

SECURITY COMMITTEE MEETING  
October 19, 2016  
Minutes

Location: Room 500 in the Courthouse

**Committee Members Present:** Judge Karen Seifert, Clerk of Courts Melissa Pingel, Sheriff John Matz, Lieutenant Bill Anthes, District Attorney Christian Gossett, Victim Witness Coordinator Terri Vandellen, Family Court Commissioner Lisa Krueger, County Board Chairman David Albrecht, District Court Administrator Jon Bellows, State Public Defender Linda Meier, Facilities Director Mike Elder, and Emergency Management Director Linda Kollmann.

Others Present: County Board Member Paul Eisen

- I. Minutes:** The minutes from the last meeting were approved by the Committee.
- II. Update on Courthouse Security Project and Remodel:** Mike Elder reported the Security Center will be completed very early in 2017, probably by the end February. Mike Elder also let the committee know that new card access readers are coming in the near future. He said the bids for the remodel of the Courthouse and the Administration building will be going out in January 2017. He expects the remodel project to be completed by the end of 2017 as well.
- III. Update from the Sheriff regarding Courthouse Security:** The Sheriff reported that the Courthouse Security Checkpoint will be staffed by 7:15 a.m. each day and will close at 5:00 p.m. The Sheriff also said that the Security Office in the basement of the Courthouse is being worked on and when that is complete DNA collection and fingerprinting can be done in this office rather than having defendants go out to the Sheriffs office.
- IV. Tunnels:** The Sheriff informed the group that the tunnels will be closed. The District Attorney, Coroner, Victim Witness and Corporation Counsel will all be required to go through the Security Checkpoint. The Facilities Committee made the decision the Sheriff has the authority to lock down the tunnels between the buildings.
- V. After Hours Access:** Melissa Pingel questioned whether the building would have card access after hours and on the weekends. The Sheriff said yes, the department heads will have access to the building during these times through key card access.
- VI. Martin Luther King Jr Day:** Melissa Pingel asked the Sheriff if this years training that is normally on MLKJ day could be oriented around the Security Checkpoint and the protocols in place. The Sheriff thought that would be a good idea.

**VII. Emergency Response Plan and Security Manual:** The Courthouse has an Emergency Response Plan as well as a Security Manual. Judge Seifert indicated the two documents have not been looked at together to make sure the protocols do not conflict with one another. Also, the two will have to be looked at now that we are going to have screening in the building. Linda Kollmann and Lieutenant Bill Anthes offered to look at the two documents and let us know if we should make edits to be sure they were updated and make sure the two documents do not conflict. Melissa Pingel said she would send out both documents with the minutes.

**VIII. Next Meeting: January 25<sup>th</sup>, 2017 – Room 500 of the Courthouse.**

Respectfully Submitted by Melissa M. Pingel, Clerk of Courts.