



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

March 18, 2024 Meeting Minutes -- **APPROVED**

SUMMARY MINUTES

Call to Order 6:30 PM

Roll Call:

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

Absent: Commissioner Studenmund (excused), Commissioner Thomas (excused); Commissioner Roche (excused)

Staff: Eric Engstrom, BPS Deputy Director; Rebecca Gibbons, MHCRC Staff/Operations Director; Andrew Speer, Utility Manager; Laura Dyer, Compliance Analyst; Douglas Imaralu, MHCRC Financial Analyst; Kevin Block, Policy Analyst; Kathleen Lefebvre, Administrative Specialist

- Agenda Review: Chair DeGraw seeks Commissioner approval to move *R2 agenda item before R1 due to schedules and time constraints. Commissioners agree.
- Staff updates:
Eric Engstrom welcomes Douglas Imaralu, MHCRC Financial Analyst who started with MHCRC in January. Engstrom also announces the hire of a new Chief Technology Officer, Seema Kumar, who will start later in March.
- Disclosures: Vice Chair Harden discloses MetroEast partnered with Springdale Job Corp center, which is Vice Chair Harden's employer. Vice Chair Harden noted that students with Springdale Job Corp have recently taken courses at MetroEast.
- Public Comment (non-agenda items): Craig Wood is in attendance and requests to make comments after Executive Session.
- Adjourn to enter Executive Session: 6:45 pm-7:30 pm
The MHCRC entered Executive Session to consult with the Commission's legal counsel regarding the MHCRC's legal rights and duties regarding franchise renewal, as provided under ORS 192.660(2)(f).

Reconvene: Chair DeGraw reconvened at 7:30 pm

***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.





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C1. January 22, 2024 Meeting Minutes

MOTION: Commissioner Harden moved to approve the Consent Agenda. Commissioner Dennerline seconded.

VOTE: 5-0 passed

REGULAR AGENDA

*R2. Community Technology Grant Agreements: 2024 Cycle

In Rana DeBey's absence, Gibbons gave an overview and shared background of the five full grant applications up for approval. DeBey has negotiated agreements with five of the 30 applicants Commissioners moved forward during the January meeting. Subsequently two organizations have withdrawn, leaving a total of 28 applications for potential funding. Gibbons gives an overview of the following five grants up for approval:

A. Outside the Frame	\$83,814
B. Northwest Documentary	\$47,968
C. Roots and Beats Project (Immutable Studio)	\$68,944
D. NAAME (Voices of Wisdom)	\$81,100
E. Wild Diversity	\$42,935

Discussion

Commissioner Dennerline inquires how many production hours in total has Outside the Frame created. Staff will reach out and report back.

MOTION: Commissioner Dennerline moved to approve the following grant agreements: Outside the Frame for the total amount of \$83,814; Northwest Documentary for the total amount of \$47,968; Roots and Beats Project (Immutable Studio) for the total amount of \$68,944; NAAME (Voices of Wisdom) for the total amount of \$81,100; Wild Diversity for the total amount of \$42,935. Commissioner Goodlow seconded.

VOTE: 5-0 passed

R1. MHCRC Strategic Planning Process

Gibbons introduces NEX Strategies Managing Partners Autumn Carter and Reed Wagner. NEX Strategies is the firm who is launching the MHCRC strategic plan. NEX Strategies has been working over the last couple of months to launch the strategic planning process, which entails engaging with the community on the future of the Commission. Currently, Autumn and Reed are conducting interviews with Commissioners and will soon be embarking on providing educational sessions with Jurisdictions around the work that MHCRC is doing and ultimately possible updates to the IGA. It is anticipated the strategic planning process will be over a 9-month time period.

Autumn Carter, Managing Partner, shares that NEX Strategies, LLC, focuses on organizational development primarily within the public sector as well as non-profits organizations. Their work focuses on organizations who are navigating change and those who aim to bring all their resources and objectives into alignment for long term success. Along with a focus on clearly defining objectives for organizations.





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Reed Wagner, NEX Strategies Managing Partner, shares that he started his career in satellite distribution and media and then moved into streaming technology work. Reed notes that organizational development usually results into leadership training and development, with an outcome of community building. Reed expects those consequences from the MHCRC Strategic Plan.

Autumn shares the Strategic Planning overview slides. Autumn expressed excitement for the opportunity to bridge NEX Strategies' background interest in policy development in the public sector and taking that to strategically think about MHCRC's future. Autumn shares the project overview, anticipated timeline and roles and responsibilities.

Project overview: This strategic planning initiative aims to evaluate MHCRC's operations, strategy, and focus for alignment with the current and future needs of the jurisdictions and communities it serves.

Anticipated timeline: Phase 1: Education and Initial Assessment which will take place January through March. Phase 2: Stakeholder Engagement & In-Depth Analysis will take place April through August. Phase 3: Findings & Recommendations will take place September through December.

Roles and Responsibilities: Commission: Provide leadership and guidance for process; Assess and deliberate strategic factors; engage jurisdictions and other stakeholders. Staff: Coordinate and engage commission, jurisdictions, and community members; provide subject matter expertise. Consultants: Help shape strategic planning process; Interview stakeholders; analyze content and offer insights; facilitate discussions.

Discussion

Reed Wagner notes that Commissioner interviews are currently taking place, and anticipated this phase will finish soon. Interviews with the Community Media Centers will occur soon. Commissioner Harden expressed how vital it is that we clearly define to jurisdictions the importance of MHCRC's support of Community Access TV during the strategic planning process. Commissioners expressed excitement and appreciation for the work that NEX Strategies is embarking upon.

- Community Media Center Updates:
 - John Lugton, MetroEast's Director of Production Services, shared updates which included a recently completed equipment install at the City of Fairview. Over the next year MetroEast will update the facility equipment at the five municipalities it serves. MetroEast produces approximately 200 meeting per year and therefore the equipment needs updating on a regular basis. MetroEast recently received a 2-year Miller grant for their education department programming in middle and high schools, including summer programs. AmeriCorps volunteer produced a show titled "Producers Corner" which features diverse voices in Multnomah County. Lugton shares the production department recently partnered with the non-profits Juntos NW and Fresh Out, a portion of the funding coming from Oregon Health Authority.

Daniela Serna, Open Signal's Director of Communications and Distribution, screen shared a PowerPoint presentation. Serna shares a recap of Open Signal's work in 2023 and expresses appreciation to the Commission for their support as Open Signal celebrates the completion of





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their 42nd year in service. Serna shared a short clip from one of these projects titled [Equity in STEM, by Bianca Cha-Camp](#). Among other events throughout 2023, Serna shares that in early 2023, the Community Media team supported a Youth Studio Production in collaboration with the community youth organization Lil Afraka. Director of Community Media, Katmeow García began collaborations with additional non-profit partners like Street Roots, Pacific Northwest Family Circle and African Youth Community Organization, providing trauma-informed media education instruction and field production workshops. Katmeow also worked with Trash for Peace and Wisdom of the Elders to initiate and support their MHCRC community grant projects. Serna expresses that Open Signal has deep appreciation for MHCRC, the support it provides advances equity in media and keeps the spotlight on local communities, cultures, and creative organizations.

Commissioner Goodlow emphasizes how important the work of Community Media Centers is in the community.

- Franchisee Activity Report
 - Zply – not in attendance
 - Comcast – Tim Goodman noted that Comcast is continuing the ACP wind down and notifying partners. Comcast hosted an SEI Trailblazer event at the end of February, an after-school high school program. Commissioner Harden seeks clarification about new FCC broadband speed requirements. Goodman notes that conversation is ongoing.
- Public Comment (non-agenda items): Craig Wood is present to provide follow up testimony from his January's meeting testimony. Craig Wood explains to the Commission the backstory of his January in-person public testimony and requests an update from Tim Goodman. Goodman sought clarification and offers his direct phone number to resolve. Craig Wood will work directly with Tim Goodman.

Staff Activity

- Legislative Advocacy Report – Kevin Block referred to the policy memo included in the meeting packet and reported updates on FCC NFPRM on Junk Fees, FCC All-In Pricing Rules and Federal Legislation Update.
- FY24-25 Budget Process – Eric Engstrom reported more information on the next phase of the FY25 City budget is forthcoming.
- Franchise Compliance Update – Andrew Speer reported his team is working with MetroEast and Open Signal on encoder equipment. Speer also noted that there is movement with current negotiations with Comcast and will continue to report to the Commission with updates.
- Cable Complaint Summary Report – Laura Dyer shared a report and highlighted the dates on the report and noted these reports will be produced quarterly out of data collected and provided by 311. Dyer ensured that Staff would report unresolved cases.





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- April Mini Retreat – Kathleen Lefebvre confirms the April Mini-Retreat date/time with Commissioners will be Tuesday, April 23rd from 4:30-8:30 pm located at The Portland Building.

Committee Reports

- Finance Committee – April 8 4:00 pm - 5:00 pm and May 7 4:00 pm - 5:00 pm
- Equity Committee – none.
- Policy Committee – none.
- City of Portland Charter Reform Liaison – none.
- Open Signal Board Appointee – none.
- MetroEast Board Appointee – none.

New Business; Commissioner Open Comment – Commissioner Wagner inquires if the Mini-Retreat will be hybrid and Staff confirms the MHCRC Mini-Retreat will be hybrid.

Next MHCRC Meetings:

- April 23, 2024 Mini-Retreat – In-Person The Portland Building (and hybrid)
- May 20, 2024 Regular Meeting – Hybrid In-Person hosted by MetroEast
- June 17, 2024 Regular Meeting – Hybrid In-Person hosted by Open Signal

Adjourned: 8:57 PM

Respectfully submitted,
Kathleen Lefebvre

