

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING,
MONDAY, JANUARY 27, 2014

A Regular Meeting of the Oxford Area Cable Communications Commission was held Monday, January 27, 2014 at the Oxford Veteran's Memorial Civic Center, 2nd Floor, 28 N. Washington St., Oxford, MI 48371.

Members Present: Melvin "Buck" Cryderman (Chairman), Charlene Sutherby (Vice-Chairperson, Ed Hunwick (Oxford Township), Sue Bossardet (Secretary) and Lori Fisher (Treasurer)

Members Absent: None

Also Present: Interim Station Manager Bill Service, Dave Kenny, Elgin Nichols, and Teri Stiles.

Chairman Cryderman called the meeting to order at 3:06 p.m.

Respects to the Flag

APPROVAL OF THE AGENDA

Commissioner Sutherby moved, Commissioner Fisher seconded, to approve the Regular Meeting Agenda of January 27, 2014 as presented.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

APPROVAL OF MINUTES

Commissioner Fisher moved, Commissioner Sutherby seconded, to approve the minutes of the Regular and Closed Session Meeting on December 16, 2013 as presented.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

Commissioner Fisher moved, Commissioner Sutherby seconded, to approve the minutes of the Special and Closed Session Meeting held on December 24, 2013 as presented.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

BILL REVIEW

Commissioner Sutherby moved, Commissioner Fisher seconded, to approve the bill runs for 12/01/13-12/14/13, 12/15/13-12/28/13 and 12/29/13 – 01/11/14 in the total amount of \$20,994.53, as presented.

Ayes: Sutherby, Hunwick, Bossardet, Cryderman, Fisher

Nays: None

Absent: None

Motion Carried.

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING,
MONDAY, JANUARY 27, 2014

Commissioner Sutherby moved, Commissioner Fisher seconded, to set aside the Revenue and Expenditure Report with period ending 12/31/2013, and the Invoice GL Distribution Report for 12/01/13-12/31/13.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

UNFINISHED BUSINESS

Proposal to Establish New Wage Matrix

Manager Service presented his research regarding a comparative wage study based on community population.

Commissioner Fisher moved, Commissioner Sutherby seconded, based on proposed wages as presented (page 28 of packet, attached hereto), to increase the compensation at this point in time to the proposed levels, temporarily recommending these proposed wages and then depending on where we come in with some budget numbers in the next few months, if we can table the compensation page 27 (attached) and approve that later.

Ayes: Sutherby, Bossardet, Hunwick, Fisher, Cryderman

Nays: None

Absent: None

Motion Carried.

NEW BUSINESS

Request by OCTV Station Manager to Make Cable Franchise Fee Presentation to Municipalities

Chairman Cryderman moved, Commissioner Bossardet seconded, to remove this item from the agenda.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried.

Proposed OCTV Employee Job Descriptions

Commissioners Bossardet and Sutherby will compare the proposed job descriptions with those previously approved, and bring the information back to the next meeting.

Election of OACCC Officers

Chairperson

Commissioner Hunwick nominated Commissioner Cryderman as Chairperson.

Commissioner Sutherby nominated Commissioner Bossardet as Chairperson.

Commissioner Cryderman accepted the nomination.

Commissioner Bossardet accepted the nomination.

Vote to elect Commissioner Cryderman:

Ayes: 3 Nays: 2 Absent: 0

Motion Carried

Commissioner Cryderman will serve as Chairman.

Vice-Chairperson

Commissioner Cryderman nominated Commissioner Sutherby as Vice-Chairperson.

Commissioner Sutherby accepted the nomination.

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING,
MONDAY, JANUARY 27, 2014

As there were no other nominations, Commissioner Sutherby will serve as Vice-Chairperson by unanimous consent.

Secretary

Commissioner Cryderman nominated Commissioner Bossardet as Secretary.

Commissioner Bossardet accepted the nomination.

As there were no other nominations, Commissioner Bossardet will serve as Secretary by unanimous consent.

Treasurer

Commissioner Sutherby nominated Commissioner Fisher as Treasurer.

Commissioner Fisher accepted the nomination.

As there were no other nominations, Commissioner Fisher will serve as Treasurer by unanimous consent.

COMMITTEE REPORTS

School Participation Committee

None.

Technical Committee

None.

Personnel Committee

None.

Facilities Committee

None.

MANAGER'S REPORT

Manager Service reported on the following items:

Studio Renovations:

1. Five wall partitions were removed;
2. Reinstalled wall sections to make a storage room;
3. Painted sections of walls "production" green;
4. Moved old equipment (desk and storage boxes) to new storage room.

Equipment:

1. There were eight minor repairs to equipment;
2. Contacted software company regarding a "bug" in the teleprompter software.
3. Software company will be placing a "patch" on the software to fix the problem;
4. HD-U5 camera #13 was sent in for repairs. Tri-caster training will be on January 29, 2014;

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING,
MONDAY, JANUARY 27, 2014

Program Schedule:

1. The Program Director has adjusted the playback schedule to the normal (non-holiday) schedule. A new program will be added in February, when a host is available.
2. The Lone Ranger Day event will be featured on Michigan Magazine on February 25, 2013. Michigan Magazine also invited Jim Hughes to do another segment with them at the Detroit Auto Show.

Crews and Production:

1. From mid-December through January 27th, the station has produced 33 programs 14 community events, 15 sporting events and 30 meetings. A new sports and school news segment have been added.
2. There are two new part-time employees. Both are graduates in the field and have experience in all areas of broadcasting. There is also a new volunteer who has extensive on-air experience.

Equipment:

1. The editing issues with the new Apple computers have been resolved.
2. It appears that the AT&T issues have been resolved through a process of elimination and, barring electrical outages, there have not been interruptions for a little over a week.

COMMISSIONER COMMENTS

Commissioner Hunwick stated that the station looks great.

Commissioner Bossardet asked whether a program schedule has been published in the Leader. Teri Stiles explained that the Leader will publish it when space is available. Otherwise, the station would have to pay for the space. Commissioner Bossardet suggested that the schedule be put into a "flyer" format for distribution at each municipality's office. Commissioner Sutherby suggested the possibility of having it inserted as a flyer into the Oxford Leader and/or Advertiser. They suggested contacting the Chamber of Commerce and Parks & Recreation regarding inclusion in their publications. Ms. Stiles will check into these possibilities.

Commissioner Sutherby stated that, in the future, if there are any employee issues they should be addressed in writing with the employee, with signatures of both the employee and the Station Manager and this documentation should be placed in the employee's personnel file.

Commissioner Fisher stated that she would like to see a list of goals, a one-year plan and a three-year plan for the station. Chairman Cryderman stated that the Commission also needs a list of goals.

Commissioner Fisher also stated that she would like to see a monthly summary of productions, with a running total for the year.

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING,
MONDAY, JANUARY 27, 2014

Chairman Cryderman stated that he would like to see one designation Commission member who is designated to contact the attorney.

The time of monthly meetings was discussed by the Commission.

Commissioner Bossardet stated that she would like to see the Commission develop some plan for the fund balance.

Chairman Cryderman suggested that a Consent Agenda be used for future meetings.

PUBLIC COMMENTS

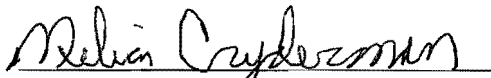
Dave Bailey, Village of Oxford, apologized for his tone in addressing the Commission earlier in the meeting. He complimented the Commission and stated that in the past he had seen equipment purchases approved easily, but employee compensation was difficult to approve. He is glad the Commission is making strides to appropriately compensate the employees.

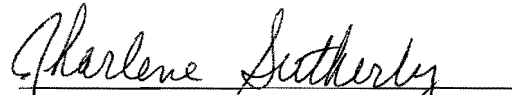
ADJOURNMENT

Commissioner Sutherby moved, Chairman Cryderman seconded, to adjourn the meeting at 5:11 p.m.

Ayes: 5 Nays: 0 Absent: 0

Motion Carried


Melvin Cryderman, Chairperson


Charlene Sutherby, Vice-Chairperson

3-24-2014
Date Approved
/smm

2013 OCTV Public Access Comparative Wage Study
based community population

<u>Community</u>	<u>Community Population</u>		<u>Job Descriptive Title</u>	<u>Wages</u>
Brandon	38,000		Contract- Director	\$30,600 per year
Dearborn	90,000	7 Full Time	Producer/Videographer/Editor	\$10-15 per hour
		5 Part Time	Producer/Videographer/Editor	\$10-15 per hour
Lake Orion	42,000	5 Full Time	Executive Director	\$66,000 per year
			Production Asst/Shoot	\$9-10 Starting
			Production Coordinator/All	\$12-18 per hour
			Outreach Coordinator /PR	\$15.00 per hour
Monroe	30,000	3 Full/1 PT	Exec. Director	\$40,000 per year
			Admin Assist	\$25,000 per year
			Production Dir/Studio Coordinator	\$30,000 per year
			Tech Support PT	\$11,960 per year
Mt. Pleasant	27,000	5 Part Time	Exec. Director	\$50,000 per year
			Admin Coordinator/Studio Mgr	\$14.50 per hour
			Programmer	\$13.50 per hour
			Production Crew	\$ 8.50 per hour
Royal Oak	60,000		Everything	\$12-15 per hour
Clarkston/Independence			No Station	
Community Media Network			Coalition of Rochester, Clawson, Troy	
Fenton, Linden, Holly, Springfield			No Station	
Lapeer, Metamora			No Station	

OCTV Compensation

Videographer/Producer/Editor	\$9.00 - \$15.00
Production Manager	\$12.00 - \$18.00
Technical Director	\$12.00 - \$18.00
Program Manager	\$9.00 - \$15.00
Office Manager	\$9.00 - \$15.00

PROPOSED WAGES

	<u>now</u>	<u>hrs</u>	<u>proposed</u>	<u>weekly</u>	<u>total</u>
Susan Bork	\$8.00	4	\$9.00	\$36	\$1,836
Russel Carrier	\$9.00	20	\$11.00	\$220	\$11,220
Kurt Graham	\$9.25	15	\$10.00	\$150	\$7,650
James Hughes	\$13.00	20	\$13.00	\$260	\$13,260
David Kenny	\$15.00	25	\$15.00	\$375	\$19,125
M. Maksym	\$10.50	27	\$12.00	\$324	\$16,524
Elgin Nichols	\$9.25	27	\$13.00	\$351	\$17,901
John Oetjens	\$10.00	20	\$11.00	\$220	\$11,220
Sheryl Rizzi	\$7.40	15	\$8.00	\$120	\$6,120
Kyle Snage	\$10.50	27	\$13.00	\$351	\$17,901
Teri Stiles	\$11.25	27	\$15.00	\$405	\$20,655
Ellen Waara	\$9.75	4	\$10.00	\$40	\$1,040
Rod Wright	\$9.00	10	\$10.00	\$100	\$2,600
Contracts: John O'leary			\$50 per game x 4	\$200	
Roger Burgdoff			\$50 per game x 4	\$200	
			Total	\$147452	