

Meeting Minutes 4-25-2016
California Teleconnect Fund (CTF) Administrative Committee Meeting

California Public Utilities Commission, 505 Van Ness Avenue, San Francisco – Room 5100
11:30 am to 1:30 pm, April 25, 2016

Members present: Sean McLaughlin (Vice-Chairperson), Jeff Mondon, Calvin Chang, Ana Montes, Sonya Edwards, Enrique Gallardo (Office of Ratepayer Advocates).

Participants on telephone bridge: Linda Crowe.

Public participants in attendance: Russ Selken, Jim Dolgonas, Diana Dunker.

Staff present: Jonathan Lakritz, Lisa Paulo, Karo Serle, Kim Hua, Nina Enriquez (Communications Division). Sindy Yun (Legal Division).

1) Introductions.

Staff person Paulo introduced new CTF staff members and welcomed Ms. Edwards as the K-12 Education member. Staff person Paulo also announced there were three items being added to the agenda: Nomination of Chairperson; CTF claims and application updates; and discussion of CTF web site.

2) Nomination of Administrative Committee (AC) Chair.

Acting Chair McLaughlin asked for clarification of the AC rules regarding the nomination for the vacant Chairperson. Member Ms. Montes nominated Acting Chairperson McLaughlin. He was approved unanimously and accepted. Member Mondon nominated member Chang for Vice-Chair because of his advocacy and expertise for the Healthcare segment. Member Chang was approved unanimously. Vice Chair Chang suggested a member for rural health care be selected.

3) Update of Order Instituting Rulemaking (OIR) and summary of D.16-040-21 approved on April 21, 2016
E-rate deadline moved to November 1, 2016.

E-rate cap: CTF discount cannot exceed E-rate discount.

FCC phasing out E-rate voice discounts. CTF will reduce voice discount to 25%, unless applicant is located in unserved area and requests exemption from Communications Division (CD)

Map of unserved areas to be posted by CD on web site May 21, 2016. Voice discount reduction effective July 1, 2016. Current approved applicants have 20 days to submit exemption request. Member Edwards suggested three scenarios for E-rate discounts. Staff person Lakritz requested that she e-mail the questions. Public participant Selken suggested date be postponed. Staff person Lakritz responded that the dates were set by the judge, and extensions could be requested in comments. Member Montes asked how the parties impacted by the changes would be notified. Staff person Lakritz responded that CD and the carriers would notify the applicants.

4) Conflict of Interest rules

Staff person Yun went over AC conflict rules. Staff person Paulo read Rules 3 and 4 of Charter (conflict of interest and Form 700). Chairperson McLaughlin requested staff send out Form 700 to members and that the AC members should review the Charter.

5) Staff reports

Staff person Serle presented application count for Q1, 2016. Chair McLaughlin requested that in the future staff should provide the application count of the previous quarter as well for comparison. Vice Chair Chang asked how many of the CBO's provided Healthcare services. Staff person Serle responded that he would do an analysis.

7) CTF web site

Chair McLaughlin stated that the CD web site needed updating, as there were dead links and outdated information. Staff person Lakritz acknowledged that the web site was undergoing cosmetic and content changes and that information would be updated, including minutes of AC meetings.

8) Approval of minutes

Minutes of June 19, 2015 AC meeting were approved unanimously.

9) Fund status report

Staff person Hua presented fund status data. Member Edwards inquired about the budget dynamics, and asked the AC to consider which reports to review, and what input does the AC have in the budget. Member Mondon explained the carrier forecast. Chair McLaughlin stated that the budget is challenging to project, especially with the upcoming changes to CTF. Staff person Lakritz explained the state budgeting process. Member Edwards suggested the BIIG grants be considered in the budgeting process. Chair McLaughlin suggested more specific detail per entity type. Staff person Lakritz stated that the FY '17-18 budget is still in progress, and will be challenging because of the changes to the fund. The fund is currently at a surplus, but that could change as carrier claims come in.

10) Next steps:

- Identifying items for next AC meeting
- Changes to reports
- Review of AC Charter
- Invitation to Community College representative

For additional items, please contact Chair McLaughlin, or staff person Paulo.

11) Next AC meeting

Chair McLaughlin proposed next AC meeting for Friday, June 24. Staff should notify member Richard Matthews of the date. Meeting adjourned at 1:40.