

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES

September 12, 2014

The undersigned, being the duly appointed Secretary of the Houston Forensic Science Center, Inc., (the "Corporation"), hereby certifies that the following are true and correct minutes of the September 12, 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 September 9, 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 9:02 a.m. on Friday, September 12, 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, Dr. Enrique V. Barrera, Judge Willie E. B. Blackmon, Sandra Guerra Thompson, and Tom P. Allen (ex-officio).

The following Directors were absent: Hiram A. "Art" Contreras 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 August 8, 2014 had been distributed to the Board. The minutes of the August 8, 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. Quality Director, Ms. Lori Wilson, reported that Houston Forensic Science Center (HFSC) was assessed by FQS and received a certificate of accreditation to the ISO 17025 international standard on September 11, 2014.
- H. President and CEO, Dr. Daniel Garner, provided a President's report to the Board. In addition to the recent ISO 17025 accreditation, he noted that the Corporation is considering the option of pursuing ISO 9001 accreditation; Ms. Wilson explained the ISO 9001 international standard. Dr. Garner provided a personnel report, including internal changes and current staffing updates. Dr. Garner introduced the new Public Information Officer, Ms. Ramit Plushnick-Masti, and provided

a summary of her credentials. He reported that Mr. Andrew Taravella, a CSI within the Evidence Collection Division, was selected to be on the Forensic Photography Certification Board for the International Association of Identification. He noted that there are only 49 certified examiners internationally, and two of those examiners work for the Corporation, Mr. Taravella and Mr. Christopher Duncan. Dr. Garner provided an update on the recruitment of a Chief Operations Officer. Dr. Garner provided information on a recent injury on duty, noted that a safety review of the laboratory would be conducted by a safety consultant, and discussed the reporting process. He reported that the Texas Forensic Science Commission visited the Corporation and further meetings would be held in Austin on October 7th. Dr. Garner discussed case metrics and provided additional charts showing five year trends for the various sections. Dr. Garner provided a technology report. He noted that CSU is in the process of getting 3D scanners to process crime scenes and will begin training and validation. Dr. Garner discussed new business opportunities. He reported that discussions are ongoing with Pasadena Police Department and that the Corporation received an inquiry from another state to potentially conduct technical reviews. Dr. Garner discussed planned initiatives. He mentioned the article from Baylor College of Medicine on the lectureship series event on August 12th. He also reported that the Corporation will be supporting Prairie View A&M University in a collaborative effort to set up an accredited forensic program with internship opportunities at HFSC. Dr. Garner noted that space planning is ongoing as well.

- I. CFO and Treasurer, Ms. Linda Harvey, provided a Treasurer's report. Ms. Harvey reported that the Corporation hired a new Manager of Financial Accounting and Reporting, Ms. Cindy Weaver, and provided a summary of her credentials. She reported that the Corporation selected an external auditor, Ralph & Ralph, and provided the engagement letter, proposal, and peer review letter. Ms. Harvey reported that a budget meeting with City of Houston Finance is scheduled for October 26th. She noted that the revised June financials, July and August financials, and September pro forma statement would be provided at the October 10th meeting. Mr. Allen requested that HPD invoices be provided to the Board. Ms. Harvey provided an update on the budget; Mr. Hochberg requested that Ms. Harvey provide him and Ms. Cásarez the analysis of the incorrect City of Houston OH Allocation transfer. He also requested that Ms. Harvey produce a payables aging report going forward. Ms. Harvey reviewed the April and May financials. She reported that an FY14 Budget versus Actual would be provided at the October 10th meeting. Dr. Barrera requested that this information be provided in graph form to show key changes. Ms. Harvey noted that she intended to produce a trend analysis for the Board in the future.
- J. Quality Director, Ms. Lori Wilson, provided a quality assurance report. She reviewed the Quality Update for August 2014. Ms. Wilson noted that a follow-up report for the evidence audit conducted in June had been provided and reviewed those details, noting that further clarifications would be provided in the Quality Update for September. Ms. Wilson mentioned that the findings in the evidence audit would unlikely reoccur as those instances were related to the transition to LIMS. She noted that evidence audits are conducted at least once a year.
- K. Quality Director, Ms. Lori Wilson, provided a report regarding the accreditation project plan and timeline. She explained that the quality division met with each unaccredited discipline to determine when the goals would be met to receive accreditation. She also noted that the project plan and timeline reflect the time in which the section will be ready to make application for accreditation. Ms. Wilson explained that the timelines will be updated monthly. The Board

discussed the considerations for pursuing ISO 9001; Dr. Barrera was tasked with reaching out to members of the TAG about experience implementing ISO 9001.

- L. President and CEO, Dr. Daniel Garner, presented the discussion on the proposed NMS Labs contract and explained the need for additional support in the toxicology section. Ms. Hanahan made a motion to delegate authority to Dr. Garner to execute a contract with NMS Labs for an amount in excess of his authorized expenditure authority, not to exceed \$210,240 for an annual contract and that he will work with our legal counsel to ensure the interests of the Center are protected. The motion was seconded by Judge Blackmon.

Mr. Hochberg offered an amendment that the amount authorized be increased to \$250,000. The amendment was adopted without objection.

Mr. Hochberg offered an amendment that the contract include a provision that guarantees the stated pricing in the event of termination by the Corporation for any reason during the period of the contract. The amendment was adopted without objection.

Ms. Hanahan's motion, as amended, passed unanimously.

- M. Mr. Allen provided details on the proposed resolution approving gift exception policy. He explained the current gift policy, and reported that Ms. Rios was invited to present a paper at a function in Virginia in which the travel, lodging, and food would be sponsored by Bode Technology. The Board unanimously decided not to adopt the proposed resolution to the gift exception policy and encouraged the Corporation to allocate funds for this travel.
- N. Mr. Allen provided a report on progress toward "completion date" for the transition from HPD to HFSC. He explained that the function of the completion date, September 30th, under the ILA, is to acknowledge that some tasks would not be completed by the management date. Mr. Allen explained that these tasks include the transfer of assets, the lease of 1200 Travis, and liability insurance.
- O. Mr. Allen provided a report on recent amendments to procedures for discovery in criminal proceedings and what to expect as the Corporation addresses these issues.
- P. There being no other business, the meeting was ADJOURNED at 11:37 a.m.

Houston Forensic Science Center, Inc.

By: Ashley Wieringa

Ashley Wieringa

Secretary