

Training and Education Committee Minutes
Monday, November 6, 2023, 1 p.m. | Zoom Meeting

Voting Members: Mitch Burghlea, Melanie Lewis, Kevin Hennessy, and Megan Moore

Non-Voting Members: Kitty O'Keefe, and Josh Thomas.

Guests: Steve Williams from Cleverland

1. Announcements and Introductions

- a. Mitch called the meeting to order at 1:00 p.m. and introductions were made.
- b. A motion from Melanie was made to approve minutes as amended from 11.2.23 and 2nd by Megan.
- c. Kitty to post on website.
- d. Chair Statement: Mitch welcomed members.

2. New Business

- a. 2024 Training & Education Budget
 - i. See attachment for 2024 forecasted budget:
 - o Discussion followed as members reviewed 2023 budget to 2024 forecasted budget.
 - o Mitch asked Kitty to make edits per discussion and she'll get to Josh.
 - ii. Potential Grants
 - o Mitch asked Josh to share with members what he's discovered for grants.
 - o Josh shared what he learned at UG2023. There is opportunity from PHMSA grants. Grants include State Damage Prevention (SDP), Technical Assistance Grants (TAG), and One Call Grants. States work with their PUC/pipeline safety to apply. Possibilities up to \$100k, but competitive.
 - o Josh shared adjusting the tariff; fines from complaints (OPUC); increase fees from attendance to help with cost to support trainings.
 - iii. UTA's contract – extend?
 - o Josh shared good locates equal good excavation.
 - o Kevin feels we need to balance this out as our call center members may not agree that their fees are going beyond running the call center.
 - o Can we reach out to industry stakeholders and partner or have them sponsor our trainings? Members agreed. Staff will investigate this.
 - o Members agreed to extend UTAs contract for one year.
 - o Mitch will bring to the full board in December.
 - iv. Learning Management System (LMS) (see attachment)
 - o Kevin shared his presentation from CGA and discussion followed.
 - o CGA has identified three focus areas that prioritize issues and top damage causes: 1.) Effective and consistent use of 811. 2.) Key excavator practices. 3.) Accurate, timely utility locating.
 - o Outcome: CGA is creating an online curriculum
 - o Rollout: April of 2024 – cost is free
 - v. Video series in partnership with NWN; possible assistance

- Josh shared with members that staff has met with NWN employees.
 - Goal is to video short YouTube tutorials.
 - Focus for next year is to create 3 videos to start that will go over: fence installation, landscape, and concrete.
- vi. Excavation Safety Training Classes
- Josh shared with members he is updating his current class presentation.
 - If rule changes in 2024; he will have to include that.
 - DIRT and updates; he will include as well.
3. Old Business -
4. For the Good of the Order -
5. Next Meeting: tbd

*Motion to adjourn by Megan and 2nd by Melanie. Meeting adjourned at 2.12 pm.
Minutes submitted by Kitty O'Keefe on November 9, 2023*

