



Pacific Northwest Center of Excellence for Clean Energy

Governance Board Meeting

May 17, 2011
9:00 a.m. – 11:00 a.m.

In attendance via ConnectPro:

Yvonne Chase, PNCECE
Ryan Davis, RETC
Karen DeVenaro, Seattle City Light
Alan Hardcastle, Extension Energy Program, WSU
Barbara Hins-Turner, PNCECE
Jamie Krause, PNCECE
Jilliene McKinstry, Gonzaga University
Tom McLaughlin, CAMPS
Troy Nutter, PSE
Vicki Oakerman, Centralia College
Shane Pacini, Avista
Diane Quincy, Avista
Kevin Schneider, PNNL
Dennis Skarr, Veterans Conservation Corp., DVA
Collin Sorensen, WestCamp
Dave Sorensen, WestCamp
Bob Topping, Chemeketa
Sally Zeiger Hanson, WSU

Not present:

Ed Bowen, DVA
Mark Fischer, DVA
Bob Guenther, IBEW Local 77
Don Guillot, IBEW Local 77
Mike Hanson, Avista
Alice Lockridge, Seattle City Light
Peter McKenny, Gonzaga
Marla Miller, Centralia College
Kairie Pierce, WSLC

Call to Order and Introductions, Troy Nutter, PSE

Troy Nutter called the meeting to order and asked Jamie Krause to conduct roll call.

Adoption of April 2011 Minutes (Action Item)

Troy asked if any corrections were needed for the April minutes. No corrections were noted. Minutes accepted as printed.

Grant Principle Investigator Update, Barbara Hins-Turner

DOE Annapolis meeting – Barbara Hins-Turner and Jamie Krause are preparing for the meeting in June. Barbara is facilitating a session from the community college perspective and involved in the planning of the event. There will be 13 community colleges in attendance from all over the country. The goal is to better understand what is going on around the country and see if there are some leverage points.

Summit update – Barbara discussed the Summit and Ryan Davis reported on sponsorship. Ryan said that we are currently at \$7,000 raised and registration is over 80. Barbara said the agenda is completed and will be out by the end of the week.

National Governors Association/Centers of Excellence reference – The PNCECE was called out specifically in the National Governors Association annual report, see page 28-29. The reference talks about Washington State Centers of Excellence but calls out the COE for Clean Energy skill standards. This is great recognition for everyone's hard work.

DOL TAA - Grant has been submitted with the lead being Bellevue Community College. The four three Centers of Excellence involved are Energy, Aerospace, Allied health, and Computing . Under energy it will be developing the Cyber Security for Smart Grid.

Spokane – Met with the Institute of Extended Learning in Spokane and travelled to Colville for the meeting. They want to partner with Centralia College to offer the Energy Technology/Power Operations program in Lone, WA via ITV this fall. Progress is being made to put this project together. While in Spokane, a meeting was held to advance the CEWD grant with the project partners. In addition, we met with the Northern Washington Eastern Idaho Girls Scouts CEO, Pam Lund. There may be an opportunity to outreach to young women for Careers in Energy week to be held October 17-21, 2011. Barbara Hins-Turner and Bob Guenther are working with the Governor's office to declare the proclamation. Spokane Area WDC and Spokane Community College are interested in participating. Barbara asked everyone to think about how we can get the press involved and the word out to the youth audience.

Project Manager Update, Jamie Krause

Curriculum Sub-committee – the committee met in March at Avista utilities in Spokane and began to discuss the formulation of a charter for the work of the committee. They met again on April 29th at Seattle City Light where the charter was finished and approved. The charter will now be moved to the Education Task Force for recommendation of final adoption. The charter is on SharePoint for review. The committee will meet again on May 25th at Centralia College with a focus around adopting standards for the development of modules with the smallest unit of learning. What is meant by the smallest unit of learning is that the Curriculum Sub-Committee will be working on learning objectives with the learning module being the lowest denomination of a training that the committee came up with; where the committee would create the modules and the community college can package them as they see fit. It gets back to the reusable learning modules as discussed in previous meetings. In addition, there will be a General Physics presentation on the collaboration between the COE and GPi to develop the Smart Grid 101 module.

Quarterly Report – Jamie relayed that everyone submitted their quarterly project reports on time. She sends out a big Thank You. Worked through all the reports and submitted the doe quarterly report on May 27th, ahead of schedule. The project task responsibilities and timeline provides a real in-sync update on each of the activities we said we would accomplish. The report has been uploaded to the SharePoint

for everyone's review. We have the approval on the timeline activities we have submitted. We are on task and on time in the broader sense. Continue to work with sub recipients as issues come up. We agreed to train 1215 individuals as part of the DOE project. As of March 2011, the cumulative training number is 1192. As you can see, we are likely to exceed our target training number. The training numbers consist of apprenticeship, pre-apprenticeship, incumbent workers, professional development, train-the-trainer, and K-12 outreach. Alan Hardcastle said that some questions came up at the Evergreen Job Leadership Team (HB 1327) meeting on the training numbers and the type of training that is happening. They are concerned that the numbers are too big to be believable and would like to see more detail on the type of training that has occurred. It was suggested that perhaps a template on the type of training, the level of training, and the duration of each course be submitted. Jamie will pull together a summary sheet on the criteria (Objective 1.A. iii) on "quick hits" around curriculum and programs that already exist and have been adapted around Smart Grid information. Thus far the training numbers comes from Avista, Chemeketa, and Gonzaga. Request the information by the next Evergreen Jobs Leadership Team meeting on May 28th.

Communications Plan & Website, Ryan Davis

Approve communication plan (Action Item) – Ryan Davis relayed that the plan was sent out to everyone for review. Two suggestions came back: 1) When we review the website, we do it as a group, and 2) a question on the dashboard. A member suggested we add a tab to the website that asks "are you interested in a career," so this will help the customer sort out where to go on the website. Some websites are confusing to get around and we want to help the customer sort out where to go on the website. Ryan said that is a great idea and content is being moved around as we speak. Ryan showed the board the new website and discussed the process of how it came about. Also, it was noted that the communication plan will be implemented at Centralia College and if a sub-recipient wants to do something specific they need to send it to PNCECE for review and upload. Centralia College did hire a new communication person to help with this project. It was suggested that regular communication and updates with/from public relations at the different sub-recipients be sent through PNCECE. Troy made a motion to approve the Communication Plan as presented. Alan Hardcastle seconded the motion. The motion carried and the Communication Plan has been approved.

It was asked on how much approval there would need to be for outreach (ex. a conference outside the project team). The board relayed that using the available documentation from the project, staying consistent with what the project has done, and a follow-up with the project staff on the outcome should be sufficient. There are some great documents and presentation on the SharePoint available for use to sub-recipients as they attend different conferences, presentations, and meetings.

Financial Update, Vicki Oakerman

Vicki Oakerman updated everyone on the status of the fiscal reporting as of the end of April. She noted that we are 75% through the first year. The review of the fiscal report was conducted and it was noted that if you review the percent of funds and match submitted on the fiscal report, you will get an idea of where your personal project is. The three year total is also shown. We are below our projected spending. She suggested everyone work with their vendors diligently so submission for payment is received no later than August 5th. Anything submitted after August 5th would go towards the 2nd year budget. Vicki also relayed that contract amendments need to be in place before spending can occur. Information will be sent out to the sub-recipients fiscal staff too. It is important to keep the dates in mind. Look for some fiscal and match reviews/audits coming up in year two.

Timeline for year 2 process –Troy Nutter relayed that the executive staff asked for a budget plan to be in place for year 2 so we are meeting our obligations fiscally for this project. Jamie Krause asked everyone to review their fiscal report for budget and match appraisal. We are sending out a request for information (RFI) that will go out to sub-recipients. It will ask for a summary of the project status and if any elements are behind would like a detailed explanation on how to get it back on time. Will also ask for a year two work plan. The budget and match side will be included in the RFI that came from the DOE approved budget. If the funds are in excess or negative then we need to know why. Some sub-recipients may not need all of the money. Need to identify year two match commitments and give reason why the match has not been met. Also, we need all sub-recipients to have a throughout understanding of how to count match. Bob topping has offered this training which is required of project and fiscal staff. The RFI will go out to all on May 25th. The timeline is as follows: all reports submitted to Yvonne Chase no later than June 8th, review of all submissions will be conducted on June 13th, Budget Review Committee evaluate on June 15th, Governance Board to review for approval on June 22nd. Once the budgets are approved, project staff will begin work on contract addendums to be completed by June 27th. We will be discussing the unspent pool and what those items are at the Budget Review committee. There were a number of items unfunded projects that were removed from the work plan at time of budget justification. Requests for proposals for new items will be submitted. A review of deliverables not able to be covered needs to be justified. If you need additional money put that in your plan. If you cut your project at the onset, resubmit for approval. Barbara Hins-Turner relayed that the Budget Committee consists of Troy Nutter, Bob Topping, Diane Quincy, Ryan Davis, and Barbara Hins-Turner. **An individual representing labor needs to be added.** Jamie requests an action item to adopt this timeline and process. Troy Nutter motion to adopt the fiscal timeline and budget process and Ryan Davis seconded the motion. The motion carried. The timeline is approved.

Other Business

Next Governance Board meeting is June 22, 2010, along with the Education Taskforce meeting that morning.

Ryan Davis thanked the Energy Sector for helping on the Try-A-Trade for scholarships to help students get to the event. A Seattle Times photo spread will be submitted for website upload.

Dennis Skarr said two students at Cascadia who are community energy researchers are making strong energy connections. Dennis attended an Energy Facilities Session in Leavenworth and made some strong connections in regards to efficiency, building automation, and research conservation mentors. Also, he attended a BPA presentation where Mike Weadle, VP of Energy Efficiency for BPA is looking at changing the terms Smart Grid to Grid Upgrade or Grid 2.0 because Smart Grid doesn't the correct term they are looking at.

PSE has hired an intern from Washington State University and Walla Walla Community College Wind program for their Lower Snake Project and another for their Hopkins Ridge Facility.

Barbara Hins-Turner asked everyone to review the new PNCECE website and provide feedback.

Tom McLaughlin with CAMPS said 20 people just completed a 4 week program to upgrade their skills. Twenty two people started the program and twenty finished. More information on the CAMPS website. The students consisted of Veterans, ESL, and low-income people.

Avista has a training developer position open for the grant. Thirty applicants were submitted. Will report once the selection is done. Hope to have the candidate on board before the Summit. **Request an update on SG 101 for the next Governance Board meeting.** Barbara said that an outline was done with reference to the DOE project. The deadline is June 24th for completion. Funding for this project came from the Center of Excellence performance based funding and matched by General Physics. A good dialogue on the project was done last week. Some good feedback was received. More information in June. Jeff hammerland has been ill and is working on the definition of smart grid for our project to adopt.

Adjourned at 10:22