



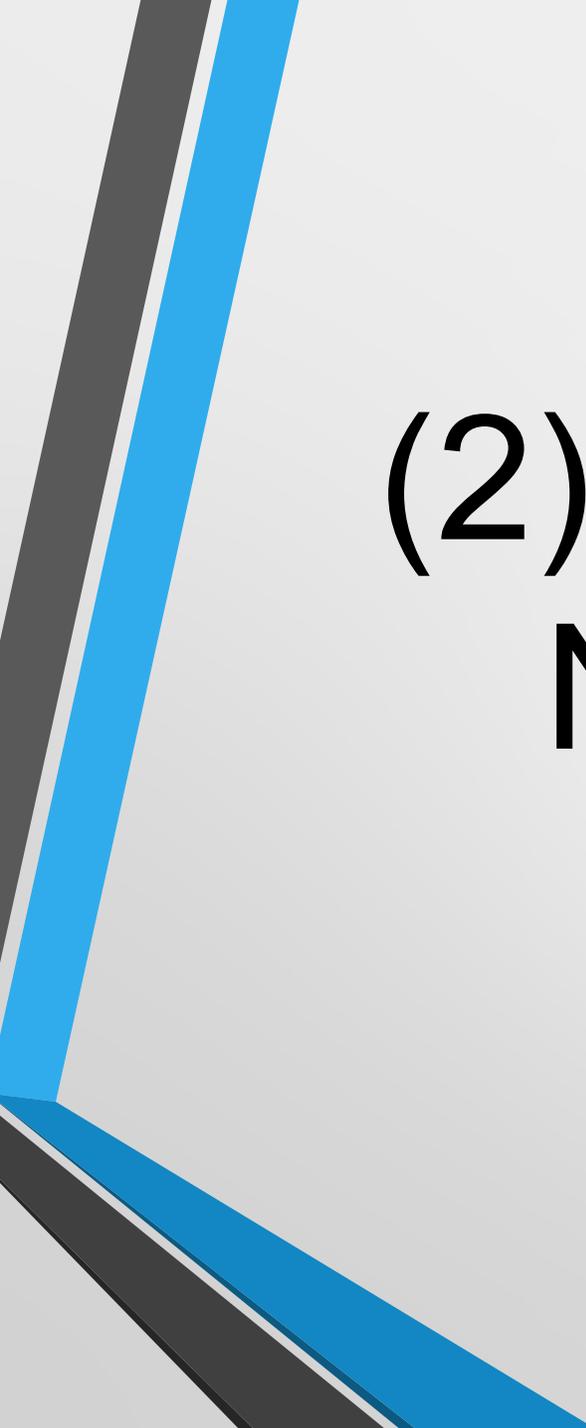
CTF Administrative Committee Meeting

December 12, 2022





(1) Introductions



(2) Public Comment on Non-Agenda Items



(3) Agenda Review

9:30 AM – 10:30 AM

- (1) Introductions
- (2) Public Comment on Non-Agenda Items
- (3) Review Agenda
- (4) Review and Approve 09/19/22 Meeting Minutes
- (5) Action Items & Updates from Last Committee Meeting
 - a. Committee member Keller to share a final draft of recruitment letter
 - b. Update on appointment of Committee member Smith as the primary PAO representative and Jana Hopkins as the alternate PAO representative
 - c. Chair McLaughlin to update Committee on Josh Chisom's appointment as the alternate Library representative
 - d. Update on 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 and Clinics-Primary and Alternate vacancies
 - b. Rural Clinics and Telemedicine-Primary and Alternate vacancies
 - c. Community Based Organization-Alternate vacancy
 - d. Local Exchange Carrier-Alternate vacancy
 - e. Deaf/Hard of Hearing-Alternate vacancy

10:30 AM – 11:00 AM

(7) Annual Work Plan

- a. Chair McLaughlin to share with the Committee a finalized annual work plan

(8) Annual Report

- a. Committee members Keller and Pasha to share with the Committee a finalized annual report

11:00 AM – 11:15 AM

BREAK

11:15 AM – 12:00 PM

(9) Status of CTF

- a. Applications/Recertification
- b. Claims and Program Finances

(10) Program Claims Management System Update

12:00 PM – 1:30 PM

(11) Digital Divide Grant Program, Resolution T-17770

(12) Update on Los Angeles County Office of Education

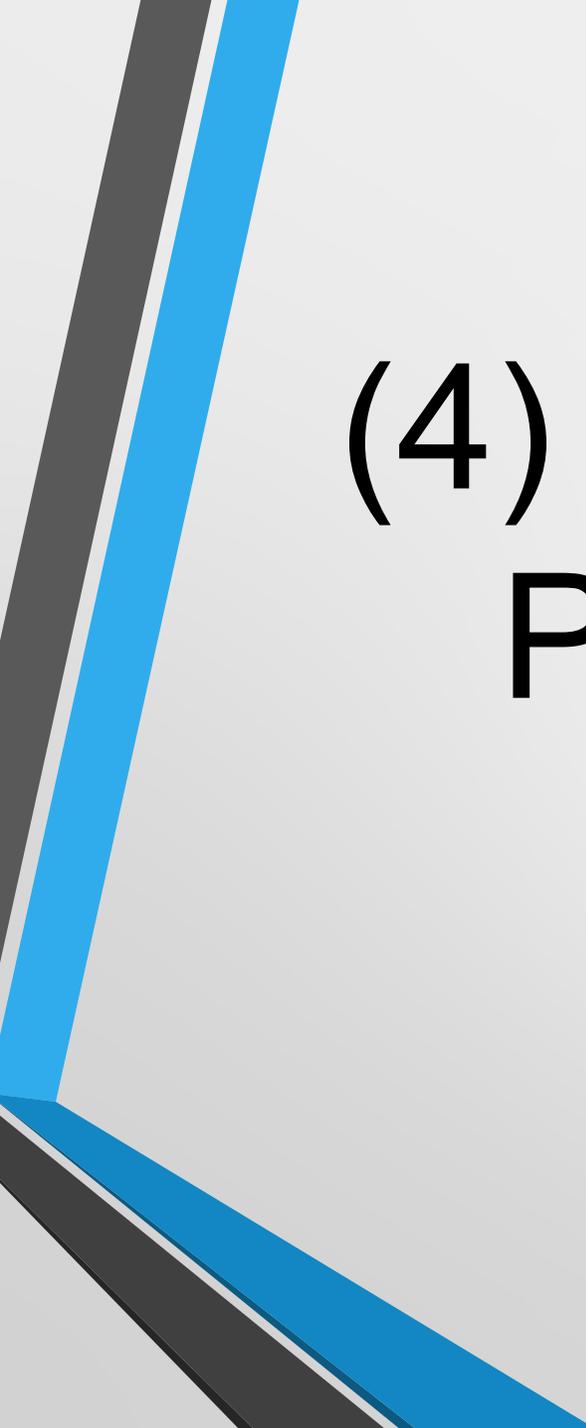
(13) Discussion of Budget and Recommendations

(14) Pending Legislation

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

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

(17) Agenda Items for Next Meeting



(4) Review and Approve
Prior Meeting Notes

September 19, 2022 Meeting Notes

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), Saira Pasha-AT&T (LEC), Geoff Belleau-CDE (Education), Victor Smith (Public Advocates Office), Vinhcent Le – Green Lining (CBOs), Alison Dias-CDE (Education)-Virtually

CPUC Staff Present: Eric Van Wambeke (CTF), Amy Lau (CTF), Emily Chen (CTF), Adam Clark (CTF)-Virtually, Karo Serle (CTF)-Virtually, Eric Sawyer (Public Advisors Office)-Virtually, Miriam Sidney (CTF)-Virtually, Joanne Leung (CTF)-Virtually, Lisa-Marie Clark (Legal)-Virtually, Jana Hopkins (Public Advocates Office)

Public Participants Present: Kim Lewis (CENIC)-Virtually, Josh Chisom (California State Library)-Virtually, Elaine Dizon (AT&T), Michelle Shaw (Comcast)-Virtually, Michael Torres (Comcast)-Virtually

American Sign Language Interpreters Present: Yes

Absent Members: Casey McFall (CBO), Mussie Gebre (Deaf), Kate Beck (Public Advocates Office)

2. Public Comments on Non-Agenda Items

No public comments.

3. Review Agenda

Approved agenda.

4. Review and Approve Prior Meeting Minutes

Approved June 20, 2022 meeting minutes.

5. Action Items from Last Committee Meeting

Action Item 1: Committee member Keller shared draft of recruitment template.

Status: Ongoing

- Committee member Keller to finalize recruitment template.

Action Item 2: Committee confirmed Josh Chisom's nomination as the alternate Library representative.

Status: Completed

Updates: Chair McLaughlin confirmed that letters to recommend removal of Committee member Gebre and to nominate Committee member Pasha as the primary LEC representative were sent to the Executive Director.

6. Discussion of Administrative Committee Vacancies

Public Hospitals/Clinics – Primary/Alternate:

- No updates.

Rural Clinics/Telemedicine – Primary/Alternate:

- No updates.

CBO – Alternate:

- No updates.

LEC – Alternate:

- Committee member Pasha to recruit an alternate LEC representative.

PAO – Primary/Alternate:

- Committee member Smith will assume the primary PAO representative seat, and Jana Hopkins from the PAO will assume the alternate seat.
- Committee member Beck needs to send a letter to rescind her position, and PAO needs to send to Chair McLaughlin letters to nominate Committee member Smith as the primary representative and Jana Hopkins as the alternate.

7. Annual Work Plan

Chair McLaughlin shared recommendations on annual work plan.

- Sector presentations, letter to recruit AC members, and completion of annual report were among the items in the annual work plan.
- Each quarterly meeting should include a sector presentation. Sector presentations could focus on the following topics: E-rate and its impact on CTF, CENIC, CBO enrollment, emerging technologies and telecommunications products, Affordable Connectivity Program, cybersecurity, digital equity.
- Committee adopted the digital equity presentation as an agenda item for the next meeting.

8. AC Annual Report

Committee members Keller and Pasha shared draft of annual report. Committee authorized the submission of the annual report, provided it has been finalized.

9. Status of CTF

a. Applications

CTF discussed applications data. (PowerPoint slide #20)

b. Recertifications

CTF discussed recertifications. (PowerPoint slide #21)

c. Claims and Program Finances

CTF discussed Claim fund status. (PowerPoint slide #22 and #23)

- Committee member Le asked about billing errors found during detailed claims review and its impact on the customers, and staff responded that the CTF discount was not being leveraged as much as possible, which resulted in higher bills.

10. Program Claims Management System Update

CTF discussed updates to PCMS project. (PowerPoint slide #25)

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

CTF discussed updates to Digital Divide Grant Program. (PowerPoint slide #26)

- Chair McLaughlin asked about the participation of CBOs in the project, and staff responded that recipients of the grants would be CBOs, but the beneficiaries would be public schools.

12. CD Staff Presentation of Update on Los Angeles County Office of Education

CTF discussed updates on the Los Angeles County Office of Education (LACOE). (PowerPoint slide #27)

- Chair McLaughlin asked why LACOE was non-compliant with program rules, and staff responded that LACOE purchased services with the CTF discount and resold them for profit.

13. Discussion of Budget and recommendation

CTF staff and AC members discussed annual budget and recommendations. (PowerPoint slide #28)

14. Pending Legislation

Committee briefly discussed pending legislations and its potential impact on the CTF program.

15. Identify Items for next Agenda

- Digital equity presentation
- Budget and recommendations
- Finalize annual work plan and report
- Finalize recruitment letter

Discuss Meeting Logistics:

- Next meeting will be hybrid in Sacramento.

Next AC Meeting Date:

Monday, December 12, 2022

AC meeting adjourned at 12:00 p.m.

(5) Action Items from Last Committee Meeting

- a. Committee member Keller to share a final draft of recruitment letter
- b. Update on appointment of Committee member Smith as the primary PAO representative and Jana Hopkins as the alternate PAO representative
- c. Chair McLaughlin to update Committee on Josh Chisom's appointment as the alternate Library representative
- d. Update on removal of Committee member Gebre and appointment of Committee member Pasha as the primary LEC representative

(6) Current CTF-AC Vacancies

- a. Public Hospitals and Clinics-Primary and Alternate vacancies
- b. Rural Clinics and Telemedicine-Primary and Alternate vacancies
- c. Community Based Organization-Alternate vacancy
- d. Local Exchange Carrier-Alternate vacancy
- e. Deaf/Hard of Hearing-Alternate vacancy

(7) Annual Work Plan

- Chair McLaughlin to share with the Committee a finalized annual work plan

(8) AC Annual Report

Pub. Util. Code § 273(b) – due Oct 1st

- Committee members Keller and Pasha to share with the Committee a finalized annual report



Break

11:00 a.m. – 11:15 a.m.

(9) Status of CTF

- Applications/Recertification
- Claims and Program Finances



California Teleconnect Fund

Applications received from
September 1, 2022 through November 18, 2022

	CBO	Healthcare CBO	Hospitals	Libraries	Private Schools	Public Schools	Total
Count of Intake Number	53	61	9	0	4	6	133
	(39.8%)	(45.9%)	(6.8%)	(0.0%)	(3.0%)	(4.5%)	(100%)
Approved	8	4	0	0	4	5	21
Ineligible	24	39	0	0	0	0	63
Pending	21	18	9	0	0	1	49



Recertifications

- Summary of CTF program's recertification efforts:

	Participants Recertified	Participants Removed
Since September-2022	4	162
Total to Date	111	2,797

- The low success rate is due to the program's prioritization of participants that are unlikely to meet the program's new eligibility requirements.
- Recertification has been paused and will resume in the 1st quarter of next year due to transitioning to eCAP.



California Teleconnect Fund

Fund Status Report as of December 1, 2022

CTF Local Assistance Budget vs. Claims Projections and Payments				
	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023
Local Assistance Budget	\$ 105,000,000	\$ 105,000,000	\$ 105,000,000	\$ 105,000,000
Claims Projections	\$ 73,000,000	\$ 67,000,000	\$ 67,000,000	\$ 60,000,000
Claims Paid	\$ 70,095,852	\$ 61,309,079	\$ 45,604,221	\$ 14,458,442
Budget less Paid	\$ 34,904,148	\$ 43,690,921	\$ 59,395,779	\$ 90,541,558





California Teleconnect Fund

Cash Balance as of October 31, 2022

State Controllers Office Fund Reconciliation Report						
Report Date	Beginning Cash Balance	Revenues	Expenses	Ending Cash Balance		
6/30/2022	\$105,368,460	\$3,572,017	\$9,543,000	\$99,397,477		
7/31/2022	\$99,397,000	\$4,352,000	\$2,160,000	\$101,589,000		
8/31/2022	\$101,589,000	\$3,769,000	\$5,106,000	\$100,252,000		
9/30/2022	\$100,252,000	\$3,348,000	\$3,610,000	\$99,990,000		
10/31/2022	\$99,990,000	\$3,746,000	\$4,820,000	\$98,916,000		





(10) Program Claims
Management System Update
(eCAP)

Program Claims Management System

- Project renamed to electronic Claims and Applications Portal (eCAP)
- To manage CTF claims and applications and other non-CTF Program processes

Updates for Release 1:

- Design sessions completed; User Acceptance Test under way
- Communications Division will be reaching out to Service Providers to invite them to test
- Anticipated Deploy Date: January 2023

(11) Digital Divide Grant Program

D.21-10-020

- Resolution T-17770 adopted by the Commission on October 11, 2022.
- \$1.2 million grant funded by fees from leases of state-owned property to wireless telecommunications carriers.
- Four projects total, up to \$250,000 per project. One grant for low income, urban small school district, three grants for low income, rural small school districts. Schools must have Free Lunch participation of at least 50%.
- Applications are being accepted through January 11, 2023.
- As of today, no applications submitted.



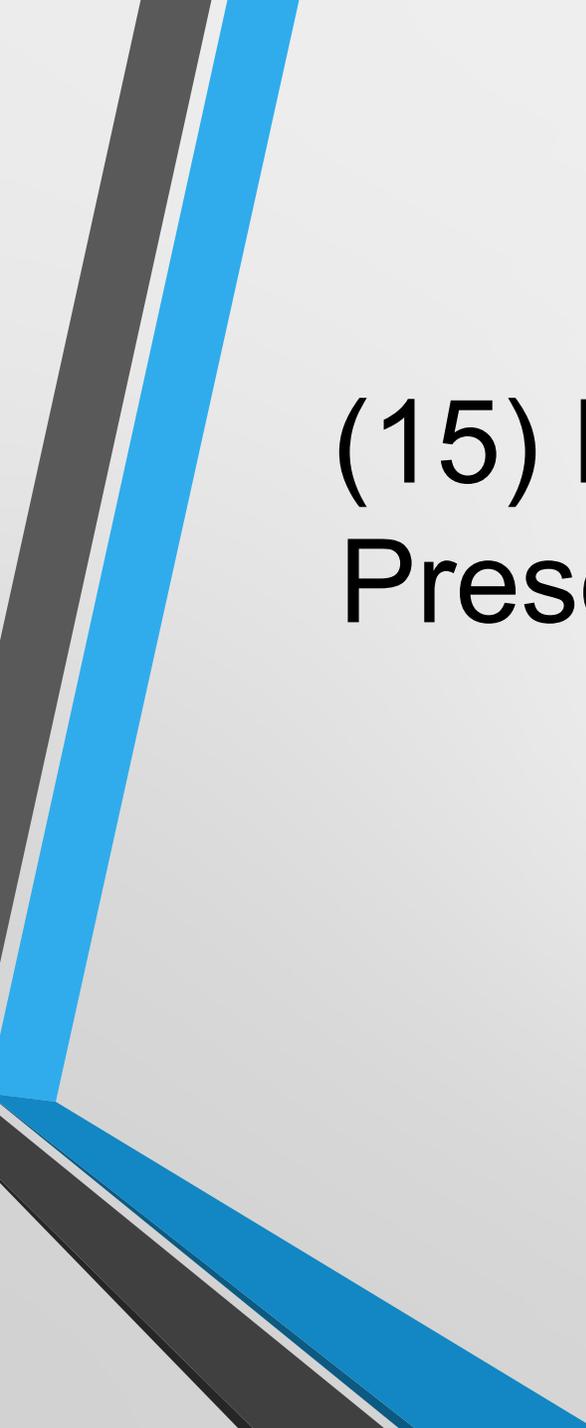
(12) Update on Los Angeles County
Office of Education

(13) Budget and Recommendations

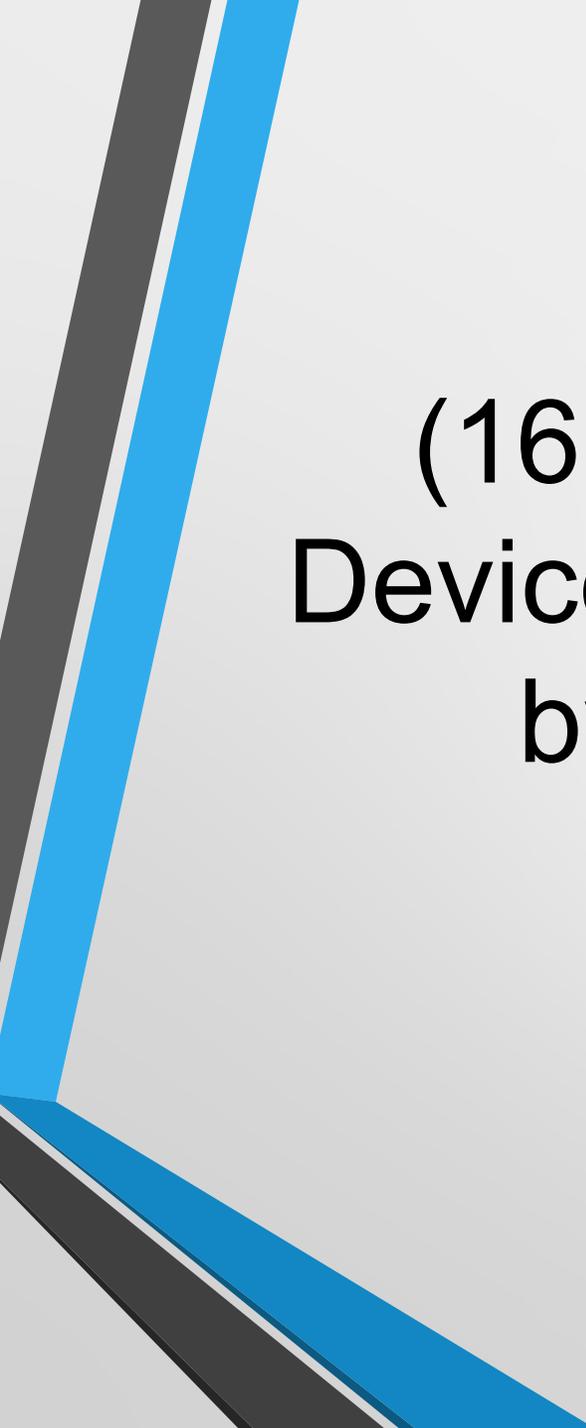
- Pub. Util. Code § 273(a) and CTF-AC Charter: CTF-AC to submit proposed budget
 - Due June 1st for fiscal year 13 months out



(14) Pending Legislation



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



**(16) Sacramento Public Libraries'
Device Lending Program Presentation
by Committee member Keller**



(17) Agenda Items for Next Meeting