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

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Name/Subject**: | **Billing and Collection Agent Oversight Working Group (B&C WG)** | | |
| **Date**: | **Tuesday, June 20, 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,Heather Weiss | | **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:**   1. Approve May 30, 2017 meeting notes 2. Review NANP Report 3. Status of information gathering on USAC project 4. Review May NANP Report (Welch) 5. Discuss Budget and Contribution Factor (Welch)   **Closed Portion:**   * Evaluation Matrix   **Meeting Notes:**   1. Introduction/Attendance. 2. Meeting Notes for May approved. 3. NANP Report delivery, one action for Heather, general questions were answered. Marilyn Jones will also ask the contracting office about this as well as the extension/general contract. 4. Mark Lancaster mentioned, looking at the revenue numbers from USAC/ if the revenue numbers keep going down so much – looking at the trend line from revenue base – and the direction the factor is going – this could be problematic in the future. We may need to re-evaluate in years to come due to the decline in revenue. We may need to look at what factors comprise the revenue base in the future – perhaps make observations about an alternative method to use – we need to look at the sustainability over time. 5. Budget and Contribution Factor   **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 diminimus 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?   **Meeting Dates for this year:**  **All calls are 3pm eastern:**  July 18  August no meeting  October 31  November 28  December 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:  Heather to get with Amy Putnam to find out what the extra monthly charges are exactly. (recognizing some info may be redacted, we would like as much information as possible) This may come up at the NANC meeting, Marilyn will ask the contracting rep about this as well as the renewal.  Action:  Michele will continue to research USAC information. |
| **Deliverables Report**  **Distributing invoices**  The monthly invoices for carriers were emailed on May 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 May 1st 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 are returned within 1 business day or less. In May 5 calls and 15 emails were received. Most queries were about  requesting copies of invoices, 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**  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 additional 2 months up to June 30, 2017. Upgrade to the accounting software was performed during the week of May 28th.  **Accounts Receivable**  In May we received $392.34 from Treasury for debts collected. |  |
| **Budget and Contribution Factor**   * The PA and NANPA have completed the cost estimate for two change order asked for by the INC, the maximum cost would be $166,000 and is included in the budget. * The group discussed the budget and contribution factor for next year, we have educated risk and data behind what could happen next year. The group reached consensus on the 1M contingency due to the potential of increased risk with the three contracts being due this year, as well as the NPAC transition. * This could go down next year depending on the risk. * See the Budget attachment from Welch regarding the actuals.   **Contribution Factor**  **Balance to be funded by US carrier contributions before contingency allowance** 6,506,473  **Contingency allowance** 1,000,000  **Net US Carrier Contribution requirement** 7,506,473  **Contribution Factor 0.0000518**  **Prior Year Contribution Factor 0.0000368** | |
| **Next Call:**  **Tuesday, July 18, 2017**  **4:00pm Eastern 1 hour**  *Bridge:*  **913-315-1921 pin 88058916**  ***Proposed Agenda:***    **Open Portion:**   * Approve June 20, 2017 meeting notes * Review June NANP Report (Welch) * Discuss Budget and Contribution Factor * Action Items from last meeting   **Closed Portion:**   * May and June Deliverable report |  |