**January 12, 2021 Meeting - Seattle Community Technology Advisory Board**

Topics covered included: 2021 Direction and Goals; Board Member Discussion; Board Member Spotlight; Committee Updates

**This meeting was held:** January 12, 2021; 6:00-8:00 p.m., via Webex

**Attending:  (All via Webex)**

**Board Members:** Rene Peters, Camille Malonzo, Ty Grandison, Brandon Lindsey, Mark DeLoura, Lassana Magassa, Nicole Espy, Leah Shin

**Public:** Ricardo Garmendia (Microsoft Cloud), Kristen Hoffman, Madison Swain-Bowde, Kai Neander, Mustafa, Bob Fletcher (Verizon); Cecile Puretz (SF), Coleman Entringer, Sean McLellan, Liz Gilbert (SPU), Tyler Woebkenberg, Harte Daniels, Aisha Davis, Cara Vallier, Amin A.; Call-in User 4; Call-in User 2

**Staff:** Jonathan Porat, Vicky Yuki, Vinh Tang, Cass Magnuski

**29 In Attendance**

**Rene Peters:**   This meeting will be audio-recorded, but we will only be having our text minutes posted to our web site. Welcome to the first meeting of 2021. I just want to quickly acknowledge some of the current events and atmosphere going on around the country, and just hope that everybody feels secure and peaceful, and that everybody takes time for themselves. The news can be overwhelming, and it feels like its constantly coming in. As much as paying attention, I'm really thinking about digesting these things. It's important protecting your own energy, as well. So, a little bit in that spirit. I also want to set time for the meeting by doing a quick acknowledgement greeting. So, I'd just like to acknowledge that. We in the City of Seattle are on traditional land of the First People of Seattle, the Duwamish People, past and present, and we honor with gratitude, the land itself, and the legacy of the Duwamish Tribe. I appreciate everybody being here. the first item on the agenda is introductions. Yes, welcome to another year of virtual introductions. So, I'll just read down the list, and everybody can give their name, where in the Seattle area they live, and maybe a company affiliation. If you're representing a particular company, feel free to share that. My name is Rene Peters. I am the chair of the board this year. I work for Invidia, and I live in Capitol Hill.

**INTRODUCTIONS**

**Rene Peters:**   Thanks, everybody. Believe it or not, it does not look like we have any unidentified phone numbers on the list, other than Caller-in User 2, I think that will wrap up the introductions. Thanks for introducing yourselves and making yourselves known. The next item of business is approval of the minutes. As a reminder, each approval will need a motion and a second from a board member. Is there anyone who would like to make a motion regarding the minutes from our December meeting?

**Camille Malonzo:**  I move to approve last month's minutes.

**Rene Peters:**   All right. Is there a second from the board?

**Ty Grandison:**   I second the motion.

**Rene Peters:**   Thank you. All in favor, please say, "Aye." Any 'nays' or abstentions? (Motion passes.)  Next up is approval of the agenda for this meeting. Do I have a motion there?

**Ty Grandison:** I move to approve the agenda for this meeting.

**Rene Peters:**   Thank you. Is there a second?

**Brandon Lindsey:** Second.

**Rene Peters:**   Thanks, Brandon. All in favor, please say, "Aye."  Are there any 'nays' or abstentions?  (Motion passes.) All right. We have approved last meeting's minutes and the agenda for this meeting. So, we can go ahead and start with the first item on the agenda, the 2021 direction and goals. Camille and I wanted to start off this year with a discussion on what we want from a hopefully better 2021 from a directional standpoint. For those of you who weren't here at our December meeting, Camille and I were talking about the overall vision that we wanted to guide the board activity in this year. We brought up three things. This idea of carrying on the momentum to fire up in 2020; continuing to build on relationships inside and outside of the board; and also, really have a pointed focus on board activation, that is, really empowering board members and members of the public with information, that they need to step into their purpose on the board in doing work for the board. So, I'll briefly summarize some of the points we intend on going after. Feel free to fill in, as well.

**2021 DIRECTION AND GOALS**

On the first point of momentum, again, it really focuses on continuing a lot of relevant material for the board each and every month. So, that includes things like very relevant speakers. Last year, we were able to have speakers from the election board, speakers talking about Seattle Public Schools, Seattle Public Library, and their activities in response to the pandemic and how they supported students. That's going to be a continued point of emphasis as we get into later months, and really finding those topics that make people feel like they have a good pulse, regarding technology, or some of the big topics at play in Seattle and beyond. So publicly sourced recommendations, be they from the board or people who attend; or like just reading materials. Why just have the discussion be in the meeting? We can also distribute some things to keep the discussion going, and whet the appetite in between. The more chances that we get to be inspired by things or to have different thoughts, I think that's always a good thing. And bring in other perspectives to the work that we're already doing.

On the second point of relationships, on one side, it's pretty simple, in leveraging what happens in these meetings, and making sure that the public has really good access to those materials and can learn very quickly on the latest and greatest things like updates. But we also want to do things like Spotlights, where we would set aside some time in the agenda -- today for me and Camille --  to talk a little bit about ourselves, but really highlighting the board members and giving them a chance to talk about what makes them excited about this work, and give the public a chance to hear that from them, in order to personalize the board and its work, and also tighten the connection between board members, and also between board members and the public. I think that's a really good goal to have.

And then, thirdly, as I mentioned, the idea of board activation. As I said, it's really centered around empowering the board members, not only with information that they need to step into the role with strength, but also with understanding of how their unique skills add to the board in a number of different ways, whether it's providing material or providing research, or to network to bring in interesting topics and speakers. A couple of ideas that Camille and I had behind that were -- of course we do our board training, that everyone is technically required to do general Seattle board work training at the beginning of their term, but also on creating. And I've talked with Jonathan Porat and others about this as well. But compiling an onboarding packet that is useful advice for both old and new members. It's not just of interest for civic service, but also a little more detail on Seattle governance inter-workings. So, really, it's for people to go forward and push ahead.  We even talk about the possibility of having a virtual retreat. It's another one of those odd years, but we can set aside some time to learn together. That would be a good time for individual introductions and talking about those backgrounds and those goals, the communities you come from and how you connect to them. What do the board members want from their time on the board throughout their term? Connections with the public and opportunities to interface and learn about the familiar faces that we see. month in and month out. So, what I'm really hoping for with some of these high level goals is to not only push the work of the board forward from a nuts and bolts sense of the word, but also to make the process a little bit more enjoyable. Over the two years that I've lived in Seattle, and this is my third year, I've just really enjoyed chatting with not only members of the board, but folks that I see once a month. I would love the chance to just get to know them more. I think that will help us all do work better together.

Through all of this, one of the asks that I have from not only the board members, but the public, is just for more active collaborations. So, don't be a stranger to my inbox or Camille's. We should have people actively suggesting and raising hands to bring an interest in topics or people with interesting ideas. I think that will be really important to give this year a different feel and empower everyone. Some of the conversations, as we go forward, is putting Key Performance Indicators (KPI) and Objectives and Key Results (OKR), solid goals behind some of these. Whatever that sounds like.

That's just a brief description of some of the hopes that I have for this year. The next item on the agenda is to have members of the board give some feedback on what they've heard, and maybe some of their own takes on this. Camille, do you want to add anything else that I may have missed?

**Camille Malonzo:**  No, I think you did a great job in laying out the land for the next years. I think I'd also say that definitely a highlight is building the relationships and grounding, making sure that our board has a really good foundation, so that we can do the work of providing relevant and timely material, and engaging other stakeholders within Seattle IT, with Seattle government. But then, also our peers on other City boards like this one. Creating that foundation is going to be really important, and to building that momentum. What do other folks think?

**Rene Peters:**   Yes, let's open the floor for your feedback. Just comment with your thoughts on our direction. Don't be shy. I can call on people by name, if necessary.

**Sean McLellan:**  I'll jump in. I love that new direction and your message. It sounds very positive in involving all who attend and make that effort. So, I'm looking forward to the new direction.

**Rene Peters:**   Thanks, Sean.

**Madison Swain-Bowden:**  Yes. It sounds like you're placing strong emphasis on aspects of this board that are important, like the relationships, and the goals and the plans for the board for the year. I think that that all sounds great.

**Rene Peters:**   Thanks, I appreciate that, Madison.

**Harte Daniels:**   Rene, this is Harte, and I did like parts of what you were talking about. Many things, but the point that I would bring out is when you were talking about actually bringing up KPIs and OKRs. I know everybody's eyes are rolling, but if there was a way of simply doing it or visually doing it, it would guide your ability to have a conversation with Council, if they were to ask you questions. You could actually point to where you are tracking to what you said you were going to do. I think that that helps people, especially those coming in and out of volunteering for the board. It helps them get their bearings very quickly, and I appreciate that effort. Thank you.

**Rene Peters:**   Yes, one of the goals is definitely being able to maximize the time that we have, really from February to the end of the year. So, thanks, Harte. Are there any other feelings? Any board members want to chime in?

**Madison Swain-Bowden:**  I'll jump in really quickly just to say I also fully support that. I hate to see those words leave my mouth as a data engineer, but I fully support OKRs as just a means of visibility and being able to understand what's going on. Because, even as someone who is just approaching this and is new, I guess it's difficult for me to have any sort of observability into what CTAB does. That's at least one dimension that I think OKRs could help with. Just making things very clear and visible. This is what the board is working on.

**Ty Woebkenberg:**  I just want to emphasize a point on what Harte and Madison said. I am also wary of having OKRs, but I'm super stoked about having focus and a strategy for the year. And tracking project is perfect. Bear in mind that 2021, so far, is a lot like 2020, so we have to give each other grace.

**Rene Peters:**   Yes, Madison just answered perfectly, but all through 2020, one of the things, for instance, as far as KPIs go, Torgie and I really tried to make sure we had at least one outside the board speaker that would be relevant for every month that we would have a meeting. So, that's a very simple thing to go and track against. You've failed if you don't have a relevant speaker. But keep that in mind, that really made things like summarizing 2020 when we do our report to the Mayor and to City Council. We had a ton of great things to go back and reference. The goals are really simple for our purposes, as long as we hold ourselves to them. That's really the main thing. I definitely like the point of having some kind of representation that we are referencing on an ongoing basis, because I think that sometimes, if you're not paying a specific type of attention, a lot of things happen. And then you end up in December, and this report gets spat out. And you're like, whoa, how did all of this happen? So, I think that going into how we track this is pretty important.

**Harte Daniels:**   I agree with Ty, that being formal -- that's why I said 'eyes rolling' with KPIs and OKRs. It's difficult to want to volunteer. I can talk to you offline. There was a visual tool that I suggested to a previous board on this topic. And if you might be more amenable, I can show it to Ty and you guys, and see what you think of it. Because not everybody comes from a corporate world and knows about KPIs and OKRs. But the tool that I have is a very simple tool that is participatory. And just talking about a tool would take up your agenda time, but I would just like to be able to talk or communicate offline with you, and you can make your decision and take your opinions to the other board members. Thank you.

**Rene Peters:**   Thanks, Harte. We put so much energy into thinking about how some of these aspects of technology can be easily testable, and can be more accessible for stakeholders. And so, we definitely want to make sure that the work that we do here on this board is acceptable and easy to digest for the stakeholders. If there is not any more discussion on the floor, I wanted to transition, and in the spirit of one of the goals that I highlighted, really underlining the connection between board members themselves, and board members and the public, we wanted to try what we're calling the Board Members Spotlight. The idea behind this is that every meeting we could have a different member of the board to spotlight for a few minutes, and just talk a little bit about their background, some of their career goals and future goals, and a little bit about what they do in their free time. Something for you guys, but hopefully, it will give folks a little bit of color commentary on so that the people that they see month in and month out just pushing the work forward. So, Camille and I will go today, and I will go first.

**BOARD MEMBER SPOTLIGHT**

**Rene Peters:**   Obviously, I'm Rene Peters. I moved to Seattle in 2018, and I've been living in Capitol Hill ever since. I am originally from New Orleans, Louisiana, which is why I don't want to bring any bad juju to our team. Because we had enough heartbreak these past few years. But, i do want to say to all of the Seahawks fans that I'm sorry, and I empathize with you guys this year. I moved to Cincinnati, Ohio when I was a young kid, which is why you'll notice a lack of a Louisiana accent. I grew up mainly in Cincinnati, Ohio. My parents and I were the only people in the family that did not live in New Orleans. So, that was interesting, being on an island. I left Ohio to go to undergrad. I went to MIT, but I originally studied chemical engineering. And I just really love the way that I could see and understand the world through chemistry. I sort of saw it as my super power, being able to think about materials, heat transfer, and things going on around me. And that's what I really like about science and technology. It's a different way to see the world. So, after studying and graduating in 2013, I took a little bit of an interesting first job right out of college. I worked at a paper plant for Proctor and Gamble, which manufactures Bounty paper towels and Charmin toilet paper, and Bounty napkins. And, so I went to take a chemical engineering job at the giant paper factory in Scranton. So, if you guys ever watched The Office, that's usually how I give that introduction, that I lived in Scranton and I worked at a giant paper plant. But it was really an interesting job, culturally and work-wise, coming out of college as a 21-year-old, 22-year-old engineer. There were people who were working at the plant ever since it opened in the 50s. It was a really fascinating task. And so after three years of doing that, I got really aware of the work that I was doing on the engineering floor bubbled up to how the P&G entire business worked. So, that led me to want to get an MBA. When i went to grad school, I got a master's in design innovation. And this was at Northwestern. So, the reason I wanted a master's in design innovation was P&G had hundreds of different products. I really wanted to know and understand, what makes a customer, what makes a user really use a product, and what makes a product fail. So, I was just fascinated by why an innovation like Tide Pods, where people have been doing laundry ever since there have been rivers, why does that kind of innovation take off, compared to at one time they made a Bounty paper towel with dish detergent. I don't know if any of you have ever bought it, but probably not. But they essentially just had a line that made paper towels, and a line that made soap in the same plant. They figured if you snap it together, people will buy it. But that's not the case. By going to grad school, I really wanted to learn how to think about products and services and experiences from an empathetic point of view, from the user's standpoint, and learn how to make them better, and how to communicate those ideas.

That was everything that was going on before I moved here. In Seattle, I work at Microsoft. I was a proud marketing manager. Some of you will remember this, because I used to talk about it. As a product marketing manager for Mixed Reality, and things like Azure and Azure Artificial Intelligence. I worked with really cool, new and early stage products before they hit the market. That was a really fulfilling role, but as an engineer, I've always had the bias of wanting to get into technology, wanting to talk to them and get into the nuts and bolts. In October of last year, I made a pivot, and I went to product management and not working in media, which makes a lot of artificial intelligence. They were originally a gaming company back in the 90s. But now I'm a product manager for platforms of artificial intelligence, augmented reality, and virtual reality. so, I'm pretty much into that role, just getting started. It's been fascinating. So, now they're focusing on building all of these platforms that incorporate elements of AI, machine learning, and a high quality experience. I'm having a blast so far.

And, very quickly, my involvement in CTAB, I've really got an appreciation for this other layer. I talk about different ways to see the world. In grad school, I got an appreciation for how public policy and local politics really impacts day to day lives that we live. When we walk out of our apartments, no one is thinking how wide the sidewalk has to be, or how that light comes on. But, if any of you have ever listened to the podcast 99 Percent Invisible--and I thank Tyler Woebkenberg because I've listened to 200 episodes so far. It's a really great investigation of some of the things that you just walk past and don't pay attention to, but have really detailed technology and design stories behind them. So, that's a lot of what I do in my spare time. I love talking, the podcasts, music. I play piano and drums. In my free time, I would jam with a few guys up in Ballard and make recordings. I'm hoping -- you know, one of the first things I'll do when allowed to go back into the outside world is go back to live jazz concerts. I like something small, like a quartet or a trio. And yes, that's a quick blow through of some of the things that interest me. If anybody had a question or two before we go to Camille, I love to answer them, otherwise we can continue the conversation.

**Tyler Woebkenberg:**  Not a question, but as a comment, about putting out information about yourself. We have concern for you, Rene, but I just wanted to flag it.

**Rene Peters:**   Yep. That's a good call out. But it's not a problem. My blurb is already on the CTAB page. But, yes, absolutely, if some of the members of the board aren't comfortable doing this, that's completely fine. That can be a discussion for later. All right. Now we can go to Camille, and go for it.

**Camille Malonzo:**  Thank you, Rene. Thank you so much for sharing your background and your interests. Hi, everyone. My name is Camille Malonzo. I am the vice chair of the board, and also co-chair of the Privacy and Cybersecurity subcommittee. As I said in the intro, I make lower Queen Anne my home, but I came to Seattle a few years ago by way of New Jersey, where I grew up. My professional background is in software engineering, and my other work is in community organizing. In my day job, I've held various engineering roles at Microsoft over the past few years. And in other parts of my life, I'm involved in efforts and board work, including efforts around justice, policy, aid, especially around support and lobbying for our undocumented community. In addition to the CTAB board, I also hold board membership in two other organizations. One is the Mt. Holyoke College Board of Trustees, which is my alma mater; and a nonprofit, Advancement for All Kids, which is a grassroots nonprofit, focused on economic development and justice for all kids. That organization is special because (unintelligible). Coming to CTAB four years ago, I was really excited about so many parts of my interesting life coming together through technology, public service, government. And I think that has just really continued to grow over the years that I have been coming to CTAB meetings. This year, I am excited to be vice chair and supporting Rene and the board, and the important work we're doing this year. I'm also excited to continue the work on the Privacy and Cybersecurity subcommittee, where we're going to engage with privacy issues, that, as we see in our present moment, has really brought to the fore.

You asked for professional goals. I don't know what that's going to look like, but it's definitely going to be in what I'm doing now. Technology, community service, and the implications of the law and legal system. And definitely my interest in privacy. I feel the need to protect civil liberties in so many different parts of our lives as technology has evolved. I'm really interested in that as well, because some other parts of technology have impacted me and my family, and so many members of my community.

On a lighter subject, beyond this work, I think personally, I eat a lot of Filipino food, so you'll find me on Beacon Hill a lot, and south Seattle. So, if you ever need a recommendation for Filipino food, I'm here for you. What I want to do is be wholistic. There's so much that we do in our spare time, or just in our time in general. Definitely food. I have yoga practice that I try to maintain. I do bullet journaling and calligraphy. Recommendations for food? I think a lot of Filipino restaurants in Seattle are doing these boxes where you do take out. So, if you want to splurge, I definitely recommend my good friends at Archipelago. They're in Hillman City. And also, Musang. They're closed for January, but when they're back, you should definitely check out Musang. The chef and cofounder is on Bon Appetit, so you'll probably see her on the Bon Appetit videos. She's a native Seattleite. So, that's me. and if you have any questions, I am always available to reach out to you. Reach out!

**Rene Peters:**   Awesome. If there are any questions for Camille? I hope that was enjoyable. I enjoyed really learning about Camille. There are ten board spots, so I figured we can sprinkle board members who are comfortable in doing a similar share out in some of the meetings in the future. It's good to identify some of the aspects of peoples' lives outside of the board. I'm looking forward to more of that activism. Next on the agenda we have a Technology Matching Fund update. Vicky, I will hand the floor over to you.

**TMF UPDATE**

**Vicky Yuki:**  Thank you, Rene. And thanks, Rene and Camille, for sharing. It's really fun to hear. I love that paper company in Scranton. That's hilarious. I wish I had something like that in my background, but alas, no. And I love food, Camille. I'm always looking for good food and new places to try and check out. Twenty years ago, it was really hard to find a good Filipino restaurant, because everybody makes their own really good Filipino food at home.

The Technology Matching Fund is a wonderful, wonderful project. I love it. And I know it's been super fulfilling for a lot of people on the board who have been able to participate in the review process. Some of you have received grants, are on boards of organizations that have received grants. And we're really seeing the direct impact of them. The funds we have available this year will go to a determined number of applicants are reviewed by panel and then ranked, and then awarded. So, we are on target, on schedule. The Technology Matching Fund application cycle closed today, so unfortunately, I don't have numbers to share with you all about how many projects applied, where they came from, who they might be, and who they're representing. But I can share that we are going to be having our ongoing sessions for a new review panel on Thursday. And so, if you're interested, we do have spots available. We can take as many reviewers as you want. So, if you are interested, please email me at vicky.yuki@seattle.gov, and let me know. We have a review panel of about eleven non-City of Seattle staff members. With City of Seattle staff, we have 15. It's a good number, but I think a lot of diversity on the review panel is really helpful.

I just want to put a little note in here. It's something that I'm actually going to bring up to the board at our next meeting. And that is the digital equity challenge. We are in the process of standing this up within Seattle IT, and the idea is to try to connect with tech and telecom companies to see if they will fund the Technology Matching Fund projects. Oftentimes -- this past year, for example -- Verizon did provide a $25,000 grant to fund the matching fund projects, which allowed us to fund one more project than we would have been able to, had they not made that generous contribution. (unintelligible) But then that organization gets the benefit of joining the (unintelligible)...of that 2020 fund group. So they would get support from staff and all the other benefits of working in our grant process. I will go through that a little bit more at our next meeting. The idea is who can maybe get some of these organizations to participate, so we would be able to fund maybe three or four extra grants than we would normally be able to fund. $320,000 is a great number. Annually, that's been the dollar amount. But, you know, every year, we probably have about ten projects on the table that would have been funded, had we had more money. They were really close in rankings. So, if you have the time, it would be great to have you as a TMF reviewer. Camille, Rene, people who are here, Seattle Pacific University are providing students this year who are participating in the reviewing panel as part of their projects. And so, it's a great time. Let me know if you're interested, and any questions about the TMF.

One more thing I can add about the Technology Matching Fund schedule is that we will be presenting the final slate of nominees to the board at the March meeting. Everything will be concluded by the March meeting, and then shortly after that, you will be getting contacted.

**Sean McLellan:**   Is there a schedule of when the meetings are going to take place for the review process?

**Vicky Yuki:**  There's the onboarding meeting, which is Thursday at 6:00 p.m. And then, the final meetings will likely be held -- and I have to coordinate with the review panel on this -- on February 18. That's a Thursday. It takes about a good three hours to write a review and rank. So, if we need an extra day, possibly the 22nd, which is the following Monday. Because we don't want to schedule this for a Friday. And that's really the only schedule. There's the onboarding session for new reviewers, and then the review and ranking will happen likely that week of the 18th.

**Sean McLellan:**   Okay. Thank you for that clarification.

**Vicky Yuki:**  You're welcome, Sean.

**Rene Peters:**   There was a question from Tyler in the chat regarding any updates on last year's awardees. How would people get information on how some of those projects are progressing?

**Vicky Yuki:**  That's a great question. We have mid-project reports that will be due for the 2020 projects shortly. Likely, we will receive those in March/April. So, we have two reports, a mid-project report and a final report. so, the 2019 cohort -- it sounds weird and like a long time ago -- but the 2019 cohort really just ended on December 31. So, they submitted their final project reports. I am trying to put together an annual report for that, so I'll be able to show that then. The current grantees are working really hard right now. They had to switch gears. They had to pivot. Many of them from the 2019 report, they were doing great. They were going gangbusters, and then, boom, they had to stop a lot of their workshops. They couldn't do them in person. How do you do that in a way that's personal. There was a shifting of gears and it happened so quickly, as we all know. And then on top of that, this lingering -- when can we get back to work. Some projects are holding off and trying to wait it out. But I think that the majority of them are delivering their services remotely, and they've been really creative in how they've done that. I'm happy to share about these projects at the next meeting when I have a little bit more time. I don't want to take up too much time today from the agenda. But, I'd be happy to share a couple projects, if you would be interested.

**Rene Peters:**   Perfect. If there aren't any more questions, I just want to echo Vicky. this is definitely a 'the more, the merrier' kind of project. It's just a really fun activity to learn about some really, really great work going on around the Seattle area. Last year was my first time doing the review process. And, on the other side, I felt like I had such a better world view of some of the really dynamic community groups that exist in the area, serving communities, from the disabled, to those needing assistance, to the elderly, to the young, and all kinds of different minority groups. And, it's really important that we have a lot of reviewers because we have multiple individuals review any one single application. Sometimes reviewers differ, and we have some great conversations that occur as we make decisions. It's very well run. Vicky makes it a dream. I definitely encourage anyone who is interested to talk to her.

**Vicky Yuki:**  Thank you, Rene. I also want to say just one more thing. A lot of the people who have served on the TMF review committee, if they're not actually committed to another committee within CTAB, the Digital Equity and Inclusion Committee is a great place for you to also participate. Because if you're really interested in what's going on with the community, service providers doing this type of work. That's a great place to also engage. And, you know, I love to see opportunities where CTAB members could actually connect directly with some of these organizations. not just reviewing from afar, but also possibly providing support. Just want to put a plug in there.

**Rene Peters:**   Perfect. The great surprise to me is that we're perfectly on schedule. Another thing that I realize is that, in making the agenda, I forgot to implement our usual break. So, in person, this is where people would get slices of pizza, a drink of water. So, if anyone needs to grab a drink of water, or take a quick bio-break, just let me know. Otherwise, we have a couple more agenda items. If anyone needs a break, please feel free to take it. The next agenda item is the committee updates. One of the things that we did at the close of 2020 was summarized work that different subcommittees have accomplished. As I mentioned before, we submitted a report to the Seattle City Council and the Mayor's Office as an ongoing transparency report card, what we delivered against the kinds of discussions that we've had and the progress as a board and committees have pushed forward. I think I have all of the summary paragraphs from 2020, but as a reminder, be sure to send those so that I can work with Vinh Tang and Vicky Yuki to transmit those to the proper outlets. Digital Equity and Inclusion has a longer form, but keep me apprised on that, because I know you guys have been doing a ton of work. At this point, in the spirit of resetting goals for the year and summarizing last year, I wanted to give the teams on each committee the stage to just introduce some of the work that's currently going on, and what some of the plans might be for the year 2021. I'll go in no particular order. Since I already mentioned by name the Digital Equity and Inclusion Committee, Harte, or someone else on the committee, did you want to just briefly summarize for the public some of the work, and hopeful get folks excited to get involved and take part.

**COMMITTEE UPDATES**

**DIGITAL EQUITY AND INCLUSION**

**Harte Daniels:**   Okay. Can you hear me? We actually haven't met. We've been so busy doing work that we haven't met about this topic. People will find out, if you're new to attending CTAB, that committees usually meet on the fourth Tuesday, and we can always use more. One of the things that was taking a lot of time last year, and we're not done, so it will continue into 2021, is final research and report on the seniors’ access to technology for Tele-Health or maintaining connection to health care providers. I heard that Kai and a few others have some specialty in that. We'd love you on the committee.

We put a notice out to CBOs that are applying for grants, to answer any of their questions about our current Tele-Health findings, locate more survey demographic and technology data on seniors. We've been finding that difficult. There are grants out there. There is one originating out of New York City, to chicken or egg, how do you help seniors connect if they don't have money or ability to access the internet.

The other is that we have received requests from the community and from Seattle IT. One of the CBOs, Sound Generation, is after a federal grant, and they would like a letter of support from Digital Equity and Inclusion. This is a request to help get more organizations into the Digital Equity Learning Network, which is now a regional focus and has regional participation. We've been asked to provide a comment on the Internet for All, in particular, the Seattle Community Cellular Network using Citizens Band Radio service, or a model for buying high speed internet service to units in low income housing buildings. And there may be an Internet for All coalition, including the telecom industry.

David Keyes also mentioned that there was a request to -- I think I'll try to find it -- write a comment or support. I don't see it here, and I can't remember what it's called. But, right now, governments are appealing in writing (unintelligible) Covid-19 dollars, and we have been asked to review that and comment on where money should be spent. Dorene Cornwell, or anybody else, is there anything that you can think of?

**Dorene Cornwell:**  Harte, I think you've basically covered it. I know that there's kind of a tight timeline. Sound Generations is applying for a federal grant. There's already an existing prevention program, and the grant would be intended to help different underserved communities of seniors figure out whether more people can participate in the fall prevention program. Some measures of digital inclusion will help make more people participate in the fall prevention program. And I think process-wise, we're cutting it close. If we had had a document here tonight, we might have been able to the board do it. At this point, I think if we write something -- I'll talk to the chairs. It seems there's a certain point where we might want to endorse those individuals. It was an interesting abstract to me, because I want to see some service delivered out of it. And the other thing was they were kind of looking at a template for how to design different programs to meet the needs of different populations. One of the things I do besides CTAB has a lot to do with transportation. And so, I know that Sound Generations just participated in a project through Hopelink about inclusive design. And so, when I saw the abstract, what I really wanted to see was Sound Generations' thing where we have this interesting experience of this transportation inclusive design project, and we want to take some of the learnings and apply it to digital inclusion and the fall preventive program. And then I pointed out that there's a comparable study where they had actually listed some outcomes and some target numbers in their abstract. So, that's what we're working on. We can talk about it more in the breakout session. More me, video conferencing, what I didn't say is that I'm legally blind. I used to do report writing for healthcare, but I stopped trying to write code when I started using a screen reader. Webex actually doesn't behave as well as other video platforms. So, it's a little bit of a challenge for me to keep track of too many ideas at once. This past year, we've kind of done just brainstorming about Tele-Health. I was in the Seattle Housing Authority community, and have done a number of digital inclusion projects, and other kinds, as well, project management things. So, we spent quite a lot of time just brainstorming about what issues might come up for Tele-Health. And people thought it would be interesting to approach the Seattle Housing Authority, but Seattle Housing Authority's position is, well, we're slammed because of Covid, and we don't want to think about something new. And there are other pieces of that. So, I think the digital Equity committee is going to keep working on Tele-Health. We might want to think about how to reach out to some of the other categories of senior housing and senior living. I'm also open to the ideas and interests of people who might want to join the committee.

**Harte Daniels:**   Okay, so Rene, what's she is speaking about here is a recommendation of Sound Generations. I don't know if Sound Generations just wanted it from the committee or the board, but we can talk offline if there is a way that the board and read and approve the recommendation. There may be laws or bylaws or restrictions on process to whether it can be done virtually or offline via email. We will talk about that offline. As she said, we are continuing gathering research that we've done, and starting to outline the final report that we had hoped to have for you, by last November or December, except for Covid intervened. Coleman did I cover everything?

**Coleman Entringer:**   Yes, that seems to cover pretty much everything, I think.

**Dorene Cornwell:**  Harte, Rene, I think actually CTAB rules are that things can be discussed over email, but they can only be formally approved in a CTAB meeting. I  think in this case, if the board were willing to grant us the authority to write something, we'd still have to come back and get it approved next month. I don't know. Coleman, I think your email said that the people that we're working with are really wanting it soon. Is that correct?

**Coleman Entringer:**   Yes, I think they are applying for the grant probably by Friday, if not a little bit later than that.

**Dorene Cornwell:**  Okay. Let's talk offline.

**Harte Daniels:**   All right. I just have one question. Coleman, was it just that they wanted to compete, or did they ....

**Coleman Entringer:**   They originally had just asked for the Digital Equity Committee. I don't think they were super aware of the relationship between the committee and CTAB. It was in our meeting that we decided that CTAB might want to provide the stamp, as well.

**Harte Daniels:**    I don't want to take up everybody else's time. You understand the issue, when you do your breakout, you can discuss it.

**Rene Peters:**   So, as you guys can hear, the Digital Equity and Inclusion Committee is extremely involved in ongoing research, to levying opinions, to entities outside of CTAB, and advocacy work that they do for equity and inclusion. They really can use all hands on deck, and if you're interested, please feel free to go into that recruitment and talk to Harte and Dorene and everyone about how you might want to get involved, and Vinh Tang and Vicky Yuki. We want to weigh in on the issue of how do we virtually approve things on behalf of individual committee within the group. Because I think that as long as it's going to an outside group, it would probably require board approval. All right. Now you know that Digital Equity is all about just ensuring that Seattle residents and information technology capacity for full civic and cultural participation. With each of these groups, be listening for what you would be interested in. So, next I will go to the Privacy and Cybersecurity Committee. Please take the floor, Camille Malonzo or Nicole Espy.

**PRIVACY AND CYBERSECURITY COMMITTEE**

**Nicole Espy:**   Hi. I'll be brief. The Privacy and Cybersecurity subcommittee focuses on providing the City of Seattle with a community-driven voice, ensuring that every resident's personal data is protected by sensible information security policies, and free from unchecked surveillance. What that basically shakes down to is we are trying to stay abreast of all City of Seattle policies that might affect personal privacy and personal data. So, we try to focus on providing information to not only the board, but also people within our committee, and try to provide comments and information on certain Seattle policies. That includes hosting panels. We did some last year to share knowledge about privacy and cybersecurity topics. And being in contact with members of the City Council and Seattle IT about policies essentially around the Surveillance Ordinance, which aims to review technologies that might impact personal data of Seattle residents. So, we can talk more in our breakout group about our aims for this year, and ways to get involved. Thank you.

**Rene Peters:**   Terrific. Thank you, Nicole. And next, we will do Smart Cities and community initiatives.

**SMART CITIES**

**Tyler Woebkenberg:**   I can also be relatively brief, but Smart Cities Committee under CTAB aims to work with the City to attack urban challenges through initiatives, innovations, and solutions. That's the general goal. Partnering with Seattle IT and other departments overall, and generally having a good understanding of what Smart Cities initiatives are both underway and planned. Last year, we were a bit sidelined with Covid-19, but this year is a little bit of a rebuilding year, rebuilding and strengthening relationships within the City and tapping into the very diverse and expensive technology groups and eco-systems that we have here in Seattle. And then building partnerships across to academics doing various work across institutions here. And also, probably more importantly, we were hindered a little bit as well last year in trying to recruit volunteers who are engaged and committed to moving forward. That's essentially the Smart Cities Committee, itself, and what we are aiming to do. Rene, are we still doing the breakouts, or is this functioning as the breakouts?

**Rene Peters:**   We are going to transition into the breakouts.

**Tyler Woebkenberg:**   Okay.

**Rene Peters:**   But that was a great segue. Again, the committees are a great way, just for members of the public, to get involved. I really started a lot of my involvement with CTAB by joining the Smart Cities Committee. It's a lot of fun. So, what we'll do now is we will break into three different rooms. I'll give you the logistics, and Vinh Tang can back me up if I screw up. Just because of notes, and Cass Magnuski knows this, we won't be able to have minutes taken in the breakout rooms, because Cass can't be in three places at once. So, I will just ask the people in the groups if they have any minutes to just note them down, and then we will centralize those and send them to Cass after the meeting. The logistics directions is that you will see the breakout rooms have started. What we're asking the members of the public to do, and for members of the board to do, is to enter into the chat which room you would like to join. That is Smart Cities and Community Innovations, Digital Equity and Inclusion, or Privacy and Cybersecurity. Once you do that, we will drop you into the rooms. I see we're already getting started. Great. Yes, that is the logistic direction. Again, committee chairs, please make sure you're taking your own minutes. If you're on a phone, we don't have a way for you to join currently. Let's get started and we will start dropping people off into the breakout rooms. Have at it. Vinh, was there anything that I forgot?

**Vinh Tang:**  No. I think you covered everything. Excellent job. Rene and Camille, are you responsible for making assignments in the breakout sessions?

**Rene Peters:**   Actually, we can't actually make breakout session assignments because someone else is.

**Vinh Tang:**  Vicky and Camille, are you in the ...?

**Vicky Yuki:**   Hi. As people have been putting things in, I've just been moving them to these different sessions. I don't think that I am blocking anyone, though. I'm moving as fast as I can.

**Camille Malonzo:**  I think we'll be in the breakout sessions for 20 minutes or so, then we'll come back here for our last bit, public comment.

**BREAKOUT SESSIONS**

**Rene Peters:**   Welcome back. Take a second to get your bearings. I hope that everybody had some really good conversations. I had a chance to pop into all of the different rooms, and I saw slides and presentations. Blown away. Hopefully, everybody was able to get some details and express how they might get involved and get details, such as when to meet and a lot of that information. So, with that, we will move to the last item on the agenda. I realize that we're over time, so thanks for being patient. Any public comment? We usually use this time for announcements or just any public thoughts. The floor is open, so feel free to take the floor. And please keep your comments to a minute, if there are any. And, if not, that's perfectly fine, too. I know everybody probably just did a lot of talking. So, we'll move on to the adjournment. I wanted to note this matter of the board seats. One of the things that we have left over the past couple of years is just getting City Council and the Mayor's Office to approve board seats. And it's like herding cats to get all of the ten seats on the board filled. Just a quick update on that is that all of the CTAB appointment files for the board have been filed with the Mayor and City Council. And they are expected to vote on those confirmations within the next two or three weeks. The new appointees will be asked to attend the Transportation and Utilities Committee meeting, which is the parent committee that is over CTAB, and be prepared to talk a little bit about why they want to serve on CTAB in that meeting. So, the good news is that the board should be set by next time that we meet, on Tuesday, February 9, with a full roster of ten seats, which, as long as I've been here, has been unheard of. So, that's good news and something to look forward to, but I absolutely appreciate all of the time that you guys have spent with on on this Tuesday night. I'm hoping that you got a good sense of the direction we're heading this year, and the direction that you want to take on some of the committees, and how you want to impact this work. I'm very excited for the upcoming months. Camille, did you have anything else to say before I officially and formally adjourned.

**Camille Malonzo:**  Thank you so much, everyone, for starting this year off so well. I'm really excited. Thanks, all.

**Rene Peters:**   Great. So, we will see you back here on February 9. Enjoy the rest of your night.

**ADJOURNMENT**

CTAB Jan 12, 2021 Digital Equity and Inclusion (DEI) break out session

**Attendees**:

Aisha Davis

Cara Vallier

Cecile Puretz

Coleman Entringer

Dorene Cornwell

Harte Daniels

Kai Neander

Kristen Hoffman

Leah Shin

Liz Gilbert

Madison Swain-Bowden

Ricardo Garmendia

Vicky Yuki

Confirmed that everybody was in the right break out room because there was a typo in the room name (Digital Equity and Cybersecurity)

Reviewed potential DEI 2021 work:

* Final research and report on seniors' access to technology for telehealth/maintaining connection to healthcare providers while assisting with any CBO requests for the committee's telehealth findings to date
* Broadband for underserved residents
* Outreach and encourage more organizations participate in the DELN
* Read and comment on the Internet for All plan; in particular (2.11) a Seattle Community Cellular Network Citizens’ Band Radio Service (CBRS) spectrum, (2.2) a model for providing high-speed internet service to all units in low-income housing buildings, Internet for all coalition to include the Telecom industry and other to participate in planning
* City request to DEI drafting a support letter for WA State Dept of Commerce's Digital Navigators program in Commerce's proposal to the governor's budget
* Support of the Technology Matching Fund

Most attendees said they just wanted to observe by attending the Committee Meeting January 26th and volunteering where they could contribute

Kristin Hoffman wants to just be kept up to date on what is going on with the committee

**Action item**: Vicky volunteered to have attendees send her their contact information so a meeting invitation could be sent

Asked if anyone had questions on the 2021 agenda items

Kristin Hoffman asked for clarification on the state level Digital Navigators program. Asked for the legislative bill number.

Clarified that the support letter request was in response to a WA State Dept of Commerce Legislative Briefing on Dec. 17, 2020 entitled ***"Broadband and digital equity in the governor’s budget"***

Read from the slide deck:

Commerce’s budget

*Digital navigators – $6 million pass-through funding to a statewide nonprofit*

*$6,000,000 of the general fund—state appropriation for fiscal year 2022 is provided solely for the department to provide grant funding to an organization that will create a digital navigator program in ten regions across the state, with two navigators in each region. The digital navigators will provide one-on-one assistance to individuals seeking work, families supporting students, individuals who are English language learners, and elders. The entity receiving the grant must facilitate a collaborative of stakeholders across the state with the objective of increasing digital access for black, indigenous, communities of color, low-income communities, students, and elders.*

**Action item**: send the attendees the Commerce Department's slide deck

**Action item**: Get clarification from David Keyes if this proposal is attached to a is a legislative bill or other item

The Digital Equity and Inclusion committee is requested to advise, recommend or write letters of support. The 2 letters of support the committee is currently working on are the Digital Navigators and Sound Generations' funding request addressing digital anxiety in their evidenced based fall prevention program.

Kai Neander is interested in reviewing the Committee's telehealth research and assist with writing the final report

Vicky elaborated on Internet for All resolution and partnerships. Vicky has a number of projects related to Internet for All.

Confirmed the date and time of the virtual Committee meeting (Jan 26, at 7 pm)

**Action item**: send attendees the invention to the committee meetings