



Alaska Statewide Broadband Advisory Board – April 17, 2023

Subcommittee Meeting to Establish a Technical Working Group

Alaska Department of Commerce, Community & Economic Development
Apr 17, 2023, at 01:00 PM AKDT to 02:00 PM AKDT

Attendance

Present:

Members: Christine O'Connor (chair), Michael Brase, Charles Carpenter, Archibald (Stewart) Ferguson, Anastasia (Ana) Hoffman,

Staff: Anessa Feero, Administrative Specialist.

1. Call to Order and Roll Call

The meeting was called to order at 1:00 pm. The secretary called roll, and all five members of the subcommittee were present. Quorum was met.

2. Review/Approve Agenda

The subcommittee discussed whether to add public comment to the meeting agenda.

Motion by K. Moran to add 5 minutes of public comment after the adjournment to the agenda.

Seconded by S. Ferguson. Motion fails.

Motion to approve the agenda approved unanimously.

3. Election of a Chair for the Subcommittee to Establish a Technical Working Group

Motion by C. Carpenter to nominate Christine O'Connor for the position of chair of the subcommittee. Seconded by M. Brase. No other nominees were presented and the motion was approved unanimously.

4. Determine Calendar for Subcommittee to Establish a Technical Working Group

The subcommittee discussed their mandate to organize for the Technical Working Group, define the application process, solicit applicants, and provide recommendations to the full board on potential appointments. No time constraint was introduced by the board for when they expect the recommendations. The subcommittee is committed to working through to get a reasonable group of candidates to the board. The need for minimum criterion was discussed, to ensure applicants who are considered are qualified for the vacancy. The subcommittee made a goal of distributing the application on May 1, 2023, to allow an entire month to solicit applicants.

5. Review Draft Application Materials

A draft application was prepared by staff based on the public application hosted by the Office of Boards and Commissions for board applications. The subcommittee made formatting and grammar edits; suggested added language to clarify that a potential ethics conflict doesn't exclude candidates from consideration; and requested resources on the Ethics Act be referenced in the application. Discussion was had on creating a Cover Letter to explain the commitment expected for the members of the Technical Working Group. An additional prompt on demonstrated project experience in Alaska was added to the application along with a space for two references.

6. Additional Support Considerations

The subcommittee asked staff to post the finalized application on the website of the Statewide Broadband Advisory Board website and supported the use of other state resources to share the application. Additional application considerations were postponed for a secondary meeting.

7. Adjournment

Motion by S. Ferguson to adjourn. Seconded by C. Carpenter and approved unanimously.

Meeting adjourned at 1:48 pm on April 17, 2023. The next meeting date was set by the board for 10:00 am on April 24, 2023.