



Mt. Hood Cable Regulatory Commission

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

MT. HOOD CABLE REGULATORY COMMISSION

Hybrid – virtual or Open Signal: Portland, OR

September 18, 2023, Meeting Minutes

SUMMARY MINUTES

Call to Order 6:30 PM

Roll Call:

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

Absent: none.

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

- Agenda Review: none.
- Disclosures: Commissioner Studenmund disclosed she corrected her name on their home Comcast bill. No other disclosures.
- Public Comment (non-agenda items): none.
- Committee & Liaison Appointments
 - The Commissioners reviewed the MHCRC Committees & Liaison Board Appointments for FY 23-24. The electronic document was shared ahead of the meeting in the packet of materials. There are two changes to the roster, Commissioner Harden is now chair of the Policy Committee and requests to be excused from the Finance Committee. Commissioner DeGraw expresses appreciation to Commissioner Harden for his service and agrees to that request. Commissioner DeGraw is appointed as the MHCRC liaison to the City of Portland Charter Reform. Changes were made on the electronic document.
- Community Media Center Updates
 - John Lugton introduced Seth Ring, MetroEast's Director of Education & Volunteers. Seth shared a PowerPoint presentation with details of robust programming throughout late spring and summer 2023. MetroEast is excited to announce Jasmine Vasquez as the new Digital Media Educator, Jasmine supports youth-based content and programming.
 - Courtney Rae, Open Signal Director of Growth/Development Director, and more recently she will be taking on a co-Director role, introduces Jamie Plakos, the Director of Operations who shared a PowerPoint presentation with the Commission outlining Operations updates. A few announcements included: Open Signal will be hiring a Production Manager and a Community





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Media Manager in the coming months; a workshop space to build and repair equipment will be available to staff and community members very soon; major community space renovations were recently completed; and a full studio technology upgrade through the generous support of MHCRC is expected to be complete within a few months. Open Signal new Board Members were announced and KatMeow García was elected to the National Board of Alliance for Community Media, this national representation is an exciting connection.

- Franchisee Activity Report
 - Zply – No updates
 - Comcast – Tim Goodman notes they are in the final stages of the Rise Program where 100 small businesses in the MHCRC jurisdiction received a \$5000 grant, plus media assistance. Comcast currently sponsors the Portland Film Festival, and Comcast is the primary sponsor for the Native American Youth and Family Center annual gala.

***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. June 26, 2023 Meeting Minutes
- C2. August 21, 2023 Meeting Minutes

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

VOTE: 7-0 passed

REGULAR AGENDA

R1. Launch the 2024 Community Technology Grant Cycle

Rana DeBey said staff is recommending the Commission allocate \$2 million for the Community Technology Grant Cycle for FY 2023-24 and that amount also covers the off-cycle grants program. Staff is recommending that the Commission establish a pre-application deadline of December 5, 2023 with the application window opening up on October 16, 2023. Staff will hold informational meetings in October and November for interested applicants. Pre-applications are due by December 5th through the portal and then in the January meeting the MHCRC will decide which pre-applications move forward in the process. Staff will work with applicants to finalize the contracts and MHCRC will approve the contracts at future MHCRC meetings. The off-cycle grants will be approved following the protocol that was previously approved by the Commission. The current approved budget reflects the \$2 million allocation request.

MOTION: Commissioner Thomas moved to approve the 2024 Community Technology Grant Cycle. Commissioner Studenmund seconded.

VOTE: 7-0 passed





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R2. Off-Cycle Grant Requests: Lewis & Clark College

Staff is recommending the Commission approve a Lewis & Clark College Graduate School of Education & Counseling \$35,849 grant request. Lewis & Clark College Graduate School of Education & Counseling submitted a letter of interest (LOI) to MHCRC Staff in early August, Staff deemed the request met the grant eligibility criteria, the MHCRC Equity Committee reviewed and approved the application to be moved forward to presenting the LOI to the MHCRC Commission for funding. MHCRC has available funds to support this grant request titled “Art at the Center” Video Project with a requested launch date of October 1, 2023.

MOTION: Commissioner Harden moved to approve the Lewis & Clark College grant for \$35,849. Commissioner Thomas seconded.

VOTE: 7-0 passed

R3. City of Portland Charter Reform Update (Information Only)

Eric Engstrom, Deputy Director of the Bureau of Planning and Sustainability, gives an update on the City of Portland Charter Reform. City of Portland Chief Information Officer Mike Jordan drafted an organizational chart which will go to City Council in October for a resolution that will then guide the City’s work to prepare the FY25 budget which overlaps the January 2025 Charter Reform implementation date. Staff is seeking MHCRC feedback prior to the October Council vote, with Chair DeGraw as the liaison to the Charter Reform. The draft letter to Mike Jordan from MHCRC, included in the packet of materials from Chair DeGraw, outlines MHCRC and who we are and how we work. This letter is the first of many MHCRC communications with Mike Jordan and city leadership as the Charter Reform takes shape. The letter will circulate for Commissioners’ input and approval and then will be submitted to Mike Jordan on Friday.

Staff Activity

- Legislative Advocacy Report – Kevin Block updated the Commission on FCC NFPRM and “All-in” Pricing, the 5th FCC Commissioner, FCC Comments on Video Programming Landscape, and Local Authority (HR 3557).
- NATOA Conference/Board Membership Update: Rebecca Gibbons is elected to the NATOA Board of Directors.
- Cable Franchise Negotiations Update – Andrew Spears updated the Commission that Tim Goodman and he are meeting frequently to update the Cable Franchise Agreement.
- Franchise Compliance Update – Andrew Spears: There is an open position for an Analyst who will be managing Franchise Compliance, which includes the compliance monitoring for MHCRC.
- Consumer Protection Report – Andrew Spears reported that The MHCRC planned to implement a new complaint tracking database that would allow viewing the data in a variety of ways through a real-time dashboard. This will be shared through MHCRC website soon. Commissioners would like to review this process at the next meeting.





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- Franchise Fee Audit Report – Andrew noted it was a nominal amount, and we received payment from Comcast. No action needed.
- MHCRC Strategic Planning Update – Staff are engaging in conversations to hire a consultant for this work.
- Budget/Accounting Update – Staff are working with the Finance Committee to come up with a mid-year technology amendment to the budget.
- I-Net End Fund Update – Rebecca expressed appreciation to the Commissioners for the final signed agreement. October 26th or early November for the event.
- Community Technology Grant Peer Learning Event Update – Rana reported on the October 17th event at The Laurelhurst Club, hosting grantees for a learning and networking lunch.

Committee Reports

- Finance Committee – Commissioner Thomas - scheduled to meet 10/24/2023
- Equity Committee – Commissioner Roche
- Policy Committee – Commissioner Harden

Commissioners DeGraw and Dennerline are reappointed to the commission through their respective jurisdictions.

Next MHCRC meeting is Monday, October 16, Hybrid, hosted at MetroEast, Chaired by Vice Chair Harden.

Adjourned: 8:40 PM

Respectfully submitted,
Kathleen Lefebvre

