

Coralville Broadband Telecommunications Commission Meeting Notes

November 19, 2018

Attendance

Commissioners Present: Gary Anderson, Rex Brandstatter, Andrew Cutter, John Schmidt, Anthony Wild
City Staff Present: Jennifer Coleman, Communications Coordinator, City of Coralville

Call to Order

Rex Brandstatter, Chairman, called the meeting to order at 6:05 PM, November 19, 2018. This month's meeting took place at the East Conference Room, Coralville City Hall.

Approval of Meeting Notes

Meeting minutes from the September 17, 2018, meeting were reviewed and approved.

Citizen Comments

No citizen comments were noted.

Communications Coordinator report

Eric Dickerson, City of Coralville Telecommunications Production Coordinator, has resigned. The current three/four part-time staff members are covering meetings and events, editing, scheduling programs, and sharing ideas. Production has been prioritized. Jenn noted that a search was underway for a "Communications Specialist" to manage the department. This person will be reporting to Jenn. Equipment needs will be reviewed when the new person arrives, addressing the recent brief CoralVision outage as well as other departmental equipment needs. Jenn noted that opportunities exist for more collaboration with City Departments, as well as reviewing ways to better serve Coralville residents using various means of communication. The job description was posted from October 10 to October 25. There were nineteen applicants. Four candidates were interviewed and the hiring process continues. Hopefully an announcement will be forthcoming. Goals for the new person would include equipment review, meeting and working with part-time staff, organizing files and videos, learning about Coralville and reviewing communication opportunities with the departments and citizens.

Commission Discussion Time

There was group discussion about the new person, staffing in general, and opportunities.

Meeting Adjournment

- At 6:45 PM Rex asked for a motion to adjourn, motioned and seconded. All approved.
- Next regularly scheduled meeting date is January 21, 2019 at 6:00 in a location to be determined.

Gary Anderson, Secretary, respectfully submitted these meeting minutes.

Addendum: On November 28, 2018, Jenn announced the hiring of Jon Hines. Jon comes to Coralville with a long list of accomplishments and experience. He will start work on December 14. The Board looks forward to meeting Jon at our next scheduled meeting.