



# Mt. Hood Cable Regulatory Commission

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

MT. HOOD CABLE REGULATORY COMMISSION  
Remote Meeting via phone or computer – Portland OR  
March 21, 2022 Meeting Minutes – [APPROVED](#)

## SUMMARY MINUTES

**Call to Order:** 6:31PM PM by Chair Studenmund

### Roll Call

*Present:* Commissioner Dennerline; Commissioner Roche; and Chair Studenmund.

*Absent:* Commissioner Harden, Commissioner Thomas

- Agenda Review – no questions.
- Disclosures: None
- Public Comment (non-agenda items): None
- Community Media Center Annual Report
  - MetroEast – John Lugton presented a PowerPoint presentation
    - 2021 highlights include a new website that is tied to their volunteer database.
    - Offered summer camps with Reynolds Middle School with at least 50% BIPOC student body and low-income students. They will be able to host them again.
    - Also hosted media pop-ups with their mobile media innovation lab at three different parks on three different occasions, at Gresham Summer Kids in the Park, Dress for Success, and Play Grow Learn. These are interesting because five years ago MetroEast did not do any. Based on the success last year, this summer MetroEast is fully booked and still hoping to squeeze some more in.
    - Hosted podcasting camp with high school students at Springwater Trail.
    - Hosted Gresham High School Broadcast Journalism class to help them learn basics of capturing sound, how to shoot video and helping advanced class with studio experience. Worked with about 75 students at this high school.
    - Produced three videos for Gresham, Centennial, and Reynolds High Schools at the beginning of the school year, in English and Spanish, to enable student to understand protocols for COVID-19 to manage expectations of student bodies.
    - Digital Media Navigators Program at Rosewood Initiative with members of the Black, Nepali, Rohingya, Latinx communities for a train-the-trainer program to share out with their respective community. Internet skills, creating digital content through video production, managing remote environment, working



collaboratively online. This is an ongoing program and will likely rolled out across the country through other organizations.

- Government meetings, programming,
  - Open by appointment only
  - Security breach that they had some training around
  - Territorial acknowledgment online class – will be ongoing
  - ROW video was a NATOA winner. The Whole World got a regional Emmy nomination.
- Open Signal – Rebecca Burrell presented a PowerPoint presentation. Shared video by Spencer Garland
    - Adjusted focus to priority communities: BIPOC, low-income, disabilities, ELL, and nonprofit organizations.
    - In 2021, provided 1020 hours of training to program participants. Able to provide, equipment, studio training, technical support,
    - Collaborated with Outside the Frame, working with homeless and marginalized youth.
    - Completed new media fellowship.
    - Became site for PDX Free Fridge for responsive community resource during the pandemic.
    - Collaborated with Montavilla Jazz.
    - Open Signal Labs supported Black fellows and additional
    - Premiered 2,334 new pieces of media. Saw a dip in content submissions a 30% increase from 2020. Aired 114 COVID PSAs. Started broadcasting closed captions for deaf and hard-of-hearing.
    - All five channels are now available to stream online.
    - Train the Trainer program designed to help nonprofits to teach media skills to their own communities.
    - Record fundraising year – in the best financial standing in the last 10 years.
    - 2022 Goals: In process of transitioning to hybrid city council meetings. Expanding Teach to Learn nonprofit training. 360 screening at OMSI in June; Open Signal Labs productions, Mission and Vision planning, board recruitment and infrastructure and new programming is in the works.
  - Franchisee Activity Report
    - Ziplly – No presentation
    - Comcast – Tim Goodman presented updates. They hired David Harden. He will be on their local government affairs team focusing on internet essentials. Samantha Ridderbusch is on board now as well and will be filling in for Tim Goodman at times for MHCRC meetings.

**\*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. January 24, 2022, Meeting Minutes

**MOTION:** Commissioner Dennerline made a motion to approve the January 24, 2022 MHCRC Meeting Minutes. Chair Studenmund seconded.

**VOTE:** Motion passed with 2 votes in favor and 1 abstention from Commissioner Roche.

## REGULAR AGENDA

\*R1. Extend Comcast Cable Franchise Renewal Negotiation Period presented by Director Perez. Original Comcast negotiation period has been extended in September 2021 and February 2022. There is constant communication with Comcast and there is a hope that negotiations will wrap up this summer. Staff recommends that the Commission authorize the Chair to send a letter to Comcast acknowledging the agreement to extend the cable franchise renewal negotiation period through September 30, 2022.

**MOTION:** Commissioner Dennerline made a motion to authorize the extension of the Comcast Cable Franchise Renewal period through September 30, 2022. Commissioner Roche seconded.

**VOTE:** Motion passed with 3 votes in favor and 0 against.

\*R2. Recommendation to Portland Council for One-Year Extension of Open Signal (PCM) Operational Grant Agreement, presented by Rana DeBey, Community Grants Manager. Staff is recommending that the Commission forward to the Portland City Council a recommendation to extend Open Signal's Operational Grant Agreement by one year to end on June 30, 2023, which currently expire at the end of the current fiscal year. The Open Signal Operational Agreement is with the City of Portland, however, they have delegated oversight responsibilities to the MHCRC. Due to delays with the Comcast Franchise Renewal Negotiations, staff is recommending a one-year term extension of the existing contract to allow staff and Open Signal leadership time to consider the impact of the renewed franchise terms on the services required under the contract. MHCRC staff has discussed the extension with Open Signal leadership and representatives with the City of Portland, and all are in favor of the extension.

**MOTION:** Commissioner Roche moved that the commission forward to the Portland City Council a recommendation to extend by one year Open Signal's operational grant agreement to the end of June 2023. Commissioner Dennerline seconded.

**VOTE:** Motion passed with 3 votes in favor and 0 against.

\*R3. Approve One-Year Extension of Open Signal (PCM) Capital Grant Agreement and MetroEast Community Media Capital & Operational Grant Agreement presented by DeBey. Along the same lines and for the same reasons, staff is recommending that the commission first amend the grant agreement for capital and operation support with MetroEast Community Media to extend the agreement term by one year to June 30, 2023; and second the commission amend the grant agreement for capital support with Open Signal to extend the agreement term by one year to June 30, 2023.



**MOTION:** Commissioner Dennerline moved to approve a one year extension to Open Signal's capital agreement and MetroEast's capital and operational agreements through June 2023. Commissioner Roche seconded.

**VOTE:** Motion passed with 3 votes in favor and 0 against.

R4. Comcast's I-Net End Fund Report (Information Only). Commissioner Studenmund asked Tim Goodman with Comcast when MHCRC will receive an updated I-Net Fund Report. Goodman responded hopefully by the end of the week.

- Staff Updates

- MHCRC FY22-23 Budget Process. Finance Manager Michael Wong presented updates. Staff is currently creating the next MHCRC fiscal year budget, which includes updating budget projections with monthly actuals. Currently we are updated with actuals through February. As we get closer to the June meeting, we'll update with Q3 actuals from revenue. We are continually updating the interest earned of our portfolio, based on the economists' projections for the next fiscal year. A close approximation is about 0.4% at this point. The Finance Committee met last week to go over timeline in terms of when we should expect a proposal, reviewed the budget proposal narrative as a precursor to actual rollout of the final proposal coming in June.
- TechSmart Initiative Shared Learning Event information shared by DeBey. The last event is April 7, 2022, from 9AM to Noon. It will be a virtual event where the School Districts come together to learn about successes and challenges. Each district will share a presentation, discussion of 1-1 devices and what sustainability looks like for the initiative. The Commission is welcome to attend an RSVP invite was shared with board. Contact DeBey if you need more information.
- NDIA Net Inclusion Conference update provided by Rebecca Gibbons. This conference occurred in mid-February as an in-person conference. Over 350 participants from across the country attended. They talked about digital equity efforts, having national folks who are working on these issues get a taste of the work happening locally, Gibbons was on a panel focused on local coalitions, local government, and public agency involvement in this work. Everyone came away energized, inspired. Gibbons provided a huge shout out to Open Signal and MetroEast who livestreamed along with NDIA Team and LNS captioning through an agreement with NDIA and the library. Attendees appreciated that level of accessibility. We should be doing that on all our meetings. Close to 900 folks checked in on the livestream.
- Gibbons provided an update on the MHCRC retreat. Staff have struggled to find time where all commissioners are available, missing three members of the commission, and struggling to find facilitator. Take care of business as usual such as goals/objectives tacked on to regular meeting, special meeting, or email. With anticipation of new board members, so staff may propose doing a holistic retreat in fall or perhaps during the July/August recess.



- Committee Reports
  - Finance Committee meeting is May 11<sup>th</sup> at 5:30PM. Wong provided report from last meeting already.
  - Equity Committee has not had a meeting.
  - Policy Committee has not had a meeting.
  - Open Signal Board Appointee – Gibbons, they are doing well, engaged, and doing great works.
  - MetroEast Board Appointee – Commissioner Dennerline reports that they are in process of revamping their board and they have some great candidates, so things are moving in a positive direction.
  
- New Business:
  - Commissioner Rubio has reached out to the two individuals she hopes to appointment. Hoping to have full commission for May meeting.
  - With the lift of mask mandates, we are required under state law to implement hybrid meetings. Ava is working with OpenSignal and MetroEast to continue hosting that way, for hybrid meeting to begin in May. It will continue to be up to MHCRC board members to choose to meet virtually or in-person.
  - 2022 Commission Meeting Schedule:
    - April: Retreat TBD
    - May 16 – 3<sup>rd</sup> Monday, moving to May 23 would allow budget process to be completed.
    - June 20 last meeting of fiscal year and work on committee assignments. Commissioner Dennerline may not be available for the June meeting.
    - July/August: recess
    - September 19: first meeting of the new fiscal year
  
- Public Comment: None.

**MOTION:** Commissioner Dennerline moved to adjourn. Motion seconded by Commissioner Roche.

**VOTE:** Motion passed with 3 votes in favor and 0 against.

**Adjourned:** 7:37 PM by Chair Studenmund.

Respectfully submitted,  
 Ava Hansen, BSW  
 Executive Assistant

