1. **Administration**

The August 2012 Meeting minutes were accepted without comment or addition. Mr. Grear asked a few questions for clarification concerning some topics discussed at the August meeting.

2. **SOS Report**

Mr. Lloyd noted that there was no update from the System Operating Subcommittee Meeting. The SOS had been anticipating some comments concerning TO/TOP Matrix preparations for the new PER-005 requirements, but these did not materialize. Mr. Fernsler noted that PJM State & Member Training has been in contact with Mark Kuras about PER-005, and the PJM compliance group fundamentally agrees with the approach decided upon by the DTS.

3. **Compliance Update**

Ms Curley provided the following Compliance information:

- All Transmission Companies were in compliance with both Training and Certification Requirements.

- 7 Generation entities were non-compliant with Certification requirements. 4 of these entities have mitigation plans in place.

- 8 Generation companies were non-compliant with Training requirements. 6 of these entities have mitigation plans in place.

4. **Review of Transmission Operator Task List**

Tasks 1-3 were reviewed with no changes made. Based on feedback from Mr. Karasiewicz, Task 8 had some cognitive enabling sub-tasks reworded. No changes were made to Task 8 itself. The re-worded sub-tasks were accepted by the DTS.

No added or changed tasks were identified by the members. There were no changes that would have merited a verification that the operators could perform any task.

5. **Spring 2013 Operator Seminar (0915-0920)**

Work is already in Progress for the 2013 Operator Seminar. Training Liaisons are requested to poll your companies for any items you would be willing to share for the “Lessons Learned” module.
Based on feedback received from our last meeting, the “southern” location for the 2014 Operator Seminar will be Annapolis, MD. The CTC and Cincinnati locations had already been confirmed.

6. **Proposed Manual 40 Changes**

Mr. Fernsler reported out on State & Member Training’s meeting with Mark Kuras, concerning the TO/TOP Matrix changes. Mr. Kuras was generally supportive of the plan for PJM to train on all “common” member company tasks, and have the member companies train on their “company-specific” tasks. Mr. Kuras was also supportive of the intent to have the member companies be responsible for verifying that their operators can perform each of the Reliability-Related tasks, and the proposed LMS Module we intend to use to track the verifications.

Mr. Kuras did note what could be a potential vulnerability in our plan for PER-005 compliance. Currently Member TO Operators have one year after taking shift to take the Trans/OPS course series (in person or online), and 2 years to complete ITP. The concern is that under those rules it would be possible for a member company operator to be verified as competent to perform a task (s)he had not received training on.

One possible way to address this issue was forwarded by Mr. Fernsler. It would be possible to strengthen the Trans/Ops course series to provide all the training on the common member tasks. Then it could be a requirement that new operators complete the Trans/OPS courses (either online or in person) prior to taking shift on their own. This suggestion was supported by Mr. Hunt and Mr. Karasiewicz. Other suggestions to address this potential vulnerability will be discussed at the next PER-005 Sub-Group meeting.

7. **Member Items**

Mr. McNamara asked when the “official” wording around the PER-005 requirement s will be drafted for the TO/TOP matrix. Mr. Fernsler informed the group that after our discussions with Mr. Kuras, he expressed the intent of the Matrix Task Force to complete their work at their September 25th meeting.

Mr. Karasiewicz asked if work could begin to compile common language around the company-specific Reliability tasks that will be added by the member companies. This idea was seconded by Mr. Jones. Mr. Winbush indicated a dissenting opinion, citing that some companies have already completed their company task lists, and would be averse to having to re-word their tasks to common language. It was agreed to have further discussions around this issue at the next PER-005 Sub-group meeting.

The next PER-005 Sub-group meeting was scheduled for October 8th, and will be both in-person at the CTC and via WebEx. E-mails will be sent to the committee members with dial-in and WebEx information.

8. **Future Meeting Dates**

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<thead>
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<tr>
<td>October 16, 2012</td>
<td>0900-1000</td>
<td>PJM CTC and WebEx</td>
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<tr>
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