

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

505 Van Ness Avenue, San Francisco, CA 94102

Golden Gate Room

March 4, 2024

Meeting called to order: 10:12 am PT

1. Introduction & Roll Call

Committee Members Present: Jarrid Keller – Sacramento Public Library (Chair, Libraries), Geoff Belleau (Co-Chair, Education), Kenneth Rothschild (Deaf/Hearing Impaired Representative), Joshua Cooper (PAO Primary, Virtual), Madison Alcalay (PAO Alternate)

CPUC Staff Present: Joy Alba-Librojo (CTF), Connie Wong (CTF), Quinlan Fang (CTF), Daniel Lyulkin (CTF, Virtually), Kirsten Mueting (CTF, Virtually), Lina Khoury (CTF, Virtually), Siamack Donighi (CTF, Virtually), Lisa-Marie Clark (Legal, Virtually)

Public Participants Present: Kristina Mattis (Education), Kim Lewis (CENIC, Virtually)

American Sign Language Interpreters Present: Sarah Sims, Cathleen Riddley

Absent Members: Max Perrey (Redwood Community Health Coalition (RCHC)), Sean McLaughlin – Access Humboldt (Community Based Organization (CBO))- Virtually, Vinhcent Le (Green Lining CBO)-Virtually, Casey McFall (CBO)

2. Public Comments on Non-Agenda Items

- No comments

3. Review Agenda

- Agenda approved

4. Review and Approve December 4, 2023 Meeting Minutes

- Motion to approve the December 4 Meeting Minutes
- Geoff motioned to approve and was seconded
- Geoff (Aye), Jarrid (Aye), Max (Absent), Vincent Lee (Absent), Sean McLoughlin (Absent), Carolyn (Absent), Siara (Absent), Joshua Cooper (Aye), Kenneth Rothschild (Absent)

5. Action Items & Updates from Last Committee Meeting

- Chair Jarrid Keller and Co-chair Geoff Belleau will continue to work on charter and present changes at the next meeting.
 - Jarrid reviews that there are three areas out of date:
 - Category Name Changes
 - Budget Process and Requirements: Committee is supposed to send budget to Commission (budget cycle has changed), clarification of budgetary responsibilities
 - Meeting and quorum rules
 - There are two ways to change charter: through Resolution or OIR

- Jarrid and Geoff recommend having the charter changes handled through a Resolution
- Lisa-Marie says the Committee can pursue both options—can initiate a Resolution to address the main concerns and then initiate an OIR at a later time. Lisa-Marie does note that OIRs can be difficult to initiate for the Staff and can be a long process, sometimes taking up to several years to complete. OIRs can also be initiated before the Staff officially proposes one (LACOE has been instructed to petition to open an OIR)
- Jarrid asked Committee Members for feedback. Geoff says Resolution can be used for the update to classification and clarifying budgeting requirements and how to use remaining funds for initiatives such as the Digital Divide Grant Program (DDGP). Joshua Cooper says a resolution for less complex items would be useful, but those with larger input through OIR seem like would be the best approach
- No additional comments.
- Jarrid proposes a Resolution to handle the name change and work with Legal counsel to discuss the budgetary component (i.e. money for outreach, repository for documents) and pursue an OIR for more complex items (i.e. use of surplus funds). Joshua Cooper asked for clarification on the ask regarding the name change in the charter, which Jarrid responded was to update the naming from Deaf & Hearing Impaired to Deaf & Hard of Hearing
- Jarrid and Geoff will come back to the Committee with proposed propose final changes in the next meeting and then look to move forward with the Resolution
- Staff Attorney Lisa-Marie Clark will check on budget requirements on other committees to see if we match them
 - Lisa Marie reviews the read-out.
 - Other Public Purpose programs have similar language in their charter regarding budget proposals and procedures, but no other Advisory Committees are going through an active review. Lisa-Marie notes that one challenge in the budget process is the inability to inform the Committee of underlying data that goes into the budget. Communications Division is supposed to prepare an annual budget for its programs, but it has been on pause since the COVID pandemic
 - Jarrid and Geoff will bring proposed changes to the budget process to the next meeting and look to move forward with revising the Charter
- CTF Staff are to check to see if there is some sort of portal or repository that everyone can access, if not, the public library will see about creating one on their side.
 - The Commission is unable to provide data repositories. Jarrid recommends including in the budget the purchase of an Enterprise license for Dropbox / OneDrive with appropriate access controls. These repositories hold data off respective networks but should be considered. Going forward, the Chair and Co-Chair of the Administrative Committee would work with staff on the administration of the data repository. This would enable everyone to have access to an increasing number of important work products / documents.
 - Geoff prefers OneDrive/Sharepoint, and suggested CTF could potentially carve out from CPUC's existing license
 - Jarrid also proposed that Sacramento Library could be open to purchasing it and then getting reimbursement.

- CTF Staff will check with CPUC IT and Legal to explore feasibility of purchasing third party data repository / enterprise license with OneDrive/Sharepoint.
- Jarrid and Geoff offered to speak to Legal / IT on requirements with CPUC
- No other comments from the Committee
- Approved Chair Jarrid Keller and Co-chair Geoff Belleau to submit the Annual Report to the Commission's Executive Director
 - Last year's annual report was filed on February 27, 2024. Material changes to format going forward is to focus on accomplishments and issues / challenges
 - Open invite to people to join the committee.
 - Joshua Cooper noted that he has not received the December meeting minutes and Annual Report and asked to ensure that the mailing list is updated to include him going forward
 - Lina noted that the Annual Report has been posted on the CPUC website
 - No other questions or comments
- Chair Jarrid Keller asks if PAO wanted to present in March. AC Member Josh Cooper stated he was not sure yet if that is something his management will be wanting to do but will get back to us on this
 - AT&T and PAO will give presentations in future meeting. Thrive and OTL will give presentation later in meeting

6. Discussion of Administrative Committee Vacancies

- Jarrid reviewed the status of filling the AC vacancies. Jarrid will re-send the file with the vacancies

7. Discussion of Annual Report

- Jarrid notes that the key additions to the reporting template are to focus on the following for the next reporting cycle:
 - What were accomplishments
 - Ongoing challenges and issues to bring to attention
- Jarrid requests to create a Committee to work on a new reporting template for approval by the Committee in the next meeting in June. Jarrid asks the Committee for comments and feedback on CTF Goals that should be considered, including the Charter changes through the Resolution and OIRs
- Saira volunteered to join the committee

Break: 10:50am – 11:05am

Kenneth Rothschild joined the meeting

8. Human IT Presentation on Digital Divide Grant Program

- Eileen Harris and AJ Middleton gives a presentation on Human IT

9. Outside the Lens on Digital Divide Grant Program

- Brooke Newman and Jeff Valenzuela give a presentation on Outside the Lens

10. eCap Update

- CTF reviewed the current status of CTF applications through January 31, 2024. Improvements have been seen in error rates of re-certification applications
- CTF provided an update on financial status and eCAP. Jarrid notes the importance of planned inclusion of annexes to Schools and Libraries

11. CTF Webinars

- CTF provides update to upcoming / to be scheduled webinars and recent webinars that have been added
- Geoff asked about attendance on the webinars and both Jarrid and Geoff offered to disseminate reminder notices of upcoming webinars to their respective constituents

12. LACOE Update

- Lisa-Marie provided an update to the LACOE situation. CPUC / CTF met with LACOE recently to discuss ways to get their schools back onto the program. Lisa-Marie reviewed the issues that LACOE encountered that ran against the rules of the program and the steps taken to attempt to resolve to date. Ultimately, CPUC has decided to allow LACOE petition to update the rules so they can operate as a provider (currently, LACOE as a government institution is not allowed to resell telecommunications services, so the Commission needs to update rules that would allow them to operate with transparent pricing of services). Lisa-Marie will provide another update at the next AC meeting

13. Pending Legislation

- Jarrid asked for any open Pending Legislation and Kim Lewis confirmed there were none at this time
- Lisa-Marie brings up the ongoing discussion about other potential uses for remaining CTF funds. There are limitations on CTF's ability to use remaining funds beyond supporting monthly recurring costs. This means that unless there is a specific change to the CTF Statute in the CPUC Codes, there will be limitations to the use of funds. DDGP is part of a separate fund; one option is to see if that program can be expanded to cover additional uses

14. Agenda Items for Next Meeting

- Jarrid asked to ensure that the AC Meeting notice went out to all Members in proper time to ensure there is quorum
- Agenda items discussed for the next meeting include (Jarrid requested that Members attend in-person, as possible):
 - Jarrid and Geoff will present final draft of Charter changes
 - Jarrid and Geoff will present Draft Annual Report for discussion
 - Jarrid and Geoff will discuss a report on securing Enterprise license for OneDrive / Sharepoint. CTF staff to inquire CPUC Legal / IT on feasibility
 - Discuss stats of AC Vacancies
 - Presentation from Carriers / PAO
 - eCAP and CTF Webinar Updates
 - LACOE Update
 - Pending Legislations

- CTF to ensure Joshua Cooper is included in the mailing list and that he received December Meeting Minutes and Annual Report

15. Schedule June AC Meeting

- Future meeting dates scheduled as the following:
 - Monday June 3 at 10AM at Sacramento Public Library, West Meeting Room
 - Monday September 9 at 10AM at CPUC, Golden Gate Room
 - Monday December 2 at 10AM at Sacramento Public Library, West Meeting Room

16. Adjourn Meeting: 12:36PM