

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – January 20, 2016

Present: Heldt (arrived at 7:48 AM), McLain, Eick, McAlear – Birmingham  
Ettenson – Bingham Farms  
Burry, Schneider, Borgon (alternate) – Beverly Hills

Absent: Stakhiv, Verdi-Hus, Heyman

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

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

Motion by Ettenson, second by Borgon to amend the agenda to add item Public Comments 3a, “Choose a new BACB Secretary”.

Motion passed.

**APPROVE MINUTES OF CABLE BOARD MEETING HELD December 16, 2015**

Motion by Ettenson seconded by McAlear to approve the minutes of the Regular Cable Board Meeting on December 16, 2015.

Motion passed.

**PUBLIC COMMENTS**

**Choose a new BACB Secretary**

McLain explained that due to Alan Heyman’s relocation the Board needed to elect a new Secretary. She summarized the Secretary’s duties and responsibilities.

Motion Borgon, seconded by Ettenson to nominate Greg Burry for the position of Secretary of the Birmingham Area Cable Board.

Motion passed.

**COMMITTEE REPORTS**

**Cable Action Committee**

In Verdi-Hus’s absence, White reported that there was a meeting on January 7, 2016 with David Eick, the newest member of the Board in attendance. The new Board Member manual was given to him and discussed for his benefit. The draft of the Annual Report was reviewed, as was the 6 month projection of Revenues and Expenses which had been prepared by the Treasurer, with White’s input. Last year’s Franchise Fee Revenues attributed to each community pursuant to the Audit, as well as Franchise Fee expenses, were also reviewed. The next meeting would be February 4, 2016 at 5:30 PM at the Baldwin Public Library.

**PEG Committee**

McAlear had no comment at this time but noted that there would be a meeting following the BACB meeting.

**Personnel Committee**

Stakhiv, Chairman, was not in attendance. McLain noted that the committee, consisting of herself, Ettenson, Verdi-Hus, and Stakhiv would be meeting in the Kreger House, Franklin, next Wednesday, January 27 at 5:30 PM for the purpose of the Personnel Review. McLain requested that each Board Member fill out the provided evaluation sheet for the Executive Director and return them to her after the meeting or send it via email.

**EXECUTIVE DIRECTOR'S REPORT**

White referred to her report dated January 14, 2016. One (1) complaint from last month which was thought to have been resolved was reopened. It has now been closed. Another complaint involved a low hanging wire which Comcast has repaired. White summarized the (3) complaints that she received since the last Board meeting. One (1) involved a Comcast internet service issue which has been resolved. One (1) complaint dealt with the construction of a residential home addition which might encroach into an existing easement, thus infringing on the location of Comcast lines. The builder is requesting that Comcast move the lines to a new location at his (the builder's) expense. This issue is pending. The third (3<sup>rd</sup>) complaint is a Comcast billing issue and is pending.

Copies of the account balance for the MBS, BBCU, and Beverly Hills accounts were provided at the meeting, in addition to budget to actual figures. This information had also been emailed to all Board members in advance of the meeting.

Since her last report White has written four (4) checks on behalf of BACB which were listed in her memo: One (1) to KTM LOGO Gear, LLC for the purchase of the BCTV uniforms. The only other check of note is to the Charter Township of Bloomfield for the BCTV filming of sports events.

Additional notes included her completion of the Annual Report for FY 2014-2015, a copy of which was provided to each Board Member. It included updates on the proposed mergers in 2015 between Comcast and Time Warner Cable which did not take place, but the one between AT&T and DirecTV did. It also included information about the expiration of funding of MPSC used for cable oversight. She expanded on the details and the importance of that issue. With regards to the last point, McLain noted that it was beneficial that BACB retained its "Complaint Department" whereas other Cable Boards gave up that responsibility. Discussion ensued centered around the subscribers'/communities' recourse in dispute resolution.

White provided a new Cable Board Member Roster which included updated Board Member information, as well as the addition of the new Comcast Representative, Kyle Mazurek. Her report also included a list of the Administrative Grants which had been calculated for FY 2014-2015. These are Franchise Fees to be returned back to the communities.

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Motion by Burry, seconded by Heldt that the Birmingham 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, 2015.

Birmingham	\$122,613.00
Beverly Hills	\$51,418.38
Franklin	\$15,821.04
Bingham Farms	\$7,910.52

Roll Call Vote:  
Motion passed (8-0)

White informed the Board of several Comcast channel changes.

### **PROVIDER RELATED TOPICS**

#### **a. Comcast**

Kyle Mazurek, Comcast Representative, introduced himself to the Board and gave a brief personal and professional background. He is replacing Fred Eaton who has retired after 19 years with Comcast. White asked for a definition of the term “on time guarantee” with regards to an appointment with a service technician. Mazurek explained that if the technician is even one (1) second late for an appointment within a two (12) hour window there would be a \$20 automatic credit applied directly to the bill.

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

There was no representative present and there were no new announcements.

#### **c. WOW**

There was no representative present and there were no new announcements.

### **BAPA/BAMA REPORT**

Steve Rota referred to his memo to BACB, dated 1/13/16, and pointed out the six (6) completed **BAMA** Programs were regularly scheduled municipal meetings, Board of Zoning Appeals meeting, two (2) Baldwin Library Board and Trust meetings, and the BACB meeting.

For the **BAPA** Programs, from the BACB area individual producers and organizations, eighteen (18) programs were taped. He listed all the programs.

Two (2) residents attended the January 19 producer workshop. Those residents are interested in producing a program. In the next two (2) weeks the Program Development Committee will meet, after which the Board will be requested to approve the show and, hopefully, it will be put on the air. The workshop format has been changed to “one-on-one sessions”. They are for those who are interested in producing their own show and for those who want experience “behind the scenes”. Please call 248-433-7790 to schedule an appointment date and time. Hopefully, the change from scheduled workshops every three (3) months to the new format will be more conducive to those interested in producing and/or volunteering in production.

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The upcoming Sport Shoots will be Boys Swim and Dive 1/28/16, Unified Hockey 2/20/16, and Boys Basketball 2/26/16.

The BACTV crew shirts have been delivered and were passed out to the volunteers, full and part time staff. He was wearing one. The repair on the truck camera lens has been completed and was working perfectly. He stated that he would have other items to discuss at the PEG Committee meeting following the BACB.

Borgon broached the subject of the vacancy on the Program Development Committee due to Heyman's residency transition. Rota provided a background on the scheduling of such meetings, suggesting that due to the new format of the "one-on-one sessions" the meeting schedule might change in the future. This issue will be discussed at a later date. McLain stressed the importance of the Committee.

Motion by McLain to nominate Bob Borgon for a position on the Program Development Committee.

Motion passed.

**OLD BUSINESS**

None

**NEW BUSINESS**

Borgon reported that he had spoken to Rota about upgrading the sound equipment (microphones) in the Beverly Hills Council Chambers, similar to that used in the Birmingham Public Schools Education and Administration Building. Rota will research and would get back to the BACB with an estimate. Rota would also look into an upgrade for the Birmingham City Council Chambers which would be similar to the entire Beverly Hills Chamber. By doing so, staff would be cross-trained and comfortable with both systems.

**PUBLIC COMMENTS**

None

**BOARD COMMENTS**

None

The meeting was adjourned at 8:14AM.