

**Technical Sub-Committee**  
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**Pennsylvania Broadband Development Authority**  
**Technical Sub-Committee Meeting**  
**December 15, 2022**  
**3:00 PM**  
Virtual Meeting  
Dial-In: +1 267-332-8737  
Phone Conference ID: 788 424 631

- I. Call to Order
- II. Approval of December 1, 2022 meeting minutes
- III. DGS presentation
- IV. Discussion topics
  - a. Broadband Ready Communities
  - b. Mandatory v. Optional items in NOFO
  - c. Pole Attachment matters
- V. Authority Updates
  - a. Listening Sessions
  - b. Industry Roundtable
  - c. Other
- VI. Public Comment
- VII. Adjournment

**Pennsylvania Broadband Development Authority**  
Technical Sub-Committee Meeting Minutes  
Thursday, December 1, 2022  
Desert Room – Keystone Building & Microsoft Teams Meeting

Sub-Committee members in attendance:

- Todd Eachus, Broadband Communications Association of PA
- Barb Burba-Filoreto, PA Wireless Association
- Frank Baier, PA Office of Administration
- Jim Gardler, Communications Workers of America
- Shane Ellis, Pennsylvania Utility Contractors Association
- Bill Wiendenheft, PA Intermediate Units
- Steve Samara, PA Telephone Association
- Terry Fitzpatrick, Energy Association of Pennsylvania

Department of Community and Economic Development (DCED) staff in attendance:

- Pam Frontino
- Lori Butler

Guests in attendance:

- Nicole Ugarte, National Telecommunications and Information Administration

**I. Call to Order**

Pam Frontino called the meeting to order at 3:00 PM. She then conducted a roll call of the sub-committee members.

**II. Approval of November 9, 2022, Meeting Minutes**

Pam Frontino welcomed the members and thanked them for their participation. Todd and Barb asked if there any questions or concerns regarding the minutes. Barb motioned to approve. Bill seconded. The motion passed unanimously.

**III. Listserv on Teams**

Todd Eachus opened discussion to address the need for communication between the joint sub-committees. Barb expressed the importance of exchanging information across sub-committees. Todd mentioned that lack of shared information could result in duplicative or crossing over into projects that could result in problems down the road.

Frank Baier confirmed TEAMS will be the platform utilized for communications moving forward. Pam advised the committee members regarding the next steps the Authority will take setting up the platform.

#### **IV. FCC Mapping Challenge Process**

Todd mentioned the deadline to challenge the FCC fabric maps is quickly approaching on January 13, 2023. There are several webinars available to help with facilitating the process. He encouraged the technical sub-committee members to join. Todd remarked on the status of the map. Barb and Todd thanked the Authority for their work with the webinars.

#### **V. Broadband Preparedness**

Pam remarked on the status of the Broadband preparedness effort. Pam mentioned the Authority will host meetings with as many counties and municipalities as possible to promote community-wide awareness. Pam mentioned that the Authority often receives questions surrounding funding roll-out, and the Authority continues to clarify that funding will be distributed by the Authority and will not be directly distributed at the county level. The Authority is the fiduciary of all funding sources. Pam mentioned Brandon Carson is working with Lisa Schaefer from CCAP to disseminate this information. Todd added that local and county governments have a significant role to play in the equity space from a funding perspective.

#### **VI. Broadband-Ready Communities**

Todd segued into a discussion surrounding the overarching challenges in the broadband space. He posed a question to the committee: as funding flows to the Commonwealth, how do we efficiently distribute the funds without exhausting resources? Barb mentioned creating a checklist to help municipalities with the grant application processes, which will be presented to the sub-committee and the Authority, and that she's coordinating with the Center for Rural Pennsylvania. Todd asked whether there is timeline to finalize the checklist. Pam advised that the Authority will be onboarding a consultant and one of the consultant's tasks will be to help to develop a broadband-ready toolkit/checklist. She recommended that the sub-committee continue drafting a checklist in the interim before the consultant is onboarded.

#### **VII. DGS presentation**

This agenda item was tabled until the next meeting on December 15, 2022.

#### **VIII. Authority Updates**

##### **a. CPF Guidelines**

Pam remarked that she is finalizing the CPF guidelines. Guidelines will be discussed at the industry roundtable discussion slated for December 8<sup>th</sup>. Pam mentioned the broadband infrastructure program is the first of the ARPA capital projects fund grants.

**b. BEAD and DE funding**

Pam advised the sub-committee members that the Authority has received planning funds and is working with NTIA to make a public announcement.

Pam mentioned Penn State Extension's involvement in the FCC map challenge process and introduced Harry Crissy to the technical sub-committee. Todd expressed his enthusiasm for working with Extension.

**IX. Public Comment**

There were none.

**X. Adjournment**

Todd Eachus motioned to adjourn. Barb-Burba- Filoreto seconded. Meeting adjourned at 3:42 PM.