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| ***MEETING MINUTES*** |  |

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| **Meeting Name/Subject**: | **Billing and Collection Agent Oversight Working Group (B&C WG)** | | |
| **Date**: | **Tuesday, April 28, 2015** | **Time**: | **10:00-11:00pm Eastern** |
| **Type** **of Meeting/Location:** | **Conference Call** | | |
| **Meeting Attendees:** | |  |  | | --- | --- | | **Company** | **Participant List/ Attendance in Bold** | | AT&T | **Mark Lancaster** | | **Century Link** | **Mary Retka** | | **Cox Communications** | **Beth O'Donnell** | | **Sprint** | **Rosemary Emmer,** Karen Riepenkroger | | **T-Mobile** | **Michele Thomas** | | **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** | | |

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| ***Proposed Agenda:***    **Open Portion:**   * Approve March, 2015 meeting notes * Review March NANP Report (Welch)   **Closed Portion:**   * Deliverable Doc     **Discussion:**   * Agenda Approved * Meeting notes approved * The B&C Agent contract expired October 1, 2009. Welch LLP received an extension through August 2015. * 0.0000387 will be the contribution factor for this year. This factor is within the range the NANC approved. We are a little over budget with this factor, but we expect to make it up throughout the year. (as we historically have a surplus each year) | * March meeting notes approved. * Rosemary to send final meeting notes to John Manning for posting to NANC Chair web site.   . |
| |  | | --- | |  | | **Deliverables Report** | | **Distributing invoices** | | The monthly invoices for carriers were emailed on March 12th. | | **Processing Payments** | | Payment information from the lockbox service at Mellon Bank is downloaded on a daily basis.  The deposit information is recorded daily. | | **Late/Absent Payments** | | Statement of accounts were mailed on March 2nd to carriers with outstanding balances greater than $10. | | **FCC Red Light Notices** | | At a minimum, an updated red light report is posted to the FCC server for processing once a week.  When required, additional updates are posted. | | **Helpdesk Queries** | | All queries are directed to a helpdesk voicemail inbox or email inbox.  The information is transferred to an Access database.  The date, nature of query, name of filer, Filer ID, who responded and on what date and the resolution is tracked.  Queries are returned usually within 3 business days. Seven calls were received in March.  Most calls are questions about how to pay, requests for copies of invoices, why they are red lighted,  and why they received a demand for payment. | | **Staffing Changes** | | Nothing new to report. | | **Contract Renewal** | | The contract expired October 1, 2009. Welch LLP is on the USGSA list. Welch LLP received an  extension contract that runs until August 31, 2015. | | |  | | --- | | **Accounts Receivable** | | In March we received $7,157.28 from Treasury for debts collected. | | | |
| **Next Call:**  **Tuesday, May 26, 2015**  **10:00am Eastern 1 hour**  *Verizon Bridge*  **Bridge Number: 866.798.6697**  **Pass Code: 286.3906#**  ***Proposed Agenda:***    **Open Portion:**   * Approve April 28, 2015 meeting notes * Review April NANP Report (Welch)   **Closed Portion:**   * Deliverable Doc | |