



# Mt. Hood Cable Regulatory Commission

*Serving Multnomah County and the Cities of Fairview, Gresham, Portland, Troutdale & Wood Village*

MT. HOOD CABLE REGULATORY COMMISSION

Hybrid – virtual or Portland Building – Portland, OR

February 4, 2023 Retreat Minutes – **APPROVED**

## SUMMARY MINUTES

Call to Order: 9:30 AM

Roll Call

Commissioners Present: Carol Studenmund (Chair), Jeff Dennerline (Vice Chair – virtual), Leslie Goodlow, Julia DeGraw, Scott Harden, Richard Roche, Cheri Wagner

Commissioners Absent: Norm Thomas

Staff Present: Elisabeth Perez, Rebecca Gibbons, Michael Wong, Rana DeBey (virtual), Eric Engstrom, Donnie Oliveira

### Retreat Goals

- Provide an opportunity for Commissioners and staff to get to know each other and strengthen working relationships
- Refresh on the Commission's IGA and Staff Services Agreement
- Understand and develop the Commission's roadmap of key milestones, priorities, and resources
- Reach agreement on a strategic planning process to explore future direction and regulatory authority of the Commission
- Revisit the Commission's operating agreements and meeting protocols

### Commission's IGA, Staff Services Agreement, & Rules of Procedure

Perez led the Commission through a review of the Commission's IGA, Staff Services Agreement, and Rules of Procedure in an effort to ground everyone before engaging in discussions about future planning.

Following a small-group exercise to review and report out on sections of the IGA, Commissioners discussed possible gaps and changes in the current scope and the process to open discussions about changes with the Jurisdictions. Commissioners shared excitement for engaging in broad strategic planning on the future of cable/broadband work and the inter-governmental collaboration and structure that it could take.

Following another small group exercise, Commissioners discussed the staffing structure in light of the staff's move into the Bureau of Planning & Sustainability. Commissioners expressed





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concern about losing Perez's position and sought to affirm with Engstrom and Oliveira that the Commission would have a dedicated high-ranking leader/advocate going forward. Commissioners reviewed with staff the current administrative and financial services provided under the agreement with the City of Portland.

### **Check-in on Commission's Operating Agreements and Meeting Protocols**

Commissioners reviewed the description of duties for Commission members and discussed the role of Commissioner and their primary responsibilities. Commissioners discussed the roles and responsibilities of a working board vs. an advisory board. Commissioners agreed that due to their grantmaking authority and authority to negotiate and advocate on behalf of the jurisdictions that the Commission is a working board, however Commissioners recognized that in order to embark on robust strategic planning they individually are wanting to invest more time into engaging with their jurisdictions and stakeholders.

Commissioners discussed administrative processes and the process to evaluate staff services provided by the City of Portland.

### **Future Planning**

Commissioners and staff discussed priorities and proactive actions for the coming year to set the stage for the future. Perez presented a draft scope of work for a strategic planning process and Commissioners reviewed and discussed the draft in small groups before coming together to discuss outcomes, timeline, and next steps.

Discussion points included:

- Commissioners must play a role in leading discussions alongside staff.
- Make sure stakeholders are educated about what's happening and how the existing benefits are changing.
- Educate the jurisdictions about what is at stake. "Stronger together" is a powerful message point.
- How do we best position community media?
- Does there come a point when the MHCRC is a cost not worth bearing for the jurisdictions?
- What other funding structures and inter-governmental structures would support of the Jurisdiction's collective needs?

### **Commission's FY22-23 Workplan and Priorities for Next Fiscal Year**

Commissioners were provided an opportunity to discuss and ask questions about the status of FY22-23 workplan projects. A detailed workplan update was included in the meeting packet. Staff presented briefly on the goals of the Community Grants visioning project and referred to the mid-year budget update included in the meeting packet. Key take-aways from the mid-year budget update included: 1) revenue declines continue to accelerate, which affects: Open Signal





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capital funding, MetroEast capital and operating funding, Community Grants funding, MHCRC Compliance Program funding, and 2) Cable systems are increasingly used to primarily deliver broadband enabled services.

Commissioners reviewed the Goals and Objectives for this year and directed staff to bring forward a draft workplan and Goals and Objectives for the coming fiscal year for input at the March regular meeting

Adjourn: 4:30pm

Respectfully submitted,  
Rebecca Gibbons, Strategic Initiatives Manager

