

Mt. Hood Cable Regulatory Commission  
Location: MetroEast Community Media  
April 22, 2019 Meeting Minutes – **Approved**

### Summary Minutes

Call to Order: 6:36pm

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

Commissioners Absent: Sue Dicile

Staff Present: Julie Omelchuck, Program Manager

- Welcome New Appointees  
Jacquenette McIntire – Gresham Appointee  
Jeff Dennerline – Fairview Appointee

- Agenda Review: None

- Disclosures: None

- Public Comment (non-agenda items): None

- **CONSENT AGENDA – NO DISCUSSION**

\*C1. January 28, 2019 Meeting Minutes

\*C2. March 16, 2019 Planning Retreat Minutes

**Motion:** Thomas moved to approve consent agenda. Harden seconded.

**Vote:** 6-0 passed

- **REGULAR AGENDA**

\*R1. Contract Amendment: Manley Consulting

Omelchuck noted the need to increase Paula Manley's contract amount by \$5,000 to accommodate her facilitation of the MHCRC 2019 retreat.

**Motion:** Harden moved to amend the contract with Paula Manley Consulting to increase the total contract amount by \$5,000 to include the work related to the facilitation of the MHCRC 2019 retreat. Studenmund seconded.

**Vote:** 6-0 passed

**\*R2. Community Technology Needs Ascertainment Consultant Contract**

Omelchuck said staff conducted a competitive Request for Proposals (RFP) process and negotiated final contracts with both top proposers. The Ascertainment Consultant will oversee the overall ascertainment data collection and analysis processes and will engage with established MHCRC stakeholders, such as municipal and educational partners. The Community Engagement Consultant will focus on participation by communities of color, people with disabilities, seniors, English language learners, and groups where there is a need for more specific engagement activities to ensure they are included.

Omelchuck noted that the last ascertainment was completed in 2009-10. She expects data collection to be completed by December.

**Motion:** Thomas moved to adopt the Community Technology Needs Ascertainment consultant contract not to exceed \$90,000. Studenmund seconded.

**Vote:** 6-0 passed

**\*R3. Ascertainment Community Engagement Consultant Contract**

**Motion:** Thomas moved to adopt the Ascertainment Community Engagement consultant contract not to exceed \$44,000. Harden seconded.

**Vote:** 6-0 passed

**\*R4. FY18-19 MHCRC Operations Budget Amendment**

Omelchuck said staff is projecting about \$92,000 under expenditure in personnel in the MHCRC FY18-19 operations budget due to vacancies in staff positions that support the MHCRC and are included in the budget. The MHCRC has budget needs that were not anticipated at the time of FY18-19 budget development. Staff requested moving funds underspent in the personnel line item as follows:

- 1) \$50,000 to Internal Materials & Services to support the physical move of staff out of the Portland Revenue Division to reflect the structural change of the office within the City. Staff noted the need for moving expenses at the MHCRC planning retreat; and,
- 2) Any remaining amount to External Materials & Services to cover MHCRC contracted legal services and other resource and consulting needs due to unfilled personnel positions.

**Motion:** Harden moved to authorize amending the MHCRC FY18-19 operations budget by moving underspent personnel funds in the amount of \$50,000 to Internal Materials & Services, and moving the remaining amount from the under expenditure in the personnel line item to External Materials & Services. Dennerline seconded.

**Vote:** 6-0 passed

Omelchuck said that in May 2018, after MHCRC FY18-19 budget development, Portland noted that it would no longer be able to provide legal services to the MHCRC. The funds for legal services were included in the Internal Materials & Services line item in the FY18-19 operations budget. Staff recommends that the MHCRC move \$18,180 for City-provided legal services in

Internal Materials & Services to External Materials & Services to cover MHCRC contracted legal services.

**Motion:** Harden moved to authorize amending the FY18-19 MHCRC operations budget by moving \$18,180 from Internal Materials & Services to External Materials & Services.

Studenmund seconded.

**Vote:** 6-0 passed

Omelchuck said staff requests that the MHCRC authorize the Commission Chair to enter into contracts through September 2019 on behalf of the MHCRC up to \$10,000, to address MHCRC work needs in light of unanticipated, significant vacancies in staff positions that support the MHCRC. Current financial policies allow direct payment of invoices up to \$5,000 per year, per vendor; contracts or letter agreements are required for amounts over \$5,000. Staff will provide Commissioners any agreements entered into by the Chair.

**Motion:** Studenmund moved to authorize the Commission Chair to enter into contracts through September 2019 on behalf of the MHCRC up to \$10,000. Dennerline seconded.

**Vote:** 6-0 passed

- Staff Activity Reports and Updates

Omelchuck reported on the following items:

- FY19-20 Budget Process/Information: Budget presentations to jurisdictions will occur in June. Dates and information will be shared with commissioners.
  - Comcast's Annual I-Net End-Fund Report: No expenditures this year. Staff is working with Comcast on a digital inclusion-oriented initiative that will use this fund. In response to a question from Dennerline, Omelchuck said that the funds would retain existing restrictions after the end of the franchise term, and would likely be part of the negotiation for renewal franchise.
  - TechSmart Initiative: Final round of grants is delayed due to limited staff capacity.
  - Alliance for Community Media Conference – Portland, July 10-12: Funds are available in the budget for Commissioners to attend.
  - OCT Staffing Update/Priorities: Due to limited staff capacity some items will be delayed, including the final round of TechSmart grants, and the Community Technology grants process, while staff focuses on the highest priorities such as the budget and the annual report. Thomas said TechSmart grants are important and would not want this to be a hardship for schools' planning. Commissioners agreed to meet in July and August to move grants forward as needed.
  - Other: In response to a question from Thomas, Omelchuck said staff capacity and jurisdictional scheduling has constrained the available dates on a jurisdiction's agenda for MHCRC budget consideration.
- Committee Reports
    - Finance Committee: Thomas said the Committee met to develop the budget and review budgets for Open Signal and MetroEast. The next Committee meeting is scheduled for April 30 to recommend budget for MHCRC approval.

- TechSmart Grant Committee: None
- Community Ascertainment Committee: None
- Open Signal Board Appointee: None
- MetroEast Board Appointee: Thomas said he didn't attend the last Board meeting. Thomas noted May 3 is MetroEast's Volunteer Appreciation event.
  
- New Business; Commissioner Open Comment:
  - Commissioners agreed to move the regular May meeting to June 3.
  - MHCRC Committee Appointments: Chair Hansen identified new committee appointments: Dennerline and McIntire appointed to Finance Committee; all other committee assignments remained the same.
  
- Franchisee Activity Report
  - Frontier: Jessica Epley, Frontier Government and External Affairs Manager, said Frontier is monitoring the proposed changes to the Oregon Universal Service Fund in process at the state legislature. She said that the state legislature repeal of the gigabit tax exemption will affect Frontier and it will be reviewing the gigabit service provision to MetroEast related to the franchise extension in light of this change. She also noted that Frontier is building out with Connect America funds; currently 65% toward target, and on track for 100% of infrastructure build out state-wide.
  - Comcast: Tim Goodman, Senior Director, Government and Regulatory Affairs, noted that *Comcast Cares Day* is May 4. Comcast crews are participating with the Oregon Food Bank, Portland Rescue Mission, E-cycle (electronics recycling) and Free Geek, Lents Elementary School, and Solv on a neighborhood cleanup project in the Brooklyn neighborhood. Goodman noted that the Leaders and Achievers scholarship program for high school seniors this year was providing fewer scholarships, but in larger amounts. Goodman said Comcast is working with City of Portland to install free Wi-Fi in Pioneer Square in exchange for locating facilities under the square.
  - CenturyLink: Samantha Ridderbusch, State & Local Government Affairs Director, said CenturyLink's *Teachers and Technology* grant awards will be announced in June.
  - Reliance Connects: Omelchuck said that, on MHCRC recommendation, Multnomah County extended the franchise through June 30, after which time Reliance Connects will no longer have a cable franchise in the MHCRC service area.
  
- PEG Provider Activity Report
  - MetroEast Community Media: None
  - Open Signal: None
  
- Public Comment: None

Adjourned: 7:52pm

Respectfully submitted:  
Bea Bedard, Program Coordinator