

WEST VIRGINIA BROADBAND ENHANCEMENT COUNCIL



APPROVED MEETING MINUTES | February 8, 2018

Meeting Title	WV Broadband Enhancement Council Meeting		
Chairperson	Robert Hinton		
Date	2/8/2018	Location	WV Capitol Complex Bldg. 3, Suite 800 Conference Room
Time	10:00 am		
Audio Connection	304.957.6999 Conf. ID: 935-9172#	P = Present; TC = Teleconference; VC = Videoconference; _ = Absent	

	Council Member	Representing		Council Member	Representing
TC	Robert Hinton, Chairman	Rural Business User Congressional Dist. 2	-	Woody Thrasher	Dept. of Commerce, Cabinet Secretary
P	Robert Morris, Vice Chairman	Urban Residential User	P	Jeff Proctor	Representing Woody Thrasher
TC	Michael L. Holstine Secretary-Treasurer	Rural Business User Congressional Dist. 3	-	Dr. Steven L. Paine	Dept. of Education, State Superintendent
-	Ric Cavender	Urban Business User	P	Brenda Morris	Representing Dr. Steven L. Paine
TC	Robert Cole	Rural Residential User Congressional Dist. 1	-	The Honorable Glenn Jeffries	WV Senate (D) (Ex-Officio/Advisory Member)
P	John Dunlap	Office of Technology, Chief Technology Officer	-	The Honorable Craig Blair	WV Senate (R) (Ex-Officio/Advisory Member)
P	R.A. "Pete" Hobbs	Rural Residential User Congressional Dist. 3	-	The Honorable Roger Hanshaw	WV House (R) (Ex-Officio/Advisory Member)
TC	John Reasbeck	Rural Business User Congressional Dist. 1	-	The Honorable Kenneth Hicks	WV House (D) (Ex-Officio/Advisory Member)
-	Matt Turner	Higher Education Policy Comm., Exec. Vice Chancellor	-	Vacant	Business User Large Amounts of Broadband
P	Dr. Jack Smith	Representing Matt Turner	-	Vacant	Rural Residential User Congressional Dist. 2
	Representative	Agency		Representative	Agency
-	Mark Debruyn	WVOT Infrastructure Manager, CTO Proxy	P	Tony Simental	WV Geological and Economic Survey, Office of GIS Coordination
-	Mitch Blake	Director, WV Geological and Economic Survey	P	Kelli Talbott	WV Attorney General's Office Legal Counsel
-	Josh Jarrell	WV Dept. of Commerce, Deputy Sec., Legal Counsel	P	Wes White	WV Development Office Legal Counsel
P	Tony O'Leary	WV Development Office Project Manager	P	Kelly Workman	WV Development Office Development Manager

Agenda Item	Details/Minutes
1. Call to Order, Opening Remarks and Roll Call	Vice Chair Robert Morris called the meeting to order at 10:01 and took roll.
2. Approval of 1/11/2018 Council Meeting Minutes and Financial Statement	Jeff Proctor made motion to approve minutes as presented; John Dunlap second. No discussion. Motion passed unanimously. There were no expenditures that needed to be approved.

<p>3. Website Ongoing Modifications; Marketing and Communications</p>	<p>Jordan Ferrell of Commerce Communications provided updates, including the Council pop-up displays were done and first displayed at GIS Day at the Legislature. She also presented a newly designed pocket folder that can be used where Council members would be distributing information. John Dunlap motioned and Pete Hobbs second that 1,500 packets be ordered. Motion passed unanimously.</p> <p>Ms. Ferrell said the Council’s social media outlets were created and suggested that the Committees could provide content so that a calendar of postings could be planned and presented for further review at the next Council meeting.</p> <p>Ms. Ferrell said a one-page Word documents has been created that Council could use for meeting notices, letters to public officials and similar correspondences.</p> <p>The Leave Behind/Speed Test cards were distributed. Ms. Ferrell asked that any request for the official Council logo be done through Commerce in order that the logo is the proper file and format could be provided.</p>
<p>4. Mapping System Project Update; West Virginia Speed Test Planned Enhancements; Reporting Schedule</p>	<p>State GIS Coordinator Tony Simental said the latest FCC broadband deployment numbers were recently released and they would be sent to Council members once the data was assembled into PDFs maps and ready to share.</p> <p>Mr. Simental said the most recent speed test figures show a slight spike in test following the Council's presence at GIS Day at the Legislature. To date, there have been more than 2,100 surveys taken by those taking the test and more than 1,000 comments made. Mr. Simental said consideration should be given to doing a quantitative analysis of them. He added that additional speed test elements are being evaluated and implemented to acquire additional data.</p> <p>Kelly Workman of Commerce asked for Council members to comment on a speed test instructional video script for commerce communication and to have them submitted by Feb. 16 on instructional video for speed test.</p>
<p>5. Fiber Locator Subscription</p>	<p>Mr. Simental gave a short demonstration of the fiber locator service the Council has subscribed and provides worthy data, but added the service only shows what information providers submit.</p>
<p>6. CAF II Eligibility Map</p>	<p>Mr. Simental also spoke of the upcoming CAF Phase II auction and some of the parameters to be part of it and recommended Council members participate in an upcoming informational webinar.</p>
<p>7. Legal and Technical RFPs</p>	<p>Vice Chair Robert Morris said the Legal RFP committee met the previous week to review two proposals submitted to the State Attorney General Office. One was from the Akin Gump law firm of Washington D.C. and one from Bowles Rice law firm in Charleston. Mr. Morris referred to a letter in the Council packet that recommended the Council - through the State AG office - to retain both firms as DC firm had better FCC federal level expertise and Bowles Rice would have more in-state experience. The acceptance would note that rates would be negotiated between AG office and the firms and would only be used on an as-needed basis. Motion to approve to RFP recommendation committee came from Jeff Proctor. Mr. Dunlap second. There was no discussion. Motion carried unanimously.</p> <p>Mr. Morris gave an update on the Technical RFP which was issued Jan. 26 and the vendor closing date is February 28.</p>

1. CDBG and ARC Funding	<p>Mr. Morris said CDBG broadband funding grants were announced February 1 and Commerce staff would be having Implementation meetings in March with grant recipients. Mr. Morris said the ARC broadband initiative deadline is April 30 and Council was invited to submit application for technical assistance under this grant. Chair Rob Hinton said the Council would push for more CDBG funding in the next year. Ms. Workman said it would be made clear to CDBG recipients that there will be certain specifications for speed and service associated with these grants and program guidelines allowed for enforcement measures if those specs are not met. In addition, Program requires that all project infrastructure is publicly-owned and all assisted infrastructure will be mapped.</p> <p>In addition, Ms. Workman gave an update on several Commerce initiatives. One was working with WVU School of Law Innovation and Entrepreneurship school to assist with an RFP template for grantees so that the grants would allow the recipients to be able to secure future funding for broadband infrastructure. Work continues also with WVU on developing a resource for the formation of cooperatives. Ms. Workman said it would be beneficial for the Council to develop a certification program for communities that complete their CDBG planning grants and be certified by Council that they have a certain level of expertise in broadband development.</p> <p>Ms. Workman said the CDBG grant for the Nicholas County Commission will serve as a pilot project as it is a merger with a CDBG water-sewer project. with fiber infrastructure. She also noted upcoming workshops with USDA, Broadband USA and other events.</p>			
1. Committee Reports	<p>Infrastructure Committee: No report Education Committee: Dr. Jack Smith said the next meeting will take place at WV Public Broadcasting on Feb. 12. Adoption Committee: Robert Cole said work continues developing training programs using the Goodwill Community Foundation curricula.</p>			
2. Public Comments	<p>Terry Martin from the Region III RPDC said the Calhoun-Clay-Roane project team would do Speed Test outreach as part of its CDBG broadband award. John Tuggle from Region IV asked about the ARC program specific for broadband. Ms. Workman said an informational workshop meeting with ARC manager Mark DeFalco was to be scheduled.</p>			
3. Next Meeting Date	March 8, 2018			
4. Adjournment	Mr. Dunlap motion for meeting to adjourn at approximately 11:00 a.m.			
Action Items				
No.	Description	Assigned To	Month Identified	Target Completion Date
1.	Easement acquisition and donation	Committee	May	—
2.	Consultation with WV DOH	Council, WVDO, WVOT	May	Ongoing
3.	Website Redesign	Workman, O'Leary, Commerce Communications	May	Initial Launch Complete; Ongoing Edits
4.	Requirements of WV Code 31G	All Committees	June	
5.	RFP Process for ARC; Review of CDBG Apps	Workman, O'Leary		Complete
6.	Cooperative Toolkit and Training	Workman, O'Leary, Generation WV, WVU Law	June 2017	April 2018

Others Present (in order of sign-in sheet):

- 1. Billy Jack Gregg, Frontier**
- 2. Terry Martin, Region III**
- 3. Chris Morris, CityNet**
- 4. Kelli Talbott, WVAGO**
- 5. John Tuggle, Region IV**
- 6. Wes White, WVDO**
- 7. Erin Jones, Suddenlink**
- 8. Max Garland, Gazette-Mail**
- 9. Marlene Hackett, The Hackett Praxis LLC**

Others present who did not sign sheet

Ron Pearson

Jordan Ferrell