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

ADOPTED

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

Attendees
Primary Members
Patrick Hoglund, Chairman, CPUC – Office of Ratepayer Advocates (ORA)
Michael Foreman, AT&T
Charlie Born, Frontier

Liaisons
Richard Maniscalco, CPUC – Communications Division
Sindy Yun, CPUC – Legal Division (by phone)

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

The meeting was called to order at 10:30 am.

1. Introductions
All attendees introduced themselves.

2. Announcements – Michelle Morales of CPUC's Fiscal Office has provided reports but will not be in attendance.

3. Public Comments – None

4. Review and Approval of Minutes
The draft minutes from the February 23, 2017 meeting were reviewed and approved by all committee members.

5. Liaison Staff Reports

a. Fiscal Report

Detailed review of Fiscal Office reports clarified the following items: 1) MTS allocations, pending further explanation, are assumed to represent short-term Information Technology budgeting; 2) The July 1, 2017 repayment of a $10 million loan to the State General Fund is not reflected in the reports; 3) The payment to AT&T recorded August 29, 2017 needs review as it may be understated.

b. Legal report – None

c. Communications Division report

CD's July 13th, 2017 Budget Resolution T-17572 represents the first Resolution to streamline the process of approving budgets for the six Public Purpose Program (PPP) funds via the mechanism of addressing budgetary matters for all six funds in single resolution for Fiscal Year 2017/2018.

6. Other Administration Matters

a. 2016 AC Annual Reports and Voting Out 2016 Minutes

Timely submission entails voting to adopt previous AC minutes from June 6, 2016 and October 20, 2016. There will be a special (teleconference) meeting for this purpose, which will serve as the third quarterly meeting. The AC noted that not all current participants were members and/or available at the time of the 2016 meetings, and certain 2016 participants will not be members and/or available for the special (telephone) meeting. Accordingly, the AC needs to determine which members may participate in voting out 2016 minutes.

b. Search for an AC Alternate

Manisha Lakhanpal of CPUC's ORA will potentially serve as the AC alternate.

7. New agenda items for next (telephone) meeting – To discuss and vote to adopt previous B Fund Meeting minutes from June 6, 2016 and October 20, 2016.

8. Date and Time for future meetings:

The next meeting will be held by phone on Wednesday, September 20, 2017 from 2:30 pm to 12:00 pm.

The subsequent meeting will be held on Wednesday, December 6, 2017.

The meeting was adjourned at 11:34 am.

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