

Houston Forensic Science LGC, Inc.

MEETING OF THE BOARD OF DIRECTORS MINUTES

October 11, 2013

The undersigned, being the duly appointed Acting Recording Secretary of the Houston Forensic Science LGC, Inc., (the "Corporation"), hereby certifies that the following are true and correct minutes of the October 11, 2013, meeting of the Board of Directors (the "Board"), of the Corporation.

- A. In a manner permitted by the Corporation's Bylaws, the meeting was called by providing all Directors with notice of the date, time, place and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code, which Chapter is made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on October 7, 2013, in the same manner and location as required by law of the City of Houston, Texas (the "City").
- C. The meeting was called to order by Scott Hochberg, Chairman of the Board, at 9:00 a.m. on Friday, October 11, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, TX 77002.
- D. Chairman Hochberg appointed Ms. Leticia Castellanos as Acting Secretary.
- E. Ms. Leticia Castellanos called the roll. The following Directors were present: Chairman Scott Hochberg, Vice Chairman Nicole B. Casarez Enrique Barrera, Hiram A. Contreras, Catherine Lamboley, William Blackmon, Sandra Thompson and Tom P. Allen (ex-officio).

Mr. Hochberg announced that a quorum of the Directors was present.

- F. Mr. Hochberg noted that a draft of the minutes of the Corporation's meeting on September 13, 2013, had been distributed to the Board. The minutes were amended to correct the misspelling of Mr. Contreras' name. Dr. Barrera made a motion to approve the minutes, and it was seconded by Mr. Contreras. The Motion passed unanimously, and the minutes of the meeting of September 13, 2013 were adopted. The board stood at ease at 9:07am due to the lack of audio/video recording. The meeting was resumed at 9:12 with full audio/video recording taking place.
- G. Mr. Hochberg asked if any members of the public were present who would like to address the Board. Mr. Hochberg then noted that no one had asked to address the Board, and the meeting continued.

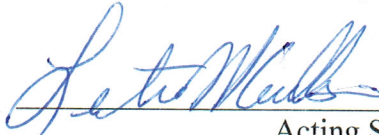
- H. President Garner reported to the Board on several topics including the progress of the transitions teams, the City Council approval of an NIJ grant for \$1.2 million, and the pending second visit of Mr. Bromwich's team in October.
- I. Mr. Hochberg presented the August and September financial reports. The reports from DoerenMayhew were provided to the Board. No action was taken.
- J. Mr. Joe Fenninger, CFO of the Houston Police Department, gave a presentation on the \$19.9 million transition budget as it currently exists in the FY '14 HPD Forensic Division budget. The budget was presented and discussed.
- K. Mr. Hochberg reported on the review by the City of Houston Finance Department on the previously adopted financial control procedures. No changes were made at this time in those procedures.
- L. A need to amend the budget by moving funds from salaries to the categories of search firm expenditures and temporary personnel services was identified by Chairman Hochberg. A motion to move \$64,000 from the salary budget line (500010) to Miscellaneous Other Services and Charges (\$44,000) and Temporary Personnel Services (\$20,000) was made by Ms. Lamboley and seconded by Ms. Thompson. The motion passed unanimously.
- M. Proposals for the telephone and independent computer network system for the Corporation's office suite on the 20th floor of the HPD building were discussed. A motion was made by Mr. Contreras and seconded by Mr. Blackmon to authorize up to \$200,000.00 from the previously-adopted capitol expenditure budget for the purchase and installation of these systems. The motion passed unanimously.
- N. Mr. Hochberg presented information on a Cooperative Purchasing Program available through the Texas Comptroller of Public Accounts. Taking advantage of the savings in purchasing through this program requires a Board resolution, a draft of which was presented to the Board for approval. A motion to pass the resolution was made by Mr. Hochberg, seconded by Ms. Thompson, and passed unanimously.
- O. Dr. Barrera reported on the Technical Advisory Group and led the discussion on the selection of a new TAG member, Ms. Michele Triplett, whose resume was distributed to the Board. Dr. Barrera made a motion to add Ms. Triplett to the TAG. Mr. Blackmon seconded the motion, and it was passed unanimously.
- P. A presentation on the disadvantaged business procurement policy was provided by Mr. Contreras. A motion to adopt the written policy was made by Mr. Contreras, and

seconded by Dr. Barrera. Following much discussion, the motion was withdrawn pending further research by the working group.

- Q. The status of the proposed interlocal agreement with the City of Houston was presented by Mr. Tom Allen.
- R. Mr. Hochberg provided information on Dr. Garner's insurance coverage which was a part of his compensation package. Mr. Hochberg noted that the accidental death and disability coverage that had been part of Dr. Garner's compensation package was not available for purchase. Mr. Hochberg recommended that Dr. Garner's life insurance policy be increased from 150% of his salary to three times his salary to compensate for the unavailability of the other coverages. Dr. Garner was agreeable to this change. Mr. Hochberg will make arrangements for the change, subject to final approval of a contract revision by the Board.

Houston Forensic Science LGC, Inc.

By:



Acting Secretary

**Houston Forensic Science LGC
Adopted FY 2014 Budget**

HPD FY2014 Budget - reimbursed		19,918,000	
500010	Salary-Base-Civilian	529,167	465,167
501070	Pension-Civilian	21,167	
502010	FICA-Civilian	40,400	
503010	Health Insurance-Active Civilian	48,300	
503015	Basic Life Insurance-Active Civilian	2,070	
503060	Long Term Disability-Civilian	1,035	
503090	Workers Compensation-Civilian Adm	3,000	
504030	Unemployment Claims-Adm	2,000	
Personnel		647,138	
511070	Miscellaneous Office Supplies	19,000	
Supplies		19,000	
<u>520100</u>	<u>Temporary Personnel Services</u>	0	20,000
520110	Management Consulting Services	201,600	
520111	TAG Support	20,000	
520119	Computer Equipment/Software Maintenance	10,000	
520123	Vehicle & Motor Equipment Services	2,400	
520140	Audit	25,000	
520765	Membership & Professional Fees	10,000	
520805	Education & Training	85,000	
520810	Employee moving expense	10,000	
520905	Travel-Training	25,000	
520910	Travel-Nontraining	40,000	
522430	Miscellaneous Other Services & Charges	56,000	<u>100,000</u>
522440	Insurance	190,000	
Services		675,000	
560210	Capital Expenditures - Furniture and Fixtures	26,000	
560210	Capital Expenditures - Independent Network and Lab Instrumentation	572,975	
Capital		598,975	
CURRENT FORENSIC TOTAL PLUS LGC OPERATIONS		21,858,113	
BEFORE CITY OF HOUSTON OVERHEAD			
City of Houston direct overhead		1,460,000	
TOTAL EXPENDITURES		23,318,113	

HOUSTON FORENSIC SCIENCE LGC, INC.

Resolution No. 2013-003

RESOLUTION AUTHORIZING APPLICATION TO PARTICIPATE IN THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS COOPERATIVE PURCHASING PROGRAM

WHEREAS, the Texas Comptroller of Public Accounts is authorized to provide purchasing services for local governments pursuant to §§271.082 and 271.083, Local Government Code; and,

WHEREAS, the Houston Forensic Science LGC, Inc. is a local government corporation defined as an entity qualified to participate in the Cooperative Purchasing Program of the Texas Comptroller of Public Accounts pursuant to § 271.081, Local Government Code; and,

WHEREAS, the Board of Directors of the Houston Forensic Science LGC, Inc. is authorized under the organization's Certificate of Formation "to contract with persons and with governmental, for-profit and non-profit entities for the procurement of facilities, equipment and services" to accomplish a governmental purpose of the City of Houston, namely, "to operate an independent center ... to provide accurate and timely analysis of forensic evidence and related services"; and,

WHEREAS, the Houston Forensic Science LGC, Inc. acknowledges its obligation to pay participation fees established by the Texas Comptroller of Public Accounts for participation in the Cooperative Purchasing Program; **NOW, THEREFORE**;

BE IT RESOLVED BY THE DIRECTORS OF THE CORPORATION:

Section 1. That request be made to the Texas Comptroller of Public Accounts to approve the Houston Forensic Science LGC, Inc. for participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program; and,

Section 2. That Dr. Daniel Garner, in his capacity as President of the Houston Forensic Science LGC, Inc., be designated, in accordance with the requirements of 34 TAC §20.85, as the Agent of Record for contact with the Cooperative Purchasing Program of the Texas Comptroller of Public Accounts and is authorized to execute any and all documentation for the Houston Forensic Science LGC, Inc. pertaining to its participation in the Cooperative Purchasing Program of the Texas Comptroller of Public Accounts; and,

Section 3. That this Resolution shall take effect immediately upon its adoption

by the Board of Directors.

ADOPTED this 11th day of October, 2013.

CERTIFICATE

The undersigned hereby certifies that this Resolution 2013-002 was duly adopted by the Board of Directors of Houston Forensic Science LGC, Inc., on the 11th day of October, 2013.

Executed this _____ day of _____, 2013.

(Signature of Secretary or Acting Secretary)
Leticia Castellanos
Acting Secretary

(Signature of Chair of the Board of Directors)
Scott Hochberg
Chair, Board of Directors

(Signature of Agent of Record)
Daniel Garner
President