

Judge Donald R. Johnson, Chief Judge  
Judge William "Will" Jorden, DCJ (Criminal)  
Judge Kelly E. Balfour, DCJ (Civil)  
Judge Fred T. Crifasi  
Judge Wilson E. Fields  
Judge Tiffany Foxworth-Roberts  
Judge Beau Higginbotham



Judge Ronald R. Johnson  
Judge Eboni Johnson Rose  
Judge Richard "Chip" Moore  
Judge Brad Myers  
Judge Gail Horne Ray  
Judge Tarvald A. Smith

**Nineteenth Judicial District Court**  
East Baton Rouge Parish

Kevin D. Bolds  
Judicial Administrator

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**MINUTES**  
**19<sup>TH</sup> JUDICIAL DISTRICT COURT**  
**BUILDING COMMISSION MEETING**  
**MARCH 2, 2023**

**I. CALL TO ORDER AND ROLL CALL**

Judge Johnson Rose called the meeting to order at 12:04 p.m. Roll was taken and a quorum was present.

**MEMBERS PRESENT**

Judge Eboni Johnson Rose (Chair)  
Judge Gail Ray (Vice Chair)  
Judge Kelly E. Balfour,  
Deputy Chief Judge (Civil)  
Judge Fred T. Crifasi  
Judge Wilson E. Fields  
Judge Donald R. Johnson, Chief Judge  
Judge Ronald R. Johnson  
Judge William "Will" Jorden,  
Deputy Chief Judge (Criminal)  
Judge Brad Myers  
Judge Trudy M. White

**MEMBERS ABSENT**

Judge Tiffany Foxworth-Roberts  
Judge Beau Higginbotham  
Judge Richard M. "Chip" Moore  
  
Judge Tarvald A. Smith

**OTHERS PRESENT**

Kevin D. Bolds, Judicial Administrator  
Charmane Brooks, Judicial Administrator Secretary  
Captain Herbert Williams (Deputy)  
Judge Green (Family Court)  
Andrew Saltamachia (Guest)

**II. APPROVAL OF MINUTES FROM THE BUILDING COMMISSION MEETING OF 6-29-22**

The minutes of the Building Commission meeting of June 29, 2022 were approved by email vote on November 2, 2022 with 8 Yeas and 0 Nays. Judge Johnson Rose signed those minutes at this meeting. A quorum was not present for the October 27, 2022 meeting, so no minutes were taken.

### **III. BUSINESS**

#### **VOTE FOR NEW VICE CHAIR OF THE BUILDING COMMISSION**

Judge Johnson Rose called for nominations for the Vice Chairman of the Building Commission. Judge Ray indicated her willingness to serve. Judge Jordan moved to appoint Judge Ray to the position of Vice Chairman, Chief Judge Johnson seconded and the motion passed without objection.

#### **CLEANING OF THE BUILDING**

Administrator Bolds noted that cleaning exterior building and windows is handled by Kyle Allgood and that he will ask Mr. Allgood to schedule a cleaning. He also informed the Commission that Service Master's cleaning services would be extended for another 2 months. The company that won the bid to replace Service Master was unable to hire enough staff and another bid will have to be accepted.

#### **UPDATE ON UPGRADES TO COURTROOMS TECHNOLOGY**

Administrator Bolds informed the Commission that the purchase order for these upgrades was signed. He explained that the upgrade consists of the monitors, ELMO and lectern inside the courtroom, plus the outdated backend equipment in the rack that drives the courtroom devices. The time frame for installation and completion will be updated as equipment starts to arrive.

#### **PURCHASE OF 2 HI-RES SCANNERS**

Captain Williams informed the Commission that the purchase of the 2 HI-RES SCANNERS was approved and they have been ordered. They should arrive by the end of March.

#### **MTI INMATE DOOR ACCESS**

Captain Williams informed the Commission that the MTI upgrade was also approved. This system allows inmates to be moved through the back hallways. It is old and replacement parts can no longer be purchased. Judge Ron Johnson asked if Security is responsible for this cost. Judge Johnson Rose replied the Revised Statutes make the Building Commission responsible for such a purchase.

#### **FIREWALL EQUIPMENT**

Administrator Bolds informed the Judges that the SonicWall firewall was approved and once installed it will resolve some remote management issues and offer greater protection to the public WiFi.

#### **CPR CLASS**

Administrator Bolds informed the Commission that CPR & AED (Automated External Defibrillator) training would be given by the East Baton Rouge Parish EMS on Friday, March 17, 2023 at Professional Development Day. The judges were invited to attend the training to learn the skills that could, potentially, save the life of an employee, visitor to the court, family member or friend.

#### **SALLY PORT (additional parking)**

Chief Judge Johnson wanted to have this matter reconsidered. He stated the south end of the Courthouse could be modified to accommodate a drive through Sally Port. He asked for authority to seek additional acreage from the Mayor. Judge Johnson Rose approved Chief Judge Johnson arranging a meeting with the City-Parish on this matter. Captain Williams stated the Sheriff and Warden are also interested in this modification.

### AFTER-HOURS BUILDING ACCESS

Captain Williams explained the current procedure where a weekend badge is given to a requester to allow them into the building on weekends. After a brief discussion, Judge Johnson Rose stated this matter will be discussed at the next Full Judges Meeting.

### FIRE DRILLS

Judge Johnson Rose mentioned she doesn't know where to exit during a fire. A policy is needed and the Fire Chief should be enlisted to facilitate a drill. Judge White noted that there have only been maybe 3 drills in her tenure.

### LEASING CAFÉ

Administrator Bolds noted that he has been asked by several businesses about leasing the Café. Chief Judge Johnson stated there is not enough traffic to support a Café. The metal detectors are a hindrance and a restaurant has never been successful in that location. Judge Crifasi informed the Commission that the Jefferson Parish Courthouse has a convenience store in it. Judge Ron Johnson mentioned that the empty 5<sup>th</sup> Floor is another space where its use needs to be designated. He noted Juvenile Court needs space. A discussion of the negatives of Juvenile Court in the building ensued. Judge Crifasi posited the idea of Pretrial Services being housed in the Café, but Judge Johnson Rose pointed out the new courtrooms are needed for that program. No further discussion was had on this topic.

### VENDING MACHINES IN PUBLIC SPACES

Administrator Bolds asked for comments about placing vending machines in an area accessible to the public. He stated they could be located inside the Café or under the escalators. The questions of how many machines are needed and what would be the contents were asked. The idea of a mixture of soft drink machines, salad/sandwich machines, snack machines, breakfast machines and coffee/hot chocolate machines was put forth. At discussion's end, it was the consensus of the Commission that making vending items available to the public would lead to uncontrolled trash, liquid spills and food crumbs throughout the Courthouse.

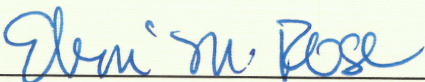
### PURCHASE AUTOMATED EXTERNAL DEFBRILLATORS

Administrator Bolds noted the cost of an AED ranges from \$1,200 - \$2,400 to purchase and \$350 per year to rent. The battery of purchased units must be periodically replaced at a cost of \$175.00. This topic will be put on the next Building Commission Meeting agenda after quotes have been obtained.

## IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 1:02 p.m.

APPROVED:



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Judge Eboni Johnson Rose  
Chair