

Present: Heldt, Kelly, McLain - Birmingham
Borgon, Heyman, Schneider – Beverly Hills
Ettenson – Bingham Farms
Stakhiv – Franklin

Absent: McAlear - Birmingham
Verdi-Hus – Beverly Hills

Also Present: White - Executive Director
Currier - Attorney for Cable Board
Rota - Bloomfield Community Television
Galbraith – Birmingham Schools representative
Thomas – Birmingham staff representative

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 DECEMBER 17, 2014

A change was made to correct the spelling of ‘Al Jazeera’ on page 4.

Motion by Borgon, second by Heldt, that the minutes of a regular Cable Board meeting held on December 17, 2014 be approved as amended.

Motion passed.

PUBLIC COMMENTS

None

GRANT REQUEST – CITY OF BIRMINGHAM

Amanda Thomas, Management Analyst, presented a grant request for the 2014-15 fiscal year from the City of Birmingham for cable and connectivity related services. The Board is in receipt of a memo dated January 6, 2015 summarizing the services needed and expenses anticipated for the Police Department, Historical Museum, Department of Public Services, and Information Technology.

Motion by Borgon, second by Stakhiv, that the Birmingham Area Cable Board award a grant in an amount not to exceed \$29,815.00 to the City of Birmingham for cable and Internet related services in the 2014-2015 fiscal year.

Ms. Thomas addressed questions from Board member Ettenson regarding connectivity charges for increased speed and bandwidth to the Historical Museum and charges for cable service at the Birmingham golf courses.

Roll Call Vote:
Heyman - yes
Schneider - yes

Stakhiv - yes
Ettenson - no
Heldt - yes
Kelly - yes
McLain - yes
Borgon - yes

Motion passed (7 – 1).

GRANT REQUEST – BALDWIN PUBLIC LIBRARY

Kathryn Bergeron, Associate Director of the Baldwin Public Library, was present requesting a grant from the Birmingham Area Cable Board for assistance with the cost of redesigning the library website. The current BPL website was developed in 2008 and has become outdated, difficult to edit, and ill suited to mobile devices and social media integration.

The Library released a Request for Proposals for a complete redesign of its website in 2014. Material submitted to the Cable Board included a breakdown of the bid proposals. Bergeron said that the bids for this project came in higher than the budgeted amount. The bid was awarded to GravityWorks Design & Development, the bidder with the lowest long-term costs. Baldwin Library is requesting that consideration be given to a grant in the amount of \$24,720 to offset the first year costs of this project.

Motion by Borgon, second by Heldt, that the Birmingham Area Cable Board award a grant in an amount not to exceed \$24,720 to the Baldwin Public Library to offset the first year cost for the complete redesign of its website.

Questions and comments from Board members on the proposal were addressed by Ms. Bergeron. She stated that the BPL website will be a great benefit to its member communities, which is why the Library Board has approached the BACB for assistance; parts of the Library’s mission and the Cable Board’s mission overlap in terms of educational programming and BCTV viewership.

Bergeron recognized Library Director Doug Koschik in the audience and commended him for working to keep the Baldwin Public Library fiscally responsible.

Roll Call Vote:
Motion passed (8 – 0).

Motion by Stakhiv, second by Schneider, to move agenda item #6, Closed Session, to the end of the meeting.

Motion passed.

COMMITTEE REPORTS

Cable Action Committee

White reported that those present at the last Cable Action Committee meeting discussed the Board’s fund balance policy and the calculation of administrative grants to the four communities.

The next meeting of the Cable Action Committee will be held on Thursday, February 5 at 5:30 pm at the Baldwin Public Library.

McLain reminded everyone that the February meeting of the BACB was moved to Wednesday, February 25, 2015.

PEG Committee

Heldt mentioned that taping and broadcasts of high school sporting events is ongoing. There will be no PEG Committee meeting following today’s Board meeting.

Borgon left the meeting at 8:04 a.m.

Personnel Committee

Stakhiv reported that the Personnel Committee met on January 14, 2015 to review the upcoming performance appraisal of the Cable Board Executive Director. Stakhiv distributed an evaluation form to Board members and requested that they fill it out and return it to her no later than January 31.

TREASURER’S REPORT

Treasurer Heldt commented briefly on a recent report of the Board’s financial position from Multi Bank Securities.

Heldt informed the Board that he discovered a flaw in the administrative grant policy adopted by the Board last year. The policy states that the Cable Board will disperse 75% of excess franchise fee income over franchise fee expense. The idea was that retaining 25% of that fund would give the Cable Board a working capital reserve. An analysis of the administrative grant distribution for the year ended June 30, 2014 revealed that retaining 25% of annual excess income would result in a larger reserve than required once a working capital reserve level was established.

Heldt will bring a proposal before the Board for its consideration at next month’s meeting to modify the administrative grant policy. Language should state that, within the limitations of prudence, the Cable Board is prepared to return to the communities at least 90% of any excess franchise income over franchise expense.

EXECUTIVE DIRECTOR’S REPORT

Executive Director White stated that the Administrative Grants have been calculated for FY 2013-14.

Motion by Heldt, second by Ettenson, that the Birmingham Area Cable Board authorize the Executive Director to issue payment in these amounts to the four communities, which funds constitute a return of franchise fees as of June 30, 2014.

Birmingham \$111,600.00
Beverly Hills \$45,000.00
Franklin \$18,000.00
Bingham Farms \$5,400.00

Roll Call Vote:
Motion passed (7 – 0).

**CLOSED SESSION FOR AN ATTORNEY/CLIENT PRIVILEGED COMMUNICATION
PURSUANT TO SECTION 8(h) OF THE OPEN MEETINGS ACT**

Motion by Heldt, second by Ettenson, to enter into closed session at 8:16 a.m. to receive attorney/client privileged communication.

Roll Call Vote:
Motion passed (7 – 0).

Heldt left the meeting at 8:20 a.m.

The Board returned to open session at 8:22 a.m.

The meeting was adjourned at 8:22 a.m. without completing the agenda items due to the loss of a quorum.

It was noted that the remaining items in the Executive Director's report that were not covered in the meeting as well as the BAPA/BAMA report are available for public review on the BACB website under the link "Meeting Schedules/Agenda". No one was present at this meeting representing the cable providers.