I. Call to Order | Introductions

The meeting was called to order by Barb Fuller at 8:02 a.m.

In Attendance:
John Kingsley  
Webster Township
Andrew DeLeeuw  
Washtenaw County
Melanie Bell  
Chelsea Library/Michigan Broadband Cooperative
Ben Fineman  
Michigan Broadband Cooperative
Cal Messing  
Bridgewater Township
Don Stein  
Bridgewater Township
Tom McKernan  
Sylvan Township
Shannon Beeman  
Washtenaw County
Kyle Mazurek  
Comcast
Barb Fuller  
Sharon Township/Michigan Broadband Cooperative
Eric Johnson  
Norvell Township
Jason Maciejewski  
Washtenaw County/via telephone
Lisa Moutinho  
Washtenaw County Staff Support

II. Public Comment #1

No public Comment

III. Approval of Meeting Minutes

A. April 18, 2019
B. April 25, 2019

- The meeting minutes were approved as presented

IV. New Business | Action Items

A. Adopt BBTF Workgroup Reporting Form and schedule
• Approved as presented, reporting form due to Lisa at noon on the Friday before each meeting.

B. Township Engagement Workgroup
• Eric Johnson – Norvell Township will contact others in his area
• Need to provide a Q&A for partner townships, Barb will work to put together
• Should members of this group attend township meetings quarterly to update those who don’t sit at the table with us on a regular basis?

C. Data Project Workgroup
▪ Work on survey has begun, potential for summer tax bills still exists
▪ Working on their anticipated budget
▪ Concern surrounding ownership of data
▪ Merit Speedtest, currently underway in the UP would be well suited for our needs, timing (summer tax bills) may be a challenge as it relies on schools to assign to students

D. RFP Readiness Workgroup
• Ben/Shannon to meet in near term to work on data test tool
• Grant available, CMIC, $20m pool, those municipalities previously receiving Connect America money are not eligible for this one (Bridgewater/Manchester)

E. By-Laws Workgroup
• Work is ongoing – utilizing corporation counsel for guidance on conflict of interest, stipend, multi county collaboration

V. Old Business | Workgroup Updates
A. Township Engagement Workgroup
  1. Determine lead BBTF member for Workgroup
     Done
  2. Clarify BBTF Liaison Assignments to Townships
     Done (attached)
  3. Confirm contact/point person for interested Townships
     In progress
  4. Draft a list of likely cost sharing partners
     In progress
  5. Compile informational support materials to share
     In progress
  6. Draft Q&A
     In progress

B. Data Project Workgroup
  1. Determine lead BBTF member for Workgroup
     Done
  2. Potential MERIT partnership
     In Progress
  3. Develop survey instrument
     a. Establish timeline
     b. Establish survey universe
     c. Clarify list procurement
     In progress
d. Outline survey methodology (e.g. # of responses needed for validation of results, geocoding, online/US mail format)  
   In progress

e. Plan for receipt of survey responses and subsequent data entry  
   In progress

f. Estimate project costs (e.g. printing, mailing cost, mail prep, website, domain name)  
   In progress

g. Identify funding  
   In progress

C. RFP Readiness Workgroup
   1. Determine lead BBTF member for Workgroup  
      Done

   2. Identify key RFP elements to prepare for quick response  
      a. Research grant opportunities  
      In progress

D. By-Laws Workgroup
   1. Review DRAFT By-Laws  
      a. Pending: Conflict of interest provision  
      In progress

VI. Future Agenda Items
A. Adopt By-Laws
B. Appoint Task Force Steering Committee  
   1. A core group from prior Broadband Equity Sub-Committee  
   2. A representative from the County Administrator’s Office
C. Approve Introductory Packet for distribution to Townships  
   1. Introductory letter  
   2. Template resolution of support  
   3. FAQ  
   4. Broadband Coverage Map

VII. Next Steps | Assignments

VIII. Public Comment #2

No public comment

IX. Announcements
A. Sharing email information  
   List will be provided at next meeting

X. Adjournment  
   The meeting adjourned at 8:41 am

Attachments:
- Draft By-Laws
- Draft Workgroup Progress Report Form & Reporting Schedule

NEXT MEETING:
Thursday, May 23, 2019 8:00 a.m.
Chelsea District Library, McKune Room