

COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

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

Wednesday, June 7, 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*

*Ryan Hayes
Director of Facilities
Management*

1. Call to order at 8:32 a.m. by Judge Dehring.
2. Roll call (all noted appearances are by Zoom): Judge Robert F. Dehring, Jr., County Administrator Benjamin Wehmeier, Corporation Counsel Blair Ward, Attorney Danielle Thompson, District Attorney Monica Hall, Victim Witness Coordinator Laurie Anderson, Emergency Management Director Donna Haugom, Commissioner Jennifer Weber, District Court Administrator Mike Neimon, Sheriff Paul Milbrath, Public Defender Manager Attorney Amber Rumpf, Director of Facilities Management Ryan Hayes.
Other attendees: Captain Brian Olson; Chief Deputy Donald Hunter;
Court Reporter Rachel Gwidt - Minutes.
Absent: County Board Chair Steven Nass, Clerk of Court Cindy Hamre Incha.
3. Certification of compliance with the open meetings law verified by Administrator Wehmeier.
4. Review and approve minutes from March 15, 2023 meeting: motion by District Attorney Hall, second by Victim Witness Coordinator Anderson. Motion carried.
5. Communications:
 - a. Status of Security Incidents Data Collection: *reference Agenda item 11.*
6. Public comment: None.
7. Trauma kits: Clerk Hamre Incha was not available to provide an update.
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 has contacted the title company across the street (Fidelity Land Title, Ltd.) from the courthouse and they are willing to allow the judges and administration to use their facilities in the event of an evacuation from the courthouse. The City Hall, library, and Steve Louis' business center are also willing and able to accommodate

courthouse employees in an evacuation event. Discussion was held concerning communications during an evacuation event. Currently Terri Palm sends out texts and email messages to employees with Tammie Jaeger as her backup. Dispatch may become a backup to getting messages out to staff and County Bar members. The I Pause system can be used for notification of emergencies. The Connectus System can be used to notify employees. There is concern when there is no cellphone service or the power is out to distribute information.

- b. Chair Haugom will schedule a further subcommittee meeting prior to the next Security & Facilities Meeting.
9. Building Project Updates: Administrator Wehmeier discusses planning for future phases. A big switch will take place on October 9th. The main entrance, security checkpoint will be reopened as the main entrance and the security screening will again be in operation at that location. November 6th is when the Clerk of Courts Office, probate, and family courts will all be moved to their new offices , and the new hearing rooms will be utilized. Downstairs courtrooms will be taken offline to begin remodeling of them. The week of October 30th, the Court's are having downtime so that the CCAP systems can be installed.
10. Data Collection on Threat Incidents:
 - a. Agenda item 5.a. is reviewed: Status of Security Incidents Data Collection overview given by District Court Administrator Neimon. Jefferson County is interested in using the Waukesha County data collection model as a template. Another option is the State's updated security threat and incident report. Chief Hunter discussed the possibility of using a Google form or developing a software program that would compile statistics. Discussion was held on who would be responsible for filling out the forms (Deputies, other staff) and who would have access to the forms. It is important to document security threats at the courthouse.
11. Tentative future meeting dates: Next meeting will be September 6, 2023 at 8:30 a.m. via Zoom. Meetings thereafter remain to be determined.
12. No future agenda items requested at this time.
13. Motion to adjourn by Commissioner Weber; second District Attorney Hall, all in favor. Motion carried unanimously. Adjourned.