



Governance Board for DOE grant
Health Services Administration, Room 115
Centralia College, Centralia, WA
December 21, 2010, 9 a.m. – 11 a.m.

Via Adobe Connect:

Ed Bowen, Washington Veterans Conservation Corps
Yvonne Chase, PNCECE
Ryan Davis, RETC
Karen DeVenaro, Seattle City Light
Kathryn Fredrick, RETC
Bob Guenther, IBEW 77
Alan Hardcastle, WSU-Extension Energy Program
Barbara Hins-Turner, PNCECE
Jamie Krause, PNCECE
Troy Nutter, Chair, Puget Sound Energy
Shane Pacini, Avista
Diane Quincy, Avista
Colin Sorenson, WestCamp
Bob Topping, Chemeketa Center for Business & Industry
Ann Ward, PNCECE

The meeting was called to order by Board Chair Troy Nutter at 9:00 a.m. Troy discussed teleconference etiquette and described the Connect Pro process for the virtual meeting. In addition, Troy asked for a roll call which Jamie Krause conducted.

Adoption of November 2010 Minutes (Action Item)

Troy Nutter asked if there were any changes to the November minutes. Diane Quincy asked about the notes stating all sub-recipients will be capped at 20% on page 2 of the document. Jamie said that it was a correction to the May 2010 minutes and the cap was about the education institutions that have a negotiated administrative cost. It should not apply to Industry. The minutes were changed to reflect education institutions only. Jamie will check on PNNL to see if they are considered an education institution. With the one change pending, the minutes were adopted.

Grant Principal Investigator Update, Barbara Hins-Turner

Barbara Hins-Turner talked about the leveraging Partnerships with the National Science Foundation (NSF) and the Center for Energy Workforce Development (CEWD). Barbara relayed that the NSF contract is almost completed. There isn't a lot of dollars associated with this contract but it will leverage nicely. The NSF grant is around energy efficiency management with Edmonds Community College.

The CEWD grant is Gates Foundation money awarded to CEWD then dispersed to eight states. Washington is one of those states awarded. The grant is to develop the pipeline for youth in

energy jobs. There is an interest in the line side. The grant is a small amount of money but will be very useful in the future. The contract is currently being negotiated.

Barbara communicated that Centralia Community College has been nominated for the Bellwether award in Workforce Education. The mature partnership is what came through for this nomination. The competition will be in Orlando, FL and involves 10 finalists from all over the country. Barbara said that testimony letters and documentation that would be helpful. Troy Nutter, Dr. Walton, Don Guillot, Barbara Hins-Turner, and Jamie Krause will attend. The judges are unknown but will be in the audience when each panel presents. The Bellwether award is a big deal in the Community College world and Washington has never won. Bob Guenther asked if sending Jim Hunter from IBEW a note about the nomination and the congressional partners so they are aware. Troy Nutter said that the letters of support will be the primary focus for the presentation. The idea is to put them in a binder for the judging display. Letters should be delivered to Barbara and Jamie Krause by January 15, 2011. Troy said that he is very pleased the college is nominated because the Smart Grid is very valuable to the region. Diane Quincy asked about bulleted points for those doing the letters. Jamie said they will be sent out.

Centralia College's newest Trustee is Jim Lowry. Congratulations to Jim and Centralia College. He will be a wonderful addition to the trustees. Another trustee, Judy Guenther should be praised for her hard work. Her term ends in August 2011.

Idaho Industry Sector Conference was attended by Barbara Hins-Turner and Diane Quincy. They were there presenting for the Center for a Skilled Workforce (CSW), which is an organization working across the country to bring industry partners to the table to discuss the workforce. Diane said that it was a great experience. Barbara said Idaho is committed to using their EDC and WDC to be industry focused. The afternoon of the conference had Idaho Power's HR person there who discussed the impending turnover. Micron, an Idaho based company, is going to make solar components in Boise and Nampa. They started with 50 employees and look forward to 800 soon; they are looking at how to train them all. Barbara said it was nice to spend the day talking to people on how to make this work. Barbara said that she has done presentations for CSW in the past and this all resulted from the 2008 Skill Panel report. Idaho is part of the Smart Grid grant along with their Commerce department.

Barbara Hins-Turner presented at the University of California, Berkeley Green Jobs Conference. UC Berkeley just completed a study around Green Jobs. California is interested in what we are doing in Washington and why they weren't part of the Smart Grid. Barbara said that there were about 250 people in attendance. Since Barbara was presenting, UC Berkeley paid for all expenses. Barbara said that it will be tracked for leverage.

Barbara is working with Don Frey at Centralia College on the Communication Plan. While Hal Calbom was visiting Centralia College, Barbara introduced him to Don Frey. Barbara relayed that the newsletter should be ready soon, hopefully by the end of the year. Bob Guenther asked about the Kaiser garden at Centralia. Barbara said that they are part of the Science Center at Centralia College in partnership with Lewis EDC. Steve Ward of Centralia College came up with putting the solar panel on poles in the garden. Centralia City Light, Jay Pickett is also partnering on this. In addition to solar panels, wind turbine will also be part of the garden. Bob Guenther

believes the garden should have a wind turbine where we could put the wind on line and off line for the students.

Barbara mentioned that the lab equipment on the Smart Grid grant should be delivered by the end of the month. It will include Solar Panel, Wind Turbine, and Smart Grid. Diane Quincy asked if a spec sheet could be available. Barbara said that one will go out to everyone.

Project Manager Update, Jamie Krause

Jamie Krause discussed the Education Taskforce/Oregon partner Outreach conducted in Portland, OR on December 1, 2010. She said it was an opportunity to outreach to our Oregon partners. About a week after the meeting, Barbara Hins-Turner and Jamie visited Portland State University for additional partnership. PSU was part of the original partnership but ended up not being funded. In attendance was Phil Keisling, PSU's new Director, Center for Public Service at the Mark Hatfield School of Government, Oregon Secretary of State from 1991-1999, board chair of Smart Grid Oregon, and board member, Software Association of Oregon; Dan Hammerstrom, Professor of Electrical and Computer Engineering and Associate Dean, Maseeh College of Engineering and Computer Science; John MacArthur, the Sustainability Transportation Program Manager at the Oregon Transportation Research Consortium at PSU; Jeff Hammarlund, Adjunct Associate Professor, Senior Research Fellow, and Lead Faculty, Planning the Smart Grid for Sustainable Communities and other energy policy related courses; President, Northwest Energy and Environmental Strategies; Bob Topping, Director of Industry Partnerships, Chemeketa Community College; Sue Walsh, Bonneville Power Administration, Smart Grid Lead, Education Taskforce Chair; and Katy Pruder-Skruggs, Bonneville Power Administration, Media Spokeswoman.

Jamie discussed the identification of curriculum development funding and the workplan review. The process has begun. The funded curriculum is Centralia, Cascadia, and PNNL. The match curriculum is Avista, Seattle City Light, and Gonzaga. – Confirm this. This review will be ongoing to ensure strategic alignment between funded curriculum, skill standards, and grant deliverables. A summary will be presented at the February Governance Board meeting.

A subcommittee has been formed for the curriculum development. Jamie Krause has communicated with the Education Taskforce regarding leadership for this subcommittee and what it will look like. The Subcommittee will not be Chaired by an entity receiving grant funds for curriculum development or contributing curriculum as grant match, however all partners with curriculum development components in their workplans will be asked to serve on the Curriculum Design Subcommittee. Committee participation will expand to include subject matter experts across the target occupations or non-targeted occupations identified as high growth by industry. Subcommittee Chair should have experience linking Outcomes based curriculum to Skill Standards; working with DACUM-like processes with Industry; experience working with secondary and post-secondary faculty and the K-12 system. Names are being reviewed and the Governance Board will be advised of the selection by the February 2011 meeting. Jamie said the broad scope creep may be an issue and will be closely managed. It was requested that “scope creep” issue be documented in the minutes so a record is formed. Troy Nutter said to document how, what, where, and why in the Smart Grid reports. Diane Quincy asked about dispatch; have to train the workers on what is already installed regarding Smart Grid. Diane wondered if the sub-committee could be ready for a January meeting; perhaps a draft

or interim document so that it could be part of the next Education Taskforce meeting as guidance. Jamie will draft up a document in a summary form. Barbara Hins-Turner suggested Connect Pro as a tool to use for the meeting in January. Jamie will follow-up for an early January meeting for comment sharing.

Jamie discussed the Sub-recipient budgets and workplan assessment. She is in the process of documenting discrepancies on the grant and checking on the work plans to see if they link back to the three main deliverables. In the original grant, some of the value-added components depended on a companion grant—a “Part B” STEPS grant being funded. This did not happen and has resulted in a certain level of mis-alignment between our grant deliverables and sub-recipient workplans that were prepared early in process following acceptance of the final grant budget by DOE. Without the companion Step B grant funding (PSU STEPS grant) it has become apparent that the value-add has been reduced. To that end, Gonzaga University has withdrawn their request for funding from the grant, but will continue to support grant activities and maintain their commitment to the match/leverage pledge.

Jamie is asking the board to give the grant management staff the ability to reallocate the funds as proposals come forward. Ryan Davis asked if Gonzaga’s workplan have any holes in meeting our deliverables. Jamie said that some areas around the train the training may be an issue. The review will identify those holes and possibly some others. Once Jamie’s review is conducted, there may be some reallocation of funds. Barbara Hins-Turner suggested the Board review the proposals with staff recommendations based on the workplans.

The project manager relayed that PNCECE would like to continue our partnership with Incremental Systems. They are working with Veterans and Gonzaga University with their Power Simulator. The role is to be a convener and connector. The partnership will include several colleges coming on board. In a series of near-future meetings, Incremental Systems and test-model community college workforce deans and faculty will be convened by PNCECE staff to coordinate power-simulator curriculum design and delivery. Rulon Crawford attended the simulator at Gonzaga and came back with glowing reports on what he had seen and how it could be implemented. Rulon will be valuable on the design. Meeting are in the process of being scheduled. Robin Podmore is currently in Iraq working with the ministry of energy state department helping to train Iraqi energy workers. Will be back soon and working with us on the design on the implementation on the simulator.

Jamie discussed the DOL – Statewide Proposal Leverages Energy Sector. She said the COE has been working on a leverage project for the Smart Grid grant that pertain to five million dollars. The community colleges are the only applicants for this funding. STEM and the Learn and Earn model (Gates supported model). This would be the first model developed around the COE, recognizing the COEs model as an economic and develop outreach. Barbara Hins-Turner said that Centralia COE is not the lead, COE for Bellevue is. Some areas of the grant will pertain to Global Health and Cyber Security. Barbara said that these areas are not part of the COE but they are interesting areas to learn about. McKinstry is also behind this along with other big players. Bob Guenther added that can see an overall interest on Global Health.

Jamie talked about quarterly reports with the board. She said the last quarterly report was submitted on time with no response from the Federal Project Officer; no news is good news. DOE has put out a request for everyone who has been awarded a grant to come to Washington DC in the spring of 2011. For the quarter ending December 31st, Jamie is asking for quarterly report narrative to be submitted by January 7, 2011. This will give the Project Manager time to consolidate all the reports into a final one for submission. Jamie will send out an e-mail to everyone with more information.

Financial Update, Ann Ward

Ann Ward gave a financial update. Ann relayed that things are going well and is requesting that match be submitted monthly instead of quarterly. It was conveyed that the COE submits the financial report by the 10th day following the end of the quarter, therefore the sub-recipients need to have their reports to the COE by the 5th. Ann said that all contract have been initiated except for three that are in the process. Ryan Davis asked about the match report in collaboration with other groups and if Ann would prefer everyone to go back and edit reports with additional match. Ann said that wouldn't be necessary and that the sub-recipients are responsible for the backup documentation. Jamie added that she is beginning to schedule audits for match/leverage beginning with Chemeketa in January. Be aware that the audits will be conducted throughout the grant. A process will put in place to help the sub-recipients to maximize the audit process.

Energy Summit Update, Ryan Davis

Ryan Davis updated the board on the Energy Summit. He said that the first meeting has already been conducted. The theme is the Smart Grid Innovations 2011. The Summit will be held at the Satsop site with a projection of 300 attendees; June 23-24, 2011 is the dates. Ryan is reaching out to Allison Pugh to invite her to be on a sub-committee. Also, there will be the famous crab feed, silent auction, sponsorships, exhibits, etc. Barbara Hins-Turner wanted to thank the team for spearheading this annual event. The committee consists of Barbara Hins-Turner, Ryan Davis, Jamie Krause, Yvonne Chase, Shana Peschek, Tom Bougher, Angela Mallow, Kairie Pierce, Ann Ward, and Sean Bigsby. Troy Nutter said to forward ideas to Ryan. Jamie mentioned exploring the notion of possible Best Practice awards for Workforce Development and Economic Development partnerships.

Upcoming Meetings

Troy asked the board how was the virtual meeting was today. Ryan mentioned that there are more bells and whistles available on Connect Pro. The virtual meeting went over well with everyone. Diane said the documents available were very helpful.

Bob Guenther asked Diane Quincy about Robin Podmore. Rick Johnson will give Diane a call about a presentation to IBEW. Diane will review and get back to Bob.

Troy said we are still planning on virtual meeting for January and February and will meet in person in March. Troy mentioned that he has some new staff in Feb 2011. The contract delivery may be able to support some additional leverage in relation to our workforce development. Diane asked Troy if they are PSE employees and asked if Troy is able to share the job content. Troy will send job description to Avistat to meet their work plan requirements.

Barbara Hins-Turner said that Alan Hardcastle will remind industry partners to move information to them on career lattice. Several requests have been sent out to industry partners. Please contact Alan or Barbara on who you recommend to be interviewed.

On December 10th, Bob Guenther gave a stellar presentation on workforce development for the higher education committee. Bob said it is a tough legislature financially this year. Barbara Hins-Turner met with Mike Brennan at the Workforce Training and Education Coordinating Board which just completed a draft review of the HB1323. Barbara said the draft report looks good and calls out the centers in there. Request everyone share with their government affairs and that everyone is engaged. An event with all the COE will be held sometime in March with an invite to the legislatures, would like Industry and Labors help to organize. Any recommendation please let Barbara know. Bob Guenther suggested conveying the meeting at the capitol building. Diane Quincy suggested e-mailing a paragraph summarizing the details of the leg event. Avista has a government relations person in Olympia and has talked about the Smart Grid with them. Barbara agreed to reach out to them. Barbara said that industry and labor really needs to be involved and not just the education. The whole state of Washington has an opportunity to educate others as the leaders.

Good of the Order

Meeting adjourned at 11:15