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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, November 11, 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 October 28, 2014 meeting notes * Review October NANP Report (Welch) * Discuss contract extension (any news?) * Strategy on the movement of funding year   **Closed Portion:**   * Deliverable Doc     **Discussion:**   * Agenda Approved * Meeting notes approved * No news on contract extension * 120 day delinquent accounts will be sent to the FCC by the end of the month, Nov 24th will be the 120th day the due date of invoice which is July 27th . * If we have a balance in the bank at the end of this billing year, we can use these extra funds to minimize the contribution factor for next year. We also have a choice of lowering the contingency factor to also help with lowering the cost of the contribution factor during this funding year transition phase.. * Funding year discussion below.   . | * October meeting notes approved. * Rosemary to send final meeting notes to John Manning for posting to NANC Chair web site. |

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| **Funding Year Change**  During the June, 2014 NANC meeting, the NANC agreed to move forward with changing the current budget to allow for the funding year to align with the federal fiscal year. This decision was again codified during the September meeting and the NANC Chairman Kane took an action item to send the recommendation to the FCC.  Summary:  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 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.  October 28, 3014 discussion - funding year change – much discussion around this topic. The B&C WG has discussed this with the NANC at each NANC meeting in 2014, we have received consensus to move forward with no objections. There have been no objections by NANC members to move forward with the funding year change. The NANC Chairman Kane took an action item in September to make the FCC aware of this funding year change request and we have yet to determine if the FCC has to codify this or if we can go ahead and make the adjustment. Gary Remondio has not seen a letter from the NANC Chairman Kane regarding approval of the funding year change yet.  Plentiful discussion surrounding process and how the B&C WG should move forward. Does the FCC need to actually approve this funding year change? We have not received a formal answer on this at this juncture.     * We have a question as to the original FCC order for this fund– is the order specific in terms of collection and management of these funds – did the original provide the level of detail as to exactly when the funding year should be? Michele is going to have a look and provide her opinion on this, and the carriers will then be able to form their internal validation. * Gary Remondino participated in this conversation. While he made it clear he is not in a position of approving this funding year change decision stand-alone…. he did provide his view. He stated that we are basically just collecting a little bit more money up front, 3 months worth, in advance, of money we would ultimately be collecting anyway. The only thing different we are doing is collecting some monies in advance. The purpose of changing the funding year is to follow the federal fiscal year. He stated there are only a few carriers that are paying over 50,000 per year for this, and that over 80% of the carriers are paying only $25.00 per year. He stated that this appears to be more of a carrier funding issue than an FCC issue, and that the B&C WG was made up of carriers that were in favor of this move. He mentioned there have been no objections at the NANC to move forward with this funding year change. |
| **Funding Year Continued:**   * We have set precedent where we have made significant changes without FCC approval to budget in the past. (i.e. – contingency amounts sharply increase and decrease depending on projected budget issues, contingency process written should funds become low in budget, etc.) * The team will look at Michele’s thoughts on the order and once the carriers get validation internally on her view, the team would be in a better position to determine how to move forward. * This discussion will be on the November 11th agenda.   **November 11th discussion:**   * Michele Thomas, T-Mobile provided the first draft of the B&C WG justification to move forward with the funding year change. (ThankYou Michele) The team had no additional updates to the document. * There is a realization that the contribution factor may not be high as we anticipated. (see below)   If we have a balance in the bank at the end of this billing year, we can use these extra funds to minimize the contribution factor for next year. We also have a choice of lowering the contingency factor to also help with lowering the cost of the contribution factor during this funding year transition phase.   * The team will report to the NANC the intentions of moving forward with the funding year change as scheduled. |
| **Occurred after the conference call- draft dates for 2015:**  All Tuesday at 10am eastern as usual  Jan 27  Feb 17  March 24  April 28  May 26  June 30  July 28  Sept 29  Oct 27  Nov 10  Dec 15 |
| **Deliverables Report**  **Distributing invoices**  The monthly invoices for carriers were emailed on October 10.  **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 October 15th to carriers with outstanding balances greater than $10.  We are continuing with collections for carriers with outstanding balances.  **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. Seventy-three calls were  received in October. Most calls are questions about how to pay, requests for copies of invoices, why they  are red lighted, and why did they receive 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 covers the period from August 1, 2014 to December 31, 2014.  **Accounts Receivable**  Balances still outstanding after 120 days from the due date are transferred to Treasury for collections. In  October $158.52 was received from the FCC for debts collected in 2013. 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, December 16, 2014**  **10:00am Eastern 1 hour**  *Verizon Bridge*  **Bridge Number: 866.798.6697**  **Pass Code: 286.3906#**  ***Proposed Agenda:***    **Open Portion:**   * Approve October 28, 2014 meeting notes * Review October NANP Report (Welch) * Discuss contract extension (any news?) * Strategy on the movement of funding year   **Closed Portion:**   * Deliverable Doc |