

COURTHOUSE SECURITY & FACILITIES COMMITTEE MINUTES

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

Wednesday, March 6, 2024, 2023 at 8:30 a.m.

Meeting held via Zoom

Committee Members by SCR 68.05

*Bennett J. Brantmeier,
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 Brantmeier.
2. Roll call (all noted appearances are by Zoom): Judge Bennett J. Brantmeier, County Administrator Benjamin Wehmeier, Clerk Cindy Hamre Incha, Commissioner Jennifer Weber, Public Defender Manager Amber Rumpf, Bar Representative John Chavez, Victim Witness Coordinator Laurie Anderson, Director of Facilities Management Ryan Hayes.

Other attendees: Sgt. Matt Kanters, Chief Deputy Donald Hunter; Corporation Counsel Danielle Thompson; District Court Administrator Michael Neimon
Court Reporter Meredith Clark - Minutes.
Absent: Sheriff Paul Milbrath; District Attorney Monica Hall; Emergency Management Director Donna Haugom.
3. Certification of compliance with the open meetings law verified by Administrator Wehmeier.
4. Review and approve minutes from December 6, 2023 meeting: motion by Clerk Hamre Incha, second by County Administrator Benjamin Wehmeier. Motion carried.
5. Public comment: None.
6. Communications:
 - a. Cooperation with local bar to implement communication system: Judge Brantmeier met with Terri Palm and Attorney Reimer, local bar association president, and obtained contact information for the local bar members. The bar association members are now included in the notifications. A procedure has been developed for updates.
 - b. Updated court security threat and incident report form (CS-265). Mike Neimon provides update on form CS-265 as the form was recently updated. Sgt. Kanters reports they are not yet using the form, but are willing to do so. In order to achieve consistency throughout the 3rd Judicial District and throughout the State, the form will be used.
 - c. Panic buttons-All areas of the courthouse have panic buttons. JESO is still operating until the old system, but a new system will be implemented in the near future. Sgt. Kanters will provide information

on the new system at the next meeting. This item is carried over to the next meeting.

7. Building Project Updates: Administrator Wehmeier indicates the areas of the DA's office and jury assembly room on the second floor should be ready for occupancy around April 22nd. Courtrooms A & B and judicial suites will be ready for occupancy around July 8th. Moves for this area will start in mid-June. Once occupancy is achieved and the courtrooms are operational on first floor, then the second floor courtrooms will go offline for the next phase. It is anticipated the jail will have occupancy in mid-September. Full project completion is slated for December.
8. Safety Planning During Construction: Judge Brantmeier read an email from Donna Haugom. There was no further information available for the meeting. Judge Brantmeier will meet with Donna Haugom, Sgt. Kanters and Ryan Hayes prior to next meeting. This item is carried over to the next meeting.
9. Trauma kits: Clerk Hamre Incha indicates she will be scheduling training in the near future to occur in May. This item is carried over to the next meeting..
10. Business continuity evaluation plan: No further information available. This item is carried over to next meeting.
11. Safety Training in Appleton: Deputy Hein and Sgt. Kanters are attending. Sgt. Kanters to provide an update at next meeting for any information learned to be provided to the committee.
12. Tentative future meeting dates: Administration will conduct a poll at to dates/times for meetings to not conflict with other meetings committee members have. The poll will also include if the meetings should be in person or by Zoom. Tentatively the next meeting is June 5, 2024 at 8:30 a.m.
13. Future agenda items: None presented.
14. Motion to adjourn by Commissioner Weber; second by Chief Deputy Hunter; all in favor. Motion carried unanimously. Adjourned at 9:02 a.m.