

**Southwest Power Pool, Inc.
OPERATIONS TRAINING WORKING GROUP**

Face-to-Face Springfield, MO

June 20, 2013

• **MINUTES** •

Attendees:

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|-------------------------------|-----------------------|
| Denney Fales - KCPL* | John Gunter – SPP |
| Mark Eastwood - CUS* | PJ Rose – SPP |
| Robert Hirchak - CLECO* | Keeth Works – SWPA |
| Misty Revenew - WRI* | Jane Martin – SPP |
| Scott Labit – GRDA* | Shannon Bolan – NPPD |
| Sheldon Hunter – SECI* | Katie Mauldin – SPP |
| Mike Hood – AECC* | Angie Blacketer – LES |
| Stanley Winbush – AEP* | Steve Tegtmeier – LES |
| Leslie Sink – SPP - Staff Sec | Dave Milam – KCPL |
| John Mason – IND | Russell Moore – CUS |
| Becky Gifford – SPP | Rick Favret – AEP |
| Amy Casavechia – SPP | Alan Walstrom – SPP |
| Jennifer Farley – SPP | Michael Wondra - SECI |
| Margaret Adams - SPP | |

* *Voting Member*

Agenda Item 1: Call to Order and Approval of Agenda

Denney Fales called the meeting to order at 1:00 CST. Robert Hirchak made a motion to approve the 6/20/2013 agenda and Mike Hood seconded the motion.

Agenda Item 2: Approval of 5/6/2013 Meeting Minutes

Mike Hood made a motion to approve and post the 5/6/2013 meeting minutes with one correction (date correction #9) and Robert Hirchak seconded the motion.

Agenda Item 3: Review of Previous Action Items

Action Item	Date Originated	Owner	Status	Comments
QTS/QTD offered PER005 workshop	3/4/2013	Misty Revenew	Completed	Misty will continue to work on getting a conference organized. The tentative date is July 30-31, 2013 at KCPL.
2013 SOC Presenters	4/18/2013	John Gunter	In progress	John will email possible facilitators for upcoming Fall SOCs

4 Day workshop provided by the BushCo	5/6/2013	Jennifer Farley	Completed	Jennifer has emailed and posted all information regarding BushCo to the OTWG members and SPP.ORG
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Agenda Item 4: 2013 SOC Update – Excellent June SOC in Springfield, 57 attendees including 14 facilitators and OTWG members. The evaluations were scored high; specifically the group breakout exercises, group members, round tables, presenters were very knowledgeable.

Agenda Item 5: DTS Update – Katie Mauldin has captured a new real-time snapshot that will be used to create a new basecase. She and PJ Rose will be working on this new basecase for implementation in the fall training sessions.

Agenda Item 6: 2013 Registration Update/Waitlist: At this time, there are very small to no waitlists on any of the upcoming fall classes or drills.

Agenda Item 7: Upcoming Training Events

- **IROL Training:** Margaret Adams emailed members who have an IROL flowgate or are impacted by an IROL flowgate an invitation to attend her IROL Net Conference Pilot on June 27, 2013. The pilot/course will be three hours and may/may not have CEs awarded for the pilot participation. She will email materials to those whom have agreed to attend the course by Monday 6/23/2013.
- **Emergency Response Drills:** The North and East ERDs have been completed with the South and West scheduled for later this summer. The drills went very smoothly and those who attended stated it was “time well spent and learned a lot.” John stated he has plenty of seats available for the South Drill.

Agenda Item 8: Integrated Marketplace Update: Becky Gifford stated there will be a TCR Bid Activity Net Conference on 6/24. SPP has currently stopped the TCR Trials until 6/25/2013. Training is now transitioning to a performance-support based focus. That is, training at the moment of need, in the form of job aids, participant support for each test scenario, real-time support via the Market Trials Command Center and Q and A sessions (Hot Topics) discussing pressing concerns/issues related to training, education and performance. This will give Customer Training flexibility to help provide tailored support to members and MPs, through Structured Market Trials and into Parallel Operations.

Misty Revenew asked about Level 2 Clinic materials and where they are located. Becky stated that, if the learner attended the Level 2 Clinics and are in a completed status, they can access the materials in the LMS. Misty asked how participants who attended the conference, but were not in a completed status could access the clinic materials. Due to concerns such requests might place an unnecessary burden on Jane Martin and other SPP staff, this item was held over as action item taken assigned to Leslie Sink.

Agenda Item 9: Lessons Learned from Audits: Robert Hirchak shared with the group that he had the opportunity to receive information regarding the PER-005 portion of a 693 audit in the MRO region. Based on the all the valuable information that Robert received, he will be typing his notes and distributing them to the OTWG members et al. This was moved to an action item.

Agenda Item 9: Other Items:

- 2014-2016 Strategic Plan – Leslie Sink will update the 2014-2016 Strategic Plan so the OTWG can vote at the July meeting – It was requested SPP gather additional information regarding the length of time needed for staff augmentation for CBT development in 2014 (action item) – Suggested change for net conference to eLearning roll out over a two year period (action item)
- TTSE Presentation and Vote – Leslie Sink made the Training and Testing Simulation Environment (TTSE) presentation. The OTWG was asked to decide if the TTSE project, as proposed, was approved, and if approved, would it be for the 2014 budget. If approved, this project recommendation would need to be presented and voted upon by MOPC in July.
 - Misty Revenew made a motion to defer sending the TTSE project to the MOPC in July until 2014. This would allow additional research, investigation on expenditures and ROI. The motion was seconded by Mike Hood. The vote passed unanimously. This project will be under further review until mid 2014.
- DTS access through virtual machines – PJ Rose and John Gunter are in the testing phase of the virtual machine updates, they will continue to update the OTWG members each month.

Agenda Item 10: Action Item Summary:

1. Leslie Sink will ensure that all Level 2 Clinic materials are posted on SPP.ORG for easy access by all stakeholders
2. Robert Hirchak will provide a written description of all items discovered in the recent 693 audit.
3. Misty Revenew/Westar has requested the services of BushCO and will inform the OTWG if they will allow interested persons to attend as an observer.
4. Leslie Sink will update the 2014-2016 Strategic Plan to be voted on at the July 8th scheduled meeting.
5. John Gunter will send a blast email asking for presenters for the Fall SOCs.
6. Leslie Sink will contact Robert Rhodes regarding a "comment meeting" for COM-003.
7. Leslie Sink will place on the agenda for July/August meetings to discuss the September 16 and 26 scheduled OTWG meeting: deciding if both are necessary.
8. PJ Rose will continue to research/test the virtual machine changeover and its effects on stakeholders. He will continue to keep the OTWG updated on the progress

Agenda Item 11: Future Meetings

July 8, 2013 Teleconference 1:30 – 3:00

Register here: http://www.spp.org/event_register2.asp?oID=4597

Agenda Item 12: Adjournment – Misty Revenew made a motion for adjournment at 3:12 and Robert Hirchak seconded the motion.