

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

FINAL

December 15, 2010

To ensure the most efficient use of State resources, the December 15, 2010, ITTC meeting was held via a teleconference. A teleconference 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

Betsy Brandsgard, Chairperson (Telephonic)
Pamela Duffy, Member (Telephonic)
Robert R. Hardman, Member (Telephonic)
Michael W. Mahaffey, Member (Telephonic)
David A. Vaudt, Ex-Officio Member (Telephonic)

Absent:

Timothy L. Lapointe, Member

Iowa Communications Network Staff Present:

Dave Lingren, Executive Director
Joseph Cassis, Deputy Director
Kevin Heinzeroth, Chief Financial Officer
Phil Groner, Service Delivery Manager
David Marley, Engineering & Operations Manager
Tami Fujinaka, Government Relations Manager
Alexis Slade, Administrative Assistant (Recorder)

Guests:

Mark Johnson, Department of Administrative Services (Telephonic)
Joe Hrdlicka, Iowa Telecommunications Association

Call to Order

Chairperson Brandsgard called the meeting to order at 10:42 am. It was noted that a quorum of members was present for the meeting.

Old Business

BTOP Environmental Assessment (EA) – Joseph Cassis

The EA has to be completed before the ICN can utilize any funds from the Broadband Technology Opportunities Program (BTOP) grant. The ICN's BTOP team has been working with contracted vendor Fiberutilities Group (FG) who has taken the lead on putting together the EA document. The EA is due to the National Telecommunications and Information Administration (NTIA) environmental specialist, located in Washington, DC, for review and comments by December 30, 2010. The BTOP team submitted a draft on November 30, 2010. The BTOP team received eight comments from the NTIA that will require some modification to the EA document. The team did encounter a challenge. As part of the EA process, ICN has to provide letters from the State Historic Preservation Officer (SHPO) indicating there will be no negative environmental effects on the construction sites identified in this project. The SHPO provided a letter for two of the three construction sites, which concurred with ICN's EA and the initial findings of the Federal Preservation Officer (FPO) that there seems to be no impact on the environment at these two sites, Lamoni and Decorah. However, the SHPO did not agree with ICN's or the Sac and Fox Tribe's assessments of the Tribe's construction site in Tama County. The SHPO recommended that an archeological dig should be done to assess if there are problems in constructing fiber utilities on Tribe's land. Since this went against SAC & FOX's

assessment, and they are a Sovereign Nation, their opinion takes precedent over any other decision. They wrote another letter to NTIA to negate any concerns and took the responsibility for this decision. The FPO concurred and sent this decision back to the SHPO. During Heinzeroth and Cassis's meeting with the Sac and Fox Tribe scheduled on December 15, 2010, they will also discuss the reporting requirements and compliance with what is necessary to complete the project.

Q – Assuming this issue is resolved with the Sac and Fox Tribe, will the BTOP team move forward on schedule with the project?

A – The BTOP team has been very diligent with the way the EA has been pursued. Working in parallel with the letters being completed, the EA draft document was completed and sent out to NTIA. The project is on track and a request for proposal (RFP) for Dense Wavelength Division Multiplexing (DWDM) is being developed and will be ready for submission once the EA is approved.

Regional Telecommunications Council (RTC) Appropriation/Allocation Process – Joseph Cassis

About two years ago, ICN reviewed how the RTCs were supporting the needs of the ICN video site facilities. Iowa Public Television (IPTV) receives a General Fund appropriation that is allocated to the RTCs. After some analysis, ICN identified some inconsistencies in RTC reporting. ICN brought those inconsistencies to the attention of Iowa Public Television (IPTV). Over the past 12 years, the ICN has taken over the scheduling responsibilities (in 1998), the video services managed by IPTV was moved to the ICN, followed by the IPTV technicians being moved from to the ICN. Just last year, ICN implemented a work order system that provides a new and more detailed way of getting the information from the various field technicians to the RTC. The only missing component of ICN management of the video field support function is the allocation of the funds. On December 8, 2010, ICN addressed the allocation of the appropriated funds with the IPTV board and they unanimously voted to have the funds shifted to the ICN. That transition will take place in fiscal year 2012. The process and how the allocations will take place will be discussed sometime in the future. From discussions with Mark Johnson and in looking at the Administrative Rules, it does not appear that ICN has to request that changes be made to the Code of Iowa during the upcoming legislative session.

Q- Will there be a review of the allocation process and the criteria for requesting funds?

A- Yes. ICN initially conducted a very cursory review, so the team knew what the components were.

Strategic Planning – Dave Lingren/Joseph Cassis

In looking at the 2007 Strategic Plan, Lingren felt there needed to be more actionable items that could be tracked and accounted for by ICN employees. Lingren believes that the ICN Strategic Plan should be consistent or strive for some consistency with what the rest of the state government is doing. With that framework in mind, the Strategic Planning team set about to identify goals that tied back to ICN's mission, make them actionable items and assigned them to ICN staff. The current Strategic Plan (FY 2011-2014) contains tasks that can be tracked along with specific dates they will need to be fulfilled by. The ICN will present the new Strategic Plan to the Department of Management by December 30, 2010.

Based on Lingren's vision the Strategic Planning team was able to identify the necessary components to develop key principles that need to be followed in order to work together as one unified agency. ICN cannot anticipate what might happen in 2014, at the end of this Strategic Plan, but the ICN can feel comfortable in identifying the Strategic Plan as an important element going forward. When there are changes that affect the Strategic Plan they can be identified. In the past when there were changes it would go unnoticed.

Every year the ICN is required to complete an Accountable Government Act (AGA) Performance Plan and then follow up at the end of the year with a report on how well the ICN did with that plan. In the past ICN lost alignment between the AGA Plan and the Strategic Plan. As the Strategic Planning team drafts ICN's AGA plan for FY 2011 they'll be working with the set of goals laid out in the Strategic Plan and the matrix that will be derived from these goals.

Commissioner Mahaffey moved for approval of the Strategic Plan; Commissioner Hardman seconded the motion. A roll call vote was taken; the 2011-2014 Strategic Plan was approved unanimously.

Commissioner Duffy – Yes
Commissioner Hardman – Yes
Commissioner Mahaffey – Yes
Commissioner Brandsgard – Yes

Legislative Event Partnering – Dave Lingren

At the end of the ITTC meeting held on November 8, 2010, Chairperson Brandsgard inquired about ICN's legislative activities. Currently it is difficult for the ICN to get one-on-one time with legislators. Fujinaka was tasked with researching other agencies events they are hosting for legislators. An example would be the Community College Association and the Iowa Hospital Association. They host events at the Capitol where they invite legislatures to attend. ICN's plan is to approach those agencies similar to the ICN, to inquire if the ICN can have a small presence with what they're doing. The goal is to get information on the ICN to those participating in these events and dialogue with the legislators in that forum. ICN believes the operative phrase for the 2011 legislative season is "public/private partnerships".

Q – Has the ICN had any communications with Governor Branstad's group?

A- Yes, by email. Lingren has had dialogues with the new Chief of Staff Jeff Boeyink and the Director of the Department of Management David Roederer.

Johnson has been in contact with the House Republican Caucus staff. Johnson is trying to arrange a meeting between the ICN and the Chair of Appropriations Committee Scott Raecker. Through the senate's office ICN is expecting to have a meeting with Senator Grassley's office.

Adjournment

Duffy moved that the meeting be adjourned; Hardman seconded the motion. Motion approved unanimously. There being no further business, the ITTC Commission meeting adjourned at 11:28 am.

ATTESTED TO:



Betsy Brandsgard, Chair, Iowa Telecommunications and Technology Commission