



## COURT SECURITY ADVISORY COMMITTEE

### MINUTES OF OPEN MEETING WITH CLOSED SESSION

February 28, 2023

12:15 to 1:15 p.m.

Audio Livestream

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**Advisory Body Members Present:** Hon. Charlaine F. Olmedo, Chair, Judge of the Superior Court of California, County of Los Angeles

Hon. Patricia Bamattre-Manoukian, Vice-Chair, Associate Justice of the Court of Appeal, Sixth Appellate District

Hon. Andrew E. Cooper, Judge, Superior Court of California, County of Los Angeles

Ms. Melissa Fowler-Bradley, Court Executive Officer, Superior Court of California, County of Shasta

Mr. Justin Mammen, Emergency Response and Security Services Manager, Superior Court of California, County of Orange

Mr. Darrel E. Parker, Court Executive Officer, Superior Court of California, County of Santa Barbara

Mr. Hugh K. Swift, Court Executive Officer, Superior Court of California, County of Stanislaus

Mr. Baltazar Vazquez, Clerk/Executive Officer, Court of Appeal, Sixth Appellate District

**Advisory Body Members Absent:** Hon. Charles R. Brehmer, Judge of the Superior Court of California, County of Kern

Hon. Margaret Fujioka, Judge, Superior Court of California, County of Alameda

Ms. Lisa Herrick, Assistant Court Executive Officer and General Counsel of the Superior Court of California, County of Santa Clara

**Others Present:** Mr. Kevin Lane, Clerk/Executive Officer, Court of Appeal, Fourth Appellate District

Ms. Pella McCormick, Director, Facilities Services, Judicial Council of California

Mr. Tamer Ahmed, Deputy Director, Facilities Services, Judicial Council of California

Ms. Dawn Payne, Attorney, Legal Services, Judicial Council of California

Ms. Vickie Akers, Analyst, Emergency Planning and Security Coordination Unit, Facilities Services, Judicial Council of California

Ms. Carolynn Bernabe, Analyst, Emergency Planning and Security Coordination Unit, Facilities Services, Judicial Council of California

Mr. Edward Ellestad, Supervisor, Emergency Planning and Security

Coordination Unit, Facilities Services, Judicial Council of California

Ms. Lisa Gotch, Analyst, Emergency Planning and Security Coordination Unit,  
Facilities Services, Judicial Council of California

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**OPEN MEETING**

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**Call to Order and Roll Call**

The chair called the meeting to order at 12:16 p.m., and took roll call.

**Approval of Minutes**

The advisory body reviewed and approved the minutes of the August 11, 2022, Court Security Advisory Committee meeting.

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**INFORMATION ITEMS (ITEM 1)**

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**Info 1**

**2023 Annual Agenda Timeline**

Members received an update about a new one-time project on the draft 2023 Annual Agenda, which will be reviewed by the Executive and Planning Committee on April 12, 2023.

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**DISCUSSION ITEMS (ITEMS 1)**

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**Item 1**

**Security Systems Program Policy**

Members further discussed the one-time project, which reflects a shift from an internal to a proposed Judicial Council policy. Mr. Ellestad shared information about the purpose of the policy—to ensure fair distribution of funds to the courts with the Security Systems Program and be consistent with other office programs. Members reviewed the draft policy in the materials, which had been edited and reformatted since they had previously seen it as an internal document. He indicated that, after Executive and Planning Committee approval, the committee will be asked to vote on posting a public Invitation to Comment on the policy for 30-days. Following the public comment period, the committee will consider any comments received prior to submitting a recommendation report to the Judicial Council that it adopt the proposed policy.

***Action: Staff will ensure acronyms in policy are defined, and add a brief informational footnote to clarify that contractors working on the Judicial Council's behalf on these Security Systems Program projects have appropriate clearance.***

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**ADJOURNMENT**

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There being no further open meeting business, the meeting was adjourned at 12:36 p.m.

Approved by the advisory body on August 10, 2023.

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**C L O S E D   S E S S I O N**

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**Approval of Minutes**

The advisory body reviewed and approved the minutes of the November 9, 2022, Court Security Advisory Committee meeting.

**Item 1**

**Trial Court Security Systems**

***Pursuant to California Rules of Court, rule 10.75(d)***

Members received reference copies of January 10 and January 23, 2023, action by email, as well as updates, discussion, and approvals related to Security Systems Program that refreshes, maintains, replaces, improves, and installs electronic security equipment/systems. Mr. Ellestad presented 10 proposed projects relating to access, duress alarm, and video systems for a total of \$744,900.06. Members approved all 10 projects. Mr. Mammen abstained from voting on Orange but approved all other projects; Justice Manoukian abstained from voting on Santa Clara but approved all other projects.

**Item 2**

**Court Continuity of Operations**

***Pursuant to California Rules of Court, rule 10.75(d)***

Members received an update on a staff action item from a previous meeting, on whether educational presentations relating to court relationships with local emergency management would best be on behalf of the committee or through Emergency and Continuity Planning Program. Mr. Ellestad reported that it would be best to continue to present educational content under the existing program's umbrella. Subject matter experts could be invited to participate and provide input, to prevent splitting up trainings, amending Annual Agenda projects, and creating potential budget concerns.

Adjourned closed session at 12:45 p.m.

Approved by the advisory body on May 10, 2023.