



## **Cable Communications Commission Special Committee Meeting Minutes**

Administrative Conference Room  
Meridian Municipal Building, Okemos, MI  
April 23, 2014

**Present:** Commissioners: Patrick Crowley and Tunga Kiyak  
Staff: Deborah Guthrie and Kristi Schaeding

**Call Meeting to Order:** Committee Chair Kiyak (Acting Chair for absent Chair Andrew Lathrop) called the meeting to order at **6:05 pm**.

### **Approval of Agenda:**

Chair Kiyak moved TO APPROVE THE AGENDA. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

### **Approval of Minutes:**

Chair Kiyak moved TO APPROVE THE SPECIAL COMMITTEE MINUTES OF FEBRUARY 19, 2014. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

### **Public Remarks:**

No Public Present.

### **Cable Communications Needs Assessment:**

Communications Director Deborah Guthrie reported that she had a conversation with Attorneys Mike Watzka and Joe Van Eaton regarding the survey and they expressed concern over the survey name. The survey name was discussed and broken down by the information sought to collect:

1. Community Needs Assessment – It is a broader scope and includes services that the township provides.
2. Communications Needs Assessment – It consists of all communications including phone, broadband and wifi service.
3. Cable Needs Assessment – It includes customer service, technical quality of the system and the programs provided.

The commission agreed the survey should be termed Cable Communications Needs Assessment.

The Commission discussed the Cable Communications Needs Assessment Request for Proposal Memos presented by Director Guthrie. The commission agreed to use the memos as working documents and revise the language and methodology.

The Commission also discussed the details of the RFP (Request for Proposal) and whether or not to create one RFP or two separate ones.

**Future Agenda Items:**

**Public Remarks:**

No remarks from the public.

**Adjournment:**

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

Hearing no objections, Chair Kiyak ADJOURNED THE MEETING AT 7:02 p.m.

**Next Meeting:**

The next scheduled special committee meeting is **Wednesday, May 28, 2014 in the Administrative Conference Room.**