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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, July 29, 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 |
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| ***Proposed Agenda:***    **Open Portion:**   * Approve June 24, 2014 meeting notes * Review June NANP Report (Welch) * Discuss contract extension (any news?)   **Closed Portion:**   * Deliverable Doc     **Discussion:**   * Agenda Approved * Meeting notes approved * The contract expired October 1, 2009. Welch LLP received an extension through 2014 – no new information * Normal trend in calls after bills are sent out each year * No new news * NANC report will be done via email in September since we do not meet in August. | * June meeting notes approved. |

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| **Funding Year Change**  The NANC approved the movement of the funding year. The next steps are for the NANC Chair to send the recommendation to the FCC and then for the FCC to codify this. (July 29th – have not seen this yet)  Currently the funding year ends in June. We bill in June based on revenue figures received in May and we collect beginning in July. We wait for FCC approval to move the funding year to an October-September timeframe.  We need a year notice in order to set the contribution factor higher to carry us through transition of 3-4 months. We would then bill for a 15-16 month timeframe for that unique (one time) cycle.  We would bill in June, 2015 for a 15 month period covering July 2015 to September 2016.  In September of 2016 we would again bill going forward for a year at a time. |
| **Deliverables Report**  **Distributing invoices**  The monthly and annual invoices for carriers were emailed on June 30, 2014. For those carriers for which  email addresses were not available, invoices were mailed on July 7th.  **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**  We are continuing with collections for carriers with outstanding balances. Statements were mailed at the  beginning of the month to carriers with balances greater than $10 that have not been sent to Treasury for  collections.  **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. Ninety-three calls and emails  were received in June Most calls are 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.  **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 covers the period from December 1, 2013 to July 31, 2014. Welch recently received  an extension contract that will cover the period from August 1, 2014 to December 31, 2014.  **Accounts Receivable**  Balances still outstanding after 90 days from the due date are transferred to Treasury for collections.  Nothing was received in June from Treasury for debts collected. |
| **Next Call:**  **Tuesday, September 30, 2014**  **10:00am Eastern 1 hour**  *Verizon Bridge*  **Bridge Number: 866.798.6697**  **Pass Code: 286.3906#**  ***Proposed Agenda:***    **Open Portion:**   * Approve July 29, 2014 meeting notes * Review July and August NANP Report (Welch) * Discuss contract extension (any news?)   **Closed Portion:**   * Deliverable Doc |