



Communications Qualification Review Board

MONDAY, APRIL 15, 2024 – 2:00 PM

Approved Meeting Minutes

1. Meeting was called to order by SWIC Erik Viel at 2:00 PM.
 - Quorum met with 9 of 11 members present (**in-person, V virtual*).
 - Present: Jamie Formea (V), Carl Guse (V), Paul Hughes (V), Brian Jansen (V), Troy Klemstein*, Todd Lindert (V), Erik Viel*, Jim Westover (V), Margaret Zieke*.
 - Members absent: Jim Stromberg, Bill Tyler.
 - Others present: John Dooley, Brandon Larson, Justin Watters, John McManus, Molly Boss, Allison Hudack.
2. Meeting minutes from February 6, 2024 reviewed and considered for approval.
Motion to approve by Zieke. Unanimous consent.
3. Public Comment – there was no public comment.
4. Discussed the 18-month extension on Position Task Book (PTB) completions put in place during the COVID-19 pandemic.
Motion by Westover to sunset the 18-month completion extension clause for PTBs, starting July 1st, 2024. Unanimous consent.
5. Reviewed major edits to the Communications Unit Standard Operating Guide.
6. Completed Position Task Books reviewed and considered for approval.
 - COMT PTB – John McManus*Motion by Zieke to approve McManus' PTB for state COMT recognition, pending the completion of the third evaluator's 'Record of Evaluation.' Unanimous consent.*
7. Reviewed upcoming planned events and exercises.
 - Past approved:
 - SIMCOM 2024 (June 4-5, 2024)
 - Prairie Island Nuclear Plant evaluated exercise/NRC (June 25, 2024)
8. Next Meeting: July/August 2024.
9. Meeting adjourned at 2:28 PM.
Motion to adjourn by Westover. Unanimous consent.

Respectfully submitted,
Allison Hudack
DMA/OEC