



Governance Board Meeting Minutes

April 19, 2011
9:00 a.m. – 11:00 a.m.

In attendance via Connect Pro:

Ryan Davis, RETC
Karen DeVenaro, Seattle City Light
Alan Hardcastle, WSU
Barbara Hins-Turner, PNCECE
Jamie Krause, PNCECE
Peter McKenny, Gonzaga
Jilliene McKinstry, Gonzaga
Troy Nutter, PSE
Vicki Oakerman, Centralia College
Shane Pacini, Avista
Diane Quincy, Avista
Dennis Skarr, WDVA
Collin Sorenson, WestCamp
David Sorenson, WestCamp
Bob Topping, Chemeketa
Sally Zeiger Hanson, WSU

Call to Order and Introductions, Troy Nutter, PSE

Meeting Called to Order by Troy Nutter at 9:00 am and introductions were made.

Adoption of March 2011 Minutes (Action Item)

Sally Zeiger Hanson corrected the Curriculum Sub-Committee notes stating that she will join the committee. The minutes were revised to read that she will attend the April 29th meeting and follow up with Jamie Krause on subsequent meetings. Also, on the report Barbara Hins-Turner made regarding the Energy workshop back in Washington DC, Ed Bowen requested Barbara inquire if Department of Defense was participating and if so, what branch of services/agencies and what is their interest/specialty. A motion was made to approve the minutes as corrected. Seconded. Carried as revised.

Grant Principal Investigator Update, Barbara Hins-Turner

Sub-recipient project status – spending and leverage: Barbara has been watching the numbers closely and is concerned that we are under leveraged. Vicki Oakerman will go into more detail when she presents the fiscal report. Project staff has reviewed all the contracts, spending, and match/leverage to date. There is a concern that some sub-recipients may not understand how to calculate the match/leverage and are not taking advantage of match opportunities. Barbara would like to extend the offer for training on how to calculate match and encouraged sub-recipient project and fiscal staff to

attend the class taught by Bob Topping. We do not want to be in an under-match situation at the end of the project.

DOL/TAA Bellevue CC - Cyber Security: Bellevue is submitting the DOL-TAA grant today. Thank you to those who helped this proposal move forward. This will be Cyber Security/IT for industry sectors in global health, aerospace, energy, and IT in general. This will be a good leverage piece to the Smart Grid project.

The other two DOL grants we were asked to partner with: IBEST for Energy with Iowa and the West Coast Entrepreneur with LA Trade Tech in California had the funding source rescinded.

Idaho outreach, May: We weren't projected to reach into Idaho until year 2 but will be bringing them in earlier than planned. Barbara Hins-Turner and Jamie Krause will visit Idaho May 20th for their ESTEC Advisory Board meeting at Idaho State University. The plan is to contract with the Idaho satellite training center on August 1, 2011 as per the grant schedule.

Project Manager Update, Jamie Krause

Curriculum Sub-Committee: The second meeting was held at Avista Utilities on March 16th where a draft charter was presented that outlines the operating direction and sets the boundaries on how the committee will work together. Revisions have been made to the charter and the document will be placed on the agenda for approval at the next meeting scheduled for April 29th. The committee is beginning to look at standards for curriculum development and setting the infrastructure in place. The Curriculum Development Sub-committee meeting was followed by the Education Taskforce meeting also held at Avista. Diane Quincy did a fabulous job facilitating the meeting, especially with designing the "cloud" showing the infrastructure of the project and related work groups. The "cloud" is currently with the Department of Printing's graphics department and will be photocopied for dissemination. Look forward to presenting it at the June DOE workshop in Washington DC. The Education Taskforce was delighted to have Idaho present and on board.

Jamie Krause was asked to resend the draft charter to the sub-committee for review and post it on the SharePoint. Avista will provide input on what they are doing with instructor led or on-line for the next meeting held April 29th. It was noted that this could possibly be a starting place for the next meeting.

Quarterly Report: All reports have come in by the date asked. On time submissions are greatly appreciated. Currently working on the quarterly and will be prepared to have that proofed and uploaded to DOE by Thursday, April 28th. The quarterly report will be posted on SharePoint for everyone to read as soon as it is completed.

Updated Workforce Board staff on Smart Grid project: The PNCECE staff attended a meeting with the Workforce Board to talk about the Center for Energy Workforce Development grant and the Smart Grid project. The meeting was to update Workforce Board staff on the different projects around the state that are energy related. Martin McCallum, who is the lead on the State Energy Sector Partnership DOL grant was present.

Communications Plan & Website, Ryan Davis

Review/approve communication plan: Ryan Davis reported on the Communication plan and requested feedback on what was submitted. Some haven't had a chance to read the document so it was

suggested that everyone review and send comments back to Ryan Davis. A formal review at the next meeting will be conducted.

Summit – Sponsorships: Seeking sponsors for the Energy Construction Summit for those in the general sponsorships for the event and for the silent auction. Contact Ryan Davis for more information. Currently at 50% toward sponsorship goal of \$11,000.

Seeking items for scholarship auction. Last year \$6,800 was donated in auction items. The auction is to raise money for the scholarship fund to help those students throughout the state who are having difficulty finishing their education goals. Chemeketa Community College has a world class vineyard and Bob Topping will request a case of Pinot Noir be donated for the event. The value will be about \$900. Walla Walla CC has contributed 3 cases of red wine for the auction/crab feed event.

The Summit registration link is open, encourage those planning on attending to register. This will help with calculating costs for food, leverage calculations, etc.

WestCamp asked if there was a location for those seeking information on the sponsorship. Ryan Davis will send out the sponsorship packet in pdf form and it will be on the PNCECE website.

Website Update: The website is up and running. The link is www.cleanenergyexcellence.org. The website will be maintained by the Centralia College communications team. Content is currently being migrated over from the Centralia College PNCECE site. The website is designed to be a living document and a one-stop place for all the project related information.

Bob Topping turned in his quarterly report highlighting the Idaho State Hazardous Certification curriculum. He would like to put this on-line through the portal. Ryan Davis and Bob Topping will discuss off-line for coordination. Barbara thanked Ryan for all of his effort and hard work on the Communication plan.

Financial Update, Vicki Oakerman

The quarterly state and federal report has been submitted. Vicki Oakerman referred to the two reports that were handed out. The first report is the expenditures as of March 31st. A column was added that show the percent of the first year annual contract spent to date and another showing the percentage of what is spent in the 12 month period through the end of March. This is the same on the fiscal match table. She stated that we are behind on our expenditures. The second report is expected expenditures through July 31st which is the end of the first year contract year. This a rough estimate of expected expenditures. Centralia College has been evaluated but the other contracts haven't been reviewed yet. Need to review budgets and be aware we are not at our expected expenditures and match leverage. If you haven't submitted anything and/or want to do your own projected expenditures please do. Barbara Hins-Turner said she is concerned about where we are currently on the budget. Reviewed Centralia and found that we are under spent but we know where the areas of concern are and why. Suggest everyone review their budgets and confirm to the Project Manager whether you will be able to spend out or not. If you are not able to spend out on your budget, justify why. Not sure how the Governance Board want to handle the fiscal issues. Vicki Oakerman suggested she create a template that shows year one, two, and three of each budget. The sub-recipients will then review year two and three and request any changes (new project, changes, etc.) from your original budget, if needed. This will come back to the Governance Board and if no budget change is triggered from the data, the Governance Board will approve. All approved.

Upcoming Meetings

Jamie Krause said the next Governance Board meeting is May 17th. For June, possibly have both the Education Taskforce and Governance Board meeting on June 22nd, the day before the Summit. Everyone will review their calendars and save the date.

Alan. Emerging occupations are coming up in current research. Will the Governance Board entertain proposals from existing contractors for expanded work? One example that continues to surface is the occupation of Dispatcher that will be impacted by Smart Grid Technology.

Other Business

Jamie said that the plan is to do an audit of all sub-recipient match. Chemeketa has already been completed. Plan to start early in year two along with perhaps another round of match and leverage training with fiscal and project staff at all sub-recipient locations.

Adjourn

The meeting was adjourned at 10:00 a.m.