**May 9, 2023 Meeting - Seattle Community Technology Advisory Board**

Topics covered included: Regional King County Digital Equity Planning; 2023 CTAB Workplan Session (part 2); committee updates

**This meeting was held:** May 11, 2023; 6:00-7:15 p.m., via Webex and in person

**Attending:**

**Board Members:** Femi Adebayo, Phillip Meng, Coleman Entringer, Merrill Miller, Omari Stringer, Aishah Bomani

**Public:** Dorene Cornwell, Harte Daniels, Xavier Hyack, Priya Singh, Darryl Hunt,

**Staff:** David Keyes, Jon Morrison Winters, Eleonor Bounds, Brenda Tate, Vinh Tang, Cass Magnuski

**17 In Attendance**

**Femi Adebayo:**  Okay, we have a quorum. Let's get started. First of all, let's do introductions. Just go down the list of those who are attending. So, if you would please state your first and last name, your occupation, and where you are coming from tonight?

**INTRODUCTIONS**

**Femi Adebayo:**  I think I got everyone now. The first order of business will be to approve last month's meeting minutes. So, if I could please get a motion from a board member to approve the April minutes?

**Phillip Meng:**  Motion to approve.

**Femi Adebayo:**  Thank you, Phillip. Can I get a second?

**Merrill Miller.**   Second.

**Femi Adebayo:**  Thank you. All in favor say 'yea.' All opposed, all abstains. If you weren't at the last meeting, feel free to abstain. Motion carries. Thank you. The next order of business is to approve the agenda for tonight. Can I get a motion to approve the agenda?

**Coleman Entringer:**   I move to approve the agenda.

**Femi Adebayo:**  Thank you. Can I get a second?

**Omari Stringer:**  Second.

**Femi Adebayo:**  Thanks. The agenda for tonight is approved, and we can get to the other business. We have a pretty light agenda today. As we said, we hoped to get folks out early to enjoy the weather. The topic for today's presentation from the Regional King County digital equity planning team. They have a presentation and we welcome them today.

**REGIONAL KING COUNTY DIGITAL EQUITY PLANNING**

**David Keyes:**  Can I just kick it off? I'll chime in. I'm going to share a screen now.

**Darryl Hunt:**   First of all, thank you for the opportunity to present tonight. CTAB has a long history. I've heard a lot about it for years, and years, and years. This is my first meeting, so I'm glad to be here presenting. Also joining me here is David Keyes, and you know him and his background, along with Jon Morrison Winters. I'm also with Priya Singh, who is with a consulting firm called the Play Back. She is assisting us in this effort around broadband and digital equity. So, the agenda today is just to bring you up to speed around the King County Regional Broadband and Digital Equity report, work around the federal and Washington State Internet for All effort, to regional planning that's going on, and then how you can join us in our efforts to ensure that all residents within Seattle and King County have access.

This topic of digital equity is not new to this group. What is new is that the federal government passed the Infrastructure Investments in Jobs Act, so they are making historic investments in both broadband infrastructure, and digital equity, aimed at bringing all US residents online. These programs and the flow of funds will be implemented at the State level. That's important to know. Successful implementation, however, of this generational opportunity will rely on coordination between the State and local stakeholders, including tribal governments, CBOs, institutions, ISPs, and others.

To continue the introduction, as stated earlier, King County IT, the City of Seattle, and Seattle IT have been charged with collecting local feedback to help identify digital equity barriers, existing projects, and are conducting the needs assessments and paths forward ideas that we can forward to the Washington State Broadband Office and help inform development of their statewide (unintelligible), what we're calling, and what the federal government is calling 'covered populations.' There are two primary components of this. There is broadband equity access in deployment, which basically is broadband infrastructure. Do I have last mile infrastructure to my home to take advantage of internet, and then this (unintelligible).

This is an important slide, because the monies that will be coming into the State are intended to solve the broadband and digital equity issues for covered populations. These covered populations are not new to you, but they are pretty broad. There's another group of covered populations that is broadband-specific, and we will likely add those to the slides as we update. But the focus of programs in this generational investment in broadband and digital equity is really targeted at the low-income, aging individuals, folks involved in the criminal justice system, either apparently incarcerated or recently incarcerated, individuals with disabilities. We experienced the need for technology and the use of technology just tonight in the use of the CTAB meeting. People where language is a barrier, and where English is not the primary language spoken at home, racial, ethnic minority groups in rural populations. And again, the other two covered populations include children and youth in foster care, and anyone experiencing housing instability. So, it's important to know that this is again a group that will be targeted in trying to solve barriers to their digital equity.

Here is a timeline. You see 2023, 2024, and 2025. We are really at step one right now, and our efforts today in terms of collecting feedback is what I call an accelerated outreach effort. We don't have a lot of time to collect feedback. As a matter of fact, a slide deeper into this deck will show that where we are today and where we need to be at the end of May. We have our report that is due to the State on June 14, so that really leaves us about five or six weeks to collect feedback. So, it's really accelerated. And it leaves us probably a couple of weeks to analyze all of the feedback we receive, put it in a report format, send it to the State, and then also begin sharing the results of what we've collected back with this group and with other groups that we are engaging with. The State is required to do a five-year action plan, of which we hope to inform. Their initial proposal is due in the August/September timeframe to the federal government, with a final proposal late in 2024, and we should see funds in late 2024, early 2025 timeframe.

This is digital equity. It has a very similar timeline with the exception you can see in step three. It is what is called a digital equity competitive grant. That's going to be a notice of funding opportunity that was released by the FCC and the NTIA. And so, that grant opportunity will be open to eligible entities which we believe will be community-based organizations, anchor institutions, cities, 501(c)3's, etc. So, just be on the lookout. We probably want to add an agenda to the CTAB schedule for probably July/August of 2023, and then have some checkpoints along the way. Anything you want to add, David?

**David Keyes:**  Yes. We'll get into this a little bit. A piece right now feels like we need to talk about the County plan. As we look at the B Plan, the goal is for us to be acquiring information that will inform the State plan. So, the State does its action plan, and then will apply for funding for specific projects. And similarly with the digital equity plan. This plan is being done now. Some of that will inform, but the digital equity plan is a little bit longer than and doesn't have to be done until the end of the year. But  that plan, the next step, will come out as money that will come to the State, but they will propose to the US Department of Commerce. And the, as Darryl mentioned, the digital equity competitive grant, the difference in that, those organizations will be able to apply directly to the federal government. So, there will be two pipelines for digital equity funding with a third coming through will be what the State applies for. So making sure we get on the radar to get Seattle area projects funded through the State, and then that later opportunity to apply directly to the federal government by either the City or community organization or anchor institution.

**Darryl Hunt:**   Do you want to cover the next few slides, David?

**David Keyes:**  Yes. So, as Washington State, partly through these federal planning dollars and partly through earlier legislation from the State, is supporting local planning. As Darryl mentioned earlier, for us in King County, it is this broadband and digital equity original report. And so, the State is funding these local plans to meet federal requirements for engagement, do that, encourage engagement to inform those State plans. And there's also an element of wanting to build local capacity. And part of that is encouraging the formation of these broadband action teams as a mechanism to help do that. We'll probably touch on that again briefly.

**Darryl Hunt:**   Yes. And one note about the broadband action team: Since we are limited in our time to collect feedback, this outreach effort we're making is a preliminary (unintelligible), but we do anticipate the County standing up a broadband action team that will be able to fine tune any plans that move forward, and then oversee activities as they are implemented.

**David Keyes:**  This is that timeline that Darryl referred to as accelerated, in part was a combination of what was allowed and how the system was working, and getting elements in place down the tier from the State to us. We actually started in March with the Digital Equity Learning Network meeting to start to get input. We talked a little bit about this here. So, between now and the 26th roughly, we are collecting community feedback. We are also identifying data sources that we already have for this information. That includes our technology survey and focus groups that were just completed the data collection for the survey, and they're starting analysis on. So, we'll feed some of that in our Internet for All work, King County 2020 broadband. So there are all kinds of community resources that we could feed into for information too. And then we'll be aggregating and starting to draft the answers. There is a series of work sheets. We'll show those in a second, which is what Washington State University took this and digital equity, put it together, and said, here, complete all of these work sheets. Later this month, then, is for trying to find those teams and starting to then draft the final submissions and a summary that gets submitted to the State on June 14. That's our deadline here as we're doing it. And again, it's kind of phase one on these digital equity plans. There will be opportunities later to stay as informed as we can on this, and actually setting the stage for longer term digital equity work and getting this support form the feds for that. So, we just mentioned that Washington State University is collecting these. They're working with a company called (unintelligible) for writing the digital equity plan with the State, and there will be some opportunities for public comment as that goes forward also. We're trying to get documentation from organizations. What we have and trying to be as thorough as we can with community involvement, and we need your help. I just wanted to do a time check. I think we are running a little bit tight, but if we can take another five or ten minutes, that would be awesome.

**Femi Adebayo:**   Sure. We should be able to fit that in.

**David Keyes:**  I'm just going to show this and a little preview of the next one, too. There are opportunities for you guys to participate. We have started doing a fair amount of outreach on this through the Digital Equity Learning Network, our City digital equity; Darryl has been doing stuff through King County, but we want to keep reaching out to organizations that are serving these covered populations. Just to highlight, this is where we are sort of heading in terms of what the work sheets are. So, if you work for an organization or a company, there is an opportunity to provide input here. Here are the set of work sheets. We sent out the links and can send it to you, and Darryl has a King County site for that.

**From Chat:**  Darryl Hunt to everyone:    6:33 PM

overview of the DE feedback collection effort - <https://experience.arcgis.com/experience/fc452f3c1bd2440590d50658a5f19039/page/Overview/>

**David Keyes:**  And then, we are doing a series, as we move towards that June 14 deadline a few things that are happening is that we are encouraging you to share this posting, and encourage others that you may know to complete the work sheets. And then, we've got office hours that we're doing so we can help people with those or answer questions, exchange information. So, you can either encourage others to come to us, either come as a guest or you can also volunteer to help facilitate others in filling those out. There will be some opportunities and dates set, and Priya Singh is working on setting those dates to look at, as we get all these aggregated work sheets turned in, to look at some of the themes and getting some of the responses written. Between now and May 22 we will need to close it down before it goes in June 14. June 9 is to review some of the written responses so we can flow that in. Those are opportunities for CTAB. One option for CTAB is for you guys to do a work sheet on your own as CTAB. We will be doing one of those for our digital equity team. Take a look at those work sheets.

**Darryl Hunt:**    I'm sorry, David. I wonder if we should have a work/study session with CTAB to complete the work sheets. Or how would we go about doing that with CTAB?

**David Keyes:**  I think that CTAB's call, if you wanted to do that in a Digital Equity Committee meeting, would be an action for you guys to work on.

**Darryl Hunt:**    Yes, Priya put her email in the chat. If anyone is interested in any of these opportunities, please touch base with Priya at the email address in the chat.

**From Chat:** Priya Singh to everyone:    6:36 PM

If you are interested in any of these opportunities, please send me your email address in private chat or email me: [founder@theplayback.info](mailto:founder@theplayback.info)

**David Keyes:**  If you are interested in signing up for any of those office hours, I can show those. Or just if you're interested, then Priya can send them out to you.

**Darryl Hunt:**    Yes, let's do that.

**Harte Daniels:**   David, you have a pretty aggressive timeline, and I'm sure some of the committee meeting members for DEI who are on the call would be interested, but I'm wondering whether they could achieve you dates. So, maybe after the call we could get some clarification, some concept of what we could do in a concrete manner. Thank you.

**Darryl Hunt:**    Great. Thank you.

**David Keyes:**  Yes, sounds good. It could be that you -- in short, there's who is your organization, and then there are some things like maybe if CTAB is going to focus on one work sheet, it might be on either the obstacles to potential paths forward, but there are about five or six questions on each work sheet. Start with Priya and then Darryl just to figure out what works best for the DEI Committee.

**Darryl Hunt:**    Maybe this is a good place to do a summary. We understand that the timeline is very short and that it will require some concentrated work time, but we are here to help. We could be available to you after this meeting to answer any specific questions related to how to complete the work sheets. We could complete the work sheets with you. But, I think certainly having CTAB's feedback would be extremely helpful.

**David Keyes:**  Just a quick note: We've got two minutes to start to think about the organizations you work with, or the lists that you are a part of. Any that come to mind that might be organizations that you could forward to, or you could reach out to, or coalitions.

**Dorene Cornwell:**   I guess I have two sets of thoughts. One is I would encourage you to reach out to the low income housing providers, Seattle Housing Authority, King County Housing Authority, and also programs like Plymouth Housing, and I'm blanking on a couple of the others. I think that you will find that there are different levels of experience inside the different organizations. The other question I have is do you have any kind of a list of places you've already hit, particularly anchor institutions. I was thinking that a couple of years ago, I met a great young woman who was involved in Burien and a levy effort. I don't exactly know all of the pieces of what the levy effort did, but it definitely was intended to improve digital equity in the school system. Do you have any kind of snapshot of that? Do you have anchor institutions you are reaching out to, and how is the agenda going for that?

**Darryl Hunt:**    I can cover a little bit of that. So, from a King County perspective, we have had two rounds of digital equity grant awards, and so we've had probably more than 200 organizations that had applied for applications, and so we have that list. And they serve the gamut of covered populations. So, we're doing that. In addition to that, I have reached out internally to the King County folks

that manage veterans' programs, prison pipeline programs, and then, equity, race, and social justice partnerships. And then, we've also reached out to our public health department that previously ran a community navigator program during Covid, and so they're going to help us reach out to organizations that cover some of the covered populations. In addition, we have the list of points of contact for all of the schools within King County. So, we need to send the email out to those folks, and that will likely happen this week. There is a number of groups that we're connecting with, in addition to the Workforce Development Council, and others. But if there are some that you can think of, feel free to add them.

**David Keyes:**  Or you could put those into the chat.

**Harte Daniels:**   Does the public library see covered populations that some of the CBOs, etc., don't? Because we do one on one with people. I know that Seattle Public Schools has had programs in the past. That's the difficult part about the timeline. They do a lot of anecdotal and a lot of hands-on work. How do you capture the knowledge of the librarians?

**David Keyes:**  It is true that in any of these organizations, this effort may help foster that connected tissue, even between sections, divisions, and agencies within other cities, other anchor institutions. The question is if the City or the library has the main contact, because they are also talking to the other sections of that institution, and may have something to contribute here. It's always a longer-term process. You guys may have ideas, too. I wonder, Aishah Bomani, whether you have any other schools that you are connected to, that may be different than the educational service district ones?

**Femi Adebayo:** I just wanted to do a time check. We might have to cut this short. But thank you, all of you. There are a couple of things that we need to follow up on, but thank you for the presentation. I know you have your email in the chat, so we will definitely follow up, with questions from folks who want to participate.

**Darryl Hunt:**    Thanks, everyone!

**From chat:**  Harte Daniels to everyone:    6:46 PM

Plymouth, mentioned by Dorene, does more than housing. They also covered the previously incarcerated.

**Femi Adebayo:** Yes, please come back. Thanks. For the next order of business we are going to revisit some of our strategic planning, like what we were working on the last time. There are a couple of items we left on the table, so we are going to have a part two on this. I'm going to be sharing the slide, and we can just have some more ideas or feedback. I know there are a couple of ideas that we didn't get a chance to discuss the last time. Obviously, we don't have to conclude the effort, we just have to make progress in terms of what ideas and things we want to focus on. I will share my screen now, and I will also share the link to the slides, if you don't have them. We can have just a quick work plan session. Let me know when you can see my screen.

**From chat**: from Femi Adebayo Vice chair to everyone:    6:47 PM

<https://docs.google.com/presentation/d/1UgYbIEWI7RKQ-y-d6-2DvEPAuyQuIP5NbqBDL5dVbRI/edit#slide=id.g1decb582e72_11_5>

**2023 CTAB WORK PLAN SESSION PART TWO**

**Femi Adebayo:** Yes. I know the last time we had a couple of ideas we were talking about, being more inclusive. This was one of the many things we had listed the last time. We had things around engagement and the writing of letters, newsletters, looking for ways to engage people with lived experience, finding synergies across different based community groups to work together. I was wondering if there is any other thing that folks are thinking about in terms of how to be more inclusive and having more engagement?

**Harte Daniels:**   Do you have a way of engaging people with lived experience, as opposed to a formalized method that CTAB and the City of Seattle works?

**Femi Adebayo:**   So, your question is do we have a way to get you to meet that experience?

**Harte Daniels:**   Yes, because that's a common in equity. It's that those that already know how the system works, or are trained in that system, they have the ability to engage or have their voices heard; whereas, people who have lived experience are predominantly what you just covered groups, they have a hard time making themselves heard, or contributing to any effort. We to to find a way to flex your culture to allow those voices in.

**Femi Adebayo:** Good point. I don't think we have a formal way to do that right now. But this is something that is very important, obviously. We want to gain experienced people's choices, and peoples' cultures are part of that fabric. So, it's definitely something we should look into and see if we can find an answer. It's something that we will table for the future. So, thanks for sharing.

**Harte Daniels:**   DEI is brainstorming the synergy across CBOs. Instead of going one Bandaid at a time, is there a way that the CBOs can assist each other and make any opportunity or funds that come available more effective. Effective being described as 'of meaningful use' to the residents, especially those just described in the previous presentation as covered groups. Creating that synergy and finding incentives for community-based organizations to work together rather than compete against each other for funds.

**Femi Adebayo:** So your pint is finding a way for community-based organizations to work together, find a synergy across what they do, and envision together? Is that what you're saying?

**Harte Daniels:**   Yes. An example: When the committee was listening to different community-based organizations, we found that one organization could better serve more people, or more effectively serve other people is they used the services of another community-based organization. So the two of them, working together created a bigger effect than each of them working separately. Secondly, they're all fighting for the same funds. We might be able to find a way to encourage them to work cooperatively with each other, as opposed to being  competitive with each other for scarce resources.

**Femi Adebayo:** Okay. Good point. Thanks for sharing that. I think we have one more item for us to discuss and that's focused on ....

**Omari Stringer:**   Actually, quick question. Can we go back to the slides? I have a question about the work tracking for the City folks, but I'm wondering what tools are available for us to track our work, if there is something we could work off of. Things like 'to do,' or 'in progress,' just a way to track committee assignments? I'm not sure if there is something that the City can offer. That, or as far as records go, can we use our own tool, just being mindful that we are able to produce those records and keeping that in mind. I just wanted to put that out there. If anyone at the City has any comments on a preferred project management tool?

**Femi Adebayo:** Vinh Tang, do you have any insight into this, based on past or precedent?

**Vinh Tang:**   I always think that simple is best. An Excel workbook for all CTAB members. You guys can have a spreadsheet for your subcommittees to get your schedule written, what the plan is for the next six months. Everyone can add to it, and then, maybe on a monthly basis when you guys are at a CTAB meeting, check in to see what the progress and status is. I know that there are a bunch of tools out there, but Excel works best.

**Femi Adebayo:**  Okay, thanks, Vinh. Omari, does that help?

**Omari Stringer:**   Yes. that kind of answers the question.

**Femi Adebayo:**  Okay. I think that I see that Excel works across, and it's much better for people to work across. But that's just me. Thanks for that question.

**Harte Daniels:**   There is a company with free Excel with all of these things already worked out. It's called Bertex.

**Femi Adebayo:**  Bertex. Okay. Thanks for that. Being cautious of time, I want to make sure, because the weather is nice, make sure that folks can take advantage of the weather. So, I think the next thing is Committee Updates. At the next meeting, we will find time to write down more ideas. I will table this until next time. For now, you can go ahead and have the Committee Updates for each of the committees. And we'll start with Digital Equity. If there are any updates from you this week?

**COMMITTEE UPDATES**

**DIGITAL EQUITY COMMITTEE**

**Phillip Meng:**   First off, a lot of our committee members are reviewing application for the Technology Matching Fund. We will be doing that for the next couple of months. Looking at the big picture, we are looking at how we can orient our goals and progress towards those at CTAB. We are getting a little more clarity on what the committee or what the whole board wants to proceed with. One ara of interest is really looking into our work again with ACP and the telecom forum, including look at what life after ACP might look like. And we've also discussed DEI outreach efforts, and how we can align those with other committees and the work. Coleman, Harte, others, anything to add here?

**David Keyes:**  Just a quick note. We had Phillip Meng at our meeting this week on how we rate the data once we have completed the survey data collection. We had about 4,200 surveys completed. It's a much broader demographic than we've had in the past. Then we'll be looking towards starting to look at the analysis.

**Harte Daniels:**   One of the other things that we discussed is that at a previous board meeting, we got to listen to Aishah Bomani. She is boots on the ground, actual face to face with the customer on the ACP. We were listening to barriers and some of the ingenious ways that they have come up with of trying to get that word out, or help these various groups. And so it came to our mind that when we're talking about ACP, etc., is there a way that we could just focus on what work could we do for a person with this brand new job title, never before done at Seattle Public Schools. What can we do to further help that effort. So, that was also part of the discussion. And of course, we will begin trying to talk to community-based organizations that have frontline voices, as opposed to a collective voice coming and having people speak for the covered groups, and have them use their own voices, and how we gather that voice before that telecom forum, as opposed to using our voice or our intellect in trying to speak for them. So, again, it's focused on having the community speak for themselves. But those two things were something that we discussed.

**Femi Adebayo:**  Okay. Thank you very much. Privacy and Cybersecurity?

**PRIVACY AND CYBERSECURITY MEETING**

**Merrill Miller:**   I guess I can provide an update. We met recently and have narrowed down some of our focus for this year to be centered on some community outreach type activities. We are going to wait for the overall strategy and plan for broader CTAB to be finalized, and then hone in on a few centralized projects which we will focus on helping Seattle residents to feel comfortable with their security.

**Femi Adebayo:**  Awesome. Thanks, Merrill, for sharing that. I think those are all of the committee updates we have. For the engagement committee, I'm not sure what the bylaws say about how many committee members we have to have, but right now, only Omari Stringer, myself, and Isobel Rodriguez are the folks on that committee. So, I wasn't sure about what the bylaws say about members. Are three enough to have a meeting?

**Vinh Tang:**   So, Femi, how many members did you say you have?

**Femi Adebayo:**  It was just myself, Omari, and Isobel.

**Vinh Tang:**   That's three. That's not a quorum. (unintelligible) If you have four, then that's a quorum.

**Femi Adebayo:**  Okay. I will get with you offline on some of the questions I have, and start engaging and start plans.

**Vinh Tang:**   For the other committees, Digital Equity and Cybersecurity, they meet on the fourth Thursday?

**Femi Adebayo:**  Digital Equity is the fourth Tuesday of the month.

**Vinh Tang:**   Both of them are on Webex, so if you want to be on Webex, as well, just let me know.

**Femi Adebayo:**  Yes, I was actually going to ask you about that. We can just have Webex available for folks who want to join, I think it makes it easier that way. Just so that I don't keep waiting, because I wasn't sure if three of us cold manage. But I will reach out to the others. Any public comments? Any public announcements?

**PUBLIC COMMENT**

**From chat:**  from Keyes, David to everyone:    7:04 PM

Here's the link to the King County Broadband and Digital Equity plan site: County Regional Plan web site

<https://experience.arcgis.com/experience/fc452f3c1bd2440590d50658a5f19039/page/Overview/>     (an interesting example of what can be done in ArcGIS too.)

**Harte Daniels:**   Again, what you're calling public groups, they are the face to face with so much of our population that have all of these different barriers, so there are quite a bit of similarities in what they have to work with and how they have to work between them and healthcare and our governmental agencies, people who work in governmental agencies.

**Femi Adebayo:**  Thanks for sharing. Any other public comments or announcements? Hearing none, please enjoy what is left of the sun today, and we will adjourn until the next meeting.

**ADJOURNMENT**