

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES
November 9, 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 November 9, 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 November 6, 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 9:00 a.m. on Friday November 9, 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, Philip Hilder, Francisco G. Medina, Dr. Stacey Mitchell, Chief Mary Lentschke and Sandra Guerra Thompson

The following directors were absent: Anthony Graves, Janet Blancett, Dr. Robert "Bob" H. McPherson and Tracy Calabrese

Chairwoman Cásarez declared a quorum was present

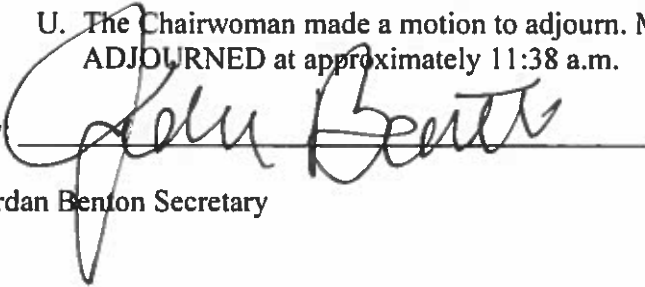
- E. Ms. Blancett arrived at approximately 9:01 a.m.
- F. Chairwoman Cásarez asked if there were any changes needed for the October 12, 2018 Board meeting minutes. Mr. Hilder made a motion to approve the minutes. Dr. Mitchell seconded the motion. The motion passed unanimously.
- G. Chairwoman Cásarez asked if members of the public wished to address the Board. No one addressed the Board.
- H. Ms. Calabrese arrived at approximately 9:07 a.m.
- I. Chairwoman Cásarez presented a chair's report. The chairwoman updated the board about a panel at Harvard University in which she participated. The panel discussion, titled "How Bad Science is Corrupting the Justice System," featured guests who spoke about faulty science, but

Ms. Cásarez was invited to talk about HFSC as a model agency and the progressive reform it has made. Ms. Cásarez said Leonard Kincaid, executive director of the Houston Recovery Center, toured HFSC along with his colleagues. The chairwoman said the executive director of the Quattrone Center for the Fair Administration of Justice at the University of Pennsylvania Law School will visit HFSC and attend the December board meeting.

- J. Ms. Calabrese arrived at approximately 9:07 a.m.
- K. Dr. Peter Stout, president and CEO, presented his monthly report. He reviewed the lab's overall turnaround time (TAT) for October 2018 and the monthly average for requests received. Dr. Stout shared he met with representatives of the Organization of Scientific Area Committees (OSAC) and discussed the possibility that HFSC would voluntarily adopt OSAC standards and will ask the Board to approve a resolution to do so. Dr. Stout said the Texas Forensic Science Commission's January meeting will include discussion of two HFSC disclosures, one from the latent print section and another from the Crime Scene Unit. Dr. Stout reviewed new staffing certifications and degrees and gave a staffing update. In an update on outreach efforts, Dr. Stout said the City of Houston's government relations team toured the lab and that he had presented to the Houston Police Department's Citizen's Academy. Dr. Stout said the HFSC lab had been reaccredited for four years, including for the first time, the Crime Scene Unit (CSU.)
- L. Dr. Amy Castillo, vice president and COO, presented the operations report. Dr. Castillo said more than 650 additional requests had been submitted to the lab in October. HFSC will monitor incoming requests to identify trends. She summarized each section's TAT and existing backlogs. Dr. Castillo explained the increased workload in the latent print section is due to increased processing by crime scene investigators (CSIs.) The increase results in more potential hits, or matches, in the Automated Fingerprint Information System (AFIS,) providing investigators with more potential leads.
- M. Mr. Jerry Pena, director of crime scene and digital & multimedia units, updated the board about backlogged cases. Mr. Pena said the remaining four HPD officers in the digital and audio/video sections will transition back to HPD by February 2019. Mr. Pena said two audio/video analysts are being cross-trained to replace some of the staff in the digital section. Mr. Pena said two CSU supervisors have completed training and are authorized to perform administrative and technical reviews. Mr. Pena and the Board thanked CSU and its leadership for the section's successful accreditation.
- N. Dr. Stout updated the Board about the upcoming move to 500 Jefferson. He said the final tenant specifications document has been finalized and is awaiting approval by 500 Jefferson's building management. He reviewed the four-phase move timeline and said the first move begins in February 2019.
- O. Mr. Darrell Stein, director of information strategy, updated the board on HFSC's implementation of a new Laboratory Information Management System (LIMS.) He said the new LIMS will move to a cloud-based environment called Azure, shutting down operations for two days in the three sections using the new LIMS. Mr. Stein said the new system will be internally tested for functionality.

- P. Ms. Lori Wilson, quality division director, reviewed blind quality controls, accomplishments and challenges from October 2018. She also gave an update on audits, disclosures, proficiency tests, testimony and corrective actions. Ms. Wilson thanked the Board and HFSC staff for the company's successful reaccreditation.
- Q. Mr. Leach asked the Board to approve a resolution authorizing the president and CEO to enter into a corporate credit card agreement with BOKF, N.A. dba Bank of Texas. Mr. Hilder made a motion to approve. Ms. Blancett seconded the motion. It passed unanimously.
- R. In a treasurer's report, Mr. Leach said HFSC's spending is on track and moving along as expected. Mr. Leach said the Center was finding ways to save money and create efficiencies as costs continually increase.
- S. The Board went into Executive Session under Texas Government Code Section 551.074, personnel matters. Dr. Stout and Akilah Mance, general counsel, were present with the Board.
- T. The meeting reconvened into open session at approximately 11:36 a.m.
- U. The Chairwoman made a motion to adjourn. Mr. Hilder seconded the motion. The meeting ADJOURNED at approximately 11:38 a.m.

By

A handwritten signature in black ink, appearing to read "Jordan Benton", is written over a horizontal line. The signature is cursive and somewhat stylized.

Jordan Benton Secretary