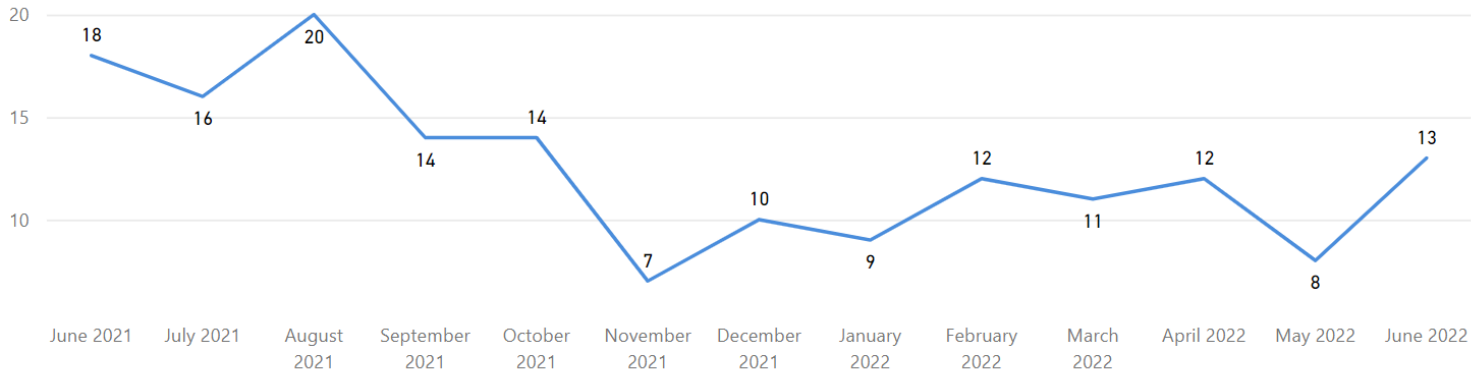
13

Completed Filter

6/1/2021

6/30/2022

Completed by Month



Total Completed

164

Completed per Month (Avg)*

13

* months with zero activity are not calculated into the average

Service

DFL

Priority Type

All

Backlogged Requests: 390

Avg Age of Backlog (days): 211

Longest Time in Phase
(Pending)

Unassigned

525

Draft

273

Tech

0

Admin

2

of Unassigned

399!

Goal: 50 (-698%)

Pending Draft

8!

Goal: 5 (-60%)

Pending Tech

3✓

Goal: 5 (+40%)

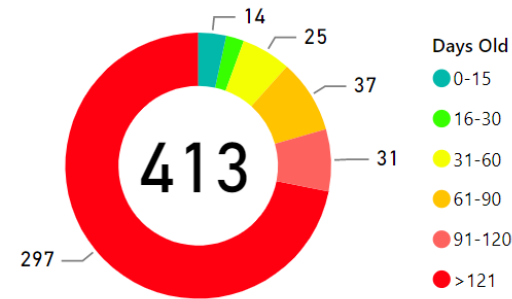
Pending Admin

3✓

Goal: 5 (+40%)

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

Pending Requests



Avg Age (days): 200

Overall TAT
(MTD)

201.5!

Goal: 45, 46

Overall TAT
(Past 90 Days)

192.7!

Goal: 45, 46

Analysis TAT
(MTD)

14.0✓

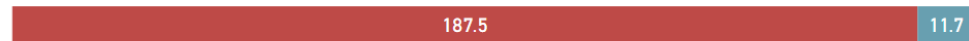
Goal: 45, 46

Analysis TAT
(Past 90 Days)

16.0✓

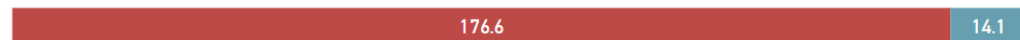
Goal: 45, 46

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

Completed

15

Received

22

30 Day Avg (Over Past 90 Days)

Completed

17

Received

32

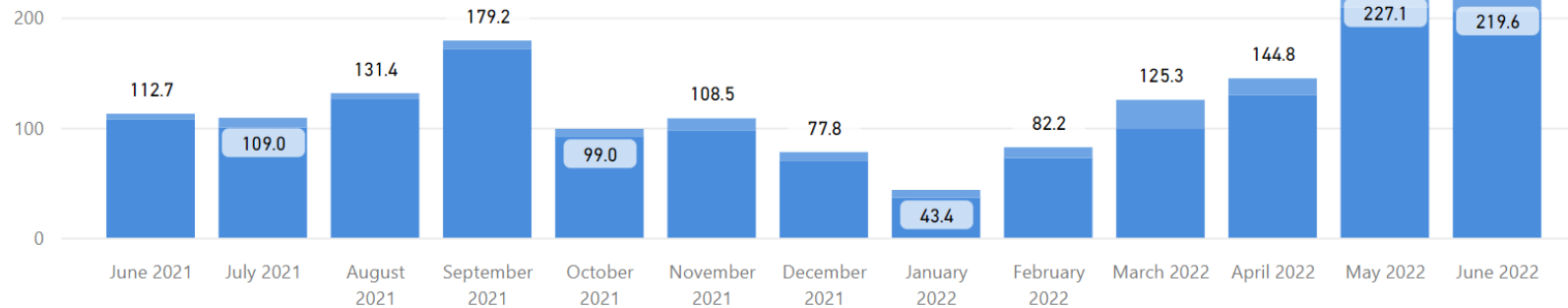
Date Range

6/1/2021

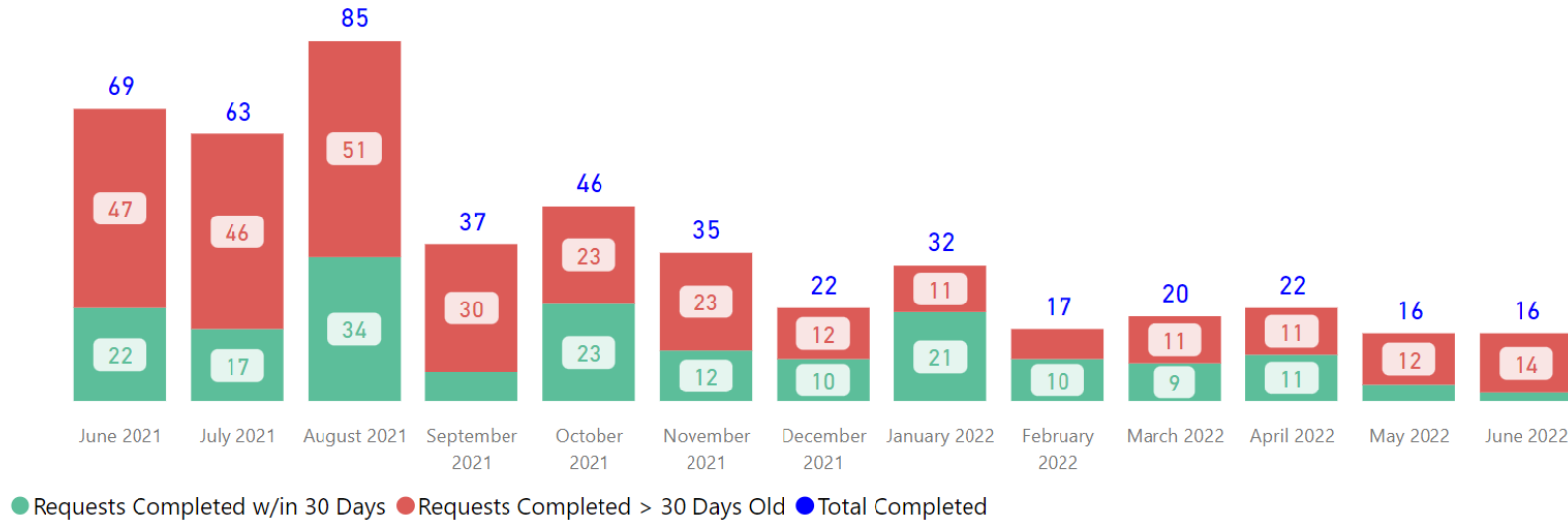
6/30/2022

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

121.08

Total TAT (Rec'd-Compl.) Avg

9.06

Assigned TAT (Asgmt.-Compl.) Avg

Received to Complete

480

Requests Completed

298

Requests Completed > 30 Days Old

62.08 %

% Completed > 30 Days Old

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

DFL and DME

Service

Multiple selections

▼

Priority Type

All

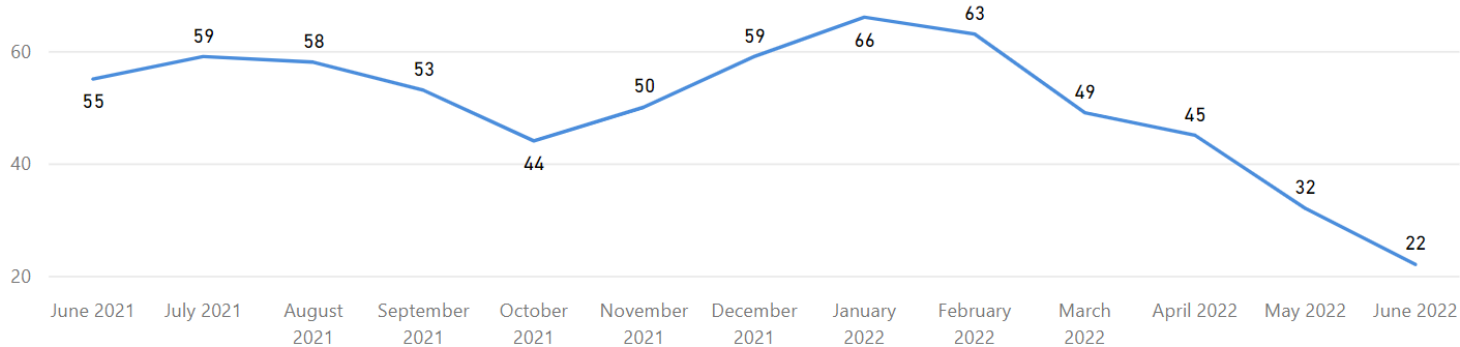
▼

Received Filter

6/1/2021

6/30/2022

Received by Month



Total Received

655

Received per Month (Avg)*

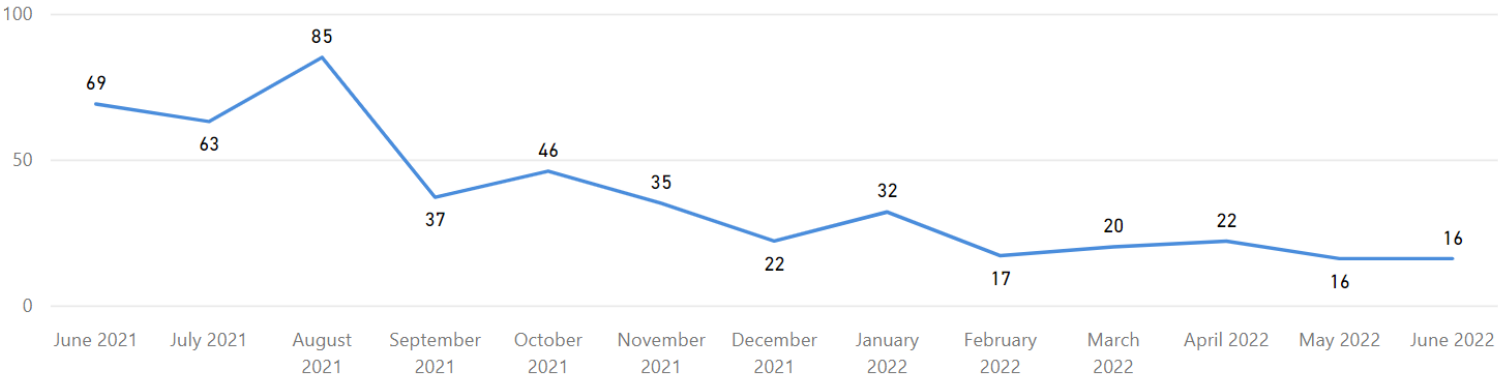
50

Completed Filter

6/1/2021

6/30/2022

Completed by Month



Total Completed

480

Completed per Month (Avg)*

37

* months with zero activity are not calculated into the average

Crime Scene Unit

Service

CSU Response

Priority Type

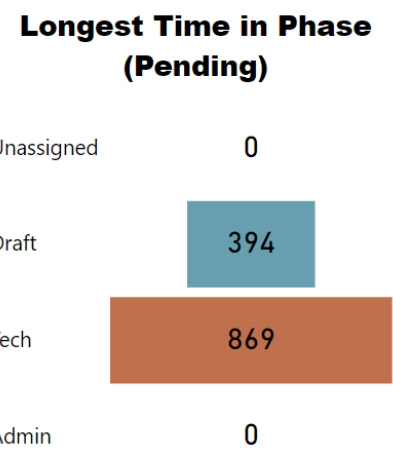
All

Backlogged Requests:

454

Avg Age of Backlog (days):

105



of Unassigned

0✓

Goal: 0

Pending Draft

195!

Goal: 30 (-550%)

Pending Tech

440!

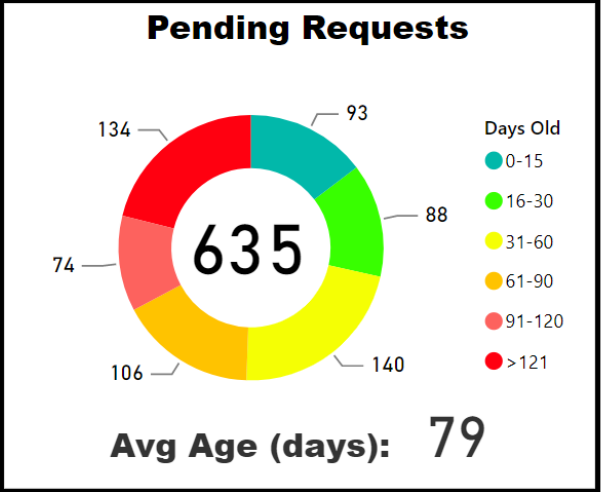
Goal: 30 (-1366.67%)

Pending Admin

2!

Goal: 0

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



Overall TAT (MTD)

159.1!

Goal: 30, 31

Analysis TAT (MTD)

157.7!

Goal: 30, 31

Overall TAT (Past 90 Days)

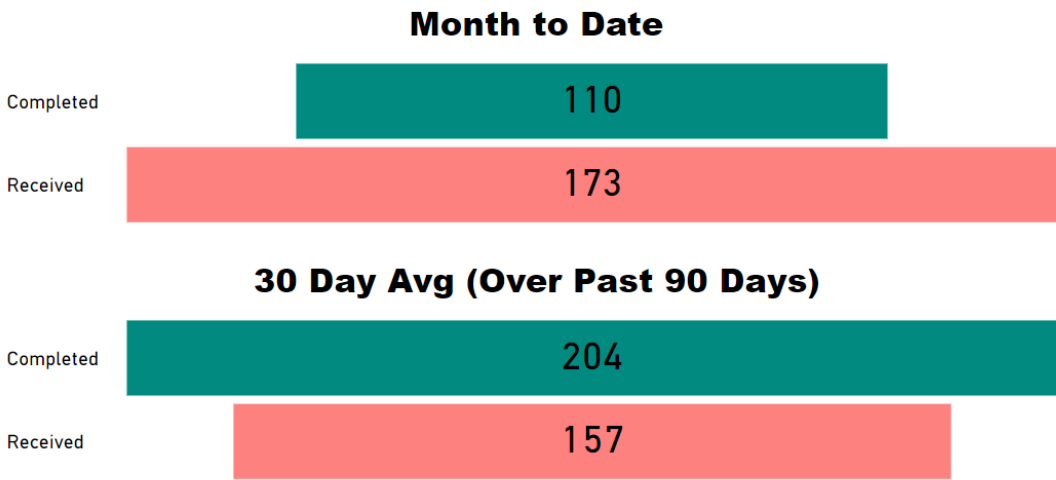
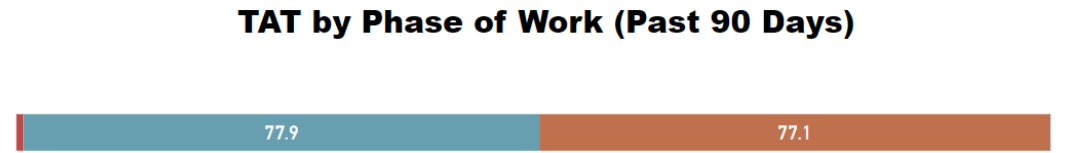
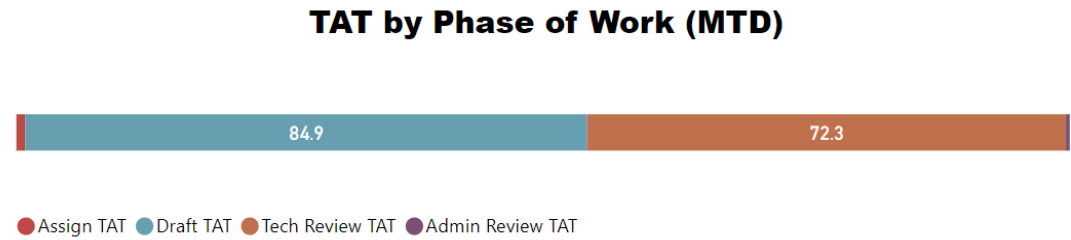
156.1!

Goal: 30, 31

Analysis TAT (Past 90 Days)

155.1!

Goal: 30, 31

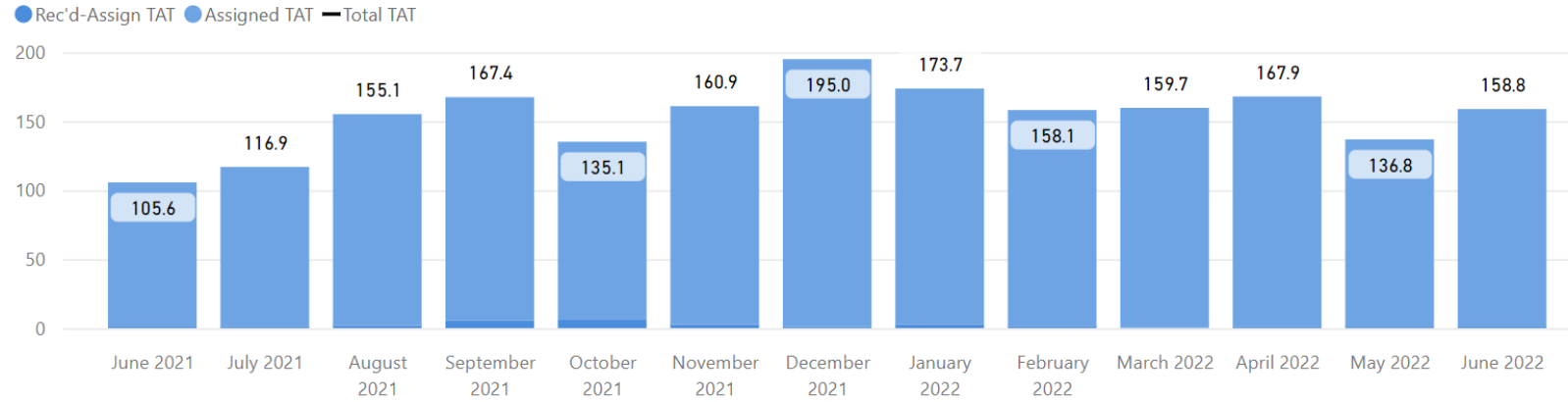


Date Range

6/1/2021

6/30/2022

Total TAT by Month



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

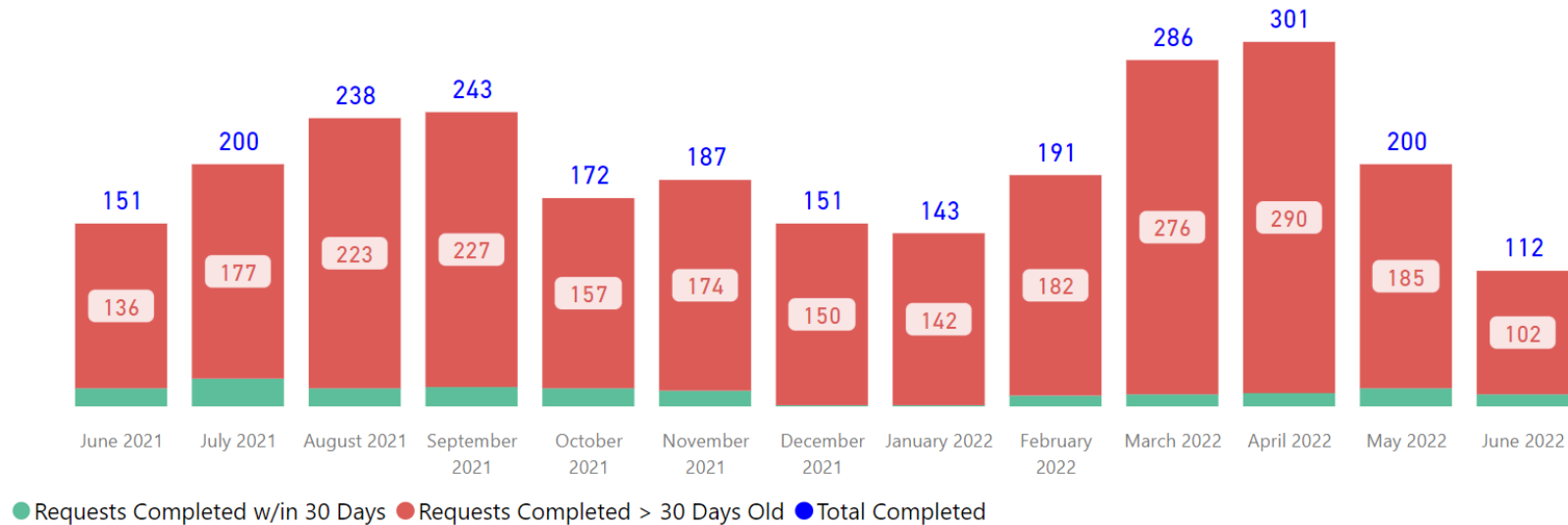
153.81

Total TAT (Rec'd-Compl.) Avg

151.81

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2575

Requests Completed

2421

Requests Completed > 30 Days Old

94.02 %

% Completed > 30 Days Old

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

Service

CSU Response

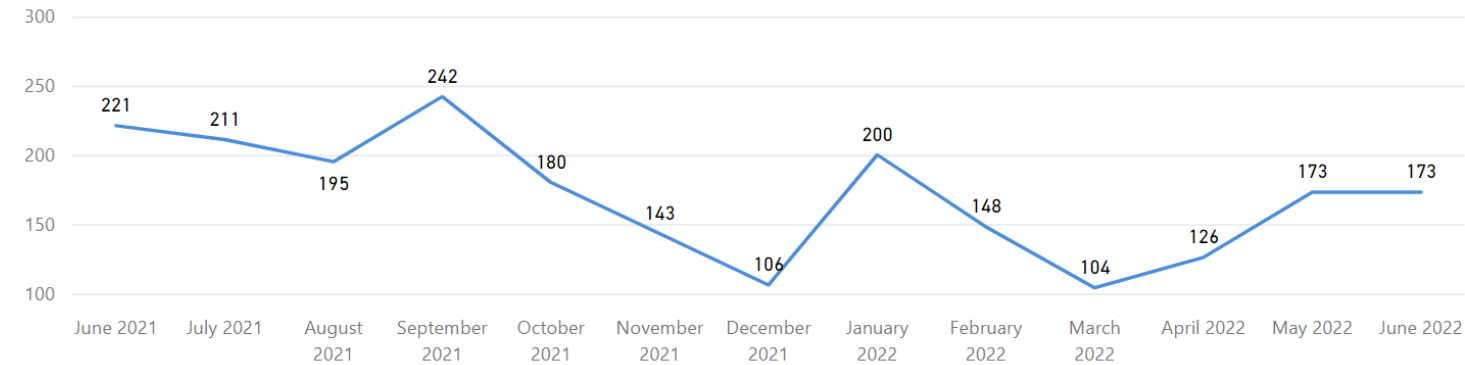
Priority Type

All

Received Filter

6/1/20216/30/2022

Received by Month



Total Received

2,222

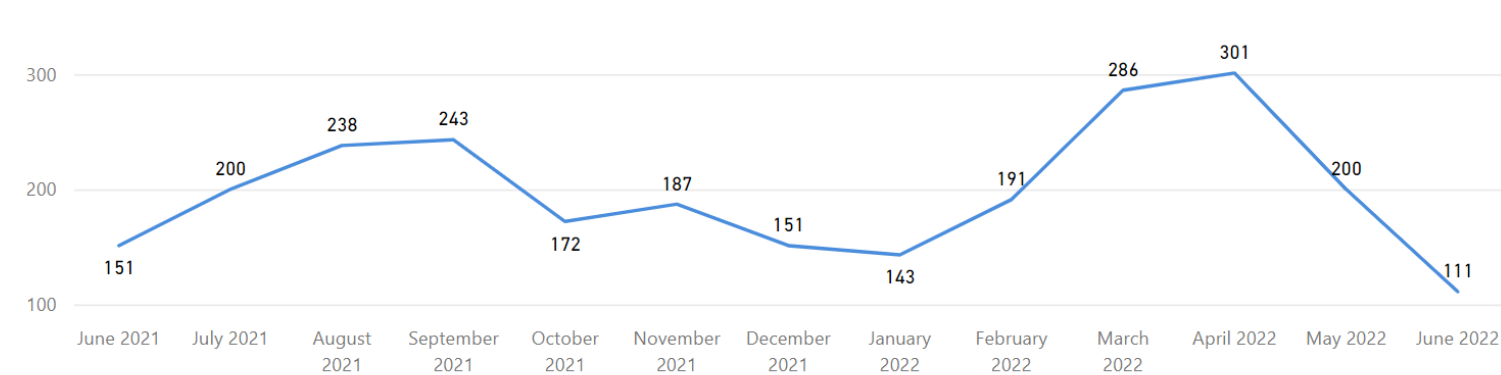
Received per Month (Avg)*

171

Completed Filter

6/1/20216/30/2022

Completed by Month



Total Completed

2,574

Completed per Month (Avg)*

198

* months with zero activity are not calculated into the average

Service

CSU VEB

Priority Type

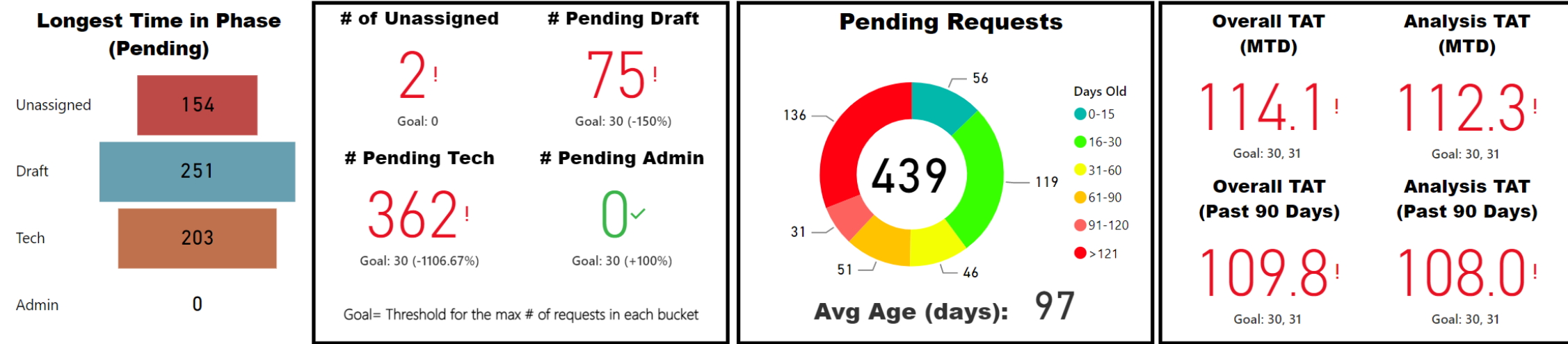
All

Backlogged Requests:

264

Avg Age of Backlog (days):

150



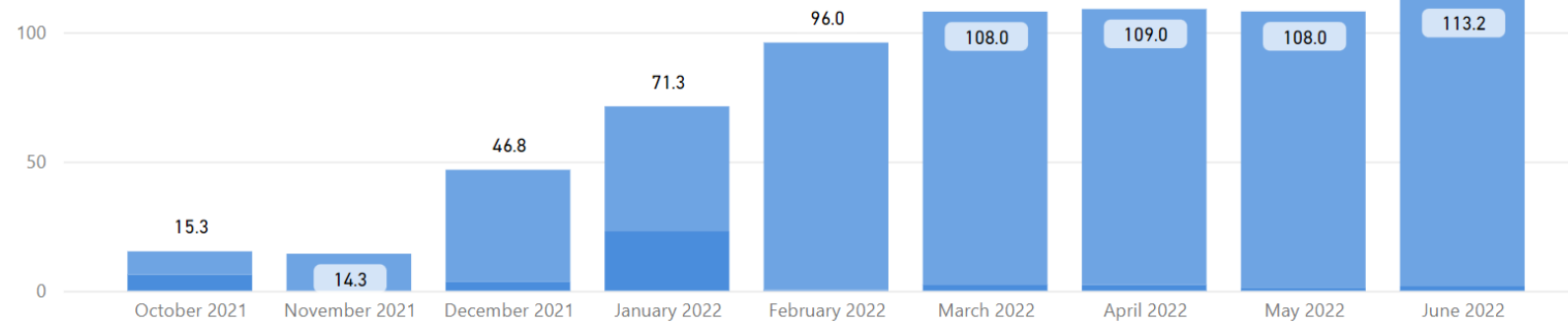
Date Range

6/1/2021

6/30/2022

Total TAT by Month

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



Request Type

CSU VEB

Priority Type

All

Selected Time Frame Averages

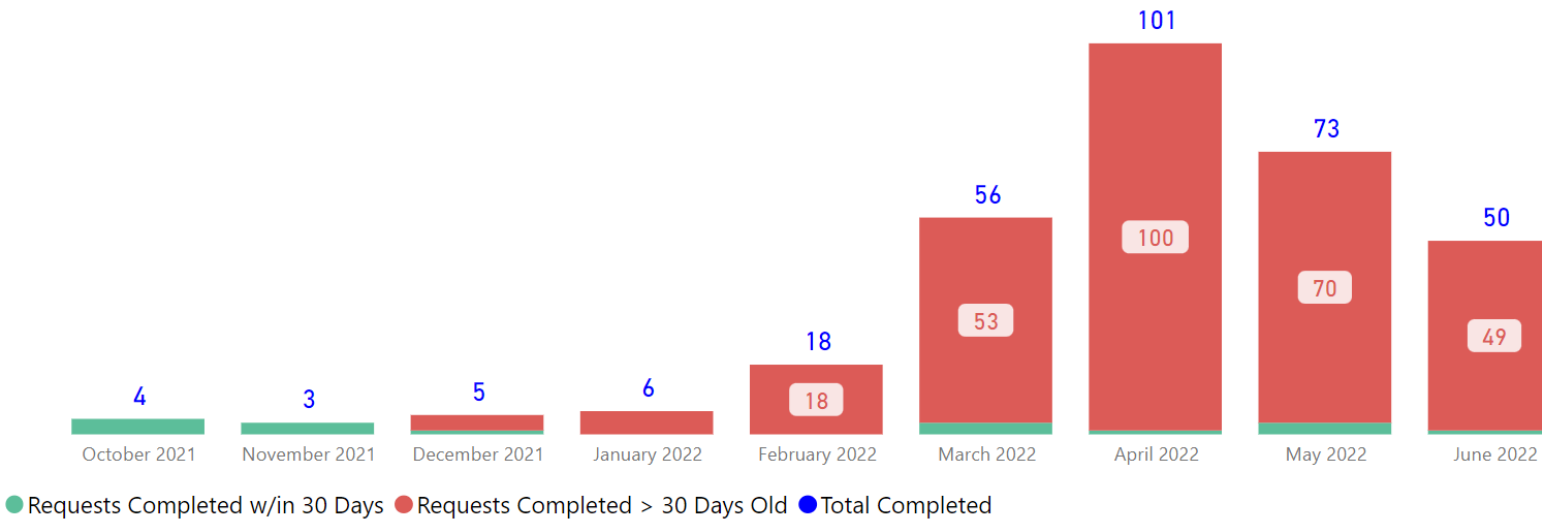
104.73

Total TAT (Rec'd-Compl.) Avg

102.47

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

316

Requests Completed

300

Requests Completed > 30 Days Old

94.94 %

% Completed > 30 Days Old

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

Service

CSU VEB

Priority Type

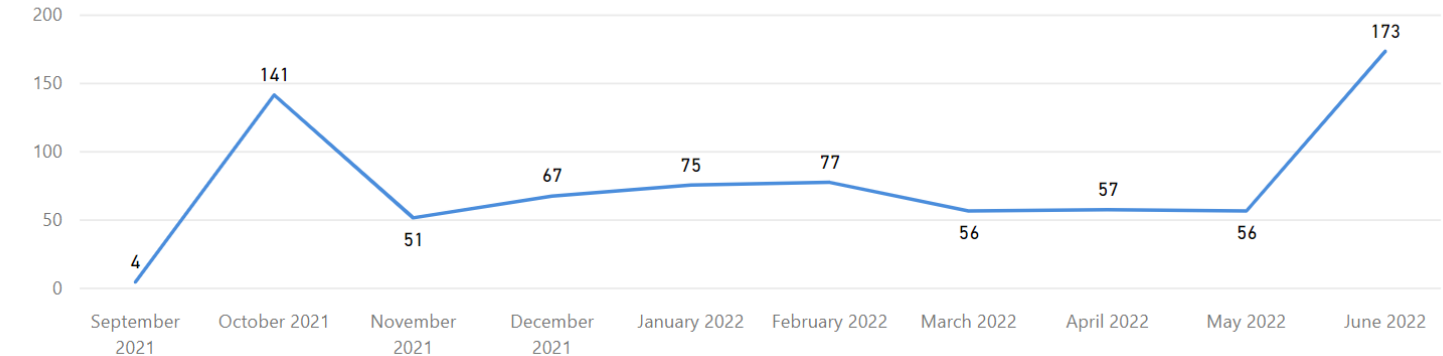
All

Received Filter

6/1/2021

6/30/2022

Received by Month



Total Received

757

Received per Month (Avg)*

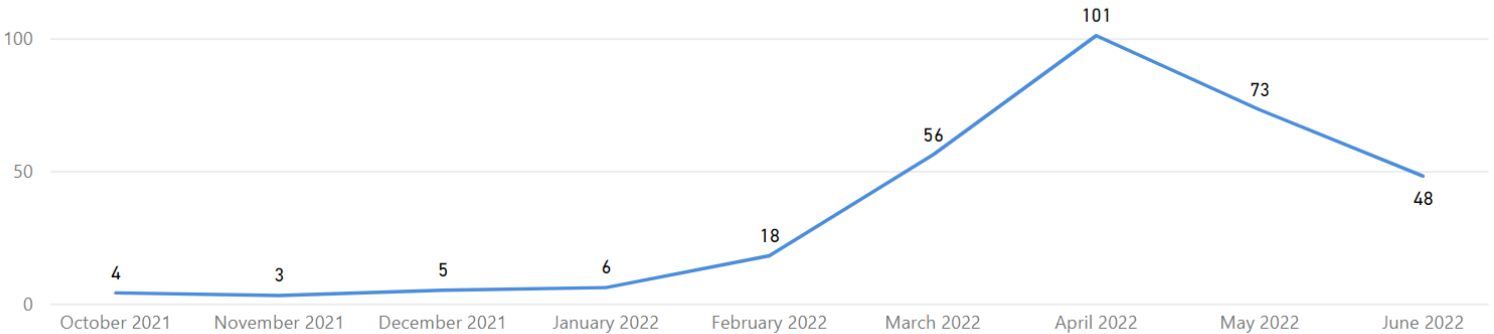
76

Completed Filter

6/1/2021

6/30/2022

Completed by Month



Total Completed

314

Completed per Month (Avg)*

35

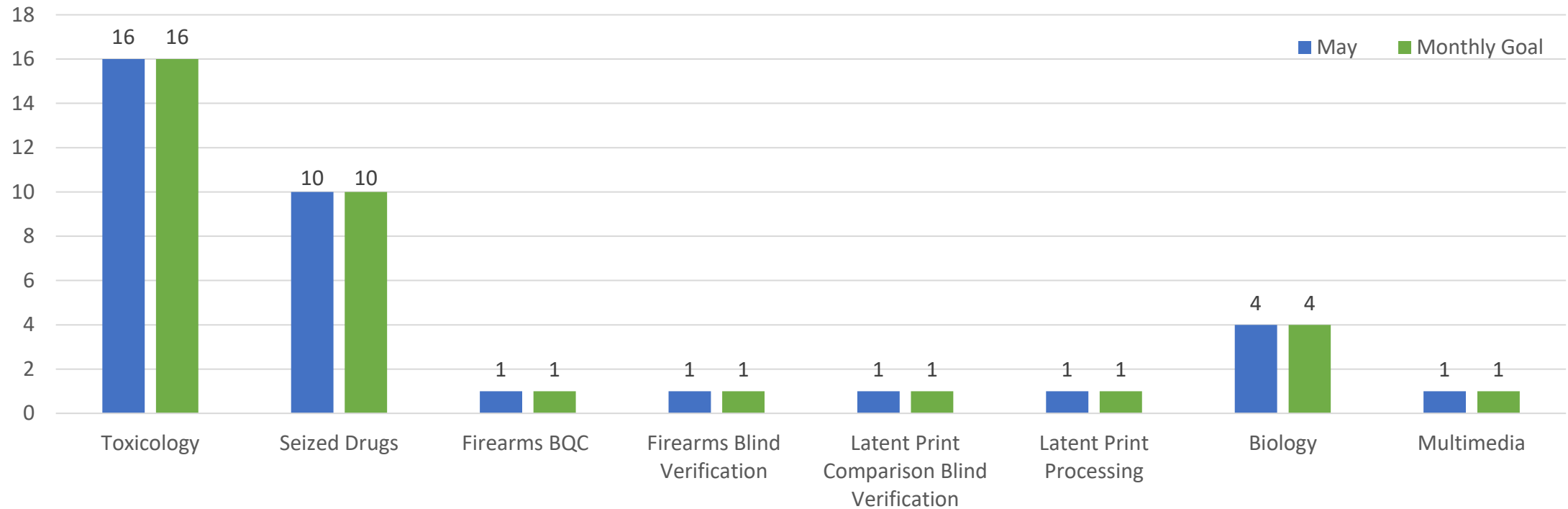
* months with zero activity are not calculated into the average

Quality Division Report

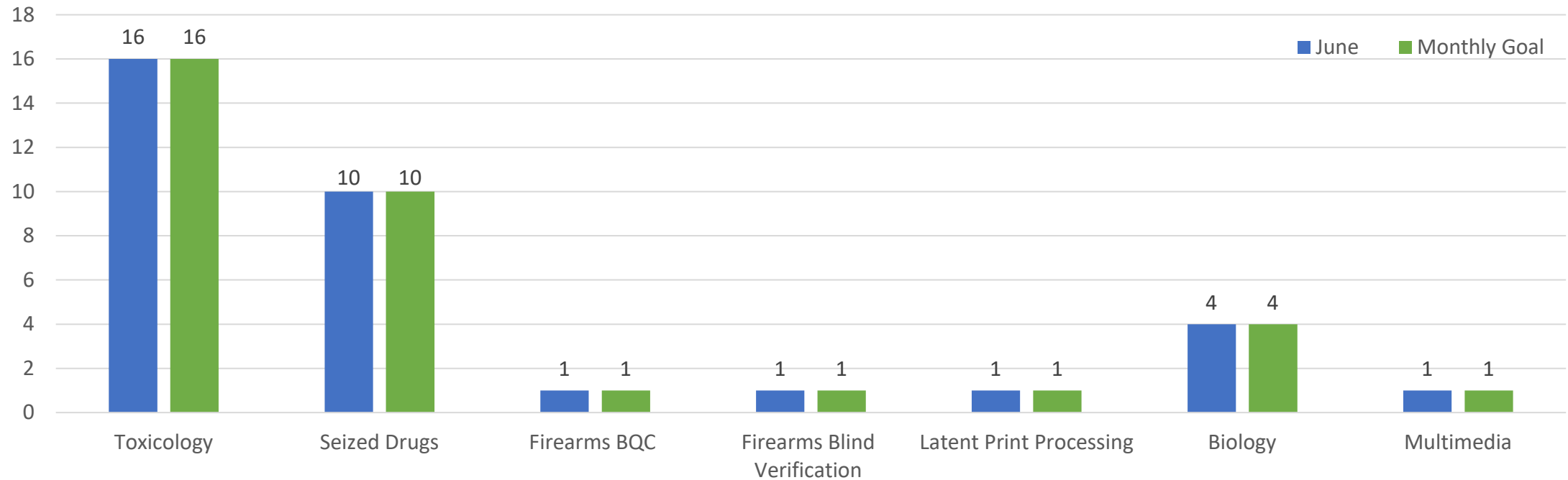
July 8, 2022



Blind Quality Controls Submitted in May



Blind Quality Controls Submitted in June



Blind Quality: Completed Cases

Forensic Discipline	Cases Completed in May	Cases Completed in June
Toxicology	13 (BAC) 0 (Drugs)	20 (BAC) 5 (Drugs)
Seized Drugs	9	10
Biology	3 (DNA) 4 (screening)	2 (DNA) 6 (screening)
Firearms	0	0
Firearms Blind Verification	1	0
Latent Print Processing	3	3
Latent Print Comparison	5	8
Latent Print Blind Verification	1	0
Multimedia	1	1



Disclosures/Corrective Actions

Texas Forensic Science Commission investigative panel formed for Forensic Biology disclosure during quarterly meeting in April 2022

- 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

- 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
- Analyst terminated in May 2022
- Harris County District Attorney's Office (HCDAO) requested rework of impacted cases
- Collaboration with HCDAO to determine prioritization of rework
- Upcoming TFSC quarterly meeting on July 22



Disclosures/Corrective Actions

Disclosure to the Texas Forensic Science Commission regarding accidental upload of blind quality control samples to CODIS

- Profiles immediately removed from CODIS upon discovery
- No investigations impacted
- Disclosure will be discussed at upcoming TFSC meeting on July 22
- Quality Division failed to properly communicate to Biology section
- Qualtrax workflow created to document approval prior to using new DNA profiles in blind quality control cases



2022 Audits and Upcoming Assessment

Internal audits March 7 – May 27

Seized Drugs: 0 findings

Multimedia: 3 findings

Firearms: 0 findings

Latent Prints: 3 findings

Toxicology: 0 findings

Forensic Biology: 3 findings

Crime Scene Unit: 2 findings

ANAB external assessment August 8 – 12



2022 Testimony Data

- 40 analysts have testified this year
 - 36 were monitored
 - 4 not monitored - will need to be monitored in future testimony or transcript will be reviewed
- Transcript review project
 - First round: 4 transcripts in review process



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	0	6	
Forensic Biology		0	44	



2022 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		6	0	
Toxicology		13	5	
Firearms		3	1	
Crime Scene		5	2	
Latent Prints		0	9	
Multimedia	Audio/Video	1	0	
	Digital	1	0	
Forensic Biology		24	0	





Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2022-032	Biology/DNA	Incident	5/4/2022	The DNA profile developed from a known reference sample was a mixture, indicating that contamination likely occurred. While the identity of the second contributor to the mixture could not be determined, the item was re-processed and yielded a single source DNA profile as expected.
2022-033	Biology/DNA	Incident	5/11/2022	While swabbing an item of evidence with two swabs in an attempt to collect potential DNA, both swabs inadvertently broke causing one swab to fall onto an area of the examination benchtop that had not been decontaminated. The broken swab was packaged separately and not submitted for DNA analysis.
2022-035	Biology/DNA	Incident	5/5/2022	While examining an item of evidence an analyst used a reagent made by a trainee. Upon discovery the analyst made a fresh batch of the reagent, retested the item and yielded consistent results. The trainee's ability to make that reagent had not yet been vetted through HFSC's training program.
2022-038	Biology/DNA	Incident	5/5/2022	A technician mistakenly added the incorrect volume of reagent while preparing the master mix for a quantification procedure involving four casework samples. The quantification was repeated using the appropriate reagent volumes.
2022-040	Biology/DNA	Incident	5/20/2022	The DNA profile developed from a known reference sample was a mixture, indicating that contamination likely occurred. While the identity of the second contributor to the mixture could not be determined, the item will be re-processed.
2022-IA-07	Biology/DNA	Incident	6/14/2022	A screening analyst was incorrectly authorized to perform technical reviews on both sexual assault and non-sexual assault cases, but the authorization should have only included technical reviews for non-sexual assault cases. Because the analyst had reviewed two sexual assault cases, a second technical review was performed by an authorized analyst. No discrepancies were noted.
2022-IA-08	Biology/DNA	Incident	6/14/2022	Three instruments were identified as not being labeled the current period of validity; the "date of next service" listed on their labels had expired over a year prior.
2022-IA-09	Biology/DNA	Incident	6/14/2022	The Forensic Biology section does not retain quality control records regarding the addition of automation enhancer to one of the amplification kit reagents when it occurs. The addition is recorded on the amplification kit box; however, the identity of

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
				the person adding the automation enhancer is not recorded and the box is ultimately discarded when the reagents are depleted.
2022-034	Crime Scene	Incident	5/19/2022	A CSU Supervisor extracted DVR data while at a scene prior to being authorized to do so. The supervisor had successfully completed her data extraction training at HFSC, but her authorization memo was still awaiting review and signature.
2022-039	Crime Scene	Incident	6/15/2022	The 2021 Crime Scene Unit internal proficiency tests were submitted to the Quality Division prior to the tests being finalized. One test was not entered or assigned via JusticeTrax LIMS therefore a final report will not be generated for this test and the CSU internal proficiency test evaluation form for one test cannot be located.
2022-041	Crime Scene	Incident	5/31/2022	A crime scene investigator was observed on two occasions processing vehicles without a mask which is required to be worn while processing vehicles even if DNA evidence is not being collected.
2022-IA-10	Crime Scene	Corrective Action	6/23/2022	A crime scene case included a scene diagram that was created using scene photographs and Google Maps rather than the sketching and measuring technique delineated in the CSU SOP.
2022-IA-11	Crime Scene	Corrective Action	6/23/2022	The Crime Scene Unit SOP requires an annual inspection of the section's NIST traceable ruler. The ruler is inspected for damage when used, but there is no documented annual inspection.
2022-037	Firearms	Incident	5/27/2022	An original casework worksheet, used to document firearms testing, cannot be located by a Firearms Examiner. The missing worksheet was discovered by the examiner prior to finalizing his report for review. The examiner documented what occurred in his case record and retested the firearm.
2022-IA-05	Multimedia	Incident	5/6/2022	The Multimedia section was unable to locate the validation of a software (iZotope RX5) used to improve the audio of a recording during 2022 internal audit.
2022-IA-06	Multimedia	Incident	5/6/2022	The Multimedia section does not have a documented procedure regarding how to perform a performance check nor what the passing criteria are for the annual checks.
2022-036	Quality	Corrective Action	5/9/2022	Three blind quality control DNA profiles were accidentally uploaded to CODIS. All three profiles have subsequently been removed.

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Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2022-043	Seized Drugs	Incident	6/24/2022	The Seized Drugs section used a more stringent acceptable range for their balance performance checks than what is required per their procedure.
2022-042	Toxicology	Corrective Action	6/23/2022	The quantitative results for two items in a confirmatory Toxicology proficiency test (PT) were inconsistent with the PT provider's consensus report. These items contained a correctly identified analyte that was lower than the acceptance criteria. The other analytes contained in these samples were correctly identified and were within the acceptance criteria.

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.