

**Pennsylvania Broadband Development Authority  
Outreach & Education Sub-Committee Meeting  
December 18, 2024  
2:30 PM – 3:30 PM**

Virtual Meeting  
Dial-In: +1 267-332-8737  
Phone Conference ID: 862 373 555#

- I. Call to Order
- II. Approval of October 24, 2024, Meeting Minutes
- III. 2025 Meeting Dates
- IV. BEAD Program Update
- V. DE Capacity Grant Update
- VI. BBRC Update
- VII. New Business
- VIII. Public Comment
- IX. Adjournment

**Pennsylvania Broadband Development Authority**  
Outreach & Education Sub-Committee Meeting Minutes  
December 18, 2024  
Virtual - Microsoft Teams Meeting

**Sub-Committee members in attendance**

- Dan Alwine, Subcommittee Chair, Pittsburgh Chamber of Commerce
- Lisa Davis, Director, Office of Rural Health, Penn State University
- Carrie Cleary, Executive Assistant, Office of Commonwealth Libraries
- Joe Gerdes, Director of Government Relations, PA State Association of Township Supervisors
- Mark Critz, Department of Agriculture, PBDA Board Representative

**Department of Community and Economic Development (DCED) staff in attendance**

- Kalie Snyder, PBDA Outreach and Engagement Manager
- Mary Markle, PBDA Executive Assistant
- Felicia Duger, PBDA Deputy Digital Director

**Guests in attendance**

Six guests participated virtually.

**I. Call to Order**

The meeting was called to order at 2:34pm. Mary Markle conducted roll call and provided housekeeping items. Quorum was not met.

**II. Approval of the October 24, 2024, Meeting Minutes**

Roll call will be taken again before the end of the meeting. If quorum is met, minutes will be voted on at that time. Without quorum, meeting minutes will be tabled until the next meeting.

**III. 2025 Meeting Dates**

Chair Alwine presented February 20, April 17, June 5, August 21, October 16, December 4, as the meeting dates for 2025. All meetings will be at 2:30pm and will take place virtually. Chair Alwine asked Mary to send out the invite for February's meeting. He then asked Kalie Snyder to present the next 3 agenda items.

**IV. BEAD Program Update**

Ms. Snyder stated that round one for BEAD applications opened in November and will remain open until January 21, 2025. She stated that BEAD FAQs are continuously updated based on inquiries received and encouraged interested applicants to continue to submit questions. In addition to the FAQ, she listed several other resources available on the PBDA website, including program guidelines and webinars.

Mark Critz asked for clarification on the deadline which is January 21, 2025

#### **V. Digital Equity (DE) Capacity Grant Update**

Ms. Snyder informed that the PBDA received approval of the DE Capacity Grant which will allow for the Digital Equity plan to move forward. She added that the PBDA will look to the committee to share out information regarding this program, such as upcoming webinars.

Chair Alwine asked when this information might be available to share. Ms. Snyder said she will update at the next meeting.

Ms. Snyder also offered an update on the Digital Connectivity Technology Program, noting that a second application round is planned for 2025. She again stressed the importance of the committee's help in reaching areas from which there were no applications in round one.

#### **VI. Broadband Ready Community Program (BBRC), Update**

Ms. Snyder noted an uptick in interest in the BBRC program with nearly 50 communities designated as Broadband Ready Communities. The complete list will be posted to the PBDA website on the BBRC page. She asked the committee to reach out to their local partners about this program and noted that this is not a requirement but an opportunity for communities to show they are ready for deployment of network infrastructure.

Chair Alwine asked for clarification on the benefit to BBRC participants asking specifically about a monetary incentive. Ms. Snyder stated that there is no financial component to the BBRC Program, but this will show providers that local municipalities and/or counties are ready to work with providers to ensure swift deployment of broadband infrastructure.

Lisa Davis added that the office hours have been helpful and asked if county commissioners and borough managers have been advised of the webinars. Ms. Snyder responded that the subcommittee has representation from both groups, and they have been helpful with this communication. She and PBDA Deputy Director also presented at the November County Commissioners Association of Pennsylvania (CCAP) conference.

Ms. Davis then asked Mark Critz if he'd be willing to offer a presentation to those on the Rural Development Council distribution list. Mr. Critz responded that he has shared this information and will continue to do so.

Ms. Davis also suggested that the Center for Rural Pennsylvania as a resource for sharing program information.

Carrie Cleary offered to distribute information through the Commonwealth libraries.

Mary Markle will provide the link to the updated webpage after the holidays.

#### **VII. New Business**

No new business reported.

#### **VII. Public Comment**

Chair Alwine asked Mary Markle to conduct public comment. Hearing none, Chair Alwine moved on to adjournment.

#### **VIII. Adjournment**

Chair Alwine stated that Mary will send out invites for all 2025 meetings. He noted the importance of responding to invites as well as attendance at the meetings to reach quorum.

Chair Alwine reminded that the next meeting will be February 20<sup>th</sup> and asked for a motion to adjourn. Motion was made by Joe Gerdes and seconded by Carrie Cleary. Meeting adjourned at 2:54PM