

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES

April 10, 2015

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 April 10, 2015 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 April 7, 2015, 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 approximately 9:00 a.m. on Friday, April 10, 2015, 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, Dr. Enrique V. Barrera, Dr. Robert "Bob" H. McPherson, Judge Willie E. B. Blackmon, and Sandra Guerra Thompson.

The following Directors were absent: Hiram A. "Art" Contreras, Anthony T. Robinson, and Tom P. Allen (ex-officio). Mr. Allen was out of town on behalf of the Corporation.

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 February 13, 2015 had been distributed to the Board. Dr. Barrera made a motion to approve the minutes of the February 13, 2015 minutes, and the motion was seconded by Judge Blackmon. The motion passed unanimously, and the minutes of the February 13, 2015 meeting were adopted.
- 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. Dr. Daniel Garner, President and CEO, provided a President's report. He provided a personnel report and noted that the Corporation is recruiting for the vacant Chief Financial Officer position. He noted that the Corporation is hosting an event to recognize the first year anniversary of the Houston Forensic Science Center (HFSC) on April 11th. Dr. Garner provided a report on new business opportunities. He provided a training report and noted that Dr. Itiel Dror would be presenting a two day workshop and a lectureship series event on cognitive bias in June. Dr. Garner provided a report on planned initiatives. He reported that the Corporation is in the process

of selecting the firm to complete the needs assessment and recently completed four laboratory site visits as part of the selection process. Dr. Garner also provided a report on case metrics.

- H. Dr. Daniel Garner, President and CEO, introduced Dr. Peter Stout, Chief Operations Officer (COO). Dr. Stout shared the major initiatives he launched and will continue in the coming months. Mr. Hochberg nominated Dr. Stout as Vice President of the Corporation and Judge Blackmon seconded the motion. The motion passed unanimously.
- I. Mr. Hochberg introduced the discussion regarding proposed legislation. Ms. Lori Wilson, Quality Director, explained that the pending legislation concerns the licensing requirement of analysts that work in any accredited section of a laboratory. The Board discussed how the pending legislation may impact the Corporation. Mr. Hochberg suggested that timelines be created to reflect how HFSC will meet those deadlines.
- J. Ms. Lori Wilson, Quality Director, provided a quality assurance report. She reviewed the Quality Update for March 2015. She provided further explanation on the content within the incidents/corrective action/preventive action portion of the quality report and provided an update on the status of the accreditation timelines in the various sections.
- K. Dr. Enrique V. Barrera, Liaison to the Technical Advisory Group (TAG), reported on the activities of the TAG. He noted that there are two open seats on the TAG and requested assistance with the selection of new members; Ms. Thompson volunteered to assist with this task. Dr. Barrera suggested that the TAG meeting be held in July to provide time to fill the TAG vacancies. Dr. Barrera requested that the Corporation select Corrective and Preventive Action reports for discussion at the TAG meeting.
- L. Ms. Karen Matlock, Director of Financial Accounting and Reporting, provided a Treasurer's report. Ms. Matlock reviewed the HPD billing statement for March 2015 and the Comparative Statement of Net Position, Comparative Statement of Activities, and various charts and graphs provided through March 31, 2015.
- M. Mr. Hochberg introduced the discussion regarding the proposal to solicit for internal audit services. Mr. Hochberg made a motion that the Corporation engage in an agreement with Blazek & Vetterling subject to review by Mr. Ron Sandberg, attorney for the Corporation. Ms. Cásarez seconded the motion. The motion passed unanimously.

Mr. Hochberg requested that a working group of Dr. McPherson, Mr. Contreras, and Judge Blackmon serve as liaison with the auditors.
- N. Dr. Peter Stout, Vice President and COO, presented the discussion of proposal to purchase laboratory equipment. Dr. Stout recommended that the Corporation purchase two GC/MS instruments and expand one instrument for trace. He compared two options, Agilent and Perkin Elmer, and recommended the Agilent equipment for an overall more cost effective solution. Ms. Cásarez made a motion to approve the purchase of the Agilent equipment. Dr. McPherson seconded the motion. The motion passed unanimously.
- O. Mr. Hochberg presented the discussion of limiting the FY'15 budget to not exceed anticipated revenue. In order to prevent the expenditure of funds the Corporation does not anticipate receiving, Mr. Hochberg made a motion to limit the overall FY'15 budget to not exceed the anticipated revenue. Dr. McPherson seconded the motion. The motion passed unanimously.

- P. Mr. Hochberg presented the discussion of the FY '16 budget. He reported that HFSC did submit a budget proposal to the City. He reviewed the projected 2016 budget including the 2015 budget revised, 2015 projected actual, 2016 zero growth budget, 2015 annualized, new controlled substances initiative, and 2016 total budget. Mr. Hochberg explained what the proposed budget does not include and Dr. Garner reviewed what the proposed budget does accomplish. Mr. Hochberg requested a full FY'16 budget presentation at the June Board meeting. Mr. Hochberg made a motion that the FY'16 budget, as described and submitted, be ratified as the FY'16 budget request. Ms. Cásarez seconded the motion. The motion passed unanimously.
- Q. Mr. Ron Sandberg, attorney for the Corporation, presented the discussion regarding the proposal of the supplemental lease. He explained the process of selecting the space, including the due diligence completed, and outlined the highlights of the proposed lease of 1301 Fannin. Dr. McPherson made a motion to authorize Dr. Garner to execute the lease. Judge Blackmon seconded the motion. The motion passed unanimously.
- R. Ms. Cásarez made a motion to adjourn the meeting and Dr. Barrera seconded the motion. There being no other business, the meeting was ADJOURNED at 11:32 a.m.

Houston Forensic Science Center, Inc.

By: Ashley Wieringa

Ashley Wieringa

Secretary