

Meeting Minutes

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

California Public Utilities Commission, Webex

April 27, 2021

**Meeting called to order at 9:05a.m.**

**1. Introductions**

**Committee Members Present:** Sean McLaughlin-Access Humboldt (Chairperson, CBOs), Jarrid Keller-Sacramento County Library (Vice-Chairperson, Libraries), Jeff Mondon – AT&T (LEC), Geoff Belleau -CDE (Education), Alison Dias -CDE (Education), Kenneth Rothschild (Deaf/Hearing Impaired; request name change to Deaf/Hard of Hearing in Charter), Vinhcent Le – Green Lining (CBOs), Laura Sasaki (Libraries), Casey McFall (CBOs)

**CPUC Staff Present:** Eric Van Wambeke (CTF), Karo Serle (CTF), Andrew Aliabadi (CTF), Adam Clark (CTF), Amy Lau (CTF), Wylene Lai (CTF), Joanne Leung (CTF), Lisa Marie Clark (Legal), Kate Beck (Public Advocates Office), Victor Smith (Public Advocates Office), Raisa Ledesma Rodriguez (Public Advocates Office)

**Public Participants Present:** Yes

**American Sign Language Interpreters Present:** Yes

**Absent Members:** Saira Pasha-AT&T (LEC), Mussie Gebre (Deaf/Hearing Impaired)

**2. Public Comments on Non-Agenda Items**

No public comment

**3. Review Agenda**

Approved

**4. Review and Approve Prior Meeting Minutes**

Approved June 23, 2020 meeting minutes

**5. Update Action Items from Last Committee Meeting**

**Action Item:** Chair McLaughlin will draft a template letter for member recruitment.

**Status:** Ongoing

**Action Item: Nominate Representatives for Vacancies**

Anwar Abbas introduced himself and shown his interest in the Rural Clinics/Telemedicine primary seat. Committee member Belleau nominated and put forward motion and seconded by Committee member Le.

Committee confirmed nomination of Anwar Abbas as primary for Rural Clinics/Telemedicine seat, with Committee member Mondon abstaining.

Kate Beck was nominated by committee as primary for Public Advocates Office in the June 2020 AC meeting.

Committee confirmed nomination of Victor Smith as alternate for Public Advocates Office seat.

**Action:** Chair McLaughlin to submit nomination letters for Anwar Abbas, Kate Beck, and Victor Smith to Executive Director and copy CTF Staff.

**Information Item: FCC Covid-19 Telehealth Program**

FCC site includes list of program awardees (<https://www.fcc.gov/covid-19-telehealth-program-invoices-reimbursements>)

**Action Item: Budget**

To discuss at next meeting.

**6. Distance Learning**

CTF Staff discussed Distance Learning Discounts data (PowerPoint slides #2 and #3)

**a. SEC. 7402. Funding For E-rate Support For Emergency Educational Connections And Devices**

CTF Staff discussed Ex-Parte letter to FCC regarding e-rate funds for Remote Learning (PowerPoint slide #4)

CTF Staff discussed comments submitted to FCC regarding \$7 billion Emergency Connectivity Fund (PowerPoint slide #5)

Committee member Belleau discussed:

- device perspective
- Emergency Benefit, also for telehealth, and not just for education. \$50/month for household.
- Discussed responses at Federal level.

**7. Status of CTF**

**a. Applications**

CTF Staff discussed applications data. (PowerPoint slide #6)

**b. Recertifications**

CTF Staff reported recertifications are placed on hold. As applications have not been solicited, applications received have decreased.

**c. Claims and Program Finances**

CTF Staff discussed Claim fund status. (PowerPoint slide #7)

Recommendation for outreach: CASF funds CBOs through adoption work.

Below is chart detailing the billing base and the CTF surcharge revenue:

Calendar Year	Annual Billing Base	Surcharge Revenue		
2019	\$ 7,444,846,040	\$ 58,069,799.11		
2020	\$ 6,440,741,863	\$ 50,237,786.53		
2021**	\$ 5,881,807,862	\$ 7,646,350.22		
** The surcharge revenue amount is only based on January and February 2021				
Current CTF surcharge percentage is 0.78%				

CTF Staff discussed the following: (PowerPoint slides #8-11)

- Discounts per Service Category
- Discounts by Participant category
- Average CTF discount per Participant
- Top recipients of CTF Support

**8. R.20-09-001 Discussion of Digital Divide account**

Staff member Lisa-Marie Clark discussed this account. Pilot Proposal expected by 6/2021.

**Action:** Staff member Lisa-Marie Clark to send amended scoping memo.

Committee member Keller volunteered and put forward a motion to establish a subcommittee to draft position to the amended scoping memo. Motion seconded by Committee member Le, and also volunteered.

Committee approved Committee members Keller and Le as subcommittee.

**Action:** When subcommittee has recommendations, schedule special meeting in May with 10 days notice requirement

**9. Annual Work Plan**

**Action:** Committee members to review 12/9/19 work plan meeting notes for reference in discussing future work plans.

**10. AC Annual Report**

**Action:** Committee members to review last Annual Report developed to prepare for subsequent FY Annual Reports

**11. Pending Legislation**

None

**12. Identify Items for next Agenda**

- Budget: timing for CTF AC to participate in budget process
- Proceeding: R.2103002 – Universal Service Programs  
What flat rate proposal means, and what it means to CTF program.
- Presentation

**Action:** Committee Chair McLaughlin to reach out to Anwar Abbas

**Next AC Meeting Date:**

TBD

**AC meeting adjourned at 1:09pm**