

COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

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

Wednesday, September 6, 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 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 8:30 a.m. by Judge Dehring.
2. Roll call (all noted appearances are by Zoom): Judge Robert F. Dehring, Jr., County Administrator Benjamin Wehmeier, Clerk Cindy Hamre Incha, Commissioner Jennifer Weber, District Attorney Monica Hall, Public Defender Manager Amber Rumpf, Victim Witness Coordinator Laurie Anderson, Emergency Management Director Donna Haugom,

Other attendees: Captain Brian Olson; Sgt. Kanters, Chief Deputy Donald Hunter; Corporation Counsel Blair Ward
Court Reporter Rachel Gwidt - Minutes.
Absent: County Board Chair Steven Nass, Sheriff Paul Milbrath, Attorney Danielle Thompson, Ryan Hayes
3. Certification of compliance with the open meetings law verified by Administrator Wehmeier.
4. Review and approve minutes from June 7, 2023 meeting: motion by Clerk Hamre Incha, second by District Attorney Hall. Motion carried.
5. Communications:
 - a. Data Collection on Threat Incidents. Judge Dehring reports he gathered background information and will schedule a meeting with JESO. Carry over to next meeting.
 - b. Updated court security threat and incident report form (CS-265). Judge Dehring will schedule a meeting with JESO. Carry over to next meeting.
6. Public comment: None.
7. Trauma kits: Clerk Hamre Incha indicates once designated space is available for training, she will schedule training. Carry over to next meeting for 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). Donna Haugom indicates the subcommittee did not meet last quarter. She is awaiting final construction plans to provide to subcommittee for plan development. Carry over to next meeting.

9. Building Project Updates: Administrator Wehmeier discusses planning for future phases. Storm sewers on Center Avenue should be completed this week and street parking will be restored. Security fencing will move to prepare for transition to the main security entrance. JESO will occupy new space commencing Oct. 2. Main security station will be moved to original entrance effective opening Oct. 9. North wing occupants will move into new space early October. Courts and Clerk of Courts CCAP transition scheduled to commence close of business October 31st through November 3rd with reopening of Courts (except for emergency hearings) on November 6th.
10. Tentative future meeting dates: Next meeting will be December 6, 2023 at 8:30 a.m. via Zoom. Meetings thereafter remain to be determined.
11. Future agenda items: Attorney Danielle Thompson resigned as representative of local bar association for this committee. Commissioner Weber will ask for those interested at the next bar association meeting and report back to Judge Dehring.
12. Motion to adjourn by Commissioner Weber; second District Attorney Hall, all in favor. Motion carried unanimously. Adjourned at 8:41 a.m.