

Houston Forensic Science Center, Inc.

MEETING OF BOARD OF DIRECTORS
MINUTES
August 11, 2017

The undersigned, being the duly appointed Acting Secretary of the Houston Forensic Science Center, Inc., (the "Corporation"), hereby certifies the following are true and correct minutes of the August 11, 2017 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, which Chapter is made applicable to the Corporation by Section 431.004, Texas Transportation Code, a notice of the meeting was duly filed on August 8, 2017, 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, chairwoman of the Board, at approximately 9:03 a.m. on Friday, August 11, 2017, 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, Francisco G. Medina, Janet Blancett, Dr. Robert "Bob" H. McPherson, Chief Mary Lentschke.

The following Directors were absent: David M. Feldman, Dr. Stacey A. Mitchell, Sandra Guerra Thompson and Tom P. Allen (ex-officio).

Chairwoman Cásarez announced that a quorum of the Directors was present.

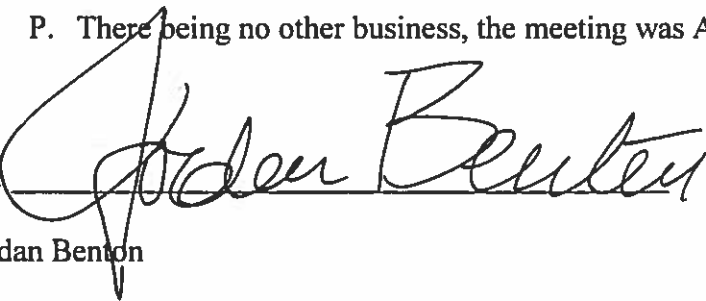
- E. Chairwoman Cásarez moved to appoint and nominated Jordan Benton as acting secretary of the Board and Dr. McPherson seconded the motion. The motion passed unanimously and Ms. Benton was appointed acting secretary of the Board.
- F. Chairwoman Cásarez noted a draft of the minutes of the Corporation's meeting on July 14, 2017 had been distributed to the Board. Dr. McPherson made a motion to approve the minutes of the July 14, 2017 meeting. Ms. Blancett seconded the motion. The motion passed unanimously, and the board adopted the minutes of the July 14, 2017 meeting.
- G. Chairwoman Cásarez asked if any members of the public wished to address the board. She noted no one asked to address the Board and the meeting continued.

- H. Chairwoman Cásarez provided a chair's report. Chairwoman Cásarez reminded board members to submit their signed, notarized Oath of Office forms and to confirm whether they prefer an electronic or hard copy of the board packet. She noted that in conjunction with National Forensic Science Week the Houston Forensic Science Center would host a Crime Scene House Open House on September 16, a private screening of "I Am Evidence" on September 21 and its annual symposium on September 22. She informed board members that State Rep. Donna Howard and former State Sen. Wendy Davis would participate in panel discussions following the film screening and at the symposium. Chairwoman Cásarez stated that in August, Gerald Doyle, head of the DA's Conviction Integrity Unit, toured HFSC with three staff members.
- I. Dr. Peter Stout, president and CEO, provided the monthly operations report, in which he reviewed the average total TAT across all sections in July 2017, as well as backlogged requests, average process TAT and wait gap since HFSC's beginning. He reported the backlog in forensic biology had decreased and that progress had also been made in the latent print backlog. Dr. Stout noted requests received for the month had been relatively low, probably because July is the last month of the fiscal year. Dr. Stout presented a dashboard meant to complement the new LIMS. He explained the new visualization tool would enable management to process data more efficiently. Dr. Stout said Councilmembers Jerry Davis and Greg Travis had toured HFSC. Dr. Stout mentioned media coverage of HFSC's CSI Academy and of HFSC's Firearms Section. Dr. Stout informed board members he met Rep. Howard in Austin to update her on the status of sexual assault kit (SAK) tracking. While in Austin, he also met with several Austin City Councilmembers and state legislative staffers. Dr. Stout said several HFSC staff members were attending and participating in the International Association of Identification conference. Dr. Stout reported that HFSC's director of corporate security, Mr. Domingo Villarreal, had been elected to the IAI's board of directors. He also acknowledged that Ms. Angelica Noyola, forensic analyst, had been appointed by the Southwestern Association of Forensic Science as a representative to the American Board of Criminalistics. Dr. Stout commended HFSC staff members Mr. Jeffrey Frye and Ms. Brooke Mendenhall for becoming certified as property evidence specialists. Dr. Stout thanked the Houston Police Department for its continued cooperation and acknowledged Mr. Brian Sedberry and Mr. Martin Lopez of HPD for their assistance with the implementation of HFSC's new LIMS. Dr. Stout noted HFSC has 193 staff, 13 of whom are COH personnel. He explained that HFSC has some open positions and a few new hires coming on board, and thanked HFSC's human resources group for its work. Dr. Stout provided an update on the activities and casework, including score cards, for all HFSC forensic sections. Dr. Stout commended CSU supervisors, Ms. Carina Haynes and Ms. Alison Hutchens, for the work they did with the CSI Academy. Chairwoman Cásarez also thanked Director Graves for speaking at the academy.
- J. Mr. Leach, HFSC's treasurer and CFO, provided a Treasurer's report. Mr. Leach noted HFSC had received a total of \$18.7 million from the City of Houston on August 4, 2017. Mr. Leach said HFSC was currently undergoing its annual financial audit and the material would be presented at the next board meeting. Mr. Leach thanked HFSC Controller Steven Case and the finance division for their work on the audit.
- K. Ms. Lori Wilson, quality director, provided an update for July 2017. Ms. Wilson reviewed testimony monitoring, transcript review, proficiency testing, incidents and corrective actions. Ms. Wilson reported the Quality Division was creating an additional method to monitor testimony, which will involve trial transcript review. This method is intended to supplement

the current in-person testimony monitoring, not to replace it. Ms. Wilson said she would share additional details at future meetings. Ms. Wilson reported on an HFSC self-disclosure to the Texas Forensic Science Commission. Ms. Wilson stated the Audio/Video Unit was undergoing its annual audit. In July, an audit was conducted of the Latent Print Section. Ms. Wilson said HFSC was also gathering data to provide to the accrediting body, ANAB, for its remote audit.

- L. CEO and President Dr. Peter Stout asked the Board to grant him authority to execute a contract with Fibernet Direct Texas LLC to implement network services in connection with HFSC's new LIMS. The four-year contract will cost \$415,000 in total; however, it can be terminated after one year. Dr. McPherson moved to approve the contract. Mr. Medina seconded the motion. The motion passed unanimously.
- M. Chairwoman Cásarez made a motion to appoint HFSC's Chief Operations Officer, Dr. Amy Castillo, vice president of the corporation. Ms. Lentschke seconded the motion. The motion passed unanimously.
- N. Pursuant to Section 551.071, consultations with attorney, Section 551.074, personnel matters, and Section 551.072, deliberation regarding real property of the Texas Government Code, the Board went into executive session at approximately 10:36 a.m. HFSC's general counsel, Ms. Renee Byas, Dr. Stout, Dr. Castillo and Mr. Evans, were present with board members during the executive session.
- O. The executive session concluded at approximately 11:19 a.m., and the meeting reconvened in open session. No action was taken by the Board with respect to the executive session.
- P. There being no other business, the meeting was ADJOURNED at 11:19 a.m.

By:



Jordan Benton

Acting Secretary