



Call to Order and Introductions, Troy Nutter, PSE

In-person attendance:

PNCECE: Monica Brummer, Yvonne Chase, Jamie Krause, Barbara Hins-Turner

Centralia College: Vicki Oakerman

In attendance via teleconference:

Terrence Browne, Avista Utilities

Ryan Davis, Regional Education and Training Center

Alan Hardcastle, WSU, Extension Energy Program

Alice Lockridge, Seattle City Light

Peter McKenny, Gonzaga University

Jilliene McKinstry, Gonzaga University

Tom McLaughlin, Center for Advanced Manufacturing Puget Sound

Troy Nutter, Chair, Puget Sound Energy

Kairie Pierce, Washington State Labor Council

Diane Quincy, Avista Utilities

Kevin Schneider, Pacific Northwest National Laboratory

Dennis Skarr, WDVA Veterans Conservation Corps

Dave Sorensen, WestCAMP

Bob Topping, Chemeketa Community College

Sally Zeiger Hanson, WSU, Extension Energy Program

Adoption of August 2011 Minutes (Action Item)

The minutes were approved as submitted. No corrections were needed.

Grant Principal Investigator Update, Barbara Hins-Turner

Barbara Hins-Turner updated the board on the Northwest Energy Efficiency (NEET) Taskforce. Barbara will follow-up by presenting to a combined NEET and Northwest Energy Efficiency Alliance Board (NEEA) meeting on November 2nd.

The official proclamation from the Governor's office on Careers In Energy week was signed. The official week, October 17-21, will host activities across the state. Washington was recognized by the Center for Energy Workforce Development (CEWD), the national Careers In Energy week sponsor, as the state with the most events.

- Kairie Pierce: High school counselors, teachers and students will tour facilities and learn about energy-related pre-apprenticeship and apprenticeship programs. Activities will occur at Spokane Community College/Institute for Extended Learning in Ione, WA, and at Avista Pre-apprenticeship lineworker school in Spokane, WA.
- Ryan Davis: Activities will occur at RETC at Satsop and will include Grays Harbor College, Aberdeen, WA, and Incremental Systems, Issaquah, WA.
- Diane Quincy: The ZagOps lab at Gonzaga University will host more than 100 girl scouts from eastern Washington and northern Idaho.

Ryan Davis: More information on the H1B grant will be presented at the next meeting.

Project Manager Update, Jamie Krause

Year two contracts: All modifications have been sent and are pending full execution. Portland State University's contract is under negotiation and Idaho State University/Energy Systems Training and Education Center's contract is in process.

The Education Taskforce meeting was held in Boise, ID. The group was hosted by Idaho Power and chaired by Ryan Fedie of BPA. The meeting was attended by 32 partners representing all five states, including Montana State University. Staff from Idaho Falls Power gave an update on their smart grid project. Idaho Partners4Prosperity and Idaho National Laboratories have partnered on an iSTEM project for youth outreach. Idaho Department of Labor presented a statewide labor market research project. It is anticipated the Education Taskforce will meet in Billings, MT, in year two.

Manufacturing Taskforce Update, Ryan Davis

Two meetings have been held to strategize a regional work plan for the Manufacturing Taskforce. Manufacturing is a benefit for the smart grid project because it is a source for new job creation. The foundational skills needed in the utility industry are also needed in the manufacturing sector related to smart grid.

Year two of the DOE grant will focus on creation of an economic and workforce model identifying, surveying and benchmarking existing Small Qualified Manufacturers. SQMs are defined as existing manufacturers with \$10 - \$30 million in gross revenues. The model will have a three-fold impact:

- 1) Help SQMs identify new product line opportunities in the smart grid marketplace.
- 2) Create evidence-based metrics to predict SQM future success in order to leverage capital investment for expansion and job creation.
- 3) Identify workforce synergies between the expanding SQMs and military veterans to provide a skilled pool of workers to meet the needs of manufacturing and utility sectors.

WestCAMP has proposed potential resources for the Manufacturing Taskforce that could provide guidance and assistance for future efforts. Those resources, including the Wayne Brown Institute, .netEndeavor, the Rapid Product Realization Center, Utah Valley University, Lean Workforce, and others, were introduced to the manufacturing governing body during a meeting held September 21 at Idaho Power in Boise. The resource organizations have extensive backgrounds in industry and can bring value and insight to help speed technology commercialization in the area of grid modernization.

Curriculum Development Sub-Committee, Bob Topping

The Curriculum Development Sub-Committee is focused on three things: smart grid technology deployment, new curriculum, and the Learning Module Matrix. Centralia City Light is outlining learning modules to serve a greater population of utilities by identifying critical competencies, duties and training needs of Meter Technicians.

Additionally, Alan Hardcastle will be conducting a skill standards process for Customer Service Representatives (CSRs) during year two 2.

- Barbara Hins-Turner: Called for assistance in developing the CSR skill standards. The Skill Standards project will start with an Advisory Group meeting in late November. The Skill Standards are scheduled to be completed by June 2012.

Financial Update, Vicki Oakerman

A financial update was given, the match figures were discussed, and numbers were reviewed.

Questions were asked whether DOE has responded with any fiscal questions. No concerns have been noted and feedback from the Federal Project Officer on fiscal or quarterly reports has not been received.

Match training will be conducted by Bob Topping with all sub-recipients who have not been through the required training. This will be a critical year in meeting our match numbers. Vicki noted that the state auditors have been invited to review the fiscal documents for an audit.

Barbara Hins-Turner: The external DOE project evaluator, Pete Saflund, will talk with each sub-recipient on their progress and activities related to the project. Look for information coming via email.

Upcoming Meetings

Curriculum Sub-committee will meet in Pocatello, ID, November 9.

CEWD conference Nov 7-10, 2011, will be attended by Barbara Hins-Turner, Kairie Pierce, and possibly Ryan Davis. After the conference, legislative visits will occur on the hill. Staff from Gonzaga University might attend.

Kairie Pierce: Will attend the Washington state Career Counselors conference March 1-2, 2012, at Doubletree, SeaTac, WA.

Barbara Hins-Turner: The COE Advisory Board meeting is set for Dec 2, 2011, at Centralia College. The summit planning team will meet shortly after the advisory board. The Governance Board meeting can be held in conjunction with the December 2nd Advisory Board meeting or the December 8th Education Taskforce meeting. The next meeting will be in person and leveraged with one of the other two meetings.

Other Business

Monica Brummer: Reminded everyone that article submissions for newsletter are due soon.

Barbara Hins-Turner: The Smart Grid 101 module is available. Puget Sound Energy is reviewing whether it is loaded on their Learning Management System (LMS). Avista has loaded on their LMS.

The minutes from last meeting proposed to add Idaho and Montana to the Governance Board. The topic will be added to the next Governance Board agenda.

Diane Quincy: The new hire at the Next Generation Zone will be working with Avista and Spokane Area Workforce Development Council on the CEWD Get Into Energy Career Pathway project – in partnership with PNCECE.

10:00 a.m. Meeting was adjourned