

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

Sacramento Public Library, 828 I Street, Sacramento

March 11, 2019

**Meeting Minutes**

**Meeting called to order at 10:10 am.**

**1. Introductions**

**Committee Members Present:** Sean McLaughlin-Access Humboldt (Chairperson, CBOs), Jarrid Keller-Sacramento County Library (Libraries), Ravneet Kaur (Public Advocates Office), Jeffrey Mondon-AT&T (LEC)

**CPUC Staff Present:** Lisa-Marie Clark (Legal), Karo Serle (CTF), Amy Lau (CTF), Andrew Aliabadi (CTF), Eric Van Wambeke (CTF), Adam Clark (CTF)

**Public Participants Present:** Geoff Belleau (CDE), Ali Dias (CDE), and Kim Lewis (CENIC)

**Absent Members:** Calvin Chang-UC Davis (Vice-Chairperson, Government Hospitals and Health Clinics), Sonya Edwards-CDE (Education sector) – Retired, Deaf/hearing impaired or disabled community – Seat Vacant, and Ana Montes-TURN (CBO)

**2. Public Comments on Non-Agenda Items**

Committee member asked, ‘As a voting member, does member need to file a second Form 700 even if one has already been submitted to a state agency?’

Staff member L. Clark – If you’ve already filed a Form 700 to a state agency, you still must submit a second Form 700 to CPUC. Submit to Staff member Serle.

**3. Review Agenda**

Approval of agenda postponed to next meeting as there is no quorum.

**4. Review and Approve Prior Meeting Minutes**

Approval of minutes postponed to next meeting as there is no quorum.

**5. Update Action Items from last Committee Meeting**

**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 will post CBO addresses on website after recertification.

**Action Item:** All AC members should be on a service list and have updated contact information.

**Status:** Staff member Serle will check if all committee members are on service list.

**Action:** Chair McLaughlin to submit Eric Brown and Oscar Menjivar's application to Executive Director and copy CTF Staff. Requesting nominations from Committee members for primary/alternate vacancies (six) for next meeting.

**Action:** Committee member Montes will email 2012 report to Staff member Serle to share with AC and Staff.

Status: Completed

**Action:** Committee member McLaughlin will send a copy of the PowerPoint slide from the 2014 meeting with Commissioner Peterman to share with AC and Staff.

Status: Completed

## **6. Update on Application Status**

Staff member Serle reviewed CTF applications status.

## **7. Update on CTF Claims and Program Financial Status**

Staff member Aliabadi discussed CTF claims, budget and forecast as of October 31, 2018. Due to fiscal transitioning to new system, updated data not yet available.

Surcharge contribution factor – contributions on intrastate, and not interstate. Based on 3 year funding. Balance is three months of claims at the end of 3 years, and will adjust surcharge as necessary.

**Action:** CTF Staff to share updated program financial data to AC as soon as data is available.

Staff member L. Clark joined at 10:58am.

**Action:** Public participant Geoff Belleau to send a list of relocated schools to Staff member Serle.

## **8. Status on CTF Order Instituting Rulemaking**

Staff member Serle presented Slide #4. Participants will undergo recertification this summer.

**Action:** CTF Staff to check with ALJ on how to recognize Committee as a whole to file comments.

Committee member Keller left meeting at 11:24.

**Action:** CTF Staff posts notice of AC meeting (anticipated for March 29<sup>th</sup> in Sacramento) in the daily calendar five days prior to release of Proposed Decision.

Suggested Agenda:

1. Review the Proposed Decision
2. Determine position(s)
3. Draft Comments
4. Submit Comments
5. Nominate members

## **9. Annual Work Plan**

CTF Staff suggests an outline of the year.

March meeting:

AC draft comments in response to PD. AC sends copy of comments to Staff.

June meeting:

Prepare Annual Report and review charter.

Amend charter to change budgeting schedule.

Draft letter for member recruitment

September meeting:

Outreach – Roll out of recertification and implementation of rules

## **10. Working Meeting to Prepare Annual Report**

Committee members Mondon and Keller prepared and shared 17/18 annual report.

Suggestion to include documents to the Agenda, such as meeting minutes and the Annual Report as a link.

**Action:** Committee member Mondon to send revised 17/18 Annual Report to AC. Voting postponed to next meeting for quorum.

Reconvened at 12:43pm

## **11. Discuss Model to Prepare Mission Statement**

**Status:** Discuss with charter review.

## **12. Review Proposed Red Lined Charter Changes**

Update: Staff member L. Clark stated members participating remotely via telephone not need to post their physical location. Members can vote remotely but it cannot count for quorum.

**Status:** Defer discussing further charter changes until after proposed decision

### **13. Pending Legislation**

**Status:** Staff member L. Clark to share net neutrality information when it becomes available.

### **14. Nominate Representatives for Vacancies**

Received Geoff and Ali's applications to fill Education seats. Confirm nominations with quorum at next AC meeting.

**Action:** Chair McLaughlin to submit Eric Brown (Primary for rural) and Oscar Menjivar's application (CBO alternate) to Executive Director and copy CTF Staff.

### **15. Future outreach**

**Action:** Chair McLaughlin to prepare recruitment letter to invite people to nominate someone or themselves.

### **16. Future speakers**

Consider having AC meetings in other counties and invite guest speakers [Cathy Benham, Luiz Wong (Imperial County), Terry Evans (Technology change)]

**Action:** Public participant Geoff Belleau to send suggested speakers' contact information to Staff member Serle. Staff member Serle to invite the speakers to future AC meetings.

### **17. Identify new items for next Agenda**

- Vote on past meeting minutes
- Nominate/vote members for vacancies
- Annual revisit of Chair/Co-chair
- Staff to present goals/metrics to AC in future meeting.

### **2019 Meeting Dates:**

June 3, 2019 at 10am (San Francisco)

September 9, 2019 at 10am (Sacramento)

December 9, 2019 at 10am (San Francisco)

**AC meeting adjourned at 1:50pm.**