

HOUSTON FORENSIC SCIENCE CENTER, INC.

**NOTICE OF PUBLIC MEETING  
December 14, 2018**

Notice is hereby given that beginning at 9:00 a.m. on the date set out above, the Board of Directors (the "Board") of the Houston Forensic Science Center, Inc. (the "Corporation") will meet in the Council Annex Chambers, 900 Bagby St. (Public Level), Houston, Texas 77002. The items listed below may be taken out of order at the discretion of the Chair and any items listed for closed session may be discussed and/or approved in open session and vice versa as permitted by law.

**AGENDA**

1. Call to order.
2. Roll call; confirmation of presence of quorum.
3. Reading of draft minutes of November 9, 2018 Board meeting. Consideration of proposed corrections, if any. Approval of minutes.
4. Public comment.
5. Report from Nicole Casarez, board chair, including a monthly update of activities and other announcements.

Reports and presentations by corporate officers, and possible related action items

6. Report from Dr. Peter Stout, president and CEO, including technical updates, outreach efforts, staffing changes and other corporate business items.
7. Presentation by Dr. Stout regarding Organization of Scientific Area Committees (OSAC) standards and guidelines, and possible related action.
  - a. Consideration of a resolution authorizing the Houston Forensic Science Center, Inc to incorporate lab-wide standards recommended by the Organization of Scientific Area Committees (OSAC.)
8. Report from Mr. David Leach, treasurer and CFO, regarding company financials and other fiscal updates.
9. Presentation by Mr. Leach regarding proposed amendments to the financial purchasing policies and procedures, and possible related action.
  - a. Consideration of amendments to the policy regarding requisition limits and authorities for reoccurring operating expenses.

- b. Consideration of amendments to the policy regarding procurement for goods and services (non-fixed assets.)
  - c. Consideration of amendments to the policy regarding procurement for fixed assets.
10. Monthly operations report from Dr. Amy Castillo, vice president and COO, including a review of turnaround times and backlogs.

Reports and presentations by staff

11. Report from Mr. Jerry Pena, director of CSU and digital multimedia evidence, on evidence collection, turnaround times and other updates.
12. Report from Mr. Charles Evans, director of business development, regarding the upcoming Houston Forensic Science Center, Inc. facility move to 500 Jefferson.
13. Report from Ms. Lori Wilson, quality director, regarding quality assurance, including review of testimony monitoring, proficiency tests and corrective actions.
14. Executive session in accordance with Texas Government Code Sections 551.071, consultation with attorney, and 551.074, personnel matters.
15. Reconvene into open session.
16. Adjournment.

–NOTICE REGARDING SPECIAL NEEDS –

Persons requiring accommodations for special needs may contact the HFSC at 713-929-6760 to arrange for assistance.

–NOTICE REGARDING PUBLIC COMMENT –

Members of the public may address the Board during the "Public Comment" segment of the meeting. Each speaker should limit his or her comments to three minutes. The Chairman may limit both the number of speakers and the time allotted for each speaker. A speaker who plans to submit a document for the Board's consideration should provide at least ten copies of the document, each marked with the speaker's name.

– NOTICE REGARDING CLOSED MEETINGS –

As authorized by Texas Government Code Chapter 551.001 (the "Open Meetings Act"), if during the course of the meeting covered by this Notice, the Board should determine that a closed or executive session of the Board should be held or is required in relation to any items included in this Notice, then such closed or executive session as authorized by Section 551.001 et seq. of the Texas Government Code (the Open Meetings Act) will be held by the Board at the date, hour and place given in this Notice or as soon after the commencement of the noticed open meeting, for any and all purposes permitted by Section 551.071-551.089, inclusive, of the Open Meetings Act.

The presiding officer shall announce that the Board will convene in a closed meeting; that is, in "a meeting to which the public does not have access," sometimes known as an "executive session." The presiding officer's announcement will identify the provision(s) of the Open Meetings Act permitted by Section 551.071-551.089 under which the closed meeting will be held. Should any final action or vote be required in the opinion of the Board with regard to any matter considered in such closed or executive session, then such final action or vote shall be taken only in a meeting open to the public, including reconvening the open meeting covered by this Notice.

**Certification of 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 on Tuesday, the 11th day of December, 2018 in a place convenient to the public in the Council Annex Chambers, 900 Bagby Street. (Public Level), Houston, Texas 77002, and on the HFSC website as required by Section 551.002 et seq., Texas Government Code.

Given under my hand this the 11th day of December 2018.

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Jordan Benton