Meeting Minutes

California Teleconnect Fund (CTF) Administrative Committee (AC) Meeting
California Public Utilities Commission, Webex

March 17, 2022

Meeting called to order at 9:05 a.m.

1. Introductions

Committee Members Present: Sean McLaughlin-Access Humboldt (Chairperson, Community Based Organization (CBO), Jarrid Keller-Sacramento Public Library (Vice-Chairperson, Libraries), Alison Dias-CDE (Education), Kenneth Rothschild (Deaf), Kate Beck (Public Advocates Office), Victor Smith (Public Advocates Office), Saira Pasha-AT&T (LEC), Vinhcent Le – Green Lining (CBOs)

CPUC Staff Present: Adam Clark (CTF), Karo Serle (CTF), Amy Lau (CTF), Wylen Lai (CTF), Emily Chen (CTF), Johnny Tran (CTF), Miriam Sidney (CTF)

Public Participants Present: Yes

American Sign Language Interpreters Present: Yes

Absent Members: Casey McFall (CBO), Mussie Gebre (Deaf), Geoff Belleau-California Department of Education (CDE)(Education)

2. Public Comments on Non-Agenda Items

No public comment

3. Review Agenda

Approved

4. Review and Approve Prior Meeting Minutes

Approved December 9, 2021 meeting minutes

5. Action Items from Last Committee Meeting

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

   Status: Ongoing

Action: Staff member Lisa-Marie Clark and Committee member Rothschild to do outreach in DDTP AC meetings for interests in the CTF-AC vacant seats.

6. Status of CTF

a. Applications

CTF discussed applications data. (PowerPoint slide #8)

Recertifications

CTF discussed recertifications (PowerPoint slide #9)

b. Claims and Program Finances

CTF discussed Claim fund status. (PowerPoint slide #10 and #11)

7. Oracle Updates and PCMS

No Oracle updates.

CTF discussed updates to PCMS project (PowerPoint slide #13)

8. Discussion of Budget and Committee recommendation

PowerPoint slide #14

Question: What expenditures are covered?
Answer: There shall be no per diem for preparation work. (Refer to CTF-AC Charter 3.8 Expenses and Per Diem)

Action: CTF to circulate last year's budget to Committee.

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

CTF presented background information and beneficiaries of funds.

10. Administrative Committee Vacancies

Seven current vacancies (PowerPoint Slide #16)

Public Hospitals/Clinics – Primary/Alternate

Rural Clinics/Telemedicine – Primary/Alternate

CBO - Alternate

LEC – Primary

Public Library - Alternate

Action: Committee members to recruit new members

11. Annual Work Plan

No update

12. AC Annual Report

Previous annual reports available at [CTF AC Annual Reports](#).

Action: Committee member Beck to request specific data from CTF Staff.

Action: Committee members Keller and McLaughlin to prepare FY Annual Report.

13. Form 700 Reminder

Action: Committee members to complete and submit Form 700

14. Identify Items for next Agenda

-Digital Divide

-Budget

-Los Angeles County Office of Education

Next AC Meeting Dates:

Tentatively on Monday, June 20th

AC meeting adjourned at 12:17 p.m.