

HOUSTON FORENSIC SCIENCE LGC, INC.

MEETING OF BOARD OF DIRECTORS MINUTES

August 22, 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 22, 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 August 17, 2012, 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 Scott Hochberg, Chairman of the Board, at 9:00 a.m. on Wednesday, August 22, 2012, in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002. Mr. Hochberg appointed Deborah Gray as Acting Secretary for the meeting. Ms. Gray called the roll. The following Directors were present:

Scott Hochberg, Nicole B. Cásarez, Donna Fujimoto Cole, Enrique V. Barrera, Sandra Guerra Thompson, Marcia Johnson, Hiram A. "Art" Contreras, Catherine Lamboley, and Willie E. B. Blackmon, and Tom P. Allen (ex-officio).

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

D. Mr. Hochberg announced that the Corporation's web page is on-line at www.houstonforensiccenter.org and www.houstonforensiccenter.com, and he invited the Directors to submit their resumes for inclusion on the web page. Mr. Hochberg also announced that he is scheduled to speak to the Houston City Council's Public Safety Committee to advise the Committee regarding the progress of the Corporation.

E. Mr. Hochberg noted that a draft of the minutes of the Corporation's meeting of August 1, 2012, had been distributed to the Board. A motion was made and seconded

to approve the minutes with proposed corrections. The Motion passed unanimously, and the minutes of the meeting of August 1, 2012, were approved.

F. Mr. Hochberg asked if any members of the public wished to address the Board. There was no response from the persons present.

G. Mr. Hochberg introduced Jim Leitner, First Assistant District Attorney for Harris County, who addressed the Board regarding the role of forensic evidence in fair and effective prosecutions. Mr. Leitner responded to questions from the Board.

H. Mr. Hochberg asked the Board to consider Draft "B" of a "Resolution Limiting Compensation Received by President of Corporation." Mr. Hochberg suggested that Section 3 of the draft be revised to read in its entirety as follows: "That, by resolution the Board of Directors may allow the President to receive compensation for services from persons other than those described in Section 2, but only before the President performs any part of the service for which compensation is given or is to be given." Mr. Hochberg moved that the Board adopt the said Resolution as revised. Mr. Hochberg's motion received a second and passed unanimously. (The adopted Resolution is No. 2012-002.)

I. At Mr. Hochberg's request, Ms. Cásarez described the progress of the working group considering issues related to selecting an executive search firm to assist with hiring the Corporation's Executive Director. After discussion, the Board agreed to post on the Corporation's web page a notice of the Corporation's interest in receiving proposals from executive search firms and also to supply the notice to entities with which search firms are likely to be affiliated. Mr. Hochberg appointed Ms. Johnson, Ms. Cásarez, and himself to a subgroup to prepare the notice.

J. The Board agreed to invite the executive search firms of Park Square, Bob Murray, and Coleman Lew to explain their respective services to the Board via Skype videoconferencing. The Board also agreed to prepare questions for the firms and to submit the questions to the Corporation's new administrative assistant for distribution.

K. Mr. Hochberg introduced Alex Bunin, Chief Public Defender for Harris County, who addressed the Board regarding forensic science issues from the perspective of a public defender. Mr. Bunin responded to questions and comments from the Board.

The Board took a recess in its proceedings from 10:30 a.m. until approximately 10:45 a.m.

L. Mr. Hochberg introduced Sarah Kerrigan, Ph.D., Professor of Criminal Justice, Sam Houston State University, who addressed the Board regarding the work of the

Texas Forensic Science Commission and other forensic science matters. Dr. Kerrigan responded to questions from the Board.

M. Mr. Hochberg introduced Michael Bromwich, who appeared via Skype videoconferencing. Mr. Bromwich described his independent investigation of the Houston Police Department Crime Laboratory and Property Room from March 2005 through June 2007. Mr. Bromwich also made recommendations regarding future operations of the Corporation and the hiring of executive staff, and he responded to questions from the Board.

N. M. D. Slinkard, Assistant Chief, Houston Police Department, completed Executive Assistant Chief T. N. Oettmeier's presentation from the Board's previous meeting regarding certain forensic science matters. Chief Slinkard responded to questions from the Board.

O. At Mr. Hochberg's request, Ms. Lamboley reported on the progress of the working group considering the transfer of operations from HPD to the Corporation; Ms. Lamboley highlighted several issues, including the third-party contract for latent print analysis. At Ms. Lamboley's request, Mr. Allen reported on the status of the Corporation's contract for banking services. Mr. Allen stated that Bank of Texas and Well Fargo Bank, N.A., have submitted proposals, which the Board will be asked to consider at its September 12 meeting. Ms. Cásarez stated that her husband is employed by Wells Fargo Bank, that she will recuse herself from the Board's consideration of a banking services contract, and that she will provide the statement required by Section 2.14 of the Corporation's Bylaws.

P. Ms. Cole reported on the hiring of a part-time administrative assistant for the Corporation and on computer hardware and software recommended for the Corporation's temporary office. A motion was made and seconded to authorize Ms. Cole to purchase the recommended hardware and software on behalf of the Corporation, without the need for further authorization from the Board. The motion passed unanimously.

Q. At Mr. Hochberg's request, Ms. Cole presented an initial budget (the "Initial Budget") for the Corporation's first \$500,000 of funding to be received from the City. After discussion, on motion by Ms. Cole and seconded by Mr. Blackmon, the Board unanimously approved the Initial Budget.

On motion made and seconded, the meeting ADJOURNED at approximately 1:20 p.m.

ATTACHMENTS INCORPORATED INTO AND MADE A PART OF THESE MINUTES: Resolution No. 2012-002 (§ H above); Initial Budget (§ Q above).

HOUSTON FORENSIC SCIENCE LGC, INC.

By:



Deborah Gray
Acting Secretary

HOUSTON FORENSIC SCIENCE LGC, INC.

Resolution No. 2012-002

**RESOLUTION LIMITING COMPENSATION
RECEIVED BY PRESIDENT OF CORPORATION**

WHEREAS, the Board of Directors (the "Board") of Houston Forensic Science LGC, Inc. (the "Corporation") desires to establish a policy limiting compensation received by the President of the Corporation (the "President"); **NOW, THEREFORE;**

BE IT RESOLVED BY THE DIRECTORS OF THE CORPORATION:

Section 1. That for the purposes of this Resolution:

- (a) "Compensation" means value given in consideration for a service performed; reimbursement for a reasonable expense actually incurred is not compensation.
- (b) "Person" means any natural person and any for-profit or non-profit organization or business entity.

Section 2. That the President (who, as prescribed by Section 5.03 of the Corporation's Bylaws, also serves as the Executive Director of the Houston Forensic Science Center) shall not receive compensation from any person who conducts business with, or solicits business from, the Corporation.

Section 3. That, by resolution the Board of Directors may allow the President to receive compensation for services from persons other than those described in Section 2, but only before the President performs any part of the service for which compensation is given or is to be given.

Section 4. That any actual or reasonably suspected violation of the Policy established by this Resolution must be reported to the Board of Directors for action

commensurate with the violation, which action may include termination of employment.

Section 5. That this Resolution shall take effect immediately upon its adoption by the Board of Directors.

ADOPTED this 22nd day of August, 2012.

CERTIFICATE

The undersigned hereby certifies that this Resolution 2012-002 was duly adopted by the Board of Directors of Houston Forensic Science LGC, Inc., on the 22nd day of August, 2012.

Executed this 12th day of September, 2012.

D Gray
(Signature)

Deborah L. Gray
(Printed Name of Secretary or Acting Secretary)

Draft

Forensic Science Center, LGC

Initial Funding Request of \$500,000

from the \$5million City General Funds designated for FSC, LGC

	A	B	C
1	Fees Start Up LGC		
2		\$50,000	State Filings, Admin Asst., Bookkeeper, Legal Fees, Office Supplies,
3			City Attorney Office Reimbursement of expenses, computer, office equipment,
4			software
5	Board Meeting Costs & Parking	\$3,000	9 board members meetings, lunch, refreshments, parking
6			
7	Consultants	\$70,000	Forensic, Premises Security, CPA-Bookkeeper, Tax Atty, HR Atty, IT, Benefits, Insurance
8			
9	Recruiter Fee	\$80,000	Estimated fees for Executives, Searches, Testing, Investigations, Placement
10			
11	Interviewee Travel	\$17,000.00	Executive applicants Interviewing, airline/hotel/ground
12			estimate 5-7 people @ \$2,000 each
13			
14	Executive Salaries & Benefits	\$280,000.00	Estimated initial outlay for new hires
15			
16			
17			
18	Subtotal	\$500,000.00	Initial FSC, LGC funding request from the \$5,000,000 general funds
19			designated from the City for the Forensic Science Center
20			
21			