

## BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – March 16, 2016

Present: Heldt, McLain, Eick, Bozell (arrived at 7:48 AM) – Birmingham  
 Burry, Schneider, Maly, Borgon (alternate) – Beverly Hills  
 Stakhiv - Franklin

Absent: Ettenson, McAlear, Verdi-Hus

Also Present: White – Executive Director  
 Currier – Attorney for Cable Board  
 Rota – Bloomfield Community Television

McLain called the meeting to order at 7:46 AM in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road. She welcomed new members Frank Maly from Beverly Hills and Jeff Bozell from Birmingham, who may be able to make the meeting.

### **APPROVE MINUTES OF CABLE BOARD MEETING HELD January 20, 2016**

Motion by Heldt, seconded by Burry, to approve the minutes of the Regular Cable Board Meeting on January 20, 2016, as presented.

Motion passed.

### **PUBLIC COMMENTS**

None

### **TREASURER'S REPORT**

Treasurer Heldt passed out a copy of the complete package of the Feb. 29, 2016 Brokerage Account Statement from Multi-Bank Securities, Inc. He noted that one (1) CD was maturing and one (1) U.S. Government Bond had been called. He will be consulting with the Account Executive regarding future investments and investment strategies. The Board will be updated if and when he decides to do anything between now and the April meeting.

### **COMMITTEE REPORTS**

#### **Cable Action Committee**

In Verdi-Hus's absence, McLain reported that due to a lack of a quorum there was no regular BACB meeting last month and no Cable Action Committee meeting was held as there were no follow up items to discuss. For the benefit of the new members of the Cable Board, McLain gave a brief background of the committee's duties and responsibilities. Meetings are held the first Thursday of each month at the Baldwin Public Library at 5:30 PM. Either White or Verdi-Hus, Chairman, would send out reminders and an agenda. White noted that the next meeting would be Thursday, April 7, 2016 upstairs in the Baldwin Public Library at 5:30 PM.

#### **PEG Committee**

McAlear, Chairman, was not in attendance. White stated that the committee had received a communication from BCTV, listing eight (8) upcoming sports events from the end of March to the middle of May. BCTV is asking for approval to cover these events at the cost of \$2,500 per event, totaling \$20,000.

Motion by Heldt, seconded by Burry, to approve the payment to BCTV in the amount not to exceed \$20,000 for broadcasting eight (8) sporting events (\$2,500 per event) from the end of March to the middle of May.

McLain explained to the new members that one of the primary missions of the Cable Board is the oversight and development of programming on Public and Governmental channels. The broadcast of BACB's unedited meetings for the public and providing grants to the schools for educational programming are examples. Producing and broadcasting sporting events are also components. The requested funding of such events is distributed from the PEG Fund which are restricted funds, only to be used for Public Educational and Governmental programming/equipment. Heldt clarified the translation of the anagram PEG (Public, Education, and Government).

Roll Call Vote  
Motion passed (9-0)

### **Personnel Committee**

Stakhiv, Chairman, reported that the committee met in January, 2016 to discuss the Executive Director's performance. A performance appraisal was completed in a closed session on March 12, 2016. In the handouts, Stakhiv provided a salary survey for an Executive Administrative/Director position that she had compiled from six (6) sources and a history of five (5) local municipalities' salary increases. In addition to those six (6) sources utilized, she also reached out to Birmingham's City Manager, whose advice was invaluable. She thanked the Board members for their 100% response to the performance appraisal. Based on this year's appraisal and the salary survey, the entire committee of herself, McLain, Ettenson, and Verdi-Hus support the following recommendation:

Motion by Stakhiv, seconded by Heldt, to increase the annual salary of the Executive Director by 3%, effective March 1, 2016 for a total annual salary of \$36,050.00.

For the benefit of the public, McLain read the average salary increases of local municipalities that Stakhiv had compiled: Birmingham – 2%; Beverly Hills – 2% ; Bingham Farms – 3%; Franklin – 2%; Southfield Township – 2%. The average is 2.2%. She continued by saying that White's first (1<sup>st</sup>) year was a "learning curve". The second (2<sup>nd</sup>) year there was a lot of independent training and learning regards to the finance mechanism and the third (3<sup>rd</sup>) year the major challenge has been with our fiduciary which is Beverly Hills and the unfortunate passing of a gentleman who had been responsible for providing us with a lot of the financial information. That impacted White and her position because she had to obtain monthly financial numbers with the support of transitional staff.

Roll Call Vote  
Motion passed (9-0)

### **EXECUTIVE DIRECTOR'S REPORT**

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White referred to her report dated March 5, 2016. Since her last report one (1) complaint which had been pending has been resolved. There were seven (7) complaints involving Comcast billing issues, all of which have been resolved and the cases closed. Some residents received credits and all got explanations as to why it was happening. McLain cautioned the public that if they have signed up for a promotional rate with any of the providers they need to call the 800 number found on their bill before its expiration date, so there isn't any confusion about the bill when it arrives. One (1) complaint by a Bingham Farms resident centered on his requested upgrade to his cable service and with problems with his internet service. After having problems with it he enlisted an outside contractor to fix the internet issue. After completing the cable service upgrade, Comcast credited the account for the cost of the technician visit fee. Another complaint was submitted by a Beverly Hills resident indicating that the Comcast number on his bill (1-800-Xfinity) was not a valid phone number. After speaking with an escalation team representative, the resident was able to pay his bill by dialing 1-800-266-2278. A Birmingham resident wanted to add Comcast phone service to his existing Comcast account. His subsequent bill did not reflect the quoted price he was promised. An escalation team representative was able to resolve the issue with Comcast honoring the original price. He was very thankful for the help from BACB and expressed his hope that the Cable Board would continue its good work. A builder's representative in Birmingham was in need of Comcast relocating a line which was interfering with the construction of a new home. This complaint is pending.

Since her last report, White has written eleven (11) checks on behalf of BACB, which were listed in her memo. The largest ones are for the quarterly contract payments to Bloomfield Township and the Administrative Grants to the four (4) municipalities (Bingham Farms, Birmingham, Franklin, and Beverly Hills).

She had an additional note concerning the replacement of a camera board for the BACB truck needed to film upcoming events before the next scheduled BACB meeting. Based on the authority previously given to her by the Board to authorize repairs up to \$1,000, payment was authorized and a DAC output board was ordered. The total was \$736.20 plus shipping costs of \$30.00 for a total cost of \$766.20.

Motion by Borgon, seconded by Burry, to ratify the purchase of a new camera board for the BACB truck in the amount of \$766.20.

Roll Call Vote

Motion passed (9-0)

White relayed an email message she received from a resident concerning the chronic loss of AT&T Uverse cable TV signal. Although the outages were short in length and only periodic, the resident requested that the BACB address the issue. White would like to arrange for Robert Jones, AT&T Representative, to contact the resident.

McLain mentioned that AT&T would be discussed more under the agenda item listed as **7. Provider Related Topic, b. AT&T**. She gave some background about the cable law and its evolution of the service providers before and after PA 480. She emphasized that one of the Cable Board missions was to help the communication between the residents and the various cable

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providers. Because of the procedures established between BACB and the providers, resolution of problems is usually within 24 hours.

According to White, there has been a good development because the FCC is considering a proposal for consumers to buy and use cable boxes from companies other than their own cable providers. The rationale behind the proposal to “unlock the set-top box” is to create choice and innovation and, hopefully, lower consumers’ cable bills.

**PROVIDER RELATED TOPICS**

**a. Comcast**

There was no representative present and there were no new announcements. McLain pointed out there had been an increase of complaints but generally they were resolved within 24 hours.

**b. AT&T/Uverse/Direct TV**

There was no representative present but according to McLain AT&T has announced the next phase of its acquisition of DirecTV. An article about it would be included in next month’s packet and hopefully, there would be a statement from AT&T through Robert Jones, AT&T Representative. McLain updated the Board on the latest news on Uverse and DirecTV regarding incentives and number of subscribers. She continued by emphasizing the importance of this to the Cable Board. DirecTV does not pay franchise or PEG fees, whereas AT&T Uverse does and this would impact the revenue stream to the communities.

**c. WOW**

There was no representative present. However, Currier had received some communication from WOW which had been addressed to an unknown person and delivered to his building. It advised of a price increase. White will follow up with Ken Parson.

Borgon inquired about the attendance of the Provider Reps. White replied that the Reps are notified about meetings when a quorum has been established. Borgon felt that Provider representation at meetings was important and should be encouraged. McLain will send out a letter emphasizing such. Kyle Mazurek, the new Comcast Rep., had stated that because of the change of his new territory and the transitioning, he would be here at least once a Quarter. White reported that Parson contacted her and said he planned on attending this meeting. Kyle Mazurek from Comcast said he would like to be at the April meeting.

**BAPA/BAMA REPORT**

Steve Rota referred to his memo to BACB, dated 3/9/16, and pointed out the thirteen (13) completed **BAMA** Programs which were regularly scheduled municipal meetings, two (2) Board of Zoning Appeals Meetings, two (2) Baldwin Library Board and Trust Meetings, Birmingham Advisory Board Meeting, Multi Modal Transportation Board Meeting, and the BACB meeting.

For the **BAPA** Programs, from the BACB area individual producers and organizations, fifty-two (52) programs were taped. He listed all the programs.

Rota reminded the Board that the format of the Producer Workshops was now “one-on-one” sessions. They are for those volunteers interested in taking a camera workshop and/or producing

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their own show and for those who want to experience the “behind the scenes” process. Residents can contact BCTV at 248-433-7790 to schedule an appointment date and time.

Last night a Girl’s Scout Troop of nine (9) girls came in for a tour.

There will be eight (8) upcoming Spring Sport Shoots which is about average depending upon which season it is: 3/29/16 Girls Water Polo, 4/15/16 Boys Lacrosse, 4/26/16 Girls Softball double-header, 4/27/16 Girls Lacrosse, 5/5/16 Girls Soccer, 5/16/16 Baseball double-header, and 5/18/16 Baseball single game. The date for Girls Tennis has not been announced but will be in May.

Rota commented on the replacement of the Monitor Output Board on Truck Camera 4. Per the Board’s approval in October, the purchase of uniforms (ponchos to be kept in the truck and T-shirts and polo shirts) has been completed.

Borgon inquired as to the process a local BACB organization should follow to get a program recorded. He was asking on behalf of NEXT whose lecture series had become very popular. Rota explained that the appropriate contact at NEXT should call as soon as possible with the request. Usually a two (2) week notice is sufficient and, if possible, BCTV would cover it. Borgon will relay the information to NEXT’s Executive Director.

**OLD BUSINESS**

None

**NEW BUSINESS**

McLain invited the new members to the Cable Action Committee meeting which will meet on Thursday, April 7. She thanked White for the roster with all the phone numbers and emails. White will have another updated list next month which will include the newest members of the BACB.

**PUBLIC COMMENTS**

None

**BOARD COMMENTS**

None

The meeting was adjourned at 8:31 AM.