

AMENDED

MINUTES OF THE COURTHOUSE SECURITY MEETING OF FEBRUARY 5, 2016

Call to Order

The Courthouse Security Committee was called to order on February 5, 2016 at 9:15 am by Judge Sciascia.

Roll Call

Members in attendance were: Judge Sciascia, Judge Bauer, Steve Seim, Sheriff Dale Schmidt, Scott Smith, James Ketchem, James Mielke, Russ Kottke, Mary Ann Miller, Lynn Hron, Bob Barrington, Bernie Mueller, Shelby Brandsma, Peggy Novak, John Nehls, Greg Vollan, Collin Schaefer.

Public Comment

There was no public comment.

Approval of Minutes

Motion by Ketchem to approve the minutes of the November 6, 2015 meeting, 2nd by Judge Sciascia, Motion Carried.

Set annual training dates for 2016 and 2017

Judge Sciascia suggests setting aside specific dates in January of every year for staff training. Several dates and conflicts were discussed. Motion by Judge Sciascia to establish the mornings of the 2nd Wednesday and 3rd Thursday in January as annual training dates, 2nd by Barrington, Motion Carried.

Set quarterly meeting dates for 2016

Judge Sciascia sets the quarterly meeting dates for May 6, 2016, July 1, 2016, and October 7, 2016. The subcommittees will report as follows: Equipment/Capital Improvements in Spring (May), Training in Summer (July), and Policy/Procedures in Fall (October). The subcommittees are to meet and submit written reports prior to the Security Committee meeting dates.

Courthouse Security Conference attendance

There are 3 people signed up for the March Security Conference (Judge Sciascia, Greg Vollan and Michelle Kenning). Barrington comments on Legislature on court security funding and grants that may be applied for by counties.

SWAT training in the courthouse

Ketchem reports that there will be SWAT training in the courthouse on February 9, 2016 after business hours.

Appoint Deputy Allermann to the committee

Steve Allermann is introduced to the committee. Motion by Judge Sciascia to add him to this committee, 2nd by Judge Bauer, Motion Carried.

Coordinate COOP plans with Amy Nehls from Emergency Management

Amy Nehls reports that her department has been working with other buildings on emergency planning and distributes material/plans that have been established. Discussion was held regarding the current emergency flip-chart for the courthouse and incorporating that one into a new one with updated procedures.

COOP exercise was discussed. This committee needs input from the IT Dept and Emergency Government. Options where the courthouse would go for continuing operations included possible sites in Beaver, Watertown, and Juneau. Judge Sciascia believes we need a contingency plan for necessary operations and requests Emergency Government assist in establishing a plan for the courts. There is currently a county COOP exercise scheduled for April 18 and department managers from the courthouse can attend it to observe but it is anticipated that there is not room available for courthouse operations at the Mayville site. Judge Sciascia schedules a meeting for April 22, 2016 at 1:00 pm in the Br 3 courtroom for a discussion about courthouse continuation of operations to include DA-IT, CCAP, Mielke, Judges, DA, Clerk of Court, Probate, Corp Counsel, Sheriff, Child Support, Family Court, and the IT Dept.

Open meetings

Judge Sciascia discusses whether or not the Court Security Committee meetings are subject to the Open Meetings regulations and refers to a Memo from the Director of State Courts. Corp Counsel John Corey has advised that the meetings should be open. Sheriff Schmidt would prefer to have an opinion from the Attorney General before any action is taken to close the meetings. Judge Sciascia will contact the Attorney General's Office. The meetings will remain open at this time.

Bailiff pay

Judge Bauer discusses the demeanor of users of the court system, specifically family court related hearings that can be the most problematic. He believes that the bailiff pay is less than it

should be because of potential security issues. Judge Sciascia offers that as current bailiffs retire, they be replaced with retired law enforcement officers. Kottke advises that the Human Resource Dept be utilized to review the current job descriptions for those positions.

Visitors to Restorative Justice

The Board President for Restorative Justice, Sean Donohue, is present for a discussion on the use of their office in the courthouse. The office is now located on the first floor of the Justice Facility behind the Jury Assembly Room. Donohue advises that their Director has recently resigned and they currently do not have one. It was the consensus of the committee that Restorative Justice will not have anyone from the general public in their office and the only parties that will be using the office are Restorative Justice staff.

Report on the progress of jail/courthouse security upgrades

Sheriff Schmidt advises that there is a kick off meeting scheduled for February 8 at 10:00 am and there will be nothing to report until after that meeting.

The remaining items on the Agenda are deferred until the next meeting per Judge Sciascia

New Business

There is no new business.

Date, time, and location of next meeting

The next meeting of the Courthouse Security Committee will take place following the May Law Enforcement Committee meeting on May 6, 2016 at 9:15 am in Room 3038C of the Dodge County Justice Facility, 210 W. Center Street, Juneau, Wisconsin.

Motion by Sheriff Schmidt to adjourn, 2nd by Miller, Motion Carried.

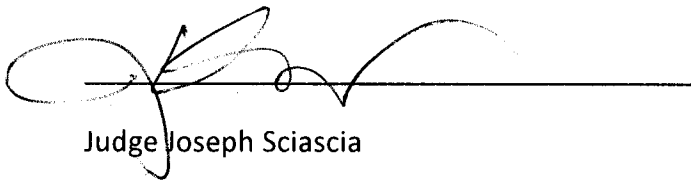
Meeting adjourned at 10:14 am

Things to do:

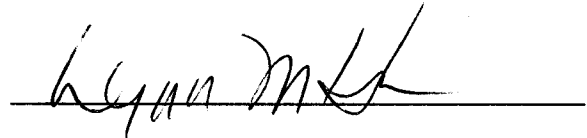
Committees to meet

Continuity of Operations Meeting in April

Letter to the Attorney General



Judge Joseph Sciascia



Lynn Hron, Secretary

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.