

Draft Meeting Minutes

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

Sacramento Public Library, 828 I Street, Sacramento, CA 95814
West Meeting Room

December 12, 2022

Meeting called to order at 9:38 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)-Virtually, Geoff Belleau-California Department of Education (CDE) (Education)-Virtually, Victor Smith (Public Advocates Office (PAO))-Virtually, Vinhcent Le – Green Lining (CBO)-Virtually, Alison Dias-CDE (Education)-Virtually

CPUC Staff Present: Brent Jolley (CTF), Amy Lau (CTF), Emily Chen (CTF), Adam Clark (CTF)-Virtually, Karo Serle (CTF), Eric Sawyer (Public Advisors Office)-Virtually, Miriam Sidney (CTF)-Virtually, Joanne Leung (CTF)-Virtually, Lisa-Marie Clark (Legal)-Virtually, Jana Hopkins (PAO), Joseph Haga (IT)-Virtually, Robert Stanford (IT)-Virtually

Public Participants Present: Kim Lewis (CENIC)-Virtually, Josh Chisom (California State Library)-Virtually, Michelle Shaw (Comcast)-Virtually, Michael Torres (Comcast)-Virtually, Max Perrey (Redwood Community Health Coalition (RCHC))-Virtually

American Sign Language Interpreters Present: Yes

Absent Members: Casey McFall (CBO), Mussie Gebre (Deaf), Kate Beck (PAO), Saira Pasha-AT&T (Local Exchange Carrier (LEC))

2. Public Comments on Non-Agenda Items

No public comments.

3. Review Agenda

Chair McLaughlin requested the order of Agenda Item #7 and #8 be transposed. Approved agenda.

4. Review and Approve Prior Meeting Minutes

Approved September 19, 2022 meeting minutes.

5. Action Items & Updates from Last Committee Meeting

- a. Committee member Keller to share a final draft of recruitment letter.
 - Committee member Keller shared finalized draft of recruitment letter.

- **Action Item:** Committee members to use template to conduct recruitment outreach, and to provide update on their recruitment efforts at next AC meeting.
- b. Update on appointment of Committee member Smith as the primary PAO representative and Jana Hopkins as the alternate PAO representative.
 - PAO nomination letters were sent to the CPUC Executive Director (ED).
- c. Chair McLaughlin to update Committee on Josh Chisom’s appointment as the alternate Library representative.
 - Chair McLaughlin confirmed that the nomination letter was drafted, but did not confirm whether it was sent to the ED.
- d. Update on removal of Committee member Gebre and appointment of Committee member Pasha as the primary LEC representative.
 - ED approved removal of Committee member Gebre and appointment of Committee member Pasha as the primary LEC representative.

6. Discussion of Administrative Committee Vacancies

- a. Public Hospitals/Clinics – Primary/Alternate
 - No updates.
- b. Rural Clinics/Telemedicine – Primary/Alternate
 - Max Perrey, Director of Policy and External Affairs at the Redwood Community Health Coalition, introduced himself and expressed his interest in serving as the primary representative for the Rural Clinics/Telemedicine sector.
 - **Action Item:** Perrey to furnish a short biography and resume of his qualifications, and AC members to vote on his appointment at the next meeting.
- c. CBO – Alternate
 - **Action Item:** Chair McLaughlin and Committee member Le to confirm whether Committee member McFall intends to continue serving as the alternate representative for the CBO sector.
- d. LEC – Alternate
 - No updates.
- e. Deaf/Hard of Hearing-Alternate
 - Lisa-Marie Clark offered to assist Committee member Rothschild with recruitment.

7. AC Annual Report

Committee member Keller shared finalized annual report.

- Staff suggested revising “CTF-\$1M account” to “Digital Divide Account,” and the change was adopted. Committee Keller sent finalized report to staff.
- **Action Item:** Committee member Keller to send staff a cover letter accompanying the annual report.

8. Annual Work Plan

Chair McLaughlin shared recommendations on annual work plan.

- Quarterly meetings to include sector updates and presentations. Schedule of presentations:

- March 2023: CBOs
- June 2023: PAO, Rural Clinics/Telemedicine
- September 2023: Deaf/Hard of Hearing, LEC
- December 2023: Public Library, Education
- Review of CTF AC Charter and role of advisory board
- AC vacancies
- **Action Item:** As requested by Committee member Le, staff to send him a list of eligible CBOs.

9. Status of CTF

a. Applications

CTF discussed applications data.

- Chair McLaughlin asked whether trends were consistent with what we had seen in the past, and staff responded that trends were consistent.

b. Recertifications

CTF discussed recertifications.

c. Claims and Program Finances

CTF discussed Claim fund status.

10. Program Claims Management System Update

CTF discussed updates to eCAP/PCMS project.

- Chair McLaughlin asked what other programs were transitioning to eCAP, and staff responded that the six Public Purpose Programs and Tribal Technical Assistance program would adopt eCAP.

11. CD Staff Presentation of R.20-09-00, Digital Divide

CTF discussed updates to Digital Divide Grant Program.

- Chair McLaughlin asked whether a process was established to evaluate applications, and staff answered that the scoring criteria were established in Resolution T-17770, which is available on the CTF website.
- Chair McLaughlin asked whether the grant was an annual allocation, and staff replied that the grant was a one-time funding for one school year.
- Chair McLaughlin disclosed that Access Humboldt would be applying, and Committee member Belleau commented that a few small schools and their partner CBOs would be submitting applications.

12. Update on Los Angeles County Office of Education

CTF and Lisa-Marie Clark mentioned that this matter was under internal review and discussion, and staff was not permitted to disclose details at this time.

13. Discussion of Budget and Recommendations

CTF staff and AC members discussed annual budget and recommendations.

- Chair McLaughlin advised to provide general budget recommendations.
- **Action Item:** AC members to present budget recommendations at the next meeting.

14. Pending Legislation

No items discussed.

15. K-12 Connections/Digital Equity Presentation by Committee member Belleau

Committee member Belleau gave presentation on K-12 Connections/Digital Equity, and a brief Q&A session was held.

16. Sacramento Public Libraries' Device Lending Program Presentation by Committee member Keller

Committee member Keller gave presentation on Sacramento Public Libraries' Device Lending Program, and a brief Q&A session was held.

17. Identify Items for Next Agenda

- CBO presentations
- AC members to send recruitment letters
- Budget recommendations
- Confirm submission of annual report

Discuss Meeting Logistics:

- Next meeting will be hybrid in Sacramento.

Next AC Meeting Date:

Monday, March 6, 2023

AC meeting adjourned at 1:00 p.m.