# Table of Contents

- Agenda.................................................................................................................. Page 3
- Executive Summary (Corporate Goals/Objectives)................................................. Page 9
- June 10, 2020 Draft Meeting Minutes................................................................. Page 10
- President’s Report ............................................................................................... Page 16
- FY2020 Company Goals Progress....................................................................... Page 23
- Operations Report............................................................................................... Page 26
- DNA Outsourcing Proposal................................................................................ Page 32
- Budget Reallocations/Treasurer's Report............................................................. Page 36
- Crime Scene & Digital Multimedia Units Update................................................ Page 50
- Facilities Update.................................................................................................. Page 120
- Quality Report..................................................................................................... Page 122
In accordance with Texas Governor Greg Abbott’s temporary suspension of certain provisions of the Texas Open Meetings Act, issued March 16, 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," or “HFSC”) will meet via videoconference (Microsoft Teams.) HFSC is conducting this virtual meeting to advance the public health goal of limiting face-to-face interactions and to slow the spread of the coronavirus (COVID-19.)

Gov. Abbott’s temporary suspension of certain open meetings laws was issued in response to the COVID-19 pandemic and in accordance with section 418.016 of the Texas Government Code. Gov. Abbott specifically suspended certain provisions of the law, which required government officials and members of the public to be physically present at a specified meeting location. The relevant suspensions are in effect until terminated by the Office of the Governor or until the Governor’s disaster declaration is lifted or expires. Accordingly, this meeting will not take place in a specified physical location for the public to attend in person, however, the virtual meeting will be available to the public and allow for two-way communication between the Board and members of the public.

As required and in accordance with the Governor’s temporary suspension, notice of this meeting, the agenda and the agenda packet are posted online at https://houstonforensicscience.org/meeting-archives.php. The items listed in the agenda may be taken out of order at the discretion of the Chair. After the conclusion of the meeting, a recording thereof will be posted to www.houstonforensicscience.org.

Attending the virtual meeting

The public is not required to create an account to attend the meeting online and the videoconference can be accessed, free of charge.

To attend the videoconference meeting via computer, please use the following link:
https://teams.microsoft.com/dl/launcher/launcher.html?url=%2f%23%2fmeetup-join%2f19%
3ameeting_NzEyZjJiN2UtNTVhMy00OTE0LWFjMWQtNDBOOGU1MWY xZmQ5%40thread.v2%2f0%3fcontext%3d%257b%2522Tid%2522%253a%2522%253a%2522f03b68 b6-d9fc-4735-8648-33b13ef1c3ed%2522%2522Oid%2522%253a%2522a7bdef7a335b%2522%2522%2522%26anon%3dtrue&type=meetup-join&deeplinkId=40d82975-df28-4ca2-a962-10bfa9162581&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true
In addition to the required free videoconference link, members of the public may call into the meeting by dialing the following teleconference number and entering the subsequent conference ID number: 281-886-3266, Conference ID: 812 696 916#.

Callers must mute themselves upon dialing into the meeting to limit interruptions.

To attend the meeting using a mobile device and through the free videoconference link, the Microsoft Teams mobile application (“app”) must be downloaded (free of charge) to the device. After downloading the app, proceed to the link above and you will be directed to the videoconference, through the app. However, members of the public must be muted to minimize disruption of the meeting.

NOTICE OF PUBLIC COMMENT

The public is permitted to speak during the public comment agenda item and as permitted by the Chair. However, requests to speak during the public comment period must be submitted via email to the HFSC Secretary of the Board at: info@houstonforensicscience.org no later than 8 a.m. Thursday July 9, 2020.

The request must include the speaker's name, contact number, address and topic of the comment. Speakers should limit their comments to three minutes. The Board Chair may limit both the number of speakers and the time allotted for each speaker. The Chair will call on each speaker by name, during the designated public comment period.

If you have questions regarding attending this virtual meeting please contact Jordan Benton, secretary of the Board of Directors, at 832-993-1924.

AGENDA

1. Call to order.

2. Roll call; confirmation of presence of quorum.

CLOSED MEETING

3. Executive session in accordance with Sections 551.071(1)(A) of the Texas, Government Code, consultation with attorney regarding pending or contemplated litigation, and 551.074, personnel matters, to deliberate the president and CEO’s annual performance evaluation.

OPEN MEETING RECONVENES AT 9 A.M.

4. Reconvene into open session and consider any action deemed necessary as a result of the executive session regarding personnel matters.
a. Consider extending the July 2020 deadline for submission of HFSC President and CEO Dr. Peter Stout's proposed list of annual priorities and performance objectives, to September 2020, and possible related action.

5. Public Comment.

6. Reading of draft minutes from June 10, 2020 board meeting. Consideration of proposed corrections, if any. Approval of minutes.

7. 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

8. Report from Dr. Peter Stout, president and CEO, including technical updates, outreach efforts, staffing changes and other corporate business items, including steps taken to operate safely and effectively during the COVID-19 pandemic.
   a. Presentation on progress made toward fiscal year 2020 company goals and performance objectives.

9. Monthly operations report from Dr. Amy Castillo, vice president and COO, including a review of turnaround times and backlog of sexual assault kits.

10. Presentation by Dr. Castillo regarding outsourcing forensic biology/DNA services to help eliminate the HFSC sexual assault kit backlog, to be funded by FY 2019-BJA DNA Capacity Enhancement and Backlog Reduction federal grant.
    a. Consider approval of a contract for DNA services between the Corporation and Bode Cellmark Forensics, to be funded by the FY 2019-BJA DNA Capacity Enhancement and Backlog Reduction federal grant, anticipated budget of $324,425.00 but not to exceed the total allotted outsourcing budget of $648,850.00.
    b. Consider approval of a contract for DNA services between the Corporation and Signature Science, LLC, to be funded by the FY 2019-BJA DNA Capacity Enhancement and Backlog Reduction federal grant, anticipated budget of $324,425.00, but not to exceed the total allotted outsourcing budget of $648,850.00.

11. Presentation by Mr. David Leach, treasurer and CFO, regarding proposed reallocations to the fiscal year budget and possible related action.

12. Treasurer’s report from Mr. Leach regarding company financials, an end-of-year review and other fiscal updates.

Reports and presentations by staff
13. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, regarding impacts the COVID-19 pandemic is having on operations.

14. Update from Mr. Charles Evans, director of business development, about the 500 Jefferson building, renovations to the vehicle examination bay located at 1305 Dart St. and the renewal of the lease for the Corporation’s crime scene house located at 1620 Crockett St.

15. Report from Ms. Erika Ziemak, quality director, regarding quality assurance, a review of the blind quality control program, testimony monitoring and proficiency tests.


Certification of Electronic 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 online at https://houstonforensicscience.org/meeting-archives.php on Tuesday, the 7th day of July, 2020, as required by Section 551.043 et seq., Texas Government Code and in accordance with Governor Abbott’s March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act.

Given under my hand this the 7th day of July 2020.

______________________________
Jordan Benton
Open Meeting Laws Subject to Temporary Suspension

Effective March 16, 2020, and subject to the following conditions, the following statutory provisions are temporarily suspended to the extent necessary to allow telephonic or videoconference meetings and to avoid congregate settings in physical locations:

• those that require a quorum or a presiding officer to be physically present at the specified location of the meeting; provided, however, that a quorum still must participate in the telephonic or videoconference meeting
  ○ TEX. GOV’T CODE § 551.122(b)
  ○ TEX. GOV’T CODE § 551.127(a-3), (b)-(c), (e), (h)-(f)
  ○ TEX. GOV’T CODE § 551.130(c)-(d), (i)
  ○ TEX. GOV’T CODE § 322.003(d), (e)(2)
  ○ TEX. GOV’T CODE § 845.007(f)(2)
  ○ TEX. GOV’T CODE § 855.007(f)(2)
  ○ TEX. GOV’T CODE § 74.102(f)
  ○ TEX. INS. CODE § 2151.057(d)(1)
  ○ TEX. LOCAL GOV’T CODE § 379B.0085(a)

• those that require physical posting of a notice; provided, however, that the online notice must include a toll-free dial-in number or a free-of-charge videoconference link, along with an electronic copy of any agenda packet
  ○ TEX. GOV’T CODE § 551.043(b)(2)-(3)
  ○ TEX. GOV’T CODE §§ 551.049–551.051

• those that require the telephonic or videoconference meeting to be audible to members of the public who are physically present at the specified location of the meeting; provided, however, that the dial-in number or videoconference link provided in the notice must make the meeting audible to members of the public and allow for their two-way communication; and further provided that a recording of the meeting must be made available to the public
  ○ TEX. GOV’T CODE § 551.121(f)(1)
  ○ TEX. GOV’T CODE § 551.122(d)
  ○ TEX. GOV’T CODE § 551.125(c)-(f)
  ○ TEX. GOV’T CODE § 551.126(d)(1)
  ○ TEX. GOV’T CODE § 551.127(f), (i)
  ○ TEX. GOV’T CODE § 551.130(c)-(f)
  ○ TEX. GOV’T CODE § 551.131(e)(1)
  ○ TEX. GOV’T CODE § 322.003(e)(3)
  ○ TEX. GOV’T CODE § 436.054(e)
  ○ TEX. GOV’T CODE § 845.007(f)(3)
  ○ TEX. GOV’T CODE § 855.007(f)(3)
  ○ TEX. AGRIC. CODE § 41.061(c)-(d)
  ○ TEX. AGRIC. CODE § 41.1565(c)-(d)
  ○ TEX. AGRIC. CODE § 41.205(d)-(e)
  ○ TEX. AGRIC. CODE § 62.0021(c)-(d)
  ○ TEX. EDUC. CODE § 66.08(h)(2)(B)
  ○ TEX. FAM. CODE § 264.504(e)
o TEX. FIN. CODE § 11.106(c)(4)–(5)
o TEX. FIN. CODE § 154.355(d)(2)–(3)
o TEX. INS. CODE § 462.059(a)(1), (c)
o TEX. INS. CODE § 463.059(d)
o TEX. INS. CODE § 2151.057(e)
o TEX. INS. CODE § 2210.1051(b)(2)–(3)
o TEX. INS. CODE § 2211.0521(b)(2)–(3)
o TEX. LOCAL GOV’T CODE § 379B.0085(b)(2)–(3)
o TEX. SPEC. LOC. DIST. CODE § 9601.056(c)
o TEX. TRANSP. CODE § 173.106(e)–(f)
o TEX. TRANSP. CODE § 366.262(c)–(d)
o TEX. TRANSP. CODE § 370.262(c)–(d)

• those that may be interpreted to require face-to-face interaction between members of the public and public officials; provided, however, that governmental bodies must offer alternative methods of communicating with their public officials. o TEX. GOV’T CODE § 551.007(b)
o TEX. GOV’T CODE § 551.125(b)(1), (d)

These suspensions are in effect until terminated by the Office of the Governor, or until the March 13, 2020 disaster declaration is lifted or expires.
<table>
<thead>
<tr>
<th>Agenda Action Item No.:</th>
<th>4a. Consider extending the July 2020 deadline for submission of HFSC President and CEO Dr. Peter Stout's proposed list of annual priorities and performance objectives, to September 2020, and possible related action.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject:</td>
<td>Consider delaying the deadline for Dr. Stout to submit annual priorities and performance objectives to the Board.</td>
</tr>
<tr>
<td>Background:</td>
<td>On January 13, 2017, the Board offered, and Dr. Peter Stout accepted, an Agreement of Employment as both president and CEO of HFSC. Pursuant to Dr. Stout’s Agreement of Employment, the president and CEO shall submit an annual list of priorities and performance objectives to the Board, on or before June 1st of each year. On July 12, 2019 the Board voted to extend the annual deadline for Dr. Stout to submit his proposed list to the Board, to July of each year.</td>
</tr>
<tr>
<td>Executive Summary:</td>
<td>Pursuant to the agreement of employment, Dr. Stout, in consultation with the Board Chair, shall develop and submit for the Board’s consideration and approval a list of annual priorities and performance objectives for HFSC. The proposed list must fit within the Board’s goals for the corporation. If approved by the Board, the priorities and performance objectives shall be part of the Board’s annual performance evaluation of Dr. Stout. Additionally, the submitted list of performance objectives, shall be in accordance with the Board's policies and state and federal law. Due to the unexpected COVID-19 pandemic and its impact on HFSC operations, capacity, and priorities, Dr. Stout is requesting the Board consider delaying consideration of the president and CEO’s list of annual priorities and performance objectives (FY2020), to the September Board meeting.</td>
</tr>
<tr>
<td>Fiscal Impact:</td>
<td>No anticipated additional fiscal impact.</td>
</tr>
<tr>
<td>Staff Recommendation:</td>
<td>Staff recommends approval.</td>
</tr>
<tr>
<td>By:</td>
<td>Dr. Peter Stout, President and CEO Legal review by General Counsel</td>
</tr>
</tbody>
</table>
Houston Forensic Science Center, Inc.

VIRTUAL MEETING OF BOARD OF DIRECTORS
MINUTES
June 10, 2020

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 June 10, 2020 virtual 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, (instructions for Microsoft Teams access and call-in options) and purposes of the meeting more than three days before the date of the meeting.

B. In accordance with Chapter 551, Texas Government Code and Governor Greg Abbott’s March 16, 2020 temporary suspension of certain provisions of the Texas Open Meetings Act, notice of this meeting was duly posted online to www.houstonforensicscience.org on June 5, 2020 along with a free-of-charge videoconference link, dial-in phone number and an electronic copy of the agenda packet, as required.

C. The virtual meeting on Microsoft Teams was called to order by Board Chairwoman Stacey Mitchell at approximately 1:30 p.m. on Wednesday June 10, 2020. She reminded directors to be mindful of audio delays, to unmute before speaking and to use the “raise hand” function in Microsoft Teams before speaking.

D. Board Secretary Jordan Benton called the roll. The following directors were present: Stacey Mitchell (the chairwoman’s photo was visible in her icon during the meeting,) Philip Hilder (“PH,”) Anna Vasquez (“AV,”) Francisco Medina (“FM,”) Janet Blancett (“JB,”) Robert “Bob” H. McPherson (“RM,”) Lois Moore (“LM,”) Mary Lentschke (“ML”) and Tracy Calabrese (“TC”).

Vicki Huff was absent from the meeting.

Chairwoman Mitchell declared a quorum.

E. Chairwoman Mitchell announced that HFSC’s second virtual board meeting was being held in compliance with Governor Greg Abbott’s temporary suspension of certain provisions of the Texas Open Meetings Act in response to the COVID-19 pandemic. She reminded members to mute their microphones during the meeting and to unmute only when speaking. Chairwoman Mitchell asked if any members had an objection to her taking the agenda out of order to first address agenda item seven, the chair’s report. No one objected.

F. Chairwoman Mitchell presented a chair’s report. She said the recent events surrounding the tragic deaths of George Floyd, Ahmaud Arbery, Breonna Taylor and many others had sparked grief, outrage, fear and a desire for change, especially in the black community. She said HFSC, itself a product of reform, stands against racism and injustice. Chairwoman Mitchell
said that as HFSC continues to adhere to the highest standards of quality, objectivity and ethics, it also stands for fairness, impartiality and transparency, all hallmarks of reform. Director Vasquez thanked the Chairwoman for her comments and said she supports HFSC being a part of the change. Chairwoman Mitchell said that HFSC’s first president and CEO, Dr. Daniel Garner, had passed away May 28. She said he served during HFSC’s crucial transition to independence. Chairwoman Mitchell also acknowledged the passing on May 14 of Dr. Clifford Spiegelman, a Texas A&M University statistician who served on HFSC’s technical advisory group. The chairwoman thanked Director McPherson, who term ends June 30, for his five years of service. Director McPherson said it had been an honor and privilege to serve on HFSC’s board and thanked Dr. Stout for hand crafting a wooden box to memorialize his service.

G. Chairwoman Mitchell requested the board vote to appoint a vice chair. Chairwoman Mitchell made a motion to reappoint Mary Lentschke. Director Medina seconded the motion. Secretary Benton called the roll, and the following directors were in favor: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Robert McPherson, Lois Moore. With none opposed, the motion passed unanimously.

H. Chairwoman Mitchell requested the board vote to reappoint HFSC’s corporate officers as follows: Peter Stout as president, Amy Castillo as vice president, David Leach as treasurer and Jordan Benton as secretary. Director Hilder made a motion to approve the reappointments. Director McPherson seconded the motion. Secretary Benton called the roll. The following directors were in favor: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Robert McPherson, Lois Moore. With none opposed, the motion passed unanimously.

I. Chairwoman Mitchell said the board agenda included an email address and phone number for members of the public to use to address the board. The Chairwoman asked Secretary Benton if any members of the public wished to address the board. Ms. Benton said no one had requested to address the board. The chairwoman opened the floor to members of the public. No one addressed the board. Chairwoman Mitchell said she would leave the public comment period open until after the next agenda topic.

J. Chairwoman Mitchell asked if any changes were needed for the May 8, 2020 board meeting minutes. No directors had changes. Director Moore made a motion to approve the minutes. Director Blancett seconded the motion. The motion passed unanimously.

K. Dr. Stout gave the president’s report. Dr. Stout thanked Director McPherson for his years of support and service. In reviewing HFSC’s overall turnaround time and requests for May 2020, Dr. Stout said the forensic biology and latent print sections have been completing backlogged cases. This is beneficial but causes the overall turnaround time to increase since the clock starts ticking when a request is made and does not stop until a report is issued. Dr. Stout said a few more analysts in the toxicology section are authorized to complete blood alcohol requests allowing the section to increase their production. In a staffing update, Dr. Stout said two biology/DNA analyst positions have been filled and that Robin Guidry, the section’s former technical leader, is working part-time until that position is permanently filled. In the meantime, Courtney Head, HFSC’s forensic biology/DNA manager, is the acting technical leader. Director Blancett asked if any active vacancies could be worked remotely. Dr. Stout
said some positions, such as research and development, could work from home, but others, such as the DNA technical leader position and the multimedia posts, could only do some work offsite. Crime scene investigators cannot do any of their work from home, he said. Dr. Stout said due to the pandemic, more outreach is virtual and he pre-recorded a presentation for the Texas Criminal Defense Lawyers Association’s Rusty Duncan Conference. He also presented virtually to the Bay Area Council on Drugs and Alcohol about COVID-19’s impact on drug trafficking and crime. Dr. Stout gave an overview of HFSC’s long-term planning for the COVID-19 pandemic and reminded the board that teams had been looking at four main areas: supply challenges, off-and on stay at home orders, release of restrictions and IT resources. Dr. Stout said a sub-group identified IT resources needed so staff can work from home effectively, such as computer monitors, webcams and headsets, and that the items would be purchased later this summer after the new fiscal year begins. Dr. Stout said another group identified resources for staff to better manage working from home and that a webpage dedicated to this would launch on HFSC’s Intranet in late June. Director Blancett asked about network security and Dr. Stout said the lab plans to do more stress testing with more people working remotely. Other groups are working on creating training videos to teach staff about virtual tools available to them, hanging COVID-19 informational posters around the HFSC office space, arranging for more cleaning of common areas and bathrooms and deep cleaning in the event of positive cases of the virus. Dr. Stout said HFSC issued a memo to stakeholders about the willingness and readiness of analysts to offer video testimony when the courts resume jury trials, which the Texas Supreme Court recommends occur starting August 1. Dr. Stout said longer-term items that are still being worked out include paperless workflows that require procedural, policy and possible some network changes to make them more robust. Dr. Stout said scheduling is another long-term item that will be monitored. Dr. Stout said supplies are also being monitored and the lab has about six months’ worth of the supplies that pose the biggest threat to operations. He said large sized gloves are difficult to find now. Dr. Stout gave an overview of plans to renovate the vehicle examination building (VEB.) He said an Interlocal Agreement (ILA) between the City of Houston and the lab should be on the June 17 city council agenda. Dr. Stout said a cost estimate for the VEB’s air conditioning should be received by the end of the week and will likely eat up most of the $152,000 overall budget. He said the project must be completed by the end of December to meet the guidelines of the federal grant. Dr. Stout said a new fan motor will be installed to resolve the venting issue in the firing range in the basement of 500 Jefferson and should resolve the ongoing problem in the next few weeks.

L. Chairwoman Mitchell asked Secretary Benton if any members of the public had joined the meeting to address the board. Secretary Benton said no one had joined the meeting. Chairwoman Mitchell closed the public comment period. She thanked Mr. Darrell Davis, a technical advisory group member, for joining the meeting.

M. Dr. Amy Castillo, vice president and COO, presented the operations report. Dr. Castillo gave an overview of turnaround times and backlogs. Dr. Castillo said the seized drugs section had returned to a normal operating schedule on June 1 after requests reached pre-pandemic levels. She said the section was maintaining a 14-day turnaround time. Dr. Castillo said Dr. Stout had built and installed plexiglass partitions in the seized drugs laboratory to provide staff an added layer of protection. She said curtains had also been purchased for cubicles to further encourage social distancing. Dr. Castillo said the toxicology section was still operating on a rotating schedule but had eliminated 260 blood alcohol requests from their backlog due to additional staffing. Dr. Castillo said the NIBIN, or National Integrated Ballistics Information Network,
team had received 100 more requests in May compared to the same time last year but had still maintained a 48-hour turnaround time. Dr. Castillo said HFSC has a backlog of 587 sexual assault kits as the forensic biology section continues to train analysts to use the new probabilistic genotyping software online. She said it remains unclear how quickly the section can get cases completed in the long term. She said five forensic biology/DNA analysts are working exclusively on sexual assault kits and had completed 45 cases in May. Dr. Castillo said another team is focused on reviewing cases that had been completed by a private laboratory to determine if there are DNA profiles eligible for upload into the national DNA database. Dr. Castillo said two additional analysts had been authorized to use probabilistic genotyping in casework. She said two analysts remain in training. Dr. Castillo a request for proposals had been issued to seek vendors that can complete DNA work in the hopes of sending sexual assault kits to a commercial laboratory in July.

N. Mr. David Leach, CFO and treasurer, requested board approval to reallocate funds in the current fiscal year budget. Mr. Leach said the overall dollar amount had not changed. He said adjustments needed to be made between specific budget line items, such as grant expenses and building costs. Director McPherson made a motion to approve the budget reallocations. Director Medina seconded the motion. Secretary Benton called the roll, and the following directors were in favor: Stacey Mitchell, Mary Lentschke, Anna Vasquez, Philip Hilder, Francisco Medina, Janet Blancett, Robert McPherson, Lois Moore. The motion passed unanimously.

O. Mr. Jerry Pena, director of the crime scene unit (CSU) and multimedia section, thanked Director McPherson for his service. He said CSU has operated normally throughout the pandemic and would not veer from their three-shift schedule unless forced to do so. Mr. Pena said a few CSIs had shown COVID-19 symptoms but tested negative for the virus. Mr. Pena said CSU’s evening and night shifts relocated to the Houston Police Department’s (HPD) Southwest Substation the day of the large George Floyd rally downtown to ensure their scene response would not be impacted. Mr. Pena said CSU is also preparing for the 2020 hurricane season and will activate an emergency schedule in the event of a storm. HFSC will provide lodging, supplies, equipment and food for staff working through a natural disaster and CSU will deploy to HPD substations during a storm since downtown Houston is prone to flooding. Mr. Pena said the 50 percent rise in crime has led to a 20 percent increase in requests for multimedia analysis and a 24 percent increase in callouts. The section has completed 43 percent more cases, however, despite the increase. Mr. Pena said the multimedia section is also seeing success with a new software, the Universal Forensic Extraction Device, used to extract data from iPhones and Android devices. He said the $150,000 per year software has been used on 44 phones, 32 of them iPhones and 12 Androids. Mr. Pena said HPD is beginning to submit more requests now that HFSC has the UFED software. Director Blancett asked if HFSC would be able to do work for other agencies who do not have the UFED software. Mr. Pena said it’s too soon to tell since the section only implemented the software in April, but it is a possibility.

P. Chairwoman Mitchell told the board she had unintentionally taken the agenda out of order, and asked Mr. Leach to present his treasurer’s report. Mr. Leach said the fiscal year 2020 budget is on track, and that 11 of the 12 months are complete. Mr. Leach said the lab will have no money left after the July 17 payroll, but HFSC should receive fiscal year 2021 funds from the city right around the same time if all goes as planned. He said HFSC has seven active grants totaling $3.7 million dollars and has $2.2 million left for fiscal year 2020.
Q. Ms. Erika Ziemak, quality division director, said the quality division had met its May goals for submitting blind quality controls. Ms. Ziemak reviewed audits, disclosures, corrective actions, proficiency tests, transcript reviews and testimony data. Ms. Ziemak said a blind quality control submitted to the toxicology section had yielded an unexpected result and a quality division investigation pinpointed the root cause. Ms. Ziemak said the blind quality control should have yielded a negative result, however, the analysis found a blood alcohol level three times the legal limit in Texas. Ms. Ziemak said the investigation found the error occurred in the manufacturer’s labeling process. The manufacturer had mislabeled a positive blood sample as negative while preparing the samples for HFSC. Ms. Ziemak said that the manufacturer is accredited to the same standards as HFSC, so their mistake will be noted as a nonconformance and the quality division will work with them to find process fixes, such as bar coding, that could prevent a similar error going forward. Although it is never ideal to have an error, Ms. Ziemak said this incident showcased that the blind quality control program truly tests the entire system, even before a sample enters the lab. Ms. Ziemak said two other blind quality control samples, this time in the forensic biology/DNA section, also yielded unexpected results. One incident is still being investigated, she said, but there are results to share from the second. Ms. Ziemak said an HFSC staff member helped create a blind sample by taking a moistened swab and applying it to the back of her neck. She said the swab was submitted to the forensic biology section and the expected result was a single-source, female DNA profile. However, the lab analysis yielded a two-person mixture, Ms. Ziemak said. The quality division believed there were four potential scenarios that led to the unexpected result: the quality division introduced contamination while preparing the sample, the commercial vendor, where the sample landed, introduced contamination, the forensic biology section introduced contamination when preparing the sample for the commercial lab, or the quality division specialist actually had a second person’s DNA on her when she swabbed the back of her neck. The investigation found that the final option was the source of the second DNA profile and that it was a match to the quality division specialist’s significant other. Ms. Ziemak said the scenario highlights the sensitivity of DNA testing. Ms. Ziemak said she and Dr. Stout will author an article titled “The Ups and Downs of a Blind Quality Program: HFSC’s Perspective” about HFSC’s blind quality control program and transcript review project. Ms. Ziemak said HFSC disclosed a testimony incident to the Texas Forensic Science Commission (TFSC.) A former HFSC staff member testified outside his area of expertise and the problem was discovered during the transcript review project. Ms. Ziemak explained the crime scene investigator (CSI) had provided testimony on footwear impressions and their source though he is not trained to conduct this work and HFSC is not accredited to perform footwear analysis. Ms. Ziemak said the CSI could have made observations as a layperson, however he should have informed the court he was not an expert. Ms. Ziemak said the Harris County District Attorney’s Office was notified but it remains unclear what, if any, impact the testimony had on the case. Ms. Ziemak said two other transcripts for the former employee have been reviewed and no additional issues were found. To avoid similar issues in the future, the quality division created a training video for all staff featuring seasoned testifiers sharing some of their experiences to help educate and advise analysts. Ms. Ziemak said Dr. Stout also walked staff through problematic parts of the CSI’s testimony to highlight the importance of testifying only within the limitations of their expertise. Ms. Ziemak said the disclosure will be discussed at the TFSC’s July 24 meeting. Ms. Ziemak told the board that the quality division completed its internal audit on June 1. The audit uncovered 13 nonconformances. HFSC’s accrediting body, ANAB, will perform a virtual assessment in July, she said.
R. Chairwoman Mitchell requested a motion to adjourn the meeting. Director McPherson made a motion to adjourn. Director Medina second the motion. The meeting ADJOURNED at approximately 3:24 p.m.

By: ________________________________

Jordan Benton Secretary
President’s Report

July 10, 2020
Average Turnaround Time for June 2020

- Latent Prints: 496 days
- Biology: 222 days
- Toxicology: 134 days
- Crime Scene Unit: 51 days
- Digital and Multimedia: 25 days
- Controlled Substances: 13 days
- Firearms: 5 days

Requests Completed by Section

- Biology: 732
- Latent Prints: 169
- Crime Scene Unit: 197
- Firearms: 356
- Controlled Substances: 427

Turnaround Time - Days

- Total: 111

Completed Requests

- Total: 2057

This data is current as of 7/6/2020.
### Staffing – July 1, 2020

- **197 staff**
  - 7 City of Houston civilians
  - 190 HFSC employees

- **13 open positions, 6 offers accepted**
  - 1 experienced crime scene investigator
  - 1 forensic biology/DNA analyst
  - 1 R&D specialist
  - 3 toxicology analysts

- **7 active vacancies**
  - 2 experienced crime scene investigators
  - 1 forensic biology/DNA analyst
  - 1 forensic biology/DNA technical lead*
  - 2 toxicology analysts
  - 1 multimedia analyst

- **1 vacancy on hold**
  - 1 seized drugs analyst

* Acting technical lead named; current incumbent moved to part-time consulting role; job still posted

Note: This information includes recruitment of five toxicology analysts approved in FY2021 budget.
Outreach

- Presentation on accreditation, quality and blinds for the Texas Criminal Defense Lawyers Association annual Rusty Duncan Conference
- Virtual presentation for Jewish Federation’s women’s professional group
- Tour with Council Member Tiffany Thomas and staff
HFSC and COVID-19

• At least 11 staff members have tested positive for the virus
• About a dozen more self-quarantined due to exposure, awaiting test results
• Multimedia section has no staff authorized to respond to audio/video callouts
• CSU resources strained, emergency scheduling may become necessary
• Seized drugs and client services/case management returned to rotating schedules July 6

NOTEWORTHY: COVID-19 is impacting the entire criminal justice system. Harris County has a backlog of about 80,000 criminal cases. Impact will be felt for years.
Steps HFSC is taking to slow the spread

• Visitors required to wear masks or face coverings and have temperatures checked before entering the facility
• Staff STRONGLY encouraged to wear masks or face coverings
• Staff STRONGLY encouraged to take their temperature before or at the start of a shift
• Removed chairs from huddle rooms and conference rooms to discourage congregating in groups
• Posters, messages and other information reminding the need for hand washing, distancing and face coverings
• Sewing masks for HFSC staff and their family members
• HFSC contracted with Bode Technology Group to provide staff with weekly COVID-19 testing
Why Bode? Why Weekly?

• Testing began July 6, offered every Monday this month
• Goal is to protect staff, minimize the spread of infection
• Bode promises a 48- to 72-hour turnaround time for results
  • Allows quicker identification of positives, keep them offsite
  • Allows for quicker return to work for staff that test negative
  • Current week-to-10 day turnaround time at other public and private testing facilities makes it impossible to mitigate spread, protect staff and operation
• HFSC is familiar with Bode’s operations and quality procedures
• CLIA accredited
1. Move: Labs come back online as planned and to projected throughputs on schedule.

2. 80% completion of monthly one-on-ones as measured by the workflow in Qualtrax and 90% completion of semi-annual reviews
   - Reviewing verbiage for 2021 to make compliance broader company-wide and to encourage Qualtrax documentation

3. 12% voluntary turnover rate company-wide
   - Current turnover about 7 percent.

4. Each staff member completes a minimum of 16 hours of continuing education
   - Adjustments made to what is allowable due to pandemic. Likely much of that will stay for 2021 since when the restrictions and limitations will end is unknown.
HFSC 2020 Company Goals: How Are We Doing?

5. Lab average turnaround time of 45 days for the review year. Quality, IT, human resources and client services/case management will meet their respective turnaround time goals. Backlog will be no more than 15 percent of received requests for the year.

- We’re not meeting this goal for several reasons:
  - When backlogs are eliminated or older cases are completed the turnaround time goes up
  - Latent prints and toxicology bringing up turnaround time as they dig into oldest cases
  - The two numbers are linked in a contradictory manner that makes meeting them both simultaneously inappropriately challenging, if not impossible
  - Discourages completion of older cases
  - We will not change the goal for this year. Moving a goalpost mid-year is never a good idea, and pandemic really isn’t why we haven’t achieved this
  - This has a very small impact on staff score. Has a big impact on CEO, COO
Plan for 2021 Company Goals

Production goal. How do we fix this?

• Reviewing how better to present the data and create a goal for 2021
• Need to consider both how staff can meet the goal while also ensuring the goal meets mission to provide stakeholders with quality, timely forensic results
• Should have a new goal to present by September
Operations Report

July 10, 2020
June 2020 Company Overview

Open Quality Reports

60 Quality TAT

Goal: 35, 36

% of Requests in Backlog

<table>
<thead>
<tr>
<th>Month</th>
<th>21.70%</th>
<th>23.70%</th>
<th>24.90%</th>
<th>22.90%</th>
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</thead>
<tbody>
<tr>
<td>Feb 2020</td>
<td></td>
<td></td>
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<tr>
<td>Mar 2020</td>
<td></td>
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<tr>
<td>Apr 2020</td>
<td></td>
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<tr>
<td>May 2020</td>
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HFSC Request Turnaround Time

<table>
<thead>
<tr>
<th>Section Request TAT (Past 30 Days)</th>
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</thead>
<tbody>
<tr>
<td>DNA</td>
</tr>
<tr>
<td>IBIS</td>
</tr>
<tr>
<td>Toxicology</td>
</tr>
<tr>
<td>Latent Compa.</td>
</tr>
<tr>
<td>IBIS</td>
</tr>
<tr>
<td>Toxicology</td>
</tr>
<tr>
<td>Latent Process</td>
</tr>
<tr>
<td>Blood Alcohol</td>
</tr>
<tr>
<td>CSU Response</td>
</tr>
<tr>
<td>DME</td>
</tr>
<tr>
<td>Firearms Exam.</td>
</tr>
<tr>
<td>DFL</td>
</tr>
<tr>
<td>AV Examination</td>
</tr>
<tr>
<td>Seized Drugs</td>
</tr>
<tr>
<td>AV Call Out</td>
</tr>
<tr>
<td>CSOM Tox Acc.</td>
</tr>
<tr>
<td>NIBIN Only</td>
</tr>
<tr>
<td>CSOM Tox Rel.</td>
</tr>
</tbody>
</table>

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

HFSC Request Backlog

| Service Backlog Present If >15 requests are in the Backlog |

<table>
<thead>
<tr>
<th>Service Backlog Present If &gt;15 requests are in the Backlog</th>
</tr>
</thead>
<tbody>
<tr>
<td>DNA</td>
</tr>
<tr>
<td>Gutsourc...</td>
</tr>
<tr>
<td>CODIS</td>
</tr>
</tbody>
</table>
Highlights

Sexual assault kit update
Sexual Assault Kit (SAK) Backlog 1,130

Definitions:
In-house: sexual assault kits that will be processed by HFSC
Outsourcing: sexual assault kits that will be tested by a commercial laboratory
Outsource Reviews: sexual assault kits that have been tested by a commercial laboratory but require HFSC review to determine if DNA profiles are eligible for upload into the DNA database
Sexual Assault Kits Completed
## Update on sexual assault kit testing

<table>
<thead>
<tr>
<th>Challenges</th>
<th>Impact</th>
<th>Mitigation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training program requires forensic biology/DNA management to technically review 50 reports for five newly authorized analysts</td>
<td>A bottleneck in reviews causing delays</td>
<td>Paired each new analyst with a technical reviewer to ensure timely review and feedback</td>
</tr>
<tr>
<td>Four analysts authorized to complete technical reviews</td>
<td>A bottleneck in reviews causing delays</td>
<td>A) One analyst is training to do technical reviews</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B) Five new analysts will begin training to do technical reviews after they complete their first 50 reports</td>
</tr>
<tr>
<td>COVID-19</td>
<td>Oldest kits are not paperless so remote work not possible</td>
<td>Outsourcing</td>
</tr>
<tr>
<td>40 percent of completed requests in June were rush requests for non-sexual assault kit work</td>
<td>Removes focus from sexual assault kit backlog</td>
<td>Outsourcing</td>
</tr>
</tbody>
</table>
Sexual Assault Kits

Contracts for Commercial Lab Testing
Sexual Assault Kit Outsourcing

• Two vendors selected after request for proposal (RFP) process
  • Signature Science (Austin, TX)
  • Bode Cellmark Forensics (Lorton, VA)
• HFSC has previously worked with both vendors
• Outsourcing funded by federal grant dollars
• Contract value is up to $648,850
• There is flexibility to adjust shipments between vendors
• Estimated timeline for testing will be presented in August 2020
**Agenda Action**  
**Item No.:**  
10a. Consider approval of a contract for DNA services between the Corporation and Bode Cellmark Forensics, to be funded by the FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant, anticipated budget of $324,425 but not to exceed the total allotted outsourcing budget of $648,850.  
b. Consider approval of a contract for DNA services between the Corporation and Signature Science, LLC, to be funded by the FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant, anticipated budget of $324,425.00 but not to exceed the total allotted outsourcing budget of $648,850.00.

**Subject:**  
Consider approval of two separate agreements, one contract with Bode Cellmark Forensics (“Bode”) and one contract with Signature Science, LLC, to provide DNA services for HFSC forensic biology cases.

**Background:**  
HFSC was awarded the FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant to help address HFSC’s current backlog of forensic biology cases. HFSC has consistently utilized outsourcing in the forensic biology section to assist with various operational needs over the years. This grant will specifically assist HFSC in working through its backlog of sexual assault kits, which is a priority for the Corporation and its stakeholders. Without the use of federal funds, HFSC would not be able to complete this important project at this time.

**Executive Summary:**  
In May 2020, HFSC issued a Request for Proposals (RFP) for DNA outsourcing services. The RFP specifically notified respondents that HFSC would consider the selection of more than one successful respondent, if appropriate. Bode and Signature Science were selected as the successful respondents, after consideration of the stated selection criteria. The services provided will be funded by the FY 2019- BJA DNA Capacity Enhancement and Backlog Reduction federal grant. The proposed contracts anticipate the total project budget for Bode will be approximately $324,425.00 and the total project budget for Signature Science will be approximately $324,425.00. However, each contract allows HFSC flexibility in utilizing services from both vendors as necessary, so long as the total grant budget for outsourcing services is not exceeded ($648,850.00). HFSC will be responsible for ensuring the total expenditure for services obtained from both vendors, does not exceed the total grant budget for outsourcing ($648,850.00). Pursuant to federal grant guidelines, HFSC cannot obligate the funds until the BJA officially lifts a withholding condition on the award, which is the standard process at the start of each award.

**Fiscal Impact:**  
No anticipated additional fiscal impact to HFSC.
<table>
<thead>
<tr>
<th><strong>Staff Recommendation:</strong></th>
<th>Staff recommends approval</th>
</tr>
</thead>
</table>
| **By:**                  | Dr. Amy Castillo, Vice President and COO  
Legal review and approved as to form by General Counsel |
# FY20 Final (I hope) Budget Allocation

## HOUSTON FORENSIC SCIENCE CENTER, INC.
### FY2020 Year Budget Adjustments

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<th></th>
<th>FY20 Current Appr’d Budget</th>
<th>Grant</th>
<th>Building</th>
<th>Other</th>
<th>FY20 Proposed Budget</th>
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<td></td>
<td>HFSC Operations</td>
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<td>City of Houston Direct OH-Appro</td>
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<td>26,770,525</td>
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### Personnel:

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<tr>
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<th>Salary Base - Civilian</th>
<th>14,383,312</th>
<th>154,064</th>
<th>300,000</th>
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<td>20,823</td>
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<td>502010</td>
<td>FICA - Civilian</td>
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<td>503010</td>
<td>Health Insurance - Active Civil</td>
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<td>Basic Life Ins - Active Civil</td>
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<td>503090</td>
<td>Workers Comp - Civilian Adm</td>
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<td>503100</td>
<td>Workers Comp - Civil Claims</td>
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<td>0 (0)</td>
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<td>504031</td>
<td>Unemployment Taxes - Admin</td>
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<td>(5,888)</td>
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<td>17,855,877</td>
<td>204,298</td>
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<td>119,899</td>
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## FY20 Final Budget Allocation

<table>
<thead>
<tr>
<th>Category</th>
<th>FY20 Current Appr'd Budget</th>
<th>Grant</th>
<th>Building</th>
<th>Other</th>
<th>FY20 Proposed Budget</th>
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<tbody>
<tr>
<td>Supplies:</td>
<td></td>
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<td>511010 Chemical Gases &amp; Special Fluids</td>
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<td>(1,500)</td>
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<td>511015 Cleaning &amp; Sanitary Supplies</td>
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<td>511045 Computer Supplies</td>
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<td>511050 Paper &amp; Printing Supplies</td>
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<td>6,684</td>
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<td>511055 Publications &amp; Printed Material</td>
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<td>10,428</td>
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<td>511060 Postage</td>
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<td>511070 Miscellaneous Office Supplies</td>
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<td>511080 General Laboratory Supply</td>
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<td>511095 Small Technical &amp; Scientific Eq</td>
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<td>511120 Clothing</td>
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<td>511125 Food/Event Supplies</td>
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<td>511130 Weapons Munitions &amp; Supplies</td>
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<td>5,544</td>
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<td>511145 Small Tools &amp; Minor Equipment</td>
<td>13,588</td>
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<td>(5,000)</td>
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<td>8,588</td>
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<td>511150 Miscellaneous Parts &amp; Supplies</td>
<td>22,885</td>
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<td>(2,000)</td>
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<td>20,885</td>
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| Total                            | 1,175,959                   | -     | -        | 1,000 | 1,176,959           |
# FY20 Final Budget Allocation

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<th>Services:</th>
<th>FY20 Current Appr'd Budget</th>
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<tbody>
<tr>
<td>520100 Temporary Personnel Services</td>
<td>2,227</td>
<td>(2,227)</td>
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<tr>
<td>520105 Accounting &amp; Auditing Svcs</td>
<td>47,194</td>
<td>3,000</td>
<td>50,194</td>
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<td>520107 Computer Info/Contracting Svcs</td>
<td>9,488</td>
<td>(9,488)</td>
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<td>520109 Medical Dental &amp; Laboratory Ser</td>
<td>1,264,423</td>
<td>78,360</td>
<td>(200,000)</td>
<td>1,142,783</td>
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<td>520110 Management Consulting Services</td>
<td>236,400</td>
<td>43,275</td>
<td>(30,000)</td>
<td>249,675</td>
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<td>520112 Banking Services</td>
<td>3,836</td>
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<td>520114 Misc Support Serv Recruit Relo</td>
<td>66,346</td>
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<td>520115 Real Estate Rental</td>
<td>851,187</td>
<td>(47,184)</td>
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<td>520118 Refuse Disposal</td>
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<td>520119 Computer Equip/Software Maint.</td>
<td>860,591</td>
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<td>520121 IT Application Services</td>
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<td>520124 Other Equipment Services</td>
<td>649,433</td>
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<td>520143 Credit/Bank Card Svcs</td>
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<td>520520 Printing &amp; Reproduction Serv.</td>
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<td>520605 Public Information Svcs</td>
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<td>520705 Insurance (Non-Medical)</td>
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<td>520765 Membership &amp; Prof. Fees</td>
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<td>30,167</td>
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<td>520805 Education &amp; Training</td>
<td>332,804</td>
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<td>520815 Tuition Reimbursement</td>
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<td>520905 Travel - Training Related</td>
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<td>520910 Travel - Non-training Related</td>
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<td>521405 Building Maintenance Services</td>
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<tr>
<td>521505 Utilities</td>
<td>84,705</td>
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## FY20 Final Budget Allocation

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<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<td>Data Services</td>
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<tr>
<td>521610</td>
<td>Voice Services, Equip &amp; Labor</td>
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<td>521630</td>
<td>EGIS Services</td>
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<td>521705</td>
<td>Vehicle/Equipment Rental/Lease</td>
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<td>521725</td>
<td>Other Rental Fees</td>
<td>74,387</td>
<td>74,387</td>
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<tr>
<td>521730</td>
<td>Parking Space Rental</td>
<td>217,729</td>
<td>217,729</td>
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<tr>
<td>521905</td>
<td>Legal Services</td>
<td>33,252</td>
<td>33,252</td>
</tr>
<tr>
<td>522205</td>
<td>Metro Commuter Passes</td>
<td>37,620</td>
<td>37,620</td>
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<tr>
<td>522305</td>
<td>Freight</td>
<td>35,003</td>
<td>39,683</td>
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<tr>
<td>522430</td>
<td>Misc. Other Services &amp; Chrgs</td>
<td>96,329</td>
<td>109,334</td>
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<tr>
<td>522720</td>
<td>Insurance - General &amp; Professional</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>522722</td>
<td>Intfd KRONOS Svc Chr</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>522845</td>
<td>Interfund Vehicle Services</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>529000</td>
<td>Subrecipient Expense - Grants</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>532000</td>
<td>Sub-Contractor (COH)</td>
<td>770,487</td>
<td>770,487</td>
</tr>
</tbody>
</table>

| Total Non-Capital Expenditures | 5,714,227 | 139,996 | - | (280,899) | 5,573,324 |

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>FY20 Current</th>
<th>FY20 Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>551010</td>
<td>Furniture and Fixtures</td>
<td>303,173</td>
<td>317,778</td>
</tr>
<tr>
<td>551015</td>
<td>Computer Equipment</td>
<td>177,025</td>
<td>177,025</td>
</tr>
<tr>
<td>551025</td>
<td>Scientific/Medical Equipment</td>
<td>40,000</td>
<td>40,000</td>
</tr>
<tr>
<td>551040</td>
<td>Non-Capital - Other</td>
<td>49,673</td>
<td>49,673</td>
</tr>
</tbody>
</table>

| Total Non-Capital Expenditures | 569,871 | 14,605 | - | - | 584,476 |
## FY20 Final Budget Allocation

<table>
<thead>
<tr>
<th>Capital Expenditures</th>
<th>FY20 Current Appr'd Budget</th>
<th>Grant</th>
<th>Building</th>
<th>Other</th>
<th>FY20 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>170140 Improvements</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>
</tr>
<tr>
<td>170220 Capital - Vehicles</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>
</tr>
<tr>
<td>170240 Scientific/Foren Eqmt</td>
<td>170,000</td>
<td></td>
<td></td>
<td></td>
<td>170,000</td>
</tr>
<tr>
<td>170980 Const in Progress</td>
<td>(8,399)</td>
<td></td>
<td>160,000</td>
<td></td>
<td>151,601</td>
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<tr>
<td><strong>Total Capital Expenditures</strong></td>
<td>161,601</td>
<td></td>
<td></td>
<td></td>
<td>321,601</td>
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<tr>
<td></td>
<td>26,248,022</td>
<td>358,899</td>
<td></td>
<td></td>
<td>26,606,921</td>
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<tr>
<td>561230 Depreciation</td>
<td>504,019</td>
<td></td>
<td></td>
<td></td>
<td>504,019</td>
</tr>
<tr>
<td></td>
<td>26,752,041</td>
<td>358,899</td>
<td></td>
<td></td>
<td>27,110,940</td>
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<tr>
<td></td>
<td>(340,415)</td>
<td></td>
<td></td>
<td></td>
<td>(340,415)</td>
</tr>
<tr>
<td>610000 City of Houston Direct Overhead</td>
<td>392,150</td>
<td></td>
<td></td>
<td></td>
<td>392,150</td>
</tr>
<tr>
<td>456505 Grant and Training Expense</td>
<td>(406,238)</td>
<td></td>
<td>(358,899)</td>
<td></td>
<td>(358,899)</td>
</tr>
<tr>
<td>456505 - FA Gain/Loss</td>
<td>(47,339)</td>
<td></td>
<td></td>
<td></td>
<td>(47,339)</td>
</tr>
<tr>
<td>531085 531085 - Interest Expense</td>
<td>1,100,000</td>
<td></td>
<td></td>
<td></td>
<td>1,100,000</td>
</tr>
<tr>
<td><strong>Net Ordinary Income After Capital Expenditures</strong></td>
<td>(1,426,327)</td>
<td></td>
<td></td>
<td></td>
<td>(1,426,327)</td>
</tr>
</tbody>
</table>
HFSC’s
FY20 - Year End Review

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

- People costs: 71%
- Services: 19%
- Supplies: 5%
- Non Capital: 2%
- Capital: 3%
How does this compare to FY19?
HFSC – Civilian - Classified

Employee breakdown - FTE's by organization

<table>
<thead>
<tr>
<th>Year</th>
<th>HFSC FTE's</th>
<th>CoH FTE's</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>138</td>
<td>51</td>
</tr>
<tr>
<td>2018</td>
<td>166</td>
<td>24</td>
</tr>
<tr>
<td>2019</td>
<td>189</td>
<td>11</td>
</tr>
<tr>
<td>2020</td>
<td>191</td>
<td>7</td>
</tr>
</tbody>
</table>

Total Cost per FTE (in '000's)

<table>
<thead>
<tr>
<th>Year</th>
<th>HFSC</th>
<th>City of Houston</th>
<th>Blended cost per FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>90</td>
<td>98</td>
<td>91</td>
</tr>
<tr>
<td>2018</td>
<td>121</td>
<td>91</td>
<td>96</td>
</tr>
<tr>
<td>2019</td>
<td>133</td>
<td>96</td>
<td>95</td>
</tr>
<tr>
<td>2020</td>
<td>95</td>
<td>100</td>
<td>95</td>
</tr>
</tbody>
</table>
Department Percentage of Total Cost

- Support Services: 20%
- Biology: 20%
- Seized Drugs: 8%
- Quality: 3%
- IT: 7%
- CSCM: 4%
- CSU: 12%
- R & D: 1%
- Support Services: 20%
- Latent Prints: 8%
- Firearms: 6%
- Toxicology: 6%
- Multimedia: 5%
Total Personnel Cost (71%) by Department
Supplies (5%) – Spending by Category

- General Laboratory Supply: 84%
- Miscellaneous Office Supplies: 7%
- Miscellaneous Other: 4%
- Chemical Gases & Special Fluids: 2%
- Miscellaneous Office Supplies: 7%
Services – General Lab.
Services (19%) – Spending by Category

- Real Estate Rental: 15%
- Computer Equip/Software Maint.: 16%
- Other Equipment Services: 12%
- Management Consulting Services: 5%
- Data Services: 4%
- Medical Dental & Laboratory Ser: 21%
- Misc. Other: 5%
- Employee Transportation: 4%
- Utilities: 2%
- Insurance (Non-Medical): 3%
- Education & Training: 8%
- Data Services: 4%
Crime Scene and Multimedia

July 10, 2020
COVID-19 and Multimedia

• Three staff members confirmed positive, two quarantined due to direct exposure, awaiting test results
• Virus wiped out entire team authorized to respond to audio/video call outs.
• AV call outs are being handled by an already stretched CSU until multimedia returns to full capacity
COVID-19 and CSU

• Two confirmed COVID positive staff, still recovering
• Most of June, 5 staff members were either recovering or quarantined due to exposure
• High call volume and staff shortages forced a temporary on call schedule for all CSU, effective July 3
• If COVID-19 further impacts staff, emergency schedule of two 12-hour shifts will be implemented
CSU, COVID-19 and Vehicle Examinations

• Staff shortages also delays efforts to process vehicles
• In June the CSU processed 58 vehicles ranging from auto burglary to aggravated robbery.
• Requests for vehicle examination have steadily increased in 2020
Detail data
Key for Dashboard Section Pages

Report type
- Service
- Priority Type

Pending work
- # of Unassigned
- # Pending Draft
  - # Pending Tech
  - # Pending Admin
  - Goal: 100 (+72%)
- Goal: 100 (+76%)
- Goal: 50 (-10%)
- Goal: 50 (+46%)

Center of ring=total pending cases
Ring=breakdown of age for all pending cases

Total Pending Requests
0
134
- Days Old:
  - 0
  - 0-15
  - 15-30
  - 30-60
  - 60-90
  - 90-120
  - >121

Overall TAT (Month to Date)
9.1
- Goal: 14, 15

Overall TAT (Past 90 Days)
8.8
- Goal: 14, 15

TAT by Phase of Work (MTD)
- IT-Assgn TAT MTD
- IT-Draft TAT MTD
- IT-Tech Review TAT MTD
- IT-Admin Review TAT MTD

TAT by Phase of Work (Past 90 Days)

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

Quality TAT
9
- Goal: 30, 31

Avg Age of Open Reports
17

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 1/2

**Date Range**
8/1/2018 - 8/31/2019

**Total TAT by Month**
- February 2019: 23.9
- March 2019: 26.3
- April 2019: 32.5
- May 2019: 27.4
- June 2019: 20.9
- July 2019: 25.7
- August 2019: 26.9

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

**TAT** = Turnaround Time

**Selected Time Frame Averages**
- Total TAT (Rec'd-Compl.) Avg: 26.11
- Assigned TAT (Asgmt-Compl.) Avg: 16.08

**Requests Completed**
- Received date range: 238
- Completed: 71
- Completed > 30 Days Old: 29.83%

Requests more than 30 days old are considered to be backlogged requests.
Client Services and Case Management (CS/CM)
CS/CM – June

Evidence Handling

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

Total Items by Section

- Other: 2198
- Seized Drugs: 383
- Morgue Run: 201
- Firearms: 108
- Toxicology: 52
- Biology: 584
- Digital & Multimedia: 943
- Latent Print Comparison: 2008
- Latent Print Processing: 110.13

5.37
4.83
2.40
1.80
0.87
15.45
16.17
52.02
52.02
CS/CM – June

Requests by Type

- Request for records, 109
- Discovery, 19
- Supplemental Discovery, 5
- ALR, 10
- 3914 Request, 3
- Errors, 1
- Chapter 64, 1
- Subpoena for Records, 2

Administrative

Subpoenas & Records Requests

- March
- April
- May
- June

- Subpoenas
- Records Requests
Received Filter

6/1/2019  6/30/2020

Total Received

6,592

Received per Month (Avg)*

507

Completed Filter

6/1/2019  6/30/2020

Total Completed

6,606

Completed per Month (Avg)*

508

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

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

**Overall TAT**
- **Month to Date**: 1.4 days (Goal: 5, 10)
- **Past 90 Days**: 1.1 days (Goal: 5, 10)

### # of Unassigned
- Justice Trax Past Critical Age: 0
- NaN: 0
- Avg Age of Requests > 30 Days: 0

### # Pending Draft
- Age-Oldest Unassigned: 0
- Age-Oldest Pending Draft: 0
- Age-Oldest Pending Tech: 0
- Age-Oldest Pending Admin: 0

### Open Quality Reports

<table>
<thead>
<tr>
<th>Qualtrax ID</th>
<th>Workflow #</th>
<th>Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>57237</td>
<td>2020-035</td>
<td>39</td>
</tr>
<tr>
<td>62324</td>
<td>2020-042</td>
<td>21</td>
</tr>
<tr>
<td>63981</td>
<td>2020-045</td>
<td>10</td>
</tr>
</tbody>
</table>

### Quality TAT

- **17 days** (Goal: 30, 31)

### Avg Age of Open Reports

- **23 days**

### TAT by Phase of Work (MTD)

- IT-Assign TAT MTD
- IT-Draft TAT MTD
- CSCM-Admin Review TAT MTD

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

- **Month to Date**: 1.4 days
- **Past 90 Days**: 1.0 days

### Month to Date

- Complted: 19
- Received: 16

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

- Complted: 15
- Received: 15
**Date Range**
6/1/2019 - 6/30/2020

**Total TAT by Month**

**Request Type**
- CSCM Tox Rejection

**Selected Time Frame Averages**
- 3.54 Total TAT (Rec’d-Compl.) Avg
- 3.54 Assigned TAT (Asgnt.-Compl.) Avg

**Requests Completed**

**Received to Complete**
- **163** Requests Completed
- 1 Requests Completed > 30 Days Old
- **0.61%** Requests completed > 30 Days Old

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

- Service: CSCM, Tox Rejection, All
- Date Range: 6/1/2019 to 6/30/2020

**Received by Month**

- Total Received: 161
- Received per Month (Avg)*: 12

**Completed Filter**

- Date Range: 6/1/2019 to 6/30/2020

**Completed by Month**

- Total Completed: 163
- Completed per Month (Avg)*: 13

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

- June 2019: 523
- July 2019: 660
- August 2019: 641
- September 2019: 442
- October 2019: 424
- November 2019: 502
- December 2019: 547
- January 2020: 581
- February 2020: 518
- March 2020: 670
- April 2020: 376
- May 2020: 459
- June 2020: 328

**Total Received**

- 6,431

**Received per Month (Avg)**

- 495

**Completed by Month**

- June 2019: 504
- July 2019: 611
- August 2019: 529
- September 2019: 548
- October 2019: 182
- November 2019: 594
- December 2019: 692
- January 2020: 553
- February 2020: 413
- March 2020: 386
- April 2020: 408
- May 2020: 427
- June 2020: 427

**Total Completed**

- 6,421

**Completed per Month (Avg)**

- 494

*months with zero activity are not calculated into the average*
Toxicology
### Service vs Priority Type

<table>
<thead>
<tr>
<th>Service</th>
<th>Priority Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blood Alcohol</td>
<td>All</td>
</tr>
</tbody>
</table>

### # of Unassigned vs # Pending Draft

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
<th>Goal</th>
<th>% of Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Unassigned</td>
<td>1719</td>
<td>50</td>
<td>3333%</td>
</tr>
<tr>
<td># Pending Draft</td>
<td>154</td>
<td>120</td>
<td>28.33%</td>
</tr>
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</table>

### # Pending Tech vs # Pending Admin

<table>
<thead>
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<th>Count</th>
<th>Goal</th>
<th>% of Goal</th>
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<tbody>
<tr>
<td># Pending Tech</td>
<td>181</td>
<td>90</td>
<td>101.11%</td>
</tr>
<tr>
<td># Pending Admin</td>
<td>123</td>
<td>90</td>
<td>36.67%</td>
</tr>
</tbody>
</table>

### Open Quality Reports

<table>
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<th>Workflow #</th>
<th>Age</th>
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</thead>
<tbody>
<tr>
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<td>18</td>
<td></td>
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</tbody>
</table>

### Quality TAT

<table>
<thead>
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<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>44</td>
<td>30-31</td>
</tr>
</tbody>
</table>

### Avg Age of Open Reports

<table>
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<tr>
<th>Avg Age</th>
<th>NaN</th>
</tr>
</thead>
</table>

### Total Pending Requests

<table>
<thead>
<tr>
<th>Days Old</th>
<th>Count</th>
<th>Days Old</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-15</td>
<td>268</td>
<td>16-30</td>
<td>476</td>
</tr>
<tr>
<td>31-60</td>
<td>476</td>
<td>61-90</td>
<td>481</td>
</tr>
<tr>
<td>91-120</td>
<td>481</td>
<td>&gt;121</td>
<td>277</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### TAT by Phase of Work (MTD)

- JT-Assign TAT MTD: 114.1
- JT-Draft TAT MTD: 54.1
- JT-Tech Review TAT MTD: 19.1
- JT-Admin Review TAT MTD: 6.1

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

- JT-Assign TAT MTD: 120.5
- JT-Draft TAT MTD: 5.7
- JT-Tech Review TAT MTD: 10.5
- JT-Admin Review TAT MTD: 6.1

### Month to Date

<table>
<thead>
<tr>
<th>Completed</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>437</td>
<td>500</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Completed</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>432</td>
<td>430</td>
</tr>
</tbody>
</table>

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

Quality Filter: Toxicology
**Date Range**

6/1/2019 6/30/2020

**Total TAT by Month**

**Request Type**

- Blood Alcohol
- Priority Type
  - All

**Selected Time Frame Averages**

- Total TAT (Rec'd-Compl.) Avg: 103.11
- Assigned TAT (Asgmt.-Compl.) Avg: 36.37

**Requests Completed**

- Received to Complete:
  - 5079 Requests Completed
  - 5007 Requests Completed > 30 Days Old
  - 98.58 %

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

6/1/2019 - 6/30/2020

Received by Month

- June 2019: 418
- July 2019: 571
- August 2019: 683
- September 2019: 532
- October 2019: 442
- November 2019: 565
- December 2019: 478
- January 2020: 478
- February 2020: 494
- March 2020: 495
- April 2020: 299
- May 2020: 501
- June 2020: 501

Total Received

6,405

Received per Month (Avg)*

493

Completed Filter

6/1/2019 - 6/30/2020

Completed by Month

- June 2019: 297
- July 2019: 278
- August 2019: 543
- September 2019: 568
- October 2019: 365
- November 2019: 285
- December 2019: 360
- January 2020: 364
- February 2020: 364
- March 2020: 303
- April 2020: 303
- May 2020: 555
- June 2020: 465

Total Completed

5,071

Completed per Month (Avg)*

390

* months with zero activity are not calculated into the average
Total Pending Requests: 650
- 500 Justice Trax Past Critical Age
- 89 Age of Requests > 30 Days
- 144 Age-Older Unassigned
- 272 Age-Oldest Pending Draft
- 231 Age-Oldest Pending Tech
- 168 Age-Oldest Pending Admin

Overall TAT (Month to Date): 186.8 (Goal: 90, 91)
Overall TAT (Past 90 Days): 164.8 (Goal: 90, 91)

TAT by Phase of Work (MTD):
- JT-Assign TAT MTD: 145.2
- JT-Draft TAT MTD: 36.5
- JT-Tech Review TAT MTD: 123.7
- JT-Admin Review TAT MTD: 34.7

TAT by Phase of Work (Past 90 Days):
- JT-Assign TAT Past 90 Days: 142
- JT-Draft TAT Past 90 Days: 162

Open Quality Reports:
- Qualtrax ID: 64203
- Workflow #: 18
- Age: NaN

Quality TAT:
- 44
- Goal: 30, 31

Month to Date:
- Completed: 132
- Received: 148

30 Day Avg (Over Past 90 Days):
- Completed: 142
- Received: 162
Received Filter

Total Received
1,671

Received per Month (Avg)*
129

Completed Filter

Total Completed
1,348

Completed per Month (Avg)*
104

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

Total Received
449

Received per Month (Avg)*
35

Completed by Month

Total Completed
413

Completed per Month (Avg)*
32

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

<table>
<thead>
<tr>
<th>Month</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<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>311</td>
</tr>
<tr>
<td>October 2019</td>
<td>251</td>
</tr>
<tr>
<td>November 2019</td>
<td>312</td>
</tr>
<tr>
<td>December 2019</td>
<td>340</td>
</tr>
<tr>
<td>January 2020</td>
<td>338</td>
</tr>
<tr>
<td>February 2020</td>
<td>291</td>
</tr>
<tr>
<td>March 2020</td>
<td>302</td>
</tr>
<tr>
<td>April 2020</td>
<td>326</td>
</tr>
<tr>
<td>May 2020</td>
<td>397</td>
</tr>
<tr>
<td>June 2020</td>
<td>310</td>
</tr>
</tbody>
</table>

Completed by Month

<table>
<thead>
<tr>
<th>Month</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2019</td>
<td>309</td>
</tr>
<tr>
<td>July 2019</td>
<td>276</td>
</tr>
<tr>
<td>August 2019</td>
<td>340</td>
</tr>
<tr>
<td>September 2019</td>
<td>377</td>
</tr>
<tr>
<td>October 2019</td>
<td>351</td>
</tr>
<tr>
<td>November 2019</td>
<td>428</td>
</tr>
<tr>
<td>December 2019</td>
<td>420</td>
</tr>
<tr>
<td>January 2020</td>
<td>310</td>
</tr>
<tr>
<td>February 2020</td>
<td>293</td>
</tr>
<tr>
<td>March 2020</td>
<td>364</td>
</tr>
<tr>
<td>April 2020</td>
<td>394</td>
</tr>
<tr>
<td>May 2020</td>
<td>309</td>
</tr>
<tr>
<td>June 2020</td>
<td>310</td>
</tr>
</tbody>
</table>

Total Received: 4,133
Received per Month (Avg)*: 318

Total Completed: 4,206
Completed per Month (Avg)*: 324

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

Total Received
1604

Received per Month (Avg)*
123

Completed by Month

Total Completed
770

Completed per Month (Avg)*
59

* months with zero activity are not calculated into the average
**Date Range**

6/1/2019 - 6/30/2020

**Total TAT by Month**

- **Rec'd Assign TAT**
- **Assigned TAT**
- **Total TAT**

**Requests Completed**

- **Received to Complete**
  - 1080 Total Requests Completed
  - 449 Requests Completed > 30 Days
  - 41.57% Completed > 30 Days

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

6/1/2019  6/30/2020

Total Received
961
Received per Month (Avg)*
74

Completed Filter

6/1/2019  6/30/2020

Total Completed
1080
Completed per Month (Avg)*
90

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

- **Total Received**: 2180
- **Received per Month (Avg)**: 168

**Completed by Month**

- **Total Completed**: 3904
- **Completed per Month (Avg)**: 178

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

- Total Received: 2,600
- Received per Month (Avg): 200

Completed by Month:

- Total Completed: 1,754
- Completed per Month (Avg): 135

* months with zero activity are not calculated into the average
Date Range: 6/1/2019 - 6/30/2020

Total TAT by Month

Requests Completed

Received to Complete

335 Requests Completed
196 Requests Completed > 30 Days Old
58.51 %
% Completed > 30 Days Old

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

Total Received
545
Received per Month (Avg)*
42

Completed by Month

Total Completed
335
Completed per Month (Avg)*
26

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

- 116
- Received per Month (Avg)*
  - 9

Completed by Month

- 118
- Completed per Month (Avg)*
  - 9
  
  * months with zero activity are not calculated into the average
**Date Range**
6/1/2019  6/30/2020

**Total TAT by Month**

**Requests Completed**

**Received to Complete**
183 Requests Completed
25 Requests Completed > 30 Days Old
13.66 % % Completed > 30 Days Old

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

Total Received
185

Received per Month (Avg)*
14

Completed by Month

Total Completed
183

Completed per Month (Avg)*
14

* months with zero activity are not calculated into the average
DFL and DME

**Received by Month**

- Total Received: 711
- Received per Month (Avg)*: 55

**Completed by Month**

- Total Completed: 748
- Completed per Month (Avg)*: 58

* months with zero activity are not calculated into the average
Crime Scene Unit
222 Justice Trax Past Critical Age 79
Avg Age of Requests >30 Days 0
Age-Oldest Unassigned 302
Age-Oldest Pending Draft 315
Age-Oldest Pending Tech 0
Age-Oldest Pending Admin

# of Unassigned # Pending Draft
0
122
Goal: 0
Goal: 30 (-306.67%)

# Pending Tech # Pending Admin
304
0
Goal: 30 (-913.33%)
Goal: 0

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

TAT by Phase of Work (MTD)

TAT by Phase of Work (Past 90 Days)

Month to Date
Completed
197
Received
207

30 Day Avg (Over Past 90 Days)
Completed
210
Received
230

Quality TAT
30
Goal: 30, 31

Avg Age of Open Reports
45

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

Service Priority Type
CSU Response All

Overall TAT (Month to Date)
51.9
Goal: 30, 31

Overall TAT (Past 90 Days)
48.0
Goal: 30, 31
**Date Range**
6/1/2019 - 6/30/2020

**Total TAT by Month**

**Selected Time Frame Averages**
39.20
Total TAT (Rec’d-Compl.) Avg
38.39
Assigned TAT (Asgn’d-Compl.) Avg

**Requests Completed**

**Received to Complete**
2393
Requests Completed
1195
Requests Completed > 30 Days Old
49.94%
% Completed > 30 Days Old

Requests more than 30 days old are considered to be backlogged requests.
Note: The May 2019 completed data point reflects a request completed late on the last day of May 2019, not the entirety of May 2019.
Vehicle Examination Building (VEB) Renovation Project Update

• VEB Interlocal Agreement (ILA) approved:
  – City Council approved ILA/ordinance 6/17/2020
  – Allows HFSC to leverage city design and construction (D&C) expertise and job order contracting process/network (competitive bidding process already conducted, proven contractors, city pricing/_scale)

• VEB Project Background/Status:
  – CSU work scope at VEB: vehicle examination, photography, trace collection, documentation of bullet path and trajectories, fingerprints, DNA collection
  – VEB renovation project need (basically in order of priority): enclose 4 open bays (to double bay capacity to 8)/add garage doors/structural, replace HVAC/associated electrical, install/improve insulation, enhance security/card reader system/cameras, replace bathroom fixtures, other (additional electrical, flooring, IT, photography system, front door/canopy)
  – HFSC budget $152,000 (75% federal grant, 25% HFSC match). City Design and Construction (D&C) is determining if alternative City funds may be available to fund HVAC/associated electric (VEB city owned building)
  – HFSC/City D&C need to finalize project scope. Lead D&C resource, unfortunately, recently out of office on medical leave, meeting with City D&C for new/interim lead project resource
  – Critical path is HVAC/associated electrical: design completed, contractor bid, lead-time equipment, permit needed
  – Actions: Determine if alternative funding available. Conduct HFSC/City D&C prioritization discussions, need to be selective. Then HVAC/electrical permit, finalize contracts, work schedule (keep VEB operating), construction
  – Conduct update discussions, as required, with federal grant contacts
• Deemed around 3 month project, December 2020 project completion date (grant requirement)
500 Jefferson/Crime Scene House Updates

• **500 Jefferson firearms basement firing range venting:**
  - Completed exhaust fan solution, more powerful motor/revised ductwork. Motor received 6/8/2020, ductwork fabricated/installed, initial testing conducted, need stronger ductwork/bracing
  - Ductwork strengthened 6/26/2020
  - Now arranging firing range venting retest. Also propose to conduct smoke test to confirm required venting dissipation

• **Crime Scene House (CSH) 10-year lease agreement:**
  - CSH is used by HFSC for CSU training exercises and HFSC outreach events
  - Current City/HFSC 5-year lease agreement expires 8/31/2020
  - Prepared a new 10-year lease agreement, basically renewal under same terms
  - HFSC pays building maintenance/operating expenses/utilities, no lease cost
  - HFSC has signed agreement, lease approved by City Council 7/1/2020
Quality Division Report
July 10, 2020
Blind Quality Controls Submitted in June

<table>
<thead>
<tr>
<th>Category</th>
<th>June</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>6</td>
<td>6</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

- Latent print workflow for COVID-19 focuses on cases that the blind program does not typically submit, meaning the section is not completing as many blinds as they did pre-COVID
- Blind quality control DNA mixtures

<table>
<thead>
<tr>
<th>Forensic Discipline</th>
<th>Cases Completed in June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toxicology – BAC</td>
<td>18</td>
</tr>
<tr>
<td>Seized Drugs</td>
<td>15</td>
</tr>
<tr>
<td>Biology</td>
<td>1(DNA)</td>
</tr>
<tr>
<td>Firearm Blind Verification</td>
<td>3 (screening)</td>
</tr>
<tr>
<td>Firearms</td>
<td>1</td>
</tr>
<tr>
<td>Latent Print Processing</td>
<td>0</td>
</tr>
<tr>
<td>Latent Print Comparison</td>
<td>1</td>
</tr>
<tr>
<td>Latent Print Blind Verification</td>
<td>1</td>
</tr>
<tr>
<td>Multimedia</td>
<td>1</td>
</tr>
</tbody>
</table>
Internal Audits/Assessments

• Accrediting body is conducting a remote/virtual assessment this month
  • Opening meeting held July 1
• Primary focus is forensic biology/DNA
• Assessor is reviewing documents remotely, observing staff virtually
• FBI Quality Assurance Standards (QAS) assessment scheduled for October
Organization of Scientific Area Committees (OSAC)

• December 2018 resolution allows one year to comply with applicable published standards

• Nine applicable standards have been published
  • Implemented
    • 2 seized drug standards
    • 2 toxicology standards
    • 1 multidisciplinary standard
  • Actively working toward implementation
    • 1 crime scene unit standard
    • 2 biology/DNA standards
    • 1 multidisciplinary standard
2020 Testimony Data

• Transcript review project
  • Second round of transcripts requested in June

• Harris County has officially suspended jury trials through September 1
  • Local judges are considering plans to begin some jury trials in August
  • Grand jury selection resumed on July 6
  • HFSC analysts have not testified since March due to pandemic restrictions
Detailed Data
# 2020 Proficiency Testing

<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>8</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Toxicology</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Firearms</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Crime Scene</td>
<td>2</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Latent Prints</td>
<td>3</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>Multimedia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audio/Video</td>
<td>4</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Digital</td>
<td>3</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Forensic Biology</td>
<td>10</td>
<td>8</td>
<td></td>
</tr>
</tbody>
</table>
## 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>2020-049</td>
<td>An extraction reagent blank was contaminated by another sample with the same extraction set. The affected samples will be reviewed to determine if re-extraction will require permission to consume.</td>
<td></td>
</tr>
<tr>
<td>2020-050</td>
<td>An analyst inadvertently turned an instrument off while a quantification protocol was running. This caused the protocol to be ended prematurely and no data to be collected.</td>
<td></td>
</tr>
<tr>
<td>2020-1A-06</td>
<td>During the 2020 internal audit, the audit team discovered that controlled documents did not have a documented review within the calendar year as required by the Quality Manual.</td>
<td></td>
</tr>
<tr>
<td>2020-1A-07</td>
<td>CODIS notifications were issued with a statement indicating that DNA profiles had been entered into CODIS however the profiles were not entered into CODIS until after the date of issue.</td>
<td></td>
</tr>
<tr>
<td>2020-1A-08</td>
<td>During the 2020 internal audit, the audit team observed two hard copies of the DNA Analytical SOP without an issue date as required by the Quality Manual. Both copies were confirmed to be the current version of the SOP and were removed from the laboratory upon discovery.</td>
<td></td>
</tr>
</tbody>
</table>

### Client Services/Case Management

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>2020-042</td>
<td>An outsource laboratory shipped packages containing toxicology evidence items after their confirmatory analysis was completed back to HFSC. On four separate occasions, because the outsource laboratory did not request a &quot;signature upon receipt&quot; confirmation option, the delivery courier dropped off these packages inside the HFSC lobby. Although the HFSC lobby is considered an unsecured area, these packages were sealed and remained in the lobby for less than 20 minutes.</td>
<td></td>
</tr>
<tr>
<td>2020-045</td>
<td>Two toxicology cases that were originally rejected by HFSC because their evidence labels were switched, were resubmitted for analysis after the requesting agency corrected their incident number labels. No toxicology analysis was conducted while this evidence was associated to the incorrect incident number. The Quality Division is tracking this notification to document the remediation steps that HFSC took to correctly associate the chain of custody transfers and the re-labeling of the evidence.</td>
<td></td>
</tr>
</tbody>
</table>

**Crime Scene**

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-IA-09</td>
<td>During the 2020 internal audit, the team discovered that several reports and diagrams that required amendment. Additionally, several worksheets contained defects that required corrections.</td>
<td></td>
</tr>
</tbody>
</table>

**Firearms**

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020-041</td>
<td>One of the Firearms section's report templates was not populating the correct information from an associated case.</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>2020-046 IR</td>
<td>A crime scene investigator discovered an unfired cartridge case in a secured HFSC gun locker. HFSC gun lockers are used by crime scene investigators to store firearms evidence that is collected from scenes, firearms that cannot be rendered safe by law enforcement officers and firearms that cannot be properly packaged due to size and/or shape.</td>
<td></td>
</tr>
<tr>
<td>2020-IA-10 IR</td>
<td>During the 2020 internal audit, the audit team discovered five instances in which evidence was physically transferred to the requesting agency, however the electronic transfers were not captured in JusticeTrax LMS. The electronic chains of custody indicated that these five test fires were physically located in the firearms basement evidence vault.</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>2020-043 CAR</td>
<td>While reviewing the results received from the proficiency test provider, the Latent Print Technical Leader noticed that changes had been made on one case’s final submission worksheet after the technical and administrative review processes had been completed.</td>
<td></td>
</tr>
<tr>
<td>2020-048 IR</td>
<td>Three individuals were added to the incorrect latent print comparison request. The individuals were affiliated with a request in the “Where’s My Result” portal and were mistakenly added to the incorrect case when the request was accepted. All three individuals were excluded from the evidence in the incorrect case. The report will be amended to denote that the comparisons to these three individuals were inadvertently done and were not part of the request for this case.</td>
<td></td>
</tr>
</tbody>
</table>

**Management**

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>
</table>
| 2020-047         | 6/26/2020  
IR  
The temperature in a store-room refrigerator used as interim storage for received packages containing critical reagents, temperature-sensitive chemicals and outsourced evidence was not being monitored as required per the Quality Manual.                                                                                     |          |
| 2020-051         | 6/30/2020  
IR  
During the 2020 internal audit, the case files of one DNA analyst were not reviewed. A review of case files from every analyst is required as per the FBI Quality Assurance Standards (QAS) audit document and this analyst had been mistakenly omitted.                                                                                      |          |

### Seized Drugs

<table>
<thead>
<tr>
<th>Quality Notified</th>
<th>Summary of Notification</th>
<th>Comments</th>
</tr>
</thead>
</table>
| 2020-044         | 6/11/2020  
IR  
Sub-items for a Seized Drugs case were created and assigned to the incorrect parent item in JusticeTrax LIMS; they were assigned to parent item 002 instead of parent item 003. Therefore, the electronic chains of custody for these sub-items reflected the wrong parent item; however, these sub-items were always physically located within the correct parent item evidence envelope.                                                                 |          |

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.