

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

Teleconference

July 8, 2013

• MINUTES •

Attendees:

- | | |
|-------------------------------|-------------------------------|
| Denney Fales - KCPL* | Keeth Works – SPA |
| Mark Eastwood - CUS* | Jane Martin – SPP |
| Robert Hirchak - CLECO* | Shannon Bolan – NPPD |
| Misty Revenew - WRI* | Katie Mauldin – SPP |
| Sheldon Hunter – SECI* | Angie Blacketer – LES |
| Stanley Winbush – AEP* | Steve Tegtmeier – LES |
| Edgar Rivera – LUS* | Dave Millam – KCPL |
| Leslie Sink – SPP - Staff Sec | Russell Moore – CUS |
| John Mason – IND | Brenda Lee – SPP (Contractor) |
| Becky Gifford – SPP | Gary Plummer – KACY/BPU |
| Amy Casavechia – SPP | Michael Daly – SPP |
| Jennifer Farley – SPP | Karen McGee – AEP |
| Margaret Adams - SPP | Michael Gaunder – OGE |
| John Gunter – SPP | |
| PJ Rose – SPP | |

* *Voting Member*

Agenda Item 1: Call to Order and Approval of Agenda

Denney Fales called the meeting to order at 1:30 CST. Robert Hirchak made a motion to approve the 7/8/2013 agenda and Stanley Winbush seconded the motion with the following revisions:

1. Items 10(a), 10(b), and 10(c) were moved to item # 4
2. The status listed for the second action item was changed from “Completed” to “In-Progress”, per Michael Daly

Agenda Item 2: Approval of 6/20/2013 Meeting Minutes

Shannon Bolan made a motion to approve and post the 6/20/2013 meeting minutes without any corrections or revisions and Robert Hirchak seconded the motion.

Agenda Item 3: Review of Previous Action Items

Action Item	Date Originated	Owner	Status	Comments
2013 SOC Presenters	4/18/2013	John Gunter	In progress	John will continue to work with members to schedule presenters for remaining 2013 conferences.
Level 2 IM Clinic Materials	6/20/2013	Leslie Sink	Completed	This item will be changed to in-progress and Michael Daly will work to get clinic materials uploaded to spp.org.

693/PER-005 Audit Information	6/20/2013	Robert Hirschak	Completed	Robert will email items discovered in a recent MRO 693 audit regarding PER005
Westar and BushCo, will they allow observers	6/20/2013	Misty Revenew	In Progress	Misty requested this item be removed from the list of action items until further notice.
2014-2016 Strategic Plan updates	6/20/2013	Leslie Sink	In Progress	Leslie delivered a presentation on SPP Strategic Plan at the 7/8/2013 meeting and the OTWG voted in favor of the plan.
COM-003 Comments	6/20/2013	Leslie Sink	Completed	Leslie Sink will contact Robert Rhodes regarding the comments for COM-003. Email was sent on June 27, 2013
September OTWG Meetings	6/20/2013	Leslie Sink	In Progress	Leslie Sink will put on the agenda to review if 9/16 and 9/26 meetings will both be necessary for September
Virtual Machine Changeover	6/20/2013	PJ Rose	In Progress	PJ will continue to update the OTWG with the progress of the VM changeover
Testing and Training Simulation Environment (TTSE)	6/20/2013	PJ Rose Leslie Sink	In Progress	The TTSE will be removed from the July MOPC agenda. This will be a standing agenda item until 2014

Agenda Item 4: Other Items (Moved from #10 in the agenda to # 4)

- a) **2014 – 2016 Strategic Plan/Vote** – Leslie presented SPP's 2014 – 2016 Strategic Plan with previously discussed revisions. Covered in her presentation was a removal of budgetary items, revised verbiage for CBT/eLearning solutions, updated information regarding Integrated Marketplace training, and ongoing consideration for a TTSE.

Denney Fales asked for a motion to vote on SPP's 2014 – 2016 Strategic Plan. Robert Hirschack made a motion that was seconded by Misty Revenew. The vote to approve the plan was unanimous among voting OTWG members present on the call (Denney Fales, Misty Revenew, Sheldon Hunter, Mark Eastwood, Stanley Winbush, Robert Hirschak, Edgar Rivera).

- b) **2014 Budget** – Leslie stated the Customer Training team's 2014 budget does not include an increase in expenditure or headcount. She further expressed appreciation to members making their corporate facilities available for conferences and clinics, thus helping SPP manage costs.
- c) **2014 Course type offerings/Vote** – Leslie provided a high-level list of courses (Reliability and Integrated Marketplace) to be offered in 2014 and stated discussion in upcoming meetings would determine dates, locations, number of offerings, etc. Misty Revenew asked the SPP Customer Training staff to provide the OTWG members with attendance numbers for courses held in 2013 and if it is possible to identify first-time participants in each course. Leslie Sink agreed this information would be beneficial to the conversation regarding 2014 course offering and stated SPP would make 2013 attendance numbers available, but also added it is unclear at this time if SPP can identify first-time attendees. Jane Martin will investigate LMS reporting capabilities and report back to the group at the next meeting.

Agenda Item 5: 2013 SOC Update – John Gunter stated the three conferences held to date have been completed in the LMS and continuing education hours earned have been reported to SOCCED. He also stated the SPP Customer Training team is currently working to prepare for the two remaining conferences scheduled for 2013 and will be reaching out to hosts, speakers, and facilitators in the weeks to come to address various logistical items.

Misty Revenew stated the turnaround time to report continuing education hours to SOCCED has improved and expressed her appreciation to the SPP Customer Training team.

Agenda Item 6: DTS Update – Katie Mauldin stated she has developed a new DTS basecase built on a production snapshot taken 6/25/2013. She is testing the new case now and will provide more information at future meetings on when the model will be used in training.

Agenda Item 7: 2013 Registration Update/Waitlist – Jane Martin shared details on upcoming sessions.

- (a) September System Operations Conference – 55 Registered / 9 Waitlisted
- (b) October System Operations Conference – 55 Registered / 3 Waitlisted
- (c) October Regional Emergency Operations Training – 20 Registered / 3 Waitlisted
- (d) November Regional Emergency Operations Training – 20 Registered / 0 Waitlisted

Agenda Item 8: Upcoming Regional Training Events

- a) **IROL Pilot and Upcoming Classes** – Margaret Adams shared that she recently completed a pilot of her upcoming IROL Net-Conference and that it was very successful. The pilot was well attended and met all criteria for awarding continuing education credits. She stated the ILA has been submitted to NERC and is still under review. Once approved, those who met all course requirements to receive CE credit for the course can expect to see hours awarded for their participation in the pilot.

Keeth Works stated he attended the pilot and offered praise, and expressed his feeling the training will be effective for everyone requiring this training regardless of the IROL flowgate scenario.

- b) **Removal of South Entities from SPP Footprint** – John Gunter shared with the group a project underway to migrate several members impacted by Entergy's decision to join MISO out of SPP's reliability footprint. The project is being completed in two phases and John will provide more details as the project continues.

Agenda Item 9: Integrated Marketplace Training – Michael Daly informed the group Integrated Marketplace Clinic materials are expected to be available on SPP.org by July 11. Michael also shared the following updates:

- Level 3 training originally planned will not occur in the same format as a result of needs arising from Structured Market Trials
 - Misty Revenew asked how the Level 3 training would differ from its original version and why the format was changing.
- Level 3 training will encompass a variety of needs and delivery methods—respond to RMS tickets, net-conferences, job aids, Market Trials command center support, etc.
- Deliverables and timelines will be established beginning the week of July 8, 2013
- Gap analysis will continue with Market Trials Liaisons and other stakeholders to identify and plan for training needs

Agenda Item 10: Lessons Learned from Audits – None of the members in attendance had any lessons learned to share. Several did request a copy of the PER-005 audit notes provided last month by Robert Hirchak. John Gunter will forward those notes to requesting members.

Agenda Item 11: Summary of New Action Items

- (a) At the request of Michael Daly, change status of second action item listed above (Level 2 IM Clinic Materials) from "Completed" to "In-Progress"
- (b) At the request of Misty Revenew, remove fourth action item listed above (Westar and BushCo, will they allow observers) from list of action items until a later date.
- (c) Jane Martin and Leslie Sink will provide roster data to the group to aid in decision making for 2014 courses. They will also investigate if the LMS can identify first-time participants.
- (d) John Gunter will forward Robert Hirchak's notes on a PER-005 audit (shared last month) to those who have requested them.

Agenda Item 12: Future Meetings

August 12, 2013 Teleconference 1:30 – 3:00

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

Agenda Item 13: Adjournment – Misty Revenew made a motion for adjournment at 2:10 and Robert Hirchak seconded the motion.