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

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Name/Subject**: | **Billing and Collection Agent Oversight Working Group (B&C WG)** | | |
| **Date**: | **Tuesday, January 28, 2014** | **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** | | |

| Meeting Notes | Action/Due Date |
| --- | --- |
|  |  |
| ***Proposed Agenda:***  **Open Portion:**            Approve December 17, 2013 meeting notes          Review December NANP Report (Welch)          Review Operational Report (Welch)          Review draft contribution factor proposal (Welch)      **Closed Portion:**            Deliverable Doc   (Dec)    **Discussion:**  **Move towards changing the Funding year closer to Fiscal year**   * Every year we have a problem with having to forecast the budget and contribution factor without the proper tools. The Form 499A is only due in April and USAC requires time to collate the data in April and May. We have a trend now where we ask the NANC to approve what amounts to a ‘draft’ budget and contribution factor during the 1Q – and inevitably based on what comes from USAC we have to ask the NANC to approve a final budget and contribution factor different from the draft. * Currently the funding year ends in June. We bill in June based on revenue figures received in May and we collect in July – it would be better if we bill in July/August and collect in September. * We’d have to have a one year notice in order to set the contribution factor higher to carrier us through possibly 16 months funding period during the transition instead of 12 months * September timeframe ideal to line up with fiscal timeframe budget * Talk to Gary Remondino about this (co-chairs) | * Dec meeting minutes approved * Rosemary to send to John Manning for update to NANC chair website * Co-chairs send note to Gary Remondino regarding the idea of changing the end of budget year end in the September timeframe |

|  |  |
| --- | --- |
| **Funding Options Discussed**  **The options provided subsidize the funding requirement by using up all of the surplus fund balance**  Balance to be funded 7 ,041,526  Anticipated surplus at June 30/14 per Dec 31/13 NANC report (319,672)  Net US Carrier Contribution requirement 6,721,854  **Contribution Factor**  **Option 1** - If revenue base is $190B 0.0000354  **Option 2** - If revenue base is $187B 0.0000359  **Option 3** - If revenue base is $184B 0.0000365 |  |
| **Deliverables Report**  **Distributing invoices**  The monthly invoices for carriers were mailed by December 12, 2013.  **Processing Payments**  Payment information from the lockbox service at Mellon Bank is now downloaded on a daily basis. The deposit information is recorded daily.  **Late/Absent Payments**  We are continuing with collection calls to carriers with outstanding balances. Statements were mailed at the beginning of the month to carriers with balances greater than $5.  **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 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 returned usually within 3 business days. 8 calls were received in December. Most calls were questions about the invoice received, the late filing fee, how to pay, request for copies of invoices, why  are they red lighted, change of address, they are out of business or requesting a W9 and about the date of the invoice.  **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 8 month interim contract which includes a 2 month transition which will cover the period from December 1, 2013 to  July 31, 2014.  **Accounts Receivable**  We have created a program that will let us batch process debt so that delinquent debt can be uploaded to Treasury. Outstanding balances from the June 2013 billing will be submitted to Treasury in January 2014. |  |
| **Next Call:**  **Tuesday, February 25, 2014**  **10:00am Eastern 1 hour**  *Verizon Bridge*  **Bridge Number: 866.798.6697**  **Pass Code: 286.3906#**  ***Proposed Agenda:***    **Open Portion:**   * Approve January 28, 2014 meeting notes * Review January NANP Report (Welch) * Discuss FCC Trial Order as it relates to this group * Discuss Budget and Contribution Factor   **Closed Portion:**   * Deliverable Doc (Dec) | |