Meeting Called to Order by Chairperson Gregory at 12:07 p.m.

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

**Others:** Undersheriff Justin Halladay and County Coordinator Susan Vander Pol.

Additions or Deletions to the Agenda - None.

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

**Public Comments** - None.

**Employee Comments** - None.

Motion by Commissioner Elkins, seconded by Commissioner Nehmer to approve the minutes of October 5, 2016. Motion was unanimously supported.

Old Business:

**Discuss Building Security**
Undersheriff Halladay shared ideas and processes he is familiar with to enhance security measures in the County buildings. Employee training is imperative for security enhancements and processes to work and be effective. The Commissioners discussed employee training, use of planned and unplanned drills to review training effectiveness, developing a list of various safe places employees and visitors could go in the County buildings if there were an emergency, and meeting with Landmark Design group to see if they would be interested in assisting with ideas and possible sketches to enhance security and public services at the north end of the main County courthouse. The Commissioners asked Susan to arrange for them to tour various County facilities so they may become more familiar with their layouts and also building maintenance needs.

**Policy Updates**
The Commissioners reviewed the revised emergency response policies provided. Susan provided a copy of Lake County’s policies for discussion on their formatting and how it may be helpful for our County. Susan will work on some sample layouts for the Committee.

New Business: None.

Board Comments – None.

Extended Public Comments (Six Minute Limit) - None.

The meeting adjourned 1:10 p.m.

Respectfully submitted,

Susan M. Vander Pol
Osceola County Coordinator