

**Draft Minutes
Security Manual Subcommittee
Workgroup 2
September 30, 2009**

The Security Manual Subcommittee, workgroup 2, addressing chapters 4-7 in the Security Manual met on September 30, 2009 at 90 Washington Street, Hartford in the third floor conference room.

Members in attendance: Mr. Russell E. Downer, Jr., Ms. Diane Hatfield, Atty. Richard Loffredo, Atty. Denise K. Poncini

Not present: Hon. Barbara B. Jongbloed

The meeting was called to order at 2:10

1. Richard Loffredo welcomed those in attendance.
2. The workgroup was assigned to review and update chapters 5-7 of the Judicial Branch's Security Manual.
3. The workgroup decided that the best starting point would be to address each section in each chapter to determine whether or not it needed to be updated.
4. Discussion ensued on each section as to whether or not the section needed to be updated.
5. It was decided that the suggested changes would be compiled and discussed at the next meeting of the workgroup, scheduled for October 14, 2009.
6. The meeting was adjourned at 3:20.