

STATEWIDE SYSTEM MANAGEMENT GROUP  
SUSTAINABILITY WORKGROUP  
OFFICE OF JUSTICE ASSISTANCE  
CONFERENCE ROOM B  
1 S. PINCKNEY STREET, SUITE 615  
MADISON, WI 53703  
JULY 1, 2010  
8:00 AM

**MEETING MINUTES**

**CALL TO ORDER – 8:15 AM**

**ATTENDANCE**

- MEMBERS
  - In Person
    - Rich McVicar, Chair
    - Keith Tveit
    - Paul Wittkamp
    - Jeff Meier
  - GUESTS
    - Carl Guse
    - Kathleen Lordo
    - Mark Handlin
  - Via Teleconference
    - Lt. Nina Hanlin
  - OJA STAFF
    - Dave Spenner
    - Sabrina Fordyce

**REVIEW AND APPROVAL OF FEBRUARY 12, 2010 MEETING MINUTES**

- MOTION
  - Motion made to approve past meeting minutes
  - Motion seconded and carries

**DISCUSSION AND POSSIBLE ACTION**

- Recommendations to the SSMG on user applications, potential revenues, user fees
  - Scope of Work proposal – Kimball
    - What can Kimball do for sustainability
    - Time and Talent
      - Figure out costs
      - Good to have an outside party
      - Define tasks
      - Outside look
      - Need level of detail
      - Put all aspects into one source
  - Consulting assistance with sustainability tasks
    - Discussion and Revision of Tasks
      - Task III – Third workgroup Governance should handle Task III, Sustainability Workgroup to focus on costs.
      - Add a Task to structure in better assistance from other resources and help find the best place to get help.
    - Procurement – Negotiate the scope of work, revise and get costs. Need SSMG to endorse services within existing contract.
      - Fill them in
      - Carry out mission to expend funds

- Suggestions
  - Bring Kimball and SSMG together – put on Agenda
  - Kimball could do a presentation via live meeting
  - Dave Spenner to present to Kimball pending SSMG approval
  - Teleconference with Kimball to follow up
- Have Kimball analyze what the system is used for and what is done so far
  - Come up with a plan
- Quantify the costs of the system
  - Add OJA costs
  - Kimball can show the financial coverage by demonstrating needs and what needs have already been met
- Impacts of adding to system – spreadsheet
  - How much additional costs for growth?
- Goal is to get scope 85-95% revised with fine tuning at 1<sup>st</sup> call between Kimball staff and Sustainability Workgroup.

**NO PUBLIC COMMENT**

**NEXT MEETING SET TO JULY 20, 2010 AT 1:30PM**

**ADJOURNMENT – 10:30AM**

- MOTION
  - Motion made to adjourn
  - Motion seconded and carries