**September 12, 2023 Meeting - Seattle Community Technology Advisory Board**

Topics covered included: 2024 Digital Equity Grant Applications, Digital Equity Reminders, committee updates

**This meeting was held:** September 12, 2023; 6:00-7:30 p.m., via Webex and in person

**Attending:**

**Board Members:** Camille Malonzo, Phillip Meng, Aishah Bomani, Isabel Rodriguez, Coleman Entringer, Omari Stringer

**Public:** Dorene Cornwell, Harte Daniels, Joe Hailey, Vikranth Etikyala, DeiMarlon Scisney, Brian McRae, Diana Rodriguez, Lily Istrate Hart

**Staff:** David Keyes, Alice Lawson, Brenda Tate, Meira Jough, Eleonor Bounds, Vinh Tang, Cass Magnuski

**21 In Attendance**

**Camille Malonzo:**   Hi, everyone. Welcome to the September CTAB meeting. I hope you all had a great August and end of summer. We have a rainy day today with a lot of traffic, but the weather looks pretty good this weekend, so I'm looking forward to that. I'm also looking forward to a DEI-focused meeting tonight. We had to amend our agenda, because, unfortunately, one of our presenters had a last-minute conflict. Hopefully, we will get him on the agenda for a future meeting. We will get to those digital equity items after introductions. So, on to our top of the meeting business, things that we usually do. So, first up, we're going to do introductions. I think we have a few new people here, so we will go around and I will name you and you can introduce yourself with your name, where you're calling form, and your affiliation. Please state your full name, so that we can have that for the minutes.

**INTRODUCTIONS**

**Camille Malonzo:**   Thank you all for the introductions. The first order of business is to approve our minutes and our agenda. Can I please get a motion from a board member to approve the July meeting minutes?

**Philip Meng:**   I move to approve.

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

**Omari Stringer:**   Second.

**Camille Malonzo:**   Thanks, Omari. All those in favor? All those opposed?  Is anyone abstaining? This motion passes. Thanks, all. next up is to approve the agenda, but I need a motion to update the agenda, so Tommy Lee had a last-minute conflict, so we're going to reschedule his presentation on broadband mapping to another meeting later this year. I move to amend the agenda to remove the broadband mapping session of tonight's agenda. Vinh Tang, do I ask for a motion to approve the edited version? Is that correct?

**Vinh Tang:**   I advise you to move to adopt the amended agenda by CTAB members.

**Camille Malonzo:**   I move to adopt the amended agenda and removing the broadband mapping session. Can I get a second from a board member?

**Isabel Rodriguez:**  Second.

**Camille Malonzo:**   Thanks, Isabel. All those in favor? All those opposed? All those abstaining? This motion passes. We will update that for the web site. First up on our agenda is Meira Jough with the 2024 digital Equity Grant applications.

**2024 DIGITAL EQUITY GRANT APPLICATIONS**

**Meira Jough**:   Thank you so much, Camille. My name is Meira Jough. I'm going to share my presentation on the screen so that you can see it. I'm here to share information about our 2024 digital equity grants. We have two grants available, the Technology Matching Fund and the Digital Navigator Grant. With our Seattle digital equity grants, we are working with the community to make sure that our residents have the technology they need so they can engage fully with civic life, cultural participation, employment requirements, and very importantly, access to essential services. Our grant program funds community-based solutions, reduce or eliminate existing barriers to technology access.

Seattle's Internet for All initiative is Seattle IT's roadmap to achieve universal internet for all of our residents. To show our progress towards this goal, the City has created an Internet for All dashboard, which is available on our web site at seattle.gov. These dashboards provide both a high-level look and detailed data, as you can see, tracking movements towards our Internet for All Seattle action plan objectives, which are also on our web site.

For our 2024 digital equity grants, we will award a total of $545,000 to community-based digital equity projects through the grant cycle. Grants will be awarded up to $35,000. Community match is required, and that is a 25 percent match. Projects must be completed within one year. 2023 Technology Matching Fund grant recipients will not be eligible for 2024 funding, because the 2023 projects and the 2024 projects will be implemented concurrently. So, the projects overlap. For that reason, if you've received a Technology Matching Fund grant in 2023, you are not eligible for 2024 funding. But you will be eligible again for 2025 funding.

Our projects aim to increase internet access and adoption through digital literacy classes and/or workshops; devices and technical support, internet connectivity and Digital Navigator services. Digital literacy classes and workshops provide digital literacy skills to new technology users. Devices and technical support programs will provide devices, for example, (unintelligible), smart phones and assistive technology, and also provide the technical support to use these devices successfully and effectively. There is also internet connectivity, which is providing internet to low-income residents by expanding WiFi or other means, such as (unintelligible), access points and other Digital Navigator services, which is providing one-on-one or for a small group, just-in-time in person assistance sometimes, or truly sometimes by phone, text, or email. And these Digital Navigators show residents how to use their devices, connect to the internet and sign up for a low-cost internet plan.

Our Technology Matching Fund projects may include multiple digital equity projects. So, all of those components that I just talked about, TMF can address multiple lines of those, but the primary purpose of the projects must either be digital literacy classes and/or workshops, devices and technical support, or internet connectivity. the Digital Navigator grant, on the other hand, provides Digital Navigator services. So, that's providing one-on-one Digital Navigator support. Digital Navigators will assist residents to navigate and apply to the City's affordability programs. They will work with the City to help improve City services, and will also assist residents who are the least likely to access these services, which may include language services, so language access. It's not required, but one way that an organization can support City services through language access.

Projects will be selected based on reviewer scores. Reviewers are community volunteers, and many of them come from this group here, CTAB. Final recommendations will be made to the Community Technology Advisory Board and the Seattle IT CTO in February 2024. The application timeline is as follows:  Applications will be accepted starting September 18. That is next Monday. Preliminary applications are entirely optional, but I highly recommend that organizations submit preliminary applications> it's an opportunity to get feedback on your application. And those preliminary applications are not scored, so you can get that feedback without it affecting your final score. Applications are due at 5:00 p.m. on November 9. And then, as I mentioned, award notifications are in February, 2024. Projects will be implemented April,2024, through March 2025. So, organizations will have one year to complete their projects.

Who is eligible to apply? Nonprofit organizations, neighborhood groups, parent/teacher/student organizations, business groups, and community-based organizations. Not eligible to apply are individuals, for-profit businesses, religious organizations, major institutions like government agencies, hospitals, universities, schools, political groups, and organizations outside the City of Seattle.

If you have questions or need technical assistance, you can email communitytechnology@seattle.gov, or visit our website. Please consider volunteering as a reviewer. As I mentioned, in past years, we have had some great community volunteer reviewers from this CTAB group. There are a couple of ways that you all can help. You can share this grant opportunity with organizations or community groups that you know, or you can just direct people to our seattle.gov digital equity grants page, or you can volunteer. The community reviewers want to help ensure that there are diverse opinions and perspectives and transparency in funding. The applications are scored by community reviewers. The highest-ranking projects will be recommended for funding, and those recommendations can be approve by (unintelligible), and also by the Seattle IT CTO. It is, I think, a fairly painless commitment, typically. The review period is November 18 through December 4. Typically, we receive 40 to 50 applications. Each reviewer will score an average of 15 applications. the review process in online, so an online forum and everything is online. The total time commitment is anywhere from 10 to 15 hours. I hope to have orientation at the beginning of November. I am hoping to confirm the reviewers by October 16, which is a couple of weeks away. I do understand that it is sort of over the holiday period and right before the Christmas holidays and end of December holiday's, too. I know that it is a tricky timeline, but I really encourage you all to be involved if you can put aside the 15 hours for the grant review period.

**From Chat:**  from Tang, Vinh to everyone:    6:42 PM

<https://www.seattle.gov/tech/grant-opportunities/2023-digital-equity-grant-opportunities>

I also would invite any reviewers on a previous panel who care about their experiences. I wonder if anyone would volunteer to do that.

**Philip Meng:**   Sure! I could put in a quick word. It's a really good experience. You learn about community-based organizations and other groups in the community that are working on issues like digital equity. It's really interesting to learn in detail about the work they are doing, and also to think a little bit about the mechanics by which these organizations get to community members. I would really recommend it. You meet and work with great other reviewers. I have been a TMF reviewer for a couple of years now, and have found it to be a really rewarding experience.

**Meira Jough**:   Thank you so much, Philip. Harte, would you like to share something about your experiences?

**Harte Daniels:**   As I've said, I have been volunteering in the Seattle area for a couple of decades or more. So, I do know about some of the organizations and what they're about. but beyond Philip's remarks in that regard, it is an opportunity for you to actually, through your comments and scoring abilities help you see the boots on the ground, the focus of community inside the neighborhoods, the smaller nonprofits that don't normally get an opportunity for a grant. Your comments can become assistance for them to become better, not only in apply for grants, but in understanding how to be effective and have a better outcome with the groups that they're helping. I think your comments as a reviewer mirror those you get to deliver in occasion. Our committee has invited some of them to our meetings, and it does help them. They get to know that they are heard and that there are people out there that are very interested in their success, whether or not they receive an award.

**Meira Jough**:   Thank you, Harte. Dorene?

**Dorene Cornwell:**   I totally want to echo what Philip and Harte have said, but I'm going to say something else. Along time ago, I was involved with a project and we were working with a grant writer, and the grant writer was writing a TMF application. Part of the thing I'm affiliated with is the STAR Center, which has always been a community technology center, by and for people with disabilities. And at the time we wrote the grant, and the grant reviewer said, "Don't put too much in there about disability, because the reviewers won't understand it." Okay, fine. But now, I always, always look -- and the correct criteria don't really state it very clearly, but how people plan to address the needs of people with disabilities, or seniors -- because people at different stages of life, different technologies will help them. That's my secret agenda. I always look at that, try to look at that within the framework of scoring. That's one of my personal axes to grind, but I want to echo the point about it really is a way to see what is going on in the community, see some really great ideas, and help grow the whole network of peoples' familiarity with what the internet can do for them.

**Meira Jough**:   Thank you, Dorene. I'm disappointed to hear that you had that kind of experience with the grant program. We really prioritize audiences like older adults, and people with disabilities. This is an opportunity. If you have an interest in supporting communities that really lack access, make sure that they're served by community projects that are appropriate to the needs of those populations. It has been great having you, Dorene, for bringing that perspective on the review committee in the past. This speaks to the diversity and perspective that I really appreciate when you volunteer to review the applications.

**Dorene Cornwell:**   Like I said, that was partly educating the grant writer. And that grant writer is a great grant writer. But just go into it with what do I have to show and what do I get to learn. Because there is stuff I always learn, too. Thank you.

**Meira Jough**:   Thank you, Dorene. Camille?

**Camille Malonzo:**   I echo everything. But I just wanted to add that the experience is really illuminating. If you are a new person to the world of digital equity, it's really illuminating since you get a sense of the landscape of the kinds of programs, and how they mechanically work. You get a sense of the different organizations that do really amazing work in our communities, and how you can engage, either this way or in a different way. And if you do it multiple years in a row, you see the growth of organizations and can see the different programs and the way that they operate, the changes to their processes. That has been really fulfilling to someone who has come back to it. Meira does a really great job of helping folks along through that process, so that's my pitch for the different kinds of folks who might be interested in becoming a grant reviewer.

**Meira Jough**:   Thank you so much, Camille. Well, if three are no others who can talk about their reviewing experience, are there are questions about the grants that I can answer?

**Diana Rodriguez:**   Is this a reimbursement system, or how does it work?

**Meira Jough**:   That's a great question. The funding is reimbursement, so an awardee gets a contract with the City, and then, once that contract is in place, they deliver services, and then the City reimburses them. (unintelligible) There are guidelines as to what is eligible for funding and what is not. So, if you have any questions about that, that will be on the web site. Joe, do you have a question?

**DeiMarlon Scinsey**:   I understand that for-profit businesses cannot apply, but I work with a slew of small businesses, BIPOC and under-represented businesses like that, that also have physical sponsors. Is that allowed or is that not in this case?

**Meira Jough**:   Well, D, why don't you send me an email and we can talk about a little bit more what you're thinking about the businesses that you know of. There might be some ways to fund a project through the (unintelligible) Business Association, which is a community group of businesses, and they did use a fiscal sponsor, so go ahead and send me an email, and we can try to work through what the possibilities are.

**From Chat:**  from Joe Hailey to everyone:    6:38 PM  Are there any restrictions on the source of matching funds?

**Meira Jough**:   Yes, there are some restrictions on the matching funds. They are outlined in the grant guidelines. And so if you go to our web site, you will find those grant guidelines, and it will outline what can be covered as a match. Lily?

**Lily Istrate Hart:**   My first question is around the experience required for the nonprofit? Do they need experience when proposing whatever services they're proposing?

**Meira Jough**:   Not necessarily. If you look at the grant review criteria -- so the scoring criteria that the reviewers use will be up on the web site, and you will see that number scoring based on whether or not you are doing a new program or a continuing program, we are looking at your experience as an organization and how that is connected to digital equity. The reviewers like to see a strong connection with community, but you don't necessarily have to have experience specifically with Digital Navigators or other digital equity programs.

**Lily Istrate Hart:**   Thank you.

**Meira Jough**:   You're welcome. Harte?

**Harte Daniels:**   To address your question about no experience, and adding to what Meira Jough was saying, there is a section in the grants about evaluation. And generally, if a smaller group has had more experience in projects or providing services and is better able to articulate and address that section on evaluation, and the reviewers obtaining more confidence in their ability to have a successful outcome in their project -- although I'm sure that a project, as we all know, a failure isn't a failure. It's a learning process and there are benefits to doing it, but if you've been experiencing a particular project, perhaps seeks some experts in helping to guide you in understanding especially about that section about evaluation and your narrative. That's about the only advice I can give on that.

**Meira Jough**:   Thank you, Harte. And then, Dorene. Sorry I missed your hand.

**Dorene Cornwell:**   That's okay. I think there's a question from Lily in the chat. Why don't you go with that first, and then I'll see what I need to say?

**From Chat:**  from Lily to everyone:    6:42 PM

Are there any restrictions or preferences given to size of organization?

**Meira Jough**:   Are there any restrictions or preferences given to size of organization? there are no review criteria on the size of the organization. And there are no restrictions based on that. While we do ask you in the application for the size of your organization, but that is not part of the scoring criteria.

**Dorene Cornwell:**   A couple of things. I'm going to talk a little bit about -- I think Harte's point about showing if you've thought about some different ways to do evaluation is usually important. I know sometimes organizations apply for just small grants if you're not quite sure what to do. I don't know what the current practice is about that, but definitely it is intended to be a process that is open to lots of different approaches. I want to say one thing about community match, because community match can be all kinds of things. So, sometimes it's professionals who make an in-kind contribution of their time. And there's a maximum amount per hour that you can count as match. And then, sometimes an organization would write a letter of support that says we're going to let you use our space. That kind of thing could be from a church or some other kind of space that's available. Tell me if I get any of this wrong, Meira, but I just know that those questions have come up in the past about what is community match. Thanks.

**David Keyes:**   The Technology Matching Fund has funded a number of first-time projects from both big and small organizations. I think to dovetail some of the comments. Reviewers look for how well articulated the project is, having clarity in what your project is, and sharing a plan to show that you have the capacity and know-how to implement it. To some extent, not to do too broad a plan. It's better to show that you can a small and clearly articulated plan within the necessary time, and not to do too much at once. Certainly, we've had organizations that have been first time projects, and had applied before, and bringing in the resources, visiting other projects, can certainly help educate so you also know how to deliver programs.

**From Chat:**  from Lily to everyone:    6:44 PM

Will one form of match weigh more heavily than another? And will orgs that provide greater than 25% match receive more "points" on that part? Thanks!

**Meira Jough**:   Thanks, David. Lily asks will one form of match weigh more heavily than another? And will orgs that provide greater than 25 percent match receive more "points" on that part? No, there are no points received for more of a match. It's just a 25 percent requirement. There is a question on the application around how that match is incorporated into your project. That question is scored. So, you will see that on the criteria. Any other questions? I will be offering three information sessions, specifically around the grant application, the review criteria, things like the eligible (unintelligible), and those will be up on or web site, too. And then, there's a Webex meeting link that you can just click on and join. There is no registration, so attend one of those information sessions. They will also be recorded and posted on the web site.

Thank you so much for letting me share these exciting grant opportunities.

**Camille Malonzo:**  Thank you, Meira, for the presentation. I was wondering if it is okay to put your email into the chat for folks to follow up with you?

**Meira Jough**:   Yes. That is a great idea. Feel free. But I do check the communitytechnology@seattle.gov email account, which has all of the grant materials. If you send an email there, I will still see it. But you can also email me directly at meira.jough@seattle.gov. Is that the information session information? Camille, can I...?

**Camille Malonzo:**  Yes, if you want to forward it to me, I can forward it to the group.

**Meira Jough**:   What I'll do is, once the digital equity page has been updated for the 2024 grant application material, I'll send that to you and you can send that out to everyone. That should happen in the next couple of days.

**Camille Malonzo:**  I'll make sure it gets sent out. Thank you all so much. Thank you, Meira, for your presentation. I'm looking forward to a lot of folks signing up as great reviewers for this season. Next up in our agenda is a presentation by David Keyes. There's so much happening in the world of digital equity. Thankfully, we have so many experts when I ask for those who can share things that are happening in the world of digital equity. Handing it over to you, David. I hope your car is okay.

**DIGITAL EQUITY REMINDERS**

**David Keyes:**   Thanks. Yes. My car made it, but I didn't really get much time. There are a few things going on. I'm sorry that I missed the beginning of the meeting. Was Tommy Lee here talking about the ...?

**Camille Malonzo:**  He had a last minute reschedule. We will ask him to come back probably later this year.

**David Keyes:**   Okay. And I can give at least a notation about it. So that might help.

I will start with the National Digital Inclusion Alliance does an annual event to raise the profile of digital inclusion around the country, encouraging folks to either hold events or get on social media and say why digital equity is important to you and tag it. So, that's a great opportunity. I think what I'll do is I will put a link in the chat here. I'll share a couple of things and then do that.

**From Chat:**  from Keyes, David to everyone:    7:00 PM

<https://www.digitalequitykc.org/upcoming-meetings>

**David Keyes:**   You are welcome to register what you're doing on their site, but it's also a great way to see what is going on around the country, as well. They have a theme this year about staying connected. I thought I had that right in front of me, but I don't have that yet. I'll grab a link to that. so, that's number one.

The second one:  There are two plans right now that the State is working on related to federal funding. One of them is the BEAD. Broadband Equity Access and Deployment, that I think we'll have Tommy Lee back for to talk some more about. The short picture of that is that most of what the BEAD, the federal funding coming to the State, what BEAD will do is to pay for broadband in unserved areas first. In King County, there are still some rural areas that have no broadband, for instance, as well as a lot in the rest of the State. And then, there is sort of a second tier. That first priority is getting internet to the unserved areas and unserved locations. Secondarily, the underserved. But it won't even fund all of the unserved locations in the State. The State has just finished and submitted a five-year plan for BEAD. So, they are accepting some comments. Their next phase is at the end of the year to submit a proposal for use of those funds that we'll get from the federal government that has passed as part of the Infrastructure Jobs Act. So, they are looking for and accepting comments on that through October 15.

And the other piece that some folks might be interested in is also, as part of what the states can invest funding in is workforce to support the industry that will be building out broadband. Broadly, ranging from those who will install fiber, and plan fiber routing, all the way, potentially, to customer service people and network engineers an so on. And so, there's an element in the State's BEAD plan around equity and workforce training. So, that is something you can take a look at. There are two sections on the State web site, and I will pop that into the chat.

**From Chat:**  from Keyes, David to everyone:    6:54 PM

<https://www.commerce.wa.gov/building-infrastructure/washington-statewide-broadband-act/internet-for-all-wa/>

**David Keyes:**   Maybe I'll do a brief share of my screen. Some of this is a little bit hidden, so just having an orientation to what you will see may be helpful. This is the pop-up for the web site for the State Broadband Office, which is within the Department of Commerce. They have adopted the Internet for All title, which is what the federal government has opted for this work around BEAD and digital equity. I will note that the federal government adopted it after Seattle adopted its Internet for All. So, down on the page here, just to note, you can subscribe to their notifications. They have some descriptions about what federal funding is going to be coming, and what the two programs are. And then, they have this Review the Plan section. So, there are two accordion things you have to click on to see. There's one for the commentary on the BEAD five-year plan, and then, there's another box here for the digital equity plan. They are taking comments through October 31. And there are two links here. One is to review the draft plan, and that is basically a download. You can download the plan there through that and take a look at the sections that are there. And then, they have a form online for submitting a comment. But they also just announced recently three in-person public comment sessions. The one that is closest to us is September 28, at the Seattle Central Library, 4:00 to 6:00 p.m. I just want to note that also. There is an opportunity in roughly two weeks to comment there, or to submit something online. Just kind of a note of what happens from there is that they have this draft plan. So, with BEAD, they will be submitting a proposal for actual projects at the end of the year. And then, with the digital equity plan, they will be finalizing the digital equity plan in December. And then, next spring, roughly, they will be actually submitting proposals for implementing what to do with digital equity funds, which is called a capacity grant. That's the scheme of what is happening with those two things that I wanted to note for folks.

One other note here on what's happening is that the next Digital Equity Learning Network meeting is happening on September 21. I will put the link in the chat. The digital Equity Learning Network of King County has a meeting coming up on Thursday, September 21, from 12:00 to 1:00 p.m. And at that meeting, there is going to be both an update from King County, I believe; and then also from Lisa (unintelligible) at the State about what is happening with these county and State planning efforts.

DELN is a coalition of supporters, providers, the City, internet service providers, and others, to support capacity building in digital equity work. We're starting to look at what are topics that folks want for training, for advocacy, for awareness, and resources in 2024. That will also help inform. The City has had a contract to help have Literacy Source to help facilitate some of the Digital Equity Learning Network. So, that will also help us in terms of that work going forward in 2024. I'll stick that in the chat and you can go to the web site. There is a spot further down on that web site to register for the Digital Equity Learning Network. I also just want to encourage this free membership to DELN. It helps to say who is a supporter of digital equity in our work here. I encourage that membership, too.

I think that covers the digital equity updates. One quick note on what we are involved in: We are just reviewing the summary report on our Technology Access and Adoption Survey. That's just being laid out and we will be working over the next couple of weeks to finish that up and get the data set posted, and the data exploration portal, and we look forward to presenting that at a future CTAB meeting, as well. And thanks to some of the CTAB members for helping to inform our Technology Access and Adoption Survey work. More to come.

**Camille Malonzo:**  Thanks, David. I don't remember. Did you talk about the Digital Inclusion Week in October?

**David Keyes:**   I did, briefly. I'll find a link and get that one handy. It's October 2nd to 6th, National Digital Inclusion week. That's a great opportunity. And I will find the link and put that in the chat. One other quick note. We're seeing  more steam to be had on the renewal of the Affordable Connectivity Program. That is the up to $30 a month discount on internet for low income folks, or on tribal lands up to $75, and in some rural areas. That program, which folks have come to rely on quite a bit and has really helped people, that is probably going to run out of money in about April or May. There is work going on to try and get that renewed. And some resolutions -- the Mayor introduced a resolution calling for the renewal of the Affordable Connectivity Program at the US Conference of Mayors, which passed. There is a need to particularly encourage advocacy from Senator Cantwell, who is in an important position, Cathy McMorris Rodgers on the eastern side is in an important position. You will see more about this. Take a look around. I just wanted to give you a heads up and if you are talking to folks, then there is an opportunity and a need here to encourage that renewal of the Affordable Connectivity Program. I'll stick in a link. There is a good article as well, about that, done by Bill Callahan in Ohio.

**Camille Malonzo:**  Maybe I missed it. I'll look into it.

**From Chat:**  from Keyes, David to everyone:    7:08 PM

National Digital Inclusion Week <https://www.digitalinclusion.org/digital-inclusion-week-2023/>

**Camille Malonzo:**  Thanks, David. That all sounds really great. I'm writing it all down so that you can send reminders on all of this stuff, with the links.

**David Keyes:**   Yes. There is a $1.1 million for households in Washington State. And in the State right now, three is only about 26 percent of eligible households participating, compared to 37 percent nationally. Washington State seems to be lagging behind in the use of the ACP, as well.

**Camille Malonzo:**  Do folks have questions for David? Thank you for all of the links and reminders, David. I don't know if there are more items?

**David Keyes:**   No, I think that's it. There's a lot up there.

**Camille Malonzo:**  Yes, there is really a lot. Thank you so much for sharing and keeping us aware, as well. Again, I will collate everything and send it out to membership some time this week. We have committee updates next. Do folks want to take a little break, or get through committee updates? We usually have a break, but I think maybe I'll ask the Digital Equity folks to give an update on the last meeting.

**COMMITTEE UPDATES**

**DIGITAL EQUITY COMMITTEE**

**Harte Daniels:**  Philip, I was going to say that you are the best one to do that, especially since you have done significant movement on the project. I apologize for interrupting you. You were being more humble and I wanted to push you forward there.

**Philip Meng:**   Just a couple of quick things. One, we're planning to hold the next telecom forum during the November meeting. We're happy that AT&T, T-Mobile, and Verizon will be joining us. We should have some more details about the schedule soon. There are several projects that we're working on this month. A candidate questionnaire around digital equity and accessibility issues that we are looking to send to candidates for the Seattle City Council positions. That's something that is going to be on our agenda. Anything to add?

**From Chat:**  from Keyes, David to everyone:    7:09 PM

October 2-6 for Dig Inclusion week. The theme is "Building Connected Communities" #DIW2023

**Camille Malonzo:**  Philip Meng, can you put a link to an email or a sign-up sheet for folks? We have folks not on the call, so it would be great to get plugged into all of that great work.

**Philip Meng:**   I can post our sign-up sheet.

**Harte Daniels:**   While Philip makes it sound a little bit simple, I'm sure that those letters -- I always look forward to more input, especially moving into that second section of the letters. We had a big discussion on not just what do you think of (unintelligible) but that we need time to form the questions about showing effectiveness and how the candidates will support the end goals of what digital equity is supposed to do. So, the creativity of all of the people out there listening, that would be a great one for jumping in, because I know you all have concerns, otherwise you wouldn't be here right now. Again, thank you, Philip, for being concise, but it is a good lift and we welcome all of your ideas from all of you that are out there listening.

**Camille Malonzo:**  Thank you all so much for the update, and also for the awesome work. It's very exciting to care about both things. We will catch up on that. For Privacy, I don't know if it is Isabel or Omari. I can also speak to it.

**Isabel Rodriguez:**  I'll let you or Omari take this one.

**Omari Stringer:**   Go for it, Camille.

**PRIVACY AND CYBERSECURITY**

**Camille Malonzo:**  A little bit of a reorganization, I guess, in how we are going to be thinking about cybersecurity and privacy. So, first of all, thank you to Isabel Rodriguez, for all of their great work this last year in leading that committee. I think, just given different  priorities of the group, we're going stop monthly meetings for Privacy and Cybersecurity until the beginning of next year. But there is still a Privacy and Cybersecurity thread that runs through CTAB that will still be organized and thought through. It's just taking a different form right now, but that doesn't mean that we are not soliciting energy for Privacy and Cybersecurity. So, thank you to Omari Stringer, for stepping in and championing that thread. For folks who are interested in privacy, who have conversations that they want to start or engage in, the CTABPrivacy@gmail.com email is gong to be the way to get to the thread championed by Omari Stringer. So, thank you, Omari, for taking that up. Was that good, Isabel or Omari?

**Isabel Rodriguez:**  Yes, thank you.

**OUTREACH COMMITTEE**

**Camille Malonzo:**  Last but not least, we have an update from the Outreach Committee. Femi Adebayo had a last minute work thing, unfortunately. One of the things that we wanted to do as a group, more like touchstones. We only meet once a month, and we have our meetings, as well, but I think there's so much that happens that we just don't see as a group that doesn't get serviced. I'm working on a newsletter towards the end of this month that will go out each month that kind of collates updates, so as we get our email with the agenda for the meetings, a focus on the awesome work, reminders. What I ask of all of you is that you email me any updates that you think would be relevant to this broader group. So far, we have all of the updates from this meeting around digital equity, including the TMF, the digital equity grants update, how to become a reviewer, David Keyes' updates, and just other things that I will be collecting. The audience is going to be the CTAB distribution list, those who get the agenda emails. That's kind of the intention. And I also have a little section that asks what are you reading around data equity, privacy and cybersecurity, anything in the news that might be relevant, and other things top of mind. So, if it is top of mind for all of you who are in this space or are interested in this space, please share it with other people, as well. If you all could email me by the 18th, which is next Monday for those items, that would be very helpful. And then, I will organize and get it sent sometime next week.

**Cass Magnuski:**   Have people left the board?

**Camille Malonzo:**  Yes. Folks have transitioned off for different reasons. I think one was Get Engaged, for example, which was the end of Annie's term, and then we will have DeiMarlon Scisney, "D,"  soon as a member. And then two months ago, Merrill moved for work, so she couldn't be part of CTAB.

**Cass Magnuski:**   Thank you.

**From Chat:**  from Harte to everyone:    7:17 PM

I understand this newsletter, but what is the broader objective of "Outreach"?

**Camille Malonzo:**  I think it's on the web site, but I guess it is to market CTAB. There is social media that we want to get more engaged on; and there are newsletters that folks have some eyes on. The goal is to drive folks to CTAB meetings and get engaged with the broader community in different ways. It is evolving as a committee. We only started it this year to address some of our immediate needs around communication.

**Harte Daniels:**  Getting engaged with the community, does that mean learning about and supporting some of the community-based organizations?

**Camille Malonzo:**  I'm not sure, and I don't want to speak for Femi Adebayo. But, other committees do that already.

**Harte Daniels:**  I just think that the committee work sometimes doesn't get seen. But like you said, you will create a newsletter to follow that together. I'm just looking for the end result. So, trying to get more people funneled to CTAB to do what? To support what. Or is there something that we want to do that -- all of the committees together want to support something that the City or the State or someone else is doing and supporting. So, the final goal -- I guess I apologize. I know that you're in the process of working that out. Those are some of my questions.

**Camille Malonzo:**  Those are really good questions. We're starting to think through that with our workplan as the broader CTAB group, but that's going to continue to evolve as CTAB does, and it's going to look different next year. I think the idea of outreach was to have some infrastructure in place to support that growth. We will hopefully continue that conversation as a board.

**Harte Daniels:**  Thank you.

**Camille Malonzo:**  Okay. Awesome. Thank you all so much. I'll send an update on outreach to the membership by the end of this week just as a reminder for the newsletter.

Last but not least, we have public comment. If folks have anything to share, this is your opportunity.

**PUBLIC COMMENT**

**Harte Daniels:**  This is just a reminder. Omari Stringer had asked whether there are tools that members could use in organizing without getting elaborate. And, the Digital Equity Committee had quite lengthy conversations throughout this year on how to execute and be effective, and also Philip Meng, as a board member, can share the Excel spreadsheet and the concept behind it. And you can tap me if you to, Omari, how to use it without getting down into the weeds. In other words, how to use an Excel spreadsheet effectively for the multiple aspects of running a project. But Philip Meng has that. I sent it over when we had a conversation. At least an email. We wanted to be able to share with other committees outside of ourselves, the learning process that we went through this year.

**Omari Stringer:**  Yes? Thank you for that. Philip Meng, I will reach out to you and take a look, and if I have questions, we can discuss. Thank you!

**Philip Meng:**   Sure. We can start an email thread. Harte, thank you for sharing the management spreadsheet. (unintelligible)

**Harte Daniels:**  Again, I think Coleman, Philip, Kai, and Dorene are being humble when they worked through so much. We didn't sit down and discuss lessons learned, but there was a lot of work besides that little tool that each of the committee members contributed to in terms of how to be effective. That's another thing that can be shared with Omari Stringer and others. So, a bit applause to each of those people that stuck it out and came every month. I don't think you realize how much brilliant ideas and creativity that team members came up with, so I wanted to recognize that. I don't want any of the team members to think that the tool actually contributed during the meetings. Thank you. And that's a good thing to share, as well.

**Camille Malonzo:**  Thanks, Harte. Are there more public comments? D?

**DeiMarlon Scisney:**   Thank you. It's not really a comment, but a question. Is that okay? I was looking through the minutes. Excuse me if I may have missed that in previous minutes or anything, but is there a place where all of the different committees are, with maybe a snippet of information around their affiliation with CTAB? There is Privacy, and the Outreach, and then I heard of the DEI Committee, as well, and I'm just trying to organize all of the different ones.

**Camille Malonzo:**  On the CTAB web site, under What We Do on the left side, there are listed committees. Broadband and Cable is a historic committee, but we keep that on the web site for archival purposes. But overviews for each committee are on this link.

**DeiMarlon Scisney:**   Perfect. Thank you.

**Camille Malonzo:**  I'll send you some onboarding material, as well. I just have to collect it and send it over to you.

**DeiMarlon Scisney:**   Thank you.

**Camille Malonzo:**  Great! So, with no more public comment, we will adjourn. Thank you all so much for a great September meeting. Thank you all for the great work on digital equity, and all of the things that we do here at CTAB. I hope to see you all here next month.

**ADJOURNMENT**