Houston Forensic Science Center, Inc.

Board of Directors Meeting

August 9, 2019

Position 1 - Dr. Stacey Mitchell, Board Chair
Position 2 - Anna Vasquez
Position 3 - Philip Hilder
Position 4 - Francisco Medina
Position 5 - Janet Blancett
Position 6 - Dr. Robert McPherson
Position 7 - Vacant
Position 8 - Mary Lentschke
Position 9 - Sandra Guerra Thompson, Vice Chair
Ex-Officio - Tracy Calabrese
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda</td>
<td>3</td>
</tr>
<tr>
<td>July 12, 2019 Draft Minutes</td>
<td>6</td>
</tr>
<tr>
<td>President’s Report</td>
<td>10</td>
</tr>
<tr>
<td>Helium Resource Issue</td>
<td>19</td>
</tr>
<tr>
<td>House Bill 1325 Update</td>
<td>22</td>
</tr>
<tr>
<td>Operations Report</td>
<td>24</td>
</tr>
<tr>
<td>FY19 Year-End Budget Review</td>
<td>33</td>
</tr>
<tr>
<td>Crime Scene &amp; Digital Multimedia Units Update</td>
<td>43</td>
</tr>
<tr>
<td>Lean Six Sigma Projects Update</td>
<td>81</td>
</tr>
<tr>
<td>Facility Project Update</td>
<td>86</td>
</tr>
<tr>
<td>Quality Report</td>
<td>88</td>
</tr>
</tbody>
</table>
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. Reading of draft minutes of July 12, 2019 Board meeting. Consideration of proposed corrections, if any. Approval of minutes.

4. Public comment.

5. Report from Dr. Stacey Mitchell, board chair, including a monthly update of activities and other announcements.

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

6. Report from Dr. Stout including technical updates, outreach efforts, staffing changes and other corporate business items.
   a. Discussion about diminishing supply of global helium resources and the impact on the laboratory, specifically blood alcohol analysis.
   b. Update on HB 1325 and how HFSC and other Texas forensic laboratories are considering handling marihuana testing going forward.

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

8. Presentation by Mr. David Leach, treasurer and CFO, regarding the proposed FY19 budget and possible related action.

9. Report from Mr. Leach regarding company financials and other fiscal updates.

Reports and presentations by staff

10. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, on evidence collection, turnaround times and other updates.
11. Report from Aimee Grimaldi, project engineer, on two new lean six sigma projects designed to improve HFSC quality processes and metrics.

12. Report from Mr. Charles Evans, director of business development, regarding the status of the Corporation’s facility project and move to 500 Jefferson.

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


--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 6th day of August, 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 6th day of August 2019.

________________________________________
Jordan Benton
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 July 12, 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 July 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 Dr. Stacey Mitchell, board chairwoman, at approximately 9:02 a.m. on Friday July 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: Dr. Stacey Mitchell, Sandra Guerra Thompson, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Mary Lentschke and Ms. Tracy Calabrese.

Ms. Thompson arrived at about 9:03 a.m.

Dr. Robert “Bob” H. McPherson was absent.

Chairwoman Mitchell declared a quorum was present.

E. Chairwoman Mitchell asked if any changes were needed for the June 14, 2019 board meeting minutes. Mr. Medina made a motion to approve the minutes. Ms. Blancett seconded the motion. The motion passed unanimously.

F. Chairwoman Mitchell asked if members of the public wished to address the board. No one addressed the board.

G. Chairwoman Mitchell presented a chair’s report. Dr. Mitchell welcomed new member, Ms. Anna Vasquez, to the board. The Chairwoman said she met with the Houston Chronicle editorial board to discuss HFSC’s resource needs, specifically in the crime scene unit, toxicology and, latent print sections, as well as additional issues created by new legislation that changes the definition of marijuana.
H. Dr. Peter Stout, president and CEO, presented the president’s report. Dr. Stout reviewed HFSC’s overall turnaround time and requests for June 2019. Dr. Stout reminded the board that turnaround times will increase as backlogged cases are eliminated and HFSC prepares to move to 500 Jefferson. Dr. Stout said the toxicology section is continuing to struggle with the continual increase in requests. Dr. Stout said HFSC had already asked the board for approval for a new instrument in toxicology that will be brought online in the new facility and would ask the board for its approval today for a second instrument. The section also needs additional staff to keep up with the sharp increase in requests. He gave a staffing update and spoke about advanced certifications earned by staff. Dr. Stout reviewed recent outreach events, including the sexual assault task force meeting hosted by HFSC, along with a meeting he attended with Senator Charles Perry’s staff and a second meeting with Governor Greg Abbott’s office to discuss the implications of newly passed legislation that legalized hemp in Texas and changed the definition of marijuana.

I. Dr. Stout reviewed HFSC’s 2019 company goals, which include the following: maintain an average turnaround time of 45 days; a backlog that consists of no more than 12 percent of received requests; no repeated quality findings in internal or external audits; a staff retention rate of 88 percent; quarterly one-on-one meetings and semi-annual staff reviews for 75 percent of staff; meet training deadlines; and complete all moves into 500 Jefferson within budget by the end of the year. Mr. Medina made a motion to approve the company goals. Vice Chair Thompson seconded the motion. The motion passed unanimously.

J. Dr. Stout updated the board about House Bill 1325, which legalized the production and sale of hemp in Texas and changed the definition of marijuana. He shared that the Harris County District Attorney’s Office is not accepting misdemeanor marijuana charges without forensic test results. HFSC currently cannot test for the concentration of tetrahydrocannabinol, or THC, to differentiate hemp from marijuana as required under the new law. Dr. Stout said discussions are ongoing to determine the implications of the new legislation, especially for crime labs in Texas. He said in the long-term, HFSC’s seized drugs section will need additional staff and funding to purchase additional equipment to handle the new testing method.

K. Dr. Stout updated the board about a recall by BD, a national manufacturer of vials used to collect blood alcohol samples. BD recalled about 240,000 tubes after it said that about 101 of the vials did not have a preservative added to them that prevents clotting and stabilizes alcohol concentration in blood. It is unclear where the 101 impacted vials landed, and as a result it places in question any blood collected in tubes from that lot. Dr. Stout said stakeholders were notified of the recall and efforts to address the issue are ongoing.

L. Dr. Stout requested authority to enter into a lease agreement with Agilent Technologies for a second LC-QQQ instrument for the toxicology section for a total contract amount of $359,969.60. Vice Chair Thompson made a motion to approve Dr. Stout’s request. Director Lentschke seconded the motion. The motion passed unanimously.

M. Mr. David Leach, CFO and treasurer, gave a financial update. Mr. Leach shared that June marked the year-end financials and that, as expected, the company would run out of money by the end of the month. He thanked the City of Houston for working with HFSC to expedite the transfer of the new budget dollars, however, Mr. Leach told the board the money had not yet been received and HFSC would run out of operational money by the middle of the following
week if the transfer did not occur. Mr. Leach said he was working with the city to ensure this issue would not occur again next year. Mr. Leach said the Board will receive a detailed report on the year-end financials at the next board meeting.

N. Dr. Amy Castillo, vice president and chief operations officer, presented an operations report. Dr. Castillo reviewed each discipline’s progress and where they stood in comparison to the company goals. She explained the June data for each section using HFSC’s management dashboard system, including open quality reports, backlog data and turnaround times. Dr. Castillo said the latent print section filled four positions with “apprentices” that will undergo an intensive training off-site. If all the trainees successfully complete the program and additional HFSC training, they will be signed off for casework by the end of 2020 and the latent print comparison section will be fully staffed. Dr. Castillo walked the board through the detailed move schedule for the seized drugs, toxicology, forensic biology/DNA, latent print and firearms sections. Each section will experience reduced and no capacity for casework for a limited time during the move. The sections will experience no capacity for the following time frames: two weeks for seized drugs, six to eight weeks for blood alcohol testing in toxicology, 10 weeks for drug testing in toxicology, one week in firearms, six to eight weeks in forensic biology/DNA and six to eight weeks in latent print processing. Dr. Castillo shared that HFSC will continue to work with stakeholders to communicate each section’s status and to prioritize cases as needed.

O. Mr. Jerry Pena, director of the crime scene (CSU) and digital multimedia units, said cross-training is ongoing in the multimedia section, where staff are learning to handle both digital and audio/video casework to accommodate increased requests. Mr. Pena said one of the critical items facing the multimedia section is a need for up-to-date software to crack cellular devices. HFSC currently uses Graykey, a $15,000-a-year software to extract information from iPhones. The purchase of another software, Cellebrite UFED Premium, will provide the unit the ability to unlock both iPhones and Android devices. The new software, which will cost up to $150,000 annually, is cost-effective since HFSC failed to unlock 65 iPhones and 48 Androids in the past six months, Mr. Pena told the board. It would cost $226,000 to send them out to be unlocked, a far higher price tag than that of the annual subscription. Mr. Pena said CSU is working to replace their vehicle fleet, which will now include pick-up trucks. CSU will continue to update standard operation procedures to ensure consistent interpretation by CSIs.

P. Mr. Charles Evans, director of business development, updated the board about the lab’s ongoing move to 500 Jefferson. Mr. Evans said HFSC is about 18 weeks away from being fully moved into 500 Jefferson. Mr. Evans said construction was ongoing in the basement and the 18th floor lab areas. Mr. Evans reviewed the steps the lab sections will take come October and November to ensure a successful, cost-effective move. Mr. Evans reviewed pending agreements and the ongoing move logistics.

Q. Ms. Erika Ziemak, assistant quality division director, updated the board on the June blind quality controls (BQC,) audits, disclosures, corrective actions, proficiency tests, transcript reviews and testimony data. Ms. Ziemak said the first round of internal audits ended June 21. The audit team found no nonconformances in the multimedia section, three in latent prints and four in CSU. The second round of internal audits will begin July 15. Ms. Ziemak said the quality division is investigating two proficiency tests in the seized drugs section after two analysts reported no findings of a controlled substance. The vendor that created the proficiency
tests said a controlled substance should have been found. The quality division is investigating why the analysts failed to identify the substance and will determine if the tests are satisfactory or not. Ms. Ziemak said she will update the board with the outcome of the investigation.

R. The board went into executive session under Texas Government Code Section 551.074, personnel matters, at approximately 10:55 a.m. to discuss Dr. Stout’s annual performance evaluation. The recording of the meeting stopped and present with the board was HFSC’s General Counsel, Ms. Akilah Mance, and Dr. Stout.

S. The board reconvened into open session at approximately 11:31 a.m. The Chairwoman announced the board was pleased with Dr. Stout’s annual performance and recommended a three percent raise. Vice Chair Thompson made a motion to approve. Director Lentschke seconded the motion. The motion passed unanimously.

T. Chairwoman Mitchell requested the board move to approve the president and CEO’s annual evaluation and HFSC’s corporate performance goals to July of each year beginning in 2020. Vice Chair Thompson made a motion to approve. Director Lentschke seconded the motion. The motion passed unanimously.

U. Chairwoman Mitchell asked for a motion to adjourn the meeting. Ms. Blancett made a motion to adjourn. Vice Chair Thompson seconded the motion. The meeting ADJOURNED at approximately 11:56 a.m.

By: ________________________________

Jordan Benton Secretary
President's Report

August 9, 2019
Average Turnaround Time for - July 2019

- Firearms: 101 days
- Toxicology: 91 days
- Biology: 91 days
- Latent Prints: 67 days
- Digital and Multimedia: 47 days
- Crime Scene Unit: 46 days
- Controlled Substances: 8 days

Requests Completed by Section

Turnaround Time - Days
61

Completed Requests
1954

This data is current as of 7/29/2019.
### Staffing – August 9, 2019

- **196 staff**
  - 7 City of Houston civilians
  - 189 HFSC employees

- **11 open positions, 7 offers accepted**
  - 1 crime scene investigator
  - 1 CS/CM evidence specialist
  - 3 forensic analysts – toxicology
  - 2 latent print examiner trainees

- **4 active vacancies**
  - 1 assistant CODIS administrator (future opening)
  - 1 crime scene investigator
  - 1 research associate
  - 1 supervisor-FBIO (future opening, posted internally only)
Certifications

• Hannah Cooley – Certified Property and Evidence Specialist
  • International Association for Property and Evidence, Inc. (IAPE)

• Kelsey Hartzheim – Certified Property and Evidence Specialist
  • International Association for Property and Evidence, Inc. (IAPE)
Outreach

- Visit with policy and grant staff from the Charles Koch Foundation and the Charles Koch Institute
- Community outreach members did their first event at the Houston Children’s Museum
- DNA assistant technical lead, Cyndi Cale, presented at the Public Defender Service’s 15th Annual Forensic Conference on research she did about the transfer of DNA
- Tour with deputy general counsel of the House Committee on Science and Technology
- Tour with drug coalition group from Southeast Texas, including Galena Park ISD
- Participated in half-day conference on opioid overdose reporting, along with Harris County Institute of Forensic Sciences
- Tour with Mike Ware of the Innocence Project of Texas
The Big Move
August 9, 2019
July 22 to July 25, 2019
Helium
What is helium (other than what makes party balloons float):

- Second most abundant element in the universe, but not on Earth
- Majority produced when uranium and thorium decay
- Natural gas drilling releases helium, but capture and storage is difficult and expensive
- 75 percent of world’s helium supply comes from Qatar, Wyoming and Amarillo, Texas
- Shortage began about 10 years ago when Saudi Arabia and United Arab Emirates imposed an embargo on Qatar
- Heavily used for MRI machines and other medical devices
- US strategic supply almost gone
Why this matters to HFSC

• HFSC relies heavily on helium for blood alcohol and seized drugs analyses
• Purchased 37 helium canisters for toxicology and seized drugs since January
• There is no good alternative for the instruments
  • Past use of hydrogen in alcohol testing instruments caused significant issues with the sensitive equipment
• HFSC has received contaminated helium canisters
• HFSC has changed suppliers three times and the price has increased nearly 10 percent/canister in the past year (now about $115/canister)
Hemp vs. Marijuana

August 9, 2019
Hemp vs. Marijuana

• Six month timeline for crime labs in Texas to do analysis that differentiates between hemp and marijuana as defined under new law
  • Sam Houston State University: validating instrument (GC-MS) method that will provide an answer on whether an item is above or below 1 percent THC: 4 months
  • HFSC validating new color test chemistry that provides information on whether a substance has more THC than CBD or vice versa
    • HFSC will also determine whether this color test could be used in the field so law enforcement can establish probable cause for arrests and charges
  • After SHSU completes its work, Texas labs will each run internal validations before using the method on actual cases: 2 months
July 2019 Company Overview

Data Captured on 7/31/2019
Highlights

• Blood alcohol testing: Backlog elimination plan
• Firearms update, National Integrated Ballistic Information Network (NIBIN)
Blood Alcohol Testing

- Average turnaround time for blood alcohol testing in July: 77 days
- Backlogged blood alcohol requests at the end of July: 660
- Current capacity: ~240 requests/month
- Receiving: ~450 requests a month

- Increase in turnaround time and backlog
  - Increase in requests with no additional staff
  - Down a supervisor since April 2019
  - Training on drug confirmation analysis
  - Facility move
Blood alcohol backlog elimination plan

• Mid-August to October: pause drug confirmation training

• Section’s focus will be on blood alcohol requests
  • August: anticipate ~ 1,500 pending requests
  • End of October: anticipate to have ~ 350 pending requests
  • After move shutdown: anticipate ~ 1,000 pending requests

• March 2020: 3 analysts dedicated to alcohol testing ready for work
  • Increases capacity to 700 requests/month
  • Backlog to be cleared by July 2020, section maintains 30-day turnaround time
Firearms

• Backlog of guns that needed to be uploaded into NIBIN cleared on July 24
• Section maintaining a 7-day turnaround time on incoming guns
• On August 15, a longstanding 5-day hold on firearms will be lifted
  • The hold allowed investigators to request DNA and latent print processing prior to firearms handling the evidence
  • Multidisciplinary request project worked with HPD to stop unloading magazines to better preserve potential latent print and DNA evidence
  • As of July 2019: 75 percent of magazines were NOT unloaded
  • Eliminating the 5-day hold allows for faster NIBIN entry so HPD gets investigative information more quickly
# FY19 Final Budget Allocation

### HOUSTON FORENSIC SCIENCE CENTER, INC.

#### COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

#### FY19 Original Budget Reallocations V4

<table>
<thead>
<tr>
<th>FY19 Current Approved Budget</th>
<th>Adjustments to FY19 Budget V4</th>
<th>FY19 Proposed Budget</th>
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### FY19 Current Approved Budget

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## FY19 Final Budget Allocation

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<th>Adjustments to FY19 Budget V4</th>
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<td>522305 Freight</td>
</tr>
<tr>
<td>520124 Other Equipment Services</td>
<td>269,553</td>
<td>269,553</td>
<td>522430 Misc. Other Services &amp; Chrgs</td>
</tr>
<tr>
<td>520143 Credit/Bank Card Svcs</td>
<td>224</td>
<td>224</td>
<td>532000 Non-Capital Expenditures</td>
</tr>
<tr>
<td>520520 Printing &amp; Reproduction Serv.</td>
<td>12,158</td>
<td>12,158</td>
<td>520805 Education &amp; Training</td>
</tr>
<tr>
<td>520605 Public Information Svcs</td>
<td>18,367</td>
<td>(5,000)</td>
<td>13,367</td>
</tr>
<tr>
<td>520705 Insurance (Non-Medical)</td>
<td>119,581</td>
<td>10,000</td>
<td>129,581</td>
</tr>
<tr>
<td>520765 Membership &amp; Prof. Fees</td>
<td>30,197</td>
<td>30,197</td>
<td>551025 Scientific/Medical Equipment</td>
</tr>
<tr>
<td>Total Services</td>
<td>7,238,904</td>
<td>204,143</td>
<td>(545,000)</td>
</tr>
<tr>
<td>Total HFSC Services</td>
<td>5,361,551</td>
<td>204,143</td>
<td>(119,000)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Capital Expenditures</th>
<th>FY19 Current Approved Budget</th>
<th>Adjustments to FY19 Budget V4</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>520805 Education &amp; Training</td>
<td>228,080</td>
<td>5,999</td>
<td>234,079</td>
</tr>
<tr>
<td>520605 Public Information Svcs</td>
<td>18,367</td>
<td>(5,000)</td>
<td>13,367</td>
</tr>
<tr>
<td>520705 Insurance (Non-Medical)</td>
<td>119,581</td>
<td>10,000</td>
<td>129,581</td>
</tr>
<tr>
<td>520765 Membership &amp; Prof. Fees</td>
<td>30,197</td>
<td>30,197</td>
<td>520805 Education &amp; Training</td>
</tr>
<tr>
<td>Total Non-Capital Expenditures</td>
<td>267,750</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
## FY19 Final Budget Allocation

<table>
<thead>
<tr>
<th>FY19 Current Approved Budget</th>
<th>Adjustments to FY19 Budget V4</th>
<th>FY19 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Grants</td>
<td>Non Grants</td>
</tr>
<tr>
<td><strong>Services:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>520815 Tuition Reimbursement</td>
<td>46,422</td>
<td>(20,000)</td>
</tr>
<tr>
<td>520905 Travel - Training Related</td>
<td>195,403</td>
<td>4,095</td>
</tr>
<tr>
<td><strong>Capital Expenditures</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>170230 Computer Hardware/SW</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>170240 Scientific/Foren Eqmt</td>
<td>450,000</td>
<td>450,000</td>
</tr>
<tr>
<td>170980 Const in Progress</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Capital Expenditures</strong></td>
<td>450,000</td>
<td>450,000</td>
</tr>
<tr>
<td><strong>Total Expense Before Depreciation</strong></td>
<td>26,910,063</td>
<td>233,143</td>
</tr>
<tr>
<td>561230 Depreciation</td>
<td>477,202</td>
<td>477,202</td>
</tr>
<tr>
<td>669000 Reconciliation Discrepancies</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Expense After Depreciation</strong></td>
<td>27,387,265</td>
<td>233,143</td>
</tr>
<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>(851,121)</td>
<td>(233,143)</td>
</tr>
<tr>
<td><strong>Other Expense:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>610000 City of Houston Direct Overhead</td>
<td>1,460,000</td>
<td>1,460,000</td>
</tr>
<tr>
<td>Grant and Training Expense</td>
<td>238,094</td>
<td>(233,143)</td>
</tr>
<tr>
<td><strong>Adjustments to FY19</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2,549,215)</td>
<td>-</td>
<td>(2,549,215)</td>
</tr>
</tbody>
</table>
HFSC’s FY19 Year End Review

What it cost to get to the RIGHT ANSWER at the RIGHT TIME
Where does HFSC Spend it’s money?

- People costs: 75%
- Supplies: 3%
- Services: 20%
- Capital (less bldg): 1%
- Non Capital: 1%
How does this compare to FY18?
HFSC – Civilian - Classified

Employee breakdown - FTE's by organization

<table>
<thead>
<tr>
<th>Year</th>
<th>HFSC FTE's</th>
<th>CoH Civilians FTE's</th>
<th>CoH Classified FTE's</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>138</td>
<td>26</td>
<td>25</td>
</tr>
<tr>
<td>2018</td>
<td>166</td>
<td>14</td>
<td>10</td>
</tr>
<tr>
<td>2019</td>
<td>189</td>
<td>9</td>
<td>3</td>
</tr>
</tbody>
</table>
Department Percentage of Total Cost

- Biology: 21%
- Seized Drugs: 7%
- Toxicology: 5%
- Multimedia: 7%
- Firearms: 6%
- Latent Prints: 15%
- R & D: 1%
- Support Services: 11%
- Quality: 3%
- IT: 7%
- CSCM: 4%
- CSU: 13%
Total Personnel Cost (75%) by Department

- Biology: 18%
- CSU: 15%
- Seized Drugs: 8%
- Toxicology: 5%
- Multimedia: 7%
- Firearms: 7%
- Latent Prints: 17%
- Support Services: 9%
- Quality: 4%
- IT: 3%
- CSCM: 6%
- R & D: 1%
Supplies (3%) – Spending by Category
Services – General Lab.
Services (20%) – Spending by Category

- Medical Dental & Laboratory Services: 19%
- Real Estate Rental: 21%
- Computer Equip/Software Maint.: 19%
- Employee Transportation: 6%
- Insurance (Non-Medical): 3%
- Other Equipment Services: 5%
- Education & Training: 8%
- Misc. Support Services: 4%
- Management Consulting Services: 4%
- Misc. Other: 14%
## Grant Spending by Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>361</td>
</tr>
<tr>
<td>Services</td>
<td>459</td>
</tr>
<tr>
<td>Non Capital</td>
<td>67</td>
</tr>
</tbody>
</table>

### Fixed Assets

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>HFSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles</td>
<td>85</td>
</tr>
<tr>
<td>Computers</td>
<td>51</td>
</tr>
<tr>
<td>Lab Equipment</td>
<td>25</td>
</tr>
<tr>
<td>Justice Trax LIMS</td>
<td>297</td>
</tr>
<tr>
<td>500 Jefferson</td>
<td>180</td>
</tr>
<tr>
<td>FA writeoffs</td>
<td>(308)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>331</td>
</tr>
</tbody>
</table>
Crime Scene and Multimedia

August 9, 2019
Multimedia Lab

• Requests for work in this section increasing
  • January 2018 to Aug. 1, 2018: 364 requests
  • January 2019 to Aug. 1, 2019: 438 requests
  • 20.3 percent increase
• Issue is not only increased caseload, but the time it takes to complete the work
• For computers, one request with one item takes about 24 hours to process. Generating data can take anywhere from a half day to 3 days
• Mobile devices can be more complicated:
  • If the password is known, the process of accessing the phone takes up to two hours
  • If a password is unknown, it can take anywhere from one to seven days to bypass the password using GrayKey software.
  • Once the device is accessed, a full data dump and analysis takes up to 8 additional hours and another 3 hours to generate the software report
• Review averages 1 to 3 days
Crime Scene Unit

• Deep dive into CSU indicates a potential need to expand leadership
  • Considering lead positions, similar to what exists in some other sections
  • Responsibilities would include conducting reviews, answering calls for service and making field assignments to name a few

• Moving forward with renovations to the vehicle examination building (VEB)
  • Request for proposal (RFP) finalized and to be published in coming days
  • Grant funded
Detail data  (all HFSC Dashboard data collected on 6/30/19)
Key for Dashboard Section Pages

Report type

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

Pending work

# of Unassigned | # Pending Draft
---|---
69 | 31
Goal: 100 (+31%) | Goal: 100 (+69%)

# Pending Tech | # Pending Admin
13 | 41
Goal: 30 (+74%) | Goal: 30 (+18%)

Service
Seized Drugs Examination

Age of Critical Pending
(days)

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

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

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Open Quality Reports

<table>
<thead>
<tr>
<th>Qualitrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
</table>

Quality TAT
20
Goal: 30, 31

Avg Age of Open Reports
NaN

Month to Date
Completed
559

Received
613

30 Day Avg (Over Past 90 Days)
Completed
594

Received
578

TAT = Turnaround Time  MTD = Month to date  Critical age = 30 days  Critical pending = requests open over 30 days
Evidence Handling

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

- Other: 106.32
- Morgue Run: 66.73
- Seized Drugs: 54.63
- Firearms: 20.32
- Biology: 8.10
- Toxicology: 6.20
- Digital & Multimedia: 5.78
- Latent Print Processing: 3.72
- Latent Print Comparison: 3.25

Total Items by Section

- Other: 2080
- Morgue Run: 1784
- Seized Drugs: 936
- Firearms: 857
- Biology: 351
- Toxicology: 345
- Digital & Multimedia: 343
- Latent Print Processing: 819
- Latent Print Comparison: 1784
CS/CM – July

Requests by Type

- ALR, 163
- Request for records, 123
- Discovery, 27
- Chapter 64, 17
- Subpoena for Records, 16
- 3914 Request, 8
- Errors, 3
- Supplemental Discovery, 3
- Other, 2

Subpoenas & Record Requests

- Subpoenas
- Records Requests

- May
- June
- July

- May: 200
- June: 250
- July: 350
Seized Drugs

- Orange bar indicates TAT target limit of 14 days.
Backlogged Toxicology Requests in Porter Lee LIMS (to be cleared out by August 2019)

### # of Unassigned
- **57**
  - Goal: 120 (+52.5%)

### # Pending Draft
- **0**
  - Goal: 30 (+100%)

### # Pending Tech
- **5**
  - Goal: 39 (+83.33%)

### # Pending Admin
- **10**
  - Goal: 39 (+166.67%)

### Age of Critical Pending (days)
- **202**

### Overall TAT (Month to Date)
- **206**
  - Goal: 90, 91

### Overall TAT (Past 90 Days)
- **---**

### TAT by Phase of Work (MTD)
- PL-Assign TAT MTD
- PL-Draft TAT MTD
- PL-Tech Review TAT MTD
- PL-Admin Review TAT 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>47027</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>47746</td>
<td>2019-045</td>
<td>18</td>
</tr>
</tbody>
</table>

### Quality TAT
- **12**
  - Goal: 30, 31

### Avg Age of Open Reports
- **18**

### Quality Filter
- Toxicology

### Month to Date
- **54**
  - Completed
- **0**
  - Received

### 30 Day Avg (Over Past 90 Days)
- **58**
  - Completed
- **0**
  - Received
Toxicology: Alcohol
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.
### Open Quality Reports

<table>
<thead>
<tr>
<th>Qualtrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>43394</td>
<td>2019-024</td>
<td>79</td>
</tr>
<tr>
<td>47434</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>47685</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>48189</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>48202</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>48328</td>
<td>2019-048</td>
<td>9</td>
</tr>
<tr>
<td>48434</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

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

### Quality TAT

<table>
<thead>
<tr>
<th>Year: 2023</th>
<th>Quality TAT</th>
<th>Goal: 30, 31</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>66</td>
<td></td>
</tr>
</tbody>
</table>

### Age of Critical Pending

<table>
<thead>
<tr>
<th>Age (days)</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-30</td>
<td>58</td>
</tr>
<tr>
<td>31-60</td>
<td>27</td>
</tr>
<tr>
<td>61-90</td>
<td>5</td>
</tr>
</tbody>
</table>

### TAT by Phase of Work (MTD)

- JT Assign: 17
- JT Draft: 3
- JT Review: 7
- JT Admin: 2

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

- JT Assign: 13
- JT Draft: 1
- JT Review: 2
- JT Admin: 1

### Month to Date

- Completed: 36
- Received: 36

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

- Completed: 36
- Received: 35
Current NIBIN Casework

### Open Quality Reports

<table>
<thead>
<tr>
<th>Qualtrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>43394</td>
<td>2019-024</td>
<td>79</td>
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<td>47434</td>
<td></td>
<td>22</td>
</tr>
<tr>
<td>47685</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>48189</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>48202</td>
<td></td>
<td>11</td>
</tr>
<tr>
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<td>2019-048</td>
<td>9</td>
</tr>
<tr>
<td>48434</td>
<td></td>
<td>7</td>
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</tbody>
</table>

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

### Quality TAT

<table>
<thead>
<tr>
<th>Quality Filter</th>
<th>Goal</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firearms</td>
<td>30</td>
<td>66</td>
</tr>
</tbody>
</table>

### Age of Critical Pending (days)

- # of Unassigned: 30 (Goal: 20 (50%))
- # of Pending Draft: 24 (Goal: 35 (+14.3%))
- # of Pending Tech: 1 (Goal: 20 (+95%))
- # of Pending Admin: 1 (Goal: 20 (+95%))

### TAT by Phase of Work (MTD)

- JT-Assign TAT MTD: 2
- JT-Draft TAT MTD: 2
- JT-Match TAT MTD: 1
- JT-Admin Review TAT MTD: 1

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

- JT-Assign TAT MTD: 2
- JT-Draft TAT MTD: 3
- JT-Match TAT MTD: 1
- JT-Admin Review TAT MTD: 1

### Overall TAT (Month to Date)

- Goal: 7, 8
- Overall TAT: 7

### Overall TAT (Past 90 Days)

- Goal: 7, 8
- Overall TAT: 7
Firearms

FA requests

IBIS requests

Total Average Turn around time
Requests Received after 2/1/2019 (to allow for targets on incoming requests vs historical backlog)
Requests Received prior to 2/1/2019 (to allow for targets on incoming requests vs historical backlog)

<table>
<thead>
<tr>
<th>Service</th>
<th>Case Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latent Comparison</td>
<td>All</td>
</tr>
</tbody>
</table>

# of Unassigned | # Pending Draft
---             | ---           |
1514            | 6             |

Goal: 230 (-55.26%) | Goal: 50 (+88%)

# Pending Tech | # Pending Admin
---             | ---           |
1              | 0             |
Goal: 50 (+98%) | Goal: 50 (+100%)

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

Age of Critical Pending (days)
1521 Total Pending Requests
1521 Justice Trx Past Critical Age
920 Age-Oldest Unassigned
427 Age-Oldest Pending Draft
777 Age-Oldest Pending Tech
0 Age-Oldest Pending Admin

Overall TAT (Month to Date)
319 Goal: 45, 46

Overall TAT (Past 90 Days)
359 Goal: 45, 46

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>44789</td>
<td>2019-028</td>
<td>60</td>
</tr>
<tr>
<td>47253</td>
<td>2019-IA-01</td>
<td>26</td>
</tr>
<tr>
<td>47986</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>47982</td>
<td>2019-IA-06</td>
<td>15</td>
</tr>
<tr>
<td>47984</td>
<td>2019-IA-07</td>
<td>15</td>
</tr>
<tr>
<td>48526</td>
<td>2019-050</td>
<td>5</td>
</tr>
<tr>
<td>48686</td>
<td>2</td>
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</tr>
</tbody>
</table>

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

Quality TAT

<table>
<thead>
<tr>
<th>Quality TAT</th>
<th>Goal: 40, 41</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td></td>
</tr>
</tbody>
</table>

Avg Age of Open Reports
24

TAT by Phase of Work

Month to Date

<table>
<thead>
<tr>
<th>Completed</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

30 Day Avg (Over Past 90 Days)

<table>
<thead>
<tr>
<th>Completed</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>0</td>
</tr>
</tbody>
</table>
Latents

Latents Live in Justice Trax on 12/18/17, metrics from Porter Lee but estimated due to time in Jtrax in December
**Age of Critical Pending (days)**
- 127 Pending
- 30 Porter Lee Past Critical Age
- 0 Age-Oldest Unassigned PL
- 840 Age-Oldest Pending Draft PL
- 1903 Age-Oldest Pending Tech PL
- 86 Age-Oldest Pending Admin PL

**Overall TAT (Month to Date)**
- 103 (Goal: 30, 31)

**Overall TAT (Past 90 Days)**
- 130 (Goal: 30, 31)

**TAT by Phase of Work (MTD)**
- PL-Assign TAT MTD
- PL-Draft TAT MTD
- PL-Tech Review TAT MTD
- PL-Admin Review TAT MTD

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

**Open Quality Reports**
- Qualtrax ID: 33435, 2018-085, 229
- Qualtrax ID: 34624, 2018-094, 211
- Qualtrax ID: 39886, 2019-007, 123
- Qualtrax ID: 42893, 2019-023, 85
- Qualtrax ID: 45353, 2019-029, 53
- Qualtrax ID: 46758, 2019-035, 34
- Qualtrax ID: 46911, 2019-034, 31

**Quality TAT**
- 20 (Goal: 40, 41)

**Avg Age of Open Reports**
- 68
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.

In House Case Work

DNA Outsourcing

Total Outsource Reports Issued to Requestor

Total Cases outsourced/tagged for outsource

Reviews of Outsource Reports

Outsource Reviews Pending

Outsource Reviews Completed
Forensic Biology-Outsourcing

**Total Cases Shipped**
- **1539**

**Cases Returned**
- **1030**

**Cases Reviewed**
- **157**

**SAKs shipped:** 986
**SAKs completed:** 624
**Non-SAKs shipped:** 553
**Non-SAKs completed:** 406

**Critical issues**
- The in-house review of all outsourced casework
- Bode delayed turnaround time for SAKs
- Current turnaround time ~120 days
- Outsource extension needed due to STRmix implementation and training

- Original project timeline: August 2018 to September 2019
- 419 outsourced cases pending CODIS review (93 in process)
- 510 outsourced cases pending @ Bode
- Next focus: STRmix training and outsource reviews
DME -- Digital

**Digital Requests**

- Completed
- Admin Closed
- Received

**Total average turn around time (days)**

- Assign TAT
- Request TAT
Starting December 2017: A/V and A/V call out metrics reported together
• CSU callouts: 63
• Cars processed at VEB: 43
• Items of evidence collected: 1,823
• Hours spent at scenes: 526hrs = 8hrs/day

• Trainee authorized for supervised casework
• Two CSIs participated in internal audit
• FARO Training – ALL CSIs are now trained and authorized
Quality projects launched

• Strategic planning session
• Focus on quality
• Balance quality and production goals
Review project

• Process improvement project
• Goal is effective and efficient review process
• Visibility on the review process
Quality score project

• Design project
• Comprehensive way to measure quality
• Identify areas for improvement
Next steps

• Interview sessions held with staff
• Create solutions
• Projects expected to be completed in February 2020
500 Jefferson Office/Lab Project, 8/9/19 HFSC Board Update

Continued focus on critical path, current key items

- **Entering last 7 weeks of construction:**
  - Always most critical, “tense” time, lot of moving parts, heavy focus on meeting gantt chart deliverables/sequencing
  - Landlord hands over 18th floor lab, basement 10/1/19
  - HFSC move-in by mid-November

- **Four main focus items at present:**
  - HFSC intent on no scope/quality compromises

- **Generator, 2 air handler roof installation:**
  - Lift scheduled for Saturday 8/17/19, likely early morning
  - Crane lift to roof, permit being processed
  - Weather (wind, rain) risk
  - Contingency, lift Saturday 8/24/19

- **HVAC, venting work scope:**
  - Critical/heavy scope, impacts multiple areas, requires essentially complete before ceiling grid, raceways, flooring, lighting
  - Has been behind schedule, catching-up, extra shifts
  - Contractor added to weekly Landlord/HFSC meetings

- **Ceiling grid/ceiling tile/floor:**
  - Critical for furniture install (have delayed furniture install one week, now commences 9/9/19, can accommodate in schedule)
  - Floor will be floated, better long-term durability (time to cure)

- **Instrument move contract:**
  - Bringing agreement to completion, lot of questions/discussions on process/risk evaluation/terms, time well spent
Key Deliverables

- **August 2019:**
  - Finalize agreements/POs: Full Spectrum, chemicals/ammunition move, hydrogen generator purchase
  - Lab furniture electrical/IT ceiling panels delivered 8/6/19
  - Existing fume hoods/glue chamber move 8/12-22/19
  - Landlord generator/air handlers lift to roof 8/17/19

- **September 2019:**
  - Lab furniture delivery/installation 9/9-25/19, IT/security install
  - Lab commissioning, testing and balancing

- **October/November 2019/ongoing:**
  - 3 instrument moves (10/14-16, 11/4-6, 11/5-6)
  - 2 staff moves (10/8-15, 11/5-12)
  - HFSC piping install, chemicals/equipment/glassware/evidence/firearms/ammunition/supply room moves, shooting tank/NIBIN install, lab clean(s)
  - Instrument performance checks, progress/monitor return to case work operations (varies by section), ongoing
  - Deliver/install two new toxicology LCQQQ (8-month validation)
  - Hand-back remaining Travis space: target 2\textsuperscript{nd} half November

Project Oversight/Budget Status

- Monitor critical contractor gantt charts, HFSC work plans, deadlines
- Weekly HFSC/Landlord project meetings
- HFSC Steering Committee bi-weekly alignment meetings
- Project budget $1 million: moves, IT/security, shooting tank, project management, change orders, other
- To date: committed/estimates $675,000, invoiced $242,000, on target
- Excludes lab furniture, committed $335,000, invoiced $67,000 (funded via grant/landlord)
BQCs Submitted in July

<table>
<thead>
<tr>
<th>Category</th>
<th>July</th>
<th>Monthly Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toxicology</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Seized Drugs</td>
<td>16</td>
<td>15</td>
</tr>
<tr>
<td>Firearms BQC</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Firearms Blind Verification</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Latent Print Processing</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Latent Print Comparison</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Latent Print Blind Verification</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Biology</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Multimedia</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>
Blind Quality: Accomplishments and Challenges

• The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) granted HFSC permission to submit blinds through the National Integrated Ballistic Information Network (NIBIN)

• Biology blind discovered during technical review

• Universal latent workstation “quality score” has been run on all completed latent print comparison blinds

• Quality division issued the 2nd quarter blind quality control report

<table>
<thead>
<tr>
<th>Forensic Discipline</th>
<th>Cases Completed in July</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toxicology – BAC</td>
<td>9</td>
</tr>
<tr>
<td>Seized Drugs</td>
<td>19</td>
</tr>
<tr>
<td>Biology</td>
<td>4 (DNA)</td>
</tr>
<tr>
<td></td>
<td>5 (screening)</td>
</tr>
<tr>
<td>Firearms – Blind Verification (BV)</td>
<td>1</td>
</tr>
<tr>
<td>Firearms – Blind Quality Control (BQC)</td>
<td>1</td>
</tr>
<tr>
<td>Latent Print Processing</td>
<td>3</td>
</tr>
<tr>
<td>Latent Print Comparison</td>
<td>9</td>
</tr>
<tr>
<td>Latent Print - Blind Verification (BV)</td>
<td>1</td>
</tr>
<tr>
<td>Multimedia</td>
<td>1</td>
</tr>
</tbody>
</table>
Audits/Disclosures/Corrective Actions

HFSC has had its annual off-site assessment
• 0 nonconformances
• ANAB will issue final determination
Second round of internal audits held July 15 to July 19
• Toxicology, seized drugs, firearms and forensic biology
  • 0 nonconformances in toxicology
  • 2 nonconformances in seized drugs
  • 3 nonconformances in firearms
  • 6 nonconformances in forensic biology
## 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>Two tests are being reviewed</td>
</tr>
<tr>
<td>Toxicology</td>
<td>0</td>
<td>7</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>1</td>
<td></td>
</tr>
<tr>
<td>Latent Prints</td>
<td>2</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Multimedia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio/Video</td>
<td>5</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Digital</td>
<td>3</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Forensic Biology</td>
<td>15</td>
<td>19</td>
<td></td>
</tr>
</tbody>
</table>
2019 Testimony Data

• 42 analysts have testified this year
• 38 of 42 have been monitored
  • 1 analyst had a non-technical expert monitor him—analyst will be monitored by a technical expert at next testimony or transcript from this testimony will need to be requested
  • 3 testified for work done prior to HFSC employment – no monitoring needed

• Transcript Review Project
  • 3 transcripts reviewed in 2019
  • 1 transcript in progress
  • 4 transcripts requested in July
Detailed Data
<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-038</td>
<td>A DNA profile was not entered into CODIS even though the Forensic Biology staff member indicated that it had been in the case record.</td>
<td></td>
</tr>
<tr>
<td>IR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-042</td>
<td>The wrong sample file was used to process a Forensic Biology amplification plate. All of the samples were re-processed using the correct file.</td>
<td></td>
</tr>
<tr>
<td>IR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-043</td>
<td>A lot number was incorrectly transcribed on a Forensic Biology worksheet. The worksheet has been revised in all affected case records.</td>
<td></td>
</tr>
<tr>
<td>IR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-044</td>
<td>An epithelial cell fraction reagent blank from a differential extraction was contaminated during amplification. The source of the contamination was determined to be consistent with the complainant in the case.</td>
<td></td>
</tr>
<tr>
<td>IR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-051</td>
<td>Two profiles were entered into CODIS prior to being technically reviewed as is required by the Forensic Biology CODIS SOP.</td>
<td></td>
</tr>
<tr>
<td>IR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-052</td>
<td>Twelve reference DNA profiles were entered into the incorrect specimen category which caused them to only be searched in the state DNA index system (SDIS). All affected profiles have been re-categorized into the appropriate specimen category which will allow them to be searched in the national DNA index system (NDIS).</td>
<td></td>
</tr>
<tr>
<td>IR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Client Services/Case Management**

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-055</td>
<td>A Seized Drug case file could not be located when all case documentation for this case was requested. All other sectional case records were found. Evidence will be recalled and re-examined.</td>
<td></td>
</tr>
<tr>
<td>IR</td>
<td></td>
<td></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.
<table>
<thead>
<tr>
<th>Crime Scene</th>
<th>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-046</td>
<td>IR</td>
<td>A Crime Scene Investigator (CSI) did not place clean paper underneath an item of evidence in a drying cabinet as required by the Crime Scene Unit (CSU) SOP.</td>
<td></td>
</tr>
<tr>
<td>2019-047</td>
<td>IR</td>
<td>A Crime Scene Investigator downloaded the wrong crime scene video from a video camera then reformatted the SD card. The video has been determined to be non-recoverable.</td>
<td></td>
</tr>
<tr>
<td>2019-049</td>
<td>CAR</td>
<td>A crime scene investigator collected a firearm from a crime scene and didn’t render it safe prior to transferring it to the Firearms section.</td>
<td></td>
</tr>
<tr>
<td>Firearms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-048</td>
<td>IR</td>
<td>When reviewing LIMS for multi-disciplinary requests prior to working up a firearm, two NIBIN technicians missed a request for latent prints.</td>
<td></td>
</tr>
<tr>
<td>2019-01-08</td>
<td>IR</td>
<td>The 2019 internal audit team discovered that the original training documents of a former NIBIN Technician were electronically scanned prior to being shredded. Shredding original training documentation is a violation of the HFSC Records Retention Policy.</td>
<td></td>
</tr>
<tr>
<td>Latent Prints</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-050</td>
<td>CAR</td>
<td>Latent Print Processors were indicating that there was no improvement observed in a latent print after a processing technique was applied with the same mechanism they use to indicate that the latent print was of no value. In addition, processors were not photographing latent prints after each technique was applied which is a violation of their SOP.</td>
<td></td>
</tr>
</tbody>
</table>

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## Quality Division Notifications

*Incidents, Corrective and Preventive Actions*

<table>
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<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2019-053</td>
<td>A Latent Print report did not include the results for two items.</td>
<td></td>
</tr>
<tr>
<td>IR</td>
<td>7/29/2019</td>
<td></td>
</tr>
<tr>
<td>2019-054</td>
<td>A Latent Print Processor Trainee performed supervised casework prior to being authorized. All casework activity was done under the direct supervision of a Latent Print Processor.</td>
<td></td>
</tr>
<tr>
<td>IR</td>
<td>7/31/2019</td>
<td></td>
</tr>
<tr>
<td>2019-IA-06</td>
<td>The 2019 internal audit team discovered that the dynamic user interface (DUI) in JusticeTrax LIMS does not indicate the date of analysis for each Latent Print Comparison item.</td>
<td></td>
</tr>
<tr>
<td>CAR</td>
<td>7/10/2019</td>
<td></td>
</tr>
<tr>
<td>2019-IA-07</td>
<td>The 2019 internal audit team discovered that the annual performance check for the Latent Print weights was not completed in 2018.</td>
<td></td>
</tr>
<tr>
<td>IR</td>
<td>7/10/2019</td>
<td></td>
</tr>
</tbody>
</table>

### Toxicology

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-045</td>
<td>Additional testing was done in a Toxicology case due to a miscommunication in their analytical workflow. While there was no technical impact to this case, the workflow has been revised to prevent future recurrence.</td>
<td></td>
</tr>
<tr>
<td>IR</td>
<td>7/5/2019</td>
<td></td>
</tr>
</tbody>
</table>

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