

Corrected March 24, 2021
Page 2 Item 10B, no Role Call No Role Call Vote

Meeting of the Oxford Area Cable Communications Commission February 22, 2020

22 W. Burdick

Oxford, MI 48371

- 1) Chair Ed Hunwick called the ZOOM meeting to order at 4:30 p.m.
- 2) Respects to the Flag
- 3) Members Present: Ed Hunwick (Chair, Township of Oxford), Char Sutherby (Vice-Chair, Leonard Village), Maureen Helmuth joined (Village of Oxford) Karen Geibel (Township of Addison), Bill Dunn (Township of Oxford) after **Also Present:** Bill Service, Dave Kenny, Teri Stiles

4) Approval of Agenda:

Motion by Commissioner by Helmuth/seconded by Commissioner Sutherby to approve the agenda.

Role Call Vote Ayes: 4 Nays: 0 Motion Carried

- 5) Public Comment: - Connie Miller last year difficult, Teri kept it going with Connie's programming help.

6) Approval of OACCC Meeting Minutes December 7, 2020:

Commissioner Helmuth moved to approve as presented / second by Commissioner Geibel.

Role Call Vote Ayes: 4 Nays: 0 Motion Carried

7) Bill Review:

A) OACCC Expense/Revenue bill Run for Approval- 12/7/20 to 12/21/20

Commissioner Hunwick motioned to approve/second by Commissioner Sutherby.

B) OACCC Year to Date Revenue and Expense Report - 2020

Commissioner Sutherby motion/second by Commissioner Hunwick to receive and file.

C) OACCC G/L Distribution Report for December 2020

D) OACCC Expense/Revenue bill Run for 1/4 to 2/1/21

E) OACCC Year to Date Revenue & Expense Report 2021

F) OACCC Invoice G/L Distribution Report for January 2021

Commissioner Sutherby motion to receive and file items 7A through 7F/ second by Commissioner Dunn

Role Call Vote Ayes: 5 Nays: 0 Motion Carried

8) Unfinished Business : None

9) Receive and File Items:

A) 2021 Budget (Approved 12/7/20) - No comments

B) Oakland County Investment Pool Report

Commissioner Dunn moved to receive and file/supported by Commissioner Helmuth. Both amended their motions to include 9A, 9B, and 9C.

C) 2021 Meeting Schedule

Role Call Vote Ayes: 5 Nays: 0 Motion Carried

10) New Business

A) Management Discretionary Authority

1.) Personnel Wages and Salary (within budget)

Commissioner Dunn expressed should go through performance reports and manager should not enact raises and employment status without board approval, based on recommendation. Helmuth agreed.

Motion by Commissioner: "Any pay increases be the discretion of the cable commission, also I would like to see performance evaluations performed on all employees, and I'm going to add that employee evaluations be performed by the cable commission on the supervisory personnel of the cable commission."/ supported by Commissioner Helmuth.

Role Call Vote Ayes: 5 Nays: 0 Motion Carried

Commissioner Dunn would like to discuss when they will be performed.

Stiles questioned how and on what the group will base management performance on. Commissioner Geibel suggested self evaluations. Commissioner Helmuth requested job descriptions. Commissioner Dunn suggested the commission continue to talk about how to perform process. Commissioner Hunwick suggested he research how it's done throughout the state, due to lack of broadcast experience of the board. Commissioner Sutherby suggested Personnel Committee performed management evaluations in the past.

Commissioner Dunn motioned the Personnel Committee get together and come up with an employee review plan to present to the commission/**No Second to motion.**

2.) Expenditures (within the budget)

Commissioner Hunwick wants clarification of credit and discretionary expenditure limit/cap within the budget. Stiles will research past minutes for established limit. Commission agreed to "Set-Aside" until next meeting.

B) Salary Personnel Annual Reviews - Already discussed.

11) Committee Reports:

1. Technical Committee - Hunwick, Geibel - None

2. Personnel Committee - Helmuth, Sutherby - None

MANAGER REPORT

Due to loss of school events, airing Royalty Free movies instead. Still producing normal programming. Recently started filming high school basketball and hockey. Hired two camera people to cover sports as we lost three employees during COVID shut-down. Not getting all virtual

government meetings, but airing what we are getting. Sports announcer moved on to an NBC station in the U.P.

Commissioner Dunn moved to receive and file/supported by Commissioner Sutherby

Role Call Vote Ayes: 5 Motion Carried

COMMISSIONER COMMENTS

Commissioner Sutherby - Those that are working are doing a great job.

Commissioner Helmuth - None

Commissioner Geibel - None

Commissioner Dunn - Welcome Karen to Commission

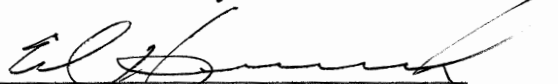
Commissioner Hunwick - Wanted to meet in person to have a closed session but not allowed yet, after consulting with Michigan Township Association attorney who confirmed not allowed yet, based on subject of closed session, which needs to be done in person. Effective April 1, 2021 Zoom meetings will be illegal, so will have closed session after that. Welcome Karen to board.

PUBLIC COMMENTS - Stiles requested commissioners to promote OCTV to their communities.

ADJOURNMENT

Commissioner Helmuth moved to adjourn at 4:43 PM/ No second

Role Call Vote Ayes: 5 Motion Carried


Ed Hunwick, Chairperson


Charlene Sutherby, Vice-Chairperson

4-27-2021
Date Approved
/tls