

**PASADENA COMMUNITY ACCESS CORPORATION  
BOARD OF DIRECTORS  
SPECIAL MEETING  
150 S LOS ROBLES AVE  
PASADENA, CA 91101**

Minutes of Pasadena Community Access Corporation

This special meeting of the PCAC Board of Directors was held on Tuesday, October 7, 2014 at 150 S. Los Robles Ave., Suite 101.

CLOSED SESSION – 6:30 P.M.

- BOARD OF DIRECTORS CONFERENCE REGARDING EVALUATION OF PUBLIC EMPLOYEE PERFORMANCE – pursuant to Government Code §54957 Title: Executive Director
  - A single item was discussed and no reportable action was taken.

PUBLIC MEETING – 7:00 P.M.

**I. INTRODUCTION OF NEW MEMBERS/CALL TO ORDER/ROLL CALL**

- George Falardeau, Board President, called the meeting to order at 7:40 p.m.

**The names of those who attended the meeting are listed below:**

- **Present Board of Directors:**
  - George Falardeau – District 1 Representative
  - Tom Majich – District 2 Representative
  - Robert Oltman – District 3 Representative
  - Howie Zechner – District 4 Representative
  - Yuni Parada – District 5 Representative
  - Tim Winter – District 6 Representative
  - Hoyt Hilsman – District 7 Representative
  - Robert Miller – PCC Representative
  - Gail Schaper-Gordon – Mayor's Representative
  - William Boyer – City Manager's Office Representative
  - Beth Leyden – PUSD Representative
- **Staff:**
  - Keri Stokstad – Executive Director, PCAC
- **City Legal Representation:**
  - Javan Rad – Assistant City Attorney

**The names of those who did not attend the meeting are listed below:**

- **Absent Board of Directors:**
  - None

**II. APPROVAL OF MINUTES**

**MOTION:** *Hoyt Hilsman moved to approve minutes for September 16<sup>th</sup>. Seconded by Dr. Robert Miller. The motion passed unanimously.*

Prepared by: Beth Leyden, Secretary and PUSD Representative  
Reviewed by: Keri Stokstad, Executive Director

### **III. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

- A community producer informed the board that at the last producers meeting, the producers finalized a proposal to formulate an advisory council. The proposal included:
  - i. Creating a 5 member advisory council
  - ii. Composed of producers with a minimum of two years involvement with PCAC
  - iii. Persons who wish to serve will submit a statement describing why they want to be on the council, which will go out to the producers for a vote.

### **IV. TREASURER REPORT**

- Tim Winter provided the Treasurer's report to the board. Regarding the issue of income generated by franchise fees, Dr. Robert Miller asked that staff provide a report at the next regular meeting.

### **V. EXECUTIVE DIRECTOR REPORT**

- Keri Stokstad provided the Executive Director report to the board. New staff member, Bobbie Ferguson, was introduced to the board. Mrs. Ferguson comes by way of Long Beach Access and is the new Production Supervisor. Welcome, Bobbie!

### **VI. OLD BUSINESS**

- **PASADENA CABLE SERVICE PROVIDERS PEG ACCESS STATUS AND PLAN – INFORMATION ITEM**
  - There were two complaints. One was about poor video quality; the other was related to an equipment malfunction. Both complaints were addressed and resolved by Charter.
- **PCAC OPERATING AGREEMENT – ACTION ITEM**
  - The board held a discussion on this item and decided to table it until the next meeting.

### **VII. NEW BUSINESS**

- **CONSIDERATION OF DISSOLUTION OF STANDING COMMITTEES**
  - **MOTION:** After a brief discussion, Bob Miller moved to dissolve all standing committees. Hoyt Hilsman seconded the motion. The motion passed unanimously.
- **PCAC EMPLOYMENT AGREEMENT**
  - The board held a discussion on this item.
- **EXECUTIVE DIRECTOR COMPENSATION**
  - **MOTION:** *Dr. Robert Miller moved that the board authorize a retroactive raise in the amount of 4% to January 1<sup>st</sup>, 2013 through the end of the current contract (12/31), and to authorize the board chair to sign any amendments as to effectuate the agreement. Tim Winter seconded the motion. The motion passed with ten in favor and one opposed.*

### **VIII. COMMITTEE ASSIGNMENTS, REPORTS, AND MEETING SCHEDULES**

- No committees provided reports because they were all dissolved at this meeting;

however, the following committee was established:

- Strategic Planning Ad Hoc Committee
  - Gail Schaper-Gordon, Chair
  - George Falardeau
  - Keri Stokstad

**IX. CITY OF PASADENA REPORT**

- William Boyer provided the City of Pasadena report to the board.

**X. PASADENA UNIFIED SCHOOL DISTRICT REPORT**

- Beth Leyden provided the PUSD report to the board.

**XI. PASADENA CITY COLLEGE REPORT**

- Dr. Robert Miller provided the PCC report to the board.

**XII. FUTURE MEETING DATES**

- November 4<sup>th</sup>, 2014 at 150 S. Los Robles Ave., Suite 101.
- December 2<sup>nd</sup>, 2014 at 150 S. Los Robles Ave., Suite 101.

**XIII. ANNOUNCEMENTS BY BOARD MEMBERS AND STAFF**

**XIV. ADJOURNMENT**

**MOTION:** *There was no motion to adjourn the meeting. At 8:58 PM George Falardeau adjourned the meeting by presidential decree.*