|  |  |
| --- | --- |
| ***MEETING MINUTES*** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Name/Subject**: | **Billing and Collection Agent Oversight Working Group (B&C WG)** | | |
| **Date**: | **Tuesday, April 17, 2012** | **Time**: | **10:00-11:00pm Eastern** |
| **Type** **of Meeting/Location:** | **Conference Call** | | |
| **Meeting Attendees:** | |  |  | | --- | --- | | **Company** | **Participant List/ Attendance in Bold** | | **AT&T** | **Mark Lancaster** | | **Cox Communications** | Beth O'Donnell | | **Qwest** | Mary Retka | | **Sprint** | **Rosemary Emmer**, Karen Riepenkroger | | **Verizon Communications** | **Tim Decker** | | **FCC** | Ann Stevens, Gary Remondino | | **NANC** | Chairman Betty Ann Kane | | **Welch LLP** | Faith Marcott, Garth Steele, **Heather Bambrough** | |  |  | | | |
| **Author:** | **Rosemary Emmer** | | |

| Meeting Notes | Actionee/Due Date |
| --- | --- |
|  |  |
| **AGENDA**    **Open Portion:**   * Approve February and March 2012 meeting notes * Review March NANP Report (Welch) * Budget/Contribution Factor Update (Welch)   **Closed Portion:**   * Deliverable Doc (March) |  |
| * February and March meeting notes approved * It was noted that there is an ATIS meeting today which may be the reason for lack of attendance.   **NANP Report March**     * 1.8M in the bank * Receivables $260,000 from us carriers $5500 Canada $2500 Caribbean * $220,000 considered uncollectable at this point * Accrued liabilities same as budgeted * $961,063 forecasted end of year balance, close to what we budgeted. * The next funding period is July 2012-July 2013 | * Rosemary to send the meeting notes to John Manning, Neustar, to post to the NANC Chair website. |
| **Deliverables Report**  **Distributing invoices**  The monthly and annual invoices for carriers were mailed by March 12, 2012  **Processing Payments**  Payment information from the lockbox service at Mellon Bank is received every Monday for the prior week's  deposits. The deposit information is recorded on either Monday or Tuesday each week.  **Late/Absent Payments**  Mailing of statements is on hold because of transition of delinquent collection process from FCC to Welch.  **FCC Red Light Notices**  There were no delinquent accounts sent to the FCC for collection and submission to the Red Light Site. No  payments were received from the FCC this month.  **Helpdesk Queries**  All queries are directed to a helpdesk voice mailbox. The information is transferred to an Access database.  The date, nature of call, name of caller, Filer ID, who responded and on what date and the resolution is  tracked. Calls are responded usually within 3 business days.11 calls were received in March. Most calls  were questions about the invoice received, the late filing fee, how to pay, request for copies of invoices,  change of address, they are out of business or requesting a W9.  **Staffing Changes**  Nothing new to report.  **Contract Renewal**  The contract expired October 1, 2009. Welch LLP is on the USGSA list. Welch LLP received a 6 month  interim contract which will cover the period from February 1, 2012 to July 31, 2012.  New Process:  **Accounts Receivable**  **The old receivables are gradually being cleared up as USAC identifies and verifies companies that are**  **inactive. We have received procedures from the FCC as to how to apply for approval to write off debt. This**  **has to be done on an individual carrier basis. The FCC has to approve each request for write off.**  **19 write off packages were prepared and sent to the FCC in July requesting approval for write off. FCC has**  **not approved these yet. An additional 8 write off packages were prepared and sent to the FCC in**  **September. Approval has not been received yet.** | |
|  | |
| **Next Call:**  **Tuesday, May 15, 2012**  **10:00am Eastern 1 hour**  *Verizon Bridge*  **Bridge Number: 866.798.6697**  **Pass Code: 286.3906#**  ***Proposed Agenda:***    **Open Portion:**   * Approve April 2012 meeting notes * Review April NANP Report (Welch) * Budget/Contribution Factor Update (Welch)   **Closed Portion:**   * Deliverable Doc (April) | |