

Present: Armitage, Heldt, Kelly, Lurie, McLain, Thorsby - Birmingham  
Heyman, McFadden, Verdi-Hus – Beverly Hills  
Bingham Farms – Ettenson  
Eads – Franklin

Absent: Pfeifer – Beverly Hills

Also Present: Borgon – Executive Director  
Currier - Attorney for Cable Board  
Rota - Bloomfield Community Television representative  
Dr. Hoffman - Birmingham Schools representative  
Burry – Beverly Hills Council Liaison

Chairperson McLain called the meeting to order at 7:45 a.m. in the Village of Beverly Hills municipal building at 18500 W. Thirteen Mile Road.

#### **APPROVE MINUTES OF CABLE BOARD MEETING HELD JUNE 20, 2012**

Motion by Heldt, second by Ettenson, that the minutes of a regular Cable Board meeting held on June 20, 2012 be approved as submitted.

Motion passed.

#### **PUBLIC COMMENTS**

None

#### **ELECT BOARD OFFICERS**

McLain opened the floor for nominations to the office of chairperson. Heldt nominated Elaine McLain to serve as chair; McLain accepted the nomination. There were no further nominations. McLain was elected chairperson by acclamation.

Nominations to the position of vice-chairperson of the Cable Board were accepted. Heyman nominated Ken McFadden as vice-chair. There were no further nominations. Ken McFadden was elected chairperson by acclamation.

Heldt nominated Ken McFadden to serve as treasurer of the Board. There were no further nominations. McFadden was elected to the position of treasurer by acclamation.

Heldt nominated Alan Heyman for the position of secretary of the Cable Board. Heyman accepted the nomination and was elected to the position by acclamation.

McLain revisited the heads of the Cable Board committees. Board members were reminded that they are invited to attend any committee meeting. The Cable Action Committee is being co-chaired by Ken McFadden and Lew Eads, who agreed to continue with the arrangement. Jeff Heldt indicated that he was willing to continue as chairperson of the PEG Committee. Mel Ettenson will be able to serve as Personnel Committee chair until the end of the year. Mark Armitage has agreed to take over that position in January of 2013. Dorothy Pfeifer has agreed to continue as chair of the Grant Policy Committee.

**GRANT REQUEST – FRANKLIN/BINGHAM POLICE**

The Cable Board is in receipt of a grant request from Franklin/Bingham Police Chief Patrick Browne to cover the cost of Comcast Internet access at \$85.47 per month for the Police Department for the 2012/2013 fiscal year. For the fiscal year starting July 1, 2012, this would total \$1,025.64.

Motion by Eads, second by Ettenson, to approve a grant request from the Franklin-Bingham Police Department not to exceed \$1,025.64 to cover the cost of monthly Internet connectivity for the 2012/2013 fiscal year.

Roll Call Vote:  
Motion passed (11 – 0).

**GRANT REQUEST – FRANKLIN/BINGHAM FIRE**

The Franklin-Bingham Fire Department currently obtains Internet access through contractual agreements with Comcast for fire station Internet access and Verizon Wireless for scene based EMS incident reporting access. These services were selected based upon coverage, speed, cost and the ability to receive a static IP address so that staff can host its public website as well as communicate with personnel via secure web connection. Franklin-Bingham Fire Department Chief Tony Averbuch was present to request grant assistance to cover its Internet connectivity cost of \$86.90 per month for Comcast service and \$43.01 per month for Verizon Wireless Internet access. For the fiscal year starting July 1<sup>st</sup>, this would total \$1,558.92.

Motion by Heldt, second by Ettenson, to approve the grant request from the Franklin-Bingham Fire Department to cover the monthly cost of \$86.90 per month for Internet connectivity from Comcast and the cost of \$43.01 per month for Verizon Wireless service at a total of \$1,558.92 for fiscal year 2012/13.

Roll Call Vote:  
Motion passed (11 – 0).

**COMMITTEE REPORTS**

**Cable Action Committee**

McFadden reported the chairperson McLain, Executive Director Borgon and he attended council and commission meetings in Birmingham, Beverly Hills and Franklin to present the Cable Board budget for fiscal year 2012/13. They will be attending an upcoming Bingham Farms Council meeting. McFadden commented on the Quarterly Investment Report provided to members as required by the Board's Investment Policy.

The Grant Policy Committee has discussed the reconciliation of grants whereby those entities that received grant money are required to provide documentation that those funds were used appropriately. This is an additional element of financial control over funds dispersed by the Board.

Website redesign subcommittee member Verdi-Hus reported on the status of that project. The Board is in receipt of a letter from Municipal Web Services outlining the scope of work and pricing for their company to redesign the BACB website. Verdi-Hus related that she and Board

member Lurie met with a representative of MuniWeb to discuss services that would be pertinent to the needs of the Cable Board and those that could be eliminated. Verdi-Hus and Lurie provided information on the following costs based on the choices made at their meeting.

\$4,700	One design with two rounds of changes (one time cost)
\$88	1 year of CalendarWiz (annual cost)
\$300	1 year of Blossom Search (annual cost)
\$1,080	1 year of hosting (annual cost) (assumes a website with a forum). If no forum, \$360/year
\$6,168	Total
<u>\$700</u>	Training, mandatory if the forum will be part of the website
\$6,868	Total

Questions from Board members were addressed at length by Lurie and Verdi-Hus. A suggestion was made that the website redesign committee meet quarterly to reevaluate the programs and determine whether they are worth the expense based on responses and website search statistics.

Motion by Heldt, second by Eads, that the Cable Board authorize up to \$6,868 for redesign of the BACB website based on a quote from Municipal Web Services and to authorize the website redesign subcommittee in conjunction with the Board chairperson to make final decisions on website service purchases.

Roll Call Vote:  
Motion passed (10 – 0).

### **PEG Committee**

Heldt stated that the PEG Committee will meet immediately following the regular Cable Board meeting. The fall sports broadcasting season will be a topic of discussion.

Dr. Hoffman stated that the Birmingham School District is welcoming its new Superintendent, Dr. Daniel Nerad.

### **Personnel Committee**

Ettenson reported that the Personnel Committee continued its Executive Director review process at its last meeting. The committee will be making a recommendation at the August Board meeting.

### **Grant Policy Committee**

Dorothy Pfeifer was not present. McLain related that Pfeifer will send letters to the consortium communities and the recipients of Cable Board grants asking them to prepare an accounting of those grant funds and forward documentation to the Cable Board. The entities were provided with a copy of the BACB Grant Policy.

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

Borgon reported that there were three official complaints received last month from subscribers pertaining to Comcast. The issues dealt with outage problems and an issue with an auto-pay

account. Comcast has sent letters to three of the four communities giving notice that they will be seeking renewal of the franchise agreement that expires on May 14, 2015.

Borgon related that he and BCTV staff met with representatives from AVI last week to discuss recent problems with the truck and repair options. Zack Florance and Steve Rota are working with AVI people and will present recommendations to the Board.

Borgon provided members with monthly financial statements, checks written, and website statistics. He related that the Board is in the process of negotiating with AT&T for equipment rental charges.

Electronic packets are available for those member who prefer to receive their Cable Board meeting information in that form. Thorsby remarked that the City of Birmingham uploads meeting information onto their website in PDF form as opposed to sending individual emails with links to the material.

Borgon had a recent phone meeting with an agent from IBEX Insurance Agency. The Board's liability insurance premiums will decrease this year, and the Board will receive a rebate of \$5,060.

#### **PROVIDER RELATED TOPICS**

##### **Comcast**

McLain outlined three customer complaints received by Comcast subscribers. Follow up will occur on unresolved issues.

##### **AT&T**

McLain commented on problems with the U-verse PEG signal. The Management Information System contracted ended 7/16/12, and the equipment contract ends 7/16/15. The Board is in contact with Robert Jones about the borrowed encoder.

Borgon spoke to a resident from Franklin who described installation problems with the U-verse product. The subscriber will be submitting a detailed complaint.

##### **WOW**

Borgon received an email from WOW representative Kathy Armstead indicating that WOW has completed construction in the Charter Township of Redford. WOW continues to participate in the Birmingham Farmers Market every Sunday. The company will participate in the Birmingham Halloween Parade.

##### **BAMA/BAPA REPORT**

Steve Rota highlighted programming outlined in the written report from Bloomfield Community Television on programming taped for Municipal Channel 15 (BAMA), PA Channel 18 (BAPA), and programming from BACB area organizations during the last month (information included in BCTV monthly report for June 21, 2012 – July 18, 2012).

The next camera workshop is scheduled for Thursday, October 25 from 10:00 am until noon and 6:30 – 8:30 pm.

BACB Board members, BCTV staff, and two people from AVI met to discuss production truck and equipment options for the future.

Rota outlined a problem in the Birmingham City Commission meeting room involving a shake in the camera that affected video quality of meetings. The cause of the problem was tracked down and resolved by Zack from BCTV and Joel from AVI.

**OLD BUSINESS**

None

**NEW BUSINESS**

Cable Board Attorney Tim Currier reported on the City of Detroit versus Comcast lawsuit with respect to the tension between the Federal Cable Act and the Michigan Uniform Video Services Local Franchise Act.

**PUBLIC COMMENTS**

None

**BOARD COMMENTS**

McLain reported that she spoke about the Cable Board's interest in local and national outreach at council and commission meetings in Beverly Hills, Franklin and Birmingham.

The meeting was adjourned at 9:00 a.m.