Minutes of CHCF-B Administrative Committee (AC) Meeting
February 23, 2017 @ 10:30 am

# ADOPTED

**Venue**
California Public Utilities Commission
505 Van Ness Ave., Room 3204
San Francisco, CA 94102

**Attendees**
***Primary Members***
Patrick Hoglund, ORA
Michael Foreman, AT&T
Charlie Born, Frontier

***Liaisons***
Michelle Morales, CPUC – Fiscal Office
Sindy Yun, CPUC – Legal Division

***Others***
Felix Robles, CPUC – Communications Division
Miriam Sidney, CPUC – Communications Division

The meeting was called to order at 10:35 am

**1. Introductions – None**

**2. Announcements**
Vacancies for committee chair and vice-chair need filling (See Agenda Item 6).

**3. Public Comments – None**

**4. Review and Approval of Minutes**
Committee postponed vote on June 9, 2016 and October 20, 2016 draft minutes. Felix Robles committed Richard Maniscalco to emailing draft minutes from June 9, 2016 and October 20, 2016 to committee members for review prior to vote at the next scheduled meeting.

**5. Liaison Staff Reports**

**a. Fiscal Report**

Michelle Morales provided detailed information regarding claims against fund and provided a statement of operations. Claims clarification consisted of: blue items represent claims paid up to January 31st of Fiscal Year 2015/2016. Statement of operations clarifications included:

statement represents data through January 31st of Fiscal Year 2015/2016; negative balances relate to refunding of inadvertent payments to the MTS B-fund fund; the purpose of temporary B fund collections was to support MTS implementation, e.g. budgets for computer systems and contractors; late reports, adjustments, and refunds account MTS fund transactions subsequent to restoration of the zero B-fund surcharge rate. Additionally, Michelle Morales noted a preliminary report from recent internal audit of all programs indicated correct program administration. Sindy Yun made a procedural inquiry regarding the slated sunset of the fund in 2020. Charlie Born responded with anticipation that a carrier of last resort will work with a senator(s) and legislator(s) to sponsor a bill extending fund operations.

**b. Legal report** – **None**

**c. Communications Division report** – **None**

**6. Other Administration Matters**

**a.** Sindy Yun cited Sections 6.1 and 6.2 as authorities to elect a committee chair and a vice-chair and provided conflict of interest reviews. Sindy Yun confirmed that there was a quorum of committee members present to elect new committee positions. Mike Foreman nominated Patrick Hoglund from ORA for committee chair, and Charlie Born seconded the nomination. Patrick Hoglund accepted the nomination. Mike Foreman accepted nomination for vice chair. Sindy Yun provided legal review for naming Asia Powell of Frontier as Charlie Born’s alternate and provided legal approval, pending a letter to CPUC's Executive Director. Sindy Yun provided legal review and approval of naming Manisha Lakhanpal as ORA alternate.

b. Sindy Yun inquired after a report due to the Commission on or before October 1, 2016. Patrick Hoglund consented to write the report, if necessary.

**7. New agenda items for next meeting** – Review and approval of minutes.

**8. Date and Time for future meeting:**
The next meeting will be held on Wednesday, May 24, 2017 from 10:30 am to 12:00 pm.

The meeting was adjourned at 11:28 am.

Minutes were submitted by Miriam Sidney and will be edited by Richard Maniscalco.