

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

828 I Street, Sacramento, CA 95814

West Meeting Room

December 1, 2025

The meeting was called to order at 10:32 a.m.

1. Introductions

Committee Members Present: Jarrid Keller – Sacramento Public Library (Chairperson, Libraries) – In Person, Geoff Belleau (Co-Chairperson, California Department of Education) In Person, Kenneth Rothschild (Deaf/Hard of Hearing) – In Person, Madison Alcalay (Public Advocates Office Primary) - Virtually, Prescott Matthews (Public Advocates Office Alternate) – Virtually, Josh Chisom (California Public Library Alternate) – Virtually.

CPUC Staff Present: Kirsten Mueeting (CTF) – In Person, Mary Penno (CTF) – In Person, Karo Serle (CTF) – Virtually, Lina Khoury (CTF) - Virtually, Joy Alba-Librojo (CTF) - Virtually, Connie Wong (CTF) - Virtually, Peter Chang (CTF) – Virtually, Gordon Huang (CTF) – Virtually, Gelareh Safavi (Consumer Programs) – In Person, Enrique Gallardo (Legal) - Virtually.

Public Participants Present: Kim Lewis (CENIC) – In Person, Jim Dolgonas (Public) – In Person, Kaven Vue (Sacramento Public Library IT Support) – In Person, Kelly Clark (Sacramento Public Library) – In Person, Sherilyn Evans (CENIC) – Virtually, Bubba Donighi (Public Advocates) – Virtually, Kristina Mathis(California Department of Education) – Virtually, Alejandra Martinez (Public Advocates) – Virtually, Cindy Fong (Public Advocates) – Virtually, Peter Pratt (Public Advocates) – Virtually, William Frye (Thrive) – Virtually.

American Sign Language Interpreters Present: Jared Vincent – In Person, Cheryl Gallon – In Person.

Absent Members: Sean McLaughlin – Access Humboldt (Community Based Organization), Saira Pasha – AT&T (Local Exchange Carrier), Max Perrey – Redwood Community Health Clinic (RCHC).

Roll Call: Quorum was not met – only four out of nine were in attendance. Without a quorum, the committee could only vote on administrative items (e.g., approving the minutes and agenda), but not on substantial issues.

2. Public Comments on Non-Agenda Items

- Chair Jarrid Keller recognized CTF Staff Karo Serle for his contributions as this is his last AC Meeting before retirement. AC Members expressed their gratitude and wished him well.
- CTF Staff Karo Serle thanked the AC committee members as he has worked with them in the last 14/15 years and they have accomplished. He also reminded the AC members that even though they represent their own individual sectors, ultimately, they are responsible for the rate payers and to keep them in mind in future decisions.

3. Review Agenda

Changes to the agenda:

- Thrive, a Digital Divide Grant Program awardee will present at 11 am.
- Cal Nonprofits presentation was canceled.
- Meeting will pause around 11 am for the Thrive presentation due to the presenter's limited availability.
- After the break, Chair Jarrid Keller noted that there was an error in the agenda and discovered that Vinhcent Le is still listed as a primary for the community-based organization sector and needs to be corrected.

4. Review and Approve September 8, 2025, Meeting Minutes

- No comments.
- AC Member, Keneth Rothschild – Motion to approve meeting minutes.
- AC Co-Chair Geoff Belleau – Seconds the motion.
- Roll call vote. Chair Jarrid Keller, Co-Chair Geoff Belleau, AC member Kenneth Rothschild and AC member Madison Alcalay voted yes.
- The September 8, 2025 AC meeting minutes were approved and will be posted on the CTF webpage.

5. Action Items & Updates from Last Committee Meeting.

- No action items, except for a discussion on strategic planning.

6. Discussion of Administrative Committee Vacancies:

- Chair Jarrid Keller stated that this is the first time in 10 years that they have not reached quorum. He inquired about what kind of flexibility does the AC committee have in filling the vacancies as it is difficult to get a direct member of the respective area and there are members of the public who may want to fill the vacancies.
- Co-Chair Geoff Belleau asked if they need to wait for the rulemaking or can they move forward. He also asked for guidance and input from Staff Attorney, Enrique Gallardo.
- Staff Attorney Enrique Gallardo stated that he will research and will get back to the AC members.
- Chair Jarrid stated that this has been an ongoing major issue and one of the most actionable items for many years to fill the vacancies. Public Hospital/Clinics sectors have both primary and alternate vacancies, as well as alternate vacancies for Rural Clinics/Telemedicine, Local Exchange Carrier, Deaf/Hard of Hearing and Community-Based Organizations. Historically, in the past there was a letter sent out to people who may be interested.
- Co-Chair Geoff Belleau asked CTF Staff Lina Khoury for guidance.
- CTF Staff Lina Khoury suggested that perhaps a public webinar or send out flyers to promote this, but she will think about it and will get back to the AC members.
- CTF Staff Karo Serle recommended that the AC members look at the AC charter to see the process set forth in the charter.
- Member of the Public Kim Lewis stated that there was language in the order that allowed if there were multiple vacancies for 90 days, that the committee could make recommendations to the executive director to fill the vacancies for the different sectors. A Community College has expressed interest but there has been no communication for them to get advance notice and this is a challenge that the public has.

- Chair Jarrid Keller asked staff if we are seeing this difficulty with other committees finding primary and alternates or is this just isolated to CTF. If it's just CTF, then there would have to be additional promotion for more awareness.
- CTF Program Manager Gelareh Safavi stated that she hasn't seen this issue with the other programs such as Lifeline and California Connect or DDTP. She will look into it and share it with the AC members.
- Chair Jarrid Keller stated that if there's a vacancy for 90 days, that the AC members can make a recommendation to appoint these positions and what is expected from the committee. A formal letter, meet with the commissioners, how do they proceed?
- AC member Kenneth Rothschild mentioned that he was formerly in the DDTP board and agrees that filling vacant positions is challenging across the board.
 - **Action Item:** Chair Jarrid Keller requested guidance in the process of filling multiple vacant AC member positions. Co-Chair Geoff Belleau stated that the bylaws say if there are vacant positions, the executive director can appoint a member of the sector for which the vacancy occurs. CTF Supervisor Lina Khoury noted this and will provide an update to the AC members.
- **Education Sector – Alternate vacancy.**
 - No updates.
- **Public Hospitals and Clinics – Primary and Alternate vacancies.**
 - No updates.
- **Rural Clinics and Telemedicine – Alternate vacancy.**
 - No updates.
- **Local Exchange Carrier - Alternate vacancy.**
 - No updates.
- **Deaf/Hard of Hearing - Alternate vacancy.**
 - No updates.
- **Community Based Organization – Primary and Alternate vacancies.**
 - No updates.

7. 2025 Strategic Planning Discussion.

- Co-Chair Geoff Belleau proposed that once the strategic planning is approved to update it from 2025-2027 to 2026-2028 strategic planning. Discussed ongoing updates to the commission's strategic plan; recent changes were incorporated and plan posted online.
- Chair Jarrid Keller stated that they are unable to ratify the plan today due to lack of quorum; ratification targeted for March meeting.
- The strategic plan is considered a living document, open to future amendments.
- Goals include program awareness, governance, ECAP onboarding, reporting compliance, policy responsiveness, CPUC outreach, and possibly filling vacancies for continuity.
- Implementation will involve subcommittees and tracking of agreed metrics (e.g., increasing awareness, filling committee positions, publicizing quarterly reports).
- AC member Madison Alcalay suggested adding to the Mission Statement on page 4 to change the aligning program objective with state telecommunications goals with new state broadband infrastructure investments, community needs and federal funding

programs to maximize the inflow of federal funds to California. Also correcting duplicated language for goals 4 and 5.

- AC member Prescott Matthews suggested for goal 5 to include E-Rate and Rural Healthcare program funding in monitoring policy changes.
- Chair Jarrid Keller stated that the recommended changes will be added as well to correct the document errors, and font inconsistencies.

8. DDGP awardee presentation by William Frye, Director of Operation for Thrive

- Thrive is an educational nonprofit and works with different schools, as well as other non-profits in relation to technology, operations, and facilities. Their focus is building capacity for teams and organizations and to ensure that what they are doing is sustainable and shows long-term success.
- Thrive partnered with Surprise Valley Joint Union School District located in northern California in Modoc County. Thrive identified the following issues that the school district had and provided solutions: Internet Access, Hardware & Software, Technology Support and Training.
- Worked with Modoc County Office of Education to provide network updates to the school district. Partnered with Verizon to provide MiFi hotspots for every student, as well as Kajeet vehicle hotspots for every district bus. Provided devices for all students with a mix of Chromebooks, iPads, and Windows devices.
- Overall, Thrive's DDGP project was effective in providing students with what they needed and set up the school district for long-term success. The DDGP funds awarded to the Surprise Valley Joint School District had a direct and lasting impact on the students in an area in California that's often forgotten or removed. Thrive is grateful that this project allowed them to work with the school district and to see it through effectively.

Q&A and Feedback

- Chair Jarrid Keller inquired about the challenges faced with using one provider (Verizon) and whether the bus Wi-Fi solution is effective. William Frye responded that Verizon was sufficient for what the district needed and that using the models with 2 chipsets at one time worked out to be better for them.
- CTF Staff Karo Serle thanked Thrive for submitting a good application and putting the project to work and serving students in remote and rural areas.
- Co-Chair Geoff Belleau inquired about the topology in the area and whether the mountains and trees got in the way of connectivity. William Frye responded that the area is mostly valley and farmlands with cattle where they had fly into Reno, Nevada and drove through the mountains to get to the school district. Area is a large open valley surrounded by mountains and some cell towers on the mountains help in the coverage for the valley.
- Chair Jarrid Keller asked about Thrive's biggest technical support challenge encountered in this project. According to William Frye, the issue was mainly that the area is so remote and the availability of people who are willing to travel to those areas to provide support.

Break at 11:21am - 11:36am

9. eCAP Update.

a. Applications/Recertifications

- CTF Staff Mary Penno presented on the CTF applications received from July to September for fiscal year 2025-2026. CTF received 254 applications during this period.

b. Claims and Program Finances

- CTF Staff Gordon Huang presented on the CTF Fund Status report as of September 30, 2025. Gordon showed CTF's declining revenues due to continuing decreases in CTF surcharge rate allocation in 2025.
- CTF Staff Gordon Huang also presented the claims received for July to September 2025 period.

10. CTF Outreach.

- CTF Staff Karo Serle announced the DDGP Round 3 application cycle will start on December 12, 2025. Staff are doing outreach to encourage participation, and the news and outreach team will send out a press release as well as social media posts.
- Upcoming public webinar in January 2026 is about E-Rate Mobile Services for schools and libraries in partnership with Co-Chair Geoff Belleau.

11. OIR Update

- CTF Staff Karo Serle discussed the ongoing CTF rulemaking process is underway, aiming to adjust current program rules and increase tribal engagement; public hearing is planned for December.

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

- Ongoing issue but no current updates. Staff will provide an update in the March AC meeting.

13. Pending Legislation.

- Member of the public Kim Lewis (CENIC) stated that there is no pending legislation at this time. The legislature is currently in recess, and they do not reconvene until January 5th.

14. Statewide AC Meetings

- CTF Staff Karo Serle discussed that this suggestion was brought up by new CTF Staff Gordon Huang if we could possibly hold future AC meetings in various locations in California and maybe the AC members can look into it for upcoming AC meetings.
- Chair Jarrid Keller stated that both him and Co-Chair Geoff Belleau will look into it and see if they can find alternative hosting sites for at least one AC meeting a year.
 - **Action Item:** Chair and Co-Chair to look into potential alternate sites in California to host future AC meetings.

15. Agenda Items for Next Meeting.

- a. Continuation of Strategic Planning to ratify it in the March AC meeting with the suggested corrections noted in today's meeting.
- b. Staff to provide clarity on the executive director appointing the alternates as well as appointed nominations.
- c. Chair and Co-Chair to look into potential alternate sites to host future AC meetings.

16. Future AC Meeting Scheduling

Future AC meeting date scheduled as follows:

- **Monday, March 2, 2026, at 10:30 am in San Francisco at the Golden Gate Room.**

Co-Chair Geoff motioned to adjourn the meeting. AC Member Kenneth Rothschild seconded the motion.

Meeting Adjourned at 12:15 pm