California Teleconnect Fund (CTF) Administrative Committee (AC) Meeting
California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, CA 94112
Golden Gate Room

September 19, 2022

Meeting called to order at 9:35 a.m.

1. Introductions

Committee Members Present: Sean McLaughlin-Access Humboldt (Chairperson, Community Based Organization (CBO), Jarrid Keller-Sacramento Public Library (Vice-Chairperson, Libraries), Kenneth Rothschild (Deaf), Saira Pasha-AT&T (LEC), Geoff Belleau-CDE (Education), Victor Smith (Public Advocates Office), Vinhcent Le – Green Lining (CBOs), Alison Dias-CDE (Education)-Virtually

CPUC Staff Present: Eric Van Wambeke (CTF), Amy Lau (CTF), Emily Chen (CTF), Adam Clark (CTF)-Virtually, Karo Serle (CTF)-Virtually, Eric Sawyer (Public Advisors Office)-Virtually, Miriam Sidney (CTF)-Virtually, Joanne Leung (CTF)-Virtually, Lisa-Marie Clark (Legal)-Virtually, Jana Hopkins (Public Advocates Office)

Public Participants Present: Kim Lewis (CENIC)-Virtually, Josh Chisom (California State Library)-Virtually, Elaine Dizon (AT&T), Michelle Shaw (Comcast)-Virtually, Michael Torres (Comcast)-Virtually

American Sign Language Interpreters Present: Yes

Absent Members: Casey McFall (CBO), Mussie Gebre (Deaf), Kate Beck (Public Advocates Office)

2. Public Comments on Non-Agenda Items
No public comments.

3. Review Agenda
Approved agenda.

4. Review and Approve Prior Meeting Minutes
Approved June 20, 2022 meeting minutes.

5. Action Items from Last Committee Meeting

Action Item 1: Committee member Keller shared draft of recruitment template.
Status: Ongoing
- Committee member Keller to finalize recruitment template.

Action Item 2: Committee confirmed Josh Chisom's nomination as the alternate Library representative.
Status: Completed

Updates: Chair McLaughlin confirmed that letters to recommend removal of Committee member Gebre and to nominate Committee member Pasha as the primary LEC representative were sent to the Executive Director.

6. Discussion of Administrative Committee Vacancies
Public Hospitals/Clinics – Primary/Alternate:
- No updates.

Rural Clinics/Telemedicine – Primary/Alternate:
- No updates.

CBO – Alternate:
- No updates.

LEC – Alternate:
- Committee member Pasha to recruit an alternate LEC representative.

PAO – Primary/Alternate:
- Committee member Smith will assume the primary PAO representative seat, and Jana Hopkins from the PAO will assume the alternate seat.
- Committee member Beck needs to send a letter to rescind her position, and PAO needs to send to Chair McLaughlin letters to nominate Committee member Smith as the primary representative and Jana Hopkins as the alternate.

7. Annual Work Plan
Chair McLaughlin shared recommendations on annual work plan.
- Sector presentations, letter to recruit AC members, and completion of annual report were among the items in the annual work plan.
- Each quarterly meeting should include a sector presentation. Sector presentations could focus on the following topics: E-rate and its impact on CTF, CENIC, CBO enrollment, emerging technologies and telecommunications products, Affordable Connectivity Program, cybersecurity, digital equity.
- Committee adopted the digital equity presentation as an agenda item for the next meeting.

8. AC Annual Report
Committee members Keller and Pasha shared draft of annual report. Committee authorized the submission of the annual report, provided it has been finalized.

9. Status of CTF

a. Applications
CTF discussed applications data. (PowerPoint slide #20)

b. Recertifications
CTF discussed recertifications. (PowerPoint slide #21)

c. Claims and Program Finances
CTF discussed Claim fund status. (PowerPoint slide #22 and #23)
- Committee member Le asked about billing errors found during detailed claims review and its impact on the customers, and staff responded that the CTF discount was not being leveraged as much as possible, which resulted in higher bills.

10. Program Claims Management System Update
CTF discussed updates to PCMS project. (PowerPoint slide #25)

11. CD Staff Presentation of R.20-09-00, Digital Divide
CTF discussed updates to Digital Divide Grant Program. (PowerPoint slide #26)
- Chair McLaughlin asked about the participation of CBOs in the project, and staff responded that recipients of the grants would be CBOs, but the beneficiaries would be public schools.

12. CD Staff Presentation of Update on Los Angeles County Office of Education
CTF discussed updates on the Los Angeles County Office of Education (LACOE). (PowerPoint slide #27)
- Chair McLaughlin asked why LACOE was non-compliant with program rules, and staff responded that LACOE purchased services with the CTF discount and resold them for profit.

13. Discussion of Budget and recommendation
CTF staff and AC members discussed annual budget and recommendations. (PowerPoint slide #28)

14. Pending Legislation
Committee briefly discussed pending legislations and its potential impact on the CTF program.

15. Identify Items for next Agenda
- Digital equity presentation
- Budget and recommendations
- Finalize annual work plan and report
- Finalize recruitment letter

Discuss Meeting Logistics:
- Next meeting will be hybrid in Sacramento.

Next AC Meeting Date:
Monday, December 12, 2022

AC meeting adjourned at 12:00 p.m.