

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

January 11, 2019

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (HFSC and/or the "Corporation") hereby certifies the following are true and correct minutes of the January 11, 2019 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 8, 2019, 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 January 11, 2019 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, Sandra Guerra Thompson, Anthony Graves, Philip Hilder, Dr. Stacey Mitchell, Mary Lentschke and Ms. Tracy Calabrese

Dr. McPherson arrived at approximately 9:06 a.m. after the roll was called.

The following directors were absent: Francisco Medina and Janet Blancett

Chairwoman Cásarez declared a quorum was present.

- E. Chairwoman Cásarez asked if any changes were needed for the December 14, 2018 Board meeting minutes. Ms. Calabrese requested an amendment to "Item D," the attendance portion of the minutes. Vice Chair Thompson made a motion to approve the minutes. Dr. Mitchell 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 thanked staff for organizing the HFSC holiday party and Board members for their donations that made it possible. The Chairwoman said HFSC will reestablish a multi-disciplinary task force that had previously researched handling of sexual assault kits and the reasons for Houston's large backlog. The group will review best practices and provide guidance for the handling of sexual assault kits (SAK) as the

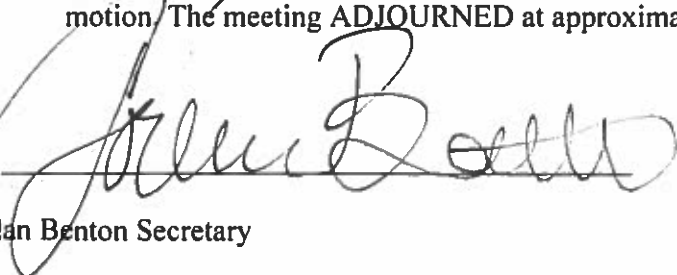
state prepares to launch a tracking system. The task force will include Directors Lentschke and Mitchell, in addition to other stakeholders. The Chairwoman said Dr. Peter Stout, president and CEO, will attend a conference in March at Duke Law School being sponsored by the Center for Statistics and Applications in Forensic Evidence (CSAFE) and the National Innocence Project. Dr. Stout will speak about the lab's blind testing program, future lab-wide implementation of CSAFE standards and the future of training and education in scientific evidence.

- H. Dr. Peter Stout presented the president's report. He reviewed the lab's overall turnaround time (TAT) and requests received for December 2018. Dr. Stout said requests received are still on the rise, and noted the toxicology section requests have increased 44 percent between 2014 and 2018, with a nearly 30 percent increase in the past two years alone. Dr. Stout gave a staffing update and shared new staff advanced degrees and certifications. He reviewed recent outreach activities, including that HFSC hosted a group of Rice University students. HFSC's community outreach group participated in nearly 50 events in 2018 that reached more than 1,000 citizens, he said.
- I. Dr. Stout requested Board approval to change HFSC's registered agent to himself. He also requested approval to change HFSC's corporate address, principal office and registered address to 500 Jefferson effective March 4, 2019. Dr. McPherson made a motion to approve. Mr. Hilder seconded the motion. The motion passed unanimously.
- J. Mr. Leach requested Board approval to reallocate FY19 budget funds to better reflect current spending. Dr. McPherson made a motion to approve the reallocations. Vice Chair Thompson seconded the motion. The motion passed unanimously.
- K. In a treasurer's report, Mr. Leach said he will present the Board with the proposed FY20 budget in February and request its approval. He said HFSC's FY19 spending has continued as expected.
- L. Dr. Amy Castillo, vice president and COO, presented the operations report. She said the forensic DNA section is on schedule to eliminate the backlog by July, and that of 600 cases sent to a private laboratory for testing, 200 have returned. Dr. Castillo shared how the federal shutdown is impacting grant money HFSC needs to continue certain projects, including moving to 500 Jefferson the Combined DNA Index System (CODIS) and the National Integrated Ballistics Information Network (NIBIN.) The FBI must be involved with the setup of CODIS, and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) oversees NIBIN. She said three internal promotions in the latent print section will mean that while the section will maintain a 30-day turnaround time for prints associated with violent crimes, the historic print backlog will remain until the examiner spots are filled. The transition to the new Laboratory Information Management System (LIMS) will impact casework in the latent print section. Dr. Castillo shared the 2019 company goals that include a communication strategy, as well as goals for quality, productivity and value, staff skills and a great place to work. She said the goals include a lab-wide turnaround time goal 2019 of 45 days to accommodate strains that will result from the move to 500 Jefferson and the transition to LIMS.
- M. Dr. Castillo requested board approval for a proposed contract between the Corporation and Bode Cellmark Forensics. The contract will allow HFSC to use federal grant dollars to pay to send DNA cases to a private lab as part of a project to eliminate a forensic DNA backlog. Vice

Chair Thompson made a motion to approve. Dr. Mitchell seconded the motion. The motion passed unanimously.

- N. Dr. Stout gave an update on the crime scene (CSU) and digital and multimedia units. Dr. Stout said the cross-training of two audio/video analysts to replace Houston Police Department (HPD) digital analysts who have been transferred back to HPD will be complete by the end of January. The digital and multimedia unit will be among the first to move to 500 Jefferson, so its current focus is on that transition. Dr. Stout said crime scene investigators completed training on an alternate light source, the electrostatic dust lifter and comparative quality photography techniques. CSU responded in 2018 to 640 crime scenes and processed 441 vehicles.
- O. Mr. Darrell Stein, director of information strategy, updated the Board on the transition to the new LIMS. Mr. Stein said HFSC will launch the new request portal, "Where's My Result," on January 18. All disciplines, with the exception of forensic biology/DNA, will go live in the new LIMS by January 22. Staff members are testing the systems to ensure functionality prior to launch.
- P. Mr. Charles Evans, director of business development, updated the Board on the upcoming lab-wide move to 500 Jefferson. Mr. Evans said HFSC has reviewed a sublease between the Corporation and the City of Houston. The City's Legal Department is currently reviewing the document. HFSC will ask the Board to approve the sublease in February or March. HFSC and the City are also reviewing changes to the interlocal agreement (ILA) which will align the contract with the 30-year 500 Jefferson lease. Mr. Evans said City Council will be asked to approve the ILA in March or April. He said the CODIS team's move may be delayed by the federal government's shutdown because the FBI is unable to come to Houston as required to inspect the new building and security Mr. Evans reviewed the move timeline and logistics.
- Q. Ms. Lori Wilson, quality division director, reviewed year-to-date and monthly blind quality controls (BQC,) accomplishments and challenges for December BQCs, audits, disclosures, corrective actions, proficiency tests and testimony data for 2018. Ms. Wilson said incorporating blinds into NIBIN has been challenging. The quality division is also encountering challenges incorporating BQCs in the digital section because a non-case working supervisor who had assisted with the "blinding" process has transferred back to HPD.
- R. Vice Chair Thompson made a motion to adjourn the meeting. Dr. McPherson seconded the motion. The meeting ADJOURNED at approximately 11 a.m.

By: _____



Jordan Benton Secretary