



Mt. Hood Cable Regulatory Commission

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

MEETING NOTIFICATION

June 27, 2022

6:30 pm

In response to the COVID-19 virus, the meeting will be conducted in a hybrid format.

Participants can access the meeting as follows:

- In-Person (*Masks requested for all individuals inside the Portland Building, and required for unvaccinated people*): Portland Building, 1120 SW Fifth Avenue, 2nd Floor - Room 216, Portland, OR 97204
- **Join Zoom Meeting:**
<https://us02web.zoom.us/j/86017546524?pwd=eE1FTnZSMHg3OHBEb2tuREU4em1ZUT09>
Meeting ID: 860 1754 6524 | Passcode: 292944 |
+12532158782,,86017546524#,,,,*292944# US (Tacoma)
+13462487799,,86017546524#,,,,*292944# US (Houston)

AGENDA

- Roll Call
 - Welcome Cherri Wagner – Commissioner Introductions
 - Service Recognition: Scott Harden
- Agenda Review
- Disclosures
- Public Comment (non-agenda items)
- Community Media Center Updates
 - MetroEast
 - OpenSignal
- Franchisee Activity Report
 - Ziplly
 - Comcast

*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.





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C1. May 23, 2022 Meeting Minutes

REGULAR AGENDA

*R1. Community Technology Grant Agreements: 2022 Cycle 15 min
A. Grant Agreement: Portland State University
B. Grant Agreement: Somali American Council of Oregon
C. Grant Agreement: Black Community of Portland (DOT)
D. Grant Agreement: NW Alliance for Alternative Media and Education

*R2. Election of MHCRC Chair and Vice Chair 15 min

R3. Chair Appointments for Committees & Board Appointments 5 min

- Staff Updates
 - MHCRC FY2022-23 Budget Approval
 - Franchise Renewal
 - PCC request for channel listings
 - 2023 MHCRC Retreat
 - Subscriber Complaints
- New Business; Commissioner Open Comment
 - Annual Secretary of State Process Update: Plan of Action
- Meeting Schedule:
 - July/August: Recess
 - September 19, 2022
 - October 17, 2022
 - November: Recess
 - December 19, 2022
- Committee Reports
 - Finance Committee
 - Equity Committee
 - Policy Committee
 - Open Signal Board Appointee
 - MetroEast Board Appointee
- Public Comment





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- 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.



CONSENT AGENDA – NO DISCUSSION

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MT. HOOD CABLE REGULATORY COMMISSION

Hybrid Meeting via phone or computer or in person at the Portland Building – Portland OR
May 23, 2022, Meeting Minutes – [DRAFT](#)

SUMMARY MINUTES

Call to Order: 6:30 PM by Chair Studenmund

Roll Call

Present: Commissioner DeGraw (7:15PM), Commissioner Dennerline, Commissioner Roche, Commissioner Thomas, Vice Chair Harden, Chair Studenmund

Absent: Commissioner Goodlow, Commissioner Wagner

Agenda Review:

- Disclosures: None.
- Public Comment (non-agenda items): None.
- Community Media Center Updates
 - MetroEast – Interim Director John Lugton presented. They will continue to work with Proud Girls. MetroEast provides space, equipment, and training to the youth participants. They will continue working with Reynolds School District on their Sense of Place Camp and the Skip program in conjunction with City of Gresham. They are partnering with Makerspace and working with Global Works Community Fund – with 13 students, primarily BIPOC and underserved, who will be heading to Costa with iPad kits to bring back video storytelling clips. MetroEast leadership staff met with Open Signal leadership staff to learn about Open Signal’s leadership model. Lugton said the leadership teams also exchanged information about the work they are engaged in. Lugton said the teams found the interaction to very valuable and hopes to make more time in the future to continue this engagement.
 - OpenSignal – Rebecca Burrell, Director presented. Burrell concurred with Lugton about their joint community media center leadership meeting. Burrell stated that it was a good opportunity for connections and OpenSignal is looking forward to more. Their Production Services department is facilitating hybrid city council meetings for in-person and virtual engagement – the meetings look better than anyone else’s. They took on a new staff person in production services department and they are doing great job. They continue to document many events for PSU, continue to facilitate and livestream events including candidate forums for Urban League, candidate forums for Imagine Black, and just received their third successive grant from National Endowment for the Arts:





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Collaborate with Media in Neighborhood group on project regarding public monuments. They are also taking on new staff: production cohort has been widely successful. The app they launched last year provides one-on-one support in over 1,000 hours of customized training. They hired someone to help them execute this program. They have a ton of summer events including a partnership with Outside the Frame, that works with houseless youth on 360-degree films to present at OMSI, Thursday, June 2. They will be reviving the make-a-thon, members to gather on Teams to create media in a single day with screening in the evening, to coincide with Juneteenth.

- Franchisee Activity Report
 - Zply – No report
 - Comcast – Samantha Ridderbusch, Local Director, Government & Regulatory Affairs provided a reminder that the annual reports were submitted to MHCRC on May 13, 2022. Those reports highlighted programming changes, rate cards, customer experience updates, some community impact, and digital equity and local community participation.

***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. March 21, 2022, Meeting Minutes
- C2. April 25, 2022, Meeting Minutes

MOTION: Commissioner Harden moved to approve the March and April Meeting Minutes. Commissioner Thomas seconded.

VOTE: Motion passed with 6 votes in favor and 0 against.

REGULAR AGENDA

***R1. Fiscal Year 2022-23 MHCRC Goals and Objectives**

Rebecca Gibbons stated that Staff has included the proposed goals and objectives for FY 2022-2023 in the meeting packet. The goals and objectives accompany the FY2022-2023 budget that will move forward to the jurisdictions for the coming year. We did discuss the draft goals and objects at the special April meeting and Commission members gave direction to staff. Those have been updated and included in the packet; they include Commission's strategic planning initiative, community grants programs, cable system technology, local governments and community institutions access, and availability of those services, and education and communication around consumer protection, and operations efficiencies. Those are the standard goals and objectives and up for consideration.





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In response to a question from Studenmund about the franchise fee audits that are conducted every 3-years, Perez said she would investigate which provider is due to be audited and get back to the Commission on the specifics.

MOTION: Commissioner Dennerline moved to adopt the MHCRC Goals and Objectives for FY2022-23. Commissioner Harden seconded.

VOTE: Motion passed with 6 votes in favor and 0 against.

*R2. MHCRC FY2022-23 Fund Budget Proposal

Michael Wong, Finance Manager, presented. Staff recommends that the Commission adopt the FY2022-2023 MHCRC Fund Budget and forward it to the members of the jurisdiction with a further recommendation for approval. Wong reminded that the under the IGA, MHCRC and its member jurisdictions must approve the annual budget to be effective by July 1st, prior to adopting the budget. In terms of highlights, most of the changes are more for franchise negotiations, but with regards to formulations of things like the franchise fees and PEG/I-Net fees the procedure has remained the same, and all the franchise fees up to now have been updated with Q3 actuals as of the year-to-date of the current year. Major ticket items within professional services that are of the status quo have been notated that will be incremental compared to the current fiscal year.

The Fund Budget Proposal introduction remains largely the same in terms of the formulation; one thing to note is that the supporting cast of 4.0 full time FTE to support the MHCRC is a decrease from 4.6 FTE within the current fiscal year due to allocation changes in terms of the required number of staff to perform the work that the next fiscal year would need. All the fund resources have been updated through Q3. All projections are now up to date as much as possible and includes subscription counts as well for each jurisdiction and things of that nature. In terms of the process of projecting franchise fees, that has remained the same at 5% of revenues. The operating budget appropriation as well as the appropriation levels of all jurisdictions has remained the same as it weighed by the number of subscribers of each respective jurisdiction. The interest earned is expected to be near 0.9% in the next fiscal year, a pickup from the current fiscal year of 0.54%. The methodology for calculating the PEG and I-Net capital fees has remained the same; PEG is about the 3% of gross revenues and I-Net is about 1%. There are no changes to the fund expenditures; it should remain in line with previous years methodology. The Fund Budget has remained largely consistent, with a slight decrease in resources when viewed wholistically – due to a slow and steady declining subscriber counts, reflected in franchise fees. There is a pickup in operating budget due to expected franchise negotiation costs which is summarized in the recommendation sheet that is broken out by the respective professional services that need to be included. Director Perez posited that while it is not expected, they want to be prepared if negotiations need to be formalized and legal counsel is obtained for those formal negotiations. The operating budget table has a consistent slow and gradual decline, year-over-year, due to declining subscriber counts. The operating budget





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remains relatively close and consistent. The external fund audit was adjusted with the new Moss Adams contract that was approved. The other jump is for information technology—costs related to teleworking due to COVID-19, such as servers, administrative personnel for security enhancements, and expected overhead. Wong provided a breakdown by jurisdiction, noting that there are slight adjustments not more than a few percentage points.

John Lugton with MetroEast provided an overview of MetroEast work and budget proposal. They are based in East County and serve unincorporated Multnomah County, Gresham, Fairview, Troutdale, and Wood Village. They are committed as an organization through strategic planning and work experience to digital inclusion. Their production team is producing award-winning work, working exclusively to provide essential services to non-profits, schools, and government agencies. In addition to funding from MHCRC, MetroEast is close to the end of their community technology capital grant. MetroEast has grown their grant work considerably with the Oregon Cultural Trust and The Miller Foundation and will be split between operations and capital. They receive revenue from production services as well. They hope to get mobile media innovation lab, they hope they will attract sponsors. In terms of expenses, this year saw the organization downsize from 16 to 13 FTE. Payroll is the biggest expense, so they will do what they can to make that situation works. They lost director of people and culture, CEO, and communications person. Won't be able to replace these people at this time, runs counter, because people are our strength and many coworkers have been there several years and we know they need to maintain staffing to provide services. They will be proposing to their board a leadership model like that of Open Signal and will keep MHCRC posted and may be a cost saving in some way. They have a couple of other expenses they are proud of. It includes a small BIPOC intern production contractor program; they have 3-4 younger volunteers they've brought on to give them the opportunity to develop hands on skills so they can get into the market; they've also been at the forefront of the Digital Media Navigator's program as part of the NDIA initiative; that has been fruitful, but the costs associated with that and for the program to be successful, they need to pay for childcare and assistant teachers; operational expenses may go up as they open back to the public, and they are hoping to do a summer or fall event depending on the numbers, to welcome the public back in. They will overhaul their edit suites, and equipment, they have the mobile innovation lab, working more with Studio A upgrades, and working on audio booth and gear for the equipment room; HVAC audit for the building, may have a foundation drainage issue that they will be assessing, they have a big balloon mortgage payment that is due in 2023 and they hope to pay it off completely; they have a software development and licensing that they do on an annual basis. There is likely going to be a budget shortfall and they will top off the shortfall with their investment fund.

Chair Studenmund asked how the MHCRC capital funding goes from \$126,000 to \$1.04 million. In response, Gibbons provided that normally there is a financial model that predicts out funding that we'll get based on funding we've already received. We had a surplus due to the conservative way we granted during COVID-19, resulting in a surplus. MHCRC then increased





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the capital investment between both community media centers, equitably, using the same formula, and provided them with a boost with the reserve that we had to expend.

Commissioner Dennerline addressed the balloon payment. Lugton states that the balloon payment comes due July 2023. MetroEast feels the best position is to pay it off, given that there is more in the capital budget this year, it seems like the right opportunity to pay it off and save interest in the long run.

Rebecca Burrell with Open Signal provided an overview of their work and budget proposal. Burrell noted they are doing well financially and cash positive. Their reserve has grown and have had a heightened commitment to prepare for an emergency due to COVID-19 and have done so at 2%. They've been working with a CFO who is getting our financial policies and systems up-to-date, and an outside bookkeeping firm, Susan Matlock Jones, who is providing an additional check and balance to their financial processes. They are in the process of building up their finance committee with four prospective new members all of whom are experts in equity and finances and making great financial decisions because of their shared leadership model. Their operating budget is not significantly different from last year. Private fundraising is strong, productions services is expected to increase more than projections, and they've received funding from the city. There are some costs rising due to opening again, but it mostly evens out. Staffing is biggest increase—staff is getting a 7% increase across the board given inflation and staff have been lost due to competitive wages in the job market. They have a projected surplus of \$200,000 in their operating budget which will be spent primarily on personnel including the positions they will be hiring for, including a public-facing position. In terms of capital, the main things that are different, Open Signal is taking on major software endeavor. They have old systems to tie organization together—their CRM, the backend of their website, and more patched together and no longer very functional. They seek to completely overhaul this – a \$700,000 endeavor which will result in new website and the backend systems. The new website will be robust, with new content, video, and media experience in a new digital space along with taking cable content onto the internet. A lot of equipment in production study that is failing and needs to be replaced.

In response to Commissioner Thomas question regarding the \$200,000 and whether that would be put into contingency or personnel allocation, Burrell listed as a surplus on the budget, and they plan on primarily plan on putting into personnel. Commissioner Thomas suggests making a budget note.

MOTION: Commissioner Thomas moved to adopt the FY 2022-23 MHCRC Fund Budget and forward it to the member Jurisdictions with a recommendation for approval. Commissioner Dennerline seconded.

VOTE: Motion passed with 6 votes in favor and 0 against.





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R3. Community Technology Grants

At its January meeting, the Commission selected 13 Pre-Applications to invite to apply for funding. Following the Commission's decision, MHCRC staff began to engage all 13 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. At the January meeting, the Commission moved forward applicants totaling \$1,126,100.91 in preliminary estimated grant funding requests. Two organizations, Open Signal and Resolutions Northwest, are not moving forward with final applications in the 2022 Community Technology Grants Cycle. MHCRC staff has reached agreement with six applicants on final grant agreements and recommends approval. These first six applications total \$532,417 in grant funds. There are five remaining applicants that staff anticipates bringing to the MHCRC for consideration in June. If the MHCRC chose to award grants to all of the remaining applicants, the MHCRC will have awarded a total of \$860,522 during the Community Technology Grant FY21-22 cycle. As part of the normal grantmaking process, Comcast is given the opportunity to review all final grant applications and contracts prior to staff moving the contracts forward for Commission consideration.

A. Grant Agreement: Portland Community College

Staff recommends approving the Community Technology Grant Agreement with Portland Community College for a total of \$56,136. The "Equitable Access to Education Programming" Project seeks to both (1) increase media portrayals of underrepresented communities as college students and (2) upgrade equipment to dramatically improve editing and exporting speed, and ultimately result in more and higher-quality content for PCC Cable Channel 27. The equipment will be used to create original, compelling content (10 original videos; 2 longform videos) featuring success stories from current and former PCC students that highlight the benefits of higher education. In addition, PCC aims to increase hands-on video production experience of diverse PCC students by engaging at least 15 individuals in capturing the 2023 Portland Waterfront Blues Festival. Students will gain skills in live event production while working to capture over 300 hours of video footage for broadcast. The initial grant request was very conservative in terms of the scope of both equipment and community engagement. After conversation with MHCRC staff, the grant request increased to include a greater variety of appropriate (up-to-date, industry standard) equipment & technology to support the use of the major equipment pieces in post-production/editing by faculty, staff, and student operators. PCC is a current MHCRC grantee for the "Connecting to Community: New Equipment and Tools for Improving Student Video Production Skills and Workforce





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Readiness” project (awarded in 2020). That project will wrap up in September 2022 and is on track to meet all grant outcomes satisfactorily.

MOTION: Commissioner Thomas moved to approve the Community Technology Grant Agreement with Portland Community College for a total of \$56,136. Commissioner Harden seconded.

VOTE: Motion passed with 6 votes in favor and 0 against.

B. Grant Agreement: Community for Positive Aging

Staff recommends approving the Community Technology Grant Agreement with Community for Positive Aging for a total of \$66,920. Community for Positive Aging (CFPA) is committed to addressing the social, cultural, environmental, and economic needs that impact the health and wellness of older, low-income seniors in Multnomah County. The “Supporting Low-Income Seniors through Health Navigation Digital Media Content” project seeks to produce 8 to 12 informational videos about a variety of topics including healthy aging, food access, case management options, access to safe housing and more. The videos will be translated into Spanish, Vietnamese and Mandarin and displayed on large screens at the community centers, food pantries, and housing centers where low-income seniors in the community congregate and receive services. The videos will also be shared out via MetroEast Community Media for broadcast. Videos will be created by CFPA staff and key volunteers after receiving training from MetroEast. Content of the videos will be determined based on the needs and concerns of seniors working with CFPA health navigators and are designed to ultimately increase awareness of, and access to, services and resources, with a particular focus on serving BIPOC and low-income seniors. The grant request increased by approximately \$8,000 after CFPA engaged in additional meetings with MetroEast Community Media on the final equipment list. The increased ask accounts for some items being no longer available since pre-application submission, updated equipment costs, and choosing a more user-friendly display option for the content. In response to Commissioner comment at the January meeting, the applicant further clarified how they will work with MetroEast Community Media.

MOTION: Commissioner Dennerline moved to approve the Community Technology Grant Agreement with the Community for Positive Aging for a total of \$66,920. Commissioner Thomas seconded.

VOTE: Motion passed with 6 votes in favor and 0 against.

C. Grant Agreement: Wild Diversity

Staff recommends approving the Community Technology Grant Agreement with for Wild Diversity for a total of \$29,619. Wild Diversity’s “Connecting with the Outdoors





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Video Series” project seeks to expand their reach to BIPOC and LGBTQ+ community members through the creation of at least 11 empowering videos highlighting inclusive and diverse stories about nature, outdoor adventure, and the field of conservation, which will be shared out via Open Signal and MetroEast Community Media. High school aged interns, who identify as Black, will learn how to produce, host, and film the outdoor exploration video series as a part of the “Tappin Roots Black Nature Educators Internship Program.” Wild Diversity staff will also receive training and build skills in video production through the development of the “Preparing for the Apocalypse While Having Fun” video series, which highlights disaster preparedness, outdoor survival skills. And, an educational and engagement video designed to inspire BIPOC community members to become thought leaders in environmental conservation will also be created. All the videos aim to diversify the conversation/environmental field by both educating viewers and recruiting new BIPOC community members to get involved, explore nature, and feel welcomed in wild, outdoor spaces. The grant request was reduced to only include eligible capital costs. The preliminary grant request included line-items that were not eligible for grant funding. In response to Commissioner comment at the January meeting, the applicant further clarified where the videos will be broadcast and provided budget details.

MOTION: Commissioner Thomas moved to approve the Community Technology Grant Agreement with Wild Diversity for a total of \$29,619. Commission Dennerline seconded.

VOTE: Motion passed with 6 votes in favor and 0 against.

D. Grant Agreement: The Lotus Seed, Inc.

Staff recommends approving the Community Technology Grant Agreement with The Lotus Seed, Inc. for a total of \$57,971. The Lotus Seed is dedicated to bringing yoga education to underserved communities through outreach and teacher training. The “When Yoga Meets Technology Pandemic Relief Through Wellness” project seeks to foster economic empowerment for a total of 40 local yoga teachers with diverse backgrounds who are participants in the yoga certification program. The teachers will receive training on video production and sound engineering through training and access to industry-level equipment. Participants will learn how to capture, edit and upload videos & video podcasts for distribution via Open Signal while documenting the long-term benefits that they receive from a regular yoga practice. Each of the five cohorts of 8 teachers will receive 20+ hours of educational content through participation in hands-on workshops designed to increase their media literacy skills and help propel their careers into the digital age. A minimum of 20 videos will be created throughout the project period. Participants will be recruited through the Lotus Seed Alumni network as well as social media platforms. Scholarship opportunities, as well as mentorship, are available for future yoga teachers who identify as BIPOC or LGBTQIA. In response to Commissioner comment at the January meeting, the applicant further clarified the





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credible need and proposed solution, what video content they will create and how they will share out the video content. There are no significant changes to the grant request or the project proposal.

MOTION: Commissioner Dennerline moved to Approve the Community Technology Grant Agreement with The Lotus Seed, Inc. for a total of \$57,971. Commissioner DeGraw seconded.

VOTE: Motion passed with 6 votes in favor and 0 against.

E. Grant Agreement: Curious Comedy Theater

Staff recommends approving the Community Technology Grant Agreement with Curious Comedy Theater for a total of \$255,621. Curious Comedy Theater offers a diverse and inclusive space for women comics, with particular focus on BIPOC and LGBTQ+ women performers, who represent only 21-26% of staff in writing rooms and performers at festivals. The theater has produced the All Jane Comedy Festival for the past 9 years, featuring 50+ of the top women working in comedy today. The “Amplifying Marginalized Voices” project will upgrade the old equipment to ensure high-quality professional videos for performers and the community at large. In addition, to their main stage, Curious Comedy Theater has acquired a second, more-intimate venue called the Annex. This space will also be outfitted with video production equipment to allow for capturing and sharing out comedy performances. The technology received will be used to help over 100 women and BIPOC comedians by capturing their performances which can be later used to promote themselves and build audiences on digital platforms. In addition to the “All Jane Comedy Festival,” CCT will host the “BIPOC Comedy Festival” and the “NW Black Comedy Festival” during the project period. Through the planned 72 hours of captured programming submitted to Open Signal during the project period, Curious Comedy Theater seeks to increase exposure for female and BIPOC comedians to both the general public and industry representatives. The grant request increased due to revised equipment needs and increased costs of items (due to inflation). Specifically, Curious Comedy Theater would like to upgrade to an EVO system for data management. This system would keep everything from both venues stored in one place, includes software for organizing the data with tags for searching, and allows for proxy editing to speed post-production significantly. This system would reduce chaos, confusion, and wasted time by giving CCT one central hub for data from both venues that could be accessed remotely for editing, and for sharing data out to artists and to Open Signal. The MHCRC previously support the “All Jane Comedy Festival” project at Curious Comedy Theater (2016; award amount: \$172,776). All grant outcomes were met satisfactorily and in compliance with the contract.





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MOTION: Commissioner Roche moved to approve the Community Technology Grant Agreement with Curious Comedy Theater for a total of \$255,621. Commissioner Harden seconded.

VOTE: Motion passed with 6 votes in favor and 0 against.

F. Grant Agreement: ELSO, Inc.

Staff recommends approving the Community Technology Grant Agreement with ELSO, Inc. for a total of \$66,150. ELSO's mission is to teach and frame STEAM and nature-based education through a lens that centers and elevates the stories, ways of knowing, individual needs, and lived experiences of Black and Brown communities. The "Expanding ELSO Outreach to Increase STEAM Opportunities for BIPOC Youth and Young Adults" project seeks to support that mission by connecting BIPOC youth to STEAM opportunities using video production technology. Selected ELSO staff will receive training on audio and video production skills, and further engage 100 youth in activities using the newly purchased technology. ELSO will engage participants from their "Tappin' Roots" internship & workforce development program for Black youth, ages 14 to 18, as well as their after-school program (Your Street Your Voice & Empower), which serves up to 60 BIPOC and LGBTQ+ students ages 14 to 20 each school year. In addition, ELSO will host a STEAM day camp for Black and Brown youth ages 5 to 12 designed to develop confidence and a sense of belonging in nature. All youth participants will learn skills through experiential learning with various media equipment, interacting with cameras during nature and place-based activities including wildlife monitoring, pollinator exploration, canoeing trips, hikes, and more. Older youth will receive hands-on video editing training. Both the staff and youth-captured footage will culminate in the create and distribution of 13 to 15 videos with Open Signal and MetroEast Community Media. The final videos will increase awareness of STEAM opportunities, youth advocacy and environmental justice in our community. The grant request was reduced to only include eligible capital costs. The preliminary grant request included line-items that were not eligible for grant funding. In response to Commissioner comment at the January meeting, the applicant further clarified training needs.

MOTION: Commissioner Roche moved to approve the Community Technology Grant Agreement with ELSO, Inc. for a total of \$66,150. Commissioner Harden seconded.

VOTE: Motion passed with 6 votes in favor and 0 against.

*R4. Contract Renewal: LGLG

Bea Coulter said staff recommends a new service agreement with LGLG. Coulter said the MHCRC engaged LGLG in 2019 when the City of Portland found there was a conflict of interest in providing legal counsel services to the MHCRC. Coulter said LGLG is retained by the MHCRC for general legal counsel services and that staff is recommending the Commission renew the service agreement for the period through FY2026. Coulter said Mark Wolf has done most of the





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work under the agreement to date. Coulter said the Commission budgets approximately \$30,000 per year to be spent under this agreement. In response to Commissioner Roche, Coulter said that Commission has underspent the \$30,000 allocated each year and there is no worry of overspending. Wong offered to provide year-over-year analysis. Perez keep contract consistent with spending habits.

MOTION: Commissioner Harden moved to approve the renewed service agreement with Local Government Law Group to provide legal services to the MHCRC as outlined in the Engagement Letter and in Exhibit A: Scope of Work. Commissioner Thomas seconded.

VOTE: Motion passed with 6 votes in favor and 0 against.

*R5. Contract Renewal: BBK

Bea Coulter said staff recommends the Commission enter into a renewed services agreement for legal services with Best & Krieger LLP (BK). Coulter said BK are specialists in telecommunications law, known nationally for cable franchise negotiations, transfers, advocacy work, and legal representation for coalition work. Coulter said the proposed agreement removes the “not to exceed contract amount” language and replaces it with the LGLG legal services contract “approximate” verbiage. Coulter said staff anticipates engaging with BK on franchise negotiations through September 30, 2022.

MOTION: Commissioner Harden moved to approve the renewed service agreement with Best & Krieger LLP to provide legal services to the MHCRC as outlined in the Legal Services Agreement and all Exhibits. Commissioner Dennerline seconded.

VOTE: Motion passed with 6 votes in favor and 0 against.

• Staff Updates

- Comcast’s I-Net End Fund Report – Coulter said staff received the report from Comcast, later than normal, usually present to MHCRC in March. Not a lot of changes, a little bit of additional spending approximately \$68,000. Balance is \$4,000,048. Studenmund this is our end-fund. This is the remainder of the fund at the end of the fiscal year. It was used between 2012 and 2014. The fund was intended to be used to offsets the cost of line extensions. The fund was the result of I-Net fees collected under the previous franchise. In response to a question from Studenmund, Coulter said the chart at the bottom of the report identifies quarterly revenue Comcast receives as a result of the I-Net users.
- Jurisdiction Budget Schedule planning. Commissioner Roche is not available on June 15, 2022, and Commissioners Harden and Studenmund volunteered to cover. Chair Studenmund is not available on June 23, 2022, and Commissioner DeGraw volunteered to cover and Commissioner Thomas to be a backup if necessary. Commissioner Dennerline is not available on June 15, 2022, and Commissioner Thomas volunteered to cover.





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- MHCRC Officer Elections Process – Gibbons outlined new elections process for MHCRC Chair and Vice Chair. She will provide a memo to Commissioners and staff prior to the June meeting. Gibbons said staff is proposing a nominations process outside of the June meeting to help with accessibility and transparency of the nominations process. Gibbons said Commissioners interested in a position will simply email staff with statement of who you're nominating and why. Gibbons said staff will develop a list of nominations that will be considered at June meeting using the voting process identified in the Rules of Procedure. Gibbons said all Commissioners are eligible for the Chair and Vice Chair positions. Commissioner Harden said his term expires June 30 and that he is not seeking reappointment.
- Committee Reports
 - Finance Committee – No Report
 - Equity Committee – No Report
 - Policy Committee – No Report
 - Open Signal Board Appointee – Rebecca Gibbons stated that Open Signal is doing wonderful things on programmatic level, and they are financially solid. Their Board engaged in a strategic planning process and is in a good place.
 - MetroEast Board Appointee – Commissioner Dennerline states he has not been at the last couple of board meetings after facilitating some transitions but has heard things are moving in the right direction. He plans on attending the next board meeting and is looking forward to welcoming new people.
 - New Committee assignments will be announced at the June meeting. Survey in newsletter resent to commissioners and response is requested.
- New Business; Commissioner Open Comment
 - Hybrid meetings – have been hosting May. Only Portland Building reserved through June. Getting to a place for Fall for in-person if possible. Prefer community media centers for convenience and parking. DeGraw, sensitive to immunocompromised folk and ensure accessibility.
 - 2022 Meeting Schedule:
 - **June 27, 2022 6:30PM**
 - July/August: recess
 - September 19, 2022
- Public Comment – None.

MOTION: Commissioner Dennerline made a motion to adjourn. Commissioner Harden seconded.

VOTE: Motion passed with 6 votes in favor and 0 against.





Mt. Hood Cable Regulatory Commission

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

- Adjourned at 8:21 PM

*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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REGULAR AGENDA



Mt. Hood Cable Regulatory Commission

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

COVER SHEET – AGENDA ITEMS #R1

For Commission Meeting: June 27, 2022

“Community Technology Grant Agreements: 2022 Cycle”

Recommendation:

Staff recommends that the Commission approve the following four Community Technology grant agreements:

A. Portland State University	\$85,675.00
B. Somali American Council of Oregon	\$43,835.00
C. Black Community of Portland (fiscal sponsor of Day One Tech)	\$34,790.00
D. NW Alliance for Alternative Media and Education (NAAME)	\$95,627.00

Background:

At its January meeting, the Commission selected 13 Pre-Applications to invite to apply for funding. Following the Commission’s decision, MHCRC staff began to engage all 13 applicants in a process to complete full grant applications and contracts. In follow-up to specific Commissioner comments at the January meeting, staff collaborated with applicants to develop final project plans that clearly define measurable outcomes and evaluation measures, expand on programmatic details surrounding beneficiaries, and the development of a detailed project budget that identify the matching resources necessary to successfully implement the project.

Three organizations (Open Signal, Mapping Action Collective, Resolutions Northwest) have since withdrawn their applications from consideration in the 2022 Community Technology Grants Cycle.

At the May meeting, the MHCRC approved six grants totaling \$532,416.

MHCRC staff has reached agreement with the four remaining applicants on final grant agreements recommended for approval for a total amount of \$259,927.00 in grant funds.

If the MHCRC chooses to award grants to the four applicants today, the MHCRC will have invested a total of \$792,343.87 into the community during the Community Technology FY21-22 cycle.



As part of the normal grantmaking process, Comcast is given the opportunity to review all final grant applications and contracts prior to staff moving the contracts forward for Commission consideration.

Grant Agreements for Approval - Summaries:

A. Portland State University

Recommendation:

“Approve the Community Technology Grant Agreement with Portland State University for a total of \$85,675.”

Background:

Final Grant Request: \$85,675 (Pre-Application Grant Request: \$85,675)

Final Total Project Budget: \$171,350 (Pre-Application Total Project Budget: \$171,350)

Public Benefit Area: Reducing Disparities

The “Fifty Years after Title IX: Portland Women in Sports” project seeks to tell a multi-tiered story about women in sports as experienced by Portland-area female and non-binary athletes. Approximately 96 undergraduate students in the School of Film will work with production professors across six courses to produce three 60-minute programs for broadcast on both MetroEast Community Media and Open Signal. The produced programs will include game play, studio segments, short documentaries, and athlete profiles from the Oregon Ravens football team, associated with a small independent women’s football league. Students will gain valuable training in a variety of professional technology and production processes including both studio webcasting and multi-camera field production. Ultimately, the project seeks to amplify the stories of groups often underrepresented in the media industry – both by telling the stories of seeking the benefits of athletic competition in a culture that often fails to support women’s endeavors and by offering workforce technical training and creative storytelling skills in media production to a diverse group of PSU students.

Portland State University is a current MHCRC grantee in support of the Center for Documentary Filmmaking and Production project, awarded in 2021.

In response to Commissioner comment at the January meeting, the applicant further clarified why they do not have the ability to share equipment with other PSU departments.

Attachment: Draft Community Technology Grant Agreement with Portland State University.

B. Somali American Council of Oregon (SACOO)

Recommendation:

“Approve the Community Technology Grant Agreement with the Somali American Council of Oregon for a total of \$43,835.”

Background:

Final Grant Request: \$43,835 (Pre-Application Grant Request: \$63,300)

Total Project Budget: \$125,235 (Pre-Application Total Project Budget: \$126,800)

Public Benefit Area: Reducing Disparities

The “Transforming Community Through Technology During a Digital Age” project aims to (a) provide local Somali youth opportunities to develop knowledge and skills to thrive, and (b) to ensure that Somali youth have accurate information about tobacco’s impacts on health. National research suggests that Somali immigrants and refugees use significantly more tobacco than the overall population; SACOO staff have observed this unsettling trend in the Portland area. SACOO staff plans to engage five cohorts of youth (a total of 65 youth) in three-month sessions where they will learn technical skills in video production as well as the health risks of tobacco use. Youth will be recruited from Somali communities at mosques and local area high schools and will receive a stipend to participate in the training program. Alongside engaging in a social-emotional skills curriculum, they will generate a minimum of six videos designed to help young people understand the risks of tobacco use and tips on how to avoid and/or reduce their current usage. The video content will be broadcast through both Open Signal and MetroEast Community Media and incorporated into a new SACOO program based at David Douglas High School which also seeks to prevent and reduce tobacco usage among Somali teens in that particular community.

In response to Commissioner comment at the January meeting, staff worked with the applicant through the creation of a variety show to clarify and review the submitted project budget. The initial grant request was reduced to only include eligible capital costs. The original grant request included equipment line-items that were not eligible for grant funding.

Attachment: Draft Community Technology Grant Agreement with Somali American Council of Oregon.

C. Black Community of Portland (fiscal sponsor for Day One Tech)

Recommendation:

“Approve the Community Technology Grant Agreement with the Black Community of Portland* for a total of \$34,790.”

Background:

Final Grant Request: \$34,790 (Pre-Application Grant Request: \$30,000)

Final Total Project Budget: \$81,655 (Pre-Application Total Project Budget: \$62,000)

Public Benefit Area: Reducing Disparities

**Day One Tech (DOT) operates under fiscal sponsorship of the Black Community of Portland (BCP). The contract will be with BCP in support of Day One Tech’s project. Day One Tech staff will be implementing the project and submitting the reporting.*

The Day One Tech “Variety Show for Culturally Responsive Education and Entertainment” project aims to purchase audio and video recording equipment to implement entry-level video production skills training opportunities for youth and their families in East County. DOT seeks to incorporate video production into their weekly program offerings at the DOT Media Center and in conjunction with a large variety of established community partners including the Portland Boys and Girls Club, REAP, Reynolds School District, Parkrose School District and more. Youth will participate in culturally relevant STEAM-based programs while receiving training on how to create STEAM instructional videos that highlight Black, Brown and Indigenous talent and creators. Media content will be designed by youth and mentors and include mini documentaries of DOT programs and footage of community in action both in and outside the program. The clips and instructional videos will be edited into a “variety show” format, shared out on social media and broadcast on MetroEast Community Media. DOT anticipates training a minimum of 60 youth and 20 adults to use the video equipment and production and hopes to use this project as a launching pad to establish a regular “kids news network” that will live on indefinitely. Overall, DOT seeks to increase cultural representation on television and provide equitable access to media education (both TV and video production) pathways to communities of color in East County.

In response to Commissioner comment at the January meeting, staff worked with the applicant to clarify the types of training and educational content provided as well as which community media center DOT would use to share out content.

Attachment: Draft Community Technology Grant Agreement with Black Community of Portland.

D. NW Alliance for Alternative Media and Education (NAAME)

Recommendation:

“Approve the Community Technology Grant Agreement with the NW Alliance for Alternative Media (NAAME) for a total of \$95,627.”

Background:

Final Grant Request: \$95,627 (Pre-Application Grant Request: \$77,500)

Final Total Project Budget: \$289,627 (Pre-Application Total Project Budget: \$232,648)

Public Benefit Area: Reducing Disparities

The “Keys, Beats, Bars: From Pier to Peers Music Video” Project will provide opportunities for 50 justice-involved, at-risk minority youth (ages 14 to 25) who have suffered from several layers of trauma such as displaced family backgrounds, abuse/neglect, drug/alcohol abuse, detention and incarceration. Youth will have the opportunity to bolster social/emotional skills while learning the technical skills necessary to produce high quality and professional audio and video projects to be shared out online and broadcast on Open Signal. A minimum of 10 produced music videos will feature youth talent and cover diverse musical topics. Keys, Beats, Bars (KBB) plans to recruit youth participants through established community partners such as the Social

Justice Action Center, Right 2 Survive, Ascending Flow Youth Organization, and 1 World Chorus. Youth will have the option of participating in field trips to local media maker studios in addition to programming offered onsite at various partner sites. Programming at Ascending Flow will take place onsite as the youth are in foster/DHS custody, for 2 to 4 hours every other week for five weeks. Ultimately, KBB's primary goal is to reduce delinquency and recidivism by building up the strengths of the youth participants through positive social context, self-reflection, and skills-building.

The grant request increased by \$18,127 from the initial pre-application due to a more detailed and rigorous research process on the equipment needed to complete the project successfully as well as increased equipment costs due to inflation.

NAAME's Keys, Beats, Bars program was a previous MHCRC grant recipient (2019; award amount \$33,874) and met all outcomes of the grant program satisfactorily.

Attachment: Draft Community Technology Grant Agreement with NW Alliance for Alternative Media Education (NAAME).

NOTE: Draft Grant Agreements and Attachments provided in separate PDF due to document size.

Prepared by: Rana DeBey
June 17, 2022



Mt. Hood Cable Regulatory Commission

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COVER SHEET – AGENDA ITEMS #R2

For Commission Meeting: June 27, 2022

“Election of MHCRC Chair and Vice Chair”

In an effort to make the nomination process more accessible, nominations were solicited prior to the June meeting. A summary of nominations received was circulated prior to the meeting.

Commissioner Term Status

For this year’s election, all Commissioners are eligible for the Chair position and all Commissioners are eligible for the Vice Chair position.

Elections Process

1. Members interested in the Chair or Vice Chair positions will **notify staff** (Ava.hansen@portlandoregon.gov) **through an emailed statement of interest at least 10 calendar days before the June Commission meeting. (Nominations due: June 17)**
2. Prior to the June meeting, staff will circulate the nominations list to the full Commission.
3. Commissioners will discuss and finalize the nominations list at the June meeting.
4. Commissioners will vote upon the names nominated (by oral vote or electronic polling).
5. Votes will be tallied for the Chair position first and then the Vice Chair position.
6. Votes will take place in alphabetic order by last name.
7. If a candidate gets the majority of votes, they will be confirmed in the position. If not a majority, then there will be a run-off vote between the top two candidates.

BACKGROUND

The Intergovernmental Agreement empowers the Commission to adopt Rules of Procedure governing its conduct of business. With regard to the election of officers, the Commission’s Rules of Procedure state:

Officers. The Commission shall elect a Chair and Vice Chair (Officers) from among its members.

Term of Office. The Officers' terms of office shall be for one year from July 1 through June 30. Officers may be elected to no more than three full consecutive terms.

Election. Commissioners may nominate Officers by oral motion. After the close of nominations, the Commission shall vote in writing or by oral motion upon the names nominated. The election of officers shall be by a majority of Commissioners.



Chair. The Chair shall have the duties and powers to:

- A. Direct the preparation and distribution of an agenda for all Commission meetings;
- B. Preside over all deliberations and meetings of the Commission;
- C. Vote on all questions before the Commission;
- D. Call special meetings of the Commission in accordance with these Rules of Procedure;
- E. Sign all resolutions, orders, contracts and other documents memorializing Commission action;
- F. Establish committees and appoint members and chairs.

Vice Chair. During the absence, disability or disqualification of the Chair, the Vice Chair shall assume all the duties and powers of the Chair. In the absence of both Officers, the Commission shall elect an acting Chair.

Prepared by: Rebecca Gibbons
June 22, 2022



Mt. Hood Cable Regulatory Commission

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Troutdale & Wood Village*

COVER SHEET – AGENDA ITEMS #R3

For Commission Meeting: June 27, 2022

“Chair Appointments for Committees & Board Appointments”

Background

The Intergovernmental Agreement empowers the Commission to adopt Rules of Procedure governing its conduct of business. With regard to committees, the Commission’s Rules of Procedure state:

Committees. The Chair may establish committees as deemed necessary to assist the Commission in carrying out its responsibilities. For all committees, the Chair may determine, among other things, committee composition, chair, term, and the time and manner in which the committee shall report to the Commission.

Committee Meetings. Committee meetings shall be open to the public and conducted pursuant to the requirements of Oregon law.

Prepared by: Ava Hansen
June 22, 2022

