

OBC OUTREACH SUBCOMMITTEE CHARTER

GOALS

1. To increase broadband awareness, availability, and utilization throughout the State.
2. To promote economic opportunities through the expansion of broadband services.
3. To recommend rural and urban broadband projects and potential resources and funding to OBC to extend broadband services throughout the state.
4. Support Connect Ohio generated eCommunities in their efforts to gain access to broadband services and project funding support.

HYPOTHESIS

This subcommittee will be staffed by members from OBC or their designees. The focus of the group is to act as liaison between the OBC and state and local governments, Ohio businesses, resident, and educational community as needed to assist in the development of community project's in support of the Governor's Broadband Ohio Initiative. The subcommittee will investigate and identify possible resources and funding for community based projects to expand broadband services throughout the State, which will involve working with Federal and State Agencies as well as the recently formed Connect Ohio. Finally the Subcommittee will make project recommendations to the Ohio Broadband Council.

SCOPE OF WORK / DELIVERABLES

1. Assist Key Stakeholders in the community in planning and applying for loans, grants and funds for broadband projects.
2. Develop a process to solicit and evaluate private and public sector broadband proposals seeking support from the OBC for possible resources and/or funding.
3. Provide recommendations for projects to the OBC for their consideration.
4. Determine outreach guidelines designed to facilitate participation and liaison with all areas of the state.
5. Generate a list of possible funding sources and teammates to support broadband project statewide

MEMBERS

Fred Deel (chair), Gov's Office of Appalachia
Ken Engstrom, District Director, Office of Congressman Zack Space
Sharon Mitchell, Dakota Community Center, OCCN Board Member
LaMar Wyse, Galion Community Hospital
Chris Henney, Ohio Farm Bureau
Mark Forni, Ohio Dept of Agriculture, Office of Farmland Preservation
Gary Little, President, IT Alliance of Appalachian Ohio
Karen Hardie, Ohio Consumers' Counsel

ADMINISTRATIVE

Subcommittee Chair or Co-chair:

- Council members will chair or co-chair the standing subcommittees.
- Subcommittee chairs or co-chairs are responsible for managing the membership of their respective subcommittees. As work progresses the membership may require tailoring and/or additional key personnel. Technical resources may be required to achieve the necessary level of integration.
- All subcommittee chairs or co-chairs will maintain records for future reference as necessary.

Minutes:

- The subcommittees' chair or co-chair is responsible for preparing minutes and forwarding to the Executive Director within ten (10) working days after meetings.
- All subcommittee chairs or co-chairs will maintain records of minutes and relevant documents for future reference and record retention. Posting to the OBC web site should be considered.

Meeting minutes should include:

- Subcommittee name
- List of participants
- Meeting time and date
- Location and Purpose
- List of issues and status (if relevant)
- Recap of Action Items, person(s) assigned and due dates

Action items will be identified and distinguished as follows:

- items for resolution within the subcommittee(s),
- items that may warrant considerable resources and time (within the subcommittee), and
- items that require elevation to the Council in order to issue clear instructions for the affected subcommittees and to monitor the project's scope, use of resources, integration issues, etc.

Meeting Notice:

- Members of the subcommittee will be notified by personal delivery, telephone, mail or electronic mail, at least one week before a scheduled meeting. Notice of the subcommittee meeting will be posted for the public to the Ohio Broadband Council website (<http://ohiobroadbandcouncil.org/>) one week prior to the scheduled meeting.