



Pacific Northwest Center of Excellence for Clean Energy
Governance Board Meeting via Adobe Connect Pro

When: Tuesday 18 January 2011, 9:00 AM – 11:00 AM

Conference Number: (360) 407-3780

Participant Code: 128743#

To join the meeting:

<http://retc.na5.acrobat.com/bd-meeting/>

Call to Order and Introductions, Troy Nutter, PSE

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 Yvonne Chase conducted.

Adoption of December 2010 Minutes (Action Item)

The adoption of the December 2010 minutes was up for approval. The Governance Board moved to approve. All approved with no changes.

Grant Principal Investigator Update, Barbara Hins-Turner

Communications Plan – Barbara Hins-Turner relayed that the January 2011 newsletter is going to print tomorrow and plan to hand them out at the Bellwether presentation. Suggested that anyone who has pictures they would like to submit for the newsletter, please send them. Troy Nutter mentioned that the SharePoint is available to upload pictures or documents. Barbara said each newsletter will have a profile highlighted.

Incremental Systems Contract

Barbara Hins-Turner mentioned that Robin Podmore and Centralia College signed a contract last week; this is highlighted in the newsletter. The project will conduct workforce training programs for new hires – including displaced workers and military veterans – and retraining programs for electric utility workers and electrical equipment manufacturers to enhance their knowledge of Smart Grid technologies and implementation. The partnership gives 100 seats at no costs for the Smart Grid simulation. Barbara mentioned that Rulon Crawford went to Gonzaga last month to review the simulation. Clark, Cascadia, North Seattle, and Centralia College will use this program. Barbara said she is going to Whatcom to see how that will bridge their new program around cyber security. Bob Topping said the overall outcome will feed into the system. Centralia will take the lead on choosing the colleges for this program. Bob Topping asked when it will be available for other states. Barbara said that Bob Topping will take the lead with Oregon and Utah and Barbara will work Idaho and Montana. Mark Fischer asked if colleges come to us and want to get involved, Centralia will be the gatekeeper. Diane Quincy asked who in Idaho will partner? Barbara said that Southern Idaho is part of the grant along with the University of Idaho. They have a Smart Grid

technical program and they work with Idaho National Lab. Those will be the two colleges in Idaho that we will be targeting. We will circle back in February with those communications. Diane said that Avista also has connections with the University of Idaho. Diane asked about the wind program at Walla Walla. BHT said that if we go down that path we will want to focus on some up and running. Rulon Crawford will pilot this in the spring term to see how it fits in the advanced first term students. Barbara is anxious to see how it fits with Whatcom. Probably summer before we know more information. Dave Sorenson said that he was the director of engineering at the Idaho National Lab. Since then we have an affiliate organization with Idaho Falls. If there are issues that come up at the Lab, Dave would be happy to help. Next steps would be to visit Idaho. Barbara said that this provides good leverage but can't claim because it is federal; But it is well worth saying that we are leveraging federal funds across the board.

Project Manager Update, Jamie Krause

Curriculum Development Subcommittee

Jamie Krause relayed that the Curriculum Development Subcommittee was a charge that came out of the Educational Taskforce in Portland, OR on December 1, 2010. Grant partners were identified around curriculum development. Those identified will be Avista, Cascadia and Seattle City Light as match and Centralia, Gonzaga, and PNNL as funded. As we know Gonzaga has withdrawn from funding. Outreach into Idaho and Utah, working with Bob Topping so we are touching the other states; more to come in February.

Match Standards

Jamie Krause conveyed that some partners do not have the capacity to take the time and resources to value every classroom space or piece of equipment they are using. The three documents provided are part of the research done by Chemeketa to analyze the rates that are being assigned to these spaces and equipment areas by a variety of utilities. Jamie asked the board to look at these and decide as to whether we should adopt these as a way to claim match; proposing as the default format. Jamie said she is trying to establish some standards during the course of this grant. Suggest everyone review and let Jamie know if any changes are requested. Diane commented, the different grant partners were mentioned. The Spokane Community College has a standard rate for internal/external and comes out to \$500 indoor and \$1,500 outdoor. Could we adopt part of the Spokane Community College methodology so there are consistency throughout the Avista DOE grant and other Smart Grid grants? Jamie said that as long as the methodology is consistent. Marla Miller said to keep documentation as to how the methodology was achieved and decided upon. Jamie said that if Tom McLaughlin has anyone who is interested in participating in these trainings we would be happy to accept them.

Online Training Registration Process

Jamie Krause said that as part of our process, we are trying to implement a registration process. Ann Ward and Jamie conducted the first of a series of audits. Jamie thanked

Bob Topping for his time and assistance in the first of a series of audits to be conducted this year. Jamie said that what comes out of these audits is a proficiency rating. What is nice about the audit is that it parallels the DOE process. The information that is being submitted to us is around the inconsistency in the training process. Some have Learning Management System (LMS) and others have other programs. How do you register those folks? Without the LMS, we need to advise a method with a registration that is online. We are starting this process. Whether we develop or use a different program, we need to validate electronic signatures; don't know how we will be able to capture those trainings otherwise. Maybe come up with a consistent process to backup documentation to capture training numbers. Diane Quincy asked if we are trying to capture training registration or course completion. Jamie said both; we want to count those heads. Diane said a registration is about capturing who took the training rather than who registered for it or scheduled to attend. Jamie said we would want the registration in order to back up the training numbers. Bob Topping said he was doing a training with four face to face, two on polycom, and one on Skype. The problem was capturing those registrations with an online service so we would know who registered and who completed. Diane asked if the courses are done through a college system, would they have to use their own academic system and then the students register too. Jamie said they would use the LMS at the college; not trying to reinvent the wheel just adding a tool for those who don't have a LMS system. Barbara Hins-Turner said that Spokane Community College has an LMS system that would suffice for the documentation. Jamie said she would like to coordinate a conference call with Spokane Community College and Avista to clarify who is going to be submitting what, and get a process going for Spokane. Bob Topping said that electronic registration will become significant with partners as a way to track those and use for match. It is also a good way to connect people with the portal and we won't have to keep all the paper copies. Barbara asked if Avista is conducting training and is it captured in their LMS system. Diane said that registration isn't captured, just the training. Diane further relayed that they are not allowed to collect birth date information. Jamie said an employee number would suffice. Ed Bowen asked if this goes into the form sent out this morning. Jamie said yes, in the interim use this form until it is more developed. This relays to those who don't have an LMS system. Ed Bowen requests that the a block for service connected veterans be added for capturing training numbers. Dave Sorenson has several contacts with the standard of technology and they have a well-defined mechanism. If encountering some difficulties, could refer to someone who runs that program. Diane asked if we could come up with a different way to capture pay, for instance title, professional, LMIS, occupational titles. Jamie said yes we could. Diane asked about veterans that could be in the optional section so we capture those on the front end. Jamie said we can modify the form, please make edits and send to Jamie and Ann. Jamie said the quarterly reports didn't align with the PMP and metrics and benefits. Discovering gaps and establishing a process and makes it easy to report to DOE. Troy Nutter said to send comments to Jamie.

Quarterly Reports

Jamie Krause said the quarterly reports were due on the 7th of the month and everyone has them in. Jamie thanked everyone for their hard work. In going forward, the next report is due March 31st. Any activities to reports not reported in the specific quarter will roll up to the next. Jamie further said not to save your match contribution to the end of the quarter, please send them at any time within the quarter. Diane Quincy asked how do we access the comprehensive quarterly report? Troy Nutter suggests we put in on our SharePoint. Jamie said once we get the report finalized, we will post on our grant SharePoint site. Troy asked if everyone has access, if not, please contact Ryan Davis to receive a password.

Financial Update, Ann Ward

Contract Status and Fiscal Summary

Ann Ward said that all contracting with sub-recipients are completed except PNNL and the Washington Veterans Conservation Corp. Spending has picked up from previous months. Ann congratulated Chemeketa for being over matched.

Template for Tracking Training Numbers

Ann Ward referred to the document submitted on Training Categorization and Documentation and said that the grant requires us to track training numbers. In reviewing the document, Shane Pacini talked about the optional additional trainee information. Diane Quincy said the Smart Grid grant referenced women and minorities but wasn't in the metrics and benefits. Jamie said that it will be mentioned in the quarterly report on the outreach methods. Bob Topping said that the way the grant is written, there are a lot of gray areas. We are trying to attract youth so under optional we can identify them there. Should also look at youth we are connecting with as another demographic. Jamie will make the changes as requested.

Match Audit Checklist

Jamie Krause talked about the current process of developing a match audit checklist. Will describe what we are looking for when the visit happens. Hope to have the form ready for the Governance board review in February.

Upcoming Meetings

March 2011

Jamie Krause said that February will be a virtual Governance Board meeting and March will be in person. Could possibly have the March meeting in Seattle; possibly Seattle City Light. Diane Quincy said there was some discussion to show support on COE legislature meeting in March, maybe have the March meeting in Olympia. Kairie Pierce offered the WSLC office in Olympia as a site. Barbara said the COE Legislature meeting is being planned, as soon as the date is established it will be sent out; could possibly combine both meetings.

Other Business

Barbara Hins-Turner brought up a concern around Gonzaga. Haven't determined a way to pick up and distribute a scope of work if a partner decides to not contract. How does the board want to move forward if a partner backs out? Bob Topping suggests looking at Gonzaga work plan, who aligns with that work plan, and shift to someone who can adapt it into their work plan. Jamie said she sent an email to Gonzaga asking about their intent on some of the grant activities. Have not heard back on that request and whether they want to maintain their membership on the Governance Board. Peter McKenny said that they will have a supportive role for the grant. Will participate when he can just to keep up to date on the grant. Jamie thanked Peter for clarifying. Barbara said to Peter that Rulon Crawford came back from Gonzaga jazzed about the training.

Diane Quincy asked about the planning meeting with legislatures and the CEWD related grant. Barbara Hins-Turner said the CEWD grant was signed officially the end of December. Talked with Mark Mattke from Spokane Area Workforce Development Council last week and we are waiting on their proposal back from them to see how they would like to play. The idea is to pilot this in Spokane with the Avista lineschool and implement diversity. The budget was a problem because we didn't have a firm grasp on the project. Once we receive the proposal from Mark Mattke, we will reconvene with Avista to move forward. Diane said that if this works out we might be able to count some of these students for the DOE grant. Barbara said the \$25,000 from CEWD has been counted as leverage for the DOE grant.

Barbara Hins-Turner said the summit dates are set for June 23-24, 2011. The program is being outlined and will start looking for Summit support.

Troy Nutter talked about the Bellwether award presentation to be conducted at the end of the month. He further relayed that for Centralia to be singled out is an honor. Congratulations for making the finalist level. Barbara Hins-Turner said that 9 am EST is when the presentation will be done. Thank you for your letters of support throughout the time. It will show how the partnership evolved over time. Binders are being compiled.

Barbara Hins-Turner relayed that Kairie Pierce has a new appointment and a new project. Kairie is now the K-12 Apprentice Director with WSLC. She is working on a 12 month appropriation contract. Partners are LNI and OSPI. Kairie said it is all about apprenticeship awareness with K-12. It is more about counselors and teachers and what that looks like. There are some apprentice awareness projects around the state we will partner with and others are being created. PTA, school boards, and WDC will bring that message. Bob Topping asked if what you are doing in your new role, are there opportunities to target other High Schools in other states. Kairie said that the program is federally owned so they would have access to the documents. It is a 12 month program so time is limited. Jamie said that a K-12 outreach piece is part of the DOE grant. Identifying High Schools in other states, we have the capacity to do that. They may be established, so dissemination and sharing will come. Diane Quincy said that Mike

Hanson has been doing outreach in their area with 2-3 high schools. When Kairie gets to the part where she is partnering with the school districts, Avista may have some information to provide at that time. Email Kairie kpierce@wslc.org for additional information.

Alan Hardcastle talked about scheduling and conducting interviews with industry partners. A template is being done to collect the information. Information is being compiled. Would like some names in Idaho and Montana to include in the data collection. Need more phone calls in and interviews done to complete the data collection. Barbara Hins-Turner asked if NW Energy got back to him. Alan said no. Diane Quincy said substation is going on in Montana. Alan said data is necessary from those two states and to develop the partnership.

Ed Bowen said the revision to the GI Bill was done in January. It brings to play some non-college programs and provides benefits to Iran and Iraq veterans with living stipends and school supplies. Basically it helps with certification.

Dave Sorenson asked about QuikSigma training. For those who want insight into the program, there is a one day training orientation that takes you through the fundamentals. In addition to the one day, the second day would include using software and becoming familiar with the software program. A training certificate would be available for either the one day and/or the two day training. More detail in February if interest is there. Jamie said that we now have our license for the QuikSigma. **Will follow-up with that training.**

Good of the Order

Troy Nutter said the next meeting will be February 15th.

Adjourn
