

HOUSTON FORENSIC SCIENCE CENTER, INC.

NOTICE OF PUBLIC MEETING

March 13, 2020

Notice is hereby given that beginning at 8 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

OPEN MEETING

1. Call to order.
2. Roll call; confirmation of presence of quorum.

CLOSED MEETING

3. Executive session as authorized by Chapter 551 of the Texas Government Code, Sections 551.076 and 551.089, deliberation regarding security devices or security audits, and Section 551.071(1)(A,) consultation with attorney about pending or contemplated litigation.

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 February 14, 2020 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, staff and possible related action items

9. Report from Dr. Peter Stout, president and CEO, including technical updates, outreach efforts, staffing changes, an update regarding HFSC's efforts with DNA technologies that could speed up analysis and other corporate business items.

10. Monthly operations report from Ms. Aimee Grimaldi, project engineer, including a review of turnaround times, backlogs and ongoing process improvement projects.
11. Presentation by Mr. David Leach, CFO and treasurer, of the proposed fiscal year 2021 budget.
 - a. Consider approval of HFSC's budget proposal for fiscal year 2021.
12. Presentation by Mr. Charles Evans, director of business development, about 500 Jefferson St., proposed renovations for the vehicle examination bay located at 1305 Dart St. and the proposed Interlocal Agreement between the City of Houston and the Corporation.
 - a. Consider delegating authority to Dr. Stout to enter into an Interlocal Agreement for construction, engineering, and architectural services between the City of Houston and the Houston Forensic Science Center, relating to the repair, alteration and renovation of the vehicle examination building located at 1305 Dart St. (FY2017 EICE Grant funds.)
13. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, on evidence collection, turnaround times and other section updates.
14. Report from Ms. Erika Ziemak, quality director, regarding quality assurance, including review of testimony monitoring, proficiency tests and corrective actions.
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 10th day of March, 2020 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 10th day of March 2020.

Jordan Benton