



# UC2B Policy Board Agenda

## Regular Meeting

November 16, 2011 – 12:00 noon

Council Chambers, 102 N. Neil Street, Champaign, Illinois

- I. Call to Order
- II. Roll Call (By Roster) – Determine Quorum
- III. Approve Agenda
- IV. Approval of Minutes from November 2, 2011
- V. **ACTION\*/DISCUSSION ITEMS** (In this section, items will be presented to the board and opened for technical questions, then we will go to the audience for comments – audience comments are limited to five minutes per person – then we will return to the board for general discussion and questions)
  - a) Update on FTTP bidding process - Legner
  - b) Marketing Committee Update – Brandon Bowersox/John Kersh
  - c) NTIA/Grant Update – Mike Smeltzer
  - d) \*Resolution 2011-7 Adopting a General Policy on Minority Inclusion in Contracting
  - e) \*Resolution 2011-8 Stating a Policy to Achieve Digital Equality in the UC2B Service Area
- VII. Tasks to complete for next meeting
- VIII. Items for next meeting’s agenda
- IX. Public Participation
- X. Adjournment
- XI. **Next Meeting:**  
December 7, 2011- 12:00 p.m. to 1:30 p.m.  
Council Chambers, 102 N. Neil Street, Champaign, Illinois
- XII. Items for future Action/Discussion:
  - a) Grant Required Approvals – Mike Smeltzer
  - b) Technical Committee Report and Request for approvals of items forwarded from Technical Committee and its sub-committees – Tracy Smith
  - c) FTTP RFP Decisions – should construction and management be included together as one RFP or not
  - d) Discussion of pursuing a change order for ring design in order to include a production class facility –  
Rough Cost Estimates
  - e) Update on FTTP Construction Process



## UC2B Policy Board Minutes

Policy Board Meeting  
November 2, 2011

Location:  
City of Champaign Council Chambers  
102 N. Neil Street  
Champaign, IL 61820

Board Members Present: Abdul Alkalimat, Brandon Bowersox, Mike DeLorenzo, Deborah Frank Feinen, Pete Resnick, Richard Schnuer, Mike Smeltzer as proxy for Tracy Smith

Board Members absent: Rev. Zernial Bogan, Minor Jackson

- I. The meeting was called to order at 12:03 p.m. by Chair Feinen.
- II. Roll Call
- III. Alkalimat moved and DeLorenzo seconded to approve the Agenda as written. The Board approved by voice vote.
- IV. Bowersox moved and Schnuer seconded to approve the Minutes of the October 19, 2011 UC2B Policy Board meeting as written. The Board approved by voice vote.
- V. Action Items:
  - A. Update on FTTP Bidding Process

1. Audience Comments: Craig Walker stated that there are issues on both sides that warrant work. He stated it is important to include small, ethnic minority-owned businesses in this project. These are not just his personal comments, but comments from the community. UC2B has made what have been perceived to be promises to the community for job creation and minority hiring, now the Committee needs to take all steps possible to hire contractors with visible diversity on the street. He stated that there is very little African American employment on this project and the community expects more.

Committee Comments: Bowersox asked Mr. Walker to stay and listen to the upcoming discussions. Many of the points he has mentioned have already been addressed or are currently being addressed in Committee work. Bowersox stated he is very excited about this upcoming procurement process and encouraged Mr. Walker to spread the word.

Alkalimat said that he appreciates it when individuals express their personal opinions. However, he stated he is doubtful of Mr. Walker's alleged claim to be the voice of the community. Alkalimat asked about the City's process to evaluate the workforce composition of companies selected for contracting and wondered if this information is checked.

Legner stated that contractors in Champaign and Urbana have to complete workforce composition forms or Equal Opportunity in Purchasing Ordinance (EOPO) forms, as part of the standard set of contract documents. Those forms, along with the contractor's Affirmative Action Plan, then are reviewed by the Community Relations Office and have to be approved before the contract may be considered by Council. Both Cities' Community Relations Offices do compliance checks on their contractors to make sure the actual workforce composition on the street reflects the composition reported in their EOPO forms. If it does not, those Offices work with the contractors to improve performance in that area. Feinen asked if the EOPO documents are public information. Legner stated yes. Schnuer stated that Champaign has a longstanding ordinance similar to Urbana regarding this process.

Feinen asked Legner to update the Board and the audience on the work being done to develop the Fiber to the Premise project bidding process to encourage and provide for more minority inclusion. Legner stated that this discussion about the bidding process began at the Board level at the end of September with the idea of creating an alternate or enhanced process to raise awareness of and participation by minority contractors in this phase of construction. Staff from each of the member entities, have been brainstorming ideas and opportunities for minority contractors to be successful and participate. Feinen asked Legner who was on this staff committee. Legner responded that Fred Coleman, John Kersh, Bob Miles, and Mike Smeltzer from the UI, Fred Halenar, Fred Stavins, Joe Hooker, Garth Minor, and Teri Legner from Champaign, and Todd Rent and Bill DeJarnette from Urbana were on the committee. The committee discussed a variety of options to consider including logical divisions of work. There were 5 divisions of work identified for this phase of construction. Those were also discussed by the Board at its September 28 meeting:

1. The underground construction of fiber from the handholes at the curbs of a total of 2,700 households, businesses or Community Anchor Institutions into those buildings.
2. The restoration of the landscaping that may have been disturbed by that construction.
3. The installation of "inside wiring" (both copper and fiber cables) in the buildings.
4. The installation and configuration of the Optical Network Terminals (ONT) and Gateways (which provides wired Ethernet ports and Wi-Fi).
5. The configuration and connection of a limited number of customer-provided wired and wireless devices to the UC2B network.

The committee acknowledged that there was probably merit in perhaps grouping these divisions by "inside" v. "outside" work and even down further by geography and type of connection such as residential, business, and community anchor. Really, the possible combinations of work are many, but those have to be balanced with availability of resources, i.e. staff time to manage and grant funds available. The grant also establishes a deadline for this work that is challenging, February 1, 2013. Staff is aware of a small number of minority-owned firms that may be capable of completing the "inside" work and some of the landscaping work.

However, it is apparent that the larger the scope of work per contract the less likely the local firms are able to effectively compete due to the performance bonding requirements that will guarantee completion of work. These contractors also have to be able to deliver on the administrative requirements of the grant and provide monthly reports on connections and certified payrolls for Davis Bacon wages. The committee discussed an option of issuing one contract with incentives available for those contractors that utilize minority-owned subcontractors with diverse workforces. Staff is exploring the option of this becoming more of a request for proposals process rather than a pure low bid process and the legality of incentivizing minority ownership and diversity in the workforce under this scenario. The grant clearly prohibits geographic preference in hiring, so no preference may be given for local ownership.

The project is further complicated by the fact that the bid documents will be issued before there is a clear number and certain locations of the connections. While the number and locations of the anchors are known, none of the connections in the eligible areas are known. Additionally, the anchor institutions may be a bit more complex than the home installs, but since there are no grant funds available to design and engineer the connections, contractor expertise is critical in these cases in particular.

Smeltzer stated that the project needs to be underway by mid-February at the latest, so that the work may be completed by the federal deadline. The Committee also talked about meeting with local union groups regarding matching up employees with contractors. Legner noted that the next steps will be to put in writing the goals of the project, including those identified by the community, along with the applicable, local, state and federal challenges, regulations, and barriers, and to distribute those to our local minority contractors and other stakeholders for discussion and input at an upcoming meeting. Doing so will allow us to gain more information about the local contractors' ability to effectively bid on the project. Fred Coleman is also researching the ability to incentivize proposals that include minority owned subcontractors and diverse workforces. Once the bidding process is identified by the Policy Board, staff will prepare the Council Bills necessary to amend the City's purchasing ordinance to allow for an alternative procurement process to be utilized with the goal of providing for more minority inclusion in the contracting. Schnuer stated that City Code specifies a standard procurement process but also allows for an alternative approach on a case-by-case basis, but only the City Council has the ability to authorize that process as long as there are no legal obstacles.

## B. UC2B Policy for Minority Inclusion in Contracting

### Audience Comments:

Craig Walker stated that he would hope the language of the policy would include ethnic minorities in each phase of the project, not just the construction phase. It is important for the committee to make specific policy to articulate special procedures to provide some kind of framework and accountability.

Feinen stated that this item is on the agenda per Bowersox's request at the last meeting. Bowersox stated that the Board could spend a lot of time creating a policy and trying to

anticipate every type of circumstance and issue that might arise, so instead he would like to focus on the next 18 months and those specific projects and hiring opportunities that are known and necessary. Those include the Fiber to the Premise project that was just discussed. Those efforts are underway. Others include JULIE locating services, fiber maintenance and repair, outside legal services and possibly the outsourcing of the operations. DeLorenzo asked if all future procurements have to go to City Council. Stavins suggested that an operating model, such as the METCAD model, might be an option to consider so that UC2B might make its own purchasing decisions. Stavins did not want to speculate on that though because that would be a Council decision to allow. He noted that Council has varied its policy occasionally, when there is a special need in place. Alkalimat stated that he feels confident, that in the remaining processes, UC2B will make its best efforts to provide for minority inclusion in contracting and hiring. He stated that the underlying issue though has to do with the community and how it understands and views those efforts. He stated the community needs to be included in the process. The community as a whole, much broader than UC2B's efforts, needs to have a vision for more minority inclusion. As long as there is no plan for the community, there will be people at the microphone talking about alienation. The Graduate School of Library and Information Science is concluding profiles for 60 anchor institutions for UC2B. These are close to the ground in service delivery and do not have a clue about technology. These are women's shelters, men's shelters, community centers, etc. UC2B needs to set up a community benefit fund to which the public might contribute to make sure these groups are protected and have resources to serve their clients in the future. Feinen suggested that maybe this type of fund needs to be up and running now, to make sure the anchors have computers on site, power bills are paid, etc. Schnuer stated that most people are on this Board because we think that broadband can transform the community, but what are our roles in assisting with or providing for this? Is it UC2B's job to push that? He questioned that perhaps this is an issue that can be discussed later. Resnick agreed wholeheartedly with Schnuer but stated that each member has their specific role in the overall plan.

Schnuer suggested it would be helpful to adopt a brief policy statement covering Bowersox's original comment to make concerted efforts to include minority-owned contractors (with a diverse work force) in all procurement opportunities. Alkalimat initiated a motion to develop a policy, but Stavins advised that it was an Open Meetings Act violation to make any motion not noticed on an agenda, therefore, the motion was withdrawn and a resolution will be placed on the next meeting's agenda.

Marketing Committee Update: Bowersox stated that a huge step is being taken in the project. He handed out a mock up of a postcard (attached) that is being sent to all residents in the census block areas by the canvassing team. Dr. Gant's group is handling the printing and distribution of these postcards. They are asking people to complete a survey and send the cards back to GSLIS. It is important to get this information returned by recipients so that UC2B can gauge community interest. The postcards are postage paid, so no one will have to purchase stamps to return them. Feinen asked if there was information on the postcard about completing the survey online. Feinen also asked about efforts to get the word about the mailing so that people are anticipating it., Bowersox responded that there will be press releases, local media interviews with News Gazette, TV and radio, facebook messages, tweets, etc. It is important for Board members to get the word out to the community as well. Alkalimat suggested the Digital Divide lecture series are

currently ongoing and might be another opportunity to inform anchors in particular. This week Bill DeJarnette and Fred Halenar are presenting at the Digital Divide series. Resnick stated that web information is good, and most of that needs to be accessible directly from UC2B.net. Additionally, Resnick asked if the logos on the postcard could be simplified down to City of Champaign, City of Urbana and the UI rather than including CITES and GSLIS logos. LaEisha Meadards from GSLIS agreed. Bowersox mentioned another issue that the Board may need to anticipate for the future if interest is strong and likely to exceed 2,500 connections. In the event subscriptions exceed the amount of available funding needed to provide the connections, approximately \$2.7 million, the Board may need to develop a policy for prioritizing them and consider recommendations for expanding local funding to accommodate demand. Possibly UC2B could designate a certain number of connections per neighborhood or handle on a first come first served basis, or other options. Alkalimat suggested that another question we might ask on the survey card is “Are you willing to discuss this issue with your neighbors?”, noting that word of mouth is going to be very important during this phase of the project.

NTIA Grant Update – Smeltzer stated it was a short call this week. They approved the budget changes that were submitted this summer. There is a little bit of a concern regarding Dr. Gant’s canvassing proposal and clearly distinguishing research from canvassing. The concern is really coming more from UI grants and contracts staff wanting to be certain about eligible expenses. There will be a follow up phone call with NTIA, grants and contracts, and Dr. Gant to resolve any issues.

Tasks to complete for next meeting – Schnuer will work on language for a resolution to be presented at next Board meeting regarding a general statement toward minority inclusion in contracting. Resnick will be out next meeting.

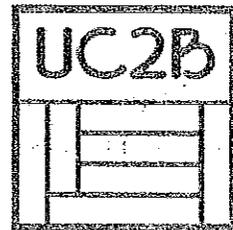
Public Participation – Craig Walker stated that the marketing of the project needs to be grassroots through area businesses and organizations, rather than churches, stating that their time is sacred. He suggested barber and beauty shops, Douglass Library or perhaps creating a kiosk in one of these places where people can complete the survey and drop the card off there. Sometimes, the people who are the interested parties in the household, are not the people who receive the mail in the households. Overall, UC2B needs to get into a grassroots marketing campaign for 19-25 year olds.

Peter Folk stated that public participation time is too limiting at UC2B Board meetings. He would like to request that public comment time be moved on the agenda or increased, or better rounds of communication discussed. Also, regarding Alkalimat’s comments, we will continue to have issues with minority participation as long as there are not companies able to participate. We need to create a group for improved ideas in the long term. Regular people should be involved in the committee, not just board members.

Motion to adjourn the meeting was made by Mike Delorenzo, Seconded by Pete Resnick. Committee approved by Voice Vote. Feinen adjourned meeting at 1:25 p.m.

Next Meeting – Wednesday November 16, 2011 at 12:00 p.m. – Champaign City Building,  
Council Chambers, 102 N. Neil Street, Champaign, Illinois

Yes! I am interested in learning more about UC2B Internet service for my home or business.



Name \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Home phone \_\_\_\_\_  Cell phone \_\_\_\_\_

Email \_\_\_\_\_

By completing and sending this postcard, a representative will contact you about subscribing to UC2B Internet service. Please place a check mark next to address, phone, text, or email, to indicate your preferred method of contact.

Would you like to receive text updates to your phone? (circle) yes no

What is the best time to contact you? (circle) Weekdays Weeknights Weekend

Are you a property owner or tenant? (circle one)

If you are a tenant, who is the property owner? \_\_\_\_\_

Do you have a computer at home? (circle) yes no

Are you interested in purchasing a computer at a discounted rate? (circle) yes no



Campus Information Technologies and Educational Services  
University of Illinois at Urbana-Champaign

GRADUATE SCHOOL OF LIBRARY AND  
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<http://uc2b.net/>



## **NTIA and Grant Update – 11/14/11**

The last call with NTIA was short and no major issues were raised.

Later in the week, I received a request to submit a comprehensive report of our plans and schedule between now and the end of the project. That report is due this Friday. It asked for some information to be organized in a different way than we have done before, which will be useful to us as well as to NTIA. I will share the final version of that report with the Policy Board.

**Construction** – Our contractors continue to make progress installing conduit, manholes and handholes. The fiber shipping dates appear to have slipped a month or two. That probably translates to the first customers being illuminated in April.

**Canvass** – I attended the training for the canvass team on Saturday. We have attracted a diverse group that is ready to be successful in signing up customers. Jon, LaEisha and crew put together a very well detailed, daylong training program for them.

**Looming Issues** – There is some progress on the JULIE front. While the final solution may not be known by Wednesday, there is at least one option that would be swift and relatively painless. Tony and Teri can provide more details.

We have a kick-off call with Neo Fiber later this morning.

See you on Wednesday.

Mike



**TO: UC2B Policy Board**

**FROM: Teri Legner, Interim UC2B Consortium Coordinator**

**SUBJECT: Resolution 2011-7 Regarding Minority Inclusion in Contracting**

At its meeting on November 2, 2011, the UC2B Policy Board directed the preparation of a Resolution providing a general policy statement articulating UC2B's priority for including minority and female-owned businesses and companies with diverse workforce composition for all contracts and agreements. A draft Resolution is attached for this purpose. The Policy Board also indicated a desire to provide more specific direction on procurement processes based upon the nature of the work that is needed. Future opportunities discussed included fiber to the premise construction (procurement process currently under review); JULIE locating services for the installed fiber infrastructure; fiber infrastructure maintenance and repair; outside legal counsel; and outsourcing the management of UC2B system.

**SUBJECT: Resolution 2011-8 Regarding the Community Benefit Fund**

At the UC2B Board meeting on October 19, 2011, mention was made of this policy and staff was asked to forward it to the business consultant for informational purposes. That policy was finalized and approved on May 4, 2011 after discussion at multiple Board meetings. The purpose of reconsidering it at this meeting is simply to provide it in a more formalized format for signature by the Chair. The content that was approved at the May 4 meeting has not been altered.

RESOLUTION NO. 2011-07

A RESOLUTION

ADOPTING A GENERAL POLICY ON MINORITY INCLUSION IN CONTRACTING

WHEREAS, the UC2B Policy Board desires to increase minority-owned and female-owned businesses in its procurement opportunities, and

WHEREAS, the UC2B Policy Board desires to also provide contractual opportunities with qualified companies that maintain diverse workforce compositions.

NOW, THEREFORE, BE IT RESOLVED BY THE UC2B POLICY BOARD, as follows:

Section 1. UC2B will make concerted efforts to manage all procurement opportunities in a manner that offers increased opportunity for minority inclusion in contracting.

RESOLUTION NO. 2011-07

PASSED:

APPROVED: \_\_\_\_\_  
Policy Board Chair

RESOLUTION NO. 2011-08

A RESOLUTION

STATING A POLICY TO ACHIEVE DIGITAL EQUALITY IN THE UC2B SERVICE  
AREA  
(COMMUNITY BENEFIT FUND)

BE IT RESOLVED BY THE UC2B POLICY BOARD, as follows:

1. The Policy Board hereby establishes a goal to achieve digital equality for all people in the UC2B service area, and adopts the following objectives to achieve the goal.
2. The Policy Board will issue an annual public report on the digital divide in the UC2B service area (the area of the seven rings including all of Urbana, Champaign and Savoy).
3. The Policy Board will convene an annual meeting of anchor social institutions to discuss the above report and set general goals for overcoming the digital divide. This meeting will be open to the public and scheduled as a regular meeting of all UC2B committees.
4. The Policy Board sets a goal to allocate 5% of its annual revenue and no less than 2% to a community benefit fund as a line item in the budget. Money from this fund will be dedicated to overcoming the digital divide, according to the general goals as above and the process as below.
5. Prior to the operational phase of UC2B, the Policy Board will appoint an Advisory Committee for Digital Equality to help it achieve the goals as above. The Policy Board will appoint two Advisory Committee co-chairs and at least seven committee members, including at least one member of the Policy Committee. All other committee roles will be decided upon by the Advisory Committee. A majority of the Advisory Committee members will be chosen from the anchor institutions which serve the underserved population of the UC2B service area. The Policy Board states its desire and intention that the members of the Advisory Committee represent the diversity of residents in the UC2B service area.
6. The Advisory Committee for Digital Equality will propose a plan, including competitive grant awards from the community benefit fund to non-governmental agencies, to implement the general goals as above. If there is no available money in any given year, no grants will be made. The Advisory Committee will forward to the Policy Board its recommendations for spending the community benefit fund, and the Policy Board will make the final decision.

RESOLUTION NO. 2011-08  
PASSED:

APPROVED: \_\_\_\_\_  
Policy Board Chair