

Meeting Minutes

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

State Library, Sacramento

February 26, 2018.

1. Introductions

Committee Members Present: Sean McLaughlin (Chairperson, CBOs), Calvin Chang (Vice-Chairperson), Jeff Mondon (AT&T), Jarrid Keller (Sacramento Public Library), Sonya Edwards (California Department of Education), Ravneet Kaur (Office of Ratepayers Advocate-via phone). Keith Smith (Education Alternate), Ana Montes (CBO Healthcare)

CPUC Staff Present: Lisa-Marie Clark (Legal), Faline Fua (CTF), Lisa Paulo (CTF), Andrew Aliabadi (CTF), Robert Sansone (CTF), Karo Serle (CTF), Eric Van Wambeke (CTF), Amy Lau (CTF), Edmund de Guzman (CTF-via phone)

Public Participants Present: Kim Lewis (CENIC), Saira Pasha (AT&T)

Absent Members: Committee Member Richard Mathews

2. Public Comments on Non-Agenda Items

No public comments.

3. Review Agenda

Approved, but later modified to include a discussion about video conferencing.

4. Review and Approve Prior Meeting Minutes

Approved as amended.

5. Update Action Items from last Committee Meeting

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

Status: Legal clarified that there can be multiple locations for an AC meeting as long as a staff or AC member is also physically there and the public location has been publicly noticed. AC members can vote via conference call. Legal still needs to check on if there are any limitations to number of locations for one meeting as well as any technology requirements. Discussion of different platform and tools available as needed, ex. CPUC office locations, Webex. AC will discuss in more detail at next meeting if needed.

+++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.

Action Item: Subcommittee McLaughlin and Mondon to propose changes to the bi-laws at the next meeting.

Status: The subcommittee will provide a redlined version of the AC charter to share at the next committee meeting. They will send to Staff Member Paulo prior to the meeting so the AC can review it before the meeting. Staff will confer with legal on the appropriate vehicle to approve the updated charter (ex: In the OIR or via Division Resolution)

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: Pending.

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

Status: Staff member Paulo has collected contact info and will compile into a list to share with the AC before the next meeting. Any missing information will be resolved at the next meeting. Staff member Paulo will also work to post the list on the CPUC CTF web page once it is complete. Only names and affiliations will be posted per AC request.

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

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.

6. Update on Application Status

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

Staff member Serle reviewed CTF applications status. Specifically, CTF applications processed from December 19, 2017 through February 20, 2018.

7. Update on CTF Claims and Program Financial Status

Staff member Aliabadi discussed the CTF claims report as of December 31, 2017. He explained the three year budget window, and described the trends.

(See CTF Fund Status Report)

Staff member Paulo discussed high cash balance for CTF. Factors such as re-cert, voice reduced, elimination of wireless data, lowered the draw on the program budget. In addition, the surcharge has remained the same in the last 3 years due to ongoing proceeding and unknown impact. Staff anticipates changes to the lower cash balance such as reduced budget and lower surcharge will need to occur via Division Resolution. Staff will share the draft resolution once the resolution has been internally approved for public dissemination.

Committee member McLaughlin would like to see more data, such as Carriers revenue. Revenue update – with new BCP, joint process – charter changes. AC to provide High level input including any potential high level budget impacts. Issue data request (library, carrier) on how they think budget will go. Need to revise timeline in order to be pro-active for next budget cycle. What is the current timeline on surcharge resolution? – vetted by mgmt, very soon.

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

8. Discuss and approve Annual Report

Two main changes to the annual report was discussed. (1) Line item 1 of issues and concerns and the verbiage of “unresolved” with reference to Conflict of interest (2) language describing changes in CTF administrative committee representatives “as of June 30, 2017. Annual Report was approved.

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.

Committee Member Montes left AC meeting at 1:30pm.

9. Discuss and Set Committee Goals for Fiscal Year 17/18 and 18/19

Draft Goals: FY 2017/2018

From 9/2017 AC Meeting (#1-8 below)

1. OIR – responding to implementation issues
2. Vacant AC Positions
 - a. Fill vacancies ex. Community College Rep
3. Community College Rep – inviting one
4. Charter Update – Charter
5. IT Recommendations
6. Budget (E-Rate concerns)
7. Outreach
8. Transparency
9. Conduct outreach to reduce # of CBO rejects, anything the advisory committee can do to advise constituents.

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.

10. Update on CTF OIR Status

Staff member Serle presented D.18.01.006 and mentioned the date for the 1-day workshop will be announced on March 2, 2018.

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

11. Pending Legislation:

No pending legislation.

12. Status on Updates to CPUC CTF website

Proceeding information was updated on CTF website.

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

13. Update on Vacant Committee Positions

Staff member Paulo recapped the process of nominating member.

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).

14. Identify items for next Agenda

Subcommittee presentation on Charter revision review

Process for adding community college member

Telecommunication requirements for multi-location meetings

Presentation on Form 700 and conflicts of interest

AC meeting adjourned at 2:53pm.