

MT. HOOD CABLE REGULATORY COMMISSION
Portland Community Media, Studio A
December 21, 2015 Meeting Minutes -- **APPROVED**

SUMMARY MINUTES

MINUTES AS APPROVED AT THE JANUARY 25, 2016 MHCRC MEETING.

Call to Order: 7:17pm

- **Roll Call**

Commissioners present: Carol Studenmund (Chair); Leif Hansen (Vice Chair); Scott Harden; Norm Thomas; Rich Goheen; Mike Bennett; John Branam; Sue Dicile.

Staff: Mary Beth Henry, Director; Julie Omelchuck, Program Manager; Rebecca Gibbons, Program Coordinator.

- **Agenda Review:** Studenmund said Rob Brading will give the MetroEast activity report after the Consent Agenda.
- **Disclosures:** Thomas disclosed meeting with Marc Farrar, Comcast, to discuss the advantages of MHCRC education-focused Community Grants. Studenmund disclosed meeting with Marc Farrar about the Portland City Council's passage of an ordinance requiring closed captions be turned on in public spaces. Studenmund said she and Farrar shared ideas on how to get the word out to businesses impacted by the ordinance.
- **Public Comment:** none.

Consent Agenda

C1. October 19, 2015 Meeting Minutes

MOTION: Dicile moved to approve the Consent Agenda. Bennett seconded.

VOTE: 8-0 passed.

Regular Agenda

PEG Provider Activity Report: MetroEast

Brading reported that the executive director search is moving forward as planned. Brading said the closing date for applications is January 8. Brading said the Board and search committee are open to a wide range of candidates and are not limiting consideration to those with community media experience.

In response to a request from Dicile for a Facebook-friendly version of the position announcement for circulation, Paula Manley, MetroEast's consultant leading the search, said she would circulate the announce and thanked the Commission for helping to share widely.

Branam suggested asking mayoral candidates to post and share the announcement to their networks.

R1. MHCRC FY14-15 Fund Audit

Henry said this is the 4th year of conducting an audit separate from the City of Portland. Henry said staff and the Finance Committee recommend the Commission acknowledge the audit and to authorize MHCRC staff Director to accept the audit by signing and submitting it to the Secretary of State by December 31. Henry said the audit findings were reviewed by the Finance Committee. Henry introduced Ken DeHart, Senior Manager and CPA at Moss Adams.

Ken DeHart said he has been with Moss Adams for 21 years and that he has conducted the City of Portland's audit for 11 year. DeHart has worked on the MHCRC's audit all 4 years. Referring to a PowerPoint presentation, DeHart said Moss Adams' services included an audit of the financial statements, which includes a detailed testing of transactions and balances, a review and testing of internal controls and reporting on results. DeHart said Moss Adams also provides compliance testing and reporting under Oregon Minimum Audit Standards. DeHart said Moss Adams conducts a technical review of the MHCRC financial statements prepared by the City of Portland technical accounting staff. DeHart clarified elements of the review through the PowerPoint presentation. DeHart concluded that the overall audit report is an un-modified, clean opinion. DeHart said the opinion means Moss Adams audited the financial statements and found the statements to be materially correct.

DeHart thanked MHCRC staff and City of Portland accounting staff for being responsive and easy to work with during the review.

MOTION: Dicile moved to acknowledge the audit prepared by Moss Adam's for FY14-15 MHCRC Fund and to authorize MHCRC staff Director to accept the audit by signing and submitting it to the Secretary of State by December 31. Harden seconded.

DISCUSSION: none.

VOTE: 8-0 passed

Staff Activity Reports and Updates

- CenturyLink Notice and Opportunity to Cure: Customer Service Standards: Gibbons, referring to the noncompliance letter and Oregonian article included in the meeting packet, said that after review CenturyLink's 3rd quarter statistics, staff determined that CenturyLink had not met the telephone answering and appointment window standards. Gibbons said the noncompliance notice gives CenturyLink 30-days to cure the violation or develop a curative plan. Gibbons said staff would have more information on the status of the cure by the January meeting.
- Subscriber complaints: Gibbons said staff has been fielded a higher than normal number of subscriber complaints in the past few months. Gibbons said subscribers are unhappy with Comcast's October 1 rate increase, which included an increase to the Broadcast TV fee and a new sports network fee that are separately line itemed out on subscribers bills. In addition, Gibbons said staff is fielding complaints from CenturyLink subscribers about service installation delays.

- FCC/Federal legislative developments: Henry said she and Carol Studenmund attended an FCC meeting on closed captioning, with a particular focus on PEG requirements. Henry said the Alliance for Community Media is taking a lead role in helping to educate PEG staff on the requirements and sharing creative solutions to addressing the financial impact of the requirements. Studenmund said the meetings were productive and that she believes the City of Portland and Portland Community Media are farther along in addressing the requirements than most.
- FY16-17 Budget process/information: Henry said City of Portland and Multnomah County committed \$30 million to affordable housing and in order to fund this initiative all general fund bureaus in the City of Portland have been asked to submit 5% budget reduction packages. Henry said the January 12 Finance Committee meeting will focus on budget reduction options.
- TechSmart Initiative: Omelchuck said staff continues to work with Centennial and Gresham Barlow on project plans. Omelchuck said part of the annual retreat will be spent on discussing the evaluation design for the TechSmart Initiative.
- Community Technology Grants – Gibbons said the deadline for Pre-Application has passed and review packets will be emailed/mailed by the end of the week.
- Digital Equity Action Plan (DEAP): Henry said the City of Portland and Multnomah County held the third and final DEAP workshop recently. Henry said the workshop was well attended with over 50 attendees. Henry said the City Club of Portland is hosting a Friday Forum on Digital Equity on January 15. Henry said both PCM and OPB cover the event.
- Other: Gibbons referring to a hand out, said staff issued a notice on noncompliance to Frontier for failure to provide services to a newly developed area in Gresham. Gibbons said Frontier has 30 days to document a cure or submit a curative plan.

Committee Reports

- Finance Committee: Bennett said he chaired the last Finance Committee meeting in Thomas' absence. Bennett said the Committee reviewed the audit findings and was pleased with the results. Bennett said the Committee confirmed that all MHCRC funds are invested in the same financial pools as the City of Portland and garner the same interest rate, rate of return, etc. Bennett said the Committee is looking into how the City of Portland charges interagency fees to the MHCRC. Henry said the Committee will consider a 5% cut package at the upcoming meeting in January.
- Grant Committee: Goheen said the Committee held a general information meeting tonight. Goheen said the Committee discussed how staff monitors grants for compliance under the franchises and the grant guidelines. The Committee reviewed the restrictions on grant funding. Goheen said the Commission is and will continue to be consistent in how it funds technology. Goheen said the Committee had a general discussion about how it can better publicize the availability of funds and to share success stories.
- PCM Board Appointee: Studenmund thanked Paula Manley for her leadership.
- MetroEast Board Appointee: none.

New Business; Commissioner Open Comment

Studenmund reviewed the meeting schedule.

Franchisee Activity Report

- Comcast: Marc Farrar wished the Commission and staff happy holidays.

PEG Provider Activity Report

- MetroEast Community Media: see above.
- Portland Community Media: Manley said PCM installed a new roof and is addressing the mystery leak that sprung recently. Manley said PCM's youth media projects continue to be well attended and in demand. Manley said the master control room upgrade is underway. Manley said the PEG channels are available on CenturyLink's system. Manley said staff is intrigued by the Mosaic channel on the CenturyLink system and thinks it will be helpful in promoting and branding the channels. Manley said PCM will record and replay the January City Club meeting and will share the replay schedule. Manley said the PCM Board hopes to announce the new executive director hire soon.

Public Comment: none.

Adjourn: 8:06 pm

Respectfully submitted,

Rebecca Gibbons
Program Coordinator