

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES
November 13, 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 November 13, 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 November 10, 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 Nicole B. Cásarez, Chairwoman of the Board, at approximately 9:01 a.m. on Friday, November 13, 2015, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Ashley Wieringa called the roll. The following Directors were present: Nicole B. Cásarez, Anthony Graves, David M. Feldman, Dr. Enrique V. Barrera, Janet Blancett, and Tom P. Allen (ex-officio).

The following Directors were absent: Dr. Robert "Bob" H. McPherson, Judge Willie E. B. Blackmon, and Sandra Guerra Thompson.

Chairwoman Cásarez announced that a quorum of the Directors was present.

- E. Chairwoman Cásarez noted that a draft of the minutes of the Corporation's meeting on October 9, 2015 had been distributed to the Board. Mr. Feldman made a motion to approve the minutes of the October 9, 2015 meeting, and the motion was seconded by Dr. Barrera. The motion passed unanimously, and the minutes of the October 9, 2015 meeting were adopted.
- F. Chairwoman Cásarez asked if any members of the public wished to address the Board. Chairwoman Cásarez noted that no one asked to address the Board and the meeting continued.
- G. Chairwoman Cásarez reminded Board members to complete the Financial Conflict of Interest Disclosure Form. She reported that roll call votes are not required and in the future, she will simply ask Board members to raise their hands to reflect their vote for or against most proposals. She emphasized that any Board member, including the Chair, may request a roll call vote and attendance will continue to be called in the order of director number.
- H. Dr. Daniel D. Garner, President and Chief Executive Officer (CEO), provided a President's report. Dr. Garner provided a personnel report and noted Lt. Barry McDermott, Houston Forensic Science Center's (HFSC) first director of the training division, and Sgt. David Hallimore, supervisor in the audio/video section, are both retiring within the next couple of months. Dr.

Garner reported that because Lt. McDermott was instrumental in developing a crime scene house, the facility will be named in his honor at a dedication ceremony. Dr. Garner reported that HFSC recruited a new supervisor for the Evidence Collection Division, Mr. Jerry Pena, and provided a brief summary of his background and credentials. Dr. Garner reported that one of HFSC's video analysts, Mr. Kristopher Caesar, was awarded one of the highest-level certifications in the field of forensic video analysis by the Law and Emergency Services Video Association (LEVA). Dr. Garner noted that HFSC hired two trace examiners and the division plans to apply for accreditation in December 2015 or January 2016. Dr. Garner noted that HFSC continues to monitor the impact of the FBI's recalculations to its DNA database. With respect to new business opportunities, he noted that HFSC entered into a contract with San Jacinto County and continues to discuss opportunities with other agencies. Dr. Garner noted that seven papers from HFSC staff were accepted for publication at the American Academy of Forensic Sciences (AAFS) meeting in February 2016. Dr. Garner reported the HFSC is in the process of rebranding crime scene vehicles. He noted that the move to 1301 Fannin continues to progress and the corporate address change will be effective January 1, 2016. Dr. Garner reported that HFSC completed the initial fall business reviews and the Center will be using the information to improve and enhance its overall business operations.

- I. Dr. Peter Stout, Vice President and Chief Operations Officer (COO), provided a Vice President's report. He discussed the reorganization plans, timeline, and tasks of the client services/case management division. He noted that the division will consist of one director, Mr. Gary Powers, ten case management specialists, and one case management supervisor. Dr. Stout reviewed the mixture of requests received by the Center in October 2015 and reviewed the controlled substances, firearms, biology, toxicology, and latent prints sections individually. Dr. Stout explained the plans for the biology section, including prioritizing investigated cases to obtain a 30-day turnaround time in all areas, organizing the cross-training of current staff, evaluating availability of additional funds for overtime, assessing technology changes, and balancing work within the section. Dr. Stout noted that HFSC continues to monitor the impact of the FBI's recalculations and availability of resources. Dr. Stout noted that turn-around times in the toxicology section have gone down even while the total requests received have gone up. He noted that the percentage of cases rejected because of improper evidence submission is starting to come down. He reported that blind quality control samples in a variety of concentrations have been added to the toxicology section's workload, including two samples with errors. Both flawed samples were successfully rejected, and the overall results of blind testing so far have been very encouraging. Dr. Stout explained that blind quality control samples will now consistently make up approximately 5% of the toxicology workflow. Dr. Stout reported that the latent print section was awarded accreditation by the ANSI-ASQ National Accreditation Board (ANAB). Dr. Stout also noted that the digital and audio/video section is scheduled to move to 1301 Fannin by the end of the year. He noted that the Center has implemented a regular, daily trip to the HPD property room, which has reduced mileage and travel time. He also provided data regarding vehicle use and distances traveled by the crime scene unit.
- J. Dr. McPherson attempted to participate in the meeting by videoconference, but technical difficulties prevented his participation in compliance with Texas Government Code Section 551.127.
- K. Mr. David Leach, Chief Financial Officer (CFO) and Treasurer, provided a Treasurer's report. He introduced HFSC's new controller, Mr. Steven Case. Mr. Leach reviewed the year-to-date (YTD) spending by major category. He noted that personnel costs represent 81% of the Center's total expenditures. About 60% of those employees are employed by the City of Houston (COH), while the other 40% are employed by the HFSC. Services represent 11% of the Center's spending, and

supplies represent 4%. Mr. Leach reviewed the spending YTD versus budget by category for October 2015. He reported that personnel costs for HFSC are \$475K below budget, capital and non-capital expenditures are proceeding as planned, and COH costs are in line with the budget. Mr. Leach reviewed spending details for the preliminary October results versus budget, YTD versus budget, and the full year budget amount and the percentage spent YTD. Mr. Leach also presented the balance sheet by quarter. Mr. Leach noted that a director's and officer's insurance policy is in place. He reported that a meeting is scheduled with the Mayor, HFSC, and COH finance to discuss financial procedures and expectations.

- L. Dr. Peter Stout provided a quality assurance report. He reviewed the Quality Update for October 2015 and highlighted the latent print section's successful accreditation. Dr. Stout reported that blind samples should be implemented in the controlled substances section by the end of December and blind verification should be implemented in the firearms section by the end of November.
- M. Ms. Blancett provided a report on the Technical Advisory Group (TAG) including using individual TAG members as consultants on an as-needed basis, sending TAG members' monthly update emails, and adding arson and corporate IT infrastructure experts to TAG areas of expertise. Ms. Blancett reviewed the proposed amendments to Resolution No. 2012-005. The Board discussed the proposed amendments and provided revisions. Mr. Allen offered to draft a new resolution to replace Resolution No. 2012-005 with the proposed amendments for review at the December Board meeting. Chairwoman Cásarez requested that the TAG working group provide her with a recommendation for the TAG presiding officer position.
- N. Pursuant to Section 551.072 of the Texas Government Code, the Board went into Executive Session at approximately 11:15 a.m. for discussion of facility needs.
- O. The Executive Session concluded at approximately 11:37 a.m. The open meeting reconvened at approximately 11:37 a.m.
- P. There being no other business, the meeting was ADJOURNED at 11:38 a.m.

Houston Forensic Science Center, Inc.

By: Ashley Wieringa
Ashley Wieringa

Secretary