

**Iowa Telecommunications & Technology Commission  
Grimes State Office Building, 1st Floor  
400 E. 14th Street, Des Moines, IA 50319**

**FINAL**

**November 15, 2012**

To ensure the most efficient use of State resources, the November 15, 2012, ITTC meeting was held via video conference call pursuant to Iowa Code section 21.8. A video conference call also ensured more Commissioners were able to participate in the meeting and reduced the risk of delays caused by weather or other impediments to travel. The meeting was accessible to members of the public through attendance at the Grimes State Office Building.

**Commissioners Present**

Richard Bruner, Chair (on-site)  
Kathleen Kohorst, Member (on-site)  
Robert R. Hardman, Member (via video conference, Cedar Falls)  
Tim Lapointe, Member (via video conference, Mason City)

**Commissioners Absent**

David A. Vaudt, Ex Officio Member

**Iowa Communications Network Staff Present:**

Dave Lingren, Executive Director  
Mark Johnson, Administration Director  
Will Walling, Network Operations and Engineering Director  
Deb Evans, Finance Manager  
Phil Groner, Business Services Telecommunications Manager  
David Marley, Network Operations and Engineering Manager  
Lori Larsen, Communications Director  
Jontell Harris, Director of Government Relations  
Marcia Page, Executive Secretary  
Carmelita Doke, Receptionist (Recorder/Minutes)  
Darcy Pech, Marketing and Communications Specialist

**Guests:**

Michele Ridout, Department of Education, Administrative Telecommunications Advisory Committee (ATAC)  
Marcia Tannian, Legislative Services Agency  
John Korkie, Century Link  
Joe Hrdlicka, Iowa Telecommunications Association  
Joe Coon, Mississippi Bend Area Education Agency 9 (via video conference)  
Terry Rinehart, Iowa Public Television (IPTV)

**Call to Order**

Chair Bruner called the meeting to order at 10:05 a.m. It was noted that a quorum of members were present for the meeting.

**Approval of the 9/20/2012 and 10/17/2012 Meeting Minutes**

Commissioner Kohorst moved to approve the minutes with one minor correction to the 9/20/2012 minutes header; Commissioner Hardman seconded the correction and approval of the minutes.

Commissioner Hardman – Yes  
Commissioner Kohorst – Yes  
Commissioner Lapointe – Yes  
Commissioner Bruner – Yes

## Old Business

### **Video Service Project (VSP) Update – Phil Groner**

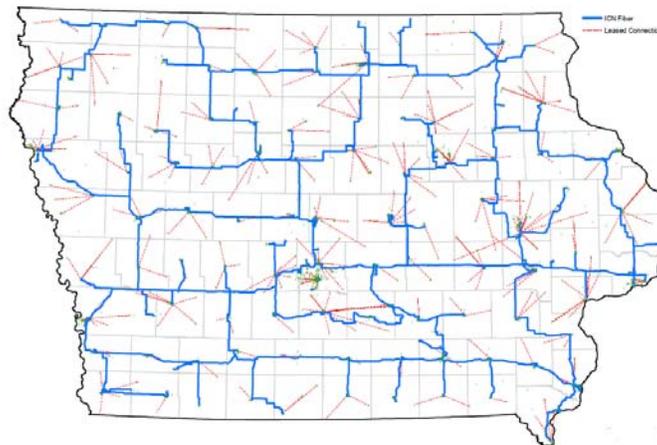
The VSP project will be delayed due to contract procurement issues. ICN had technical issues with Polycom providing and performing contracted services. ICN engaged AVI System Integrator, who stepped in and developed a proof of concept for integration standards required to complete the install.

The procurement issues is related to AVI completing the proof of concept, and if providing this service precludes them from bidding on and participating in future room opportunities with ICN users? ICN and AVI met, reviewed and it was decided that developing a proof of concept would not preclude AVI from future opportunities, since the proof of concept of integration standards were required to enable the core platform. ICN Administration Director, Mark Johnson met with Meghan Gavin, Attorney General's office, to come up with solutions in which ICN would acquire these standards, implement these standards in a test fashion and offer them to our user base. This also would not preclude AVI from any bidding opportunities. ICN wants to create a competitive environment, so that as many bidders can bid on the installation process. The majority of technical issues have been resolved with Polycom.

ICN VSP team had to delay the Limited Market Offering (LMO). Once the core is ready, the VSP team will move early adopters to the core platform and start on customers, in a limited fashion, onto the core platform. The LMO has been pushed back to January 15, 2013. ICN will provide a Conversion Management Application Desktop (CMAD), the desktop video teleconferencing component, demonstration for the Commission. The Commissioners will have the opportunity to participate in a meeting in a home office or remote office. The demonstration will need to be configured, set up, tested; but it is not available at this time. This was not designed or planned to be available until after general availability. Once the LMO has been made available, then ICN will be able to incorporate the desktop video conferencing for the Commission.

### **Broadband Technology Opportunities Program (BTOP) Grant Update – Dave Lingren**

The ICN Fiber and Part III Connections map was presented to update the Commission on the process made with the Broadband Technology Opportunities Program (BTOP). The map was also presented to the members of Connect Iowa Advisory Board. The blue lines are part of the 8600 mile network, which is roughly 3200 miles that the state owns and operates directly. The red lines on the map represent the lease connections, which is roughly 5400 miles that the state billed to the private sector.



Broadband Technology Opportunities Program (BTOP) initiatives:

- Accomplished the upgrade to the core with more gigabits of bandwidth made available to other business entities such as Healthcare, who wanted a ten gigabit network. Homeland Security and

Department of Public Safety requested ten gigabits and were provided with the upgrades to the bandwidth that now meet those needs.

- The Part II connectivity allowed for providing ten gigabits to all 99 counties. It also allows ICN to provide up to 400 gigabits across the core to accomplish the requests for Healthcare and other agencies.
- Eight-two percent of Part III (red lines) of the core, which is part of BTOP, had bandwidth increased and is providing more bandwidth for the Department of Education and the ability to provide 100 megabits rather than the older version of bandwidth that could not provide for the needs requested.
- The BTOP project is now 67 percent complete. The target date and project plan will be completed by June 30, 2013.

Q. Will ICN be able to give Healthcare the ten gigabits requested through Dense Wavelength Division Multiplexing (DWDM)?

A. Healthcare is not ready for it yet. Although ICN is building gigabits connections to the healthcare providers, the applications are not there yet.

### **Iowa Rural Health Telecommunication Program (IRHTP) Update – Dave Lingren**

IHA received an FCC grant in 2008. The project information details constructing fiber to all the healthcare sites involved, which includes a list of 79 healthcare connections and a list of the 200 users with multiple locations.

ICN is providing technical expertise to the Iowa Hospital Association (IHA) involving fiber network installation and connections where needed. ICN also serves as the technical advisor and maintenance partner to provide relocates and fiber restoration that IHA owns and has contracted with us. An agreement was signed to provide some of the applications with pricing over a 20 year period. The healthcare connections list is 90 percent completed and going very well.

Q. What kind of technical maintenance partnership does ICN provide?

A. ICN has contracts to provide fiber maintenance and equipment maintenance to the electronics and to provide Local Area Network (LAN) expertise for their network.

### **Sale/Lease Request for Proposal (RFP) Update – Jontell Harris**

Fiberutilities has prepared a draft of the RFP document. ICN management staff, Dave Lingren and Mark Johnson, will be meeting with Fiberutilities in the next few weeks to review the document for potential issues and determine if to the document needs to be reviewed by the RFP Implementation Team (RIT) for discussion before the release of the final RFP to bidders. An update was given to the Connect Iowa Advisory Committee (CIAC) and ICN provided the timeline for the RFP process. Any potential bidders would be given approximately 30 to 35 days to respond to the RFP. ICN will review the timeline and reevaluate the proposal response time to determine if the timeline is adequate or if it needs to be adjusted. The RFP is still scheduled to be released in February 2013, and ICN is expecting to receive responses in March and evaluate responses in May. The ITTC will submit a recommendation to the Governor's Office. Before releasing the RFP to bidders, ICN will ensure that the Commission is given a copy of the RFP for review.

### **New Business:**

#### **K-12 Connections Quarterly Report – Terry Rinehart, IPTV**

Terry Rinehart provided highlights of the K-12 Connections Quarterly Report. Rinehart presented marketing efforts which include a collaborative project between IPTV and ICN, which is to engage and encourage more teachers to participate with the K-12 Connections program. Each quarter, IPTV reports the number of video hours that were generated by the K-12 Connections program. The highlights indicate that July and August were

successful months in terms of hourly sessions, with the number of hours generated for the FY 13 sessions in July being a record for IPTV. Session hours in September and October were a little low. Compared to the annual sessions given for this timeframe in the previous years, for FY 2013 (July – October) the number of total sessions were 2,010.96, which was low for this timeframe, but higher than FY 2011 sessions which had 1,554.83 total sessions.

Dr. Peggy Whitson, Iowa Astronaut, was available for two K-12 Connection sessions. IPTV partnered with the Science Center of Iowa to acquire her services for the educational session. The session was very popular and included a biography of Whitson's career as an astronaut. A career exploration session was also scheduled and focused on the State Archeologist as well as urban archeology. IPTV also worked with a Professor at Wartburg College to discuss biodiversity to help students learn how to create a microenvironment in their backyard or corner spot to support wildlife species.

IPTV was approved by the Iowa Department of Public Health (IDPH) to hold video session providing mandatory reporter training for teachers and other educators as required to maintain licensure.

A strong marketing effort has been made with colleges for teacher education programs to talk about the resources that IPTV provides through K-12 Connections. Information about K-12 Connections has been shared with Iowa educators through educational booths at conferences and school presentations by IPTV.

IPTV has revised their electronic newsletter. It communicates information about registering for upcoming ICN video sessions for teachers. The K-12 Connection newsletters can be found at: <http://www.iptv.org/education/enews.cfm>. A marketing effort was also created to register teachers for "teacher only" sessions. The K-12 Connections website provides how to sign up for the newsletter and about video sessions. Also, preparations are being made to send a flyer to every kindergarten through third grade teachers in the state of Iowa to learn how to sign up for ICN sessions and to increase use of the K-12 Connections program.

#### **Video Rate Discussion – Phil Groner**

ICN solicited customer comments for IP video rates. ICN received one direct comment back from one Regional Telecommunications Councils (RTC) member in support of the rate structure and in support of the Commission continuing to keep the rates the same. The Educational Telecommunication Council (ETC) did vote in their June meeting, to recommend to the Commission to keep rates the same. There were three other ICN users who, because of solicited comments, were interested in talking to ICN about the IP video usage and receiving more information on how they could participate. With those comments back, the plan will be to proceed with the rates the Commission has set. The MPEG rates remain the same.

The VSP rate team is considering and evaluating the possibility of using a different rate model for video conferencing. The VSP and Management teams agreed to create a different, more beneficial rate model for ICN users. ICN will continue with efforts to create the new model and report the findings to the Commission.

#### **Finance Update – Deb Evans**

Budget-to-actual report discussion:

VOICE SERVICES: ICN's voice line side has stabilized with no significant reductions in the last couple of months. ICN is hoping line side and voice have stabilized. On the expense side of voice, ICN has changed vendors for Direct Inward Dial (DID) numbers and Primary Rate Interface (PRI's) and should see a reduction in expenses due to the change in contract. At this time, the budget does not recognized that drop in expenses as they are not reflected in vendor billing as of yet and therefore not reflected in the budget report. Another reduction to Voice expenses will be to the maintenance expenses from our vendor Black Box on the new OSV service.

DATA FEES: Data appears to be below budget due to a reducing the prices to customers after the budget was completed and classifying BTOP program income outside of Ethernet revenue due to federal requirements. Ethernet trending is still on the rise. ICN has \$193,569.00 in program income and starting on July 1st will be able to book that revenue to Ethernet again. Data expenses are also down due to the BTOP project reducing LEC expenses. The new budget-to-actual for October finances will be received on Monday, November 20, 2012.

**Administrative Telecommunications Advisory Council (ATAC) - Dave Lingren/Michele Ridout**

Michele Ridout has been the chairperson for ATAC. Michele requested that the ITTC disband ATAC due to lack of participation with other administrative schedulers around the state. There was a questionnaire distributed to all schedulers and very few responses were received. The majority of the members did agree to disband.

There are two different types of schedulers. One type is for educational schedulers and the other schedulers are for administrative use; state agencies and the National Guard. The administrative schedulers are much different than educational schedulers as they primarily schedule for agencies using video. The administration schedulers want more communication from the ICN instead of having ATAC and are requesting to stay in the loop through a communication method.

Commissioner Kohorst made a motion to approve the disbanding of ATAC; Commissioner Hardman seconded the motion.

Q. This follows the trend with the advisory groups. The only concern is the substitution of this form of communication. How would the communication line remain open?

A. ICN Communications staff would provide the timely communications and will also conduct an annual feedback survey for ATAC.

Commissioner Kohorst moved to add the amendment to the motion on the additional forms of communications to the scheduler group along with the previous motion. Michele Ridout offered to be a liaison.

Commissioner Hardman – Yes  
Commissioner Kohorst – Yes  
Commissioner Lapointe – Yes  
Commissioner Bruner – Yes

**Other Business – Dave Lingren Jontell Harris**

**Action – 2013 Meeting Dates – Jontell Harris**

An ITTC meeting schedule was presented for FY 2013. A motion was also made to start all meetings at 10:30. Commissioner Lapointe made the motion to approve the FY 2013 ITTC meeting schedule and a time change to 10:30 for all meetings. Commissioner Kohorst seconded that motion.

Commissioner Hardman – Yes  
Commissioner Kohorst – Yes  
Commissioner Lapointe – Yes  
Commissioner Bruner – Yes

*Des Moines Register Article - Dave Lingren*

There was an article in the *Des Moines Register* and on the WHO TV website concerning an issue that happened on election night in regard to the Secretary of State's website providing live results of the election votes. The article communicated that this was an issue with the Iowa Communications Network. There is an ongoing investigation as to what happened during election night.

Secretary of State, Mark Shultz contacted ICN Director, Dave Lingren the following morning to communicate his apologies and explain how that miscommunication happened. ICN issued a press release to the media for clarification that the ICN network was stable on election night (Nov 2), and that the Secretary of State's website incorporated a cloud web based reporting application, which was hosted by a third party entity and the technical problems were associated to the reporting application.

*Meeting between ICN and Iowa State Association of Community Colleges - Dave Lingren*

Dave Lingren and Lori Larsen met with M.J. Dolan, Executive Director of the Iowa State Association of Community Colleges and Steve Oval, Executive Director of Governmental Relations for Kirkwood Community College, to discuss the topic of the RTC and the management process of distribution of funds. The discussion was to determine if ICN is abiding to the process of distribution of the monies according to the Iowa Code and appropriation language. ICN wants to make sure the appropriation of \$1 million is done with accountability. Dave Lingren discussed a model that Kirkwood Community College has with its regional center in the Monticello. The regional facility draws about 8-12 regional K-12 school districts for distance learning. Steve Oval communicated that what makes the regional center work well is the ICN connectivity. Other community colleges are moving to similar models.

Q. Are other colleges doing this, or is this unique to Kirkwood?

A. Yes, other colleges are looking to go to this type of model.

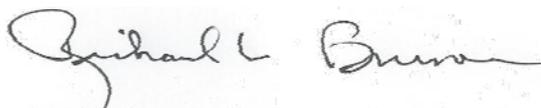
*Commission Changes- Dave Lingren*

Commissioner Shannon Cofield has taken a job at Drake University. As an employee of an authorized user, Drake is an authorized user of ICN services, Cofield is no longer permitted to serve on the Commission. The ITTC will be searching for another Commissioner. There has also been a change in the Governor's staff. Carmine Boal, Policy Director, has accepted a position with the Chief Clerk of the House. Todd Shultz has accepted a position outside of state government, so the ICN contacts with the Governor's office will change. Also Chair Richard Bruner's appointment expires at the end of April. Usually replacement recommendations are submitted to the Governor's Office by the end of January, and the Senate starts choosing appointees until the end of the session.

**Adjournment**

Chair Bruner moved that the meeting be adjourned. With there being no further business, the ITTC meeting adjourned at 11:02 a.m.

ATTESTED TO:



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Richard Bruner, Chair, Iowa Telecommunications and Technology Commission