

## **RISK MANAGEMENT COMMITTEE MINUTES**

COMMITTEE: RISK MANAGEMENT COMMITTEE  
DATE: THURSDAY, JANUARY 12, 2017  
TIME: 5:00 P.M.  
PLACE: COUNTY BOARD ROOM

### **CALL TO ORDER**

Chairperson Campbell called the meeting to order at 5:05 p.m. and read the amended agenda.

### **ROLL CALL**

Members Present: Campbell, Houle & Shaffer

Absent:

Others present: Paul Millan, Nora Matuszewski, Mark Rinehart, Alex Walrath, Jason Theune, Tammy Queen, Christy Conley

### **APPROVE AMENDED AGENDA**

Motion by Shaffer to approve the amended agenda at the Chairman's discretion, seconded by Campbell. All present voting AYE. Motion carried.

### **APPROVE MINUTES FROM THE DECEMBER 15, 2016 MEETING**

Motion by Campbell to approve the minutes from the December 15, 2016 Risk Management meeting, seconded by Shaffer. All present voting AYE. Motion carried.

### **DISCUSSION ON COURTROOM PROGRESS**

Judge Stenz has asked if it is possible for maintenance to move back the half walls past the door in the courtroom to make an access for the Jurors to get out if needed. Maintenance will see if it can be done. Weather permitting the glass will be put in next week. The new blinds are up in the courtroom and Maintenance is working on getting a 36" AODA door to be placed between the Judge's office and the public area.

### **DISCUSSION ON CVSO CAMERA AND VETERAN ENTRANCE**

Motion by Shaffer to install a camera and a buzzer system for the door located by the handicap parking in front of the DA office entrance for the CVSO for appointments, seconded by Campbell. All present voting AYE. Motion carried.

### **DISCUSSION ON SECURITY CAMERA INSTALLATION**

The cameras are in the process of being installed by the entrances and the 2<sup>nd</sup> floor one's will be installed after the camera's by the entrances are up and running.

### **DISCUSSION ON FUTURE ITEMS**

The DA would like a piece of bullet proof glass installed along the railing in front of the Judge's door. Maintenance will be installing the new glass on the courtroom door windows. Jason Theune (Emergency Management) is working on an evacuation plan for the building in the case

of a tornado, bomb threat, etc., and he will bring a draft for the committee to look at for the next meeting.

Motion by Houle to have a joint committee meeting per quarter with the Court Security and Facilities Committee, seconded by Shaffer. All present voting AYE. Motion carried.

#### ADJOURNMENT

There being no further business, motion by Shaffer to adjourn meeting, seconded by Houle. All present voting AYE. Motion carried. Meeting adjourned at 5:40 p.m. with next meeting set for February 9, 2017.

These minutes are not official and are subject to change. They will be officially approved at the next scheduled Risk Management meeting.