

## **RISK MANAGEMENT COMMITTEE MINUTES**

COMMITTEE: RISK MANAGEMENT COMMITTEE  
DATE: THURSDAY, FEBRUARY 9, 2017  
TIME: 5:00 P.M.  
PLACE: COUNTY BOARD ROOM

### **CALL TO ORDER**

Chairperson Campbell called the meeting to order at 5:00 p.m. and read the agenda.

### **ROLL CALL**

Members Present: Campbell, Houle & Shaffer

Absent:

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

### **APPROVE AGENDA**

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

### **APPROVE MINUTES FROM THE JANUARY 12, 2017 MEETING**

Motion by Houle to approve the minutes from the JANUARY 12, 2017 Risk Management meeting, seconded by Shaffer. All present voting AYE. Motion carried.

### **DISCUSSION ON COURTROOM PROGRESS**

The 3 pieces for the Rotundra are done and maintenance is going to have Madl come and paint some designs on the glass to make it look nice. Maintenance is trying to find some help to remove the benches from the Courtroom so the glass can be put up. Millan gave the name of the supervisor for Job Corps and Maintenance will call to see if they have some people that could help them with it.

Motion by Houle to put up a camera in the hallway by Extension and one in front of the Courtroom, seconded by Shaffer. All present voting AYE. Motion carried.

### **DISCUSSION ON FUTURE ITEMS**

Theune presented a draft of the Preparedness Plan for everyone to review for the next meeting. The clerk will look into CPR trainings for courthouse employees. Theune will work on testing emergency devices and will report back at next meeting.

### **ADJOURNMENT**

There being no further business, motion by Houle to adjourn meeting, seconded by Shaffer. All present voting AYE. Motion carried. Meeting adjourned at 5:33 p.m. with next meeting set for March 9, 2017.

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