

BIRMINGHAM AREA CABLE BOARD MEETING

Wednesday, June 17, 2020 at 7:45 am

****This meeting will be held remotely via ZOOM****

1. Roll Call
2. Approve Meeting Minutes for Cable Board Meeting of May 20, 2020-M
3. Public Comments
4. Adoption of BACB Fiscal Year 2020-21 Budget-M
5. Committee Reports
 - a. Cable Action Committee
 - b. PEG Committee
 - c. Personnel Committee
6. Executive Director's Report
7. Provider Related Topics
 - a. Comcast
 - b. AT&T
 - c. WOW
8. BAPA/BAMA Report
9. Old Business
10. New Business
11. Public Comments
12. Board Comments
13. Adjourn

PEG Committee Meeting Immediately Following the Regular Meeting

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – May 20, 2020

Present: Abraham, Eick, Fenberg, McLain, Shand - Birmingham
 Delaney, Gugni, Henry – Beverly Hills

Absent Mydloski – Franklin
 Burry – Beverly Hills

Also Present: White - BACB Executive Director
 Currier – Attorney for Cable Board
 Rota – Bloomfield Community Television
 Brunk – IT Manager, City of Birmingham

McLain called the meeting to order at 7:47 AM via Remote Zoom.us meeting.

APPROVE MINUTES OF CABLE BOARD MEETING HELD April 22, 2020.

Motion by Delaney, seconded by Henry to approve the minutes of the Cable Board Meeting on April 22, 2020, as presented.

Roll Call Vote:

Fenberg	Aye
Abraham	Aye
Shand	Aye
Delaney	Aye
Gugni	Aye
Henry	Aye
Eick	Aye
McLain	Aye

Absent: Burry and Mydloski
 Motion Passed. (8-0).

PUBLIC COMMENTS

There were no public comments at this time.

PEG GRANT REQUEST – FRANKLIN HISTORICAL SOCIETY

In Mydloski's absence, White introduced this PEG Grant Request from the Franklin Historical Society to help with the cost of the internet for their museum for the upcoming Fiscal Year. The Cable Board has helped the Society for many years and the amount would be \$1,234.80. White added that there was money in the budget for this.

Motion by Delaney, seconded by Gugni to approve a PEG Grant request in the amount not to exceed \$1,234.80 to the Franklin Historical Society for the cost of the internet service at the Franklin Historical Museum for FY 2020-2021.

Roll Call Vote:

Abraham	Aye
Shand	Aye
Delaney	Aye
Gugni	Aye

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – May 20, 2020

Henry	Aye
Eick	Aye
Fenberg	Aye
McLain	Aye

Absent: Burry and Mydloski
Motion Passed. (8-0).

APPROVAL OF CONTRACT FOR CLOSED CAPTIONING

White explained that Birmingham had advised her that under the Governor’s Executive Order virtual meetings were required to add Closed Captioning so as to provide access for those with hearing disabilities. Birmingham has a contract with Clearview Captioning & Interpreting and last month the Cable Board piggybacked on their account; however, BACB needed its own account which would be on an “as needed” basis. She and McLain signed a contract with Clearview (a copy of which was provided in the Board’s packet), which was subject to the ratification of the Cable Board. Rates were based on when the meeting was held and BACB would be charged \$120/hour. (Meetings held in the evening were more expensive.)

Motion by Fenberg, seconded by Gugni to approve the contract with Clearview Captioning & Interpreting, as presented.

Abraham questioned why Google Transcribe couldn’t be used? The process is automated and through the computer.

Currier did not have an update on the Governor’s Order of meetings which would last through June 30. The Stay-at-Home Order expires on May 28 and she (the Governor) might be issuing another Order. McLain suggested Abraham continue his investigating on Google Transcribe and share any information he comes across. She also pointed out that although Google Transcribe was very accurate and quick, there might be an issue of interruptions occurring. Because the BACB would not be in control of the transmission of a meeting and thereby not accountable to the public, Google Transcribe might not be completely compliant with the four communities.

Henry acknowledged this was not a long term situation. Therefore, he thought it prudent to approve the contract and be cognizant of other available technology.

Roll Call Vote

Shand	Aye
Delaney	Aye
Gugni	Aye
Henry	Aye
Eick	Aye
Fenberg	Aye
McLain	Aye
Abraham	Aye

Absent: Burry and Mydloski

Motion Passed. (8-0).

APPROVAL OF ADDITIONAL BUDGET AMENDMENTS FOR FY 2019-20

White explained these were minor year-end wrap up amendments which she included in her memo, “Second Request to Approve Amendments to BACB FY 2019-2020 Budget:

1. Increase budgeted amount for bank service fees from \$60.00 to \$150.00 to cover BACB through the end of the year.
2. Increase the budgeted amount for truck expenses from \$10,000.00 to \$10,500.00. This reflects the amounts authorized and paid for truck equipment in the current year.

A draft Budget would be given to the Board members at the next meeting for the upcoming Fiscal Year, July 1, 2020 - June 30, 2021.

Motion by Delaney, seconded by Henry that the Birmingham Area Cable Board does hereby authorize the following amendments to the FY 2019-2020 BACB Budget:

Bank Service Fees increase from \$60.00 to \$150.00.

Truck Expenses increase from \$10,000.00 to \$10,500.00.

Roll Call Vote

Delaney	Aye
Gugni	Aye
Henry	Aye
Eick	Aye
Fenberg	Aye
McLain	Aye
Abraham	Aye
Shand	Aye

Absent: Burry, Mydloski

Motion Passed. (8-0).

COMMITTEE REPORTS

Cable Action Committee

Abraham reported that the committee did not have a meeting last month, as there was nothing to discuss. The next meeting is scheduled for June 4 at 4:30 PM. He was not sure if or where it would be held; however, he would notify everyone about any further information.

White would be in favor of possibly having a Zoom meeting which could include the public and answer any questions about the Budget before the regular BACB meeting. McLain verified with Currier that regular Zoom meeting rules would apply to the CAC meeting and would still require a quorum of the people in the” room”, not everyone on the Board.

Abraham and White would put together an agenda.

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – May 20, 2020

Delaney was confused about the proposed Budget. McLain explained the process begins with a CAC sub-committee meeting, then the regular CAC meeting on June 4 and then the regular Cable Board meeting at which the proposed Budget will be approved by the Board as a whole. White confirmed she would send everyone the proposed Budget before the June 4 CAC meeting. McLain added that in preparation for the CAC meeting, White will work on and review the proposed Budget with Fenberg, the Treasurer, before she releases it.

PEG Committee

In Mydloski's absence, White stated there had not been a PEG meeting after last month's BACB meeting; however, there will be one at the conclusion of this regular BACB meeting. McLain invited all who could stay for the PEG meeting as Dwight Levens, representative from the Birmingham Public Schools, would be joining them. She explained the purpose of Levens' attendance: request for a grant for technical upgrades in the studio at Groves which BACB had funded a couple of years ago.

Personnel Committee

Gugni thanked everyone for submitting the evaluation forms. Next week he would be sending out a memo scheduling a Personnel Committee meeting. The Personnel Committee members are Eick, Mydloski and Gugni. McLain explained the first part of the meeting is open and then closed to review with White. The first portion would be on Zoom, conducted in the same manner as this one and then Brunk would put the meeting into a separate "room" for a closed session of evaluation.

EXECUTIVE DIRECTOR'S REPORT

White referred to her monthly report dated May 12, 2020. There had been one (1) complaint since her last report and a couple of others which were pending and she would report on them next month. The one (1) complaint was from an elderly woman who was having problems with her landline. This was especially problematic in that she relies on her "Life Alert" connection and she had no phone service. Both she and her daughter tried calling WOW and after several difficulties contacting a representative, she requested help from BACB. The complaint was resolved on May 7, 2020 after WOW confirmed that her issues were due to a power outage. This complaint was closed.

FINANCIAL

Financial information for MBS, BBCU and Beverly Hills accounts as of April 30, 2020 was emailed to all Board members.

Since the last Board meeting White has written four (4) checks on behalf of the BACB, the largest being for the quarterly contract payment (April-June) to Bloomfield Township. The remaining checks were smaller payments: Worker's Comp Insurance, Annual Post Office Box fee and BCTV internet cost for three (3) months which BACB typically covers.

ADDITIONAL NOTES:

Comcast has increased the speeds of its Internet Essentials home internet service. New households would be eligible for 60 days free service. Service for low income households was \$9.95 per month for home internet.

Comcast has deferred its May 2, 2020 plan to move Cartoon Network to the Digital Preferred or Preferred package. In addition, WE TV and WGN America have been added to the Entertainment Package.

During the COVID-19 National Emergency period, Comcast will continue to ensure its communications facilities and services are operating and maintained. This will include doing all the customer service type of operations which they would normally do to prevent loss of service or to restore service.

There is an excellent explanation of what 5-G is about on the website known as www.governing.com. Rollout will begin in 2020 and will give subscribers an exponential increase in speed. White explained other new technologies it would have. 5-G is not without complications and controversies, i.e., range of 5-G towers, security concerns and limits for rural broadband which she expounded upon. Currier complimented White on her summary and agreed with her understanding of the issues. He added that some Birmingham and Beverly Hills community members have voiced objections to 5-G for health reasons and requested that municipalities issue a moratorium on 5-G. However, the FCC stated they cannot, pursuant to the rule making authority given them by Congress. These rules are the equivalent of statutes. Currier gave more details concerning this issue and further added that this was evolving. Delaney commented that to him it sounded like there was going to be a lot of litigation regarding these issues. He inquired about Currier's involvement and on whose behalf would he be representing: the Cable Board or individual communities? Currier responded by saying the litigation was in the federal courts in the northwest of the country challenging the FCC rulings of the surrendering of the rights of way and health issues involved.

Responding to Delaney, Currier gave details about how intrusive the poles would be in specific communities such as Birmingham and Franklin.

Comcast has adopted and extended some COVID-19 response policies until June 30, 2020: no disconnects, waving late fees if the customer contacts Comcast first about payment difficulties, giving free Xfinity Wi-Fi (including non-Xfinity subscribers), allowing unlimited data at no extra charge and free Internet Essentials service to new customers through June 30, which might be extended.

McLain commented that there were some poles in downtown Detroit already and gave details. She thanked Currier for being observant.

PROVIDER RELATED TOPICS

The only provider representative who had contacted her was Kyle Mazurek from Comcast and she had included his news in her Report. She had not heard from any other providers.

a. Comcast

There was no representative present.

b. AT&T/Uverse/Direct TV

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – May 20, 2020

There was no representative present.

c. WOW

There was no representative present.

McLain inquired if White had had any problems connecting with the different representatives concerning the two (2) complaints she had received. She replied that both involved Comcast and they were being addressed.

BAPA/BAMA REPORT

Rota reporting from the Bloomfield's Township control room, referred to his May 14, 2020 report and stated that all the regularly scheduled municipal meetings were covered. He thanked Eric Brunk and his team and the City of Birmingham for being in charge of covering the City Commission meeting, Planning Board Meeting, Zoning Board meeting and Multi-Modal Board meeting. He explained the process he goes through in order to play the meetings back on the TV channel. He further mentioned that he recorded the Village of Beverly Hills meeting, the Cable Board meeting, the Franklin Village Council meeting and the Bingham Farms meeting through Zoom from his home since they are not live. Because they were not live broadcasts he detailed the process he goes through to put them on the channel and website.

For the **BAPA** Programs, the producers have used Zoom to complete 23 programs, all of which he listed. From the BACB area organizations there were no recordings on location due to the pandemic and social distancing. He has been working with the Baldwin Library and the Birmingham Historical Museum to possibly do some shows through Zoom. He confirmed that the Celebrate Birmingham parade had been cancelled. The Memorial Day service at Shain Park has not been cancelled and the city has decided to shoot it through Facebook Live at 11 AM. The Beverly Hills parade has been cancelled so he will re-broadcast last year's parade. The band which usually performs at the parade is recording a concert for him which he will also put on the channel.

He has been updating the website for "video on demand" so residents could watch programs.

McLain thanked Rota for all he has done in the last eight weeks. The logistics of getting the programs out to the public have been complex and the BACB appreciates what he and BCTV have done. Even though their work is never taken for granted it has become more obvious what he and everyone have done to still communicate with the public in real time.

OLD BUSINESS

None

NEW BUSINESS

McLain stated she had received notification from the National NATOA that this year's conference had been cancelled. However, there were a lot of things which were of great concern happening with the FCC that affects everyone in PEG. NATOA may have a video conference to address these things as they might affect its revenue stream all over the United States. She is on the Board of the Michigan NATOA chapter and the current President, Deb Guthrie, was going to

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – May 20, 2020

continue as such, and is also running for Clerk in Meridian Township. Guthrie will be chairing a Zoom meeting to update the Michigan Board and McLain will share any information at the next BACB meeting.

PUBLIC COMMENTS

There were none.

BOARD COMMENTS

Delaney had several concerns, one being his dislike for remote meetings. He said that last night he had received the email request from the Birmingham Schools for a grant. Because of the current tough times he had several concerns about the economic situation of the residents and businesses, the starting of schools in the fall and the getting back to public meetings. One of his concerns about this school request was timing. There had been a millage request in November for the school system and in March there had been a bond proposal. Now this \$85,000 PEG grant request comes from the schools. As background information he stated that not long ago BACB approved a grant request from the Birmingham Public Schools and soon after the schools asked for another grant for a large sum of money. He felt that BACB needed input from the four (4) communities to see what their needs might be in the future and to explore how much money BACB would need to fulfill those future requests. With litigation pending which might require money, how far could the PEG money stretch? He felt that the request from the Birmingham Schools should be postponed until public sessions were allowed and he would like some of his questions answered, all of which he finds difficult to accomplish in a remote meeting.

McLain remembered the complicated discussion about the two (2) large grant requests Delaney referred to; however, she thought one was for the library and the other for the schools. This current grant request has been discussed and commented upon in PEG committee meetings for many months. The Committee had even reviewed the PEG grant policy, especially how to share funds amongst the stakeholders. There is a process the PEG committee goes through to assess the request; however, it does not approve the grants. She reminded Board members that the PEG funds are restricted and can only be used for capital improvements. She added that one of the primary missions of BACB was to continue the revenue stream to the communities and the FCC Order might have some impact on that mission. She stated that the PEG meeting which will follow this meeting will include Dwight Levens who is the Communications Director for the Birmingham Public Schools; however, no decision would be made at the meeting. A PEG meeting was meant to be investigatory only. At McLain's request Currier added an explanation of the Governor's Executive Board Order 2025 regarding school requirements and the plan to establish a State School Advisory Board. McLain posed possible questions which she would like addressed in the committee meeting with Levens.

Delaney questioned if this was the appropriate time to consider and fulfill this specific request given the uncertainty of when the schools might be able to open? This was one of McLain's questions.

There being no further business, the meeting was adjourned at 8:49 AM.

Birmingham Area Cable Board
Proposed Budget
Year Ended June 30, 2021

	Current Budget	Proposed Budget
	Year Ended June 30, 2020	Year Ended June 30, 2021
Franchise Fee Income:		
Beverly Hills Franchise Fee	48,100	45,600
Bingham Farms Franchise Fee	8,500	8,000
Birmingham Franchise Fee	174,500	165,500
Franklin Franchise Fee	18,900	17,900
Total Franchise Fee Income	250,000	237,000
Board Expenses:		
Accounting Expenses	2,400	2,400
Administrative Grants	379,168	105,740
Advertising - Community Outreach	2,500	1,000
Bank Service Charges	150	60
Conferences	3,000	1,000
Contract labor	2,000	1,500
Executive Director	40,000	40,000
HR Services	1,000	1,000
Insurance	5,000	3,000
Mileage	2,000	1,000
Memberships	1,500	1,500
Office Expense	6,500	4,500
Telephone	1,400	1,200
Website	6,000	3,500
Auditing	9,000	9,000
Legal Fees	30,000	30,000
Technical Support	900	600
Total Board Expenses	492,518	207,000
Municipal Support Services	31,000	30,000
Total Franchise Fee Expenses	523,518	237,000
Net Franchise Fee Income	(273,518)	0
PEG Revenue:		
Beverly Hills PEG	108,000	107,519
Bingham Farms PEG	16,000	15,904
Birmingham PEG	267,700	266,487
Franklin PEG	27,200	27,065
Total PEG Revenue	418,900	416,975
Other Income		
Interest Income	25	25
Other Income	1,000	1,000
MBS Gains	6,000	5,100
Total PEG Income	425,925	423,100

PEG Operations

Cable Contractor	245,800	245,800
Communications Expense	2,500	2,500
Equipment Purchases	85,000	20,000
Grants	103,800	103,800
Production Truck	10,500	10,000
Production Crew Uniforms	1,000	1,000
Program Expense	42,925	40,000
Total PEG Operations	491,525	423,100
Net PEG Income	(65,600)	0

**Birmingham Area Cable Board
Proposed Budget
Year Ended June 30, 2020**

	Current Budget Year Ended June 30, 2019	Proposed Budget Year Ended June 30, 2020
Franchise Fee Income:		
Beverly Hills Franchise Fee	51,000	48,100
Bingham Farms Franchise Fee	9,000	8,500
Birmingham Franchise Fee	185,000	174,500
Franklin Franchise Fee	20,000	18,900
Total Franchise Fee Income	265,000	250,000
Board Expenses:		
Accounting Expenses	2,400	2,400
Administrative Grants	102,061	105,740
Advertising - Community Outreach	3,000	2,500
Bank Service Charges	61	60
Conferences	3,200	3,000
Contract labor	2,000	2,000
Executive Director	40,000	40,000
HR Services	1,000	1,000
Insurance	5,000	5,000
Mileage	2,000	2,000
Memberships	1,500	1,500
Office Expense	6,500	6,500
Telephone	1,700	1,400
Website	3,500	6,000
Auditing	9,000	9,000
Legal Fees	30,000	30,000
Technical Support	1,078	900
Total Board Expenses	214,000	219,000
Municipal Support Services	51,000	31,000
Total Franchise Fee Expenses	265,000	250,000
Net Franchise Fee Income	0	0
PEG Revenue:		
Beverly Hills PEG	115,000	108,000
Bingham Farms PEG	17,000	16,000
Birmingham PEG	285,000	267,700
Franklin PEG	29,000	27,200
Total PEG Revenue	446,000	419,000
Other Income		
Interest Income	25	25
Other Income	1,000	1,000
MBS Gains	6,200	6,000
Total PEG Income	453,225	426,025

PEG Operations

Cable Contractor	245,800	245,800
Communications Expense	2,500	2,500
Equipment Purchases	10,000	20,000
Grants	101,000	103,800
Production Truck	40,000	10,000
Production Crew Uniforms	1,000	1,000
Program Expense	52,925	42,925
Total PEG Operations	453,225	426,025
Net PEG Income	0	0

MEMORANDUM

DATE: June 10, 2020
TO: Board Members
FROM: Cathy White
Re: Monthly Report

CUSTOMER COMPLAINTS

We have received three (3) complaints since the date of my last report. Complaint No. 2020-8 was received from a Franklin resident who was no longer getting his Comcast e-mails apparently because the e-mail account was in his deceased wife's name. She died 10 years ago and he had no problem getting his e-mails since that time. At Comcast's request, he faxed them a copy of his wife's death certificate but was told he would have to wait 24 to 72 hours for a call back from the security department because his e-mail address would have to be changed. He did not want to wait that long to get his e-mail restored and requested our assistance in getting the matter resolved as soon as possible. This matter has now been resolved. Their system was requiring a new password to be created since the previous password was in use for over 10 years. The escalation team representative helped him update the password and he was able to regain access to all of his e-mails. A \$20.00 credit was also applied to his account due to the inconvenience he had experienced. The resident is satisfied and this complaint is now closed.

Complaint No. 2020-9 was received from a Franklin resident who complained to Comcast about being charged 20% more and losing some services that he previously enjoyed (specifically, his movie channels). Comcast explained that his promotional package had expired and his package was transitioned to everyday pricing. He was given a \$34.00 credit on his account. His request to restore the premium channels at no charge was denied. He is not happy with Comcast's response; however, Comcast's position remains unchanged and this complaint is now closed.

Complaint No. 2020-10 was submitted by a Beverly Hills resident who is a Comcast subscriber and requested assistance getting a low-hanging cable wire in her backyard repaired or removed. Comcast has determined that the wire belongs to AT&T and the resident was advised to contact that provider. This complaint is now closed.

FINANCIAL

The account balance for the MBS, BBCU and Beverly Hills accounts as of May 31, 2020 will be e-mailed to all Board members, as well as BACB Financial Reports for the month of May,2020.

CHECK DISBURSEMENT

Four (4) checks have been written since the date of our last meeting as follows:

1. Birmingham Bloomfield Credit Union (Visa-April): \$246.75
2. Birmingham Bloomfield Credit Union (Visa-March): \$496.59
3. Franklin Historical Society (PEG Grant- internet costs FY 2020-21)
4. Clearview Captioning (Closed Captioning for Zoom meeting): \$180.00

ADDITIONAL NOTES:

1. According to a recent report, there are several ways consumers can keep their internet connection safe and secure. These includes being wary of corona virus-specific emails and websites, refraining from sharing personal information, scrutinizing senders and trusting your instincts, being wary of requests for "urgent action," taking steps to secure your home network with a strong password and utilizing extra layers of security such as multifactor authentication and Xfinity Advanced Security.
2. The Detroit Free Press reported on June 11, 2020 that the State of Michigan has published an online map of more than 300 free Wi-Fi hotspots around Michigan to help residents who lack home internet access. Users can insert an address into the map's search function and it will show the nearest free hotspots. The map shows where Wi-Fi is available from the parking lots of public schools, libraries and other locations across the state. It also provides details on how to access the various networks. The COVID-19 pandemic and transition to remote and distance learning has increased the need for residents and students to have easy access to broadband services, the Michigan Public Service Commission said in a news release.



Bloomfield Community Television

Memorandum

Bloomfield Township

To: BACB

From: Steve Rota

Subject: Report May 21st, 2020 through June 17th, 2020

Date: June 11th, 2020

Cc: Greg Kowalski; Cathy White; Elaine McLain, Heather Mydloski

BAMA Programs

During this time period we've completed all regularly scheduled municipal meetings, the BACB meeting, Zoning Board meeting, the Multi-Modal Board meeting. Bingham Farms Council Meeting and the Baldwin Public Library Board Meeting.

BAPA Programs

From BACB area individual producers and organizations, we've taped 18 programs. From individuals:

- ❖ *Six Gracefully Greying* hosted by Henry Gorebein.
- ❖ *Three Patriot Lessons* hosted by Judge Michael Warren.
- ❖ *One About You* hosted by Ellen Rogers.
- ❖ *One Boomer Health at Home* hosted by Megan Girvin.
- ❖ *Four Michigan Planning Today* hosted by Bob Gibbs.
- ❖ *Two Managing Problems of Dailey Living* hosted by Linda Sircus.
- ❖ *Inside City Hall June Edition* hosted by Joe Valentine. (By Birmingham staff)

From BACB area organizations:

- ❖ *None at this time*

PRODUCER WORKSHOP

We are offering a one on one session for those who are interested in producing their own show and to those who want experience behind the scenes. Please call 248-433-7790 and we can schedule a date and time with you.