



MINUTES

Regular Meeting of July 18, 2018

**10200 Slater Avenue
Fountain Valley, CA 92708**

1. Call to Order: Chair **Carol Warren** called the meeting to order at 9:01 a.m.

2. Roll Call:

Director Tri Ta	Westminster	Present	Director Michael Vo	Fountain Valley	Absent
Director Margie Rice	Westminster	Present	Director Cheryl Brothers	Fountain Valley	Present
Director Dave Shawver	Stanton	Present	Director Patrick Brenden	Huntington Beach	Present
Chair Carol Warren	Stanton	Present	Vice Chair Lyn Semeta	Huntington Beach	Present

PCTA staff members present:

John M. Borack	General Manager
Louis Rocha	Video Production Manager
Madison Love	Administrative Assistant
Bill Marticorena	Attorney

Also present:

Tim Davis	City of Fountain Valley
Antonia Graham	City of Huntington Beach
Julie Toledo	City of Huntington Beach
Matthew Peralta	City of Stanton
Maggie Le	City of Fountain Valley

3. Public Comments: None.

4. Consent Calendar: Director **Margie Rice** motioned to approve the consent calendar; seconded by Director **Dave Shawver**, the motion passed unanimously as to those present, with Director **Tri Ta** abstaining on the approval of the minutes.

5. Reports:

A. Report of Board Members: Director **Shawver** raised concerns over AT&T pricing and customer service in the city of Stanton. Discussion followed.

B. Report of Administration: General Manager **John Borack** summarized the administrative report, which included: a channel, rate change and programming notification from AT&T; recent press coverage, including a mention in Fountain Valley Living and the Orange County Tribune concerning PCTA’s first place STAR award for “Young at Heart”, as well as Huntington Beach 4th of July Parade press; an updated customer complaint log; a report on social media trends, including newly boosted Facebook posts; PCTA will soon be posting videos on member city apps; various thank you notes PCTA has received; a reminder that there will not be a Board meeting in August; an update on a new music program collaborating with Huntington Beach High School media students; a finalized copy of the mission statement; and notice that General Manager **Borack** will be on vacation the last week of July. Administrative Assistant **Madison Love** informed the Board that she will be taking production classes at Orange Coast Community College. General Manager **Borack** also informed the Board that PCTA received Honorable Mention honors in two categories

at the NATOA Government Programming Awards and that Production Manager **Louis Rocha** will be moderating the “Get Social with Videos” panel at the NATOA Conference. Producer of “Young at Heart”, C. Sue Braun, will be receiving a certificate of recognition from the city of Westminster on July 25th for the recent STAR Award received. A report on a Huntington Beach City Council study session on July 16th was provided. The Board was presented several documents that detailed what is involved in producing programs, including budget details and other services PCTA provides. Discussion followed.

Portions of the Huntington Beach 4th of July Parade were shown. It was mentioned by General Manager **Borack** that Production Manager **Rocha**, who directed the parade, and Editor **Joe Rodriguez**, who edited the parade, did excellent work.

Production Manager **Rocha** presented the most recent production report with a reminder to submit any upcoming election production requests.

- C. **Report of Attorney:** Attorney **Bill Marticorena** had nothing to report. Director **Cheryl Brothers** asked if closed captioning is required for PCTA. Attorney **Marticorena** said that it was not required for government channels.

6. Closed Session:

- A. **Pursuant to Government Code Section 54957(b): Public Employee Performance Evaluation – Title: Administrative Assistant**
- B. **Pursuant to Government Code Section 54957(b): Public Employee Performance Evaluation – Title: Video Production Manager**
- C. **Pursuant to Government Code Section 54957(b): Public Employee Performance Evaluation – Title: Editor**

7. New Business:

- A. **Approval of 2018-2019 Production Contracts:** General Manager **Borack** presented a spreadsheet with pay rate information for each of PCTA’s production contractors. General Manager **Borack** explained that pay increases were given to some but not all contractors. Director **Brothers** requested that contractors general hours per week be included on the spreadsheet next year. Director **Shawver** requested that each program on the production report also list the cost of production. Director **Ta** moved to approve the 2018-19 production contracts; seconded by Director **Shawver**, the motion passed unanimously as to those present.
- B. **Discussion of General Manager’s Performance Evaluation:** After some discussion, the Board agreed to form an Ad Hoc Subcommittee to conduct the General Manager’s performance evaluation. It was requested that PCTA staff provide the Board with a salary analysis from similar jobs in the area as well as a Human Resources policy. Director **Ta** and Director **Shawver** were nominated by Director **Rice** to serve as the Ad Hoc Subcommittee; seconded by Director **Patrick Brenden**, the motion passed unanimously as to those present.
- C. **Discussion of Possible Adjustment in Compensation for PCTA Board of Directors:** Director **Shawver** moved to continue this discussion at the next Board meeting; seconded by Director **Ta**, the motion passed unanimously as to those present.

8. Old Business:

A. Presentation of the Finalized FY 2016-17 PCTA Audit: Director **Brenden** motioned to receive and file the audit; seconded by Director **Brothers**, the motion passed unanimously as to those present.

9. Chair Warren ADJOURNED the meeting to **9:00 A.M.** Wednesday, **September 19, 2018** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack
General Manager