



Regular Meeting of June 20, 2012

10200 Slater Avenue
Fountain Valley, California 92708

1. Call to Order

PCTA Chairwoman Mayor Margie Rice called the meeting to order at 8:33 a.m.

2. Roll Call

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

PCTA Staff members and city present

Michelle Molko	Attorney
John Borack	PCTA General Manager
Nicole Cass	PCTA Assistant Manager
Louis Rocha	PCTA Video Production Coord.
Laurie Frymire	Huntington Beach

Also present

LaVada Cordasco	Westminster
Diana Dobbert	Westminster
Matt Mogensen	Fountain Valley
Sara Russo	Fountain Valley
Julie Roman	Stanton

3. **Approval of Minutes:** Director **Ta** moved approval of the **May 18, 2012** meeting minutes; seconded by Director **Carchio**, the motion passed unanimously.

4. **Public Comments:** None.

5. **Approval of Expenditures:** Director **Carchio** moved approval for the Register of Demands No. **7468 to 7580**; seconded by Director **Vo**, the motion passed. Director **Vo** moved approval for the Treasurer's **May 2012** Report; seconded by Director **Ta**, the motion passed. Director **Vo** moved approval for the P.E.G. **May 2012** Report; seconded by Director **Carchio**, the motion passed.

6. Reports

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

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

C. **Report of Administration:** Mr. Borack relayed several current business items to the board including, attending the SCAN NATOA Spring Conference, reminding those with plans for the NATOA conference to keep the administration office informed of any needs in advance of the trip, workload and rate changes for the accounting contract with the PCTA which were moved for approval by Director Warren, seconded by Director Carchio and passed unanimously, confirmed live coverage of the Huntington Beach 4th of July parade on channel 3 and 6, and provided an update on the most recent draft version of the PCTA website which was viewed at the meeting. Other administration items discussed included the channel and rate change notifications sent from the video service providers and discussions with Time Warner regarding the complete terms of a settlement for underpaid franchise fees under the expired franchise.

Mr. Rocha updated the board on timelines for all government access productions and staff continues to assess the visual workings of several studio components to improve on the overall look of the set, the appearance of the guests who appear on camera, as well as consideration of a contract for the make-up artist used on some studio shoots including several recent CityWorks episodes.

7. Unfinished Business – None.

8. New Business

A. Healthcare Benefit & Paid Time Off Policy Language Revisions: Attorney Michelle Molko presented the board with final language incorporating policy revisions passed at the May 2012 meeting. Director Carchio moved approval of the final language for the current policy; seconded by Director Ta the motion passed unanimously.

B. Revised Draft of Disposition Policy: Mr. Borack presented the Board with an updated version of the PCTA Disposition Policy. It included a Board request that all assets planned for disposition that were procured with PCTA funds first be approved by the Board so that a member city may retain the asset before donation to another entity. Director Carchio moved approval of the language revisions; seconded by director Vo the motion passed unanimously.

C. Receive and File: Annual Audit FY 2010-2011: The Board reviewed, received and filed the PCTA Financial audit for FY 2010-11 following discussion on the change in practices and management started in November 2010. Director Ta requested to know more information about the reporting on net assets of the agency. Staff will contact the accounting firm to confirm the scope of that term as it related to the PCTA and an answer will be provided at the July meeting.

9. Chairwoman Rice **ADJOURNED** the meeting to **8:30 A.M. Wednesday, July 18, 2012**, at the **Fountain Valley City Hall, Conference Room 1**.

Respectfully submitted,

Nicole Cass
Assistant Director