



GREATER WEST BLOOMFIELD CABLE COMMUNICATIONS COMMISSION

KEEGO HARBOR • ORCHARD LAKE • SYLVAN LAKE • WEST BLOOMFIELD

MINUTES

June 7, 2024

1. Call to Order

The meeting was called to order by the Chairperson, Jennifer Taylor Boykins, at 12:00NOON at Green Media Center.

2. Roll Call

Members Present

Representing Keego Harbor

Ronnie Dahl

Joel Ross

Representing Orchard Lake:

Anne Dziuba

Representing Sylvan Lake:

Pat Riney

Phil Ross

Representing West Bloomfield:

Jennifer Boykins

Harvey Gersin

Suzanne Levine (arrived at 12:14PM)

Deborah Macon

Members Absent

Representing West Bloomfield:

Stuart Dorf

Mark Kowalsky

Others in Attendance

Dave Scott (General Manager, Civic Center TV/Lakes FM), David Albery (Executive Director, GWBCCC)

The Executive Director stated that Mr. Kowalsky and Mr. Dorf had communicated their inability to attend the meeting.

3. Approval of Agenda

Motion by Mrs. Macon, support from Joel Ross:

“That the Greater West Bloomfield Cable Communications Commission approve the agenda as provided for the June 7, 2024 special meeting.”

Voting YES: Boykins, Dahl, Dziuba, Gersin, Levine, Macon, Riney, Joel Ross, Phil Ross

Voting NO:

The motion was approved.

4. Public Comment

No members of the public were in attendance.

5. New Business

Reporting Structure for Contractors and Contract Language Alignment

The Chairperson stated that the focus of this meeting would be the reporting provisions of the Commission’s independent contractor agreements with Cable Commission Consulting and Michigan Digital, and she added that much of the language in the agreements is ambiguous. She stated that there is no question regarding whether contractual responsibilities are being fulfilled, only whether the contract language is clear.

The Executive Director stated that each agreement does include provisions regarding reporting but that neither creates a hierarchy under which one contractor reports to the other. Discussion focused on a lack of clarity regarding reporting and hierarchy in both agreements and in the Commission’s governance documents. The Chairperson stated that the process of clarification should start today and asked where the Commission wants to begin.

Ms. Levine arrived at 12:14PM.

Mrs. Dziuba cited provisions of the programming services agreement and stated that those provisions have been followed in all cases. She added that the two contractors meet on a weekly basis and that the Executive Director’s oversight of programming is commendable.

Joel Ross stated that the agreements favor the contractors, with a lack of clearly stated responsibilities. He added that the Commission should work to clarify the agreements for 2025.

Mr. Gersin stated that both contractors report to the Commission.

Discussion focused on the process by which the Commission renews the agreements for each upcoming year.

Mrs. Macon stated that the agreements and the Commission’s governance documents are not clear enough regarding responsibilities and accountability of commissioners and contractors and asked whether the intentions of the 1984 four-community agreement which created the Cable Advisory Board/Cable Commission are being implemented. She also asked how the

Commission decided to contract services rather than hiring employees.

The Executive Director suggested that the questions being posed could be referred to the Executive Committee, whose meetings would, as with all other standing committees, be posted and open to all commissioners. Mrs. Dziuba suggested referral to the Commission Operations and Strategic Planning Committee. Discussion focused on the agreements in place for 2024 and the fact that 2025 is a clean slate.

Discussion of the resources needed to inform the Commission's deliberations included the Alliance for Community Media, the National Association of Telecommunications and Advisors, Board Source, and cable commissions in other communities.

The Chairperson suggested that commissioners undertake research to answer some of the questions put on the table at this meeting.

Mrs. Macon stated that the Commission needs to ask itself three questions, "what do we think we are doing", "what do our documents say we should be doing", and "what is the ideal version of governance".

Discussion focused on legal review of the current agreements, before or after revisions are developed, and the need to clarify contractor responsibilities before creating a Request for Proposals for Programming Services. Additional discussion focused on the Commission's 2024 budget for legal services and the possibility of increasing that budget by transferring funds from other budgeted line items.

In response to question from the Chairperson, commissioners agreed by consensus that the first priority is review of the independent contractor agreements, followed by review of the Commission's governance documents.

In response to another question from the Chairperson, commissioners agreed by consensus that review of the broader governance issues should be referred to the Executive Committee. Discussion focused on the inclusion of assistance to subscribers among the Commission's responsibilities in the bylaws when they were created in 1985.

Mrs. Dziuba stated that the Community Programming Committee will be reviewing the Commission's Programming Resources document.

6. Adjournment

The meeting was adjourned by the Chairperson at 12:54PM.

The next meeting of the Greater West Bloomfield Cable Communications Commission is **THURSDAY, JUNE 13, 2024, at 7:00PM at WEST BLOOMFIELD TOWN HALL, 4550 Walnut Lake Road, West Bloomfield, Michigan.**