

Pennsylvania Broadband Development Authority (PBDA)

Board Meeting Minutes

April 3, 2025

Commonwealth Keystone Building

PUC Hearing Room #1

400 North Street, Harrisburg

Microsoft Teams Meeting

Board members:

- Secretary Uri Monson, Office of the Budget, Chairman
- Senator Kristin Phillips-Hill, Secretary
- Matt Franchak on behalf of Senator John Kane, Assistant Secretary
- Mark Critz on behalf of Secretary Redding, Department of Agriculture
- Representative Rob Matzie
- Representative Carl Metzgar
- Dr. Kyle Kopko, Center for Rural Pennsylvania
- Mike Hanna on behalf of Secretary Rick Siger, Department of Community & Economic Development
- Cathy Hall on behalf of Acting Secretary Dr. Carrie Rowe, Department of Education
- Dennis Marquis on behalf of Secretary Reggie McNeil, Department of General Services
- Joel Cheskis on behalf of Chairman Steve DeFrank, Pennsylvania Public Utility Commission

Designees in attendance:

- Barb Burba-Filoreto, Department of General Services

Department of Community and Economic Development (DCED) staff:

- Brandon Carson, PBDA Executive Director
- Brandon Peters, PBDA Deputy Director
- Kalie Snyder, PBDA Outreach & Engagement Manager
- Marshall Fischer, PBDA Technology Specialist
- Tim Arthun, PBDA Policy & Program Specialist
- Charles Napier, PBDA Director of Infrastructure Programs
- Carmela Burston, BEAD Program Manager
- Dr. Stephanie Perry, PBDA Workforce and Digital Program Specialist
- Greg Alliger, PBDA Broadband Project Manager
- Julia Brinjac, PBDA Director of Digital Community Investment
- Britt Muniz, PBDA Counsel
- Sue Benedek, PBDA Counsel
- Kaitlyn Capurro, Legal Office Administrator
- Penny Ickes, Communications Director
- Felica Duger, Deputy Digital Director

In-person and virtual guests:

Four guests attended in person, with 26 attending virtually.

I. Call to Order

Chairman Monson called the meeting to order at 10:02 a.m. and asked Mary Markle to provide housekeeping and to conduct roll call. Ms. Markle conducted roll call and confirmed quorum.

II. Approval of January 16, 2025, Meeting Minutes

Chairman Monson asked for questions and comments on the January 16, 2025, minutes as presented to the Board. Seeing none, he asked for a motion to approve the minutes. Motion was made by Mike Hanna and seconded by Matt Franchak. Motion carried.

III. Financial Update: January - March 2025 Expenditures

Brandon Carson presented the quarterly expenditures noting that reimbursements for CPF-BIP awarded projects are expected to increase significantly as those projects are in the permitting, planning, and construction stages. He reminded members that these projects will be completed by the end of 2026.

Mr. Carson added that during the report period there were \$864,000 subgrantee reimbursements through the Multipurpose Community Facilities Program. These projects are also required to be completed by end of 2026.

Moving onto BEAD, Mr. Carson stated that the report includes administrative expenses and added that there are no subgrantee expenses as no BEAD funds have yet been awarded.

Mr. Carson stated that given potential changes to BEAD at the federal level, the PBDA has been advised by NTIA to reduce expenditures related to subgrantee selection and to submit a waiver requesting an extension to the timeline for completion of the BEAD Final Proposal. He added that the PBDA will work with NTIA to adjust as needed once final guidance is provided.

Mr. Carson stated that a new grant was received which includes \$25 million through the Digital Equity Capacity Grant Program. He added that additional details on the grant and associated programming will be provided later in the meeting.

IV. MOU Extension and FY 2025-2026 Estimate of Expenditures

Mr. Carson reminded members that the PBDA has an MOU with DCED to provide staffing and support for its programs. Current year's expenditures are \$1.85 million representing 60% of the budget for the year.

Mr. Carson requested that the current MOU, ending in June, be extended to June 30, 2026.

Chairman Monson asked for questions and comments on the MOU.

In response to Senator Phillips-Hill, Mr. Carson confirmed that with the projected 5% increase in the amount of the MOU, spending will remain within what is permitted on PBDA's federal grants.

Chairman Monson asked for a motion to approve the MOU extension. Matt Franchak made a motion, seconded by Dr. Kyle Kopko. Motion carried.

V. Digital Skills and Community Capacity Program Guidelines

Chairman Monson stated that members of the Board requested additional time to review the guidelines and he asked for a motion for a continuance of this meeting to 10:00 AM on April 10, 2025.

Mike Hanna motioned for a continuance of the meeting to 10:00 a.m. on April 10, 2025, which was seconded by Dr. Kyle Kopko.

At the request of Senator Phillips-Hill, Chairman Monson confirmed that public comment will take place on April 10th.

Motion to approve the continuance carried.

VI. Public Comment

Due to the continuance of this meeting, public comment will be heard when the meeting resumes at 10:00 a.m. on April 10, 2025.

VII. Adjournment

Chairman Monson called for a motion to adjourn the meeting until the continuance at 10:00 a.m. on April 10, 2025. Motion to adjourn was made by Mike Hanna and seconded by Cathy Hall.

In response to clarifying questions from Senator Phillips-Hill, Britt Muniz, PBDA counsel confirmed that the meeting will be continued, and that public comment will be taken at the continued meeting.

Meeting adjourned at 10:14 a.m.

Respectfully submitted,

Senator Kristin Phillips-Hill
Secretary