

Meeting Minutes

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

California Public Utilities Commission, 505 Van Ness Avenue, San Francisco, RM 3212

May 21, 2018

1. Introductions

Committee Members Present: Sean McLaughlin (Chairperson, CBOs), Jeffrey Mondon (AT&T), Jarrid Keller (Sacramento Public Library), Sonya Edwards (California Department of Education), Ravneet Kaur (Office of Ratepayers Advocate), Keith Smith (Education Alternate), Ana Montes (TURN)

CPUC Staff Present: Lisa-Marie Clark (Legal), Lisa Paulo (CTF), Andrew Aliabadi (CTF), Robert Sansone (CTF), Karo Serle (CTF), Eric Van Wambeke (CTF), Amy Lau (CTF), Edmund de Guzman (CTF), Chasel Lee (CTF), Joanne Leung (CTF), Jonathan Lakritz (CTF)

Public Participants Present: Kim Lewis (CENIC-via phone), Saira Pasha (AT&T), Eric Brown (CTN)

Absent Members: Committee Members Richard Mathews (Persons with Disabilities) and Calvin Chang (Vice-Chairperson, Government Hospitals and Health Clinics)

2. Public Comments on Non-Agenda Items

No public comments.

3. Review Agenda

Approved.

4. Review and Approve Prior Meeting Minutes

Approved.

5. Update Action Items from last Committee Meeting

+++Action Item: CTF Staff will continue to work on how to display addresses for CBOs, Committee Member Mondon will continue to monitor AT&T instances of CBO address queries.

Status: Staff member Serle will check with legal on whether there are any concerns in publicly posting participant locations that might be sensitive such as domestic violence shelters and get back to the AC at the next meeting.

No updates.

Action Item: Subcommittee McLaughlin and Mondon to propose changes to the charter at the next meeting.

Status: The subcommittee will provide a redlined version of the AC charter to share at the next committee meeting.

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

Status: Committee member McLaughlin reached out to Committee member Mathews and have not heard back. Committee member Mondon will send Mathews' contact phone # to Staff member Paulo and Committee member McLaughlin.

Action Item: All AC members should be on a service list and have updated contact information. Send alternates' contact information to Staff member Paulo.

Status: Staff member Paulo handed out contact info at the AC meeting. Staff member will add alternates' and Staff members' contact information by next AC meeting. Staff member Paulo will also post the list on the CPUC CTF web page once it is complete. Only names and affiliations will be posted per AC request.

Action Item: If possible share the draft resolution with the AC, before next meeting. Staff member Paulo will also check with legal on whether carrier budget estimates in response to CTF data request can be shared with the AC and will report that at the AC meeting

Status: Draft of surcharge resolution in process and will send to service list when ready.

Action Item: Staff member Paulo will check with legal on the process of adding a new member representing Community Colleges. If there is no process, committee can discuss and make recommendation similar to current process. Staff member Paulo will send email to members (does not need to wait until next meeting).

Status: AC would like to have consistency between the committees within Communications Division (CD). To add a committee member, CTF requires a letter from someone in the organization to nominate the individual whereas committees in other public programs within CD can self-nominate. To add a committee member, submit letter from someone at the organization approving the nomination to Division Director for approval by Executive Director.

The following action items from the last AC meeting have been resolved:

Action Item: CTF Staff will work with legal to determine the considerations for doing a public participation call-in meeting.

Status: Legal confirmed, if voting member(s) plan on calling in to AC meeting, the location needs to also be open to the public. Notify Staff Paulo early, as 10 days notice is required and placed on the daily calendar. If your location is not publicly noticed, member will call in, but cannot vote.

Action Item: Staff member Paulo sent the AC committee an example of the Lifeline financial report.

Status: Staff shared with the AC how the fiscal reports will be revised and updated by the end of June. As of now, it is uncertain how the changes may impact existing fiscal reports and what information can be shared with the AC. Because of this it does not make sense to make any formatting changes to the financial report.

Update: Staff will use and share a different format when available

Action item: For future application reports, the reports will distinguish a category of healthcare for CBOs.

Status: Application report reflected a category for healthcare CBOs.

Action item: Committee Members McLaughlin and Mondon to send AC Annual Report with Cover letter to CD Director after the AC approves it. Send to Staff member Paulo 2 weeks prior to next meeting.

Status: Committee members McLaughlin and Mondon stayed after AC meeting to complete it.

Action Item: Staff member Paulo will send slide with the Mission Statement, for the committee to add the six goals (from AC Annual Report), then to bring it down to tasks. Staff member Paulo will provide diagram template.

Status: Staff member Paolo sent Power Point worksheet of logic model to AC and gave an overview of performance metrics and logic. Useful on thinking of mission statement. Add to next agenda. AC will use as reference to develop mission statement at next AC meeting.

Action Item: Staff member Paulo will send link to committee members to sign up for service list to the proceeding.

Status: Completed

Action Item: Committee members to submit name/affiliation/alternates' information to Staff member Paulo to post on CTF website.

Status: Staff member Paulo will update contact list and post on website.

6. Update on Application Status

Staff member Serle reviewed CTF applications status. Specifically, CTF applications processed from February 28, 2018 through May 18, 2018.

7. Update on CTF Claims and Program Financial Status

Staff member Aliabadi discussed the CTF claims report as of April 30, 2018. He explained the three year budget window, and described the CTF local assistance budget allocation compared to FY claims and projections.

AC would like to see claims based on beneficiaries, to know what data is gathered and what is reportable and how program is operating in \$ terms.

Discussion of what happens to unutilized funds (cash). Staff member responded, 'Remaining of funds is lowered through reduction of surcharge and payment of claims.'

Action Item: Staff members will review carrier budget estimates which are segmented by beneficiaries (schools, libraries, etc.). Provide a snapshot of claims anticipated with the caveat that these estimates may not be accurate.

Another committee member states it sounds more like outreach than education and AC's purpose is not outreach.

Action item: Include outreach into the work plan for the coming year.

Committee Member Kaur unavailable to return to AC meeting at 1p.m.

8. Subcommittee Presentation on Proposed Charter Revisions

Subcommittee discussed charter. For future meetings, if a specific topic (i.e. Outreach) is on the agenda, Staff can invite liaisons to AC meeting.

Action Item: Committee members McLaughlin and Mondon will redline/propose language for next meeting. Staff member Clark to send hyperlink on G.C. section of the law of Charter.

9. Discuss Process for Adding Community College Member

Staff member de Guzman presented. Currently, the AC consists of a nine-member board. If a community college member is added, AC would have ten members. In Decision (D.)02-04-59, the Commission established the criteria for AC board and directed that an AC must have an odd number of members. Therefore, to maintain an odd-numbered member board, it is necessary to either add one additional member (for an eleventh member), or replace a current member with a community college member (to maintain a nine-member board).

In D.02-04-059, the Commission decided on the current nine-member board and adopted the charter. In the current OIR, the Commission will address the issue of whether Community Colleges should be added to the AC Committee. Adding a Community College member to the AC will require Commission approval of the new AC board via decision or resolution process.

Committee member described how Lifeline program revised the AC board and the charter. He stated a letter by Commission staff was sent to Executive Director about the AC's recommendations. The Executive Director directed staff to write a resolution. The Commission added the position that the AC proposed, through the resolution.

Staff member stated, if OIR is open, the charter can be amended through that avenue, but not sure how long that will take, but takes longer than a resolution.

Staff member offered the idea of a Consortia member like in other public purpose programs.

Committee member Mondon mentioned Brown will possibly fill position as a committee member for Telehealth network (for rural), and may then add another position.

Action Item: AC will make suggestions to either add additional member to make an 11 member board, or to replace a member to keep board at nine members.

10. Discuss Telecommunication Requirements for Multi-Location AC Meetings

Staff member Clark reiterated, 'If there is voting member, the location must be open to the public. Can also consider using Webex or use Tandberg between San Francisco, Sacramento, and Los Angeles offices for multi-location though Tandberg is limited to PUC locations.

Action Item: Test technology at CPUC 300 Capitol Mall (Sacramento)

11. Presentation on Form 700 and Conflicts of Interest (Slide)

Staff member Clark discussed Bagley-Keene and Conflict of Interest.

Action Item: Staff member Clark will check with Legal on ability to recuse oneself from a Board.

12. Update on CTF OIR Status

Staff member Serle discussed the occurrence of the 1-day Workshop held with Parties on April 9, 2018 regarding the implementation and determining factors on how an Applicant will meet the 50% threshold. The Staff proposal was sent out for comment to the Service List on May 16, 2018.

Revenue cap for new CBOs (excluding healthcare) will be implemented this year.

A revised scoping memo will be issued on wireless data plans.

13. Pending Legislation

Staff member Sansone presented facts from SB 822, a California bill on Net Neutrality.

14. Update on Vacant Committee Positions

Discussed earlier in meeting

15. Identify items for next Agenda

-Annual Work Plan

- Suggest to Commission to revisit outreach

-Discuss model to prepare mission statement.

-Working meeting to work on Annual report

-Review red-lined charter

AC meeting adjourned at 3:30 p.m.

Next Meeting Scheduled for August 20th at the CPUC (San Francisco)