Houston Forensic Science Center, Inc.

Board of Directors Meeting

October 11, 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 of Contents

• Agenda........................................................................ Page 3

• August 9, 2019 Draft Minutes.................................... Page 6

• President’s Report...................................................... Page 10

• Operations Report...................................................... Page 21

• Treasurer's Report.................................................... Page 31

• Crime Scene & Digital Multimedia Units Update........ Page 66

• Facility Project Update............................................... Page 137

• Quality Report.......................................................... Page 139
Notice is hereby given that beginning at 8:30 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.

CLOSED MEETING

3. Executive session in accordance with Section 551.071(1) of the Texas Government Code, consultation with attorney.

OPEN MEETING RECONVENES AT 9 A.M.

4. Reconvene into open session.

5. Consideration of any action deemed necessary as a result of Executive session.

6. Reading of draft minutes from August 9, 2019 Board meeting. Consideration of proposed corrections, if any. Approval of minutes.

7. Public comment.

8. 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

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

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

11. Report from Mr. David Leach, treasurer and CFO, regarding company financials and other fiscal updates.

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.


15. 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 8th day of October, 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 8th day of October 2019.

________________________________________
Jordan Benton
Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES
August 9, 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 August 9, 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 August 6, 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 a.m. on Friday August 9, 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, Philip Hilder, Francisco Medina, Janet Blancett, Dr. Robert “Bob” H. McPherson, Mary Lentschke and Ms. Tracy Calabrese. Anna Vasquez was absent. Ms. Lentschke left the meeting at approximately 9:42 a.m. Dr. McPherson left the meeting at approximately 9:58 a.m.

Chairwoman Mitchell declared a quorum was present.

E. Chairwoman Mitchell asked if any changes were needed for the July 12, 2019 board meeting minutes. Mr. Medina made a motion to approve the minutes. Mr. Hilder 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 Mr. Darrell Davis, a member of HFSC’s technical advisory group, to the meeting. The Chairwoman invited board members to register for HFSC’s annual symposium. She said this year’s symposium will address evidence handling and management and will be held on September 27 at Rice University. Dr. Mitchell also told the board that Dr. Stout will present at the National Institute of Standards and Technology evidence management symposium being held from October 2 to October 4 in Gaithersburg, Md. The chairwoman thanked Mr. John Quinlan, president of
Jefferson Smith, LLC, for helping to sponsor HFSC’s annual holiday party on Saturday December 14 and asked board members to again make their donations for the event. Vice Chair Thompson gave an update about a presentation on HFSC’s blind testing program that she and Nicole Casarez, HFSC’s former board chairwoman, gave at the International Conference on Evidence Law and Forensic Science in Friedberg, Germany. Ms. Thompson said the presentation was well-received. Chairwoman Mitchell thanked her and Ms. Casarez for speaking about HFSC’s work.

H. Dr. Peter Stout, president and CEO, gave the president’s report. Dr. Stout reviewed HFSC’s overall turnaround time and requests for July 2019. He said, as expected, turnaround times have increased due to planning and preparation for HFSC’s upcoming facility move and the elimination of the firearms backlog. Dr. Stout gave a staffing update and shared certifications earned by staff. He highlighted recent outreach events, including a visit with policy and grant staff from the Charles Koch Foundation and the Charles Koch Institute, a tour with Mike Ware of the Innocence Project of Texas and his participation in a half-day conference on opioid overdose reporting with the Harris County Institute of Forensic Sciences.

I. Dr. Stout said the worldwide helium shortage is impacting HFSC’s seized drugs and toxicology sections. Instruments in both sections require helium to operate effectively. He said HFSC, among other laboratories, are having difficulty obtaining quality helium and prices have increased nearly 10 percent since January. Dr. Stout said the instruments could operate on hydrogen, however, past experience has shown it creates operational issues and increases maintenance needs, so it is not a viable alternative. With no ideal substitute for the gas, Dr. Stout said the lab may need to investigate alternatives in the future, such as possibly purchasing new instrumentation that can better manage hydrogen, but that would be a significant cost. In response to a question from Director Blancett, Dr. Stout said the helium shortage could potentially create backlogs or other operational issues if the lab could not procure the gas.

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 said HFSC, the Texas Forensic Science Commission, the Department of Public Safety and Sam Houston State University (SHSU) are working together to validate a method so Texas crime laboratories can identify marijuana plant material according to the new definition. Dr. Stout said SHSU is about four months away from validating a method to determine whether an item is above or below 1 percent tetrahydrocannabinol, or THC. Meanwhile, HFSC is validating a chemical color test that will detect whether a substance has more or less THC versus cannabidiol, or CBD. Dr. Stout said the methods being validated at this time will only address testing for plant materials. There is no solution yet for products such as vape pens, oils and food items. He said after SHSU completes its method validation, Texas labs will run internal verifications before using the method _ a process which will take about two months.

K. Dr. Amy Castillo, vice president and chief operations officer, presented an operations report. Dr. Castillo provided an overview of turnaround times and backlogs. She shared that the biology/DNA section had about 30 backlogged cases at the end of July. She explained lab managers are holding more than half of the backlogged cases to use to train staff on new mixture interpretation software called STRMix. Some are being reevaluated for upload into the Combined DNA Index System as part of a separate project. Dr. Castillo said the toxicology
section is struggling with backlogs in both blood alcohol testing and drug confirmations due to an increased number of requests. She said the section had a backlog of 660 blood alcohol requests at the end of July. Dr. Castillo said the toxicology section’s backlog is largely the result of a sharp increase in requests. The section has a backlog elimination plan that will also address the increase in requests. Currently, the section has the capacity to complete about 240 requests per month but is receiving about 450 requests on average. Dr. Castillo said the section will halt drug confirmation training from mid-August to October and begin outsourcing incoming casework once the section’s fume hoods move to the new building. This will allow analysts to focus on blood alcohol requests and eliminate the backlog. By March 2020, the section anticipates having an additional three analysts dedicated to blood alcohol testing, increasing capacity to about 700 requests per month. Dr. Castillo said the toxicology section’s goal is to clear the backlog by July 2020 and maintain a 30-day turnaround time thereafter. Dr. Castillo said the firearms section cleared the historical gun backlog on July 24 and is maintaining a seven-day turnaround time on incoming guns. She said the five-day hold on firearms will be lifted on August 15. The five-day hold was created by the Houston Police Department (HPD) to allow officers more time to submit requests for testing, such as DNA and fingerprints. The lift on the hold will allow HFSC to more quickly provide information from the National Integrated Ballistics Information Network to the HPD. Dr. Castillo said this will improve public safety because crucial investigative information related to gun-related violence will reach officers more quickly.

L. Mr. David Leach, CFO and treasurer, requested the board’s approval for reallocations to the FY19 budget. Mr. Leach said line item changes included $935,000 in grant funds and $500,000 to increase employee salaries. He said total budget expenditures did not change. Ms. Blancett made a motion to approve the budget reallocations. Dr. McPherson seconded the motion. The motion passed unanimously.

M. Mr. Leach gave an overview of HFSC’s year-end financials for fiscal year 2019. He reviewed the breakdown of overall budget costs, stating 75 percent of the budget goes toward staffing. Mr. Leach compared fiscal year 2018 to fiscal year 2019, highlighting the biggest change was that nearly all City of Houston personnel have moved to HFSC’s payroll and that classified officers have transferred back to HPD. HFSC has also filled nearly all the open positions. Mr. Leach also broke down costs associated by department, supplies, services, fixed assets and grant spending.

N. Mr. Jerry Pena, director of the crime scene unit (CSU) and digital multimedia division, said incoming multimedia requests had drastically increased. The multimedia section saw requests increase from 364 between January 2018 to August 1, 2018 to 438 requests during the same time this year. Mr. Pena added the time to complete a request is lengthy, and for computers, processing one request with one item can take anywhere from a half day to three days. Mr. Pena said CSU will expand leadership roles to assist with technical reviews and work associated with field calls. He added the request for proposal for grant-funded renovations to the vehicle examination bay has been finalized. Mr. Pena showed the board images of what the new, cost-efficient pickup trucks for CSU will look like and how they will be utilized for crime scene response.

O. Ms. Aimee Grimaldi, project engineer, updated the board about two new process improvement projects that focus on quality. Ms. Grimaldi said the two projects, one aimed to improve
internal reviews and the other to develop a quality score, are designed to build a proactive system that identifies areas for improvement while continuing to encourage self-reporting of errors. She said the review project, being led by Project Engineer Paula Evans, is meant to a more efficient, systematic process for administrative and technical reviews. Ms. Evans’ team will review current processes and seek to design a more reliable, efficient review method across disciplines. Ms. Grimaldi, overseeing the quality score project, said her team will research and examine quality scores from other industries since this is a new concept in forensics. The research will help HFSC determine what the lab’s quality score can reflect. Both projects are expected to be complete in February 2020.

P. Mr. Charles Evans, director of business development, updated the board about the ongoing lab construction and upcoming facility move to 500 Jefferson. Mr. Evans said construction was seven weeks from being complete. Installation of flooring, ceiling panels, fume hoods, venting and more are on schedule. Mr. Evans said HFSC had signed an agreement with Full Spectrum to move lab instruments and microscopes. He said the delivery of the lab furniture had been delayed for one week and will now arrive September 9. Mr. Evans said the next large project would be lifting the lab’s generator by crane to the roof of 500 Jefferson. This is scheduled for mid-August, weather permitting. He said the remainder of the space occupied by the lab in the 1200 Travis will be vacated and returned to HPD in late November. Mr. Evans summarized ongoing communications and logistics regarding the lab-wide move, highlighting that the facility budget is on track.

Q. Ms. Erika Ziemak, assistant quality division director, updated the board on the June blind quality controls, audits, disclosures, corrective actions, proficiency tests, transcript reviews and testimony data. Ms. Ziemak introduced Martha xxx, the newest member of the quality division. She said the Bureau of Alcohol, Tobacco, Firearms and Explosives is allowing HFSC to submit blind tests through the National Integrated Ballistics Information Network (NIBIN,) further enhancing HFSC’s blind testing program and allowing blinds to flow through the firearm’s section the same way as routine casework. Ms. Ziemak said HFSC’s accrediting body ANAB had found no nonconformances during HFSC’s annual off-site assessment. ANAB will issue the final determination letter in the coming weeks. She said the quality division had identified the following nonconformances in a second round of internal audits held July 15 through 19: zero in toxicology, two in seized drugs, three in firearms and six in forensic biology. Ms. Ziemak said most of the nonconformances in the forensic biology section were administrative.

R. Chairwoman Mitchell asked for a motion to adjourn the meeting. Mr. Hilder made a motion to adjourn. Vice Chair Thompson seconded the motion. The meeting ADJOURNED at approximately 11 a.m.

By: _________________________________________

Jordan Benton Secretary
Presidents Report

October 11, 2019
Average Turnaround Time for September 2019

Requests Completed by Section

Turnaround Time - Days
52

Completed Requests
2121

This data is current as of 10/4/2019.
Certifications

• Amy Castillo – Certified Six Sigma Black Belt
  • American Society for Quality
• Ashley Henry – Certified Six Sigma Green Belt
  • American Society for Quality
• Amanda Jarding – Certified Crime Scene Analyst
  • International Association for Identification (IAI)
• Kambrie Kissmann – Certified Property and Evidence Specialist
  • International Association for Property and Evidence, Inc. (IAPE)
• Milagros Pacchioni – Certified Property and Evidence Specialist
  • International Association for Property and Evidence, Inc. (IAPE)
Outreach

- Sexual Assault Task Force meeting held this time at the Children’s Assessment Center
- Presented on panel about HB 1325 at the Marijuana Policy Conference in Austin
- Visit with producer from Herzog Productions
- Bellaire High School forensic science classes
- Tour with Texas Innocence Project
- Latent prints presentations at HPD Academy and the International Association for Identification conference in Reno, Nevada
- Presented on opioids, vapes, marijuana policy at the High Intensity Drug Trafficking Area (HIDTA) conference in Tucson, Arizona
- Presented on Rapid DNA at a forensic conference hosted by the Center for International and American Law
- Interviewed on Fox26 morning show about make CBD products and the dangers
- HFSC symposium on evidence handling
- Staff open house at 500 Jefferson
- Two HPD Citizens’ Academy events
More outreach

• Presented at the NIST conference on evidence handling

• Sen. John Cornyn, Mayor Sylvester Turner, RAINN and sexual assault survivors held a roundtable to discuss the expiration of the Debbie Smith Act and to call on Congress to reauthorize the funds
September 13, 2019
October 4, 2019
Texas Forensic Science Commission: Disclosures

- Toxicology
- National Integrated Ballistic Information Network (NIBIN)
- Seized drugs proficiency
Highlights

• Toxicology: blood alcohol request case load increasing
• Operations report format changes
August 2019 Company Overview

Open Quality Reports

51
Quality TAT
20
Goal: 35, 36

% of Requests in Backlog

<table>
<thead>
<tr>
<th></th>
<th>Jun 19</th>
<th>Jul 19</th>
<th>Aug 19</th>
<th>Sep 19</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.70%</td>
<td>14.30%</td>
<td>14.70%</td>
<td>15.60%</td>
<td></td>
</tr>
</tbody>
</table>

HFSC Request Turnaround Time

- HFSC TAT (Past 30 Days): 50
- HFSC TAT (Past 90 Days): 50

Section Request TAT (Past 30 Days)

<table>
<thead>
<tr>
<th>Section</th>
<th>TAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toxicology</td>
<td>242</td>
</tr>
<tr>
<td>DNA</td>
<td>61</td>
</tr>
<tr>
<td>IBIS</td>
<td>41</td>
</tr>
<tr>
<td>Blood Alcohol</td>
<td>70</td>
</tr>
<tr>
<td>DME</td>
<td>78</td>
</tr>
<tr>
<td>CSU Response</td>
<td>92</td>
</tr>
<tr>
<td>AV Examination</td>
<td>85</td>
</tr>
<tr>
<td>Firearms Ev.</td>
<td>78</td>
</tr>
<tr>
<td>AV Call Out</td>
<td>70</td>
</tr>
<tr>
<td>NIBIN Only</td>
<td>39</td>
</tr>
<tr>
<td>Seized Drugs</td>
<td>12</td>
</tr>
<tr>
<td>CSSM Tex Rej.</td>
<td>22</td>
</tr>
<tr>
<td>CSSM Tex Acc.</td>
<td>21</td>
</tr>
</tbody>
</table>

At this time the CODIS TAT is not included in the overall HFSC TAT.

HFSC Request Backlog

- Total Requests: 4662
- Latent Comp.: 1987
- Blood Alcohol: 547
- Toxicology: 447
- Latent Comp.: 125
- DFL: 119
- CSSU Response: 69

Outsource Requests

- Total: 730
- Latent Comp.: 447
- Blood Alcohol: 547
- Toxicology: 447
- Latent Comp.: 125
- DFL: 119
- CSSU Response: 69

DNA Requests

- Total: 150

Data Captured on 8/31/2019
Toxicology: Increase in blood alcohol requests

BACKLOG ELIMINATION PLAN:
• Plan based on the receipt of an average 450 requests/month)
• Complete 500 requests a month
• Backlog to be eliminated by end of July

REALITY:
• Completed 566 requests in September
• Received 606 requests in September
  • Up from August: 508
  • IN AUGUST AND SEPTEMBER 2018: 368
• If the uptick in requests continues, backlog will not be eliminated until October and HFSC needs more toxicology resources
Toxicology: blood alcohol staffing

Toxicology requests are 1.1 percent lower than seized drugs, but their analyst staff size is 47 percent smaller

<table>
<thead>
<tr>
<th></th>
<th>Toxicology: Blood Alcohol</th>
<th>Seized Drugs</th>
<th>% Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Analysts</td>
<td>5 (+3 in training)</td>
<td>13</td>
<td>47%</td>
</tr>
<tr>
<td>Total staff</td>
<td>13</td>
<td>17</td>
<td>26%</td>
</tr>
<tr>
<td>Average monthly requests received (past 3 months)</td>
<td>562</td>
<td>568</td>
<td>1.1%</td>
</tr>
</tbody>
</table>

**Toxicology staff:**
1 manager
1 training/technical supervisor
1 technician
5 alcohol analysts (to be cross-trained in drug analysis)
3 alcohol analysts in training (to be dedicated to alcohol testing)
2 drug analysts
New Slides: Introduction
**Key for Dashboard Historical Pages 1/2**

**TAT= Turnaround Time**

**Report type**

**Type of testing**

**Selected Time Frame Averages**

- Total TAT (Rec'd-Compl.) Avg: 26.11
- Assigned TAT (Asgmt-Compl.) Avg: 16.08

**Requests Completed**

- Received to Complete: 238
- Requests Completed: 71
- Requests Completed > 30 Days Old: 29.83%

**Data broken down by month**

- February 2019: 10
- March 2019: 25
- April 2019: 21
- May 2019: 24
- June 2019: 30
- July 2019: 26
- August 2019: 33

**Overall average for the selected date range**
Key for Dashboard Historical Pages 2/2

Type of testing ➔ Seized Drugs Examination ➔ All ➔ Priority Type ➔ Overall average for the selected date range

Report type

Data broken down by month

Received by Month

Total Received
7,689

Received per Month (Avg)
591

Completed by Month

Total Completed
7,728

Completed per Month (Avg)
594

* months with zero activity are not calculated into the average
Dashboard data

• All data comes from the Laboratory Information Management System and Qualtrax

• Managers on the dashboard team validated LIMS data

• Data maps document calculations (user manual documentation)
Actual vs. Budget
Fiscal Year 2020

[Chart showing actual vs. budget for various categories]

- Revenue
- Personnel
- Supplies
- Services - HFSC
- Services - COH Civilian
- Services - COH Classified
- Services - COH Supplies
- Services - COH Services
- Capital Expenditures
- Non-Capital Expenditures
- Total Personnel
- Total COH

[Legend: Actual, Budget, PY]
## Houston Forensic Science Center, Inc.
### Comparative Statement of Activities - Accrual Basis

For the Period July 1, 2019 through Sept. 30, 2019

### Current Month (Preliminary)

<table>
<thead>
<tr>
<th>FY20</th>
<th>FY20</th>
<th>FY19</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 2019</td>
<td>Budget</td>
<td>Sept 2018</td>
<td>Budget - Actual</td>
</tr>
<tr>
<td># of Months</td>
<td>1</td>
<td># of Months</td>
<td>3</td>
</tr>
</tbody>
</table>

### Revenues:
- **FY2000 City of Houston-Approvals**
  - $2,013
  - ($2,013) -100%
- **FY2000 City of Houston Direct OH-Appr**
  - 122
  - ($56) -46%
- **FY2000 City of Houston - Safe funds**
  - -
  - -
- **FY2000 Contributions**
  - 1
  - (1) -100%
- **FY2000 In-Kind Donations**
  - -
  - -
- **FY2000 Training Services**
  - 0
  - (1) -100%
- **FY2000 Grants**
  - 0
  - (0)
- **FY2000 Forensic Services**
  - 2
  - 2
- **FY2000 Store Supplies**
  - 0
  - 1
- **FY2002 Interest Income**
  - 16
  - 18
  - 320%
  - 15
  - 2018%

Total Income:
- **FY2020 2,231**
- **FY2019 119**
- **Total 2,350**

### Expenses:

#### Personnel:
- **FY2020 Salary Base - Civilian**
  - 1,163
  - 1,227
  - 64
  - 6%
- **FY2020 Pension - Civilian**
  - 66
  - 72
  - 4
  - 6%
- **FY2020 FICA - Civilian**
  - 84
  - 89
  - 5
  - 6%
- **FY2020 Health Insurance - Active Civil**
  - 110
  - 93
  - 17
  - 19%
- **FY2020 Basic Life Ins - Active Civil**
  - 2
  - 10
  - 8
  - 76%
- **FY2020 Long Term Disability - Civilian**
  - -
  - -
- **FY2020 Workers Comp - Civilian Adm**
  - 4
  - 4
  - 10
  - 0%
- **FY2020 Workers Comp - Civil Claims**
  - -
  - -
- **FY2020 Unemployment Claims - Admin**
  - -
  - -
- **FY2020 Pension - GASB 27 Accrual**
  - -
  - -
- **FY2020 Unemployment Taxes - Admin**
  - 0
  - 1
  - 67%

Total Expense:
- **FY2020 1,498**
- **FY2019 1,359**
- **Total 2,857**

### Supplies:
- **FY2020 Chemical Gases & Special Fluids**
  - 0
  - 1
  - 1
  - 66%
  - 0
  - 33%
- **FY2020 Audio Visual Supplies**
  - -
  - -
  - -
  - -
  - -
- **FY2020 Computer Supplies**
  - -
  - 3
  - 100%
  - 0
  - 100%
- **FY2020 Paper & Printing Supplies**
  - -
  - 2
  - 100%
  - 3
  - 100%
- **FY2020 Publications & Printed Material**
  - -
  - 0
  - (2)
  - -448%
  - (2)
  - -1825%
- **FY2020 Miscellaneous Office Supplies**
  - -
  - 6
  - 43%
  - 2
  - 23%
- **FY2020 General Laboratory Supply**
  - 183
  - 71
  - (112)
  - -157%
  - (131)
  - -255%
  - 276
  - 213
  - 113
  - (83)
  - -29%
  - (163)
  - -145%
  - 853
  - 32%
- **FY2020 Medical & Surgical Supplies**
  - -
  - -
  - -
  - -
  - -
- **FY2020 Small Technical & Scientific Eq**
  - 3
  - 1
  - (2)
  - -433%
  - (3)
  - 4
  - 2
  - 1
  - (3)
  - -173%
  - (3)
  - -277%
  - 6
  - 68%
- **FY2020 Fuel**
  - -
  - -
  - -
  - -
  - -
- **FY2020 Clothing**
  - -
  - 1
  - 100%
  - 4
  - 100%
  - 2
  - 2
  - 7
  - 0
  - 14%
  - 6
  - 78%
  - 21%
- **FY2020 Food/Event Supplies**
  - -
  - 1
  - 100%
  - 4
  - 100%
  - 3
  - 3
  - 5
  - 0
  - 6%
  - 2
  - 43%
  - 11
  - 24%
- **FY2020 Weapons Muniions & Supplies**
  - -
  - 1
  - 100%
  - 0
  - 100%
  - 2
  - 3
  - 3
  - 1
  - 88%
  - 3
  - 93%
  - 7
  - 3%
- **FY2020 Small Tools & Minor Equipment**
  - 0
  - 0
  - (7)
  - -257%
  - (7)
  - -1727%
  - 8
  - 1
  - 1
  - (7)
  - -836%
  - (7)
  - -834%
  - 3
  - 234%
- **FY2020 Miscellaneous Parts & Supplies**
  - -
  - 2
  - 100%
  - 0
  - 100%
  - 2
  - 3
  - 3
  - 2
  - 49%
  - 0
  - 7%
  - 10
  - 13%

Total Supplies:
- **FY2020 302**
- **FY2019 317**
- **Total 619**

### Additional Notes:
- **FY2020 Total Income**:
  - 2,350
  - **Total Expenses**:
  - 2,857
  - **Total Income vs. Budget**:
    - 2019: 2,350
    - 2018: 2,857
    - **% Variance**:
      - 2019: 26%
      - 2018: 24%
  - **Total Income vs. FY20**:
    - 2019: 1,498
    - 2018: 1,359
    - **% Variance**:
      - 2019: 23%
      - 2018: 23%
### COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2019 through Sept. 30, 2019

#### Current Month (Preliminary)

<table>
<thead>
<tr>
<th>Services:</th>
<th>FY20 Sept 2019</th>
<th>FY20 Sept 2018</th>
<th>FY19</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 - Actual</td>
<td>FY20 - %</td>
<td>FY19 - %</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 - FY19 - %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget - Actual</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 - FY19 - %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 - %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY19 - %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 - FY19 - %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### YTD (July 1-Sept 30, 2019)

<table>
<thead>
<tr>
<th>Services:</th>
<th>FY20</th>
<th>FY20</th>
<th>FY19</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 1-Sept 30, 2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vs. Budget - %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 - FY19 - %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 - %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY19 - %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 - FY19 - %</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### FY20 (July 1-Sept 30, 2019)

<table>
<thead>
<tr>
<th>Services:</th>
<th>FY20</th>
<th>% Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td></td>
</tr>
<tr>
<td>FY20 - %</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY19 - %</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY20 - FY19 - %</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Services:</th>
<th>FY20</th>
<th>FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% Year</td>
<td>Completed</td>
</tr>
</tbody>
</table>

#### FY20 (July 1-Sept 30, 2019)

<table>
<thead>
<tr>
<th>Services:</th>
<th>FY20</th>
<th>FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>% Year</td>
<td>Completed</td>
</tr>
</tbody>
</table>

### Services:

- **Temporary Personnel Services**
- **Accounting & Auditing Svcs**
- **Architectural Svcs**
- **Medical Info-Contracting Svcs**
- **Medical Dental & Laboratory Ser**
- **Management Consulting Services**
- **Banking Services**
- **Photographic Services**
- **Misc Support Serv Recruit Relo**
- **Real Estate Rental**
- **Computer Equip/Swift Maint.**
- **IT Application Services**
- **Legal Services**
- **Travel - Non-training Related**
- **Other Rental Fees**
- **Vehicle/Equipment Rental/Lease**
- **Building Maintenance Services**
- **Travel - Training Related**
- **Printing & Reproduction Serv.**
- **Public Information Svcs**
- **Insurance (Non-Medical)**
- **Contributions**
- **Membership & Prof. Fees**
- **Education & Training**
- **Tuition Reimbursement**
- **Travel - Training Related**
- **Travel - Non-training Related**
- **Building Maintenance Services**
- **Utilities**
- **Data Services**
- **Voice Services, Equip & Labor**
- **Vehicle Equipment Rental/Lease**
- **Other Rental Fees**
- **Parking Space Rental**
- **Legal Services**
- **Metro Commuter Passes**
- **Shipping and Freight**
- **Misc. Other Services & Chrgs**
- **Insurance - General & Professional**
- **Civilian Payroll**
- **Classified Payroll**
- **Supplies**
- **Services**
- **Sub-Contractor (COH-NPD) Total**

### Total Services:

<table>
<thead>
<tr>
<th>FY20</th>
<th>% Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Services</th>
<th>FY20</th>
<th>% Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>285</td>
<td>441</td>
<td>555</td>
</tr>
<tr>
<td>198</td>
<td>270</td>
<td>45</td>
</tr>
<tr>
<td>1,398</td>
<td>1,322</td>
<td>1,598</td>
</tr>
</tbody>
</table>
## HOUSTON FORENSIC SCIENCE CENTER, INC.
### COMPARATIVE STATEMENT OF ACTIVITIES - ACCRUAL BASIS

For the Period July 1, 2019 through Sept. 30, 2019

<table>
<thead>
<tr>
<th>Current Month (Preliminary)</th>
<th>FY20</th>
<th>FY20</th>
<th>FY19</th>
<th>Variance</th>
<th>FY20</th>
<th>FY20</th>
<th>FY19</th>
<th>Variance</th>
<th>FY20</th>
<th>% Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FY20</td>
<td>FY20</td>
<td>FY19</td>
<td></td>
<td>July 1-Sept 30, 2019</td>
<td>July 1-Sept 30, 2018</td>
<td>Vs. Budget</td>
<td>Vs. FY19</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Non-Capital Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Budget</td>
<td>Budget</td>
<td>Actual</td>
<td></td>
<td>%</td>
<td></td>
</tr>
<tr>
<td>551010 Furniture and Fixtures</td>
<td>-</td>
<td>4</td>
<td>3</td>
<td>4</td>
<td>100%</td>
<td>3</td>
<td>100%</td>
<td>67</td>
<td>13</td>
<td>17</td>
</tr>
<tr>
<td>551015 Computer Hardware/SW</td>
<td>6</td>
<td>14</td>
<td>2</td>
<td>8</td>
<td>54%</td>
<td>(4)</td>
<td>-195%</td>
<td>62</td>
<td>42</td>
<td>4</td>
</tr>
<tr>
<td>551025 Scientific/Foren Eqmt</td>
<td>-</td>
<td>2</td>
<td></td>
<td>2</td>
<td>100%</td>
<td>-</td>
<td>67</td>
<td>5</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total Non-Capital Expenditures</strong></td>
<td>6</td>
<td>20</td>
<td>5</td>
<td>14</td>
<td>66%</td>
<td>(2)</td>
<td>-37%</td>
<td>134</td>
<td>60</td>
<td>22</td>
</tr>
<tr>
<td><strong>Capital Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>170140 Improvements</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>170210 Furniture &amp; Fixtures</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>170230 Computer Hardware/SW</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>134</td>
<td>60</td>
<td>22</td>
</tr>
<tr>
<td>170240 Scientific/Foren Eqmt</td>
<td>(31)</td>
<td>7</td>
<td></td>
<td>28</td>
<td>52%</td>
<td>8</td>
<td>100%</td>
<td>22</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>170960 Const in Progress</td>
<td>2</td>
<td>5</td>
<td></td>
<td>(2)</td>
<td>60%</td>
<td>(8)</td>
<td>-</td>
<td>22</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Capital Expenditures</strong></td>
<td>(39)</td>
<td>7</td>
<td>5</td>
<td>37</td>
<td>522%</td>
<td>34</td>
<td>749%</td>
<td>(224)</td>
<td>21</td>
<td>(23)</td>
</tr>
<tr>
<td><strong>Total Expense and Capital Before Depreciation</strong></td>
<td>1,894</td>
<td>2,056</td>
<td>1,995</td>
<td>162</td>
<td>8%</td>
<td>100</td>
<td>5%</td>
<td>5,798</td>
<td>6,168</td>
<td>5,783</td>
</tr>
<tr>
<td>561230 Depreciation</td>
<td>143</td>
<td>42</td>
<td>42</td>
<td>(101)</td>
<td>-240%</td>
<td>(101)</td>
<td>-240%</td>
<td>428</td>
<td>126</td>
<td>126</td>
</tr>
<tr>
<td>570509 FA Gain/Loss</td>
<td>22</td>
<td>-</td>
<td>(90)</td>
<td>0%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>22</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>531085 Interest Expense</td>
<td>90</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>271</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>610000 City of Houston Direct Overhead</td>
<td>65</td>
<td>33</td>
<td>122</td>
<td>(33)</td>
<td>-100%</td>
<td>56</td>
<td>46%</td>
<td>196</td>
<td>98</td>
<td>365</td>
</tr>
<tr>
<td><strong>Grant and Training Expense</strong></td>
<td>-</td>
<td>-</td>
<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>2,215</td>
<td>2,131</td>
<td>2,158</td>
<td>(84)</td>
<td>-4%</td>
<td>34</td>
<td>2%</td>
<td>6,715</td>
<td>6,592</td>
<td>6,214</td>
</tr>
<tr>
<td><strong>Net Ordinary Income less capital spending</strong></td>
<td>(1,301)</td>
<td>100</td>
<td>(2,039)</td>
<td>(1,833)</td>
<td>-183%</td>
<td>229</td>
<td>-11%</td>
<td>17,177</td>
<td>300</td>
<td>16,381</td>
</tr>
</tbody>
</table>
HOUSTON FORENSIC SCIENCE CENTER, INC.
COMPARATIVE STATEMENT OF NET POSITION
By Quarter
(In '000's)

<table>
<thead>
<tr>
<th></th>
<th>Preliminary</th>
<th>As of 09/30/19</th>
<th>As of 06/30/19</th>
<th>As of 03/31/19</th>
<th>As of 12/31/18</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank of Texas-Operating</td>
<td>$ 18,585</td>
<td>$ 1,124</td>
<td>$ 6,670</td>
<td>$ 12,657</td>
<td></td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>$ 18,585</td>
<td>$ 1,124</td>
<td>$ 6,670</td>
<td>$ 12,657</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>$ 209</td>
<td>$ 1,063</td>
<td>$ 669</td>
<td>$ 16</td>
<td></td>
</tr>
<tr>
<td><strong>Total Accounts Receivable</strong></td>
<td>$ 209</td>
<td>$ 1,063</td>
<td>$ 669</td>
<td>$ 16</td>
<td></td>
</tr>
<tr>
<td>Capital Assets Net of Depreciation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Assets</td>
<td>$ 37,632</td>
<td>$ 37,654</td>
<td>$ 37,533</td>
<td>$ 6,218</td>
<td></td>
</tr>
<tr>
<td>Accumulated Depreciation</td>
<td>(2,753)</td>
<td>(2,335)</td>
<td>(1,918)</td>
<td>(1,887)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Net Capital Assets</strong></td>
<td>$ 34,879</td>
<td>$ 35,319</td>
<td>$ 35,615</td>
<td>$ 4,331</td>
<td></td>
</tr>
<tr>
<td>Other Assets</td>
<td>$ 317</td>
<td>$ 184</td>
<td>$ 339</td>
<td>$ 375</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$ 53,989</td>
<td>$ 37,690</td>
<td>$ 43,292</td>
<td>$ 17,379</td>
<td></td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payables</td>
<td>$ 343</td>
<td>$ 388</td>
<td>$ 3</td>
<td>$ 152</td>
<td></td>
</tr>
<tr>
<td>Payroll Tax Liability</td>
<td>994</td>
<td>1,603</td>
<td>552</td>
<td>490</td>
<td></td>
</tr>
<tr>
<td>Other Liabilities, Including Fund 2213 Billing</td>
<td>128</td>
<td>127</td>
<td>63</td>
<td>260</td>
<td></td>
</tr>
<tr>
<td>500 Jefferson Lease Liability</td>
<td>31,928</td>
<td>31,920</td>
<td>31,911</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred - Others</td>
<td>6</td>
<td>6</td>
<td>6</td>
<td>248</td>
<td></td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>33,400</td>
<td>34,044</td>
<td>32,536</td>
<td>1,150</td>
<td></td>
</tr>
<tr>
<td><strong>NET POSITION/FUND BALANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted/Unassigned</td>
<td>17,639</td>
<td>248</td>
<td>7,053</td>
<td>11,898</td>
<td></td>
</tr>
<tr>
<td>Temporarily Restricted - SAFE Funds</td>
<td>2,950</td>
<td>3,399</td>
<td>3,703</td>
<td>4,331</td>
<td></td>
</tr>
<tr>
<td>Net Investment in Capital Assets</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Net Position</strong></td>
<td>$ 20,589</td>
<td>$ 3,847</td>
<td>$ 10,756</td>
<td>$ 16,229</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND NET POSITION</strong></td>
<td>$ 53,989</td>
<td>$ 37,690</td>
<td>$ 43,292</td>
<td>$ 17,379</td>
<td></td>
</tr>
</tbody>
</table>
## Awarded

<table>
<thead>
<tr>
<th>Awarding Agency</th>
<th>Name of Project</th>
<th>Start and End Dates</th>
<th>Contact</th>
<th>Award Number</th>
<th>Amount of Award</th>
<th>Invoiced</th>
<th>Current Receivable</th>
<th>Grant Inception to date</th>
<th>Grant Balance</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDOJ-OJP-NIJ</td>
<td>NIJ FY 16 DNA Capacity Enhancement and Backlog Reduction Program</td>
<td>01/01/2017 - 12/31/2018</td>
<td>Alissa Genovese</td>
<td>2016-DN-BX-0142</td>
<td>$741,000</td>
<td>$</td>
<td>$</td>
<td>$(656,628)</td>
<td>$84,372</td>
<td>Awarded</td>
</tr>
<tr>
<td>USDOJ-OJP-NIJ</td>
<td>NIJ FY 17 DNA Capacity Enhancement and Backlog Reduction Program</td>
<td>01/01/2018 - 12/31/2019</td>
<td>Monte Evans</td>
<td>2017-DN-BX-0027</td>
<td>$867,755</td>
<td>$</td>
<td>$</td>
<td>$(711,128)</td>
<td>$156,627</td>
<td>Awarded</td>
</tr>
<tr>
<td>USDOJ-OJP-NIJ</td>
<td>Cap Enhancement for Drug and DNA Testing in Sexual Assault Cases</td>
<td>01/01/2018 - 12/31/2020</td>
<td>Monte Evans</td>
<td>2017-DN-BX-0176</td>
<td>$114,000</td>
<td>$</td>
<td>$</td>
<td>$(999)</td>
<td>$151,001</td>
<td>Awarded</td>
</tr>
<tr>
<td>University of Virginia</td>
<td>Quality Blind Testing Research</td>
<td>11/26/2018 - 05/31/2019</td>
<td>Lynn Boyter</td>
<td>2018 CSAFE</td>
<td>$59,000</td>
<td>$</td>
<td>$</td>
<td>$(41,943)</td>
<td>$17,057</td>
<td>Sub Award</td>
</tr>
</tbody>
</table>
**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>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Heurich 2014-DN-BX-0116</td>
<td>$1,530,927</td>
<td>-</td>
<td>$-</td>
</tr>
<tr>
<td>Amount of Award:</td>
<td>$ (351,392.00)</td>
<td>$327,643.62</td>
<td>$23,748.38</td>
</tr>
<tr>
<td>Grant Balance:</td>
<td>$1,179,535</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Contact:** Charles Heurich  
**Award Number:** 2018-DN-BX-0096  
**Amount of Award:** $1,530,927  
**Grant Inception to date:** (351,392.00)  
**Grant Balance:** $1,179,535  
**Status:** Sub - Award

**Awarding Agency:** USDOJ-OJP-NIJ  
**Discipline:** Seized Drugs  
**Primary Recipient:** HFSC  
**Federal Program:** 2018 Research and Evaluation for the Testing and Interpretation of Physical Evidence in Publicly Funded Forensic Laboratories

**Solicitation Number:** NIJ-2018-13900  
**Name of Project:** Establishing Sufficiency Thresholds for Assessing the Quality of Mass Spectral Data

**Purpose:** 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 - 12/31/2019  
**Contact:** Peter Harrington  
**Award Number:** 2018-DU-BX-0184  
**Award Date:** 9/27/2018  
**Amount of Award:** $282,703

<table>
<thead>
<tr>
<th>Award Bal.</th>
<th>Expenditure Reported</th>
<th>Current Receivable</th>
</tr>
</thead>
<tbody>
<tr>
<td>HFSC Amount of Award:</td>
<td>$174,682</td>
<td>-</td>
</tr>
<tr>
<td>Grant Inception to date:</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Grant Balance:</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**Subrecipient:** Ohio University  
**Subrecipient Official:** P. Maureen Valentine  
**Contact:** Peter Harrington  

**Subaward Total:** $108,021  
**Grant Inception to date:** $- | $- | $- |
**Grant Balance:** -  
**Status:** Awarded
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.

**Primary Recipient:** RTI International  
**RTI Contract Administrator:** Meghaan Hampton  
**Start and End Dates:** 06/15/2019 - 04/30/2020  
**Contact:** Heidi Eldridge  
**Award Number:** 2018-DU-BX-0227  
**Contract Title:** Selection, Detection, AFIS Teams

**Contract Type:** Fixed Price

<table>
<thead>
<tr>
<th>Award Bal.</th>
<th>Expenditure Reported</th>
<th>Current Receivable</th>
</tr>
</thead>
<tbody>
<tr>
<td>$71,902</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**HFSC Contract Funded Amount:** $71,902

**Grant Inception to date:**

**Grant Balance:**

**Status:** Awarded - Contract Service Agreement
Houston Forensic Science Center, Inc.
(A Component Unit of the City of Houston)

Financial Statements
and Single Audit Reports
for the year ended June 30, 2019
# Houston Forensic Science Center, Inc.

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Auditors’ Report</td>
<td>1</td>
</tr>
<tr>
<td>Management’s Discussion and Analysis (unaudited)</td>
<td>4</td>
</tr>
<tr>
<td>Audited Financial Statements:</td>
<td></td>
</tr>
<tr>
<td>Governmental Fund Balance Sheet and Statement of Net Position as of June 30, 2019</td>
<td>8</td>
</tr>
<tr>
<td>Governmental Fund Balance Sheet and Statement of Net Position as of June 30, 2018</td>
<td>9</td>
</tr>
<tr>
<td>Governmental Fund Statement of Revenue, Expenditures, and Changes in Fund Balance and Statement of Activities for the year ended June 30, 2019</td>
<td>10</td>
</tr>
<tr>
<td>Governmental Fund Statement of Revenue, Expenditures, and Changes in Fund Balance and Statement of Activities for the year ended June 30, 2018</td>
<td>11</td>
</tr>
<tr>
<td>Notes to Financial Statements for the years ended June 30, 2019 and 2018</td>
<td>12</td>
</tr>
<tr>
<td>Supplementary Information:</td>
<td></td>
</tr>
<tr>
<td>Schedule of Expenditures of Federal Awards for the year ended June 30, 2019</td>
<td>19</td>
</tr>
<tr>
<td>Note to Schedule of Expenditures of Federal Awards for the year ended June 30, 2019</td>
<td>20</td>
</tr>
<tr>
<td>Independent Auditors’ Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards</td>
<td>21</td>
</tr>
<tr>
<td>Independent Auditors’ Report on Compliance for Each Major Program and Report on Internal Control Over Compliance Required by the Uniform Guidance</td>
<td>23</td>
</tr>
<tr>
<td>Schedule of Findings and Questioned Costs for the year ended June 30, 2019</td>
<td>25</td>
</tr>
</tbody>
</table>
Independent Auditors’ Report

To the Board of Directors of
Houston Forensic Science Center, Inc.:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of Houston Forensic Science Center, Inc. (a component unit of the City of Houston), as of and for the years ended June 30, 2019 and 2018 and the related notes to the financial statements, which collectively comprise Houston Forensic Science Center, Inc.’s basic financial statements as listed in the table of contents.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors’ Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform our audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors’ judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and the major fund of Houston Forensic Science Center, Inc. as of June 30, 2019 and 2018, and the changes in its financial position for the years then ended in accordance with accounting principles generally accepted in the United States of America.
Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management’s discussion and analysis on pages 4-7 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Adoption of New Accounting Standard

As discussed in Note 3 to the financial statements, Houston Forensic Science Center, Inc. adopted the amendments of Governmental Accounting Standards Board (GASB) Statement No. 87, Leases, as of and for the year ended June 30, 2019. This amendment has not been applied on a retrospective basis to the financial statements as of and for the year ended June 30, 2018.

Restatement of General Fund Balance

As discussed in Note 4 to the financial statements, the beginning fund balance of Houston Forensic Science Center, Inc.’s General Fund has been restated in the fund basis financial statements to record a prior period adjustment to correct the reporting of compensated absences incurred in prior years.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying supplementary information included in the schedule of expenditures of federal awards for the year ended June 30, 2019 as required by Title 2 U. S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Report Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated September 23, 2019 on our consideration of Houston Forensic Science Center, Inc.’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and
grant agreements and other matters. The purpose of that report is solely to describe the scope of our
testing of internal control over financial reporting and compliance and the results of that testing, and not
to provide an opinion on the effectiveness of Houston Forensic Science Center, Inc.’s internal control
over financial reporting or on compliance. That report is an integral part of an audit performed in
accordance with Government Auditing Standards in considering Houston Forensic Science Center, Inc.’s
internal control over financial reporting and compliance.

Blazek & Vetterling

September 23, 2019
The following discussion and analysis of Houston Forensic Science Center, Inc.’s (HFSC) financial performance provides an overview of the financial activities for the years ended June 30, 2019 and 2018. This discussion should be read in conjunction with HFSC’s financial statements, which follow this section.

**Financial Highlights**

Financial highlights for the fiscal year ending June 30, 2019 include:

- HFSC entered a lease agreement for the use of a building, which created a lease asset of $31.2 million and a lease liability of $32 million as it early implemented Governmental Accounting Standards Board Statement No. 87, *Leases*.
- HFSC’s total net position decreased by $1,420,000 with revenue of $26.5 million and expenses of $27.9 million.
- $22.7 million of HFSC’s expenses were program expenses incurred in connection with forensic science services.
- HFSC recognized revenue of $25.6 million in appropriations from the City of Houston (the City) in its statement of activities.
- HFSC added $582,000 in capital assets during the year in addition to the lease asset referred to above.
- At the close of the current fiscal year, HFSC’s general fund reported a fund balance of $757,618, a decrease of $207,730 in comparison with the prior year. This decrease is the result of expenditures associated with moving to a new location and upgrading and improving IT infrastructure.

Financial highlights for the fiscal year ending June 30, 2018 include:

- HFSC’s total net position increased by $484,000 with revenue of $26.4 million and expenses of $26.0 million.
- $21.4 million of HFSC’s expenses were program expenses in connection with forensic science services.
- HFSC recognized revenue of $25.6 million in appropriations received from the City in its statement of activities.
- HFSC added $1.3 million in capital assets during the year.
- At the close of the current fiscal year, HFSC’s general fund reported a restated fund balance of $965,348, a decrease of $263,208 in comparison with the prior year. This decrease is the result of expenditures associated with upgrading and improving IT infrastructure and moving off the Houston Police Department’s (HPD) computer network.
- Beginning fund balance for fiscal years 2018 and 2017 were restated to correct accounts payable and accrued liabilities for compensated absences incurred in prior years. The adjustments increased the change in fund balance by approximately $9,000 and $481,000 for fiscal years 2018 and 2017, respectively (see Note 4 to financial statements).
Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to HFSC’s basic financial statements. The basic financial statements present combined government-wide and governmental fund financial statements. The notes to the financial statements provide additional information that is essential to a full understanding of the basic financial statements.

**Government-wide financial statements** reflect an economic resources measurement focus and are prepared using the accrual basis of accounting. The government-wide financial statements are designed to provide readers with a broad overview of HFSC’s finances, in a manner similar to a private-sector business. The statement of net position shows the financial position of HFSC at year end by presenting HFSC’s assets and liabilities, with net position representing the difference between assets and liabilities. The statement of activities presents information showing changes in HFSC’s net position during the year. Changes in net position are reported when an underlying event giving rise to a change occurs, regardless of the timing of related cash flows. Therefore, revenue and expenses are reported in this statement for some items that will not result in cash flows until future fiscal periods.

**Governmental fund financial statements** reflect a current financial resources measurement focus and are prepared using the modified accrual basis of accounting. Unlike the government-wide financial statements, the governmental fund financial statements present information showing the near-term inflows and outflows of spendable resources and the balances of spendable resources at year end.

HFSC’s governmental fund is comprised of its general fund. At June 30, 2019, HFSC’s general fund reported a balance of $757,618, a decrease of $207,730 from the prior year. The decrease is due to costs incurred from relocating to a new building during the year. Approximately 75% of the fund balance constitutes unassigned fund balance, which is available for spending at HFSC’s discretion, with the remainder of the balance representing nonspendable prepaid expenses. At June 30, 2018, HFSC’s general fund reported a balance of $965,348, a decrease of $263,208 from the prior year. The decrease is due to upgrading and improving IT infrastructure and moving off the HPD computer network. Approximately 52% of the fund balance constitutes unassigned fund balance, which is available for spending at HFSC’s discretion with the remainder of the balance representing nonspendable prepaid expenses.

**Condensed Government-Wide Financial Information and Financial Analysis**

<table>
<thead>
<tr>
<th></th>
<th>Current and other assets</th>
<th>Capital assets</th>
<th>Total assets</th>
<th>Long-term liabilities</th>
<th>Other liabilities</th>
<th>Total liabilities</th>
<th>Net position:</th>
<th>Total net position</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS OF JUNE 30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019</td>
<td>$ 2,371,515</td>
<td>$ 35,318,844</td>
<td>$ 37,690,359</td>
<td>$ 32,654,738</td>
<td>$ 1,399,133</td>
<td>$ 34,053,871</td>
<td>$ 237,424</td>
<td>$ 3,636,488</td>
</tr>
<tr>
<td>2018</td>
<td>$ 2,233,991</td>
<td>$ 4,582,288</td>
<td>$ 6,816,279</td>
<td>$ 490,185</td>
<td>$ 1,268,643</td>
<td>$ 1,758,828</td>
<td>$ 475,163</td>
<td>$ 5,057,451</td>
</tr>
<tr>
<td>2017</td>
<td>$ 2,677,455</td>
<td>$ 3,826,217</td>
<td>$ 6,503,672</td>
<td>$ 481,254</td>
<td></td>
<td>$ 1,930,153</td>
<td>$ 747,302</td>
<td>$ 4,573,519</td>
</tr>
</tbody>
</table>
Fiscal Year 2019

The assets of HFSC primarily consist of cash, grants receivable from a federal government agency, prepaid expenses and capital assets, which includes a lease asset. Liabilities primarily consist of operating expenses, including accrued salaries and compensated absences and a lease liability. The increase in assets at June 30, 2019, as compared to June 30, 2018, primarily is the result of the recognition of a $31.2 million lease asset for the use of building space, receivables totaling $474,000 relating to the lease agreement, and $420,000 relating to IT infrastructure, offset by lower cash of $535,000 and depreciation and amortization of $891,000. Liabilities increased primarily due to the related lease liability of $32 million from the aforementioned lease agreement, and an increase in compensated absences of $504,000.

Fiscal Year 2018

The assets of HFSC consist primarily of cash, grants receivable from a federal government agency, prepaid expenses and capital assets. Liabilities primarily consist of operating expenses, including accrued salaries and compensated absences. The increase in assets at June 30, 2018, as compared to June 30, 2017, primarily is the result of capital expenditures of $1.3 million relating to IT infrastructure and $256,000 relating to prepaid expenses, offset by lower cash of $581,000 and depreciation of $488,000. Liabilities decreased primarily due to the timing of reimbursing the City/HPD for operating expenses.

<table>
<thead>
<tr>
<th>FOR THE YEAR ENDED JUNE 30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>Condensed Statements of Activities:</td>
</tr>
<tr>
<td>Expenses:</td>
</tr>
<tr>
<td>Program services</td>
</tr>
<tr>
<td>Management and general</td>
</tr>
<tr>
<td>Interest expense</td>
</tr>
<tr>
<td>Total expenses</td>
</tr>
<tr>
<td>Revenue:</td>
</tr>
<tr>
<td>City of Houston – direct overhead appropriation</td>
</tr>
<tr>
<td>U. S. Department of Justice – government grant revenue</td>
</tr>
<tr>
<td>Other revenue</td>
</tr>
<tr>
<td>Other income/(loss)</td>
</tr>
<tr>
<td>Total revenue</td>
</tr>
<tr>
<td>CHANGES IN NET POSITION</td>
</tr>
<tr>
<td>Net position, beginning of year</td>
</tr>
<tr>
<td>Net position, end of year</td>
</tr>
</tbody>
</table>

Fiscal Year 2019

The statement of activities shows the expenses and revenue of HFSC and the corresponding effect on net position. The majority of HFSC’s revenue is provided from appropriations from the City’s budget. The City provides appropriated funds from its general fund, as well as an overhead allocation for space occupied at 1200 Travis St., Houston, Texas. HFSC also receives federal grant revenue funding from the U. S. Department of Justice, which is paid on a reimbursement basis.
Government grant revenue remained consistent from the prior year. Expenses increased by $2 million primarily due to greater salary and related benefit costs of $2.8 million from adding more employees and an increase in compensated absences of $504,000 and an increase in amortization expense of $347,000 related to a lease asset recognized during the year. The increases are offset by lower reimbursements to HPD.

Fiscal Year 2018

Government grant revenue decreased by $1.0 million as a result of HFSC being awarded less by the U. S. Department of Justice. This decrease is offset by the increase in appropriations of $740,000 by the City. Expenses decreased by $557,000.

CAPITAL ASSETS AND LONG-TERM DEBT

Capital Assets

Fiscal Year 2019

HFSC’s investment in capital assets as of June 30, 2019 totals $35.3 million (net of accumulated depreciation and amortization). This investment in capital assets includes a lease asset, scientific forensic equipment, furniture and equipment, leasehold improvements, and vehicles. The increase in capital assets for the current fiscal year was primarily related to HFSC entering a lease agreement during 2019 for the use of building space, which comprises approximately 83% of total assets.

Fiscal Year 2018

HFSC’s investment in capital assets as of June 30, 2018 totals $4.6 million (net of accumulated depreciation). This investment in capital assets includes scientific forensic equipment, furniture and equipment, leasehold improvements, and vehicles. The total increase in capital assets for the current fiscal year was approximately 19.8%.

Major capital asset events during the year ended June 30, 2018 include purchases for improving the IT infrastructure.

Long-Term Debt

Fiscal Year 2019

As a result of the lease agreement entered into for the use of building space, HFSC incurred a lease liability of approximately $32.0 million during fiscal year 2019.

See additional information concerning the lease agreement in Note 7 to the financial statements.

Contacting Houston Forensic Science Center, Inc.’s Financial Management

The financial report is designed to discuss issues that may be material to the operation of HFSC. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Chief Financial Officer and Treasurer, Houston Forensic Science Center, Inc., 500 Jefferson St., 13th Floor, Houston, Texas, 77002.
Houston Forensic Science Center, Inc.

Governmental Fund Balance Sheet and Statement of Net Position as of June 30, 2019

<table>
<thead>
<tr>
<th></th>
<th>GENERAL FUND</th>
<th>ADJUSTMENTS (NOTE 10)</th>
<th>STATEMENT OF NET POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current assets:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 1,123,908</td>
<td>$ 1,123,908</td>
<td>$ 1,123,908</td>
</tr>
<tr>
<td>Government grants receivable</td>
<td>565,445</td>
<td>565,445</td>
<td></td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>23,541</td>
<td>23,541</td>
<td>23,541</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>184,412</td>
<td>184,412</td>
<td>184,412</td>
</tr>
<tr>
<td>Other receivables (Note 7)</td>
<td>$ 474,209</td>
<td>474,209</td>
<td></td>
</tr>
<tr>
<td><strong>Noncurrent assets:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital assets, net of depreciation and amortization (Notes 6 and 7)</td>
<td>35,318,844</td>
<td>35,318,844</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$ 1,897,306</td>
<td>$ 35,793,053</td>
<td>$ 37,690,359</td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Current liabilities:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable and accrued expenses</td>
<td>$ 1,139,688</td>
<td>$ 1,139,688</td>
<td></td>
</tr>
<tr>
<td>Lease liability, current portion (Note 7)</td>
<td>$ 259,445</td>
<td>259,445</td>
<td></td>
</tr>
<tr>
<td><strong>Noncurrent liabilities:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compensated absences</td>
<td>994,403</td>
<td>994,403</td>
<td>994,403</td>
</tr>
<tr>
<td>Lease liability, long-term portion (Note 7)</td>
<td>31,660,335</td>
<td>31,660,335</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>1,139,688</td>
<td>$ 32,914,183</td>
<td>$ 34,053,871</td>
</tr>
<tr>
<td><strong>FUND BALANCE AND NET POSITION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nonspendable prepaid expenses</td>
<td>184,412</td>
<td>$ (184,412)</td>
<td></td>
</tr>
<tr>
<td>Unassigned / unrestricted</td>
<td>573,206</td>
<td>(335,782)</td>
<td></td>
</tr>
<tr>
<td>Invested in capital assets, net of related debt</td>
<td>3,399,064</td>
<td>3,399,064</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL FUND BALANCE</strong></td>
<td>757,618</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES AND FUND BALANCE</strong></td>
<td>$ 1,897,306</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL NET POSITION</strong></td>
<td></td>
<td>$ 2,878,870</td>
<td>$ 3,636,488</td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.
**Houston Forensic Science Center, Inc.**

**Governmental Fund Balance Sheet and Statement of Net Position as of June 30, 2018**

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>GENERAL FUND</th>
<th>ADJUSTMENTS (NOTE 10)</th>
<th>STATEMENT OF NET POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current assets:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$1,658,826</td>
<td>$1,658,826</td>
<td></td>
</tr>
<tr>
<td>Government grants receivable</td>
<td>108,308</td>
<td>108,308</td>
<td></td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>7,607</td>
<td>7,607</td>
<td></td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>459,250</td>
<td>459,250</td>
<td></td>
</tr>
<tr>
<td><strong>Noncurrent assets:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital assets, net of depreciation <em>(Note 6)</em></td>
<td></td>
<td>$4,582,288</td>
<td>4,582,288</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$2,233,991</td>
<td>$4,582,288</td>
<td>$6,816,279</td>
</tr>
</tbody>
</table>

| LIABILITIES | | |
| Accounts payable and accrued expenses | $1,268,643 | $1,268,643 | |
| **Noncurrent liabilities:** | | | |
| Compensated absences | | $490,185 | 490,185 |
| **TOTAL LIABILITIES** | $1,268,643 | 490,185 | $1,758,828 |

**FUND BALANCE AND NET POSITION**

| | GENERAL FUND | ADJUSTMENTS (NOTE 4) | STATEMENT OF NET POSITION |
| Nonspendable prepaid expenses | 459,250 | (459,250) | |
| Unassigned / unrestricted | 506,098 | (30,935) | $475,163 |
| Invested in capital assets, net of related debt | | $4,582,288 | 4,582,288 |
| **TOTAL FUND BALANCE – restated *(Note 4)*** | 965,348 | | |

**TOTAL LIABILITIES AND FUND BALANCE**

| | | |
| TOTAL LIABILITIES AND FUND BALANCE | $2,233,991 | | |

**TOTAL NET POSITION**

| | | |
| TOTAL NET POSITION | $4,092,103 | $5,057,451 | |

*See accompanying notes to financial statements.*
Houston Forensic Science Center, Inc.

Governmental Fund Statement of Revenue, Expenditures, and Changes in Fund Balance and Statement of Activities for the year ended June 30, 2019

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>GENERAL FUND</th>
<th>ADJUSTMENTS (NOTE 10)</th>
<th>STATEMENT OF ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXPENDITURES / EXPENSES:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program services</td>
<td>$ 21,511,422</td>
<td>$ 1,143,734</td>
<td>$ 22,655,156</td>
</tr>
<tr>
<td>Management and general</td>
<td>4,746,729</td>
<td>252,377</td>
<td>4,999,106</td>
</tr>
<tr>
<td>Capital expenditures</td>
<td>31,796,664</td>
<td>(31,796,664)</td>
<td></td>
</tr>
<tr>
<td>Interest expense</td>
<td>271,270</td>
<td>271,270</td>
<td>271,270</td>
</tr>
<tr>
<td>Total expenditures / expenses</td>
<td>58,326,085</td>
<td>(30,400,553)</td>
<td>27,925,532</td>
</tr>
<tr>
<td>REVENUE:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant from City of Houston – appropriation</td>
<td>24,160,346</td>
<td></td>
<td>24,160,346</td>
</tr>
<tr>
<td>Grant from City of Houston – direct overhead appropriation</td>
<td>1,460,000</td>
<td></td>
<td>1,460,000</td>
</tr>
<tr>
<td>U. S. Department of Justice – government grant revenue</td>
<td>936,247</td>
<td></td>
<td>936,247</td>
</tr>
<tr>
<td>Other revenue</td>
<td>116,193</td>
<td></td>
<td>116,193</td>
</tr>
<tr>
<td>Other income/(loss)</td>
<td>(168,217)</td>
<td></td>
<td>(168,217)</td>
</tr>
<tr>
<td>Total revenue</td>
<td>26,672,786</td>
<td>(168,217)</td>
<td>26,504,569</td>
</tr>
<tr>
<td>EXCESS OF REVENUE OVER EXPENDITURES / CHANGES IN NET POSITION</td>
<td>(31,653,299)</td>
<td>30,232,336</td>
<td>(1,420,963)</td>
</tr>
<tr>
<td>OTHER FINANCING SOURCES (USES):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other financing sources – inception of lease</td>
<td>31,998,860</td>
<td>(31,998,860)</td>
<td></td>
</tr>
<tr>
<td>Other financing sources – other receivable</td>
<td>(474,209)</td>
<td>474,209</td>
<td></td>
</tr>
<tr>
<td>Debt service principal</td>
<td>(79,082)</td>
<td>79,082</td>
<td></td>
</tr>
<tr>
<td>Total other financing sources (uses)</td>
<td>31,445,569</td>
<td>(31,445,569)</td>
<td>0</td>
</tr>
<tr>
<td>CHANGE IN FUND BALANCES / NET POSITION</td>
<td>(207,730)</td>
<td>(1,213,233)</td>
<td>(1,420,963)</td>
</tr>
<tr>
<td>Fund balance / net position, beginning of year</td>
<td>965,348</td>
<td>4,092,103</td>
<td>5,057,451</td>
</tr>
<tr>
<td>Fund balance / net position, end of year</td>
<td>$ 757,618</td>
<td>$ 2,878,870</td>
<td>$ 3,636,488</td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.
Houston Forensic Science Center, Inc.

Governmental Fund Statement of Revenue, Expenditures, and Changes in Fund Balance and Statement of Activities for the year ended June 30, 2018

<table>
<thead>
<tr>
<th>EXPENDITURES / EXPENSES:</th>
<th>GENERAL FUND</th>
<th>AJUSTMENTS (NOTE 10)</th>
<th>STATEMENT OF ACTIVITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program services</td>
<td>$ 21,014,665</td>
<td>$ 412,147</td>
<td>$ 21,426,812</td>
</tr>
<tr>
<td>Management and general</td>
<td>4,441,988</td>
<td>84,795</td>
<td>4,526,783</td>
</tr>
<tr>
<td>Capital expenditures</td>
<td>1,269,627</td>
<td>(1,269,627)</td>
<td></td>
</tr>
<tr>
<td>Total expenditures / expenses</td>
<td>26,726,280</td>
<td>(772,685)</td>
<td>25,953,595</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REVENUE:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant from City of Houston – appropriation</td>
<td>24,160,344</td>
<td>24,160,344</td>
</tr>
<tr>
<td>Grant from City of Houston – direct overhead appropriation</td>
<td>1,460,000</td>
<td>1,460,000</td>
</tr>
<tr>
<td>U. S. Department of Justice – government grant revenue</td>
<td>744,654</td>
<td>744,654</td>
</tr>
<tr>
<td>Other revenue</td>
<td>98,074</td>
<td>4,760</td>
</tr>
<tr>
<td>Other income/(loss)</td>
<td>(30,305)</td>
<td>(30,305)</td>
</tr>
<tr>
<td>Total revenue</td>
<td>26,463,072</td>
<td>(25,545)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXCESS OF REVENUE OVER EXPENDITURES / CHANGES IN NET POSITION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(263,208)</td>
</tr>
<tr>
<td>Fund balance / net position, beginning of year</td>
<td>1,228,556</td>
</tr>
<tr>
<td>Fund balance / net position, end of year</td>
<td>$ 965,348</td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.
NOTE 1 – ORGANIZATION

Organization – Houston Forensic Science Center, Inc. (HFSC), a component unit of the City of Houston (the City), is a local government corporation created to provide independent forensic services to law enforcement agencies, primarily the Houston Police Department (HPD), and other judicial entities. The formation of HFSC was approved by City Council on June 26, 2012.

HFSC’s Board of Directors are appointed by the Mayor of the City and approved by City Council. HFSC receives funding primarily from an interlocal agreement with the City in which funding is received subject to the City’s approval of HFSC’s annual budget. Funding received must be expended in accordance with the annual budget.

Federal income tax status – HFSC is a local government corporation created to accomplish a governmental purpose of the City and is not subject to federal income tax. Contributions to HFSC are deductible under §501(c)(3) of the Internal Revenue Code.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation – These financial statements have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB).

Measurement focus and basis of accounting – Measurement focus refers to what is being expressed in reporting financial position and performance, that is, which resources are being measured. The financial resources measurement focus measures only financial resources while the economic resources measurement focus measures both financial and capital resources. The measurement focus determines whether a fund balance sheet or statement of net position reports financial or economic resources. Basis of accounting refers to when those resources and commitments and uses of those resources should be recognized. It relates to the timing of the measurements made regardless of the measurement focus applied.

Governmental funds in the fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenue is recognized when it is measurable and available. Measurable means the amount of the transaction is known or reasonably estimable. Available refers to amounts collected in the current period or expected to be collected soon enough thereafter to be used to pay liabilities of the current period, generally within 60 days after year end. Expenditures are recognized when the related liability is incurred.

Governmental funds in the government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenue is recognized when it is earned and becomes measurable and expenses are recognized in the period incurred.
Cash consists of demand deposits. Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, HFSC will be unable to recover deposits. At June 30, 2019, the carrying amount and the bank balance of HFSC’s demand deposit account were $1,123,908 and $1,285,740, respectively. Amounts on deposit that are in excess of the Federal Deposit Insurance Corporation limit of $250,000 are collateralized by a security agreement with the bank.

Fund balance is classified based upon the relative strength of spending constraints placed upon the purposes for which resources can be used, as follows:

- **Nonspendable fund balance** includes amounts that are either not in spendable form or are legally or contractually required to be maintained intact.
- **Restricted fund balance** includes amounts constrained to specific purposes by resource providers, through constitutional provisions, or by enabling legislation.
- **Unassigned fund balance** includes amounts that are available for HFSC’s future use for any purpose.

Net position represents the difference between assets and liabilities. HFSC reports categories of net position, as follows:

- **Invested in capital assets** consists of net capital assets.
- **Restricted** is constrained to a particular purpose. Restrictions are imposed by external organizations such as City ordinances or grantors.
- **Unrestricted** is available for general use by HFSC.

Capital assets include lease assets, forensic science equipment, office equipment, vehicles, and leasehold improvements. HFSC capitalizes capital expenditures of $5,000 or greater with an estimated useful life of more than one year. Purchased capital expenditures are carried at cost. Donated capital assets are recorded at fair value at the date of transfer. Depreciation expense is recognized using the straight-line method over estimated useful lives of 5 to 15 years.

Lease assets and lease liabilities – Lease assets include right-to-use assets from lease agreements that exceed one year. The right-to-use asset value equals the lease liability, which is the present value of future lease payments expected to be made during the lease term, plus any prepayments made for future periods and direct costs necessary to place the asset into service. Lease liabilities are reported based on the present value of future lease payments expected to be made during the lease term and includes fixed payments, variable payments based on rate or index, and other certain payments.

Grants – Under both the modified accrual and the accrual basis of accounting, receivables from grants are recognized, net of uncollectible amounts, when all applicable eligibility requirements are met provided the commitment is verifiable and the resources are measurable and probable of collection. Revenue recognized as receivable in advance of the time period during which eligibility requirements are met or resources are available, is deferred under the modified accrual basis of accounting, but is recognized as revenue under the accrual basis of accounting and reflected as restricted net position when eligibility requirements are met.

Estimates – Management must make estimates and assumptions to prepare financial statements in accordance with generally accepted accounting principles. These estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue, expenditures and expenses and the allocation of expenses among various functions. Actual results could vary from the estimates that were used.
NOTE 3 – ADOPTION OF ACCOUNTING STANDARD

HFSC adopted the amendments of GASB Statement No. 87, *Leases*, as of and for the year ended June 30, 2019. The statement requires recognition of lease assets and liabilities for certain leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are the financing of the right to use an underlying asset. Under the statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments’ leasing activities. This amendment has not been applied on a retrospective basis to the financial statements for the year ended June 30, 2018, as the lease obligation at that time was for less than one year and was immaterial for retroactive application.

NOTE 4 – RESTATEMENT OF BEGINNING FUND BALANCE

The beginning fund balance of the General Fund has been restated to record a prior period adjustment to correct accounts payable and accrued liabilities for compensated absences incurred in prior years. A reconciliation of the prior period ending fund balance to the current year beginning fund balance for the General Fund is as follows:

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning fund balance previously reported</td>
<td>$475,163</td>
<td>$747,302</td>
</tr>
<tr>
<td>Adjustment to correct accounts payable and accrued liabilities</td>
<td>490,185</td>
<td>481,254</td>
</tr>
<tr>
<td>Beginning fund balance, as restated</td>
<td>$965,348</td>
<td>$1,228,556</td>
</tr>
</tbody>
</table>

The recorded adjustment increased the 2018 and 2017 change in fund balance by $8,931 and $481,254, respectively.

NOTE 5 – RELATED PARTIES

HFSC is a component unit of the City and receives appropriated funds from the City’s general fund, as well as an overhead allocation appropriation representing shared costs for the use of City/HPD facilities. HFSC’s forensic functions are performed primarily to support HPD.

The City charged HFSC $1.3 million and $2.7 million for services provided to HFSC for fiscal years 2019 and 2018, respectively. The City provided $1.5 million in overhead appropriations representing HFSC’s use of the City’s property in fiscal years 2019 and 2018. In fiscal years 2019 and 2018, the City appropriated $17.0 million for general operations and $7.2 million for services provided by the City for total appropriations of $24.2 million for operations.
NOTE 6 – CAPITAL AND LEASE ASSETS

HFSC’s investment in capital assets consists of the following:

<table>
<thead>
<tr>
<th></th>
<th>Balance at July 1, 2018</th>
<th>Additions</th>
<th>Dispositions</th>
<th>Balance at June 30, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease assets – building</td>
<td>$31,215,077</td>
<td>$24,642</td>
<td>$158,719</td>
<td>$31,215,077</td>
</tr>
<tr>
<td>Scientific forensic equipment</td>
<td>$3,770,999</td>
<td>$24,642</td>
<td>$158,719</td>
<td>$3,636,922</td>
</tr>
<tr>
<td>Furniture and office equipment</td>
<td>736,216</td>
<td>51,402</td>
<td>93,974</td>
<td>693,644</td>
</tr>
<tr>
<td>Leasehold improvements</td>
<td>161,214</td>
<td>93,974</td>
<td>(30,305)</td>
<td>154,882</td>
</tr>
<tr>
<td>Vehicles</td>
<td>100,379</td>
<td>85,207</td>
<td>(185,586)</td>
<td></td>
</tr>
<tr>
<td>LIMS database</td>
<td>1,679,867</td>
<td></td>
<td></td>
<td>1,679,867</td>
</tr>
<tr>
<td>Work in progress</td>
<td>188,826</td>
<td></td>
<td></td>
<td>188,826</td>
</tr>
<tr>
<td>Work in progress – database</td>
<td>1,448,355</td>
<td>231,512</td>
<td>(1,679,867)</td>
<td></td>
</tr>
<tr>
<td>Less accumulated depreciation and amortization</td>
<td>(1,634,875)</td>
<td>(891,893)</td>
<td>191,828</td>
<td>(2,334,940)</td>
</tr>
<tr>
<td>Capital assets, net of depreciation and amortization</td>
<td>$4,582,288</td>
<td>$30,904,773</td>
<td>(168,217)</td>
<td>$35,318,844</td>
</tr>
</tbody>
</table>

NOTE 7 – LEASES

In April 2019, HFSC entered a 30-year lease agreement for the use of building space. The agreement includes HFSC’s commitment to pay predetermined monthly rent, as well as operating expenses, which include operating expenses that are within the reasonable control of the landlord and are capped at 7% per annum. Operating expenses include costs and expenses such as repairs, landscaping, and other costs to maintain, manage, and insure the building with HFSC’s share set at 21.62% of the building’s total operating expenses. The lease agreement also includes an allowance of $300,000 to be used by HFSC to purchase lab furniture and equipment. The estimated useful life of the building is 50 years. HFSC used a discount rate of 3.4% to calculate the reported lease liability, which is its estimated borrowing rate.
Annual principal and interest requirements to maturity are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Principal</th>
<th>Interest</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>$259,445</td>
<td>$1,082,492</td>
<td>$1,341,937</td>
</tr>
<tr>
<td>2021</td>
<td>368,150</td>
<td>1,070,750</td>
<td>1,438,900</td>
</tr>
<tr>
<td>2022</td>
<td>394,018</td>
<td>1,044,882</td>
<td>1,438,900</td>
</tr>
<tr>
<td>2023</td>
<td>407,625</td>
<td>1,031,275</td>
<td>1,438,900</td>
</tr>
<tr>
<td>2024</td>
<td>2,360,553</td>
<td>4,934,808</td>
<td>7,295,361</td>
</tr>
<tr>
<td>2025-2029</td>
<td>4,342,605</td>
<td>4,364,817</td>
<td>8,707,422</td>
</tr>
<tr>
<td>2030-2034</td>
<td>5,299,695</td>
<td>3,560,698</td>
<td>8,860,393</td>
</tr>
<tr>
<td>2035-2039</td>
<td>6,623,909</td>
<td>2,378,069</td>
<td>11,001,978</td>
</tr>
<tr>
<td>2040-2044</td>
<td>9,482,916</td>
<td>785,597</td>
<td>10,268,513</td>
</tr>
<tr>
<td>Total</td>
<td>$31,919,780</td>
<td>$21,311,424</td>
<td>$53,231,204</td>
</tr>
</tbody>
</table>

**NOTE 8 – GOVERNMENT GRANTS**

HFSC is party to contracts with a federal governmental agency. Should these contracts not be renewed, a replacement for this source of support may not be forthcoming and related expenses may not be incurred. Funding sources of government grants include amounts from the U.S. Department of Justice totaling approximately $936,000 and $745,000 during fiscal years 2019 and 2018, respectively.

Government grants require fulfillment of certain conditions as set forth in the contracts and are subject to review and audit by the awarding agency. Such reviews and audits could result in the discovery of unallowable activities and unallowable costs. Consequently, the funding source may, at its discretion, request reimbursement for expenses or return of funds as a result of noncompliance by HFSC with the terms of the contracts. Management believes such disallowances, if any, would not be material to HFSC’s financial position or changes in net position.

**NOTE 9 – EMPLOYEE BENEFIT PLANS**

HFSC has both a deferred compensation plan and a defined contribution retirement plan covering substantially all full-time employees. Under the terms of the deferred compensation plan, HFSC matches an amount up to 5% of each participant’s annual salary. Under the terms of the defined contribution retirement plan, HFSC contributes an amount equal to 2% of each participant’s annual salary. HFSC’s contributions to these plans were approximately $878,000 and $746,000 in 2019 and 2018, respectively.

**NOTE 10 – ADJUSTMENTS BETWEEN THE GOVERNMENTAL FUND STATEMENTS AND THE GOVERNMENT-WIDE STATEMENT OF NET POSITION AND STATEMENT OF ACTIVITIES**

Total fund balance reported in the governmental fund balance sheet differs from net position reported in the government-wide statement of net position. Differences occur because of the current financial resources focus of the governmental fund statements and the long-term economic focus of the government-wide statement of net position and statement of activities. The provisions of GASB Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – for State
and Local Governments, imposed this change in focus. The adjustments below show the difference between the statements that result from this difference in measurement focus.

Adjustments reported in the statements of net position from the governmental fund balance sheet consist of the following:

<table>
<thead>
<tr>
<th>Description</th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital assets, including lease assets used in governmental activities</td>
<td>$35,318,844</td>
<td>$4,582,288</td>
</tr>
<tr>
<td>Certain assets included in the statement of net position, including other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>receivables not available within 60 days, are not reported as assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>in the governmental fund financial statements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term liabilities, including lease payables, are not due and payable</td>
<td>(31,919,780)</td>
<td></td>
</tr>
<tr>
<td>in the current period; therefore, are not reported in the fund financial</td>
<td></td>
<td></td>
</tr>
<tr>
<td>statements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long-term liabilities, including compensated absences, are not due and</td>
<td>(994,403)</td>
<td>(490,185)</td>
</tr>
<tr>
<td>payable in the current period; therefore, are not reported in the fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>financial statements.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net adjustment to fund balance to net position of governmental activities</td>
<td>$2,878,870</td>
<td>$4,092,103</td>
</tr>
</tbody>
</table>
Adjustments reported in the statements of activities from the governmental fund statements of revenue, expenditures, and changes in fund balance consist of the following:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governmental funds report outlays for capital assets as expenditures because such outlays use current financial resources. The statements of activities recognizes the cost of outlays allocated over estimated useful lives as depreciation expense.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital outlay</td>
<td>$31,796,664</td>
<td>$1,269,627</td>
</tr>
<tr>
<td>Depreciation expense</td>
<td>(545,058)</td>
<td>(488,011)</td>
</tr>
<tr>
<td>Amortization expense</td>
<td>(346,835)</td>
<td></td>
</tr>
<tr>
<td>Governmental funds report resources from long-term debt as current financial resources, while the repayment of the principal of long-term debt consumes current financial resources. This amount is the net effect of this difference in the treatment of long-term debt.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(31,919,778)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governmental funds do not report resources from receivables not available within 60 days.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>474,209</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expenditures including compensated absences that are not due in payable in the current fiscal year do not require the use of current financial resources; therefore, are not reported as expenditures in the governmental funds.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(504,218)</td>
<td>(8,931)</td>
<td></td>
</tr>
<tr>
<td>Governmental funds do not recognize as revenue contributions of donated property because such contributions do not increase current financial resources.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donated property</td>
<td>4,760</td>
<td></td>
</tr>
<tr>
<td>Governmental funds do not recognize losses on disposal of assets because such losses do not impact current financial resources.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss on disposal</td>
<td>(168,217)</td>
<td>(30,305)</td>
</tr>
<tr>
<td>Net adjustment to (decrease) increase net changes in fund balance to change in net position of governmental activities</td>
<td>$ (1,213,233)</td>
<td>$ 747,140</td>
</tr>
</tbody>
</table>
### Houston Forensic Science Center, Inc.

Schedule of Expenditures of Federal Awards for the year ended June 30, 2019

<table>
<thead>
<tr>
<th>FEDERAL GRANTOR</th>
<th>Allowable Federal Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass-through Grantor</td>
<td>CFDA Number</td>
</tr>
<tr>
<td>DNA Backlog Reduction Program</td>
<td>16.741</td>
</tr>
<tr>
<td>#1 01/17 – 06/19</td>
<td>16.741</td>
</tr>
<tr>
<td>#2 01/18 – 12/19</td>
<td>16.741</td>
</tr>
<tr>
<td>#3 01/19 – 12/20</td>
<td>Total U. S. Department of Justice</td>
</tr>
<tr>
<td>TOTAL FEDERAL AWARDS</td>
<td></td>
</tr>
</tbody>
</table>

See accompanying note to schedule of expenditures of federal awards.
NOTE 1 – SIGNIFICANT ACCOUNTING POLICY

Basis of presentation – The schedule of expenditures of federal awards is prepared on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U. S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Federal expenses include allowable expenses funded by federal grants. Allowable costs are subject to the cost principles of the Uniform Guidance, and include both costs that are capitalized and costs that are recognized as expenses in HFSC’s financial statements in conformity with generally accepted accounting principles.

HFSC has elected not to use the 10% de minimus rate for indirect costs.

Because the schedule presents only a selected portion of the operations of HFSC, it is not intended to, and does not present the financial position or changes in net assets of HFSC.
Independent Auditors’ Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

To the Board of Directors of
Houston Forensic Science Center, Inc.:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of Houston Forensic Science Center, Inc. (HFSC), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise HFSC’s basic financial statements, and have issued our report thereon dated September 23, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered HFSC’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of HFSC’s internal control. Accordingly, we do not express an opinion on the effectiveness of HFSC’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether HFSC’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.
Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity’s internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Blazek & Vetterling

September 23, 2019
Independent Auditors’ Report on Compliance for Each Major Program and Report on Internal Control Over Compliance Required by the Uniform Guidance

To the Board of Directors of
Houston Forensic Science Center, Inc.:

Report on Compliance for Each Major Federal Program

We have audited Houston Forensic Science Center, Inc.’s (HFSC) compliance with the types of compliance requirements described in the OMB Compliance Supplement that could have a direct and material effect on each of HFSC’s major federal programs for the year ended June 30, 2019. HFSC’s major federal programs are identified in the summary of auditors’ results section of the accompanying schedule of findings and questioned costs.

Management’s Responsibility

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors’ Responsibility

Our responsibility is to express an opinion on compliance for each of HFSC’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U. S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about HFSC’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of HFSC’s compliance.

Opinion on Each Major Federal Program

In our opinion, HFSC complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.
Report on Internal Control Over Compliance

Management of HFSC is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered HFSC’s internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of HFSC’s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Blazek & Vetterling

September 23, 2019
Houston Forensic Science Center, Inc.

Schedule of Findings and Questioned Costs for the year ended June 30, 2019

Section I – Summary of Auditors’ Results

Financial Statements

Type of auditors’ report issued: ☒ unmodified ☐ qualified ☐ adverse ☐ disclaimer

Internal control over financial reporting:
- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified that are not considered to be material weakness(es)? ☐ yes ☒ none reported

Noncompliance material to the financial statements noted? ☐ yes ☒ no

Federal Awards

Internal control over major programs:
- Material weakness(es) identified? ☐ yes ☒ no
- Significant deficiency(ies) identified that are not considered to be material weakness(es)? ☐ yes ☒ none reported

Type of auditors’ report issued on compliance for major programs: ☒ unmodified ☐ qualified ☐ adverse ☐ disclaimer

Any audit findings disclosed that are required to be reported in accordance with 2 CFR §200.516(a)? ☐ yes ☒ no

Identification of major programs:

<table>
<thead>
<tr>
<th>CFDA Number</th>
<th>Name of Federal Program or Cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>16.741</td>
<td>DNA Backlog Reduction Program</td>
</tr>
</tbody>
</table>

Dollar threshold used to distinguish between Type A and Type B programs: $750,000

Auditee qualified as a low-risk auditee? ☒ yes ☐ no

Section II – Financial Statement Findings

There were no findings related to the financial statements which are required to be reported in accordance with Government Auditing Standards.

Section III – Federal Award Findings and Questioned Costs

There were no findings for federal awards required to be reported in accordance with 2 CFR §200.516(a).
Crime Scene and Multimedia

October 11, 2019
Multimedia Lab

- HFSC’s multimedia section has taken an active role in Houston skimmer cases. A “skimmer” is a device used by thieves to steal credit card and PIN number information.
- Since June 2019, the multimedia section has completed 17 skimmer cases.
- Multimedia’s work is building a bigger picture of the devices themselves and identifying trends:
  - Extracting compromised credit card numbers
  - Phone numbers that can then be used in a subpoena to the telephone carrier to identify the owner
  - Helping identify what the skimmers are connecting to and communicating with (i.e. Bluetooth)
Multimedia Lab

• Since work on the skimmers began, the multimedia section has had one case that included camera footage that contained video of the installation
• Each skimming device is a research project into its capabilities to establish workflows and a methodology
• HPD has expressed appreciation for this work and are using the findings to locate victims and identify suspects
Detail data
Key for Dashboard Section Pages

Report type
- Pending work
  - Center of ring=total pending cases
  - Ring=breakdown of age for all pending cases

# of Unass... # Pending Draft
- 28^ Goal: 100 (+72%)
- 24^ Goal: 100 (+76%)

# Pending Tech # Pending Admin
- 55^ Goal: 50 (-10%)
- 27^ Goal: 50 (+46%)

Open Quality Reports
- Qualtrax ID Workflow # Age
  - 48504 26
  - 48533 26
  - 48621 24
  - 49147-2019-056 17

Quality TAT
- 9^ Goal: 30, 31

Average time to close quality reports

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Month to Date
- Completed 613
- Received 623

30 Day Avg (Over Past 90 Days)
- Completed 592
- Received 588

TAT= Turnaround Time  MTD= Month to date  Critical age=30 days  Critical pending=requests open over 30 days
Key for Dashboard Historical Pages 2/2

**Received by Month**

<table>
<thead>
<tr>
<th>Month</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2018</td>
<td>636</td>
</tr>
<tr>
<td>September 2018</td>
<td>574</td>
</tr>
<tr>
<td>October 2018</td>
<td>621</td>
</tr>
<tr>
<td>November 2018</td>
<td>567</td>
</tr>
<tr>
<td>December 2018</td>
<td>566</td>
</tr>
<tr>
<td>January 2019</td>
<td>628</td>
</tr>
<tr>
<td>February 2019</td>
<td>535</td>
</tr>
<tr>
<td>March 2019</td>
<td>540</td>
</tr>
<tr>
<td>April 2019</td>
<td>412</td>
</tr>
<tr>
<td>May 2019</td>
<td>484</td>
</tr>
<tr>
<td>June 2019</td>
<td>523</td>
</tr>
<tr>
<td>July 2019</td>
<td>660</td>
</tr>
<tr>
<td>August 2019</td>
<td>641</td>
</tr>
</tbody>
</table>

**Total Received**

7,689

**Completed Filter**

**Completed by Month**

<table>
<thead>
<tr>
<th>Month</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2018</td>
<td>642</td>
</tr>
<tr>
<td>September 2018</td>
<td>591</td>
</tr>
<tr>
<td>October 2018</td>
<td>680</td>
</tr>
<tr>
<td>November 2018</td>
<td>422</td>
</tr>
<tr>
<td>December 2018</td>
<td>611</td>
</tr>
<tr>
<td>January 2019</td>
<td>571</td>
</tr>
<tr>
<td>February 2019</td>
<td>563</td>
</tr>
<tr>
<td>March 2019</td>
<td>614</td>
</tr>
<tr>
<td>April 2019</td>
<td>568</td>
</tr>
<tr>
<td>May 2019</td>
<td>504</td>
</tr>
<tr>
<td>June 2019</td>
<td>611</td>
</tr>
<tr>
<td>July 2019</td>
<td>659</td>
</tr>
<tr>
<td>August 2019</td>
<td>659</td>
</tr>
</tbody>
</table>

**Total Completed**

7,728

**Completed per Month (Avg)**

594

* months with zero activity are not calculated into the average
Client Services and Case Management (CS/CM)
CS/CM – September

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

Total Items by Section

- Other: 1093
- Seized Drugs: 832
- Morgue Run: 512
- Firearms: 375
- Biology: 287
- Toxicology: 202
- Digital & Multimedia: 183
- Latent Print Comparison: 107
- Latent Print Processing: 85

Total Time: 137.80 hours
Total Items: 1093
CS/CM – September

Requests by Type

- Discovery, 23
- ALR, 625
- Subpoena for Records, 8
- 3914 Request, 5
- Supplemental Discovery, 4
- Other, 0
- Chapter 64, 0
- Errors, 12
- Request for records, 81

Subpoenas & Record Requests

- Subpoenas
  - June: 100
  - July: 150
  - August: 200
  - September: 300
- Records Requests
  - June: 150
  - July: 250
  - August: 300
  - September: 400

Administrative
Time Categories - September Evidence Handling

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

9/1/2018 - 9/30/2019

**Total TAT by Month**

- **Month**
  - January 2019: 153
  - February 2019: 216
  - March 2019: 180
  - April 2019: 56
  - May 2019: 63
  - June 2019: 32
  - July 2019: 57
  - August 2019: 34
  - September 2019: 24

**Selected Time Frame Averages**

- **Total TAT (Rec'd-Compl.) Avg**: 7.93
- **Assigned TAT (Asgmt-Compl.) Avg**: 3.21

**Requests Completed**

- **Month**
  - January 2019: 70
  - February 2019: 326
  - March 2019: 557
  - April 2019: 518
  - May 2019: 495
  - June 2019: 405
  - July 2019: 571
  - August 2019: 588
  - September 2019: 530

**Received to Complete**

- **Requests Completed**: 4070
- **Requests Completed > 30 Days Old**: 19
- **% Completed > 30 Days Old**: 0.47%

Requests more than 30 days old are considered to be backlogged requests.
Received by Month

- Total Received: 4,181
- Received per Month (Avg)*: 465

Completed by Month

- Total Completed: 4,070
- Completed per Month (Avg)*: 452

* months with zero activity are not calculated into the average
**Received by Month**

<table>
<thead>
<tr>
<th>Month</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>4</td>
</tr>
<tr>
<td>February</td>
<td>17</td>
</tr>
<tr>
<td>March</td>
<td>17</td>
</tr>
<tr>
<td>April</td>
<td>16</td>
</tr>
<tr>
<td>May</td>
<td>18</td>
</tr>
<tr>
<td>June</td>
<td>8</td>
</tr>
<tr>
<td>July</td>
<td>12</td>
</tr>
<tr>
<td>August</td>
<td>10</td>
</tr>
<tr>
<td>September</td>
<td>11</td>
</tr>
</tbody>
</table>

**Total Received**

113

**Received per Month (Avg)**

13

**Completed by Month**

<table>
<thead>
<tr>
<th>Month</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1</td>
</tr>
<tr>
<td>February</td>
<td>14</td>
</tr>
<tr>
<td>March</td>
<td>21</td>
</tr>
<tr>
<td>April</td>
<td>22</td>
</tr>
<tr>
<td>May</td>
<td>22</td>
</tr>
<tr>
<td>June</td>
<td>9</td>
</tr>
<tr>
<td>July</td>
<td>13</td>
</tr>
<tr>
<td>August</td>
<td>10</td>
</tr>
<tr>
<td>September</td>
<td>12</td>
</tr>
</tbody>
</table>

**Total Completed**

13

**Completed per Month (Avg)**

13

*months with zero activity are not calculated into the average
Seized Drugs
# Open Quality Reports

<table>
<thead>
<tr>
<th>Qualtrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>50799</td>
<td>2019-067</td>
<td>17</td>
</tr>
<tr>
<td>51110</td>
<td>2019-068</td>
<td>13</td>
</tr>
</tbody>
</table>

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

# Quality TAT

12

Goal: 30, 31

Avg Age of Open Reports

15

Quality Filter

Controlled Substances

---

**Total Pending Requests**

125

Days Old

- 0-15
- 16-30
- 31-60
- 61-90
- 91-120
- >121

- Goal: 14, 15

**Overall TAT (Month to Date)**

9.0

Goal: 14, 15

**Overall TAT (Past 90 Days)**

8.9

Goal: 14, 15

---

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

- JT-Assign TAT MTD: 3.2
- JT-Draft TAT MTD: 2.2
- JT-Tech Review TAT MTD: 2.0
- JT-Admin Review TAT MTD: 1.6

---

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

- 3.4
- 2.2
- 1.6
- 1.6

---

**Month to Date**

<table>
<thead>
<tr>
<th>Completes</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>443</td>
<td>462</td>
</tr>
</tbody>
</table>

---

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

<table>
<thead>
<tr>
<th>Completes</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>556</td>
<td>552</td>
</tr>
</tbody>
</table>
Received by Month:

- Total Received: 7,515
- Received per Month (Avg)*: 578

Completed by Month:

- Total Completed: 7,528
- Completed per Month (Avg)*: 579

* months with zero activity are not calculated into the average
Toxicology
Service | Priority Type
-------|----------------
Blood Alcohol | All

# of Unassigned | # Pending Draft
-------|----------------
275 | 810
Goal: 50 (~450%) | Goal: 120 (~57.5%)

# Pending Tech | # Pending Admin
-------|----------------
118 | 34
Goal: 90 (~31.1%) | Goal: 90 (~62.22%)

Total Pending Requests

630
Justice Trax Past Critical Age
49
Avg Age of Requests > 30 D.
49
Age-Oldest Unassigned
70
Age-Oldest Pending Draft
75
Age-Oldest Pending Tech
75
Age-Oldest Pending Admin

Overall TAT (Month to Date)
69.9%
Goal: 30, 31

Overall TAT (Past 90 Days)
72.6%
Goal: 30, 31

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Open Quality Reports

Quality TAT

10
Goal: 30, 31

Avg Age of Open Reports*

23

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

<table>
<thead>
<tr>
<th>Month</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2019</td>
<td>476</td>
</tr>
<tr>
<td>April 2019</td>
<td>461</td>
</tr>
<tr>
<td>May 2019</td>
<td>391</td>
</tr>
<tr>
<td>June 2019</td>
<td>417</td>
</tr>
<tr>
<td>July 2019</td>
<td>572</td>
</tr>
<tr>
<td>August 2019</td>
<td>508</td>
</tr>
<tr>
<td>September 2019</td>
<td>606</td>
</tr>
</tbody>
</table>

Total Received: 3,371

Received per Month (Avg)*: 482

Completed by Month

<table>
<thead>
<tr>
<th>Month</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2019</td>
<td>339</td>
</tr>
<tr>
<td>April 2019</td>
<td>213</td>
</tr>
<tr>
<td>May 2019</td>
<td>428</td>
</tr>
<tr>
<td>June 2019</td>
<td>297</td>
</tr>
<tr>
<td>July 2019</td>
<td>277</td>
</tr>
<tr>
<td>August 2019</td>
<td>542</td>
</tr>
<tr>
<td>September 2019</td>
<td>566</td>
</tr>
</tbody>
</table>

Total Completed: 2,662

Completed per Month (Avg)*: 380

* months with zero activity are not calculated into the average
The total received is 942, with an average of 135 per month.

The total completed is 311, with an average of 44 per month. 

* months with zero activity are not calculated into the average.
Firearms
**Total Pending Requests**

- Days Old:
  - 0-15: 9
  - 16-30: 14
  - 31-60: 29
  - 61-90: 0
  - 91-120: 0
  - 121+: 4

**Overall TAT (Month to Date)**
- 19.5
- Goal: 40, 41

**Overall TAT (Past 90 Days)**
- 24.2
- Goal: 40, 41

**TAT by Phase of Work (MTD)**
- JT-Assign TAT MTD: 4.3
- JT-Draft TAT MTD: 19.7
- JT-Review TAT MTD: 1.1

**TAT by Phase of Work (Past 90 Days)**
- JT-Assign TAT MTD: 4.3
- JT-Draft TAT MTD: 15.0
- JT-Review TAT MTD: 1.6

- **Open Quality Reports**
  - Qualtrax ID: 48189, Workflow #: 53
  - Qualtrax ID: 48434, Workflow #: 49
  - Qualtrax ID: 48601, Workflow #: 45
  - Qualtrax ID: 50314, Workflow #: 23
  - Qualtrax ID: 50809, Workflow #: 17
  - Qualtrax ID: 51853, Workflow #: 0
  - Qualtrax ID: 48328, 2019-048, Workflow #: 51

- **Quality TAT**
  - 84%
  - Goal: 30, 31

- **Avg Age of Open Reports**
  - 35

- **Quality Filter**
  - Firearms

**# of Unassigned**
- 6
- Goal: 10 (+40%)

**# Pending Draft**
- 17
- Goal: 14 (-21.43%)

**# Pending Tech**
- 6
- Goal: 9 (+33.33%)

**# Pending Admin**
- 0
- Goal: 5 (+100%)
Received by Month

- March 2019: 27
- April 2019: 31
- May 2019: 32
- June 2019: 39
- July 2019: 35
- August 2019: 35
- September 2019: 29

Total Received: 228

Received per Month (Avg)*: 33

Completed by Month

- March 2019: 36
- April 2019: 38
- May 2019: 38
- June 2019: 34
- July 2019: 36
- August 2019: 44
- September 2019: 18

Total Completed: 246

Completed per Month (Avg)*: 35

* months with zero activity are not calculated into the average
Service | Priority Type
--- | ---
NIBIN Only | All

### # of Unassigned
- **59!**
  - Goal: 20 (-195%)

### # Pending Draft
- **41!**
  - Goal: 35 (-17.14%)

### # Pending Tech
- **26!**
  - Goal: 20 (-30%)

### # Pending Admin
- **8!**
  - Goal: 20 (+60%)

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

### Open Quality Reports
- Qualtrax ID: 48189, Workflow #: 53
- Qualtrax ID: 48434, Workflow #: 49
- Qualtrax ID: 48601, Workflow #: 45
- Qualtrax ID: 50314, Workflow #: 23
- Qualtrax ID: 50609, Workflow #: 17
- Qualtrax ID: 51853, Workflow #: 0
- Qualtrax ID: 48328, Workflow #: 51

### Quality TAT
- **84!**
  - Goal: 30, 31

### Avg Age of Open Reports*
- **35**

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

### Total Pending Requests
- **134**
- **3** Days Old
- **11** Days Old

### Overall TAT (Month to Date)
- **12.6!**
  - Goal: 7, 8

### Overall TAT (Past 90 Days)
- **8.4!**
  - Goal: 7, 8

### TAT by Phase of Work (MTD)
- JT-Aggregate TAT MTD: 4.6
- JT-Draft TAT MTD: 3.9
- JT-Review TAT MTD: 1.6
- JT-Admin Review TAT MTD: 0.7

### TAT by Phase of Work (Past 90 Days)
- JT-Aggregate TAT: 3.8
- JT-Draft TAT: 2.7
- JT-Review TAT: 1.1
- JT-Admin Review TAT: 0.9

### Month to Date
- Completed: **248**
- Received: **311**

### 30 Day Avg (Over Past 90 Days)
- Completed: **293**
- Received: **321**

### Quality Filter
- Firearms
Received by Month

<table>
<thead>
<tr>
<th>Month</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2019</td>
<td>262</td>
</tr>
<tr>
<td>April 2019</td>
<td>292</td>
</tr>
<tr>
<td>May 2019</td>
<td>291</td>
</tr>
<tr>
<td>June 2019</td>
<td>266</td>
</tr>
<tr>
<td>July 2019</td>
<td>287</td>
</tr>
<tr>
<td>August 2019</td>
<td>376</td>
</tr>
<tr>
<td>September 2019</td>
<td>312</td>
</tr>
</tbody>
</table>

Total Received: 2,086

Received per Month (Avg)*: 298

Completed by Month

<table>
<thead>
<tr>
<th>Month</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2019</td>
<td>327</td>
</tr>
<tr>
<td>April 2019</td>
<td>309</td>
</tr>
<tr>
<td>May 2019</td>
<td>263</td>
</tr>
<tr>
<td>June 2019</td>
<td>389</td>
</tr>
<tr>
<td>July 2019</td>
<td>276</td>
</tr>
<tr>
<td>August 2019</td>
<td>361</td>
</tr>
<tr>
<td>September 2019</td>
<td>248</td>
</tr>
</tbody>
</table>

Total Completed: 2,093

Completed per Month (Avg)*: 299

* months with zero activity are not calculated into the average
Forensic Biology
Date Range: 9/1/2018 - 9/30/2019

Total TAT by Month

Requests Completed

Received to Complete:
- 1368 Requests Completed
- 1141 Requests Completed > 30 Days
- 83.41% % Completed > 30 Days

Requests more than 30 days old are considered to be backlogged requests.
**Received Filter**

- Received: 829
- Received per Month (Avg)*: 64

**Completed Filter**

- Total Completed: 1368
- Completed per Month (Avg)*: 105

* months with zero activity are not calculated into the average
Forensic Biology-Outsourcing

- Original project timeline: August 2018 to September 2019
- 585 outsourced cases pending CODIS review (135 in process)
- 378 outsourced cases pending @ Bode
- Bode plans to have all testing completed by October 31, 2019
- 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
- Outsource extension needed due to STRmix implementation and training

SAKs shipped: 1080
SAKs completed: 812
Non-SAKs shipped: 661
Non-SAKs completed: 551

Total Cases Shipped: 1741
Cases Returned: 1363
Cases Reviewed: 157
Forensic Biology -- Outsourcing

DNA Outsourcing

- Total Outsource Reports Issued to Requestor
- Total Cases outsourced/tagged for outsource

Reviews of Outsource Reports

- Outsource Reviews Pending
- Outsource Reviews Completed
Date Range: 9/1/2018 - 9/30/2019

Total TAT by Month

Requests Completed

Received to Complete

942 Requests Completed
453 Requests Completed > 30 Days
48.09% % Completed > 30 Days

Requests more than 30 days old are considered to be backlogged requests.
**Received by Month**

- Received Filter
  - 9/1/2018 to 9/30/2019

- Total Received: 864
  - Received per Month (Avg)*: 66

**Completed by Month**

- Completed Filter
  - 9/1/2018 to 9/30/2019

- Total Completed: 942
  - Completed per Month (Avg)*: 72

* months with zero activity are not calculated into the average
Received by Month

- Total Received: 2054
- Received per Month (Avg): 158

Completed by Month

- Total Completed: 2157
- Completed per Month (Avg): 166

* months with zero activity are not calculated into the average
Latent Prints
Requests Received after 2/1/2019 (to allow for targets on incoming requests vs historical backlog)

Service Priority Type
Latent Comparison

# of Unassigned # Pending Draft
862 \(^!\) 65 \(^!\)
Goal: 230 (\(-27.4\%\)) Goal: 50 (\(-30\%\))

# Pending Tech # Pending Admin
3 \(\downarrow\) 0 \(\downarrow\)
Goal: 50 (\(+94\%\)) Goal: 50 (\(+100\%\))

Goal\(\downarrow\) Threshold for the max # of requests in each bucket

705 Justice Trax Past Critical Age
97 Avg Age of Requests > 30 D.
229 Age-Older Unassigned
188 Age-Older Pending Draft
187 Age-Older Pending Tech
0 Age-Older Pending Admin

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>102</td>
</tr>
<tr>
<td>48526</td>
<td>2019-050</td>
<td>47</td>
</tr>
<tr>
<td>50658</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>50605</td>
<td>2019-064</td>
<td>19</td>
</tr>
<tr>
<td>51190</td>
<td>2019-069</td>
<td>12</td>
</tr>
<tr>
<td>51228</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>

Quality TAT

<table>
<thead>
<tr>
<th>Quality Filter</th>
<th>Ability to Open Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latent Prints</td>
<td>29</td>
</tr>
</tbody>
</table>

Quality TAT

<table>
<thead>
<tr>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-028</td>
<td>102</td>
</tr>
<tr>
<td>2019-050</td>
<td>47</td>
</tr>
<tr>
<td>2019-064</td>
<td>19</td>
</tr>
<tr>
<td>2019-069</td>
<td>12</td>
</tr>
<tr>
<td>2019-061</td>
<td>11</td>
</tr>
</tbody>
</table>

Avg Age of Open Reports\(^*\)

45

Quality Filter

Latent Prints

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Month to Date

Completed
174
Received
245

30 Day Avg(Over Past 90 Days)

Completed
132
Received
241
Requests Received prior to 2/1/2019 (to allow for targets on incoming requests vs historical backlog)

# of Unassigned  # Pending Draft
1284 5
Goal: 230 (-458.26%) Goal: 50 (+90%)

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

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

1289 Justice Trax Past Critical Age
932 Avg Age of Requests > 30 D.
1965 Age- Oldest Unassigned
488 Age- Oldest Pending Draft
350 Age- Oldest Pending Tech
0 Age- Oldest Pending Admin

Total Pending Requests

<table>
<thead>
<tr>
<th>Days Old</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>1289</td>
</tr>
<tr>
<td>16-30</td>
<td></td>
</tr>
<tr>
<td>31-60</td>
<td></td>
</tr>
<tr>
<td>61-90</td>
<td></td>
</tr>
<tr>
<td>91-120</td>
<td></td>
</tr>
<tr>
<td>&gt;121</td>
<td></td>
</tr>
</tbody>
</table>

Overall TAT (Month to Date)

<table>
<thead>
<tr>
<th>TAT</th>
<th>Count</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>374.2</td>
<td>45, 46</td>
<td></td>
</tr>
</tbody>
</table>

Overall TAT (Past 90 Days)

<table>
<thead>
<tr>
<th>TAT</th>
<th>Count</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>384.5</td>
<td>45, 46</td>
<td></td>
</tr>
</tbody>
</table>

TAT by Phase of Work (MTD)

<table>
<thead>
<tr>
<th>Phase</th>
<th>TAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>JT-Assign TAT MTD</td>
<td>339.0</td>
</tr>
<tr>
<td>JT-Draft TAT MTD</td>
<td>38.4</td>
</tr>
<tr>
<td>JT-Admin Review TAT MTD</td>
<td>339.0</td>
</tr>
</tbody>
</table>

TAT by Phase of Work (Past 90 Days)

<table>
<thead>
<tr>
<th>Phase</th>
<th>TAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>JT-Assign TAT MTD</td>
<td>343.3</td>
</tr>
<tr>
<td>JT-Draft TAT MTD</td>
<td>33.6</td>
</tr>
<tr>
<td>JT-Admin Review TAT MTD</td>
<td>343.3</td>
</tr>
</tbody>
</table>

Open Quality Reports

<table>
<thead>
<tr>
<th>Qualitrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>44789</td>
<td>2019-028</td>
<td>102</td>
</tr>
<tr>
<td>48526</td>
<td>2019-050</td>
<td>47</td>
</tr>
<tr>
<td>50658</td>
<td></td>
<td>19</td>
</tr>
<tr>
<td>50605</td>
<td>2019-064</td>
<td>19</td>
</tr>
<tr>
<td>51190</td>
<td>2019-069</td>
<td>12</td>
</tr>
<tr>
<td>51228</td>
<td></td>
<td>11</td>
</tr>
</tbody>
</table>

Quality TAT

<table>
<thead>
<tr>
<th>Quality TAT</th>
<th>Count</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>25</td>
<td>40, 41</td>
<td></td>
</tr>
</tbody>
</table>

Avg Age of Open Reports

<table>
<thead>
<tr>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
</tr>
</tbody>
</table>

Quality Filter

Latent Prints

Month to Date

<table>
<thead>
<tr>
<th>Count</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

30 Day Avg (Over Past 90 Days)

<table>
<thead>
<tr>
<th>Count</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Received by Month

- Total Received: 2,705
- Received per Month (Avg)*: 208

Completed by Month

- Total Completed: 1,777
- Completed per Month (Avg)*: 137

* months with zero activity are not calculated into the average
Received by Month

Received Filter

9/1/2018 - 9/30/2019

Total Received

600

Received per Month (Avg)*

46

Completed by Month

Completed Filter

9/1/2018 - 9/30/2019

Total Completed

527

Completed per Month (Avg)*

41

* months with zero activity are not calculated into the average
Digital Multi-Media
Received by Month

Total Received
63
Received per Month (Avg)*
9

Completed by Month

Total Completed
65
Completed per Month (Avg)*
9

* months with zero activity are not calculated into the average
Service: AV Examination
Priority Type: All

Received Filter:
3/1/2019 - 9/30/2019

Received by Month:
- March 2019: 11
- April 2019: 16
- May 2019: 13
- June 2019: 17
- July 2019: 18
- August 2019: 11
- September 2019: 16

Total Received: 100
Received per Month (Avg): 14

Completed Filter:
3/1/2019 - 9/30/2019

Completed by Month:
- March 2019: 7
- April 2019: 18
- May 2019: 18
- June 2019: 11
- July 2019: 15
- August 2019: 18
- September 2019: 16

Total Completed: 102
Completed per Month (Avg): 15

* months with zero activity are not calculated into the average
Received Filter

9/1/2018  9/30/2019

Received by Month

Total Received
687
Received per Month (Avg)*
53

Completed Filter

Total Completed
548
Completed per Month (Avg)*
42

* months with zero activity are not calculated into the average
Crime Scene Unit
• 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
Date Range: 3/1/2019 to 9/30/2019

Total TAT by Month

- March 2019: 21.7
- April 2019: 34.6
- May 2019: 43.8
- June 2019: 42.2
- July 2019: 44.3
- August 2019: 38.4
- September 2019: 39.8

Selected Time Frame Averages
- Total TAT (Rec'd-Compl.) Avg: 38.38
- Assigned TAT (Asgmt-Compl.) Avg: 37.59

Requests Completed

- March 2019: 144
  - Completed within 30 Days: 33
  - Over 30 Days Old: 111
- April 2019: 188
  - Completed within 30 Days: 91
  - Over 30 Days Old: 97
- May 2019: 159
  - Completed within 30 Days: 89
  - Over 30 Days Old: 70
- June 2019: 140
  - Completed within 30 Days: 60
  - Over 30 Days Old: 80
- July 2019: 233
  - Completed within 30 Days: 139
  - Over 30 Days Old: 94
- August 2019: 241
  - Completed within 30 Days: 138
  - Over 30 Days Old: 103
- September 2019: 239
  - Completed within 30 Days: 138
  - Over 30 Days Old: 101

Received to Complete
- Total Requests Completed: 1344
- Requests Completed > 30 Days Old: 688

51.19% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests.
500 Jefferson Office/Lab Project, 10/11/19 HFSC Board Update

Project Status

- **Significant activity over the last month, project construction/testing and balancing/commissioning close to completion (lab looks good):**
  - Project now 15 mths from HFSC first seeing 500 Jefferson building
  - Good team effort: HFSC, city, landlord, contractors, consultants

- **18th floor basically complete:**
  - Prepared 2nd punch list 10/3/19, addressing items remaining
  - Allometrics completed fume hoods certification 10/4/19
  - Re-touched up epoxy floors 10/5-6/19
  - Completing furniture install
  - Activating security key pads, card readers, cameras 10/9/19
  - Staff open house 10/8/19
  - Testing and balancing, commissioning continues

- **Basement also basically complete:**
  - Shooting tank in final location, firing range/armored door/armortex bullet resistant wall panels installed, fume hood certified
  - Addressing firing range sprinkler head locations (Fire Marshall requirement), require noise reduction baffles
  - Prepared 1st punch list 10/4/19, addressing items
  - Activating security key pads, card readers, cameras 10/9/19
  - Testing and balancing, commissioning continues (less complex)

**Now focused on HFSC move-in, key actions:**

- Detailed work plans/work sheets in place/communicated, HFSC steering committee meetings, signed contracts, assigned move coordinators/duties, communicated significant building/freight elevator needs
• Chemicals pre-disposal completed, piping/gas cylinder install commenced, new LCQQQ venting unit fabrication commenced/then install, completed fume hoods calibration/certification

• **1st staff move 10/10/19**: 27 staff (FBIO, CS/CM, Latent Print processing), plus lab equipment, cameras, refrigerators, freezers, glassware

• **1st instrument move 10/14-17/19**: 29 instruments, plus tables, etc. (FBIO, one Toxicology instrument for piping test), plus chemicals, supply room

• HFSC Steering Committee 10/23/19, lessons learned, upcoming actions

• **2nd instrument move 11/4-7/19**: 15 instruments, plus tables (Seized Drugs, Toxicology), plus chemicals. **17 Microscopes move 11/5-6/19**

• **2nd staff move 11/7/19**: 45 staff (Firearms, Seized Drugs, Toxicology), plus lab equipment, refrigerators, freezers, glassware

• **Other November actions**: NIBIN install 11/5-6/19, shooting tank install 11/11-14/19, 2 new LCQQQ install 11/11-15/19

• **Hand-back remaining Travis space**: still targeted for 2nd half November

**Project Budget Status**

• Project budget $1 million: moves, IT/security, shooting tank, project management, change orders, other

• To date: committed/estimates $780,000, invoiced $305,000

• Excludes lab furniture, committed $335,000, invoiced $146,000 (funded via grant/landlord). Landlord also reimbursing 3 hydrogen generator purchase
Quality Division Report
October 11, 2019
BQCs Submitted in September

<table>
<thead>
<tr>
<th>Service</th>
<th>September</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>15</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

- Quality specialist will present on blind quality paper at the Society of Forensic Toxicologists (SOFT) conference this month
- The Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) has denied HPD’s request for written approval to submit blinds through the National Integrated Ballistic Information Network (NIBIN.) HFSC cannot submit blinds through NIBIN.

<table>
<thead>
<tr>
<th>Forensic Discipline</th>
<th>Cases Completed in September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toxicology – BAC</td>
<td>19</td>
</tr>
<tr>
<td>Seized Drugs</td>
<td>15</td>
</tr>
<tr>
<td>Biology</td>
<td>4 (DNA)</td>
</tr>
<tr>
<td></td>
<td>4 (screening)</td>
</tr>
<tr>
<td>Firearms – Blind Verification (BV)</td>
<td>0</td>
</tr>
<tr>
<td>Firearms</td>
<td>1</td>
</tr>
<tr>
<td>Latent Print Processing</td>
<td>2</td>
</tr>
<tr>
<td>Latent Print Comparison</td>
<td>10</td>
</tr>
<tr>
<td>Latent Print – Blind Verification (BV)</td>
<td>0</td>
</tr>
<tr>
<td>Multimedia</td>
<td>2</td>
</tr>
</tbody>
</table>
Audits/Disclosures/Corrective Actions

Toxicology report from 2015 had a typographical error in the reported blood alcohol concentration (BAC) results

• Typo led to reporting a result as under the legal limit when in fact it was above
• Two items tested in case, one accurately reported as above the legal limit
• Report amended, notifications made to district attorney and defense
• Audit was performed using statistical sampling
Audits/Disclosures/Corrective Actions

Toxicology report from 2015 had a typographical error in the reported blood alcohol concentration (BAC) results

- Review completed: 320 cases reviewed from a sample size of 1,967
- Audit findings: 95% confidence level that this type of error occurs in no more than 1% of blood alcohol cases
  - 1 typographical error in 320 cases (error rate of 1%)
  - nonconformance report being finalized for disclosure to TFSC
## 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>7</td>
<td>8</td>
<td>Investigation completed for two tests, both deemed satisfactory</td>
</tr>
<tr>
<td>Toxicology</td>
<td>7</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Firearms</td>
<td>18</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>1</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Multimedia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio/Video</td>
<td>7</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Digital</td>
<td>3</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Forensic Biology</td>
<td>23</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seized drugs proficiency tests</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>• Involved analysts notified of results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>• Subsequent analysis detected codeine in both test samples</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>• Quality division determined seized drug SOP followed in original analysis, despite non-consensus result</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>• Blind spot in SOP has been revised, completed audit of previous casework to see if any others had been impacted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>• Involved analysts completed an additional internal proficiency test</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Detailed Data
2019 Testimony Data

• 51 analysts have testified this year
• 47 of 51 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 be requested
  • 3 testified for work done prior to HFSC employment – no monitoring needed

• Transcript review project
  • 3 transcripts in committee final review process
## 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>2019-072</td>
<td>9/12/2019</td>
<td>A Forensic Biology deduction was revised to be in accordance with the section’s current interpretation guidelines. Two loci were revised to be more conservative, and new statistical calculations were generated.</td>
</tr>
<tr>
<td>2019-076</td>
<td>9/10/2019</td>
<td>A Forensic Biology report was amended to revise the conclusions of two mixtures based on the results of additional testing.</td>
</tr>
<tr>
<td><strong>Client Services/Case Management</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-075</td>
<td>9/19/2019</td>
<td>A Client Services/Case Management (CS/CM) specialist mistakenly left three DWI kits out on the counter for approximately 2.5 hours while she was accessioning. The kits were placed back into the refrigerator upon discovery.</td>
</tr>
<tr>
<td><strong>Crime Scene</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019-073</td>
<td>9/19/2019</td>
<td>As part of HFSC’s transcript review project, one of a Crime Scene Investigator’s (CSI) testimony transcripts was reviewed. It is HFSC’s opinion that the CSI testified beyond the scope of his expertise by answering certain questions regarding footwear examination and comparison. While footwear comparison is an established forensic discipline, HFSC does not provide this service nor is it included in our scope of accreditation.</td>
</tr>
<tr>
<td><strong>Forensic Multimedia Unit</strong></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.
**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>2019-071</td>
<td>While a Multimedia staff member was photographing a cellphone, a magnet accidentally fell onto it causing damage at the bottom of the screen.</td>
<td></td>
</tr>
<tr>
<td>CAR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Latent Prints**

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-064</td>
<td>The Latent Print section discovered that latent prints were not being registered to the state AFIS system. Several reported cases stated that prints were registered before this issue was discovered. A memo was written to notify stakeholders.</td>
<td></td>
</tr>
<tr>
<td>IR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-069</td>
<td>During a review of the case record, Latent Print management discovered that a comparison was reported as “inconclusive” however there was no documentation to support this comparison or its verification. This error should have been identified during the technical/administrative review process.</td>
<td></td>
</tr>
<tr>
<td>CAR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Management**

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-070</td>
<td>Security footage was requested from one of the cameras located at 1200 Travis. Upon investigation it was determined that the cameras in 1200 Travis had been offline since March 2019.</td>
<td></td>
</tr>
<tr>
<td>CAR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Seized Drugs**

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-067</td>
<td>A laboratory report with preliminary testing results was amended to correct the reported units of an item from “grams” to “ounces”. This case was discovered when a request for confirmatory analysis was received.</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>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-068</td>
<td>While conducting reviews an analyst discovered datafiles on a gas chromatography mass spectrometer (GC/MS) computer that were not documented in the instrument's logbook nor in the corresponding case record. The datafiles clearly identified the analyst who ran the samples and have been included in the case record.</td>
<td></td>
</tr>
<tr>
<td>CAR</td>
<td></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>2019-074</td>
<td>A Toxicology report incorrectly identified the drug name for an item as the active parent drug rather than the inactive metabolite of that drug. Both the concentration and uncertainty of measurement associated to this item were correctly reported.</td>
<td></td>
</tr>
<tr>
<td>CAR</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.