

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS  
MINUTES  
January 12, 2018

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 January 12, 2018 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 January 9, 2018, 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 9:01 a.m. on Friday, January 12, 2018 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, Dr. Stacey A. Mitchell, Chief Mary Lentschke.

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

Chairwoman Cásarez declared a quorum was present.

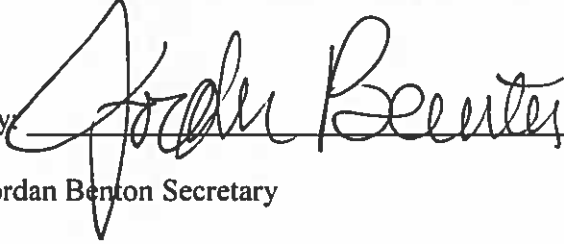
- E. Ms. Thompson joined the meeting at approximately 9:05 a.m.
- F. Chairwoman Cásarez noted a draft of the minutes of the Corporation's meeting on December 8, 2017 had been distributed to the Board. Dr. Mitchell made a motion to approve the minutes. Mr. Medina seconded the motion. The motion passed unanimously and the minutes were adopted.
- G. Chairwoman Cásarez asked if any members of the public wished to address the Board. No one addressed the Board. The meeting continued.

- H. Chairwoman Cásarez provided a chair's report. She thanked Technical Advisory Group (TAG) member, Dr. Darrell Davis, for joining the meeting remotely. Ms. Cásarez reported that Mr. Feldman had resigned from the Board, effective upon the confirmation by City Council of his replacement. Ms. Cásarez thanked Chief Lentschke for agreeing to replace Mr. Feldman on the budget working group. Ms. Cásarez reminded board members a quorum will be needed at the February 9 meeting to review and vote on a preliminary budget. Chairwoman Cásarez reported there is no new information to share regarding ongoing negotiations with the University of Houston for a new facility. The Chairwoman noted various activities by Board members, and said Board member Mr. Anthony Graves would have a book signing for his newly released book later in the month. She also recommended an article in Rolling Stone magazine that emphasized how HFSC has become a model, in part because of its blind testing program.
- I. Dr. Amy Castillo, vice president and COO, provided the operation's report and an update on the new Laboratory Information Management System (LIMS). Dr. Castillo reviewed the lab's overall turnaround time (TAT) and requests received for the month. She presented each technical section's scorecard showcasing overall TAT, progress and impacts from the ongoing transition to LIMS and staffing updates. She highlighted recent community outreach efforts, as well as recent certifications and staffing updates. She noted HFSC has had more success attracting qualified job applicants. Dr. Castillo noted three sections had transitioned to the new LIMS, and that HFSC will now focus its efforts on moving to its own independent computer network in order to meet a March deadline outlined in the Interlocal Agreement (ILA) with the City.
- J. Ms. Aimee Grimaldi, quality specialist, provided an update on HFSC's blind quality control (BQC) program. She reviewed the BQC program's purpose, growth, and goals for 2018 as well as the benefits and challenges associated with the program. Ms. Grimaldi noted that 400 BQC cases went through six technical sections with satisfactory results in 2017. She thanked Dr. Stout, the District Attorney's Office, Harris County AFIS (Automated Fingerprint Identification System) and the Houston Police Department for their collaboration.
- K. Mr. David Leach, treasurer and CFO, requested board approval to reallocate funds in the FY18 budget. Dr. Mitchell made a motion to approve. Mr. Graves seconded the motion. With no objections, the motion was approved.
- L. Mr. Leach presented a treasurer's report. He stated HFSC was awaiting two additional payments from Fund 2213, and that the budget is on its proper track for the year.
- M. Ms. Lori Wilson, quality director, gave an update for December 2017. Ms. Wilson reviewed transcript reviews, proficiency and blind testing, incidents and corrective actions and testimony monitoring. She reviewed a disclosure made from the audio/video section to the Texas Forensic Science Commission (TFSC), which will be on the TFSC's February 2 meeting agenda. Ms. Wilson reminded the Board that HFSC is to be reaccredited this year, and noted that the Client Services/Case Management Division is also seeking accreditation.
- N. Pursuant to Section 551.071, consultations with attorney, of the Texas Government Code, the Board went into executive session at approximately 10:18 a.m. HFSC's general counsel, Ms. Renee Byas, Dr. Castillo and Ms. Benton, Board secretary, were present in the executive

session.

- O. The executive session concluded at approximately 10:39 a.m. The meeting reconvened in open session.
- P. Mr. Medina made a motion to allow Chairwoman Cásarez to enter into an interlocal agreement with the City of Houston for legal representation for the Beckwith lawsuit. Ms. Blancett seconded the motion. With no objection, the motion was approved.
- Q. The meeting ADJOURNED at 10:41 a.m.

By



A handwritten signature in cursive script, reading "Jordan Benton", is written over a horizontal line.

Jordan Benton Secretary