

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES
July 8, 2016

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 July 8, 2016 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 July 5, 2016, 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 9:00 a.m. on Friday, July 8, 2016, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Ashley Chapman called the roll. The following Directors were present: Nicole B. Cásarez, Anthony Graves, David M. Feldman, Janet Blancett, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell, and Sandra Guerra Thompson.

The following Director was absent: Tom P. Allen (ex-officio). Mr. Allen was out of town on behalf of the Corporation.

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

- E. Chairwoman Cásarez commented on the tragic shooting in Dallas, Texas on July 7, 2016 and noted that if the board meeting is still in session at 12:00 p.m. the meeting will pause for a moment of silence.
- F. Chairwoman Cásarez noted that a draft of the minutes of the Corporation's meeting on June 10, 2016 had been distributed to the board. Dr. Mitchell made a motion to approve the minutes of the June 10, 2016 meeting, and the motion was seconded by Dr. McPherson. The motion passed unanimously, and the minutes of the June 10, 2016 meeting were adopted.
- G. 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.

- H. Chairwoman Cásarez provided a Chair's report. She congratulated the Secretary, Ms. Chapman, on her recent marriage. Chairwoman Cásarez noted that the New York Times magazine recently published an article regarding drug exonerations in Harris County and thanked Mr. James Miller, manager of the controlled substances section, for his important contribution to clearing innocent people as described in the story. Chairwoman Cásarez reported that she and Vice Chair Thompson met with Council Member Robinson and invited him to tour the Houston Forensic Science Center (HFSC). Chairwoman Cásarez noted that she will be speaking at the Texas Criminal Defense Lawyers Association annual conference in Austin on August 5th. She reported that since the last board meeting, the sexual assault kit (SAK) project has been completed and the Center received the fourth quarter payment of the Fund 2213 FY'16 budget amount. She noted that Mr. Andy Icken, City of Houston (COH) Chief Development Officer, will be presenting on the forensic science task force and noted that the McConnell & Jones engagement letter was provided to the directors. She reported that the mayor's Forensic Science Task Force is co-chaired by Mr. Icken and the mayor's chief of staff, Alison Brock, and is made up of Assistant Chief Slinkard, Dr. Stout and/or Dr. Garner, Tom Allen, Steven David, Jesse Bounds, John Jordan, and Nicolas Hughes.
- I. Mr. Icken presented a report regarding the Forensic Science Task Force. He provided a summary of recent activities, reported that the lean assessment has been extended to three months, and noted that he expects the task force to report to the board in September 2016. Mr. Icken reviewed the status of the preliminary project plan, purpose of the task force, and operational and financial objectives, and responded to board members' questions. Chairwoman Cásarez thanked Mr. Icken for his presentation.
- J. Dr. Garner, President and Chief Executive Officer, provided a President's report. He noted that HFSC continues to work with the Harris County District Attorney regarding officer involved shootings. He reported that an expert in shooting scene reconstruction will provide training at the end of the month, and that three experts have been engaged to audit the crime scene unit (CSU). Dr. Garner noted that HFSC successfully completed the SAK project and provided an update on biology personnel. He welcomed the new biology manager, Ms. Jennifer O'Callaghan, and the scientific technical lead, Dr. Diane Scaduto. He reported that Ms. Robin Guidry accepted the position as biology technical lead. Chairwoman Cásarez congratulated the Center on the successful completion of the SAK project despite challenging circumstances. Dr. Garner reported that the Center has limited remaining electrical capacity in the laboratories at 1200 Travis so he, Mr. Icken, and Mr. Charles Evans, Director of Business Development, are looking for solutions. Dr. Garner reported that CSU will move back to 1200 Travis and latent prints will move to 1301 Fannin due to 24/7 air conditioning limitations at Fannin. He noted that the latent print section will likely be expanded to address additional caseload. Dr. Garner reported that the safety and security manuals are being updated. He noted that HFSC received equipment from Pasadena and that the National Institute of Justice will visit the Center at the end of the month. Dr. Garner provided the board with corporate goals for FY'17. Dr. Garner acknowledged the loss of Mr. Scott Vajdos, an analyst in the controlled substances section, to a long term illness.

- K. Because Dr. Peter Stout, Vice President and Chief Operations Officer, was out of town on Corporation business, Mr. Darrell Stein, manager of the firearms section, provided an operations report. Mr. Stein compared the total average turnaround time (TAT), requests received, and total average process time from calendar year 2015 to 2016. He reviewed the average total TAT, backlogged requests, average process TAT, and wait gap over the past 24 months. Mr. Stein reported that HFSC hired a laboratory information management system (LIMS) project manager, received four requests for proposals (RFP) for a new LIMS, and is in the process of selection. He provided an update on the activities and casework of all HFSC sections. He reported that HFSC is training and reallocating people to reduce the backlog in screening and DNA, and that the HFSC continues to recruit qualified personnel for the digital and audio/video sections. Mr. Stein also updated the board regarding various facility challenges.
- L. Dr. Amy Castillo, Director of Methods and Validation, presented the proposed contract with NicheVision Forensics, LLC, to provide software to analyze complex DNA mixtures in forensic biology cases known as probabilistic genotyping software. Mr. Feldman made a motion to approve the NicheVision Forensics, LLC contract as presented by Dr. Castillo, and Ms. Blancett seconded the motion. The motion passed unanimously.
- M. Mr. David Leach, Treasurer and Chief Financial Officer, presented a proposal to reallocate certain FY'16 budget funds according to HFSC's reallocation procedures, noting significant changes. Dr. McPherson made a motion to approve the reallocation of FY'16 budget funds as presented by Mr. Leach, and Dr. Mitchell seconded the motion. The motion passed unanimously.
- N. Mr. Leach provided a Treasurer's report and noted that next month he will provide a detailed recap of FY'16. He reviewed the year-to-date (YTD) spending versus budget by major category. Mr. Leach reviewed the spending details for the period of July 1, 2015 through June 30, 2016, the YTD versus budget, and the full year budget amount and the percentage spent YTD. He presented the balance sheet by quarter, noting that HFSC received the fourth quarter payment of the Fund 2213 FY'16 budget amount. Mr. Leach provided a report on the Center's grants as of June 30, 2016.
- O. Mr. Leach presented the Procurement – Procedural Limits and Contractual Authorities for Fixed Assets policy and the Procurement – Procedural Limits and Contractual Authorities for Goods and Services (Non-fixed Assets) policy. The board discussed necessary revisions to both policies. HFSC will incorporate revisions and the policies will be presented at the next monthly meeting of the board.
- P. Ms. Lori Wilson, Quality Director, provided a Quality Division Update for June 2016. She reported that the HFSC Quality Manual was revised on July 1st and is available on the HFSC website. Ms. Wilson reported that the Audio/Video and Digital Forensic sections were assessed by ANAB to the ISO\IEC 17025 standard on June 27th and 28th. Ms. Wilson noted that the annual surveillance assessment of the HFSC accredited disciplines was conducted during this time, and the assessors reported zero non-

conformances. She noted that when the assessors report is approved by ANAB, the accreditation of the Audio/Video and Digital Forensic sections will be official. Chairwoman Cásarez congratulated HFSC on this accomplishment as well as the recent accreditation of the trace section. Ms. Wilson reported that seven of eight disciplines have achieved international accreditation and the timeline for accreditation of CSU is available. Ms. Wilson reviewed the testimony monitoring portion of the report, including YTD monitoring. She reviewed the proficiency tests and blind quality control (BCQ) program portions of the quality report. She noted that latent prints and biology will soon be a part of the BCQ program. Ms. Wilson provided information regarding specific incidents and corrective actions. She reported that internal audits of all HFSC disciplines, except CSU, were conducted.

Q. Ms. Blancett, liaison to the Technical Advisory Group (TAG), provided a report regarding the TAG. In recognition of National Forensic Science Week, she noted that a reception will be held on August 10th at 1301 Fannin, a symposium will be held at University of St. Thomas on August 11th, and the TAG will meet on August 12th after the regular meeting of the board.

R. There being no other business, the meeting was ADJOURNED at 11:52 a.m.

Houston Forensic Science Center, Inc.

By: Ashley Chapman

Ashley Chapman

Secretary

HOUSTON FORENSIC SCIENCE CENTER, INC.
REALLOCATION OF BUDGET LINE ITEMS
AS OF June 30, 2016

		Original	Current	Current vs.
		FY16	FY16	Original
		Budget	Budget	Budget
Revenues:				
411000	City of Houston-Appropriations	\$ 22,680,344	\$ 22,680,344	\$ -
415000	City of Houston Direct OH-Appro	1,460,000	1,460,000	-
416000	City of Houston - Safe funds	-	-	-
420000	Contributions	-	-	-
425000	In-Kind Donations	-	-	-
426000	Training Services	107,100	107,100	-
440000	Grants	1,261,144	1,261,144	-
450000	Forensic Services	-	-	-
450001	Miscellaneous Copy Fees	-	-	-
450002	Interest Income	10,000	10,000	-
Total Income		25,518,588	25,518,588	-
Expenses:				
Personnel:				
500010	Salary Base - Civilian	7,032,807	6,982,807	(50,000)
501070	Pension - Civilian	463,039	463,039	-
502010	FICA - Civilian	514,205	514,205	-
503010	Health Insurance - Active Civil	553,348	553,348	-
503015	Basic Life Ins - Active Civil	142,616	61,616	(81,000)
503060	Long Term Disability - Civilian	-	1,000	1,000
503090	Workers Comp - Civilian Adm	-	80,000	80,000
503100	Workers Comp - Civil Claims	-	500	500
504030	Unemployment Claims - Admin	-	-	-
504010	Pension - GASB 27 Accrual	-	-	-
504031	Unemployment Taxes - Admin	27,997	27,997	-
		8,734,013	8,634,013	(100,000)
Supplies:				
511010	Chemical Gases & Special Fluids	8,890	11,890	3,000
511020	Construction Materials	-	1,000	1,000
511040	Audio Visual Supplies	-	2,000	2,000
511045	Computer Supplies	41,731	66,731	25,000
511050	Paper & Printing Supplies	25,997	40,997	15,000
511055	Publications & Printed Material	14,863	24,863	10,000
511060	Postage	2,500	2,500	-
511070	Miscellaneous Office Supplies	104,090	73,090	(31,000)
511080	General Laboratory Supply	700,519	1,215,519	515,000

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	Original	Current	Current vs.
	FY16	FY16	Original
	Budget	Budget	Budget
511090 Medical & Surgical Supplies	184	2,184	2,000
511095 Small Technical & Scientific Eq	3,825	10,825	7,000
511110 Fuel	1,000	1,000	-
511120 Clothing	1,040	9,040	8,000
511125 Food/Event Supplies	16,571	24,571	8,000
511130 Weapons Munitions & Supplies	7,000	7,000	-
511145 Small Tools & Minor Equipment	3,351	8,351	5,000
511150 Miscellaneous Parts & Supplies	-	1,000	1,000
	931,561	1,492,561	561,000
Services:			
520100 Temporary Personnel Services	32,633	633	(32,000)
520105 Accounting & Auditing Svcs	25,000	30,000	5,000
520106 Architectural Svcs	150,000	179,500	29,500
520107 Computer Info/Contracting Svcs	12,000	12,000	-
520109 Medical Dental & Laboratory Ser	25,507	125,507	100,000
520110 Management Consulting Services	200,000	350,000	150,000
520112 Banking Services	1,226	2,726	1,500
520113 Photographic Services	7,000	2,000	(5,000)
520114 Misc Support Serv Recruit Relo	100,000	100,000	-
520115 Real Estate Rental	985,248	960,248	(25,000)
520118 Refuse Disposal	8,000	4,000	(4,000)
520119 Computer Equip/Software Maint.	215,218	230,218	15,000
620121 IT Application Services	42,487	27,487	(15,000)
520123 Vehicle & Motor Equip. Services	1,000	11,000	10,000
520124 Other Equipment Services	241,222	130,722	(110,500)
520143 Credit/Bank Card Svcs	5,000	5,000	-
520145 Criminal Intelligence Services	-	4,500	4,500
520520 Printing & Reproduction Serv.	19,698	20,198	500
520605 Public Information Svcs	5,070	5,070	-
520705 Insurance (Non-Medical)	133,020	123,020	(10,000)
520760 Contributions	2,815	2,815	-
520765 Membership & Prof. Fees	39,327	39,327	-
520805 Education & Training	157,982	157,982	-
520815 Tuition Reimbursement	61,641	61,641	-
520905 Travel - Training Related	127,610	147,610	20,000
520910 Travel - Non-training Related	18,782	23,782	5,000
521405 Building Maintenance Services	5,132	75,132	70,000
521505 Utilities	7,000	12,000	5,000

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	Original	Current	Current vs.
	FY16	FY16	Original
	Budget	Budget	Budget
521605 Data Services	18,327	21,327	3,000
521610 Voice Services, Equip & Labor	50,589	72,589	22,000
521705 Vehicle/Equipment Rental/Lease	40,111	34,111	(6,000)
521725 Other Rental Fees	6,519	6,519	-
521730 Parking Space Rental	87,180	132,180	45,000
521905 Legal Services	50,000	20,000	(30,000)
522205 Metro Commuter Passes	42,444	65,444	23,000
522305 Shipping and Freight	4,316	12,316	8,000
522430 Misc. Other Services & Chrgs	74,565	84,565	10,000
523100 Civilian Payroll	4,482,580	3,479,130	(1,003,450)
523200 Classified Payroll	6,546,407	6,313,407	(233,000)
523300 Supplies	115,000	115,000	-
523400 Services	177,445	177,445	-
523000 Sub-Contractor (COH-HPD) Total	11,321,432	10,084,982	(1,236,450)
	14,325,102	13,378,152	(946,950)
HFSC ONLY Supplies	3,003,670	3,293,170	289,500
Non-Capital Expenditures			
551010 Furniture and Fixtures	193,324	184,324	(9,000)
551015 Computer Hardware/SW	125,198	170,198	45,000
551025 Scientific/Foren Eqmt	10,166	53,166	43,000
Total Non-Capital Expenditures	328,688	388,688	60,000
Capital Expenditures			
170140 Improvements	225,000	150,000	(75,000)
170210 Furniture & Fixtures	-	100,000	100,000
170230 Computer Hardware/SW	-	53,000	53,000
170240 Scientific/Foren Eqmt	319,554	904,554	585,000
170980 Const in Progress	-	(316,550)	(316,550)
Total Capital Expenditures	544,554	678,004	133,450
Total Expense and Capital Before Depreciation	24,863,918	24,863,918	-
561230 Depreciation	324,485	324,485	-
610000 City of Houston Direct Overhead	1,460,000	1,460,000	-
Grant and Training Expense	1,346,824	1,346,824	-
Total Expense and Capital After Depreciation	27,995,227	27,995,227	-
Net Ordinary Income	(2,476,639)	(2,476,639)	-
Absolute Change			1,964,000
Percent of Change to Total Budget			7.7%