

Broadband Task Force - July 21, 2021

Agenda:

- 5:30 PM Welcomes and introductions - Greene/McKee
- 5:33 PM Approve Minutes (June 30, 2021) - Greene/McKee/Group
- 5:35 PM Provider Meeting Update and Discussion - Greene/McKee
- Format
 - Discussion Leader(s)/Host(s)
 - State folks?
 - Orange County folks?
- 6:15 PM Old Business/New Business/Housekeeping - Greene/McKee
- 6:30 or 7 PM Adjourn

Notes:

Meeting started at 5:30pm

Approve Minutes (June 30, 2021) - Greene/McKee/Group

Paul moved to approve minutes, second by Todd - minutes for 6/30/21 are approved

Provider Meeting Update and Discussion - Greene/McKee

- Format/Agenda
 - Open meeting; all vendors will hear what each other will say and can attend the entire meeting/discussion but may not be able to participate until their scheduled time
 - Welcome/introductions - 15-20 minutes
 - Each vendor has allotted time to respond to questions on vendor document
 - Each vendor will participate as a panelist during their allotted time
 - Scheduled times for each vendor; first organization that signed up will speak first, in order of signing up; alphabetically would be another option
 - Paul suggested first in/presents first to eliminate any appearance of unfairness; Earl agreed
 - Earl - goal is for questions to be asked/answered - does not expect secrets to be revealed
 - Jim will send email with schedule to vendors on list and confirm the provider list is accurate; will send agenda to vendors by noon; providers should be the only ones presenting (not members of the public)
 - Terri - purpose of meeting is to improve the RFP; finding out what the vendors need; let us know what we did not include
 - Catharine - wonder if there is anyone on the list who wants to partner with someone else/collaborate/sub-contractors so suggested that Jim ask vendors this questions (i.e. Cisco)
 - Terri suggested sub-contractors get 10 minutes; other vendors get 20 minutes
 - Sally said every vendor should get 20 minutes and others agreed
 - Jim will ask vendors if they need 20 minutes or shorter
 - Looks like 9 vendors so it will be a 3 hour meeting

Terri - concern that vendors can meet minimum requirements; what is list of question that will be asked?

Jim - list of questions from vendor document will be asked; vendors can add pertinent information
Vasu - can we prioritize vendors by who might be able to meet requirements?

Sally, Catharine, Earl - prioritize by sign up time

Todd - Who should be asking the questions? Who should be the lead?

Discussion about list of questions and what is current list - the 5 questions on the PDF in OC press release and what the state sent are correct

Earl suggested that Sally lead the questions since he may not be able to attend the meeting

Sally agreed to ask the questions/lead the meeting; suggested that task force members ask follow-up questions after she asks each question; may need a timekeeper like Jim or Travis; will make sure vendors actually answer the questions

Jim - will let vendors know that expectation is that they address the five questions and provide additional information

Terri - recommends telling vendors that they have 5-10 minutes to answer questions and the rest of the time is for follow-up

Vasu - make sure vendors don't go down rabbit holes; need timekeeper

Sally - have timer on meeting like BOCC meetings

Jim - we can have another meeting if needed; but the hope is to move into the RFP phase after the vendor meeting

Terri - there is not a question about whether provider is willing to have county own fiber network; if no vendor is willing then that will provide information about how we go forward

Sally - will need to clarify if vendor is open to ownership during the vendor meeting

Jim will contact Spectrum/Time Warner since they said they would attend the vendor meeting but have not signed up

Conclusion:

- Order of presentations will be in the order of sign up
- 10 minutes to answer 5 questions and present other information
- 10 minutes for follow-up questions
- Jim will
 - Forward state email to vendors (re-send PDF) and confirm they know the goals
 - Assign times for each vendor
 - Schedule will be ready by noon tomorrow
 - Send copy of email he sends to vendors to the task force
- Discussion Leader(s)/Host(s)
 - State folks? - no state folks are at this meeting so county will run discussion; Reps Insko, Meyer and Sen. Foushee have been invited to the vendor meeting and are interested in attending
 - Orange County folks? - Sally Greene will lead, task force members will ask follow-up questions

Old Business/New Business/Housekeeping - Greene/McKee

- Jim will send out action register by the end of the week for task force to review and make sure staff is on track
- Call Jim if conversation prior to the meeting is needed
- Meeting will start in practice mode; panelists can get organized before attendees/vendors are admitted

Meeting ended at 6:20pm