



MINUTES

Regular Meeting of July 20, 2016

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

1. Call to Order: Chair **Tri Ta** called the meeting to order at 9:05 a.m.

2. Roll Call

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

PCTA staff members present

Bill Marticorena	Attorney
John M. Borack	General Manager
Louis Rocha	Video Production Manager
Christine M. Gilbert	Administrative Assistant

Also present

Diana Dobbert	City of Westminster
Tim Davis	City of Fountain Valley
Julie Roman	City of Stanton
Julie Toledo	City of Huntington Beach

3. Public Comments: None.

4. Consent Calendar: Director **Brothers** motioned to approve the consent calendar; seconded by Director **Posey**, the motion passed unanimously as to those present; Vice Chair **Delgleize** was not present for the vote on Item 4.

5. Reports:

A. Report of Board Members: None.

At this time, General Manager **Borack** requested to take Item 7C out of order; Chair **Ta** agreed to move the item.

7. New Business:

C. Updating Signers on PCTA Business Banking Account: General Manager **Borack** summarized the need to update those with signing authority on the PCTA account with Bank of America, and recommended adding Director **Brothers** as a signer in addition to General Manager **Borack** and Director **Rice**, who already had signing authority. Director **Brothers** agreed to be a signer for the account and was added, while former board member Steve Nagel was deleted. Chair **Ta** motioned to update those with signing authority on the PCTA Bank of America account; seconded by Director **Vo**, the motion passed unanimously as to those present. Mylinh McDonald from Bank of America was on hand to obtain the necessary signatures.

At this time Chair **Ta** resumed the regular order of the meeting.

5. Reports:

B. Report of Administration: General Manager **Borack** welcomed back Attorney Bill Marticorena as Legal Counsel for PCTA. General Manager **Borack** then summarized the administrative report, which included channel, rate change and programming notifications from the video service providers; recent press coverage including “PCTA Earns Four Nominations” in *Fountain Valley Living Magazine*, “PCTA—Excellence in Broadcast, Cable and Electronic Programming” in *The Local News*, and “Another Popular Senior Expo Provides Information, Prizes” in the *Fountain Valley View*; an updated customer complaint log and an updated chart of quarterly Franchise Fees by City; the attendance by PCTA at two eNATOA webinars on “SD to HD Conversion” and “Cable Franchising Renewal”; and the airing of Fountain Valley’s presentation of “The Dangers of Marijuana” in the City of Stanton. Director **Delgleize** mentioned that she had shown interest in airing the program in Huntington Beach as well. General Manager **Borack** said it could be aired in all of the cities as desired, and the members of the Board expressed interest for it to play in all four cities. PCTA staff will schedule it to air.

General Manager **Borack** continued to summarize the successful taping of the Huntington Beach 4th of July parade and its airing on all four channels. Director **Brothers** asked if the Parade could be continued to be shown on Fountain Valley’s channel, and General Manager **Borack** informed her it will. Production Manager **Rocha** updated the Board on music copyright disputes occurring with PCTA produced videos on YouTube, and informed the Board that producers have been advised to cut live musical performances of copyrighted songs from PCTA videos to be shown on YouTube. Director **Delgleize** asked what the options are for paying for the rights if need be, to which Production Manager **Rocha** responded by stating that he disputed the flags by claiming Fair Use, which was denied by YouTube. Thus the copyright holder is allowed to monetize the PCTA videos in question on YouTube. He suggested refraining from posting such videos to YouTube to avoid the issue altogether.

General Manager **Borack** continued the report which included a thank you note received by a PCTA producer and the nomination of Production Manager **Rocha** for the SCAN-NATOA Board of Directors.

Video Production Manager **Rocha** presented the production status report. Director **Delgleize** took the opportunity to follow up with Production Manager **Rocha** about the Studio office leased from the City of Huntington Beach. Production Manager **Rocha** informed the Board that the city had repaired the walls and cleaned the carpet. The Board thanked Director **Delgleize** and Huntington Beach Liaison **Julie Toledo** for seeing that these issues were taken care of.

C. Report of the PCTA Attorney: Attorney **Marticorena** had nothing to report except to introduce himself and to say he was glad to be back at PCTA.

Chair **Ta** then took item 7B out of order.

7. New Business:

B. Approval of 2016-2017 Production Contracts: General Manager **Borack** introduced the item with a table of pay rates for each contractor, stating that although all contractors were given the opportunity to negotiate new rates, not all contractors were given a rate increase, and that those who were being put forward for an increase were negotiated between 2% and 3%. Director **Shawver** asked if there would be an issue paying contractors different amounts for the same job title, to which the general consensus was that it was not an issue, as they are independent contractors. Director **Brothers** requested that in the future the current rates are given alongside the proposed rates for a comparison. Director **Vo** motioned approval of the contractor rates. Seconded by Director **Shawver**, the motion passed unanimously as to those present.

Chair **Ta** returned to **Item 6 A, B, and C.**

- 6. Closed Session:** Before going into closed session, General Manager **Borack** presented requested back-up material relevant to items **7A** and **8A** which would also be considered during the performance evaluations. This included the five year PCTA salary history for each position, and a salary analysis for local government cable salaries. General Manager **Borack** discussed his method for collecting the data, which included researching the SCAN-NATOA membership list to find local governments with active video production positions, and gathering salary information from publicpay.ca.gov.

A. Public Employee Performance Evaluation: Administrative Assistant**B. Public Employee Performance Evaluation: Production Manager****C. Public Employee Performance Evaluation: General Manager**

The Board reconvened. Director **Shawver** reported that the sub-committee for the General Manager's performance review, made up of Director **Shawver** and Chair **Ta**, would compile input provided by the Board members and meet with General Manager **Borack** to discuss the performance review, at which time, if he finds it satisfactory, **Borack** may sign. At this meeting they would also like to discuss the matter of salary with General Manager **Borack**. The signed review and salary proposal would be brought back as an item at the next Board Meeting for open discussion. The Board would also like to direct General Manager **Borack** to bring salary recommendations for the Administrative Assistant and Production Manager positions to the meeting with the sub-committee, and thereafter as an agenda item for the next Board meeting. Director **Brothers** expressed her desire to consider the Administrative Assistant and Production Manager salary adjustments as retroactive when discussed next month. The Board expressed their general consent, though it would be required to pass as part of the motion at the next meeting in order to be considered binding. Director **Shawver** motioned to continue Items 7A and 8A to the next meeting, with direction to staff to attend the evaluation meeting with the sub-committee and provide salary recommendations at the next board meeting. Seconded by Director **Delgleize**, the motion passed unanimously as to those present.

7. New Business:

A. Discussion of General Manager's Performance Evaluation and Possible Merit Increase: Backup to 7A was introduced before the closed session, after which Director **Shawver** motioned to continue Items 7A and 8A to the next meeting, with direction to staff to attend the evaluation meeting with the sub-committee and provide salary recommendations at that time. Seconded by Director **Delgleize**, the motion passed unanimously as to those present.

8. Old Business:

A. Consideration and Possible Action to Approve Merit Increases for Administrative Assistant and Production Manager: Backup to 8A was introduced before the closed session, after which Director **Shawver** motioned to continue Items 7A and 8A to the next meeting, with direction to staff to attend the evaluation meeting with the sub-committee and provide salary recommendations at that time. Seconded by Director **Delgleize**, the motion passed unanimously as to those present.

- 9. Chair Ta ADJOURNED** the meeting to **9:00 A.M. Wednesday, August 17, 2016** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack
General Manager