

Judge Donald R. Johnson, Chief Judge
Judge William Jorden, Deputy Chief Judge
Judge Kelly E. Balfour, Deputy Chief Judge
Judge Fred T. Crifasi
Judge Wilson E. Fields
Judge Tiffany Foxworth-Roberts
Judge Beau Higginbotham



Judge Louise Hines
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**

Diana Gibbens
Interim Judicial Administrator

300 North Blvd, Suite 3602
Baton Rouge, LA 70801
Telephone: (225) 389-4744
Fax: (225) 389-4774

**MINUTES
19TH JUDICIAL DISTRICT COURT
BUILDING COMMISSION MEETING
December 07, 2023**

I. CALL TO ORDER AND ROLL CALL

Judge Eboni Johnson Rose called the meeting to order at 12:05 p.m. Roll was taken and a quorum was present.

MEMBERS PRESENT

Judge Eboni Johnson Rose (Chair)
Judge Ronald R. Johnson
Judge Kelly E. Balfour,
Deputy Chief Judge (Civil)
Judge Fred T. Crifasi
Judge Wilson E. Fields
Judge Colette M. Greggs
Judge Donald R. Johnson, Chief Judge
Judge William “Will” Jorden,
Deputy Chief Judge (Criminal)
Judge Brad Myers
Judge Tiffany Foxworth-Roberts
Judge Gail Horne Ray

MEMBERS ABSENT

Judge Beau Higginbotham
Judge Louise Hines
Judge Richard M. “Chip” Moore
Judge Tarvald A. Smith

OTHERS PRESENT

Diana Gibbens, Judicial Administrator
Charmane Brooks, Judicial Administrator Secretary
Kim Ford, Finance Director
Ronnie Bullion, Judicial Administrator Family Court
Rachel Shows, Judicial Administrator Secretary Family Court
Renee Chatelain, Executive Director Arts Council of Baton Rouge
Elizabeth Weinstein, Arts Council of Baton Rouge

II. APPROVAL OF MINUTES FROM THE BUILDING COMMISSION MEETING OF 8-30-23

Judge Johnson Rose called for the approval of the minutes of the previous meeting. Judge Balfour moved to accept the minutes and Judge Myers seconded the motion. The minutes were approved without objection.

III. BUSINESS

ARTS COUNCIL PRESENTATION ON ESCALATOR WALL ART INSTALLATION PROJECT AND FUTURE “CHILDREN’S CORNER” IN THE PROTECTIVE ORDER OFFICE

Elizabeth Weinstein and Renee Chatelain with the Arts Council of Baton Rouge presented a slideshow of a variety of options, colors, sizes, and shapes of art that is proposed for the escalator wall project. Diana Gibbens will circulate the photos to the judges and request that a selection is made by a given deadline date.

BUILDING POLICIES FOR SERVICE ANIMALS AND ELECTRONIC DEVICES

Chief Judge Don Johnson moved to adopt the service animal policy. Seconded by Judge Balfour. Vote 7 Yea 3 Nay, service animal policy adopted due to a vote of the majority. Policy will be posted on the court’s website and circulated to staff.

Judge Johnson Rose opened for discussion on cell phone policy and moved to adopt the drafts of cell phone policy and electronic devices circulated to the judges. Seconded by Judge Jordan. Vote: 1 Yea 9 Nay, Cell phone policy was failed due to a vote of the majority.

INTRODUCTION OF SAM PAGE, BUILDING SUPERINTENDENT

Diana Gibbens introduced Sam Page the new building superintendent with DPW who will be working with the court on maintenance issues. Diana Gibbens will also circulate his contact information.

aiSMARTBENCH RENEWAL FEE

Judge Johnson Rose informed there will no longer be any funds to pay the balance of Smartbench in the near future due to not having the funding source. The contract expires in October 2024. If we want this to continue we need to find a funding source.

SALE OF KITCHEN EQUIPMENT TO FUND 1ST FLOOR RENOVATION

Diana Gibbens informed the commission that a kitchen wholesaler advised that the kitchen equipment is too old to be saleable. Kevin Bolds is looking into the state surplus auction for the equipment to be sold. It is proposed that the current kitchen area be converted into a breakroom for the janitorial crew. The attorney room space located inside the café would be allocated to both the Baton Rouge Bar Association and Martinet Society for use by its members. There would be a key code access that would only be shared with members of the organizations and Judges would be permitted to share the code with select out-of-town attorneys. The organizations would be responsible for furniture, computer, printers, paper, etc. The primary café space would be utilized as a public lounge space with the potential for seeking a a coffee vendor as a tenant or installation of vending machines. More information will be obtained in the near future and this item will be place on next Building Commission meeting in 2024

BUILD OUT IN 2ND FLOOR DOMESTIC VIOLENCE/PROTECTIVE ORDER OFFICE & 3RD FLOOR JUDICIAL ADMINISTRATION OFFICE

This concept has been presented a few times previously. The issue of responsibility for covering the costs associated with constructions projects – new construction, renovations, or repairs remains unclear. An opinion from bond counsel will be obtained prior to the next Building Commission meeting in 2024.

JANITOR SCHEDULE OF DUTIES PER CONTRACT AND CONTACT INFORMATION FOR SUPERVISORS

Judge Johnson Rose requested that everyone review the documents pertaining to Elite Cleaning and the services required according to the contract with City Parish. The contract list should be helpful to determine what is acceptable to request of the Elite staff.

UPDATE ON SECURITY CAMERA, ACCESS CARD, AND CELLULAR UPGRADES

Final walkthrough will take place tomorrow with Allied for the upgrade on Security Camera and Access Card installation along with security representatives from the Supreme Court.

IV. ADJOURNMENT

There being no further business, Chief Judge Don Johnson moved to adjourn and Judge Jorden seconded the motion. The meeting was adjourned at 1:14p.m.

APPROVED:

Judge Eboni Johnson Rose
Chair