

Meeting of the Oxford Area Cable Communications Commission March 22, 2021`

300 Dunlap Rd
Oxford, MI 48371

- 1) Chair Ed Hunwick called the Open Meeting to order at 4:30 p.m.
- 2) Respects to the Flag
- 3) Members Present: Ed Hunwick (Chair, Township of Oxford), Maureen Helmuth joined (Village of Oxford)

Karen Geibel (Township of Addison), **Also Present:** Dave Kenny, Teri Stiles, Connie Miller
Absent: Bill Dunn

Late: Char Sutherby (Vice-Chair, Leonard Village),

4) Approval of Agenda:

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

Role Call Vote Ayes: 3 Nays: 0 Motion Carried

5) Public Comment: - None

6) Approval of OACCC Meeting Minutes February 22, 2021:

Commissioner Helmuth moved to Set-Aside until amendment/ second by Commissioner Geibel.

Role Call Vote Ayes: 3 Nays: 0 Motion Carried

7) Closed Session:

- A) Move that the Board meet in closed session under section 8 (e) of the Open Meetings Act.
Meeting to discuss "Strategic Planning due to budgetary constraints in regards to station personnel."

Motion by Commissioner Helmuth to go into Closed Session for Strategic Planning due to budgetary constraints in regards to station personnel/Second by Commissioner Geibel.

Ayes: 3 Nays: 0 Motion Carried

- B) Motion to Come Out of Closed Session

Motion by Commissioner Helmuth to go back into Open Session at 5:12 PM/Second by Commissioner Geibel

Ayes: 3 Nays: 0 Motion Carried

- C) Closed Session Motion (if any) - No motion made

8) Bill Review

- A) OACCC Expense/Revenue bill Run for 2/15/21 to 3/1/21

Motion by Commissioner Helmuth to approve bills as presented in the amount of \$16,231.44/
Second by Commissioner Geibel

Role Call Vote Ayes: 3 Nays: 0 Motion Carried

- E) OACCC Year to Date Revenue & Expense Report 2021

Motion by Commissioner Helmuth to Receive and File Year to Date Expense Report/Second by
by Commissioner Geibel

Ayes: 3 Nays: 0 Motion Carried

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

Commissioner Helmuth motion to approved the General Ledger Report for February 2021/Sec-
ond by Commissioner Geibel

Ayes: 3 Nays: 0 Motion Carried

9) Unfinished Business

A) Management Discretionary Authority

1) Personnel Wages and Salary (within the budget)

Per previous meeting motion, manager is not to increase wages without board approval.

2) Expenditures (within the budget) (Approved Handbook Policy)

Commissioner Geibel motioned that the commission employees can only spend up to \$2,500 in
discretionary expenditures without having to seek board approval/Second by Commissioner
Sutherby.

Role Call Vote Ayes: 4 Nays: 0 Motion Carried

B) Salary Personnel Annual Reviews - Personnel Committee

Committee unable to meet last month. Commissioner Geibel will furnish evaluation samples for
committee to evaluate and use.

10) Receive and File Items:

A) Oakland County Investment Pool

Commissioner Helmuth motioned to Receive and File/Second by Commissioner Geibel

Ayes: 4 Nays: 0 Motion Carried

11) New Business

A) Current Role of Production Manager - See Job Description

Commissioner Sutherby motioned to Receive and File Job Descriptions/Second by Commission-
er Helmuth.

Ayes: 4 Nays: 0 Motion Carried

B) Employee Compensations - (Teri Stiles and Dan Zweiz)

Commissioner Sutherby motion to give Teri Stiles the increase in salary to \$52,467.00/Second by
Geibel.

Role Call Vote Ayes: 3 Nays: 1 Helmuth Motion Carried

Stiles offered to present a job description wage comparison to board.

Commissioner Hunwick asked board to approve or deny Dan Zweiz to become a salary
employee.

**Commissioner Helmuth motioned not to allow any more employees to go on salary until we
have completed an annual review of all the employees/Second by Commissioner Sutherby.**

Role Call Vote Ayes: 4 Nays: 0 Motion Carried

Commissioner Hunwick asked board to approve or deny Dan Zweiz wage increase.

**Commissioner Helmuth motioned not to increase wages of any other employees
until we get through the performance evaluation phase/Second by Commissioner Sutherby.**

Role Call Vote Ayes: 3 Nays: 1 Geibel Motion Carried

C) Hourly Job Classifications - See Job Descriptions

Commissioner Hunwick requested commission be provided Hourly Wage Range per Job Description

Commissioner Geibel motioned to Receive and File/second by Commissioner Sutherby

Ayes: 4 Nays: 0 Motion Carried

Stiles will also provide wage comparison of like community broadcast positions.

D) Commissioners Concerns

Commissioner Helmuth clarified she and Commissioner Dunn spoke of "how to do employee evaluations. Did not speak of doing them."

Commissioner Hunwick - None

Commissioner Geibel - None

Commissioner Sutherby - None

E) Proposed Revised Meeting Schedule

Commissioner Helmuth motioned to adopt the 2021 Revised calendar (to meet monthly)/ second by Commissioner Geibel

F) 2021 Budget Amendments

Commissioner Geibel - Proposed to amend the budget to take \$41,000 out of the Salary Line budget and put back into the Hourly Budget Line

Role Call Vote Ayes: 4 Nays: 0 Motion Carried

G) Recording of OACCC Minutes - Stiles

Stiles requested to no longer record Commission Minutes.

Commissioner Helmuth volunteered to take over recording minutes.

Motion by Commissioner Sutherby for Maureen to do the next meeting minutes then will decide at that time/second by Commissioner Geibel

Ayes: 4 Nays: 0 Motion Carried

11) Committee Reports:

1. Technical Committee - Hunwick, Geibel - None

2. Personnel Committee - Helmuth, Sutherby - None

MANAGER REPORT

Studio getting busy again. Hired two new employees. Viewer Stats:

Our Community Access Viewership this month 1,282

Senior Moments 1,145

Connie's Food Drive 796

Ready to Skate Parks & Rec 1,031

COMMISSIONER COMMENTS

Commissioner Sutherby - None

Commissioner Helmuth- None

Commissioner Geibel - None

Commissioner Dunn - None

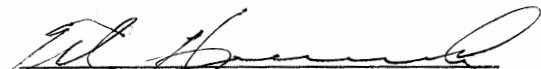
Commissioner Hunwick - None

PUBLIC COMMENTS - None

ADJOURNMENT

Commissioner Helmuth moved to adjourn

Role Call Vote Ayes: Motion Carried


Ed Hunwick, Chairperson


Charlene Sutherby, Vice-Chairperson

4-26-2021
Date Approved
/tls