



MINUTES

**Regular Meeting of May 21, 2014
7800 Katella Avenue
Stanton, California 90680**

1. Call to Order: PCTA Vice-Chair **Dave Shawver** called the meeting to order at 8:42 a.m.

2. Roll Call

Director Tri Ta	Westminster	Present	Director Michael Vo	Fountain Valley	Present
Director Margie Rice	Westminster	Absent	Director Cheryl Brothers	Fountain Valley	Present
Vice-Chair Dave Shawver	Stanton	Present	Director Matthew Harper	Huntington Beach	Present
Director Carol Warren	Stanton	Present	Chair Joe Carchio	Huntington Beach	Absent

PCTA Staff members present

Michelle Molko	Attorney
John Borack	General Manager
Louis Rocha	Manager of Video Production
Christine M. Gilbert	Administrative Assistant

Also present

Diana Dobbert	City of Westminster
Matt Mogensen	City of Fountain Valley
Julie Roman	City of Stanton
Julie Toledo	City of Huntington Beach

3. Public Comments: None.

4. Consent Calendar: Director **Brothers** moved approval of the Consent Calendar; seconded by Director **Warren**, the motion passed unanimously as to those present, with Director **Ta** abstaining.

5. Reports:

A. Report of Board Members: None

B. Report of Administration: General Manager **John Borack** summarized the report, which included channel, rate change and programming notifications from the video service providers; an update of new features on the PCTA website; the upcoming SCAN-NATOIA Conference and STAR Awards with registration information “coming soon,” per SCAN-NATOIA; participation by PCTA staff as judges for two categories of the STAR Awards; participation by PCTA staff in judging the Surf City Student Film Festival and District-Wide Talent Show, and the airing of these events on Huntington Beach, Fountain Valley and Westminster’s channels, as well as the scheduled airing of Huntington Beach’s High School graduation on HBTv-3; an update on the Huntington Beach 4th of July Parade and PCTA’s coverage; and PCTA’s ongoing discussions with the City of Los Alamitos regarding the provision of production services. Video Production Manager **Louis Rocha** presented the production status report.

C. Report of the PCTA Attorney: None.

6. Unfinished Business

A. Renewal of additional PEG Production Contracts—Director **Ta** moved to approve the renewal of the presented contracts; seconded by Director **Vo**, the motion passed unanimously as to those present.

7. Closed Session

A. Public Employee Performance Evaluation: Administrative Assistant- There was discussion by the Board; no action was taken.

B. Public Employee Performance Evaluation: Production Manager- There was discussion by the Board; no action was taken.

8. **New Business**—Director **Brothers** moved to take Item 8C out of order; seconded by Director **Warren**, the motion passed unanimously as to those present.

C. Consideration of Draft FY 2014-2015 PCTA Budget—After some discussion, Director **Ta** motioned to approve the budget; seconded by Director **Vo**, the motion passed unanimously as to those present.

A. Consideration of and Possible Action to Approve Merit Increases for Administrative Assistant and Production Manager—Director **Vo** moved to approve the Merit Increases for both positions (\$20.19 per hour/\$42,000 annually for the Administrative Assistant position, and \$35.10 per hour/\$73,000 annually for the Production Manager position); seconded by Director **Ta**, the motion passed unanimously as to those present.

B. Formation and Appointment of Ad Hoc Subcommittee to Coordinate General Manager's Performance Evaluation—Director **Brothers** moved to appoint Chair **Carchio** and Vice-Chair **Shawver** as members of the subcommittee; seconded by Director **Harper**, the motion passed unanimously as to those present.

D. Discussion of 2014 NATOA and SCAN-NATOA conferences—Registration has not yet begun for the June 2014 SCAN-NATOA conference; PCTA staff and Director **Brothers** plan to attend. At this point in planning, the 2014 NATOA conference held in St. Paul, MN will be attended by PCTA staff and Director **Brothers**. The NATOA conference will be held September 29—October 2, 2014.

E. Receive and File: Annual Audit FY 2012-2013—The results of the Audit were discussed, including the Audit's findings regarding PayPal and PCTA's Purchasing Policy. A proposal for an updated Purchasing Policy that would address the Auditor's concerns will be placed on the June agenda.

10. Vice-Chair **Shawver** **ADJOURNED** the meeting to **8:30 A.M. Tuesday, June 17, 2014**, at **Westminster Council Chambers Conference Room**.

Respectfully submitted,

John Borack
General Manager