

Houston Forensic Science Center, Inc.

SPECIAL MEETING OF BOARD OF DIRECTORS  
MINUTES  
November 18, 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 November 18, 2019 special 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 posted on November 13, 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 Dr. Stacey Mitchell, board chairwoman, at approximately 8 a.m. on Monday November 18, 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 during roll call: Dr. Stacey Mitchell, Philip Hilder, Anna Vasquez, Francisco Medina, Janet Blancett, Dr. Robert “Bob” McPherson and Mary Lentschke

Ms. Tracy Calabrese was absent

Chairwoman Mitchell declared a quorum was present

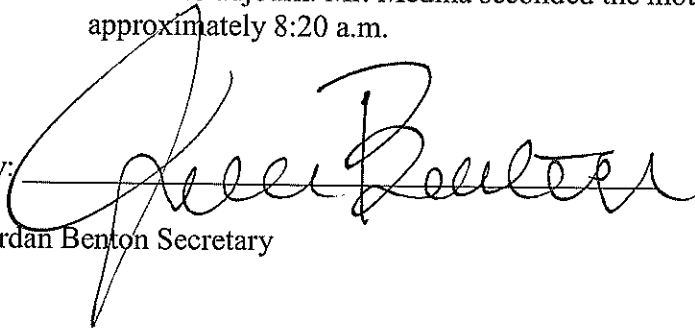
Dr. McPherson arrived at approximately 8:01 a.m. after the roll was called. Chairwoman Mitchell asked board members if they had any changes to the October 11, 2019 board meeting minutes. The board did not request any changes. Mr. Hilder made a motion to approve the minutes. Ms. Vasquez seconded the motion. The motion passed unanimously.

- E. Chairwoman Mitchell asked if members of the public wished to address the board. No one addressed the board.
- F. Chairwoman Mitchell presented a chair’s report. Dr. Mitchell said HFSC’s grand opening was a success and she congratulated HFSC staff for completing the move to 500 Jefferson. Dr. Mitchell reminded the board about HFSC’s holiday party on December 14, which will be held at 500 Jefferson. She reminded members who had not already donated to fund the party to make donations to cover the remaining costs since HFSC does not use taxpayer dollars to fund

the event.

- G. Chairwoman Mitchell requested the board approve the appointment of Director Mary Lentschke to serve as Vice Chair of the board. Mr. Hilder made a motion to approve. Ms. Blancett seconded the motion. The motion passed unanimously.
- H. Chairwoman Mitchell requested the board approve a motion to renew the appointment of the Vice Chair position annually. She suggested the reappointment occur in June when the board appoints HFSC's corporate officers. Ms. Akilah Mance, HFSC general counsel, recommended the board consider approving a Resolution to affirm the change at its January meeting. Dr. McPherson made a motion to approve Chairwoman Mitchell's recommendation that the reappointment of the vice chair position occur every year in June. Ms. Vasquez seconded the motion. The motion passed unanimously.
- I. Dr. Stout requested board approval to negotiate and enter into the Interagency Cooperative Agreement (ICA) between HFSC and the Houston Police Department (HPD.) Dr. Stout explained that the proposed ICA will reflect changes caused by HFSC's move to an independent facility in 500 Jefferson. The agreement will provide a plan for the disposal of certain assets, define space sharing at the vehicle examination bay and outline accessibility between the parties to their respective computer networks, among other items. Ms. Blancett made a motion to approve. Mr. Medina seconded the motion. Ms. Mance requested the board authorize Dr. Stout to sign the finalized ICA prior to the next board meeting. Chairwoman Mitchell requested an amended vote. Ms. Blancett made a motion to approve the inclusion. Vice Chair Lentschke seconded the motion. The motion passed unanimously.
- J. Dr. Stout requested board approval to negotiate and enter into agreement with a financial institution to manage the corporate employee retirement fund. He requested the authority to sign the agreement prior to the next board meeting. Dr. Stout said the new agreement will be more cost effective, offer lower fees for HFSC and its employees and have a broader selection of funds for staff to choose from. Vice Chair Lentschke made a motion to approve. Dr. McPherson seconded the motion. The motion passed unanimously.
- K. Chairwoman Mitchell reminded the board that the December 13 board meeting is cancelled. Chairwoman Mitchell asked for a motion to adjourn the meeting. Dr. McPherson made a motion to adjourn. Mr. Medina seconded the motion. The meeting ADJOURNED at approximately 8:20 a.m.

By:



Jordan Benton Secretary