

Houston Forensic Science Center, Inc.
MEETING OF BOARD OF DIRECTORS
MINUTES
September 14, 2018

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 September 14, 2018 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 filed on September 11, 2018, 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 9:06 a.m. on Friday September 14, 2018 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, Francisco G. Medina, Dr. Robert "Bob" H. McPherson, Dr. Stacey Mitchell, Chief Mary Lentschke, Sandra Guerra Thompson and Ms. Tracy Calabrese

The following directors were absent: Anthony Graves, Philip Hilder and Janet Blancett

Chairwoman Cásarez declared a quorum was present

- E. Chairwoman Cásarez asked if there were any changes needed for the August 10, 2018 Board meeting minutes. Dr. Mitchell made a motion to approve the minutes. Vice Chair Thompson 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. She told the Board that she and Dr. Stout appeared before City Council's Budget and Fiscal Affairs Committee to present details about HFSC's proposal to move to a different downtown facility. She asked Dr. Mitchell to update the Board regarding a NIST-sponsored event Dr. Mitchell attended. Dr. Mitchell reported that the group plans to hold a symposium at the National Institute of Science and Technology campus on standards for, and ways to improve evidence management.

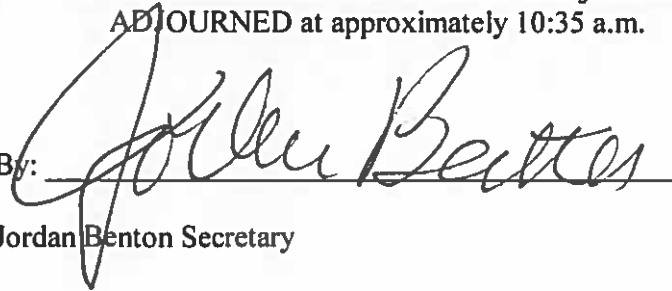
- H. Dr. Peter Stout, president and CEO, gave the president's report. Dr. Stout told the Board about the Texas Forensic Science Commission's (TFSC) new licensure requirements. Analysts in accredited disciplines must pass the exam to work as forensic scientists in Texas. At HFSC, all forensic analysts and NIBIN (National Integrated Ballistics Information Network) technicians must pass the exam by January 2019. Dr. Stout reviewed the overall turnaround time (TAT,) requests received, staffing changes and certifications for the lab. Dr. Stout shared recent outreach events, including a laboratory tour with the City of Houston's new director of Boards and Commissions and the director of the Mayor's Office for People with Disabilities. He also attended a breakfast with Representative Ted Poe.
- I. Dr. Stout gave the Board an overview of the different Houston facilities HFSC considered during the two years it has spent looking for a way to move the laboratory out of Houston Police Department headquarters. Dr. Stout told the Board the 30-year lease being offered at 500 Jefferson is cost-neutral and explained why he views it as the best deal for HFSC. HFSC considered flood zones, proximity to stakeholders and the HPD property room as well as available funding as it reviewed options. Dr. Stout said that, if approved, HFSC will occupy four floors and 3,000 square feet of the basement at 500 Jefferson, for a total area of 83,000 square feet. The build out of the lab will include proper air handling for the laboratories, adequate cooling for evidence and equipment and sufficient power for instrumentation.
- J. Dr. Stout requested Board authorization to relocate the Houston Forensic Science Center to 500 Jefferson, pending approval by City Council. He also asked for Board authorization to allow himself and his delegates to negotiate an occupancy agreement with the City. Vice Chair Thompson made a motion to approve the requests. Director Lentschke seconded the motion. Ms. Benton called the roll and the following members were in favor: Nicole B. Cásarez, Francisco G. Medina, Dr. Robert "Bob" H. McPherson, Dr. Stacey Mitchell, Chief Mary Lentschke, Sandra Guerra Thompson. The following members were absent: Anthony Graves, Philip Hilder, Janet Blancett. The resolution passed unanimously.
- K. Mr. Darrell Stein, director of information strategy, gave an update on the new Laboratory Information Management System (LIMS). He said the remaining forensic disciplines not yet operating in the new LIMS will be moved over by the end of the year except for DNA. The request portal for stakeholder submissions will also come online by year's end.
- L. Dr. Amy Castillo, vice president and COO, presented the operations report. She explained that the newly designed report will highlight monthly topics most relevant to each section. The usual scorecards will still be included for review at the end of the operations report, in the detailed data. Dr. Castillo summarized each section's TAT, existing backlogs and other section updates. She reviewed progress made with the DNA backlog. Dr. Castillo also updated the Board on the goals and progress made in the DNA training program and explained how updates would be given at upcoming board meetings until the training is complete in July 2019. Dr. Castillo reviewed the decreased TAT in CODIS (Combined DNA Index System) that went from 39 days to 16 days. She also told the board the NIBIN group, in coordination with stakeholders, had moved to prioritizing incoming casework and meeting a TAT of five days or less. Then, the section will work on eliminating backlogged cases as time allows. Jerry Peña, director of the Crime Scene Unit and Digital Multimedia Evidence, updated the board on crime scene call-outs, number of items of evidence collected and outreach efforts.

M. Ms. Lori Wilson, quality division director, reviewed blind quality controls for August 2018, challenges faced in the blind program, audits, disclosures and corrective actions. Ms. Wilson said three non-conformances found during a lab-wide reassessment have been corrected and submitted to HFSC's accrediting body, ANAB, for final review and approval. Ms. Wilson said a disclosure will be made to the Texas Forensic Science Commission regarding an administrative error in a report issued by the latent print section. Ms. Wilson said the quality division is investigating a series of contamination events in the DNA section and that an analyst has been removed from the extraction portion of the DNA process until the probe is complete.

N. In a treasurer's report, Mr. Leach said the Center was two months into the year with the approved budget and finances are on track. He reported that HFSC's outside independent auditors provided the HFSC with clean audits for both HFSC's financial results and with respect to HFSC's federal grant awards. On behalf of the Board, Chairwoman Cásarez expressed her appreciation to Mr. Leach and his financial team for their good work.

O. The Chairwoman made a motion to adjourn. Mr. Medina seconded the motion. The meeting ADJOURNED at approximately 10:35 a.m.

By: _____



Jordan Benton Secretary