

Houston Forensic Science Center, Inc.
MEETING OF BOARD OF DIRECTORS
MINUTES
April 13, 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 April 13, 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 April 10, 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 9:00 a.m. on Friday April 13, 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, Philip Hilder, Janet Blancett, Dr. Stacey A. Mitchell, Chief Mary Lentschke, Sandra Guerra Thompson.

The following directors were absent: Francisco G. Medina, Dr. Robert "Bob" H. McPherson and Tom P. Allen (ex-officio)

Chairwoman Cásarez declared a quorum was present

- E. Chairwoman Cásarez noted a draft of the minutes of the March 9, 2018 Board meeting had been distributed to the directors. Dr. Mitchell made a motion to approve the minutes. Mr. Hilder seconded the motion. The motion passed unanimously.
- F. Chairwoman Cásarez asked if members of the public wished to address the Board. No one addressed the Board.
- G. Chairwoman Cásarez presented a chair's report. She welcomed Dr. Darrell Davis, a member of HFSC's Technical Advisory Group to the meeting. Dr. Mitchell shared details from a multidisciplinary conference she attended, the End Violence Against Women Conference. Dr. Mitchell said the conference has started becoming a greater forum for issues pertaining to DNA, forensics and forensic nursing. Vice Chair Thompson participated in a forensic science symposium at Georgia State Law School. The symposium addressed, among other things, how results are reported and what steps are being taken to improve crime labs. Chairwoman said Congressman Al Green invited Mr. Graves to make a presentation about criminal justice

reform at the Library of Congress in Washington D.C. The Chairwoman also mentioned an upcoming lab tour for Houston defense attorneys.

- H. Dr. Stout gave the president's report. Dr. Stout discussed pending disclosures to the Texas Forensic Science Commission (TFSC). Dr. Stout reviewed the lab's average turnaround time (TAT) for March 2018, total TAT, backlogs and requests received. Dr. Stout explained that the long-discussed increased in TAT that had been expected due to the transition to a new computer network had now become apparent. Dr. Stout shared recent outreach activities, including lab tours. He also informed the board about new certifications and provided a staffing update.
- I. Mr. Darrell Stein, director of information strategy, updated the Board on HFSC's ongoing transition to a new Laboratory Information Management System (LIMS). Mr. Stein said the legacy LIMS has been moved to a cloud-based environment. Some disciplines that have not yet transitioned to the new LIMS are now operating in that cloud-based system. Mr. Stein said the web-based portal stakeholders will use to submit requests for testing is under development and is expected to better serve both internal and external stakeholders.
- J. Dr. Amy Castillo, vice president and COO, presented the operation's report. She began by reminding the Board that, as expected, the transition to a new LIMS and network had impacted operations. She reviewed each section's scorecard, including CODIS (Combined DNA Index System) and LSS (Lean Six Sigma), showcasing overall TAT, accreditation and upcoming assessments, and informing the board regarding current backlogs,
- K. Mr. Leach presented a treasurer's report. Mr. Leach reported the budget is on track. He reviewed the monthly financial data and updated the Board on grant revenue.
- L. Ms. Lori Wilson, quality director, gave an update for March 2018. Ms. Wilson shared information about the testimony transcript review project, internal audits, the upcoming lab-wide assessment and licensing exams for forensic analysts.
- M. Pursuant to Section, 551.071, consultation with attorney, and Section 551.072, deliberation regarding real property, of the Texas Government Code, the Board went into executive session at approximately 10:43 a.m. HFSC's general counsel Ms. Renee Byas, Dr. Stout, Dr. Castillo. Mr. Charles Evans, director of business development, Mr. Leach, Ms. Caresse Young, director of human resources, and Ms. Benton, Board secretary, were present in the executive session.
- N. The executive session concluded at approximately 11:30 a.m. The meeting reconvened in open session.
- O. No further action was taken.
- P. Ms. Blancett made a motion to adjourn. Vice Chair Thompson seconded the motion. The meeting ADJOURNED at approximately 11:31 a.m.

By: 
Jordan Benton Secretary