

Houston Forensic Science Center, Inc.

VIRTUAL SPECIAL MEETING OF BOARD OF DIRECTORS

MINUTES

January 13, 2021

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 January 13, 2021 virtual 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 (instructions for Microsoft Teams access and call-in options) and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code and Governor Greg Abbott’s March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act, notice of this meeting was duly posted online to [www.houstonforensicscience.org](http://www.houstonforensicscience.org) on January 7, 2021 along with a free-of-charge videoconference link, dial-in phone number and an electronic copy of the agenda packet, as required.
- C. The virtual meeting on Microsoft Teams was called to order by Board Chairwoman Stacey Mitchell at approximately 10 a.m. on Wednesday, January 13, 2021.
- D. Board Secretary Jordan Benton called the roll. The following directors were present: Stacey Mitchell, Mary Lentschke, Philip Hilder, Francisco Medina, Janet Blancett, Vicki Huff and Tracy Calabrese.

Anna Vasquez, Ellen Cohen and Lois Moore were absent from the meeting. Chairwoman Mitchell declared a quorum.

- E. Chairwoman Mitchell announced that HFSC’s virtual board meeting was being held in compliance with Governor Greg Abbott’s temporary suspension of certain provisions of the Texas Open Meetings Act in response to the COVID-19 pandemic.
- F. Chairwoman Mitchell opened the public comment period and reminded attendees that the board agenda included an email address and phone number for speakers to indicate their intent to address the board. The chairwoman asked Secretary Benton if any members of the public wished to address the board. Ms. Benton stated she did not receive any emails or phone calls from members of the public requesting to address the board. The chairwoman then extended the opportunity for public comment to members of the public who did not timely submit their names to Ms. Benton. No speakers addressed the board. Chairwoman Mitchell closed the public comment period at approximately 10:03 a.m.
- G. The chairwoman announced that HFSC requested the City of Houston’s Office of Inspector General investigate a personnel complaint, in compliance with HFSC’s policies. At approximately 10:04 a.m. the board entered in Executive Session in accordance with Section

551.074 (a), et seq., of the Texas Government Code, to deliberate or hear a personnel matter regarding Mr. Jerry Pena, director of HFSC's crime scene unit and multimedia section. Secretary Benton stopped the public meeting's recording, and the board entered into closed session along with Dr. Peter Stout, HFSC's president and CEO, and Ms. Akilah Mance, HFSC's general counsel.

- H. The board reconvened into open session at approximately 11:16 a.m. Secretary Benton began recording the open session at that time. Chairwoman Mitchell confirmed a quorum was present.
- I. Chairwoman Mitchell asked if the board had any motions for consideration, related to the executive session. The board did not offer or consider any motions.
- J. Chairwoman Mitchell requested a motion to adjourn the meeting. Director Blancett made a motion to adjourn. Director Hilder seconded the motion. With none opposed, the meeting ADJOURNED at approximately 11:17 a.m.

By: *Jordan Benton*

Jordan Benton Secretary