



**Broadcast Educational Media Commission Meeting Minutes
Greater Columbus Convention Center
February 15, 2017**

I. Call to Order: by Chairman Mark Filippell at 11:04 a.m.

- A. **Oath of Office Ceremony:** 11:07 a.m. (conflicts with time for Roll Call) – Mr. John McClellan was sworn-in by Mrs. Price.
- B. **Roll Call:** At 11:07 a.m., Commission Chairman Mark Filippell opened the Broadcast Educational Media Commission (BEMC) meeting, recognizing Kevin Martin, the new President and CEO of ideastream as an honored guest and inviting guests in the audience to introduce themselves: John Luff (BEMC Consultant), Willy Halla (BEMC Project Contractor), Dave Carwile (Ohio Educational Television Stations), Noah Blundo (Hannah News), Mark Jividen (VOICEcorps Reading Service), and Jon Bowers and Dave Stein (Licking Area Computer Association).

Members Present: Chairman Mark Filippell; Commissioner Geoffrey Andrews; Designee Charles See; Commissioner John McClelland; Commissioner Christine Merritt; Designee Kimberly Norris; and Commissioner Jan Osborn. Mrs. Price declared a quorum was present.

Members Absent: Commissioner Stephen Black; State Senator and non-voting Commissioner Cliff Hite; Commissioner George Sarantou; State Senator and non-voting Commissioner Michael Skindell; and Commissioner Curt Steiner.

Also present: Executive Director Geoffrey Phillips; Assistant Attorney General Hannah Stoneburner; Chief of Engineering and Broadcast Operations Craig Stevenson; Chief of Operations Jarrod Weiss, Chief Information Officer Laura Bryson; Fiscal Administrator Sue Price; Commissioner-in-wait-for-reappointment Stephen Freeze.

C. Resolution 17-11: Approval of November 3rd Minutes:

11:10 a.m. – Dr. Osborn moved approval of minutes. Mr. See seconded. Minutes were approved by unanimous voice vote.

II. Commission Action Items:

- A. **Policies & Procedures – Start Adoption:** On behalf of the appointed committee of Ms. Merritt, Mr. Steiner and himself, Mr. Andrews reported the task of editing the large volume of material was daunting, but edits are complete and have been presented to legal counsel for review. Referencing the Policy and Procedure Handbook Index on screen, Mr. Weiss proposed, rather than submit policies and procedures in pieces to the Commission for approval, BEMC would prefer to wait until all documentation has been reviewed by counsel and submission of the finished draft of everything be submitted to the Commission for approval at one time. Currently, the project is on target for submission to the Commission by the May meeting. Stating it has been up to ten years since some of the policies and procedures have been updated, during which time there have been many technology changes. Indicating the Policy and Procedure proposal shall be provided to the Commission prior to the May meeting, Mr. Phillips suggested Commission review them prior to the meeting, with a goal to approve these items at the May meeting.

- B. **By-Laws – Proposal for May Meeting Vote:** Mrs. Stoneburner reported a 2014 draft, the most recent, has been reviewed to ensure compliance and up-to-date. There were some minor updates. Mr. Phillips relayed an example being By-Law revision proposals had to be submitted 20 days prior to a meeting with a suggestion to change to 10 days ahead. The By-Laws as presented at this meeting will be up for formal adoption at the May meeting. Mr. Filippell requested Commissioners please review them before the May meeting. Mr. Phillips told the Commission if there were changes / suggestions a new set would be sent prior to the May meeting for review.
- C. **North Star Electrical Project:** While showing a video of work as the project progressed, Mr. Weiss provided the Commission an update on the electrical project, explaining a great deal of progress has been made since the last meeting: outside excavation is complete; construction of the electrical room is complete; AEP is scheduled to set the new electrical pole on Monday February 20th; and project completion is on target. Mr. Stevenson added BEMC is pleased with the work Superior Electric is doing and with the timeframe, while the new transfer switch and two new electrical switchboards are in place. Mr. Phillips stated it is very important we have a reliable electrical system in place. Although project was a topic at previous Commission meetings, Commissioners were ask to pass a motion to confirm approval. The project's total cost will approach \$500,000.

Resolution 17-12: Electrical Upgrade Project:

11:18 a.m. – Dr. Osborn made a motion, “Move to approve the actions of the Executive Director, in accordance with previous approved resolution 16-67 of May 5th 2016, in moving forward with the facility electrical upgrade project and to approve the Executive Director’s action in accepting bids, securing Controlling Board release of funds, and beginning electrical upgrade construction.” The motion was seconded by Ms. Merritt.

Mr. Phillips stated anything above \$50,000 requires Commission approval, quotes were received from three electrical vendors, and the project was subjected to a very extensive Controlling Board approval process.

The motion was approved by unanimous voice vote.

- D. **North Star Facility Projects:** Mr. Weiss reported, as part of the Modernization Project, plans are to make improvements to the Master Control area and Master Control office space. In conjunction with these changes, BEMC has identified additional facility needs to ensure upgrades/ facility modifications work with the new, high-tech system. BEMC’s completed list will be presented to the Commission at a future meeting.

Assuring the Commission BEMC will be very judicious, Mr. Phillips stated utilizing available GRF funds between now and the end of this fiscal year 2017, BEMC expects proposed facility changes will exceed \$50,000 and will be subject to Controlling Board approval. In response to a Commission inquiry, Mr. Phillips explained a facility assessment has already been performed during the past twelve months, through The Ohio State University Real Estate team. BEMC is responsible for maintaining everything inside the walls, with the exception of the boiler and some of the HVAC systems. There will be 5 or 6 proposed projects to be solicited for quotations, all of which BEMC believes can be contracted through a single vendor. Referring to BEMC’s recent lobby renovation, Mr. Phillips an asbestos study has been done of the entire facility again in cooperation with OSU Real Estate Division.

Mr. Filippell suggested a motion pertaining to facility projects exceeding \$50,000.

Resolution 17-13: Facility Upgrade Projects:

11:25 a.m. – Dr. Osborn made a motion, “Move to allow the Executive Director to proceed with securing, contracting and/or paying for services, including planning and construction, needed to make facility enhancements to the areas of, but not limited, to Master Control, restroom facilities, and other enhancements, at the North Star Network Operations Center that are more than \$50,000.” The motion was seconded by Mr. Andrews. The motion was approved by unanimous voice vote.

- E. **Tower Sites in Marion & Montgomery Counties:** Referencing a recent assessment fee of \$1.54 for one of two unused tower sites in Marion and Montgomery Counties, one of which we suspicion is being used for farming, Mr. Weiss requested Commission authorization to move forward with the Department of Administrative Services to transfer these properties. Mr. Filippell added there are potential liability issues relating to ownership of such unused properties.

Resolution 17-14: Transfer of BEMC Land:

11:29 a.m. – Dr. Osborn made a motion, “Move to allow the Executive Director to proceed in working with the Department of Administrative Services to transfer unused BEMC land in Marion and Montgomery Counties for future sale and/or transfer to another government entity.” The motion was seconded by Ms. Merritt and was approved by unanimous voice vote.

III. Executive Director’s Report:

- A. **New Staff Member:** With the addition of BEMC’s newest staff member, Richard Goss, Master Control is fully staffed.
- B. **Operating Financial Status:** Referencing the financial statement handout, Mr. Phillips informed the Commission there are available GRF funds to cover the approved North Star facility projects and additional media storage capacity; 100% of FY17 subsidy money has been paid out for television, radio and radio reading service; and Multi-Media projects are in development, all of which are well within grant amounts.
- C. **Joint Committee on Agency Rule Review (JCARR) Rules:** In response to a JCARR rule review request, BEMC determined some have long outlived their purpose. Modifications are complete, and Mr. Weiss and Mrs. Stoneburner will work with JCARR to have the changes finalized. Anticipate Commission approval of the new rules at a future meeting.
- D. **Joint Master Control Service Agreement:** There is currently no agreement between BEMC and the Ohio Educational Television Stations. The parties have been operating under a “Gentleman’s Agreement”. Working with Mrs. Stoneburner’s assistance, BEMC is in the process of developing an agreement to present to the Commission for affirmation. Mr. Phillips explained the need for such an agreement, explaining it will be better to have something in writing which defines expectations.

Mr. Phillips requested and was granted Mr. Carwile’s permission to move forward with a Progress Report on the BEMC Modernization Project, out of turn, in that Ms. Merritt and Mr. See will need to leave soon.

IV. Progress Report on BEMC Modernization Project:

- A. **Plan to Finish Transition by March 31st:** Even though there are stations not yet migrated to the new system, Mr. Phillips explained the new system has proven operational. Chairman Filippell requested authorization to communicate to public television stations a shut-off date of March 31, 2017 on the legacy system.

Resolution 17-15: End-Use of Legacy System:

11:40 a.m. – Dr. Osborn made a motion, “Motion to approve BEMC management’s plan for moving from the ‘legacy system’ to operations supported entirely by the new Cinegy based system at the

earliest practicable date, with the expectation that all stations will have cut-over by approximately the end of Q1 of 2017. BEMC will shut down the current legacy system as soon as possible after all stations have transitioned to the new system.” The motion was seconded by Ms. Merritt.

Mr. Phillips stated the new content distribution system works and there are several stations in transition now, and more to migrate in the next couple of weeks. A goal of full migration and implementation by the end of March is realistic. Resolution to some technical glitches are anticipated. BEMC will accommodate the time necessary to work out the bugs, but it is too expensive and BEMC cannot afford to continue maintaining two systems simultaneously. Mr. Phillips stated 14 of 42 stations, about 1/3 have migrated to the new system and OSU is migrating a second channel this week. The last 1/3 of the migration will be Cincinnati/Oxford/Dayton. Major issues have been remedied and it is time to impose a “carrot-stick” deadline. Mr. Filippell added, a line needs to be set for both BEMC and the stations to make migration a priority.

At 11:42 a.m., the motion was approved by unanimous voice vote.

In response to a Commission inquiry, Mr. Phillips reported there have been audio and video issues; stations are monitoring their channels; and the model works. All scheduling is done by the individual stations. Some future efficiencies could be made from a traffic standpoint.

(Mr. See left at 11:43 a.m.)

III. (Continued) Executive Director’s Report:

- E. OEAS Public AlertNet System: Mr. Carwile introduced an on-screen presentation of the OEAS (Ohio Emergency Alert System) Public AlertNet System. As partners, the Ohio Educational Television Stations put the project together; BEMC, with OARnet, provides the fiber interconnections, and the Ohio EMA hosts the project. The project’s key issue is “We are working to keep you safe.” The project is up and running. It works. A hard copy of the presentation was distributed to the Commission and interested audience members.

Mr. Phillips and the Commission expressed appreciation to Mr. Carwile for sharing with the Commission what role BEMC is playing.

(Ms. Merritt left at 11:50 a.m.)

V. FY18-19 Operating Budget:

Mr. Phillips reported the Governor’s proposal was a recommendation to continue at 100% of BEMC’s current budget. BEMC is scheduled for testimony before the House Finance Subcommittee for Primary and **Secondary** Education on Thursday, February 23rd at 9:00 a.m.

(Ms. Stoneburner left at 11:52 a.m.)

VI. Senior Leadership Reports:

- A. **Engineering and Broadcast Operations:** Craig Stevenson reported progress on a number of topics:
 - 1. **Station Migrations:** BEMC is working through some smaller software issues. For the stations, migration takes time and requires understanding the workflow. We’re making progress.
 - 2. **Electrical Project:** We’re trying to minimize downtime. BEMC does not foresee any problems in moving the generator over. Things are coming together.

3. **11-Meter Dish Removal:** Towards the end of December, BEMC's 11-meter satellite dish, in the pit, was removed. BEMC is progressing with plans to add additional, smaller dishes.
4. **New Ticketing System:** In the last few weeks, a ticketing system has been implemented that affiliates and BEMC Master Control staff are sharing. Already, about 30 tickets per day are being generated.

Mr. Phillips reported a deal had been struck with a vendor to dismantle and remove the satellite dish at no cost to the State of Ohio. While the 11-meter dish technology is obsolete in the United States, the vendor, as the new owner, will refurbish and may re-assemble the dish outside of the country. BEMC is working with OSU in developing a strategy for filling in the sump pump pit. Mr. Weiss showed a Power Point presentation with photos of the satellite dismantling on the projection screen. Noting BEMC saved as much as \$40,000-to-\$50,000, based upon estimates from Mr. Phillips' predecessors, Mr. Filippell commended both Mr. Phillips and Craig Stevenson.

- B. **VNOC/Distance Learning:** Ms. Bryson reported Executive Director Phillips, COO Weiss and herself met with the Ohio Department of Education's Kimberly Norris and Mike Perona to develop a strategy to communicate interactive video distance learning opportunities to K-12 schools. There are issues to work through, but it was a good start. Ms. Bryson recommended two opportunities for Commissioners to experience video conferencing while at OETC.

C. **Operations:**

1. **Financial Disclosures:** Mr. Weiss reminded Commissioners the deadline for filing financial disclosures is Monday, May 15, 2017. BEMC has paid all fees for Commissioners not in State employment.
2. **Multi-Media Project:** Mr. Weiss reported BEMC is developing a great relationship with the Ohio Department of Education, geared toward development of materials relating to Ohio's education needs. Mr. Phillips added, a number of these projects are being used at this conference.

- D. **Team Accomplishments:** Mr. Phillips reviewed a list of BMC's 2016 major accomplishments and 2017 priorities shown on the screen with the Commission.

VII. **Progress Report on BEMC Modernization Project:**

Mr. Phillips asked Mr. Halla and Mr. Luff to provide progress reports.

1. **Mr. Halla** reported there are 43 days to go, there are still channels to cut over, and there have been recent technical support calls to the software developer, Cinegy. Mr. Halla said there have been instances of special characters affecting the traffic gateway and causing issues. Fortunately for us the Owner and President of Cinegy has stepped in and has personally acquainted himself with the project, resulting in faster resolution to technical issues. There have been combining issues relating to audio mapping, but we're working on resolving these types and other various bugs. Mr. Phillips added we're trying to get away from considerable manual adjustments and move to a more automated system. Mr. Halla confirmed the March 31st deadline is realistic. Mr. Phillips stated the owner of Cinegy was on site December 15th and 16th. There has been great progress over the last few weeks.
2. **Mr. Luff** reported upon timeline progress, stating there is no such thing as bug-free software. To our advantage, the President of the software company is personally involved. Mr. Luff told the Commission he has been asked by Public Broadcasting System to assist in a committee to study a new interconnection proposal. This committee will work long into the future to work

out bugs. (Interconnection may replace current satellite and internet connections to transmit programming to the stations and joint master controls like BEMC's).

Mr. Filippell ask the cost of the BEMC Modernization Project versus the Florida or New York projects. Mr. Luff said the two spent about \$7 Million each. They were probably budgeted at \$6 Million each. They both spent above their budget. BEMC's project is under \$3Million, supporting more individual channels.

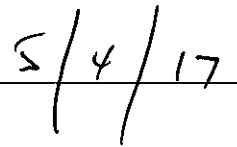
(Ms. Norris left at 12:20 p.m.)

VIII. Resolution FY17-16: Adjournment

12:20 p.m. -- Mr. Filippell requested a motion to adjourn. Dr. Osborn so moved. Mr. McClelland seconded. The adjournment motion passed via unanimous voice vote.



Mark Filippell, Chair,
Broadcast Educational Media Commission



Date