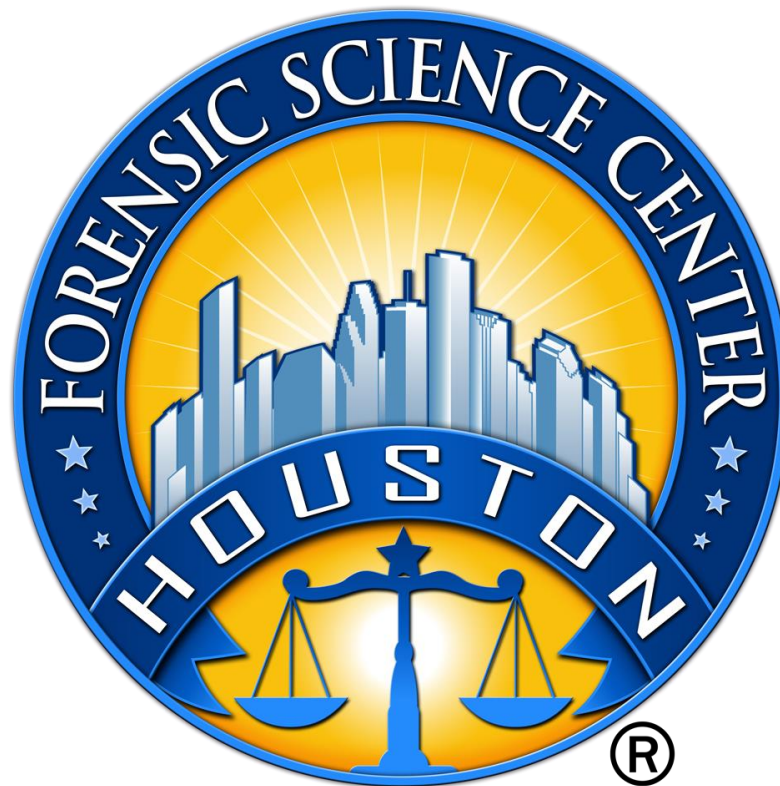


Houston Forensic Science Center, Inc.

Board of Directors Meeting

September 15, 2023



Position 1 - Dr. Stacey Mitchell, Board Chair

Position 2 - Anna Vasquez

Position 3 - Philip Hilder

Position 4 - Jed Silverman

Position 5 - Vanessa Goodwin, Vice Chair

Position 6 - Ellen Cohen

Position 7 - Lois J. Moore

Position 8 - *Vacant*

Position 9 - Vicki Huff

Ex-Officio - Tracy Calabrese



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Houston Forensic Science Center, Inc.

Board of Directors Public Meeting

Friday, September 15, 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 Street (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 Street. The notice of this meeting, the agenda and the meeting packet are also posted [online](http://www.hfsctx.gov/meeting-archives) at www.hfsctx.gov/meeting-archives.

The items listed below may be taken out of order at the discretion of the chair. After the meeting concludes, a recording of the meeting will be posted to HFSC [website](http://www.hfsctx.gov) at www.hfsctx.gov.

PARTICIPATING IN THE PUBLIC MEETING:

Members of the public may attend the meeting in person or view the meeting through a live stream broadcast on the internet. To view the live stream meeting online please visit www.houstontx.gov/htv.

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 Interim Board Secretary 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 August 14, 2023, special 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, review of upcoming board meeting schedule, expressions of thanks and congratulations, remarks regarding reappointed and newly appointed directors, and other announcements.
7. Report from Dr. Peter Stout, president and CEO, including an overview of operations and technical updates, and other corporate business items.
8. Consider approval of Dr. Stout's proposed list of annual corporate priorities and goals, and possible related action.
9. Presentation from Mr. David Leach, treasurer and CFO, of audited financial statements for fiscal year 2023, and possible related action
10. Consider approval of a one-year contract for DNA outsourcing services between the corporation and Signature Science, LLC, total budget not to exceed \$600,000.00.
11. Report from Mrs. Jackeline Moral, quality director, including an overview of the blind quality control program, Texas Forensic Science Commission disclosures, and testimony metrics.
12. 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:

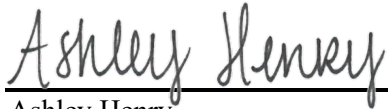
A. The open meeting covered by this notice upon the reconvening of the public meeting, or

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, Houston Forensic Science Center, Inc.

I, Ashley Henry, do hereby certify that a notice of this meeting was posted on Tuesday, the 12th day of September 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 12th day of September, 2023.



Ashley Henry
Interim Board Secretary

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

September 15, 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 2023 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. Sandra Ham, 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 2024 board meeting.
Executive Summary:	<p>The corporation’s appointed secretary, Ms. Ham, has resigned from office, effective on August 31, 2023. 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. Ham’s term. Mrs. Ashley Henry is currently employed by HFSC and 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, August 14, 2023

www.hfsctx.gov

1. **CALL TO ORDER:**

At 9:00am, 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, August 14, 2023, in the City Hall Council Annex Chamber, 900 Bagby Street (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 Street on August 10, 2023.

2. **ROLL CALL:**

The following board members were present in-person:

Chairwoman Stacey Mitchell
Vice-Chairwoman Vanessa Goodwin
Anna Vasquez
Ellen Cohen
Vicki Huff
Tracy Calabrese

The following board member arrived late:

Lois Moore (<i>approximately 9:09am</i>)
--

The following board positions are vacant:

Position 4
Position 8

Chairwoman Mitchell declared a quorum was present.

3. **PUBLIC COMMENT:**

Chairwoman Mitchell invited members of the public to address the board and make public comments. No members of the public addressed the board.

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

Following a motion by Director Ellen Cohen and seconded by Director Vanessa Goodwin, the board unanimously approved the May 12, 2023, meeting minutes as presented.

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

The chairwoman began the report by reminding the board that only two regular board meetings remain in the 2023 calendar year: September 8, 2023, and November 17, 2023. In discussing the need for a quorum, she acknowledged that the regular board meeting for September was scheduled during the Labor Day Holiday weekend and asked members to review their calendars for availability. Chairwoman Mitchell commented on the possible need for a special board meeting if a quorum could not be guaranteed on September 8th. She went on to remind the board of the annual September meeting agenda item regarding approval of the corporation's annual objectives and goals. The Chairwoman also commented that Friday, September 15, 2023, would be a potential date for the meeting if a quorum could not be guaranteed for September 8, 2023. The Chairwoman highlighted the November regular meeting date, noting the second Friday of the month is a day on which HFSC will be closed due to its observance of Veterans Day. She reiterated the importance of the scheduled November 17, 2023, meeting as the designated time to hear the year-end review from Dr. Stout and conduct his performance evaluation. Chairwoman Mitchell urged board members to submit any questions or topics related to the corporation's performance this past year for Dr. Stout to address in his presentation.

Ending her comments, Chairwoman Mitchell provided an update to the board about a previous grant-funded DNA outsourcing contract the board approved during the January 2023 board meeting. The agreement was initially funded for \$1,108,934.00 by the FY2022 Bureau of Justice Assistance DNA Capacity Enhancement and Backlog Reduction federal grant, to test approximately 1,000 untested Sexual Assault Kit and non-Sexual Assault Kit cases over a five-to-six-month period. The Chairwoman informed the board that in recent months, funding of the project was increased to \$1,606,404.00 and required approval of an amended budget and agreement. Because the budget modification was a time sensitive matter, Chairwoman Mitchell approved the change, as the board has authorized for these matters. She noted the additional funding would allow for casework to be shipped to the vendor, Signature Science, starting in June 2023.

6. **CONSIDER APPROVAL OF AN AGREEMENT WITH QUISITIVE, LLC, FOR DELIVERABLES-BASED INFORMATION TECHNOLOGY SERVICES (DBITS):**

Chairwoman Mitchell introduced the item by noting the five-year agreement is between HFSC and the company formerly known as Catapult, LLC, a vendor who has provided services to HFSC for the last several years. Dr. Stout provided additional context, noting the vendor originally was hired by HFSC approximately five years ago, to assist with the external website and eventually the request portal as well as HFSC's e-discovery webpage. Dr. Stout highlighted the vendor's potential future role in helping the corporation work through the implications of S.B.991, the state discovery portal for criminal case records, as well as continuing to provide information technology services beyond the corporation's expertise.

Director Vicki Huff made a motion to approve the five-year agreement between the corporation and Quisitive LLC, (DIR-CPO-TMP-553), total contract value \$407,400.00. Vice Chair Vanessa Goodwin seconded the motion, and the board unanimously approved the agreement. Upon the board's approval, Chairwoman Mitchell directed Dr. Stout to execute the agreement on the corporation's behalf.

7. **TREASURER AND CFO DAVID LEACH'S PRESENTATION REGARDING FISCAL YEAR 2023 YEAR-END-REVIEW, BUDGET REALLOCATIONS AND APPROVAL OF FISCAL YEAR 2024 REVISED BUDGET:**

Mr. Leach first provided a year-end summary of the corporation's financials for fiscal year 2023. He noted the budget overview from fiscal year 2022 as compared to fiscal year 2023, is almost identical by line item and the funding received remained almost the same, when grant funding is excluded. Mr. Leach highlighted the largest expenditure remains costs towards people at 72% followed by services at 22%, which includes grant-funded outsourcing, information technology services, and the building lease. In reviewing the corporation's spending by department, the largest expenditure among the forensic sections is in forensic biology at 19%, while the largest department overall is support services at 20%, which is a catchall for several administrative functions, including, human resources and legal.

Next, Mr. Leach discussed the need for approval of the final fiscal year 2023 budget reallocations. He began the review by highlighting the grants column of the budget, noting the 1.4 million dollars allotted is a number the corporation spends against throughout the year. Similarly, the corporation spent against funding provided through the American Rescue Plan Act (ARPA), an award granted by the City of Houston. He went on to explain that the budget adjustments column showing the net numbers are the same. Mr. Leach reiterated the need to move line items around to avoid overspending in any specific area. The board did not discuss the proposed reallocations any further and Mr. Leach asked for approval to proceed as described.

Director Vanessa Goodwin made a motion to approve the fiscal year 2023 budget reallocations. Director Anna Vasquez seconded the motion, and the board unanimously approved the reallocations.

Lastly, Mr. Leach presented the revised fiscal year 2024 budget, which reflects the actual budget approved by the City of Houston, City Council in June 2023. He reminded the board of Dr. Stout's presentation during the March 2023 board meeting requesting a three-million-dollar budget increase for fiscal year 2024, to meet the corporation's needs. The City did not approve the increase and instead, approved the same budget as fiscal year 2023 with a \$600,000.00 additional allocation for DNA outsourcing. Mr. Leach went on to describe the expenditures the board approved during the March 2023 meeting, that would no longer be funded in the final City's final FY24 budget. The primary line items highlighted included a lack of funding for additional employees in the crime scene unit, toxicology, firearms, quality, and forensic biology; equipment in firearms and seized drugs; as well as upgrades to information technology systems. The board discussed potential additional funding sources including the likelihood of receiving more grant funding, however Dr. Stout noted most grants are limited to forensic biology or are short term, eventually leaving a funding gap, particularly for staffing. Among the viable grant sources, Dr. Stout highlighted the Paul Coverdell Forensic Science Improvement grants, funding through the Debbie Smith Act, and recent additional funding under ARPA. He went on to reiterate the various challenges in each section and the costly nature of keeping up with staffing needs, records production and testimony, as well as evolving technologies in each discipline. Dr. Stout spent significant time explaining the need to purchase 3D scopes in firearms given the recent challenges to admissibility of firearms evidence in court.

At the conclusion of the board's discussion, Mr. Leach requested the board's approval of the revised fiscal year 2024 budget. Director Ellen Cohen made a motion to approve the revised budget, as presented. Director Anna Vasquez seconded the motion, and the board unanimously approved the revised budget.

8. **ADJOURNMENT:**

Chairwoman Mitchell requested a motion to adjourn the meeting. Director Vanessa Goodwin made the motion and Director Anna Vasquez seconded the motion. The meeting adjourned at 9:36am.

The undersigned secretary of the board hereby certifies the following are true and correct minutes of the August 14, 2023, public meeting of the board.

By: _____
Ashley Henry
Interim Board Secretary

President's report

September 15, 2023

Requests over 30 days old in the FY23

- Seized Drugs increased by 121% (currently 1,542)
- Firearms increased by 36% (currently 296)
- Forensic Biology increased by 18% (1,166)
 - The increase is due to increased time at commercial labs for SAKs
 - In house backlog has decreased by 8%

Requests over 30 days old in the FY23

- **Reduced by 36% from 6434 in July 2022 to 4074 in June 2023**
- CSU reduced by 99% (currently 13)
- Latent Print Comparison reduced by 92% (currently 40)
- Drug Toxicology reduced by 73% (currently 338)
- Digital Multimedia reduced by 68% (currently 68)
- Latent Print Processing reduced by 42% (currently 283)

Company goals for FY24

Aligned review year with the fiscal year

Initiatives underway to help with increasing backlogs

- Seized Drugs
 - One analyst signed off in August, three additional in training to add to capacity
 - Outsourcing ~500 cases from backlog in the next month
- Firearms
 - Two examiners in training
 - Three additional examiner positions and two additional technician positions added (these positions were pulled from vacancies in other sections)
 - Purchasing of 3D scopes is underway
 - Training is all ARPA funding
- Forensic Biology
 - 7 analysts in DNA training
 - 6 recruited and hired
 - Outsourcing sexual assault kits
 - CEBR grant awarded with successful competitive bid

Component of success for HFSC

Reliability

System(s) in place to proactively identify areas where HFSC isn't reliable / or reliability can be improved.

Timeliness

Meeting established TATs that are set by sections/stake holders/ quality in a collaborative manner

Cost Effective

Ensuring for each section we operating in the most cost-effective manor

Robustness

Ability to respond in a timely and complete manner to requests for information, natural disasters or anything that hinders the "normal" flow of the business

Company Goals FY24

- All sections complete 80% of monthly 1-on-1 as measured by the workflow in Qualtrax.
- All sections (technical and support) hit their section production goal(s). Each section's goal reflects working towards stakeholder needs and producing quality work.
 - 1- 0 of 14
 - 2- 9 or less of 14
 - 3- 10-11 of 14
 - 4- 12-13 of 14
 - 5- 14 of 14
- All sections (technical and support) hit their section quality goal(s). Each section's goal reflects working towards improving reliability and robustness.
 - 1- 0 of 14
 - 2- 9 or less of 14
 - 3- 10-11 of 14
 - 4- 12-13 of 14
 - 5- 14 of 14
- 12-15% voluntary turnover rate company-wide for the review year.

Section Productivity Goals FY24

- Seized Drugs
 - Section will maintain a 7 day or less analysis turn-around-time from July 1, 2023 – June 30, 2024, for seized drug requests when amended and marijuana reports are excluded as measured from the date of assignment to completion of the report.
- Digital Multimedia
 - The section will complete an average of 40 cases a month across all request types.
- Toxicology
 - Maintain alcohol average monthly total TAT of 40 days; complete 90 Drug toxicology requests per month.
- Forensic Biology
 - Screening requests - avg less than 30 cases in backlog each month
 - Lab Processing - avg DNA batch completion TAT 6 days
 - CODIS - maintain 0 backlog and avg TAT less than 30 days
 - Outsource Reviews - less than 75 in backlog at end of review period
 - DNA Analysis –complete an of avg 75 completed requests each month

Section Productivity FY24

- Client Services and Case Management
 - Records requests ready for release within an avg of 3 calendar days
 - Discovery Orders ready for release within an avg of 20 calendar days
 - Accessioning of blood alcohol kits completed within an avg of 5 days
- Latent Prints
 - Obtain and maintain a 30-day total TAT for LPC.
 - Have less than 150 cases in the LPP backlog by the end of review period
- Firearms
 - The section will maintain an Analysis TAT (from the date the request is assigned to an analyst to the date the request is completed) of 30 days on Firearms Examination requests, 7 days on NIBIN Only and 2 days on NIBIN Lead notifications (all excluding amended reports).
- Crime Scene Unit
 - Maintain a total TAT of <45 days for 85% of cases from July 1, 2023 – June 30, 2024. During the post-mortem review audit, less than 15% of audited cases require corrections involving an amended report.

Section quality goals common themes

- The sections quality goal is focused on ways the sections can continue to enhance robustness and increase reliability.
 - Complete 7 Quality Activity/Awareness events.
 - At a minimum one will be a preventative action, risk assessment or process improvement initiative within the review period.
 - Rating of the goal will be based on the overall impact of the activities on the section's reliability, timeliness, or robustness.

Detail data



August 2023 Company Overview



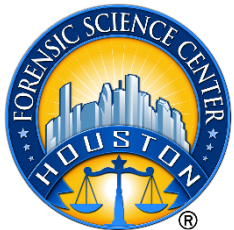
Backlog

Number of Requests
Backlogged

4,076

% of Requests in
Backlog

15.5%



HFSC Turnaround Time (TAT)

TAT Date Range*

Porter Lee

Justice Trax

8/1/2023

8/31/2023

8/1/2023

8/31/2023

Analysis TAT

19

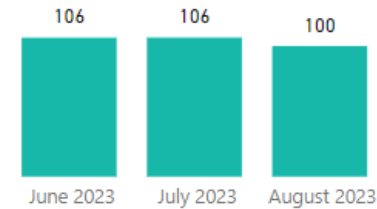
Overall TAT

83

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

Avg Age of Open Requests

Avg Age of Open Request...



% Decrease in
Avg Age of Open
Requests*

6.2%

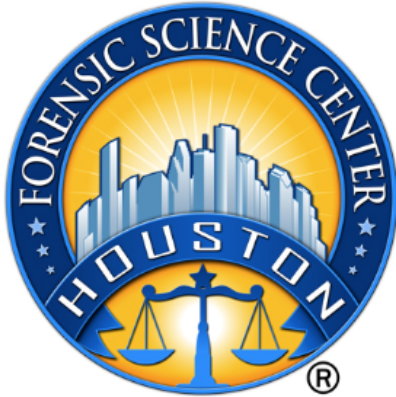
* compared to beginning of performance year

August 2023 Company Overview

% Decrease in Age of Open Requests*

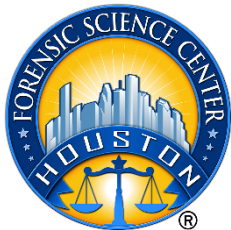
6.2%

* compared to beginning of performance year

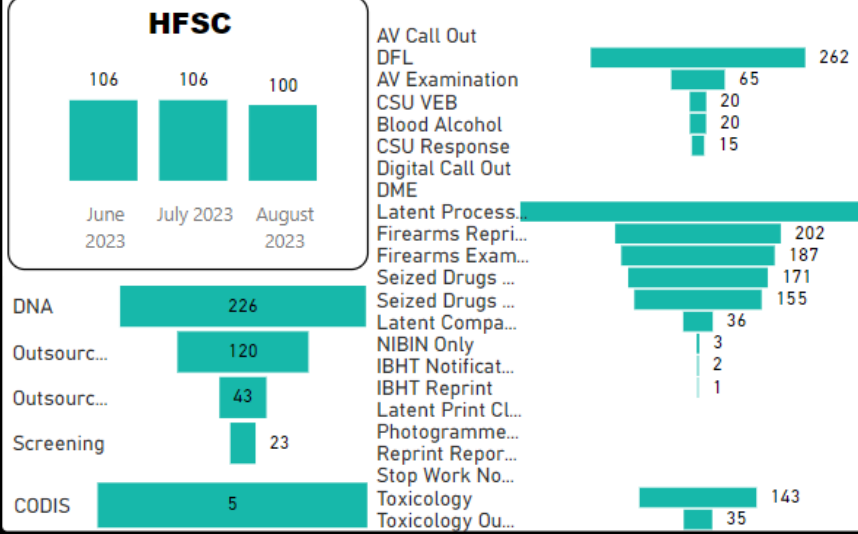


% of Requests in Backlog

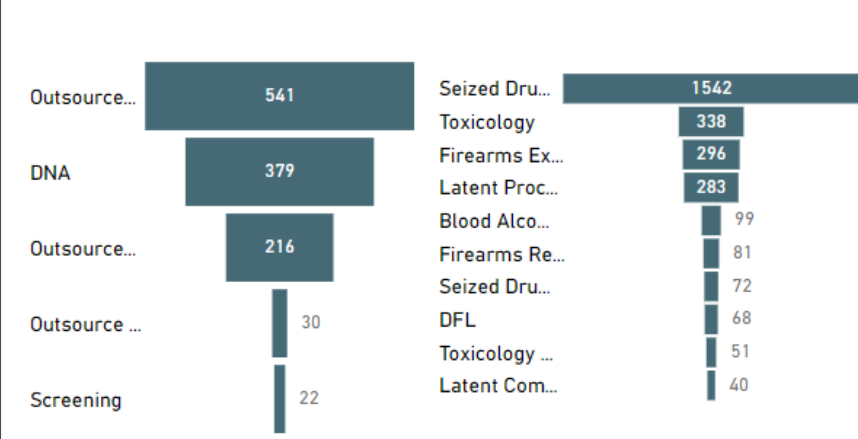
15.5%



Avg Age of Open Requests (Days)

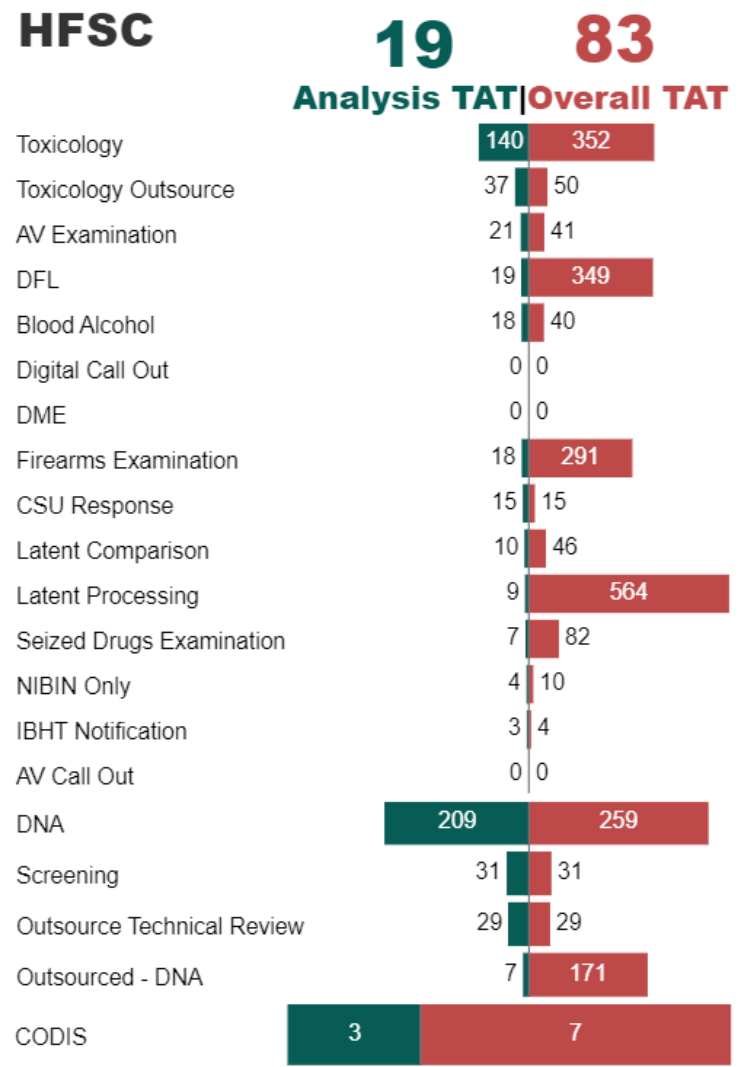


Request Backlog



Section/Service Backlog Present if >15 requests are in the Backlog

Turnaround Time (Past 30 Days)



Key for Dashboard Section Pages

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

Type of Testing →

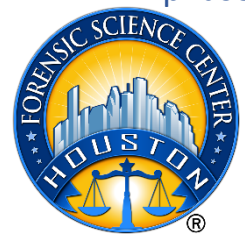
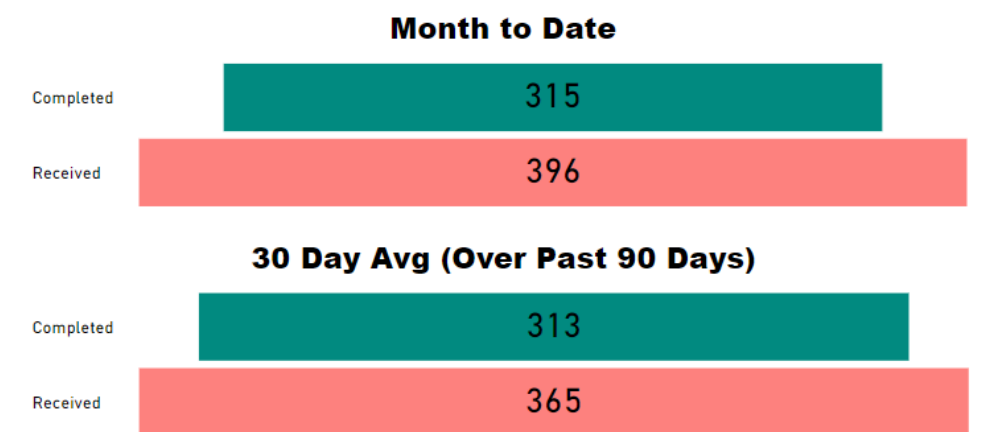
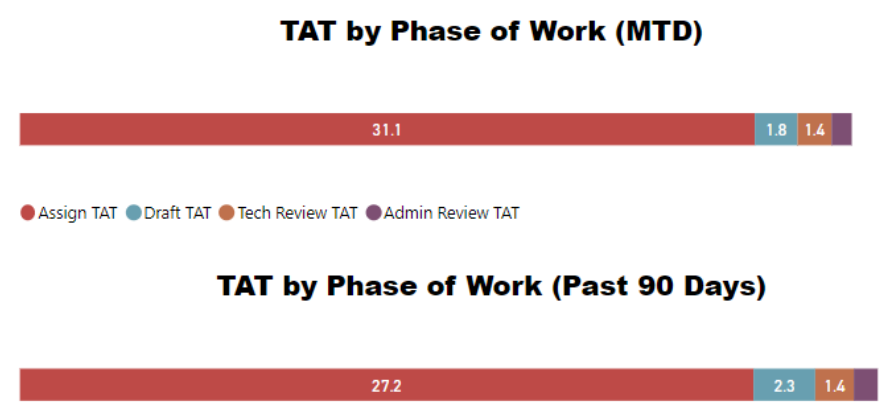
Service: **Seized Drugs Examination** | Priority Type: **All**

Backlogged Requests: 383
Avg Age of Backlog (days): 142

Pending work

Longest Time in Phase (Pending) Unassigned: 473 Draft: 11 Tech: 10 Admin: 14	# of Unassigned 623! Goal: 100 (-523%)	# Pending Draft 23✓ Goal: 100 (+77%)	Pending Requests Avg Age (days): 89	Overall TAT (MTD) 35.2! Goal: 14, 15	Analysis TAT (MTD) 4.1✓ Goal: 14, 15
	# Pending Tech 5✓ Goal: 50 (+90%)	# Pending Admin 3✓ Goal: 50 (+94%)		Overall TAT (Past 90 Days) 31.8! Goal: 14, 15	Analysis TAT (Past 90 Days) 4.6✓ Goal: 14, 15
	Goal= Threshold for the max # of requests in each bucket				

Turnaround time (days) by phase of work



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

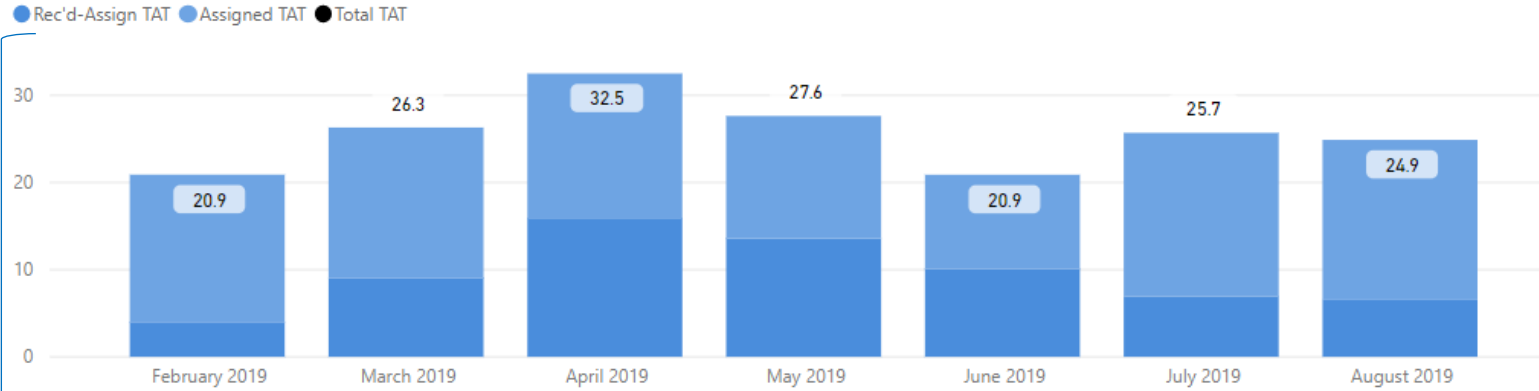
Key for Dashboard Historical Pages 1/2

Date Range

8/1/2018

8/31/2019

Total TAT by Month



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

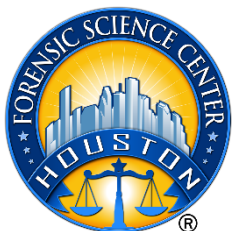
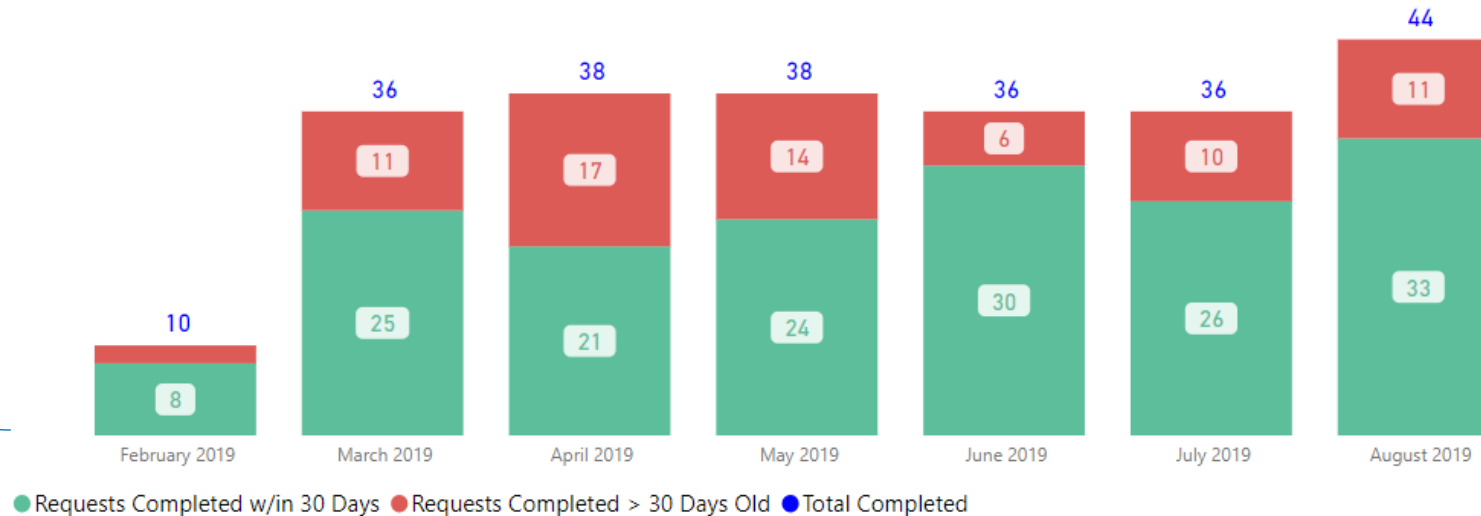
71
Requests Completed > 30 Days Old

29.83 %
% Completed > 30 Days Old

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

Data broken down by month

Requests Completed



TAT= Turnaround Time

Key for Dashboard Historical Pages 2/2

Type of testing →

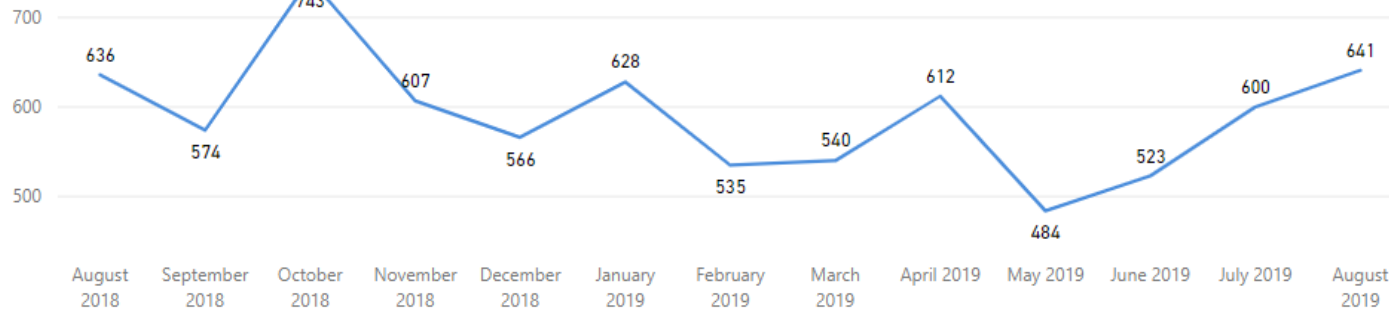
Service: Seized Drugs Examination
 Priority Type: All

Report type

Received Filter

8/1/2018 8/31/2019

Received by Month



Total Received

7,689

Received per Month (Avg)*

591

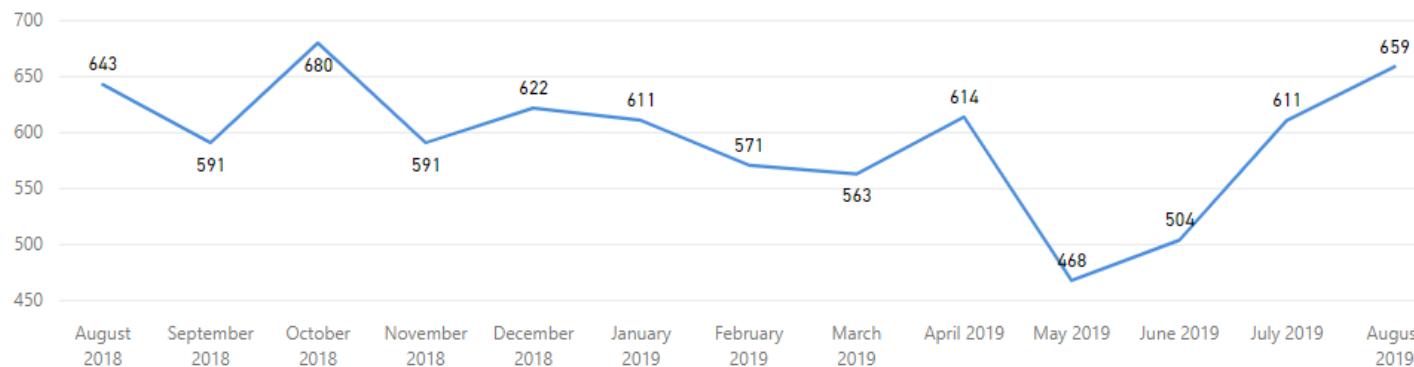
Overall average for the selected date range

Data broken down by month

Completed Filter

8/1/2018 8/31/2019

Completed by Month



Total Completed

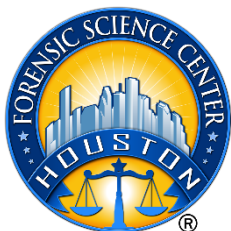
7,728

Completed per Month (Avg)*

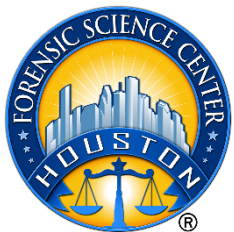
594

Overall average for the selected date range

* months with zero activity are not calculated into the average



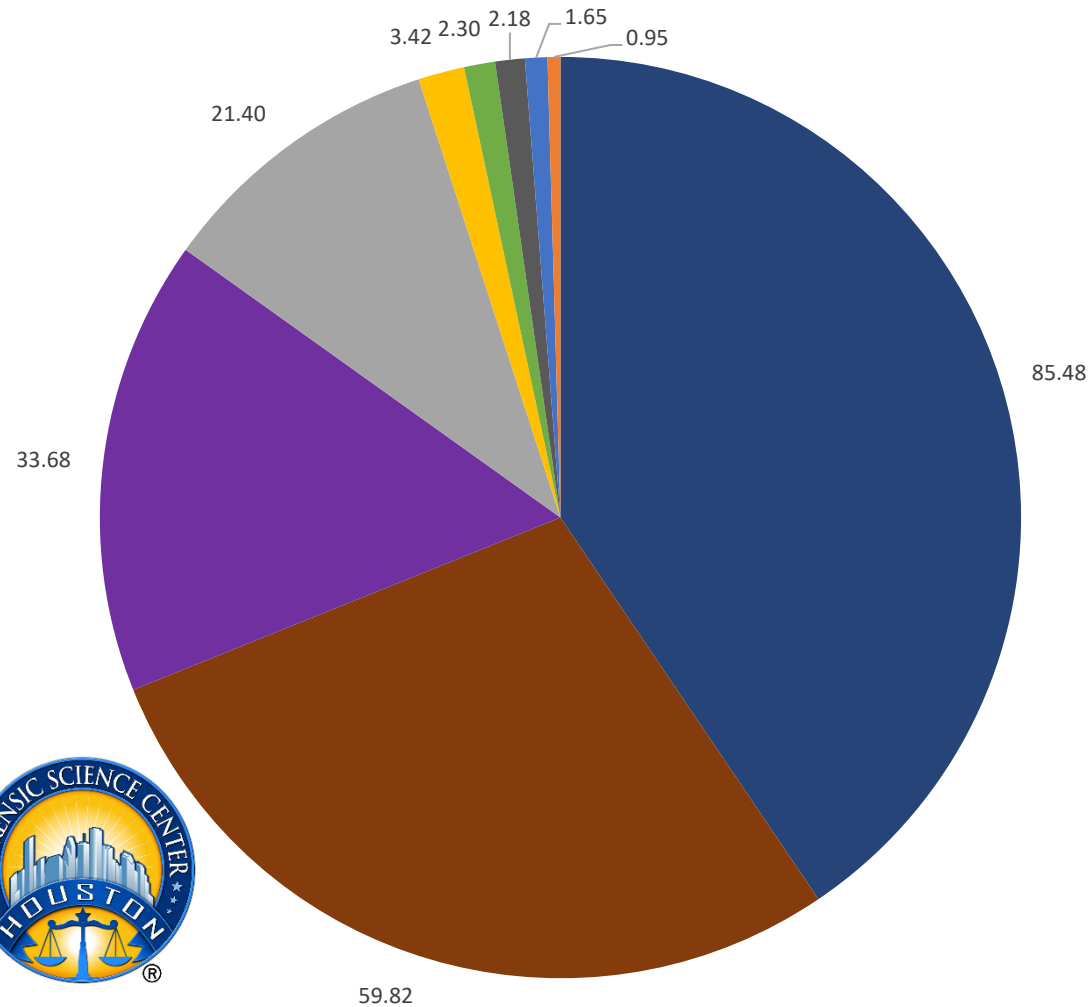
Client Services and Case Management (CS/CM)



CS/CM – August

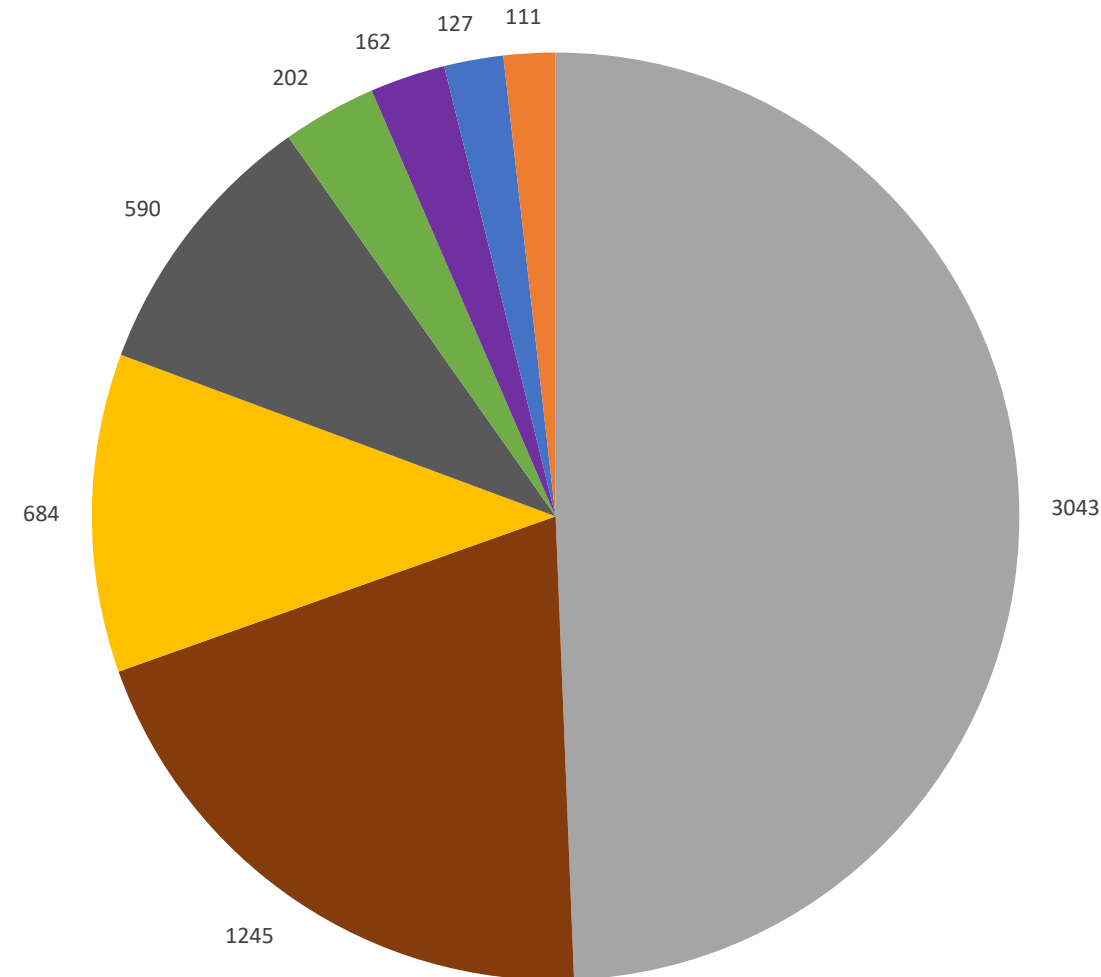
Total Time by Section (Hours)

See Time Categories by Section slide for breakdown



Evidence Handling

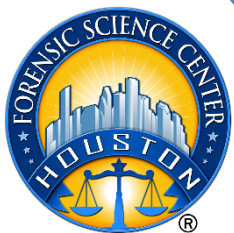
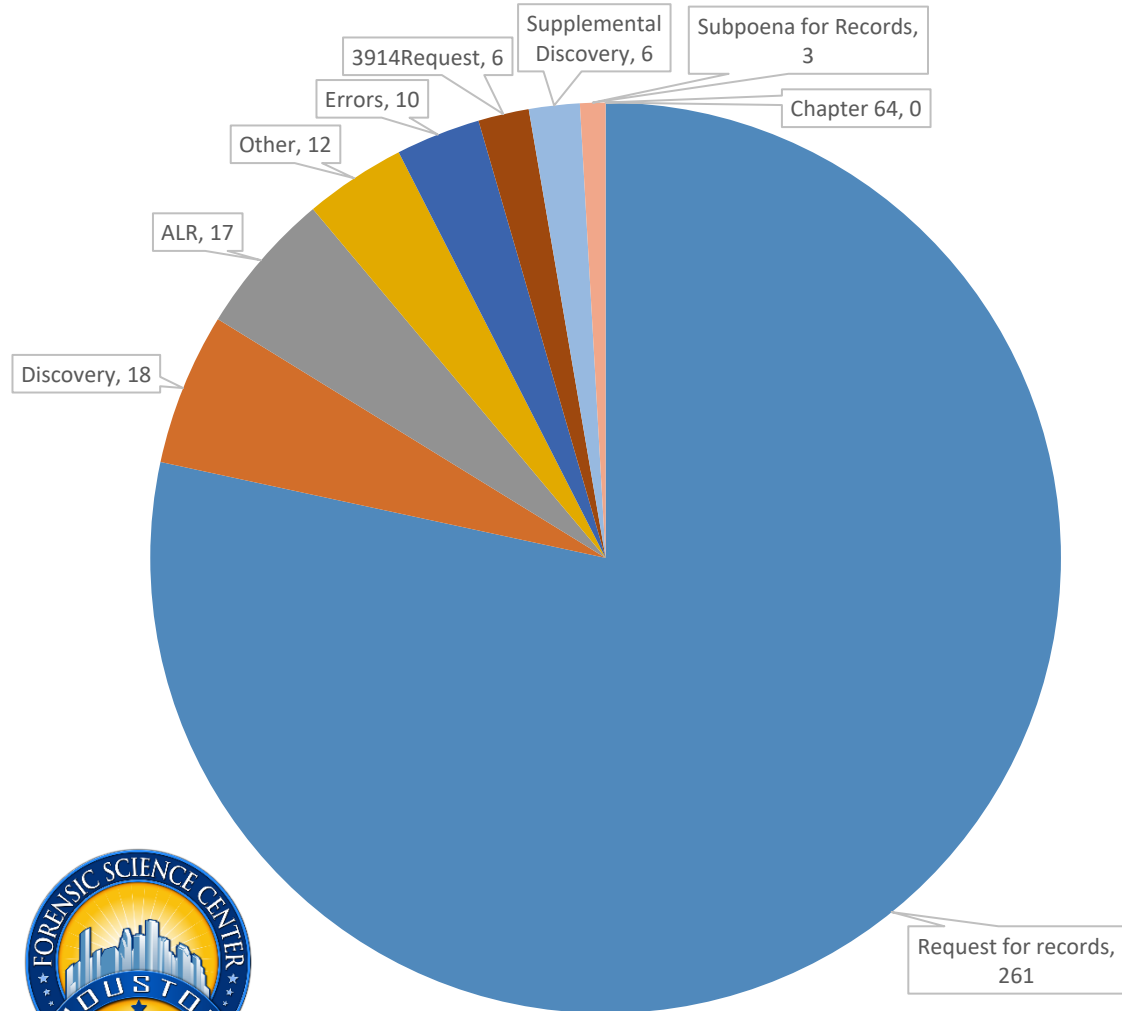
Total Items by Section



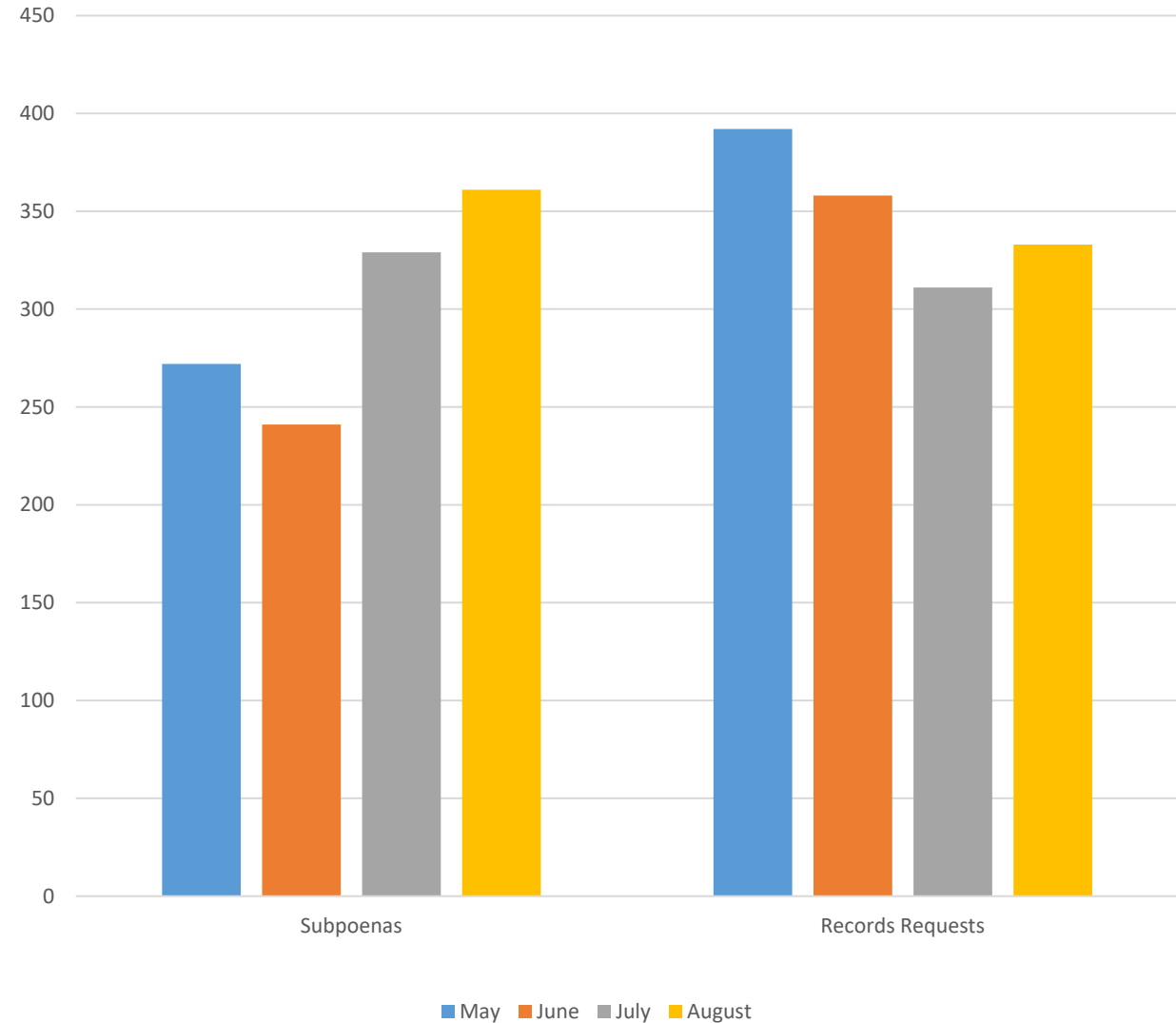
CS/CM – August

Administrative

Requests by Type

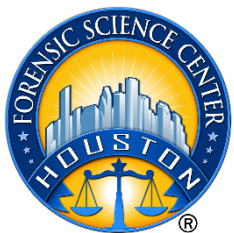
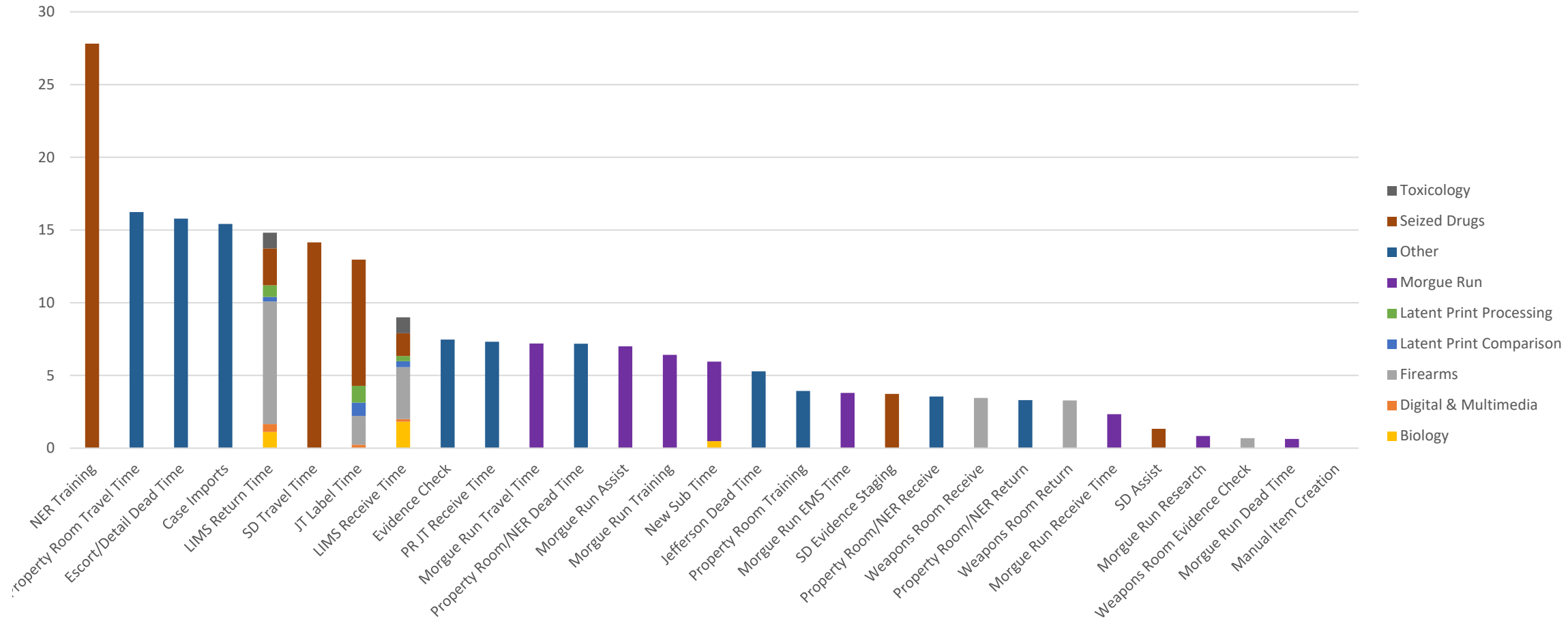


Subpoenas & Records Requests



Time Categories – August

Evidence Handling



Service

CSCM Tox Accession

Priority Type

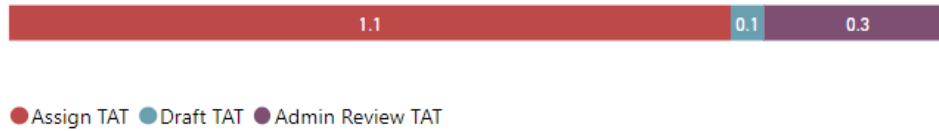
All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase (Pending)		# of Unassigned	# Pending Draft	Pending Requests		Overall TAT (MTD)	Accessioning TAT (MTD)
Unassigned	0	0 ✓ Goal: 150 (+100%)	0 ✓ Goal: 3 (+100%)	0	Days Old ● 0-15 ● 16-30 ● 31-60 ● 61-90 ● 91-120 ● >121	1.4 ✓ Goal: 5, 10	1.1 ✓ Goal: 5, 10
Draft	0	# Pending Admin				Overall TAT (Past 90 Days)	Accessioning TAT (Past 90 Days)
Admin	0	0 ✓ Goal: 60 (+100%)				1.5 ✓ Goal: 5, 10	1.1 ✓ Goal: 5, 10
		Goal= Threshold for the max # of requests in each bucket		Avg Age (days): (Blank)		Accessioning TAT is TAT for request received to assigned.	

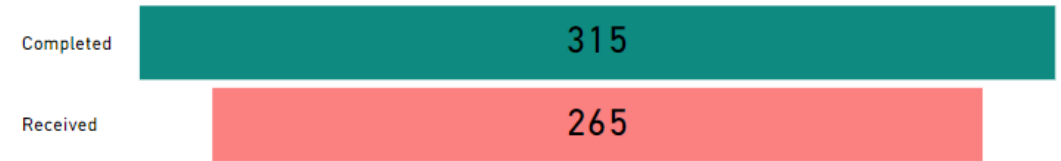
TAT by Phase of Work (MTD)



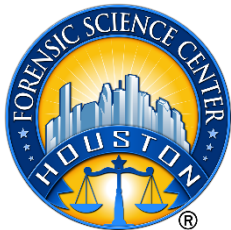
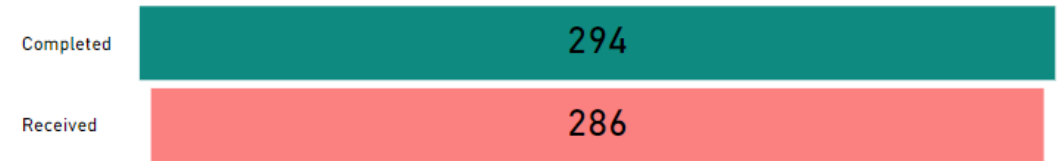
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

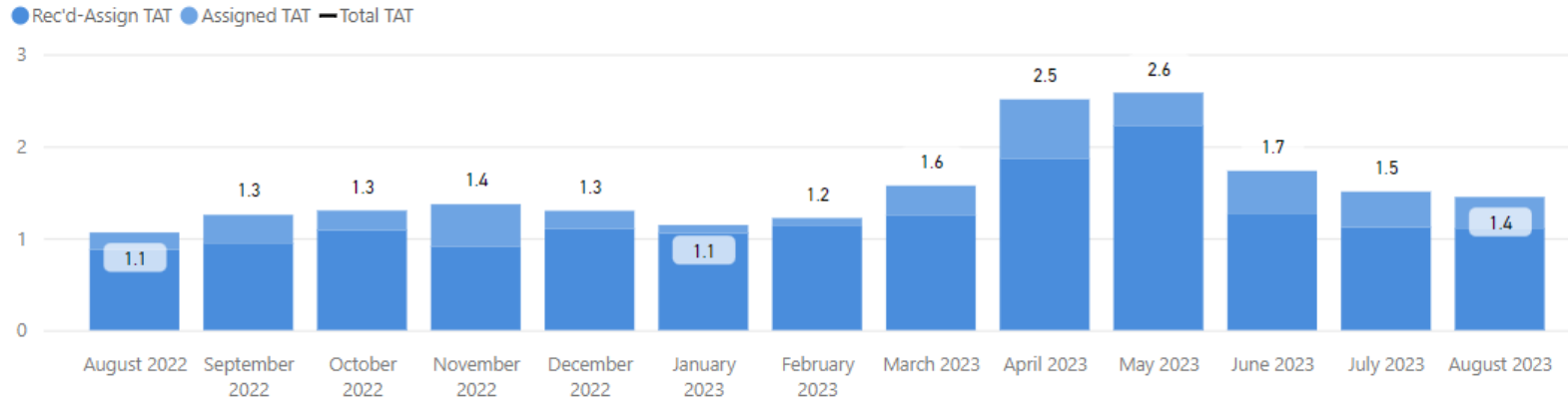


Date Range

8/1/2022

8/31/2023

Total TAT by Month



Request Type

CSCM Tox Accession

Priority Type

All

Selected Time Frame Averages

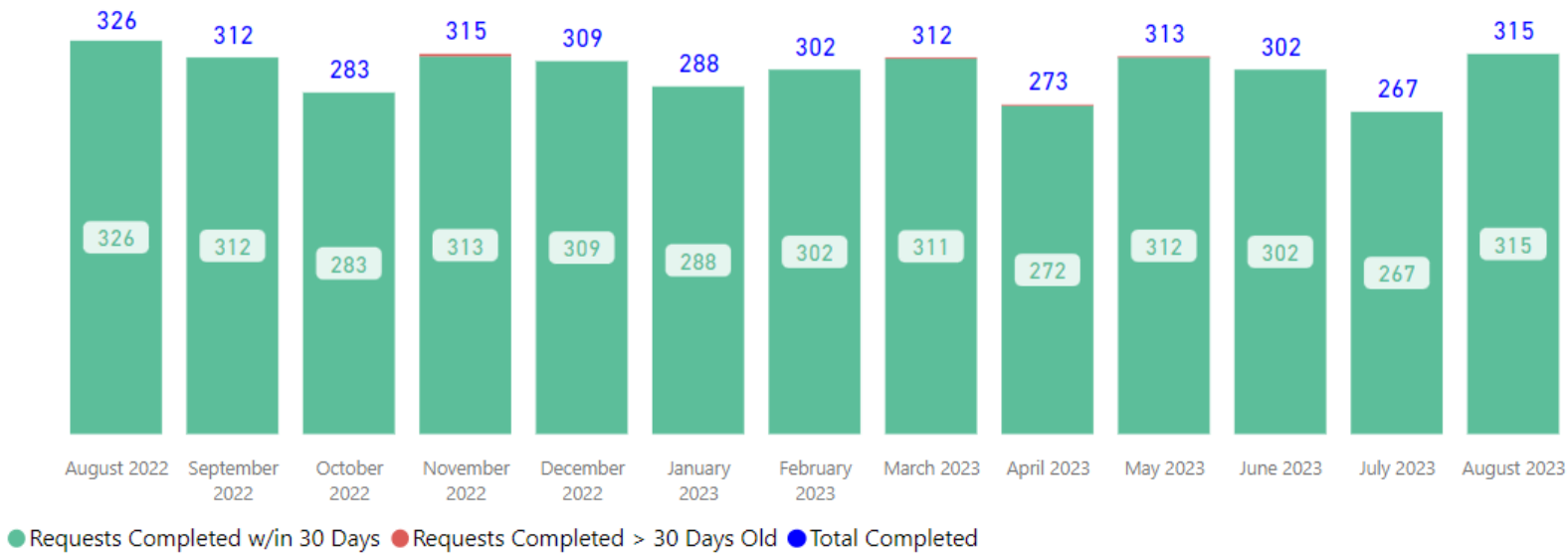
1.53

Total TAT (Rec'd-Compl.) Avg

0.31

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

3917

Requests Completed

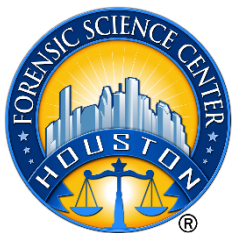
5

Requests Completed > 30 Days Old

0.13 %

% Completed > 30 Days Old

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



Service

CSCM Tax Accession

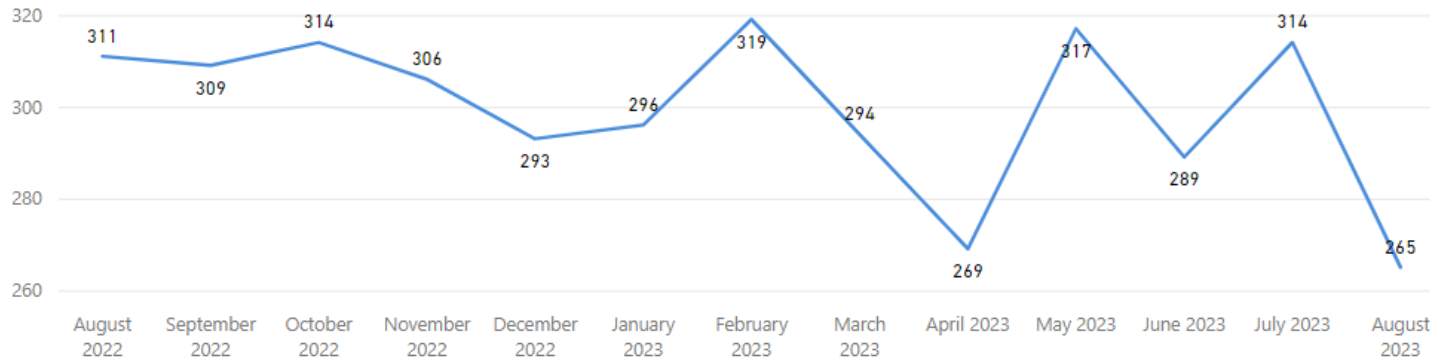
Priority Type

All

Received Filter

8/1/2022 8/31/2023

Received by Month



Total Received

3,896

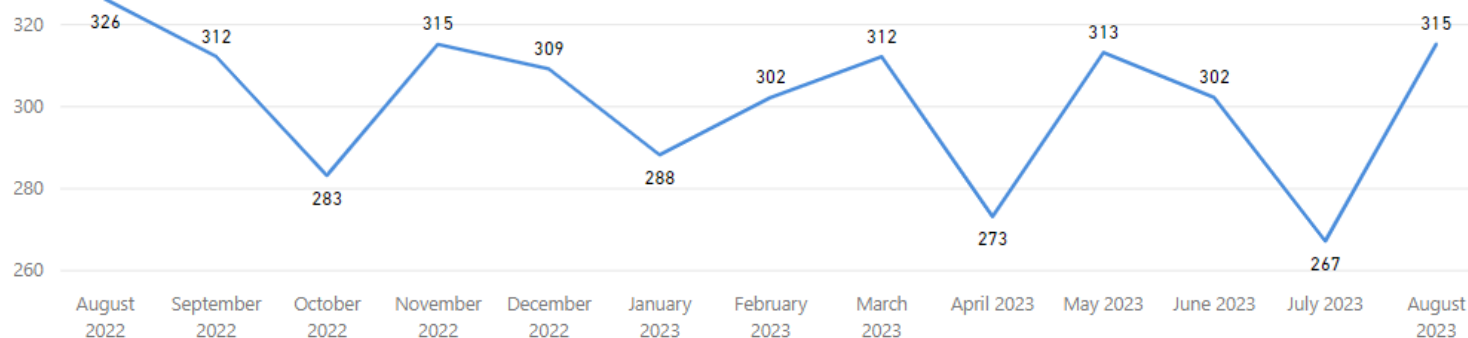
Received per Month (Avg)*

300

Completed Filter

8/1/2022 8/31/2023

Completed by Month



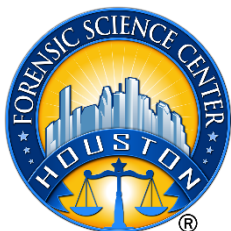
Total Completed

3,917

Completed per Month (Avg)*

301

* months with zero activity are not calculated into the average



Service

CSCM Tax Rejection

Priority Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase (Pending)

Unassigned	0
Draft	0
Admin	0

<p># of Unassigned</p> <p>0 ✓</p> <p>Goal: 3 (+100%)</p>	<p># Pending Draft</p> <p>0 ✓</p> <p>Goal: 5 (+100%)</p>
<p># Pending Admin</p> <p>0 ✓</p> <p>Goal: 10 (+100%)</p>	

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

Pending Requests

0

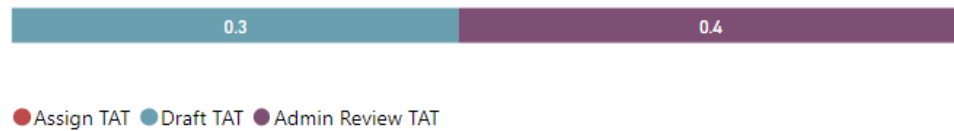
Avg Age (days): (Blank)

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

<p>Overall TAT (MTD)</p> <p>0.7 ✓</p> <p>Goal: 5, 10</p> <p>Overall TAT (Past 90 Days)</p> <p>0.7 ✓</p> <p>Goal: 5, 10</p>	<p>Accessioning TAT (MTD)</p> <p>0.0 ✓</p> <p>Goal: 5, 10</p> <p>Accessioning TAT (Past 90 Days)</p> <p>0.0 ✓</p> <p>Goal: 5, 10</p>
--	--

Accessioning TAT is TAT for request received to assigned.

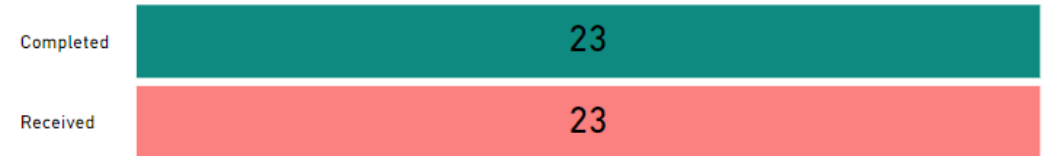
TAT by Phase of Work (MTD)



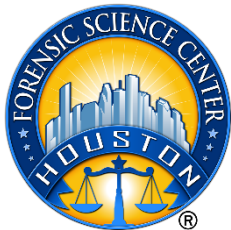
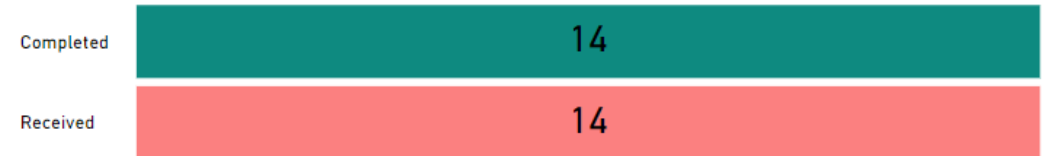
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

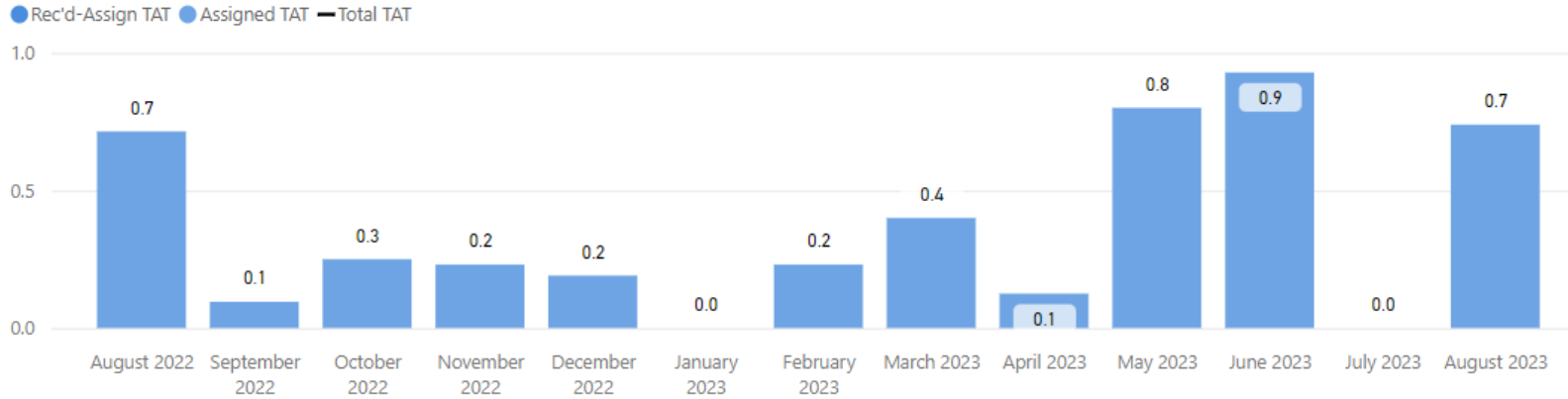


Date Range

8/1/2022

8/31/2023

Total TAT by Month



Request Type

CSCM Tox Rejection

Priority Type

All

Selected Time Frame Averages

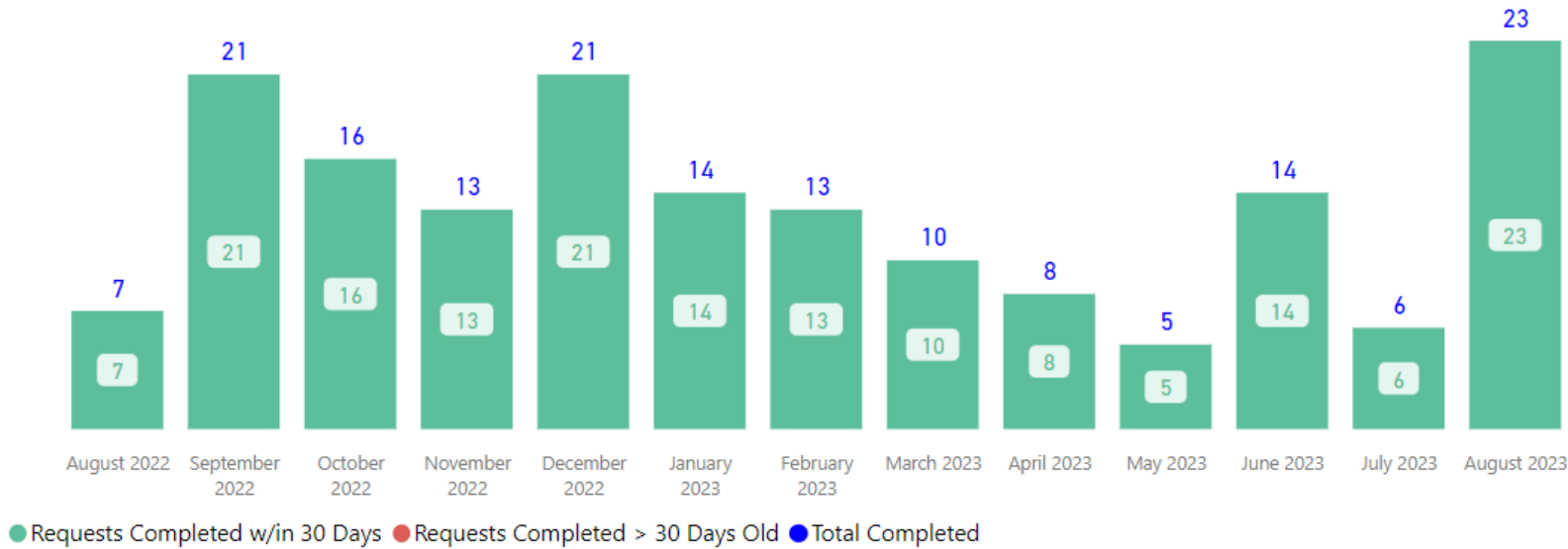
0.35

Total TAT (Rec'd-Compl.) Avg

0.35

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

171

Requests Completed

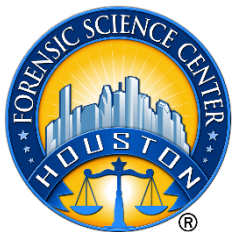
0

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

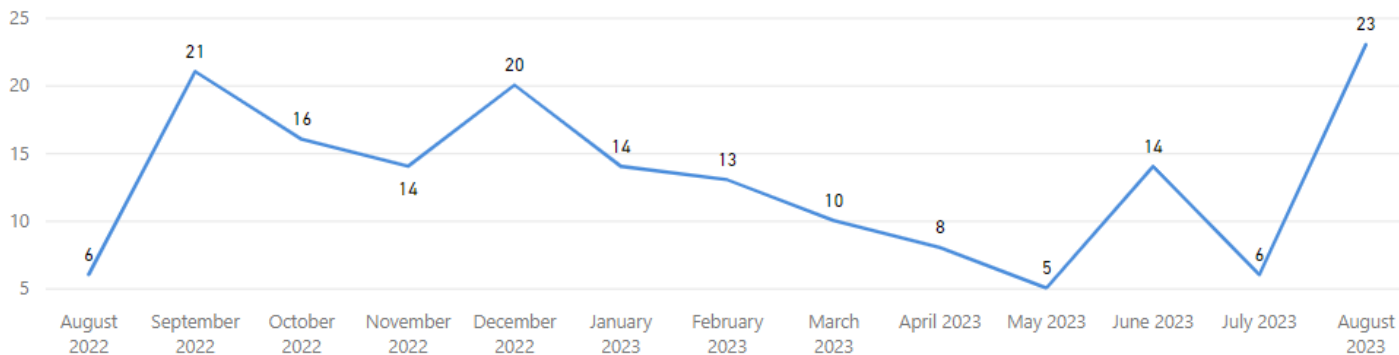
All

Received Filter

8/1/2022

8/31/2023

Received by Month



Total Received

170

Received per Month (Avg)*

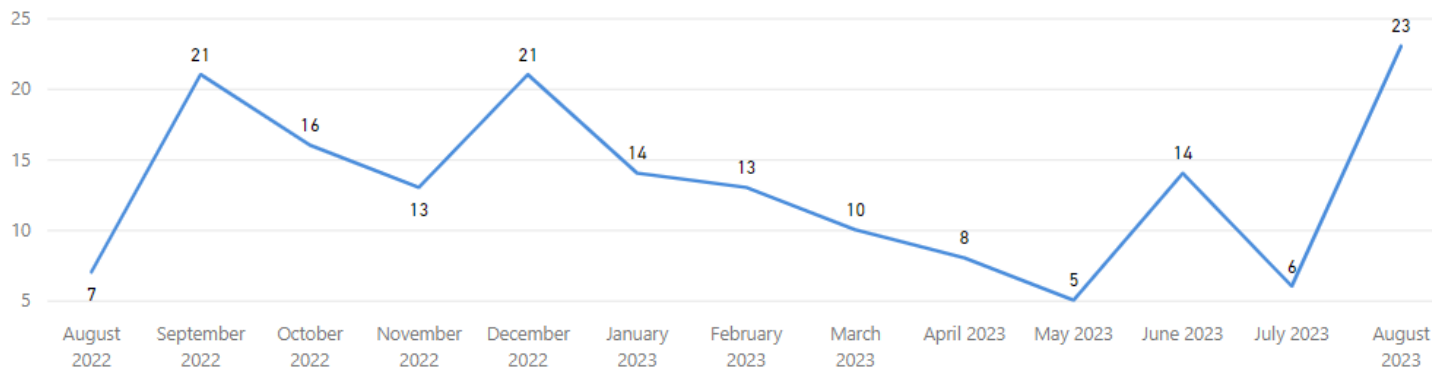
13

Completed Filter

8/1/2022

8/31/2023

Completed by Month



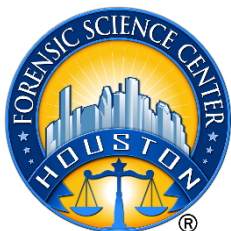
Total Completed

171

Completed per Month (Avg)*

13

* months with zero activity are not calculated into the average



Seized Drugs



Service

Seized Drugs Examination

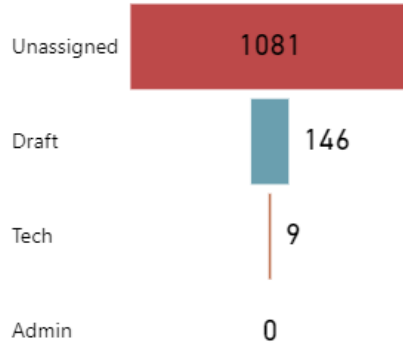
Priority Type

All

Backlogged Requests: 1542

Avg Age of Backlog (days): 183

Longest Time in Phase (Pending)



of Unassigned

1800!

Goal: 100 (-1700%)

Pending Draft

18✓

Goal: 100 (+82%)

Pending Tech

13✓

Goal: 50 (+74%)

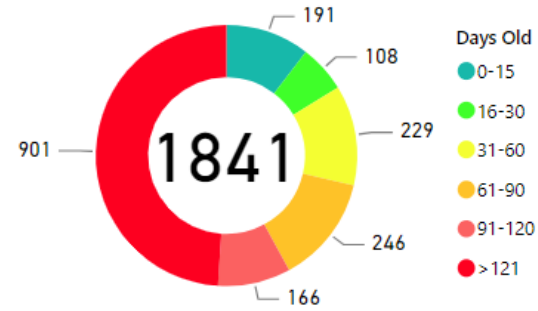
Pending Admin

10✓

Goal: 50 (+80%)

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

Pending Requests



Avg Age (days): 155

Overall TAT (MTD)

82.4!

Goal: 14, 15

Overall TAT (Past 90 Days)

100.5!

Goal: 14, 15

Analysis TAT (MTD)

7.2✓

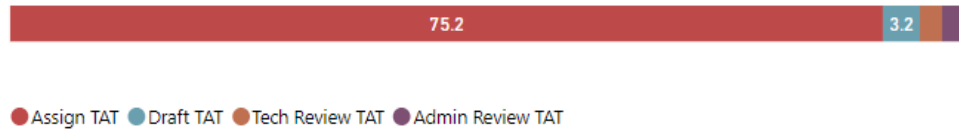
Goal: 14, 15

Analysis TAT (Past 90 Days)

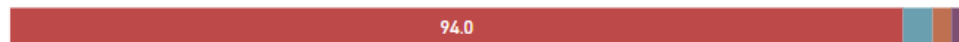
6.5✓

Goal: 14, 15

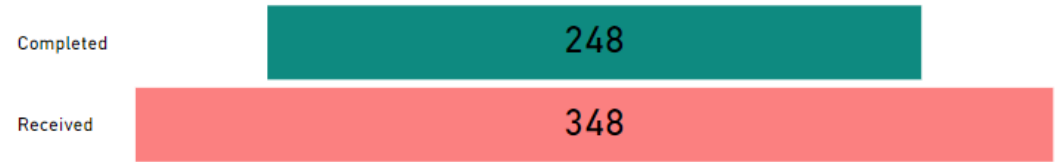
TAT by Phase of Work (MTD)



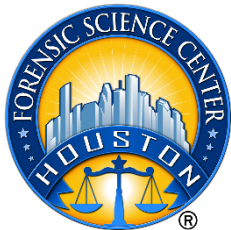
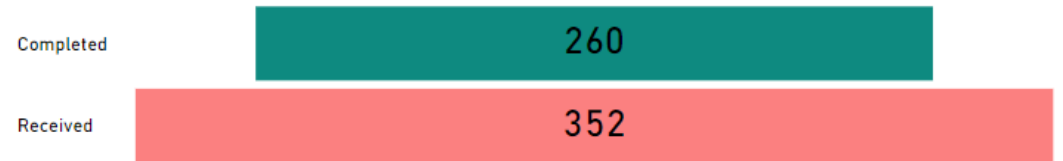
TAT by Phase of Work (Past 90 Days)



Month to Date

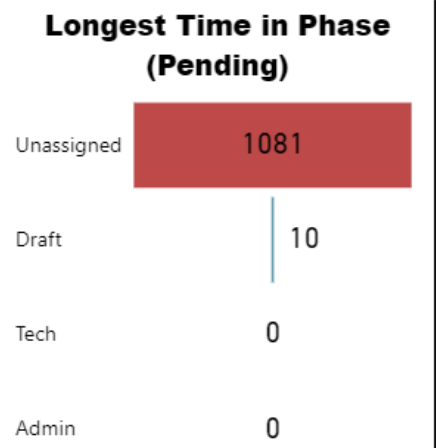


30 Day Avg (Over Past 90 Days)



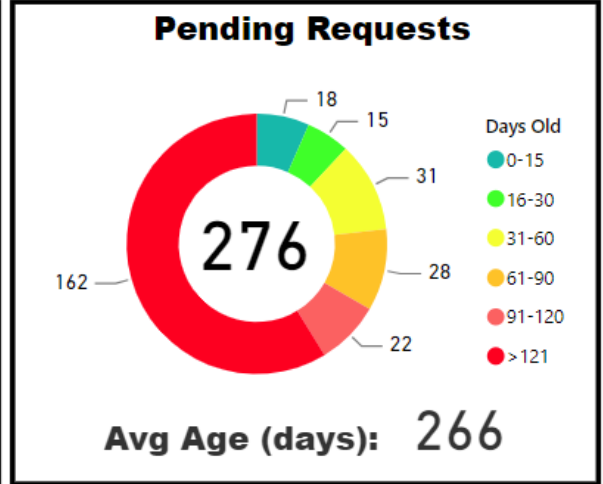
Service: **Seized Drugs Examination** | Priority Type: **Mari**

Backlogged Requests: 243
Avg Age of Backlog (days): 301



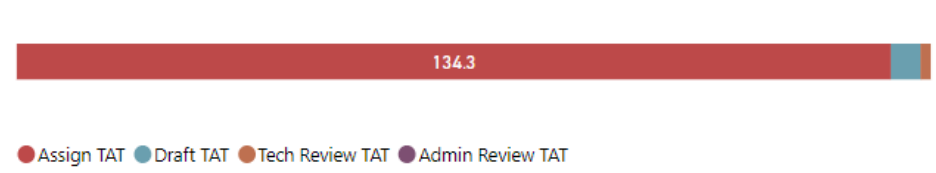
# of Unassigned 271! Goal: 100 (-171%)	# Pending Draft 5✓ Goal: 100 (+95%)
# Pending Tech 0✓ Goal: 50 (+100%)	# Pending Admin 0✓ Goal: 50 (+100%)

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

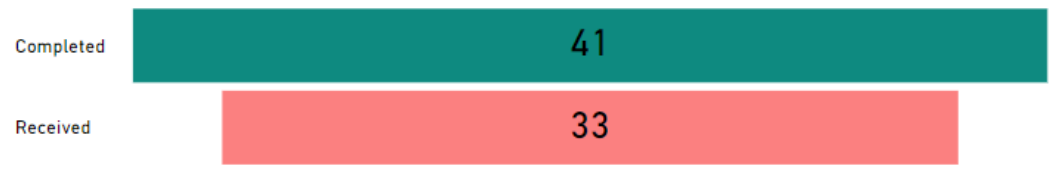


Overall TAT (MTD) 140.5! Goal: 14, 15	Analysis TAT (MTD) 6.1✓ Goal: 14, 15
Overall TAT (Past 90 Days) 180.0! Goal: 14, 15	Analysis TAT (Past 90 Days) 9.6✓ Goal: 14, 15

TAT by Phase of Work (MTD)



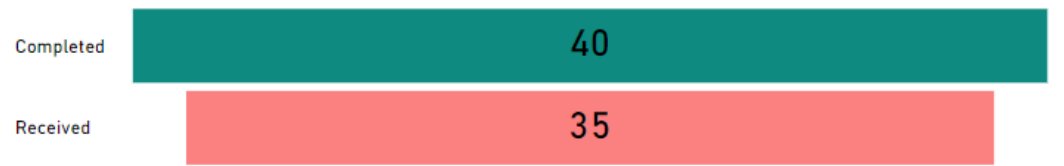
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)



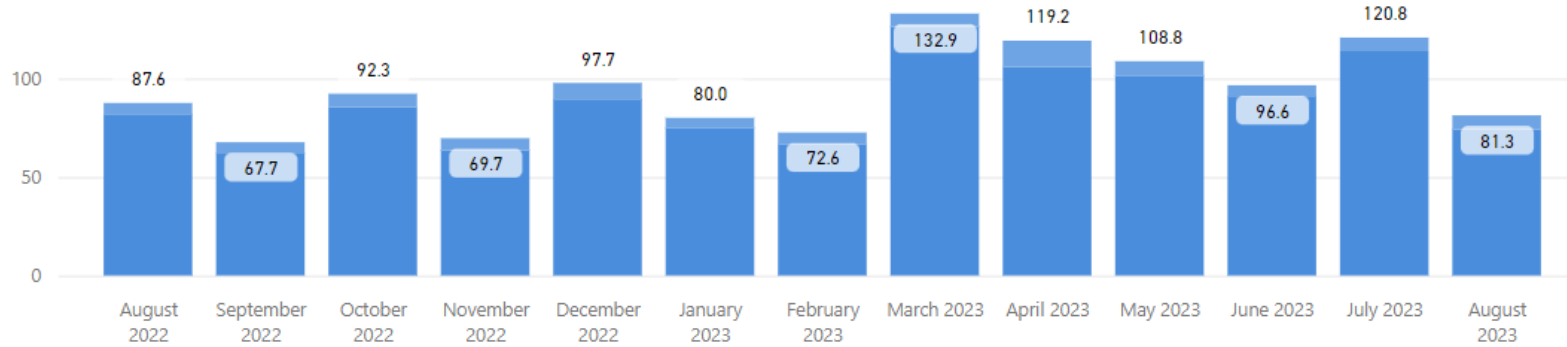
Date Range

8/1/2022

8/31/2023

Total TAT by Month

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



Request Type

Seized Drugs Examination

Priority Type

All

Selected Time Frame Averages

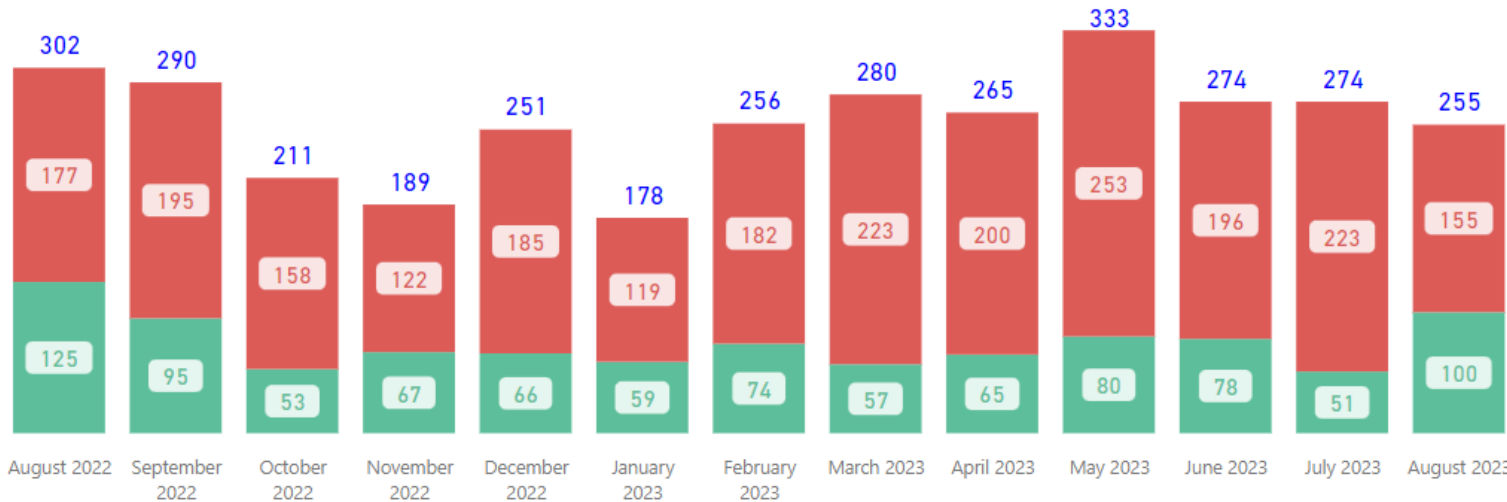
95.71

Total TAT (Rec'd-Compl.) Avg

6.95

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



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

Received to Complete

3358

Requests Completed

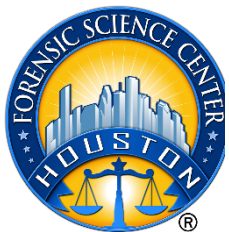
2388

Requests Completed > 30 Days Old

71.11 %

% Completed > 30 Days Old

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



Service

Seized Drugs Examination

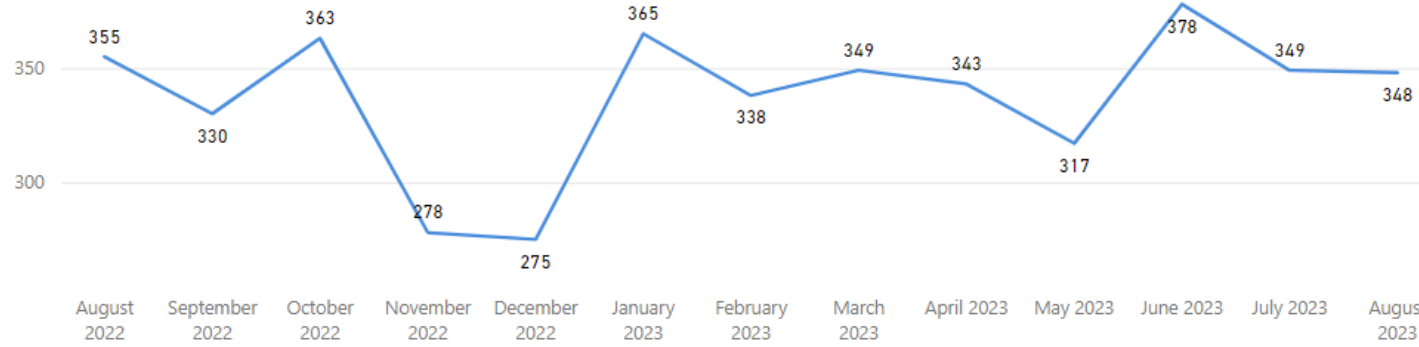
Priority Type

All

Received Filter

8/1/2022 8/31/2023

Received by Month



Total Received

4,388

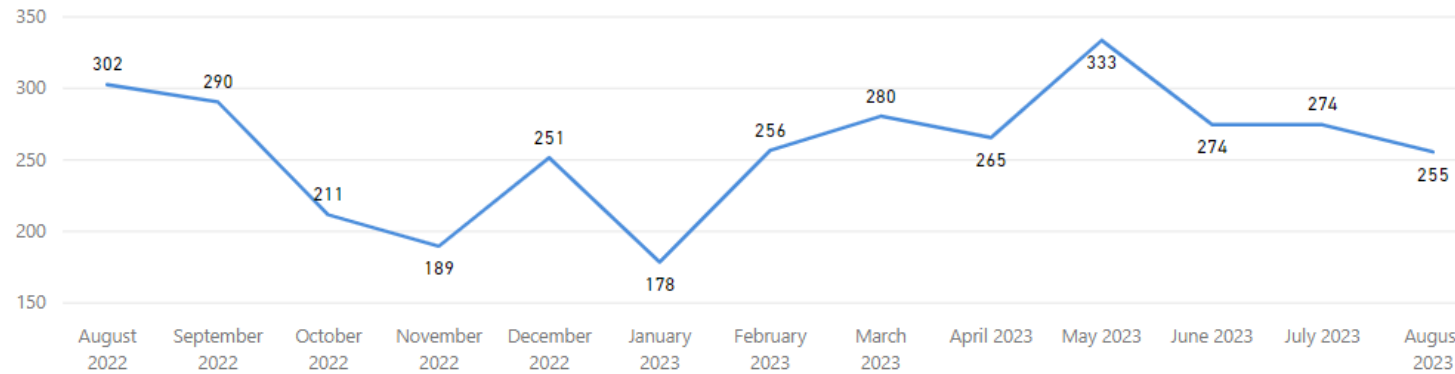
Received per Month (Avg)*

338

Completed Filter

8/1/2022 8/31/2023

Completed by Month



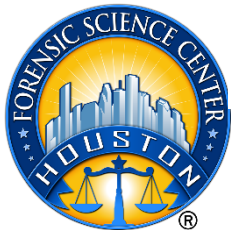
Total Completed

3,358

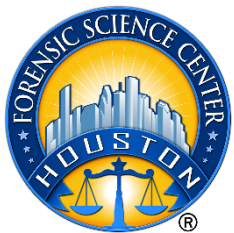
Completed per Month (Avg)*

258

* months with zero activity are not calculated into the average



Toxicology



Service

Blood Alcohol

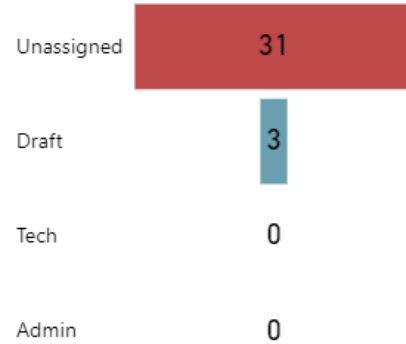
Priority Type

All

Backlogged Requests: 99

Avg Age of Backlog (days): 35

Longest Time in Phase (Pending)



of Unassigned

253!

Goal: 50 (-406%)

Pending Draft

56✓

Goal: 120 (+53.33%)

Pending Tech

3✓

Goal: 90 (+96.67%)

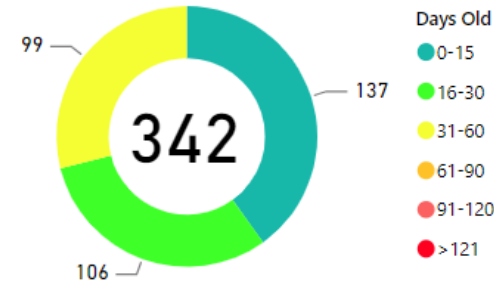
Pending Admin

30✓

Goal: 90 (+66.67%)

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

Pending Requests



Avg Age (days): 20

Overall TAT (MTD)

40.2!

Goal: 30, 31

Overall TAT (Past 90 Days)

36.2!

Goal: 30, 31

Analysis TAT (MTD)

18.2✓

Goal: 30, 31

Analysis TAT (Past 90 Days)

18.4✓

Goal: 30, 31

TAT by Phase of Work (MTD)

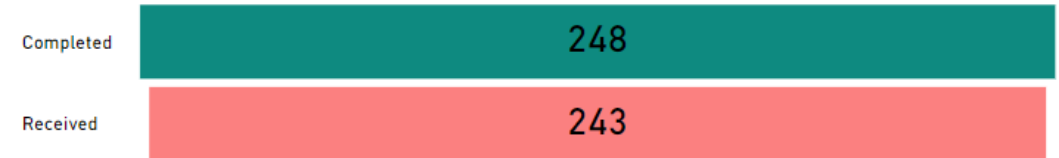


● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

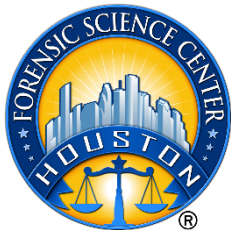
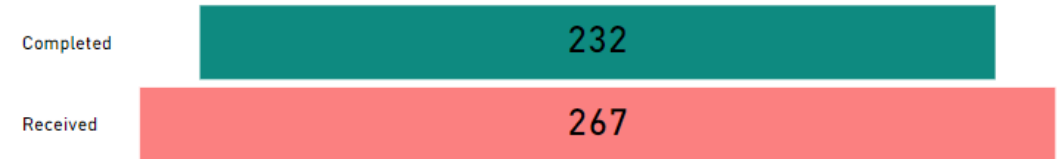
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

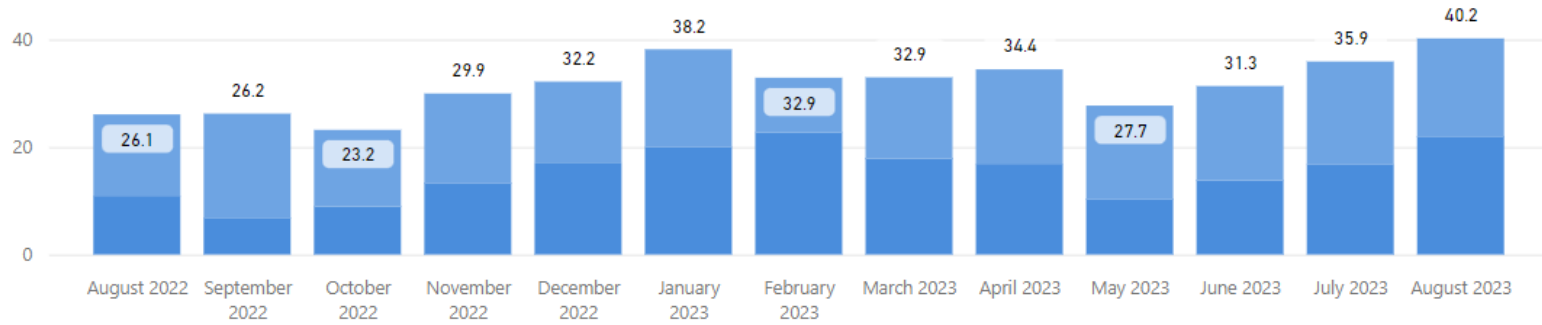


Date Range

8/1/2022 8/31/2023

Total TAT by Month

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



Request Type

Blood Alcohol

Priority Type

All

Selected Time Frame Averages

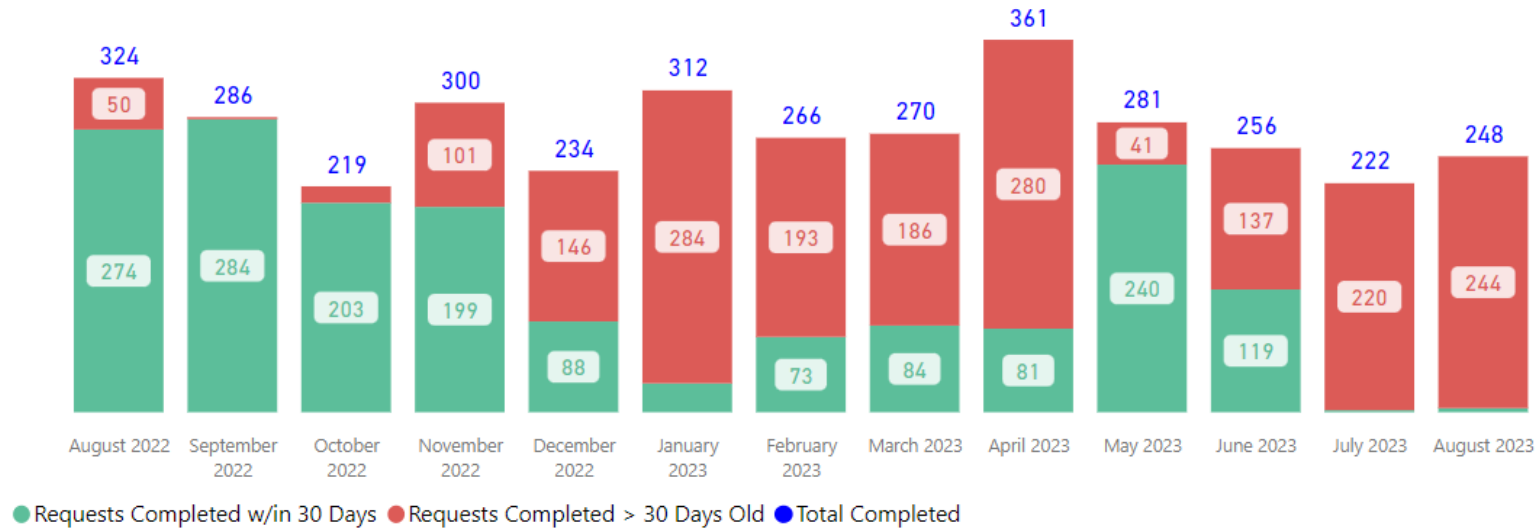
31.64

Total TAT (Rec'd-Compl.) Avg

16.51

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

3579

Requests Completed

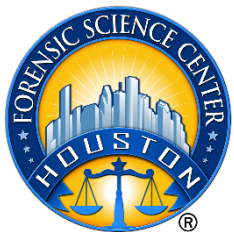
1900

Requests Completed > 30 Days Old

53.09 %

% Completed > 30 Days Old

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



Service

Blood Alcohol

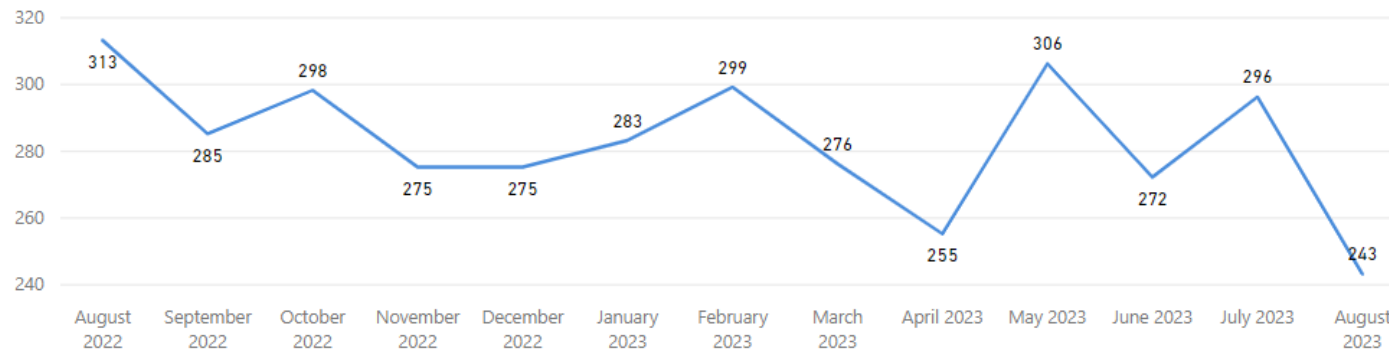
Priority Type

All

Received Filter

8/1/2022 8/31/2023

Received by Month



Total Received

3,676

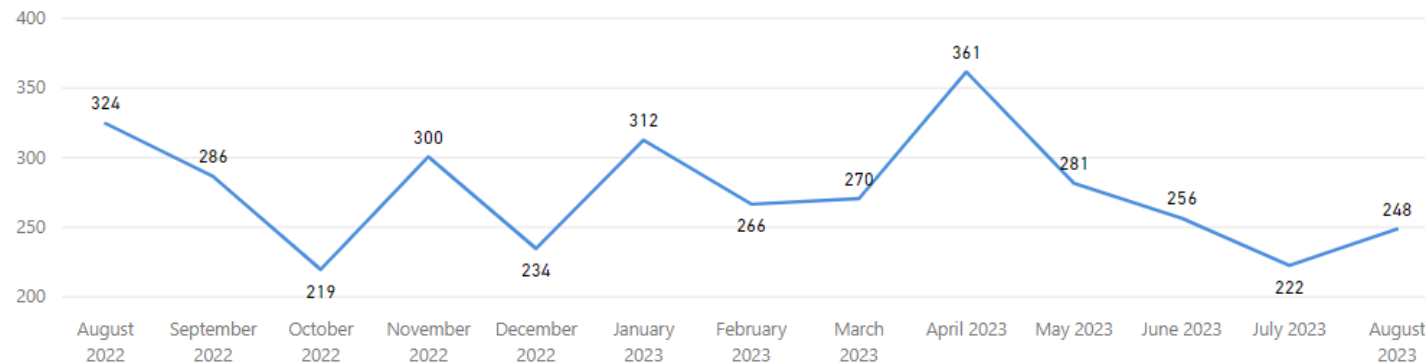
Received per Month (Avg)*

283

Completed Filter

8/1/2022 8/31/2023

Completed by Month



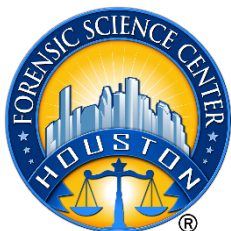
Total Completed

3,579

Completed per Month (Avg)*

275

* months with zero activity are not calculated into the average



Service

Toxicology

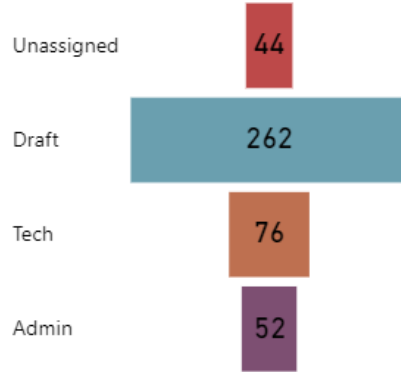
Priority Type

All

Backlogged Requests: 338

Avg Age of Backlog (days): 166

Longest Time in Phase (Pending)



of Unassigned

29✓

Goal: 120 (+75.83%)

Pending Draft

158!

Goal: 30 (-426.67%)

Pending Tech

64!

Goal: 30 (-113.33%)

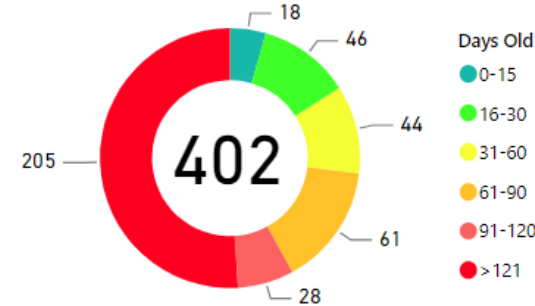
Pending Admin

151!

Goal: 30 (-403.33%)

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

Pending Requests



Avg Age (days): 143

Overall TAT (MTD)

352.5!

Goal: 90, 91

Overall TAT (Past 90 Days)

308.6!

Goal: 90, 91

Analysis TAT (MTD)

139.6!

Goal: 90, 91

Analysis TAT (Past 90 Days)

117.6!

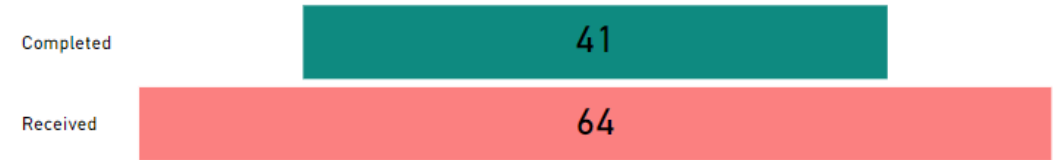
Goal: 90, 91

TAT by Phase of Work (MTD)



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

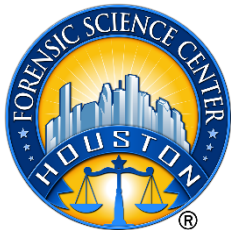
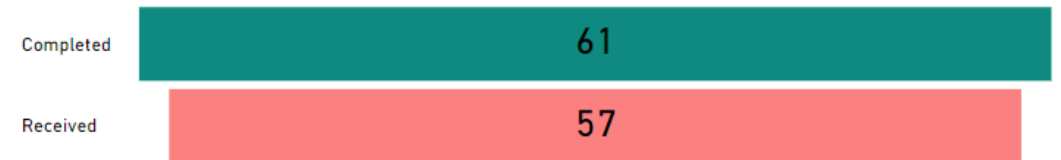
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

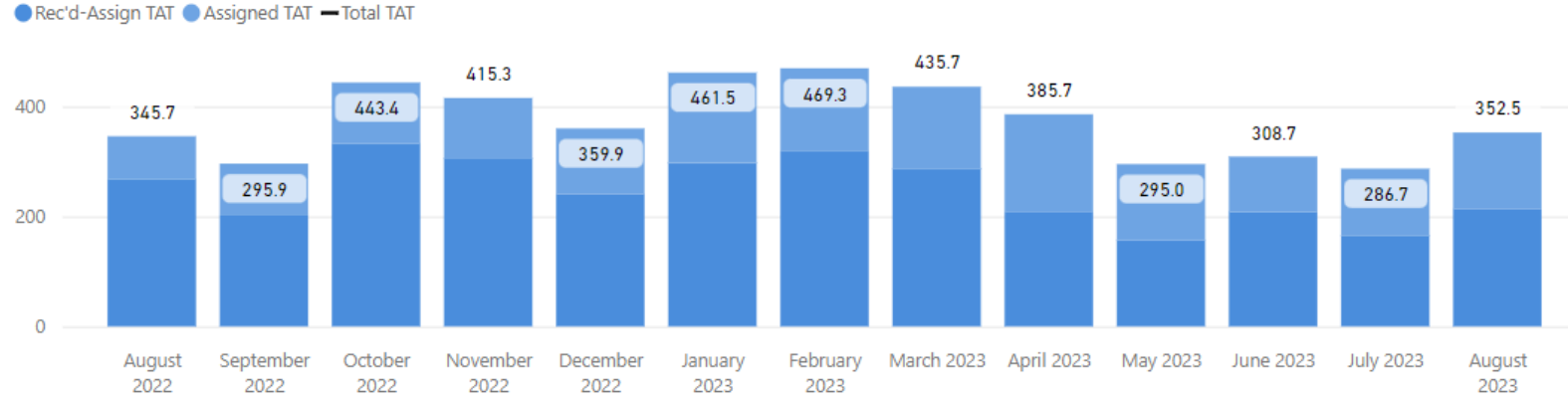


Date Range

8/1/2022

8/31/2023

Total TAT by Month



Request Type

Toxicology

Priority Type

All

Selected Time Frame Averages

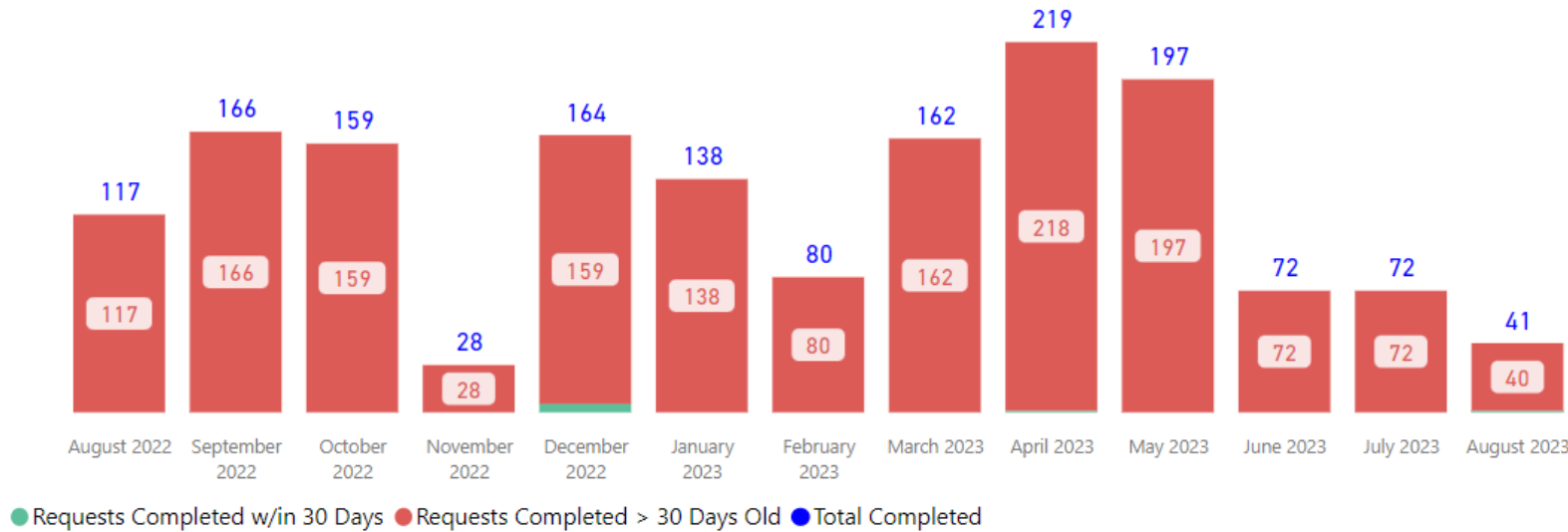
373.01

Total TAT (Rec'd-Compl.) Avg

131.46

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1615

Requests Completed

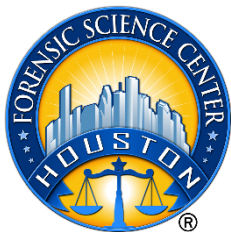
1608

Requests Completed > 30 Days Old

99.57 %

% Completed > 30 Days Old

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



Service

Toxicology

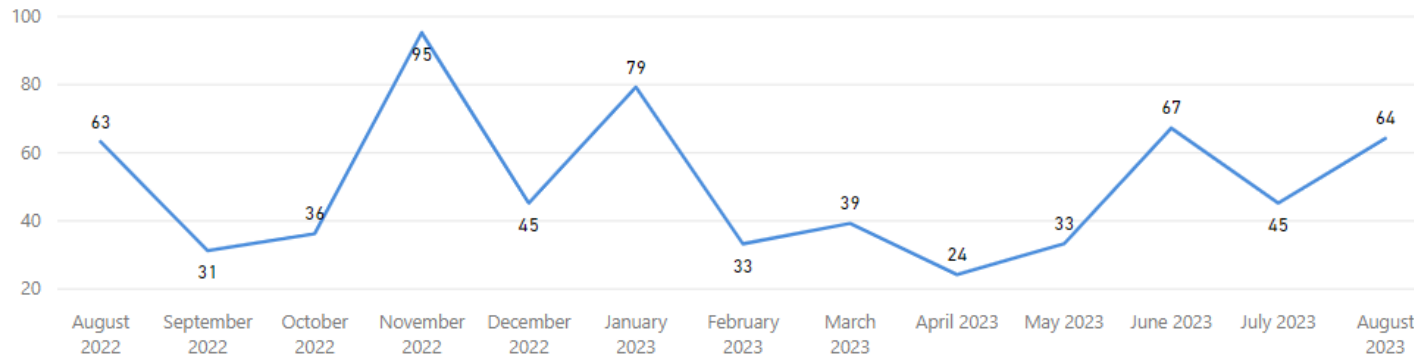
Priority Type

All

Received Filter

8/1/2022 8/31/2023

Received by Month



Total Received

654

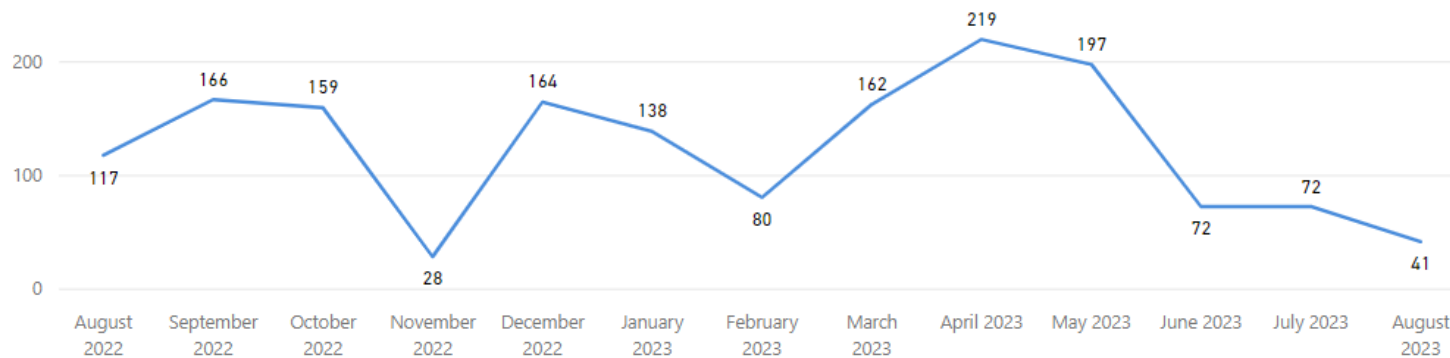
Received per Month (Avg)*

50

Completed Filter

8/1/2022 8/31/2023

Completed by Month



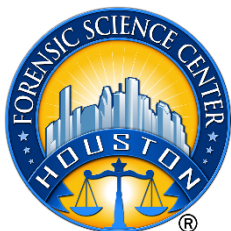
Total Completed

1,615

Completed per Month (Avg)*

124

* months with zero activity are not calculated into the average



Firearms



Service

Firearms Examination

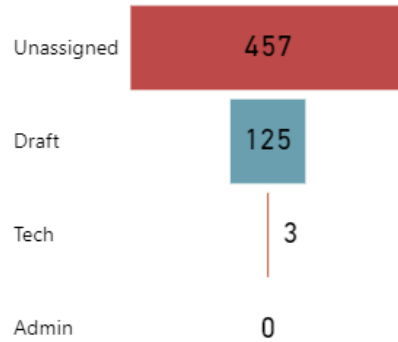
Priority Type

All

Backlogged Requests: 296

Avg Age of Backlog (days): 204

Longest Time in Phase (Pending)



of Unassigned

307!

Goal: 10 (-2970%)

Pending Draft

15!

Goal: 14 (-7.14%)

Pending Tech

3✓

Goal: 9 (+66.67%)

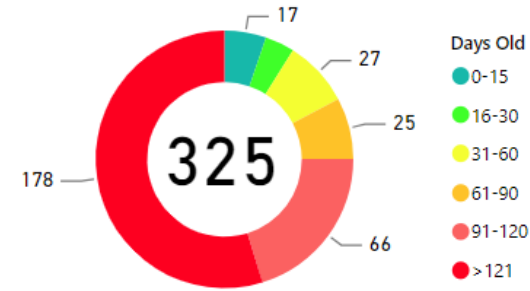
Pending Admin

0✓

Goal: 5 (+100%)

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

Pending Requests



Avg Age (days): 187

Overall TAT (MTD)

290.7!

Goal: 40, 41

Overall TAT (Past 90 Days)

237.9!

Goal: 40, 41

Analysis TAT (MTD)

17.8✓

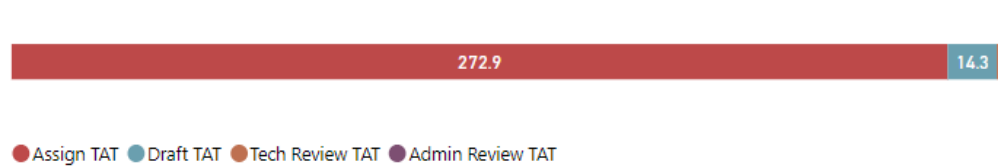
Goal: 40, 41

Analysis TAT (Past 90 Days)

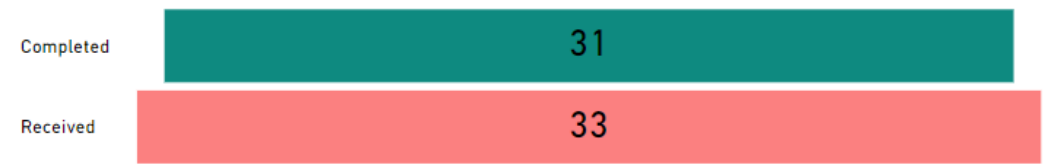
38.1✓

Goal: 40, 41

TAT by Phase of Work (MTD)



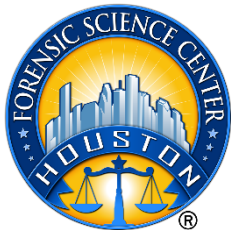
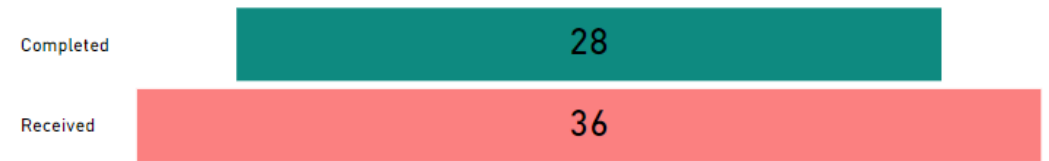
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

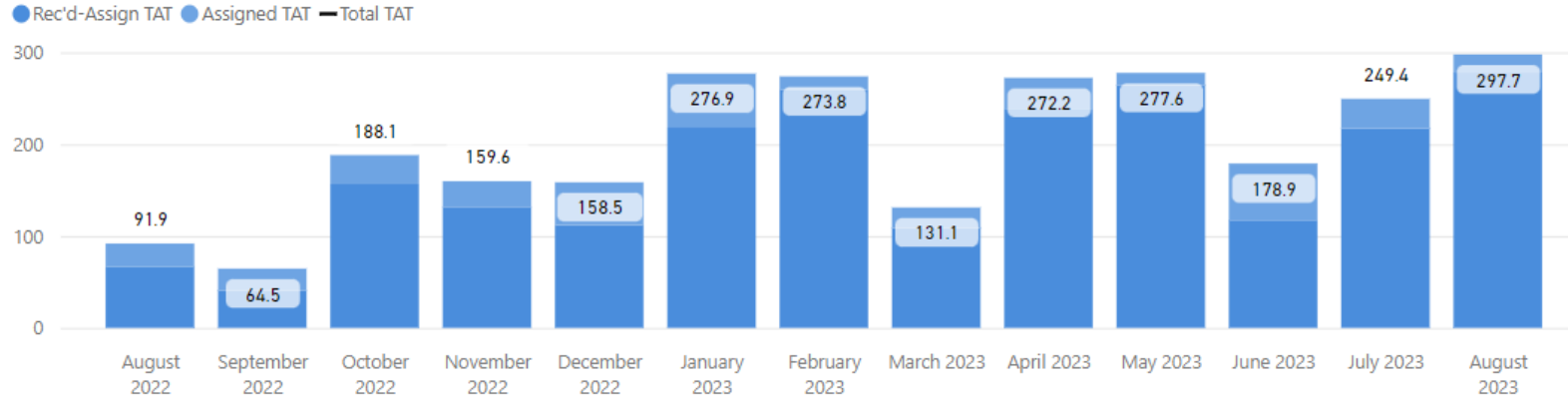


Date Range

8/1/2022

8/31/2023

Total TAT by Month



Request Type

Firearms Examination

Priority Type

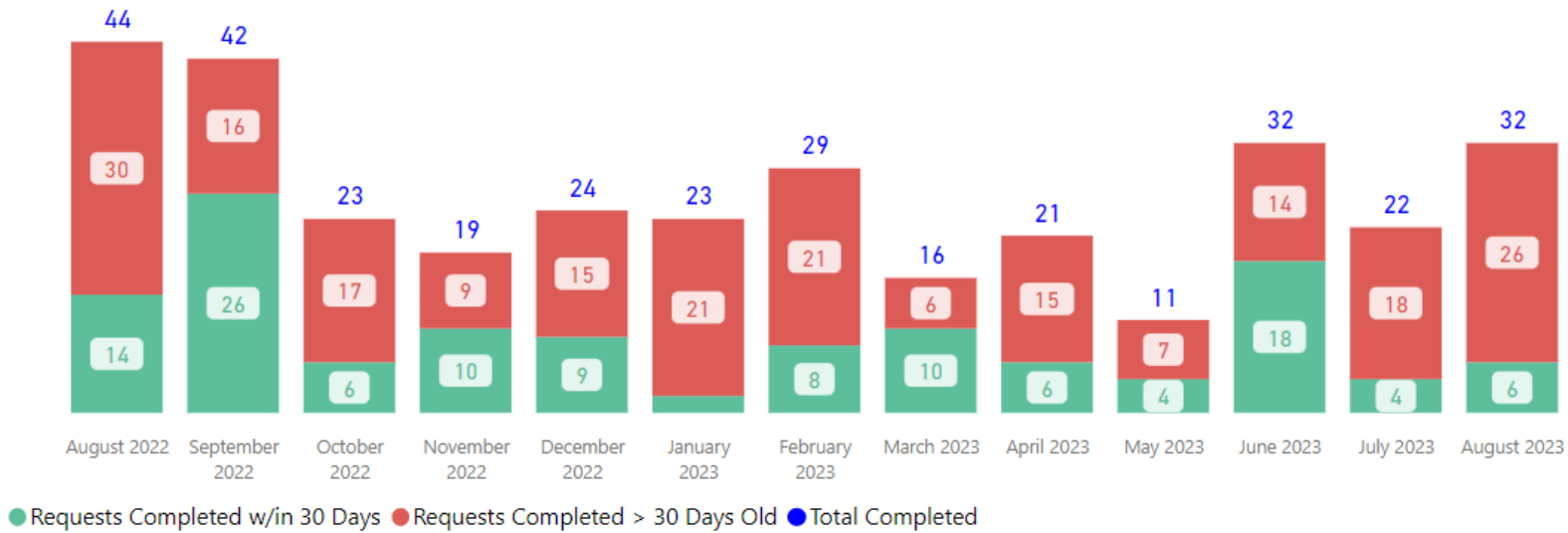
All

Selected Time Frame Averages

188.84
Total TAT (Rec'd-Compl.) Avg

32.13
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



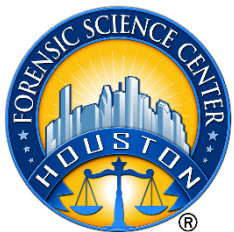
Received to Complete

338
Requests Completed

215
Requests Completed > 30 Days Old

63.61 %
% Completed > 30 Days Old

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



Service

Firearms Examination

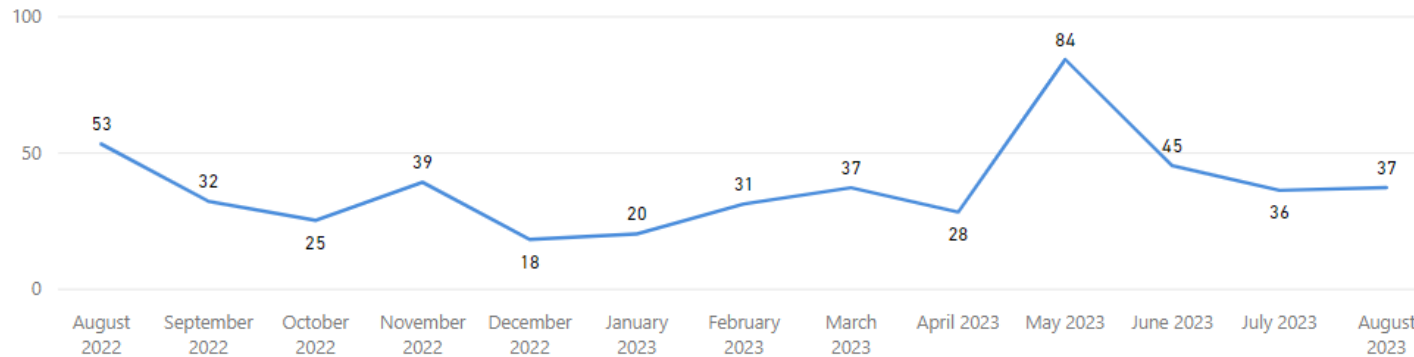
Priority Type

All

Received Filter

8/1/2022 8/31/2023

Received by Month



Total Received

485

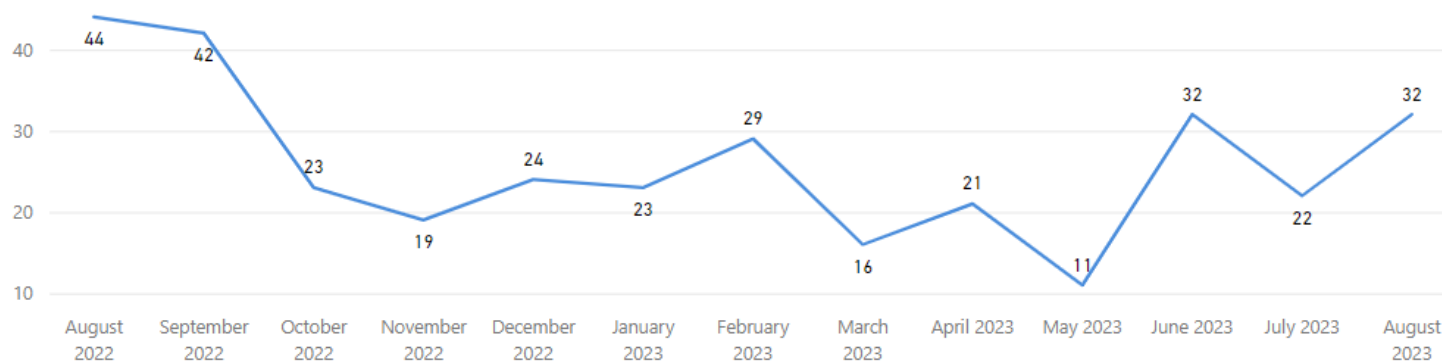
Received per Month (Avg)*

37

Completed Filter

8/1/2022 8/31/2023

Completed by Month



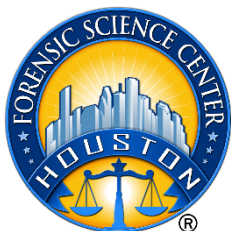
Total Completed

338

Completed per Month (Avg)*

26

* months with zero activity are not calculated into the average



Service

NIBIN Only

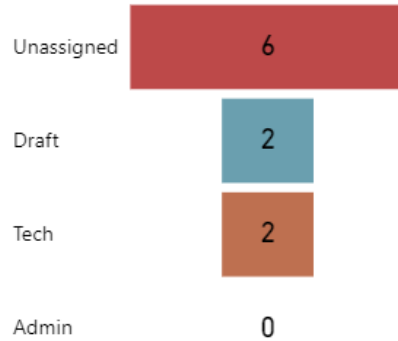
Priority Type

All

Backlogged Requests: 0

Avg Age of Backlog (days): (Blank)

Longest Time in Phase (Pending)



of Unassigned

42!

Goal: 20 (-110%)

Pending Draft

13✓

Goal: 35 (+62.86%)

Pending Tech

51!

Goal: 20 (-155%)

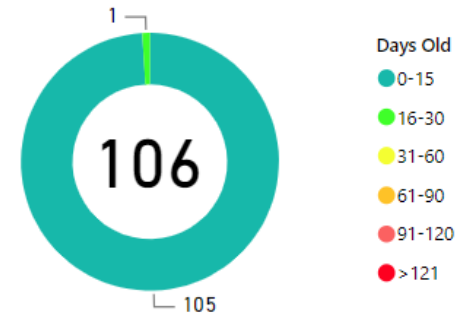
Pending Admin

0✓

Goal: 20 (+100%)

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

Pending Requests



Avg Age (days): 3

Overall TAT (MTD)

10.1!

Goal: 7, 8

Overall TAT (Past 90 Days)

9.5!

Goal: 7, 8

Analysis TAT (MTD)

4.3✓

Goal: 7, 8

Analysis TAT (Past 90 Days)

5.3✓

Goal: 7, 8

TAT by Phase of Work (MTD)

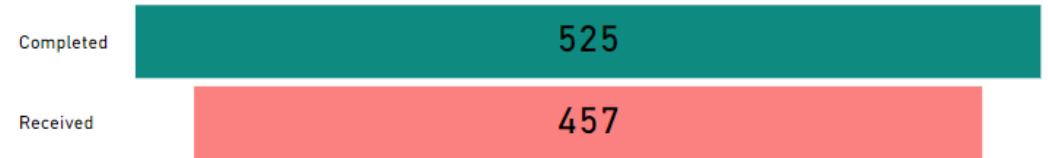


● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

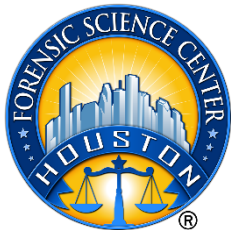
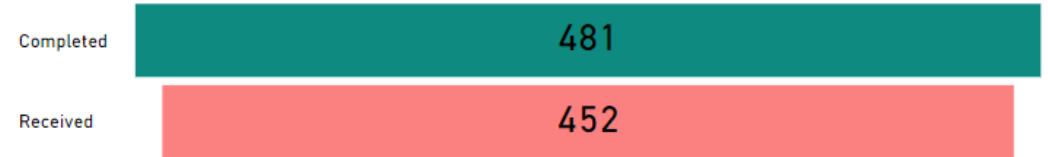
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)

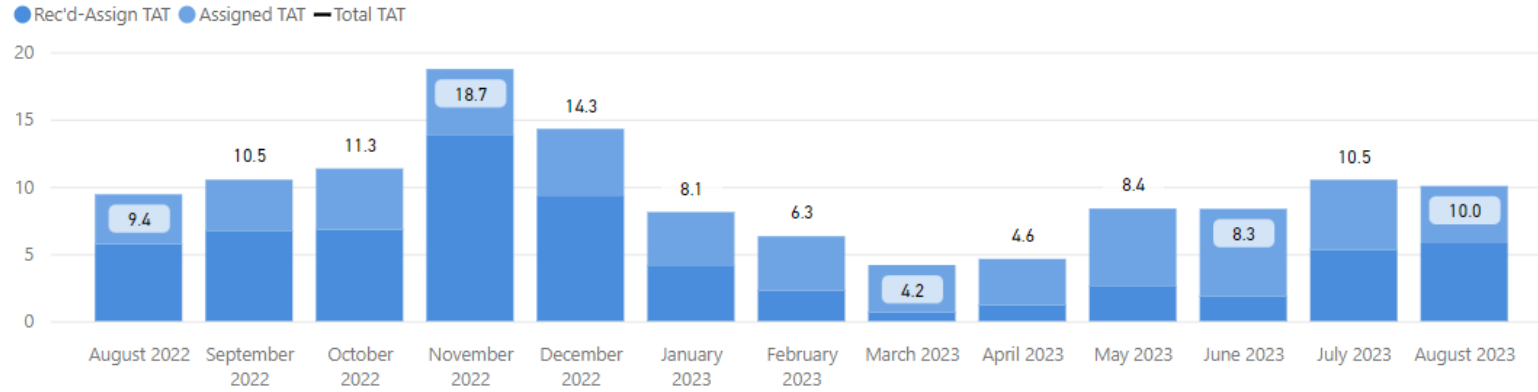


Date Range

8/1/2022

8/31/2023

Total TAT by Month



Request Type

NIBIN Only

Priority Type

All

Selected Time Frame Averages

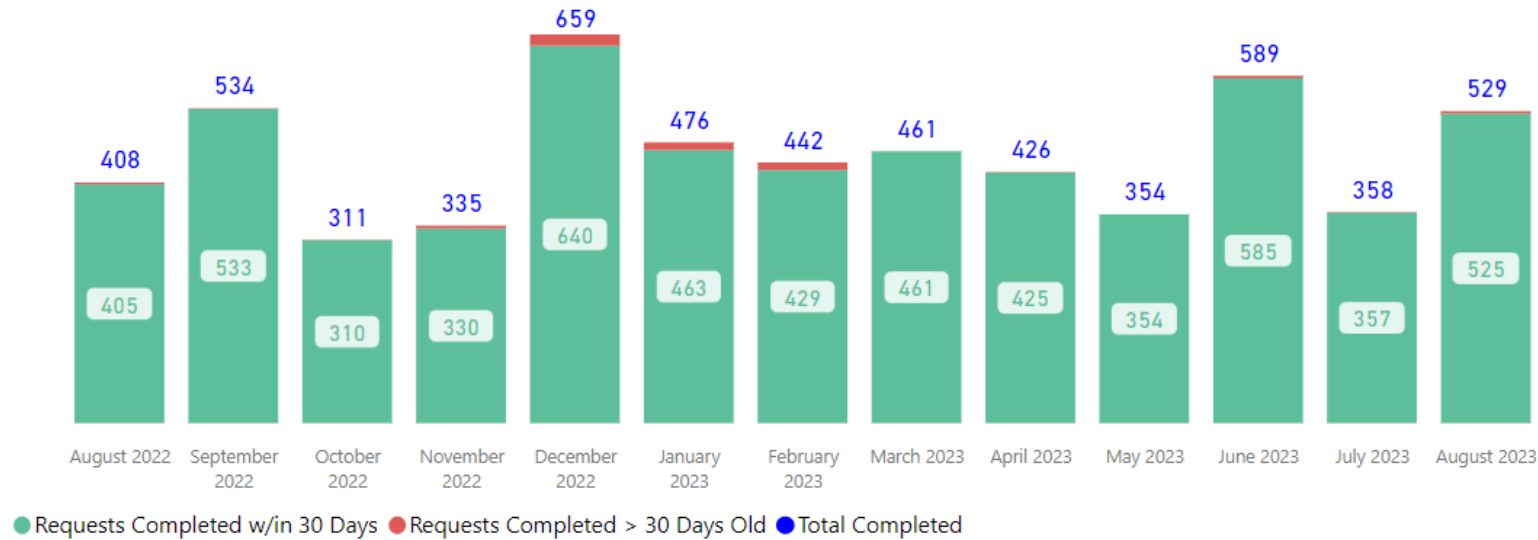
9.55

Total TAT (Rec'd-Compl.) Avg

4.52

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

5882

Requests Completed

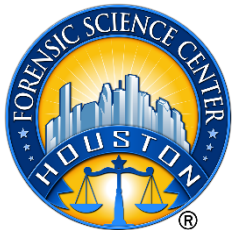
65

Requests Completed > 30 Days Old

1.11 %

% Completed > 30 Days Old

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



Service

Priority Type

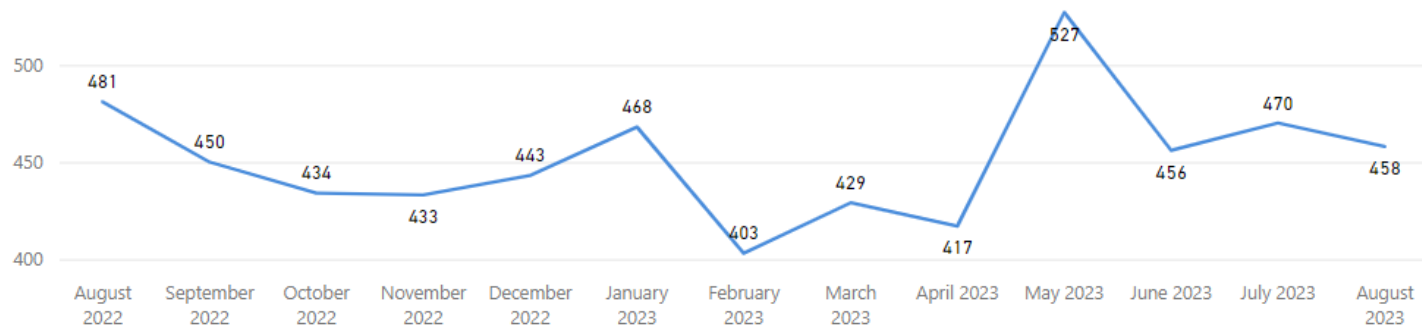
NIBIN Only

All

Received Filter

8/1/2022 8/31/2023

Received by Month



Total Received

5,869

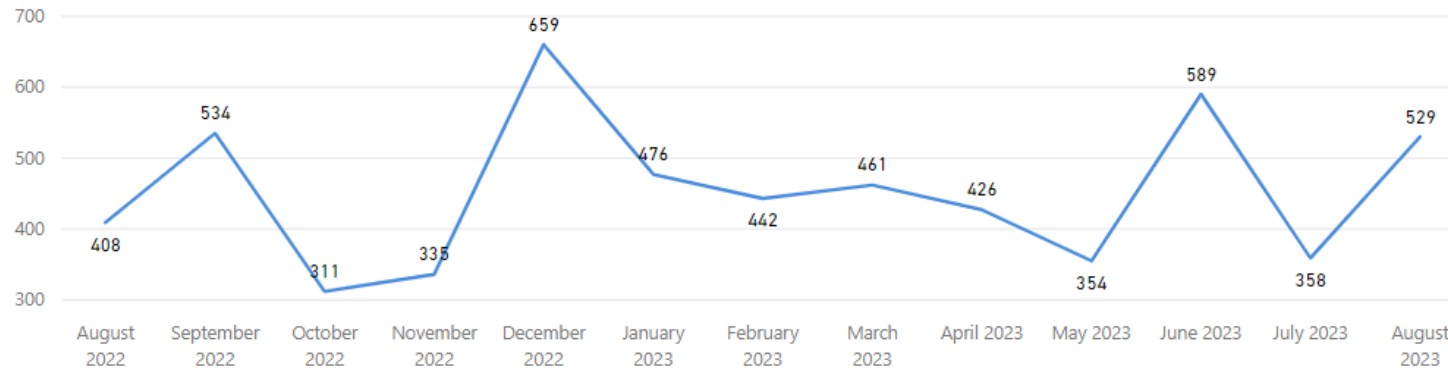
Received per Month (Avg)*

451

Completed Filter

8/1/2022 8/31/2023

Completed by Month



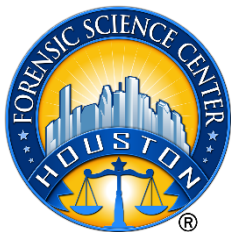
Total Completed

5,882

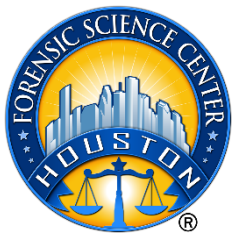
Completed per Month (Avg)*

452

* months with zero activity are not calculated into the average



Forensic Biology



Section

DNA

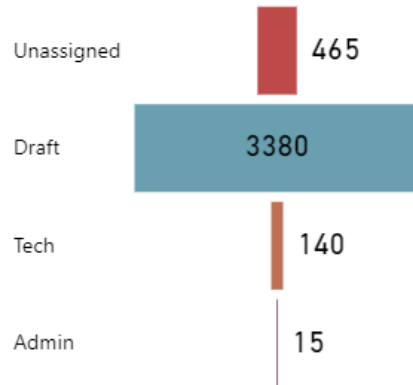
Request Type

All

Backlogged Requests: 379

Avg Age of Backlog (days): 252

Longest Time in Phase (Pending)



of Unassigned

36!

Goal: 20 (-80%)

Pending Draft

364!

Goal: 24 (-1416.67%)

Pending Tech

40!

Goal: 24 (-66.67%)

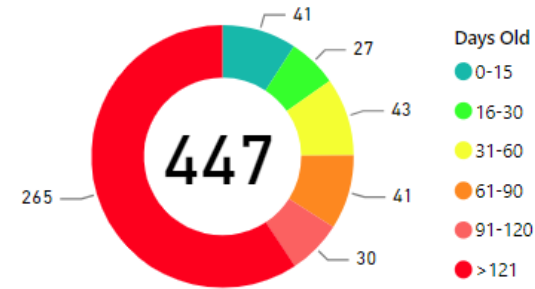
Pending Admin

7✓

Goal: 20 (+65%)

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

Pending Requests



Avg Age (days): 216

Overall TAT (MTD)

259.2!

Goal: 30, 31

Analysis TAT (MTD)

208.6!

Goal: 30, 31

Overall TAT (Past 90 Days)

263.7!

Goal: 30, 31

Analysis TAT (Past 90 Days)

222.6!

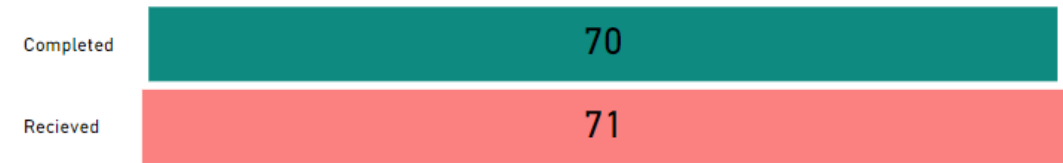
Goal: 30, 31

TAT by Phase of Work (MTD)

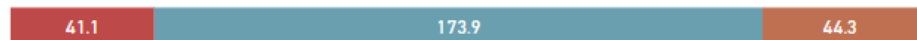


● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

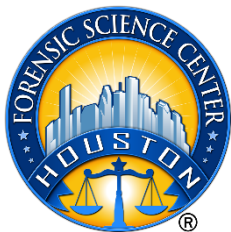
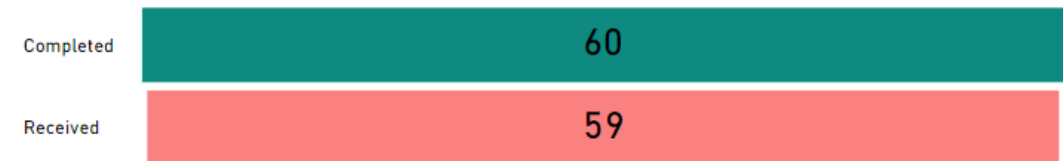
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)



Section

DNA

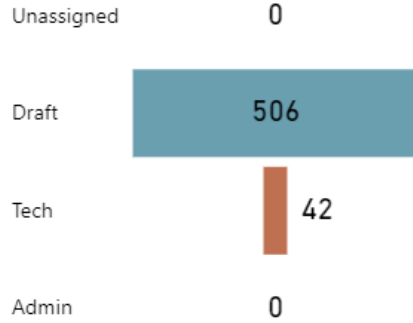
Request Type

SAK

Backlogged Requests: 15

Avg Age of Backlog (days): 347

Longest Time in Phase (Pending)



of Unassigned

0 ✓

Goal: 20 (+100%)

Pending Draft

14 ✓

Goal: 24 (+41.67%)

Pending Tech

1 ✓

Goal: 24 (+95.83%)

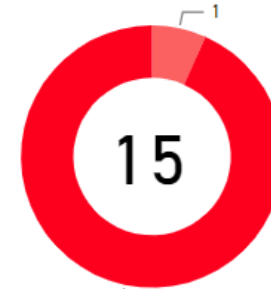
Pending Admin

0 ✓

Goal: 20 (+100%)

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

Pending Requests



Avg Age (days): 347

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

Overall TAT (MTD)

416.0!

Goal: 30, 31

Overall TAT (Past 90 Days)

341.8!

Goal: 30, 31

Analysis TAT (MTD)

414.4!

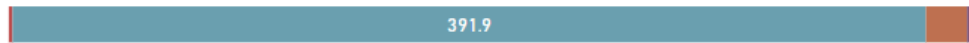
Goal: 30, 31

Analysis TAT (Past 90 Days)

336.6!

Goal: 30, 31

TAT by Phase of Work (MTD)



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

Month to Date



Received 0

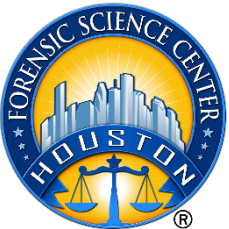
TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)



Received 0



Section

Outsourced - DNA

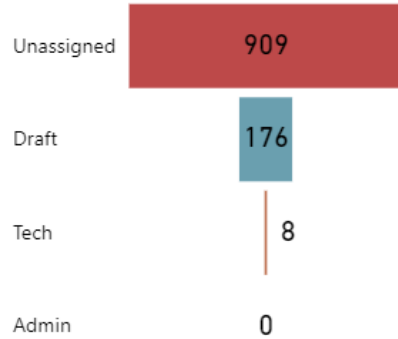
Request Type

All

Backlogged Requests: 541

Avg Age of Backlog (days): 145

Longest Time in Phase (Pending)



of Unassigned

576!

Goal: 100 (-476%)

Pending Draft

3✓

Goal: 100 (+97%)

Pending Tech

87✓

Goal: 100 (+13%)

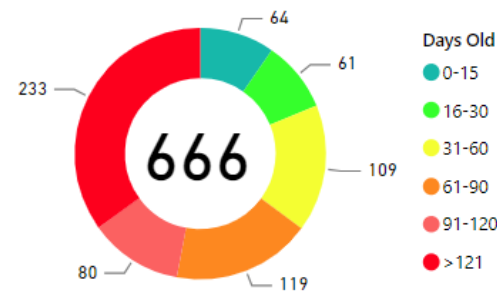
Pending Admin

0✓

Goal: 100 (+100%)

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

Pending Requests



Avg Age (days): 120

Overall TAT (MTD)

170.9!

Goal: 100, 100

Analysis TAT (MTD)

7.4✓

Goal: 100, 100

Overall TAT (Past 90 Days)

163.8!

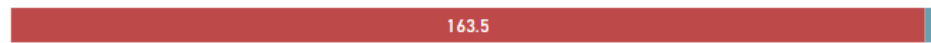
Goal: 100, 100

Analysis TAT (Past 90 Days)

6.4✓

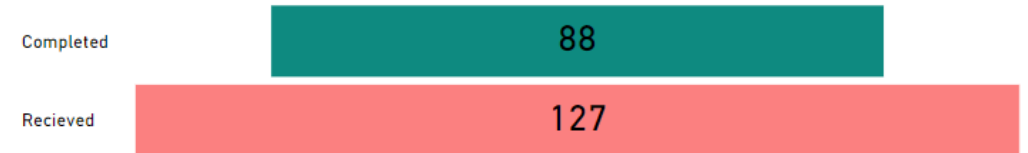
Goal: 100, 100

TAT by Phase of Work (MTD)



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

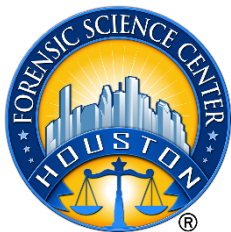
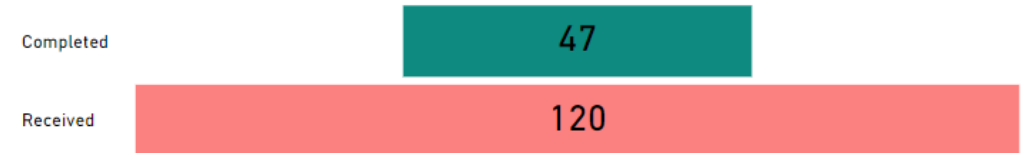
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

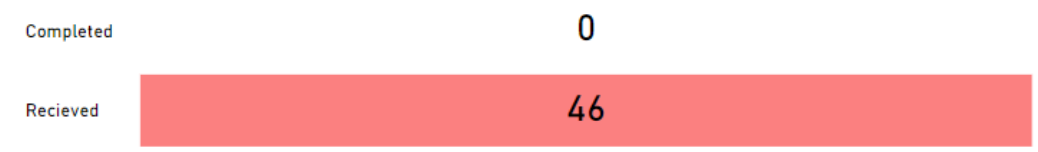


Longest Time in Phase (Pending)		# of Unassigned 261! Goal: 100 (-161%)	# Pending Draft 0 ✓ Goal: 100 (+100%)	Pending Requests Avg Age (days): 102	Overall TAT (MTD) NaN ✓ Goal: 100, 100	Analysis TAT (MTD) NaN ✓ Goal: 100, 100
Unassigned	237	# Pending Tech 1 ✓ Goal: 100 (+99%)	# Pending Admin 0 ✓ Goal: 100 (+100%)		Overall TAT (Past 90 Days) 182.3! Goal: 100, 100	Analysis TAT (Past 90 Days) 0.4 ✓ Goal: 100, 100
Draft	0	Goal= Threshold for the max # of requests in each bucket				
Tech	1					
Admin	0					

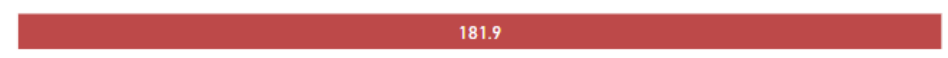
TAT by Phase of Work (MTD)

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

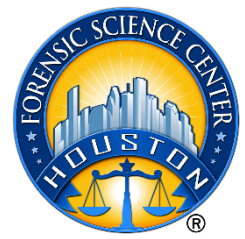
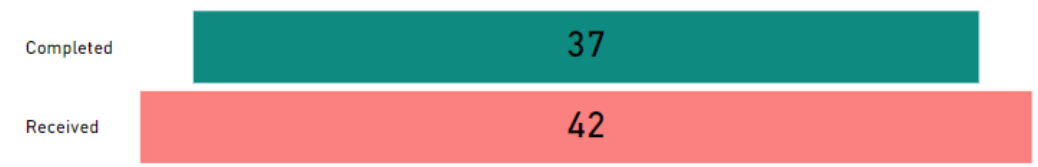
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)



Section

Outsource Technical Revi... ▼

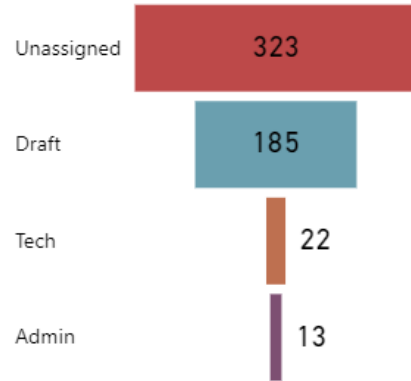
Request Type

All ▼

Backlogged Requests: 30

Avg Age of Backlog (days): 63

Longest Time in Phase (Pending)



of Unassigned

1 ✓

Goal: 100 (+99%)

Pending Draft

4 ✓

Goal: 100 (+96%)

Pending Tech

13 ✓

Goal: 100 (+87%)

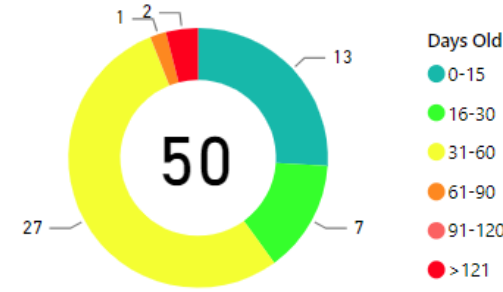
Pending Admin

32 ✓

Goal: 100 (+68%)

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

Pending Requests



Avg Age (days): 43

Overall TAT (MTD)

29.3 ✓

Goal: 100, 100

Overall TAT (Past 90 Days)

37.2 ✓

Goal: 100, 100

Analysis TAT (MTD)

29.3 ✓

Goal: 100, 100

Analysis TAT (Past 90 Days)

37.2 ✓

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

57

Received

41

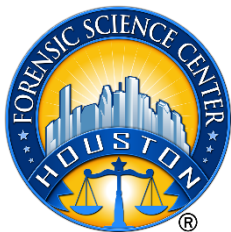
30 Day Avg (Over Past 90 Days)

Completed

37

Received

35

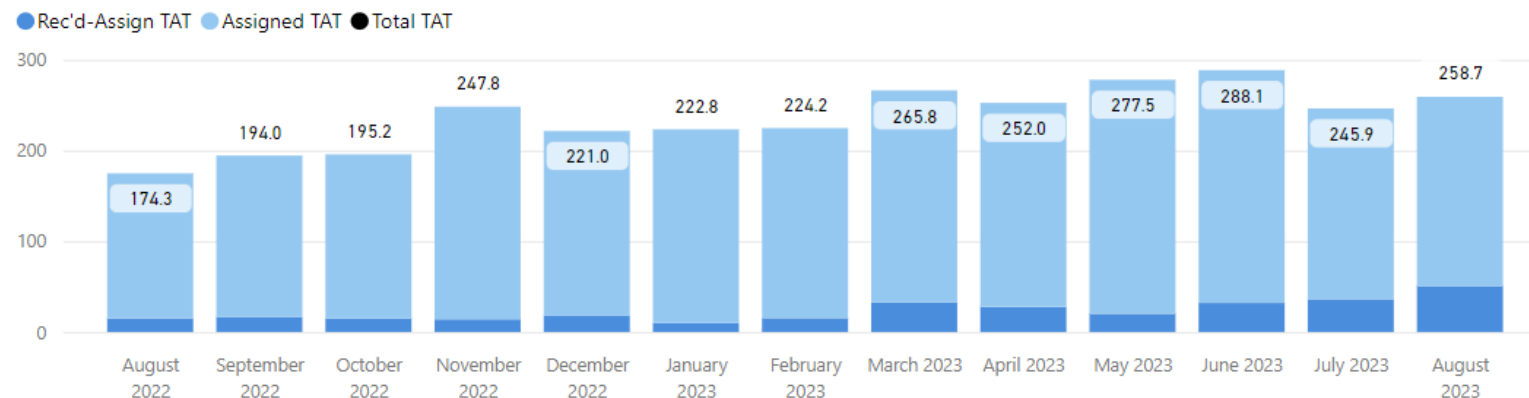


Date Range

8/1/2022

8/31/2023

Total TAT by Month



Request Type

DNA

Request Type

All

Selected Time Frame Averages

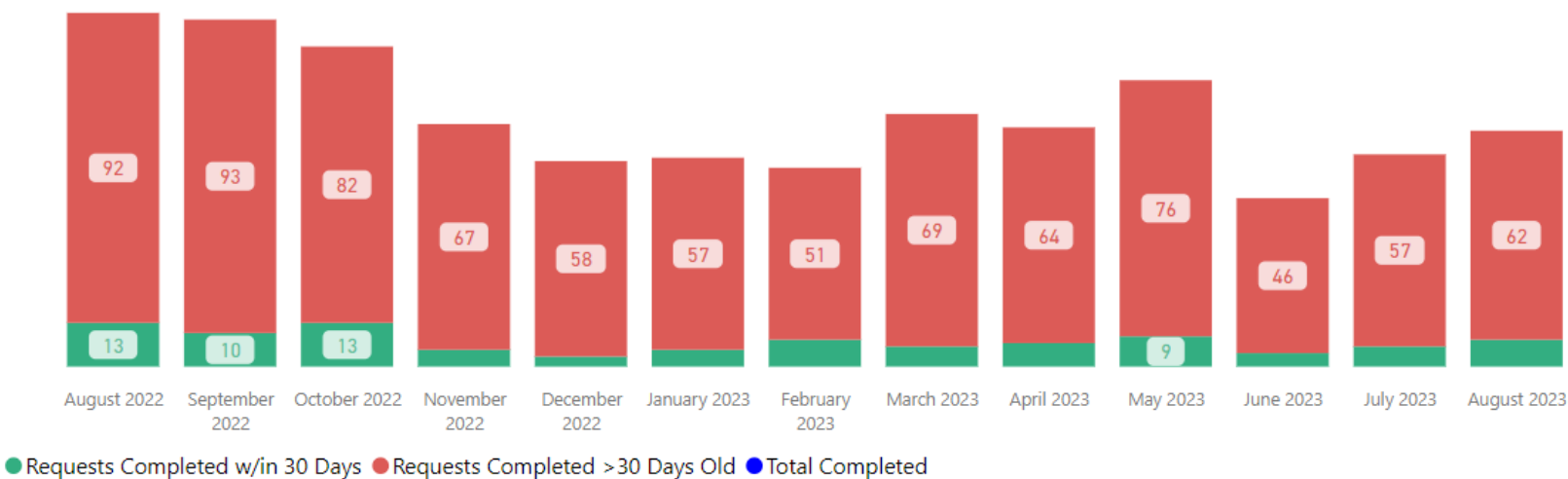
231.33

Total TAT (Rec'd-Compl.) Avg

209.39

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

971

Requests Completed

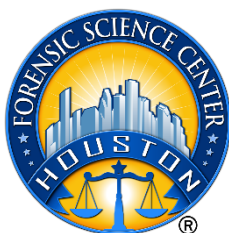
874

Requests Completed > 30 Days

90.01 %

% Completed > 30 Days

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



Section

DNA

Request Type

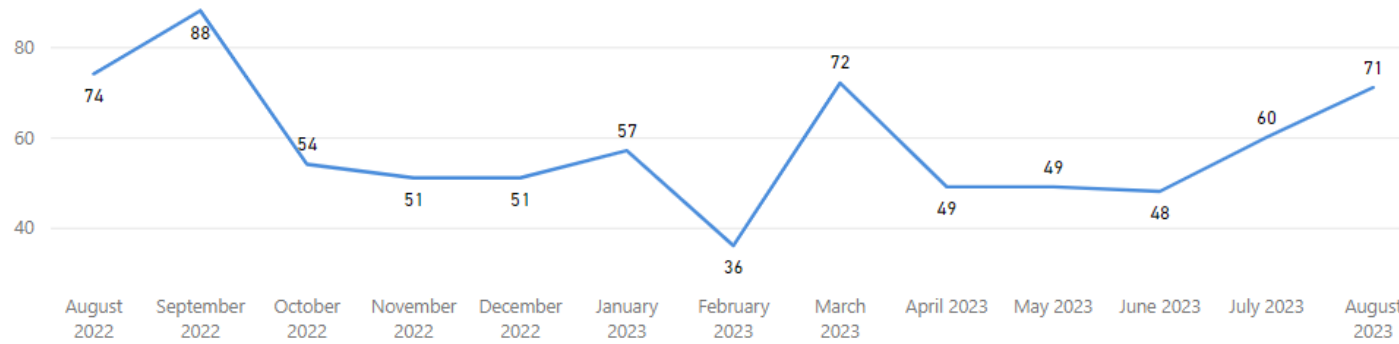
All

Received Filter

8/1/2022

8/31/2023

Received by Month



Total Received

760

Received per Month (Avg)*

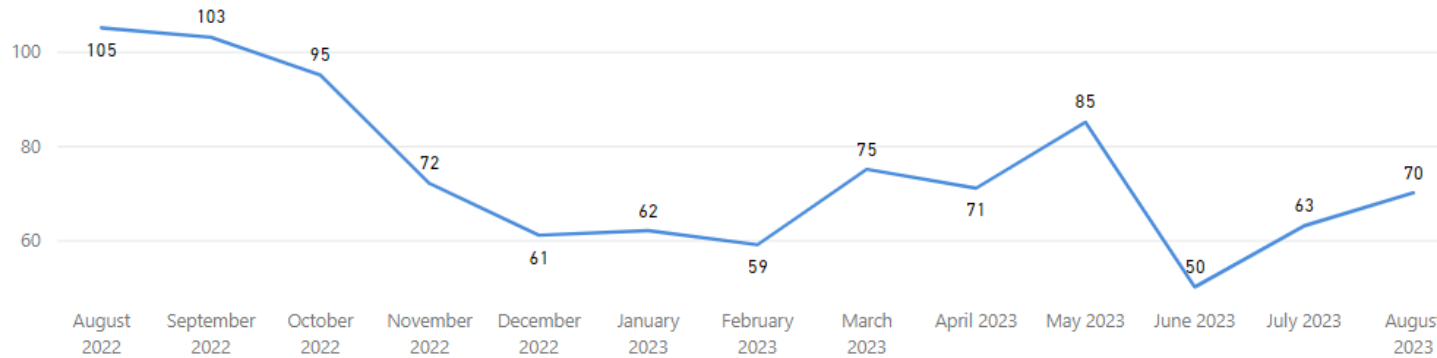
58

Completed Filter

8/1/2022

8/31/2023

Completed by Month



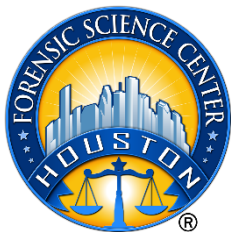
Total Completed

971

Completed per Month (Avg)*

75

* months with zero activity are not calculated into the average



Section

Screening

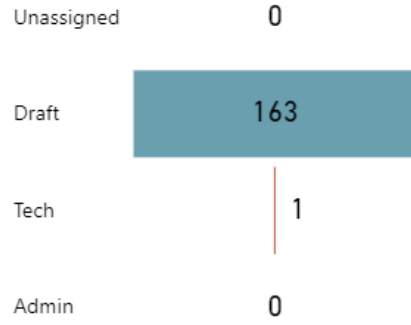
Request Type

All

Backlogged Requests: 22

Avg Age of Backlog (days): 53

Longest Time in Phase (Pending)



of Unassigned # Pending Draft

0 ✓

Goal: 10 (+100%)

88 !

Goal: 14 (-528.57%)

Pending Tech

1 ✓

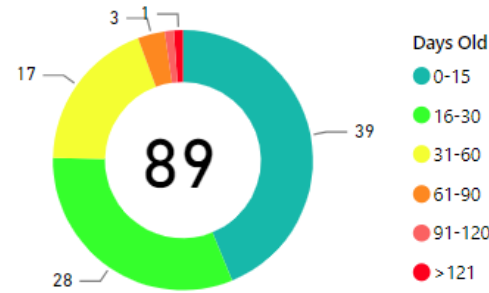
Goal: 16 (+93.75%)

0 ✓

Goal: 12 (+100%)

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

Pending Requests



Avg Age (days): 23

Overall TAT (MTD)

31.2 !

Goal: 10, 11

Overall TAT (Past 90 Days)

29.3 !

Goal: 10, 11

Analysis TAT (MTD)

31.2 !

Goal: 10, 11

Analysis TAT (Past 90 Days)

29.2 !

Goal: 10, 11

TAT by Phase of Work (MTD)



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

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

102

Received

114

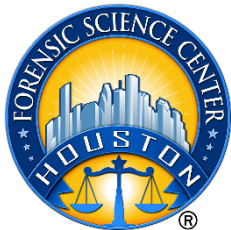
30 Day Avg (Over Past 90 Days)

Completed

93

Received

91

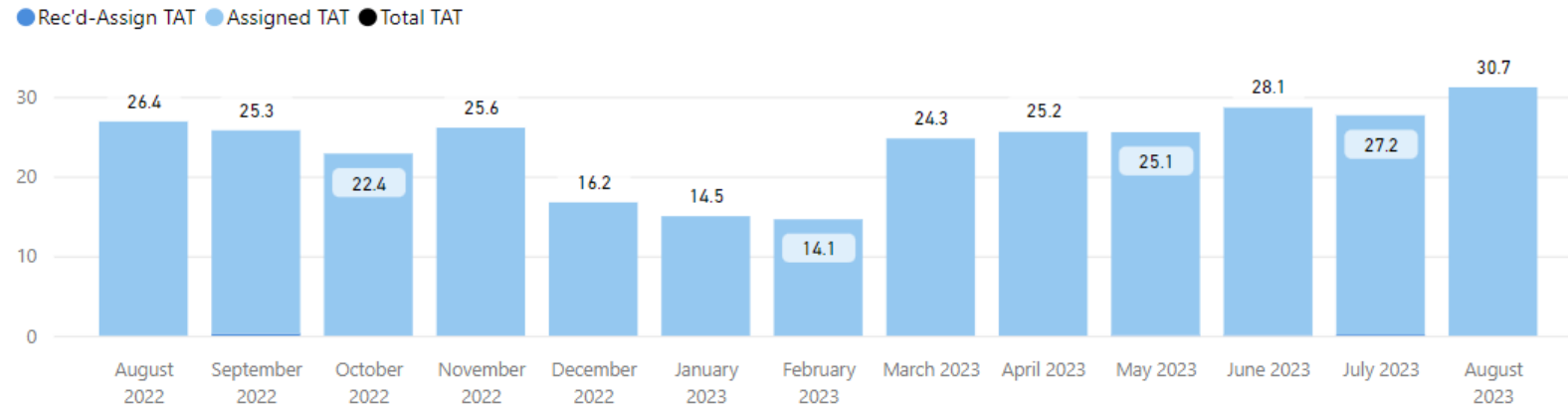


Date Range

8/1/2022

8/31/2023

Total TAT by Month



Request Type

Screening

Request Type

All

Selected Time Frame Averages

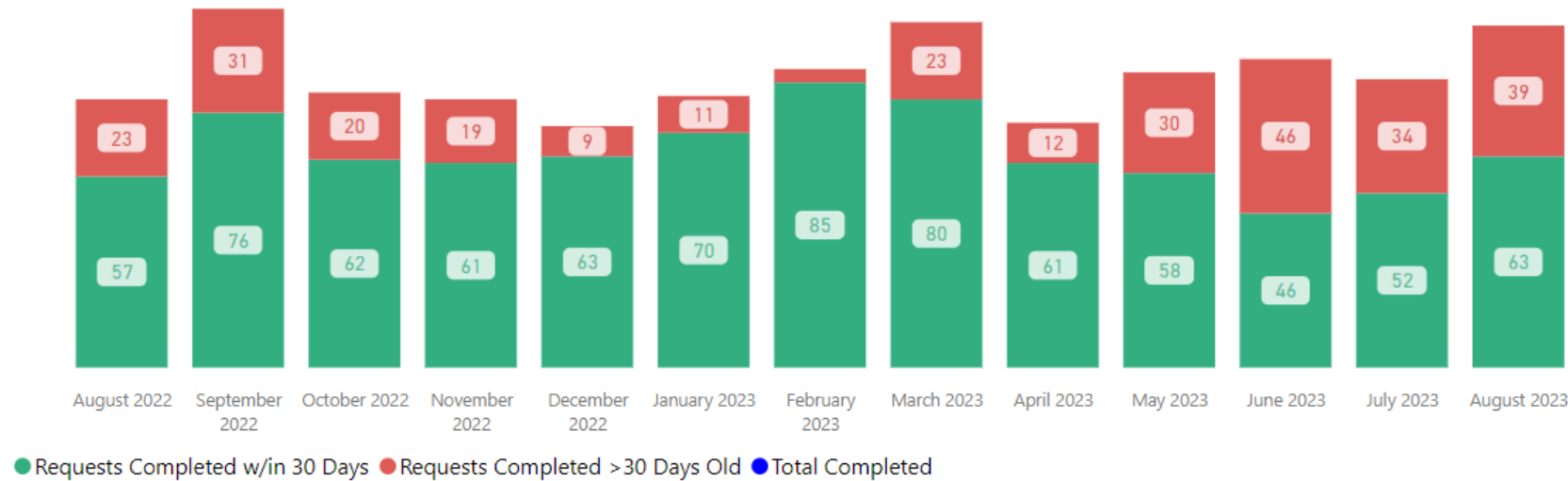
23.70

Total TAT (Rec'd-Compl.) Avg

24.14

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1135

Requests Completed

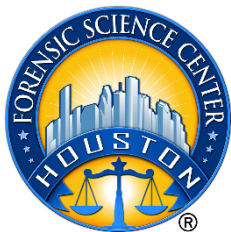
301

Requests Completed > 30 Days

26.52 %

% Completed > 30 Days

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



Section

Screening

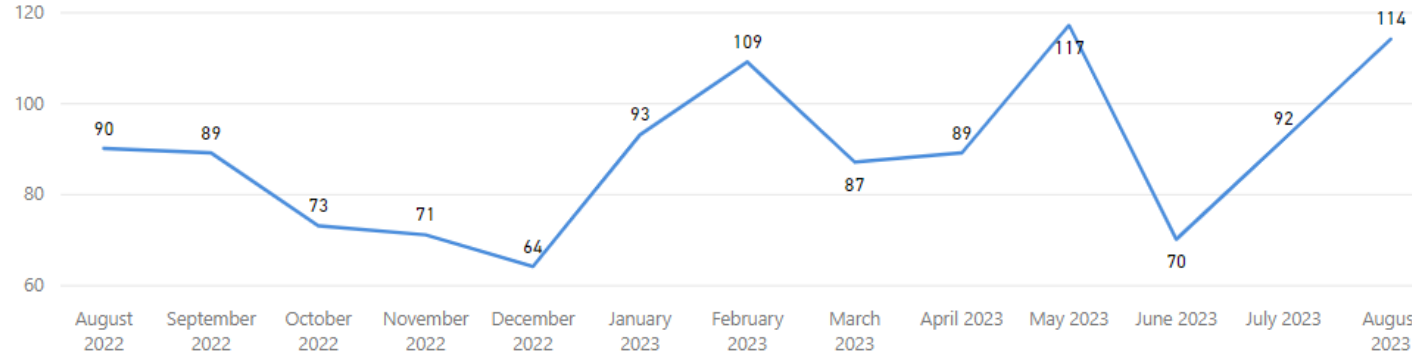
Request Type

All

Received Filter

8/1/2022 8/31/2023

Received by Month



Total Received

1158

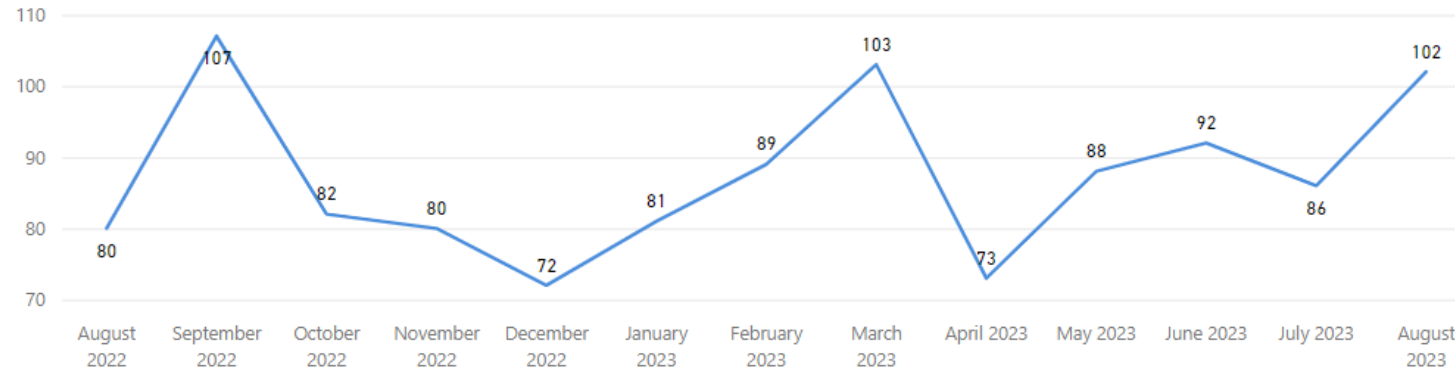
Received per Month (Avg)*

89

Completed Filter

8/1/2022 8/31/2023

Completed by Month



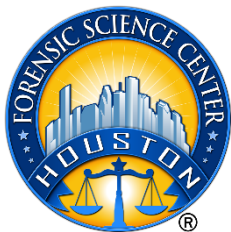
Total Completed

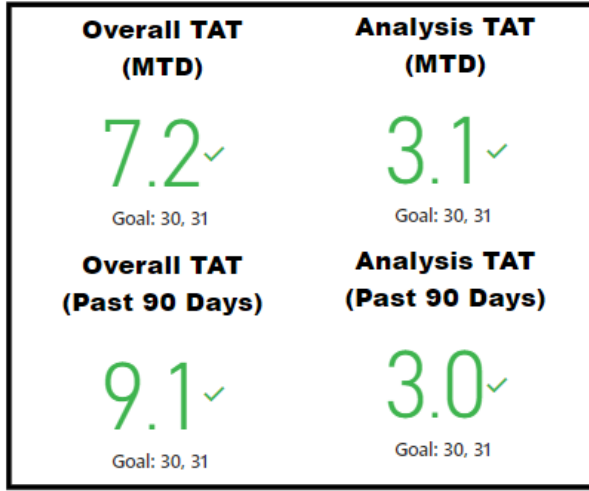
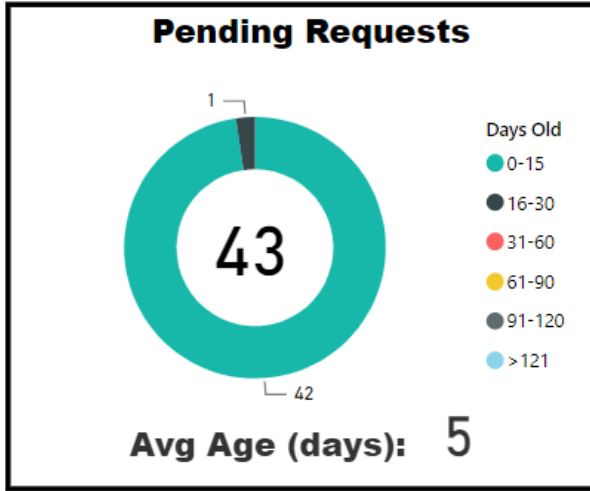
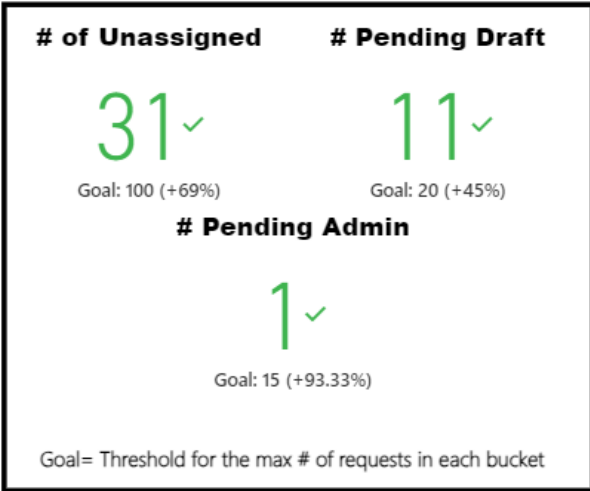
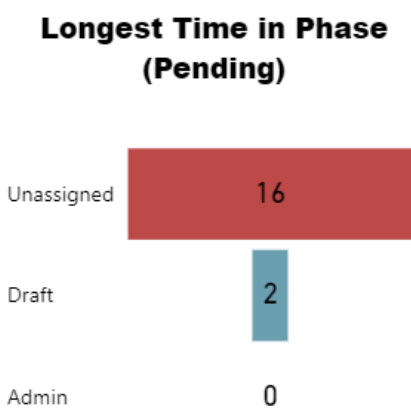
1135

Completed per Month (Avg)*

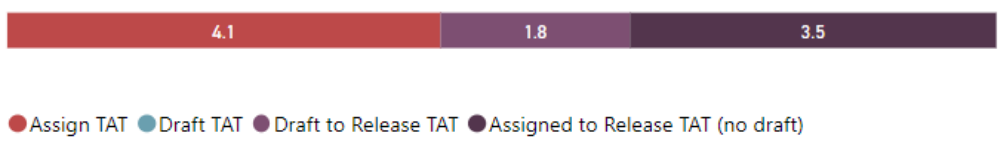
87

*** months with zero activity are not calculated into the average**

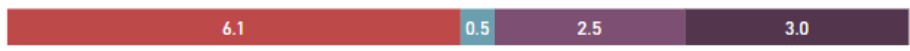




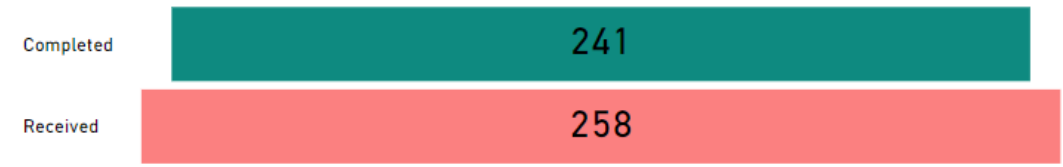
TAT by Phase of Work (MTD)



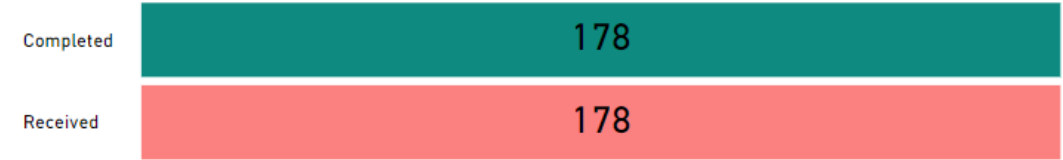
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Date Range

8/1/2022

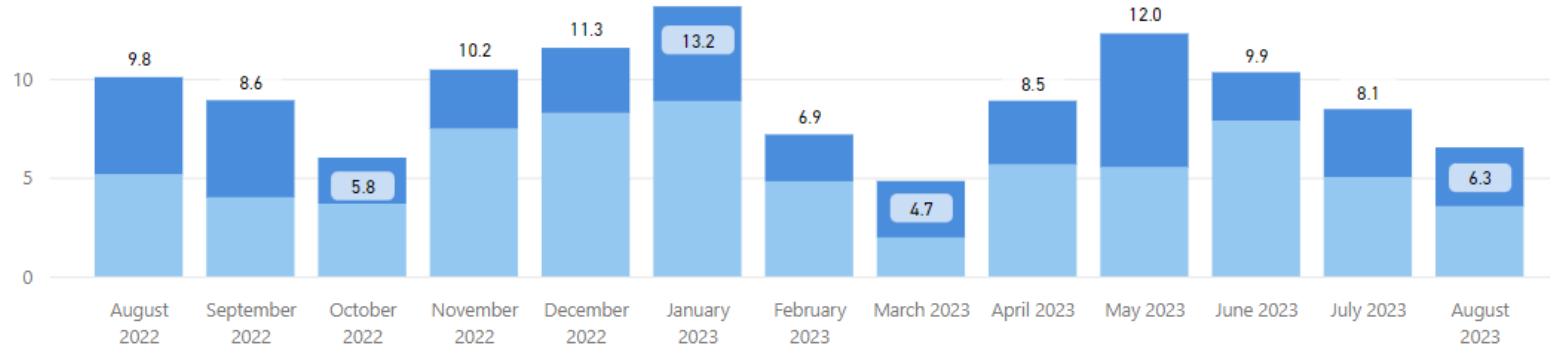
8/31/2023

Request Type

CODIS

Total TAT by Month

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



Selected Time Frame Averages

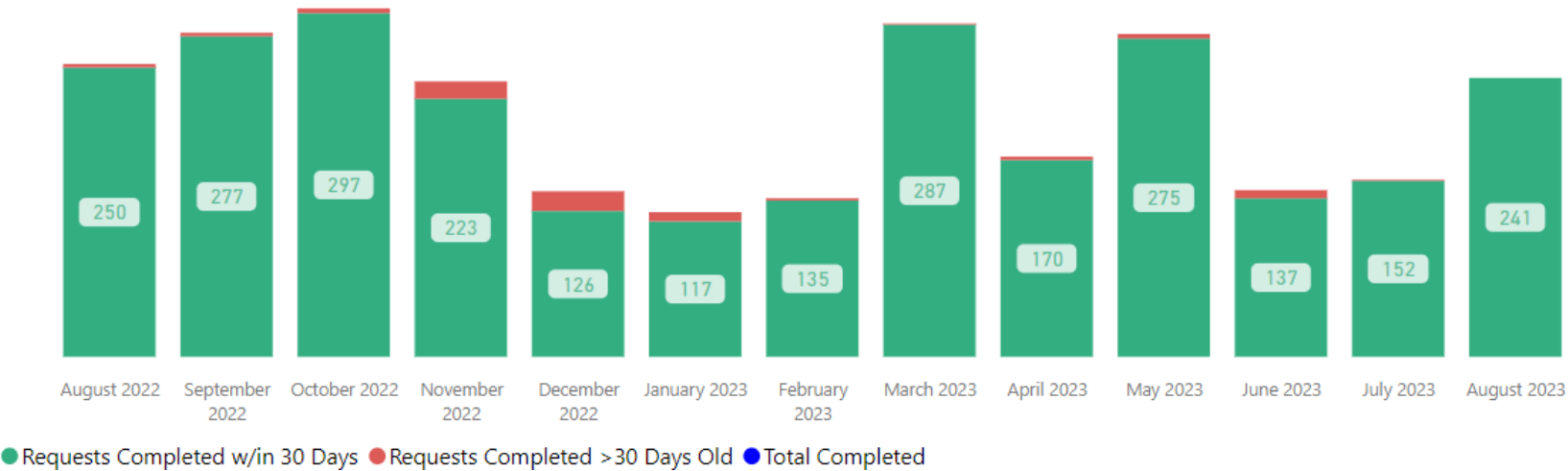
8.58

Total TAT (Rec'd-Compl.) Avg

3.74

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2755

Requests Completed

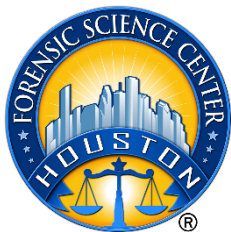
68

Requests Completed > 30 Days

2.47 %

% Completed > 30 Days

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



Section

CODIS

Hit Type

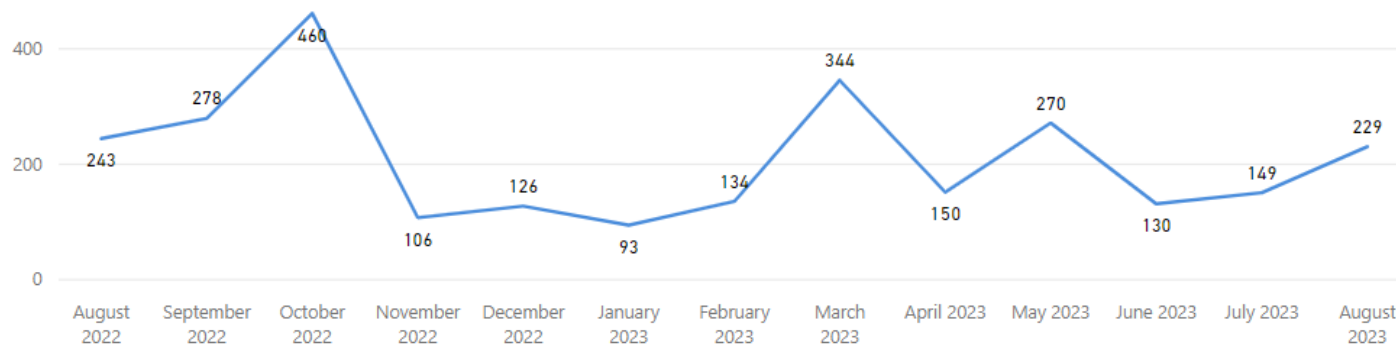
All

Received Filter

8/1/2022

8/31/2023

Received by Month



Total Received

2712

Received per Month (Avg)*

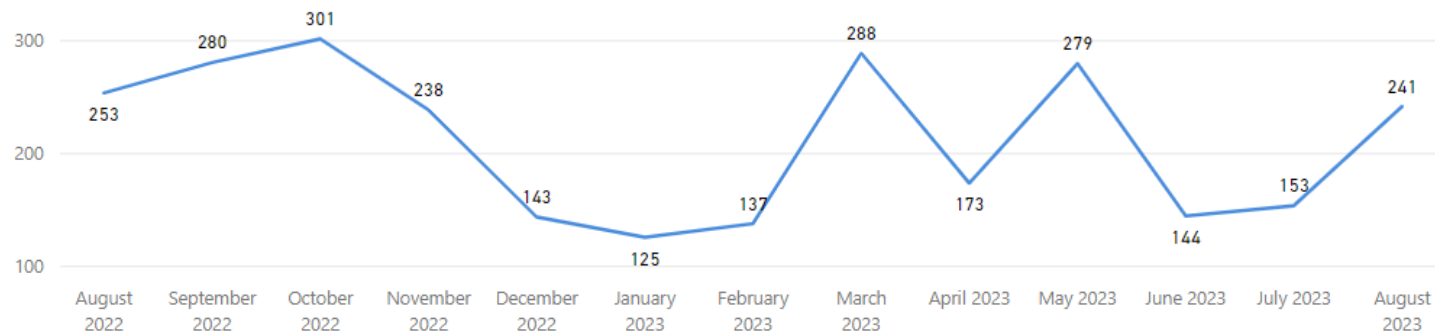
209

Completed Filter

8/1/2022

8/31/2023

Completed by Month



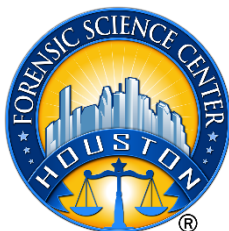
Total Completed

2755

Completed per Month (Avg)*

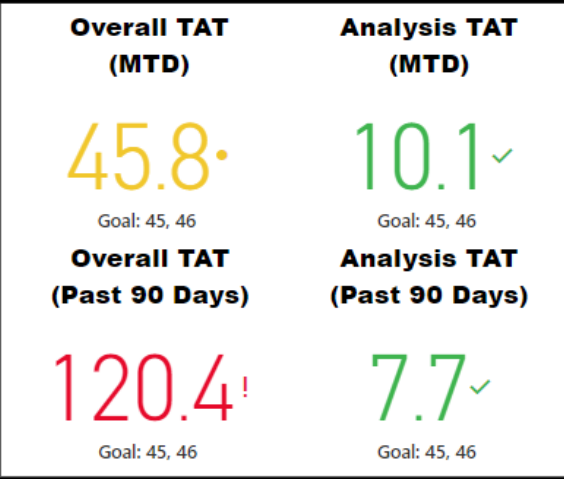
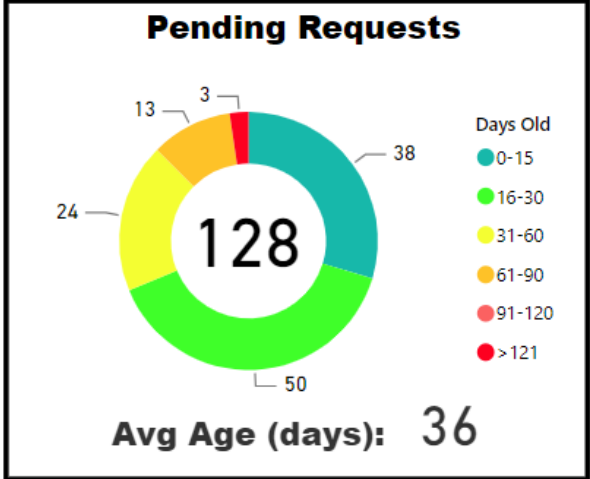
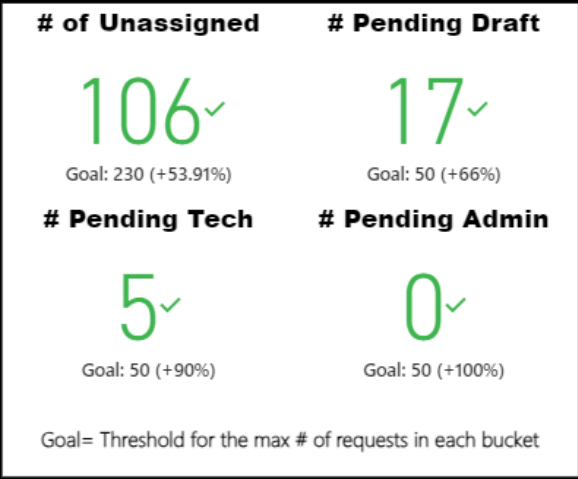
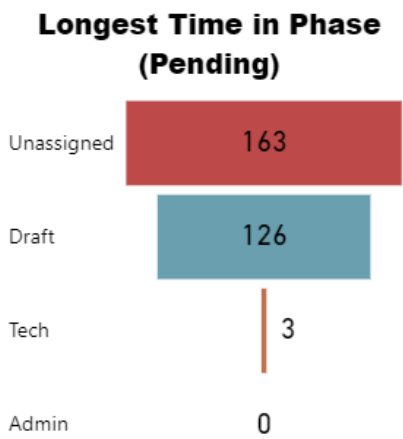
212

* months with zero activity are not calculated into the average

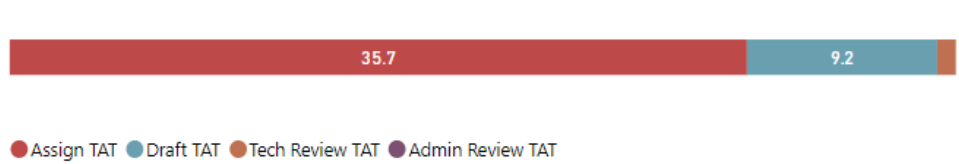


Latent Prints

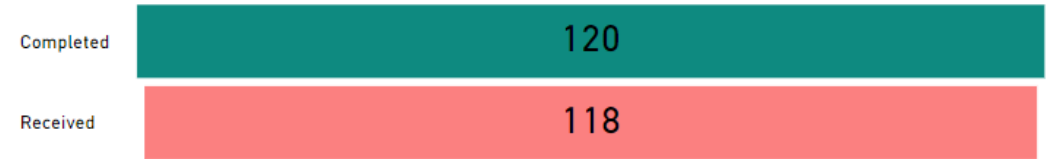




TAT by Phase of Work (MTD)



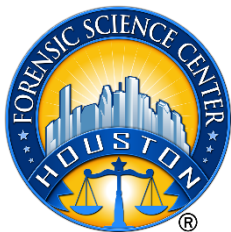
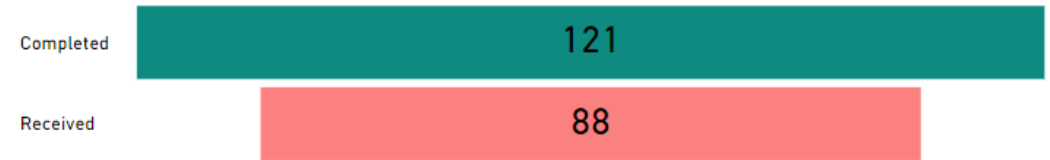
Month to Date



TAT by Phase of Work (Past 90 Days)



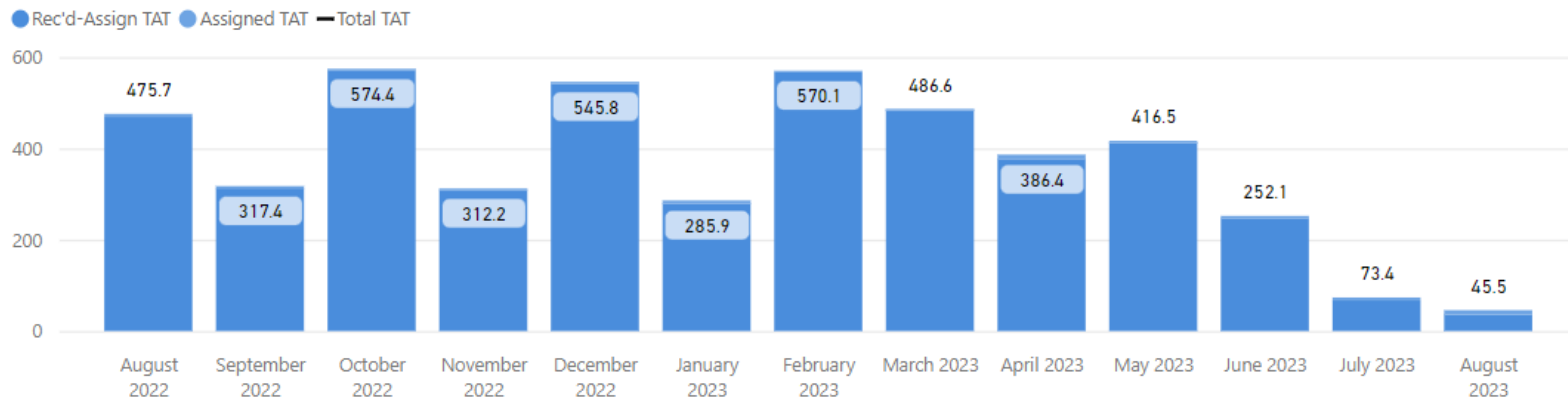
30 Day Avg (Over Past 90 Days)



Date Range

8/1/2022 8/31/2023

Total TAT by Month



Request Type

Latent Comparison

Priority Type

All

Selected Time Frame Averages

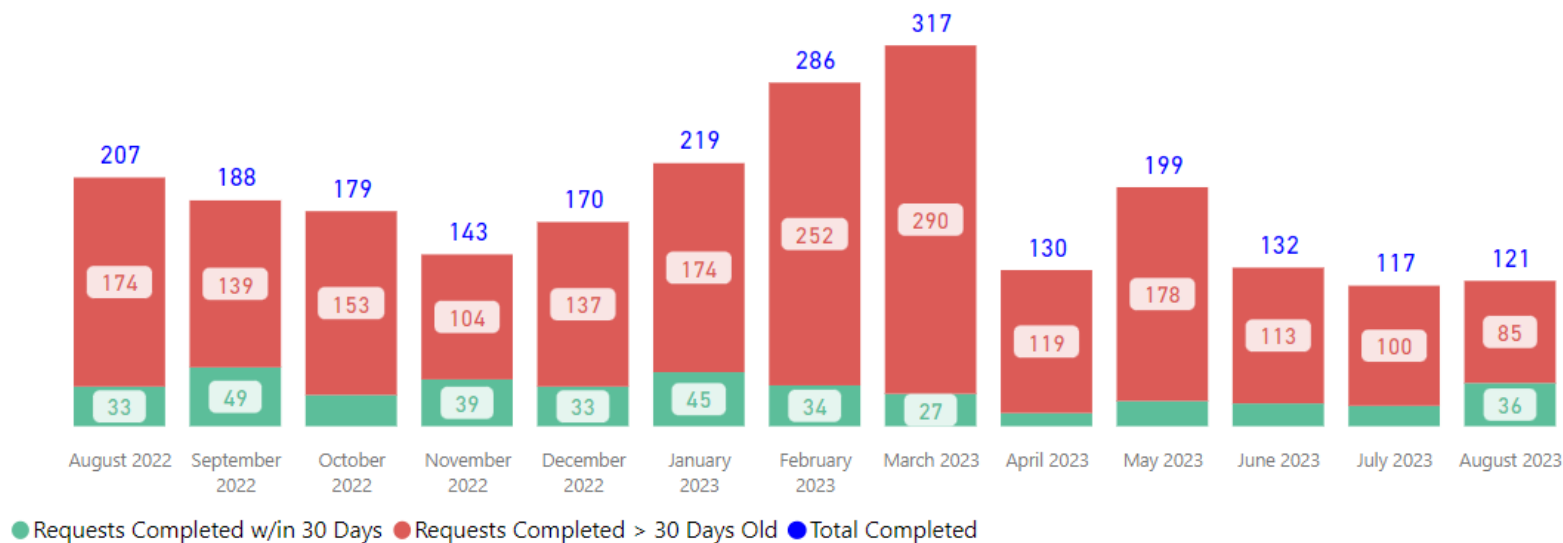
398.18

Total TAT (Rec'd-Compl.) Avg

5.75

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2408

Requests Completed

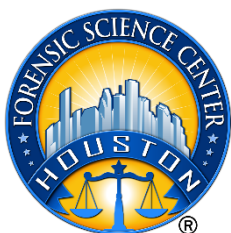
2018

Requests Completed > 30 Days Old

83.80 %

% Completed > 30 Days Old

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



Service

Latent Comparison

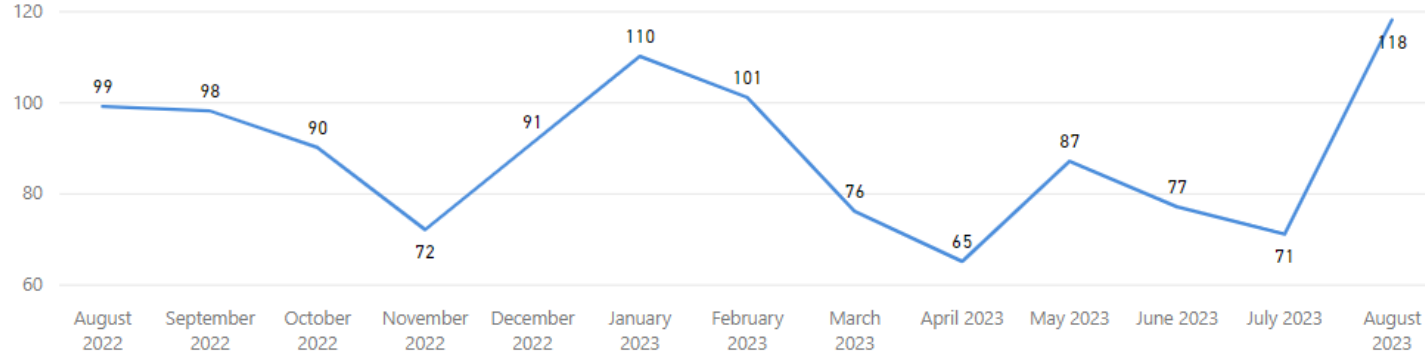
Priority Type

All

Received Filter

8/1/2022 8/31/2023

Received by Month



Total Received

1,155

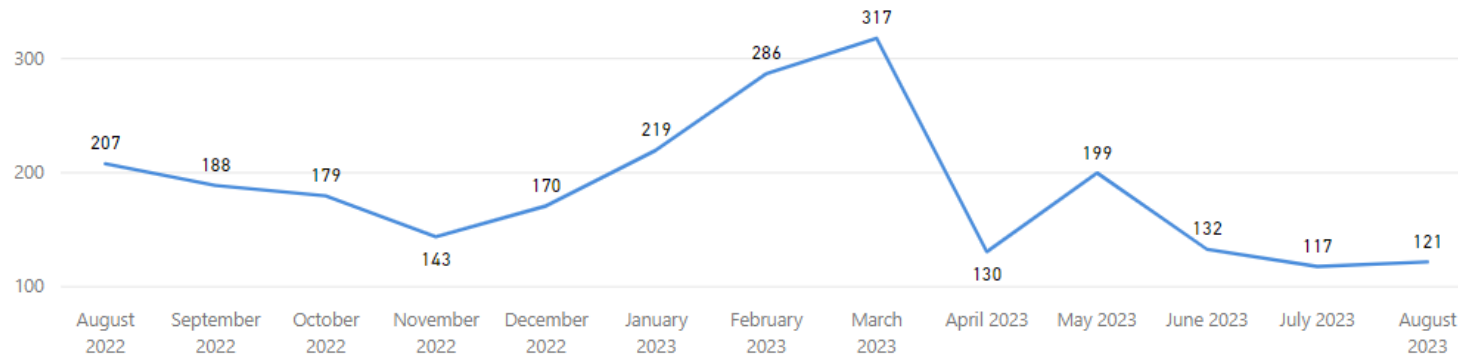
Received per Month (Avg)*

89

Completed Filter

8/1/2022 8/31/2023

Completed by Month



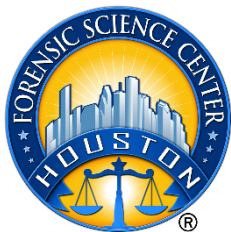
Total Completed

2,408

Completed per Month (Avg)*

185

* months with zero activity are not calculated into the average



Service

Latent Processing

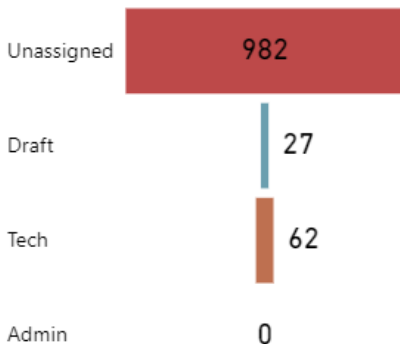
Priority Type

All

Backlogged Requests: 282

Avg Age of Backlog (days): 482

Longest Time in Phase (Pending)



of Unassigned

289!

Goal: 50 (-478%)

Pending Draft

22✓

Goal: 30 (+26.67%)

Pending Tech

3✓

Goal: 30 (+90%)

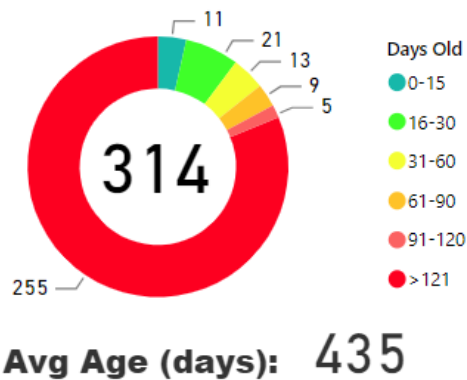
Pending Admin

0✓

Goal: 30 (+100%)

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

Pending Requests



Overall TAT (MTD)

559.6!

Goal: 30, 31

Overall TAT (Past 90 Days)

624.6!

Goal: 30, 31

Analysis TAT (MTD)

9.0✓

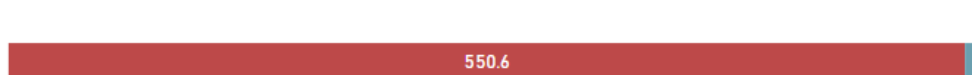
Goal: 30, 31

Analysis TAT (Past 90 Days)

8.4✓

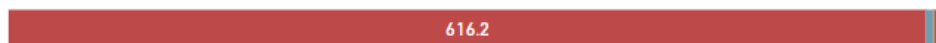
Goal: 30, 31

TAT by Phase of Work (MTD)

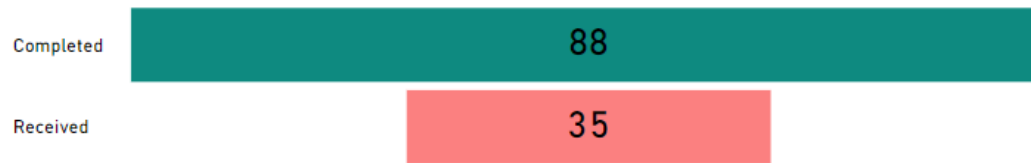


● Assign TAT ● Draft TAT ● Tech Review TAT ● Admin Review TAT

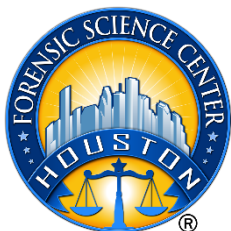
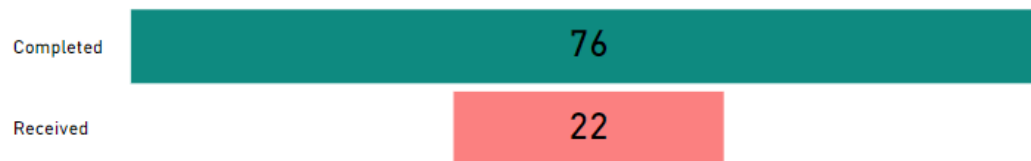
TAT by Phase of Work (Past 90 Days)



Month to Date



30 Day Avg (Over Past 90 Days)



Date Range

8/1/2022

8/31/2023

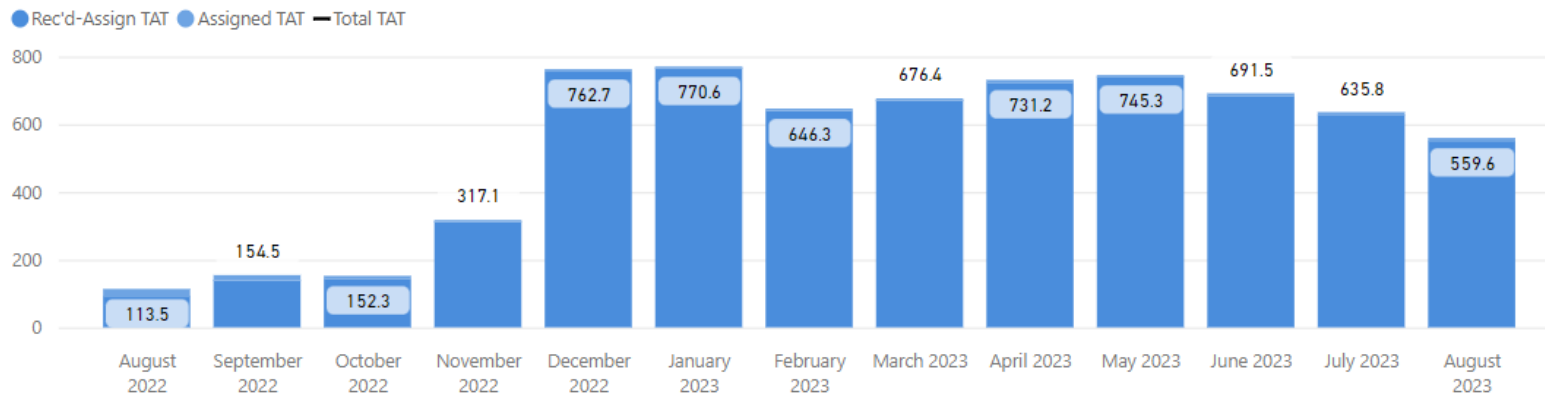
Request Type

Latent Processing

Priority Type

All

Total TAT by Month



Selected Time Frame Averages

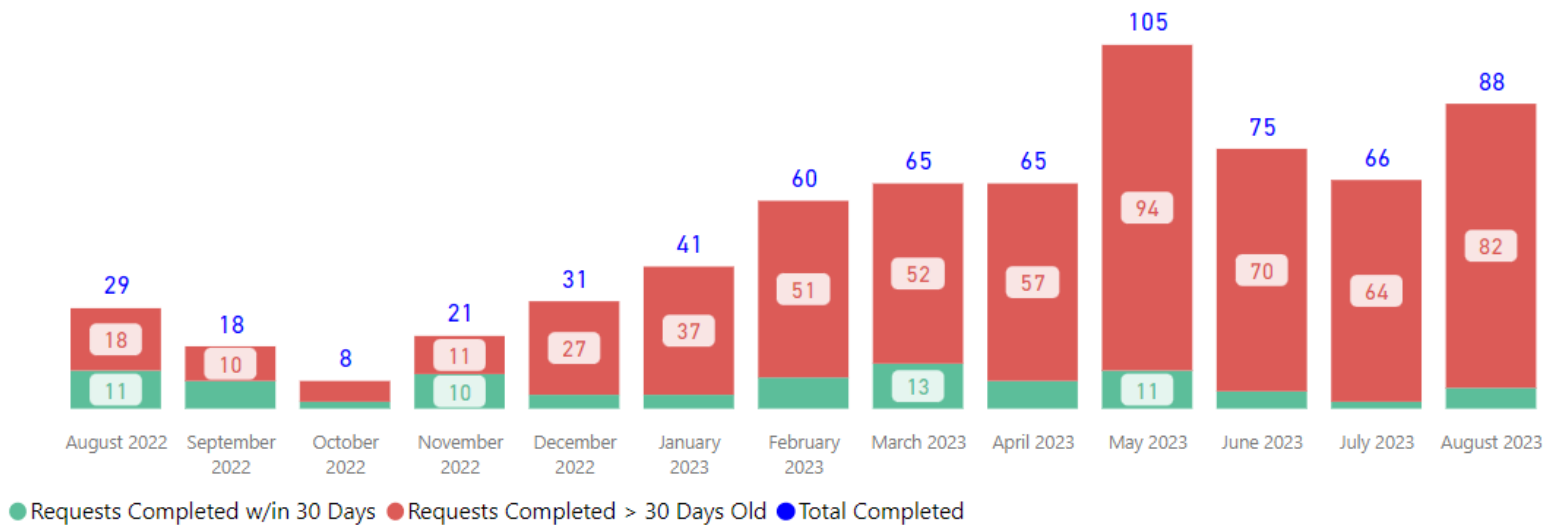
626.18

Total TAT (Rec'd-Compl.) Avg

8.11

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

672

Requests Completed

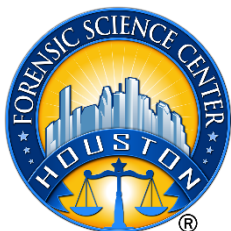
579

Requests Completed > 30 Days Old

86.16 %

% Completed > 30 Days Old

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



Service

Latent Processing

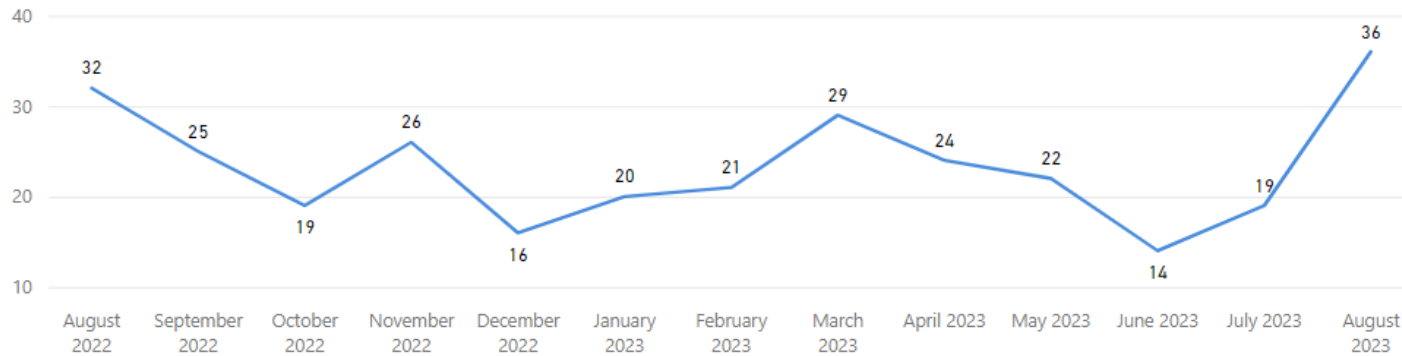
Priority Type

All

Received Filter

8/1/2022 8/31/2023

Received by Month



Total Received

303

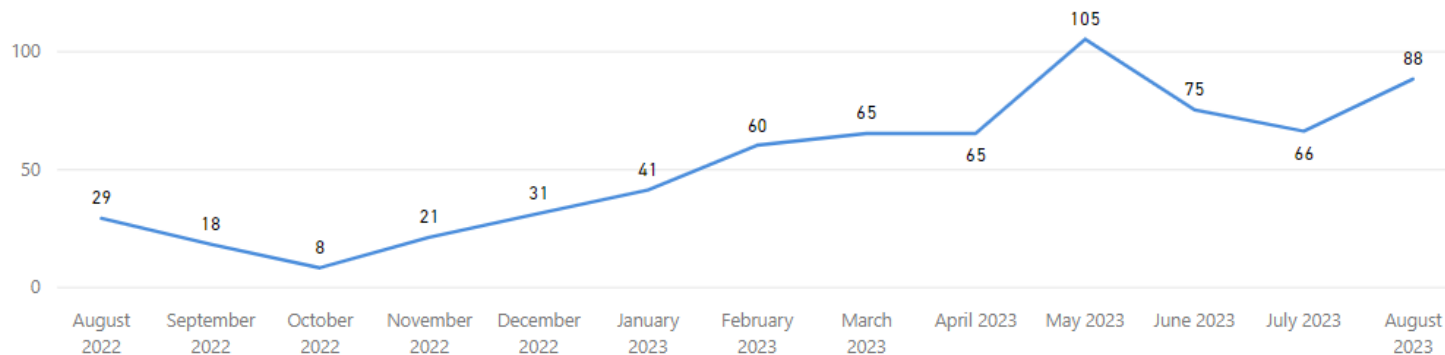
Received per Month (Avg)*

23

Completed Filter

8/1/2022 8/31/2023

Completed by Month



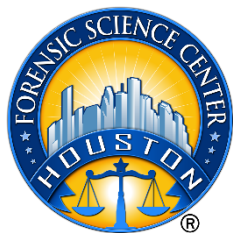
Total Completed

672

Completed per Month (Avg)*

52

*** months with zero activity are not calculated into the average**



Digital Multi-Media



Service

AV Examination



Priority Type

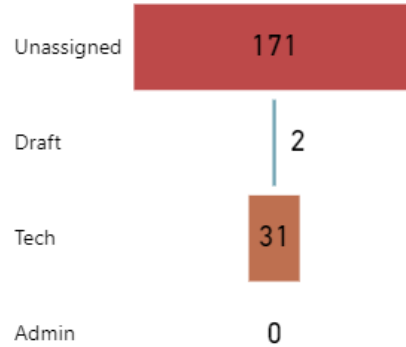
All



Backlogged Requests: 5

Avg Age of Backlog (days): 95

Longest Time in Phase (Pending)



of Unassigned

3✓

Goal: 15 (+80%)

Pending Draft

2✓

Goal: 5 (+60%)

Pending Tech

2✓

Goal: 5 (+60%)

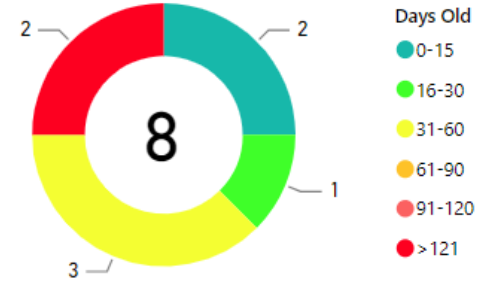
Pending Admin

1✓

Goal: 5 (+80%)

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

Pending Requests



Avg Age (days): 65

Overall TAT (MTD)

41.2✓

Goal: 45, 46

Overall TAT (Past 90 Days)

38.4✓

Goal: 45, 46

Analysis TAT (MTD)

20.7✓

Goal: 45, 46

Analysis TAT (Past 90 Days)

17.7✓

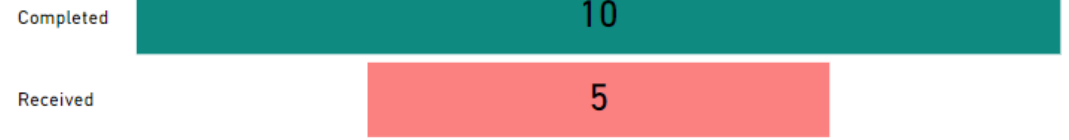
Goal: 45, 46

TAT by Phase of Work (MTD)



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

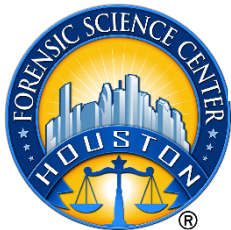
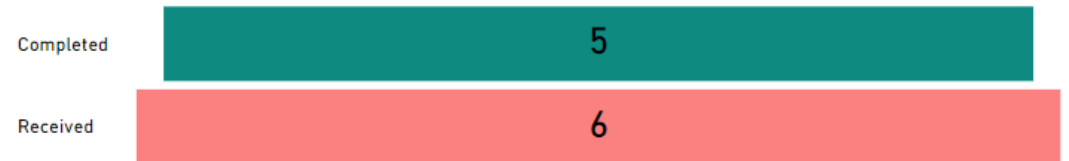
Month to Date



TAT by Phase of Work (Past 90 Days)



30 Day Avg (Over Past 90 Days)

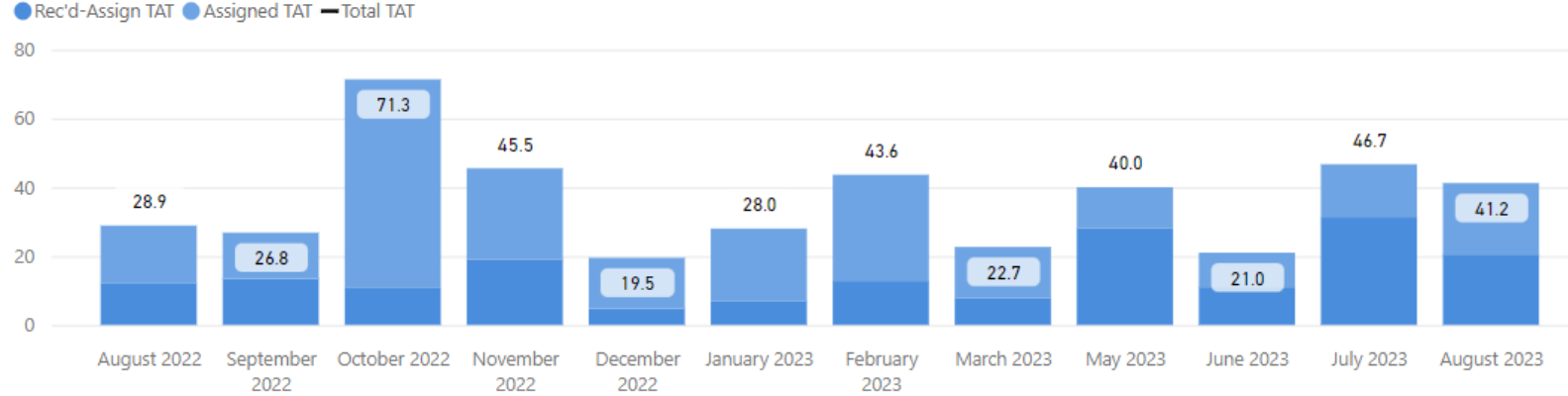


Date Range

8/1/2022

8/31/2023

Total TAT by Month



Request Type

AV Examination

Priority Type

All

Selected Time Frame Averages

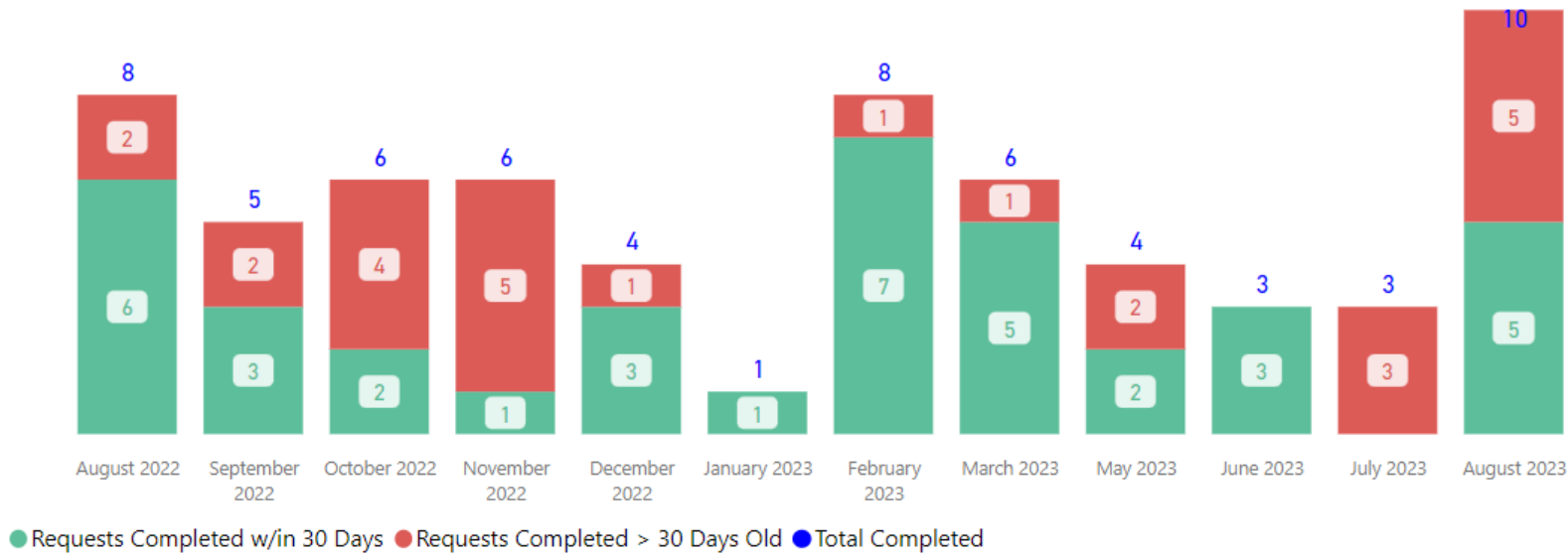
38.00

Total TAT (Rec'd-Compl.) Avg

23.00

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

64

Requests Completed

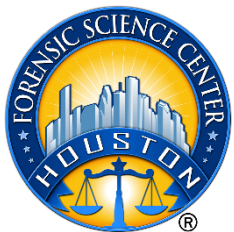
26

Requests Completed > 30 Days Old

40.63 %

% Completed > 30 Days Old

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



Service

AV Examination

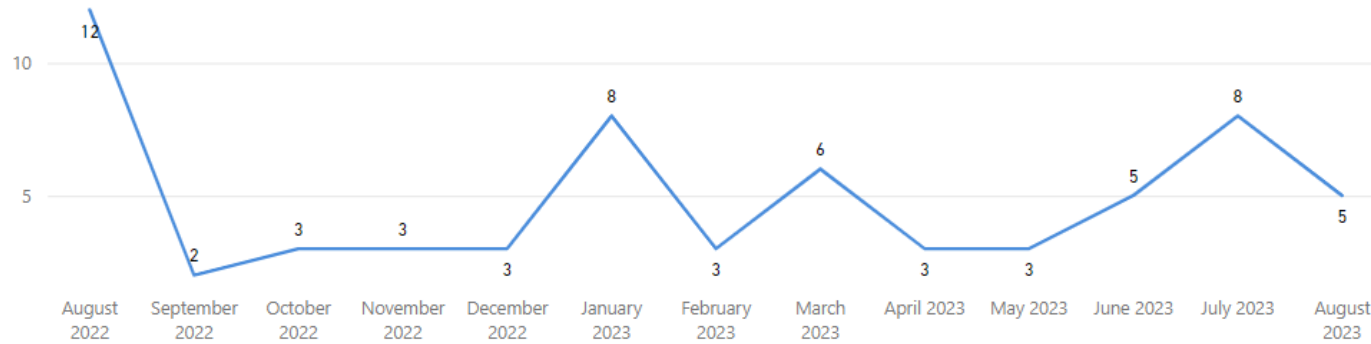
Priority Type

All

Received Filter

8/1/2022 8/31/2023

Received by Month



Total Received

64

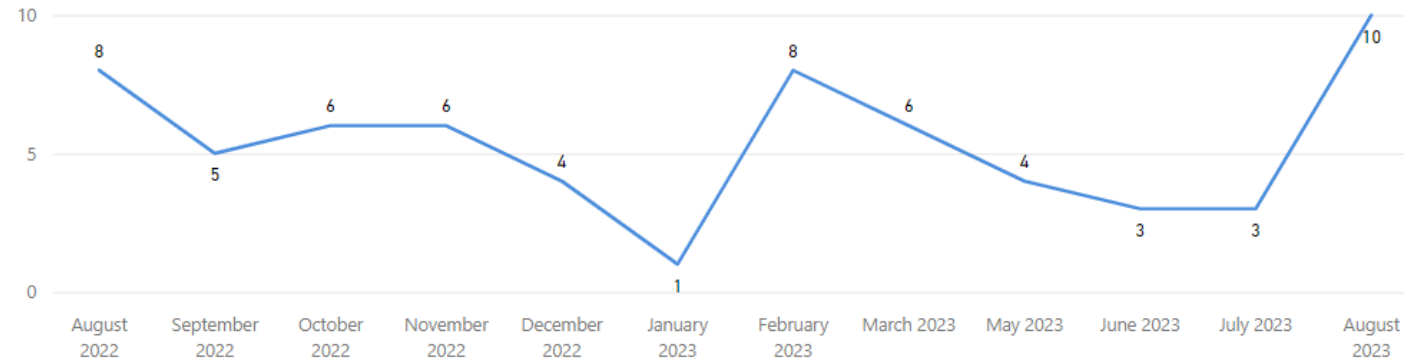
Received per Month (Avg)*

5

Completed Filter

8/1/2022 8/31/2023

Completed by Month



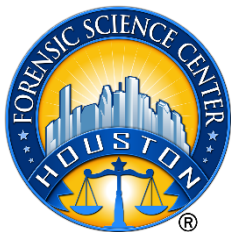
Total Completed

64

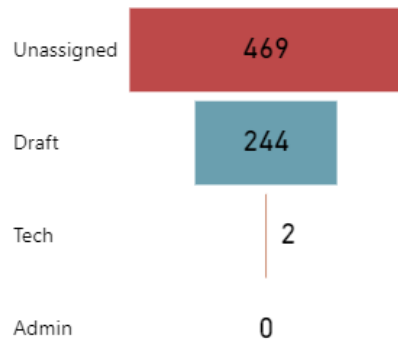
Completed per Month (Avg)*

5

* months with zero activity are not calculated into the average

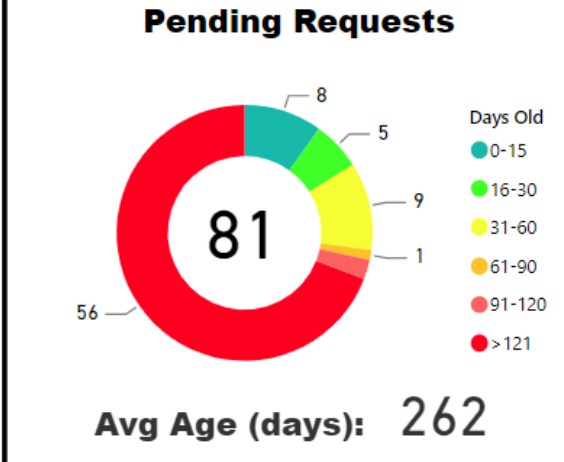


Longest Time in Phase (Pending)



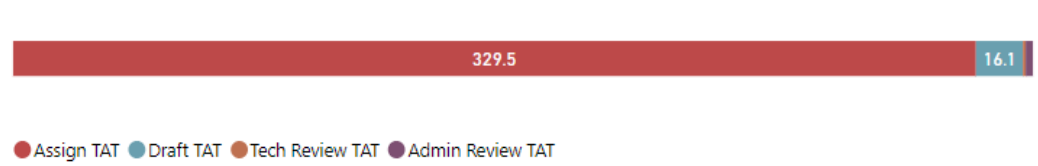
# of Unassigned 63! Goal: 50 (-26%)	# Pending Draft 16! Goal: 5 (-220%)
# Pending Tech 1✓ Goal: 5 (+80%)	# Pending Admin 1✓ Goal: 5 (+80%)

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

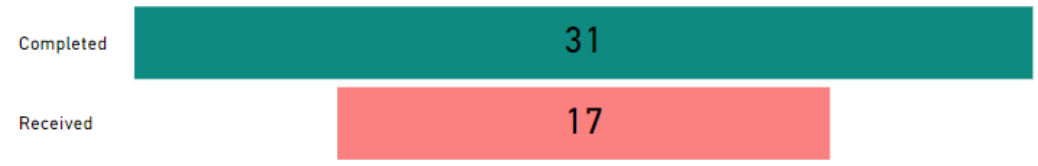


Overall TAT (MTD) 348.9! Goal: 45, 46	Analysis TAT (MTD) 19.5✓ Goal: 45, 46
Overall TAT (Past 90 Days) 336.4! Goal: 45, 46	Analysis TAT (Past 90 Days) 15.7✓ Goal: 45, 46

TAT by Phase of Work (MTD)



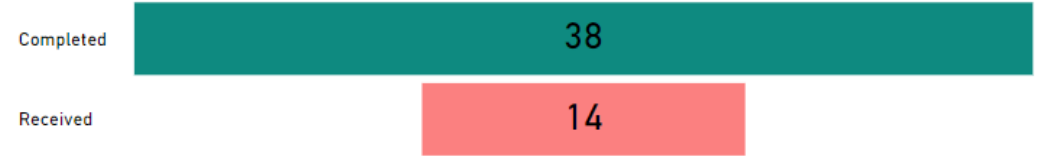
Month to Date



TAT by Phase of Work (Past 90 Days)



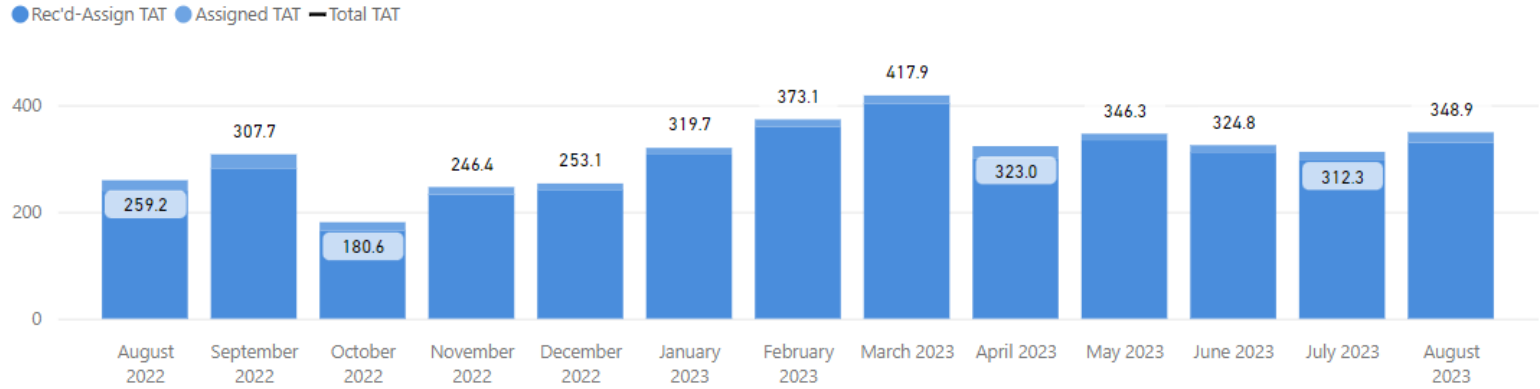
30 Day Avg (Over Past 90 Days)



Date Range

8/1/2022 8/31/2023

Total TAT by Month



Request Type

Multiple selections

Priority Type

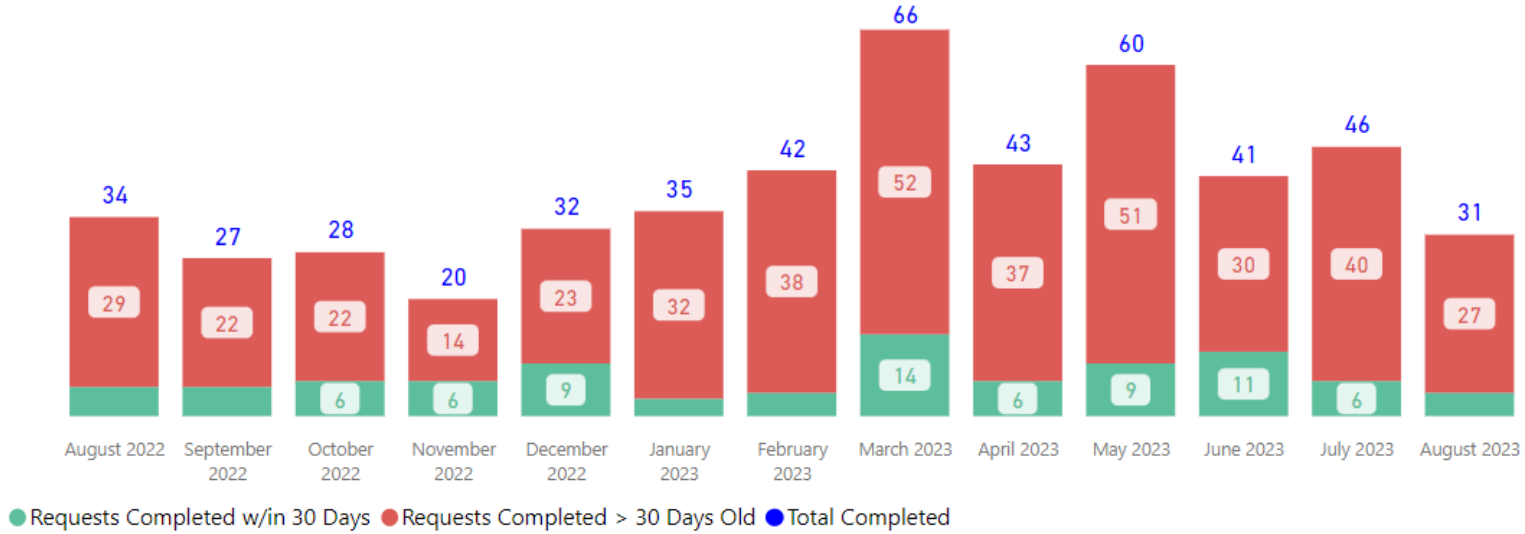
All

Selected Time Frame Averages

322.41
Total TAT (Rec'd-Compl.) Avg

16.29
Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



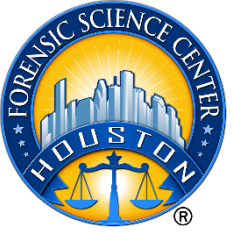
Received to Complete

505
Requests Completed

417
Requests Completed > 30 Days Old

82.57 %
% Completed > 30 Days Old

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

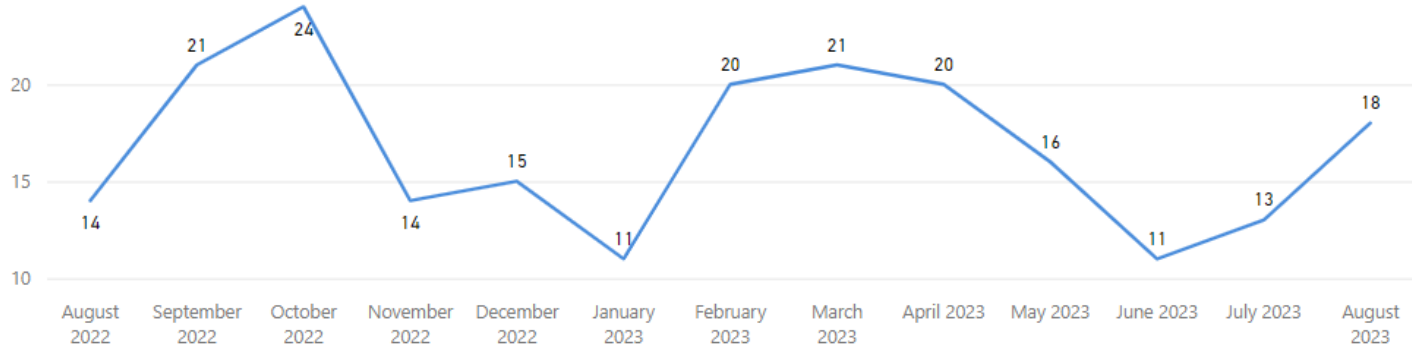


DFL and DME

Service: Multiple selections
Priority Type: All

Received Filter
8/1/2022 8/31/2023

Received by Month



Total Received

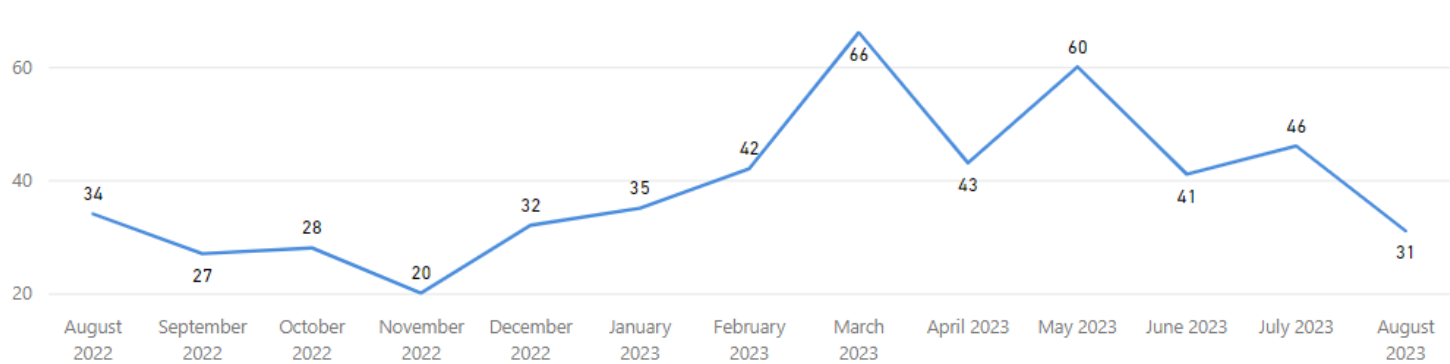
218

Received per Month (Avg)*

17

Completed Filter
8/1/2022 8/31/2023

Completed by Month



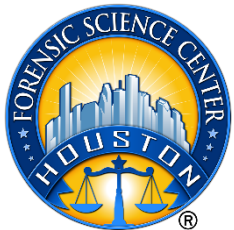
Total Completed

505

Completed per Month (Avg)*

39

* months with zero activity are not calculated into the average



Service

CSU Response

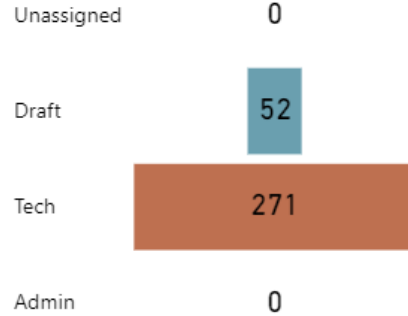
Priority Type

All

Backlogged Requests: 8

Avg Age of Backlog (days): 82

Longest Time in Phase (Pending)



of Unassigned

0✓

Goal: 0

Pending Draft

33!

Goal: 30 (-10%)

Pending Tech

52!

Goal: 30 (-73.33%)

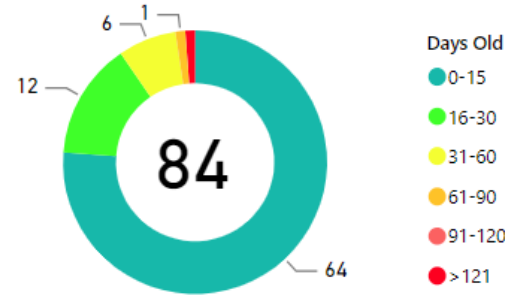
Pending Admin

0✓

Goal: 0

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

Pending Requests



Avg Age (days): 15

Overall TAT (MTD)

14.6✓

Goal: 30, 31

Overall TAT (Past 90 Days)

24.0✓

Goal: 30, 31

Analysis TAT (MTD)

14.6✓

Goal: 30, 31

Analysis TAT (Past 90 Days)

22.4✓

Goal: 30, 31

TAT by Phase of Work (MTD)



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

TAT by Phase of Work (Past 90 Days)



Month to Date

Completed

95

Received

117

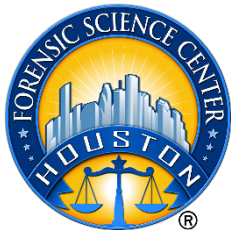
30 Day Avg (Over Past 90 Days)

Completed

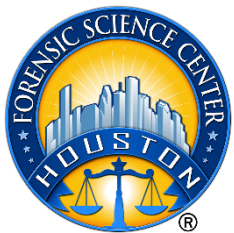
127

Received

134



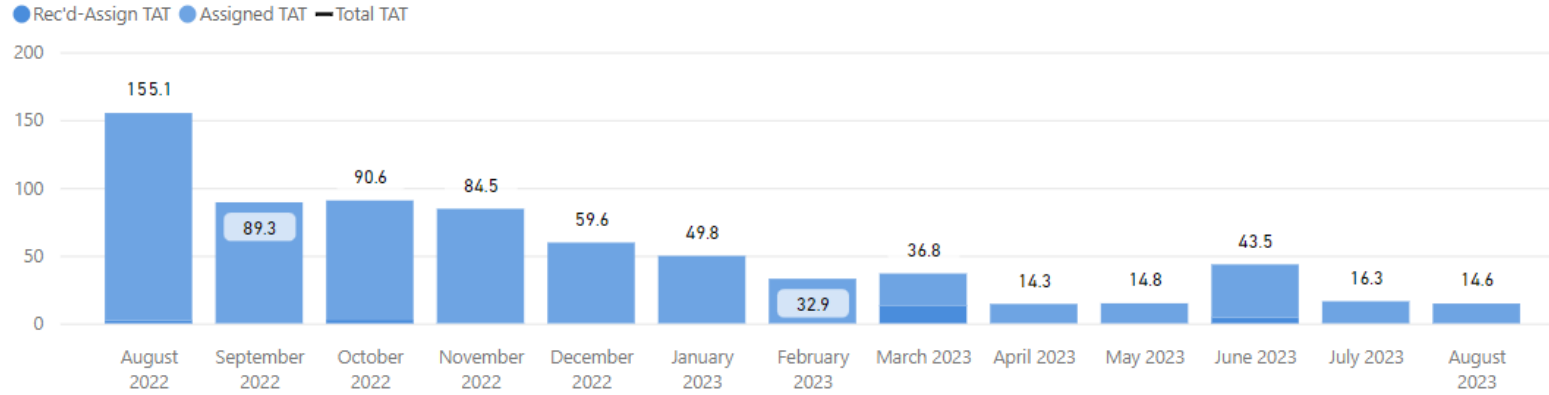
Crime Scene Unit



Date Range

8/1/2022 8/31/2023

Total TAT by Month



Request Type

CSU Response

Priority Type

All

Selected Time Frame Averages

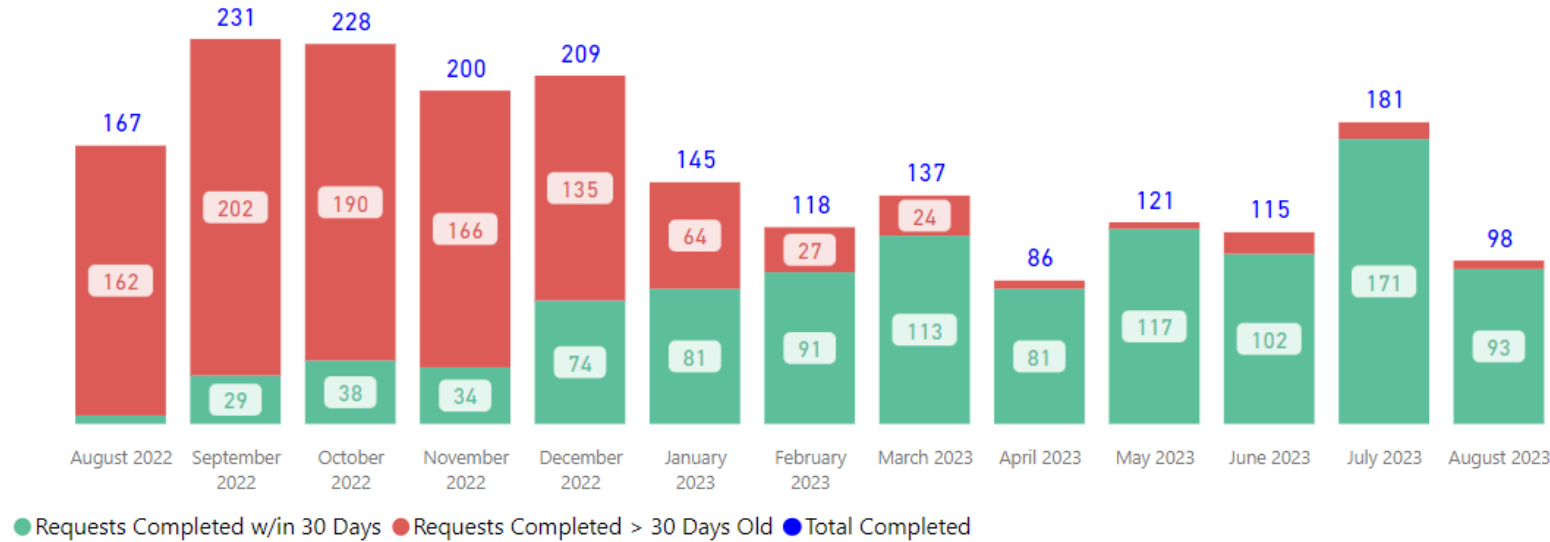
61.43

Total TAT (Rec'd-Compl.) Avg

59.73

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

2036

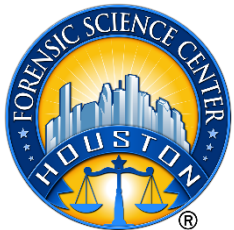
Requests Completed

1007

Requests Completed > 30 Days Old

49.46 %

% Completed > 30 Days Old



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

Service

Priority Type

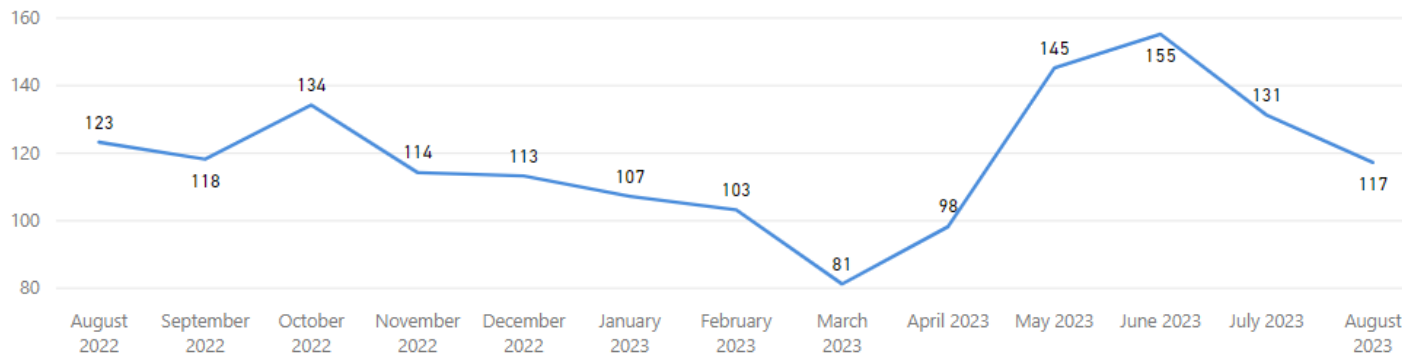
CSU Response

All

Received Filter

8/1/2022 8/31/2023

Received by Month



Total Received

1,539

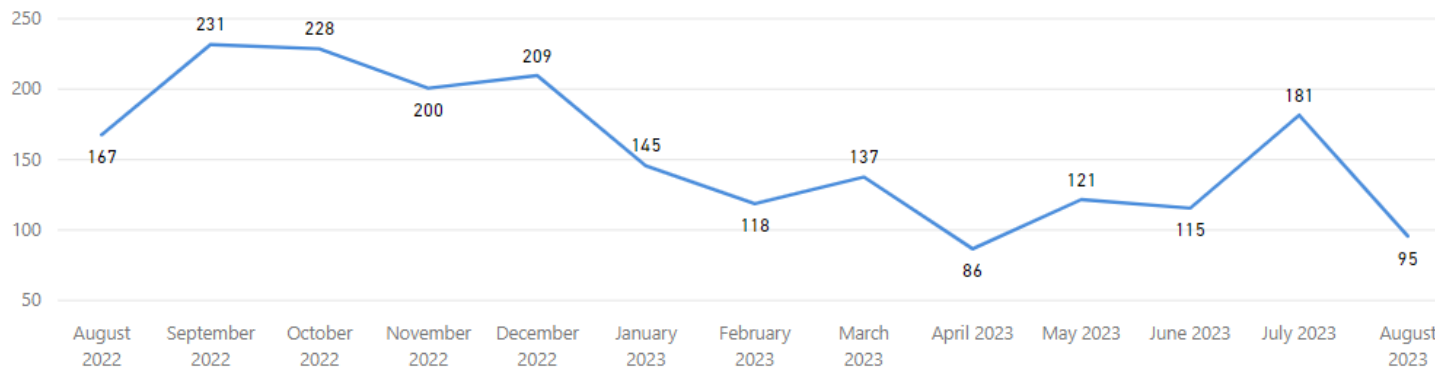
Received per Month (Avg)*

118

Completed Filter

8/1/2022 8/31/2023

Completed by Month



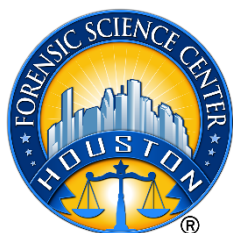
Total Completed

2,033

Completed per Month (Avg)*

156

* months with zero activity are not calculated into the average



Service

CSU VEB

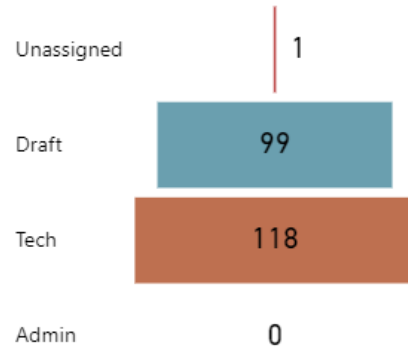
Priority Type

All

Backlogged Requests: 5

Avg Age of Backlog (days): 67

Longest Time in Phase (Pending)



of Unassigned

1!

Goal: 0

Pending Draft

11✓

Goal: 30 (+63.33%)

Pending Tech

14✓

Goal: 30 (+53.33%)

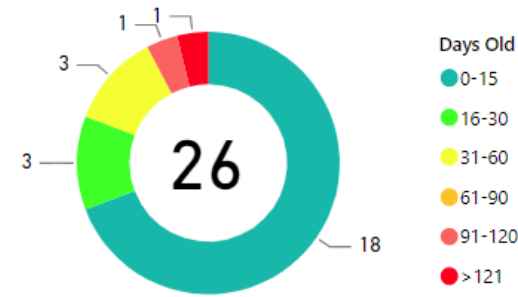
Pending Admin

0✓

Goal: 30 (+100%)

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

Pending Requests



Avg Age (days): 20

Overall TAT (MTD)

21.4✓

Goal: 30, 31

Overall TAT (Past 90 Days)

24.8✓

Goal: 30, 31

Analysis TAT (MTD)

21.1✓

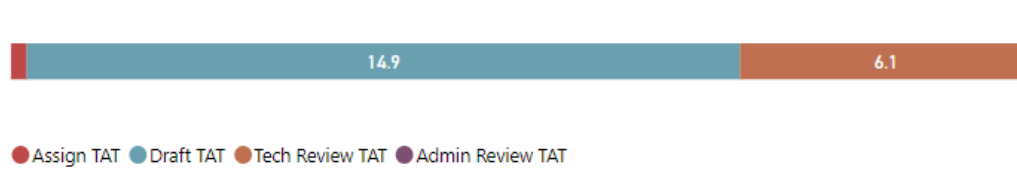
Goal: 30, 31

Analysis TAT (Past 90 Days)

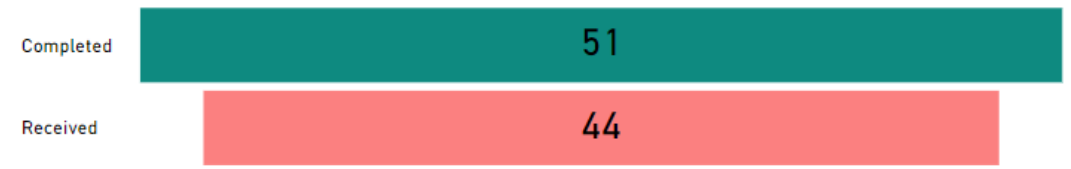
24.5✓

Goal: 30, 31

TAT by Phase of Work (MTD)



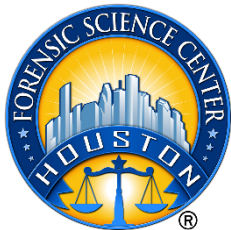
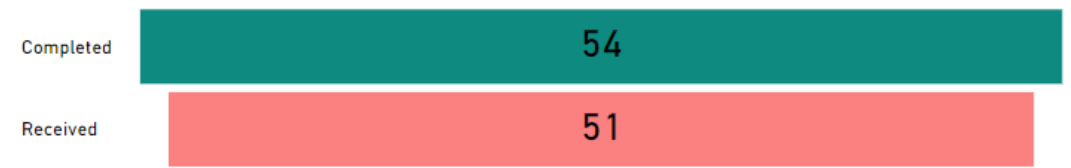
Month to Date



TAT by Phase of Work (Past 90 Days)



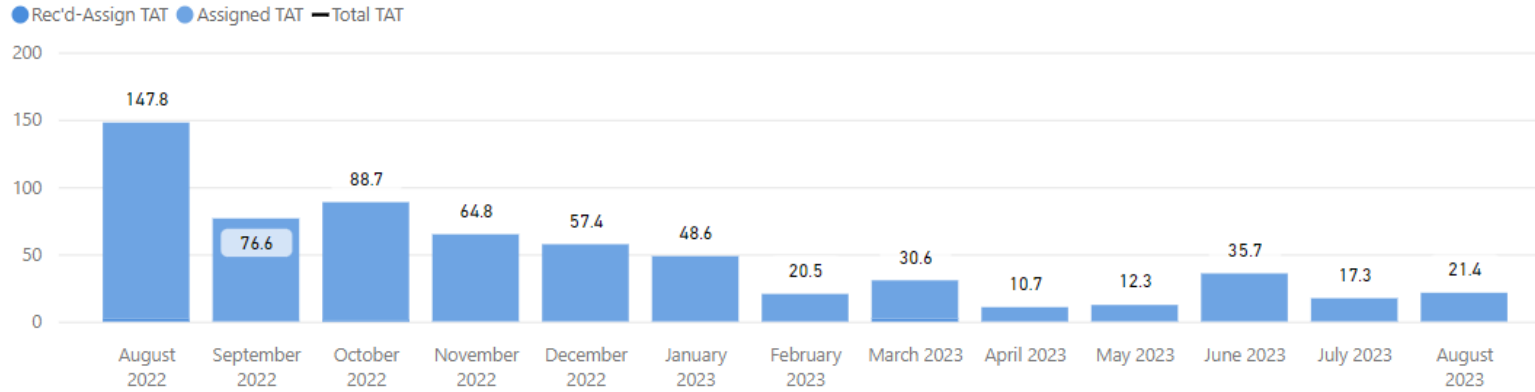
30 Day Avg (Over Past 90 Days)



Date Range

8/1/2022 8/31/2023

Total TAT by Month



Request Type

CSU VEB

Priority Type

All

Selected Time Frame Averages

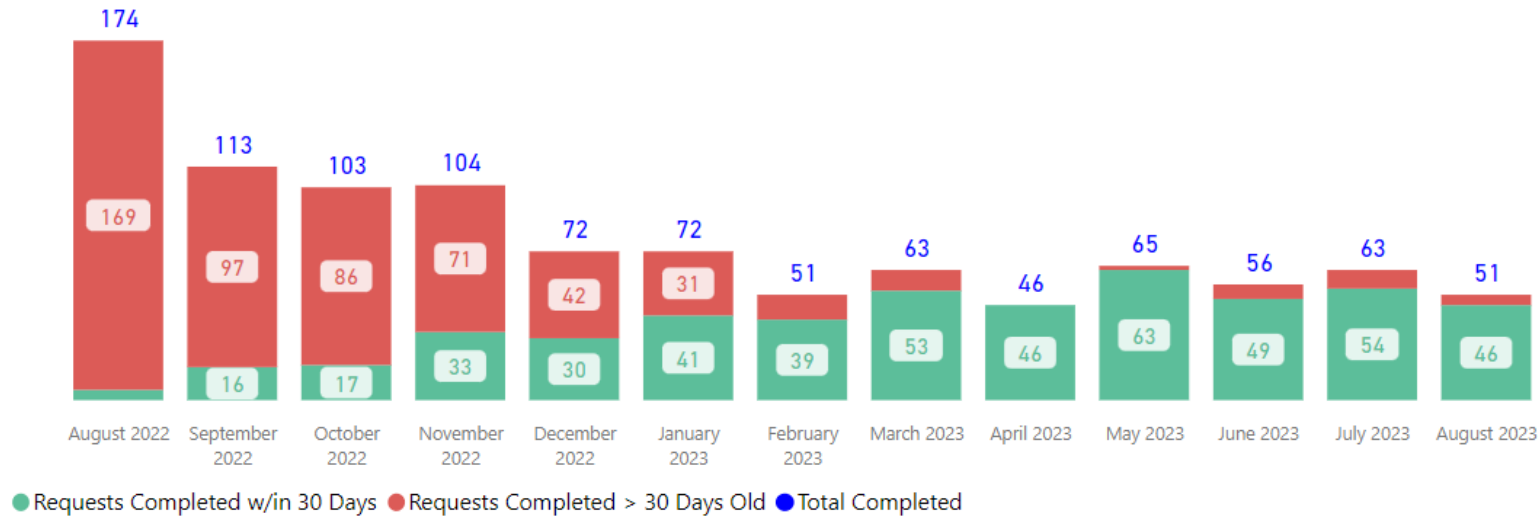
64.21

Total TAT (Rec'd-Compl.) Avg

63.46

Assigned TAT (Asgmt.-Compl.) Avg

Requests Completed



Received to Complete

1033

Requests Completed

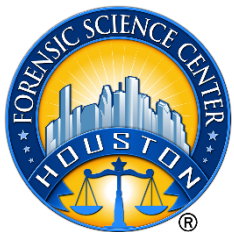
541

Requests Completed > 30 Days Old

52.37 %

% Completed > 30 Days Old

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



Service

CSU VEB

Priority Type

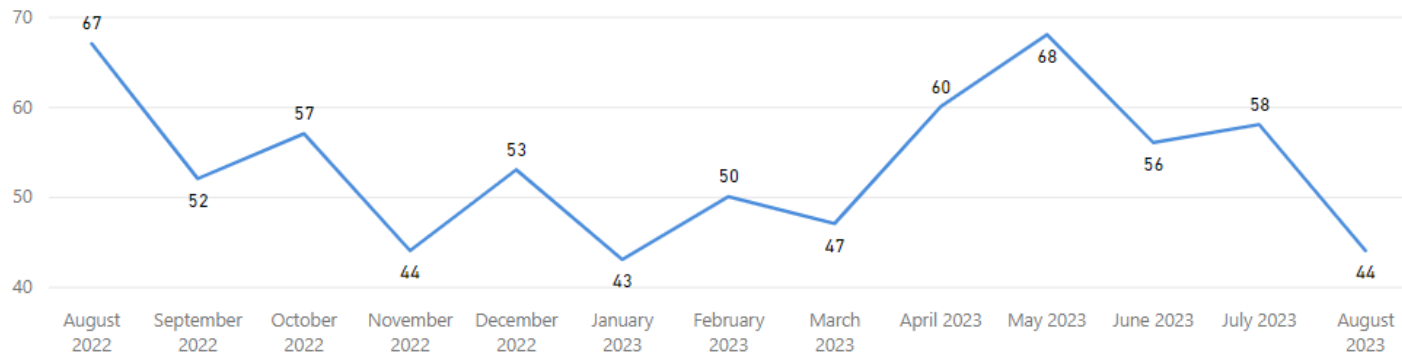
All

Received Filter

8/1/2022

8/31/2023

Received by Month



Total Received

699

Received per Month (Avg)*

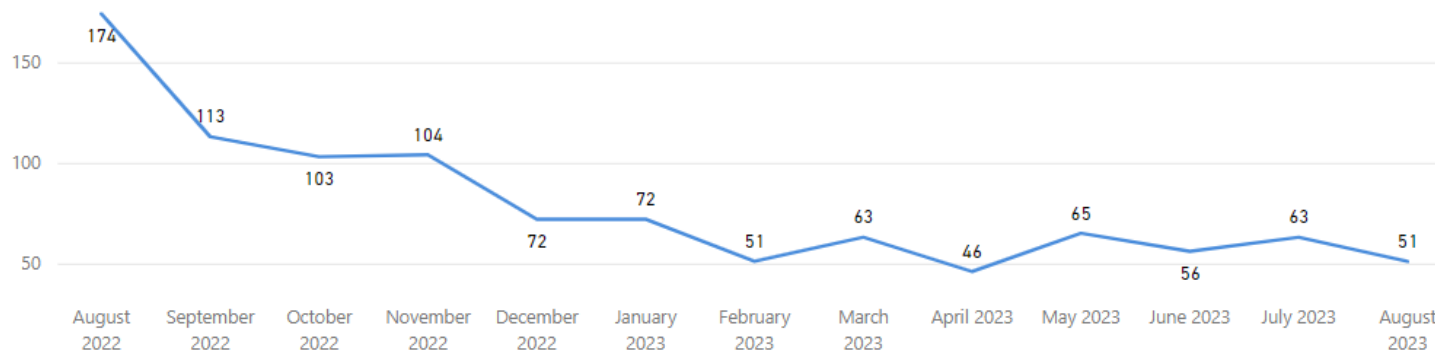
54

Completed Filter

8/1/2022

8/31/2023

Completed by Month



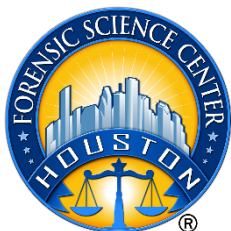
Total Completed

1,033

Completed per Month (Avg)*

79

* months with zero activity are not calculated into the average



HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

September 15, 2023 at 9:00 a.m.

Agenda Action Item No.:	8. Consider approval of Dr. Stout’s proposed list of annual corporate priorities and goals, and possible related action.
Subject:	Consider approval and adoption of the president and CEO’s corporate priorities and goals, for the 2023-2024 review period.
Background:	On December 10, 2021, the Board offered, and Dr. Peter Stout accepted, a 5-year agreement of employment as president and CEO of HFSC, effective January 13, 2022. Pursuant to Dr. Stout’s agreement, at least once during the calendar year, Stout in consultation with the Board Chair, shall develop and submit for the Board’s consideration and approval a proposed list of annual priorities for the Corporation. In previous years, under the prior employment agreement, such presentation occurred by June 1 st of each year. The parties agreed to amend this provision in the current agreement, to coincide with the corporation’s staff performance review schedule, which also includes establishing annual company goals.
Executive Summary:	Pursuant to the employment agreement, Dr. Stout shall present his proposed list of company priorities to the Board for approval annually. Such priorities must be consistent with the purposes for which the Corporation was created, as described in the Corporation’s Certificate of Formation and Bylaws. If approved by the Board, fulfillment or progress towards these priorities shall be among the criteria by which the Board reasonably evaluates Dr. Stout’s annual performance, the following year. This presentation is now conducted separate and apart from Dr. Stout’s annual performance evaluation, as contemplated by the current agreement of employment.
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	No recommendation.
By:	Dr. Peter Stout, President and CEO Legal review by General Counsel

HOUSTON FORENSIC SCIENCE CENTER, INC.

Regular Meeting of the Board of Directors

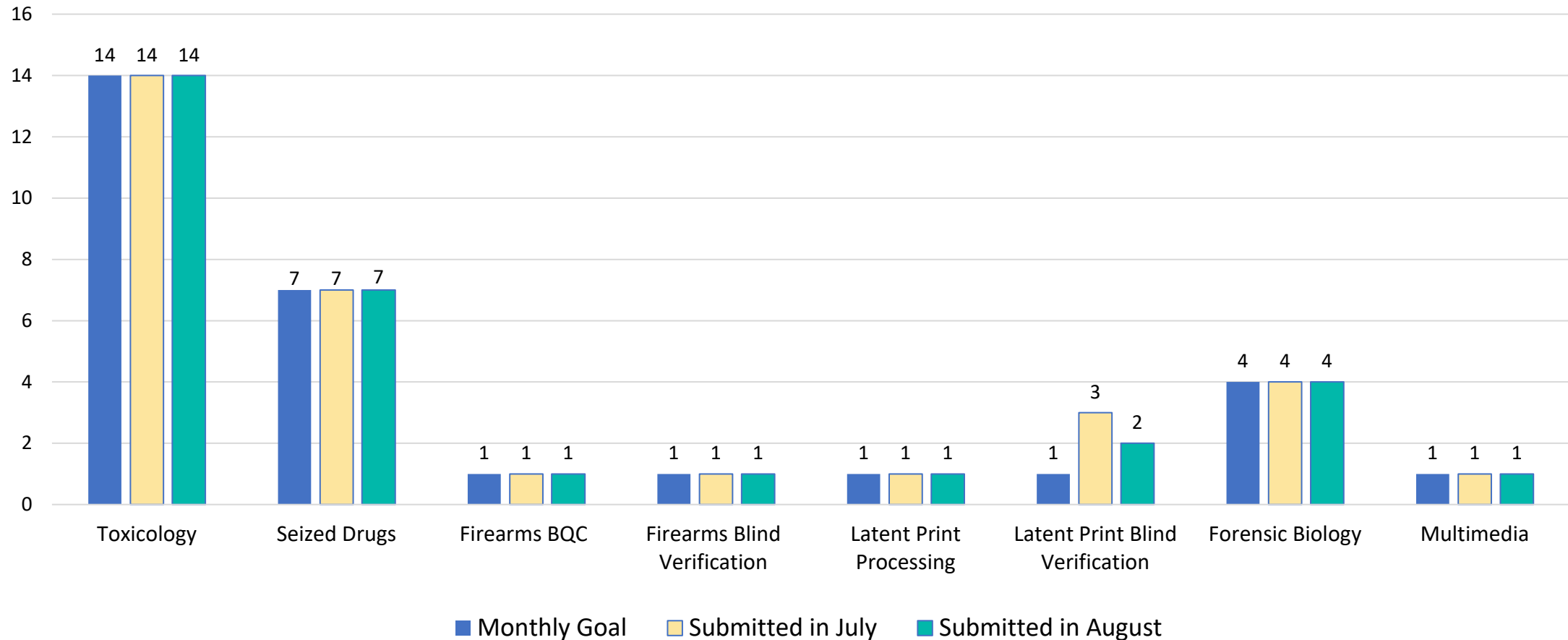
September 15, 2023 at 9:00 a.m.

Agenda Action Item No.:	10. Consider approval of a contract for DNA outsourcing services between the Corporation and Signature Science, LLC, total budget not to exceed \$600,000.00
Subject:	Approval of a contract for DNA outsourcing services with Signature Science, LLC, to assist HFSC's Forensic Biology in working through its caseload.
Background:	HFSC received an additional \$600,000.00 in its proposed budget allocation from the City of Houston, after the City of Houston, City Council approved an amendment offered by Councilwoman Abbie Kamin, District C. The approved increase in budget was specifically designated for use in HFSC's DNA outsourcing project, to cover the gap in grant awards. Without this increase, HFSC would not be able to complete the project at this time.
Executive Summary:	<p>In October 2022, HFSC issued a Request for Proposals (RFP) for DNA outsourcing services. Signature Science was selected as the successful respondent, after consideration of the stated selection criteria. HFSC anticipates the vendor's services will help HFSC process approximately 400 cases by the end of calendar year 2023.</p> <p>The proposed agreement has been finalized and reviewed by staff, however, due to the total contract value, the Board must approve the contract and authorize Dr. Stout to execute the final agreement on behalf of the corporation.</p>
Fiscal Impact:	No anticipated additional fiscal impact.
Staff Recommendation:	Staff recommends approval
By:	Dr. Peter Stout, President and CEO Legal review and approved as to form by General Counsel

Quality Division Report

September 15, 2023

Blind Quality Controls Submitted in July and August



BQC & Quality Updates



- A Ballistics Box was purchased to aid in the creation of samples for the firearms blinds; tentative arrival in September.
- Two members of the Quality Division will be presenting a workshop on the Blind QC program at the AFQAM conference in Dallas in October.
- Upcoming visitors in September/October:
 - Anna Heavey – Quality Manager PathWest Laboratory, Australia
 - Drs. Max Guyll and Stephanie Madon - Arizona State University
 - Raymond Valerio – Director of Forensic Sciences at the Queens County District Attorney’s Office. Providing Ethics Training to HFSC

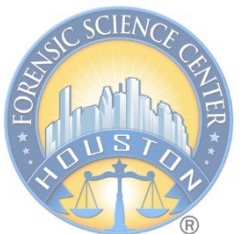
2023 ANAB Surveillance Document Review

No nonconformances noted during surveillance document review.

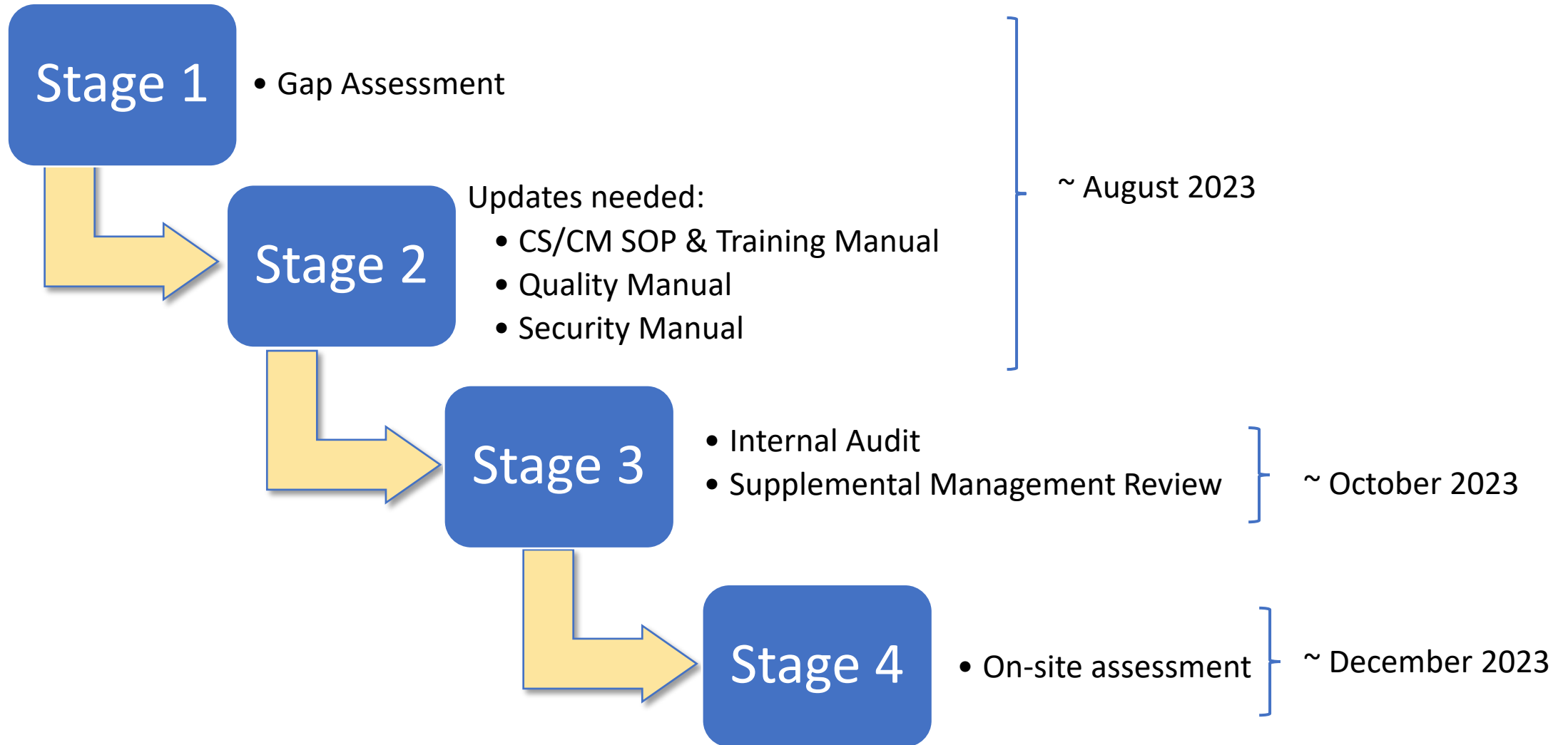
Document review conducted from: July 17th – July 31st

Purpose of document review:

- Focused on subset of accreditation requirements
 - Requirements specific to the quality management system
- Review was completed remotely by one lead assessor



ANAB Property & Evidence accreditation





TFSC Disclosures

Quarterly Meeting: July 21, 2023

Voted: No Further Action Needed

Seized Drugs



- Cases were analyzed using the incorrect sample vials causing their results to be improperly reported
- Analyzed through the “decision point” assay, an instrumental method used to differentiate hemp from marijuana
- Retroactive audit identified 18 cases
- Cases re-analyzed: All results agreed with the previously reported

Firearms



- 2023 Firearms internal audit an item of evidence could not be located.
- This item of evidence contained test fires created from an officer’s firearm as part of an officer involved shooting case.
- HFSC’s legal counsel researched the status of case and determined that it was a “No Bill” and therefore was no longer active.

Crime Scene



- The original handwritten case notes for three Crime Scene cases could not be located.
- Case packet for one case found after Quality Report was closed out.
 - Technical report was technically and administratively reviewed and released
 - Quality Report amended



Pending TFSC Disclosures

Forensic Biology



- The section identified an inherent subtlety in the probabilistic genotyping software that could cause a reporting issue:
- Audit of all cases since software was implemented (December 2019)
- 8,359 calculations from 1,153 cases
 - Five cases identified that need a supplemental report to be issued with additional information.

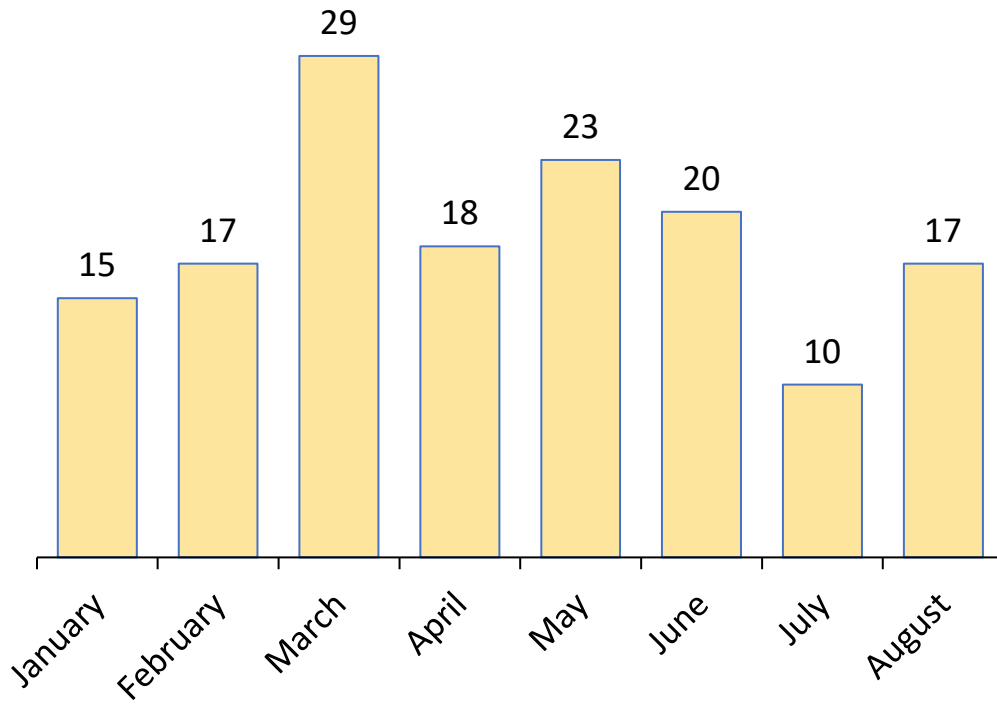
Latent Prints



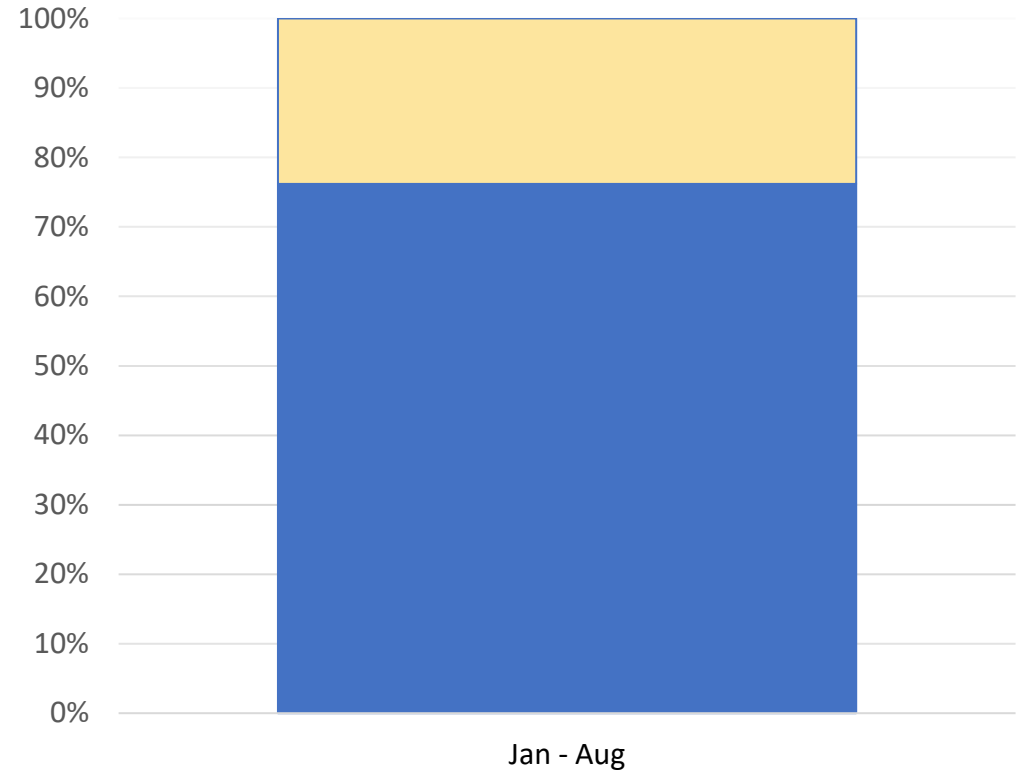
- HFSC was notified about a glitch in the FBI AFIS system specific to palm prints when an area/location filter was selected when these were entered into the system. This filter prevented the system from allowing the print to be continuously searched against new record prints:
 - 92 affected cases that range from 2014 to present.
 - The latent print section re-searched the affected prints and conducted comparisons for 20 cases that had new hits.
 - Prints that did not hit in AFIS after the re-search were registered without the palm print selection.

2023 Testimony Monitoring

Testimonies by Month

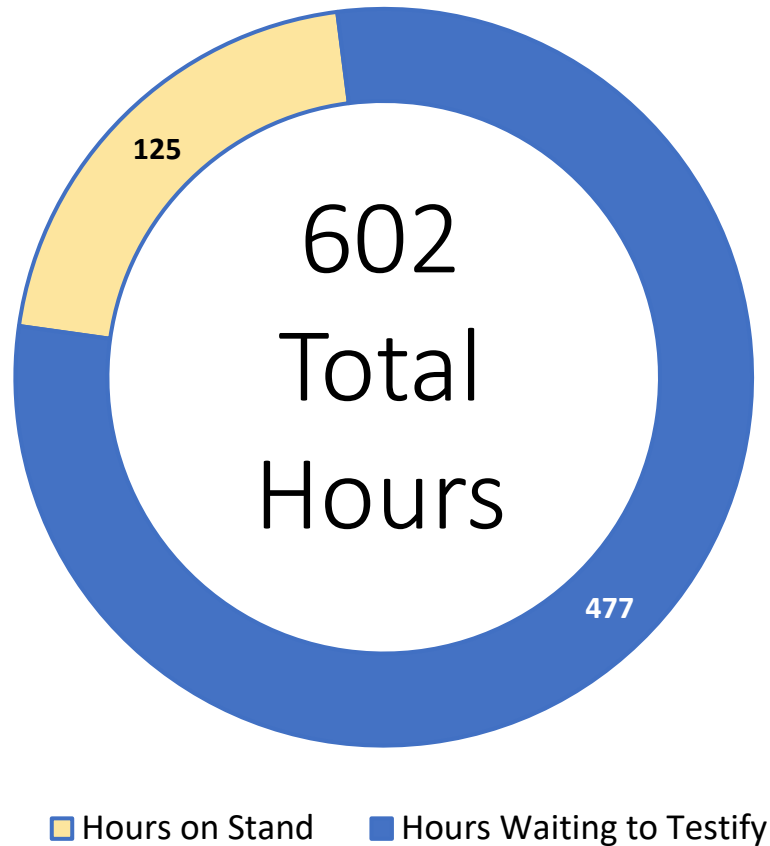


Testimony Monitored vs. Unmonitored

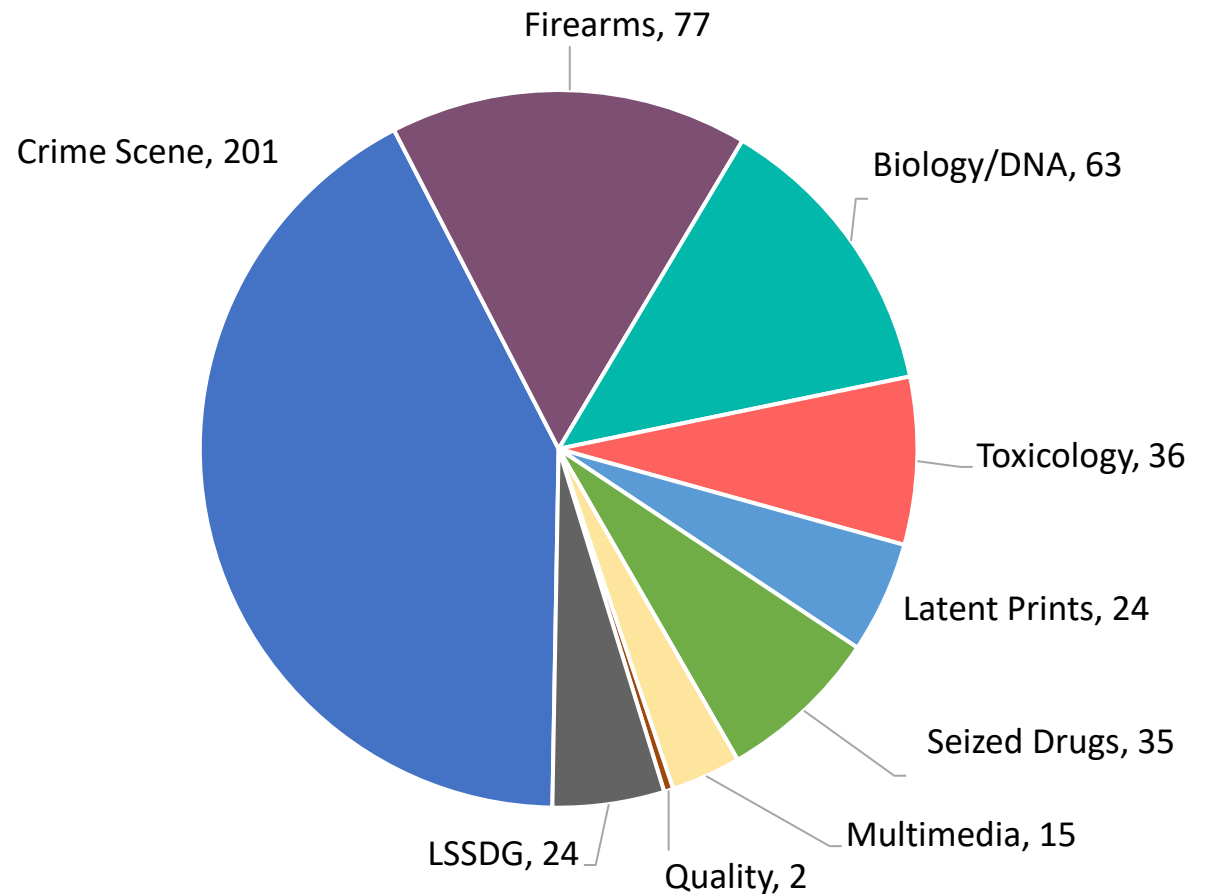


2023 Testimony Data

Time Spent in Court

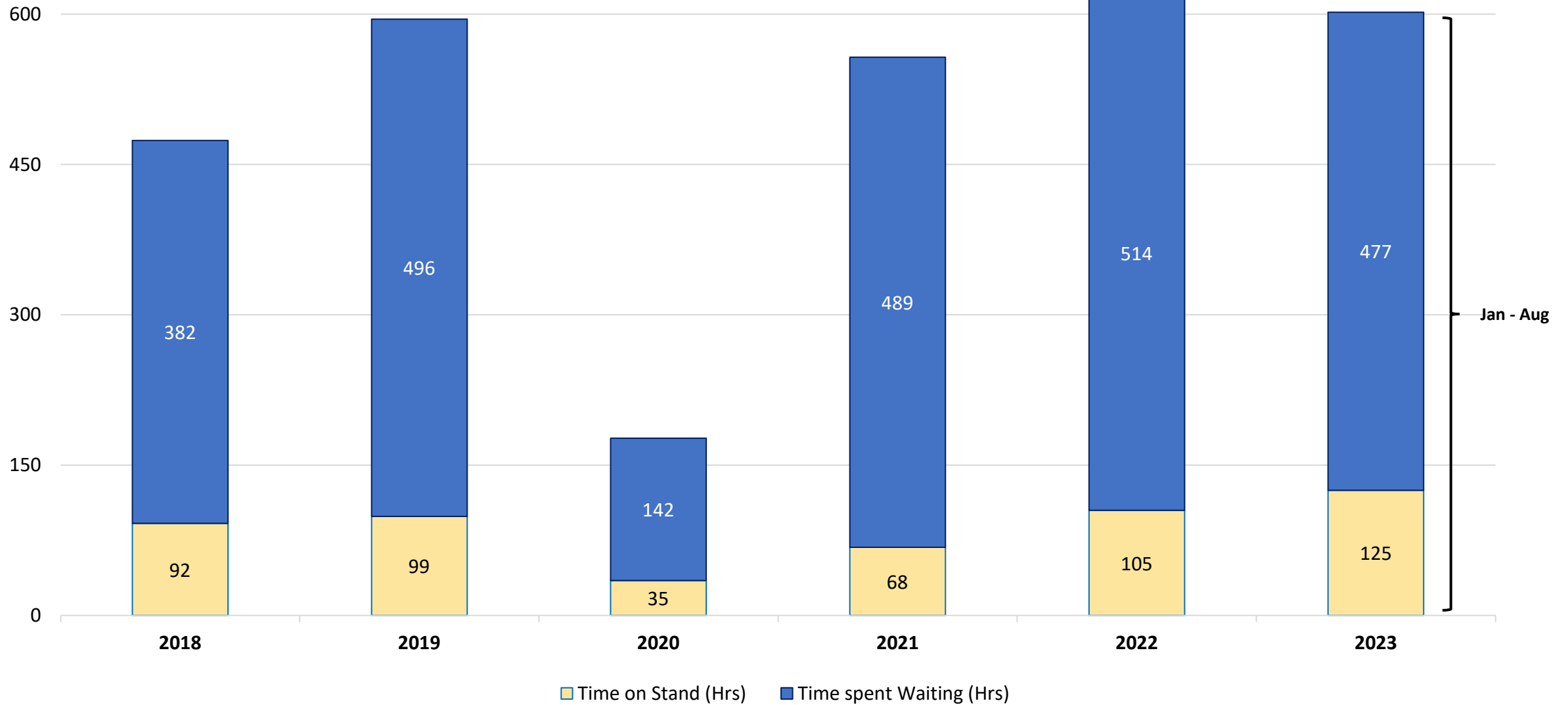


Waiting Hours by Section





Testimony data throughout the years

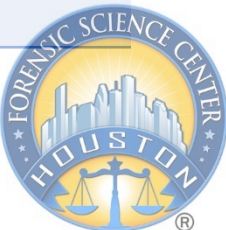


Detailed Data

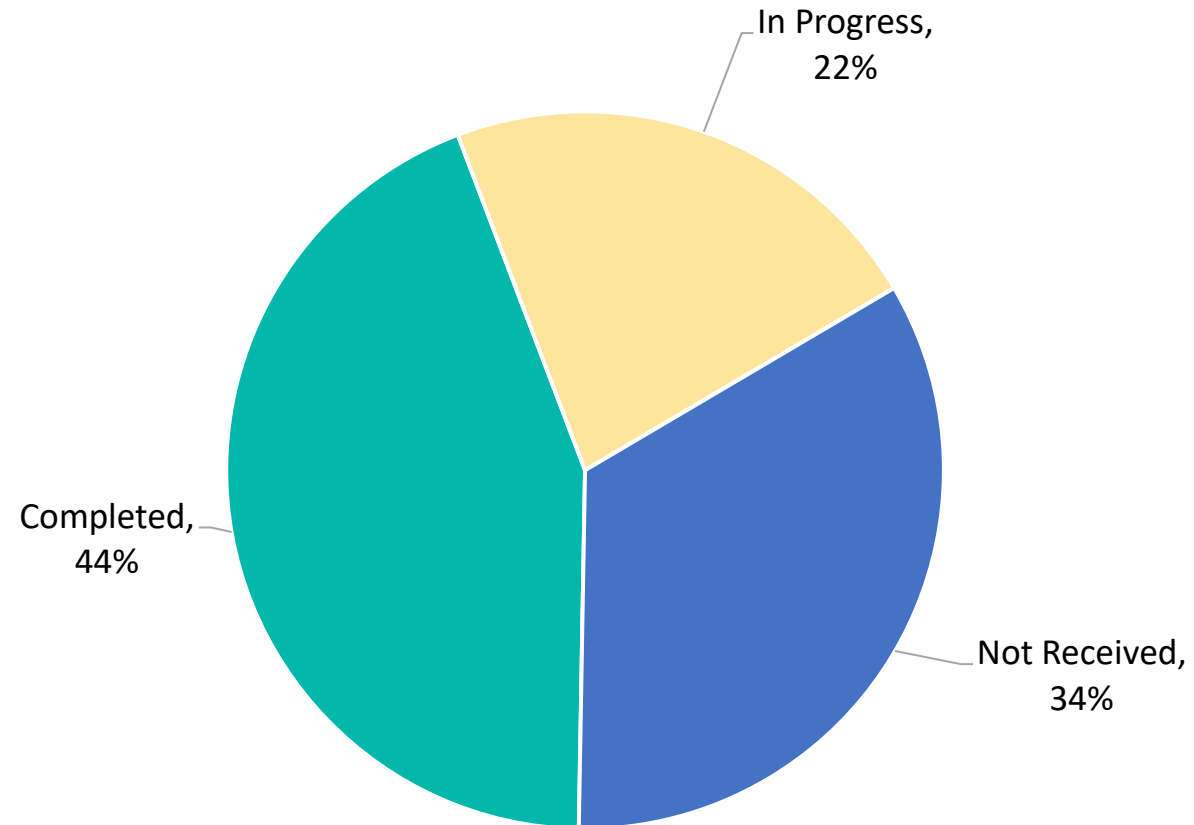


Blind Quality Controls Completed

Forensic Discipline	July	August
Toxicology	12 (BAC) 4 (Drugs)	12 (BAC) 2 (Drugs)
Seized Drugs	15	15
Biology	4 (DNA) 5 (screening)	6 (DNA) 5 (screening)
Firearms	2	0
Firearms Blind Verification	0	2
Latent Print Processing	0	1
Latent Print Comparison	1	0
Latent Print Blind Verification	5	2
Multimedia	2	0



2023 Proficiency Testing



Comments

*One TOX PT "In Progress" is under investigation, the sample did not obtain consensus results for one item.



Quality Division Notifications

Corrective Actions, Incidents, and Preventive Actions

Quality Tracking Number	Section	Classification	Notification Date	Summary of Notification
2023-029	Biology/DNA	Corrective Action	7/6/2023	Due to an inherent subtlety present in STRmix™, the probabilistic genotyping software used by HFSC, a supplemental report needs to be issued with additional likelihood ratio (LR) scenarios related to evidence items for six previously reported cases.
2023-030	Biology/DNA	Incident	7/17/2023	A screening analyst inadvertently portioned a bloodstain card from a case that was not requested to be processed. The bloodstain card was not processed further, and the evidence was returned to the property room.
2023-031	Biology/DNA	Incident	7/11/2023	A Forensic Biology technician documented the incorrect reagent volume used for an extraction. If the incorrect documented volume had been used, this would have been discovered at the extraction step since the solution would have depleted before completing this process. The technical leader reviewed and approved the generated data for interpretation and reporting purposes.
2023-032	Latent Print Section	Corrective Action	8/2/2023	The latent print section did not notify the stakeholder that three items of evidence they requested could not be processed due to the nature of the evidence and therefore were never received by HFSC.
2023-033	Latent Print Section	Corrective Action	8/16/2023	HFSC was notified about a glitch in the FBI AFIS system, this glitch which affected several previously searched and registered palm prints from 2014 to present. Due to the glitch, the affected prints were not searching against newly entered record prints, therefore, any potential reverse hits were not made. The latent print section re-searched the affected prints and conducted comparisons for any new hits. Prints that did not hit in AFIS after the re-search were registered.

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.