

**SOUTHWEST POWER POOL
OPERATIONS TRAINING USER FORUM MEETING**

**OCTOBER 16, 2023
Virtual Meeting (Webex)**

SUMMARY OF MOTIONS AND ACTION ITEMS

1. SPP Staff to clarify if VPN access is required for attending Restoration Principles prior to the Drill.

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OCTOBER 16, 2023
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MINUTES

AGENDA ITEM 1 – CALL TO ORDER

Amy Casavechia, SPP Staff Secretary, called the meeting to order at 1:04 p.m. CT.

AGENDA ITEM 2 – STATEMENTS

Amy Casavechia (SPP) read the introductory language from the Chair/Staff Secretary training, and the anti-trust notice. In lieu of checking attendance, all attendees were listed as present that could be identified from the WebEX participant list and in room attendance. ([See Attachment 1](#))

AGENDA ITEM 3 – CONSENT AGENDA

Amy Casavechia presented the consent agenda that included the October 16 meeting agenda as well as the minutes from the July 25 meeting.

AGENDA ITEM 4 – REVIEW OF PREVIOUS ACTION ITEMS

Amy Casavechia reported one (1) previous action item will remain open.

AGENDA ITEM 5 – OTUF VICE-CHAIR RECOMMENDATION/APPROVAL

Two nominations were received for the open vice-chair position: Apryl Eby (Xcel Energy/SPS) and Jeremy Nelson (Tri-State Generation & Transmission). Both candidates spoke to the group to share their experiences and interest in the vice-chair position for the OTUF.

A link to the voting poll was sent via chat and open to all external participants on the call. Results announced later in the meeting with Jeremy Nelson (Tri-State) being voted in as the next vice-chair of the OTUF for the 2024-2026 term beginning January 1, 2024.

AGENDA ITEM 6 – 2024 TRAINING – “NO SHOWS” AND “WITHDRAWALS”

Leslie Sink (SPP) spoke to the group about the rise in withdrawals and no shows within the 10 day window, especially for instructor-led classes. She discussed the upcoming classes for 2024 and shared how SPP will treat in-person classes for registration, withdrawals, substitutions or cancellations, and the potential impacts on those attending next year.

In 2024, there will be new changes implemented that are specifically for the instructor-led classes and for those instructor-led classes that offer credential maintenance hours, or towards recertification of a NERC certificate.

First priority is to ensure individuals who are behind in hours or that need to get into a class because they were out on medical leave or other special circumstances get in those seats. Anyone in this situation should contact Kim Burnside (SPP) or any SPP training staff to assist that individual with getting into the classes needed.

Leslie reminded everyone of open registration for all 2024 classes and that all SOCs (System Operation Conferences) are hosted at hotels in 2024. Additionally, SPP has increased the number of available seats. If a specific location or class becomes full, please ensure you add your name to the waitlist. SPP monitors this list and will make every effort to clear this list so that anyone who wants to attend is able to.

Starting in 2024, for any in-person class offering CEHs, you must withdraw from the class a minimum of 11 days prior in order to avoid “no show” penalty charges. This applies to attendees of both SPP member and non-member entities. At 10 days prior, SPP will make every effort to get waitlisted individuals in a seat, and still give them time to make the necessary reservations to attend. If you need assistance withdrawing, substituting or have other questions on specific classes, contact Kim Burnside or any SPP Stakeholder Training staff.

For non-members withdrawing from a class a minimum of 11 days prior, a full refund minus the small administrative fee (SPP incurred charge) will be issued. However, no refund will be issued if the class withdrawal is at Day 10 or less.

SPP members must also withdraw from the class at a minimum of 11 days prior if you are no longer planning to attend. If you do not contact SPP or do not show, you may be invoiced for any charges that have been incurred by SPP, such as food and printing.

If a registration is moving into the 10 days or less window, please contact SPP rather than cancelling thru the SPP Learning Center. This will allow time to make additional calls to contact others in the area that can potential fill the seat, and not have to travel. (Exceptions may be granted for an emergency or illness).

AGENDA ITEM 7 – MARKET TRAINING UPDATE

Becky Gifford (SPP) shared 4th quarter training and updates for Markets revision requests and projects. Refer to the meeting materials for a complete list.

Lighting the Way and Blurring the Lines instructor-led courses will offer continuing education hours (CEHs) in 2024.

To provide feedback on any new or existing content, reach out to anyone on the team or open an RMS ticket. The evaluations at the end of all eLearning courses are also a good way to provide feedback/comments.

AGENDA ITEM 8 – RELIABILITY TRAINING UPDATE

Jennifer Farley (SPP) shared updates on remaining 2023 SOC (System Operations Conference) and other reliability offerings. All 2024 calendar(s) can be found in the meeting materials. The calendars are also posted on spp.org.

Changes for 2024 SOC include an increase in the number of seats to 80, and a change from 3 days to 2.5 days (2 full days and ½ day on Thursday) for a total of 20 CEHs offered. Jennifer noted that additional proctors needed for all SOC. Contact her if you are interested in proctoring for one or more SOC and she can add you to the proctor registration roster.

2024 Drills will be delivered in six consecutive week cycle with a Day 1 Restoration Principles Virtual Instructor-led training (VILT). This is a primer for participation in the actual drill (Days 2 and 3) and will include how to use the simulator. It is not a conceptual overview class.

Four (4) VILT topics offered in 2024 and each will offer 4 CEHs. Both Lighting the Way and Blurring the Lines courses will also offer CEHs in 2024. Refer to the meeting materials for specific dates, times and locations.

A reminder that open registration for all 2024 training is November 16, 2023 at 1400 CPT.

AGENDA ITEM 9 – ELEARNING UPDATE

Dwayne Dush (SPP) provided a list of new eLearning courses released since the OTUF last met. CEH metrics shared on all eLearning courses completed and the Operating and Standard hours awarded. Refer to the meeting materials for the complete list.

AGENDA ITEM 10 – TRAINING SPOTLIGHT- SPP LEARNING CENTER ACCESSIBILITY FORM

Kim Burnside (SPP) introduced a new accessibility form available in the SPP Learning Center (LMS) for all VILTs and ILTs, and a brief demo was provided. A copy of the form found in the meeting materials. Kim noted that LMS administrators cannot submit on behalf of those being assigned training, since the form must be submitted by the registered participant. LMS administrators asked to share this with those at their companies, and encourage staff to complete this form. SPP will reach out to participants for any accessibility needs prior to training.

AGENDA ITEM 11 – ROUNDTABLE

Appreciation expressed for our two nominees for vice-chair – Apryl Eby and Jeremy Nelson and their commitment to the OTUF.

John Gunter (SPP) shared that a call will be scheduled for WEIS and West entities to discuss topics, dates and deliverables in the next week with West trainers.

John Mason (Independence) asked about status of Credential Maintenance program. Leslie Sink (SPP) stated that she is on the working group and reported the project is still a good ways out.

AGENDA ITEM 11 – USER FORUM EFFECTIVENESS SURVEY

The User Forum Effectiveness Survey QR code was displayed for attendees to provide feedback on the effectiveness of this group. Additionally, a link has been provided in the meeting materials.

AGENDA ITEM 12 – SUMMARY OF ACTION ITEMS

One new item added. The list of Action Items can be found [here](#).

AGENDA ITEM 13 – DISCUSSION OF FUTURE MEETINGS

Proposed dates and times for OTUF's 2024 meetings was included in the meeting materials. Three virtual meetings are planned with tentative topics noted for each.

The next meeting of the OTUF will be virtually on February 29, 2024 from 2:00pm to 4:00pm CT.

AGENDA ITEM 14 – ADJOURNMENT

Amy Casavechia adjourned the meeting at 2:48pm CT.

Respectfully Submitted,

Amy Casavechia
Staff Secretary

Attachment1—Meeting Attendance Record

Attachment1 – Meeting Attendance Record

First Name	Last Name	Company
Kevin	Ballany	Arkansas Electric Cooperative Corporation (AECC)
Jeremy	Benson	Omaha Public Power District (OPPD)
Shannon	Bolan	Nebraska Public Power District (NPPD)
Kim	Burnside	Southwest Power Pool (SPP)
Amy	Casavechia	Southwest Power Pool (SPP)
James	Cho	Tri-State
Matt	Cline	Board of Public Utilities (BPU)
Dwayne	Dush	Southwest Power Pool (SPP)
Apryl	Eby	Xcel Energy/SPS
Jennifer	Farley	Southwest Power Pool (SPP)
David	Fusek	American Electric Power (Regulated Generation)
Becky	Gifford	Southwest Power Pool (SPP)
Brandy	Graybeal	Western Area Power Administration (WACAM)
John	Gunter	Southwest Power Pool (SPP)
Jason	Hermanson	Black Hills Energy
Brittany	Hicks	Western Farmers Electric Coop (WFEC)
Daniel	Hogue	Black Hills Energy
John	Mason	Independence Power & Light
Mary	Muldrow	Southwest Power Pool (SPP)
Jeremy	Nelson	Tri-State
Cady	Paris	Black Hills Energy
Adam	Peterson	Southwest Power Pool (SPP)
Mike	Schultz	Colorado Springs Utilities (CPU)
Leslie	Sink	Southwest Power Pool (SPP)
Derek	Stafford	Grand River Dam Authority (GRDA)
Karen	Thomas	Southwest Power Pool (SPP)
Angie	Trummer	Lincoln Electric System (LES)
Patrick	Tuttle	Oklahoma Municipal Power Authority (OMPA)

**SOUTHWEST POWER POOL, INC.
Operations Training User Forum**

Action Items Status Report

ACTION ITEM	DATE ORIGINATED	STATUS	COMMENTS
1. Amy Casavechia to share with OTUF any changes to Customer Training Program based on feedback from 2021 End of Year Survey.	2/24/2022	Complete	
2. John Gunter to send an email to Drill participants to determine if they will be attending in-person or virtually at their organizations.	2/24/2022	Complete	
3. Leslie Sink to send an email to OTUF requesting host locations for 2023 System Operations Conferences.	4/25/2022	Complete	
4. Jennifer Farley to solicit topic ideas via email for 2023 System Operations Conference topics.	4/25/2022	Complete	
5. Amy Casavechia to submit OTUF Chair recommendation to Corporate Governance Committee (CGC) and report back to OTUF on status.	10/17/2022	Complete	
6. Kelly Blackmer to schedule a meeting with SPP Training Contacts for DTS upgrade discussion.	10/17/2022	Complete	

ACTION ITEM	DATE ORIGINATED	STATUS	COMMENTS
7. Jennifer Farley requested anyone interested in piloting self-study modules email her at jfarley@spp.org.	10/17/2022	Complete	
8. Jennifer Farley to follow-up on whether SPP will schedule walkthrough of 2023 SOC materials.	2/21/2023	Completed	There won't be a walkthrough of 2023 SOC materials.
9. The topic of inertia will be presented as an educational session for the July OTUF meeting. Derek and Beau to identify a speaker.	4/24/2023	Completed	To be delivered at July mtg.
10. Send additional inertia questions for Kelly to discuss with the group at the October OTUF meeting. Amy	7/25/2023	In Progress	
11. SPP Staff to clarify if VPN access is required for attending Restoration Principles prior to the Drill to receive 1 Simulation CEH	10/16/2023	In Progress	