

INTEROPERABILITY COUNCIL  
SUSTAINABILITY WORKGROUP  
OFFICE OF JUSTICE ASSISTANCE  
CONFERENCE ROOM D  
1 S. PINCKNEY STREET, SUITE 615  
MADISON, WI 53703  
AUGUST 30, 2010  
2:00PM

**MEETING MINUTES**

**CALL TO ORDER – 2:05PM**

**ATTENDANCE**

- MEMBERS
  - In Person
    - Rich McVicar, Chair
    - Paul Wittkamp, Secretary
    - Jeff Ohnstad
    - Doug Meier
    - Keith Tveit
  - KIMBALL & ASSOCIATES
    - Laura Kelley
- GUESTS
  - Kathleen Lordo, DOT
  - Carl Guse, DOT
- OJA STAFF
  - Dave Spenner

**ROLL CALL AND INTRODUCTION OF MEMBERS**

**MEETING MINUTES FROM AUGUST 16, 2010 MEETING**

- Motion made to approve the August 16, 2010 meeting minutes
- Motion seconded
- Motion carries

**DISCUSSION, DEVELOPMENT AND POSSIBLE ACTION TO FOCUS KIMBALL & ASSOCIATES CONSULTATION**

- **Kimball Services Within Scope of Work**
- Discussion of the database – part of the sustainability scope
  - Agreed to be an Access database
  - Include all items previously discussed including an inventory of all WISCOM equipment and warranties, as well as projected costs.
  - Does not need to be completed by the October 15<sup>th</sup> report date
    - It will be used for internal tracking of inventory and warranties
- Laura Kelley is onsite working with Kathleen Lordo to obtain information and documentation needed for the Sustainability Report.
  - Sustainability Workgroup would like to have a draft copy of the report for September 27<sup>th</sup> workgroup meeting.
  - Would like to begin review and edits for final version by October 15<sup>th</sup>.
  - Kimball team will continue their efforts on the report and will update the team as the date approaches.
  - Spreadsheet provides a list of requested documentation
    - Group did not think it necessary to review each item

**NEXT MEETING DATE**

- Group discussion whether or not to hold the next meeting on September 13<sup>th</sup> but not necessary
  - Kathleen Lordo and Laura Kelley will determine by September 9<sup>th</sup> for cancellation

**NO PUBLIC COMMENT**

**MEETING ADJOURNMENT**

Motion made to adjourn

Motion seconded

Motion carries