

BIRMINGHAM AREA CABLE BOARD MEETING

Wednesday, November 17, 2021 at 7:45 am

***Village of Beverly Hills

Council Chambers***

18500 W. 13 Mile Road

This meeting will be held IN PERSON

1. Roll Call
2. Approve Meeting Minutes for Cable Board Meeting of October 20, 2021-M
3. Public Comments
4. Reimbursement Request- Village of Beverly Hills- Audit Fee-M
5. Board Elections-M
6. Committee Reports
 - a. Cable Action Committee
 - b. PEG Committee
7. Executive Director's Report
8. Provider Related Topics
 - a. Comcast
 - b. AT&T
 - c. WOW
9. BAPA/BAMA Report
10. Old Business
11. New Business
12. Public Comments
13. Board Comments
14. Adjourn

There will be a PEG Committee meeting immediately following this meeting

BIRMINGHAM AREA CABLE BOARD MEETING MINUTES – October 20, 2021

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

Present: McLain, Cleary, Eick, Shand – Birmingham
Gugni, Kamoo, Tootell (arrived at 8 AM), Henry – Beverly Hills
Mydloski - Franklin
Blackburn – Bingham Farms
Absent: Fenberg, Abraham
Also Present: White - BACB Executive Director
Gojcaj – Attorney for Cable Board
Rota and Black – Bloomfield Community Television
Kristin Rutkowski – Village of Beverly Hills

APPROVE MINUTES OF CABLE BOARD MEETING HELD September 15, 2021

Motion by Eick, seconded by Kamoo to approve the minutes of the Cable Board meeting on September 15, 2021, as presented.

Donovan Shand requested his name be added to the list of attendees as he was present at the meeting.

Motion by Eick, seconded by Kamoo to approve the minutes of the Cable Board meeting on September 15, 2021, as amended.

Motion passed.

PUBLIC COMMENTS

There were no public comments at this time.

MUNICIPAL SUPPORT SERVICES GRANT REQUEST – VILLAGE OF BEVERLY HILLS

Kristin Rutkowski, Village Clerk/Assistant Manager, Village of Beverly Hills, presented the Village’s grant request for WOW! Business internet services in the amount of \$2,243.76 (\$186.98 per month). McLain added this was in keeping with previous years’ requests and confirmed with White that this funding was in the budget.

Motion by Henry, seconded by Mydloski to approve a Municipal Support Services Grant for internet services for the Village of Beverly Hills in the amount not to exceed \$2,243.76 for the FY 2021-2022 (July 1, 2021 to June 30, 2022).

Roll Call Vote

Blackburn Aye
Mydloski Aye
Henry Aye
Gugni Aye
Kamoo Aye
Shand Aye

McLain Aye
Cleary Aye
Eick Aye

Motion Passed. (9-0).

COMMITTEE REPORTS

Cable Action Committee

In Abraham’s absence White reported that at the last meeting there had been discussions about the website, the progress of the audit, the membership manual which was still in process and future projects. The next meeting will be on Thursday, November 4 at 4:30 PM in the Birmingham Baldwin Public Library. McLain reminded Board members to notify White about outdated items or information which needed to be included on the website.

PEG Committee

Mydloski reported there had been a meeting following the September 15 BACB meeting. In attendance was Fenberg, Eick, White, Tootell, McLain, Gugni, Kamoo, Black, Rota and herself. Rota provided information dealing with the Board approval of the purchase of new equipment in December 2019 in the amount not to exceed \$20,000. Unfortunately, due to COVID the equipment had not been purchased. Since that time a few more things had been added to the list. He has sent the equipment list to B&H Photo, Advanced Lighting and Sound and AVI Systems in Farmington Hills for bids. He recommended the Board approve B&H’s bid for all the equipment which was \$33,407.99.

Motion by Mydloski, seconded by Eick to approve the purchase of equipment from B&H Photo in an amount not to exceed \$34,000.00.

(Tootell arrived at 8 AM)

Henry inquired about the condition of the current equipment. Rota detailed the deteriorations. Responding to Eick’s inquiry of either buying all the equipment at once or gradually purchasing it, Rota preferred buying everything together. Tootell was also in favor of purchasing everything together considering the current shortages of electronic equipment, possible increase in prices and compatibility issues with BCTV’s current equipment.

Roll Call Vote

Mydloski Aye
Henry Aye
Gugni Aye
Kamoo Aye
Shand Aye
Tootell Aye
McLain Aye
Cleary Aye

Eick Aye
Blackburn Aye

Motion Passed. (10-0).

Mydloski stated there would be a PEG committee meeting immediately following the BACB meeting.

EXECUTIVE DIRECTOR’S REPORT

There were eight (8) complaints since last month’s report. One was from a Birmingham resident who had problems with his equipment which, upon the advice of Comcast, he replaced. However, he continued to have problems and Comcast sent a technician to his home to fix the problems. The resident was unhappy that Comcast had never advised him there would be a \$100 service call charge since the problem was due to defective equipment. After unsuccessful calls to Comcast about the invoice the escalation team became involved and credited his account with \$200: \$100 for the service call and \$100 for the service issues. This complaint is closed. There were several complaints in different communities about wires; Franklin, Beverly Hills, and Birmingham had issues. All those complaints have been resolved. One complaint came from a Birmingham resident who had issues with Comcast about removing its outside box and wires from her deceased father’s home. The escalation team became involved and this complaint has been resolved and is now closed. The last complaint was from a Board member who when he tries to schedule a recording has been receiving messages from Comcast stating, “To record, need DVR subscription”. This complaint has been resolved.

FINANCIAL

The fund balances for MBS and Michigan United Credit Union accounts as of September 30, 2021 were emailed to the Board members. There were some issues with getting information from Beverly Hills; however, hard copies of the remaining information will be forwarded to the Board members as soon as she receives the information.

CHECK DISBURSEMENT

White wrote two (2) small checks since the last meeting. They were not significant: one being for regular bills and one to the United Postal Service for the annual Post Office Box fee.

ADDITIONAL NOTES

The 2022 BACB meeting schedule and the 2022 Cable Action Committee meeting schedule were included in her report.

Mydloski stated and confirmed by White there had been 41 complaints for the year.

McLain highlighted the complaints of service charges which White had mentioned in her report, adding that some providers include service charges in the bill while other providers mention such charges on their bill but do not include them in the total amount due. Her advice to residents was to clarify and confirm with Customer Service the possibility of different charges and what they

would be and, importantly, take notes about the conversation (including the name of the person with whom they spoke and the confirmation number).

While driving or walking around the communities McLain has noticed many hanging wires on private properties. Residents should call the cable companies to advise them of this. She cautioned the residents that all employees of a cable provider must be wearing proper identification and have proper identification on their truck when working on their properties. If a resident has a question on this matter, please call the police department.

If there needs to be a change of name or other information on the resident's account, please contact the provider directly. This direct communication is to protect the resident's private information from being stolen.

PROVIDER RELATED TOPICS

a. Comcast

There was no representative present and no new information received.

b. AT&T/Uverse/Direct TV

There was no representative present and no new information received.

c. WOW

There was no representative present and no new information received.

BAPA/BAMA REPORT

Rota referred to his memo to BACB dated October 13, 2021. In his report he noted there was a list of all completed **BAMA** regularly scheduled municipal meetings, including a Special Joint Commission Planning Workshop and a Special Workshop in the City of Birmingham.

For the **BAPA** Programs, 24 programs by producers and organizations were taped, which he listed; some studio shows were on Zoom, some were in-person in the studio, the Birmingham Concert Band was in-person and the BACB boys football and boys soccer events. Winter sports would probably start in December, January and February. He will have those dates at the November meeting.

PRODUCER AND VOLUNTEER WORKSHOP

Rota reminded everyone that anyone interested in producing or volunteering behind the scenes should call the office to make a one-on-one appointment, 248-433-7790. There is a volunteer workshop scheduled for Tuesday, November 2 and he invited any Board member to join the tour.

MICMA TOUR AT BCTV

The MICMA (Michigan Alliance for Community Media Association) Board tour of BCTV was on October 8 and was very successful. McLain gave details. 24 people from all over the state were on the tour, the purpose of which was to see and compare the differences between the eastern and western part of the state. Those on the tour were very impressed with the professionalism and massiveness of the BCTV operations, including the truck.

On behalf of the Village of Franklin, Mydloski thanked BCTV staff for being so adaptable and professional. She explained how at the last minute the Village Council meeting had to be changed from being in-person to being virtual and BCTV went above and beyond to accomplish the switch.

OLD BUSINESS

There was none.

PUBLIC COMMENTS

There were none.

BOARD COMMENTS

Being a member of this Board for several years, Henry complimented and thanked McLain for her leadership which is second to none. His experience with BACB has been so great because of her leadership and expressed how this Board was lucky to have her.

Gojcaj updated the Board on the work being done on the BCTV contract and the bill being considered in Congress for infrastructure which will be allocated to rural areas for broadband.

There being no further business, the meeting was adjourned at 8:30 AM.

Memorandum

To: Cathy White, Cable Board

CC: Sheila McCarthy, Finance Director; Tom Ryan, Village Attorney; Peggy Linkswiler, Treasurer

From: Chris D. Wilson, Village Manager

Date: November 8, 2021

Re: Request for Audit Fee Reimbursement relating to Cable Board

This memo serves as a request for audit fee reimbursement relating to the Plante Moran invoice, dated October 29, 2021, citing additional audit fees due to the bookkeeping duties the Village performed on behalf of the Cable Board. The invoice, included with this memo, separates out the audit fees relating to the cable activity for the audit year June 30, 2021.

Per the invoice "additional audit procedures due to change in scope of fiduciary activity, including GASB 84 analysis and auditing of custodial fund activity related to the Birmingham Area Cable Board" in the amount of \$2,225.00.

The additional audit procedures were effective with the June 30, 2021 audit of the Village of Beverly Hills. New General Accepted Standards, GASB 84, establishes criteria for identifying and reporting fiduciary activities for state and local government. Cable activity is considered Fiduciary activities and hence additional auditing procedures are required. GASB 84 will remain in effect for subsequent years. Additional audit fees will be incurred for each audit as long as the Village performs bookkeeping services for the Cable Board.



Plante & Moran, PLLC
 3000 Town Center
 Suite 100
 Southfield, MI 48075
 Tel:248.352.2500
 Fax:248.352.0018

INVOICE

Village of Beverly Hills
 18500 W. 13 Mile Road
 Beverly Hills, MI 48025-5267

Date: October 29, 2021
 Client No: 44657
 Invoice No: 2066814
 Page: 1

For Professional Services Rendered

Final billing for professional services rendered for the financial statement audit for the year ended June 30, 2021	5,000.00
Additional audit procedures due to change in scope of fiduciary activity, including GASB 84 analysis and auditing of custodial fund activity related to the Birmingham Area Cable Board	2,225.00

Balance Due \$ 7,225.00 USD

Remittance information:

Check:

Plante & Moran, PLLC
 16060 Collections Center Drive
 Chicago, IL 60693

Wire Transfer:

Bank Bank of America
 Routing/ABA# 026009593
 Bank Address 100 West 33rd Street
 New York, NY 10001
 Account Number 9890996003
 Account Name Plante & Moran, PLLC

ACH:

Bank of America
 071000039
 1401 Elm Street 2nd Floor
 Dallas, TX 75202
 9890996003
 Plante & Moran, PLLC



Client Payment Portal:

<https://www.plantemoran.com/client-payment-portal>

MEMORANDUM

DATE: November 10, 2021

TO: Board Members

FROM: Cathy White

Re: Monthly Report

CUSTOMER COMPLAINTS

We have received two (2) complaints since the date of my last report. Complaint No. 2021-42 was received from a Birmingham resident who indicated that Comcast was supposed to return after the installation of service to bury the cable wires. The wires were still exposed after three years. The resident lives in the Williamsburg of Birmingham condos and landscapers accidentally cut the wires and interrupted her neighbor's services. Comcast repaired that issue and indicated that a crew would come out to bury the wires to prevent this from happening again. Two months later there had still been no action. After the escalation team became involved, the line was re-run and buried on November 5, 2021. The resident is satisfied and this complaint is closed.

Complaint No. 2021-43 was submitted by a Franklin resident who had low-hanging Comcast wires in her backyard that needed to be taken care of. A Comcast crew raised the low-hanging drop soon after the complaint was submitted. This complaint is now closed.

FINANCIAL

The account balance for the MBS, Michigan United Credit Union and Beverly Hills accounts as of October 31, 2021 will be e-mailed to all Board members, as well as BACB financial reports for the months of October and November, 2021.

CHECK DISBURSEMENT

One check has been written since the date of our last meeting as follows:

1. Michigan United Credit Union (Visa- office supplies & phone): \$156.66



Bloomfield Community Television

Memorandum

Bloomfield Township

To: BACB

From: Steve Rota

Subject: Report October 21, 2021, through November 16, 2021

Date: November 11, 2021

Cc: Greg Black; Cathy White; Gil Gugni, Heather Mydloski

BAMA Programs

During this time period we've completed all regularly scheduled municipal meetings, which include: the BACB meeting, Baldwin Public Library Board and Trust meeting, The Village of Bingham Farms meeting, The Village of Beverly Hills Council meeting, The Village of Franklin Council, Zoning Board of Appeals, Historic District Commission and Planning Commission meetings, The City of Birmingham's, Commission, Planning Board, Parks and Rec Board, Zoning Board of Appeals, Historic Board and Design Review Board Meetings.

BAPA Programs

From BACB area individual producers and organizations, we've taped 17 programs

- ❖ *Two About You* hosted by Ellen Rogers.
- ❖ *Three Eye on Oakland* hosted by Chuck Moss.
- ❖ *Two Gracefully Greying* hosted by Henry Gornbein.
- ❖ *Three Patriot Lessons* hosted by Judge Michael Warren.
- ❖ *Four Michigan Planning Today* hosted by Bob Gibbs.
- ❖ *Birmingham Bloomfield Community Coalition Lecture.*
- ❖ *Birmingham Musicale.*
- ❖ *DAR Annual Veterans Day Ceremony.*

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.

EQUIPMENT

Has been purchased.