

COURTROOM SECURITY AND FACILITIES MEETING MINUTES

August 4, 2023

1. Call to Order

The meeting was called to order on August 4, 2023, at 9:32 am.

2. Roll Call

Joseph Sciascia, Eric Krueger, Terra Mattheis, Jennifer Smith, John Nehls, Mike Neimon, Jim Barkei, Sara Haag

3. Approval of Minutes

Motion by John Nehls, Second by Jennifer Smith to approve the Minutes from May 5, 2023 meeting as presented. Motion carried.

4. Training Committee Report:

a. Probate Security Measures

No update on this subject. Discussion was held on traffic going through the Probate office. This will be revisited at the next meeting.

b. Review All Call Practice

Jennifer Smith reports that the All Call practice went well. Going forward, practice of the All Call will be conducted every Martin Luther King day to eliminate any disturbance in court proceedings.

c. Courthouse Security New Hire Checklist

Jennifer Smith reports that she discussed a checklist for all new hires with the HR Department. Discussion was held on having new employees watch a video – Run, Hide, Fight. Eric Krueger heard regarding every building having an emergency plan. It was suggested that department heads contact and make arrangements with Eric to view their departments.

5. Duress/Panic Buttons

A discussion was held regarding Judge Sciascia's suggestion of every desk in the courthouse having a panic button. Mike Neimon suggested a more centrally located panic button. John Nehls indicated that the old buttons cannot be moved. Discussion was held regarding alternatives – perhaps two-way radios at employee's desks, or a phone app that gives a mass alert to all employees. This topic will be revisited next meeting.

6. Review security of Family Court Services Receptionist area

Discussion was held regarding the Reception area in Family Court Services (FCS). Eric Krueger will look at FCS and make a report.

7. Old Business

a. Firearms reporting

Judge Sciascia gives report. CCW and CCAP manually review the reports. Judge Sciascia will discuss further to nail down the information.

b. Live Streaming (watching a hearing through CCAP)

Mike Neimon gives report. DECAST is used for court. There is no delay and it is posted to CCAP. Discussion was held regarding notice time to allow the live streaming. Mike Neimon suggests we practice live streaming on a smaller hearing before a high profile one.

c. Social medial screening

This is regarding new employees. Judge Sciascia talked to the HR Department and Tonia and Cameron are working with the Sheriff's Office. Eric Krueger is heard regarding the Sheriff's Office background checks.

d. Capital improvement report from Marshals

8. Review Incident Reports

No Reports.

9. Calendar and any updates

Committee meeting dates: October 6, 2023

Annual Employee Training: January 9, 2024 and January 23, 2024

10. Things to do before the next Security Committee meeting

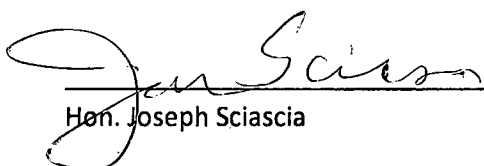
Eric Krueger to follow up with the Probate and Family Court Services

11. Determine Next Meeting date and time

The next meeting of the Courtroom Security and Facilities Meeting will take place on October 6, 2023, at 9:30 a.m. at the Dodge County Justice Facility, 3rd floor District Attorney Conference Room, 210 W. Center St., Juneau, Wisconsin.

12. Adjourn

Meeting adjourned at 10:30 a.m.



Hon. Joseph Sciascia



Secretary

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