

**STATEWIDE SYSTEM MANAGEMENT GROUP
SUSTAINABILITY WORKGROUP**

OFFICE OF JUSTICE ASSISTANCE
CONFERENCE ROOM D
1 S. PINCKNEY STREET, SUITE 615
MADISON, WI 53703
SEPTEMBER 27, 2010
2:00PM

MEETING MINUTES

CALL TO ORDER – 2:05PM

ATTENDANCE

- MEMBERS
 - In Person
 - Rich McVicar, Chair
 - Jeff Ohnstad
 - Doug Meier
 - KIMBALL & ASSOCIATES
 - Laura Kelley
 - RD Porter
 - Alexandra Marquis
 - GUESTS
 - Kathleen Lordo, DOT
 - Carl Guse, DOT
 - OJA STAFF
 - Dave Spenner

ROLL CALL AND INTRODUCTION OF MEMBERS

MEETING MINUTES FROM AUGUST 30, 2010 MEETING

- Motion made to approve the August 30, 2010 meeting minutes
- Motion seconded
- Motion carries

WISCOM SUSTAINABILITY COST ANALYSIS

- Cost Analysis Spreadsheet Review – RD Porter
 - Break out of projected costs into three categories
 - Operations
 - Equipment
 - Staffing
 - Included explanation of each line item and where the figures were derived from.
 - Edits to be made to the spreadsheet:
 - Operations
 - There were no charges made in the operations section
 - Equipment
 - The purchase of additional talk groups will be moved out to year six and broken out to show a cost of \$4,000 per year for five years.
 - The amortization schedule will be broken out of the main spreadsheet and become an additional tab.
 - Staffing
 - A line item is to be added for a trainer and training expenses for each of the ten year projections.
- Kimball reported the spreadsheet is only one component to the more comprehensive Sustainability Report which will be reviewed with the SSMG on October 14, 2010.

SUSTAINABILITY WORKGROUP

Meeting Minutes of September 27, 2010

ACTION REQUIRED

- Draft report completed to review during October 11th call – Kimball Staff
- Report of findings during SSMG meeting on October 14, 2010 – Kimball Staff

NO PUBLIC COMMENT

NEXT SUSTAINABILITY WORKGROUP CONFERENCE CALL

- The next conference call is scheduled for October 11, 2010 at 2:00pm

MEETING ADJOURNMENT