**ULTS Trust Administrative Committee**

**Meeting Minutes**

**California Public Utilities Commission**

**505 Van New Avenue, Courtyard Training Room**

**San Francisco, CA 94102**

**October 19, 2017**

**1:00PM – 4:00PM**

Present (Committee Member)

* Jeff Mondon (AT&T)
* Michael Foreman (AT&T)
* Marcie Evans (Cox Communications)
* Ken McEldowney (Consumer Action)
* Yvonne Wooster (Calaveras)
* Lorrie Clark (Sebastian)
* James Ahlstedt (ORA)

Present (CPUC Staff)

* Anna Jew (CD)
* Johnathan Lakritz (CD)
* Michaela Pangilinan (CD)
* Tina Lee (CD)
* Kim Hua (CD)
* Sindy Yun (Legal)
* Patty Cassaro (CAB)

Present (Public)

* Alex Gudkov (Conduent)
* Tom Burns (Conduent)
* Bill Allen (Conduent)
1. **Introduction**: Ken McEldowney, Chair
* Everyone introduced themselves to the group
1. **Approval of Minutes:**
* The August 22, 2017 meeting minutes were voted and approved by Marcie Evans and second by Jeff Mondon at this meeting.
1. **Public Comments**
* No Comments
1. **Fiscal Report**
* Michelle Morales was not present. Fiscal report was available for review.
1. **CAB Report**
	* + - * Jan-Sept. 2017 report
				* Phone calls were average, with June having higher than normal calls.
				* LifeLine written contacts – average for the month of September. January & May were high months.
				* Two main issues for the month: Customers did not return the form/Did not meet program guidelines.
				* Added new line to CAB report – “LL Assignment Pending”
				* CAB received very few calls on freezes

1. **3rd Party Contract Reports**
* Conduent presented its report on enrollment, approval, denial and call center statistics
1. **Legal Liaison**
* No activity on the proceeding.
* Staff filed an extension with FCC, motion requesting 15-month extension to comply with new rules.
* Last week staff filed an ex parte letter explaining why we need additional time to comply with FCC and implementation schedule.
* Hopeful that FCC will issue a decision on our motion before Nov.1, 2017 deadline.
1. **Communications Division Liaison Reports:**
	* Current and pending wireless carriers: 12 approved and 9 pending.
	* Claims Status:
		+ Processing August and September Claims
		+ Warrants for the remainder of July and 1st group of August 2017 claims to be issued early next month.
	* Third Party Administrator Contract RFP update:
		+ Released October 5th
		+ Goal is to award the contract by March 22
	* Office of State Publishing (OSP) update – current schedule assumes that OSP will not begin providing printing and mailing functions until probably sometime between November and December, however testing is still being done so dates may change.
	* State Controller’s Office (SCO) Examination update:
		+ Contacted first 2 wireless carriers
		+ SCO field work will begin end of this month
		+ SCO already contacted 3rd carrier
	* Charter change resolution to include wireless – needs fifth floor approval and staff is aiming for the December 14, 2017 Commission meeting.
2. **Approval of Annual Report**
* Jeff Mondon approved submitting the annual report to the Commission, second by Marcie Evans
1. **ULTS-AC Report:**
* None
1. **Review of Administrative Committee Vacancy Status:**
* None
1. **Future Meeting Date**
* January 18, 2017

**Adjournment 1:45pm**