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

|  |  |
| --- | --- |
| **Meeting Name/Subject**: | **Billing and Collection Agent Oversight Working Group (B&C WG)** |
| **Date**:  | **Tuesday, July 18, 2017** | **Time**:  |  **3:00-4:00pm Eastern** |
| **Type** **of Meeting/Location:** | **Conference Call**  |
| **Meeting Attendees:** |

|  |  |
| --- | --- |
| **Company** | **Participant List/ Attendance in Bold**  |
| **AT&T** | Mark Lancaster, George Guerra |
| **Century Link** | **Phil Linse** |
| **Sprint** | **Rosemary Leist,** **Karen Riepenkroger** |
| **T-Mobile** | **Michele Thomas** |
| **Verizon Communications** | **Laura Dalton** |
| **FCC** | Ann Stevens, Marilyn Jones**, Myrva Freeman, Darlene Biddy** |
| **NANC** | Chairman Betty Ann Kane |
| **Welch LLP** | Garth Steele, **Heather Bambrough,** Kim Nadeau, Mark Jackson |

 |
| **Author:** | **Rosemary Leist** |

|  |  |
| --- | --- |
| ***Agenda:*****Open Portion:*** Approve June 20, 2017 meeting notes
* Review June NANP Report (Welch)
* Discuss Budget and Contribution Factor (Welch)
* Action items from last meeting (in meeting notes)
* Discuss updates (if any) on USAC billing (Michele)
* Discuss Mark’s email (copied below)

**Closed Portion:*** May and June Deliverable report

**Meeting Notes:**1. Introduction/Attendance.
2. Meeting Notes for June approved.
3. NANP Report delivery
4. Discussed Mark’s Email (notes below)
5. Discussed USAC Issue in more detail (below).

**USAC: (in Green is status to date – in Black is the new status)*** Michele went over the preliminary draft she put together. We still need to explore our objective, we need to level set on exactly what we need or are looking for. Something that does not exist, or that is not disclosable, how does the administration deal with the other funds- some of the administrative items are identified, some are not.
* Discussion around the fact that there are three entities that are paying in to the USAC fund – one third equally as far as we can tell. TRS/USF and B&C WG. Does LNPA actually pay any of this? Action item to ask NSR (Rosemary). If we run in to road blocks by the next B&C WG meeting, we will ask the FCC to help us navigate the answers.
* We still need to do more research on this subject, Michele will provide an updated draft based on information gathered by Heather, as well as with other research she finds. This will be an ongoing discussion in this group until we determine as a group what our next steps should be.
* USAC is giving us information on the 499 only. They do not give us information on how to administer anything.
* Name correction: Welch LLP (Not Welch LLC)
* The increase for this year is $10,000 due to a 9% overhead portion of rent – this is split 1/3 between the funds.
* Michele will continue to research
* USF has a dominium’s rule, therefore, if a carrier makes a certain amount of money they do not have to pay – but for B&C WG no matter how much money you make – you still have to pay $25.00.
* Even if we did an allocation to the funds where the B&C Agent would not pay 1/3 the cost but something less, the big question is would it change the bottom line for what the carriers would pay for all three?
* **Michele talked to Florida Commissioner Brise – noting the research that has been done on this administrative assessment – he welcomes any ongoing discussions regarding this issue. She told him we will keep discussing and researching this and promised to circle back with him in the future.**
* **The group discussed that with the research already done, we see no real net gain to continuing to pursue this issue – that we are all paying into all of these funds providers are contributing to all funds.**
* **Phil looked in to 499A and how it is allocated across the providers – his conclusion was the major SP’s as well as telecom SP’s in general are the largest contributors and if there are non telecom related SP’s that are contributing it would be very low if at all.**
* **Michelle offered to create/write a statement – a written summation for our team to review.**

**Meeting Dates for this year:****All calls are 3pm eastern:**September 12October 31November 28December 19 | Action: Rosemary to send John Manning completed meeting notes for posting to the NANC Chair website.Action: Does the LNPA actually pay towards USAC as well? Use of the 499a – Rosemary to ask NSR. .Action:Michele will craft a written summation for the team to review. |
| From Mark Lancaster:All,Looks like a place B&C WG might plug in:47. *Funding the Costs of Administering and Implementing Call Authentication.* We view costs of implementing and administrating call authentication arrangements as “telecommunications numbering administration arrangements,” and seek comment on mechanisms to recover those costs. Weseek comment on how stakeholders might bear the costs of a call authentication system. Are the stakeholders who incur costs to administer and implement call authentication best placed to bear those costs? To the extent that costs burdens could be shifted among relevant stakeholders, what mechanisms are available to do so? We also note that sources of funds for these efforts may vary depending upon the structure of the governance and administrative bodies.This is pretty early in the process, but B&C fund might get some consideration here.Discussion: * This is regarding the call authentication, recent notice of inquiry that was in last weeks FCC open meeting – asking for the process of authenticating calls in an IP network. Phil outlined the email and the issue. The group discussed this and determined that there is no immanent concern – this is an NOI form right now – we will monitor this to see if there will be an NPRM. We will wait for any NANC direction before taking this any further, but will keep an eye on it.
 |  |
| **Deliverables Report****Distributing invoices**The monthly invoices for carriers were emailed on June 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 June 5th 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 details of the query are documented in an Access database. The date, Filer ID, nature of query, name of person making the request, who responded to query and on what date and the date of resolution is tracked in the database. Queries arereturned within 1 business day or less. In June 10 calls and 33 emails were received. Most queries were about requesting copies of invoices, how to make changes to their email billing address, notification about closing theirbusiness, asking what the invoice was for or asking how to make a payment.**Staffing Changes**No new staffing changes to report since last month.**Contract Renewal**The contract expired October 1, 2009. Welch LLP is on the USGSA list. Welch LLP received an extension on the contract for an 6 months up to December 31, 2017.**Accounts Receivable**In June we received $80.23 from Treasury for debts collected. |  |
|  |
| **Next Call:****Tuesday, September 12, 2017****3:00pm Eastern 1 hour***Bridge:***913-315-1921 pin 88058916*****Proposed Agenda:*****Open Portion:*** Approve July 18, 2017 meeting notes
* Review July/August NANP Report (Welch)
* NANC Report

**Closed Portion:*** July/August Deliverable report
 |  |