

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES
October 13, 2017

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (the "Corporation") hereby certifies the following are true and correct minutes of the October 13, 2017 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, made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on October 10, 2017, 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, Board chairwoman, at approximately 9:02 a.m. on Friday, October 13, 2017, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Jordan Benton called the roll. The following directors were present: Nicole B. Cásarez, Anthony Graves, Francisco G. Medina, Janet Blancett, Chief Mary Lentschke, Sandra Guerra Thompson.

The following directors were absent: David M. Feldman, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell and Tom P. Allen (ex-officio).

Chairwoman Cásarez declared a quorum was present.

- E. Chairwoman Cásarez nominated Jordan Benton as secretary of the Corporation during the next fiscal year or until she is no longer employed by the Corporation. Chief Lentschke seconded the motion. The motion passed unanimously.
- F. Dr. McPherson joined the meeting at approximately 9:06 a.m.
- G. Chairwoman Cásarez noted a draft of the minutes of the Corporation's meeting on August 11, 2017 had been distributed to the Board. Ms. Blancett made a motion to approve the minutes. Mr. Medina seconded the motion. The motion passed unanimously and the minutes were adopted.
- H. Chairwoman Cásarez asked if any members of the public wished to address the Board. She noted that no one asked to address the Board, and the meeting continued.

- I. Chairwoman Cásarez provided a chair's report. Chairwoman Cásarez reviewed the effects of Hurricane Harvey on HFSC staff, Board members, the lab's turnaround times and production. Chairwoman Cásarez noted the Innocence Project of New York had written a blog post praising HFSC for its ability to preserve evidence from damage during the hurricane. She said Sarah Chu, a senior forensic policy analyst with the Innocence Project, had personally emailed her the blog post and praised the lab for its work. Ms. Cásarez thanked Baylor College of Medicine for allowing HFSC to use their facilities free of charge for two National Forensic Science Week events in September. Chairwoman Cásarez noted that former Texas State Sen. Wendy Davis and State Rep. Donna Howard participated in two of the events. Chairwoman Cásarez thanked Dr. McPherson for his help on HFSC's annual financial audit. Finally, Chairwoman Cásarez thanked City of Houston Councilmember Jack Christie for finding funds for the lab to purchase a new robot for the toxicology section that will cut 8-10 hours of production time by more efficiently identifying drugs in biological samples. Councilmember Christie addressed the board and thanked HFSC for its work.
- J. Dr. Peter Stout, president and CEO, provided the president's report. Dr. Stout reviewed the lab's overall turnaround time (TAT) and requests received for the month. He also discussed remaining backlogs in latent prints and forensic biology. He noted that HFSC had been awarded two grants. Dr. Stout said Dr. Dayong Lee, HFSC's toxicology section manager, and Ms. Alicia Rairden, a research and development specialist, had research published in scientific journals. Dr. Stout provided an overview of outreach activities in September, including the CSI Academy graduation, National Forensic Science Week activities and a visit by attorneys from Japan. Dr. Stout said he talked to a community group about the opioids. Rep. Howard also toured the lab. Dr. Stout reviewed Harvey's impact on the staff and facilities, and thanked the Crime Scene Unit for protecting the lab from significant damage. Dr. Stout added Ms. Vanessa Fonte is now a certified property and evidence specialist, and Ms. Paula Evans, Ms. Robin Guidry, Ms. Courtney Head, Dr. Amy Castillo and Ms. Jennifer O'Callaghan are certified six sigma green belts. HFSC has 188 staff, among them 18 COH civilians and 12 classified officers.
- K. Mr. Darrell Stein, director of information strategy, gave an update on LIMS. He noted that December 4, 2017 is the expected go-live date for the new system. He said HFSC staff are testing the system to ensure optimal operation, and HFSC is working with a vendor to customize reports. Mr. Stein said a LIMS portal is being developed to make internal and external LIMS usage easier; it is expected to come online in the first quarter of 2018.
- L. Dr. Amy Castillo, COO and vice president, provided the monthly operations report. She reviewed each section's average TAT scorecards, updates and staff changes. Dr. Castillo commended Mr. James Miller, controlled substances section manager, for implementing a plan that will assist District Attorney Kim Ogg with her efforts to combat jail overcrowding following Hurricane Harvey. Under the new plan, evidence is dropped off in the lab twice a week instead of once, cutting an average of seven days from the section's TAT. Dr. Castillo thanked the client services/case management (CS/CM) division for helping make the plan successful. Dr. Castillo also acknowledged Councilmember Christie's purchase of the new

robot for the toxicology section.

- M. Mr. Leach, treasurer and CFO, presented a treasurer's report. He reported the findings of the annual audit, and thanked the finance division for working with the audit team. Mr. Leach reviewed HFSC's financial data, including grants, and costs for personnel, supply, consulting and services. Mr. Leach said HFSC had received \$10,000 from insurance to fix minor storm-related damage in the lab.
- N. Chairwoman Cásarez said agenda item 11 had been removed from consideration at this meeting.
- O. Ms. Lori Wilson, quality director, gave an update for September 2017. Ms. Wilson reviewed transcript reviews, proficiency and blind testing, incidents and corrective actions and testimony monitoring. She said HFSC disclosed to the Texas Forensic Science Commission about a false exclusion in the latent prints section. Ms. Wilson said HFSC had met its minimum accreditation standards and requirements during the annual ANAB desk audit. She noted that a few corrective actions had resulted from the annual internal audit of the forensic biology section. The audio/video unit also had an annual evidence audit.
- P. Dr. Stout asked for board authorization to approve up to a \$300,000 contract with Catapult, the vendor developing a portal for external users of the new LIMS. Dr. McPherson moved to grant Dr. Stout the requested authority. Vice Chairwoman Thompson seconded the motion. The motion passed unanimously.
- Q. Pursuant to Section 551.071, consultations with attorney, and Section 551.072, discussion regarding real property, of the Texas Government Code, the Board went into executive session at approximately 10:32 a.m. HFSC's general counsel, Ms. Renee Byas, Dr. Stout, Dr. Castillo and Mr. Charles Evans, director of business development, were present with board members during the executive session.
- R. The executive session concluded at approximately 11:34 a.m. The meeting reconvened in open session. The Board took no action with respect to matters discussed in executive session.
- S. Vice Chairwoman Thompson motioned to adjourn the meeting and Ms. Blancett seconded. With no objections, the meeting ADJOURNED at 11:34 a.m.

By: _____

Jordan Benton Secretary