

COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

Jefferson County Courthouse
311 S. Center Avenue, Via Zoom
Jefferson, WI 53549

Wednesday, March 2, 2022 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 Courts Cindy Hamre Incha; Court Commissioner Jennifer Weber; District Attorney Monica Hall; Public Defender Manager Attorney Amber Rumpf; Local Bar Association Representative Attorney Danielle Thompson; Victim/Witness Coordinator Laurie Anderson, Emergency Management Director Donna Haugom. Absent: County Board Chair Steven Nass; Sheriff Paul Milbrath

Court Reporter: Erica Schueler
Other attendees: Corporation Counsel J. Blair Ward; Sgt. Sharee Behm; Judge Bennett Brantmeier, Judge William Hue, Mark Maas, Ron Locast, Mark Stafford, Joan Callan
3. Certification of compliance with the open meetings law verified by Corporation Counsel Blair Ward
4. Review and approve minutes from December 1, 2021 meeting- Motion by Donna Haugom; second by Monica Hall; motion carried.
5. Communications – None
6. Public comment – None.
7. Trauma kits use/training. Clerk Hamre Incha indicates she has 3 staff scheduled for training in April. The kits will not be distributed until training occurs. This item is continued to the next meeting.
8. Business continuity evacuation plan –Sgt. Behm indicates she does not have an update to provide. This agenda item is continued to the next meeting.
- 9a. Courthouse remodel –Administrator Wehmeier indicates the final stages of development is in progress. Then the plan will be submitted to county board for approval, then the bidding process begins.
- 9b. Courthouse remodel security- Ron Locast brings areas of the new development to the committee for discussion. Administrator Wehmeier and Corporation Counsel Ward request the committee come to a consensus for recommendations for the security plans.
 - i. Staff access to the north entry. There was a request staff be permitted to enter/exit the north entrance. Sgt. Behm states this would be an unmonitored access point and does not recommend this be granted. Further

- discussion with committees results in a committee consensus this be denied.
- ii. Windows in the commissioner and judicial suite on first floor. Discussion in the committee regarding the security of the windows, including drywalling a portion of the window from the inside, tinted glass or ballistic glass being installed. After committee discussion, the committee consensus is the sill heights not be altered but alternative (tinted/ballistic glass) be explored.
 - iii. Front counters in Clerk of Courts, Child Support Agency, and District Attorney's Office. Discussion occurs regarding the need for reinforced/ballistic glass and reinforced/ballistic paneling on the counter. Discussion amongst the committee. Committee consensus is no ballistic glass, but have the lower portion of the counter reinforced.
 - iv. Judge's parking- The change in the location will occur at the onset of construction as the current parking lot will be unavailable. The plan is the Judges, Commissioners, District Attorney and Clerk of Courts (space permitting) will park in the garage attached to the Sheriff's Department. The access to offices was discussed. The secured doors will be tied into Central Control for access into the courthouse.
 - v. Secure doors in courtrooms-Discussion was held regarding swinging in/out from the secure vestibule into the courtroom. Sgt. Behm advises for security person the Sheriff's Office prefers the door swing in to the secure vestibule. As this is part of the courtroom, Department of Corrections will also be consulted.
 - vi. Barrier between bar and secure vestibule in Courtroom A. The door to the secure vestibule is immediately next to the bar for the public. Sgt. Behm indicates the Sheriff's Department preference is a physical barrier of plexiglass be installed in the small "L" shape of the bar where the door opens to the secure vestibule.
 - vii. Additional barriers in other courtrooms between gallery and well of the courtroom. The judges will discuss in separate session and provide update to the committee.
 - viii. Card access from secured hallway into courtrooms. Discussion in committee occurs. The committee consensus is that card access is not necessary to enter the courtroom/jury rooms from the secured hallway. It is intended card access will be necessary to exit the courtroom into the secured hallway.
10. Tentative future meeting dates: All of the following meetings will be held in person.

June 1, 2022	8:30 a.m
September 7, 2022	8:30 a.m.
December 7, 2022	8:30 a.m.
 11. Future agenda items – Agenda items #9a and #9b will be re-named a single item of Building Project Updates.
 12. Motion to adjourn by Commissioner Weber; second by DA Hall; Motion carried. Adjourned 10:00 a.m.