

**Jury Trial & Courthouse Operational Plan Committee Meeting**  
**Wednesday, May 27, 2020**  
**11:00 a.m.**  
**Videoconference**  
**Minutes**

1. Call to order.

Judge Brantmeier called the meeting to order at 11:03 a.m.

2. Roll call.

Judge Bennett Brantmeier, Cindy Hamre, Benjamin Wehmeier, Atty Amber Rumpf, Sheriff Milbrath, Atty Yelena Zarwell, Donna Haugom, ADA Theresa Beck, Sgt. Sharee Behm; Kristen James, Attorney/Judge Miller, Donald Hunter, Gail Scott, Dana Scherer, Sarah Rogge, Judge William Gruber, Larry Meyer, Stacey Jensen, Dana Scherer and Michael Neiman.

3. Certification of compliance with the open meetings law.

Wehmeier confirmed that the meeting is in compliance with open meetings law.

4. Role of Committee (Chair)

Brantmeier is drafting policies and protocols to ensure proper communication for safe in person appearances and jury trials in Jefferson County. They will also need to consider other court house offices. These will be reviewed by the committee.

5. Personal Protective Equipment (PPE): (Clerk Hamre Incha)

- a. what is required.
  - i. offering surgical to those with cloth?
- b. how many are needed?

The Supreme Court is requiring PPE. Hamre said that it would be in excess of \$40,000 for the county to purchase this equipment.

6. Timelines: July 1, 2020 is the “no sooner” date. (Committee)

- a. committee’s thoughts and recommendations?
- b. phase approach
  - i. benchmarks

Brantmeier said that Judge Hue ordered a “no sooner” date of July 1<sup>st</sup>. The committee will have to review that date and make sure that everything is in place for safe jury trials. This will be a phased approach. ZOOM Meetings will continue in as many hearings as possible to minimize the persons at the courthouse and other requirements such as security and sanitization. Brantmeier talked about a recommended sanitation process for everyone to follow in the courtrooms.

7. Jury Trials (Committee)

- a. Layout
- b. one or more courtrooms
- c. video/YouTube feeds (public access)
- d. effect on regular courthouse business
- e. constitutional issues (jury questioning)

Brantmeier discussed the different options that we need to consider. He would like to form a sub committee to look into how to conduct jury trials safely and bring back recommendations to the committee. He appointed Adm. Wehmeier, Clerk Hamre, Sgt Behm and Himself to a subcommittee to prepare a policy to report back to larger committee.

8. Courtroom/courthouse cleaning (Admin. Wehmeier)

a. U.V.

Wehmeier is looking at different options for U.V. sanitation. The Sheriff's Office has a U.V. sanitizer that may work for the courtrooms. These U.V. sanitation machines cost between \$40,000 - \$45,000. He is also looking into what would be considered COVID-19 reimbursable.

b. Hand sanitizer stations

Brantmeier said that hand sanitizer stations are required. Wehmeier said that they are working on getting more.

9. Courtroom management

a. consistent use of video (Atty. Rumpf)

Rumpf said it is important to keep the process consistent. She would like to develop a consistent way for court proceedings to occur so that attorneys know what that process is going to be and they can communicate that with their clients. The DA agrees that consistency is helpful. Brantmeier will arrange a meeting with the other circuit judges to discuss this concern, get their input and see what they can do collectively to move forward with a consistent process. Gruber said that all of our judges should be on the same page as far as noticing and technology. Atty's Rumpf and Beck were requested to submit suggestions on what hearings could remain zoom and what would need to be in person to minimize persons in the court house.

10. Future meeting dates (Zoom):

June 3, 2020	11:00 a.m.
June 10, 2020	11:00 a.m.
June 17, 2020	11:00 a.m.
June 24, 2020	11:00 a.m.

11. Future agenda items. If anyone has agenda items, get them to Judge Brantmeier by noon the Friday before the meeting

12. Adjourn

The meeting was adjourned at 11:44 a.m.

Join Zoom Meeting

<https://wicourts.zoom.us/j/99293286293?pwd=ZnRCNk5VSDVTOGFYUERNRW9XZ0dSZz09>

Meeting ID: 992 9328 6293#

Password: 266875

One tap mobile: +13126266799,,99293286293#,,1#,266875# US (Chicago)

Dial by your location: +1 301 715 8592 US (Germantown)