

Present: Heldt, Kelly, McAlear, McLain, Thorsby - Birmingham
Heyman, Pfeifer, Verdi-Hus – Beverly Hills
Stakhiv – Franklin

Absent: Lurie - Birmingham
Ettenson – Bingham Farms
McFadden – Beverly Hills

Also Present: Executive Director – Cathryn White
Currier - Attorney for Cable Board
Dr. Hoffman - Birmingham Schools representative
Helwig - Bloomfield Community Television representative
Valentine - Birmingham staff representative
Brogan – Comcast Representative
Silvio – WOW representative

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. She welcomed new Board member Matt McAlear representing the City of Birmingham.

APPROVE MINUTES OF CABLE BOARD MEETING HELD FEBRUARY 13, 2013

It was pointed out that Board member Heldt voted against a motion that he made at the February 13 meeting. It was acknowledged that he voted against the motion in a moment of jocularity. Currier thought that Roberts Rules of Order state that the person who makes a motion cannot vote against that motion; the person who seconds a motion may vote against it.

Motion by Heyman, second by Heldt, that the minutes of a regular Cable Board meeting held on February 13, 2013 be approved as submitted.

Motion passed.

PUBLIC COMMENTS

Bob Borgon from Beverly Hills mentioned that Oakland County Commissioner Bill Dwyer made an announcement at last night's Beverly Hills Council meeting regarding a gun control initiative he is undertaking. Dwyer mentioned a website during his presentation. Borgon reminded the cable production staff that it would be helpful to place pertinent websites on the television screen during a broadcast for the benefit of the public. Speakers are encouraged to inform the control booth prior to a meeting if they have a phone number or website they would like to have televised.

GRANT REQUEST FOR BASCC FROM RENEE CORTRIGHT

Rene Cortright, Director at the Birmingham Area Seniors Coordinating Council (BASCC), was present to request a grant for a MediaCast Viewer for the senior center. The non-profit senior center serves older adults in the Birmingham Public School District service area. BASCC provides personal enrichment, fitness, social, travel and outreach services to adults 50+. There are over 1,100 members who participate in programs at the center.

BASCC is applying for a Birmingham Area Cable Board grant in the amount of \$3,908, which includes the purchase and installation of a MediaCast Viewer, data and electrical drop expenses. Cortright provided members with a handout that includes a table breaking down the total grant proposal. The MediaCast viewer will replace the current calendar of events at the senior center and allow BASCC members and guests the ability to view daily and weekly events with the addition of pictures and video streaming in a central viewing area. It will promote Senior Center news and additional services available at the center. Questions from the Board regarding the vendor selected were addressed by Cortright.

Motion by Heyman, second by Thorsby, that the Birmingham Area Cable Board approve the grant request from the Birmingham Area Seniors Coordinating Council to purchase a MediaCast Viewer for the Senior Center in the amount of \$3,908.

Roll Call Vote:

Thorsby	- yes
MacAlear	- yes
Heyman	- yes
Pfeifer	- abstain
Verdi-Hus	- yes
Stakhiv	- yes
Heldt	- yes
Kelly	- yes
McLain	- yes

Motion passed (8 yes – 1 abstention).

Pfeifer explained that she abstained from voting for the reason that she is a member of the BASCC Board of Directors.

COMMITTEE REPORTS

Cable Action Committee

McLain reported that the Cable Action Committee met and discussed the final Cable Board logo design. The Committee also talked about Requests for Proposal that went out to vendors for conducting a subscriber survey. Three responses were received and will be finalized at the next Cable Action Committee meeting scheduled for April 4.

The Committee discussed a suggestion made at the February meeting to consider a policy for reimbursement of Board member expenses and also establish a dollar amount for an expense that can be approved administratively.

Motion by Heldt, second by Pfeifer, to allow the Executive Director to pay invoices and miscellaneous bills in keeping with BACB policy in an amount up to \$1000. All bills are to be subsequently presented to the Board.

Questions on the dollar level were addressed by McLain.

Roll Call Vote:
Motion passed (9 – 0).

PEG Committee

Heldt stated that the Cable Board is in receipt of a proposal from Birmingham Public Schools requesting authorization to broadcast seven spring high school athletic events as follows:

Tuesday, April 16	Girls Varsity Track & Field
Wednesday, April 17	Girls Varsity Soccer
Friday, April 19	Girls Varsity Tennis
Thursday, May 2	Water Polo
Wednesday, May 8	Boys Varsity Baseball
Monday, May 13	Girls Varsity Soccer
Monday, May 20	Girls Varsity Softball

Motion by Heldt, second by Thorsby, that the Birmingham Area Cable Board authorize an expenditure from the programming budget of \$2,500 per event to Bloomfield Community Television for the broadcasting of seven Birmingham Public Schools athletic events.

Roll Call Vote:
Motion passed (9 – 0).

Grant Policy Committee

No report.

Personnel Committee

Stakhiv reported that she has been seeking proposals from payroll processing companies at the request of the Cable Action Committee. Four proposals were submitted for payroll processing for the Executive Director. The proposal included a monthly fee, training fees, and year end fee for W-2 forms. Proposals for annual fees were as follows: ADP - \$817.00; Paycom - \$673.87; Payroll 1 - \$625.74; SurePayroll- \$605.85.

After reviewing the proposals in terms of customer service and accessibility, Stakhiv recommended contracting with Payroll 1. It is a local company based out of Birmingham that provides various options (phone contact, in person, or online) for processing payroll. Payroll 1 was the second lowest bidder. Stakhiv added that she received a personal recommendation for Payroll 1 from a human resources contact.

Motion by Stakhiv, second by Heldt, that the Birmingham Area Cable Board contract with Payroll 1 in Birmingham, Michigan for employee payroll outsourcing service at a cost of \$625.74 per year.

Roll Call Vote:
Motion passed (9 – 0).

Stakhiv also looked at Worker's Compensation programs for the Executive Director. State mandates require that workers' compensation insurance be provided when there are three or more employees. However, it is fiscally responsible to the communities to be covered in the event of a claim.

Two bids for workers' compensation insurance were received, one from Rochester New York and one from IBEX Insurance from Farmington Hills. Stakhiv spoke to a representative from IBEX, who indicated that 90% of their work involved municipalities. She recommended that the Board contract with IBEX Insurance in the amount of \$390 annually. This matter was reviewed by Attorney Tim Currier.

Motion by Stakhiv, second by Hayman, that the Birmingham Area Cable Board accept the proposal from IBEX Insurance to provide Workers' Compensation insurance to the Cable Board Executive Director in the amount of \$390 annually.

Roll Call Vote:
Motion passed (9 – 0).

EXECUTIVE DIRECTOR'S REPORT

Executive Director Cathy White reported that four new customer complaints were received since the last Cable Board meeting. She outlined the nature of the complaints involving rates, downed wires, and problems with an email account. All complaints have been resolved to the satisfaction of the subscribers.

White outlined the financial reports prepared and distributed to the Board. She mentioned that she has been spending time learning how to generate quick book reports and familiarizing herself with BACB procedures.

WOW has mailed a letter to subscribers indicating that its rates and bundle pricing will be adjusted with the March 1, 2013 billing cycle.

PROVIDER RELATED TOPICS

Comcast

Comcast representative Leslie Brogan provided the Board with an update on the Comcast Internet Essentials Program, which provides low cost broadband to low income families. A 16-month report to the FCC has been recently released on the extent of this program.

A couple of years ago, the U.S. Chamber of Commerce asked corporate America to step up to hiring veterans, at which time Comcast made a pledge to hire 1,000 veterans within three years. Comcast announced that they hit that mark two years early and have pledged to double it by 2015.

Comcast is having an Xfinity Watchathon Week from March 25 through March 31. Subscribers will be able to view OnDemand video regardless of their subscription level including premium channels. There is a listing of programs on the Comcast website.

AT&T

A representative was not present from AT&T.

WOW

Dominic Silvio, broadband manager for WOW, stated the customers in the area who have unbundled drops following the winter months should contact WOW. He affirmed that problems experienced as part of a recent billing conversion have been resolved.

McLain commented that people should call their cable provider or municipality about low hanging or dropped wires. She remarked that DTE staff has sent notices to Birmingham residents about trimming trees. Joe Valentine addressed how residents should proceed with questions about tree trimming whether it relates to cable wires or DTE lines. People can call the city and be directed to the appropriate contact.

BAPA/BAMA REPORT

Leslie Helwig 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 February 14, 2013 – March 20, 2013).

The next camera workshop is scheduled for Monday, April 1 from 10:00 am until noon and 6:30 to 8:30 pm. BCTV staff gave Cub Scouts troops tours of the studio within the last month.

Helwig stated that a tripod from the production truck is in for repair. The Program Development Committee met on February 14 and approved two new shows. One is being produced by a yoga instructor; another new program is being developed by Elaine McLain. Helwig invited new Board members to call or drop by the BCTV studio for a tour.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENTS

Joe Hoffman from Birmingham Public Schools thanked the Board for their continued generosity for school projects and programs including tonight's authorization to broadcast seven spring high school sports events. This will be Hoffman's last Cable Board meeting. New Birmingham Schools technology director Kevin Galbraith will be present at the next Board meeting.

BOARD COMMENTS

None

The meeting was adjourned at 8:31 am.