

*Committee Attendance:* Rob Andreoli, Kelly Cameron, Cathy Drzyzgula, Paul Goldberg, Jose Zegarra Holder, Ashley Simmons, Mike Reiter, Suzanne Weiss, Richard Wells.  
*Absent:* Theola Poole, Noreene Wells *Cable Office Staff:* Mitsuko Herrera *Guests:* Yen Chen, Jon Eisenberg

### **Call to Order**

- Richard Wells called the meeting to order at 8:20 pm, after the informal discussions with CCAC members and PEG representatives. Richard reminded the committee of the March 15 date for the County Executive to submit a proposed Operating Budget, and the importance of restricting Cable Fund transfers to the General Fund.

### **Approval of Agenda/Minutes of November meeting**

- A motion to approve the minutes of the November meeting was made by Cathy, and passed without dissent. A motion to approve the December meeting minutes was made by Jose and also passed unanimously.

### **Cable Office Report**

- December complaint reports were sent out prior to the meeting by Keith Watkins
- Comcast Franchise Renewal: The process is proceeding with a variety of focus groups and needs assessments.
- The Preliminary Cable Plan is also underway as part of the budget process

### **Unfinished Business**

**Council Outreach and Participation:** Noreene will finalize the draft document to circulate to the Council and Executive stating our position on utilization of the Cable Fund for operations and other issues we have been pursuing, and CCAC will review and send.

**Metadata Listings for PEGs:** Provider information, or Metadata, on-screen and on-line for channels and programming is still not complete, but is improving for MCPS on Comcast.

**New Member Recruitment:** Appointments for the four committee members are in process to be completed within the next few weeks by the Council.

**Follow up of "Ownership of Issues" program.** An updated list has been circulated to the CCAC. Committee members should continue to step forward for additional responsibilities and to report on proposed actions.

**GO Committee concerns** CCAC will continue to work on the topics being reviewed by the GO committee regarding cable and cable office operations.

**Bill Enacted 32-11-** CCAC will finalize the Annual Report and position paper to meet upcoming requirements for committees.

**Power information on Set-top boxes:** As Paul has repeatedly illustrated, the energy use varies greatly and the cost to consumers for the power used can be quite high. Mitsi is working with the providers to compile energy consumption information, and CCAC will assist when the Cable Office forwards these communications.

**2012 CCAC Meeting Schedule** has been submitted for publication and is attached below.

**Upcoming Meetings and PEG Facility Tours** A discussion followed of whether to invite providers together or individually resulted in individual invites. PEG site visits will also be planned.

**List of Community Contacts** The Cable Office had agreed to assist in preparing a short update to be distributed to various community organizations and lists. CCAC will help centralize a list of contact information to facilitate the distribution. Richard reminded CCAC members to compile any referrals.

**New Business**

none

**REMINDER:** Next CCAC meeting will be held on Wednesday, February 22 at 7pm.

**Public Comments**

none

**Adjourn** Meeting adjourned at 8:55 pm

Submitted by: Suzanne Weiss, CCAC Secretary

CCAC Meeting Dates

01/25/12  
02/22/12  
03/28/12  
04/25/12  
05/23/12  
06/27/12  
07/25/12  
08/22/12  
09/19/12  
10/24/12  
11/28/12  
12/19/12