OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY, April 25, 2016

A Regular Meeting of the Oxford Area Cable Communications Commission was held Monday, April 21, 2016 at the Oxford Village Chamber, Oxford MI.

- 1) Chair Sue Bossardet called the meeting to order at 4:00 p.m.
- 2) Respects to the Flag
- 3) Members Present: Sue Bossardet (Chairperson, Oxford Village), Charlene Sutherby (Vice-Chairperson), Buck Cryderman (Secretary), Lori Fisher (Treasurer), (Oxford Township), Ed Hunwick

Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles.

APPROVAL OF THE AGENDA

Commissioner Fisher motioned to accept agenda with additions/second by Commissioner Sutherby.

Ayes: 5

Nays:

0

Motion Carried

PUBLIC COMMENT - None

APPROVAL OF MINUTES

Bossardet requested correction of February 22, 2016 and March 28, 2016

Commissioner Fisher moved, to accept /second by Cryderman.

Ayes: 5

Navs:

0

Motion Carried

OACCC Expense/Revenue Bill Runs - 4/4/16 through 4/18/16 in the amount of \$20,554.05

Fisher moved, second by Cryderman to approve.

Roll Call

Vote Ayes: 5

Navs: 0

Motion Carried

OACCC Year to Date Revenue/Expenditure Report

Sutherby moved to receive and file/second by Fisher to receive and file.

Ayes: 5

Navs 0

Motion. Carried

OACCC Invoice GL Distribution Report March 2016.

Cryderman motioned to receive and file/Sutherby second to receive and file.

Ayes: 5

Navs 0

Motion, Carried

OACCC Invoice GL Distribution Report January 2016.

Fisher moved, Sutherby second to receive and file.

Ayes: 4

Nays 0

Motion, Carried

8) UNFINISHED BUSINESS

A) Employee Handbook - Fisher

Commissioner Fisher emailed out updated copy. Still waiting for answers from Attorney Davis.

- 1) No written recommendations forwarded, however gave oral recommendations to Commissioner Fisher on the following:
- 2) Attorney was comfortable with suspension/termination after arrest of crime / Fisher recommended to leave as is in employee manual.
- 3) Search of desk, bags, and vehicles / Attorney felt fine to leave in as employees carry (OCTV equipment bags) in their vehicles.

Written statement will follow.

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- 4) Insurance Risk Assessent Documentation should be included in Employee Manual/
 - Identification and insurance documentation (with annual review)
 - Social Media Policy
 - Background Checks
 - Hold Harmless
 - Periodic Driver License Review
- 5) Include index or addendum to provide document flexibility (including gun & credit card policy)

Fisher moved to approve the writing of a policy to check the status of the driver's license of our employees, annually.

Motion rescinded by Fisher who committed to spending time with Manager Service to draft and gather the needed policies for the May meeting.

Sutherby moved/second by Cryderman to set aside Handbook action until May meeting.

Ayes: 5

Navs 0

Motion. Carried

8B) Closed Session -

Motion by Sutherby to go into closed session under MCL 15.268 (D) to discuss and consider the purchase or lease of real proerty, for a few minutes with just the commissioners and then the employees can come in/second by Cryderman.

Roll Call Vote Ayes: 5

Nays: 0

Motion Carried

CLOSED SESSION: 4:33 to 5:45

8C) Motion to go into Open Session Commissioner Fisher moved to proceed as discussed in closed session/second by Cryderman

Ayes: 5

Navs 0

Motion, Carried

9) NEW BUSINESS:

9A) Earmarks for future capital expenditures - Sue Bossardet

Create line item, within OCTV budget, for Capital Building Fund Expense. Bossardet stated money is earmarked, but does not show it's designation ...to remind other people. Fisher stated it could be done but would have to bring the funds in to show as revenue and then outgoing as reserve.

Cryderman explained the township (Oxford) knows what is being done with the money and is okay with it.

9B) Impact on budget/re-allocation of franchise fees by Oxford Township - Cryderman

Oxford Township passed a motion to keep \$10,000 of franchise fees to install cable at the township building, for a fee of \$5,000. The remaining \$5,000 will be used to pay the (approximately \$100 per month) township cable bill until the funds are exhausted, at which time the township will indefinitely pay the cable fees with franchise funds. (Approximately \$1,200 per year).

Commissioner Bossardet suggested a budget amendment to adjust for the \$10,000 Franchise Fee Revenue.

Fisher suggested Commissioner Cryderman have a conversation the township to reimburse the township next year, in order not do a budget adjustments to the current budget. Fisher also suggested, instead of using the \$5,000 up front, to start paying the \$100 per month now.

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Cryderman informed commission that Oxford Township also wants to gear their board room with recording equipment including multiple cameras and switcher paid for by the cable commission. Not a requirement but a request. Reminding the commission the township gives 100%.

Chair Bossardet reminded commission the subject has come up before and was turned down by the commission.

COMMITTEE REPORTS:

Technical Committee: None Personnel Committee: None Facilities Committee: None

MANAGER'S REPORT

Back on the air with AT&T

COMMISSIONER COMMENTS

Commissioner Bossardet - Happy Mother's Day

Commissioner Sutherby - None Commissioner Fisher - None Commissioner Hunwick - None Commissioner Cryderman - None

<u>PUBLIC COMMENTS</u> - Stiles submitted 2015 school event report to committee as requested.

ADJOURNMENT

Commissioner Fisher moved, Commissioner Sutherby seconded, to adjourn at 6:07 p.m..

Ayes: 5

Nays: 0

Motion Carried

Sue Bossardet, Chairperson

harlene Sutherby, Vice-Chairpe

Date Approved

/tls