



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 MetroEast, Gresham, Oregon

May 20, 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 Thomas, Commissioner Wagner

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

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

- Agenda Review: Chair DeGraw will abstain from voting on Agenda Item R3. Off-Cycle Grant Request for The Media Project due to her service on their Board, combining that with Commissioner Goodlow leaving the meeting at 7:30 pm, we are moving R3 Agenda Item up to the first item on the Regular Agenda to maintain quorum.
- Disclosures: none.
- Public Comment (non-agenda items): none.
- Community Media Center Updates
 - John Lugton, MetroEast's Director of Production Services, shared updates which included a recently completed cohort called Producers Corner, a video podcast with interviews of local filmmakers, producers, and creators. Lugton describes more successful engagements, including with student age community members from De La Salle and Job Corps, training on the technology and serving the underserved while producing sixteen 15–30 minute episodes, all while engaging with legacy producers. Especially helpful during this process was the feedback loop at the end of the engagement, calling out the positives of the project and areas for improvement. Lugton notes upcoming robust Summer Youth Media programming which includes engagements with Reynolds Learning Academy and University of Oregon students. Other collaborative MetroEast summer programming will take place with Free Arts Northwest, Par Girls and Friends of Noise. Lugton shares that it is currently budget season and noted that MetroEast has engaged in 23 work sessions of 3 public hearing with Multnomah County, this process will continue through June. Lugton shares the production efforts on the May Primary Election, with 32 candidate interviews, 6 candidate forums and one ballot measure forum for upwards of 85 hours of airtime.





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MetroEast is working with League of Women Voters to create an educational and instructional video on RCV or Rank Choice Voting. Lugton was excited to announce the Alliance for Community Media acknowledged the Community Technology Grants Video in the category of Instruction, this is a national recognition. Another recognized video was in the Live Sports category for E-Gaming at the Community College.

- Daniela Serna, Open Signal Director of Communications and Distribution, shared a PowerPoint which included Open Signal's updated mission statement: "Our mission is to nurture the change-making power of community media in service of a just and equitable world". Serna notes that Board Committee members and Open Signal leadership are working together on the following items: Organizational Development which includes focused internal process work of Conflict Resolution Training, Group Agreements with guidance from the local firm Accord, auditing organizational practices, completing expectations of internal communication, and a March retreat on the Shared Leadership Model with a second and final retreat scheduled in July. Open Signal's Racial Harm Policy is currently being developed through work sessions, and Leadership will bring a draft Policy to staff before finalizing the policy and sharing out to the community. KatMeow Garcia, Director of Community Media, gives an update on programs, events, partnership, and collaborations which included [this video](#). Upcoming events included robust programming, a few events that were highlighted are: May 27th Youth Listening Session, Panasonic Class on June 5th, and June 27th Lights, Camera, Connection: non-fiction Media Makers Mixer. Garcia notes a few of the many collaborations with local organizations, including Indigenous Media Guild, Wisdom of the Elders, The Maria Kona Guild. Jim Bruce, Director of Information System shares staff updates including hiring Director of Partnered Media RaShauna Brooks and an internal promotion of Chris Polanco to Production Services Manager. Christine Jervis, Director of Administration introduces herself and notes she will oversee the Finance, Administration and Human Resource functions at Open Signal. Commissioners and MHCRC Staff acknowledge Jamie Plankos' stellar work at Open Signal as she departs the organization at the end of the month and wish Jamie the very best on their next pursuits.
- Franchisee Activity Report
 - Zply – not present
 - Comcast – Tim Goodman updates the Commission on Mr. Wood, the member of the public who attended and gave testimony at the March Commission meeting. Goodman noted all customers who have customer service complaints have the option to go through mediation over billing issues, which is currently in-process with Mr. Wood and Comcast. There is a hearing next week and the timeline is usually 30 days from the hearing date for an opinion to be submitted. Goodman then proceeded to give the Commission other updates including Community Spring Clean Up, United Way Hands on Portland Project and other community projects.

***CONSENT AGENDA – NO DISCUSSION**

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. March 18, 2024 Meeting Minutes





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- C2. April 23, 2024 Mini Retreat Minutes
- C3. FY 24-25 MHCRC Goals and Objectives

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

VOTE: 6-0 passed

REGULAR AGENDA

*R3. Off Cycle grant request

Rana DeBey gave an overview of The Media Project and the work they are doing with the requested negotiated grant amount of \$25,392 for the titled project "Chasing Chimeras". In accordance with our off-cycle grant process, The Media Project submitted a Letter of Interest to MHCRC in late March and staff deemed the request met the eligibility requirements. The request was vetted by the MHCRC Equity Committee, and the Committee agreed the application should move forward to the full Commission for funding.

MOTION: Commissioner Harden moved to approve the Off-Cycle Grant Request for The Media Project for the total amount of \$25,392; Commissioner Dennerline seconded.

VOTE: 5-0 passed, Chair DeGraw Abstained

Commissioner Goodlow left the meeting.

*R1. FY 2024-25 MHCRC Fund Budget Proposal

Commissioner Thomas expresses appreciation and acknowledges the work of the MHCRC Finance Committee and Staff on the FY25 MHCRC Fund Budget Proposal and introduces Douglas Imaralu, MHCRC Financial Analyst to give an overview of the proposed FY25 budget. Douglas notes the Finance Committee approved the proposed budget on May 7th to bring to the full Commission for approval and to recommend to the jurisdictions for their approval and shared an overview of the proposal. Among many highlights, Imaralu notes that MHCRC will lose revenue at the end of the calendar year when Zply exits the market. Also highlighted were the planned expenses including strategic planning services, MetroEast roofing upgrades, BPS internal services for MHCRC support and other noted expenses.

Commissioner Harden inquires about the expense under Materials and Services and Imaralu clarifies the Operating Expenses of internal personnel services is for BPS Internal Services.

Open Signal and MetroEast present their respective budgets. John Lugton from MetroEast expresses appreciation for continued MHCRC support and presents an overview of their budget projections. Commissioner Thomas appreciates the well-done proposal by MetroEast. Jamie Plankos shares a broad overview of the Open Signal FY25 operational budget projections and emphasized the budget presented was a balanced budget. Commissioners expressed appreciation for the presentation.

MOTION: Commissioner Thomas moved to approve the FY 2024-25 MHCRC Fund Budget Proposal and recommend the budget to the jurisdictions. Vice Chair Harden seconded.

VOTE: 5-0 passed





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*R2. Community Technology Grant Agreements: 2024 Cycle

Rana DeBey gave an overview of the 11 grants up for approval for a total of \$609,510. DeBey gave an overview and shared background of the eleven full grant applications up for approval.

A.	Southwest Somali Community	\$61,839.00
B.	1 World Chorus	\$70,531.00
C.	Alberta House	\$38,476.00
D.	Caldera	\$41,708.00
E.	Hand2Mouth Theater	\$57,900.00
F.	Other 98% Lab (Mosquito Fleet PDX)	\$40,948.00
G.	Portland Community College	\$81,227.00
H.	Swingin' Sounds	\$16,345.00
I.	The Arc Portland Metro	\$12,364.00
J.	The North Northeast Business Association DBA Soul District Business Association	\$104,177.00
K.	Underscore	\$83,995.00

Commissioner Dennerline requests for DeBey to elaborate on Mosquito Fleet and their distribution plan. Their pre-application didn't have a local media content sharing plan, resulting in DeBey working closely with Other 98% Lab (Mosquito Fleet) to enhance this portion of their proposal and today all components of the application meet MHCRC criteria. Commissioners support this proposal given the current information.

MOTION: Commissioner Thomas moved to approve the following 2024 Community Technology Grant Cycle agreements: Southwest Somali Community for the total amount of \$61,839; 1 World Chorus for the total amount of \$70,531; Alberta House for the total amount of \$38,476; Caldera for the total amount of \$41,708; Hand2Mouth Theatre for the total amount of \$57,900; Other 98% Lab (Mosquito Fleet PDX) for the total amount of \$40,948; Portland Community College for the total amount of \$81,227; Swingin' Sounds for the total amount of \$16,345; The Arc Portland Metro for the total amount of \$12,364; The North Northeast Business Association DBA Soul District Business Association for the total amount of \$104,177; Underscore for the total amount of \$83,995. Commissioner Dennerline seconded.

VOTE: 5-0 passed

*R4. I-Net End Fund Agreement Proposal

Rebecca Gibbons gives a historical overview of the I-Net End Fund, noting that MHCRC and Comcast entered into an I-Net End Funded Agreement in August 2023 that outlined the expenditure of the fund for digital equity related purposes. The agreement awarded almost \$2 million to Free Geek to deliver digital equity throughout the county with an emphasis on programming in East County. \$100,000 of the Fund was allotted to Affordable Connectivity program adoption support. In addition, Comcast has agreed to set aside \$87,000 of the Fund to hire Pacific Research and Evaluation (PRE), the same organization who did the Tech Smart Initiative, to assist in reporting on the impact of this joint venture. Gibbons introduces Marion Hayes and Rebecca Brown from Comcast to present a proposed spending





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plan for the remainder of the funds. Gibbons emphasizes that Commissioner input is welcomed around this proposal and if there is support it is requested that a motion be made to direct staff to move forward to enter into agreements with Comcast to spend the remaining I-Net End Fund in a manner that is substantially similar to the spending proposal presented tonight.

Marion Hayes, Vice President for External Affairs for Northwest Region at Comcast, shares PowerPoint and expresses appreciation to MHCRC for the partnership to spend these remaining funds. The presentation outlines an approach for spending the remaining \$2 million in funds.

Rebecca Brown from Comcast highlights that the collaborating partners are well-established and have the infrastructure to support the intended programming and come with proven track records to impact the communities they serve. Brown gives estimated costs based on initial conversations and shares a map highlighting where the proposed digital hubs in Multnomah County will be.

Discussion

Chair DeGraw expresses excitement on the upcoming opportunities this agreement will bring. Vice Chair Harden inquires on the range of a Lift Zone as the far eastern part of the County as the equipment distribution needs to accompany connectivity. Brown notes that three organizations, Boys and Girls Club, Free Geek and Latina Network, are both Gresham area Lift Zones. Hayes emphasized that the agreement is adjustable as it is being developed if changing needs, the budget has \$300,000 that is currently undesignated. Commissioner Thomas requests this agreement consider Troutdale, and Hayes and Brown are open to that, so that is noted. Commissioner Wagner noted that we may be missing families who do not identify with the organizations mentioned, so touching a general community center will be crucial.

MOTION: Vice Chair Harden moved to approve to direct staff to move forward to enter into agreements with Comcast to spend the remaining I-Net End Fund in a manner that is substantially similar to the spending proposal presented tonight. Commissioner Thomas seconded.

VOTE: 5-0 passed

Staff Activity

- Annual Report – Gibbons gave an overview of the completed MHCRC Annual Report which is available on the MHCRC website. Commissioner Wagner shared her enthusiasm for the report, noting the professional quality and engaging content was well-done. Commissioner Wagner and Commissioners all share enthusiasm for the Report and noted it was clear, concise and commend the authors.
- Commissioner Appointments – Rebecca Gibbons shares that recruitment is underway for the Portland and Multnomah County MHCRC Commissioner Appointees.
- Officer Elections – Officer Elections planned at the June Meeting, Vice Chair Harden and Chair DeGraw are eligible to continue in their roles according to the IGA and have expressed agreement to continuing in those roles.





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- Jurisdiction budget schedule – Kathleen Lefebvre noted the Jurisdiction Budget Schedule. Commissioner Thomas requests a designee or Consent Agenda for the June 25th City of Troutdale FY 25 MHCRC Fund Budget presentation as he is unavailable on 6/25/24.
- Legislative Advocacy Report – Kevin Block gave a report to the Committee, also noted in the Info Only Packet Materials.
- Franchise Compliance Program Update – No Update
- Consumer Protection Report – Andrew Speer reported for Laura Dyer, and shared documentation that was included in the Info Only Packet Materials.

Committee Reports

- Finance Committee – none.
- 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 –

Next MHCRC Meetings:

- June 17, 2024, Regular Meeting – Hybrid In-Person hosted by Open Signal
- July/August – Recess
- September 16
- October 21
- November: Recess
- December 16

Adjourned: 8:40 PM

Respectfully submitted,
Kathleen Lefebvre

