Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP
Face-to-Face
August 16, 2012

● MINUTES ●

Attendees:

Richard Appel, SECI*
Bill Bowen, SPS*
Robert Hirchak, CLECO*
Misty Revenew, WRI*
Stanley Winbush, AEP*
Mike Crouch, OGE*
Denney Fales, KCPL*
Jan Zeringue – LUS* (Proxy)
Leslie Sink, SPP Secretary

Keeth Works, SWPA
Dave Millam, KCPL
John Gunter, SPP
Michael Daly, SPP
P. J. Rose, SPP
Jennifer Farley, SPP
Margaret Adams, SPP
Jane Martin, SPP
Contractor- Brenda Lee
Steve Tegtmeier – LES
Randy Ezzell - ICT

* Voting Member

Agenda Item 1: Call to Order and Approval of Agenda
Richard Appel called the meeting to order at 1:00 p.m. CST

Agenda Item 2: Approval of 5/14/2012 Meeting Minutes
Robert Hirchak made a motion to approve the minutes and Agenda as written and Denney Fales seconded the motion. The minutes were approved.
### 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 Drill discussion – Regional, SubRegional and ERD Drills</td>
<td>4/26/2012</td>
<td>John Gunter</td>
<td>Completed</td>
<td>SPP Customer Training will conduct 6 Sub Regional Drills; (2)South, (2)North and (2)Central; 2 Regional Drill and 4 ERD for 2012.</td>
</tr>
<tr>
<td>Updating training monitors to a 64 bit screen</td>
<td>5/14/2013</td>
<td>John Gunter</td>
<td>In progress</td>
<td>John will discuss with the CWG secretary to see where this action item is placed within the CWG and ensure that while updating the system monitors that training monitors are a part of the upgrades.</td>
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</tbody>
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### Agenda Item 4: August SOC Summary/Updates/Evaluations/Changes

The Little Rock SOC received very good evaluations. This group was very engaged the entire time. There were a few suggestions that will be implemented in the next SOC – add time initially for an ice breaker so that the small groups have the opportunity to become familiar with their team.

### Agenda Item 5: 2013 SOC

The SOC Host applications have been sent out to all of the OTWG members. Leslie Sink stated that if anyone other than OTWG members would like to submit their location as a possible host to contact her and she will email an application or they can retrieve it from SPP.ORG website. These applications should be emailed to Leslie no later than September 3rd. She will then submit the list to all of the current OTWG members for a vote. The topic "Dog Days of Summer" is the theme for the 2013 SOCs. It will be based on high loads, high temperatures working towards a blackout. The SOC will be scenario based with the delivery methods much like 2012. The decision to exclude exams and have the course completely performance based like 2012 was accepted. John Gunter will complete the outline and present it to the OTWG. Robert Hirchak made a motion to accept this theme and Misty Revenew seconded the motion.

### Agenda Item 6: Emergency Response Drill Pilots

John Gunter is ready for the second pilot of the ERD in two weeks. There are some changes to this pilot. He will have the members working simultaneously on their contingencies. Along with this he will have the participants’ complete worksheets to help diminish the amount of downtime than was experienced in the first pilot.
Agenda Item 7: 2013 Customer Training Finalizations
The 2013 Calendar is in draft form and will be published to SPP.ORG very soon. Margaret Adams explained that when the calendar was completed that we took into consideration Market Clinics, holidays, and Shift weeks. There will be a total of 7 net conferences that will be delivered 4 times, a new IROL class that will be delivered 4 times, 4 train the trainer net conferences, 1 instructor led train the trainer in Little Rock, 6 sub regional and regional drills and 4 emergency response drills. The DTS and Restoration principles will be kept as a separate class. Once SPP has finalized the calendar the block scheduling will also be published. Leslie Sink explained that she has requested two additional FTEs in the 2013 budget. A full time CBT developer and another Customer Trainer that will focus on REOPs, Net Conferences, Restoration Drills and the SOCs. The group concurred extra help was needed with all of the training that SPP delivers. The calendar and Drills acceptance was up for a motion from Misty Revenew and Seconded by Denney Fales. Registration will begin for 2013 mid-November.

Agenda Item 8: Integrated Market Place Training Taskforce Update
The last Taskforce meeting discussed the different questions that were raised in the CWG meeting regarding the Integrated Market Place level 2 training curriculum. Misty Revenew said that the taskforces’ biggest concerns are: (1) Enrollment change – everyone must register through the LMS. This change has created some concerns and the taskforce felt as if this discussion wasn’t made with the taskforce prior to this change implementation (2) Surveys were sent out and we discovered through the discussion at the taskforce these numbers were not correct (3) What is the completion of enrollment for the different entities

Misty Revenew explained the concern were that things should be filtered through the taskforce and the OTWG first prior to submitting to the CWG so the OTWG can be ambassadors for the information and they can be in-the-loop with the information. The CWG concerns and responses were handed out. Leslie Sink explained Level 2 calendar was based on the numbers in the survey results and now those numbers have increased creating the longer waitlists. Leslie explained the decision was made to increase the classes by 20 and this will assist with the waitlist. She also explained there are a lot of duplicates on the rosters and encourages all of the admins to clean this up so SPP can get a clearer picture of what they are dealing with. The duplicates consists of a single person signing up for every delivery of one of the topics. Misty Revenew asked if Jane Martin could pull a report – PJ Rose offered to assist with this report. SPP is monitoring the waitlist and will do what is necessary to get everyone trained. Leslie Sink explained with the addition of a part-time CBT developer the hope is that the self-study course will be developed at a quicker.

Agenda Item 9: Integrated Market Place Update:
Leslie Sink continued with the information regarding the Level 2 training. The host cities have been notified. Additionally, the hosts will have 10 seats that they will be able to Pre-register their folks for prior to the Clinic. Those names need to be sent to Jane Martin by the first of September. Michael Daly reminded everyone to send the names of individuals needing to attend MCST training – those names need to go to Ginny Watson with SPP for enrollment.

Agenda Item 10: Stanley Winbush term expiration:
Stanley’s term is due to expire in August. Leslie Sink and Shannon Bolan are taking nominations for the open seat. Once nominated, Leslie will send out a form to be completed and returned. A vote will be taken at the 9/10/12 meeting.
**Agenda Item 11: Q and A from John Taylor’s Presentation:**
The presentation was given to all of the OTWG members. There is an upcoming PER-005 webinar from NERC in September. This information was sent via email to the OTWG members.

**Agenda Item 12: Summary of Action Items**
1. John Gunter will follow up with the CWG and ensure training monitors are included in the discussions of upgrades to the 64 bit monitors
2. John Gunter will add time to the first small group session in the SOC so that the group will have time to introduce themselves.
3. All – Submission to host a 2013 SOC is now underway. You can find the application form on SPP.ORG – submit the form to Leslie Sink or Shannon Bolan by 9/3/2012. Leslie Sink will create an email for votes and finalization in the 9/10/2012 meeting.
4. John Gunter and Margaret will begin working on the 2013 SOC outline. Once completed they will bring to the OTWG.
5. Jennifer Farley will begin creating a list of Train-the-Trainer options.
6. Jennifer Farley will finalize the 2013 training calendar. Once completed it will be sent out to the OTWG and then posted to SPP.ORG.
7. PJ Rose will investigate an LMS report that will help with identifying duplicate enrolling.
8. Leslie Sink and Jane Martin will look into “single” enrollment for the Market Clinics
9. Leslie Sink will send out nominee information to individuals interested in the upcoming vacant seat.
10. All – send names of individuals that need to attend the MCST training to Ginny Watson.

**Agenda Item 13: Future Meetings**
September 10, 2012 Teleconference 1:30 – 3:00) CST

**Agenda Item 11: Adjournment**
Robert Hirchak made a motion to adjourn and Misty Revenew seconded the motion. The meeting was adjourned at 4:10 p.m.