

Cable Communications Commission Regular Meeting Minutes

DRAFT

Administrative Conference Room
Meridian Municipal Building, Okemos, MI
February 26, 2014

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

Call Meeting to Order: Chair Benenson called the meeting to order at **6:04 pm**.

Approval of Agenda:

Chair Benenson moved TO APPROVE THE AGENDA. Seconded by Commissioner Seipel.

Voice vote. Motion carried unanimously.

Approval of Minutes:

Chair Benenson moved TO APPROVE THE MINUTES OF DECEMBER 4, 2013 AS SUBMITTED. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

Public Remarks:

No Public Present

Communications: Communications Director Deborah Guthrie reported the Communications Department received many compliments for their communication efforts and press conference during the ice storm power outage in December.

Old Business:

1. Audits – Director Guthrie provided the commission with a timeline of the renewal process for the Franchise Fee Audits, Technical Review Audits and Community Needs Assessment. A Video Service Franchise and the Refranchising Process at-a-glance document was also prepared and discussed.

2. Special Committee Interim Chair's Report: Community Needs Assessment – Tunga Kiyak - Commissioner Kiyak reported to the commission the present projections of the community needs assessment. He stated the scope had been narrowed to the following questions:

- To create the survey ourselves or create a Request for Proposal (RFP) to have an outside company conduct the survey
- The kind of survey multi-method to be used
- To narrow down specific questions and find the most effective number of questions to ask

Director Guthrie provided an Elements of a Community Needs Assessment document created and shared by the Buske group which outlined the purpose and scope of work involved with a survey.

Commissioner Kiyak moved TO FOCUS ON CREATING A REQUEST FOR PROPOSAL (RFP) AT THE NEXT SPECIAL COMMITTEE MEETING. Seconded by Commissioner Crowley.

Voice vote. Motion carried unanimously.

New Business: No New Business was reported.

Reports:

- Cable Compliments/Complaints: Director Guthrie reported that residents with Comcast complaints who she followed up with have shared that they are satisfied with the resolutions made by Comcast.
- Video Service Provider(s): Comcast Representative John Gardner announced the pending merger with Time Warner Cable and stated it is a pro-competitive and pro-consumer agreement. He specified that the merger will give satellite companies more competition they have not seen before on a national level. And Time Warner customers will receive the benefit of the X1 Platform, he commented. XFINITY TV on the X1 Platform is a new XFINITY TV product that combines a vast library of traditional TV and OnDemand programming with additional content and features. With the X1 Platform, customers can enjoy seamless access to live TV, XFINITY On Demand, DVR recordings, video clips, Pandora, weather, traffic applications and more.

Gardner also showed the commission how to connect their device to the Xfinity Wifi Application and explained that Comcast had agreements with other multi video suppliers that allow other customers to utilize the different wifi spots.

Director Guthrie mentioned it would be important during franchise negotiations to make sure the township has access to more wifi spots from Comcast in the township and in the municipal building.

He also reported that Comcast has a peering agreement with Netflix to connect their networks directly to improve service for consumers.

Gardner referred to the Comcast letter dated December 18, 2013 in the packet, regarding the completion of their digital migration and will begin encrypting all of their signals soon. This will result in the reduced need for home service calls and the enhanced security of the network by reducing service theft that impacts the customer's service experience, he stated.

- Communications Director's Report: Please refer to items in packet. No additional items to report.
- Chair's Report: Chair Benenson informed the commission that he attended the Joint Meeting with the Boards and Commission members meeting and provided a report. During the joint meeting, the members were upset about AT&T representatives not attending cable commission meetings and they requested a letter be created and sent to AT&T inviting them to attend future meetings, he recounted.
- Township Information: Township Liaison Ron Styka reported that the Township Board is actively working to move the process of the new fire station along. He also stated that two new large companies will make the Meridian Mall their future home.
- Programming: Director Guthrie reported that she received a Comcast complaint from a Meridian resident and she followed up with him and he complimented her and stated that he is a regular viewer of the Jewels N General program she co-Hosts.
- Viewership/Promotions: Please refer to items in packet. No additional items to report.
- Finance: Please refer to items in packet. No additional items to report.

Other Business & Announcements:

Nothing to Report.

Future Agenda Items:

Nothing to Report.

Public Remarks:

No remarks from the public.

Adjournment:

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

Hearing no objections, Chair Benenson ADJOURNED THE MEETING AT **7:24 p.m.**

NEXT MEETING:

The next scheduled meeting is **Wednesday, April 2, 2014 in the Administrative Conference Room.**