

**California High-Cost Fund-B Administrative Committee  
Meeting Minutes for Thursday, September 4, 2025, 10:00 AM**

**Attendees:**

Committee Members

- Jenny Smith, Frontier (Chair)
- Mark Berry, AT&T (Vice Chair)
- Bixia Ye, Cal Advocates Office
- Chrystian Villareal, Cal Advocates Office (Alternate)

CPUC

- Sindy Yun, Legal Division
- Lalaine Semana, Fiscal Office
- Dorris Chow, Communications Division
- Hannah Steiner, Communications Division
- Sandy Lam, Communications Division
- Saraf Tarannum, Communications Division
- Faith de Leon, Communications Division

**Agenda:**

**1. Introduction – Jenny Smith, Chair**

Jenny Smith observed that a quorum was present and called the meeting to order at 10:02 AM.

**2. Announcements**

None.

**3. Public Comment**

None.

**4. Review and approval of May 28, 2025 Meeting Minutes**

No revisions were proposed. Mark Berry moved to approve and adopt the minutes. Bixia Ye seconded the motion. The committee voted unanimously to approve May 28, 2025, minutes. The minutes will be posted on the CHCF-B AC webpage.

**5. Annual Report Update**

Jenny Smith will prepare the draft and send it to the Communications Division (CD). CD, as an intermediary, will distribute it to the other committee members for review. Committee members will review the draft and let CD know if any edits or changes are necessary. CD will work with Jenny Smith to finalize the report.

Mark Berry made a motion to authorize Jenny Smith to prepare and submit the draft annual report on behalf of the committee. Bixia Ye seconded the motion.

## **6. Liaison Staff Reports**

### **a. Fiscal Report – Lalaine Semana**

Lalaine Semana presented the Fiscal Report for the CHCF-B Fund as of June 30, 2025.

### **b. Communications Division – Hannah Steiner**

No updates.

## **7. New agenda items for next AC meeting**

- a. Standard items

## **8. Proposed date and time for next meeting**

The next meeting has been scheduled for December 10, 2025, at 10:30 AM.

Meeting adjourned at 10:19 AM.