

Houston Forensic Science LGC, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES

August 8, 2014

The undersigned, being the duly appointed Secretary of the Houston Forensic Science, LGC, Inc., (the "Corporation"), hereby certifies that the following are true and correct minutes of the August 8, 2014 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 August 5, 2014, 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, August 8, 2014, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Wieringa called the roll. The following Directors were present: Scott Hochberg, Nicole B. Cásarez, Carolyn Hanahan, Hiram A. "Art" Contreras, Judge Willie E. B. Blackmon, Sandra Guerra Thompson, and Tom P. Allen (ex-officio).

The following Directors were absent: Dr. Enrique V. Barrera and Anthony T. Robinson.

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

- E. Mr. Hochberg noted that a draft of the minutes of the Corporation's meeting on July 11, 2014 had been distributed to the Board. Mr. Hochberg requested that Mr. Contreras' name be corrected in Item L of the July 11, 2014 minutes. The minutes of the July 11, 2014 meeting were adopted without objection.
- F. Mr. Hochberg asked if any members of the public wished to address the Board. Mr. Hochberg noted that no one asked to address the Board, and the meeting continued.
- G. President and CEO, Dr. Daniel Garner, provided a President's report to the Board. He reported that the Corporation selected a new Public Information Officer, Ms. Ramit Plushnick-Masti, and referred to her official resume provided in the Board deliverables. Dr. Garner reported that applicants for the Chief Operations Officer position had been selected and interviews are underway. He provided a report on personnel including current staffing, offers extended, and noted that organizational charts are being completed monthly. He presented the Quality Update for July 2014. Dr. Garner provided a report on case metrics; Mr. Hochberg requested that additional data be provided. Dr. Garner presented a technology report and noted that the website launched on July 28, 2014 after the material was reviewed by both a technical writing consultant

and legal department. Dr. Garner provided a status report on the potential business opportunity with Pasadena Police Department and noted that the preliminary terms had been provided by Mr. Tom Allen. Dr. Garner presented a monthly training report. He noted that diversity training would be held on November 3, 2014 by the Anti-Defamation League, ethics training would be held on September 3, 2014 by Dr. Quianta Moore from Baylor College of Medicine, and six supervisors and managers would be attending the Crime Laboratory Management Boot Camp on August 18 and August 19, 2014 funded by the Texas Forensic Science Commission (TFSC). Dr. Garner noted that the Second Forensic Lectureship Series Event recognizing the Second Annual National Forensic Science Week would be held on Tuesday, August 12, 2014 with co-speakers C. Thomas Caskey M.D., F.A.C.P., F.R.S.C. and Rusty Hardin, J.D.

- H. Mr. Robinson joined the August 8th meeting at approximately 9:32 a.m.
- I. CFO and Treasurer, Ms. Linda Harvey, provided a Treasurer's report. Based on year-end closing and pending accruals from the City of Houston, she reported that June financials are not yet available. She noted that April, May, and June financials would be revised to reflect the transferred assets. Ms. Harvey reported that the Corporation hired a new Senior Accountant, Mr. Anthony Li, in July. She reported that three candidates for the Manager of Financial Accounting and Reporting position had been selected for interviews. She reported that QuickBooks had been initiated as the software application and that the final two candidates for an external audit group are being reviewed. Ms. Harvey reported that a budget meeting with City of Houston Finance is scheduled for August 26th with Ms. Harvey, Dr. Garner, and Mr. Hochberg. Mr. Hochberg requested that Ms. Harvey provide the date and information of the upcoming budget meeting with Vice Chair Cásarez.
- J. Mr. Hochberg acknowledged and welcomed the newly elected President of the Harris County Criminal Defense Lawyer Association, Ms. Carmen Roe.
- K. Ms. Lori Wilson, Acting Quality Director, provided a report regarding the recent ISO 17025 assessment and the Quality Update for July 2014. She reported that the assessment was conducted by FQS, Forensic Quality Services, and explained the assessment process. Ms. Wilson noted that there were some potential non-conformances, but all were reported as minor; she noted that she would provide the final accreditation report upon completion. Ms. Wilson discussed the Quality Update for July 2014. She provided further information on the significant non-conformances and incidents noted in the report. Mr. Hochberg requested that Ms. Wilson provide the corrective action report noted in the Quality Update for July 2014 upon completion. The Board discussed the importance of consulting with the TAG on how to anticipate, prevent, and review incidents related to quality in order to seek the highest level of accuracy. Mr. Hochberg requested that the audit and inspection report noted in the Quality Update for June 2014 be provided upon completion. He also requested that accreditation timelines and target dates be provided.
- L. Ms. Irma Rios, Director of Forensic Analysis Division, provided a report regarding the Texas Forensic Science Commission (TFSC) meeting on July 31 and Aug 1, 2014. Ms. Rios explained how the TFSC was formed, she described the complaints and disclosures reported at the meeting, and reported that the American Society of Crime Laboratory Directors (ASCLD) and TFSC would jointly visit Houston Forensic Science Center on September 8 and 9, 2014. Ms. Rios also noted upcoming trainings and initiatives. The Board discussed reporting requirements according

to the Corporation's accreditation standards and discussed the option of a resolution stating that it is the policy of the Board to self-report.

- M. The Board discussed the CEO's proposed list of priorities for the purpose of future performance evaluations. Ms. Hanahan presented the proposed list of FY'15 priorities on behalf of the working group consisting of Ms. Hanahan, Dr. Barrera, and Mr. Contreras. Ms. Hanahan moved to adopt the proposed list of FY'15 priorities; Mr. Contreras seconded the motion. The Proposed List of FY '15 Priorities were adopted without objection.
- N. The Board went into Executive Session at 10:57 a.m. for discussion regarding the CEO's proposed list of priorities for the purpose of future performance evaluations.
- O. The Executive Session concluded at 11:01 a.m. The open meeting reconvened at 11:02 a.m.
- P. There being no other business, the meeting was ADJOURNED at 11:02 a.m.

Houston Forensic Science LGC, Inc.

By: _____

Ashley Wieringa

Secretary

List of FY'15 Priorities

1. Continue implementation of quality systems and processes ultimately leading to accreditation of all forensic disciplines.
 - Strive to certify all supervisors and other leaders in lab operations, as appropriate to the discipline.
 - Conduct continual self-audits for quality control
 - Investigate and recommend technology, moving toward a state of the art operation, to the extent finances permit.
 - Invite peer reviews by the TAG and other appropriate entities.
2. Complete the transition to new organization plan including recruiting new hires as approved in the FY'15 budget.
 - Prepare a plan for filling vacancies.
 - Notify board of staff changes of significance.
3. Develop five-year plan for organization.
 - Plan for each major area: finance, personnel, facilities, processes, etc.
 - Plan should address backlog and efficiency goals.
4. Conduct needs assessment of facilities.
 - Assemble a team (TAG members, expert consultant, community members, board member or two)
 - Prepare plan for addressing the results.
5. Pursue business opportunities with other jurisdictions.
 - Develop a network of colleagues with other labs as resources and potential business partners in the future.
 - At this stage, Houston work should remain the priority.
6. Shift focus outward.
 - Emphasis on PR opportunities—showing the science to the public
 - Engaging community groups, such as the Greater Houston Partnership, tapping board members to present at such meetings.
 - The Mission Statement refers to “online access to lab records.” As website is developed, consider options to meet this goal.
7. Develop cost and production accounting systems to allow the work of the center to be measured using consistent metrics.
 - Determine what costs are for each type of test and each service.
 - Develop goal of turnaround schedule for processing evidence.

[Approved by Board of Directors at meeting held on August 8, 2014.]

EXHIBIT "A"

- Develop schedule for equipment replacement.

[Approved by Board of Directors at meeting held on August 8, 2014.]