



Regular Meeting of August 17, 2011

10200 Slater Avenue  
Fountain Valley, California 92708

1. Call to Order

PCTA Chairwoman Carol Warren called the meeting to order at 8:39 a.m.

2. Roll Call

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

Staff members present

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

Also present

|                 |                  |
|-----------------|------------------|
| Laurie Frymire  | Huntington Beach |
| Matt Mogensen   | Fountain Valley  |
| Julie Roman     | Stanton          |
| LaVada Cordasco | Westminster      |
| Vanessa Johnson | Westminster      |

3. **Approval of Minutes:** Director Nagel moved approval of the July 20, 2011 meeting minutes; seconded by Director Ta, the motion passed unanimously.

4. **Public Comments:** None.

5. **Approval of Expenditures:** Director Ta moved simultaneous approval for the Register of Demands No. 6849 to 6985, the preliminary Treasurer’s and PEG June 2011 Reports; seconded by Director Carchio, the motion passed unanimously.

6. Reports

A. **Report of Board Members:** None.

B. **Report of the PCTA Attorney:** None.

C. **Report of Administration:** Assistant Director Nicole Cass provided the Board with a summary of business items during the past thirty days, such as channel change notifications from each video service provider. Additional items covered were new services being offered to cable subscribers, such as the new Time Warner iPad Application. Miss Cass has reached out to Time Warner to request and ensure that the Government access channels will be included in the product launch.

She also discussed current staffing levels, including expanding the production pool to meet the increased summer production demand by posting position descriptions in various industry publications and their websites as well as reaching out to local colleges and universities, and an update for the scheduling for the workshop planned by Ridel Communications, tentatively set for October.

She concluded her report with a reminder and last request for potential attendees for the September 20-23<sup>rd</sup> for the NATOA Annual Conference in San Francisco, before handing off to Mr. Rocha who provided an update of all recently completed or underway PCTA productions.

7. Unfinished Business

A. **Sub-committee to Review and Consider Modifications to Executive Director Job Description, Appointment of Interim Executive Director, and Recruitment of General Manager** – There was no meeting to report.

B. **DRAFT: 2011-12 PCTA Administrative & Government Access Channels Budget** – This item was tabled until the completion of the Board retreat and finalization of management positions and salaries.

**C. Discussion of Live Event Coverage: Live U** – Mr. Rocha provided an updated draft contact and rate sheet for LiveU, Inc. Each member city will meet with their city staff to determine the number of events each city would like to have covered live and provide a list to Mr. Rocha so he may determine if the draft contract includes adequate hours to cover all requested productions. Mr. Rocha will also speak to the vendor about augmenting the allotted hours to compensate for seasons with increased production requests, such as during the month of summer concert series in several cities as well as holiday productions.

**8. New Business**

**A. DRAFT: PEG Expense Reimbursement Policy** – Miss Cass provided the Board with a draft policy, to create a process and procedure for member cities to submit reimbursement requests for PEG expenses originally paid by that member city. The creation of this policy was to address certain significant deficiencies in the PCTA infrastructure identified by Diehl Evans accounting firm during the most recent PCTA financial audit.

Following discussion of what reimbursements had already been made that drew the auditors attention, the requirement of two Board members for approval of the request was removed, and PCTA as well as city staff were instructed to request price quotes, which must accompany any reimbursement request for expenditures in excess of \$1000. All requests under \$1000 must still be reviewed and approved by a board member; requests over \$1000 shall be placed on the next PCTA agenda for review by and a vote of the Board.

Director Carchio moved approval of the amended policy; seconded by Director Ta, the motion passed unanimously.

**B. Election of Officers** – The slate of proposed officers was confirmed with Director Rice as Chair, Director Nagel as Vice-Chair, attorney Bill Marticorena as Board Secretary, and amended, adding Nicole Cass to fill the open treasurer position. Moved by Director Carchio and seconded by Director Ta, the amended slate passed unanimously.

**9. Closed Session**

**A. Review of Draft Managing Director, Video Production Manager and Clerk Positions:** No formal action was taken in closed session to augment the positions. Chairwoman Warren requested Miss Cass return with the positions on the October agenda as closed session item for the board to make recommendations for changes to the classification, and job description, tasks for all three positions.

**10. Chairwoman Warren ADJOURNED the meeting to 8:30 A.M. Wednesday, October 19<sup>th</sup>, 2011, at the Fountain Valley City Hall, Conference Room 1.**

Respectfully submitted,

Nicole Cass  
Assistant Director