



MT. HOOD CABLE REGULATORY COMMISSION  
Remotely Meeting via phone or computer – Portland OR  
May 24, 2021 Meeting Minutes -- APPROVED

### **SUMMARY MINUTES**

Call to Order: 6:03 pm

- Roll Call

Commissioners present: Commissioner Roche, Commissioner Brown, Commissioner Dennerline, Commissioner Thomas, Vice Chair Harden, and Chair Studenmund.

Commissioners absent: Commissioner McIntire, Commissioner Murphy.

Staff: Elisabeth Perez Director; Rana DeBey, Community Grants Manager; Michael Wong Financial Manager; Bea Coulter, Program Coordinator; Cinthia Diaz Calvo, Admin Specialist.

- Agenda Review

- Disclosures: Vice Chair Harden exchanged emails with Tim Goodman with Comcast to coordinate the site visit at the Baptist Church. Chair Studenmund is working with Comcast to get publicity on the TechSmart Grants.

- Public Comment: None.

- Community Media Centers Updates

Tomi Douglas, Executive Director for MetroEast reported a staff transition for the Equipment Room program. Staff will begin to transition back into the office in June and will resume all operations back in the office and in the community after July 4, 2021. Douglas invited the Commission to their first Block Party Cook Out at the end of the summer. Logistics about the Block Party Cook Off will be shared at a future time.

Douglas shared that MetroEast has been working with Of/By/For All organization. MetroEast pledges to involve Rohingya families with children 9+ at MetroEast Community Media, growing more representative of them, co-created by them, and welcoming for them. Their plan for phase I includes surveys, board diversity, HR and wage compensation review and cross pollination. Phase II includes paid production BIPOC internship program, continued board diversity, and organizational cross pollination. Phase III of their plan includes safe space guidelines, HR and wage compensation review, continued board diversity, and CC campaign for production clients.

Rebecca Burrell, Director of Strategy with Open Signal, shared their organization received \$20,000 from the National Endowment for the Arts. This grant awarded is one of 22 projects to receive funding in Oregon. Open Signal also received \$250,000 from the City of Portland cannabis tax, which was awarded to only 2 out of 120 applicants. The grants Open Signal received in FY2021 amount to more than \$500,000.

Burrell shared the results of their Open Signal's leadership team staff survey. The results overall show that staff feel better now about their leadership structure compared to how they felt about their previous leadership structure. The majority of the Open Signal staff supports continuing to explore an organizational structure that distributes leadership more broadly throughout their staff.

Burrell shared Open Signal's plans for post-COVID. Their plan is to continue to evolve and provide responsive services. Open Signal plans to remain open by-appointment indefinitely, focus on series produces and focus on application-based programs for their priority communities. Open Signal plans to begin their nonprofit train-the-trainer program in August 2021. Their goals for the summer include to create a service delivery structure that is sustainable and safe for their staff. They want to emphasize the quality of their interactions with the community vs quantity. They will also continue to build a community of media makers who collaborate and are invested in their organization.

Chair Studenmund asked about the grant preferences, to which Burrell said that they prefer producers who are creating content for the video channels, but she doesn't think this had anything to do with the grants data. The impact would be for the producers who check out their equipment.

Burrell is going back to school in the Fall, but she will continue to work part time with Open Signal. Burrell does not anticipate any impact to her work as liaison to the MHCRC.

Vice Chair Harden asked about the level of support the MHCRC grantees will receive if Open Signal's services will prioritize producers that are creating content for the channels. He asked what would happen to those producers hoping to broadcast with Open Signal. Burrell clarified that Open Signal and the grantees don't have a special relationship to provide specific services, however Open Signal always makes themselves available and doesn't anticipate that changing. Douglas added that MetroEast is also able to air the programs to reach further audiences.

- Franchisee Activity Report
  - Ziplly: Not present. Diaz Calvo will follow up with Jessica Epley about Ziplly's attendance at the MHCRC meetings.

- Comcast: Tim Goodman, Government Affairs with Comcast, shared that elected officials will soon receive an email update from Comcast about their work and the franchise negotiations. He said that free public Wi-Fi hot spots will continue to be open. They have just under 1000 of them in the MHCRC territory. Comcast is celebrating their 10<sup>th</sup> year anniversary of Internet Essentials Program. They have continued to provide COVID response support through the Internet Essentials Program, offering two months for free and continuing their partnerships with different school districts. The FCC's emergency broadband benefit was open for businesses and Comcast was one of the providers. This benefit allows families to get \$50 a month to support their bill payment. Goodman shared that the Comcast Rise Program is a program that provides support to small BIPOC businesses through grants. Through this program, Comcast provides COVID relief and some of the services the BIPOC businesses receive are multi-year support awards for consulting, media, and creative advertising. A total of 20 businesses have been awarded grants and services. Goodman shared that Comcast has engaged in discussion with Multnomah County about extending their program to the east and west ends of the county.

- CONSENT AGENDA

\*C1. March 29, 2021 Meeting Minutes

**MOTION:** Thomas moved to approve the Consent Agenda as presented. Roche seconded.

**VOTE:** 6-0

## **REGULAR AGENDA**

### R1. FY 2021-22 MHCRC Goals & Objectives Draft Discussion

Perez presented the MHCRC Goals & Objectives, which includes a slight change to include items that the Commission would like to see. The items this year differ from previous years in that they go beyond what is required by the Commission. Perez also noted the draft incorporated the items that were discussed during the MHCRC retreat.

In the MHCRC Goals & Objectives there are items that staff will be leading and other items that commissioners wanted to include and will be leading with their jurisdictions. In prior years, the MHCRC Goals & Objectives were presented and adopted in one meeting, however this year staff wanted to set up time during a meeting to have a discussion and incorporate the Commission's input. Once revised, the document could be approved at the June MHCRC meeting.

Commissioner Thomas suggested having a subcommittee discussion prior to moving it forward for commission work. Vice Chair Harden volunteered to lead the discussion

through the Policy Committee. Vice Chair Harden added that he didn't see anything in the MHCRC Goals & Objectives that the Commissioners shouldn't take on. Commissioner Thomas is interested in joining the discussion.

#### \*R2. MHCRC FY 2021-22 Fund Budget Proposal

Wong presented the MHCRC FY Fund Budget Proposal, noting the sections that were discussed and of interest to the Commission.

Commissioner Brown asked why the interest earned appears to be high. Wong said that there are a few different City and County investments that has caused that money to grow. Growth remains relatively the same year after year. Commissioner Brown asked about the unused funds and if they are invested by the City of Portland based on economic yields. Wong confirmed and added that the percentage of investments is conservative. Wong clarified that the funds are restricted just for MHCRC expenses.

Chair Studenmund asked what the difference was between the presented budget and what was presented at the MHCRC Finance Committee. Wong said the difference is about \$60,000 less from the general fund budget due to less funds coming in from Comcast.

Vice Chair Harden asked about the procedure and how to move forward with the changes in the budget that are slightly different from what the Finance Committee recommended. Perez recommended moving forward with the budget as amended.

Commissioner Brown suggested having a calendar to subscribe to with all the MHCRC meetings, subcommittee meeting and community media center meetings.

Chair Studenmund asked how the beginning balance is calculated in the Interest Chart FY2021-22. Wong explained that the beginning balance is taken from the preceding balance and escalated that by the percentage interest the Treasury Bureau stipulates. The beginning balance was initially provided by the City of Portland.

**MOTION:** Thomas moved to approve the MHCRC FY 2021-22 Fund Budget Proposal as amended. Dennerline seconded.

**VOTE:** 6-0

#### R3. Community Technology Grants Agreements: 2021 Cycle

DeBey said that at its January meeting, the Commission selected 17 Pre-Applications to invite to apply for funding. Following the Commission's decision, MHCRC staff began to engage all 17 applicants in a process to complete full grant applications and contracts. In follow-up to specific Commissioner comments at the January meeting, staff has collaborated with applicants to make suggested revisions to the pre-applications including clearly defining measurable outcomes and evaluation measures, expanding on

programmatic details surrounding beneficiaries, and the development of a detailed project budget that would more clearly identify the matching resources necessary to successfully implement the project.

Three applicants were presented at the March MHCRC meeting and were approved for a total in grant funds of \$225,348.

### R3-A One World Chorus

One World Chorus requested a grant total of \$119,446.93 with a total project budget of \$239,481.93. Their pre-application total project budget is \$239,031.93.

The “Big Up Show” Project provides an opportunity for Portland area students to collaborate and learn from leading professionals who work in live performance and broadcast media. One World Chorus seeks to train upwards of 200 students (ages 10 to 18) throughout ten-week residencies on how to operate camera, sound, lighting and editing equipment while producing episodes of “The Big Up Show,” a children’s variety program which will be shared out on Open Signal. This creative outlet aims to reach youth who attend schools where 80% of the population is eligible for free or reduced lunch, and who often face poverty, gang violence, gentrification, and discrimination as everyday challenges. Students will be recruited through partnerships with Portland Parks and Recreation, and The Boys & Girls Clubs of Portland. Grant funds will be used to purchase mobile production kits for student use in remote learning sessions and will allow the staff to reach more kids at additional locations. Each residency culminates with an event in which students share their segments with an audience (live or virtual).

The MHCRC previously awarded grant funds to One World Chorus for “The Big Up Show” in 2018; all grant outcomes were met satisfactorily. This request is to continue the success of the program as well as to expand outreach to work with additional youth and project partners.

**MOTION:** Thomas moved to approve One World Chorus grant application for \$119,446.93. Roche seconded.

**VOTE:** 6-0

### R3-C CETI

DeBey noted an error in the application which was corrected and sent via email. The error included funds that were moved from overhead and into the infrastructure category, which has no impact in the total grant requested.

CETI’s total grant requested amounts to \$76,867. Their pre-application grant request was for \$58,000. CETI has a total project budget of \$242,767. Their pre-application total project budget was for \$122,000.

CETI's "XRchive: Creating Social Documentary Experiences" project aims to pilot a storytelling project using video technology alongside emerging technologies. Participants will gain experiential training by working collaboratively with seasoned experts to create an augmented reality tour (in the form of a Pokeman-like app) that tells the cultural history of N/NE/E Portland, emphasizing social justice and themes of migration and displacement. A minimum of 40 participants will be recruited from identified communities (including under-represented groups in STEAM, communities of color and/or women, immigrants, and LGBTQ+) through project partners such as the DIN, Open Signal, STEAM groups, and CETI's own network. Participants will be connected with mentors (technical experts) to create videos that will be displayed within the app. Training will occur through virtual workshops, tutorials, and regular project work within an assigned team. Participants will gain relevant skills in grant-funded technology such as XR (extended reality), video production, and video editing. In addition, the collected video stories will be edited into at minimum three longer videos which will be shared with both Open Signal and MetroEast Community Media. Portland State University's School of Art and Design will act as a project partner who will provide a training space, equipment storage, and production support.

The project request was increased from the pre-application to include eligible overhead costs and to cover equipment requests that were to be previously donated (CETI noted that the tech companies suspended their tech donation offices and personnel during the pandemic).

Perez asked for clarification about the total budgeted versus what will be used this year in grants. DeBey is confident that Self Enhancement, INC (SEI) will withdraw from the grant cycle and the total amount will be under what was budgeted for grants in this FY. With the increases that are being approved now and after SEI withdraws their application, the total will be around \$841,000 and the total allocated budget for Community Technology Grants is \$900,000.

**MOTION:** Harden moved to approve the CETI grant for \$76,867.00. Dennerline seconded.  
**VOTE:** 6-0

### R3-C Flying Focus Video Collective

DeBey said that the Flying Focus Video Collective is asking for \$1,334. Their "2021 Archiving Grant" project seeks grant funds to purchase hard drives and tapes in order to back up new programs as they are produced to ensure that programs are available to rebroadcast on Open Signal. The hard drives and tapes are projected to allow Flying Focus Video Collective to produce and archive content for approximately three years. The programming showcases local groups and illustrates various issues of concern, how various civic groups are working on the issues, and how viewers can get involved to help make substantive change.

Chair Studenmund asked who was involved in the project, to which DeBey said she is working with Barb Green.

Commissioner Brown asked about previous grant applicants and the amounts that were granted. DeBey has the information and can share that with Commissioner Brown.

**MOTION:** Norm moved to approve the Flying Focus Video Collective grant for \$1,334. Dennerline seconded.

**VOTE:** 6-0

#### \*R4 Legal Services Agreement Amendment

Coulter said the MHCRC approved the Legal Services Agreement with Best Best and Krieger LLP (BBK) in September 2018 for a term expiring July 1, 2022. Due to an unexpected increase in cable policy changes at the Federal Communications Commission (FCC), the legal appeal of the FCC 621 Order, and the transfer of franchise initiated by the sale of Frontier Communications Northwest to Northwest Fiber (dba Ziplly Fiber), the need for BBK services to represent MHCRC jurisdiction interests outpaced annual contract estimates by approximately \$40,000.

The purpose of the amendment is to increase the total amount of the Legal Services Agreement with BBK by an additional \$45,000 for a total not to exceed amount of \$165,000.

Chair Studenmund asked clarification about these funds being different from the company in Eugene. Coulter confirmed.

Commissioner Brown asked who our representative was in Portland, to which Coulter clarified that we work with a different group of lawyers depending on the work that is being done.

**MOTION:** Dennerline moved to approve the Legal Services Agreement with Best Best and Krieger LLP to increase the contract amount by \$45,000 for a total amount not to exceed \$165,000. Harden seconded.

**VOTE:** 6-0

- Staff Updates
  - Perez shared that the MHCRC Budget Approval for Portland moved to June 30th at 3:30pm due to Commissioner Rubio being out of the office.
  - Perez reintroduced staff's proposal to discontinue the preliminary agenda. Based on the questions that some of the commissioners had, the MHCRC staff reviewed Oregon's public meetings law: as long as the Commission distributes the packet the Wednesday before the meeting, the Commission would still be in compliance of public record law. Staff proposes to proceed with sending out the packet the

Wednesday prior to the meeting instead of creating and distributing the preliminary agenda.

- DeBey anticipates a presentation by PRE on the evaluation report for the Community Technology Grants Program at the June MHCRC meeting.
- DeBey updated the Commissioners about the off-cycle grant making program. DeBey said she has received positive input from the Equity Committee, and she has also vetted the proposal with the MHCRC's legal counsel.
- Staff proposed starting the June MHCRC meeting at 6 pm. Staff will connect with the remaining Commissioners to confirm their availability.

In the past the MHCRC has done TechSmart Initiatives, now that TechSmart is over, Vice Chair Harden asked if schools be able to apply for the off-cycle grants. DeBey said it may be up for future consideration.

Commissioner Brown would like to support with creating a visual calendar and to be a part of the Finance Committee.

- New Business; Commissioner Open Comment
  - Commissioner Dennerline will attend the June MHCRC meeting but he is unsure about his availability for the September MHCRC meeting.
- Committee Reports
  - Finance Committee: nothing to report.
  - Equity Committee: nothing to report.
  - Policy Committee: nothing to report.
  - Open Signal Board Appointee: Commissioner Brown reported that Open Signal is undergoing organizational changes. The board voted against having an Executive Director. The Open Signal Board Chair seems to be leading the organization's change management. Commissioner Brown reported that Open Signal is trying to implement a decentralized model and may face change in management and staff. They will be working on strategic planning. At the moment, Open Signal has 18 staff members and 6 board members listed on their website. Chair Studenmund offered Commissioner Brown to meet and provide an overview about Open Signal.
  - MetroEast Board Appointee: nothing to report. Commissioner Dennerline will miss the May board meeting.
- Public Comment: None.
- Adjourn: 8:12 pm

Respectfully submitted by:  
Cinthia Diaz Calvo, Administrative Specialist