



Regular Meeting of January 18, 2012

10200 Slater Avenue
Fountain Valley, California 92708

1. Call to Order

PCTA Vice-Chairman Steve Nagel called the meeting to order at 8:35 a.m.

2. Roll Call

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

Staff members present

Michelle Molko	Attorney
John Borack	Interim General Manager
Louis Rocha	Video Production Coordinator
Nicole Cass	Assistant Director

Also present

Laurie Frymire	Huntington Beach
Diana Dobbert	Westminster
Julie Roman	Stanton
LaVada Cordasco	Westminster
Matt Mogensen	Fountain Valley

3. **Approval of Minutes:** Director Ta moved approval of the December 21st, 2011 meeting minutes; seconded by Director Bohr, the motion passed unanimously.

4. **Public Comments:** None.

5. **Approval of Expenditures:** Director Carchio moved approval for the Register of Demands No. 7196 to 7267; seconded by Director Ta, the motion passed. Director Ta moved approval for the Treasurer’s December 2011 Report; seconded by Director Bohr, the motion passed. Director Bohr moved approval for the P.E.G. December 2011 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 related several current business items to the board including discussions with Time Warner to consolidate the various municipal cable accounts as well as the future of channel 6 – Public Access, possible HD carriage of the government access channel and removal of the PCTA phone number from cable bills. Other administration items discussed included draft press releases for current PCTA activities, channel and rate change notifications sent from the video service providers, a reminder of the e-mail the board received with links to the PCTA’s social media pages, and informing the Board of an upcoming staff meeting focused on PEG policies and expenditures. Mr. Rocha updated the board regarding application materials reviewed for a freelance editor, including the trial of a candidate that may be qualified for the position, and updated timelines for all government access productions.

7. **Unfinished Business:** None.

8. New Business

A. **Review: Benefits Policy & Health Insurance:** Mr. Borack presented findings from Riedel Communications’ Planning Workshop on the PCTA Benefit Policy, including a comparison with the existing benefits that are extended to full-time employees of the member cities. In order to focus and determine what parts of the policy can be changed, Director Carchio made a motion to appoint a subcommittee to study leave time, holidays, health insurance and retirement options for employees. The motion was seconded by Director Ta, and passed unanimously. Directors Bohr, Shawver, and Vo were appointed to serve on the committee, with guidance from PCTA general counsel. The subcommittee will meet to discuss options presented and staff will forward any other program options or details necessary for the subcommittee to make an informed recommendation to the Board.

B. Review: Travel Expense Policy: Director Ta requested the travel policy be augmented to consider including reimbursing gratuities for hotel housekeeping services. Following discussion, the Board added a clause including gratuities up to 15% for all approved travel expenses. Director Vo moved approval for augmentation of the policy; seconded by Director Shawver, the motion passed unanimously.

C. Review: Draft RFP for PCTA Website Update and Expansion: Mr. Borack presented a draft RFP for the expansion of the PCTA website. Discussion included content and searchability of the page terms (to increase visibility of the organization), and promotion of local programming. Mr. Borack will incorporate the Board's requests and have staff post the RFP on digital media sites and e-mail it to vendors that have approached the PCTA. Director Carchio moved approval of the RFP for dissemination to the public; seconded by Director Shawver, the motion passed unanimously.

D. Designee by Board for Final Review and Approval of Press Releases: Director Shawver nominated Director Warren as the PCTA's appointee for approval of press releases that will be disseminated to local newspapers within the member cities. The motion was seconded by Director Nagel and passed unanimously.

E. City of Westminster, Expense Reimbursement Requests: Invoices for repairs, supplies, engineering services, video internet streaming, and other purchases were presented to the Board for review and approval for reimbursement to the City of Westminster. Following some discussion, Mr. Borack stated that there will be a policy meeting in late January with the city liaisons to discuss possible changes to the existing policy. Director Shawver moved to approve the invoices submitted by Westminster; seconded by Director Ta, the motion passed unanimously.

9. Closed Session

A. Sub-committee to Review and Consider Modifications to Executive Director, Assistant Director, Video Production Coordinator Job Description, and Recruitment of General Manager: No action was taken, and the item will remain on the agenda until all drafted revisions are finalized.

10. Vice Chairman Nagel **ADJOURNED** the meeting to **8:30 A.M.** Wednesday, **February 15th, 2012**, at the **Fountain Valley City Hall, Conference Room 1.**

Respectfully submitted,

Nicole Cass
Assistant Director