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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, February 21, 2012** | **Time**: | **11:00-12:00pm 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 |
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| **AGENDA**    **Open Portion:**   * Approve January, 2012 meeting notes * Review January NANP Report (Welch)   **Closed Portion:**   * Deliverable Doc (January) * 2011 Performance Eval | * Meeting Minutes –Jan approved - Rosemary to send to John Manning for posting to NANC Chair Website. * Mary Retka asked the co-chairs to follow up with the NANC Chair on the comment she made regarding the B&C WG contract |
| * Jan Meeting Notes Approved * Heather provided an overview of the Budget and Contribution Factor after the NANP Report   **NANP Report January**     * $448,000 accrued liabilities * End of Jan fund balance approx. 2M * End of June forecast will be within 50,000 of the forecasted amount including $750,000 contingency and a 202,000 surplus – the surplus is made up of the carrier audits that did not take place which was $300,000 and we use 100,000 of that for expenses. * Nothing abnormal happening for the month of January * Processing has remained the same * Still working on red light process with the FCC * Help desk 6 calls in January – no new trends * July 31, 2012- current contract extension * FCC contacted Welch to discuss red light bulb – debt collection beginning in March – a final demand letter will be sent- then after 15 days Welch will send the debt directly to the Treasury.   **BUDGET/Contribution Factor 2012**   * Estimates based on existing contracts * 5.3M total estimated budget   Carriers leaning towards  Option 1 The B&C-WG has long held the practice, as stewards of the factor from a fiscal perspective, on behalf of the industry, and in concern for the continued availability and best management of number resources, to carefully control the impact of factor changes. Thus, in seeking the optimal solution for the 2012 fiscal year budget, with the least impact to industry participant’s budgets and run rates, and with careful management of the fiscal needs for covering the numbering administrator contractual funding requirements, we have looked at 3 scenarios. After careful review and full consideration, we see the first scenario as meeting these requirements.”  The first scenario uses the entire anticipated fund surplus at June 30, 2012 of $952,730. The US  carriers would be required to fund $4,389,392 with a funding factor of 0.000021. This option  leaves the $750,000 in the surplus account which represents the contingency provision. |  |
| **Deliverables Report**  **Distributing invoices**  The monthly and annual invoices for carriers were mailed by January 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**  Statement of accounts were mailed on January 11, 2012.  **FCC Red Light Notices**  There were no delinquent accounts sent to the FCC for collection and submission to the Red Light Site.  Payments totaling $1,335.30 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.6 calls were received in January. 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 and 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.  **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.  USAC with the approval of the FCC is deactivating FCC Filer ID for companies who have not filed a Form  499A in many years and USAC has not been able to contact the companies. These companies likely no  longer exist. As a result we are in the process of reversing prior year fees. These have been discounted   |  | | --- | | **Meeting Schedule for 2012** | | **Tuesday, January 17** | | **Tuesday, February 21** | | **Tuesday, March 20** | | **Tuesday, April 17** | | **Tuesday, May 15** | | **Tuesday, June 19** | | **Tuesday, July 17** | | **No meeting in August** | | **Tuesday, September 18** | | **Tuesday, October 23** | | **Tuesday, *November 20*** | | **Monday, December 18** | | |
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| **Next Call:**  **Tuesday, March 20, 2012**  **10:00am Eastern 1 hour**  *Sprint Bridge*  ***866-222-8883 or 913-315-1898***  ***Pin 103129***  ***Proposed Agenda:***    **Open Portion:**   * Approve February, 2012 meeting notes * Review February NANP Report (Welch) * Budget/Contribution Factor * NANC Report   **Closed Portion:**   * Deliverable Doc (January) | |