

Meeting Minutes

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

Sacramento Public Library, 828 I Street, Sacramento

June 20, 2022

Meeting called to order at 9:35 a.m.

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), Alison Dias-CDE (Education)-Virtually, Victor Smith (Public Advocates Office)-Virtually

CPUC Staff Present: Eric Van Wambeke (CTF), Karo Serle (CTF), Emily Chen (CTF), Johnny Tran (CTF), Eric Sawyer (Public Advisors Office), Wylene Lai (CTF)-Virtually, Miriam Sidney (CTF)-Virtually, Joanne Leung (CTF)-Virtually, Lisa-Marie Clark (Legal)-Virtually

Public Participants Present: Kim Lewis (CENIC), Josh Chisom (California State Library)-Virtually

American Sign Language Interpreters Present: Yes

Absent Members: Vinhcent Le – Green Lining (CBOs), Casey McFall (CBO), Mussie Gebre (Deaf), Geoff Belleau-California- CDE(Education), 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 March 17, 2022 meeting minutes.

5. Action Items from Last Committee Meeting

Action Item 1: Committee member Keller to draft a template letter for member recruitment.

Status: Ongoing

- Staff suggested to develop general recruitment letter that would allow the Committee to expand the scope of recruitment. The recruitment letter should be sent to organizations identified by the AC, including healthcare and medical associations, local clinics, and friends in medical licensing. The recruitment letter should include duties of AC members and next

steps to become a member. Staff also recommended integration of the letter into the annual work plan.

Action Item 2: Staff member Lisa-Marie Clark and Committee member Rothschild to begin outreach at the DDTP AC meetings to recruit for CTF-AC vacant seats. Chair McLaughlin to send letter to the Executive Director to recommend removal of Committee member Gebre.

Status: Ongoing

- Chair McLaughlin made motion to remove Committee member Gebre for lack of attendance and communication, Committee member Keller seconded, and the rest of the Committee members present confirmed the removal of Committee member Gebre by vote.

6. Discussion of Administrative Committee Vacancies

Proposed Nomination of Library Sector Alternate Committee Member by Jarrid Keller:

- Committee member Keller proposed to nominate Josh Chisom as his alternate to represent the Library sector at the next AC meeting.
- **Action Item:** Committee member Keller will prepare letter to nominate Josh Chisom.

Public Hospitals/Clinics – Primary/Alternate:

- No updates.

Rural Clinics/Telemedicine – Primary/Alternate:

- No updates.

CBO – Alternate:

- No updates.

LEC – Primary:

- Committee confirmed nomination of Committee member Pasha as the primary LEC representative.
- **Action Item:** Chair McLaughlin will send a letter to the Executive Director to nominate Committee member Pasha as the primary LEC representative. Committee member Pasha will begin recruitment for her alternate.

7. Annual Work Plan

Assignments and Due Date: Chair McLaughlin will share a draft of the annual work plan at the next AC meeting.

- Staff recommended selecting three achievable goals or action items to include in the annual work plan, adding sector presentation to the annual work plan, and prioritizing a process to fill AC vacancies in the annual work plan. Other items for consideration included the annual report, budget inputs, recruiting members to test PCMS, and AC charter review.

8. AC Annual Report

Assignments and Due Date: Committee members Keller and Pasha will prepare draft of annual report which will be circulated prior to the next AC meeting.

9. Status of CTF

a. Applications

CTF discussed applications data. (PowerPoint slide #13)

- Committee member Dias asked why four public schools were rejected, and staff responded that one application was a duplicate, one was submitted by and for a school district, and with the remaining two applications, the active status of the schools could not be verified on CDE's website.

b. Recertifications

CTF discussed recertifications. (PowerPoint slide #14)

c. Claims and Program Finances

CTF discussed Claim fund status. (PowerPoint slide #15 and #16)

- **Action Item:** At the next AC meeting, staff will provide update to the Committee on the nature of the \$55 million revenue reported on 9/30/2021, and will share local assistance budget and claim projections estimates for FY 2022-2023.

10. Program Claims Management System Update

CTF discussed updates to PCMS project. (PowerPoint slide #18)

- Committee recommended that staff should investigate the potential of processing payments and updating UCS primary contact information within PCMS.

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

CTF discussed updates to Digital Divide Grant Program. (PowerPoint slide #19)

12. Discussion of Budget and recommendation

CTF staff and AC members discussed annual budget and recommendations. (PowerPoint slide #20)

- Chair McLaughlin recommended that the budget proposal be included in the annual work plan. Staff recommended that the budget proposal should direct where CTF should focus its budget (e.g., pilot DDGP, modernization of CTF operations).

13. Pending Legislation

Committee briefly discussed the implications of the Bagley-Keene Act and Brown Act on future meetings.

14. Identify Items for next Agenda

- Affordability proceeding presentation.
- Chair McLaughlin will send letters to the Executive Director: one to recommend removal of Committee member Gebre for lack of attendance and communication, and another to confirm Committee member Pasha as the LEC primary representative.
- Chair McLaughlin will share with the Committee a draft of the annual work plan.
- Committee members Keller and Pasha will share with the Committee a draft of the annual report.

- Committee will vote on the nomination of Josh Chisom as the alternate library representative.
- Digital Divide
- Budget
- Los Angeles County Office of Education

Discuss Meeting Logistics:

- Next meeting will be hybrid in San Francisco at the CPUC.
- The Golden Gate Room has been reserved for use during the next AC meeting, which is scheduled on Monday, September 19, 2022.

Next AC Meeting Date:

Monday, September 19, 2022

AC meeting adjourned at 12:47 p.m.