

COMMUNICATIONS UNIT WORKGROUP (COMU WG) MEETING

APRIL 5, 2019

10:00 AM

DEPARTMENT OF MILITARY AFFAIRS
 2400 WRIGHT STREET
 ROOM 230
 MADISON, WI 53704

MEETING MINUTES

1. Meeting called to order at 10:03 AM.
2. Quorum was established with 6/8 members present. Present in person: Brian Jansen, Todd Lindert, Bill Tyler, and Carl Guse. Present via teleconference: Rick Lange and James Westover. Also present: Paul Hughes, Doug Lofreddo, Josh Ripp, Jamie Formea, Molly Boss, Heather Harris-Fatty, and Jessica Jimenez.

3. Review and approval of March 5, 2019 Meeting Minutes

Motion to approve the meeting minutes by Tyler. Seconded by Lindert. Unanimous approval.

4. Public Comment – There was no public comment.
5. Old Business (Discussed after New Business)
 - A. COMU Standard Operating Guidelines (SOG) Update Project
 - This item was tabled due to time constraints.
 - B. SIMCOM 2019
 - Hughes discussed final plans for the event to be held in May 2019.
 - COML and COMT Recognition Ceremony will be held on the second day of SIMCOM.
 - C. Other Old Business - None

6. New Business (Was discussed before Old Business)
 - A. Position Task Book (PTB) Review/Approvals
 - COML - Erik Viel: This PTB was conditionally approved pending submission of missing pages. Viel will be contacted to submit the missing pages to OEC as soon as possible.

Motion to approve Viel's PTB conditionally by Tyler. Seconded by Lange. Unanimous approval.

- COML - Steven Fenske: This PTB was not approved at this time. Fenske's task book was signed by someone not currently recognized as a final evaluator. Approval of the PTB was put on hold for follow-up and further evaluation or action.
- COMT - James Westover: This PTB was approved for recognition.

Motion to approve Westover's PTB by Tyler. Seconded by Lindert. Unanimous approval. Westover abstained.

- COMT - John Brophy: This PTB was approved for recognition.

Motion to approve Brophy's PTB by Lindert. Seconded by Jansen. Unanimous approval.

B. Other New Business

- Tom Czaja will be retiring as the OEC Director in May 2019.
- There was discussion to have a special conference call meeting to allow Viel time to submit his missing PTB pages and allow for Jansen to submit his COMT PTB for recognition prior to SIMCOM. It was decided to have a phone conference meeting on April 8, 2019.

7. Meeting adjourned at 11:01 AM.

Motion was made to adjourn the meeting by Lindert. Seconded by Tyler. Unanimous approval.

Respectfully,

Heather Harris-Fatty
DMA/OEC