

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS

MINUTES

June 8, 2018

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 June 8, 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 June 5, 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 June 8, 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, Francisco G. Medina, Janet Blancett and Dr. Stacey A. Mitchell.

The following directors were absent: Dr. Robert “Bob” H. McPherson, Chief Mary Lentschke, Sandra Guerra Thompson and Tom P. Allen (ex-officio)

Chairwoman Cásarez declared a quorum was present

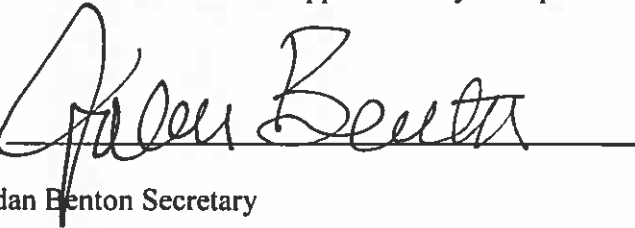
- E. Chairwoman Cásarez said the Board had to vote on the annual reappointment of the Corporation’s officers. Chairwoman Cásarez moved to reappoint Dr. Peter Stout as HFSC’s president. Mr. Hilder seconded the motion and it passed unanimously. Chairwoman Cásarez moved to reappoint Dr. Amy Castillo as the Corporation’s vice president. Dr. Mitchell seconded the motion and it passed unanimously. Chairwoman Cásarez moved to reappoint Mr. David Leach as HFSC’s treasurer. Ms. Blancett seconded the motion and it carried unanimously. Chairwoman Cásarez moved to reappoint Ms. Jordan Benton as the Corporation’s secretary. Ms. Blancett seconded the motion and it passed unanimously.
- F. Dr. McPherson arrived at approximately 9:06 a.m.
- G. Chairwoman Cásarez presented a chair’s report. She reminded the Board that four members are up for reappointment by City Council in July. She stated that council had approved the city’s, and as part of that. HFSC’s as well. The Chairwoman thanked the City of Houston and its finance department for their assistance with the budget. Ms. Cásarez thanked the Board

members who attended a private screening at Pub Fiction of CNN's "Death Row Stories," featuring both herself and Mr. Graves. She added that she and others at HFSC had met with Council Member Mike Knox at City Hall. The Chairwoman shared positive feedback she had received at a forensic science conference, including comments by some who called HFSC the "model for the nation."

- H. Chairwoman Cásarez noted a draft of the minutes of the May 11, 2018 Board meeting had been distributed to directors. Dr. Mitchell made a motion to approve the minutes. Mr. Medina seconded the motion. The motion passed unanimously.
- I. Chairwoman Cásarez asked if members of the public wished to address the Board. No one addressed the Board.
- J. Ms. Lori Wilson, quality director, gave an update for May 2018. Ms. Wilson shared information about testimony monitoring, proficiency tests, audits and inspections, quality file reviews and the blind testing program. Ms. Wilson offered a reminder of HFSC's four-year reaccreditation, which will occur in July.
- K. Ms. Corissa Rodgers, forensic analyst in toxicology, gave an update on HFSC's Discovery website, which is a searchable, electronic records warehouse accessible to the public. The site makes information readily available to stakeholders and others who previously had to get a court order or submit a public information request to receive documents. Ms. Rodgers walked the Board through the website, showcasing how the site is user-friendly, customizable and accessible. The website also cuts down on time spent both internally and externally to request, provide and receive information.
- L. Dr. Amy Castillo, vice president and COO, presented the operations report. Dr. Castillo reported the International Association of Property and Evidence (IAPE) had awarded accreditation to HFSC's Client Services & Case Management (CS/CM) Division. The Chairwoman congratulated the section and their manager, Ms. Ashley Henry, on their accomplishment. Dr. Castillo reviewed each section's scorecard, including CODIS (Combined DNA Index System) and process improvement projects. She talked about each section's turnaround time, critical issues, current backlogs and other updates.
- M. Mr. Leach gave a treasurer's report. Mr. Leach said the external annual audit, being conducted by Blazek and Vetterling, would be completed after the year-end close. He said the budget is on track for the year. Mr. Leach gave an update on active and pending grants.
- N. Dr. Stout presented the president's report. Dr. Stout said HFSC is in year three of five of the corporate strategic plan. He said the company is reviewing and updating the plan to make it more in line with current corporate goals. Dr. Stout said Mayor Sylvester Turner had appointed him to a commission on gun violence. Dr. Stout showed the Board National Integrated Ballistics Information Network (NIBIN) statistics, comparing Houston's database activity with that of other cities in the state. Dr. Stout said HFSC's NIBIN activity is the highest in the state. Dr. Stout reviewed the lab's average turnaround time (TAT) for May 2018, backlogs and requests received. Dr. Stout noted the continued decrease in the latent print backlog. He shared information about recent outreach activities, staff certification and employment numbers.

- O. Pursuant to Section 551.074, personnel matters, of the Texas Government Code, the Board went into executive session at approximately 10:29 a.m. to discuss a personnel matter between Dr. Stout and Renee Byas, HFSC's general counsel. Dr. Stout, Ms. Byas, Human Resources Director Ms. Caresse Young and Jordan Benton, secretary of the board, were present in the executive session along with the Board.
- P. The executive session concluded at approximately 1:03 p.m. The meeting reconvened in open session.
- Q. Dr. McPherson made a motion to form a working group to investigate a disagreement over the interpretation of a legal matter. The group would consist of Chairwoman Cásarez, Dr. Mitchell and himself and he proposed a fund of \$15,000 to hire a law firm to provide a legal opinion on the issue. He further proposed Ms. Byas be placed on paid leave until the matter is resolved. Mr. Medina seconded the motion. It passed unanimously.
- R. Ms. Cásarez made a motion to adjourn. Dr. Mitchell seconded the motion. The meeting ADJOURNED at approximately 1:07 p.m.

By:

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

Jordan Benton Secretary