

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

505 Van Ness Avenue, San Francisco, CA.

Golden Gate Room

September 8, 2025

The meeting was called to order at 10:00 a.m.

1. Introductions

Committee Members Present: Jarrid Keller – Sacramento Public Library (Chairperson, Libraries), Geoff Belleau (Co-Chairperson, California Department of Education)-Virtually, Madison Alcalay (Public Advocates Office Primary), Prescott Matthews (Public Advocates Office Alternate), Saira Pasha – AT&T (Local Exchange Carrier)-virtually, Sean McLaughlin – Access Humboldt (Community Based Organization) – Virtually, Josh Chisom (California Public Library Alternate) – Virtually, Kenneth Rothschild (Deaf/Hard of Hearing), Max Perrey – Redwood Community Health Clinic (RCHC).

CPUC Staff Present: Lina Khoury (CTF), Joy Alba-Librojo (CTF), Connie Wong (CTF), Peter Chang (CTF) – Virtually, Daniel Lyulkin (CTF)- Virtually, Kirsten Muetting (CTF)- Virtually, Siamack Donighi (Public Advocates Office).

Public Participants Present: Kim Lewis (CENIC), Robert Stanford (CPUC-IT) Gelarah Safavi (CTF Program Manager), Jim Dolgonas- (CENIC), Charlotte Toothman (ASL Interpreter)

Absent Members: Ali Dias (California Department of Education Alternate).

Roll Call: Quorum is met.

2. Public Comments on Non-Agenda Items

- Jim Dolgonas- (CENIC) mentioned that around 2004, at CENIC, there was an initiative that was supported by the AC that brought CBOs and Community Colleges into the CTF. Jim inquired as to why community colleges don't have a representative on the AC.
 - Chair Jarrid Keller mentioned that due to difficulties in finding members who would represent the sector, community colleges don't have a representative at the time.
- No other comments.

3. Review Agenda

- a. Chair Jarrid provided an update on DDGP recipient Thrive and the fact that they will not be presenting.
- b. Agenda was reviewed by the AC.

4. Review and Approve June 2, 2025, Meeting Minutes

- No comments.
- AC Member Prescott Matthews (Public Advocates Office Alternate)– Motion to approve meeting minutes.
 - AC Member Kenneth Rothschild (Deaf/Hard of Hearing)– Seconds the motion.
- Roll call vote. Sean abstained. The majority of AC vote yes.
- June 2, 2025, meeting minutes are approved.

5. Action Items & Updates from Last Committee Meeting.

- No comments.
- No presentation from Thrive.

6. Discussion of Administrative Committee Vacancies:

- **Public Hospitals and Clinics – Primary and Alternate vacancies.**
 - Chair Jarrid noted the difficulty in trying to find potential representatives.
 - Sean mentioned that Jim (CENIC) is on the board of a public health agency and asked if there is an option of having Jim on the AC. Jim mentioned talking to universities and other agency individuals regarding whether there would be someone interested in being a part of the AC.
- **Rural Clinics and Telemedicine – Alternate vacancy.**
 - No updates.
- **Local Exchange Carrier - Alternate vacancy.**
 - No updates.
- **Deaf/Hard of Hearing - Alternate vacancy.**
 - No updates and Kenneth Rothschild (Deaf/Hard of Hearing) mentioned that other committees have similar vacancy issues.
- **Community Based Organization – Primary and Alternate vacancy.**
 - No updates.
- **Public Advocates Office – Primary vacancy.**
 - No updates.

7. 2025 Strategic Planning Discussion.

- a. Jarrid reviewed the last meeting's presentation regarding strategic planning and highlighted goals such as eCAP and comprehensive reporting requirements.
- b. Jarrid put together a draft document, CTF AC Committee strategic plan 2025-2027 and highlighted various parts:
 - i. **Introduction**- This strategic plan ensures the Committee fulfills its mission with purpose and accountability. It provides a clear roadmap, aligns with CPUC directives, enhances visibility, and strengthens the program's capacity to respond to shifting policy, fiscal, and technological landscapes.
 - ii. **Vision**- To ensure equitable access to telecommunications services for California's eligible communities through proactive outreach, reliable funding, and strong governance.
 - iii. **Mission Statement**-The CTF Administrative Committee provides oversight and *strategic direction* to support the effective, *transparent*, and *inclusive administration* of the California Teleconnect Fund.
 - iv. **Planning Framework and SWOT analysis**- Jarrid showed the SWOT analysis presented to CTF staff and AC members in the last meeting.
 - v. **Identified Goals**- Jarrid highlighted important aspects of the 6 goals in the draft strategic planning report:
 1. **Increase Program Awareness**- To increase awareness of the California Teleconnect Fund (CTF), the Committee will launch a comprehensive statewide outreach campaign. This campaign will target eligible institutions and underserved communities by

providing multilingual materials, partnering with trusted local organizations, and utilizing digital platforms such as webinars and online guides. These efforts aim to bridge communication gaps and improve understanding of CTF benefits, application processes, and available support.

- 2. Strengthen Governance and Representation-** Recognizing the importance of strong internal governance, the Committee will conduct targeted recruitment to fill all primary and alternate positions by Q2 2026. In addition, we will modernize bylaws to reflect current needs and introduce orientation and training programs to build committee capacity and effectiveness.
 - 3. Support e-CAP Onboarding-** To support the CPUC's efforts to transition to the e-cap platform, the Committee will actively share system benefits and capabilities, develop helpful resources, and engage eligible entities through targeted workshops and communication. This goal aims to improve onboarding rates, identify challenges, and ensure institutions are equipped to take full advantage of the system.
 - 4. Ensure Comprehensive Reporting Compliance-** CTF-AC will implement standardized procedures to ensure compliance with all statutory and regulatory reporting requirements. This includes establishing consistent formats and timelines, monitoring applicable laws and CPUC directives, assigning clear accountability for report preparation and review, and maintaining accuracy, timeliness, and transparency. Procedures will be periodically evaluated and improved to uphold effective oversight and governance of the Fund.
 - 5. Monitor and Respond to Policy Shifts-** The telecommunications landscape continues to evolve, particularly at the federal level. The Committee will monitor all universal service funds—including, but not limited to, the Federal E-Rate program—and remain vigilant to policy changes that may affect program operations. Working in close coordination with CPUC staff and stakeholders, the Committee will develop a rapid response strategy by Q3 2026 to ensure continuity of service and program stability regardless of external shifts.
 - 6. Support CPUC Outreach Efforts-** The Committee will collaborate with the CPUC to enhance outreach, particularly by establishing regional partnerships and creating structured mechanisms to gather feedback. This input will help refine communication strategies, simplify application procedures, and make the program more accessible for all eligible entities.
- vi. Feedback-** Jarrid asked for feedback and whether AC members or CTF had any questions and clarified a brief question from Prescott Mathews (PAO).

1. AC Member Sean (CBOs)- Mentioned that passes were made at the bylaws in the past and that a more methodical approach is recommended. Sean mentioned that clearer expectations are encouraged and that the review of bylaws as membership evolves is an ongoing process. Sean also mentioned that it would be great to note that one of the goals of the CTF is to coordinate policies regarding all of the Universal Service Fund (USF) programs.
 2. AC member Geoff (Schools)- highlighted importance of rate for libraries and schools but noted that it excludes other entities and seconds AC member Sean (CBOs) in expanding goals to include USF in general.
- vii. Implementation Framework-** AC Chair Jarrid discussed the implementation framework and highlighted 4 important roles and responsibilities:
1. **Outreach Lead:** Coordinates public messaging and engagement
 2. **Reporting Lead:** Oversees compliance documentation and tracking
 3. **Governance Lead:** Manages committee structure and meeting logistics
 4. **Policy Liaison:** Monitors legislative and regulatory changes
- viii. Evaluation Metrics-** AC Chair Jarrid presented various evaluation metrics the Committee will use to track progress through a series of key performance indicators:
1. **50% Awareness Increase-** Increase in awareness of the CTF program within underserved communities
 2. **100% Committee Positions-** Committee positions filled with primary and alternate representatives
 3. **Quarterly Reports-** Publication of reports detailing program impact and transparency
 4. **Engagement Sessions-** Regional community engagement sessions by 2027
- ix. Monitoring and Review-** AC Chair Jarrid noted that Strategic plan execution will be monitored through ongoing tracking of deliverables and outcomes. The Committee will conduct quarterly assessments to evaluate progress and identify challenges. Adaptive management strategies will allow for mid-course corrections, and stakeholder feedback will be continuously incorporated to enhance implementation.
- x. Next steps-** AC Chair Jarrid summarized the “Next Steps” section with stating that with the strategic plan now in place, the following actions will ensure timely execution:
1. **Finalize Committee Agreement-** Formally adopt the strategic goals and secure commitment from all committee members
 2. **Assign Implementation Leads-** Designate writing and implementation leads to oversee each plan section

3. Launch 2026 Work Plan-Focus on outreach, governance strengthening, and ECAPS support as initial priorities

AC Chair Jarrid finished this section by stating that these coordinated efforts will translate vision into action and drive the program forward through 2027.

Motion for subcommittee- Jarrid Geoff Saira to make additional changes and present draft for adoption in the 2025 December AC meeting.

1. Sean Moves
2. Lina Seconds
3. All in favor- motion adopted.

Break at 10:46am - 11:05am

eCAP Update.

- CTF Staff Kirsten Muetting presented on Applications Received in 2025 Q2
 - Kim Lewis (CENIC) asked whether the prior item, the strategic plan presented by Chair Jarrid, will be posted publicly? AC Chair Jarrid confirmed that it will be posted to the CTF website within 10 days.
- CTF Staff Joy presented the CTF fund status report as of June 30, 2025.
 - Joy highlighted CTF's declining revenues due to decreases in CTF surcharge rates in 2025 to meet expense level.
 - AC member Saira (LEC) asked a question regarding if there were any notifications sent such as an administrative letter in regard to this change. Joy stated that the commission sent a letter in July 2025 notifying parties of the changes and will look up the exact letter and get back to Saira.
- CTF Staff Connie presented the claims received for Q2 2025.
- CTF Staff Daniel presented the status of eCAP updates.

CTF Outreach.

- CTF Supervisor Lina presented CTF outreach efforts and mentioned a recent 2-1-1 Webinar, 4 Digital Divide Grant Program finalists sent for a commission vote and other efforts such as CTF staff sending over 8,000 emails containing CTF flyers to non-profit organizations. Lina also mentioned that CTF staff are developing a system to track these efforts.
 - AC member Sean (CBO) asked if other funds are granted other than call services for 211 organizations. Lina confirmed that no other funds are available for additional services, only what is covered for now.
 - AC member Kenneth (Deaf/Hard of Hearing) asked regarding who pays for the operation of 2-1-1 services. Lina answered that federal agencies (FEMA), local, county, etc., pay for the operation of these services.
 - AC Chair Jarrid complemented CTF staff on outreach efforts.

OIR Update

- CTF Supervisor Lina stated that the CTF Order Instituting Rulemaking (OIR) was voted on August 14, 2025, and that the comment period is 30 days from the voting date. The public is encouraged to file comments.
 - AC member Sean (CBO) stated that assuming that many of the AC member stakeholders have interest in this OIR, this is a good time to review the committee's role in the OIR. Sean inquired as to how the AC can participate. Should the AC participate as a party or as an advisor? AC Chair Jarrid stated in response that CD Legal gave advice that as a committee we can make recommendations, but we cannot file comments.

Update on Los Angeles County Office of Education (LACOE).

- No updates.
- AC member Kenneth (Deaf/Hard of Hearing) inquired as to how long has this issue been ongoing? AC Chair Jarrid responded that this has been an ongoing issue for 4 or 5 years.

Pending Legislation.

- Member of the public Kim Lewis (CENIC) states that there is no pending legislation at this time regarding CTF. Some bills that affect other PPP, SB716 moving forward (Lifeline), AB1532 requires CPUC to report on dates commissioners meet for meetings.

Agenda Items for Next Meeting.

- **Additional strategic planning discussion-** assigning roles and adoption of the plan.
- **Thrive presentation**
- **CBO sector presentation-** AC member Sean (CBO) will try to get Jeff Greene from Cal Non-Profits but cannot commit to anything yet.

Future AC Meeting Scheduling

- Future AC meeting date scheduled as follows:
 - **Monday, December 1, 2025 10:00 am at Sacramento Public Library, West Meeting Room.**

AC Member Kenneth Rothschild motioned to adjourn the meeting. Present AC Members seconded the motion.

Meeting Adjourned at 12:02 pm