

RISK MANAGEMENT COMMITTEE

COMMITTEE: RISK MANAGEMENT COMMITTEE
DATE: THURSDAY, JULY 20, 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: Nora Matuszewski, Mark Rinehart, Alex Walrath, Jason Theune & Tammy Queen

APPROVE AGENDA

Motion by Shaffer to approve the agenda, seconded by Houle. All present voting AYE. Motion carried.

APPROVE MINUTES FROM THE JUNE 22, 2017 MEETING

Motion by Houle to approve the minutes from the June 22, 2017 Risk Management meeting, seconded by Shaffer. All present voting AYE. Motion carried.

DISCUSSION ON COURTROOM PROGRESS

Maintenance installed the door by the Judge's Office.

DISCUSSION ON COURTROOM KEYS, QUOTES, & UPDATES

Motion by Houle to re-key courtroom door locks, seconded by Shaffer. All present voting AYE. Motion carried.

The alarm door locks will all be in and ready to activate by August 1, 2017.

DISCUSSION ON ANY UPDATES TO THE PREPAREDNESS PLAN

Theune worked on the meal sites for Queen, they are finalized and Queen approved them. Theune is still working on the fire escapes, he will be talking to each department for routes of evacuation. There will be inspections done on the fire escapes to make sure they are safe for use.

DISCUSSION ON EMPLOYEE BADGES

Notice will be sent to all employees of the need and importance of wearing the employee badges.

DISCUSSION ON WINDOW COVERINGS ON OFFICE WINDOWS

No Action

DISCUSSION ON FUTURE ITEMS

Motion by Houle to install a camera on the outside corner of the North Annex building, seconded by Shaffer. All present voting AYE. Motion carried.

Next meeting to be set for September 21, 2017 at 5:00p.m.

ADJOURNMENT

There being no further business, motion by Shaffer to adjourn meeting, seconded by Houle. All present voting AYE. Motion carried. Meeting adjourned at 5:27 p.m., next meeting set for September 21, 2017, at 5pm.

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