

HOUSTON FORENSIC SCIENCE LGC, INC.

MEETING OF BOARD OF DIRECTORS MINUTES

August 1, 2012

The undersigned, being the duly appointed Acting Secretary of Houston Forensic Science LGC, Inc. (the "Corporation"), hereby certifies that the following are true and correct minutes of the August 1, 2012, 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, 2012, in the same manner and location as required by law of the City of Houston, Texas ("COH").

C. The meeting was called to order by Scott Hochberg, Chairman of the Board, at 9:15 a.m. on Wednesday, August 1, 2012, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002. Mr. Hochberg appointed Diana Bresk as Acting Secretary for the meeting. Ms. Bresk called the roll. The following Directors were present:

Scott Hochberg, Nicole B. Cásarez, Donna Fujimoto Cole, Enrique V. Barrera, Sandra Guerra Thompson, and Tom P. Allen (ex-officio).

The following Directors were absent:

Marcia Johnson, Hiram A. "Art" Contreras, Catherine Lamboley, and Willie E. B. Blackmon.

Mr. Hochberg announced that a quorum of the Directors was present.

D. Mr. Hochberg noted that a draft of the minutes of the Corporation's meeting of July 9, 2012, had been distributed to the Board. After discussion, a motion was made and seconded to approve the minutes with minor corrections to Paragraphs O, R, and S. The Motion passed unanimously, and the minutes of the meeting of July 9, 2012, were approved.

E. Mr. Hochberg commented on certain protections from legal liability provided to the Directors by Section 3 of City of Houston Resolution No. 2012-17; the status of the Corporation's filings with government agencies; the need for the Directors to complete on-line training programs provided by the Texas Attorney General's office that address open meetings and public information; a recent article in the Washington Post regarding forensic science; a recent meeting of the Texas Forensic Science Commission attended by Mr. Hochberg; and the Board's next meeting on August 22, 2012.

F. Mr. Hochberg asked if any members of the public were present who would like to address the Board. Ron Smith of Ron Smith & Associates, Inc., addressed the Board regarding work performed by his company for the Houston Police Department ("HPD") Crime Lab. No other members of the public asked to address the Board.

G. Mr. Contreras arrived and joined the meeting at approximately 9:30 a.m. (during Mr. Smith's remarks).

H. Several Directors made observations regarding their tours of the HPD Crime Lab. At Mr. Hochberg's request, HPD Executive Assistant Chief Tim Oettmeier discussed other facilities that the Directors may wish to visit.

I. Mr. Hochberg introduced Sarah Chu of the Innocence Project, who addressed the Board regarding strategies for improving scientific culture in forensic laboratories. Ms. Chu responded to questions from the Board.

J. Mr. Hochberg introduced the Honorable Ellen Cohen, member of the Houston City Council, who addressed the Board regarding an ordinance recently enacted by the City Council to collect a fee from sexually oriented businesses; the funds generated by the fee are to be used for the analysis of evidence of sexual assaults. Ms. Cohen introduced Nirja Aiyer, Senior Assistant City Attorney for the City of Houston, who assisted Ms. Cohen in the drafting of the ordinance and related projects. Ms. Cohen and Ms. Aiyer responded to questions from the Board.

The Board took a recess in its proceedings from approximately 10:45 a.m. until 11:00 a.m.

K. The Board considered a proposal by Mr. Hochberg to limit the outside employment of the Executive Director of the Corporation. After discussion, the Board directed Mr. Allen to draft a formal resolution for consideration at the Board's next meeting.

L. The Board considered a proposal by Mr. Hochberg to limit acceptance of gifts by members of the Board. After discussion, the Board directed Mr. Allen to draft a formal resolution for consideration at the Board's next meeting.

M. At Mr. Hochberg's request, Mr. Allen advised the Board regarding the publication of the Corporation's request for proposals for banking services.

N. Chief Oettmeier provided the Board with two documents, "Houston Forensic Science LGC, Inc. Organizational Structure and Staffing Considerations" and "Transition of Forensic Disciplines from HPD to Houston Forensic Science LGC, Inc. Issues and Considerations." Together with Matt Slinkard (HPD Assistant Chief), Chief Oettmeier discussed the contents of the first document and related issues and responded to questions from the Board.

O. At Mr. Hochberg's request, Ms. Cole described the progress of the working group considering issues related to the transfer of operations from HPD to the Corporation, as well as the Corporation's present need for administrative services. After discussion, Ms. Cole moved that the Board authorize the working group to obtain, on behalf of the Corporation, the services of a part-time administrative assistant, the said services to be obtained through a temporary agency arranged by the City's Human Resources Department. After further discussion, Ms. Cole agreed to amend her motion to include authorization for Ms. Cole to arrange for the said services at a reasonable cost to the Corporation, without the need for further authorization from the Board. As amended, Ms. Cole's motion was seconded, and the amended motion passed unanimously.

P. At Mr. Hochberg's request, Ms. Cásarez described the progress of the working group considering issues related to the recruitment of the Corporation's executive staff. The Board agreed that the hiring of an executive director should receive priority. Ms. Cásarez has obtained proposals from several executive search firms and expects to receive additional proposals. Ms. Cásarez expects at least two firms to make presentations at the Board's September meeting.

Q. At Mr. Hochberg's request, Ms. Thompson described the progress of the working group considering issues related to the Technical Advisory Group ("TAG"). Minutes of the working group's meeting of July 18, 2012, have been distributed to the Board. Ms. Thompson stated that her group expects most members of the TAG to be affiliated with universities. The Board discussed various topics pertinent to the TAG, including the working group's recommendation regarding an ethics policy.

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On motion made and seconded, the meeting ADJOURNED at approximately 1:15 p.m.

HOUSTON FORENSIC SCIENCE LGC, INC.

By:



Diana Bresk
Acting Secretary