

MT. HOOD CABLE REGULATORY COMMISSION
Portland Community Media, Studio A
June 15, 2015 Meeting Minutes -- **DRAFT**

SUMMARY MINUTES

THESE MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE COMMISSION AT A
SUBSEQUENT MEETING. PLEASE REFER TO SUBSEQUENT MINUTES FOR
APPROVAL OR CHANGES.

Call to Order: 6:30pm

- Roll Call

Commissioners present: Carol Studenmund (Chair); Scott Harden; Sue Dicile; Norm Thomas;
Rich Goheen.

Commissioners Absent: Mike Bennett and Leif Hansen

Staff: Mary Beth Henry, Director; Julie Omelchuck, Program Manager; Rebecca Gibbons,
Program Coordinator.

- Agenda Review: none.
- Disclosures: Studenmund disclosed working with Comcast technical staff on an issue related to the live feed from Multnomah County court house to PCM.
- Public Comment: none.

Consent Agenda

- C1. May 18, 2015 Meeting Minutes
- C2. Community Technology Grant Agreement: Our United Villages
- C3. Community Technology Grant Agreement: Community Vision, Inc.
- C4. Community Technology Grant Agreement: PSU.TV

Harden requested that the May Meeting Minutes be pulled from the consent agenda for a correction.

MOTION: Thomas moved to approve the Consent Agenda items C2, C3 and C4. Harden seconded.

VOTE: 5-0 passed

Regular Agenda

- C1. May 18, 2015 Meeting Minutes

Harden asked that the May 18 meeting minutes under disclosures reflect that his discussions with Comcast and Frontier were in relation to the Citizens for Safe Reynolds Schools campaign.

MOTION: Dicile moved to approve the May 18, 2015 meeting minutes with the correction to Harden's disclosure. Thomas seconded.

VOTE: 5-0 passed

*R1. TechSmart Initiative Grant Agreement: Reynolds Grant Proposal

Omelchuck said the final project plan for Reynolds School District (RSD) under the TechSmart Initiative was included in the meeting packet. Omelchuck said the final project plan includes refinements made by staff and RSD staff following the MHCRC's May 18 work session with RSD staff. Omelchuck said staff is working with the Superintendent to determine a time in August or September for the MHCRC to present at a School Board meeting.

MOTION: Dicile moved to approve the grant agreement with Reynolds School District in the amount of \$1,313,554. Thomas seconded.

DISCUSSION: Goheen thanked RSD staff for their dedication and enthusiasm in developing the project plan.

Harden said he attended the RSD School Board meeting and said Justin Birmingham's presentation of the project was well received and the Board expressed support and thanked the MHCRC.

Justin Birmingham, Reynolds School District, thanked Omelchuck for her guidance and attention to detail.

Dicile said the project plan's laser focus on 8th grade math and 9th grade credit attainment have the potential to highlight how technology can support academic success.

VOTE: 5-0 passed.

*R2. Evaluation Services Contract for MHCRC Grants in Public Education: Pacific Research & Evaluation, LLC

Omelchuck said staff issued a Request for Proposal in early April to solicit proposals from firms with expertise in designing and implementing an evaluation plan for the MHCRC's TechSmart Initiative. Omelchuck explained that staff limited the scope of the evaluation agreement with PSU and plans to transfer the work that was to be done by PSU to the new consultant.

Omelchuck said the RFP Evaluation Panel was made up of herself, Rebecca Gibbons and three volunteer members of the public. Omelchuck said staff is grateful for the caliber of the volunteer panel members. Omelchuck said that after extensive review, the panel selected Pacific Research & Evaluation, LLC. Omelchuck said the staff recommended contract is included in the meeting packet. Omelchuck said the MHCRC's FY14-15 and FY15-16 budgets include funds for this work. Omelchuck said staff anticipates the FY16-17 budget will include the remaining funds necessary to complete the contract. Omelchuck said the scope of work breaks out the evaluation work into two phases: Phase I for development of the evaluation plan and Phase II for the implementation of the plan.

MOTION: Dicile moved to approve the professional services contract for evaluation consultant services for the MHCRC's TechSmart Initiative with Pacific Research & Evaluation, LLC.

Goheen seconded.

DISCUSSION: none.

VOTE: 5-0 passed.

*R3. IGA with PSU for Student Level Data Evaluation

Omelchuck said the MHCRC entered into an IGA with PSU in 2013 for the purpose of designing an evaluation plan under the TechSmart Initiative. Omelchuck said the IGA expires June 30, 2015. Omelchuck said earlier in the year, staff suspended PSU's work and narrowed the scope of work going forward under the IGA to only the evaluation of student level data. Omelchuck said the staff recommended IGA included in the meeting packet is for PSU, under a new project manager, to develop a plan for collecting and analyzing student level data.

In response to a question from Goheen, Omelchuck said PSU entered into an agreement with the State to give them access to confidential student level data. Omelchuck said Pacific Research and Evaluation does not have access to this data but will work with PSU and receive and interpret PSU's analysis of the data.

Harden said he'd heard there is possible state legislation that may impact the Smarter Balanced testing and student opt-out options. Omelchuck said PSU, so far, is confident that it has and will continue to have access under its agreement with the State to the student level data.

In response to a question from Harden about the work that PSU had been doing over the past year, Omelchuck said PSU did work on the evaluation plan under the current IGA. Omelchuck said there is about \$17,000 under the current IGA that was not spent and will be encumbered.

MOTION: Thomas moved to approve the Intergovernmental Agreement with Portland State University to develop a plan to provide evaluation of student level data for student cohort groups related to the MHCRC's TechSmart Initiative investments. Goheen seconded.

DISCUSSION: none.

VOTE: 5-0 passed.

*R4. Authorize Moss Adams to conduct MHCRC FY14-15 Fund Audit

Henry said four years ago the MHCRC began conducting an independent annual audit of its finances. Henry said staff recommends the MHCRC approve the amendment to the City of Portland's contract with Moss Adams to perform the MHCRC FY 14-15 Fund Audit. Henry said the MHCRC has contracted with Moss Adams to perform the annual Fund Audit since FY12-13. Henry said the City of Portland plans to issue an RFP for auditing services going forward. Henry said staff will discuss with the Finance Committee whether or not to piggy back on to the City's RFP or to issue an MHCRC-only RFP. Henry said auditing services of this kind generally cost between \$18-20,000. Henry said the MHCRC negotiated a reduced cost by working off the City of Portland's contract and paid \$12,645 for FY14-15 audit.

MOTION: Dicile moved to approve the amendment to the City of Portland contract with Moss Adams to perform the MHCRC FY 14-15 Fund Audit. Harden seconded.

DISCUSSION: Dicile said it is good to know that the agreement with Moss Adams through the City of Portland contract is cost effective for the MHCRC, however she would like to consider other options going forward.

Thomas said the Finance Committee will look into options.

Harden said the City of Wood Village has had some experience working with smaller auditing firms and that he'd be happy to share contacts and learnings.

VOTE: 5-0 passed

*R5. Election of MHCRC Chair and Vice-Chair

Studenmund opened the floor to nominations.

Dicile nominated Studenmund for Chair. Harden seconded. Studenmund accepted the nomination.

Vote: 5-0 passed.

Thomas nominated Hansen for Vice Chair. Goheen seconded. Studenmund said Hansen expressed a willingness to serve as Vice Chair.

Vote: 5-0 passed.

Staff Activity Reports and Updates

- MHCRC FY14-15 Annual Report: Omelchuck shared the first MHCRC Annual Report. Omelchuck said staff worked with a graphic designer on the layout.
- Comcast Franchise Fee Review: Henry said all requested information from Comcast has been received and the auditor is busy crunching numbers. Henry said results will be presented at the September MHCRC meeting.
- FCC/Federal legislative developments: Henry said the Court of Appeals denied the request for a stay on net neutrality rules; therefore the rules went into effect.
- MHCRC FY15-16 Budget Approval: Omelchuck reported that the County Commission unanimously approved the MHCRC's FY15-16 budget. Omelchuck said the other jurisdictions are scheduled to vote over the next two weeks.
- TechSmart Initiative: Omelchuck said the Portland Public School project plan is moving forward as planned. Omelchuck said a Grant Committee meeting will be scheduled for early September. Omelchuck said staff will begin working with Gresham Barlow on a project plan this Fall. Omelchuck said Centennial School District is still in a strategic planning phase and not quite ready to work on a specific project plan.
In response to a question from Goheen, Omelchuck said the Parkrose School District project at the high school is being implemented. Omelchuck said staff received the District's first interim report. Omelchuck said staff has reviewed the report and is working with District staff on collecting and reporting a higher level of detail about successes and challenges and overall progress towards student achievement.
- Digital Inclusion: Henry said the City of Portland, the County and the City of Gresham, together issued an RFP and selected and hired a consultant that specializes

in community engagement. Henry said the Digital Inclusion Network (DIN) group received a small equity grant and is now working with IRCO to conduct focus groups in Spanish, Chinese and Vietnamese. Focus groups will also be conducted with the deaf and hard of hearing community.

- Other: Henry said Bruce Crest, MACC, retired. Fred Christ will assume Directorship.

Committee Reports

- Finance Committee: none.
- Grant Committee: none.
- PCM Board Appointee: Studenmund said PCM continues to work on a strategic plan for the coming year. Studenmund said there are several Board positions currently open and encouraged Commissioners to let her or Bea Coulter know if they know of someone who may be interested in a position. PCM Board member, Steve Reicher, is here tonight. Steve has led the strategic planning process.
- MetroEast Board Appointee: Thomas said he attended the last Board meeting.

New Business; Commissioner Open Comment

Omelchuck gave an overview of the meeting schedule.

Thomas said the layout of the packet material posted on the website was easy to use.

Franchisee Activity Report

Marc Farrar, Comcast, reported on Comcast's WiFi operations. Farrar said Comcast has a quarter of a million hotspots. Farrar highlighted Comcast's My Account app as a convenient avenue for customers to access services such as to check connection status at home, manage appointments, troubleshoot technical issues, etc. Farrar said that the Xfinity TV remote app allows customers to use their smartphone as a remote. Farrar said the Xfinity Home app allows customers to arm and disarm alarms and turn on lights, etc. Farrar said the Xfinity TV Go app allows customers to stream programs live. Farrar said the Xfinity Share app allows customers to share live or pre-recorded video to any Comcast customer TV. Farrar said the Cloud DVR app is launching in July and will take programming mobile.

In response to a question from Studenmund about the impact on residential subscribers' energy costs to support Comcast's WiFi hotspots, Farrar said customers can disable the community signal on their routers.

Thomas asked about the impact of Comcast's WiFi hotspots on subscribers' bandwidth. Farrar said he that unless under extreme (high) use, the Comcast community WiFi does not impact subscriber bandwidth.

Dicile asked how far the community WiFi extends outside a subscribers home (i.e. to the curb or down the block). Farrar said he wasn't sure of the range and would check with Comcast engineers and report back. Farrar said there is an Xfinity WiFi app that is a heat map of WiFi availability.

PEG Provider Activity Report

- MetroEast Community Media: Rob Brading invited MHCRC members to attend MetroEast's annual volunteer appreciation picnic on August 7. Brading said MetroEast's annual Friends and Family Day is coming up in September. Brading said MetroEast staff continue to reach out to the Rockwood community, in particular to the Spanish speaking communities. Brading said MetroEast conducted its first field camera and editing classed in Spanish. Brading said MetroEast continues to recruit class participants through organization partnerships. Brading said a group of volunteers is conducting a program on resources for victims of domestic violence in Spanish. Brading said MetroEast continues to partner with POWfest and the students from last year's camp will help train this year's campers. Brading said MetroEast is engaging in a feasibility study and capital campaign for a new facility in the Rockwood area.
- Portland Community Media: Bea Coulter said PCM is in the process of wrapping up several capital projects and finalizing its strategic planning process. Coulter said PCM partnered with Portland Public Schools to cover this year's graduation ceremonies. Coulter reported that youth summer camps start this month through August.

Public Comment: none.

Adjourn 7:52 pm

Respectfully submitted,

Rebecca Gibbons
Program Coordinator