

Courtroom Security and Facilities Meeting Minutes

October 6, 2023

1. Call to Order

The meeting was called to order on October 6, 2023 at 9:33 am.

2. Roll Call

Joseph Sciascia, Steven Seim, Cameron Clapper, Dave Frohling, Chad Enright, Kelly Enright, Jim Barkei, Eric Krueger, Terra Mattheis, Jennifer Smith, John Nehls, Emily Bauer

3. Approval of Minutes

Motion by Kelly Enright, Second by Cameron Clapper to approve the minutes from August 4, 2023 meeting as presented. No objections - Motion carried.

4. Policy and Procedures Report

Discussion regarding policies of Sheriff's Office and how to incorporate them into the CSF Committee procedures. Meeting will be set with Policy and Procedures sub-committee to review Supreme Court Rule and update procedures.

5. Removal of Lilly Kaplan as appointed member

Discussion. Motion for Jim Barkei to replace Lilly Kaplan, as he is supervisor of the victim witness coordinators. Motion by Dave Frohling, Second by Steve Seim. Motion passes, no dissents.

6. Review from last meeting

- a. Probate Security Measures - Visitor pass requirement to pass through probate office – motion by Cameron Clapper, Second by John Nehls. Motion passes – no dissents.
- b. Duress/Panic Buttons – Discussion – this will be reviewed by policy and procedures when they meet.
- c. Family Court Services reception area – Eric Krueger will give report at next meeting.

7. Review Incident Reports - None

8. Calendar and any updates

- a. Committee meeting dates for 2024 established– February 2, May 3, August 2, October 4
- b. All call practice – January 15, 2024
- c. Annual Employee Training – January 9, 2024 and January 23, 2024

9. Things to do before next meeting

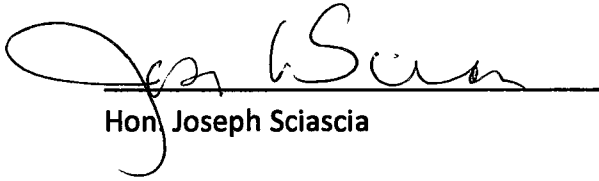
- Family Court Report
- Review Marshals Report
- Policy and Procedures Committee to meet

10. Next meeting date and time

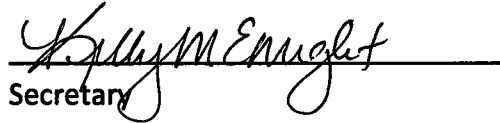
The next meeting of the Courtroom Security and Facilities Meeting will take place on February 2, 2024 at 9:30 am at the Dodge County Justice Facility, 3rd floor District Attorney Conference Room, 210 W. Center St. Juneau, Wisconsin.

11. Meeting Adjourned at 10:19 a.m.

Motion to adjourn by Judge Sciascia, Second by Chad Enright. Motion carried – no dissents.



Hon. Joseph Sciascia



Secretary

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