

Mt. Hood Cable Regulatory Commission
Location: Open Signal
June 3, 2019 Meeting Minutes – **Approved**

Summary Minutes

Call to Order: 6:36 pm

- Roll Call
Commissioners present: Leif Hansen (Chair), Carol Studenmund, Scott Harden, Sue Dicile, Norm Thomas, Jacquenette McIntire, Jeff Dennerline

Commissioners absent: None

Staff Present: Elisabeth Perez, Staff Director; Julie Omelchuck, Program Manager; Rebecca Gibbons, Program Coordinator; Bea Bedard, Program Coordinator; Gail Karish, Best Best & Krieger, Legal Counsel; Mark Wolf, Local Gov't Law Group, Legal Counsel

- Agenda Review: None
- Disclosures: None
- Public Comment (non-agenda items):
Martin Jones, CEO, MetroEast Community Media, announced his resignation from MetroEast as of June 30. The MetroEast leadership team will manage operations during the transition period. Commissioners expressed their esteem and appreciation for Jones' leadership, direction, and creativity. MetroEast has been nominated for three Emmys. The *Rockwood DIY* program is entering phase two with *Rockwood Rising*, which will launch June 12. The program has served over 700 Rockwood neighborhood residents with digital literacy services. Jones will continue as co-chair of the Alliance for Community Media conference, which will take place in Portland this Summer.

- ***CONSENT AGENDA – NO DISCUSSION**
None

- **REGULAR AGENDA**

***R1. MHCRC FY 2019-20 Goals**

Omelchuck said the goals reflect discussion at the MHCRC planning retreat along with projects currently underway, which include the community technology needs ascertainment, franchise and PEG/I-Net fee reviews, and an impact report for the TechSmart initiative.

Motion: Thomas moved to adopt the FY2019-20 Goals and Objectives. Studenmund seconded.
Vote: 7-0 passed

***R2. MHCRC FY2019-20 Fund Budget**

Thomas presented the MHCRC Finance Committee recommended budget to forward to the Jurisdictions for approval.

Commissioners discussed the modest and reasonable budgeting year over year. Commissioners also noted the increased professional services, which will support general legal counsel, the Comcast franchise negotiations, and advocacy.

Omelchuck noted that the budget preserves full capital funding for the two community media centers, staff capital compliance program, and community technology grants in the next fiscal year. The annual capital funding allocation for TechSmart Initiative will be curtailed in FY2019-20 so as to wrap up the Initiative grants by FY2021-22.

Justen Harn, Executive Director, Open Signal, presented the organization's budget, identifying continued growth in earned revenue.

Studenmund commented that Open Signal's earned income from production services is up 20% in the current fiscal year.

Jessica Holliday, Finance Director, MetroEast Community Media, presented MetroEast's budget, highlighting focus on revenue growth in production services fees. Jones commented that MetroEast continues to focus on sustainability while looking at ways to push the envelope and experiment in creation of new revenue streams.

In response to a question from Dicile, Holliday said MetroEast is focusing on being less reliant on the investment fund to maintain the principle and is using it on an as-needed basis.

Motion: Dicile moved to adopt the MHCRC FY2019-20 Fund Budget and forward it to the member Jurisdictions with a recommendation for approval. Harden seconded.

Vote: 7-0 passed

- Staff Activity Reports and Updates
 - MHCRC 2018-19 Annual Report
Omelchuck said the MHCRC Annual Report is nearly complete. Printed copies will be available to distribute at the jurisdictional meetings for MHCRC budget approval.
 - Alliance for Community Media Conference – Portland, July 10-12
Omelchuck reminded Commissioners to indicate soon if they want to attend the conference. Dicile encouraged attendance to experience all the amazing things happening in community media on the national scale.
 - OCT Staffing Update/ Priorities
Omelchuck noted the new employees that support the MHCRC work: Bea Bedard, Program Coordinator, and Cinthia Diaz Calvo, who will begin as the Administrative Specialist June 4. She said both are temporary appointments with the plan to hire permanently in these positions as soon as possible.

Perez said she is committed to the Portland Office for Community Technology (OCT) as Acting Director and will work with OCT staff to develop a strategic plan to be completed by end of Summer. She will work closely with Omelchuck to determine how to best support the City bureau and the Commission.

- **Frontier Transfer of Ownership**

Omelchuck note the news release contained in the meeting packet, announcing Frontier's ownership transfer deal with Wave Division Capital LLC. The MHCRC will need to undertake a transfer of ownership regulatory process, which entails a Commission recommendation to the East County cities. Portland and Multnomah County do not have franchises with Frontier. She said staff is currently engaged with Frontier in a franchise and PEG/I-Net Fee audit, which will need to be resolved prior to ownership transfer.

- **Committee Reports**

- Finance Committee: None

- Open Signal Board Appointee: Dicile said fundraising continues apace and noted the enthusiasm for Black Filmmakers program. She added that the Board has new members who seem experienced and engaged.

- MetroEast Board Appointee: None

- **New Business; Commissioner Open Comment**

Hansen checked with Commissioners availability to move the June meeting from June 17 to June 24. He also noted that July/August meetings are still tentative.

- Public Comment: None

- **EXECUTIVE SESSION**

Hansen convened the Executive Session at 7:20pm, pursuant to ORS 192.660(2)(f), which allows the Commission to meet in executive session to consider information or records that are exempt by law from public inspection, specifically: ORS 192.355.

Representatives of the news media and designated staff (Perez, Omelchuck, Gibbons, Bedard) were allowed to attend the Executive Session. All other members of the audience were asked to leave the room. Representatives of the news media were specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the Executive Session, except to state the general subject of the session as previously announced. No members of the news media were in attendance. No decisions were made in the Executive Session.

The MHCRC considered and reviewed information and records exempt from public inspection related to the MHCRC special legal counsel, BBK, and general counsel, Wolf, legal review of federal and local franchises related to public benefits provided under the franchises.

Executive Session adjourned at 8:24pm and Hansen reconvened the regular MHCRC meeting.

Adjourned: 8:24pm

Respectfully submitted:

Bea Bedard, Program Coordinator