

# COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

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

**Wednesday, March 15, 2023 at 8:30 a.m.**

*Meeting held via Zoom*

## **Committee Members by SCR 68.05**

*Robert F. Dehring, Jr.  
Circuit Court Judge*

*Steven Nass  
County Board Chair*

*Benjamin Wehmeier  
County Administrator*

*Cindy Hamre Incha  
Clerk of Circuit Court*

*Jennifer Weber  
Circuit Court Commissioner*

*Paul Milbrath  
Sheriff*

*Monica Hall  
District Attorney*

*Amber Rumpf  
Public Defender*

*Danielle H. Thompson  
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 Dehring.
2. Roll call (all noted appearances are by Zoom): Judge Robert F. Dehring, Jr., County Administrator Benjamin Wehmeier, Clerk of Court Cindy Hamre Incha, Attorney Danielle Thompson, District Attorney Monica Hall, Emergency Management Director Donna Haugom, Commissioner Jennifer Weber; Other attendees: Judge Bennett J. Brantmeier, Captain Brian Olson, Chief Deputy Donald Hunter. Court Reporter: Rachel Gwidt; Minutes: Judicial Assistant Ashley Robinson; Absent: Public Defender Manager Attorney Amber Rumpf (excused), District Court Administrator Mike Neimon (excused), Sergeant Matthew Kanters (excused), County Board Chair Steven Nass.
3. Certification of compliance with the open meetings law verified by Administrator Wehmeier.
4. Review and approve minutes from December 7, 2022 meeting: motion by Commissioner Weber, second by Clerk Hamre Incha. Motion carried.
5. Communications:
  - a. Status of Security Incidents Data Collection with MIS from Judge Gruber: *reference Agenda item 11.*
6. Public comment: None.
7. Trauma kits: Clerk Hamre Incha provides update: an inquiry has been made with Fort Healthcare about available training; ideally, the courts would clear their calendars to allow for staff to attend such training as a group (class sizes would be limited to about 30 people). Judge Brantmeier does not object, and requests the court officials be included in the training. Judge Dehring directs Clerk Hamre Incha to make the request by way of an agenda item for the next Judge's meeting or by approaching Judge Hue directly, noting that both Judge Dehring and Judge Brantmeier are in agreement and believe the court officials should attend as well. Judge Dehring addresses the O.A.K. kits; Administrator Wehmeier notes the initial round of kits were installed, also notes there is a Narcan shortage at the moment, reviews seeking regional cooperation.
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 Chair Donna Haugom reviews the subcommittee meeting held in January: being discussed is how to train existing employees and onboarding for new employees, training for department heads, how to disseminate information whether it be for training, evacuation, or post-evacuation and who is responsible for that notice, best location to which to evacuate considering the needs to secure certain persons within the evacuation location and whether an evacuation location on the other side of the river is needed.

Judge Dehring inquires about timeline and written policy. Chair Haugom confirms the point of the subcommittee is to reduce a policy to writing; many of the questions can be addressed while construction on the courthouse is ongoing; the final piece of the exits from the remodeled courthouse will remain until closer to the end of construction. Chair Haugom will schedule a further subcommittee meeting prior to the next Security & Facilities Meeting.

9. Building Project Updates: Administrator Wehmeier presents a powerpoint on our current Phase 1 status and preparation for Phase 2. Prep for Phase 2 involves moves to significant offices and storage, and there will be a necessary CCAP switchover that will involve the entire CCAP system being down for a day. Courtroom/hearing room plans are broken into two Phase 2 phases. The next phase of parking lot/public access is reviewed.

10. Data Collection on Threat Incidents:  
Agenda item 5.a. is reviewed: Administrator Wehmeier makes inquiry as to what this entails, is this a new system that will need to be implemented? Captain Hunter responds that this should not involve MIS too much in the end; it will be a seamless doc (or the like) to be able to report incidents at the courthouse that do not rise to the level of a crime.  
Judge Dehring asks if our intent is to mirror the Waukesha system; Clerk Hamre Incha follows up that the inquiry with Waukesha is to review the program they have in place but implement our own; the reason for this Agenda item is to be in compliance with the new SCR.

Judge Dehring indicates that he will take the lead on this item, liaison with Judge Gruber, have a report for the next meeting, and entertain getting something in place prior to the next meeting.

Judge Dehring notes that neither Administrator Neimon nor Sergeant Kanters are available for any other general updates on this topic.

11. Tentative future meeting dates: Next meeting will be June 7, 2023 at 8:30 a.m. via Zoom. Meetings thereafter remain to be determined.
12. No future agenda items requested at this time, requested agenda items may be forwarded to Judicial Assistant Lori Zastrow.
13. Motion to adjourn by DA Hall; second by Administrator Wehmeier, all in favor. Motion carried unanimously. Adjourned 9:01 a.m.