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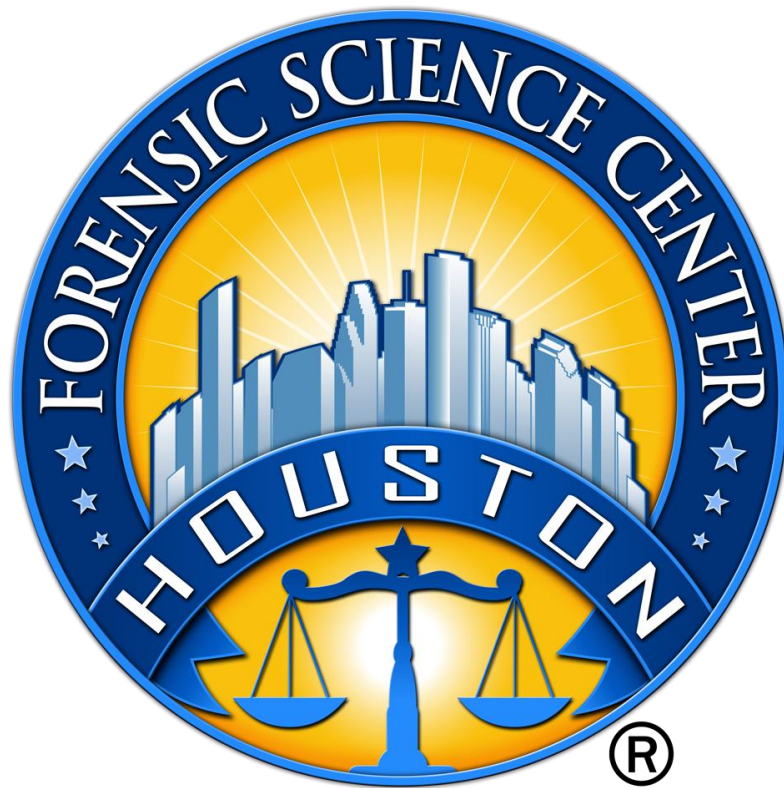
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Houston Forensic Science Center, Inc.

Board of Directors Meeting

November 18, 2022



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Vanessa Goodwin

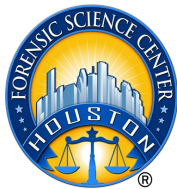
Position 6 - Ellen Cohen

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, November 18, 2022

www.hfsctx.gov

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](https://www.hfsctx.gov/meeting-archives/) at <https://www.hfsctx.gov/meeting-archives/>.

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.hfsctx.gov) at www.hfsctx.gov.

PARTICIPATING IN THE PUBLIC MEETING:

Members of the public may attend the meeting in person or participate by viewing the meeting through a live stream broadcast on the internet. To view the live stream meeting [online](https://www.houston.tx.gov/hvt/index.html) please visit <https://www.houston.tx.gov/hvt/index.html>.

NOTICE OF PUBLIC COMMENT:

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

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

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Public Comment.
4. Reading of draft minutes from September 9, 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, reminders about the board's upcoming meeting schedule and other announcements.

6. Discussion regarding a proposed fourth amendment to the Corporation's Certificate of Formation, Article XIII, to modify the description of the Corporation as a public instrumentality and consider a resolution regarding the same, and possible related action.
7. Report from Dr. Peter Stout, CEO and president, including report on progress towards annual corporate goals, technical updates, outreach efforts, staffing changes and other corporate business items.

CLOSED MEETING

8. Executive session in accordance with Sections 551.071, et seq. of the Texas Government Code, 551.074(a)(1), personnel matters, to discuss and finalize Dr. Peter Stout, president and CEO's annual evaluation.

OPEN MEETING RECONVENES

9. Reconvene into open meeting and consider any action deemed necessary as a result of the closed meeting, relating to personnel matters, and possible related action.
10. Discussion regarding the corporation's Technical Advisory Group (the "TAG"), including membership composition, future advisement to the corporation, and other purposes for which the TAG was created.
11. Report from Ms. Erika Ziemak, quality director, including an overview of the blind quality control program, external assessment, internal audit, Texas Forensic Science Commission disclosures and testimony monitoring.
12. 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:

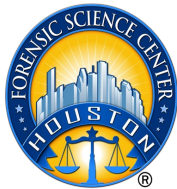
A. The open meeting covered by this notice upon the reconvening of the public meeting, or
B. At a subsequent public meeting of the board upon notice thereof, as the board shall determine

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 15th day of November 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 15th day of November 2022.

Amanda DeBerry
Amanda DeBerry



Houston Forensic Science Center, Inc.

Board of Directors

Public Meeting

~ Minutes ~

Friday, September 9, 2022

www.hfsctx.gov

1. **CALL TO ORDER:**

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

The Houston Forensic Science Center, Inc. ("HFSC" and/or the "corporation") board of directors (the "board") convened this in-person meeting on Friday, September 9, 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 September 6.

2. **ROLL CALL:**

The following board members were present in-person:

Chairwoman Stacey Mitchell
Vice-chairwoman Mary Lentschke
Anna Vasquez
Francisco Medina
Vanessa Goodwin
Ellen Cohen
Tracy Calabrese

The following board member was absent:

Philip Hilder
Lois Moore
Vicki Huff

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

3. **PUBLIC COMMENT:**

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

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

Following a motion by Director Francisco Medina and seconded by Director Vanessa Goodwin, the board unanimously approved the July 8, 2022 meeting minutes.

5. **CHAIRWOMAN MITCHELL'S REPORT:**

The chairwoman first reminded members to attend the next board meeting on November 18, a week later, than the normally scheduled date due to Veteran's Day and the corporation being closed for business. Attendance is especially important because the board will hold an executive session to discuss Dr. Peter Stout's annual evaluation.

Next, she informed members that the corporation would have its annual holiday party on December 10. Chairwoman Mitchell encouraged all members to attend and to make monetary donations to help pay for the party because HFSC does not use taxpayer dollars for such events.

6. **DISCUSSION REGARDING THE CORPORATION'S TECHNICAL ADVISORY GROUP:**

Pursuant to the certificate of formation and board resolution 2015-003, the board appoints persons to the corporation's Technical Advisory Group (TAG). Chairwoman Mitchell began by explaining the TAG's purpose to advise the organization on best practices, particularly in management and operations including issues related to accreditation. Although she acknowledged that the TAG has served since the lab's establishment in 2012, HFSC now faces new and evolving challenges that could benefit more from the members' expertise and skills. She invited the board to reconnect with the TAG to discuss ways to work together. The chairwoman yielded the floor to Dr. Stout for the board to discuss re-engaging the group and considering a few potential appointees.

Before any discussion, Dr. Stout pointed out that the board's last in-person interaction with the TAG was five years ago. The corporation previously utilized the TAG for consulting expertise, especially in the beginning stages of HFSC's transition. He explained the need to add new members who can assist with some of the support aspects, such as statistical and information technology (IT) consulting, two areas he feels would be of great value to the lab.

Director Goodwin asked if the TAG has a distinct mandate or if they are called upon in a bespoke capacity sort of project question matter. Dr. Stout said the group is comprised of non-paid volunteers. However, if a larger-scale project extends out, the lab has the latitude to compensate the members if need be.

Next, Director Medina asked for the details regarding the TAG's formation requirements. General Counsel Akliah Mance briefly discussed the certificate of formation, which provides a general concept for having the advisory group. Ms. Mance stated that the board resolution 2015-003 spells out the guidelines for qualifications, including the terms of expertise, skills, background and more. She agreed to send those governing documents to the board as they're re-engaging and reassessing the TAG. Additionally, she noted that the board could amend the resolution if they find it no longer applicable.

Chairwoman Mitchell stated the discussion would continue during the November meeting to allow members to review the guidelines and the TAG's biographs underneath the about tab on the website.

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

Dr. Stout gave an operational report highlighting that the crime scene unit cleared out more than 170 reports at the vehicle examination building, reducing its backlog to below 200. He then noted the lab has resumed outsourcing in the toxicology section due to the \$700,00 in federal relief funds provided by the American Rescue Plan Act. The group plans to ship 50 samples weekly to help them catch up and eliminate the backlog. He explained the requests for multimedia work have decreased by 60% within the last three months, noting that HPD acquired licenses with Cellebrite. He mentioned possibly implementing a lean six sigma project to help improve efficiency. Additionally, he explained the staffing turnover issue in the seized drug section, noting they only have four analysts processing casework and six new trainees. Therefore, he anticipates that the backlog will be an issue for another year.

Next, he touched on the challenges with casework prioritization and the strain it places on the entire lab, noting there is limited time and staff to fulfill the stakeholder's needs. In addition, he briefly discussed the long arc of training someone to be proficient in the work HFSC performs.

Dr. Stout shared an overview of the prioritization meeting with the stakeholder on August 31. There was representation from the Harris County District Attorney's Office (HCDAO), HPD, the city of Houston, the public defender's office, the defense bar, and administrative judges and court administration. The meeting primarily focused on prioritization and testimony management and helping the stakeholder to understand the real bias risk associated with them directly reaching out to the analysts. He stated that he would need full stakeholder compliance once the system is built. The meeting results include the lab revising its case management policy in the latent print section, adding policies for the digital multimedia and firearms sections they plan to launch on October 1 and conducting weekly tactical meetings. He then announced that the HCDAO is live in the lab's request portal as of September 2. The long-awaited access now eliminates the need to make requests by phone and email.

Lastly, Dr. Stout explained the corporation's efforts to increase grant funding. He mentioned in 2017, HFSC applied for a grant through the Paul Coverdell Forensic Science Improvement Grants program. A program that awards grants to states and units of local government to help improve forensic science, allocating 85% of total programs fund to be awarded to states and the remaining 15% to be awarded competitively. The state awards range from \$10,000 to \$15,000, while the competitive awards range from \$200,000 to \$500,000. However, HFSC was deemed ineligible because of article 13 in its certificate of formation. That article provides a definition of the corporation as not being a political subdivision or public instrumentality, a statement Dr. Stout acknowledged is not completely accurate under the law. Finally, he stated the next step is for HFSC to work with city legal to change the language in article 13 to be eligible to apply for the Paul Coverdell program for the next grant cycle between January and April 2023.

8. **CONSIDER APPROVAL OF DR. STOUT'S PROPOSED ANNUAL CORPORATE PRIORITIES AND GOALS:**

Dr. Stout pointed out that there isn't much change to the company goals for the upcoming year. He gave a detailed overview of the four 2022-2023 goals, including that all sections complete 80% of the monthly one-on-ones between the manager and their staff. The corporation found that the one-on-ones helped establish the relationship between both parties. The second goal is a 12% to 15% companywide voluntary turnover rate for the review period, noting if the target achieved is between that range, then it will be a three rating. The third goal is for everyone in the organization to obtain a minimum of 16 hours of continuing education. Lastly, Dr. Stout explained that all technical and support sections are responsible for hitting their section production and quality goals. Those division goals reflect working toward the stakeholder's needs and producing quality work. Therefore, the strategy behind the corporate goal will be based on how many of those sections meet their goals.

Director Ellen Cohen made a motion to approve Dr. Stout's annual corporate priorities and goals for 2022-2023. Director Goodwin seconded the motion, and the board unanimously approved the motion.

9. **CONSIDER AUTHORIZING AN AGREEMENT WITH SIGNATURE SCIENCE, LLC FOR DNA OUTSOURCING:**

HFSC will use its federal grant dollars to outsource this DNA expenditure. Dr. Stout asked the board to approve an agreement allowing him to negotiate and enter into a contract with Signature Science, LLC (SigSci) for the DNA backlog project to outsource sexual assault kits. He reiterated

his comfortability and happiness with SigSci, noting that the corporation has done a lot of business with them over the past years.

Director Goodwin motioned to delegate authority to Dr. Stout to negotiate and enter into an agreement for DNA outsourcing services with Signature Science, LLC, for a total budget of \$318,050. Vice-chair Mary Lentschke seconded the motion, and the board unanimously approved the motion.

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

Mr. Leach first noted that the net numbers are the same but that he's requesting permission to move line items around to avoid overspending in any specific area. Next, he mentioned that the final fiscal year (FY) 2022 budget reallocations did not impact the total budget amount. And finally, Mr. Leach asked the board to approve the final FY 2022 budget with the proposed reallocations.

Vice-chair Lentschke made a motion to approve the FY 2022 budget reallocations. Director Cohen seconded the motion, and the board unanimously approved the reallocations and thus, the final FY 2022 budget.

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

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

Next, she announced that the ANSI National Accreditation Board (ANAB) conducted its external reaccreditation assessment from August 8-11. The nine assessors reviewed all the corporation's documentation and records and the overarching quality management system to assess its compliance with the ISO standards. There were five findings, one in the firearms section and four in the forensic biology/DNA section. The lab will provide ANAB with the final action plan for resolving those non-conformances by October 10.

Ms. Ziemak then explained three testimony disclosures HFSC provided to the Texas Forensic Science Commission regarding the quality division and the forensic biology/DNA and firearms sections. One disclosure centered around a former National Integrated Ballistic Information Network technician who failed to label test fire bullets and cartridge cases appropriately. She said a firearms examiner discovered that some test fires had been switched while processing a comparison request. In addition, those test fires were not correctly labeled. As a result, the section conducted an audit of 46 requests where the technician's provided test fires, and they found no issues, noting three firearms were not available for rework. However, they determined to avoid using his work in future casework. The commission will vote on this disclosure at its next meeting.

In conclusion, she reported that 53 analysts had testified this year and ten transcripts are being evaluated.

12. **ADJOURNMENT:**

Chairwoman Mitchell requested a motion to adjourn the meeting. Director Anna Vasquez made a motion to adjourn. Vice-chair Lentschke seconded the motion. The meeting adjourned at 10:33 a.m.

The undersigned secretary of the board hereby certifies the following are true and correct minutes of the September 9, 2022 public meeting of the board.

By: *Amanda DeBerry* Amanda DeBerry, Secretary

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

November 18, 2022 at 9:00 a.m.

Agenda Action Item No.:	6. Discussion regarding a proposed fourth amendment to the Corporation's Certificate of Formation, Article XIII, to modify the description of the Corporation as a public instrumentality and consider a resolution regarding the same, and possible related action
Subject:	Consider amending language in the Corporation's Certificate of Formation to clarify HFSC's organizational structure and authority as a public instrumentality.
Background:	HFSC's Certificate of Formation was formally filed with the Secretary of State of Texas on June 26, 2012. Subsequently, the Corporation has amended its Certificate of Formation three (3) times to reflect urgent business needs for the organization including an amendment to allow access to CODIS, changing the corporation's legal name, as well as an update to the Corporation's registered agent and registered corporate office. As required by law and the Corporation's Certificate of Formation, Article XIV the certificate may not be amended without the prior consent of the City Council, as evidenced by a resolution approved by a majority vote.
Executive Summary:	<p>HFSC seeks to amend Article XIII (Public Instrumentality) of the Certificate of Formation, to remove language, which is potentially confusing to external partners, namely federal agencies and federal grant making agencies. The proposed amendment will remove language which narrowly defines the Corporation's authority as a public instrumentality. The anticipated outcome of this amendment will be potential opportunities for HFSC be deemed eligible for additional federal grant funds. Currently, HFSC has been deemed an ineligible unit of local government. Governmental entity, thus prohibiting HFSC from applying to various federal programs.</p> <p>If City Council approves the amendment, the HFSC President and CEO will file the amendment with the Secretary of State of Texas.</p>
Fiscal Impact:	Potential additional fiscal impact.
Staff Recommendation:	Staff recommends approval
By:	Dr. Peter Stout, President and CEO Legal review and approved as to form by General Counsel

HOUSTON FORENSIC SCIENCE CENTER, INC.

Resolution No. 2022-002

**RESOLUTION APPROVING FOURTH AMENDMENT OF CERTIFICATE
OF FORMATION**

WHEREAS, Chapter 431, Texas Transportation Code, authorizes the creation of a local government corporation to aid and act on behalf of a local government to accomplish any governmental purpose of the local government; and

WHEREAS, Houston Forensic Science Center, Inc. (“HFSC” or the “Corporation”) was incorporated on June 26, 2012 “to operate an independent center providing ... accurate and timely analysis of forensic evidence;” and

WHEREAS, access to federal grant funding is essential to the Corporation's fulfillment of said purpose; and

WHEREAS, HFSC has routinely been denied the opportunity to apply for certain federal programs, including grant programs, as an ineligible unit of local government/ governmental entity, due in part, to the Corporation’s Certificate of Formation; and

WHEREAS, the Corporation’s Certificate of Formation Article XIII “Public Instrumentality;” has been cited as a significant factor in HFSC’s previous letters of ineligibility from federal agencies; and

WHEREAS, language in the Corporation’s Certificate of Formation, Article XIII stating the Corporation is “... not a political subdivision or public or political authority of the State of Texas...” is limited and does not capture the full range of legal interpretations regarding the Corporation’s status as a public instrumentality; and

WHEREAS, the Corporation has prepared a Certificate of Amendment to theis attached to this Resolution as Exhibit "A" and incorporated herein for all purposes);

NOW, THEREFORE; BE IT RESOLVED BY THE DIRECTORS OF THE CORPORATION:

Section 1. That the findings contained in the preamble of this Resolution are declared to be true and correct and are adopted as part of this Resolution.

Section 2. That the Corporation **APPROVES** the Amendment to the Corporation's Certificate of Formation in the form attached hereto as Exhibit "A".

Section 3. That, in keeping with Article XIV of the Corporation's Certificate of Formation, HFSC requests the consent of the Houston City Council to the filing of the said Amendment with the Secretary of State of Texas.

Section 4. That, after the Houston City Council has so consented, the Corporation instructs the President and CEO of the Corporation to execute the said Amendment and to file the Amendment with the Secretary of State, together with any required filing fee.

Section 5. That this Resolution shall take effect immediately upon its adoption by the Board of Directors.

ADOPTED this ____ day of November 2022.

CERTIFICATE

The undersigned hereby certifies that this Resolution 2022-002 was duly adopted by the Board of Directors of Houston Forensic Science Center, Inc., on the ____ day of November, 2022.

Executed this ____ day of November, 2022.

Signature

Printed Name, Corporate Secretary

Exhibit A

[Page left intentionally blank.]

Form 424
(Revised 05/11)

Submit in duplicate to:
Secretary of State
P.O. Box 13697
Austin, TX 78711-3697
512 463-5555
FAX: 512/463-5709
Filing Fee: See instructions



This space reserved for office use.

Certificate of Amendment

Entity Information

The name of the filing entity is:

Houston Forensic Science Center, Inc.

State the name of the entity as currently shown in the records of the secretary of state. If the amendment changes the name of the entity, state the old name and not the new name.

The filing entity is a: (Select the appropriate entity type below.)

- | | |
|---|---|
| <input type="checkbox"/> For-profit Corporation | <input type="checkbox"/> Professional Corporation |
| <input checked="" type="checkbox"/> Nonprofit Corporation | <input type="checkbox"/> Professional Limited Liability Company |
| <input type="checkbox"/> Cooperative Association | <input type="checkbox"/> Professional Association |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Limited Partnership |

The file number issued to the filing entity by the secretary of state is: _____

The date of formation of the entity is: _____

Amendments

1. Amended Name

(If the purpose of the certificate of amendment is to change the name of the entity, use the following statement)

The amendment changes the certificate of formation to change the article or provision that names the filing entity. The article or provision is amended to read as follows:

The name of the filing entity is: (state the new name of the entity below)

The name of the entity must contain an organizational designation or accepted abbreviation of such term, as applicable.

2. Amended Registered Agent/Registered Office

The amendment changes the certificate of formation to change the article or provision stating the name of the registered agent and the registered office address of the filing entity. The article or provision is amended to read as follows:

Registered Agent
(Complete either A or B, but not both. Also complete C.)

☐ A. The registered agent is an organization (cannot be entity named above) by the name of:

OR

☐ B. The registered agent is an individual resident of the state whose name is:

<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>	<i>Suffix</i>
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The person executing this instrument affirms that the person designated as the new registered agent has consented to serve as registered agent.

C. The business address of the registered agent and the registered office address is:

<i>Street Address (No P.O. Box)</i>	<i>City</i>	<i>TX</i>	<i>State Zip Code</i>
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3. Other Added, Altered, or Deleted Provisions

Other changes or additions to the certificate of formation may be made in the space provided below. If the space provided is insufficient, incorporate the additional text by providing an attachment to this form. Please read the instructions to this form for further information on format.

Text Area (The attached addendum, if any, is incorporated herein by reference.)

☐ **Add** each of the following provisions to the certificate of formation. The identification or reference of the added provision and the full text are as follows:

☒ **Alter** each of the following provisions of the certificate of formation. The identification or reference of the altered provision and the full text of the provision as amended are as follows:

(continued on following page)

Article XIII of the Certificate of Formation **shall delete** the following provisions:

"The Corporation is a constituted authority and a public or governmental instrumentality within the meaning of the regulations of the United States Treasury Department and the rulings of the Internal Revenue Service prescribed and promulgated pursuant to Section 103 of the Internal Revenue Code. Although the Corporation is authorized to act on behalf of one or more governmental entities as provided in this Certificate, ~~the Corporation is not a political subdivision or political authority of the State of Texas within the meaning of the constitution and laws of the State of Texas, including, without limitation, Article III, Section 52, of the said constitution, and no agreement, bond, debt, or obligation of the Corporation shall be deemed to be the agreement, bond, debt, or obligation, or the lending of credit, or a grant of public money or thing of value, of or by the City or any other political subdivision or authority or agency of the State of Texas, or a pledge of the faith and credit of any of them.~~ No action of the Corporation shall be an action of the City or its agents or employees, and neither this Certificate nor any action by the Board or the City Council shall create a joint enterprise."

For further clarification, Article XIII of the Certificate of Formation shall now read as follows:

The Corporation is a constituted authority and a public or governmental instrumentality within the meaning of the regulations of the United States Treasury Department and the rulings of the Internal Revenue Service prescribed and promulgated pursuant to Section 103 of the Internal Revenue Code. Although the Corporation is authorized to act on behalf of one or more governmental entities as provided in this Certificate, no agreement, bond, debt, or obligation of the Corporation shall be deemed to be the agreement, bond, debt, or obligation, or the lending of credit, or a grant of public money or thing of value, of or by the City, or a pledge of faith and credit. No action of the Corporation shall be an action of the City or its agents or employees, and neither this Certificate nor any action by the Board or the City Council shall create a joint enterprise.

☐ **Delete** each of the provisions identified below from the certificate of formation:

Statement of Approval

The amendments to the certificate of formation have been approved in the manner required by the Texas Business Organizations Code and by the governing documents of the entity.

Effectiveness of Filing (Select either A, B, or C.)

A. ☒ This document becomes effective when the document is filed by the secretary of state.

B. ☐ This document becomes effective at a later date, which is not more than ninety (90) days from the date of signing. The delayed effective date is:

C. ☐ This document takes effect upon the occurrence of a future event or fact, other than the passage of time. The 90th day after the date of signing is: _____

The following event or fact will cause the document to take effect in the manner described below: _____

Execution

The undersigned signs this document subject to the penalties imposed by law for the submission of a materially false or fraudulent instrument and certifies under penalty of perjury that the undersigned is authorized under the provisions of law governing the entity to execute the filing instrument.

Date: _____

By: _____

Signature of authorized person

Printed or typed name of authorized person (see instructions)

President's Report

November 18, 2022

Operational update/highlight

- **Operations**

- Re-accredited!
 - We removed function testing of air guns from our scope of accreditation
- Latents and Tox backlogs right at 1000
 - Tox backlog is NOW a challenge of review and report writing
- CSU backlog below 300

- **Staffing**

- Still only four analysts processing non-marijuana case work- expect backlog to be an issue for another year

2021-2022 Goals

100% of sections complete 80% of monthly one-on-ones as measured by the workflow in Qualtrax and 90% completion of semi-annual reviews. Goal description and/or method for determining results may be changed on or before mid-year.

Completion of Mid-Year Reviews was 91.7%

100% of sections completed at least 80% of monthly one-on-ones, **RATING = 3**

12% voluntary turnover rate company-wide for the review year.

The voluntary turnover rate was 13.9%, **RATING = 2**

Each staff member receives a minimum of 16 hours of continuing education.

10 staff members did not reach 16 hours. **RATING= 2.5**

In next review year we will consider exemptions when the amount of training in a section for casework prevents time for CE on top of that training.

Lab average analysis TAT of 23 days for the review year and a 0% increase in the backlog.

Lab Analysis TAT was 32 days. There was a 17.7% decrease in the backlog. **RATING= 3**

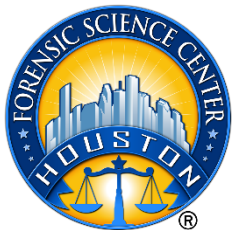
Support sections achieve their TAT targets as specified in the section goals (IT, CS/CM, R&D, and HR) **RATING=3**

CS/CM exceeded section goals, HR exceeded one goal, did not meet two (overall avg 3), R&D met or exceeded goals, IT achieved section goals

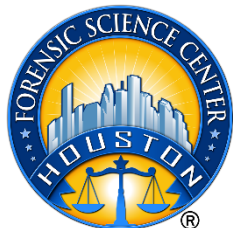
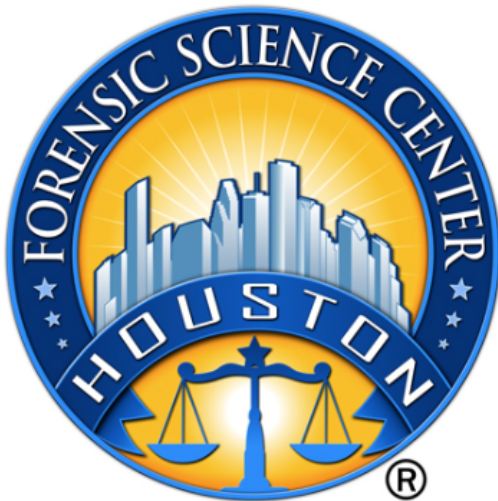
2022-2023 HFSC Company Goals

1. All sections complete 80% of monthly one-on-ones as measured by the workflow in Qualtrax and 90% completion company-wide of mid-year reviews (using a one-on-one and short documentation in Qualtrax)
2. 12-15% voluntary turnover rate company-wide for the review year.
3. Each staff member receives a minimum of 16 hours of continuing education.
4. All sections (technical and support) hit their section production and quality goals. Each section's goal reflects working towards stakeholder needs and producing quality work.
Scoring:
 - 1- 0 of 14
 - 2- 9 or less of 14
 - 3- 10-11 of 14
 - 4- 12-13 of 14
 - 5- 14 of 14

Operations Data- October 2022



October 2022 Company Overview



HFSC Turnaround Time (TAT)

TAT Date Range*

Porter Lee

Justice Trax

11/1/2021

10/31/2022

11/1/2021

10/31/2022

Analysis TAT

32

Overall TAT

97

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

Backlog

Number of Requests
Backlogged

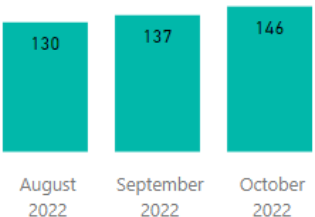
5,849

% of Requests in
Backlog

20.3%

Avg Age of Open Requests

Avg Age of Open Request...



% Decrease in
Avg Age of Open
Requests*

-51.7%

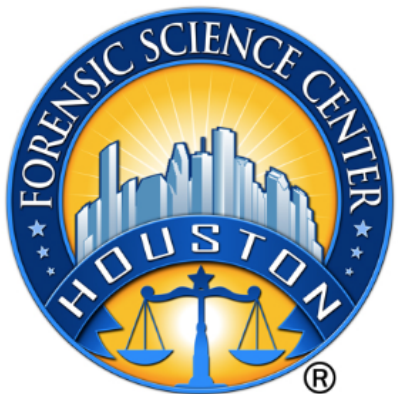
* compared to beginning of performance year

October 2022 Company Overview

% Decrease in Age of Open Requests*

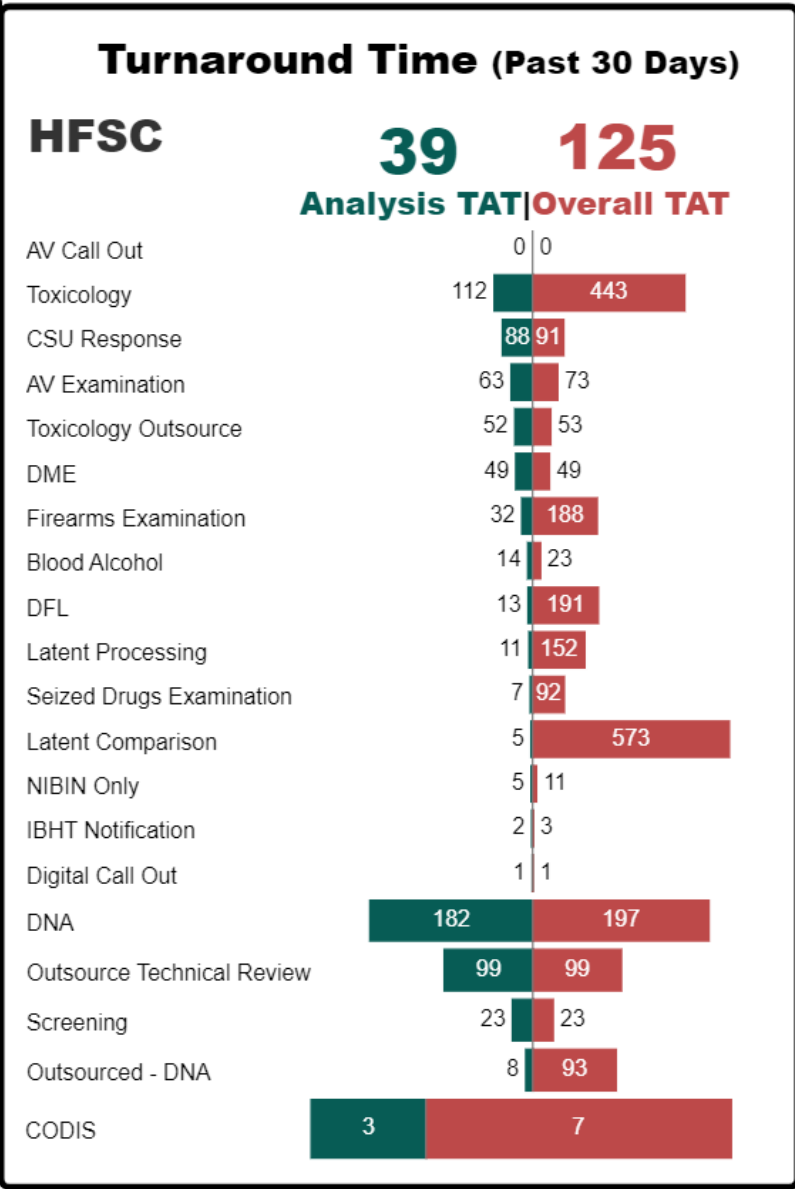
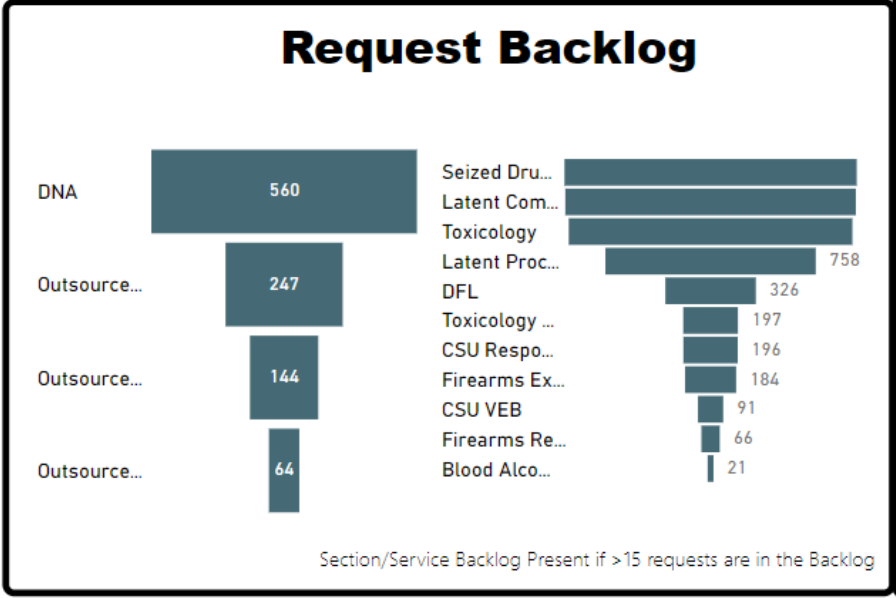
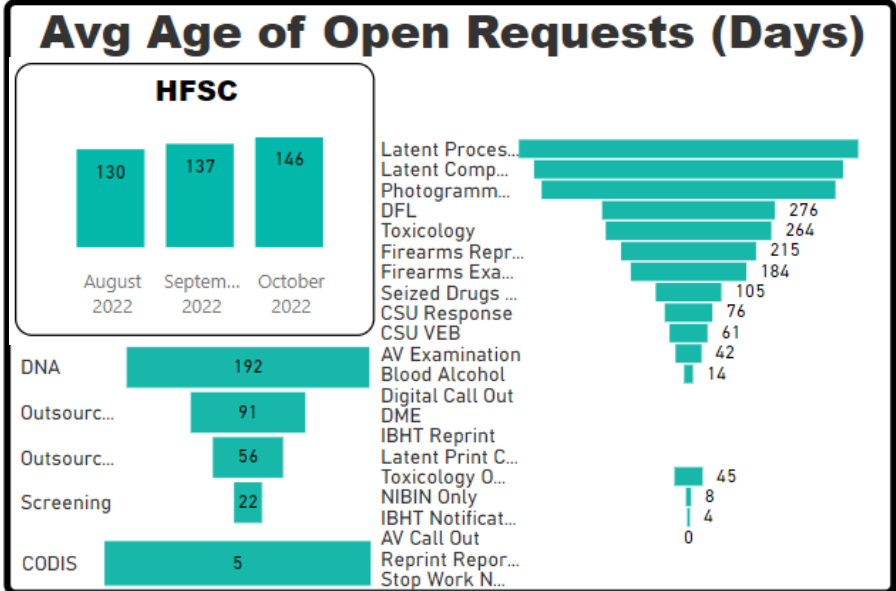
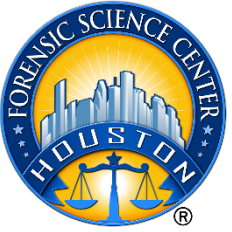
- 51.7%

* compared to beginning of performance year



% of Requests in Backlog

20.3%



Key for Dashboard Section Pages

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

Type of Testing →

Service

Seized Drugs Examination

Priority Type

All

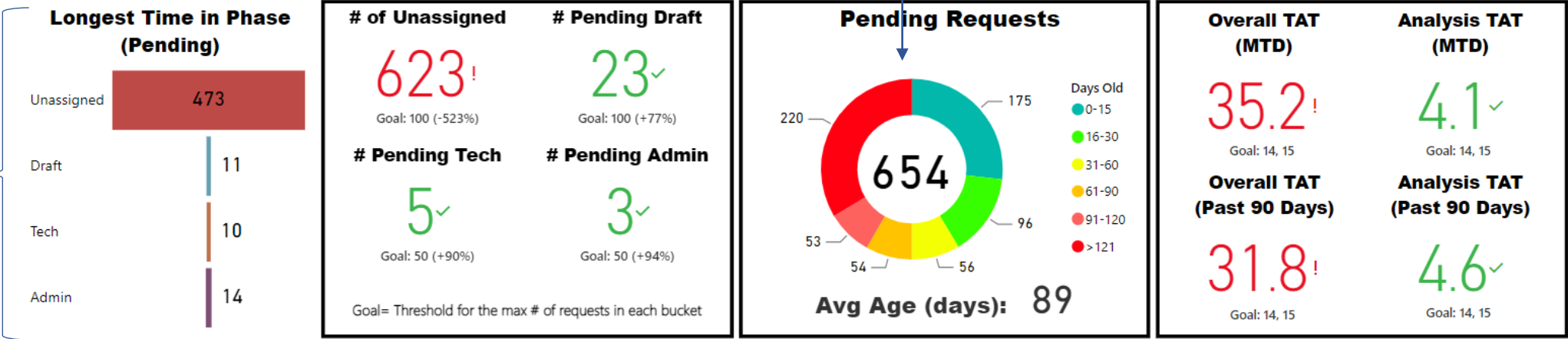
Backlogged Requests:

383

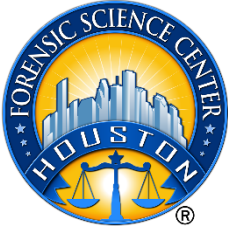
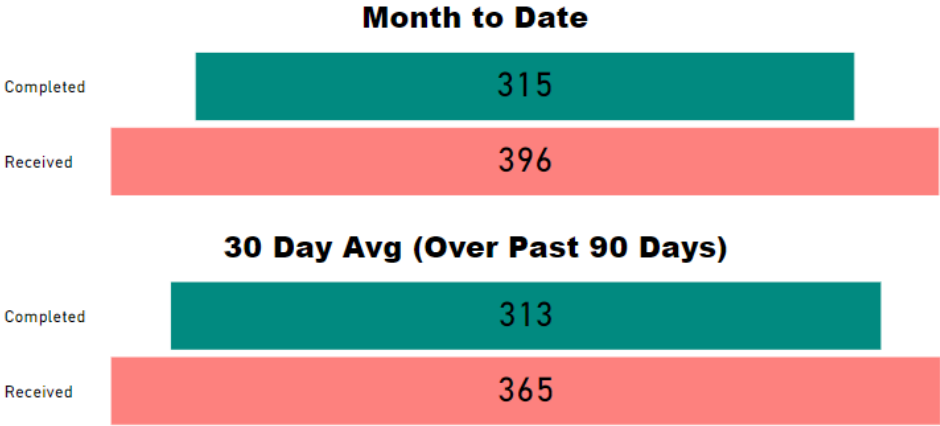
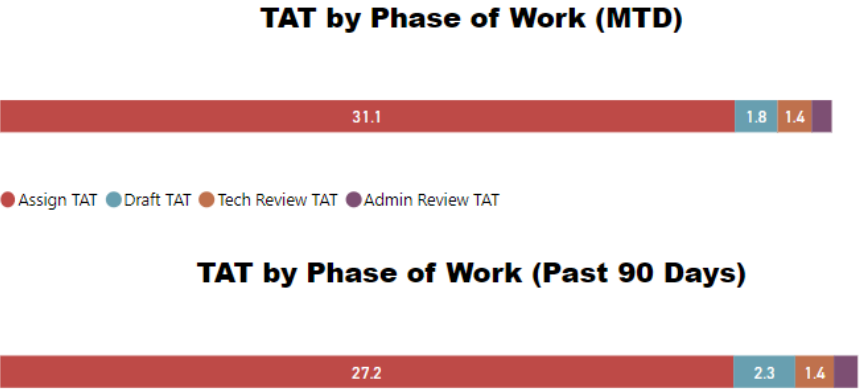
Avg Age of Backlog (days):

142

Pending work



Turnaround time (days) by phase of work



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

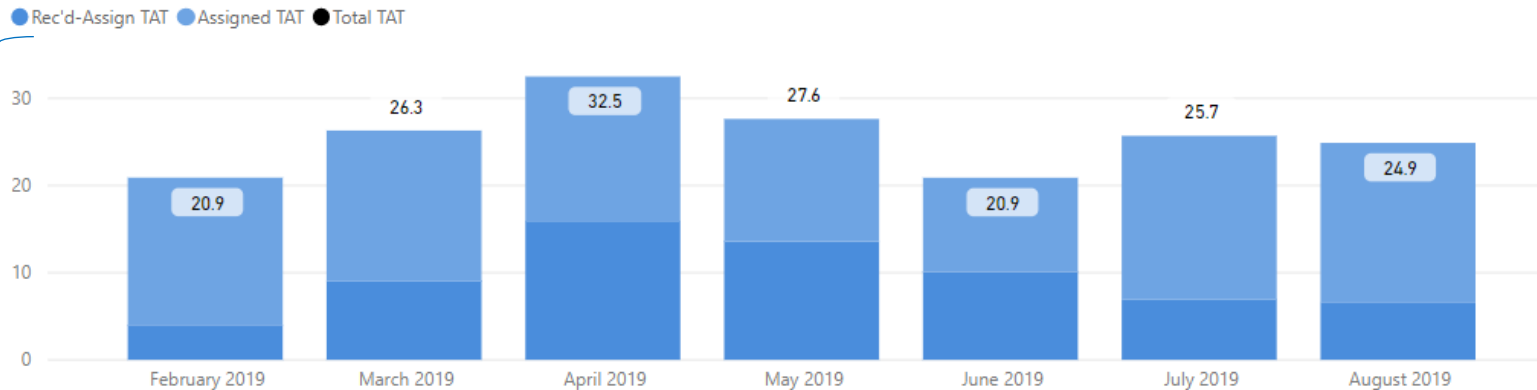
Key for Dashboard Historical Pages 1/2

Date Range

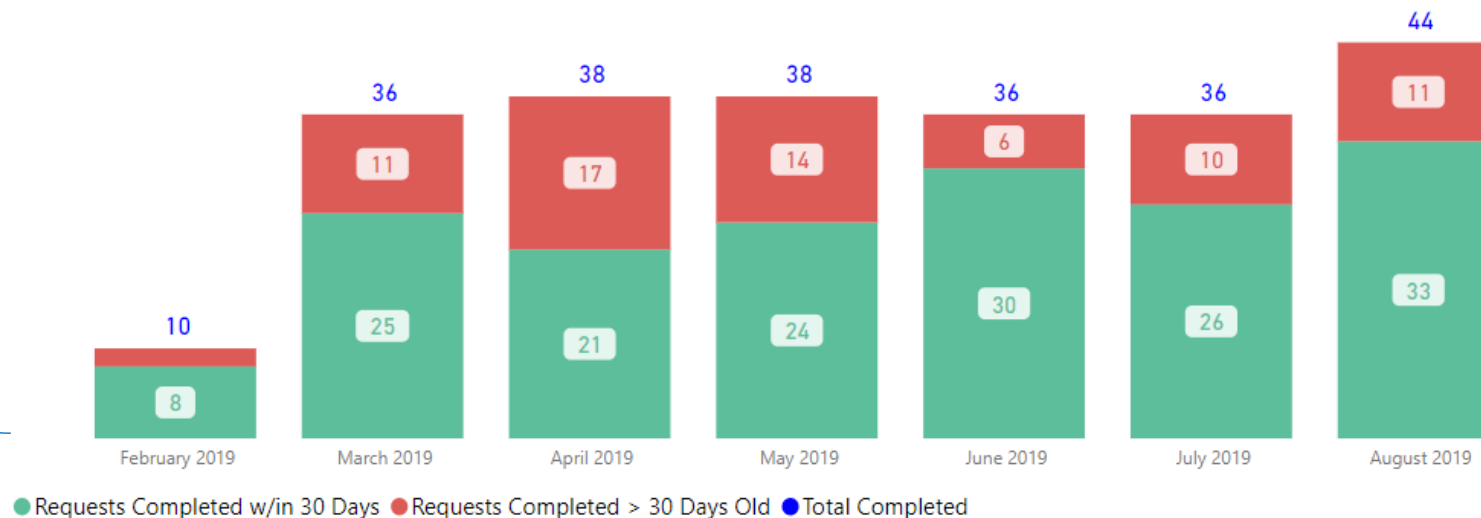
8/1/2018

8/31/2019

Total TAT by Month



Requests Completed



Type of testing

Request Type

Firearms Examination

Priority Type

All

Report type

Selected Time Frame Averages

26.11

Total TAT (Rec'd-Compl.) Avg

16.08

Assigned TAT (Asgmt.-Compl.) Avg

Overall average
for the selected
date range

Received to Complete

238

Requests Completed

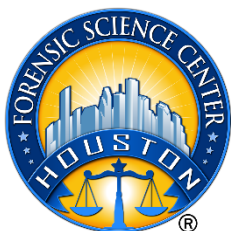
71

Requests Completed > 30 Days Old

29.83 %

% Completed > 30 Days Old

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



TAT= Turnaround Time

Key for Dashboard Historical Pages 2/2

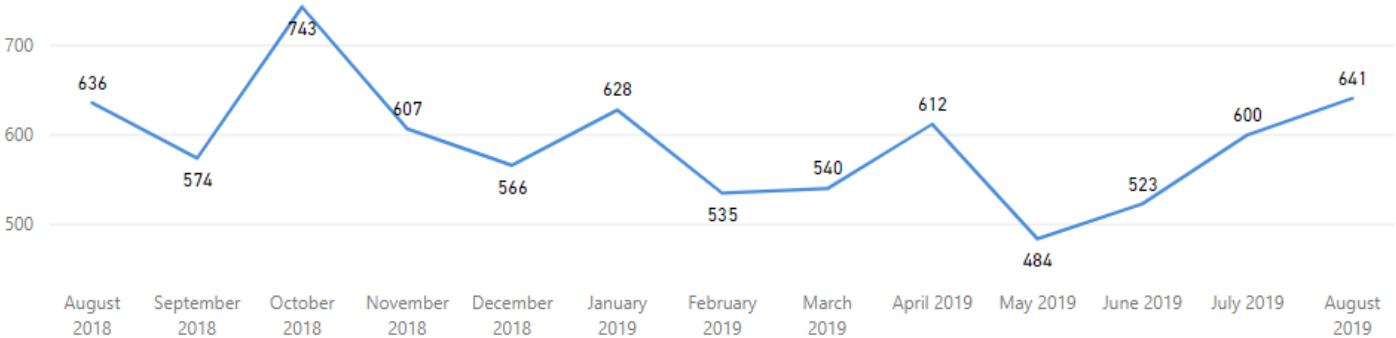
Type of testing

Service: Seized Drugs Examination
Priority Type: All

Report type

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

Received by Month



Total Received

7,689

Received per Month (Avg)*

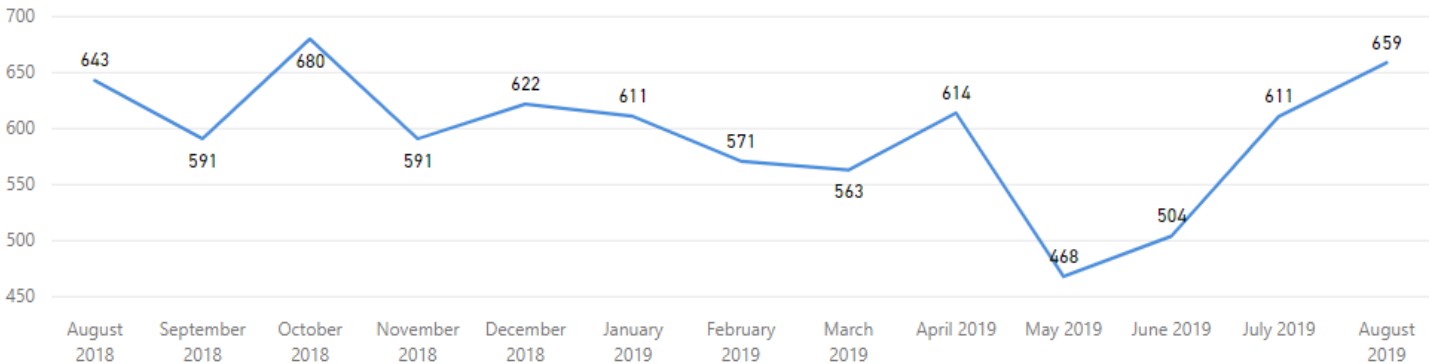
591

Overall average for the selected date range

Data broken down by month

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

Completed by Month



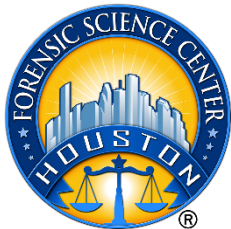
Total Completed

7,728

Completed per Month (Avg)*

594

Overall average for the selected date range



* months with zero activity are not calculated into the average

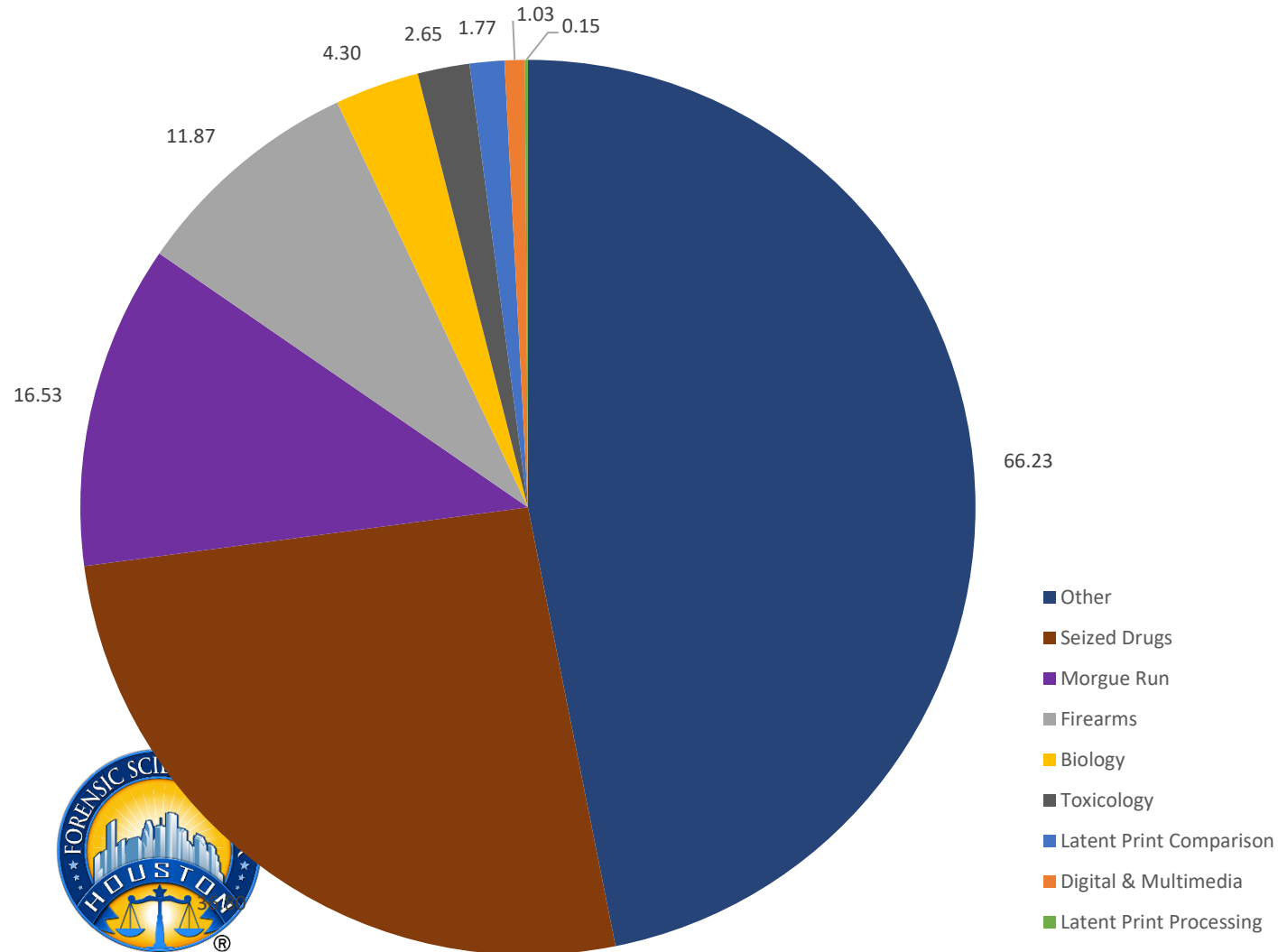
Client Services and Case Management (CS/CM)



CS/CM – October

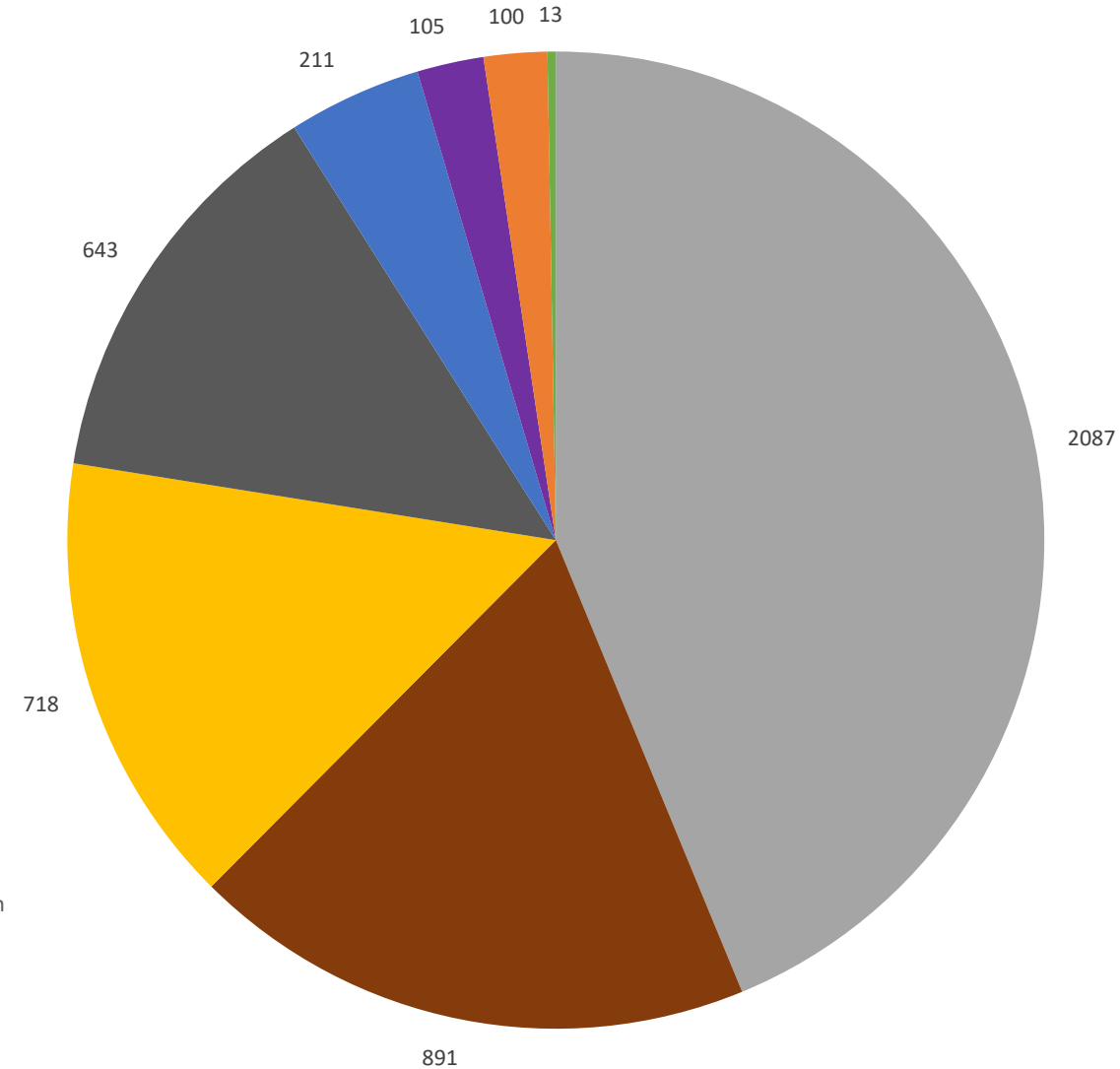
Total Time by Section (Hours)

See Time Categories by Section slide for breakdown



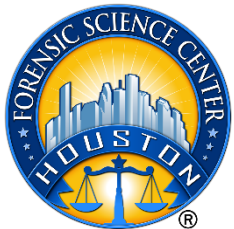
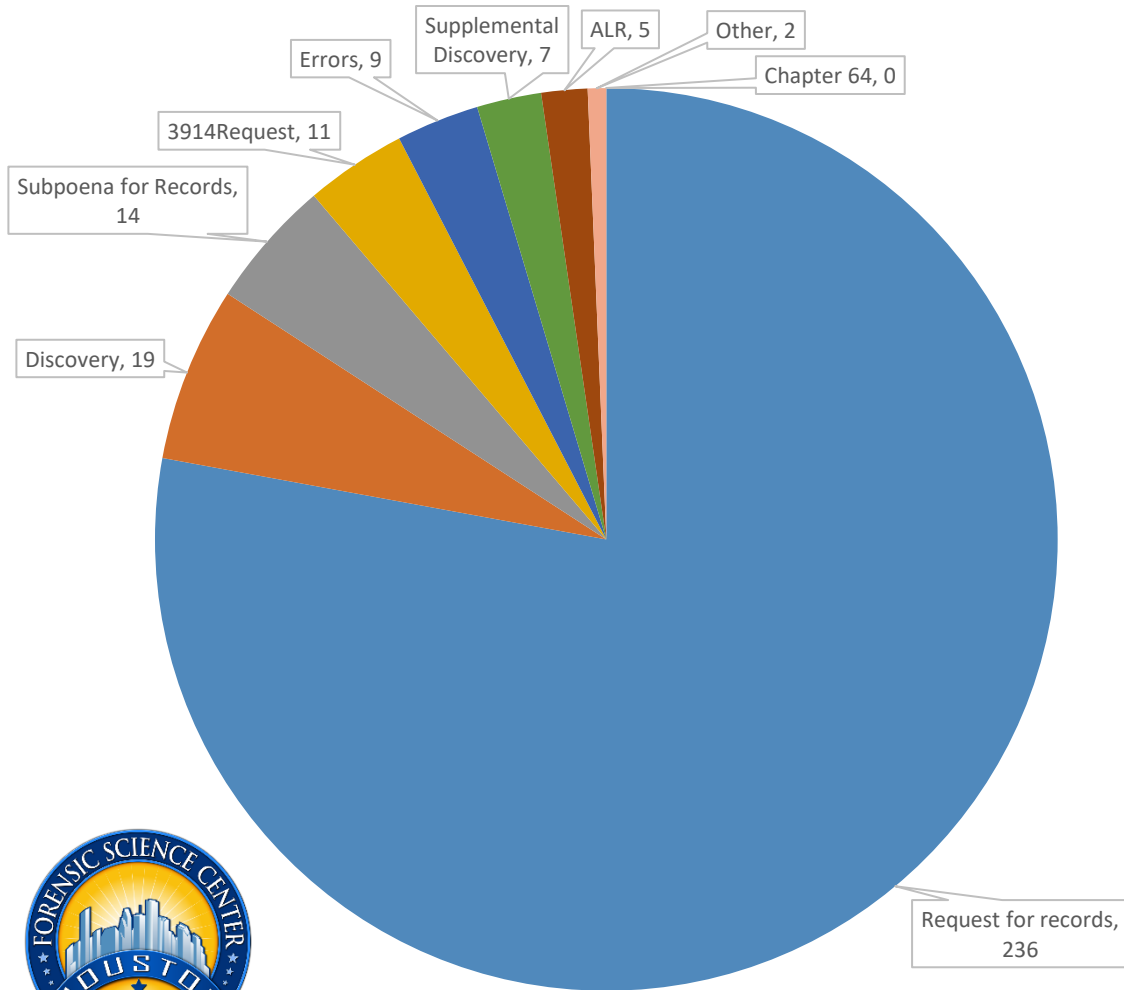
Evidence Handling

Total Items by Section



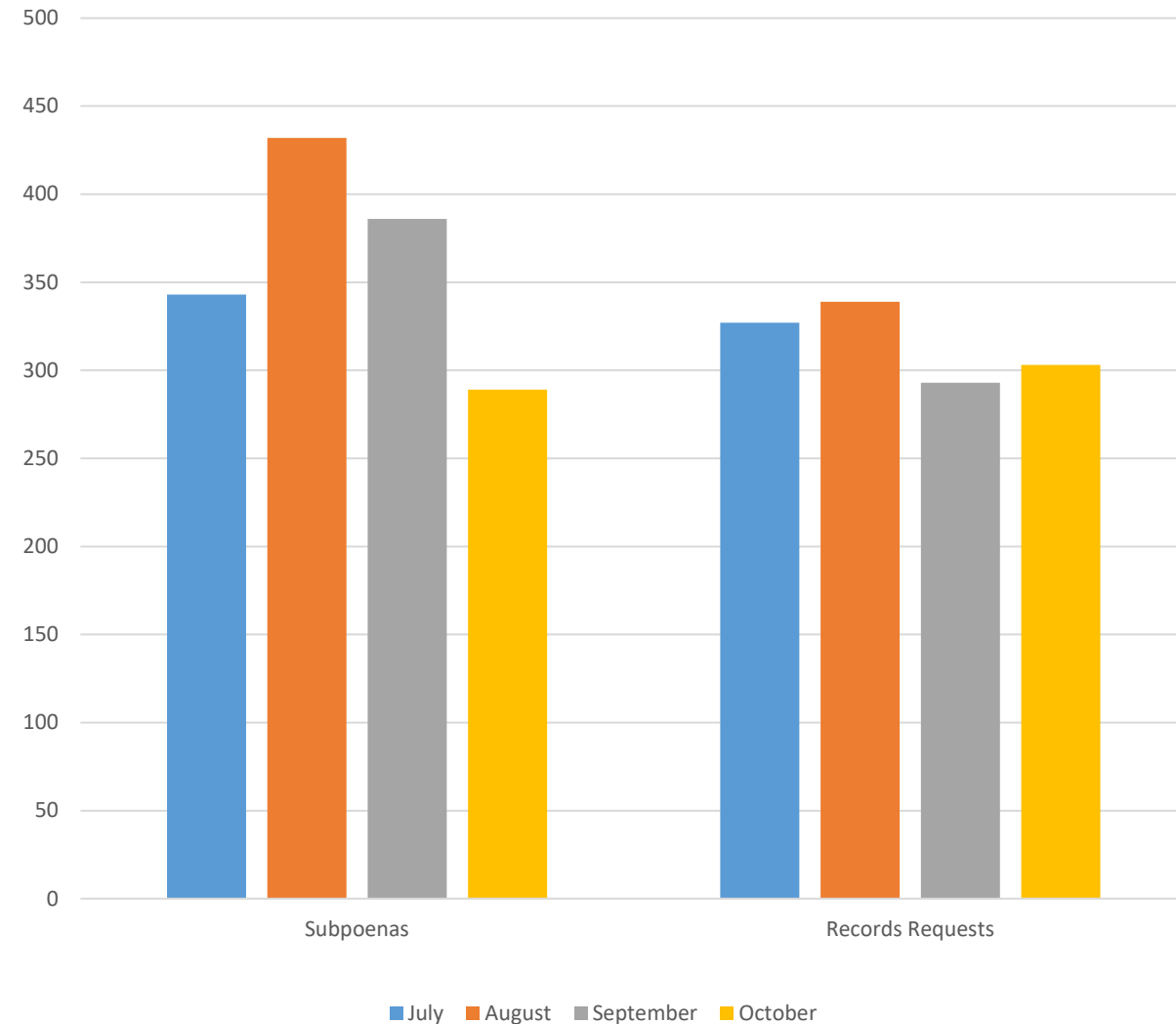
CS/CM – October

Requests by Type



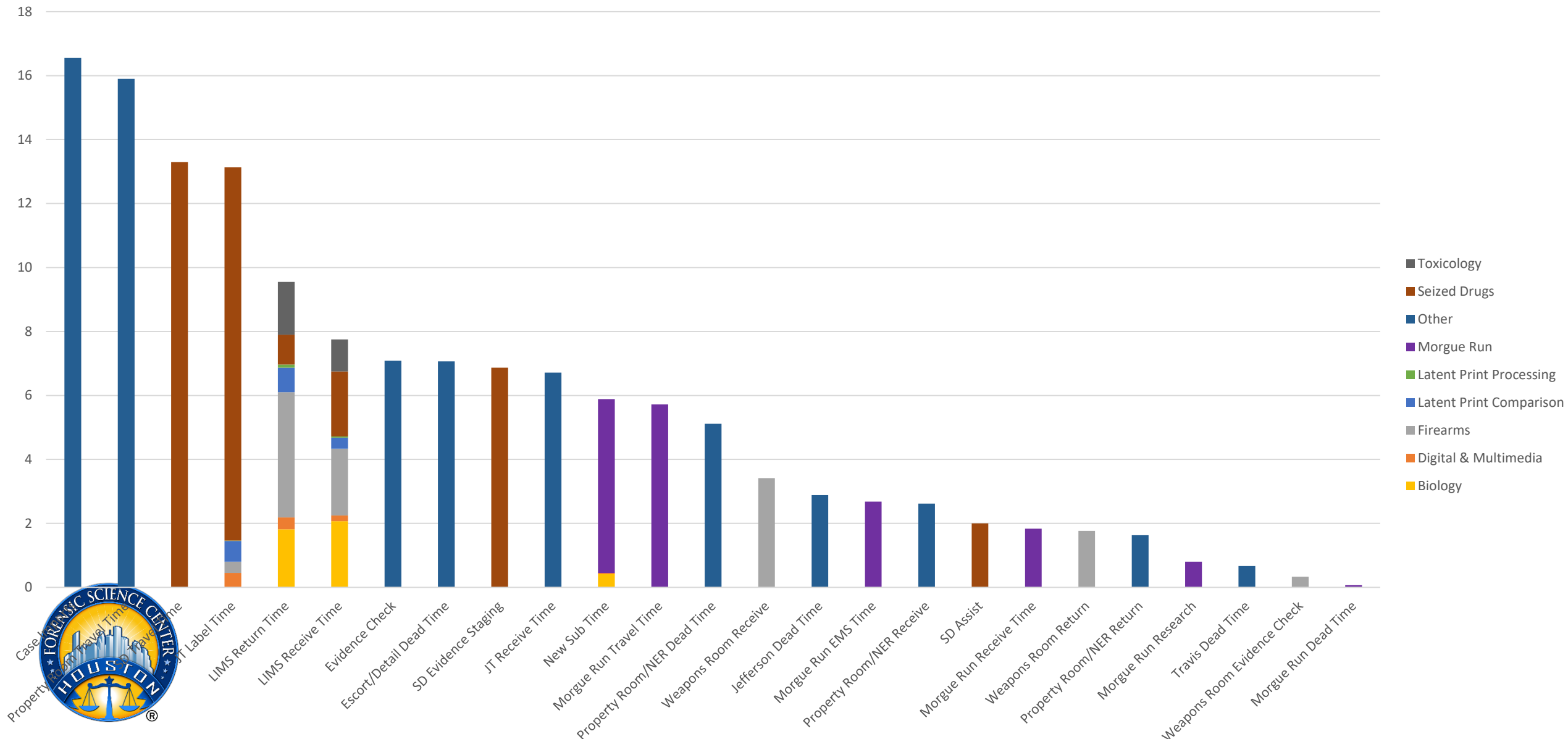
Administrative

Subpoenas & Records Requests



Time Categories – October

Evidence Handling



Service

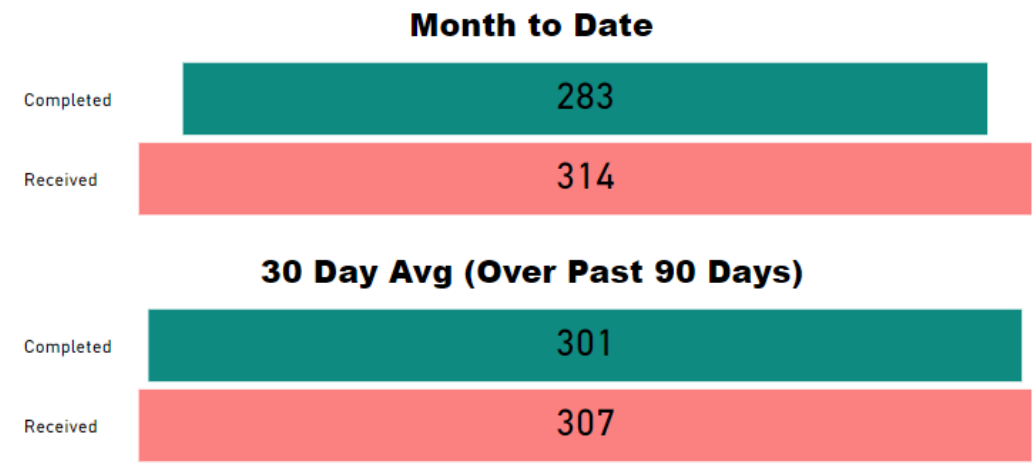
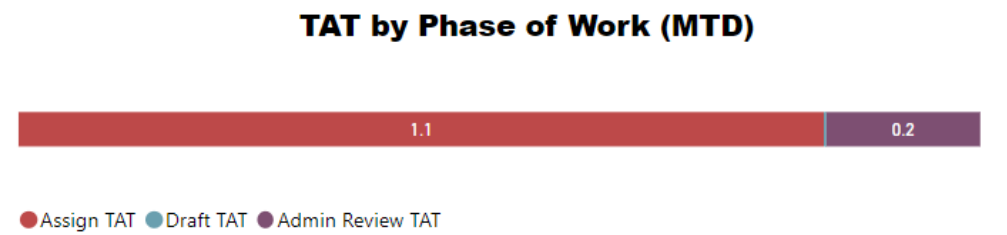
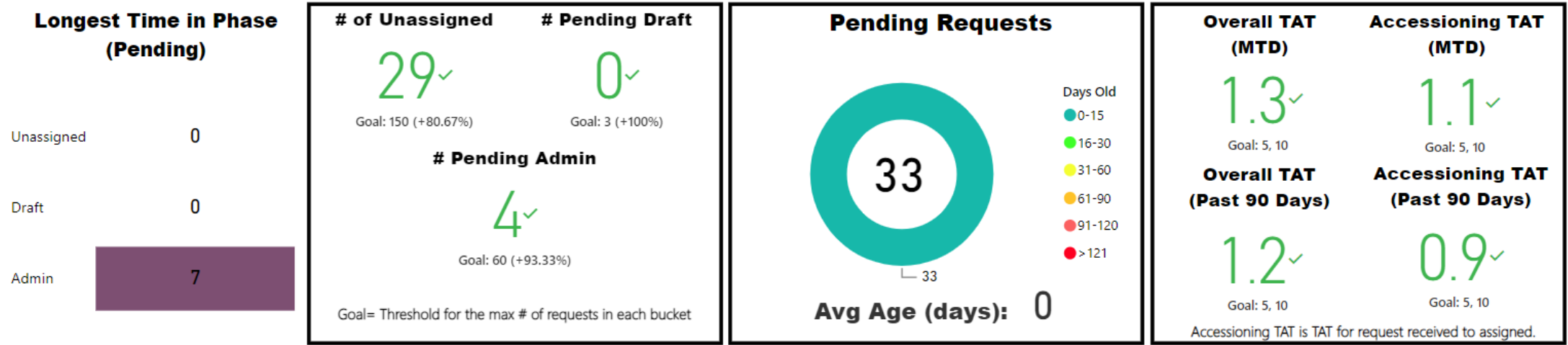
CSCM Tox Accession

Priority Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)



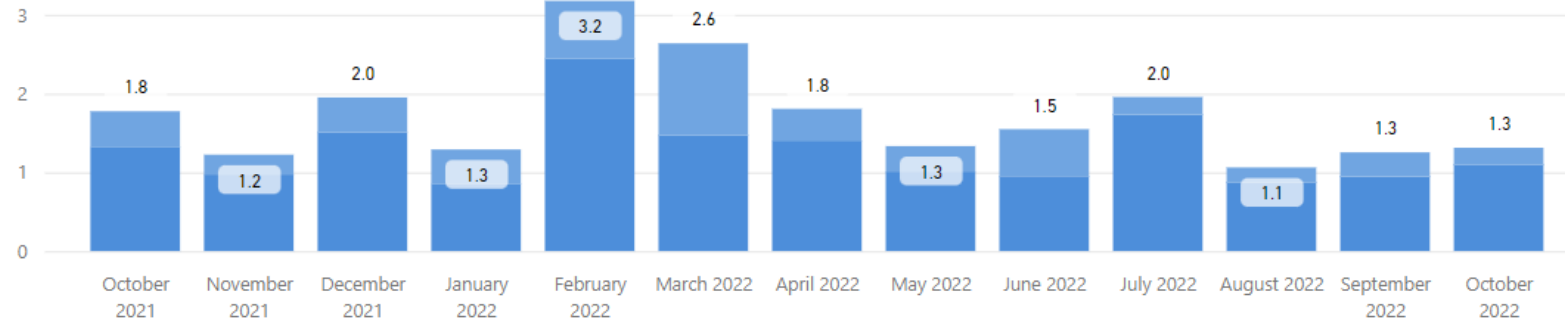
Date Range

10/1/2021

10/31/2022

Total TAT by Month

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



Request Type

CSCM Tox Accession

Priority Type

All

Selected Time Frame Averages

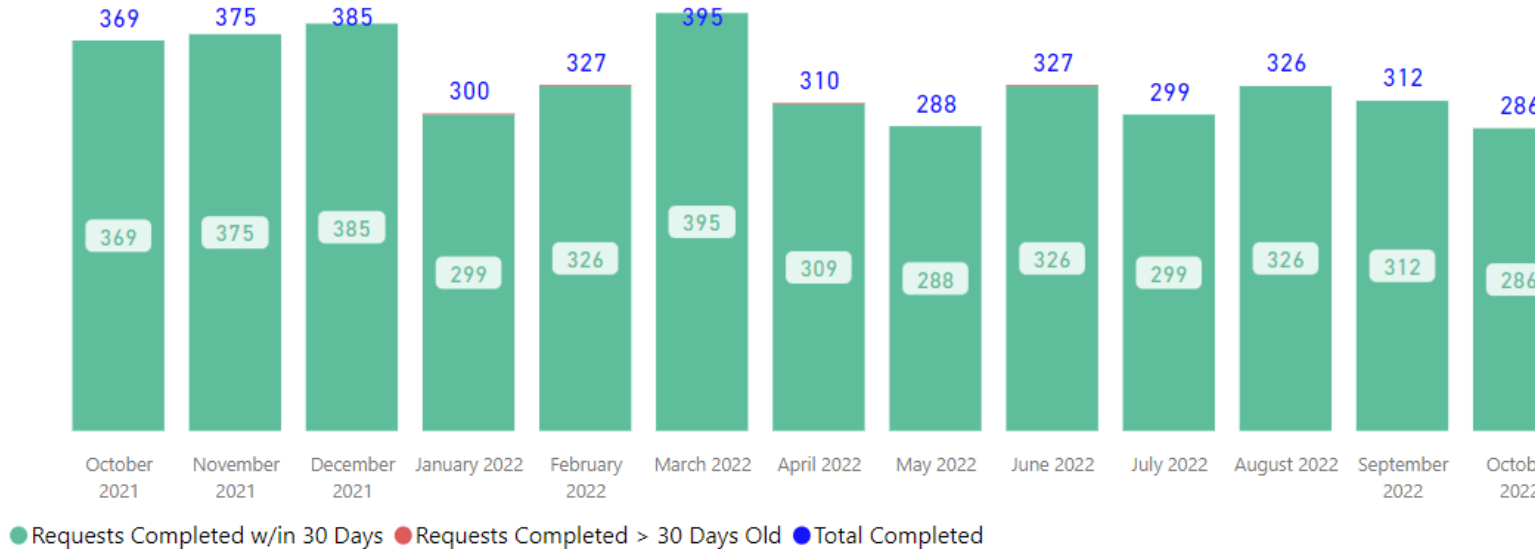
1.74

Total TAT (Rec'd-Compl.) Avg

0.46

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

4299

Requests Completed

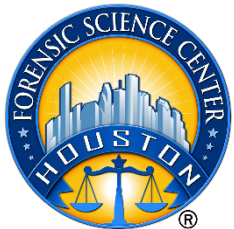
4

Requests Completed > 30 Days Old

0.09 %

% Completed > 30 Days Old

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



Service

CSCM Tox Accession

Priority Type

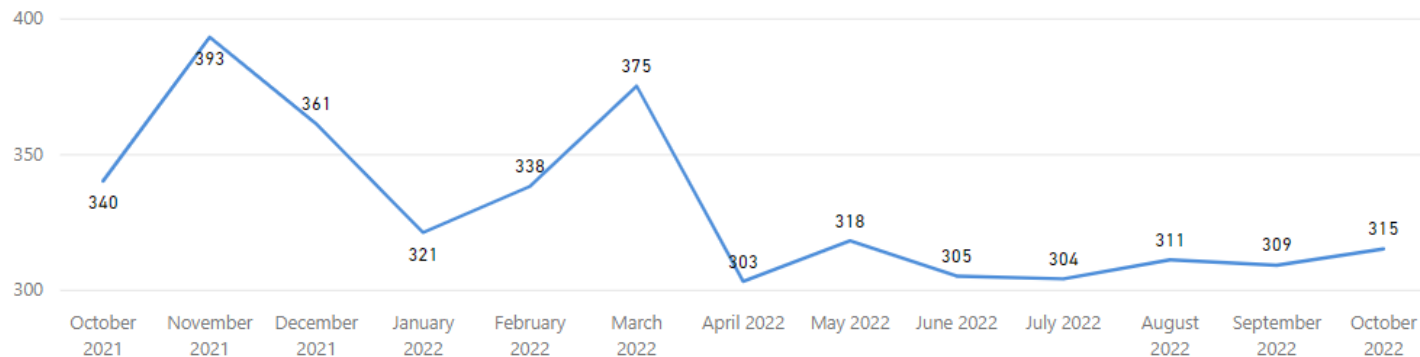
All

Received Filter

10/1/2021

10/31/2022

Received by Month



Total Received

4,293

Received per Month (Avg)*

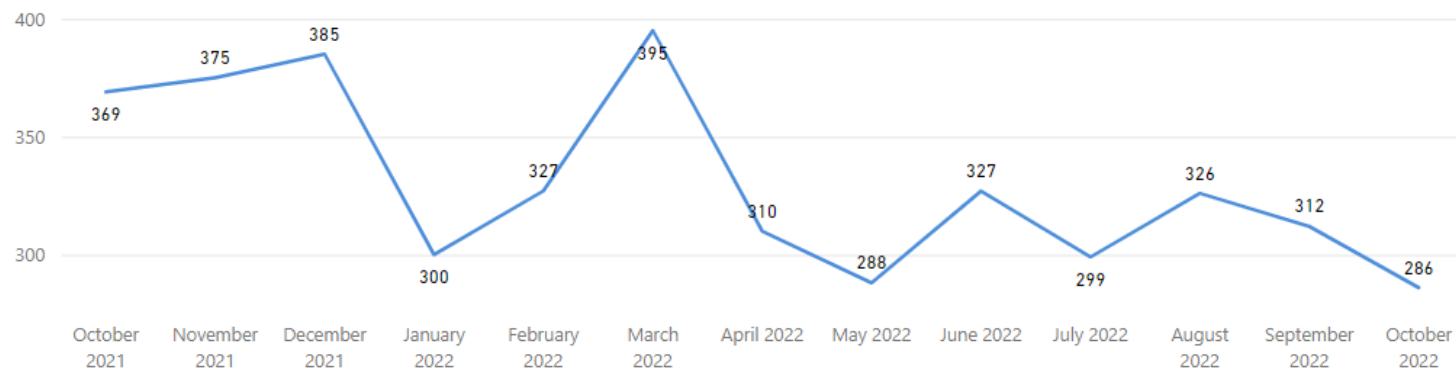
330

Completed Filter

10/1/2021

10/31/2022

Completed by Month



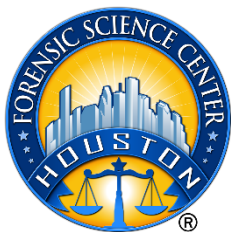
Total Completed

4,299

Completed per Month (Avg)*

331

* months with zero activity are not calculated into the average



Service

CSCM Tox Rejection

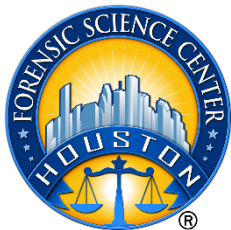
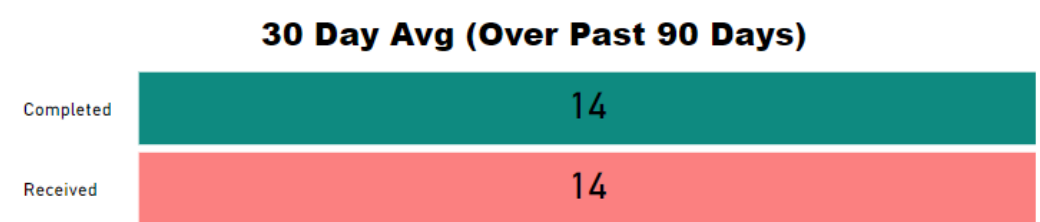
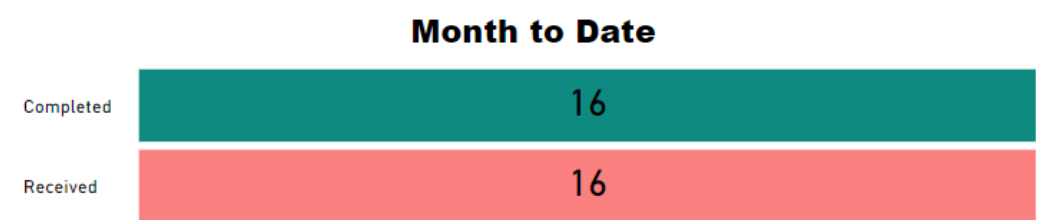
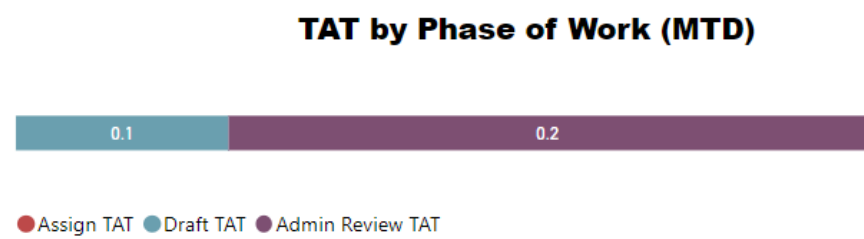
Priority Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase (Pending)		# of Unassigned	# Pending Draft	Pending Requests		Overall TAT (MTD)	Accessioning TAT (MTD)		
Unassigned	0	0✓ Goal: 3 (+100%)	0✓ Goal: 5 (+100%)	0		0.3✓ Goal: 5, 10	0.0✓ Goal: 5, 10		
Draft	0	# Pending Admin				Overall TAT (Past 90 Days)	Accessioning TAT (Past 90 Days)		
Admin	0	0✓ Goal: 10 (+100%)				0.2✓ Goal: 5, 10	0.0✓ Goal: 5, 10		
		Goal= Threshold for the max # of requests in each bucket		Avg Age (days): (Blank)		Accessioning TAT is TAT for request received to assigned.			

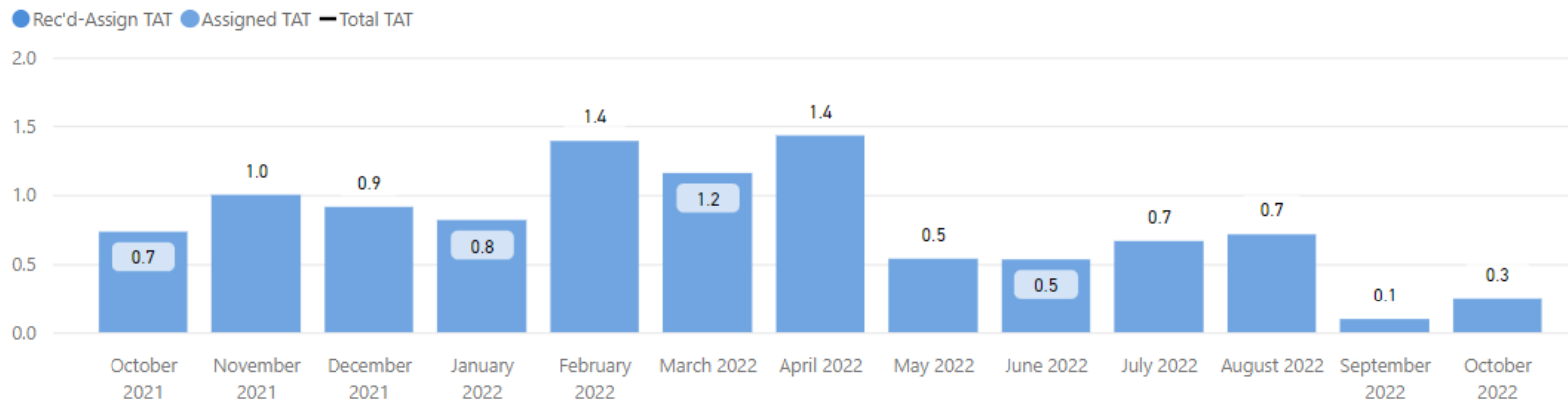


Date Range

10/1/2021

10/31/2022

Total TAT by Month



Request Type

CSCM Tox Rejection

Priority Type

All

Selected Time Frame Averages

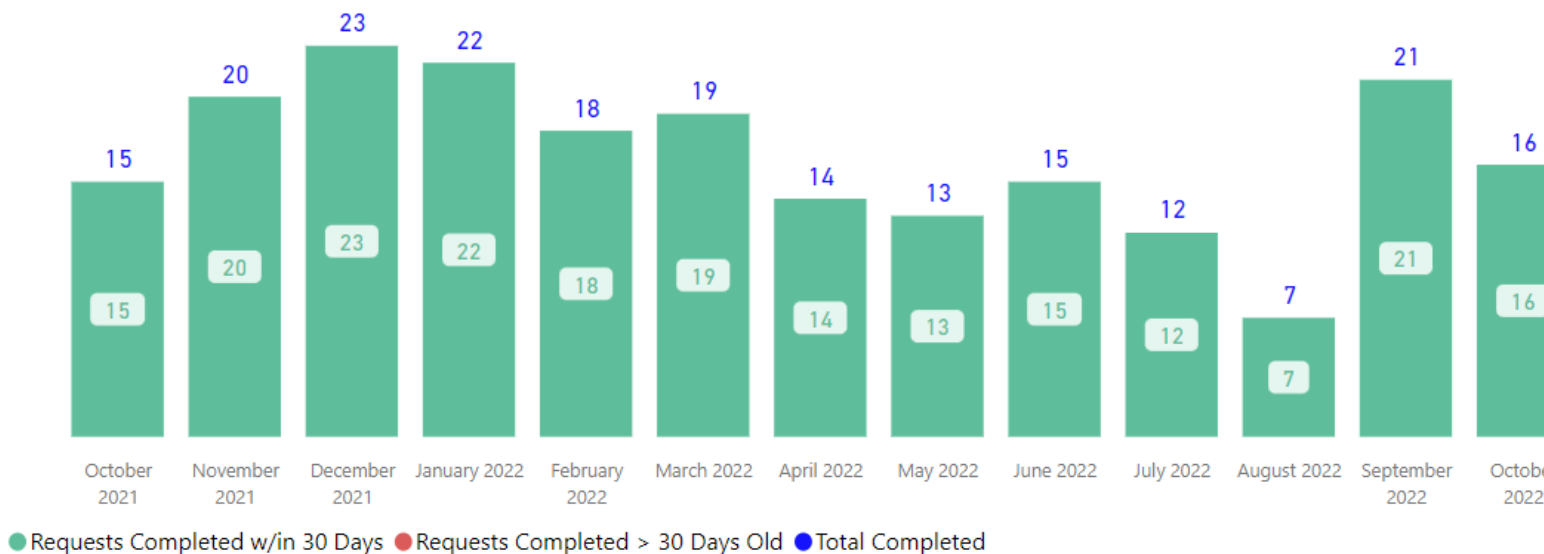
0.80

Total TAT (Rec'd-Compl.) Avg

0.80

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

215

Requests Completed

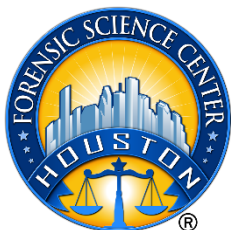
0

Requests Completed > 30 Days Old

0.00 %

% Completed > 30 Days Old

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

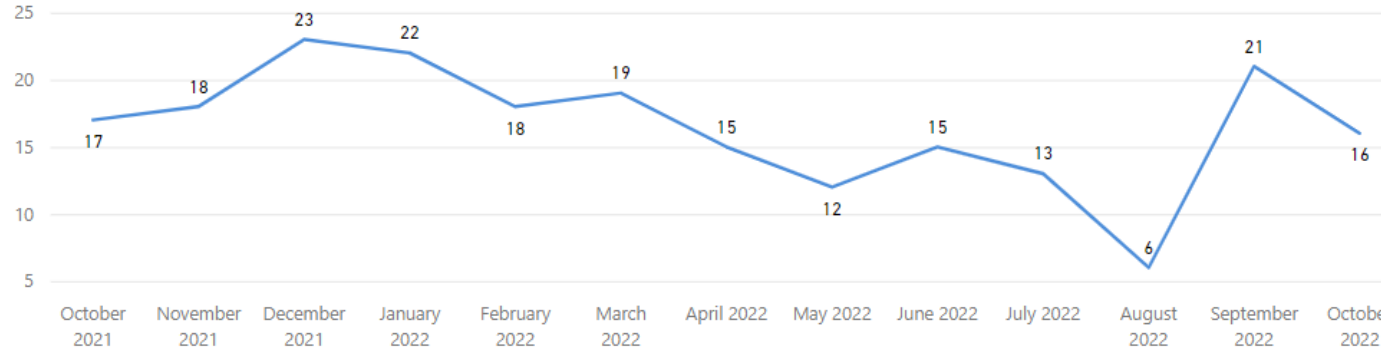


Service Priority Type



Received Filter

Received by Month



Total Received

215

Received per Month (Avg)*

17

Completed Filter

Completed by Month



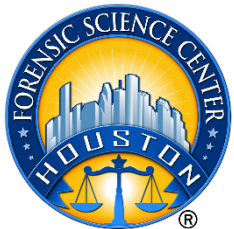
Total Completed

215

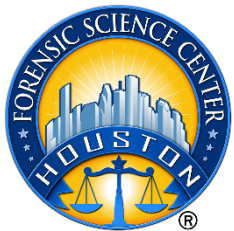
Completed per Month (Avg)*

17

* months with zero activity are not calculated into the average



Seized Drugs



Service

Seized Drugs Examination

Priority Type

All

Backlogged Requests: 1053

Avg Age of Backlog (days): 139

Longest Time in Phase
(Pending)

Unassigned

777

Draft

5

Tech

3

Admin

14

of Unassigned

1414!

Goal: 100 (-1314%)

Pending Draft

20✓

Goal: 100 (+80%)

Pending Tech

6✓

Goal: 50 (+88%)

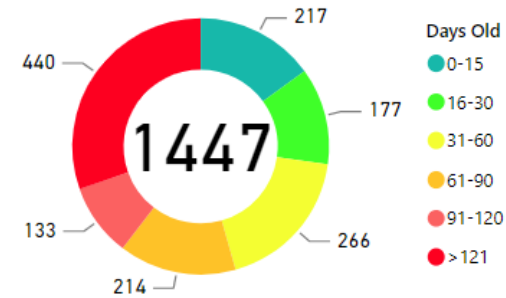
Pending Admin

7✓

Goal: 50 (+86%)

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

Pending Requests



Avg Age (days): 105

Overall TAT
(MTD)

92.3!

Goal: 14, 15

Overall TAT
(Past 90 Days)

81.6!

Goal: 14, 15

Analysis TAT
(MTD)

6.8✓

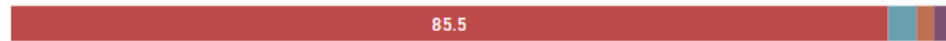
Goal: 14, 15

Analysis TAT
(Past 90 Days)

5.8✓

Goal: 14, 15

TAT by Phase of Work (MTD)



Assign TAT Draft TAT Tech Review TAT Admin Review TAT

Month to Date

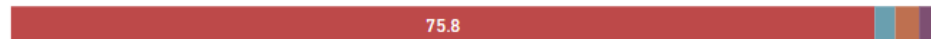
Completed

211

Received

420

TAT by Phase of Work (Past 90 Days)



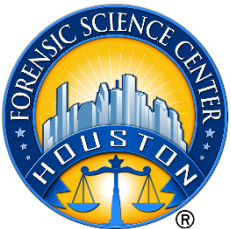
30 Day Avg (Over Past 90 Days)

Completed

268

Received

401



Service
Seized Drugs Examination

Priority Type
Mari

Backlogged Requests: 488
Avg Age of Backlog (days): 206

Longest Time in Phase (Pending)

Unassigned

Draft

Tech

Admin

777

4

0

0

of Unassigned

523!

Goal: 100 (-423%)

Pending Draft

6✓

Goal: 100 (+94%)

Pending Tech

0✓

Goal: 50 (+100%)

Pending Admin

0✓

Goal: 50 (+100%)

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

Pending Requests

Avg Age (days): 192

Overall TAT (MTD)

333.4!

Goal: 14, 15

Analysis TAT (MTD)

4.9✓

Goal: 14, 15

Overall TAT (Past 90 Days)

294.9!

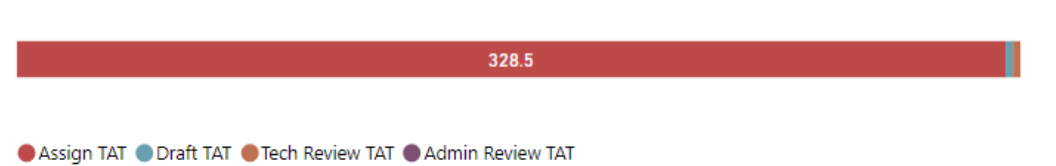
Goal: 14, 15

Analysis TAT (Past 90 Days)

6.9✓

Goal: 14, 15

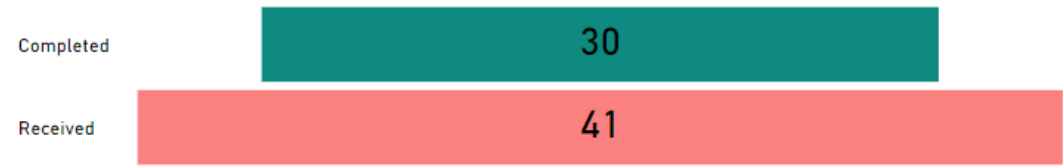
TAT by Phase of Work (MTD)



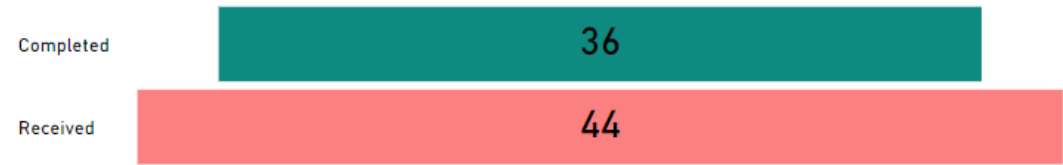
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



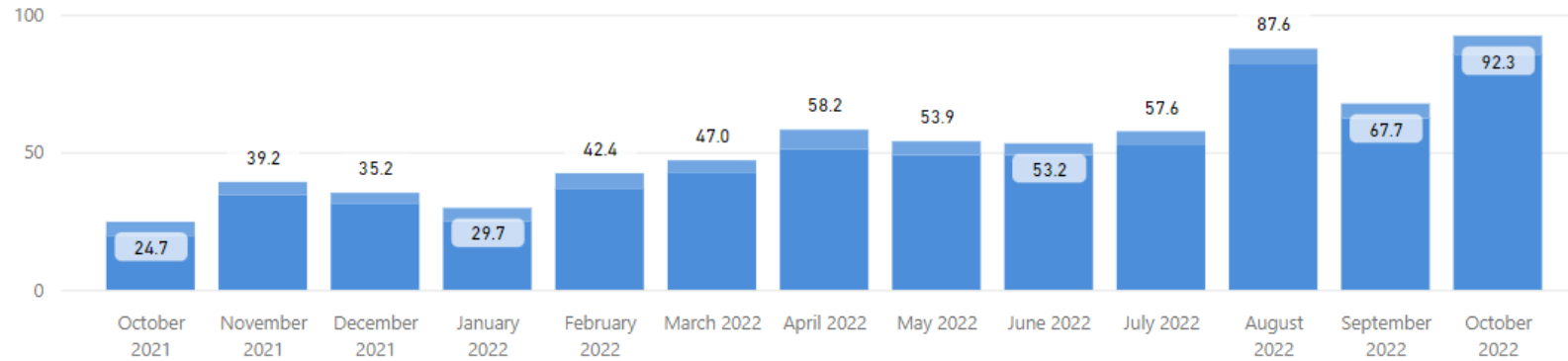
Date Range

10/1/2021

10/31/2022

Total TAT by Month

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



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

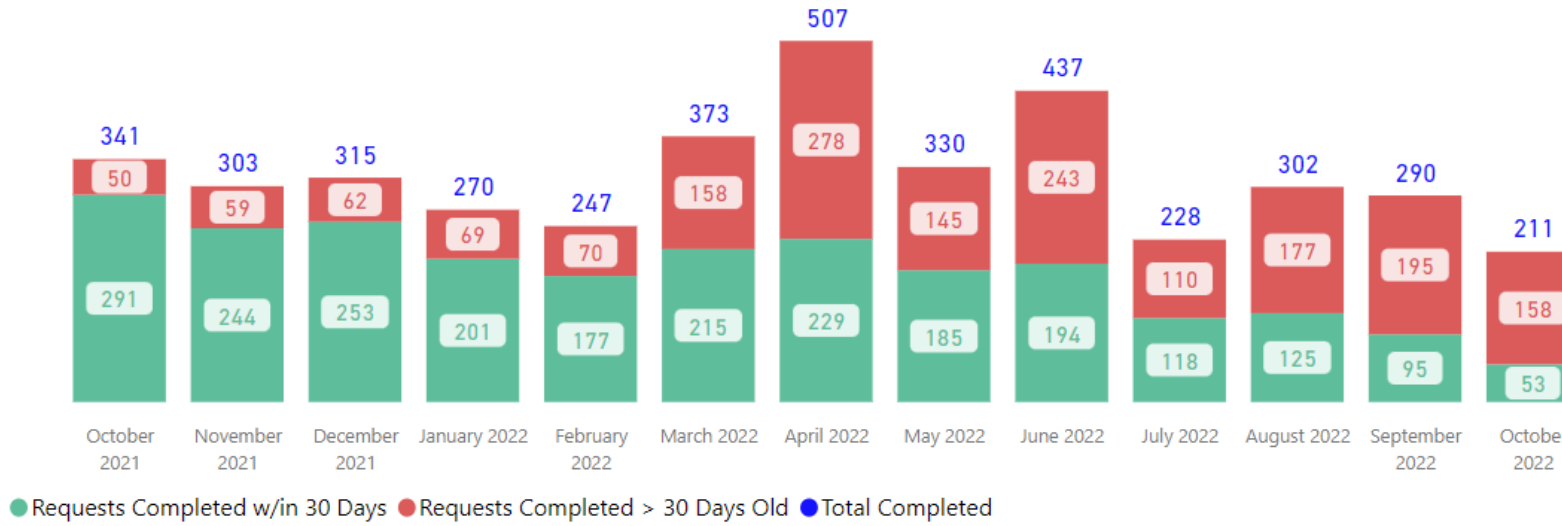
52.15

Total TAT (Rec'd-Compl.) Avg

5.25

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4154

Requests Completed

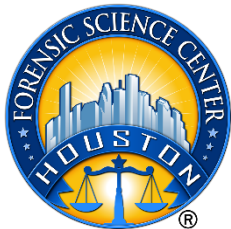
1774

Requests Completed > 30 Days Old

42.71 %

% Completed > 30 Days Old

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



Service

Seized Drugs Examination

Priority Type

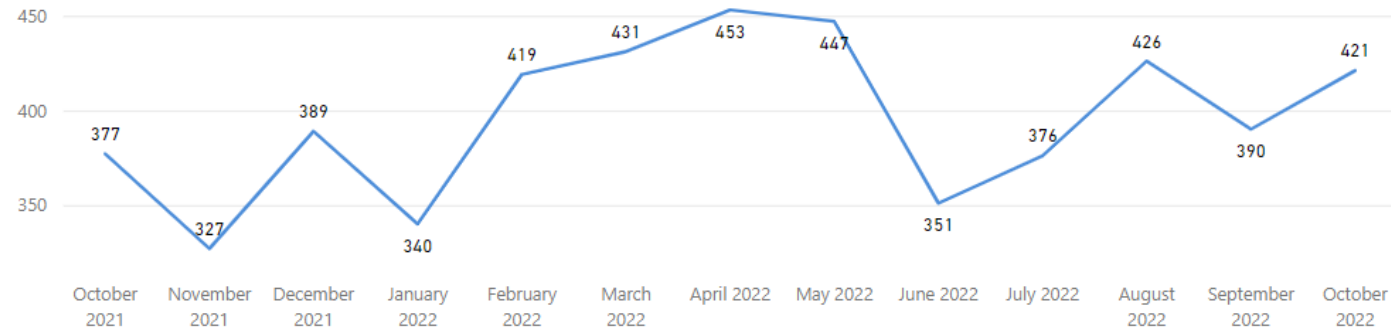
All

Received Filter

10/1/2021

10/31/2022

Received by Month



Total Received

5,147

Received per Month (Avg)*

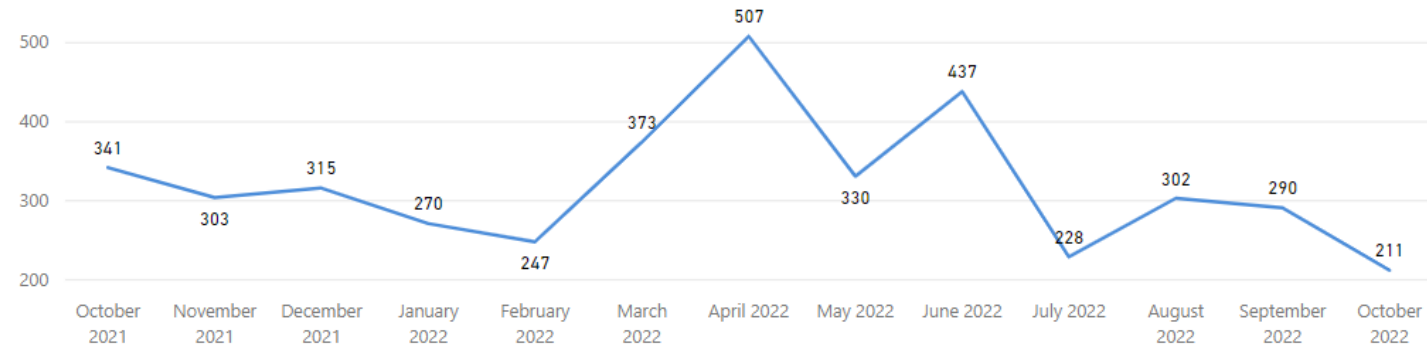
396

Completed Filter

10/1/2021

10/31/2022

Completed by Month



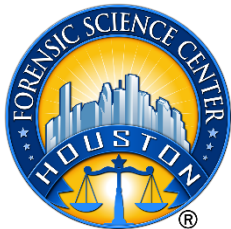
Total Completed

4,154

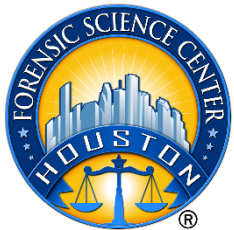
Completed per Month (Avg)*

320

* months with zero activity are not calculated into the average



Toxicology



Service

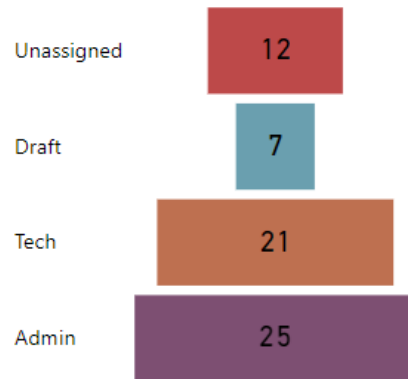
Blood Alcohol

Priority Type

All

Backlogged Requests: 21

Avg Age of Backlog (days): 34

Longest Time in Phase
(Pending)

of Unassigned

131!

Goal: 50 (-162%)

Pending Draft

117✓

Goal: 120 (+2.5%)

Pending Tech

24✓

Goal: 90 (+73.33%)

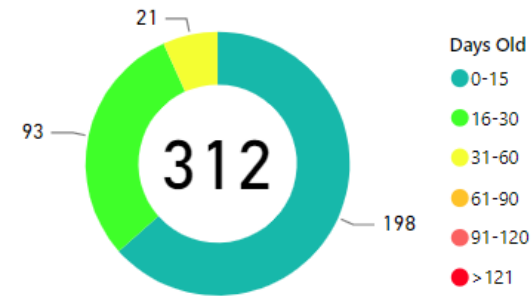
Pending Admin

40✓

Goal: 90 (+55.56%)

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

Pending Requests



Avg Age (days): 14

Overall TAT
(MTD)

23.2✓

Goal: 30, 31

Analysis TAT
(MTD)

14.2✓

Goal: 30, 31

Overall TAT
(Past 90 Days)

25.5✓

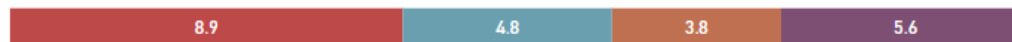
Goal: 30, 31

Analysis TAT
(Past 90 Days)

16.5✓

Goal: 30, 31

TAT by Phase of Work (MTD)



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

Month to Date

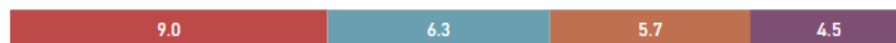
Completed

219

Received

298

TAT by Phase of Work (Past 90 Days)



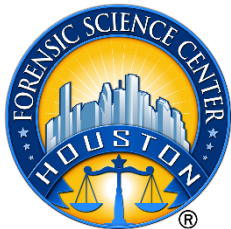
30 Day Avg (Over Past 90 Days)

Completed

273

Received

292



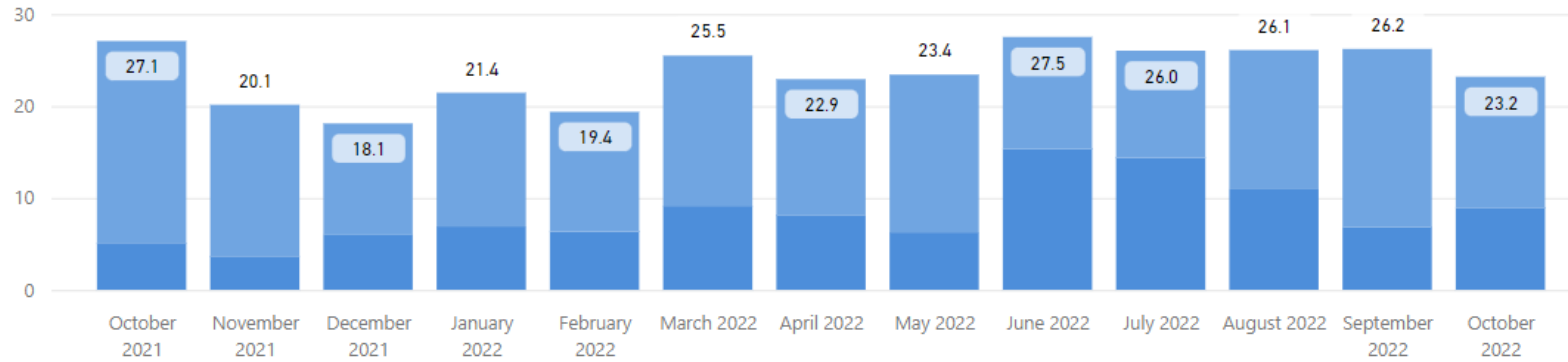
Date Range

10/1/2021

10/31/2022

Total TAT by Month

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



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

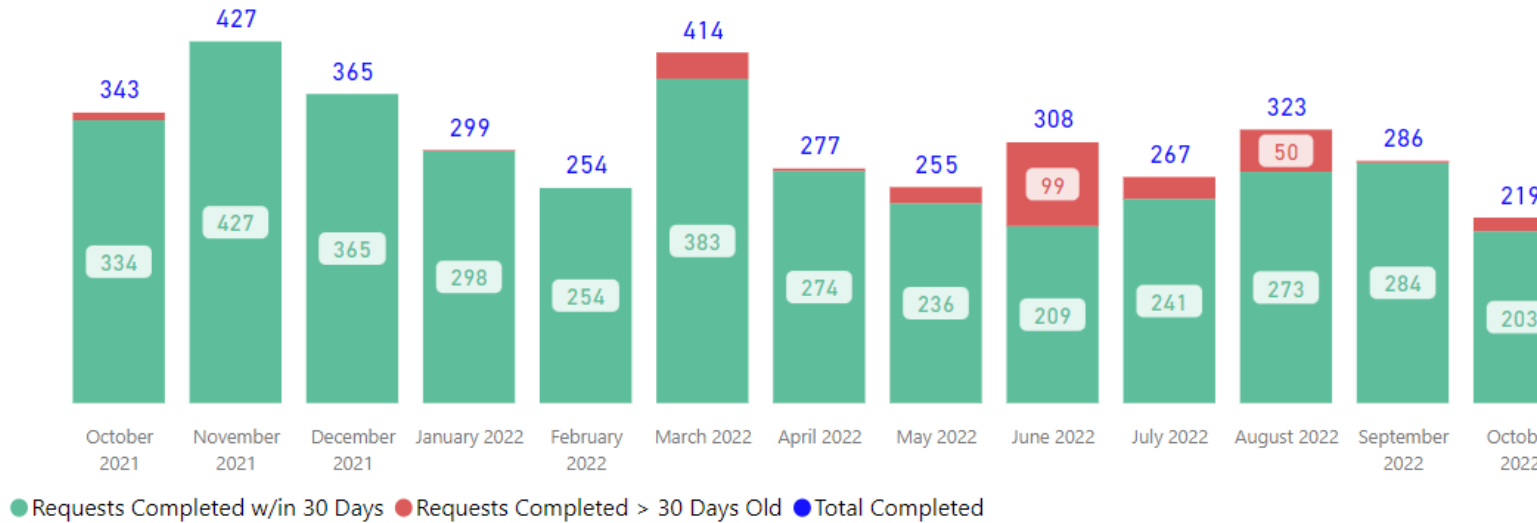
23.56

Total TAT (Rec'd-Compl.) Avg

15.43

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

4037

Requests Completed

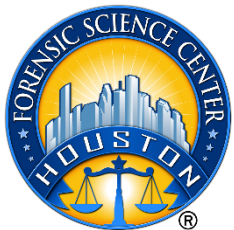
256

Requests Completed > 30 Days Old

6.34 %

% Completed > 30 Days Old

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



Service

Blood Alcohol

Priority Type

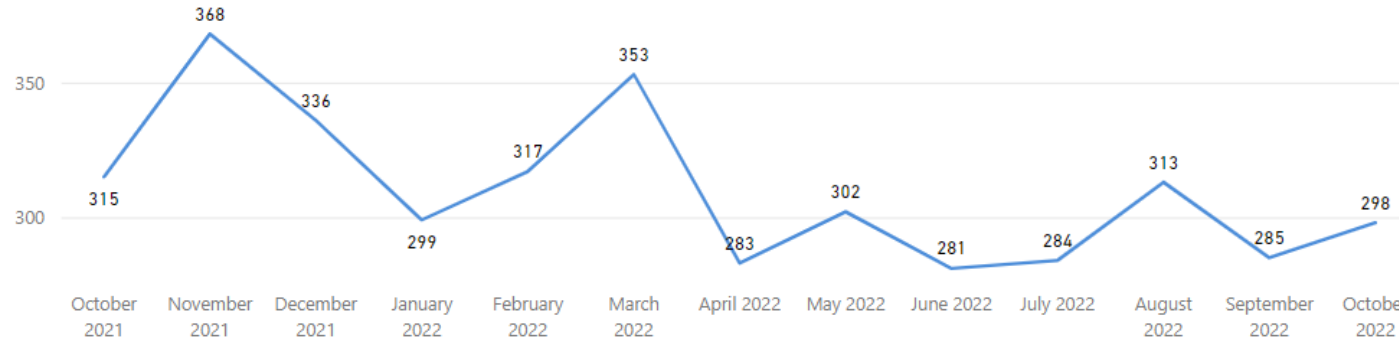
All

Received Filter

10/1/2021

10/31/2022

Received by Month



Total Received

4,034

Received per Month (Avg)*

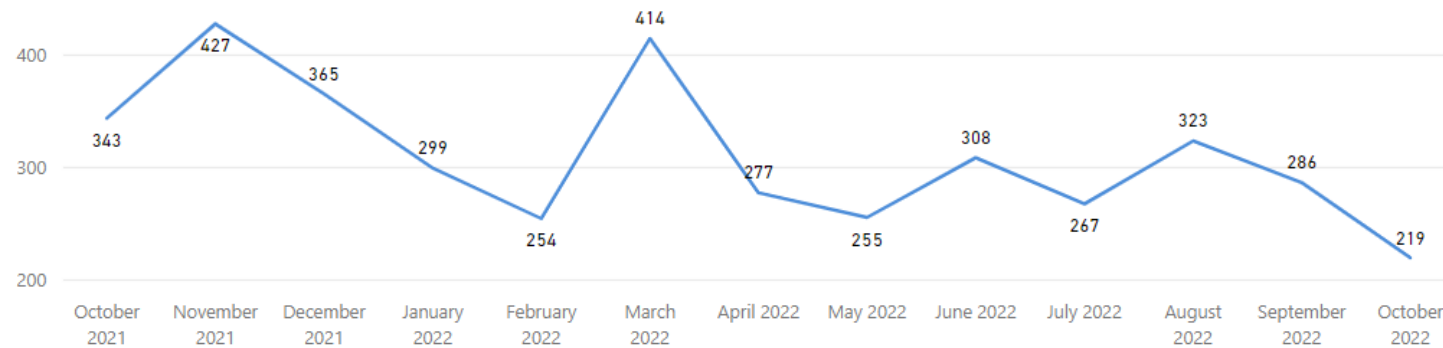
310

Completed Filter

10/1/2021

10/31/2022

Completed by Month



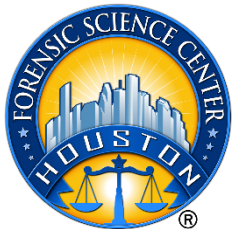
Total Completed

4,037

Completed per Month (Avg)*

311

* months with zero activity are not calculated into the average



Service

Toxicology

Priority Type

All

Backlogged Requests: 1022

Avg Age of Backlog (days): 273

Longest Time in Phase
(Pending)

Unassigned

60

Draft

426

Tech

158

Admin

47

of Unassigned

60✓

Goal: 120 (+50%)

Pending Draft

591!

Goal: 30 (-1870%)

Pending Tech

366!

Goal: 30 (-1120%)

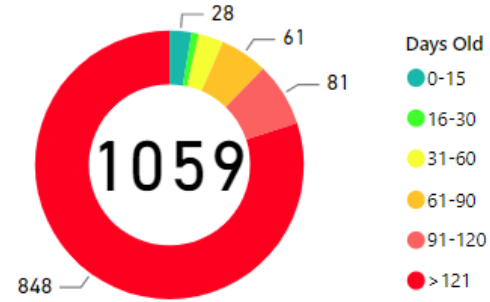
Pending Admin

42!

Goal: 30 (-40%)

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

Pending Requests



Avg Age (days): 264

Overall TAT
(MTD)

443.1!

Goal: 90, 91

Overall TAT
(Past 90 Days)

363.3!

Goal: 90, 91

Analysis TAT
(MTD)

112.0!

Goal: 90, 91

Analysis TAT
(Past 90 Days)

96.3!

Goal: 90, 91

TAT by Phase of Work (MTD)



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

Month to Date

Completed

157

Received

37

TAT by Phase of Work (Past 90 Days)



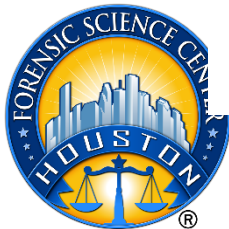
30 Day Avg (Over Past 90 Days)

Completed

144

Received

44



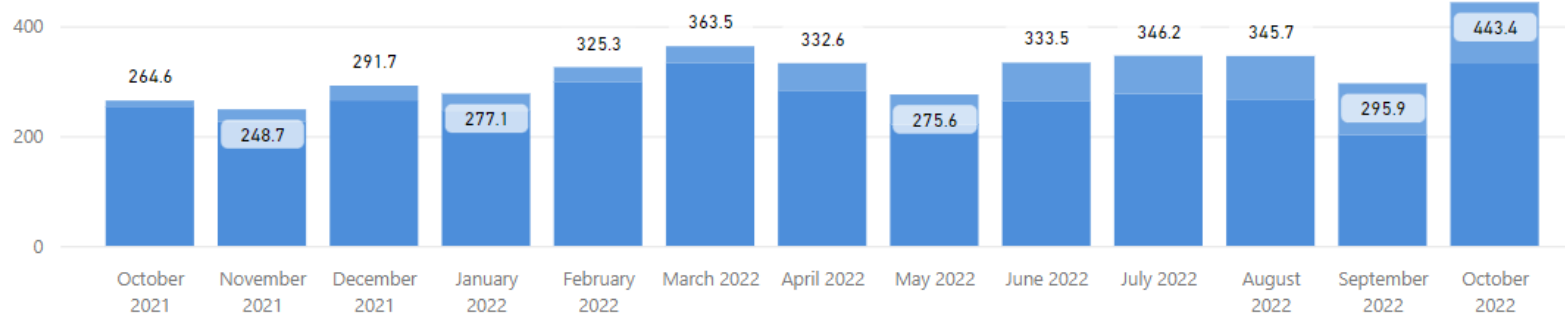
Date Range

10/1/2021

10/31/2022

Total TAT by Month

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



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

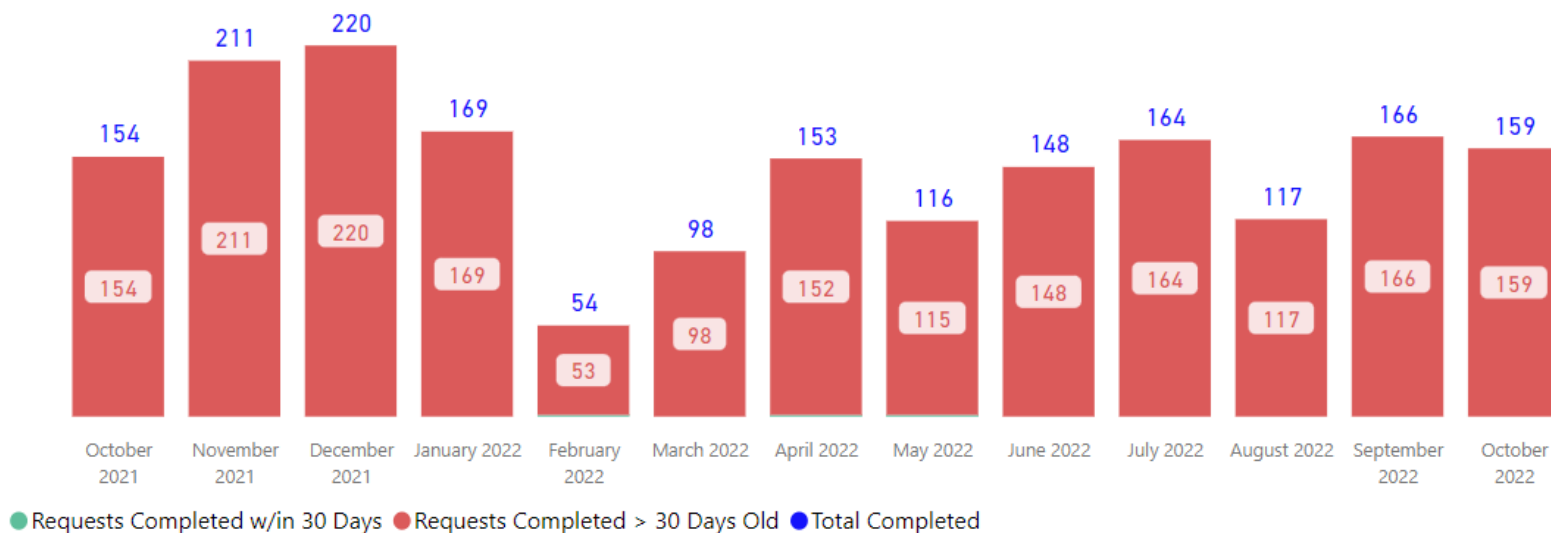
314.39

Total TAT (Rec'd-Compl.) Avg

52.26

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1929

Requests Completed

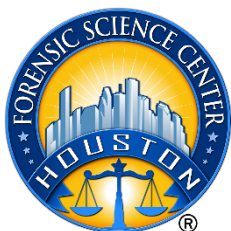
1926

Requests Completed > 30 Days Old

99.84 %

% Completed > 30 Days Old

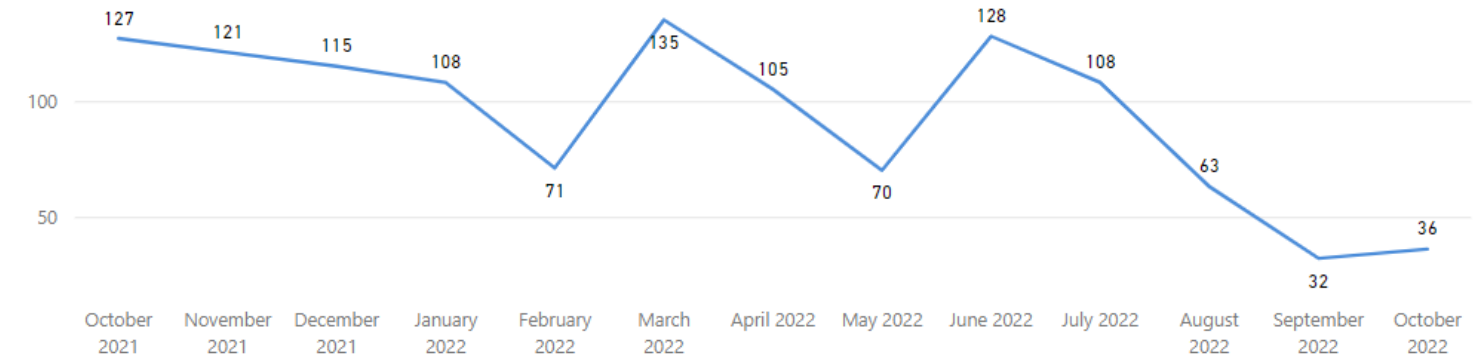
Requests more than 30 days old are considered to be backlogged requests



Service: Toxicology Priority Type: All

Received Filter: 10/1/2021 - 10/31/2022

Received by Month



Total Received

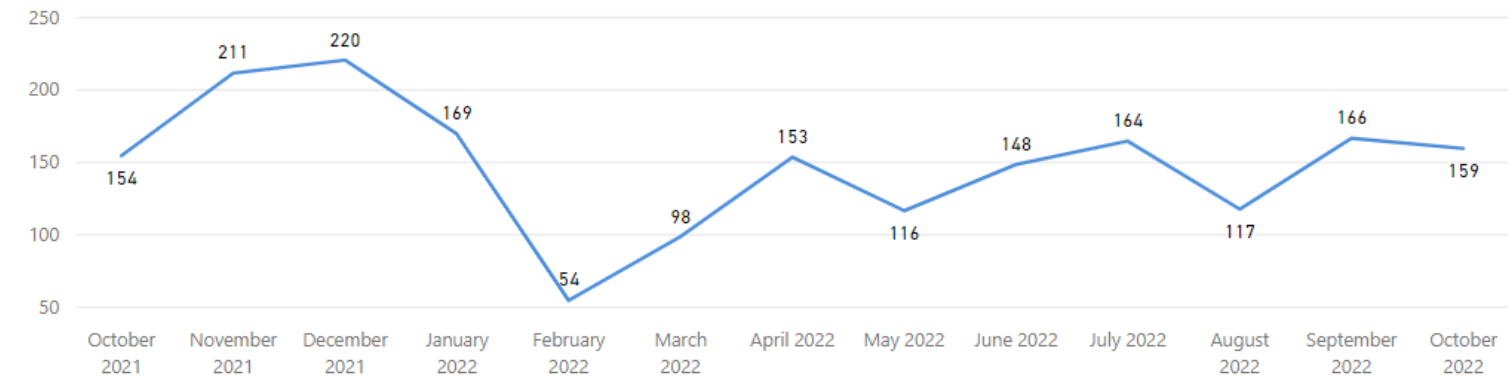
1,219

Received per Month (Avg)*

94

Completed Filter: 10/1/2021 - 10/31/2022

Completed by Month



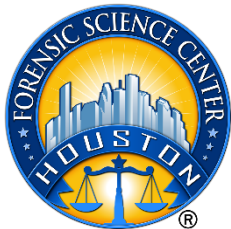
Total Completed

1,929

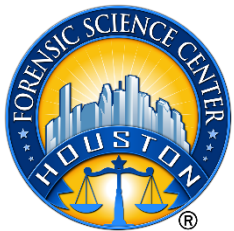
Completed per Month (Avg)*

148

* months with zero activity are not calculated into the average



Firearms



Service

Firearms Examination

Priority Type

All

Backlogged Requests: 184

Avg Age of Backlog (days): 205

Longest Time in Phase
(Pending)

Unassigned

431

Draft

371

Tech

7

Admin

0

of Unassigned

185!

Goal: 10 (-1750%)

Pending Draft

17!

Goal: 14 (-21.43%)

Pending Tech

4✓

Goal: 9 (+55.56%)

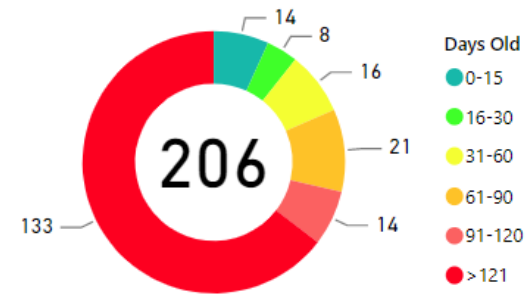
Pending Admin

0✓

Goal: 5 (+100%)

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

Pending Requests



Avg Age (days): 184

Overall TAT
(MTD)

188.1!

Goal: 40, 41

Overall TAT
(Past 90 Days)

99.8!

Goal: 40, 41

Analysis TAT
(MTD)

31.6✓

Goal: 40, 41

Analysis TAT
(Past 90 Days)

26.6✓

Goal: 40, 41

TAT by Phase of Work (MTD)



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

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

23

Received

26

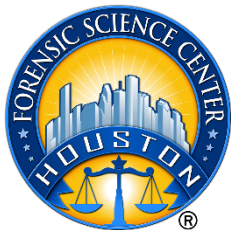
30 Day Avg (Over Past 90 Days)

Completed

36

Received

36

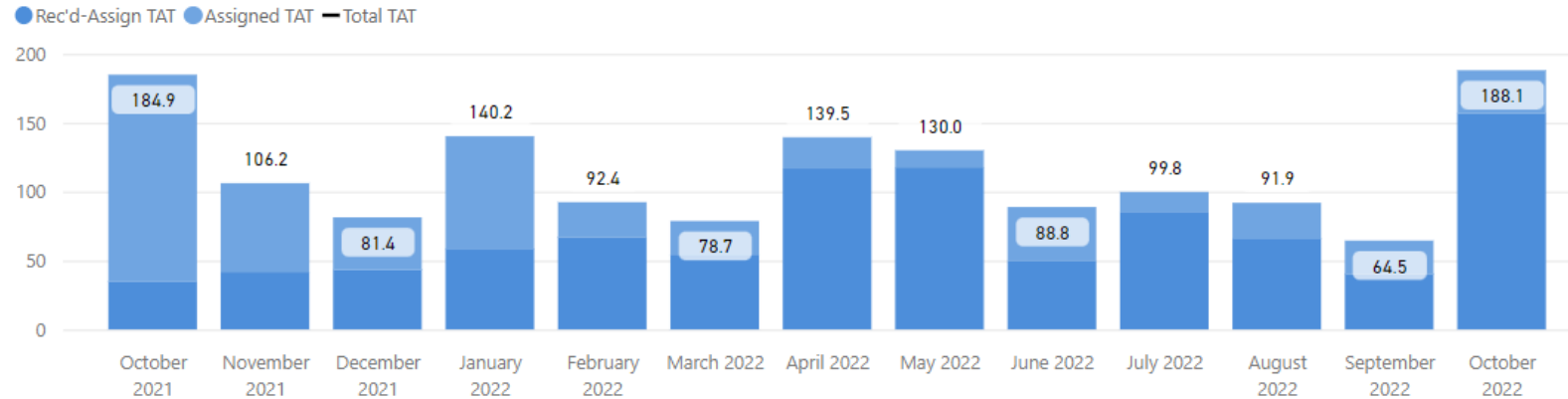


Date Range

10/1/2021

10/31/2022

Total TAT by Month



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

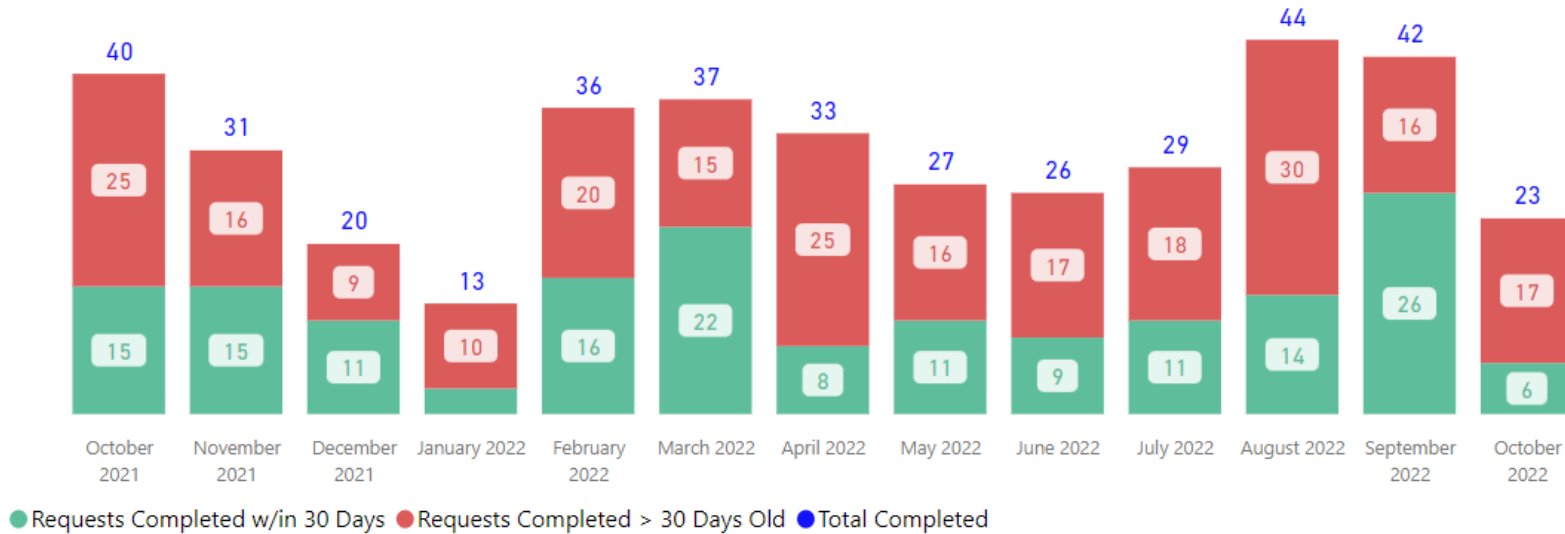
111.63

Total TAT (Rec'd-Compl.) Avg

42.54

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

401

Requests Completed

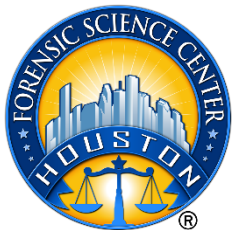
234

Requests Completed > 30 Days Old

58.35 %

% Completed > 30 Days Old

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



Service

Firearms Examination

Priority Type

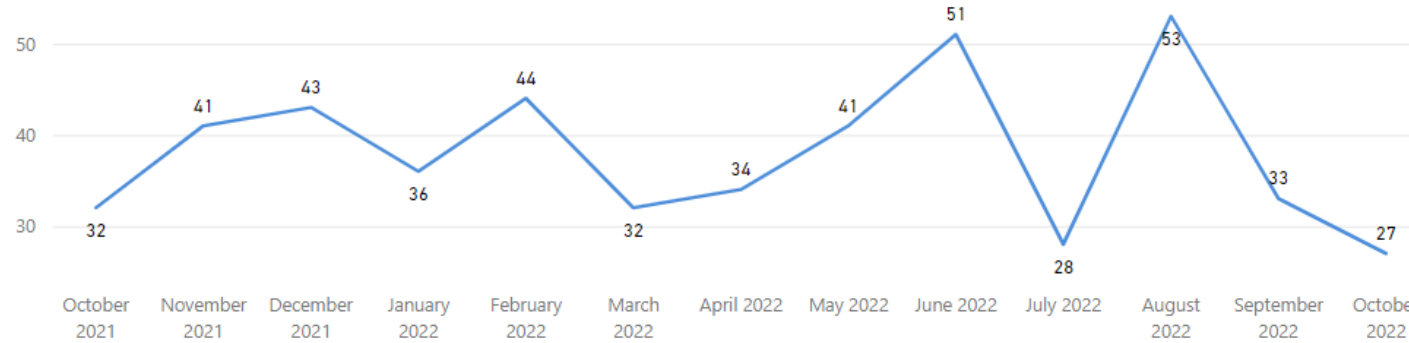
All

Received Filter

10/1/2021

10/31/2022

Received by Month



Total Received

495

Received per Month (Avg)*

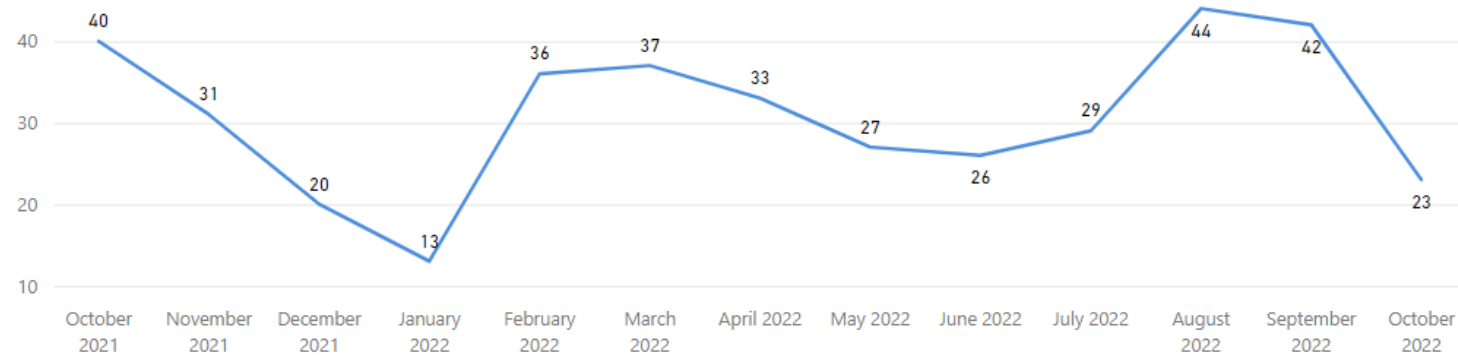
38

Completed Filter

10/1/2021

10/31/2022

Completed by Month



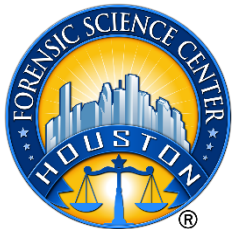
Total Completed

401

Completed per Month (Avg)*

31

* 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

21

Draft

5

Tech

10

Admin

3

of Unassigned

163!

Goal: 20 (-715%)

Pending Draft

41!

Goal: 35 (-17.14%)

Pending Tech

16✓

Goal: 20 (+20%)

Pending Admin

2✓

Goal: 20 (+90%)

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

Pending Requests



Avg Age (days): 8

Days Old

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

Overall TAT
(MTD)

11.3!

Goal: 7, 8

Overall TAT
(Past 90 Days)

10.4!

Goal: 7, 8

Analysis TAT
(MTD)

4.5✓

Goal: 7, 8

Analysis TAT
(Past 90 Days)

3.9✓

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

311

Received

426

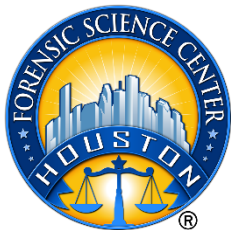
30 Day Avg (Over Past 90 Days)

Completed

414

Received

442



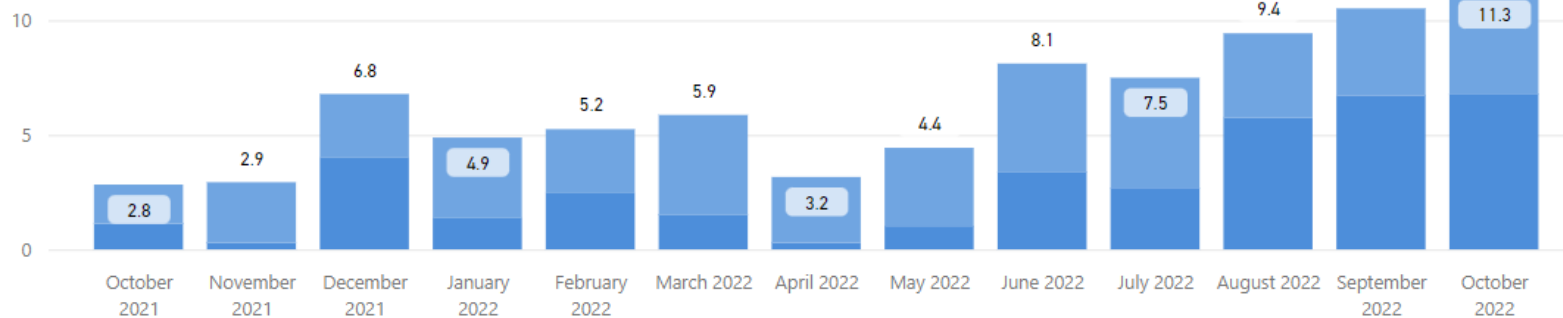
Date Range

10/1/2021

10/31/2022

Total TAT by Month

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



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

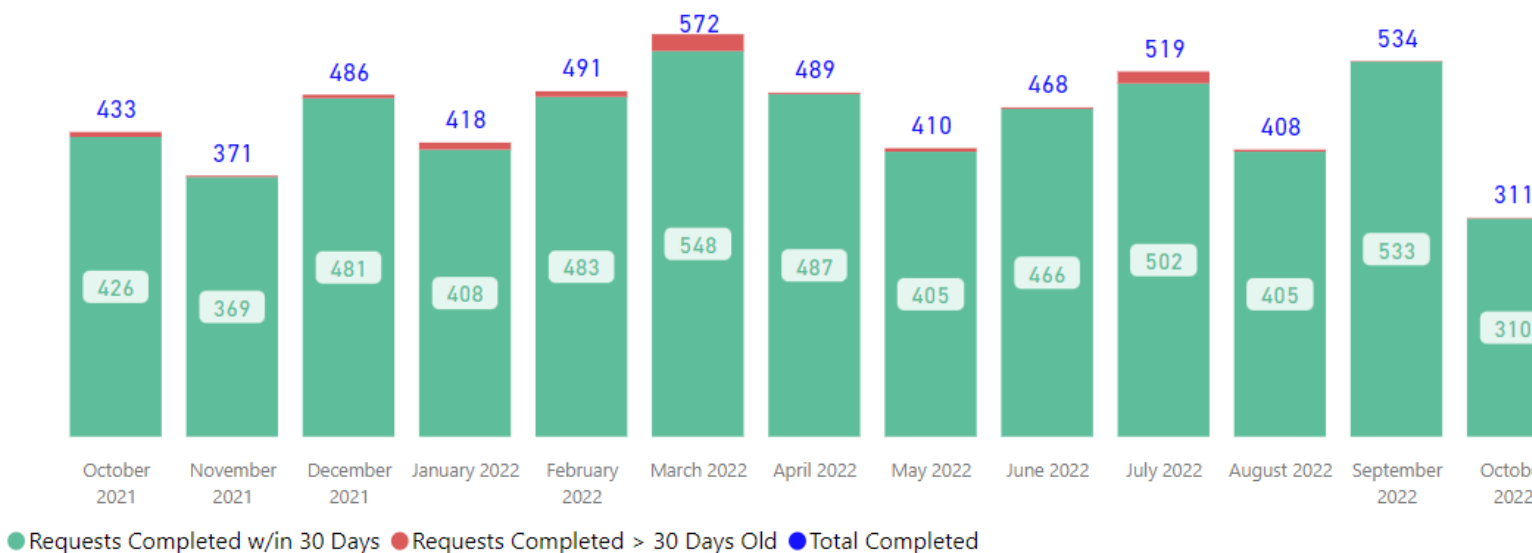
6.36

Total TAT (Rec'd-Compl.) Avg

3.53

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5910

Requests Completed

87

Requests Completed > 30 Days Old

1.47 %

% Completed > 30 Days Old

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



Service

Priority Type

NIBIN Only



All

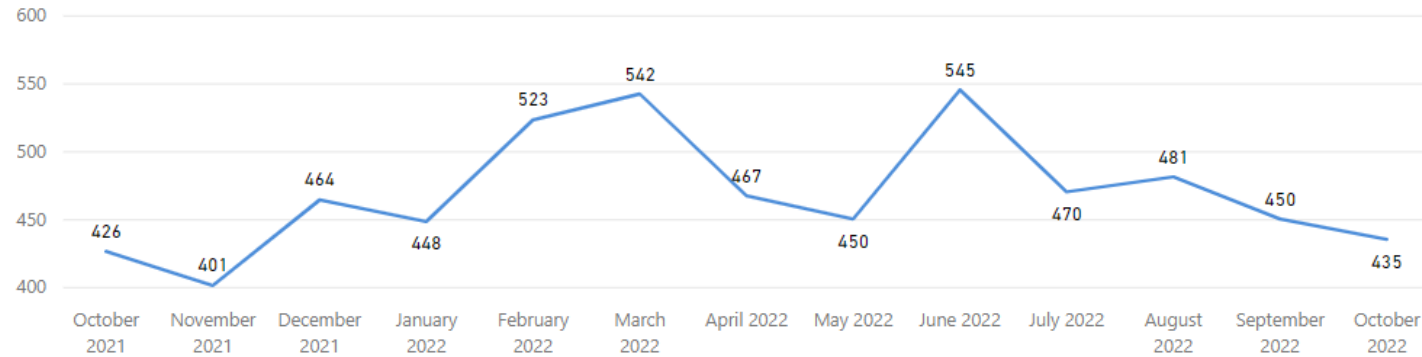


Received Filter

10/1/2021

10/31/2022

Received by Month



Total Received

6,102

Received per Month (Avg)*

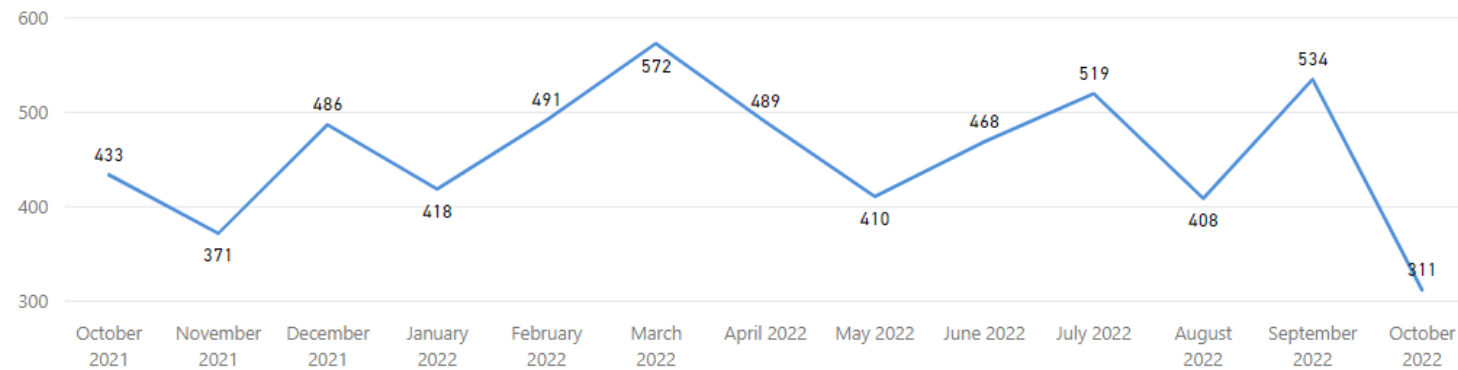
469

Completed Filter

10/1/2021

10/31/2022

Completed by Month



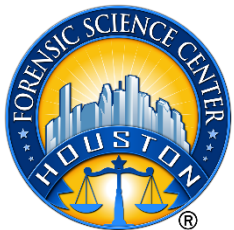
Total Completed

5,910

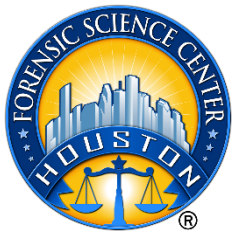
Completed per Month (Avg)*

455

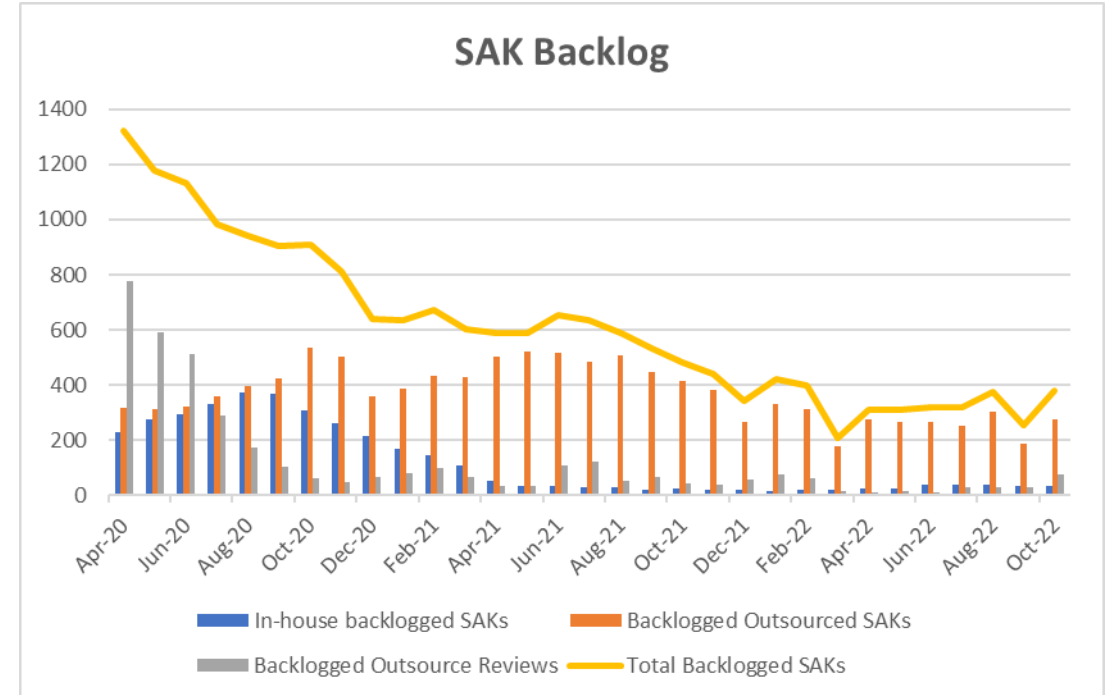
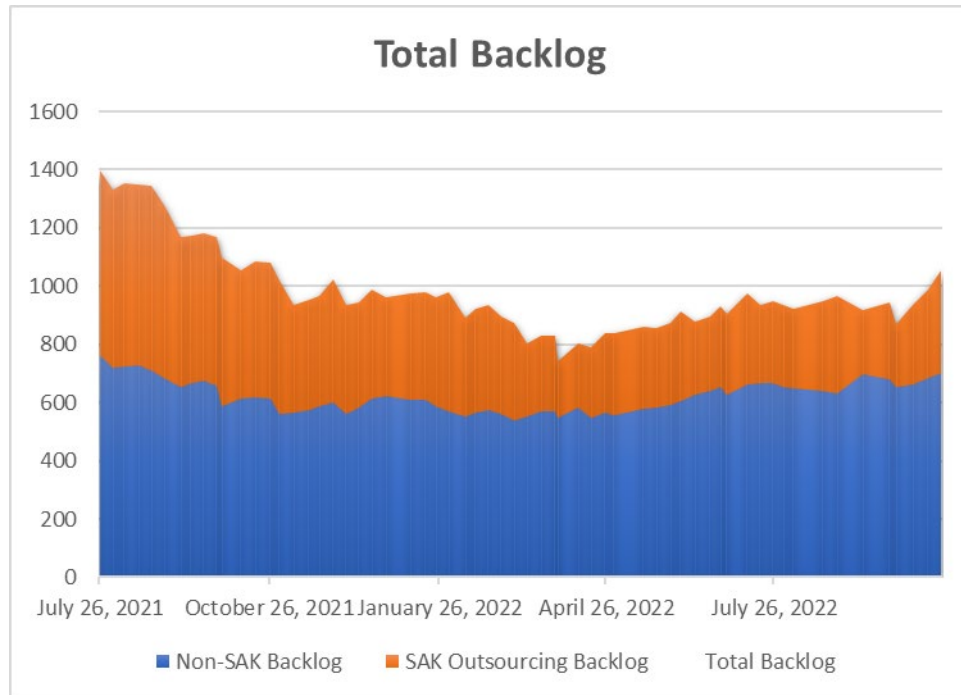
* months with zero activity are not calculated into the average



Forensic Biology



DNA Backlog Update



Section

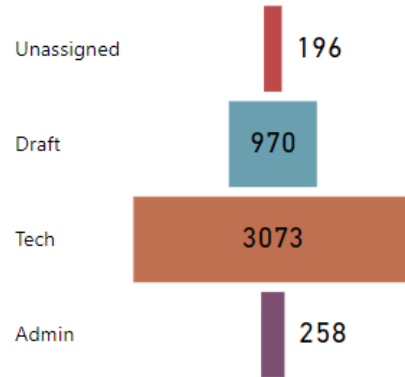
DNA

Request Type

All

Backlogged Requests: 560

Avg Age of Backlog (days): 206

Longest Time in Phase
(Pending)

of Unassigned

119!

Goal: 20 (-495%)

Pending Draft

404!

Goal: 24 (-1583.33%)

Pending Tech

69!

Goal: 24 (-187.5%)

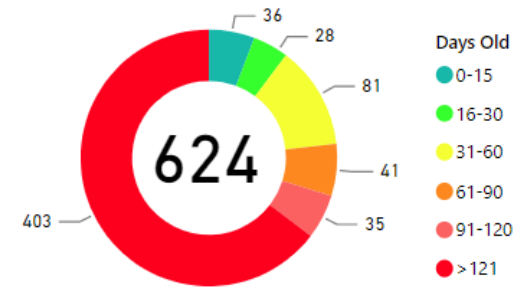
Pending Admin

32!

Goal: 20 (-60%)

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

Pending Requests



Avg Age (days): 186

Overall TAT
(MTD)

197.3!

Goal: 30, 31

Analysis TAT
(MTD)

182.4!

Goal: 30, 31

Overall TAT
(Past 90 Days)

191.0!

Goal: 30, 31

Analysis TAT
(Past 90 Days)

175.8!

Goal: 30, 31

TAT by Phase of Work (MTD)



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

Month to Date

Completed

94

Received

69

TAT by Phase of Work (Past 90 Days)



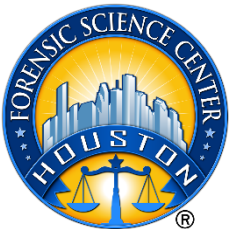
30 Day Avg (Over Past 90 Days)

Completed

102

Received

80

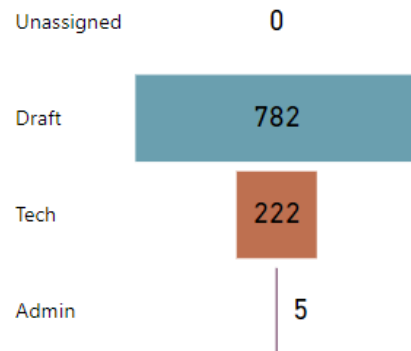


Section
DNA

Request Type
SAK

Backlogged Requests: 30
Avg Age of Backlog (days): 219

Longest Time in Phase (Pending)



of Unassigned

0✓

Goal: 20 (+100%)

Pending Draft

26!

Goal: 24 (-8.33%)

Pending Tech

5✓

Goal: 24 (+79.17%)

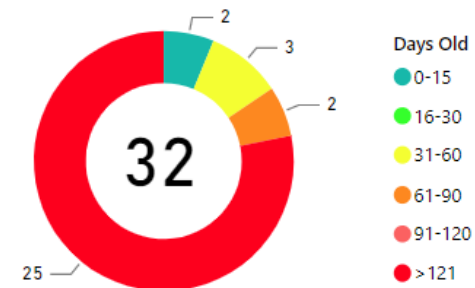
Pending Admin

1✓

Goal: 20 (+95%)

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

Pending Requests



Avg Age (days): 207

Overall TAT (MTD)

256.0!

Goal: 30, 31

Analysis TAT (MTD)

235.2!

Goal: 30, 31

Overall TAT (Past 90 Days)

192.1!

Goal: 30, 31

Analysis TAT (Past 90 Days)

179.8!

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

11

Received

2

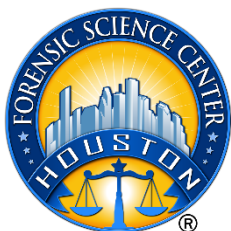
30 Day Avg (Over Past 90 Days)

Completed

7

Received

4



Section

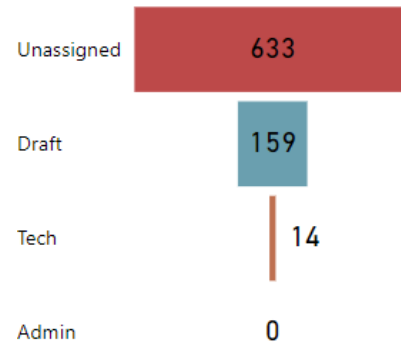
Outsourced - DNA

Request Type

All

Backlogged Requests: 247

Avg Age of Backlog (days): 120

Longest Time in Phase
(Pending)

of Unassigned

308!

Goal: 100 (-208%)

Pending Draft

3✓

Goal: 100 (+97%)

Pending Tech

28✓

Goal: 100 (+72%)

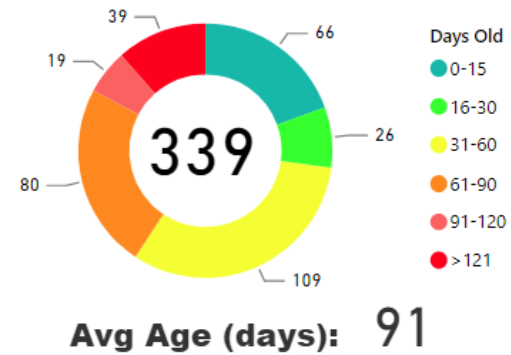
Pending Admin

0✓

Goal: 100 (+100%)

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

Pending Requests

Overall TAT
(MTD)

93.4✓

Goal: 100, 100

Analysis TAT
(MTD)

7.8✓

Goal: 100, 100

Overall TAT
(Past 90 Days)

120.0!

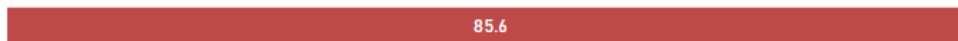
Goal: 100, 100

Analysis TAT
(Past 90 Days)

28.9✓

Goal: 100, 100

TAT by Phase of Work (MTD)



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

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

54

Received

94

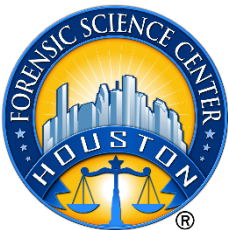
30 Day Avg (Over Past 90 Days)

Completed

91

Received

104



Section

Outsourced - Non-SAK

Request Type

All

Backlogged Requests: 144

Avg Age of Backlog (days): 73

Longest Tim
(Pending)

Unassigned

116

Draft

0

Tech

0

Admin

0

of Unassigned

190!

Goal: 100 (-90%)

Pending Draft

0✓

Goal: 100 (+100%)

Pending Tech

0✓

Goal: 100 (+100%)

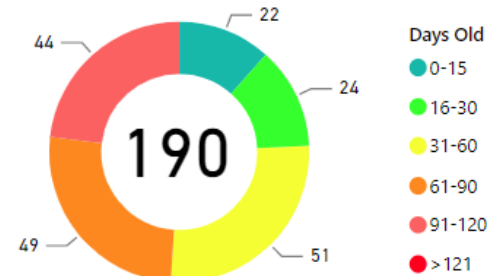
Pending Admin

0✓

Goal: 100 (+100%)

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

Pending Requests



Avg Age (days): 59

Overall TAT
(MTD)

NaN✓

Goal: 100, 100

Overall TAT
(Past 90 Days)

1.0✓

Goal: 100, 100

Analysis TAT
(MTD)

NaN✓

Goal: 100, 100

Analysis TAT
(Past 90 Days)

0.0✓

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

0

Recieved

46

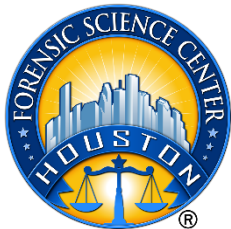
30 Day Avg (Over Past 90 Days)

Completed

0

Received

49



Section

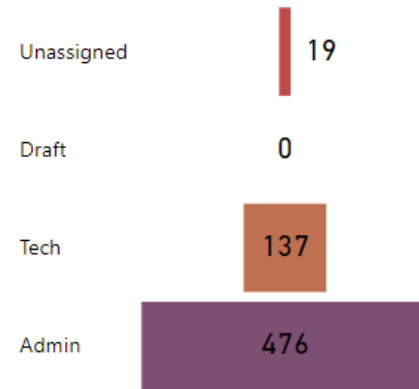
Outsource Technical Revi... ▾

Request Type

All ▾

Backlogged Requests: 64

Avg Age of Backlog (days): 84

Longest Time in Phase
(Pending)

of Unassigned

1✓

Goal: 100 (+99%)

Pending Draft

0✓

Goal: 100 (+100%)

Pending Tech

58✓

Goal: 100 (+42%)

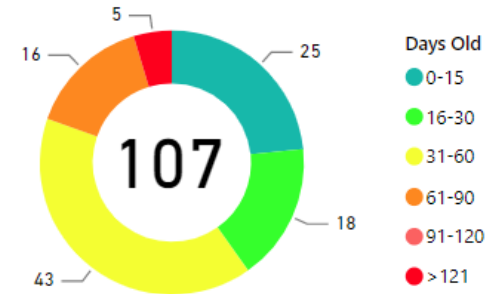
Pending Admin

48✓

Goal: 100 (+52%)

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

Pending Requests



Avg Age (days): 56

Overall TAT
(MTD)

99.3✓

Goal: 100, 100

Analysis TAT
(MTD)

99.3✓

Goal: 100, 100

Overall TAT
(Past 90 Days)

122.0!

Goal: 100, 100

Analysis TAT
(Past 90 Days)

112.5!

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

20

Received

44

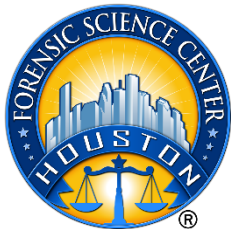
30 Day Avg (Over Past 90 Days)

Completed

14

Received

40



Date Range

10/1/2021

10/31/2022

Request Type

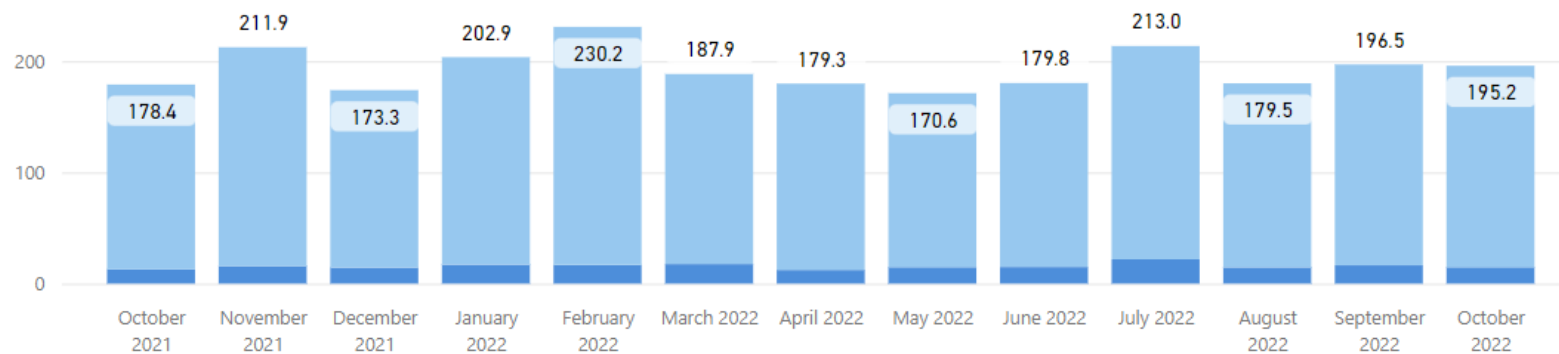
DNA

Request Type

All

Total TAT by Month

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



Selected Time Frame Averages

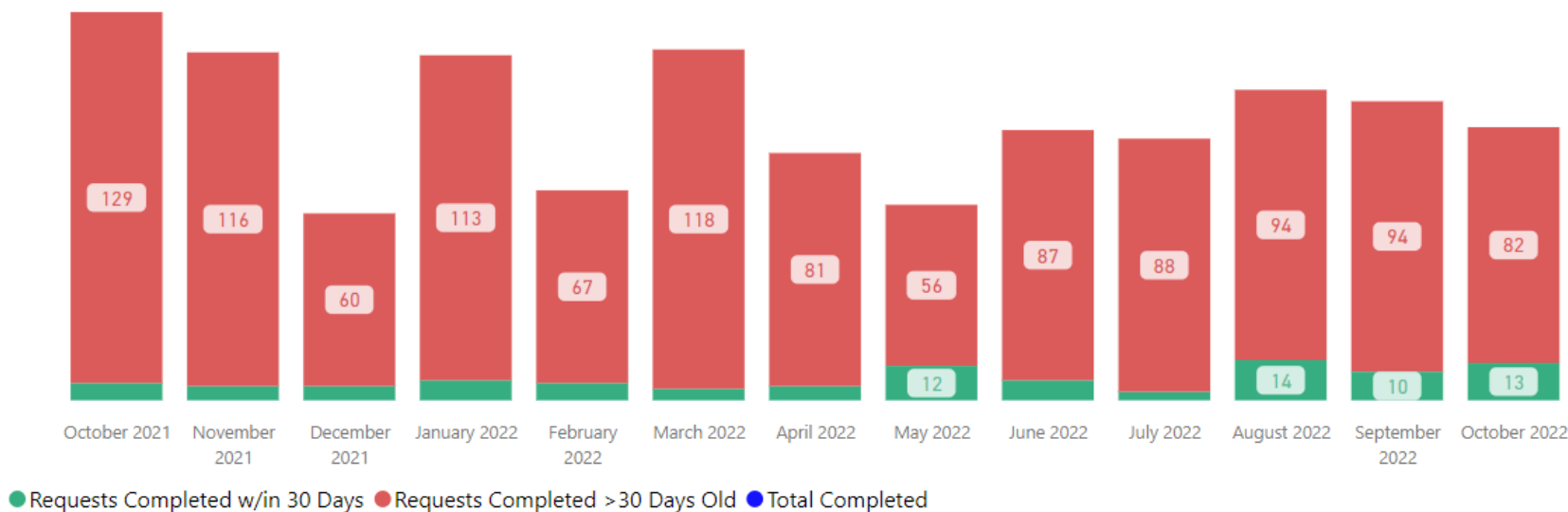
192.45

Total TAT (Rec'd-Compl.) Avg

177.22

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1282

Requests Completed

1185

Requests Completed > 30 Days

92.43 %

% Completed > 30 Days

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



Section

DNA

Request Type

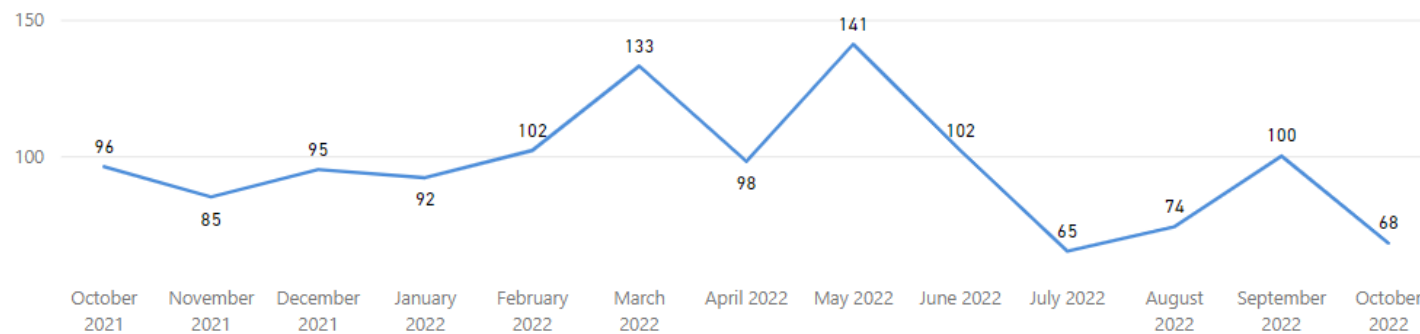
All

Received Filter

10/1/2021

10/31/2022

Received by Month



Total Received

1251

Received per Month (Avg)*

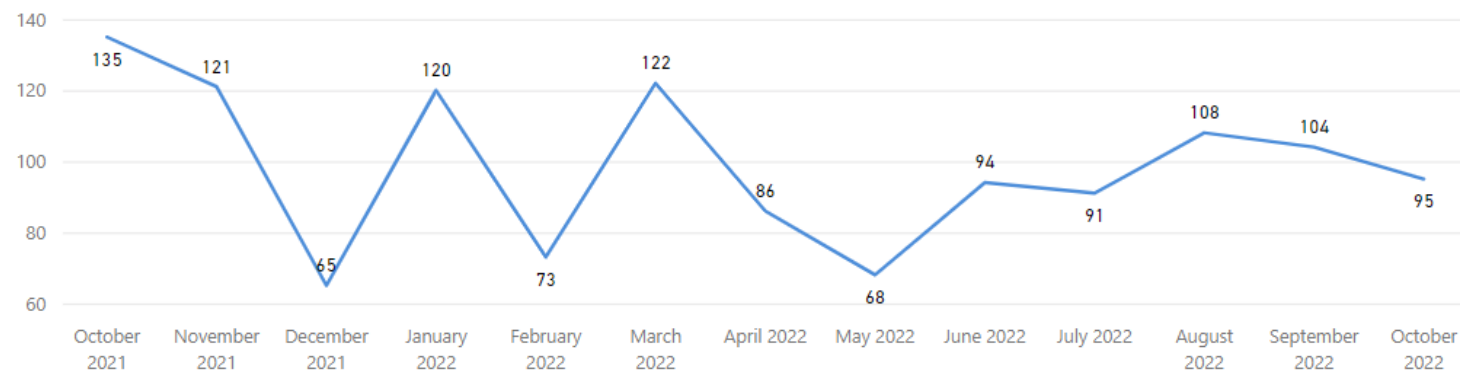
96

Completed Filter

10/1/2021

10/31/2022

Completed by Month



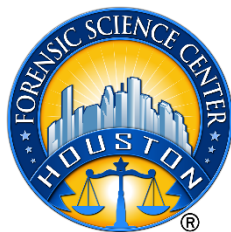
Total Completed

1282

Completed per Month (Avg)*

99

* months with zero activity are not calculated into the average



Section

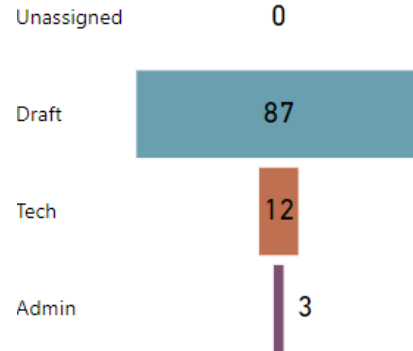
Screening

Request Type

All

Backlogged Requests: 14

Avg Age of Backlog (days): 51

Longest Time in Phase
(Pending)

of Unassigned

0✓

Goal: 10 (+100%)

Pending Draft

40!

Goal: 14 (-185.71%)

Pending Tech

5✓

Goal: 16 (+68.75%)

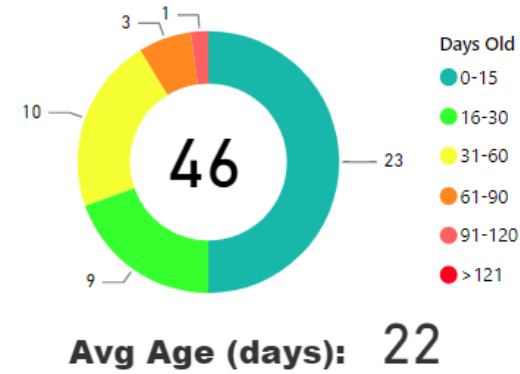
Pending Admin

1✓

Goal: 12 (+91.67%)

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

Pending Requests

Overall TAT
(MTD)

22.9!

Goal: 10, 11

Analysis TAT
(MTD)

22.9!

Goal: 10, 11

Overall TAT
(Past 90 Days)

25.2!

Goal: 10, 11

Analysis TAT
(Past 90 Days)

25.1!

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

72

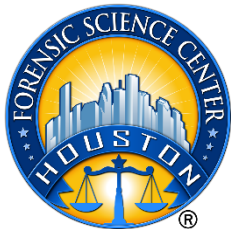
30 Day Avg (Over Past 90 Days)

Completed

90

Received

82

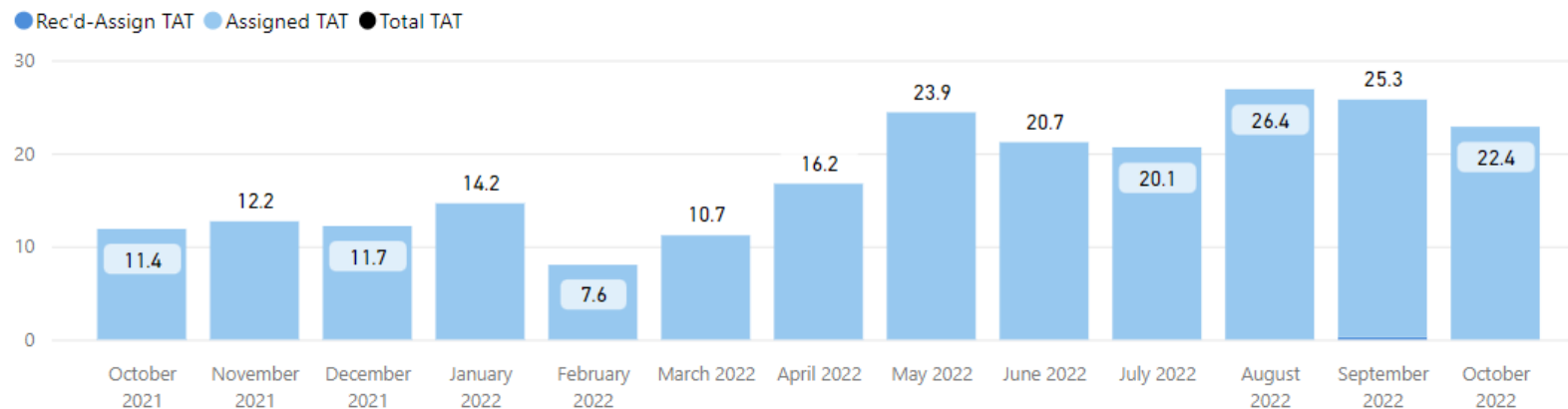


Date Range

10/1/2021

10/31/2022

Total TAT by Month



Request Type

Screening

Request Type

All

Selected Time Frame Averages

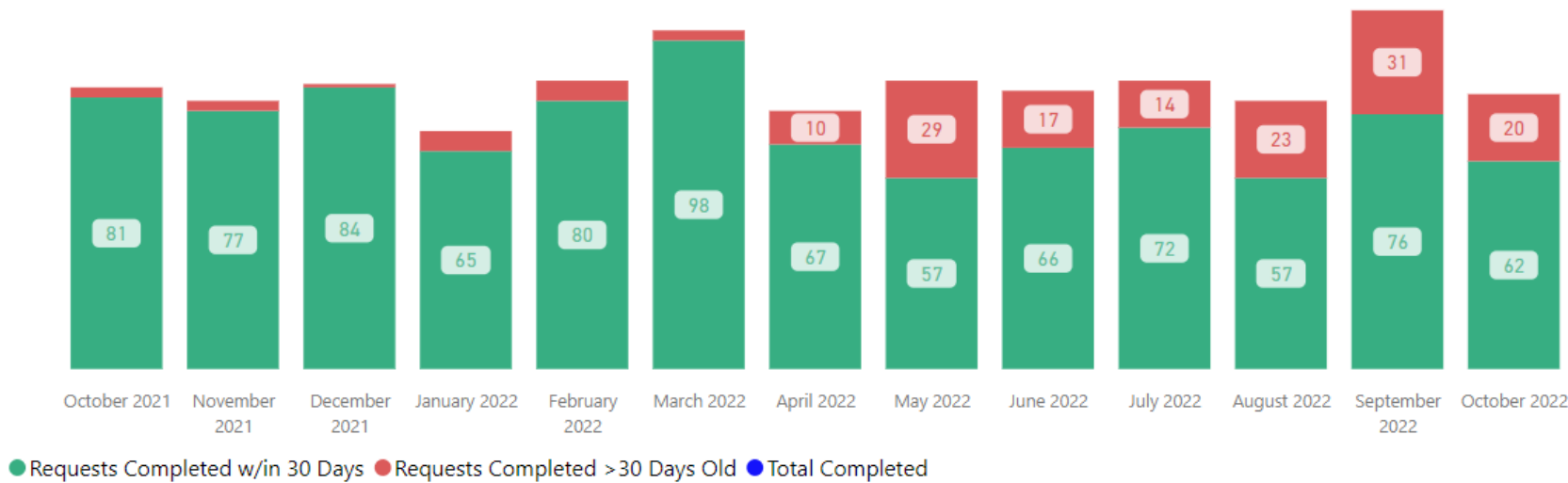
17.23

Total TAT (Rec'd-Compl.) Avg

17.68

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1108

Requests Completed

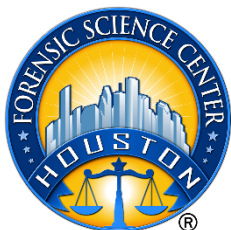
166

Requests Completed > 30 Days

14.98 %

% Completed > 30 Days

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



Section

Screening

Request Type

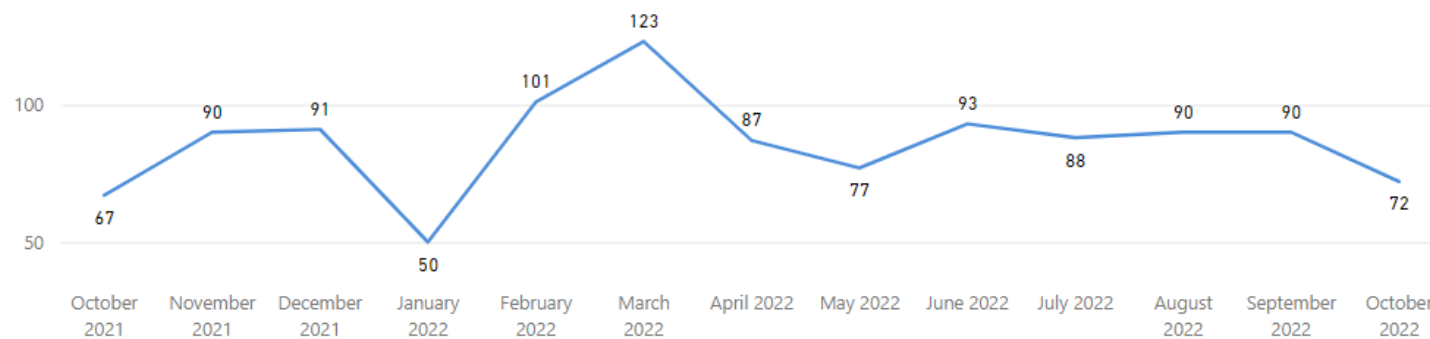
All

Received Filter

10/1/2021

10/31/2022

Received by Month



Total Received

1119

Received per Month (Avg)*

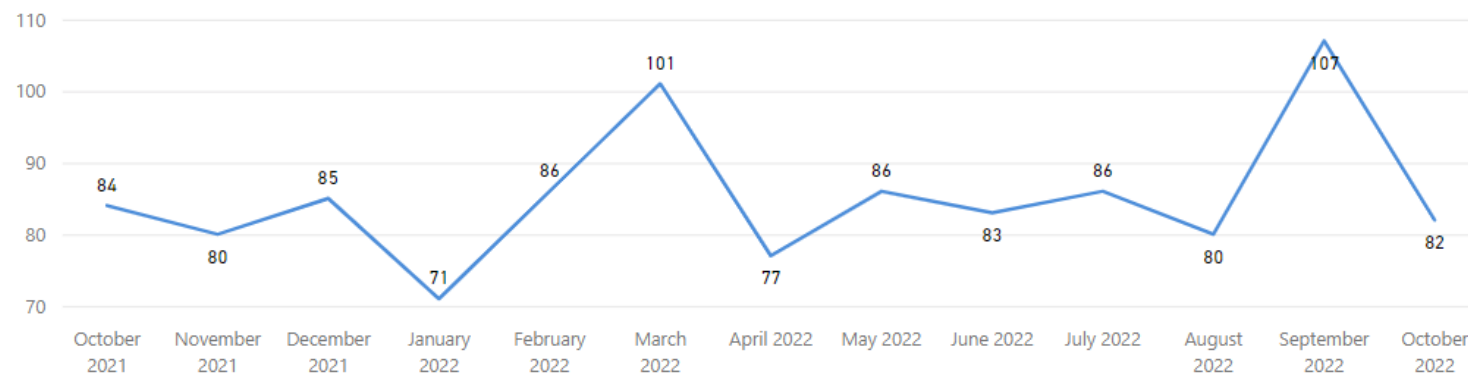
86

Completed Filter

10/1/2021

10/31/2022

Completed by Month



Total Completed

1108

Completed per Month (Avg)*

85

* months with zero activity are not calculated into the average



Section

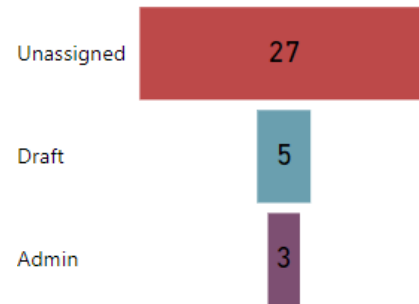
CODIS

CODIS Hit Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase
(Pending)

of Unassigned

86✓

Goal: 100 (+14%)

Pending Draft

114!

Goal: 20 (-470%)

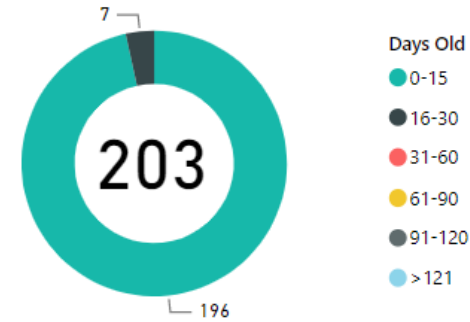
Pending Admin

3✓

Goal: 15 (+80%)

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

Pending Requests



Avg Age (days): 5

Overall TAT
(MTD)

6.8✓

Goal: 30, 31

Analysis TAT
(MTD)

2.6✓

Goal: 30, 31

Overall TAT
(Past 90 Days)

9.5✓

Goal: 30, 31

Analysis TAT
(Past 90 Days)

4.2✓

Goal: 30, 31

TAT by Phase of Work (MTD)



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

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

301

Received

450

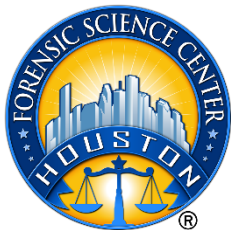
30 Day Avg (Over Past 90 Days)

Completed

277

Received

310



Date Range

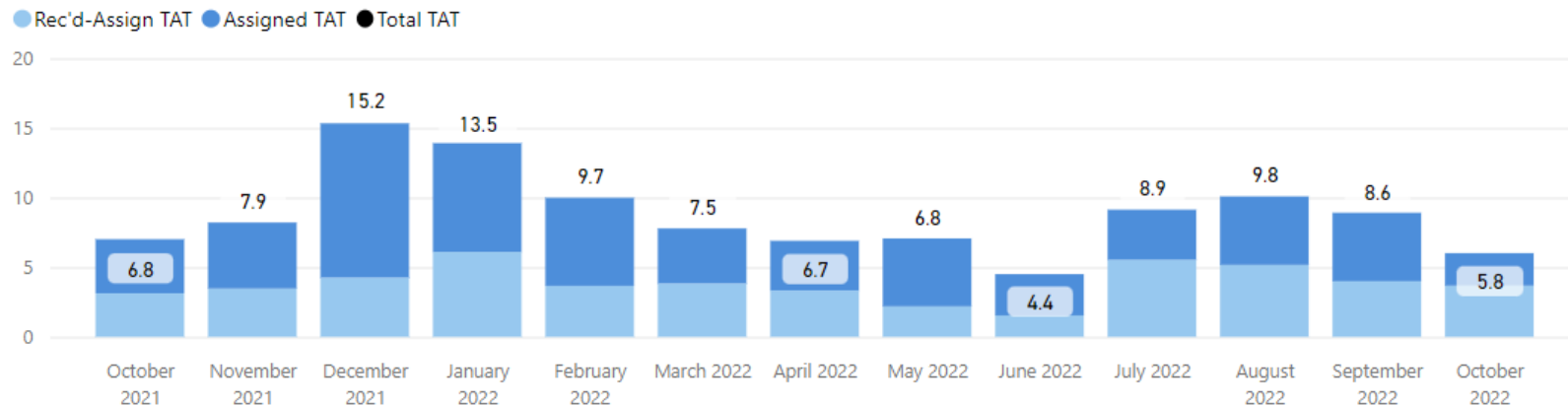
10/1/2021

10/31/2022

Request Type

CODIS

Total TAT by Month



Selected Time Frame Averages

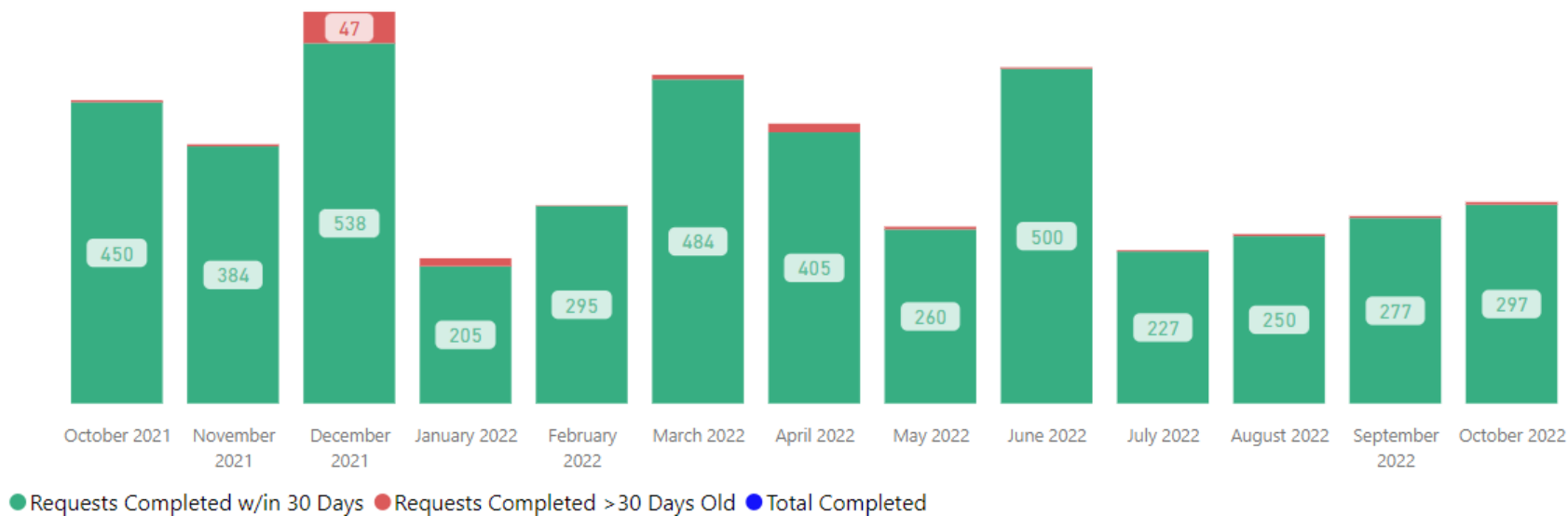
8.54

Total TAT (Rec'd-Compl.) Avg

5.13

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

4676

Requests Completed

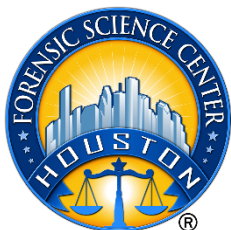
104

Requests Completed > 30 Days

2.22 %

% Completed > 30 Days

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



Section

CODIS

Hit Type

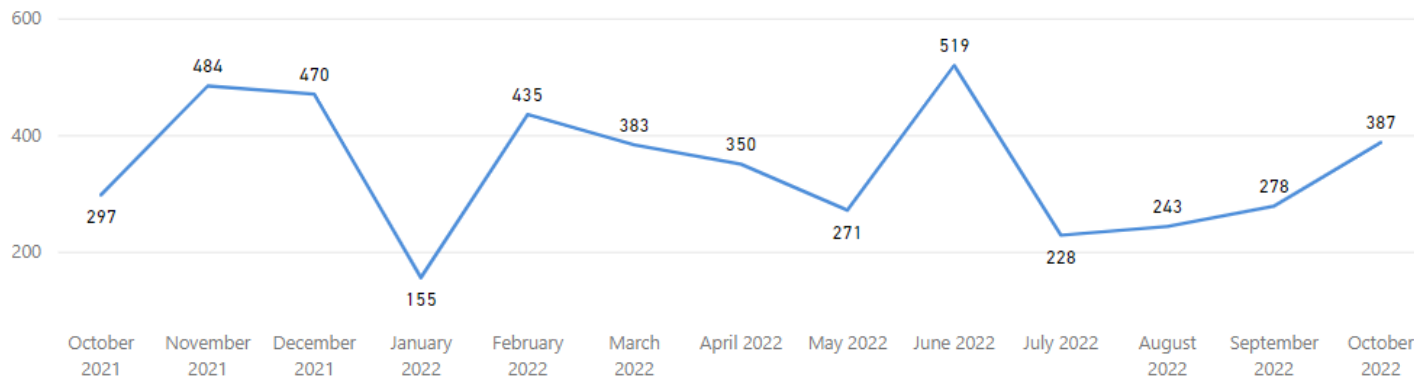
All

Received Filter

10/1/2021

10/31/2022

Received by Month



Total Received

4500

Received per Month (Avg)*

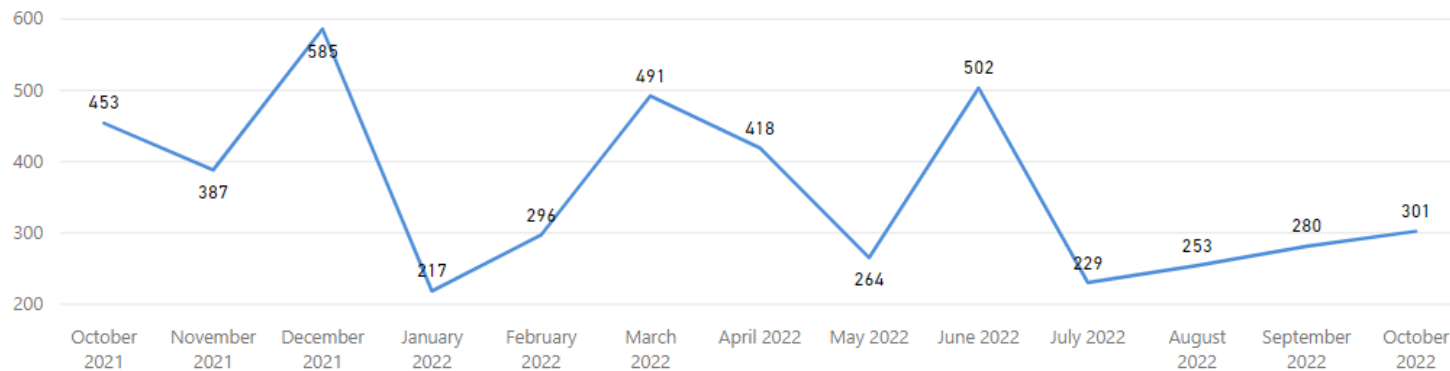
346

Completed Filter

10/1/2021

10/31/2022

Completed by Month



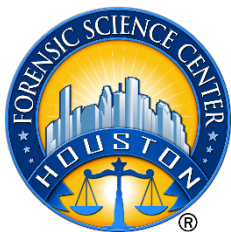
Total Completed

4676

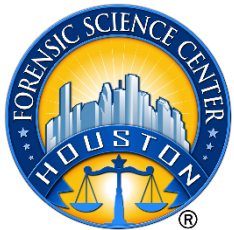
Completed per Month (Avg)*

360

* months with zero activity are not calculated into the average



Latent Prints



Service

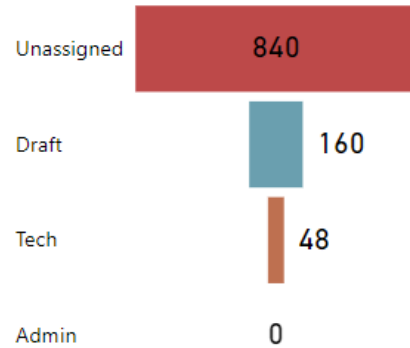
Latent Comparison

Priority Type

All

Backlogged Requests: 1047

Avg Age of Backlog (days): 525

Longest Time in Phase
(Pending)

of Unassigned

1089!

Goal: 230 (-373.48%)

Pending Draft

23✓

Goal: 50 (+54%)

Pending Tech

4✓

Goal: 50 (+92%)

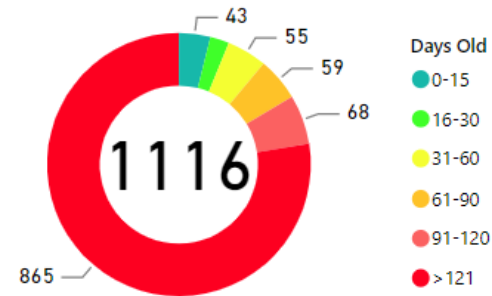
Pending Admin

0✓

Goal: 50 (+100%)

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

Pending Requests



Avg Age (days): 493

Overall TAT
(MTD)

572.9!

Goal: 45, 46

Overall TAT
(Past 90 Days)

456.1!

Goal: 45, 46

Analysis TAT
(MTD)

4.8✓

Goal: 45, 46

Analysis TAT
(Past 90 Days)

5.6✓

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

178

Received

90

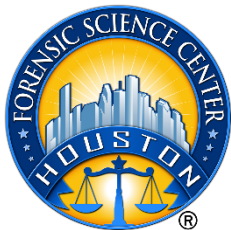
30 Day Avg (Over Past 90 Days)

Completed

190

Received

94



Date Range

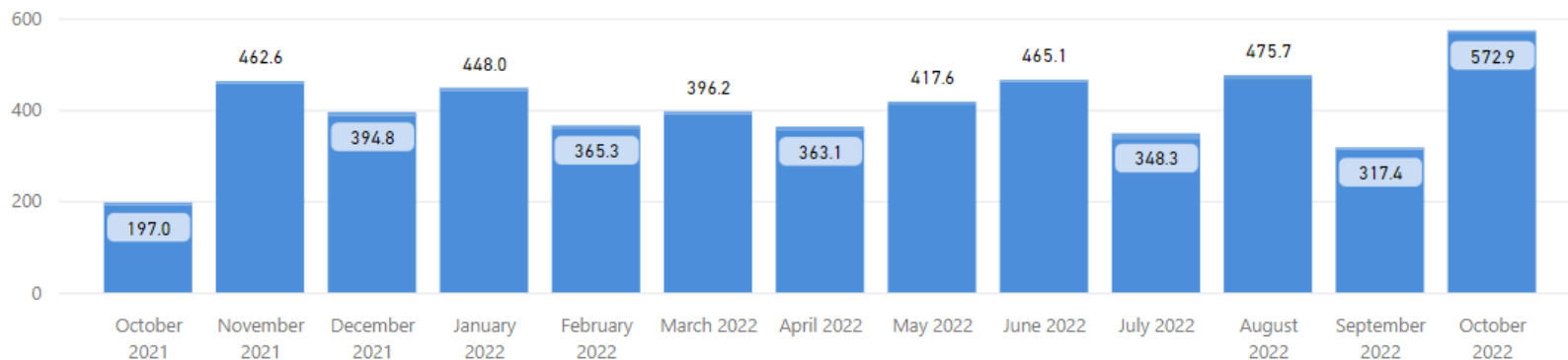
10/1/2021

10/31/2022

Total TAT by Month

✈️ 📄 🔍 🗂️ ...

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



Request Type

Latent Comparison ▼

Priority Type

All ▼

Selected Time Frame Averages

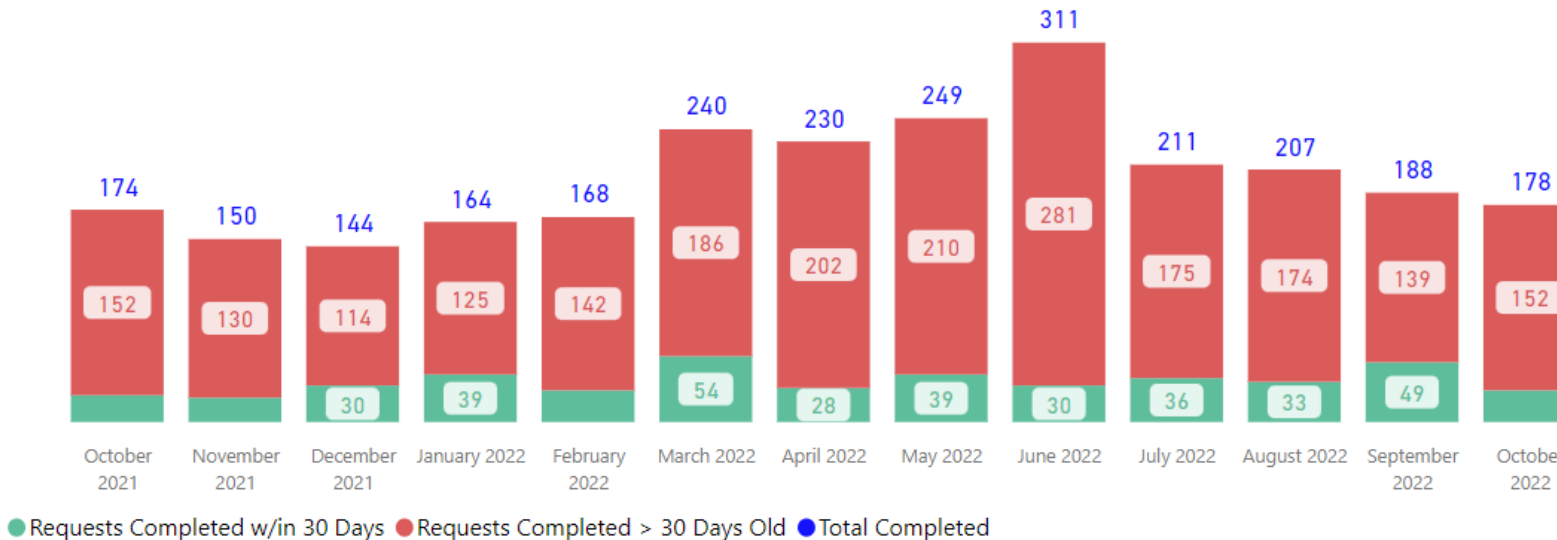
404.05

Total TAT (Rec'd-Compl.) Avg

6.51

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2614

Requests Completed

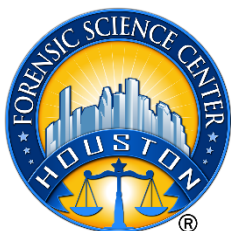
2182

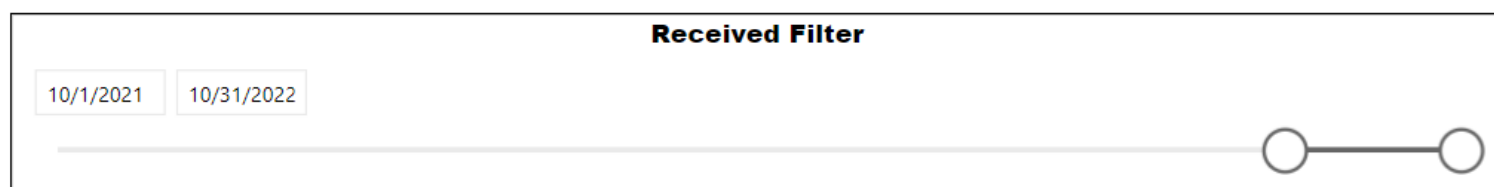
Requests Completed > 30 Days Old

83.47 %

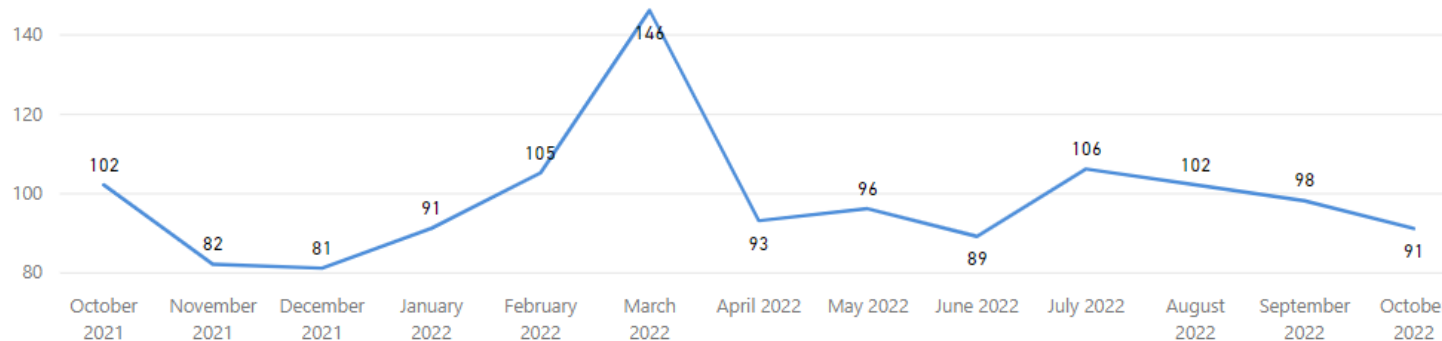
% Completed > 30 Days Old

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





Received by Month

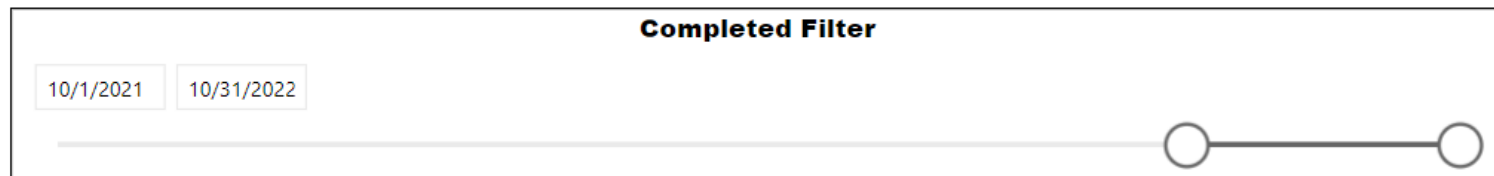


Total Received

1,282

Received per Month (Avg)*

99



Completed by Month



Total Completed

2,614

Completed per Month (Avg)*

201

* months with zero activity are not calculated into the average



Service

Latent Processing

Priority Type

All

Backlogged Requests: 758

Avg Age of Backlog (days): 555

Longest Time in Phase
(Pending)

Unassigned

1104

Draft

759

Tech

0

Admin

0

of Unassigned

776!

Goal: 50 (-1452%)

Pending Draft

2✓

Goal: 30 (+93.33%)

Pending Tech

0✓

Goal: 30 (+100%)

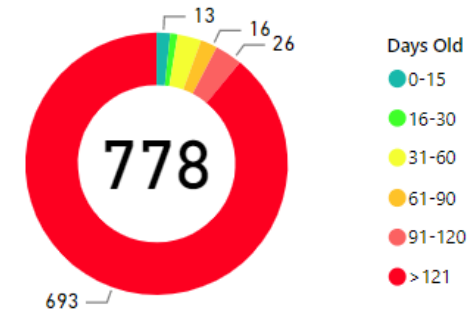
Pending Admin

0✓

Goal: 30 (+100%)

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

Pending Requests



Avg Age (days): 541

Overall TAT
(MTD)

152.3!

Goal: 30, 31

Overall TAT
(Past 90 Days)

132.5!

Goal: 30, 31

Analysis TAT
(MTD)

10.5✓

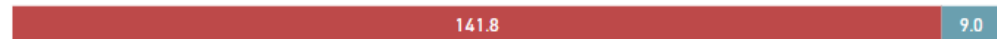
Goal: 30, 31

Analysis TAT
(Past 90 Days)

17.9✓

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

8

Received

21

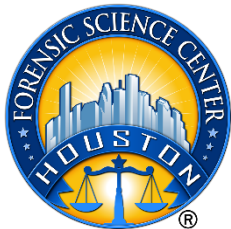
30 Day Avg (Over Past 90 Days)

Completed

18

Received

27

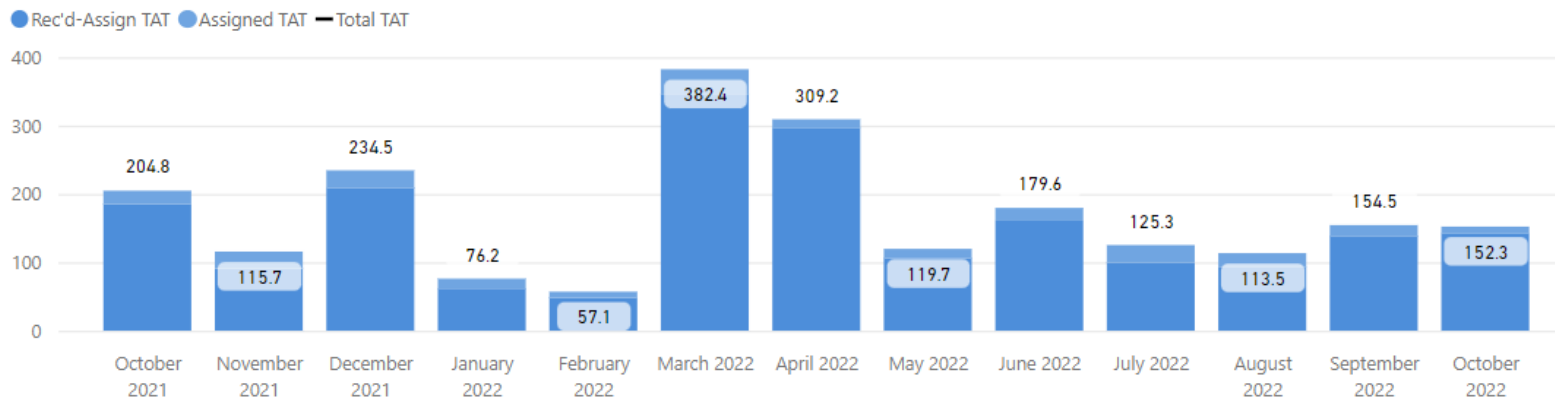


Date Range

10/1/2021

10/31/2022

Total TAT by Month



Request Type

Latent Processing

Priority Type

All

Selected Time Frame Averages

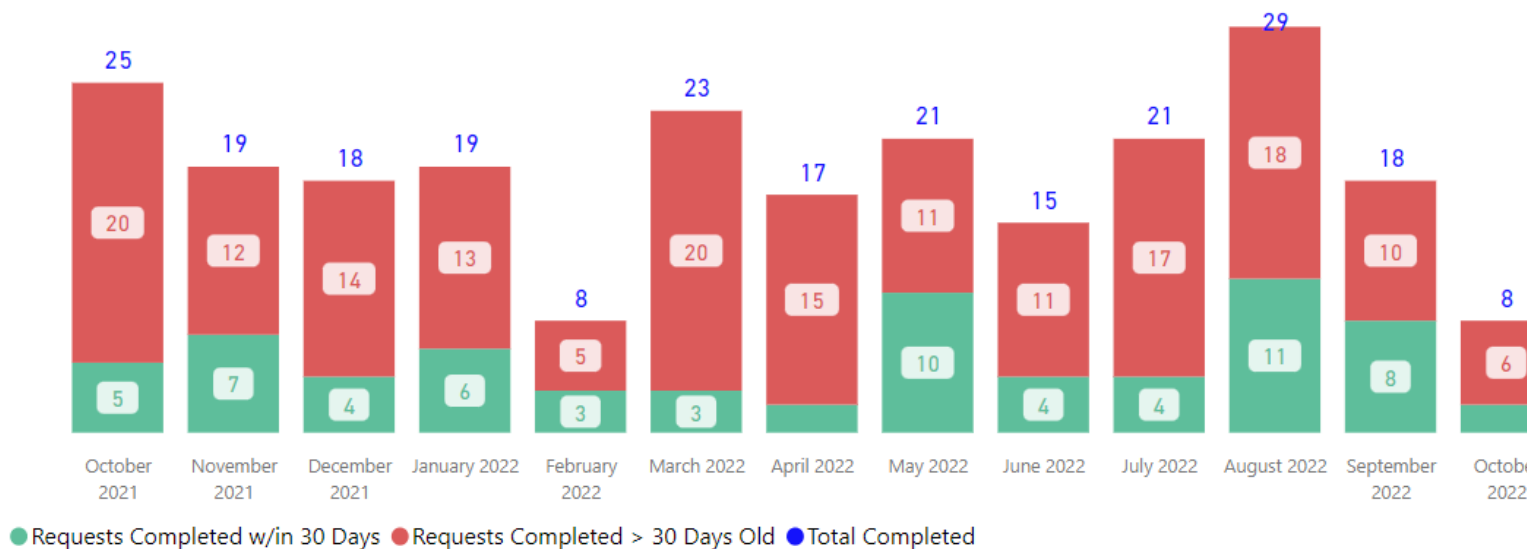
176.86

Total TAT (Rec'd-Compl.) Avg

20.56

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

241

Requests Completed

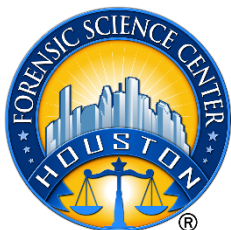
172

Requests Completed > 30 Days Old

71.37 %

% Completed > 30 Days Old

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



Service
Latent Processing

Priority Type
All

Received Filter

10/1/2021 10/31/2022

Received by Month



Total Received

422

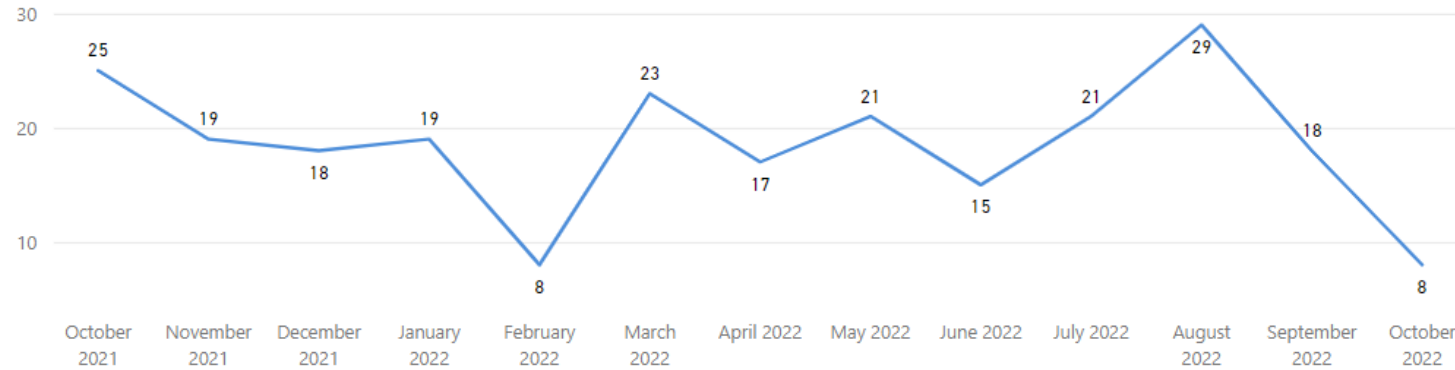
Received per Month (Avg)*

32

Completed Filter

10/1/2021 10/31/2022

Completed by Month



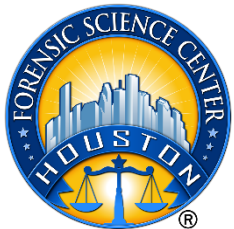
Total Completed

241

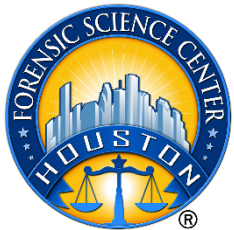
Completed per Month (Avg)*

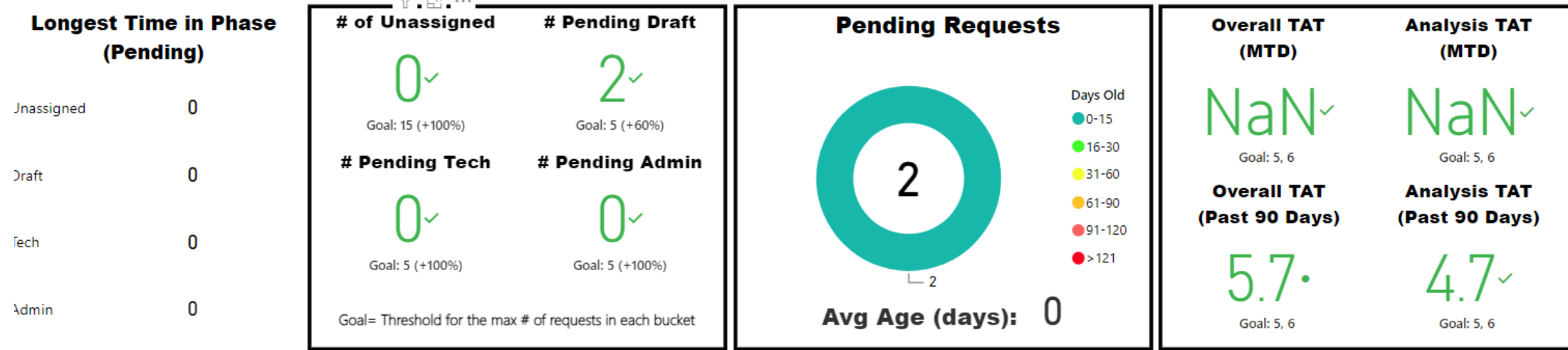
19

* months with zero activity are not calculated into the average



Digital Multi-Media





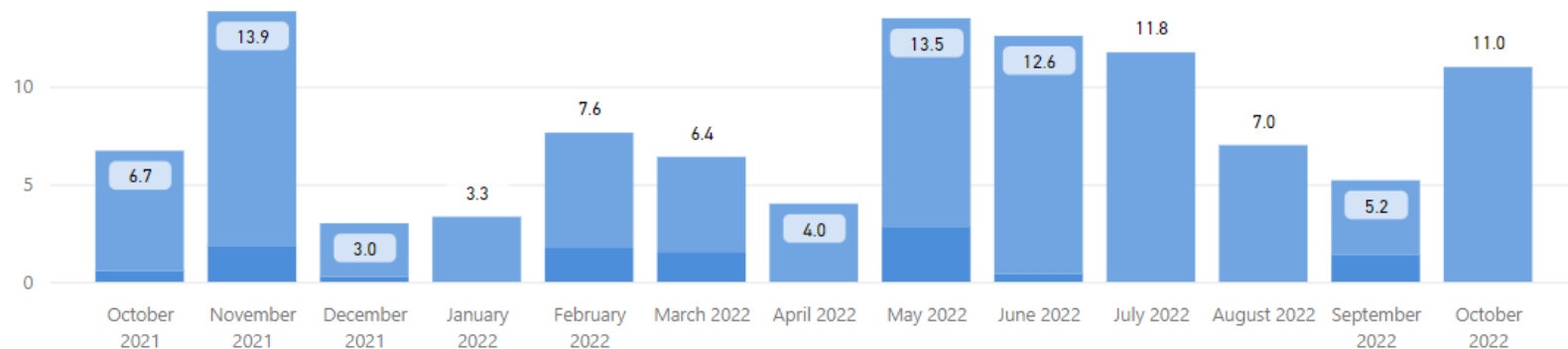
Date Range

10/1/2021

10/31/2022

Total TAT by Month

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



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

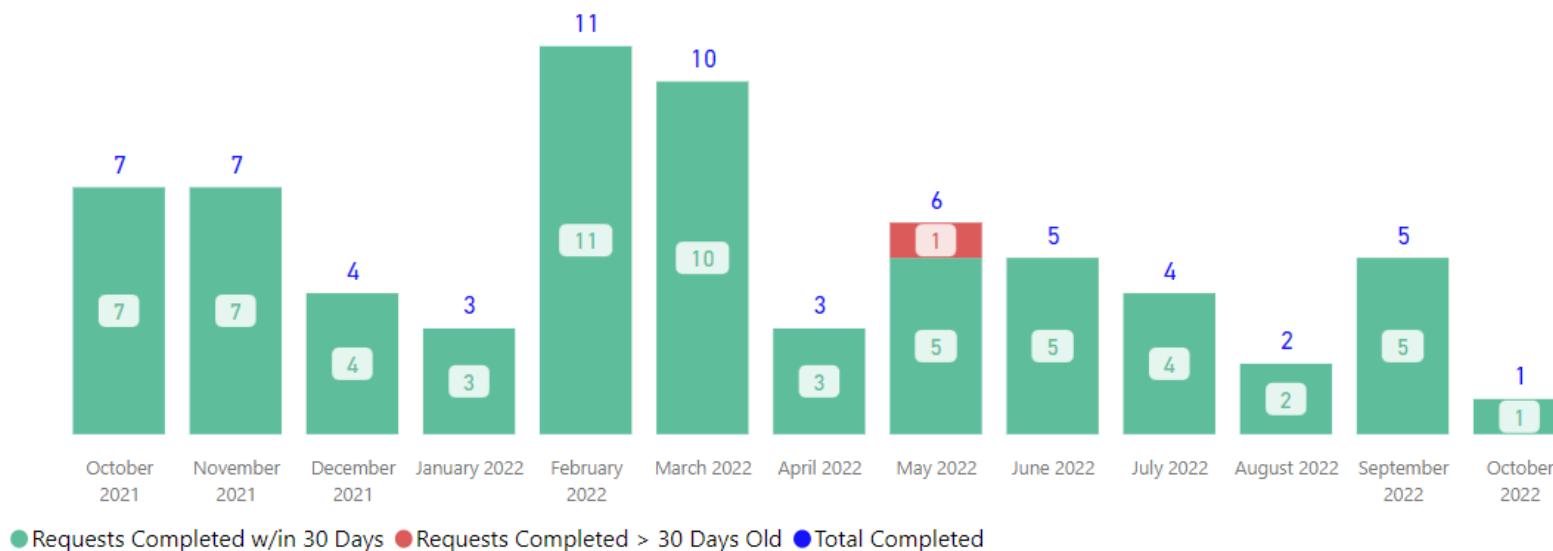
8.35

Total TAT (Rec'd-Compl.) Avg

7.21

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

68

Requests Completed

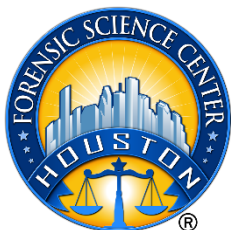
1

Requests Completed > 30 Days Old

1.47 %

% Completed > 30 Days Old

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



Service

Priority Type

AV Call Out



All



Received Filter

10/1/2021

10/31/2022

Received by Month



Total Received

69

Received per Month (Avg)*

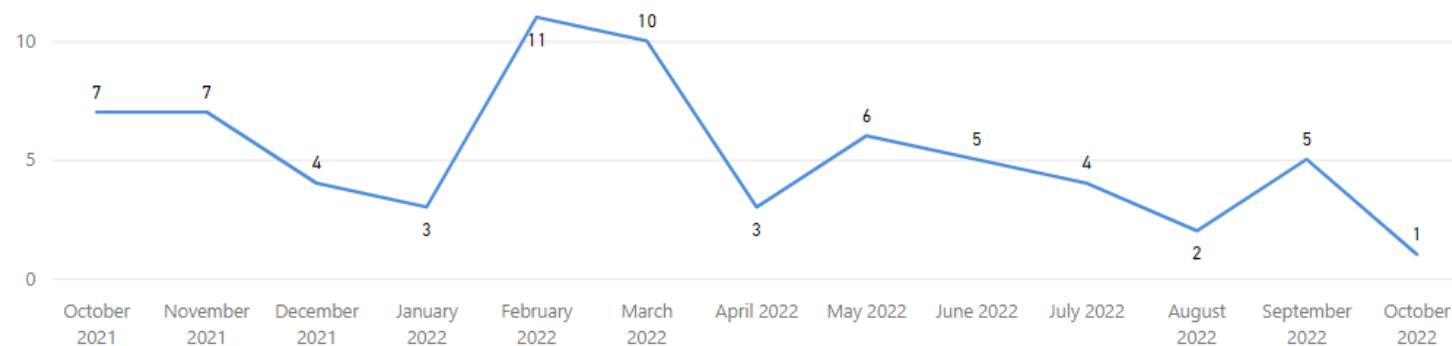
5

Completed Filter

10/1/2021

10/31/2022

Completed by Month



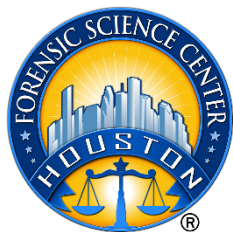
Total Completed

68

Completed per Month (Avg)*

5

* months with zero activity are not calculated into the average



Service

AV Examination

Priority Type

All

Backlogged Requests: 2

Avg Age of Backlog (days): 65

Longest Time in Phase
(Pending)

Unassigned

27

Draft

53

Tech

0

Admin

0

of Unassigned

3✓

Goal: 15 (+80%)

Pending Draft

2✓

Goal: 5 (+60%)

Pending Tech

0✓

Goal: 5 (+100%)

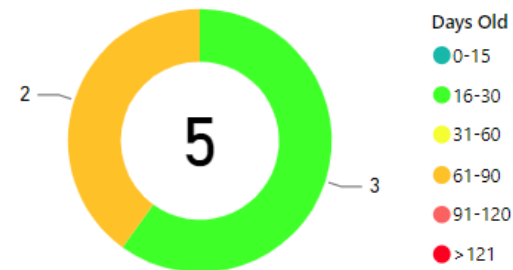
Pending Admin

0✓

Goal: 5 (+100%)

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

Pending Requests



Avg Age (days): 42

Overall TAT
(MTD)

73.3!

Goal: 45, 46

Overall TAT
(Past 90 Days)

46.0•

Goal: 45, 46

Analysis TAT
(MTD)

62.9!

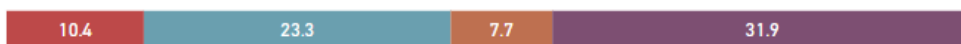
Goal: 45, 46

Analysis TAT
(Past 90 Days)

33.6✓

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

7

Received

3

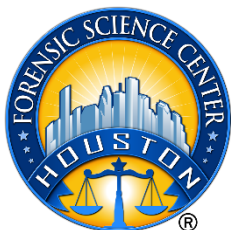
30 Day Avg (Over Past 90 Days)

Completed

6

Received

5



Date Range

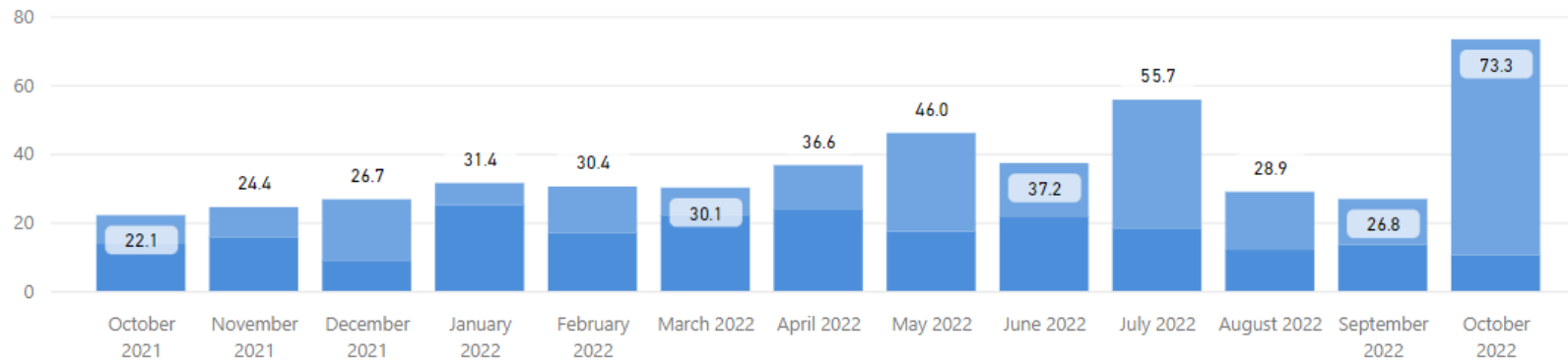
10/1/2021

10/31/2022

Total TAT by Month



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



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

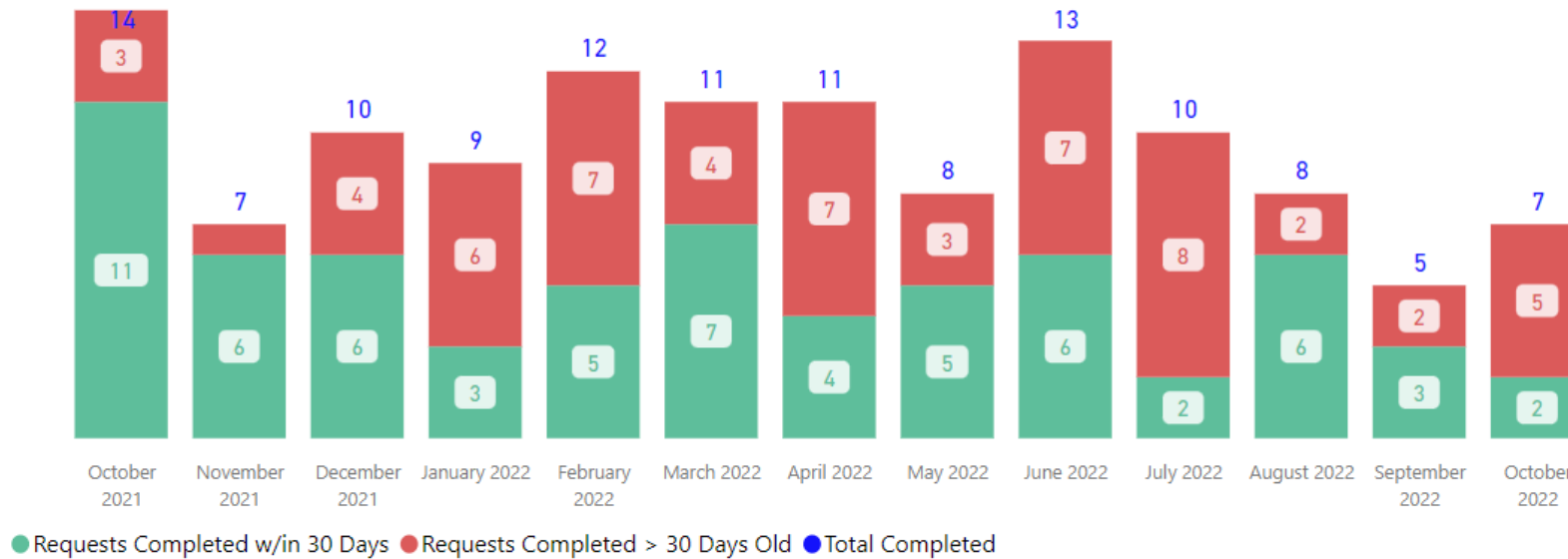
35.33

Total TAT (Rec'd-Compl.) Avg

17.98

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

125

Requests Completed

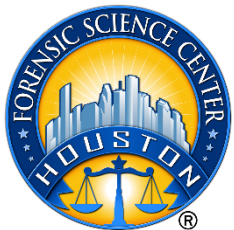
59

Requests Completed > 30 Days Old

47.20 %

% Completed > 30 Days Old

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



Service

AV Examination

▼

Priority Type

All

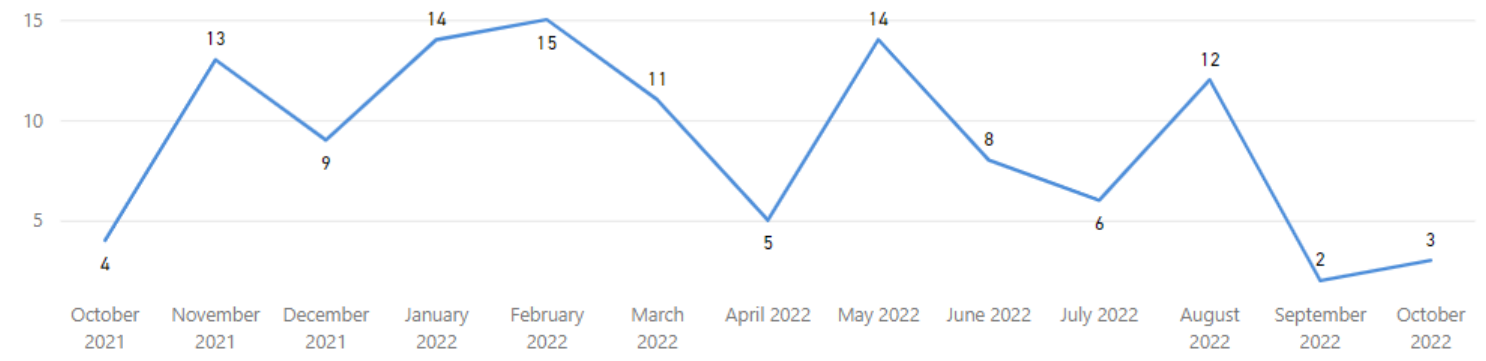
▼

Received Filter

10/1/2021

10/31/2022

Received by Month



Total Received

116

Received per Month (Avg)*

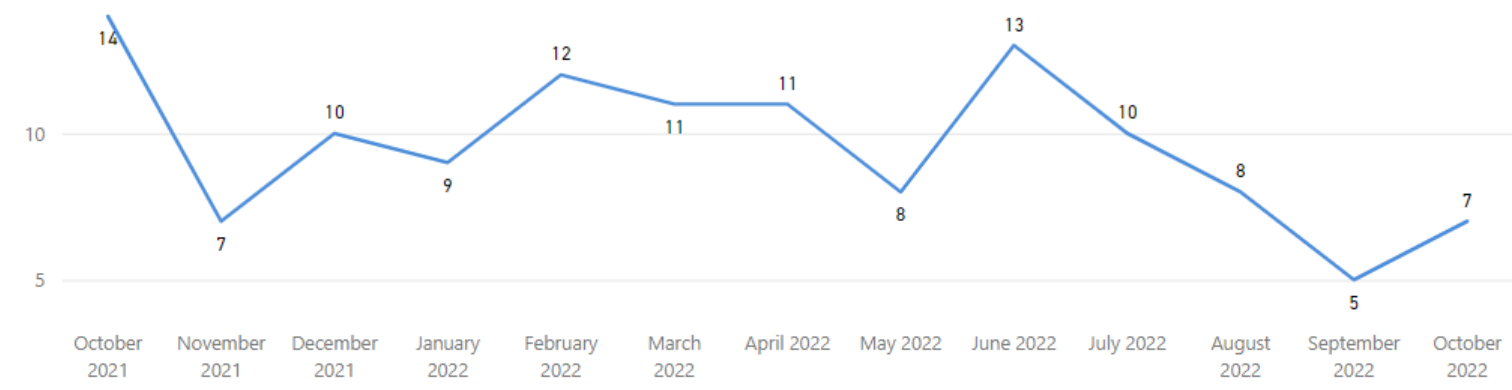
9

Completed Filter

10/1/2021

10/31/2022

Completed by Month



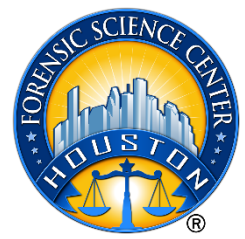
Total Completed

125

Completed per Month (Avg)*

10

* months with zero activity are not calculated into the average



Service

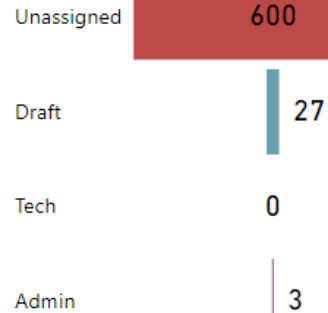
DFL

Priority Type

All

Backlogged Requests: 326

Avg Age of Backlog (days): 291

Longest Time in Phase
(Pending)

of Unassigned

335!

Goal: 50 (-570%)

Pending Draft

8!

Goal: 5 (-60%)

Pending Tech

1✓

Goal: 5 (+80%)

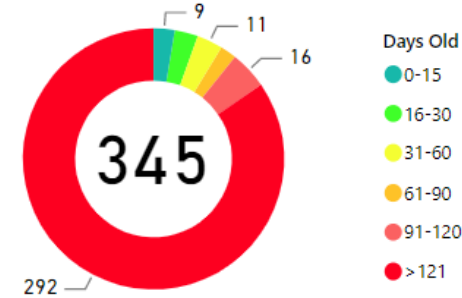
Pending Admin

1✓

Goal: 5 (+80%)

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

Pending Requests



Avg Age (days): 276

Overall TAT
(MTD)

191.4!

Goal: 45, 46

Overall TAT
(Past 90 Days)

258.4!

Goal: 45, 46

Analysis TAT
(MTD)

13.4✓

Goal: 45, 46

Analysis TAT
(Past 90 Days)

20.8✓

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

26

Received

23

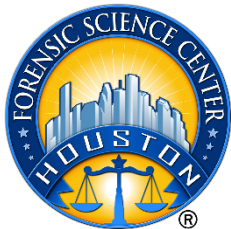
30 Day Avg (Over Past 90 Days)

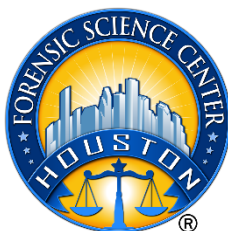
Completed

28

Received

18



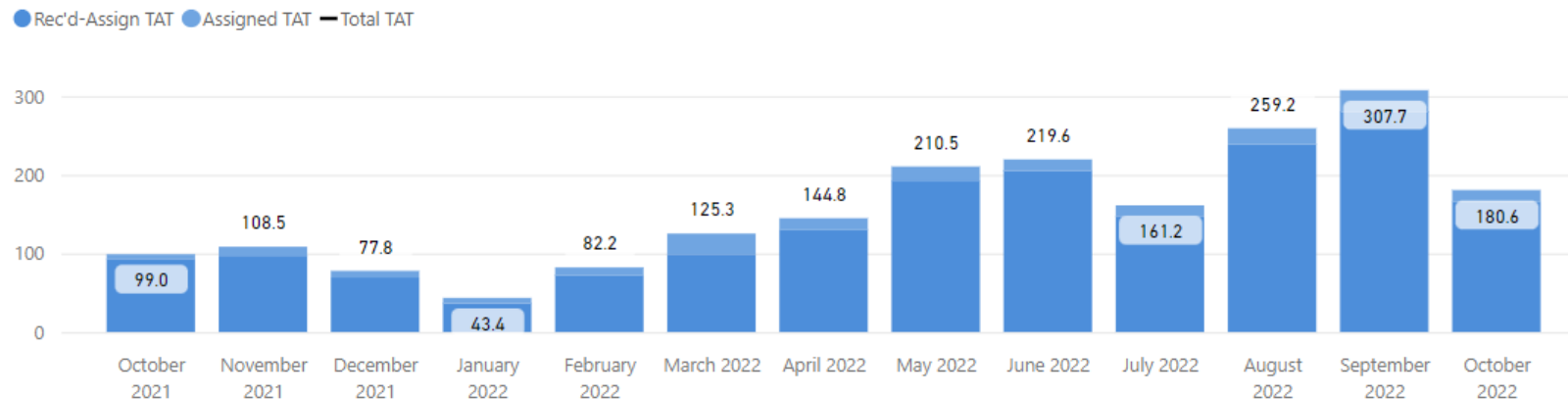


Date Range

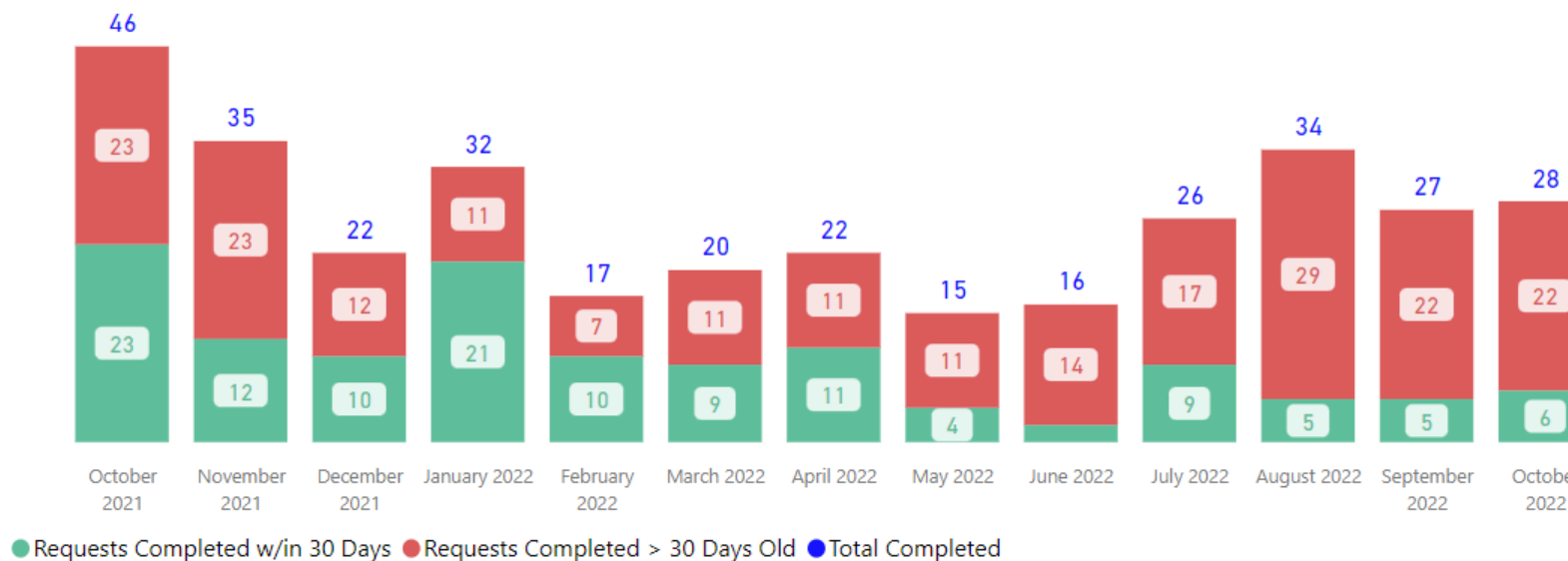
10/1/2021

10/31/2022

Total TAT by Month



Requests Completed



DFL and DME

Request Type

Multiple selections

Priority Type

All

Selected Time Frame Averages

151.70

Total TAT (Rec'd-Compl.) Avg

14.31

Assigned TAT (Asgmt.-Compl.) Avg

Received to Complete

340

Requests Completed

213

Requests Completed > 30 Days Old

62.65 %

% Completed > 30 Days Old

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

DFL and DME

Service

Multiple selections

Priority Type

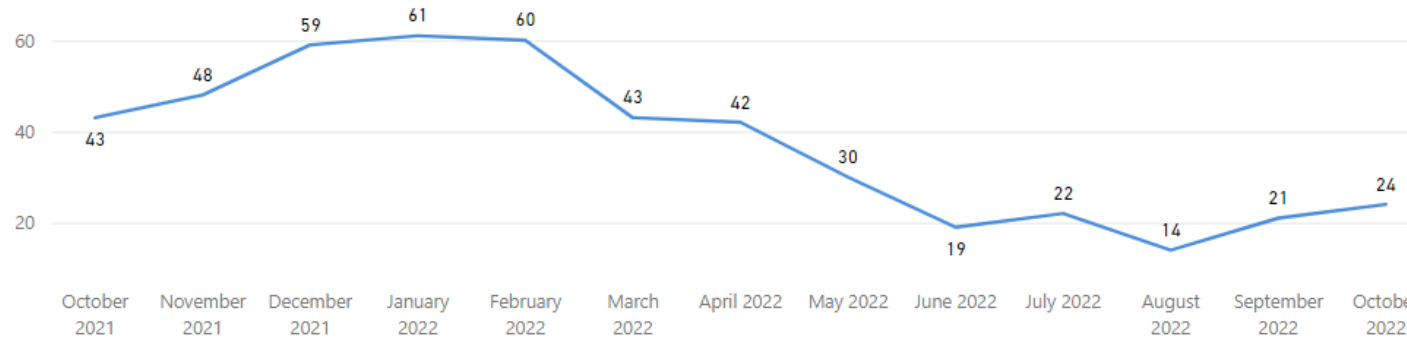
All

Received Filter

10/1/2021

10/31/2022

Received by Month



Total Received

486

Received per Month (Avg)*

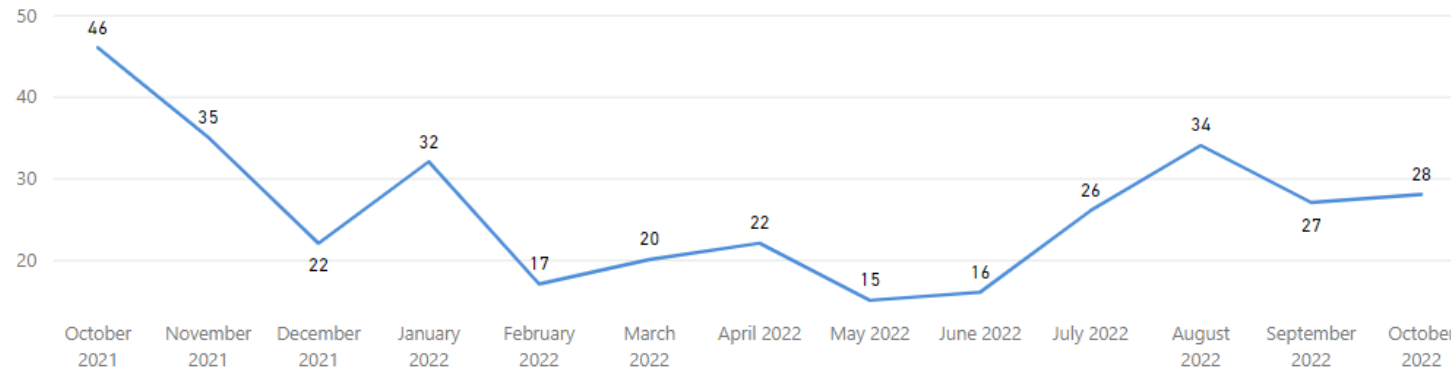
37

Completed Filter

10/1/2021

10/31/2022

Completed by Month



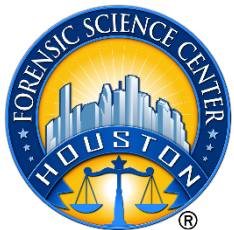
Total Completed

340

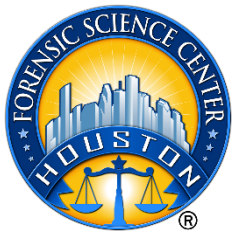
Completed per Month (Avg)*

26

* months with zero activity are not calculated into the average



Crime Scene Unit



Service

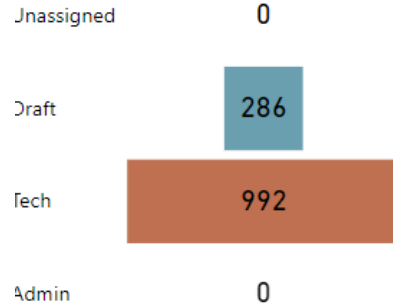
CSU Response

Priority Type

All

Backlogged Requests: 196

Avg Age of Backlog (days): 113

Longest Time in Phase
(Pending)

of Unassigned

0✓

Goal: 0

Pending Draft

80!

Goal: 30 (-166.67%)

Pending Tech

237!

Goal: 30 (-690%)

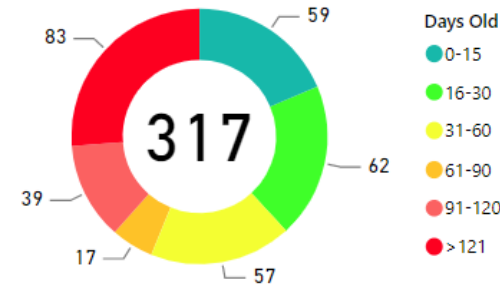
Pending Admin

0✓

Goal: 0

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

Pending Requests



Avg Age (days): 76

Overall TAT
(MTD)

90.7!

Goal: 30, 31

Overall TAT
(Past 90 Days)

107.1!

Goal: 30, 31

Analysis TAT
(MTD)

88.0!

Goal: 30, 31

Analysis TAT
(Past 90 Days)

105.4!

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

231

Received

134

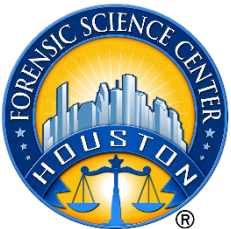
30 Day Avg (Over Past 90 Days)

Completed

211

Received

118

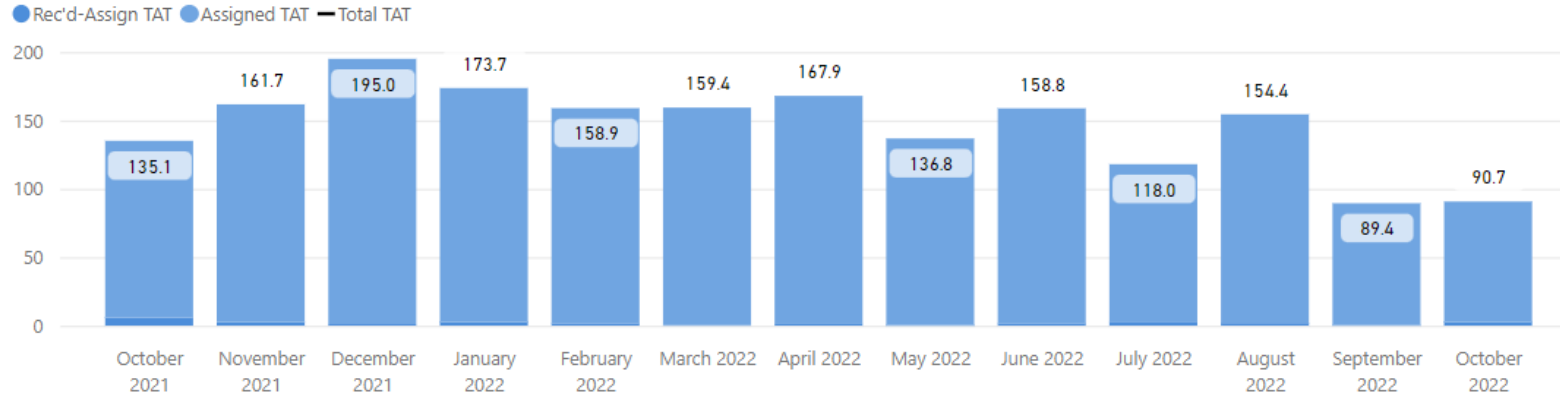


Date Range

10/1/2021

10/31/2022

Total TAT by Month



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

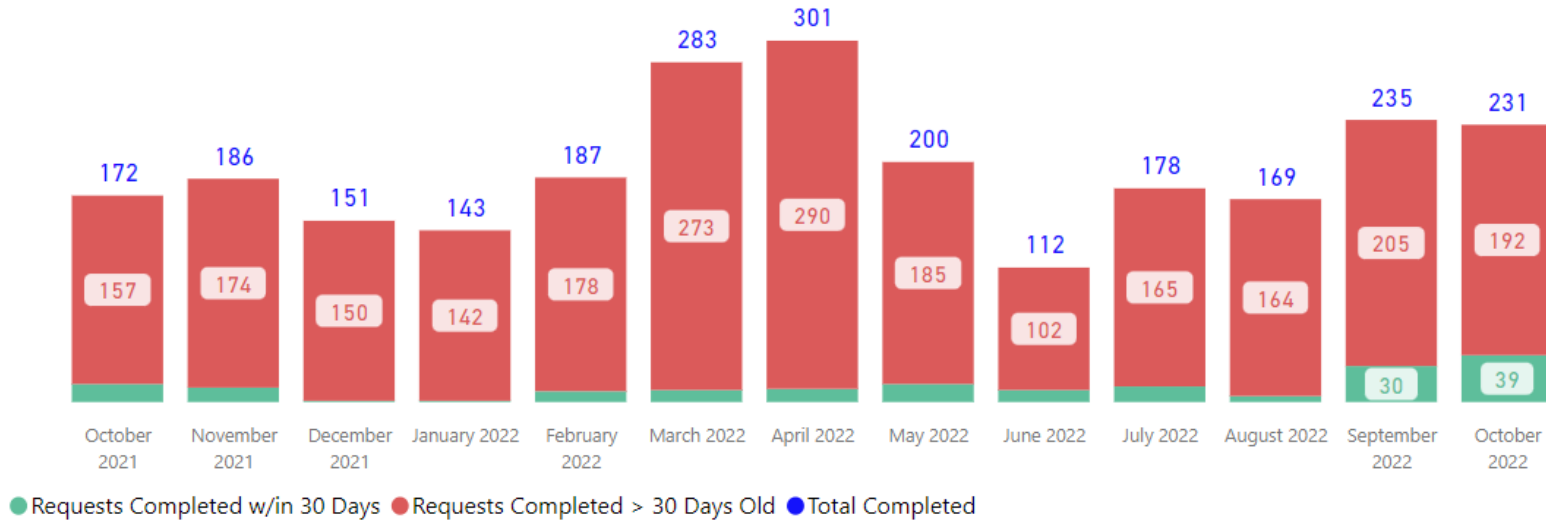
144.11

Total TAT (Rec'd-Compl.) Avg

142.34

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2548

Requests Completed

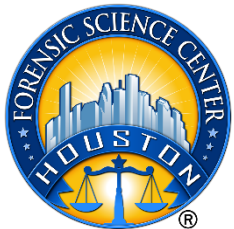
2377

Requests Completed > 30 Days Old

93.29 %

% Completed > 30 Days Old

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



Service

Priority Type

CSU Response

All

Received Filter

10/1/2021

10/31/2022

Received by Month



Total Received

1,843

Received per Month (Avg)*

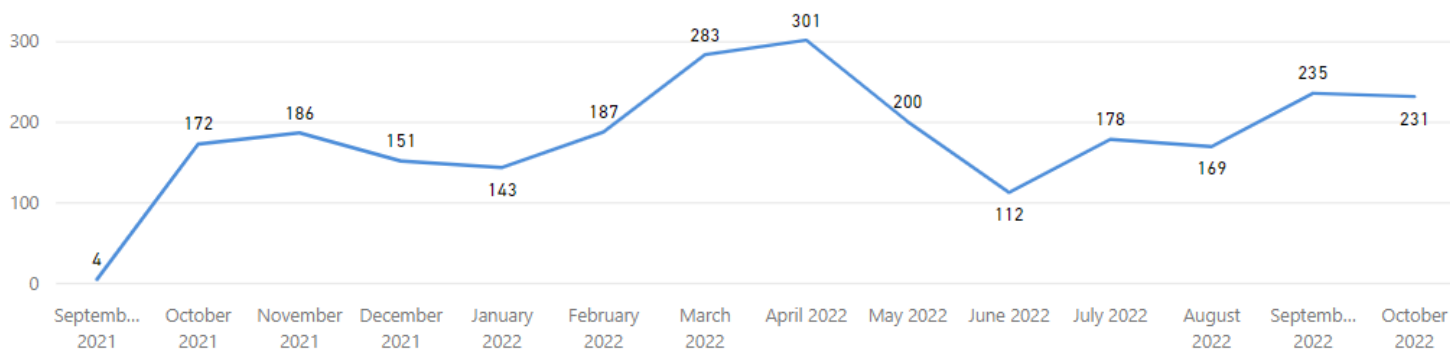
142

Completed Filter

10/1/2021

10/31/2022

Completed by Month



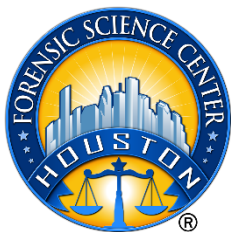
Total Completed

2,552

Completed per Month (Avg)*

182

* months with zero activity are not calculated into the average



Service

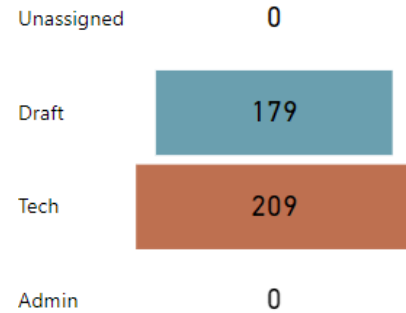
CSU VEB

Priority Type

All

Backlogged Requests: 91

Avg Age of Backlog (days): 88

Longest Time in Phase
(Pending)

of Unassigned

0✓

Goal: 0

Pending Draft

32!

Goal: 30 (-6.67%)

Pending Tech

111!

Goal: 30 (-270%)

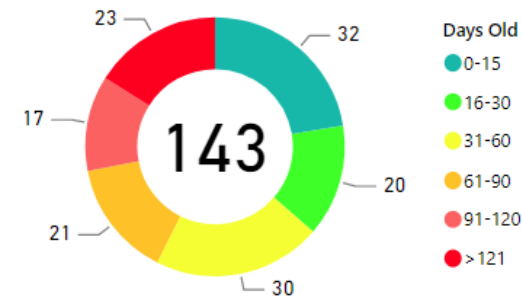
Pending Admin

0✓

Goal: 30 (+100%)

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

Pending Requests



Avg Age (days): 61

Overall TAT
(MTD)

89.4!

Goal: 30, 31

Overall TAT
(Past 90 Days)

95.5!

Goal: 30, 31

Analysis TAT
(MTD)

88.0!

Goal: 30, 31

Analysis TAT
(Past 90 Days)

94.3!

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

105

Received

57

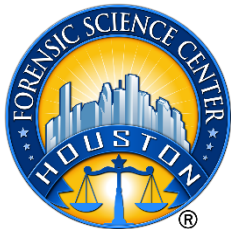
30 Day Avg (Over Past 90 Days)

Completed

118

Received

58



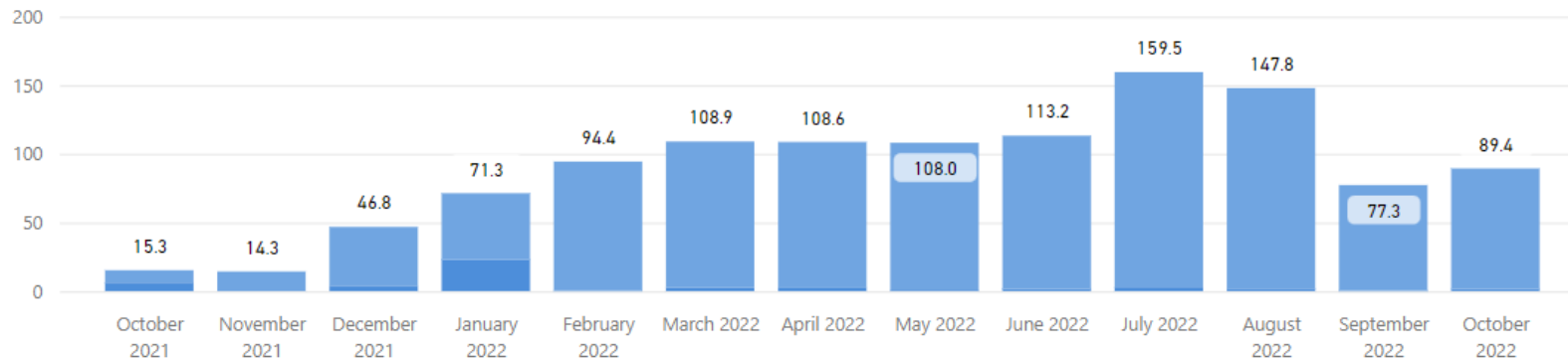
Date Range

10/1/2021

10/31/2022

Total TAT by Month

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



Request Type

CSU VEB

Priority Type

All

Selected Time Frame Averages

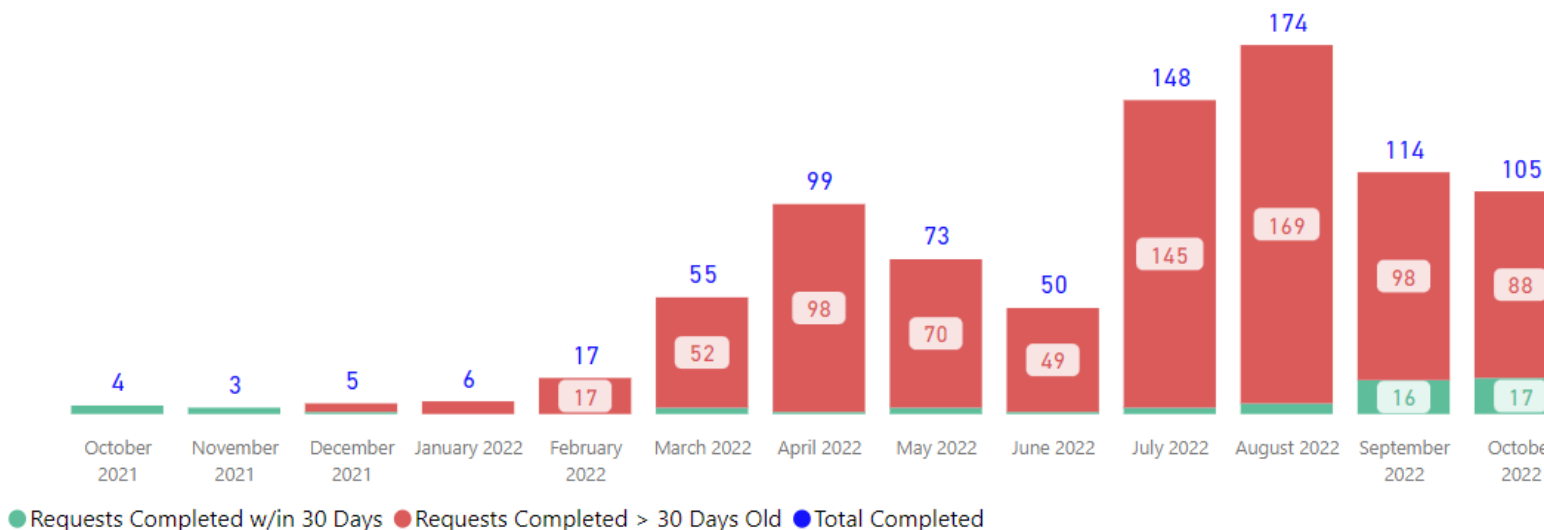
117.45

Total TAT (Rec'd-Compl.) Avg

115.45

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

853

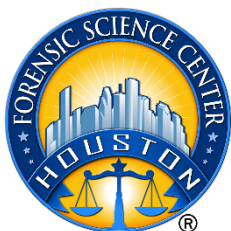
Requests Completed

796

Requests Completed > 30 Days Old

93.32 %

% Completed > 30 Days Old



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

Service

Priority Type

CSU VEB

All

Received Filter

10/1/2021

10/31/2022

Received by Month



Total Received

992

Received per Month (Avg)*

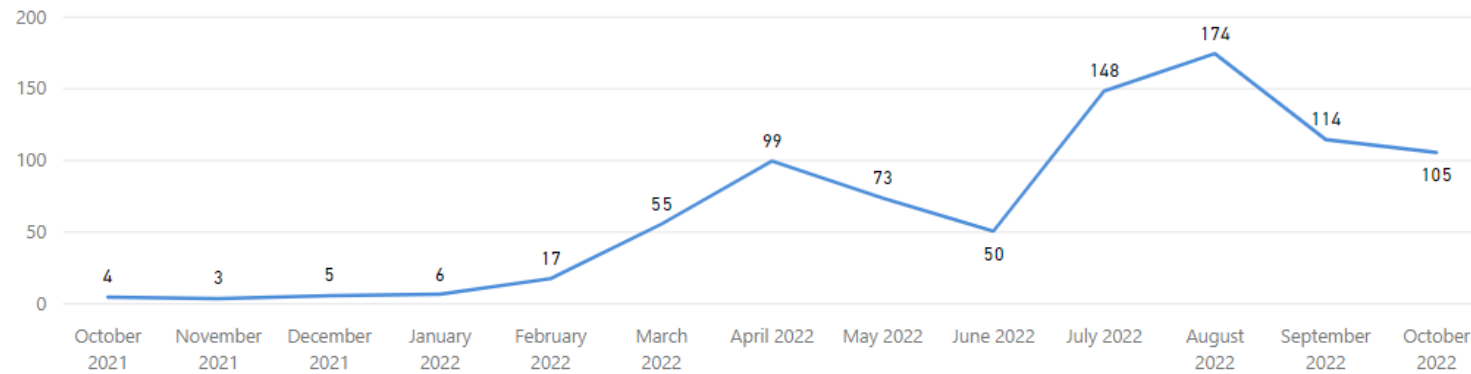
76

Completed Filter

10/1/2021

10/31/2022

Completed by Month



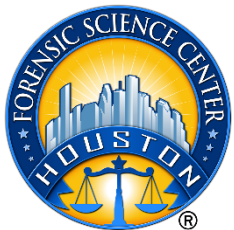
Total Completed

853

Completed per Month (Avg)*

66

* months with zero activity are not calculated into the average



HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

November 18, 2022 at 9:00 a.m.

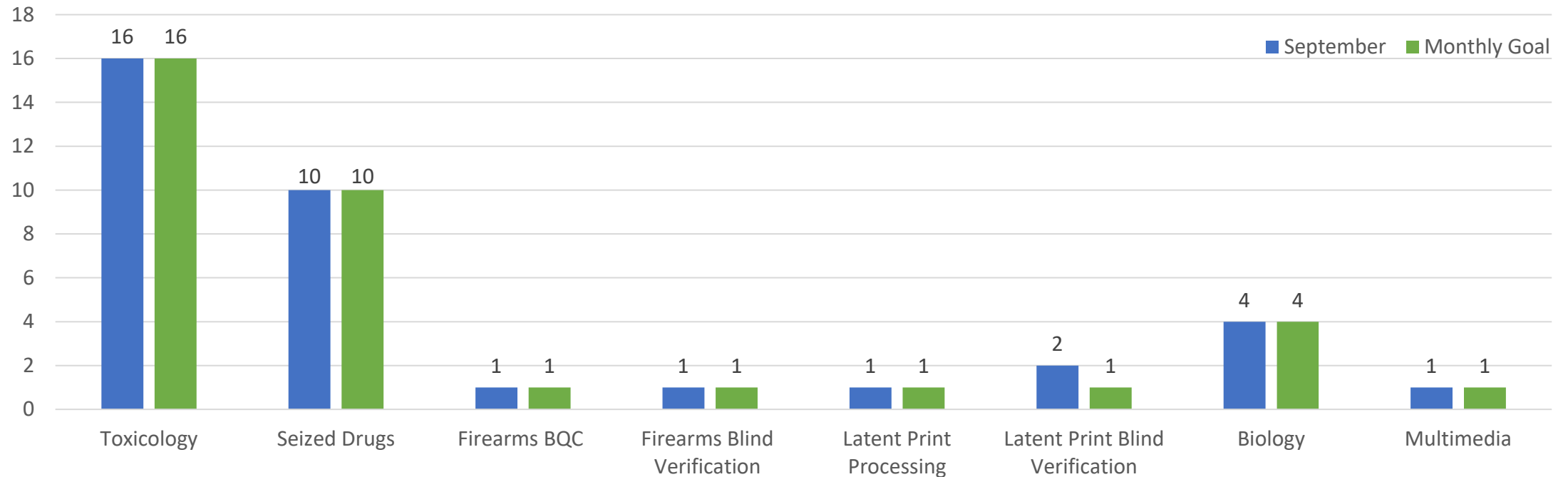
Agenda Action Item No.:	9. Reconvene into open meeting and consider any action deemed necessary as a result of the closed meeting, relating to personnel matters, and possible related action.
Subject:	Consider any action as a result of the closed meeting, including action relating to the president and CEO's annual performance evaluation.
Background:	On December 10, 2021, the Board reached an agreement of employment with Dr. Stout to remain as both president and CEO of HFSC, effective January 13, 2022. Pursuant to Dr. Stout's agreement of employment, the president and CEO shall submit an annual list of corporate priorities and performance objectives to the Board, in consultation with the Board Chair, and shall be evaluated by the Board on or before December 1st of each year. Progress towards these priorities and objectives, shall be among the criteria by which the Board reasonably evaluates Stout's annual performance.
Executive Summary:	<p>Pursuant to the employment agreement, the annual performance evaluation and assessment shall:</p> <ul style="list-style-type: none">(a) Be related to the President and CEO's duties as described in the Job Description;(b) Consider the fulfillment or progress towards the approved annual corporate priorities for the review period; and(c) Consider Stout's fulfillment or progress towards the approved annual performance objectives during the review period. <p>In no event shall Stout's annual performance evaluation occur later than December 1st each year. However, in consultation with the Board Chair the date of the annual evaluation each year shall be set and notice given to the Board regarding the same.</p>
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	No recommendation.
By:	Dr. Stacey Mitchell, Board Chair Legal review by General Counsel

Quality Division Report

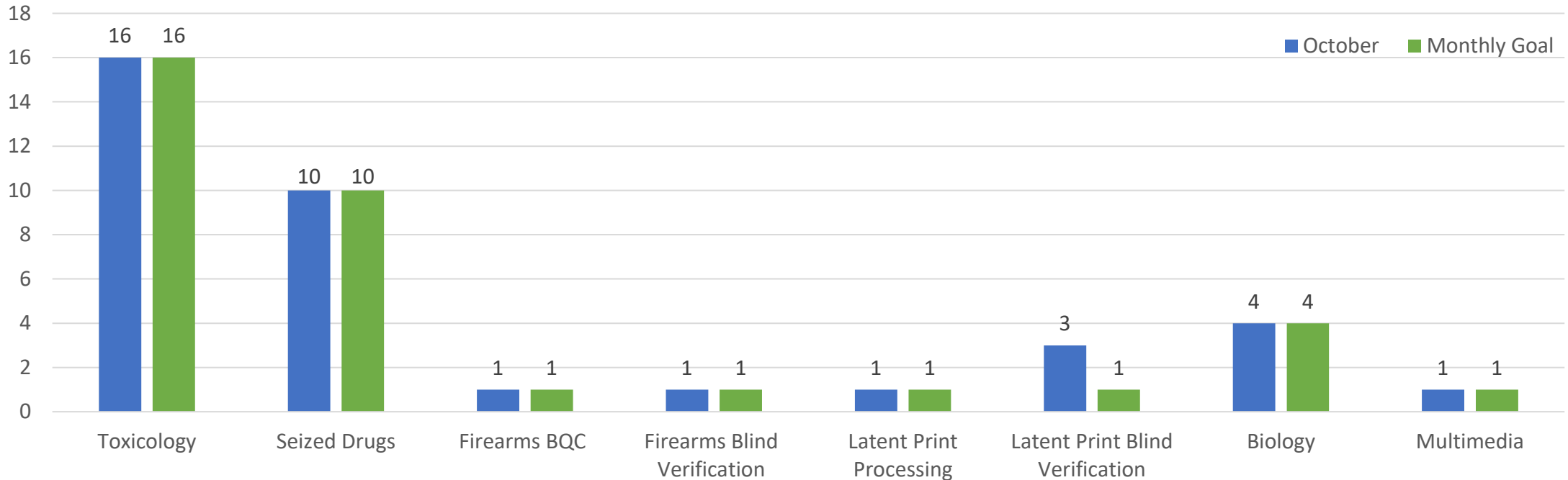
November 18, 2022



Blind Quality Controls Submitted in September



Blind Quality Controls Submitted in October



Blind Quality: Completed Cases

Sam Houston State University Research Collaboration

- SHSU validating a DART-MS method with forensic seized drugs applications
- HFSC provided weighing vessels used in the preparation of seized drugs blind quality control samples
- SHSU will analyze the drug residues present in the weighing vessels to assess the effectiveness of DART-MS as an identification technique

Forensic Discipline	Cases Completed in September	Cases Completed in October
Toxicology	15 (BAC) 0 (Drugs)	12 (BAC) 0 (Drugs)
Seized Drugs	5	3
Biology	0 (DNA) 5 (screening)	1 (DNA) 4 (screening)
Firearms	1	2
Firearms Blind Verification	0	3
Latent Print Processing	2	2
Latent Print Comparison	3	6
Latent Print Blind Verification	4	1
Multimedia	1	0



2022 External Assessment

Accreditation was continued by ANAB until December 2026

- Firearms and Biology findings resolved within 60 days
- Quality Division documented external assessment risk assessment

Safety and Security Internal Audit

- October 24 – November 2
- Safety findings: 2
- Security findings: 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



Disclosures/Corrective Actions

- Harris County Public Defender's Office (HCPDO) facilitating review of previous cases
 - Review to focus on materiality of DNA analysis
 - If materiality is determined, an in-depth case review will follow
- TFSC's investigative panel's findings were presented at the October 2022 meeting



TFSC Investigative Report*

- Analyst was professionally negligent when he appeared at trial unprepared.
- Analyst was professionally negligent in failing to acknowledge during trial that he had not reviewed the bench notes in response to the prosecutor's question regarding what he would have done had something been "awry."
- Analyst committed professional misconduct and violated the Code of Professional Responsibility by refusing to acknowledge the impact of his failure to prepare when given the opportunity to do so.

Licensure

- Analyst's license set to expire December 5, 2022
- TFSC suspended analyst's license for a period of 60 days, until December 6, 2022
- If the analyst seeks to renew license, TFSC may deny or adopt conditions on licensure at that time

*This is draft language that may be revised prior to the publication of the final report.



TFSC Assessment Checklist Items*

- Accredited laboratories should assess the extent to which their existing policies set clear and specific expectations about what constitutes adequate preparation for trial. Subject areas and specific items should be described on a section-by-section basis.
- Accredited laboratories should review their policies and exit interview documentation to determine whether expectations are clearly stated and acknowledged. Expectations should include the level of review a section should undertake of the case record originally created by the departing employee.
- Accredited laboratories should review their policy documentation and ensure managers understand the importance of allowing employees flexibility to attend to pre-trial preparation and related testimony regarding analytical work performed on behalf of a previous employer, to the extent permitted by local rules.

*This is draft language that may be revised prior to the publication of the final report.



2022 Testimony and Ethics Training

- Testimony training held on October 20 and October 27
 - Training covered *Brady v. Maryland*, the Michael Morton Act, testimony preparation, discovery requests, and courtroom etiquette
 - 5-hour training required for all technical staff
- Ethics training held on November 3 included panelists and a Q&A session:
 - Gavin Ellis-Harris County Conviction Integrity Unit
 - Saif Kazim-Harris County Public Defender's Office
 - Benjamin Wolff-Office of Forensic and Capital Writs



2022 Testimony Data

- 67 analysts have testified this year
 - 62 were monitored
 - 5 not monitored – transcripts requested to monitor testimony
- Transcript review project
 - Received 12 transcripts from the Harris County District Attorney's Office in September (including testimony from 40 staff members)
 - Second round: 10 transcripts assigned for review



Detailed Data



2022 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		5	6	
Toxicology		0	28	
Firearms		8	6	
Crime Scene		29	4	
Latent Prints		7	9	
Multimedia	Audio/Video	2	0	
	Digital	3	1	
Forensic Biology		24	23	





Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2022-054	Biology/DNA	Incident	9/29/2022	While processing a rework request in a case, two amplification procedures were inadvertently performed. The results of the two procedures were consistent, however the duplicative procedures resulted in unnecessary use of sample extract.
2022-055	Biology/DNA	Incident	10/20/2022	An item of evidence was accidentally dropped onto the floor during the evidence examination process. The item of evidence (a sock) was not requested to be examined but was packaged with four other items, two of which had an examination request. The sock was then individually packaged and returned to the Houston Police Department's property room. The events were documented in the case notes and a statement regarding the events was included on the report.
2022-PAR11	Biology/DNA	Preventative Action	9/8/2022	The Forensic Biology section implemented a program to track cases that screen negatively for the presumptive presence of biological fluids. Selected cases will be assigned to an independent screening analyst to allow for independent examination as part of the section's reanalysis program. The first reanalysis occurred in April 2022 and the goal is to try to complete a reanalysis for each screening analyst within the calendar year.
2022-056	Client Services & Case Management	Corrective Action	10/24/2022	A CS/CM specialist transferred toxicology evidence to a location within the biology evidence vault. The toxicology evidence was at room temperature for approximately 2 hours and 45 minutes.
2022-058	Client Services & Case Management	Incident	10/24/2022	While accessioning a DWI toxicology kit, a CS/CM Specialist discovered that the evidence was not properly sealed.
2022-PAR12	Client Services & Case Management	Preventative Action	10/5/2022	As of September 1, 2022, the Client Services/Case Management Division is utilizing a feature in JusticeTrax LIMS that allows them to create one combined document in response to discovery requests of case record as opposed to needing to compile multiple documents from different locations within the same case. Using this feature allows for faster compilation and turnaround time, reduces the manual download of documents, and minimizes transcription errors.

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



Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2022-PAR13	Client Services & Case Management	Preventative Action	10/5/2022	As of July 18, 2022, the Client Services/Case Management Division incorporated parking validations into the electronic visitor tracking system to provide a more efficient and streamlined process. Parking validations must be approved by the hosting staff member.
2022-PAR14	Client Services & Case Management	Preventative Action	10/18/2022	The Client Services/Case Management Division has implemented a process improvement for the handling of Toxicology evidence that is broken while in the custody of an CS/CM Specialist by updating the "Handling a Broken or Leaking Blood Tube" guidelines. The updated guidelines give clear and concise steps to ensure CS/CM Specialists properly handle broken tubes. Additionally, the guidelines give chain of custody and accessioning report comments to use in various situations.
2022-PAR15	Client Services & Case Management	Preventative Action	10/18/2022	The Client Services/Case Management Division has implemented a process improvement for the handling of drug evidence that includes rejecting items that are leaking. To help facilitate this process change Narcotic Evidence Receiving Rejection Guidelines have been created to provide guidance to CS/CM Specialists and prevent the transportation of any potentially hazardous materials that are not properly packaged.
2022-PAR16	Client Services & Case Management	Preventative Action	10/18/2022	The Client Services/Case Management Division has implemented a cleaning schedule to ensure a safe, clean and sanitized workstations. The cleaning schedule dictates both weekly and monthly duties that will be performed by CS/CM Specialists.
2022-057	Crime Scene	Corrective Action	10/31/2022	The original notes and worksheets referred to as "case packets" are not able to be located in three Crime Scene Unit cases. Each case packet is specific to the forensic services provided by one crime scene investigator in a specific case.
2022-053	Seized Drugs	Incident	9/22/2022	Three sealed cases were misplaced while in the custody of a Seized Drugs analyst. A search was performed, and all cases were located adjacent to the analyst's workstation lodged between the workstation and a laboratory wall.

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.