

# **Cable Communications Commission Regular Meeting Minutes**

Administrative Conference Room  
Meridian Municipal Building, Okemos, MI  
August 6, 2014

**Present:** Commissioners: Patrick Crowley, Tunga Kiyak and Brian Seipel  
Staff: Deborah Guthrie  
Township: Ron Styka  
Comcast: John Gardner  
AT&T: None  
Haslett Schools: None  
Okemos Schools: None

**Call Meeting to Order:** Commissioner Kiyak (Acting Chair for absent Walter Benenson) called the meeting to order at **6:08 pm**.

## **Public Remarks:**

No Public Present

## **Approval of Agenda:**

Commissioner Crowley moved TO APPROVE THE AGENDA. Seconded by Commissioner Seipel.

Voice vote. Motion carried unanimously.

## **Approval of Minutes:**

Commissioner Crowley moved TO APPROVE THE MINUTES OF JULY 30, 2014 AS SUBMITTED. Seconded by Commissioner Seipel.

Voice vote. Motion carried unanimously.

## **Communications/Announcements:**

Nothing to Report.

## **Old Business:**

1. Cable Communications Needs Assessment RFP – Communications Director Deborah Guthrie recommended the Cable Communications Needs Assessment RFP be awarded to the Holly Hansen Consulting group at the last regular meeting and the commission requested Guthrie acquire verbal references for the Holly Hansen group and report her findings. Guthrie informed the commission that she received positive feedback from the references she contacted including, but not limited to the following comments: “Great job, thorough report, report relied on considerably for re-franchising, relied on heavily for capital equipment needs, very beneficial analysis of what we need for renewal, knowledgeable, good technical

background, easy to work with, highly organized and good facilitator. The references were all positive the commission was satisfied and the needs assessment survey will move forward.

2. FCC Monies Recommendation - The commission revisited the Comcast Transfer of Control and Midwest Cost to Review Memo dated July 23, 2014 and discussed whether or not to recommend approving \$75,000 for purposes of participating in a coalition to file comments with the FCC. The Commission agreed to not recommend using funds toward FCC filings or comments.

3. 2015 Budget Recommendation – The commission discussed the budget for next year and Guthrie informed the commission that Administrative Assistant II Kristi Schaeding will be transferring to the Police Department on August 25<sup>th</sup>.

Commissioner Crowley moved TO APPROVE THE 2015 BUDGET AS RECOMMENDED. Seconded by Chair Kiyak.

Voice vote. Motion carried unanimously.

#### **New Business:**

Nothing to Report.

#### **Reports:**

- Cable Compliments/Complaints: The Commission discussed the complaints included in the packet and Comcast Representative John Gardner stated that he makes sure all Comcast complaints have been followed through on his end.
- Video Service Provider(s): Gardner announced that Comcast will include up to six months of complimentary service for any new family that has not yet applied for the Internet Essentials program. Families who are approved for Internet Essentials between August 4<sup>th</sup> and September 20<sup>th</sup>, 2014 will receive up to six months of Internet service. Gardner reported that Comcast is also offering an amnesty program for certain low-income families who could qualify for Internet Essentials, but have a past due balance. Guthrie requested Internet Essentials video promotions from Gardner to air on the HOMTV channel.
- Communications Director's Report: Guthrie reported that primary election night was one of the smoothest elections staff has done to date and everyone performed well. She stated that HOMTV provided good coverage for viewers and received kudos from township directors and staff.
- Chair's Report: Chair Walter Benenson was not present.
- Township Information: Township Liaison Ron Styka reported the township park millage passed.

- Programming: Guthrie informed the commission that she interviewed the Chair of the Community Resource Commission (CRC) Suzanne Brouse, to promote the upcoming Golf Fest fundraiser to help the emergency needs fund. She also stated the All Access Sports show will begin airing this week and the interns have worked diligently to produce the program on their own.
- Viewership/Promotions: Nothing to report.
- Finance: Nothing to report.

**Other Business & Announcements:**

Nothing to Report.

**Future Agenda Items:**

Nothing to Report.

**Public Remarks:**

No remarks from the public.

**Adjournment:**

Commissioner Seipel moved TO ADJOURN THE MEETING. Seconded by Chair Kiyak.

Hearing no objections, Chair Kiyak ADJOURNED THE MEETING AT **7:08 p.m.**

**NEXT MEETING:**

The next scheduled meeting is **Wednesday, September 3, 2014 in the Administrative Conference Room.**