



MT. HOOD CABLE REGULATORY COMMISSION
MetroEast Community Media, Studio A
829 NW 8th St. Gresham, OR 97030
October 21, 2019 Meeting Minutes -- **Approved**

SUMMARY MINUTES

Call to Order: 6:30 pm

- Roll Call

Commissioners present: Carol Studenmund, Leif Hansen (Chair), Jacquennette McIntire, Trenton Harden, Jeff Dennerline, Norm Thomas.

Commissioners absent: None.

Staff: Julie Omelchuck, Program Manager; Cinthia Diaz Calvo, Administrative Specialist.

- Agenda Review: None.
- Disclosures: None. Harden and Thomas noted Comcast's presentations at the Wood Village and Troutdale city councils about its Internet Essentials program.
- Public Comment: None.
- CONSENT AGENDA

C1. September 23, 2019 Meeting Minutes

Hansen tabled the Sept. 23 draft minutes until the Dec. 16 meeting due to corrections that need to be made.

- REGULAR AGENDA

R1. 2018-19 Fiscal Year-End MHCRC Financial Report (unaudited)

Omelchuck noted the 2018-19 Fiscal Year-End MHCRC Financial Report contained in the meeting packet is informational only and that the MHCRC Fund financial statements and audit would be presented at the December meeting. The report's purpose is to provide a snap shot of the budget resources and expenditures for the past fiscal year. Omelchuck highlighted the cable franchise fee trend, which has continued to decline from FY17-18 to FY18-19; however, the number of cable subscribers increased for 2018. She noted it could be an anomaly and OCT staff will be taking a closer look at that.

Omelchuck said the MHCRC did not approve community technology or TechSmart grants during the fiscal year, which is reflected in the report. She noted that that actual expenditures in the MHCRC administrative budget were less than budgeted. The remaining balance from the Jurisdictions' allocation would be included in the FY20-21 budget. The remaining balance in the compliance program budget will be carried over for that program.

In response to a question from McIntire, Omelchuck said that contingency funds are not reflected in actual expenditures, as the budgeted amounts move from contingency to a line item when the MHCRC approves an expenditure from contingency.

R2. Open Signal – Ascertainment Multimedia Assets Grant Agreement

Omelchuck handed out a replacement for page 2, which included a couple changes to the draft grant agreement contained in the meeting packet. The grant agreement is to engage Open Signal to produce video and multimedia assets related to the community needs ascertainment. Having visual aids, such as pictures and videos, will assist the MHCRC and staff in presenting ascertainment findings. The MHCRC budget also includes \$10,000 to update the ascertainment branding and outreach materials.

Hansen agreed that photos and video will assist in effectively sharing the ascertainment information.

MOTION: Thomas moved to approve a not-to-exceed \$20,000 grant agreement with Open Signal to accomplish the following outcomes associated with the community technology needs ascertainment: Produce a short video and a portfolio of photographs to assist staff in translating Your Voice – Our Communications Technology 2.0 findings into a visually appealing, understandable, and accessible multi-media presentation to share ascertainment results with the community. Studenmund seconded.

VOTE: 6-0

R3. Community Technology Grant: Northwest Alliance for Alternative Media & Education

Omelchuck said that this is last remaining application from the 2019 funding cycle. She noted there are no significant changes from the pre-application, although staff worked with the organization to more clearly define evaluation methods. The budget between the initial and final request increased slightly.

In response to a question from Thomas, Omelchuck said the organization plans to produce music videos under its Keys and Beats program.

In response to a question from McIntire, Omelchuck said the videos will be submitted to MetroEast and Open Signal for playback on the community channels.

MOTION: Harden moved to approve the Community Technology Grant agreement with NW Alliance for Alternative Media & Education for \$33,874. McIntire seconded.

VOTE: 6-0

R4. Launch the 2020 Community Technology Grant Cycle

Omelchuck said that staff recommends the Commission establish a 2020 grant round pre-application deadline of December 12, 2019 and allocate \$800,000 for Community Technology Grants. Staff also recommends that, in light of the TechSmart grant funding wrapping up this fiscal year, the Commission expand the applicant eligibility requirement for the Community Technology Grant be expanded to include Kx12 educational institutions for video production projects for this round and going forward.

Commissioners Hansen, Harden and McIntire expressed support for changing the applicant eligibility requirement.

MOTION: Harden moved to approve allocation of \$800,000 for Community Technology Grants in the 2020 competitive process; amend eligible applicants to include Kx12 educational institutions for video production projects; and establish a Pre-Application deadline of December 12, 2019. Studenmund seconded.

VOTE: 6-0

- Staff Activity Reports and Updates
 - Communications Technology Needs Ascertainment – Staff has been working with CBG Communications and Esper House to finalize the scientific survey to take place late November. After the survey concludes, the community engagement activities can move forward. The activities include an online, qualitative survey, focus groups with sectors and stakeholders, and individual interviews. Esper House will also start its engagement focused on people of color, people with disabilities, and Seniors. The qualitative survey will be available in paper copy and in English and Spanish. The final findings report should be available in June.
 - Legislative/Public Policy/ FCC Update – Omelchuck said the MHCRC is participating with the local government group to challenge the FCC order regarding in-kind offsets to franchise fees and mixed networks. Staff has not received communication from the cable companies regarding the Order but expects to receive notification before the companies take any action locally.
 - FY18-19 MHCRC Fund Audit Schedule – Omelchuck said the Finance Committee is meeting the first week of December to review and approve the MHCRC financial statements. The final Audit will be presented at the December meeting. Omelchuck

noted that due to changes in the grant agreement between Open Signal and the City of Portland, Open Signal will no longer be a component unit of the MHCRC financial statements; MetroEast will remain as a component unit.

- TechSmart Initiative – Omelchuck said she is discussing a possible grant with Centennial School District as there's funding still allocated to the district under the Initiative. Omelchuck said she may have a grant amendment for a work session in December, but it depends on the district's interest.
- NATOA Conference Report – Staff included a brief of their takeaways from the NATOA National Conference in the meeting packet. Omelchuck thanked Commissioners for their support of employee professional development.
- Staff Attendance - Oregon Connections Conference – Rebecca Gibbons will be attending the conference, which takes place in Ashland.
- MHCRC Annual Planning Retreat – Omelchuck will reach out to the Commissioners about available dates. The MHCRC budget includes \$5,000 for a retreat facilitator and staff will work with Chair Hansen on this. Based on feedback from Commissioners about the retreat site last year, staff is looking at The Kennedy School as a possibility.

- Committee Reports
 - Finance Committee – None.
 - TechSmart Grant Committee – None.
 - Community Ascertainment Committee – Hansen noted that he is ending this committee as the work moving forward is primarily staff and consultant driven, with the full Commission reviewing the draft findings report.
 - Open Signal Board Appointee – None.
 - MetroEast Board Appointee – Dennerline said that MetroEast is regrouping under the new CEO and moving forward.

- New Business; Commissioner Open Comment

Thomas noted that he provided an update to the Troutdale City Council about Commission activities and budget. The Council also discussed the Northwest Fiber/ Frontier transfer at the meeting and the vote was delayed because Council wanted to hear from the company. Harden announced that Greg Dirks was recently promoted to Wood Village City Manager.

Recognition to former Commissioner Dicile - Hansen recognized Sue Dicile for her 24 years of volunteer time, which shows a deep commitment to this work. She has always been present and active, and her prominent leadership served the Commission and the jurisdictions well throughout her many years of service. Thomas noted that Dicile was a knowledgeable and open mentor. Studenmund said she learned a lot from working with Dicile and that she is dearly missed.

Meeting Schedule:

November – recess

December 16 – Open Signal

January 27 – MetroEast

February – Annual Planning Retreat (TBD)

March 16 – Open Signal

April – recess

May 18 – MetroEast

June 15 – Open Signal

- Franchisee Activity Report
 - Frontier – None.
 - Comcast – Tim Goodman, Senior Director of Government Regulatory Affairs, mentioned he attended the NATOA National Conference. Comcast is partnering with Girls & Boys Club, United Way, and Portland Community College on various events. Goodman said that Comcast plans to reach out to MHCRC staff in the next four weeks about Comcast’s plans for implementing the FCC “In-Kind/Mixed Use” Order.
 - CenturyLink – None.
- PEG Provider Activity Report
 - Open Signal – None.
 - MetroEast Community Media – Tomi Douglas, MetroEast CEO, said she is now in her 3rd week in the role. Her priorities are strategic planning, Board and staff development, independent funding, and a new project based on DIY Rockwood project learnings.
- Public Comment: None.
- Adjourn 7:41 pm

Respectfully submitted:

Cinthia Diaz Calvo, Administrative Specialist II