

**STATEWIDE SYSTEM MANAGEMENT GROUP
SUSTAINABILITY WORKGROUP
OFFICE OF JUSTICE ASSISTANCE
1 SOUTH PINCKNEY STREET
MADISON, WI 53703
DECEMBER 20, 2010
2:00PM**

MEETING MINUTES

CALL TO ORDER

Meeting called to order at 2:05PM by Rich McVicar, Chair

ATTENDANCE

▪ MEMBERS

- In Person
 - Rich McVicar, Chair
 - Doug Meier
 - Jeff Ohnstad
 - Paul Wittkamp
- KIMBALL & ASSOCIATES
 - Via Teleconference
 - Laura Kelley
 - RD Porter

▪ GUESTS

- Kathleen Lordo, DOT
- Carl Guse, DOT
- OJA STAFF
 - In Person
 - Dave Spenner
 - Via Teleconference
 - Jennifer Lord

ROLL CALL AND INTRODUCTION OF MEMBERS

MEETING MINUTES FROM DECEMBER 9, 2010 MEETING

Meeting minutes were reviewed for December 9th.

- Motion made by Paul Wittkamp to accept meeting minutes with discussed changes.
- Motion seconded by Jeff Ohnstad
- Motion carried

WISCOM SUSTAINABILITY COST ANALYSIS

▪ DISCUSSION

- The group reviewed the last third of the sustainability cost analysis report prepared by Kimball & Associates and modified based on the comments from the prior meeting.
- The group thought that the fact needs to be further stressed that Wisconsin has already paid two thirds the cost of the entire project, and that a statement should be included that indicates "*If at most, a user fee of _____*" should be included in the report as well.
- With these changes, the Sustainability Workgroup will support the latest version of the Kimball & Associates report and will forward to the SSMG for adoption.
- Rich McVicar and Kathleen Lordo will draft a cover letter of explanation to be included with the report for presentation to the SSMG. Does the final draft need to be bound when presented to the SSMG?
- The committee reviewed an excel chart drafted by Dough Meier and Kathleen Lordo that projected the annual WISCOM anticipated revenue based on an annual subscriber unit fee of \$100.

NEXT SUSTAINABILITY WORKGROUP CONFERENCE CALL

- Date, time, and place for the next Sustainability Workgroup meeting is still to be determined.

MEETING ADJOURNED AT 3:35PM