

## **MINUTES OF THE COURTROOM SECURITY AND FACILITIES MEETING OF FEBRUARY 1, 2019**

### **Call to Order**

The Courthouse Security Committee was called to order on February 1, 2019 at 9:34 am by Judge Sciascia.

### **Roll Call**

Members in attendance were: Judge Sciascia, Steve Seim, Dale Schmidt, Dustin Beck, James Mielke, Russ Kottke, Mary Ann Miller, Lynn Hron, Kurt Klomberg, Bernie Mueller, Peggy Novak, Kelley O'Brien, Rick Storzer, Shelby Brandsma

Others in Attendance: Michael Neimon, DCA 3<sup>rd</sup> Judicial District

### **Public Comment**

Michael Neimon, District Court Administrator is introduced to the committee by Judge Sciascia.

### **Approval of Minutes**

Motion by Kottke to approve the minutes of the October 5, 2018 meeting, 2<sup>nd</sup> by Mielke, Motion Carried.

### **New member committee assignments**

Dustin Beck is replacing Jim Ketchem on the Policy Committee and Amy Nehls to the Training Committee.

### **Review the recent county employee training on Stop the Bleed**

Judge Sciascia reported that the training was excellent but he was disappointed in the turnout and Mielke agreed the presentation was very good but attendance was not what was hoped for. Schmidt offers that the Sheriff's Office will be having their own training. Discussion by the committee about making training mandatory for employees. Mielke and Neimon will look into whether we can make training mandatory. O'Brien offers that more information in advance of the training could encourage better attendance. Departments are each getting their own Stop the Bleed kits. Storzer advises that the bailiffs will need to know where the kits are located. There should be a list of all locations with standard markings throughout the building.

### **Key accountability for employees**

Beck has a list of retired employees and as he was disabling their key cards he was advised that some cards have been transferred to other employees. The Sheriff's Office should be able to print out a list of employees and what keys were assigned. Hron will get a list together of the keys that current

employees have in their possession. Schmidt advises that there are keys for all county buildings available in the event of an emergency.

### **Structural changes to Family Court Services**

Brandsma reports that the Active Shooter training identified that her receptionist could not see outside her window and was going to alter her workstation. Additionally, mediations are being held in the Lawyer Workroom but there are issues with court customers in the hallway being able to hear conversations taking place during mediation. Her possible solutions include building a room where the paper files were previously kept, adding office space on the 3<sup>rd</sup> floor, using another room. She will keep studying the issue and report back.

### **Committee Reports**

Policy and Procedure committee will review the key policy once it is determined where all keys are. Training committee has an update on CPR training – Mueller advises that there will be a cost of \$10/person. Discussion on whether the training would certify employees and whether the building should have a select group of employees certified rather than attempt to certify everyone, such as some businesses have “first responders”. Judge Sciascia suggests training be cycled.

### **Incident Reports**

Beck reviews the 2018 Activity Report but it was unclear what classifies as a disturbance on the report. He will look into this further.

### **Attendance at the Courthouse Security Conference in 2019**

Judge Sciascia, Mary Ann Miller and Dustin Beck are going to the conference. The timing of the conference makes it difficult for others to attend because of the upcoming homicide trial.

### **Calendar and any updates**

May 3, 2019 is the next meeting with the Capital Improvement Committee reporting.

### **New business**

The handicapped button for the building is accessible from the outside but not when customers leave the building – it is located on the wall next to the Court Security Station where customers enter the building. Security officers have to either open the doors for the parties or let them through the barrier so they can access the button themselves, both require the officers to leave their station. This should be looked at in the future.

### **Things to do before the next meeting**

Can any training be made mandatory for employees?

Update on keys/cards.

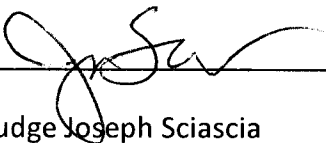
Brandsma to report on the meeting room situation.

Report from attendees of the Courthouse Security Conference.

**Date, time, and location of next meeting**

The next meeting of the Courtroom Security and Facilities Committee will take place following the Judicial and Public Protection Committee meeting on May 3, 2019 at 9:15 am in Room 3038C of the Dodge County Justice Facility, 210 W. Center Street, Juneau, Wisconsin.

Motion by Mueller to adjourn, 2<sup>nd</sup> by Novak. Meeting adjourned at 10:21 am



---

Judge Joseph Sciascia



---

Lynn Hron, Secretary

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