



MT. HOOD CABLE REGULATORY COMMISSION
Remote Meeting via phone or computer, Portland OR
March 16, 2020 Meeting Minutes -- Approved

SUMMARY MINUTES

Call to Order: 6:30 PM

Chair Hansen reviewed protocols for the meeting as it was held electronically through participation by phone or computer as a result of the State of Emergency declared by Oregon and Multnomah County due to the COVID-19 virus. The meeting was publicly noticed with instructions about how people could participate. Members of the public would be given the opportunity to comment under Public Comment at the beginning and end of the meeting. Commissioners were asked to state their name when making or seconding a motion. MHCRC staff did not receive any requests for ADA accommodations for the meeting. MHCRC staff consulted with the MHCRC legal counsel to confirm that the notice and conduct of the meeting electronically met requirements of Oregon Open Meetings rules.

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

Commissioners Absent: Richard Roche.

Staff Present: Elisabeth Perez, Julie Omelchuck, Cinthia Diaz Calvo.

- Agenda Review: none.
- Disclosures: Harden stated he received a letter from Comcast about its performance and services in response to the COVID-19 State of Emergency.
- Public Comment: none.
- CONSENT AGENDA

McIntire removed C1 and C2 from the Consent Agenda because not all Commissioners attended the January MHCRC meeting.

C1. January 27, 2020 Meeting Minutes

MOTION: Thomas moved to Item C1. January 27, 2020 Meeting Minutes. Harden seconded.
VOTE: 7-0

C2. February 22, 2020 Retreat Minutes

MOTION: Thomas moved to C2. February 22, 2020 Retreat Minutes. Harden seconded.

VOTE: 7-0

Regular Agenda

R1. Authorize Moss Adams for MHCRC FY2020-21 Audits

Perez summarized the staff report contained in the meeting packet. She said Moss Adams conducts the MHCRC annual fund audit under a contract City of Portland. The City has decided to extend the contract through the FY20-21 audit. Staff consulted with Thomas as Chair of the MHCRC Finance Committee. He and staff said Moss Adams have provided good service and haven't had any performance issues to date. Therefore, staff recommends that the MHCRC authorize the City to conduct the MHCRC audit under the extended contract with Moss Adams.

MOTION: Harden moved to Authorize Moss Adams for MHCRC FY2020-21 Audits.

Dennerline seconded.

VOTE: 7-0

R2. CBG Communications Contract Amendment

Omelchuck referred to the staff report contained in the packet. Staff is recommending amending the contract increasing the dollar amount by \$30,000 and extending the CBG contract through August 31, 2020, to complete work related to the Community Technology Needs Ascertainment.

Omelchuck explained the background in which the Commission developed and adopted a scope of work for the ascertainment consultant in the late 2018. However, staff suffered severe constraints when three or four staff positions became vacant. As a result, the project deadline needed to be extended with additional unexpected items that were not part of the original contract scope. Omelchuck noted that the current budget could absorb the increased amount.

In response to a question from Harden about the developing and vetting of the online survey and formatting the paper copy of the survey, Omelchuck CBG performed more of the work due to staff capacity issues in developing the online survey and a paper version of the survey was not included in the original scope. In response to a question from Harden about using carryover from the past fiscal year instead of legal services amounts, Omelchuck said CBG funding was contained in the consulting line item in the budget, not in the legal services line item.

In response to a question from Hansen about personnel savings, Omelchuck said personnel savings amount would be transferred to professional services in the City's budget process. Hansen said that, with that transfer, both legal and professional services funds would go untouched if the Commission pursued staff's proposal.

MOTION: Harden moved to approve the amendment of the CBG Communications Contract. Thomas seconded.

VOTE: 7-0

New Business: Hansen introduced MetroEast and Open Signal board appointments to be reestablished in the next MHCRC meeting. Hansen will work with commissioners prior to meeting to assess and reassign candidates for each board.

Public Comment: none.

Adjourn: 7:10 PM

Respectfully submitted,
Cinthia Diaz Calvo
Administrative Special II