

**Data & Mapping Sub-Committee**  
**Meeting Packet Table of Contents**

1. Meeting Agenda.....Pg. 2

2. November 16, 2022 Draft Meeting Minutes.....Pg. 3

**Pennsylvania Broadband Development Authority  
Data & Mapping Sub-Committee Meeting  
Wednesday, December 7, 2022  
9:30AM – 10:30AM**

Virtual Meeting  
Dial-In: +1 267-332-8737  
Phone Conference ID: 756 233 621#

- I. Call to Order
- II. Approval of November 16, 2022 Meeting Minutes
- III. Bi-Weekly Meeting Schedule
- IV. Vice Chair Discussion
- V. Penn State Extension
  - a. Data Testing Process
  - b. Data Submission Process
  - c. Webinar Q&A
- VI. Public Comment
- VII. Adjournment

**Pennsylvania Broadband Development Authority**  
Data & Mapping Sub-Committee Meeting Minutes  
Wednesday, November 16, 2022  
Microsoft Teams Meeting

Sub-Committee members in attendance:

- Jay Summerson, Microsoft
- Bill Kiger, Pennsylvania One Call
- Ed Mooney, Communications Workers of America
- Julie Tritt Schell, PA E-Rate Coordinator
- Gary Zingaretti, Zingaretti Enterprises
- Steve Schwerbel, Wireless Internet Service Providers Association
- Chris Cap, PA State Association of Boroughs
- Lisa Schaefer, County Commissioners Association of PA
- Dr. Kyle Kopko, Board Liaison

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

- Kalie Snyder

Guests in attendance:

- Jim Mercante, PA Digital Equity Coalition
- Pedro Romero, Verizon
- Jeanne Shearer, Windstream
- Harry Crissy, Penn State Extension
- Jim Skjeveland, Rolka Loube
- Kate Rivera, Kate Rivera Solutions
- Nicole Ugarte, NTIA
- Jennifer Halaszynski, Comcast
- Keri Oram, Michael Baker International
- Sean Carlton, Michael Baker International
- Jennifer Cloonan, Frontier Communications

**I. Call to Order**

Kalie Snyder called the meeting to order at 9:01 AM, provided housekeeping items and conducted a roll call of the sub-committee members.

## **II. Chair Selection**

Kalie provided a recap of the need to identify a Chair for the sub-committee and that having no direct outreach from interested members, we connected with Lisa Schaefer from CCAP, to discuss her interest in fulfilling that role. Kalie then left discussion open for committee member input on her nomination.

Lisa Schaefer added that while she was not present for the inaugural meeting, she is excited to take on this role and lead the committees' efforts moving forward.

Seeing no comments or questions from other committee members, Kalie asked for a motion to elect Lisa Schaefer as the committee Chair. Motion made by Ed Mooney. Motion seconded by Bill Kiger. Kalie asked for all committee members to approve or deny the motion. Motion passed unanimously.

## **III. Approval of September 27, 2022, Meeting Minutes & October 19, 2022, Joint Meeting Minutes**

Chair Schaefer asked for any questions or comments regarding both sets of meeting minutes, as presented to the committee.

Motion made by Bill Kiger to approve both sets of meeting minutes as presented to the committee. Motion seconded by Steve Schwerbel. Chair Schaefer asked for all committee members to approve or deny the motion. Motion passed unanimously.

## **IV. Authority Updates**

### **a. Status of Draft State Plan**

Kalie Snyder provided an update on the status of the draft State Plan. She acknowledged the amount of valuable feedback received from a number of stakeholders, to include the members of this sub-committee. Additionally, she mentioned that the DCED marketing team had turned the text document into a more robust and visually appealing document and that we would be presenting this to the Board at the following days Authority meeting.

Bill Kiger asked for an update on including language to the plan about safety, which he referenced was discussed in a recent meeting between the Authority staff and PA One Call.

### **b. Update on Proposed Partnership with Penn State Extension**

Kalie Snyder confirmed that the proposal was approved at the most recent Board meeting, contingent on some updated language in the existing master agreement

between the commonwealth and Penn State. She also acknowledged the importance of this sub-committee's consistent communication and involvement with Penn State's work moving forward.

Bill Kiger reminded that his membership consists of a lot of ISPs and that they would be willing to share that information. Additionally, he touched on the notification requirements during the planning phase of these projects.

### **c. Request for Proposal – Digital Equity and BEAD Planning**

Kalie Snyder provided an update on the RFP and that it was in the final stages of being drafted. She also mentioned that this would be released in the coming weeks. Lastly, she confirmed that the Authority has received NTIA approval for both the Digital Equity and BEAD Planning funds.

## **V. Bulk Fabric and Service Availability Challenge Process**

Chair Schaefer asked for Harry Crissy, Penn State Extension, to provide an update and outline their process to review and prepare data for the challenge process.

Harry Crissy acknowledged the need to have the fabric data from CostQuest to start testing on the ground by county and provider. He acknowledged there is a process in place to do ground testing.

Chair Schaefer asked if the data to be provided in the new FCC maps, would be the same as the fabric that is being procured from CostQuest. Harry confirmed that it is, but the download capabilities are much different and would require a much longer lead time to test the information.

Kalie Snyder added in some additional timeline information provided by the FCC and NTIA in regard to the challenge process and that it will be ongoing. She also explained the FCC will update the map twice a year via the 477 Form information.

Julie Tritt Schell asked how long the testing would take. Harry Crissy acknowledged that they were looking at an end of February time frame, but, due to the January deadline to submit challenges they are looking to get this completed quickly. They expect to be able to complete all testing by January 11, 2023. They will release data and information on a rolling basis to keep communications open. Julie also asked if the Authority would encourage public input to the maps. Kalie Snyder confirmed that the Authority will be looking at an outreach strategy to engage the public's involvement in reviewing and where necessary, challenging the map. Harry added in that it's helpful to contact the providers when flaws are identified. Chair Schaefer agreed to the importance of an outreach strategy and that it might be helpful to collaborate with the Outreach and

Education Subcommittee meeting. Julie added in that she is happy to help coordinate schools' involvement.

Bill Kiger added in that he is also happy to share that information with his members and that there are opportunities to do so at their regularly scheduled presentations. Chair Schaeffer asked if there would be an informational or one-page document to outline the steps/requirements to challenge.

Chair Schaeffer also asked how to best coordinate all of the challenge information that may be sent back collectively and independently of one another. Harry suggested working through CCAP, to which Lisa agreed but asked if we could identify a more formal process.

Chair Schaeffer asked for thoughts on what a future meeting schedule may look like. Julie Tritt Schell felt that the meeting schedule should be left to the Chair and would be amenable to whatever the frequency need is. Chair Schaeffer suggested that we ask for all members to share any standing unavailability and that we would look to a recurring meeting while trying to accommodate everyone's schedules.

#### **VI. Public Comment**

Chair Schaeffer called for public comment and questions. There were none.

#### **VII. Adjournment**

Chair Schaeffer concluded the meeting at 9:40 AM.