



Mt. Hood Cable Regulatory Commission

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

MT. HOOD CABLE REGULATORY COMMISSION

Hybrid – MetroEast: Gresham, OR
October 16, 2023, Meeting Minutes

SUMMARY MINUTES

Call to Order 6:30 PM

Roll Call:

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

Absent: Chair DeGraw (excused).

Staff: Eric Engstrom, Deputy Director; Rebecca Gibbons, Operations Manager; Andrew Speer, Utility Manager; Kevin Block, Policy Coordinator; Rana DeBey, Grants Manager; Kathleen Lefebvre, Administrative Specialist

- Agenda Review: none.
- Disclosures: none.
- Public Comment (non-agenda items): none.
- Community Media Center Updates
 - John Lugton shared a video titled “Follow the Water”, a partnership between MetroEast and Clean Rivers Coalition, aired at Hollywood Theatre, regional Emmy Nomination and recently aired at the Oregon Documentary Film Festival in The Dalles, Oregon.
 - Courtney Rae, Open Signal Director of Growth/Development Director, shared a video from Prabu Muruganatham titled “In the Beginning” <https://vimeo.com/795331305> Courtney shares that the City Appointed Board member will be approved this week: Jonathan Jenkins. Jim Bruce, Director of Information Systems, reports that Open Signal completed an audit of their Operations Department which resulted in a shift away from relying on a combined HR Finance Coordinator and moving to a Finance Manager position. He shares updates on Production, IT and Operations.
 - Franchisee Activity Report
 - Zply – not in attendance
 - Comcast – Tim Goodman attending. No updates.

*CONSENT AGENDA – NO DISCUSSION





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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. September 18, 2023 Meeting Minutes

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

VOTE: 7-0 passed

REGULAR AGENDA

R1. Community Technology Grant – Off-Cycle Grant Request: PHAME

Rana DeBey reports staff is recommending the Commission approve an Off-Cycle grant agreement with PHAME for the “Expanding Video Production for Adults with Intellectual and Developmental Disabilities” project for a total of \$205,285.59. DeBey said the MHCRC Equity Committee reviewed and is in support to bring this off-cycle grant request to the Commission for funding. DeBey reviewed the rationale for the grant contained in the staff cover sheet included in the meeting packet.

MOTION: Commissioner Goodlow moved to approve Community Technology Grant Off-Cycle Grant with PHAME. Commissioner Wagner seconded.

VOTE: 7-0 passed

Staff Activity

- MHCRC FY22-23 Unaudited Financial Report Update – Eric Engstrom said MHCRC Staff is currently working on the report and will be sharing it with the Finance Committee in the coming weeks, and to the full Commission in December.
- Legislative Advocacy Report – Kevin Block reported on staff advocacy efforts to defend local authority against H.R. 3557. Kevin referred to the advocacy letter signed by Chair DeGraw in strong opposition to H.R. 3557, the American Broadband Deployment Act of 2023. Kevin Block, Rebecca Gibbons, Andrew Speer attended the NATOA National Conference in early October and reported that they participated in discussions about how to defend against the bill, which threatens to remove local right-of-way authority.
- Community Technology Grant Peer Learning Event Update – Rana DeBey said staff is hosting on behalf of the Commission a gathering of current Community Technology Grant grantees on October 17th at The Laurelhurst Club. DeBey said the event is designed to provide an opportunity for grantees to network and collaborate. DeBey said staff has contracted with Paula Manley to help facilitate the event.
- Comcast/Zipty Cable Franchise Negotiations Update – Andrew Speer updated the Commission that Tim Goodman and he are meeting frequently to negotiate the Cable Franchise Agreement.





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Andrew is also working with BBK for a legal review of the edits.

- Franchise Compliance Update – Andrew Speer said recruitment is on-going for a Franchise Compliance Analyst, the person in this role will be involved in MHCRC compliance monitoring.
- Consumer Protection Report – Andrew Speer reported on the new complaint tracking database that will allow viewing the data in a variety of ways through a real-time dashboard. Andrew connected with the software developer to ensure there is communication out to MHCRC Staff. This will be shared through MHCRC website soon. Commissioners would like to review this process at the next meeting.
- MHCRC Strategic Planning Update – Rebecca Gibbons reported that staff has been in conversations with a few consultants. Rebecca said staff hopes to bring a contract for consideration at the next Commission meeting.
- I-Net End Fund Update – Rebecca Gibbons expressed appreciation to the Commissioners for the final signed agreement. Free Geek was recently awarded the first \$2 million and we expect to calendar a press event with Comcast in the coming months. Rebecca noted the staff and Comcast are discussing drawing down on some of remaining end-fund dollars to support a program that provides in-person support to people interested in signing up for the Affordable Connectivity Program.
- Mini Planning Retreat- Rebecca Gibbons said staff will be contacting Commissioners to identify a date and time for a 4-hour retreat in November or early December.

Committee Reports

- Finance Committee – Commissioner Thomas notes next committee meeting is 10/24/2023
- Equity Committee – none.
- Policy Committee – none.
- City of Portland Charter Reform Liaison – In Chair DeGraw’s absence, Eric Engstrom reported that Mike Jordan, City of Portland Chief Administrative Officer, recently released the second draft of the new City of Portland Org Chart. Eric said the MHCRC will have a liaison connection with the City Administrator office. This puts MHCRC at high-level representation. Mike Jordan and Chair DeGraw met to express the importance of MHCRC maintaining the current high-level representation.
- Open Signal Board Appointee – none.
- MetroEast Board Appointee – none.

New Business; Commissioner Open Comment - none

Next MHCRC meeting is Monday, December 18, Hybrid, hosted at Open Signal

Adjourned: 7:32 PM

Respectfully submitted,
Kathleen Lefebvre

