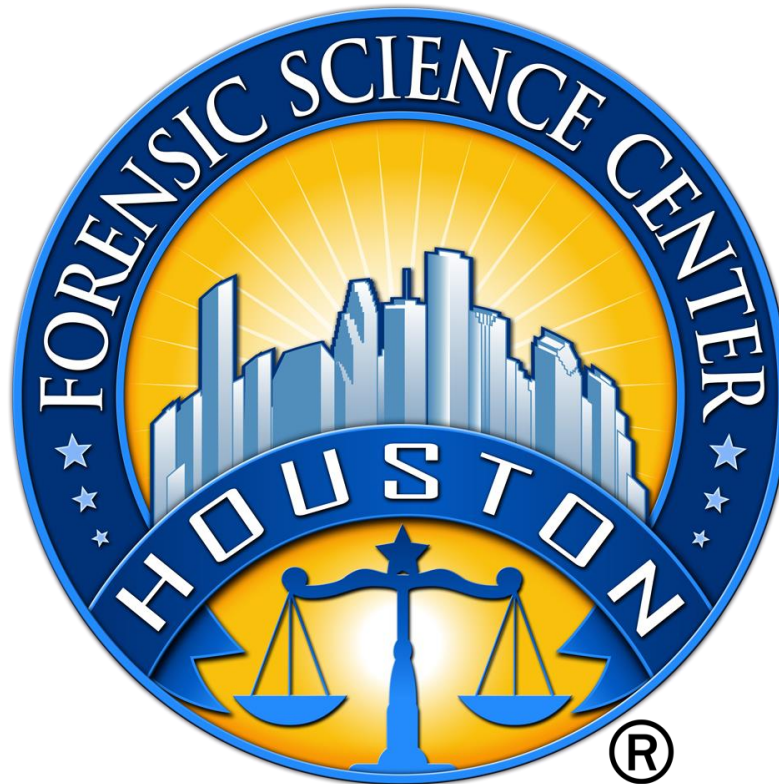


Houston Forensic Science Center, Inc.

**Board of Directors**

*Special Virtual Meeting*

*December 29, 2020*



**Position 1 - Dr. Stacey Mitchell, Board Chair**

**Position 2 - Anna Vasquez**

**Position 3 - Philip Hilder**

**Position 4 - Francisco Medina**

**Position 5 - Janet Blancett**

**Position 6 - Ellen Cohen**

**Position 7 - Lois J. Moore**

**Position 8 - Mary Lentschke, Vice Chair**

**Position 9 - Vicki Huff**

**Ex-Officio - Tracy Calabrese**

HOUSTON FORENSIC SCIENCE CENTER, INC.

**NOTICE OF SPECIAL PUBLIC MEETING**  
***PUBLIC ACCESS WILL BE VIA TELECONFERENCE ONLY***  
**December 29, 2020**

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 10 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](http://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%2F1%2Fmeetup-join%2F19%3Ameeting\\_NzRiMjRjZWMTNTk4YS00NmY4LTkyODMtZDg2ZWE5ZmRkNW12%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522f03b68b6-d9fe-4735-8648-33b13ef1c3ed%2522%252c%2522Oid%2522%253a%2522a717bead-e9b6-4660-beb2-a7bdef7a335b%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=4f65ad37-f4e0-4cc9-9313-21bbe111d69&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F1%2Fmeetup-join%2F19%3Ameeting_NzRiMjRjZWMTNTk4YS00NmY4LTkyODMtZDg2ZWE5ZmRkNW12%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522f03b68b6-d9fe-4735-8648-33b13ef1c3ed%2522%252c%2522Oid%2522%253a%2522a717bead-e9b6-4660-beb2-a7bdef7a335b%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=4f65ad37-f4e0-4cc9-9313-21bbe111d69&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

or go to <https://houstonforensicscience.org/meeting-archives.php>

In addition to the required free videoconference link, members of the public may call into the meeting by dialing the following toll-free teleconference number and entering the subsequent conference ID number: 833-231-4459, **Conference ID: 200779858#**

**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](mailto:info@houstonforensicscience.org) **no later than 10 a.m. Monday December 28, 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.
3. Public Comment.
4. Presentation from Dr. Peter Stout, president and CEO, regarding the proposed use of Rapid DNA technology at HFSC in the forensic biology section, and the purchase of Thermo Fisher Scientific RapidHIT ID system, and related discussion.
  - a. Consider authorizing the president and CEO to enter into an agreement with Thermo Fisher Financial Services and Life Technologies Corporation to purchase subscription services, to include a RapidHIT ID system, equipment, supplies and support services, for a total contract value of \$246,380.00, and related action.

5. Adjournment.

**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 Wednesday, the 23rd day of December, 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 23rd day of December 2020.

*Jordan Benton*  
Jordan Benton

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## 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)-(i)
  - 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. CIV. PRAC. & REM. 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(e)-(f)
  - TEX. GOV'T CODE § 551.126(d)(1)
  - TEX. GOV'T CODE § 551.127(f), (j)
  - TEX. GOV'T CODE § 551.130(e)-(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)
- TEX. FIN. CODE § 11.106(c)(4)–(5)
- TEX. FIN. CODE § 154.355(d)(2)–(3)
- TEX. INS. CODE § 462.059(a)(1), (c)
- TEX. INS. CODE § 463.059(d)
- TEX. INS. CODE § 2151.057(e)
- TEX. INS. CODE § 2210.1051(b)(2)–(3)
- TEX. INS. CODE § 2211.0521(b)(2)–(3)
- TEX. LOCAL GOV'T CODE § 379B.0085(b)(2)–(3)
- TEX. SPEC. LOC. DIST. CODE § 9601.056(c)
- TEX. TRANSP. CODE § 173.106(e)–(f)
- TEX. TRANSP. CODE § 366.262(c)–(d)
- 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. ○ TEX. GOV'T CODE § 551.007(b)
- 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.

**HOUSTON FORENSIC SCIENCE CENTER, INC.**

Special Meeting of the Board of Directors  
December 29, 2020 at 10:00 a.m.

<b>Agenda Action Item No.:</b>	<b>4a.</b> Consider authorizing the president and CEO to enter into an agreement with Thermo Fisher Financial Services and Life Technologies Corporation to purchase subscription services, to include a RapidHIT ID system, equipment, supplies and support services, for a total contract value of \$246,380.00, and related action.
<b>Subject:</b>	Authorizing the president and CEO to sign a subscription services agreement to acquire one RapidHIT ID system, related equipment and services for use in HFSC's forensic biology section.
<b>Background:</b>	Rapid DNA technologies are increasingly being utilized by crime labs and law enforcement agencies, to quickly obtain DNA results in certain circumstances. When properly utilized, rapid DNA can provide critical information in significantly less time than standard DNA technology. The most appropriate use of this equipment is in an accredited laboratory, validated, and operated by licensed DNA technicians and analysts. By incorporating the RapidHIT ID system into HFSC's workflow, this technology will assist HFSC in providing timely and accurate forensic services to stakeholders.
<b>Executive Summary:</b>	<p>Due to the cost of the equipment, Dr. Stout is seeking an agreement to finance the purchase of a RapidHIT ID system and subscription services over a 36-month term. Dr. Stout requests approval to enter into the proposed agreement with Thermo Fisher Financial and its subsidiary Life Technologies Corporation, based on the following considerations: the increasing number of criminal investigations by the Houston Police Department, particularly homicide investigations; analysis of HFSC's operational needs in forensic biology; HFSC's financial position; and significant efficiencies gained by utilizing rapid DNA technologies.</p> <p>Before the agreement can be signed, the Board must approve the total expenditure of agreement (\$246,380.00), which includes the RapidHIT ID system, equipment, supplies and support services. Pursuant to Board Resolution No.2015-001 and the Corporation's financial procurement policies, any expenditure over \$200,000 shall be approved by the Board.</p>
<b>Fiscal Impact:</b>	Anticipated costs fit within existing budget line items and will be included in subsequent budgets, for the duration of the agreement.
<b>Staff Recommendation:</b>	Staff recommends approval.
<b>By:</b>	Dr. Peter Stout, President and CEO Legal review and approved as to form by General Counsel

Exhibit A

Rapid HIT System (A41810); Rapid Link SW (A41813); Laptop (A48503); Smallpond 200K (A48699); Starter Pack (A48699); Shipping.

Exhibit B

Warranty:

2 x ZG11SCRHID

Exhibit C

Cartridge: 100 Annual Samples

Sample Cartridge - GFE ACE - 50 samples (A41831)

Sample Cartridge - RapidINTEL - 50 samples (A43942)

Primary Cartridge - 100 samples (A41841)