

COURTHOUSE SECURITY COMMITTEE MEETING

April 25, 2018

Minutes

Location: Room 500 Courthouse

Committee Members Present: Judge Karen Seifert, Sheriff John Matz, Lieutenant Bill Anthes, District Attorney Christian Gossett, Terri Vandellen, Victim Advocate, Attorney Rebecca Castonia, Facilities Director Mike Elder, State Public Defender Linda Meier, Family Court Commissioner Lisa Krueger, Emergency Management Linda Kollmann, and County Executive Mark Harris.

Committee Members Not Present: Clerk of Courts Melissa Pingel, District Court Administrator Jon Bellows, Attorney EJ Jelinski, current County Board Chair.

Guests Present: Deputy District Attorney Scott Ceman

1. **Minutes.** The committee members present approved the minutes from the last meeting.
2. **New Member.** Dr. Shiloh Ramos is now the County Board Chair. By virtue of the position, he is also a member of this committee. Judge Seifert will follow up to make sure he is aware of the Committee.
3. **Courthouse Security Conference.** Judge Seifert provided an update to the committee members about the conference that occurred in March. The Slender Man case was discussed. The Judge on that case also provided media and community related issues for Courts to consider when high profile cases occur. Branch 5 recently used orders generated from the Slender Man case on a local, high profile case. Next year's conference is scheduled for March 5-7, 2019 in Appleton. Funding is unknown at this time.
4. **Access to the Courthouse / Exceptions to Security Checkpoint / Access other than Security Checkpoint.** Discussion of tunnel access by DA/ADAs only. Sheriff Matz confirms that tunnel access makes sense if the individuals using it are bypassing security anyhow. Sheriff Matz confirms there is a camera at the door and a light flashes in the security control center when the door opens. Mark Harris provides authorization for DA/ADAs only to use tunnel. This is limited to the 10 attorneys only and excludes staff. Any violations will result in loss of tunnel access. To the extent the DAs office ever requested use of the tunnel to transport a vulnerable witness, prior security approval is required.

Discussion of those who have access to the courthouse on nights and weekends. Facilities and IT staff have access 24-7. Most department heads have access 24-7. Some department heads have authorized access to other employees. At prior meetings, Melissa Pingel raised questions about why employees who have access to the building on nights and weekends are required to go through screening during the work week. This issue is left open to be discussed at the next meeting, which will also allow Department Heads an opportunity to attend.

5. **Alert Sense.** Linda Kollmann provided a handout to the committee regarding a system available to courthouse and Orin King building employees that would allow telephone and/or text message notification to employees in the event of an emergency. The system requires data entry of telephone numbers that would receive the alert. Discussion of the types of situations that would require the alert. Sheriff Matz believes use of the system would be very rare. The system would not be used for weather announcements. One concern is the required maintenance of the system. Committee members to consider the system for further discussion at next meeting, including when the system could be used. (examples provided: when large law enforcement or fire department response at the building, when there is a confirmed threat to safety, when there is a lockdown, etc.)
6. **UA Collection Update.** Committee was notified that signs have changed. Sheriff's office is aware of the impact the collection times have on jury days. There should be less impact once the 1st floor restrooms are opened (likely in May). Lt. Anthes confirmed that 10 arrests have occurred as a result of failed tests. 2 tests were failed but the parties were not able to be located. Continued reports will be provided in July.
7. **Relocation Update.** Mike Elder provided an update on the relocation project. Anticipated completion date is May 21, 2018.
8. **Security Manual.** The manual was last updated in 2017. With all of the changes to the Courthouse and the relocation of Commissioner Keberlein and Branch 6, some changes are needed. Lt. Anthes and Linda Kollmann to review. Everyone agreed that it should not be finalized until after all of the relocations are completed later this fall.
9. **Security Issues.** Judge Seifert confirmed that no security issues have been reported since last meeting.
10. **New Business.** Mike Elder informed the committee that historical lights will be located at the landing between 1st and 2nd floors and in the old room 235 once the relocation project is completed.

11. **Security Checkpoint Anniversary.** The security checkpoint has been open and operated for one year as of April, 2018.

12. **Next Meeting July 11, 2018 at noon in Room 500.**

Respectfully Submitted by Lisa M. Krueger, Family Court Commissioner