



Mt. Hood Cable Regulatory Commission

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

MT. HOOD CABLE REGULATORY COMMISSION

Hybrid – Zoom and Open Signal, Portland, Oregon

June 17, 2024 Meeting Minutes -- **APPROVED**

SUMMARY MINUTES

Call to Order 6:30 PM

Roll Call:

Present: Chair DeGraw, Vice Chair Harden; Commissioner Goodlow, Commissioner Wagner

Absent: Commissioner Dennerline (excused), Commissioner Thomas (excused), Commissioner Studenmund (excused)

Staff: Rebecca Gibbons, MHCRC Staff/Operations Director; Seema Kumar, BPS Chief of Community Technology; Andrew Speer, Utility Manager; Laura Dyer, MHCRC Compliance Analyst; Douglas Imaralu, MHCRC Financial Analyst; Kathleen Lefebvre, MHCRC Administrative Specialist

Service Recognition for Commissioners Studenmund and Roche:

Commissioners and Staff shared sentiments of appreciation, acknowledging both Commissioners' dedication and service to the MHCRC and to the communities served by the MHCRC. Commissioner Roche retired from the Commission in May and Commissioner Studenmund was excused from this June meeting, which is her final Commission meeting.

Chair DeGraw opened the meeting to recognize Commissioners Studenmund and Roche for their service to the MHCRC. Chair DeGraw shared that Commissioner Studenmund took the time to on-board and educate her, conveying MHCRC history and valuable institutional knowledge. Chair DeGraw notes that Commissioner Studenmund set her up for success as an MHCRC Commissioner, and ultimately to take on the role of Chairing the Commission. Chair DeGraw praised Commissioner Roche and his impact on the communities served by the MHCRC, and his time and commitment to the MHCRC, and honored his work on the Commission. Gibbons shared that both Commissioners were phenomenal and wishes them both well in retirement, she noted that Commissioner Studenmund served MHCRC outstandingly well for 14 years, joining in 2010, during a time of Cable Franchise Renewal. Commissioner Studenmund served 2 terms as Chair and 2 terms as Vice Chair. Gibbons praised Commissioner Roche for his work on MHCRC and his willingness to start his Commission term in 2020, a time when it was difficult for many, however, he stepped up and contributed valuable insight and work on MHCRC and the communities served by MHCRC. Vice Chair Harden noted that he will miss them both and emphasized that MHCRC benefitted from their technical expertise and their desire to serve their communities. Vice Chair Harden noted that Commissioner Roche's background in telecommunication was very valuable to the Commission, and Commissioner Studenmund's technical background and experience owning the captioning company LNS Captioning was very valuable to MHCRC. Seth Ring from MetroEast expresses appreciation for Commissioners Studenmund and Roche and their support of MetroEast. Seema Kumar expresses appreciation for both Commissioners and for their work on the MHCRC.





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- Agenda Review: none.
- Disclosures: none.
- Public Comment (non-agenda items): none.
- Community Media Center Updates:
 - Seth Ring shares an update for MetroEast, noting that they are embarking on their busiest youth media education summer programming to date, engaging in summer camps and partnering with community organizations which includes Summer Kids in the Park (SKIP) with city of Gresham, and POW Girls or Portland Oregon Women’s Film Festival camps, among other exciting educational programming. Seth shares a production update noting that MetroEast is partnering with Arts Learning Northwest to create modules used by Oregon Department of Education to distribute as part of the art curriculum. Production team is also working with Oregon Health Authority on a film focused on mentoring that features Black and Brown Portland area residents who have faced challenges. Seth noted that the MetroEast IT Department is updating all 5 jurisdiction council sites over the coming months. And finally, Seth expresses appreciation for the opportunity to be present with MHCRC Commissioners and Staff during the June City Council meetings for the MHCRC FY25 Budget Adoption at the East County Jurisdictions.
 - Courtney Rae, Open Signal Director of Growth, shares a PowerPoint and relays the many upcoming summer activities and operations events, including the Open Signal Birthday Barbeque on August 31st, encouraging everyone to attend. KatMeow Garcia, Director of Community Media, gave an update on youth media education, sharing that Open Signal recently held a listening session titled “The Future of Media is Youth” with 15 youth participating and partnering with PPS, Outside the Frame and Project 48. Some topics included youth mental healthcare, homelessness, and media literacy. KatMeow shared that the winter 2024 production cohort completed by sharing a final 3-hour screening to a large studio audience. Applications for the summer 2024 cohort is underway. Open Signal hosted a successful partnered event titled “Women in Film PDX” with local director Brooke Tillman. KatMeow shares [a video](#) titled “Testimonial for Open Signal and Wisdom of the Elders Multimedia Programs and Training”. KatMeow also shared information on In-Service Week and the Alliance for Community Media Conference. Christine Jervis, Director of Administration, gave an Open Signal Administrative and Financial update. Jim Bruce, Director of Information Services, gave an update on Network Rewiring and Upgrades. Daniela Serna, Director of Communications + Distributions shared an update on the Newsletter, Exterior Building Visibility, and other Communication + Distribution activities and events.
- Franchisee Activity Report
 - Zply – not present
 - Comcast – not present

***CONSENT AGENDA – NO DISCUSSION**





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All 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. May 20, 2024 Meeting Minutes

MOTION: Vice Chair Harden moved to approve the Consent Agenda. Commissioner Goodlow seconded.

VOTE: 4-0 passed

REGULAR AGENDA

*R1. Contingency Request: Community Technology Grants

Rana DeBey gave an overview of the request, which is a one-time budgetary allocation from the Community Grants Contingency of \$166,172 and notes the MHCRC annually budgets \$800,000 in Community Grants Contingency in anticipation of this type of scenario that crosses fiscal years. DeBey explains that without a contingency transfer, the Commission would not have enough resources in the FY23-24 to complete the awards for the FY23-24 competitive cycle, and gave background that this is due to the grant request from the City of Portland, originally received in December 2022, was not awarded until December 2023 due to delays with City timelines and therefore it was booked against FY23-24 resources. DeBey noted that Staff is recommending that the Commission allocate \$166,172 from the FY23-24 budgeted community grants contingency line item (\$800,000) so that the Commission can award grants to the remaining six applicants who were invited to move forward this cycle.

MOTION: Commissioner Wagner moved to approve a one-time budgetary allocation from the Community Grants Contingency of \$166,172; Commissioner Goodlow seconded.

VOTE: 4-0 passed

*R2. Community Technology Grant Agreements: 2024 Cycle

Rana DeBey gave an overview and shared background of the six grants up for approval, for a total of \$730,107. DeBey noted that Applicant Mary Kiona Foundation combined their grant request with the Indigenous Media Guild due to lack of ability to produce the videos themselves. DeBey shared that MHCRC Staff is recommending the following:

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| 1. Black Men in Training (B.M.I.T) | \$49,011 |
| 2. NAAME (Keys, Beats, Bars) | \$121,812 |
| 3. Trash for Peace (Ground Score Association) | \$20,250 |
| 4. Indigenous Media Guild | \$157,279 |
| 5. Imagine Black Futures | \$250,000 |
| 6. Extending Grace (Loco Por La Aventura) | \$131,755 |





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Discussion:

Commissioner Goodlow expressed excitement to support these six community organizations and their upcoming projects. Chair DeGraw expresses appreciation for each of the organizations. Chair DeGraw also noted her appreciation for DeBey to provide an overview of each organization and their respective project, emphasizing the importance of hearing about the work that MHCRC supports.

MOTION: Vice Chair Harden moved to approve the following 2024 Community Technology Grant Cycle agreements: Black Men in Training (B.M.I.T) for the total amount of \$49,011; NAAME (Keys, Beats, Bars) for the total amount of \$121,812; Trash for Peace (Ground Score Association) for the total amount of \$20,250; Indigenous Media Guild for the total amount of \$157,279; Imagine Black Futures for the total amount of \$250,000; Extending Grace (Loco Por La Aventura) for the total amount of \$131,755. Chair DeGraw seconded.

VOTE: 4-0 passed

*R3. Election of MHCRC Chair and Vice Chair

Gibbons provided an overview of the elections process and said nominations were made for Julia DeGraw for Chair and Scott Harden for Vice Chair.

MOTION: Commissioner Goodlow moved to appoint Commissioner DeGraw as the Chair for FY 2024-25. Commissioner Wagner seconded.

VOTE: 4-0 passed

MOTION: Commissioner Goodlow moved to appoint Commissioner Harden as the Vice Chair for FY 2024-25. Commissioner Wagner seconded.

VOTE: 4-0 passed

Staff Activity

- MHCRC FY2023-24 Budget Approval- Gibbons noted that the FY25 MHCRC Budget was adopted unanimously by two jurisdictions so far, City of Portland, and City of Fairview. Multnomah County, City of Wood Village and City of Troutdale are scheduled on their respective Regular Agenda, and City of Gresham is on the Consent Agenda throughout the month of June.
- Strategic Planning Update- Gibbons reports that Autumn and Reed with NEX Strategies will continue to reach out to each Commissioner on communication with jurisdictions, as well as including Community Media Centers as stakeholders in the conversations. Seema Kumar, Andrew Speer and Rebecca Gibbons are currently working to hire Legal Counsel to create scenarios for Commissioners to consider all while mapping out the future of the Commission. Gibbons notes that staff is looking to hire legal counsel who can provide a historical lens, expertise at the federal level, and a focus on the future. Seema notes that Staff has consulted with Chair DeGraw on every step of the Strategic Planning process, striving for transparency.





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Chair DeGraw emphasizes that we are striving for a transparent Strategic Planning process.

- Legislative Advocacy Report - Kevin Block provided a report to the Committee, included in the Info Only Packet Materials.
- Franchise Renewal – Andrew Speer notes that he had a brief meeting with Tim Goodman and Comcast is currently reviewing the package proposal. Speer received good indication on where things stand with PEG, relaying positive progress and hopeful for a resolution soon.
- Franchise Compliance Program Update – Laura Dyer seeks Commissioner feedback on the Cable Complaint Summary that is distributed in the MHCRC Meeting packet of materials. Specifically, Dyer is inquiring on if the report provides Commissioners with informative data points. Vice Chair Harden seeks clarification on if this could be a useful tool for customer outreach and Dyer notes the request.

Committee Reports

- Finance Committee – none.
- Equity Committee – none.
- Policy Committee – Vice Chair Harden will be reaching out to Kevin Block to schedule a Policy Committee.
- City of Portland Charter Reform Liaison – none.
- Open Signal Board Appointee – none.
- MetroEast Board Appointee – none.

New Business; Commissioner Open Comment – Vice Chair Harden notes that he recently took a position with the Reynolds School District.

Next MHCRC Meetings:

- July/August – Recess
- September 16
- October 21
- November: Mini Retreat TBD
- December 16

Adjourned: 7:53 PM

Respectfully submitted,
Kathleen Lefebvre

