

California Teleconnect Fund (CTF) Administrative Committee (AC) Meeting
California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, RM 3204
December 18, 2017.

1. Introductions

Committee Members Present: Sean McLaughlin (Chairperson, CBOs), Calvin Chang (Vice-Chairperson), Jeff Mondon (AT&T), Jarrid Keller (Sacramento Public Library), Sonya Edwards (California Department of Education), Ravneet Kaur (Office of Ratepayers Advocate).

CPUC Staff Present: Lisa-Marie Clark (Legal), Faline Fua (CTF), Jonathan Lakritz (CTF), Lisa Paulo (CTF), Andrew Aliabadi (CTF), Robert Sansone (CTF), Edmund DeGuzman (CTF), Karo Serle (CTF).

Public Participants Present: Saira Pasha (AT&T Alternate), Jim Dolgonas (Cenic)

2. Public Comments on Non-Agenda Items

No public comments.

3. Review Agenda

Chairperson McLaughlin stated that if special items are required for the agenda, to incorporate it in the next agenda.

Action Item: Staff member Paulo agreed to follow up on who can vote and if you can vote over the phone to reach quorum.

4. Review and Approve Prior Meeting Minutes

Committee Member Sonya suggested five changes on pages 3, 4, 6, and 7. Minutes were approved as amended.

5. Update on Application Status

Staff member Serle reviewed CTF applications status. Specifically CTF applications processed from October 2017 through December 18, 2017.

(See California Teleconnect Fund Application Count 4th Quarter Handout)

6. Update on CTF Claims and Program Financial Status

Staff member Paulo discussed the CTF claims report as of October 31, 2017. She explained the three year budget window, and described the trends. Staff member Paulo expanded on reasons why the report numbers may not accurately be reflected as by the date listed in the report. A revised Fund Status Report was given to the AC on January 2, 2018 which noted, claims paid and pending are reflected as of December 23, 2017.

Committee member Mondon requested that the surcharge revenue to be on the financial report. He also suggested changing the format on the financial report.

Committee member McLaughlin stated that the AC should be looking for trend lines; how the change to the surcharge will affect the program; how will E-rate affect the program; will CTF meet the goal of a three month cash balance?

Staff member Paulo walked the AC through the various columns on the claims report. The Committee thanked staff member Paulo for the explanation as it helped, however the action item below should still occur. Committee member Edwards asked staff how the target estimate of three month cash balance is determined. Staff member Paulo identified budget and surcharge information was used to determine the future cash balance. Committee member McLaughlin raised the question if modifying the surcharge now made the most sense, Staff member Lakritz pointed out the large surplus is still an issue and CTF staff is working on it.

Action Item: Staff member Paulo will send the AC an example of the Lifeline financial report.

7. Discuss and Approve Annual Report

Staff member Paulo presented the committee the last annual report. Committee member Mondon brought up that there are six fiscal years to include in the next report and suggested that the AC push conversation to the end of the meeting, and have a workgroup to develop the report off the record. The annual report would then be approved in the following meeting. Staff member Paulo suggested for the Committee to come up with a working outline and specific assignments that a sub-committee can work on.

Committee member McLaughlin stated his idea is to complete this report within two weeks, then send it back to Staff member Paulo for her to send out to the Committee, where a sub-committee works on it.

Committee member McLaughlin moved the item to the end of the Agenda.

8. Update Action Items from last Committee Meeting

Committee member Mondon raised the question of when the minutes should be submitted.

Committee member Edwards explained that the sooner the minutes were submitted, action items could be addressed faster.

Staff member Clark stated that a redline version of the minutes can be submitted to the committee before posting.

Action Item: CTF staff will seek legal advice on how to display addresses for CBOs.

The AC agreed to keep this action item live.

Committee member Mondon proposed a checkbox in the application for CBOs to mark if they agree to post their address. Staff member Lakritz asked if AT&T could provide their CBO address query.

Staff member Serle explained that there are three reasons why applicants get rejected. The rejection letter sent to the applicant states why they were rejected. Committee member Sansone noted that there isn't any way to track an applicant's carrier on the application unless they are individually asked.

Committee member Keller raised the issue of what can be accomplished with budget letter. Specifically, he asked how the actual work matches with the AC charter obligations for reports and the timing on when the budget report is due.

Agenda Item - How can changing the charter be used to implement timeline to workflow. Staff member Paulo will seek advice from staff member Clark.

Committee member Mondon stated that the charter can be changed via resolution.

9. OIR Status

Staff member Sansone discussed the Phase 3 Decision Adopting Rules and Requirements for CBOs. (See Phase 3 Decision Adopting Rules and Requirements for CBOs handout) An extension on comments was extended to 1/8/18. Staff member Serle explained to the AC that the Proposed Decision was focused on the recertification and applicant eligibility.

Staff member Lakritz explained the CTF budget process.

Committee member Chang left the AC meeting at 2:00pm.

11. Status on Updates to CPUC CTF website

Staff member Sansone informed the AC that the OGA website section has a link for Communications legislation information. Staff member Serle also noted that the CTF applications team is exploring new ways to streamline the application process.

12. Update on Vacant Committee Positions

Rural Health Clinics do not have a representative or an alternate. Representatives of persons with disabilities do not have an alternate. Ana Montes has an alternate. Sonya Edwards has an alternate. Calvin Chang does not have an alternate. Jarrid Keller has an alternate being pushed forward. Jeff Mondon has submitted documents for an alternate. Ravneet Kaur has an alternate.

Action Item – Committee member McLaughlin will contact Committee member Mathew for his availability. Staff member Paulo will provide Committee member McLaughlin with committee member Mathew's contact information.

Committee member Mondon questioned if the Public Advisor's Office (PAO) outreach can assist with seeking representatives and alternates. Committee member Kaur explained that PAO has limited ability to do outreach.

Action Item – all representatives should be on a service lists and have updated contact information. Send alternative information to Staff member Paulo.

13. Set CTF – AC Meeting Schedule for 2018

QTR 1 meeting – February 26th in Sacramento Public Library

QTR 2 meeting – May 21st TBD

QTR 3 meeting – August 20th TBD

QTR 4 meeting – December 3rd TBD

14. Identify items for next Agenda

Committee member Edwards put forward a motion for the purpose of establishing a subcommittee to draft the AC Annual report. The subcommittee members are Jeff Mondon and Jarrid Keller.

Committee member Kaur seconded.

AC meeting adjourned at 3:37.