

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES
April 12, 2019

The undersigned, being the duly appointed secretary of the Houston Forensic Science Center, Inc., (HFSC and/or the "Corporation") hereby certifies the following are true and correct minutes of the March 8, 2019 meeting of the Board of Directors (the "Board") of the Corporation.

- A. In a manner permitted by the Corporation's Bylaws, the meeting was called by providing all directors with notice of the date, time, place and purposes of the meeting more than three days before the date of the meeting.
- B. In accordance with Chapter 551, Texas Government Code, made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly posted on April 9, 2019, in the same manner and location as required by law of the City of Houston, Texas (the "City").
- C. The meeting was called to order by Nicole B. Cásarez, Board chairwoman, at approximately 9:00 a.m. on Friday April 12, 2019 in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002.
- D. Ms. Jordan Benton called the roll. The following directors were present: Nicole B. Cásarez, Anthony Graves, Philip Hilder, Francisco Medina, Dr. Robert "Bob" H. McPherson, Dr. Stacey Mitchell, Mary Lentschke and Ms. Tracy Calabrese

The following directors were absent: Sandra Guerra Thompson, Janet Blancett

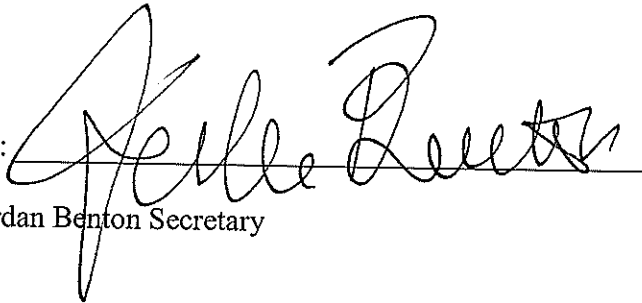
Dr. McPherson arrived at the meeting at approximately 9:17 a.m. Chairwoman Cásarez declared a quorum was present
- E. Chairwoman Cásarez asked if any changes were needed for the March 8, 2019 Board meeting minutes. Dr. Mitchell made a motion to approve the minutes. Mr. Medina seconded the motion. The motion passed unanimously.
- F. Chairwoman Cásarez asked if members of the public wished to address the Board. No one addressed the Board.
- G. Chairwoman Cásarez presented a chair's report. Ms. Cásarez shared that she and Vice Chair Thompson met with mayoral candidate Bill King. She said he expressed support for the lab and interest in touring the facility. The Chair said Dr. Stout will speak about Rapid DNA at the Quattrone Center in May. Ms. Cásarez thanked Mayor Sylvester Turner, renowned attorney Michael Bromwich and Ms. Sarah Chu from the Innocence Project for attending HFSC's 5-year anniversary celebration. She thanked HFSC staff for organizing the event and Mr. John

Quinlan, president of Jefferson Smith, LLC, for his sponsorship.

- H. Chairwoman Casarez presented a resolution confirming the Board's commitment to follow Section 551.143 of the Texas Government Code, conspiracy to circumvent the Texas Open Meetings Act, despite a recent ruling by the Texas Court of Criminal Appeals that struck it down. Mr. Medina made a motion to adopt the resolution. Ms. Lentschke seconded the motion. The motion passed unanimously.
- I. Dr. Peter Stout, president and CEO, presented the president's report. He reviewed HFSC's overall turnaround time and requests completed by section for March 2019. Dr. Stout shared monthly averages and gave a staffing update. Dr. Stout told the Board HFSC has already participated in 20 community outreach events since January, including the final session of the nation's first forensic science Explorer program led by HFSC volunteers and in cooperation with the Boy Scouts of America. Dr. Stout said Mr. Bromwich and Ms. Chu toured HFSC before the 5-year anniversary celebration.
- J. Dr. Stout requested authority to enter into a 60-month lease agreement with Agilent Technologies for an instrument in the toxicology section. The \$429,000 lease also includes instrument components, service and training. Mr. Hilder made a motion to authorize Dr. Stout's request. Dr. McPherson seconded the motion. The motion passed unanimously.
- K. Mr. David Leach, chief financial officer and treasurer, requested approval to reallocate funds in the FY18 budget to better reflect spending, including the use of grant dollars. Dr. McPherson made a motion to approve the budget reallocations. Ms. Lentschke seconded the motion. The motion passed unanimously.
- L. Mr. Leach reviewed the new General Accounting Standards Board (GASB) requirements that will impact monthly reporting. Mr. Leach said GASB no longer allows operations leases _ only capital leases. This will require future changes to HFSC's income statement _ which shows income earned and expenses incurred with no cash impacted _ and to the balance sheet, which shows assets, liabilities and equity. The cash flow statement will also change.
- M. Dr. Amy Castillo, vice president and chief operations officer, presented an operations report. Dr. Castillo said at the next meeting, the operations report will feature screenshots from the new management dashboard, showcasing HFSC metrics in a single view. Dr. Castillo reviewed turnaround times by section. She updated the Board on the biology/DNA backlog elimination outsourcing project and said the target outsourcing end date is July, two months earlier than anticipated. The section's focus will now be on reviewing outsourced cases. Dr. Castillo updated the Board about additional staff training on how to input profiles into the Combined DNA Index System (CODIS.) HFSC implemented the training after an internal audit found an error in how profiles were being uploaded that could have led to potential "hits" being missed.
- N. Mr. Jerry Pena, director of the crime scene (CSU) and digital multimedia units, said the digital and A/V sections are now fully operational a short time after moving into the new facility at 500 Jefferson. Mr. Pena said CSU is busy preparing for their May move. He said 20 crime scene investigators and supervisors are being trained to use 3D scanning technology.

- O. Mr. Charles Evans, director of business development, updated the Board about the lab's ongoing move to 500 Jefferson. Mr. Evans said moves one through three have been completed. By the end of May about 65 percent of staff will be housed in 500 Jefferson. Mr. Evans said the lab has handed back the space at 1301 Fannin with no additional costs incurred. He said the lab permit was submitted and expected to be received within the next week, and that the basement permit would come next.
- P. Mr. Evans requested approval for Dr. Stout to purchase lab furniture for the Corporation's new lab space on the 18th floor of 500 Jefferson, including \$99,220 in federal grant funds and \$235,432 to be received from Jefferson Smith, LLC., with a maximum purchase cost of up to \$350,000. Chairwoman Casarez made a motion to approve the purchase. Mr. Hilder seconded the motion. The motion passed unanimously.
- Q. Ms. Erika Ziemak, assistant quality division director, updated the Board on blind quality controls (BQC,) audits, disclosures, corrective actions, proficiency tests, transcript reviews and testimony data. She said the first blind verification in latent prints was submitted in March in latent prints section. The blind verification program in latent prints will allow a second examiner to review a completed case without knowing the findings of the initial examiner.
- R. Dr. McPherson made a motion to adjourn the meeting. Mr. Medina seconded the motion. The meeting ADJOURNED at approximately 10:25 a.m.

By:



Jordan Benton Secretary