

# **Court Security Advisory Committee**

As of August 10, 2023

**Hon. Charlaine F. Olmedo**  
**Chair**

Judge of the Superior Court of California,  
County of Los Angeles

**Mr. Darrel E. Parker**

Court Executive Officer  
Superior Court of California,  
County of Santa Barbara

**Hon. Patricia Bamattre-Manoukian,**  
**Vice-Chair**

Associate Justice of the Court of Appeal,  
Sixth Appellate District

**Mr. Hugh K. Swift**

Court Executive Officer  
Superior Court of California,  
County of Stanislaus

**Hon. Charles R. Brehmer**

Judge of the Superior Court of California,  
County of Kern

**Mr. Baltazar Vazquez**

Clerk/Executive Officer  
Court of Appeal,  
Sixth Appellate District

**Hon. Andrew E. Cooper**

Judge of the Superior Court of California,  
County of Los Angeles

**CENTER FOR JUDICIAL EDUCATION  
AND RESEARCH ADVISORY  
COMMITTEE LIAISON**

**Ms. Melissa Fowler-Bradley**

Court Executive Officer  
Superior Court of California,  
County of Shasta

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**COURT EXECUTIVES ADVISORY  
COMMITTEE LIAISON**

**Hon. Margaret Fujioka**

Judge  
Superior Court of California,  
County of Alameda

**Mr. Hugh K. Swift**

Court Executive Officer  
Superior Court of California,  
County of Stanislaus

**Ms. Lisa Herrick**

Assistant Court Executive Officer and General  
Counsel of the Superior Court of California,  
County of Santa Clara

**TRIAL COURT PRESIDING JUDGES  
ADVISORY COMMITTEE LIAISON**

**Mr. Justin Mammen**

Emergency Response and Security Services  
Manager  
Superior Court of California,  
County of Orange

**Hon. R. Glenn Yabuno**

Presiding Judge of the  
Superior Court of California,  
County of San Bernardino

# **Court Security Advisory Committee**

As of August 10, 2023

## **GOVERNMENTAL AFFAIRS LIAISON**

### **Ms. Morgan Lardizabal**

Legislative Advocate, Governmental Affairs  
Judicial Council of California

## **LEGAL SERVICES LIAISON**

### **Ms. Dawn Payne**

Attorney, Legal Services  
Judicial Council of California

## **FACILITIES SERVICES LIAISON**

### **Ms. Pella McCormick**

Director, Facilities Services  
Judicial Council of California

## **JUDICIAL COUNCIL LEAD STAFF TO THE COMMITTEE**

### **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



# Judicial Council of California

Court Security Advisory Committee

[www.courts.ca.gov/courtsecurityadvcomm.htm](http://www.courts.ca.gov/courtsecurityadvcomm.htm)  
[courtsecurityadvcomm@jud.ca.gov](mailto:courtsecurityadvcomm@jud.ca.gov)

## 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 enter date.



**COURT SECURITY ADVISORY COMMITTEE**

**MINUTES OF ACTION BY EMAIL BETWEEN MEETINGS  
APRIL 21, 2023**

**E-mail Proposal**

The Court Security Advisory Committee was asked to approve posting a draft Security Systems Program Policy for public comment. The draft Invitation to Comment memo and policy had not significantly changed since the committee reviewed them at the February 28 meeting (staff reviewed acronyms to ensure they were all defined, and added a background check footnote).

**Public Notice**

On April 19, 2023, a notice was posted advising that CSAC was proposing to act by e-mail between meetings under California Rules of Court, rule 10.75(o)(1)(B).

**Public Comment**

No public comments were received.

**Action Taken**

Members were asked to submit their votes on the proposal. The e-mail proposal was approved. The draft Security Systems Program Policy and Invitation to Comment (ITC SP23-03) were posted at [www.courts.ca.gov/policyadmin-invitationstocomment.htm](http://www.courts.ca.gov/policyadmin-invitationstocomment.htm), and after a 30-day period, staff will bring any comments received back to the committee for review and discussion.

Approved by the advisory body on enter date.



## COURT SECURITY ADVISORY COMMITTEE

### MINUTES OF ACTION BY EMAIL BETWEEN MEETINGS JULY 3, 2023

#### **E-mail Proposal**

The Court Security Advisory Committee was asked to approve submitting a draft cover report recommending the Judicial Council adopt the Security Systems Program policy. The draft policy had not significantly changed since the committee reviewed it at the February 28 meeting; no comments were received on the draft policy during its 30-day Invitation to Comment period.

#### **Public Notice**

On June 29, 2023, a notice was posted advising that CSAC was proposing to act by e-mail between meetings under California Rules of Court, rule 10.75(o)(1)(B).

#### **Public Comment**

No public comments were received.

#### **Action Taken**

Members were asked to submit their votes on the proposed submission of the report and policy. The e-mail proposal was approved. The report and policy will be submitted for internal deadlines and will undergo internal reviews by Judicial Council staff's leadership and editors, and by the Executive and Planning Committee, then go to the Judicial Council for its September meeting.

Approved by the advisory body on enter date.