



Regular Meeting of March 21, 2012

10200 Slater Avenue
Fountain Valley, California 92708

1. **Call to Order**

PCTA Chairwoman Mayor Margie Rice called the meeting to order at 8:29 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	Present
Director Dave Shawver	Stanton	Present	Director Keith Bohr	Huntington Beach	Present
Director Carol Warren	Stanton	Present	Director Joe Carchio	Huntington Beach	Absent

Staff members present

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

Also present

LaVada Cordasco	Westminster
Diana Dobbert	Westminster
Matt Mogensen	Fountain Valley
Sara Russo	Fountain Valley

3. **Approval of Minutes:** Director Ta moved approval of the February 15th, 2011 meeting minutes; seconded by Director Shawver, the motion passed unanimously. Director Nagel abstained.

4. **Public Comments:** None.

5. **Approval of Expenditures:** Director Ta moved approval for the Register of Demands No. 7312 to 7367; seconded by Director Shawver, the motion passed. Director Ta moved approval for the Treasurer's February 2012 Report; seconded by Director Vo, the motion passed. Director Ta moved approval for the P.E.G. February 2012 Report; seconded by Director Vo, the motion passed.

6. **Reports**

A. Report of Board Members: Director Shawver thanked Attorney Michelle Molko for her assistance with the recent human resources changes in the agency. Director Rice thanked staff for planning the binder of policies and documents giving an overview of the PCTA and its various functions.

B. Report of the PCTA Attorney: Attorney Michelle Molko provided a memo to receive and file outlining specific provisions in The Federal Community Access Preservation (CAP) Act that may impact PCTA operations.

C. Report of Administration: Mr. Borack relayed 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, and information for the regulatory agencies that govern services listed on their cable bills, how to get each city's name listed on the Time Warner Guide and TV Guide channel, as well as their offer to run Huntington's 4th of July parade on channel 6. Other administration items discussed included an upcoming meeting with Golden West College's initial intern offered by the college, press releases for current PCTA activities, channel and rate change notifications sent from the video service providers, and the instillation of equipment for the residents of Sunset Beach so they may see HBTv3. Mr. Rocha updated the board on timelines for all government access productions and a potential new show for children to be shot in the H.B. Public Library.

Staff is assessing the visual workings of several studio components to improve on the overall look of the set and that of the guests who appear on camera as well as consideration of a contract make-up artist for studio shoots. Staff will provide an update in March.

7. **Unfinished Business**

A. Report: Subcommittee on Benefits Policy: The subcommittee did not meet so there was no report.

B. Sub-committee to Review and Consider Modifications to General Manager, Assistant Director, and Video Production Coordinator Job Descriptions, Salaries, Vacation and Leave Allowances, and Health Care and Dental Benefits: The subcommittee did not meet so there was no report.

C. Website RFP Responses: Mr. Borack provided the Board with the three complete Website RFP responses that included the company's description of the work product, any projected on-going cost for maintenance, as well as the total amount to re-design and re-build the website with additional functionalities, such as showing video clips embedded in a page. Following some discussion on specific elements the Board wanted to be sure are included in the scope of work, Director Ta moved approval of the proposal submitted by Patriot PC Solutions and Web Designs for \$1275; seconded by Director Nagel, the motion passed unanimously.

8. New Business

A. City of Westminster - Expense Reimbursement Requests: City staff submitted an invoice for the February engineering services of Hugo Morales in the amount of \$1350.00. Director Ta moved approval of the reimbursement; seconded by Director Warren, the motion passed unanimously.

B. Contract Renewal: Associate Producer, Yollenna Morales: Mr. Rocha presented the Board with a revised contract for Yollenna Morales that reflected increased responsibility with regard to production creation and management, expansion of more complex training duties and a pay rate of \$19.50 per hour. Director Ta moved approval of the contract; seconded by Director Vo, the motion passed unanimously.

C. Consideration of Hiring of General Manager: Following discussion in closed session, and changes made to the job description's compensation, the Board formally offered Mr. Borack the permanent position of General Manager of the PCTA at an annual salary of \$70,350. He accepted the offer.

D. Draft: Social Media Policy: Mr. Borack provided the Board a draft social media policy outlining staff responsibility for monitoring of, and posting information and video clips to, the various PCTA social media pages. Director Warren moved approval of the policy; seconded by Director Ta, the motion passed unanimously.

E. Live Event Coverage: City of Huntington Beach: Mr. Rocha provided the Board with a quote from LiveU for the coverage of Huntington Beach's 4th of July Parade. Director Vo moved approval of the quote; seconded by Director Ta, the motion passed unanimously.

F. City of Huntington Beach: Council Chambers Lighting Quote: This item was removed at the request of the city.

9. Closed Session

A. Public Employment: Review and Consideration of Modifications to General Manager, Assistant Director, and Video Production Coordinator Job Descriptions, Salaries, Vacation and Leave Allowances, and Health Care and Dental Benefits: The Board unanimously approved an increase in the amount of paid time off to 21 days per year. In addition, the Board unanimously approved to add 3 "floating" paid holidays to the existing 7 paid holidays already specified in the PCTA leave/holiday policy. Lastly, the Board unanimously approved an increase in the maximum monthly PCTA contribution toward health care, dental and vision insurance premiums and related qualifying reimbursable expenses to \$600 per employee. Each of these modifications is effective as of March 21, 2012.

B. Public Employment: Consideration of Hiring of General Manager – In closed session, the Board enacted one change to the General Manager position description, augmenting the annual salary for the position to \$70,350.

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

Respectfully submitted,

Nicole Cass
Assistant Director