

Pennsylvania Broadband Development Authority

Board Meeting Minutes

July 7, 2022

The Forest Room, Keystone Building Meeting Center & Microsoft Teams Meeting

Board members and designees in attendance:

- Mark Critz, Department of Agriculture
- Mike Hanna, Department of Community and Economic Development
- Dr. David Volkman, Department of Education
- Joe Lee, Department of General Services
- Greg Thall, Chairman
- Dr. Kyle Kopko, Center for Rural Pennsylvania
- Joe Witmer, Pennsylvania Public Utility Commission
- Chloe Mandara, Office of Senator Kristin Phillips-Hill
- Matt Franchak, Office of Senator John Kane
- Representative Pam Snyder
- Beth Rosentel, Office of Representative Pam Snyder
- Representative Carl Walker Metzgar
- Phil Kirchner, Office of Representative Carl Walker Metzgar

Governor's Office staff in attendance:

- Erin Wachter
- Angela Fitterer

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

- Brandon Carson
- Kalie Snyder
- Leigh Walter
- Lori Irwin
- Rob Teplitz
- Penny Ickes

Guests in attendance:

- Carrie Cleary, PA Department of Education
- Pam Frontino, Center for Rural PA
- Kim Pizzingrilli, Buchanan Ingersoll & Rooney
- Mary Beth Osborne, Rolka Loube
- Jim Skjeveland, Rolka Loube
- Charlotte Keith, Spotlight PA
- Jim Mercante
- Curt Kosko
- Frank Buzydlowski
- Dominic Thecka
- Maureen Hopkin

- Troy Rowell

I. Welcome and Opening Remarks

Chairman Thall called the meeting to order at 11:04 AM.
Kalie Snyder conducted a roll call of the board members and confirmed quorum.

II. Approval of May 26, 2022 Meeting Minutes

Chairman Thall called for questions and comments regarding the meeting minutes as presented to the Board for the Special Meeting held on July 7, 2022.

Chairman Thall made a motion to approve the minutes. Motion was seconded by Matt Franchak. Motion passed.

III. Election of Secretary and Assistant Secretary

Dr. Kyle Kopko made a motion to appoint Senator Kristin Phillips-Hill as Secretary of the Board. Motion was seconded by Mark Critz. Motion passed.

Dr. Kyle Kopko made a motion to appoint Representative Pam Snyder as Assistant Secretary of the Board. Motion was seconded by Matt Franchak. Motion passed.

IV. Digital Equity Planning Grant Application

Brandon Carson provided an overview of the Digital Equity Programs.

Brandon also reviewed the details of the Digital Equity Planning Grant Application to include the scope of work, period of performance, and budget details.

Chairman Thall asked for questions and Representative Metzgar asked for clarification on the Economic Development Consultant position. Brandon provided clarification that this is a classification for a position within the commonwealth and that Kalie Snyder would be filling that position.

Mark Critz asked for clarification on the percentage of the salaries being charged against the grant and where the remaining time would be charged. Brandon clarified that the remaining salary expenditures will be charged to the BEAD Planning Grant Program.

Matt Franchak asked if other states submitted their Digital Equity Planning Grant Applications. Brandon confirmed that Ohio had completed theirs early and shared that with other states. NTIA also provided a sample application.

Mark Critz asked if there was a capped dollar amount to apply for through the program. Brandon confirmed that NTIA had identified the total amount through a formula and that Pennsylvania's application is requesting the full amount allocated.

Chairman Thall asked for a motion to approve the application as presented to the Board. Mark Critz made a motion. Matt Franchak seconded the motion. Kalie was asked to conduct a roll call for approval. Motion passed.

V. Sub-Committee Structure and Membership

Brandon provided an update on the progress of the sub-committees and reviewed the one-page document that outlines the structure for each. He also outlined a tentative meeting schedule for each committee and what their role will be. He also provided an update on the draft list of sub-committee members and anticipates having the list sent to the legislative members of the Board for review.

Chairman Thall commented on the importance of the sub-committees and how their participation is vital to the success of the Board's work.

Chairman Thall asked for any questions or comments regarding the update. Mark Critz asked how Board members will be assigned or volunteered to be on a sub-committee. Brandon confirmed that the By-Laws allowed for Board member participation but stressed the limited number of slots available on the sub-committees.

VI. Directors and Officers Insurance

Lori Irwin advised that the Sovereign Immunity Act covers the Board as a Commonwealth agency and its members in the official performance of their duties. She also reviewed the ten exceptions to sovereign immunity, none of which are likely to be applicable to board members. Given the immunity provided by the Act and the state's self-insurance program, purchasing additional private directors' and officers' insurance may be considered an unnecessary expenditure.

Lori asked if there were any questions. Representative Metzgar inquired what the procedure would be should a board member be named in a lawsuit. Lori confirmed that the Attorney General's office would provide representation. Chairman Thall also confirmed that to be true due to the Commonwealth Attorney's Act.

VII. Public Comment

There were no public comments made.

VIII. Meeting Adjournment

Chairman Thall made a motion to adjourn. Motion seconded by Secretary Lee. Meeting adjourned at 11:26 AM.

Respectfully submitted,
Senator Kristin Phillips-Hill
Secretary