



CVFiber Policy Committee Meeting Minutes

Wednesday, Feb. 7, 2024 5:00 PM
Virtual meeting

Present: Allen Gilbert (Worcester) and John Morris (Marshfield); and Jennille Smith, executive director.

- 1. Call to order.** A quorum being present, the meeting was called to order at 5 p.m. by Gilbert, chair.
- 2. Changes to agenda.** There were none.
- 3. Public comment.** There was none.
- 4. Approval of Jan. 3, 2024 draft meeting minutes.** Morris moved to approve the draft minutes of the Jan. 3, 2024 meeting as presented, seconded by Gilbert. Approval was unanimous.
- 5. Personnel Policy – loose ends, if any, after adoption at Jan. 9 Governing Board meeting.** Smith is developing a form that board members and staff will receive when they take mandated training later this month. Board and staff will have to sign the form, acknowledging that they received and have read and are familiar with the Personnel Policy. This provides a record of compliance with the mandate, as expressed in the policy.
- 6. Privacy Policy – further discussion on alignment with WC Telecom policy.** Gilbert said that before the committee takes up the Privacy Policy, he wanted to make sure others knew of interest to develop a “Statement of Principles” document expressing who we are, what our goals are, and what’s important

to us. Gilbert had provided a copy of such a document from another nonprofit and shared it with Smith and Olivia Kantyka, communications relations manager. Kantyka re-worked the document into a draft of a CVFiber Statement of Principles. Gilbert said it was an interesting first draft. Smith thought developing a document like this was a good idea; it tells people, in succinct fashion, who we are, what we're doing, and how we go about it – an “outwardly-facing document,” she said. Morris agreed, suggesting that this would be a good thing to have on our website. Gilbert said the committee will take this up at our next meeting. He'll send Morris a copy so he has a better idea of what the statement looks like.

Regarding the Privacy Policy, Smith reminded the committee that we have a Privacy Policy Overview, which we need to shape into a more complete policy that will meld with the Waitsfield Champlain Valley Telecom (our service operator) Privacy Policy. Smith said she's also added some material from the privacy policy of a sister CUD, Maple Broadband, that we might want to include. Smith shared a copy of the draft on her screen. She explained that some parts of our “overview” are consistent with WCVT's “policy,” but there are parts of the WCVT policy that don't pertain to CVFiber. She noted that the Maple Broadband policy included a section on access to public records, which Smith said was something we need to include in ours as well (since we're a public entity). Whether we need to include information about the federal “Cable Act” in our policy (as Waitsfield does in theirs) is something we need to determine, Smith said. Gilbert asked if the overall goal is for us to have a single, united policy with WCVT, or for each entity to have its own policy that is largely parallel with the other – avoiding conflicts in how privacy issues are handled between CVFiber and WCVT. Smith said it's the latter – two separate policies that do not conflict with one another. Gilbert pointed out that in our policy, we should be careful to note that WCVT may have other information in their policy that CVFiber doesn't have in its, yet the WCVT information applies to CVFiber customers. Customers will need to be familiar with both policies to be fully aware of all their privacy rights, he said. Smith agreed. She said once we've pulled our policy together, we'll share it with WCVT to make sure it's congruent and doesn't conflict with anything they do, and also notes there are some privacy rules unique to WCVT. Gilbert asked if we are subject to the federal rules around data collection. Smith explained that there are two rules: CPNI (Customer Propriety Network Information) is a rule that covers network-related information while PPI (Proprietary Personal Information) pertains to personal information. While we at CVFiber don't want to gather CPNI data, there are times when WCVT might share some CPNI data as part of information WCVT sends to us. Gilbert suggested that we note specifically in our policy what CPNI is and how we do not gather CPNI data ourselves – but that our partner operator might have such information. Smith will develop a copy of the revised

CVFiber privacy document in advance of next month's Policy Committee meeting.

- 7. Board training.** “Leaders” (meaning staff managers and board committee chairs) training is scheduled for Feb. 23, in-person, in Barre. It was noted this event has to be warned as a public meeting, with the specific activities noted. Training for the rest of board members will be in March, shortly after town meeting. The latter training session will be two hours, and likely in the evening on Monday, Wednesday or Friday the week of March 11. The week of the 18th may also be considered, depending on school vacation schedules.
- 8. Update on digital equity efforts, including possible Accessibility Policy.** The federal ACP (Affordable Connectivity Program) is likely to run out of funding within the next few months. If it does, CVFiber will continue the monthly \$30 credit for a maximum of six months for the grandmothers customers we have. Gilbert said he's glad there's a concentrated effort by the CUDs to work together through VCUDA (Vermont Communications Union Association) on equity issues, as well as the VCBB (Vermont Community Broadband Board) to work with VCUDA in dealing with federal issues that are arising around equity. The federal government has provided \$14.2 billion through ACP since the program began in 2021. It's a considerable amount of money, and if it goes away, it will be difficult to replace on a long-term, ongoing basis. Gilbert noted that he read a recent Washington Post article that said 50 million households are eligible for the subsidies, with about 24 million claiming them.
- 9. Other business.** Gilbert noted that he and Morris are the only current members of the Policy Committee. Siobhan Perricone is expected to be consumed by new duties after election as the CVFiber Governing Board chair, and it's unclear if Linda Gravell will come back as a full committee member rather than stay on guest status. Smith suggested this be brought up at the next Governing Board meeting, as lots of shifts among members are taking place and other committees are in conditions similar to what the Policy Committee is facing.
- 10. Adjourn.** The meeting adjourned at 5:50 p.m.

-- Allen Gilbert

Approved March 6, 2024