

Houston Forensic Science LGC, Inc.

MEETING OF THE BOARD OF DIRECTORS
MINUTES

August 14, 2013

The undersigned, being the duly appointed Acting Recording Secretary of the Houston Forensic Science LGC, Inc., (the "Corporation"), hereby certifies that the following are true and correct minutes of the August 14, 2013, 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 9, 2013 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 14, in the Council Annex Chambers, 900 Bagby St. Public Level), Houston, Texas 77002.
- D. Chairman Hochberg appointed Ms. Cynthia De Leon as Acting Secretary for purposes of the meeting.
- E. Ms. De Leon called the roll. The following Directors were present: Scott Hochberg, Marcia Johnson, Nicole Casarez, Enrique Barrera, Hiram A. Contreras, William Blackmon, Sandra Thompson and Tom P. Allen (ex-officio).

The following Directors were absent: Catherine Lamboley

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

- F. Mr. Hochberg noted that a draft of the minutes of the Corporation's meeting on July 10, 2013, had been distributed to the Board. Mr. Blackmon made a motion to approve the minutes, and it was seconded by Mr. Contreras. The Motion passed unanimously, and the minutes of the meeting of July 10, 2013 were adopted.

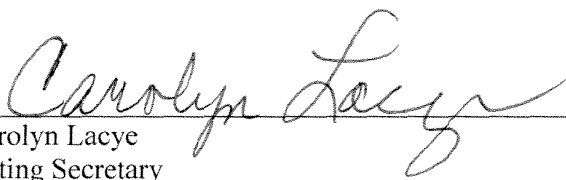
- G. Mr. Hochberg asked if any members of the public were present who would like to address the Board. Mr. Hochberg then noted that no one had asked to address the Board, and the meeting continued.
- H. President Daniel Garner reported to the Board on items including accreditation progress and future facilities needs.
- I. Ms. Thompson reported on a meeting she recently attended organized by the Texas Forensic Science Commission regarding the challenges of creating a system of certification of forensic science personnel, and issues regarding notice when errors in forensic analysis are suspected or discovered.
- J. Mr. Barerra reported on the progress of the Technical Advisory Group (TAG). He stated that one more person with a latent print background needs to be added to the TAG. He expects to present a recommendation to the Board for a person to fill that position soon.
- K. Ms. Johnson and Mr. Contreras reported on discussions with City of Houston's Office of Business Opportunity (OBO) regarding policies for procurement from minority/woman, disadvantaged businesses. OBO agreed to prepare some drafts for the Board to review.
- L. Mr. Hochberg proposed to amend the banking resolutions to increase the limit for which a single signature is sufficient for checks and other payments to \$20,000, with an additional restriction that any check or other payment to an account signer be signed by at least one account signer other than the payee. Ms. Johnson made a motion to approve the changes. Mr. Blackmon seconded the motion, and it passed unanimously. Mr. Hochberg noted that, in accordance with the terms of the Memorandum of Understanding with the City, these changes would take effect only upon approval from the City.
- M. The Board stood at ease at approximately 9:37 a.m., and reconvened after approximately one-half hour.
- N. Mr. Hochberg discussed the FY2013 budget and the proposed FY2014 budget. The Board discussed the proposed FY 2014 budget extensively. Mr. Blackmon made a motion to approve the proposed FY2014 budget as presented except that the description listed as "Capital Expenditures - Independent Network" would be changed to read "Capital Expenditures - Independent Network and Lab Instrumentation". Mr. Contreras seconded the motion and the proposed budget passed unanimously.

- O. Mr. Hochberg reminded the Board that meetings have been scheduled for the second Friday of the month through 2014.

There being no other business, the meeting was adjourned at approximately 11:15 a.m.

Houston Forensic Science LGC, Inc.

By:



Carolyn Lacye
Acting Secretary

HOUSTON FORENSIC SCIENCE LGC, INC.

Resolution No. 2013-002

RESOLUTION AMENDING RESOLUTION NO. 2012-003 TO REVISE AUTHORITY TO WITHDRAW FUNDS OF CORPORATION

WHEREAS, on September 12, 2012, the Board of Directors (the "Board") of Houston Forensic Science LGC, Inc. (the "Corporation") adopted Resolution 2012-003, which Resolution prescribed certain procedures related to funds of the Corporation; and

WHEREAS, the Board has concluded that the interests of the Corporation will be well served by authorizing a single Account Signer (as defined in Resolution 2012-003) to make payments from the Corporation's funds in higher amounts; **NOW, THEREFORE**;

BE IT RESOLVED BY THE DIRECTORS OF THE CORPORATION:

Section 1. That Section 6(a) of Resolution 2012-003 is amended to read in its entirety as follows:

(a) Each of the Chairman of the Board, the Vice-Chairman of the Board, the President of the Corporation, and the Treasurer of the Corporation is an Account Signer, *provided that* the signatures of two Account Signers shall be required to make a payment or other withdrawal from the Corporation's funds in an amount exceeding \$20,000.00, and *further provided that* for any payment or other withdrawal for which an Account Signer is a payee, the signature of an Account Signer other than a payee shall be required.

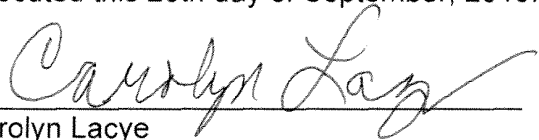
Section 2. That this Resolution shall take effect immediately upon its adoption by the Board of Directors.

ADOPTED this 14th day of August, 2013.

CERTIFICATE

The undersigned hereby certifies that this Resolution 2013-002 was duly adopted by the Board of Directors of Houston Forensic Science LGC, Inc., on the 14th day of August, 2013.

Executed this 26th day of September, 2013.

A handwritten signature in cursive script, appearing to read "Carolyn Lacy", written over a horizontal line.

Carolyn Lacy
Acting Secretary

**Houston Forensic Science LGC
Adopted FY 2014 Budget**

HPD FY2014 Budget - reimbursed	\$ 19,918,000
500010 Salary-Base-Civilian	529,167
501070 Pension-Civilian	21,167
502010 FICA-Civilian	40,400
503010 Health Insurance-Active Civilian	48,300
503015 Basic Life Insurance-Active Civilian	2,070
503060 Long Term Disability-Civilian	1,035
503090 Workers Compensation-Civilian Adm	3,000
504030 Unemployment Claims-Adm	2,000
Personnel	647,138
511070 Miscellaneous Office Supplies	19,000
Supplies	19,000
520110 Management Consulting Services	201,600
520111 TAG Support	20,000
520119 Computer Equipment/Software Maintenance	10,000
520123 Vehicle & Motor Equipment Services	2,400
520140 Audit	25,000
520765 Membership & Professional Fees	10,000
520805 Education & Training	85,000
520810 Employee moving expense	10,000
520905 Travel-Training	25,000
520910 Travel-Nontraining	40,000
522430 Miscellaneous Other Services & Charges	56,000
522440 Insurance	190,000
Services	675,000
560210 Capital Expenditures - Furniture and Fixtures	26,000
560210 Capital Expenditures - Independent Network and Lab Instrumentation	572,975
Capital	598,975
CURRENT FORENSIC TOTAL PLUS LGC OPERATIONS	21,858,113
BEFORE CITY OF HOUSTON OVERHEAD	
City of Houston direct overhead	1,460,000
TOTAL EXPENDITURES	\$ 23,318,113