

**CTTAB**  
**May 12, 2009 Minutes**  
2750 Seattle Municipal Tower  
700 Fifth Avenue

<b>Present</b> Fran Clifton Jac DeHaan Richard Huff Will Little Karen Manuel Stuart Maxwell John Neuharth Will Pugh Joann Reiter Ted Schmitt Oren Sreenby Ann Suter	<b>Excused</b> Nancy Gohring Tom Kee Marcos Martinez  <b>Absent</b> Rob Holland  <b>City Staff</b> Jill Novik Tony Perez  <b>Visitors</b> Ken Meyer
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**1. Call to order: Richard Huff chair** – called the meeting to order at 6:01 p.m. The April minutes were adopted as corrected and May agenda approved as amended.

**2. Report of the Chair:** See att.

**3. Public Comment**

No public comment

**4. Committee Reports:**

Technology Matching Fund: Jac reported that the committee met on April 16 to review 65 applications; an overview and recommendations are attached. If CTTAB approves the committee recommendations, they will be transmitted to City Council for consideration. DeHaan noted that the committee is also going to recommend additional funding for the program for 2010, adding that if they had had additional funds this year, there were several more good projects they could have funded.

*Action: Approve the recommendations of the Technology Matching Committee for 2009 grants. Unanimously approved.*

Residential Survey: Suter reported that the committee had met with the consultant, Andrew Gordon, who is compiling recommendations for the Board to make to the City. Novik noted that Mr. Gordon will present the results and analysis of the survey at the June CTTAB meeting. There was some discussion of survey bias, due to the survey being limited to land line telephone users. The survey report should acknowledge the reality of the survey and take this into account. Apparently, however, the focus groups (to address this issue) did not produce significantly different results than land line users.

Transparency through Technology: Huff commented on the new digital recorder he is using, which is small and battery operated. The podcasting report should address issues of equipment costs, maintenance, and logistics as well as Board time required.

Schmitt said that he had tried NING, and also commented on Microsoft's VINE. VINE was developed in response to Hurricane Katrina and aggregates local news, weather, etc., and can be posted to Facebook, on line, cell phones, etc. He added that it would be interesting for CTTAB to try it internally. Schmitt also recommended a study on Risk Communication that contains interesting information about messaging in an emergency.

Digital Transition: CM Harrell will be co-hosting a media event with Federal Communications Commission staff to publicize the one month start date for the June 12 transition. Huff will attend along with Cable Office staff. It was also suggested to delve further into the Comcast transition and possibly co-host a Comcast informational presentation with CM Harrell.

Puget Sound Off: Marcos will report in June.

E-democracy: Pugh said that the committee hopes to have a draft for discussion at the June meeting.

## **5. Cable Office Report: Tony Perez**

See attached.

## **6. Board business**

Pugh presented the committee report, indicating that the framework was twofold: to get more information from the population to government to assist with decision making, while lowering the bar to participation; and that it would help quantify the depth of interest and support. The committee also wanted to ensure that the system was secure. The recommendations were to try out the e-polling with the following caveats: 1) in the trade-off between inclusion and good data, the committee recommended to limit voting to registered votes; 2) the polling should be conducted twice per year. The committee did not focus on technical points, which would be left to those developing the polling mechanism.

CTTAB had some discussion including: providing consideration of alternate methods for those for whom computer access is an issue; issues with voter registration data; appropriate topics for polling; number of issues covered in an e-poll; and understanding the demographics of the respondents to make the data more meaningful. There was a discussion about some editorial suggestions to clarify what CTTAB understood the report to include.

*Action: Transmit the report as drafted. The motion was adopted.*

*In a subsequent action the previous vote was unanimously rescinded.*

*Final Action: Delegate editorial refinements to a subcommittee and delegate the committee to transmit the report to Councilmember Harrell. This motion was adopted.*

**7. Adjourn:** The meeting was adjourned at 8:25 p.m.

## **CTTAB Chair Report**

**May 12<sup>th</sup>, 2009**

**Brainstorm**

Vicky Yuki, David Keyes, and I put together a little article about CTTAB for May's Brainstorm newsletter.

**Board Priorities**

CTTAB receives annual priorities from the Mayor's office (through the Mayor's representative) and City Council (through the Chair of the Energy & Technology Committee). In addition to legacy commitments – such as participation in the Technology Matching Fund grant review, interviews, and recommendation to City Council – and intra-year ad hoc issues, the Mayor's and the City Council's priorities form the Board's agenda. Here are the priorities as communicated in 2009:

Mayor's 2009 Priorities –

- Digital Transmission Transition
- Broadband Initiative
- Application of Technology for Government Transparency (Podcasting)
- Youth Civic Engagement

Council's 2009 Priorities –

- Citizen Engagement through Technology (Portal)
- Broadband Initiative
- Strategic Communication of Public Service Announcements
- Municipal Leader in Technology

The 2009 Committees and Project resulting from the existing and new priorities were defined during the Board's March 10<sup>th</sup> retreat. They are summarized below:

<b>Title</b>	<b>Timing</b>	<b>Committee or Project</b>	<b>Members</b>
Technology Matching Fund	Q2	P	<b>Jac</b> , Joan, Will L., Marcos, Fran
Residential Survey	Q3	P	<b>Ann</b> , Oren, Karen, John
Transparency through technology: Boards and Commissions	Q2	P	<b>Richard</b> , Ted, Ann, Stuart
Transition to Digital Transmission	Q3	P	
Strategic Communication of Public Service Announcements	Q3	P	<b>Ted</b> , Will L., Oren, Marcos, John
Puget Sound Off (Youth Civic Engagement)	YR	C	<b>Marcos</b> , Jac
Broadband, Fiber to the Home	YR	C	<b>Oren</b> , Ann, Will P., Fran, Richard
e-Democracy & Connecting Communities via Technology Organizations	YR	C	<b>Will P.</b> , Will L., John, Nancy, Stuart, Karen, Fran

**Technology Matching Fund Recommendations for 2009**

2009 Bill Wright Technology Matching Fund Recommendations for Funding  
 For Discussion and Vote at the May 12<sup>th</sup> CTTAB Meeting

**Overview**

The Citizens Telecommunications and Technology Advisory Board (CTTAB) Technology Matching Fund Committee, which includes Fran Clifton, Jac DeHaan, Nancy Gohring, Joann Reiter, and former CTTAB member Leah Altaras, completed its review of applications and is presenting, for CTTAB's approval, a slate of 19 community projects that promote technology literacy and access and the use of technology for community problem solving, civic engagement and community building. These projects total the allocated \$250,000. With the \$75,000 increase in TMF allocation this year, we are able to support more projects with a higher average grant amount (4 additional projects, about \$1500 increase in average grant). The projects were selected from among sixty seven applicants requesting a total of \$1,063,000 in funds.

- These projects expect to serve over 3,500 residents
- Ten of these projects identified have a specific employment focus in addition to the technology skill training.
- Ten projects also expressly identified immigrants and refugees as their participants.
- Eleven programs serve youth and 8 serve seniors.
- Projects are being funded in all sectors of the city (NE, NW, SE, SW, Central/ID/Downtown).
- Three-fourths are past recipients, building on and sustaining existing capacity.
- The city's funds will be leveraged with a projected \$414,000 in community matching resources
- Almost half of the city's project grant funds (\$126K) will help sustain employment for the non-profit staff and contractors who will be delivering services to residents.

The applicants have not yet been notified. Following the CTTAB meeting, Delia Burke will begin notifying everyone to let them know whether they are being recommended by CTTAB for funding, pending final decisions. CTTAB's recommendation on these projects will be forwarded to Bill Schrier, the Chief Technology Officer, for the decision on what projects to put forward to the Mayor. The Mayor then submits legislation to the City Council. Based on past years, the Council Energy and Technology Committee, chaired by Bruce Harrell, would likely have a briefing and vote on the legislation on June 17<sup>th</sup>. This date may vary; staff will let us know when it is set so that CTTAB can participate.

### **Projects recommended for funding:**

#### **Campana Quetzal**

Padres Conectados

Parents trained as peer leaders will be equipped with laptops for home visits to Latino parents. Parents will learn how to access online information about their children's education. Laptops will also be used as a "portable classroom" to offer computer literacy trainings for parents in Spanish.

Award: \$17,000

Match: \$47,155

#### **Center Park Resident Council**

Rite of Passage

(Seattle Housing Authority facility)

The assistive technology computer lab will be upgraded and new employment and independent living skills training will be provided for young adults ages 17 to 24. The participants will then conduct disability awareness workshops at Franklin and Garfield high schools. Upgrades include webcams for sign language use, JAWS screen readers, software helping arm and hand motor control challenged, and a text-to-voice portable device.

Award: \$19,900

Match: \$32,511

#### **Denny Terrace Apartments**

Computer Mini Lab Project  
(Seattle Housing Authority facility)

A new mini two-computer lab will be installed and training provided to help low income and disabled residents enhance their computer skills, gain access to vital resources online, and increase their self-sufficiency.

Award: \$10,300

Match: \$13,250

**East African Arts and Culture Association**

Multimedia Resources & Training Institute

Outdated computers will be replaced and multimedia design software purchased to provide East African youth and families in Central and South Seattle with training in graphic design, video production, and DVD development.

Award: \$18,000

Match: \$25,185

**East African Community Services**

Whole Families Literate

ESL software will be installed and youth will be provided with after-school support. Parents will receive Internet use and safety training, and families will receive computer literacy and employment training.

Award: \$18,700

Match: \$22,620

**Greenwood Senior Center - Phinney Neighborhood Association**

Community Technology Center-Assistive Technology

The existing center will be enhanced with keyboards, trackballs and adjustable work stations to better provide computer training and mentoring to low vision, limited mobility or wheelchair users.

Programs include Wired for Learning and Seniors Teaching Seniors.

Award: \$10,500

Match: \$13,760

**Interconnection**

Computers for Unemployed

Out of work adults on public assistance who complete the Community Jobs Training programs through WorkSource will receive refurbished computers.

Award: \$5,000

Match: \$24,110

**Literacy Source**

Literacy Online

Computer literacy instruction will be provided to low income adult learners, including immigrant and refugee newcomers, parents, mothers in a residential chemical dependency treatment program and seniors, on-site and at various community locations using a mobile computer lab.

Award: \$16,200

Match: \$32,047

**Neighborhood House**

Rainier Vista Technology Center – Community Engagement Project

This grant will help fund programs providing basic and employment computer skills, a pc for kids program, ESL and technology classes and teen digital media programs. A volunteer program and partnerships with local businesses, schools, and community institutions will be strengthened.

Award: \$19,600

Match: \$22,095

**North Seattle Family Center – Children’s Home Society of Washington**

Cyber Learning Center

An aging computer lab will be upgraded to provide low income and limited English speakers with job readiness, ESL, life skills, and computer skills training through one-on-one technology tutoring and/or small group instruction.

Award: \$10,800

Match: \$21,400

**Reel Grrls**

Media Apprentice Program

Teen girls will gain professional video production experience through the Media Apprentice Program by producing, directing, and editing six videos for local nonprofits to webcast and air on SCAN and Comcast On Demand.

Award: \$15,000

Match: \$20,450

**Refugee Womens Alliance**

Stepping Stones ESL

Students enrolled in English as a Second Language classes will gain computer-assisted language instruction, basic computer skills training with an employment focus, and computer-based civic engagement opportunities with new computers and language software.

Award: \$5,000

Match: \$19,487

**Seattle Indian Center**

Project Connect

New computers will enhance the classroom instruction for at risk/after-school students in the high school reentry program and in elementary school and establish an Information Center for working homeless adults using their temporary shelter.

Award: \$13,000

Match: \$16,100

**Senior Center of West Seattle**

Computer Lab Upgrade

The existing computer lab will be upgraded to provide seniors with instruction in computer basics, Internet search, Word processing, spreadsheets and graphics.

Award: \$13,000

Match: \$29,054

### **Southeast Seattle Senior Center (SESSC)**

#### Multicultural Computer Literacy Program

Culturally competent computer classes will be offered to seniors, adults under 60, and recent African immigrants in Rainier Valley.

Award: \$6,100

Match: \$6,150

### **Wallingford Community Senior Center (WCSC)**

#### Upgrade & Program Development Project

Seniors and low-income residents will receive basic computing and Internet, Word, photography, computer maintenance and back-up, and other training with replacement of outdated computers and enhanced curricula.

Award: \$12,900

Match: \$14,849

### **Washington Asian Pacific Islander Families Against Substance Abuse (WAPIFASA)**

#### Filipino Community Center of Seattle

A media lab will be created at the newly remodeled Filipino Community Center. Youth will learn how to set up and maintain the lab, and learn digital art and media skills. Youth will also provide technology workshops for elders.

Award: \$6,000

Match: \$6,800

### **YMCA of Greater Seattle**

#### Y TECH

A mobile multimedia training lab will be created and used to offer quarterly technology trainings to youth at five Seattle public middle schools. Trainings will include online safety, Internet research, digital photography, video production, media literacy, effective communication, graphics, social networking, blogging and podcasting.

Award: \$19,000

Match: \$23,827

### **Youth Media Institute**

#### Step Up! Youth Leadership Pathway

Students, 13-18, will learn and apply intermediate and advanced technology media skills, including blogging, zine making, video, photography, design and radio. Skills will be used to advocate for their communities, and to engage additional youth in community media.

Award: \$14,500

Match: \$23,350

## **Community Technology Update: April 2009**

### **Residential Technology Survey**

#### **Technology Survey & Focus Groups**

We compiled some data from the survey for the cable office to use in reflecting the needs of the Broadstripe franchise area. We have delayed other analysis to get our focus groups underway. Vicky and our consultant have arranged groups representing the African American, Chinese, Filipino, Spanish, Korean, Vietnamese and Somali communities. To do this we have partnered with the International Drop In Center, North Seattle Family Center, Family Works, Asian Counseling and Referral Services, First AME

and People's Baptist churches, Kawabe Memorial House, Somali Community Services, East African Community Services, and Neighborhood House.

### **Brainstorm published [seattle.gov/tech/brainstorm](http://seattle.gov/tech/brainstorm)**

The April edition of Brainstorm was published and includes:

- Somali Lab uses texting to gather students
- E-Cycling and Broadband Legislation Update
- Seattle WiFi Stats
- Colfax Students Tour Dolt
- More Free WiFi Available at Seattle Center
- Security Tip on Work-at-Home Scams
- TechTip: Comparing Lab Security Software
- Dollars: funding for human services, environmental, education, arts and culture, youth, and technology-focused after-school programs
- Webinars on fundraising and hosting an effective open house
- Links to sites that promote green communities; broadband speed map, WiggiO collaboration tool, Internet Rights Charter and more.

### **Rainier Beach Lab Flooded with Tax Filers**

The Rainier Beach Community Center RecTech computer lab has had very heavy use for its tax filing help. The report is that users have to arrive an hour early to get a slot each day. As of March 22nd, they have helped 530 people file, with an average gross income of \$23,268. They have enabled over \$1.1 million in returns, with \$410,402 in Earned Income Tax Credits. The Yesler RecTech lab, downtown library, Lake City NSC and El Centro de la Raza and White Center Salvation Army are other sites in Seattle.

### **Puget Sound Off – Digital Citizenship Flash Curriculum**

A Digital Citizenship curriculum presented in Flash has been added to the How-to section ([www.pugetsoundoff.org/how-to](http://www.pugetsoundoff.org/how-to)). This was written by UW Center for Communications and Civic Engagement students. Digital Citizenship is the fourth online how-to curriculum added to the site, following Blogging, Digital Storytelling, and Social Networking for Social Change.

### **Technology Matching Fund – Seattle Housing Authority Jefferson Terrace**

The residents at Jefferson Terrace hired an instructor and just concluded the first series of 6 Basic and 6 Intermediate computer classes. The students learned how to send email and to do Google searches. All the students in the intermediate class created personal PowerPoint slide shows and presented them to the class to much applause. They plan to hire an instructor who speaks Mandarin or Cantonese for future classes.

### **Technology Matching Fund - Eritrean Community Center**

With much volunteer effort, the Eritrean Community has successfully set up a new computer lab. To date they have installed a cable modem donated by Comcast, and networked 10 computers purchased through our HP discount program. Derrick has provided tech support throughout the process. They have created a curriculum to teach classes based on samples from other CTCs.

### **Cable Modem Services**

Comcast completed install at the Oromo Community center. Recent cable modem applications include::

- Catholic Community Services Youth Tutoring Program - New Holly Branch
- Catholic Refugee & Immigration Service
- Legacy of Equality, Leadership and Organizing (LELO)

- Green Lake Small Craft Center
- Southeast Youth and Family Center
- Washington Food Coalition
- New Beginnings(Transitional House Program)
- City Club

### **Students from Colfax**

We provided a DoIT tech career tour for 5 high school students from Colfax, Washington.

### **Technology Matching Fund – Outreach by Text Messaging**

The Somali Community Service of Seattle reported in their last grant report that they are doing outreach for their basic computer class by text messaging their clients.

### **Evans School Intern Selected– Neighborhood Communications Project**

Amy Hirotaka has been selected and agreed to serve as our Mayor's Office Fellows Program intern to work this summer on a Neighborhood Communications Project to develop recommendations to community groups about use of web tools to building neighborhood and community participation.

### **Federal broadband comments**

David worked with Tony and Jill to comment on the state filings and DoIT filed comments directly with the National Telecommunication and Infrastructure Administration (NTIA) regarding the proposed guidelines for the broadband stimulus eligibility. The community technology concerns focus on the definition of underserved, eligibility for community technology centers, ability to regrant to local projects to reach underserved, and the need to address affordability in projects.

**Communities Connect** focusing primarily on encouraging eligibility of community technology centers for federal funding and attention to the affordability and training – the needs of adequately supporting adoption efforts.

**All the NTIA comments are at <http://www.ntia.doc.gov/broadbandgrants>**

### **State Legislation**

All the broadband bills are being merged into one bill, 1701. There has been a lot of negotiation over what components to include. A central issue has been the definition of underserved.

### **Network**

CCN also submitted comments to the state and then to the NTIA on the broadband guidelines,

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## **Office of Cable Communications, Director's Report**

NTIA Funding: At a NATOA Community Broadband meeting the consensus among DC attorneys was that the NTIA would release its rules in early to mid June. They also indicated that the notice of Funds Available (NOFA) would be released concurrently with the rules. They expect that interested parties will have about 30 -45 days from the date of the NOFA to submit proposals.

Broadband Stakeholders Meeting in Olympia: I attended the meeting along with David Keyes. Representatives from the education, health care, telecom providers, cities and community technology spoke. As a representative of cities my comments stressed that we should avoid a rural vs. urban/suburban fight for ARRA funding. I suggested that the interests of the state's residents would be best served if ARRA funds were used to support a wide spectrum of wired and wireless broadband deployments in all areas of the state, including cities

#### Comcast Annual Report:

We received Comcast's Annual Report detailing 2008 activity in Seattle. Of note:

- Total Video subscribers increased from 166,821 in 2007 to 168,966 in 2008
- The number of limited basic customers in 2008 was 22,750
- The total number of analog only customers in 2008 was 65,558
- Number of plant miles 1362.47 (1139.77 Aerial; 222.70 Underground)

#### Comcast Analog Cutoff Transition:

We met with Comcast to discuss the analog cutoff of channels 32-71 on the Comcast network. In a welcome move Comcast has decided to delay the cutoff until October rather than begin in August as earlier planned. This will help minimize some confusion because the broadcast digital transition will occur on June 12. Here's the latest plan for elimination of the analog carriage of channels 32-71:

- Lake City, University District, Greenlake: 1<sup>st</sup> half of channels, October 26; 2<sup>nd</sup> half November 9
- Queen Anne, South Seattle, Madison Park, West Seattle: 1<sup>st</sup> half of channels, November 17; 2<sup>nd</sup> half December 7.

All subscribers can begin obtaining the digital converters now if they wish.

#### Broadcast Digital Transition:

- The FCC and Councilmember Harrell's office will sponsor a media event on May 13 to highlight that the transition is 30 days away.
- Cable Office staff shared a table with an FCC representative at MOSC's Healthy Aging Fair. We were able to sign up quite a few people for the coupons for the digital converter box.
- We have also been fielding increasing numbers of calls from people confused about the difference between the June 12 Broadcast digital transition and the impending Comcast transition.