



Mt. Hood Cable Regulatory Commission

Serving Multnomah County and the Cities of Fairview, Gresham, Portland, Troutdale & Wood Village

Mt. Hood Cable Regulatory Commission POSITION DESCRIPTION

Mission Statement

The Mt. Hood Cable Regulatory Commission (MHCRC or Commission) advocates for and protects the public interest in the regulation and development of cable communications systems in Multnomah County and the Cities of Fairview, Gresham, Portland, Troutdale and Wood Village; monitors and helps resolve cable subscribers' concerns in these jurisdictions; and participates in the planning and implementation of community use of cable communications technologies which make use of the public right of way.

The Commission is comprised of eight volunteer community members appointed by the 5 city councils and the county commission (Jurisdictions). An Intergovernmental Agreement (IGA) among the Jurisdictions grants the Commission the authority to regulate cable services franchise agreements with Comcast (serving county-wide) and Ziplly (serving east county). Collectively the cable companies serve about 100,000 cable subscribers. As a result of the cable services franchise agreements, the Commission oversees an annual fund budget of about \$8 million.

Summary of MHCRC Activities

- ◆ Determines grant recipients for the Community Technology Grants, an annual, competitive funding opportunity, which historically allocates about \$4,000,000 annually to libraries, local governments and non-profit community organizations
- ◆ Oversees contracts with two community media centers: Open Signal, serving Portland, and MetroEast Community Media, serving the east Multnomah County area
- ◆ Enforces cable company compliance with franchise agreements
- ◆ Provides consumer protection for cable service subscribers, including complaint resolution
- ◆ Conducts cable franchise negotiations, renewals, and transfers of ownership
- ◆ Promotes community and institutional uses of cable communications technologies, including the deployment of broadband fiber by cable companies
- ◆ Participates in advocacy efforts for legislative activities and FCC proceedings

Primary Responsibilities of Commissioners

- ◆ Provide direction to MHCRC staff on financial and policy objectives (MHCRC contracts with the City of Portland Bureau of Planning and Sustainability for staff services)
- ◆ Oversee financial matters of the Commission, including developing and presenting an annual budget for recommendation to the member jurisdictions

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- ◆ Attend Commission meetings (about 8 per year) and participate on at least one committee (about 4 per year)
- ◆ Attend annual, one-day Commission planning retreat (usually a Saturday in the Spring)
- ◆ Provide regular reports and serve as liaison to elected officials of appointing jurisdiction
- ◆ Keep informed and educated about issues related to Commission activities.

Time Commitment

The full Commission generally meets the third Monday of the month at 6:30 pm for about 2 ½ hours. The meetings are conducted hybrid with in-person location generally alternating between Portland and Gresham. Committees choose their meeting times and dates as necessary. Members are expected to take the necessary time to study pre-meeting materials (about three hours per month). Members are expected to brief elected officials in their jurisdiction at least quarterly on the progress of MHCRC’s work. Members should also allocate time to check-in with the MHCRC staff director at least quarterly. The elected MHCRC Chair is expected to meet with the MHCRC staff director monthly.

Desired Knowledge, Skills, and Abilities

Experience in contract negotiation, grant making and evaluation, and previous board experience.

Knowledge of federal and state communications technology regulation and understanding of community media is highly recommended.

Understanding of and a commitment to the core values of anti-racism, equity, transparency, communication, collaboration, and fiscal responsibility. Such as the City of Portland’s Core Values:

<https://www.portlandoregon.gov/bhr/article/767045#:~:text=Our%20vision%20to%20lead%20people,and%20inclusive%20city%20and%20workforce.>

Public Official Conflict of Interest Notice

Those selected to serve on this body will be legally considered public officials for the duration of their service. As such, they will be required to publicly disclose potential conflicts of interest. If potential conflicts of interest are not disclosed, individual members are subject to education or monetary sanctions from the Oregon Government Ethics Commission. Having potential conflicts of interest does not preclude you from serving on this body and may not impact your ability to participate fully on this body. Stakeholders often have potential conflicts of interest by the nature of having interest in the work. The Conflict of Interest Disclosure is included in the application. Please fill in all potential conflicts of interest on your application.



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Further Information: Contact Rebecca Gibbons, MHCRC Staff Director, Community Technology Group, City of Portland Bureau of Planning and Sustainability 503-823-5515 or rebecca.gibbons@portlandoregon.gov or visit the MHCRC website at www.mhcr.org



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