



MINUTES

Regular Meeting of May 20, 2015

**10200 Slater Avenue
Fountain Valley, CA 92708**

1. **Call to Order:** Chair **Dave Shawver** called the meeting to order at 8:38 a.m.

2. **Roll Call**

Vice-Chair Tri Ta	Westminster	Present	Director Michael Vo	Fountain Valley	Present
Director Margie Rice	Westminster	Present	Director Cheryl Brothers	Fountain Valley	Present
Chair Dave Shawver	Stanton	Present	Director Mike Posey	Huntington Beach	Absent
Director Carol Warren	Stanton	Present	Director Barbara Delgleize	Huntington Beach	Present

PCTA staff members present

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

Also present

Diana Dobbert	City of Westminster
Julie Roman	City of Stanton
Julie Toledo	City of Huntington Beach

3. **Public Comments:** None.

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

5. **Reports:**

A. Report of Board Members: Director **Rice** wanted to share that the PCTA personnel working in Westminster are wonderful. Director **Ta** also wished to add that he also applauds the PCTA personnel and wanted to especially compliment the Tabletop Expo coverage that was produced for the City of Westminster.

B. Report of Administration: General Manager **Borack** summarized the report, which included channel, rate change and programming notifications from the video service providers; Press coverage of PCTA including “Public Cable Television Wins First Place” in *The Local News*, “PCTA Program Earns Honor” in *Fountain Valley Living Magazine*, and a press release distributed at the end of April 2015 entitled “HBTV Airing High School-Produced Programming”; an update on the annual PCTA Audit for 2013-2014; the re-introduction of the CAP Act in the Senate; the upcoming SCAN-NATOA conference in Santa Monica, CA on June 11, 2015, and the upcoming NATOA conference in San Diego, CA from September 8 through September 11, 2015, both of which have programming awards in which PCTA programming is competing; the inclusion of each city’s programming schedule on each city’s community bulletin board; the airing of water conservation PSAs on each city’s channel; an update on the potential operation of Channel 6; the update of PCTA’s website to include full-length videos of PCTA programs on the “Videos” tab; and a complaint log tracking cable customer complaints received by PCTA and their resolutions. Video Production Manager **Rocha** presented the production status

report. General Manager **Borack** informed the Board that PCTA is also working on a new show focusing on seniors entitled “Young at Heart.”

C. Report of the PCTA Attorney: None.

6. New Business:

A. Consideration of Draft FY 2015-2016 PCTA Budget: General Manager **Borack** presented the Draft Budget, noting the small shifts between line items based on past and projected expenditures, and pointing out a few proposed changes. These included funding allocated to support 3% salary increases for PCTA staff and a raise from \$15 to \$17 among the lowest-paid production assistants, as well separating editors out of the “producers” line item onto its own line item. Director **Ta** asked for clarification, looking at the 2014-15 Budget, on the difference between Total Expenditures and the Passed Budget, as it seemed unlikely that the expenditures would reach the total amount of the budget. General Manager **Borack** replied that the leftover funds would be listed under the “Unbudgeted Carryover.” Attorney **Molko** asked for clarification on the differences on the way the “Audit” line item was broken down. General Manager **Borack** responded that the Line Item Descriptions specifies that 30% of the Audit is budgeted on the Administrative Budget, and 70% is budgeted on the PEG Budget and that in years past it was broken down differently. Director **Brothers** asked how the 3% figure was decided for staff salary increases, to which General Manager **Borack** responded that he was asking to budget for the lower end of an acceptable raise for a well-performing employee—as opposed to 5%, for example. Attorney **Molko** added that passing the amount in the budget would allow room to fund the proposed raise, but to implement the raise would require a separate agenda item, concurrent with an employee performance review, on which the Board would vote. There was also discussion on increases in the Employee Benefits line item, and it was noted that the premium usually goes up every year. General Manager **Borack** shared that his health insurance premiums have increased beyond the amount budgeted for his benefits and he must pay a portion out-of-pocket each month. Director **Rice** voiced that she thinks it is important to provide health care coverage. Chair **Shawver** wanted to know how the amount General Manager **Borack** pays monthly out of pocket, and how that amount would compare to a 3% increase in his salary. Requested information regarding this issue will be brought back for discussion at the next meeting.

Chair **Shawver** suggested that to offer competitive pay for production assistants by offering 25 cents more than what other cities are offering would help ensure that PCTA retains quality personnel. General Manager **Borack** responded that he thought the \$2 raise for those who were not already being paid more would be sufficient for retaining personnel. Chair **Shawver** requested staff to bring to the Board at the next meeting the median pay for a production assistant working in government access in local cities. Chair **Shawver** wanted PCTA staff to let the contractors know that the PCTA Board is looking into offering competitive pay and that they are valuable to PCTA. Director **Rice** motioned that the Budget be brought back to the Board at the next meeting with the requested information, being the increase of health care costs versus amount of 3% raise and the mean wage for production assistants working in other cities. Seconded by Director **Delgleize**, the motion passed unanimously as to those present.

B. Consideration of Airing 2015 Huntington Beach 4th of July Parade: General Manager **Borack** presented the discussion of airing the 2015 Huntington Beach 4th of July Parade. The discussion has been primarily whether to air the Parade live, or to tape the parade and broadcast it at a later hour. Director **Delgleize** asked for clarification that the live transmission is what has caused issues in the past, and not the taping itself, which General Manager **Borack** confirmed. Director **Delgleize** also thanked the Board for delaying action on this item until a Huntington Beach Director was present. She noted that a lot of citizens in Huntington Beach do enjoy watching the parade on TV at home, but that airing it a few hours later should not be an issue. Director **Delgleize** moved that the Board approve the taping of the parade without a live broadcast and a later, same-day broadcast; seconded by Director **Rice**, the motion passed unanimously as to those present.

C. Update of PCTA Programming and Video Production Policy: General Manager **Borack** presented an updated version of PCTA's Programming and Video Production Policy. General Manager **Borack** gave an overview of the changes made, noting that the recording media listed in the policy were particularly out of date. Director **Brothers** said she would not vote to approve the policy, and requested that when changes are made to a lengthy document that a redline version is presented so that the Board may see exactly what has been changed. The Board agreed, and Vice-Chair **Ta** moved that the policy be brought back to the board with a redlined version; seconded by Director **Rice**, the motion passed unanimously as to those present.

7. Old Business:

A. Consideration of Production Truck Rental to the City of Garden Grove: Attorney **Molko** discussed the changes that had been made to the contract since the last month's Board meeting. She noted the addition of the specification of Garden Grove paying PCTA personnel directly in section 3, reciprocal indemnification in Section 5, and built-in reciprocal insurance provisions in Section 7, noting that an Additional Insured certificate had been obtained. General Manager **Borack** mentioned that the PCTA crew that would be working at the event are highly trusted. Director **Rice** made a motion to approve the contract; seconded by Vice-Chair **Ta**, the motion passed unanimously as to those present.

At this time Chair **Shawver** made a recommendation that PCTA staff identify an action with a recommendation on each agenda item on future PCTA Agendas. PCTA staff said that they would honor this request and begin doing so on the next agenda.

A discussion took place as to the date of the next PCTA meeting, as General Manager **Borack** had a schedule conflict with the June 17 date. Directors **Brothers** and **Vo** mentioned they also had a conflict that day. It was decided that the meeting should be held on Wednesday June 10, 2015.

- 8. Chair Shawver ADJOURNED** the meeting to **8:30 A.M. Wednesday, June 10, 2015** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack
General Manager