

**Pennsylvania Broadband Development Authority**  
**September 19, 2024**  
**2:00 PM**

Pennsylvania Public Utility Commission, Hearing Room 1  
400 North Street, Harrisburg  
Dial-In: +1 267-332-8737  
Phone Conference ID: 115 847 952#

- I. Call to Order
- II. Approval of the July 25, 2024, Meeting Minutes
- III. Broadband Equity, Access, and Deployment (BEAD) Program Guidelines Approval
- IV. Public Comment
- V. Adjournment

*\*This meeting will be recorded, and your participation is your consent to being recorded.*

**Pennsylvania Broadband Development Authority (PBDA)**

Board Meeting Minutes

September 19, 2024

Keystone Building

PUC Hearing Room #1

400 North Street, Harrisburg

Microsoft Teams Meeting

**Attendance**

**Board members:**

- Secretary Uri Monson, Office of the Budget, Chairman
- Senator John Kane, Assistant Secretary
- Representative Rob Matzie
- Representative Carl Metzgar
- Senator Kristin Phillips-Hill, Secretary
- Secretary Rick Siger, Department of Community & Economic Development

**Designees:**

- Cathy Hall on behalf of Secretary Khalid Mumin, Department of Education
- Barb Burba-Filoreto on behalf of Secretary Reggie McNeil, Department of General Services
- Laura Dimino on behalf of Kyle Kopko
- Mark Critz on behalf of Secretary Redding, Department of Agriculture
- Joel Cheskis on behalf of Chairman Steve DeFrank, Pennsylvania Public Utility Commission
- Chloe Mandara, Legislative Director, Office of Senator Phillips-Hill
- Matt Franchak, Policy Director, Office of Senator John Kane
- Rich Pronesti, PA House Consumer Protection, Technology and Utilities Committee
- Zach Reber, Deputy Director, Office of the Budget

**Department of Community and Economic Development (DCED) staff:**

- Brandon Carson, PBDA Executive Director
- Brandon Peters, PBDA Deputy Director
- Kalie Snyder, PBDA Outreach & Engagement Manager
- Pam Frontino, PBDA Grants Manager
- Charles Napier, PBDA Director of Infrastructure
- Kyle Snyder, PBDA Broadband Planning Specialist
- Dr. Stephanie Perry, PBDA Digital Equity and Workforce Specialist
- Greg Alliger, PBDA Broadband Project Manager
- Britt Muniz, PBDA Counsel
- Julia Brinjac, PBDA Director of Digital Equity
- Mary Markle, PBDA Executive Assistant
- Penny Ickes, Communications Director
- Leigh Walter, Legislative Affairs
- Michael Shorr, Community Development Regional Director

**In-Person Guests:**

- Todd Eachus, BCAP
- Cynthia Ehlers
- Jennifer Algoe Keaton, BCAP

- Brett Biggica, Milliron Goodman
- Tracy Vernon, Michael Baker International (MBI)
- Steve Barber, MBI
- John Mizerak, Brightspeed
- Catherine Conner, Milliron Goodman

**Virtual Guests:**

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| <ul style="list-style-type: none"> <li>• Nicole Ugarte, NTIA</li> <li>• Mike Roberts</li> <li>• Nicole Weaver, Office of Representative Metzgar</li> <li>• Joe Thompson, Bucks County Library</li> <li>• Keith Gunuskey, Wallenpaupack SD</li> <li>• Emily Walker, Brightspeed</li> <li>• Elizabeth Crow, MBI</li> <li>• Elizabeth Holley, East Pennsboro SD</li> <li>• Sheri Collins, McNeese, Wallace &amp; Nurick</li> <li>• Jeremy Jurick, Armstrong</li> <li>• Karen White, MBI</li> <li>• Katie Hetherington Cunfer, SitelogicIQ</li> <li>• Katelynn Edger, East Pennsboro SD</li> <li>• Jeannine French, Peters Twp SD</li> <li>• Jennifer Cloonan, Frontier</li> <li>• Andrew Wisniewski</li> <li>• Carrie Cleary, Pa Libraries</li> <li>• Rachael Haverstick, Kinber</li> </ul> | <ul style="list-style-type: none"> <li>• Rod Mischke, Brightspeed</li> <li>• April Brumfield</li> <li>• Janelle Lance, MBI</li> <li>• Laila Horton, Brightspeed</li> <li>• Jamellah Ellis,</li> <li>• Brianna Fritz</li> <li>• Brad Rau, Peters Twp, SD</li> <li>• Tom Keller, GR Mitchell</li> <li>• Chris Field, University of Pittsburgh</li> <li>• Shana Smith, Northwest PA</li> <li>• Holly Laird</li> <li>• Jill Foys, Northwest PA</li> <li>• Cheryl Morgan</li> <li>• Michael Robinson, East Pennsboro SD</li> <li>• Jennifer Blatz, Persad Center</li> <li>• Richie Rambarran, Ichor Strategies</li> <li>• Christine</li> <li>• Marvin</li> <li>• 717-587-5853</li> </ul> |
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**I. Call to Order**

Chairman Monson called the meeting to order at 2:04 p.m. and asked Mary Markle to provide housekeeping and to conduct roll call. Ms. Markle conducted roll call and confirmed quorum.

**II. Approval of July 25th, 2024, Meeting Minutes**

Chairman Monson asked for questions and comments on the July 25, 2024 minutes as presented to the Board. Seeing none, he asked for a motion to approve the minutes. Motion was made by Mark Critz and seconded by Barb Burba-Filoreto. Motion passed unanimously.

**III. Broadband Equity, Access, and Deployment (BEAD) Program Guidelines Approval**

Chairman Monson invited PBDA Grants Manager, Pam Frontino, to provide an overview of the BEAD guidelines. Ms. Frontino reminded the Board that the guidelines are based on the Initial Proposal Volume II and provided a summary of the BEAD Program. Her presentation outlined the BEAD application timeline which begins with the posting of the guidelines, eligible Broadband Serviceable Locations (BSLs), the application periods, and ending with the notice of awards.

Ms. Frontino noted award specifics including application parameters and requirements. She explained the identification of eligible project areas, explaining Broadband Serviceable Areas (BSAs) and BSLs.

She added that the final list of BSLs will be available to applicants at least ten days prior to the opening of the application window.

Brandon Carson added that tentative BSAs should be posted shortly, reiterating that the BSAs are tentative until BSLs are approved by the NTIA.

Ms. Frontino's presentation included a list eligible entities and types of eligible projects noting that projects must meet the minimum 95% BSL coverage threshold.

Mr. Carson added that while the threshold is 95%, the PBDA remains committed to connecting 100% of the locations that are currently lacking service. Other more cost-effective technologies may be utilized to address the costliest BSLs.

Ms. Frontino discussed affordability, noting that applicants must outline a clear affordability plan and went on to explain what is to be included in that plan. She explained the Low-Income Service Plan and Middle-Class Affordability Plan as well as the administration of these plans. In her explanation of the scoring and evaluation of Priority and Other Last Mile projects, she listed the criteria and the weight assigned to each item.

Regarding Broadband Ready Communities (BBRC), Ms. Frontino stated that it is a tool for local government partners to ensure that they have taken steps to support BEAD funded projects and reduce potential barriers to deployment.

Ms. Frontino concluded by offering an email address for questions; adding that pre-recorded webinars, FAQs and office hours will be available in the coming weeks.

Chairman Monson asked for questions and comments from the Board.

Mark Critz asked if the presentation could be sent to the Board. Mr. Carson said it would be made available to the public following the meeting. Mr. Critz then asked how he and others can assist their communities in becoming broadband ready. Mr. Carson responded that getting the word out on the BBRC program is imperative. Discussion continued regarding the promotion of the BBRC program and the response thus far.

Joel Cheskis asked for clarification on the distinction between the guidelines presented today and the Initial Proposal Volume II. Mr. Carson noted that the guidelines are a synthesized version of the NTIA approved Volume II with the significant change being the move from a two-step application process to a single step process.

Chairman Monson then invited Nicole Ugarte to comment. Ms. Ugarte commended the PBDA for their collaboration with the NTIA in developing the guidelines. She added that the NTIA has full confidence in Pennsylvania's approach to achieving "internet for all" and affirmed the NTIA's continued support of PBDA.

Chairman Monson called for a motion to approve the guidelines. Motion was made by Senator Kane and seconded by Secretary Siger. Chairman Monson asked Ms. Markle to conduct a roll vote.

<b>Board Member</b>	<b>Voting Designee</b>	<b>Vote</b>
Chairman Monson		Yes
Secretary Redding	Mark Critz	Yes
Secretary Siger		Yes
Secretary Mumin	Cathy Hall	Yes
Secretary McNeil	Barb Burba-Filoreto	Yes
Senator Kane		Yes
Representative Matzie		Yes
Representative Metzgar		Yes
Senator Phillips-Hill		Yes
PUC Chairman DeFrank	Joel Cheskis	Yes
Dr. Kopko	Dr. Laura Dimino	Yes

Motion passed unanimously. Chairman Monson thanked the Board and the PBDA staff.

**IV. Public Comment**

Chairman Monson asked Ms. Markle to conduct Public Comment.

Todd Eachus thanked the PBDA and the Board for their work on the guidelines and asked the Board to consider providing clarity on the financial management technical requirement.

Hearing no further comments, public comment concluded.

**V. Adjournment**

Chairman Monson noted that the next Board Meeting will be Thursday October 10, 2024 and called for a motion to adjourn the meeting. Senator Kane made a motion to adjourn, seconded by Barb Burba-Filoreto. Meeting adjourned at 2:36 p.m.

Respectfully submitted,

Senator Kristin Phillips-Hill  
Secretary