Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
June 26, 2014

• MINUTES •

Attendees:
Denney Fales – KCPL*  
Robert Hirchak – CLECO*  
Michael Gaunder – OGE*  
Stanley Winbush – AEP*  
Mike Hood – AECC*  
Jay Chase – GRDA*  
Russell Moore – CUS*  
Dave Millam - KCPL  
Keeth Works – SWPA  
Angie Blacketer - LES  
Leslie Sink – SPP Staff Sec

Steve Tegtmeier – LES  
John Gunter – SPP  
Becky Gifford – SPP  
Kim Burnside – SPP  
Margaret Q. Adams – SPP  
Amy Casavechia – SPP  
Jennifer Farley – SPP  
Chris Dodds – WRI*  
Troy Arnold – LUS  
Katie Mauldin – SPP  
Jim Gunnell – SPP  
Allan George - SECI

Not in Attendance:
Steve Tegtmeier – LES
John Gunter – SPP
Becky Gifford – SPP
Kim Burnside – SPP
Margaret Q. Adams – SPP
Amy Casavechia – SPP
Jennifer Farley – SPP
Chris Dodds – WRI*
Troy Arnold – LUS
Katie Mauldin – SPP
Jim Gunnell – SPP
Allan George - SECI

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Meeting began at 1:00. Robert Hirchak made a motion to approve the Agenda as written and Jay Chase seconded the motion.

Agenda Item 2: Approval 6/2/2014 Meeting Minutes
Motion to approve the meeting minutes was made by Chris Dodds and Russell Moore seconded the motion

Agenda Item 3: Project Pinnacle Presentation –
Brenda Lee, Contractor from Structure, gave an overall look at Project Pinnacle. Brenda also gave specifics regarding Integrated Marketplace planning for 2014 – 2015 regarding Project Pinnacle (Phase II). Presentation is attached.

Agenda Item 4: Review of Action Items

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Date Originated</th>
<th>Owner</th>
<th>Status</th>
<th>Comments</th>
</tr>
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<tbody>
<tr>
<td>New SPP.ORG</td>
<td>6/2/2114</td>
<td>Leslie Sink</td>
<td>Completed</td>
<td>Pete Hoelscher will be presenting to the OTWG at the 9/8 meeting on the new spp.org website</td>
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Agenda Item 5: 2014 SOC Update – The Springfield SOC evaluations were very positive. The less than positive feedback given was mostly regarding the host facilities’. Information regarding these particular issues has been relayed to Tara Smith at SPP for follow up.
   a. Upcoming fall facilitators/presenters and misc. – John will send out all information regarding the Fall SOCs soon.

Agenda Item 6: DTS update – Katie Mauldin – no updates

Agenda Item 7: 2014 Registration – Kim Burnside gave an update on the upcoming SOC registrations. Kansas City has 57 registered with 18 on the waitlist and Amarillo has 50 registered and 3 on the waitlist. The upcoming REOPs sessions are as follows: October – 21 registered, 10 on waitlist, November – 21 registered, 3 on waitlist. The group discussed and approved increasing the KC SOC roster to 55 if voluntary withdraws do not bring the roster down to 50.

Agenda Item 8: Upcoming Regional Events: Net Conferences and Restoration Drills will start up again in September; next REOPs will be in October, SOCs in September and October, ERD in July and September and the Train the Trainer will be August.

Agenda Item 9: Integrated Marketplace: Amy Casavechia reminded everyone that the original Integrated Marketplace CBTs would be turned off on June 30th and then re-launched as separate topical CBTs with all the current updates on July 3, 2014.

Agenda Item 10: Train-the-Trainer 2015-2016 initiatives: Jennifer Farley discussed some options for the 2015 - 2016 train-the-trainer timeframe. She proposed 2, 3-day workshops, both in Little Rock. One of the train-the-trainers would be on trainer basics for new or newer trainers, and the second session would be for the more seasoned trainers. The content for the seasoned trainers will be updated every 2 years. She will also continue with three net conferences a year. Due to this change, a motion was made by Michael Gaunder to accept this change and Troy Arnold (proxy for E. Rivera) seconded the motion. This motion was unanimously passed.

Agenda Item 11: REOPs 2015 -2016 initiatives: Margaret Adams started the conversation with the instructor led REOPs. The waitlists are steadily increasing and there are very few classes that are not at maximum enrollment. Margaret discussed that having a virtual REOPs class would not be beneficial for the learners however the mini REOPs that is currently a NC would be a perfect fit for the distance learning initiative. Margaret’s recommendation for REOPs and for her Net Conferences are to leave things as they currently are – 6 REOP classes, 6 IROL NCs and 7 NC topics 4 times per year. John Gunter discussed the Restoration Drills for 2015 – 2016. John shared with the group that he did a short survey of the membership regarding next year’s drills and how many and how long – the OTWG made the decision to have 8, 2-day drills and 2, 3-day drills in 2015. Discussions around pre-requisites were tabled for a later date. Mike Hood made a motion for this change and Jay Chase seconded the motion. This vote passed unanimously. Leslie Sink discussed the Emergency Response Drills in PJ Rose’s absence. Leslie gave an overview of the attendance in 2014. After looking at the number of ERDs and the attendance, OTWG decided to lower the ERD number from 6 to 4. Katie Mauldin confirmed she could have up to 6 entities represented in an ERD but that would be the cap for any one ERD. Mike Hood made the motion for this change and Russell Moore seconded this motion. The vote was unanimous.
Agenda Item 12: Integrated Marketplace 2015-2015 initiatives: Becky Gifford gave a short presentation on the 2015 – 2016 plans for Integrated Marketplace training initiatives. She stated that the training group did a short survey of a few MPs regarding a possible forum. The Marketplace Forum would be a two day conference in the fall of 2015; it would be facilitated by Customer Training and presentations given by SMEs. The 8 topics would include “hot” topics that are relevant and timely at the time of the conference. No decision has been made on if CEs could be awarded for a portion of the conference.

Agenda Item 13: Lessons Learned from Audits: Jay Chase stated the GRDA was undergoing an audit. He provided all of the documentation requested and has not had any follow-up questions.

Agenda Item 14: Other Items -
   a. Vote on new nominee – Steve Tegtmeier’s nomination was received; Steve gave a brief overview of his experience in the industry and in training. Steve was unanimously accepted. Leslie Sink will send the OTWG recommendation to Nick Brown for approval. If approved, Steve’s term will be July 2014 – July 2016.
   b. Update on Personnel Subcommittee – Leslie Sink stated she attended this NERC meeting in Orlando in June. Some items they are currently working on: The CE admin manual has been split into two different manuals – the CE manual is now a description of the CE program and then there is a CE “how to” manual. These will be uploaded soon to the NERC site. She shared with the group that Brenda Boline CE program administrator has stated there are still ILAs being submitted that do not have appropriate type of objectives and these ILA are going unapproved. Leslie said that if anyone has any problems with ILAs, customer training will help with the vetting process prior to submittal. There are updates to SOCCED being made in stages that will upgrade the SOCCED software to be more user friendly.

Agenda Item 15: Summary of new Action Items
   1. Leslie Sink will email Brenda Lee’s presentation to all of the attendees
   2. Kim Burnside will research the LMS prerequisites to see what may be appropriate for 2015
   3. Leslie Sink/Jennifer Farley will research the ILA constraints regarding prerequisites and CEs
   4. Leslie Sink will send Steve Tegtmeier’ s recommendation for approval to Nick Brown
   5. Leslie Sink will confirm Chair and Vice Chair terms and conditions
   6. John Gunter will email the SOC Host requests for 2015

Future Meetings
   August 4, 2014 Teleconference 1:30 – 3:00 CDT
   To register, click here.

Agenda Item 12: Adjournment
Denney Fales adjourned the meeting at 3:51.