

COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

Jefferson County Courthouse
311 S. Center Avenue, Room 220
Jefferson, WI 53549

Wednesday, December 7, 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; Clerk of Courts Cindy Hamre Incha; Court Commissioner Jennifer Weber; Public Defender Manager Attorney Amber Rumpf; Emergency Management Director Donna Haugom; (arriving after meeting is called to order): Local Bar Association Representative-Attorney Danielle Thompson; District Attorney Monica Hall; Victim/Witness Coordinator Laurie Anderson.
Absent: County Board Chair Steven Nass; Sheriff Paul Milbrath; County Administrator Ben Wehmeier (excused).
Other attendees: Judge Robert Dehring; DCA Mike Neimon Sgt. Matt Kanters; Chief Deputy Don Hunter.
Court Reporter: Erica Schueler; Minutes: Judicial Assistant Ashley Robinson.
3. Judge Gruber trusts that the emails sent by Tammie Jaeger so confirm certification of compliance with the open meetings law.
4. Review and approve minutes from September 7, 2022 meeting: motion by Jennifer Weber, second by Amber Rumpf. Motion carried.
5. Communications: None.
6. Public comment: None.
7. Trauma kits: Cindy Hamre Incha’s training is complete and certification is still pending. Following certification she will purchase kits. She is awaiting to see if she can train staff upon receiving her certification. Due to COVID, training is only being offered in Milwaukee on a limited basis. Additional updates are continued until March meeting.
8. Business continuity evaluation plan: Subcommittee (Chair: EM Director Donna Haugom, EM Program Assistant Tracy Neuhaser, Sgt. Matt Kanters, Sheriff Paul Milbrath, Captain Margo Gray, Clerk of Court Cindy Hamre-Incha, DA Monica Hall).
 - a. Subcommittee requests further information. It is clarified that the intent of the subcommittee and action plan is post-construction; further, the threat plans should not be limited to bombs.
 - b. Issues of how to handle the public are raised; this protocol needs to be addressed.
 - i. Mike Neimon to provide the model used by Waukesha county and can offer notes on other obstacles they’ve come across (e.g., time of year, whether to hold/release, communications).

- ii. Cindy Hamre Incha requests protocol on what should be relayed to persons in court and technically how that will be done; guidance re: communication between JESO and the Courts is needed.
 - c. Mike Neimon to participate in next subcommittee meeting.
 - d. Donna Haugom notes the desire to expand the threat plan to other county buildings.
- 9. Building Project Updates: Sgt. Kanters reports that a security camera and monitor will be placed at the employee exit stairwell; also, lighting in the parking lot is being improved. Additional updates tabled to March meeting.
- 10. Data Collection on Threat Incidents: informal meeting directly after this meeting to review Waukesha county incidents, their data collection, and effectiveness of security (Judge Gruber and Sgt. Kanters will be joined by Captain Dessault of Waukesha County and DCA Neimon). Additional updates tabled to March meeting.
- 11. Tentative future meeting dates: March 1, 2023 at 8:30 a.m., physical location to be determined (likely that Zoom will be available). Meetings thereafter remain to be determined.
- 12. No future agenda items requested.
- 13. Motion to adjourn by Jennifer Weber; second by Monica Hall. Motion carried. Adjourned 8:57 a.m.