Meeting Minutes

California Teleconnect Fund (CTF) Administrative Committee (AC) Meeting
California Public Utilities Commission, Webex

December 09, 2021

Meeting called to order at 9:39 a.m.

1. Introductions

Committee Members Present: Sean McLaughlin-Access Humboldt (Chairperson, Community Based Organization (CBO), Jarrid Keller-Sacramento Public Library (Vice-Chairperson, Libraries), Jeff Mondon-AT&T (LEC), Geoff Belleau-California Department of Education (CDE)(Education), Alison Dias-CDE (Education), Kenneth Rothschild (Deaf/Hard of Hearing), Kate Beck (Public Advocates Office), Victor Smith (Public Advocates Office), Saira Pasha-AT&T (LEC)

CPUC Staff Present: Eric Van Wambeke (CTF), Karo Serle (CTF), Adam Clark (CTF), Amy Lau (CTF), Wylen Lai (CTF), Miriam Sydney (CTF)

Public Participants Present: Yes

American Sign Language Interpreters Present: Yes

Absent Members: Casey McFall (CBO), Mussie Gebre (Deaf/Hard of Hearing), Anwar Abbas (Rural Clinics/Telemedicine), Vinhcent Le – Green Lining (CBOs), Laura Sasaki (Libraries)

2. Public Comments on Non-Agenda Items

No public comment

3. Review Agenda

Approved

4. Review and Approve Prior Meeting Minutes

Approved September 01, 2021 meeting minutes

5. Action Items from Last Committee Meeting

Action Item: Chair McLaughlin will draft a template letter for member recruitment.

    Status: Ongoing

Action Item: CTF to send email reminder to Committee members regarding Form 700

    Status: Completed

Action Item: AC to draft letter to Committee President to reinitiate recertification

> Status: In Progress

Action Item: Budget Process

> Status: List as agenda item for next AC meeting: Discussion of budget and Committee recommendation.

Action Item: Digital Divide account: CTF to email proposed decision for R.20-09-001 to Committee when it is issued.

> Status: Pending. List as agenda item for next AC meeting: Discussion of implementation of Digital Divide account.

Action Item: R.21-03-002 Surcharge and Fee Proceeding: CTF to email proposed decision for R.21-03-002 to Committee when it is issued.

> Status: CTF emailed proposed decision to AC.

Action Item: Committee members Keller and McLaughlin to prepare FY Annual Report.

> Status: In Progress

6. Vacancies

Six current/upcoming vacancies (PowerPoint Slide #2)

> Public Hospitals/Clinics – Primary/Alternate
>
> Rural Clinics/Telemedicine – Primary/Alternate
>
> CBO - Alternate
>
> LEC – Primary

Chair McLaughlin states Committee member Abbas tendered resignation from AC.

Committee member Mondon tendered resignation from AC effective 12/30/21.

From Committee member Belleau: Laura Sasaki will be leaving California State Libraries and will work at CDE.

> Additional upcoming vacancy: Libraries - Alternate

Action: AC to reach out to the communities to fill vacancies

7. Status of CTF

    a. Applications

    CTF discussed applications data. (PowerPoint slide #3)

    Recertifications

    CTF discussed recertifications, which is on hold.

    b. Claims and Program Finances

    CTF discussed Claim fund status. (PowerPoint slide #4)

    CTF discussed CTF Distance Learning Initiative April 2020 – June 2021 (PowerPoint slides #5 and #6)

8. Oracle Updates and PCMS

CTF discussed updates to Oracle and PCMS project is ongoing.

9. Los Angeles County Office of Education (LACOE)

CTF discussed issue of LACOE violation of CTF Rules is ongoing.

10. Healthcare Organizations – verify eligibility of facilities (PowerPoint slide #7)

CTF discussed verifying eligibility of facilities. And the need for expertise from sector representative.

List as agenda item for next AC meeting.

11. Annual Work Plan

Next AC meeting: Discuss identifying priorities (by fiscal year).

12. AC Annual Report

Action: Committee members Keller and McLaughlin to prepare FY Annual Report.

13. Pending Legislation

None

14. Identify Items for next Agenda

1. Budget Process – Discussion of budget and Committee recommendations.

2. Digital Divide Account – Discuss implementation.

3. Surcharge and Fee Proceeding

4. Vacancies

5. Healthcare Organizations – Verify eligibility of facilities.

Next AC Meeting Dates:

Thursday, March 3rd
Thursday, June 2nd
Thursday, September 1st
Thursday, December 8th

AC meeting adjourned at 11:48 a.m.