Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Teleconference
November 19, 2012

• MINUTES •

Attendees:
Shannon Bolan – NPPD*
Richard Appel – SECI*
Mike Crouch - OGE*
Denney Fales - KCPL*
Mark Eastwood - CUS*
Robert Hirchak - Cleco*
Mike Hood - AECC*
Edgar Rivera - LUS*
Misty Revenew - WRI*
Stanley Winbush – AEP*
Leslie Sink - SPP

John Gunter, SPP
Keeth Works, SWPA
Becky Gifford, SPP
Jane Martin, SPP
P. J. Rose, SPP
Jennifer Farley, SPP
Karen McGee- AEP
John Mason- IND
Steve Tegtmeier-LES

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Shannon Bolan called the meeting to order at 1:33 p.m.

Agenda Item 2: Approval of 10/26/2012 Meeting Minutes
Changes to the minutes needed: Angie Blacketer change to LES and add an asterisk to Stanley Winbush as a voting member.
### Agenda Item 3: Review of Previous Action Items

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Date Originated</th>
<th>Owner</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 SOC Outline</td>
<td>8/16/2012</td>
<td>John Gunter and Margaret Adams</td>
<td>In progress</td>
<td>Following the same type of exercises from 2012, high usage “Dog Days of Summer” theme with a compliance based review</td>
</tr>
<tr>
<td>SME – eLearning</td>
<td>9/10/2012</td>
<td>Leslie Sink and Jennifer Farley</td>
<td>In Progress</td>
<td>OTWG members are currently vetting content. No changes will be made to the appearance of the course at this time.</td>
</tr>
<tr>
<td>DTS Engineer</td>
<td>10/26/2012</td>
<td>Jim Gunnell</td>
<td>In Progress</td>
<td>Bert Bressers is interviewing candidates for the DTS engineer. Jim will updated once someone has been identified</td>
</tr>
<tr>
<td>OTWG Charter</td>
<td>10/26/2012</td>
<td>Leslie Sink</td>
<td>In Progress</td>
<td>Leslie will email the OTWG current Charter – discussion about revisions will be made at the 11/19/2012 meeting.</td>
</tr>
<tr>
<td>Nomination Form for upcoming January vacancy</td>
<td>10/26/2012</td>
<td>Leslie Sink</td>
<td>In Progress</td>
<td>December the OTWG will vote on an upcoming vacancy. Send out nomination forms.</td>
</tr>
</tbody>
</table>

**Agenda Item 4: 2012 SOC Summary Evaluations** – Finishing up the final 2012 SOC evaluation summaries. This will be sent out to the OTWG members the first part of December for review.

**Agenda Item 5: Registration Update** – 2013 course enrollments went very smoothly using the single enrollment method. The SOCs are now full; the largest waitlist is for Kansas City where there are currently 9 individuals.

**Agenda Item 6: Integrated Marketplace Update** – Level 2 training is continuing and there will be a Market Clinic sprint in Little Rock the last week of November. After the Sprint, there will be a better understanding of the needed facilitators for the upcoming clinics.

**Agenda Item 7: OTWG Charter** – one change to the charter will be made, Leslie Sink will include the term limits for seats to the charter.
Agenda Item 8: Lessons Learned from Audits, JTA Development, Etc. – The RE is providing a PER-005 mock audit

Agenda Item 9: Other Items: 2013 SOC Evaluations – Leslie Sink stated that she would like to come up with a more efficient way to provide the SOC evaluations summaries.
1. Continue with paper, like always
2. Provide the paper/manual evals and scan them all, only providing a summary on the SOC over-all surveys.
3. Use the LMS for the surveys
4. Use paper/manual evals for the day-to-day evaluations and use the LMS for the Overall SOC evaluation.
Leslie Sink and Jane Martin will work together to see what the LMS can offer for this type of evaluation.

Agenda Item 10: Summary of Action Items:
1. Leslie Sink to make changes to the Meeting Minutes from 10/26
2. John Gunter to update the DTS Discrepancy log and to work with engineers to get a current snap shot of the actual production model
3. Leslie Sink to send out nomination forms for upcoming vacant position
4. Leslie Sink and Jane Martin to work together with the LMS to see about uses for the 2013 SOCs
5. Michael Daly or Becky Gifford will contact the host clinic representatives with facilitators that may be needed for the clinics
6. Leslie Sink to update the OTWG Charter to include term limits

Agenda Item 11:

Future Meetings
December 10, 2012 Teleconference 1:30 – 3:00
Register here: http://www.spp.org/event_register2.asp?oID=3826

Agenda Item 11: Adjournment
Misty Revenew made a motion to adjourn the meeting and Mark Eastwood seconded the motion. The meeting was adjourned at 2:45 p.m.