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

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Name/Subject**: | **Billing and Collection Agent Oversight Working Group (B&C WG)** | | |
| **Date**: | **Tuesday, January 12, 2016** | **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, Phil Linse** | | **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** | Garth Steele, **Heather Bambrough**; Kim Nadeau, Mark Jackson | | | |
| **Author:** | **Rosemary Emmer** | | |

|  |  |
| --- | --- |
|  |  |
| ***Proposed Agenda:***    **Open Portion:**   * Approve December 2015 meeting notes * Review December NANP Report * October 2014 to September 2015 Operational Reveiw * Note: Track for the February B&C WG meeting the Welch 2008 name change conversations to see if it would be helpful if the B&C WG would bring this up during the March NANC meeting.   Approved 2016 Meeting Schedule  January 12  February 23  March 29  April 26  May 24  June 28  July 19  August – no meeting  September 20  October 25  November 29  December 13 | * December 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 December 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 emailed and mailed on December 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. Eight calls were received in  December. Most calls are questions about how to make changes to their email billing address, notification  About closing their business, asking what the invoice was for or asking how to make a payment.  **Staffing Changes**  Nothing new since last month's 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 February 29, 2016.  **Accounts Receivable**  In December we received $1,841.25 from Treasury for debts collected.  **Budget Timeline**  Due to the change in the funding year, the anticipated timeline for the budget and billing for 2016 is  as follows:  - Preliminary budget and contribution factor presented to B&C Working Group - April 26 meeting  - Final budget and contribution factor presented to B&C Working Group - May 24 meeting  - Final budget and contribution factor presented to NANC - June 30 C meeting  - Final budget and contribution factor filed with FCC - July 5  - Invoices prepared and sent to carriers - September 12  - Payment due - October 12  Page. | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | | |
| **Next Call:**  **Tuesday, February 23, 2015**  **10:00am Eastern 1 hour**  *Bridge:*  ***Proposed Agenda:***    **Open Portion:**   * Approve January 12, 2015 meeting notes * Review January NANP Report (Welch)   **Closed Portion:**   * January Deliverable report | |