

## SECURITY COMMITTEE MEETING

January 6<sup>th</sup> 2016

### Minutes

Location: Room 60 in the Courthouse

**Next Meeting: April 6, 2016 at Noon in Room 60 in the Courthouse**

**Committee Members Present:** Judge Karen Seifert, Clerk of Courts Melissa Konrad, Lieutenant Bill Anthes, Family Court Commissioner Lisa Krueger, State Public Defender Linda Meier, Victim-Witness Coordinator Terri Vandellen, Facilities Director Mike Elder, Sheriff John Matz, Attorney John Birmingham, County Executive Mark Harris, District Attorney Christian Gossett, District Court Administrator Jon Bellows, Emergency Management Director Linda Kollmann, and ((County Board Members: Bill Wingren & Bill Roh (for a portion of the meeting)).

Others Present: Mike Norton, Harold Singstock, Paul Eisen, Scott Ceman, Amanda Folger, Stephanie Stauber, Tony Prekop, Tracy Paider, Adam Levin, Meggie Struve and Valarie Stuart.

- I. Minutes:** The minutes from the last meeting were approved by the Committee.
- II. Use of County Facilities:** Mark Harris discussed the usage of the Courthouse and other facilities by outside agencies. Melissa Konrad and Mike Elder confirmed that the building is really only now being used but County agencies and Bankruptcy Courts. There was discussion of the building being used after hours when the Security Checkpoint is built as after hour operations would affect the Sheriff's budget. The group agreed the building has minimal usage after hours except by the County Board.
- III. Tunnel Usage:** The Committee discussed the usage of the tunnels between the Orrin King Building and the Courthouse as well as the Courthouse to the Public Safety building. Bill Roh pointed out that the Facilities Committee has recommended closing down the usage of the tunnels. Melissa Konrad is opposed to closing down the tunnel between the Courthouse and the Public Safety building at this time as it is used by the jurors to go to Branch 6 as well as by the bailiffs for supplies for the jury. Terri Vandellen said Christian Gossett would also be opposed to shutting the tunnels down between the Courthouse and Orrin King. Judge Seifert suggested putting together a subcommittee on this issue with the key users (the DA's office as well as Corporation Counsel).
- IV. Allowed Items in the Courthouse:** Judge Seifert discussed items that will be allowed in the Courthouse after the checkpoint is built such as knives in the breakrooms, or box cutters, etc. There will need to be policies on what is allowed in the building.
- V. Meeting Break:** At 12:08 p.m. the meeting was interrupted. District Attorney Christian Gossett and Assistant District Attorney Scott Ceman interrupted the meeting and asked to speak to Bill Roh and Bill Wingren at the request of Corporation Counsel John Bodnar

regarding their attendance at the meeting as a potential quorum. A conversation was held outside in the hall. When the County Board members returned, they explained that they needed to leave the meeting based on what they were told in the hallway. Bill Wingren mentioned his query about whether an agenda needed to be posted. Judge Seifert explained the history of the committee and the fact there has never been an agenda posted, she also noted that it was when she took over the Committee she had the notice posted for openness. Bill Roh and Bill Wingren left the meeting.

- VI. AED's & First Aid:** The Community Foundation donated an AED that was installed on the second floor. Mitch Grube worked to get a donation from the Gold Cross for 3 very extensive first aid kits for the Courthouse.
- VII. Reportable Security Incident:** Judge Seifert told the group that since the last meeting there was a reportable security incident that needed to be sent to the State. The incident involved a phone call with verbal threats against the Child Support Attorney.
- VIII. Design Meetings:** Mike Elder reported that the design meetings are complete and now the project will go out to bid in about 2 weeks. There will be a temporary handicap ramp built to be used during construction. Jon Bellows asked for the information on the building plans so that the Chief Judge could sign off on the work to be done.
- IX. Martin Luther King Jr. Day:** The Sheriffs office is planning to do a verbal judo training on MLKJ day for security training again because no court proceedings are held on that day. Melissa Konrad will circulate the sign up sheet once she gets it to her department and to the other users of the Courthouse.
- X. Meeting Notice & Agenda Discussion:** There was a discussion after the County Board members left regarding the security committee notice and agenda being posted. Judge Seifert informed the group that the notices are always posted but an agenda is not. Christian Gossett indicated because there are three County Board members on the Security Committee there is violation of open meetings laws if there is not an agenda posted for those meetings. The remedy in his opinion is to undo what has been done by the Security Committee based on those meetings held in violation. Judge Seifert indicated she would look into this and would also discuss with Corporation Counsel Jon Bodnar. Judge Seifert also told the committee she would get the information she had about the Security Committee from the State with regard to it not being subject to open meetings laws.
- XI. Active Shooter:** The Sheriff Office is doing a active shooter drill on February 20<sup>th</sup> at the Courthouse
- XII. Subcommittee for Recommendations:** Judge Seifert suggested that a subcommittee of the Committee be formed for recommendation regarding screening, allowed items in the Courthouse, the tunnel usage, after hour usage, etc. The committee formed has the following members: Sheriff Matz, Christian Gossett, Jon Bellows, Dave Albrecht, Mike Elder, and Melissa Konrad. Mark Harris asked not to be on the Committee.

**XIII. Courthouse Security Conference:** The annual Courthouse Security Conference is again in March. Jon Bellows said there will likely be scholarships but we do not know when those will be offered.

Respectfully Submitted by Melissa Konrad, Clerk of Courts.