**California Public Utilities Commission**

**505 Van Ness Avenue, Golden Gate Room**

**San Francisco, CA 94102**

**February 17, 2016**

**1:00 PM – 4:00 PM**

Present (Committee Members):

* Jeff Mondon (AT&T)
* Marcie Evans (Cox Communications)
* Yvonne Wooster (Calaveras Telephone Company)
* Robin Enkey (Budget Prepay)
* Robert Schwartz (ORA)

Present (CPUC Staff):

* Anna Jew (CD)
* Jonathan Lakritz (CD)
* Fe Lazaro (CD)
* Michelle Morales (Fiscal)
* Patti Cassaro (CSID)
* Ade Sogbesan(CSID)

Present (Public):

* Tom Burns (Xerox)
* Bill Allen (Xerox)

On Conference Line:

* Sindy Yun (Legal)

1. **Introduction**, Jeff Mondon, (AT&T) sitting in for Ken McEldowney.

* Everyone present introduced themselves to the group.

1. **Approval of Minutes:**

* The November 4, 2015 meeting minutes were not approved during this meeting as there was no quorum at the time of voting. Therefore, minutes will be voted in the upcoming meeting.

1. **Public Comments:**

* No Comments.

1. **Fiscal Report:**

* Michelle Morales presented information regarding the budget.

1. **CAB Report:**

* CAB presented data on LifeLine contacts received and LifeLine cases closed for December 2015.
* Appeals and written complains spiked a little in December.
* An increase in appeals is due to form complexity. Customers have been calling to ask for assistance and not understanding the process.
* A new subcategory of IDVE will be included in the next report.

1. **Contract Report (Xerox):**

* Xerox presented its report. – see presentation.
* Committee members recommend continuing to include the maps in their presentation. (p.22, 23)

1. **Legal Liaison:**

* No comments.

1. **Communications Division Liaison reports:**

* Status of Proceedings:
  + R. 11-03-013-
    - Phase II of the proceeding
* Commissioner Sandavol issued a scoping ruling on December 24, 2015.
* Comments regarding the non-recurring charge were due January 28, 2016.
* Reply Comments regarding the non-recurring charge are due February 22, 2016.
* Comments regarding remaining phase II issues is due March 4, 2016.
* Reply comments on remaining phase II issues are due March 30, 2016.
* Workshop is still TBD. CD staff has not yet finalized the date yet.
  + - VoIP Proposal – still pending
* Number of wireless service providers
  + As of February 1, 2016, fourteen wireless providers are currently participating in the California LifeLine program
  + There are seven pending wireless providers.
* Claims Status
  + Claims will continue to be paid within the time period of 120 days as mandated by General Order 153.
  + CD staff just processed the October claims in January 2016.
  + CD staff will be processing November Claims in February 2016.
  + Carriers should receive checks for the November claims by the end of March.
* Resolution for Back Credits issue
  + Many carriers have already completed this task. CD will continue to work with the carriers who have not responded to the data request.
* Marketing/Outreach Contract
  + Marketing Request for Proposal (RFP) has not been released yet.
  + CD staff is primarily focusing on the day to day operations and Third Party Administrator RFP preparation.
  + Contract is due to expire end of May 2017.
* New SSA
  + No comments.
* LIOB recap
  + There will be a Low Income Oversight Board Meeting on Tuesday February 23rd at the CPUC Auditorium.
  + The following meeting will be help on July 19th in Sacramento.
  + Additional information, including the agenda can be found on their website. (LIOB.org)
* Annual report
  + Board members agree to have at the next AC meeting a working session to review past AC minutes to brainstorm important issues to be included in the Annual Report.

1. **ULTS-AC Report:**

* Board Members request CD staff to provide minutes from the prior meeting ahead of time.

1. **Review of Administrative Committee vacancy status:**

* Introduced Robin Enkey, Director of Compliance for Budget Prepay, as an official member to fill the vacant alternate representative position of Competitive Local Exchange Carriers.

1. **Future Meeting Date/Location:**
   * + The next meeting will be held on either May 12, 2016 (Primary) or May 17, 2016 in the Courtyard Room.
2. **Adjournment:** 2:10 PM