



MINUTES

Regular Meeting of July 19, 2017

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

1. Call to Order: Chair **Cheryl Brothers** called the meeting to order at 9:03 a.m.

2. Roll Call

Director Tri Ta	Westminster	Present	Director Michael Vo	Fountain Valley	Present
Director Margie Rice	Westminster	Present	Chair Cheryl Brothers	Fountain Valley	Present
Director Dave Shawver	Stanton	Present	Director Patrick Brenden	Huntington Beach	Present
Vice Chair Carol Warren	Stanton	Present	Director Lyn Semeta	Huntington Beach	Absent

PCTA staff members present

John M. Borack	General Manager
Louis Rocha	Video Production Manager
Emily Webb	Attorney

Also present

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

3. Public Comments: None.

4. Consent Calendar: Director Tri **Ta** motioned to approve the consent calendar; seconded by Director Patrick **Brenden**, the motion passed unanimously as to those present.

5. Reports:

A. Report of Board Members: Chair **Brothers** reported that she will be attending the NATOA conference in Seattle, WA in September, along with General Manager John **Borack** and Video Production Manager Louis **Rocha**; it was also mentioned that the host hotel is currently completely booked for the conference. In addition, Chair **Brothers** asked for DVD copies of the Fountain Valley 60th Anniversary Parade to provide to title sponsors as a thank you for their participation.

B. Report of Administration: General Manager **Borack** summarized the administrative report, which included channel, rate change and programming notifications from the video service providers; recent press/social media coverage, including a press release publicizing the air dates for the 2017 Huntington Beach 4th of July Parade appearing in the *Orange County Register*; an updated customer complaint log; a discussion of the full-time editor position approved by the Board at the June Board meeting, in which General Manager **Borack** informed the Board that an offer would be extended to current PCTA contract labor editor Joe Rodriguez; a brief discussion of an eNATOA webinar attended by PCTA staff titled *How to Tweak Your Productions*; an update on direct deposit for Board members, which is now in effect; and a screening of a portion of the PCTA-produced Huntington Beach 4th of July Parade video. General Manager **Borack** also informed the Board that PCTA received Honorable Mention honors in three categories at the NATOA Government Programming Awards. Video Production Manager **Rocha** presented the most recent production report.

C. Report of Attorney: Attorney **Emily Webb** had nothing to report.

At this point in the meeting, each of the four final candidates for the vacant Administrative Assistant position was brought into the meeting to briefly meet the Board of Directors, in preparation for Item 6A.

6. Closed Session:

- A. Pursuant to Government Code Section 54957(b): Public Employee Employment – Title: Administrative Assistant**
- B. Pursuant to Government Code Section 54957(b): Public Employee Performance Evaluation – Title: Video Production Manager**

The Board reconvened and reported that General Manager **Borack** will have the ability to hire a new administrative assistant. Director Dave **Shawver** motioned to approve; seconded by Director Carol **Warren**, the motion passed unanimously as to those present.

7. New Business:

- A. Consideration and Possible Action to Approve Merit Increase for Video Production Manager:** After some discussion, the Board proposed a 3.5% merit increase for the Video Production Manager. Director Margie **Rice** motioned to approve the merit increase; seconded by Director Michael **Vo**, the motion passed unanimously as to those present.
- B. Approval of 2017-18 Production Contracts:** General Manager **Borack** presented a spreadsheet with pay rate information for each of PCTA's 27 production contractors. General Manager **Borack** explained that pay increases were given to some but not all contractors, with 3% being the maximum increase. Director **Brenden** motioned to approve the 2017-18 production contracts; seconded by Director **Rice**, the motion passed unanimously as to those present.
- C. Discussion of General Manager's Performance Evaluation:** After some discussion, the Board agreed to form an Ad Hoc Subcommittee to conduct the General Manager's performance evaluation after gathering input from the entire Board. It was mentioned by Chair **Brothers** that each Board member needs to provide their input within the next two weeks or the review process would proceed without them. Director **Ta** motioned to nominate Directors **Shawver** and **Warren** to serve as the Ad Hoc Subcommittee; seconded by Director **Rice**, the motion passed unanimously as to those present.

- 8. Chair Brothers ADJOURNED** the meeting to **9:00 A.M. Wednesday, August 16, 2017** at Fountain Valley City Hall, Conference Room 1.

Respectfully submitted,

John M. Borack
General Manager