



**Local Government Best Practices Check List Learning Community**  
**Thursday, April 24, 2025**  
**9PM –12PM**

**Videoconference Link:**

<https://cetfund-org.zoom.us/j/83600921624?pwd=PhdQ3JcFfLNW3v6Xu9uLO5uuWpAyso.1>

Meeting ID: **836 0092 1624** Passcode: **775219**

**WORKING AGENDA**

9:00 AM	I.	Convene and Welcome	Sunne Wright McPeak <i>President and CEO California Emerging Technology Fund (CETF)</i>
9:05	III.	<p>Spotlight on the Policy Leader, Planner, and Regulator Roles (including Permit Streamlining)</p> <p>❖ Policy Leader</p> <p>Promulgate policies that determine the jurisdiction's attention and attitude about broadband technology and define the approach to facilitating or discouraging capital investment in deployment and adoption by residents.</p> <p><u>Best Practices</u></p> <ul style="list-style-type: none"> <li>• Adopt Resolution/Policy to Accelerate/Achieve Digital Equity</li> <li>• Integrate Digital Inclusion Strategies into Services, and Programs</li> <li>• Participate in Regional Leadership Group(s) to Coordinate Optimal Impact and Actions Plans, that Achieve Economies of Scale</li> <li>• Post, Distribute Affordable Home Internet Service Offers, Lower-Cost Device Information to Low-Income Residents</li> </ul>	<p><u>Co-Moderators</u></p> <p>Liliana Monge <i>Director, Digital Equity, UniteLA Los Angeles Digital Equity Action League (LA DEAL)</i></p> <p>Kate Fosburgh <i>Digital Access Project Analyst Sonoma County Economic Development Collaborative North Bay / North Coast Broadband Consortium (NBNCBC)</i></p> <p><u>Panelists</u></p> <p>Rich Levine <i>Broadband Systems Engineer, County of Marin</i></p>

		<ul style="list-style-type: none"> <li>Embrace Broadband as a Green Strategy – Establish Remote-Work Programs, Reduce Vehicle Trips, Nurture Workforce Productivity</li> </ul> <p>❖ <b>Planner</b>  <i>Prepare land use and other related plans (such as for economic development) that guide the development in the jurisdiction, thus determining “how smart” growth will be and defining quality of life for residents.</i>  <u>Best Practices</u></p> <ul style="list-style-type: none"> <li>Convene Community</li> <li>Prepare Map of Priority Areas and Public Assets</li> <li>Share Map in Region</li> <li>Adopt Policy to Accelerate Deployment</li> <li>Incorporate Policy into General Plan</li> </ul> <p>❖ <b>Regulator</b>  <i>Adopt implementing ordinances for policies and plans that promote “smart” infrastructure, facilities, and buildings consistent with “Dig Once, Dig Smart” objectives</i>  <u>Best Practices</u></p> <ul style="list-style-type: none"> <li>Adopt Ordinances</li> <li>Streamline Permitting</li> <li>Brief ISPs on Map and Needs</li> <li>Integrate Broadband into Public Projects (Dig Once)</li> <li>Require Broadband in All Private Projects</li> </ul>	<p>Karen Lee  <i>Special Projects Manager  City Manager’s Office, City of Artesia</i></p> <p>David Kent  <i>Vice-Mayor, City of Isleton</i></p> <p>William Huang  <i>IT Technician, City of Brawley</i></p> <p>Kelsey Baird  <i>Digital Equity Program Manager  Department of Information Technology  City of San Diego</i></p> <p>Simon Tse  <i>Supervising Development Project Manager  Development Services, City of San Diego</i></p> <p>Craig Griesbach  <i>Information &amp; General Services Agency  Director, County of Nevada</i></p>
9:50	IV.	<p>Small Group Discussions About  Consumer Purchaser and Service Provider Roles</p> <p><i>Groups Will Be Facilitated by RBC Leaders  RBCs Will Take Notes; Local Governments Will Report</i></p> <p>❖ <b>Consumer Purchaser</b>  <i>Purchase and utilize technology which can enable residents to access information and services, increasing demand for technology and encouraging innovation and competition to develop new applications that will increase productivity.</i>  <u>Best Practices</u></p> <ul style="list-style-type: none"> <li>Inventory All ISP IT Vendor Contracts</li> <li>Meet with All ISP Vendors to Partner</li> <li>Require ISP Vendor Contracts to Update Technology</li> <li>Develop Green Technology Ecosystem</li> <li>Purchase Computing Devices in Bulk for Adoption</li> </ul> <p>❖ <b>Service Provider</b>  <i>Provide information and services online through broadband that increases the relevance of technology to consumers, encourages adoption, and reduces impacts on the environment.</i>  <u>Best Practices</u></p> <ul style="list-style-type: none"> <li>Provide Online Access of All Public Documents</li> <li>Deliver Online as Many Services as Possible</li> <li>Designate Library as Community Digital Hub</li> <li>Promote Telehealth</li> <li>Encourage and Promote Technology in Schools</li> </ul>	<p><u>Group 1</u>  Los Angeles Digital Equity  Action League (LA DEAL)</p> <p><u>Group 2</u>  Broadband Consortium of the  Pacific Coast (BCPC)  Central Coast  Broadband Consortium (CCBC)  Inland Empire (IE)</p> <p><u>Group 3</u>  Northeastern and Upstate Connect  Broadband Consortia (N-UCCC)  Redwood Coast Connect  Broadband Consortium  Gold Country  Broadband Consortium</p> <p><u>Group 4</u>  North Bay North Coast  Broadband Consortium (NBNCBC)  WiConduit  Eastern Sierra Broadband Consort  Broadband Consortium</p>

		<u>Questions</u> <ul style="list-style-type: none"> <li>➤ What actions are you taking to improve and expand your role as a Consumer Purchaser?</li> <li>➤ What Consumer Purchaser best practices have been the most effective and transformative?</li> <li>➤ What actions are you taking to improve and expand your role as a Service Provider?</li> <li>➤ What Service Provider best practices have been the most effective and transformative?</li> <li>➤ What are primary the "take-aways" in these roles that underscore the importance of your role as a Policy Leader?</li> </ul>	<u>Group 5</u> Southern Border Broadband Consortium (SBBC) Connected Capital Area Broadband Consortium (CCABC)
10:35		Short Break	
10:40	V.	Reports from Group Discussions (2-Minute Reports)	Each Group Reporter
11:00	VII.	Discussion of Value of Shared Best Practices – Project Wrap-Up Conversation <ul style="list-style-type: none"> <li>➤ What has been the most useful aspect of the Best Practices Check List Learning Community?</li> <li>➤ What are you planning to do differently as a result of the Best Practices Check List Project?</li> <li>➤ What are your recommendations for improving such a Learning Community in the future?</li> </ul>	<u>Co-Facilitators</u>  Scott Armstrong <i>Regional Broadband Coordinator</i> <i>County of Inyo</i> <i>Inyo-Mono Broadband Consortium</i>  Trish Kelly <i>Managing Director, Valley Vision</i> <i>Connected Capital Area Broadband</i> <i>Consortium (CCABC)</i>
11:45	VIII.	Review of Schedule and Next Steps <ul style="list-style-type: none"> <li>➤ Information Distribution Plan</li> <li>➤ Final Report Template</li> <li>➤ May 16: Final Report and Follow-Up Check List</li> <li>➤ June 2025: Final Grant Payment</li> <li>➤ July 1, 2025: CPUC CASF Grant Applications Due for Adoption and Publicly-Subsidized Housing</li> </ul>	Sunne Wright McPeak Alana O'Brien
12:00	IX.	Adjourn	Sunne Wright McPeak
<b>12PM–12:30PM: Optional Time for Participant Discussion</b>			

**Final Report and Follow-Up Check Lists Due: Friday, May 16, 2025**

## Small Discussion Groups

### Group 1

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#### LA DEAL

City of Artesia  
City of Bell Gardens  
City of Bellflower  
City of Inglewood  
City of Long Beach  
City of Los Angeles  
City of Maywood  
City of Palmdale  
City of Rosemead  
City of South El Monte

### Group 2

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#### CENTRAL COAST

County of San Benito  
City of Sand City

#### BROADBAND CONSORTIA PACIFIC COAST

City of Moorpark  
City San Luis Obispo  
City of Santa Paula

#### INLAND EMPIRE

City of Cathedral City  
City of Ontario

### Group 3

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#### CSU CHICO NORTHEAST-UPSTATE CCC

County of Plumas

City and County of San Francisco

#### GOLD COUNTRY BROADBAND CONSORTIUM

City of Placerville  
County of Nevada  
County of Sierra

#### REDWOOD COAST

County of Del Norte

### Group 4

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#### NORTH BAY NORTH COAST

City of American Canyon  
County of Marin  
County of Napa  
County of Sonoma  
Town of San Anselm

#### INYO-MONO BROADBAND CONSORTIUM

County of Inyo  
County of Mono Scott reported

### Group 5

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#### CONNECTED CAPITOL AREA

City of Isleton  
City of West Sacramento  
County of Yuba

#### SOUTHERN BORDER BROADBAND CONSORTIUM

City of Brawley  
City of San Diego

## **Learning Community Best Practices Check List Project Faculty**

**Steve Karp**

*Director of Special Projects/Advancement, CalPoly Humboldt  
Redwood Coast Connect Broadband Consortium (RCCBC)*

**Connie Stewart**

*Executive Director of Initiatives, University Advancement  
CalPoly Humboldt, RCCBC*

**Kari Sinoff**

*Project Manager  
Gold Country Broadband Consortium (Sierra Business Council)*

**Scott Armstrong**

*Regional Broadband Coordinator  
Inyo County, Inyo-Mono Broadband Consortium*

**Kate Fosburgh**

*Digital Access Project Coordinator  
Sonoma County Economic Development Board, North Bay North Coast Broadband Consortium (NBNCBC)*

**Mark Revis**

*Broadband Project Manager  
Napa County, NBNCBC*

**Calvin Sandeen and Michael Nicholls**

*WiConduit, Sonoma County*

**Jason Schwenkler**

*Executive Director, North State Planning and Development Collective, CSU Chico  
Northeastern and Upstate California Connect Consortia (NCCC-UCCC)*

**Sabrina Oregel**

*Project Manager, North State Planning and Development Collective, NCCC-UCCC*

**Haley Stone**

*Project Manager, North State Planning and Development Collective, NCCC-UCCC*

**Trish Kelly**

*Managing Director, Valley Vision  
Connected Capital Area Broadband Consortium (CCABC)*

**Navreet Hundal**

*Project Coordinator, Valley Vision – CCABC*

**Barbara Foster**

*Acting Executive Director*

**Erica Del Toro and Lizette Diaz**

*Project Coordinators  
Office of Community and Economic Development (OCED)  
California State University, Fresno (CUSF)*

**Maure Gildea**

*Manager of Economic Development  
and Digital Equity  
Monterey Bay Economic Partnership (MBEP)  
Central Coast Broadband Consortium*

**Bruce Stenslie**

*President/CEO  
Economic Development Collaborative*

**Shelby Arthur**

*Strategic Advisor and Partner Facilitator  
Countywide Digital Equity Coalition  
Santa Barbara Community Foundation*

**Molika Oum**

*Digital Equity Advocate  
Broadband Consortium of the Pacific Coast*

**Davis Park**

*Senior Program Director  
Los Angeles Economic Development Corp.  
Los Angeles Digital Equity Action League  
(LA DEAL Regional Broadband Consortium)*

**Liliana Aide Monge**

*Director, Digital Equity  
UNITE-LA – LAEDC*

**Amy Cortina Mathias**

*Senior Vice President,  
Strategic Partnerships  
UNITE-LA – LAEDC*

**Joel Martin**

*Community Broadband Manager  
LA DEAL – LAEDC*

**Timothy E. Kelley**

*President and CEO  
Imperial Valley Economic Development Corporation (IVEDC) – Southern Border Broadband Consortium (SBBC)*

**Alma Silva**

*Program Director  
IVEDC – SBBC*

**Carlos Montes**

*Investor Relations and Business Development  
IVEDC – SBBC*

**Roland Ok**

*Planning Supervisor  
Southern California Association of Governments (SCAG)*

Javier Silva

*Associate Regional Planner*

*Mobility Planning and Goods Management*

*SCAG*

Shannon McAlpine

*Planning & Programs*

*Southern California Association of Governments (SCAG)*