

February 20, 2023

Oxford Township Offices, 300 Dunlap Road

A regular meeting of the Oxford Area Cable Commission was held on January 23, 2023 at 300 Dunlap Road, Oxford, Michigan, at 5:04 p.m.

PRESENT: Absent: Ed Hunwick

- 1) Call to Order:
- 2) Respects to the Flag
- 3) Roll Call : Karen Geibel (Vice-Chair), Catherine Colvin (Treasurer) , John Hawkins (Leonard Representative) Maureen Helmuth (Village of Oxford)
- 4) Also Present Station Manager Teri Stiles, Dave Kenny, and Al Campbell.
- 5) Approval of Agenda: Catherine Colvin motion to approve as presented/second by Commissioners Helmuth and Hawkins

All ayes, motion carried.

- 5) Public comments on items not on the agenda: None

- 6) Minutes: Approval of Minutes of OACCC Meeting, November 1, 2022

Moved by Commissioner Colvin, supported by Commissioner Hawkins to approve the minutes.

All ayes, motion carried.

- 7) Bill Review:

A. OACCC Expense Revenue Bill Run for Approval - 1/10/22 - 12/19/22 of \$52,853.27.

B. OACCC Year to Date Revenue & Expense Report through through 1/20/23
\$8,027.43

Roll call all ayes, motion carried.

C. OACCC 2022 Full Year to Date Revenue & Expense Report thru 12/30/22

D. OACCC Invoice G/L Distribution Report for October, November, December 2022

Commissioner Helmuth moved to Receive and File Bill Review items B & C, supported by Commissioner Colvin.

Roll Call Vote: All ayes, motion carried.

- 8) Receive and File:

A. Oakland County Investment Pool: (Withdraw) 1/5/2023 Commissioner Colvin moved to Receive and File the Oakland County Investment Pool supported by Commissioner Helmuth.

All ayes, motion carried.

Commissioner Helmuth moved second by Commissioner Colvin to receive and File items
B, C, D & E.

Stiles commented Oxford Township Treasurer Joe Ferrari withdrew Oakland County Investment funds and transferred to a Michigan Investment Pool to take advantage a higher interest rate.

All ayes, motion carried.

- 9) Unfinished Business:

A. Discussion of next OACCC meeting date

Commissioner Giebel motioned to meet February 20, 2023 at 4:30 PM/second by Commissioner Colvin.

All ayes, motion carried.

10) New Business

A. Election of Officers

Commissioner Helmuth motioned to continue on with same positions as previous: Ed Hunwick as Chair, Karen Giebel as Vice Chair, Maureen Helmuth as Secretary, and Catherine Colvin as Treasurer/ second by Commissioner Colvin.

Roll Call Vote: All ayes, motion carried.

B. Schedule Performance Review for OCTV Station Manager Stiles

Personnel committee will schedule date with manager.

11) Manager Report

Completed all but two employee evaluations. Manager back on Chamber Board. Still no PEG and Franchise fees from Leonard. Reported on plans to collaborate food drive with Orion Neighborhood Television. Will propose studio cameras purchase next meeting to meet 3-5 year plan. Looking at writing grant for closed caption subscription. Increased compensation scale for Office Manager and Programmer by \$3.00 at top of scale. Wages were approved in 2023 budget.

Commissioner Helmuth motioned to receive and file Manager's Report/second by Commissioner Colvin.

All ayes, motion carried.

Commissioner Helmuth motion to receive and file Manager Compensation Scale adjustment/ second by Commissioner Colvin.

All ayes, motion carried.

12) Committee Reports:

1. Technical Committee - Ed Hunwick - None

2. Personnel Committee - Maureen Helmuth & Karen Geibel - Will meet with manager for employee review.

13) Commissioner Comments: None

14) Public Comment: None

15) Adjournment: Commissioner Commissioner Helmuth /second by Commissioner Colvin to adjourn at 4:55 PM . All ayes, motion carried.

Ed Hunwick Chair

Karen Geibel

Karen Geibel

Date

4/24/23

Date