



UNIFIED FORENSIC LAB

Board of Directors Meeting of the Unified Forensic Laboratory

October 25, 2023 Agenda

1pm-3pm

The meeting will be at the UFL

8555 Double Helix Court

Englewood, CO 80112

Members

DC Sheriff Darren Weekly (V) – Vice Chair	AC Sheriff Tyler Brown (V) - Secretary	Aurora Interim Chief Art Acevedo (V) – Chair	18 th Jud. District Attorney John Kellner (V)
Alternate Bureau Chief Mike McIntosh	Alternate – Lauri Halaba	Alternate Dep. Chief Mark Hildebrand	Chief Dep. Tom Byrnes
Aurora -Mayor Mike Coffman, (V)	AC Commissioner Jeff Baker, (V)	DC Commissioner Lora Thomas, (V)	Interim Lab Director Kimberly Morrow (NV)

BOARD MEMBERS	
P	Art Acevedo , Chief, Aurora Police – <i>Chair (V)</i>
P	Mark Hildebrand , Division Chief, Aurora Police, Alternate
P	Darren Weekly , Sheriff, DCSO – <i>Vice Chair (V)</i>
P	Tyler Brown , Sheriff, Arapahoe County – <i>Secretary (V)</i>
	Mike McIntosh , Bureau Chief, DCSO, Alternate for Sheriff Weekly (V)
P	John Kellner , DA 18 th Judicial District (V)
	Tom Byrnes , Chief Deputy DA 18 th Judicial District, Alternate (V)
P	Mike Coffman , Mayor, City of Aurora (V)
P	Jeff Baker , Commissioner, Arapahoe County (V)
P	Lora Thomas , Commissioner, Douglas County (V)
P	Kim Morrow , UFL Director, Arapahoe County (NV)
N/A	, Attorney of Record for UMFCL (NV)

P=Present A=Absent

ADDITIONAL ATTENDEES
Wendy Wales, Support Specialist UFL
Chief Lauri Halaba, Arapahoe County
Alex Sucheka, DNA Unit
Pete Shulte, Legal Counsel Aurora
Joel White, DCSO

John Schneebeck APD
Kathy Stafford
Mary Schneider DNA UFL
Shane Williams DNA UFL
Melissa Grass DNA UFL
Kiana Valenti DNA UFL
Kelsey Peters, Systems Analyst UFL
Darla McCarley-Celentano QD UFL
Chief Ken McKlem

- 1) **Call to order:** Chief Acevedo called the meeting to order at 1.22pm
- 2) **Roll call / Confirm Quorum:** Sheriff Brown conducts a role call and confirms a quorum is present.
- 3) **Issues for Executive Session?** No executive session was required.
- 4) **Approval of minutes from last meeting:** A motion to approve the minutes of the last meeting 7/26/23 was presented by Chief Acevedo. Motion to approve the minutes accepted by Commissioner Thomas. Second by Sheriff Brown. Motion approved.
- 5) **Meeting notice:** Notice of the meeting was posted on the UFL website on Monday 10/23/23.
- 6) **Open ongoing items:**

❖ **Vacancies and hiring updates – Director Morrow**

Chief Acevedo offered congratulations to incoming Director, Kim Morrow.

- The Lab is currently undergoing a reorganization of the Management structure. The decision has been made in conjunction with Arapahoe County Sheriff’s Office for the Forensic Biology Supervisor position will be reclassified as a full time DNA Analyst. This will fill the void of one of the DNA Analyst positions that had been previously requested. The Management structure will now comprise of a director and 2 Deputy Directors.
- We have seven interviews for the DNA Analyst vacancy. The vacancy became available when a Latent Prints Examiner promoted internally to become the Latent Prints Lead, leaving a vacancy. Arapahoe County graciously APD to turn the position into a DNA Analyst position, allowing the Lab to hire an additional Analyst for the DNA Unit. Thanks to Aurora and Arapahoe County Sheriff’s Office for working together to make it happen.

- We had two remaining Latent Print Examiner positions. We were unable to find experienced candidates for the Latent Print 2 positions, the positions were turned into Latent Print Examiner entry level positions, and we have hired two successful candidates who will be starting in January 2024, with one of them attending Ron Smith and Associates for training.
- We have signed off our two NIBIN Technicians. We have also signed off two trainees in the Latent Print Unit. We have one member of Latent Prints out on FMLA. We will have three qualified Examiners, which is the most we have had in a long time.
- Director Morrow would like to formally request, with the reduction in management staff, that we revisit the QA manager position. With Kim taking over the Lab Director position, and maintaining the QA position, this poses a conflict of interest. The Management team would like the Board of Directors to consider a Quality Assurance Coordinator position. The position would order proficiency tests etc., under the director of management allowing us to maintain checks and balances. A formal request will be submitted to the Board at the January Board meeting.
- DC Hildebrand is the hiring director for the Aurora Deput Director position. Sheriff Brown requested that there be some changes made to the posting in reference to the oversight of the budget. DC Hildebrand stated it would be possible.

❖ **RFP for legal representation – Director Morrow**

Query for the board, we had no takers. Pete Schulte, we have had no success it's a small contract so we may have to look at someone with less experience. If the board agrees. NO objections from the board for Pete to act.

❖ **Building updates – Deputy Director Montano**

- Concrete work has been completed by JE Dunn. Thanks to JE Dunn for the flexibility they provided, working nights to minimize vibrations to Lab equipment and the Labs concern with case work being affecting. Chief Acevedo requested to look at the completed work at the end of today's meeting.
- The Lab is moving forward with the Evidence Unit remodel. The plans will be going to the Board of County Commissioners at the end of November for approval. The rebuild will help with efficiency and address some security concerns. The Lab is planning and anticipating accommodation that the agencies might need.

❖ **ANAB Accreditation - Director Morrow**

We have received confirmed dates for our ANAB Assessment. The assessment will be 3 days February 28 – March 1st. There will be assessors for each of the units. The cost of the assessment is approximately \$25,000.00.

- Chief Acevedo asked if the assessors are reputable. Director Morrow assured the Chief they are.
- We completed our internal audit. Everyone in the lab did an excellent job. Director Morrow feels very confident in the quality of the work coming through the Lab.

❖ **Update on Latent Print cases sent to Ron Smith and Associates – Director Morrow**

The batch of cases sent to RS&A has made a lot of progress. They will be sending one or two contractors out to complete their AFIS entries here at the Lab. They will be background checked by CBI prior to coming to the Lab. We are pleased with the progress they have made on the current caseload.

7) **New Business**

❖ **Feedback request regarding information dissemination – Director Morrow**

Director Morrow would like to reach out to each agency after the meeting to see what statistics the members would like to see provided at the meetings. What benefits each agency the most? Is it ok to reach out? Sheriff Weekly would like to know when the Lab is not receiving responses from the Detectives.

❖ **Employee spotlight and kudos – Deputy Director Montano**

- Our Firearms Examiner who was attending class at the National Firearms Academy graduated. Alex Luby with the 18th Judicial District started at the Lab as a NIBIN Technician with no experience. Over the last five years he has put in a lot of work to be accepted into the program. Alex was one of only twelve people admitted to the NFA for this prestigious training. As part of his training, he needed to submit a research project which won 1st place. Alex won an all-expenses paid trip to the AFTI Conference in Alaska in 2024. His name is on a plaque at the NFA. We are very proud of Alex's accomplishments.
- We would like to thank the other members of the Firearms Unit who picked up additional work so Alex could attend class and acted as mentors for Alex. The Firearms Unit pulled together to assist Alex, picked up extra work and trained two additional NIBIN Technicians

- Omar Felix from the Firearms Unit has been offered and accepted membership into the European Scientists of Forensic Science Institute. This is a very big honor as very few Americans are offered membership.
- Chief Acevedo asked that when we celebrate our Lab employees that we invite Aurora leadership to help celebrate. Please send congratulations to both Alex and Omar from the Chief and members of the board.
- ❖ Sheriff Brown would like to take a moment to thank Chief Halaba for her service to ACSO and to the Board. Wishing Chief Halaba a happy retirement.
- ❖ Sheriff Brown would also like to introduce Chief Ken McKlem who will be stepping up to take the place as the Alternate Voting Member for Arapahoe County. Motion presented to offer Chief McKlem as the alternate for Arapahoe County. Second Commissioner Baker, motion passed.
- ❖ A motion was presented by Sheriff Brown to adjust the UFL Board Meeting start time to 1.30pm moving forward and remove the end time. Motion second by Commissioner Baker. Motion passed.
- ❖ Motion to adjourn the meeting presented by Commissioner Thomas, second Sheriff Brown, motion passed.

(8) Adjournment 2:09pm – Next Meeting – January 24, 2023 / 1:30pm @ UFL