

# Vermont Community Broadband Board Meeting Monday, February 12, 2024, 12:00pm – 4:00pm

## Draft Meeting Minutes

### I. Meeting Call to Order, Roll Call, and Approval of Agenda

Patty called the meeting to order at 12:24pm and completed roll call.:

- Patty Richards (Remote)
- Laura Sibilila (Remote)
- Brian Otley (Remote)
- Holly Groschner (Remote)
- Dan Nelson (Remote)
- Christine Hallquist - Staff (Remote)
- Robert Fish – Staff (Remote)
- Alissa Matthews – Staff (Remote)
- Toni Clithero – Staff (Remote)
- Heryn Herzog – Staff (Remote)
- Britaney Watson – Staff (Remote)
- Lucie Fortier – Staff (Remote)
- Alexei Monsarrat - Staff (Remote)
- Thomas Malinowski – Staff (Remote)
- Stephanie Tuxill – Staff (Remote)

Patty made a motion to approve the agenda. Patty requested a discussion about the February 22, 2024, meeting. Laura Sibilila requested an executive session to talk about personnel. Motion passed. The modified agenda was approved unanimously.

### I. Summary of reappointments.

Record of the reappointment of Holly Groschner; status report on the reappointment of Laura Sibilila; election of the Board's Vice-Chair of Dan Nelson. Motion passed.

### II. Public Comment

Christa Shute - NEK Broadband commented on the policies and the annual report and the KPIs (Key Performance Indicator) that were discussed in committee with CUDs to obtain an agreement on the set of indicators. There was also discussion of the Digital Equity Plan. Ellie de Villiers commented on the Digital Equity plan and setting expectations with the NTIA (National Telecommunication & Information Administration) BEAD (Broadband, Equity, Access & Deployment) requirements. Also, she noted a possible correction to the annual report.

### III. Approval of January Meeting Minutes

Patty moved to approve the January 4, 2024, meeting minutes. Dan Nelson seconded.

### IV. Digital Equity Plan Approval – Britaney Watson

Britaney Watson highlighted areas of the Digital Equity Plan draft for Board approval to be submitted to the NTIA by February 12, 2023. The plan includes a digital equity needs assessment, asset inventory and an implementation plan. The plan is written to prepare Vermont for NTIA grant funds for the implementation phase as well for the digital equity plan. The plan will be in the curing process with the NTIA for 45 days, which will end the period of performance on March 28, 2024. Public comments and CUDs' feedback provided by VCUDA are also part of the plan. Reference to the 1% is to be removed from the plan as well the annual report. There was a discussion of the curing period after the plan is submitted and if changes could be made. Clay Purvis, NTIA FPO, provided clarification on the process. The Board requested a paragraph be added about the Board's policies. Patty made a motion that we approve the digital equity plan with the three changes referenced. Laura seconded the motion.

Final drafts of the policies will be presented to the Board for the March 11, 2024, Board meeting.

**V. Presentation of GIS Performance Monitoring Services Based on Ookla Data– Christine Hallquist**

CUDs will have access to the data and cloud. A discussion was had about the cost of the application, and it was determined to be within budget and justifiably cost for the data obtain. The Board asked for clarification of the usage of the data and if it could be used by third parties. More information will be provided about this.

**VI. Key Performance Indicators for Grantees – Christine Hallquist**

KPIs will look at both planned and actuals - what are the expenditures, what are the miles built, what are the construction miles. Lit means that it's tested and ready for drop connection. Construction means it's in the air but not necessarily at the planned number of eligible addresses with access to the service plan. And then there's the planned passings that are lit, cumulative total costumers. The reports will be quarterly, but VCBB will be monitoring monthly with the CUDs.

**VII. Annual Report Discussion and Approval – Herryn Herzog**

Herryn shared a presentation and highlighted key points. The Board will review updated draft by Friday.

**VIII. BEAD Subrecipient Support Applications – Rob Fish**

Rob discussed the selections that we have made, the recommendations we have made for the first recipients of BEAD Potential Subrecipient Support Grant Program. The goals of the program were to ensure that all types of eligible providers can compete in the BEAD program to encourage collaboration, to promote efficient expenditure of grant funding, to encourage planning to raise the caliber of the applications received, and just to gather information to inform the implementation of the program. There were discussions regarding the sub-recipients, the competitive and award process/approval, and the allocation of funds. There are three (3) applicants.

Holly requested to move into executive session on the grounds that information may be proprietary to one or more of the applicants. Toni agreed. Patty seconded the motion. Toni stated it is title one, section 313, little A, little 6 that applies to discuss records that are subject to the public records exemptions and the exemption that Holly cited. The trade

secrets exemption is 1 VSA 317, little C 15, and little 9:15 is for negotiations, 9 is for trade secrets.

Patty has left the meeting and appointed Dan Nelson to assume duties as Vice-Chair.

*Legislative Update Presentation - Executive Session - Premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage (1 V.S.A. § 313(a)(1)(f))*

The executive session ended at (2:35). Dan announced they came out of executive session without taking any action.

A motion was passed and seconded by Brian to approve the three (3) applicants.

**IX. VCUDA Updates – Rob Vietzke**

On January 31st the VCUDA held a legislative day at the state Capitol and met with Senate Finance Committee, House, Senate, Environment and Energy Committee, Lieutenant Governor, the speaker, and several other legislators throughout the day. Rob discussed the various bills in the legislature, as well as on-going discussions about grant process and audit reviews.

**X. Public Comment**

F. X. Flynn commented on the GIS Performance Monitoring Services Based on Ookla Data and provided clarification on the type of data the application gathered.

**XI. Parking Lot – Christine Hallquist**

Christine highlighted completed areas and areas still in the works, such as policies.

**XII. Executive Session:** Holly moved to go to Executive Session. Laura seconded.

*Legislative Update Presentation - Executive Session - Premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage (1 V.S.A. § 313(a)(1)(f))*

The Executive session ended at (3:36). Dan announced they came out of executive session without taking any action.

**XIII. Executive Session:** Holly moved to go to Executive Session. Dan seconded.

*Legislative Update Presentation - Executive Session - Premature general public knowledge would clearly place the public body, or a person involved at a substantial disadvantage (1 V.S.A. § 313(a)(1)(f))*

The Executive session ended at (4:04). Dan announced they came out of executive session without taking any action.

**XIV. Executive Session:** Christine announced that the Board was going to Executive Session to discuss personnel.

*Legislative Update Presentation - Executive Session - Premature general public knowledge would clearly place the public body, or a person involved at a substantial*

*disadvantage (1 V.S.A. § 313(a)(1)(f).*

The Board meeting will be dismissed because at the point they come out they will not have a quorum.

Press inquiries; please contact Herryng Herzog, [Herryng.herzog@vermont.gov](mailto:Herryng.herzog@vermont.gov), (802) 522-3396

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