

# MISSISSIPPI AUTHORITY FOR EDUCATIONAL TELEVISION

## Regular Meeting/Teleconference of the Board of Directors

Tuesday, May 9, 2023. 10:00 a.m.

MAET Administration Building – MPB Board Room  
3825 Ridgewood Road  
Jackson, Mississippi

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### Zoom Videoconference

### Minutes

Call to Order Chairman Mackey

*The regularly scheduled meeting of the MPB Board was called to order at 10:10AM.*

Roll call/Establish quorum Marvin Jeter

Members Present: Dr. Shawn Mackey, Chair; Edward Wiggins for Sarah Mann, Counsel-AG Office

via Zoom: Judy Nelson, Member; Ric Sawyer, Member; Jeanne Luckey, Member.

Members Absent: Russ Latino, Vice Chair; David Allen, Member; Whitney Lipscomb, Member

MPB Staff Present: Royal Aills, MPB ED; Anna Neel, MPB COO; Alicia Harris, MPB CFO; Marvin Jeter, COS; Bobby Wicker, HR Director

MPB Foundation Staff Present: Angela Ferraez, MPB Foundation Executive Director

Introduction of Visitors Chairman Mackey

*Chairman Mackey introduced Visitors: Edward Wiggins from the AG office.*

Approval of Agenda Chairman Mackey

*With a motion by R. Sawyer/second by J. Nelson, the agenda was adopted unanimously without changes.*

Approval of Minutes Tab 1 Chairman Mackey  
March 7, 2023

*With a motion by R. Sawyer/second by J. Nelson, the minutes were approved unanimously without changes.*

Chairman's Report Chairman Mackey

*Chairman Mackey reported that he continues his bimonthly meetings with the ED, and they met with the IHL Liasons.*

Old Business Chairman Mackey

*The Board did not entertain any Old Business.*

New Business

Royal Aills

- Executive Director Report

Royal Aills

*The ED presented his report that included updates regarding:*

- *2023 Legislative Appropriations*
- *Fiber-to-Towers Project*
- *Master Control Refresh*
- *Top Ten MPB TV Programs & Viewership*
- *Communications*
- *Past & Upcoming MPB Events*
- *MPB Rebranding*
- *Strategic Planning Process*
- *MAB Awards*
- *Condolences for former MPB Executive Director Passing*

*The report of the Executive Director was received and placed on file.*

- Division Reports

- Finance

Tab 2

Alicia Harris

2A Monthly Financial Report

*A. Harris presented the Monthly Financial Report (Attached)*

2B Mississippi Public Broadcasting FY24 Appropriations Budget

*A. Harris presented the Appropriations Budget (Attached)*

*With a motion by J. Nelson/second by R. Sawyer, the FY24 Appropriations Budget was accepted unanimously.*

2C Approval of Expenses over \$50,000

PBS Annual Invoice

Revise Tower Engineering Professionals Contract

Pending Bid: Master Control to be opened May 11, 2023

Pending Bid: Fiber to be opened June 6, 2023

Pending Bid: Website Design TBD

*A. Harris presented the List of Projected Expenses over \$50,000 (Attached)*

*With a motion by J. Nelson/second by R. Sawyer, the consent to approve projected funds with defined parameters was unanimously granted.*

- Human Resources

Tab 3

Bobby Wicker

- *B. Wicker presented Human Resources Report (Attached)*  
• Foundation Report Angela Ferraez

*The Foundation Report was received and placed on file.*

Consideration of Executive Session Chairman Mackey

*With a motion by R. Sawyer, the Board went into executive session to discuss the Executive Director, Royal Aills, performance review. No action was taken.*

Adjournment Chairman Mackey

*With a motion by R. Sawyer /second by J. Nelson, a recommendation to adjourn passed unanimously at 11:53AM.*

**SIGNED, this the 12<sup>th</sup> day of July, 2023.**



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Dr. Shawn Mackey, Chairman  
Board of Directors



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Royal Aills  
Executive Director

## Financial Report

For the period ended April 30, 2023

Source of Funds	Budget (Annual)	Annual (To Date)	Balance	% Actual Budget
State Appropriation	4,463,984	4,463,984	0	100%
Education Enhancement Fund	2,118,966	1,589,229	529,737	75%
Capital Expense Funds	2,000,000	2,000,000	0	100%
FY22 Cap Exp Rollover to FY23	1,500,000	1,488,628	11,372	99%
Digitizing	700,000	700,000	0	100%
Medgar Evers Documentary	350,000	350,000	0	100%
CPB TV & Radio Grants	1,825,171	1,842,888	(17,717)	101%
Underwriting	300,000	225,044	74,956	75%
Foundation Grant	500,000	375,000	125,000	75%
Tower Space Rentals	470,124	402,446	67,678	86%
Other Grants	190,000	349,122	(159,122)	184%
EdNet Distribution	539,876	523,485	16,391	97%
Other Income	207,174	320,878	(113,704)	155%
Repack	1,407	1,407	0	100%
Special Funds Carryover	442,387	442,387	0	100%
	<b>15,609,089</b>	<b>15,074,499</b>	<b>534,590</b>	<b>97%</b>

Use of Funds	Budget	Actual	% Actual
Salaries	6,206,671	4,564,505	74%
Travel	104,675	36,325	35%
Contractual Services	7,102,667	4,487,233	63%
Commodities	793,731	168,310	21%
Equipment	1,141,345	109,587	10%
Equipment-Vehicles	150,000	0	0%
Cellular Devices	0	0	0%
Subsidies, Loans, & Grants	110,000	110,000	0%
	<b>15,609,089</b>	<b>9,475,959</b>	<b>61%</b>

**MISSISSIPPI PUBLIC BROADCASTING**

2024 Operating Budget

<b>Source of Funds</b>	<b>2023</b>	<b>2024</b>	<b>Variance</b>	<b>%</b>
State Appropriation	\$ 4,463,984	\$ 4,680,452	\$ 216,468	5%
Education Enhancement Fund	2,118,966	2,118,966	-	0%
FY24 EEF-Tower Maint Funds	-	2,000,000	2,000,000	100%
FY23 EEF-Tower Maint Funds Rollover	2,000,000	1,942,054	(57,946)	-3%
FY23 EEF-Digitizing Vault Rollover	700,000	700,000	-	0%
FY23 EEF-M. Ever Doc Rollover	350,000	335,644	(14,356)	-4%
FY22 Capital Expense Funds Rollover	1,500,000	821,246	(678,754)	-45%
CPB TV & Radio Grants	1,825,171	1,842,888	17,717	1%
Underwriting	275,000	275,000	-	0%
Foundation Grant	500,000	500,000	-	0%
Tower Space Rentals	470,124	526,038	55,914	12%
Other Grants	190,000	200,000	10,000	5%
EdNet Distribution	479,358	534,413	55,055	11%
Other Income	202,000	250,000	48,000	24%
Special Funds	513,584	569,508	55,924	11%
	<u>\$ 15,588,187</u>	<u>\$ 17,296,209</u>	<u>\$ 1,708,022</u>	<u>11%</u>
<b>Use of Funds</b>				
Salaries	\$ 5,743,326	\$ 6,200,495	\$ 457,169	8%
Travel	85,000	95,000	10,000	12%
Contractual Services	6,632,358	7,141,327	508,969	8%
Commodities	549,430	567,122	17,692	3%
Equipment	843,285	914,695	71,410	8%
Equipment-Vehicles	130,000	200,000	70,000	54%
Cellular Devices	-	-	-	0%
Subsidies, Loans, & Grants	-	-	-	0%
	<u>\$ 13,983,399</u>	<u>\$ 15,118,639</u>	<u>\$ 1,135,240</u>	<u>8%</u>

**Tab 2B Approval of Expenses over \$50,000****Item #1: PBS Annual Invoice*****Brief Description:***

Annual invoice for PBS programming for FY24.

The estimated FY24 invoice amount is \$1,286,359.

**Item #2: Revision of Tower Engineering Professionals Contract:**

The purpose of the TEP Project is to prepare the towers to accommodate new tower lighting systems in this Phase 3, as well as replacement and additional antennas for these TV and FM stations in the future. The lighting and antenna changes invoke the requirements of TIA-222-H to accommodate the wind load changes. The Request for Quotes (RFQ) for Tower Engineering Services included a TIA Inspection, Steel and Appurtenance Mapping and Structural Analysis for all three towers. This RFQ also includes subsequent engineering to design modifications to upgrade the towers to TIA-222-H, if needed.

An Add Alternate Quote was also requested for Completion Inspection Reports for all three towers, as well as the Structural Modification Design/Drawings for Raymond, if needed.

**The following quote was awarded:**

Technical Engineering Professionals (TEP) – Base quote amount of \$59,500, plus \$8,000 for the alternate quote Completion Inspection Report; total quote: \$67,500.00

***The following revision to this contract is necessary:***

WMAV-Oxford cannot pass the structural analysis without a foundation exploration (mapping) and a geotechnical investigation. The prices for that work are \$7,500 and \$5,800, respectively; however, they did reduce some pricing on their original agreement. The total amount of the increase for these services is \$6,700, bringing the total contract amount to \$74,200.

**Item #3: Pending Bid: Master Control to be opened May 18, 2023 (revised from May 11, 2023)*****Brief Description:***

Due to changes by PBS, which cannot be accommodated by our currently contracted vendor, MPB has determined that it is in our best interest to return master control in-house. An RFP has been issued for this project, and bids will be opened May 18. We request approval authority for up to \$600,000. Details of the bid award will be distributed once the bids are opened/evaluated.

**Item #4: Pending Bid: Fiber to be opened June 6, 2023*****Brief Description:***

MPB has finalized an equipment solicitation to purchase equipment to provide fiber integration services involving our right state-owned television and radio transmitter towers. This equipment will provide studio-to-transmitter links that will allow our television, radio, and network traffic to travel via fiber circuits instead of our traditional microwave tower sites. Using fiber circuits will prevent studio-to-transmitter outages caused by environmental factors and weather-related outages (i.e.: weather, cloud cover, etc.) that are outside of our control.

No bids were submitted for an RFP issued in January 2023. MPB was given approval by the PPRB to do an Invitation for Bids under OPTFM (Commodities). Since their approval was given, PPRB is required to approve the final bid award. With bids opening in June, MPB could not get on PPRB's agenda until August, which would essentially leave us without this equipment until November 2023, while paying for the service. In the interest of the state, in both time and funds spent, MPB is in the process of filing a Type 2 Emergency Purchase with OPTFM.

**Tab 2B Approval of Expenses over \$50,000**

Until the procurement process has been determined, MBP is requesting approval authority for up to \$350,000. Details of the bid awards or emergency procurement will be distributed once finalized.

**Item #5: *Pending Bid: Website Design TBD***

***Brief Description:***

MPB will be redesigning its website in order to increase functionality and usability. The new website will incorporate a new content management system as well as back-end analytics. We will be hiring a company to redesign the site, build content, fix navigation, and migrate content over. We request approval authority for up to \$75,000. Details of the contract will be distributed once finalized.

## HUMAN RESOURCES

March 7, 2023

### 3- APPOINTMENTS

Michael Dyches – (News) **Public Broadcasting Specialist II (General Assignment Reporter)** (April 17, 2023)

Charles Arnold – (Administration/Front Desk) **Administrative Support Assistant IV** (May 1, 2023)

Abram Nanney – (Radio) **Public Broadcasting Specialist II (Producer)** (May 1, 2023)

### 5- VACANT POSITIONS CURRENTLY ADVERTISED

**PUBLIC BROADCASTING SPECIALIST II (General Assignment Reporter)** –  
advertised salary range \$40,286.40 to \$45,000.00

**APPLICATIONS DEVELOPER II (Website Manager)** – advertised salary range  
\$65,000.00 to \$73,339.82

**PUBLIC BROADCASTING SPECIALIST II (Educational Recruitment Specialist)** –  
advertised salary \$40,286.40

**MULTIMEDIA SPECIALIST II (Digital Content Creator)** – advertised salary range  
\$36,624.00 to \$40,000.00

**NETWORK INFRASTRUCTURE SPECIALIST II** – advertised salary range \$60,000.00 to  
\$70,000.00

### 6- VACANT POSITIONS

**ACCOUNTANT AUDITOR I, PROFESSIONAL** – entry salary \$37,389.01

**HUMAN RESOURCES GENERALIST II** – entry salary: \$40,286.40

**ADMINISTRATIVE SUPPORT SPECIALIST** – entry salary: \$33,600.00

**PROGRAM SPECIALIST III** – entry salary \$43,509.31

**PUBLIC BROADCASTING TEAM LEAD** – entry salary \$43,509.31

**SPECIAL PROJECTS OFFICER I** – entry salary \$23,928.22



## HUMAN RESOURCES

May 9, 2023

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