

## COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

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

**Wednesday, December 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*

*John Chavez  
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, Clerk Cindy Hamre Incha, Commissioner Cassi Nelson for Commissioner Jennifer Weber, District Attorney Monica Hall, Public Defender Manager Amber Rumpf, Victim Witness Coordinator Laurie Anderson, Emergency Management Director Donna Haugom, Director of Facilities Management Ryan Hayes.  
  
Other attendees: Captain Brian Olson; Sgt. Matt Kanters, Chief Deputy Donald Hunter; Corporation Counsel Danielle Thompson  
Court Reporter Rachel Gwidt - Minutes.  
Absent: Sheriff Paul Milbrath; Commissioner Jennifer Weber; County Board Chair Steven Nass; District Court Administrator Michael Neimon.
3. Certification of compliance with the open meetings law verified by Administrator Wehmeier.
4. Review and approve minutes from September 6, 2023 meeting: motion by Clerk Hamre Incha, second by County Administrator Benjamin Wehmeier. Motion carried.
5. Public comment: None.
6. Communications:
  - a. Data Collection on Threat Incidents. Judge Dehring reports he met with Mike Neimon and JESO. DA Hall will meet with the private bar association to discuss implementing a communication system to get information out to counsel when an incident occurs within the courthouse. Carry over to next meeting.
  - b. Updated court security threat and incident report form (CS-265). Judge Dehring met with Mike Neimon and with JESO. Agreed to use the state form with modifications to document threat incidents. Discussion on linking the form to an app which is used through the courthouse computers. The report would go to JESO and they would follow up. Carry over to next meeting.

7. Building Project Updates: Administrator Wehmeier indicates the next phase has begun. There was a setback with construction due to flooding in the Clerk of Court's office. Furniture is being removed December 7 & 8, 2023 from Clerk of Court's office so that renovation can occur. JESO is occupying their new space and renovation is taking place in their former office space.
8. Audio/video security system in courtrooms: Judge Dehring reports that video only monitors in the courtrooms are appropriate and has had discussion with Sgt. Kanters concerning this. Audio is not necessary.
9. New Jefferson County Bar Representative is John Chavez. He was welcomed to the Committee.
10. Trauma kits: Clerk Hamre Incha indicates once designated space is available for training, she will schedule training. Carry over to next meeting for update.
11. 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.
12. Tentative future meeting dates: Next meeting will be March 6, 2024 at 8:30 a.m. via Zoom. Meetings thereafter remain to be determined.
13. Future agenda items: None presented.
14. Motion to adjourn by Chief Deputy Hunter; second County Administrator Benjamin Wehmeier, all in favor. Motion carried unanimously. Adjourned at 8:48 a.m.

