**ULTS Trust Administrative Committee**

**Meeting Minutes**

**California Public Utilities Commission**

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

**San Francisco, CA 94102**

**February 15, 2018**

**1:00PM**

Present (Committee Member)

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

Present (CPUC Staff)

* Anna Jew (CD)
* Johnathan Lakritz (CD)
* Fe Lazaro (CD)
* Michaela Pangilinan (CD)
* Tina Lee (CD)
* Kim Hua (CD)
* Patty Cassaro (CAB)
* Sebastian O. Sandoval (Fiscal)
* Josefina Montero (ORA)

Present (Public)

* Mark Tobin (Conduent)
* Shad Bousquet (Conduent)
* Traci Fabrie (Conduent)
* Sherrie Retzer (Conduent)
* Thomas J. Keller (Conduent)
1. **Introduction**: Ken McEldowney, Chair
* Everyone introduced themselves to the group
1. **Approval of Minutes:**
* The October 19, 2017 meeting minutes were voted and approved by Marcie Evans and second by Yvonne Wooster at this meeting.
1. **Public Comments**
* No Comments
1. **Fiscal Report**
* Fiscal Office staff provided a copy of the California LifeLine fiscal report and concerns were raised from the Committee regarding the high cash balance.
* CD is waiting for more claims packages to process and will continue to monitor FCC changes that may impact the LifeLine surcharge
* CD continues to monitor the cash balance and may reevaluate the LifeLine surcharge in the near term.
1. **Consumer Affairs Branch (CAB) Report**
	* + - * High month in February and June
				* Historically December call volume is low
				* #1 appeals - Customers did not return the form
				* Have not done data analysis between year to year
				* CAB staff clarified that application request refers to customers trying to get on the program and having a hard time getting the application. CAB will assist in supplying the application form.
				* Committee requested that CAB reports show complaints broken down by carrier.

1. **3rd Party Contract Reports**
	* Conduent presented its report on enrollment, approval, denial and call center statistics.
2. **Legal Liaison**
* Sindy Yun was not present.
1. **Communications Division Liaison Reports:**
	* Status of Proceedings:
		+ R. 11-03-013 (California LifeLine)

 Phase II Proceeding:

* + February 9 Commission issued D.18-02-006 to
		- restore some of the programs to the list of qualifying programs,
		- restore the household income to be at or below 150% and
		- authorize the program fund to temporarily make up for loss of federal subsidy for participants who only qualify under CA only eligibility criteria but who do not meet federal lifeline eligibility criteria from May 2018 through November 2019.
	+ Current and pending wireless carriers:
		- As of January 31, 2017, there were 10 active wireless carriers and 6 pending carriers requesting to offer California LifeLine.
	+ Claims Status:
		- Currently reviewing November and December 2017 claims.
		- All of October warrants have been issued and some of November
	+ Third Party Administrator (TPA) update:
		- On January 17, 2018, California Department of Technology (CDT) on behalf of the CPUC released Addendum 5 to the new California LifeLine TPA Request for Proposal (RFP).
		- The RFP and related documents are available publicly at <https://caleprocure.ca.gov/event/8660/0000007167> below is a list of the next RFP activities:

**15PS5020 RFP Procurement Schedule**

|  |  |
| --- | --- |
| Last day to submit Final Proposals | February 9, 2018 due by 2:00 PM  PST |
| Evaluation PeriodIncluding Interviews | February 12 – March 16, 2018 |
| Public Cost Opening | April 3, 2018, 9:00 AM  PST |
| Notification of Intent to Award | April 16, 2018 |
| Last day to protest selection4  | April 18, 2018 |
| Contract Award  | April 27, 2018 |

* + - The print and mail functions transition from Conduent to Office of State Publishing (OSP) is currently going through a testing phase.
		- It is anticipated that OSP will completely take over the printing and mailing services by March 30, 2018.
	+ State Controller’s Office (SCO) Examination update:
		- SCO anticipates completing the field work on the first three (3) carriers by April/May 2018 timeframe and will start on the remaining carriers afterwards.
	+ Status of the Resolution changing the date of ULTS AC Committee Budget submittal and including a primary wireless representative.
		- CD Staff is drafting the revisions to the ULTS AC Charter and will be considered for Commission vote on March 22, 2018.
1. **Approval of FY 2018-19 Program Budget**
* CD sent electronically a copy of the Budget Change Proposal and the 2018-19 November Estimate Caseload Population for review by ULTS AC members several days before the AC meeting. Some members claimed they never received it, therefore CD will send it again after the meeting.
* CD presented a Proposed ULTS Budget for FY 2018-19.
* CD staff estimated a decrease of $201 million from FY 2017/18 budget of $630 million.
* The proposed change is primarily due to a decrease in caseload than what was anticipated in the last proposed Budget for FY 2017/18.
* CD is proposing a FY 2018-19 Budget of $429 million.
* Local Assistance of $397 million includes the makeup federal subsidy of $8.2 million.
* State Operations of $32 million.
* Ken McEldowney, Chair of the ULTS AC representing Consumer, motioned to approve the ULTS budget and second by James Ahlstedt representing Office of Ratepayer Advocates. Other carriers recused themselves from voting.
1. **ULTS-AC Report:**
* None
1. **Review of Administrative Committee Vacancy Status:**
* None
1. **Future Meeting Date**
* May 24, 2018

**Adjournment 2:43pm**