Houston Forensic Science Center, Inc.
Board of Directors Meeting
June 14, 2019
Notice is hereby given that beginning at 9:00 a.m. on the date set out above, the Board of Directors (the "Board") of the Houston Forensic Science Center, Inc. (the "Corporation") will meet in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002. The items listed below may be taken out of order at the discretion of the Chair and any items listed for closed session may be discussed and/or approved in open session and vice versa as permitted by law.

**AGENDA**

1. Call to order.

2. Roll call; confirmation of presence of quorum.

3. Consider annual appointment of corporate officers: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Jordan Benton as secretary.

4. Reading of draft minutes of April 12, 2019 Board meeting. Consideration of proposed corrections, if any. Approval of minutes.

5. Public comment.

6. Report from Nicole Casarez, board chair, including a monthly update of activities and other announcements.

7. Consider a conflict of interest disclosure from Vice Chair Sandra Guerra Thompson relating to a pending federal grant application by the Corporation and possible related action.

8. Consider extending the May 2019 deadline for the Board’s annual performance review of Dr. Peter Stout, president and CEO, and the June 1, 2019 deadline for submission of Dr. Stout’s proposed list of annual priorities and performance objectives and possible related action.

Reports and presentations by corporate officers, and possible related action items

9. Report from Dr. Stout including technical updates, outreach efforts, staffing changes and other corporate business items.

   a. Presentation and update on bills passed by the 86th Texas Legislature that could potentially impact the Corporation’s activities and budget.
10. Report from Mr. Leach, treasurer and CFO, regarding company financials and other fiscal updates.
   
a. Presentation by Mr. David Leach regarding proposed reallocations to the fiscal year budget and possible related action.

11. Monthly operations report from Dr. Amy Castillo, vice president and COO, including a review of turnaround times and backlogs.

Reports and presentations by staff

12. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, on evidence collection, turnaround times and other updates.

13. Report from Mr. Charles Evans, director of business development, regarding the status of the Corporation’s facility project and move to 500 Jefferson.
   
a. Consider authorizing the President and CEO to enter into a service agreement with Full Spectrum Analytics Inc. for the purchase of services relating to the move, testing and verification of Corporate lab instruments for a total contract amount not to exceed $250,000, and possible related action.

14. Report from Mr. James Miller, manager of seized drugs, regarding House Bill 1325 which creates a mechanism in Texas for the legal production of hemp and the potential impact to the Corporation.

15. Report from Ms. Paula Evans, project engineer, regarding the outcome of a process improvement project that focused on returning to the Houston Police Department Property Room evidence created during analysis.

16. Report from Ms. Aimee Grimaldi, project engineer, regarding results from a process improvement project that created a better mechanism for handling and tracking evidence items that require analysis by more than one discipline.

17. Report from Ms. Erika Ziemak, assistant quality director, regarding quality assurance, including review of testimony monitoring, proficiency tests and corrective actions.

18. Adjournment.

   –NOTICE REGARDING SPECIAL NEEDS –
   Persons requiring accommodations for special needs may contact the HFSC at 713-929-6760 to arrange for assistance.

   –NOTICE REGARDING PUBLIC COMMENT –
Members of the public may address the Board during the "Public Comment" segment of the meeting. Each speaker should limit his or her comments to three minutes. The Chairman may limit both the number of speakers and the time allotted for each speaker. A speaker who plans to submit a document for the Board's consideration should provide at least ten copies of the document, each marked with the speaker's name.

– NOTICE REGARDING CLOSED MEETINGS –

As authorized by Texas Government Code Chapter 551.001 (the "Open Meetings Act"), if during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at the date, hour and place given in this Notice or as soon after the commencement of the noticed open meeting, for any and all purposes permitted by Section 551.071-551.089, inclusive, of the Open Meetings Act.

The presiding officer shall announce that the Board will convene in a closed meeting; that is, in "a meeting to which the public does not have access," sometimes known as an "executive session." The presiding officer's announcement will identify the provision(s) of the Open Meetings Act permitted by Section 551.071-551.089 under which the closed meeting will be held. Should any final action or vote be required in the opinion of the Board with regard to any matter considered in such closed or executive session, then such final action or vote shall be taken only in a meeting open to the public, including reconvening the open meeting covered by this Notice.

Certification of Posting of Notice of the Board of Directors ("the Board) of the Houston Forensic Science Center, Inc. (the “Corporation)

I, Jordan Benton, coordinator of board relations and executive administration, do hereby certify that a notice of this meeting was posted on Tuesday, the 11th day of June, 2019 in a place convenient to the public in the Council Annex Chambers, 900 Bagby Street. (Public Level), Houston, Texas 77002, and on the HFSC website as required by Section 551.002 et seq., Texas Government Code.

Given under my hand this the 11th day of June 2019.

__________________________
Jordan Benton
**Agenda Action**

**Item No.: 3. Consider annual appointment of corporate officers: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Jordan Benton as secretary.**

**Subject:** The Board’s annual appointment of corporate officers as required in HFSC’s Bylaws.

**Background:** During the June 2018 meeting of the Board, HFSC’s corporate officers were appointed, as follows: Dr. Peter Stout as president, Dr. Amy Castillo as vice president, Mr. David Leach as treasurer and Ms. Jordan Benton as secretary. The corporate officers are currently serving in their respective appointments and no resignations have been provided to the Chair.

**Executive Summary:** Pursuant to Section 5.01 of the Corporation’s Bylaws, the Board shall appoint a President, a Vice President, a Secretary, and a Treasurer. The appointed persons shall hold office until the next annual Board meeting, at which time the Board shall appoint or reappoint each officer. The Board may appoint any person to serve as a corporate officer, except the Board may not appoint a director of the Board. A description of each officer’s position is found in Sections 5.03 - 5.06 of the Bylaws.

**Fiscal Impact:** No anticipated additional fiscal impact.

**Staff Recommendation:** Staff recommends approval.

**By:** Nicole Cásarez, Board Chair
Legal review by General Counsel
HOUSTON FORENSIC SCIENCE CENTER, INC.

BYLAWS (excerpt)

ARTICLE 5 – OFFICERS

... 

SECTION 5.03. PRESIDENT. The President shall be the chief executive officer of the Corporation and the Executive Director of the Houston Forensic Science Center. If and as authorized by the Board, the President may sign, with the Secretary or another officer of the Corporation, all bonds, notes, deeds, conveyances, assignments, mortgages, notes, contracts, and other instruments of any kind in the name of the Corporation. The President also shall perform other duties prescribed from time to time by the Board.

SECTION 5.04. VICE PRESIDENT. The Vice President shall perform the duties and exercise the powers of the President upon the President's death, absence, disability, resignation, or inability to perform the duties of the office, except that the Vice President shall not act as the Executive Director of the Houston Forensic Science Center without the Board's approval as evidenced by a resolution. The Vice President also shall perform other duties prescribed from time to time by the Board or by the President.

SECTION 5.05. SECRETARY. The Secretary shall keep the minutes of the meetings of the Board in one or more books provided for that purpose, see that all notices are duly given as required by law or by these Bylaws (specifically including Section 7.04 below), serve as custodian of the records of the Corporation, and in general perform the duties incident to the office of Secretary. The Secretary also shall perform other duties prescribed from time to time by the Board or by the President.

SECTION 5.06. TREASURER. The Treasurer shall be the chief financial officer of the Corporation and shall have custody of, and responsibility for, all funds of the Corporation. The Treasurer shall receive and give receipts for funds due and payable to the Corporation; deposit all funds of the Corporation in one or more depository institutions as provided by these Bylaws; and in general perform the duties incident to the office of Treasurer. The Treasurer also shall perform other duties prescribed from time to time by the Board or by the President.
MEETING OF BOARD OF DIRECTORS
MINUTES
April 12, 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 March 8, 2019 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 April 9, 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 Nicole B. Cásarez, Board chairwoman, at approximately 9:00 a.m. on Friday April 12, 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: Nicole B. Cásarez, Anthony Graves, Philip Hilder, Francisco Medina, Dr. Robert “Bob” H. McPherson, Dr. Stacey Mitchell, Mary Lentschke and Ms. Tracy Calabrese

The following directors were absent: Sandra Guerra Thompson, Janet Blancett

Dr. McPherson arrived at the meeting at approximately 9:17 a.m. Chairwoman Cásarez declared a quorum was present

E. Chairwoman Cásarez asked if any changes were needed for the March 8, 2019 Board meeting minutes. Dr. Mitchell made a motion to approve the minutes. 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. Ms. Cásarez shared that she and Vice Chair Thompson met with mayoral candidate Bill King. She said he expressed support for the lab and interest in touring the facility. The Chair said Dr. Stout will speak about Rapid DNA at the Quattrone Center in May. Ms. Cásarez thanked Mayor Sylvester Turner, renowned attorney Michael Bromwich and Ms. Sarah Chu from the Innocence Project for attending HFSC’s 5-year anniversary celebration. She thanked HFSC staff for organizing the event and Mr. John
Quinlan, president of Jefferson Smith, LLC, for his sponsorship.

H. Chairwoman Casarez presented a resolution confirming the Board’s commitment to follow Section 551.143 of the Texas Government Code, conspiracy to circumvent the Texas Open Meetings Act, despite a recent ruling by the Texas Court of Criminal Appeals that struck it down. Mr. Medina made a motion to adopt the resolution. Ms. Lentschke seconded the motion. The motion passed unanimously.

I. Dr. Peter Stout, president and CEO, presented the president’s report. He reviewed HFSC’s overall turnaround time and requests completed by section for March 2019. Dr. Stout shared monthly averages and gave a staffing update. Dr. Stout told the Board HFSC has already participated in 20 community outreach events since January, including the final session of the nation’s first forensic science Explorer program led by HFSC volunteers and in cooperation with the Boy Scouts of America. Dr. Stout said Mr. Bromwich and Ms. Chu toured HFSC before the 5-year anniversary celebration.

J. Dr. Stout requested authority to enter into a 60-month lease agreement with Agilent Technologies for an instrument in the toxicology section. The $429,000 lease also includes instrument components, service and training. Mr. Hilder made a motion to authorize Dr. Stout’s request. Dr. McPherson seconded the motion. The motion passed unanimously.

K. Mr. David Leach, chief financial officer and treasurer, requested approval to reallocate funds in the FY18 budget to better reflect spending, including the use of grant dollars. Dr. McPherson made a motion to approve the budget reallocations. Ms. Lentschke seconded the motion. The motion passed unanimously.

L. Mr. Leach reviewed the new General Accounting Standards Board (GASB) requirements that will impact monthly reporting. Mr. Leach said GASB no longer allows operations leases _ only capital leases. This will require future changes to HFSC’s income statement _ which shows income earned and expenses incurred with no cash impacted _ and to the balance sheet, which shows assets, liabilities and equity. The cash flow statement will also change.

M. Dr. Amy Castillo, vice president and chief operations officer, presented an operations report. Dr. Castillo said at the next meeting, the operations report will feature screenshots from the new management dashboard, showcasing HFSC metrics in a single view. Dr. Castillo reviewed turnaround times by section. She updated the Board on the biology/DNA backlog elimination outsourcing project and said the target outsourcing end date is July, two months earlier than anticipated. The section’s focus will now be on reviewing outsourced cases. Dr. Castillo updated the Board about additional staff training on how to input profiles into the Combined DNA Index System (CODIS). HFSC implemented the training after an internal audit found an error in how profiles were being uploaded that could have led to potential “hits” being missed.

N. Mr. Jerry Pena, director of the crime scene (CSU) and digital multimedia units, said the digital and A/V sections are now fully operational a short time after moving into the new facility at 500 Jefferson. Mr. Pena said CSU is busy preparing for their May move. He said 20 crime scene investigators and supervisors are being trained to use 3D scanning technology.
O. Mr. Charles Evans, director of business development, updated the Board about the lab’s ongoing move to 500 Jefferson. Mr. Evans said moves one through three have been completed. By the end of May about 65 percent of staff will be housed in 500 Jefferson. Mr. Evans said the lab has handed back the space at 1301 Fannin with no additional costs incurred. He said the lab permit was submitted and expected to be received within the next week, and that the basement permit would come next.

P. Mr. Evans requested approval for Dr. Stout to purchase lab furniture for the Corporation’s new lab space on the 18th floor of 500 Jefferson, including $99,220 in federal grant funds and $235,432 to be received from Jefferson Smith, LLC., with a maximum purchase cost of up to $350,000. Chairwoman Casarez made a motion to approve the purchase. Mr. Hilder seconded the motion. The motion passed unanimously.

Q. Ms. Erika Ziemak, assistant quality division director, updated the Board on blind quality controls (BQC,) audits, disclosures, corrective actions, proficiency tests, transcript reviews and testimony data. She said the first blind verification in latent prints was submitted in March in latent prints section. The blind verification program in latent prints will allow a second examiner to review a completed case without knowing the findings of the initial examiner.

R. Dr. McPherson made a motion to adjourn the meeting. Mr. Medina seconded the motion. The meeting ADJOURNED at approximately 10:25 a.m.

By: _________________________________________

Jordan Benton Secretary
**Agenda Action Item No.:** 7. Consider a conflict of interest disclosure from Vice Chair Sandra Guerra Thompson relating to a pending federal grant application by the Corporation and possible related action.

**Subject:** Consider information relating to the vice chair’s conflict of interest disclosure and possible related action.

**Background:** HFSC submitted a grant application to the National Institute of Justice (“NIJ”) for a federal grant solicitation. The submitted application included a proposal for HFSC to work with Duke University School of Law and the University of Houston, School of Law. Vice Chair Guerra Thompson is a faculty member at the University of Houston School of Law and would be the primary contact.

Chapter 171 of the Local Government Code (“LGC”) states that a local public official who has a substantial interest in a business entity, shall file an affidavit stating the nature and extent of the interest, and abstain from further participation in the matter. LGC Chapter 176 requires a local government officer to file a conflicts disclosure statement if the local government entity is considering entering into an agreement with a vendor that has an employment relationship with the officer. The vice chair fulfilled both statutory obligations in May 2019 by filing disclosures with the secretary and chair of the board.

**Executive Summary:** HFSC’s Financial Conflict of Interest policy restricts or prohibits transactions involving interested persons, including Board directors. The policy requires full and prompt disclosure of all conflicts and sets forth procedures to resolve the conflict and avoid the appearance of impropriety. A conflict arises when an interested party has a substantial interest in an entity that is negotiating a transaction with HFSC or a transaction that could directly or indirectly benefit the interested person. Receiving a grant is a transaction under the policy. A director has a substantial interest in an entity if he or she receives more than $2,500 or 10% of gross income from the business entity, whichever amount is less.

Pursuant to the policy, after an interested director discloses the potential conflict to the Board chair, the Board shall determine if a conflict exists and resolve the conflict in a manner that is fair, reasonable, and the best interest of HFSC.

**Fiscal Impact:** No anticipated additional fiscal impact.

**Staff Recommendation:** No staff recommendation.

**By:** Nicole Casarez, Board Chair
Legal review by General Counsel
June 11, 2019

To fellow members of the HFSC Board of Directors:

I have applied to participate on a grant project submitted by HFSC to provide training to attorneys and laboratory analysts regarding forensic science testimony. The grant application proposes for Brandon Garrett, a law professor at Duke University Law School, to participate as well. If awarded, I intend to resign my position on the Board of Directors in order to eliminate the conflict of interest. Otherwise, I plan to continue to serve on the Board.

Sincerely,

Sandra Guerra Thompson
Newell H. Blakely Chair &
Criminal Justice Institute Director
Houston Forensic Science Center
Financial Conflict of Interest Disclosure Statement

This Houston Forensic Science Center ("HFSC") Financial Conflict of Interest Disclosure Statement is to be completed annually by all persons with decision-making authority regarding any HFSC contract or transaction. Completed forms should be submitted to the secretary of the Board of Directors by June 1 of each year.

1. I, Sandra G. Thompson, have received a copy of and have read and understand the HFSC Financial Conflict of Interest Policy (the "Policy"). I agree to comply with the Policy.

2. If I have an actual or perceived conflict of interest (as defined in the Policy), I will promptly disclose it as required by the Policy.

3. I do not have, nor am I negotiating, a contract or transaction (as defined in the Policy) with HFSC for goods or services (other than any employment contract that may exist between HFSC and me), and this statement is true with regard to any family member of mine (as family member is defined in the Policy).

4. I do not have (nor does a family member have) a financial interest in a contract or transaction that exists or is being negotiated between HFSC and any entity in which (a) I am (or a family member is) a director, officer, agent, partner, associate, employee, trustee, or legal representative or (b) I am (or a family member is) engaged in some other capacity.

5. I am not (nor is a family member) engaged in any capacity with a business or enterprise that competes with HFSC nor do I or a family member have a financial interest in a business or enterprise that competes with HFSC.

6. I do not and will not engage in any business or financial activity that adversely affects or is detrimental to the best interests of HFSC.

7. I will not accept gifts, gratuities, entertainment, or other favors from individuals or entities when the party offering the gift, gratuity, entertainment or favor does so under circumstances that might create the perception that such action was intended to influence me in the performance of my HFSC duties.

Check one of the following:

☐ I agree with all of the statements in this Financial Conflict of Interest Disclosure Statement. My statements concerning my family members are made to the best of my knowledge.

☒ I cannot agree with a certain statement (or statements). Below I identify the statement(s) by number and disclose the following circumstances:

See attachment

Sandra G. Thompson

SIGNATURE

NAME PRINTED

DATE

May 7, 2019

Rev. 9.3.15

Financial Conflict of Interest
Issued By: Human Resources Director
Uncontrolled When Printed

Document ID: 8348
Issue Date: 08/04/2017
Page 7 of 7
Attachment for Houston Forensic Science Center, Financial Conflict of Interest Disclosure Statement of Sandra G. Thompson, 5/7/19

- #3- I am an “Interested person,” as defined by the HFSC financial conflict of interest policy. I have a substantial interest in an entity (University of Houston Law Center) that has or is negotiating a potential contract or transaction with HFSC, namely a proposal to provide services to HFSC as a grant subrecipient, if selected. Pursuant to the policy, I have also disclosed this information to the Chair of the Board of Directors; recused myself from the decision-making process; will timely file a disclosure statement with the Corporate Secretary pursuant to Chapter 176 of the Local Government Code; as well as file an affidavit and abstain from voting pursuant to Section 171.004 of the Texas Local Government Code, should this matter be brought before the Board of Directors.
LOCAL GOVERNMENT OFFICER
CONFLICTS DISCLOSURE STATEMENT

1 Name of Local Government Officer
Sandra Guerra Thompson

2 Office Held
Houston Forensic Science Center
Vice Chair, Board of Directors

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code
University of Houston (I, Sandra Thompson, serving as the primary agent of the vendor).

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.
Employed by University of Houston, receiving taxable income exceeding $2500 during the previous 12 month period.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds $100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted N/A Description of Gift N/A

Date Gift Accepted Description of Gift

Date Gift Accepted Description of Gift

(attach additional forms as necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said Sandra Guerra Thompson, this the 9th day of May, 2019, to certify which, witness my hand and seal of office.

Signature of officer administering oath
Printed name of officer administering oath
Title of officer administering oath
LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

1. Name of Local Government Officer. Enter the name of the local government officer filing this statement.

2. Office Held. Enter the name of the office held by the local government officer filing this statement.

3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code. Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.

4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3. Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.

5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds $100. List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed $100 in value.

6. Affidavit. Signature of local government officer.

Local Government Code § 176.001(2-a): “Family relationship” means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.


(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.
FINANCIAL CONFLICT OF INTEREST

Policy Statement
A financial conflict of interest occurs when personal interests interfere, or appear to interfere, with the ability to make sound business decisions on behalf of Houston Forensic Science Center (HFSC). There are some common relationships or circumstances that can create, or give the appearance of, a conflict of interest. Generally, these situations involve gifts, business or financial dealings, investments, or any combination of these. The Financial Conflict of Interest Policy is designed to help identify situations that present conflicts of interest and to provide procedures to prevent, manage, and resolve conflicts appropriately and in accordance with the goals of ensuring objectivity, accountability, and transparency and preserving public trust in HFSC’s operations. Any contract or transaction with any vendor, supplier, or other party doing business with HFSC in which the contract or transaction benefits the interested person (defined below) or a family member directly or indirectly is prohibited.

An interested person must disclose a conflict of interest if that person knows or reasonably should have known of the conflict, and he or she must disclose the conflict promptly. The expressions conflict of interest and contract or transaction are broadly defined in this policy.

Applicability
This policy applies to all persons with decision-making authority regarding any HFSC contract or transaction. To the extent that any director or staff member has such decision-making authority, such person shall comply with this policy.

Purpose
The purpose of this policy is to protect the interests of HFSC in circumstances of conflicts of interest. This policy is intended to supplement but not replace any state and federal laws governing conflicts of interest applicable to publicly funded organizations.

Conflict of interest arises whenever the financial interest of an interested person (or a family member of such person) is at odds with the best interests of HFSC. Interested persons shall not engage in any business or financial activity that adversely affects or is detrimental to the best interests of HFSC.

This policy restricts or prohibits certain contracts or transactions involving interested persons and their family members. It also requires full and prompt disclosure of all conflicts of interest. Because public confidence is important in forensic operations, interested persons and HFSC must take appropriate steps to avoid even the appearance of impropriety. The procedures set forth below will assist in that effort.

Definitions
Board of Directors -- the HFSC Board of Directors.
CEO -- the president and chief executive officer (CEO) of HFSC or his/her designee.
Civilian -- a person providing services under the management responsibility of HFSC, but employed by the City of Houston in a job classification other than a sworn peace officer.

Classified -- a person providing services under the management responsibility of HFSC, but employed by the City of Houston in a sworn peace officer job classification.

Conflict of Interest
A. Any of the following circumstances creates a financial conflict of interest:
    1) An interested person (or a family member of such person) has or is negotiating a contract or transaction with HFSC (other than the person's HFSC employment contract) that could benefit him or her directly or indirectly.
    2) An interested person (or a family member of such person) has a substantial interest (defined below) in an entity that has or is negotiating a contract or transaction with HFSC.
    3) An interested person (or a family member of such person) has a substantial interest in an entity that competes with HFSC.
B. The circumstances listed in part A above are conflicts of interest if they are actual (such as contracts in existence), potential (such as arrangements under discussion or negotiation), or create the appearance of impropriety.

Contract or Transaction -- any agreement or relationship involving the sale, purchase, or lease of property, goods, or services; providing or receiving a loan or grant; or an investment or any other type of financial relationship or arrangement. Making a gift to HFSC is not a contract or transaction.

Director -- a member of the Board of Directors.

Division Director -- any manager responsible for one of the HFSC divisions.

Employee -- a person directly employed by and on the payroll of HFSC, whether full-time, part-time, or temporary.

Family Member -- a spouse, parent, child, brother, sister, grandparent or grandchild, and spouses of children, brothers, and sisters of an interested person. "Step" relatives are included. The term also includes the cohabiting life partner of the interested person.

Interested Person -- any director or staff member with decision-making authority regarding any HFSC contract or transaction who appears to have or does have real or potential involvement or interest in a contract or transaction.

Staff Member -- any person who is a civilian, classified, or employee.

Substantial Interest
A. A person has a substantial interest in an entity if any of the following are true:
1) The person owns 10% or more of the voting stock or shares of the business entity or owns either 10% or more or $15,000 or more of the fair market value of the entity.
2) The person received funds from the entity that exceeded the lesser of either (a) 10% of the person’s gross income for the previous year or (b) $2,500 in the previous year.
3) The person (or a family member of such person) is a member of the board of directors or an officer, partner, trustee, or legal representative of the entity.

B. A person has a substantial interest in real property if the interest is an equitable or legal ownership with a fair market value of $2,500 or more.

Supervisor -- any staff member with responsibilities that include supervision and management of other staff members.

Responsibilities
A. Board of Directors—The Board of Directors is responsible for resolving or otherwise taking appropriate action regarding any conflict of interest disclosed by or relating to any director or the CEO.
B. Chief Executive Officer—The CEO is responsible for administering the policy as it relates to applicable staff members; implementing processes and procedures to ensure that the policy is followed; and monitoring compliance with the policy. In addition, the CEO shall annually review the Financial Conflict of Interest Disclosure Statements that are required to be filed in accordance with this policy.
C. Division Directors—Division directors are responsible for overseeing the administration of the policy in their area of accountability and for providing division-level direction for compliance.
D. Supervisors/Managers—Supervisors/managers are responsible for overseeing the administration of the policy in their area of accountability and for providing area-level direction for compliance.

Procedures

General Guidelines
A. Interested persons shall refrain from engaging in any conflict of interest.
B. An interested person shall recuse himself or herself from the decision-making process, including any discussions or meetings, regarding contracts or transactions in which the interested person has a possible conflict of interest.
C. Interested persons shall not accept gifts, gratuities, entertainment, or other favors from individuals or entities when the party offering the gift, gratuity, entertainment, or favor does so under circumstances that might create the perception that such action was intended to influence the interested person in the performance of his/her duties. (Refer to HFSC Gifts to Staff Members Policy for further information.)
D. Each HFSC director or officer shall also comply with Chapter 171 of the Texas Local Government Code, including Section 171.004, which requires in certain situations an affidavit and abstention from a vote or decision involving a matter in which a director or officer has a substantial interest in a business entity or real property.
E. Each interested person shall also comply with Chapter 176 of the Texas Local Government Code, which requires the person to file with HFSC a conflicts disclosure statement with respect to certain vendor relationships.

F. HFSC expects its vendors to comply with Chapter 176 of the Texas Local Government Code, which requires each vendor to file with HFSC a conflicts disclosure “questionnaire” with respect to certain relationships. HFSC will include in each of its vendor contracts a requirement that the vendor comply with Chapter 176 and a provision allowing HFSC to void the contract in the event of the vendor’s noncompliance.

**Process of Conflict of Interest Identification, Disclosure, and Resolution**

A. The process for disclosure by an interested person who is a staff member (other than a director or the CEO) is outlined below:
   1) An interested person must disclose a conflict of interest if that person knows or reasonably should have known of the conflict, and he or she must disclose the conflict promptly to his/her immediate supervisor.
   2) If it is not clear whether a conflict of interest exists, the interested person shall disclose the circumstances to his/her immediate supervisor.
   3) The immediate supervisor and the next level of leadership, if applicable, shall work with the interested person to gather all the relevant facts for presentation to the CEO.
   4) After disclosure, review of relevant facts, and discussion with the interested person, the CEO shall determine if a conflict of interest exists.
   5) If a conflict of interest exists, the CEO shall take appropriate action to resolve the conflict of interest in a manner that is fair, reasonable, and in the best interest of HFSC. At his or her discretion, the CEO may bring any conflict of interest issue to the Board of Directors for review and resolution.

B. The process for disclosure by an interested person who is a director or the CEO is outlined below:
   1) An interested person must disclose a conflict of interest if that person knows or reasonably should have known of the conflict, and he or she must disclose the conflict promptly to the chair of the Board of Directors.
   2) If it is not clear whether a conflict of interest exists, the interested person shall disclose the circumstances to the chair of the Board of Directors.
   3) The chair of the Board of Directors, or his/her designee, shall work with the interested person to gather all the relevant facts for presentation to the full Board of Directors.
   4) After disclosure, review of the relevant facts, and discussion with the interested person, the Board of Directors shall determine if a conflict of interest exists.
   5) If a conflict of interest exists, the Board of Directors shall take appropriate action to resolve the conflict of interest in a manner that is fair, reasonable, and in the best interest of HFSC.

C. The process for disclosure by an interested person who is the chair of the Board of Directors shall follow the above procedures in part B, except that the chair shall disclose any conflict of interest to the vice-chair of the Board of Directors, who shall proceed in the role that would otherwise be performed by the chair.
D. Upon resolution of a conflict of interest issue by the Board of Directors or the CEO, the resolution will be documented, as appropriate, either by the secretary of the Board of Directors in meeting minutes or by the CEO in meeting minutes or a memorandum to the file.

**Annual Statements**

Each director or staff member with decision-making authority regarding any HFSC contract or transaction shall annually sign a Financial Conflict of Interest Disclosure Statement in the form attached hereto (Appendix A), affirming that such person:

- received a copy of the policy
- read and understood the policy
- agreed to comply with the policy
- truthfully completed the Financial Conflict of Interest Disclosure Statement

The completed disclosure statements shall be submitted to the secretary of the Board of Directors not later than June 1 of each year. The secretary of the Board of Directors shall maintain, and shall post on the HFSC website, certain completed disclosure statements and questionnaires in accordance with Sections 176.0065(2) and 176.009(a) of the Texas Local Government Code.

**Compliance**

A. Compliance with the policy is an ongoing requirement; each interested person is accountable for ensuring his/her compliance.

B. If the CEO or Board of Directors, as appropriate, has reasonable cause to believe an interested person has failed to disclose a conflict of interest, the interested person shall be informed of the basis for such belief and he/she shall be afforded the opportunity to explain the alleged failure to disclose.

C. After hearing the individual’s response and after making further investigation as warranted by the circumstances, the CEO or Board of Directors, as appropriate under this policy, shall determine:

1) Whether the individual has failed to disclose a conflict of interest
2) Whether a conflict of interest has occurred

D. Based on the findings, progressive corrective action may be implemented under the direction of the CEO as appropriate to the interested person’s status as civilian, classified, or employee.

E. Based on the findings, appropriate action may be implemented under the direction of the Board of Directors.

F. Any exception to this policy shall be approved by the Board of Directors.

Attachment—Appendix A: Financial Conflict of Interest Disclosure Statement
Appendix A
Houston Forensic Science Center
Financial Conflict of Interest Disclosure Statement

This Houston Forensic Science Center ("HFSC") Financial Conflict of Interest Disclosure Statement is to be completed annually by all persons with decision-making authority regarding any HFSC contract or transaction. Completed forms should be submitted to the secretary of the Board of Directors by June 1 of each year.

1. I, ________________________________, have received a copy of and have read and understand the HFSC Financial Conflict of Interest Policy (the "Policy"). I agree to comply with the Policy.

2. If I have an actual or perceived conflict of interest (as defined in the Policy), I will promptly disclose it as required by the Policy.

3. I do not have, nor am I negotiating, a contract or transaction (as defined in the Policy) with HFSC for goods or services (other than any employment contract that may exist between HFSC and me), and this statement is true with regard to any family member of mine (as family member is defined in the Policy).

4. I do not have (nor does a family member have) a financial interest in a contract or transaction that exists or is being negotiated between HFSC and any entity in which (a) I am (or a family member is) a director, officer, agent, partner, associate, employee, trustee, or legal representative or (b) I am (or a family member is) engaged in some other capacity.

5. I am not (nor is a family member) engaged in any capacity with a business or enterprise that competes with HFSC nor do I or a family member have a financial interest in a business or enterprise that competes with HFSC.

6. I do not and will not engage in any business or financial activity that adversely affects or is detrimental to the best interests of HFSC.

7. I will not accept gifts, gratuities, entertainment, or other favors from individuals or entities when the party offering the gift, gratuity, entertainment or favor does so under circumstances that might create the perception that such action was intended to influence me in the performance of my HFSC duties.

Check one of the following:

_____ I agree with all of the statements in this Financial Conflict of Interest Disclosure Statement. My statements concerning my family members are made to the best of my knowledge.

_____ I cannot agree with a certain statement (or statements). Below I identify the statement(s) by number and disclose the following circumstances:

________________________________________________________________________________________

________________________________________________________________________________________

SIGNATURE: ___________________________ NAME PRINTED: ___________________________ DATE: ___________________________

Rev. 9.3.15
## Agenda Action

### Item No.:

**8.** Consider extending the May 2019 deadline for the Board’s annual performance review of Dr. Peter Stout, president and CEO, and the June 1, 2019 deadline for submission of Dr. Stout’s proposed list of annual priorities and performance objectives, and possible related action.

### Subject:

Board approval to extend the 2019 deadlines for Dr. Stout’s performance evaluation and submission of annual priorities and performance objectives to the Board.

### Background:

On January 13, 2017 the Board offered, and Dr. Stout accepted an agreement of employment to serve as president and CEO of HFSC. The agreement is for a term of five years and will expire on January 12, 2022. The agreement provides the Board an annual process for evaluating Dr. Stout’s job performance and setting performance related goals for the upcoming year.

### Executive Summary:

Pursuant to Dr. Stout’s agreement of employment, the Board shall evaluate his job performance in May of each year. The review is held in a closed meeting and Dr. Stout’s evaluation must be based on:

1) the job description of HFSC president and CEO;
2) approved performance objectives from the previous annual evaluation;
3) progress towards HFSC’s goals and plans;
4) and management criteria as outlined in the Board’s evaluation procedure.

Additionally, the agreement requires Dr. Stout, in consultation with the Board Chair, to develop and submit for the Board’s approval, a list of annual priorities and performance objectives no later than June 1st of each year. If approved, these priorities and objectives shall be part of the Board’s consideration in the subsequent annual evaluation.

Both deadlines are provided in the employment agreement between the Board and Dr. Stout, thus if both parties agree, the terms can be modified. The Board must approve an extension of the deadlines with Dr. Stout’s agreement.

### Fiscal Impact:

No anticipated additional fiscal impact.

### Staff Recommendation:

Staff recommends approval.

### By:

Nicole Cásarez, Board Chair
Legal review by General Counsel
Presidents Report

June 14, 2019
Average Turnaround Time for May 2019

<table>
<thead>
<tr>
<th>Section</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>178</td>
</tr>
<tr>
<td>Firearms</td>
<td>97</td>
</tr>
<tr>
<td>Latent Prints</td>
<td>72</td>
</tr>
<tr>
<td>Toxicology</td>
<td>72</td>
</tr>
<tr>
<td>Crime Scene Unit</td>
<td>43</td>
</tr>
<tr>
<td>Digital and Multimedia</td>
<td>27</td>
</tr>
<tr>
<td>Controlled Substances</td>
<td>7</td>
</tr>
</tbody>
</table>

Requests Completed by Section

- Biology 150
- Crime Scene Unit 157
- Latent Prints 199
- Controlled Substances 445
- Firearms 450
- Toxicology 577

Turnaround Time - Days 68
Completed Requests 2028

This data is current as of 5/31/2019.
Requests received

* From May 2017 to May 2018 total TAT shown with latent prints (orange) and without (blue) latent print. Everything in blue beginning in June 2018 includes latent print TAT.
## Staffing – June 14, 2019

<table>
<thead>
<tr>
<th>194 staff members</th>
<th>7 active vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 7 City of Houston civilians</td>
<td>• 1 crime scene investigator</td>
</tr>
<tr>
<td>• 187 HFSC employees</td>
<td>• 2 forensic analysts – toxicology</td>
</tr>
<tr>
<td>10 open positions, 3 offers accepted</td>
<td>• 3 latent print examiner trainees</td>
</tr>
<tr>
<td>• 1 forensic analyst – forensic biology</td>
<td>• 1 postdoctoral research associate</td>
</tr>
<tr>
<td>• 1 forensic analyst – multimedia</td>
<td></td>
</tr>
<tr>
<td>• 1 quality specialist</td>
<td></td>
</tr>
</tbody>
</table>
The Big Move: Late May
The Big Move: Early June
The Big Move: Lowering the Shooting Tank
Outreach

- Fort Bend Drug Symposium: opioid presentation to about 300 attendees
- Texas Forensic Science Commission quarterly meeting in April
- Presented on Rapid DNA at a symposium held by the Quattrone Center at the University of Pennsylvania
- Appeared on the Harris County Criminal Lawyers Association TV show, Reasonable Doubt
- Center for Statistics and Application in Forensic Evidence (CSAFE) all-hands meeting:
  - Quality/research specialist Maddi Neuman attended a Quality/Research Associate presented a poster about HFSC’s collaboration
  - CSAFE presented poster of initial findings from research partnership with HFSC
- National Institute of Justice grant selection committee
- Multimedia supervisor Rachel Maloney presented at the International Association for Chiefs of Police (IACP) Tech Conference
- Tour with Rep. Gina Calanni and staff
- Lots o’ Austin (coming up in legislative update)
CrimeCon 2019: The HFSC Experience

Jordan Benton
Adam Whitman
Joe Parian
Patrick Tynan
Brooke Mendenhall
Natalie Azzarello
Daniela Anane-Bediakoh
Jerry Pena
Ramit Plushnick-Masti
Legislature 2019

June 14, 2019
Forensic legislation

• HB 8 – Rep. Victoria Neave
  • Sexual assault omnibus, creates way to eliminate state backlog, addresses other issues

• HB 616 – Rep. Victoria Neave
  • Increases amount of time sexual assault survivors have to get a forensic exam

• HB 1590 – Rep. Donna Howard
  • Creates state sexual assault stakeholder task force

  • Forensic video testimony

• Weed, weed and more weed – around 50 bills being considered
  • HB 1325, legalizes hemp, direct impact

• Unprecedented budget dollars for forensics, but not enough
### HOUSTON FORENSIC SCIENCE CENTER, INC.

#### COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2018 through May 31, 2019

<table>
<thead>
<tr>
<th>Current Month (Preliminary)</th>
<th>FY19</th>
<th>FY18</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2019</td>
<td>Budget</td>
<td>May 2018</td>
<td>Budget - Actual</td>
</tr>
<tr>
<td># of Months</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Revenues:

- **411000** City of Houston-Appropriations
  - May 2019: $2,013
  - May 2018: $0
  - Variance: $2,013

- **415000** City of Houston Direct OH-Appr
  - May 2019: 122
  - May 2018: 122
  - Variance: 0

- **416000** City of Houston - Safe funds
  - May 2019: -
  - May 2018: -
  - Variance: -

- **420000** Contributions
  - May 2019: -
  - May 2018: -
  - Variance: -

- **425000** In-Kind Donations
  - May 2019: -
  - May 2018: -
  - Variance: -

- **426000** Training Services
  - May 2019: -
  - May 2018: -
  - Variance: -

- **440000** Grants
  - May 2019: 5
  - May 2018: 74
  - Variance: -69

- **450000** Forensic Services
  - May 2019: -
  - May 2018: -
  - Variance: -

- **450001** Miscellaneous Copy Fees
  - May 2019: -
  - May 2018: -
  - Variance: -

- **450002** Interest Income
  - May 2019: 0
  - May 2018: 0
  - Variance: 0

#### Total Income

- May 2019: 127
- May 2018: 2,211
- Variance: -2,084

#### Expenses:

- **500010** Salary Base - Civilian
  - May 2019: 1,123
  - May 2018: 1,197
  - Variance: -74

- **501070** Pension - Civilian
  - May 2019: 65
  - May 2018: 67
  - Variance: -2

- **502010** FICA - Civilian
  - May 2019: 83
  - May 2018: 87
  - Variance: -4

- **503010** Health Insurance - Active Civil
  - May 2019: 111
  - May 2018: 111
  - Variance: 0

- **503015** Basic Life Ins - Active Civil
  - May 2019: 10
  - May 2018: 10
  - Variance: 0

- **503060** Long Term Disability - Civilian
  - May 2019: -
  - May 2018: -
  - Variance: -

- **503090** Workers Comp - Civilian Adm
  - May 2019: -
  - May 2018: -
  - Variance: -

- **503100** Workers Comp - Civil Claims
  - May 2019: -
  - May 2018: -
  - Variance: -

- **504030** Unemployment Claims - Admin
  - May 2019: -
  - May 2018: -
  - Variance: -

- **504040** Pension - GASB 27 Accrual
  - May 2019: -
  - May 2018: -
  - Variance: -

- **504031** Unemployment Taxes - Admin
  - May 2019: 0
  - May 2018: 0
  - Variance: 0

#### Total Expenses

- May 2019: 1396
- May 2018: 1,482
- Variance: -86

#### Net Income

- May 2019: 25,295
- May 2018: 24,325
- Variance: 970

### YTD

<table>
<thead>
<tr>
<th>FY19</th>
<th>FY18</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1-May 31, 2019</td>
<td>Budget</td>
<td>July 1-May 31, 2018</td>
</tr>
</tbody>
</table>

#### Revenues:

- **511010** Chemical Gases & Special Fluids
  - May 2019: 1
  - May 2018: 2
  - Variance: -1

#### Expenses:

- **511040** Audio Visual Supplies
  - May 2019: -
  - May 2018: -
  - Variance: -

<table>
<thead>
<tr>
<th>FY19</th>
<th>% Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget V3</td>
<td>Completed</td>
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2
<table>
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<tr>
<th>Services:</th>
<th>FY19</th>
<th>FY18</th>
<th>Variance</th>
<th>FY19</th>
<th>FY18</th>
<th>Variance</th>
<th>FY19</th>
<th>FY18</th>
<th>Variance</th>
<th>FY19</th>
<th>FY18</th>
<th>% Year</th>
<th>FY19</th>
<th>% Year</th>
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</thead>
<tbody>
<tr>
<td>520100 Temporary Personnel Services</td>
<td>-</td>
<td>-</td>
<td>2</td>
<td>2</td>
<td>100%</td>
<td>2</td>
<td>19</td>
<td>(2)</td>
<td>0%</td>
<td>18</td>
<td>91%</td>
<td>-</td>
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<td>520105 Accounting &amp; Auditing Svcs</td>
<td>3</td>
<td>4</td>
<td>3</td>
<td>0</td>
<td>10%</td>
<td>0</td>
<td>1%</td>
<td>39</td>
<td>42</td>
<td>36</td>
<td>2%</td>
<td>6%</td>
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<td>-8%</td>
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<tr>
<td>520106 Architectural Svcs</td>
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<td>4</td>
<td>-</td>
<td>4</td>
<td>100%</td>
<td>-</td>
<td>46</td>
<td>-</td>
<td>-</td>
<td>46</td>
<td>0%</td>
<td>-</td>
<td>-</td>
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<td>520107 Medical Dental &amp; Laboratory Ser</td>
<td>71</td>
<td>80</td>
<td>10</td>
<td>10</td>
<td>12%</td>
<td>(61)</td>
<td>-63%</td>
<td>732</td>
<td>884</td>
<td>90</td>
<td>152</td>
<td>17%</td>
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<tr>
<td>520110 Management Consulting Services</td>
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<td>13</td>
<td>5</td>
<td>7</td>
<td>54%</td>
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<td>136</td>
<td>138</td>
<td>283</td>
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<td>4</td>
<td>5</td>
<td>3</td>
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<td>-</td>
<td>4</td>
<td>100%</td>
<td>-</td>
<td>46</td>
<td>-</td>
<td>-</td>
<td>46</td>
<td>0%</td>
<td>-</td>
<td>-</td>
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<tr>
<td>520114 Misc Support Serv Recruit Relo</td>
<td>2</td>
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<td>10</td>
<td>8</td>
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<td>7</td>
<td>77%</td>
<td>27</td>
<td>108</td>
<td>103</td>
<td>81</td>
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<td>74%</td>
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<td>520115 Real Estate Rental</td>
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<td>93</td>
<td>84</td>
<td>43</td>
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<td>34</td>
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<td>520118 Banking Services</td>
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<td>38%</td>
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<td>30</td>
<td>34</td>
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<td>4%</td>
<td>12%</td>
<td>(28)</td>
<td>-134%</td>
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<tr>
<td>520121 IT Application Services</td>
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<td>84</td>
<td>108</td>
<td>45</td>
<td>53%</td>
<td>69</td>
<td>64%</td>
<td>921</td>
<td>925</td>
<td>910</td>
<td>5%</td>
<td>1%</td>
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<td>-1%</td>
</tr>
<tr>
<td>520123 Vehicle &amp; Motor Equip. Services</td>
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<td>0</td>
<td>-</td>
<td>0</td>
<td>100%</td>
<td>-</td>
<td>3</td>
<td>-</td>
<td>-</td>
<td>3</td>
<td>100%</td>
<td>-</td>
<td>0%</td>
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<tr>
<td>520124 Other Equipment Services</td>
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<td>22</td>
<td>48</td>
<td>17</td>
<td>76%</td>
<td>42</td>
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<td>223</td>
<td>247</td>
<td>319</td>
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<td>10%</td>
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<td>520134 Credit/Bank Card Svcs</td>
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<td>-</td>
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<td>100%</td>
<td>-</td>
<td>0</td>
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<td>100%</td>
<td>-</td>
<td>0%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>520140 Criminal Intelligence Services</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>520250 Printing &amp; Reproduction Serv.</td>
<td>-</td>
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<td>5</td>
<td>2</td>
<td>100%</td>
<td>-</td>
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<td>14</td>
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<td>-23%</td>
<td>107</td>
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<td>93</td>
<td>2%</td>
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<td>520270 Medical Dental &amp; Laboratory Ser</td>
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<td>2</td>
<td>1</td>
<td>30%</td>
<td>3</td>
<td>30%</td>
<td>27</td>
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<td>3%</td>
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<td>-18%</td>
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<tr>
<td>520274 Education &amp; Training</td>
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<td>19</td>
<td>11</td>
<td>(25)</td>
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<td>(33)</td>
<td>-290%</td>
<td>191</td>
<td>209</td>
<td>142</td>
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<tr>
<td>520281 Tuition Reimbursement</td>
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<td>43</td>
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<tr>
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<td>130</td>
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<td>158</td>
<td>50%</td>
<td>28%</td>
<td>29</td>
<td>18%</td>
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<td>520400 Travel - Non-training Related</td>
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<td>(2)</td>
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<td>(4)</td>
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<td>29</td>
<td>32</td>
<td>13</td>
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<td>0</td>
<td>11</td>
<td>2</td>
<td>86%</td>
<td>10</td>
<td>97%</td>
<td>14</td>
<td>23</td>
<td>45</td>
<td>9</td>
<td>39%</td>
<td>30</td>
<td>68%</td>
</tr>
<tr>
<td>520500 Utilities</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>100%</td>
<td>-</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>(0)</td>
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<td>520600 Data Services</td>
<td>23</td>
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<td>(13)</td>
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<td>182</td>
<td>186</td>
<td>70</td>
<td>4%</td>
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<td>520610 Voice Services, Equip &amp; Labor</td>
<td>8</td>
<td>7</td>
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<td>46</td>
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<td>52</td>
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<td>11%</td>
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<td>520700 Vehicle/Equipment Rental/Lease</td>
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<td>-</td>
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<td>-</td>
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<td>4</td>
<td>3</td>
<td>2</td>
<td>(1)</td>
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<td>(1)</td>
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<td>34</td>
<td>34</td>
<td>33</td>
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<td>18</td>
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<td>195</td>
<td>202</td>
<td>158</td>
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<td>4%</td>
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<td>521905 Legal Services</td>
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<td>4</td>
<td>93%</td>
<td>(5)</td>
<td>3%</td>
<td>43</td>
<td>46</td>
<td>43</td>
<td>3%</td>
<td>6%</td>
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<td>5</td>
<td>6</td>
<td>5</td>
<td>0</td>
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<td>(2)</td>
<td>-9%</td>
<td>57</td>
<td>62</td>
<td>55</td>
<td>5%</td>
<td>7%</td>
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<td>522350 Shipping and Freight</td>
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<td>1</td>
<td>1</td>
<td>1</td>
<td>47%</td>
<td>1</td>
<td>41%</td>
<td>14</td>
<td>16</td>
<td>15</td>
<td>2%</td>
<td>14%</td>
<td>2</td>
<td>11%</td>
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<tr>
<td>522400 Misc. Other Services &amp; Chrgs</td>
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<td>8</td>
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<td>8</td>
<td>98%</td>
<td>9</td>
<td>98%</td>
<td>44</td>
<td>87</td>
<td>136</td>
<td>43%</td>
<td>50%</td>
<td>92</td>
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<td>522720 Insurance - General &amp; Professional</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>530100 Vendors</td>
<td>73</td>
<td>90</td>
<td>84</td>
<td>17</td>
<td>19%</td>
<td>12</td>
<td>14%</td>
<td>752</td>
<td>986</td>
<td>1,320</td>
<td>234</td>
<td>24%</td>
<td>568</td>
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<td>530200 Supplies</td>
<td>49</td>
<td>62</td>
<td>93</td>
<td>14</td>
<td>22%</td>
<td>44</td>
<td>47%</td>
<td>486</td>
<td>693</td>
<td>1,285</td>
<td>207</td>
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<td>532300 Sub-Contractor (COH-HPD) Total</td>
<td>124</td>
<td>158</td>
<td>179</td>
<td>33</td>
<td>21%</td>
<td>56</td>
<td>31%</td>
<td>1,253</td>
<td>1,321</td>
<td>2,629</td>
<td>468</td>
<td>27%</td>
<td>1,376</td>
<td>52%</td>
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<td>522800 Total Services</td>
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<td>603</td>
<td>581</td>
<td>134</td>
<td>22%</td>
<td>112</td>
<td>19%</td>
<td>5,622</td>
<td>6,636</td>
<td>5,501</td>
<td>1,014</td>
<td>15%</td>
<td>879</td>
<td>14%</td>
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<td>523000 Total Services</td>
<td>7,239</td>
<td>7,572</td>
<td>7,807</td>
<td>338</td>
<td>22%</td>
<td>152</td>
<td>20%</td>
<td>18,891</td>
<td>19,530</td>
<td>20,178</td>
<td>59</td>
<td>1%</td>
<td>616</td>
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## Current Month (Preliminary)

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<th></th>
<th>FY19</th>
<th>FY18</th>
<th>Variance</th>
<th>FY19</th>
<th>FY18</th>
<th>Variance</th>
<th>FY19</th>
<th>FY18</th>
<th>Variance</th>
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<tr>
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<td>May 2019 Budget</td>
<td>May 2018</td>
<td>Budget - Actual</td>
<td>%</td>
<td>FY19 - FY18</td>
<td>%</td>
<td>July 1-May 31, 2019 Budget</td>
<td>July 1-May 31, 2018</td>
<td>Vs. Budget</td>
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<td><strong>Non-Capital Expenditures</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>551010 Furniture and Fixtures</td>
<td>(4)</td>
<td>8</td>
<td>3</td>
<td>12</td>
<td>146%</td>
<td>7</td>
<td>223%</td>
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<td>551015 Computer Hardware/SW</td>
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<td>13</td>
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<td>-15%</td>
<td>33</td>
<td>69%</td>
<td>59</td>
<td>138</td>
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<tr>
<td>551025 Scientific/Foren Eqmt</td>
<td>-</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>100%</td>
<td>2</td>
<td>100%</td>
<td>3</td>
<td>14</td>
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<tr>
<td><strong>Total Non-Capital Expenditures</strong></td>
<td>11</td>
<td>22</td>
<td>52</td>
<td>12</td>
<td>53%</td>
<td>42</td>
<td>80%</td>
<td>145</td>
<td>245</td>
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<td><strong>Capital Expenditures</strong></td>
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<tr>
<td>170140 Improvements</td>
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<td>170210 Furniture &amp; Fixtures</td>
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<td>-</td>
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<td>51</td>
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<tr>
<td>170230 Computer Hardware/SW</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(155)</td>
<td>413</td>
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<tr>
<td>170240 Scientific/Foren Eqmt</td>
<td>-</td>
<td>38</td>
<td>60</td>
<td>38</td>
<td>100%</td>
<td>60</td>
<td>100%</td>
<td>423</td>
<td>445</td>
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<td>170980 Const in Progress</td>
<td>197</td>
<td>-</td>
<td>(197)</td>
<td>(197)</td>
<td>-</td>
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<td>0%</td>
<td>31,328</td>
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<td><strong>Total Capital Expenditures</strong></td>
<td>197</td>
<td>38</td>
<td>60</td>
<td>(199)</td>
<td>-425%</td>
<td>(137)</td>
<td>-228%</td>
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<td><strong>Total Expense and Capital Before Depreciation</strong></td>
<td>2,173</td>
<td>2,243</td>
<td>2,029</td>
<td>69</td>
<td>3%</td>
<td>(144)</td>
<td>-7%</td>
<td>53,711</td>
<td>24,668</td>
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<td>561230 Depreciation</td>
<td>127</td>
<td>40</td>
<td>42</td>
<td>(87)</td>
<td>-219%</td>
<td>(85)</td>
<td>-261%</td>
<td>711</td>
<td>437</td>
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<tr>
<td>570505 FA Gain/Loss</td>
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<td>-</td>
<td>(91)</td>
<td>0%</td>
<td>-</td>
<td>-</td>
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<tr>
<td>531085 Interest Expense</td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>181</td>
<td>-</td>
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<tr>
<td>610000 City of Houston Direct Overhead</td>
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<td>122</td>
<td>122</td>
<td>-</td>
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<td>-</td>
<td>-</td>
<td>1,338</td>
<td>1,338</td>
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<tr>
<td><strong>Grant and Training Expense</strong></td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expense and Capital After Depreciation</strong></td>
<td>2,513</td>
<td>2,404</td>
<td>2,193</td>
<td>(109)</td>
<td>-3%</td>
<td>(220)</td>
<td>-10%</td>
<td>56,017</td>
<td>26,443</td>
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<tr>
<td><strong>Net Ordinary Income less capital spending</strong></td>
<td>(2,386)</td>
<td>(2,065)</td>
<td>(2,065)</td>
<td>(1,976)</td>
<td>102%</td>
<td>(230)</td>
<td>11%</td>
<td>(30,722)</td>
<td>(2,119)</td>
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## Comparative Statement of Net Position

### By Quarter

(in '000's)

<table>
<thead>
<tr>
<th></th>
<th>Preliminary As of 05/31/19</th>
<th>As of 03/31/19</th>
<th>As of 12/31/18</th>
<th>As of 09/30/18</th>
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<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
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<tr>
<td>Bank of Texas-Operating</td>
<td>$2,419</td>
<td>$6,665</td>
<td>$12,652</td>
<td>$17,249</td>
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<td>Total Current Assets</td>
<td>$2,419</td>
<td>$6,665</td>
<td>$12,652</td>
<td>$17,249</td>
</tr>
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<td>Accounts Receivable</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Accounts Receivable</td>
<td>495</td>
<td>127</td>
<td>16</td>
<td>27</td>
</tr>
<tr>
<td>Total Accounts Receivable</td>
<td>495</td>
<td>127</td>
<td>16</td>
<td>27</td>
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<tr>
<td>Capital Assets Net of Depreciation</td>
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<tr>
<td>Capital Assets</td>
<td>37,762</td>
<td>38,188</td>
<td>6,218</td>
<td>6,194</td>
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<tr>
<td>Accumulated Depreciation</td>
<td>(2,154)</td>
<td>(2,005)</td>
<td>(1,887)</td>
<td>(1,761)</td>
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<td>Total Net Capital Assets</td>
<td>35,607</td>
<td>36,182</td>
<td>4,331</td>
<td>4,433</td>
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<tr>
<td>Other Assets</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Prepaid - HR</td>
<td>(2)</td>
<td>2</td>
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<td>(4)</td>
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<td>Prepaid - Insurance</td>
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<td>61</td>
<td>88</td>
<td>128</td>
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<td>Prepaid - Service Agreements</td>
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<td>131</td>
<td>226</td>
<td>292</td>
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<tr>
<td>Prepaid - Other</td>
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<td>136</td>
<td>61</td>
<td>86</td>
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<td>Total Other Assets</td>
<td>180</td>
<td>330</td>
<td>375</td>
<td>502</td>
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<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td><strong>$38,701</strong></td>
<td><strong>$43,304</strong></td>
<td><strong>$17,374</strong></td>
<td><strong>$22,212</strong></td>
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<td><strong>LIABILITIES</strong></td>
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<td>Accounts Payables</td>
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<td>(0)</td>
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<td>Payroll Tax Liability</td>
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<td>562</td>
<td>500</td>
<td>490</td>
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<td>Other Liabilities, Including Fund 2213 Billing</td>
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<td>63</td>
<td>260</td>
<td>313</td>
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<td>500 Jefferson Lease Liability</td>
<td>32,030</td>
<td>32,024</td>
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<td>Deferred - Others</td>
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<td>6</td>
<td>248</td>
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<td>Total Liabilities</td>
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<td>32,656</td>
<td>1,155</td>
<td>897</td>
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<td><strong>NET POSITION/FUND BALANCE</strong></td>
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</tr>
<tr>
<td>Unrestricted/Unassigned</td>
<td>2,307</td>
<td>6,490</td>
<td>11,888</td>
<td>16,881</td>
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<td>Temporarily Restricted - SAFE Funds</td>
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<tr>
<td>Net Investment in Capital Assets</td>
<td>3,577</td>
<td>4,158</td>
<td>4,331</td>
<td>4,433</td>
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<tr>
<td><strong>Total Net Position</strong></td>
<td><strong>5,884</strong></td>
<td><strong>10,648</strong></td>
<td><strong>16,219</strong></td>
<td><strong>21,315</strong></td>
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<tr>
<td><strong>TOTAL LIABILITIES AND NET POSITION</strong></td>
<td><strong>$38,701</strong></td>
<td><strong>$43,304</strong></td>
<td><strong>$17,374</strong></td>
<td><strong>$22,212</strong></td>
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## Awarded

### Awarding Agency: USDOJ-OJP-NIJ

#### Name of Project: NIJ FY 16 DNA Capacity Enhancement and Backlog Reduction Program

**Start and End Dates:** 01/01/2017 - 12/31/2018

**Contact:** Alissa Genovese

<table>
<thead>
<tr>
<th>Award Number: 2016-DN-BX-0142</th>
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<th>Invoiced</th>
<th>Current Receivable</th>
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<td>Grant Balance: 203,663</td>
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</table>

**Status:** Awarded

### Awarding Agency: USDOJ-OJP-NIJ

#### Name of Project: NIJ FY 17 DNA Capacity Enhancement and Backlog Reduction Program

**Start and End Dates:** 01/01/2018 - 12/31/2019

**Contact:** Monte Evans

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<thead>
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<tbody>
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<td>Amount of Award: $867,755</td>
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<td>Grant Balance: 308,909</td>
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**Status:** Awarded

### Awarding Agency: USDOJ-OJP-NIJ

#### Name of Project: Cap Enhancement for Drug and DNA Testing in Sexual Assault Cases

**Start and End Dates:** 01/01/2018 - 12/31/2020

**Contact:** Monte Evans

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<td>HFSC Match: 38,000</td>
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<td>Grant Balance: 151,001</td>
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</tbody>
</table>

**Status:** Awarded

### Awarding Agency: University of Virginia

#### Name of Project: Quality Blind Testing Research

**Start and End Dates:** 11/26/2018 - 05/31/2019

**Contact:** Lynn Boyter

<table>
<thead>
<tr>
<th>Award Number: 2018 CSAFE</th>
<th>Awarded</th>
<th>Invoiced</th>
<th>Current Receivable</th>
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</thead>
<tbody>
<tr>
<td>Amount of Award: $59,000</td>
<td>(25,869)</td>
<td>23,600</td>
<td>2,269</td>
</tr>
<tr>
<td>Grant Balance: 33,131</td>
<td></td>
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</tr>
</tbody>
</table>

**Status:** Sub Award

### Awarding Agency: USDOJ-OJP-NIJ

#### Name of Project: NIJ FY 18 DNA Capacity Enhancement and Backlog Reduction Program

**Start and End Dates:** 01/01/2019 - 12/31/2020

**Contact:** Shelia Anderson

<table>
<thead>
<tr>
<th>Award Number: 2018-DN-BX-0096</th>
<th>Award Bal.</th>
<th>Expenditure Reported</th>
<th>Current Receivable</th>
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</thead>
<tbody>
<tr>
<td>Amount of Award: $1,530,927</td>
<td>(108,662)</td>
<td>2,008</td>
<td>106,654</td>
</tr>
<tr>
<td>Grant Balance: 1,422,265</td>
<td></td>
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</tr>
</tbody>
</table>

**Status:** Sub - Award
### Solicitation

**Awarding Agency:** USDOJ-OJP-NIJ  
**Discipline:** Seized Drugs  
**Primary Recipient:** RTI  
**Name of Project:** Applied Research and Development in Forensic Science for Criminal Justice Purposes  
HFSC will work with RTI to provide technology evaluation for seized materials at our laboratory. This will help ensure RTI is able to fully evaluate the use of near infrared (NIR) spectroscopy for the detection of drugs from seized material during the course of the project.  
**Collaboration:** HFSC  
**Start and End Dates:** Start 01/01/2019  
**Contact:** Katherine Moore / Megan Grabenauer  
**Solicitation Number:** NIJ-2018-13600  
**Status:** Letter of Support

### Solicitation

**Awarding Agency:** NIJ  
**Discipline:** Seized Drugs  
**Primary Recipient:** HFSC  
**Name of Project:** Research and Evaluation for the Testing and Interpretation of Physical Evidence in Publicly Funded Forensic Laboratories - Establishing Sufficiency Thresholds for Assessing the Quality of Mass Spectral Data  
This study proposes to initiate and test the development of a sufficiency standard that can be used as a model for the nationalized mass spectral standard. In addition, both results and methodology from this project should have direct extension to other forensic disciplines using mass spectral data, such as Toxicology and Trace Analysis.  
**Collaboration:** Ohio University  
**Start and End Dates:** 01/01/2019 - 12/31/2022  
**Contact:** Peter Harrington  
**Solicitation Number:** NIJ-2018-13900  
**Amount Requested:** $773,000  
HFSC Requested $355,322  
**Status:** Submitted

### Solicitation

**Awarding Agency:** NIJ  
**Discipline:** Seized Drugs  
**Primary Recipient:** Texas Southern University  
**Name of Project:** W.E.B. Du Bois Scholars in Race and Crime Research  
Assessing the Impact of the No Lab, No Plea Policy  
This research serves to evaluate the No Lab, No Plea policy instituted in Harris County, Texas and to gauge how it impacts racial disproportionalities in the handling of drug offense cases. We also aim to determine whether reduced forensic turnaround times and the analysis of forensic evidence are related to sentencing outcomes.  
**Collaboration:** Texas Southern University/HFSC  
**Start and End Dates:** 01/01/2019 - 12/31/2022  
**Contact:** Howard Henderson  
**Solicitation Number:** NIJ-2018-14220  
**Total Amount Requested:** $455,249.00  
HFSC Requested Funds $112,357.00  
**Status:** Submitted
<table>
<thead>
<tr>
<th>Awarding Agency:</th>
<th>NIJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline:</td>
<td>Latent Prints</td>
</tr>
<tr>
<td>Primary Recipient:</td>
<td>RTI</td>
</tr>
<tr>
<td>Name of Project:</td>
<td>Applied Research and Development in Forensic Science for Criminal Justice Purposes</td>
</tr>
<tr>
<td>Purpose:</td>
<td>HFSC fully intends to collaborate and provide the resources to assist RTI in creating and validating the fingerprint database. We are able to assist in this research effort by providing the time and expertise of 10 of our latent print examiners for the Selection and AFIS Team. We will also assist in recruiting 20 latent prints donors as part of the Detection Team.</td>
</tr>
<tr>
<td>Collaboration:</td>
<td>HFSC</td>
</tr>
<tr>
<td>Start and End Dates:</td>
<td>Start 01/01/2019</td>
</tr>
<tr>
<td>Contact:</td>
<td>Heidi Eldridge</td>
</tr>
<tr>
<td>Solicitation Number:</td>
<td>NIJ-2018-13600</td>
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<td>Status:</td>
<td>Letter of Support</td>
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<tr>
<td>Total Amount Requested:</td>
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</table>

<table>
<thead>
<tr>
<th>Awarding Agency:</th>
<th>NIJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discipline:</td>
<td>Seized Drugs</td>
</tr>
<tr>
<td>Primary Recipient:</td>
<td>TSU/US/SHSU</td>
</tr>
<tr>
<td>Name of Project:</td>
<td>&quot;Applied Research and Development in Forensic Science for Criminal Justice Purposes&quot;</td>
</tr>
<tr>
<td>Purpose:</td>
<td>The Houston Forensic Science Center (HFSC) is pleased to offer our support to Texas Southern University with University of Houston and Sam Houston State University (the Partnership) for their proposal to develop a mobile sensor for multiplex detection of “fentalogs” in street drugs.</td>
</tr>
<tr>
<td>Collaboration:</td>
<td>HFSC</td>
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<tr>
<td>Start and End Dates:</td>
<td>Start 01/01/2019</td>
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<tr>
<td>Contact:</td>
<td>Ashraf Mozayani</td>
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<tr>
<td>Solicitation Number:</td>
<td>NIJ-2018-13600</td>
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<td>Status:</td>
<td>Letter of Support</td>
</tr>
<tr>
<td>Total Amount Requested:</td>
<td></td>
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</tbody>
</table>
### HOUSTON FORENSIC SCIENCE CENTER, INC.
#### COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS
#### FY19 Original Budget Reallocations V3

<table>
<thead>
<tr>
<th></th>
<th>FY19 Current Approved Budget</th>
<th>Adjustments to FY19 Budget V3</th>
<th>FY19 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grants</td>
<td>Non Grants</td>
<td>Grants</td>
</tr>
<tr>
<td>Revenues:</td>
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<td>411000 City of Houston-Appropriations</td>
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<td>420000 Donations</td>
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<tr>
<td>426000 Training Services</td>
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<td>440000 Grants</td>
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<td>450000 Forensic Services</td>
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<td>490002 Interest Income</td>
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<td><strong>Total Income</strong></td>
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<td>Expenses:</td>
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<tr>
<td><strong>Personnel:</strong></td>
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<td>500010 Salary Base - Civilian</td>
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<td>42,586</td>
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<td>501070 Pension - Civilian</td>
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<td>502010 FICA - Civilian</td>
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<td>503015 Basic Life Ins - Active Civil</td>
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<td>503090 Workers Comp - Civilian Adm</td>
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<td>504031 Unemployment Taxes - Admin</td>
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<td>511010 Chemical Gases &amp; Special Fluids</td>
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<td>511055 Publications &amp; Printed Material</td>
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<td>511095 Small Technical &amp; Scientific Eq</td>
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<td>511110 Fuel</td>
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<td>511120 Clothing</td>
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<td>511125 Food/Event Supplies</td>
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<td>511130 Weapons Munitions &amp; Supplies</td>
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<td>511145 Small Tools &amp; Minor Equipment</td>
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<tr>
<td>511150 Miscellaneous Parts &amp; Supplies</td>
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<tr>
<td>Services:</td>
<td>FY19 Current Approved Budget</td>
<td>Adjustments to FY19 Budget V3</td>
<td>FY19 Proposed Budget</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------</td>
<td>-------------------------------</td>
<td>---------------------</td>
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<tr>
<td>520105</td>
<td>Accounting &amp; Auditing Svcs</td>
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<td>10,000</td>
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<td>520106</td>
<td>Architectural Svcs</td>
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<td>520107</td>
<td>Computer Info/Contracting Svcs</td>
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<td>Medical Dental &amp; Laboratory Ser</td>
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<td>Photographic Services</td>
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<td>520114</td>
<td>Misc Support Serv Recruit Relo</td>
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<td>520115</td>
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<td>Refuse Disposal</td>
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<td>520119</td>
<td>Computer Equip/Software Maint.</td>
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<td>520121</td>
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<td>520123</td>
<td>Vehicle &amp; Motor Equip. Services</td>
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<td>520124</td>
<td>Other Equipment Services</td>
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<td>520143</td>
<td>Credit/Bank Card Svcs</td>
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<td>520520</td>
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<td>520765</td>
<td>Membership &amp; Prof. Fees</td>
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<td>520805</td>
<td>Education &amp; Training</td>
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<td>34,586</td>
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<td>520815</td>
<td>Tuition Reimbursement</td>
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<tr>
<td>520905</td>
<td>Travel - Training Related</td>
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<td>1,220</td>
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<tr>
<td>520910</td>
<td>Travel - Non-training Related</td>
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<td>15,000</td>
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<tr>
<td>521405</td>
<td>Building Maintenance Services</td>
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<tr>
<td>521505</td>
<td>Utilities</td>
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<td>521605</td>
<td>Data Services</td>
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<tr>
<td>521610</td>
<td>Voice Services, Equip &amp; Labor</td>
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<td>521705</td>
<td>Vehicle/Equipment Rental/Lease</td>
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<tr>
<td>521725</td>
<td>Other Rental Fees</td>
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<tr>
<td>521730</td>
<td>Parking Space Rental</td>
<td>210,544</td>
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<td>521905</td>
<td>Legal Services</td>
<td>50,000</td>
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</tr>
<tr>
<td>522205</td>
<td>Metro Commuter Passes</td>
<td>67,374</td>
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</tr>
<tr>
<td>522305</td>
<td>Freight</td>
<td>17,400</td>
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</tr>
<tr>
<td>522430</td>
<td>Misc. Other Services &amp; Chrgs</td>
<td>94,832</td>
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</tr>
<tr>
<td>532000</td>
<td>Sub-Contractor (COH)</td>
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<td>(700,000)</td>
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<tr>
<td><strong>Total Services</strong></td>
<td></td>
<td><strong>7,008,152</strong></td>
<td><strong>165,752</strong></td>
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<tr>
<td><strong>Total HFSC Services</strong></td>
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<td><strong>4,430,799</strong></td>
<td><strong>165,752</strong></td>
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</table>
## FY19 Original Budget Reallocations V3

### HoUSTON FORENSIC SCIENCE CENTER, INC.

#### COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

<table>
<thead>
<tr>
<th>FY19 Current Approved Budget</th>
<th>Adjustments to FY19 Budget V3</th>
<th>FY19 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grants</td>
<td>Non Grants</td>
</tr>
</tbody>
</table>

### Non-Capital Expenditures

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY19 Approved</th>
<th>Adjustments</th>
<th>FY19 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>551010</td>
<td>Furniture and Fixtures</td>
<td>100,000</td>
<td>66,930</td>
<td>(65,000)</td>
</tr>
<tr>
<td>551015</td>
<td>Computer Equipment</td>
<td>173,085</td>
<td>(23,000)</td>
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</tr>
<tr>
<td>551025</td>
<td>Scientific/Medical Equipment</td>
<td>35,735</td>
<td>(20,000)</td>
<td>15,735</td>
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</table>

**Total Non-Capital Expenditures:**

- Grants: 308,820
- Non Grants: 66,930
- Adjustments: (108,000)
- Proposed: 267,750

### Capital Expenditures

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY19 Approved</th>
<th>Adjustments</th>
<th>FY19 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>170230</td>
<td>Computer Hardware/SW</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>170240</td>
<td>Scientific/Foren Eqmt</td>
<td>450,000</td>
<td>-</td>
<td>450,000</td>
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<tr>
<td>170980</td>
<td>Const in Progress</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

**Total Capital Expenditures:**

- Grants: 450,000
- Non Grants: 450,000

### Total Expense Before Depreciation

- Grants: 26,628,712
- Non Grants: 281,351
- Total: 26,910,063

### Depreciation

<table>
<thead>
<tr>
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<th>Description</th>
<th>FY19 Proposed</th>
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</thead>
<tbody>
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<td>561230</td>
<td>Depreciation</td>
<td>477,202</td>
</tr>
<tr>
<td>669000</td>
<td>Reconciliation Discrepancies</td>
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</tr>
</tbody>
</table>

**Total Expense After Depreciation:**

- Grants: 27,105,914
- Non Grants: 281,351
- Total: 27,387,265

### Net Ordinary Income

- Grants: (569,769)
- Non Grants: (281,351)
- Total: (851,121)

### Other Expense:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY19 Approved</th>
<th>Adjustments</th>
<th>FY19 Proposed</th>
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</thead>
<tbody>
<tr>
<td>610000</td>
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<tr>
<td></td>
<td>Grant and Training Expense</td>
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<td>(281,351)</td>
<td>238,094</td>
</tr>
</tbody>
</table>

**Total Other Expense:**

- Grants: (2,549,215)
- Non Grants: -
- Total: (2,549,215)
Highlights

• Changes to operations report
• Forensic biology/DNA update: mixture software (STRMIX) implementation and plan for cross-trained staff
April 2019 Company Overview

**Open Quality Reports**

22 Quality TAT

% of Requests in Backlog

- Jan 2019: 10.80%
- Feb 2019: 10.80%
- Mar 2019: 12.30%
- Apr 2019: 12.50%

Data Captured on 4/30/2019
Key for Dashboard Section Pages

Report type

Center of ring = average age of backlog
Ring = breakdown of age for backlogged requests

Age of Critical Pending
(days)

Overall TAT
(Month to Date)
Goal: 14 (40.54%)

Overall TAT
(Past 90 Days)
Goal: 14, 15

Pending work

# of Unassigned
69
Goal: 100 (+31%)

# Pending Draft
31
Goal: 100 (+69%)

# Pending Tech
13
Goal: 50 (+74%)

# Pending Admin
41
Goal: 50 (+18%)

Goal = threshold for the max # of requests in each bucket

Average time to close quality reports

Pending quality reports

Open Quality Reports

Quality TAT

20
Goal: 30, 31

Avg Age of Open Reports*

NaN

*Reports without a Workflow ID are not included in the Avg Age

TAT = Turnaround Time
MTD = Month to date
Critical age = 30 days
Critical pending = requests open over 30 days
Mixture interpretation software rollout

• HFSC is using STRmix for mixture interpretation
• Validation finalized by July 1
• Standard operating procedures to be approved by July 1
• Training, review and approval (3 months)
  • Required reading
  • Assessment questions
  • Practice
  • Competency
  • Oral exam
Mixture interpretation software rollout

- Who has to complete training? EVERYONE who does DNA interpretation (over ½ section)
  - Group 1: Manager, supervisors, CODIS administrator, assistant CODIS administrator, assistant technical lead, training coordinator, operations coordinator, DNA analysts
  - Group 2: DNA analyst trainees
  - Total 22 staff
  - Technical lead, manager, quality director all must approve each staff member to begin using software
- Target completion Sept. 30, 2019
- DNA analyst training extended from July 31 to Oct. 31, 2019
Outsourcing extended

• Original plan: stop outsourcing in July, send partial shipment

• New plan:
  • Full shipment in July and August
  • August 6-October 4: in-house work resumes
  • Lab shuts down from October 7 to November 11 for facility move
    • outsource one month of sexual assault kits in October to offset lab shutdown
  • Grant will be modified to add $155,000 to current outsourcing allocation bringing total to $970,000
DNA Lab Processing Training
Analysts completed training
Target completion October 31, 2019

Support staff member in training

DNA Report Writing Training
Target completion July 31, 2019 (w/out STRmix)
Target completion October 31, 2019* with STRmix

Training on schedule
Delay in training schedule
Crime Scene and Multimedia

June 14, 2019
Crime Scene Unit

• Quality Director Lori Wilson will be embedded in CSU in the months leading up to her retirement

• CSU will focus in upcoming months on training:
  • Technical
  • Management
  • Quality
Detail data  (all HFSC Dashboard data collected on 5/31/19)
# of Unassigned | # Pending Draft
---|---
3 | 0
Goal: 150 (+98%) | Goal: 3 (+100%)

# Pending Admin
49 | Goal: 60 (+18.33%)

Total Pending Requests
1 Justice Trax Past Critical Age
2 Age-Oldest Unassigned
0 Age-Oldest Pending Draft
39 Age-Oldest Pending Tech
0 Age-Oldest Pending Admin

Age of Critical Pending (days)
39
Goal: 31-60

Overall TAT (Month to Date)
6
Goal: 5, 10

Overall TAT (Past 90 Days)
10
Goal: 5, 10

TAT by Phase of Work (MTD)
- JT Assign TAT MTD
- JT Draft TAT MTD
- CSCM-Admin Review TAT MTD

TAT by Phase of Work (Past 90 Days)

Open Quality Reports
| Qualtrax ID | Workflow # | Age |
---|---|---|
44215 | 2019-025 | 26 |
46177 | | |

Quality TAT
12
Goal: 30, 31

Avg Age of Open Reports*
26

Month to Date
- Completed
- Received

30 Day Avg (Over Past 90 Days)
- Completed
- Received

*Reports without a Workflow ID are not included in the Avg Age
Evidence Handling

Total Time by Section (Hours)
See Time Categories by Section slide for breakdown

Total Items by Section

- Other
- Seized Drugs
- Morgue Run
- Firearms
- Biology
- Digital & Multimedia
- Toxicology
- Latent Print Comparison
- Latent Print Processing

177.60
29.45
6.13
11.23
20.42
6.13
6.07
3.70
3.03
53.43
20.42
11.23
6.13
6.07
3.70
3.03
2409
2199
1365
899
355
296
143
100
9
2199
1365
355
296
143
100
9
899
2409

CS/CM – May
Time Categories - May

Evidence Handling

- Toxicology
- Seized Drugs
- Other
- Morgue Run
- Latent Print Processing
- Latent Print Comparison
- Firearms
- Digital & Multimedia
- Biology
Seized Drugs

Orange bar indicates TAT target limit of 14 days.
Toxicology: Alcohol

Requests

Total average turn around time (days)

Alcohol Requests Received
In June of 2018 the toxicology section went live with drug analysis in house, due to instrumentation challenges and limitations, the expected TAT is 90 days until LC-QQQ can be brought on line.
Current NIBIN Casework

# of Unassigned | # Pending Draft
---|---
38 | 39

Goal: 20 (−90%)
Goal: 35 (−11.43%)

# Pending Tech | # Pending Admin
---|---
4 | 7

Goal: 20 (−80%)
Goal: 20 (−65%)

88 Total Pending Requests
2 Justice Trax Past Critical Age
32 Age-Oldest Unassigned
119 Age-Oldest Pending Draft
3 Age-Oldest Pending Tech
15 Age-Oldest Pending Admin

Age of Critical Pending (days)

Overall TAT (Month to Date)
Goal: 7, 8

Overall TAT (Past 90 Days)
Goal: 7, 8

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Open Quality Reports

<table>
<thead>
<tr>
<th>Qualtrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>28533</td>
<td>2018-057</td>
<td>219</td>
</tr>
<tr>
<td>34318</td>
<td>2018-082</td>
<td>175</td>
</tr>
<tr>
<td>43394</td>
<td>2019-024</td>
<td>38</td>
</tr>
</tbody>
</table>

Quality TAT

<table>
<thead>
<tr>
<th>Quality TAT</th>
<th>Goal: 30, 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>38</td>
<td></td>
</tr>
</tbody>
</table>

Avg Age of Open Reports*

144

Quality Filter

Firearms
## Historical NIBIN

<table>
<thead>
<tr>
<th># of Unassigned</th>
<th># Pending Draft</th>
<th># Pending Tech</th>
<th># Pending Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>117</td>
<td>15</td>
<td>4</td>
<td>4</td>
</tr>
</tbody>
</table>

Goal: Threshold for the max # of requests in each bucket

### Age of Critical Pending
- 181 Pending
- 181 Porter Lee Past Critical Age
- 385 Age-Oldest Unassigned PL
- 382 Age-Oldest Pending Draft PL
- 410 Age-Oldest Pending Tech PL
- 382 Age-Oldest Pending Admin PL

![TAT by Phase of Work (MTD)](image)

<table>
<thead>
<tr>
<th>Overall TAT (Month to Date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>349</td>
</tr>
</tbody>
</table>

### TAT by Phase of Work (Past 90 Days)

![TAT by Phase of Work (Past 90 Days)](image)

- 333 PL-Assign TAT MTD
- 13 PL-Admin Review TAT MTD

### Open Quality Reports

<table>
<thead>
<tr>
<th>Open Quality Reports</th>
<th>Qualtrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>26533</td>
<td>2018-057</td>
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*Reports without a Workflow ID are not included in the Avg Age

<table>
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<tr>
<th>Quality TAT</th>
<th>38</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goal: 30, 31</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Avg Age of Open Reports</th>
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</thead>
<tbody>
<tr>
<td>144</td>
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</table>

### Quality Filter

- Firearms

<table>
<thead>
<tr>
<th>30 Day Avg (Over Past 90 Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
</tr>
<tr>
<td>118</td>
</tr>
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<table>
<thead>
<tr>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
</tr>
</tbody>
</table>
Firearms

FA requests

IBIS requests

Total Average Turn around time

ASSIGN TAT
REQUEST TAT
Requests Received after 2/1/2019 (to allow for targets on incoming requests vs historical backlog)

- # of Unassigned: 410 (Goal: 230, 78.26%)
- # Pending Draft: 62 (Goal: 50, 24%)
- # Pending Tech: 11 (Goal: 50, 78%)
- # Pending Admin: 0 (Goal: 50, 100%)

Age of Critical Pending (days):
- Overall TAT (Month to Date): 62 (Goal: 45, 46)
- Overall TAT (Past 90 Days): 48 (Goal: 45, 46)

TAT by Phase of Work (MTD):

TAT by Phase of Work (Past 90 Days):

Open Quality Reports:
- Qualtrax ID: 41982, Workflow #: 2019-017, Age: 56
- Qualtrax ID: 44261, Workflow #: 2019-026, Age: 25
- Qualtrax ID: 44789, Workflow #: 2019-028, Age: 19
- Qualtrax ID: 45202, Workflow #: 2019-031, Age: 14
- Qualtrax ID: 45463, Workflow #: 2019-032, Age: 10
- Qualtrax ID: 45547, Workflow #: 8

Quality TAT:
- 16 (Goal: 40, 41)

Average Age of Open Reports:
- 28

Month to Date:
- Completed: 146
- Received: 227

30 Day Avg (Over Past 90 Days):
- Completed: 115
- Received: 210
Requests Received prior to 2/1/2019 (to allow for targets on incoming requests vs historical backlog)

- **# of Unassigned**: 1516
  - Goal: 230 (~59.13%)
- **# Pending Draft**: 8
  - Goal: 50 (~84%)
- **# Pending Tech**: 6
  - Goal: 50 (~88%)
- **# Pending Admin**: 1
  - Goal: 50 (~98%)

**Age of Critical Pending (days)**: 856

**Overall TAT (Month to Date)**: 163
- Goal: 45, 46

**Overall TAT (Past 90 Days)**: 107
- Goal: 45, 46

**TAT by Phase of Work (MTD)**

- JT-Assign TAT MTD: 95
- JT-Draft TAT MTD: 65
- JT-Tech Review TAT MTD: 51
- JT-Admin Review TAT MTD: 50
- JT-Other TAT MTD: 4

**TAT by Phase of Work (Past 90 Days)**

- JT-Assign TAT MTD: 14
- JT-Draft TAT MTD: 0
- JT-Tech Review TAT MTD: 31
- JT-Admin Review TAT MTD: 0
- JT-Other TAT MTD: 0

**Open Quality Reports**

- Qualtrax ID: 41982, Workflow ID: 2019-017, Age: 56
- Qualtrax ID: 44261, Workflow ID: 2019-026, Age: 25
- Qualtrax ID: 44789, Workflow ID: 2019-028, Age: 19
- Qualtrax ID: 45202, Workflow ID: 2019-018, Age: 14
- Qualtrax ID: 45463, Workflow ID: 2019-032, Age: 10
- Qualtrax ID: 45547, Workflow ID: 8

**Quality TAT**

- **Avg Age of Open Reports**: 28

**Quality Filter**

- Latent Prints
### Open Quality Reports

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<th>Qualtrax ID</th>
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<tbody>
<tr>
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<td></td>
<td>14</td>
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<td>45547</td>
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<td>8</td>
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<tr>
<td>41982</td>
<td>2019-017</td>
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<td>44281</td>
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</tr>
<tr>
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<td>2019-032</td>
<td>10</td>
</tr>
</tbody>
</table>

*Reports without a Workflow ID are not included in the Avg Age*

### Quality TAT

<table>
<thead>
<tr>
<th></th>
<th>Goal: 40, 41</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Avg Age of Open Reports</strong></td>
<td>28</td>
</tr>
</tbody>
</table>

### Quality Filter

- Latent Prints

---

### Age of Critical Pending (days)

- 108 total pending requests
- 76 Justice Trax past critical age
- 143 age-oldest unassigned
- 392 age-oldest pending draft
- 285 age-oldest pending tech
- 0 age-oldest pending admin

### Overall TAT (Month to Date)

- 78!
- Goal: 30, 31

### Overall TAT (Past 90 Days)

- 75!
- Goal: 30, 31

### TAT by Phase of Work (MTD)

- JT-Assign: 51
- JT-Draft: 21
- JT-Tech Review: 5

### TAT by Phase of Work (Past 90 Days)

- JT-Assign: 49
- JT-Draft: 21
- JT-Tech Review: 4

### Month to Date

- Completed: 41
- Received: 37

### 30 Day Avg (Over Past 90 Days)

- Completed: 47
- Received: 42
Latents

Latents Live in Justice Trax on 12/18/17, metrics from Porter Lee but estimated due to time in Jtrax in December
Forensic Biology -- Total

Note: In July of 2018 the number received will be impacted by the number of cases outsourced, once a case is outsourced it moves from received by Bio to Outsourced
Forensic Biology-Outsourcing

- Original project timeline: August 2018 to September 2019
- Ahead of schedule on internal backlog
- 415 outsourced cases pending
- Next focus: STRmix training and outsource reviews

Critical issues

- The in-house review of all outsourced casework
- Bode delayed turnaround time for SAKs
- Current turnaround time ~120 days

SAKs shipped: 828
SAKs completed: 467
Non-SAKs shipped: 396
Non-SAKs completed: 317

Total Cases Shipped: 1224
Cases Returned: 784
Cases Reviewed: 49
DME -- Digital

Digital Requests

Total average turn around time (days)
Starting December 2017: A/V and A/V call out metrics reported together
CSU

- CSU callouts: 62
- Cars processed at VEB: 49
- Items of evidence collected: 1,869
- Hours spent at scenes: 485hrs = 15.6hrs/day

- CSI Sarah Lambert received her Crime Scene Analyst Certification from the IAI
- Hired a Certified Crime Scene Analyst
- Completed the move to 500 Jefferson 34 staff
- The last 9 CSIs received the 40-hour Death Investigation Training
- FARO Training - Internal (5 CSIs)
- Presentation at DeKaney H.S (to 60 students)
500 Jefferson Office/Lab Project, 6/14/19 HFSC Board Update

Agenda

- Update on project status since 4/12/19 HFSC Board meeting
- Request delegation to HFSC CEO to enter into an agreement with Full Spectrum Analytics Inc. (with sub-contractors) to disassemble, move, reassemble, test/verify HFSC lab instruments for a total agreement value not to exceed $250,000

Project Update

Recent Project Actions

- Excellent progress, all major milestones met, project on schedule
- All four May moves successfully completed (case files, case file cabinets, 2 large office moves, 87 staff/equipment). All staff operational one/two days after move, good teamwork/focus
- 500 Jefferson 2nd floor fenced/gated parking completed, fully operational, HFSC vehicles moved
- CODIS, FBI server/workstations successfully installed at 500 Jefferson 5/8/19, fully operational 5/9/19
- Shooting tank successfully moved to 500 Jefferson basement 6/8/19, All American Rigging Company did outstanding job, tank moved under freight elevator, multiple pre-meetings/mock-up
- Lab furniture order placed, electrical/IT ceiling panels to arrive 8/1/19, furniture delivery 9/2/19, two weeks installation
- Basement permit received. 18th floor lab construction commenced: studs, drywall, electrical, HVAC, etc. Construction on schedule, all long lead-time items ordered
- Fannin exit completed 4/10/19, well ahead of 4/30/19 lease expiry, no close-out costs (removes $87k/month HFSC cost)
- Returned 50% of HFSC Travis space to HPD, plus 14 of 17 parking spaces
- 500 Jefferson fire drill successfully conducted 5/8/19, good fire warden/staff performance, positive feedback from Fire Marshall
- Good project performance to-date: project planning/leadership, focused weekly landlord/HFSC meetings/minutes, pre-identified key project deliverables/issues/contingency plans, applied lessons learned (each move got better/more efficient), clear roles and responsibilities, resources, teamwork
- However, **most critical/complex part of project now, October/November lab/basement move.** Multiple workshops held, action plans developed/being finalized/will continually updated

**Project Move Status**

- 65% of HFSC staff now at 500 Jefferson, including CEO, COO, CSU, Latent Prints, Digital and Multimedia, Biology Analysts/CODIS, R&D, CS/CM, IT, Quality, Finance, HR, Admin
- Currently remaining at Travis:
  - Latent Prints, Seized Drugs, Toxicology, Biology, Quality labs, Supply Room. Travis part 24th/25th, full 26th floors
  - All operations move 4th Qtr 2019, Lab/Basement delivery to HFSC 10/1/19
  - 500 Jefferson provided temporary/interim basement space for CSU evidence handling/packaging
- 10th, 20th, 24th, 25th (all part floors) returned to HPD 5/9/19 and 5/16/19, in line with original plans (all office related floors). 14 of 17 Travis parking spaces also returned to HPD 5/10/19
- HFSC CFO held discussions with City Finance. City/Andy Icken agreed HFSC no longer responsible for rent on handed back space (27ksf Travis space returned in May, saving HFSC $56k/month)
Project Future Key Deliverables

- Major monthly deliverables:
  - **June/July 2019**: Full Spectrum/sub-contractors agreement, Comfort Systems fume hood move agreement, HFSC move case work implications/communications, evidence move plan, chemicals/etc. move agreements, firearms reference guns/ammo storage and move plans, piping plan
  - **August 2019**: Lab furniture electrical/IT ceiling panels delivery, owned fume hoods/glue chamber move, Landlord lifts generator/air handlers onto building roof
  - **September 2019**: Lab furniture delivery/installation
  - **October/November 2019**: 3 instrument moves, 2 staff moves, piping install, chemicals/appliances/glassware/evidence moves, NIBIN install, lab clean(s), instrument performance checks/progress return to case work operations, deliver/install 2 new Toxicology LCQQQ
  - **Hand-back remaining Travis space**: target 2nd half November 2019

- Implementing bi-weekly HFSC Steering Committee meetings, several sub-teams, scorecard monitoring

Budget Status

- Project budget estimate $1.0M
- Staff/equipment/instrument moves, IT/security, shooting tank, project management, change orders, other, contingency
- To-date: committed/quotes/estimates $650k, invoiced $174k, costs on target
- Budget estimate excludes lab furniture, committed $335k, invoiced $67k (funded via grant/landlord)
### Agenda Action

| Item No.: | 13a. Consider authorizing the President and CEO to enter into a service agreement with Full Spectrum Analytics Inc. for the purchase of services relating to the move, testing, and verification of Corporate lab instruments, for a total contract amount, not to exceed $250,000, and possible related action. |

| Subject: | Authorizing Dr. Stout to sign a service agreement relating to the move of HFSC lab instruments from 1200 Travis to 500 Jefferson, not to exceed $250,000. |

| Background: | HFSC must remain on schedule to complete the move of its lab to 500 Jefferson to avoid unanticipated delays in casework and other logistical issues. HFSC desires to enter into an agreement with Full Spectrum Analytics, Inc. (“Full Spectrum”) to move, test, verify, and reassemble lab instruments, which is imperative for HFSC operations. HFSC also has a standing relationship with Full Spectrum to service HFSC lab instruments. |

| Executive Summary: | HFSC is currently obtaining final estimates from Full Spectrum. The current estimate for service is $185,000, which is within Dr. Stout’s existing authority pursuant to Board Resolution 2015-001. If the total cost of the work does not exceed $200,000, Dr. Stout has authority to approve the expenditure and execute all related agreements. However, HFSC anticipates the final cost of services will exceed Dr. Stout’s existing authority ($200,000). HFSC is currently negotiating with Full Spectrum to approve the final list of sub-contractors and estimates, thus the total cost of the agreement is likely to increase. HFSC proposes a maximum budget of $250,000 for the work based on the remaining lab instruments, which are not included in the current estimate. Upon obtaining a final cost from Full Spectrum, Dr. Stout cannot finalize terms of the agreement, unless the Board delegates its authority to Dr. Stout, up to the proposed total cost of $250,000. |

| Fiscal Impact: | Anticipated costs will fit within existing budget line items. |

| Staff Recommendation: | Staff recommends approval. |

| By: | Charles Evans, Director of Business Development  
Legal review by General Counsel |
500 Jefferson Office/Lab Project, Instrument Move Agreement

Terms of Reference

Board approval requested

- Delegate authority to HFSC CEO to enter into an agreement with Full Spectrum Analytics Inc. (with sub-contractors) to disassemble, move, reassemble, test/verify HFSC lab instruments for a total agreement value not to exceed $250,000

Agreement status/”not to exceed” action reasoning

- Current agreement pricing is around $185,000 (competitive when comparing quotes from individual suppliers). This amount is within HFSC’s CEO authority
- HFSC needs to finalize negotiations/scope, add 2 sub-contractors, provide provision for potential issues during move. This will take amount over $200,000 (requiring HFSC Board approval)
- HFSC is, therefore, requesting HFSC CEO approval for costs not to exceed $250,000
- HFSC proposes to sign agreement immediately on completion of negotiations, to ensure scope is placed on contractor/sub-contractor work schedules, in line with HFSC needs
- HFSC will update Board at next Board meeting on status/finalization of agreement, including scope/timetable/cost
- Funding included in HFSC’s 500 Jefferson $1 million move budget

Agreement scope

- Full Spectrum, with sub-contractors, will:
  - Test/verify instruments are working at 1200 Travis
  - Disassemble instruments and pack instruments for move
  - Move instruments to 500 Jefferson
Un-pack and reassemble instruments
Test/verify instruments are working at 500 Jefferson

- Full Spectrum will move 44 instruments, 2 light sources and 34 associated bench tables (finalizing scope):
  - 28 forensic biology instruments, 2 light sources and 6 bench tables
  - 11 seized drugs instruments and 12 bench tables
  - 5 toxicology instruments and 16 bench tables
- Moves are proposed in two phases:
  - 10/14-16/19: forensic biology (plus latent prints)
  - 11/4-6/19: seized drugs, toxicology (plus firearms)
- Full Spectrum will be lead contractor. Instrument suppliers will be sub-contractors to provide additional expertise and maintain equipment warranties. Sub-contractors will include:
  - Agilent, Hamilton, Tecan; adding Qiagen, Thermofisher
- Not included in scope:
  - Performance check of instruments (once verified working at 500 Jefferson), required to place instruments back into service for case work. This work will be completed by HFSC Section analysts, overseen by management and quality
  - Move of section microscopes (firearms, biology, seized drugs), to be conducted by contractor that currently services microscopes, separate agreement within HFSC authority

**Background**

- Efficient/effective/safe instrument move critical, need to minimize risk and case work downtime
- Therefore, HFSC leveraging existing relationships: instrument suppliers, instrument service agreements
• Full Spectrum currently services many of HFSC’s instruments, is knowledgeable of HFSC’s processes, uniquely qualified to conduct this work (reduced risk, one lead contractor efficient, one-point contact for HFSC)
• Use of instrument suppliers (sub-contractors) provides another layer of reduced risk and maximizes instrument knowledge if/as issues arise, protects critical instrument warranties
• HFSC commenced discussions with Full Spectrum and individual instrument suppliers in 4th quarter 2018. Multiple discussions/reviews have taken place
• Progressive quotes, terms and conditions and insurance certificates have been received, need to finalize documents
• Multiple internal HFSC workshops were conducted over the last 2-4 weeks, developing lab/basement move actions. These workshops have finalized HFSC’s proposed move scope, timing, schedule
• HFSC is now positioned to negotiate/finalize the Full Spectrum/sub-contractor agreement
• To ensure HFSC’s move timing will be met, HFSC is looking to sign an agreement on completion of negotiations, rather than wait for the next HFSC Board meeting to complete. HFSC needs to ensure its project needs are on contractors’ schedule asap
• Funding is available within HFSC’s project budget

**Board approval requested to delegate authority to HFSC CEO to enter into an agreement with Full Spectrum (with sub-contractors) to disassemble, move, reassemble, test/verify HFSC lab instruments for a total agreement value not to exceed $250,000**

**HFSC will update Board at next Board meeting on the status/finalization of this agreement**
CANNABIS SATIVA L.
IS IT MARIHUANA OR NOT

The rules have changed…
Discuss the impact of recent legislative changes related to marihuana and hemp

Start with background information before these changes went into effect
Marihuana was defined in the Health and Safety Code as...the plant Cannabis sativa L., whether growing or not, the seeds of that plant, and every compound, manufacture, salt, derivative, mixture, or preparation of that plant or its seeds. The term does not include:

(A) the resin extracted from a part of the plant or a compound, manufacture, salt, derivative, mixture, or preparation of the resin;
(B) the mature stalks of the plant or fiber produced from the stalks;
(C) oil or cake made from the seeds of the plant;
(D) a compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, fiber, oil, or cake; or
(E) the sterilized seeds of the plant that are incapable of beginning germination
When we received plant samples suspected of being marihuana we would go through a process to remove the excluded parts if present.
- Drying to remove moisture
Removal of mature stalks and roots
- Remaining parts to test for marihuana on the right
- Excluded parts on the left ("hemp")
“Hemp” was not legally defined

- It was not marihuana
- It also was not smoked because there was not enough of the active ingredient delta-9 tetrahydrocannabinol (THC) to get a person high
- It could be used to make legal products such as clothing, rope, bags, cosmetics, oils, etc.
- The tricky part was you couldn’t grow the plant legally in the US to get hemp so it was imported from other countries
December 2018 Federal Farm Bill was passed

- Created a pathway for states to establish a hemp production program
- It defined hemp as...the plant Cannabis sativa L. and any part of that plant, including the seeds of the plant and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis.
- Since this was a legislative year in Texas, the timing was right for the introduction of a hemp production bill in Texas.

- HB 1325
- Passed both House and Senate with more than a 2/3 majority
- Signed by Governor on June 10, 2019
- Became effective immediately
This bill changed the definition of marihuana to exclude hemp so now marihuana is ...the plant Cannabis sativa L., whether growing or not, the seeds of that plant, and every compound, manufacture, salt, derivative, mixture, or preparation of that plant or its seeds. The term does not include:

(A) the resin extracted from a part of the plant or a compound, manufacture, salt, derivative, mixture, or preparation of the resin;
(B) the mature stalks of the plant or fiber produced from the stalks;
(C) oil or cake made from the seeds of the plant;
(D) a compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks, fiber, oil, or cake; or
(E) the sterilized seeds of the plant that are incapable of beginning germination
(F) hemp, as that term is defined by Section 121.001, Agriculture Code
Agriculture Code definition of hemp follows the federal definition

Hemp means…the plant Cannabis sativa L. and any part of that plant, including the seeds of the plant and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis.
To satisfy this new exclusion for hemp, labs will have to conduct testing on the portions of the Cannabis sativa L. plant suspected of being marihuana to determine how much delta-9 THC is present.

- If there is not more than 0.3% then it is hemp.
- If there is more than 0.3% then it is marihuana.
- Our lab is not currently capable of performing this type of testing
- We can still identify Cannabis sativa L. but we cannot do the testing necessary to meet this new exclusion and distinguish between marihuana and hemp
- We have suspended testing of suspected marihuana and related products until our reports can be modified to include this limitation in our testing
- We expect to be able to resume testing next week
Comments

Questions
Proposed changes related to the adoption of HB1325 (6/13/19):

1. HB 1325 became effective on 6/10/19
2. Analysis of suspected marihuana and related products has been suspended until changes can be implemented.
3. Plant substance analysis will be the same as in the past (microscopic and chemical screening with additional testing as necessary). This includes drying and separating the mature stalks and roots from plant submissions. Positive results will no longer be reported as marihuana but will instead be reported as Cannabis sativa L.
4. An automatic footnote will be added to reports for Cannabis sativa L.
5. For dates of offense prior to June 10, 2019, an additional footnote will be added stating the testing is sufficient to meet the definition of marihuana in effect at that time.
6. We will report out all cannabinoids identified in products including delta-8-THC, delta-9-THC, cannabidiol, and cannabinoi.
7. An automatic footnote will be added to reports for delta-9-THC.
8. The SOP and related documents will be updated to reflect reporting of Cannabis sativa L. instead of marihuana.

<table>
<thead>
<tr>
<th>Reported Result</th>
<th>Footnote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannabis sativa L. (offense on or after June 10, 2019)</td>
<td>Cannabis sativa L.: testing to determine the concentration of delta-9-tetrahydrocannabinol in accordance with the definition of marihuana per Texas HSC 481.002.26 and the definition of hemp per Agriculture Code 121.001 is not performed by this laboratory.</td>
</tr>
<tr>
<td>Cannabis sativa L. (offense before June 10, 2019)</td>
<td>Cannabis sativa L.: testing to determine the concentration of delta-9-tetrahydrocannabinol in accordance with the definition of marihuana per Texas HSC 481.002.26 and the definition of hemp per Agriculture Code 121.001 is not performed by this laboratory. Additional footnote to be added - Testing is sufficient to meet the definition of marihuana per Texas HSC 481.002.26 on the date of offense.</td>
</tr>
<tr>
<td>Contains delta-9-tetrahydrocannabinol</td>
<td>Delta-9-tetrahydrocannabinol: testing to determine the concentration of delta-9-tetrahydrocannabinol in accordance with Texas HSC 481.002.5 and the definition of hemp per Agriculture Code 121.001 is not performed by this laboratory.</td>
</tr>
</tbody>
</table>
WORK PRODUCT EVIDENCE RETURN
Process Improvement
Project Summary

Paula Evans, ASQ SSBB

Project Engineer
Lean Six Sigma Development Group (LSSDG)
June 14, 2019
Project Overview

• **Problem**
  – Over 200,000 DNA extracts and test fires stored at HFSC
  – More created everyday, limited space for storage
  – No process to return evidence to submitting agency

• **Business Case**
  – HFSC could not move work product evidence to 500 Jefferson: lack of storage, freezer space
  – *Right answer at the right time* when responding to post-conviction request

• **Project Goals**
  – Achieve a complete and accurate inventory of work product evidence
  – Decrease amount of evidence stored at HFSC
  – Develop a process to return/inventory work product to prevent reoccurrence
Project Team

Team (left to right):
- Joaho Zamora, HPD Property Room
- Peter Stout, CEO/champion
- Chris Milledge, Firearms
- Carisa Martinez, Quality
- Paula Evans, LSSDG/Team leader
- Ashley Henry, CS/CM
- Marcel Weigel, Biology
- Courtney Head, Biology
- Tim Schmahl, Latent prints

Not pictured:
Kathleen Sill, CSSMBB/Project Coach
Project Results
Firearms Test Fires – Before & After Project

- Returned over 23,000 test fires to the property room
- Recycled over 16,800 non-evidence test fires
- All test fires are inventoried in the Laboratory Information Management System (LIMS) as they are returned
Firearms Test Fires – Before & After Project

➢ To date historical backlog of test fires reduced by 68%

➢ All test fires will be returned before section moves to Jefferson
DNA Extracts - Before & After Project

- Created a master inventory for DNA extracts that can be searched and is easy to access
- Inventoried over 41,670 extracts
- Will complete before section moves to Jefferson
DNA Extracts - Before & After Project

- 26% of historical extracts inventoried
- Hundreds of envelopes containing DNA Extracts returned
Project Improvements

- Created processes for inventory and return
  - Test fires are returned in containers to the property room
  - DNA Extracts are inventoried as work is performed

- Optimized space in firearms vault and in biology freezer storage

- Made improvements without compromising quality
  - Audit shows no defects

- Created a plan to resolve historical work product
Lessons Learned

- Stakeholder collaboration is key
  - Working with key stakeholders early on created critical buy in and cooperation

- 5S is a powerful tool
  - The team organized and standardized the way DNA extracts were stored making evidence easy to locate in seconds
Recommendations

• Document, document, document
  – Keep electronic documentation for quick searching
  – Keep evidence logs/outsourcing information/change logs in centralized repository
  – Risk assessment of documentation practices with 10-year focus

• Optimize LIMS to handle known workflow occurrences
  – (i.e. controls associated with multiple cases, evidence return/barcoding)

• Explore options for storing DNA extracts at room temperature
Return On Investment (ROI)

Cost of Poor Quality
• Previous process required tribal knowledge to find
• To inventory historical DNA extracts = >3,000 hours
• To return historical test fires = ~700 hours
  Total cost of poor quality = ~$120,000

Project cost $16,285
• Created new processes to prevents historical issues from reoccurring
• Test fires are returned when work is complete
• DNA extracts are inventoried during process (in seconds)
• DNA extracts are found in seconds
• Knowing history won’t repeat itself - priceless
Questions?

LSSDG@HOUSTONFORENSICSCIENCE.ORG
Multidisciplinary Request
Process Improvement Project Summary

Aimee Grimaldi, MS, ASQ SSBB
Project Engineer
Lean Six Sigma Development Group

June 14, 2019
The project

Problem Statement:
Process for completing analysis on evidence items that have more than one discipline request is inefficient, lacks visibility across sections, have slower turnaround time

Business Case:
Improvements will increase efficiency in the process while better maintaining the integrity of the evidence

Project Goals:
Improve transfer time between sections, maintain evidence integrity and reduce the risk for errors
Improvements made

Improved Visibility
• Implemented a daily meeting
• Created a report in Laboratory Information Management System (LIMS)

Proactive evidence preservation
• Implemented a gun magazine reference collection
• Implemented gun magazine preservation policy
• Increased evidence preservation

Improved efficiency
• Prioritize multidisciplinary requests
• Firearms collected by CSU bypass property room
Quality metrics
Process improvements did not compromise the quality of the work

No missed requests or transfer errors since improved process implemented on Dec. 13, 2018
Production metrics

- Turnaround time of latent print processing multidisciplinary requests dropped from 20 days to 5 days
- Turnaround time of forensic biology cases dropped from 18 to 10 days
- Adoption by the Houston Police Department of the gun magazine preservation policy continues to increase
Project lessons learned

• Project team was composed of right people
• MDR team was together during portal and JT changes to identify and mitigate gaps and risks associated with the process
• Increased communication and visibility was key to make MDR process proactive
Project recommendations

• Form more working groups with staff members from multiple sections
• Evidence intake from stakeholder would provide better evidence preservation
• Expand the scope of CSU response to control collection
Return on investment

• Project cost the company $32,000
  • 694 man hours

• New process eliminated potential risks
  • TFSC disclosure
  • Time spent working on quality events
  • Failing to aide investigation

• New process gets stakeholders “right answer at the right time”
  • Reduce time associated with “waiting” on a section
  • Removed 5-day hold associated with CSU NIBIN evidence
  • Aides the disruption in gun violence
  • Pro-active workflow to identify requests
  • Quality evidence preservation
Next steps – testing policy to remove 5-day hold

Implement testing policy for firearms **NOT** collected by the Crime Scene Unit

The magazine will be handled in a manner that preserves future analysis. The body of the firearm will not be tested for contact DNA. The 5-day hold can be lifted and the firearm can now go straight to the firearms section.
LSSDG@HoustonForensicScience.org
BQCs Submitted in May

![Bar Chart]

- Toxicology: 16 (May) vs. 16 (Monthly Goal)
- Seized Drugs: 15 (May) vs. 15 (Monthly Goal)
- Firearms BQC: 1 (May) vs. 1 (Monthly Goal)
- Firearms Blind Verification: 1 (May) vs. 1 (Monthly Goal)
- Latent Print Processing: 2 (May) vs. 2 (Monthly Goal)
- Latent Print Comparison: 9 (May) vs. 9 (Monthly Goal)
- Latent Print Blind Verification: 1 (May) vs. 1 (Monthly Goal)
- Biology: 4 (May) vs. 4 (Monthly Goal)
- Multimedia: 2 (May) vs. 2 (Monthly Goal)
 Blind Quality: Accomplishments and Challenges

- Firearm blind discovered by assigned examiner
- Biology blind discovered before being assigned to an analyst
- Universal Latent Workstation (ULW) software
  - The software assigns a “quality score” to latent prints, indicating the probability a print will get a “hit” in the database
  - HFSC is investigating whether using the software on prints created for the blind program will better ensure they truly reflect actual casework

<table>
<thead>
<tr>
<th>Forensic Discipline</th>
<th>Cases Completed in May</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toxicology – BAC</td>
<td>13</td>
</tr>
<tr>
<td>Seized Drugs</td>
<td>11</td>
</tr>
<tr>
<td>Biology</td>
<td>0 (DNA) 3 (screening)</td>
</tr>
<tr>
<td>Firearms – Blind Verification (BV)</td>
<td>2</td>
</tr>
<tr>
<td>Firearms – Blind Quality Control (BQC)</td>
<td>1</td>
</tr>
<tr>
<td>Latent Print Processing</td>
<td>0</td>
</tr>
<tr>
<td>Latent Print Comparison</td>
<td>6</td>
</tr>
<tr>
<td>Latent Print - Blind Verification (BV)</td>
<td>3</td>
</tr>
<tr>
<td>Multimedia</td>
<td>2</td>
</tr>
</tbody>
</table>
Audits/Disclosures/Corrective Actions

Firearms:

• Report being finalized for disclosure to Texas Forensic Science Commission (TFSC)
  • Audit of casework that resulted from the nonconformance was done based on TFSC recommendations for how to sample for statistical significance
  • This nonconformance involves an investigative lead report from the National Integrated Ballistic Information Network (NIBIN) that was reported with an incorrect case number
• Review completed: 461 cases reviewed from sample size 3,096
• Audit findings: 95% confidence level this type of error occurs in no more than 1% of NIBIN cases
  • Five administrative errors in 461 case records (error rate 1.1%)
## 2019 Proficiency Testing (PT)

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Tests in Progress</th>
<th>Tests Completed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seized Drugs</td>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toxicology</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Firearms</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Crime Scene</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Latent Prints</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Multimedia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio/Video</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Digital</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forensic Biology</td>
<td>12</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>
2019 Testimony Data

• 36 analysts have testified this year
• 33 of 36 have been monitored
  • 3 testified for work done prior to HFSC employment – no monitoring needed
• Quarterly transcript review
  • First round of transcripts are in the final evaluation phase to be discussed with analysts
    • First time identifying information redacted from reviewers
  • Second round of transcripts will be requested in June
• In 2018, evaluations not completed for three testifying staff members
  • Process completed - transcript evaluations being discussed with analysts
Detailed Data
## Quality Division Notifications

Incidents, Corrective and Preventive Actions

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Biology</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-029 CAR</td>
<td>5/13/2019</td>
<td>Two Forensic Biology reports are being amended because the presumptive semen results could not be reproduced. An item of evidence in each case was reported as being positive for the presumptive test for semen but were now being amended to indicate that the presumptive test for semen is inconclusive.</td>
</tr>
<tr>
<td>2019-051 IR</td>
<td>5/13/2019</td>
<td>Reference samples were processed on an instrument before the post-maintenance performance check was completed. The instrument had preventive maintenance performed and the Forensic Biology SOP requires that a performance check then be performed before the instrument is placed back into service.</td>
</tr>
<tr>
<td><strong>Crime Scene</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-033 CAR</td>
<td>5/29/2019</td>
<td>A Crime Scene Investigator (CSI) processed a vehicle at the Vehicle Examination Building (VEB) but did not collect several gloves from inside the vehicle. Because the vehicle has been released the gloves are nonrecoverable.</td>
</tr>
<tr>
<td><strong>Latent Prints</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-028 CAR</td>
<td>5/2/2019</td>
<td>Several technical and administrative errors were identified during a Latent Print quality check of a case that had previously been technically and administratively reviewed.</td>
</tr>
<tr>
<td>2019-032 CAR</td>
<td>5/15/2019</td>
<td>A Latent Print processor saved digital images with an incorrect file name. The images were saved in the Mideo software and to DVD using the incorrect case number in the naming scheme.</td>
</tr>
<tr>
<td><strong>Management</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-030 IR</td>
<td>5/8/2019</td>
<td>A staff member improperly documented a missed electronic transfer because the HFSC quality manual revision published on February 11, 2019 does not provide instruction on how to properly document electronic chain of custody transfers in LIMS that do not accurately depict the physical transfers. This language was in the previous version of the manual but had been omitted from the current one.</td>
</tr>
</tbody>
</table>

HFSC’s Quality Division investigates nonconforming work and helps develop solutions in compliance with accreditation and legal standards. With regard to the items listed above, the Division has not detected any use of inaccurate results in a criminal proceeding.