

**Pacific Northwest Center of Excellence for Clean Energy
Governance Board Meeting
Centralia College
May 18, 2010, 1-4pm**

Attendees:

Troy Nutter, Chair, Puget Sound Energy
Barbara Hins-Turner, Principal Investigator (Ex officio), Center of Excellence
Dr Bob Topping, Chemeketa Community College
Dr Peter McKenny, Gonzaga University
Mark Fischer, Veterans Conservation Corp
Kevin Schneider, Pacific Northwest National Laboratory (PNNL)
Bob Guenther, IBEW Local 77, Alternate
Ryan Davis, Regional Education & Training Center, Satsop
Kathryn Fredrick, Regional Education & Training Center, Satsop
Karen DeVenaro, Seattle City Light
Tom McLaughlin, Center for Advanced Manufacturing-Puget Sound
Dr Alan Hardcastle, WSU Extension Energy Program
Diane Quincy, Avista
Mike Hanson, Avista Alternate
Marla Miller, Centralia College (Ex officio)
Renee Lawson, Centralia College (Ex officio)
Vicki Oakerman, Centralia College (Ex officio)

Attendees by Phone Conference:

Kairie Pierce, WA State Labor Council, Al Link Alternate

Non Voting Attendees:

John Martens, Centralia College
Jim Lowery, WIRED, Centralia College
Cindy Mann, Center of Excellence

Troy Nutter, Chair brought meeting to order; introductions followed. He noted that appointment letters to board had been distributed and received.

Barbara Hins-Turner presented a review of grant objectives and targeted occupations to ensure budget is being tied to objectives. (attachment).

- **Objective One: Smart Grid Training delivery**
Meet the need for workers in the smart grid energy occupation pipeline, improve internal job progression into a variety of related occupations, and provide consumers with current and streamlined access to energy efficiency information through the creation of a comprehensive training online portal.
- **Objective Two: Smart Grid Training Portal**
Using the centralized portal for Smart Grid training across the region, implement and deliver flexible customized and accessible training to potential and current employees including underserved populations.
- **Objective Three: Share Best Practices on Smart Grid Training**
The Pacific Northwest Center of Excellence for Clean Energy will disseminate, sustain, & regenerate all elements of Center of Excellence training.

Targeted Occupations

Generation/Transmission/Distribution Jobs

- Line Worker
- Instrument/Control/Relay
- Operator
- Mechanic
- Electrician

Demand Side Jobs

- Conservation Program Administrator
 - Energy Advisor
 - Resource Conservation Manager
 - Customer Service Rep
 - Meter Reader
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- Chair requested board members appoint a designated alternate within their organization and email contact information to Cindy Mann at cmann@centralia.edu
 - Chair presented the draft Pacific Northwest Center of Excellence for Clean Energy Articles of Governance. Ryan Davis moved the articles be adopted, motion was seconded by Bob Guenther. No discussion followed. Motion passed unanimously.
 - Barbara Hins-Turner announced the Project Manager and Program Specialist positions have been posted on Centralia College website at www.centralia.edu Applicants can apply online. Project Manager position is open until filled and Program Specialist position closes May 28th. Project Manager interview committee includes Barbara Hins-Turner, Troy Nutter, Kairie Pierce, Durelle Sullivan, Vicki

Oakerman and Bob Topping. Barbara thanked Diane Quincy for feedback on developing Project Manager position description and offer to review applications.

- Chair noted that budget justifications submitted are 10% higher than those submitted with at application. Marla Miller has been appointed the Financial Officer (FO) for the grant. Next steps are to return responses and budget changes to DOE.
- Vicki Oakerman presented an overview of the current budget status. The original budget request was \$4,998,859 we currently are at \$5,610,181; original match was \$6,833,118 and currently it is \$6,660,930. This means that we need to adjust the budget request down by \$611,322 and increase match by \$172,188 to meet our original requests. Discussion of possible solutions included an across the board cut to all contractors, this is difficult for those who have already made considerable cuts, or who have very limited requests. Cutting travel was discussed, as well as looking for duplication of costs across the proposals. It was agreed by all that the deliverables of the grant proposal should be the priority in deciding funding.
- Bob Topping presented a video *“Duke Energy Emission Smart Energy”* on Smart Grid technologies. The video can be viewed on You Tube.
- Troy Nutter requested that each organization report a summary of their program goals and deliverables.
 - Dr Alan Hardcastle-Washington State University, Extension Energy Program, Establish career pathways for the occupations targeted by the project. Skill Standards that exist that can be utilized.
 - Mike Hanson, Avista, Apprentice will be used for curriculum development/training. Project Manager, IT support and part time Administrative Assistant positions. Smart Grid and Demand Side Equipment and needs. Utilizing the training center at Avista.
 - Mark Fischer, Veterans Conservation Corp., GI bill has been approved at Spokane Community College.
 - Ryan Davis, Regional Education & Training Center, Access to the Learning Management System. Hosting conferences & workshops. Web portals. Outreach. Program training space.
 - Bob Topping, Chemeketa Community College & Westcamp, Smart Grid Hazard identification workshops and simulator training at five regional sites. Web portals. Presenting at summit.
 - Barbara Hins-Turner, Center of Excellence, Project Manager and Program Specialist positions. Travel. Veterans outreach. Veterans Conservation Corp recruiting veterans to Energy training programs. Train the trainer project.
 - Karen DeVenaro, Seattle City Light, Meter electrician training. Development of new training to meet Smart Grid and demand side technology. Utilizing Seattle City Light South Service Center for training. Equipment for meter training room.

- Chair requested vote for endorsement of a threshold of 20% indirect for community college sub recipients. This will only apply to participants who had requested indirect. Bob Topping motioned the board endorse the threshold and motion was seconded by Ryan Davis. Two no votes, Pacific Northwest National Laboratory and Gonzaga University. Motion passed, duly noted and approved.
- Chair appointed budget committee to include Diane Quincy, Bob Topping, Ryan Davis, Barbara Hins-Turner and Troy Nutter to serve on the budget subcommittee.
- Chair requested match form that is being developed be filled out and turned in at least monthly. It is important that all participants carefully track time spent on grant coordination for leverage calculations.
- Barbara Hins-Turner reminded board of Annual Best Practices Summit, June 24/25, Regional Education Training Center, Satsop Campus.
- Next meeting date will be Wednesday, June 23, 2010 from 2-5PM at the Puget Sound Energy Olympia office.

Adjournment