Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP MEETING
July 9, 2007
Teleconference

•MINUTES•

Agenda Item 1: Call to Order
Ron Maki called the meeting to order at 1:38 p.m. CST

Attendees:
Ron Maki- Co-chair (Aquila)
Richard Appel- Member (SECI)
Fred Myer- Member (EDE)
John Kerr- Member (GRDA)
Ron Green (AEP)
Bob Cochran (SPS)
Dave Millam (SPP)
Carl Stelly (SPP)
John Taylor (SPP)
Jim Gunnell (SPP)

Agenda Item 2: Approval of 06/04/2007 Meeting Minutes
Ron Maki moved to accept the minutes from the June 4, 2007 meeting. Minutes were approved unanimously.

Agenda Item 3: Status of Previous Action Items
Jim Gunnell reviewed the list of action items. Each item has been completed.

Agenda Item 4: NERC Training Standard Update
Drafting team has been meeting weekly. The team will meet again July 11, 2007 and finish the Response to Comments. The drafting team is finalizing a reference document: Guide to Developing Performance Standards. The proposed standard has changed to include additional measurements. The current version is available at the PS Drafting Team site. John will send the link to members following meeting. Standard will be posted for comment on July 22, 2007.

Agenda Item 5: NERC SOCCED
Fred Myer asked the group if they had visited the SOCCED site to verify their continuing education hours. He is unable to view individual transcript information. At this point CEHs have not been added to the database by providers. This feature will be available as soon as it is tested and is working correctly, possibly this week according to John Taylor. Everyone with a certificate should go to the SOCCED and check their name and certificate number for accuracy. Eventually the providers will upload all continuing education hours they have awarded. This bulk upload feature is undergoing testing and is not yet available. When the testing is complete, NERC will send a notice to providers requesting they upload their rosters.

Agenda Item 6: 2008 Budget Cycle
Jim Gunnell informed the group that SPP is in the midst of its 2008 budget cycle. There are currently no budget requests from the OTWG.
Agenda Item 7: Fall System Operations Conference
Carl reported that SPP is finalizing the agenda and facilities information for the fall SOC. Luis Solorio will not be available to present at the fall conference. Doug Harrington has asked if we would like for him to present Critical Decision Making exercises at the fall conference.

Ron Maki recommended moving forward with securing Doug Harrington for the fall SOC. Dave Millam will continue to explore alternative speakers as well. Carl Stelly is finalizing conference activities.

Agenda Item 8: Exam Retake Policy
John Kerr moved that the SPP require all presenters/trainers develop at least two versions of their assessments and that the participants/trainees be allowed to retest only once, and that the retest be completed no later than three weeks after the end of the last day of the training event. Richard Appel seconded the motion. Motion was approved unanimously.

Agenda Item 9: Multi-Site QTS Database License Logistics
John reviewed the QTS survey. The survey was sent to approximately 70 people. Four people responded. 75% (3 of 4) of the respondents were interested in the database purchase. 75% (3 of 4) of the respondents are not ready to purchase the database.

For budgeting purposes, the QTS single site license is $11,800 with a $1,900 annual license fee. A multi-site license is $17,700 for two sites with an annual license fee of $2850. There are additional multi-site license discounts. If you would like more information, please contact Jim Gunnell at 501-614-3347 or John Taylor at 501-614-3266.

John also discussed the Multi-Company JTA proposal from QTS.

Agenda Item 10: OTWG Vacancies
There are currently two vacancies on the OTWG. An announcement of these vacancies was posted in the OTWG newsletter.

Agenda Item 11: Professional Development and Compliance Training Positions
Jim Gunnell discussed that John Taylor has taken on a new job role as Operations Compliance Trainer. Jim also polled the group for feedback regarding a Professional Development trainer to assist members with the training compliance related to FERC Order 693 and NERC Standard PER-005.

Agenda Item 12: Review of New Action Items
- John Taylor to send link to latest draft of Training Standard.
- John Taylor will send e-mail to survey respondents regarding results and suggestion that they contact Sarah Lutterodt.
- Jim Gunnell will send out a meeting notice for Face-to-Face meeting on September 20th and 21st following the fall SOC.
- Carl Stelly to follow up with Doug Harrington regarding his role at the fall SOC.
Agenda Item 13: Future Calls/Meetings
Teleconference.....................................................August 6, 2007 at 1:30-3:00 p.m. CST
Ron Maki moved to conduct a Face-to-Face meeting after the fall SOC. John Kerr seconded the motion. The Face-to-Face meeting will be held from noon on September 20th to noon on September 21st.

Agenda Item 14: Adjournment
Ron Maki adjourned the meeting at 3:00 p.m. CST

Respectfully submitted,
Jim Gunnell, SPP Staff Secretary