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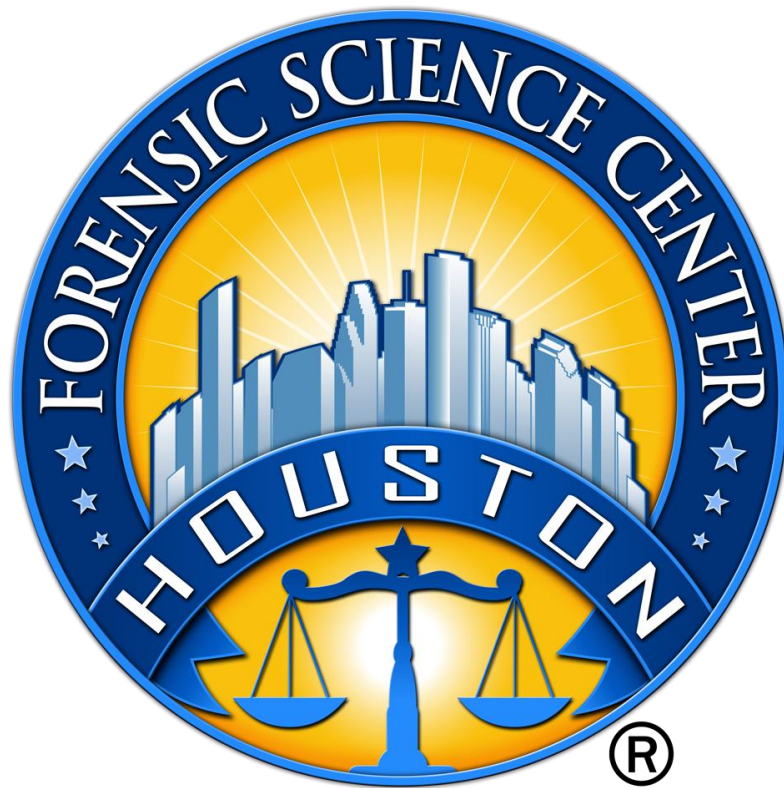
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Houston Forensic Science Center, Inc.

Board of Directors Meeting

January 13, 2023



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Francisco Medina

Position 5 - Vanessa Goodwin

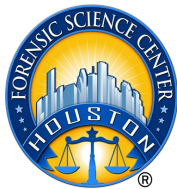
Position 6 - Ellen Cohen

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, January 13, 2023

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 view the meeting through a live stream broadcast on the internet. To view the live stream meeting [online](https://www.houston.tx.gov/htv/index.html) please visit <https://www.houston.tx.gov/htv/index.html>.

NOTICE OF PUBLIC COMMENT:

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

A speaker may address any subject relevant to the purpose of the corporation. Each speaker should limit his or her comments to three minutes. The chair may limit both the number of speakers and the time allotted for each speaker. A speaker who plans to submit a document for the board's consideration should provide at least ten copies of the document, each marked with the speaker's name. If you have questions regarding attending this meeting, please contact Ashley Henry at 713-929-6760.

AGENDA

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Consider appointment of Mrs. Ashley Henry as interim secretary of the corporation, and possible related action.
4. Public Comment.
5. Reading of draft minutes from November 18, 2022, board meeting. Consideration of proposed corrections, if any. Approval of minutes.

6. Report from Dr. Stacey Mitchell, board chair including a monthly update of activities, and other announcements.
7. Status report from the board working group on crime scene unit findings, recommendations and improvements, and possible related action.
8. Report from Dr. Peter Stout, CEO and president, including an overview of 2022 operations, technical updates, outreach efforts, staffing changes, including the Quality Director position, and other corporate business items.
9. Consider approval of an Interlocal Agreement for fleet services between the City of Houston and the corporation relating to the upkeep, maintenance, repair, and service of HFSC vehicles, and possible related action.
10. Consider approval of a contract for DNA outsourcing services between the corporation and Signature Science, LLC to be funded by the FY2022 Bureau of Justice Assistance (BJA) DNA Capacity Enhancement and Backlog Reduction federal grant, total budget not to exceed \$1,108,934.00.
11. Quarterly treasurer's report from Mr. David Leach, treasurer and CFO regarding company financials and other fiscal updates.
12. Report from Ms. Erika Ziemak, quality director, including an overview of the blind quality control program, Texas Forensic Science Commission disclosures, survey responses, and testimony metrics.
13. Adjournment.

NOTICE REGARDING SPECIAL NEEDS:

Persons requiring accommodations for special needs may contact HFSC at 713-929-6760.

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

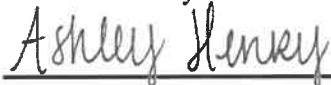
The presiding officer shall announce that the board will convene in a closed meeting; that is, in "a meeting to which the public does not have access," sometimes referred to as an "executive session." The presiding officer's announcement will identify the provision(s) of the Open Meetings Act permitted 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 |

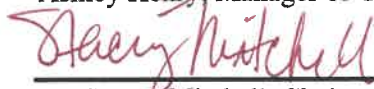
Certification of Posting of Notice of the Board of Directors of the Houston Forensic Science Center, Inc.

I, Ashley Henry, do hereby certify that a notice of this meeting was posted on Tuesday, the 10th day of January 2023, in a place convenient to the public on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby Street, Houston, Texas 77002, and on the HFSC website as required by Section 551.002 et seq., Texas Government Code

Given under my hand this the 10th day of January 2023.



Ashley Henry, Manager of Client Services and Case Management



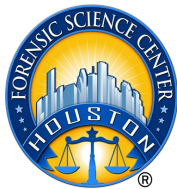
Dr. Stacey Mitchell, Chair of the Board of Directors

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

January 13, 2023, at 9:00 a.m.

Agenda Action Item No.:	3. Consider appointment of Mrs. Ashley Henry as interim secretary of the corporation, and possible related action.
Subject:	Appointment of the corporation's secretary, as required by HFSC's bylaws.
Background:	During the May 2022 regular meeting, the Board approved the annual appointment of HFSC's corporate officers, pursuant to the corporation's bylaws. Among the appointed officers was Ms. Amanda DeBerry, the corporation's secretary. Section 5.01 of the corporation's bylaws states, "the persons appointed shall hold the said offices until the next annual meeting of the Board, at which meeting the Board shall appoint (or reappoint) persons to hold the said offices until the next annual meeting, repeating the cycle annually." The next annual appointment of HFSC's corporate officers is scheduled for the May 2023 board meeting.
Executive Summary:	<p>The corporation's appointed secretary, Ms. DeBerry, has resigned from office, effective on December 30, 2022. Pursuant to the corporation's bylaws the Board shall appoint a secretary to perform the duties described therein. The Board may appoint any person who is not a director of the Board, to serve as the corporate secretary, including any corporate officer, except the President of the corporation.</p> <p>Accordingly, the Board must appoint a secretary to fulfill the remainder of Ms. DeBerry's term or appoint a secretary to serve on an interim basis until a new secretary is named to fulfill the remainder of Ms. DeBerry's term. Mrs. Ashley Henry is currently employed by HFSC and has previous served in the interim secretary position. Her appointment will fill this vacancy on an interim basis, as the corporation begins the process of selecting a candidate for annual appointment.</p>
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Stacey Mitchell, Board Chair Legal review by General Counsel



Houston Forensic Science Center, Inc.

Board of Directors

Public Meeting

~ Minutes ~

Friday, November 18, 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, November 18, 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 November 15.

2. **ROLL CALL:**

The following board members were present in-person:

Chairwoman Stacey Mitchell
Vice-chairwoman Mary Lentschke
Anna Vasquez
Philip Hilder
Vanessa Goodwin
Ellen Cohen
Lois Moore
Vicki Huff
Tracy Calabrese

The following board member was absent:

Francisco Medina

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 Lois Moore and seconded by Director Ellen Cohen, the board unanimously approved the September 9, 2022 meeting minutes.

5. **CHAIRWOMAN MITCHELL’S REPORT:**

The chairwoman first congratulated Director Moore on Harris Health’s recent dedication of a building in her honor, in recognition of her contributions to the medical community – the Lois J. Moore Center for Nursing Excellence. The facility is utilized for educating nurses and student

nurses. Next, she reminded members to mark their calendars for the next meeting on Friday, January 13, 2023.

She later acknowledged the observation of Veteran's Day by expressing appreciation to the men and women who sacrificed to serve in the military and protect our country, many of them at HFSC, including Dr. Peter Stout, president, and CEO.

Chairwoman Mitchell wrapped up by informing members of the corporation's annual holiday party on December 10 at Karbach Brewery from 7 p.m. to 10 p.m. She encouraged all members to attend and to make monetary donations to help pay for the party since HFSC does not use taxpayer dollars for such events.

6. **DISCUSSION REGARDING A PROPOSED FOURTH AMENDMENT TO THE CORPORATION'S CERTIFICATE OF FORMATION:**

Dr. Peter Stout began by explaining the need for a proposed amendment to HFSC's Certificate of Formation since the corporation is ineligible for some federal grant programs. Article 13, in its Certificate of Formation, defines the corporation as not being a political subdivision, political authority, or public instrumentality of Texas within the meaning of the constitutional laws, a statement Dr. Stout acknowledged the need for more accurate language. The article's goal centers around the laboratory not creating debt for the City of Houston without the City's input. That article creates a problem for the Department of Justice and its interpretation of HFSC. He mentioned in 2017, HFSC applied for a grant through the Paul Coverdell Forensic Science Improvement Grants program. A program that awards roughly \$30 million in grants annually to states and units of local government to help improve forensic science. The state awards range from \$10,000 to \$15,000, while the competitive awards range from \$200,000 to \$500,000. In addition, federal funding can be used for all technical disciplines. However, HFSC was deemed ineligible for the Paul Coverdell grant because it required it to be an instrumentality or political subdivision of the state. The language in article 13 says otherwise. He requested to remove that language in the article for HFSC to be eligible to apply for the Paul Coverdell program for the next grant cycle between March and April 2023. Finally, Dr. Stout discussed that if the board approves the amendment and resolution, it will then be sent to city council for consideration and approval before being filed with the Secretary of State. The chairwoman yielded the floor to Senior Assistant City Attorney Rashaad Gambrell with the city legal department to respond to any questions.

Director Vanessa Goodwin asked if the language was initially included for any purpose related to the tax-exempt status. Dr. Stout said it should not impact the tax-exempt status but that he's still determining the reason behind the initial language in the Certificate of Formation. Mr. Gambrell emphasized that the government code does not require the current language to exist in the Certificate of Formation or Articles of Incorporation and that it is not required by statute. He pointed out that removing the language does not change the entity's nature, and for clarification, HFSC is a separate legal entity from the City of Houston. Mr. Gambrell stated his extensive research did not indicate the reason behind the current language in the Certificate of Formation.

Director Moore made a motion to approve the resolution for the proposed fourth amendment to the corporation's Certificate of Formation. Director Anna Vasquez seconded the motion, and the board unanimously approved the motion.

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

Dr. Stout began by discussing operational highlights. Dr. Stout started with noting HFSC continues to be an accredited laboratory and has recently been re-accredited. He then discussed how Latent Prints and Toxicology have downsized their case backlog to about 1000 each, for toxicology it is a review backlog not an outsourcing backlog. Dr. Stout then discussed that CSU had made progress on their backlog and they are now below 300 cases. Dr. Stout then said he was scheduled to talk with the Harris County felony judges next month on December 7th where he plans to discuss the backlog with them and how cases are prioritized at HFSC.

Dr. Stout then moved to the HFSC company goals for 2022-2023. Dr. Stout highlighted the industry-wide struggle with turnover rates. Dr. Stout gave the results of HFSC's 2021-2022 company goal ratings. Chair Mitchell asked if there was a way to incorporate continuing education training into new employee initial training so that HFSC could get better compliance on that goal, and Dr. Stout said he believed there was a way to do that and that he and Amy Castillo were working on those logistics.

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

(Item taken out of turn)

Item back on agenda for Board to continue discussion about the Technical Advisory Group ("TAG"). Chair Mitchell wanted to give the Board another opportunity to ask any comments or questions regarding the TAG's composition, eligibility requirements, potential new members, and ideas on how to identify areas where the Board can engage the TAG more. The Board will be looking for additional members in the coming months. Chair Mitchell asked that if the Board Members had any ideas for additional TAG members to let her know and reminded them of the eligibility requirements. Chair Mitchell recognized 3 former TAG members for their service to HFSC, Dr. Robin Cotton, Dr. Antonios Mikos, and Mr. Stefan Garrard. The Board will be sending them a certificate of appreciation in the mail to acknowledge the contributions and expertise. Chair Mitchell opened the floor for discussion from the Board. Dr. Stout discussed engaging an expert in human factors to address issues such as cognitive biases. Dr. Stout also stated engaging a statistician could be helpful for HFSC.

Chairwoman Mitchell discussed how important the TAG was in the early years of HFSC's formation and asked how the Board can keep the TAG engaged and how they can be utilized to ensure HFSC is leading the industry and being the model lab for the nation.

Director Huff asked questions about how the TAG engages with the Board and if they attend meetings. Director Hilder posed having a zoom meeting for the Board to meet with them and understand more about their backgrounds and what they do. Chair Mitchell said she will have legal look into whether a zoom meeting can be facilitated.

Dr. Stout said that he had been having ongoing discussions regarding potential ways TAG members could be of assistance and named several other possible candidates for the TAG.

9. **QUALITY DIRECTOR ERIKA ZIEMAK'S REPORT:** (Item taken out of turn)

Erika Ziemak discussed metrics from the blind quality program for September and October. She started with discussing a collaboration between HFSC and Sam Houston University ("SHU") utilizing "DART" technology (which stands for "direct analysis in real time" technology). SHU wants to use the residue left on HFSC weighing vessels to analyze samples using this technology. Ms. Ziemak stated the Quality Division is appreciative of participating in this research initiative and its future benefit to the forensic community.

Ms. Ziemak then discussed how HFSC was reaccredited by ANAB until December 2026 following a lengthy accreditation assessment. The assessment found that HFSC had 5 nonconformities and those were satisfactory resolved within the 60-day window. The Quality Division performed a risk assessment and took stock of logistical pros and cons of the assessment process. Going forward HFSC will ask ANAB for more assessors dedicated to each section and a longer assessment window to provide all the documentation that is requested. Chair Mitchell congratulated the Quality Division and HFSC for their work during the assessment process.

Ms. Ziemak then discussed the internal safety and security audit. There were 3 findings this year, 2 for safety and one for security, with no impact on case work. The security finding dealt with the process of key transfers from one staff member to another. The process was not originally designed for multiple key transfers and is now being revamped to accommodate this scenario.

Ms. Ziemak then discussed TFSC disclosures. She reminded the Board of the *Colon* disclosure that dealt with a former HFSC analyst who testified in a capital murder case associated with his previous employment at Texas DPS. The Criminal Court of Appeals found the analyst's testimony to be false and misleading. As a result, HFSC requested TFSC assist in the investigation, since multiple agencies were impacted. The Harris County DA's Office has stated they will not sponsor the former analyst's testimony and has requested a rework and rewriting of all his casework due to documented credibility issues. HFSC is working with Harris County DA's Office and the Harris County Public Defender's Office to review affected cases.

TFSC released their findings on this investigation in their October 2022 meeting and Ms. Ziemak shared the highlights with the Board. TFSC found the analyst professionally negligent, in addition to a finding of professional misconduct, and that he violated code of professional responsibility. The analyst was terminated from HFSC in May 2022, and TFSC suspended his license and stated they reserve the right to deny his application or opt for conditions on his license if the analyst attempts to renew.

In addition, in response to this incident, TFSC made recommendations to all accredited laboratories in Texas and equipped ANAB with authority to assess all accredited laboratories' compliance with TFSC's recommendations. The first recommendation deals with adequately preparing for trial and making it the analyst's responsibility to notify the court if they have not had proper time to prepare for trial. The second recommendation is that accredited labs must review their policies and exit interview documentation to determine if expectations about preparation for trial are clearly stated and acknowledged. HFSC has created a notice to departing and current employees in response to this recommendation. Lastly, TFSC recommended accredited labs review their policy documentation and ensure managers understand the importance of pre-trial meetings and provide flexibility in scheduling for analysts to attend them.

Dr. Stout discussed the economic impact of *Colon* on HFSC due to having to re-work the former analysts' cases and the need for an inter-laboratory notification system to let other labs know when

their employees are testifying for cases outside of their laboratory. Ms. Ziemak highlighted that there is a mechanism for analysts to track their testimony for the lab and that same tool can be used to report testimony for other agencies. Chair Mitchell highlighted that the onus should be on analysts and HFSC staff should be required to report all testimony in and out of the laboratory so that it can be properly tracked. Ms. Ziemak said all pertinent information should also be required so that transcripts can be pulled, and information tracked. Dr. Stout discussed the far-reaching implication of *Colon* and how the conditions analysts testify in can have far-reaching effects on their license and career. Dr. Stout emphasized how he has made this very clear to all HFSC's stakeholders. Chair Mitchell discussed how important it is for analysts to speak up early and often on the trial record when they are not prepared. Dr. Stout emphasized how years of training for each analyst is fundamental to their ability to be prepared.

Ms. Ziemak continued by discussing the Quality Division's testimony training that was held in October 2022. The training was 5 hours and held over 2 days for all staff and spanned topics such as the Michael Morton Act, *Brady v. Maryland*, and courtroom etiquette, etc. Ms. Ziemak also discussed the Quality Divisions' ethics training that was held in November 2022 and included 3 panelists and a Q&A session. Each panelist spoke for 30 minutes on how ethics intersected with their respective office's role in the criminal justice system. This exposed HFSC staff to the broader justice system beyond trial testimony.

Ms. Ziemak concluded her presentation with a brief discussion regarding HFSC testimony in 2022. She stated HFSC has had 67 analysts testify, 62 have been monitored, and transcripts for the remaining 5 will be analyzed. The Transcript Review Project has 40 transcripts awaiting review, and the first round will review ten transcripts.

10. **CLOSED MEETING/EXECUTIVE SESSION:** (Item taken out of turn)

The board convened in a closed meeting, also referred to as executive session. The executive session was held in accordance with Texas Government Code Sections 551.071 and 551.074(a)(1), et seq., for personnel matters, to discuss and finalize Dr. Peter Stout, president and CEO's annual evaluation.

Chairwoman Mitchell closed the open meeting at 10:30 a.m. and convened the executive session, at 10:35 a.m.

11. **RECONVENE INTO OPEN MEETING:** (Item taken out of turn)

At 11:38 a.m., Chairwoman Mitchell reconvened the open meeting. She announced a quorum was present.

Chairwoman Mitchell opened the floor to any discussion, action, or motions related to the closed session. Director Huff made a motion to give Dr. Stout a 2.5% increase in annual salary. Director Hilder seconded the motion. The chairwoman opened the floor for additional discussion on the motion, noting the board wanted to convey their appreciation for Dr. Stout's work and role as a great representative for the corporation and city of Houston. The chairwoman also applauded his vision for the organization and for being an inspiration to staff and the broader forensic community. Chairwoman Mitchell then called for a vote on the motion, effective the first day of the next pay period, which the board passed unanimously.

The Chair requested any additional motions related to the closed session be presented, namely motions relating to Dr. Stout's performance objectives for the next review period. Vice Chairwoman Lentschke made a motion to approve the following performance objectives for Dr.

Stout during the 2022-2023 review period: (1) lead a minimum of three outreach education sessions in Texas, related to toxicology issues; (2) begin the succession planning process for the executive team and chief executive officer position; and (3) collaborate with the Houston Police Department over the next year, to address property/ evidence management, from concept to conclusion. Director Hilder seconded the motion. Chairwoman Mitchell called for a vote on the motion, and the board unanimously passed the motion.

12. **ADJOURNMENT:**

Chairwoman Mitchell requested a motion to adjourn the meeting. Director Moore made a motion to adjourn. Director Vasquez seconded the motion. The motion passed unanimously. The meeting adjourned at 11:44 a.m.

The undersigned secretary of the board hereby certifies the following are true and correct minutes of the November 18, 2022 public meeting of the board.

By: _____ Ashley Henry, Interim Secretary

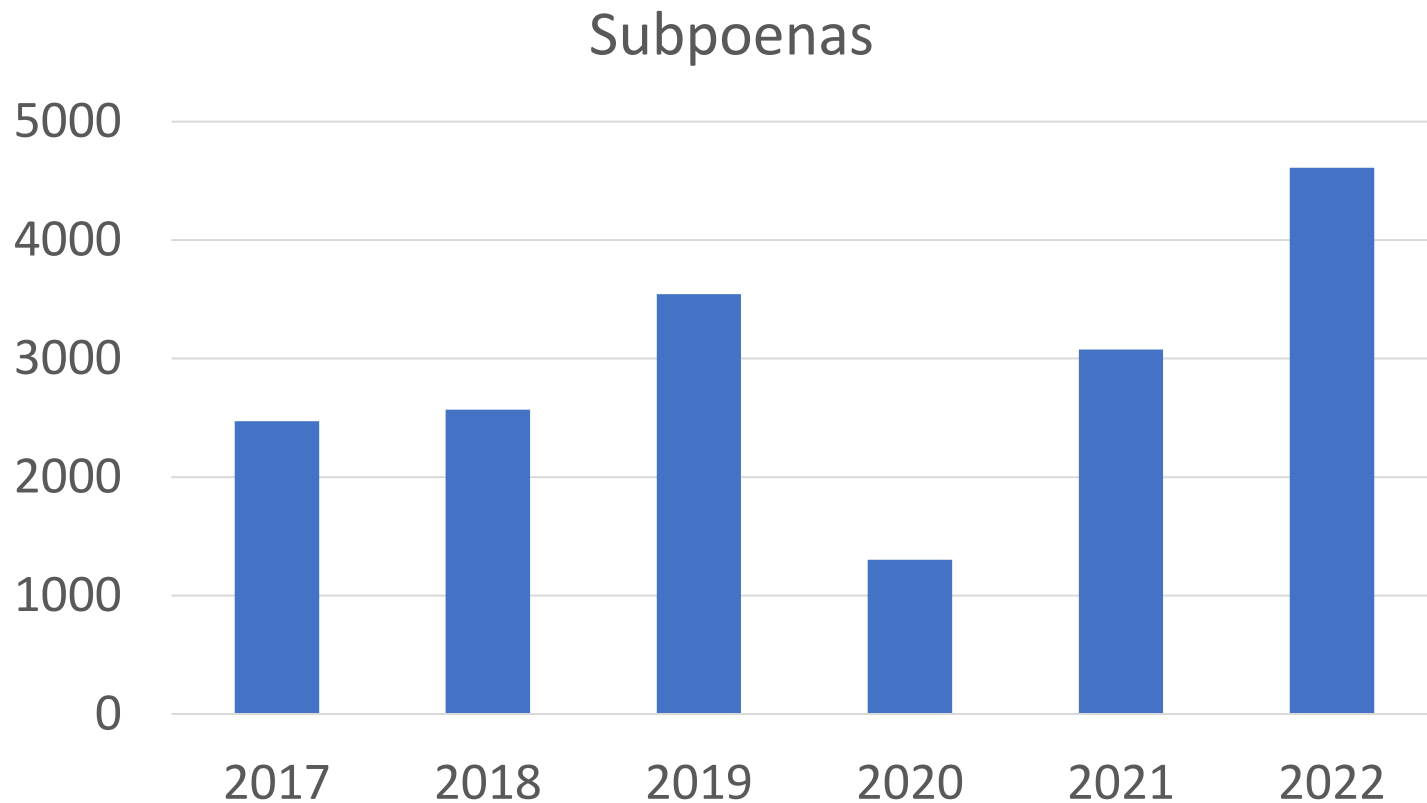
President's Report

January 13, 2023

Notable things in 2022

- **Four** published papers with HFSC authors.
- First organization wide courthouse tours. Increased visibility with CJC officials and operations. Very beneficial improvement in collaboration.
- Voluntary **turnover rate 12.2%**. Double past years.
- Interim Quality Director

Courts came back



**Subpoenas
were 84%
more than
pre-
pandemic**

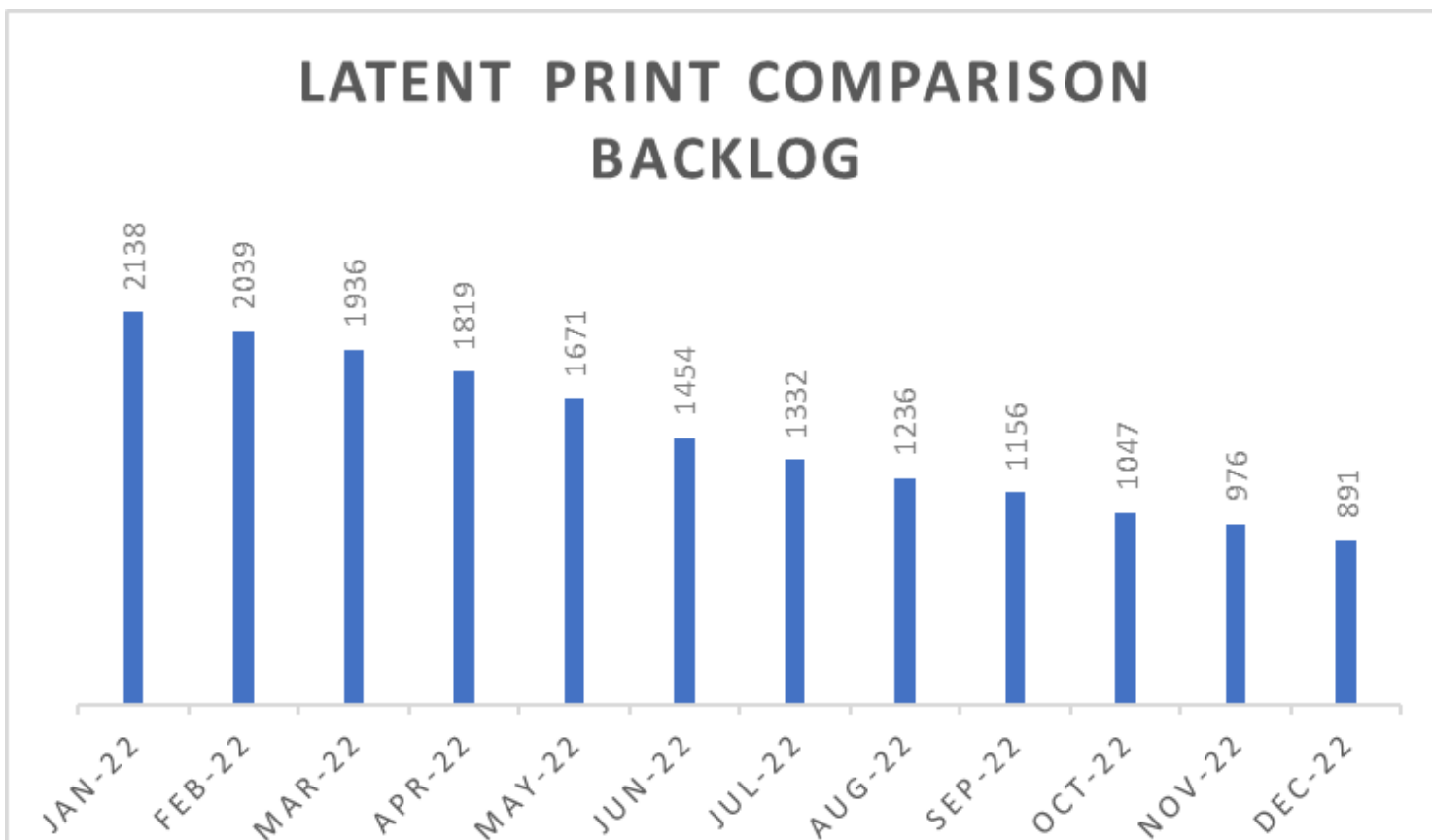
2022 Operational Highlights

- In 2022 the overall backlog at HFSC was decreased by 20%

January 2022 Total Backlog	December 2022 Total Backlog
7,166	5,730

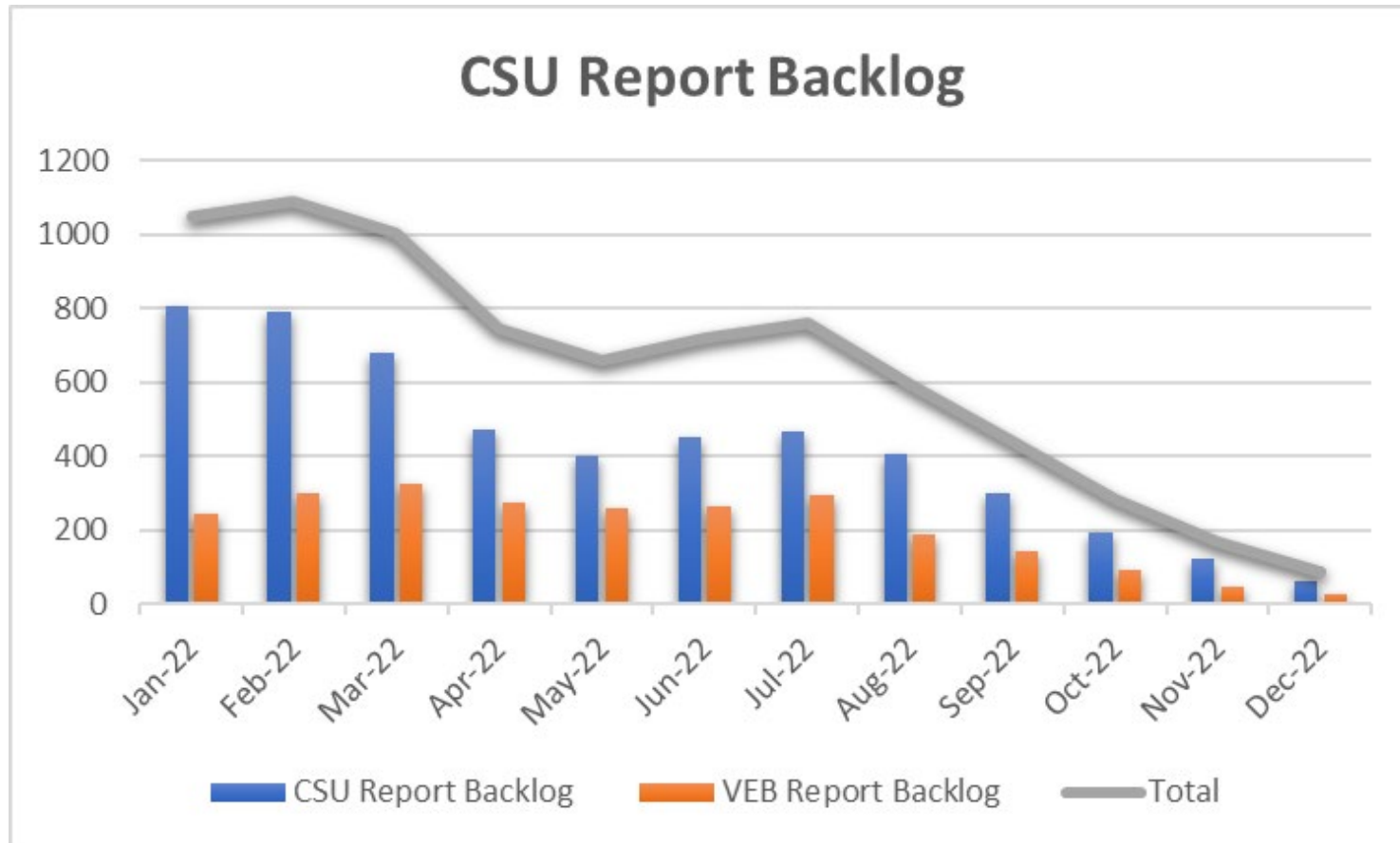
- The decrease in the backlog is attributed to progress on:
 - Latent Print Comparison Backlog
 - CSU Response and Vehicle Examination Report Backlog
 - Drug Toxicology Backlog

Latent Print Comparison Backlog



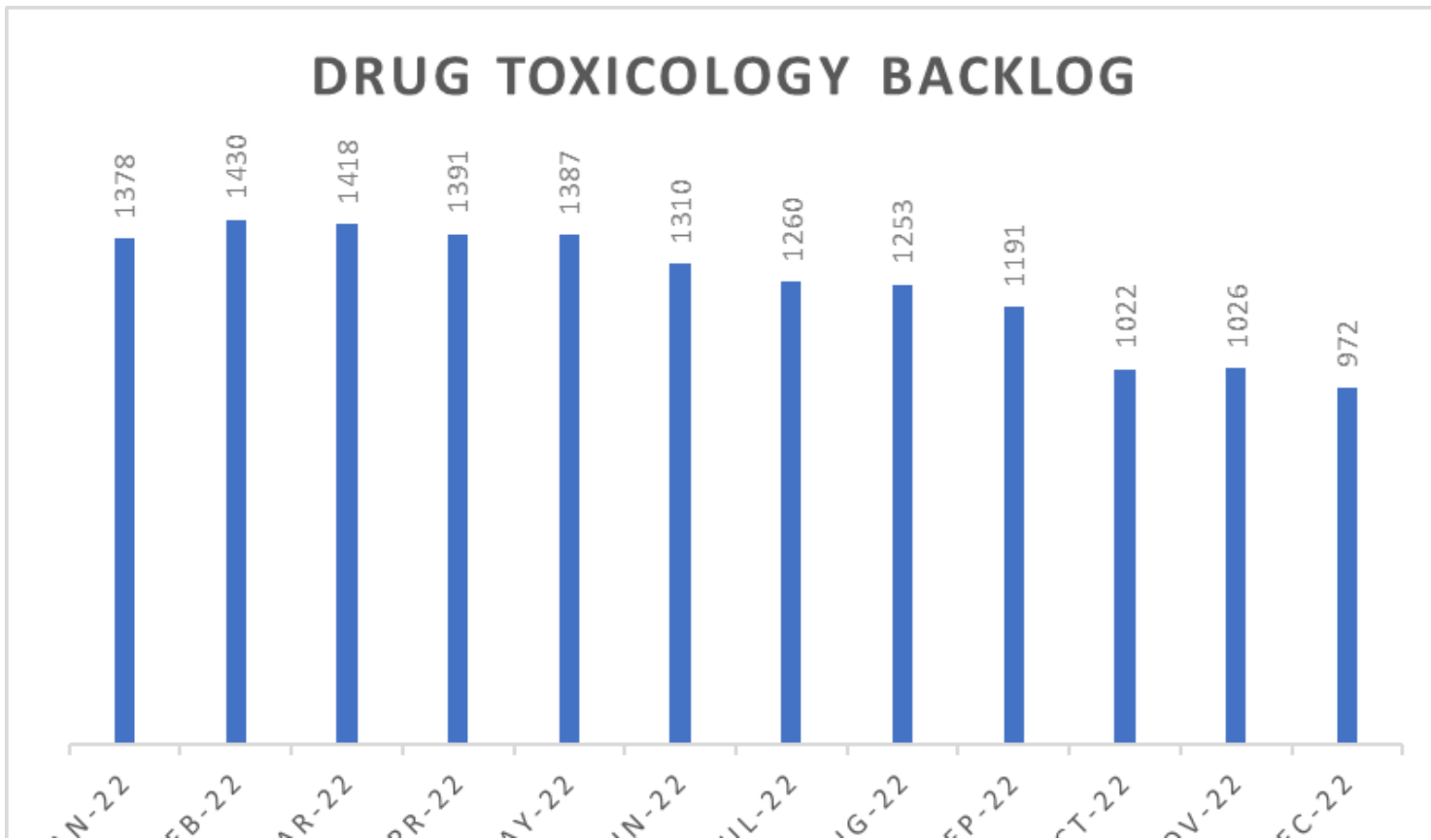
**Backlog was
reduced by
58% in 2022**

CSU Report Backlog



**Backlog was
reduced by
92% in 2022**

Drug Toxicology Backlog

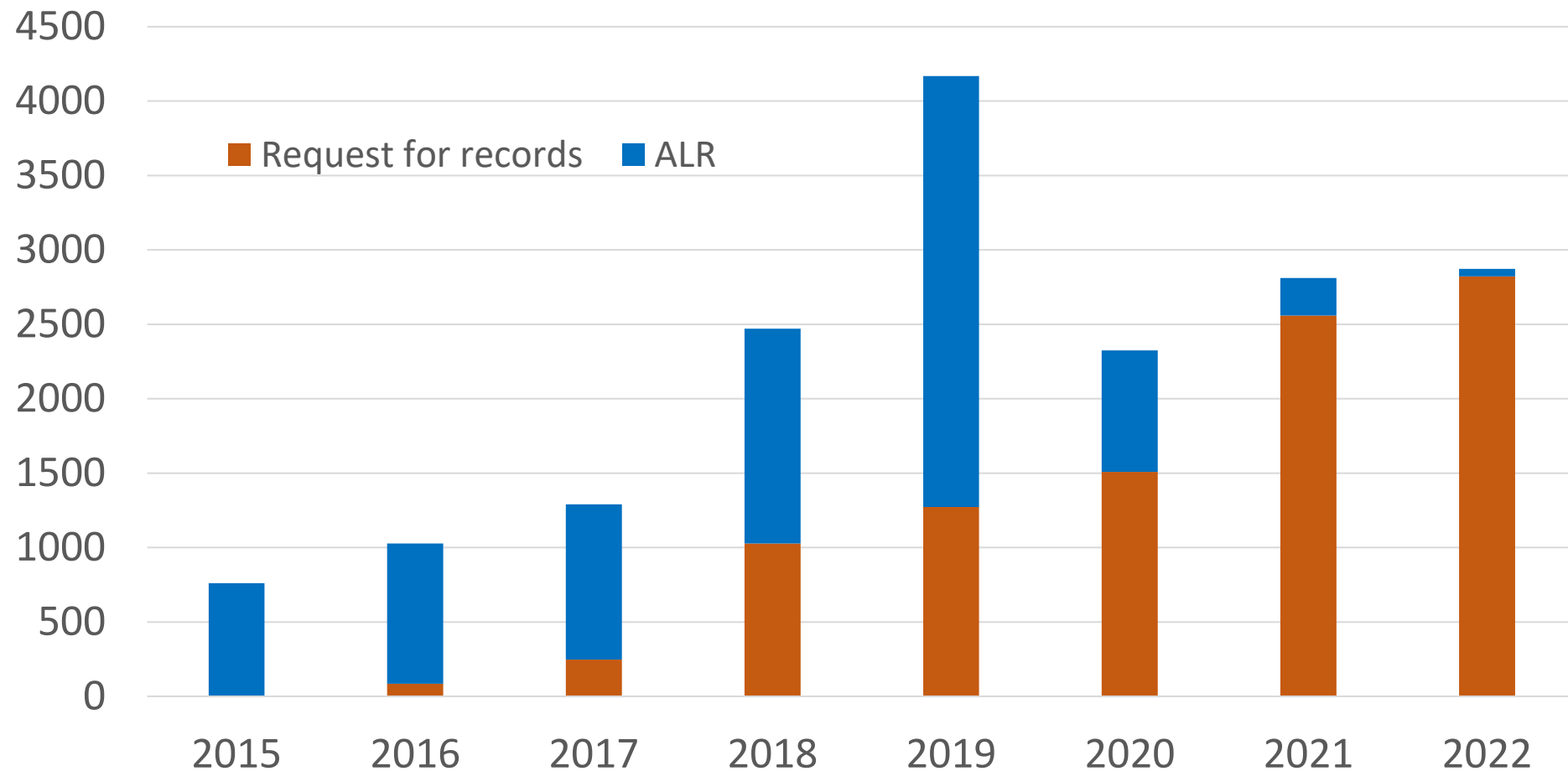


**Backlog was
reduced by
29% in 2022**

Challenges in 2022

- Forensic Biology
 - Both the Colone and DNA Mavens issues created re-work and staffing issues in the section
 - The total backlog has increased 16% in 2022. Within that, the sexual assault kit (SAK) backlog had no significant change.
 - In 2023 the section will continue to use federal grant funds to outsource requests to assist with managing the backlog

Wide ranging impacts of Colone *document requests*



Challenges in 2022

- Seized Drugs
 - Staff turnover and promotions reduced the number of drug analysts to 5 in 2022 (4 analysts work non-marijuana cases, 1 analyst works marijuana cases).
 - The total backlog increased from 451 to 1,345 in 2022.
 - Training and technology review is a focus in 2023 to re-build capacity.
 - A new plan will be implemented to close requests in which the case has been dismissed to aid in prioritizing requests through the backlog.

Challenges in 2022

- Digital Multimedia
 - The section lost about 50% of their staff early in 2022
 - They were able to hire and sign all of the new staff off in cell phone analysis within the year.
 - A 42% reduction in cell phone requests was seen due to HPD adding their own capacity in cell phone data retrieval.
 - We are already seeing a 21% decrease in the backlog from its highest point in 2022.

Detail data

December 2022 Company Overview



HFSC Turnaround Time (TAT)

TAT Date Range*

Porter Lee

Justice Trax

12/1/2022

12/31/2022

12/1/2022

12/31/2022

Analysis TAT

31

Overall TAT

119

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

Backlog

**Number of Requests
Backlogged**

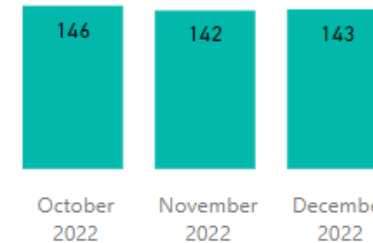
5,638

**% of Requests in
Backlog**

20.9%

Avg Age of Open Requests

Avg Age of Open Request...

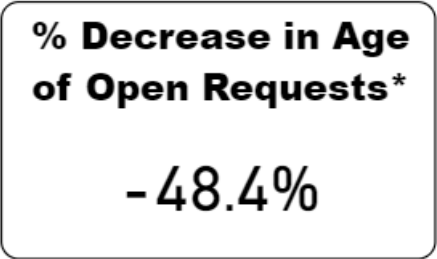


**% Decrease in
Avg Age of Open
Requests***

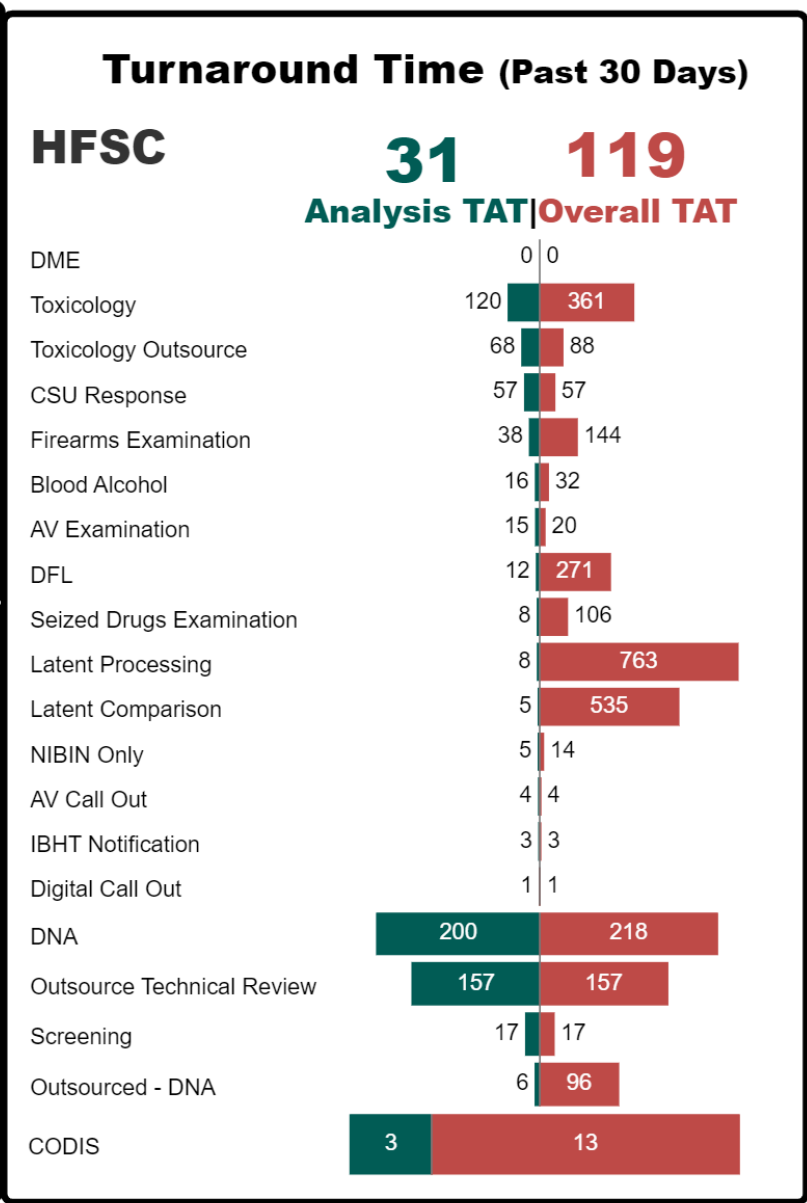
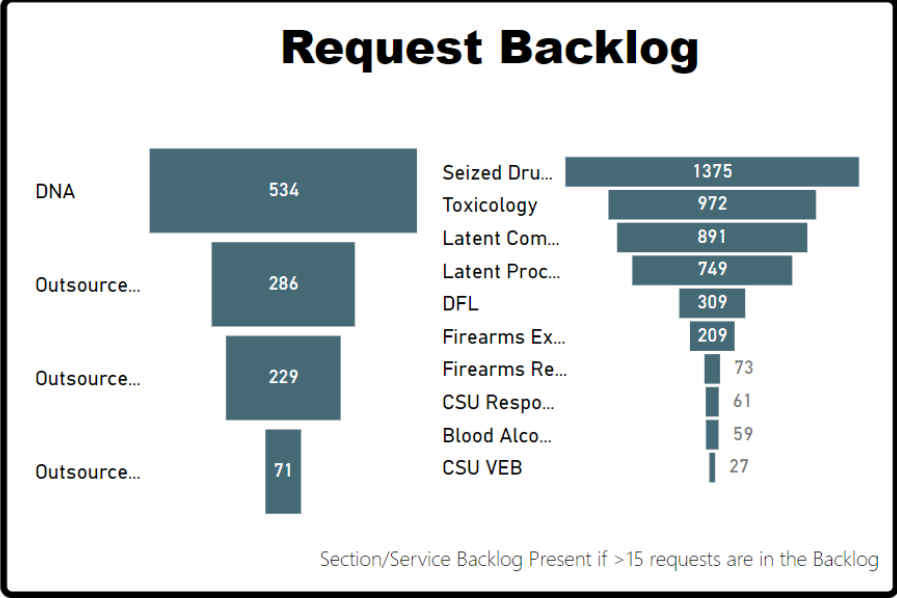
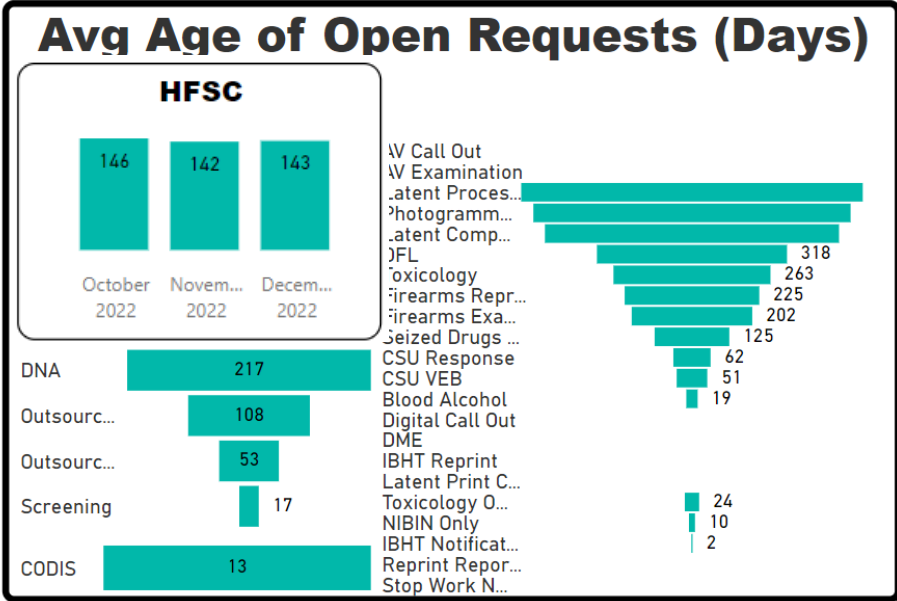
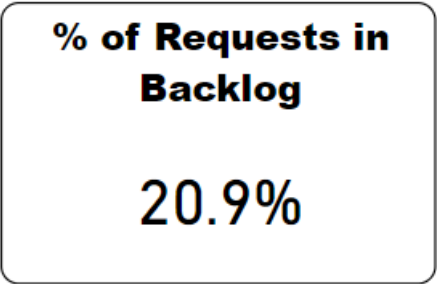
-48.4%

* compared to beginning of performance year

November 2022 Company Overview



* compared to beginning of performance year



Key for Dashboard Section Pages

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

Type of Testing →

Service

Seized Drugs Examination

Priority Type

All

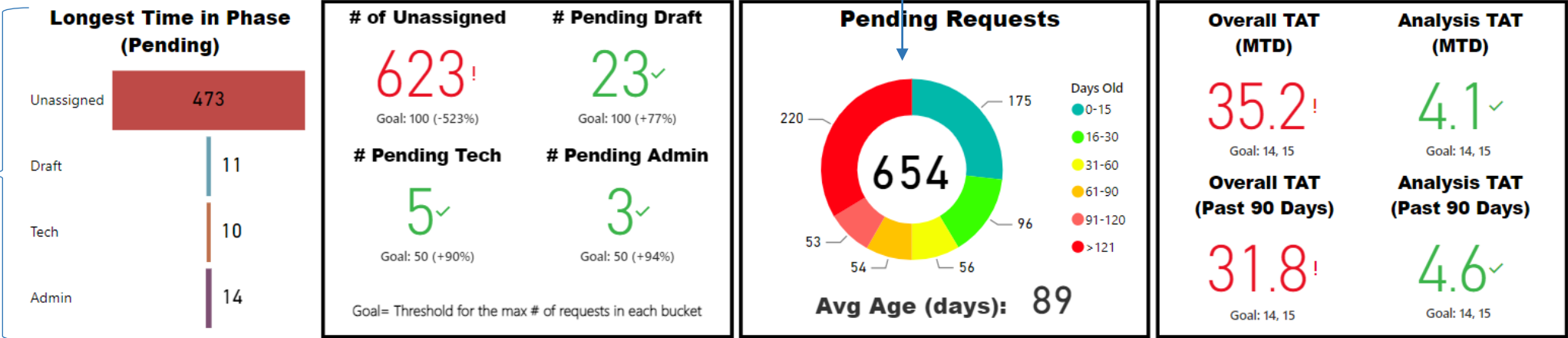
Backlogged Requests:

383

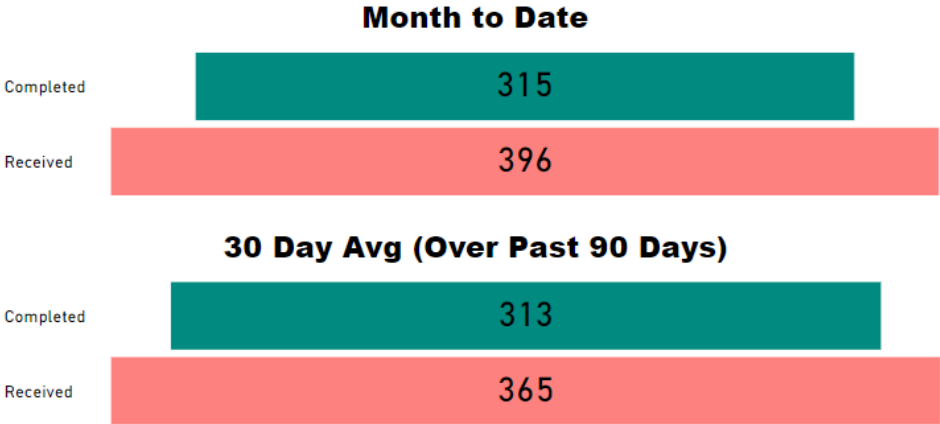
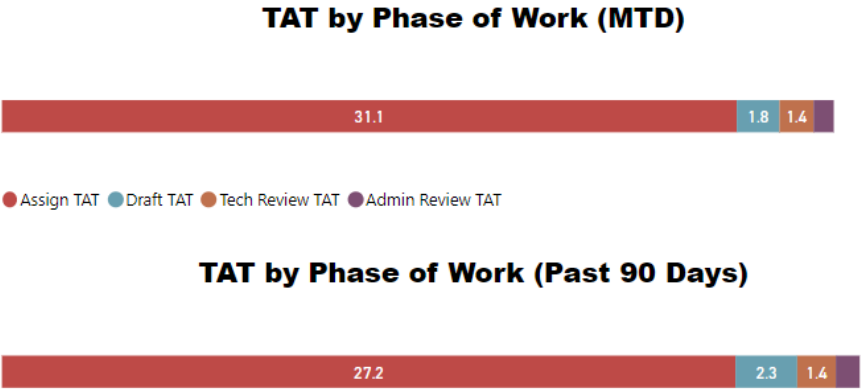
Avg Age of Backlog (days):

142

Pending work



Turnaround time (days) by phase of work



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

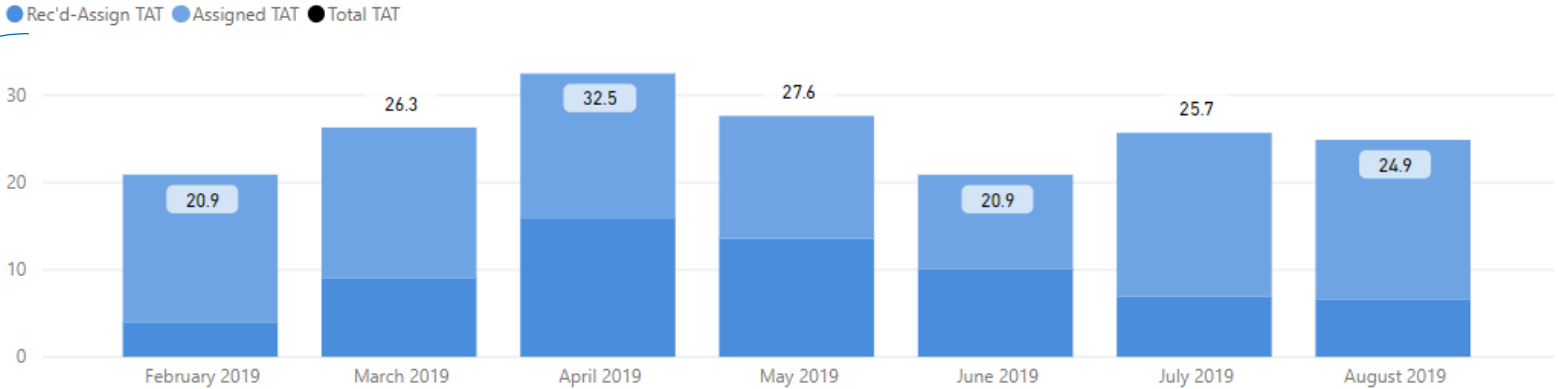
Key for Dashboard Historical Pages 1/2

Date Range

8/1/2018

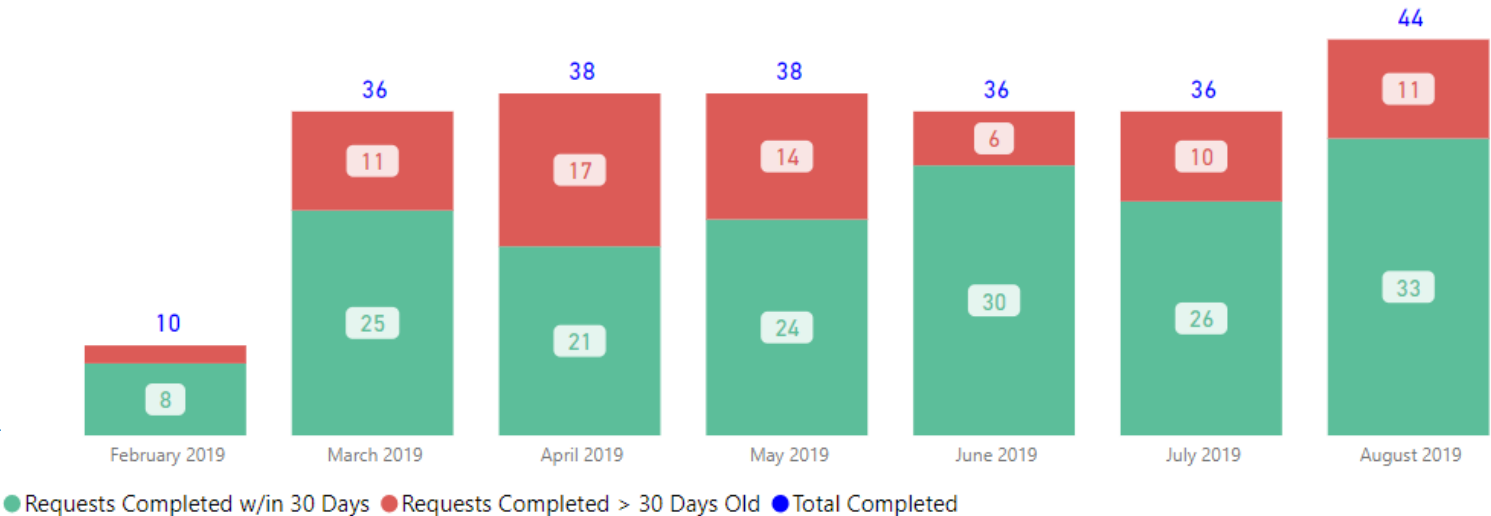
8/31/2019

Total TAT by Month



Data broken down by month

Requests Completed



Type of testing

Request Type

Firearms Examination

Priority Type

All

Report type

Selected Time Frame Averages

26.11

Total TAT (Rec'd-Compl.) Avg

16.08

Assigned TAT (Asgmt.-Compl.) Avg

Overall average for the selected date range

Received to Complete

238

Requests Completed

71

Requests Completed > 30 Days Old

29.83 %

% Completed > 30 Days Old

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

TAT= Turnaround Time

Key for Dashboard Historical Pages 2/2

Type of testing

Service

Priority Type

Seized Drugs Examination

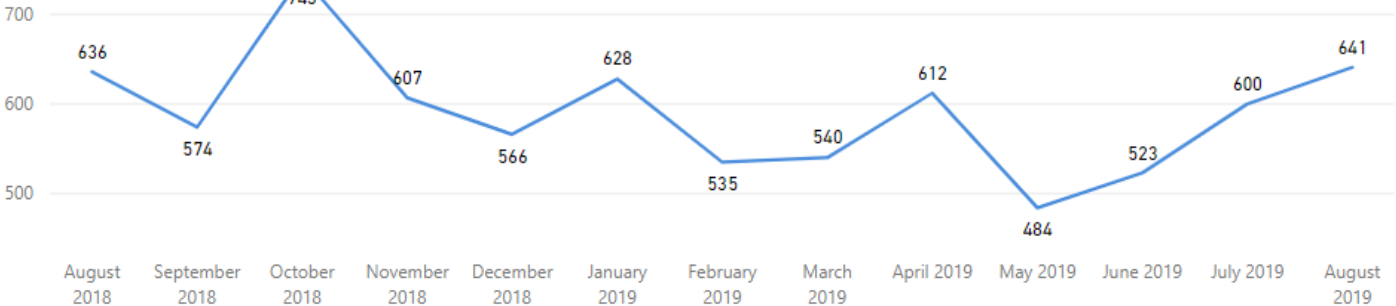
All

Report type

Received Filter

8/1/20188/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)*

591

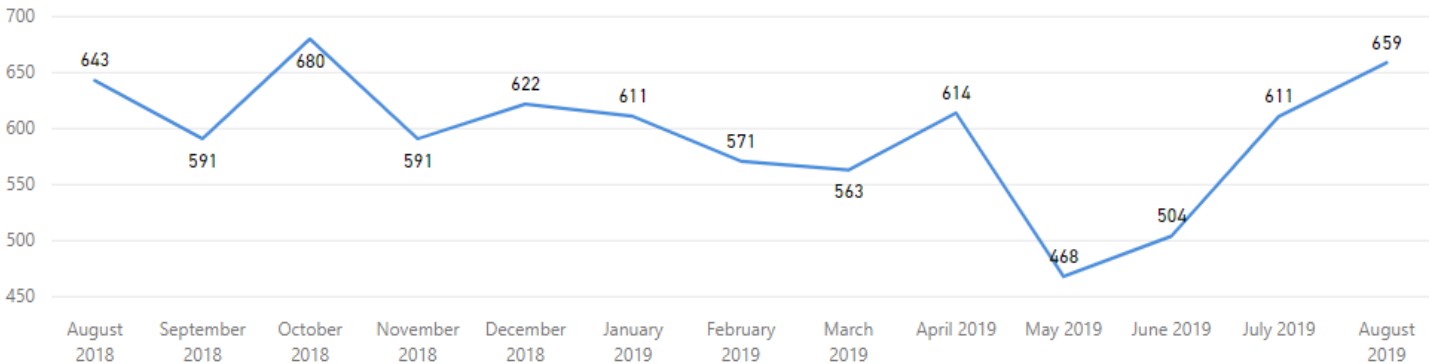
Overall average for the selected date range

Data broken down by month

Completed Filter

8/1/20188/31/2019

Completed by Month



Total Completed

7,728

Completed per Month (Avg)*

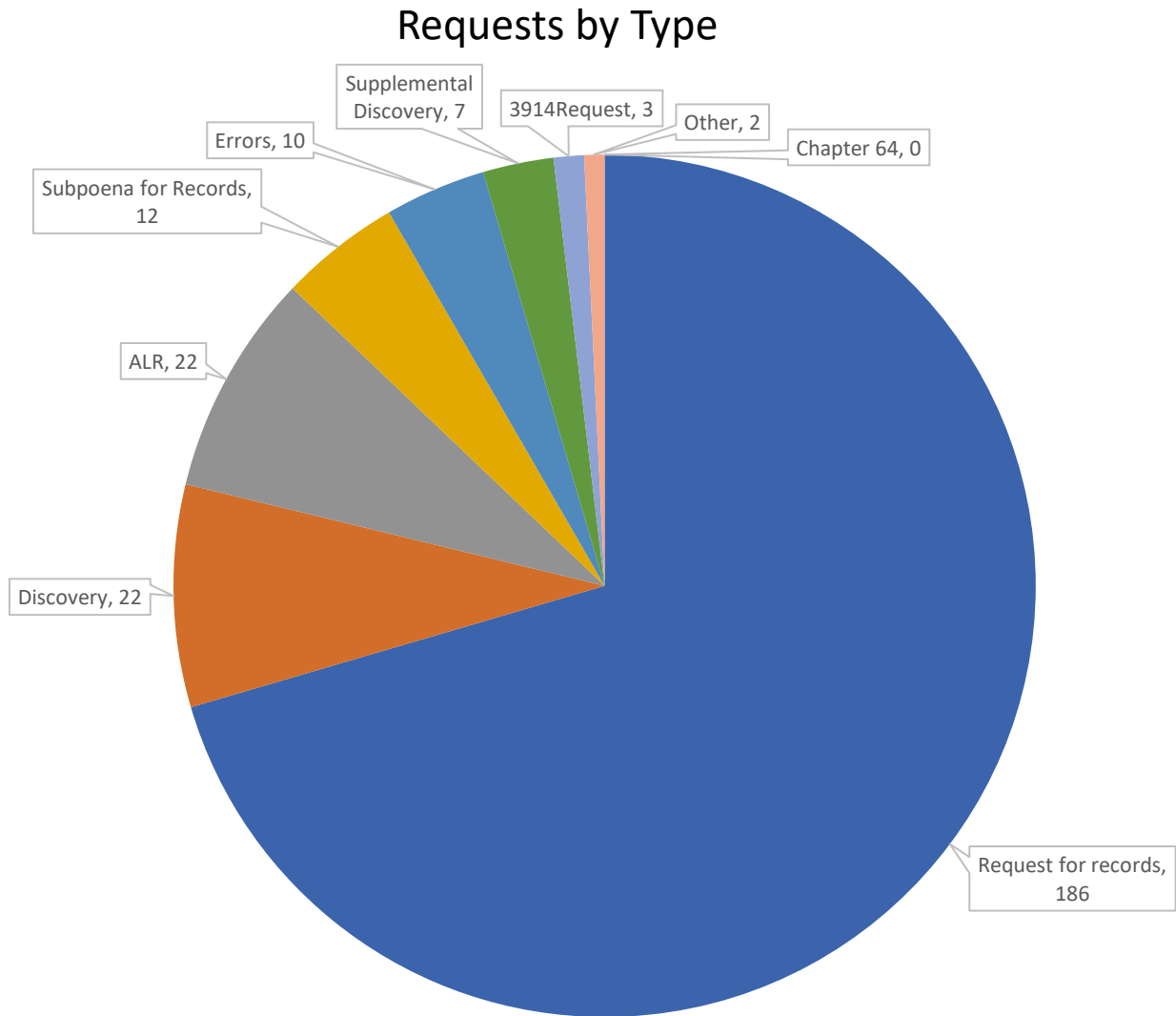
594

Overall average for the selected date range

* months with zero activity are not calculated into the average

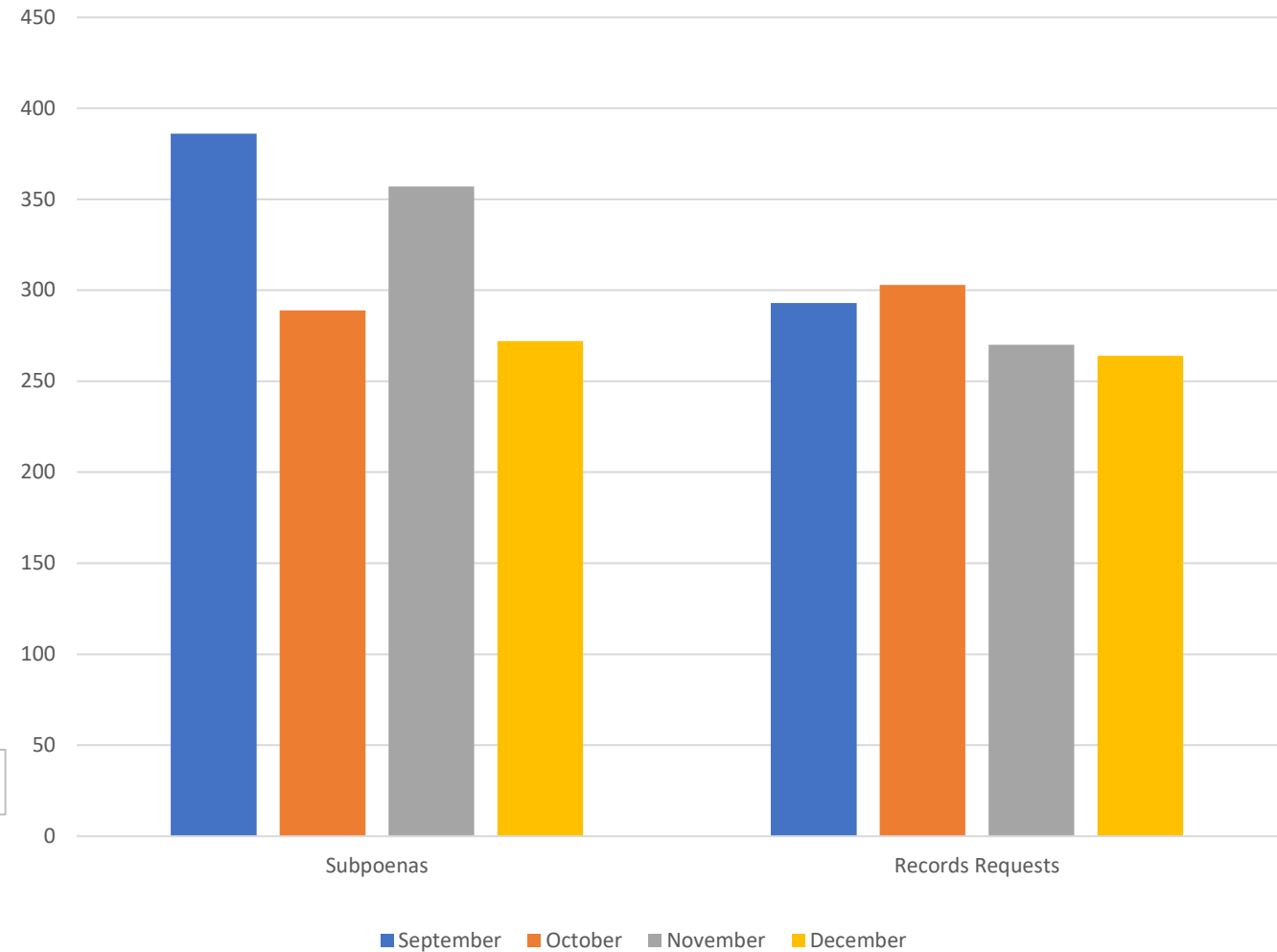
Client Services and Case Management (CS/CM)

CS/CM – December



Administrative

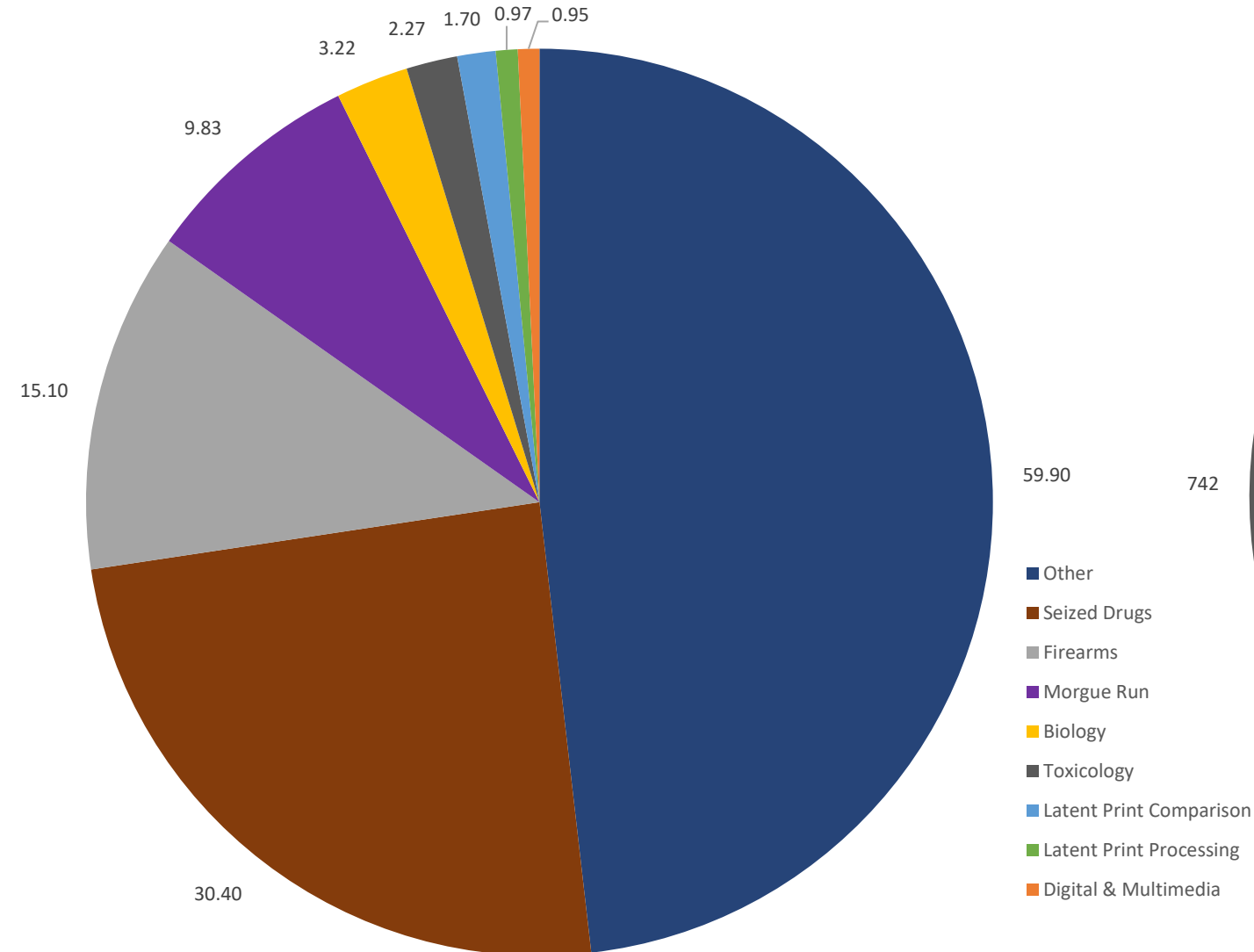
Subpoenas & Records Requests



CS/CM – December

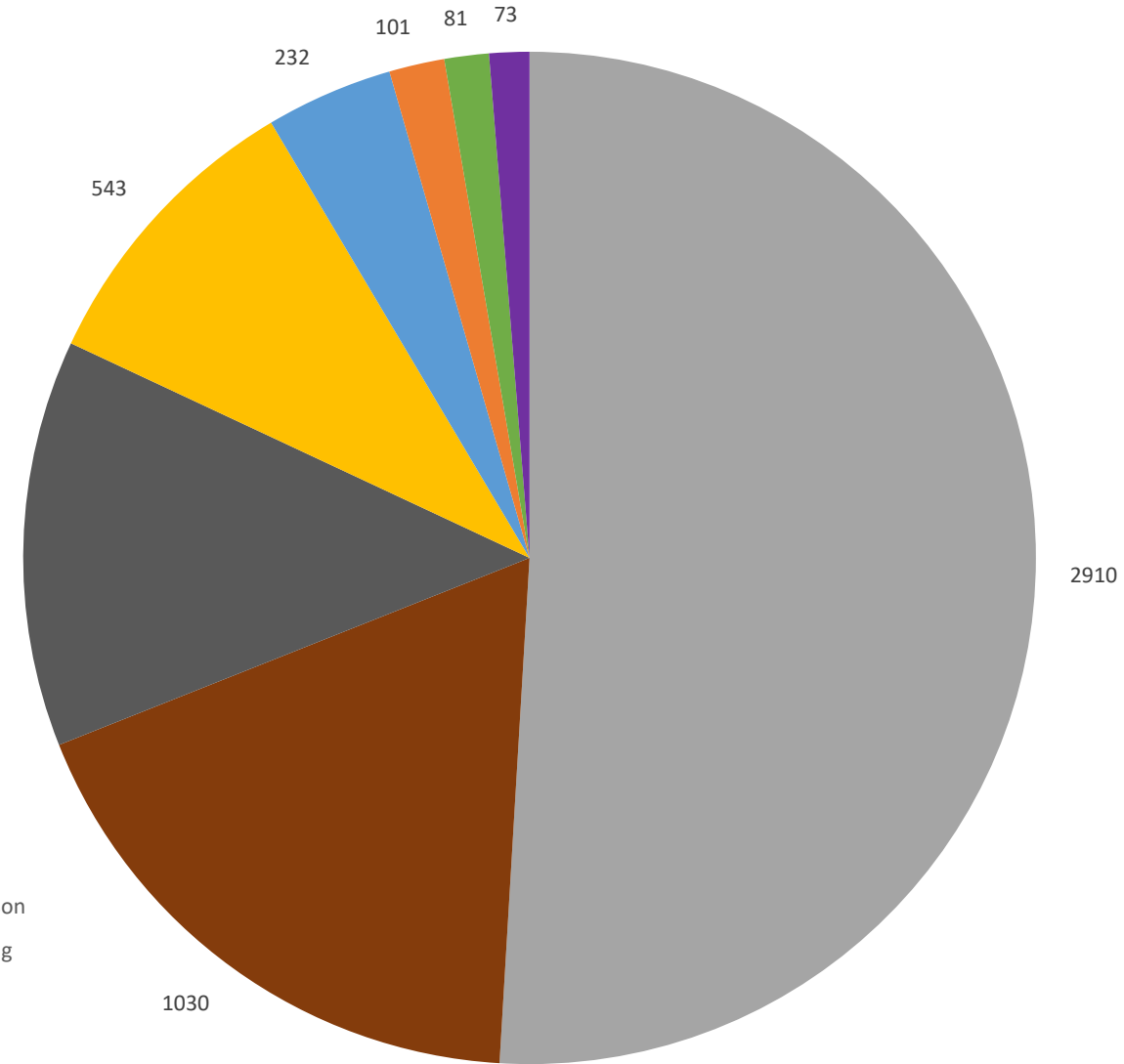
Total Time by Section (Hours)

See Time Categories by Section slide for breakdown



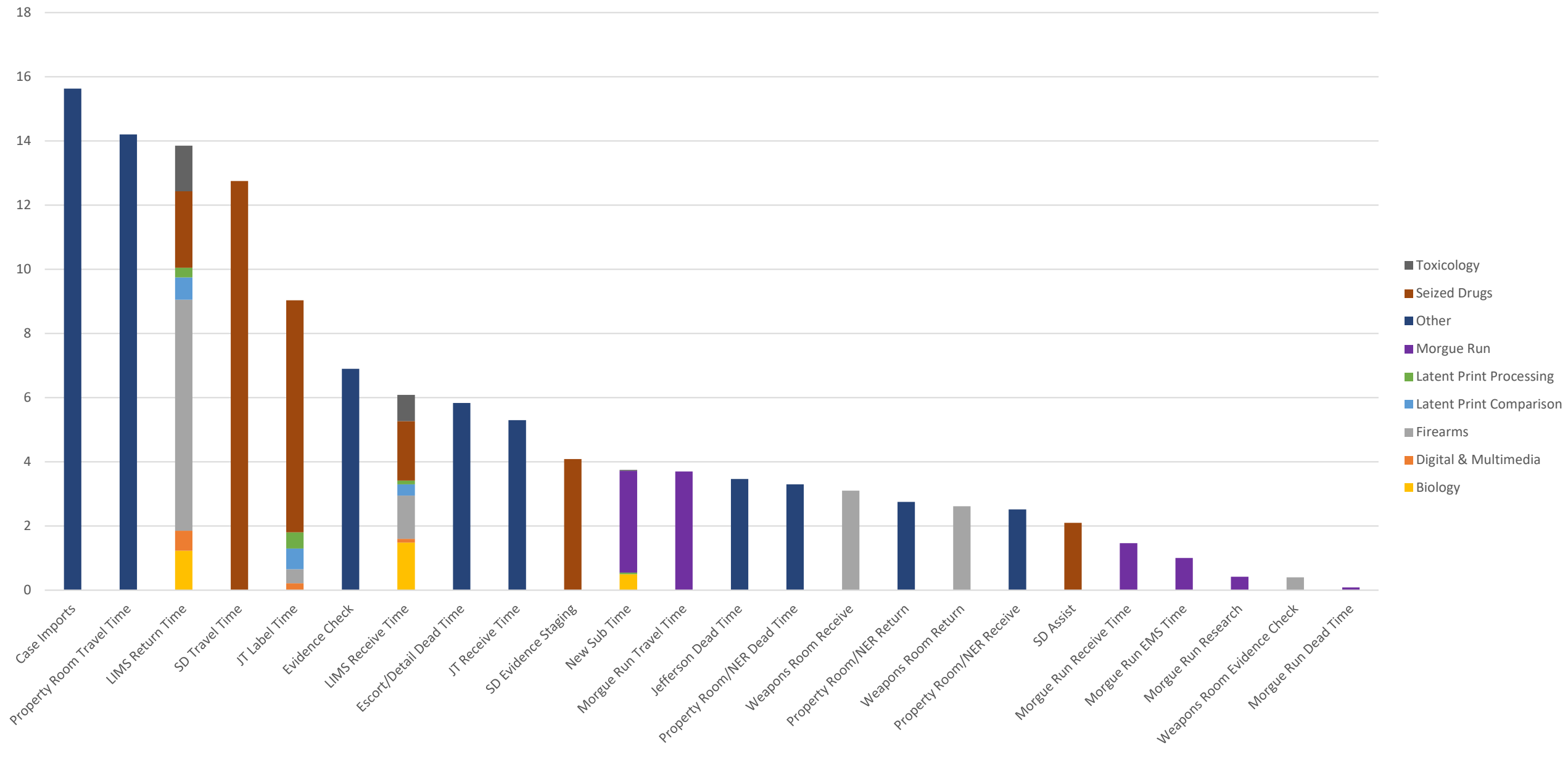
Evidence Handling

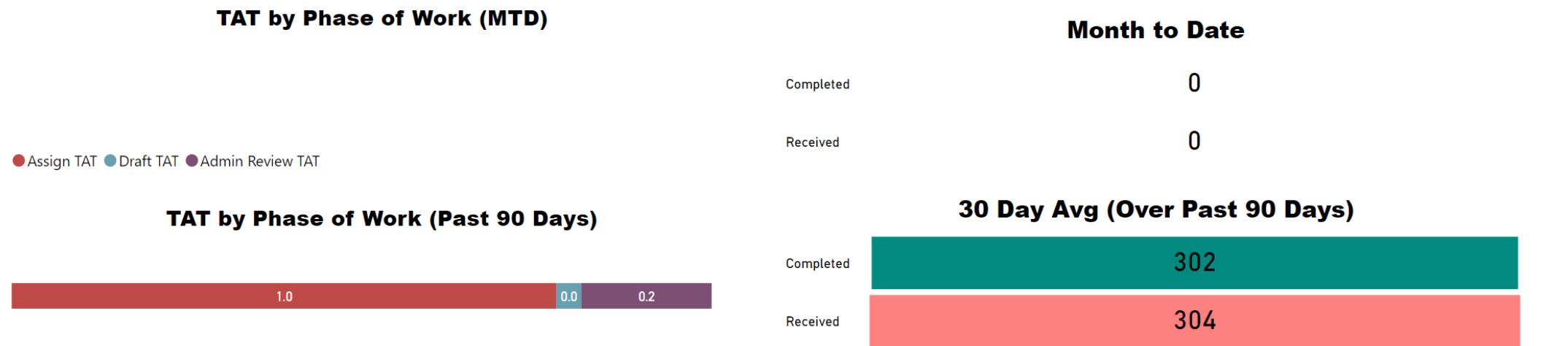
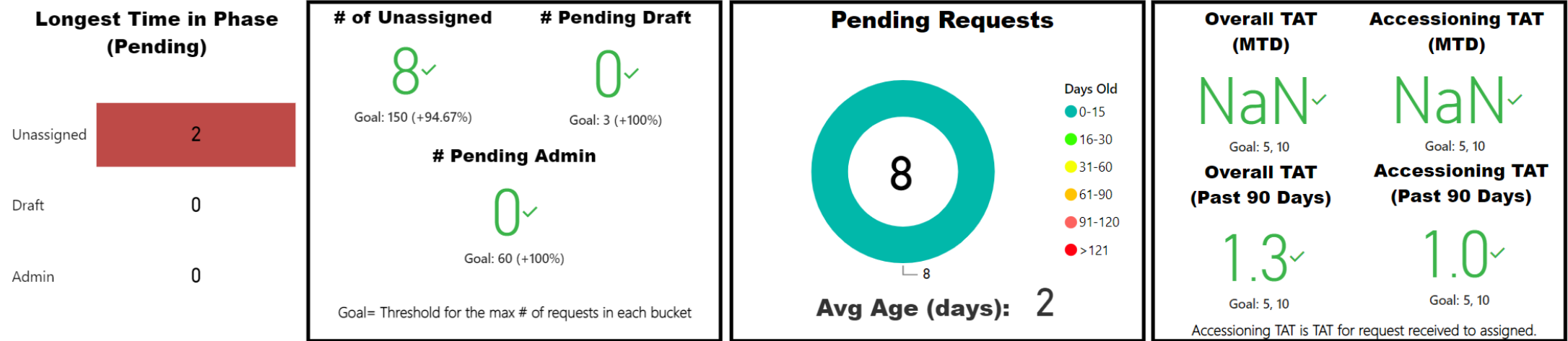
Total Items by Section



Time Categories – December

Evidence Handling





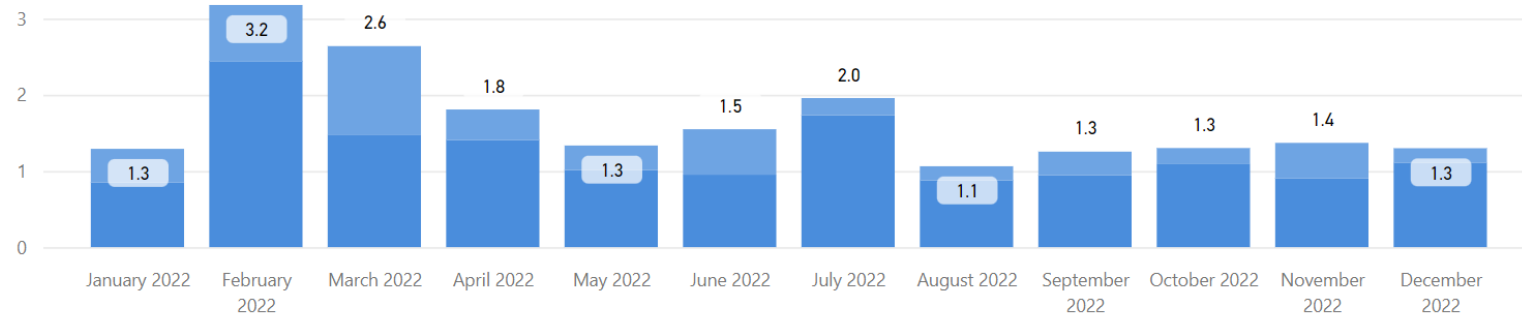
Date Range

1/1/2022

12/31/2022

Total TAT by Month

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



Request Type

CSCM Tox Accession

Priority Type

All

Selected Time Frame Averages

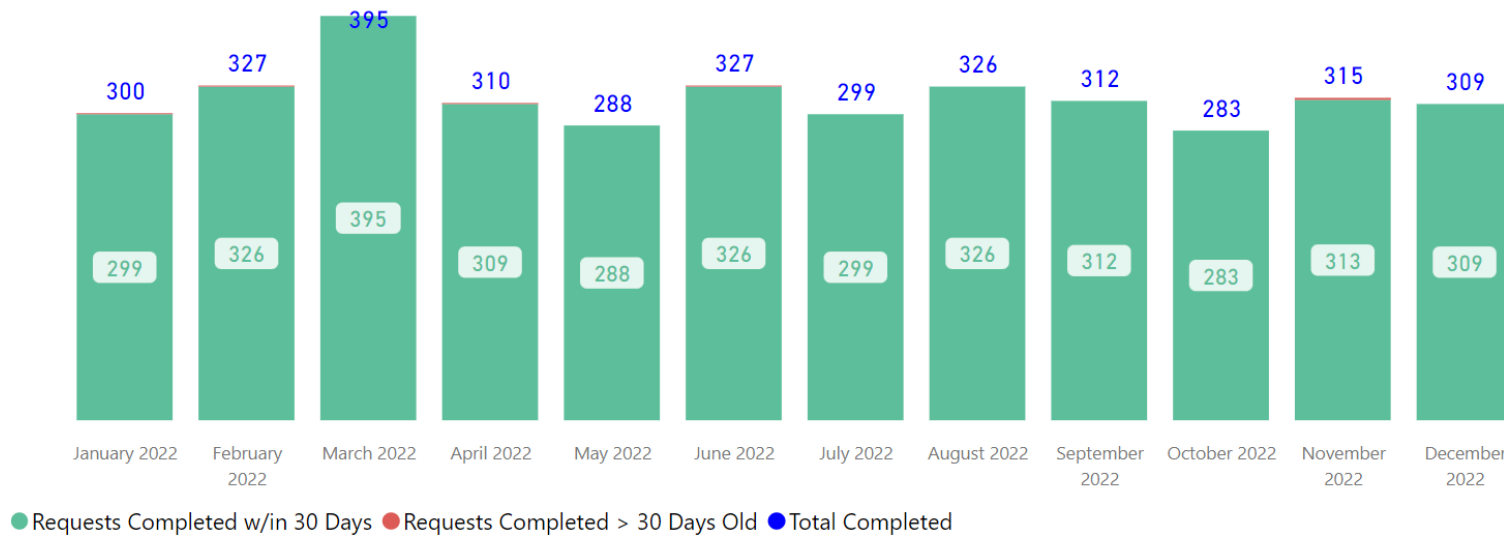
1.70

Total TAT (Rec'd-Compl.) Avg

0.46

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

3791

Requests Completed

6

Requests Completed > 30 Days Old

0.16 %

% Completed > 30 Days Old

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

Service

CSCM Tox Accession

▼

Priority Type

All

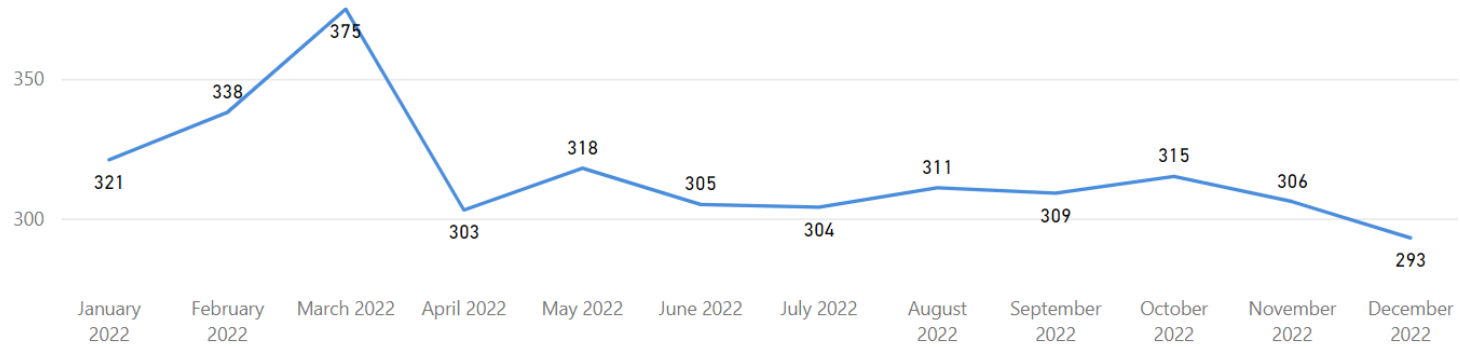
▼

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

3,798

Received per Month (Avg)*

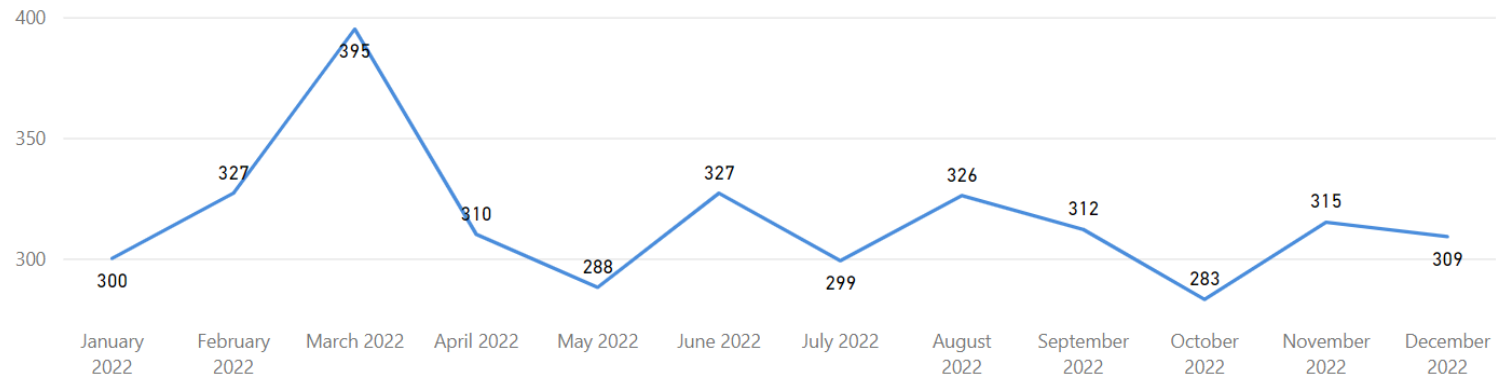
317

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

3,791

Completed per Month (Avg)*

316

* months with zero activity are not calculated into the average

Service

CSCM Tox Rejection

Priority Type

All

Backlogged Requests:

0

Avg Age of Backlog (days):

(Blank)

Longest Time in Phase (Pending)

Unassigned	0
Draft	0
Admin	0

of Unassigned

0✓

Goal: 3 (+100%)

Pending Draft

0✓

Goal: 5 (+100%)

Pending Admin

0✓

Goal: 10 (+100%)

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

Pending Requests

0

Avg Age (days): (Blank)

Days Old

0-15

16-30

31-60

61-90

91-120

>121

Overall TAT (MTD)

NaN✓

Goal: 5, 10

Overall TAT (Past 90 Days)

0.2✓

Goal: 5, 10

Accessioning TAT (MTD)

NaN✓

Goal: 5, 10

Accessioning TAT (Past 90 Days)

0.0✓

Goal: 5, 10

Accessioning TAT is TAT for request received to assigned.

TAT by Phase of Work (MTD)

Month to Date

Completed	0
Received	0

TAT by Phase of Work (Past 90 Days)

30 Day Avg (Over Past 90 Days)

Assign TAT

Draft TAT

Admin Review TAT

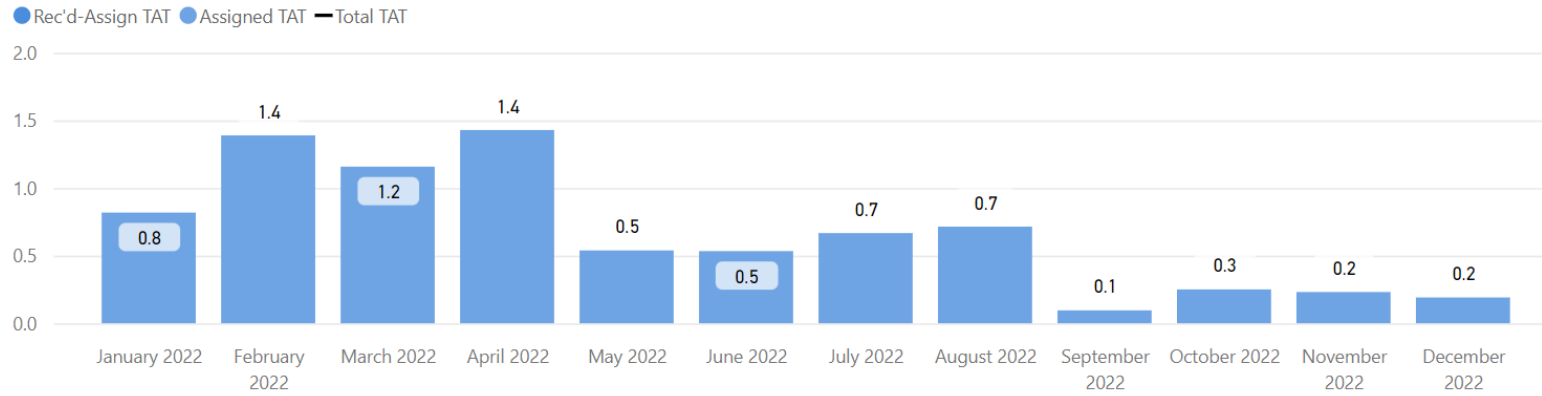
Completed	17
Received	17

Date Range

1/1/2022

12/31/2022

Total TAT by Month



Request Type

CSCM Tox Rejection

Priority Type

All

Selected Time Frame Averages

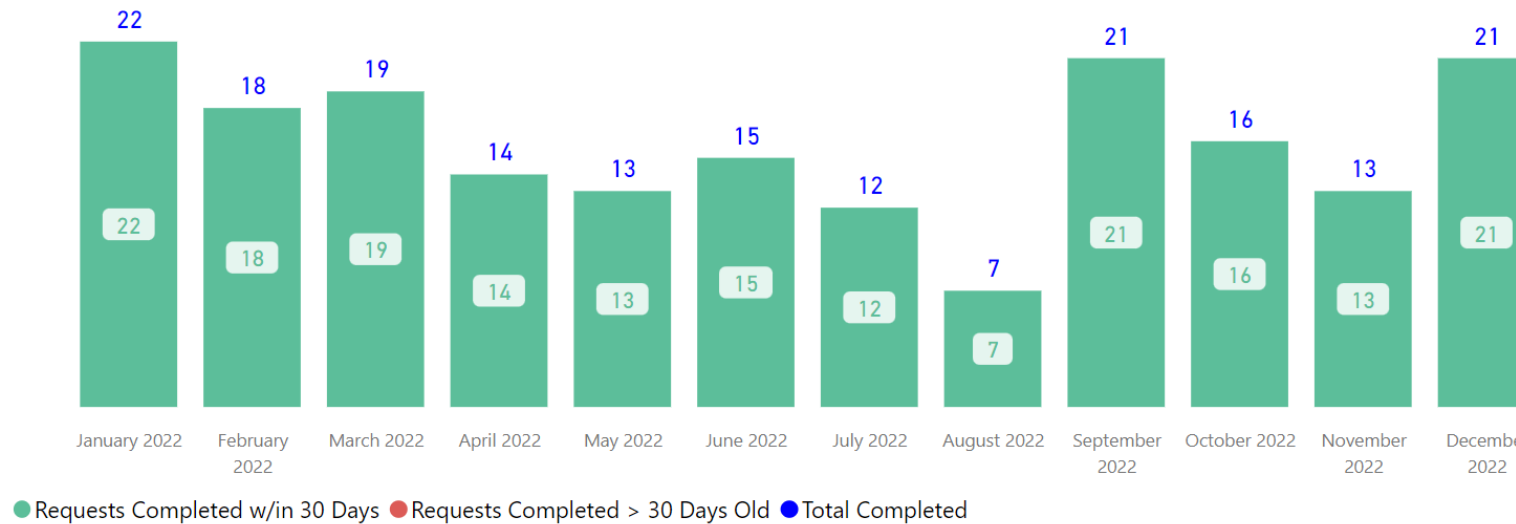
0.66

Total TAT (Rec'd-Compl.) Avg

0.66

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

191

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

CSCM Tax Rejection

Priority Type

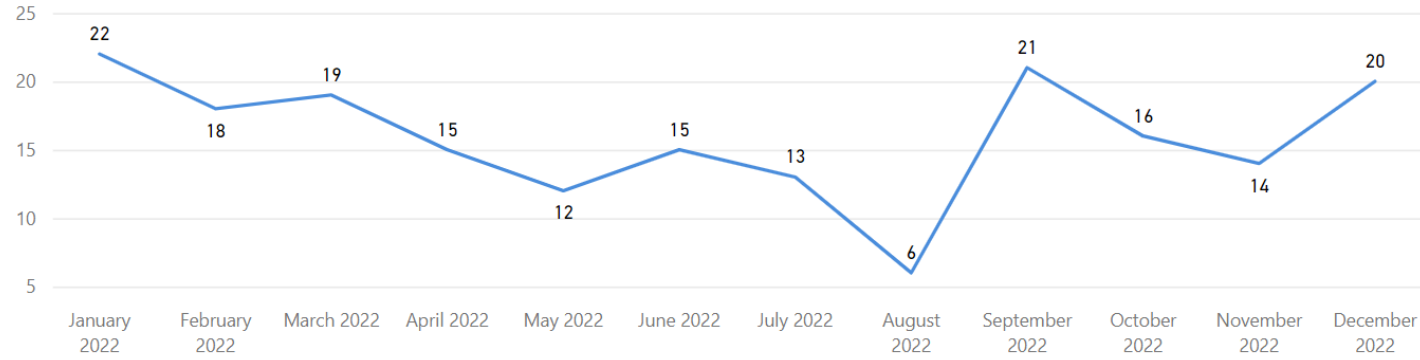
All

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

191

Received per Month (Avg)*

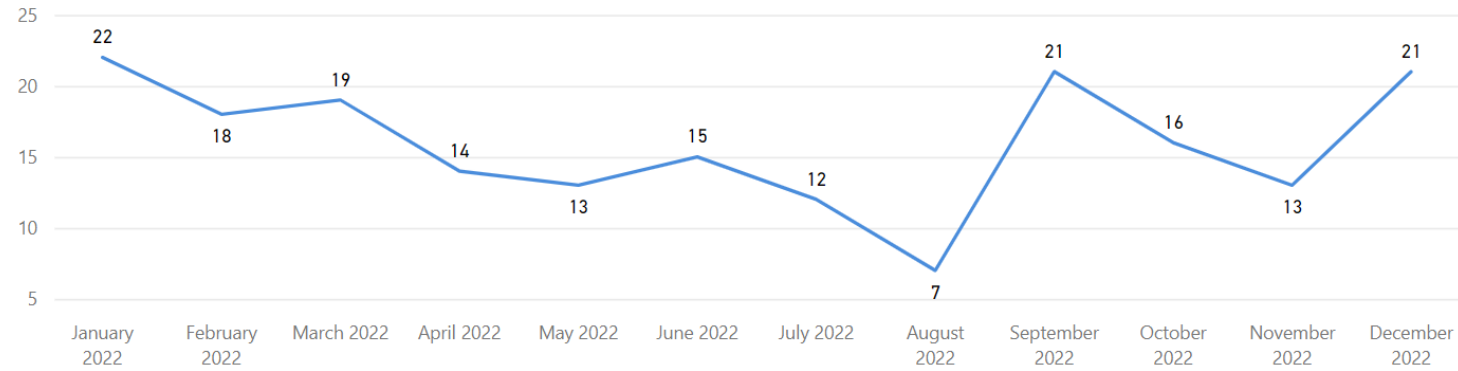
16

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

191

Completed per Month (Avg)*

16

* months with zero activity are not calculated into the average

Seized Drugs

Service

Seized Drugs Examination

Priority Type

All

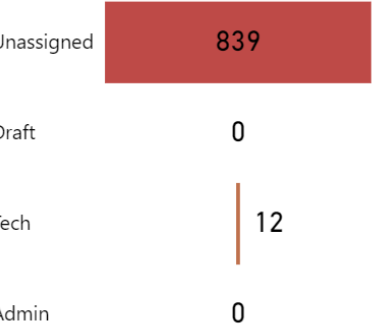
Backlogged Requests:

1375

Avg Age of Backlog (days):

148

Longest Time in Phase (Pending)



of Unassigned

1663!

Goal: 100 (-1563%)

Pending Draft

0✓

Goal: 100 (+100%)

Pending Tech

4✓

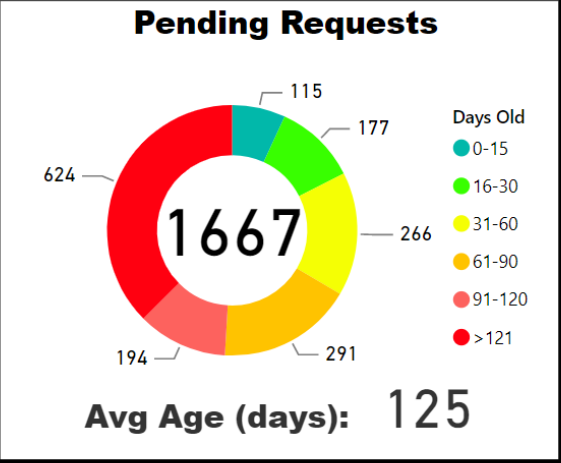
Goal: 50 (+92%)

Pending Admin

0✓

Goal: 50 (+100%)

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



Overall TAT (MTD)

NaN✓

Goal: 14, 15

Analysis TAT (MTD)

NaN✓

Goal: 14, 15

Overall TAT (Past 90 Days)

91.2!

Goal: 14, 15

Analysis TAT (Past 90 Days)

7.2✓

Goal: 14, 15

TAT by Phase of Work (MTD)

Assign TAT Draft TAT Tech Review TAT Admin Review TAT

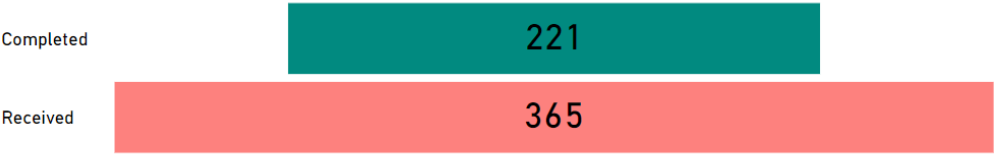
TAT by Phase of Work (Past 90 Days)



Month to Date

Completed	0
Received	0

30 Day Avg (Over Past 90 Days)



Service

Seized Drugs Examination

Priority Type

Mari

Backlogged Requests:

517

Avg Age of Backlog (days):

234

Longest Time in Phase (Pending)

Unassigned	839
Draft	0
Tech	0
Admin	0

of Unassigned

555!

Goal: 100 (-455%)

Pending Draft

0✓

Goal: 100 (+100%)

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): 219

Overall TAT (MTD)

NaN✓

Goal: 14, 15

Overall TAT (Past 90 Days)

296.5!

Goal: 14, 15

Analysis TAT (MTD)

NaN✓

Goal: 14, 15

Analysis TAT (Past 90 Days)

9.1✓

Goal: 14, 15

TAT by Phase of Work (MTD)

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

Completed

Received

Month to Date

Completed

0

Received

0

TAT by Phase of Work (Past 90 Days)

30 Day Avg (Over Past 90 Days)

Completed

27

Received

39

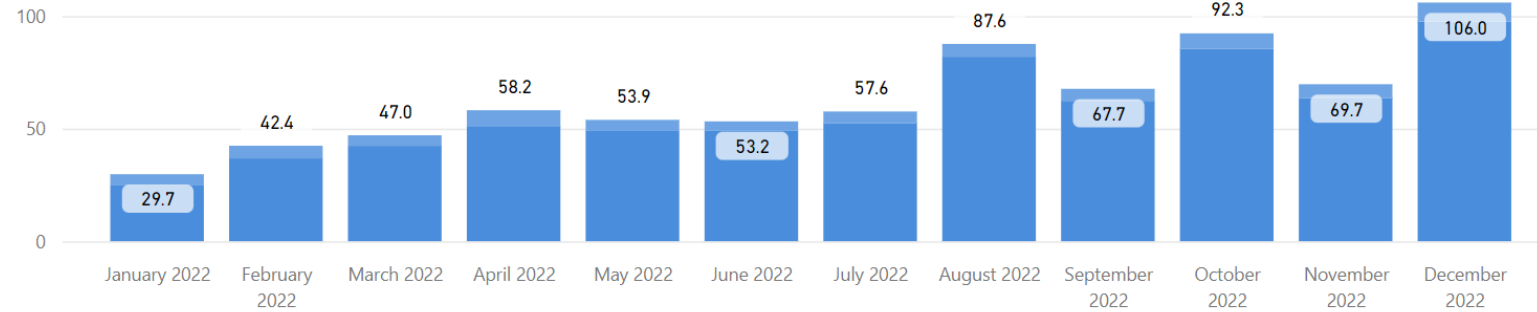
Date Range

1/1/2022

12/31/2022

Total TAT by Month

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



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

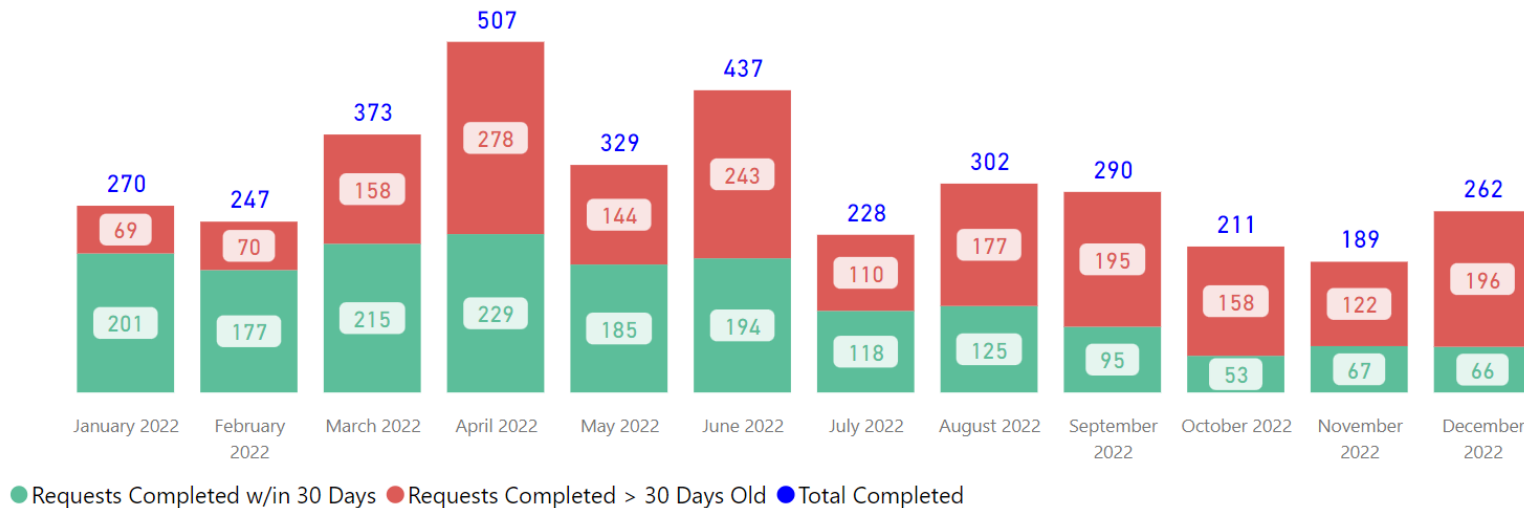
62.03

Total TAT (Rec'd-Compl.) Avg

5.68

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

3645

Requests Completed

1920

Requests Completed > 30 Days Old

52.67 %

% 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

1/1/202212/31/2022

Received by Month



Total Received

4,723

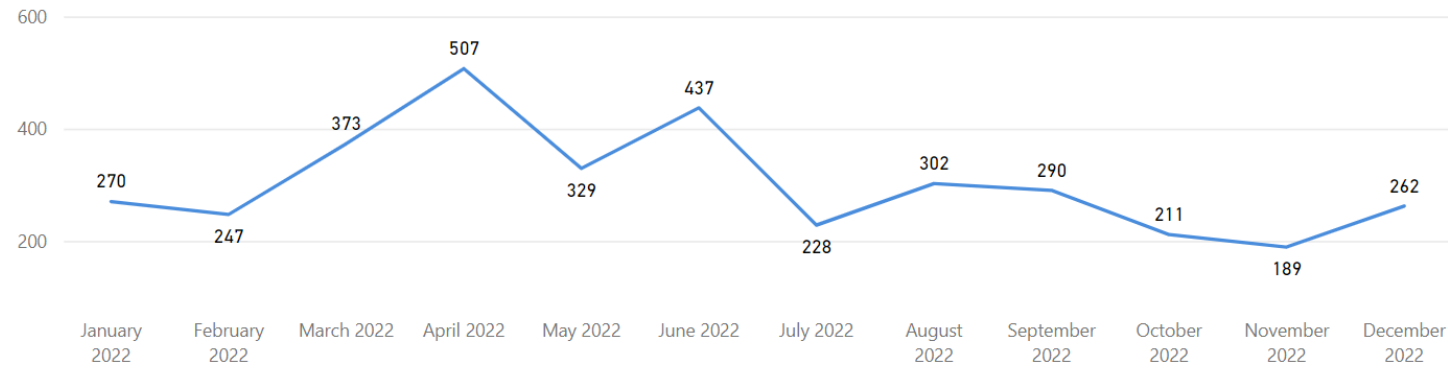
Received per Month (Avg)*

394

Completed Filter

1/1/202212/31/2022

Completed by Month



Total Completed

3,645

Completed per Month (Avg)*

304

* months with zero activity are not calculated into the average

Toxicology

Service

Blood Alcohol

Priority Type

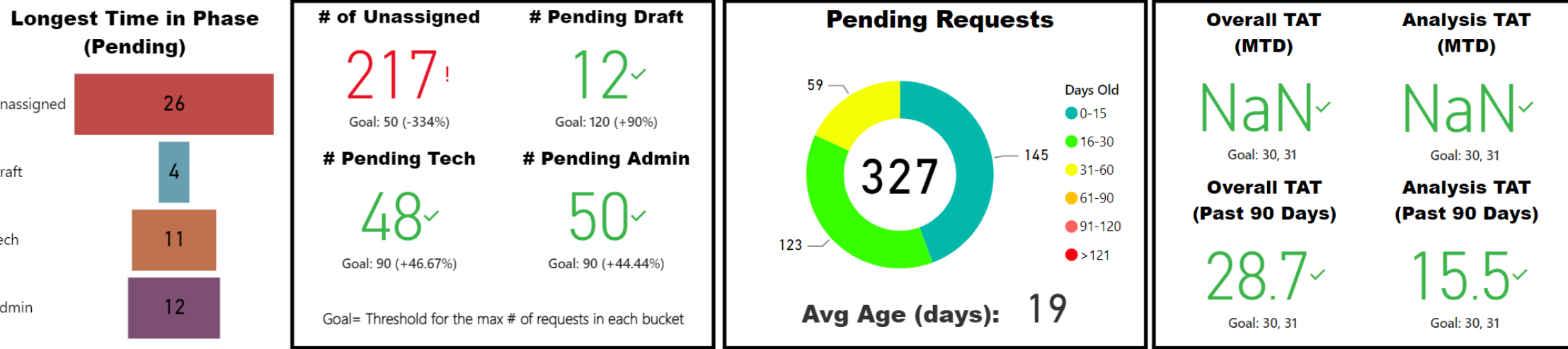
All

Backlogged Requests:

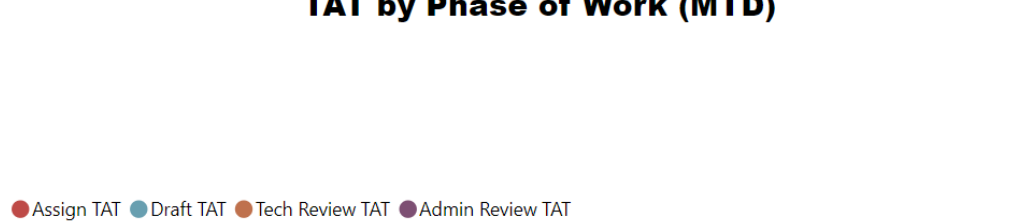
59

Avg Age of Backlog (days):

34



TAT by Phase of Work (MTD)



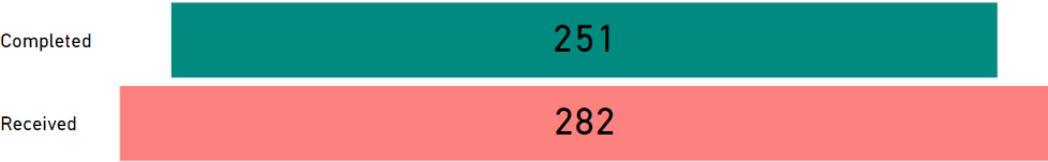
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



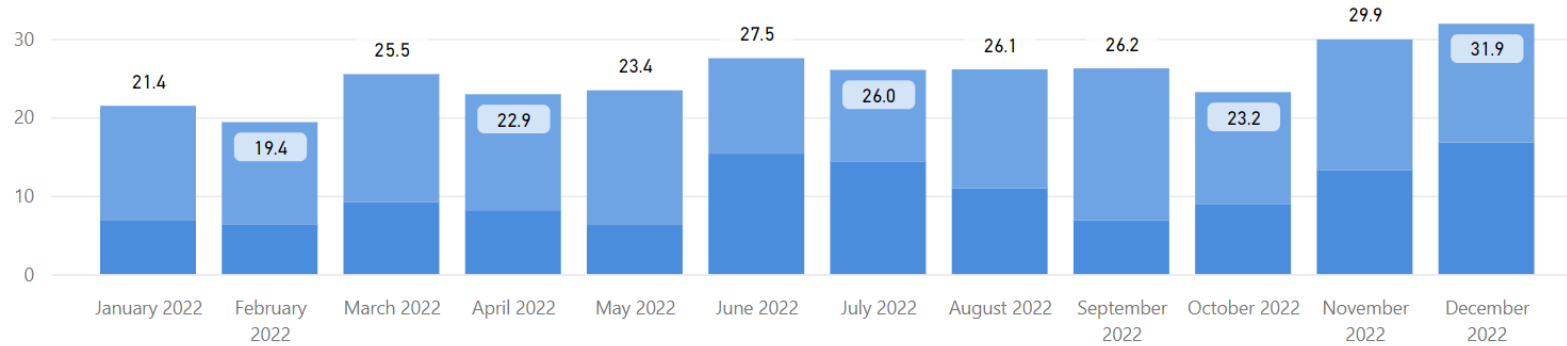
Date Range

1/1/2022

12/31/2022

Total TAT by Month

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



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

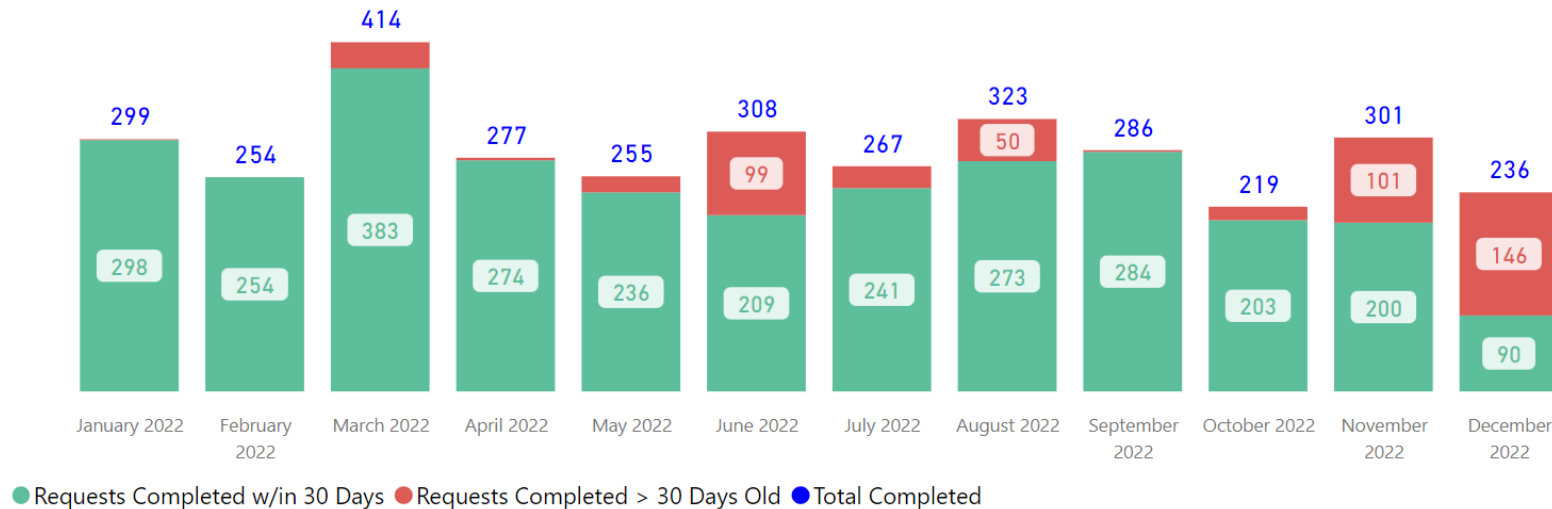
25.34

Total TAT (Rec'd-Compl.) Avg

15.08

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

3439

Requests Completed

494

Requests Completed > 30 Days Old

14.36 %

% Completed > 30 Days Old

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

Service

Blood Alcohol

Priority Type

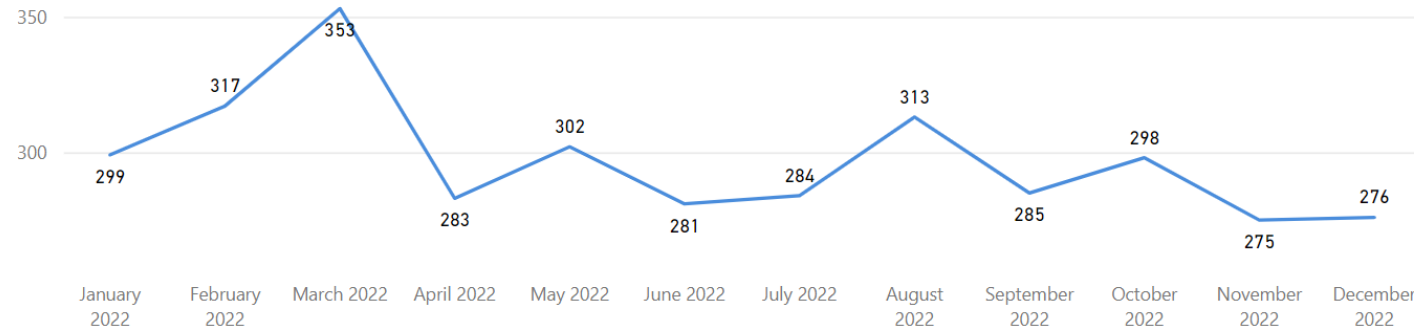
All

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

3,566

Received per Month (Avg)*

297

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

3,439

Completed per Month (Avg)*

287

* months with zero activity are not calculated into the average

Service

Toxicology

Priority Type

All

Backlogged Requests:

972

Avg Age of Backlog (days):

283

Longest Time in Phase (Pending)

Unassigned

31

Draft

419

Tech

220

Admin

87

of Unassigned

70✓

Goal: 120 (+41.67%)

Pending Draft

417!

Goal: 30 (-1290%)

Pending Tech

456!

Goal: 30 (-1420%)

Pending Admin

110!

Goal: 30 (-266.67%)

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

Pending Requests

1053

Avg Age (days): 263

23

99

40

25

808

Days Old

0-15

16-30

31-60

61-90

91-120

>121

Overall TAT (MTD)

NaN✓

Goal: 90, 91

Overall TAT (Past 90 Days)

402.1!

Goal: 90, 91

Analysis TAT (MTD)

NaN✓

Goal: 90, 91

Analysis TAT (Past 90 Days)

115.2!

Goal: 90, 91

TAT by Phase of Work (MTD)

Assign TAT Draft TAT Tech Review TAT Admin Review TAT

TAT by Phase of Work (Past 90 Days)

286.9

52.1

46.6

Month to Date

Completed	0
Received	0

30 Day Avg (Over Past 90 Days)

Completed

117

Received

75

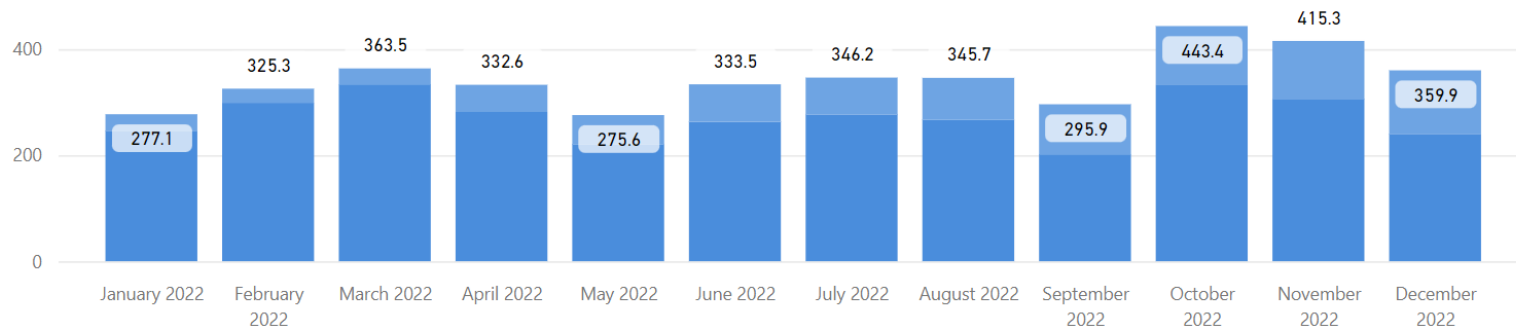
Date Range

1/1/2022

12/31/2022

Total TAT by Month

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



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

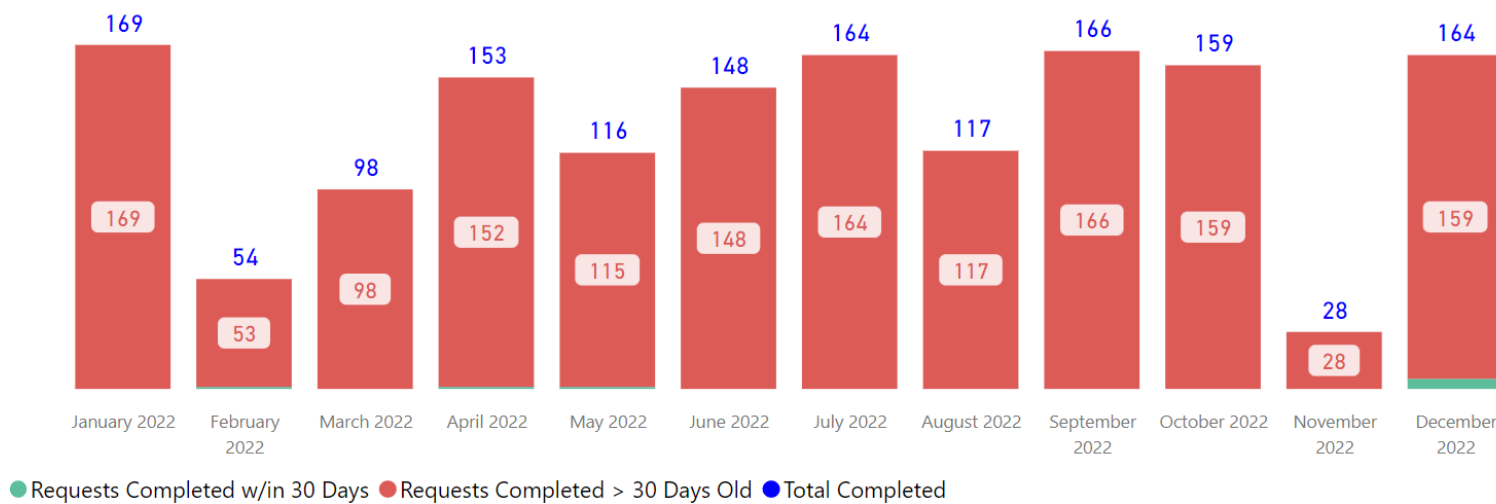
338.35

Total TAT (Rec'd-Compl.) Avg

72.28

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1536

Requests Completed

1528

Requests Completed > 30 Days Old

99.48 %

% Completed > 30 Days Old

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

Service

Toxicology

▼

Priority Type

All

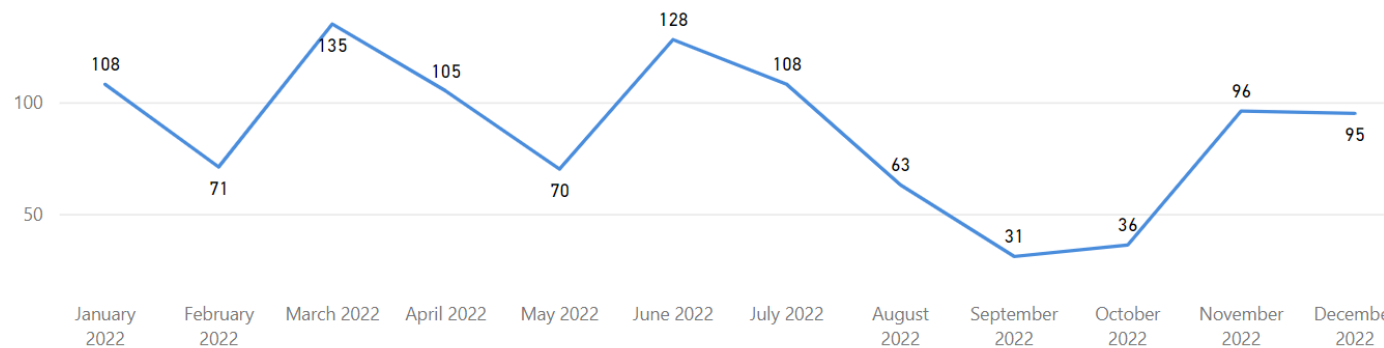
▼

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

1,046

Received per Month (Avg)*

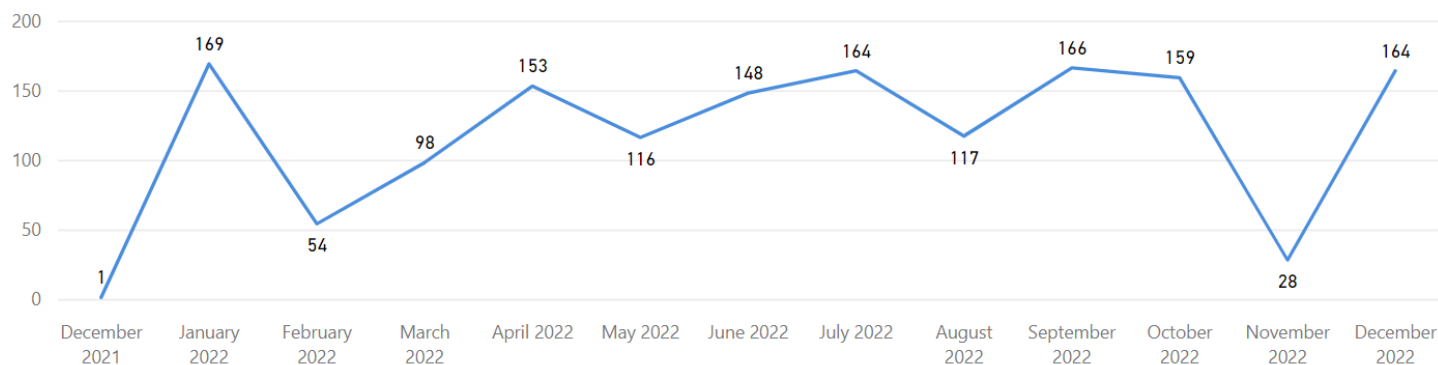
87

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

1,537

Completed per Month (Avg)*

118

* months with zero activity are not calculated into the average

Firearms

Service

Firearms Examination

Priority Type

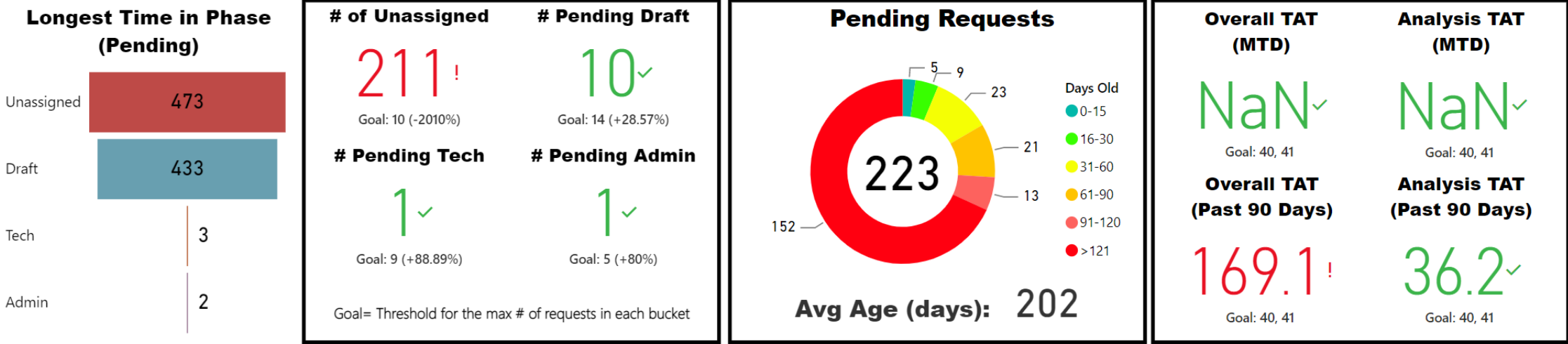
All

Backlogged Requests:

209

Avg Age of Backlog (days):

214



TAT by Phase of Work (MTD)

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

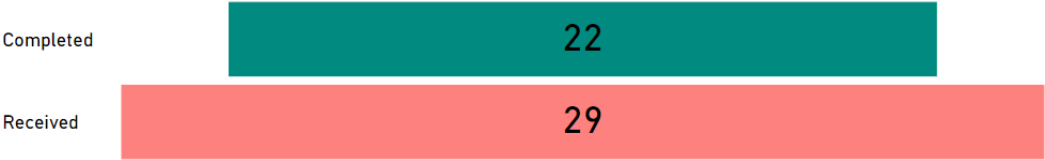
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

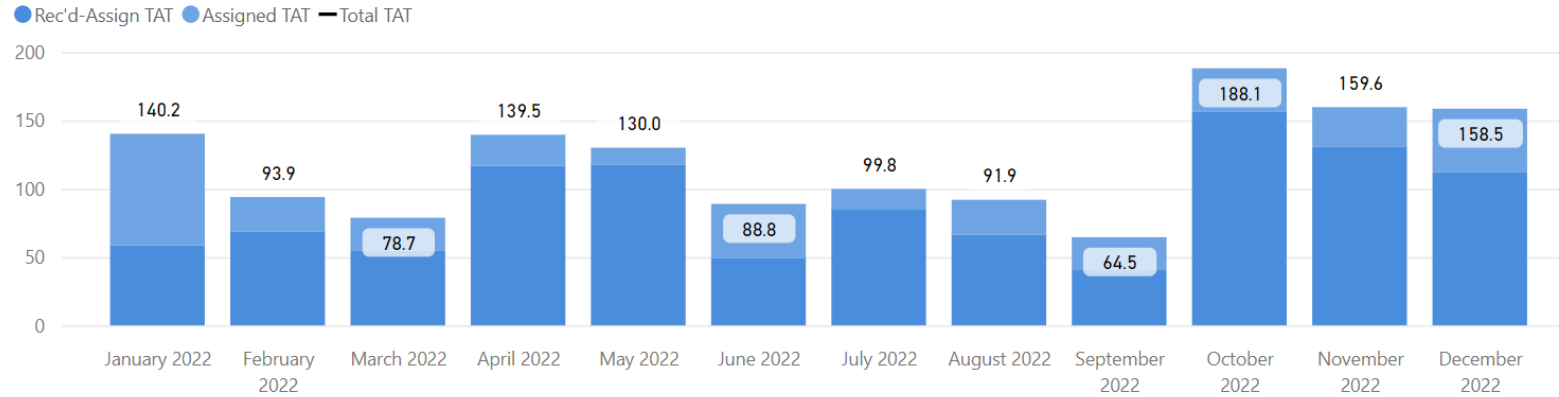


Date Range

1/1/2022

12/31/2022

Total TAT by Month



Request Type

Firearms Examination

Priority Type

All

Selected Time Frame Averages

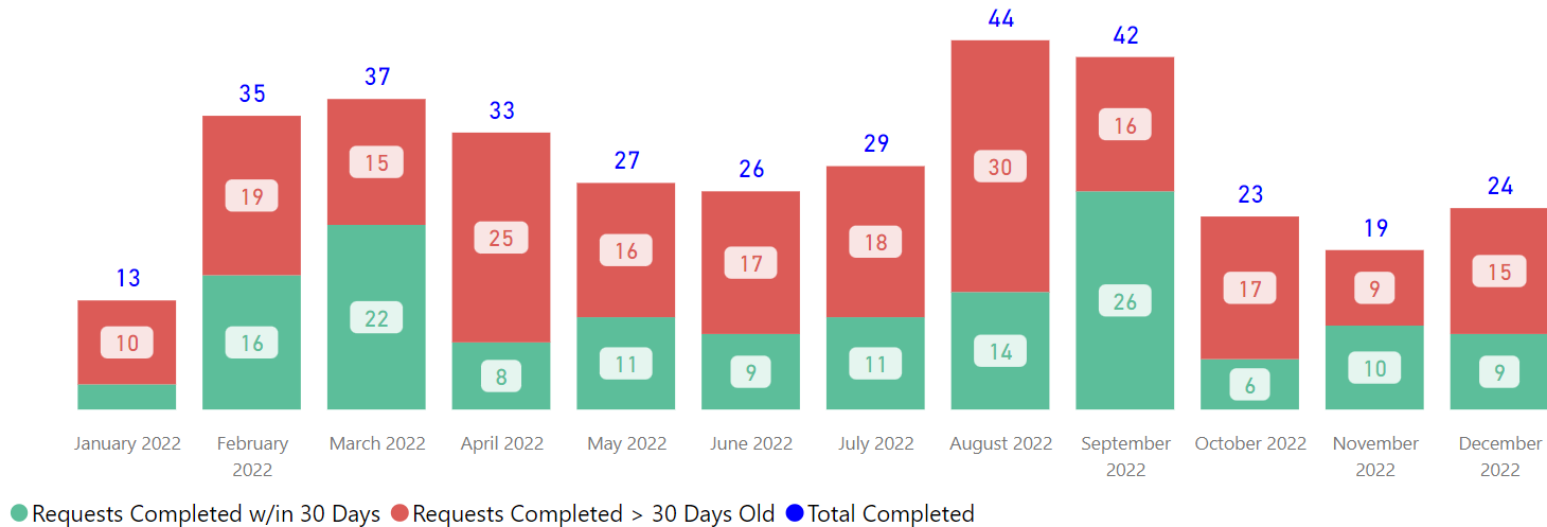
111.51

Total TAT (Rec'd-Compl.) Avg

28.19

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

352

Requests Completed

207

Requests Completed > 30 Days Old

58.81 %

% Completed > 30 Days Old

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

Service

Firearms Examination

Priority Type

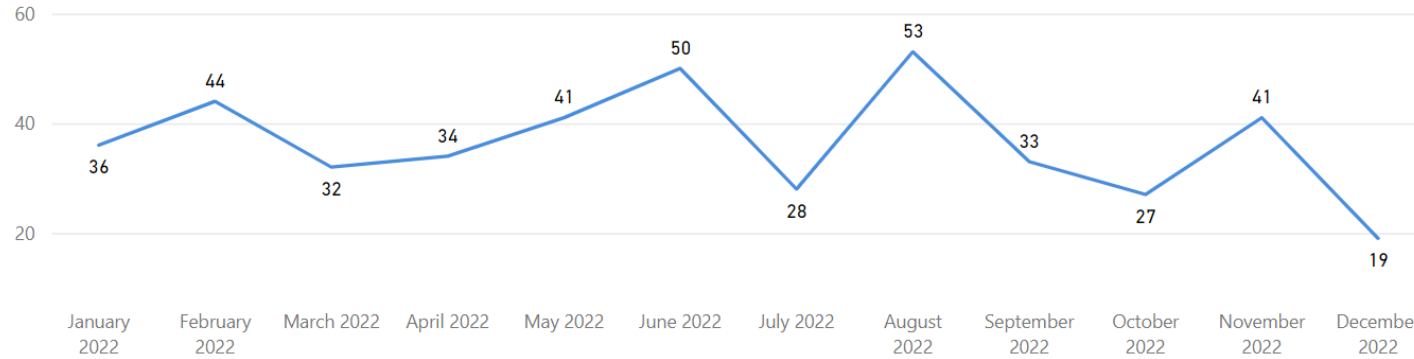
All

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

438

Received per Month (Avg)*

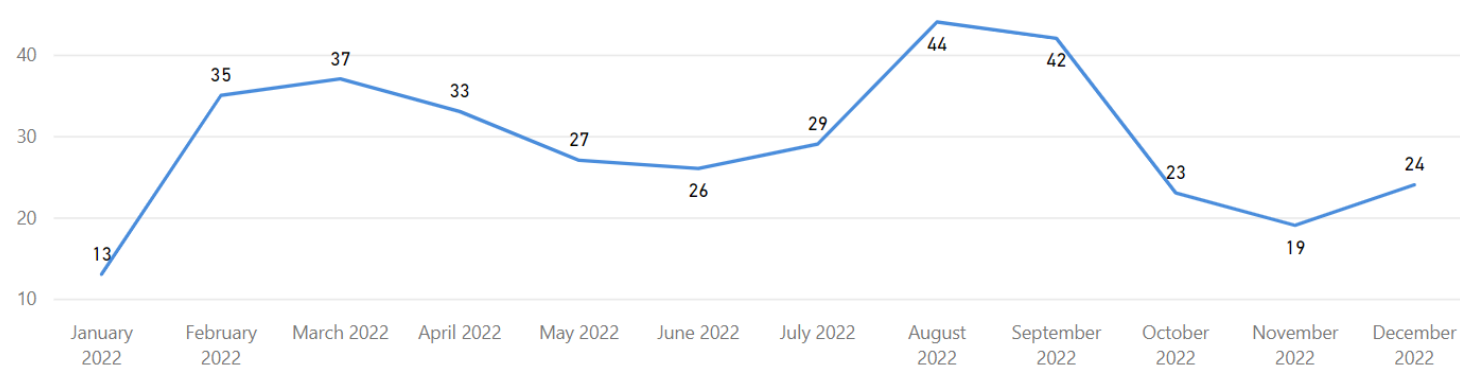
37

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

352

Completed per Month (Avg)*

29

* months with zero activity are not calculated into the average

Service

NIBIN Only

Priority Type

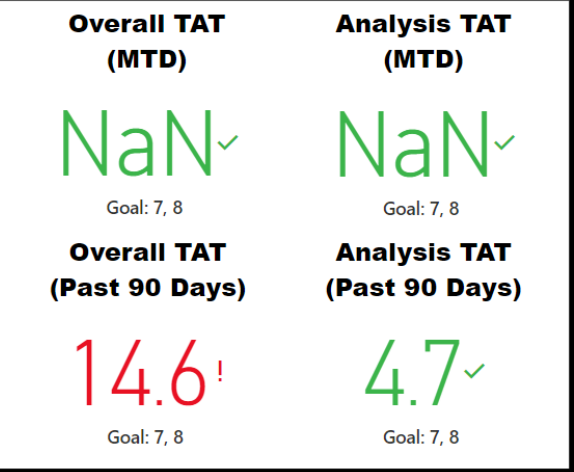
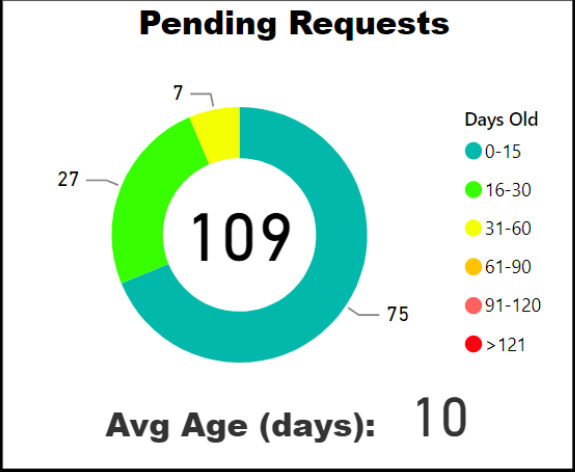
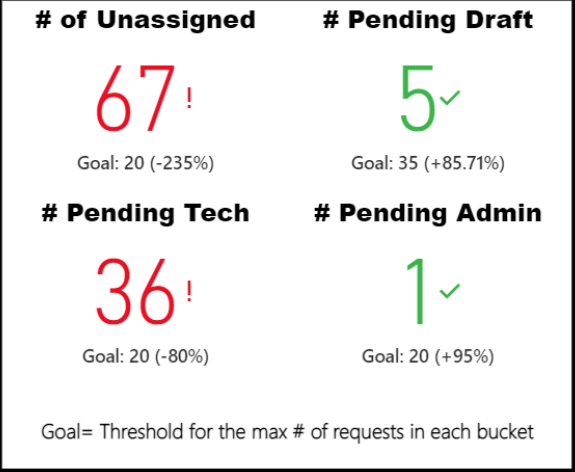
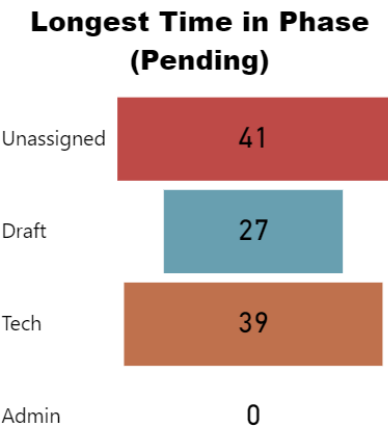
All

Backlogged Requests:

7

Avg Age of Backlog (days):

38



TAT by Phase of Work (MTD)

Assign TAT Draft TAT Tech Review TAT Admin Review TAT

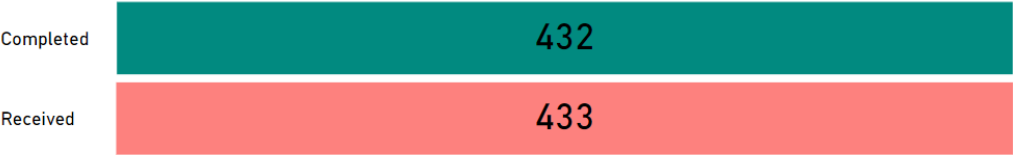
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

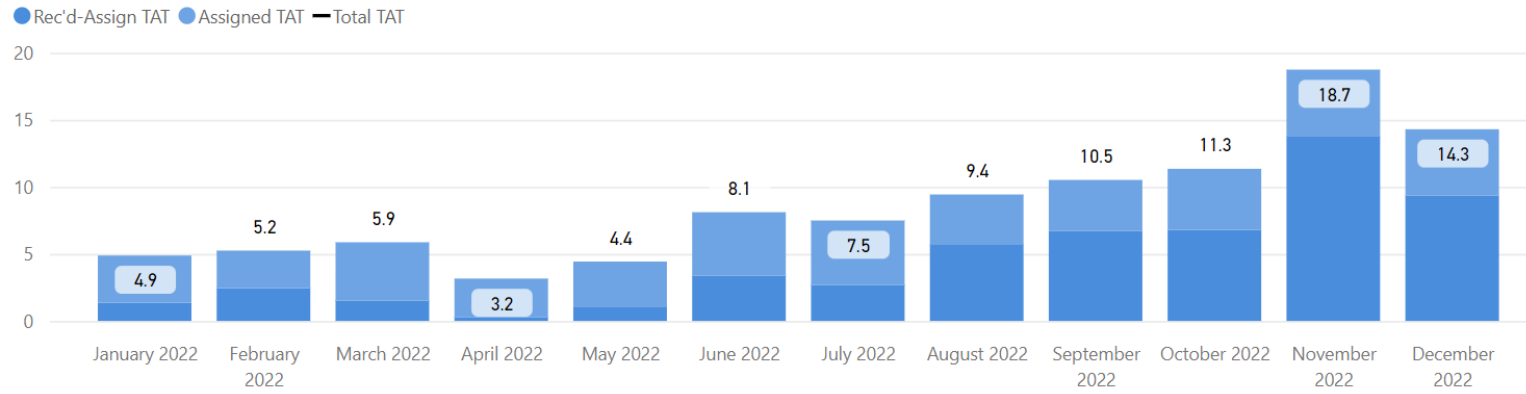


Date Range

1/1/2022

12/31/2022

Total TAT by Month



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

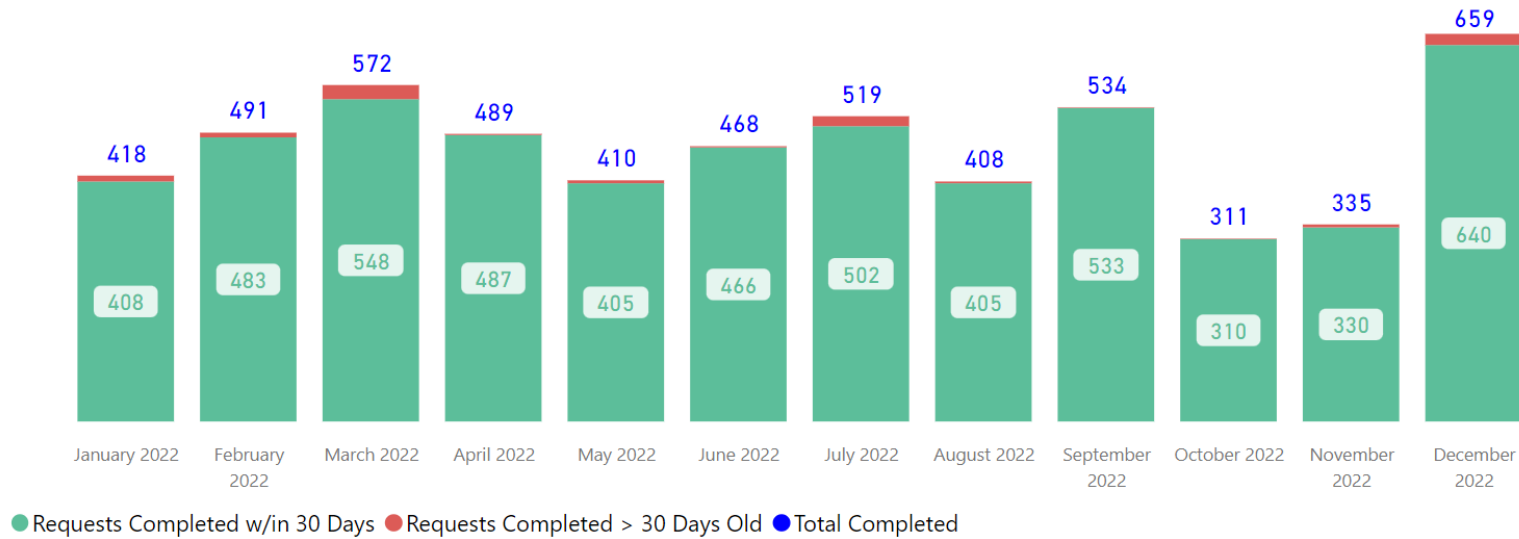
8.50

Total TAT (Rec'd-Compl.) Avg

4.04

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5614

Requests Completed

97

Requests Completed > 30 Days Old

1.73 %

% Completed > 30 Days Old

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

Service

NIBIN Only

Priority Type

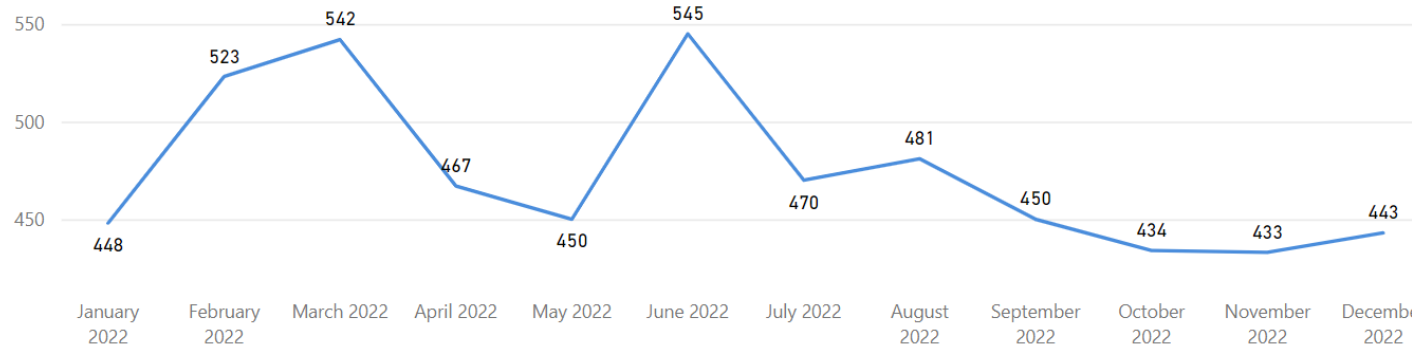
All

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

5,686

Received per Month (Avg)*

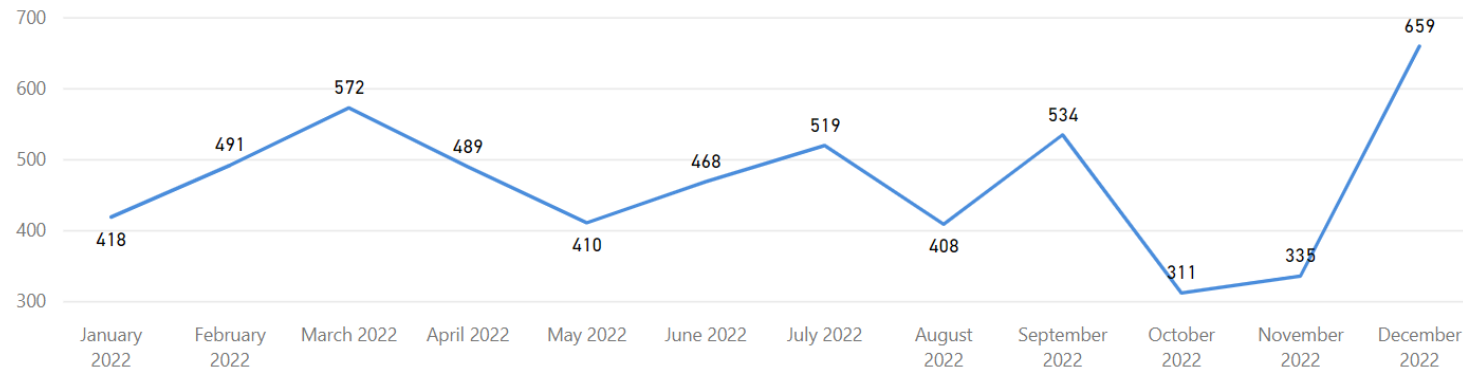
474

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

5,614

Completed per Month (Avg)*

468

* months with zero activity are not calculated into the average

Forensic Biology

Section

DNA

Request Type

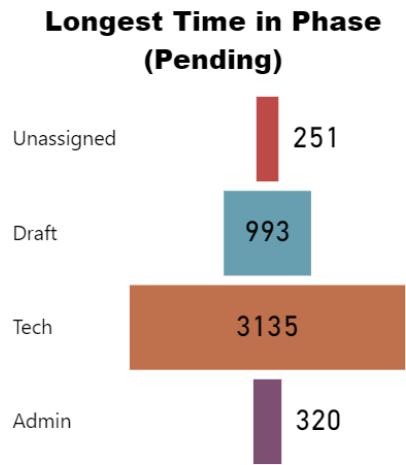
All

Backlogged Requests:

534

Avg Age of Backlog (days):

233



of Unassigned

122!

Goal: 20 (-510%)

Pending Draft

412!

Goal: 24 (-1616.67%)

Pending Tech

47!

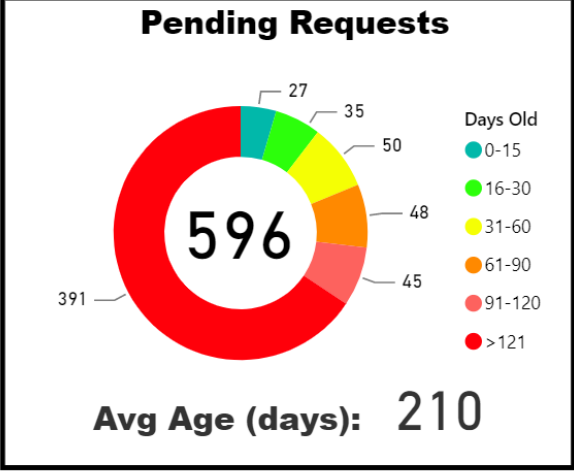
Goal: 24 (-95.83%)

Pending Admin

15✓

Goal: 20 (+25%)

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



Overall TAT (MTD)

NaN✓

Goal: 30, 31

Analysis TAT (MTD)

NaN✓

Goal: 30, 31

Overall TAT (Past 90 Days)

219.2!

Goal: 30, 31

Analysis TAT (Past 90 Days)

TAT by Phase of Work (MTD)

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

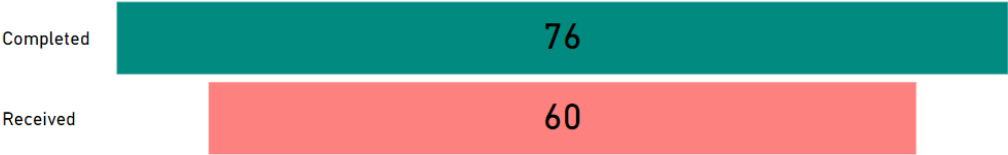
TAT by Phase of Work (Past 90 Days)



Month to Date

Completed	0
Recieved	0

30 Day Avg (Over Past 90 Days)



Section

DNA

Request Type

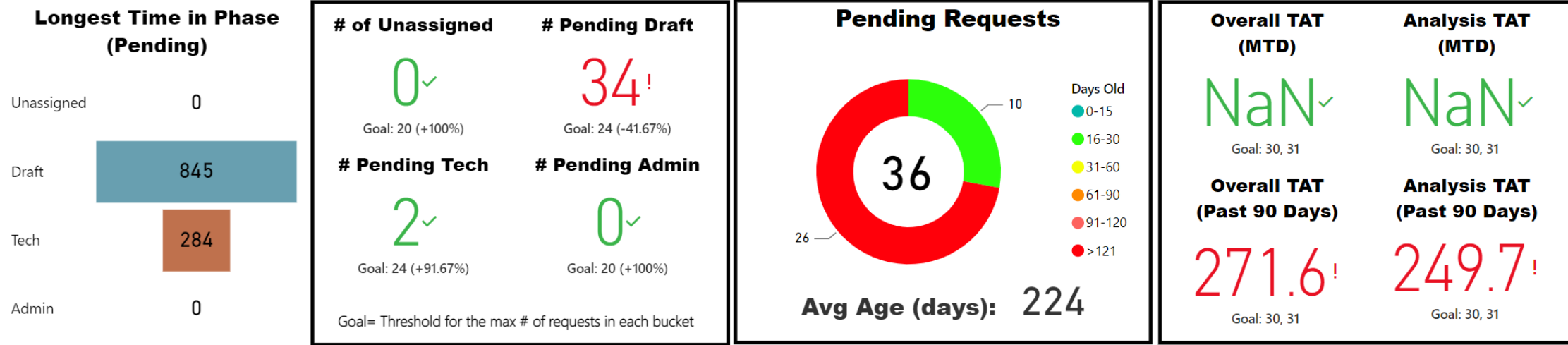
SAK

Backlogged Requests:

26

Avg Age of Backlog (days):

302



TAT by Phase of Work (MTD)

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

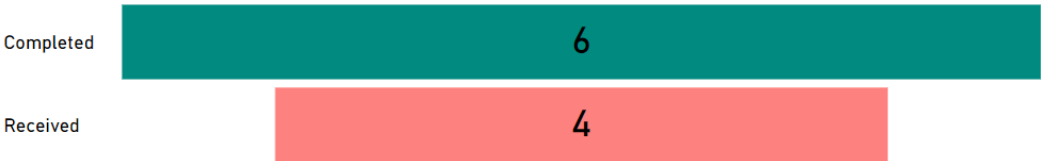
TAT by Phase of Work (Past 90 Days)

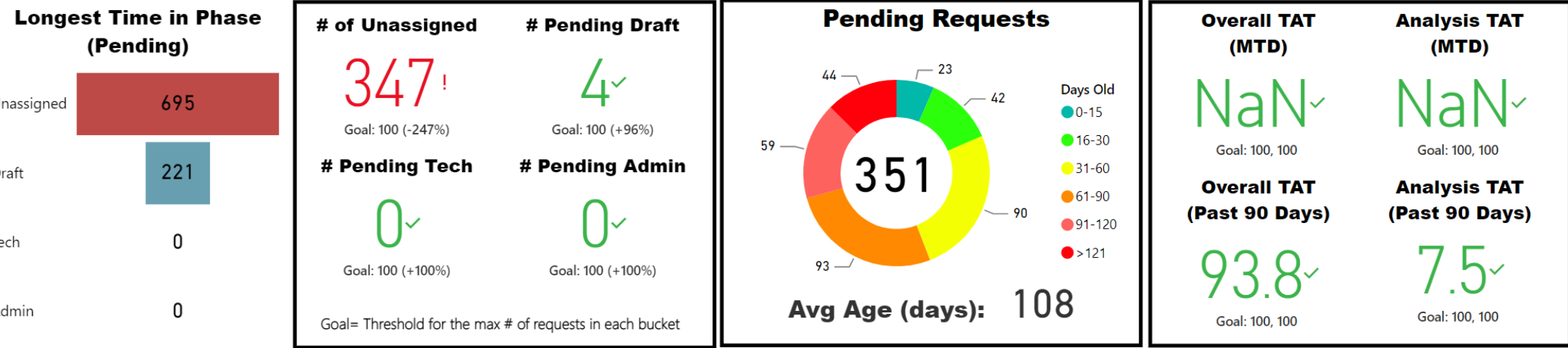


Month to Date



30 Day Avg (Over Past 90 Days)

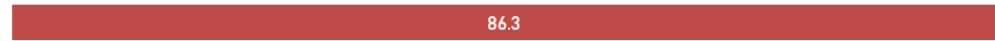




TAT by Phase of Work (MTD)

Assign TAT Draft TAT Tech Review TAT Admin Review TAT

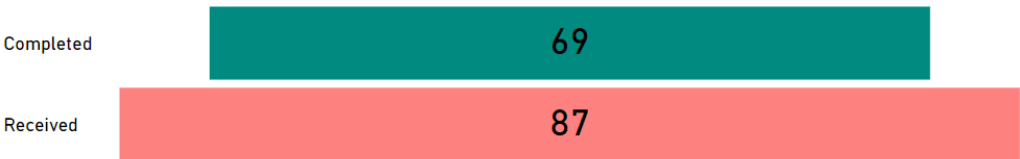
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Section

Outsourced - Non-SAK

Request Type

All

Backlogged Requests:

229

Avg Age of Backlog (days):

107

Longest Time in Phase (Pending)

Unassigned	178
Draft	0
Tech	0
Admin	0

of Unassigned

258!

Goal: 100 (-158%)

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

Days Old

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

Avg Age (days): 97

Overall TAT (MTD)

NaN✓

Goal: 100, 100

Analysis TAT (MTD)

NaN✓

Goal: 100, 100

Overall TAT (Past 90 Days)

NaN✓

Goal: 100, 100

Analysis TAT (Past 90 Days)

NaN✓

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

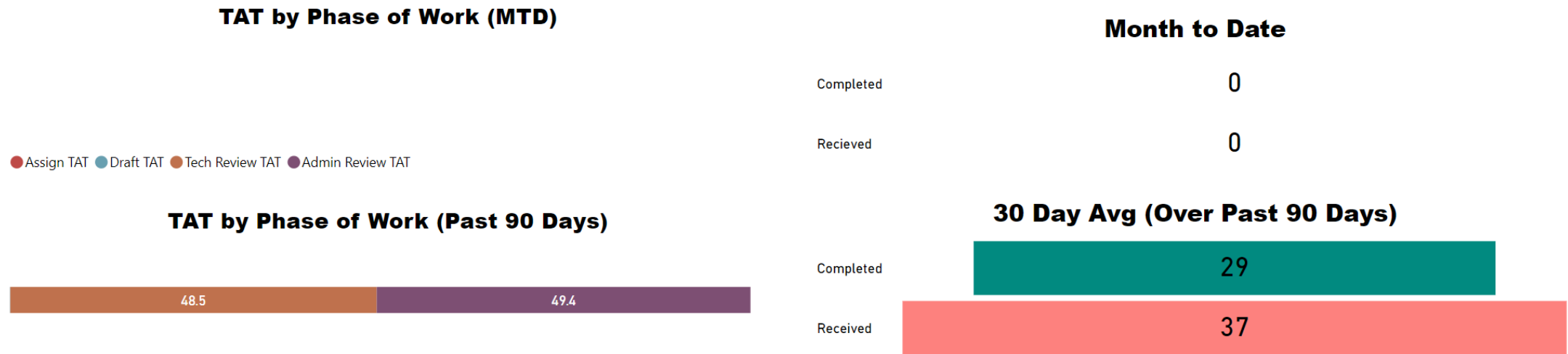
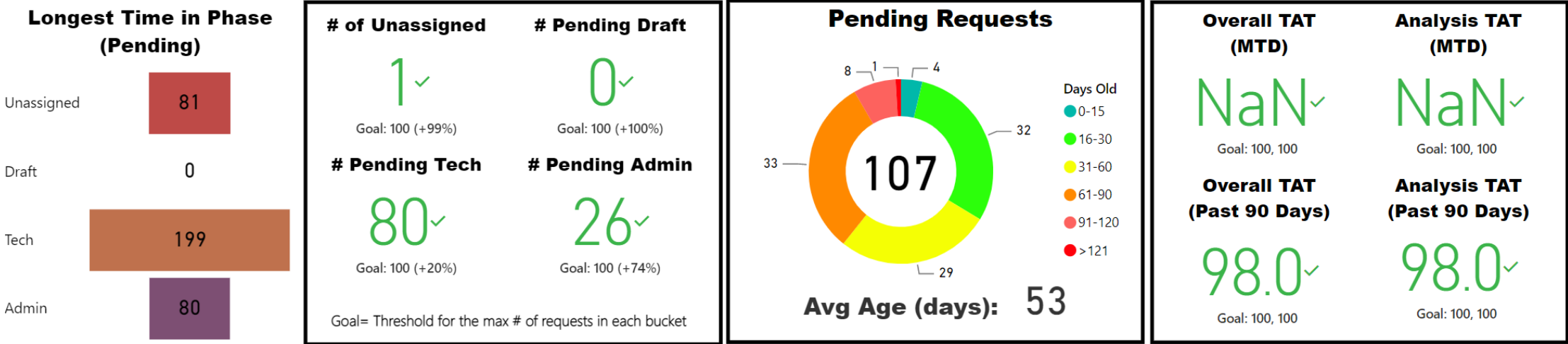
Completed0

Recieved0

30 Day Avg (Over Past 90 Days)

Completed0

Received39



Date Range

1/1/2022

12/31/2022

Request Type

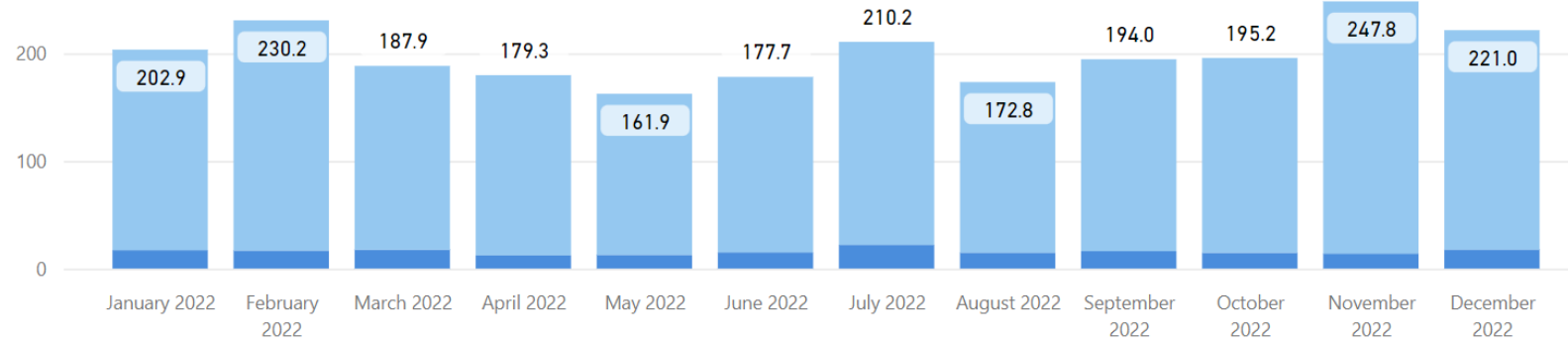
DNA

Request Type

All

Total TAT by Month

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



Selected Time Frame Averages

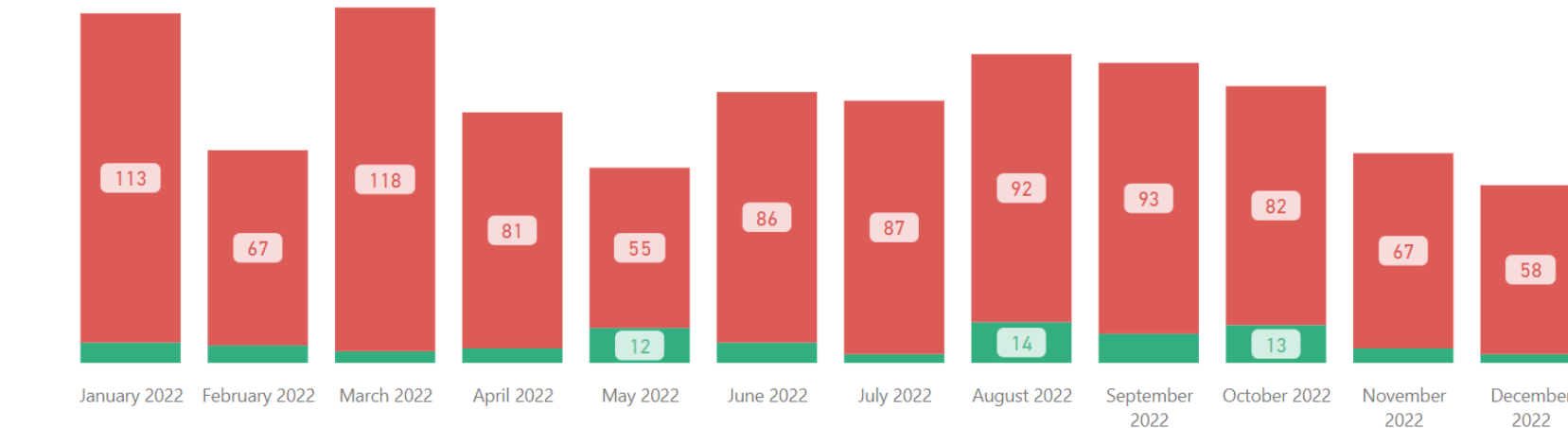
196.65

Total TAT (Rec'd-Compl.) Avg

181.08

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

1088

Requests Completed

999

Requests Completed > 30 Days

91.82 %

% Completed > 30 Days

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

Section

DNA

Request Type

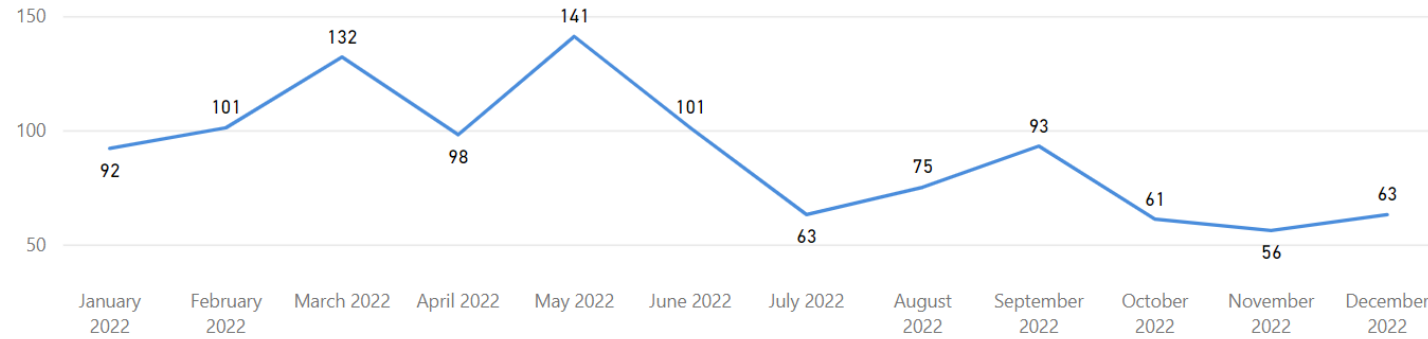
All

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

1076

Received per Month (Avg)*

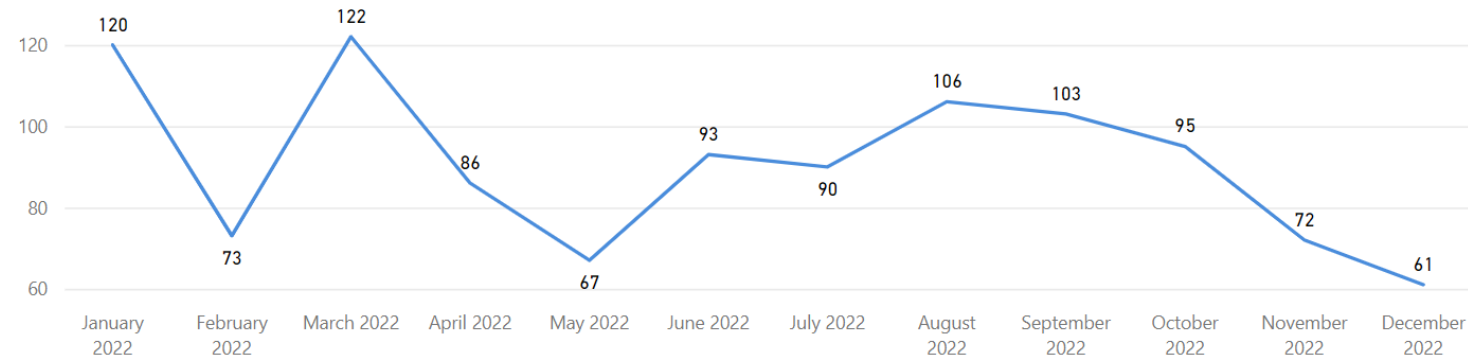
90

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

1088

Completed per Month (Avg)*

91

* months with zero activity are not calculated into the average

Section

Screening

Request Type

All

Backlogged Requests:

3

Avg Age of Backlog (days):

69

Longest Time in Phase (Pending)

Unassigned

0

Draft

46

Tech

2

Admin

3

of Unassigned

0✓

Goal: 10 (+100%)

Pending Draft

23!

Goal: 14 (-64.29%)

Pending Tech

80✓

Goal: 100 (+20%)

Pending Admin

2✓

Goal: 12 (+83.33%)

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

Pending Requests

26

Avg Age (days): 17

Days Old

0-15

16-30

31-60

61-90

91-120

>121

Overall TAT (MTD)

NaN✓

Goal: 10, 11

Overall TAT (Past 90 Days)

22.1!

Goal: 10, 11

Analysis TAT (MTD)

NaN✓

Goal: 10, 11

Analysis TAT (Past 90 Days)

98.0✓

Goal: 100, 100

TAT by Phase of Work (MTD)

Assign TAT Draft TAT Tech Review TAT Admin Review TAT

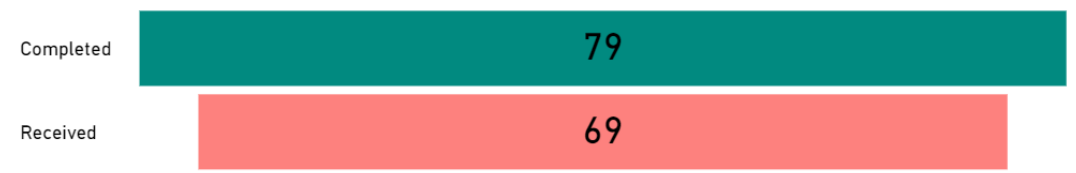
TAT by Phase of Work (Past 90 Days)



Month to Date

Completed	0
Recieved	0

30 Day Avg (Over Past 90 Days)



Date Range

1/1/2022

12/31/2022

Request Type

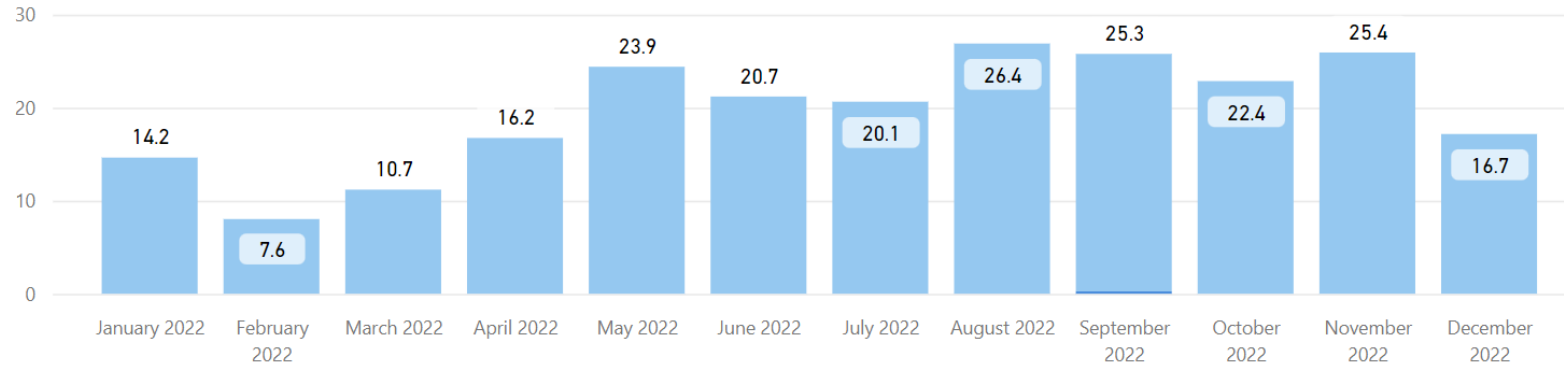
Screening

Request Type

All

Total TAT by Month

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



Selected Time Frame Averages

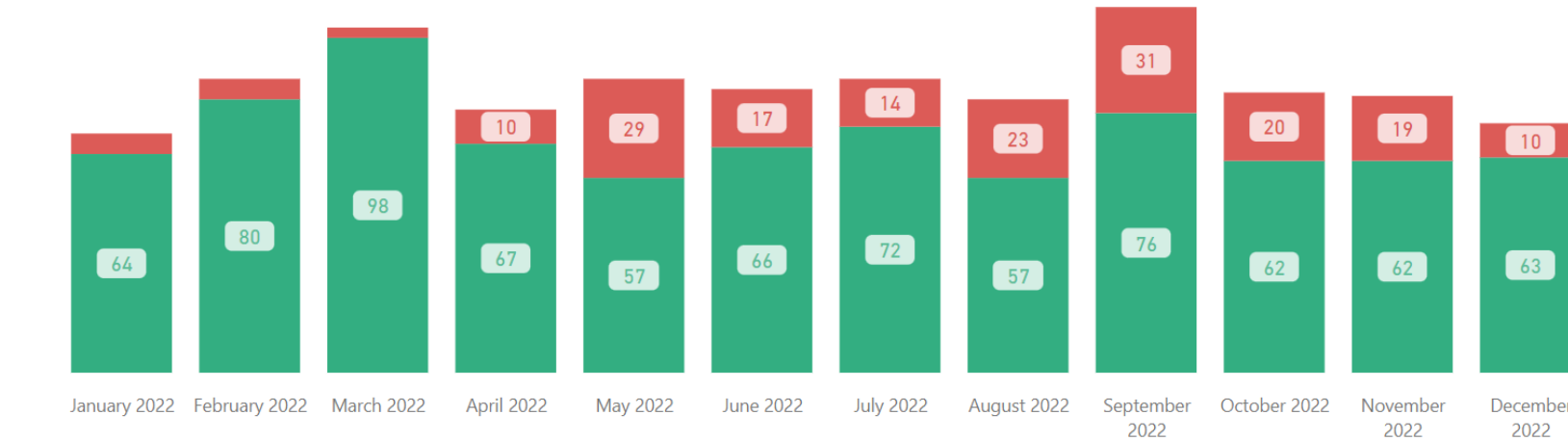
19.18

Total TAT (Rec'd-Compl.) Avg

19.64

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

1012

Requests Completed

188

Requests Completed > 30 Days

18.58 %

% Completed > 30 Days

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

Section

Screening

Request Type

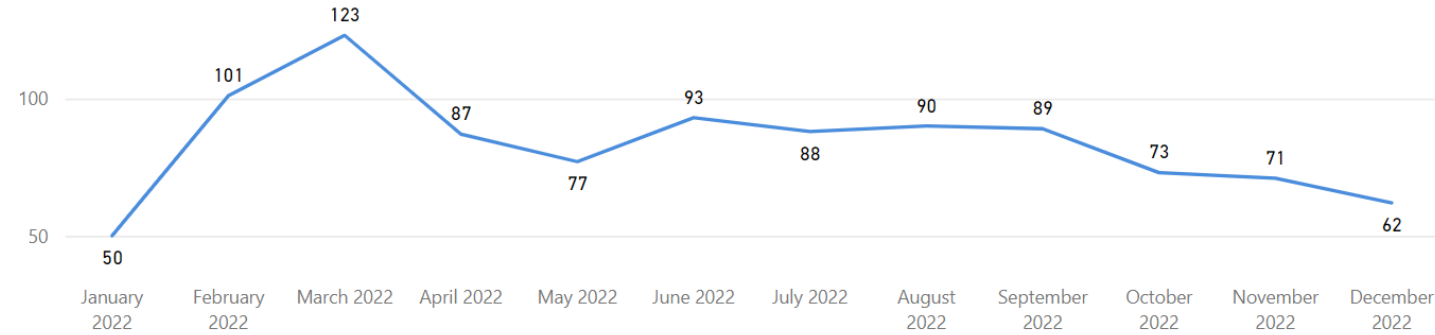
All

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

1004

Received per Month (Avg)*

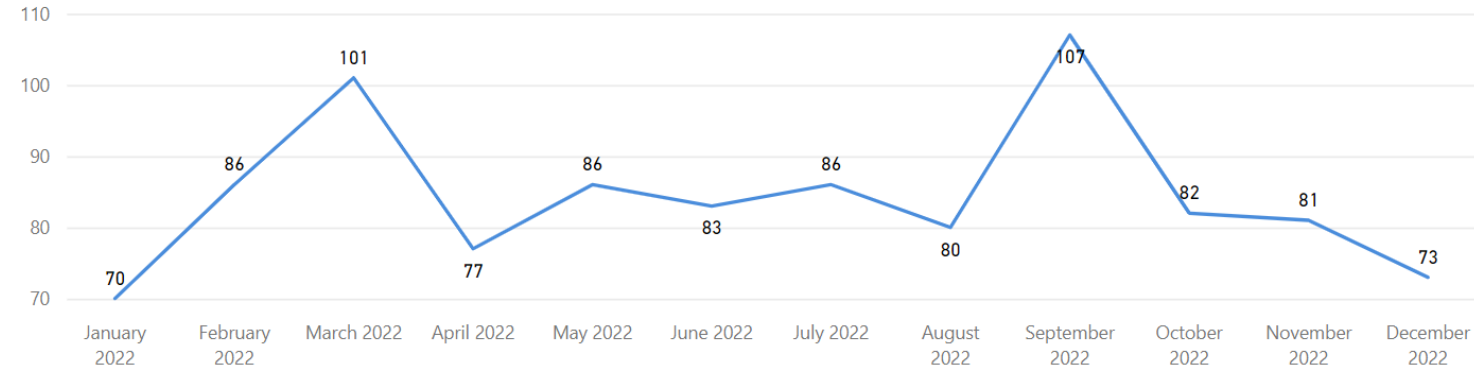
84

Completed Filter

1/1/2022

12/31/2022

Completed by Month



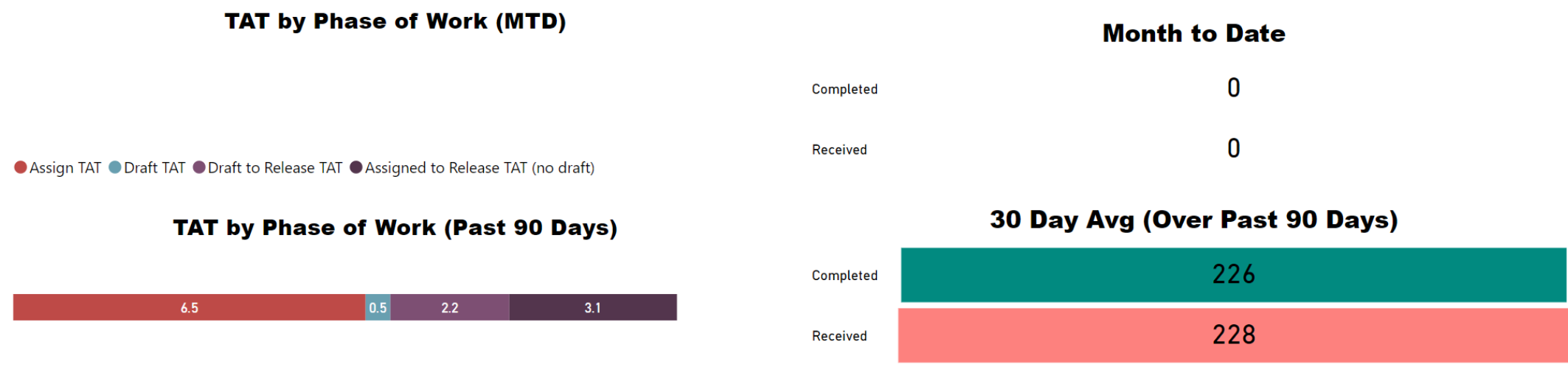
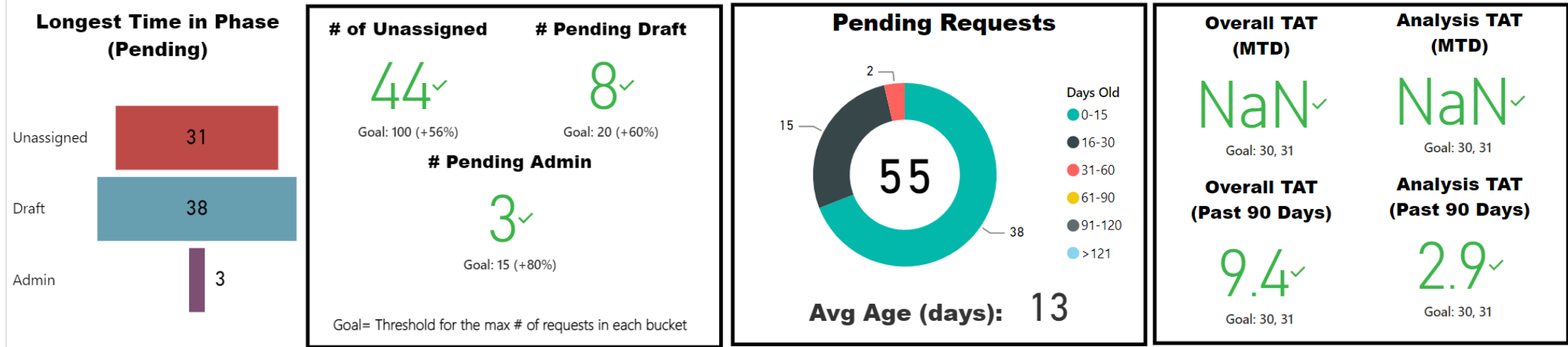
Total Completed

1012

Completed per Month (Avg)*

84

* months with zero activity are not calculated into the average



Date Range

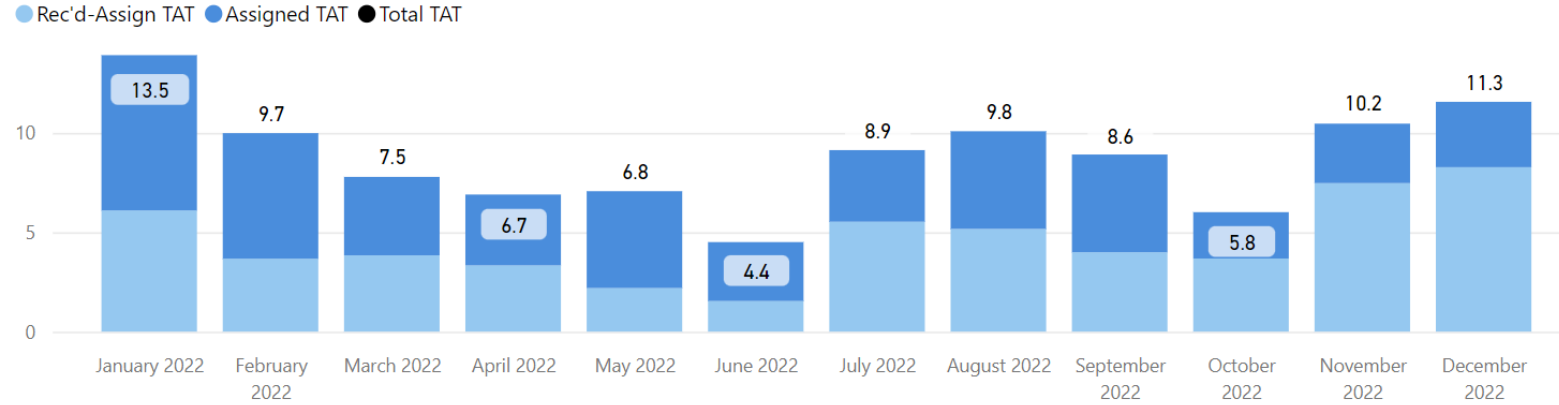
1/1/2022

12/31/2022

Request Type

CODIS

Total TAT by Month



Selected Time Frame Averages

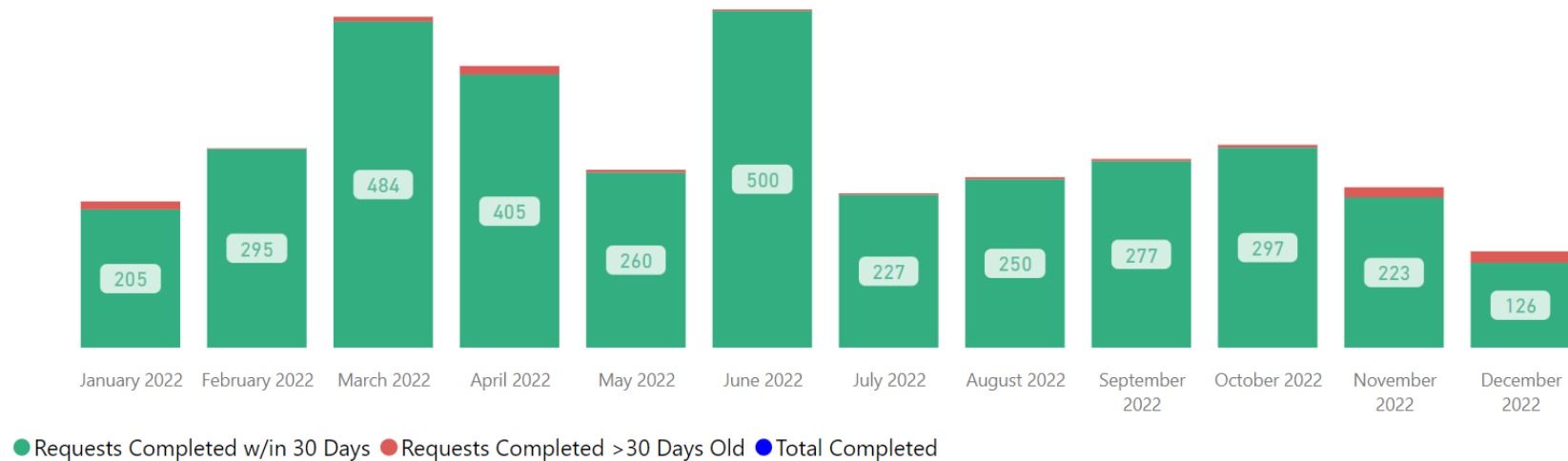
7.98

Total TAT (Rec'd-Compl.) Avg

4.16

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

3632

Requests Completed

83

Requests Completed > 30 Days

2.29 %

% Completed > 30 Days

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

Section

CODIS

Hit Type

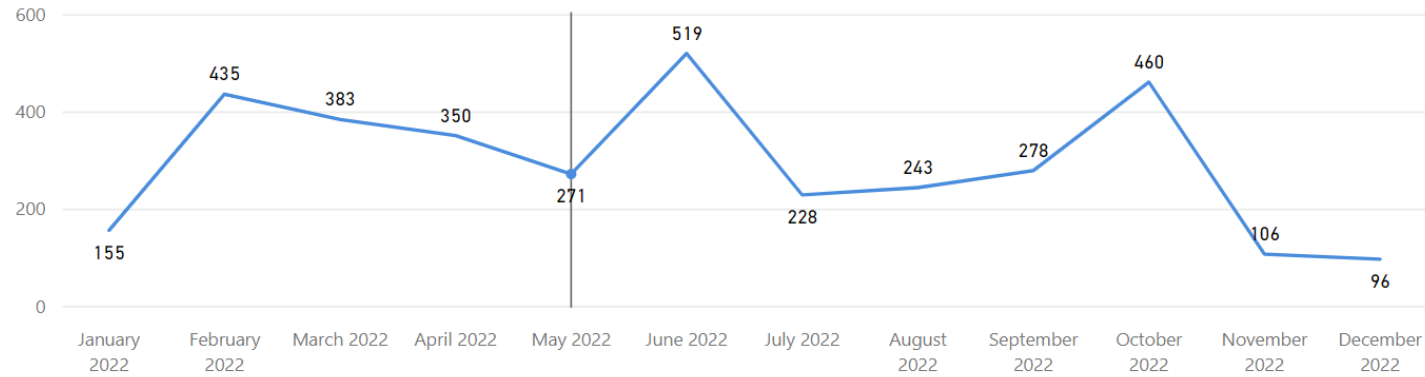
All

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

3524

Received per Month (Avg)*

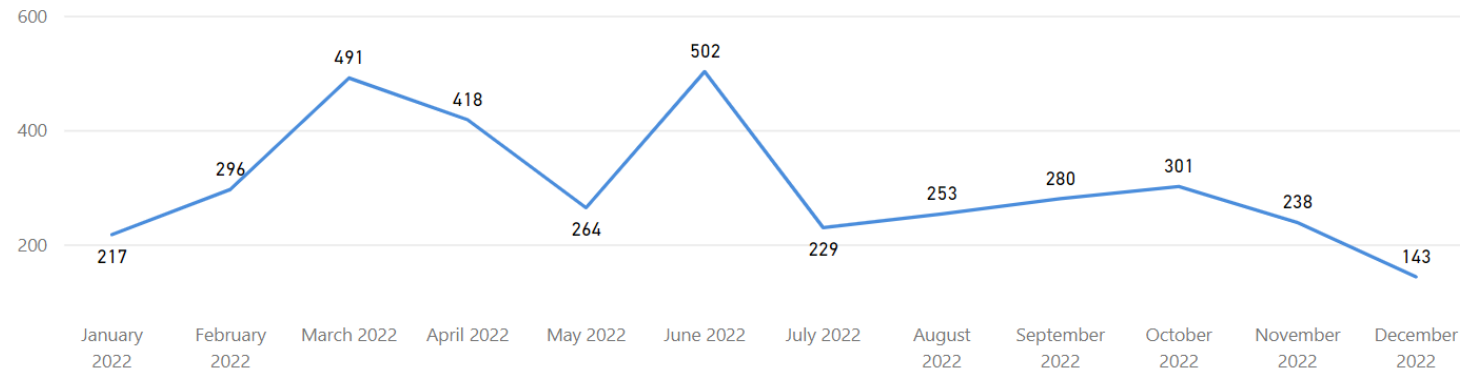
294

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

3632

Completed per Month (Avg)*

303

* months with zero activity are not calculated into the average

Latent Prints

Service

Latent Comparison

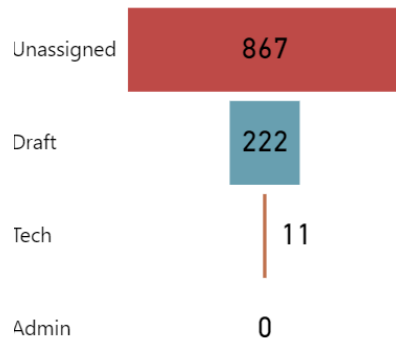
Priority Type

All

Backlogged Requests: 891

Avg Age of Backlog (days): 522

Longest Time in Phase (Pending)



of Unassigned

913!

Goal: 230 (-296.96%)

Pending Draft

32✓

Goal: 50 (+36%)

Pending Tech

2✓

Goal: 50 (+96%)

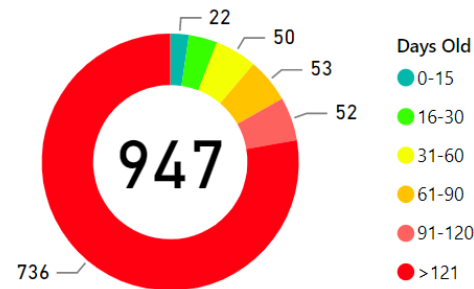
Pending Admin

0✓

Goal: 50 (+100%)

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

Pending Requests



Avg Age (days): 492

Overall TAT (MTD)

NaN✓

Goal: 45, 46

Overall TAT (Past 90 Days)

487.4!

Goal: 45, 46

Analysis TAT (MTD)

NaN✓

Goal: 45, 46

Analysis TAT (Past 90 Days)

4.9✓

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 0

Received 0

30 Day Avg (Over Past 90 Days)

Completed 164

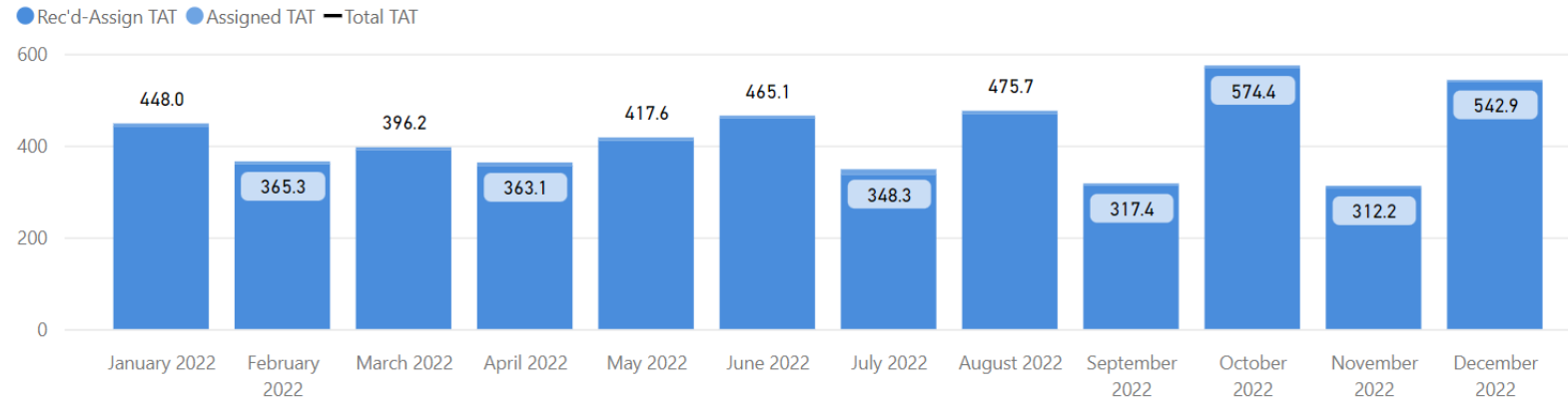
Received 85

Date Range

1/1/2022

12/31/2022

Total TAT by Month



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

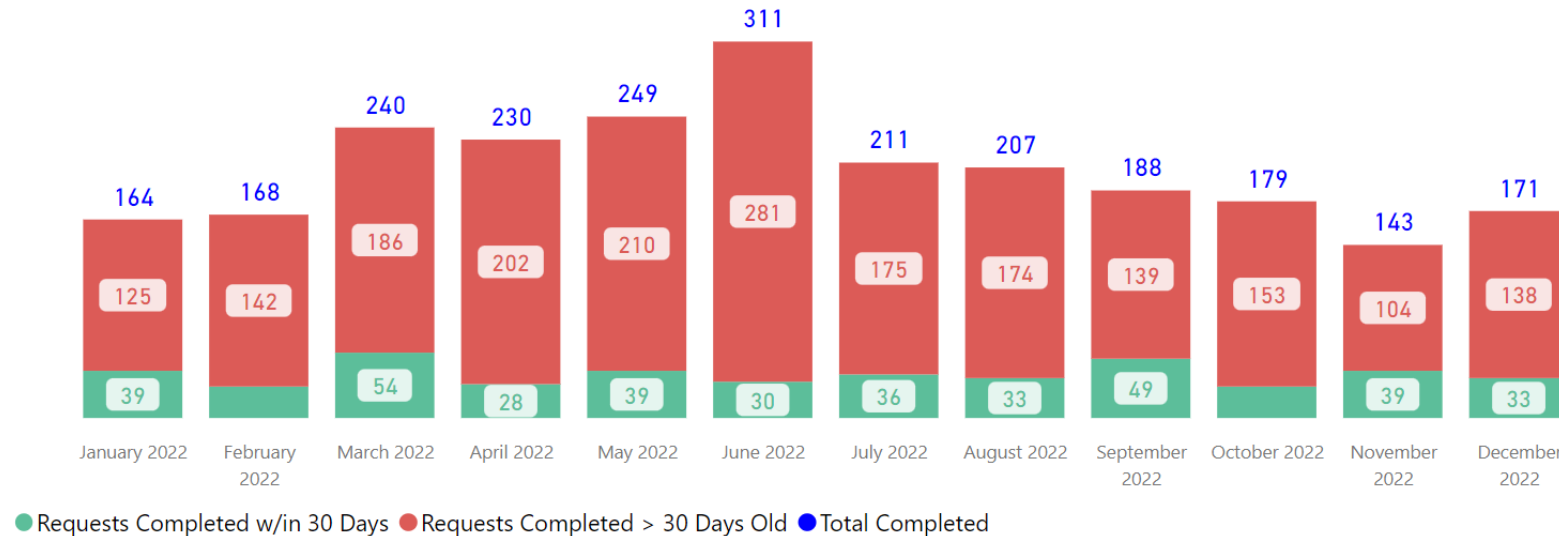
420.15

Total TAT (Rec'd-Compl.) Avg

6.33

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2461

Requests Completed

2029

Requests Completed > 30 Days Old

82.45 %

% Completed > 30 Days Old

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

Service

Latent Comparison

Priority Type

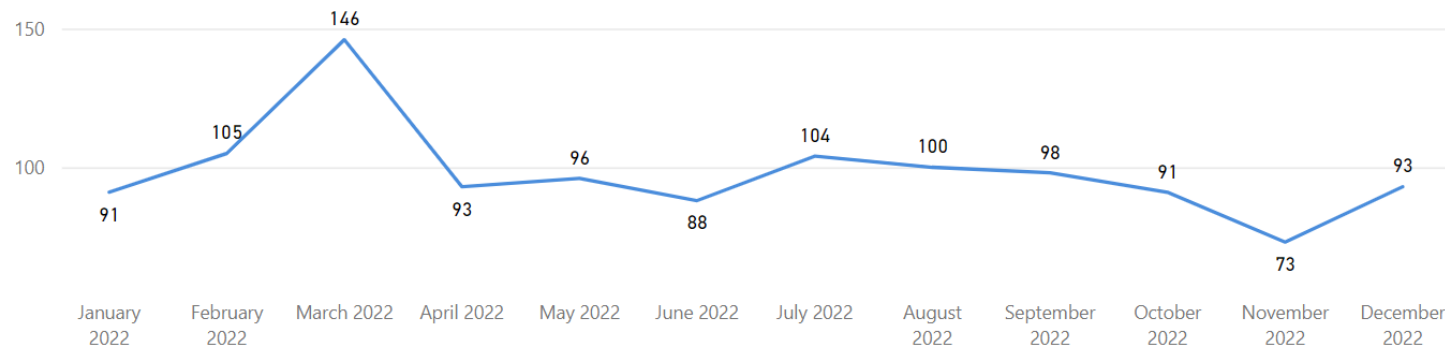
All

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

1,178

Received per Month (Avg)*

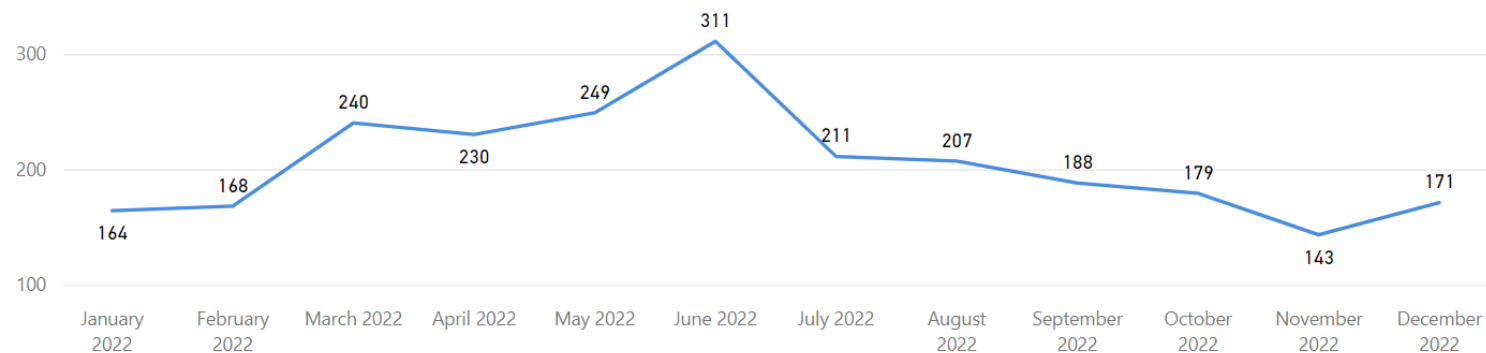
98

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

2,461

Completed per Month (Avg)*

205

* months with zero activity are not calculated into the average

Service

Latent Processing

Priority Type

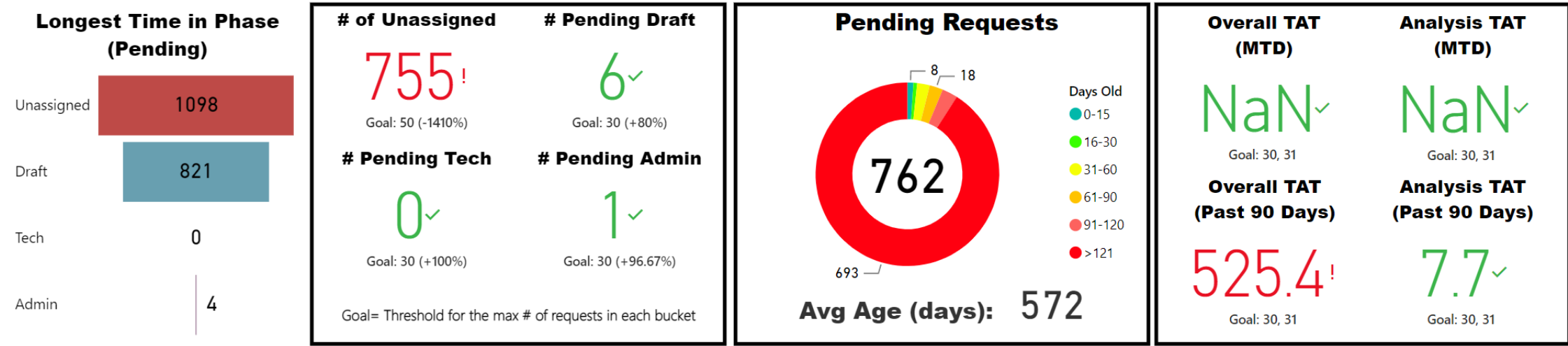
All

Backlogged Requests:

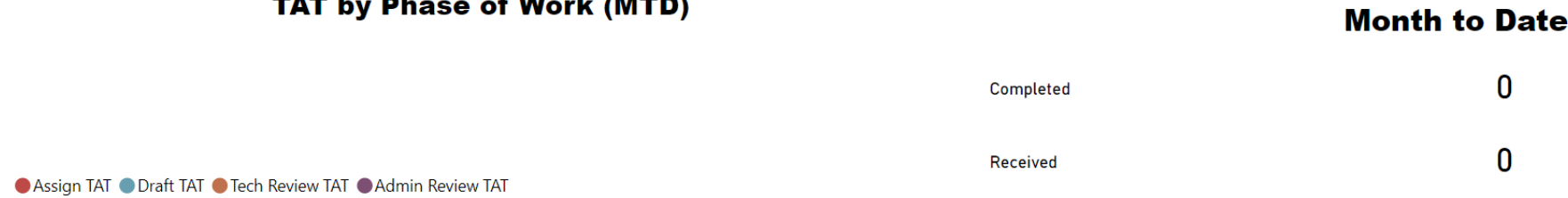
749

Avg Age of Backlog (days):

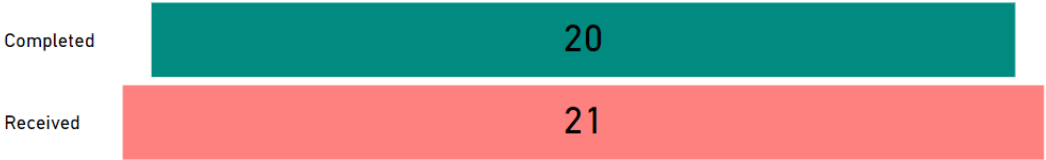
581



TAT by Phase of Work (MTD)



30 Day Avg (Over Past 90 Days)

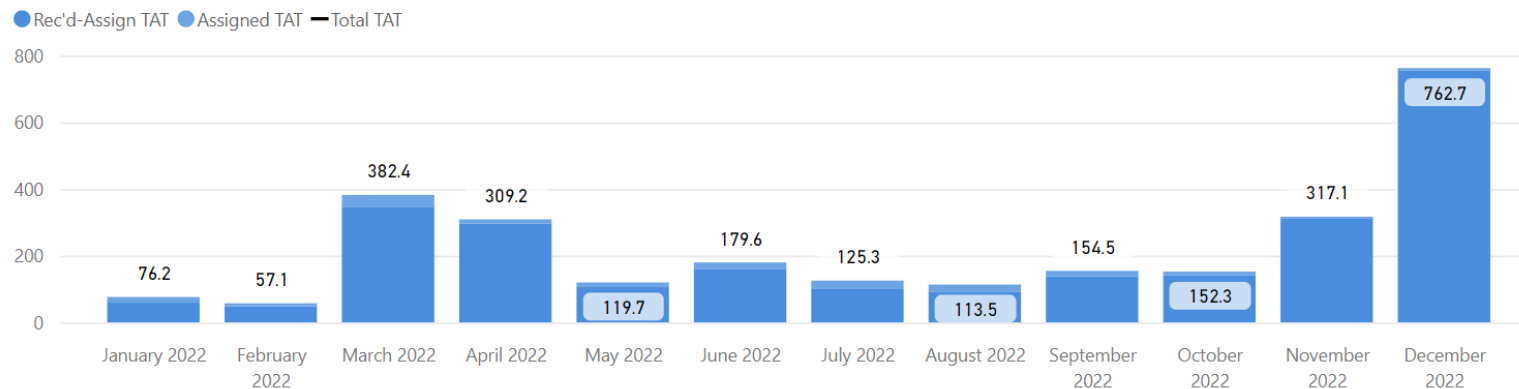


Date Range

1/1/2022

12/31/2022

Total TAT by Month



Request Type

Latent Processing

Priority Type

All

Selected Time Frame Averages

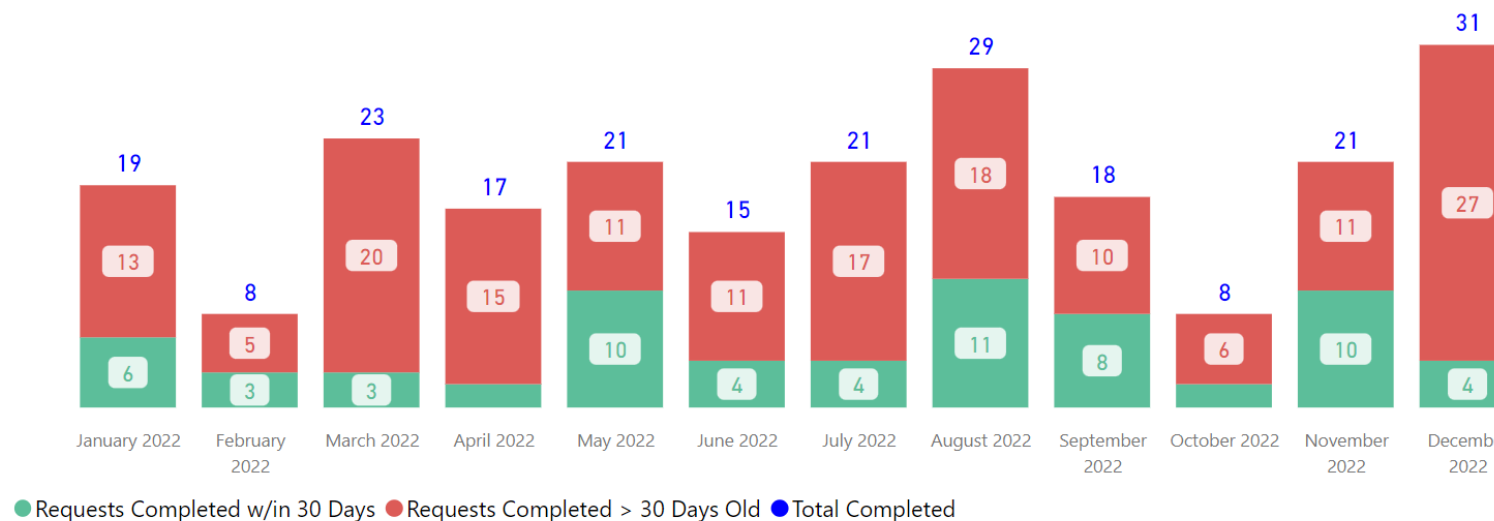
265.74

Total TAT (Rec'd-Compl.) Avg

16.92

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

231

Requests Completed

164

Requests Completed > 30 Days Old

71.00 %

% Completed > 30 Days Old

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

Service

Latent Processing

Priority Type

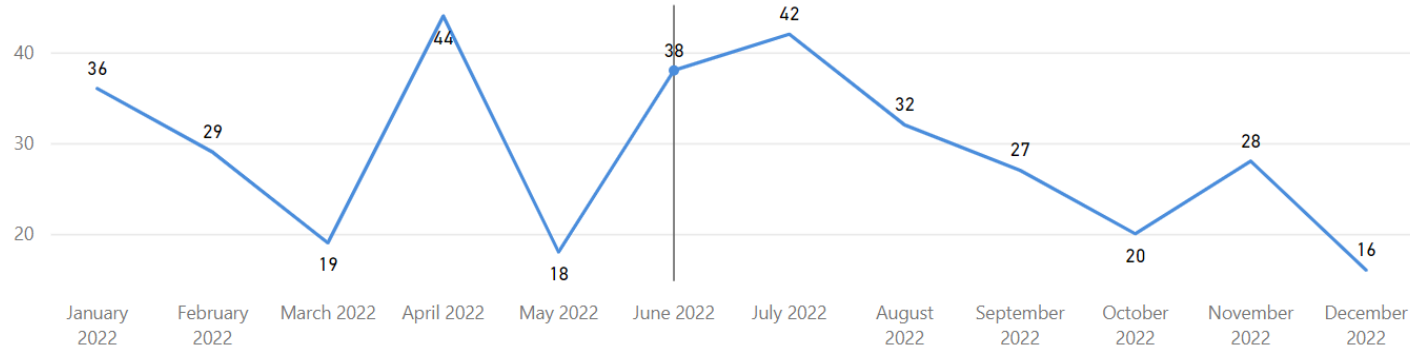
All

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

349

Received per Month (Avg)*

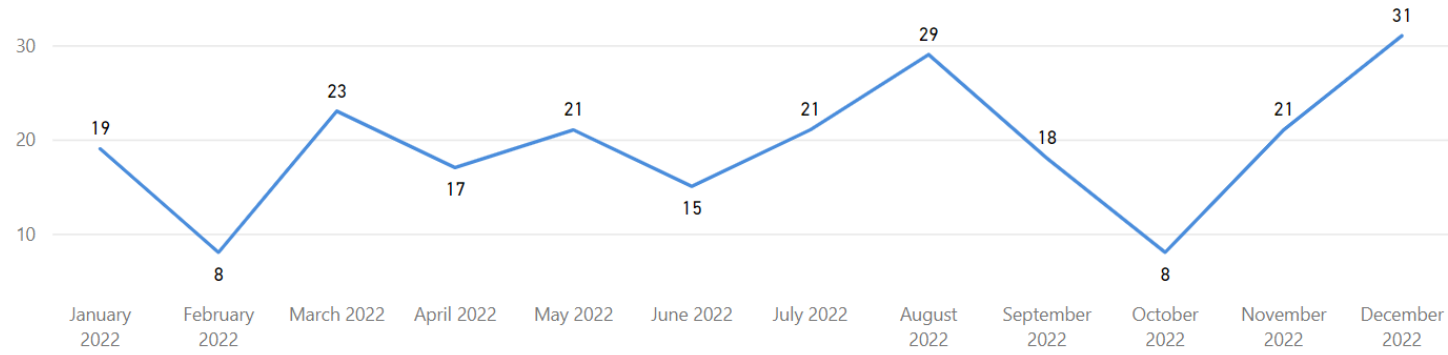
29

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

231

Completed per Month (Avg)*

19

* months with zero activity are not calculated into the average

Digital Multi-Media

Service

AV Call Out

Priority Type

All

Backlogged Requests:

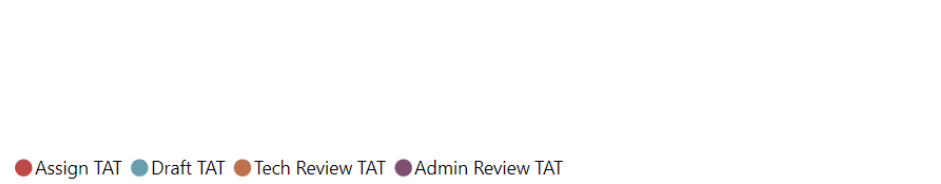
0

Avg Age of Backlog (days):

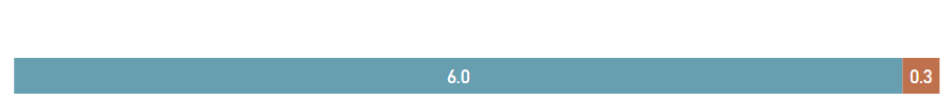
(Blank)

Longest Time in Phase (Pending)		# of Unassigned	# Pending Draft	Pending Requests		Overall TAT (MTD)	Analysis TAT (MTD)
Unassigned	0	<div>0✓</div> <div>Goal: 15 (+100%)</div>	<div>0✓</div> <div>Goal: 5 (+100%)</div>	<div>0</div> <div>Avg Age (days): (Blank)</div>		<div>NaN✓</div> <div>Goal: 5, 6</div>	<div>NaN✓</div> <div>Goal: 5, 6</div>
Draft	0	# Pending Tech	# Pending Admin			Overall TAT (Past 90 Days)	Analysis TAT (Past 90 Days)
Tech	0	<div>0✓</div> <div>Goal: 5 (+100%)</div>	<div>0✓</div> <div>Goal: 5 (+100%)</div>			<div>6.3!</div> <div>Goal: 5, 6</div>	<div>6.3!</div> <div>Goal: 5, 6</div>
Admin	0	Goal= Threshold for the max # of requests in each bucket					

TAT by Phase of Work (MTD)



TAT by Phase of Work (Past 90 Days)



Month to Date

Completed	0
Received	0

30 Day Avg (Over Past 90 Days)

Completed	1
Received	1

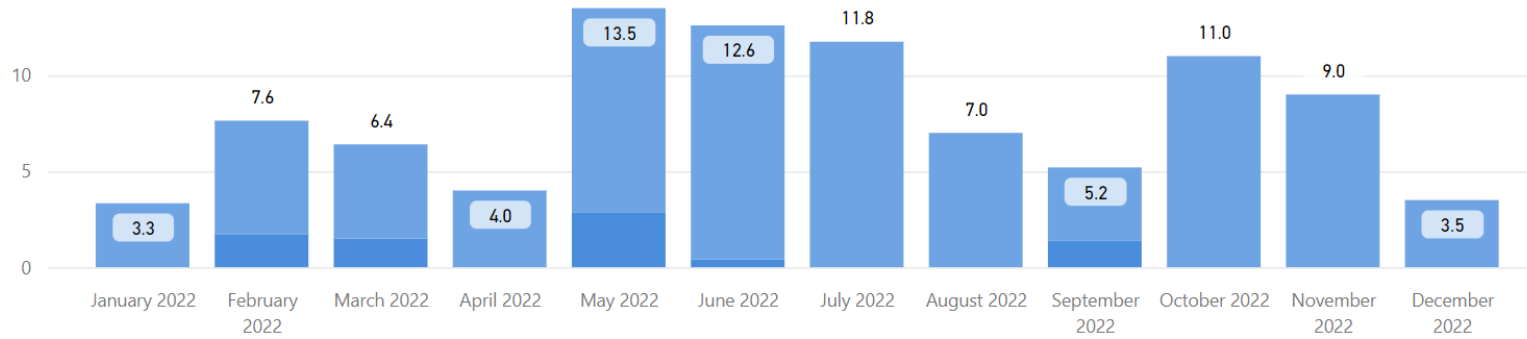
Date Range

1/1/2022

12/31/2022

Total TAT by Month

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



Request Type

AV Call Out

Priority Type

All

Selected Time Frame Averages

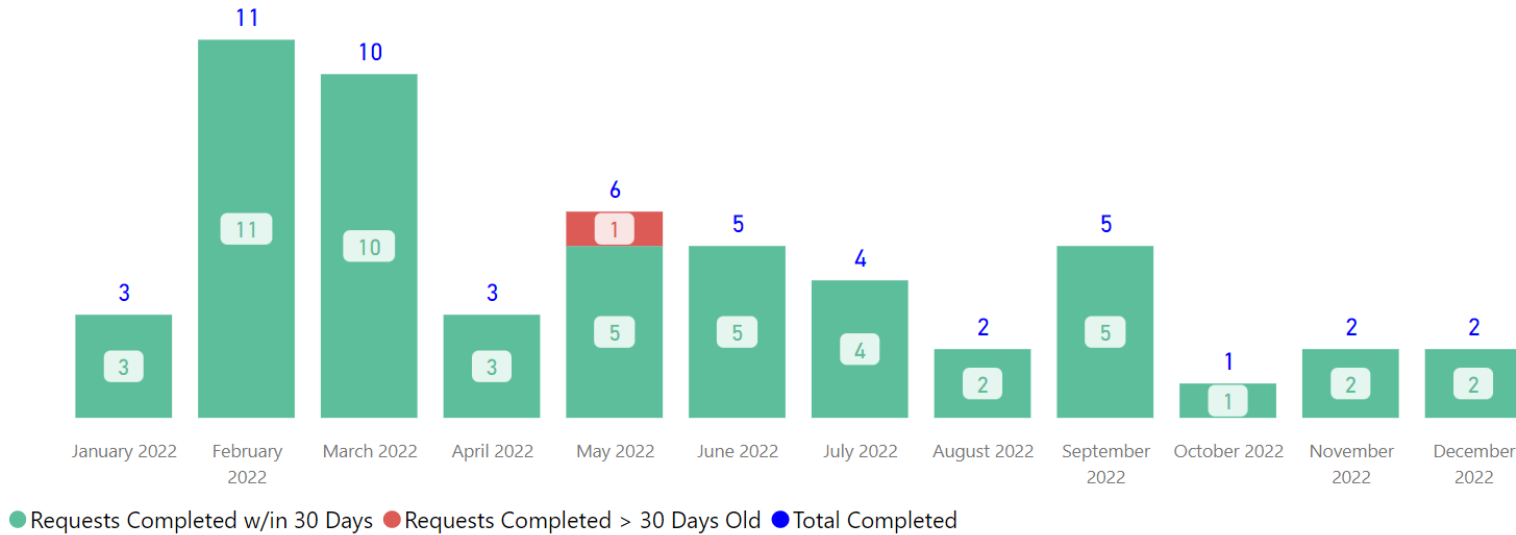
8.09

Total TAT (Rec'd-Compl.) Avg

6.98

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

54

Requests Completed

1

Requests Completed > 30 Days Old

1.85 %

% Completed > 30 Days Old

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

Service

AV Call Out

▼

Priority Type

All

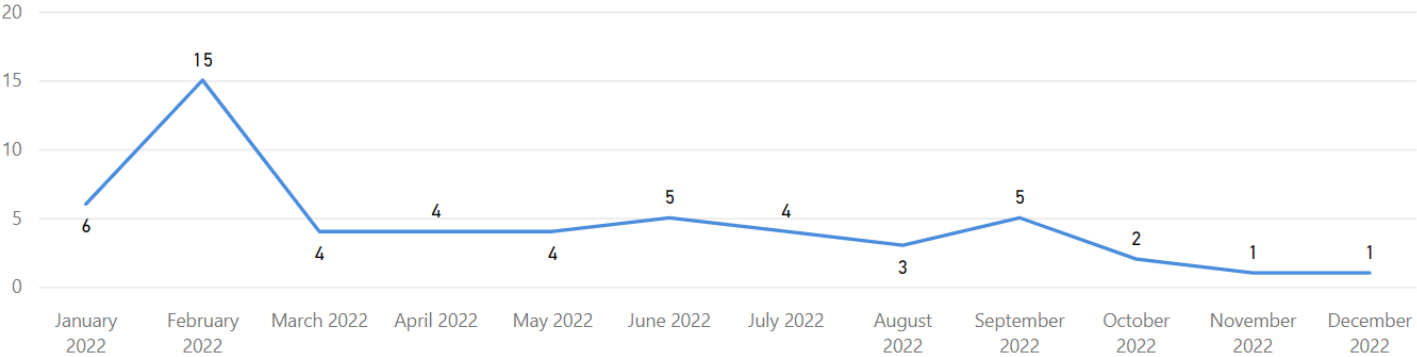
▼

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

54

Received per Month (Avg)*

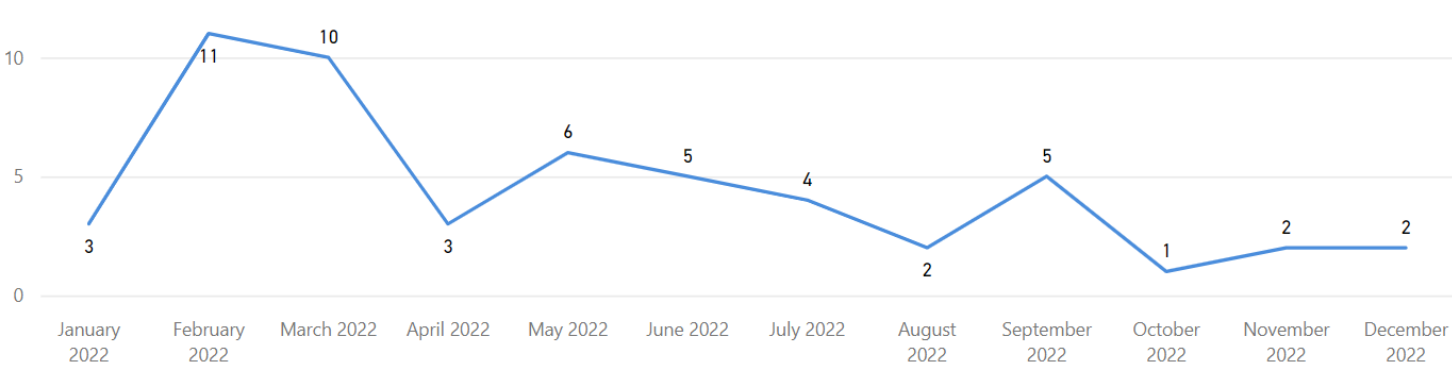
5

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

54

Completed per Month (Avg)*

5

* months with zero activity are not calculated into the average

Service

AV Examination

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)	Analysis TAT (MTD)
Unassigned	0	<div>0✓</div> <div>Goal: 15 (+100%)</div>	<div>0✓</div> <div>Goal: 5 (+100%)</div>	0	<div>Days Old</div> <div><div>0-15</div><div>16-30</div><div>31-60</div><div>61-90</div><div>91-120</div><div>>121</div></div>	<div>NaN✓</div> <div>Goal: 45, 46</div>	<div>NaN✓</div> <div>Goal: 45, 46</div>
Draft	0	# Pending Tech	# Pending Admin			Overall TAT (Past 90 Days)	Analysis TAT (Past 90 Days)
Tech	0	<div>0✓</div> <div>Goal: 5 (+100%)</div>	<div>0✓</div> <div>Goal: 5 (+100%)</div>			<div>50.8!</div> <div>Goal: 45, 46</div>	<div>38.7✓</div> <div>Goal: 45, 46</div>
Admin	0	Goal= Threshold for the max # of requests in each bucket					
				Avg Age (days): (Blank)			

TAT by Phase of Work (MTD)

Assign TAT Draft TAT Tech Review TAT Admin Review TAT

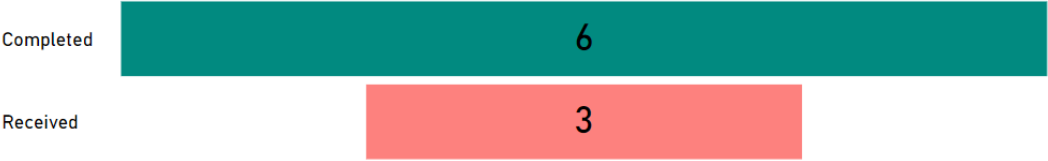
TAT by Phase of Work (Past 90 Days)



Month to Date

Completed	0
Received	0

30 Day Avg (Over Past 90 Days)



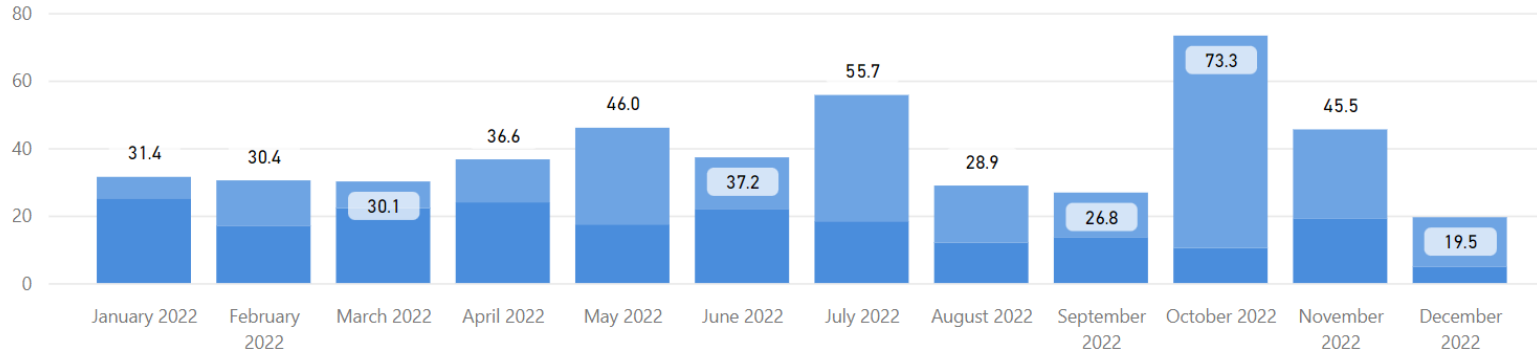
Date Range

1/1/2022

12/31/2022

Total TAT by Month

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



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

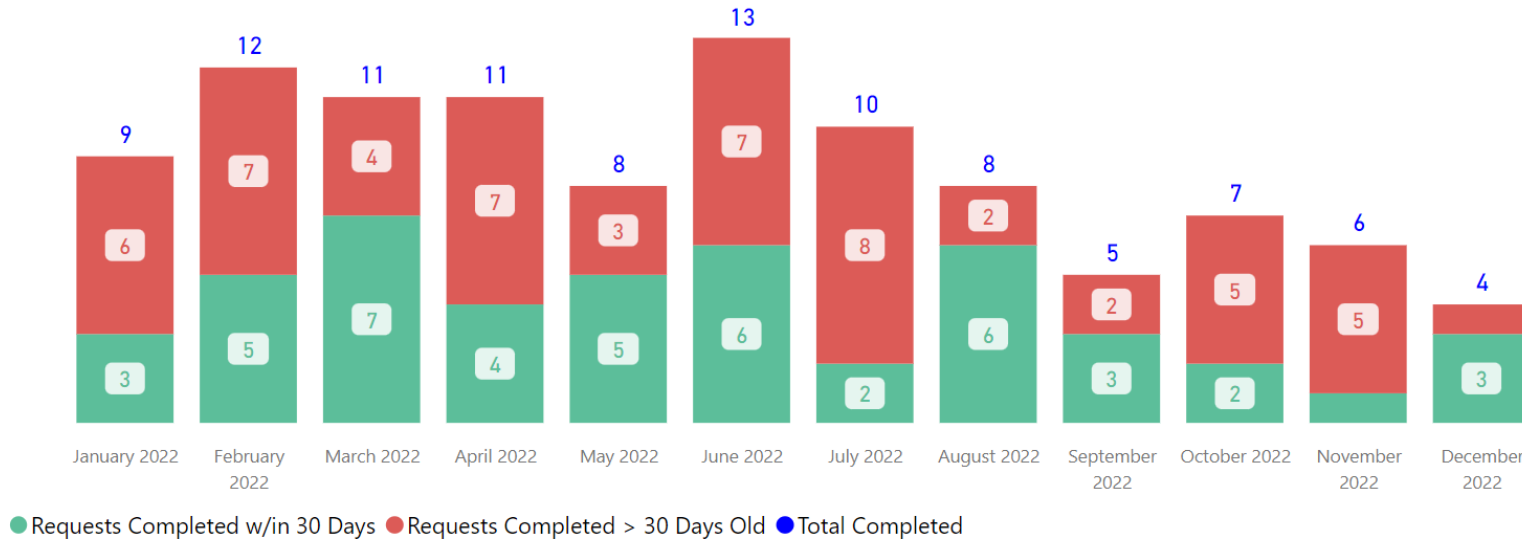
38.65

Total TAT (Rec'd-Compl.) Avg

20.28

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

104

Requests Completed

57

Requests Completed > 30 Days Old

54.81 %

% Completed > 30 Days Old

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

Service

AV Examination

Priority Type

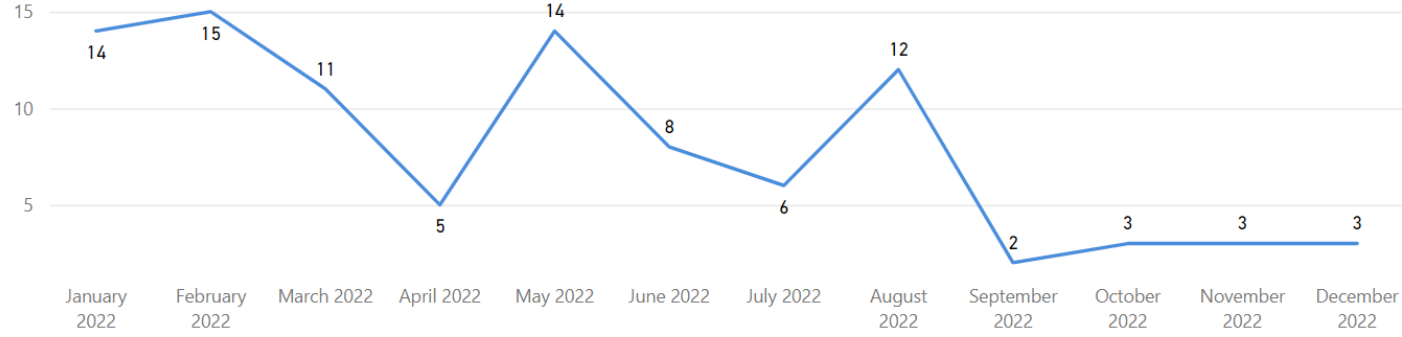
All

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

96

Received per Month (Avg)*

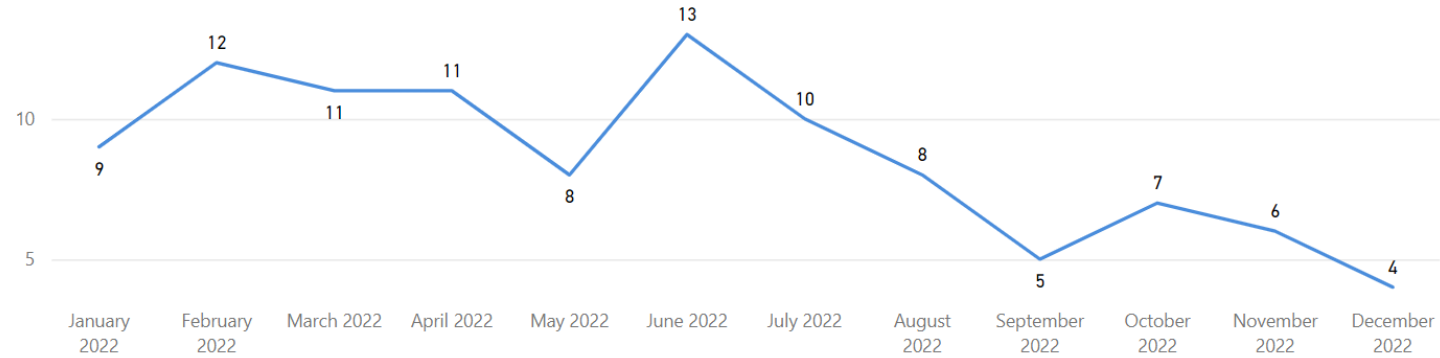
8

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

104

Completed per Month (Avg)*

9

* months with zero activity are not calculated into the average

Service

DFL

Priority Type

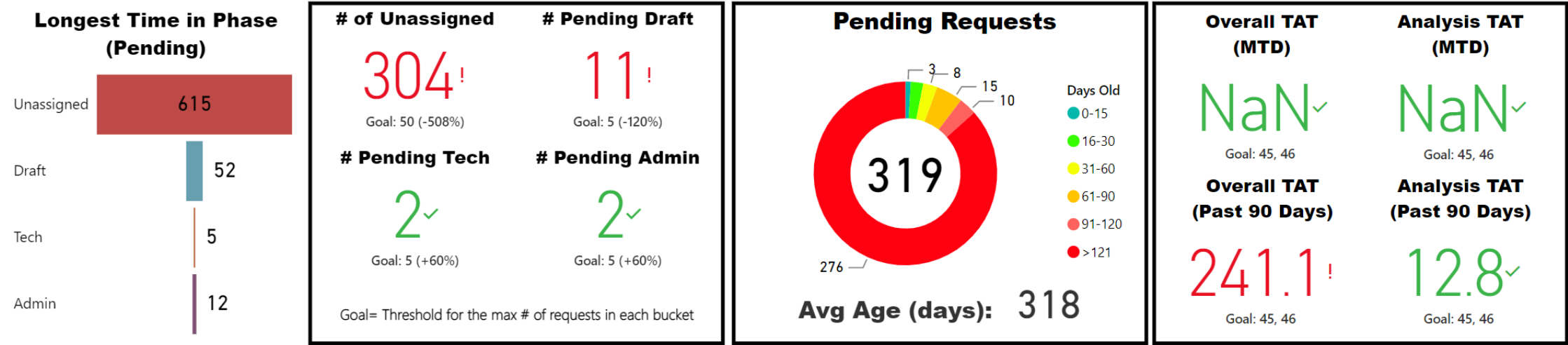
All

Backlogged Requests:

309

Avg Age of Backlog (days):

328



TAT by Phase of Work (MTD)

Assign TAT Draft TAT Tech Review TAT Admin Review TAT

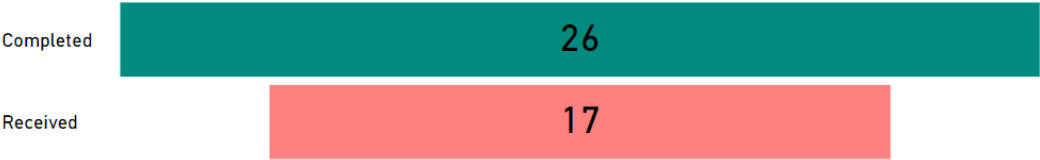
TAT by Phase of Work (Past 90 Days)



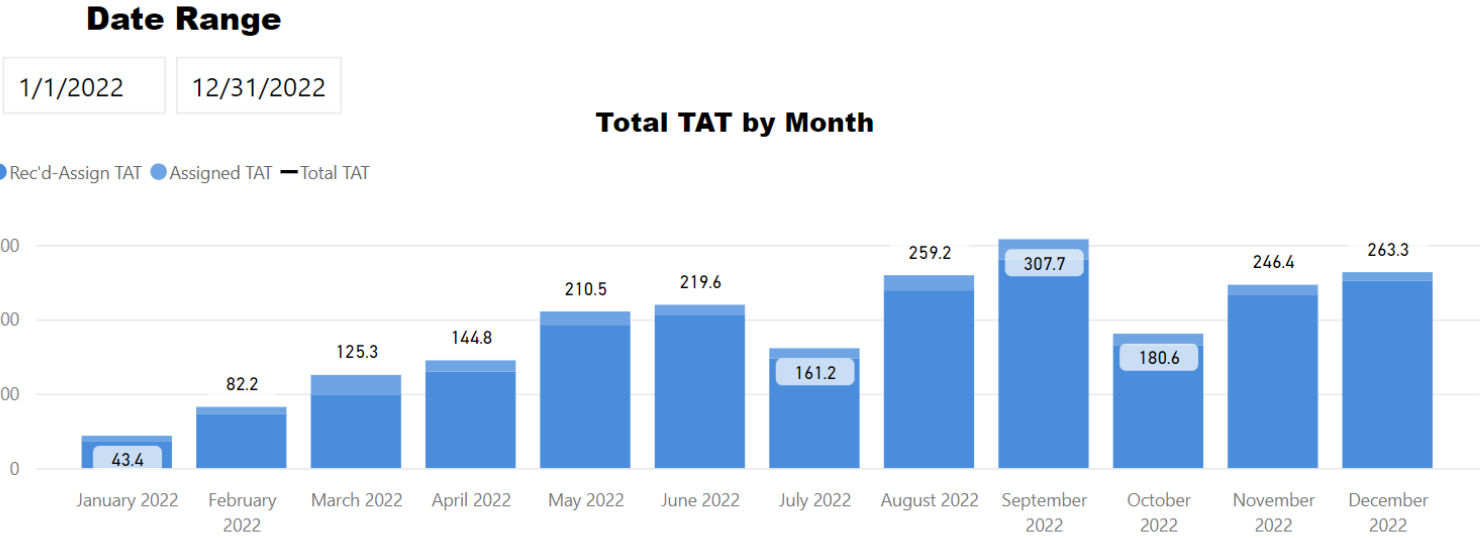
Month to Date



30 Day Avg (Over Past 90 Days)



DFL and DME



Request Type

Multiple selections

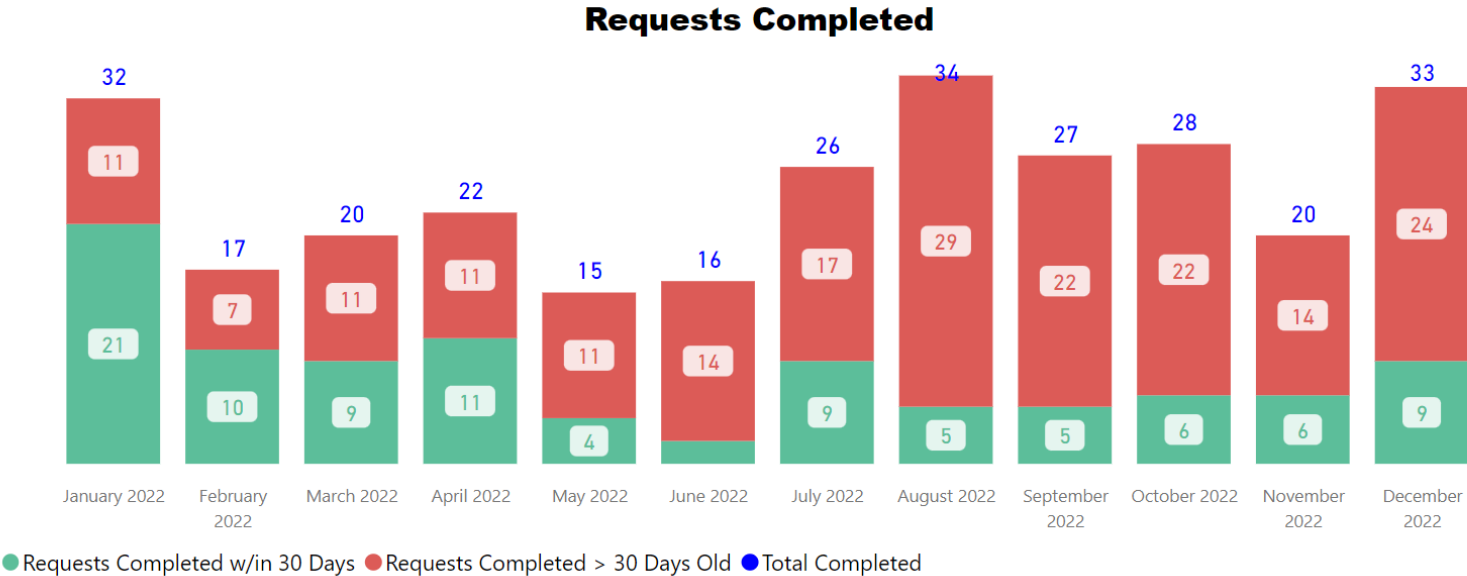
Priority Type

All

Selected Time Frame Averages

190.12
Total TAT (Rec'd-Compl.) Avg

15.98
Assigned TAT (Asgmt.-Compl.) Avg



Received to Complete

290
Requests Completed

193
Requests Completed > 30 Days Old

66.55 %
% Completed > 30 Days Old

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

DFL and DME

Service

Multiple selections

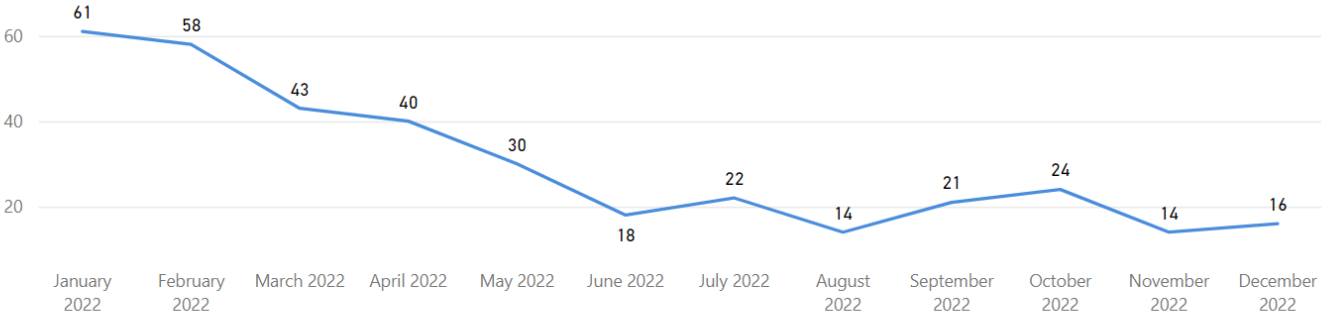
Priority Type

All

Received Filter

1/1/202212/31/2022

Received by Month



Total Received

361

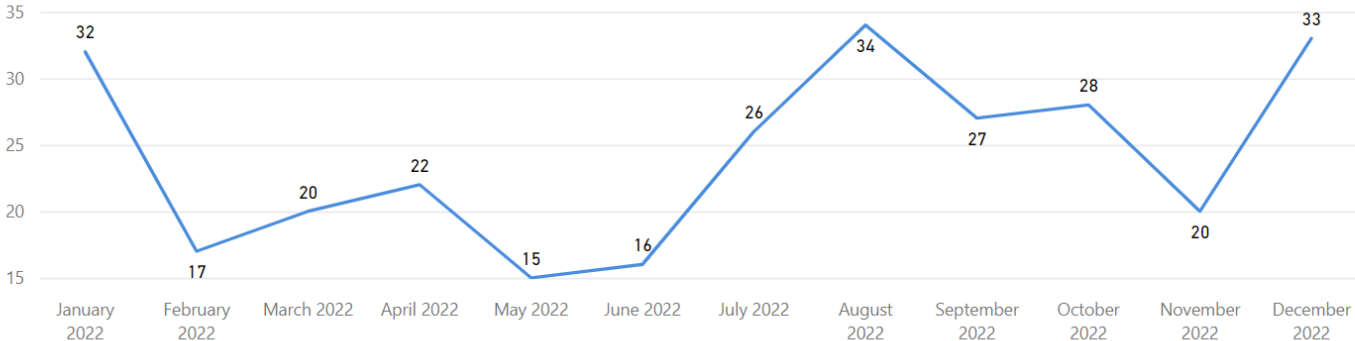
Received per Month (Avg)*

30

Completed Filter

1/1/202212/31/2022

Completed by Month



Total Completed

290

Completed per Month (Avg)*

24

* months with zero activity are not calculated into the average

Crime Scene Unit

Service

CSU Response

Priority Type

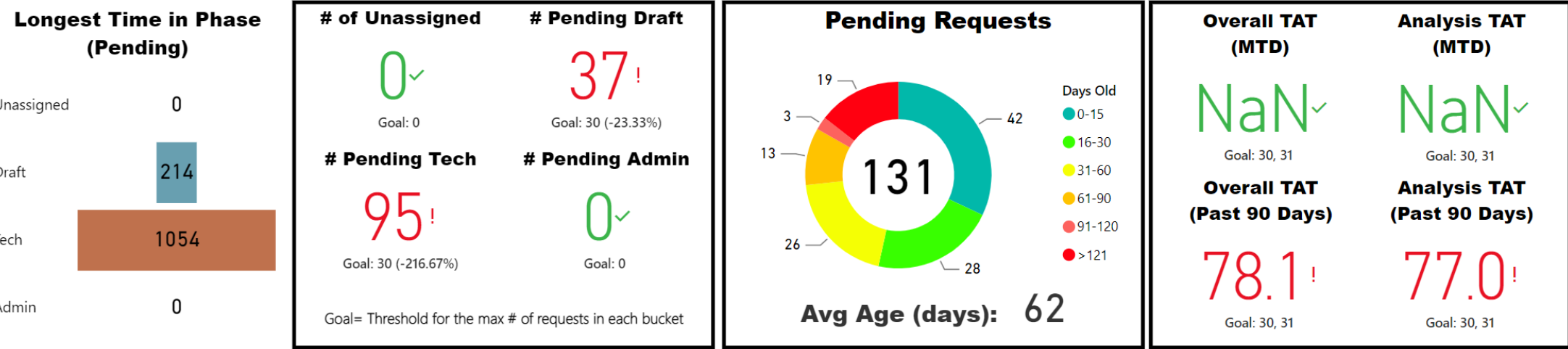
All

Backlogged Requests:

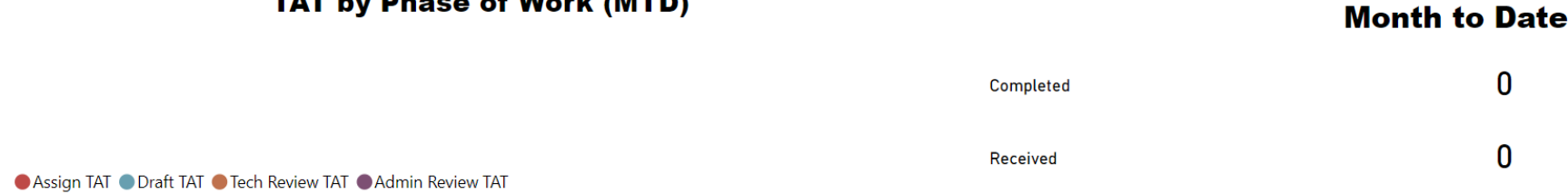
61

Avg Age of Backlog (days):

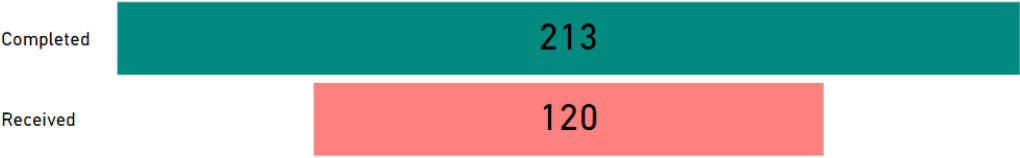
120



TAT by Phase of Work (MTD)



30 Day Avg (Over Past 90 Days)

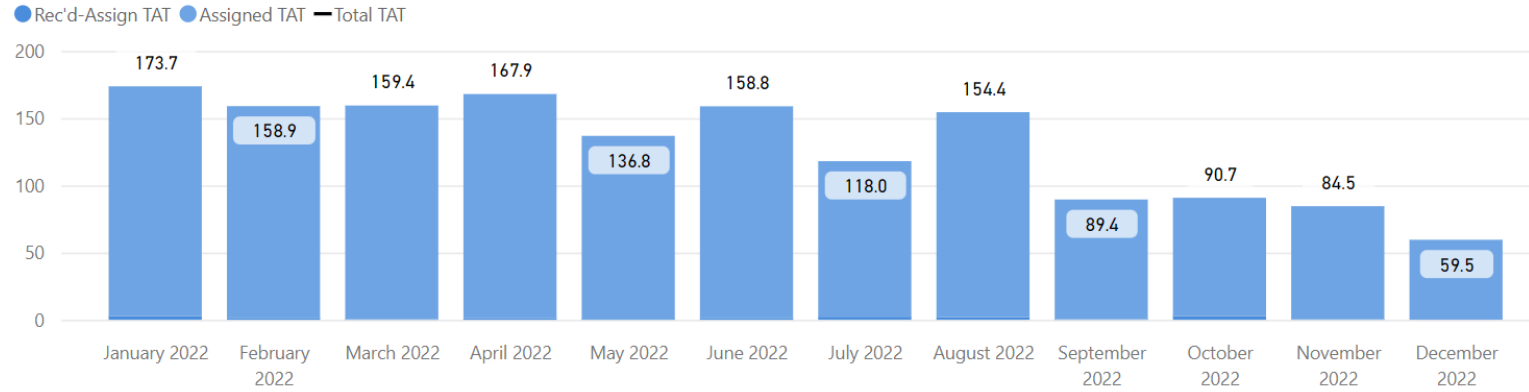


Date Range

1/1/2022

12/31/2022

Total TAT by Month



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

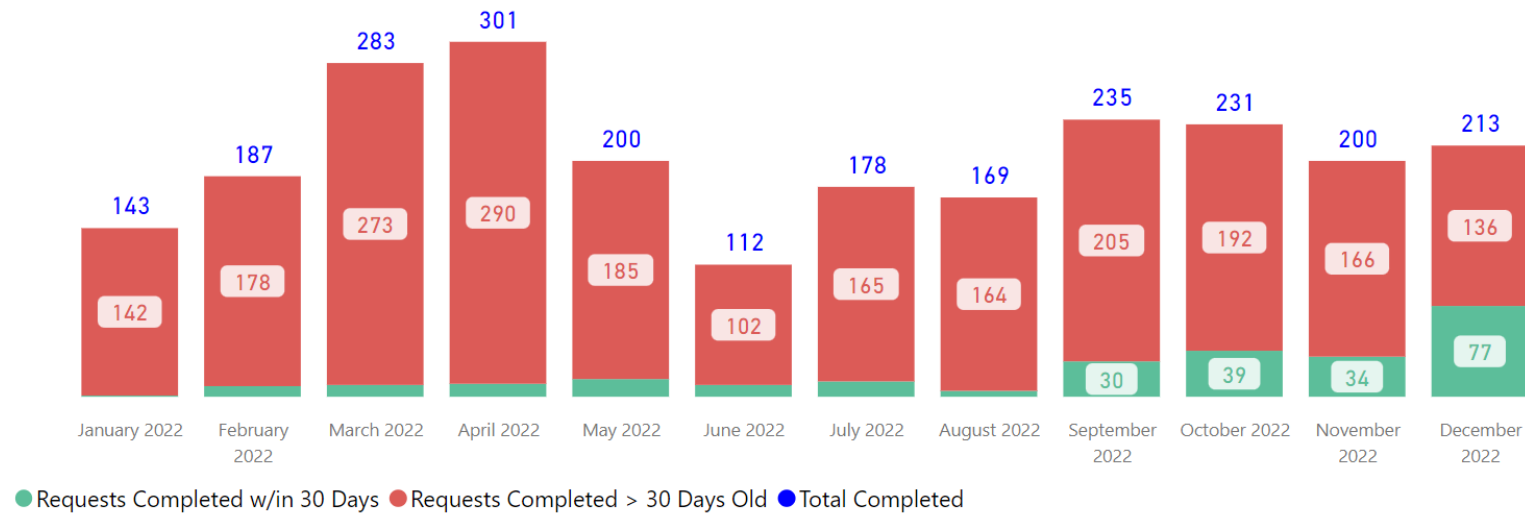
128.06

Total TAT (Rec'd-Compl.) Avg

126.88

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2452

Requests Completed

2198

Requests Completed > 30 Days Old

89.64 %

% Completed > 30 Days Old

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

Service



Priority Type

CSU Response



All

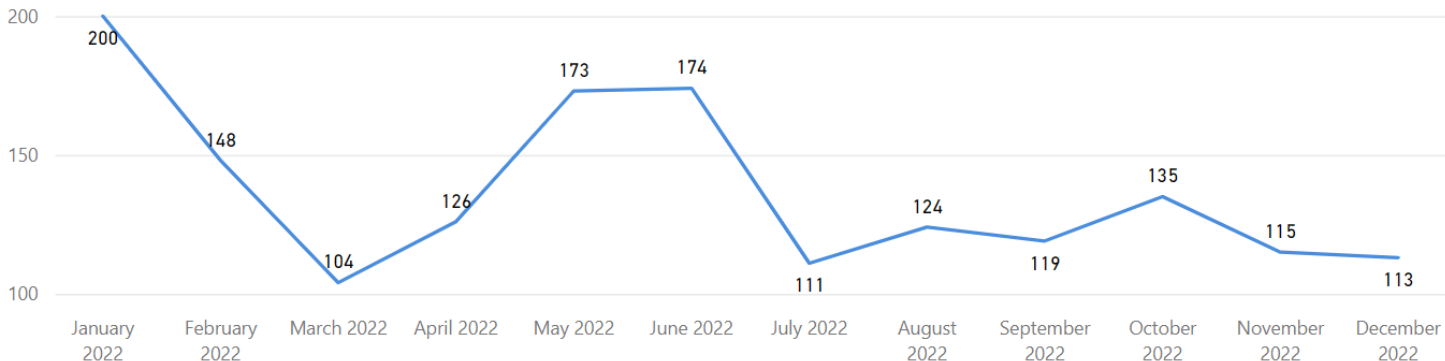


Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

1,642

Received per Month (Avg)*

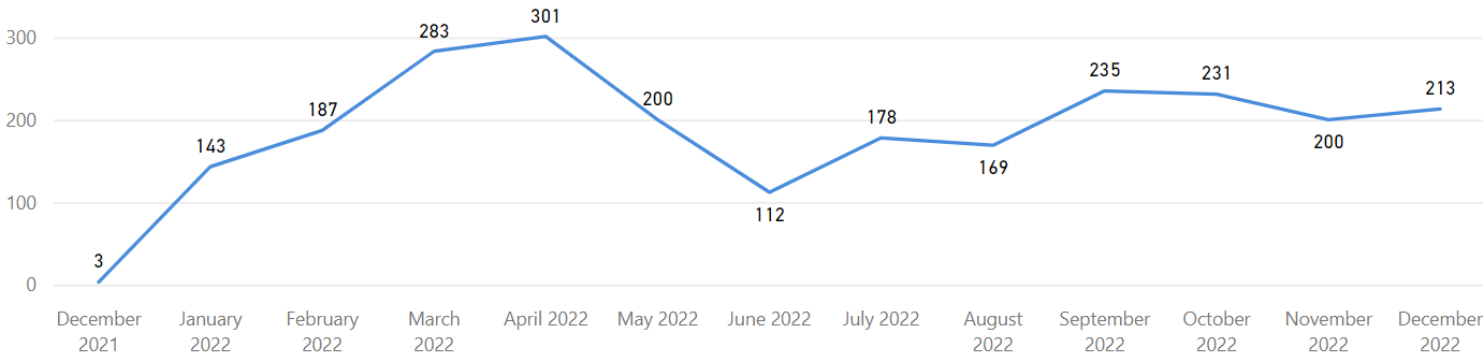
137

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

2,455

Completed per Month (Avg)*

189

* months with zero activity are not calculated into the average

Service

CSU VEB

Priority Type

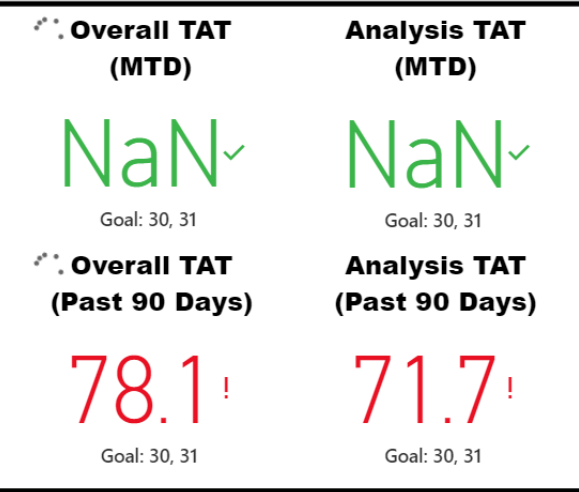
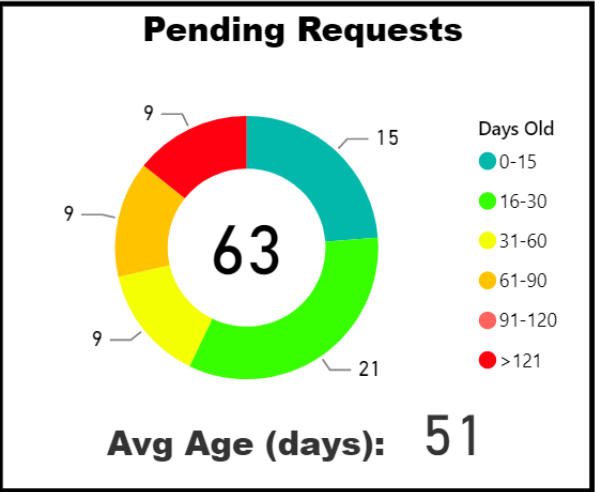
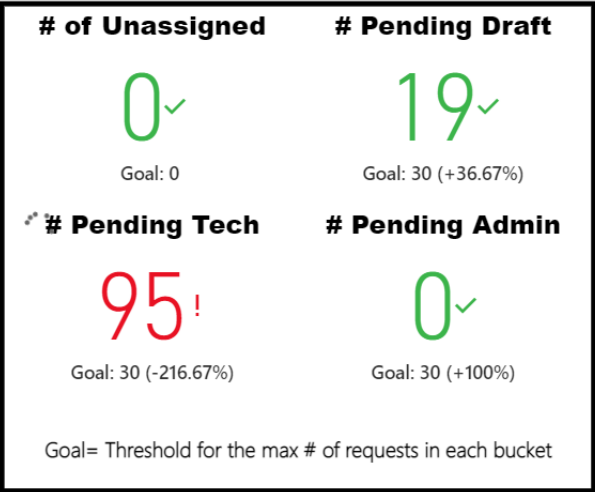
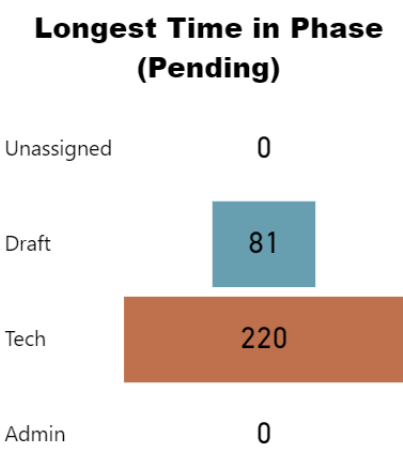
All

Backlogged Requests:

27

Avg Age of Backlog (days):

120



TAT by Phase of Work (MTD)

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

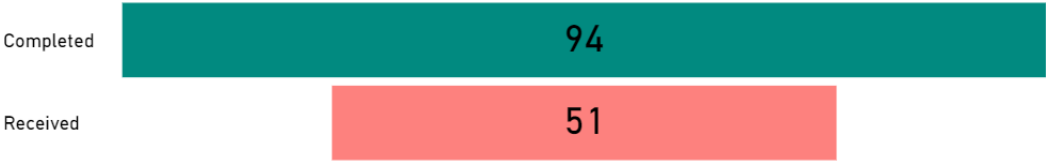
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

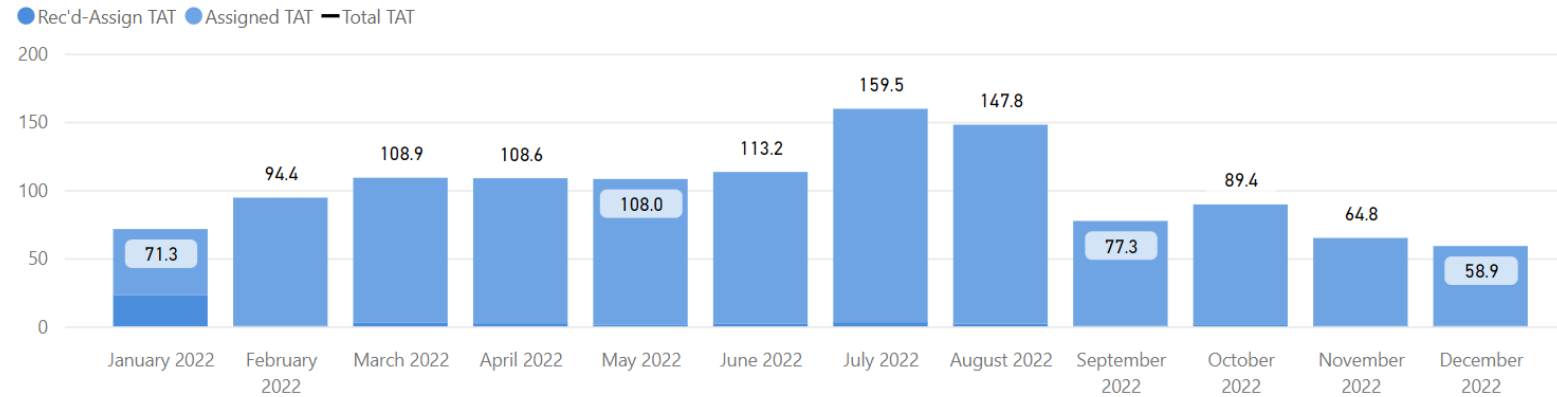


Date Range

1/1/2022

12/31/2022

Total TAT by Month



Request Type

CSU VEB

Priority Type

All

Selected Time Frame Averages

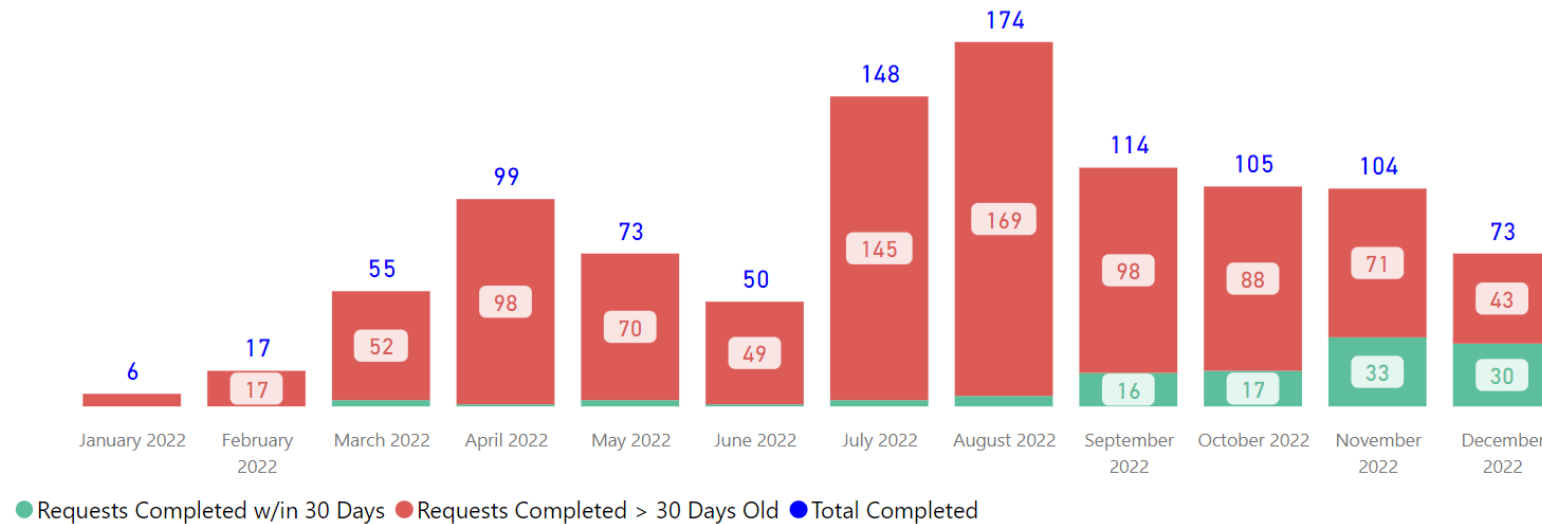
108.93

Total TAT (Rec'd-Compl.) Avg

107.25

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1018

Requests Completed

906

Requests Completed > 30 Days Old

89.00 %

% Completed > 30 Days Old

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

Service

Priority Type

CSU VEB

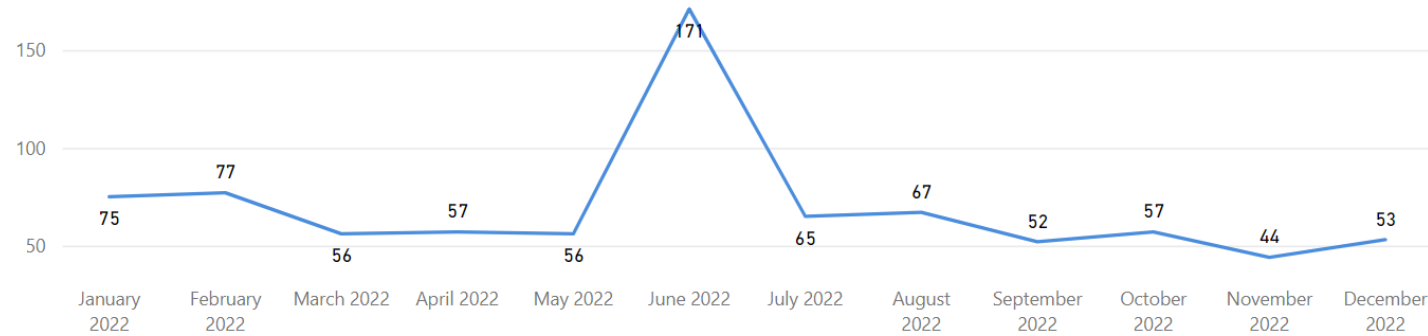
All

Received Filter

1/1/2022

12/31/2022

Received by Month



Total Received

830

Received per Month (Avg)*

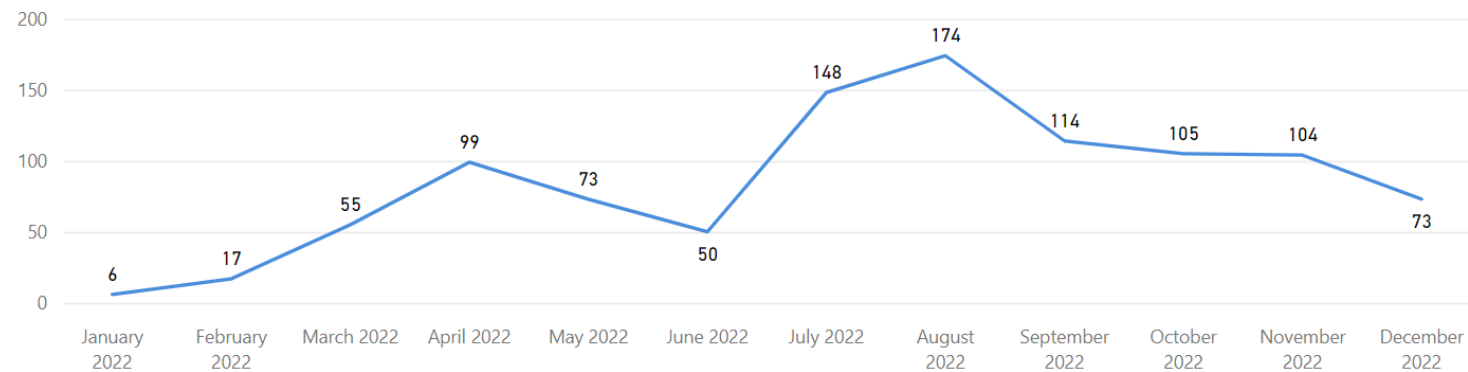
69

Completed Filter

1/1/2022

12/31/2022

Completed by Month



Total Completed

1,018

Completed per Month (Avg)*

85

* months with zero activity are not calculated into the average

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

January 13, 2023 at 9:00 a.m.

Agenda Action Item No.:	9. Consider approval of an Interlocal Agreement for fleet services between the City of Houston and the corporation relating to the upkeep, maintenance, repair, and service of HFSC vehicles, and possible related action.
Subject:	Authorizing an Interlocal Agreement (ILA) with the City of Houston (the City) to provide services relating to the upkeep, maintenance, repair, and service of HFSC vehicles.
Background:	<p>The First Interlocal Agreement between HFSC and the City, approved by City Council on February 26, 2014, provided for HFSC's use of provisional assets, including a designated list of certain HPD vehicles. The agreement provided that the City would maintain and replace the provisional assets in keeping with standards no less stringent than the maintenance and replacement standards observed by the City for the same or similar items of personal property.</p> <p>On February 20, 2019, the Houston City Council and HFSC executed the First Amendment to First Interlocal Agreement, whereby the City and HFSC amended and extended the relationship between the parties. Subsequently, on April 16, 2020, the corporation and the Houston Police Department entered into an Interagency Cooperation Agreement (ICA), to reflect HFSC's move to 500 Jefferson, clarify their respective responsibilities, and address the relevant expired provisions of the First Interlocal Agreement. Among the provisions of the ICA, HFSC agreed to return all HPD vehicles described as provisional assets, on or before June 30, 2021.</p>
Executive Summary:	<p>Since the return of HPD's vehicles, HFSC has independently acquired vehicles for use by its personnel, primarily the Crime Scene Unit. HFSC now finds it must obtain comprehensive fleet services to maintain, repair, and upkeep its vehicles. HFSC has determined these services can be most efficiently provided by the City. Pursuant to Texas Government Code Chapter 791, Subchapter B, a local government may contract or agree with another local government to perform governmental functions and services.</p> <p>HFSC and the City find it necessary enter into an ILA to accomplish the necessary upkeep, maintenance, repair, and service of HFSC vehicles. The proposed agreement allows HFSC to utilize the City fleet services, in accordance with Government Code Chapter 791.</p>
Fiscal Impact:	No anticipated additional fiscal impact within the current budget cycle.
Staff Recommendation:	Staff recommends approval.
By:	Dr. Peter Stout, President and CEO Legal review and approved by General Counsel

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

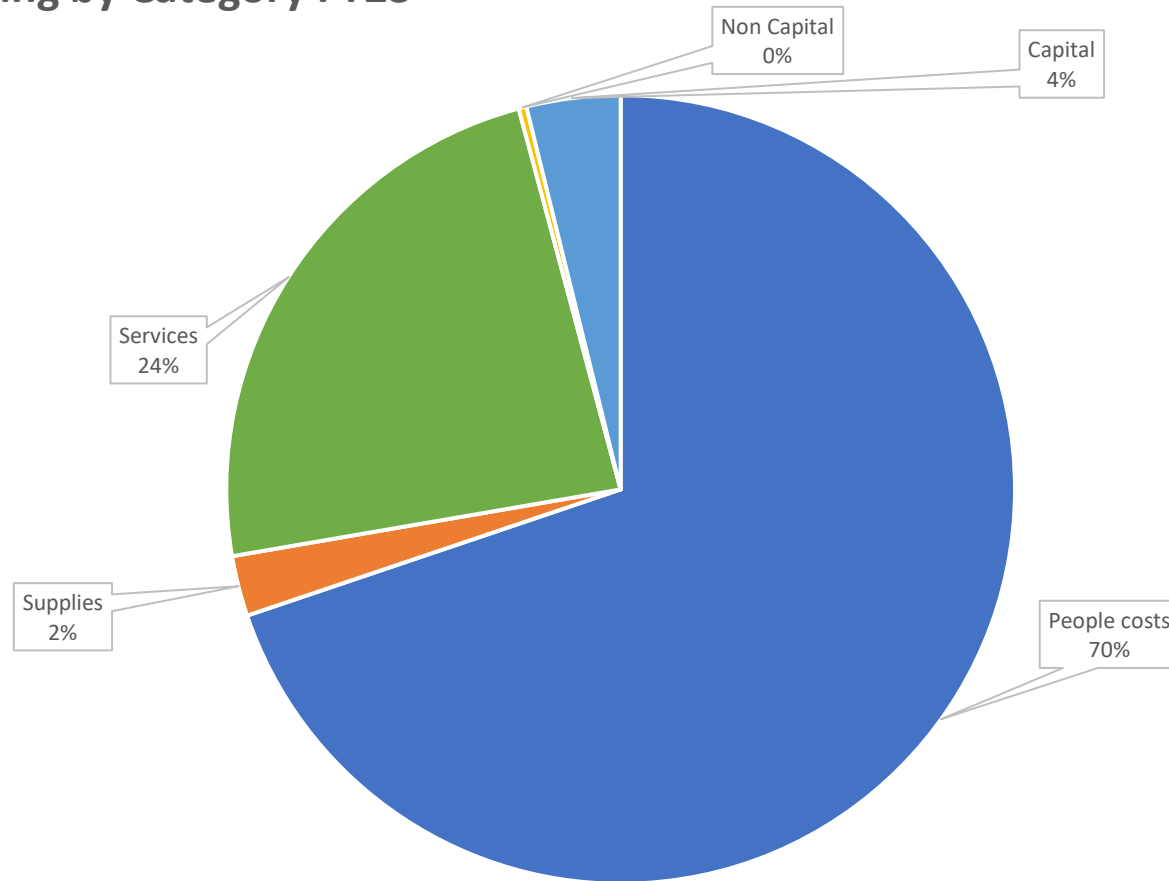
January 13, 2023, at 9:00 a.m.

Agenda Action Item No.:	10. Consider approval of a contract for DNA outsourcing services between the corporation and Signature Science, LLC to be funded by the FY2022 Bureau of Justice Assistance (BJA) DNA Capacity Enhancement and Backlog Reduction (CEBR) federal grant, total budget not to exceed \$1,108,934.00.
Subject:	Consider approval of a grant funded contract with Signature Science, LLC to provide DNA services for HFSC forensic biology cases.
Background:	HFSC was awarded the FY 2022- BJA DNA Capacity Enhancement and Backlog Reduction federal grant to help address HFSC's current backlog of forensic biology cases. HFSC has consistently utilized outsourcing in the forensic biology section to assist with various operational needs over the years. This grant will specifically assist HFSC in working through its backlog, which is a priority for the Corporation and its stakeholders. Without the use of federal funds, HFSC would not be able to complete this important project at this time.
Executive Summary:	<p>In October 2022, HFSC issued a Request for Proposals (RFP) for DNA outsourcing services to be funded by FY 2022- BJA DNA Capacity Enhancement and Backlog Reduction federal grant, award 15-PBJA-22-GG-01692-DNAX. After consideration of the stated selection criteria, Signature Science was selected as the successful respondent. The proposed contract anticipates the total project budget for Signature Science LLC's services will not exceed the total grant budget for outsourcing, \$1,108,934.00. HFSC will be responsible for ensuring the total expenditure for services obtained from the vendor does not exceed the total grant budget.</p> <p>This project will include the anticipated testing of a total of approximately 1,000 untested SAK and non-SAK cases. The successful respondent will receive monthly shipments of cases over approximately 5-6 months.</p>
Fiscal Impact:	No anticipated additional fiscal impact to HFSC.
Staff Recommendation:	Staff recommends approval
By:	Dr. Peter Stout, President and CEO Legal review and approved as to form by General Counsel

HFSC – Treasurer's Report

Jan. 13, 2023

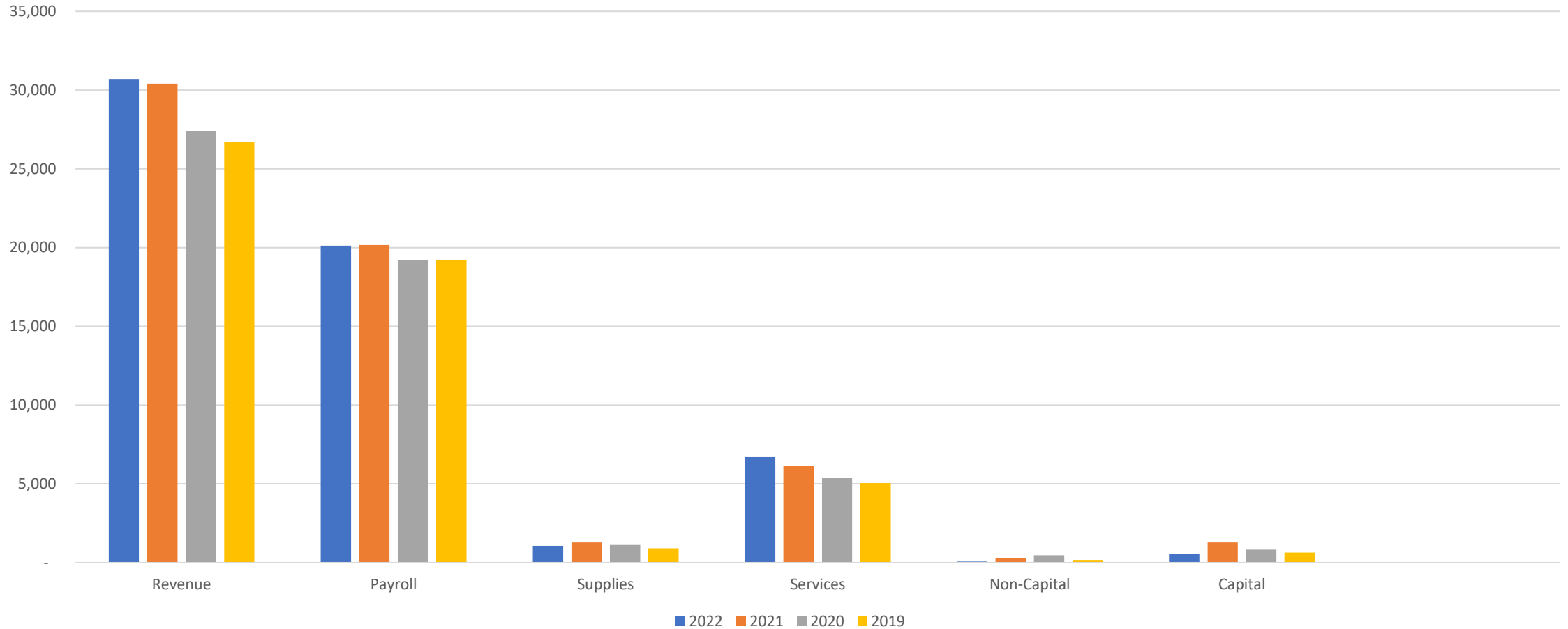
HFSC Spending by Category FY23



HFSC – Treasurer's Report

Jan. 13, 2023

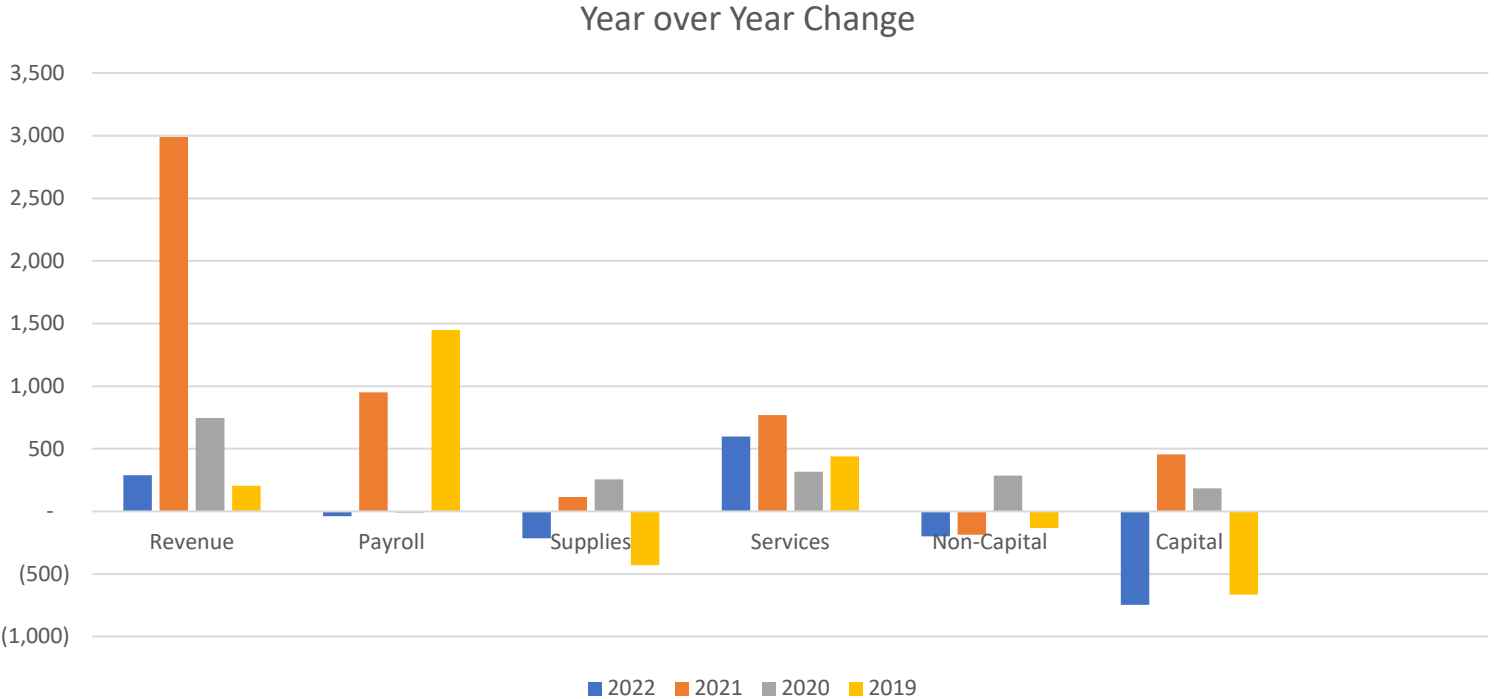
Financial Summary



2021 Budget increase of \$1.6M for Tox.

2021 CARES \$1.3M

2022 Budget increase of \$1.3M replaces
loss of \$1.3M in CARES

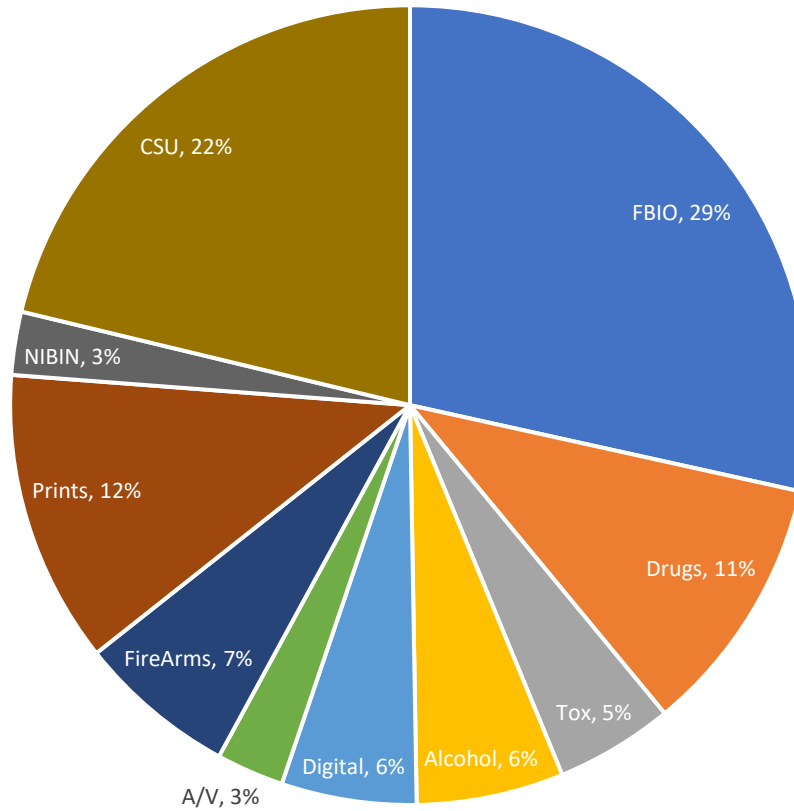


Year over Year Change				
	2022	2021	2020	2019
Revenue	288	2,989	747	205
Payroll	(39)	952	(11)	1,448
Supplies	(214)	116	256	(430)
Services	599	768	316	441
Non-Capital	(200)	(186)	286	(132)
Capital	(747)	455	185	(663)

HFSC – Treasurer's Report

Jan. 13, 2023

Total Cost by Department



HOUSTON FORENSIC SCIENCE CENTER, INC.											
COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS											
For the Period July 1, 2022 through Dec. 31, 2022											
				YTD						FY23	
				FY23	FY23	FY22	Variance				FY23
				July 1-Dec. 31, 2022	Budget	July 1- Dec. 31, 2021	Vs. Budget	%		Vs. FY22	%
					# of Months						
					6						
Revenues:											
	411000	City of Houston-Appropriations		\$ 26,535	\$ 14,254	\$ 26,317	\$ 12,281	86%	\$ 218	1%	\$ 28,508
	417000	COH - COVID Funds		-	1,500	-	(1,500)	0%	-	0%	3,000
	440000	Grants		444	800	302	(356)	-45%	141	47%	1,600
	450000	Forensic Services		6	10	20	(4)	-42%	(14)	-70%	20
	443000	Other		26	-	2	26	0%	24	1328%	-
	450002	Interest Income		18	13	17	5	40%	0	3%	25
Total Income				28,085	16,577	27,754	11,508	69%	330	1%	33,153
Expenses:											
Personnel:											
	500010	Salary Base - Civilian		7,909	9,007	8,069	1,098	12%	160	2%	18,015
	501070	Pension - Civilian		467	548	490	81	15%	22	5%	1,097
	502010	FICA - Civilian		572	644	579	72	11%	7	1%	1,289
	503010	Health Insurance - Active Civil		669	788	680	118	15%	11	2%	1,575
	503015	Basic Life Ins - Active Civil		14	14	10	(1)	-4%	(5)	-47%	28
	503090	Workers Comp - Civilian Adm		19	26	27	7	27%	8	29%	52
	504031	Unemployment Taxes - Admin		1	3	(0)	3	82%	(1)	6332%	6
	500000	Personnel - Other		-	-	-	-	0%	-	0%	-
				9,652	11,030	9,855	1,378	12%	202	2%	22,061

HOUSTON FORENSIC SCIENCE CENTER, INC.

COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2022 through Dec. 31, 2022

				YTD								FY23	
				FY23	FY23	FY22	Variance					FY23	% Year
				July 1-Dec. 31, 2022	Budget	July 1- Dec. 31, 2021	Vs. Budget	%		Vs. FY22	%	Budget V1	Completed
					# of Months								
					6								
Supplies:													
511010		Chemical Gases & Special Fluids		14	9	10	(5)	-59%		(4)	-37%	18	80%
511040		Audio Visual Supplies		-	-	-	-	0%		-	0%	-	0%
511045		Computer Supplies		22	3	1	(19)	-595%		(21)		6	348%
511050		Paper & Printing Supplies		2	7	9	5	70%		7	78%	13	15%
511055		Publications & Printed Material		7	7	2	(1)	-10%		(5)	-325%	13	55%
511060		Postage		0	0	0	0	82%		0	87%	0	9%
511070		Miscellaneous Office Supplies		28	38	42	10	27%		14	34%	77	36%
511080		General Laboratory Supply		248	398	346	150	38%		97	28%	797	31%
511090		Medical & Surgical Supplies		0	-	-	(0)			(0)	0%	-	
511095		Small Technical & Scientific Eq		1	9	16	8	87%		15	93%	18	7%
511110		Fuel		0	0	-	(0)	0%		(0)	0%	0	
511120		Clothing		14	10	12	(4)	-42%		(2)	-13%	20	71%
511125		Food/Event Supplies		3	6	9	3	52%		6	68%	12	24%
511130		Weapons Munitions & Supplies		7	8	8	1	11%		1	10%	16	45%
511145		Small Tools & Minor Equipment		-	6	7	6	100%		7	100%	13	0%
511150		Miscellaneous Parts & Supplies		0	6	1	6	98%		1	91%	13	1%
				348	508	464	160	32%		116	25%	1,015	34%

HOUSTON FORENSIC SCIENCE CENTER, INC.

COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2022 through Dec. 31, 2022

				YTD						FY23		
				FY23	FY23	FY22	Variance				FY23	% Year
				July 1-Dec. 31, 2022	Budget	July 1- Dec. 31, 2021	Vs. Budget	%	Vs. FY22	%	Budget V1	Completed
					# of Months							
					6							
Services:												
520105		Accounting & Auditing Svcs		30	27	30	(3)	-11%	(0)	-1%	55	55%
520107		Computer Info/Contracting Svcs		-	-	-	-		-		-	
520109		Medical Dental & Laboratory Ser		639	551	814	(88)	-16%	175	22%	1,101	58%
520110		Management Consulting Services		179	68	126	(111)	-164%	(53)	-42%	135	132%
520112		Banking Services		3	2	2	(1)	-42%	(1)	-43%	4	71%
520113		Photographic Services		-	1	1	1		1	0%	2	
520114		Misc Support Serv Recruit Relo		24	27	23	3	11%	(1)	-4%	53	45%
520115		Real Estate Rental		415	415	415	(0)	0%	(1)	0%	830	50%
520118		Refuse Disposal		9	16	17	7	42%	8	47%	31	29%
520119		Computer Equip/Software Maint.		875	718	809	(157)	-22%	(66)	-8%	1,435	61%
520121		IT Application Services		18	33	1	15	46%	(16)	0%	65	27%
520124		Other Equipment Services		181	166	215	(15)	-9%	35	16%	333	54%
520145		Criminal Intelligence Services		-	-	-	-	0%	-	0%	-	0%
520520		Printing & Reproduction Serv.		-	1	0	1	100%	0	100%	2	0%
520605		Public Information Svcs		-	0	0	0	100%	0	100%	1	0%
520705		Insurance (Non-Medical)		115	68	112	(47)	-68%	(3)	-3%	136	84%
520765		Membership & Prof. Fees		20	17	13	(3)	-18%	(7)	-52%	35	59%
520805		Education & Training		218	215	142	(3)	-1%	(76)	-54%	429	51%
520815		Tuition Reimbursement		3	17	11	14	82%	8	71%	34	9%
520905		Travel - Training Related		85	-	82	(85)		(3)	-4%	-	
520910		Travel - Non-training Related		6	12	6	6	50%	0	1%	23	25%
521405		Building Maintenance Services		27	33	40	7	20%	14	34%	67	40%
521505		Utilities		103	130	149	26	20%	46	31%	260	40%
521605		Data Services		79	89	134	10	11%	55	41%	178	44%
521610		Voice Services, Equip & Labor		47	36	36	(11)	-30%	(11)	-30%	72	65%

HOUSTON FORENSIC SCIENCE CENTER, INC.

COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2022 through Dec. 31, 2022

				YTD						FY23		
				FY23	FY23	FY22	Variance				FY23	% Year
				July 1-Dec. 31, 2022	Budget	July 1- Dec. 31, 2021	Vs. Budget	%	Vs. FY22	%	Budget V1	Completed
					# of Months							
					6							
Services:												
521725		Other Rental Fees		42	27	21	(15)	-57%	(21)	-102%	54	78%
521730		Parking Space Rental		116	97	93	(19)	-19%	(23)	-25%	194	60%
521905		Legal Services		-	5	1	5	100%	1	0%	10	0%
522205		Metro Commuter Passes		(0)	0	(0)	0	157%	0	-170%	1	-29%
522305		Shipping and Freight		11	13	14	2	15%	2	18%	26	42%
522430		Misc. Other Services & Chrgs		61	54	83	(7)	-13%	22	27%	107	56%
523100		Civilian Payroll		155	248	306	93	0%	151	49%	496	31%
523400		Services		3	3	1	(0)	-5%	(2)	-257%	5	52%
523000		Sub-Contractor (COH-HPD) Total		158	250	306	93	37%	149	49%	-	
529000		Subrecipient Expense - Grants		-	-	-	-		-		-	
Total Services				3,462	3,087	3,697	(375)	-12%	235	6%	6,175	56%
Non-Capital Expenditures												
551010		Furniture and Fixtures		-	13	16	13	100%	16	100%	25	0%
551015		Computer Hardware/SW		39	30	-	(9)	-30%	(39)		60	65%
551025		Scientific/Foren Eqmt		6	5	-	(1)	-15%	(6)		10	57%
Total Non-Capital Expenditures				45	48	16	3	6%	(29)	-184%	95	47%

HOUSTON FORENSIC SCIENCE CENTER, INC.

COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2022 through Dec. 31, 2022

				YTD								FY23	
				FY23	FY23	FY22	Variance					FY23	% Year
				July 1-Dec. 31, 2022	Budget	July 1- Dec. 31, 2021	Vs. Budget	%		Vs. FY22	%	Budget V1	Completed
					# of Months								
					6								
Capital Expenditures													
170210		Furniture & Fixtures		-	-	(16)	-	0%		(16)	0%	-	0%
170230		Computer Hardware/SW		34	-	199	(34)	0%		164	0%	-	0%
170240		Scientific/Foren Eqmt		244	353	(598)	109	31%		(842)	141%	706	35%
170980		Const in Progress		(97)	-	22	97	0%		119	532%	-	
Total Capital Expenditures				540	418	177	(123)	-29%		(363)	-204%	835	65%
Total Expense and Capital Before Depreciation				14,047	15,090	14,209	1,043	7%		162	1%	30,181	47%
561230		Depreciation		966	1,013	1,005	47	5%		39	4%	2,026	48%
531085		Interest Expense		535	533	-	(1)	0%		6	1%	1,067	50%
Grant and Training Expense				-	-	-	-			-	0%	-	
Total Expense and Capital After Depreciation				15,547	16,637	15,755	1,089	7%		208	1%	33,274	47%

Houston Forensic Science Center, Inc.				
Finance Division				
List of Grant Contracts				
As of Jan. 2023				
Awarded				
Awarding Agency:	USDOJ-OJP-NIJ			
Name of Project:	NIJ FY 21 DNA Capacity Enhancement and Backlog Reduction Program			
Start and End Dates:	10/01/2021 to 09/30/2023			
Contact:				
Award Number:	15PBJA-21-GG-03193-DNAX	Award Bal.	Expenditure Reported	Current Receivable
Contact:				
	Amount of Award:	\$ 1,806,581	-	\$ -
	Grant Inception to date:	\$ (687,049)	\$ 375,232	\$ (311,818)
	Grant Balance:	\$ 1,119,532		
Status:	Active			

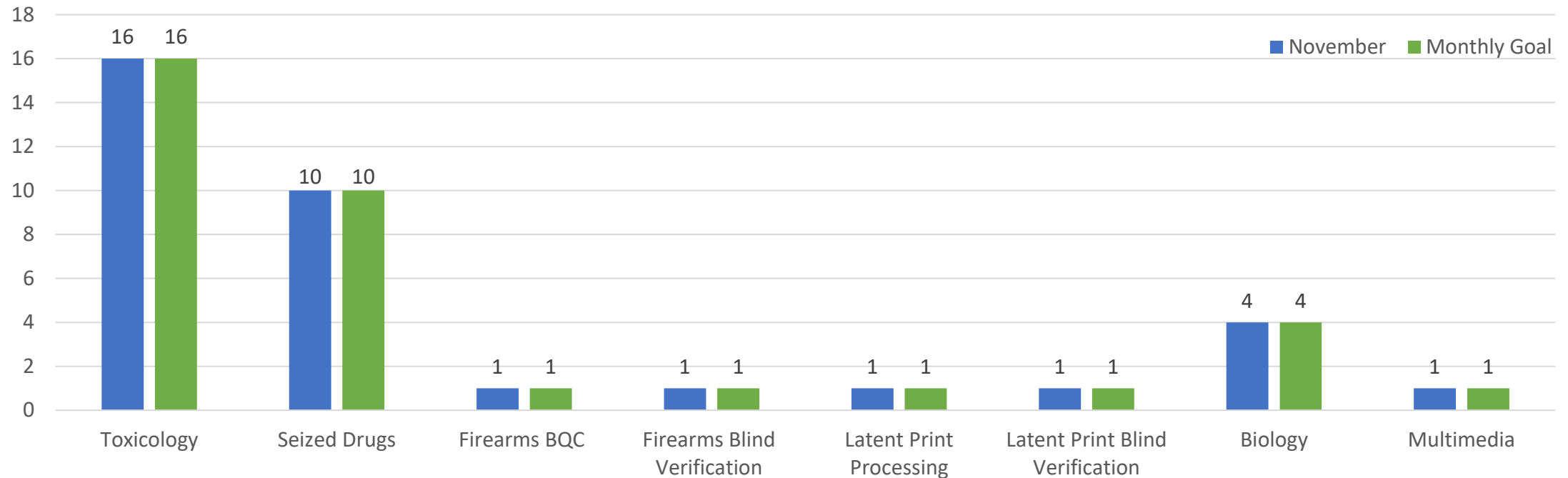
Awarding Agency:	USDOJ-OJP-NIJ			
Name of Project:	2021 Reasearch & Evaluation for the Testig & Interpretation of Physical Evidence in Publicly Funded Forensic Labs			
Start and End Dates:	01/01/2022 to 12/31/2023			
Contact:				
Award Number:	15PNIJ-21-GG-02714-MUMU	Award Bal.	Expenditure Reported	Current Receivable
Contact:				
	Amount of Award:	\$ 303,471	-	\$ -
	Grant Inception to date:	\$ -	\$ -	\$ -
	Grant Balance:	\$ 303,471		
Status:	Active			
Awarding Agency:	USDOJ-OJP-NIJ			
Name of Project:	NIJ FY 22 DNA Capacity Enhancement and Backlog Reduction Program			
Start and End Dates:	10/01/2022 to 09/30/2024			
Contact:				
Award Number:	15PBJA-22-GG-01692-DNAX	Award Bal.	Expenditure Reported	Current Receivable
Contact:				
	Amount of Award:	\$ 2,472,393	-	\$ -
	Grant Inception to date:			\$ -
	Grant Balance:	\$ 2,472,393		
Status:	Active			

Quality Division Report

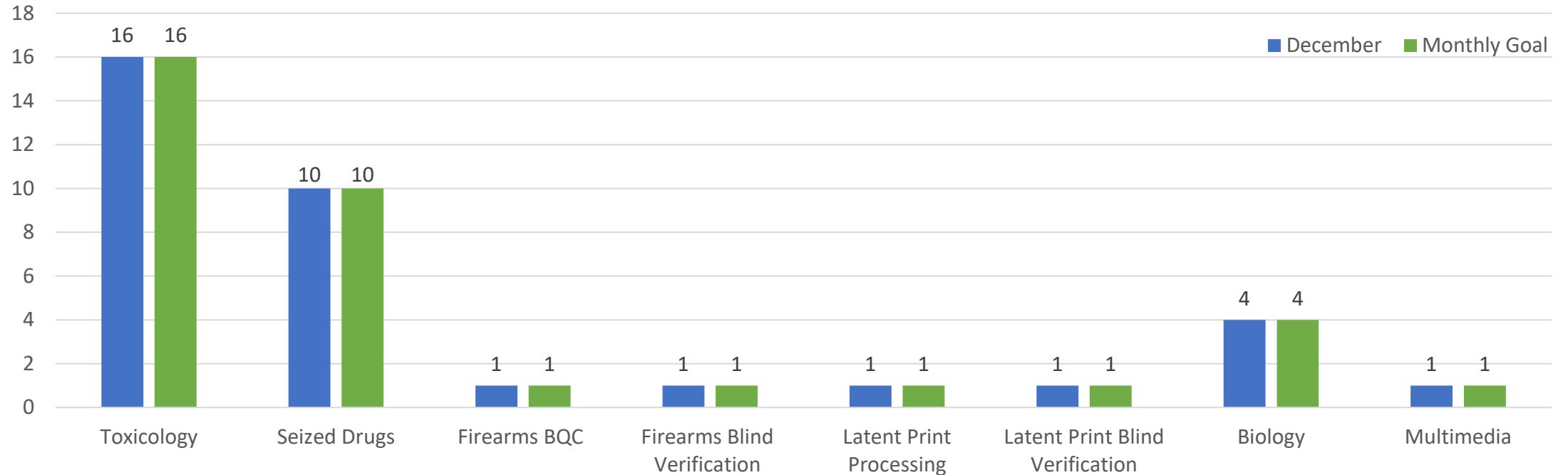
January 13, 2023



Blind Quality Controls Submitted in November



Blind Quality Controls Submitted in December



Blind Quality: Completed Cases

Latent Print Black Box Study

- Study designed with CSAFE to measure error rate in HFSC's Latent Print Comparison section
- Required participation for all examiners
- Latent Print Comparison blind program unsustainable with new LSS-developed workflow due to latent print database

Forensic Discipline	Cases Completed in November	Cases Completed in December
Toxicology	20 (BAC) 0 (Drugs)	9 (BAC) 0 (Drugs)
Seized Drugs	50	8
Biology	0 (DNA) 5 (screening)	0 (DNA) 4 (screening)
Firearms	0	1
Firearms Blind Verification	1	2
Latent Print Processing	1	1
Latent Print Comparison	7	9
Latent Print Blind Verification	3	0
Multimedia	0	0



Disclosures/Corrective Actions

Disclosure to the Texas Forensic Science Commission regarding misidentification of alprazolam in a May 2022 Seized Drugs case

- Substance now identified as an isomer of alprazolam that has the same molecular weight but structural differences
- Isomer is an emerging designer benzodiazepine
- First reported case in Australia in June 2022
- Seized Drugs report amended in December 2022
- Review of all Seized Drugs cases with alprazolam reported in 2021-2022 confirmed no further affected cases
- Harris County District Attorney's Office notified



Disclosures/Corrective Actions

Disclosures Made to the Texas Forensic Science Commission in 2022:

- Forensic Biology: incorrect CODIS entries for partial and mixture profiles
- Firearms: sample switch of NIBIN test fires
- Forensic Biology: inadvertent consumption of evidence
- Forensic Biology/Quality: accidental upload of three blind quality control profiles into the CODIS database
- Forensic Biology: concerns about analyst's testimony which the trial court characterized as evasive, false, and misleading
 - TFSC found the analyst has committed professional negligence and professional misconduct. His license was revoked for 60 days.

Pending Disclosures Made to the Texas Forensic Science Commission in 2022:

- Forensic Biology: concerns about analyst's explanation of statistics in response to questions by the prosecutor identified through transcript review project



2022 Survey Responses

[Help us improve! We would like to ask you a few questions about HFSC and our services. Please take this short survey.](#)

Survey link added to email taglines in February 2020

- 11 responses received in 2022:
 - Satisfied or very satisfied
 - 10 responses
 - Neither satisfied nor dissatisfied
 - 0 responses
 - Dissatisfied or very dissatisfied
 - 1 response



Q1

Investigator

For the purpose of this survey, how you would define yourself?

Q2

Latent Print

What section are you giving feedback on?

Q3

Very Dissatisfied

How satisfied are you with HFSC services?

Q4

This space can be used for all feedback. If your feedback is case specific, please include all relevant information, including agency case number and your contact information so we can directly address your feedback.

I has taken me three tries so far to submit a request for latent print analysis. The requests are rejected for reasons that could have been explained to be beforehand. There is no reason that the requests portal is so difficult to use and requires multiple requests and multiple follow up emails to get the evidence processed. In another case recently, by the time I got my print results, the statute of limitations had expired on the case.

Q5

If you would like to be contacted regarding your feedback, please include your contact information

Name

Mark Holbrook

Email Address

mark.holbrook@houstonpolice.org

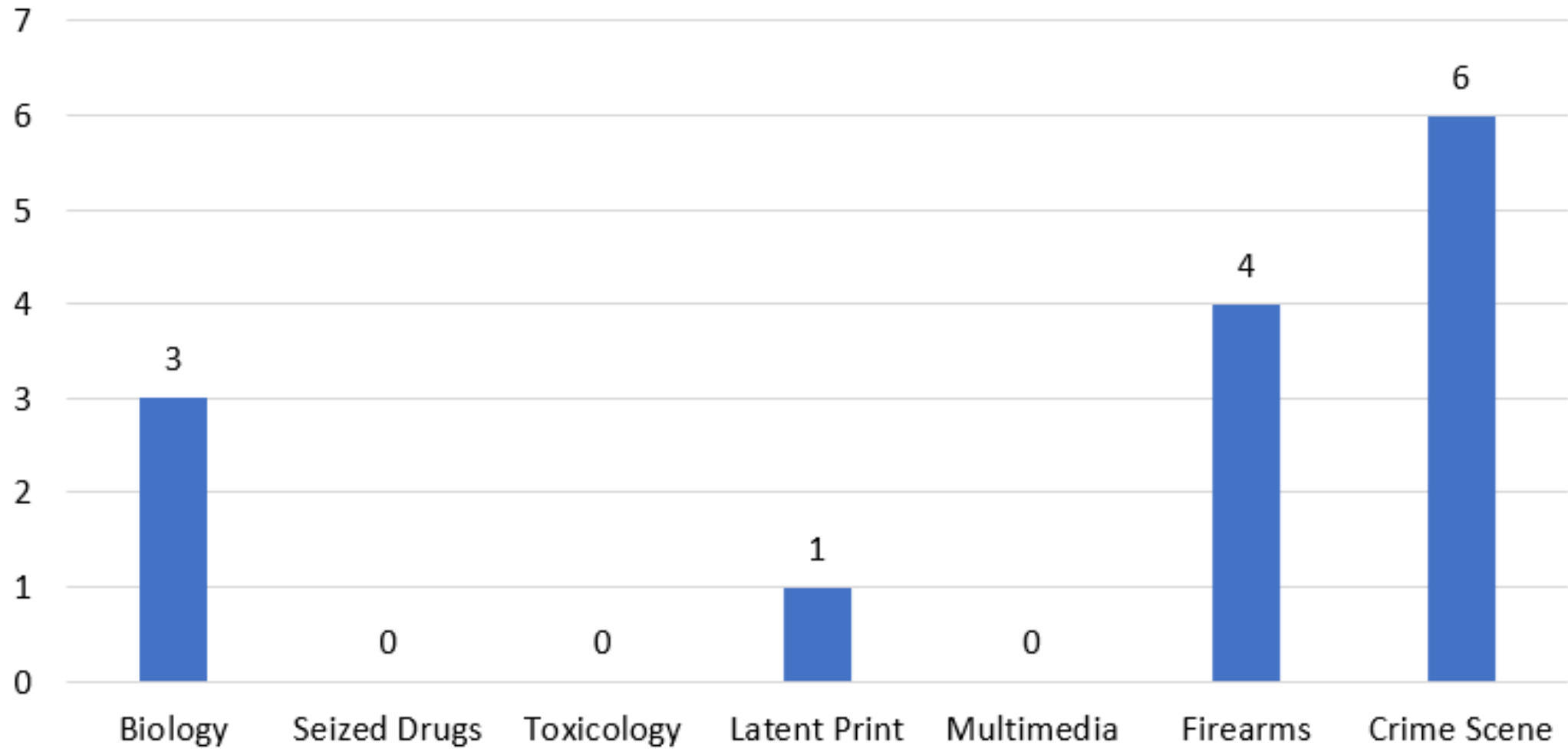


2022 Testimony Data

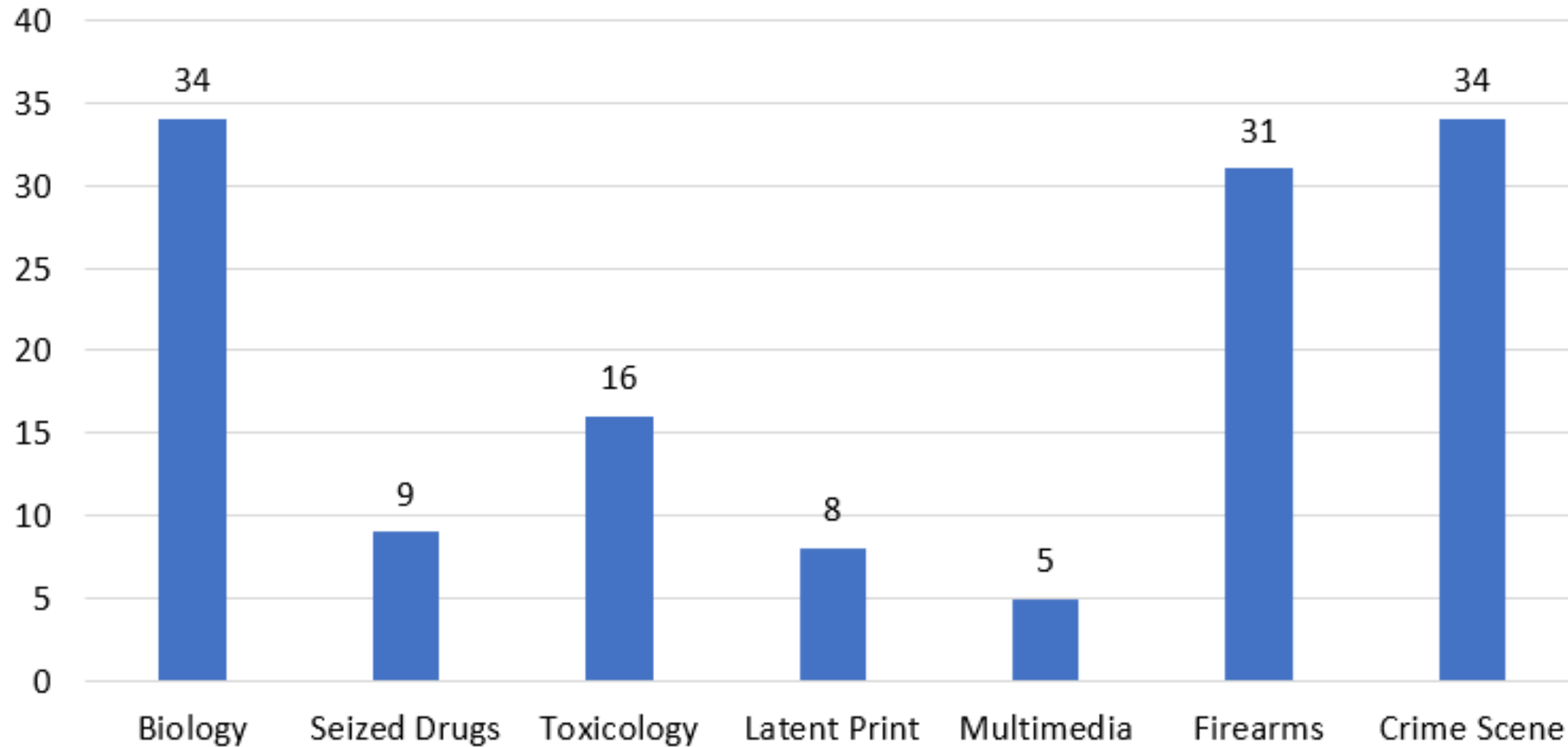
- 69 analysts have testified this year
 - 67 were monitored
 - 2 not monitored – transcripts requested
- Transcript review project
 - Second round: 10 transcripts reviewed in process to discuss the final evaluation with the analysts



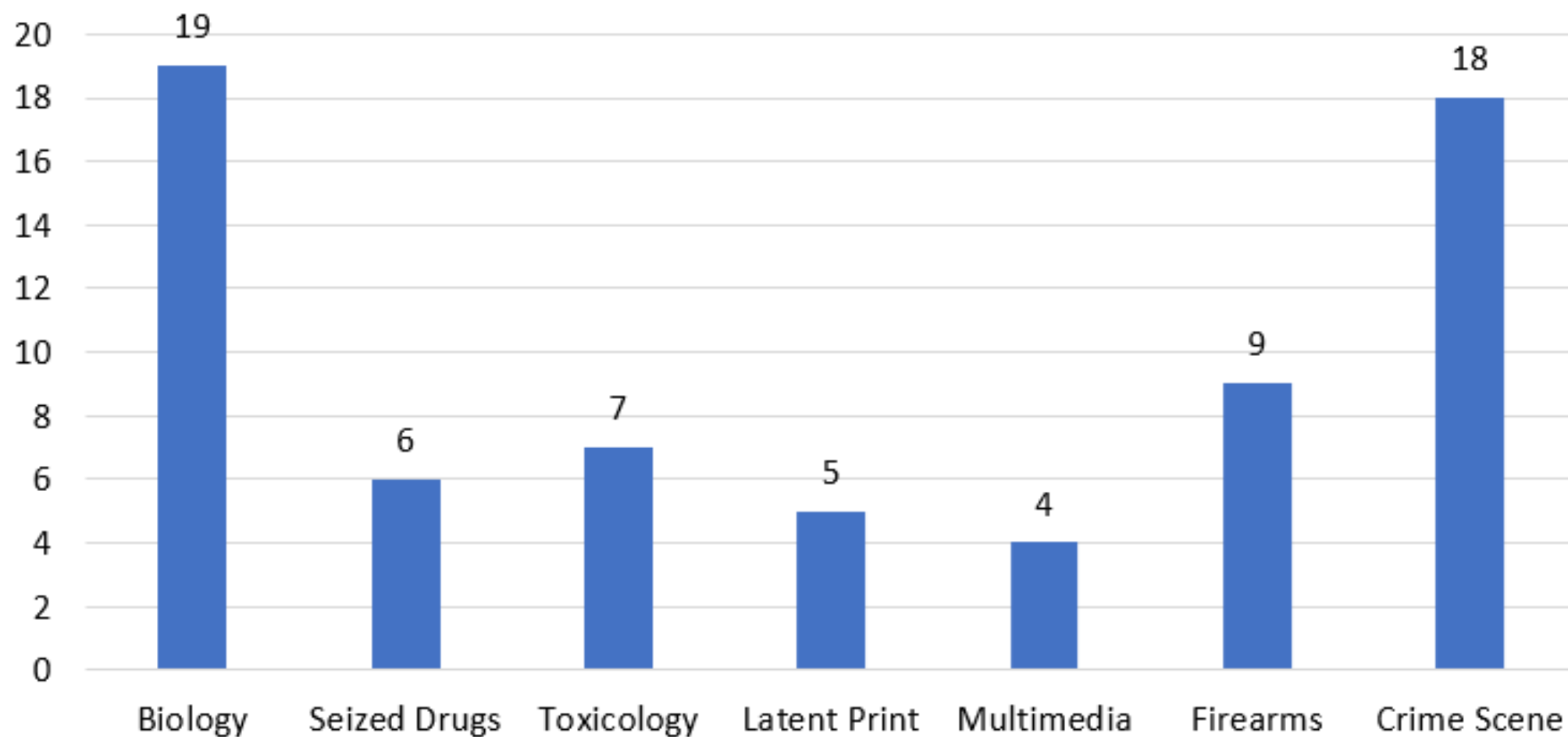
Transcripts Reviewed in 2022



Number of Testimonies in 2022



Number of Testifying Analysts in 2022



Detailed Data



2022 Proficiency Testing

Discipline		Tests in Progress	Tests Completed	Comments
Seized Drugs		0	11	
Toxicology		8	28	
Firearms		8	6	
Crime Scene		0	24	
Latent Prints		7	9	
Multimedia	Audio/Video	0	2	
	Digital	0	4	
Forensic Biology		12	35	





Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2022-061	Biology/DNA	Incident	11/29/2022	During a differential extraction procedure, a tube slipped out of an analyst's hand and fell inside the instrument causing a small amount of liquid to be spilled on the inside of the instrument.
2022-063	Biology/DNA	Incident	11/9/2022	A Forensic Biology casefile was missing worksheets and data associated with additional analysis performed on a reference sample. A second casefile was also discovered that did not contain the worksheets and data associated with additional analysis on a reagent blank. In both instances the data was not used for interpretation or reporting purposes but should have been contained in each respective casefile.
2022-PAR17	Client Services & Case Management	Preventative Action	11/1/2022	CS/CM has updated their request for records process to more accurately reflect their turn around times if there are pending forensic analyses in the case.
2022-059	Crime Scene	Corrective Action	11/2/2022	While a CSI was packaging evidence from a scene, she discovered that one of the cigarette butts that she collected was not able to be located.
2022-060	Crime Scene	Incident	11/10/2022	During a casefile review, a CSU Supervisor noted that a cartridge case was not collected from a vehicle when it was processed by a CSI. At the time of discovery, the Houston Police Department had already released the vehicle.
2022-069	Crime Scene	Incident	11/10/2022	Latent Print analysts observed that latent lift cards submitted by the Crime Scene Unit (CSU) were missing the case number on each card as required by the CSU SOP.
2022-IA-14	Finance	Incident	11/10/2022	The controlled key log workflow in Qualtrax was not completed for the key transfers that occurred after April 2022.
2022-IA-12	Human Resources	Incident	11/10/2022	Upon interview, a Latent Print examiner explained that he was not clean shaven when HFSC's vendor conducted respirator fit testing. This is a violation of HFSC's Health and Safety Manual which requires all staff being fit tested to be clean shaven.
2022-IA-13	Human Resources	Incident	11/10/2022	The safety showers in the Latent Print section and Crime Scene Unit did not have a documented monthly safety check for every month in 2022.

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
2022-064	Latent Print Section	Corrective Action	12/7/2022	A Latent Print processor followed the incorrect sequential processing workflow while attempting to develop/enhance possible latent prints on a Styrofoam cup. Styrofoam cups should be processed as non-porous items however the processor followed the workflow for porous items.
2022-062	Multimedia	Incident	12/6/2022	Two Multimedia staff members did not have the required authorization prior to conducting a validation.
2022-065	Seized Drugs	Corrective Action	12/13/2022	An item analyzed by the Seized drugs section was incorrectly identified and reported as a controlled substance.
2022-068	Seized Drugs	Incident	11/29/2022	The temperatures for two Seized Drugs freezers were not manually recorded the week of November 21, 2022.
2022-066	Toxicology	Incident	12/6/2022	A blood tube was accidentally broken by a toxicology analyst prior to analysis. The remaining blood was transferred to a new labeled glass container. There was sufficient sample available for analysis and for future additional testing.
2022-067	Toxicology	Corrective Action	12/7/2022	A Toxicology analyst inadvertently left a rack of blood tubes at room temperature for approximately one hour after blood alcohol analysis. The tubes should have been placed back in a refrigerated condition after analysis.

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