



**Waukesha County Criminal Justice Collaborating Council  
Case Processing Committee Minutes  
Thursday, January 25, 2024**

**Team Members Present:**

Sue Oppen (Co-Chair)	Michael Neimon (Co-Chair)	David Herring
Monica Paz	Neil Dussault	Jessica Klein
Steven Hughes		

**Team Members Absent:**

Hon. Paul Bugenhagen

**Others Present:**

Rebecca Luczaj	Janelle McClain	Laura Flood
Hon. Ralph Ramirez (proxy for Bugenhagen)		

Co-Chair Oppen called the meeting to order at 7:32 a.m.

**Approve Minutes from November 16, 2023 Meeting**

Motion: Paz moved, Klein second, to approve the Case Processing Committee minutes of November 16, 2023.  
Motion carried without a negative vote.

**Update on Criminal Caseload**

Paz distributed and reviewed a document titled, "Criminal Case Filing and Disposition History," as well as a document from CCAP providing data regarding numbers of cases filed versus opened for various types of cases.

104 jury trials were scheduled in 2023 for a total of 198 jury trial days; however, 20 trials resolved prior to trial. Of the 84 trials remaining:

- Felonies: 53 (63%)
- Misdemeanors: 11 (13%)
- Criminal Traffic: 3 (4%)
- Traffic: 3 (4%)
- Civil: 13 (15%)
- Juvenile: 1

**Discuss Pretrial Conferencing**

Paz distributed and reviewed documents titled, "Pretrial Program Summary" (both for only 2024 and 2016-2023) and the "2024 Criminal Pretrial Coverage."

Attendees discussed that a primary issue preventing us from adding more pretrial conferences is insufficient staffing in the DA's Office.

Herring stated that there are cases that are being resolved at initial appearances, and those numbers are not reflected on the distributed handouts.

### **Begin to Develop Policies Around Court Exhibit Storage**

Paz distributed a document titled, "Recommended Best Practices for Exhibits Management and Retention."

Paz reported that she had inquired with other jurisdictions how they store exhibits. Ten jurisdictions responded, the majority stated that either the Sheriff's Department or the issuing law enforcement agency maintains that. Paz expressed a concern that, even with a new exhibit room being built with the new construction, it will not be large enough to hold evidence for 20 years. There is also no special DNA storage, which requires temperature control. She further expressed a concern regarding the Clerks handling illicit drugs, particularly Fentanyl.

Paz would like to inquire if the Sheriff's Department would handle storage of contraband (drugs and weapons) for the required 20 years post-trial.

Ramirez suggested the state's best practices document regarding exhibit storage protocol for during and after trial to allow for consistency.

Paz suggested the possibility of training the Clerks in how to properly handle certain exhibits, such as illicit drugs.

Paz will distribute and review the best practices document at the next Judges' meeting on March 12.

In the meantime, a process needs to be developed for exhibit handling after hours. Paz's office has been encouraging law enforcement to pick up their own exhibits each day. The group will continue discussing this at future meetings.

Herring left at 8:13 a.m.

### **Courthouse Construction Update**

Neimon reported that demolition is completed. Construction crews are now working on pouring the cement for the Sallyport. Completion of Phase 1 should be in November. This will result in gaining access to the Sallyport likely by January.

### **Announcements**

Paz stated that, as part of the Clerk of Courts' business continuity plan, which is currently being updated, they must determine where courtrooms would be located for up to 30 days in the event of an emergency. As occurred during the pandemic, court by Zoom would be an option in an extreme situation.

Ramirez left at 8:19 a.m. Hughes left at 8:22 a.m.

### **Discuss Agenda Items for Next Meeting**

Continue to discuss developing a process for court exhibit storage.

### **Public Comment**

There was no public comment.

### **Adjourn**

Motion: Paz moved, Klein second, to adjourn the meeting at 8:23 a.m. Motion passed unanimously.