

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY, MARCH 28, 2016

A Regular Meeting of the Oxford Area Cable Communications Commission was held Monday, at the Oxford Township Hall, 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 (Chairman, Oxford Township), Charlene Sutherby (Vice-Chairperson), Buck Cryderman (Secretary), Lori Fisher (Treasurer), (Oxford Township), Ed Hunwick
- Also Present:** Station Manager Bill Service and Dave Kenny, Teri Stiles.

APPROVAL OF THE AGENDA

Chair Bossardet added Meeting Locations and PEG/Programs under New Business items 8A&B. Commissioner Sutherby motioned to accept agenda with additions/second by Cryderman.

Ayes: 5 Nays: 0 Motion Carried

PUBLIC COMMENT - None

APPROVAL OF MINUTES

Bossardet requested correction of February 22, 2016 Minutes to reflect correct location of Manager's Statement. Commissioner Sutherby moved, to accept minutes as amended and correct/second by Fisher.

Ayes: 5 Nays: 0 Motion Carried

OACCC Expense/Revenue Bill Runs - 2/22/16, 3/7/16, 3/21/16 \$30,094.38.

Fisher moved, second by Sutherby to approve.

Roll Call Vote Ayes: 5 Nays: 0 Motion Carried

OACCC Year to Date Revenue/Expenditure Report ending 3/31/16

Fisher moved/second by Sutherby to receive and file.

Ayes: 5 Nays 0 Motion. Carried

OACCC Invoice GL Distribution Report February 2016.

Fisher moved,/ Cryderman second to receive and file.

Ayes: 5 Nays 0 Motion. Carried

OACCC Invoice GL Distribution Report January 2016.

Fisher moved, Sutherby second to receive and file.

Ayes: 4 Nays 0 Motion. Carried

UNFINISHED BUSINESS

Employee Handbook - Fisher

Commissioner Fisher distributed draft copy of Employee Handbook. Commission reviewed hi-lighted change with the following recommendations:

- I. STANDARD OF CONDUCT, Page 7

Attorney advise if an employee is accused of (criminal act), not yet at trial, can OACCC take (disciplinary) action/or suspension prior to trial.

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- VIII OACCC CLOSURES, Page 16 - Change

OACCC Holiday Closures to: New Year's Day, Labor Day, Thanksgiving Day, Memorial Day, Day After Thanksgiving, Independence Day, and Christmas Day.

Include the word "Only" to last sentence .

- F. DEFERRED SALARY PLAN, Page 19 - Omit paragraph

- G. PARTICIPATION IN TRAINING, EDUCATION, DEVELOPMENT, Page 19 - Leave in

- Page 31: Email Paragraph - Remove "primarily" from first sentence and add "ONLY". Omit the remaining paragraph.

- XVII. SEARCHES, Page 32 - Seek advice from attorney.

- Include Risk Assessment Documents.

All other highlights were re-wording, with no action needed. Draft will be reviewed by attorney prior to commission final vote at May meeting.

Commissioner Sutherby motion to set Employee Handbook aside until April 23, 2016 meeting/second by Cryderman .

Ayes: 5 Nays 0 Motion. Carried

- Motion by Cryderman/second by Fisher at 4:53 p.m. to enter into closed session MCL 15.268 (d) to discuss and consider purchase or lease of real property.

Roll Call Vote Ayes: 4 Nays: 1 Hunwick Motion Carried

- Motion by Sutherby/second by Cryderman to enter Open Session

Ayes: 5 Nays 0 Motion. Carried

NEW BUSINESS

MEETING LOCATIONS - Bossardet

Fisher motioned to move all further meetings from here forward to the Oxford Village Council Chamber for the remainder of 2016/ second by Cryderman.

Ayes: 5 Nays 0 Motion. Carried

PEG PROGRAMMING - Stiles

Production Manager presented difference between PEG and Franchise Fee funding sources and clarified Public Access Programming obligations due to funding requirements.

COMMITTEE REPORTS:

Technical Committee: None

Personnel Committee: None

Facilities Committee: None

MANAGER'S REPORT

Oxford History Today cancelled. Best watched program from station. Will run re-runs for a time.

Placed ad in Leader for volunteers for government meetings.

AT&T encoder that had been fixed last month is still not working. IT is working with AT&T to replace the encoder.

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COMMISSIONER COMMENTS

Commissioner Bossardet - Welcomed Commissioner Cryderman back.

Commissioner Sutherby - None

Commissioner Fisher - Welcomed Commissioner Cryderman back.

Commissioner Hunwick - None

Commissioner Cryderman - None

PUBLIC COMMENTS - None

ADJOURNMENT

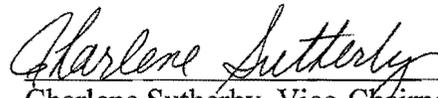
Commissioner Sutherby moved, Commissioner Fisher seconded, to adjourn at 6:05 p.m..

Ayes: 5

Nays: 0

Motion Carried

Ed Hunwick, Chairperson


Charlene Sutherby, Vice-Chairperson

Date Approved

/t/s