

Regular Meeting of January 19<sup>th</sup>, 2011

10200 Slater Avenue  
Fountain Valley, California 92708

**1. Call to Order**

PCTA Chairman Carol Warren called the meeting to order at 8:33 a.m.

**2. Roll Call**

Director Tri Ta	Westminster	Present	Director Michael Vo	Fountain Valley	Absent
Director Margie Rice	Westminster	Present	Director Steve Nagel	Fountain Valley	Present
Director Dave Shawver	Stanton	Absent	Director Keith Bohr	Huntington Beach	Present
Vice-chair Carol Warren	Stanton	Present	Chairman Joe Carchio	Huntington Beach	Present

**Staff members present**

Bill Marticorena	Attorney
Nicole Cass	Assistant Director
Louis Rocha	Video Production Coordinator

**Also present**

Matt Mogensen	Fountain Valley
Julie Roman	Stanton
LaVada Cordasco	Westminster
Joe Rodriguez	Contractor

**3. Approval of Minutes:** Director Rice moved approval of the December 15, 2010 meeting minutes; seconded by Director Carchio, the motion passed unanimously. Directors Ta and Nagel abstained.

**4. Public Comments:** None.

**5. Approval of Expenditures:** Director Rice moved simultaneous approval for the Register of Demands No. 6276, 6518, and 6519 to 6586, Administrative and PEG Treasurer's Reports for December 2010; seconded by Director Ta, the motion passed unanimously.

**6. Reports**

**A. Report of Board Members:** Due to changes in this city's board appointments, Director Rice formally introduced Councilman Tri Ta from the City of Westminster as the second Director representing their City.

**B. Report of the PCTA Attorney:** Attorney Bill Marticorena informed the board of the FCC's decision to implement regulation of network neutrality, the non-discrimination of data delivery speeds for various websites whose services are transmitted by hard-line wire to the end user (i.e.: not wireless or Wi-Fi enabled devices, wireless providers, or related forms of wireless content delivery, such as the iPad). Mr. Marticorena held his other comments for items later on the agenda.

**C. Report of Administration:** Assistant Director Nicole Cass provided the Board a copy of the written notice from video service providers regarding channel changes and upcoming rate increases. She also commented on current staffing levels, the completed portions of the PCTA's annual internal audit, minor changes in operations to save costs, meeting with the Board attorney to discuss current legal issues, scheduling of a meeting with each member city to discuss long-term goals, and a separate meeting with all city staff to discuss joint production projects. Video Production Coordinator Mr. Louis Rocha updated the board on all current Government Access productions for each member city and generalized programs for playback in all cities. He also acknowledged receipt of the complete 2011 public event calendars for possible production requests from Fountain Valley and Stanton.

**7. Unfinished Business**

**A. Report of Sub-committee to Review and Consider Modifications to Executive Director Job Description, Appointment of Interim Executive Director, and Recruitment of General Manager:** Chairwoman Carol Warren reported that the subcommittee is reviewing the current management positions for overlapping duties in the administrative and production arms of the organization. The committee will use the remaining 60 days to determine the

need for and level of additional support, policy changes, and suggested the board retain a consultant with expertise in these areas to review current practices and long-term goals.

#### 8. New Business

**A. RESOLUTION No. 2011-1: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PUBLIC CABLE TELEVISION AUTHORITY ("PCTA") AUTHORIZING CERTAIN INDIVIDUALS TO MAKE DEPOSITS, WITHDRAWALS, AND TRANSFERS ON THE ACCOUNTS OF PCTA AT THE LOCAL AGENCY INVESTMENT FUND:** In accordance with staffing changes and a follow-up request made by the LAIF administrations, a formal resolution must be passed to complete the process of updating authorized signers for this account. Director Rice will remain on the account, Directors Warren and Nagel will be added. Director Ta moved approval of Resolution 2011-1; seconded by Director Carchio, the motion passed unanimously.

**B. DRAFT: RFP for Consultant Services:** Miss Cass provided the Board with a draft RFP written by Attorney Bill Marticorena addressing the Board's request for a formal review of the current organization's management and production processes. During discussion, a small number of points for addition to the RFP were requested by several Directors, including the review of the PCTA's administration and production budgets, and Executive Director position description. Mr. Marticorena will incorporate these requests and have a digital copy sent to all board members for written comments in advance of the February meeting.

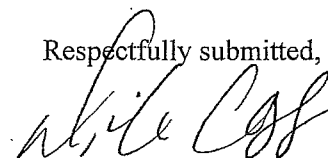
**C. Production Staffing, Editor:** Miss Cass presented the board with the current job description for a contract production editor and informed them Mr. Rocha's review of all applicants is nearly complete. Mr. Rocha will bring the top three qualified candidates' materials to the February meeting for board review and recommendation of a formal contract.

**D. Production Pool Contract Renewal, Joe R., Editor:** Miss Cass provided the board with the most recent contract for services with the PCTA signed by Mr. Rodriguez in 2009. A verbal negotiation for an increase in the rate of pay and maximum allowable hours had occurred between the contractor and the previous administration, but was not brought back to the board for final approval. Director Rice moved approval of the change in rate, and maximum allowable hours; seconded by Director Ta, the motion to amend the contract as stated in the meeting passed unanimously.

**E. Review of Administrative and PEG Budget 2010-11:** Miss Cass presented the board with a 6 month review of the administrative and production budget expenditures, and made recommendations for an overall revenue neutral adjustment to those line items that were currently above the 6 month estimated expenditures. Director Warren moved to table this item and include it in the revised RFP for a consultant to review as part of the organization's management and operations assessment; seconded by Director Rice, the motion to table this item passed unanimously.

9. Chairwoman Warren **ADJOURNED** the meeting to **8:30A.M. Wednesday, February 16<sup>th</sup>, 2011**, at the **Fountain Valley City Hall, Conference Room 1.**

Respectfully submitted,



Nicole Cass  
Assistant Director