**March 14, 2023 Meeting - Seattle Community Technology Advisory Board**

Topics covered included: Board elections process; 2023 CTAB Officers Election; 2023 Committee Assignments ; 2023 City of Seattle Technology Matching Fund Grant Applications; committee updates; public comment

**This meeting was held:** March 14, 2023; 6:00-8:00 p.m., via Webex and in person

**Attending:**

**Board Members:** Camille Malonzo, Femi Adebayo, Isabel Rodriguez, Phillip Meng, Coleman Entringer, Merrill Miller, Omari Stringer, Aishah Bomani, Lassana Magassa

**Public:** Dorene Cornwell, Harte Daniels, Ryan Larson, Ben Johnson, Steve LeMay, Trent Morris

**Staff:** David Keyes, Eleonor Bounds, Jon Morrison Winters, Meira Jough, Delia Burke, Vinh Tang, Cass Magnuski

**22 In Attendance**

**Camille Malonzo:**  Hi, everyone! Happy Pi Day! Welcome to the March 2023 CTAB meeting. Today, we're going to be having elections for chair and vice chair. Also, we'll be hearing from Meira Jough on the 2023 Technology Matching Fund applications for this year. And then also, we'll be taking some time to do some strategic planning for CTAB topics this year. We're really excited about that. So, let's get started with introductions. I'll start with people in the conference room, and then I'll call out names for folks here virtually.

**INTRODUCTIONS**

**Camille Malonzo:**  I think that's all for introductions. Next up is our usual round of business at the top of our meeting. First up is to approve the minutes from the February meeting. You can click on it through the link in the chat. Can I please get a motion from a current board member to approve the minutes of the February meeting?

**Phillip Meng:**   I so move.

**Camille Malonzo:**  Thanks. Can I get a second for Phillip?

**Femi Adebayo:**  Second.

**Camille Malonzo:**  Thanks, Femi. All those who approve? All those opposed? All those who abstain? I heard all yeas. This motion passes. Thank you. Can I get a motion to approve tonight's agenda? It is also linked in the chat.

**Merrill Miller:**   I move to approve.

**Camille Malonzo:**  Thanks, Merrill. Can I get a second for Merrill?

**Femi Adebayo:**  Second.

**Camille Malonzo:**  Thanks, Femi. Can I get all the yeas? All those who abstain? All nays? Okay, this motion passes. Thanks all. So, the first item that we have on our agenda is elections. So, I'm just going to go through an overview of how this election process is going to go. We have two roles up for election, the chair and the vice chair for this year. In the last week, we sent out an email to board members, seeking self-nominations, and also nominations for others, and to coordinate, if you are nominating another person. I think we will open the floor to start the voting process for the chair position. And I will call for nominations for other people first. Are we taking floor nominations?

**Camille Malonzo:**  All right. So, given precedent, there were no calls for nominations for other people. So, I'm going to call for self-nominations. I am self-nominating myself. I think, then, we only have this one self-nomination from what was submitted to me and Vinh Tang. This is going to be the process: I will call for names of people who self-nominated and then nominated, and then open the floor for a pitch of why people should vote for you. And then, after all people who have put themselves up for that particular position, send your vote to Vinh Tang via chat and make it private, and then he will tally up all of the votes. He will do that for each role. And after that, we will have an overview of committee leadership. So, for the chair position, we have a self-nomination, which is myself.

In brief, I'm really excited to be in consideration for chair again this year. I'm really excited for continuing the momentum of last year for guiding and onboarding new CTAB members to be successful this year and for subsequent terms as CTAB members. I think particularly, we have a lot of energy, momentum, and now infrastructure to enable us to actually go after the goals that we've had for years, which was to pursue the completion of a position paper on strategic technology topics that would be really relevant for Council and Mayor and Seattle IT to pursue. I think also, as a board, we have organized ourselves pretty well to get a lot done through our committees, and also in meetings and such. I decided to continue that to solidify it so that we have a sustainable transition afterwards, because I think this is my last year on CTAB. For all of these reasons, I hope to have you vote for chair this year.

I think that's all, so now I will open the floor for votes. Your vote is for the person you wish to be chair. I guess you could abstain. Is that even an option, Vinh?

**Vinh Tang:**   Based on what I've read, this is not an option.

**Camille Malonzo:**  Okay. So, that's not an option.

**Vinh Tang:**   We ask folks to vote for the position.

**VOTE FOR CHAIR**

**Camille Malonzo:**  Oh. We will give folks a few minutes. I think it takes like two minutes for this, for folks who are self-nominating or nominating for vice chair, please prepare.

**Vinh Tang:**   I was just waiting for emails from Phillip Meng and Omari Stringer, who don't have chat. I have their emails now. We should have a drum roll here. We have seven total votes in favor of Camille Malonzo for chair of CTAB.

**Camille Malonzo:**  Thanks, everyone. I was really nervous, for some reason. I really appreciate it. I'm really excited to be a part of this group. Awesome. Next up is our vice chair role. First, we will do people who have been nominated. The first person who is nominated will say a few words, and then we will go to the people who are self-nominating. And then we will go to people with all of the nominations to speak about themselves, starting with people who have been nominated. I'll start. I am nominating Femi Adebayo. He is our current vice chair, and in the past year of working with him, it has been so constructive, important to have him as vice chair. I like the way he took initiative and started our Outreach Committee, and really starting to push the needle on CTAB being more engaged and being more connected to our community in different ways. That is so important, because we hear a lot of feedback about how we could do better in this way. So, I really appreciate him taking this initiative. And I think, also, the way in which he has been a really good sounding board, and thought leader for topics, and to even start getting speakers for the things that we want to pursue on the board. So, I hope that he can continue in that capacity this year, because I know that he can be really great in that role. So, I nominate Femi Adebayo.

I think that's all for nominations. Now I will go to self-nominations.

**Omari Stringer:**   I self-nominate for vice chair.

**Camille Malonzo:**  Okay. That means we have two folks vying for the vice chair role. I'm going to give it to Femi first, and then I'll give it to Omari.

**Femi Adebayo:**   Thank you, Camille, for nominating me for vice chair. The reason I wanted to be nominated for vice chair, a just a couple of things about a year ago, before joining CTAB, I had heard about CTAB, and I had to research and reach out to a couple of people who were board members, just to understand CTAB and the work CTAB does. Ever since then, it has been an incredible journey in terms of just working with Camille, and working with the team, and City Council, and also working with Seattle IT. And I am just passionate about the work we've done. Obviously, there is more work to do with issues around privacy and cybersecurity and digital equity, and some of the work we're looking to do around outreach in terms of just getting involved and just helping the board to get noticed. And one thing I can mention is working with Camille Malonzo. Camille has been such a supportive chair, and she has been very supportive in terms of just coming up with initiatives that we could try to get as a board to help make the board aware. I am also happy for the fact we have a full board this year. We have people being engaged and willing to participate. So, it's all of the work we have done for over a year now. Some of the work I would like to continue, if I get voted in with Camille at my side, is doing the job of making sure that CTAB becomes what we want it to be, and getting that engagement, getting that visibility. I'm so excited that people are passionate about what they want us to do, and just being passionate about CTAB and getting involved in committee things. I want to continue doing the great work I've been doing with Camille, and also on important goals and projects this year for us as a team.

**Camille Malonzo:**  Thanks, Femi. I think also because we have multiple candidates, I will also have a session after Omari Stringer speaks, to ask any questions to either candidate. Just a heads up for anyone who has questions for either Femi or Omari. Omari?

**Omari Stringer:**   Okay. I am running for vice chair to kind of keep that energy going. As Camille Malonzo mentioned, I am excited to be new on the board and to bring some of that energy. I know we have some other new members, as well. I think helping CTAB get that jump start of energy and outreach, and giving people the opportunity to be heard. I know there's a lot of energy generated in the community space right now, and I think all of us are eager to get back into the community after Covid and being apart from each other. I think that there's a lot of (unintelligible) desire to be engaged with local government. So I think that this is a really cool opportunity that we have to leverage a lot of the people who are itching to get involved, especially with how important technology is going to be, as you saw during Covid. And as we continue to see how important technology is going to be, clearly delivery of City services, I think it's really important to have a strong advisory board to help guide the City and make decisions on behalf of the community. I think, from my particular personal perspective, having a working knowledge of the City, having worked there for a little bit, and having the understanding of the IT department and City Council and how these things work together, and how the sausage gets made, so to speak. But I think providing that perspective, I could be helpful in pushing some of those CTAB initiatives. I'm a person who like to push the edge, so I think that works well with the coming technology, and making sure that the City is not falling behind on innovation. I want to find creative ways for working with the board and the community and Seattle IT staff members to channel that positive energy for CTAB. That's my pitch.

**Camille Malonzo:**  Thanks, Omari. If anyone has any questions for either Femi or Omari, just raise your hand or type it up in the chat. I'll give you a few minutes.

**Phillip Meng:**  Thank you both. You both mentioned channeling our energy towards new efforts. What do you have in mind for potential priorities before we can work together?

**Femi Adebayo:**   Do you want me to go first? Sure. Great question. I think last year there was a great deal of momentum around privacy and cybersecurity, and also momentum around digital equity. This year, what I really want to do in terms of focus is how we can get the board engaged in close partnership with City Council. I know Councilmember Nelson has always talked about being engaged and coming up with ideas for how we can support business such as small businesses, and using our board as a sounding board, an advisory board, to her and also to Seattleites. Some of the things I'm thinking of doing just to make sure that we engage more, and get more community engagement. I know before Covid, there was engagement around City of Seattle residents coming up with what they want us to do, the affairs they want to accomplish. I think this year, what I really want to do is that community engagement, reaching out to Seattleites, and also coming up with ways to help them drive the effort. I know there are a lot of issues, a lot of things around the City right now. I really want to amplify the board, and also amplify the things we are doing, and also, now that we have a new board, to look at industry and leverage everybody's strengths as a board, and making sure that everybody has a say on topics, on programs, things that we want to try. And also, I want folks to be open to agree and disagree, to find a path forward. These are the things I'm looking to do this year.

**Omari Stringer:**   I think from my perspective, I am also looking to get folks engaged, as Femi mentioned. I think for me the big one is partnering with other either boards and commissions or other organizations in the community who may have some of the reach. So, for example, working with some of the folks in transit. There is an upcoming meeting on automated traffic enforcement. I think that's something that obviously fits into CTAB's wheelhouse, being partners to other organizations who are civic minded or community minded, and also giving back to them in providing our expertise. So far, some of those social ladders are in technology. I would also emphasize that point of leveraging the wide variety of experiences and industry conventions that we have. I know that there have been some ideas on increasing our interaction with City staff, in opening a dialog on what industry best practices are and how we can begin to partner through the City of Seattle, as well. So, I think between leveraging the efforts we have with the board, and really connecting to the energy in the community, bringing community members in, making sure that our meetings are widely broadcast to people who are able to attend, and bringing in new people, I think that's something, as far as the engagement problem that I really like.

**Camille Malonzo:**  Are there any other questions?

**Harte Daniels:**  Thanks, Phillip. That was a great question. I know you don't have chat, so I'm just commenting.

**Camille Malonzo:**  Dorene?

**Dorene Cornwell:**   I like the idea of outreach more. Can you say a little bit more of what you envision, because I sort of immediately went to, oh, should CTAB podcast meetings? That was just my first question. But if either of you have thoughts about that, or other issues that might arise, that would be an interesting thing to chat about.

**Femi Adebayo:**   Sure. I think sometime last year, I put a plan together in terms of starting and Outreach Committee. And one of the goals of the committee is to really work with Seattleites, and also Seattle IT, and the Mayor's Office, and also the City Council office. One thing I've seen is that when I mention CTAB, there are a lot of people who ask what is CTAB. I want to do a lot of social media engagement, coming up with events we have and getting that engagement from a community perspective, because most people are engaged in social media right now, and those are things I plan to leverage this year. (unintelligible) on a social media platform. Also, our choice of speakers can also amplify the board as a committee. And there are also all these civic boards across different cities that are doing this (unintelligible), we can collaborate and interact in partnership. But really, it's to amplify the committee this year because I know members have to attend, but having committee members attend is really important. And like I said, before the pandemic, we had some sort of engagement where people came to locations to meet up physically, but obviously since Covid, everybody is attending virtually now. And I want to make sure that I would bring that back, that energy back, and I also hope that people can come and ask questions and get invited to join the board and offer ideas that we can try for. So, it's really to engage to make sure peoples' voices are heard, and also to provide -- obviously, not everyone works in tech -- to see what areas we can work together to strengthen the committee.

**Dorene Cornwell:**   Thank you.

**Omari Stringer:**  I can answer, too. I think the idea of a podcast is interesting. Different methods of engagement might get a different sampling of folks, and getting recordings posted, or an open chat room, or find new ways to additionally stream, and have an archive there, things like that provide accessibility to folks who maybe cannot attend during meeting hours, and provide different options, as well. Some of the things I've heard about outreach and whether that is increasing our presence on social media, as a board maybe going to more community events and partnering with the City. (unintelligible) ... so if there's something at a community center, going to that and saying, hey, we exist. Kind of tag-teaming with social outreach, online outreach, accessibility, and also providing being visible in the community at CTAB I think is a great way to bolster that outreach as well.

**Dorene Cornwell:**   Thank you both.

**Camille Malonzo:**  Last call for questions? Okay. So i will ask all CTAB members to private message or email Vinh Tang to vote for vice chair.

**VICE CHAIR VOTE**

**Vinh Tang:**   For votes for vice chair, we have five for Femi Adebayo, and two for Omari Stringer. Based on that, we have enough votes for Femi to be vice chair.

**Camille Malonzo:**  Thank you, Omari, for the energy. Just hearing all of this has been really helpful in this process. Congratulations, Femi. I'm really excited for the vote this year.

**Femi Adebayo:**   I just have a comment. Thanks to everyone who voted for me, and thank you for giving me a chance to be vice chair this year. It's really a privilege to serve on this board. One thing I would like to mention is, Omari, thanks for stepping to want to be vice chair, having the nomination and debate back and forth I think is very healthy for us as a group and as a board to have every voice heard. So, I'm looking forward to working together for further engagement, and adding to any ideas I have. And I'm sure, with your experience, there are a lot of things we can achieve together as a board and as a team. So, thank you for self-nominating and I look forward to working with you.

**Omari Stringer:**   Same here!

**Camille Malonzo:**  Awesome. So, next up on our agenda is not CTAB board-related right now, but we will get back to CTAB planning after a PSA from Meira Jough, but just keep it in the back of your minds for that deck. But I will now give it to Meira Jough for talk about the 2023 Technology Matching Fund. Oh! I forgot about committee assignments.

**Vinh Tang:**   I know we adopted the agenda, but we can do committee assignments now or wait for the strategic planning part of it.

**Camille Malonzo:**  Yes. Actually, let's do that. We won't vote until we do the agenda. Now we will do committee assignments during strategic planning. So, Meira?

**2023 TECHNOLOGY MATCHING FUND**

**Meira Jough:**Hi, everyone. I am going to share my slides. How are we in terms of the slide show? Can everyone see it? All right, great.

My name is Meira Jough, digital equity advisor with Seattle IT, here to talk about the 2023 Technology Matching Fund grants. We are in the middle of the grant process right now, and I just wanted to share a little bit about what this is for anyone who is new to it. I work within a team called the Digital Equity Program. We are a team within Seattle IT that's really focused on promoting digital equity, particularly through partnerships with community organizations. And one major way that we do that is through the Technology Matching Fund grants, where we award grant funds to organizations to do digital equity work. These are organizations that are embedded in their communities, and are really the best people to do this work. We really want to support digital equity, make sure people have the technology they need for school participation, in their communities, their personal communities, their work, their education. We want to ensure that that happens. If you want to learn a little bit more about Seattle's Internet for All Initiative, please visit our web site. There's a link in this slide, and I think Vinh is going to be able to share the slides with you.

**From Chat:**  from Tang, Vinh to everyone:    6:52 PM

Meira's PowerPoint presentation is included on the agenda. Link: <https://ctab.seattle.gov/wp-content/uploads/2023/03/2023-CTAB-TMF-Presentation-03-14-2023.pdf>

**From Chat:**   from Meira Jough to everyone:    7:00 PM

[www.seattle.gov/digitalequitygrants](http://www.seattle.gov/digitalequitygrants)

[communitytechnology@seattle.gov](mailto:communitytechnology@seattle.gov)

When we talk about digital equity, the elements that we think of for our program is access that's affordable and sufficient, digital skills and tech support, skills instruction and support to use devices, and then also, the distribution of devices like laptops and smart phones for all users. Also, the application services that are accessible, so online platforms that are accessible. When looking at the negatively impacted groups in Seattle in the 2018 Access and Adoption Study, we found that there are key groups that are being separated by the digital divide. These are low-income residents, residents with a disability, residents who speak a language that is not English, older adults, and people of color. We are currently working on the 2023 Tech Access and Adoption Study, so we hope to get a little bit more information about where we are now, based on that study. We are excited to have that out soon. There are currently surveys being distributed, and we are currently in the process of receiving responses to our survey.

We are having the grant cycle now. There will also be another grant cycle at the end of this year for 2023 funding, so right now we are talking about funding through 2022. This is funding allocated through what we consider our cable franchise fees. City Council has allocated funds to support the Technology Matching Fund grants. We will be awarding this year at total of $545,000. This is for eligible nonprofit organizations and community groups with fiscal sponsors. The awards amount to $45,000, and there will be a minimum of $90,000 allocated to Digital Navigator. These are projects with Digital Navigator services. The projects must be completed within one year, and there is a required community match of 25 percent. That is a demonstration of their commitment to the project, so we do ask that they provide a community match.

The different grant categories that we have this year are Digital Navigator services, digital literacy skills training, devices and technical support, access to the internet, and affordable connectivity programs, outreach and enrollment, what we call ECT, which is a federal program. It's a federal subsidy for people who meet low-income guidelines of 200 percent over the poverty line. It offers money each month towards their internet bill, and money for devices, as well. So, we really want to support getting the word out into the community, and so we're hoping that we receive applications from organizations that want to do this outreach. The City of Seattle is also -- the FCC announced that we are receiving a grant to do outreach, so that is going to support this, as well.

Who is eligible? Nonprofit organizations, neighborhood groups. If you're not a nonprofit organization, but you are a community group with a fiscal sponsor, you are eligible to apply. If you know of any nonprofits or community groups that are interested in applying, but don't have a fiscal sponsor, please share our email: communitytechnology@seattle.gov so I can answer any questions.

Who is not eligible? Individuals, for-profit businesses, organizations, labor institutions, political groups, and organizations outside the City of Seattle. Or in particular, organizations that serve residents outside of the City of Seattle. So, the funding is really to serve Seattle residents.

Right now, we are accepting applications. The preliminary application deadline is March 27. there is an application deadline of April 17. And we hope to make award notifications in July. And it should be implemented in August/September 2024. In June, I will be able to present the recommendations for funding at the CTAB meeting. So, mark that on your calendars if you would like to learn about who we are recommending for funding, based on the applicants.

Last year, we had some fantastic community reviewers. Camille, Dorene, Benny, Harte, Kai, Liz, Phillip, Rene. You all did a fantastic job reviewing applications last year. We are looking for reviewers for this year, so please reach out to me if you are interested in volunteering as a reviewer. There is no compensation except for a rewarding experience. But it is also an opportunity to review projects that people want to do in the community. It's a way of engaging with the community and seeing what populations need, what our residents need. So, I think it's a great experience, particularly if you are a CTAB board member, or just someone in the community who is interested in CTAB and digital equity, to join the review panel.

I have asked Phillip Meng to say a few words about his experience as a reviewer next year. So, I'm going to turn it over to Phillip Meng.

**Phillip Meng:**   Sure. Thanks, Meira. If you are considering being a community reviewer, it really is a great experience. The applications and organizations are all really inspiring. You learn a lot about the organizations, too, in terms of understanding what kinds of work is being conducted to advance digital equity around the community. You will meet other really great community reviewers. I was part of that group when I was still a community member working with the Digital Equity Committee. It was deeply rewarding to partake in helping get grants to great organizations. So, I really recommend it for everyone.

**Meira Jough:**  Thank you, Phillip. Does anybody else want to say anything about their experience as reviewers?

**Dorene Cornwell:**   Thank you for the invitation to talk. To me, it's just really interesting to see what is going on in the community. It's a little heart-breaking sometimes, when you have to say, well, there's not quite funding for everything. A couple of things just to clarify. I don't know if anybody here knows that if you are involved with somebody writing a grant, you can't be a reviewer, which has sometimes happened to me. But there are a couple of interesting things to know if you know somebody who is involved in writing a grant. Community match can be use of space. I believe -- just check Meira, if this has changed -- but community match can both be use of space and pledges of volunteer time. If there is somebody who is volunteering for professional time, there is an algorithm on how much you can count as match, but if you are a member of the community, and you are volunteering to set up teaching space, I don't know what the current match is, but to me, both of those are really important ways of documenting community engagement. So, I just wanted to check, Meira, and see what kinds of things count as match this year.

**Meira Jough:**  Thank you, Dorene. If you are working with an organization interested in applying for the grant, I posted in the chat the seattle.gov/digitalequitygrants and I recommend reviewing that page on the top right-hand side of the grant guidelines. It goes through eligibility. what is considered a community match, and all of those details. And then, if you know of an organization that is interested and has any questions, use the email address in the chat. communitytechnology@seattle.gov. Feel free to use that and contact us. And thank you, Dorene, for sharing your experience also.

**Harte Daniels:**  I just want to second all three of Phillip's comments. It isn't just about learning all about these CBOs, but also sharpening your skills, and being able to think about both sides of what is good for the community, and being able to identify and perhaps, in future, support groups and their process. Everything that everybody else has said about how rewarding it is -- Camille brought up the back and forth that the reviewers had and how they learned from each other. It's unfortunate that that won't be taking place this year, but yes, in addition to everything they said, you will be sharpening your skills by evaluating projects with an unbiased eye. Thank you.

**Meira Jough:**  And just to clarify, there is a review group. So, if you are joining as a reviewer, you will be scoring applications, and we will take those scores and then rank the organizations. And then there will be a sitting review panel making sure that the organizations will serve the goals of the Internet for All in the different digital equity categories.

**Harte Daniels:**  Thank you for the clarification, because in the committee meeting, you mentioned that the community reviewers would not be doing that final review, that after the ranking, we would not be doing a review. It would go to this cadre of City employees. So, are the community reviewers also going to have a review group after scoring the projects, or is that final review going to be done by the City employees instead?

**Meira Jough:**  Thank you for your question, Harte. If you are interested in being a reviewer, please contact me. There will be a reviewer orientation, and I'll go over all of the information that you will need to know as a reviewer. So, I just recommend that you please reach out to me if you are interested in being a reviewer. I can answer any of your questions and share more information about the process. Thank you, everyone. I will turn it back to you, Camille.

**From Chat:**   from Steve to everyone:    7:02 PM

In case we run out of time: I'd like to get involved in an eventual subcommittee that may get created on reparations for communities of color; heard this may happen (talked to Larry Gossett about it; former King Co. council mbr). FYI: here's a link to the report from SFO's reparations report (500 pages); I'll review it.

**From Chat:**from Steve to everyone:    7:02 PM

<https://oag.ca.gov/ab3121/reports>

**Camille Malonzo:**   Thank you so much, Meira. Definitely use that email for Meira to join as a reviewer. We are looking forward to the TMF and Digital Navigators progress this year. Okay, awesome. We're going to move on to strategic planning, but let's just do a two-minute stretch break. Let's start at 7:08. If you want to use the restroom, get a drink of water, stretch your legs. We need to start moving around, or else the room won't think that we're here.

**2023 STRATEGIC PLANNING**

**Camille Malonzo:**   We're going to move on to strategic planning. I have a deck that I will start sharing. There will be a lot that will be added. This section of the CTAB meeting is to think about what we would like to focus on, research, how we want to organize ourselves for this upcoming year, and then also start planting some seeds on how next year can carry on the ideas that we have from this year. We're going to go through the goals of this brainstorming exercise, house rules, and then we'll get into the brainstorming.

There are two goals for this. I think I'm going to break it down to 20 minutes for the first one, and then 10 minutes for the second part. For the first part of this exercise, we're really looking for position topics that we can explore for 2023 and 2024. Answers to the question, what current technology topics does the City need to strategically research and propose policy around? And then also, what new technologies might the City be interested in that we can bring forward, either from our expertise or things that we're seeing in our own worlds? So, that's the first part. The goals or the outcomes -- I don't want to focus on goals and outcomes, but just to create some ideas of what that could be. Outcomes for this section would be position papers that we would forward over to stakeholders, such as the folks over at Seattle IT, City Council, and the Mayor's Office. It could a series of tech talks or town hall community meetings to explore different technologies. Those are some things that we have done in the past, but we really don't want to focus so much on the outcomes. We are just identifying those positions.

And then the second part is more looking internally at CTAB, and how we could be more visible, more inclusive. So, on our focus first, I'm going to go through the ground rules, and then we'll start off with topics for part one for 20 minutes, and part two for 10 minutes. Let me just get through the deck, and then I'll take questions.

For ground rules, all ideas are welcome. There is no such thing as a bad idea. I'd like us to focus on what and why, and not yet on how. And I also don't want us to decide exactly what we want to do. I think this is really just open forum. And then, in a subsequent meeting, I'd like us in the time between this meeting and the next meeting to start maybe finding connective tissue between all of these different ideas so that then we can make a few decisions at the next meeting, on how we want to do what we want to do, specifically. And then, also, please leverage your expertise, your experience outside of City government. We all come from different parts of Seattle with different industries and different spaces. Please leverage that experience and expertise. We're going to utilize the 'raised hand' feature, even in the conference room, so that folks can get into the queue. I will act mostly as a secretary, and also just to moderate, and get into the ideation of it as well. That will be my role for this brainstorming session. I saw a hand from Harte Daniels. Go ahead, Harte.

**Harte Daniels:**   Okay, just as a matter of focus, what you're brainstorming on is for the board itself, correct? I did send you an email. the DEI Committee has already begun exactly the same process in the exact same manner that you're talking about. So, I didn't want to be redundant. I didn't know whether you wanted to hear those from the committee. But you have them on hand, and I didn't know whether any of us should be chiming in about our particular committee, DEI. Thank you. Is this specifically for the board or did any of what we submitted what you want for the board?

**Camille Malonzo:**   Yes. That's a great question. I would love for someone from Digital Equity to chime in, because committee are part of the broader CTAB, and they might spark some ideas. I did get the emails. I don't want to speak on the part of DEI, so if someone else would like to bring them forward, I would appreciate that.

**Harte Daniels:**   Thank you. I just didn't want to be redundant or off-topic. Thank you.

**Camille Malonzo:**   Thanks, Harte. I want to make sure that everyone has access to this presentation. I see at least six people in here, but I'm also just going to send the link, as well, just in case. I'll put it in the chat.

**From Chat**:  from Camille Malonzo she/her to everyone:    7:16 PM

<https://docs.google.com/presentation/d/1UgYbIEWI7RKQ-y-d6-2DvEPAuyQuIP5NbqBDL5dVbRI/edit?usp=sharing>

**From Chat:**  from Camille Malonzo she/her to everyone:    7:16 PM

[Part 1] Identify position topics to explore for 2023, potentially 2024

What current technology topics does the City need to strategically research and/or propose policy around?

What new technologies may the city government be interested in that we can bring forward?

**Camille Malonzo:**   From now until 7:40, I want us to focus on ideas for this question.

**Harte Daniels:**   Do you want us to tell you, or write into this document, or what?

**Camille Malonzo:**   If you would prefer to write it, please go ahead. If you would like to say it out loud, please raise your hand. I'd love some discussion, so maybe some people would prefer to write; some people would prefer to speak. I'll start sharing my screen. I see a hand. Harte?

**Harte Daniels:**   Okay, this will be our conclusion from our committee meeting and what we presented to you in that email. As I said, we've been talking about a little bit of this process since the end of last year and some of the projects we are looking forward to, striving to keep the telecom forum going forward with a focus on life after ACP. The questions that we would be putting to these representatives. The second thing is, instead of our formulating those questions, we wanted that voice to actually come from the CBOs, and so we have discussed organizing around how to get to that, as well as the timing of that. Dorene Cornwell wishes to work with the City employees on improving accessibility and at least reviewing the applicants, and possibility other things around the TMF process. A second idea, just spit-balling, was researching and providing guidance to CBOs interested in introducing and maintaining equity in their organizations, but don't know how to start. In listening to people who came to CTAB last year, we would hear people from different organizations that have equity or have intent or etc., but as they continued in their processes, they winnowed down to a small inside group that they had already. We first gave some ideas to each other on how to research the ACP and formulate those questions on the previous one, and on the second one, we also gave ourselves some assignments on how to look at local groups on how they changed their processes to be equitable, and also other resources that we cold contact to be able to produce a guideline for that. One of our main guiding principles was (unintelligible) takes us everywhere. The City Council or the Mayor or someone else might want to have somebody who has a top ten university or something on the board, but those voices and knowledge exists, and challenge exists everywhere, and we should try to seek to bring them out and make them available to other people as resources. That's where we started. We're continuing that process, and in between our meetings, as well as our meetings which happen on the fourth Tuesday of the month, that's our beginning whack at 2023. Thank you for listening to us.

**Camille Malonzo:**   Thanks, Harte. Do folks have other ideas?

**Coleman Entringer:**  I feel like it wouldn't be 2023 if we didn't mention Chat GPT and the implications of generative AI. I feel like that's kind of an interesting policy position potentially around the ethics and intersection with digital equity in terms of the study of using generative AI as a tool for employees or other use cases across the City.

**Camille Malonzo:**   Totally. That's great. I've been thinking a lot about AI recently, so I want to bring this more broadly to AI at the City. Because I can think even from the privacy and cybersecurity perspective ways to bolster oversight efforts and finding ways to target the (unintelligible) that might not be covered just with the existing ordinance.

**Omari Stringer:**   I think I just want to add (unintelligible) the Surveillance Ordinance and seeing how that (unintelligible) be able to expand some of the definitions and include some of the stuff like AI or facial recognition, things like that. Maybe not AI specifically, but ethics, data ethics, and kind of figure out what that stream looks like from the equity perspective, the privacy perspective.

**Camille Malonzo:**   Do folks have other ideas?

**Dorene Cornwell:**  This is Dorene. I think a couple of things. When I think about AI, part of what I think about is whose data is included when you're training the AI. Figuring out how to do representation is really important. I also think that basic, functional questions to be very important. There are two things that I didn't say. I live in Seattle Housing Authority, which is good and bad. It saves me a lot of transportation, but there is some work being done about transportation. Is the work being done in a way that is easy to figure out for citizens and service providers? I think there are some things that could be focused on that, and I don't know if Jon is going to want to weigh in. The other is just functional. I keep saying that there are two pieces and I keep losing count. What Harte Daniels didn't actually say is one of the things in my life is that I use screen reader technology, and so pretty much every day has some kind of accessibility testing opportunity. Sometimes, it's what can you do with the app, and what kinds of policies do you have when you're contracting. But sometimes, it's just also how I adapt. I have this experience, which I didn't necessarily sign up for, but that's one of my added-values. The other, when I think about how actually what is the usability. We are going through a laundry evolution and 'do your laundry on your smart phone' sounds really awesome until you realize that there are connectivity problems with some of the machines. Some people don't have bank accounts, don't have smart phones, and there are really good reasons that in some situations, you really don't want a laundry room full of quarters that are an attractive nuisance for people who are short on cash. Because it's Seattle Housing Authority, there are a lot of issues about just linguistic inclusion and getting information around, and peer support for doing laundry. I don't know how to translate that into tasks. I was impressed by the interests that other people were talking about, does it need to be a people of color focus? I am not the only person with grey hair in this group, but I definitely have the greyest hair, and I also have an 85-year-old mother, and I can tell you what she is or isn't interested in. And I think when we think about what are the services that the City wants to deliver, what are the barriers, or how to hit the right mix of staff training and focus to do that, that's a big thing, and I don't think that CTAB can take on all of it. But I think there are probably some bytes that would be interesting to look at. Thank you all.

**From Chat:**  from Dorene Cornwell to everyone:    7:30 PM

Hi Jon I don't know how much it would be useful to say about the Find a Ride testing or interface with other City departments about dimensions of digital equity as far as what digital skills people need just to use tools to serve the public

**From Chat:**from Dorene Cornwell to everyone:    7:31 PM

In the past CTAB has drafted policy statements supported council and other legislative measures

**Isabel Rodriguez:**  I don't know if this is appropriate to bring up now, but I do remember that Delia Burke had sent an opportunity about I think it was HB1793. i don't know if that's something that could be something worth including in here. I don't know if Delia wants to talk about that.

**Harte Daniels:**   Remind us of HB1793.

**Isabel Rodriguez:**  Absolutely. This came as an email. I don't think it was mentioned at the previous meeting, if I remember correctly. But it's a bill that would create a dedicated funding source for digital equity. i don't know if it would be helpful for me to share a link in the chat. But I guess it could be bundled under any kind of digital equity efforts that we have going on.

**Harte Daniels:**   Please share.

**From Chat:**   from Trent Morris to everyone:    7:29 PM

<https://www.washingtonpolicy.org/publications/detail/legislature-2023-house-bill-1793-is-a-tax-on-electronic-devices-that-isnt-needed>

**From Chat:**from Isabel Rodriguez they/them to everyone:    7:30 PM

<https://app.leg.wa.gov/billsummary?year=2023&billnumber=1793>

**Camille Malonzo:**   Thanks, Isabel. do folks have other ideas? Omari, go ahead.

**Omari Stringer:**   I wanted to piggyback on usability satisfaction of the audience. I don't recall specifically, but I know that there is a user experience team in Seattle IT, so I don't know if helping them with recruitment efforts would be a good example. they might have a standing group of participants. I think that the group doing research that they are using is representing (unintelligible)... From that perspective it's really useful. And then I think going to that point about the (unintelligible)... kind of like having some guidelines or ideas about some things like pay to park, with the assumption that you will have a smart phone. Maybe we should temper how much the City wants to digitize things, just to make sure that we're not leaving behind those who may not have access to that, whether it's technology or access (unintelligible)..

**Camille Malonzo:**   We've heard some voices, but I haven't heard from everyone. Are there some folks who haven't already offered an idea who would like to bring something forward?

**David Keyes:**   I did put something in the chat about the legislation. I'm happy to speak to that more, if you want. There is a bigger umbrella around state and federal legislation and digital equity proceedings, because there's other stuff going on. I just wanted to put on the radar is County broadband and digital equity planning. The Digital Equity Learning Network (DELN) is going to be starting something this Thursday about that, but that's one that Seattle IT is involved in, and it feeds in with some in the state work also, for future funding.

**Camille Malonzo:**   Do you have a link for that, David? Or just more background information?

**From Chat:**   From David Keyes (he/him) City of Seattle to everyone:    7:36 PM

The March 16, 2023, Digital Equity Learning Network of King County meeting from 12-1pm is a chance for you to participate in King County Regional digital equity planning! Learn about the planning process that will help inform priorities for state funding and join a group discussion to inform the plan.

The discussion group questions will be: What are strategies and work being done now that are working well and should be maintained or scaled up? What aren’t we doing that we should be or that funds would enable us to?

There will also be a report back and resource sharing from Net Inclusion, the national digital equity conference put on by National Digital Equity Alliance (NDIA), and information about the City of Seattle Tech Matching Fund grant.

You can register here: <https://us06web.zoom.us/meeting/register/tZYsfu2orTwuEteQhnwDbD9JW-zematHQQGy>

**Camille Malonzo:**    I'm speaking of different segments of people. I'm also really interested in technologies by children, by kids, like Gen Z, and how generationally, that might be different in how they're using and entering the world of technology. The digital equity implications and even the privacy implications of technologies within the City. I think it would be really interesting. I see here: Visibility of technology and services for all. I'm always thinking about what that world is like for them.

**Aishah Bomani:**   I don't have a direct response to that yet, Camille. It's something I wonder about, too. So much of our site focuses on cybersecurity, when it comes to our students. So, I don't get to look too much at the trends of how they're actually using it outside of what they should not be doing during school hours. But I did want to add just commentary around perhaps infrastructure and getting internet access into areas of Seattle that are known to be dead zones. That is a huge issue for so many of our schools and school communities, where they're asking us for hotspots and different devices. Those areas just are historically known to not be served. That's something that I've been hammering David Keyes on. I don't know how to build cell towers.

**Dorene Cornwell:**  This is Dorene. One of the examples, when I talked about functional inclusion -- and thanks, Aishah for talking about how things work, as far as the school district perspective -- but there are different online monitoring gateways that parents can use. So, one of my questions is always: If the parents' first language isn't English, and they have a connectivity problem, what are their barriers to functioning as a parent?

**Harte Daniels:**   So, Aishah, the other part is in the past, people have tried to broach that issue of the dead spots, and one thing that the City has done is to extend the signal outside of their buildings. I know that's not a great solution, because you're still sitting outside shivering. But I don't know that there is a map that actually shows which of those buildings have their WiFi extended, and by how far, and if there is another solution. I'm just piggybacking on what you are saying. For Omari or whoever, who talked about being more equitable or fair in your data gathering and whatnot, this is the third time I've suggested this speaker. That would be Abigail Echo-Hawk. I was going to put this into the public comment at the end, but this was the International Womens Day this year, and the day before, the United Nations sanctioned people that were targeting women as part of their terror war. Seattle is still notorious for being highly ranked on the missing and murdered indigenous women. Abigail Echo-Hawk is chief researcher officer at the Seattle Indian Health Board and director of the Urban Indian Health Institute. she has been focused on decolonizing data for indigenous people in recent years in discussing how to do this in a good way. So, those two topics, decolonizing data, being more inclusive with data, the research, and the cases of missing and murdered indigenous women. I can say from my work this year also, I had to help a mother with medical appointments for a daughter -- she was not indigenous -- that was kidnapped in September and sold into the sex trade in Seattle. So, it's broader than just the indigenous people. So, that's one. I don't know how it fits, and how data fits into that, but if you want a speaker, if you want somebody to learn from, perhaps Abigail might lend her voice to whatever work or interests you have as board members. I yield.

**Camille Malonzo:**    Thank you, Harte. That is a great idea. We are at time for this one. Just one last round for folks who haven't chimed in already on this part.

**Phillip Meng:**  I really love these ideas that have been put forward. A few more related to usability of technology, maybe mapping out tech skills. When it comes to -- I'm really interested in that idea of studying internet infrastructure. I remember a few months ago, Councilmember Nelson had also mentioned internet availability for small businesses and disparities in offerings there. These are all really interesting ideas.

**Camille Malonzo:**    Phillip, what do you mean by tech mapping of tech skills?

**Phillip Meng:**  I would be really curious to understand what technology skills, especially for under-represented populations across the City look like. So, how do people feel about accessing resources related to technology, or City services that relate to technology. What we said earlier about usability.

**Harte Daniels:**   I'd like to piggyback on that. one of my interests is to look at how effective we actually are, being CTAB, and the Digital Equity Committee, in that there are all of these CBOs that claim to help with education towards getting a job. And the State of Washington has actually created a form that they are supposed to be filling out. And I'd like to see a way of mapping their effectiveness, because that form is often left blank or doesn't contain the proper information, so that a person who is trying to get themselves out of poverty, by gaining digital skills, etc., it's very difficult for them to choose a program, and often are used as bait for some of these grants for programs without a concern as to whether they actually achieve a more enriched and less anxiety-filled life. It's a big one, but keeping people honest, and actually finding a way to track both CTAB's effectiveness and some of these CBOs, or some of these other programs' effectiveness is one thing that I've always been interested in. How do you get out of poverty; what path to use; and whether these CBOs, tech and junior college programs actually work.

**Femi Adebayo:**   Let me comment along the line of facial recognition. It's a heavy one, but there's a lot of crime around break-ins, and I'm not sure it's something we ought to be looking into help provide some sort of (unintelligible)...because I know there are a lot of break-ins. I'm just kind of worried about that. I wonder if we can offer something in terms of guidance or some sort of feedback to help reduce these break-ins. Because I know some people don't want to live in Seattle because of the crime, the break-ins. Trying to look for something. I just don't know what that is right now. (unintelligible) That's something that we should look into.

**From Chat:**  from David Keyes (he/him) City of Seattle to everyone:    7:36 PM

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**From Chat:**   from Burke, Delia to everyone:    7:37 PM

Another opportunity - NTIA is requesting feedback on design, rules, and evaluation criteria for both digital equity programs.  Deadline May 1st

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**From Chat:**from Burke, Delia to everyone:    7:38 PM

NTIA link for Comments <https://protect2.fireeye.com/v1/url?k=31323334-50bba2bf-31321b84-4544474f5631-f100f7ec2f9ff3cb&q=1&e=c5546386-0c4b-40cf-91fe-4737ca5d72c6&u=https%3A%2F%2Fclick.messages.ntia.gov%2F%3Fqs%3Df830a913d6a210b80051a6403cb223455a6b98003340b91729a2ddb2bc9e9179089deed22b7fef2b5a6be6c0fa413a360a25f62730fc606e>

**From Chat:**from David Keyes (he/him) City of Seattle to everyone:    7:42 PM

[seattle.gov/tech/techaccessstudy](http://seattle.gov/tech/techaccessstudy)

**From Chat:**from David Keyes (he/him) City of Seattle to everyone:    7:42 PM

Helping with analysis, data presentation, report and then presentations for our Technology Access & Adoption survey is another topic. The two members working on it Lassana and Brandon finished their terms.

**Camille Malonzo:**    I know we want to get over to the next goal, but I wanted to come back to Harte's idea on decolonizing data and bringing in a speaker on that topic. And I wonder if we could maybe even tie into our outreach efforts on finding ways to keep bringing in folks who can speak data or tech-related projects that are going on within marginalized communities, and using that as a way to get connected with different kinds of communities, and learning about what's going on.

I'm looking at the agenda, and I want to give part two time because I think it's important. So, I'm going to table that discussion for next time. But I would invite CTAB members to look at it and I will solicit ideas in the interim so that we can start getting going on them next month. But I really appreciate these topics. I think one last thing was critical infrastructure and cybersecurity. We touched on it last year, and I think with the increasing complexity, I would like to continue asking questions around that. Thank you, everyone, for these awesome ideas. Please keep them coming. This workplan is editable by everyone. If you have more ideas, either add them here or email me, and we will start synthesizing and start some work on this next month.

**2023 COMMITTEE ASSIGNMENTS**

So then, next up was committee assignments. The idea of this was out of the strategic planning, could we create a new committee to support that workstream? I just want to seed that idea, as we're not going to get to it today. But just think if that would be useful, or if we should just have an *ad hoc* at the board level. This was also the opportunity to form committee leadership. Harte Daniels sent an email around Digital Equity. Leadership will continue to be co-chairs of Harte Daniels, Phillip Meng, and Coleman Entringer, and Dorene Cornwell. I don't know if I'm missing anybody.

**Harte Daniels:**   Yes, Brandon Lindsey and Kai Neander. For those who are new, Brandon was a retiring board member from last year, but he still attends our meetings. Those are our core people. It doesn't mean that we won't respect an equal vote from anybody else who joins us. But these are our core and they all have their very good strengths, and we wouldn't be what we are without each of these people and what they bring, and their ability to take the lead on at various times, as illustrated by the work that was done last year.

**Camille Malonzo:**    Thank you, Harte.

**Vinh Tang:**   Please leave me the list. I just want to make sure we get it on the web site. I also need the times.

**Camille Malonzo:**    The time? Harte, can you also confirm the time and day for the Digital Equity Committee meetings?

**Harte Daniels:**   Yes, I'll ask Coleman Entringer to go ahead and put the interest form into the chat, for anybody who is interested in how to get hold of us. It's the fourth Tuesday of the month, which is what everybody else uses as a meeting day. I believe we start at 6:00 p.m. And because we cover so much, the City has helped us by giving a Webex. If we go a little bit longer, we can conclude our ideas before leaving. So, it starts at 6:00. And Coleman, if you would, put that link into the chat? They are all offline meetings, telephone or, as I said, Webex meetings. Is there any other information you would like, Camille?

**From Chat:**   from Coleman Entringer to everyone:    7:51 PM

<https://forms.gle/aCH7BdXX9bnPcPW17>  DEI committee form

**From Chat:**  from Camille Malonzo she/her (privately):    7:39 PM

<https://docs.google.com/presentation/d/1UgYbIEWI7RKQ-y-d6-2DvEPAuyQuIP5NbqBDL5dVbRI/edit?usp=sharing>

**Camille Malonzo:**    No. Thank you, Harte. The form is in the chat. Thank you, Coleman. Isabel, would you like to speak on the Privacy and Cybersecurity leadership update?

**Isabel Rodriguez:**   Yes. This committee will be held by myself and Lassana Magassa, as co-chairs. I would like to actually shift our meeting time from the last Tuesday of every month to the fourth Thursday of every month, from 6:00 to 7:30 p.m., just to reduce some of that overlap for folks who might be interested in attending several kinds of committees.

**From Chat:**  from Isabel Rodriguez they/them to everyone:    7:54 PM

Privacy & Cybersecurity newsletter: <https://lists.riseup.net/www/info/ctab-privacy-newsletter>

**Vinh Tang:**  I would like to inquire about the recurring Webex invite. And I need to know when the Outreach Committee meets.

**Camille Malonzo:**    Yes, that's Femi Adebayo. Femi, can you confirm leadership and also the times for the meetings?

**Femi Adebayo:**   We just started. From the last time, I think I only got one other reply, the first one I have gotten. So, I'm hoping that others will join. It's pretty much open, so if you are interested, definitely let me know. I'm looking forward to having members join and help us with a couple of ideas for this year. So, Omari Stringer, this is meant for you. You are interested in joining. No pressure, but .... We meet on the third Wednesday of every month, from 6:00 to 7:00 p.m. as a plan, but depending on members, we can change that. But for now, it's every third Wednesday of the month.

**Vinh Tang:**  And with that, is there any other subcommittee?

**COMMITTEE UPDATES**

**Camille Malonzo:**    I was going to table that until next month, so that we can get some synergy and juices flowing. That for the group to make a group decision next month. The next item is committee updates. We heard sprinkled throughout, some updates, but if there is anything additional from Privacy, DEI, or Outreach?

**Harte Daniels:**   Yes. The other thing in our meeting was we did get to see a query on the TMF. There were a couple of things that we heard that was brought up tonight besides the final decision. And that is we queried on the actual composition of funds and the funding amounts, and the reason for those funding amounts. If anybody is unaware, a few years ago, they changed from $50,000 down to 25,000 for the purpose of actually reaching more CBOs. Over the years, we have seen the funds go to mega-nonprofits. So, when you see the number go up, that means that there are fewer CBOs receiving funds in this next round. We queried as to why, and it turns out that there is a lack of City personnel needed for auditing, monitoring, and being in control of the projects as they are in the execution phase, which is extremely important. These are contracts. So somebody monitoring these contracts for the project. We didn't have enough time. We have people who can brainstorm ideas that the City might not have thought of on that lack of personnel time for that, but we just want CTAB to realize that fewer numbers of organizations will actually be receiving funds, and the reason is their employees are just stretched too thin for the execution phase. I'm hoping that I've made myself clear on that. If you have questions, you can go -- I know you're tight on time, so I wish to yield to others. But, for me personally, I am still ethically constrained on whether I would ask a small, neighborhood nonprofit to apply for the TMF. And I'm also contemplating as to whether I would ask some of the professionals I know to become a reviewer when the final decision is going to be done by the City employees anyway. I still have not mulled my personal feelings through, but that last is a personal comment and not a community comment. So, thank you. That's the other thing that happened in the community meeting at the end of February. Thank you.

**Meira Jough:**   Thank you, Harte, for that summary. I do want to say, though, that that is actually a misrepresentation of the presentation that I made. I have the data about the organizations. Aside from the organizations, the number of staff. there are very small organizations that are funded. And we typically funded at least 12 organizations every year for quite some time. So, I can provide all of that data to the group, so that you all have the right data in front of you, as opposed to an inaccurate summary.

**Harte Daniels:**  It wasn't inaccurate. You stated that you would be funding fewer this year, despite the past. Going forward this year, there has been a change in amount, and therefore the number receiving. I don't care what size they are. And that was due to a personnel challenge in the contract phase. Is that inaccurate?

**Meira Jough:**   Yes, that is inaccurate. If you go to our web site, there is a history of past recipients. There had been an increase in funding because of Covid relief from the federal government. So, there is quite a bit of funding that's still available, so that is not something that is going to be ongoing. I can provide accurate data, but I prefer to give you concrete numbers, rather than guess.

**Harte Daniels:**  I would agree that the board should look at it, and see if there is anything that we can do to help. That's my last comment. Thank you.

**Camille Malonzo:**    Thanks, Harte. We can follow up on that either offline or at our next meeting. We are at time, but any other comments for committees, Privacy or Outreach? No. Okay, then last is public comment.

**PUBLIC COMMENT**

**Harte Daniels:**  March 29 is by invitation only, but if you can get to see the documentary, Healing Hearts, it will be taking place at Seattle University as part of their Catholicism Institute. It's a remarkable story about if you want to go back to decolonization. That opportunity is there, but I don't know if they have opened it up to everybody, because it's a small room. But if you know someone, you might be able to get on the invite list.

**Camille Malonzo:**    Thanks, Harte. If you want to list the documentary in chat? I think we're going to round up public comment. Thank you all so much for the ideas, the energy, the momentum that we're move forward with this year. CTAB members, watch out for an email from me, because we're going to keep this going offline. So, have a great night, everyone, and I'll see you all soon.

**ADJOURNMENT**