



Regular Meeting of April 18, 2012

10200 Slater Avenue  
Fountain Valley, California 92708

1. Call to Order

PCTA Chairwoman Mayor Margie Rice called the meeting to order at 8:31 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	Absent
Director Carol Warren	Stanton	Present	Director Joe Carchio	Huntington Beach	Present

**Staff members present**

Michelle Molko	Attorney
John Borack	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
Laurie Frymire	Huntington Beach
Julie Roman	Stanton

3. **Approval of Minutes:** Director **Ta** moved approval of the **March 21, 2012** revised meeting minutes that now include detail as to the effective date for employee benefit changes made by the board at the March meeting; seconded by Director **Vo**, the motion passed unanimously. **Director Carchio abstained.**

4. **Public Comments:** None.

5. **Approval of Expenditures:** Director **Ta** moved approval for the Register of Demands No. **7368 to 7415**; seconded by Director **Nagel**, the motion passed. Director **Ta** moved approval for the Treasurer's **March 2012** Report; seconded by Director **Vo**, the motion passed. Director **Ta** moved approval for the P.E.G. **March 2012** Report; seconded by Director **Nagel**, the motion passed.

6. Reports

**A. Report of Board Members:** Director Rice requested to start receiving a schedule of the on-air programming for WTV3 similar to those in use in the other member cities and to in the future first get the opportunity to meet new any vendors being considered for contracts with the PCTA.

**B. Report of the PCTA Attorney:** Attorney Michelle Molko summarized her visit to the studio for the most recent taping of CityWorks and her opportunity to discuss The Federal Community Access Preservation (CAP) Act. with Congressman Dana Rohrabacher.

**C. Report of Administration:** Mr. Borack relayed several current business items to the board including, summarizing his time on April 10<sup>th</sup> with Congressman Rohrabacher discussing The CAP Act, his opportunity to serve as a judge for the Surf City Student Film Festival and represent the PCTA at the Fountain Valley Student Business Day, 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. Other administration items discussed included press releases for current PCTA activities, and the channel and rate change notifications sent from the video service providers. Mr. Rocha updated the board on timelines for all government access productions.

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 make-up artist for some studio shoots.

7. Unfinished Business

**A. Public Employment: Review and Consideration of General Manager, Assistant Director, and Video Production Coordinator Compensation, Vacation and Leave Allowances, Health Care, and Dental Benefits Policy:** Following the closed session discussion, the Board the language of a revised paid time off and holiday policy, memorializing action taken at the March 2012 meeting approving 21 paid time off days earned by each full-time

employee each year. They also augmented the salary of the General Manager to \$75,000 annually to account for additional information provided to them at the meeting and confirmed the salary of the Video Production Coordinator to be \$69,100 annually.

**8. New Business**

**A. REMOVED:** This item was not ready by the print deadline.

**B. Production Assistant Contracts: Norma J. Gilbrook of Plain Jane Productions, Robert Kanno, Lisa Early, and Nino Giornalista:** Mr. Rocha presented the board with contracts and renewals for those production staff that had expired. Director Ta moved approval of the contracts; seconded by Director Nagel, the item passed unanimously.

**C. Disposition Policy:** Mr. Borack presented the board with a draft disposition policy governing what happens to PCTA assets once they are deemed obsolete or are not longer in use. The policy covers the sale, donation, or proper recycling of such assets, and by what standard each asset should be measured to determine the most appropriate course of action. Director Shawver would like first rights of refusal to go to the member cities before an outside agency. Director moved to defer the passage of this policy to a later meeting following research as to the policy of some member cities that differs from another; seconded by Director Vo, the item was tabled by unanimous vote.

**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 met and provided the action taken under the related open session item7A.

10. Chairwoman Rice **ADJOURNED** the meeting to **8:30 A.M.** Wednesday, **May 16<sup>th</sup>, 2012**, at the **Fountain Valley City Hall, Conference Room 1.**

Respectfully submitted,

Nicole Cass  
Assistant Director