

STATEWIDE SYSTEM MANAGEMENT GROUP
SUSTAINABILITY WORKGROUP
OFFICE OF JUSTICE ASSISTANCE
CONFERENCE ROOM D
1 S. PINCKNEY STREET, SUITE 615
MADISON, WI 53703
AUGUST 16, 2010
2:00PM

MEETING MINUTES

CALL TO ORDER – 2:05PM

ATTENDANCE

- MEMBERS
 - In Person
 - Rich McVicar, Chair
 - Paul Wittkamp, Secretary
 - Jeff Ohnstad
 - KIMBALL & ASSOCIATES
 - Laura Kelley
 - RD Porter
 - Jim Bitting
- GUESTS
 - Kathleen Lordo, DOT WISCOM
 - OJA STAFF
 - Dave Spenner
 - Jennifer Lord
 - Sabrina Fordyce
 - Tami Jackson

ROLL CALL AND INTRODUCTION OF MEMBERS

MEETING MINUTES FROM JULY 20, 2010 MEETING

- Motion made to approve the July 20th meeting minutes
- Motion seconded
- Motion carries

DISCUSSION, DEVELOPMENT AND POSSIBLE ACTION

- **Kimball Services Within Scope of Work**
 - Pages two and three to stay consistent
 - Discussion on pages three and four tasks
 - Kimball suggests that the approach to accomplish this task should be collaborative
 - Question regarding Warranty Tracking – to change wording to define equipment or inventory warranty
 - Wording should include inventory to distinguish which pieces are warranted
 - Growth will complicate the system
 - Ownership changes could be an issue
 - Discussion of database
 - Must clarify the maintenance fees and warranty costs
 - Word as inventory and warranty tracking
 - Need to know all costs
 - How much to run the system
 - Limit future unexpected costs
- Discussion of Maintenance Plan
 - Kimball could work on a plan of levels
 - Budget, needs, and requirements must be defined before plan can be made
 - What are acceptable levels

- What do standards look like
- Discussion of Status Reports
 - Timeframe
 - Need information sooner than six months
 - OJA Report – Projected expenses and information
 - Budget Pitch
 - Concept Papers
 - Kathleen Lordo and Laura Kelley will be daily contacts and meet bi-weekly
 - Tami Jackson defines what the needs are in order to meet the expectations within the timeline
 - Use of federal Homeland Security funds with state match
 - No state funding
 - End of federal grant program issue affects the timeline
 - Large state budget
 - Governorship change
 - State budget may not support needs
 - Kimball can assist with information to provide a concept paper for funding
 - State public safety agencies need infrastructure plan that goes beyond public state agencies
 - Need to know cost estimates by mid-October
 - Can re-pitch to the governor's office
 - Bring before the legislature
 - Need to run system
 - Need to provide great service
 - Should have a local community plan for potential savings
 - Look at how other states have used funding strategies
 - Should know what the potential demand is for the system to lead to greater efficiencies
 - Concerns of unfunded mandates
 - May use another scope of work to help give an example
 - Quantify all cost saving for all agencies, state and local
 - Need costs to determine

NEXT MEETING DATES

- Sustainability Workgroup will meet bi-weekly Monday's via conference call at 2:00pm with Kimball
- Agenda to be posted for recurring meetings
- Next meeting to be held August 30, 2010, 2:00pm at OJA

NO PUBLIC COMMENT

MEETING ADJOURNED AT 3:30PM

Motion made by Paul Wittkamp to adjourn

Motion seconded by Jeff Ohnstad

Motion carries