The meeting was called to Order by Chairperson Gregory at 12:17 p.m.

**Members Present:** Commissioners Mark Gregory, Jack Nehmer and Roger Elkins

**Members Absent:** None.

**Others:** Bob Van Putten-Landmark Design Group, E.M.S. Director Jeremy Beebe, Sheriff Ed Williams, Chief Circuit Judge Scott Hill-Kennedy, Circuit Court Clerk/Chief Deputy County Clerk Therese Bechler, Maintenance Working Supervisor Brad Halladay and County Coordinator Susan Vander Pol

**Additions or Deletions:** None.

**Agenda:** Motion by Commissioner Nehmer, seconded by Commissioner Elkins to approve the agenda. Motion was unanimously supported.

**Public Comments** - None.

**Employee Comments** – Judge Scott Hill-Kennedy and Therese Bechler provided information on an incident that occurred last week within the Circuit Courtroom with a member of the public, the need for security screening of people upon entrance to the buildings, staff security and using two court officers on motion days.

Commissioner Gregory talked about funding, who we are going to have do the building security and options for starting the contracted service. Susan mentioned a meeting with the contractor is in process of being set up for the later part of the first week of January.

Sheriff Williams talked about the incident in the Circuit Courtroom, public screening for security and its effect on employee knowledge on potential threats if an incident occurs.

**Minutes:** Motion by Commissioner Nehmer, seconded by Commissioner Elkins to approve the minutes of October 1, 2019. Motion was unanimously supported.

**EMS Training Room Update** – Bob Van Putten of Landmark Design Group, presented information on the bids received for renovation of space for the E.M.S. training room project. All of the bids are from known vendors that have performed work for the County. Gerber Construction provided the low bid for the project with the shortest completion time. Susan mentioned a lease agreement with the Health Department for the space is in draft for review by the Board of Commissioners and Health Department. Discussion was held and the following recommendation was made:

Recommended by Commissioner Nehmer, seconded by Commissioner Elkins to recommend Gerber Construction for the renovation project for the E.M.S. training room in the amount of $68,465. Recommendation was unanimously supported.

**Security Equipment, Buildings and Main Courthouse Entrance, Policies.** Discussion was held on the draft policies and procedures for screening the public coming through the main door and a security officer job description that Susan had provided to the committee members. Additional review will be done and information related to the employee processes for using an “employee only” entrance will be added. A job description won’t be needed at this time if the contractor is utilized. Brad will review information for putting a temporary keyless entry unit on the employee entrance door until a permanent system is purchased.

**Board Comments** – None.

**Extended Public Comments** – None.

Motion by Commissioner Nehmer, seconded by Commissioner Elkins to adjourn at 1:14 p.m.

Respectfully submitted,

Susan Vander Pol
Osceola County Coordinator