



Governance Board for DOE grant  
Health Services Administration, Room 115  
Centralia College, Centralia, WA  
November 16, 2010, 9 a.m. – 12 p.m.

Attendance:

Troy Nutter, Chair, Puget Sound Energy  
Hal Calbom, Executive Director, Hal Calbom Communications  
Yvonne Chase, Program Specialist, PNCECE  
Ryan Davis, Executive Director, RETC  
Mark Fischer, Program Manager, WDVA/VCC  
Bob Guenther, IBEW 77  
Alan Hardcastle, WSU  
Jamie Krause, Project Manager, PNCECE  
Marla Miller, Director of Financial Services, Centralia College  
Kairie Pierce, WA State Labor Council  
Bob Topping, Chemeketa Center for Business & Industry  
Ann Ward, Fiscal Specialist, Centralia College

ITV attendance:

Mike Hanson, Avista  
Shane Pacini, Project Manager, Avista  
Diane Quincy, Avista  
Peter McKenney, Gonzaga

Telephone:

Dennis Skarr, WDVA  
David Sorenson, West Camp  
Karen DeVenaro, Seattle City Light  
Kevin Schneider, PNNL

Meeting was called to order by Troy Nutter at 09:00 a.m.

Troy Nutter asked for a roll call and briefed on safety essential locations within the building.

**Adoption of minutes**

May 18, 2010 and September 14, 2010 Governance Board minutes were reviewed and approved with minor changes. It was mentioned in the September minutes that anything above the 20% cap on indirect rates should be allocated to match. Federal rules apply to education only.

**Project Manager Update**

Jamie Krause gave the board an update on the grant. Quarterly reporting process and leverage/match tracking was discussed. The first quarterly report was submitted to the Department of Energy. It consisted of 21 pages of narrative and 130 pages of evidence to substantiate the narrative. Jamie relayed that all sub-recipients should be on the lookout for revisions to the quarterly. Other items discussed were demographics on dislocated and incumbent workers; categories of pre-apprenticeship, apprenticeship professional development, train the trainer, and target occupations. Troy Nutter asked for more granularity on professional development, perhaps some sub-categories. For instance, journey worker falls under incumbent first then professional development. Jamie will review the DOE contract before the information is sent out.

Bob Guenther asked that the Education Advisory committee make sure we communicate with the international union on how important established skill standards are. Bob also suggests we keep Bill Niles and Jim Hunter involved.

Jamie also asked for the quarterly report narrative to be submitted the last day of the quarter. If everything isn't captured when the report is submitted then roll over to the next quarter. The narrative report is separate from the fiscal report.

Jamie also reviewed the Wild Horse Education Taskforce meeting held last month and the December 1<sup>st</sup> meeting to be held in Portland. Jamie introduced Hal Calbom as part of our communication team. Hal will be doing newsletter and website development for the grant.

### **Fiscal Update, Ann Ward**

Ann Ward thanked everyone for submitting their reports and said that all of them were submitted to DOE on time. It was noted that some sub-recipients need to review their calculation of FTE. Some of the documents don't show the hours. Bob Topping made a form on aggregating numbers. Bob will share this document with Ann.

Jamie noted that Ann Ward will submit quarterly to the Governance board a financial statement on where we are.

### **Education Advisory Committee**

Alan Hardcastle reviewed the Wild Horse meetings and noted two objectives. One was to collect preliminary information on what is going on around the Smart Grid and new technology emerging. Second was the Education Taskforce start-up with hearing from industry first then education second. The goal of the Education Taskforce is to inform industry on expectant delivery and outcomes on advance education curriculum. There is a process and design model used that may expand beyond 10 occupations designated in the grant. Alan mentioned that there will be a survey coming out. He also wants to know who the point of contact is at the various organizations to get information on various roles on specific occupations in addition to what is happening in regards to training.

Diane Quincy asked for an inventory of what everyone has that is readily available to the Smart Grid. Someone suggested a possible map that shows what everyone is working on so no one is duplicating work; may have to look at core curriculum instead of ramping occupations.

QuickSigma was talk about as a tool for customer centered, systematic, data driven method for improving or creating processes. QuikSigma will be purchased from WestCamp in the near future and distributed to specific sub-recipients. WestCamp is involved with NIST/Lean Manufacturing and they will train the sub-recipients on how to use QuikSigma for the Smart Grid grant. The goal is to eliminate some steps in the process to remove possible errors. Bob Topping stated that we can create standardized processes catered to specific occupations and take from lean manufacturing and put into a standardized process, but this must be adopted by industry first before the process is implemented.

### **Communication Plan**

Hal Calbom discussed marketing communication outreach, quarterly newsletter, event and partner promotion, PNCECE web portal, and communications and outreach plans with the board. Hal hopes the portal will serve as an editing forum. The portal is scheduled to be ready within the next two months. The newsletter is in progress and interviews are scheduled along with gathering metrics. The website will also promote events and activities. Hal Calbom is working with Ryan Davis on the SharePoint site and asked

if anyone has information on web portal communication practices to send the information to him. He also asked the Governance Board about possible domain names. Some possibilities are:

- Cleanenergyexcellence.org
- Pncece.org
- Pacnorthwestcenter.org
- Pacnwcenter.org
- Thecleanenergycenter.org
- Excellenceinenergy.org
- Pnwcenterforexcellence.org
- Pacnwcenterforexcellence.org

After some review of the domain names, the Governance Board agreed to have “education” in the title. The majority liked excellenceinenergy.org. It was decided that the domain name will be agreed upon at the next meeting.

The communication and outreach plan is scheduled to go to the Governance Board for approval and adoption in February 2011.

Diane Quincy asked about pre-approved boundaries and processes for communication documents. It was decided that the slides and one-liners will go through an approval process and then shared with everyone.

A one-pager communication document was requested. Jamie said that one has been created. Barbara Hins-Turner commented that the college will need to approve before dissemination. Once approved, it was suggested that a meeting with energy and technical committee be scheduled. Avista mentioned that they have some one-pagers done and will share with Hal Calbom for information purposes only and not for distribution.

### **Microsoft SharePoint 2010**

Ryan Davis discussed the Microsoft SharePoint. He said it is a tool that can have shared collaboration, wikis, and curriculum development. Documents can be accessed and shared remotely. The cost is designed in the grant and runs around \$500/yr with 500 GB of storage. The Governance Board approved using SharePoint. It was asked who is to manage the site. Ryan cordially accepted and Yvonne Chase will assist. Also, Ryan mentioned as an FYI that SharePoint comes as a blank slate, it is members only access, and many partners can use it.

### **Upcoming Meetings**

Jamie Krause mentioned the Educational Taskforce meeting on December 1, 2010 in Portland, OR.

### **Good of the Order**

Bob Guenther commented that the legislature is hungry for information. They want to know what is going on with the Smart Grid grant.

It was mentioned that customers are complaining about a smart meter article that is not accurate.

Diane Quincy asked about flat rates for figuring unbudgeted rates. What is an acceptable methodology to come up with the flat rates? Bob Topping said to take all of the rate amounts and look for the mean.

Kairie Pierce said that Rick Bender and Al Link are retiring. There is an election going on for their replacement. Results will be out in the next couple of weeks.

Jamie Krause discussed an exploration of options for virtual meetings. Dave Sorenson said that they use virtual meetings and will forward the information to Jamie. Ryan Davis mentioned Adobe Connect as an option; there isn't a need for call-in numbers, just need a microphone capability. Diane Quincy suggested we try a virtual meeting for December. All approved. Troy Nutter suggested one quarterly face-to-face meeting and the other months will be conducted via virtual. Ryan will coordinate a test before the next meeting.

Bob Guenther said that Robin Podmore from Incremental Systems did a presentation in Everett to every leader in IBEW77. It was well accepted by journeymen. There is a possible Richland meeting in the spring on the computer lab at Hanmer Institute.

**Business Meeting Adjourned.**