



Alaska Statewide Broadband Advisory Board – April 24, 2023 Subcommittee Meeting to Establish a Technical Working Group

Alaska Department of Commerce, Community & Economic Development
Apr 24, 2023, at 10:00 AM AKDT to 11:00 AM AKDT

Attendance

Present:

Members: Christine O'Connor (chair), Michael Brase, Charles Carpenter, Anastasia (Ana) Hoffman

Absent: Archibald (Stewart) Ferguson

Staff: Anessa Feero, Administrative Specialist.

1. Call to Order and Roll Call

The meeting was called to order at 10:00 am. Four members of the subcommittee were present. Quorum was met.

2. Review/Approve Agenda

The agenda was approved as written by unanimous consent.

3. Working Session: Review Proposed Cover Letter/ Board Introduction to Application

The subcommittee discussed the purpose of the cover letter related to the Technical Working Group application and decided it could be finalized with staff rather than in a formal meeting. In an interest to understand why each applicant wants to participate in the Technical Working Group, an additional question was added into the application materials.

4. Review Draft Application Materials

The subcommittee confirmed the following for the application by unanimous consent.

Application Window: 5/1/23 to 5/31/23, or one month.

Application Submission Procedure: Each complete application will be sent to the subcommittee members as they are received by the Alaska Broadband Office via email.

The subcommittee confirmed all adjustments to the TWG application and requested the secretary circulate the final version to subcommittee members after the adjustments were applied.

5. Determining Application Scoring Criteria

The subcommittee determined that each application will be screened before scoring based on three criteria.

1. Does the applicant have the minimum qualifying professional experience for the position?
2. Does the applicant have the minimum 5 years of professional experience in Alaska?
3. Has the applicant completed the application.

The subcommittee discussed ways to score each applicant and decided to score each qualitative question on the application on a 1 to 3 scale to determine if the applicant has met expectations.

1. Doesn't Meet Expectations
2. Meets Expectations
3. Exceeds Expectations

6. Adjournment

Motion by C. O'Connor to adjourn and approved unanimously.

Meeting adjourned at 10:29 pm on April 24, 2023.