

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS  
MINUTES  
August 10, 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 August 10, 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 August 7, 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 9:06 a.m. on Friday August 10, 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, Philip Hilder, Francisco G. Medina, Chief Mary Lentschke, Sandra Guerra Thompson and Ms. Tracy Calabrese

The following directors were absent: Anthony Graves, Janet Blancett, Dr. Robert "Bob" H. McPherson, Dr. Stacey A. Mitchell

Chairwoman Cásarez declared a quorum was present

- E. Chairwoman Cásarez asked if there were any changes to the July 13, 2018 Board meeting minutes. Mr. Hilder made a motion to approve the minutes as presented. Mr. Medina 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 Dr. Mitchell and Vice Chair Thompson for their help interviewing general counsel candidates. The Chairwoman noted that Dr. Stout would be attending a conference in Cartagena, Colombia to present about HFSC.
- H. Mr. Graves arrived at approximately 9:13 a.m.

- I. Dr. Peter Stout, president and CEO, presented the president's report. Dr. Stout reviewed the overall turnaround time (TAT), staffing changes and certifications. He noted that Domingo Villarreal, the Crime Scene Unit (CSU) deputy director, was elected as the fourth vice president of the International Association for Identification (IAI). Dr. Stout reviewed the Texas Forensic Science Commission's (TFSC) final report regarding a complaint about contamination in the forensic biology/DNA section and quality investigations into those incidents. Dr. Stout shared recent outreach events. Dr. Stout said he testified before Rep. Victoria Neave's sexual assault violence task force. He also discussed HFSC's blind quality control program, along with Ms. Lori Wilson, HFSC's quality division director, and Ms. Callan Hundl, an HFSC quality specialist, on the TV show, Reasonable Doubt. The TV show is a Harris County Criminal Lawyers Association (HCCLA) broadcast.
- J. Dr. Amy Castillo, vice president and COO, presented the operations report. She reviewed each section's scorecard, including details regarding TAT, critical issues, backlogs, outsourcing efforts, section staffing and other updates. Dr. Castillo shared information about a capital murder case that could impact the forensic biology/DNA section. A state law requires all biological evidence in death row cases be tested at laboratory expense. The board discussed the time, cost and staffing issues that could result from this requirement. Jerry Pena, director of CSU and the forensic and multimedia evidence unit, said CSU expects to be fully accredited once HFSC receives its certificate of accreditation. The board congratulated CSU on this major accomplishment.
- K. James Miller, manager of seized drugs, presented data about the opioid crisis, opioid-related overdose deaths nationwide and the effects of dangerous synthetic opioids, such as the pain reliever fentanyl. Mr. Miller discussed the potency of other potentially toxic, opioids including carfentanyl, a drug whose sole approved use is as a tranquilizer for large animals. These dangerous opioids are now being sold on the streets and are often disguised as legitimate pharmaceuticals, including hydrocodone and Xanax. Mr. Miller said the seized drugs section changed protocols and requirements to protect staff handling these dangerous opioids. He said preliminary field tests traditionally employed by law enforcement officers can no longer be used both because they give misleading results on some synthetic opioids and also require officers to handle potentially deadly drugs.
- L. Ms. Lori Wilson, quality division director, thanked her staff, HFSC staff and the Board for their support and work to help the lab complete its four-year reaccreditation assessment. The assessors said the lab had complied with 182 requirements and found three nonconformances. She told the Board that HFSC is addressing three nonconformances and expects to receive its accreditation certificate in the coming weeks.
- M. Mr. Leach requested Board approval to reallocate funds between accounts in HFSC's FY18 budget. Chairwoman Cásarez made a motion to approve the budget reallocations. Mr. Hilder seconded the motion. The Board approved the budget reallocations unanimously.
- N. In a treasurer's report, Mr. Leach gave a breakdown of how budget dollars had been spent in FY18. He also compared how dollars were spent in FY17 versus FY18.
- O. Pursuant to Texas Government Code sections 551.071, consultation with attorney, 551.074, personnel matters, and 551.072, real property, the Board went into executive session at

approximately 11:00 a.m. Dr. Stout, Dr. Castillo, Mr. Leach, Board Secretary, Jordan Benton, and Mr. Charles Williams, HFSC's outside counsel, were present for the first part of the executive session, along with the Board, for consultation with attorney.

P. The executive session concluded at approximately 11:50 a.m. The meeting reconvened in open session.

Q. Mr. Hilder made a motion to adjourn. Vice Chair Thompson seconded the motion. The meeting ADJOURNED at approximately 11:51 a.m.

By: \_\_\_\_\_

Jordan Benton Secretary

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
5708 SOUTH CAMPUS DRIVE  
CHICAGO, ILLINOIS 60637

TO: THE DIRECTOR, NATIONAL BUREAU OF STANDARDS  
4301 LEGATION ROAD  
GAITHERSBURG, MARYLAND 20899

FROM: DR. J. H. VAN VLECK  
DIRECTOR, NATIONAL BUREAU OF STANDARDS



J. H. VAN VLECK