



OKLAHOMA BROADBAND GOVERNING BOARD

Minutes of Special Meeting

10:00 a.m. on Friday, July 1, 2022

In Room 1-1 of the Oklahoma Department of Commerce, 900 N. Stiles Ave., Oklahoma City

The notice of this special meeting was provided in writing to the Oklahoma Secretary of State at least two (2) days in advance of the scheduled meeting. At least twenty-four (24) hours prior to the scheduled meeting, the agenda was posted prominently and publicly at the principal offices of the Oklahoma Department of Commerce building at 900 N. Stiles Ave., Oklahoma City, OK 73104 as well as on the Oklahoma Department of Commerce Website at <https://www.okcommerce.gov/about-us/meeting-notices/#rbec>.

1. Call to Order / Determination of Quorum

- Mike Fina, Chair, called the meeting to order and asked for the roll to be called.
- Attending: Mike Fina, Matt Pinnell, Randy McDaniel, Fob Jones, Jim Meek, Mike Erhart, Katy Boren, and Russ Teubner.
- Not present: Lyle Roggow
- Chair recognized a quorum to be present.
- Upon the invitation of the Chair, attendees introduced themselves.

2. Approval of Minutes

- **Motion 1:** Mr. Teubner moved to approve the minutes of the special board meeting held on June 16, 2022, as presented; Mr. Meek seconded. Chair called for a vote by acclamation. Motion 1 approved unanimously.

3. Opening Remarks (Chairman, Mike Fina)

- Welcomed new board members Mike Erhart and Katy Boren.
- Mr. Fina and State Chief of Operations Steven Harpe have met with Mr. Andrew Berke, Special Representative for Broadband with the National Telecommunications and Information Administration (NTIA), to begin discussions about resources available through NTIA.

4. Discussion and Possible Action regarding Committee Structure

- Mr. Fina suggested three (3) subcommittees be formed:
 1. An ad hoc Search Committee to hire the new executive director
 2. Policy Committee
 3. Mapping Committee
- **Motion 2:** Treasurer McDaniel moved to approve the three subcommittees as presented, Mr. Teubner seconded. Chair called for a vote by acclamation. Motion 2 passed unanimously.
- Chair asked for volunteers for each committee:
 - **Search** – Boren, Jones, McDaniel, Roggow
 - **Policy** – Erhart, Fina, Meek, Pinnell
 - **Mapping** – Boren, Erhart, Fina, Teubner

- Lt. Gov. Pinnell suggested that the committees plan to meet prior to the next board meeting so they can report back.
 - Fina reiterated the suggestion by saying the committees need to have met prior to the meeting scheduled for the 22nd. He also explained that those assigned to the ad hoc committee will be reassigned once that committee is dissolved.
- 5. Report on Accessing Broadband Funding** (Clay Holk, Director Grants Management Office)
- Mr. Holk gave a brief overview of the BEAD Letter of Intent, DEA planning application, and the funds available in August from the state's ARPA funds for broadband mapping.
 - See "2022.07.01 OBGB Mtg Slides" posted online under Meeting Documents at <https://www.okcommerce.gov/about-us/rural-broadband-expansion-council/>
- 6. Discussion and Possible Action regarding accessing funding**
- **Motion 3:** Treasurer McDaniel moved to approve Letter of Intent for BEAD administrative funds; Lt. Governor Pinnell seconded. Chair called for a vote by acclamation. Motion 3 passed unanimously.
 - **Motion 4:** Mr. Meek moved to approve application for Digital Equity (DEA) planning grant funds (for educating users); Mr. Jones seconded. Chair called for a vote by acclamation. Motion 4 passed unanimously.
- 7. Update on Job Posting for State Broadband Office Director** (Jacob Smith – Human Capital Management division OMES)
- Mr. Smith updated the board regarding the progress so far, reporting they have had approximately five (5) candidates out of fourteen (14) that meet the qualifications. The job was posted on [ok.gov](https://www.ok.gov); currently, HCM is not boosting the position, but would like to do so.
 - The board discussed possible solutions such as sending out a news release, contacting professional organizations in the broadband field, and speaking with Dr. Brian Whitacre. The board wished to keep the job posted through September 1, 2022.
- 8. Executive Summary of Oklahoma Broadband Current State Assessment** (Shaun Fernando and Emily Toland – Guidehouse LLP)
- See "2022.07.01 OBGB Mtg Slides" posted online under Meeting Documents at <https://www.okcommerce.gov/about-us/rural-broadband-expansion-council/>
- 9. Demonstration of Oklahoma Broadband Map** (Aldwyn Sappleton & Mike Sexton, Oklahoma Department of Commerce)
- See the online map at <https://www.okcommerce.gov/about-us/rural-broadband-expansion-council/>.
- 10. Discussion and Action regarding schedule and location of regular meetings**
- The board discussed dates/locations, but made no decisions. Chairman Fina said Kirk Martin would send out potential meeting dates/times for August and beyond the July 22nd meeting.
- 11. Discussion of possible agenda items for next meeting**
- Regular meeting dates
 - Committee Reports
 - Discussion with South Carolina about their experience and process while developing its State Broadband Office.

12. Closing Remarks and Announcements

- None

13. Other Business

- None.

14. Adjournment

- **Motion 5**: Mr. McDaniel moved to adjourn the meeting; Mr. Jones seconded. Motion 5 passed unanimously by voice vote.
- Meeting adjourned at 11:45 a.m.

Meetings of the Board are conducted in compliance with [the Oklahoma Open Meeting Act, as amended by SB 1031 and signed by Governor Stitt on February 10, 2021](#). Meetings are recorded; recordings are available to the public.

To receive meeting notices for the Oklahoma Broadband Governing Board and the Oklahoma Broadband Expansion Council, sign up at <https://www.okcommerce.gov/about-us/rural-broadband-expansion-council/>.

Prepared by: Nancee Morris, Oklahoma Municipal League
Kirk Martin, Oklahoma Department of Commerce

Approved by Board, as presented, on 07/22/2022.