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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, January 26, 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 December, 2014 meeting notes * Review December NANP Report (Welch) * Discuss contract extension (any news?) * Preliminary Budget   **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 February 2015. * Preliminary budget reviewed, Heather will prepare a new draft based on discussion – a new draft with different contingency figures and new contribution factor amounts.   . | * December meeting notes approved. * Rosemary to send final meeting notes to John Manning for posting to NANC Chair web site.   . |

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| |  | | --- | | **Deliverables Report** | | **Distributing invoices** | | The monthly invoices for carriers were emailed on December 12. | | **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 December 17th 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.  Twenty-five calls were received in December. 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 February 2015. | | **Accounts Receivable** | | In December we did not receive any funds from Treasury for debts collected. Starting immediately,  Treasury has requested that unpaid balances still outstanding at 120 days must be sent to Treasury  for collections. This is a change from the previous requirement of 180 days. Debt may be transferred  to Treasury earlier than 120 days at our discretion. | |
| **Next Call:**  **Tuesday, February 17, 2015**  **10:00am Eastern 1 hour**  *Verizon Bridge*  **Bridge Number: 866.798.6697**  **Pass Code: 286.3906#**  ***Proposed Agenda:***    **Open Portion:**   * Approve January 26, 2014 meeting notes * Review January NANP Report (Welch) * Budget discussion   **Closed Portion:**   * Deliverable Doc |