

**Wyoming Court Security Commission**  
**Minutes**  
**June 26, 2018**

The Wyoming Court Security Commission met on June 26, 2018. Court Security Commission members in attendance via personal appearance, video or phone were: Director Guy Cameron, Justice Keith Kautz, Judge Marv Tyler, Senator Leland Christensen, Representative Jared Olsen, Commissioner Mike Colling, and Director Steve Woodson. Supreme Court personnel Ronda Munger, Joe Hartigan and Becky Craig also attended.

**Call to Order – Director Cameron**

Director Guy Cameron opened the meeting. He welcomed and thanked everyone for attending.

Steve Woodson, Director of the Wyoming DCI, and Joe Hartigan, the Wyoming Supreme Court’s Security Officer, updated the Commission members on an incident that occurred at the Uinta County Courthouse earlier that morning. A defendant who was to appear before a district judge overpowered and disarmed a deputy, used the deputy’s handgun to obtain the keys to his shackles, exited the courthouse and stole a car at gunpoint from an individual outside the building (the subject was apprehended without further incident later that day).

Director Cameron addressed the first order of business on the agenda: approval of the May 10, 2018 minutes. He explained that the May meeting was a follow-up discussion regarding the recent legislative session. Director Cameron noted that many of the county commissioners attended the May meeting from the seven counties that received court security assessments and whose county commissioners will be able to apply for a portion of the \$400,000 appropriated for court security improvements. Judge Tyler moved to approve the minutes and Commissioner Colling seconded the motion. The Commission unanimously approved the May 10, 2018 minutes.

Director Cameron explained that the purpose of the meeting was to have further discussion regarding the appropriated funds, the grant formula, the grant process, and the application form that will be used.

**2018 Legislative Appropriation: Grant Formula, Process and Application – Director Cameron**

Ronda Munger reviewed the history of the court security assessments and the grant processes used since 2014. In 2015, the Wyoming Legislature appropriated \$1.2 million dollars in funds for court security improvements and gave them to the State Land and Investment Board (SLIB) to distribute under their grant process. The funds were to be distributed to the eight counties that received onsite court security assessments in 2014. During the 2018 legislative session, \$400,000 was appropriated from the general fund to the Wyoming Supreme Court to provide funding for court security improvements. The funds are to only be expended after a recommendation by the Wyoming Court Security Commission for direct purchase by the state or grants to counties for security equipment within courthouses or construction or modification of facilities containing a state court. Since the request to the legislature for this funding was based on court security assessments that were conducted by the National Center for State Courts (NCSC) in seven courts in 2016, the Wyoming Court Security Commission recommended that the appropriated funds be disbursed to those seven counties. Ronda provided an overview of two potential funding formulas developed for distribution of these funds by the Wyoming Supreme Court to the seven counties. The proposed formulas, the grant process and the application form were reviewed and discussed at length by the Commission.

Director Cameron moved the Wyoming Court Security Commission offer the seven counties the monies per the distribution formula set out in Exhibit A, attached hereto. This formula allows the counties to designate their prorated portion of the funds towards categories A, B and C, as the county deems necessary. Mike Colling seconded the motion. The motion passed unanimously.

The Commission discussed the merits of requiring a funding match by the counties. Director Cameron moved that the required match from each county be 10% of the actual funds requested by the county; Judge Tyler seconded the motion. The motion passed unanimously.

Discussion was held about the proposed grant application form (see Exhibit B attached hereto). The Commission requested language in the application to inform the counties that a bid or proof of costs will need to be attached to the application if the county wishes to expend funds on improvements that are not based on categories A, B, or C of their county's NCSC assessment or on the equipment listed in Court Security Standard 2010-1 established by the Wyoming Court Security Commission.

The application process was discussed and approved. The application form and instructions will be emailed to each of the seven county commissioner chairmen by July 13, 2018. The deadline for submission of the applications to the Wyoming Supreme Court will be sixty (60) days thereafter: September 11, 2018. The Court Security Commission will meet after that date to approve the applications and make recommendations to the Supreme Court. If the Commission members feel they need additional documentation or have questions for a specific county, the county commissioner chairman will be contacted. The grant applicants will be invited to this meeting in case any wish to defend their application.

If there are any appropriated funds remaining after the grant applications have been approved, the funds will be made available to counties not eligible to apply during the initial grant process.

Director Cameron informed the Commission about additional funding streams for court security available to the counties through the Office of Homeland Security. His office receives federal funds annually that can be used for court security improvements.

### **Next Meeting – Director Cameron**

The meeting date will be determined after receipt of all grant applications by September 11, 2018.

### **Meeting Adjourned**

#### **Actions Taken:**

1. The Commission approved the minutes from its May 10, 2018 meeting.
2. The Commission approved a distribution formula and required county match, and it agreed to the format and requirements set out in the proposed grant application form. (See Exhibits A and B.)

#### **Action Items:**

1. The proposed grant application form will be emailed to the Court Security Commission members for review and final approval prior to it being sent to the seven county commissioner chairmen.
2. The grant application form and instructions will be emailed to each of the seven county commissioner chairmen by July 11, 2018. The deadline for submission of the applications to the Wyoming Supreme Court will be sixty (60) days thereafter: September 11, 2018.

## Estimated Costs for Implementing Recommendations

	Average Cost	Total Need	% of Need	Total Appropriation	State Appropriation	County Match*
Carbon	\$578,375.00	\$1,023,112.50	56.53%	\$400,000	\$226,124	\$22,612
Converse	\$71,162.50	\$1,023,112.50	6.96%	\$400,000	\$27,822	\$2,782
Hot Springs	\$76,737.50	\$1,023,112.50	7.50%	\$400,000	\$30,002	\$3,000
Lincoln	\$89,587.50	\$1,023,112.50	8.76%	\$400,000	\$35,025	\$3,503
Sheridan	\$57,587.50	\$1,023,112.50	5.63%	\$400,000	\$22,515	\$2,252
Uinta	\$90,562.50	\$1,023,112.50	8.85%	\$400,000	\$35,407	\$3,541
Washakie	\$59,100.00	\$1,023,112.50	5.78%	\$400,000	\$23,106	\$2,310
<b>TOTAL</b>	<b>\$1,023,112.50</b>		<b>100%</b>		<b>\$400,000</b>	<b>\$40,000</b>

Total Court Security Improvements      \$440,000

\* If the entire State Appropriation is not requested by the individual counties, the county match will be prorated to 10% of the funds requested.

# WYOMING SUPREME COURT APPLICATION FOR COURT SECURITY FUNDS

During the 2018 Budget Session, the Wyoming Legislature appropriated monies for court security improvements:

**Section 325.** There is appropriated four hundred thousand dollars (\$400,000.00) from the general fund to the supreme court to provide funding for court security improvements. Funds shall only be expended upon recommendation by the Wyoming court security commission for direct purchase by the state or grants to counties for security equipment within courthouses or construction or modification of facilities containing a state court. Notwithstanding any other provision of law, this appropriation shall not be transferred or expended for any other purpose. Any unawarded, unexpended or unobligated funds remaining from the appropriation in this section shall revert as provided by law on June 30, 2020.

Based on the Courthouse Security Assessments conducted by the National Center for State Courts (NCSC) in 2016, the following seven (7) Wyoming counties are eligible to submit an application for the grant monies that were appropriated in the 2018 Wyoming Legislative Session through HB0001: Carbon, Converse, Hot Springs, Lincoln, Sheridan, Uinta and Washakie.

### COURT SECURITY CHECKLIST FOR GRANT APPLICATIONS:

- One (1) original application, including all attachments
- Detailed project cost estimate, including a breakdown of security expenditures broken out by A, B or C categories outlined in the National Center for State Court Assessment
- Estimated project schedule that includes design, commencement of construction and completion of construction

# WYOMING SUPREME COURT APPLICATION FOR COURT SECURITY FUNDS

**GRANT FUNDS REQUESTED:** \_\_\_\_\_

**PROPOSED COUNTY MATCH:** \_\_\_\_\_

**CONTACT INFORMATION**

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County (Grantee): \_\_\_\_\_

Chair, County Commissioners: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Project Director: \_\_\_\_\_

Title: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Fax No.: \_\_\_\_\_

Financial Director: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Fax No.: \_\_\_\_\_

I.D. Number (EIN): \_\_\_\_\_



# WYOMING SUPREME COURT APPLICATION FOR COURT SECURITY FUNDS

## COST ESTIMATES BASED ON NCSC CATEGORIES (A, B OR C)

**Category A: Items that can be implemented relatively quickly with little or no cost.**

Items to be purchased:	Cost Estimate (Attach documentation)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Category B: Items that will entail a moderate amount of cost and time to implement.**

Items to be purchased:	Cost Estimate (Attach documentation)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Category C: Items that will require a more significant amount of cost and time to Implement.**

Items to be purchased:	Cost Estimate (Attach documentation)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____





# WYOMING SUPREME COURT APPLICATION FOR COURT SECURITY FUNDS

On behalf of the applicant, I certify that I am the Chair of the \_\_\_\_\_ County Commissioners, State of Wyoming, I am authorized to sign this application on behalf of our governing body, and the applicant will comply with all appropriate requirements, if approved. To the best of my knowledge and belief, the information in this application is true and correct. I understand the Wyoming Supreme Court and the Wyoming Court Security Commission may review any relevant documents or instruments relating to the analysis of this application.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**DATE**

Please submit applications no later than September 11, 2018 to:

Ronda Munger  
Deputy State Court Administrator  
Wyoming Supreme Court  
2301 Capitol Avenue  
Cheyenne, WY 82002  
307-777-7590