

*Committee Attendance:* Rob Andreoli, Kelly Cameron, Cathy Drzyzgula, Paul Goldberg, Jose Zegarra Holder, Suzanne Weiss, Noreene Wells, Richard Wells. Absent:, Michael Gelman, Bing Kung, Mona Hall McKenzie, Theola Poole, Mike Reiter, Ashley Simmons, *Cable Office Staff:* Mitsuko Herrera

### **Call to Order**

- Richard Wells called the meeting to order at 7:02 pm. In the absence of a quorum, discussion began of the reduced-cost internet programs now being made available to families who are receiving free meals at schools, and the various conditions to be met along with the processes that needs to be completed. Mitsi indicated she was working on a committee with the FCC on this, and would take our input and provide an update to the Committee after an upcoming telephone conference.

### **Approval of Agenda/Minutes of September and October meetings**

- Once quorum was reached, a motion to approve the September minutes was made by Paul and passed without dissent. Approval of the October minutes was moved by Jose and also passed unanimously. The November meeting agenda was amended and passed on a motion from Suzanne.

### **Unfinished Business**

**Cable Plan/PEG Budgets** Discussion continued on the funding shift in cable funds, both the proposed reallocation of the distribution of funds received among the PEGs and the reduction in services such a closed captioning or multiple languages. CCAC members expressed concern for these service reduction, and suggestions were solicited to help define an action plan for CCAC advocacy. Also discussed was the reduction in funds available for cable-related purposes, such as expanding wi-fi in buildings and communities, and broader bandwidth, that would be funded through the collection of franchise fees, increasingly being re-directed to other purposes in the County.

**Council Outreach and Participation** Discussion followed on the upcoming proposal to “sunset” some volunteer committees by the Council, in an effort to reduce or eliminate the County’s Boards, Committees and Commissions (BCCs). There are some costs being assigned to these groups, and the Council may be asking the volunteers to submit long-term plans and meet other requirements in order to continue. Other items were how to work on engaging Council members. Richard and Noreene will draft a letter that could be brought to small meetings of CCAC members and their Council representatives, and send out for review by the committee.

**New Member Recruitment:** CCAC interview committee of Kelly, Jose, Richard and Suzanne is working with applicants while the CE office continues to solicit for Committee vacancies. Mitsi indicated she will follow up on anything needed for Noreene’s reappointment to represent Takoma Park.

**December meeting:** Discussion followed on logistics for food and invitations for upcoming December holiday dinner meeting. Mitsi will verify that the cafeteria has been reserved, and what the Cable Office will provide. Richard will find someone to help coordinate the food purchase and contributions, and to arrange for invitations to Council, CE, PEGs and to the providers.

### **Cable Office Report**

- Mitsi reports that the on screen and online guide issues for MCPS should be resolved within the week. The channel guide has been finally changed to indicate the channel are MCPS. Mitsi will update the CCAC on changes in the progress of displaying program information.
- Mitsi indicated there would be follow up on the proposed Social Media policy for the County reviewed at the November meeting and she would send out an update early the next week.
- Mitsi reports that as of December 6 Comcast plans to be all digital in MoCo. This is causing some concern at the school sites, but should not have a large impact on other Comcast customers unless they do not utilize a recent cable box. It was asked whether PEGs would be added to video on demand by the providers; Mitsi will inquire. Additional discussion of the energy efficiency in current cable boxes followed, as some of the franchises will not share information on the boxes installed with their customers and any efforts to move towards better energy usage.
- Rob asked about the process for the Comcast franchise renewal, the role of the Cable Office in this, and how CCAC could be a meaningful part of the process. Kelly inquired how to best publicize the Cable Office as a resource to MoCo residents.
- Paul asked about the result from the Emergency Alert System test. All tests were ok except for Comcast, and the Cable Office is working with them. Paul also indicated that the 311 service is not yet available from certain Voip services, such as Ooma.

***REMINDER:*** Next CCAC meeting/holiday event is Wednesday, December 14 at 7pm.

### **Public Comments**

none

**Adjourn** Meeting adjourned at 9:15 pm

Submitted by: Suzanne Weiss, CCAC Secretary