

MEETING NOTIFICATION
September 21, 2020
6:30 p.m.

Due to the State of Emergency declared in Oregon and Multnomah County in response to the COVID-19 virus, the meeting will be conducted via participation by phone or computer. Participants can access the meeting as follows:

Join Zoom Meeting

<https://us02web.zoom.us/j/89574516128?pwd=NXg5VThGeEFTaUs3NHI5a2ZFa0hiZz09>

Meeting ID: 895 7451 6128

Passcode: 758090

One tap mobile

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AGENDA

- Roll Call
Commission Participation: One or more members of the Commission may attend and participate by electronic means. The public will be afforded an opportunity to listen to the participation.
- Agenda Review
- Disclosures
- Public Comment (non-agenda items)

***CONSENT AGENDA – NO DISCUSSION**

All items listed below may be enacted by one motion and approved as consent agenda items. Any item may be removed from the consent agenda and considered separately if a member of the Commission so requests.

C1. June 15, 2020 Meeting Minutes

REGULAR AGENDA

- R1. Community Technology Needs Study Presentation 75 min
- Staff Introduction
 - CBG Communications Consultant Overview
 - Esper House Consultant Overview
 - Commission Discussion
- *R2. Launch the 2021 Community Technology Grant Cycle 5 min

- Staff Activity Reports and Updates
 - Public Policy/Legislative/FCC
 - Comcast Franchise Renewal Process
 - MHCRC Community Grants Program Updates
 - Other

- New Business; Commissioner Open Comment
- Committee Appointments
 - Meeting Schedule:
 - September 21 - Remotely
 - October 19 – Remotely
 - November – Recess
 - December 21 – Remotely
 - January 18 – Remotely

- Committee Reports
 - Finance Committee
 - Equity Committee
 - Policy Committee
 - Open Signal Board Appointee
 - MetroEast Board Appointee

- Franchisee Activity Report
 - Frontier/Ziply
 - Comcast
 - CenturyLink

- PEG Provider Activity Report
 - Open Signal
 - MetroEast Community Media

- Public Comment

- Adjourn

*Denotes possible action item

Please notify the MHCRC no less than five (5) business days prior to our event for ADA accommodations at 503-823-5385, by the City of Portland's TTY at 503-823-6868, or by the Oregon Relay Service at 1-800-735-2900.

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MT. HOOD CABLE REGULATORY COMMISSION
Remote Meeting via phone or computer, Portland OR
June 15, 2020 Meeting Minutes -- DRAFT

SUMMARY MINUTES

Call to Order: 6:30 pm

- Roll Call

Commissioners present: Chair Hansen, Commissioner Studenmund, Commissioner Dennerline, Commissioner Thomas, Commissioner McIntire, Commissioner Harden.

Commissioners absent: Commissioner Murphy, Commissioner Roche.

Staff: Julie Omelchuck, Program Manager; Rebecca Gibbons, Program Coordinator; Cynthia Diaz Calvo, Administrative Specialist; Rana DeBey, Grants Analyst; Elisabeth Perez Interim Director.

- Agenda Review: None.
- Disclosures: None.
- Public Comment:

Thomas appreciated Omelchuck's work and support. Harden appreciated all Omelchuck's accomplishments, especially her support and guidance. Dennerline feels cheated of all the things he won't learn since Omelchuck will not be around. He thanks her for her support. McIntire appreciates Omelchuck's institutional knowledge. Studenmund appreciates Omelchuck's impact in the community and work done through the TechSmart Grants. Marybeth Henry appreciates Omelchuck for making a difference in so many people's life. She has learned so much. Omelchuck committed to a class on race in which she learned about white privilege and systemic racism - has impacted and lead her work. Omelchuck didn't stop there, she became a member and leader in Grant Making association. She thanks her for her years of service and dedication. Alexander met Omelchuck in 1989 when the Cable office only had 2 employees. Appreciates her service. Hansen expressed gratitude towards Omelchuck's work and influence, which he describes as persistence, passionate and competent. Gibbons expressed admiration and thanks Omelchuck for her inspiration and for being a mentor to her for 20 years. Perez appreciates Omelchuck's work and feels lucky to be able to continue to work with her for at least a little longer. Studenmund mentioned that all commissioners have pitched in to give her a dinner certificate.

- CONSENT AGENDA

C1. May 18, 2020 Meeting Minutes

MOTION: Thomas moved to approve the Consent Agenda as presented. Studenmund seconded.
VOTE: 6-0

REGULAR AGENDA

DeBey presented the following applications which were submitted in December. At January MHCRC meeting the commission selected 13 of those pre-applicants to work with staff on a full application. Staff has worked with applicants to include additional information and suggested revisions to clearly defining measurable outcomes and evaluations plans, expanding on problematic issues surrounding beneficiaries. Open Signal withdrew its application due to changes staff capacity and organizational priorities due to COVID 19. MetroEast initially submitted two pre-applications but one was withdrawn, which was the project with Reynolds High School, and this was also due to staff capacity issues as a result of COVID-19 on the part of the Reynolds filing district. There are two applicants we anticipate will come forward at the September meeting. One applicant, Portland Public School District, TBS, has put their application on hold to determine their budget allocations and staff capacity for the coming year. NW Documentary had a late start day and asked for an extension due to low capacity also. Overall, it was a very collaborative process. DeBey noted OCT staff engaged in COVID-19 considerations around managing pandemic impacts and current grants.

R1. Community Technology Grant: MetroEast Community Media

MOTION: Thomas moved to approve the Community Technology grant for MetroEast Community Media for \$200,850.00. Harden seconded.

DISCUSSION: DeBey said the request increased by an additional \$61,000 for equipment in the library so they don't use other funds. They were granted an additional 25,000 for the purchase of a new vehicle. McIntire mentioned that it remains a great idea for the word to get out into the community.

VOTE: 6-0

R2. Community Technology Grant: ChickTech

MOTION: Thomas moved to approve the Community Technology grant for ChickTech for \$22,349.91. Studenmund seconded.

DISCUSSION: McIntire asked why the round numbers have changed for ChickTech and Luke-Dorf, Inc. DeBey said they were more specific about their budget.

VOTE: 6-0

R3. Community Technology Grant: Luke-Dorf, Inc

MOTION: Thomas moved to approve the Community Technology grant for Luke-Dorf, Inc for \$31,696.40. Dennerline seconded.

VOTE: 6-0

R4. Community Technology Grant: Outside the Frame

MOTION: Thomas moved to approve the Community Technology grant for Outside the Frame for \$32,250.00. Studenmund seconded.

VOTE: 6-0

R5. Community Technology Grant: Portland Community College

MOTION: Thomas moved to approve the Community Technology grant for Portland Community College for \$54,823.00. Harden seconded.

VOTE: 6-0

R6. Community Technology Grant: Resolutions Northwest

MOTION: Thomas moved to approve the Community Technology grant for Resolutions Northwest for \$21,453.00. Harden seconded.

VOTE: 6-0

R7. Community Technology Grant: Northeast Coalition of Neighborhoods

MOTION: Thomas moved to approve the Community Technology grant for Northeast Coalition of Neighborhoods for \$50,351.00. Studenmund seconded.

VOTE: 6-0

R8. Community Technology Grant: Slavic Community Center of NW

MOTION: Thomas moved to approve the Community Technology grant for Slavic Community Center of NW for \$38,205.00. Harden seconded.

DISCUSSION: Studenmund followed up about the subtitles that she requested be included. DeBey confirmed they did include the subtitles. Harden commented that initially he was down about supporting this program because he thought their proposed support on the census was coming a bit late, but as a result of COVID, response times were pushed out until August. He added that the program has already made an impact - the cities of Wood Village and Fairview put together a Complete Count Committee and representatives from the Slavic Community Center joined the meeting. Harden is happy to report that Wood Village has exceeded the 2010 census participation and the Slavic Community Center played a big role played a really big role in getting people to take the census. McIntire asked why the amount was less. DeBey mentioned that in their calculations they confirmed it was less.

VOTE: 6-0

R9. Community Technology Grant: The North Northeast Business Association

MOTION: Thomas moved to approve the Community Technology grant for The North Northeast Business Association for \$56,200.00. Harden seconded.

VOTE: 6-0

R10. Community Technology Grant: Pacific Resource & Evaluation (PRE)

Staff is recommending the MHCRC approves a contract amendment with Pacific Resource & Evaluation (PRE) in order to provide evaluation services to tech smart initiative through 2023. This will also increase the amount of their contract over that three-year period. There two mores school years remaining of our grants. The final year would be for developing the analysis over the bulk initiative and producing the meaning or impact reports. For the final presentation there was funding including for multimedia. The remaining timeline was included in the packet.

Studenmund asked about the status report, to which Omelchuck said that the pre-annual evaluation report is the one the MHCRC receives. It's the annual school year report.

MOTION: Harden moved to approve a contract amendment with Pacific Research & Evaluation to extend the contract through June 30, 2023 and increase the contract amount by \$283,450 to perform the TechSmart evaluation for three additional fiscal years. Studenmund seconded.

VOTE: 6-0

R11. Election of MHCRC Chair and Vice Chair

Hansen explains that given the time he has served as Chair; it is time after 10 years to move on. He emphasized Studenmund's prior years of experience, interest, and passion for the work. Hansen also highlights Harden's experience and analytical approach. Harden appreciates Hansen's even keel and candor. Thomas also appreciates Hansen's leadership and years of service.

MOTION: Hansen nominates Studenmund as the new Chair and Harden as vice Chair. Thomas seconded.

DISCUSSION: Dennerline, McIntire and Studenmund also agree with Hansen's nomination. Omelchuck appreciates Hansen's years of leadership, tenacity, and level headedness.

VOTE: 6-0

Staff Activity Reports and Updates

- Public Policy/Legislative/FCC: Perez mentioned that the FCC adopted a declaratory ruling and Notice of Proposed Rulemaking; this is about wireless setting guidelines. Perez shared the Promoting Broadcast Internet Innovation through ATSC 3.0 FCC declaratory ruling; this means it removes regulations that would hinder new development uses of broadband spectrum.
- Cares Act Funding: Perez said there is funding coming to the PUC about \$3.5 million to assist telephone and internet assistance. There is \$20 million for broadband deployment. Most will not be coming to our county because \$10 million is already allocated to a phase two of broadband deployment elsewhere or continuation of a program.
- Comcast Franchise Renewal: Perez mentioned that staff has a timeline and has started to prepare for negotiations and hired the consultant. Informal negotiations will begin in November, and this will continue through July 2021. Oct-Dec 2021 will be the approval

process, if approval does not happen, then an extension will be established. Informal negotiations are more of a discussion. With formal proceedings there is documentation review and legal parties join the conversations. McIntire asks if this timeline is only for Comcast, to which Elisabeth confirms that it is. Ziplly's franchise negotiation starts in the fall.

- Community Needs Ascertainment: Omelchuck said CBG report is moving along and is due to be completed at the end of June.
- FY20-21 Jurisdiction Budget Approval: Omelchuck said that staff had Wood Village approval and 4 additional meetings this week. The final meeting will take place June 23 in Troutdale.
- MHCRC Staff Support Transitions: Perez is working on an office reorganization and OCT will have Omelchuck's support on a part time basis. In the future Perez will be working with Carol on service to the MHCRC.

Committee Reports

- Finance Committee: None.
 - Jurisdiction Needs Assessment Committee: None.
 - Open Signal Board Appointee: None.
 - MetroEast Board Appointee: Dennerline shared there was a zoom meeting a couple of weeks ago and formed a governance committee.
- New Business; Commissioner Open Comment: Hansen shared the MHCRC's Black Lives Matter statement:

The Mt. Hood Cable Regulatory Commission (MHCRC) is a committed advocate and ally to those of us who have lived our lives in an environment of systemic oppression and racism. The murders of Ahmaud Arbery, Breonna Taylor, and George Floyd were daylighted through the use of video, and like the film and images from the civil rights movement of the 1950's and 60's, they tell an undeniable story of white supremacy, discrimination and racially-motivated violence. The visual confirmation of these hateful actions endured by Black Americans became real to the world when they saw it with their own eyes.

In 2020, people have the ability to tell their own stories in their own words through the use of a smartphone, and those stories are undeniable. Violence toward black people has always been there, and the increased availability of devices to record these injustices not only demands that people confront these injustices but forces conversation and inspires action.

The MHCRC is committed to using our power to enable black, indigenous, other people of color and other marginalized voices to tell their own stories through our community technology grants and through financial support of Community Media centers serving all of Multnomah County. We embrace our responsibility to lift-up the voices of our community and make sure they are heard. #BlackLivesMatter

Commissioner Reappointments: Thomas said his reappointment will take place 6/23, Dennerline's reappointment will take place on 6/17.

- Franchisee Activity Report
 - Zply: Jessica Epley, Regulatory & External Affairs Director at Zply Fiber. She said they are evaluating their systems; they are making transition plan to improve their systems. This includes their phone answering system; which she acknowledges they need to be improved.
 - Comcast: None.
 - Century Link: None.
- PEG Provider Activity Report
 - Open Signal: none.
 - MetroEast Community Media: Tomi Douglas said that they have been focusing on meeting their community's needs where they are at right now. Douglas reports that in person classes are now all online, they are increasing capacity on the Welcome to Computers program, and adding new curriculum to their online classes. They are in research mode and preparation for when it is time to re-open. She will be sharing MetroEast's reopening 3-phase plan next week with the MetroEast Board.
- Public Comment: None.
- Adjourn: 8:15 pm

Respectfully submitted by:
Cinthia Diaz Calvo, Administrative Specialist

STAFF REPORT -- AGENDA ITEM #R1

For Commission Meeting: September 21, 2020

“Community Technology Needs Study Presentation”
Information Only

Background

The Community Technology Needs Ascertainment encompasses surveys, discussion sessions, resident feedback and other data collection methods designed to assess and understand the communications technology needs and priorities of MHCRC member jurisdictions. Outcomes from the Ascertainment inform the cable franchise renewal process. The last Ascertainment was conducted in 2009-10.

In late 2018, the Commission developed and adopted a scope of work to conduct a Community Technology Needs Ascertainment study.

In April 2019, following an RFP process, the Commission approved a contract with CBG Communications, Inc. in the amount of \$90,000 with an anticipated contract expiration date of March 31, 2020.

In March 2020, the Commission extended the contract with CBG, and increased the dollar amount by \$30,000 to account for reduced staff capacity and the need for CBG to assume additional workload.

CBG oversaw the overall ascertainment data collection and analysis processes, engaged with established MHCRC stakeholders such as municipal and educational partners and compiled the study findings.

Esper House, a local communication consultancy focused on culturally responsive community engagement and collaboration was engaged to gather input from communities of color, people living with disabilities and seniors.

A primary focus of the *YourVoice, Our Communications Technology Study* was on community needs and interests regarding communications technology - the tools, methods, services and support infrastructure that people, organizations, municipalities, businesses, healthcare and educational institutions use to communicate.

An additional priority of the Study focused on understanding the barriers and disparities in access and adoption of communications technology for people of color, people living with disabilities and seniors.

Attachment

Community Technology Needs Ascertainment Report

Prepared by: Elisabeth Perez &

Bea Coulter

September 15, 2020

**Community Technology Needs Study
(Provided in a separate document)**

COVER SHEET – AGENDA ITEM #R2

For Commission Meeting: September 21, 2020

“Launch the 2021 Community Technology Grant Cycle”

Recommendation

Staff recommends that the Commission allocate \$800,000 for Community Technology grants in the FY2020-21 competitive process and establish a Pre-Application deadline of December 10, 2020.

Background

Annually, the Commission allocates funds and establishes an application deadline for the Community Technology Grant cycle.

2021 competitive process summary:

- Pre-application opens online in October 2020; announcement of grant cycle made.
- Organizations apply through an online Pre-Application process by December 10.
- At its January 2021 meeting, the MHCRC decides which Pre-Applications it would like staff to pursue within the approximate \$800,000 available for funding.
- Staff works with each chosen organization to finalize a full application and grant contract.
- The MHCRC approves final contracts at a future MHCRC meeting

Submitted by: Rana DeBey
September 10, 2020

INFORMATION ONLY

**MHCRC Committees/Access Board Appointments
Effective 9.21.20**

Type of Structure	Commission Member(s)	Objective/Project
Finance Committee Staff Lead: Financial Analyst (Budget)	Norm Thomas (Chair), Jeff Dennerline, Jacquenette McIntire, Scott Harden	Develop annual Commission budget; approve annual MHCRC Financial Statements; address MHCRC Fund Audit issues; review budget reports; consult on budget issues; make recommendations as necessary.
Equity & Inclusion Committee (Grants Committee) Staff Lead: Rana DeBey	Richard Roche (Chair), Jeff Dennerline, Jacquennette McIntire, Kory Murphy, Scott Harden	Evaluate current equity practices, propose improvements, and ensure equity measures throughout MHCRC administration especially through the administration of the grant program. Research best practices; talk with professional experts, and deliberate path for MHCRC. participate in an initial review and to provide input into proposed staff revisions of eligibility criteria, pre-application/application questions, and communications tools in order to continue to integrate equity-centered best practices into our grantmaking program. Review and meetings will take place in August and early September. In addition, the grants subcommittee may be asked to provide feedback to staff in drafting a scope of work for a planned impact evaluation of the Community Technology Grants program; make additional recommendations as necessary/
Policy & Legislation Committee Staff Lead: Bea Coulter	Scott Harden (Chair), Carol Studenmund, Norm Thomas, Richard Roche, Kory Murphy	Review current local and federal legislation concerning cable and telecommunications system. Write annual legislative priorities, propose legislative actions like letter writing or testimony, and oversee franchise to ensure MHCRC continues to protect jurisdictions authority over the right-of-way and comply with FCC regulation; make additional recommendations as necessary.
Open Signal Board Appointee	Kory Murphy	Serve as the Commission appointed ex-officio Board member to provide liaison to Open Signal Board of Directors, including attending Board meetings. Report activity highlights, concerns, events, and additional announcements to MHCRC.
MetroEast Board Appointee	Jeff Dennerline	Serve as the Commission appointed ex-officio Board member to provide liaison to MetroEast Board of Directors, including attending Board meetings. Report activity highlights, concerns, events, and additional announcements to MHCRC.

MHCRC Community Grants Program Updates –

Prepared by Rana DeBey, Grants Manager
September 10, 2020

FY19-20 Community Technology Grant Cycle Updates:

At the June 15, 2020 meeting, the MHCRC approved nine Community Technology grant agreements. At the time, staff shared that one additional applicant, Portland Public School District - Community Involvement & Public Affairs (TVS), had put their application on hold due to uncertainty around budget cuts and associated staff capacity in the coming year. Staff shared that if able to move forward, the application and grant agreement for PPS TVS would be presented at the September Commission meeting. Another applicant, NW Documentary, had an anticipated project start date of September 2020 and requested additional time to complete their application due to COVID-19 related delays in establishing project partners. Staff anticipated that the NW Documentary application would also be presented to the Commission for approval at the September 2020 meeting.

Portland Public School District – Community Involvement & Public Affairs (TVS) officially withdrew its application due to continued uncertainty around the budget and staffing capacity due to COVID-19. The pre-application focused on improving experiences for audiences attending in-person school board and community meetings; there is no schedule to return to in-person meetings.

Following initial communication with staff, NW Documentary was unresponsive to repeated attempts made to reach out to discuss the application's final submission.

The total amount of grant funds allocated for the FY19-20 cycle remains \$508,178.31.

FY20-21 Community Technology Grant Cycle Updates:

Following review and feedback from the Equity Committee, the MHCRC staff will incorporate equity-focused revisions to the eligibility criteria for the Community Technology Grant Cycle. The revisions include additional clarity on what we can fund, an updated definition of one of the four public benefit areas "Reducing Disparities," and the addition of equity indicators to guide the MHCRC review of the pre-applications. The revised definition is:

A proposed project in this area focuses on supporting eligible applicants which are led by, informed by, and directly benefitting Black, Indigenous, Latina/o, and/or other racial and ethnic communities facing current and historical policies and practices that have resulted in disparities. Projects that support individuals that are facing disparities for reasons of gender, gender expression, disability, age, or economic status are also eligible to apply under this area. The

proposed projects should address barriers that limit or prevent individuals and communities from accessing services, information, communication tools and/or training. These barriers may be technological, geographic, economic, physical, linguistic and/or cultural.

The equity indicators will monitor investments prioritizing racial equity, supporting underserved communities, supporting grassroots organizations, and supporting first-time applicants. All other evaluation criteria will remain unchanged.

TechSmart Initiative Updates:

In the Fall of 2020, all five of the TechSmart-supported school districts (Portland Public School District, Centennial School District, Reynolds School District, David Douglas School District, Gresham Barlow School District) have transitioned to an all virtual distance-learning environment. MHCRC staff reached out to the project partners to discuss ongoing project implementation and the status of grant-funded devices in August and September 2020. In addition, staff is working with PRE to identify data collection methods/tools that are suitable for the distance-learning environment in order to maintain the integrity and purpose of the research-focused initiative.

MHCRC Equity Committee:

In August 2020, staff requested that a grants committee be created in order to inform the policies and workplan of the Community Grants program moving forward. The committee members were assigned by the MHCRC Chair and the committee held their first meeting on September 10, 2020. At the meeting, the commissioners provided feedback regarding proposed changes to the eligibility criteria, the pre-application, and application for the FY20-21 Community Technology grants cycle. The committee will meet again later this year to discuss a proposed impact evaluation of the Community Technology grants program.

Integrating Additional Equity-Focused Practices:

In order to incorporate equity-driven best practices into MHCRC's Community Grants program, staff have made the following updates -

Website Revisions ->

Completed: Included sign-up link for interested stakeholders to learn more about our grant programs; Included information about how to access a paper copy of application (removing barriers to access grant funds); Included additional information about our grant program timeline; Created 'Grant Review Process' page for detailed information about our process and how applicants are evaluated; Reorganized 'community grants' page for easier navigation; Included information regarding average & median grant size for reference

In-progress: Post revised evaluation criteria; Post revised eligibility criteria; Post sample applications that were funded (examples of strong applications to guide potential applicants)

Application/Process Revisions ->

Completed: Created Grant Program Outreach Listserv; worked with MHCRC staff to create an email template in line with MHCRC branding; Increased outreach: asked current grantees if they are aware of potential applicants for staff outreach; Inclusion of 'Full Application Meeting with Staff': The updated grant timeline includes an additional step designed to remove barriers for incoming applicants. After applicants are invited to submit a full application, staff will "meet" with the applicant to review the requirements necessary to complete a full application, particularly focusing on any specific follow-ups as detailed by the MHCRC in the pre-application review; Gathered feedback from grantees regarding +/- of pre-application and application

In-progress: Drafted one-pager on Community Technology grants program for potential outreach; Drafted revisions of pre-application and application based on equity-related best practices and grantee feedback; Drafted revised definitions of the four public benefit areas listed in our eligibility criteria and associated equity indicators (requires MHCRC approval and jurisdictional review); Drafted revised evaluation criteria & questions for commissioners to use in review process (and post online)