

Meeting Minutes

California Teleconnect Fund (CTF) Administrative Committee (AC) Meeting

California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, Golden Gate Room
December 3, 2018

Meeting called to order at 10:05 am.

1. Introductions

Committee Members Present: Sean McLaughlin-Access Humboldt (Chairperson, CBOs), Saira Pasha-AT&T(LEC), Jarrid Keller-Sacramento County Library (Libraries), Calvin Chang-UC Davis (Vice-Chairperson, Government Hospitals and Health Clinics), Ravneet Kaur (Public Advocates Office), Ana Montes-TURN (CBO), and Jeffrey Mondon-AT&T (LEC)

CPUC Staff Present: Lisa-Marie Clark (Legal) via phone, Karo Serle (CTF), Wylen Lai (CTF), Amy Lau (CTF), Eric Van Wambeke (CTF), Shelly Lyser (Public Advocates Office), Joanne Leung (CTF), Chasel Lee (CTF)

Public Participants Present: Oscar Menjivar (Teens Exploring Technology), Kim Lewis (CENIC-via phone), Cathy Benham (K-12 High Speed Network)

Absent Members: Sonya Edwards-CDE (Education sector) – Retired, Deaf/hearing impaired or disabled community – Seat Vacant

2. Public Comments on Non-Agenda Items

No public comments.

3. Review Agenda

Moved item #14 to after item #5

Approved.

4. Review and Approve Prior Meeting Minutes

Approved. Committee members Mondon and Montes abstain.

5. Update Action Items from last Committee Meeting

Action Item: CTF Staff will continue to work on how to display addresses for CBOs, Committee Member Mondon will continue to monitor AT&T instances of CBO address queries.

Status: Staff will post CBO addresses on website after recertification.

Action Item: All AC members should be on a service list and have updated contact information.

Status: Staff member Serle will check if all committee members are on service list. Staff to post Committee member McLaughlin's contact email on website.

Action Item: Committee Member McLaughlin will create a letter to send to organizations to fill AC Board. Staff Member Clark will notify the committee on how to discuss the letter before the next quarterly meeting.

Status: See Item #6

6. Update on Vacant Committee Positions

Discussed status of application of Eric Brown as primary for Rural clinics. Committee member McLaughlin nominated Oscar Menjivar as CBO alternate, as approved by committee.

Develop standard letter informing people about vacancies through Public Advisor's Office and community outreach. Committee members will put forth nominations at the next meeting. Committee will vote on nominees. Once approved, Committee then submit (paper or electronic) application nominations to Executive Director and copy CTF Staff.

Action: Staff member Serle to submit Eric Brown's (Telemedicine representative) application to Executive Director.

Action: Committee chair McLaughlin to prepare cover letter and submit Oscar Menjivar's (Community Based Organization representative) application to Executive Director and copy CTF Staff. This process applies to all future representatives approved by committee. Requesting nominations from Committee members for primary/alternate vacancies for next meeting.

7. Update on Application Status

Staff member Serle reviewed CTF applications status.

8. Update on CTF Claims and Program Financial Status

Staff member Lai discussed CTF claims, budget and forecast.

Action: Staff will email PowerPoint slides along with the meeting notes to the AC.

Committee member McLaughlin discussed a CTF Report on beneficiaries and trendlines, authored by Richard Chabr an in April 2012.

Action: Committee member Montes will email 2012 report to Staff member Serle to share with AC and Staff.

9. Status on CTF Order Instituting Rulemaking

Staff indicated proposed decision is expected at the end of the year. Staff recommended putting a process in place for AC to file comments.

Process:

- 1) Committee members review Proposed Decision
- 2) Decide whether to file comments.
- 3) Determine if meeting among committee members is necessary
- 4) Notify Staff to post the meeting if necessary
- 5) Determine where and when to meet
- 6) Discuss and vote on comments
- 7) Subcommittee (Committee members McLaughlin and Keller) to write comments

Action: Staff member Van Wambeke will follow up with ALJ on how AC can file comments/reply comments (formal/informal) to proposed decision.

Committee member McLaughlin discussed a meeting held with Commissioner Peterman in 2014 and referenced a PowerPoint.

Action: Committee member McLaughlin will send a copy of the PowerPoint slide from the 2014 meeting with Commissioner Peterman.

10. Annual Work Plan – Suggestion to Commission to revisit outreach

Status: no update, defer to next meeting

11. Discuss Model to Prepare Mission Statement

Status: no update, defer to next meeting

12. Working Meeting to Prepare Annual Report

Action: Subcommittee members Keller and Mondon to prepare draft 17/18 Annual Report for next meeting.

Action: Staff member Lau will forward 11/12 through 16/17 annual report to Executive Director and send copy to AC.

13. Review Proposed Red Lined Charter Changes

Staff discussed summary of comments to ALJ's ruling on changes to the CTF-AC. Staff member Clark discussed committee members may participate via teleconference, however, physical attendance is

required for a quorum (5 committee members) as remote participation does not count towards quorum but can vote.

Status: Defer discussing further charter changes until after proposed decision

14. Pending Legislation

Status: No update

15. Identify new items for next Agenda

- Annual revisit of Chair/Co-chair
- Nominate members for vacancies
- Discuss surcharge contribution factor
- Future outreach items
- Future speakers

2019 Meeting Dates:

March 11, 2019 at 10am (Sacramento)

June 3, 2019 at 10am (San Francisco)

September 9, 2019 at 10am (Sacramento)

December 9, 2019 at 10am (San Francisco)

AC meeting adjourned at 1:48 p.m. The next meeting is Monday, March 11, 2019 in Sacramento.