

OXFORD AREA CABLE COMMUNICATIONS COMMISSION REGULAR MEETING, MONDAY,
MAY 23, 2016

A Regular Meeting of the Oxford Area Cable Communications Commission was held Monday, May 23, 2016 at the Oxford Village Chamber, 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 (Chairperson, Oxford Village), Charlene Sutherby (Vice-Chairperson, Village of Leonard), Buck Cryderman (Secretary, Township of Oxford), Lori Fisher (Treasurer, Addison Township), Ed Hunwick (Oxford Township)
Also Present: Station Manager Bill Service, Dave Kenny, Teri Stiles.

4) APPROVAL OF THE AGENDA

Commissioner Fisher motioned to accept agenda with additions/second by Commissioner Cryderman.

Ayes: 5 Nays: 0 Motion Carried

5) PUBLIC COMMENT - None

6) APPROVAL OF MINUTES

Bossardet requested correction of April 25, 2016

Commissioner Sutherby moved, to accept /second by Fisher.

Ayes: 5 Nays: 0 Motion Carried

7) BILL REVIEW

OACCC Expense/Revenue Bill Runs - 5/02/16 through 5/16/16 in the amount of \$20,365.74

Bossardet questioned employee, Addison Township mileage. Fisher questioned office cleaning.

Hunwick requested mileage comparison with van -vs- employee mileage.

Sutherby moved, second by Cryderman to approve.

Roll Call Vote Ayes: 5 Nays: 0 Motion Carried

OACCC Year to Date Revenue/Expenditure Report

Fisher moved to receive and file/second by Sutherby to receive and file.

Ayes: 5 Nays 0 Motion. Carried

OACCC Invoice GL Distribution Report April 2016.

Fisher motioned to receive and file/ Cryderman second to receive and file.

Ayes: 5 Nays 0 Motion. Carried

8) UNFINISHED BUSINESS

8A) Employee Handbook - Fisher

Commissioner Cryderman stated there are still several unresolved issues to address. Commission had extensive discussion over policies and adoption.

Commissioner Bossardet motioned / second by Sutherby approval of...pending attorney review :

Accompanied by the insurance company recommendations, the Hold Harmless Clause, Criminal Background Check Policy, Permission to Perform a Background Check, Annual Driving Record Review Policy.

Modification of Driving Record Review Policy take out: *be placed on administrative leave* and replace to read: *Will not drive on OACCC business until such time he/she obtains current unrestricted operators license.*

Delete Driving Policy Paragraph C.

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Civil Infractions: #1 - Need to add "*during company time.*"

Civil Infractions #2 - Delete "*and inspect the vehicle.*"

Complaints - Delete D

Ayes: 5

Nays 0

Motion. Carried

Sutherby Motioned/Cryderman to Set Aside the remainder of the Employee Handbook and have a work to decide what (commission) wants in the rest of the handbook

Ayes: 5

Nays 0

Motion. Carried

8D) EARMARKS FOR FUTURE CAPITAL EXPENDITURE - Bossardet

Fisher questioned the nature of previous earmarked funds; if there is a breakdown of "reserved" funds for items, from previous year budget, not carried through to current budget, stating there is not a good way with the township program to show (itemize) in the budget. Fisher suggested to start fresh on future expenditure plans.

Fisher presented a Cash Flow Analysis to explain the reason OACCC total fund balance, which is based on monthly expenditures, does not match Oxford Township OACC Audited Fund Balance, based on receivable dates and statement balances.

Commission agreed County (savings) statements would be included in commission packets, monthly.

8B) CLOSED SESSION -

Station Manager Service requested to attend closed session with Dave Kenny and Teri Stiles.

Motion by Cryderman/second by Fisher to go into closed session under MCL 15.268 (D) to discuss and consider the purchase or lease of real property, and to include into the closed session, the members of the of the OACCC Commission

Roll Call Vote Ayes: 5

Nays: 0

Motion Carried

CLOSED SESSION: 4:28 to 6:35

8C) MOTION TO GO INTO OPEN SESSION Commissioner Sutherby moved/second by Hunwick to proceed as discussed in closed session.

Ayes: 5

Nays 0

Motion. Carried

9) NEW BUSINESS:

9 A) Buying equipment for entities' cable room - Bossardet/Cryderman

Township request commission to consider purchasing recording equipment for the township to install into their meeting chamber. Commissioner Bossardet read minutes from December 22, 2014 in which commission previously voted not to purchase equipment for the township.

Commission requested all meetings to be published on YouTube in order to track meeting viewership.

Commissioners will inform their respective boards of the meeting availability on YouTube.

No action.

9B) Audit Report - Fisher

No action.

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COMMITTEE REPORTS:

Technical Committee: None

Personnel Committee: None

Facilities Committee: None

MANAGER'S REPORT

Sports and events are done for season, will move on to parks and recreation sports, asked to create promos for Seymour Lake celebration, Downtown Development, and Lone Ranger event.

COMMISSIONER COMMENTS

Commissioner Bossardet - None

Commissioner Sutherby - None

Commissioner Fisher - None

Commissioner Hunwick - None

Commissioner Cryderman - None

PUBLIC COMMENTS - None

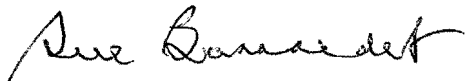
ADJOURNMENT

Commissioner Sutherby moved, Hunwick seconded, to adjourn at 7:00 p.m..


Ayes: 5

Nays: 0

Motion Carried



Sue Bossardet, Chairperson


Charlene Sutherby, Vice-Chairperson

6-27-16

Date Approved

/tls