Notice of Meeting
Jefferson County Broadband Team
Tuesday August 13th @ 10:30 AM
Old Charles Town Library Meeting Room
200 E. Washington Street (Samuel Street Entrance)
Charles Town, West Virginia 25414

AGENDA

1) Welcome, participant introductions and determine chairperson for meeting
2) Call to order
3) Approval of Agenda
4) Introduce and outline the grant program and review community and economic development
   Why are you here? GIS, Emergency Management, EDA, Region 9 Council
5) What are the expectations? Outcomes? CDBG suggested guidance
6) Procurement Process and Develop a Scope of Work that includes actions items.
7) Develop a reasonable time line
8) Strategy to include Municipalities within Jefferson county/Keep community informed and identify
   Potential broadband champions
9) New business
10) Public comment
11) Develop Schedule and next meeting
12) Adjourn

DRAFT
Scope of Work Actions Item List
a)   Review and assess the current levels of Internet service in Jefferson County
Learn what areas of the county are unserved and underserved (no coverage available vs. limited access customers)
b)   Survey citizens regarding services and ideas to improve service. Online and mailer
c)   Interview existing internet providers including local Wireless Internet Service Providers WISPs that may be in the surrounding areas to determine immediate plans to upgrade or expand services. Develop an understanding why areas are underserved and a strategy to expand service by eliminating barriers to expansion of service.
d)   Best fit business model – Open access
e)   Determine who will own? Local Gov.? Coop? or nonprofit; Identify existing middle mile opportunities for savings.. Negotiate deals with current providers and owners of existing assets; Encourage development Planning practical and affordable plan; outsources if affordable to quailed private sector companies minimizing the role of government
f)   Prepare a business based model and argument to providers to improve service to those customers and service areas.
g)   Review affordability of the current plans. Are minimal plans offered for low income people?
h)   Develop an implementation plan for ideas and action items resulting from the planning process.
i)   Research and develop a useable Inventory of County and government owned assets that might   assist in coverage issues. (E- 911 towers, county owned properties, etc.)
j)   Determine if there is a need for a construction project or feasibility of a construction project. (Fiber backbone, fixed wireless assets)
k)   Assess the funding opportunities available through federal programs in relation to the broadband needs and locations within Jefferson County. Network design and initial build out must be matched to available funding possibilities.