

# COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

Jefferson County Courthouse  
Via Zoom Meeting ID # 993 8796 3508  
311 S. Center Avenue  
Jefferson, WI 53549

Wednesday, June 2, 2021 at 8:30 a.m.

## **Committee Members by SCR 68.05**

*William V. Gruber*  
Circuit Court Judge

*Steven Nass*  
County Board Chair

*Benjamin Wehmeier*  
County Administrator

*Cindy Hamre Incha*  
Clerk of Circuit Court

*Jennifer Weber*  
Family Court Commissioner

*Paul Milbrath*  
Sheriff

*Monica Hall*  
District Attorney

*Amber Rumpf*  
Public Defender

*Vacant*  
Rep. of local bar association

*Laurie Anderson*  
V/W Coordinator

*Donna Haugom*  
Emergency Mgmt Director

*Vacant*  
Central Services Manager

1. Call to order at 8:30 a.m. by Judge Gruber
2. Roll call – Judge William Gruber; County Administrator Benjamin Wehmeier; Clerk of Court Cindy Hamre Incha; Court Commissioner Jennifer Weber; District Attorney Monica Hall; Public Defender Manager Amber Rumpf; Victim/Witness Coordinator Laurie Anderson. Absent: County Board Chair Steven Nass; Sheriff Paul Milbrath; Emergency Management Director Donna Haugom.  
  
Court Reporter: Erica Schueler  
Other attendees: Sgt. Sharee Behm; Corporation Counsel J. Blair Ward.
3. Certification of compliance with the open meetings law verified by Corporation Counsel Blair Ward
4. Review and approve minutes from March 3, 2021 meeting- Motion by Clerk Hamre Incha; second by Commissioner Weber; motion carried.
5. Communications – None
6. Public comment – None.
7. Trauma kits use/training. Clerk Hamre Incha reports she communicated with South Central Regional Trauma Advisory Council (SCRTAC) and South Central Wisconsin Health Emergency Readiness Coalition (SCWIHERC). Our facility can receive 10 trauma kits upon the training of at least 5 staff members through the program Stop the Bleed. Staff will be trained by SCWIHERC. Administrator Wehmeier motions to authorize Clerk Hamre Incha to proceed in executing the training of staff and obtaining the trauma kits. Commissioner Weber seconds. Motion carried. This item will remain on the agenda and Clerk Hamre Incha will provide an update at the next meeting.
8. Business continuity evacuation plan –This agenda item is tabled to the next meeting as Sheriff Milbrath was not in attendance.
9. Courthouse remodel –Administrator Wehmeier reports the County Board is working through the process of the project with the design team. An in-depth review of the building mechanicals is being conducted. It is expected the Board will provide input to the design team in June or July. Once approved, it is expected to take 9 months for the final design process to go to bidding. The entire project once approved is expected to take 22 months for completion. This item will remain on the agenda for further updates.

10. Hazardous materials signage. Corporation Counsel Attorney Ward proposes the language and posting of the sign and the courthouse entrance. DA Hall motions to approve the sign and posting as proposed by Attorney Ward; Administrator Wehmeier seconds; motion carried. This agenda item is now concluded and may be removed from future agendas.

11. Bar Representative Nomination-Judge Gruber nominates Attorney Danielle Thompson; Administrator Wehmeier seconds; motion carries. Administrator Wehmeier indicates he received communication from Attorney Thompson she accepts the nomination.

12. Tentative future meeting dates: All of the following meetings will be held in person.

September 1, 2021	8:30 a.m
December 1, 2021	8:30 a.m.
March 2, 2022	8:30 a.m.

13. Future agenda items – None

12. Motion to adjourn by Commissioner Weber; second by Administrator Wehmeier. Motion carried. Adjourned 8:56 a.m.