

California Teleconnect Fund (CTF) Administrative Committee (AC) Meeting
California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, RM 3204
June 29, 2017.

Official Minutes

Committee Members Present: Sean McLaughlin (Head Chairperson, CBOs), Calvin Chang (Vice-Chairperson, UC Davis), Jeff Mondon (AT&T), Jarrid Keller (Alternate for Linda Crow, Libraries), Sonya Edwards (K-12 Education), Enrique Gallardo (Alternate for Office of Rate Payer Advocates).

CPUC Staff Present: Ravneet Kaur (ORA), Lisa-Marie Clark (Legal), Sindy Yun (Legal), Lisa Paula (CTF), Karo Serle (CTF), Andrew Aliabadi (CTF), Robert Sansone (CTF), Edmund DeGuzman (CTF).

Public Participants Present: Kim Lewis (HR Dowden & Associates, CENIC), Saira Pasha (AT&T), Gary Bird (California Community Colleges).

The agenda of the workshop proceeded as follows:

(1) Introductions.

Chairperson Sean McLaughlin opened the meeting at 10:12 am and a quorum was present. Chairperson McLaughlin led the introductions as there were several new staff members and public participants present.

After introductions, discussion moved to the voting process for Jarrid Keller's nomination to replace Linda Crow. Staff Member Lisa Paulo and Staff Member Sindy Yun instructed the Committee on the nomination process. Committee member Enrique Gallardo notified the Committee that Staff Member Ravneet Kaur would be taking his place as the alternate for ORA. Staff Member Yun instructed Committee Member Gallardo, and Staff Member Kaur to submit a letter to CTF Staff for approval by the Executive Director. Chairperson McLaughlin moved for the remainder of the discussion to be moved to Agenda Issue five (5).

(2) Public Comment on Non-Agenda Items.

Chairperson McLaughlin invited Gary Bird to speak to any development on California Community Colleges. Public Participant Bird discussed that California Community Colleges(CCC) had just been approved for a seven (7) million Budget Change Proposal (BCP) to improve the "circuits" for connections to providers, firewalls, routers, and other server needs. The CCC BCP included a three (3) million ongoing fund to maintain their teleconnect infrastructure. Chairperson McLaughlin invited Gary Bird to share his thoughts on any agenda item if he so desired.

(3) Review Agenda.

Staff Member Serle motioned that Agenda Item six (6) be merged with Agenda Item thirteen (13). The motion was passed unanimously.

(4) Review Prior Meeting Minutes.

Chairperson McLaughlin requested AC Meeting Minutes be published and distributed to Committee several days prior to any future AC Meeting. It was noted that the Committee received the last AC Minutes on the 27th. The Committee paused to review the last Meeting's minutes.

Committee Member Edwards raised a point of revision that the previous AC Minutes should reflect the new meeting date, June 28th. (Previous AC Minutes contained a meeting date that the Committee did not meet on.)

Chairperson McLaughlin and Committee Member Mondon conferred that the previous Minutes should instead reflect that the schedule meeting was canceled. No vote was taken.

Committee Member Edwards raised a question regarding previous Agenda Item seven (7). Staff Member Serle identified that he was the speaker for previous Agenda Item seven (7) regarding privacy and confidentiality concerns over the publishing of CBO addresses.

The Committee briefly discussed the issue if CTF had a duty to protect CBO's confidentiality concerns. Staff Member Serle offered the fact that several battered women shelters were members of CTF. Chairperson McLaughlin proffered to table that discussion to Current Agenda Item six, as that had to deal with the CTF website. The Committee agreed to edit previous Agenda Item seven (7).

Chairperson McLaughlin brought attention to previous Agenda Item eleven (11) regarding the CTF budget letter. Chairperson McLaughlin stated Committee Member Edwards and him had successfully completed and sent the letter out for the previous year, albeit past the deadline that had been set.

At this time it was identified that the previous Agenda had an issue with the numbering of the Agenda items. Staff Member Serle resolved the issue.

Committee Member Mondon suggested that the Committee number its Agenda/Minutes pages going forward. That suggestion was agreed to. (Note page numbers have been successfully added to this Minutes.)

Chairperson McLaughlin asked Staff if the CTF Budget Letter had actually been distributed. Staff Member Paulo stated it was. Committee asked for Staff to facilitate the distribution of the final budget letter, back to the Committee going forward. Additionally, Staff was asked to resubmit the previously approved by Committee Budget Letter from the last meeting.

Staff Member Yun clarified that Staff was not required to resend the Budget Letter to the Committee after the budget was finalized, but a courtesy copy of the letter could still be sent out to the Committee at their request.

The previous Minutes were approved as amended unanimously.

(5) Nomination of Jarrid Keller as Library Representative to CTF-AC.

Chairperson McLaughlin asked for clarity regarding the official process on how to nominate an alternate to a voting Member. Staff Member Yun read from the Charter 3.6. The Committee approved Jarrid Keller's nomination unanimously.

It was noted that the rural clinics chair remains vacant. The Committee noted that community colleges should have a chair, whether that is occurring in the current OIR is not known at this time.

Committee Member Edwards proffered that the represented groups from vacant chairs should be notified their positions are vacant, giving them a certain amount of days to nominate a representative, otherwise the Committee would recommend a member at that time.

Committee Member Edwards discussed reaching out to the Department of Health Services for finding a member for rural health clinics. The Committee discussed that public notice should be required, where updating the CTF website regarding the Committee Member chairs should be sufficient. The Committee agreed that the Committee drives the process for finding other Committee members.

Staff Member Paulo suggested a future Agenda Item for finding alternates and Chairperson McLaughlin, the Committee agreed.

(6) Update on Applications Status and (13) Update on CTF Website Improvement Recommendations. (Amalgamated by Committee vote).

Staff Member Sansone gave a brief, resounding presentation on the current application count. Staff Member Serle answered questions for clarification.

Committee Member Mondon requested that CBOs have their physical addresses posted on the CTF website, to better facilitate AT&T's ability to verify CBOs are receiving funds in accordance to their approval.

Staff Member Serle did not know why the program has never posted CBO addresses, but proffered that privacy for CBO's is a valid concern, giving that several battered women shelters are current CTF participants. Staff suggested a way to distinguish shelters, but the issue is unresolved. (Staff notes that the current CTF approval letter reflects a physical address that was approved; this issue is regarding the addresses posted on the CTF website). Various resolutions of addresses as discussed could potentially be added to the recertification process. Staff Member Yun stated that she could look into the matter.

Staff Member Serle stated that CTF has successfully updated our tutorial and posted that on our website, per a request from the last AC Meeting.

Chairperson McLaughlin requested Staff should update and keep current a listing of current Committee positions.

Staff Member Paulo asked if contact information for Committee Members should be posted for the public, the Committee Members asked that no contact info be revealed.

(7) Update on CTF Financial Status.

Staff Member Paulo gave a brief presentation of the Claims Report received within this year, of the current three year budget window. She clarified questions, Staff Member Yun asked about the current cash balance, which is one hundred and thirteen (113) million dollar, there were no outstanding issues.

(8) Discuss Annual Report due 10/1.

Chairperson McLaughlin noted that per the CTF AC Charter, there is a requirement to file an Annual Report, which is distinguished from the Budget Letter. The Committee discussed that the Annual Report has not been filed for some time. The Committee asked for Staff Member Paulo to find the last Annual Report submitted, and to send that letter to the Committee for a template for the Annual Report for this year.

(9) Discuss Budget Forecast for FY 2018 – 19.

Chairperson McLaughlin raised concerns of how to accurately forecast the FY 2018-19 Budget, when changes to the program as part of the OIR will significantly alter participation and claims.

Staff Member Paulo discussed how she sent out a data request to all the eligible carriers, requiring their data by June 19th. Because of the proximity of the data deadline and the AC Meeting, Staff had not had a chance to complete their analysis of the data received.

Staff Member Yun proffered that it would be impossible to do a forecast without this information, and the timing is important for effort, but the issue of the forecast could be pushed back. Staff Member Yun also proffered the Committee could have a Sub-Committee to work ahead of any deadlines.

Chairperson McLaughlin recommended that since timing was not crucial, and the Committee had endeavored to meet within the next quarter, Agenda Item 9 should be resolved in September.

(10) Update on CTF OIR Status.

Staff Member Serle updated the committee on the status of the current OIR proceeding, discussing the recent Amended Scoping Memo. Staff Member Yun updated the Committee that to submit a comment for the OIR, they must write a letter to the Commissioner, “CCing” the ALJ. At that point the ALJ could use their discretion on the opined letter.

Chairperson McLaughlin discussed how he had talked to Commissioner Petermen on how the Committee could help the process. Committee Member Chang recommended an OIR update s as a future Agenda Item, because of the current lack of response to the Amended Scoping Memo. Staff Member Paulo proffered the idea of a Committee held workshop, to help their members, no agreement was reached.

Committee Member Mondon suggested a notice of any workshop be sent to the Committee, because not everyone on the Committee is a party to the OIR. Staff Member Yun recommended the Committee enter their names on the service list for the proceeding as well, to avoid any chance of lack of notice.

(11) Update on Legislation Impacting CTF.

Chairperson McLaughlin raised discussion regarding SB514, which was mentioned in a previous AC Meeting as a California Senate bill the Committee should track with interest. Public Participant Kim Lewis, who was identified by Chairperson McLaughlin to have familiarity with SB514, gave the Committee an update that the bill’s status was “dead.” The current CTF voice exemption was discussed, as a hypothetical to how that SB514 would have affected CTF.

Chairperson McLaughlin discussed how the Committee could ideally monitor California Legislative bills, and to identify how those bills that might impact CTF. A discussion of conflict might prohibit Staff from advising the Committee on known bills of interests.

Committee noted that the CPUC OGA does track all bills by category, if Staff wished to track bills.

(12) Set CTF-AC Meeting Schedule for Rest of Year.

The Committee endeavored to meet at least once a quarter and set the following CTF AC Meeting dates to achieve that goal:

Wednesday, 27th September.
Monday, 4th December.

Times and Rooms are TBD.

(13) Update on CTF Website Improvement Recommendations.

See Agenda Item six (6).

(14) Identify Items for Next Agenda.

On the week of September 6th a draft of the next agenda will go out.

Meeting adjourned – 12:35pm
