



Mt. Hood Cable Regulatory Commission

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

MT. HOOD CABLE REGULATORY COMMISSION

Virtual

December 18, 2023 Meeting Minutes - **APPROVED**

SUMMARY MINUTES

Call to Order 6:30 PM

Roll Call:

Present: Chair DeGraw, Vice Chair Harden; Commissioner Dennerline; Commissioner Wagner; Commissioner Thomas; Commissioner Roche; Commissioner Goodlow

Absent: Commissioner Studenmund (excused)

Staff: Eric Engstrom, Deputy Director; Rebecca Gibbons, Operations Manager; Andrew Speer, Utility Manager; Kathleen Lefebvre, Administrative Specialist

- Agenda Review: none.
- Disclosures: Commissioner Harden disclosed that he met with Seth at MetroEast on behalf of his employer, Springfield Job Corps. The meeting focused on seeking work-based learning opportunities for student interns. The meeting resulted in a MOU between Springfield Job Corps and MetroEast.
- Public Comment (non-agenda items): none.
- Community Media Center Updates
 - Seth Ring, MetroEast's Director of Education and Volunteers, shared updates which included focused work on Youth Media Education, collaborative work with the Rosewood Initiative on Digital Inclusion, Public Media Education, and programming with Mi Familia and WIC/Multnomah County Health Department. MetroEast was awarded a 2-year \$100,000 Collins Foundation grant which focuses on project-based learning. Seth reported that due to budget constraints at MetroEast, there is a reduction of one staff, resulting in reduced hours of operation.
 - Courtney Rae, Open Signal's Director of Growth/Development Director, shared year-end planning and organizing updates including the results of a staff culture study which ultimately helped focus organizational training goals at Open Signal. Open Signal assisted eight non-profits by producing videos for the give guide, including [this shared video](#) with the Commission. Jim Bruce, Director of Information Systems, presented a technology update which included notifying the Commission through staff of a channel outage for under 24 hours due to outdated hardware. Jim expressed appreciation for Rebecca Gibbons on her assistance to resolve the outage. KatMeow, Director of Community Media, gave a Community Media update expressing appreciation for all Member Producers for the Signal Share show content production, and





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appreciation for Courtney for securing the Animated Skill Share project with animator Shana Palmer.

- Franchisee Activity Report
 - Ziplly – not in attendance
 - Comcast – David Hardin, External Affairs Manager at Comcast, attending. No updates.

***CONSENT AGENDA – NO DISCUSSION**

Items listed below may be enacted by one motion and approved as consent agenda items. Any item may be removed from the consent agenda and considered separately if a member of the Commission so requests.

- C1. October 16, 2023 Meeting Minutes
- C2. December 11, 2023 Retreat Minutes

MOTION: Commissioner Thomas moved to approve the Consent Agenda. Commissioner Goodlow seconded.

VOTE: 7-0 passed

REGULAR AGENDA

R1. MHCRC FY22-23 Fund Audit

Keith Simovic, Audit Engagement Partner at Moss Adams, shared a PowerPoint presentation that provided an overview of the audit process and findings. The audit review team included Nick Rowland, Audit Manager, and Laurie Tish, National Practice Leader for Government Services at Moss Adams. This is an independent review of the MHCRC's reported financial statements in accordance with government auditing standards. Moss Adams met with the MHCRC Finance Committee prior to finalizing the audit report and it was noted that MHCRC staff and City of Portland accounting staff were all extremely responsive and all document requests were met without delay. The critical audit items issued a clean opinion, no reportable findings following Governmental Accounting Standards Board (GASB). Rowland explained the MHCRC audit adjustments on the accounts payable side, which is reflected on the financial statement. There are no material weaknesses in internal controls identified. Keith expressed appreciation to all MHCRC staff who were involved in the process, and for Minh Dan from the City of Portland Auditor's Office.

MOTION: Commissioner Dennerline moved to acknowledge receipt of the MHCRC FY22-23 Fund Audit prepared by Moss Adams and directed MHCRC staff to submit the Audit to the Secretary of State by December 31, 2023. Commissioner Harden seconded.

VOTE: 7-0 passed

R2. Strategic Planning Consulting Contract

Rebecca Gibbons said staff is recommending a twofold item: the Commission to allocate \$55,000 from the FY23-24 budgeted Contingency line item to support the Strategic Planning process; and the Commission to authorize the Chair to enter a contract substantially similar to the Model PTE Contract with Nex Strategies for Strategic Planning Consulting Services in an amount not to exceed \$115,000.





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Commissioners inquired on the equity elements of the contractor Nex Strategies. There is a request for equity element information from Staff as soon as possible, but a consensus that the Commission is ready to vote on the item. Rebecca notes Nex Strategies is M/W/ESB status and will send full demographic information to the Commission in the coming days.

MOTION: Commissioner Thomas moved to allocate \$55,000 from the FY23-24 budgeted Contingency line item to support the Strategic Planning process and to authorize the Chair to enter into a contract substantially similar to the Model PTE Contract included in the packet with Nex Strategies for Strategic Planning Consulting Services in an amount not to exceed \$115,000. Commissioner Wagner seconded.

VOTE: 7-0 passed

R3. Contract Amendment: Dulles Technology Partners, Inc.

Rebecca Gibbons said staff is recommending that the Commission approve a Contract Amendment with Dulles Technology Partners, Inc for continued licensing and maintenance of the Commission's grants management system, for a total of \$40,000 over a five-year period, through December 31, 2028. The original agreement expired in December 2016 and an amendment was approved by the Commission in December 2016 for an expiration date of December 31, 2023. The scope of work remains unchanged; it includes support and maintenance of the Commission's grant management system, which is used for grant application submission, grant tracking of both programmatic and financial progress, and Commission review of pre-applications.

MOTION: Commissioner Dennerline moved to approve the Dulles Technology Partners, Inc. Contract Amendment. Commissioner Goodlow seconded.

VOTE: 7-0 passed

R4. Community Technology Grant – Off-Cycle Grant Request: City of Portland

Rebecca Gibbons said staff is recommending that the Commission approve the Community Technology grant agreement with the City of Portland for \$179,110. Although the application was originally submitted in FY23, if approved, the grant would be a part of the FY2024 grantmaking year. The City of Portland through the Office of Management and Finance Division of Asset Management is seeking grant funds to take steps toward the remodel of the current Council Chambers within City Hall to expand capacity and accommodate the voter-approved charter reform.

MOTION: Commissioner Thomas moved to approve the Off-Cycle Grant Request: City of Portland. Commissioner Dennerline seconded.

VOTE: 7-0 passed

R5. Community Technology Grant Amendment: CETI

Rebecca Gibbons said staff is recommending that the Commission approve an amendment to the current grant agreement with CETI for an additional grant award amount of \$75,000. Grantee requests additional funding to (1) cover changes in increased cost of LED wall due to inflation; (2) support the training of an additional 25 educators/professionals (for a revised total of 50) from marginalized communities; and (3) to produce an additional three videos (for a revised total of 5) of training/workshops; and (4) to use the video wall and tiles in public shows, and to extend the term of the Agreement to allow time to implement the expanded services. The additional grant award of





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\$75,000 combined with the already granted amount will bring the total grant award amount to \$149,000.

MOTION: Commissioner Dennerline moved to approve the CETI grant amendment. Commissioner Harden seconded.

VOTE: 7-0 passed

Staff Activity

- Legislative Advocacy Report – December Policy report is included in the Information Only section of the packet, which included updates on HR 3557 and HR 907.
- FY24-25 Budget Process – Eric Engstrom reported the FY25 city budget is developing, and budget instructions arrived this afternoon, more information will be shared as it becomes available.
- Community Technology Grant 2024 Funding Cycle – Rebecca reported that there is a robust applicant pool for the 2024 Grant Funding cycle, a record-breaking year of 30 eligible applicants. Rebecca expressed appreciation for Rana DeBey's outreach efforts, and appreciation for MetroEast and Open Signal for supporting and directing potential applicants to the MHCRC Community Technology Grant program.
- Franchise Compliance Update – Andrew Speer recently met with Tim Goodman from Comcast on the franchise renewal to discuss potential changes to the Franchise Agreement. The discussed changes were then sent to Gail Karish with BBK to provide an in-depth review of recommendations.
- Consumer Protection Report – Andrew Speer will have a 311 report, reporting quarterly to the Commission.
- I-Net End Fund Update – Rebecca reported that the remaining \$2 million in the fund after the Free Geek disbursement will need to be encumbered or spent by June 30, 2025. Comcast is obligated to hand over the balance to the Commission if funds are not encumbered or spent by that date. Rebecca asks the Commission to reach out to staff if there are any programs for staff to investigate to spend these funds. Commissioner Dennerline notes the Free Geek event was a success and emphasized a preference for a stronger focus on MHCRC at press events.
- Peer Learning Event Summary – Rebecca reported that this event was extremely well attended and there were requests to continue this type of learning opportunities. Rebecca expressed her appreciation for Rana DeBey and Kathleen Lefebvre for this successful event.

Committee Reports

- Finance Committee – March meeting TBD to discuss FY 25 Budget
- Equity Committee – none.
- Policy Committee – none.



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- City of Portland Charter Reform Liaison – Eric Engstrom reported the preliminary appointment of a City Manager is the next step, and will report updates as they develop.
- Open Signal Board Appointee – none.
- MetroEast Board Appointee – none.

New Business; Commissioner Open Comment – Commissioner Dennerline expressed appreciation for the newly approved City of Portland grant for the Portland-based technology items on their equipment list, many items were from local manufacturers and vendors.

Next MHCRC Regular Meetings:

- January 22, 2024 – Hybrid In-Person hosted by MetroEast (4th Monday due to Holiday)
- February – Recess
- March 18, 2024 – Hybrid In-Person hosted by Open Signal
- April – mini planning retreat TBD
- May 20, 2024 – Hybrid In-Person hosted by MetroEast
- June 17, 2024 – Hybrid In-Person hosted by Open Signal

Adjourned: 8:01 PM

Respectfully submitted,
Kathleen Lefebvre

