

**Jury Trial & Courthouse Operational Plan Committee Meeting**  
**Wednesday, June 3, 2020**  
**11:00 a.m.**  
**Videoconference**  
**Minutes**

1. Call to order.

Judge Brantmeier called the meeting to order at 11:05 a.m.

2. Roll call.

Judge Bennett Brantmeier, Cindy Hamre, Benjamin Wehmeier, Amber Rumpf, Yelena Zarwell, Donna Haugom, Theresa Beck, Sharee Behm; Kristen James, Donald Hunter, Sarah Rogge, Judge William Gruber, Larry Meyer, Michael Neiman, Judge William Hue; Jennifer Weber and Paul Milbrath.

3. Certification of compliance with the open meetings law.

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

4. Review and approve minutes from May 27, 2020 meeting

Motion by Zarwell/Beck to approve the minutes from May 27, 2020. Motion passed.

5. Public Comment

None

6. Personal Protective Equipment

a. Face mask (update)

Wehmeier said that they ordered 1,200+ cloth masks. They are working on a distribution plan for staff. We also have 500 surgical masks available and ordered more. Donna Haugom said that the courts have ordered 600,000 masks. Hamre explained that each circuit court branch will receive 2,000 masks. DCA Neiman will deliver these masks.

7. Timelines: currently no sooner than July 1, 2020

Brantmeier said that until they have answers on Personal Protective Equipment (PPE) and other issues that we will not recommend a different date at this time.

8. Jury Trials

a. Subcommittee report

b. Plexiglass

Wehmeier, Behm, Brantmeier and Hamre met to discuss jury trials. They have looked at plexiglass to use as an option when social distancing is not possible. A notice will be drafted for citizens who need to appear in court. Rumpf questioned some trials that are still on the court schedule. Brantmeier said that attorneys should contact the Judicial Assistant for that courtroom to confirm the hearing schedule.

9. "Draft" Operational Plan: comments

A draft operational plan was provided for review. Brantmeier discussed the process for developing the plan. He reviewed the draft Operational Plan with the committee. The committee offered comments and suggestions for consideration. Rumpf will do some research on a process for exchanging paper documents and report back to the

committee. Wehmeier sent photos of a courtroom set up utilizing plexiglass. No action taken.

10. Courtroom/courthouse cleaning (Adm. Wehmeier)

- a. U.V.
- b. Hand sanitizer stations
- c. HEPA filters

The Sheriff has a U.V. sanitizer that would be available for the courtrooms. There will be hand sanitizers available. No action taken.

11. Courtroom management

Rumpf and Beck provided a list of court procedures. Brantmeier will share this list with all of the judges and commissioners. No action taken.

12. Other courthouse offices

Masks will be required in the courtrooms but not in the other areas of the courthouse.

13. Future meeting dates (Zoom):

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

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

15. Adjourn

The meeting was adjourned at 12:16 p.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)